



Regular Meeting of the Board of Directors

Thursday, June 27, 2019

6:00 pm

RDKB Board Room, Trail, B.C

FINAL AGENDA

1. Call to Order

2. Consideration of the Agenda (Additions/Deletions)

- 2a)** The agenda for the Regional District of Kootenay Boundary Board of Directors meeting of June 27, 2019 is presented.

Recommendation: Corporate Vote Unweighted

That the agenda for the Regional District of Kootenay Boundary Board of Directors meeting of June 27, 2019 be adopted as presented.

3. Minutes (Draft)

- 3a)** The draft minutes of the Regional District of Kootenay Boundary Board of Directors meeting held June 12, 2019 are presented.

[DRAFT Minutes - 12 Jun 2019 - BOD - June 27, 2019 Pdf](#)

Recommendation: Corporate Vote Unweighted

That the draft minutes of the Regional District of Kootenay Boundary Board of Directors meeting held June 12, 2019 be adopted as presented.

4. Delegation(s)

- 4a)** There are no scheduled delegations.

5. Unfinished Business

5a) T. Lenardon, Manager of Corporate Administration / Corporate Officer Re: Code of Conduct

A staff report from Theresa Lenardon, Manager of Corporate Administration Corporate Officer regarding signing the RDKB Code of Conduct is presented.

At the May 23, 2019 Board meeting, a request to include the RDKB Code of Conduct as an item for a future agenda and sign-off was brought forward.

The attached RDKB Responsible Conduct Guiding Principles Policy which includes the Code of Conduct as policy procedure, was adopted by the Board January 31, 2019. Staff has included the Policy and Code of Conduct on the June 27, 2019 agenda for signing by each Director at the meeting.

[Staff Report-Signing Code of Conduct-BoD June 27 19](#)

[Responsible Conduct Guiding Principles Policy-Code of Conduct-BoD Endorse-June 27 19](#)

[Memo-Code of Conduct-Update-P&P Committee-March 18-BoD June 27 19](#)

[Staff Report-Code of Conduct-P&P Committee May 9 18-BoD June 27 19](#)

[Staff Report-Responsible Conduct Guiding Principles Policy-P&P June 13-BoD June 27 19](#)

[MAH-Principles of Responsible Conduct-BoD June 27 19](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors support and implement the RDKB Responsible Conduct Guiding Principles Policy/Code of Conduct, as adopted by the Board of Directors on January 31, 2019, by each Director signing the Code of Conduct.

6. Communications-RDKB Corporate Communications Officer

6a) A Corporate Communications update will be provided at a future meeting.

7. Communications (Information Only)

**7a) Ministry of Municipal Affairs and Housing-May 30/19
re: Big White Community Issues Assessment**

[MAH-BW Community Issues Assessment-BoD June 27 19](#)

**7b) Regional District of Fraser-Fort George-June 3/19
Re: Single Use Plastics Ban**

[Fraser Frt George RD-Single Use Plastics-BoD Jun 27 19](#)

Recommendation: Corporate Vote Unweighted

That Communications (Information Only) Items 7a) - 7b) be received and direction at the discretion of the Board.

8. Reports

8a) Monthly Cheque Register Summary

Director Cacchioni, Finance Liaison

The Cheque Register Summary for the month of May 2019 is presented.

[Cheque Register Summary May-BoD June 27 19](#)

Recommendation: Corporate Vote Unweighted

That the Cheque Register Summary for the month of May 2019 in the amount of \$688,383.82 be received.

8b) Adopted RDKB Committee Minutes

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

Utilities Committee (April 10/19), Policy and Personnel Committee (May 8/19), Beaver Valley Regional Trails and Regional Parks Committee (May 14/19), Electoral Area Services Committee (May 16/19) and East End Services Committee (May 21/19).

[Minutes-Utilities Committee - 10 Apr 2019 - UT June 12-BoD June 27 19 - Pdf](#)

[Minutes-P&P Committee - 08 May-P&P June 12 19 - BoD June 27 19Pdf](#)

[Minutes - 14 May 2019 -BVRec - June 11-BoD June 27 19 Pdf](#)

[Minutes-EAS Committee - 16 May 2019 - EAS June 13-BoD June 27 19 - Pdf](#)

[Minutes - 21 May 2019 - EES - June 18-BoD June 27 19 Pdf](#)

Recommendation: Corporate Vote Unweighted

That the following minutes of RDKB Committee meetings be received:

Utilities Committee (April 10/19), Policy and Personnel Committee (May 8/19), Beaver Valley Regional Trails and Regional Parks Committee (May 14/19), Electoral Area Services Committee (May 16/19) and East End Services Committee (May 21/19).

8c) Adopted RDKB Recreation Commission Minutes

The minutes of the Grand Forks and District Recreation Commission meeting held May 29, 2019 are presented.

[Minutes-GF&District Rec Commission -May 9-BoD June 27 19](#)

Recommendation: Corporate Vote Unweighted

That the minutes of the Grand Forks and District Recreation Commission meeting held May 29, 2019 be received.

8d) Draft RDKB Electoral Area Advisory Planning Commission Minutes

The following draft minutes of the Electoral Area Advisory Planning Commission meetings held during June 2019 are presented:

Electoral Area B/Lower Columbia-Old Glory (June 3/19), Electoral Area C/Christina Lake (June 4/19), Electoral Area E/West Boundary (June 3/19) and Electoral Area E/West Boundary-Big White (June 4/19).

[APC Minutes-June 3-Area B -Board-June 27 2019](#)

[APC Minutes-June 3-Area E-Board-June 27 2019](#)

[APC Minutes-June 4-Area C-Board-June 27 2019](#)

[APC Minutes-June 4-Big White-Board-June 27 2019](#)

Recommendation: Corporate Vote Unweighted

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

Electoral Area B/Lower Columbia-Old Glory (June 3/19), Electoral Area C/Christina Lake (June 4/19), Electoral Area E/West Boundary (June 3/19) and Electoral Area E/West Boundary-Big White (June 4/19).

9. Committee Recommendations to Board of Directors

Recommendations to the Board of Directors, as adopted by the RDKB Committees are presented for consideration.

9a) Policy and Personnel Committee - June 12/19

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

Board / Committee Meals Policy

[Staff Report-Jan 19-Policy Review - Board Committee Meals Policy - Adopt BoD June 27 19Pdf](#)

[Board Committee Meals Policy - FINAL - BOD - June 27, 2019](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors adopt the revised Board/Committee Meals Policy as presented to, and approved by the Policy and Personnel Committee on June 12, 2019. **FURTHER** that the policy be distributed accordingly.

9b) Policy and Personnel Committee - June 12/19

Director McGregor Committee Chair / Director Dunsdon Committee Vice-Chair

Columbia Basin Trust Board Appointment Policy

[Staff Report-Jan 19-Policy Review - CBT Board Appointment Policy - Adopt BoD June 27 19-Pdf](#)

[CBT Appointment Policy - FINAL - BOD - June 27, 2019](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors adopt the revised Columbia Basin Trust Board Appointment Policy as presented to, and approved by the Policy and Personnel Committee on June 12, 2019. **FURTHER** that the policy be distributed accordingly.

9c) Policy and Personnel Committee - June 12/19

Director McGregor Committee Chair/Director Dunsdon, Committee Vice Chair

Criminal Record Check Policy

[Staff Report-Jan 19-Policy Review-Criminal Record Check-Adopt BoD June 27 19 - Pdf](#)

[Criminal Records Check Policy - FINAL - BOD - June 27, 2019](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors adopt the revised Criminal Record Check Policy as presented to, amended and approved by the Policy and Personnel Committee on June 12, 2019. **FURTHER** that the policy be distributed accordingly.

9d) Policy and Personnel Committee - June 12/19

Director McGregor Committee Chair / Director Dunsdon, Committee Vice Chair

Fleet Vehicle Replacement Policy

[Staff Report-Jan 19-Policy Review-Fleet Vehicle Replacement Policy - Adopt BoD June 27 19Pdf](#)

[Fleet Vehicle Replacement Policy - FINAL](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors adopt the revised Fleet Vehicle Replacement Policy as revised, and approved by the Policy and Personnel Committee on June 12, 2019. **FURTHER** that the policy be distributed accordingly.

9e) Policy and Personnel Committee - June 12/19

Director McGregor Committee Chair / Director Dunsdon, Committee Vice Chair

Telecommunications Facilities on Crown Land Policy

[Staff Report-Jan 19-Policy Review - Telecommunications Facilities Policy- Adopt BoD June 27 19-Pdf](#)

[Telecommunications Facilities on Crown Land Policy - FINAL - BOD - June 27, 2019](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors adopt the revised Telecommunications Facilities on Crown Land Policy as presented to, and approved by the Policy and Personnel Committee on June 12, 2019. **FURTHER** that the policy be distributed accordingly.

9f) Policy and Personnel Committee - June 12/19

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

Resignation of Beth Burget, General Manager of Finance

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve that an executive search firm be utilized for the recruitment of the General Manager of Finance position.

9g) Electoral Area Services Committee - June 13/19

Director Worley, Committee Chair / Director McGregor, Committee Vice Chair

Application for Development Variance Permit - Electoral Area C/Christina Lake (Edlund)

[Staff Report-DVP-Area C-Edlund-BoD June 27 19](#)

Recommendation: Stakeholder Vote (Electoral Area Directors) Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve the Development Variance Permit application submitted by Douglas Edlund, to allow for a variance of the maximum height for an accessory building from 4.6 metres to 6.4 metres – a 1.8 metre variance, to construct a garage on the property legally described as Lot 5, Plan KAP84635, DL268, SDYD, Electoral Area 'C'/Christina Lake.

9h) Electoral Area Services Committee - June 131/9

*Director Worley, Committee Chair / Director McGregor,
Committee Vice Chair*

*Application for Development Variance Permit - Electoral Area
C/Christina Lake (Vergeer)*

[Staff Report-DVP-Vergeer-BoD June 27 19](#)

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

That the Regional District of Kootenay Boundary Board of Directors approve the Development Variance Permit application submitted by Ed Vergeer, to allow for a variance of the maximum height for an accessory building from 4.6 metres to 6.1 metres – a 1.5 metre variance, and a variance to the permitted gross floor area for storage buildings on a parcel that does not have a principal use or building from 60 m² to 169.1 m² – a variance of 109.1 m², to allow construction of a storage building on the property legally described as Lot 12, Plan KAP31906, DL4037s, SDYD, Electoral Area 'C'/Christina Lake.

9i) Boundary Community Development Committee - June 5/19

*Director McGregor Committee Chair / Director Russell, Committee
Vice Chair*

*Application for a West Boundary Rec Grant-Boundary Women's
Fastball*

[W. Boundary Rec Grant-Boundary Womens Fastball - BoD June 27 19](#)

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

That the Regional District of Kootenay Boundary Board of Directors approve the application for a West Boundary Recreation Grant from the Boundary Women's Fastball, for \$1,000 to assist with league and other fees.

10. Board Appointments Updates

- a)** *Southern Interior Development Initiative Trust (S.I.D.I.T.) - Director
McGregor*
*B.C. Rural Centre/Southern Interior Beetle Action Coalition (S.I.B.A.C.) -
Director McGregor*
Okanagan Film Commission - Director Gee
Boundary Weed Stakeholders Committee - Director Gee

Columbia River Treaty Local Government Committee (CRT LGC)-Director Worley and Director Langman
Columbia Basin Regional Advisory Committee (CBRAC) - Director Worley
West Kootenay Regional Transit Committee-Directors Cacchioni and Worley, Alternate Director Parkinson
Kootenay Booth - Director Langman
Rural Development Institute (R.D.I.) - Director Worley
Chair's Update - Chair Russell
[MoEMPR-Indigenous Observers CRT Talks-Director Worley BoD June 27 19](#)

11. New Business

11a) B. Burget, General Manager-Finance Re: Statement of Financial Information (SOFI)

Director Cacchioni, Finance Liaison

A staff report from Beth Burget, General Manager of Finance regarding the 2018 Statement of Financial Information (SOFI) is presented.

[Staff Report and SOFI Schedules-BoD June 27 19](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve the Statement of Financial Information Schedules for the Year Ended December 31, 2018.

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors make the Statement of Financial Information (SOFI) Schedules available to the public by providing copies upon request and by making the reports available on the Regional District's website. **FURTHER** that the Board of Directors waive the \$5 fee for copies of the Statement of Financial (SOFI) Schedules as prescribed by the *Financial Information Act*.

11b) T. Sprado, Manager of Facilities and Recreation Re: Application to Front Counter BC - Tenure Agreement Amendment Christina Lake Community & Nature Park Viewing Deck and Board Walk Project

A staff report from Tom Sprado, Manager of Facilities and Recreation regarding an application to Front Counter BC for a Tenure Agreement Amendment for the viewing deck location for the Christina Lake Community and Nature Park Viewing Deck/Board Walk Project is presented.

[Staff Report-FrontCounter Tenure Agreement Amendment-Viewing Platform CL Nature Park- BoD June 27 19-pdf](#)
[Amendment Request-Crown Land Tenure-CL Nature Park-BoD June 27 19](#)
[CL Nature Park-Tenure-Amendment-22 May 19-BoD June 27 19](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors direct staff to make application for a Crown Land Tenure Amendment for the purposes of amending tenure 4401920 for the purposes of building a viewing platform in Christina Lake Community and Nature Park.

11c) D. Dean, Manager of Planning and Development
Re: Front Counter BC Referral-Proposed *Mines Act* Permit

A staff report from Donna Dean, Manager of Planning and Development with respect to switching the RDKB's existing agreement to use Environmental Systems Research Institute, Inc. (esri) software to an Enterprise License Agreement is presented.

[Staff Report esri BOARD-June 27 2019](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors directs staff to enter into an Enterprise Licence Agreement (ELA) with esri Canada for a three year period starting July 3, 2019, and further that the additional cost for the ELA for the 2019-20 budget be split between the following services: General Administration-001; Emergency Management-012; Planning and Development-005; Regional Solid Waste-010; Milfoil-091; Beaver Valley Water-500; Christina Lake Water Utility-550; Rivervale Water-650; Rivervale-Oasis Sewer-800; and East End Sewer-700 according to the staff report titled 'Proposed esri Enterprise Licence Agreement' prepared for the June 27, 2019 Board of Directors meeting.

11d) E. Moore, Planner
Re: Front Counter BC Referral-Proposed *Mines Act* Permit

A staff report from Elizabeth Moore, Planner regarding a Front Counter BC referral for a proposed *Mines Act* Permit for mineral exploration in Electoral Area 'E'/West Boundary is presented.

[Staff Report-XimenMining-Board-June 27 2019](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors direct staff to forward this staff report 'Front Counter Referral – Mines Act Permit – Ximen Mining Corp.' dated June 27, 2019, which includes the recommendations of

the Electoral Area 'E'/West Boundary Advisory Planning Commission, to Front Counter BC for consideration.

- 11e)** A staff report from Brian Champlin, Manager of Building Inspection Services, regarding the cancellation of a Building Bylaw Contravention for the property described as:

4189 Casino Road, Trail, B.C.-Electoral Area 'B' / Lower Columbia-Old Glory

Parcel Identifier: 015-412-873-Lot 4 Township 8A Kootenay District Plan 2092

Owner: Susan Grimm

[Staff Report-Cancellation Bylaw Contravention-Grimm-Board-June 27, 2019 - Pdf](#)

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

That the Regional District of Kootenay Boundary Board of Directors cancel the notice registered in the Land Title Office pursuant to Section 302 of the *Local Government Act* and Section 58 of the *Community Charter* against the property legally described as Lot 4, Township 8A, Kootenay District, Plan 2092.

- 11f) G. Denkovski, Manager of Infrastructure and Sustainability
Re: 2018 Climate Action Revenue Incentive Program Report**

Director McGregor, Environmental Services Liaison

A Staff Report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the 2018 Climate Action Revenue Incentive Program (CARIP) Report and associated contribution to the Climate Action Reserve Fund is presented.

[Staff Report - CARIP Reporting for 2018 - Board - June 27 2019 - Pdf](#)

Recommendation: Corporate Vote Unweighted

That the RDKB Board of Directors direct Staff allocate \$18,874 to the RDKB Climate Action Reserve Fund to offset the RDKB's measurable corporate greenhouse gas emissions reported to the Province of BC for the 2018 fiscal year.

- 11g) G. Denkovski, Manager of Infrastructure and Sustainability
Re: Climate Adaptation Project for RDKB Electoral Area 'A'**

Director McGregor, Environmental Services Liaison

A Staff Report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the Climate Adaptation Project for RDKB Electoral Area 'A' is presented.

[Staff Report - Climate Adaptation RDKB Area A - Board - June 27 2019 - Pdf](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors receive the Staff Report regarding the Climate Adaptation Project for RDKB Electoral Area 'A'.

**11h) J. Chandler, General Manager - Operations/Deputy Chief
Administrative Officer**

Re: Provision of Building Inspection Services for the City of Rossland

A staff report from James Chandler, General Manager of Operations/Deputy Chief Administrative Officer presenting a draft agreement between the RDKB and the City of Rossland for the provision of Building Inspection services to cover limited periods of absence for the City of Rossland Building Inspector.

[Staff report - Rossland Building Inspection Services - BoD June 27 19](#)

[Agreement-Bldg Inspection Services-Temp Absence Coverage-City of Rossland - BoD June 27 19](#)

Recommendation: Corporate Vote Weighted

That the Regional District Kootenay Boundary Board of Directors approve the provision of building inspection services for the City of Rossland as detailed in the staff reported dated June 18th, 2019 and presented to the Board on June 27, 2019. **FURTHER** that the Board directs the RDKB authorized signatories to sign and execute the Agreement.

11i) Grants in Aid - as of June 20, 2019

[Grants in Aid-Board-June 27 2019](#)

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

That the following grants in aid be approved:

1. Beaver Valley Dynamic Aging Society – Sips and Sparkles Fundraiser – Electoral Area 'A' - \$2,000
2. Rossland Golden City Days – Festival Costs – Electoral Area 'B'/Lower Columbia-Old Glory - \$1,000
3. Christina Lake Boat Access Society – Annual Clean Up Day – Electoral Area 'C'/Christina Lake - \$400
4. Grand Forks Curling Club – Building Security Equipment – Electoral Area 'C'/Christina Lake - \$1,550

5. Grand Forks International Society 2001 (Baseball Tournament) – Safety Netting – Electoral Area 'C'/Christina Lake - \$1,750
6. Big White Mountain Community Development Association – Summer Camp – Electoral Area 'E'/West Boundary - \$6,500
7. Bridesville Water Improvement District – Well Work – Electoral Area 'E'/West Boundary - \$3,659.30
8. Greenwood & District Public Library Association – Summer Reading Club – Electoral Area 'E'/West Boundary - \$300
9. Phoenix Foundation of the Boundary Communities – Vital Signs Report – Electoral Area 'E'/West Boundary - \$1,000

11j) Grant in Aid-2014 Anaconda Water System Assessment (study) Update
Director Gee, Electoral Area E/West Boundary

An internal transfer of \$3,000 from Electoral Area E/West Boundary grant-in-aid to Feasibility Study (006) Service to cover costs to update the prices in the *2014 Anaconda Water System Assessment* report. The proposed revisions to the study include updates to the following costs:

1. infrastructure upgrades,
2. financial plan and capital charges,
3. rate structure analysis and
4. compiling the overall Assessment for re-issue.

Recommendation: Stakeholder Vote (Electoral Area Directors) Weighted

That the Regional District of Kootenay Boundary Board of Directors approve an internal transfer of up to a maximum of \$3,000 from Electoral Area E/West Boundary grant-in-aid to Feasibility Study (006) Service for updates to pricing of infrastructure upgrades, financial plan and capital charges, rate structure analysis and compiling the overall Assessment for reissue in the *2014 Anaconda Water System Assessment*.

12. Bylaws

12a) T. Lenardon, Manager of Corporate Administration
Corporate Officer
Re: Proposed Revised RDKB Procedure Bylaw No. 1720, 2019-Replacing RDKB Procedure Bylaw No. 1616, 2016

A staff report from Theresa Lenardon, Manager of Corporate Administration/Corporate Officer regarding amendments to the current RDKB Procedure Bylaw No. 1616, 2016 and proposed new RDKB Procedure Bylaw No. 1720, 2019 is presented.

[Staff Report-ProcedureBylaw-Draft 2-PandP Edits-BoD June 27 19](#)
[Procedure Bylaw-Draft 2-TRK CHNGES-P&P Staff Revisions-BoD June 27 19](#)
[Procedure Byaw-Draft 2-CleanCopy-P&P-Staff Revisions-BoD June 27 19](#)
[Staff Report-P and P-May 8-BoD June 27 19- Pdf](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors review the changes made to date in draft proposed Procedure Bylaw No. 1720 and provide direction to staff as to further amendments. **FURTHER** that the draft bylaw, as amended by the Board on June 27, 2019 be referred to the Policy and Personnel Committee for a final review and possible further edits before it is presented back to the Board of Directors for first, second and third readings and adoption.

13. **Late (Emergent) Items**
14. **Discussion of Items for Future Meetings**
15. **Question Period for Public and Media**
16. **Closed Meeting**
17. **Adjournment**



Regular Meeting of the Board of Directors

Minutes

Wednesday, June 12, 2019

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

Present: Director R. Russell, Chair
Director G. McGregor, Vice-Chair
Director A. Grieve
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 and others present: M. Andison, Chief Administrative Officer
M. Forster, Executive Assistant/Recording Secretary
B. Burget, General Manager of Finance
D. Derby, Regional Fire Chief
M. Stephens, Interim Manager of Emergency Programs
R. Gay, RDEK, Board of Directors and Chair, Regional Broadband Committee
D. Lampron, COO, Columbia Basin Broadband Corporation, CBT
J. Silva, CPA, Grant Thornton Inc.
R. Lynch, Grant Thornton Inc.

Call to Order

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

Consideration of the Agenda (Additions/Deletions)

The agenda for the Regional District of Kootenay Boundary Board of Directors meeting of June 12, 2019 was presented.

The agenda was amended by the addition of 12d - Columbia River Treaty Local Governments Committee Update from Director Worley and 12e - Emergency Alerting System Acceptable Use Policy from M. Stephens, Interim Manager of Emergency Programs.

259-19 Moved: Director McGregor Seconded: Director Morel

Corporate Vote Unweighted

That the agenda for the Regional District of Kootenay Boundary Board of Directors meeting of June 12, 2019 be adopted as amended.

Carried

Minutes

The minutes of the Regional District of Kootenay Boundary Board of Directors meeting held May 23, 2019 were presented.

260-19 Moved: Director McGregor Seconded: Director Dunsdon

Corporate Vote Unweighted

That the minutes of the Regional District of Kootenay Boundary Board of Directors meeting held May 23, 2019 be adopted as presented.

Carried

Presentations

Rob Gay, Chair, Regional District of East Kootenay Board of Directors and Chair, Regional Broadband Committee

Dave Lampron, Chief Operating Officer, Columbia Basin Broadband Corporation, Columbia Basin Trust

Rob Gay, Chair, Regional District of East Kootenay Board of Directors and Chair, Regional Broadband Committee and

Dave Lampron, Chief Operating Officer, Columbia Basin Broadband Corporation, CBT attended the Board of Directors meeting and presented the Directors with a presentation regarding an update on prominent topics from the Regional Broadband Committee. They covered various topics such as:

1. Regional Broadband Committee: connectivity strategy
2. State of connectivity in the Basin
3. Gathering data: state of the connectivity in the Basin
4. FCM and notable advancements for rural broadband
5. Upcoming broadband grants: CRTC Broadband Fund
6. UBCM
7. The Trust's broadband initiative
8. Connecting BC projects
9. What's next....

They left the meeting at 6:33 pm.

Jodi Silva, CPA and Rod Lynch, Grant Thornton Inc.

Re: Audited Financial Statements Year Ended December 31, 2018

J. Silva, CPA, Grant Thornton Inc. presented the audited financial statements for the year ended December 31, 2018 to the Board of Directors.

261-19 Moved: Director Cacchioni Seconded: Director McGregor

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approves the Audited Financial Statements Year Ended December 31, 2018.

Carried

Closed (In camera) Session

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

Moved: Director Cacchioni Seconded: Director Langman

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* at 6:53 pm.

Carried

The Regional District of Kootenay Boundary Board of Directors reconvened to the open meeting at 7:13 pm.

Items for Release from Closed Meeting to Open Meeting

The following Closed Meeting recommendation was released to the Open Meeting:

262-19 Moved: Director Cacchioni Seconded: Director McGregor

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors release to the Open Meeting:

That the Regional District of Kootenay Boundary Auditor Report for the year ended December 31, 2018 be received.

Carried

Unfinished Business

**M. Stephens, Interim Manager of Emergency Programs
Re: FireSmart Requests for Proposals (RFP)**

A staff report from Mark Stephens, Interim Manager of Emergency Programs regarding a request for approval for staff to issue an RFP for consultant services to perform FireSmart Education and Planning was presented.

263-19 Moved: Director Grieve Seconded: Director Langman

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors instruct staff to issue the Request for Proposal for FireSmart consultant services to deliver FireSmart education and outreach, as described in the staff report titled "Approval to Issue an RFP for Consultant Services to Perform FireSmart Education and Planning as presented to the RDKB Board of Directors on June 12, 2019.

Carried

Communications (Information Only)

UBCM-May 30/19

Re: Community Emergency Preparedness Fund (CEPF)

Ministry of Agriculture-June 3/19

Discussion Paper to Solicit Feedback about Class D Licences

Director Gee expressed concerns about projects in the Boundary and the inclusion of the Boundary area in a class D licence being detrimental to the West Boundary meat industry.

There was general agreement to not provide comments regarding this issue.

UBCM-May 7/19

**Re: 2019 Flood Risk Assessment, Flood Mapping & Flood Mitigation
Planning Program -Review of Application**

264-19 Moved: Director Grieve Seconded: Director Dunsdon

Corporate Vote Unweighted

That Communications (Information Only) items 7a) - 7c) be received and direction at the discretion of the Board.

Carried

Reports

Cheque Register Summary for the Month of May 2019

The Monthly Cheque Register Summary ending May 2019 will be provided on a future agenda.

Adopted RDKB Committee Minutes

The following minutes of RKDB Committee meetings, as adopted by the respective Committees are presented: Boundary Community Development Committee (May 1/19), Liquid Waste Management Plan Steering Committee (May 2/19), and East End Services Committee (April 16/19).

265-19 Moved: Director Morel Seconded: Director Grieve

Corporate Vote Unweighted

That the following minutes of RDKB Committee meetings, as adopted by the respective Committees be received: Boundary Community Development Committee (May 1/19), Liquid Waste Management Plan Steering Committee (May 2/19), and East End Services Committee (April 16/19).

Carried

Adopted RDKB Recreation Commission Minutes

The minutes of the Electoral Area C Parks and Recreation Commission (April 10/19) and the Grand Forks and District Recreation Commission meetings (April 11/19) are presented.

266-19 Moved: Director McGregor Seconded: Director Taylor

Corporate Vote Unweighted

That the minutes of the Electoral Area C Parks and Recreation Commission meeting of April 10, 2019 and the Grand Forks and District Recreation Commission meeting held April 11, 2019 be received.

Carried

Chair Russell

Re: Municipal Finance Authority (MFA) of BC Report from the Chair and Vice-Chair

The Municipal Finance Authority of BC Report from the Chair and Vice-Chair on activities for the period ended April 2019 was presented.

267-19 Moved: Director Morel Seconded: Director Langman

Corporate Vote Unweighted

That the Municipal Finance Authority of BC Report from the Chair and Vice-Chair on activities for the period ended April 2019 be received.

Carried

Committee Recommendations to Board of Directors

Recommendations to the Board of Directors, as adopted by the RDKB Committees were presented for consideration.

Education and Advocacy-May 23/19

Director Langman Chair / Director Morel, Vice Chair

AKBLG Endorsed RDKB Resolutions to UBCM

268-19 Moved: Director Langman Seconded: Director Cacchioni

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approves the following 2019 RDKB Resolutions, as endorsed by the AKBLG, to the 2019 UBCM Convention: additional Provincial funding support to assist with funding staffing, compliance and standards and capital costs of BC fire departments, additional Provincial funding for local government victims services and the development of guidance documents to better define the role of local governments in the review process and best management practices for forest management plan referrals from the forest industry and Provincial agencies.

Carried

Education and Advocacy-May 23/19

Director Langman Chair / Director Morell, Vice Chair

RDKB UBCM Ministry Meeting Requests

269-19 Moved: Director Langman Seconded: Director Gee

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors instructs staff to request meetings with the following Provincial ministries and agencies at the 2019 UBCM:

Minister of Public Safety and Solicitor General: Provincial funding support for Victims Services,

Minister of Public Safety and Solicitor General: Provincial funding support for BC fire departments,

Minister of Forests, Lands and Natural Resource Operations and Rural Development: role of local government in the review process and best management practices for forest management plan referrals,

RCMP: advocate for allocation of Federal funds for RCMP drug enforcement and organized crime resources to the Kootenay Boundary,

BC Emergency Health Services: increased funding and resources for BC Ambulance, and
BC Transit: regional transit solutions for the interior and better transit solutions for those needing medical care at the larger centres.

Ministry of Municipal Affairs: discussion on eligibility and decrease of grant percentages.

Carried

Chair Russell informed the Directors that there will be a final call for additions at the June 27th Board meeting. Director McGregor suggested setting up meetings with Ministers outside of the UBCM and meeting directly in Victoria. Director Grieve suggested that discussions should be held on dam taxation.

Boundary Community Development Committee - June 5/19

Director McGregor, Committee Chair / Director Russell, Committee Vice Chair

West Boundary Rec Grant-Boundary Women's Fastball

270-19

Moved: Director Dunsdon Seconded: Director Shaw

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 Boundary Women's Fastball group for the amount of \$1,000 for assistance with league and other fees.

Carried

New Business

G. Denkovski, Manager of Infrastructure and Sustainability

Gas Tax Application - West Boundary Community Services Co-operative - Electoral Area 'E'/West Boundary

An application for the disbursement of Electoral Area 'E'/West Boundary Gas Tax funds to the West Boundary Services Co-operative is presented.

271-19 Moved: Director Gee Seconded: Director Grieve

Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors approves the Gas Tax application submitted by the West Boundary Community Services Co-operative and the allocation of Gas Tax funding in the amount of \$100,000 from Electoral Area 'E'/West Boundary for the costs associated with constructing a Community Hub building in Rock Creek. **FURTHER** that the Board approves the RDKB signatories to sign and enter into the agreement.

Carried

Grants in Aid - as of June 6, 2019

272-19 Moved: Director McGregor Seconded: Director Worley

Stakeholder Vote (Electoral Area Directors) Weighted

That the following grants-in-aid be approved:

1. BV Avalanche Hockey Club – FAIR Society – Electoral Area 'A' - \$1000
2. Grand Forks ATV – GFATV-CWTS Trails of the Paulson – Electoral Area 'B'/Lower Columbia-Old Glory - \$5,000
3. Boundary Girls Fastpitch – Electoral Area 'C'/Christina Lake - \$400
4. Christina Lake Elementary School PAC – Swim Safety Program – Electoral Area 'C'/Christina Lake - \$3,300
5. Christina Lake Ladies Golf Club – Ladies Open – Electoral Area 'C'/Christina Lake - \$500
6. Christina Lake Stewardship Society – 19th Annual Lake Cleanup Day – Electoral Area 'C'/Christina Lake - \$1,500
7. Christina Lake Stewardship Society – Christina Lake Northern Pike Challenge – Electoral Area 'C'/Christina Lake - \$750
8. Christina Lake Stewardship Society – Christina Lake Watershed Management Plan Annual Review – Electoral Area 'C'/Christina Lake - \$2,500
9. Christina Lake Tourism Society – Christina Lake Adventure Tours and Corporate Retreats – Electoral Area 'C'/Christina Lake - \$2,300
10. Boundary Girls Fastpitch – Electoral Area 'D'/Rural Grand Forks - \$400
11. Grand Forks Citizens on Patrol – Electoral Area 'D'/Rural Grand Forks - \$2,000
12. Phoenix Foundation of the Boundary Communities – Electoral Area 'D'/Rural Grand Forks - \$1,000
13. Discover Rock Creek – Rock Creek Market Insurance – Electoral Area 'E'/West Boundary - \$926.00

Carried

Bylaws

The Bylaws were submitted as late items.

Late (Emergent) Items

Grant in Aid - as of June 10, 2019:

273-19 Moved: Director McGregor Seconded: Director Worley

Stakeholder Vote (Electoral Area Directors) Weighted

That the following grant in aid be approved:

1. Grand Forks ATV - Electoral Area C/Christina Lake - \$5,000

Carried

Reports

Public Hearing Minutes

Re: RDKB Bylaw 1716

274-19 Moved: Director McGregor Seconded: Director Gee

Corporate Vote Unweighted

That the minutes of the Public Hearing for RDKB Official Community Plan Amendment Bylaw No. 1716 amending the Big White Official Community Plan Bylaw No. 1125 held on May 29, 2019 be received.

Carried

Bylaws

Bylaw No. 1716 - Amending Electoral Area E/West Boundary Official Community Plan Bylaw 1125

Third Reading and Adoption

Discussion ensued on the need to build a relationship with the Osoyoos Indian Band.

275-19 Moved: Director Gee Seconded: Director Worley

Stakeholder Vote (Electoral Area Directors) Unweighted

That the Regional District of Kootenay Boundary Official Community Plan Amendment Bylaw 1716, 2019 be read a third time and adopted.

Carried

276-19 Moved: Director McGregor Seconded: Director Walsh

Stakeholder Vote (Electoral Area Directors) Unweighted

That the June 12, 2019 staff report 'Osoyoos Indian Band Requests Regarding Bylaw 1716 - To amend the Big White Official Community Plan to allow a Guest Services Building' be received.

Carried

277-19 Moved: Director McGregor Seconded: Director Walsh

Stakeholder Vote (Electoral Area Directors) Unweighted

That the Board of Directors direct staff to write a letter to the Osoyoos Indian Band to explain the amendment of the West Boundary OCP and details of the dispersal of crown land in the recreation area.

Carried

Director Worley, Chair - Columbia River Treaty Local Governments Committee (CRTLGC)

Director Worley presented an update on Committee activities.

278-19 Moved: Director McGregor Seconded: Director Richard Dunsdon

Corporate Vote Unweighted

That the CRTLGC report from Director Worley be received as presented.

Carried

Discussion ensued on remuneration for Directors' roles on external committees.

Moved: Director Langman Seconded: Director Cacchioni

Corporate Vote Unweighted

The Regional District of Kootenay Boundary Board of Directors supports remuneration be paid to Director Worley for her duties as Chair for CRTLGC.

The motion was amended to read:

279-19

Moved: Director McGregor Seconded: Director Cacchioni

Corporate Vote Unweighted

The Regional District of Kootenay Boundary Board of Directors recommend referring this item to the Policy and Personnel Committee to develop a policy that would establish a remuneration process for external appointees including roles as regional representatives such as board chairs.

Carried

M. Stephens, Interim Manager of Emergency Programs
Re: Emergency Alerting System Acceptable Use Policy

The Policy and Personnel Committee reviewed this Policy at the April 10th and May 8th, 2019 meetings. At the May 8th meeting, the Committee made a recommendation to refer the Policy to the Directors for comments. No comments have been received. The Policy was presented back to the Committee pursuant to the RDKB Policy Development and Review Policy.

280-19

Moved: Director Walsh Seconded: Director Taylor

That the Regional District of Kootenay Boundary Board of Directors adopt the Emergency Alerting System Acceptable Use Policy as presented to, and approved by the Policy and Personnel Committee on June 12, 2019. **FURTHER** that the Policy be distributed accordingly.

Carried

M. Anderson, Chief Administrative Officer
Re: Staff Changes

M. Anderson, Chief Administrative Officer informed the Board of Directors of the resignation letter received from B. Burget, General Manager of Finance.

Discussion of Items for Future Meetings

Page 12 of 13
Board of Directors
June 12, 2019

A discussion of items for future meetings was not required.

Question Period for Public and Media

A question period for public and media was not required.

Adjournment

The meeting was adjourned at 8:25 pm.

DRAFT - NOT BOARD APPROVED



STAFF REPORT

Date: 20 Jun 2019

File ADMN Policy Manual
General 0-590-03

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

From: Theresa Lenardon, Manager of Corporate
Administration/Corporate Officer

Re: Signing the Code of Conduct

Issue Introduction

A staff report from Theresa Lenardon, Manager of Corporate Administration/Corporate Officer regarding signing the Responsible Conduct Guiding Principles Policy and Code of Conduct is presented.

History/Background Factors

The Policy and Personnel Committee reviewed a proposed Code of Conduct in March, May and September 2018 (see attached staff reports). The Board of Directors adopted the Elected Officials Responsible Conduct Guiding Principles Policy and Code of Conduct on January 31, 2019. The Code of Conduct acts as the Policy procedure and needs to be signed by the Directors and Alternate Directors. The Policy and Code of Conduct are attached to this report and paper copies will be brought to the June 27, 2019 Board meeting for signing by each Director.

The purpose of this report is to provide a high-level definition of a code of conduct and as well as to explain the value and implications that signing the Code of Conduct will bring to the RDKB as an organization, to each individual Director and to the constituents and stakeholders in each Director's jurisdictions.

Code of Conduct: Responsible conduct broadly refers to how local government elected officials conduct themselves with their elected colleagues, staff and with the public. This conduct, or behavior can be guided by a "Code of Conduct". A Code of Conduct sets out clearly articulated expectations and minimum requirements as a foundation for responsible behavior that is expected of the RDKB Board of Directors, Alternate Directors as well as other appointed officials while assuming their roles and responsibilities for good governance and transparent, accountable fair and respectful decision-making. A Code of Conduct is a living document which can be customized to individual local circumstances.

Current Sanctions for Irresponsible Behavior: B.C.'s current legal tools to deal with someone refusing to behave responsibly include: removal from the meeting (*Charter* S. 133), censure/sanction, third party investigation and disqualification proceedings (*Charter* S. 110). Codes of Conduct are legislated in Saskatchewan, Quebec and Ontario. Local Governments in BC are not yet legislatively mandated to execute a Code of Conduct. The BC Local Governments which implement Codes of Conduct do it voluntarily. The Working Group on Responsible Conduct (Union of BC Municipalities (UBCM), Ministry of Municipal Affairs and Housing (MAH) and the Local Government Management Assoc. (LGMA) continues to move forward with discussions and work on drafting legislation where local government Elected Officials' Codes of Conducts will be mandatory. Elected Officials Responsible Conduct at the local level is promoted and acknowledged by the Province.

Value of Endorsing and Implementing a Code of Conduct: Although Codes of Conduct are not legally mandated in B.C., all local governments should have one. A Code of Conduct links to a Strategic Plan as the content overall (e.g. standards of professional conduct) clarifies the organization's mission, values and principles. It articulates the values the organization wishes to foster in its leaders and in doing so, defines desired behavior which results in the Code of Conduct becoming a benchmark(s) against which the Board's performance can be measured. It also supports decision-making and encourages discussions of ethics and compliance.

How the RDKB Board of Directors conduct themselves with their colleagues, staff and the public is directly related to how a community is governed. Responsible conduct is grounded in elected officials conducting themselves with honesty and integrity and in a way that furthers their ability to provide good governance to their community including providing for the stewardship of a community's public assets, providing services, and acting in a way that is accountable, transparent, ethical and respectful of the rules of law.

Conclusion: Responsible conduct is not optional; it is essential to good governance and reinforces collaborative, effective and efficient decision-making. Elected Officials' sign-off and implementation of the Code of Conduct will ultimately help the RDKB continue to build public trust and confidence and will actually demonstrate the Board's commitment to good governance.

Implications

- There are no financial or personnel implications to signing and enforcing a Code of Conduct.
- Signing a Code of Conduct provides internal guidelines and an external statement of corporate values and commitments.

Advancement of Strategic Planning Goals

The RDKB Elected Officials Responsible Conduct Guiding Principles Policy and Code of Conduct meet the RDKB strategic goal: *We will continue to focus on good management and governance* and it reinforces the RDKB's strategic values to be: transparent, professional, ethical, efficient and respectful.

Background Information Provided

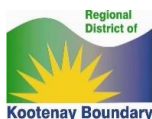
1. Responsible Conduct Guiding Principles Policy and Code of Conduct
2. Memo - Policy and Personnel Committee (March 2018)
3. Staff Report - Policy and Personnel Committee (May 2018)
4. Staff Report - Policy and Personnel Committee (June 2018)
5. Ministry of Municipal Affairs and Housing Foundational Principles of Responsible Conduct (Nov./18)

Alternatives

1. Receive the staff report (no action).
2. Bring matter back to the Board for further discussion.
3. Support and implement the Responsible Conduct Guiding Principles Policy and Code of Conduct by signing the Code of Conduct

Recommendation(s)

That the Regional District of Kootenay Boundary Board of Directors support and implement the RDKB Responsible Conduct Guiding Principles Policy/Code of Conduct, as adopted by the Board of Directors on January 31, 2019, by signing the Code of Conduct.



POLICY TITLE: Responsible Conduct Guiding Principles Policy
(RDKB Elected and Appointed Officials)

ORIGINAL DATE OF APPROVAL: January 31, 2019

REVIEWED BY P&P COMMITTEE: May, 9, 2018, Sept. 6, 2018, Jan. 9, 2019

ADOPTED BY BOARD OF DIRECTORS: January 31, 2019

Policy: The Regional District of Kootenay Boundary (RDKB) is committed to fostering and achieving high standards of responsible conduct by all RDKB elected and appointed officials.

Purpose:

1. To guide the conduct and set minimum standards as the basis for responsible behavior expected of RDKB elected and appointed officials in fulfilling their roles and responsibilities while providing good governance for decision-making and service delivery.
2. To address some of the ethical issues facing many local governments today, including but not limited to:

Bias: When matters of personal interest include matters dealing with family, friends or business partners and associates.

Breach of Trust: Any act by an elected or appointed official which is in violation of the duties entrusted to them.

Bullying and Harassment: In accordance with the RDKB Anti-Bullying and Harassment Policy and relevant legislation.

Confidential Information: Such as information received at a closed meeting or marked "confidential".

Conflict of Interest: Such as, whether an elected official has a direct or indirect pecuniary interest in a matter under consideration.

Gifts: Such as when a gift or benefit that is connected to an official's performance is accepted.

Inside Influence: When an elected or appointed official uses his or her office to attempt to influence a decision of the Board of Directors.

Outside Influence: When an elected or appointed official uses his or her office in an attempt to influence a decision of any other person or body (e.g. outside the Board of Directors); and

Role Misunderstanding: A misunderstanding between the Board and staff in completing work assignments – elected officials managing an understanding staff's work.

Key Principles:***Integrity:***

Being and demonstrating strong ethical principles

- Be truthful, honest and open in all dealings
- Behave in a manner that promotes public confidence in local government, including actively avoiding any perception of conflicts of interest, improper use of office or unethical conduct.
- Uphold public interest, serving citizens diligently to make decisions in the best interests of the community.
- Ensure alignment between stated values and actions, including following through on commitments, engaging in positive communication with the community and correcting errors in a timely transparent manner.

Accountability:

An obligation and willingness to accept responsibility or to account for one's actions

- Be transparent in how an elected official individually, and a council/board collectively, conducts business and carries out duties.
- Ensure information is accessible and citizens can view the process and rationale behind each decision and action, while protecting confidentiality where appropriate or necessary.
- Accept and uphold that the council/board is collectively accountable for local government decisions and that individual elected officials are responsible and accountable for the decisions they make in fulfilling their roles as council/board members.
- Listen to and consider the opinions and needs of the community in all decision making and allow for discourse and feedback.

Respect:

Having due regard for others' perspectives, wishes, and rights. Displaying deference (respectful of both tradition and legacy enshrined in *Local Government Act* positions as well as their intended functions) to local government offices and officers and the role of local government in community decision making.

- Treat every person, including other members of council/board, staff and the public, with dignity, understanding and respect.
- Show consideration at all times for colleagues and staff, including honouring people's values, beliefs, ideas, roles, contributions and needs.
- Create an environment of trust, including displaying awareness and sensitivity around comments and language that may be perceived as offensive or derogatory.
- Value the role of diverse perspectives and debate in decision-making.
- Act in a way that is respectful of the roles and responsibilities of the offices of Mayor/Chair and Councillor/Director.
- In local government considerations and operations, value the distinct roles and responsibilities of local government staff as well as the community and commit to fostering a positive working relationship between staff, the public and elected officials.

- Call for and expect respect from the community towards elected officials and staff, and their roles and responsibilities within the local government system.

Leadership and Collaboration:

An ability to lead, listen to, and positively influence others, coming together to create or meet a common goal through collective efforts.

