

Regular Meeting of the Board of Directors

Thursday, March 7, 2019 - 6:00 pm

**The Regional District of Kootenay
Boundary Board Room, Trail, B.C**

A G E N D A

1. Call to Order

2. Consideration of the Agenda (Additions/Deletions)

- a) The agenda for the Regional District of Kootenay Boundary Board of Directors March 7, 2019 meeting is presented.

Recommendation: Corporate Vote Unweighted

That the agenda for the Regional District of Kootenay Boundary Board of Directors March 7, 2019 meeting be adopted as presented.

3. Minutes

- a) The minutes of the Regional District of Kootenay Boundary Board of Directors special meeting held February 21, 2019 are presented.
[Minutes-Special Meeting Board of Directors - 21 Feb 2019 - BoD March 7 19 - Pdf](#)

Recommendation: Corporate Vote Unweighted

That the minutes of the Regional District of Kootenay Boundary Board of Directors special meeting held February 21, 2019 be adopted as presented.

- b) The minutes of the Regional District of Kootenay Boundary Board of Directors regular meeting held February 21, 2019 are presented.
[Minutes-Regular Meeting Board of Directors - 21 Feb 2019 - BoD March 7 19 - Pdf](#)

Recommendation: Corporate Vote Unweighted

That the minutes of the Regional District of Kootenay Boundary Board of Directors regular meeting held February 21, 2019 be adopted as presented.

4. Delegation(s)

- a) There are no delegations scheduled to appear.

5. Unfinished Business

- a) **J. Dougall, General Manager of Environmental Services**
Re: Draft Big White Solid Waste Service Financial Plan (064) - 2019-2023

[5YR064 - Big White Solid Waste Service 2019-2023 - BOD - Mar 7, 2019](#)
[Work Plan 064 Big White Solid Waste Service - BOD - Mar 7, 2019](#)

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 2019-2023 Five Year Financial Plan.

- b) **J. Dougall, General Manager of Environmental Services**
Re: Draft Regional Solid Waste Management Service Financial Plan (010) - 2019-2023

[5YR010 Reg Solid Waste Management Service 2019-2023 - BOD - Mar 7, 2019](#)
[Work Plan 010 Regional Solid Waste Management Service - BOD - Mar 7, 2019](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve the Regional Solid Waste Management Service (010) 2019-2023 Five Year Financial Plan including minor changes for adjustments to year-end totals. **FURTHER** that the Plan be included in the overall 2019-2023 Five Year Financial Plan.

- c) **B. Burget, General Manager of Finance**
Re: Draft General Government Services - MFA Debenture Debt Financial Plan (001) - 2019-2023
[5YR001MFA 2019-2023 - BOD - Mar 7, 2019](#)
[Work Plan 001 General Government Services - BOD - Mar 7, 2019](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve the General Government Services (001) 2019-2023 Five Year Financial Plan including minor changes for adjustments to year-end totals. **FURTHER** that the Plan be included in the overall 2019-2023 Five Year Financial Plan.

6. Reports

a) **Adopted RDKB Committee Minutes**

The minutes of RDKB Committee meetings, as adopted by the respective RDKB Committees are presented:

Education and Advocacy Committee (June 28/18), Electoral Area Services Committee (Jan. 24/19) and East End Services Committee (Feb. 8/19).

[Minutes-E&A Committee-28 Jun 18-E&A Feb 21 19-BoD March 7 19-Pdf](#)

[Minutes-Electoral Area Services Committee - 24 Jan 2019 - BoD March 7 19-Pdf](#)

[East End Services Committee - 08 Feb 2019 - Minutes - Pdf](#)

Recommendation: Corporate Vote Unweighted

That the following RDKB Committee minutes be received:

Education and Advocacy Committee (June 28/18), Electoral Area Services Committee (Jan. 24/19) and East End Services Committee (Feb.8/19).

b) **Adopted RDKB Recreation Commission Minutes**

Grand Forks and District Recreation Commission-Jan. 17/19

[Minutes-Grand Forks and District Recreation Commission -January 17,](#)

[2019 - Board - March 7, 2019](#)

Recommendation: Corporate Vote Unweighted

That the minutes of the Grand Forks and District Recreation Commission meeting held January 17, 2019 be received.

c) B. Burget, General Manager of Finance

Re: Financial Plan Summary

A staff report from Beth Burget, General Manager of Finance, regarding the proposed 2019 - 2023 Five Year Financial Plan is presented.

[Staff Report - Financial Plan Summary - BRD - Mar 6, 2019 - Pdf](#)

Recommendation:

That the Board (Finance recommends approval of the 2019 - 2023 Five Year Financial Plan as presented.

7. New Business

a) Thompson Okanagan Tourism Association (TOTA)-Feb. 22/19

Re: RDKB Letter of Support for Eco Efficiency and Education Program-Okanagan Basin Water Board Funding

[TOTA-OK Basin Water Brd Funding Request-Eco Efficiency Education-LoS-BoD March 7 19](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approves writing a letter of support for the Thompson Okanagan Tourist Association's (TOTA) funding request to the Okanagan Basin Water Board for TOTA's Eco Efficiency and Education program that will assist businesses identify and implement opportunities to reduce costs and environmental impacts helping to further advance the sustainability and competitive advantage of our region.

b) M. Forster, Executive Assistant

Re: Statutory Requirements for Adoption of the RDKB 2019-2023 Five Year Financial Plan

A staff report from Maureen Forster, Executive Assistant presenting the

resolutions for the 2019 Budget and the 2019-2023 Five Year Financial Plan as adopted by the individual RKDB Committees for the specific RKDB services / functions is presented.

[Staff Report - Approved Budgets - BOD - March 7, 2019 - Pdf](#)

Recommendation: Corporate Vote Unweighted

That the staff report from Maureen Forster, Executive Assistant presenting the resolutions for the 2019 Budget / 2019-2023 Five Year Financial Plan as adopted by the individual Regional District of Kootenay Boundary Committees for the specific RKDB services / functions be received.

**c) M. Stephens, Interim Manager of Emergency Programs
Re: Emergency Alerting Service Provider**

A staff report from Mark Stephens, Interim Manager of Emergency Programs requesting the Board's approval to use an emergency alerting system and to enter into an agreement with Icesoft Inc. for the purchase and support of Voyent Alert is presented.

[Staff Report - Emergency Alerting - BOD - Mar 7, 2019](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors authorizes staff to use emergency alerting software in emergency situations. **FURTHER** that the Board of Directors approves the agreement with Icesoft Inc. for the initial purchase and support of Voyent Alert at a cost of \$10,000 and authorizes the RKDB signatories to sign and enter into the Agreement.

d) Grants-in-Aid Ending February 28, 2019

[Grant-in-Aid-Ending Feb 28-BoD-March 7 19](#)

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

That the following grants-in-aid be approved:

Beaver Valley Golf & Recreation Society – Sponsorship of Ladies' and Men's Nights – Electoral Area 'A' - \$1,152

The Kidney Foundation of Canada, BC Branch – Programs and Services for Kidney Patients and Families – Electoral Area 'B'/Lower Columbia-Old Glory - \$250

Boundary Metis Community Association – Banner – Electoral Area
`C'/Christina Lake - \$1,568
Little Lakers Learning Centre Society – Day Care Expenses Transition
from Preschool to Multi-Age Licence – Electoral Area `C'/Christina Lake -
\$3,500
Zone 6 BC 55+ Games – Preparation and Participation in Games –
Electoral Area `C'/Christina Lake - \$3000

8. **Bylaws**

a) **RDKB Bylaw No. 1714-RDKB Board of Directors Remuneration** *First, Second and Third Readings and Adoption*

[DRAFT-Bylaw 1714-BoD Remuneration-Rescinds Bylaw1684 18-BoD
March 7 19](#)

[Bylaw 1684-2018 Board Remuneration-Rescind by Bylaw 1714-BoD
March 7 19](#)

[Staff Report - Stipends - BRD - Feb 21, 2019 - BRD March 7 19- Pdf](#)

Recommendation: Corporate Vote Weighted

That Regional District of Kootenay Boundary Board of Directors
Remuneration Bylaw No. 1714, 2019 be read a First, Second and Third
time.

Recommendation: Corporate Vote Weighted

That Regional District of Kootenay Boundary Board of Directors
Remuneration Bylaw No. 1714, 2019 be Reconsidered and Adopted.

Recommendation: Corporate Vote Unweighted

That Regional District of Kootenay Boundary Board of Directors
Remuneration Bylaw No. 1684, 2018 be rescinded.

b) **RDKB Bylaw No. 1697-Economic Development (Electoral Area E/West Boundary) Service Establishment**

Reconsideration and Adoption

[Bylaw No. 1697-AreaE EconDev Service Establishment-Adopt-BoD-March
7 19](#)

Recommendation: Corporate Vote Unweighted

That Regional District of Kootenay Boundary Economic Development (Electoral Area E/West Boundary) Service Establishment Bylaw No. 1697, 2018 be Reconsidered and Adopted.

c) RDKB Bylaw No. 1698-Regional District of Kootenay Boundary Economic Development (Grand Forks Area) Service Establishment

Reconsideration and Adoption

[Bylaw No. 1698-Area D-C of GF-EconDev Service Establishment-BoD March 7 19](#)

Recommendation: Corporate Vote Unweighted

That Regional District of Kootenay Boundary Economic Development (Grand Forks Area) Service Establishment Bylaw No. 1698, 2018 be Reconsidered and Adopted.

d) RDKB Bylaw No. 1699-Regional District of Kootenay Boundary Economic Development (Boundary) Service Establishment Amendment

Reconsideration and Adoption

Recommendation: Corporate Vote Unweighted

That Regional District of Kootenay Boundary Economic Development (Boundary) Service Establishment Amendment Bylaw No. 1699, 2018 be Reconsidered and Adopted.

e) RDKB Bylaw No. 1712 - Beaver Valley Water Service Rates Bylaw

First, Second and Third Readings and Adoption

[Bylaw No. 1712 - BV Water User Rates \(2019\)-Rescinds Bylaw 1591-BoD-March 7 19](#)

[Bylaw No. 1591 - BV Water User Rates \(2016\)-Rescinded March 7 19](#)

Recommendation: Stakeholder Vote (Electoral Area A and Village of Fruitvale) Weighted

That Regional District of Kootenay Boundary Beaver Valley Water Service Rates Bylaw No. 1712, 2019 be read a First, Second and Third

time.

Recommendation: Stakeholder Vote (Electoral Area A and Village of Fruitvale) Weighted

That Regional District of Kootenay Boundary Beaver Valley Water Service Rates Bylaw No. 1712, 2019 be Reconsidered and Adopted.

Recommendation: Stakeholder Vote (Electoral Area A, Village of Fruitvale) Weighted

That Regional District of Kootenay Boundary Beaver Valley Water Service Rates Bylaw No. 1591, 2016 be Rescinded.

f) RDKB Bylaw No. 1713 - Columbia Gardens Industrial Park Specified Area Water Rates and Regulations Bylaw

First, Second and Third Readings and Adoption

[Bylaw 1713 Col Gardens Indust Park Water System Rates-Rescinds](#)

[Bylaw 1638-BoD March 7 19](#)

[Bylaw 1638 Col Gardens Indust Park Water Rates-Rescinded March 7 19](#)

Recommendation: Corporate Vote Weighted-Single Participant Service

That Regional District of Kootenay Boundary Columbia Gardens Industrial Park Specified Area Water Rates and Regulation Bylaw No. 1713, 2019 be read a First, Second and Third time.

Recommendation: Corporate Vote Weighted-Single Participant Service

That Regional District of Kootenay Boundary Columbia Gardens Industrial Park Specified Area Water Rates and Regulation Bylaw No. 1713, 2019 be Reconsidered and Adopted.

Recommendation: Corporate Vote Weighted-Single Participant Service

That Regional District of Kootenay Boundary Columbia Gardens Industrial Park Specified Area Water Rates and Regulation Bylaw No. 1638, 2017 be Rescinded.

9. **Late (Emergent) Items**
10. **Discussion of Items for Future Meetings**
11. **Question Period for Public and Media**
12. **Closed Meeting**
13. **Adjournment**



Special Meeting of the Board of Directors

February 21, 2019

3:30 p.m.

RDKB Board Room, Trail, B.C.

Minutes

Present: Director R. Russell, Chair
Alternate Director D. Wilchynski
Alternate Director K. Epp, via teleconference (left meeting at 4:48 p.m.)
Director A. Grieve, via teleconference (joined meeting at 4:48 p.m.)
Director L. Worley
Director V. Gee
Director S. Morissette
Director M. Walsh
Director R. Cacchioni
Director D. Langman
Director A. Morel
Director B. Taylor
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/Manager, 9-1-1 Emergency Communications
B. Burget - General Manager - Finance

Call to Order

The Chair called the meeting to order at 3:30 p.m.

Consideration of the Agenda (Additions/Deletions)

The agenda for the Regional District of Kootenay Boundary Board of Directors special meeting held February 21, 2019 was presented.

Moved: Director Taylor Seconded: Director Walsh

Corporate Vote Unweighted

That the agenda for the Regional District of Kootenay Boundary Board of Directors special meeting held February 21, 2019 be adopted as presented.

Carried.

Minutes

There were no previous minutes to adopt.

Delegation(s)

There were no delegations in attendance.

Unfinished Business

**J. Chandler, General Manager - Operations/Deputy Chief Administrative Officer
Dan Derby, Regional Fire Chief/Manager, 9-1-1 Emergency Communications
Re: Presentation - Draft Emergency Preparedness Service (012) 2019-2023 Five Year
Financial Plan, WorkPlan and Staffing**

Staff noted that they would address some of the Board's inquiries and comments made at the January 31st Board meeting and which were related to the draft 2019 Budget and 2019-2023 Five Year Financial Plan, an additional Emergency Manager position and the current allocation and proposed reallocation of staff time and salary related to the Emergency Preparedness Service.

Staff provided a brief commentary on the draft budget/financial plan and 2019 Workplan. They also provided the Board members with options related to the level of staffing. A table illustrating a proposed model for a new public safety salary distribution was presented for the Board's consideration.

The board discussed the financial plan, the impact of hiring a second position and the proposed salary distribution table. Staff answered inquiries regarding grant funding, the use of reserve funds, BC Hydro grant-in-lieu funds, the prioritization of the 2019 Workplan projects, options for increasing the level of staffing and the current allocation of staff time and salary to public safety and the impact this has on other services, and it was;

Moved: Director Cacchioni Seconded: Director Worley

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approves the following new public safety salary distribution as presented to the Board of Directors on February 21, 2019:

	2018		2019	
Emergency Communications	10%	Regional Fire Chief	25%	Regional Fire Chief
Emergency Management	100%	Manager EP	100%	Manager EP
	50%	Fire & ES Admin	50%	Fire & ES Admin
	10%	Communications	10%	Communications
			25%	Regional Fire Chief
Kootenay Boundary Regional	90%	Regional Fire Chief	50%	Regional Fire Chief
Fire Rescue	50%	Fire & ES Admin	50%	Fire & ES Admin
			100%	Deputy Fire Chief

Carried.

The budget implications related to hiring a second Emergency Preparedness manager was discussed further, and it was;

Moved: Director Cacchioni Seconded: Director Morissette

Corporate Vote Unweighted

That the employment of a second manager in the Emergency Preparedness Service be included in the draft 2020-2024 Five Year Financial Plan.

Carried.

Moved: Director Cacchioni Seconded: Director Worley

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approves the Emergency Preparedness Service (012) 2019-2023 Five Year Financial Plan with revisions as agreed to on February 21, 2019 and 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.

Carried.

A further discussion on the 2019 Workplan and the prioritization of projects ensued, and it was;

Moved: Director Morel Seconded: Director Cacchioni

Corporate Vote Unweighted

That with discretion, staff determine the priority of the projects listed in the 2019 Workplan.

Carried.

New Business

There was no old business to discuss.

Late (Emergent) Items

There were no late emergent items to discuss.

Discussion of Items for Future Meetings

A discussion did not take place.

Question Period for Public and Media

A question period was not necessary.

Closed Meeting

A closed special board meeting was not required.

Adjournment

There being no further business to discuss, the meeting was adjourned (time: 5:02 p.m.).

/TL



Regular Meeting of the Board of Directors

February 21, 2019

RDKB Board Room, Trail, B.C

6:00 p.m.

Minutes

Present:

Director R. Russell, Chair
Alternate Director D. Wilchynski
Director A. Grieve, via teleconference
Director L. Worley
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, GM - Operations/Deputy Chief Administrative Officer
J. Dougall, GM - Environmental Services
B. Burget, GM - Finance
F. Maika, Corporate Communications Officer
D. Derby, Regional Fire Chief/Manager, 9-1-1 Emergency Communications

Others Present:

Alternate Director L. Pasin
D. Catalano, CPA, CA, Grant Thornton
J. Silva, CPA, CA, Grant Thornton

Call to Order

The Chair called the meeting to order at 6:00 p.m. and welcomed those in attendance.

Consideration of the Agenda (Additions/Deletions)

The agenda for the Regional District of Kootenay Boundary Board of Directors meeting held February 21, 2019 was presented. The Manager of Corporate Administration noted the following changes to the agenda:

- Remove the Emergency Preparedness (012) 2019-2023 Five Year Financial Plan and 2019 Work Plan from the agenda (these items were discussed at a Special Board meeting held directly prior to the regular meeting),
- Add the following to Late (Emergent) Items:
 1. Bylaw 1707; Beaver Valley Regional Trails and Regional Parks Service Establishment Amendment Bylaw - Reconsideration and Adoption,
 2. An update respecting the Board's recommendation from the January 31, 2019 Board meeting regarding the land donation request from the Circle of Indigenous Society (COINS), and
 3. Recommendations from the Education and Advocacy Committee meeting related to requests for 2019 UBCM Ministry meetings and Resolutions for the 2019 AKBLG/UBCM, and it was;

85-19 Moved: Director Shaw Seconded: Director Gee

That the agenda for the Regional District of Kootenay Boundary Board of Directors meeting held February 21, 2019 be adopted as amended.

Carried.

Minutes

The minutes of the Regional District of Kootenay Boundary Board of Directors meeting held January 31, 2019 were presented. Page 7 of the minutes will be revised by removing the words "Request for Reconsideration" from the agenda item heading - Agricultural Land Commission - under Communications (Information Only), and it was;

86-19 Moved: Director Walsh Seconded: Director Cacchioni

Corporate Vote Unweighted

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

Carried.

Delegation(s)**Inspector Tim Olmstead, RCMP, Nelson Detachment****Re: General Discussion**

Chair Russell welcomed Inspector Olmstead to the meeting and thanked him for his attendance at the Board's request.

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RDKB Board of Directors
February 21, 2019*

Inspector Olmstead thanked the Board for the opportunity to speak to challenges with RCMP recruitment and retention as well as other human resource challenges within the Trail and Grand Forks Detachments. He provided the Board with information respecting the number of RCMP Officers employed within both Detachments and the work currently undertaken to expand the number of Officers. A review of the Kootenay Boundary RCMP regional strategy and economics is underway with a report forthcoming.

Inspector Olmstead answered several inquiries from the Board as to what is being done to manage sick and long-term absences as well as what mechanisms are in place to manage homelessness and mental health and addictions within our communities. He advised that through the BC Association of Police Chiefs, he has volunteered to participate on a Homelessness Committee in an attempt to find resolutions that may address drug addiction and other social issues. The members of the RDKB Board of Directors are privy to a summary of a recommendations report that will be drafted based on a review of the overall policing services and which included interviews with elected officials.

Inspector Olmstead noted he would welcome future inquiries and communications related to these issues. Chair Russell noted the Board's support for the RCMP service and he thanked Inspector Olmstead for his presentation.

Selkirk College Presentation

Re: Update from Angus Graeme, Selkirk College President, Bruce LeRose, College Board Chair and Scott Weatherford, Vice Chair

The Chair welcomed the delegates to the meeting and thanked them for attending at the Board's request.

Mr. Graeme introduced himself and Mr. LeRose and noted that Mr. Weatherford was unable to attend the meeting. He stated that the purpose of their presentation was to provide the Board members with an update on Selkirk College tuition and budget facts, activities, enrollment and demographics.

Via a power point presentation, Mr. Graeme provided information related to the following:

- locations of Selkirk College campuses,
- student enrollment including international enrollment,
- student demographics statistics including the diversity in future demographics,
- operating and maintenance budgets, capital budgets,
- revenue sources (including endowments and other funding) and expenses,
- the economic benefits the College supplies the Region,
- range of programs and courses including online programs, and
- Selkirk College's relationship with the Cities of Trail and Grand Forks for long-term support of the College's plans and operations.

Director Grieve noted the importance of a long-term presence of the Selkirk College campuses located in the RDKB region (e.g. Trail and Grand Forks) as well as the importance of the College's work on Reconciliation. She suggested that through the East End Services Committee, the RDKB may be in a position to lobby the Province for additional funding for resources at the 2019 UBCM. Mr. Graeme stated this would be helpful and that he would prepare briefing notes.

The Chair thanked the delegates for the presentation and they left the meeting.

Closed Meeting

Proceed to Closed meeting pursuant to Section 90 (2) (e) of the *Community Charter*.

87-19 Moved: Director Morel Seconded: Director Dunsdon

That the Regional District of Kootenay Boundary Board of Directors proceed to a closed meeting pursuant to Section 90 (2)(e) of the *Community Charter* (time: 6:51 p.m.).

Carried.

The Board of Directors reconvened to the open meeting at 7:29 p.m.

Director Dunsdon left the meeting at 7:30 pm.

Unfinished Business

J. Dougall, General Manager - Environmental Services

Re: Draft Regional Solid Waste Service (010) 2019 - 2023 Five-Year Financial Plan and 2019 Workplan

Director McGregor, Environmental Services Liaison

The draft Regional Solid Waste Service (010) 2019 - 2023 Five Year Financial Plan was presented. Staff reviewed the changes that have been made since the January 31st Board meeting and answered inquiries regarding the 2019 Workplan including inquiries on the Solid Waste Management Plan, a second scale at McKelvey Creek Landfill, East End organics diversion and landfill(s) closure and post closure costs; it was;

88-19 Moved: Director Morel Seconded: Director Grieve

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.

Carried.

J. Dougall, General Manager - Environmental Services

Re: Big White Solid Waste Service (064) 2019 - 2023 Five-Year Financial Plan and 2019 Workplan

Director McGregor, Environmental Services Liaison

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

89-19 Moved: Director Cacchioni Seconded: Director Gee

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors discuss the draft Big White Solid Waste Service (064) 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.

Carried.

M. Andison, Chief Administrative Officer

Re: Allocation of BC Hydro 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 for the allocation of grant-in-lieu revenues to the Kootenay Boundary Regional Fire Rescue (KBRFR) Service from the BC Hydro facility located in the RDKB was presented.

Staff provided background information leading up to the Committee's request for the allocation of BC Hydro grant-in-lieu funding. Some Directors expressed their concerns noting that this request should not continue in the future (e.g. after 2019). Director Grieve, Chair of the East End Services Committee acknowledged the concerns and advised that the Committee is working towards developing a plan to assist with the impacts that the KBRFR budget has had on the Service, and it was;

90-19 Moved: Director Cacchioni Seconded: Director Shaw

Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors approve a \$300,000 allocation of grant-in-lieu funds from BC Hydro 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.

Carried.

(Directors Morissette, Gee and Russell opposed)

B. Burget, General Manager - Finance

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

Director Cacchioni, Finance Liaison

The draft General Government Service (001) 2019-2023 Five Year Financial Plan was presented and Staff explained the changes that have been made to the draft Financial Plan since the January 31st Board meeting.

It was noted that the Financial Plan will reflect the recommendation respecting the allocation of \$300,000 from the Hydro grant-in-lieu to the Kootenay Boundary Regional Fire Rescue Service and which was made previously in the meeting by Resolution No. 90-19, and it was;

91-19 Moved: Director Cacchioni Seconded: Director Shaw

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve the General Government Service (001) 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.

Carried.

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 was presented.

92-19 Moved: Director Walsh Seconded: Director Cacchioni

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.

Carried.

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 was presented.

93-19 Moved: Director Cacchioni Seconded: Director Worley

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.

Carried.

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 was presented.

94-19 Moved: Director Morissette Seconded: Director Morel

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve the Feasibility Studies Service (006) 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.

Carried.

Communications-RDKB Corporate Communications Officer

F. Maika, Corporate Communications Officer

Re: Communications Update

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

95-19 Moved: Director Worley Seconded: Director Morel

Corporate Vote Unweighted

That the RDKB Communications update be received.

Carried.

Communications (Information Only)

City of Trail-Feb. 7/19

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

J. Dougall, General Manager - Environmental Services spoke to the request from the City of Trail for waiving tipping fees related to the deposit of the City's street-sweeping materials at the McKelvey Creek Landfill.

Staff explained that currently, the McKelvey Creek Landfill does not need outside sources of cover-soil, given that our current landfill operations source this material from future development areas. There are also additional concerns with potential contamination levels of street-sweeping materials, and the Ministry of Environment (MoE) Permit restrictions at the McKelvey Creek facility. Further, if tipping fees were to be waived for the City of Trail, consideration should be given to equivalency to other facility users disposing of similar materials.

Director Cacchioni explained the request from the City of Trail, and it was;

96-19 Moved: Director Cacchioni Seconded: Director Morel

Corporate Vote Unweighted

That Staff explore requests for the waiver of tipping fees related to street sweeping materials at RDKB Landfills and that a report respecting this matter be provided to the Board at a future meeting.

Defeated.

Directors Cacchioni and Taylor voted in favour of the recommendation.

Reports**Monthly Schedule of Vendor Payments - January 2019***Director Cacchioni, Finance Liaison*

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

97-19 Moved: Director Cacchioni Seconded: Director Shaw

Corporate Vote Unweighted

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

Carried.

Adopted RDKB Committee Minutes

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

98-19 Moved: Director Cacchioni Seconded: Director Morel

Corporate Vote Unweighted

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

Carried.

Adopted RDKB Recreation Commission Minutes

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

99-19 Moved: Alternate Director Wilchynski Seconded: Director Worley

Corporate Vote Unweighted

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

Carried.

Draft Minutes-RDKB Electoral Area Advisory Planning Commissions

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

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

100-19 Moved: Director Grieve Seconded: Director Morissette

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 5/19), Electoral Area E/West Boundary (Feb 4/19), and Electoral Area E/West Boundary - Big White (Feb. 5/19).

Carried.

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 was presented.

101-19 Moved: Director Walsh Seconded: Director Worley

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.

Carried.

Committee Recommendations to Board of Directors

Recommendations as adopted by RDKB Committees were presented for consideration.

Electoral Area Services Committee - February 14, 2019

Director Worley, Chair, Electoral Area Services Committee

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

102-19 Moved: Director Worley Seconded: Director Walsh

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.

Carried.

Electoral Area Services Committee - February 14, 2019*Director Worley, Chair, Electoral Area Services Committee**Floodplain Exemption - Electoral Area C/Christina Lake***103-19** Moved: Director Worley Seconded: Director Gee**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.

Carried.

Staff will provide the members of the Electoral Area Services Committee a copy of the covenant template.

Utilities Committee - February 13, 2019*Director Cacchioni, Chair, Utilities Committee / Director Worley, Vice Chair**Water Conservation Plans***104-19** Moved: Director Cacchioni Seconded: Director Worley**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.

Carried.

Boundary Community Development Committee - February 6, 2019*Director McGregor, Committee Chair / Director Russell, Vice Chair**West Boundary Recreation Grant***105-19** Moved: Director Shaw Seconded: Director Gee**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 \$4,500 to be put towards the cost of instructor wages in running Red Cross Swim Kids swimming lessons for the 2019 season.

Carried.

*Page 10 of 18**RDKB Board of Directors**February 21, 2019*

Board Appointments Updates

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

No activity to report

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

No activity to report.

Okanagan Film Commission - Director Gee

The next meeting is scheduled for the end of March.

Boundary Weed Stakeholders Committee - Director Gee

A meeting has been scheduled in March.

Columbia River Treaty Local Government Committee (CRT LGC)-Directors Worley and Langman

A teleconference regarding treaty negotiations has been arranged for March 7th.

A CRT strategic planning session has been arranged for March 14 and 15.

Columbia Basin Regional Advisory Committee (CBRAC) - Director Worley

A Strategic Planning session will be held in Invermere.

Kootenay Booth - Director Langman

There is nothing new to report.

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

There is nothing new to report

Chair's Update - Chair Russell

- Chair Russell provided a verbal report on the Local Government Leadership Academy (LGLA) sessions.
- The Education and Advocacy Committee has scheduled a meeting for May 23rd and will review requests for 2019 UBCM Minister Meetings from the RKDB Board of Directors. Prior to the May 23rd Committee meeting, Staff will send a notice to the RKDB Board of Directors, including municipal Directors, asking for their input on individual and or group/regional issues. To be included on the May 23rd Education and Advocacy meeting agenda, Directors will be requested to submit their input respecting UBCM meeting requests to Director Langman, Chair of the Education and Advocacy Committee.

New Business

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 was presented.

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RDKB Board of Directors

February 21, 2019

106-19 Moved: Director Gee Seconded: Director Langman

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.

Carried.

L. Moore, Planner

Re: Front Counter BC Referral for a 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 was presented.

Director Gee expressed her concerns with this application and she noted that the Boundary Community Development Committee is currently working on a Boundary Trails Master Plan to advance socio-economic opportunities for the Region.

Further to a summary of the proposal from Staff, it was;

107-19 Moved: Director Gee Seconded: Director Morel

Corporate Vote Unweighted

That given the RDKB is in the process of the development of a Boundary Trails Master Plan, this application for a License of Occupation as submitted by Douglas and Caroline Shannon, to secure legal access to District Lot 3046 in RDKB Electoral Area C/Christina Lake along a segment of the Trans Canada Trail, ought to be considered as a part of that master planning process prior to approval.

Carried.

L. Moore, Planner

Re: Front Counter BC Referral – 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'/Christina Lake southwest of Christina Lake was presented.

108-19 Moved: Director Worley Seconded: Director Langman

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.

Carried.

L. Moore, Planner**Re: Front Counter BC Referral - 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 was presented.

109-19 Moved: Director Langman Seconded: Director Taylor

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.

Carried.

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 respecting 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 was presented.

110-19 Moved: Director Morissette Seconded: Director Worley

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** the Board of Directors authorizes the RDKB signatories to sign and enter into the Agreement.

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:

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

111-19 Moved: Director Worley Seconded: Director Gee

Stakeholder Vote (Electoral Area Directors) Unweighted

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.

Carried.

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 was presented.

112-19 Moved: Director Grieve Seconded: Director Taylor

Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors approve application be made to the Municipal Finance Authority for short term financing for a 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.

Carried.

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 was presented.

Director Cacchioni distributed information he had assembled respecting a proposal to increase the Board members' monthly stipend allowance from \$810 to \$929.

It was suggested that before the Board decides whether to increase the monthly stipend that staff research the market and draft a comparison report to determine whether the suggested increase is in line with the stipend market for local government elected officials, and it was;

113-19 Moved: Director Cacchioni Seconded: Director Worley

Corporate Vote Unweighted

That the monthly RDKB Board of Directors' base stipend allowance be increased from \$810 to \$929. **FURTHER** that this increase be included in the General Government (001) Service 2019-2023 Five Year Financial Plan as presented and approved earlier in the meeting.

Carried.

(Directors Morissette, Walsh, Gee and Russell opposed)

At the March 7th Board meeting, Staff will present a Board of Directors Remuneration Bylaw reflecting this increase.

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 was presented.

114-19 Moved: Director Gee Seconded: Director Worley

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.

Carried.

Grants in Aid-Ending February 28, 2019

115-19 Moved: Director Grieve Seconded: Director Gee

Stakeholder Vote (Electoral Area Directors) Weighted

That the following grants in aid be approved:

1. Beaver Valley Blooming Society – Flower Tubs around Fruitvale – Electoral Area 'A' - \$2,500
2. JL Crowe Secondary School – Area A Memorial Award for Scholarship Program – Electoral Area 'A' - \$750
3. JL Crowe Secondary School – Area B Memorial Award for Scholarship Program – Electoral Area 'B'/Lower Columbia-Old Glory - \$750
4. Zone 6 BC 55+ Games – Participant Training and Attendance at Games – Electoral Area 'B'/Lower Columbia-Old Glory - \$750
5. Deer Ridge Water Association – Deer Ridge Water Association Transition Study – Electoral Area 'C'/Christina Lake - \$5,835
6. Boundary Metis Community Association – Snowshoeing Program Celebration Dinner – Electoral Area 'E'/West Boundary - \$800
7. West Boundary Community Services Co-operative Association – Consulting and Grant Writing – Electoral Area 'E'/West Boundary - \$3,000
8. West Boundary Community Services Co-operative Association – Insurance at Start-up – Electoral Area 'E'/West Boundary - \$1,147

Carried.

Bylaws

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

Third Reading

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

Third Reading

116-19 Moved: Director Gee Seconded: Director Worley

Stakeholder Vote (Electoral Area Directors) Unweighted

That Regional District of Kootenay Boundary Official Community Plan Amendment Bylaw No. 1701, 2019 and Zoning Amendment Bylaw No. 1702, 2019 be removed from the agenda.

Carried.

Late (Emergent) Items

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

Reconsideration and Adoption

117-19 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 Reconsidered and Adopted.

Carried.

Education and Advocacy Committee - February 21, 2019 Items Brought Forward to Board of Directors

It was noted that the Committee agreed to present the following AKBLG/UBCM 2019 Convention resolutions to the RDKB Board of Directors for approval:

1. Increase Provincial Funding Contribution for Victim Services
2. Funding support for Fire Services
3. Guidance to define the role of Local Government in Forest Management Plans referrals.

After a brief discussion, it was;

118-19 Moved: Director Langman Seconded: Director Morel

Corporate Vote Unweighted

That the following Victims Services resolution be submitted to the AKBLG 2019 Convention:

WHEREAS the costs to local governments for providing police-based victim services continues to escalate due to increased demand and annual inflation;

AND WHEREAS the authority for providing victim services for: victims' issues; development of legislation, policies and programs; training; and delivering and funding programs that support victims and their families is the responsibility of the Community Safety and Crime Prevention Branch of the Ministry of Public Safety and Solicitor General;

THEREFORE BE IT RESOLVED that the UBCM urge the Province of BC, through the Ministry of Public Safety and Solicitor General to increase the Ministry's funding contribution for the provision of police-based victim services within the Province of British Columbia.

Carried.

119-19 Moved: Director Morel Seconded: Director Worley

Corporate Vote Unweighted

That the following Fire Services resolution be submitted to the AKBLG 2019 Convention:

WHEREAS the Office of the Fire Commissioner has, over the past three two years, put more requirements in place for fire departments in British Columbia;

AND WHEREAS the cost and time commitment of these increased training, risk management, and records management requirements have negatively impacted volunteer and paid-on-call fire fighter recruitment and has resulted in increased local government taxation;

THEREFORE be it resolved that UBCM be directed to work with the Ministry of Public Safety and Solicitor General and the Office of the Fire Commissioner to explore provincial funding support to help fund staffing, compliance with standards, and capital costs of British Columbia fire departments.

Carried.

120-19 Moved: Director Dunsdon Seconded: Director Worley

Corporate Vote Unweighted

That the following Local Government Role in the Review of Forestry Development Plan Referrals resolution be submitted to the AKBLG 2019 Convention:

WHEREAS local governments have actively advocated for a larger role in the review of forest management plans in the province and are now increasingly being asked to provide input into the forest management plans proposed by the forest industry and BC Timber Sales, but without a clearly defined mandate, framework, or best practices within which to consider such plans;

AND WHEREAS the authority for managing and regulating the Province's forest resources rests with the Ministry of Forests, Lands, Natural Resources Operations and Rural Development;

THEREFORE BE IT RESOLVED that UBCM urge the Province of BC, through the Ministry of Forests, Lands, Natural Resources Operations and Rural Development to work with local governments and the forest industry to develop guidance documents intended to better define the role of local government in the review process and best practices for forest management plan referrals from the forest industry and Provincial agencies.

Carried.

Federal Funding - RCMP Policing Services

The Board also reviewed the utilization of Federal RCMP Police resources in Rural areas, as discussed by the Education and Advocacy Committee, and it was;

121-19 Moved: Director Morel Seconded: Director Langman

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors advocate directly with the RCMP for the allocation of federally funded RCMP drug enforcement and organized crime resources to the Kootenay Boundary communities.

Carried.

Circle of Indigenous Society (COINS)

Re: Update on the Request for Land Donation (Jan. 31/19)

M. Andison, Chief Administrative Officer advised that further to the presentation from COINS at the January 31st Board meeting, and while working with School District No. 51, COINS has secured land for the placement of a modular home to house free childcare spaces as part of the proposal;
Implementation Proposal for an Aboriginal Head Start Program in Grand Forks.

122-19 Moved: Director Walsh Seconded: Director Cacchioni

Corporate Vote Unweighted

That the update with respect to the request for a land donation from the Circle of Indigenous Society be received.

Carried.

Discussion of Items for Future Meetings

A discussion was not required.

Question Period for Public and Media

A question period was not necessary.

Adjournment

There being no further business to discuss, the meeting was adjourned (time: 9:42 p.m.).