- Demonstrate behavior that builds and inspires public trust and confidence in local government.
- Calmly face challenges and provide considered direction on issues, while empowering colleagues and staff to do the same.
- Create space for open expression by others, take responsibly for one's own actions and reactions and accept the decisions of the majority.
- Accept that it is the equal responsibility of the individual elected official, the council/board as a collective, the community and stakeholders to work together to achieve common goals.
- Be an active participant in ensuring the foundational principles are followed in all local government dealings (e.g. including among elected officials, between council/board members and staff, with community members, with other orders of government, in the decisions of a council/board, and in the delivery of services and other activities of the local government).

Procedure: Application of a Code of Conduct (attached)

Statement:

As an Elected Official or as an appointed Alternate Director for the Regional District of Kootenay Boundary, I agree to uphold the Guiding Principles for Responsible Conduct Policy as a standard of behavior and as adopted by the Regional District of Kootenay Boundary Board of Directors.

I affirm that I have read and I understand the Regional District of Kootenay Boundary Guiding Principles for Responsible Conduct Policy.

Signature

Print Name

Manager of Corporate Administration/Corporate Officer

Date

Policy Procedure: Application of Code of Conduct

Code of Conduct:

1. Act in the Public Interest

- 1.1 Recognizing that the Regional District strives to maintain and enhance the quality of life for all RDKB residents through professional, effective, responsive and responsible governance, elected and appointed representatives will conduct RDKB business with integrity in a fair, honest and open manner.

2. Comply with the Law

- 2.1 Elected and appointed officials shall comply with all applicable federal, provincial and local laws in the performance of their public duties.

3. General Conduct

- 3.1 The conduct of elected and appointed officials in the performance of their duties and responsibilities with the RDKB must be reasonable, fair, open and honest.
- 3.2 Elected and appointed officials will have an obligation to consider issues consistently and impartially.
- 3.3 All officials will treat one another, RDKB staff and the public with dignity and respect. They must also refrain from behavior that is an abuse of power or otherwise amounts to discrimination, harassment, personal threats, intimidating or demeaning behaviour, or verbal attacks upon the character, professionalism or motives of others.
- 3.4 When making decisions, elected and appointed officials must consider all relevant facts, opinions and analysis of which they should be reasonably aware.

4. Respect for Process

- 4.1 All duties must be performed in accordance with the procedures and rules of order established by RDKB bylaws and policies, which govern the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the Regional District by Regional District staff. Members of committees shall be aware of the mandate of their respective committee and act in accordance with it.

5. Conduct of Public Meetings

- 5.1 Elected and appointed officials shall prepare themselves for meetings, listen courteously and attentively to all discussions before the body, and focus on the business at hand. During meetings, cell phones should be turned off or kept on silent or vibrate. Meeting attendees shall not interrupt other speakers, make personal comments or comments not relevant to the business of the meeting, or otherwise disturb a meeting.

6. Communication, Interactions with Public and Media

- 6.1 Elected and appointed officials will accurately communicate the decisions of the Board, even if they disagree with the majority decision of the Board and will refrain from making disparaging comments about other elected or appointed officials or the Board's decision itself.

- 6.2 Members shall publicly share substantive information that is relevant to a matter under consideration by the Board of Directors or Board Committee, which they may have received from sources outside of the public decision-making process.

7. E-Mail Best Practices

- 7.1 The RDKB strives to convey a professional image of the organization at all times, and will work to ensure that all forms of communication from the RDKB meet specific standards of professionalism, graphic standards, plain language and other best practices in organizational communication.
- 7.2 RDKB elected officials will attempt to use E-Mail best practices as set out in this document when communicating with customers, clients, or any third party on behalf of the organization via e-mail.
- 7.3 RDKB elected officials are expected to ensure that all electronic communications relating to Regional District business are consistently professional.
- 7.4 Proof-read e-mails before sending. Use a spell-checker and grammar-checker to ensure that the message is free of mechanical and grammatical errors. In the case of very important e-mails, consider having a colleague proofread a draft before the e-mail is sent. Poor writing can tarnish the RDKB's reputation and credibility.
- 7.5 Ensure the accuracy of e-mail content. Consult the appropriate authoritative source to verify that what you are writing is correct before you hit "send."
- 7.6 Use appropriate language and a professional tone in e-mail messages. It is often very difficult to determine when a person is using humour, sarcasm, or irony in an e-mail. Please note that e-mails that include humour, sarcasm or irony may be misunderstood and should be avoided.
- 7.7 Avoid using all capital letters. Messages typed in ALL CAPITALS are the e-mail equivalent of yelling, and may be taken as offensive.
- 7.8 Keep messages short, simple, clear and concise.
- 7.9 Remember that when you send an e-mail, that e-mail becomes part of a permanent electronic record. Whatever is written in your e-mail, including content and form, will be on the record until deleted.
- 7.10 While it's common to use short-hand for personal notes, it is unacceptable for business communication. Standard abbreviations (including: e.g., Mrs., Mr., etc.) will continue to be acceptable, however, the use of excessive or colloquial abbreviations (LOL, ROFL, TTYL, BRB, etc.) is unacceptable.
- 7.11 Ensure that all messages are sent only to the intended recipients. Avoid sending messages to parties that are not directly affected by the contents of the message.
- 7.12 Ensure that all messages include a completed, appropriate and accurate Subject line and a signature.
- 7.13 E-mails that contain financial information (Quotes, costs, etc.) must be checked for accuracy.
- 7.14 Under no circumstances should Regional District of Kootenay Boundary confidential business information be sent out to any third party using e-mail, without prior written authorization from the Regional District of Kootenay Boundary.
- 7.15 Archive all messages that are older than 3 months.
- 7.16 Outgoing e-mails shall include a signature block indicating the sender's name, title and contact information and follow RDKB graphic standards. The sender shall be responsible for ensuring that paper copies of e-mail strings are kept where circumstances warrant.

8. Decisions Based on Merit

- 8.1 Members shall base their decisions on merits and substance of a matter at hand, rather than on unrelated circumstances.

9. Conflict of Interest

- 9.1 All officials shall be aware of their responsibilities under the *Local Government Act* and shall fulfill the requirements of conflict of interest provisions set out in the *Community Charter*. It is expected officials will make decisions that benefit the community. They are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or business interests.
- 9.2 Elected and appointed officials must fully disclose to the Board Chair and Chief Administrative Officer any direct or indirect pecuniary interest, any bias or undue influence with respect to any matter they are dealing with immediately.
- 9.3 Any conflict or incompatibility between personal interests and the impartial performance of public or professional duties must be resolved appropriately and in accordance with statutory requirements.
- 9.5 Confidential information gained through official positions must not be used for securing a private benefit for the official and or anyone else.
- 9.6 Elected and appointed officials must not expect or request preferential treatment for themselves or their family because of their position. They must also avoid any action that could lead members of the public to believe that they are seeking preferential treatment.

10. Gifts and Personal Benefits/Favours

- 10.1 Elected and appointed officials must not, directly or indirectly accept a gift or personal benefit that is intended to influence the member's performance of their respective official duties related to the RDKB and never accept a gift of cash. Officials must ensure that their immediate family members do not receive gifts or personal benefits that could appear to an impartial observer to be an attempt to challenge this policy or to influence or secure a favour from the local government.

11. Confidential Information

- 11.1 All officials shall be aware of their responsibilities under the *Local Government Act* (the application of the *Community Charter*) which sets out legislation and requirements with respect to Duty to Respect Confidentiality and which all elected and appointed officials shall fulfill. Any collection, use and disclosure of personal and or private business information must be managed in accordance with the *Freedom of Information and Protection of Privacy Act* and for the purpose for which it is intended to be used.
- 11.2 Elected and appointed officials shall respect the confidentiality of information concerning property, personnel or legal affairs of the RDKB and of information provided by a third party to the RDKB on a confidential basis. The confidentiality of information concerning property, personnel, RDKB legal affairs or information provided by a third party to the RDKB on a confidential basis must be respected and must not be disclosed without authorization, nor used to advance personal, financial or other private interests.
- 11.3 Elected and appointed officials shall not disclose or release to anyone, confidential information acquired by virtue of their office in either oral, electronic or written form except when required by law or authorized by the Board to do so.

- 11.4 The deliberations and decisions made in a closed meeting must not be released to the public until the Board approves, by resolution, that this information be released to the public.
- 11.5 Except in the normal course of duties, elected and appointed officials must not in any way change or alter RDKB records or documents.

12. Use of Public Resources

- 12.1 Officials are not entitled to use public resources, which are not available to the overall public such as equipment, supplies or facilities or other private property other than for the discharge of their duly authorized duties dealing with the RDKB business and in no case for private or personal gain, convenience or profit.

13. Political Activity

- 13.1 Elected and appointed officials must not undertake campaign related activities on RDKB property and must not use any RDKB property for campaign work including RDKB photocopiers, computers, and email lists etc.

14. Interactions with Members, Staff and Advisory Bodies

- 14.1 All officials must act in accordance with the Board's Procedure Bylaw and the conduct guidelines outlined in this document.
- 14.2 Elected and appointed officials must not direct or influence, or attempt to direct or influence any staff or advisory body member in the exercise of their duties or functions and are not to contact or issue instructions to any of the Regional District's contractors, tenderers, consultants or other service providers.
- 14.3 Members must not make public statements attacking or reflecting negatively on Regional District staff or invoke staff matters for political purposes.

15. Implementation

- 15.1 The Regional District's Guiding Principles for Responsible Conduct Policy and the code of conduct procedure will be provided to candidates running in RDKB elections for Electoral Area Director. Candidates elected to the RDKB Board of Directors or individuals appointed to the RDKB Board as municipal Directors and those appointed as Alternate Directors, as well as individuals appointed to other RDKB bodies, committees, commissions will be requested to sign the Policy affirming they have read and understand the Regional District's Responsible Conduct Guiding Principles Policy. The Policy and code of conduct procedure will be reviewed at orientation sessions for new and returning elected and appointed officials following each election or by-election.

16. Compliance and Enforcement

- 16.1 All officials are to abide by the requirements of the *Local Government Act*, *Community Charter* and the Guiding Principles for Responsible Conduct Policy and shall endeavor to resolve disputes in good faith recognizing that interpersonal malice and rancor do not facilitate good governance.
- 16.2 The RDKB Board of Directors may impose sanctions, such as motion of censure or rescinding the appointment to a committee on those whose conduct does not comply with the District's ethical standards and or for breaching the Policy and its code of conduct procedure.
- 16.3 To ensure procedural and administrative fairness, Members who are accused of violating any provision of the Code of Conduct shall have a minimum of one week, or the time between two consecutive meetings, whichever is greater, to prepare his or her case to respond to these

allegations. Before considering a sanction, the Board of Directors must ensure that a member has: 1) received a written copy of the case against him or her and 2) a minimum of one week or the time between two consecutive meetings, whichever is greater, to prepare a defense against any allegations and 3) an opportunity to be heard.

16.4 The Corporate Officer shall receive and retain all reports and other written and electronic records.

17. Impact on Board Decisions

17.1 A violation of this Code of Conduct shall not be considered a basis for challenging the validity of a RDKB decision.



MEMORANDUM

TO: Members of the RDKB Policy & Personnel Committee

FROM: Theresa Lenardon, Manager of Corporate Administration/Corporate Officer

DATE: March 12, 2018 (March 14 Committee meeting)

Re: Update on a Code of Conduct for Elected Officials - March 14, 2018

In 2016, the provincial government was called upon to endorse enabling legislation that would empower local governments to appoint local independent integrity commissioners who would assist the public and elected officials in an advisory, educational and investigative role in the application and enforcement of Codes of Conduct. The Working Group on Responsible Conduct (LGMA, UBCM, Ministry of Municipal Affairs and Housing) was formed to undertake policy work.

The 2016 RDKB Realize Strategies Governance and Organizational Review Results and Recommendations Report includes a recommendation that the RDKB establish, implement and reinforce a Code of Conduct (the code) for the Board of Directors. In November 2016 staff recommended that the RDKB should wait for the Working Group on Responsible Conduct to complete their work and for enabling legislation to roll out. It may take a few years for legislation to come into force. Therefore, the Policy and Personnel Committee has instructed staff to move forward with code of conduct research in advance of the 2018 General Local Government Elections.

At the November 8, 2017 and February 14, 2018 Policy and Personnel Committee meetings, the Committee members provided direction to staff with respect to a RDKB Code of Conduct for Elected Officials.

P&P November 8/17: Staff was instructed to develop a Board of Directors Code of Conduct and a supporting Policy.

P&P February 14/18: Staff was instructed to draft a report providing information and possible examples of Codes of Conduct and information and a draft policy to enforce the Code of Conduct.

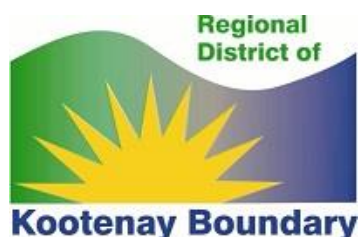
The Committee is seeking information regarding standards that will: 1) require all elected officials to sign the code policy and 2) enforce the policy. The Committee has also requested information regarding possible consequences for code non-compliance and for those elected officials who do not sign-off on the policy.

Page 1 of 2
Policy and Personnel Committee-March 14, 2018
Memo-Code of Conduct for Elected Officials

Staff has commenced the initial research for drafting a Code of Conduct Policy and can advise the following:

1. A Code of Conduct takes the form of a "policy" and enforcement of the code is included within the policy. Therefore, a "supporting policy" is not necessary and a separate policy to enforce a code of conduct policy is not required.
2. **Legal Opinion:** Presently, there is no law requiring an elected official to sign such a code and no provisions for consequences for either failing to sign the code or failing to comply with a Code of Conduct. Overall, a code of conduct is outside of the *Local Government Act*, *Community Charter* and other local government provincial legislation. Part 4, Division 6 of the *Community Charter* and the *Members' Conflict of Interest Act* address conflict of interest matters not overall conduct. Nonetheless, case law, the *Criminal Code of Canada*, *Freedom of Information and Protection of Privacy Act* (FOIPPA) provide legal/statutory authority for the implementation of a code of conduct.
3. While there is no "legal" recourse for non-compliance issues, most local government codes of conduct policies include a compliance and enforcement section which sets out the expectation that the elected officials/members themselves have the primary responsibility to uphold the code.
4. Some local governments put in place, or refer to a code of conduct as a code of "ethics". Both documents are similar in that they are used in an attempt to encourage specific forms of behaviour by elected officials. However, they are two unique documents.
5. **Code of Ethics:** Codes of ethics are often referred to as "value statements" and include general principles to guide behaviour and to govern / influence decision-making.
6. **Codes of conduct** govern actions and outline specific behaviours that are required or prohibited as conditions placed on elected officials. A code of conduct is intended to provide direction and establish a public image of good behaviour; it establishes that some specific actions are appropriate while others inappropriate.
7. It is difficult to define the "conduct" issue and what "responsible conduct" means; albeit for local government most codes of conducts refer to this as how elected officials conduct themselves with other elected officials, staff and the public; should be in a manner that is transparent, ethical, accountable, respectful of the rule of law, collaborative, effective and efficient.
8. Some of the elements that are included in existing local government codes of conduct are: bias, breach of trust, bullying and harassment, confidential information, conflict of interest, gifts, inside influence, outside influence, political partisanship, pre-judgement bias and role misunderstanding.

Attached to this memo are example Code of Conducts that will be included with a staff report on the April 11th P&P Committee meeting agenda.



STAFF REPORT

Date: 03 May 2018

File ADMN Policy Manual
General: 0590-03

To: **Chair Martin and Members of the Policy and Personnel Committee**

From: Theresa Lenardon, Manager of Corporate Administration/Corporate Officer

Re: Code of Conduct for Elected and Appointed Officials Policy

Issue Introduction

A staff report from Theresa Lenardon, Manager of Corporate Administration/Corporate Officer regarding a Code of Conduct Policy for RDKB Elected and Appointed Officials.

History/Background Factors

The 2016 RDKB Realize Strategies Governance and Organizational Review Results and Recommendations Report recommended that the RDKB establish, implement and reinforce a Code of Conduct for the Board of Directors.

In November 2016, the Province created the "Working Group on Responsible Conduct" (LGMA, UBCM and Ministry of Municipal Affairs and Housing) with the initial focus of work to develop a shared understanding of questionable conduct by local government elected officials and to consider how the current parts of BC's local government framework support responsible conduct.

The Working Group drafted a Consultation Paper to provide an overview of its research and illustrations of approaches that other Canadian provinces are taking to support and strengthen responsible conduct. RDKB staff has recommended that the RDKB wait for the Working Group on Responsible Conduct to complete their work and for enabling legislation to roll out before implementing a Code of Conduct. However, it may take a few years for legislation to come into force. Therefore, the Policy and Personnel (P&P) Committee has instructed staff to move forward with drafting a code of conduct in advance of the 2018 General Local Government Elections.

At the March 14th, 2018 P&P Committee meeting, staff presented a memo (attached) with initial research for drafting a Code of Conduct as well as example Codes of Conduct from other local governments. The P&P Committee adopted a recommendation to direct staff to

draft a Policy and present it to the Committee at a future meeting. Since the March P&P meeting, staff has drafted a "Code of Conduct Policy for RDKB Elected and Appointed Officials." The draft policy is attached.

A code of conduct is an appropriate tool to promote and keep the public's trust. It shows the local government's commitment to a fair, transparent and accountable process by defining what is acceptable behavior and what is not. More importantly, a code of conduct identifies the core values and principles that are the foundations of its processes and relationships.

The proposed attached policy is consistent with the spirit of the Working Group on Responsible Conduct Consultation Paper. It reinforces conflict of interest and confidentiality legislation that is set out in the *Local Government Act* and the *Community Charter* and is modeled after Codes of Conduct Policies adopted and implemented by the District of Saanich and the Regional Districts of Central Okanagan, Central Coast and Okanagan Similkameen. The proposed policy intends to address some of the ethical issues facing many local governments today, including but not limited to:

Bias: when matters of personal interest include matters dealing with family, friends or business partners and associates.

Breath of Trust: any act by an elected or appointed official which is in violation of the duties entrusted to them.

Bullying and Harassment: in accordance with the RDKB Anti-Bullying and Harassment Policy and relevant legislation.

Confidential Information: such as information received at in a closed meeting or marked "confidential".

Conflict of Interest: such as, whether an elected official has a direct or indirect pecuniary interest in a matter under consideration.

Gifts: such as when a gift or benefit that is connected to an official's performance is accepted.

Inside Influence: when an elected or appointed official uses his or her office to attempt to influence a decision of the Board of Directors.

Outside Influence: when an elected or appointed official uses his or her office in an attempt to influence a decision of any other person or body (e.g. outside the Board of Directors); and

Role Misunderstanding: a misunderstanding between the Board and staff in completing work assignments - elected officials managing and undertaking staff's work or alternatively, staff engaging during a Board debate.

Statutory Authority

The statutory authority for the implementing the proposed Code of Conduct Policy is found in the following legislation:

- Section 105 of the *Community Charter* (Accepting gifts)
- Section 122 of the *Criminal Code of Canada* (Breach of trust)
- Sections 100 and 101 of the *Community Charter* (Conflict of interest)

- *BC Reg 91/2016 Conflict of Interest Exceptions Regulation* (Conflict of interest)
- Section 117 of the *Community Charter* (Confidentiality and protection of personal information)
- Part 2; Section 22 *Freedom of Information and Protection of Privacy Act* (protection of personal information)
- Sections 102 and 103 of the *Community Charter* (Influence)
- Section 108 of the *Community Charter* (Insider information).

Implications

There are no financial or personnel implications to adopting, implementing and enforcing a Code of Conduct Policy for RDKB Elected and Appointed Officials.

Advancement of Strategic Planning Goals

A code of conduct is in line with the following RDKB Strategic Goals:

- We will continue to focus on good management and governance

Background Information Provided

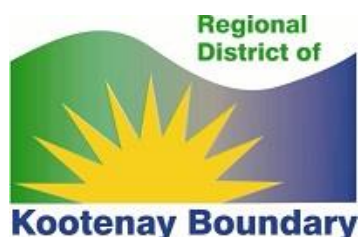
1. Proposed draft Code of Conduct
2. Memo presented to RDKB P&P Committee on March 14, 2018
3. Correspondence and update from the Working Group on Responsible Conduct.

Alternatives

1. Receive the report (and nothing further).
2. Refer the report to the Directors for comments.
3. Refer back to staff for proposed policy updates.

Recommendation(s)

That the Policy and Personnel Committee review the staff report and proposed draft Code of Conduct Policy for RDKB Elected and Appointed Officials and provide staff further direction for amendments and revisions. **FURTHER** that the policy be presented back to the P&P Committee for further consideration at a future meeting.



STAFF REPORT

Date: 06 Jun 2018 **File** Policy Manual-ADM-0590-03

To: **Chair Martin and Members of the Policy and Personnel Committee**

From: Theresa Lenardon, Manager of Corporate Administration/Corporate Officer

Re: Guiding Principles for Elected and Appointed Officials Responsible Conduct Policy

Issue Introduction

A staff report from Theresa Lenardon, Manager of Corporate Administration/Corporate Officer regarding a responsible conduct guiding principles policy for elected and appointed officials.

History/Background Factors

At meetings held in March and May 2018, staff presented information from the Working Group on Responsible Conduct. The Working Group is comprised of the Ministry of Municipal Affairs and Housing (MAH), Local Government Management Association (LGMA), and UBCM.

At the May 9th meeting, the Committee was presented with a draft Code of Conduct Policy. After review and discussion, the Committee referred the overall matter back to staff with direction to draft a policy with 4-5 guiding principles for responsible behaviour that includes a sample code of conduct as a background document to the policy (rather than a standalone Code of Conduct Policy).

"Responsible conduct is based on honesty and integrity in a manner that furthers a local government's ability to provide good governance to their communities" (the Working Group). The Working Group's standards for good governance include being:

- transparent,
- ethical,
- accountable,
- respectful of the rule of law,
- collaborative,
- effective and
- efficient.

To guide the behaviour of BC's local government elected officials, the Working Group has drafted "Foundational Principles of Responsible Conduct", which are the basis for the attached Responsible Conduct Guiding Principles Policy. The principles are intended to provide some substance for how local government elected officials fulfill their roles and responsibilities including their relationships with

each other, staff and the public. The principles should be interpreted in accordance with BC local government legislation, common law and the policies and bylaws of the local government itself.

Presently, if an elected or appointed official refuses to behave responsibly the legal tools in B.C. include removal from the meeting (Section 133 of the *Community Charter*), censure or sanction, third party investigations and disqualification proceedings (Section 110 of the *Community Charter*). Best practices that have been discussed by the Working Group, legal firms and BC local governments include enhanced censure motions, mandatory codes of conduct, third party investigations (e.g. "Integrity Commissioner"), legislative sanctions and Ministry oversight.

With the Committees' instruction to include a code of conduct as a "background" document to the guiding principles, staff has revised and reduced the code of conduct policy that was presented in May and has included it as the "procedure" to the Guiding Principles Policy. The original and revised codes of conduct that have been presented to the Committee have been created using codes of conduct policies from the Regional Districts of Okanagan Similkameen, Central Coast and Central Okanagan as well as the District of Saanich and which have formed a somewhat generic code of conduct "template" used by many BC local governments.

Staff is looking for the following direction:

1. Does the Committee wish the revised code of conduct, as attached and presented to the P&P Committee on June 13th, to form the "background document" as the Guiding Principles Policy Procedure?
2. Alternatively, does the Committee wish the bullet points in the Guiding Principles Policy written under the key principles of integrity, accountability, respect and leadership and collaboration to form the "background" document rather than the code of conduct?
3. Should there be compliance and enforcement sections in either of the documents?
4. Should there be a requirement for RDKB elected and appointed officials to sign-off on the policy procedure (e.g. the code of conduct) should the code of conduct remain as the Guiding Principles Policy procedure (e.g. as presented on June 13th)?

Implications

1. There are no financial or human resource implications to adopting, implementing and enforcing a code of conduct.
2. At this time, codes of conduct are not legislated, therefore it is not mandatory for the RDKB to adopt and implement it.
3. The Province and UBCM continue to receive pressure to legislate local government codes of conduct, therefore should the draft guiding principles policy together with the code of conduct as the policy procedure be adopted; the RDKB will be in a good position to ensure compliance when the time comes.

Advancement of Strategic Planning Goals

Adopting a Responsible Conduct Guiding Principles Policy with a code of conduct as the procedure advances the RDKB's Strategic Goal to:

- continue to focus on good management and governance

This initiative also aligns with the following RDKB Strategic Values:

- efficient, respectful, transparent, professional and ethical.

Background Information Provided

1. Responsible Conduct Guiding Principles Policy (for Elected and Appointed Officials)
2. Responsible Conduct Guiding Principles Policy Procedure - Application of a Code of Conduct
3. Memo dated March 12, 2018 and presented to the P&P Committee at the March 14 meeting
4. Staff report dated May 3, 2018 and presented at the May 9 meeting
5. "Draft" Getting Started on a Code of Conduct for your Board or Council-(Working Group on Responsible Conduct)
6. City of Edmonton Code of Conduct Handbook and Guide
7. Example Code of Conduct - Central Okanagan Regional District

Alternatives

1. Receive Report (take no action)
2. Refer back to staff for further revisions

Recommendation(s)

That the draft Responsible Conduct Guiding Principles Policy and draft Policy Procedure-application of the Code of Conduct, be referred back to staff for revisions as per the direction given at the Policy and Personnel Committee meeting held June 13, 2018.



November 15, 2018

Ref: 242156

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

REGIONAL DISTRICT OF KOOTENAY BOUNDARY	
FILE #	NOV 23 2018
DOC #
REF. TO:	<i>R</i>
CC:	<i>B&D</i>

Dear Board Members:

I am writing to congratulate you on your recent election. As you know, good local government depends on people willing to stand for office and serve their communities. Whether this is your first time as an elected official, or you are returning to office for another term, your contribution to public service is appreciated.

Our government is committed to working with local governments in making life more affordable, improving services people count on, and building a strong, sustainable economy that works better for everyone.

As a former municipal councillor, I recognize the opportunities, challenges and choices elected officials face every day. I fully appreciate that these roles are often difficult, with success determined both by the strength of your organizations and by the relationships elected colleagues build among themselves, with local government staff and with members of the public. **Paramount to each local government's success is also the standard set by each elected official in conducting themselves with honesty and integrity.**

As you are forming, I encourage you to review the attached document, **Foundational Principles of Responsible Conduct**, developed by a working group from the Union of BC Municipalities (UBCM), the Ministry of Municipal Affairs and Housing and the Local Government Management Association (LGMA). The four foundational principles - integrity, accountability, respect, and leadership and collaboration - can be used to guide the conduct of both individual elected officials and the collective council or board.

I also encourage you to explore the Working Group's Model Code of Conduct that sets out shared principles and standards of conduct to help local councils and boards start developing their own code of conduct. A Companion Guide is available to facilitate a local council or board's conversations as they go through the process. These materials are available on the UBCM website.

.../2

Ministry of Municipal Affairs
and Housing

Office of the Minister

Mailing Address:
PO Box 9056 Stn Prov Govt
Victoria BC V8W 9E2
Phone: 250 387-2283
Fax: 250 387-4312

Location:
Room 310
Parliament Buildings
Victoria BC V8V 1X4

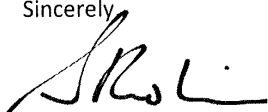
<http://www.gov.bc.ca/mah>

Board
Regional District of Kootenay Boundary
Page 2

If you have questions about responsible conduct or other topics of education, training and advice for elected officials and local government staff, I encourage you to contact partner organizations such as the Local Government Leadership Academy, the UBCM and the LGMA. The Ministry of Municipal Affairs and Housing can also advise and support local governments to better serve their communities. In this context, I would like to introduce or re-introduce you to Jacqueline Dawes, Deputy Minister, who can be contacted at: Jacquie.Dawes@gov.bc.ca, and Tara Faganello, Assistant Deputy Minister, Local Government Division, who can be contacted at: Tara.Faganello@gov.bc.ca.

Thank you again for your commitment to public service. I look forward to working with you to make life better for all the people of British Columbia.

Sincerely

A handwritten signature in black ink, appearing to read 'S. Robinson', with a stylized flourish at the end.

Selina Robinson
Minister

Enclosure

Foundational Principles Of Responsible Conduct

FOR BC'S LOCAL GOVERNMENTS

Key Foundational Principles

- ♦ INTEGRITY
- ♦ ACCOUNTABILITY
- ♦ RESPECT
- ♦ LEADERSHIP & COLLABORATION

PRODUCED BY THE WORKING GROUP ON
RESPONSIBLE CONDUCT

January 2018

What are foundational principles?

This document outlines four key foundational principles -- *integrity, accountability, respect, and leadership & collaboration* -- to guide the conduct of local government elected officials in B.C.

The foundational principles provide a basis for how local government elected officials fulfill their roles and responsibilities, including in their relationships with each other, with local government staff and with the public.

These principles are intended to guide both the conduct of individual elected officials and the collective behaviour of the local government council or board. The principles are also meant to guide local governments in fulfilling their corporate functions and responsibilities to their communities.

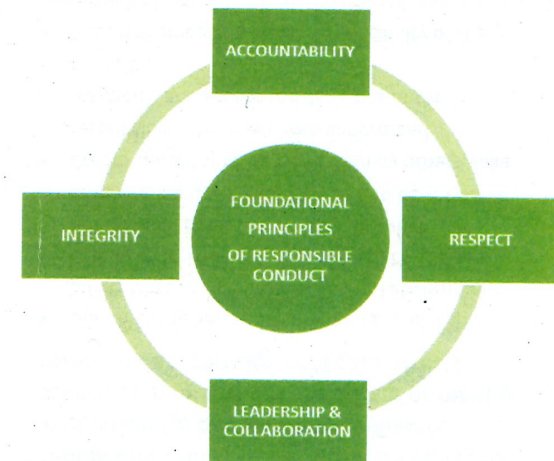
Responsible conduct at all of these levels is key to furthering a local government's ability to provide good governance to its community.

"The foundational principles provide a basis for how local government elected officials fulfill their roles and responsibilities, including in their relationships with each other, with local government staff and with the public."

How do the principles "fit" with legal obligations?

It is the duty of elected officials to understand and abide by all legal requirements that apply to elected officials and local governments¹, and nothing in this document should be interpreted as taking precedence over such legal obligations.

Local government elected officials should interpret the principles described below in accordance with the responsibilities and obligations set out in B.C.'s local government legislation, other applicable legislation, the common law and the policies and bylaws of the local government.



¹ Many legal obligations apply to elected officials and local governments, including but not limited to rules about: ethical standards such as conflict of interest; open meetings; protecting confidential information; workplace safety such as harassment; and expenditure of local government funds.

Integrity: *being honest and demonstrating strong ethical principles.*

- Be truthful, honest and open in all dealings.
- Behave in a manner that promotes public confidence in local government, including actively avoiding any perceptions of conflicts of interest, improper use of office, or unethical conduct.
- Uphold the public interest, serving citizens diligently to make decisions in the best interests of the community.
- Ensure alignment between stated values and actions, including following through on commitments, engaging in positive communication with the community, and correcting errors in a timely, transparent manner.

Accountability: *an obligation and willingness to accept responsibility or to account for one's actions.*

- Be transparent in how an elected official individually, and a council/board collectively, conducts business and carries out their duties.
- Ensure information is accessible, and citizens can view the process and rationale behind each decision and action, while protecting confidentiality where appropriate or necessary.
- Accept and uphold that the council/board is collectively accountable for local government decisions, and that individual elected officials are responsible and accountable for the decisions they make in fulfilling their roles as council/board members.
- Listen to and consider the opinions and needs of the community in all decision making, and allow for discourse and feedback.

Respect: *having due regard for others' perspectives, wishes, and rights; displaying deference² to the offices³ of local government, and the role of local government in community decision making.*

- Treat every person, including other members of council/board, staff and the public, with dignity, understanding and respect.
- Show consideration at all times for colleagues and staff, including by honouring people's values, beliefs, ideas, roles, contributions and needs.
- Create an environment of trust, including displaying awareness and sensitivity around comments and language that may be perceived as offensive or derogatory.
- Value the role of diverse perspectives and debate in decision making.
- Act in a way that is respectful of the roles and responsibilities of the offices of Mayor/Chair and Councillor/Director.
- Value the distinct roles and responsibilities of local government staff and the community in local government considerations and operations, and commit to foster a positive working relationship between staff, the public and elected officials.
- Call for and expect respect from the community towards elected officials and staff, and their roles and responsibilities within the local government system.

² Displaying deference is acting in a way that is respectful of both the tradition and legacy enshrined in the various local government positions, as well as their intended functions.

³ 'Offices' of local government refers to the roles/responsibilities of the various roles and positions within the local government system, such as Mayor, Chair, Councillor or Director.

Leadership and Collaboration: *an ability to lead, listen to, and positively influence others; coming together to create or meet a common goal through collective efforts.*

- Demonstrate behaviour that builds and inspires public trust and confidence in local government.
- Calmly face challenges and provide considered direction on the issues of the day, while empowering colleagues and staff to do the same.
- Create space for open expression by others, take responsibility for one's own actions and reactions, and accept the decisions of the majority.
- Accept that it is the equal responsibility of the individual elected official, the council/board as a collective, the community and stakeholders to work together to achieve common goals.
- Be an active participant in ensuring the foundational principles are followed in all local government dealings (e.g., including among elected officials, between council/board members and staff, with community members, with other orders of government, in the decisions of a council/board, and in services and other activities of the local government).



The Working Group on Responsible Conduct is a joint initiative between the UBCM, LGMA and the Ministry of Municipal Affairs & Housing. The Group was formed to undertake collaborative research and policy work around issues of responsible conduct of local government elected officials.



REGIONAL DISTRICT OF
KOOTENAY BOUNDARY

JUN -3 2019

REF. TO: MA/RK
CC:

May 30, 2019

Ref: 245888

Mark Andison, Chief Administrative Officer
Regional District of Kootenay Boundary
202-843 Rossland Ave
Trail BC V1R 4S8

Dear Mr. Andison:

Thank you for your letter requesting grant funding for a community issues assessment for Big White. I apologize for the delay in responding.

I am pleased to hear that the Regional District of Kootenay Boundary (RDKB) and members of the Big White community are discussing this issue and reaching agreement on an approach. Undertaking a community issues assessment as you have described requires thoughtful planning and a commitment of local and Provincial staff time and resources. The next step is to clarify the anticipated timelines and details of a proposed study (i.e., work toward a terms of reference document for the study). I will therefore ask Ministry staff to follow up with RDKB staff to outline the further information that is required.

After a term of reference has been developed, the Province will be able to consider the request for staff time and financial resources to support a community issues assessment. I look forward to providing a response about funding once Ministry staff have had an opportunity to discuss further details with you and are able to provide me with full information about the proposed study.

Thank you again for writing.

Sincerely,

Selina Robinson
Minister

pc: ~~Roly Russell~~, Chair, Regional District of Kootenay Boundary

Ministry of Municipal Affairs
and Housing

Office of the Minister

Mailing Address:
PO Box 9056 Stn Prov Govt
Victoria BC V8W 9E2
Phone: 250 387-2283
Fax: 250 387-4312

Location:
Room 310
Parliament Buildings
Victoria BC V8V 1X4



REGIONAL DISTRICT of Fraser-Fort George

Head Office:
155 George Street
Prince George, BC
V2L 1P8

Telephone:
(250) 960-4400
Long Distance
from within
the Regional District:
1-800-667-1959

Fax: (250) 563-7520

<http://www.rdfg.bc.ca>

Municipalities:

McBride
Mackenzie
Prince George
Valemount

Electoral Areas:

Chilako River-Nechako
Crooked River-Parsnip
Robson Valley-Canoe
Salmon River-Lakes
Tabor Lake-Stone Creek
Willow River-Upper Fraser
Woodpecker-Hixon

June 3, 2019

File No. COM 2.0

Honourable George Heyman
Minister of Environment and Climate Change Strategy
PO Box 9047 Stn Prov Govt
Victoria, BC V8W 9E2

Dear Minister Heyman:

REGIONAL DISTRICT OF
KOOTENAY BOUNDARY

JUN 10 2019

REF. TO:

CC:

READER FILE/B.O.

RE: Single Use Plastics Ban

The Regional District of Fraser-Fort George wishes to express its support for the call from the Comox Valley Regional District to consider provincial regulations that would reduce single-use plastic bags and disposable plastic packaging.

According to statistics, 3 billion single-use plastic bags are used in Canada each year. Less than 11 per cent of Canada's plastics is estimated to get recycled. The rest end up in landfills, lakes, parks and oceans, posing significant risks for animals and the environment.

There are some municipalities in BC that have begun to implement bylaws that restrict or reduce the use of single-use plastics by businesses. However, Regional Districts do not have the same authority to impose those restrictions on businesses and the resulting impact is inconsistent rules about single-use plastics, depending on the area you live.

We support the Comox Valley Regional District's call for the Provincial Government to introduce regulations that would diminish the use of single-use plastics throughout the province, regardless where you live or operate a business.

Providing a province-wide regulation will provide a level playing field for business operators and go a long way in protecting our environment from the many harmful effects of single-use plastics.

Sincerely,

Lara Beckett,
Chair, Environment and Parks Standing Committee

CC:

Shirley Bond, MLA, Prince George-Valemount
Mike Morris, MLA, Prince George-Mackenzie
Chair and Directors, BC Regional Districts

LB:RM:dh

Regional District of Kootenay Boundary

Cheque Register-Summary for month of May 2019

Cheque Date	Supplier	Name	Amount
2019-05-31	0731689	0731689 BC LTD DBA INTERIOR SIGNS	\$ 47.25
2019-05-17	ACT020	ACTION CONTRACTING	\$ 3,310.26
2019-05-31	ACT020	ACTION CONTRACTING	\$ 100.05
2019-05-30	AFL010	AFLEX TECHNOLOGY (N.Z) LTD	\$ 4,397.00
2019-05-24	ALB040	ALBERT'S MECHANICAL LTD.	\$ 1,170.40
2019-05-10	APE040	APEX EHS SERVICES INC.	\$ 708.75
2019-05-31	APP020	APPLIED INDUSTRIAL TECHNOLOGIES	\$ 1,054.39
2019-05-31	ARL010	THE ARLINGTON HOTEL	\$ 361.25
2019-05-31	ASS020	ASSOC. OF KOOTENAY & BOUNDARY	\$ 4,458.24
2019-05-10	BAR150	BARTLETT EXCAVATING	\$ 3,276.00
2019-05-24	BCC030	BC COMMUNITY FOREST ASSOCIATION	\$ 262.50
2019-05-31	BCI001	B.C.I.T.	\$ 489.12
2019-05-10	BEA042	BEATTIE, PAUL	\$ 3,000.00
2019-05-31	BEA044	BEAVER VALLEY THRIFT SHOP	\$ 1,250.00
2019-05-10	BEA170	BEAVER VALLEY & PEND D'OREILLE	\$ 339.07
2019-05-31	BEA650	BEAVER VALLEY GOLF & RECREATION	\$ 210.00
2019-05-31	BEH020	BEHRENS, DR. RALPH	\$ 60.00
2019-05-10	BEL070	BELL MEDIA RADIO GP	\$ 214.20
2019-05-03	BEL110	BELL MOBILITY INC.	\$ 413.31
2019-05-10	BEN025	BENT, CAROLYN	\$ 82.49
2019-05-24	BET001	THE BETTER BOOK	\$ 82.95
2019-05-10	BIP010	BI PURE WATER	\$ 2,002.01
2019-05-31	BLA009	BLACK, STEPHANIE	\$ 446.67
2019-05-03	BOR140	BORUCK, JOANNA	\$ 45.15
2019-05-31	BOR140	BORUCK, JOANNA	\$ 104.85
2019-05-31	BOU021	BOUNDARY CENTRAL SECONDARY	\$ 1,000.00
2019-05-31	BOU047	BOUNDARY WOODLOT ASSOCIATION	\$ 1,691.21
2019-05-10	BOU460	BOUNDARY EXCAVATING	\$ 12,075.00
2019-05-17	BOW040	BOWMAN, KARLEE	\$ 938.16
2019-05-17	BOW080	BOWMAN, KARLEE, IN TRUST	\$ 106.25
2019-05-10	BRI001	BRINK'S CANADA LIMITED	\$ 381.84
2019-05-31	BRI001	BRINK'S CANADA LIMITED	\$ 412.36
2019-05-17	BRI260	BRITISH COLUMBIA ECONOMIC	\$ 9,450.00
2019-05-17	BRY020	BRYANT, LIL	\$ 137.50
2019-05-10	BUT070	BUTLER WORKPLACE SOLUTIONS	\$ 8,099.62
2019-05-03	CAN060	CANADIAN RED CROSS	\$ 10,000.00
2019-05-17	CAN060	CANADIAN RED CROSS	\$ 1,304.80
2019-05-03	CAR020	CARLILE, DOMINIC, M.	\$ 60.00
2019-05-03	CEN060	CENTRAL KOOTENAY REGIONAL FIRE	\$ 600.00

Regional District of Kootenay Boundary

Cheque Register-Summary for month of May 2019

Cheque Date	Supplier	Name	Amount
2019-05-03	CEN150	CENTURION 2000 FIRE PROTECTION	\$ 68.25
2019-05-31	CHA030	CHALLENGER AUTO DETAILING	\$ 204.75
2019-05-03	CHA110	CHAMPLIN, BRIAN	\$ 50.00
2019-05-24	CHR120	CHRISTINA LAKE MECHANICAL	\$ 1,246.38
2019-05-03	CHR270	CHRISTINA LAKE NEWS	\$ 73.50
2019-05-03	CIB010	CIBC VISA	\$ 16,222.00
2019-05-10	CIE020	CI EXCAVATING	\$ 1,302.00
2019-05-24	CIE020	CI EXCAVATING	\$ 4,284.00
2019-05-10	CIV040	CIVIC LEGAL LLP	\$ 682.04
2019-05-24	CIV040	CIVIC LEGAL LLP	\$ 2,419.77
2019-05-31	CLE001	CLEMENS, CHUCK	\$ 933.89
2019-05-24	COA110	COAST WASTE MANAGEMENT	\$ 75.00
2019-05-03	COL026	COLUMBIA WIRELESS INC.	\$ 1,220.80
2019-05-17	COM012	COMPOST COUNCIL OF CANADA	\$ 693.00
2019-05-03	COM070	COMMUNITY FUTURES DEVELOPMENT	\$ 5,000.00
2019-05-10	COO003	COOPERWILLIAMS LAW	\$ 99.68
2019-05-24	COR135	CORMACK, MARLENE	\$ 1,200.00
2019-05-24	CRA070	CITY OF CRANBROOK	\$ 572.25
2019-05-03	CRE040	CREM HOLDINGS LTD	\$ 1,050.00
2019-05-10	DEA060	DEAN, DONNA	\$ 30.32
2019-05-10	DEA090	DEAN, MICHELE	\$ 181.84
2019-05-03	DEL070	DELL CANADA INC	\$ 3,245.84
2019-05-10	DEL070	DELL CANADA INC	\$ 1,365.31
2019-05-10	DIS060	DISTRICT OF LAKE COUNTRY	\$ 160.00
2019-05-24	DIT001	DITTRICH, DAVE	\$ 1,000.00
2019-05-10	ECO070	ECORA ENGINEERING & RESOURCE	\$ 8,024.63
2019-05-10	ENG010	ENGEN, DEAN	\$ 180.00
2019-05-10	ENV010	ENVIRONMENTAL OPERATORS	\$ 105.00
2019-05-31	FER001	FERRARO FOODS	\$ 3.98
2019-05-17	FIR002	KOOTENAY FIRE CHIEF'S ASSOCIATION	\$ 600.00
2019-05-17	FLA003	FLAMAN FITNESS	\$ 400.46
2019-05-10	FLE015	FLEETCOR CANADA MASTERCARD	\$ 3,806.23
2019-05-10	FLE015	FLEETCOR CANADA MASTERCARD	\$ 449.18
2019-05-10	FLU010	FLUENT INFORMATION MANAGEMENT	\$ 1,155.00
2019-05-24	FORGRA	FORTIS BC - FINANCIAL ACCOUNTING	\$ 210.00
2019-05-10	FRI015	FRIESEN RICHARD	\$ 459.31
2019-05-10	FRU020	FRUITVALE CO-OP	\$ 299.85
2019-05-10	FRU090	FRUITVALE FIRE FIGHTERS SOCIETY	\$ 150.00
2019-05-10	FRU100	FRUITVALE BRANCH 44 SENIORS	\$ 500.00