TL



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	262,588	6,735	2.63	260,778	254,716	259,885	262,098
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)	281,004	19,628	7.51	260,778	254,716	259,885	262,098
EXPENDITURE												
12 435 111 Wages & Benefits	7	7,053	7,038	4,640	2,398	7,753	715	10.16	7,879	8,036	8,197	8,361
12 435 210 Travel	8	0	0	0	0	250	250	0.00	250	250	250	250
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	0	0	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	24,000	(1,000)	(4.00)	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	281,004	19,628	7.51	260,778	254,716	259,885	262,098
Surplus(Deficit)		5,523		18,416								

REGIONAL DISTRICT OF KOOTENAY BOUNDARY Five Year Financial Plan

[illegible]

Notes:	Previous Year Budget	255,853

[illegible]

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[illegible]

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		

[illegible]

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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	4,207	2.0%	4,291	2.0%	4,377	2.0%	4,465	2.0%	4,554
2	Benefits @ 22%	1,173	924		926		945		964		983
3	Solid Waste Program Coordinator		2,050	2.0%	2,091	2.0%	2,132	2.0%	2,175	2.0%	2,219
4	Benefits @ 28%		573		571		582		594		605
	Current Year Budget	7,038	7,753		7,879		8,036		8,197		8,361

Notes:	Previous Year Budget	7,038
	Actual to December 31, 2018	4,640
120,209	Based on 3.5% Director of Environmental Service Salary	
	Based on 3.0% Solid Waste Program Coordinator	

[illegible]

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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

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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

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Consultant Fees
Account	12 435 233 064

2018
Prior Year

2019 Budget

**2020
Budget**

2021 Budget

**2022
Budget**

**2023
Budget**

Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Site Layout Design	-	-		-		-		-		-
	Current Year 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		

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name **Tipping Fees - Kelowna**
Account 12 435 265 064

		2018 Prior Year	2019 Budget		2020 Budget		2021 Budget		2022 Budget		2023 Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Tipping Fees Glenmore Landfill	52,479	70,000	2.0%	71,400	2.0%	72,828	2.0%	74,285	2.0%	75,770
Current Year Budget		52,479	70,000		71,400		72,828		74,285		75,770

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	24,000								
	Current Year Budget	25,000	24,000		-		-		-		-

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

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Five Year Financial Plan

Name	Interest Expense - Short Term	2018	2019		2020		2021		2022		2023
Account	12 435 811 064	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	MFA LUA - Overhead Door Replacement	535	471		189						
	Current Year Budget	535	471		189		-		-		-

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

Name	Debt Principal	2018	2019	2020	2021	2022	2023
Account	12 435 830 064	Prior Year	Budget	Budget	Budget	Budget	Budget

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%)		

Name	Previous Year's Deficit
Account	12 435 990 064

Name	Account
------	---------

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	-

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:

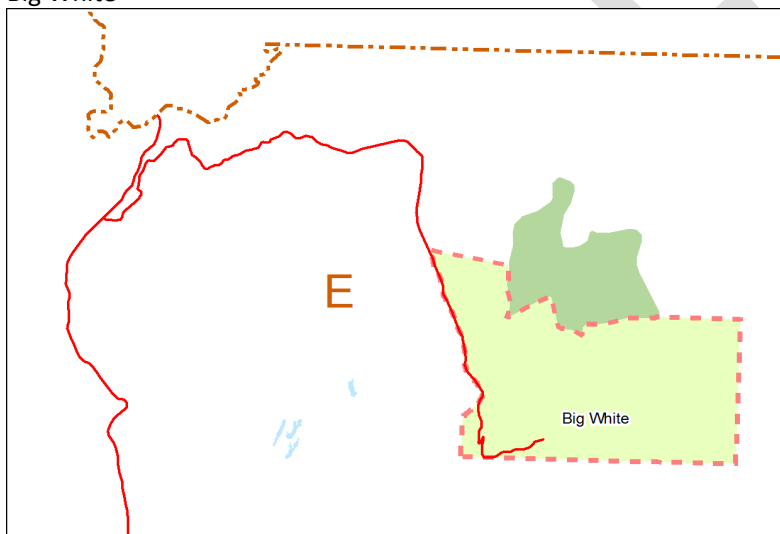
Requisition - \$255,853 / Budgeted Expenditures - \$261,376 / Actual Projected Expenditures - \$243,000

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 (3.5% FTE), Solid Waste Program Coordinator (3%), 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. Currently, RDKB staff are working with the site maintenance contractor to better understand the use of the site.

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. \$24,000 has been included in the draft 2019 budget for this work.

The second project will be participation in a community issues analysis for Big White. It is anticipated that solid waste services will be a topic of interest for the community. 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.



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													
	Property Tax Requisition	3	1,255,447	1,255,447	1,255,447	(0)	1,368,681	113,230	9.02	1,540,655	1,464,470	1,519,350	1,471,899
11 210 100	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)	2,241,000	38,363	1.74	2,241,000	2,241,000	2,241,000	2,241,000
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	161,188	(141,188)	45,000	25,000	125.00	45,000	45,000	45,000	45,000
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	371,861	786,139	560,000	(598,000)	(51.64)	0	400,000	0	0
	Total Revenue		5,001,373	4,984,084	5,327,771	(343,687)	4,813,681	(170,403)	(3.42)	4,153,655	4,477,470	4,132,350	4,084,899
EXPENDITURE													
COMPENSATION													
12 433 111	Salaries and Benefits	19	1,182,552	1,205,013	1,229,803	(24,790)	1,249,092	44,079	3.66	1,262,523	1,287,773	1,313,529	1,339,799
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	22,524	19,690	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	23,175	6,465	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	485,000	(214,000)	(30.62)		95,000	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	268,000	(111,932)	255,000	98,932	63.39		255,000	255,000	255,000	255,000
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)	527,062	(1,130,828)	(68.21)		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	5,854,833	405,556	4,813,681	(1,446,708)	(23.11)		4,153,655	4,477,470	4,132,350	4,084,899
Surplus(Deficit)		(1,657,890)	(1,276,305)	(527,062)		0				0	0	0	0
1,130,829													
Current Year expense 4,196,842													
Current Year Revenue 5,327,771													
Current year surplus without d 1,130,929													

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
37,732	11 830 100 010 Fruitvale	41,201	46,378	44,085	45,737	44,308
114,103	11 830 200 010 Grand Forks	120,478	135,616	128,910	133,741	129,564
12,683	11 830 300 010 Greenwood	13,457	15,148	14,399	14,939	14,472
19,410	11 830 400 010 Midway	21,025	23,666	22,496	23,339	22,610
18,797	11 830 500 010 Montrose	21,114	23,767	22,591	23,438	22,706
116,344	11 830 600 010 Rossland	133,826	150,641	143,192	148,558	143,918
291,701	11 830 700 010 Trail	309,801	348,728	331,483	343,905	333,165
28,933	11 830 800 010 Warfield	32,163	36,204	34,414	35,703	34,588
113,563	11 830 901 010 Electoral Area 'A'	126,540	142,439	135,396	140,470	136,083
65,405	11 830 902 010 EA 'B' / Lower Columbia/Old Glory	69,661	78,414	74,536	77,330	74,914
129,157	11 830 903 010 EA 'C' / Christina Lake	135,605	152,644	145,096	150,533	145,832
87,290	11 830 904 010 EA 'D' / Rural Grand Forks	92,505	104,129	98,979	102,689	99,482
220,329	11 830 905 010 EA 'E' / West Boundary	251,305	282,881	268,893	278,970	270,257
1,255,447		1,368,681	1,540,655	1,464,470	1,519,350	1,471,899
	This Year Requisition	1,368,681	1,540,655	1,464,470	1,519,350	1,471,899
	Total Requisition	1,368,681	1,540,655	1,464,470	1,519,350	1,471,899

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	Tipping Fees	2018	2019	2020	2021	2022	2023
Account	11 550 500 010	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	McKelvey Creek	1,240,340	1,450,000	1,450,000	1,450,000	1,450,000	1,450,000
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	2,241,000	2,241,000	2,241,000	2,241,000	2,241,000

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

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	RDKB Tipping Fees - Curbside Garbage	2018	2019	2020	2021	2022	2023
Account	11 550 502 010	Prior Year	Budget	Budget	Budget	Budget	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

Notes:	Previous Year Budget	56,000
	Actual to December 31, 2018	102,151

[illegible]

[illegible]

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name Account	Revenue From Sales 11 490 902 010	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	-

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	40,000		40,000		40,000		40,000		40,000
2	Cascades - Recycling		5,000		5,000		5,000		5,000		5,000
	Current Year Budget	20,000	45,000		45,000		45,000		45,000		45,000

[illegible]

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)

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 Account	Revenue From Capital 11 920 002 010	2018 Prior Year	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 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	371,861
	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	82.0%	98,571	2.0%	100,543	2.0%	102,554	2.0%	104,605	2.0%	106,697
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	1,835.7	36.10	66,270	2.0%	67,595	2.0%	68,947	2.0%	70,326	2.0%	71,732
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	16,780.7		649,829		662,825		676,082		689,603		703,395
	Benefits @	165,445		28%	181,627	26.8%	177,571	26.8%	181,122	26.8%	184,745	26.8%	188,440
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			1,249,092		1,262,523		1,287,773		1,313,529		1,339,799

Notes:	Previous Year Budget	1,205,013
	Actual to December 31, 2018	1,229,803
Item # 11 Half time clerk shared with liquid waste		
Item # 12 Engineering & Safety Coordinator (25% Admin, 50% Waste, & 25% Sewer)		
	Director of Environmental Services	Total Wage
		120,209.04

Item # 2	Director of Environmental Services salary distribution:
82.00	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
3.00	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 - Beavertell 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

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Public Education & Advertising	2018	2019		2020		2021		2022		2023
Account	12 433 221 010	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Newspaper & magazine advertising	2,040	2,081	2.0%	2,122	2.0%	2,165	2.0%	2,208	2.0%	2,252
2	Radio and TV advertising	5,100	5,202	2.0%	5,306	2.0%	5,412	2.0%	5,520	2.0%	5,631
3	Brochures, newsletters, calendar, etc.	19,380	19,768	2.0%	20,163	2.0%	20,566	2.0%	20,978	2.0%	21,397
4	Promotions and Advertising	2,588	2,640	2.0%	2,693	2.0%	2,747	2.0%	2,802	2.0%	2,858
5	Web site enhancements	1,035	1,056	2.0%	1,077	2.0%	1,099	2.0%	1,121	2.0%	1,143
6	Reuse web site and newspaper insert	2,071	2,112	2.0%	2,154	2.0%	2,197	2.0%	2,241	2.0%	2,286
7	SWMP Expenses (meeting rooms, meals)	10,000									
8	6 - Trail Cams to Monitor Illegal Dumping										
9	Illegal Dumping Prevention Signage										
Current Year Budget		42,214	32,858		33,516		34,186		34,870		35,567

Notes:	Previous Year Budget	42,214
	Actual to December 31, 2018	22,524

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

[illegible]

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	RDKB Curbside Organics & Garbage	2018	2019		2020		2021		2022		2023
Account	12 433 234 010	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		2018	2019	2020	2021	2022	2023	
Account	12 433 235 010	Prior Year	Budget	Budget	Budget	Budget	Budget	Budget	
Item No	Description	Amount	Amount		Amount		Amount		Amount
	Combined With Previous Sheet (Page 25)	-	-		-		-		-
	Current Year Budget	-	-		-		-		-

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

[illegible]

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

[illegible]

Notes:		Previous Year Budget	29,640
		Actual to December 31, 2018	23,175
Item #8	JLTS Closed		

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

[illegible]

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name Account	Operating Contracts 12 433 242 010	2018 Prior Year	2019 Budget		2020 Budget		2021 Budget		2022 Budget		2023 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	

[illegible]

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

[illegible]

[illegible]

Notes:	Previous Year Budget	33,805
	Actual to December 31, 2018	16,645

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

[illegible]

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 Oc	-	-	-	-	-	-
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	2018	2019		2020		2021		2022		2023
Account	12 433 559 010	Prior Year	Budget		Budget		Budget		Budget		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		

[illegible]

L = Lease

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
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	C			
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	485,000	-	95,000	-	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

Name	Capital - Transfer Stations	2018	2019		2020		2021		2022		2023
Account	12 433 611 010	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Mt. Baldy - General Infrastructure (concrete ets)	25,000			25,000	c					
2	Truck Scales (Christina Lake, Rock Creek, Beaverdam)	100,000									
3	Roll-off Truck	194,000									
4	Passenger Vehicle										
	Current Year Budget	319,000	-		25,000		-		-		-

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

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

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		-		-		-		-

[illegible]

Notes:		Previous Year Budget	-
		Actual to December 31, 2018	-
Item #1	GL Accounts 34 700 060 and 34 701 060		
	<i>Revised Estimates for actual costs in 2011</i>		
Item #2	GL Accounts 34 700 064 and 34 701 064		
Item #3	GL Accounts 34 700 162 and 34 701 162		

\$ -

December 31, 2017 McKelvey Creek Closure

\$	-
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December 31, 2017 Greenwood Closure

\$	-
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December 31, 2017 Grand Forks Closure

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

Name	Debt - Interest	2018	2019	2020	2021	2022	2023
Account	12 433 820 010	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount		Amount		Amount
1	MFA #116 Due Apr 4th	31,500	31,500		31,500		
2	MFA #116 Due Oct 4th	31,500	31,500		31,500		
3							
4							
5							
6							
	Current Year Budget	63,000	63,000		31,500	-	-

[illegible]

Item #1	MFA #116 completion date April 4, 2021
Item #2	
Item #3	

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	90,000	90,000	90,000	90,000	90,000
2	Greenwood Landfill	67,296	75,000	75,000	75,000	75,000	75,000
3	Grand Forks Landfill	40,419	90,000	90,000	90,000	90,000	90,000
	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	255,000	255,000	255,000	255,000	255,000

Notes:

	Previous Year Budget	156,068
	Actual to December 31, 2018	268,000
Item #4	McKelvey Creek Landfill Phase 1 Closure Expected in 2020 (Estimated Cost - \$1,000,000)	

Name	Provision for Contaminated Site Clean-Up												
Account	12 433 267 010												
		2018 Prior Year	2019 Budget		2020 Budget		2021 Budget		2022 Budget		2023 Budget		
Item No	Description	Amount	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
Item No	Description	Amount	Amount		Amount		Amount
1	Previous Year's Deficit	1,657,890	527,062		-		-
	Current Year Budget	1,657,890	527,062		-		-

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Name	Contingencies										
Account	12 433 999 010										
		2018 Prior Year	2019 Budget		2020 Budget		2021 Budget		2022 Budget		2023 Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Contingencies	-	-								
	Current Year Budget	-	-		-		-		-		-



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 - \$5,854,833

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 Beaverdell was relocated to the Beaverdell 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	2020	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: 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 001
GENERAL GOVERNMENT SERVICES - MFA DEBENTURE DEBT





		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:													
13 250 100	MFA due from Fruitvale	2	35,000	122,548	122,548	0	122,548.15	0	0.00	122,548.15	122,548.15	122,548.15	122,548.15
13 250 200	MFA due from Grand Forks	3	205,654	205,654	205,654	0	203,597.02	-2,057	-1.00	132,748.75	132,748.75	132,748.75	132,748.75
13 250 300	MFA due from Greenwood	4	23,478	23,478	23,478	0	23,477.57	0	0.00	7,280.75	7,280.75	-	-
13 250 400	MFA due from Midway	5	17,997	17,997	17,997	0	18,367.92	371	2.06	18,739.17	18,739.17	18,739.17	18,739.17
13 250 500	MFA due from Montrose	6	0	0	0	0	-	0	0.00	-	-	-	-
13 250 600	MFA due from Rossland	7	477,278	671,370	651,370	20,000	631,369.70	-40,000	-5.96	631,369.70	631,369.70	631,369.70	577,842.27
13 250 700	MFA due from Trail	8	931,251	1,302,668	1,302,668	0	1,264,417.53	-38,250	-2.94	1,264,417.53	1,264,417.53	1,264,417.53	1,264,417.53
13 250 800	MFA due from Warfield	9	130,862	130,862	130,862	0	130,861.65	0	0.00	130,861.65	130,861.65	130,861.65	130,861.65
Total Revenue			1,821,519	2,474,576	2,454,576	20,000	2,394,639.54	-79,936	-3.23	2,307,965.70	2,307,965.70	2,300,684.95	2,247,157.52
EXPENDITURE:													
MFA for Debenture Members		10 - 12	1,821,519	2,474,576	2,454,576	20,000	2,394,639.54	(79,936)	(3.23)	2,307,965.70	2,307,965.70	2,300,684.95	2,247,157.52
Total Expenditure			1,821,519	2,474,576	2,454,576	20,000	2,394,639.54	(79,936)	(3.23)	2,307,965.70	2,307,965.70	2,300,684.95	2,247,157.52
SUMMARY OF ANNUAL PAYMENTS:													
Total Interest Paid							1,184,944.62			1,157,239.46	1,159,296.87	1,154,570.70	1,114,075.70
Total Principal Paid							1,209,694.92			1,150,726.24	1,148,668.83	1,146,114.25	1,133,081.82
Total Annual Payments							2,394,639.54			2,307,965.70	2,307,965.70	2,300,684.95	2,247,157.52

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Notes:	SUMMARY:						
	Total Interest Paid	122,548.15	70,000.00	70,000.00	70,000.00	70,000.00	70,000.00
	Total Principal Paid	-	52,548.15	52,548.15	52,548.15	52,548.15	52,548.15
	Total Paid	122,548.15	122,548.15	122,548.15	122,548.15	122,548.15	122,548.15

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Five Year Financial Plan

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Notes: SUMMARY:

Total Interest Paid	\$	95,017.24	\$	92,959.83	\$	70,252.42	\$	72,309.83	\$	70,252.42	\$	70,252.42
Total Principal Paid		110,637.19		110,637.19		62,496.33		60,438.92		62,496.33		62,496.33
Total Paid	\$	205,654.43	\$	203,597.02	\$	132,748.75	\$	132,748.75	\$	132,748.75	\$	132,748.75

Name	MFA due from the City of Greenwood		2018	2019	2020	2021	2022	2023
Account	13 250 300		Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description		Amount	Amount	Amount	Amount	Amount	Amount
1	MFA Issue #75 June 1st		1,334.38	1,334.38	1,334.38	1,334.38		
	Final Year 2021 December 31st		5,946.37	5,946.37	5,946.37	5,946.37		
2	MFA Issue # 106 April 13th		2,684.50	2,684.50				
	Final Year 2019 October 13th		13,512.32	13,512.32				
	Current Year Budget		23,477.57	23,477.57	7,280.75	7,280.75	-	-

Notes:	SUMMARY:												
	Total Interest Paid	\$	8,037.76	\$	8,037.76	\$	2,668.76	\$	2,668.76	\$	-	\$	-
	Total Principal Paid		15,439.81		15,439.81		4,611.99		4,611.99		-		-
	Total Paid	\$	23,477.57	\$	23,477.57	\$	7,280.75	\$	7,280.75	\$	-	\$	-

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	MFA due from the Village of Midway		2018	2019	2020	2021	2022	2023
Account	13 250 400		Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount		Amount	Amount	Amount	Amount
1	MFA Issue # 81 April 22nd	6,970.03	6,970.03		7,341.28	7,341.28	7,341.28	7,341.28
	Final Year 2024 October 22nd	1,980.00	2,351.25		2,351.25	2,351.25	2,351.25	2,351.25
2	MFA Issue # 95 April 13th	1,486.80	1,486.80		1,486.80	1,486.80	1,486.80	1,486.80
	Final Year 2025 October 13th	7,559.84	7,559.84		7,559.84	7,559.84	7,559.84	7,559.84
3								
4								
Current Year Budget		17,996.67	18,367.92		18,739.17	18,739.17	18,739.17	18,739.17

Notes:	SUMMARY:										
	Total Interest Paid	\$	6,933.60	\$	7,304.85	\$	7,676.10	\$	7,676.10	\$	7,676.10
	Total Principal Paid		11,063.07		11,063.07		11,063.07		11,063.07		11,063.07
	Total Paid	\$	17,996.67	\$	18,367.92	\$	18,739.17	\$	18,739.17	\$	18,739.17

Name	MFA due from the Village of Montrose
Account	13 250 500

Notes:	SUMMARY:					
	Total Interest Paid	-	-	-	-	-
	Total Principal Paid	-	-	-	-	-
	Total Paid	-	-	-	-	-

[illegible]

Notes:	SUMMARY:												
Item #2	Total Interest Paid	\$	286,228.88	\$	372,228.88	\$	372,228.88	\$	372,228.88	\$	372,228.88	\$	331,733.88
	Total Principal Paid		175,063.78		259,140.82		259,140.82		259,140.82		259,140.82		246,108.39
	Total Paid	\$	461,292.66	\$	631,369.70	\$	631,369.70	\$	631,369.70	\$	631,369.70	\$	577,842.27

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Notes:	SUMMARY:												
	Total Interest Paid	\$	616,713.30	\$	578,463.30	\$	578,463.30	\$	578,463.30	\$	578,463.30	\$	578,463.30
	Total Principal Paid		685,954.23		685,954.23		685,954.23		685,954.23		685,954.23		685,954.23
	Total Paid	\$	1,302,667.53	\$	1,264,417.53	\$	1,264,417.53	\$	1,264,417.53	\$	1,264,417.53	\$	1,264,417.53

Name	MFA due from the Village of Warfield		2018	2019	2020	2021	2022	2023
Account	13 250 800		Prior Year	Budget	Budget	Budget	Budget	Budget
Item No		Description	Amount	Amount	Amount	Amount	Amount	Amount
1	MFA Issue #112	April 6th	27,975.00	27,975.00	27,975.00	27,975.00	27,975.00	27,975.00
	Final Year 2025	October 6th	102,886.65	102,886.65	102,886.65	102,886.65	102,886.65	102,886.65
2								
3								
		Current Year Budget	130,861.65	130,861.65	130,861.65	130,861.65	130,861.65	130,861.65

Notes:	SUMMARY:								
	Total Interest Paid	\$	55,950.00	\$	55,950.00	\$	55,950.00	\$	55,950.00
	Total Principal Paid		74,911.65		74,911.65		74,911.65		74,911.65
	Total Paid	\$	130,861.65	\$	130,861.65	\$	130,861.65	\$	130,861.65

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	MFA Debenture for Members - Summary		2018	2019	2020	2021	2022	2023
	Page 1		Prior Year	Budget	Budget	Budget	Budget	Budget
Issue No	Description		Amount	Amount	Amount	Amount	Amount	Amount
66	City of Rossland	May 5th	6,997.50	6,997.50	6,997.50	6,997.50	6,997.50	
	Final Year 2022	November 5th	20,029.93	20,029.93	20,029.93	20,029.93	20,029.93	
68	City of Rossland	March 24th	88,404.91	68,404.91	68,404.91	68,404.91	68,404.91	68,404.91
	Final Year 2023	September 24th	46,500.00	26,500.00	26,500.00	26,500.00	26,500.00	
70	City of Grand Forks	June 1st	8,552.80	8,552.80				
	Final Year 2019	December 1st	2,057.41					
74	City of Trail	June 1st	22,276.84	22,276.84	22,276.84	22,276.84	22,276.84	22,276.84
	Final Year 2026	December 1st	6,562.50	6,562.50	6,562.50	6,562.50	6,562.50	6,562.50
75	City of Greenwood	June 1st	1,334.38	1,334.38	1,334.38	1,334.38		
	Final Year 2021	December 1st	5,946.37	5,946.37	5,946.37	5,946.37		
77	City of Trail	June 1st	80,196.63	80,196.63	80,196.63	80,196.63	80,196.63	80,196.63
	Final Year 2027	December 1st	23,625.00	23,625.00	23,625.00	23,625.00	23,625.00	23,625.00
81	Village of Midway	April 22nd	6,970.03	6,970.03	7,341.28	7,341.28	7,341.28	7,341.28
	Final Year 2024	October 22nd	1,980.00	2,351.25	2,351.25	2,351.25	2,351.25	2,351.25
95	City of Trail	April 13th	19,332.00	19,332.00	19,332.00	19,332.00	19,332.00	19,332.00
	Final Year 2025	October 13th	98,296.18	98,296.18	98,296.18	98,296.18	98,296.18	98,296.18
95	Village of Midway	April 13th	1,486.80	1,486.80	1,486.80	1,486.80	1,486.80	1,486.80
	Final Year 2025	October 13th	7,559.84	7,559.84	7,559.84	7,559.84	7,559.84	7,559.84
104	City of Trail	May 20th	43,775.00	24,650.00	24,650.00	24,650.00	24,650.00	24,650.00
	Final Year 2029	November 20th	100,863.98	81,738.98	81,738.98	81,738.98	81,738.98	81,738.98
	Total Page 1		592,748.10	512,811.94	504,630.39	504,630.39	497,349.64	443,822.21

Notes:

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name **MFA Debenture for Members - Summary**
Page 2

			2018	2019	2020	2021	2022	2023
			Prior Year	Budget	Budget	Budget	Budget	Budget
Issue No	Description		Amount	Amount	Amount	Amount	Amount	Amount
106	City of Grand Forks	April 13th	10,325.00	10,325.00				
	Final Year 2019	October 13th	51,970.47	51,970.47				
106	City of Greenwood	April 13th	2,684.50	2,684.50				
	Final Year 2019	October 13th	13,512.32	13,512.32				
112	City of Grand Forks	April 6th	1,305.50	1,305.50	1,305.50	1,305.50	1,305.50	1,305.50
	Final Year 2025	October 6th	4,801.38	4,801.38	4,801.38	4,801.38	4,801.38	4,801.38
112	Village of Warfield	April 6th	27,975.00	27,975.00	27,975.00	27,975.00	27,975.00	27,975.00
	Final Year 2025	October 6th	102,886.65	102,886.65	102,886.65	102,886.65	102,886.65	102,886.65
117	City of Rossland	April 12th	23,616.94	23,616.94	23,616.94	23,616.94	23,616.94	23,616.94
	Final Year 2031	October 12th	72,422.98	72,422.98	72,422.98	72,422.98	72,422.98	72,422.98
126	City of Trail	March 26th	47,782.35	47,782.35	47,782.35	47,782.35	47,782.35	47,782.35
	Final Year 2033	September 26th	131,138.97	131,138.97	131,138.97	131,138.97	131,138.97	131,138.97
126	City of Grand Forks	March 26th	33,820.71	33,820.71	33,820.71	33,820.71	33,820.71	33,820.71
	Final Year 2033	September 26th	92,821.16	92,821.16	92,821.16	92,821.16	92,821.16	92,821.16
127	City of Rossland	April 7th	137,320.40	137,320.40	137,320.40	137,320.40	137,320.40	137,320.40
	Final Year 2044	October 7th	66,000.00	66,000.00	66,000.00	66,000.00	66,000.00	66,000.00
137	City of Trail	April 19th	190,121.56	190,121.56	190,121.56	190,121.56	190,121.56	190,121.56
	Final Year 2041	October 19th	63,908.00	63,908.00	63,908.00	63,908.00	63,908.00	63,908.00
	Total Page 2		1,074,413.89	1,074,413.89	995,921.60	995,921.60	995,921.60	995,921.60

Notes:

Name	MFA Debenture for Members - Summary		2018	2019	2020	2021	2022	2023
	Page 3		Prior Year	Budget	Budget	Budget	Budget	Budget
Issue No	Description		Amount	Amount	Amount	Amount	Amount	Amount
141	Village of Fruitvale	April 7th	87,548.15	87,548.15	87,548.15	87,548.15	87,548.15	87,548.15
	Final Year 2019	October 7th	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00
141	City of Trail	April 7th	110,918.27	110,918.27	110,918.27	110,918.27	110,918.27	110,918.27
	Final Year 2027	October 7th	15,339.80	15,339.80	15,339.80	15,339.80	15,339.80	15,339.80
142	City of Trail	April 7th	260,498.45	260,498.45	260,498.45	260,498.45	260,498.45	260,498.45
	Final Year 2042	October 7th	88,032.00	88,032.00	88,032.00	88,032.00	88,032.00	88,032.00
142	City of Rossland	April 4th	63,000.00	63,000.00	63,000.00	63,000.00	63,000.00	63,000.00
	Final Year 2047	October 4th	147,077.04	147,077.04	147,077.04	147,077.04	147,077.04	147,077.04
	Total Page 3		807,413.71	807,413.71	807,413.71	807,413.71	807,413.71	807,413.71
	Total Pages 1 & 2		1,667,161.99	1,587,225.83	1,500,551.99	1,500,551.99	1,493,271.24	1,439,743.81
	Current Year Budget		2,474,575.70	2,394,639.54	2,307,965.70	2,307,965.70	2,300,684.95	2,247,157.52

2019

mfa-bc

Issue #	MUNICIPAL MFA of BC Issues:		Amount Due	
68	City of Rossland	March 24, 2019	68,404.91	
126	City of Grand Forks	March 26, 2019	33,820.71	
126	City of Trail	March 26, 2019	47,782.35	81,603.06
142	City of Rossland	April 4, 2019	63,000.00	
112	City of Grand Forks	April 6, 2019	1,305.50	
112	Village of Warfield	April 6, 2019	27,975.00	29,280.50
141	Village of Fruitvale	April 7, 2019	87,548.15	
141	City of Trail	April 7, 2019	110,918.27	458,964.87
141	City of Trail	April 7, 2019	260,498.45	
127	City of Rossland	April 7, 2019	137,320.40	
117	City of Rossland	April 12, 2019	23,616.94	
95	City of Trail	April 13, 2019	19,332.00	
95	Village of Midway	April 13, 2019	1,486.80	20,818.80
106	City of Grand Forks	April 13, 2019	10,325.00	
106	City of Greenwood	April 13, 2019	2,684.50	13,009.50
137	City of Trail	April 19, 2019	190,121.56	
81	Village of Midway	April 22, 2019	6,970.03	
66	City of Rossland	May 5, 2019	6,997.50	
104	City of Trail	May 20, 2019	24,650.00	
70	City of Grand Forks	June 1, 2019	8,552.80	
74	City of Trail	June 1, 2019	22,276.84	112,360.65
75	City of Greenwood	June 1, 2019	1,334.38	
77	City of Trail	June 1, 2019	80,196.63	
68	City of Rossland	September 24, 2019	26,500.00	
126	City of Grand Forks	September 26, 2019	92,821.16	
126	City of Trail	September 26, 2019	131,138.97	223,960.13
142	City of Rossland	October 4, 2017	147,077.04	
112	City of Grand Forks	October 6, 2019	4,801.38	
112	Village of Warfield	October 6, 2019	102,886.65	107,688.03
141	Village of Fruitvale	October 7, 2019	35,000.00	
141	City of Trail	October 7, 2019	15,339.80	138,371.80
141	City of Trail	October 7, 2019	88,032.00	
127	City of Rossland	October 7, 2019	66,000.00	
117	City of Rossland	October 12, 2019	72,422.98	
95	City of Trail	October 13, 2019	98,296.18	
95	Village of Midway	October 13, 2019	7,559.84	105,856.02
106	City of Grand Forks	October 13, 2019	51,970.47	
106	City of Greenwood	October 13, 2019	13,512.32	65,482.79
137	City of Trail	October 19, 2016	63,908.00	
81	Village of Midway	October 22, 2019	2,351.25	
66	City of Rossland	November 5, 2019	20,029.93	
104	City of Trail	November 20, 2019	81,738.98	
74	City of Trail	December 1, 2019	6,562.50	

01/03/2019

J:\Finance\Five Year Financial Plan\5YR001MFA.xlsx 2019 Cash Flow

75	City of Greenwood	December 1, 2019	5,946.37	}	36,133.87
77	City of Trail	December 1, 2019	23,625.00		

Total 2019	\$ 2,394,639.54
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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 RDKB 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)



**Education and Advocacy Committee
Minutes
June 28, 2018
RDKB Board Room, Trail, BC**

Committee members present:

Director D. Langman, Chair
Director R. Russell
Director G. McGregor
Director P. Cecchini
Director L. Worley

Staff and others present:

M. Andison, Chief Administrative Officer
M. Forster, Executive Assistant/Recording Secretary
T. Lenardon, Manager of Corporate Administration
Director M. Martin
L. Rethoret, M.R.M., Selkirk College

CALL TO ORDER

The Chair called the meeting to order at 3:30 pm.

ADOPTION OF AGENDA (ADDITIONS/DELETIONS)

The agenda for the Education and Advocacy Committee meeting of June 28, 2018 was presented.

Moved: Director McGregor Seconded: Director Cecchini

That the agenda for the Education and Advocacy Committee meeting of June 28, 2018 be adopted as presented.

Carried

ELECTION OF VICE-CHAIR

Chair Langman called a first time for nominations for the position of Vice-Chair of the Education and Advocacy Committee for the year 2018.

Moved: Director McGregor

That Director Worley be nominated for the position of Vice-Chair of the Education and Advocacy Committee for the year 2018.

Director Worley accepted the nomination.

Chair Langman called a second time for nominations for the position of Vice-Chair of the Education and Advocacy Committee for the year 2018.

Chair Langman called a third and final time for nominations for the position of Vice-Chair of the Education and Advocacy Committee for the year 2018.

There being no further nominations, Director Worley was declared, by acclamation, the Vice-Chair of the Education and Advocacy Committee.

ADOPTION OF MINUTES

The minutes of the Education and Advocacy Committee meeting held May 22, 2018 were presented.

Moved: Director Russell Seconded: Director McGregor

That the minutes of the Education and Advocacy Committee meeting held May 22, 2018 be adopted as presented.

Carried

GENERAL DELEGATIONS

A delegation from Selkirk College attended the meeting and provided a presentation and discussion to the Committee members under "Unfinished Business".

UNFINISHED BUSINESS

Discussion Item and Presentation

Lauren Rethoret, M.R.M., Selkirk College

Re: Rural Development Institute (RDI) for Local Government

Ms. Rethoret, M.R.M., Selkirk College attended the meeting and provided a presentation on the "RDI for Local Government" program that the Kootenay regional districts have jointly resolved to support. Discussion ensued on which RDKB projects it would like to designate for research support from the RDI. The Committee members acknowledged that it may be difficult to identify a research project that benefits the entire region, so potential sub-regional projects need to be identified. There was general agreement to develop an on-line survey that would be circulated to the Board of Directors, the LCIC and Community Futures Boundary for potential project ideas.

UBCM-May 16/18

Re: Provincial Response to the RDKB 2017 UBCM Resolution

Moved: Director Worley Seconded: Director Russell

That the letter from the UBCM, dated May 16, 2018 regarding the Provincial response to the RDKB 's 2017 UBCM Resolution be received.

Carried

NEW BUSINESS

There was no new business for discussion.

LATE (EMERGENT) ITEMS

Director Martin

Update - RDI

Director Martin provided the Committee members with an update on a recent communication between Terri McDonald, Regional Innovation Chair, and the Province regarding a BC Rural Dividend application that was denied due to the fund being oversubscribed. The Province encouraged a resubmission of the application. RDKB Board approval will be sought to have RDKB, on behalf of RDI and for the Local Government Regional Steering Committee, serve as the applicant for the BC Rural

Dividend Program partnership application. He also noted that there would be no cost to resubmit the application and administration would be transferred from the RDKB to Selkirk College.

Director Russell

Re: UBCM Meeting Requests

The Committee members discussed the submission of ministerial meeting requests at the UBCM in September. It was suggested that meeting requests should be discussed at this Committee each May before going to the Board for approval.

DISCUSSION OF ITEMS FOR FUTURE MEETINGS

The next Education and Advocacy Committee meeting will be held in September before the Board meeting.

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 4:24 pm.



Electoral Area Services Committee Minutes

Thursday, January 24, 2019, 4:30 p.m.
RDKB Board Room, 843 Rossland Ave., Trail, BC

Directors Present:

Director Ali Grieve
Director Grace McGregor
Director Roly Russell – via teleconference
Director Vicki Gee – via teleconference

Other Directors Present:

Alternate Director Bill Edwards

Directors Absent:

Director Linda Worley

Staff Present:

Mark Andison, Chief Administrative Officer
James Chandler, General Manager of Operations/Deputy Chief Administrative Officer
Beth Burget, General Manager of Finance
Janine Dougall, General Manager of Environmental Services
Donna Dean, Manager of Planning and Development
Goran Denkovski, Manager of Infrastructure and Sustainability
Maria Ciardullo, Recording Secretary

CALL TO ORDER

Chair McGregor called the meeting to order at 4:31 p.m.

ACCEPTANCE OF AGENDA (ADDITIONS/DELETIONS)

January 24, 2019

Item 9D was added to the agenda: Townhall meetings

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Chair McGregor stated that the Election of Vice-Chair would take place at the February meeting.

Moved: Director Grieve

Seconded: Alternate Director Edwards

That the January 24, 2019 Electoral Area Services Agenda be adopted as amended.

Carried.

MINUTES

November 15, 2018

Moved: Director Grieve

Seconded: Director Russell

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

Carried.

DELEGATIONS

No delegations were present.

UNFINISHED BUSINESS

Memorandum of EAS Committee Action Items

Moved: Director Gee

Seconded: Director Grieve

That the Memorandum of Committee Action Items be received.

Carried.

Geographical Naming - Saddle Mountain

Moved: Director Russell

Seconded: Alternate Director Edwards

That the letter from the Ministry of Forests, Lands and Natural Resource Operations dated December 7, 2018 be received.

Carried.

NEW BUSINESS

Ed and Kate Garlinge

RE: OCP and Zoning Amendment

1036 Highway 22, Electoral Area 'B'/Lower Columbia-Old Glory

RDKB File: B-Twp9A-10923.400

Donna Dean, Manager of Planning and Development, reviewed the application with the Committee members.

Moved: Director Grieve

Seconded: Alternate Director Edwards

That the application submitted by Edwin and Katherine Garlinge to amend the Electoral Area 'B'/Lower Columbia-Old Glory Official Community Plan Bylaw No. 1470 and the Electoral Area 'B'/Lower Columbia-Old Glory Zoning Bylaw No. 1540 to create a retreat on the property legally described as Lot 1 Plan NEP88867, TWP9A, KD, Electoral Area 'B'/Lower Columbia-Old Glory be supported, and further that staff be directed to draft amendment bylaws for presentation to the RDKB Board of Directors for first and second reading and to schedule and hold a public hearing on the proposed bylaw amendments.

Carried.

Liz Fulop and Gordon Planedin

RE: OCP and Zoning Amendment

River Road, Electoral Area 'C'/Christina Lake

RDKB File: C-268-02384.100/125

Moved: Director Grieve

Seconded: Alternate Director Edwards

That the application submitted by Gordon Planedin on behalf of Liz Fulop, Gord Planedin, and Mary Planedin to amend the Electoral Area 'C'/Christina Lake Official Community Plan Bylaw No. 1250 and the Electoral Area 'C'/Christina Lake Zoning Bylaw No. 1300 in order to operate a campground on the properties legally described as Lot 1, Plan KAP16720, DL 268, SDYD, except Plan 37998 KAP58072 KAP74338; and Lot 1, Plan KAP74338, DL 268, SDYD Electoral Area 'C'/Christina Lake be deferred until the applicant can provide plans to confirm compliance with the conditions of the Official Community Plan and Zoning Bylaw for a proposed campground.

Defeated.

Chair McGregor stated that the Electoral Area 'C'/Christina Lake Advisory Planning Commission does not support this application. Concerns included the fact that the OCP and Zoning Bylaw requirements for camp site size were not met and the fact that the applicants were not forthcoming with additional information required and it was;

Moved: Director Grieve

Seconded: Alternate Director Edwards

That the application submitted by Gordon Planedin on behalf of Liz Fulop, Gord Planedin, and Mary Planedin to amend the Electoral Area 'C'/Christina Lake Official Community Plan Bylaw No. 1250 and the Electoral Area 'C'/Christina Lake Zoning Bylaw No. 1300 in order to operate a campground on the properties legally described as Lot 1, Plan KAP16720, DL 268, SDYD, except Plan 37998 KAP58072 KAP74338; and Lot 1, Plan KAP74338, DL 268, SDYD Electoral Area 'C'/Christina Lake be denied.

Carried.

Lawrence and Dorothy Connell

RE: Development Variance Permit

37 Lahue Road, Electoral Area 'A'

RDKB File: A-1236-05226.100

Moved: Director Grieve

Seconded: Alternate Director Edwards

That 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' be presented to the Regional District of Kootenay Boundary Board of Directors for consideration, with a recommendation of support.

Carried.

Gary Munch and Wendy Newton

RE: Development Variance Permit

1549 Thompson Road, Electoral Area 'C'/Christina Lake

RDKB File: C-317-05235.852

Moved: Director Russell

Seconded: Director Grieve

That 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 principle permitted use or principle 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 be presented to the Regional District of Kootenay Boundary Board of Directors for consideration, with a recommendation of support.

Carried.

Patrick and Sharon Walls

RE: Development Variance Permit

3173 East Lake Drive, Electoral Area 'C'/Christina Lake

RDKB File: C-3063s-07038.000

It was noted that the applicants have applied for various Development Variance permits in the past and this variance would allow the roof overhang to extend further in two locations. There was discussion on what 'hardship' means with regard to development variance permits, and what constitutes a justifiable 'hardship'.

Moved: Director Grieve

Seconded: Alternate Director Edwards

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

Carried.

City of Grand Forks

RE: Referral - Mobile Home Park

8051 Boundary Drive, Grand Forks, BC

RDKB File: G-11

Moved: Director Russell

Seconded: Director Gee

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

Carried.

Bylaw Enforcement Statistics - 2018

Moved: Director Grieve

Seconded: Alternate Director Edwards

That the staff report regarding Bylaw Enforcement Statistics- 2018 be received.

Carried.

2019 Planning and Development Department Application Process and Meeting Schedule

Moved: Director Grieve

Seconded: Director Russell

That the 2019 Planning and Development Department Application Process and Meeting Schedule be received.

Carried.

House Numbering - Areas 'A' & 'C' (120) Financial Plan

Moved: Director Russell

Seconded: Director Grieve

That the Regional District of Kootenay Boundary Board of Directors approve the House Numbering Areas 'A' & 'C' Service (120) 2019-2023 Five Year Financial Plan. FURTHER that the Financial Plan be included in the overall RDKB 2019-2023 Five Year Financial Plan.

Carried.

House Numbering - Area 'D' (121) Financial Plan

Moved: Director Russell

Seconded: Director Grieve

That the Regional District of Kootenay Boundary Board of Directors approve the House Numbering Area 'D' Service (121) 2019-2023 Five Year Financial Plan. FURTHER that the Financial Plan be included in the overall RDKB 2019-2023 Five Year Financial Plan.

Carried.

House Numbering - Area 'B' (122) Financial Plan

Moved: Director Russell

Seconded: Director Grieve

That the Regional District of Kootenay Boundary Board of Directors approve the House Numbering Area 'B' Service (122) 2019-2023 Five Year Financial Plan. FURTHER that the Financial Plan be included in the overall RDKB 2019-2023 Five Year Financial Plan.

Carried.

House Numbering - Area 'E' (123) Financial Plan

Moved: Director Russell

Seconded: Director Grieve

That the Regional District of Kootenay Boundary Board of Directors approve the House Numbering Area 'E' Service (123) 2019-2023 Five Year Financial Plan. FURTHER that the Financial Plan be included in the overall RDKB 2019-2023 Five Year Financial Plan.

Carried.

The following Budget items were discussed and were referred to a future meeting for further review.

Electoral Area Administration (002) Financial Plan
Electoral Grant in Aid (003) Financial Plan
Planning & Development (005) Financial Plan
Parks & Trails - Electoral Area 'B' (014) Financial Plan
Recreation - Christina Lake (023) Financial Plan
Recreation Facilities - Christina Lake (024) Financial Plan
Area 'C' Regional Parks & Trails (027) Financial Plan
Beaverdell Community Club Service (028) Financial Plan
Area 'D' Regional Parks & Trails (045) Financial Plan
Heritage Conservation - Area 'D' (047) Financial Plan
Fire Protection - Christina Lake (051) Financial Plan

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Fire Protection - Beaverdell (053) Financial Plan
Big White Fire - Specified Area (054) Financial Plan
Rural Greenwood Fire Service (056) Financial Plan
Fire Protection - Grand Forks Rural (057) Financial Plan
Kettle Valley Fire Protection (058) Financial Plan
Area 'E' Regional Parks & Trails (065) Financial Plan
Animal Control - East End (070) Financial Plan
Big White Security Services (074) Financial Plan
Big White Noise Control Service (075) Financial Plan
Area 'C' Economic Development (077) Financial Plan
Mosquito Control - Christina Lake (081) Financial Plan
Weed Control - 'A' - Columbia Gardens (090) Financial Plan
Weed Control - Christina Lake Milfoil (091) Financial Plan
Noxious Weed Control - Area 'D' & 'E' (092) Financial Plan
Library - Specified Area 'E' (141) Financial Plan

G. Denkovski, Manager of Infrastructure and Sustainability
Re: Gas Tax Application Electoral Area 'E' / West Boundary Kettle Valley Golf Club

Moved: Director Gee

Seconded: Director Grieve

That the Regional District of Kootenay Boundary Board of Directors approves 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 approves the RDKB signatories to sign and enter into the agreement.

Carried.

Gas Tax Report

Moved: Director Russell

Seconded: Director Gee

That the Gas Tax report be received.

Carried.

Grant in Aid Report

Moved: Director Grieve

Seconded: Alternate Director Edwards

That the Grant in Aid reports be received.

Carried.

LATE (EMERGENT) ITEMS

There were no late (emergent) items.

DISCUSSION OF ITEMS FOR FUTURE AGENDAS

Liquor/Cannabis Referral Policy

APC Policy

RE: Years of Contribution

Zoning for Data Warehousing Industry

Townhall Meetings

Frances Maika, Corporate Communications Officer, mentioned there is a newly implemented website - 'jointheconversation.rdkb.com'. The site will be useful for public engagement.

CLOSED (IN CAMERA) SESSION

A closed (in camera) session was not required.

ADJOURNMENT

There being no further business to discuss, Chair McGregor adjourned the meeting at 5:57 p.m.



East End Services Committee

Minutes Friday, February 8, 2019 Trail Board Room

Committee members:

Director A. Grieve - Chair
Director L. Worley
Director A. Morel
Director R. Cacchioni
Director M. Walsh
Director S. Morissette
Alternate Director A. Parkinson

Staff present:

J. Chandler, General Manager of Operations/Deputy CAO
M. Forster, Executive Assistant/Recording Secretary
M. Andison, Chief Administrative Officer
B. Burget, General Manager of Finance
J. Dougall, General Manager of Environmental Services (attended meeting at 3:47 pm)
T. Lenardon, Manager of Corporate Administration
M. Daines, Manager of Facilities and Recreation
D. Derby, Regional Fire Chief
Alternate Director L. Pasin

Call to Order

The Chair called the meeting to order at 3:00 pm.

Acceptance of the Agenda (additions/deletions)

The agenda for the February 8, 2019 East End Services Committee meeting was presented.

The agenda was amended by a change in order of agenda items and an issues raised by Director Cacchioni regarding a possible partnership between the City of Trail and the other East End stakeholders in sharing costs around hiring two more policing positions.

Moved: Director Walsh Seconded: Director Cacchioni

That the agenda for the February 8, 2019 East End Services Committee meeting be adopted as amended.

Carried

Minutes

The minutes of the East End Services Committee meeting held on January 22, 2019 were presented.

Moved: Director Morissette Seconded: Director Morel

That the minutes of the East End Services Committee meeting held on January 22, 2019 be adopted as presented.

Carried

Delegations

There were no delegations present.

Unfinished Business

Closed (in camera) Session

Moved: Director Worley Seconded: Director Morel

That the East End Services Committee proceed to the Closed Meeting pursuant to Section 90 (1) (e) of the *Community Charter* at 3:07 pm.

Carried

M. Daines, Manager of Facilities and Recreation
Re: Draft Culture, Arts and Recreation - Lower Columbia Financial Plan (018)
- 2019 - 2023

Moved: Director Cacchioni Seconded: Alternate Director Parkinson

That the Regional District of Kootenay Boundary Board of Directors approve the Culture, Arts and Recreation - Lower Columbia Service (018) 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.

Carried

There being no further business to discuss, the East End Service Committee reconvened to the open meeting at 3:20 pm.

B. Reilly, Victim Services Program Manager
Re: Draft Police Based Victim Assistance Program Financial Plan (009) - 2019-
2023

Moved: Director Morel Seconded: Director Worley

That the Regional District of Kootenay Boundary Board of Directors approve the Police Based Victim Assistance Program (009) 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.

Carried

Moved: Director Cacchioni Seconded: Alternate Director Parkinson

That the East End Services Committee directs staff to do an internal review of the Police Based Victim Assistance Program and report back to the Committee in 2 - 3 months options to this service. **FURTHER** that this discussion be referred to the Strategic Planning Session.

Carried

J. Chandler, GM of Operations/Deputy CAO
Re: Draft East End Transit Service Financial Plan (900) - 2019-2023

Moved: Director Cacchioni Seconded: Alternate Director Parkinson

That the Regional District of Kootenay Boundary Board of Directors approve the East End Transit Service (900) 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.

Carried

J. Chandler, GM of Operations/Deputy CAO
Re: Draft East End Cemeteries Service Financial Plan (150) - 2019-2023

Moved: Director Cacchioni Seconded: Director Morissette

That the Regional District of Kootenay Boundary Board of Directors approve the East End Cemeteries Service (150) 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.

Carried

J. Chandler, GM of Operations/Deputy CAO
Re: Draft East End Economic Development Services Financial Plan (017) - 2019-2023

Moved: Director Worley Seconded: Alternate Director Parkinson

That the Regional District of Kootenay Boundary Board of Directors approve the East End Economic Development Services (017) 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.

Carried

New Business

Discussion

Re: Transit Move

Director Cacchioni requested an update and that administration to make a move forward on the transit exchange in downtown Trail. He was informed that BC Transit has put this on their agenda and work plan that will be presented at the West Kootenay Transit Committee meeting scheduled for March 4, 2019.

Discussion

Re: Organics Diversion

Moved: Director Cacchioni Seconded: Director Worley

That the Solid Waste Management Committee be encouraged to work as fast as possible to move this forward to expedite the process.

Carried

Information

Re: RCMP Detachment - Occupancy Agreement

A letter from the City of Trail regarding the RCMP Detachment - Occupancy Agreement was presented for information.

Moved: Director Cacchioni Seconded: Director Walsh

That the letter from the City of Trail to RDKB regarding the RCMP Detachment - Occupancy Agreement be received as presented.

Carried

Closed (in camera) Session

Moved: Director Cacchioni Seconded: Director Walsh

That the East End Services Committee proceed to the Closed Meeting pursuant to Section 90 (1) (c) of the *Community Charter* at 4:22 pm.

Carried

D. Derby, Regional Fire Chief

Re: Draft 2019 Kootenay Boundary Regional Fire & Rescue Financial Plan (050) - 2019-2023

Moved: Director Worley Seconded: Alternate Director Parkinson

That the Regional District of Kootenay Boundary Board of Directors approve the Kootenay Boundary Regional Fire & Rescue Service (050) 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.

Director Worley agreed to withdraw the motion and was introduced again after the closed meeting discussion.

There being no further business to discuss, the East End Service Committee reconvened to the open meeting at 4:55 pm.

Carried.

Moved: Director Cacchioni Seconded: Director Walsh

That the East End Services Committee endorse the hiring of a Deputy Fire Chief position and related costs with the condition that the budget be reduced by approximately \$170,000.

Carried

Director Worley and Alternate Director Parkinson opposed.

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.

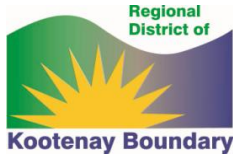
Page 6 of 7
East End Services Committee
February 8, 2019

Question Period for Public and Media

A question period for public and media was not required.

Adjournment

The meeting was adjourned at 5:06 pm.



**Grand Forks & District Recreation Commission
Regular Meeting
Thursday, January 17, 2019**

**David Borchelt Meeting Room (Arena)
8:45 AM**

AGENDA

1. CALL TO ORDER

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

- The agenda for the January 17, 2019 Grand Forks and District Recreation Commission meeting is presented.

Recommendation: that the agenda for the January 17, 2019 Grand Forks and District Recreation Commission meeting be adopted as presented.

3. ADOPTION OF MINUTES-Pgs 1to 4

- The minutes of the Grand Forks and District Recreation Commission meeting held on November 8, 2018 are presented.

Recommendation: that the minutes for the Grand Forks and District Recreation Commission meeting held on November 8, 2018 be adopted as presented.

4. ELECTION OF OFFICERS

- Membership Appointment & Term to The Recreation Commission-Pg5
- The Commission at its first meeting in each year shall elect a Chair and Vice Chair Person as per attached bylaw No. 927-Pgs 6 to 11

5. OLD BUSINESS

- Grand Forks Skating Club Staff Report-Pgs12-13
- Skating Club email Report/Current and 2017 Financial Report /Grant in Aid Application-Pgs 14-23
- **Sale of the Old Score Clock**-No sale
- **Aquatic Centre**
 - Aquatic Centre 2019 Pool Deck – Email Report from Fairbank Architects-Pgs 24-27
- **Learning Garden: N/A**

- **Unlimited drop In pass to be used for the Grand Forks Aquatic/Jack Goddard Memorial Arena-**

6. NEW BUSINESS-N/A

7. INFORMATIONAL ITEMS

A. Financial Plan

- 2018 – RDKB November Financial Income Statement- **Pgs 28-30**
- 2019 Work Plans **Pgs 31-76**
- YTD-2018 Revenue Report-GFREC- **Pg 78**
- YTD-2018 Arena Attendance/ Revenue Report-**Pg 79**
- YTD/ 2018 -Aquatic Attendance/Revenue Report – **Pg 80**
- YTD-Dec 2018-Comparison Program Statistics Report –Aquatics-
Pg 81
- YTD-Dec 2018-Jack Goddard Memorial Arena Usage Stats- **Pg82**

B. Supervisor Reports

- Aquatic Maintenance Coordinator – **Pg 83-86**
- Aquatic Program Coordinator – **Pg87-89**
- Arena Maintenance Chief Engineer -
- Recreation Program Services Supervisor
 - Winter Program Update-**Pgs 90-94**
 - January Flyer-**Pgs 95-98**

8. LATE EMERGENT ITEMS

9. ROUND TABLE

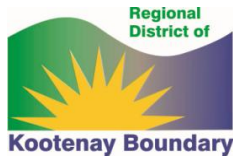
- School District # 51-
- Library and Arts Societies (Culture) - None
- Recreation and Culture Committee of City Council-
- Community Members at Large-

10.DISCUSSION OF ITEMS FOR FUTURE MEETINGS

11.QUESTION PERIOD FOR PUBLIC MEDIA

12.CLOSED (IN CAMERA) SESSION

13. ADJOURNMENT



Grand Forks & District Recreation Commission
Regular Meeting
Thursday, January 17, 2019
David Borchelt Meeting Room
(Arena Viewing Room)
8:45 AM
Minutes

Minutes of the Regular Meeting of the Grand Forks and District Recreation Commission held November 8, 2018 in the Jack Goddard Memorial Arena

Present

Bob MacLean
 Brian Noble
 Chris Moslin
 Jaime Massey
 Terry Doody

Absent

Eric Gillette-Advised
 Nigel James-Advised
 Roly Russell-Advised
 Susan Routley-Advised

Staff

Tom Sprado/Lilly Bryant

1. CALL TO ORDER at 8:47am

2. INTRODUCTIONS

- **Chris Moslin**- City of Grand Forks-Recreation & Culture Committee of Council
- **Jaime Massey**-School District #51

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

The agenda for the January 17, 2019 Grand Forks and District Recreation Commission meeting is presented.

Addition: #7. B Supervisors Report

Arena Maintenance Report-Chief Engineer

Addition: #8. Late Emergent Items

- Trail Day Grand Opening Promotion June
- AED training for Facility Users
- Report Presentations from Staff

Recommendation: that the agenda for the January 17, 2019 Grand Forks and District Recreation Commission meeting be adopted as amended.

01-19 Moved: Terry Doody

Seconded: Chris Moslin
Carried

3. ADOPTION OF MINUTES

The minutes of the Grand Forks and District Recreation Commission meeting held on November 8, 2018 are presented.

Recommendation: that the minutes for the Grand Forks and District Recreation Commission meeting held on November 8, 2018 be adopted as presented.

02-19 Moved: Terry Doody

Seconded: Bob Maclean
Carried

4. ELECTION OF OFFICERS

- Membership Appointment & Term to The Recreation Commission-

Recommendation: Brian Noble be nominated and accepted the chairperson position for 2019.

03-19 Moved: Terry Doody

Seconded: Bob Maclean
Carried

Recommendation: Terry Doody be nominated and accepted the Vice chairperson position for 2019.

04-19 Moved: Brian Noble

Seconded: Bob Maclean
Carried

5. OLD BUSINESS

- **Grand Forks Skating Club Staff Report-**

Recommendation: That the Grand Forks & District Recreation Commission denies the request to waive the fee on the ice costs.

05-19 Moved: Terry Doody

Seconded: Bob Maclean
Carried

- **Sale of the Old Score Clock-**Business may pick sign up in spring if it is still available
- **Aquatic Centre**
 - **Aquatic Centre 2019 Pool Deck –**
The request for tender will be advertised on BC Bid, Civic Info BC, Southern Interior Construction Association, RDKB Website and the local gazette ending February 12, 2019. Aquatic pool shutdown schedule for 6 to 8 weeks (August 20 to end of September 2019)
 - **Learning Garden:**
City Councilor, Chris Moslin will take conversation back to the city Council meeting. The members advised that the lease renewal be denied if no one is responsible to complete and maintain the property.

- **Unlimited drop In pass to be used for the Grand Forks Aquatic/Jack Goddard Memorial Arena-**

Each service budget is independent of each other
Tabled conversation until further research can be completed.

6. NEW BUSINESS-N/A

7. INFORMATIONAL ITEMS

A. Financial Plan – Received for Information

- 2018 – RDKB November Financial Income Statement
- 2019 Work Plans

Bob Maclean left meeting at 10:37am: No longer a Quorum

- YTD-2018 Revenue Report
- YTD-2018 Arena Attendance/ Revenue Report
- YTD/ 2018 -Aquatic Attendance/Revenue Report
- YTD-Dec 2018- Aquatic Comparison Program Statistics Report
- YTD-Dec 2018-Jack Goddard Memorial Arena Usage Stats

B. Supervisor Reports – Received for Information

- Aquatic Maintenance Coordinator
- Aquatic Program Coordinator
- Arena Maintenance Chief Engineer
- Recreation Program Services Supervisor
 - Winter Program Update
 - January Flyer

8. LATE EMERGENT ITEMS

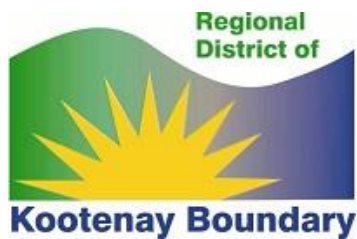
- **Trail Day Grand Opening Promotion June-**
 - Discussed the Recreation Department's Involvement in the event
- **AED training for Facility Users –**
 - Will Contact BC Emergency Health Service for availability to conduct a training session
- **Report Presentations from Staff**
 - Scheduling staff to present monthly reports in person on a quarterly basis

9. ROUND TABLE

- School District # 51
- Library and Arts Societies (Culture) - None
- Recreation and Culture Committee of City Council
 - Discussed the Eholt to Grand Forks Grand Opening in June
- Community Members at Large

10. ADJOURNMENT

06-19 Moved: Terry Doody



STAFF REPORT

Date: 01 Mar 2019 **File**
To: **Chair Russell, Finance Liaison**
Director Cacchioni and Members
of the Board
From: Beth Burget, General Manager of
 Finance
Re: Five Year Financial Plan Approval

Issue Introduction

A staff report from Beth Burget, General Manager of Finance, regarding the proposed 2019 - 2023 Five Year Financial Plan.

History/Background Factors

Budgets have been reviewed and approved at various RDKB Committees and Stakeholder Groups. The following budgets have not yet been approved:

Budgets at BCDC Committee March 6, 2019

- 008 Boundary Economic Development
- 021 Recreation - Grand Forks & Area D
- 022 Recreation - Greenwood, Midway & Area E
- 030 Grand Forks Arena
- 040 Grand Forks Aquatic Centre
- 078 Area D and Grand Forks Economic Development
- 080 Mosquito - Grand Forks & Area D
- 140 Library - Grand Forks, Area C & D
- 170 Boundary Integrated Watershed
- 950 Boundary Transit

Any changes as a result of this meeting will be brought to the Board for approval on March 7th.

Other outstanding budgets

- 053 Fire Protection - Beaverdell
- 054 Big White Fire - Specified Area
- 057 Fire Protection - Specified Area
- 058 Fire Protection - Kettle Valley
- 065 Area E Regional Parks & Trails
- 074 Big White Security Services
- 079 Area E Economic Development
- 092 Noxious Weed Control - Area D & E
- 145 Greenwood, Area E Cemetery Services

These budgets will be brought to the Board for approval on March 21st. Current versions are included in the budget summary information.

Attached are the following reports compiled from the individual service budgets:

- Five Year Financial Plan Expenditure Summary
- Financial Plan Comparison Report
- Requisition Summary by Stakeholders
- Reserve Balance Projections

Five Year Financial Plan Expenditure Summary

This report provides a summary by service of total budget over the five year period.

Financial Plan Comparison Report

This report provides a comparison of the Regional District's 2019 Budget and Requisition to the prior year. The analysis indicates that the Budget has decreased by \$2,556,685 (5.59%) from the prior year while the tax requisition has increased by \$1,093,504 (5.46%).

The report details the variations within the individual services. Each service is unique and is individually accounted for.

Requisition Summary by Stakeholders

This report details the current reserve balance as well as budgeted redemptions and contributions for each service.

Implications

The Five Year Financial Plan is required to be adopted by March 31st pursuant to Section 374 of the Local Government Act.

Advancement of Strategic Planning Goals

Exceptional Cost Effective and Efficient Services

Background Information Provided

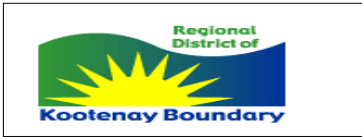
None

Alternatives

1. Receipt
2. Defer
3. Approve

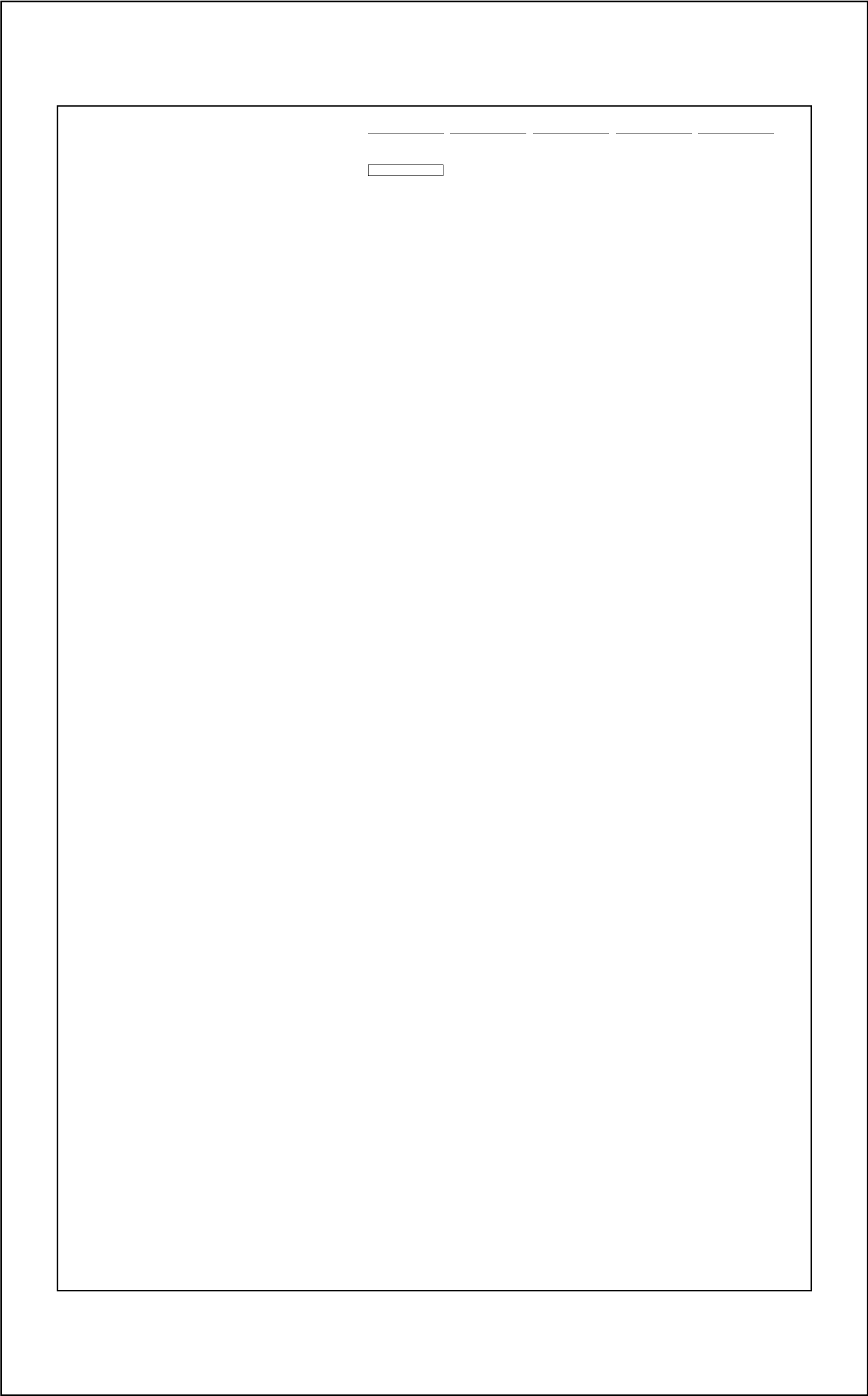
Recommendation(s)

That the Board (Finance recommends approval of the 2019 - 2023 Five Year Financial Plan as presented.



REGIONAL DISTRICT OF KOOTENAY BOUNDARY
FIVE YEAR FINANCIAL PLAN
EXPENDITURE SUMMARY

DESCRIPTION		2019 BUDGET	2020 BUDGET	2021 BUDGET	2022 BUDGET	2023 BUDGET
001	General Government Services	3,726,849	3,569,725	3,535,747	3,591,490	3,653,924
001 MFA	MFA Debenture Debt	2,394,640	2,307,966	2,307,966	2,300,685	2,247,158
002	Electoral Area Administration	599,606	667,615	673,680	724,865	686,174
003	Grants - in - Aid	330,799	240,542	240,735	240,932	241,132
004	Building & Plumbing Inspection	1,069,650	1,057,532	1,076,306	1,054,500	1,071,975
005	Planning & Development	857,942	820,181	836,475	853,094	870,046
006	Reserve for Feasibility Studies	101,587	41,619	41,651	41,684	41,718
008	Boundary Economic Development	252,409	50,497	41,587	41,679	41,772
009	Police Based Victims' Assistance	154,116	141,556	144,179	146,854	149,582
010	Regionalized Waste Management	4,813,681	4,153,655	4,477,470	4,132,350	4,084,899
012	Emergency Preparedness	564,158	492,055	543,846	497,399	445,929
014	Parks & Trails - Electoral Area 'B'	325,701	199,132	196,442	193,799	181,202
015	9-1-1 Emergency Communications	369,691	343,692	353,739	362,557	368,583
017	East End Economic Development	118,260	112,273	112,359	112,447	112,537
018	Culture Arts & Rec in the Lower Columbia	1,697,073	1,513,240	1,489,321	1,519,582	1,536,976
019	Beaver Valley Parks & Trails	935,745	769,322	705,967	723,493	775,935
020-011	Beaver Valley Arena	618,847	546,322	556,272	567,663	579,016
020-013	Beaver Valley Recreation	278,092	273,134	278,481	283,936	289,500
021	Recreation - Grand Forks & Area 'D'	566,040	547,082	559,610	573,982	587,505
022	Recreation - Greenwood, Midway , 'E'	67,044	67,073	67,102	67,132	67,162
023	Recreation Commission - Christina Lake	77,898	78,129	79,367	80,630	81,917
024	Recreation Facilities - Christina Lake	50,540	40,000	40,000	40,000	40,000
025	Grand Forks Community Centre	0	0	0	0	0
026	Boundary Museum Service	30,000	30,000	30,000	30,000	30,000
027	Area 'C' Regional Parks & Trails	486,851	2,094,619	328,075	304,560	306,075
028	Beaverdell Community Club Service	19,950	19,950	19,950	19,950	19,950
030	Grand Forks Arena	639,085	656,786	574,259	803,696	615,600
031	Grand Forks Curling Rink	59,087	46,350	46,350	57,288	57,288
040	Grand Forks Aquatic Centre	1,485,801	925,843	917,834	920,184	912,783
045	Area 'D' Regional Parks & Trails	261,087	59,260	59,306	59,352	59,399
047	Heritage Conservation - Area D	10,146	10,229	10,313	10,400	10,488
050	Kootenay Boundary Regional Fire Rescue	6,122,582	4,686,635	4,224,316	4,333,294	4,431,529
051	Fire Protection - Christina Lake	594,146	732,696	502,710	1,058,423	618,456
053	Fire Protection - Beaverdell	74,463	68,365	68,394	68,424	68,454
054	Big White Fire - Specified Area	2,353,926	1,421,517	1,307,901	1,329,759	1,352,101
055	Midway & Beaverdell Emergency Response	0	0	0	0	0
056	Rural Greenwood Fire Service	23,434	23,463	23,492	23,522	23,552
057	Grand Forks Rural Fire Service	2,331,522	655,035	524,679	528,456	535,368
058	Kettle Valley Fire Protection	138,377	143,304	145,124	146,981	148,874
064	Refuse Disposal - Big White	281,004	260,778	254,716	259,885	262,098
065	Area 'E' Regional Parks & Trails	91,234	85,463	85,492	85,522	85,552
070	Animal Control - East End	95,327	95,449	97,358	99,305	101,291
071	Animal Control - Boundary	149,444	144,129	140,010	117,691	117,981
074	Big White Security Services	204,857	204,954	205,052	205,153	205,255
075	Big White Noise Control Service	1,434	1,463	1,492	1,522	1,552
077	Area 'C' Economic Development	130,434	122,463	122,492	122,522	122,552
078	Area 'D' & GF Economic Development	48,434	36,463	36,492	36,522	36,552
079	Area 'E' Economic Development	40,434	40,463	40,492	40,522	40,552
080	Mosquito Control - Grand Forks, Area 'D'	71,038	71,245	71,480	71,720	71,964
081	Mosquito Control - Chistina Lake	24,691	24,767	24,856	24,949	25,042
090	Weed Control - 'A' - Columbia Gardens	26,019	26,542	27,084	27,637	28,201
091	Weed Control - Christina Lake Milfoil	309,234	341,455	315,310	320,461	317,374
092	Weed Control - Area 'D' & 'E'	251,302	243,469	244,360	245,041	245,735
101	Street Lighting - Big White	32,374	21,863	22,300	22,746	23,201
103	Beaverdell Street Lighting Service	3,351	1,800	1,800	1,800	1,800
110	Regional Airport - East End	0	0	0	0	0
120	House Numbering - Areas 'A' & 'C'	6,000	6,000	6,000	6,000	6,000
121	House Numbering - Area 'D'	3,000	3,000	3,000	3,000	3,000
122	House Numbering - Area 'B'	3,000	3,000	3,000	3,000	3,000
123	House Numbering - Area 'E'	3,000	3,000	3,000	3,000	3,000
140	Library - Grand Forks, Area 'C' & 'D'	406,123	414,245	422,530	430,981	439,601
141	Library - Specified Area 'E'	3,500	3,500	3,500	3,500	3,500
145	Greenwood, Area 'E' Cemetery Service	8,934	8,963	8,992	9,022	9,052
150	Cemeteries - East End	537,397	522,226	550,176	439,647	444,255
170	Boundary Integrated Watershed	140,835	151,184	151,584	156,032	156,529
Total General Government Services		\$ 37,473,223	\$ 32,444,274	\$ 29,983,575	\$ 30,582,221	\$ 30,099,202
500	Beaver Valley Water Supply	910,834	829,748	829,748	829,748	829,748
550	Christina Lake Water Utility	436,121	897,150	377,400	377,400	377,400
600	Columbia Gardens Water Supply Utility	69,520	39,036	41,586	42,117	42,658
650	Rivervale Water & Street Lighting	208,114	175,604	179,116	182,699	186,353
700	East End Regionalized Sewer Utility	2,290,234	28,000,967	28,398,947	3,279,629	3,298,034
700-101	East End Regionalized Sewer - Trail	33,885	0	0	0	0
700-102	East End Regionalized Sewer - Rossland	0	0	0	0	0
700-103	East End Reg Sewer - Rossland/Warfield	13,418	11,515	11,675	11,839	12,006
710	Mill Road Sewer Collection Services	0	0	0	0	0
800	Oasis-Rivervale Sewer Utility	65,894	60,268	61,127	62,004	62,900
900	East End Transit	1,613,730	1,614,764	1,657,527	1,690,631	1,724,396
950	Boundary Transit	86,343	91,218	94,715	98,495	102,426
TOTAL ANNUAL BUDGET		\$ 43,201,315	\$ 64,164,544	\$ 61,635,417	\$ 37,156,782	\$ 36,735,122





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	\$ 3,726,849	\$ (585,485)		\$ 251,398	\$ 249,111	\$ (2,287)	
MFA Debenture Debt	001 MFA	\$ 2,474,576	\$ 2,394,640	\$ (79,936)	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	\$ 1,069,650	\$ 109,173		\$ 678,192	\$ 624,236	\$ (53,957)	
Reserve for Feasibility Studies	006	\$ 101,559	\$ 101,587	\$ 28		\$ 46,673	\$ 8,867	\$ (37,805)	
TOTAL FINANCE COMMITTEE		\$ 7,848,946	\$ 7,292,726	\$ (556,221)		\$ 976,263	\$ 882,214	\$ (94,049)	
Beaver Valley Recreation									
Beaver Valley Arena	020-011	\$ 594,239	\$ 618,847	\$ 24,608		\$ 424,750	\$ 449,358	\$ 24,608	
Beaver Valley Recreation	020-013	\$ 251,101	\$ 278,092	\$ 26,991		\$ 218,711	\$ 239,702	\$ 20,991	
					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	\$ 853,052	\$ 126,256	
TOTAL BEAVER VALLEY RECREATION		\$ 1,935,784	\$ 1,832,684	\$ (103,100)		\$ 1,370,257	\$ 1,542,112	\$ 171,855	
East End Services									
Police Based Victims' Assistance	009	\$ 134,699	\$ 154,116	\$ 19,417		\$ 65,790	\$ 71,951	\$ 6,161	
East End Economic Development	017	\$ 111,117	\$ 118,260	\$ 7,143		\$ 109,909	\$ 118,260	\$ 8,351	
					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	\$ 1,697,073	\$ (381,874)		\$ 715,910	\$ 731,645	\$ 15,735	
					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	\$ 6,122,582	\$ 2,027,515		\$ 3,490,903	\$ 3,685,024	\$ 194,120	
Cemeteries - East End	150	\$ 595,898	\$ 537,397	\$ (58,501)		\$ 470,004	\$ 433,694	\$ (36,310)	
					Transit provides budget requirements - costs expected to be lower				
East End Transit	900	\$ 1,726,809	\$ 1,613,730	\$ (113,079)		\$ 1,158,464	\$ 1,137,161	\$ (21,303)	
TOTAL EAST END STAKEHOLDERS		\$ 8,742,537	\$ 10,243,158	\$ 1,500,621		\$ 6,010,980	\$ 6,177,736	\$ 166,756	
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	\$ 4,813,681	\$ (1,446,708)		\$ 1,255,447	\$ 1,368,681	\$ 113,234	
Refuse Disposal - Big White	064	\$ 261,376	\$ 281,004	\$ 19,628		\$ 255,853	\$ 262,588	\$ 6,735	



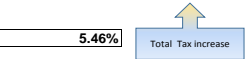
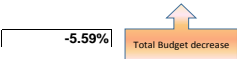
REGIONAL DISTRICT OF KOOTENAY BOUNDARY
FINANCIAL PLAN COMPARISON with PRIOR YEAR
ANNUAL BUDGET and REQUISITION Listed by COMMITTEE

Kootenay Boundary		BUDGET			REQUISITION			
DESCRIPTION	Number	2018	2019	Change	Comments	2018	2019	Change
TOTAL ENVIRONMENTAL SERVICES		\$ 6,521,765	\$ 5,094,685	\$ (1,427,079)		\$ 1,511,300	\$ 1,631,269	\$ 119,970
Boundary Community Development Committee								
Boundary Economic Development	008	\$ 273,823	\$ 252,409	\$ (21,414)		\$ 158,322	\$ 116,309	\$ (42,013)
Recreation - Grand Forks & Area 'D'	021	\$ 534,504	\$ 566,040	\$ 31,536		\$ 460,901	\$ 493,520	\$ 32,618
Recreation - Greenwood, Midway , 'E'	022	\$ 67,016	\$ 67,044	\$ 28		\$ 66,623	\$ 66,903	\$ 279
Boundary Museum Service	026	\$ 30,000	\$ 30,000	\$ -		\$ 29,960	\$ 29,888	\$ (72)
Grand Forks Arena	030	\$ 669,127	\$ 639,085	\$ (30,042)		\$ 444,318	\$ 468,548	\$ 24,230
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	\$ 1,485,801	\$ 664,734		\$ 623,975	\$ 724,299	\$ 100,324
Midway & Beaverdell E.R. Service	055	\$ -	\$ 0	\$ 0		\$ (10,605)	\$ 0	\$ 10,605
Animal Control - Boundary	071	\$ 145,661	\$ 149,444	\$ 3,783		\$ 133,424	\$ 138,643	\$ 5,218
Area 'D' & GF Economic Development	078	\$ -	\$ 48,434	\$ 48,434	new service in 2019	\$ -	\$ 48,434	\$ 48,434
Mosquito - Grand Forks, Area 'D'	080	\$ 86,172	\$ 71,038	\$ (15,134)		\$ 55,143	\$ 55,656	\$ 513
Library - Grand Forks, Area 'C' & 'D'	140	\$ 395,706	\$ 406,123	\$ 10,417		\$ 394,635	\$ 404,903	\$ 10,269
Greenwood, Area 'E' Cemetery Service	145	\$ 53,406	\$ 8,934	\$ (44,472)		\$ 14,599	\$ 8,933	\$ (5,667)
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	\$ 49,961	\$ (39)
TOTAL BOUNDARY AREA		\$ 3,219,754	\$ 4,010,617	\$ 790,863		\$ 2,465,045	\$ 2,790,581	\$ 325,535
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	\$ 1,584,927	\$ 45,098
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	\$ -	\$ (14,490)		\$ 6,649	\$ (7,901)	\$ (14,550)
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	\$ 65,894	\$ (143,951)	2018 included capital project	\$ 30,534	\$ 30,410	\$ (125)
TOTAL SEWERAGE COMMITTEE		\$ 3,808,245	\$ 2,403,430	\$ (1,404,814)		\$ 1,614,961	\$ 1,647,537	\$ 32,575
Protective Services								
Emergency Preparedness	012	\$ 608,304	\$ 564,158	\$ (44,146)	2018 included prior year surplus of \$193k	\$ 236,613	\$ 283,493	\$ 46,880
911 Emergency Communications	015	\$ 706,125	\$ 369,691	\$ (336,434)	transition to Kelowna for dispatch services	\$ 419,210	\$ 323,966	\$ (95,244)
TOTAL PROTECTIVE SERVICES COMMITTEE		\$ 1,314,429	\$ 933,849	\$ (380,580)		\$ 655,823	\$ 607,458	\$ (48,365)
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	\$ 910,834	\$ (205,359)	More capital projects in 2018	\$ 479,250	\$ 479,250	\$ -
Christina Lake Water Supply Utility	550	\$ 963,572	\$ 436,121	\$ (527,451)	More capital projects in 2018	\$ 201,250	\$ 204,400	\$ 3,150
Columbia Gardens Water Supply Utility	600	\$ 68,893	\$ 69,520	\$ 627		\$ 19,752	\$ 19,752	\$ 0
Rivervale Water & Street Lighting Utility	650	\$ 209,864	\$ 208,114	\$ (1,750)		\$ 0	\$ 0	\$ 0
TOTAL UTILITIES COMMITTEE		\$ 2,396,266	\$ 1,660,314	\$ (735,952)		\$ 729,550	\$ 732,700	\$ 3,150