Regional District of Kootenay Boundary

Cheque Register-Summary for month of May 2019

Cheque Date	Supplier	Name	Amount
2019-05-10	GAI010	GAIA PRINCIPLES IPM SERVICES	\$ 52.50
2019-05-10	GAR150	GARAVENTA (CANADA) LTD.	\$ 489.04
2019-05-03	GEA001	GEARY, JOEY	\$ 131.00
2019-05-10	GRA001	GRAND FORKS FIGURE SKATING CLUB	\$ 1,000.00
2019-05-10	GRA055	GRAND FORKS RENOVATION CENTRE	\$ 529.75
2019-05-24	GRA055	GRAND FORKS RENOVATION CENTRE	\$ 70.52
2019-05-31	GRA055	GRAND FORKS RENOVATION CENTRE	\$ 359.24
2019-05-31	GRA400	GRAND FORKS FLOORING	\$ 2,390.80
2019-05-31	GRE028	GREENWOOD BOARD OF TRADE	\$ 1,000.00
2019-05-24	GRE037	GREENWOOD SAW TO TRUCK REPAIRS	\$ 393.75
2019-05-31	H20010	H20 LOGICS INC.	\$ 2,299.20
2019-05-10	HAR300	HARDY, JEFFREY	\$ 400.30
2019-05-03	HOM010	HOME DEPOT CREDIT SERVICES	\$ 237.16
2019-05-31	HOM010	HOME DEPOT CREDIT SERVICES	\$ 511.86
2019-05-10	HOM020	HOMERS HYDROVAC SERVICES	\$ 924.00
2019-05-31	HOR070	HORNE KEVIN	\$ 175.00
2019-05-30	IAP010	IAP2 USA	\$ 869.06
2019-05-17	IHA010	IHAS, JODI	\$ 39.13
2019-05-03	IMP020	IMPERIAL OIL LIMITED	\$ 92.60
2019-05-31	IMP020	IMPERIAL OIL LIMITED	\$ 141.69
2019-05-17	IMP160	IMPERIAL MOTEL	\$ 13,041.00
2019-05-31	IMP160	IMPERIAL MOTEL	\$ 1,606.50
2019-05-24	IRW010	IRWIN AIR LTD.	\$ 184.98
2019-05-03	JOH030	JOHNNY'S MUFFLER SHOP	\$ 556.53
2019-05-03	JOH310	JOHNSON, ROSANNE, IN TRUST	\$ 215.84
2019-05-17	JOH310	JOHNSON, ROSANNE, IN TRUST	\$ 81.20
2019-05-24	JOI010	JOINT FORCE TACTICAL LTD	\$ 2,129.61
2019-05-17	KAL040	KAL TIRE	\$ 58.24
2019-05-31	KET006	KETTLE VALLEY GOLF CLUB	\$ 672.00
2019-05-24	KON001	KONE INC.	\$ 279.47
2019-05-03	LAK060	LAKESIDE GENERAL STORE	\$ 2,001.18
2019-05-16	LAN030	BC LAND TITLE & SURVEY AUTHORITY	\$ 1,000.00
2019-05-10	LIF025	LIFEWORCS CANADA LTD.	\$ 11,781.00
2019-05-10	LIM010	LIME CREEK LOGGING LTD.	\$ 425.72
2019-05-17	MAK025	MAKE IT FIT	\$ 215.25
2019-05-31	MAR035	MARKIN INVESTMENTS LTD.	\$ 14,765.35
2019-05-03	MCC120	MCCAFFREY, GREG	\$ 1,300.00
2019-05-03	MER080	MERCER	\$ 4,266.83
2019-05-31	MER120	MERIDIAN ONECAP CREDIT CORP	\$ 502.84

Regional District of Kootenay Boundary

Cheque Register-Summary for month of May 2019

Cheque Date	Supplier	Name	Amount
2019-05-10	MIC020	MICHELIN NORTH AMERICA (CANADA)	\$ 532.00
2019-05-10	MID020	MID-NYTES TOWING INC.	\$ 4,410.00
2019-05-03	MIL030	MILNE, JASON	\$ 225.00
2019-05-10	MIL030	MILNE, JASON	\$ 120.00
2019-05-24	MIL030	MILNE, JASON	\$ 138.90
2019-05-31	MIN020	MINISTER OF FINANCE	\$ 214.29
2019-05-10	MIN030	MINISTER OF FINANCE	\$ 5,625.00
2019-05-03	MIN040	MINISTER OF FINANCE	\$ 694.23
2019-05-24	MIN040	MINISTER OF FINANCE	\$ 276.87
2019-05-31	MIN040	MINISTER OF FINANCE	\$ 473.21
2019-05-24	MIN090	MINISTER OF FINANCE	\$ 210.00
2019-05-24	MIN090	MINISTER OF FINANCE	\$ 262.50
2019-05-24	MIN200	MINISTER OF FINANCE	\$ 2,159.73
2019-05-31	MOR025	MORASSUT, ANGELA ALICE	\$ 177.14
2019-05-03	MOR035	MORISSETTE, STEPHEN J.	\$ 659.00
2019-05-17	MOT025	MOTEL 99	\$ 2,520.00
2019-05-10	NAN010	CITY OF NANAIMO	\$ 1,569.75
2019-05-31	NAN010	CITY OF NANAIMO	\$ 2,052.75
2019-05-31	NEW070	SOLOMON FUSION ENTERPRISES CORP.	\$ 2,185.00
2019-05-10	NIC025	NICHOLSON MECHANICAL LTD	\$ 61.99
2019-05-24	NUF010	NUFLOORS	\$ 1,784.16
2019-05-24	OHA020	O'HARA, JANE	\$ 477.75
2019-05-17	PAC210	PACIFIC FIRST AID TRAINING & SUPPLIES	\$ 341.99
2019-05-03	PEN015	PENNEY, JENNIFER	\$ 70.00
2019-05-10	PET010	PETRO CANADA	\$ 7,878.62
2019-05-31	PHO001	PHOENIX FOUNDATION OF THE	\$ 1,000.00
2019-05-03	PRI010	PRINCESS AUTO	\$ 971.22
2019-05-17	PUR020	PUROLATOR INC.	\$ 195.62
2019-05-03	REC002	RECEIVER GENERAL	\$ 719.38
2019-05-17	REC002	RECEIVER GENERAL	\$ 719.38
2019-05-31	REC002	RECEIVER GENERAL	\$ 719.38
2019-05-03	REC010	RECEIVER GENERAL FOR CANADA	\$ 109,248.70
2019-05-17	REC010	RECEIVER GENERAL FOR CANADA	\$ 100,568.35
2019-05-31	REC010	RECEIVER GENERAL FOR CANADA	\$ 112,350.91
2019-05-03	REI003	REILLY, BRIANNA	\$ 115.00
2019-05-03	REM040	REMPEL, KAREN	\$ 52.86
2019-05-31	RID015	RIDGE, YOLANDA	\$ 35.57
2019-05-03	RIE025	RIEBERGER, LORI	\$ 30.00
2019-05-17	ROC190	ROCK CREEK COMMUNITY MEDICAL	\$ 80.00

Regional District of Kootenay Boundary

Cheque Register-Summary for month of May 2019

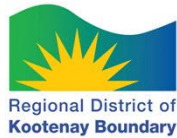
Cheque Date	Supplier	Name	Amount
2019-05-10	ROS026	ROSSLAND SUMMIT SCHOOL	\$ 500.00
2019-05-31	ROS110	ROSSLAND COUNCIL FOR ARTS &	\$ 600.00
2019-05-03	RUD015	RUDDICK, KEN	\$ 3,000.00
2019-05-03	SAN130	SANTORI, KEVIN	\$ 273.00
2019-05-10	SAV040	SAVE-ON-FOODS	\$ 64.29
2019-05-24	SAV040	SAVE-ON-FOODS	\$ 33.80
2019-05-31	SAV040	SAVE-ON-FOODS	\$ 22.57
2019-05-17	SCH045	SCHREINER, ROBB	\$ 259.63
2019-05-10	SEC030	SECURE BY DESIGN	\$ 44.80
2019-05-17	SEL010	SELECT OFFICE PRODUCTS	\$ 325.08
2019-05-24	SEL010	SELECT OFFICE PRODUCTS	\$ 386.97
2019-05-10	SEL160	SELKIRK SECURITY SERVICE LTD	\$ 35.70
2019-05-10	SHA030	SHAW CABLE	\$ 386.55
2019-05-24	SHA030	SHAW CABLE	\$ 358.11
2019-05-31	SHA030	SHAW CABLE	\$ 71.00
2019-05-03	SHA070	SHAW, GERRY	\$ 613.22
2019-05-03	SNU015	SNUGGS, DANIEL	\$ 103.44
2019-05-10	SOC020	SOCIETA M.S. CRISTOFORO COLOMBO	\$ 4,273.50
2019-05-03	SOL001	THE SOLID WASTE ASSOC. OF NORTH	\$ 296.59
2019-05-03	SPC010	SOCIETY FOR PREVENTION OF CRUELTY	\$ 7,437.00
2019-05-10	SQX010	SQX DANZA	\$ 1,564.50
2019-05-31	STA007	DESJARDINS CARD SERVICES	\$ 100.28
2019-05-10	STE120	STERLING, GREG	\$ 595.00
2019-05-31	STE130	STERICYCLE COMMUNICATION	\$ 888.82
2019-05-10	STO010	ST. ONGE, SHARON	\$ 1,099.34
2019-05-17	SUR040	SURRIDGE, CLINT	\$ 2,536.80
2019-05-03	TAY080	TAYLOR, CODY	\$ 300.52
2019-05-03	TEL001	TELUS COMMUNICATIONS (B.C.) INC.	\$ 7,190.54
2019-05-24	TEL001	TELUS COMMUNICATIONS (B.C.) INC.	\$ 497.59
2019-05-31	TEL001	TELUS COMMUNICATIONS (B.C.) INC.	\$ 9,260.32
2019-05-03	TEL002	TELUS MOBILITY	\$ 6,870.58
2019-05-24	TEL050	TELUS COMMUNICATIONS CO. C/O	\$ 1,162.63
2019-05-10	TET010	TETRA TECH CANADA INC.	\$ 15,678.26
2019-05-24	TET010	TETRA TECH CANADA INC.	\$ 7,954.59
2019-05-31	THE004	THE KOOTENAY ROCKIES DISC GOLF	\$ 20,000.00
2019-05-24	THE180	THE TRAIL CHAMPION	\$ 200.00
2019-05-17	THE420	THE BOARD ROOM CAFE	\$ 284.68
2019-05-31	TIL010	TILLER, MEGAN	\$ 111.96
2019-05-24	TIM050	TIMMS, CHRISTOPHER	\$ 79.75

Regional District of Kootenay Boundary

Cheque Register-Summary for month of May 2019

Cheque Date	Supplier	Name	Amount
2019-05-10	TOM025	TOMKO SPORTS SYSTEMS INC.	\$ 105.16
2019-05-24	TRA900	TRAIL BEER REFINERY	\$ 184.80
2019-05-24	UBC020	UBCM	\$ 119.68
2019-05-31	UNI010	UNITED RENTALS OF CANADA INC.	\$ 395.92
2019-05-10	UPS010	UPS CANADA	\$ 6.07
2019-05-10	URB030	URBAN SYSTEMS	\$ 5,230.76
2019-05-17	URB030	URBAN SYSTEMS	\$ 1,346.63
2019-05-03	VIS050	VISTA RADIO LTD.	\$ 426.88
2019-05-10	VIS050	VISTA RADIO LTD.	\$ 1,853.79
2019-05-10	VIV001	VIVID CONSULTING	\$ 7,074.86
2019-05-24	WAS010	WASTE MANAGEMENT	\$ 2,484.11
2019-05-03	WEB070	WEBB, STANLEY	\$ 60.00
2019-05-31	WES026	WEST KOOTENAY SMOKE "N" STEEL	\$ 2,343.79
2019-05-24	WES035	WESTERN FINANCIAL GROUP FRUITVALE	\$ 95.00
2019-05-24	WES100	WESCO DISTRIBUTION CANADA LP	\$ 441.56
2019-05-31	WIL015	WILEY, KELLY	\$ 446.67
2019-05-17	WMI001	WMI WATER MANAGEMENT	\$ 4,870.59
2019-05-10	WOO010	WOODY'S TIRE & AUTO LTD.	\$ 1,024.30
2019-05-31	WYN015	WYNA, DENA	\$ 223.33
2019-05-03	YEL010	YELLOWHEAD ROAD & BRIDGE	\$ 181.43
2019-05-31	YEL010	YELLOWHEAD ROAD & BRIDGE	\$ 456.14
2019-05-24	YOU080	YOUR DOLLAR STORE WITH MORE 180	\$ 67.64
2019-05-31	ZON040	ZONE 6 KOOTENAY BOUNDARY 55+	\$ 500.00
Total Accounts Paid			\$ 688,383.82

NB: No payments greater than \$100,000 related to Provincial Emergency Program (service 012).



**Utilities Committee
Minutes
Wednesday, April 10, 2019
RDKB Board Room, 843 Rossland Ave., Trail, BC**

Committee Members Present:

Director R. Cacchioni-Chair
Director L. Worley-Vice Chair
Director A. Grieve
Director G. McGregor
Director D. Langman
Director V. Gee
Director S. Morissette

Staff Present:

J. Dougall-General Manager of Environmental Services
G. Denkovski, Manager of Infrastructure and Sustainability
S. Surinak, Secretary/Clerk/Receptionist/Recording Secretary

Other Regional District of Kootenay Boundary Board Members Present:

Director R. Russell-RDKB Chair
Director B. Taylor

CALL TO ORDER

The Chair called the meeting to order at 3:39 pm.

ADOPTION OF AGENDA (ADDITIONS/DELETIONS)

The agenda for the April 10, 2019 Utilities Committee meeting was presented.

Moved: Director Grieve Seconded: Director Langman

That the agenda for the April 10, 2019 Utilities Committee meeting be adopted as presented.

Carried.

ADOPTION OF MINUTES

The minutes of the Utilities Committee meeting held on February 13, 2019 were presented.

Moved: Director McGregor Seconded: Director Worley

That the minutes of the Utilities Committee meeting held on February 13, 2019 be adopted as presented.

Carried.

GENERAL DELEGATIONS

There were no general delegations to this meeting.

UNFINISHED BUSINESS

G. Denkovski

Re: Grant Opportunity Tracking

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

Two (2) grants have been received for Bridesville.
The Organics Grant is currently open-closes in May.

G. Denkovski

Re: 1st Quarter Workplan updates

Verbal update from Goran Denkovski, Manager of Infrastructure and Sustainability on the Utilities Committee 2019 workplans and action items.

Goran Denkovski provided an update on the workplans that include capital projects.

NEW BUSINESS

Goran Denkovski

Re: Oasis Waterworks District Transition Study

A Staff Report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding an update on the WSP Water Transition Study for the Oasis Waterworks District Water System.

The Committee decided to receive the report today and meet at a later date to discuss it.

There are many Oasis Residents that have water fees in arrears. Director Worley requested a meeting with Staff to discuss this matter.

Moved: Director Worley Seconded: Director Langman

That the Staff Report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding a report from WSP on the Water Transition Study for the Oasis Waterworks District Water System be received.

Carried.

Goran Denkovski

Re: Anaconda Water System Transition Study and Governance

Discussion item about the governance of the water system between Anaconda and the City of Greenwood.

The Committee discussed the possibility of using Section 13 of the Community Charter, which would allow the City of Greenwood to operate the water system outside of its boundary. This would give the city powers under the BC Community Charter. This would also give the City of Greenwood and the RDKB time to find a viable long-term solution.

Moved: Director Gee Seconded: Director Worley

That the Utilities Committee direct Staff to investigate Section 13 of the Community Charter as a short term governance of the Water System between Anaconda and the City of Greenwood. **Further**, that Staff be directed to update the Anaconda Water Assessment study, check the water quality and produce an accounting of water fees paid by the residents of Anaconda.

G. Denkovski

Re: Flow Meter Report for Volume Data Collected for January and February 2019

Flow meter report summarizing volume data collected for the months of January and February 2019 is presented.

Moved: Director McGregor Seconded: Director Langman

That the Flow meter report summarizing volume data collected for the month January and February 2019, be received.

Carried.

G. Denkovski

Re: Christina Lake Solar Aquatic Center Fourth Quarter 2018 Sludge Operations Report

A staff report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding fourth quarter 2018 sludge operations for the Christina Lake Solar Aquatic Center, is presented.

Moved: Director McGregor Seconded: Director Langman

That the staff report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the fourth quarter 2018 sludge operations for the Christina Lake Solar Aquatic Center, be received.

Carried.

J. Paakkunainen

Re: Warfield, Columbia Gardens and Rivervale Water Monthly Report - December 2018 to February 2019

A staff report from Jeff Paakkunainen, Chief Utilities Operator, regarding the Water Monthly report for December 2018 to February 2019, is presented.

The report from The Village of Warfield was not received in time to be included in this report.

Moved: Director Langman Seconded: Director Worley

That the staff report from Jeff Paakkunainen, Chief Utility Operator, regarding the Water Monthly report for December 2018 to February 2019, be received.

Carried.

G. Denkovski

Re: Christina Lake Water November 2018 to February 2019 Monthly Report

A staff report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the Christina Lake Water November 2018 to February 2019 Monthly report, is presented.

Moved: Director McGregor Seconded: Director Grieve

That the staff report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the Christina Lake Water Utility November 2018 to February 2019 Monthly report, be received.

Carried.

Jeff Paakkunainen

Re: CPCC Sanitary Sewer Monthly Report December 2018 to February 2019

A staff report by Jeff Paakkunainen, Chief Utilities Operator, regarding the Sanitary Sewer Monthly report for December 2018 to February 2019, is presented.

Moved: Director Worley Seconded: Director Langman

That the staff report by Jeff Paakkunainen, Chief Utilities Operator, regarding the Sanitary Sewer Monthly report from December 2018 to February 2019, be received.

Carried.

Page 5 of 6

Utilities Committee Meeting

April 10, 2019

LATE (EMERGENT) ITEMS

There were no late (emergent) items for the Committee to discuss.

DISCUSSION OF ITEMS FOR FUTURE MEETINGS

The Committee agreed to discuss the Anaconda Water System issue at a later date.

QUESTION PERIOD FOR PUBLIC AND MEDIA

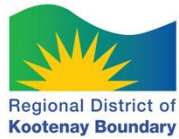
There were no questions from the public nor the media.

CLOSED (IN CAMERA) SESSION

A closed (in camera) session was not required.

ADJOURNMENT

There being no further business, the Chair adjourned the meeting at 4:10 pm.



Policy and Personnel Committee

May 8, 2019

RDKB Board Room, Trail, BC

Minutes

Committee Members Present:

Director G. McGregor, Chair
Director R. Dunsdon, Vice Chair
Director V. Gee
Director S. Morissette
Alternate Director Parkinson
Alternate Director Edwards

Staff Present:

M. Andison, Chief Administrative Officer
T. Lenardon, Manager of Corporate Administration/Recording Secretary
J. Chandler, GM-Operations/Deputy Chief Administrative Officer
D. Derby, Kootenay Boundary Regional Fire Chief
M. Stephens, Interim Manager of Emergency Programs

CALL TO ORDER

The Chair called the meeting to order at 2:00 p.m.

ADOPTION OF AGENDA (ADDITIONS/DELETIONS)

The agenda for the May 8, 2019 Policy and Personnel Committee meeting was presented.

Moved: Director Dunsdon Seconded: Director Morissette

That the agenda for the May 8, 2019 Policy and Personnel Committee meeting be adopted as presented.

Carried.

ADOPTION OF MINUTES

The minutes of the April 10, 2019 Policy and Personnel Committee meeting were presented.

Moved: Alternate Director Parkinson Seconded: Alternate Director Edwards

That the minutes of the April 10, 2019 Policy and Personnel Committee meeting be adopted as presented.

Carried.

GENERAL DELEGATIONS

There were no delegations in attendance.

UNFINISHED BUSINESS

M. Andison, Chief Administrative Officer Re: Corporate Sustainability Policy

The revised Corporate Sustainability Policy was presented for the Committee's final consideration on March 7, 2019. The Policy was circulated to the Board of Directors on April 8, 2019 and no further comments were received.

Moved: Director Dunsdon Seconded: Alternate Director Parkinson

That the Regional District of Kootenay Boundary Board of Directors adopt the revised Corporate Sustainability Policy as presented to, and approved by the Policy and Personnel Committee on May 8, 2019. **FURTHER** that the Policy be distributed accordingly.

Carried.

M. Andison, Chief Administrative Officer Re: Director Project Initiation Policy

The revised Director Project Initiation Policy was presented for the Committee's consideration on March 7, 2019 where the Committee requested additional minor changes. The revised Policy was circulated to the Board on April 8, 2019 and no further comments were received.

Director Gee inquired as to the process for adding projects to the Workplans once they have been approved and the process for ensuring that while being developed, the Workplans capture the Directors' goals for the year.

It was agreed to revise the Policy as follows:

- Add: *on the status of work plans* to the last paragraph on page 2, and
- Add language to clarify a process where Directors have an opportunity to include their goals for the year while the Workplans are being developed.

There was consensus to refer the Policy, with the Committee's revisions to the Board of Directors for adoption, and it was;

Moved: Director Dunsdon Seconded: Alternate Director Parkinson

That the Regional District of Kootenay Boundary Board of Directors adopt the Director Project Initiation Policy as amended and approved by the Policy and Personnel Committee on May 8, 2019. **FURTHER** that the Policy distributed accordingly.

Carried.

M. Stephens, Manager of Emergency Programs
Re: Emergency Alerting System Acceptable Use Policy

A Staff report from Mark Stephens, Interim Manager of Emergency Programs regarding the revised RDKB Emergency Alerting System Acceptable Use Policy was presented.

The Interim Manager of Emergency Programs reviewed the changes that were made to the Policy since the April 10th meeting.

After the Committee's further review, it was;

Moved: Alternate Director Edwards Seconded: Director Dunsdon

That the RDKB Emergency Alerting System Acceptable Use Policy be referred to the Board of Directors for comments pursuant to the Policy Development and Review Policy.

Carried.

NEW BUSINESS

T. Lenardon, Manager of Corporate Administration/Corporate Officer
Re: Draft Revised Procedure Bylaw

A staff report from Theresa Lenardon, Manager of Corporate Administration/Corporate Officer presenting a draft revised Procedure Bylaw for review and discussion.

The Manager of Corporate Administration explained the revisions that have been made to the current Procedure Bylaw. She noted that the changes made to date represent administrative "housekeeping" matters to ensure the bylaw is current and complies with the *Local Government Act* and *Community Charter*.

The Committee reviewed staff's revisions and provided feedback for future amendments as well as additional "housekeeping" changes.

The Manager of Corporate Administration explained she is looking for direction from the Committee and the Board of Directors as to other administrative and procedural amendments they wish to be included in the bylaw (e.g. inclusion of "Consent Agenda" etc.). The Committee generally agreed that once the Committee's changes from May 8th have been incorporated into the draft bylaw, that the bylaw should be referred to the overall Board of Directors for further input before it is presented back to the Policy and Personnel Committee a second time, and it was;

Moved: Director Morissette Seconded: Alternate Director Parkinson

That the draft revised RDKB Procedure Bylaw be referred back to staff for further revisions as directed by the Policy and Personnel Committee on May 8, 2019. **FURTHER** that once revised, and before it is referred back to the Committee for a second review, that the draft revised bylaw be presented to the RDKB Board of Directors for further input.

Carried.

M. Andison, Chief Administrative Officer
Re: Strategic Priorities Report

A staff report from Mark Andison, Chief Administrative Officer, presenting the Strategic Priorities Report prepared by Jerry Berry Consultants Inc. following the March 29-30 Board Strategic Planning Workshop.

M. Andison, Chief Administrative Officer reviewed the overall Strategic Priorities Report. He explained that the Committee and Board will need to prioritize which issues may be the most important to focus on. Further discussion regarding the approach the RDKB wishes to take to address the identified issues is required.

The policy was presented to the Committee for information. Further to feedback from the Committee and the Board of Directors, the policy will be formatted as a strategic plan which will be adopted by the Board of Directors.

Moved: Alternate Director Edwards Seconded: Alternate Director Parkinson

That the 2019 Strategic Priorities Report as prepared by Jerry Berry Consultants Inc. be referred back to staff to develop a draft Strategic Plan document based upon input received from the Policy and Personnel Committee on May 8, 2019

Carried.

LATE (EMERGENT) ITEMS

There were no late emergent items to discuss.

DISCUSSION OF ITEMS FOR FUTURE MEETINGS

Discussion regarding the RDKB acknowledging First Nations' traditional territory.

QUESTION PERIOD FOR PUBLIC AND MEDIA

A question period was not required.

CLOSED (IN CAMERA) SESSION

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

Moved: Director Dunsdon Seconded: Director Morissette

That the RDKB Policy and Personnel Committee proceed to a closed meeting pursuant to Section 90 (1) (c) of the *Community Charter* (time: 3:48 p.m.).

Carried.

The Policy and Personnel Committee reconvened to the open meeting at 3:56 p.m.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned (time: 3:59 p.m.).

TL



Beaver Valley Regional Parks and Regional Trails Committee

**Minutes
Tuesday, May 14, 2019
Montrose Village Office, Montrose, BC**

Committee members present:

Director A. Grieve, Chair
Director S. Morissette
Director M. Walsh

Staff and others present:

M. Daines, Manager of Facilities and Recreation
M. Forster, Executive Assistant/Recording Secretary
M. Maturo, Village of Fruitvale, CAO
J. Fowler, Age Friendly Coordinator

CALL TO ORDER

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

ACCEPTANCE OF THE AGENDA (additions/deletions)

The agenda for the May 14, 2019 Beaver Valley Regional Parks and Regional Trails Committee meeting was presented.

Moved: Director Morissette Seconded: Director Walsh

That the agenda for the May 14, 2019 Beaver Valley Regional Parks and Regional Trails Committee meeting be adopted as presented.

Carried

ADOPTION OF MINUTES

The minutes of the April 9, 2019, Beaver Valley Regional Parks and Regional Trails Committee meeting were presented.

Moved: Director Walsh Seconded: Director Morissette

That the minutes of the April 9, 2019 Beaver Valley Regional Parks and Regional Trails Committee meeting be adopted as presented.

Carried

DELEGATIONS

Jayne Fowler

Re: Update on Age Friendly Program

J. Fowler, Age Friendly Coordinator, attended the meeting and provided an update on current activities for the Committee members. An update will be provided on an annual basis.

S. Spooner, Kootenay Columbia Trails Society

Re: Operations Update

S. Spooner was unable to attend the Committee meeting. The presentation was deferred to a future meeting.

UNFINISHED BUSINESS

There was no unfinished business for discussion.

NEW BUSINESS

Discussion

Re: Survey on Recreation

M. Daines, Manager of Facilities and Recreation, discussed the progress being made on the recreation survey.

Moved: Director Walsh Seconded: Director Morissette

That the survey on recreation be adopted as per the discussion.

Carried.

Director Grieve

Re: Joint Christmas Party - Discussion

Following a discussion to explore the possibility of a joint Valley Christmas party, it was determined that Area A and Fruitvale would have a joint Christmas party. Montrose declined the invitation for a joint Christmas party.

There were no resolutions arising.

Discussion

Re: Future Trail Development

The Committee members concurred that further discussions on future trail development will take place once the recreation survey has been completed by residents. S. Spooner, KCTS, will be asked to bring trails plans of the valley when he attends a future meeting.

There were no resolutions arising.

Discussion

Re: Service Review

M. Daines, Manager of Facilities and Recreation, informed the Committee members that once the recreation survey is complete and data collection is gathered, the service review would begin in September 2019. This item will be added to the September 2019 meeting agenda.

There were no resolutions arising.

Age Friendly Program

Moved: Director Walsh Seconded: Director Morissette

That the Beaver Valley Regional Parks and Regional Trails Committee receive the Age Friendly Update from Jayme Fowler, as presented.

Carried

M. Daines, Manager of Facilities and Recreation
Re: Work Plan Committee Action Items Update

A staff report from Mark Daines, Manager of Facilities and Recreation, concerning an update on Committee Action Items as they pertain to the Beaver Valley Recreation, Beaver Valley Arena and Beaver Valley Parks and Trails services work plans was presented.

Moved: Director Walsh Seconded: Director Morissette

That the Beaver Valley Regional Parks and Regional Trails Committee receive and discuss the Committee Action Items contained in the 2019 Beaver Valley Recreation Work Plans. **FURTHER**, that the Beaver Valley Regional Parks and Regional Trails Committee approve the Committee Action Items to date.

Carried

LATE (EMERGENT) ITEMS

The Committee will plan to have a summer Beaver Valley Regional Parks and Regional Trails Committee meeting in Beaver Valley Family Park and will coincide with the harbour official opening.

There were no resolutions arising.

DISCUSSION OF ITEMS FOR FUTURE MEETINGS

Service review

QUESTION PERIOD FOR PUBLIC AND MEDIA

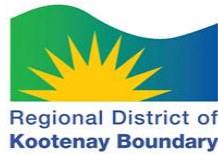
A question period for public and media was not required.

CLOSED (IN CAMERA) SESSION

A closed (in camera) session was not required.

ADJOURNMENT

The meeting was adjourned at 5:17 pm.



Electoral Area Services Committee Minutes

Thursday, May 16, 2019, 4:30 p.m.
RDKB Board Room, 843 Rossland Ave., Trail, BC

Directors Present:

Director Linda Worley
Director Ali Grieve
Director Roly Russell
Director Vicki Gee
Alternate Director Donna Wilchynski

Staff Present:

Janine Dougall, General Manager of Environmental Services
Donna Dean, Manager of Planning and Development
Maria Ciardullo, Recording Secretary

CALL TO ORDER

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

ACCEPTANCE OF AGENDA (ADDITIONS/DELETIONS)

May 16, 2019

There were questions regarding which workplans go on this agenda vs. the Boundary Community Development Committee agenda.

Moved: Director Grieve

Seconded: Director Wilchynski

That the Electoral Area Services Committee meeting agenda be adopted as presented.

Carried.

MINUTES

April 11, 2019

Moved: Director Gee

Seconded: Director Wilchynski

That the Electoral Area Services Committee meeting minutes from April 11, 2019 be adopted as presented.

Carried.

DELEGATIONS

Dave Hubbs

RE: Bylaw Enforcement

Chair Worley welcomed Mr. Hubbs to the meeting. He discussed his concerns regarding derelict vehicles and unsightly premises in Electoral Area 'C'/Christina Lake. He brought up the issue of no bylaw enforcement in the area and expressed concern that more than 1 recreational vehicle (R.V.) is being placed on a residential lot which he feels is negatively impacting property values in the area. He suggested that R.V. storage be looked into as a possible solution.

Donna Dean, Manager of Planning and Development, explained to Mr. Hubbs that a Bylaw Enforcement Coordinator position is being created with a potential start date in the summer 2019. She assured him that current zoning bylaws will be enforced and when a bylaw adjudication process is in place, the RDKB will have ticketing authority.

Chair Worley thanked Mr. Hubbs for his attendance.

UNFINISHED BUSINESS

Update to 2019 Work Plan for Planning and Development 005

A Staff Report from Donna Dean, Manager of Planning and Development which provides an update on the Planning and Development Work Plan 005

Moved: Director Russell

Seconded: Director Grieve

That the staff report regarding the progress to date on the 2019 Planning and Development Department's Annual Work Plan be received.

Carried.

Update to 2019 Work Plans for Services 081 and 091

A Staff Report from Janine Dougall, General Manager of Environmental Services which provides an update on the implementation of projects included in the 2019 Work Plans for the 081 and 091 Services.

Moved: Director Grieve

Seconded: Director Gee

That the Electoral Area Services Committee receive the report from Janine Dougall, General Manager of Environmental Services titled "2019 Work Plans for Services 081 and 091 – May Update" and dated May 16, 2019.

Carried.

Janine Dougall left the meeting following this presentation

Update to 2019 Work Plan for Christina Lake Parks & Recreation 023

A Staff Report from Tom Sprado, Manager of Facilities and Recreation – Grand Forks and District Recreation Department, which provides an update on the work plan for Christina Lake Parks & Recreation 023.

Moved: Director Wilchynski

Seconded: Director Russell

That the Electoral Area Services Committee receive the Christina Lake Parks & Recreation Commision – Program Service 2019/2020 Work Plan.

Carried.

Update to 2019 Work Plan for Electoral Area Administration Service

A staff report from Mark Andison, Chief Administrative Officer, providing an update on the status of projects and action items identified in the 2019 Electoral Area Administration Service Work Plan.

Topics of discussion included the recruitment of a bylaw enforcement coordinator and municipal ticketing system.

Moved: Director Grieve

Seconded: Director Russell

That the staff report from Mark Andison, Chief Administrative Officer providing an update on the projects and action items identified in the 2019 Electoral Area Administration Service Work Plan be received.

Carried.

NEW BUSINESS

Ian & Susan Wallis

RE: Development Variance Permit

7265 Ranken Road, Electoral Area 'D'/Rural Grand Forks

RDKB File: D-700-03668.030

Moved: Director Russell

Seconded: Director Grieve

That the Development Variance Permit application submitted by Ian and Susan Wallis, to allow for a reduced front parcel line setback from 7.5 m to 6.5 m – a 1.0 m variance to construct a garage on the property legally described as Lot 1, Block 10, Plan EPP86067, DL 700, SDYD, Electoral Area 'D'/Rural Grand Forks, be presented to the Regional District of Kootenay Boundary Board of Directors for consideration, with a recommendation of support.

Carried.

Casey & Lori Hudson

RE: Development Permit

2122 West Lake Drive, Electoral Area 'C'/Christina Lake

RDKB File: C-3989s-09104.110

There was discussion regarding the distance between the well and sewer system. The committee deferred the application back to the Advisory Planning Commission for further review.

Moved: Director Wilchynski

Seconded: Director Russell

That the staff report regarding the Development Permit application submitted by Kyle Phillips on behalf of Casey and Lori Hudson to construct a single-family dwelling in the Environmentally Sensitive Waterfront Development Permit area on the parcel legally described as Block B, DL 3989s, SDYD, Electoral Area 'C'/ Christina Lake, be deferred back to the Electoral Area 'C'/Christina Lake Advisory Planning Commission for further discussion.

Carried.

Donna DeCicco & Monica Jaehrlich

RE: MOTI Subdivision

1325 and 1338 Thompson Road, Electoral Area 'C'/Christina Lake

RDKB File: C-316-02534.010

Moved: Director Wilchynski

Seconded: Director Gee

That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed subdivision, for the parcel legally described as that portion of DL316 which lies west of the westerly boundary of Plan H746, except plan KAP72166, SDYD, Electoral Area 'C'/Christina Lake, be received.

Carried.

Tom & Maureen Feeney

RE: MOTI Subdivision

4095 Feeney Road E, Electoral Area 'B'/Lower Columbia-Old Glory

RDKB File: B-Twp28-10995.000

Moved: Director Grieve

Seconded: Director Gee

That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed subdivision, for the parcel legally described as NEPX60, Sublot 29, Township 28, KD, Electoral Area 'B'/Lower Columbia-Old Glory, be received.

Carried.

Electoral Area 'D'/Rural Grand Forks Zoning Bylaw

Moved: Director Russell

Seconded: Director Gee

That the Electoral Area 'D'/Rural Grand Forks OCP amendment Bylaw No. 1674, and that the new Electoral Area 'D'/Rural Grand Forks Zoning Bylaw No. 1675 be supported, and further that staff be directed to present the bylaws to the Regional District of Kootenay Boundary Board of Directors for first and second readings; and to schedule and hold a public hearing on proposed amendment Bylaw No. 1674 and Zoning Bylaw No. 1675.

Carried.

Cannabis Public Meetings at Big White

There was discussion about providing clarity regarding a meeting vs. a public hearing; soliciting and receiving input from the general public.

Requests for Official Community Plan work from municipalities

There was discussion about the potential benefits of adding another project planner to the Planning & Development Department in order to provide additional services to member municipalities.

Grant in Aid Report

Moved: Director Gee

Seconded: Director Russell

That the Grant in Aid report be received.

Carried.

Gas Tax Report

Moved: Director Grieve

Seconded: Director Russell

That the gas tax report be received.

Carried.

LATE (EMERGENT) ITEMS

There were no late/emergent items.

DISCUSSION OF ITEMS FOR FUTURE AGENDAS

Barriers to Cannabis Production and Sales (Director Grieve)

CLOSED (IN CAMERA) SESSION

A closed (in camera) session was not required.

ADJOURNMENT

Page 6 of 7
Electoral Area Services
May 16, 2019

There being no further business to discuss, Chair Worley adjourned the meeting at 5:40 p.m.



East End Services Committee

Minutes Tuesday, May 21, 2019 RDKB 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 (by telephone)

Staff and others present:

M. Andison, Chief Administrative Officer
M. Forster, Executive Assistant
J. Chandler, General Manager of Operations/Deputy CAO
D. Derby, Regional Fire Chief
T. Lenardon, Manager of Corporate Administration
F. Maika, Corporate Communications Officer
Alternate Director D. Berriault
Alternate Director K. Moore
J. Urquhart
L. DePellegrin, President – IAFF Local 941
G. Ferraby, Vice President – IAFF Local 941
C. Mossey, Manager Government Relations, BC Transit

Call to Order

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

Acceptance of the Agenda (additions/deletions)

The agenda for the May 21, 2019 East End Services Committee meeting was presented.

The agenda was amended by a change in order of the agenda items.

Moved: Director Cacchioni Seconded: Director Worley

That the agenda for the May 21, 2019 East End Services Committee meeting be adopted as amended.

Carried

Minutes

The minutes of the April 16, 2019 East End Services Committee meeting were presented.

Moved: Director Cacchioni Seconded: Director Morel

That the minutes of the April 16, 2019 East End Services Committee meeting be adopted as presented.

Carried

Delegations

John Urquhart

Re: Re-establishment of the Pend d'Oreille Graveyard

J. Urquhart attended the meeting to request that the Committee considered the re-establishment of the Pend d'Oreille graveyard. Chair Grieve asked the Committee members to take the request back to their respective councils to see if there is any community interest.

Moved: Director Cacchioni Seconded: Alternate Director Parkinson

That the East End Services Committee directs staff to investigate what steps and processes are to be taken to add the re-establishment of the Pend d'Oreille Cemetery into the existing cemetery service. **FURTHER**, that staff will prepare a report and present to the Committee at a future meeting.

Carried

Director Morel requested an evaluation of current cemetery capacity in the area.

Mr. Urquhart left the meeting at 3:50 pm.

L. DePellegrin, President - Trail Firefighters IAFF Local 941
G. Ferraby, Vice President - Trail Firefighters IAFF Local 941
Re: Fire Service

L. DePellegrin and G. Ferraby, IAFF Local 941, attended the meeting and provided the Committee members with a presentation of the fire service.

They left the meeting at 4:30 pm.

Unfinished Business

KBRFR - Long Term Strategic Planning RFP Review **Re: Continuation of Discussion**

J. Chandler, General Manager of Operations/Deputy CAO, reviewed his staff report and the need to develop a long-term strategic plan for the KBRFR and to review the scope of work, schedule and structure for the issuance of an RFP and the subsequent steps in consideration to undertake a master plan.

Discussion ensued on public consultation and its timing. It was suggested to hold a workshop to flesh out ideas in advance of the consultation process.

D. Derby, Regional Fire Chief, will provide the Committee members with all historical reports and studies completed on the fire service.

Moved: Director Morel Seconded: Director Morissette

That the East End Services Committee consider scheduling the public consultation process after the review of the fire service has been completed.

Director Morel later rescinded his motion.

Moved: Director Cacchioni Seconded: Director Walsh

That the East End Services Committee provide direction to staff, for the scope of work and schedule related to public engagement plans as presented in this report. **FURTHER**, that the report and the RFP, be received for information.

Carried

New Business

The Committee recessed at 4:40 pm and returned to the meeting at 4:50 pm.

J. Chandler, General Manager of Operations/Deputy CAO

Re: BC Transit MOU

Chelsea Mossey - Manager Government Relations

Re: Presentation - Transit Services

C. Mossey, Manager Government Relations, BC Transit, attended the meeting and provided the Committee members with a presentation on the West Kootenay Transit System. She provided an overview on BC Transit, shared services model, transit services and annual partner communications. She also provided information on system information and performance and looking ahead at the transit improvement process.

There were no resolutions arising.

D. Derby, Regional Fire Chief

Re: BCEHS Clinical Response Model

A staff report from Dan Derby, Regional Fire Chief regarding the implementation of the new Critical Response Model for dispatching ambulances and first responders to patients was presented.

Moved: Director Morel Seconded: Director Worley

That the staff report from Dan Derby, Regional Fire Chief regarding the implementation of the new Critical Response Model for dispatching ambulances and first responders to patients be received for information purposes only.

Carried

D. Derby, Regional Fire Chief

Re: Kootenay Boundary Regional Fire Rescue Work Plan Update

An update on the Kootenay Boundary Regional Fire Rescue 2019 Work Plan was presented.

Moved: Director Morel Seconded: Director Walsh

That the update on the Kootenay Boundary Regional Fire Rescue 2019 050 Work Plan be received as presented.

Carried

M. Daines, Manager of Facilities and Recreation
Re: Project Status Report - Work Plan 018 - Culture Arts & Recreation for the Lower Columbia

Moved: Director Cacchioni Seconded: Director Morissette

That the East End Services Committee receive the staff report from M. Daines, Manager of Facilities and Recreation, as presented.

Carried

Late (Emergent) Items

There were no late (emergent) items.

Discussion of items for future agendas

Fire service discussion.

Question Period for Public and Media

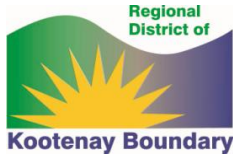
A question period for public and media was not required.

Closed (In camera) Session

A closed (in camera) session was not required.

Adjournment

The meeting was adjourned at 5:53 pm.



**Grand Forks & District Recreation Commission
Regular Meeting
Thursday, May 9, 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 May 9, 2019 Grand Forks and District Recreation Commission meeting is presented.

Recommendation: that the agenda for the May 9, 2019 Grand Forks and District Recreation Commission meeting be adopted as presented.

3. ADOPTION OF MINUTES-Pgs 1-4

- The minutes of the Grand Forks and District Recreation Commission meeting held on April 11, 2019 are presented.

Recommendation: that the minutes for the Grand Forks and District Recreation Commission meeting held on April 11, 2019 be adopted as presented.

4. DELEGATION:

5. CORRESPONDENCE:N/A

6. OLD BUSINESS

- Aquatic Centre
 - Aquatic Centre 2019 Pool Deck

7. NEW BUSINESS

- **Grant Opportunities**- Chris Moslin
- **Ice and Snow removal** for upcoming winter season-Nigel James

8. INFORMATIONAL ITEMS

A. Financial Plan

- 2019 –Jan-March RDKB Financial Income Statement-**Pgs 5-7**
- YTD-2019 Revenue Report-GFREC- **Pg 8**
- YTD-2019 Arena Attendance/ Revenue Report-N/A
- YTD/ 2019 -Aquatic Attendance/Revenue Report-**Pg 9**
- YTD- 2019-Comparison Program Statistics Report –Aquatics-**Pg 10**

- YTD-2019-Jack Goddard Memorial Arena Usage Stats-N/A

B. Supervisor Reports

- Aquatic Maintenance Coordinator-**Pgs 11-12**
- Aquatic Program Coordinator –**Pgs 13-14**
- Arena Maintenance Chief Engineer-**Pgs 15-16**
- Recreation Program Services Supervisor
 - Summer Program Update-**Pgs 17-19**
 - May Flyer – **Pgs 20-23**
- **Project Status Report- Staff Report –Pg 24**
- Budget Review- Please bring your budget packages

9. LATE EMERGENT ITEMS

10.ROUND TABLE

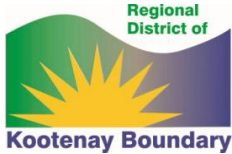
- School District # 51
- Library and Arts Societies (Culture) - None
- Recreation and Culture Committee of City Council
- Community Members at Large

11.DISCUSSION OF ITEMS FOR FUTURE MEETINGS

12.QUESTION PERIOD FOR PUBLIC MEDIA

13.CLOSED (IN CAMERA) SESSION

14. ADJOURNMENT



Grand Forks & District Recreation Commission
Regular Meeting
Thursday, May 9, 2019
David Borchelt Meeting Room
8:45 AM
Minutes

Minutes of the Regular Meeting of the Grand Forks and District Recreation Commission held May 9, 2019 in the Jack Goddard Memorial Arena

Present

Bob MacLean
 Brian Noble
 Chris Moslin
 Jaime Massey
 Nigel James
 Roly Russell
 Susan Routley
 Terry Doody

Absent

Eric Gillette

Staff

Tom Sprado/Lilly Bryant

1. CALL TO ORDER: 8:47am

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

- The agenda for the May 9, 2019 Grand Forks and District Recreation Commission meeting is presented.