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	\$ 857,942	\$ 35,763		\$ 746,771	\$ 791,686	\$ 44,915
Parks & Trails - Electoral Area 'B'	014	\$ 357,055	\$ 325,701	\$ (31,354)		\$ 231,759	\$ 232,023	\$ 264
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	\$ 261,087	\$ (46,516)	upgrades to Saddle Lake Dam	\$ 45,779	\$ 47,779	\$ 2,000
Heritage Conservation - Area 'D'	047	\$ 21,760	\$ 10,146	\$ (11,614)		\$ 6,309	\$ 9,192	\$ 2,883
Fire Protection - Christina Lake	051	\$ 412,478	\$ 594,146	\$ 181,668		\$ 354,329	\$ 386,982	\$ 32,653
Fire Protection - Beaverdell	053	\$ 78,998	\$ 74,463	\$ (4,535)		\$ 53,021	\$ 60,209	\$ 7,188
Big White Fire - Specified Area	054	\$ 1,250,386	\$ 2,353,926	\$ 1,103,540	Ladder truck in 2019	\$ 1,023,219	\$ 1,130,330	\$ 107,110
Rural Greenwood Fire Service	056	\$ 23,406	\$ 23,434	\$ 28		\$ 23,406	\$ 23,434	\$ 28
Fire Protection - Grand Forks Rural	057	\$ 2,229,311	\$ 2,331,522	\$ 102,210	2018/19 \$1.8 million for hall renovations	\$ 364,360	\$ 463,639	\$ 99,280
Kettle Valley Fire Protection	058	\$ 510,120	\$ 138,377	\$ (371,743)	New Service for 2017	\$ 100,960	\$ 101,850	\$ 890
Area 'E' Regional Parks & Trails	065	\$ 81,406	\$ 91,234	\$ 9,828		\$ 81,393	\$ 91,233	\$ 9,840
Animal Control - East End	070	\$ 98,784	\$ 95,327	\$ (3,457)		\$ 91,861	\$ 89,031	\$ (2,830)
Big White Security Services	074	\$ 204,772	\$ 204,857	\$ 85		\$ 181,458	\$ 176,602	\$ (4,856)
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
Area 'E' Economic Development	079	\$ -	\$ 40,434	\$ 40,434	new service in 2019	\$ -	\$ 40,434	\$ 40,434
Mosquito Control - Chistina 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	\$ 22,215	\$ 426
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	\$ 251,302	\$ 3,037		\$ 76,002	\$ 78,070	\$ 2,068
House Numbering - Areas 'A' & 'C'	120	\$ 6,000	\$ 6,000	\$ -		\$ 5,987	\$ 5,973	\$ (13)
House Numbering - Area 'D'	121	\$ 3,000	\$ 3,000	\$ -		\$ 2,999	\$ 2,993	\$ (6)
House Numbering - Area 'B'	122	\$ 3,000	\$ 3,000	\$ -		\$ 2,996	\$ 2,992	\$ (5)
House Numbering - Area 'E'	123	\$ 3,000	\$ 3,000	\$ -		\$ 2,999	\$ 2,999	\$ 1
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	\$ 9,729,852	\$ (240,423)		\$ 4,694,882	\$ 5,110,959	\$ 416,077
TOTAL BUDGET		\$ 45,758,001	\$ 43,201,315	\$ (2,556,685)		\$ 20,029,062	\$ 21,122,566	\$ 1,093,504



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

		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
001	General Government Services	4,312,334	251,398	3,726,849	249,111	7,499	21,928	2,449	3,827	3,843	24,357	56,386	5,854	23,031	12,679	24,681	16,837	45,739					249,111
001 MFA	MFA Debuture Debt	2,474,576	-	2,394,640	-	-	-	-	-	-	-	-	-	-	-	-	-	-					-
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	678,192	1,069,650	624,236	44,768	-	13,439	20,379	25,078	-	250,891	33,327	44,327	22,707	42,852	44,833	77,236					624,236
005	Planning & Development	822,179	746,771	857,942	791,686	7,078	18,960	1,924	3,006	4,071	20,928	46,363	5,612	128,062	70,499	137,216	93,618	254,328					791,686
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	1,628					8,867
008	Boundary Economic Development	273,823	158,322	252,409	116,309		22,089	2,467	3,855								24,862	16,960	46,075				116,309
009	Police Based Victims' Assistance	134,699	65,790	154,116	71,951	4,037				2,069	13,113	30,356	3,151	12,399	6,826								71,951
010	Regionalized Waste Management	6,260,389	1,255,447	4,813,681	1,368,681	41,201	120,478	13,457	21,025	21,114	133,826	309,801	32,163	126,540	69,661	135,605	92,505	251,305					1,368,681
012	Emergency Preparedness	608,304	236,613	564,158	283,493									64,169	6,662	26,210	14,429	28,088					283,493
014	Parks & Trails - Electoral Area 'E'	357,055	231,759	325,701	232,023																		232,023
015	9-1-1 Emergency Communications	706,125	419,210	369,691	323,966	9,752	28,517	3,185	4,976	4,998	31,676	73,330	7,613	29,952	16,488	32,098	21,896	59,484					323,966
017	East End Economic Development	111,117	109,909	118,260	118,260	11,478								5,882	37,282	-	8,960	35,252					118,260
018	Culture Arts & Rec in the Lower Columbia	2,078,947	715,910	1,697,073	731,645	41,052				21,037	133,341	308,679	32,046	126,081	69,409								731,645
019	Beaver Valley Parks & Trails	1,090,443	726,796	935,745	853,052	186,105								571,577									853,052
020-011	Beaver Valley Arena	594,239	424,750	618,847	449,358	98,033								301,087									449,358
020-013	Beaver Valley Recreation	251,101	218,711	278,092	239,702					50,238				160,609									239,702
021	Recreation - Grand Forks & Area 'D'	534,504	460,901	566,040	493,520	52,294	279,169	8,598	13,434								214,351						493,520
022	Recreation - Greenwood, Midway, 'E'	67,016	66,623	67,044	66,903																	44,871	66,903
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		40,000
025	Grand Forks Community Centre	-	-	-	-																		-
026	Boundary Museum Service	30,000	29,960	30,000	29,888											9,963	19,925						29,888
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	639,085	468,548	318,613											149,935						468,548
031	Grand Forks Curling Rink	60,280	43,750	59,087	43,750	15,121										17,019	11,610	43,750					43,750
040	Grand Forks Aquatic Centre	821,067	623,975	1,485,801	724,299		409,713										314,585						724,299
045	Area 'D' Regional Parks & Trails	307,603	45,779	261,087	47,779												47,779						47,779
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	6,122,582	3,685,024	206,763				105,957	671,588	1,554,700	161,405	635,025	349,586								3,685,024
051	Fire Protection - Christina Lake	412,478	354,329	594,146	386,982															386,982			386,982
053	Fire Protection - Beaverdell	78,998	53,021	74,463	60,209																	60,209	60,209
054	Big White Fire - Specified Area	1,250,386	1,023,219	2,353,926	1,130,330																	1,130,330	1,130,330
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	2,331,522	463,639												463,639						463,639
058	Kettle Valley Fire Protection	510,120	100,960	138,377	101,850																	101,850	101,850
064	Refuse Disposal - Big White	261,376	255,853	281,004	262,588																	262,588	262,588
065	Area 'E' Regional Parks & Trails	81,406	81,393	91,234	91,233																		91,233
070	Animal Control - East End	98,784	91,861	95,327	89,031	12,984				3,710		50,080		14,355	7,903			91,233					89,032
071	Animal Control - Boundary	145,661	133,424	149,444	138,643		46,136	5,153															138,643
074	Big White Security Services	204,772	181,458	204,857	176,602												51,929	35,424					176,602
075	Big White Noise Control Service	16,406	1,406	1,434	1,434																	1,434	1,434
077	Area 'C' Economic Development	148,406	108,050	48,434	120,090												120,090						120,090
078	Area 'D' & GF Economic Development	-	-	48,434	48,434		27,398											21,036					48,434
079	Area 'E' Economic Development	-	-	40,434	40,434													40,434					40,434
080	Mosquito Control - Grand Forks, Area 'D'	86,172	55,143	71,038	55,656		31,102											24,554					55,656
081	Mosquito Control - Chistina Lake	34,359	18,835	24,691	19,082																		19,082
090	Weed Control - 'A' - Columbia Gardens	43,014	21,789	26,019	22,215																	22,215	22,215
091	Weed Control - Christina Lake Mitfol	327,504	288,324	309,234	294,299												294,299						294,299
092	Weed Control - Area 'D' & 'E'	248,265	76,002	251,302	78,070																		78,070
101	Street Lighting - Big White	26,445	26,445	32,374	26,444													21,005	57,065				26,444
103	Beaverdell Street Lighting Service	11,300	2,854	3,351	2,853																	2,853	2,853
120	House Numbering - Areas 'A' & 'C'	6,000	5,987	6,000	5,973									2,883		3,090							5,973
121	House Numbering - Area 'D'	3,000	2,999	3,000	2,993													2,993					2,993
122	House Numbering - Area 'B'	3,000	2,996	3,000	2,992											2,992							2,992
123	House Numbering - Area 'E'	3,000	2,999	3,000	2,999													2,999					2,999
140	Library - Grand Forks, Area 'C' & 'D'	395,706	394,635	406,123	404,903	139,941											157,512	107,449					404,903
141	Library - Specified Area 'E'	3,500	3,500	3,500	3,500																	3,500	3,500
145	Greenwood, Area 'E' Cemetery Service	53,406	14,599	8,934	8,933			1,035						74,737								7,897	8,933
150	Cemeteries - East End	595,898	470,004	537,397	433,694	24,334				12,470	79,040	182,974	18,996		41,143								433,694
170	Boundary Integrated Watershed	-	-	140,835	140,835		26,747	2,988	4,668								30,105	20,537	55,791				140,835

Regional District of Kootenay Boundary Requisition Summary by Stakeholder																										
	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	16,505,385	37,473,223	17,584,505	756,180	1,531,646	57,571	79,660	387,146	1,173,736	2,929,737	315,998	2,393,830	990,561	1,573,012	1,845,011	1,220,177	22,215	446,064	1,861,963	17,584,506	
500	Beaver Valley Water Supply	1,116,193	479,250	910,834	479,250	342,000												137,250					479,250			
550	Christina Lake Water Supply Utility	963,572	201,250	436,121	204,400																204,400		204,400			
600	Columbia Gardens Water Supply Utility	68,893	19,752	69,520	19,752													19,752					19,752			
650	Riverside Water & Street Lighting	209,864	0	208,114	0														0				0			
700	East End Regionalized Sewer Utility	3,523,876	1,539,829	2,290,234	1,584,927					336,956	1,054,928	193,044											1,584,927			
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	-	7,901				-	7,901											-		7,901			
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-Riverside Sewer Utility	209,845	30,534	65,894	30,410									30,410									30,410			
900	East End Transit	1,726,809	1,158,464	1,613,730	1,137,161	63,805			32,697	207,245	479,765	49,808	195,962	107,879									1,137,161			
950	Boundary Transit	82,991	50,000	86,343	49,961		23,674	2,644								18,177					5,466		49,961			
TOTAL ANNUAL BUDGET					45,758,001	20,029,062	43,201,315	21,122,566	1,161,985	1,555,320	60,215	79,660	419,843	1,718,650	4,491,113	563,653	2,589,792	1,128,849	1,573,012	1,863,188	1,220,177	179,216	0	650,464	1,867,429	21,122,567
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>	% Increase
Fruitvale	\$ 1,161,985	1,112,546	\$ 49,439	4.44%
Grand Forks	1,555,320	1,426,224	129,096	9.05%
Greenwood	60,215	56,319	3,896	6.92%
Midway	79,660	70,966	8,694	12.25%
Montrose	419,843	381,946	37,897	9.92%
Rossland	1,718,650	1,600,614	118,036	7.37%
Trail	4,491,113	4,495,131	- 4,018	-0.09%
Warfield	563,653	523,158	40,495	7.74%
Area A	2,589,792	2,409,255	180,537	7.49%
Area B	1,128,849	1,130,865	- 2,016	-0.18%
Area C	1,573,012	1,532,390	40,622	2.65%
Area D	1,863,188	1,662,880	200,308	12.05%
Area E	1,220,177	1,098,107	122,070	11.12%
Specified				
Area A	179,216	178,791	425	0.24%
Specified				
Area C	650,464	595,579	54,885	9.22%
Specified				
Area E	1,867,429	1,754,293	113,136	6.45%
	<u>\$ 21,122,567</u>	<u>\$ 20,029,064</u>	<u>\$ 1,093,503</u>	

Regional District Of Kootenay Boundary
Reserve Balance Projections

Service	Service Name	Balance	2019 Projected Reserves		
		Dec 31, 2018	Redemption	Contribution	Closing Bal
001	General Government Services	\$ 4,089,964	\$ 77,000	\$ 188,045	\$ 4,201,009
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	60,000	119,865	268,103
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	515,455	231,088	651,137
051	Christina Lake Fire Services	\$ 178,671	71,700	115,000	221,971
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
078	Economic Development - Area 'D' & GF	\$ -	-	-	-
079	Economic Development - Area 'E'	\$ -	-	14,000	14,000
080	Mosquito Control Area 'D' & Grand Forks	\$ 55,883	14,873	-	41,010
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	\$ 28,805	-	-	28,805
150	Cemeteries - East End	\$ 202,861	-	-	202,861
170	Boundary Integrated Watershed	\$ -	-	-	-
500	Beaver Valley Water Supply Utility	\$ 425,367	-	105,228	530,595
550	Christina Lake Water Supply Utility	\$ 701,668	14,033	44,322	731,958
600	Columbia Gardens Water Utility	\$ 16,920	12,298	-	4,622
650	Rivervale Water Supply Utility	\$ 147,073	-	29,644	176,717
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	-	6,490	34,004
900	East End Transit	\$ 505,528	-	-	505,528
950	Boundary Area Transit	\$ 35	-	-	35
		<u>\$ 12,724,560</u>	<u>\$ 1,839,059</u>	<u>\$ 1,218,027</u>	<u>\$ 12,103,528</u>

NOTE: Management ERIIP Transfers flow through General Government Services (001)



Thompson Okanagan
Tourism Association

2280-D Leckie Road
Kelowna, BC
V1X 6G6
totabc.org

February 22, 2019

Dear Roland Russell,

TOTA is currently seeking funding through the Okanagan Basin Water Board to advance our work in sustainability and as part of the process we are asking each of the Regional Districts in the Thompson Okanagan to provide us with a letter of support (sample attached).

As part of our commitment to sustainability and as a Biosphere Gold Certified Tourism Destination, the Thompson Okanagan Tourism aims to deliver the Eco Efficiency and Education program to 100 tourism businesses throughout the Thompson Okanagan region in 2019/2020. Our goal is to help these businesses identify and implement opportunities to both reduce their costs and environmental impacts, helping to further advance the sustainability and competitive advantage of our region.

The program will include the delivery of educational workshops and tools, as well as waste, energy and water audits to 100 businesses, helping them to identify:

- Utility rebate opportunities
- The cost savings, payback and return on investment that could result from energy and water retrofits
- Opportunities for greater diversion of waste from the landfill through reducing, reusing and recycling
- Their carbon footprint and how they can reduce it

A key outcome of the process will be the production of a baseline report with key indicators and goals, from which future progress can be measured and communicated to a range of stakeholders, including local governments.

In order to deliver this program, TOTA will be seeking funding from a number of sources, including the Okanagan Basin Water Board, which require local government support.

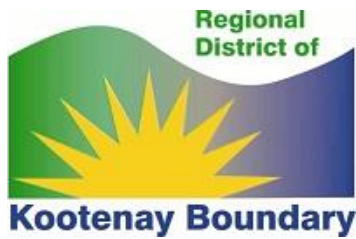
We would like to request your support for this project and have prepared a sample template (attached) for your use if you so wish. If you would like additional information about this project, please don't hesitate to contact me. We hope you will be willing to support us and ask that you please forward by email to industry@totabc.com on or before Wednesday, February 27, 2019.

Thank you in advance for supporting the advancement of sustainable tourism in the Thompson Okanagan.

Sincerely,

THOMPSON OKANAGAN TOURISM ASSOCIATION

Glenn Mandziuk, BA, MEds, MCIP
President and Chief Executive Officer



STAFF REPORT

Date: 26 Feb 2019 **File**
To: Chair Russell, Director Cacchioni,
 Finance Liaison and Board of
 Directors
From: Maureen Forster, Executive Assistant
Re: Statutory Requirements for Adoption
 of the RDKB 2019-2023 Five Year
 Financial Plan

Issue Introduction

A staff report from Maureen Forster, Executive Assistant presenting the resolutions for the 2019 Budget and the 2019-2023 Five Year Financial Plan as adopted by the individual RKDB Committees for the specific RDKB services / functions.

History/Background Factors

The RDKB prepares, consults, presents and adopts the Annual Budgets and Five Year Financial Plans pursuant to Section 374 of the *Local Government Act*.

The following resolutions and statements of consensus in support of the 2019 Budget and the 2019-2023 Five Year Financial Plan were adopted by the various Regional District of Kootenay Boundary Committees at meetings held throughout January, February and March 2019.

Board - Finance - February 21, 2019

That the following 2019 Budget / 2019-2023 Five Year Financial Plan be included in the overall Regional District of Kootenay Boundary 2019-2023 Financial Plan:

- *General Government Services (001)*
- *Building and Plumbing Inspection (004)*
- *Reserve for Feasibility Studies (006)*

Beaver Valley Regional Parks and Regional Trails Committee - February 12, 2019

That the following 2019 Budgets / 2019-2023 Five Year Financial Plans be referred to the Regional District of Kootenay Boundary Board of Directors with a recommendation that they be included in the overall Regional District of Kootenay Boundary 2019-2023 Financial Plan:

- *Beaver Valley Parks & Trails (019)*
- *Beaver Valley Arena (020-011)*

- *Beaver Valley Recreation (020-013)*

East End Services Committee - February 8, 2019

That the following 2019 Budgets / 2019-2023 Five Year Financial Plans be referred to the Regional District of Kootenay Boundary Board of Directors with a recommendation that they be included in the overall Regional District of Kootenay Boundary 2019-2023 Financial Plan:

- *Police Based Victims' Services Program (009)*
- *East End Economic Development (017)*
- *Culture, Arts and Recreation for the Lower Columbia (018)*
- *East End Cemeteries Service (150)*
- *East End Transit Service (900)*

East End Services Committee - February 25, 2019

That the following 2019 Budgets / 2019-2023 Five Year Financial Plans be referred to the Regional District of Kootenay Boundary Board of Directors with a recommendation that they be included in the overall Regional District of Kootenay Boundary 2019-2023 Financial Plan:

- *Kootenay Boundary Regional Fire Rescue (050)*

Boundary Community Development Committee - February 6, 2019

That the following 2019 Budgets / 2019-2023 Five Year Financial Plans be referred to the Regional District of Kootenay Boundary Board of Directors with a recommendation that they be included in the overall Regional District of Kootenay Boundary 2019-2023 Financial Plan:

- *Boundary Museum Service (026)*
- *Grand Forks Curling Rink (031)*
- *Animal Control - Boundary (071)*

Utilities Committee - February 13, 2019

That the following 2019 Budgets / 2019-2023 Five Year Financial Plans be referred to the Regional District of Kootenay Boundary Board of Directors with a recommendation that they be included in the overall Regional District of Kootenay Boundary 2019-2023 Financial Plan:

- *East End Regionalized Sewer Utility (700)*
- *Oasis-Rivervale Sewer Utility (800)*
- *Regionalized East End Sewer Utility (Sole Benefiting Community of Trail) (700-101)*
- *Regionalized East End Sewer Utility (Sole Benefiting Community of Rossland) (700-102)*
- *Regionalized East End Sewer Utility (Dual Communities of Warfield and Rossland) (700-103)*
- *Street Lighting - Big White (101)*
- *Street Lighting - Beaverdell (103)*
- *Beaver Valley Water Supply (500)*
- *Christina Lake Water Utility (550)*
- *Columbia Gardens Water Supply Utility (600)*
- *Rivervale Water & Street Lighting Utility (650)*

Special Board - Protective Services - February 21, 2019

That the following 2019 Budget / 2019-2023 Five Year Financial Plan be included in the overall Regional District of Kootenay Boundary 2019-2023 Financial Plan:

- *Emergency Preparedness (012)*
- *911 Emergency Communications (015)*

Electoral Area Services Committee -January 24, 2019

That the following 2019 Budgets / 2019-2023 Five Year Financial Plans be deferred to the Regional District of Kootenay Boundary Board of Directors with a recommendation that they be included in the overall Regional District of Kootenay Boundary 2019-2023 Financial Plan:

- *Areas 'A' & 'C' Housing Numbering Service (120)*
- *Area 'D' Housing Numbering Service (121)*
- *Area 'B' House Numbering Service (122)*
- *Area 'E' House Numbering Service (123)*

Electoral Area Services Committee -February 14, 2019

That the following 2019 Budgets / 2019-2023 Five Year Financial Plans be deferred to the Regional District of Kootenay Boundary Board of Directors with a recommendation that they be included in the overall Regional District of Kootenay Boundary 2019-2023 Financial Plan:

- *Electoral Area Administration (002)*
- *Electoral Area Grants in Aid Service (003)*
- *Planning & Development (005)*
- *Area 'D' Regional Parks and Trails (045)*
- *Area 'D' Heritage Conservation (047)*
- *Rural Greenwood Fire Service (056)*
- *Big White Noise Control Service (075)*
- *Parks & Trails - Electoral Area 'B' (014)*
- *Recreation - Christina Lake (023)*
- *Recreation Facilities - Christina Lake (024)*
- *Area 'C' Regional Parks & Trails (027)*
- *Beaverdell Community Club Service (028)*
- *Fire Protection - Christina Lake (051)*
- *Animal Control - East End (070)*
- *Area 'C' Economic Development (077)*
- *Mosquito Control - Christina Lake (081)*
- *Weed Control - Area 'A' - Columbia Gardens (090)*
- *Weed Control -Christina Lake Milfoil (091)*
- *Library - Specified Area 'E'*

Implications

n/a

Advancement of Strategic Planning Goals

Overall, the RDKB's 2019-2023 Financial Plan has been developed in recognition of, and as much as possible in keeping with, the strategic priorities identified by the Board's Strategic Plan and especially in keeping with the objectives of:

- Exceptional Cost Effective and Efficient Services
- Continuing to Focus on Organizational Excellence and
- Improve and Enhance Communication.

Background Information Provided

n/a

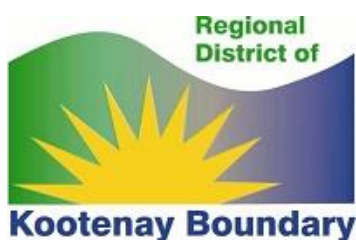
Alternatives

1. Receipt

Recommendation(s)

That the staff report from Maureen Forster, Executive Assistant presenting the resolutions for the 2019 Budget / 2019-2023 Five Year Financial Plan as adopted by the individual Regional District of Kootenay Boundary Committees for the specific RDKB services / functions be received.

11A

**STAFF REPORT**

Date: February 27, 2019 **File**

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

From: Mark Stephens Interim Manager of Emergency Programs

Re: Emergency Alerting Service Provider

Issue Introduction

A Staff report from Mark Stephens, Interim Manager of Emergency Programs requesting the Board's approval to use an emergency alerting system and to enter into an agreement with Icesoft Inc. for the purchase and support of Voyent Alert.

History/Background Factors

Emergency Alerting Systems allows emergency personnel to provide messages to citizens that have signed up for the service in the event of an emergency. The system enables emergency personnel to communicate with a large number of people in a small amount of time. This provides more time to react to an emergency.

Communicating with citizens can be challenging given their location, demographics and comfort with technology to name a few factors. Add to these an impending emergency and you have a situation that can quickly turn dangerous. . Emergency alerting software can help provide timely notification in the event of an emergency.

Communications is always an area flagged for improvement in an After Action Report. Both the Rock Creek/Stickpin Wildfire and Boundary Freshet After Action Reports noted communication with affected people as an area that can be improved. One area of critical importance is getting evacuation order notices out to those affected. In both the Wildfires and the Boundary Freshet, evacuations were required in a short amount of time. This is where an emergency alerting system can provide a benefit, by allowing EOC staff to communicate imminent danger at a rate of roughly 150 contacts per second. For example, if all of the roughly 4,500 residents of the City of Grand Forks were registered, they could all receive an alert within 30 seconds.

The Province of BC has been developing an emergency alerting system for the last several years and does not currently have a release date set. Little is known about this system. Cost and ease of use are just some of the unknowns at this point.

Implications

Icesoft Inc. has provided a quote of \$10,000 per year for the Voyent Alert service. The current 2019 EM budget includes a line item for the purchase of emergency alerting software. The ongoing cost of this service will be \$10,000 and in the 2019-2023 five year financial plan.

Proceeding with Voyent at this time will allow for the system to be up and running with enough time to register users before freshet 2019.

This alerting system is not intended to be a general communication tool, meaning this tool will be used for emergency communication purposes only. It is believed that the communications will be ignored if people receive too many alerts that do not apply to them.

Staff will be preparing a policy on the acceptable use of the Alerting software and will have it to the Board prior to the software being ready for use.

Advancement of Strategic Planning Goals

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

Background Information Provided

RDKB staff have reviewed five emergency alerting software providers and received quotes from three. Staff compared each quote and determined that Voyent Alert offers a solution that best fits the needs of the RDKB.

The desired features were determined to be:

1. Company's compliance with BC Information Privacy laws
 - a. Icesoft is a Canadian company, all data remains within Canada
2. Ease of use for the public and staff.
 - a. The software has a simple user interface that allows for ease of registration and use by staff. For users that may require assistance the company offers online tutorials.
3. Ability of users to remain anonymous.
 - a. All a user needs to sign up for the service is a postal code and a method of how they want to be alerted i.e. SMS text, email, telephone call or through the app.

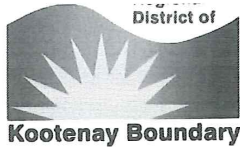
4. Ability for users to add multiple properties to receive alerts.
 - a. The ability to have multiple location on a single account is a feature that is not found with other providers. With Voyent Alert, a user could sign up for alerts that affect their home, place of work, their children's school or daycare and even their cottage provided those properties are within the RDKB.
5. Receiving alerts while traveling throughout the RDKB.
 - a. Users will receive alerts if they enter an alert zone. For example, if a person is driving from Trail to Big White and there is an evacuation order for Midway, as soon as the cell phone enters the alert zone they will be notified.
6. Alerting through multiple methods.
 - a. Voyent is able to alert people through SMS text, text to land line, email, the app and social media.
7. Two-way communication.
 - a. Voyent is one of the only emergency alerting softwares to allow two-way communication with the person receiving the alert. When an evacuation alert is issued using the software, EOC staff can include some questions for the people receiving alerts via the app, email or SMS text. This will provide the Planning section with greater clarity on how many people require assistance evacuating.
8. Data Ownership
 - a. All the data entered by a user into the system and will remain under the ownership of the RDKB.
9. Read receipts for notifications.
 - a. Once a user views the alert, a read receipt is send for EOC staff to confirm the number of people that have viewed the alert.

Alternatives

1. That the RDKB Board does not authorize Staff to enter in to an agreement and return with more software options.

Recommendation(s)

That the Regional District of Kootenay Boundary Board of Directors authorizes staff to use emergency alerting software in emergency situations. **FURTHER** that the Board of Directors approves the agreement with Icesoft Inc. for the initial purchase and support of Voyent Alert at a cost of \$10,000 and authorizes the RDKB signatories to sign and enter into the Agreement.



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.

This application must include a complete mailing address. Incomplete address fields will result in delays in processing GIA funds and your request sent back to the RDKB Director.

Please check all Electoral Area Boxes You Are Making Application To:

<input checked="" type="checkbox"/> Electoral Area 'A' Director Ali Grieve	<input type="checkbox"/> Electoral Area 'B' Lower Columbia-Old Glory Director Linda Worley	<input type="checkbox"/> Electoral Area 'C' Christina Lake Director Grace McGregor	<input type="checkbox"/> Electoral Area 'D' Rural Grand Forks Director Roly Russell	<input type="checkbox"/> Electoral Area 'E' West Boundary Director Vicki Gee
--	--	--	---	--

Applicant:	* BEAVER VALLEY GOLF & RECREATION SOCIETY				
FULL Mailing Address: Including Postal Code	* PO Box 158 FRUITVALE BC V0G 1C0				
Phone:	* 250.367.7001	Fax:	250-367-6699	E-Mail:	* staff@golfchampionlakes.com
Representative:	* KEVIN NESBITT				
Make Cheque Payable To:	* BEAVER VALLEY GOLF & RECREATION SOCIETY				

*Starred items, including contact information, must be completed in full.

****GIA Requests of \$5,000.00 or more may require official receipt. The Electoral Area Director may ask for additional information.

What is the total Cost of the Project? \$ 1152⁰⁰ What amount are you requesting from this RDKB Director(s)? \$ 1152⁰⁰

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

SPONSORSHIP FOR MEN'S & LADIES' GOLF COURSE	REGIONAL DISTRICT OF KOOTENAY BOUNDARY	Shieve Feb. 26/19

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: \$ _____

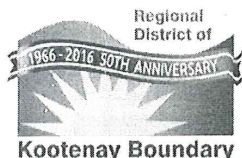
Name of Organization _____
Amount Requested: \$ _____ Amount Secured: \$ _____

Date: FEB 22/19 Applicant Signature Print Name KEVIN NESBITT

Office Use Only

Grant approved by Electoral Area Director: _____

Approved by Board: _____



Grant-in-Aid Request

The personal information you provide on this RDKB document is being collected in accordance with the Freedom of Information and Protection of Privacy Act and will be used only for the purpose of processing RDKB business. This document may become public information. If you have any questions about the collection of your personal information, please contact Theresa Lenardon, Manager of Corporate Administration/Corporate Officer and Freedom of Information Protection of Privacy Officer at 250-368-9148 or foi@rdkb.com.

Please check all Electoral Area Boxes You Are Making Application To:

<input type="checkbox"/> Electoral Area 'A' Director Ali Grieve	<input 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:	* The Kidney Foundation of Canada, BC Branch			
Address:	* 200 - 4940 Canada Way, Burnaby, BC V5G-4K6			
Phone:	* 604-736-9775	Fax:	604-736-9703	E-Mail: * trailwalk@kidney.ca
Representative:	* Gwen Chernenkoff			
Make Cheque Payable To:	* The Kidney Foundation of Canada, BC Branch			

*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)? \$ 250.00

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

Your contribution would make it possible for the Kidney Foundation to provide programs and services that help to ease the physical, emotional and financial burdens kidney patients and their families carry while coping with kidney disease.	
REGIONAL DISTRICT OF KOOTENAY BOUNDARY	

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

Name of Organization	City of Trail	Amount Requested: \$	\$500.00	Amount Secured: \$	\$125.00
Name of Organization	Teck Cominco	Amount Requested: \$	✓	Amount Secured: \$	\$500.00
Name of Organization	Hil-Tech contracting	Amount Requested: \$	✓	Amount Secured: \$	\$300.00

Date: Feb. 14/19 Applicant Signature: [Signature] Print Name: Gwen Chernenkoff

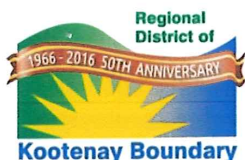
Office Use Only

Grant approved by Electoral Area Director:

Approved by Board:

[Signature: Linda Worley]

STIRMIT



Grant-in-Aid Request

The personal information you provide on this RDKB document is being collected in accordance with the Freedom of Information and Protection of Privacy Act and will be used only for the purpose of processing RDKB business. This document may become public information. If you have any questions about the collection of your personal information, please contact Theresa Lenardon, Manager of Corporate Administration/Corporate Officer and Freedom of Information Protection of Privacy Officer at 250-368-9148 or foi@rdkb.com.

Please check all Electoral Area Boxes You Are Making Application To:

<input type="checkbox"/> Electoral Area 'A' Director Ali Grieve	<input type="checkbox"/> Electoral Area 'B'/ Lower Columbia-Old Glory Director Linda Worley	<input checked="" type="checkbox"/> Electoral Area 'C'/ Christina Lake Director Grace McGregor	<input checked="" type="checkbox"/> Electoral Area 'D'/ Rural Grand Forks Director Roly Russell	<input checked="" type="checkbox"/> Electoral Area 'E'/ West Boundary Director Vicki Gee
---	---	--	---	--

Applicant:	* Boundary Métis Community Association				
Address:	* 686 72nd St. Grand Forks BC				
Phone:	* 250-442-7868	Fax:		E-Mail:	* boundarymetiscommunity@gmail.com
Representative:	* Dawn Sioga				
Make Cheque Payable To:	* Boundary Métis 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? \$1568.00 What amount are you requesting from this RDKB Director(s)? \$ 1568.00

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

Please see attached sheet	REGIONAL DISTRICT OF KOOTENAY BOUNDARY
	FEB 22 2019
	REF. TO:
	CC:

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 20, 2019 Applicant Signature _____ Print Name Dawn Sioga

Office Use Only

Grant approved by Electoral Area Director: _____

Approved by Board: _____

SUBMIT

Boundary Métis Community Association Gran-in-Aid Request - Feb 20, 2019

This Grant in Aid Application is to pay for the printing of a banner to hang across the highway in Grand Forks, or to hang at specific locations in the West. Alpine Signs will be printing the banner and have ensured us that the banner will meet the specifications required to hang across the highway in Grand Forks. The Boundary Métis Community Association (BMCA) in collaboration with Boundary All Nation Aboriginal Council (BANAC) would like to have a banner printed to bring awareness to various Indigenous days, events and celebrations occurring in the Boundary. Some examples of possible events would be National Indigenous Peoples Day in June, Orange Shirt Day in September, Missing and Murdered Indigenous Woman in February, Louis Riel Day in November, and/or Winter Wellness Celebrations etc. The banner will be designed in such a way that the dates can be easily changed so it can be used for these various events. Over 25% of the school population in our School District self-identify as Indigenous (Métis, First Nations and Inuit) and this banner will be able to let, not only the Indigenous Peoples in our area know that an Indigenous Peoples Event is occurring, it will also make sure that EVERYONE in our area knows that there is an event happening. Both BMCA and BANAC are inclusive: all genders, all Nations and all ages! We welcome and encourage everyone to join us in our celebrations!

All my Relations,

Dawn Sioga
250-442-7868
boundarymetiscommunity@gmail.com



Boundary Metis Comm. Assoc.
Dawn Siga
250 442-7868
boundarymetiscommunity@gmail.com

Jennifer Kuhn

From: is@rdkb.com
Sent: February-06-19 6:10 AM
To: Theresa Lenardon; Information Services; Jennifer Kuhn
Subject: Grant-in-Aid Form submitted by Little Lakers Learning Centre Society, email address - littlelakerstreasurer@gmail.com

Online Grant-in-Aid Application**Electoral Area(s) Applied to:**

Electoral Area 'C' / Christina Lake Director Grace McGregor

Applicant Information:

Applicant: Little Lakers Learning Centre Society

Address: 1680B Santa Rosa Rd

Phone: 250-447-6336

Fax:

Email: littlelakerstreasurer@gmail.com

Representative: Karla Dick, Treasurer

Make Cheque Payable To: Little Lakers Learning Centre Society

Other Expenses:

Total Cost of Project: \$3500

Amount Requested from
RDKB Director(s):

\$3500

*Approved Director McGregor
Feb. 19/19*

What is the Grant-in-Aid for?

To cover day care expenses as we transition from a preschool only license to a multi-age license.

List of Other Organizations Applied to for Funding

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Documents uploaded with Submission?

☐

I:\Portals\0\Documents\GIA-Attachments\

LITTLE LAKERS LEARNING CENTRE SOCIETY

FINANCIAL STATEMENTS
(Unaudited - See Notice to Reader)

JUNE 30, 2018

Lia Azhure Inc.
Chartered Professional Accountant

LITTLE LAKERS LEARNING CENTRE SOCIETY

JUNE 30, 2018

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FINANCIAL STATEMENTS	
Statement of Financial Position	2
Statement of Operation	3
Statement of Changes in Net Assets	4
Notes to Financial Statements	5

Lia Azhure Inc.
Chartered Professional Accountant

7157 3rd Street
Box 1329
Grand Forks, BC V0H 1H0
Phone: (250) 442-0141

LITTLE LAKERS LEARNING CENTRE SOCIETY

NOTICE TO READER

On the basis of information provided by management, I have compiled the statement of financial position of Little Lakers Learning Centre Society as at June 30, 2018 and the statements of operation and changes in net assets for the year then ended.

I have not performed an audit or a review engagement in respect of these financial statements and, accordingly, I express no assurance therein.

Readers are cautioned that these statements may not be appropriate for their purposes.



Grand Forks, BC
November 1, 2018

Chartered Professional Accountant

LITTLE LAKERS LEARNING CENTRE SOCIETY

STATEMENT OF CHANGES IN FINANCIAL POSITION (Unaudited - See Notice to Reader)

AS AT JUNE 30, 2018

ASSETS

	2018	2017
CURRENT		
Cash and short term deposits	\$ 9,031	\$ 3,543
Accounts receivable	2,633	2,026
Prepaid expenses	2,817	3,386
GST receivable	360	704
	<u>\$ 14,841</u>	<u>\$ 9,659</u>

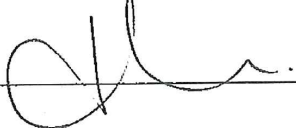

LIABILITIES

CURRENT		
Accounts payable and accrued liabilities	\$ 1,621	\$ 1,814
Wages and payroll liabilities	2,785	3,564
	4,406	5,378
Loans payable	12,750	15,250
	<u>17,156</u>	<u>20,628</u>

NET ASSETS

DEFICIT	(2,315)	(10,969)
	<u>\$ 14,841</u>	<u>\$ 9,659</u>

ON BEHALF OF THE BOARD:

 President,
  Treasurer

The accompanying notes are an integral part of these financial statements

LITTLE LAKERS LEARNING CENTRE SOCIETY

STATEMENT OF OPERATION (Unaudited - See Notice to Reader)

FOR THE YEAR ENDED JUNE 30, 2018

	2018	2017
REVENUES		
Daycare and registration fees	\$ 32,455	\$ 32,074
Subsidy - CCOF	7,512	4,319
Subsidy - Other	5,483	-
Grants		
Southern Interior Development Initiative Trust	-	6,511
R.D.K.B.	6,000	4,000
Phoenix Foundation	-	2,500
BC Gaming	5,600	-
Canada Summer Job	3,351	-
Donations	2,099	9,124
Fundraising	11,442	1,135
Membership fees	70	62
Other revenue	432	1
	74,444	59,726
EXPENSES		
Advertising and promotion	169	993
Bank charges	110	264
Bad debts	834	-
Insurance	2,018	1,404
Interest on debt	389	136
Licenses and dues	-	100
Office expenses	307	957
Equipment and furnishings	329	9,469
Professional fees	2,880	2,749
Rent	10,455	8,713
Repairs, maintenance and renovations	30	9,821
Supplies	907	1,366
Telephone	411	1,103
Training	-	119
Utilities	1,714	1,251
Wages and payroll costs	45,237	32,250
	65,790	70,695
NET INCOME (LOSS)	\$ 8,654	\$ (10,969)

The accompanying notes are an integral part of these financial statements

LITTLE LAKERS LEARNING CENTRE SOCIETY

INVESTMENT IN NET ASSETS (DEFICIT) (Unaudited - See Notice to Reader)

FOR THE YEAR ENDED JUNE 30, 2018

	2018	2017
(DEFICIT) RETAINED EARNINGS, beginning of year	\$ (10,969)	\$ -
NET INCOME (LOSS)	8,654	(10,969)
DEFICIT, end of year	\$ (2,315)	\$ (10,969)

The accompanying notes are an integral part of these financial statements

4.

LITTLE LAKERS LEARNING CENTRE SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (Unaudited - See Notice to Reader)

JUNE 30, 2018

1. JURISDICTION

The Little Lakers Learning Centre Society is a registered not-for-profit organization incorporated under the Society Act of the Province of British Columbia which qualified for charitable tax status and operates a daycare in Christina Lake, BC. Little Lakers Learning Centre Society's mission is to provide child care informed by Maria Montessori's philosophy for families in Christina Lake. It will foster a family oriented community culture through integrity and caring professional management. The society's focus is to provide stimulating early childhood educational experience, which promotes each child's social/emotional, physical, cognitive and understanding of the interconnectedness of all things. It aims to support children to become lifelong learners in a safe, nurturing and fun environment that fulfills parent's wishes to provide a bright start for their children's growth.

2. CAPITAL EXPENDITURES

The Society, since it qualifies as a small non-profit organization under section 4431.38 of the accounting standard for non-profit organizations, has adopted the policy of recording the purchase of capital items to be expensed in the year of purchase. The purchases for this fiscal year are as follows:

	Cost 2018	Cost 2017
Furnishings and equipment	\$ 329	\$ 9,469
Renovations on leased premises	-	8,838
	\$ 329	\$ 18,307

The accompanying notes are an integral part of these financial statements

5.

Little Lakers Learning Centre Society

Budget

07/01/2018 to 06/30/2019

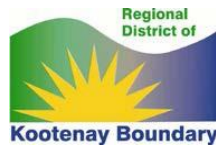
	General	Gaming Grant	Total	
REVENUE				
Daycare Revenue				
Daycare Fees	\$ 32,303.00		\$ 32,303.00	Note 1
Registration Fees	\$ -		\$ -	
Special Events Revenue	\$ 3,500.00		\$ 3,500.00	
Membership Fees	\$ -		\$ -	
Total Daycare Revenue	\$ 35,803.00	\$ -	\$ 35,803.00	
Other Revenue				
Donations	\$ 2,000.00		\$ 2,000.00	
Government Subsidies	\$ 4,786.00		\$ 4,786.00	Note 2
Grants	\$ -	\$ 20,000.00	\$ 20,000.00	
Interest Revenue	\$ -		\$ -	
Miscellaneous Revenue	\$ -		\$ -	
Total Other Revenue	\$ 6,786.00	\$ 20,000.00	\$ 26,786.00	
TOTAL REVENUE	\$ 42,589.00	\$ 20,000.00	\$ 62,589.00	
EXPENSE				
Payroll Expense				
Wages and Salaries	\$ 31,406.00	\$ 8,975.00	\$ 40,381.00	Note 3
WCB Expense	\$ 500.00		\$ 500.00	
Total Payroll Expense	\$ 31,906.00	\$ 8,975.00	\$ 40,881.00	
General and Administrative Expense				
Accounting and Legal	\$ 2,800.00		\$ 2,800.00	
Advertising and Promotions	\$ 200.00		\$ 200.00	
Daycare Operating	\$ 1,200.00		\$ 1,200.00	
Daycare Educational	\$ 360.00		\$ 360.00	
Insurance	\$ 2,044.00		\$ 2,044.00	
Interest and Bank Charges	\$ 120.00		\$ 120.00	
Interest on Loan	\$ 288.00		\$ 288.00	
Office Supplies	\$ 300.00		\$ 300.00	
Rent	\$ -	\$ 11,025.00	\$ 11,025.00	Note 4
Repair and Maintenance	\$ 1,000.00		\$ 1,000.00	
Telephone	\$ 80.00		\$ 80.00	
Training	\$ 150.00		\$ 150.00	
Utilities	\$ 1,800.00		\$ 1,800.00	
Total Gen.&Admin Expense	\$ 10,342.00	\$ 11,025.00	\$ 21,367.00	
TOTAL EXPENSES	\$ 42,248.00	\$ 20,000.00	\$ 62,248.00	
NET INCOME	\$ 341.00	\$ -	\$ 341.00	

Note 1: Revenue generated by daycare fees based on current registration levels

Note 2: Revenue from the government Child Care Operating Fund

Note 3: A portion of Gaming Grant funds will cover current wages

Note 4: A portion of the Gaming Grant cover rent



BYLAW NO. ~~1714~~1684

A Bylaw to provide for remuneration and repayment of expenses to the Board of Directors of the Regional District of Kootenay Boundary

WHEREAS pursuant to the provisions of the *Local Government Act*, being Chapter 1 of the Statutes of British Columbia, and the *Community Charter*, being Chapter 26 of the Statutes of British Columbia, the Regional District may, by bylaw, provide remuneration for and reimbursement of expenses of Directors;

AND WHEREAS the Board of Directors finds it desirable to remunerate members of the Board and provide for expenses incurred by a Director for discharge of the duties of office;

AND WHEREAS the Regional District Board may, by bylaw, provide reimbursement of all or part of the expenditures made or expenses incurred by a Director when that Director is representing the Regional District of Kootenay Boundary, or is attending a meeting of the Board or any committee of the Board of which the Director is a member;

AND WHEREAS the Regional District may, by bylaw, provide an allowance, daily or otherwise, for specified expenses incurred by a Director when performing the activities referred to in the preceding recital;

NOW THEREFORE BE IT RESOLVED that the Regional District of Kootenay Boundary Board of Directors, duly assembled in an open meeting, enacts as follows:

1. Annual Remuneration

- a) There shall be provided in the annual budget under Legislative and General Government an amount sufficient to pay remuneration to each of the Municipal Directors of the Regional District of Kootenay Boundary.

2. Reimbursement of Expenses

There shall be included in the annual budget under the Legislative and General Government Exhibit an amount sufficient to pay to each of the Directors of the Regional District of Kootenay Boundary.

- a) Such amounts are payable to reimburse each Director for the scheduled expenses incurred or an allowance in lieu of reimbursement when the Director is representing the Regional District, or engaging in Regional District business, or attending a meeting, course, seminar or convention as specifically authorized by the Board, or attending a meeting of a committee of the Board of which the Director is a member.

Bylaw No. 1684
Director Remuneration/Reimbursement

b) The annual remuneration and reimbursement of expenses shall be as per Schedule 'A', attached to and forming part of this bylaw, which shall take effect on ~~January~~March 1, 2019.

3. Bylaw No. ~~1646~~1684 cited as "Director Remuneration Bylaw No. 16~~46~~84, 201~~7~~8" is hereby rescinded.

4. This Bylaw may be cited for all purposes as the "Regional District of Kootenay Boundary Board of Directors Remuneration Bylaw No. ~~1684~~1714, 201~~8~~9".

Read a First and Second time this 30th day of August, 2018

Read a Third time this 30th _____ day of August, 201~~8~~9.

I, Theresa Lenardon, Manager of Corporate Administration of the Regional District of Kootenay Boundary, hereby certify the foregoing to be a true and correct copy of Bylaw No. ~~1684~~1714 cited as the "Regional District of Kootenay Boundary Board of Directors Remuneration Bylaw No. ~~1684~~1714, 201~~8~~9" as read a third time this 30th _____ day of August, 201~~8~~9.

Manager of Corporate Administration/Corporate Officer

Reconsidered and Adopted this 30th _____ day of August, 201~~8~~9.

Chair

Manager of Corporate Administration/Corporate Officer

I, Theresa Lenardon, Manager of Corporate Administration of the Regional District of Kootenay Boundary, hereby certify the foregoing to be a true and correct copy of Bylaw No. ~~1684~~1714 cited as the "Regional District of Kootenay Boundary Board of Directors Remuneration Bylaw No. ~~1684~~1714, 201~~8~~9" as Reconsidered and Adopted this 30th _____ day of August, ~~2018~~2019.

Manager of Corporate Administration/Corporate Officer

Bylaw No. 1684
Director Remuneration/Reimbursement

Schedule A

Directors Basic Monthly Stipend (Applies to all Regional District Directors)

Remuneration	
Stipend	\$ 810 <u>929</u> /month

Chair of the Board Compensation

<p>The position of Chair will continue to receive the approved stipends as a Director, and if applicable, an Electoral Area Director.</p> <p>If there is a change in the Chair part way through any month, the stipend will be pro-rated.</p>	\$2,064/month
---	---------------

Vice Chair of the Board Compensation

<p>The position of Vice Chair will continue to receive the approved stipends as a Director, and if applicable, an Electoral Area Director.</p> <p>If there is a change in the Vice Chair part way through any month, the stipend will be pro-rated.</p>	\$360/month/
---	--------------

Meeting Allowance

<p>When attending a Public Hearing or a Committee/Commission meeting at the direction of the Board, a Director is entitled to a meeting allowance.</p> <p>Meeting allowances are adjusted on an annual basis (starting January 1st each year), or otherwise at the direction of the Board, as per the British Columbia Consumer Price Index as at the end of November each year.</p>	\$90/meeting
---	--------------

Committee Chair Meeting Allowance

In addition to the meeting allowance, Directors who serve as the Chair, or who are appointed in the absence of Committee Chair or Vice Chair, are eligible to receive a Chair's Meeting allowance.	\$120/meeting
--	---------------

S.I.D.I.T. Reading Allowance

<p>Elected Officials appointed by the Board to sit on the Southern Interior Development Initiative Trust (S.I.D.I.T.) Regional Advisory Committee are eligible to claim for a reading allowance.</p> <p>The S.I.D.I.T. Reading Allowance is adjusted on an annual basis, or otherwise at the direction of the Board, as per the British Columbia Consumer Price Index as at the end of November each year.</p>	\$45.82/month (2018 rate)
--	------------------------------

Director Liaison Allowance

In addition to the meeting allowance, Directors who serve as a Director Liaison for Environmental Services, Protective Services and Finance are eligible to receive a Director Liaison monthly allowance.	\$65/month
---	------------

Directors Technology/Office Supplies Allowance**(Applies as Indicated)**

<p>A Technology/Office allowance will be provided to each Director. This allowance will cover technology and office related expenses for performing Regional District of Kootenay Boundary business at home. This expense allowance is intended to cover expenses related to mobile/cell phones, internet service, printers, paper, printer cartridges and other consumables. Internet service is deemed to be at least high speed "lite" (256 kbps).</p> <p>Should a Director reside in part of the Regional District that does not offer the minimum internet service through traditional means (i.e. Telus, Shaw), the Regional District will cover the cost for satellite internet service.</p>	\$216/month
The Regional District of Kootenay Boundary will provide to each Municipal Director suitable hardware to undertake their Regional District duties.	Supplied by RDKB
The Regional District of Kootenay Boundary will provide to each Electoral Area Director an annual technical/hardware allowance and each Electoral Area Director will be responsible for supplying and maintaining appropriate hardware in order to undertake their Regional District duties.	\$540.00/year

Travel Expenses/General Travel

For travel exclusively related to Regional District responsibilities, mileage at the current automobile expense reimbursement rate per kilometer may be claimed from the place of the Director's principal residence to the place of the meeting.	The rate approved and used by the Province of British Columbia.
---	---

Out of RD/Other Travel

<p>All travel outside of the Regional District must be approved by the Board. The Chair of the Board may approve such travel when it is inappropriate or not feasible to get Board approval. Approval is deemed to be given if the meeting/convention/conference is specifically identified and included in the annual Financial Plan.</p> <p>Directors are eligible for reimbursement of commercial airline fees (economy class) or mileage, whichever is less.</p>	<p>Receipts are required for commercial travel.</p>
--	---

Vehicle Allowance

Directors are entitled to claim a vehicle allowance.	\$50.00/month
--	---------------

Travel Time Allowance

<p>Directors who attend a Board meeting, Committee of the Board meeting of which they are a member or any other agency they are appointed to and such attendance requires the traveling of more than a specified distance, shall be entitled to claim an allowance at the rates below:</p>	
For approved travel exceeding 150 kilometers but less than 250 kilometers.	\$53.00
For approved travel exceeding 251 kilometers but less than 350 kilometers.	\$64.00
For approved travel exceeding 351 kilometers.	\$79.00

Accommodations

Where overnight stays are required for Board business, whether it be for meetings, conferences or seminars, the Regional District will book rooms at the accommodator hosting the event, or at the most convenient accommodator to the event.	Receipts are required (if the Director is booking privately)
Directors will be responsible for any upgrade or additional costs incurred.	
Should a Director choose to book their own room, the Regional District will pay only for a basic room.	
Directors are able to utilize private accommodation if they choose. They are entitled to an allowance.	\$50.00/night

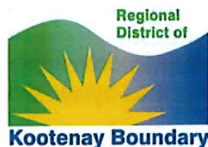
Meals/Incidental Allowances

<p>For the purposes of this Bylaw: Breakfast is at 7:00 a.m. Lunch is at 12:00 p.m. (noon) Dinner is at 6:00 p.m.</p> <p>If the meeting, convention or seminar, or the travel required, spans one or more of the stipulated times, Directors are entitled to claim the appropriate meal allowance(s) in accordance to appropriate Zone.</p> <p>If a meal is provided as part of the event, or is otherwise paid for by public money, no claim for that meal may be made. Where a provided meal is missed due to reasonable circumstances the Director shall be entitled to claim to appropriate meal allowance.</p>	
Zone 1 – All of BC excepting GVRD, SLRD and CRD	
Breakfast	\$20.00
Lunch	\$25.00
Dinner	\$35.00
Zone 2 – GVRD, SLRD, CRD and anywhere else	
Breakfast	\$25.00
Lunch	\$30.00
Dinner	\$45.00
GVRD = Greater Vancouver Regional District SLRD = Squamish Lillooet Regional District CRD = Capital Regional District	
Directors are entitled a claim for incidental expenses.	
For each full day of meetings, conventions, seminars or travel.	\$20.00/day

Bylaw No. 1684
Director Remuneration/Reimbursement

Miscellaneous

Directors can claim reimbursement of actual expenses such as taxis, buses/transit, baggage fees and parking.	Receipts are required
Directors are entitled to have their partner/spouse accompany them to formal functions at the Federation of Canadian Municipalities, Union of British Columbia Municipalities and Association of Kootenay Boundary Local Government conventions. The Regional District will pay for, or reimburse the Director, for fees related to Welcoming Reception and Formal Banquet/Dinner only.	
Directors are entitled to claim the difference between personal and business car insurance rates due to use of private vehicles for RDKB business.	Receipts are required.
Directors are entitled to claim for one windshield replacement deductible per year if their windshield is damaged while on RDKB business.	Receipts are required.



BYLAW NO. 1684

A Bylaw to provide for remuneration and repayment of expenses to the Board of Directors of the Regional District of Kootenay Boundary

WHEREAS pursuant to the provisions of the *Local Government Act*, being Chapter 1 of the Statutes of British Columbia, and the *Community Charter*, being Chapter 26 of the Statutes of British Columbia, the Regional District may, by bylaw, provide remuneration for and reimbursement of expenses of Directors;

AND WHEREAS the Board of Directors finds it desirable to remunerate members of the Board and provide for expenses incurred by a Director for discharge of the duties of office;

AND WHEREAS the Regional District Board may, by bylaw, provide reimbursement of all or part of the expenditures made or expenses incurred by a Director when that Director is representing the Regional District of Kootenay Boundary, or is attending a meeting of the Board or any committee of the Board of which the Director is a member;

AND WHEREAS the Regional District may, by bylaw, provide an allowance, daily or otherwise, for specified expenses incurred by a Director when performing the activities referred to in the preceding recital;

NOW THEREFORE BE IT RESOLVED that the Regional District of Kootenay Boundary Board of Directors, duly assembled in an open meeting, enacts as follows:

1. Annual Remuneration

- a) There shall be provided in the annual budget under Legislative and General Government an amount sufficient to pay remuneration to each of the Municipal Directors of the Regional District of Kootenay Boundary.

2. Reimbursement of Expenses

There shall be included in the annual budget under the Legislative and General Government Exhibit an amount sufficient to pay to each of the Directors of the Regional District of Kootenay Boundary.

- a) Such amounts are payable to reimburse each Director for the scheduled expenses incurred or an allowance in lieu of reimbursement when the Director is representing the Regional District, or engaging in Regional District business, or attending a meeting, course, seminar or convention as specifically authorized by the Board, or attending a meeting of a committee of the Board of which the Director is a member.

- b) The annual remuneration and reimbursement of expenses shall be as per Schedule 'A', attached to and forming part of this bylaw, which shall take effect on January 1, 2019.
3. Bylaw No. 1646 cited as "Director Remuneration Bylaw No. 1646, 2017" is hereby rescinded.
4. This Bylaw may be cited for all purposes as the "Regional District of Kootenay Boundary Board of Directors Remuneration Bylaw No. 1684, 2018".

Read a First and Second time this 30th day of August, 2018

Read a Third time this 30th day of August, 2018.

I, Theresa Lenardon, Manager of Corporate Administration of the Regional District of Kootenay Boundary, hereby certify the foregoing to be a true and correct copy of Bylaw No. 1684 cited as the "Regional District of Kootenay Boundary Board of Directors Remuneration Bylaw No. 1684, 2018" as read a third time this 30th day of August, 2018.


 Manager of Corporate Administration/Corporate Officer

Reconsidered and Adopted this 30th day of August, 2018.


 Chair


 Manager of Corporate Administration/Corporate Officer

I, Theresa Lenardon, Manager of Corporate Administration of the Regional District of Kootenay Boundary, hereby certify the foregoing to be a true and correct copy of Bylaw No. 1684 cited as the "Regional District of Kootenay Boundary Board of Directors Remuneration Bylaw No. 1684 2018" as Reconsidered and Adopted this 30th day of August, 2018


 Manager of Corporate Administration/Corporate Officer

Schedule A**Directors Basic Monthly Stipend
(Applies to all Regional District Directors)**

Remuneration	
Stipend	\$810/month

Chair of the Board Compensation

<p>The position of Chair will continue to receive the approved stipends as a Director, and if applicable, an Electoral Area Director.</p> <p>If there is a change in the Chair part way through any month, the stipend will be pro-rated.</p>	\$2,064/month
---	---------------

Vice Chair of the Board Compensation

<p>The position of Vice Chair will continue to receive the approved stipends as a Director, and if applicable, an Electoral Area Director.</p> <p>If there is a change in the Vice Chair part way through any month, the stipend will be pro-rated.</p>	\$360/month/
---	--------------

Meeting Allowance

<p>When attending a Public Hearing or a Committee/Commission meeting at the direction of the Board, a Director is entitled to a meeting allowance.</p> <p>Meeting allowances are adjusted on an annual basis (starting January 1st each year), or otherwise at the direction of the Board, as per the British Columbia Consumer Price Index as at the end of November each year.</p>	\$90/meeting
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Committee Chair Meeting Allowance

In addition to the meeting allowance, Directors who serve as the Chair, or who are appointed in the absence of Committee Chair or Vice Chair, are eligible to receive a Chair's Meeting allowance.	\$120/meeting
--	---------------

S.I.D.I.T. Reading Allowance

<p>Elected Officials appointed by the Board to sit on the Southern Interior Development Initiative Trust (S.I.D.I.T.) Regional Advisory Committee are eligible to claim for a reading allowance.</p> <p>The S.I.D.I.T. Reading Allowance is adjusted on an annual basis, or otherwise at the direction of the Board, as per the British Columbia Consumer Price Index as at the end of November each year.</p>	\$45.82/month (2018 rate)
--	------------------------------

Director Liaison Allowance

In addition to the meeting allowance, Directors who serve as a Director Liaison for Environmental Services, Protective Services and Finance are eligible to receive a Director Liaison monthly allowance.	\$65/month
---	------------

Directors Technology/Office Supplies Allowance**(Applies as Indicated)**

<p>A Technology/Office allowance will be provided to each Director. This allowance will cover technology and office related expenses for performing Regional District of Kootenay Boundary business at home. This expense allowance is intended to cover expenses related to mobile/cell phones, internet service, printers, paper, printer cartridges and other consumables. Internet service is deemed to be at least high speed "lite" (256 kbps).</p> <p>Should a Director reside in part of the Regional District that does not offer the minimum internet service through traditional means (i.e. Telus, Shaw), the Regional District will cover the cost for satellite internet service.</p>	\$216/month
The Regional District of Kootenay Boundary will provide to each Municipal Director suitable hardware to undertake their Regional District duties.	Supplied by RDKB
The Regional District of Kootenay Boundary will provide to each Electoral Area Director an annual technical/hardware allowance and each Electoral Area Director will be responsible for supplying and maintaining appropriate hardware in order to undertake their Regional District duties.	\$540.00/year

Travel Expenses/General Travel

For travel exclusively related to Regional District responsibilities, mileage at the current automobile expense reimbursement rate per kilometer may be claimed from the place of the Director's principal residence to the place of the meeting.	The rate approved and used by the Province of British Columbia.
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Out of RD/Other Travel

<p>All travel outside of the Regional District must be approved by the Board. The Chair of the Board may approve such travel when it is inappropriate or not feasible to get Board approval. Approval is deemed to be given if the meeting/convention/conference is specifically identified and included in the annual Financial Plan.</p> <p>Directors are eligible for reimbursement of commercial airline fees (economy class) or mileage, whichever is less.</p>	<p>Receipts are required for commercial travel.</p>
--	---

Vehicle Allowance

Directors are entitled to claim a vehicle allowance.	\$50.00/month
--	---------------

Travel Time Allowance

<p>Directors who attend a Board meeting, Committee of the Board meeting of which they are a member or any other agency they are appointed to and such attendance requires the traveling of more than a specified distance, shall be entitled to claim an allowance at the rates below:</p>	
For approved travel exceeding 150 kilometers but less than 250 kilometers.	\$53.00
For approved travel exceeding 251 kilometers but less than 350 kilometers.	\$64.00
For approved travel exceeding 351 kilometers.	\$79.00

Accommodations

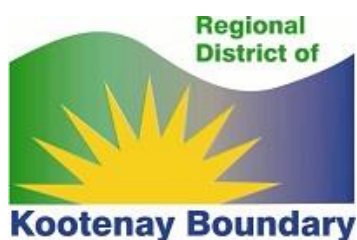
Where overnight stays are required for Board business, whether it be for meetings, conferences or seminars, the Regional District will book rooms at the accommodator hosting the event, or at the most convenient accommodator to the event.	Receipts are required (if the Director is booking privately)
Directors will be responsible for any upgrade or additional costs incurred.	
Should a Director choose to book their own room, the Regional District will pay only for a basic room.	
Directors are able to utilize private accommodation if they choose. They are entitled to an allowance.	\$50.00/night

Meals/Incidental Allowances

For the purposes of this Bylaw: Breakfast is at 7:00 a.m. Lunch is at 12:00 p.m. (noon) Dinner is at 6:00 p.m.	
If the meeting, convention or seminar, or the travel required, spans one or more of the stipulated times, Directors are entitled to claim the appropriate meal allowance(s) in accordance to appropriate Zone.	
If a meal is provided as part of the event, or is otherwise paid for by public money, no claim for that meal may be made. Where a provided meal is missed due to reasonable circumstances the Director shall be entitled to claim to appropriate meal allowance.	
Zone 1 – All of BC excepting GVRD, SLRD and CRD	
Breakfast	\$20.00
Lunch	\$25.00
Dinner	\$35.00
Zone 2 – GVRD, SLRD, CRD and anywhere else	
Breakfast	\$25.00
Lunch	\$30.00
Dinner	\$45.00
GVRD = Greater Vancouver Regional District SLRD = Squamish Lillooet Regional District CRD = Capital Regional District	
Directors are entitled a claim for incidental expenses.	
For each full day of meetings, conventions, seminars or travel.	\$20.00/day

Miscellaneous

Directors can claim reimbursement of actual expenses such as taxis, buses/transit, baggage fees and parking.	Receipts are required
Directors are entitled to have their partner/spouse accompany them to formal functions at the Federation of Canadian Municipalities, Union of British Columbia Municipalities and Association of Kootenay Boundary Local Government conventions. The Regional District will pay for, or reimburse the Director, for fees related to Welcoming Reception and Formal Banquet/Dinner only.	
Directors are entitled to claim the difference between personal and business car insurance rates due to use of private vehicles for RDKB business.	Receipts are required.
Directors are entitled to claim for one windshield replacement deductible per year if their windshield is damaged while on RDKB business.	Receipts are required.



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

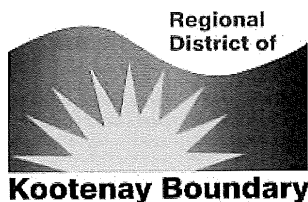
Recommendation(s)

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.

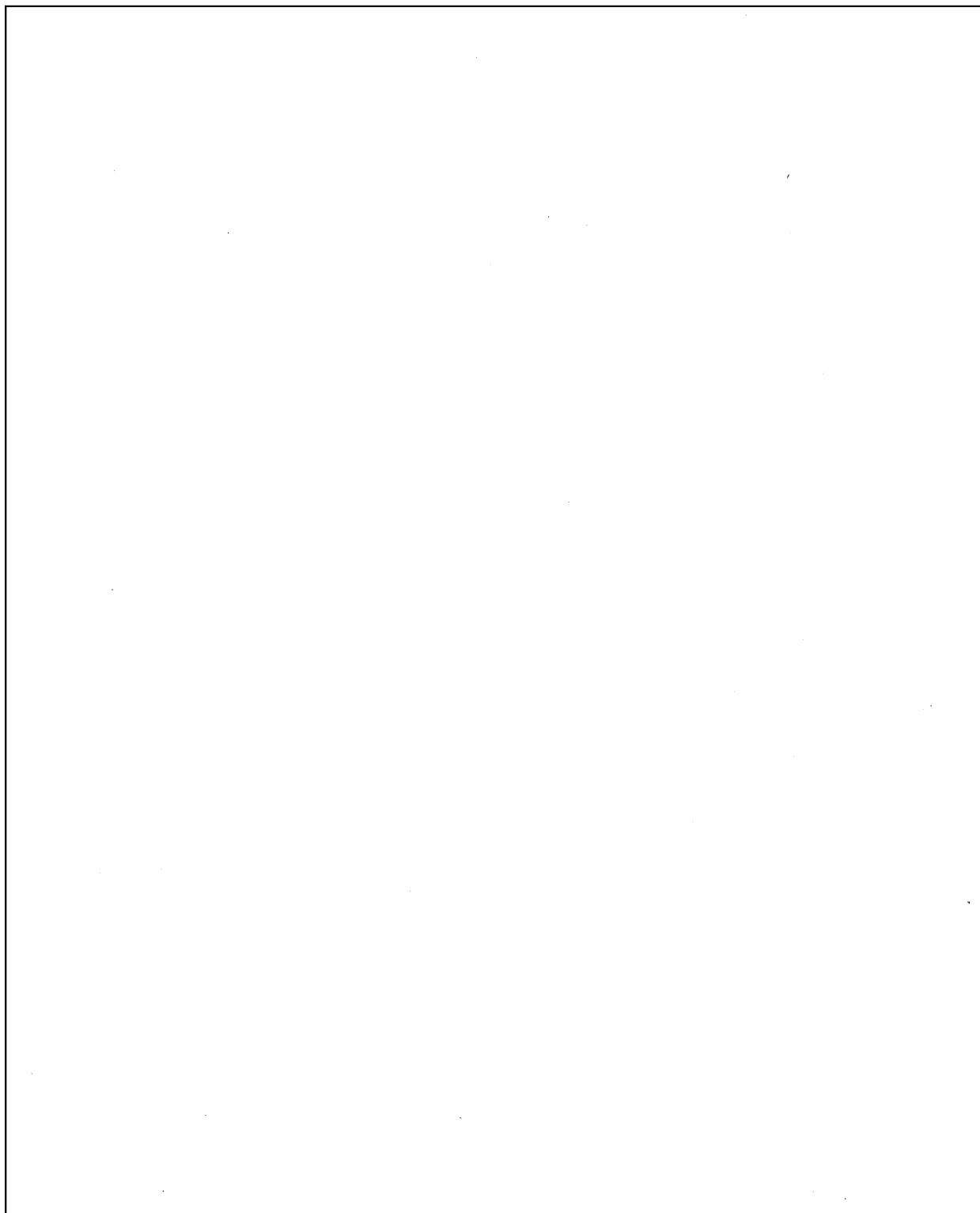


ANGIE SPENCER, CPA, CA is an assurance Partner with BDO Canada LLP in Sarnia.

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.



10





Statutory Approval

Under the provisions of section _____ 342 _____

of the _____ Local Government Act _____

I hereby approve Bylaw No. _____ 1697 _____

of the _____ Regional District of Kootenay Boundary _____,

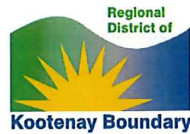
a copy of which is attached hereto.

Dated this 27 *day*

of February *, 2019*

A handwritten signature in black ink, appearing to be "J. L. Smith", written over a horizontal line.

Deputy Inspector of Municipalities



BYLAW NO. 1697

A Bylaw of the Regional District of Kootenay Boundary, in the Province of British Columbia, to establish an Economic Development Service in Electoral Area E/West Boundary

WHEREAS a Regional District may, by bylaw, establish and operate a service under the provisions of the *Local Government Act*;

AND WHEREAS the Board of Directors has deemed it appropriate to establish different terms from those outlined in the *Local Government Act* for service review and service withdrawal;

AND WHEREAS the Board of Directors has deemed it appropriate to accept consent to adopt this bylaw from the Electoral Area participating area;

NOW THEREFORE BE IT RESOLVED that the Board of the Regional District of Kootenay Boundary, in open meeting assembled, enacts as follows:

1. ESTABLISHMENT AND DESCRIPTION OF SERVICE

- a. The Board of Directors of the Regional District of Kootenay Boundary hereby establishes a service for the promotion of economic development in Electoral Area E/West Boundary.
- b. This service shall provide for the promotion of economic development in Electoral Area E/West Boundary and, for that purpose, the Board of the Regional District of Kootenay Boundary, or its designates, is empowered and authorized to do all things necessary, including, without limiting the generality of the foregoing, obtaining required permits and licenses, employing staff, purchasing equipment or services, and entering into contracts for the purposes of the Economic Development Service.

2. SERVICE BOUNDARIES AND PARTICIPANTS

- a. The boundaries of this service shall be the boundaries of Electoral Area E/West Boundary on the plan attached as Schedule A.
- b. The participant of this service shall be Electoral Area E/West Boundary

3. COST APPORTIONMENT AND RECOVERY

- a. The costs for this service shall be recovered utilizing one or more of the following:
 - i. Property Value Taxation
 - ii. Fees and Charges
 - iii. Revenues raised pursuant to the *Local Government Act* or other legislation
 - iv. Revenues received by way of agreement, gift, enterprise, grant or otherwise.

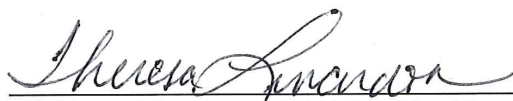
4. CITATION

- a. This bylaw may be cited for all purposes as "Regional District of Kootenay Boundary Economic Development (Electoral Area E/West Boundary) Service Establishment Bylaw No. 1697, 2018".

Read a **FIRST and SECOND** time this 12th day of December, 2018.

Read a **THIRD** time this 12th day of December, 2018.

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. 1697 cited as "Regional District of Kootenay Boundary Economic Development (Electoral Area E/West Boundary) Service Establishment Bylaw No. 1697, 2018" as read a Third time the 12th day of December, 2018.



Manager of Corporate Administration/Corporate Officer

Written consent to adopt this bylaw dated January 3, 2019 was received from the Director of Electoral Area E/West Boundary.

APPROVED by the Inspector of Municipalities this 27th day of February, 2019.

3

RECONSIDERED AND ADOPTED this day of , 2019.

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. 1697 cited as the "Regional District of Kootenay Boundary Economic Development (Electoral Area E/West Boundary) Service Establishment Bylaw No. 1697, 2018" as reconsidered and finally adopted this day of , 2019.

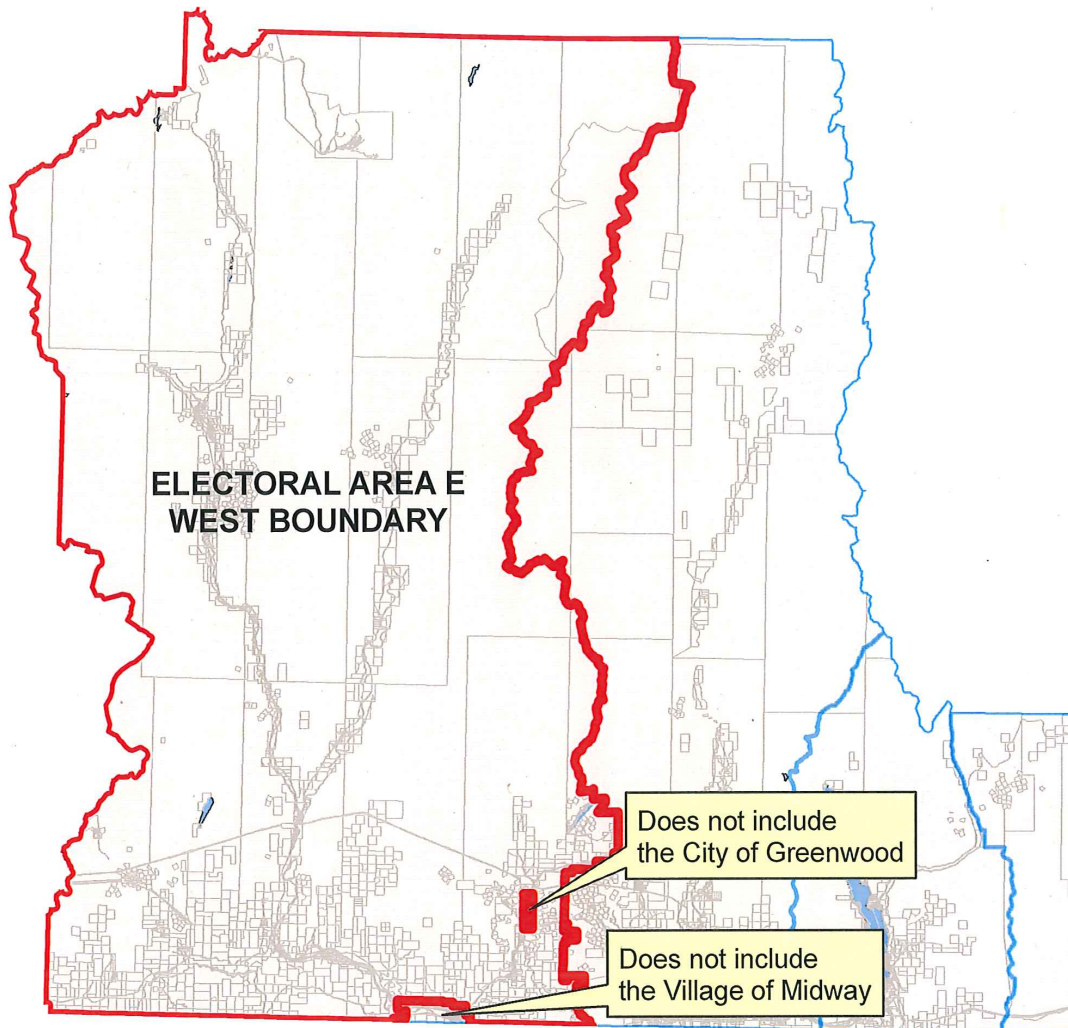
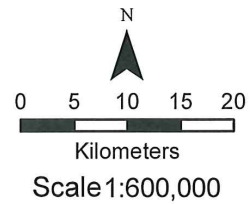
Manager of Corporate Administration/Corporate Officer



Date: 2018/10/02

Schedule A

Regional District of Kootenay Boundary
Economic Development
(Electoral Area E/West Boundary)
Service Establishment Bylaw No. 1697, 2018



I hereby certify this Schedule A to be a true and correct copy and that this Schedule A correctly outlines the participating area included in the "Regional District of Kootenay Boundary Bylaw No. 1697."

Manager of Corporate Administration

Date



Statutory Approval

Under the provisions of section _____ 342

of the _____ Local Government Act

I hereby approve Bylaw No. _____ 1698

of the _____ Regional District of Kootenay Boundary ,

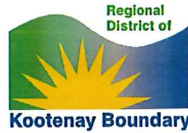
a copy of which is attached hereto.

Dated this 27 *day*

of February *, 2019*

A handwritten signature in black ink, appearing to be "JL" followed by a long horizontal stroke.

Deputy Inspector of Municipalities



BYLAW NO. 1698

A Bylaw of the Regional District of Kootenay Boundary, in the Province of British Columbia, to establish an Economic Development Service in the Grand Forks area.