Recommendation: that the agenda for the May 9, 2019 Grand Forks and District Recreation Commission meeting be adopted as Amended.

Additions: #5. Correspondence

Dr. D.A. Perley Elementary School- Outstanding School Swim Program.

#6. Old Business

Flippin Fun Gymnastics

#8. Informational items

YTD-2019- Comparison Program Stat Report-

Moved: Terry Doody

Seconded: Nigel James

Carried

3. ADOPTION OF MINUTES-

- The minutes of the Grand Forks and District Recreation Commission meeting held on April 11, 2019 are presented.

Recommendation: that the minutes for the Grand Forks and District Recreation Commission meeting held on April 11, 2019 be adopted as emended

Correct spelling for Pines Bible Camp.

16-19 Moved: Jaime Massey

Seconded: Terry Doody

Carried

4. DELEGATION:N/A

5. CORRESPONDENCE:

• Dr. D. A. Perley Elementary- Outstanding Water Safety School program.

- Staff recognition for a great program and the teachers are very impressed with the new format

6. OLD BUSINESS:

• Aquatic Centre

• Aquatic Centre 2019 Pool Deck

Project for tile installation has been awarded - waiting on work permit to be approved by Interior Health's Engineer before finalizing removal of epoxy product on deck.

• Flippin Fun Gymnastics

- Bob Maclean would like the Recreation Commission members to stop by and check out the temporary location for the Gymnastic program at the Curling Rink.
- To recognize the work that has gone into the success of the Gymnastics program

7. NEW BUSINESS

• Grant Opportunities- Chris Moslin

- Enquiring about the successful grants Grand Forks Recreation has applied for
- What the grant funding was applied to
- What grants would be available in the future

• Ice and Snow removal for upcoming winter season-Nigel James

- Possible signage between the parking lot area indicating – Cautious Icy Conditions and post speed limit signs of maximum 15kms per hour.

8. INFORMATIONAL ITEMS**A. Financial Plan**

- 2019 –Jan-March RDKB Financial Income Statement- Received for Information
- YTD-2019 Revenue Report-GFREC- Received for Information
- YTD-2019 Arena Attendance/ Revenue Report-Received for Information
- YTD/ 2019 -Aquatic Attendance/Revenue Report-Received for Information
- YTD- 2019-Comparison Program Statistics Report –Aquatics- Received for Information
- YTD-2019-Jack Goddard Memorial Arena Usage Stats-Received for Information

B. Supervisor Reports

- Aquatic Maintenance Coordinator-
 - Staff indicated the Pool toys have been ordered
- Aquatic Program Coordinator –
 - Very Impressed with Report
 - Would like to see a *Did You Know * in the GAZETTE to notify the public about the Aquatic Staff Training
- Arena Maintenance Chief Engineer-
 - Liked the point form version
- Recreation Program Services Supervisor
 - Summer Program Update-
 - May Flyer –
- **Project Status Report- Staff Report**
- Budget Review- Please bring your budget packages
 - No comments to report about the budget at this time

9. LATE EMERGENT ITEMS**10.ROUND TABLE**

- **School District # 51**
 - Site construction at Perley School
 - **Library and Arts Societies (Culture) – None**
- **Recreation and Culture Committee of City Council**
 - Brian Noble as a Grand Forks resident may attend a Council meeting to discuss the future recreation plans within the City of Grand Forks.
- **Community Members at Large-N/A**

11.DISCUSSION OF ITEMS FOR FUTURE MEETINGS**12.QUESTION PERIOD FOR PUBLIC MEDIA****13.CLOSED (IN CAMERA) SESSION**

14.ADJOURNMENT


That the meeting be adjourned at 11:30am

17-19- Moved: Bob Maclean

Carried

Lilly Bryant, Recording Secretary

Brian Noble, Chairperson

	<p style="text-align: center;">ELECTORAL AREA 'B'/LOWER COLUMBIA-OLD GLORY</p> <p style="text-align: center;">ADVISORY PLANNING COMMISSION</p> <p style="text-align: center;">MINUTES</p>
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Monday, June 3, 2019 at the RDKB Office, Trail, BC, commencing at 7:00 p.m.

PRESENT: Grant Saprunoff, Fern Acton, Henk Ravestein, Graham Jones, Darlene Espenhain

ABSENT: Mary MacInnis

RDKB DIRECTOR: Bill Edwards, Alternate.

RDKB STAFF:

GUESTS:

1. CALL TO ORDER

The meeting was called to order at 7:01 p.m.

2. ADOPTION OF AGENDA (Additions/Deletions)

It was moved by Henk and seconded by Graham that the June 3, 2019 Electoral Area B/Lower Columbia –Old Glory APC agenda be adopted.

3. ADOPTION OF MINUTES

It was noted that the Electoral Area B/Lower Columbia-Old Glory APC minutes from May 6, 2019 be amended to include Matt Elliott as a guest/delegation attending with David & Margit Hinchcliffe.

4. DELEGATIONS

5. UPDATES TO APPLICATIONS AND REFERRALS

6. NEW BUSINESS

- A. **Crawford Truck & Equipment Repair**
1010 Commercial Way, Genelle
RE: Development Permit Amendment
RDKB File: B-2404-06180.330

Discussion/Observations:

- Fully supported by APC.
- Makes sense to have more of the equipment under cover.
- Encouraged with the note that front area of shop will be paved to mitigate dust.

Recommendation:

It was moved, seconded and resolved that the APC recommends to the Regional District that the application be supported.

B. Kimberley Drake
RE: MOTI Subdivision
85 Gobat Road S
RDKB File: B-Twp 9A-10882.100

Discussion/Observations:

- Fully supported by APC.
- Meets all requirements for size etc.
- Straight forward application.

Recommendation:

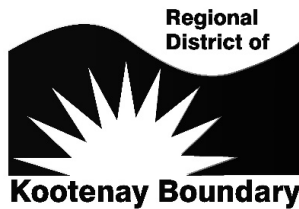
It was moved, seconded and resolved that the APC recommends to the Regional District that the application be supported.

7. FOR INFORMATION

8. FOR DISCUSSION

9. ADJOURNMENT

It was moved by Graham and seconded by Henk that the meeting be adjourned at 7:18 pm.



ELECTORAL AREA 'E'/WEST BOUNDARY
ADVISORY PLANNING COMMISSION
MINUTES

Monday, June 3, 2019 at the Rock Creek Medical Centre, 100 Cut Off Rd, commencing at 6:00 p.m.

PRESENT: Fred Marshall, Randy Trerise, Frank Van Oyen, Lynne Storm, Michael Fenwick-Wilson

ABSENT with notification: Florence Hewer, Grant Harfman

Absent without notification: Jamie Haynes

RDKB DIRECTOR: Vicki Gee

RDKB STAFF: None

GUEST: none

1. **CALL TO ORDER** The meeting was called to order at 6 PM.
2. **ADOPTION OF AGENDA**
Recommendation: That the June 3, 2019 Electoral Area 'E'/West Boundary Planning Commission Agenda be adopted as presented. Moved by Frank and seconded by Lynne. Motion approved.
3. **ADOPTION OF MINUTES**
Recommendation: That the April 1, 2019 Electoral Area 'E'/West Boundary Planning Commission Minutes be adopted as presented. Moved by Michael and seconded by Lynne. Motion passed.
4. **DELEGATIONS** - none
5. **UPDATES TO APPLICATIONS AND REFERRALS** - none
6. **NEW BUSINESS**
Ximen Mining Corp
RE: FrontCounter BC Notice of Work
RDKB File: C-10

Discussion/Observations: The proposal was discussed in detail page by page.

Recommendation:

It was moved by Lynne, seconded by Michael and resolved that the APC recommend to the Regional District that the application be:

Supported with the conditions listed below:

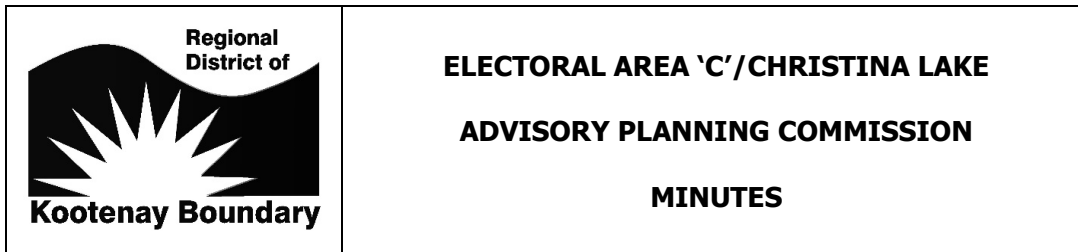
- i. We recommend that the proponent put up a bond to cover the existing and future costs to rehabilitate the disturbed areas.
- ii. The proponent is asking for a 5-year permit but is not showing the drill and trench sites for the full 5 years. We recommend that the proponent come back to the RDKB and APC every year and provide us with their detailed plans annually at least 60 days before commencement of operations.
- iii. The proponent has made no efforts to do consultation or information sharing with First Nations. We recommend that the proponent appropriately consult with First Nations. Since the area is so close to Jewel Lake there is a higher probability of the area having First Nations value. Consultation is something that the committee feels should be done out of respect for First Nations.
- iv. We do not accept the proposal for seeding with approved range mix – we recommend that it must be approved Canada #1 seed mix and we recommend that the proponent consult with the Boundary Invasive Species Society for recommended seed mixes. The proposal talks about using an approved range mix and local grasses – these statements are contradictory.
- v. The proposal says that any timber disturbed will be bucked to 1-meter lengths and laid flat. We have a serious fir bark beetle problem in the Boundary area. Leaving the cut timber on site will provide excellent habitat for fir bark beetles and could lead to a serious impact on local timber supplies. We recommend that all timber that is disturbed and is over 15 cm in diameter needs to be either piled and burned in the current fall or hauled off site this fall to a mill for processing.
- vi. The proposal indicates that the sites will be rehabilitated within 4 months of work completion. Currently there are about 2 years' worth of drill sites and trenches that have not been rehabilitated. We recommend that the proponent rehabilitate previous and existing drill and trench sites before starting on new drill and trench sites. We recommend that the 4-month rehabilitation commitment apply to all new drill and trench sites. The statement made in the second to last paragraph on page 14 of 14 (When trenches and are deemed unnecessary for the future, they will be refilled or resloped) should not apply.
- vii. Only one water source is shown on the map but page 13 says the proponent will take water from the nearest accessible runoff source. We recommend that all water sources be shown on the maps and any diversions or catchment areas be approved by Ministry of Environment prior to construction or installation. Residents have found that the proponent has used a small creek by blocking a culvert to create a pond. The culvert was left plugged over winter and a local resident found

- the culvert blocked and water backing up in the spring. The resident unplugged the culvert to prevent the water from flowing over and washing out the road. This prevented a potentially serious land slide and sedimentation of Jewel Creek.
- viii. The proposal refers to a polymer being added to the water. What is the make-up of this polymer? What are the potential impacts of the polymer on the ground water, local streams and lakes? We recommend that the answer to these questions be provided to the residents of Jewel Lake as soon as possible.
 - ix. We recommend that all sumps be large enough to handle whatever water is discharged from the drilling operations.
 - x. We are concerned about potential impacts on local water users who have licence to use water from streams that are down slope from the drill and trench sites in this proposal. We recommend that the proponent contact all local water users and create a plan to protect the water from their water licenses.
 - xi. We recommend that heli pads, air strips and boat ramps be removed from the list of activities to be undertaken on page 2 of 11 ("Access roads, trails, heli pads, air strips and boat ramps").
 - xii. Considerable recreation use is made in the entire area under the mining leases in the summer by bikers, hikers and recreation vehicles. There is no mention of public safety in the proposal. We recommend that safety measures be developed and instituted by the proponent including stop signs at road junctions, and that the proponent contact the Jewel Lake Resort, WorksafeBC and the Ministry of Highways and develop a safety plan for the area. Consideration should be given to extending the 50 kmh speed zone a further kilometer south from the Jewel Lake Eholt junction.
 - xiii. No mention is made of fire protection or the requirement to have fire tools and manage the risk of wildfire that is present in the hot dry summers we experience in this area. We recommend that the proponent make a commitment to have the required fire tools, abide by all provincial fire regulations and shut down operations when the fire danger is rated as high and/or extreme as determined by the Ministry of Forests.

7. FOR INFORMATION - none

8. FOR DISCUSSION - none

9. **ADJOURNMENT** – Motion to adjourn made by Lynne at 7:30 PM.



Tuesday, June 4, 2019 at the Christina Lake Fire Hall, commencing at 7:00 p.m.

PRESENT: Peter Darbyshire, Phil Mody, Terry Mooney, Dave Bartlett, Jason Patrick Taylor, Annie Rioux, Jessica Coleman, Butch Bisaro, David Durand, Jennifer Horahan

ABSENT: Jeff Olsen, Ken Stewart

RDKB DIRECTOR: Grace McGregor

RDKB STAFF:

GUESTS: William Henne, Doug Edlund, Shane John

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m.

2. ADOPTION OF AGENDA (Additions/Deletions)

Recommendation: That the June 4, 2019 Electoral Area 'C'/Christina Lake Advisory Planning Commission Agenda be adopted as presented. Annie/Phil

3. ADOPTION OF MINUTES

Recommendation: That the May 7, 2019 Electoral Area 'C'/Christina Lake Advisory Planning Commission Meeting Minutes be adopted as presented. Pete/Butch

4. DELEGATIONS

Mr. Doug Edlund

RE: Development Variance Permit

RDKB File: C-268-02384.440

5. OLD BUSINESS & UPDATES TO APPLICATIONS AND REFERRALS

A. Casey and Lori Hudson

RE: Development Permit

2122 West Lake Drive

RDKB File: C-3989s-09104.110

Discussion/Observations:

The plans provided are a vast improvement. Thank you very much from the entire committee.

Approved unanimously.

Recommendation:

It was moved, seconded and resolved that the APC recommend to the Regional District that the staff recommendations be supported.

6. NEW BUSINESS

A. Ed Vergeer

RE: Development Variance Permit

RDKB File: C-4037s-07285.060

Discussion/Observations:

Unanimously supported. Motion by Phil/Dave.

Recommendation:

It was moved, seconded and resolved that the APC recommend to the Regional District that the staff recommendations be supported.

B. Douglas & Norine Edlund
RE: Development Variance Permit
RDKB File: C-268-02384.440

Discussion/Observations:

No comments from the Committee.

Recommendation:

It was moved, seconded and resolved that the APC recommend to the Regional District that the staff recommendations be supported.

C. Joan Bartlett
RE: MOTI Subdivision
RDKB File: C-750-04045.000

Discussion/Observations:

No comments from the committee.

Recommendation:

It was moved, seconded and resolved that the APC recommend to the Regional District that the staff recommendations be supported.

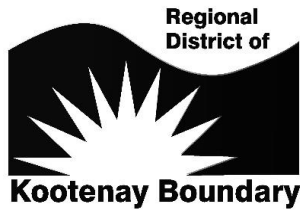
7. FOR INFORMATION

Activities on the former Time & Place site: Open grill and tiki bar. Representatives had no contact with the Regional District. Grace and Donna learned some limited information from the representative at today's Gateway Meeting. Grace will discuss with Donna Dean.

8. DISCUSSION

9. ADJOURNMENT

It was moved and seconded that the meeting be adjourned at 7:32 p.m.



ELECTORAL AREA 'E' (BIG WHITE)
ADVISORY PLANNING COMMISSION
MINUTES

Tuesday, June 4, 2019 at Big White Fire Hall - Big White Ski Resort, commencing at 4:00 p.m.

Minutes taken by: Paul Sulyma

PRESENT: Gerry Molyneaux, Deb Hopkinson, Rachelle Marcinkoski, Cat Schierer, and Paul Sulyma
ABSENT: John Lebrun
RDKB DIRECTOR: Vicki Gee via Telephone
RDKB STAFF:
GUESTS: Jeremy Hopkinson

1. CALL TO ORDER

The meeting was called to order at 4:03 p.m.

2. ADOPTION OF AGENDA (Additions/Deletions)

Recommendation: That the June 3, 2019 Electoral Area 'E' (Big White) Advisory Planning Commission Agenda be adopted.

3. ADOPTION OF MINUTES

Recommendation: That the April 2, 2019 Electoral Area 'E' (Big White) Advisory Planning Commission Minutes be adopted.

4. DELEGATIONS

N/A

5. UPDATED APPLICATIONS AND REFERRALS

Big White Application See "E"

Electoral Area 'E'/BIG WHITE APC Minutes
 June 3, 2019
 Page 1 of 7

6. NEW BUSINESS

A. Lake Front Enterprises Inc.

RE: Development Permit

450 Feathertop Way

RDKB File: BW-4222-07500.860

Discussion/Observations:

- Encroaching on the ski-easement – Too close – Minimum setback requirements, must be maintained.
Need to be aware ski easement is also above their property and they must maintain the grade that exists. The ski easement is a Statutory Right of Way which protects it from the ground to the sky, as snow cats have to travel on this easement nothing should overhang it, (rooves or decks), and nothing should block their passing, (rock walls or structures).

Recommendation:

It was moved, seconded and resolved that the APC recommends to the Regional District that the Application be: *(select one of the following options)*

1. Supported with conditions
 - Make sure easement is addressed and maintained

B. Andrea Horan
RE: Development Permit
590 Feathertop Way
RDKB File: BW-4222-07500.925

Discussion/Observations:

Landscaping acceptable.

However, it should be noted that the property is steep and not a moderate slope as stated by the applicant.

Recommendation:

It was moved, seconded and resolved that the APC recommends to the Regional District that the Application be:

1. Supported

C. North Grove Homes Inc.
RE: Development Permit
420 Feathertop Way
RDKB File: BW-4222-07500.845

Discussion/Observations:

Rock Riverbed isn't the best idea for machine/snow removal nor should it be in the snow storage area once buried by snow it would be in danger of being damaged by snow removal equipment.

Roof over strata road could be an issue.

Recommendation:

It was moved, seconded and resolved that the APC recommends to the Regional District that the Application be: *(select one of the following options)*

1. Not Supported

Rock riverbed needs to be re-thought. Not feasible for snow removal

D. James Neal and Christie Bowman

RE: Development Permit

505 Feathertop Way

RDKB File: BW-4222-07500.650

Discussion/Observations:

Landscaping acceptable, however any trees planted near the road allowance have a low chance of survival.

There is an area of old forest on the property that would benefit from some fire mediation, remove some of the fuel load on the ground and any old trees.

Recommendation:

It was moved, seconded and resolved that the APC recommends to the Regional District that the Application be:

1. Supported

E. Big White
RE: Development Permit
300 Happy Valley Road
RDKB File: BW-4216

Discussion/Observations:

Building access for pedestrians, by walkway above Happy Valley parking lot.
Drainage plan by Don Ponto
Building uses

Recommendation:

It was moved, seconded and resolved that the APC recommends to the Regional District that the Application be:

1. Supported

8.FOR DISCUSSION

Vicki Gee - Wildflower seed packages – Warning people of wildflower packages as they often contain invasive species – Add this to the bylaw for future use.

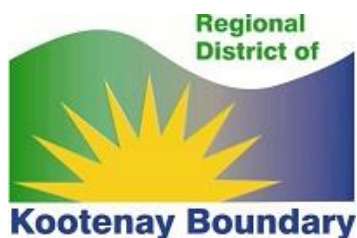
9. FOR INFORMATION

- Vicki – Question regarding ticket sales at the new Big White building (RDKB File:BW-4216)
Jeremy – No – This is not the purpose of the facility
- Building inspector was called to the foundation extension in Feathertop Development – Lot 70 – not supported by APC, RDKB

Letter sent to building inspector regarding wall – Inspector response was that it should have been taken care at time of development permit and is out of their hands. Would like some sort of action be taken before precedent is set

10. ADJOURNMENT

It was moved and seconded that the meeting be adjourned at 4:43pm.



STAFF REPORT

Date: 04 Jan 2019
To: Chair McGregor and Members of the Policy and Personnel Committee
From: Mark Andison, Chief Administrative Officer
Re: Policy Review - Board/Committee Meals Policy

File Policies

Issue Introduction

A staff report from Mark Andison, Chief Administrative Officer, presenting for review the Regional District of Kootenay Boundary Board/Committee Meals Policy.

History/Background Factors

The purpose of the Board/Committee Meals Policy is to establish when meals will be arranged by staff in conjunction with Board or Committee meetings, either through catering or at a local restaurant. It is relatively simple policy which continues to provide clarity in terms of meals expectations for meetings and leaves open the option for directors to make their own individual arrangements and submit expense reimbursement requests for personal meals purchased separately.

Implications

Staff have not identified any problem areas or concerns with the policy which warrant changes at this time. It is suggested that the policy be distributed to Directors for comment, as per the RDKB Policy Development and Review Policy.

Advancement of Strategic Planning Goals

Regular review of the Board/Committee Meals Policy advances the Board's strategic priority to "...continue to focus on good management and governance".

Background Information Provided

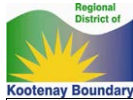
Board/Committee Meals Policy

Alternatives

1. Refer the Board/Committee Meals Policy to Directors for comment, as per the RDKB Policy Development and Review Policy;
2. Refer the policy back to staff for further information;
3. Recommend amendments to the policy and refer the policy with the proposed amendments to Directors for comment, as per the RDKB Policy Development and Review Policy.

Recommendation(s)

That the Regional District of Kootenay Boundary Board/Committee Meals Policy be referred to Directors for comment, as per the Policy Development and Review Policy.



POLICY TITLE: Board/Committee Meals

APPROVAL DATE: November 1, 2012

REVIEWED BY COMMITTEE: June 26, 2014

ADOPTED BY BOARD OF DIRECTORS: July 31, 2014

Policy: The Regional District of Kootenay Boundary shall provide meals for Directors and staff where appropriate and where the meeting time covers a traditional meal time.

Purpose: To establish the times where staff will be required to arrange for a meal for the Directors and staff resources required at a Board or Committee meetings.

Procedure: Staff will be required to arrange for meals, either through the use of caterers or at local restaurants, whenever the Board or Board Committees are meeting and the meeting time is such that a traditional meal time is impacted.

For clarity, staff will be required to arrange for a meal if the meeting includes or is scheduled to begin or is anticipated to end within:

For Lunch	30 minutes of 12:00 (noon)
For Dinner	60 minutes of 5:30 p.m.

This policy does not restrict, in any way, the ability of a Director to recover costs for meals not covered by this policy in accordance with RDKB policies and bylaws.

This policy does not infringe on the ability of a Director to forego the arranged for meal and submit an expense claim as per the Director Remuneration Bylaw.



Regional District of
Kootenay Boundary

POLICY TITLE: Board/Committee Meals Policy

ORIGINAL APPROVAL DATE: November 1, 2012

REVIEWED BY P&P COMMITTEE: June 26, 2014, January 9/19, June 12/19

ADOPTED BY BOARD OF DIRECTORS: July 31, 2014, June 27, 2019

Policy: The Regional District of Kootenay Boundary shall provide meals for Directors and staff where appropriate and where the meeting time covers a traditional meal time.

Purpose: To establish the times where staff will be required to arrange for a meal for the Directors and staff resources required at a Board or Committee meetings.

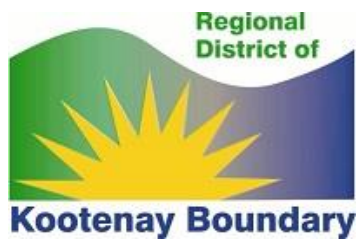
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This policy does not infringe on the ability of a Director to forego the arranged for meal and submit an expense claim as per the Director Remuneration Bylaw.



STAFF REPORT

Date: 04 Jan 2019
To: Director McGregor and Members of the Policy and Personnel Committee
From: Mark Andison, Chief Administrative Officer
Re: Policy Review - Columbia Basin Trust Board Appointment Policy

File Policies

Issue Introduction

A staff report from Mark Andison, Chief Administrative Officer, presenting for review the Regional District of Kootenay Boundary Columbia Basin Trust Board Appointment Policy.

History/Background Factors

The RDKB Columbia Basin Trust Board Appointment Policy was initially adopted in 2009. The purpose of the policy is to establish a process and selection criteria for the Board to utilize in selecting an appointee to the CBT Board to represent the Regional District's interests at the CBT Board table.

In 2017, the RDKB utilized the policy to select its current appointee to the CBT Board. Subsequent to the appointment being made, the Policy and Personnel Committee reviewed the process undertaken at that time. The following is an excerpt from the June 14, 2017 Policy and Personnel Committee minutes:

Discussion Item-CBT Board of Directors Candidate Selection Process

The Committee members reviewed the process that was undertaken for selecting the candidates for the CBT Board of Directors in relation to the process that had been discussed at earlier meetings.

Chair Gee explained that staff received only a limited number of Director responses with regards to staff's request sent to Directors to rank the candidates. Therefore, it was difficult to move forward with the original candidate-selection process that the Committee had previously agreed upon.

There was a discussion regarding a late application. It was noted that the applicant did not follow-up with the RDKB to confirm that their application was received by the deadline.

Staff will revise the RDKB's current communications, postings and or advertising etc. so that in the future, applicants, candidates and or individuals responding to the communications clearly understand that it is their sole responsibility to contact the RDKB to confirm receipt of their application or proposal etc.

Moved: Director Martin Seconded: Director Russell

That staff modify the RDKB's current communications with language that ensures that all individuals responding to the organization's solicitations/postings clearly understand that it is their responsibility to follow up with the RDKB to ensure their response has been received.

Carried.

From the Committee's post-selection review of the process, two practical issues were identified that may warrant improvements to the process moving forward. The first was the lack of response of Directors to staff's request for rankings of the candidates. The second issue was addressed through the Committee resolution, that it should be made clear in postings and other communications that it is the candidate's responsibility to ensure that his/her submission has been received by the RDKB.

The two issues raised from the last recruitment process appear to be practical procedural matters that don't necessarily need to be incorporated into the policy. For example, to improve Director feedback in ranking candidates during the next selection process, it may be more effective to simply undertake the ranking process at a meeting rather than via e-mail. This would provide a better opportunity for Directors to discuss the relative merits of the individual candidates rather than ranking them in isolation.

Implications

The high-level outline of the CBT Board appointment process, as it is currently described in the policy, appears to provide adequate direction and the criteria listed for candidates' qualifications and experiences also appear to remain appropriate. Staff have not identified any additional details that need to be added or changed in the CBT Board Appointment Policy.

Advancement of Strategic Planning Goals

Regular review of the Columbia Basin Trust Board Appointment Policy advances the Board's strategic priority to "...continue to focus on good management and governance".

Background Information Provided

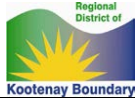
Columbia Basin Trust Board Appointment Policy

Alternatives

1. Refer the Columbia Basin Trust Board Appointment Policy to Directors for comment, as per the RDKB Policy Development and Review Policy;
2. Refer the policy back to staff for further information;
3. Recommend amendments to the policy and refer the policy with the proposed amendments to Directors for comment, as per the RDKB Policy Development and Review Policy.

Recommendation(s)

That the Regional District of Kootenay Boundary Columbia Basin Trust Board Appointment Policy be referred to Directors for comment, as per the Policy Development and Review Policy.



POLICY TITLE: Columbia Basin Trust Board Appointment

APPROVAL DATE: September 24, 2009

REVIEWED BY COMMITTEE: September 11, 2014

ADOPTED BY BOARD OF DIRECTORS: October 2, 2014

Policy: The Regional District of Kootenay Boundary (RDKB) has the authority to appoint a representative to the Columbia Basin Trust (CBT) Board to represent the interests of the Board.

Purpose: To establish a process for the appointment of a representative to the Columbia Basin Trust Board.

Procedure: The appointment of a representative to the CBT Board shall follow the following procedure:

- The RDKB shall advertise, on its website and in local publications, for applications for appointment to the Columbia Basin Trust.
- Successful applicants shall exhibit the following traits, qualifications or experiences:
 - Be a current resident of the east end (Areas A or B, Rossland, Warfield, Trail, Montrose or Fruitvale) for at least 5 years.
 - Have a proven background in policy development on governing boards, councils or societies.
 - Have a proven background in successfully and effectively reporting back to constituent groups.
 - Have knowledge and understanding of the Columbia Basin's cultural, social and economic communities.
 - Be prepared to dedicate considerable time to research and study of issues, consultation, meetings and the requisite travel.
 - Understand that much the Columbia Basin Trust's activities take place during the work week.
 - Have knowledge of budget principles and procedures.
 - Have the ability to understand financial statements.
- The RDKB Board of Directors, in its sole discretion, reserves the right to extend the term of the appointee for one additional term. The term of office shall be established by the Province of British Columbia from time to time.

CBT Board Appointment Policy
Page 1 of 1
September 24, 2009

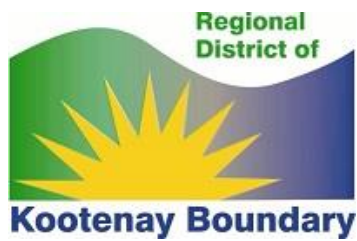

POLICY TITLE: Columbia Basin Trust Board Appointment Policy
ORIGINAL APPROVAL DATE: September 24, 2009
REVIEWED BY P&P COMMITTEE: September 11, 2014, Jan 9, 2019, June 12/19
ADOPTED BY BOARD OF DIRECTORS: October 2, 2014, June 27, 2019

Policy: The Regional District of Kootenay Boundary (RDKB) has the authority to appoint a representative to the Columbia Basin Trust (CBT) Board to represent the interests of the Board.

Purpose: To establish a process for the appointment of a representative to the Columbia Basin Trust Board.

Procedure: The appointment of a representative to the CBT Board shall follow the following procedure:

- The RDKB shall advertise, on its website and in local publications, for applications for appointment to the Columbia Basin Trust.
- Successful applicants shall exhibit the following traits, qualifications or experiences:
 - Be a current resident of the east end (Areas A or B, Rossland, Warfield, Trail, Montrose or Fruitvale) for at least 5 years.
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 - Understand that much the Columbia Basin Trust's activities take place during the work week.
 - Have knowledge of budget principles and procedures.
 - Have the ability to understand financial statements.
- The RDKB Board of Directors, in its sole discretion, reserves the right to extend the term of the appointee for one additional term. The term of office shall be established by the Province of British Columbia from time to time.



STAFF REPORT

Date: 03 Jan 2019
To: **Chair McGregor and Members of the Policy and Personnel Committee**
From: Mark Andison, Chief Administrative Officer
Re: Policy Review - Criminal Record Check Policy

File Policies

Issue Introduction

A staff report from Mark Andison, Chief Administrative Officer, presenting for review the Regional District of Kootenay Boundary Criminal Record Check Policy.

History/Background Factors

The RDKB Criminal Record Check Policy was originally developed in 2011 and applies to candidates for "sensitive positions" within the organization. The purpose of the policy is to ensure due diligence is exercised in the recruitment of new staff to positions that are considered to be sensitive in nature. "Sensitive positions" are those involving: relationships with vulnerable persons; handling, investing, or protecting material assets of the RDKB, including money; and significant regulatory, emergency response, and inspection duties that involve entering private property and close interface with the public.

Implications

In reviewing the current policy, staff have not identified any changes that need to be made to the policy at this time.

Advancement of Strategic Planning Goals

A review of the Criminal Record Check Policy advances the Board's strategic priority to "...continue to focus on good management and governance".

Background Information Provided

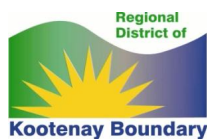
Criminal Record Check Policy (2011)

Alternatives

1. Refer Criminal Records Check Policy to Directors for comment, as per the RDKB Policy Development and Review Policy;
2. Refer the policy back to staff for further information;
3. Recommend amendments to the policy and refer the policy with the proposed amendments to Directors for comment, as per the RDKB Policy Development and Review Policy.

Recommendation(s)

That the Regional District of Kootenay Boundary Criminal Records Check Policy be referred to Directors for comment, as per the Policy Development and Review Policy.



POLICY TITLE: Criminal Record Check Policy

APPROVAL DATE: November 24, 2011

DATE OF REVIEW:

POLICY

The Regional District of Kootenay Boundary (the “**RDKB**”) requires Criminal Record Checks for all prospective candidates applying for positions designated as Sensitive Positions by the RDKB.

PURPOSE

Criminal Record Checks on candidates applying for Sensitive Positions with the RDKB demonstrate due diligence in protecting the interests of the RDKB and its residents. Criminal history disclosed by a Criminal Record Check, or failure to provide a Criminal Record Check, may render a candidate ineligible for employment with the RDKB in a Sensitive Position.

1. DEFINITIONS

In this Policy:

- (a) **Criminal Record Check** means a Certified Criminal Record Check obtained from the Royal Canadian Mounted Police (“**RCMP**”) pursuant to the application procedures established by the RCMP, as may be amended from time to time;
- (b) **Pardon** means an official document issued by the National Parole Board indicating a person with a criminal record is forgiven and that their record has been sealed, meaning that the person receiving the Pardon is not required to declare their previous criminal record;

(c) **Sensitive Position** means:

- (i) a position with an ongoing or significant relationship with Vulnerable Persons, where the nature of the position places the worker in a position of trust or care, or where the worker may have unsupervised access to Vulnerable Persons in the ordinary course of carrying out the duties of the position;
- (ii) a position with significant duties involving the handling, investing, and/or protection of materials assets belonging to the RDKB, including but not limited to money;
- (iii) a position with significant duties related to regulatory, emergency response and/or inspectional work to safeguard public health and safety and/or ensure bylaw compliance, which may include responsibilities to interface with the public, enter onto private property and/or generate revenue collection for the RDKB; and
- (vi) such other positions reasonably designated as a Sensitive Position based on additional written criteria which is deemed appropriate by the Manager responsible for Human Resources from time to time and appended to this policy as a schedule.

(d) **Vulnerable Person** means:

- (i) a child, namely an individual under 19 years of age;
- (ii) an individual 19 years or older who receives or may need community care services because of a disability, age or illness, or who is or may be unable to take care of themselves or protect themselves against significant harm or exploitation; a vulnerable adult is a person who, for whatever reason, is at greater than normal risk of abuse; examples of vulnerable adults may include older people, especially those who are unwell, frail, confused and unable either to stand up for themselves or keep track of their affairs and people who are open to abuse because of learning difficulties, physical disabilities or mental illness; and
- (iii) such other persons reasonably designated as vulnerable based on additional written criteria which is deemed appropriate by the Manager responsible for Human Resources (as designated from

time to time by the Chief Administrative Officer) and appended to this policy as a schedule.

2. POLICY GUIDELINES

- 2.1 The *Criminal Records Review Act*, R.S.B.C. 1996, c. 86 (the “**CRRA**”) does not impose a general duty on municipalities, including regional districts, to ensure that every individual who is hired for employment involving work with children or work with vulnerable adults undergoes a criminal record check in accordance with the CRRA. Nevertheless, it is prudent for the RDKB to implement a Criminal Record Check Policy to protect the interests of the RDKB and its residents.
- 2.2 This policy applies to all prospective candidates, including internal candidates, for each permanent, temporary full-time or part-time position deemed to be a Sensitive Position by the RDKB, regardless of whether the position is a paid position or a volunteer, student, intern or otherwise unpaid position.
- 2.3 A Criminal Record Check is satisfactory, and permits a prospective candidate to be considered for a Sensitive Position if:
 - (i) the Criminal Record Check is negative (i.e. indicates no prior convictions and/or existing charges);
 - (ii) the Criminal Record Check consists only of one or more Pardons;
 - (iii) the Criminal Record Check is positive, but where the Manager responsible for Human Resources (in consultation with others pursuant to clause 4.4 below) determines that any existing convictions and/or charges are unrelated to the proper performance of the duties of the Sensitive Position.
- 2.4 A prospective candidate for a Sensitive Position who refuses or neglects to provide a Criminal Record Check as required under this policy is ineligible for the Sensitive Position.
- 2.5 The RDKB will not refuse a Sensitive Position to an individual because he or she has been charged with or convicted of an offence that is unrelated to the proper performance of the duties of the Sensitive Position.

3. PROCEDURES

Prospective candidates

- 3.1 Department Managers will determine whether a Criminal Record Check is required for each vacant position in their department against the definition of "Sensitive Position" set out above, including any additional written criteria appended to this policy as a schedule.
- 3.2 Department Managers will advise the Manager responsible for Human Resources of any vacant position which in their determination requires a Criminal Record Check.
- 3.3 The Manager responsible for Human Resources will confirm if the positions identified by Department Managers require a Criminal Record Check.
- 3.4 In the event a Department Manager and the Manager responsible for Human Resources disagree on whether a vacant position requires a Criminal Record Check, final determination will be made by the Chief Administrative Officer.
- 3.5 Human Resources will post Sensitive Positions as requiring a Criminal Record Check.
- 3.6 Candidates interviewed for Sensitive Positions will be advised in the interview that the successful candidate will receive a confirmation of employment only after presenting a satisfactory Criminal Record Check directly to Human Resources. Any costs incurred in obtaining the criminal record check shall be reimbursed by the Regional District of Kootenay Boundary.
- 3.7 If the successful candidate, on receiving the Criminal Record Check, chooses to withdraw their application, they may do so without prejudice.
- 3.8 A positive Criminal Record Check will be immediately referred to the Manager responsible for Human Resources for consideration (see clause 4.4 below).
- 3.9 Should a prospective candidate with a positive Criminal Record Check be the successful candidate for a vacant position, the Criminal Record Check will be sealed in the successful candidate's personnel file.

Successful candidates

- 3.10 A successful candidate for a paid or unpaid position which is deemed to be a Sensitive Position and requires a Criminal Record Check, during the entire term of work with the RDKB, shall immediately notify Human Resources when the employee is convicted of an offence under the Criminal Code, R.S.C. 1985, c. C-46 (the "Criminal Code"). Human Resources and other appropriate RDKB staff will review the conviction to determine what action, if any, ought to be taken in light of the worker's paid or unpaid position and the nature of the criminal conviction.
- 3.11 A successful candidate for a paid or unpaid position which is deemed to be a Sensitive Position and requires a Criminal Record Check, during the entire term of work with the RDKB, shall immediately notify Human Resources when charged with an offence under the Criminal Code, where the nature of the offence is such as to be potentially harmful or detrimental to the RDKB's reputation or capacity to deliver services to the public, will render the employee unable to properly perform some or all of their duties, may have a harmful effect on other employees of the RDKB, or for any other reason consistent with the purpose of designating the paid or unpaid position as a Sensitive Position.
- 3.12 Without restricting the generality of the foregoing, a worker must report a criminal charge under clause 3.11 when charged with the following offences:
- (i) any violent sexual offence under the Criminal Code;
 - (ii) any offence under the Criminal Code involving children under 19 years of age;
 - (iii) violent or predatory crimes involving a Vulnerable Person, including but not limited to threats, stalking, assault, and the use, possession or distribution of a weapon;
 - (iv) any offence involving the making, possession or distribution of child pornography;
 - (v) theft (over \$100) or fraud; and
 - (vi) motor vehicle and/or driving offences.

- 3.13. All additional information pertaining to criminal convictions and/or charges shall be retained in the manner outlined in clause 3.9 above.

4. RESPONSIBILITIES

- 4.1 In the event that a Department Manager and the Manager responsible for Human Resources disagree on a Sensitive Position designation, it is the responsibility of the Chief Administrative Officer to determine whether or not a position should be designated as a Sensitive Position, using the criteria set out in this policy, including any additional written criteria appended to this policy as a schedule.
- 4.2 It is the responsibility of the Human Resources Department to maintain a list of Sensitive Positions, insert notification on postings, and advise candidates in the interview process if a Criminal Records Check is required.
- 4.3 It is the responsibility of the Manager responsible for Human Resources to ensure Criminal Record Checks are produced and are satisfactory prior to filling a vacant position and before the start date.
- 4.4 It is the responsibility of the Manager responsible for Human Resources to determine the impact of a positive Criminal Record Check on an individual's candidacy for a Sensitive Position in accordance with this policy. In fulfilling this responsibility, the Manager responsible for Human Resources may consult Departments Managers, the Chief Administrative Officer, and other appropriate RDKB staff on a need-to-know basis and otherwise as reasonably necessary.
- 4.5 It is the responsibility of prospective candidates in Sensitive Positions to comply with their obligations under this policy, including but not limited to obtaining, a Criminal Record Check to support their prospective candidacy for a Sensitive Position.



POLICY TITLE: Criminal Record Check Policy
ORIGINAL APPROVAL DATE: November 24, 2011
REVIEWED BY P&P COMMITTEE: January 9, 2019, June 12, 2019
ADOPTED BY BOARD OF DIRECTORS: June 27, 2019

POLICY

The Regional District of Kootenay Boundary (the "RDKB") requires Criminal Record Checks for all prospective candidates applying for positions designated as Sensitive Positions by the RDKB.

PURPOSE

Criminal Record Checks on candidates applying for Sensitive Positions with the RDKB demonstrate due diligence in protecting the interests of the RDKB and its residents. Criminal history disclosed by a Criminal Record Check, or failure to provide a Criminal Record Check, may render a candidate ineligible for employment with the RDKB in a Sensitive Position.

1. DEFINITIONS

In this Policy:

- (a) **Criminal Record Check** means a Certified Criminal Record Check obtained from the Royal Canadian Mounted Police ("RCMP") pursuant to the application procedures established by the RCMP, as may be amended from time to time;
- (b) **Pardon** means an official document issued by the National Parole Board indicating a person with a criminal record is forgiven and that their record has been sealed, meaning that the person receiving the Pardon is not required to declare their previous criminal record;
- (c) **Sensitive Position** means:
 - (i) a position with an ongoing or significant relationship with Vulnerable Persons, where the nature of the position places the worker in a position of trust or care, or where the worker may have unsupervised access to Vulnerable Persons in the ordinary course of carrying out the duties of the position;
 - (ii) a position with significant duties involving the handling, investing, and/or protection of materials assets belonging to the RDKB, including but not limited to money;
 - (iii) a position with significant duties related to regulatory, emergency response and/or inspectional work to safeguard public health and safety and/or ensure bylaw compliance, which may include responsibilities to interface with the public, enter onto private property and/or generate revenue collection for the RDKB; and
 - (vi) such other positions reasonably designated as a Sensitive Position based on additional written criteria which is deemed appropriate by the Manager responsible for Human Resources from time to time and appended to this policy as a schedule.

(d) **Vulnerable Person** means:

- (i) a child, namely an individual under 19 years of age;
- (ii) an individual 19 years or older who receives or may need community care services because of a disability, age or illness, or who is or may be unable to take care of themselves or protect themselves against significant harm or exploitation; a vulnerable adult is a person who, for whatever reason, is at greater than normal risk of abuse; examples of vulnerable adults may include older people, especially those who are unwell, frail, confused and unable either to stand up for themselves or keep track of their affairs and people who are open to abuse because of learning difficulties, physical disabilities, intellectual disabilities or mental illness; and
- (iii) such other persons reasonably designated as vulnerable based on additional written criteria which is deemed appropriate by the Manager responsible for Human Resources (as designated from time to time by the Chief Administrative Officer) and appended to this policy as a schedule.

2. POLICY GUIDELINES

- 2.1 The *Criminal Records Review Act*, R.S.B.C. 1996, c. 86 (the "**CRRA**") does not impose a general duty on municipalities, including regional districts, to ensure that every individual who is hired for employment involving work with children or work with vulnerable adults undergoes a criminal record check in accordance with the CRRA. Nevertheless, it is prudent for the RDKB to implement a Criminal Record Check Policy to protect the interests of the RDKB and its residents.
- 2.2 This policy applies to all prospective candidates, including internal candidates, for each permanent, temporary full-time or part-time position deemed to be a Sensitive Position by the RDKB, regardless of whether the position is a paid position or a volunteer, student, intern or otherwise unpaid position.
- 2.3 A Criminal Record Check is satisfactory, and permits a prospective candidate to be considered for a Sensitive Position if:
- (i) the Criminal Record Check is negative (i.e. indicates no prior convictions and/or existing charges);
 - (ii) the Criminal Record Check consists only of one or more Pardons;
 - (iii) the Criminal Record Check is positive, but where the Manager responsible for Human Resources (in consultation with others pursuant to clause 4.4 below) determines that any existing convictions and/or charges are unrelated to the proper performance of the duties of the Sensitive Position.
- 2.4 A prospective candidate for a Sensitive Position who refuses or neglects to provide a Criminal Record Check as required under this policy is ineligible for the Sensitive Position.
- 2.5 The RDKB will not refuse a Sensitive Position to an individual because he or she has been charged with or convicted of an offence that is unrelated to the proper performance of the duties of the Sensitive Position.