WHEREAS a Regional District may, by bylaw, establish and operate a service under the provisions of the *Local Government Act*;

AND WHEREAS the Board of Directors has deemed it appropriate to establish different terms from those outlined in the *Local Government Act* for service review and service withdrawal;

AND WHEREAS the Board of Directors has deemed it appropriate to accept consent to adopt this bylaw from both the municipal and electoral area participating areas;

NOW THEREFORE BE IT RESOLVED that the Board of the Regional District of Kootenay Boundary, in open meeting assembled, enacts as follows:

1. ESTABLISHMENT AND DESCRIPTION OF SERVICE

- a. The Board of Directors of the Regional District of Kootenay Boundary hereby establishes a service for the promotion of economic development in the Grand Forks area to be known as the "Grand Forks Area Economic Development Service".
- b. This service shall provide for the promotion of economic development in the Grand Forks area and, for that purpose, the Board of the Regional District of Kootenay Boundary, or its designates, is empowered and authorized to do all things necessary, including, without limiting the generality of the foregoing, obtaining required permits and licenses, employing staff, purchasing equipment or services, and entering into contracts for the purposes of the Grand Forks Area Economic Development Service.

2. SERVICE BOUNDARIES AND PARTICIPANTS

- a. The boundaries of this service area shall be the boundaries of Electoral Area D/Rural Grand Forks combined with the City of Grand Forks as outlined on the plan attached as Schedule A.
- b. The participants of this service are Electoral Areas D/Rural Grand Forks and the City of Grand Forks.

3. COST APPORTIONMENT AND RECOVERY

- a. The costs of this service shall be apportioned amongst the participants on the basis the individual participant's relative share of the converted value of land and improvements in the service area.
- b. The costs for this service shall be recovered utilizing one or more of the following:
 - i. Property Value Taxation
 - ii. Fees and Charges
 - iii. Revenues raised pursuant to the Local Government Act or other legislation
 - iv. Revenues received by way of agreement, gift, enterprise, grant or otherwise.

4. SERVICE REVIEW AND DISPUTE RESOLUTION

- a. This service shall be reviewed in the fourth quarter of 2021 and every three years thereafter.
- b. The review will look at the effectiveness and value of the service.
- c. The costs of the scheduled service review shall be borne by the service, including any facilitation or consulting costs deemed appropriate by the participants.
- d. Should any participant wish to leave the service after a scheduled service review they will be allowed to subject to the following restrictions:
 - i. The leaving participant will still be responsible for their share of any existing debt or commitment.
 - ii. The leaving participant will have no claim on the assets of the service.
 - iii. The decision to leave the service must be communicated to the RDKB Board no later than July 1 of the year following the completion of the review and will take effect in the subsequent year.
- e. Should participant(s) representing 25% or more of the assessment base leave the service, and therefore make the service unsustainable, any assets of the service will be liquidated and allocated:
 - i. Firstly, to the reduction of any existing debt or commitments of the service
 - ii. Secondly, to the participants on the basis of the participating member's relative share of the previous year's converted assessment.
- f. Should any participant initiate service review outside of the schedule established herein, that participant will be responsible for all costs associated with the review, unless otherwise agreed to by at least 2/3's of the participants.

5. CITATION

- a. This bylaw may be cited for all purposes as "Regional District of Kootenay Boundary Economic Development (Grand Forks Area) Service Establishment Bylaw No. 1698, 2018".

Read a **FIRST and SECOND** time this 12th day of December, 2018.

Read a **THIRD** time this 12th day of December, 2018.

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. 1698 cited as "Regional District of Kootenay Boundary Economic Development (Grand Forks Area) Service Establishment Bylaw No. 1698, 2018" as read a third time this 12th day of December, 2018.



Manager of Corporate Administration/Corporate Officer

Written consent to adopt this bylaw dated January 4, 2019 was received from the Director of Electoral Area D/Rural Grand Forks.

Written consent to adopt this bylaw dated February 12, 2019 was received from the City of Grand Forks.

APPROVED by the Inspector of Municipalities this 27th day of February, 2019.

RECONSIDERED AND ADOPTED this day of , 2019.

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. 1698 cited as the "Regional District of Kootenay Boundary Economic Development (Grand Forks Area) Service Establishment Bylaw No. 1698, 2018" as reconsidered and adopted this day of , 2019.

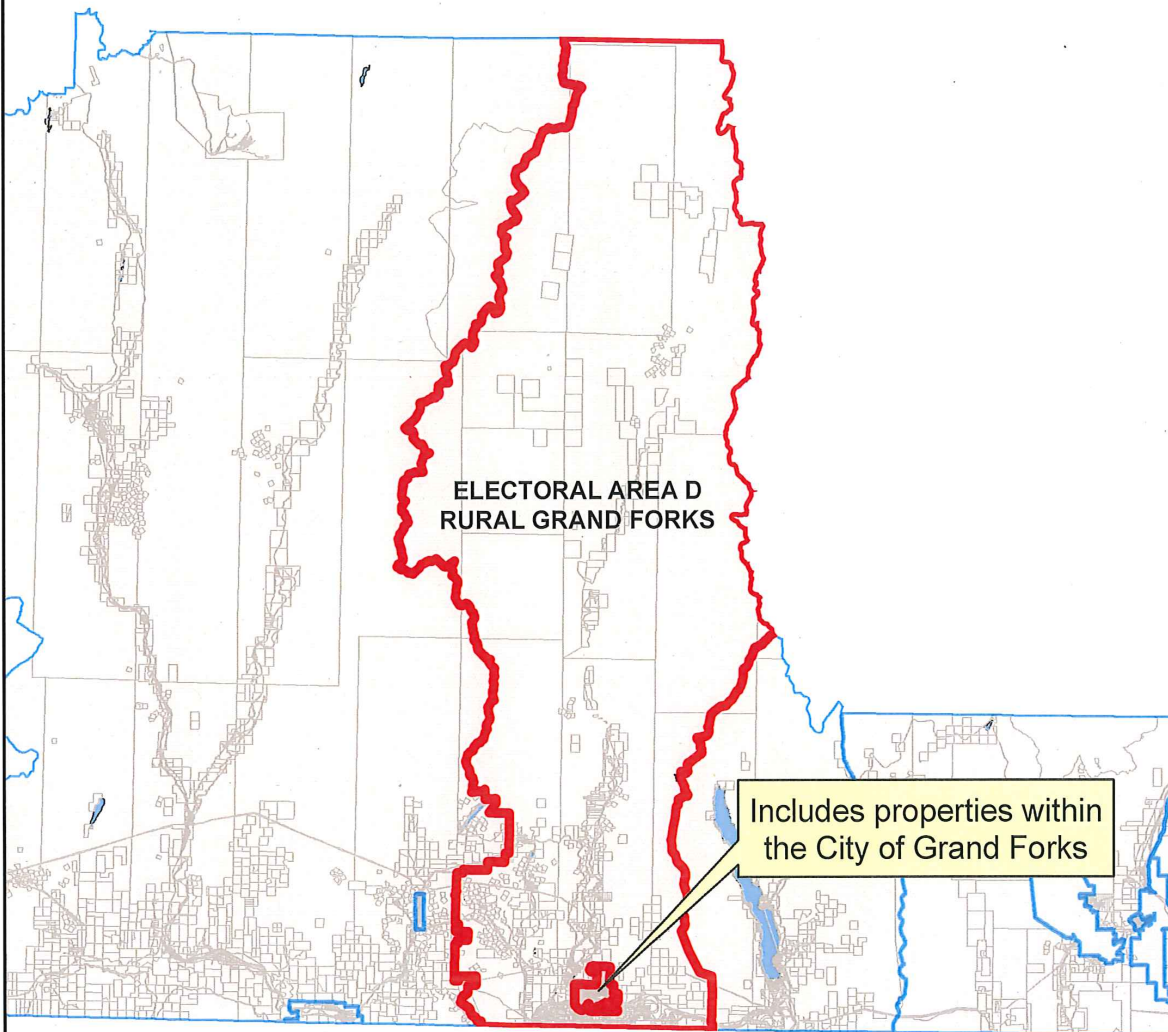
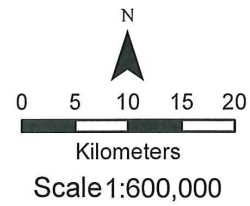
Manager of Corporate Administration/Corporate Officer



Date: 2018/10/02

Schedule A

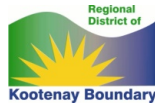
Regional District of Kootenay Boundary
Grand Forks Area Economic Development
Service Establishment Bylaw No. 1698, 2018



I hereby certify this Schedule A to be a true and
correct copy and that this Schedule A correctly
outlines the participating areas included in the
"Regional District of Kootenay Boundary Bylaw No. 1698."

Manager of Corporate Administration

Date



REGIONAL DISTRICT OF KOOTENAY BOUNDARY

BYLAW NO. 1712

A Bylaw to regulate the operation of the Beaver Valley Waterworks and to provide for the imposition of a charge against the owner or occupier of real property for the use of or ability to use the water system within the Beaver Valley Water Service area.

WHEREAS the Regional District of Kootenay Boundary has adopted "Beaver Valley Water Service Establishment Bylaw No. 1491, 2011" which establishes the Beaver Valley Water Service serving the Village of Fruitvale and a portion of Electoral Area "A";

AND WHEREAS *Local Government Act* gives a Regional District the authority to establish and operate a local service for the supply, treatment, conveyance, storage and distribution of water;

AND WHEREAS *Local Government Act* gives a Regional District all necessary power to do anything incidental or conducive to the exercise or performance of its power;

AND WHEREAS the *Local Government Act* authorizes a Regional District to recover annual servicing costs of a local service by the imposition of fees and other charges;

AND WHEREAS the *Local Government Act* authorizes a Regional District to base a fee or charge on any factor, and to set different fees and charges on different classes of persons, classes of property or types of land use and to establish terms and conditions of payment as specified by bylaw;

NOW THEREFORE BE IT RESOLVED that the Board of the Regional District of Kootenay Boundary, in open meeting assembled, enacts as follows:

1. There is hereby imposed and levied a water user charge against the owner or occupier of land or real property whose property is connected to the Beaver Valley Service within the Beaver Valley Service area and the Manager of Corporate Administration shall classify each consumer in accordance with the categories set out in Schedule 'A', attached to and forming part of this bylaw.

2. The Beaver Valley Water Service shall be regulated as specified in Schedule 'A' as attached and forming part of this bylaw.
3. User charges, consumption rates, payment terms and conditions may be imposed as set out in Schedule 'B' as attached and forming part of this bylaw.
4. Bylaw No. 1591 cited as the "Beaver Valley Water Service Rates Bylaw No. 1591, 2016" is hereby repealed.
5. This bylaw may be cited for all purposes as the "Beaver Valley Water Service Rates Bylaw No. 1712, 2019".
6. This Bylaw shall come into full force and effect on January 1, 2019

Read a **FIRST** and **SECOND** time this 7th day of March, 2019.

Read a **THIRD** time this 7th day of March, 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 Bylaw No. 1712 cited as "Beaver Valley Water Service Rates Bylaw No. 1712, 2019" as read a third time by the Regional District of Kootenay Boundary Board of Directors this 7th day of March, 2019.

Manager of Corporate Administration/Corporate Officer

RECONSIDERED AND FINALLY ADOPTED this 7th day of March, 2019.

Chair

Manager of Corporate Administration/
Corporate Officer

I, Theresa Lenardon, Manager of Corporate Administration/Corporate Officer, do hereby certify the foregoing to be a true and correct copy of Regional District of Kootenay Boundary Bylaw No. 1712 cited as the ""Beaver Valley Water Service Rates Bylaw No. 1712, 2019"" as reconsidered and finally adopted this 7th day of March, 2019.

Manager of Corporate Administration/Corporate Officer

BEAVER VALLEY WATER SERVICE RATES BYLAW NO. 1591, 2016

SCHEDULE 'A'

In this Bylaw unless the context other requires:

"Applicant"

Means an owner or his agent making application for a water service connection and from whom the Regional District may expect to receive revenue on a continuing basis for this service.

"Board"

Means the Board of Directors of the Regional District of Kootenay Boundary.

"Building Inspector"

Means the Building Inspector of the Regional District of Kootenay Boundary and his duly authorized representatives.

"Capable of Connection"

Means that the parcel of land abuts a street, lane, public right-of-way or easement upon or under which there is a water main of a size and capacity acceptable to the Regional District or the Operator for the proposed use and if, in the opinion of the Regional District, no other physical or topographical conditions make the connection impossible or uneconomical.

"Collector"

Means the Collector of the Regional District duly appointed pursuant to the provisions of the *Local Government Act* or the duly appointed agent for the Regional District.

"Consumer"

Means any person to whom water is supplied by the Regional District.

"Curb Stop"

Means a shut off valve installed by the Regional District or its Operator on a service connection with a protective housing to the ground surface. The curb stop is located on the main side of the property line.

"Distribution System"

Means all mains and appurtenances thereto including fire hydrants, pumping stations, reservoirs, pressure reducing stations, meters and service connections installed within any highway, Regional District right-of-way or easement or Regional District property.

"Discount Date"

Means the final and last day on which the prompt payment discount shall apply.

"Manager of Corporate Administration"

Means the employee of the Regional District appointed by the Board to the position of Manager of Corporate Administration.

"Dwelling Unit"

Means one or more rooms consisting of a unit of living accommodation used or intended to be used for living and sleeping purposes and containing a sink and cooking facilities.

"Fire Chief"

Means the Regional Fire Services Chief of the Regional District of Kootenay Boundary or his duly authorized representative.

"Fire Hydrant"

Means a device equipped with special threaded connections installed by the Regional District or its Operator within a highway, road or street, right-of-way, easement or on Regional District or municipal property and connected to a water main to supply water for fire protection purposes.

"Main"

Means a pipe including valves, fittings and other appurtenances other than a service connection, pumping station, treatment plant or reservoir in the water distribution system.

"Meter"

Means a device used to measure and indicate the volume of water passing through the device.

"Metered Accounts"

Means those accounts billed monthly or for any other period established from time to time and of which the water consumption is measured through a device commonly known as a water meter.

"Non Profit / Affordable Housing Unit"

Means rental housing unit complexes that are owned and operated by community-based non-profit societies, where the mandate of these societies are to provide safe, secure, affordable accommodation to households with low-to-moderate incomes. All Non Profit / Affordable Housing Units must be approved by the Beaver Valley Water Committee.

"Occupant"

Shall have the meaning assigned to it by the *Local Government Act*.

"Operator"

Means the person or persons, corporation or agency to whom the Regional District of Kootenay Boundary contracts, instructs, or appoints to operate the Beaver Valley Waterworks.

"Owner"

Shall have the meaning assigned to it by the *Local Government Act*.

"Person"

Means and shall include not only a natural person but also a Corporation, Firm or Partnership.

"Regional District"

Means the Regional District of Kootenay Boundary.

"Service Connection"

Means a pipe and the necessary valves and protective boxes, connections, thaw wires, and any other materials necessary to and actually used to connect the water main to a curb stop.

"Sprinkling"

Means the pouring of water by means of any hose, sprinkling device, water pot or other utensil upon or under the surface of gardens, lawns and all other grounds or upon any roof.

"Water Service"

Means a pipe including all valves, connections, taps and meters connecting a curb stop to the house or building.

"Waterworks"

Means the entire waterworks system of Beaver Valley Waterworks Local Service including, but not limited to, the intake, purification and treatment, transmission and distribution, pumping and storage systems and further including subterranean and surface vessels, structures, buildings, fixtures and stationary and mobile equipment.

PART II - USE OF WATERWORKS SYSTEM

2.1 Tampering with the Waterworks

No person shall make any connection to the waterworks or in any way tamper with, operate, remove, or make any alteration to any hydrant, meter, curb stop, valve, pumping station, reservoir, chamber or other fixture or appurtenance connected with the waterworks without first obtaining written permission from

the Regional District or its Operator, or for the use of a hydrant, written permission from the Fire Chief. No person shall, without lawful excuse, break, damage, destroy, uncover, deface, mar or tamper with any part of the waterworks.

2.2 Liability

It is a condition of the supply of water that:

- (a) In the event that the supply of water to any consumer shall fail, whether from natural causes or accident or from any other causes whatsoever, the Regional District shall not be liable for damage by reason of such failure.
- (b) The Regional District shall not be liable for any injury or damage to any person or property arising or occurring from the use of water from the waterworks.
- (c) The Regional District does not guarantee that water supplied by it is free of any impurity that would affect a manufacturing process or any other use of equipment and devices.

2.3 Termination of Water Supply

The Regional District may order the termination of the water supply to any consumer on thirty (30) days' written notice for violation of any of the provisions of this Bylaw, for failure to maintain the water service pipe in good condition without any leaks, for the non-payment of rates or rents when due, or for refusing to provide for the proper installation of a water meter, or when, in the opinion of the Board, the public interests require such action.

2.4 Sale of Water

It shall be unlawful for any consumer to sell, waste, dispose of or give away Regional District water for use other than on his premises or permit it to be taken or carried away by any person or persons unless such consumer is on a metered account and is conducting a business from the premises concerned in compliance with the Bylaws of the Regional District or permission in writing has been granted by the Regional District.

2.5 Water Use Restrictions

- (a) In the event of a water supply shortage, due to any reason whatsoever, the Regional District or the Regional District's Operator may issue a notice prohibiting, restricting, or limiting the use of water by any or all of the consumers or fixing the days and hours upon or during which sprinkling

shall be allowed or to prohibit such sprinkling. Such notice shall be sufficiently given if delivered in writing, direct mail out, or broadcast by the local radio or television station, or advertised in at least two consecutive issues of a newspaper circulated in the service area. Any person who refuses or fails to abide by such prohibition, restriction or limitation contained in the notice shall be deemed to have contravened this Bylaw.

- (b) No person shall use water for cooling in air conditioning units until application has been made in writing to the Regional District and permission in writing has been granted to do so. The use of such equipment will not be permitted unless a water cooling tower is installed to prevent waste of water and a meter has been installed where such was not the case before application was made.

PART III - SERVICE CONNECTIONS

3.1 Illegal Connections

No person shall connect or attempt to connect, or allow to be connected, or allow to remain connected to the waterworks any property or premises otherwise than in accordance with the provisions of this Bylaw.

3.2 Connection Application

Each application for a service connection shall be made to the Regional District or its Operator by the owner or his authorized agent in the form prescribed. Such applicant shall, on making application, pay to the Regional District the applicable connection fee prescribed in Schedule 'B'. If the connection is practicable, the Regional District or its Operator shall, within ninety (90) days, weather permitting, provide and install a service connection to the applicant's property. If such connection is not practicable, the Regional District or its Operator shall so notify the applicant within sixty (60) days and the Regional District shall refund the charges or fees paid by the applicant.

3.3 Connection Location

Where possible, the service connection will be located at the location requested by the applicant. In the event the applicant's preferred location is not practicable due to the existence of installed surface improvements or is in conflict with installed underground utilities, the Regional District shall designate the location of each service connection to each parcel of land or premises.

3.4 Size of Service Connection

The minimum inside diameter of a service connection shall be as specified by the Provincial Plumbing Code. The sizes of service connection for any premises shall be approved by the Building Inspector. If the requested service connection exceeds the then available capacity of the waterworks, the Regional District may limit the size of the connection.

3.5 Depth of Bury

The minimum depth of bury of the service connection below finished ground elevation shall be four (4) feet unless specifically authorized to the contrary by the Regional District.

3.6 Maintenance of Service Connection

In the event a defect is suspected in the service connection or water service, the consumer shall immediately notify the Operator and the Operator will, as soon as practicable, operate the curb stop and determine thereby if the defect exists in the water service or in the service connection. If the defect is determined to be located in the service connection, the Operator shall repair the defect at no cost to the consumer.

If the defect is determined to be in the water service, the property owner shall effect the necessary repairs within ten (10) days. Should the consumer insist that the defect is in the service connection and not in his water service, he shall deposit with the Regional District a sum of money equal to fifty percent (50%) of the cost of a new connection to cover the cost of excavation and backfilling for inspection purposes. In the event the defect is found in the service connection, the Operator shall carry out repairs and return the deposit to the consumer. If there is no fault or defect found in the service connection, the consumer shall forfeit that portion of the deposit in the amount equal to the actual cost of the work, any surplus being returned to the consumer.

PART IV - WATER SERVICES

4.1 Plumbing Code

Water services on private property shall be installed in accordance with the Provincial Plumbing Code and shall be constructed by and at the expense of the owner, and shall be approved by the Building Inspector prior to connection being made to the water service at the property line. The Regional District shall install that portion of the water service between the curb stop and property line. Any

fittings required to join the water pipe to the applicant's shall be the applicant's responsibility.

The Regional District may disconnect service to plumbing that does not conform to the Provincial Plumbing Code or any Regional District or Municipal Plumbing Bylaw.

4.2 Maintenance

The water service shall be maintained by the property owner at his sole expense. In the event any defect is suspected in the service connection or water service, the consumer shall immediately notify the Operator and the Operator will, as soon as practicable, arrange to operate the curb stop and determine thereby if the defect exists in the water service or in the service connection. If the defect is determined to be in the water service, the property owner shall effect repairs within ten (10) days.

In order to facilitate repairs to the water service, the Operator will upon request and at its earliest convenience, during normal working hours, open or close the curb stop and the fee for such turn on or turn off shall be as provided in Schedule 'B' of this Bylaw. If the property owner requires a curb stop to be operated during hours when the Operator's waterworks personnel are not normally on duty, the owner shall be billed the actual costs involved in calling out crews and operating the valve. In the event the property owner refuses or neglects to carry out repairs within the specified time, the Operator may, by his workmen or others, have the work done at the expense of the owner, and the Regional District may recover the cost thereof with interest at a similar rate as that charged for user charges in arrears as provided in Schedule 'B' of this Bylaw.

4.3 Initiation and Cessation of Supply

When an owner wishes the water supply turned on or off at the curb stop, the owner shall advise the Operator and the Operator will carry out the work at the Operator's convenience and the fee for such turn on or turn off shall be as provided in Schedule 'B' of this Bylaw.

4.4 Abandonment

When any water service is abandoned, the owner or his agent shall notify the Regional District or its Operator and the Operator shall cut off the service connection at the junction with the main. The owner shall be liable for the abandonment charge specified in Schedule 'B' of this Bylaw.

4.5 Frozen Service

Pursuant to Section 4.2 if it is determined that the defect is a frozen water service, it is the owner's responsibility to thaw the pipe. On further application to the Regional District and with the approval of the Provincial Inspector of Electrical Energy, the owner or his agent may connect a source of electricity to the curb stop in order to complete an electrical circuit to thaw his water service. The consumer shall be fully responsible for any damage caused by this thawing method.

The Operator may, at his convenience, and following the owner's application, thaw the water service at the rate specified in Schedule 'B' of this Bylaw. Priority shall always be given to thawing any frozen service connections before any water services.

4.6 Alternate Water Supply

In the event an owner has an alternate or auxiliary water supply source other than the Waterworks service connection, he shall not connect or in any way cause to be connected any portion of the alternate or auxiliary water supply distribution system with the distribution system supplied by the service connection. On application to the Regional District in writing, special permission may be given to cross connect the two systems provided all requirements of the Regional District with respect to water quality, disinfection procedures and equipment, back flow protection devices and maintenance of such devices and equipment are met.

In the event an owner has more than one Waterworks service connection from different distribution system pressure zones, the owner shall install back flow prevention devices satisfactory to the Regional District on each service connection and shall maintain said devices.

4.7 Swimming Pools

Swimming pools must be filled prior to June 15 of the current year.

4.8 Check Valves

All water tanks are to be equipped with check valves.

4.9 Shut off Valves

Property owners are responsible for keeping shut off valves visible.

4.10 Back Flow Prevention

Underground irrigation systems shall be equipped with back flow prevention devices. The installation of an underground irrigation system shall be approved by the Building Inspector prior to connection to the waterworks.

4.11 Plumbing Standard

The Regional District shall at all times retain the right to disconnect service without notice to plumbing that it is not in compliance with the Provincial Plumbing Code, is not of sufficient quality or standard or represents a possible hazard to health or safety, or a possible danger to the waterworks.

PART V - METERS**5.1 Installation of Meters**

If instructed by the Regional District, all commercial, industrial, residential and institutional consumers shall install at their expense a water meter and strainer complete with bypass and isolation valves if required in a location easily accessible to the Operator for inspection and reading of the meter. Where the service is to be a single building, the meter may be located within the building as close as possible to the entrance point of the water service into the building and before any take off points.

If the water service is a distribution system to more than one building or structure, the meter shall be located upstream of any distribution point and as close as possible to the property line, and the water supply should go through one of the buildings to be metered. If no building or structure exists at the location where the meter is to be installed, the property owner shall be responsible for constructing the meter vault in accordance with the standard issued by the Regional District.

5.2 Meter Size and Supply

The Regional District shall determine the size of meter required and the Regional District shall supply the meter and strainer, with the meter remaining the property of the Regional District.

5.3 Access to Meter

The consumer shall supply access to the water meter for the purpose of reading the meter and for maintenance during the Operator's normal working hours. Failure to provide this access for meter reading shall result in an extra charge per call.

In the event convenient access cannot be supplied, the Operator shall, by its workmen or others, install suitable remote reading equipment at the expense of the owner. On failure to pay such costs within thirty (30) days of invoice, the Regional District shall recover the expense thereof with interest at a similar rate as that charged user charges in arrears as provided in Schedule 'B'.

5.4 Operation of Bypass

No person shall in any way tamper with, operate or remove the water meter or sealed bypass valves after installation without first obtaining the permission of the Regional District.

PART VI - CHARGES FOR SERVICE**6.1 Connection and Abandonment Fees**

The owner or his agent shall, on making application for a service connection, a turn on or turn off or the abandonment of a service connection, pay to the Regional District applicable fee prescribed in Schedule 'B' attached hereto and forming part of this Bylaw.

6.2 Fee Added to Taxes

Connection, water user, penalties, turn on, turn off or abandonment fees not paid on or before the thirty-first (31st) day of December in any year shall be deemed to be taxes in arrears in respect of the parcels of land served by the said service connection and such sum shall be recoverable under the *Local Government Act*.

6.3 User Rate

The owner or occupier of real property shall pay in addition to all other rates, charges and fees for the use of the waterworks the amounts specified in Schedule 'B' of this Bylaw. The several rates enumerated in Schedule 'B' hereto are hereby imposed and levied by the Regional District and all such rates shall be payable at the office of the Regional District or its duly appointed agent or any other place authorized and designated by the Board on or before the date

specified in Schedule 'B' and shall form a charge on the lands and improvements to or upon which the service connection is made and if the rates imposed during any one calendar year remain unpaid after the thirty-first (31st) day of December, they shall be entered upon the tax roll as taxes in arrears.

The user rates as specified shall be applied on the date the water turn on or turn off is made and in the case of unmetered accounts the rate charged for the first and the final billing period shall be prorated to the nearest full month of service.

PART VII - WATERWORKS EXTENSIONS

7.1 Extension Application

- (a) All applications for distribution system extensions shall be made in writing to the Regional District by the owner or owners of the property to be served by such extensions.
- (b) Notwithstanding anything in this Bylaw contained, the Board may refuse any application for a waterworks extension should it consider the Regional District share of costs to be excessive, or should the existing waterworks trunks or mains be inadequate to supply the area in question, or if it is considered technically necessary to install a second water main thereby causing the Regional District share of the costs to be excessive. The option, however, shall be open to the applicant to pay whatever extra costs may be involved and, if deemed equitable by the Board, it may then approve such application.

PART VIII - INSPECTION

8.1 Right of Entry

The owner of every parcel of land and the occupier of every premises shall at all reasonable times allow, suffer and permit the Operator, Building Inspector or Meter Reader to enter into or upon lands and premises for the purpose of inspecting the premises and water piping system, meter location, meter connection and bypass facilities in order to ascertain whether or not the provisions of this Bylaw are being obeyed.

8.2 Inspection

Water Service pipes on private property shall have passed inspection by the Building Inspector prior to connection being made at the property line.

- 8.3** No person shall obstruct at any time or in any manner the access to any hydrant, valve, stop-clock, meter, mains or any other appurtenances connected to the waterworks, and should any person do so by placing thereon or near thereto any brick, stone, timber, or any other material or structure or thing, the Operator or any other authorized agent of the Regional District may remove such obstruction at the expense of the offending person.

PART IX - PENALTIES

9.1 Penalties

Any person who violates any of the provisions of this Bylaw shall be guilty of an offence and shall be liable on summary conviction to a fine not exceeding the sum of Five Hundred Dollars (\$500.00) together with costs for each offence and each day during which any violation, contravention or breach shall continue shall be deemed as a separate offence

BEAVER VALLEY WATER SERVICE RATES BYLAW NO. 1591, 2016**SCHEDULE 'B'**

1. **Unmetered Accounts** user rates shall be as follows:

2016 WATER RATES		Monthly	Yearly
DOMESTIC			
W0 1	Single family dwelling unit	24.41	292.93
W0 1	Duplex, triples or apartment building units with individual plumbing, independent of other units within the same structure	24.41	292.93
W0 1	For each of the first six (6) units	24.41	292.93
W0 2	For each additional unit in excess of six (6)	12.57	150.79
W0 1	Registered mobile home park, owner/manager's residence	24.41	292.93
W0 1	For each mobile home space	24.41	292.93
W1 4	Non-Profit / Affordable Housing Individual Unit (first 6)	11.85	142.14
W1 4	For each additional Non-Profit / Affordable Housing Individual Unit in excess of six (6)	6.08	72.92
COMMERCIAL			
All commercial and industrial establishments shall be put on water consumption meters UNLESS the Board of Directors of the Regional District of Kootenay Boundary is satisfied that the total quantity of water does not warrant this, in which case the user rate shall be as follows:			
W1 3	Small business, store or office with no more than two (2) fixture suites	24.41	292.93
W1 3	Curling Rink, Arena, Fire Hall	24.41	292.93

W0 4	For each additional plumbing fixture	5.56	66.74
W0 3	Retail Store, Financial Office	26.52	318.27
W0 3	Grocery Store	26.52	318.27
W0 3	Public Lounge (liquor licensed premises)	26.52	318.27
W0 5	Commercial, hotel/motel for managers residence	24.41	292.93
W0 6	For each room with plumbing fixture suite in hotel/motel	12.57	150.79
W0 7	Church or Church Hall, not in daily use	12.57	150.79
W0 3	Public Hall or place of amusement with two separate washroom facilities	26.52	318.27
W0 8	Cafe, restaurant, or drive-in, whether in conjunction with a hotel or motel or separate building	32.04	384.47
W0 8	Garage, service station, mechanic or body shop	32.04	384.47
W0 9	School	86.47	1037.62
W1 0	Non-occupied school premises	86.47	1037.62
W1 1	Car Wash	46.04	552.49
W1 2	Sawmill	99.29	1191.50

2. Metered Accounts - user rates shall be as follows:

All metered accounts are subject to a minimum monthly charge of **\$24.40**. The charge for the quantity of water used each month shall be calculated at the following rates:

Monthly Rates:

On FIRST 1000 cubic feet per minute (cu.ft./min.) **\$1.88** per 100 cubic feet of water consumed

On NEXT 9,000 cu.ft./min. Additional **\$0.14** per 100 cu.ft. from above

On NEXT 90,000 cu.ft./min. Additional **\$0.27** per 100 cu.ft. from above

On NEXT 100,000 cu.ft./min. Additional **\$0.33** per 100 cu.ft. from above

3. Commencement and Cessation of Supply

A charge of **\$50.00** will be imposed to shut off or turn on a service during regular working hours. The fee shall be **\$100.00** when the service is performed outside of regular working hours. This charge must be paid prior to the work being performed.

4. Water Connection Charges

In the case of a connection being made during any year, the charge imposed shall begin with the month following which the final inspection of the water connection was made.

Service connections rate shall be two thousand dollars (**\$2,000.00**) or the actual cost of effecting the connection whichever is greater. Connection cost shall include but is not limited to: debris removal, road bed replacement, road surface replacement, asphalt replacement, sidewalk replacement, curbing and gutter replacement, landscaping and re-seeding incurred at the time of connection or at a time subsequent.

5. Payment Due Date and Billing Procedure

- a) All unmetered account payments shall become due and payable on the thirty-first day of October.
- b) All metered account payments shall become due and payable on presentation of billing or the thirty-first day of October whichever is earlier.
- c) Bills may be rendered by the Regional District or its appointed agent on a regular basis or as is convenient to the District;

6. Discounts

A prompt payment discount of 5% shall be allowed, if full payment is received by the thirty-first **(31)** day of March.

7. Penalty

A late penalty of 10% shall be charged on all accounts outstanding after the thirty-first **(31)** day of October.

8. Non-Payment of Rates

In case of non-payment of rates for thirty (30) days after they shall have become due and payable, the Board or its agent shall give notice, at its convenience, to the consumer, that the rates have not been paid and if the same remains unpaid for a period of seven (7) days after the date of notice, the operator may cut off the supply of service in respect to which such rates are due, without any further notice.

Any rate remaining unpaid on the thirty-first day of December shall be deemed to be taxes in arrears in respect of the property on which the consumer dwells and shall be forthwith entered on the real property tax roll by the collector of taxes in arrears.

9. Abandonment Fee

The fee for disconnecting an abandoned water service connection at the water main shall be based on the actual cost to the Regional District.

10. Service Fee

Where the Regional District has been requested to provide other water supply service including but not limited to service connection, alteration and thawing private water service and the Regional District has agreed to perform the requested service, the fee for the service shall be the actual cost to the Regional District as determined by the Regional District.

11. Rate Reduction

For the purpose of this section, "vacant" means not occupied by persons for the purpose of habitation and where the owner has received no rental payments, excluding any vacancy created by vacation or temporary absence of the tenant.

- a. Customers defined under Schedule "B" Section 1 Unmetered Accounts as "Domestic, single family dwelling unit" will be eligible for a rate

reduction for any vacant rental dwelling to which the user fee has been applied if the vacancy has been in excess of two (2) continuous months.

The rate reduction shall be effected by "shut off" and "turn on" service as per "Schedule "B" Section 3 Commencement and Cessation of Supply and regular charges for same will apply.

A minimum payment for the year, equivalent to six (6) months user charges, will be required for each unit. At year end, any excess due to vacancy rate reduction will be refunded to the customer.

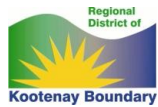
- b. Customers defined under Schedule "B" Section 1 Unmetered Accounts as "Duplex, triples or apartment building units with individual plumbing, independent of other units within the same structure" will be eligible for a rate reduction for any vacant rental dwelling to which the user fee has been applied if the vacancy has been in excess of two (2) continuous months.

A minimum payment for the year, equivalent to six (6) months user charges, will be required for each unit.

Other customers defined under Schedule "B" Section 1 Unmetered Accounts will also be eligible for a rate reduction for any vacant rental dwelling to which the user fee has been applied if the vacancy has been in excess of two (2) continuous months

A minimum payment for the year, equivalent to six (6) months user charges, will be required for each customer.

- c. Application for any rate reduction must be made in writing to the Regional District on or before February 28th of the year following the year in which the user rate was applied. Applications must be supported by the landlord's tenancy records, verified accurate by a Chartered Accountant (CA) or a Certified General Accountant (CGA) as to the period of vacancy for which a reduction has been requested, or by such other documents deemed acceptable by the Regional District.



REGIONAL DISTRICT OF KOOTENAY BOUNDARY

BYLAW NO. 1591

A Bylaw to regulate the operation of the Beaver Valley Waterworks and to provide for the imposition of a charge against the owner or occupier of real property for the use of or ability to use the water system within the Beaver Valley Water Service area.

WHEREAS the Regional District of Kootenay Boundary has adopted "Beaver Valley Water Service Establishment Bylaw No. 1491, 2011" which establishes the Beaver Valley Water Service serving the Village of Fruitvale and a portion of Electoral Area "A";

AND WHEREAS Part 24 of the *Local Government Act* gives a Regional District the authority to establish and operate a local service for the supply, treatment, conveyance, storage and distribution of water;

AND WHEREAS Part 24 of the *Local Government Act* gives a Regional District all necessary power to do anything incidental or conducive to the exercise or performance of its power;

AND WHEREAS Section 803 of the *Local Government Act* authorizes a Regional District to recover annual servicing costs of a local service by the imposition of fees and other charges;

AND WHEREAS Section 803 of the *Local Government Act* authorizes a Regional District to base a fee or charge on any factor, and to set different fees and charges on different classes of persons, classes of property or types of land use and to establish terms and conditions of payment as specified by bylaw;

NOW THEREFORE BE IT RESOLVED that the Board of the Regional District of Kootenay Boundary, in open meeting assembled, enacts as follows:

1. There is hereby imposed and levied a water user charge against the owner or occupier of land or real property whose property is connected to the Beaver Valley Service within the Beaver Valley Service area and the Manager of Corporate Administration shall classify each consumer in accordance with the categories set out in Schedule 'A', attached to and forming part of this bylaw.
2. The Beaver Valley Water Service shall be regulated as specified in Schedule 'A' as attached and forming part of this bylaw.
3. User charges, consumption rates, payment terms and conditions may be imposed as set out in Schedule 'B' as attached and forming part of this bylaw.
4. Bylaw No. 1566 cited as the "Beaver Valley Water Service Rates Bylaw No. 1566, 2015" is hereby repealed.
5. This bylaw may be cited for all purposes as the "Beaver Valley Water Service Rates Bylaw No. 1591, 2016".
6. This Bylaw shall come into full force and effect on January 1, 2016

Read a **FIRST** and **SECOND** time this 25th day of February, 2016.

Read a **THIRD** time this 25th day of February, 2016.

I, Theresa Lenardon, Manager of Corporate Administration of the Regional District of Kootenay Boundary, do hereby certify the foregoing to be a true and correct copy of Bylaw No. 1591 cited as "Beaver Valley Water Service Rates Bylaw No. 1591, 2016" as read a third time by the Regional District of Kootenay Boundary Board of Directors this 25th day of February, 2016.

Manager of Corporate Administration

RECONSIDERED AND FINALLY ADOPTED this 25th day of February, 2016.

Chair

Manager of Corporate Administration

I, Theresa Lenardon, Manager of Corporate Administration, do hereby certify the foregoing to be a true and correct copy of Regional District of Kootenay Boundary Bylaw No. 1591 cited as the ""Beaver Valley Water Service Rates Bylaw No. 1591, 2016" as reconsidered and finally adopted this 25th day of February, 2016.

Manager of Corporate Administration

BEAVER VALLEY WATER SERVICE RATES BYLAW NO. 1591, 2016

SCHEDULE 'A'

In this Bylaw unless the context other requires:

- "Applicant"**
Means an owner or his agent making application for a water service connection and from whom the Regional District may expect to receive revenue on a continuing basis for this service.
- "Board"**
Means the Board of Directors of the Regional District of Kootenay Boundary.
- "Building Inspector"**
Means the Building Inspector of the Regional District of Kootenay Boundary and his duly authorized representatives.
- "Capable of Connection"**
Means that the parcel of land abuts a street, lane, public right-of-way or easement upon or under which there is a water main of a size and capacity acceptable to the Regional District or the Operator for the proposed use and if, in the opinion of the Regional District, no other physical or topographical conditions make the connection impossible or uneconomical.
- "Collector"**
Means the Collector of the Regional District duly appointed pursuant to the provisions of the *Local Government Act* or the duly appointed agent for the Regional District.
- "Consumer"**
Means any person to whom water is supplied by the Regional District.
- "Curb Stop"**
Means a shut off valve installed by the Regional District or its Operator on a service connection with a protective housing to the ground surface. The curb stop is located on the main side of the property line.
- "Distribution System"**
Means all mains and appurtenances thereto including fire hydrants, pumping stations, reservoirs, pressure reducing stations, meters and service connections installed within any highway, Regional District right-of-way or easement or Regional District property.
- "Discount Date"**
Means the final and last day on which the prompt payment discount shall apply.
- "Manager of Corporate Administration"**
Means the employee of the Regional District appointed by the Board to the position of Manager of Corporate Administration.
- "Dwelling Unit"**
Means one or more rooms consisting of a unit of living accommodation used or intended to be used for living and sleeping purposes and containing a sink and cooking facilities.

"Fire Chief"

Means the Regional Fire Services Chief of the Regional District of Kootenay Boundary or his duly authorized representative.

"Fire Hydrant"

Means a device equipped with special threaded connections installed by the Regional District or its Operator within a highway, road or street, right-of-way, easement or on Regional District or municipal property and connected to a water main to supply water for fire protection purposes.

"Main"

Means a pipe including valves, fittings and other appurtenances other than a service connection, pumping station, treatment plan or reservoir in the water distribution system.

"Meter"

Means a device used to measure and indicate the volume of water passing through the device.

"Metered Accounts"

Means those accounts billed monthly or for any other period established from time to time and of which the water consumption is measured through a device commonly known as a water meter.

"Non Profit / Affordable Housing Unit"

Means rental housing unit complexes that are owned and operated by community-based non-profit societies, where the mandate of these societies are to provide safe, secure, affordable accommodation to households with low-to-moderate incomes. All Non Profit / Affordable Housing Units must be approved by the Beaver Valley Water Committee.

"Occupant"

Shall have the meaning assigned to it by Part 1.1 of the *Local Government Act*.

"Operator"

Means the person or persons, corporation or agency to whom the Regional District of Kootenay Boundary contracts, instructs, or appoints to operate the Beaver Valley Waterworks.

"Owner"

Shall have the meaning assigned to it by Part 1.1 of the *Local Government Act*.

"Person"

Means and shall include not only a natural person but also a Corporation, Firm or Partnership.

"Regional District"

Means the Regional District of Kootenay Boundary.

"Service Connection"

Means a pipe and the necessary valves and protective boxes, connections, thaw wires, and any other materials necessary to and actually used to connect the water main to a curb stop.

"Sprinkling"

Means the pouring of water by means of any hose, sprinkling device, water pot or other utensil upon or under the surface of gardens, lawns and all other grounds or upon any roof.

"Water Service"

Means a pipe including all valves, connections, taps and meters connecting a curb stop to the house or building.

"Waterworks"

Means the entire waterworks system of Beaver Valley Waterworks Local Service including, but not limited to, the intake, purification and treatment, transmission and distribution, pumping and storage systems and further including subterranean and surface vessels, structures, buildings, fixtures and stationary and mobile equipment.

PART II - USE OF WATERWORKS SYSTEM

2.1 Tampering with the Waterworks

No person shall make any connection to the waterworks or in any way tamper with, operate, remove, or make any alteration to any hydrant, meter, curb stop, valve, pumping station, reservoir, chamber or other fixture or appurtenance connected with the waterworks without first obtaining written permission from the Regional District or its Operator, or for the use of a hydrant, written permission from the Fire Chief. No person shall, without lawful excuse, break, damage, destroy, uncover, deface, mar or tamper with any part of the waterworks.

2.2 Liability

It is a condition of the supply of water that:

- (a) In the event that the supply of water to any consumer shall fail, whether from natural causes or accident or from any other causes whatsoever, the Regional District shall not be liable for damage by reason of such failure.
- (b) The Regional District shall not be liable for any injury or damage to any person or property arising or occurring from the use of water from the waterworks.
- (c) The Regional District does not guarantee that water supplied by it is free of any impurity that would affect a manufacturing process or any other use of equipment and devices.

2.3 Termination of Water Supply

The Regional District may order the termination of the water supply to any consumer on thirty (30) days' written notice for violation of any of the provisions of this Bylaw, for failure to maintain the water service pipe in good condition without any leaks, for the non-payment of rates or rents when due, or for refusing to provide for the proper installation of a water meter, or when, in the opinion of the Board, the public interests require such action.

2.4 Sale of Water

It shall be unlawful for any consumer to sell, waste, dispose of or give away Regional District water for use other than on his premises or permit it to be taken or carried away by any person or persons unless such consumer is on a metered account and is conducting a business from the premises concerned in compliance with the Bylaws of the Regional District or permission in writing has been granted by the Regional District.

2.5 Water Use Restrictions

- (a) In the event of a water supply shortage, due to any reason whatsoever, the Regional District or the Regional District's Operator may issue a notice prohibiting, restricting, or limiting the use of water by any or all of the consumers or fixing the days and hours upon or during which sprinkling shall be allowed or to prohibit such sprinkling. Such notice shall be sufficiently given if delivered in writing, direct mail out, or broadcast by the local radio or television station, or advertised in at least two consecutive issues of a newspaper circulated in the service area. Any person who refuses or fails to abide by such prohibition, restriction or limitation contained in the notice shall be deemed to have contravened this Bylaw.

- (b) No person shall use water for cooling in air conditioning units until application has been made in writing to the Regional District and permission in writing has been granted to do so. The use of such equipment will not be permitted unless a water cooling tower is installed to prevent waste of water and a meter has been installed where such was not the case before application was made.

PART III - SERVICE CONNECTIONS

3.1 Illegal Connections

No person shall connect or attempt to connect, or allow to be connected, or allow to remain connected to the waterworks any property or premises otherwise than in accordance with the provisions of this Bylaw.

3.2 Connection Application

Each application for a service connection shall be made to the Regional District or its Operator by the owner or his authorized agent in the form prescribed. Such applicant shall, on making application, pay to the Regional District the applicable connection fee prescribed in Schedule 'B'. If the connection is practicable, the Regional District or its Operator shall, within ninety (90) days, weather permitting, provide and install a service connection to the applicant's property. If such connection is not practicable, the Regional District or its Operator shall so notify the applicant within sixty (60) days and the Regional District shall refund the charges or fees paid by the applicant.

3.3 Connection Location

Where possible, the service connection will be located at the location requested by the applicant. In the event the applicant's preferred location is not practicable due to the existence of installed surface improvements or is in conflict with installed underground utilities, the Regional District shall designate the location of each service connection to each parcel of land or premises.

3.4 Size of Service Connection

The minimum inside diameter of a service connection shall be as specified by the Provincial Plumbing Code. The sizes of service connection for any premises shall be approved by the Building Inspector. If the requested service connection exceeds the then available capacity of the waterworks, the Regional District may limit the size of the connection.

3.5 Depth of Bury

The minimum depth of bury of the service connection below finished ground elevation shall be four (4) feet unless specifically authorized to the contrary by the Regional District.

3.6 Maintenance of Service Connection

In the event a defect is suspected in the service connection or water service, the consumer shall immediately notify the Operator and the Operator will, as soon as practicable, operate the curb stop and determine thereby if the defect exists in the water service or in the service connection. If the defect is determined to be located in the service connection, the Operator shall repair the defect at no cost to the consumer.

If the defect is determined to be in the water service, the property owner shall effect the necessary repairs within ten (10) days. Should the consumer insist that the defect is in the service connection and not in his water service, he shall deposit with the Regional District a sum of money equal to fifty percent (50%) of the cost of a new connection to cover the cost of excavation and backfilling for inspection purposes. In the event the defect is found in the service connection, the Operator shall carry out repairs and return the deposit to the consumer. If there is no fault or defect found in the service connection, the consumer shall forfeit that portion of the deposit in the amount equal to the actual cost of the work, any surplus being returned to the consumer.

PART IV - WATER SERVICES

4.1 Plumbing Code

Water services on private property shall be installed in accordance with the Provincial Plumbing Code and shall be constructed by and at the expense of the owner, and shall be approved by the Building Inspector prior to connection being made to the water service at the property line. The Regional District shall install that portion of the water service between the curb stop and property line. Any fittings required to join the water pipe to the applicant's shall be the applicant's responsibility.

The Regional District may disconnect service to plumbing that does not conform to the Provincial Plumbing Code or any Regional District or Municipal Plumbing Bylaw.

4.2 Maintenance

The water service shall be maintained by the property owner at his sole expense. In the event any defect is suspected in the service connection or water service, the consumer shall immediately notify the Operator and the Operator will, as soon as practicable, arrange to operate the curb stop and determine thereby if the defect exists in the water service or in the service connection. If the defect is determined to be in the water service, the property owner shall effect repairs within ten (10) days.

In order to facilitate repairs to the water service, the Operator will upon request and at its earliest convenience, during normal working hours, open or close the curb stop and the fee for such turn on or turn off shall be as provided in Schedule 'B' of this Bylaw. If the property owner requires a curb stop to be operated during hours when the Operator's waterworks personnel are not normally on duty, the owner shall be billed the actual costs involved in calling out crews and operating the valve. In the event the property owner refuses or neglects to carry out repairs within the specified time, the Operator may, by his workmen or others, have the work done at the expense of the owner, and the Regional District may recover the cost thereof with interest at a similar rate as that charged for user charges in arrears as provided in Schedule 'B' of this Bylaw.

4.3 Initiation and Cessation of Supply

When an owner wishes the water supply turned on or off at the curb stop, the owner shall advise the Operator and the Operator will carry out the work at the Operator's convenience and the fee for such turn on or turn off shall be as provided in Schedule 'B' of this Bylaw.

4.4 Abandonment

When any water service is abandoned, the owner or his agent shall notify the Regional District or its Operator and the Operator shall cut off the service connection at the junction with the main. The owner shall be liable for the abandonment charge specified in Schedule 'B' of this Bylaw.

4.5 Frozen Service

Pursuant to Section 4.2 if it is determined that the defect is a frozen water service, it is the owner's responsibility to thaw the pipe. On further application to the Regional District and with the approval of the Provincial Inspector of Electrical Energy, the owner or his agent may connect a source of electricity to the curb stop in order to complete an electrical circuit to thaw his water service. The consumer shall be fully responsible for any damage caused by this thawing method.

The Operator may, at his convenience, and following the owner's application, thaw the water service at the rate specified in Schedule 'B' of this Bylaw. Priority shall always be given to thawing any frozen service connections before any water services.

4.6 Alternate Water Supply

In the event an owner has an alternate or auxiliary water supply source other than the Waterworks service connection, he shall not connect or in any way cause to be connected any portion of the alternate or auxiliary water supply distribution system with the distribution system supplied by the service connection. On application to the Regional District in writing, special permission may be given to cross connect the two systems provided all requirements of the Regional District with respect to water quality, disinfection procedures and

equipment, back flow protection devices and maintenance of such devices and equipment are met.

In the event an owner has more than one Waterworks service connection from different distribution system pressure zones, the owner shall install back flow prevention devices satisfactory to the Regional District on each service connection and shall maintain said devices.

4.7 Swimming Pools

Swimming pools must be filled prior to June 15 of the current year.

4.8 Check Valves

All water tanks are to be equipped with check valves.

4.9 Shut off Valves

Property owners are responsible for keeping shut off valves visible.

4.10 Back Flow Prevention

Underground irrigation systems shall be equipped with back flow prevention devices. The installation of an underground irrigation system shall be approved by the Building Inspector prior to connection to the waterworks.

4.11 Plumbing Standard

The Regional District shall at all times retain the right to disconnect service without notice to plumbing that it is not in compliance with the Provincial Plumbing Code, is not of sufficient quality or standard or represents a possible hazard to health or safety, or a possible danger to the waterworks.

PART V - METERS

5.1 Installation of Meters

If instructed by the Regional District, all commercial, industrial, residential and institutional consumers shall install at their expense a water meter and strainer complete with bypass and isolation valves if required in a location easily accessible to the Operator for inspection and reading of the meter. Where the service is to be a single building, the meter may be located within the building as close as possible to the entrance point of the water service into the building and before any take off points.

If the water service is a distribution system to more than one building or structure, the meter shall be located upstream of any distribution point and as close as possible to the property line, and the water supply should go through one of the buildings to be metered. If no building or structure exists at the location where the meter is to be installed, the property owner shall be responsible for constructing the meter vault in accordance with the standard issued by the Regional District.

5.2 Meter Size and Supply

The Regional District shall determine the size of meter required and the Regional District shall supply the meter and strainer, with the meter remaining the property of the Regional District.

5.3 Access to Meter

The consumer shall supply access to the water meter for the purpose of reading the meter and for maintenance during the Operator's normal working hours. Failure to provide this access for meter reading shall result in an extra charge per call.

In the event convenient access cannot be supplied, the Operator shall, by its workmen or others, install suitable remote reading equipment at the expense of the owner. On failure to pay such costs within thirty (30) days of invoice, the Regional District shall recover the expense thereof with interest at a similar rate as that charged user charges in arrears as provided in Schedule 'B'.

5.4 Operation of Bypass

No person shall in any way tamper with, operate or remove the water meter or sealed bypass valves after installation without first obtaining the permission of the Regional District.

PART VI - CHARGES FOR SERVICE

6.1 Connection and Abandonment Fees

The owner or his agent shall, on making application for a service connection, a turn on or turn off or the abandonment of a service connection, pay to the Regional District applicable fee prescribed in Schedule 'B' attached hereto and forming part of this Bylaw.

6.2 Fee Added to Taxes

Connection, water user, penalties, turn on, turn off or abandonment fees not paid on or before the thirty-first (31st) day of December in any year shall be deemed to be taxes in arrears in respect of the parcels of land served by the said service connection and such sum shall be recoverable under the *Local Government Act*.

6.3 User Rate

The owner or occupier of real property shall pay in addition to all other rates, charges and fees for the use of the waterworks the amounts specified in Schedule 'B' of this Bylaw. The several rates enumerated in Schedule 'B' hereto are hereby imposed and levied by the Regional District and all such rates shall be payable at the office of the Regional District or its duly appointed agent or any other place authorized and designated by the Board on or before the date specified in Schedule 'B' and shall form a charge on the lands and improvements to or upon which the service connection is made and if the rates imposed during any one calendar year remain unpaid after the thirty-first (31st) day of December, they shall be entered upon the tax roll as taxes in arrears.

The user rates as specified shall be applied on the date the water turn on or turn off is made and in the case of unmetered accounts the rate charged for the first and the final billing period shall be prorated to the nearest full month of service.

PART VII - WATERWORKS EXTENSIONS

7.1 Extension Application

- (a) All applications for distribution system extensions shall be made in writing to the Regional District by the owner or owners of the property to be served by such extensions.

- (b) Notwithstanding anything in this Bylaw contained, the Board may refuse any application for a waterworks extension should it consider the Regional District share of costs to be excessive, or should the existing waterworks trunks or mains be inadequate to supply the area in question, or if it is considered technically necessary to install a second water main thereby causing the Regional District share of the costs to be excessive. The option, however, shall be open to the applicant to pay whatever extra costs may be involved and, if deemed equitable by the Board, it may then approve such application.

PART VIII - INSPECTION

8.1 Right of Entry

The owner of every parcel of land and the occupier of every premises shall at all reasonable times allow, suffer and permit the Operator, Building Inspector or Meter Reader to enter into or upon lands and premises for the purpose of inspecting the premises and water piping system, meter location, meter connection and bypass facilities in order to ascertain whether or not the provisions of this Bylaw are being obeyed.

8.2 Inspection

Water Service pipes on private property shall have passed inspection by the Building Inspector prior to connection being made at the property line.

- 8.3** No person shall obstruct at any time or in any manner the access to any hydrant, valve, stop-clock, meter, mains or any other appurtenances connected to the waterworks, and should any person do so by placing thereon or near thereto any brick, stone, timber, or any other material or structure or thing, the Operator or any other authorized agent of the Regional District may remove such obstruction at the expense of the offending person.

PART IX - PENALTIES

9.1 Penalties

Any person who violates any of the provisions of this Bylaw shall be guilty of an offence and shall be liable on summary conviction to a fine not exceeding the sum of Five Hundred Dollars (\$500.00) together with costs for each offence and each day during which any violation, contravention or breach shall continue shall be deemed as a separate offence.

BEAVER VALLEY WATER SERVICE RATES BYLAW NO. 1591, 2016

SCHEDULE 'B'

1. **Unmetered Accounts** user rates shall be as follows:

2016 WATER RATES		Monthl y	Yearly
DOMESTIC			
W01	Single family dwelling unit	23.70	284.40
W01	Duplex, triples or apartment building units with individual plumbing, independent of other units within the same structure	23.70	284.40
W01	For each of the first six (6) units	23.70	284.40
W02	For each additional unit in excess of six (6)	12.20	146.40
W01	Registered mobile home park, owner/manager's residence	23.70	284.40
W01	For each mobile home space	23.70	284.40
W14	Non-Profit / Affordable Housing Individual Unit (first 6)	11.50	138.00
W14	For each additional Non-Profit / Affordable Housing Individual Unit in excess of six (6)	5.90	70.80
COMMERCIAL			
All commercial and industrial establishments shall be put on water consumption meters UNLESS the Board of Directors of the Regional District of Kootenay Boundary is satisfied that the total quantity of water does not warrant this, in which case the user rate shall be as follows:			
W13	Small business, store or office with no more than two (2) fixture suites	23.70	284.40
W13	Curling Rink, Arena, Fire Hall	23.70	284.40
W04	For each additional plumbing fixture	5.40	64.80
W03	Retail Store, Financial Office	25.75	309.00
W03	Grocery Store	25.75	309.00
W03	Public Lounge (liquor licensed premises)	25.75	309.00
W05	Commercial, hotel/motel for managers residence	23.70	284.40
W06	For each room with plumbing fixture suite in hotel/motel	12.20	146.40
W07	Church of Church Hall, not in daily use	12.20	146.40
W03	Public Hall or place of amusement with two separate	25.75	309.00

	washroom facilities		
W08	Cafe, restaurant, or drive-in, whether in conjunction with a hotel or motel or separate building	31.10	362.40
W08	Garage, service station, mechanic or body shop	31.10	373.20
W09	School	83.95	1007.40
W10	Non-occupied school premises	83.95	1007.40
W11	Car Wash	44.70	536.40
W12	Sawmill	97.40	1156.80

2. **Metered Accounts** - user rates shall be as follows:

All metered accounts are subject to a minimum monthly charge of **\$23.69**. The charge for the quantity of water used each month shall be calculated at the following rates:

Monthly Rates:

On FIRST 1000 cubic feet per minute (cu.ft./min.) **\$1.83** per 100 cubic feet of water consumed

On NEXT 9,000 cu.ft./min.	Additional \$0.13 per 100 cu.ft. from above
On NEXT 90,000 cu.ft./min.	Additional \$0.26 per 100 cu.ft. from above
On NEXT 100,000 cu.ft./min.	Additional \$0.32 per 100 cu.ft. from above

3. **Commencement and Cessation of Supply**

A charge of **\$50.00** will be imposed to shut off or turn on a service during regular working hours. The fee shall be **\$100.00** when the service is performed outside of regular working hours. This charge must be paid prior to the work being performed.

4. **Water Connection Charges**

In the case of a connection being made during any year, the charge imposed shall begin with the month following which the final inspection of the water connection was made.

Service connections rate shall be two thousand dollars (**\$2,000.00**) or the actual cost of effecting the connection whichever is greater. Connection cost shall include but is not limited to: debris removal, road bed replacement, road surface replacement, asphalt replacement, sidewalk replacement, curbing and gutter replacement, landscaping and re-seeding incurred at the time of connection or at a time subsequent.

5. **Payment Due Date and Billing Procedure**

- a) All unmetered account payments shall become due and payable on the thirty-first day of October.
- b) All metered account payments shall become due and payable on presentation of billing or the thirty-first day of October whichever is earlier.

- c) Bills may be rendered by the Regional District or its appointed agent on a regular basis or as is convenient to the District;

6. Discounts

A prompt payment discount of 5% shall be allowed, if full payment is received by the thirty-first **(31)** day of March.

7. Penalty

A late penalty of 10% shall be charged on all accounts outstanding after the thirty-first **(31)** day of October.

8. Non-Payment of Rates

In case of non-payment of rates for thirty (30) days after they shall have become due and payable, the Board or its agent shall give notice, at its convenience, to the consumer, that the rates have not been paid and if the same remains unpaid for a period of seven (7) days after the date of notice, the operator may cut off the supply of service in respect to which such rates are due, without any further notice.

Any rate remaining unpaid on the thirty-first day of December shall be deemed to be taxes in arrears in respect of the property on which the consumer dwells and shall be forthwith entered on the real property tax roll by the collector of taxes in arrears.

9. Abandonment Fee

The fee for disconnecting an abandoned water service connection at the water main shall be based on the actual cost to the Regional District.

10. Service Fee

Where the Regional District has been requested to provide other water supply service including but not limited to service connection, alteration and thawing private water service and the Regional District has agreed to perform the requested service, the fee for the service shall be the actual cost to the Regional District as determined by the Regional District.

11. Rate Reduction

For the purpose of this section, "vacant" means not occupied by persons for the purpose of habitation and where the owner has received no rental payments, excluding any vacancy created by vacation or temporary absence of the tenant.

- a. Customers defined under Schedule "B" Section 1 Unmetered Accounts as "Domestic, single family dwelling unit" will be eligible for a rate reduction for any vacant rental dwelling to which the user fee has been applied if the vacancy has been in excess of two (2) continuous months.

The rate reduction shall be effected by "shut off" and "turn on" service as per "Schedule "B" Section 3 Commencement and Cessation of Supply and regular charges for same will apply.

A minimum payment for the year, equivalent to six (6) months user charges, will be required for each unit. At year end, any excess due to vacancy rate reduction will be refunded to the customer.

- b. Customers defined under Schedule "B" Section 1 Unmetered Accounts as "Duplex, triples or apartment building units with individual plumbing, independent of other units within the same structure" will be eligible for

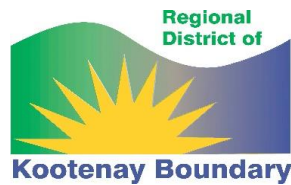
a rate reduction for any vacant rental dwelling to which the user fee has been applied if the vacancy has been in excess of two (2) continuous months.

A minimum payment for the year, equivalent to six (6) months user charges, will be required for each unit.

Other customers defined under Schedule "B" Section 1 Unmetered Accounts will also be eligible for a rate reduction for any vacant rental dwelling to which the user fee has been applied if the vacancy has been in excess of two (2) continuous months

A minimum payment for the year, equivalent to six (6) months user charges, will be required for each customer.

- c. Application for any rate reduction must be made in writing to the Regional District on or before February 28th of the year following the year in which the user rate was applied. Applications must be supported by the landlord's tenancy records, verified accurate by a Chartered Accountant (CA) or a Certified General Accountant (CGA) as to the period of vacancy for which a reduction has been requested, or by such other documents deemed acceptable by the Regional District.



BYLAW NO. 1713

A Bylaw to regulate the operation of the Columbia Gardens Industrial Park Waterworks and to provide for the imposition of a charge against the owner or occupier of real property for the use of or ability to use the water system within the Columbia Gardens Industrial Park Specified Area.

WHEREAS the Local Government Act, gives a Regional District the authority to establish and operate a local service for the supply, treatment, conveyance, storage and distribution of water;

AND WHEREAS Regional District of Kootenay Boundary bylaw cited as "Columbia Gardens Industrial Park Water System Specified Area Establishment Bylaw No. 1618, 2016" has been validated by the Province of British Columbia pursuant to the Local Government Act thereby conferring the establishment of the Columbia Gardens Industrial Park Water System;

AND WHEREAS Local Government Act gives a Regional District the right to authorize its agents or servants to enter on, break up, take or enter into possession of and use real and personal property without the consent of the owners of the property;

AND WHEREAS Local Government Act authorizes a Regional District to recover annual servicing costs of a local service by the imposition of fees and other charges;

AND WHEREAS Local Government Act authorizes a Regional District to set different fees and charges on different classes of persons, classes of property or types of land use as specified by bylaw;

NOW THEREFORE BE IT RESOLVED that the Board of the Regional District of Kootenay Boundary, in open meeting assembled, enacts as follows:

1. There is hereby imposed and levied a water user charge against the owner or occupier of land or real property whose property is connected to the Columbia Gardens Industrial Park Waterworks System within the Columbia Gardens Industrial Park Specified Area, and the Secretary shall classify each consumer in accordance with the categories set out in Schedule 'B', attached to and forming part of this bylaw.

2. The Columbia Gardens Industrial Park Waterworks local service shall be regulated as specified in Schedule 'A' as attached and forming part of this bylaw.
3. User charges, consumption rates, payment terms and conditions may be imposed as set out in Schedule 'B' as attached and forming part of this bylaw.
4. Bylaw No. 894 cited as the "Columbia Gardens Industrial Park Specified Area Water Rates and Regulations Bylaw No. 1638, 2017" is hereby rescinded.
5. This bylaw may be cited for all purposes as the "Columbia Gardens Industrial Park Specified Area Water Rates and Regulation Bylaw No. 1713, 2019".

READ a **FIRST** and **SECOND** time this 7th day of March, 2019.

READ a **THIRD** time this 7th day of March, 2019.

I, Theresa Lenardon, Manager of Corporate Administration/Corporate Officer, do hereby certify the foregoing to be a true and correct copy of Bylaw No. 1713 cited as "Columbia Gardens Industrial Park Specified Area Water Rates and Regulation Bylaw No. 1713, 2019" as read a third time by the Regional District of Kootenay Boundary Board of Directors on March 7th, 2019.

Manager of Corporate Administration/Corporate Officer

RECONSIDERED AND ADOPTED this 7th day of March, 2019.

Chair

Manager of Corporate Administration/
Corporate Officer

I, Theresa Lenardon, Manager of Corporate Administration/Corporate Officer, do hereby certify the foregoing to be a true and correct copy of Bylaw No. 1713 cited as "Columbia Gardens Industrial Park Specified Area Water Rates and Regulation Bylaw No. 1713, 2019" which was adopted by the Regional District of Kootenay Boundary Board of Directors on March 7th, 2019.

Manager of Corporate Administration/Corporate Officer

SCHEDULE 'A'

PART 1 - DEFINITIONS

In this Bylaw unless the context other requires:

"Applicant"

means an owner or his agent making application for a water service connection and from whom the Regional District may expect to receive revenue on a continuing basis for this service.

"Board"

means the Board of Directors of the Regional District of Kootenay Boundary

"Building Inspector"

means the Building Inspector of the Regional District of Kootenay Boundary and his duly authorized representatives.

"Capable of Connection"

means that the parcel of land abuts a street, lane, public right-of-way or easement upon or under which there is a water main of a size and capacity acceptable to the Regional District or the Operator for the proposed use and if, in the opinion of the Regional District, no other physical or topographical conditions make the connection impossible or uneconomical.

"Collector"

means the Collector of the Regional District duly appointed pursuant to the provisions of the Local Government Act or the duly appointed agent for the Regional District.

"Consumer"

means any person to whom water is supplied by the Regional District.

"Curb Stop"

means a shut off valve installed by the Regional District or its Operator on a service connection with a protective housing to the ground surface. The curb stop is located on the main side of the property line.

"Disconnection"

means the turning off, or complete removal of a water connection.

"District"

means the Regional District of Kootenay Boundary.

"Distribution System"

means all mains and appurtenances thereto including fire hydrants, pumping stations, reservoirs, pressure reducing stations, meters and service connections installed within any highway, Regional District right-of-way or easement or Regional District property.

"Due Date"

means the final and last day as printed on the utility bill on which the prompt payment discount shall apply.

"Dwelling Unit"

means one or more rooms consisting of a unit of living accommodation used or intended to be used for living and sleeping purposes and containing a sink and cooking facilities.

"Fire Chief"

means the Regional Fire Services Chief of the Regional District of Kootenay Boundary or his duly authorized representative.

"Fire Hydrant"

means a device equipped with special threaded connections installed by the Regional District or its Operator within a highway, road or street, right-of-way, easement or on Regional District or municipal property and connected to a water main to supply water for fire protection purposes.

"Main"

means a pipe including valves, fittings and other appurtenances other than a service connection, pumping station, treatment plant or reservoir in the water distribution system.

"Meter"

means a device used to measure and indicate the volume of water passing through the device.

"Metered Accounts"

means those accounts billed monthly or for any other period established from time to time and of which the water consumption is measured through a device commonly known as a water meter.

"Occupier"

shall have the meaning assigned to it by the British Columbia Community Charter.

"Operator"

means the person or persons, corporation or agency to whom the Regional District of Kootenay Boundary contracts, instructs, or appoints to operate the Columbia Gardens Industrial Park Waterworks.

"Owner"

shall have the meaning assigned to it by the British Columbia Community Charter.

"Person"

means and shall include not only a natural person but also a Corporation, Firm or Partnership.

"Regional District"

means the Regional District of Kootenay Boundary.

"Service Connection"

means a pipe and the necessary valves and protective boxes, connections, thaw wires, and any other materials necessary to and actually used to connect the water main to a curb stop.

"Sprinkling"

means the pouring of water by means of any hose, sprinkling device, water pot or other utensil upon or under the surface of gardens, lawns and all other grounds or upon any roof.

"Water Connection"

means a connection to a main supply line and extending to the property line of the consumer for the purpose of conveying water to the said consumer, and may or may not include a water meter but shall include a shutoff valve and shall be the property of the Regional District.

"Water Service"

means a pipe including all valves, connections, taps and meters connecting a curb stop to the house or building.

"Waterworks"

means the entire waterworks system of Columbia Gardens Industrial Park Specified Area including, but not limited to, the intake, purification and treatment, transmission and distribution, pumping and storage systems and further including subterranean and surface vessels, structures, buildings, fixtures and stationary and mobile equipment.

PART II - USE OF WATERWORKS SYSTEM

2.1 Tampering with the Waterworks

- a) No person shall make any connection to the waterworks or in any way tamper with, operate, remove, or make any alteration to any hydrant, meter, curb stop, valve, pumping station, reservoir, chamber or other fixture or appurtenance connected with the waterworks without first obtaining written permission from the Regional District or its Operator, or for the use of a hydrant, written permission from the Fire Chief. No person shall, without lawful excuse, break, damage, destroy, uncover, deface, mar or tamper with any part of the waterworks on his premises or elsewhere.
- b) No pump, booster or other device shall be employed by any consumer without permission in writing from the Regional District, for the purpose of, or having the effect of, increasing water pressure in service lines to a higher pressure than the normal water pressure in the said service lines, and the Regional District may, without notice, discontinue service to any customer employing such pump, booster or other device.
- c) No work of any kind connected with the water system, either for the laying of new or repair of old service pipes shall be done on or under any street or lane within the Columbia Gardens Industrial Park Specified Area by any other person or persons than employees of the Regional District except such person or persons as shall be authorized by the Regional District.

2.2 Liability

It is a condition of the supply of water that:

- a) In the event that the supply of water to any consumer shall fail, whether from natural causes or accident or from any other causes whatsoever, the Regional District shall not be liable for damage by reason of such failure.
- b) The Regional District shall not be liable for any injury or damage to any person or property arising or occurring from the use of water from the waterworks.
- c) The Regional District does not guarantee that water supplied by it is free of any impurity that would affect a manufacturing process or any other use of equipment and devices.

2.1 Termination of Water Supply

The Regional District may order the termination of the water supply to any consumer on thirty (30) day's written notice or without notice for violation of

any of the provisions of this Bylaw, for failure to maintain the water service pipe, fittings, valves, tanks or appliances in good condition without any leaks, or the possibility of leaks, for the non-payment of rates or rents when due, or for refusing to provide for the proper installation of a water meter, or for unnecessary or wasteful use of water, or violation of regulations concerning watering or sprinkling, or when, in the opinion of the Board, the public interests require such action.

2.1 Sale of Water

It shall be unlawful for any consumer to sell, waste, dispose of or give away Regional District water for use other than on his premises or permit it to be taken or carried away by any person or persons unless such consumer is on a metered account and is conducting a business from the premises concerned in compliance with the Bylaws of the Regional District or permission in writing has been granted by the Regional District.

2.1 Water Use Restrictions

- a) The Regional District may, whenever in its discretion the public interest so requires, suspend or limit the consumption of water from the water system of the Columbia Gardens Industrial Park Specified Area or may regulate the hours of use, or may further prescribe the manner in which such water may be used.
- b) In the event of a water supply shortage, due to any reason whatsoever, the Regional District or the Regional District's Operator may issue a notice prohibiting, restricting, or limiting the use of water by any or all of the consumers or fixing the days and hours upon or during which sprinkling shall be allowed or to prohibit such sprinkling. Such notice shall be sufficiently given if delivered in writing, or broadcast by the local radio or television station, or advertised in at least two consecutive issues of a newspaper circulated in the service area. Any person who refuses or fails to abide by such prohibition, restriction or limitation contained in the notice shall be deemed to have contravened this Bylaw.
- c) No person shall use water for cooling in air conditioning units until application has been made in writing to the Regional District and permission in writing has been granted to do so. The use of such equipment will not be permitted unless a water cooling tower is installed to prevent waste of water and a meter has been installed where such was not the case before application was made.

PART III - SERVICE CONNECTIONS

3.1 Illegal Connections

No person shall connect or attempt to connect, or allow to be connected, or allow to remain connected to the waterworks any property or premises otherwise than in accordance with the provisions of this Bylaw.

3.2 Connection Application

Each application for a service connection shall be made to the Regional District or its Operator by the owner or his authorized agent in the form prescribed. Such applicant shall, on making application, pay to the Regional District the applicable connection fee prescribed in Schedule 'B'. If the connection is practicable; the Regional District or its Operator shall, within ninety (90) days, weather permitting, provide and install a service connection to the applicant's property. If such connection is not practicable, the Regional District or its Operator shall so notify the applicant within sixty (60) days and the Regional District shall refund the charges or fees paid by the applicant. Each application shall be an agreement whereby the applicant, consumer and owner agrees to abide by the terms and conditions of this Bylaw. Shall be an agreement whereby the applicant, consumer and owner agrees to abide by the terms and conditions of this Bylaw.

3.3 Connection Location

Where possible, the service connection will be located at the location requested by the applicant. In the event the applicant's preferred location is not practicable due to the existence of installed surface improvements or is in conflict with installed underground utilities, the Regional District shall designate the location of each service connection to each parcel of land or premises.

3.4 Size of Service Connection

The minimum inside diameter of a service connection shall be as specified by the Provincial Plumbing Code. The sizes of service connection for any premises shall be approved by the Building Inspector. If the requested service connection exceeds the then available capacity of the waterworks, the Regional District may limit the size of the connection.

3.5 Depth of Bury

The minimum depth of bury of the service connection below finished ground elevation shall be four (4) feet unless specifically authorized to the contrary by the Regional District.

3.6 Maintenance of Service Connection

In the event a defect is suspected in the service connection or water service, the consumer shall immediately notify the Operator and the Operator will, as soon as practicable, operate the curb stop and determine thereby if the defect exists in the water service or in the service connection. If the defect is determined to be located in the service connection, the Operator shall repair the defect at no cost to the consumer.

If the defect is determined to be in the water service, the property owner shall effect the necessary repairs within ten (10) days. Should the consumer insist that the defect is in the service connection and not in his water service, he shall deposit with the Regional District a sum of money equal to fifty percent (50%) of the cost of a new connection to cover the cost of excavation and backfilling for inspection purposes. In the event the defect is found in the service connection, the Operator shall carry out repairs and return the deposit to the consumer. If there is no fault or defect found in the service connection, the consumer shall forfeit that portion of the deposit in the amount equal to the actual cost of the work, any surplus being returned to the consumer.

PART IV WATER SERVICES**4.1 Plumbing Code**

Water services on private property shall be installed in accordance with the Provincial Plumbing Code and shall be constructed by and at the expense of the owner, and shall be approved by the Building Inspector prior to connection being made to the water service at the property line. The Regional District shall install curb stops at the property line or where practical as determined by the Regional District or the Operator. That portion of the water service between the curb stop and property line is the responsibility of the owner of the property receiving the water service. Any fittings required to join the water pipe to the applicant's shall be the applicant's responsibility.

The Regional District may disconnect service to plumbing that does not conform to the Provincial Plumbing Code or any Regional District Plumbing Bylaw.

4.2 Maintenance

The water service shall be maintained by the property owner at his sole expense. In the event any defect is suspected in the service connection or water service, the consumer shall immediately notify the Operator and the Operator will, as soon as practicable, arrange to operate the curb stop and

determine thereby if the defect exists in the water service or in the service connection. If the defect is determined to be in the water service, the property owner shall effect repairs within ten (10) days.

In order to facilitate repairs to the water service, the Operator will upon request and at its earliest convenience, during normal working hours, open or close the curb stop and the fee for such turn on or turn off shall be as provided in Schedule 'B' of this Bylaw. If the property owner requires a curb stop to be operated during hours when the Operator's waterworks personnel are not normally on duty, the owner shall be billed the actual costs involved in calling out crews and operating the valve or the amount specified in Schedule B, whichever is greater. In the event the property owner refuses or neglects to carry out repairs within the specified time, the Operator may, by his workers or others, have the work done at the expense of the owner, and the Regional District may recover the cost thereof with interest at a similar rate as that charged for user charges in arrears as provided in Schedule 'B' of this Bylaw.

4.3 Initiation and Cessation of Supply

When an owner wishes the water supply turned on or off at the curb stop, the owner shall advise the Operator and the Operator will carry out the work at the Operator's convenience and the fee for such turn on or turn off shall be as provided in Schedule 'B' of this Bylaw.

4.4 Abandonment

When any water service is abandoned, the owner or his agent shall notify in writing the Regional District or its Operator and the Operator shall cut off the service connection at the junction with the main. The owner shall be liable for the abandonment charge specified in Schedule 'B' of this Bylaw.

4.5 Frozen Service

Pursuant to Section 4.2 if it is determined that the defect is a frozen water service, it is the owner's responsibility to thaw the pipe. On further application to the Regional District and with the approval of the Provincial Inspector of Electrical Energy, the owner or his agent may connect a source of electricity to the curb stop in order to complete an electrical circuit to thaw his water service. The consumer shall be fully responsible for any damage caused by this thawing method.

The Operator may, at his convenience, and following the owner's application, thaw the water service at the rate specified in Schedule 'B' of this Bylaw. Priority shall always be given to thawing any frozen service connections before any water services. The Regional District or the Operator may require the owner to sign a waiver absolving the Regional District and Operator of any

and all liability in this procedure.