3. PROCEDURES

Prospective candidates

- 3.1 Department Managers will determine whether a Criminal Record Check is required for each vacant position in their department against the definition of "Sensitive Position" set out above, including any additional written criteria appended to this policy as a schedule.
- 3.2 Department Managers will advise the Manager responsible for Human Resources of any vacant position which in their determination requires a Criminal Record Check.
- 3.3 The Manager responsible for Human Resources will confirm if the positions identified by Department Managers require a Criminal Record Check.
- 3.4 In the event a Department Manager and the Manager responsible for Human Resources disagree on whether a vacant position requires a Criminal Record Check, final determination will be made by the Chief Administrative Officer.
- 3.5 Human Resources will post Sensitive Positions as requiring a Criminal Record Check.
- 3.6 Candidates interviewed for Sensitive Positions will be advised in the interview that the successful candidate will receive a confirmation of employment only after presenting a satisfactory Criminal Record Check directly to Human Resources. Any costs incurred in obtaining the criminal record check shall be reimbursed by the Regional District of Kootenay Boundary.
- 3.7 If the successful candidate, on receiving the Criminal Record Check, chooses to withdraw their application, they may do so without prejudice.
- 3.8 A positive Criminal Record Check will be immediately referred to the Manager responsible for Human Resources for consideration (see clause 4.4 below).
- 3.9 Should a prospective candidate with a positive Criminal Record Check be the successful candidate for a vacant position, the Criminal Record Check will be sealed in the successful candidate's personnel file.
- 3.10 Should the RCMP notify staff that there is information on file about the prospective candidate, the prospective candidate may be requested to authorize the release of the information.

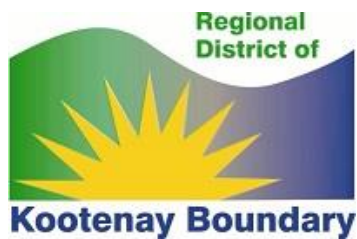
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STAFF REPORT

Date: 04 Jan 2019
To: Chair McGregor and Members of the Policy and Personnel Committee
From: Mark Andison, Chief Administrative Officer
Re: Policy Review - Fleet Vehicle Replacement Policy

File Policies

Issue Introduction

A staff report from Mark Andison, Chief Administrative Officer, presenting for review the Regional District of Kootenay Boundary Fleet Vehicle Replacement Policy.

History/Background Factors

The RDKB Fleet Vehicle Replacement Policy was originally adopted in 2006. Since then, it has been reviewed two times by the Committee, in 2011 and 2014. The policy establishes the procedures and criteria for service managers to take into account as they consider the replacement of fleet vehicles required for the various services.

The policy continues to work well for the organization. The vehicle considerations and criteria included in the policy are consistently incorporated into the requests for quotes documents that are distributed to dealers when managers are seeking to replace fleet vehicles.

Implications

Staff have not identified any problem areas or concerns with the policy which warrant changes at this time. It is suggested that the policy be distributed to Directors for comment, as per the RDKB Policy Development and Review Policy.

Advancement of Strategic Planning Goals

Regular review of the Fleet Vehicle Replacement Policy advances the Board's strategic priority to "...continue to focus on good management and governance".

Background Information Provided

Fleet Vehicle Replacement Policy

Alternatives

1. Refer the Fleet Vehicle Replacement Policy to Directors for comment, as per the RDKB Policy Development and Review Policy;
2. Refer the policy back to staff for further information;
3. Recommend amendments to the policy and refer the policy with the proposed amendments to Directors for comment, as per the RDKB Policy Development and Review Policy.

Recommendation(s)

That the Regional District of Kootenay Boundary Fleet Vehicle Replacement Policy be referred to Directors for comment, as per the Policy Development and Review Policy.



POLICY TITLE: Fleet Vehicle Replacement

APPROVAL DATE: September 28, 2006

REVIEWED BY COMMITTEE: June 26, 2014

ADOPTED BY BOARD OF DIRECTORS: July 31, 2014

Policy: The Regional District of Kootenay Boundary (RDKB) shall utilize a green vehicle purchasing strategy wherever possible in the replacement of light or passenger vehicles utilized by Regional District Directors or Staff.

Purpose: To communicate fleet replacement policies and practices and to support climate action policies by minimizing the environmental impact of owning and operating passenger vehicles.

Procedure: The RDKB utilizes a fleet of vehicles to support both general service delivery in the Regional District as well as specific services such as building inspection.

Definitions

“service manager” – shall mean a person appointed by the Board or the CAO to manage a specific service or function of the Regional District (i.e. Building Inspection)

“passenger” or “light vehicle” – shall mean a vehicle designed and meant to carry passengers or small materials and shall include cars, sport utility vehicles and pick-up trucks.

Responsibility for Implementation

There will be one manager, appointed by the Chief Administrative Officer, who will be responsible for overall fleet management. He/she will work with Service Managers to meet their fleet vehicle needs within approved financial plans.

Goals and Objectives

The Regional District will assist in the corporate goal of carbon neutrality by reducing greenhouse gas emissions from fleet vehicles by using the following methods:

- Reducing vehicle idling
- Reducing single occupancy trips
- Vehicle sharing between departments
- Purchasing more efficient vehicles and fuels
- Right-sizing vehicles
- Considering life cycle costs of fleet vehicle operations when purchasing high cost vehicles (excess of \$100,000).
- Maximizing vehicle efficiency
- Preventative maintenance program in place
- Monitoring of fuel consumption, fuel costs, mileage and maintenance costs.
- Driver education program: training and refresher courses if required.
- Providing a framework for lessening the environmental impact of vehicle operations that can be expanded to the Region.

Attributes of Vehicles

All RDKB vehicles shall have the following minimum attributes:

- Be right-sized: (1) The ability to carry at least four passengers, when intended for general fleet purposes. (2) The ability to carry at least two passengers for Maintenance vehicles. (3) Four wheel or all wheel drive for travelling through local mountain passes in winter conditions.
- The ability to securely haul materials and equipment required for meetings etc.
- Air Conditioning
- All Wheel Drive/Four Wheel Drive
- Colour = white
- Acceptable gas mileage for the anticipated use. The use of hybrids and fuel efficient vehicles, is required wherever operational requirements allow.
- Acceptable crash/safety ratings

Replacement of Vehicles

In general RDKB fleet vehicles will be considered for replacement when they have at least 5 years of service and 175,000 kilometers. Vehicles may be retained beyond this point if they are in good working order and are meeting the needs of the RDKB. Alternatively, vehicles that have excessive maintenance or operating costs may be replaced sooner. All replacements are to be identified in the approved Financial Plan.

All vehicle replacements will be completed pursuant to the Regional District of Kootenay Boundary Purchasing Policy.



POLICY TITLE: Fleet Vehicle Replacement Policy

ORIGINAL APPROVAL DATE: September 28, 2006

REVIEWED BY P&P COMMITTEE: June 26, 2014, Jan 9, 2019, June 12/19

ADOPTED BY BOARD OF DIRECTORS: July 31, 2014, June 27, 2019

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- Driver education program: training and refresher courses if required.
- Providing a framework for lessening the environmental impact of vehicle operations that can be expanded to the Region.

Attributes of Vehicles

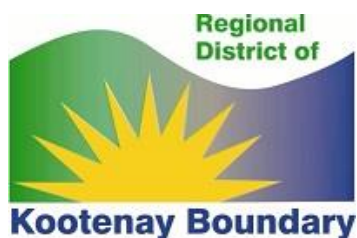
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All vehicle replacements will be completed pursuant to the Regional District of Kootenay Boundary Purchasing Policy.



STAFF REPORT

Date: 04 Jan 2019
To: Chair McGregor and Members of the Policy and Personnel Committee
From: Mark Andison, Chief Administrative Officer
Re: Policy Review - Telecommunications Facilities on Crown Land Policy

File Policies

Issue Introduction

A staff report from Mark Andison, Chief Administrative Officer, presenting for review the Regional District of Kootenay Boundary Telecommunications Facilities on Crown Land Policy.

History/Background Factors

The RDKB Telecommunications Facilities on Crown Land Policy was originally adopted in 2013. Several other regional districts in B.C. adopted similar policies at that time to streamline the approvals process for the establishment of telecommunications facilities on Crown land - at that time, mainly cell towers.

The policy was put in place because the Province of BC and Industry Canada (Government of Canada) have separate, but somewhat parallel consultation process requirements for proponents of new telecommunications facilities wishing to locate those structures on Crown land. To avoid duplication and the additional process requirements for telecommunications proponents, local governments, and senior government regulators, several regional districts adopted policies to acknowledge that the local government consultation process for Provincial Crown land tenure applications is sufficient and that a second, duplicate Industry Canada consultation process is not required if the local government has already been adequately engaged in the Provincial referrals process.

The RDKB Telecommunications Facilities on Crown Land Policy streamlines the consultation process and also delegates Industry Canada's requirement for land use concurrence from the Regional District Board to staff.

The adoption of the policy has not limited the Regional District's ability to review individual cell site applications and provide land use concurrence on a site-by-site basis. It simply eliminates a duplicate process that would otherwise be required by Industry Canada and thereby reduces the timeline required to develop telecommunications facilities in the area.

Implications

While the number of new telecommunications site applications on Crown land being considered is not currently as significant as the number of applications processed in 2013, the policy itself continues to be a useful tool to streamline the approvals process for new facilities in the area. Staff feels that the policy continues to be a benefit and have not identified any amendments to the policy required at this time.

Advancement of Strategic Planning Goals

A review of the Telecommunications Facilities on Crown Land Policy advances the Board's strategic priority to "...continue to focus on good management and governance". The policy itself also advances the Board's strategic priority to "...remove our internal processes to remove any barriers to economic growth."

Background Information Provided

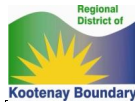
Telecommunications Facilities on Crown Land Policy

Alternatives

1. Refer Telecommunications Facilities on Crown Land Policy to Directors for comment, as per the RDKB Policy Development and Review Policy;
2. Refer the policy back to staff for further information;
3. Recommend amendments to the policy and refer the policy with the proposed amendments to Directors for comment, as per the RDKB Policy Development and Review Policy.

Recommendation(s)

That the Regional District of Kootenay Boundary Telecommunications Facilities on Crown Land Policy be referred to Directors for comment, as per the Policy Development and Review Policy.



POLICY TITLE: Telecommunications Facilities on Crown Land

APPROVAL DATE: May 23, 2013

DATE OF REVIEW:

Policy: The RDKB Board of Directors adopts the Province of British Columbia's "Land Use Operation Policy – Communication Sites" as its consultation process for applications for telecommunications facilities where such facilities are proposed to be sited on Crown land which is either unzoned or zoned for such use. In such cases, the RDKB Board of Directors authorizes RDKB staff to provide land use concurrence letters to satisfy Industry Canada's consultation requirements.

Purpose: Telecommunications facilities proposed on Crown land must meet both federal Industry Canada and Province of British Columbia consultation requirements. The Regional District of Kootenay Boundary may eliminate the administrative duplication this poses during the siting approvals process for telecommunications facilities by adopting the Province of British Columbia's "Land Use Operation policy – Communication Sites" as its preferred consultation process for applications for telecommunications facilities on Crown land.

Procedure:

The following procedure shall apply regarding applications to locate telecommunications facilities on Crown land that is either unzoned or zoned for such use:

1. Application referrals from the Province of British Columbia for proposals to locate telecommunications facilities on Crown land will be reviewed by the RDKB Board of Directors with an accompanying report from Planning and Development Department staff.
2. Where a referral from the Province of BC has been received, or is expected to be received, in relation to proposed telecommunications facilities, RDKB staff shall inform Industry Canada, usually through the

telecommunications facility proponent, that the RDKB Board of Directors has adopted the Province of British Columbia's "Land Use Operation Policy – Communication Sites" as its consultation process for applications for telecommunications facilities.

3. If the RDKB Board of Directors has been provided an opportunity to review and comment upon an application for telecommunications facilities on Crown land in accordance with the Provincial "Land Use Operation Policy – Communication Sites", RDKB staff will provide a land use concurrence letter to satisfy Industry Canada's consultation requirements which will include any comments or concerns raised by the Board of Directors in response to the Provincial referral.



POLICY TITLE: Telecommunications Facilities on Crown Land

ORIGINAL APPROVAL DATE: May 23, 2013

REVIEWED BY P&P COMMITTEE: January 9, 2019, June 12/19

ADOPTED BY BOARD OF DIRECTORS: June 27, 2019

Policy: The RDKB Board of Directors adopts the Province of British Columbia's "Land Use Operation Policy – Communication Sites" as its consultation process for applications for telecommunications facilities where such facilities are proposed to be sited on Crown land which is either unzoned or zoned for such use. In such cases, the RDKB Board of Directors authorizes RDKB staff to provide land use concurrence letters to satisfy Industry Canada's consultation requirements.

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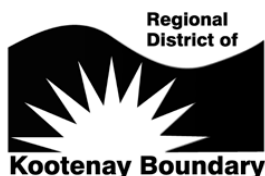
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Electoral Area Services (EAS) Committee Staff Report

RE:	Development Variance Permit – Edlund		
Date:	June 13, 2019	File #:	C-268-02384.440
To:	Chair Worley and members of the EAS Committee		
From:	Elizabeth Moore, Planner		

Issue Introduction

We have received an application for a development variance permit from Douglas Edlund for a variance in height from 4.6 m to 6.4 m – a variance of 1.8 m, to construct an accessory building on a property in Electoral Area 'C'/Christina Lake (see attachments).

Property Information	
Owner(s):	Douglas and Norine Edlund
Location:	1320 Bonavista Rd
Electoral Area:	Electoral Area 'C'/Christina Lake
Legal Description(s):	Lot 5, Plan KAP84635, DL 268, SDYD
Area:	1.02 ha (2.52 acr)
Current Use(s):	Vacant
Land Use Bylaws	
OCP Bylaw No. 1250:	Rural Residential
DP Area:	NA
Zoning Bylaw No. 1300:	Rural Residential 3 (RR3)
Other	
ALR:	Partial
Waterfront / Floodplain:	NA
Service Area:	NA
Planning Agreement Area:	NA

History / Background information

The subject property is on Bonavista Rd off of River Road, south of Christina Lake. The property is currently vacant.

The property is designated as Rural Residential in the *Electoral Area 'C'/Christina Lake Official Community Plan* and zoned as Rural Residential 3 in the *Electoral Area 'C'/Christina Lake Zoning Bylaw*. Properties to the west and south share the same OCP designation and Zone, while properties to the north are designated as Future Residential Area and are zoned Rural 1. Properties to the east are designated as Rural

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and zoned as Rural 1. The OCP policies for rural and residential speaks to the protection of Christina Lake's rural and small town character and how this character shall be preserved through encouraging buildings that are in scale with the existing neighbourhood.

The maximum height for accessory buildings in the Rural Residential 3 Zone is 4.6 m.

Proposal

The applicant proposes to construct an accessory building to be a garage and workshop, while also constructing a single family dwelling. They are requesting a height variance for the proposed accessory building of 1.8 m from 4.6 m to 6.4 m.

Implications

In considering applications for Development Variance Permits, the RDKB considers whether the proposed variance will:

- a) Resolve a hardship;
- b) Improve the development;
- c) Cause negative impacts to the neighbouring properties.

The applicant asserts that this development will be for their recreational vehicle to protect it from the elements as well as a workshop to work on their vehicles. An increase in the height will allow them to use a hoist in their workshop. They state that they have been planning to develop this property in this manner for many years as they have been preparing for retirement. The proposed height variance would resolve the hardship of being restricted in the intended use of the accessory building.

The applicant does not state how this construction will improve the development.

Regarding negative impacts to neighbouring properties, if the application proceeds, letters will be sent to neighbouring property owners advising them of the proposal and providing opportunity to comment.

Setback requirements, according to the site plan submitted by the applicant, are met by the proposed buildings. Setback requirements for principal buildings and an accessory building larger than 10m² are 1.5m from an interior parcel line and 4.5 m from the front parcel line. The proposed structures at least 29 m from the front parcel line and are at least 20.33 m from the interior parcel line to the south and 10 m from the interior parcel line to the north.

Advisory Planning Commission (APC)

The Electoral Area 'C'/Christina Lake APC supported this application at their June 4, 2019 meeting.

Recommendation

That the Development Variance Permit application submitted by Douglas Edlund, to allow for a variance of the maximum height for an accessory building from 4.6 metres

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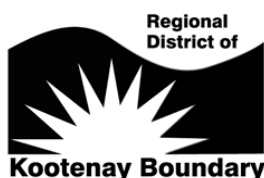
to 6.4 metres – a 1.8 metre variance, to construct a garage on the property legally described as Lot 5, Plan KAP84635, DL268, SDYD, Electoral Area 'C'/Christina Lake, be presented to the Regional District of Kootenay Boundary Board of Directors, with a recommendation of support.

Attachments

Site Location Map

Subject Property Map

Applicant Submission



Electoral Area Services (EAS) Committee Staff Report

RE:	Development Variance Permit - Vergeer		
Date:	June 13, 2019	File #:	C-4037s-07285.060
To:	Chair Worley and members of the EAS Committee		
From:	Elizabeth Moore, Senior Planner		

Issue Introduction

We have received an application for a development variance permit from Edward Vergeer for both a variance in height from 4.6 m to 6.1 m – a variance of 1.5 m, and for a variance in the permitted area of a storage building located on a parcel that does not have a principal use or building from 60 m² to 169.1 m² – a variance of 109.1 m², to construct an accessory building on a property in Electoral Area 'C'/Christina Lake (see attachments).

Property Information	
Owner(s):	Edward Vergeer
Location:	7865 McRae Rd
Electoral Area:	Electoral Area C / Christina Lake
Legal Description(s):	Lot 12, Plan KAP31906, DL 4037s, SDYD
Area:	1.11 ha (5.562 acr)
Current Use(s):	Single family dwelling
Land Use Bylaws	
OCP Bylaw No. 1250:	Rural Residential
DP Area:	Waterfront Environmentally Sensitive
Zoning Bylaw No. 1300:	Rural Residential 3 (RR3)
Other	
ALR:	NA
Waterfront / Floodplain:	NA
Service Area:	Deer Ridge Water Association
Planning Agreement Area:	NA

History / Background information

The subject property is on McRae Rd off of Highway 3 on the east side of Christina Lake. Currently there is a storage building and a septic field on the parcel. This building is a 2 bay garage, which 25' by 25', which is 625 square feet (58.1 m²). There is no single family dwelling on the parcel.

The property is designated as Rural Residential in the *Electoral Area 'C'/Christina Lake Official Community Plan* and zoned as Rural Residential 3 in the *Electoral Area 'C'/Christina Lake Zoning Bylaw*. Surrounding properties share the same OCP designation and Zone. The OCP policies for rural and residential speaks to the protection of Christina Lake's rural and small town character and how this character shall be preserved through encouraging buildings that are in scale with the existing neighbourhood.

The maximum height for accessory buildings in the Rural Residential 3 Zone is 4.6 m.

Section 302.i) of the Area 'C' Zoning Bylaw, permits the construction of storage buildings, including garages, on a parcel that does not have a principal use or building with a maximum gross floor area of 60 m², provided that the building is not used for commercial or industrial purposes.

Proposal

The applicant proposes to construct a new accessory building, in the form of a pole barn to store the applicant's fifth wheel. He is requesting a height variance for the proposed accessory building of 1.5 m from 4.6 m (15'-1") to 6.1 m (20').

The applicant also requires a variance to the permitted gross floor area for storage buildings on a parcel that does not have a principal use or building. The proposed structure's dimensions are 14.6 m by 7.6 m, which is 111 m². In conjunction with the storage building already in place (58.1 m²), the total gross floor area would be 169.1 m². This would require a variance of 109.1 m² to construct the proposed storage building.

Implications

In considering applications for Development Variance Permits, the RDKB considers whether the proposed variance will:

- a) Resolve a hardship;
- b) Improve the development;
- c) Cause negative impacts to the neighbouring properties.

The applicant asserts that this development will provide protection for his fifth wheel from the elements. He states that the fifth wheel was a major investment.

The applicant does not state how this construction will improve the development.

Regarding negative impacts to neighbouring properties, if the application proceeds, letters will be sent to neighbouring property owners advising them of the proposal and providing opportunity to comment. The applicant states that the view shed of neighbours will not be impacted by the proposed building, as it will not be visible to current or future developments.

Setback requirements, according to the site plan submitted, are currently met by all buildings on site. Setback requirements for the proposed structure are 1.5m from an

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interior parcel line for an accessory building larger than 10m². The building is 42 m from the neighbouring property to the north. The proposed building is setback 22 m from the front parcel line, well within the setback requirements of 4.5 m.

Advisory Planning Commission (APC)

The Electoral Area 'C'/Christina Lake APC supported this application at their June 4, 2019 meeting.

Planning Staff Comments

There are a few factors that should be taken into consideration for this application:

- *Whether the proposed development would be in scale with the existing neighbourhood.* The parcels in the McRae Road neighbourhood are larger, at 1 hectare, than the more densely populated neighbourhoods. The larger size can accommodate larger scale structures without obstructing views or being out of character.
- *Whether there are risks associated with allowing greater area for accessory buildings without a principal use.* The limit of 60m² is place to help prevent the use of those structures for commercial purposes. Staff does not believe that there is a risk of this owner using the buildings for commercial use although a future owner could do that.
- *Potential use of the 5th wheel for residential purposes.* The applicant states that the proposed building will be for storage of their RV; however they are permitted the non-commercial use of one recreational vehicle or tent for seasonal accommodation. Seasonal accommodation means occupancy for a period of less than 180 days per calendar year.

Considering the above points and the fact that the existing and proposed buildings are out of view, and the fact that adjacent property owners will have the opportunity to comment on the application, staff is recommending support of this application.

Recommendation

That the Development Variance Permit application submitted by Ed Vergeer, to allow for a variance of the maximum height for an accessory building from 4.6 metres to 6.1 metres – a 1.5 metre variance, and a variance to the permitted gross floor area for storage buildings on a parcel that does not have a principal use or building from 60 m² to 169.1 m² – a variance of 109.1 m², to construct a storage building on the property legally described as Lot 12, Plan KAP31906, DL4037s, SDYD, Electoral Area 'C'/Christina Lake, be presented to the Regional District of Kootenay Boundary Board of Directors, with a recommendation of support.

Attachments

Site Location Map

Subject Property Map

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Applicant Submission

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West Boundary Recreation Grant Application

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 purposes 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 and Protection of Privacy Officer at 250-368-9148 or foi@rdkb.com.

The purpose of this grant is to facilitate and foster recreation programs, with a focus on physical activity, for the residents of the West Boundary.

Applicant/Requesting Group		Boundary Womens Fastball	
Mailing Address:		7526 16 th - Box 872 Grand Fork, BC V0H 1H0	
Phone:	250-444-0066	Email:	celeste-d08@hotmail.com
Contact Person (Representative)		Celeste Deal	
Amount of grant request?		\$1000.00	
What is the purpose of the grant?		Help with league and other fees. - Softball BC memberships	

Who will the grant benefit?	Girls + Women who play in this sport.		
What are the other funding sources for this program/event?	Personal - individual players		
Are the participants being charged to participate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, how much? each team fees are different.		
Estimated # of benefiting participants?	80-90 women, 10 men		
Where will the program/event be held?	Grand Forks, Rock Creek, Midway beaverdell		
When will the program/event be held?	April - June		
Signature of Authorized Representative	Coleth K Deard	Date	may 8 / 2019

Completed forms should be sent to: Regional District of Kootenay Boundary
 202-842 Rossland Avenue
 Trail, BC V1R 4S8
 Email: westboundaryrec@rdkb.com

Office Use Only

Date Received		
Date Presented to the Boundary Community Development Committee		
Approved		Denied
Amount approved		



UPDATE

For Immediate Release
2019EMPR0024-001292
June 24, 2019

Ministry of Energy, Mines and Petroleum Resources

Indigenous observers join Columbia River Treaty talks

VICTORIA – After the seventh round of Columbia River Treaty negotiations on June 19 and 20, 2019, in Washington, D.C., Katrine Conroy, Minister Responsible for the Columbia River Treaty, and the Ktunaxa, Syilx/Okanagan and Secwepemc Nations observer team have issued the following statements:

Katrine Conroy, B.C.'s Minister Responsible for the Columbia River Treaty –

“This round of negotiations marked a historic moment as representatives of Columbia Basin Indigenous Nations were present as observers for the first time. Representatives of the Ktunaxa, Syilx/Okanagan and Secwepemc Nations had already been collaborating with the governments of British Columbia and Canada on negotiation positions and strategies; but this week, they were present in the negotiating room and participated in breakout discussions with Canada and B.C. during negotiations.

“This is a very significant step forward – not just in terms of the Columbia River Treaty, but also in supporting our government’s commitment to reconciliation and the United Nations Declaration on the Rights of Indigenous Peoples.

“During the latest round of negotiations, the American and Canadian delegations took stock of progress of negotiations since the Columbia River Treaty modernization process began in May 2018. The latest discussions focused on flood-risk management, power and adaptive management.”

Joint statement from the observer team representing the Ktunaxa, Syilx/Okanagan and Secwepemc Nations –

“While a great deal of work remains to be done, we are very pleased with what we have observed and participated in to date. This precedent-setting role as observers builds on and enhances our important work with Canada and B.C. over the last two years. We are confident that we can continue to contribute positively to these negotiations and help realize the First Nations’ goals for meaningful outcomes from these negotiations that are of critical importance to our nations and homelands.”

- The talks will return to British Columbia in the fall, with the next round of negotiation meetings scheduled to take place in Cranbrook on Sept. 10 and 11, 2019.
- To share views on the treaty, email: columbiarivertreaty@gov.bc.ca or write to the Columbia River Treaty Team, Ministry of Energy, Mines and Petroleum Resources, PO Box 9314 Stn Prov Govt, Victoria, B.C. V8W 9N1.

Learn More:

To learn more about the treaty, visit: <https://engage.gov.bc.ca/columbiarivertreaty/>

Contact:

Kent Karemaker
Media Relations
Ministry of Energy, Mines and Petroleum
Resources
250 952-0628

Connect with the Province of B.C. at: news.gov.bc.ca/connect



STAFF REPORT

Date: 21 Jun 2019 **File**
To: Chair Russell and Members,
 Board of Directors
From: Beth Burget, General Manager of
 Finance
Re: 2018 Statement of Financial
 Information

Issue Introduction

A staff report from Beth Burget, General Manager of Finance, regarding the 2018 Statement of Financial Information (SOFI).

History/Background Factors

Annual reporting on the Regional District finances is required by Section 376 of the Local Government Act.

Implications

Required for compliance with legislation. The Financial Information Act prescribes a fee of \$5 for a copy of the SOFI by a requester. The fee may be waived at the Board's option.

Advancement of Strategic Planning Goals

Supports all primary goals.

Background Information Provided

The Statement of Financial Information contains the 2018 Annual Financial Statements and Auditor's report dated June 12, 2019. The 2018 Audited Financial Statements received approval at the June 12, 2018 Regular Board meeting.

Alternatives

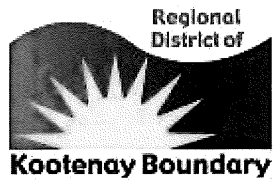
None

Recommendation(s)

That the RDKB Board of Directors approve the SOFI schedules for the Year Ended December 31, 2018.

That the Board make the SOFI schedules available to the public by providing copies on request and by making the reports available on the Regional District's web site.

That the Board waive the \$5 fee for the SOFI Schedules as prescribed by the Financial Information Act.



THE REGIONAL DISTRICT
OF
KOOTENAYBOUNDARY

STATEMENT OF FINANCIAL INFORMATION
FOR THE YEAR ENDED
DECEMBER 31, 2018

CERTIFICATION

The following schedules of Debt, Guarantees and Indemnities, Remuneration and payments to suppliers for goods and services have been prepared by the staff of the Regional District of Kootenay Boundary from the accounting records of the District in compliance with the requirements of the Financial Information Act its associated regulations and directives.

These schedules have been reviewed and approved by the Board of Directors of the Regional District of Kootenay Boundary.

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, produced under the *Financial Information Act*.

Roland Russell, Chair
Board of Directors
RDKB

Beth Burget, CPA, CGA
General Manager of Finance
RDKB

**SCHEDULE OF DEBT
FOR THE YEAR ENDING DECEMBER 31, 2018**

The schedule of debt obligations of the Regional District of Kootenay Boundary is presented in the 2018 Annual Financial Statements as Schedule 5. The 2018 Annual Financial Statements are included in and comprise a component of the Statement of Financial Information.

The schedule of debt obligations contains debentures issued on behalf of municipalities throughout the Regional District. The listed municipalities and Regional District of Kootenay Boundary are severally liable for the debentures issued on behalf of the municipalities; however, the Regional District of Kootenay Boundary is ultimately jointly liable for the debenture issues.

Beth Burget, CPA, CGA
General Manager of Finance
Regional District of Kootenay Boundary

**SCHEDULE OF GUARANTEES AND INDEMNITIES
FOR THE YEAR ENDING DECEMBER 31, 2018**

The Regional District of Kootenay Boundary has not extended any guarantees nor extended any security either implied or stated for any liability except for debentures issued as presented in the schedule of debts. Municipalities within the Regional District of Kootenay Boundary are severally liable for debentures issued on their behalf through the Regional District; however, the Regional District of Kootenay Boundary is ultimately jointly liable for these issues.

Beth Burget, CPA, CGA
General Manager of Finance
Regional District of Kootenay Boundary

**SCHEDULE OF GOODS AND SERVICES
FOR THE YEAR ENDING DECEMBER 31, 2018**

The schedule of amounts paid to suppliers of goods and services is presented on a cash basis. This schedule may not reconcile to the financial statements of the Regional District of Kootenay Boundary which are produced using accrual accounting.

This schedule lists amounts of \$ 25,000.00 or more paid to suppliers of goods and services as well as grants and expenditures relating to debt servicing during 2018.

Beth Burget, CPA, CGA
General Manager of Finance
Regional District of Kootenay Boundary

**SCHEDULE OF ELECTED OFFICIAL
REMUNERATION & INDEMNIFICATION
FOR THE YEAR ENDING DECEMBER 31, 2018**

The schedule of Director Remuneration and expenses is presented on a cash basis. This schedule does not reconcile to the financial statements of the Regional District of Kootenay Boundary which are based on accrual accounting.

This schedule lists all amounts paid to individuals holding elected office on the Board of Directors of the Regional District of Kootenay Boundary during 2018.

Beth Burget, CPA, CGA
General Manager of Finance
Regional District of Kootenay Boundary

**SCHEDULE OF EMPLOYEE COMPENSATION & INDEMNIFICATION
FOR THE YEAR ENDING DECEMBER 31, 2018**

The schedule of remuneration is presented on a cash basis. This schedule does not reconcile to the financial statements of the Regional District of Kootenay Boundary which are based on accrual accounting.

This schedule lists amounts over \$ 75,000 paid to individuals providing employment services for the Regional District of Kootenay Boundary during 2018.

Beth Burget, CPA, CGA
General Manager of Finance
Regional District of Kootenay Boundary

**SCHEDULE OF SEVERANCE AGREEMENTS
PAID FOR THE YEAR ENDING DECEMBER 31, 2018**

There was no severance agreement under which payment commenced between the Regional District of Kootenay Boundary and its non-unionized employees during the fiscal year ending December 31, 2018.

Beth Burget, CPA, CGA
General Manager of Finance
Regional District of Kootenay Boundary

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
YTD Paid Report


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Date : Jun 20, 2019

Time : 10:53 am

Supplier Code From : 0731689

To : ZWO010

Sequence : By Code Date Range From : 01-Jan-2018

To : 31-Dec-2018

Categories From : E - Employee

To : W - WCB Remittance Req

Suppress Printing for \$ Under

25,000.00

Supplier Code	Name	Total
AFD001	AFD PETROLEUM LTD.	30,027.21
ALP030	ALPINE DISPOSAL & RECYCLING	1,039,428.05
AMF010	AM FORD	113,886.93
AON002	AON REED STENHOUSE INC.	166,134.00
ARG020	ARGOSY CONSTRUCTION GROUP INC.	235,938.37
ASS040	ASSOCIATED FIRE SAFETY	44,202.41
AUS020	AUSTIN ENGINEERING LTD	51,223.98
BAR150	BARTLETT EXCAVATING	44,068.07
BCT030	BC TRANSIT	1,767,325.93
BEA014	BEAVERDELL COMMUNITY CLUB & RECREATION COMMISSION	31,640.00
BEA130	BEAVER VALLEY LIBRARY	195,983.00
BIG025	BIG WHITE UTILITIES	119,654.53
BIR030	BIRCHBANK GOLF CLUB	50,000.00
BLA050	BLACK PRESS GROUP LTD.	80,912.68
BOU017	BOUNDARY INVASIVE SPECIES SOCIETY	57,345.06
BOU030	BOUNDARY MUSEUM SOCIETY	49,000.00
BOU060	BOUNDARY FAMILY & INDIVIDUAL SERVICES	31,050.00
BOU460	BOUNDARY EXCAVATING	72,908.87
BRE020	BRENNTAG CANADA INC.	39,328.21
BRI050	BRIDESVILLE COMMUNITY CLUB	57,100.00
BVC001	BV COMMUNICATIONS LTD.	67,202.01
CAN130	CANADIAN UNION OF PUBLIC EMPLOYEES - LOCAL 2254	61,841.75
CAR012	CARO ANALYTICAL SERVICES	54,669.34
CAS016	CASCADES RECOVERY INC.	77,557.85
CHA020	CHAMPION CHEVROLET	121,301.30
CHM010	CHMECHANICAL	42,665.14
CHR002	CHRISTINA LAKE STEWARDSHIP SOCIETY	66,047.58
CHR003	CHRISTMAN MARTIN RUSSELL	42,834.86
CHR010	CHRISTINA LAKE COMMUNITY ASSOCIATION	36,672.82
CHR440	CHRISTINA GATEWAY DEVELOPMENT ASSOCIATION	156,750.00
CIB010	CIBC VISA	170,997.58
CIT050	CITYVIEW A DIVISION OF N HARRIS	85,489.87
CLE050	CLEARTECH INDUSTRIES	32,675.74
COL390	COLUMBIA BASIN BROADBAND CORPORATION	41,602.03
COL420	COLLECTIVE ROOT CONSULTING LTD	190,760.95
COM020	COMMISSIONAIRES BRITISH COLUMBIA	114,070.77
COM060	COMPLETE CLIMATE CONTROL INC.	39,847.88
COM070	COMMUNITY FUTURES DEVELOPMENT CORP. -	139,760.00
COM190	COMMONSPACE CONSULTING	29,889.95
DAM020	DAM HELICOPTERS INC.	128,346.19
DEL070	DELL CANADA INC	81,469.56
ENO010	ENORMOUS PRODUCTIONS	27,534.12
ESR010	ESRI CANADA LTD.	26,407.03
FIR040	TRAIL FIREFIGHTER ASSOCIATION LOCAL 941	67,178.08
FLE015	FLEETCOR CANADA MASTERCARD	50,748.49
FOR010	FORTISBC - ELECTRICITY	371,141.70
FOR040	FORTIS BC - NATURAL GAS	127,356.73
FRU010	THE VILLAGE OF FRUITVALE	631,447.65
GEN020	GENELLE RECREATION COMMISSION	67,095.00
GLA060	GLACIER HEIGHTS REFRIGERATION INC.	106,911.54
GRA010	CITY OF GRAND FORKS	480,813.56
GRA016	GRAND FORKS COMMUNITY TRAILS SOCIETY	37,500.00
GRA023	GRAND FORKS CONCRETE AND GRAVEL LTD.	66,512.46
GRA030	GRAND FORKS CURLING CLUB	36,377.09

**REGIONAL DISTRICT OF KOOTENAY BOUNDARY
YTD Paid Report**


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Page : 2

Date : Jun 20, 2019

Time : 10:53 am

Supplier Code From : 0731689

To : ZW0010

Sequence : By Code Date Range From : 01-Jan-2018

To : 31-Dec-2018

Categories From : E - Employee

To : W - WCB Remittance Req

Suppress Printing for \$ Under

25,000.00

Supplier Code	Name	Total
GRA056	GRANT THORNTON LLP	36,750.00
GRA170	GRAND FORKS & DISTRICT PUBLIC LIBRARY	396,390.00
GRA650	GRANBY GRAVEL & SAND	36,422.40
GRE010	THE CITY OF GREENWOOD	49,282.89
GUI001	GUILLEVIN INTERNATIONAL INC.	54,745.96
HAL010	HALL PRINTING	29,846.31
HOF001	HOFF SECURITIES LTD.	27,006.00
HUB020	HUB FIRE ENGINES & EQUIPMENT LTD.	96,112.22
IMP140	IMPALLA SECURITY KOOTENAY DIVISION INC	31,203.09
IMP160	IMPERIAL MOTEL	34,497.14
INL070	INLAND ALLCARE	80,668.41
INN030	INNOMERGENCE SOLUTIONS	92,883.05
INS010	INSURANCE CORPORATION OF BC	96,862.00
IRL020	IRL INTERNATIONAL TRUCK CENTRES LTD.	220,451.68
ISL030	ISL ENGINEERING AND LAND SERVICES LTD.	29,400.00
JER050	JERRY BERRY CONSULTANTS INC	45,012.16
JUS010	JUSTICE INSTITUTE OF B.C.	32,220.17
KEL016	KELOWNA CHEVROLET	44,482.50
KEL030	CITY OF KELOWNA	190,380.75
KGC001	KGC FIRE RESCUE INC.	32,511.48
KIW020	KIWANIS CLUB OF TRAIL	88,817.33
KON001	KONE INC.	39,726.80
KOO015	KOOTENAY COLUMBIA TRAILS SOCIETY	115,000.00
KOO026	0782508 BC Ltd dba KOOTENAY WEED CONTROL	95,529.05
KOO610	KOOTENAY BOUNDARY REGIONAL HOSPITAL &	63,346.00
LIM010	LIME CREEK LOGGING LTD.	316,982.85
LOR010	LORDCO PARTS LTD.	30,883.13
LOW020	LOWER COLUMBIA COMMUNITY DEVELOPMENT TEAM SOCIET	103,491.00
MAR010	MARWEST INDUSTRIES LTD.	27,467.97
MAR024	MARCEL EQUIPMENT LTD.	325,500.00
MEA040	MEARL'S MACHINE WORKS LTD.	124,535.94
MET001	METTLER-TOLEDO INC.	28,159.54
MID010	VILLAGE OF MIDWAY	73,562.22
MIL160	MILLS OFFICE PRODUCTIVITY	40,040.23
MIN030	MINISTER OF FINANCE	58,987.50
MIN180	MINISTER OF FINANCE MINISTRY OF PUBLIC SAFETY	34,513.61
MON010	VILLAGE OF MONTROSE	134,156.09
MOR015	MORROW BIOSCIENCE LTD.	79,592.16
MSC020	MSC ENTERPRISES LTD. C/O STEVE DANSHIN	208,705.87
MUN050	MUNICIPAL INSURANCE ASSOC. OF B. C.	49,561.00
NAT005	NATIONAL PROCESS EQUIPMENT INC.	211,159.48
NEP020	NEPA TRUCKING CO.	248,379.80
OME040	OMEGA COMMUNICATIONS LTD.	103,055.10
OPU010	OPUS INTERNATIONAL CONSULTANTS (CANADA) LTD.	1,068,608.08
PAC020	PACIFIC BLUE CROSS	418,571.61
PAL005	PALADIN SECURITY GROUP LTD.	196,792.85
PET010	PETRO CANADA	71,240.35
PHO002	PHOENIX MOUNTAIN ALPINE SKI SOCIETY	25,000.00
PHO030	PHOENIX BENEFITS SOLUTIONS	26,503.00
POW002	POWNALL CONSTRUCTION & FORM RENTAL	304,983.09
POW100	POWER TECH ELECTRIC LTD.	51,944.97
PRI035	PRIMA POWER SYSTEMS INC.	97,360.20
REC010	RECEIVER GENERAL FOR CANADA	2,431,441.45
RED190	RED DRAGON CONSULTING	37,667.87

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
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Date : Jun 20, 2019

Time : 10:53 am

Supplier Code From : 0731689

To : ZWO010

Sequence : By Code

Date Range From : 01-Jan-2018

To : 31-Dec-2018

Categories From : E - Employee

To : W - WCB Remittance Req

Suppress Printing for \$ Under

25,000.00

Supplier Code	Name	Total
REG010	REGIONAL DISTRICT OF CENTRAL KOOTENAY	93,491.60
REG070	REGIONAL DISTRICT OF CENTRAL OKANAGAN	52,082.00
REG080	REGIONAL DISTRICT OF EAST KOOTENAY	120,000.00
RIC010	RICOH CANADA INC.	74,399.98
RID010	RIDGETOP MEAT PIES	63,416.37
RIT020	RITEWAY MECHANICAL REPAIR LTD.	34,914.58
ROC030	ROCKY MOUNTAIN PHOENIX	202,365.97
ROC050	ROCKY MOUNTAIN ENERGY	30,821.79
ROS010	THE CITY OF ROSSLAND	40,595.76
SAV010	SAVAGE PLUMBING & HEATING	28,644.95
SOC001	SOCIETY FOR THE FRIENDS OF THE TRAIL SK8 PARK	30,000.00
SOF020	SOFTCHOICE LP	56,013.09
SOR040	SORENSEN EXCAVATING LTD.	32,550.00
SOU001	SOUND SOLUTIONS	28,400.51
SOU015	SOUTHERN FRONTIER FORESTRY SERVICES	89,229.56
SPC010	SOCIETY FOR PREVENTION OF CRUELTY TO ANIMALS	89,244.00
STE170	STEPHENSON ENGINEERING	27,720.00
SUP170	SUPER SAVE DISPOSAL INC.	149,309.63
TEL001	TELUS COMMUNICATIONS (B.C.) INC.	188,805.35
TEL002	TELUS MOBILITY	62,754.15
TKI010	TKI CONSTRUCTION LTD.	68,992.60
TRA003	TRAIL ROOFING LTD.	131,084.09
TRA010	THE CITY OF TRAIL	859,766.20
TRA038	TRAILS TO THE BOUNDARY SOCIETY	37,095.80
TRA190	TRAIL & DISTRICT ARTS COUNCIL	238,524.29
TRA800	TRAINOR MECHANICAL CONTRACTORS LTD.	629,612.13
TRO010	TROWELEX RENTALS AND SALES	50,235.66
TWI020	TWIN RIVERS CONTROLS	44,673.84
UPL030	UPLAND AGRICULTURAL CONSULTING LTD.	27,861.87
URB010	URBAN SYSTEMS	81,522.61
URB030	URBAN SYSTEMS	63,142.38
URB040	URBAN MATTERS CCC LTD.	38,955.00
VAL020	VALKYRIE LAW GROUP LLP	35,752.35
VAL130	VALLIN	41,876.77
VEN010	VENTURE MECHANICAL SYSTEMS LTD	27,213.38
WAR020	VILLAGE OF WARFIELD	34,653.81
WAS010	WASTE MANAGEMENT	31,017.34
WES025	WESTEK CONTROLS LTD.	43,935.05
WIL007	ADAM WILLIAMS	29,976.00
WIL190	WILDCAT HELICOPTERS	25,342.70
WOR010	WORKER'S COMPENSATION BOARD OF BC	248,657.37
WSP010	WSP CANADA INC.	78,856.70

Total Suppliers Equal and Over 25,000.00 21,508,535.50

Other Suppliers Under 25,000.00 3,454,426.83

Total Of Printed Suppliers : 24,962,962.33

Pension Corp EFT 1,410,635.01

20,373,597.34

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
SECTION 814 - REPORT FOR THE 2018 FISCAL YEAR
DIRECTOR'S REMUNERATION and EXPENSE

Elected Official	Regional District of Kootenay Boundary Area Represented	Remuneration	Expenses	Total Remuneration & Expense
CACCHIONI, ROBERT	City of Trail	2,135	315	2,450
CECCHINI, PATRICIA	Village of Fruitvale	13,965	1,725	15,690
DANCHUK, JOE	Village of Montrose	14,932	4,072	19,004
DUNSDON, RICHARD	Village of Midway	2,083	-	2,083
EDWARDS, BILL	Electoral Area 'B' (Alternate)	303	-	303
GEE, VICKI LYNN	Electoral Area 'E'	37,840	22,667	60,507
GRIEVE, ALI K.	Electoral Area 'A'	35,854	11,851	47,705
JOLLY, KEVIN	City of Trail (Alternate)	533	-	533
KONRAD, FRANK	City of Grand Forks	12,324	1,069	13,393
LANGMAN, DIANE	Village of Warfield	14,850	4,430	19,280
MARTIN, MICHAEL	City of Trail-Outgoing	15,586	1,099	16,685
MCGREGOR, GRACE	Electoral Area 'C'	44,264	10,381	54,645
MCLELLAN, LLOYD	City of Rossland	14,400	3,651	18,051
MOREL, ANDY	City of Rossland	1,880	154	2,034
MORISSETTE, STEPHEN	Village of Fruitvale	1,675	-	1,675
PARKINSON, ARLNE	Village of Warfield (Alternate)	677	-	677
ROTVOLD, MARGUERITE	Village of Midway	13,570	4,427	17,997
RUSSELL, ROLAND	Electoral Area 'D'	59,215	19,162	78,377
SANTORI, SANDY	City of Trail (Alternate)	388	-	388
SHAW, GERRY	City of Greenwood	1,914	532	2,446
SMITH, EDWARD	City of Greenwood	12,193	2,316	14,509
TAYLOR, BRIAN	City of Grand Forks	2,024	-	2,024
WALSH, MIKE	Village of Montrose	1,880	136	2,016
WEBBER, TABATHA	Village of Fruitvale (Alternate)	423	-	423
WORLEY, LINDA	Electoral Area 'B'	37,905	21,014	58,919
		\$ 342,811	\$ 109,001	\$ 451,813

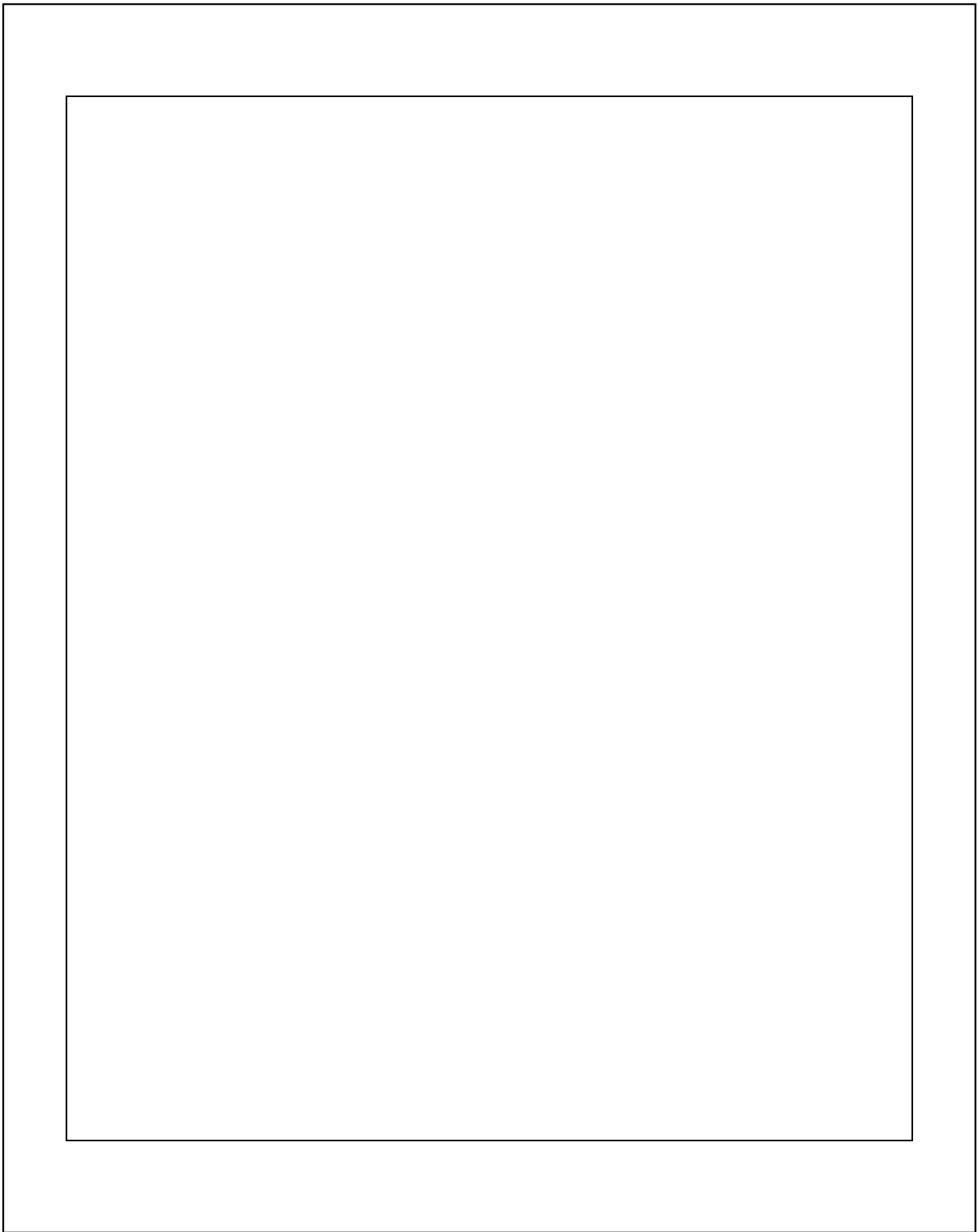
REGIONAL DISTRICT OF KOOTENAY BOUNDARY
SECTION 814 - REPORT FOR THE 2018 FISCAL YEAR
EMPLOYEE'S REMUNERATION and EXPENSE

	Employee	Remuneration	Expenses	Total Remuneration & Expense
1	ALDERSON, CLAYTON	117,283	300	117,583
2	ANDISON, R. MARK	177,073	11,622	188,695
3	BOUTIN, KYLE	120,466	300	120,766
4	BURGET, BETH	122,701	7,393	130,094
5	COMO, DAVID K	107,307	400	107,707
6	CORMACK, CHRISTOPHER	82,198	5,786	87,984
7	CROSSMAN, STEVEN	80,760	3,987	84,747
8	DAINES, MARK	96,372	424	96,796
9	DEAN, DONNA	117,706	6,654	124,360
10	DENKOVSKI, GORAN	107,498	661	108,159
11	DEPELLEGRIN, LEE	130,635	360	130,995
12	DERBY, DANIEL, J.	183,836	508	184,344
13	FERRABY, GREGORY	141,888	680	142,568
14	GALLAMORE, GLEN	128,455	1,962	130,417
15	GOODWILL, JAMIE	83,762	-	83,762
16	GREEN, DALE	89,388	-	89,388
17	KOVACS, MARGARET	76,303	828	77,131
18	LANGMAN, JASON	122,787	300	123,087
19	LARMOUR, MATTHEW	113,900	240	114,140
20	LENARDUZZI, MIKE	120,678	260	120,938
21	LENARDON, THERESA	100,491	8,491	108,982
22	LEPITRE, DON	81,673	863	82,536
23	MAIKA, FRANCES	102,896	5,594	108,490
24	MARSH, CHRISTOPHER	107,778	2,121	109,899
25	MCGREGOR, ROBERT	84,604	1,772	86,376
26	MI LNE, JASON	133,007	2,293	135,300
27	MORRIS, RICHARD	128,819	150	128,969
28	PAKKUNAINEN, JEFF	98,851	593	99,444
29	PARSONS, W. MICHAEL	119,290	370	119,660
30	RUSSELL, B. LUKE	110,271	450	110,721
31	SILVA, ROBERT	91,082	2,076	93,158
32	SMYTH, RYAN	152,478	500	152,978
33	SPRADO, TOM	95,322	150	95,472
34	SVENDSEN, JAMES	121,718	3,552	125,270
35	TAYLOR, CODY	83,846	73	83,919
36	TYSON, GRANT	152,025	500	152,525
37	WAGNER, KEN	81,300	2,559	83,859
Total Employees earning greater than \$75,000		4,166,445	74,772	4,241,217
Total for Employees earning less than \$75,000 (Excluding Elected Officials)		4,663,548	106,648	4,770,196
Total		\$ 8,829,994	\$ 181,420	\$ 9,011,414
Total Employer Premium for CPP			\$	280,977
Total Employer Premium for EI			\$	127,280

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Financial Statements

December 31, 2018

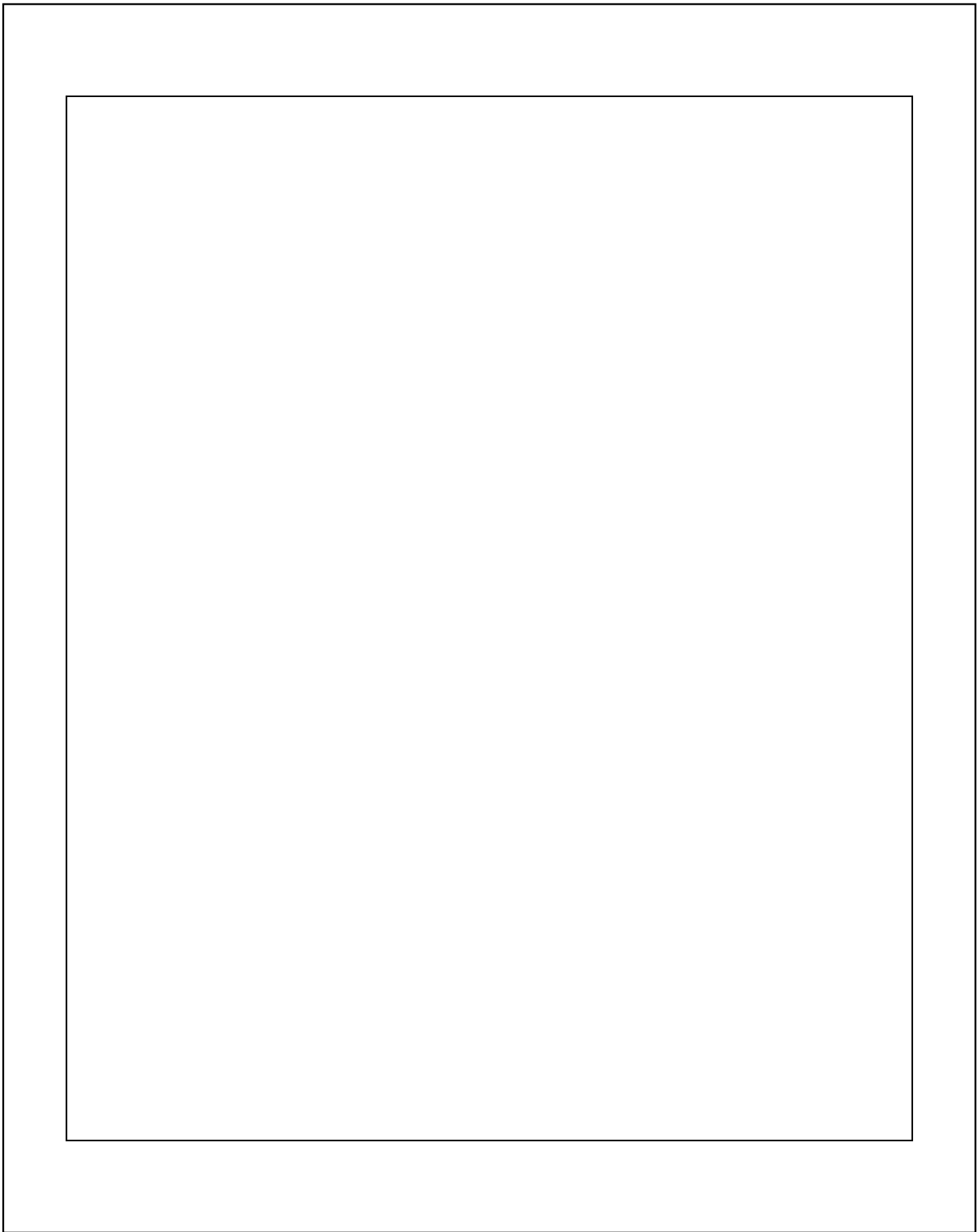


REGIONAL DISTRICT OF KOOTENAY BOUNDARY

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REGIONAL DISTRICT OF KOOTENAY BOUNDARY

MANAGEMENT'S RESPONSIBILITY

For the year ended December 31, 2018

To the Board of Directors of the Regional District of Kootenay Boundary,

Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian public sector accounting standards and ensuring that all information in the annual report is consistent with the statements. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

The Board of Directors is composed entirely of individuals who are neither management nor employees of the Regional District. The Board of Directors is responsible for overseeing management in the performance of its financial reporting responsibilities, and for approving the financial information included in the annual report. The Board of Directors fulfill these responsibilities by reviewing the financial information prepared by management and discussing relevant matters with management and external auditors. The Board of Directors is also responsible for appointing the Regional District's external auditors.

Grant Thornton LLP, an independent firm of Chartered Professional Accountants, is appointed by the Board of Directors to audit the financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically with, both the Board of Directors and management to discuss their audit findings.

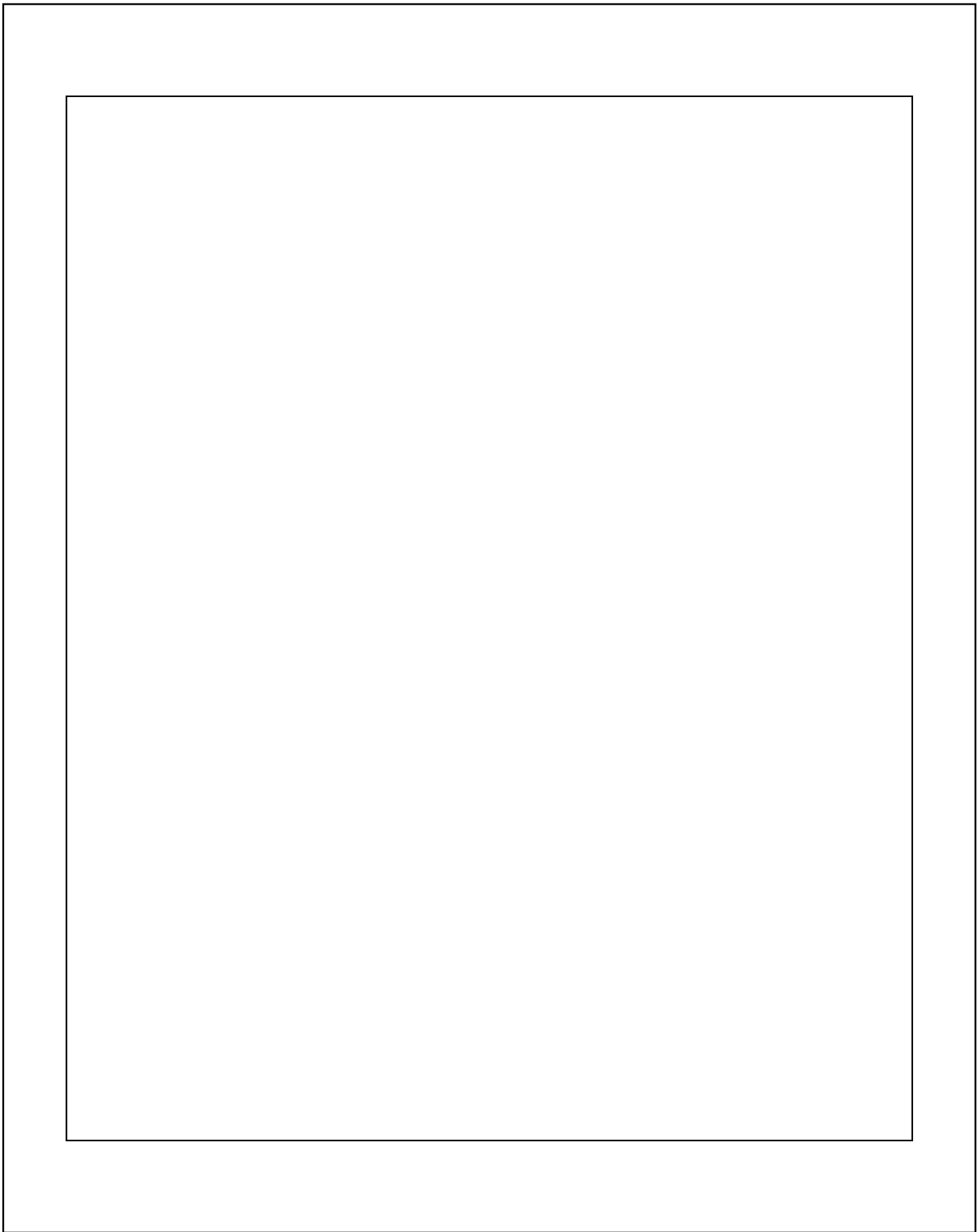


Mark Andison
Chief Administrative Officer



Beth Burget, CPA, CGA
General Manager of Finance

June 12, 2019
Trail, British Columbia





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Independent auditor's report

To the Directors of Regional District of Kootenay Boundary

Opinion

We have audited the financial statements of Regional District of Kootenay Boundary ("the District"), which comprise the statement of financial position as at December 31, 2018, and the statements of operations and accumulated surplus, changes in net assets and cash flow for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly in all material respects, the financial position of Regional District of Kootenay Boundary as at December 31, 2018, and its results of operations, its changes in its net assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the District in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

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

In preparing the financial statements, management is responsible for assessing the District's ability to continue as a going concern, disclosing, as applicable, matters related to a going concern and using the going concern basis of accounting unless management either intends to liquidate the District or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the District's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the District's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the District to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Grant Thornton LLP

Chartered Professional Accountants

Trail, Canada
June 12, 2019

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

STATEMENT OF FINANCIAL POSITION

As at December 31	2018	2017
FINANCIAL ASSETS		
Cash and cash equivalents	\$ 501,083	\$ 1,045,033
Short-term investments (Note 3)	21,061,838	21,154,816
Accounts receivable (Note 4)	4,208,213	1,931,976
Municipal Finance Authority debt reserve fund (Note 5)	2,011,336	2,058,739
Debenture debt recoverable from member municipalities (Note 6)	31,914,756	33,466,805
	<u>\$ 59,697,226</u>	<u>\$ 59,657,369</u>
FINANCIAL LIABILITIES		
Accounts payable	\$ 2,094,935	2,052,278
Accounts payable to other governments	858,962	814,363
Municipal Finance Authority debt reserve fund (Note 5)	2,011,336	2,058,739
Debenture debt (Note 6, Schedule 1)	41,711,494	43,675,302
Temporary borrowing (Note 7, Schedule 2)	1,202,495	1,978,983
Other long-term debt (Note 8)	70,175	92,857
Deferred revenue (Note 9)	3,068,185	3,119,885
Landfill closure and post-closure (Note 10)	5,002,124	4,873,452
Employment benefits (Note 11)	197,000	193,600
	<u>\$ 56,216,706</u>	<u>\$ 58,859,459</u>
NET ASSETS (DEBT)	<u>\$ 3,480,520</u>	<u>\$ 797,910</u>
NON-FINANCIAL ASSETS		
Tangible capital assets (Schedule 3)	\$ 51,641,882	50,488,826
Inventory	10,212	8,938
Prepaid expenses	171,526	108,264
	<u>\$ 51,823,620</u>	<u>\$ 50,606,028</u>
Accumulated surplus (Note 12)	<u>\$ 55,304,140</u>	<u>\$ 51,403,938</u>


 General Manager of Finance

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

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS

For the year ended December 31	Budget 2018	2018	2017
REVENUE			
Grants in lieu of taxes	\$ 1,990,358	\$ 2,086,777	\$ 2,004,649
Services provided to other governments	342,229	421,886	398,052
Sale of services	4,773,408	5,576,438	5,381,061
Gain on disposal of assets	-	347,165	73,650
Other revenue	1,947,295	2,164,011	1,775,399
Transfers from:	-		
Electoral area tax levy	10,561,251	10,566,766	10,065,752
Member municipalities	9,330,982	9,322,945	9,417,375
Other governments	3,070,132	4,787,061	2,102,012
	-		
	<u>\$ 32,015,655</u>	<u>\$ 35,273,049</u>	<u>\$ 31,217,950</u>
EXPENSES			
General government services	3,398,378	\$ 3,108,903	2,618,943
Protective services	7,519,871	\$ 10,327,382	8,022,087
Transportation services	1,841,006	1,677,004	1,638,879
Environmental health services	7,587,264	8,160,628	8,115,494
Development services	1,308,200	1,282,203	1,256,030
Recreation and cultural services	6,539,660	6,816,727	6,770,684
	<u>\$ 28,194,379</u>	<u>\$ 31,372,847</u>	<u>\$ 28,422,117</u>
Annual surplus (Note 13)	3,821,276	3,900,202	2,795,833
Accumulated surplus, beginning of year	51,403,938	51,403,938	48,608,105
Accumulated surplus, end of year	<u>\$ 55,225,214</u>	<u>\$ 55,304,140</u>	<u>\$ 51,403,938</u>

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

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
STATEMENT OF CHANGES IN NET ASSETS

For the year ended December 31	Budget 2018	2018	2017
Annual surplus	\$ 3,821,276	\$ 3,900,202	\$ 2,795,833
Acquisitions of tangible capital assets	\$ (8,923,298)	\$ (4,704,988)	\$ (3,518,407)
(Gain) loss on disposal of tangible capital assets	-	(347,165)	(73,650)
Proceeds on disposal of tangible capital assets	-	1,134,327	73,650
Amortization	-	2,764,764	2,523,767
	\$ (8,923,298)	\$ (1,153,062)	\$ (994,640)
Inventory	\$ -	\$ (1,268)	\$ 1,834
Prepaid expenses	-	(63,262)	123,157
	\$ -	\$ (64,530)	\$ 124,991
Change in net assets	\$ (5,102,022)	\$ 2,682,610	\$ 1,926,184
Net assets (debt), beginning of the year	797,910	797,910	(1,128,274)
Net assets, end of the year	\$ (4,304,112)	\$ 3,480,520	\$ 797,910

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

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

STATEMENT OF CASH FLOWS

For the year ended December 31	2018	2017
OPERATING ACTIVITIES		
Annual surplus	\$ 3,900,202	\$ 2,795,833
Non-cash items:		
Amortization	2,764,764	2,523,767
(Gain) loss on disposal of tangible capital assets	(347,165)	(73,650)
Actuarial reduction of debt	(176,566)	(192,385)
Landfill closure and post-closure liability	128,672	150,052
Employment benefits	3,400	9,600
Change in financial assets		
Accounts receivable	(2,276,239)	(521,419)
Change in non-financial assets		
Inventory	(1,268)	1,834
Prepaid expenses	(63,262)	123,157
Change in financial liabilities		
Accounts payable	87,256	721,774
Deferred revenue	(51,700)	385,665
	<u>\$ 3,968,094</u>	<u>\$ 5,924,228</u>
FINANCING ACTIVITIES		
Principal repayments of debt	\$ (1,200,265)	(2,895,997)
Advances of debt	165,904	2,768,735
Change in short-term investments	92,978	(1,820,173)
	<u>\$ (941,383)</u>	<u>\$ (1,947,435)</u>
CAPITAL ACTIVITIES		
Acquisitions of tangible capital assets	(4,704,988)	(3,518,407)
Proceeds on disposal of tangible capital assets	1,134,327	73,650
	<u>\$ (3,570,661)</u>	<u>\$ (3,444,757)</u>
(Decrease) increase in cash and cash equivalents	\$ (543,950)	\$ 532,036
Cash and cash equivalents, beginning of the year	1,045,033	512,997
Cash and cash equivalents, end of the year	<u>\$ 501,083</u>	<u>\$ 1,045,033</u>

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

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2018

The Regional District of Kootenay Boundary ("RDKB", "Regional District") was incorporated in 1966 under the provisions of the British Columbia Municipal Act. Its principal activities are the provision of district-wide local government services to the residents of the eight municipalities and the five unincorporated electoral areas within its boundaries.

1. SIGNIFICANT ACCOUNTING POLICIES

a) Basis of presentation

The financial statements of the Regional District are prepared in accordance with Canadian generally accepted accounting principles for local government as recommended by the Public Sector Accounting Board ("PSAB") of CPA Canada.

b) Fund balances

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

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

c) Assets

Assets are recognized when the following criteria are met:

- A future economic benefit exists that involves a capacity, singly or in combination with other assets, to provide goods and services, to provide future cash inflows, or to reduce cash outflows.
- The Regional District controls the economic resource and access to the future economic benefit.
- The transaction giving rise to the Regional District's control has already occurred.

d) Cash and cash equivalents

Cash and cash equivalents consist of cash, highly liquid money market investments and investments that can be converted to cash within 90 days of inception.

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2018

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

e) Short term investments

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

f) Inventory

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

g) Tangible capital assets

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

Type	Estimated useful life
Land	Not amortized
Building	15 - 50 years
Machinery & Equipment	3 - 40 years
Land Improvements	12 - 90 years
Water Infrastructures	25 - 80 years
Sewer Infrastructures	5 - 50 years

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

h) Revenues

Taxes and grants in lieu of taxes are recognized as revenue in the year they are levied. Services provided to other governments, sales of services, user fees and other revenues are recognized in the year that the related service is provided. Conditional grant revenue is recognized in the year in which the imposed conditions are met. Unconditional grant revenue is recognized in the year when the monies are received. Grants for the acquisition of tangible capital assets are recognized in the period when the expenditure is made.

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

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2018

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

i) Use of estimates

The preparation of financial statements in accordance with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period.

Significant items subject to such estimates and assumptions include the valuation of accounts receivable, accrued liabilities, valuation of the landfill closure and post closure costs, liabilities for contaminated sites, and useful lives of tangible capital assets. Actual results could differ from management's best estimates as additional information becomes available in the future.

j) Contaminated sites

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

k) Related parties

Related parties include (i) key management personnel, who are individuals responsible for planning, directing and controlling the activities of the Regional District, (ii) members of the Board of Directors, (iii) close family members of key management personnel and members of the Board of directors, and (iv) entities that are controlled, subject to common control, and/or subject to significant influence by any of the previously listed parties.

Transactions with a related party that occurred at a value different from that which would have been arrived at if the parties were unrelated are disclosed.

No transactions require disclosure for the two years ended December 31, 2018.

2. ADOPTION OF ACCOUNTING POLICIES

PS 2200 Related Party Disclosures

Effective January 1, 2018, the Regional District adopted the recommendations in PS 2200 *Related Party Disclosures*, as set out in the Canadian public sector accounting standards. Pursuant to the recommendations, the change was applied prospectively, and prior periods have not been restated.

Previously, no accounting policy existed to account for related party disclosures. Under the new recommendations, the Regional District is required to disclose information about related party transactions and the relationship underlying them when they have occurred at a value different from that which would have been arrived at if the parties were unrelated, and they have, or could have, a material financial effect on the financial statements or the notes to the financial statements, as described in Note 1, Significant Accounting Policies. There was no effect on the Regional District's financial statements from adopting the above noted change in accounting policy.

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2018

2. ADOPTION OF ACCOUNTING POLICIES (Continued)

PS 3210 Assets

Effective January 1, 2018, the Regional District adopted the recommendations in PS 3210 *Assets*, as set out in the Canadian public sector accounting standards. Pursuant to the recommendations, the change was applied retrospectively; however, there was no change in prior periods.

Previously, no accounting policy existed to account for general assets. This section provides guidance for applying the definition of assets set out in PS 1000 *Financial Statement Concepts*.

PS 3320 Contingent Assets

Effective January 1, 2018, the Regional District adopted the recommendations in PS 3320 *Contingent Assets*, as set out in the Canadian public sector accounting standards. Pursuant to the recommendations, the change was applied retrospectively; however, there was no change in prior periods.

Previously, no accounting policy existed to account for contingent assets. This section establishes disclosure standards on contingent assets.

PS 3380 Contractual Rights

Effective January 1, 2018, the Regional District adopted the recommendations in PS 3380 *Contractual Rights*, as set out in the Canadian public sector accounting standards. Pursuant to the recommendations, the change was applied retrospectively; however, there was no change in prior periods.

Previously, no accounting policy existed to account for contractual rights. This section establishes disclosure standards on contractual rights, and does not include contractual rights to exchange assets where revenue does not arise.

3. SHORT TERM INVESTMENTS

	2018	2017
Short term investments	21,061,838	21,154,816

Short term investments are comprised of guaranteed income certificates of various dates not exceeding 12 months maturity, and various investment funds held with Municipal Finance Authority of British Columbia.

4. ACCOUNTS RECEIVABLE

	2018	2017
Local governments	383,084	318,722
Provincial government	3,058,903	816,177
Federal government	209,737	188,035
	3,651,724	1,322,934
Trade and other receivables	556,489	609,042
	4,208,213	1,931,976

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2018

5. MUNICIPAL FINANCE AUTHORITY DEBT RESERVE FUND

The Municipal Finance Authority of British Columbia ("MFA") provides capital financing for regional districts and their member municipalities. The Authority is required to establish a debt reserve fund into which each regional district and member municipality, who share in the proceeds of debt issued through the Regional District, are required to pay certain amounts set out in the debt agreements.

These reserves consist of cash deposits and demand notes as security for default on MFA debenture debt. The cash portion of the reserves and the interest earned each year (less administration expenses) becomes an obligation of MFA to the Regional District. The Authority must then use this fund, if at any time there are insufficient funds, to meet payments on its obligations. If this occurs, the Regional District may be called upon to restore the fund. The reserves will be used or cancelled upon maturity of the related MFA debenture.

	Demand notes	Cash deposits	2018	2017
Regional District	368,540	163,192	531,732	590,393
Member municipalities	950,920	528,684	1,479,604	1,468,346
	1,319,460	691,876	2,011,336	2,058,739

6. DEBENTURE DEBT

Debenture debt consists of borrowing from MFA. The details of debenture debt are provided in Schedule 1.

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

	2018	2017
Debenture debt recoverable from member municipalities		
City of Grand Forks	1,549,115	1,693,793
City of Greenwood	48,736	73,622
City of Rossland	9,451,794	9,818,323
City of Trail	17,468,222	18,314,638
Village of Fruitvale	2,447,452	2,500,000
Village of Midway	139,690	158,103
Village of Warfield	809,747	908,326
	31,914,756	33,466,805
Regional District	9,796,738	10,208,497
	41,711,494	43,675,302

Payments of principal on issued debt of the Regional District for the following five years, excluding member municipality issuances, are as follows:

2019	542,221
2020	458,805
2021	458,805
2022	333,869
2023	333,859
Thereafter	7,669,179

Interest incurred on the issued debt of the Regional District during the year was \$423,178 (2017- \$478,192).

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2018

7. TEMPORARY BORROWING

The Regional District has temporary borrowing for equipment financing and short-term financing through MFA. Equipment financing agreements have terms of one to five years with principal and interest payable monthly. Short-term financing agreements provide cash flow for ongoing projects, with a maximum term of five years during which regular principal payments are not required and must either repaid or converted to long term borrowing through a debenture issue at maturity, with interest at a variable rate calculated daily and payable monthly.

Payments of principal on equipment financing for the following five years are as follows:

2019	432,329
2020	343,962
2021	205,518
2022	212,543
2023	8,143

Interest incurred on temporary borrowing during the year was \$33,779 (2017- \$21,805). As at December 31, 2018, the interest rate for equipment financing agreements was 2.63% and the interest rate for short-term financing agreements was 2.80%.

The details of temporary borrowing are provided in Schedule 2.

8. OTHER LONG-TERM DEBT

In 2010, the Regional District agreed to purchase land and buildings from the City of Grand Forks through the Regional District's Boundary Animal Control Service for \$246,138. This agreement has a term of 12 years ending in 2021, with a fixed payment of \$27,001 payable annually on August 1, including interest of 4.65%.

	2018	2017
Opening principal balance outstanding	92,857	114,532
Less principal paid during the year	(22,682)	(21,675)
	70,175	92,857

Interest incurred on other long-term debt during the year was \$4,319 (2017- \$5,326).

9. DEFERRED REVENUE

	2018	2017
Deferred revenue	605,816	766,622
Gas Tax Agreement: Community Works Fund	2,462,369	2,353,263
	3,068,185	3,119,885

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2018

9. DEFERRED REVENUE (Continued)

Gas Tax Agreement: Community Works Fund

Community Works Fund is a component of the Gas Tax Agreement funding provided by the Government of Canada, and administered through the Union of British Columbia Municipalities (UBCM).

	2018	2017
Opening balance	2,353,263	2,189,625
Add: Amounts received during the year	487,616	471,142
Interest earned	44,118	17,465
Less: Project funding disbursements	(422,628)	(324,969)
	2,462,369	2,353,263

10. LANDFILL CLOSURE AND POST-CLOSURE

The costs of landfill closure and post-closure have been defined in accordance with industry standards and the Canadian generally accepted accounting principles for local government as recommended by the Public Sector Accounting Board ("PSAB") of CPA Canada.

The liability for landfill closure and post-closure costs have been based upon the estimated remaining years, the estimated total volumetric capacity of each site and the cumulative capacity used to December 31, 2018.

	2018	2017
Grand Forks landfill site	2,243,633	2,126,389
Greenwood landfill site	1,237,896	1,462,713
McKelvey Creek landfill site	1,520,595	1,284,350
	5,002,124	4,873,452

The total estimated landfill closure and post-closure care costs in the Regional District are calculated in present dollars as follows. Actual costs may vary due to future fluctuations in inflation and interest rates.

Site	Estimated remaining capacity (m ³)	Estimated remaining years	Estimated total closure and post closure costs (present value)	Estimated future liability	Total recognized liability
Grand Forks landfill site	292,368	28	6,152,100	3,908,467	2,243,633
Greenwood landfill site	133,900	61	2,635,840	1,397,944	1,237,896
McKelvey Creek landfill site	901,450	63	8,582,124	7,061,529	1,520,595
			17,370,064	12,367,940	5,002,124

As at December 31, 2018, a total of \$4,600,605 has been designated for settling closure and post-closure liabilities. The estimated length of time required for post-closure care for each phase of each landfill site is 25 years.

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2018

11. EMPLOYMENT BENEFITS

Pension liability

The Regional District and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2017, the plan has about 197,000 active members and approximately 95,000 retired members. Active members include approximately 39,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent valuation for the Municipal Pension Plan as at December 31, 2015, indicated a \$2,224 million funding surplus for basic pension benefits on a going concern basis. As a result of the 2015 basic account actuarial valuation surplus and pursuant to the joint trustee agreement, \$1,927 million was transferred to the rate stabilization account and \$297 million of the surplus ensured the required contribution rates remained unchanged.

In 2018, the Regional District paid \$783,058 for employer contributions to the plan (2017 - \$752,602).

The next valuation will be as at December 31, 2018, with results available in 2019.

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

Post employment benefits

Employees are entitled to earned benefits related to non-vested accumulating sick leave. The liability and expense for these post-employment benefits and compensated absences is recognized in the financial statements in the period in which employees render services and on the basis that the benefits are expected to be provided when the employees are no longer providing active service. A complete actuarial valuation was performed in December 2018 with the following assumptions:

	2018	2017
Discount rate	3.30%	2.90%
Inflation rate	2.50%	2.50%
Compensation increase rate	2.58%-4.63%	2.50%-4.63%

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2018

11. EMPLOYMENT BENEFITS (Continued)

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

	2018	2017
Benefit liability, beginning of year	193,600	184,000
Current service cost	13,500	12,800
Interest cost	5,900	6,600
Benefits paid	(12,600)	(15,400)
Actuarial (gain)/loss	(3,400)	5,600
	<u>197,000</u>	<u>193,600</u>

12. ACCUMULATED SURPLUS

	2018	2017
General equity	1,643,864	1,775,248
Capital assets	247,675	247,675
Reserves	12,840,126	11,172,525
	<u>14,731,665</u>	<u>13,195,448</u>
Equity in tangible capital assets	40,572,475	38,208,490
	<u>55,304,140</u>	<u>51,403,938</u>

13. ANNUAL BUDGET

The budget data presented in these financial statements is based on the 2018 - 2022 Financial Plan Bylaw 1673 as approved and adopted by the Board of Directors on March 21, 2018.

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

	2018	2017
Financial plan bylaw deficit	(1,276,305)	(2,097,950)
Capital expenditures	8,923,298	9,008,457
Principal repayments of debt	1,227,811	2,255,782
Transfers to reserves	2,122,361	2,405,753
Proceeds from borrowing	(2,368,000)	(2,373,658)
Transfers from reserves	(3,012,635)	(4,907,802)
Prior year net surplus	(1,795,254)	(671,522)
	<u>5,097,581</u>	<u>5,717,010</u>
Budgeted annual surplus	<u>3,821,276</u>	<u>3,619,060</u>

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2018

14. CONTINGENT LIABILITIES

Liability risk coverage

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

Insurance and legal claims

From time to time, the Regional District is brought forth as defendant in various lawsuits. The Regional District reviews its exposure to any potential litigation for which it would not be covered by insurance, and assesses whether a successful claim against the Regional District would significantly affect the financial statements. At the date of the financial statements, Management, together with the Municipal Insurance Association, has determined that potential liabilities, if any, arising from these claims will not be significant to the financial statements. The Regional District's insurance deductible for any claim is \$10,000.

15. CONTAMINATED SITES

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

16. SUBSEQUENT EVENTS

On January 1, 2019, the Regional District disposed of tangible capital assets relating to engineered sewer structures in a transaction with a member municipality.

On January 1, 2019, the Regional District disposed of tangible capital assets relating to engineered sewer structures in a transaction with a second separate member municipality.

There was no significant financial effects to these transactions. The proceeds of disposition received in each transaction was \$1.00, and the gain on disposal in each transaction was \$1.00.

17. SEGMENTED INFORMATION

The services of the Regional District are segmented as follows, with operational results in Schedule 4.

General government services

This segment comprises the following services: general government administration, electoral area administration, and grants-in-aid. General government includes corporate services, information systems, and financial services. Corporate services involves staff and management working closely with the Board and community partners to coordinate the delivery of a wide range of functions and services. Financial services is responsible for the requisition of tax revenues from the Province and member municipalities, and all treasury and accounting functions. Information systems includes management of computer databases and communication systems used by the Regional District.

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2018

17. SEGMENTED INFORMATION (Continued)

Protective services

This segment includes electoral area fire protection, regional fire rescue, 911 services, victims' services, building inspection, animal control, and mosquito control. These services are designed to provide a safe environment to the community.

Transportation services

This segment includes street light improvements and transit services.

Environmental health services

This segment includes effluent disposal, solid waste management services of recycling, collection, transfer stations, and management, water services, invasive species, and noise control. The mandate of these programs is to coordinate delivery of the many day-to-day services required for community living.

Development services

This segment includes planning and development, and economic development services. The planning function is responsible for developing land use policies that provide guidance to elected officials, developers, the public and other decision makers.

Recreation and cultural services

This segment includes services of community halls, recreational complexes, parks, and libraries. Facilities managed within this area include parks and playgrounds, arenas, swimming pools, as well as community centers.

18. COMPARATIVE FIGURES

Certain comparative figures have been reclassified to conform with the current year's presentation.