4.6 Alternate Water Supply

In the event an owner has an alternate or auxiliary water supply source other than the Waterworks service connection, he shall not connect or in any way cause to be connected any portion of the alternate or auxiliary water supply distribution system with the distribution system supplied by the service connection. On application to the Regional District in writing, special permission may be given to cross connect the two systems provided all requirements of the Regional District with respect to water quality, disinfection procedures and equipment, back flow protection devices and maintenance of such devices and equipment are met.

In the event an owner has more than one Waterworks service connection from different distribution system pressure zones, the owner shall install back flow prevention devices satisfactory to the Regional District on each service connection and shall maintain said devices.

4.7 Check Valves

All water tanks are to be equipped with check valves.

4.8 Shut Off Valves

Property owners are responsible for keeping shut off valves visible.

4.9 Back Flow Prevention

Underground irrigation systems shall be equipped with back flow prevention devices. The installation of an underground irrigation system shall be approved by the Building Inspector prior to connection to the waterworks.

4.10 Plumbing Standard

- a) The Regional District shall at all times retain the right to disconnect service without notice to plumbing that it is not in compliance with the Provincial Plumbing Code, is not of sufficient quality or standard or represents a possible hazard to health or safety, or a possible danger to the waterworks.
 - b) All persons shall keep the service pipes, stop cocks, fixtures and fittings on their own premises in good order and repair, and protect them from frost at their own risk and expense, and when a premises is vacated the stop cock shall be turned off.
-

4.11 Service Interruption

Nothing contained in the Bylaw shall be construed to impose any liability on the Regional District to give a continuous supply of water to any person or premises and the Regional District hereby reserves the right at any time to shut off the water from any premises without giving notice to any person from whose premises the water may be shut off.

PARTV- METERS**5.1 Installation of Meters**

If instructed by the Regional District, all commercial, industrial, residential and institutional consumers shall install at their expense a water meter and strainer complete with bypass and isolation valves if required in a location easily accessible to the Operator for inspection and reading of the meter. Where the service is to be a single building, the meter may be located within the building as close as possible to the entrance point of the water service into the building and before any take off points.

If the water service is a distribution system to more than one building or structure, the meter shall be located upstream of any distribution point and as close as possible to the property line, and the water supply should go through one of the buildings to be metered. If no building or structure exists at the location where the meter is to be installed, the property owner shall be responsible for constructing the meter vault in accordance with the standard issued by the Regional District.

5.1 Meter Size and Supply

The Regional District shall determine the size of meter required and the Regional District shall supply the meter and strainer, with the meter remaining the property of the Regional District.

5.2 Access to Meter

The consumer shall supply access to the water meter for the purpose of reading the meter and for maintenance during the Operator's normal working hours. Failure to provide this access for meter reading shall result in an extra charge per call.

In the event convenient access cannot be supplied, the Operator shall, by its workmen or others, install suitable remote reading equipment at the expense of the owner. On failure to pay such costs within thirty (30) days of invoice, the Regional District shall recover the expense thereof with interest at a similar rate as that charged user charges in arrears as provided in Schedule 'B'.

5.1 Operation of Bypass

No person shall in any way tamper with, operate or remove the water meter or sealed bypass valves after installation without first obtaining the permission of the Regional District.

PART VI - CHARGES FOR SERVICE

6.1 Connection and Abandonment Fees

The owner or his agent shall, on making application for a service connection, a turn on or turn off or the abandonment of a service connection, pay to the Regional District applicable fee prescribed in Schedule 'B' attached hereto and forming part of this Bylaw.

6.2 Fee Added to Taxes

Connection, turn on, turn off or abandonment fees not paid on or before the thirty first day of December in any year shall be deemed to be taxes in arrears in respect of the parcels of land served by the said service connection and such sum shall be recoverable.

6.3 User Rate

The owner or occupier of real property shall pay in addition to all other rates, charges and fees for the use of the waterworks the amounts specified in Schedule 'B' of this Bylaw. The several rates enumerated in Schedule 'B' hereto are hereby imposed and levied by the Regional District and all such rates shall be payable at the office of the Regional District or its duly appointed agent or any other place authorized and designated by The Board on or before the date specified in Schedule 'B' and shall form a charge on the lands and improvements to or upon which the service connection is made and if the rates imposed during any one calendar year remain unpaid after the thirty-first day of December, they shall be entered upon the tax roll as taxes in arrears.

The user rates as specified shall be applied on the date the water turn on or turn off is made and in the case of unmetered accounts the rate charged for the first and the final billing period shall be prorated to the nearest full month of service.

PART VII - WATERWORKS EXTENSIONS

7.1 Extension Application

- a) All applications for distribution system extensions shall be made in writing to the Regional District by the owner or owners of the property to be served by such extensions.
- b) Notwithstanding anything in this Bylaw contained, the Board may refuse any application for a waterworks extension should it consider the Regional District share of costs to be excessive, or should the existing waterworks trunks or mains be inadequate to supply the area in question, or if it is considered technically necessary to install a second water main thereby causing the Regional District share of the costs to be excessive. The option, however, shall be open to the applicant to pay whatever extra costs may be involved and, if deemed equitable by the Board, it may then approve such application.

PART VIII - INSPECTION

8.1 Right of Entry

The owner of every parcel of land and the occupier of every premises shall at all reasonable times allow, suffer and permit the District, Operator, Fire Chief, Building Inspector or Meter Reader to enter into or upon lands and premises for the purpose of inspecting the premises and water piping system, meter location, meter connection and bypass facilities in order to ascertain whether or not the provisions of this Bylaw are being obeyed.

8.2 Inspection

Water Service pipes on private property shall have passed inspection by the Building Inspector prior to connection being made at the property line.

No person shall obstruct at any time or in any manner the access to any hydrant, valve, stop-clock, meter, mains or any other appurtenances connected to the waterworks, and should any person do so by placing thereon or near thereto any brick, stone, timber, or any other material or structure or thing, the Operator or any other authorized agent of the Regional District may remove such obstruction at the expense of the offending person.

PART IX – PENALTIES

9.1 Penalties

Any person who shall install, place or maintain in any premises any water connection, fixture or fitting not in accordance with the requirements of this

Bylaw shall be guilty of an infraction thereof.

Every person who offends against any of the provisions of this Bylaw or suffers or permits any act or thing to be done in contravention of or violation of any of the provisions of this Bylaw, or neglects to do or refrains from doing anything required to be done under this Bylaw or who does any act or thing which violates any of the provisions of this Bylaw, shall be deemed to have committed an offense under this Bylaw and shall be liable on summary conviction to a fine and penalty of not less than \$25.00 nor more than \$500.00 together with costs for each offence and each day during which any violation, contravention or breach shall continue shall be deemed as a separate offence.

SCHEDULE 'B'**1. Unmetered Accounts** user rates shall be as follows:**Water Rates****Rate Class**

- a) Domestic
Caretaker dwelling unit

C

- b) Commercial/industrial

All commercial and industrial establishments shall be put on water consumption meters **UNLESS** the Board of Directors of the Regional District of Kootenay Boundary is satisfied that the total quantity of water does not warrant this, in which case the user rate shall be as follows:

Small business, store or office with no more than two (2) toilets and/or two (2) basins
- for each additional facility (plumbing fixture)

C
A

OR the rate specified below for actual property use whichever rate is greater

Property Use

Animal shelters, kennels and veterinary clinics
Autobody repair shops
Automobile and truck service stations
Automobile and truck wash stations
Automobile wrecking and salvage yards
Building supply and lumber yards
Eating and drinking establishments including take-out and drive-in restaurants whether in conjunction with a hotel or motel or separate building
Greenhouses, nurseries, feedlots and other similar intensive agricultural operations
Hotel or motel, for owner/managers residence
- For each room with toilet and/or bathing facility
Laboratories
Laundries and laundromats
Machinery and heavy equipment repair, sale and rental establishment
Manufacturing, assembly, fabrication, packaging and bottling plants
Rental service store

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Salvage and/or recycling facilities	C
Warehouses and wholesale supplies	C

c) <u>Rate Class</u>	<u>Amount per Month</u>	<u>Amount Per Year</u>
A	8.17	98.00
B	16.42	197.00
C	32.83	394.00
D	49.17	590.00
E	82.00	984.00

2. Metered Accounts - user rates shall be as follows:

All metered accounts are subject to a minimum monthly charge of \$20.00. The charge for the quantity of water used each month shall be calculated at the following rates:

Monthly Rates:

On FIRST 1000 cubic feet per minute (cu.ft./min.) \$3.28 per 100 cubic feet of water consumed

On NEXT 9000 cu.ft./min.	\$3.28 per 100 cu.ft
On NEXT 90,000 cu.ft./min.	\$3.28 per 100 cu.ft
On NEXT 100,000 cu.ft./min.	\$3.28 per 100 cu.ft

The monthly rate for metered accounts shall be the monthly minimum rate or the monthly minimum rate plus the product of the amount of water consumed applied to the appropriate rate whichever is greater.

3. Opening and Cessation of Supply

A charge, minimum of \$50.00 or actual costs incurred, will be imposed to shut off or turn on a service during regular working hours. The fee shall be a minimum of \$100.00 or actual costs incurred when the service is performed outside of regular working hours. This charge must be paid prior to the work being performed.

4. Water Connection Charges

In the case of a connection being made during any year, the charge imposed shall begin with the month following which the final inspection of the water connection was made.

Service connections rate shall be seven hundred dollars (\$700.00) or the actual cost of effecting the connection whichever is greater. Connection cost shall include but is not limited to: debris removal, road bed replacement, road surface replacement, asphalt replacement, sidewalk replacement, curbing and gutter replacement, landscaping and re-seeding incurred at the time of connection or at a time subsequent.

5. Billing Procedure

- a) Bills may be rendered by the Regional District or its appointed agent on a regular basis (either periodic or annual) or as is convenient to the District;
- b) All unmetered account payments shall become due and payable on presentation;
- c) All metered account payments shall become due and payable on presentation.

6. Penalty

A late penalty of 10% shall be charged on all accounts outstanding after the thirty- first day of October.

7. On-Payment of Rates

In case of non-payment of rates for thirty (30) days after they shall have become due and payable, the Board or its agent shall give notice, at its convenience, to the consumer, that the rates have not been paid and if the same remains unpaid for a period of seven (7) days after the date of notice, the operator may cut off the supply of service in respect to which such rates are due, without any further notice.

Any rate remaining unpaid on the thirty-first day of December shall be deemed to be taxes in arrears in respect of the property on which the consumer dwells and shall be forthwith entered on the real property tax roll by the collector of taxes in arrears.

8. Abandonment Fee

The fee for disconnecting an abandoned water service connection at the water main shall be based on the actual cost to the Regional District.

9. Service Fee

Where the Regional District has been requested to provide other water supply service including but not limited to service connection, alteration and thawing private water service and the Regional District has agreed to perform the requested service, the fee for the service shall be the actual cost to the Regional District as determined by the Regional District.

10. Rate Reduction

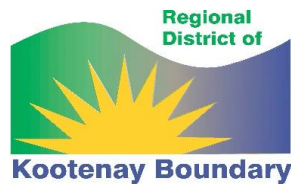
For the purpose of this section, vacant means not occupied by persons for the purpose of habitation and where the owner has received no rent payments, excluding a vacancy created by a vacation or holidays of the tenant.

All classes of customers will be eligible for a rate reduction for any vacant unit to which the user fee in Section 1 or 2 of Schedule 'B' has been applied if the vacancy has been in excess of two (2) continuous months.

minimum payment for a year for each unit will be required. The minimum payment shall be the equivalent of two (2) months user fees.

All applications for rate reductions must be made in writing on or before February 28th of the year following the year in which the user rate was applied.

All rate reduction requests must be supported by another utility company's disconnection receipt and reconnecting receipt or the landlord's tenant record, certified by a licensed accountant as to the period each unit for which the reduction is applied for has been vacant, or such other documents acceptable to the Regional District.



BYLAW NO. 1638

A Bylaw to regulate the operation of the Columbia Gardens Industrial Park Waterworks and to provide for the imposition of a charge against the owner or occupier of real property for the use of or ability to use the water system within the Columbia Gardens Industrial Park Specified Area.

WHEREAS the Local Government Act, gives a Regional District the authority to establish and operate a local service for the supply, treatment, conveyance, storage and distribution of water;

AND WHEREAS Regional District of Kootenay Boundary bylaw cited as "Columbia Gardens Industrial Park Water System Specified Area Establishment Bylaw No. 1618, 2016" has been validated by the Province of British Columbia pursuant to the Local Government Act thereby conferring the establishment of the Columbia Gardens Industrial Park Water System;

AND WHEREAS Local Government Act gives a Regional District the right to authorize its agents or servants to enter on, break up, take or enter into possession of and use real and personal property without the consent of the owners of the property;

AND WHEREAS Local Government Act authorizes a Regional District to recover annual servicing costs of a local service by the imposition of fees and other charges;

AND WHEREAS Local Government Act authorizes a Regional District to set different fees and charges on different classes of persons, classes of property or types of land use as specified by bylaw;

NOW THEREFORE BE IT RESOLVED that the Board of the Regional District of Kootenay Boundary, in open meeting assembled, enacts as follows:

1. There is hereby imposed and levied a water user charge against the owner or occupier of land or real property whose property is connected to the Columbia Gardens Industrial Park Waterworks System within the Columbia Gardens Industrial Park Specified Area, and the Secretary shall classify each consumer in accordance with the categories set out in Schedule 'B', attached to and forming part of this bylaw.

2. The Columbia Gardens Industrial Park Waterworks local service shall be regulated as specified in Schedule 'A' as attached and forming part of this bylaw.
3. User charges, consumption rates, payment terms and conditions may be imposed as set out in Schedule 'B' as attached and forming part of this bylaw.
4. Bylaw No. 894 cited as the "Columbia Gardens Industrial Park Specified Area Water Rates and Regulations Bylaw No. 894, 1996" is hereby rescinded.
5. This bylaw may be cited for all purposes as the "Columbia Gardens Industrial Park Specified Area Water Rates and Regulation Bylaw No. 1638, 2017".

READ a **FIRST** and **SECOND** time this 20th day of April, 2017.

READ a **THIRD** time this 20th day of April, 2017.

I, Theresa Lenardon, Manager of Corporate Administration, do hereby certify the foregoing to be a true and correct copy of Bylaw No. 1638 cited as "Columbia Gardens Industrial Park Specified Area Water Rates and Regulation Bylaw No. 1638, 2017" as read a third time by the Regional District of Kootenay Boundary Board of Directors on April 20th, 2017.

Manager of Corporate Administration

RECONSIDERED AND ADOPTED this 21st day of March, 2017.

Chair

Manager of Corporate Administration

I, Theresa Lenardon, Manager of Corporate Administration, do hereby certify the foregoing to be a true and correct copy of Bylaw No. 1638 cited as "Columbia Gardens Industrial Park Specified Area Water Rates and Regulation Bylaw No. 1638, 2017" which was adopted by the Regional District of Kootenay Boundary Board of Directors on April 20th, 2017.

Manager of Corporate Administration

SCHEDULE 'A

PART 1 - DEFINITIONS

In this Bylaw unless the context other requires:

"Applicant"

means an owner or his agent making application for a water service connection and from whom the Regional District may expect to receive revenue on a continuing basis for this service.

"Board"

means the Board of Directors of the Regional District of Kootenay Boundary

"Building Inspector"

means the Building Inspector of the Regional District of Kootenay Boundary and his duly authorized representatives.

"Capable of Connection"

means that the parcel of land abuts a street, lane, public right-of-way or easement upon or under which there is a water main of a size and capacity acceptable to the Regional District or the Operator for the proposed use and if, in the opinion of the Regional District, no other physical or topographical conditions make the connection impossible or uneconomical.

"Collector"

means the Collector of the Regional District duly appointed pursuant to the provisions of the Local Government Act or the duly appointed agent for the Regional District.

"Consumer"

means any person to whom water is supplied by the Regional District.

"Curb Stop"

means a shut off valve installed by the Regional District or its Operator on a service connection with a protective housing to the ground surface. The curb stop is located on the main side of the property line.

"Disconnection"

means the turning off, or complete removal of a water connection.

"District"

means the Regional District of Kootenay Boundary.

"Distribution System"

means all mains and appurtenances thereto including fire hydrants, pumping stations, reservoirs, pressure reducing stations, meters and service connections installed within any highway, Regional District right-of-way or easement or Regional District property.

"Due Date"

means the final and last day as printed on the utility bill on which the prompt payment discount shall apply.

"Dwelling Unit"

means one or more rooms consisting of a unit of living accommodation used or intended to be used for living and sleeping purposes and containing a sink and cooking facilities.

"Fire Chief"

means the Regional Fire Services Chief of the Regional District of Kootenay Boundary or his duly authorized representative.

"Fire Hydrant"

means a device equipped with special threaded connections installed by the Regional District or its Operator within a highway, road or street, right-of-way, easement or on Regional District or municipal property and connected to a water main to supply water for fire protection purposes.

"Main"

means a pipe including valves, fittings and other appurtenances other than a service connection, pumping station, treatment plant or reservoir in the water distribution system.

"Meter"

means a device used to measure and indicate the volume of water passing through the device.

"Metered Accounts"

means those accounts billed monthly or for any other period established from time to time and of which the water consumption is measured through a device commonly known as a water meter.

"Occupier"

shall have the meaning assigned to it by the British Columbia Community Charter.

"Operator"

means the person or persons, corporation or agency to whom the Regional District of Kootenay Boundary contracts, instructs, or appoints to operate the Columbia Gardens Industrial Park Waterworks.

"Owner"

shall have the meaning assigned to it by the British Columbia Community Charter.

"Person"

means and shall include not only a natural person but also a Corporation, Firm or Partnership.

"Regional District"

means the Regional District of Kootenay Boundary.

"Service Connection"

means a pipe and the necessary valves and protective boxes, connections, thaw wires, and any other materials necessary to and actually used to connect the water main to a curb stop.

"Sprinkling"

means the pouring of water by means of any hose, sprinkling device, water pot or other utensil upon or under the surface of gardens, lawns and all other grounds or upon any roof.

"Water Connection"

means a connection to a main supply line and extending to the property line of the consumer for the purpose of conveying water to the said consumer, and may or may not include a water meter but shall include a shutoff valve and shall be the property of the Regional District.

"Water Service"

means a pipe including all valves, connections, taps and meters connecting a curb stop to the house or building.

"Waterworks"

means the entire waterworks system of Columbia Gardens Industrial Park Specified Area including, but not limited to, the intake, purification and treatment, transmission and distribution, pumping and storage systems and further including subterranean and surface vessels, structures, buildings, fixtures and stationary and mobile equipment.

PART II - USE OF WATERWORKS SYSTEM

2.1 Tampering with the Waterworks

- a) No person shall make any connection to the waterworks or in any way tamper with, operate, remove, or make any alteration to any hydrant, meter, curb stop, valve, pumping station, reservoir, chamber or other fixture or appurtenance connected with the waterworks without first obtaining written permission from the Regional District or its Operator, or for the use of a hydrant, written permission from the Fire Chief. No person shall, without lawful excuse, break, damage, destroy, uncover, deface, mar or tamper with any part of the waterworks on his premises or elsewhere.
- b) No pump, booster or other device shall be employed by any consumer without permission in writing from the Regional District, for the purpose of, or having the effect of, increasing water pressure in service lines to a higher pressure than the normal water pressure in the said service lines, and the Regional District may, without notice, discontinue service to any customer employing such pump, booster or other device.
- c) No work of any kind connected with the water system, either for the laying of new or repair of old service pipes shall be done on or under any street or lane within the Columbia Gardens Industrial Park Specified Area by any other person or persons than employees of the Regional District except such person or persons as shall be authorized by the Regional District.

2.2 Liability

It is a condition of the supply of water that:

- a) In the event that the supply of water to any consumer shall fail, whether from natural causes or accident or from any other causes whatsoever, the Regional District shall not be liable for damage by reason of such failure.
- b) The Regional District shall not be liable for any injury or damage to any person or property arising or occurring from the use of water from the waterworks.
- c) The Regional District does not guarantee that water supplied by it is free of any impurity that would affect a manufacturing process or any other use of equipment and devices.

2.1 Termination of Water Supply

The Regional District may order the termination of the water supply to any consumer on thirty (30) day's written notice or without notice for violation of

any of the provisions of this Bylaw, for failure to maintain the water service pipe, fittings, valves, tanks or appliances in good condition without any leaks, or the possibility of leaks, for the non-payment of rates or rents when due, or for refusing to provide for the proper installation of a water meter, or for unnecessary or wasteful use of water, or violation of regulations concerning watering or sprinkling, or when, in the opinion of the Board, the public interests require such action.

2.1 Sale of Water

It shall be unlawful for any consumer to sell, waste, dispose of or give away Regional District water for use other than on his premises or permit it to be taken or carried away by any person or persons unless such consumer is on a metered account and is conducting a business from the premises concerned in compliance with the Bylaws of the Regional District or permission in writing has been granted by the Regional District.

2.1 Water Use Restrictions

- a) The Regional District may, whenever in its discretion the public interest so requires, suspend or limit the consumption of water from the water system of the Columbia Gardens Industrial Park Specified Area or may regulate the hours of use, or may further prescribe the manner in which such water may be used.
- b) In the event of a water supply shortage, due to any reason whatsoever, the Regional District or the Regional District's Operator may issue a notice prohibiting, restricting, or limiting the use of water by any or all of the consumers or fixing the days and hours upon or during which sprinkling shall be allowed or to prohibit such sprinkling. Such notice shall be sufficiently given if delivered in writing, or broadcast by the local radio or television station, or advertised in at least two consecutive issues of a newspaper circulated in the service area. Any person who refuses or fails to abide by such prohibition, restriction or limitation contained in the notice shall be deemed to have contravened this Bylaw.
- c) No person shall use water for cooling in air conditioning units until application has been made in writing to the Regional District and permission in writing has been granted to do so. The use of such equipment will not be permitted unless a water cooling tower is installed to prevent waste of water and a meter has been installed where such was not the case before application was made.

PART III - SERVICE CONNECTIONS

3.1 Illegal Connections

No person shall connect or attempt to connect, or allow to be connected, or allow to remain connected to the waterworks any property or premises otherwise than in accordance with the provisions of this Bylaw.

3.2 Connection Application

Each application for a service connection shall be made to the Regional District or its Operator by the owner or his authorized agent in the form prescribed. Such applicant shall, on making application, pay to the Regional District the applicable connection fee prescribed in Schedule 'B'. If the connection is practicable; the Regional District or its Operator shall, within ninety (90) days, weather permitting, provide and install a service connection to the applicant's property. If such connection is not practicable, the Regional District or its Operator shall so notify the applicant within sixty (60) days and the Regional District shall refund the charges or fees paid by the applicant. Each application shall be an agreement whereby the applicant, consumer and owner agrees to abide by the terms and conditions of this Bylaw. Shall be an agreement whereby the applicant, consumer and owner agrees to abide by the terms and conditions of this Bylaw.

3.3 Connection Location

Where possible, the service connection will be located at the location requested by the applicant. In the event the applicant's preferred location is not practicable due to the existence of installed surface improvements or is in conflict with installed underground utilities, the Regional District shall designate the location of each service connection to each parcel of land or premises.

3.4 Size of Service Connection

The minimum inside diameter of a service connection shall be as specified by the Provincial Plumbing Code. The sizes of service connection for any premises shall be approved by the Building Inspector. If the requested service connection exceeds the then available capacity of the waterworks, the Regional District may limit the size of the connection.

3.5 Depth of Bury

The minimum depth of bury of the service connection below finished ground elevation shall be four (4) feet unless specifically authorized to the contrary by the Regional District.

3.6 Maintenance of Service Connection

In the event a defect is suspected in the service connection or water service, the consumer shall immediately notify the Operator and the Operator will, as soon as practicable, operate the curb stop and determine thereby if the defect exists in the water service or in the service connection. If the defect is determined to be located in the service connection, the Operator shall repair the defect at no cost to the consumer.

If the defect is determined to be in the water service, the property owner shall effect the necessary repairs within ten (10) days. Should the consumer insist that the defect is in the service connection and not in his water service, he shall deposit with the Regional District a sum of money equal to fifty percent (50%) of the cost of a new connection to cover the cost of excavation and backfilling for inspection purposes. In the event the defect is found in the service connection, the Operator shall carry out repairs and return the deposit to the consumer. If there is no fault or defect found in the service connection, the consumer shall forfeit that portion of the deposit in the amount equal to the actual cost of the work, any surplus being returned to the consumer.

PART IV WATER SERVICES

4.1 Plumbing Code

Water services on private property shall be installed in accordance with the Provincial Plumbing Code and shall be constructed by and at the expense of the owner, and shall be approved by the Building Inspector prior to connection being made to the water service at the property line. The Regional District shall install curb stops at the property line or where practical as determined by the Regional District or the Operator. That portion of the water service between the curb stop and property line is the responsibility of the owner of the property receiving the water service. Any fittings required to join the water pipe to the applicant's shall be the applicant's responsibility.

The Regional District may disconnect service to plumbing that does not conform to the Provincial Plumbing Code or any Regional District Plumbing Bylaw.

4.2 Maintenance

The water service shall be maintained by the property owner at his sole expense. In the event any defect is suspected in the service connection or water service, the consumer shall immediately notify the Operator and the Operator will, as soon as practicable, arrange to operate the curb stop and

determine thereby if the defect exists in the water service or in the service connection. If the defect is determined to be in the water service, the property owner shall effect repairs within ten (10) days.

In order to facilitate repairs to the water service, the Operator will upon request and at its earliest convenience, during normal working hours, open or close the curb stop and the fee for such turn on or turn off shall be as provided in Schedule 'B' of this Bylaw. If the property owner requires a curb stop to be operated during hours when the Operator's waterworks personnel are not normally on duty, the owner shall be billed the actual costs involved in calling out crews and operating the valve or the amount specified in Schedule B, whichever is greater. In the event the property owner refuses or neglects to carry out repairs within the specified time, the Operator may, by his workers or others, have the work done at the expense of the owner, and the Regional District may recover the cost thereof with interest at a similar rate as that charged for user charges in arrears as provided in Schedule 'B' of this Bylaw.

4.3 Initiation and Cessation of Supply

When an owner wishes the water supply turned on or off at the curb stop, the owner shall advise the Operator and the Operator will carry out the work at the Operator's convenience and the fee for such turn on or turn off shall be as provided in Schedule 'B' of this Bylaw.

4.4 Abandonment

When any water service is abandoned, the owner or his agent shall notify in writing the Regional District or its Operator and the Operator shall cut off the service connection at the junction with the main. The owner shall be liable for the abandonment charge specified in Schedule 'B' of this Bylaw.

4.5 Frozen Service

Pursuant to Section 4.2 if it is determined that the defect is a frozen water service, it is the owner's responsibility to thaw the pipe. On further application to the Regional District and with the approval of the Provincial Inspector of Electrical Energy, the owner or his agent may connect a source of electricity to the curb stop in order to complete an electrical circuit to thaw his water service. The consumer shall be fully responsible for any damage caused by this thawing method.

The Operator may, at his convenience, and following the owner's application, thaw the water service at the rate specified in Schedule 'B' of this Bylaw. Priority shall always be given to thawing any frozen service connections before any water services. The Regional District or the Operator may require the owner to sign a waiver absolving the Regional District and Operator of any

and all liability in this procedure.

4.6 Alternate Water Supply

In the event an owner has an alternate or auxiliary water supply source other than the Waterworks service connection, he shall not connect or in any way cause to be connected any portion of the alternate or auxiliary water supply distribution system with the distribution system supplied by the service connection. On application to the Regional District in writing, special permission may be given to cross connect the two systems provided all requirements of the Regional District with respect to water quality, disinfection procedures and equipment, back flow protection devices and maintenance of such devices and equipment are met.

In the event an owner has more than one Waterworks service connection from different distribution system pressure zones, the owner shall install back flow prevention devices satisfactory to the Regional District on each service connection and shall maintain said devices.

4.7 Check Valves

All water tanks are to be equipped with check valves.

4.8 Shut Off Valves

Property owners are responsible for keeping shut off valves visible.

4.9 Back Flow Prevention

Underground irrigation systems shall be equipped with back flow prevention devices. The installation of an underground irrigation system shall be approved by the Building Inspector prior to connection to the waterworks.

4.10 Plumbing Standard

- a) The Regional District shall at all times retain the right to disconnect service without notice to plumbing that it is not in compliance with the Provincial Plumbing Code, is not of sufficient quality or standard or represents a possible hazard to health or safety, or a possible danger to the waterworks.
 - b) All persons shall keep the service pipes, stop cocks, fixtures and fittings on their own premises in good order and repair, and protect them from frost at their own risk and expense, and when a premises is vacated the stop cock shall be turned off.
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4.11 Service Interruption

Nothing contained in the Bylaw shall be construed to impose any liability on the Regional District to give a continuous supply of water to any person or premises and the Regional District hereby reserves the right at any time to shut off the water from any premises without giving notice to any person from whose premises the water may be shut off.

PARTV- METERS**5.1 Installation of Meters**

If instructed by the Regional District, all commercial, industrial, residential and institutional consumers shall install at their expense a water meter and strainer complete with bypass and isolation valves if required in a location easily accessible to the Operator for inspection and reading of the meter. Where the service is to be a single building, the meter may be located within the building as close as possible to the entrance point of the water service into the building and before any take off points.

If the water service is a distribution system to more than one building or structure, the meter shall be located upstream of any distribution point and as close as possible to the property line, and the water supply should go through one of the buildings to be metered. If no building or structure exists at the location where the meter is to be installed, the property owner shall be responsible for constructing the meter vault in accordance with the standard issued by the Regional District.

5.1 Meter Size and Supply

The Regional District shall determine the size of meter required and the Regional District shall supply the meter and strainer, with the meter remaining the property of the Regional District.

5.2 Access to Meter

The consumer shall supply access to the water meter for the purpose of reading the meter and for maintenance during the Operator's normal working hours. Failure to provide this access for meter reading shall result in an extra charge per call.

In the event convenient access cannot be supplied, the Operator shall, by its workmen or others, install suitable remote reading equipment at the expense of the owner. On failure to pay such costs within thirty (30) days of invoice, the Regional District shall recover the expense thereof with interest at a similar rate as that charged user charges in arrears as provided in Schedule 'B'.

5.1 Operation of Bypass

No person shall in any way tamper with, operate or remove the water meter or sealed bypass valves after installation without first obtaining the permission of the Regional District.

PART VI - CHARGES FOR SERVICE

6.1 Connection and Abandonment Fees

The owner or his agent shall, on making application for a service connection, a turn on or turn off or the abandonment of a service connection, pay to the Regional District applicable fee prescribed in Schedule 'B' attached hereto and forming part of this Bylaw.

6.2 Fee Added to Taxes

Connection, turn on, turn off or abandonment fees not paid on or before the thirty first day of December in any year shall be deemed to be taxes in arrears in respect of the parcels of land served by the said service connection and such sum shall be recoverable.

6.3 User Rate

The owner or occupier of real property shall pay in addition to all other rates, charges and fees for the use of the waterworks the amounts specified in Schedule 'B' of this Bylaw. The several rates enumerated in Schedule 'B' hereto are hereby imposed and levied by the Regional District and all such rates shall be payable at the office of the Regional District or its duly appointed agent or any other place authorized and designated by The Board on or before the date specified in Schedule 'B' and shall form a charge on the lands and improvements to or upon which the service connection is made and if the rates imposed during any one calendar year remain unpaid after the thirty-first day of December, they shall be entered upon the tax roll as taxes in arrears.

The user rates as specified shall be applied on the date the water turn on or turn off is made and in the case of unmetered accounts the rate charged for the first and the final billing period shall be prorated to the nearest full month of service.

PART VII - WATERWORKS EXTENSIONS

7.1 Extension Application

- a) All applications for distribution system extensions shall be made in writing to the Regional District by the owner or owners of the property to be served by such extensions.
- b) Notwithstanding anything in this Bylaw contained, the Board may refuse any application for a waterworks extension should it consider the Regional District share of costs to be excessive, or should the existing waterworks trunks or mains be inadequate to supply the area in question, or if it is considered technically necessary to install a second water main thereby causing the Regional District share of the costs to be excessive. The option, however, shall be open to the applicant to pay whatever extra costs may be involved and, if deemed equitable by the Board, it may then approve such application.

PART VIII - INSPECTION

8.1 Right of Entry

The owner of every parcel of land and the occupier of every premises shall at all reasonable times allow, suffer and permit the District, Operator, Fire Chief, Building Inspector or Meter Reader to enter into or upon lands and premises for the purpose of inspecting the premises and water piping system, meter location, meter connection and bypass facilities in order to ascertain whether or not the provisions of this Bylaw are being obeyed.

8.2 Inspection

Water Service pipes on private property shall have passed inspection by the Building Inspector prior to connection being made at the property line.

No person shall obstruct at any time or in any manner the access to any hydrant, valve, stop-clock, meter, mains or any other appurtenances connected to the waterworks, and should any person do so by placing thereon or near thereto any brick, stone, timber, or any other material or structure or thing, the Operator or any other authorized agent of the Regional District may remove such obstruction at the expense of the offending person.

PART IX – PENALTIES

9.1 Penalties

Any person who shall install, place or maintain in any premises any water connection, fixture or fitting not in accordance with the requirements of this

Bylaw shall be guilty of an infraction thereof.

Every person who offends against any of the provisions of this Bylaw or suffers or permits any act or thing to be done in contravention of or violation of any of the provisions of this Bylaw, or neglects to do or refrains from doing anything required to be done under this Bylaw or who does any act or thing which violates any of the provisions of this Bylaw, shall be deemed to have committed an offense under this Bylaw and shall be liable on summary conviction to a fine and penalty of not less than \$25.00 nor more than \$500.00 together with costs for each offence and each day during which any violation, contravention or breach shall continue shall be deemed as a separate offence.

SCHEDULE 'B'**1. Unmetered Accounts** user rates shall be as follows:**Water Rates****Rate Class**

- a) Domestic
Caretaker dwelling unit

C

- b) Commercial/industrial

All commercial and industrial establishments shall be put on water consumption meters **UNLESS** the Board of Directors of the Regional District of Kootenay Boundary is satisfied that the total quantity of water does not warrant this, in which case the user rate shall be as follows:

Small business, store or office with no more than two (2) toilets and/or two (2) basins
- for each additional facility (plumbing fixture)

C
A

OR the rate specified below for actual property use whichever rate is greater

Property Use

Animal shelters, kennels and veterinary clinics
Autobody repair shops
Automobile and truck service stations
Automobile and truck wash stations
Automobile wrecking and salvage yards
Building supply and lumber yards
Eating and drinking establishments including take-out and drive-in restaurants whether in conjunction with a hotel or motel or separate building
Greenhouses, nurseries, feedlots and other similar intensive agricultural operations
Hotel or motel, for owner/managers residence
- For each room with toilet and/or bathing facility
Laboratories
Laundries and laundromats
Machinery and heavy equipment repair, sale and rental establishment
Manufacturing, assembly, fabrication, packaging and bottling plants
Rental service store

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Salvage and/or recycling facilities	C
Warehouses and wholesale supplies	C

c) <u>Rate Class</u>	<u>Amount per Month</u>	<u>Amount Per Year</u>
A	5.25	63.00
B	10.50	126.00
C	21.00	252.00
D	31.50	378.00
E	52.50	630.00

2. Metered Accounts - user rates shall be as follows:

All metered accounts are subject to a minimum monthly charge of \$20.00. The charge for the quantity of water used each month shall be calculated at the following rates:

Monthly Rates:

On FIRST 1000 cubic feet per minute (cu.ft./min.) \$2.10 per 100 cubic feet of water consumed

On NEXT 9000 cu.ft./min.	\$2.10 per 100 cu.ft
On NEXT 90,000 cu.ft./min.	\$2.10 per 100 cu.ft
On NEXT 100,000 cu.ft./min.	\$2.10 per 100 cu.ft

The monthly rate for metered accounts shall be the monthly minimum rate or the monthly minimum rate plus the product of the amount of water consumed applied to the appropriate rate whichever is greater.

3. Opening and Cessation of Supply

A charge, minimum of \$50.00 or actual costs incurred, will be imposed to shut off or turn on a service during regular working hours. The fee shall be a minimum of \$100.00 or actual costs incurred when the service is performed outside of regular working hours. This charge must be paid prior to the work being performed.

4. Water Connection Charges

In the case of a connection being made during any year, the charge imposed shall begin with the month following which the final inspection of the water connection was made.

Service connections rate shall be seven hundred dollars (\$700.00) or the actual cost of effecting the connection whichever is greater. Connection cost shall include but is not limited to: debris removal, road bed replacement, road surface replacement, asphalt replacement, sidewalk replacement, curbing and gutter replacement, landscaping and re-seeding incurred at the time of connection or at a time subsequent.

5. Billing Procedure

- a) Bills may be rendered by the Regional District or its appointed agent on a regular basis (either periodic or annual) or as is convenient to the District;
- b) All unmetered account payments shall become due and payable on presentation;
- c) All metered account payments shall become due and payable on presentation.

6. Penalty

A late penalty of 10% shall be charged on all accounts outstanding after the thirty- first day of October.

7. On-Payment of Rates

In case of non-payment of rates for thirty (30) days after they shall have become due and payable, the Board or its agent shall give notice, at its convenience, to the consumer, that the rates have not been paid and if the same remains unpaid for a period of seven (7) days after the date of notice, the operator may cut off the supply of service in respect to which such rates are due, without any further notice.

Any rate remaining unpaid on the thirty-first day of December shall be deemed to be taxes in arrears in respect of the property on which the consumer dwells and shall be forthwith entered on the real property tax roll by the collector of taxes in arrears.

8. Abandonment Fee

The fee for disconnecting an abandoned water service connection at the water main shall be based on the actual cost to the Regional District.

9. Service Fee

Where the Regional District has been requested to provide other water supply service including but not limited to service connection, alteration and thawing private water service and the Regional District has agreed to perform the requested service, the fee for the service shall be the actual cost to the Regional District as determined by the Regional District.

10. Rate Reduction

For the purpose of this section, vacant means not occupied by persons for the purpose of habitation and where the owner has received no rent payments, excluding a vacancy created by a vacation or holidays of the tenant.

All classes of customers will be eligible for a rate reduction for any vacant unit to which the user fee in Section 1 or 2 of Schedule 'B' has been applied if the vacancy has been in excess of two (2) continuous months.

minimum payment for a year for each unit will be required. The minimum payment shall be the equivalent of two (2) months user fees.

All applications for rate reductions must be made in writing on or before February 28th of the year following the year in which the user rate was applied.

All rate reduction requests must be supported by another utility company's disconnection receipt and reconnecting receipt or the landlord's tenant record, certified by a licensed accountant as to the period each unit for which the reduction is applied for has been vacant, or such other documents acceptable to the Regional District.