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

SCHEDULE 1 TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2018

SCHEDULE 1: DEBENTURE DEBT

MFA issue	Recipient	Term in years	Date of maturity	Interest rate	2018 Principal outstanding	2017 Principal outstanding
70	City of Grand Forks	20	June 1, 2019	2.10%	14,698	28,760
106	City of Grand Forks	10	October 13, 2019	4.13%	59,275	116,269
112	City of Grand Forks	15	October 6, 2025	3.73%	37,788	42,388
126	City of Grand Forks	20	September 26, 2033	3.85%	1,437,355	1,506,377
75	City of Greenwood	20	December 1, 2021	1.75%	33,324	43,392
106	City of Greenwood	10	October 13, 2019	4.13%	15,411	30,230
66	City of Rossland	25	November 5, 2022	4.82%	81,013	98,915
66	City of Rossland	25	November 5, 2022	4.82%	75,477	92,157
68	City of Rossland	25	March 24, 2023	4.65%	614,374	720,266
117	City of Rossland	20	October 12, 2031	3.25%	1,067,866	1,129,621
127	City of Rossland	30	April 7, 2044	3.30%	3,697,140	3,777,366
142	City of Rossland	30	October 4, 2047	3.15%	3,915,923	4,000,000
74	City of Trail	25	June 1, 2026	1.75%	343,936	378,238
77	City of Trail	25	June 1, 2027	1.75%	1,361,657	1,479,266
95	City of Trail	20	October 13, 2025	1.80%	942,521	1,059,580
104	City of Trail	20	November 20, 2028	5.15%	1,014,584	1,095,839
126	City of Trail	20	September 26, 2033	3.85%	2,030,714	2,128,229
137	City of Trail	25	April 19, 2041	2.60%	4,659,155	4,789,786
141	City of Trail	25	April 7, 2042	2.80%	6,115,534	6,288,000
141	City of Trail	10	April 7, 2027	2.80%	1,000,122	1,095,700
141	Village of Fruitvale	30	April 7, 2047	2.80%	2,447,452	2,500,000
81	Village of Midway	20	April 22, 2024	2.40%	67,202	76,612
95	Village of Midway	20	October 13, 2025	1.80%	72,488	81,491
112	Village of Warfield	15	October 6, 2025	3.73%	809,747	908,324
Debenture debt recoverable from member municipalities					31,914,756	33,466,806
79	Regional District	15	June 3, 2018	2.10%	-	73,404
81	Regional District	15	April 22, 2019	2.40%	165,158	322,452
104	Regional District	20	November 20, 2028	5.15%	895,221	966,915
110	Regional District	25	April 8, 2035	4.50%	167,431	174,223
116	Regional District	10	April 4, 2021	4.20%	513,215	671,300
118	Regional District	15	April 11, 2027	3.40%	234,060	255,326
137	Regional District	25	April 19, 2041	2.60%	6,823,824	7,015,147
141	Regional District	10	April 7, 2027	2.80%	666,073	729,728
145	Regional District	20	April 23, 2038	3.15%	331,756	-
Regional District					9,796,738	10,208,495
					41,711,494	43,675,301

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

SCHEDULE 2 TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2018

SCHEDULE 2: TEMPORARY BORROWING

Purpose	Maturity	2018	2017
Equipment Financing			
Regional Fire Rescue, Vehicle	March 31, 2021	197,197	279,467
Water Utility, Vehicle	July 31, 2021	19,112	26,026
Recreation, Vehicle	September 30, 2018	-	8,940
Regional Fire Rescue, Equipment	January 31, 2019	9,033	108,142
Recreation, Vehicle	May 31, 2019	1,978	6,531
Recreation, Equipment	August 31, 2019	16,648	40,633
Recreation, Equipment	August 31, 2019	7,250	17,694
Administration, Equipment	September 30, 2019	11,841	26,998
Administration, Equipment	October 31, 2019	10,834	23,308
Regional Fire Rescue, Vehicle	June 30, 2020	118,450	193,646
Regional Fire Rescue, Vehicle	March 31, 2022	45,395	58,328
Regional Fire Rescue, Vehicle	May 31, 2022	401,129	511,356
Environmental Services, Vehicle	December 31, 2022	56,910	70,453
Recreation, Vehicle	December 31, 2023	39,142	-
		<u>934,919</u>	<u>1,371,522</u>
Short-term financing			
Recreation, Equipment	December 11, 2018	-	38,479
Recreation, Equipment	December 11, 2019	62,000	119,226
Recreation, Equipment	December 10, 2020	59,614	94,000
Recreation, Equipment	December 20, 2022	19,200	24,000
Fire Service, Vehicle	August 1, 2018	-	331,756
Fire Service, Vehicle	December 21, 2023	126,762	-
		<u>267,576</u>	<u>607,461</u>
		<u>1,202,495</u>	<u>1,978,983</u>

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

SCHEDULE 3 TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2018

SCHEDULE 3: TANGIBLE CAPITAL ASSETS

	Land	Building	Machinery & Equipment	Land Improve- ments	Work in Progress	Engineered Structures			2018 Total	2017 Total
						Water	Sewer	Work in Progress		
Cost										
Opening balance	4,878,038	27,837,670	24,595,236	3,741,299	454,541	10,093,727	15,648,206	780,639	88,029,356	84,745,270
Additions	-	611,043	1,958,064	-	263,289	1,309,905	410,618	1,079,870	5,632,789	12,477,418
Disposals	-	-	(1,036,875)	-	(445,370)	-	-	(482,431)	(1,964,676)	(9,193,332)
Closing balance	<u>4,878,038</u>	<u>28,448,713</u>	<u>25,516,425</u>	<u>3,741,299</u>	<u>272,460</u>	<u>11,403,632</u>	<u>16,058,824</u>	<u>1,378,078</u>	91,697,469	88,029,356
Accumulated amortization										
Opening balance	-	11,418,026	14,915,719	1,431,525	-	2,591,777	7,183,483	-	37,540,530	35,251,083
Additions	-	779,464	1,159,098	98,258	-	300,684	427,260	-	2,764,764	2,523,767
Disposals	-	-	(249,707)	-	-	-	-	-	(249,707)	234,320
Closing balance	<u>-</u>	<u>12,197,490</u>	<u>15,825,110</u>	<u>1,529,783</u>	<u>-</u>	<u>2,892,461</u>	<u>7,610,743</u>	<u>-</u>	40,055,587	37,540,530
Net book value, 2018	<u>4,878,038</u>	<u>16,251,223</u>	<u>9,691,315</u>	<u>2,211,516</u>	<u>272,460</u>	<u>8,511,171</u>	<u>8,448,081</u>	<u>1,378,078</u>	<u>51,641,882</u>	
Net book value, 2017	4,878,038	16,419,644	9,679,517	2,309,774	454,541	7,501,950	8,464,723	780,639		<u>50,488,826</u>

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

SCHEDULE 4 TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2018

SCHEDULE 4: SEGMENTED INFORMATION

	General Government Services	Protective Services	Transportation Services	Environmental Health Services	Development Services	Recreation and Cultural Services	2018 Total
REVENUE							
Grants in lieu of taxes	1,722,937	323,191	4,366	15,378	3,504	17,401	\$2,086,777
Services provided to other governments	336,172	15,714	-	70,000	-	-	421,886
Sale of services	-	20,990	455,837	3,998,278	17,695	1,083,638	5,576,438
Gain (loss) on disposal of assets	-	74,523	-	273,087	-	(445)	347,165
Other revenue	222,258	433,851	31,744	663,045	85,717	727,396	2,164,011
Transfers from:	-	-	-	-	-	-	-
Electoral area tax levies and parcel taxes	591,568	3,819,897	361,592	2,008,210	926,022	2,859,477	10,566,766
Member municipalities	151,817	3,409,955	876,171	2,601,341	212,011	2,071,650	9,322,945
Other governments	240,376	2,795,657	-	1,741,048	9,980	-	4,787,061
	3,265,128	10,893,778	1,729,710	11,370,387	1,254,929	6,759,117	\$35,273,049
EXPENDITURE							
Salaries and benefits	1,448,642	4,531,517	-	2,120,446	567,656	2,191,693	\$10,859,954
Office and supplies	157,774	98,147	-	76,051	108,306	149,619	589,897
Debt charges - interest	39,590	61,283	-	323,500	-	75,358	499,731
Insurance	70,717	93,886	-	60,620	-	74,038	299,261
Director remuneration and expense	460,891	-	-	-	-	-	460,891
Board fee (recovery of)	(637,140)	225,091	53,187	175,220	56,020	127,622	-
Utilities	38,923	205,352	16,590	224,112	-	397,437	882,414
Professional fees	203,922	19,821	-	39,916	26,562	-	290,221
Equipment rentals	25,468	-	-	24,993	-	-	50,461
Repairs and maintenance	312,558	531,299	-	1,113,243	38,268	425,934	2,421,302
Vehicle	29,935	226,592	-	57,049	-	30,392	343,968
Contracted services	38,330	3,046,858	1,589,538	1,954,428	404,679	866,334	7,900,167
Travel and training	93,448	301,539	-	22,936	14,700	20,461	453,084
Grants to other programs	522,532	25,000	-	-	-	1,372,881	1,920,413
Miscellaneous	155,039	116,999	16,250	27,060	31,505	85,540	432,393
Amortization expense	148,274	653,327	1,439	1,421,482	34,507	505,735	2,764,764
Transfers to other governments	-	190,671	-	390,900	-	493,683	1,075,254
Provision for landfill closure and post closure	-	-	-	128,672	-	-	128,672
	3,108,903	10,327,382	1,677,004	8,160,628	1,282,203	6,816,727	\$31,372,847
Annual surplus (deficit)	156,225	566,396	52,706	3,209,759	(27,274)	(57,610)	3,900,202

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

SCHEDULE 4 TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2018

SCHEDULE 4: SEGMENTED INFORMATION (Continued)

	General Government Services	Protective Services	Transportation Services	Environmental Health Services	Development Services	Recreation and Cultural Services	2017 Total
REVENUE							
Grants in lieu of taxes	1,941,162	22,828	5,836	19,684	1,861	13,278	2,004,649
Services provided to other governments	333,969	(5,917)	-	70,000	-	-	398,052
Sale of services	-	(26,481)	372,151	3,599,958	7,847	1,427,586	5,381,061
Gain (loss) on disposal of assets	499,885	52,750	-	15,300	-	-	73,650
Other revenue	5,600	521,800	13,560	351,335	12,217	376,601	1,775,399
Transfers from:							
Electoral area tax levies and parcel taxes	564,373	3,610,957	377,635	1,897,155	788,262	2,827,370	10,065,752
Member municipalities	130,661	3,221,951	857,247	2,960,547	105,627	2,141,342	9,417,375
Other governments	239,161	1,036,700	-	826,150	-	-	2,102,012
	3,714,811	8,434,588	1,626,429	9,740,129	915,814	6,786,177	31,217,950
EXPENDITURE							
Salaries and benefits	1,232,464	4,146,594	-	1,963,284	599,653	2,252,728	10,194,723
Office and supplies	80,623	96,297	-	53,142	99,276	164,837	494,175
Debt charges - interest	18,272	27,310	-	465,216	-	83,296	594,094
Insurance	66,288	108,020	-	66,699	-	72,776	313,783
Director remuneration and expense	466,659	-	-	-	-	-	466,659
Board fee (recovery of)	(625,753)	220,908	58,700	243,896	51,559	277,669	-
Utilities	37,841	202,282	14,539	233,947	(9,590)	402,732	881,751
Professional fees	412,687	6,748	-	21,852	16,720	6,000	464,007
Equipment rentals	26,700	-	-	28,966	-	-	55,666
Repairs and maintenance	157,478	485,785	-	916,736	17,834	431,928	2,009,761
Vehicle	4,683	274,183	-	14,309	-	(7,848)	285,327
Contracted services	43,592	664,398	1,564,201	2,232,673	444,382	941,731	5,890,977
Travel and training	76,836	296,441	-	22,705	7,735	17,122	420,839
Grants to other programs	392,079	653,360	-	15,782	-	1,194,896	2,256,117
Miscellaneous	115,683	50,797	6,461	67,595	4,864	148,059	393,459
Amortization expense	112,812	633,370	1,439	1,267,187	28,461	480,498	2,523,767
Transfers to other governments	-	155,594	-	419,047	-	452,319	1,026,960
Provision for landfill closure and post closure	-	-	-	150,053	-	-	150,053
	2,618,944	8,022,087	1,637,440	8,115,494	1,256,030	6,770,684	28,422,117
Annual surplus (deficit)	1,095,867	412,501	(12,450)	1,624,635	(340,216)	15,493	2,795,833

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Supplementary Information to the Financial Statements

December 31, 2018
(Unaudited)

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

STATEMENT OF RESERVE FUND SOURCES AND APPLICATIONS

For the year ended December 31, 2018

(Unaudited)

	Opening Balance	Interest Earned	Transfers from Operations	Transfers to Operations	Closing Balance
General Government & Others					
General Government & Administration	\$ 3,050,769	\$ 66,813	\$ 1,059,144	\$ (86,762)	\$ 4,089,964
Electoral Area Administration	85,433	1,217	-	(45,000)	41,650
Boundary Economic Development	35,107	649	-	(10,179)	25,577
East End Economic Development	8,365	155	-	-	8,520
Area 'C' Economic Development	22,075	391	-	-	22,466
Planning & Development	34,390	481	5,000	(19,094)	20,777
Big White Street Lighting	21,755	385	5,000	-	27,140
Beaverdell Street Lighting	8,004	98	1,500	(4,762)	4,840
Protective Services					
Beaverdell Fire Protection	28,801	519	1,000	-	30,320
Big White Fire Protection	98,427	2,823	178,396	(60,000)	219,646
Building Inspection	105,980	2,266	-	(34,947)	73,299
Christina Lake Fire Protection	160,823	2,848	15,000	-	178,671
Emergency Communications (9-1-1)	182,774	1,570	-	(182,774)	1,570
Emergency Preparedness	104,078	3,306	160,350	(59,496)	208,238
Grand Forks Rural Fire Service	516,126	9,753	67,000	-	592,879
Greenwood Rural Fire Service	9,238	164	-	-	9,402
Kettle Valley Fire Protection	5,017	207	13,000	-	18,224
Police Based Victims' Assistance	47,842	847	-	-	48,689
Kootenay Boundary Regional Fire & Rescue	141,007	3,299	791,199	-	935,505
Recreation & Culture					
Area 'B' Parks & Trails	117,019	2,155	9,000	-	128,174
Area 'C' Parks & Trails	192,939	3,417	-	-	196,356
Area 'D' Parks & Trails	48,345	980	13,500	-	62,825
Area 'E' Parks & Trails	36,843	1,364	90,800	-	129,007
Beaver Valley Parks & Trails	161,114	2,056	12,000	(100,000)	75,170
Beaver Valley Arena	19,259	341	-	-	19,600
Boundary Area Recreation	2,200	39	-	-	2,239
Christina Lake Recreation	9,242	246	9,000	-	18,488
Christina Lake Recreation Facilities	29,864	556	3,000	-	33,420
Grand Forks Aquatic Centre	131,005	2,312	1,500	(2,394)	132,423
Grand Forks Arena	204,950	3,366	15,000	(43,959)	179,357
Grand Forks Curling Rink	18,680	275	-	(6,101)	12,854
Greater Trail Community & Arts Centre	384,752	6,530	-	(31,275)	360,007
Environmental Health Services					
Big White Noise Control	46,610	962	15,000	-	62,572
Mosquito Control Area D & GF	35,080	804	20,000	-	55,884
Mosquito Control Area C	-	91	10,000	-	10,091
Christina Lake Milfoil Control	31,954	863	32,600	-	65,417
Noxious Weed Control Areas D & E	-	91	10,000	-	10,091
Composting Facility Operation	1,263	22	-	-	1,285
East End Cemeteries	199,330	3,531	-	-	202,861
Greenwood, Area 'E' Cemeteries	40,720	692	-	(12,607)	28,805
Regional Refuse	2,418,286	40,659	35,000	(371,861)	2,122,084
Water & Sewer Utilities					
Beaver Valley Water Utility	434,065	7,835	16,033	-	457,933
Christina Lake Water Utility	720,758	12,339	70,985	(102,414)	701,668
Columbia Gardens Water Utility	16,625	294	-	-	16,919
East End Regionalized Sewer	541,971	8,524	225,547	(260,493)	515,549
East End Sewer - Rossland & Warfield	-	14	1,506	-	1,520
Oasis/Rivervale Sewer	40,996	599	6,762	(20,843)	27,514
Rivervale Water & Street Lighting Utility	125,880	2,230	18,963	-	147,073
Transit Services					
East End Transit Services	496,730	8,798	-	-	505,528
Boundary Transit	34	1	-	-	35
	<u>\$ 11,172,525</u>	<u>\$ 209,777</u>	<u>\$ 2,912,785</u>	<u>\$ (1,454,961)</u>	<u>12,840,126</u>

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REGIONAL DISTRICT OF KOOTENAY BOUNDARY

STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND

For the year ended December 31, 2018

(Unaudited)

	Budget General Government Services 001	Actual General Government Services 001	Budget Electoral Area Administration 002
REVENUE			
Grants in lieu of taxes	\$ 1,655,224	\$ 1,721,685	\$ 500
Services provided to other governments	-	-	250,000
Sale of services	30,153	30,003	-
Proceeds from sale of assets	-	-	-
Other revenue	183,992	256,984	-
Transfers from:	-	-	-
Electoral area tax levy	123,223	123,361	205,146
Member municipalities	128,175	128,037	-
Other governments	203,074	200,376	40,000
Reserve fund	40,000	86,762	60,000
Capital fund	-	-	-
Debenture issue	-	-	-
Equity account	-	148,274	-
	\$ 2,363,841	\$ 2,695,482	\$ 555,646
EXPENDITURE			
Salaries and benefits	\$ 1,509,896	\$ 1,413,137	\$ 36,342
Office and supplies	79,300	79,100	68,500
Debt charges - principal	-	-	-
Debt charges - interest	25,000	39,590	-
Debt charges - lease	-	-	-
Insurance	70,402	70,717	-
Director remuneration and expense	380,006	335,503	158,461
Board fee (recovery of)	(667,173)	(667,173)	19,206
Utilities	36,000	38,923	-
Professional fees	294,506	203,922	-
Equipment rentals	27,492	25,468	-
Repairs and maintenance	450,251	340,194	-
Vehicle	33,388	29,935	20,085
Contracted services	6,005	5,247	-
Travel and training	59,024	41,543	80,441
Grants to other programs	10,000	10,000	250,000
Miscellaneous	87,596	145,615	-
Expenditures capitalized	210,500	191,402	-
Amortization expense	-	148,274	-
Transfers to:	-	-	-
Reserve fund	1,032,968	1,058,067	-
Other governments	-	-	-
	\$ 3,645,161	\$ 3,509,464	\$ 633,035
EXCESS REVENUE (EXPENDITURE)	(1,281,320)	(813,982)	(77,389)
SURPLUS (DEFICIT) BEGINNING OF YEAR	1,281,320	1,281,320	77,389
SURPLUS (DEFICIT) END OF YEAR	\$ -	\$ 467,338	\$ -

REGIONAL DISTRICT OF KOOTENAY BOUNDARY**STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND**

For the year ended December 31, 2018

(Unaudited)

Actual Electoral Area Administration 002	Budget Electoral Area Grant-in-Aid 003	Actual Electoral Area Grant-in-Aid 003	Budget Building and Plumbing Inspection 004	Actual Building and Plumbing Inspection 004
\$ 1,109	\$ -	\$ -	\$ 1,500	\$ 2,176
453,911	-	-	-	-
-	-	-	2,500	1,692
-	-	-	-	-
-	-	-	500	22
-	-	-	-	-
205,146	240,168	240,168	529,580	529,581
-	-	-	353,780	353,780
40,000	-	-	-	-
45,000	-	-	42,000	34,947
-	-	-	-	-
-	-	-	-	24,132
\$ 745,166	\$ 240,168	\$ 240,168	\$ 929,860	\$ 946,330
\$ 35,505	\$ -	\$ -	\$ 724,273	\$ 691,617
78,674	-	-	17,830	27,268
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
125,388	-	-	-	-
19,206	9,267	9,268	27,259	27,259
-	-	-	14,500	16,724
-	-	-	5,000	46
-	-	-	3,500	-
-	-	-	69,238	61,185
20,085	-	-	20,073	20,061
34,483	-	-	-	-
51,905	-	-	16,535	12,727
419,428	301,290	210,843	-	-
-	-	-	-	-
-	-	-	62,000	34,947
-	-	-	-	24,132
-	-	-	-	-
-	-	-	269	538
-	-	-	-	-
\$ 784,674	\$ 310,557	\$ 220,111	\$ 960,477	\$ 916,504
(39,508)	(70,388)	20,057	(30,617)	29,826
77,389	70,388	70,388	30,617	30,617
\$ 37,881	\$ -	\$ 90,445	\$ -	\$ 60,443

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND

For the year ended December 31, 2018

(Unaudited)

	Budget Planning and Development 005	Actual Planning and Development 005	Budget Feasibility Studies 006
REVENUE			
Grants in lieu of taxes	\$ 1,000	\$ 2,051	\$ 100
Services provided to other governments	-	-	-
Sale of services	28,000	32,695	-
Proceeds from sale of assets	-	-	-
Other revenue	1,000	30	40,000
Transfers from:	-	-	-
Electoral area tax levy	643,873	643,975	22,877
Member municipalities	102,898	102,796	23,796
Other governments	-	-	-
Reserve fund	-	19,094	-
Capital fund	-	-	-
Debenture issue	-	-	-
Equity account	-	34,507	-
	<u>\$ 776,771</u>	<u>\$ 835,148</u>	<u>\$ 86,773</u>
EXPENDITURE			
Salaries and benefits	\$ 593,245	\$ 582,656	\$ -
Office and supplies	30,289	21,306	-
Debt charges - principal	-	-	-
Debt charges - interest	-	-	-
Debt charges - lease	-	-	-
Insurance	-	-	-
Director remuneration and expense	-	-	-
Board fee (recovery of)	46,136	46,136	1,559
Utilities	-	-	-
Professional fees	10,000	9,312	-
Equipment rentals	-	-	-
Repairs and maintenance	66,364	67,718	-
Vehicle	12,875	12,875	-
Contracted services	43,270	41,717	-
Travel and training	13,000	14,626	-
Grants to other programs	-	-	-
Miscellaneous	2,000	2,755	100,000
Expenditures capitalized	-	19,094	-
Amortization expense	-	34,507	-
Transfers to:	-	-	-
Reserve fund	5,000	5,539	-
Other governments	-	-	-
	<u>\$ 822,179</u>	<u>\$ 858,241</u>	<u>\$ 101,559</u>
EXCESS REVENUE (EXPENDITURE)	(45,408)	(23,093)	(14,786)
SURPLUS (DEFICIT) BEGINNING OF YEAR	45,408	45,408	14,786
SURPLUS (DEFICIT) END OF YEAR	<u>\$ -</u>	<u>\$ 22,315</u>	<u>\$ -</u>

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND

For the year ended December 31, 2018

(Unaudited)

Actual Feasibility Studies 006	Budget Police Based Victims' Services 009	Actual Police Based Victims' Services 009	Budget Area 'C' Economic Development 077	Actual Area 'C' Economic Development 077
\$ 143	\$ 150	\$ 237	\$ -	\$ 690
-	-	-	-	-
-	-	-	-	-
7,000	6,285	-	-	-
22,893	17,469	17,526	108,050	108,050
23,780	48,321	48,264	-	-
-	48,665	52,237	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
\$ 53,816	\$ 120,890	\$ 118,264	\$ 108,050	\$ 108,740
\$ -	\$ 114,768	\$ 100,213	\$ -	\$ -
-	1,695	1,325	82,000	82,000
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
1,559	1,406	1,406	1,406	1,406
-	2,880	2,868	-	-
-	-	-	-	-
-	7,200	7,211	-	-
-	-	-	-	-
-	6,750	2,258	-	-
-	-	-	-	-
9,424	-	-	65,000	25,000
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
\$ 10,983	\$ 134,699	\$ 115,281	\$ 148,406	\$ 108,406
42,833	(13,809)	2,983	(40,356)	334
14,786	13,809	13,809	40,356	40,356
\$ 57,619	\$ -	\$ 16,792	\$ -	\$ 40,690

REGIONAL DISTRICT OF KOOTENAY BOUNDARY**STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND**

For the year ended December 31, 2018

(Unaudited)

	Budget Solid Waste Management 010	Actual Solid Waste Management 010	Budget Emergency Preparedness 012
REVENUE			
Grants in lieu of taxes	\$ 2,000	\$ 4,410	\$ 800
Services provided to other governments	-	-	-
Sale of services	2,488,637	3,306,580	-
Proceeds from sale of assets	-	-	-
Other revenue	30,000	355,068	-
Transfers from:			
Electoral area tax levy	615,359	616,050	115,976
Member municipalities	640,088	639,397	120,637
Other governments	50,000	34,400	100,000
Reserve fund	1,158,000	371,861	77,500
Capital fund	-	-	-
Debenture issue	-	-	-
Equity account	-	331,855	-
	\$ 4,984,084	\$ 5,659,621	\$ 414,913
EXPENDITURE			
Salaries and benefits	\$ 1,205,014	\$ 1,229,803	\$ 149,699
Office and supplies	76,019	39,169	8,500
Debt charges - principal	124,937	124,936	-
Debt charges - interest	63,000	63,000	-
Debt charges - lease	-	-	-
Insurance	18,513	19,028	-
Director remuneration and expense	-	-	-
Board fee (recovery of)	52,580	52,580	5,401
Utilities	54,127	41,677	1,960
Professional fees	110,000	2,518	5,000
Equipment rentals	22,059	17,546	-
Repairs and maintenance	326,229	248,219	32,000
Vehicle	-	-	5,552
Contracted services	1,180,968	1,237,623	138,200
Travel and training	24,985	13,303	9,142
Grants to other programs	-	-	25,000
Miscellaneous	-	100	5,000
Expenditures capitalized	1,158,000	791,510	62,500
Amortization expense	-	331,855	-
Transfers to:			
Reserve fund	30,000	35,000	160,350
Other governments	-	-	-
	\$ 4,446,431	\$ 4,247,867	\$ 608,304
EXCESS REVENUE (EXPENDITURE)	537,653	1,411,754	(193,391)
Provision for landfill closure and post-closure	(156,068)	(128,672)	-
SURPLUS (DEFICIT) BEGINNING OF YEAR	(1,657,891)	(1,657,891)	193,391
SURPLUS (DEFICIT) END OF YEAR	\$ (1,276,306)	\$ (374,809)	\$ -

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND

For the year ended December 31, 2018

(Unaudited)

Actual Emergency Preparedness 012	Budget 9-1-1 Emergency Communications 015	Actual 9-1-1 Emergency Communications 015	Budget Greater Trail Community Centre 018	Actual Greater Trail Community Centre 018
\$ 841	\$ 750	\$ 3,115	\$ 1,700	\$ 2,592
-	-	-	-	-
-	-	-	688,288	650,328
-	-	-	-	-
173,026	-	-	512,729	401,098
-	-	-	-	-
116,112	205,476	205,681	190,095	190,707
120,501	213,734	213,529	525,815	525,203
2,642,786	95,774	100,634	-	-
59,496	182,774	182,774	146,000	31,275
-	-	-	-	-
-	-	-	-	-
29,929	-	18,943	-	146,159
<u>\$ 3,142,691</u>	<u>\$ 698,508</u>	<u>\$ 724,676</u>	<u>\$ 2,064,627</u>	<u>\$ 1,947,362</u>
\$ 523,112	\$ 139,543	\$ 139,993	\$ 533,084	\$ 529,140
5,607	750	-	18,000	16,698
-	-	-	40,169	40,169
-	-	-	5,754	6,000
-	-	-	-	-
-	173	173	32,842	33,206
-	-	-	-	-
5,401	16,799	16,799	17,107	17,107
2,750	42,240	69,003	115,747	107,991
3,850	20,000	15,925	-	-
-	-	-	-	-
17,992	72,456	75,636	102,241	115,702
5,321	-	-	6,631	5,338
2,340,767	184,177	171,388	278,500	277,072
8,438	1,000	356	2,000	2,172
25,000	-	-	599,042	484,598
7,410	91,387	91,387	17,748	17,748
59,496	137,600	87,716	310,082	45,357
29,929	-	18,943	-	146,159
-	-	-	-	-
160,350	-	-	-	-
-	-	-	-	-
<u>\$ 3,195,423</u>	<u>\$ 706,125</u>	<u>\$ 687,319</u>	<u>\$ 2,078,947</u>	<u>\$ 1,844,457</u>
(52,732)	(7,617)	37,357	(14,320)	102,905
193,391	7,617	7,617	14,320	(5,260)
<u>\$ 140,659</u>	<u>\$ -</u>	<u>\$ 44,974</u>	<u>\$ -</u>	<u>\$ 97,645</u>

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND

For the year ended December 31, 2018

(Unaudited)

	Budget Beaver Valley Arena 020-011	Actual Beaver Valley Arena 020-011	Budget Beaver Valley Recreation 020-013
REVENUE			
Grants in lieu of taxes	\$ 500	\$ 843	\$ 250
Services provided to other governments	-	-	-
Sale of services	166,989	153,324	30,000
Proceeds from sale of assets	-	-	-
Other revenue	2,000	7,107	2,140
Transfers from:	-	-	-
Electoral area tax levy	283,177	283,561	145,813
Member municipalities	141,573	141,189	72,898
Other governments	-	-	-
Reserve fund	-	-	-
Capital fund	-	-	-
Debenture issue	-	-	-
Equity account	-	62,788	-
	\$ 594,239	\$ 648,812	\$ 251,101
EXPENDITURE			
Salaries and benefits	\$ 298,651	\$ 347,313	\$ 172,262
Office and supplies	36,906	26,581	25,261
Debt charges - principal	-	-	-
Debt charges - interest	-	-	-
Debt charges - lease	-	-	-
Insurance	9,370	10,340	-
Director remuneration and expense	-	-	-
Board fee (recovery of)	12,961	12,961	11,987
Utilities	87,010	83,211	4,761
Professional fees	-	-	-
Equipment rentals	-	-	-
Repairs and maintenance	81,916	104,503	20,150
Vehicle	11,641	9,090	6,072
Contracted services	12,942	12,404	-
Travel and training	207	2,293	-
Grants to other programs	-	-	-
Miscellaneous	-	-	-
Expenditures capitalized	-	-	-
Amortization expense	-	62,788	-
Transfers to:	-	-	-
Reserve fund	-	-	-
Other governments	-	-	-
	\$ 551,604	\$ 671,484	\$ 240,493
EXCESS REVENUE (EXPENDITURE)	42,635	(22,672)	10,608
SURPLUS (DEFICIT) BEGINNING OF YEAR	(42,635)	(42,635)	(10,608)
SURPLUS (DEFICIT) END OF YEAR	\$ -	\$ (65,307)	\$ -

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND

For the year ended December 31, 2018

(Unaudited)

Actual Beaver Valley Recreation 020-013	Budget Area 'B' Parks and Trails 014	Actual Area 'B' Parks and Trails 014	Budget Rec. Comm. Grand Forks & Area 'D' 021	Actual Rec. Comm. Grand Forks & Area 'D' 021
\$ 452	\$ 450	\$ 674	\$ 1,166	\$ 1,858
-	-	-	-	-
40,349	-	-	69,354	63,325
-	-	-	-	-
1,000	-	35,000	2,000	1,024
-	-	-	-	-
146,008	231,759	231,759	199,450	199,762
72,702	-	-	261,451	261,139
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	16,671	-	3,692
<u>\$ 260,511</u>	<u>\$ 232,209</u>	<u>\$ 284,104</u>	<u>\$ 533,421</u>	<u>\$ 530,800</u>
\$ 188,245	\$ -	\$ -	\$ 419,711	\$ 412,190
25,856	-	-	35,250	39,252
-	-	-	8,017	8,017
-	6,503	1,885	238	285
-	-	-	-	-
-	-	-	63	63
-	-	-	-	-
11,987	11,987	11,987	11,987	11,987
4,259	780	392	8,880	12,340
-	-	-	-	-
-	-	-	-	-
23,263	-	-	9,000	3,105
5,680	-	-	5,508	3,124
-	-	-	-	-
115	-	-	10,850	15,881
-	328,785	289,287	20,000	20,000
-	-	-	-	-
-	-	-	5,000	5,100
-	-	16,671	-	3,692
-	-	-	-	-
-	9,000	9,000	-	-
-	-	-	-	-
<u>\$ 259,405</u>	<u>\$ 357,055</u>	<u>\$ 329,222</u>	<u>\$ 534,504</u>	<u>\$ 535,036</u>
1,106	(124,846)	(45,118)	(1,083)	(4,236)
(10,608)	124,846	124,846	1,083	1,083
<u>\$ (9,502)</u>	<u>\$ -</u>	<u>\$ 79,728</u>	<u>\$ -</u>	<u>\$ (3,153)</u>

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND

For the year ended December 31, 2018

(Unaudited)

	Budget Rec. Comm. Greenwood, Midway & Area 'E' 022	Actual Rec. Comm. Greenwood, Midway & Area 'E' 022	Budget Rec. Comm. Area 'C' Christina Lake 023
REVENUE			
Grants in lieu of taxes	\$ -	\$ 232	\$ 200
Services provided to other governments	-	-	-
Sale of services	-	-	16,000
Proceeds from sale of assets	-	-	-
Other revenue	-	-	1,500
Transfers from:	-	-	-
Electoral area tax levy	43,769	43,764	53,328
Member municipalities	22,854	22,859	-
Other governments	-	-	-
Reserve fund	-	-	-
Capital fund	-	-	-
Debenture issue	-	-	-
Equity account	-	-	-
	<u>\$ 66,623</u>	<u>\$ 66,855</u>	<u>\$ 71,028</u>
EXPENDITURE			
Salaries and benefits	\$ -	\$ -	\$ 18,398
Office and supplies	20,100	20,190	18,061
Debt charges - principal	-	-	-
Debt charges - interest	-	-	-
Debt charges - lease	-	-	-
Insurance	-	-	-
Director remuneration and expense	-	-	-
Board fee (recovery of)	1,406	1,406	1,406
Utilities	-	-	-
Professional fees	-	-	-
Equipment rentals	-	-	-
Repairs and maintenance	-	-	-
Vehicle	-	-	-
Contracted services	-	-	33,354
Travel and training	-	-	500
Grants to other programs	10,000	10,000	-
Miscellaneous	-	-	-
Expenditures capitalized	-	-	-
Amortization expense	-	-	-
Transfers to:	-	-	-
Reserve fund	-	-	9,000
Other governments	35,510	35,510	-
	<u>\$ 67,016</u>	<u>\$ 67,106</u>	<u>\$ 80,719</u>
EXCESS REVENUE (EXPENDITURE)	(393)	(251)	(9,691)
SURPLUS (DEFICIT) BEGINNING OF YEAR	393	393	9,691
SURPLUS (DEFICIT) END OF YEAR	<u>\$ -</u>	<u>\$ 142</u>	<u>\$ -</u>

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND

For the year ended December 31, 2018

(Unaudited)

Actual Rec. Comm. Area 'C' Christina Lake 023	Budget Rec. Facilities Area 'C' & Christina Lake 024	Actual Rec. Facilities Area 'C' & Christina Lake 024	Budget Grand Forks & District Arena 030	Actual Grand Forks & District Arena 030
\$ 213	\$ -	\$ 173	\$ 1,300	\$ 1,935
-	-	-	-	-
11,665	-	-	113,426	107,703
-	-	-	-	-
2,786	-	-	3,500	11,118
-	-	-	-	-
53,328	40,000	40,000	142,182	142,182
-	-	-	302,136	302,136
-	-	-	-	-
-	-	-	56,640	43,959
-	-	-	-	-
-	-	3,520	-	89,583
<u>\$ 67,992</u>	<u>\$ 40,000</u>	<u>\$ 43,693</u>	<u>\$ 619,184</u>	<u>\$ 698,616</u>
\$ 16,977	\$ -	\$ -	\$ 307,925	\$ 318,100
9,447	-	-	7,500	5,650
-	-	-	14,552	14,550
-	-	-	249	186
-	-	-	-	-
-	825	825	12,666	13,031
-	-	-	-	-
1,406	1,406	1,406	11,645	11,645
-	-	-	86,300	81,303
-	-	-	-	-
-	-	-	-	-
-	-	-	124,650	87,865
-	-	-	-	-
33,354	-	-	42,000	34,067
-	-	-	-	-
-	43,175	32,722	-	-
-	-	-	-	-
-	-	-	46,640	35,269
-	-	3,520	-	89,583
-	-	-	-	-
9,000	3,000	3,000	15,000	15,000
-	-	-	-	-
<u>\$ 70,184</u>	<u>\$ 48,406</u>	<u>\$ 41,473</u>	<u>\$ 669,127</u>	<u>\$ 706,249</u>
(2,192)	(8,406)	2,220	(49,943)	(7,633)
9,691	8,406	8,406	49,943	49,943
<u>\$ 7,499</u>	<u>\$ -</u>	<u>\$ 10,626</u>	<u>\$ -</u>	<u>\$ 42,310</u>

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND

For the year ended December 31, 2018

(Unaudited)

	Budget Regional Fire Protection East End 050	Actual Regional Fire Protection East End 050	Budget Christina Lake Fire Protection 051
REVENUE			
Grants in lieu of taxes	\$ 308,086	\$ 312,599	\$ 899
Services provided to other governments	129,247	130,932	-
Sale of services	7,848	9,360	-
Proceeds from sale of assets	-	-	-
Other revenue	1,151	977,447	100
Transfers from:	-	-	-
Electoral area tax levy	926,937	929,891	354,329
Member municipalities	2,563,966	2,561,012	-
Other governments	-	-	-
Reserve fund	-	-	-
Capital fund	-	-	-
Debenture issue	-	-	-
Equity account	-	309,536	-
	\$ 3,937,235	\$ 5,230,777	\$ 355,328
EXPENDITURE			
Salaries and benefits	\$ 2,539,102	\$ 2,599,900	\$ 153,378
Office and supplies	34,661	21,969	27,096
Debt charges - principal	-	-	17,480
Debt charges - interest	401,898	401,775	11,900
Debt charges - lease	-	-	-
Insurance	40,589	40,489	44,637
Director remuneration and expense	-	-	-
Board fee (recovery of)	116,083	116,083	14,228
Utilities	92,999	62,026	15,550
Professional fees	5,000	-	-
Equipment rentals	-	-	-
Repairs and maintenance	302,844	254,188	24,703
Vehicle	65,063	82,405	41,206
Contracted services	-	-	-
Travel and training	259,120	208,663	37,300
Grants to other programs	-	-	-
Miscellaneous	5,000	16,504	10,000
Expenditures capitalized	57,500	198,612	-
Amortization expense	-	309,536	-
Transfers to:	-	-	-
Reserve fund	87,832	791,199	15,000
Other governments	87,376	85,306	-
	\$ 4,095,067	\$ 5,188,655	\$ 412,478
EXCESS REVENUE (EXPENDITURE)	(157,832)	42,122	(57,150)
SURPLUS (DEFICIT) BEGINNING OF YEAR	157,832	157,832	57,150
SURPLUS (DEFICIT) END OF YEAR	\$ -	\$ 199,954	\$ -

REGIONAL DISTRICT OF KOOTENAY BOUNDARY**STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND**

For the year ended December 31, 2018

(Unaudited)

Actual Christina Lake Fire Protection 051	Budget Grand Forks Rural Fire Protection 057	Actual Grand Forks Rural Fire Protection 057	Budget Kettle Valley Rural Fire Protection 058	Actual Kettle Valley Rural Fire Protection 058
\$ 2,351	\$ -	\$ 903	\$ -	\$ -
-	-	-	-	-
-	-	-	-	-
-	-	-	25,000	-
-	-	-	-	-
354,329	364,360	364,360	100,960	100,960
-	-	-	-	-
-	-	-	-	-
-	1,805,000	-	340,000	-
-	-	-	-	-
27,982	-	82,998	-	29,715
<u>\$ 384,662</u>	<u>\$ 2,169,360</u>	<u>\$ 448,261</u>	<u>\$ 465,960</u>	<u>\$ 130,675</u>
\$ 69,541	\$ -	\$ -	\$ -	\$ -
25,723	-	-	-	-
17,479	-	-	27,540	-
11,900	29,331	-	12,000	13,240
-	-	-	-	-
26,358	13,646	13,646	7,000	1,426
-	-	-	-	-
14,228	14,110	14,110	5,100	5,100
13,800	-	-	-	-
-	-	-	-	-
23,851	-	-	-	-
31,039	-	-	-	-
-	290,224	253,734	75,480	59,488
30,021	-	-	-	-
-	-	-	-	-
425	10,000	-	5,000	259
-	1,805,000	16,093	365,000	303,931
27,982	-	82,998	-	29,715
-	-	-	-	-
15,000	67,000	67,000	13,000	13,000
-	-	-	-	-
<u>\$ 307,347</u>	<u>\$ 2,229,311</u>	<u>\$ 447,581</u>	<u>\$ 510,120</u>	<u>\$ 426,159</u>
77,315	(59,951)	680	(44,160)	(295,484)
57,150	59,951	59,951	44,160	44,160
<u>\$ 134,465</u>	<u>\$ -</u>	<u>\$ 60,631</u>	<u>\$ -</u>	<u>\$ (251,324)</u>

REGIONAL DISTRICT OF KOOTENAY BOUNDARY**STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND**

For the year ended December 31, 2018

(Unaudited)

	Budget Greenwood Rural Fire Service 056	Actual Greenwood Rural Fire Service 056	Budget Beaverdell Fire Service 053
REVENUE			
Grants in lieu of taxes	\$ -	\$ -	\$ -
Services provided to other governments	-	-	-
Sale of services	-	-	-
Proceeds from sale of assets	-	-	-
Other revenue	-	-	13,800
Transfers from:	-	-	-
Electoral area tax levy	23,406	23,406	53,021
Member municipalities	-	-	-
Other governments	-	-	-
Reserve fund	-	-	-
Capital fund	-	-	-
Debenture issue	-	-	-
Equity account	-	-	-
	<u>\$ 23,406</u>	<u>\$ 23,406</u>	<u>\$ 66,821</u>
EXPENDITURE			
Salaries and benefits	\$ -	\$ -	\$ 1,500
Office and supplies	-	-	9,900
Debt charges - principal	-	-	5,163
Debt charges - interest	-	-	9,675
Debt charges - lease	-	-	-
Insurance	-	-	7,088
Director remuneration and expense	-	-	-
Board fee (recovery of)	1,406	1,406	1,406
Utilities	-	-	-
Professional fees	-	-	-
Equipment rentals	-	-	-
Repairs and maintenance	-	-	9,000
Vehicle	-	-	9,000
Contracted services	22,000	22,000	-
Travel and training	-	-	10,500
Grants to other programs	-	-	-
Miscellaneous	-	-	-
Expenditures capitalized	-	-	14,766
Amortization expense	-	-	-
Transfers to:	-	-	-
Reserve fund	-	-	1,000
Other governments	-	-	-
	<u>\$ 23,406</u>	<u>\$ 23,406</u>	<u>\$ 78,998</u>
EXCESS REVENUE (EXPENDITURE)	-	-	(12,177)
SURPLUS (DEFICIT) BEGINNING OF YEAR	-	-	12,177
SURPLUS (DEFICIT) END OF YEAR	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

REGIONAL DISTRICT OF KOOTENAY BOUNDARY**STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND**

For the year ended December 31, 2018

(Unaudited)

Actual Beaverdell Fire Service 053	Budget Big White Fire Service 054	Actual Big White Fire Service 054	Budget Midway/Beaverdell Emergency Response Area 'E' 055	Actual Midway/Beaverdell Emergency Response Area 'E' 055
\$ -	\$ -	\$ -	\$ -	\$ -
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
15,455	18,501	87,021	-	-
53,021	1,023,219	1,023,219	5,303	5,303
-	-	-	5,302	5,302
-	-	-	-	-
-	60,000	60,000	-	-
-	-	126,762	-	-
-	-	-	-	-
13,456	-	110,832	-	-
\$ 81,932	\$ 1,101,720	\$ 1,407,834	\$ 10,605	\$ 10,605
\$ 342	\$ 541,538	\$ 522,017	\$ -	\$ -
2,378	21,192	12,827	-	-
5,163	-	-	-	-
9,675	-	106	-	-
-	-	-	-	-
6,238	4,080	4,080	-	-
-	-	-	-	-
1,406	13,417	13,417	-	-
-	48,800	54,875	-	-
-	-	-	-	-
9,998	122,974	106,416	-	-
8,820	79,881	78,946	-	-
-	2,500	2,457	-	-
4,268	41,150	34,808	-	-
-	-	-	-	-
-	11,891	1,014	-	-
17,111	90,000	231,929	-	-
13,456	-	110,832	-	-
-	-	-	-	-
1,000	178,396	178,396	-	-
-	94,567	105,365	-	-
\$ 79,855	\$ 1,250,386	\$ 1,457,485	\$ -	\$ -
2,077	(148,666)	(49,651)	10,605	10,605
12,177	148,666	148,666	(10,605)	(10,605)
\$ 14,254	\$ -	\$ 99,015	\$ -	\$ -

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND

For the year ended December 31, 2018

(Unaudited)

	Budget Refuse Collection Big White 064	Actual Refuse Collection Big White 064	Budget Animal Control East End 070
REVENUE			
Grants in lieu of taxes	\$ -	\$ -	\$ 155
Services provided to other governments	-	-	-
Sale of services	-	-	1,785
Proceeds from sale of assets	-	-	-
Other revenue	-	-	-
Transfers from:	-	-	-
Electoral area tax levy	255,853	255,853	22,965
Member municipalities	-	-	68,897
Other governments	-	-	-
Reserve fund	-	-	-
Capital fund	-	-	-
Debenture issue	-	-	-
Equity account	-	-	-
	<u>\$ 255,853</u>	<u>\$ 255,853</u>	<u>\$ 93,802</u>
EXPENDITURE			
Salaries and benefits	\$ 7,038	\$ 4,640	\$ -
Office and supplies	-	-	306
Debt charges - principal	10,000	10,000	-
Debt charges - interest	535	584	-
Debt charges - lease	-	-	-
Insurance	690	690	569
Director remuneration and expense	-	-	-
Board fee (recovery of)	5,449	5,449	4,238
Utilities	2,485	1,511	-
Professional fees	-	-	-
Equipment rentals	-	-	-
Repairs and maintenance	21,500	12,331	-
Vehicle	-	-	-
Contracted services	188,479	207,757	92,855
Travel and training	-	-	-
Grants to other programs	-	-	-
Miscellaneous	200	-	816
Expenditures capitalized	25,000	-	-
Amortization expense	-	-	-
Transfers to:	-	-	-
Reserve fund	-	-	-
Other governments	-	-	-
	<u>\$ 261,376</u>	<u>\$ 242,962</u>	<u>\$ 98,784</u>
EXCESS REVENUE (EXPENDITURE)	(5,523)	12,891	(4,982)
SURPLUS (DEFICIT) BEGINNING OF YEAR	5,523	5,523	4,982
SURPLUS (DEFICIT) END OF YEAR	<u>\$ -</u>	<u>\$ 18,414</u>	<u>\$ -</u>

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND

For the year ended December 31, 2018

(Unaudited)

Actual Animal Control East End 070	Budget Animal Control Boundary 071	Actual Animal Control Boundary 071	Budget Security Services Big White 074	Actual Security Services Big White 074
\$ 316	\$ 104	\$ 653	\$ 104	\$ -
-	-	-	-	-
1,248	10,697	8,690	-	-
-	-	-	-	-
-	-	17	-	-
-	-	-	-	-
22,965	84,079	84,149	181,458	181,458
68,896	49,345	49,275	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	5,804	-	-
<u>\$ 93,425</u>	<u>\$ 144,225</u>	<u>\$ 148,588</u>	<u>\$ 181,562</u>	<u>\$ 181,458</u>
\$ -	\$ -	\$ -	\$ 2,500	\$ 1,346
-	2,040	1,050	-	-
-	22,683	22,681	-	-
-	4,318	4,318	-	-
-	-	-	-	-
569	1,417	907	-	-
-	-	-	-	-
4,238	4,238	4,238	4,748	4,748
-	-	-	-	-
-	-	-	-	-
-	7,765	7,358	-	-
-	-	-	-	-
89,244	103,200	108,846	188,524	174,932
-	-	-	-	-
-	-	-	9,000	4,000
-	-	-	-	-
-	-	5,804	-	-
-	-	-	-	-
-	-	-	-	-
<u>\$ 94,051</u>	<u>\$ 145,661</u>	<u>\$ 155,202</u>	<u>\$ 204,772</u>	<u>\$ 185,026</u>
(626)	(1,436)	(6,614)	(23,210)	(3,568)
4,982	1,436	1,436	23,210	23,210
<u>\$ 4,356</u>	<u>\$ -</u>	<u>\$ (5,178)</u>	<u>\$ -</u>	<u>\$ 19,642</u>

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND

For the year ended December 31, 2018

(Unaudited)

	Budget Mosquito Control Grand Forks & Area 'D' 080	Actual Mosquito Control Grand Forks & Area 'D' 080	Budget Mosquito Control Christina Lake 081
REVENUE			
Grants in lieu of taxes	\$ -	\$ 222	\$ -
Services provided to other governments	-	-	-
Sale of services	-	-	-
Proceeds from sale of assets	-	-	-
Other revenue	-	-	-
Transfers from:	-	-	-
Electoral area tax levy	24,951	24,190	18,835
Member municipalities	30,192	30,953	-
Other governments	-	-	-
Reserve fund	-	-	-
Capital fund	-	-	-
Debenture issue	-	-	-
Equity account	-	-	-
	\$ 55,143	\$ 55,365	\$ 18,835
EXPENDITURE			
Salaries and benefits	\$ 7,746	\$ 4,825	\$ 1,341
Office and supplies	-	-	-
Debt charges - principal	-	-	-
Debt charges - interest	-	-	-
Debt charges - lease	-	-	-
Insurance	-	-	-
Director remuneration and expense	-	-	-
Board fee (recovery of)	3,226	3,226	2,018
Utilities	-	-	-
Professional fees	-	-	-
Equipment rentals	-	-	-
Repairs and maintenance	-	-	-
Vehicle	-	-	-
Contracted services	55,000	57,834	21,000
Travel and training	-	-	-
Grants to other programs	-	-	-
Miscellaneous	200	-	-
Expenditures capitalized	-	-	-
Amortization expense	-	-	-
Transfers to:	-	-	-
Reserve fund	20,000	20,000	10,000
Other governments	-	-	-
	\$ 86,172	\$ 85,885	\$ 34,359
EXCESS REVENUE (EXPENDITURE)	(31,029)	(30,520)	(15,524)
SURPLUS (DEFICIT) BEGINNING OF YEAR	31,029	31,029	15,524
SURPLUS (DEFICIT) END OF YEAR	\$ -	\$ 509	\$ -

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND

For the year ended December 31, 2018

(Unaudited)

Actual Mosquito Control Christina Lake 081	Budget Noxious Weed Control Columbia Gardens 090	Actual Noxious Weed Control Columbia Gardens 090	Budget Noxious Weed Control Christina Lake 091	Actual Noxious Weed Control Christina Lake 091
\$ 132	\$ 25	\$ 80	\$ 75	\$ 1,842
-	8,200	-	-	-
-	-	-	-	-
-	-	-	-	10,494
-	-	-	-	-
18,835	21,789	21,789	288,324	288,324
-	13,000	3,000	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	10,143
<u>\$ 18,967</u>	<u>\$ 43,014</u>	<u>\$ 24,869</u>	<u>\$ 288,399</u>	<u>\$ 310,803</u>
\$ 835	\$ 1,043	\$ 649	\$ 235,320	\$ 241,252
-	-	-	-	-
-	-	-	15,000	15,000
-	-	-	-	-
-	-	-	-	-
2,018	1,406	1,406	1,922	1,922
-	-	-	-	-
-	-	-	-	-
-	-	-	7,587	7,447
-	-	-	22,636	23,349
-	-	-	5,857	3,894
17,968	38,977	20,447	-	-
-	-	-	6,500	888
-	-	-	-	-
-	-	-	82	129
-	-	-	-	-
-	-	-	-	10,143
-	-	-	-	-
10,000	-	-	32,600	32,600
-	-	-	-	-
<u>\$ 30,821</u>	<u>\$ 41,426</u>	<u>\$ 22,502</u>	<u>\$ 327,504</u>	<u>\$ 336,624</u>
(11,854)	1,588	2,367	(39,105)	(25,821)
15,524	(1,588)	(1,588)	39,105	39,105
<u>\$ 3,670</u>	<u>\$ -</u>	<u>\$ 779</u>	<u>\$ -</u>	<u>\$ 13,284</u>

REGIONAL DISTRICT OF KOOTENAY BOUNDARY**STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND**

For the year ended December 31, 2018

(Unaudited)

	Budget Noxious Weed Control Areas 'D' & 'E' 092	Actual Noxious Weed Control Areas 'D' & 'E' 092	Budget Street Lighting Big White 101
REVENUE			
Grants in lieu of taxes	\$ 20	\$ 55	\$ -
Services provided to other governments	70,000	70,000	-
Sale of services	23,500	26,500	-
Proceeds from sale of assets	-	-	-
Other revenue	50	-	-
Transfers from:			
Electoral area tax levy	76,002	76,002	26,445
Member municipalities	-	-	-
Other governments	54,000	52,275	-
Reserve fund	-	-	-
Capital fund	-	-	-
Debenture issue	-	-	-
Equity account	-	742	-
	<u>\$ 223,572</u>	<u>\$ 225,574</u>	<u>\$ 26,445</u>
EXPENDITURE			
Salaries and benefits	\$ 5,959	\$ 3,735	\$ -
Office and supplies	-	-	-
Debt charges - principal	-	-	-
Debt charges - interest	-	-	-
Debt charges - lease	-	-	-
Insurance	-	-	-
Director remuneration and expense	-	-	-
Board fee (recovery of)	1,406	1,406	1,406
Utilities	-	-	20,000
Professional fees	-	-	-
Equipment rentals	-	-	-
Repairs and maintenance	-	-	-
Vehicle	-	-	-
Contracted services	230,900	212,553	-
Travel and training	-	-	-
Grants to other programs	-	-	-
Miscellaneous	-	170	-
Expenditures capitalized	-	-	-
Amortization expense	-	742	-
Transfers to:			
Reserve fund	10,000	10,000	5,000
Other governments	-	-	-
	<u>\$ 248,265</u>	<u>\$ 228,606</u>	<u>\$ 26,406</u>
EXCESS REVENUE (EXPENDITURE)	(24,693)	(3,032)	39
SURPLUS (DEFICIT) BEGINNING OF YEAR	24,693	24,693	(39)
SURPLUS (DEFICIT) END OF YEAR	<u>\$ -</u>	<u>\$ 21,661</u>	<u>\$ -</u>

REGIONAL DISTRICT OF KOOTENAY BOUNDARY**STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND**

For the year ended December 31, 2018

(Unaudited)

Actual Street Lighting Big White 101	Budget House Numbering Areas 'A' & 'C' 120	Actual House Numbering Areas 'A' & 'C' 120	Budget House Numbering Area 'D' 121	Actual House Numbering Area 'D' 121
\$ -	\$ -	\$ 26	\$ -	\$ 7
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
26,445	5,987	5,987	2,999	2,999
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
1,439	-	-	-	-
<u>\$ 27,884</u>	<u>\$ 5,987</u>	<u>\$ 6,013</u>	<u>\$ 2,999</u>	<u>\$ 3,006</u>
\$ -	\$ -	\$ -	\$ -	\$ -
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
1,406	-	-	-	-
14,071	-	-	-	-
-	4,500	4,500	2,250	2,250
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	1,500	1,500	750	750
-	-	-	-	-
1,439	-	-	-	-
5,000	-	-	-	-
-	-	-	-	-
<u>\$ 21,916</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ 3,000</u>	<u>\$ 3,000</u>
5,968	(13)	13	(1)	6
(39)	13	13	1	1
<u>\$ 5,929</u>	<u>\$ -</u>	<u>\$ 26</u>	<u>\$ -</u>	<u>\$ 7</u>

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND

For the year ended December 31, 2018

(Unaudited)

	Budget House Numbering Area 'B' 122	Actual House Numbering Area 'B' 122	Budget House Numbering Area 'E' 123
REVENUE			
Grants in lieu of taxes	\$ -	\$ 9	\$ -
Services provided to other governments	-	-	-
Sale of services	-	-	-
Proceeds from sale of assets	-	-	-
Other revenue	-	-	-
Transfers from:	-	-	-
Electoral area tax levy	2,996	2,996	2,999
Member municipalities	-	-	-
Other governments	-	-	-
Reserve fund	-	-	-
Capital fund	-	-	-
Debenture issue	-	-	-
Equity account	-	-	-
	<u>\$ 2,996</u>	<u>\$ 3,005</u>	<u>\$ 2,999</u>
EXPENDITURE			
Salaries and benefits	\$ -	\$ -	\$ -
Office and supplies	-	-	-
Debt charges - principal	-	-	-
Debt charges - interest	-	-	-
Debt charges - lease	-	-	-
Insurance	-	-	-
Director remuneration and expense	-	-	-
Board fee (recovery of)	-	-	-
Utilities	-	-	-
Professional fees	2,250	2,250	2,250
Equipment rentals	-	-	-
Repairs and maintenance	-	-	-
Vehicle	-	-	-
Contracted services	-	-	-
Travel and training	-	-	-
Grants to other programs	-	-	-
Miscellaneous	750	750	750
Expenditures capitalized	-	-	-
Amortization expense	-	-	-
Transfers to:	-	-	-
Reserve fund	-	-	-
Other governments	-	-	-
	<u>\$ 3,000</u>	<u>\$ 3,000</u>	<u>\$ 3,000</u>
EXCESS REVENUE (EXPENDITURE)	(4)	5	(1)
SURPLUS (DEFICIT) BEGINNING OF YEAR	4	4	1
SURPLUS (DEFICIT) END OF YEAR	<u>\$ -</u>	<u>\$ 9</u>	<u>\$ -</u>

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND

For the year ended December 31, 2018

(Unaudited)

Actual House Numbering Area 'E' 123	Budget Grand Forks & Areas 'C' & 'D' Library 140	Actual Grand Forks & Areas 'C' & 'D' Library 140	Budget Greenwood & Specified Area 'E' 141	Actual Greenwood & Specified Area 'E' 141
\$ -	\$ 1,000	\$ 1,938	\$ -	\$ -
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
2,999	258,231	258,454	3,500	3,500
-	136,404	136,181	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
<u>\$ 2,999</u>	<u>\$ 395,635</u>	<u>\$ 396,573</u>	<u>\$ 3,500</u>	<u>\$ 3,500</u>
\$ -	\$ -	\$ -	\$ -	\$ -
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	3,866	3,866	-	-
2,250	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	391,840	391,840	3,500	3,500
750	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
<u>\$ 3,000</u>	<u>\$ 395,706</u>	<u>\$ 395,706</u>	<u>\$ 3,500</u>	<u>\$ 3,500</u>
(1)	(71)	867	-	-
1	71	71	-	-
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 938</u>	<u>\$ -</u>	<u>\$ -</u>

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND

For the year ended December 31, 2018

(Unaudited)

	Budget	Actual	Budget
	Cemeteries	Cemeteries	Boundary
	East End	East End	Economic
	150	150	Development
			008
REVENUE			
Grants in lieu of taxes	\$ 1,000	\$ 1,703	\$ 100
Services provided to other governments	-	-	-
Sale of services	-	-	-
Proceeds from sale of assets	-	-	-
Other revenue	-	-	97,000
Transfers from:	-	-	-
Electoral area tax levy	124,800	125,203	107,238
Member municipalities	345,204	344,801	51,084
Other governments	-	-	-
Reserve fund	98,000	-	12,000
Capital fund	-	-	-
Debenture issue	-	-	-
Equity account	-	-	-
	\$ 569,004	\$ 471,707	\$ 267,422
EXPENDITURE			
Salaries and benefits	\$ -	\$ -	\$ -
Office and supplies	-	-	13,000
Debt charges - principal	-	-	-
Debt charges - interest	-	-	-
Debt charges - lease	-	-	-
Insurance	-	-	-
Director remuneration and expense	-	-	-
Board fee (recovery of)	4,998	4,998	4,323
Utilities	-	-	-
Professional fees	-	-	-
Equipment rentals	-	-	-
Repairs and maintenance	-	-	-
Vehicle	-	-	-
Contracted services	-	-	255,000
Travel and training	-	-	1,500
Grants to other programs	-	-	-
Miscellaneous	-	-	-
Expenditures capitalized	-	-	-
Amortization expense	-	-	-
Transfers to:	-	-	-
Reserve fund	-	-	-
Other governments	590,900	390,900	-
	\$ 595,898	\$ 395,898	\$ 273,823
EXCESS REVENUE (EXPENDITURE)	(26,894)	75,809	(6,401)
SURPLUS (DEFICIT) BEGINNING OF YEAR	26,894	26,894	6,401
SURPLUS (DEFICIT) END OF YEAR	\$ -	\$ 102,703	\$ -

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND

For the year ended December 31, 2018

(Unaudited)

Actual Boundary Economic Development 008	Budget East End Economic Development 017	Actual East End Economic Development 017	Budget Boundary Museum Service 026	Actual Boundary Museum Service 026
\$ 394	\$ -	\$ 327	\$ -	\$ 112
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
84,012	-	-	-	-
107,309	51,584	51,707	29,960	29,960
51,013	58,325	58,202	-	-
9,980	-	-	-	-
10,179	-	-	-	-
-	-	-	-	-
-	-	-	-	-
<u>\$ 262,887</u>	<u>\$ 109,909</u>	<u>\$ 110,236</u>	<u>\$ 29,960</u>	<u>\$ 30,072</u>
\$ -	\$ -	\$ -	\$ -	\$ -
5,000	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
4,323	4,155	4,155	-	-
-	6,300	6,000	-	-
-	-	-	-	-
-	-	-	-	-
259,491	100,662	103,471	30,000	30,000
74	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
<u>\$ 268,888</u>	<u>\$ 111,117</u>	<u>\$ 113,626</u>	<u>\$ 30,000</u>	<u>\$ 30,000</u>
(6,001)	(1,208)	(3,390)	(40)	72
6,001	1,208	1,208	40	40
<u>\$ -</u>	<u>\$ -</u>	<u>\$ (2,182)</u>	<u>\$ -</u>	<u>\$ 112</u>

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND

For the year ended December 31, 2018

(Unaudited)

	Budget Beaverdell Community Club 028	Actual Beaverdell Community Club 028	Budget Area 'E' Parks & Trails 065
REVENUE			
Grants in lieu of taxes	\$ -	\$ -	\$ -
Services provided to other governments	-	-	-
Sale of services	-	-	-
Proceeds from sale of assets	-	-	-
Other revenue	-	-	-
Transfers from:	-	-	-
Electoral area tax levy	19,950	19,950	81,393
Member municipalities	-	-	-
Other governments	-	-	-
Reserve fund	-	-	-
Capital fund	-	-	-
Debenture issue	-	-	-
Equity account	-	-	-
	<u>\$ 19,950</u>	<u>\$ 19,950</u>	<u>\$ 81,393</u>
EXPENDITURE			
Salaries and benefits	\$ -	\$ -	\$ -
Office and supplies	-	-	-
Debt charges - principal	-	-	-
Debt charges - interest	-	-	-
Debt charges - lease	-	-	-
Insurance	-	-	-
Director remuneration and expense	-	-	-
Board fee (recovery of)	-	-	1,406
Utilities	-	-	-
Professional fees	-	-	-
Equipment rentals	-	-	-
Repairs and maintenance	-	-	-
Vehicle	-	-	-
Contracted services	-	-	20,000
Travel and training	-	-	-
Grants to other programs	19,950	19,950	-
Miscellaneous	-	-	-
Expenditures capitalized	-	-	-
Amortization expense	-	-	-
Transfers to:	-	-	-
Reserve fund	-	-	60,000
Other governments	-	-	-
	<u>\$ 19,950</u>	<u>\$ 19,950</u>	<u>\$ 81,406</u>
EXCESS REVENUE (EXPENDITURE)	-	-	(13)
SURPLUS (DEFICIT) BEGINNING OF YEAR	-	-	13
SURPLUS (DEFICIT) END OF YEAR	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

REGIONAL DISTRICT OF KOOTENAY BOUNDARY**STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND**

For the year ended December 31, 2018

(Unaudited)

Actual Area 'E' Parks & Trails 065	Budget Big White Noise Control 075	Actual Big White Noise Control 075	Budget Beaverdell Street Lighting 103	Actual Beaverdell Street Lighting 103
\$ 2	\$ -	\$ -	\$ -	\$ -
-	-	-	-	-
-	-	-	-	-
30,800	-	-	-	-
81,393	1,406	1,406	2,854	2,854
-	-	-	-	-
-	-	-	8,000	4,762
-	-	-	-	-
-	-	-	-	-
<u>\$ 112,195</u>	<u>\$ 1,406</u>	<u>\$ 1,406</u>	<u>\$ 10,854</u>	<u>\$ 7,616</u>
\$ -	\$ -	\$ -	\$ -	\$ -
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
1,406	1,406	1,406	-	-
-	-	-	1,800	1,303
-	-	-	-	-
-	-	-	-	-
20,000	-	-	-	-
-	-	-	-	-
-	-	-	8,000	4,762
-	-	-	-	-
-	-	-	-	-
90,800	15,000	15,000	1,500	1,500
-	-	-	-	-
<u>\$ 112,206</u>	<u>\$ 16,406</u>	<u>\$ 16,406</u>	<u>\$ 11,300</u>	<u>\$ 7,565</u>
(11)	(15,000)	(15,000)	(446)	51
13	15,000	15,000	446	446
<u>\$ 2</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 497</u>

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND

For the year ended December 31, 2018

(Unaudited)

	Budget Greenwood & Area 'E' Cemeteries 145	Actual Greenwood & Area 'E' Cemeteries 145	Budget Beaver Valley Parks & Trails 019
REVENUE			
Grants in lieu of taxes	\$ -	\$ 2	\$ 900
Services provided to other governments	-	-	-
Sale of services	-	-	-
Proceeds from sale of assets	-	-	-
Other revenue	-	-	150,000
Transfers from:	-	-	-
Electoral area tax levy	12,841	12,836	484,548
Member municipalities	1,758	1,763	242,248
Other governments	-	-	-
Reserve fund	34,400	12,607	100,000
Capital fund	-	-	40,000
Debenture issue	-	-	-
Equity account	-	-	-
	<u>\$ 48,999</u>	<u>\$ 27,208</u>	<u>\$ 1,017,696</u>
EXPENDITURE			
Salaries and benefits	\$ -	\$ -	\$ -
Office and supplies	-	-	-
Debt charges - principal	-	-	-
Debt charges - interest	-	-	8,000
Debt charges - lease	-	-	-
Insurance	-	-	568
Director remuneration and expense	-	-	-
Board fee (recovery of)	1,406	1,406	11,987
Utilities	-	-	-
Professional fees	-	-	-
Equipment rentals	-	-	-
Repairs and maintenance	-	-	10,732
Vehicle	-	-	-
Contracted services	52,000	30,207	340,983
Travel and training	-	-	-
Grants to other programs	-	-	35,000
Miscellaneous	-	-	-
Expenditures capitalized	-	-	213,000
Amortization expense	-	-	-
Transfers to:	-	-	-
Reserve fund	-	-	12,000
Other governments	-	-	458,173
	<u>\$ 53,406</u>	<u>\$ 31,613</u>	<u>\$ 1,090,443</u>
EXCESS REVENUE (EXPENDITURE)	(4,407)	(4,405)	(72,747)
SURPLUS (DEFICIT) BEGINNING OF YEAR	4,407	4,407	72,747
SURPLUS (DEFICIT) END OF YEAR	<u>\$ -</u>	<u>\$ 2</u>	<u>\$ -</u>

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND

For the year ended December 31, 2018

(Unaudited)

Actual Beaver Valley Parks & Trails 019	Budget Heritage Conservation 047	Actual Heritage Conservation 047	Budget Area 'C' Parks & Trails 027	Actual Area 'C' Parks & Trails 027
\$ 1,522	\$ -	\$ 17	\$ 973	\$ 1,995
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
109,791	10,000	10,000	329,000	-
485,200	6,309	6,309	298,780	298,780
241,597	-	-	-	-
-	-	-	615,000	-
100,000	-	-	190,000	-
39,142	-	-	183,000	-
-	-	-	-	-
64,471	-	1,950	-	20,524
<u>\$ 1,041,723</u>	<u>\$ 16,309</u>	<u>\$ 18,276</u>	<u>\$ 1,616,753</u>	<u>\$ 321,299</u>
\$ -	\$ -	\$ -	\$ 61,865	\$ 60,932
-	-	-	-	-
-	-	-	-	-
33	-	-	1,730	-
-	-	-	-	-
1,330	1,297	1,297	990	990
-	-	-	-	-
11,987	1,406	1,406	7,625	7,625
-	1,257	1,307	-	-
-	-	-	-	-
-	-	-	-	-
36,541	-	-	32,653	29,232
-	-	-	6,509	7,160
305,774	5,000	-	153,419	106,114
-	-	-	-	-
36,500	-	-	85,106	84,717
-	12,800	11,800	-	-
173,869	-	-	1,293,000	5,995
64,471	-	1,950	-	20,524
-	-	-	-	-
12,000	-	-	-	-
458,173	-	-	-	-
<u>\$ 1,100,678</u>	<u>\$ 21,760</u>	<u>\$ 17,760</u>	<u>\$ 1,642,897</u>	<u>\$ 323,289</u>
(58,955)	(5,451)	516	(26,144)	(1,990)
72,747	5,451	5,451	26,144	26,144
<u>\$ 13,792</u>	<u>\$ -</u>	<u>\$ 5,967</u>	<u>\$ -</u>	<u>\$ 24,154</u>

REGIONAL DISTRICT OF KOOTENAY BOUNDARY**STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND**

For the year ended December 31, 2018

(Unaudited)

	Budget Area 'D' Parks & Trails 045	Actual Area 'D' Parks & Trails 045
REVENUE		
Grants in lieu of taxes	\$ -	\$ 111
Services provided to other governments	-	-
Sale of services	-	-
Proceeds from sale of assets	-	-
Other revenue	240,000	37,500
Transfers from:	-	-
Electoral area tax levy	45,779	45,779
Member municipalities	-	-
Other governments	-	-
Reserve fund	-	-
Capital fund	-	-
Debenture issue	-	-
Equity account	-	-
	<u>\$ 285,779</u>	<u>\$ 83,390</u>
EXPENDITURE		
Salaries and benefits	\$ -	\$ -
Office and supplies	-	-
Debt charges - principal	-	-
Debt charges - interest	-	-
Debt charges - lease	-	-
Insurance	697	697
Director remuneration and expense	-	-
Board fee (recovery of)	1,406	1,406
Utilities	-	-
Professional fees	-	-
Equipment rentals	-	-
Repairs and maintenance	-	-
Vehicle	-	-
Contracted services	32,000	22,817
Travel and training	-	-
Grants to other programs	10,000	-
Miscellaneous	60,000	55,992
Expenditures capitalized	190,000	-
Amortization expense	-	-
Transfers to:	-	-
Reserve fund	13,500	13,500
Other governments	-	-
	<u>\$ 307,603</u>	<u>\$ 94,412</u>
EXCESS REVENUE (EXPENDITURE)	(21,824)	(11,022)
Provision for landfill closure and post-closure		
SURPLUS (DEFICIT) BEGINNING OF YEAR	21,824	21,824
SURPLUS (DEFICIT) END OF YEAR	<u>\$ -</u>	<u>\$ 10,802</u>

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND

For the year ended December 31, 2018

(Unaudited)

Budget Total	Actual Total
\$ 1,982,995	\$ 2,075,479
457,447	654,843
3,841,977	4,627,031
-	-
1,684,642	2,649,012
-	-
9,841,201	9,848,209
6,869,355	6,862,347
1,219,513	3,135,688
2,273,809	1,071,211
2,368,000	165,904
-	-
-	1,686,022
\$ 30,538,939	\$ 32,775,746
\$ 10,172,443	\$ 10,483,436
638,996	553,015
383,069	355,525
675,023	643,486
-	-
280,381	258,359
538,467	460,891
(146,437)	(146,436)
752,476	717,720
467,056	252,823
60,638	50,461
1,972,702	1,721,149
329,341	323,773
4,262,692	6,318,314
580,504	444,339
2,132,688	2,038,385
518,501	398,244
6,077,876	2,274,188
-	1,686,022
-	-
1,807,915	2,572,989
1,266,526	1,075,254
\$ 32,770,857	\$ 32,481,937
(2,231,918)	293,809
(156,068)	(128,672)
1,111,681	1,091,701
\$ (1,276,305)	\$ 1,256,838

REGIONAL DISTRICT OF KOOTENAY BOUNDARY**STATEMENT OF FINANCIAL ACTIVITIES: WATER FUND**

For the year ended December 31, 2018

(Unaudited)

	Budget Beaver Valley Water Supply 500	Actual Beaver Valley Water Supply 500	Budget Christina Lake Waterworks 550
REVENUE			
Grants in lieu of taxes	\$ 463	\$ 471	\$ -
Services provided to other governments	-	-	-
Sale of services	339,142	345,206	165,000
Proceeds from sale of assets	-	-	-
Parcel taxes	-	-	-
Other revenue	173,969	199,828	8,000
Transfers from:	-	-	-
Electoral area tax levy	137,250	137,250	201,250
Member municipalities	-	-	-
Other governments	342,000	342,000	424,322
Reserve fund	32,566	-	165,000
Capital fund	-	-	-
Debenture issue	-	-	-
Equity account	-	246,033	-
	\$ 1,025,390	\$ 1,270,788	\$ 963,572
EXPENDITURE			
Salaries and benefits	\$ 58,200	\$ 66,389	\$ 87,525
Office and supplies	-	-	-
Debt charges - principal	120,491	120,490	63,655
Debt charges - interest	51,600	50,311	20,433
Debt charges - lease	-	-	-
Insurance	10,058	10,058	2,582
Director remuneration and expense	-	-	-
Board fee	25,465	25,465	7,770
Utilities	3,017	3,065	21,500
Professional fees	-	-	70,000
Equipment rentals	-	-	-
Repairs and maintenance	15,750	12,059	31,100
Water license	2,300	118	-
Purification and treatment	233,700	219,650	-
Transmission and distribution	41,400	41,889	-
Pumping	26,500	16,745	-
Hydrant maintenance	14,500	15,735	-
Vehicle	1,993	1,993	4,000
Contracted services	28,500	18,045	-
Travel and training	-	-	5,000
Grants to other programs	-	-	-
Miscellaneous	22,250	13,153	-
Expenditures capitalized	460,469	425,660	564,322
Amortization expense	-	246,033	-
Transfers to:	-	-	-
Reserve fund	-	16,033	70,985
Other governments	-	-	-
	\$ 1,116,193	\$ 1,302,891	\$ 948,872
EXCESS REVENUE (EXPENDITURE)	(90,803)	(32,103)	14,700
SURPLUS (DEFICIT) BEGINNING OF YEAR	90,803	90,803	(14,700)
SURPLUS (DEFICIT) END OF YEAR	\$ -	\$ 58,700	\$ -

REGIONAL DISTRICT OF KOOTENAY BOUNDARY**STATEMENT OF FINANCIAL ACTIVITIES: WATER FUND**

For the year ended December 31, 2018

(Unaudited)

Actual Christina Lake Waterworks 550	Budget Columbia Gardens Water Supply 600	Actual Columbia Gardens Water Supply 600	Budget Rivervale Water Supply 650	Actual Rivervale Water Supply 650
\$ -	\$ -	\$ -	\$ -	\$ -
160,497	5,002	5,154	171,215	171,589
-	-	-	-	-
4,956	32,500	12,500	-	-
-	-	-	-	-
198,728	19,752	19,752	-	-
-	-	-	-	-
387,981	50	-	27,000	25,100
102,414	10,547	-	-	-
-	-	-	-	-
-	-	-	-	-
103,450	-	52,754	-	16,510
\$ 958,026	\$ 67,851	\$ 90,160	\$ 198,215	\$ 213,199
\$ 90,392	\$ -	\$ -	\$ 100,138	\$ 94,986
-	-	-	-	-
63,655	-	-	-	-
20,432	-	-	7,431	7,431
-	-	-	-	-
2,582	7,713	7,713	746	746
-	-	-	-	-
7,770	2,180	2,180	7,768	7,768
23,544	7,500	8,169	6,936	2,776
-	29,000	-	29,500	15,976
-	-	-	-	-
56,459	7,000	6,882	22,850	19,306
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
3,084	-	-	8,702	8,308
-	15,500	15,500	-	-
1,532	-	-	-	-
-	-	-	-	-
-	-	-	7,100	7,226
497,897	-	-	-	-
103,450	-	52,754	-	16,510
-	-	-	-	-
70,985	-	-	18,693	18,963
-	-	-	-	-
\$ 941,782	\$ 68,893	\$ 93,198	\$ 209,864	\$ 199,996
16,244	(1,042)	(3,038)	(11,649)	13,203
(14,699)	1,042	1,042	11,649	11,650
\$ 1,545	\$ -	\$ (1,996)	\$ -	\$ 24,853

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

STATEMENT OF FINANCIAL ACTIVITIES: WATER FUND

For the year ended December 31, 2018

(Unaudited)

	Budget Water Supply Utility Total	Actual 2018 Water Supply Utility Total	2017 Water Supply Utility Total
REVENUE			
Grants in lieu of taxes	\$ 463	\$ 471	\$ 743
Services provided to other governments	-	-	-
Sale of services	680,359	682,446	897,488
Proceeds from sale of assets	-	-	-
Parcel taxes	-	-	-
Other revenue	214,469	217,284	512,091
Transfers from:	-	-	-
Electoral area tax levy	358,252	355,730	157,002
Member municipalities	-	-	340,200
Other governments	793,372	755,081	-
Reserve fund	208,113	102,414	77,474
Capital fund	-	-	722,431
Debenture issue	-	-	-
Equity account	-	418,747	378,183
	\$ 2,255,028	\$ 2,532,173	\$ 3,085,612
EXPENDITURE			
Salaries and benefits	\$ 245,863	\$ 251,767	\$ 154,143
Office and supplies	-	-	-
Debt charges - principal	184,146	184,145	850,218
Debt charges - interest	79,464	78,174	160,265
Debt charges - lease	-	-	-
Insurance	21,099	21,099	22,738
Director remuneration and expense	-	-	-
Board fee	43,183	43,183	42,404
Utilities	38,953	37,554	31,148
Professional fees	128,500	15,976	11,595
Equipment rentals	-	-	-
Repairs and maintenance	76,700	94,706	243,865
Water license	2,300	118	2,091
Purification and treatment	233,700	219,650	238,898
Transmission and distribution	41,400	41,889	55,180
Pumping	26,500	16,745	21,685
Hydrant maintenance	14,500	15,735	13,308
Vehicle	14,695	13,385	-
Contracted services	44,000	33,545	-
Travel and training	5,000	1,532	-
Grants to other programs	-	-	-
Miscellaneous	29,350	20,379	33,592
Expenditures capitalized	1,024,791	923,557	517,348
Amortization expense	-	418,747	378,183
Transfers to:	-	-	-
Reserve fund	89,678	105,981	937,772
Other governments	-	-	7,905
	\$ 2,343,822	\$ 2,537,867	\$ 3,722,338
EXCESS REVENUE (EXPENDITURE)	(88,794)	(5,694)	(636,726)
SURPLUS (DEFICIT) BEGINNING OF YEAR	88,794	88,796	725,522
SURPLUS (DEFICIT) END OF YEAR	\$ -	\$ 83,102	\$ 88,796

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REGIONAL DISTRICT OF KOOTENAY BOUNDARY

STATEMENT OF FINANCIAL ACTIVITIES: SEWER FUND

For the year ended December 31, 2018

(Unaudited)

	Budget East End Regionalized Sewer Utility 700	Actual East End Regionalized Sewer Utility 700	Budget Mill Road Sewer Collection 710
REVENUE			
Grants in lieu of taxes	\$ 4,000	\$ 6,461	\$ -
Services provided to other governments	-	-	-
Sale of services	-	-	1
Proceeds from sale of assets	-	-	-
Parcel taxes	-	-	-
Other revenue	33,209	39,168	-
Transfers from:	-	-	-
Electoral area tax levy	-	-	-
Member municipalities	1,584,427	1,584,427	-
Other governments	1,057,247	896,292	-
Reserve fund	363,000	260,493	-
Capital fund	-	-	-
Debenture issue	-	-	-
Equity account	-	607,331	-
	<u>\$ 3,041,883</u>	<u>\$ 3,394,172</u>	<u>\$ 1</u>
EXPENDITURE			
Salaries and benefits	\$ 444,537	\$ 372,669	\$ -
Office and supplies	21,209	36,882	-
Debt charges - principal	184,854	184,853	-
Debt charges - interest	187,200	187,200	-
Debt charges - lease	-	-	-
Insurance	18,537	18,537	-
Director remuneration and expense	-	-	-
Board fee	46,300	46,300	-
Utilities	169,021	138,675	-
Professional fees	25,000	21,422	-
Equipment rentals	-	-	-
Repairs and maintenance	508,429	427,235	-
Water license	-	-	-
Purification and treatment	-	-	-
Transmission and distribution	-	-	-
Pumping	-	-	-
Hydrant maintenance	-	-	-
Disposal permit	18,000	20,815	-
Vehicle	30,016	39,770	-
Contracted services	-	-	-
Travel and training	18,500	7,213	-
Grants to other programs	-	-	-
Miscellaneous	15,000	-	-
Expenditures capitalized	1,693,791	1,384,640	-
Amortization expense	-	607,331	-
Transfers to:	-	-	-
Reserve fund	218,006	227,053	-
Other governments	-	-	-
	<u>\$ 3,598,400</u>	<u>\$ 3,720,595</u>	<u>\$ -</u>
EXCESS REVENUE (EXPENDITURE)	(556,517)	(326,423)	1
SURPLUS (DEFICIT) BEGINNING OF YEAR	556,517	556,487	(1)
SURPLUS (DEFICIT) END OF YEAR	<u>\$ -</u>	<u>\$ 230,064</u>	<u>\$ -</u>

REGIONAL DISTRICT OF KOOTENAY BOUNDARY**STATEMENT OF FINANCIAL ACTIVITIES: SEWER FUND**

For the year ended December 31, 2018

(Unaudited)

Actual Mill Road Sewer Collection 710	Budget Oasis Rivervale Sewer 800	Actual Oasis Rivervale Sewer 800
\$ -	\$ -	\$ -
-	-	-
-	30,510	29,827
-	-	-
-	101,127	93,343
-	-	-
-	30,534	30,534
-	-	-
-	40,713	20,843
-	-	-
-	-	52,664
<u>\$ -</u>	<u>\$ 202,884</u>	<u>\$ 227,211</u>
\$ -	\$ 8,925	\$ 8,925
-	-	-
-	-	-
-	-	-
-	1,266	1,266
-	-	-
-	5,172	5,172
-	5,871	4,695
-	-	-
-	52,509	24,829
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	2,500	2,282
-	126,840	122,603
-	-	52,664
-	-	-
-	6,762	6,762
-	-	-
<u>\$ -</u>	<u>\$ 209,845</u>	<u>\$ 229,198</u>
-	(6,961)	(1,987)
(1)	6,961	6,960
<u><u>\$ (1)</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 4,973</u></u>

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

STATEMENT OF FINANCIAL ACTIVITIES: SEWER FUND

For the year ended December 31, 2018

(Unaudited)

	Budget Total Sewer Utility	Actual 2018 Total Sewer Utility	Actual 2017 Total Sewer Utility
REVENUE			
Grants in lieu of taxes	\$ 4,000	\$ 6,461	\$ 10,014
Services provided to other governments	-	-	-
Sale of services	30,509	29,827	68,033
Proceeds from sale of assets	-	-	-
Parcel taxes	-	-	-
Other revenue	134,336	132,511	337,294
Transfers from:	-	-	-
Electoral area tax levy	30,534	30,534	30,534
Member municipalities	1,584,427	1,584,427	1,570,067
Other governments	1,057,247	896,292	-
Reserve fund	403,713	281,336	221,860
Capital fund	-	-	-
Debenture issue	-	-	-
Equity account	-	659,995	593,148
	<u>\$ 3,244,766</u>	<u>\$ 3,621,383</u>	<u>\$ 2,830,950</u>
EXPENDITURE			
Salaries and benefits	\$ 453,462	\$ 381,594	\$ 389,530
Office and supplies	21,209	36,882	-
Debt charges - principal	184,854	184,853	235,662
Debt charges - interest	187,200	187,200	214,186
Debt charges - lease	-	-	-
Insurance	19,803	19,803	18,153
Director remuneration and expense	-	-	-
Board fee	51,472	51,472	50,549
Utilities	174,892	143,370	163,473
Professional fees	25,000	21,422	-
Equipment rentals	-	-	-
Repairs and maintenance	560,938	452,064	382,163
Water license	-	-	-
Purification and treatment	-	-	-
Transmission and distribution	-	-	-
Pumping	-	-	-
Hydrant maintenance	-	-	-
Disposal permit	18,000	20,815	17,138
Vehicle	30,016	39,770	29,694
Contracted services	-	-	31,024
Travel and training	18,500	7,213	-
Grants to other programs	-	-	-
Miscellaneous	17,500	2,282	40,881
Expenditures capitalized	1,820,631	1,507,243	414,684
Amortization expense	-	659,995	593,148
Transfers to:	-	-	-
Reserve fund	224,768	233,815	147,651
Other governments	-	-	-
	<u>\$ 3,808,245</u>	<u>\$ 3,949,793</u>	<u>\$ 2,727,936</u>
EXCESS REVENUE (EXPENDITURE)	(563,479)	(328,410)	103,014
SURPLUS (DEFICIT) BEGINNING OF YEAR	563,477	563,446	460,432
SURPLUS (DEFICIT) END OF YEAR	<u>\$ (2)</u>	<u>\$ 235,036</u>	<u>\$ 563,446</u>

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REGIONAL DISTRICT OF KOOTENAY BOUNDARY

STATEMENT OF FINANCIAL ACTIVITIES: TRANSIT FUND

For the year ended December 31, 2018

(Unaudited)

	Budget East End Transit 900	Actual East End Transit 900	Budget Boundary Transit 950
REVENUE			
Grants in lieu of taxes	\$ 2,800	\$ 4,198	\$ 100
Services provided to other governments	-	-	-
Sale of services	407,453	444,378	9,738
Proceeds from sale of assets	-	-	-
Parcel taxes	-	-	-
Other revenue	-	-	22,945
Transfers from:	-	-	-
Electoral area tax levy	307,606	308,601	23,658
Member municipalities	850,858	849,863	26,342
Other governments	-	-	-
Reserve fund	127,000	-	-
Capital fund	-	-	-
Debenture issue	-	-	-
Equity account	-	-	-
	<u>\$ 1,695,717</u>	<u>\$ 1,607,040</u>	<u>\$ 82,783</u>
EXPENDITURE			
Salaries and benefits	\$ -	\$ -	\$ -
Office and supplies	-	-	-
Debt charges - principal	-	-	-
Debt charges - interest	-	-	-
Debt charges - lease	-	-	-
Insurance	-	-	-
Director remuneration and expense	-	-	-
Board fee	50,273	50,273	1,508
Utilities	1,346	1,216	-
Professional fees	-	-	-
Equipment rentals	-	-	-
Repairs and maintenance	-	-	-
Water license	-	-	-
Purification and treatment	-	-	-
Transmission and distribution	-	-	-
Pumping	-	-	-
Hydrant maintenance	-	-	-
Disposal permit	-	-	-
Vehicle	-	-	-
Contracted services	1,666,173	1,509,187	81,483
Travel and training	-	-	-
Grants to other programs	-	-	-
Miscellaneous	9,017	11,488	-
Expenditures capitalized	-	-	-
Amortization expense	-	-	-
Transfers to:	-	-	-
Reserve fund	-	-	-
Other governments	-	-	-
	<u>\$ 1,726,809</u>	<u>\$ 1,572,164</u>	<u>\$ 82,991</u>
EXCESS REVENUE (EXPENDITURE)	(31,092)	34,876	(208)
SURPLUS (DEFICIT) BEGINNING OF YEAR	31,092	31,092	208
SURPLUS (DEFICIT) END OF YEAR	<u>\$ -</u>	<u>\$ 65,968</u>	<u>\$ -</u>

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

STATEMENT OF FINANCIAL ACTIVITIES: TRANSIT FUND

For the year ended December 31, 2018

(Unaudited)

Actual Boundary Transit 950	Budget Total Transit Services	Actual 2018 Total Transit Services	Actual 2017 Total Transit Services
\$ 168	\$ 2,900	\$ 4,366	\$ 5,835
-	-	-	-
11,459	417,191	455,837	372,151
-	-	-	-
22,945	22,945	22,945	13,560
-	-	-	-
23,692	331,264	332,293	341,064
26,308	877,200	876,171	857,247
-	127,000	-	22,938
-	-	-	-
-	-	-	-
<u>\$ 84,572</u>	<u>\$ 1,778,500</u>	<u>\$ 1,691,612</u>	<u>\$ 1,612,795</u>
\$ -	\$ -	\$ -	\$ -
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
1,508	51,781	51,781	49,384
-	1,346	1,216	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
80,351	1,747,656	1,589,538	1,564,201
-	-	-	-
-	9,017	11,488	6,461
-	-	-	-
-	-	-	-
-	-	-	1,480
<u>\$ 81,859</u>	<u>\$ 1,809,800</u>	<u>\$ 1,654,023</u>	<u>\$ 1,621,526</u>
2,713	(31,300)	37,589	(8,731)
208	31,300	31,300	40,031
<u>\$ 2,921</u>	<u>\$ -</u>	<u>\$ 68,889</u>	<u>\$ 31,300</u>

**STAFF REPORT**

Meeting Date: June 27, 2019

Date:	June 12, 2019	File:	
To:	Regional District of Kootenay Boundary Board of Directors		
From:	Tom Sprado, Manager of Facilities and Recreation – Christina Lake Parks & Recreation Commission		
RE:	CHRISTINA LAKE COMMUNITY & NATURE PARK VIEWING DECK & BOARD WALK PROJECT		

Issue Introduction: An application to Front Counter BC for the Christina Lake Community & Nature Park Viewing Deck/Board Walk Project requires a Tenure Agreement Amendment for the viewing deck location. Front Counter BC has the application documents (management plan and application form as they requested) and requires a Regional District of Kootenay Boundary Board of Directors resolution supporting the application.

The recommended Draft Resolution:

“That the Regional District of Kootenay Boundary Board direct staff to make application for a Crown Land Tenure Amendment for the purposes of amending tenure 4401920 for the purposes of building a viewing platform in Christina Lake Community and Nature Park.”

Background: The Regional District of Kootenay Boundary plans to build a viewing platform in the Christina Lake Community and Nature Park. The project will include the construction of a board walk from the foreshore to a viewing platform on the lake. The structure will be a floating structure anchored to pilings, with a total footprint of 89 m². Construction of the viewing deck is anticipated to occur from land and from within the lake using a floating barge. For more information please see attached Amendment Request for a Crown Land Tenure to Front Counter BC and “EcoLogic Consultants Ltd.” management plan.

Financial Implications: The 2019 operating budget allocated \$10,000 towards the Community Nature Park/Marine Plan Research & Study and another \$10,000 towards engineering costs for future projects – under contracted services 027 Parks and Trails. The cost for the application is \$250.00.

Recommendation: That the Regional District of Kootenay Boundary Board direct staff to make application for a Crown Land Tenure Amendment for the purposes of amending tenure 4401920 for the purposes of building a viewing platform in Christina Lake Community and Nature Park.

Respectfully submitted:



Amendment Request for a Crown Land Tenure

INFORMATION REGARDING APPLYING FOR CROWN LAND AVAILABLE AT

<http://www.frontcounterbc.ca/guides/crown-land/crown-land-tenure/>

PART 1. NAME(S) AND MAILING ADDRESS

Name on Tenure Document:

Your File: 4401920

Regional District of Kootenay Boundary

Contact Name:

Tom Sprado

Applicant Contact Numbers: Phone: 250-442-2202

Applicant Email Address:

tsprado@rdkb.com

Are you an Agent submitting this application on behalf of your client?

☒ Yes ☐ No

Letter of Agency attached ☒ Yes ☐ No

Agent Name & Mailing Address:

Ryan Durand, EcoLogic Consultants

4369 Poplar Ridge Cres., Crescent Valley

postal code V0H1H1

Agent Contact Numbers:

Phone: 250-359-7420

Agent Email Address:

rdurand@ecologicconsultants.com

Is the Amendment of a minor nature: (please tick the box that applies)

☐ change to insurance amount or type – please describe request

☐ change to security or bond amounts or types - – please describe request

☐ minor extension to the term of the tenure to meet survey requirements – please describe request

☒ other changes of a minor nature. **If you selected other changes of a minor nature, please provide details.**

Please note if the requested amendment is not of a minor nature as described in the [Crown Land Fees Regulation Table 2, item 5](#) a new application will be required. To make a new application please visit <http://www.frontcounterbc.ca/guides/crown-land/crown-land-tenure/>.

FOR OFFICE USE ONLY

(date/time received)	File Number:	Project Number:
	Disposition ID:	Client Number:

If you selected other changes of a minor nature above, please provide details:

Change of location to create a viewing platform instead of boat dock. The project will include the construction of a boardwalk from the foreshore to a viewing platform on the lake. The structure will be a floating structure anchored to pilings, with a total footprint of 89 m2. Construction of the viewing deck is anticipated to occur from land and from within the lake using a floating barge.

See Stream Work Application (file: 76910-20/R4-7531). The proposed works are considered to be a Notification; no Section 11 approval is required.

Applicant or Agent signature(s):

Date: May 22, 2019

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

NOTE: The information you provide will be subject to the Freedom of Information and Protection of Privacy Act. If you have any questions regarding the treatment of your personal information, please contact the Manager, Privacy, Information Access and Records Management.

The submission of this form does not in any manner convey any rights to use or occupy Crown land.

Construction of a public viewing platform in the Christina Lake Community and Nature Park (Amendment to 4401920)

Project Overview

The Regional District of Kootenay Boundary (RDKB) plans to build a viewing platform in the Christina Lake Nature Park. The Nature Park was previously privately-owned and used until 1983 for log storage for a local mill. In 2017 a Park Management Plan was created by the RDKB to describe the community-oriented vision for the future of the park (RDCK 2017). During community consultation for the development of the park plan, support was given for the development of a boardwalk and dock or jetty along the foreshore of the lake (RDCK 2017). George Harris Collaborative Inc. (landscape architects) and EcoLogic Consultants Ltd. (environmental consultants) were retained by the RDCK to design a boardwalk and viewing platform and apply for the required permits.

Location

The Christina Lake Nature Park is a 17.7-hectare property located on the southern end of Christina Lake (Figure 1-1). The park is leased from the Province of BC by the Regional District of Kootenay Boundary (RDKB) for use as a welcome centre and nature park. The property is located at coordinates 49.0456180, -118.2093360, legal description: Portion of DL 498. PID 7218311.

Infrastructure and Improvements

The project will include the construction of a boardwalk from the foreshore to a viewing platform on the lake. The structure will be a floating structure anchored to pilings, with a total footprint of 89 m². Construction of the viewing deck is anticipated to occur from land and from within the lake using a floating barge. The following is a breakdown of the two activities related to this construction:

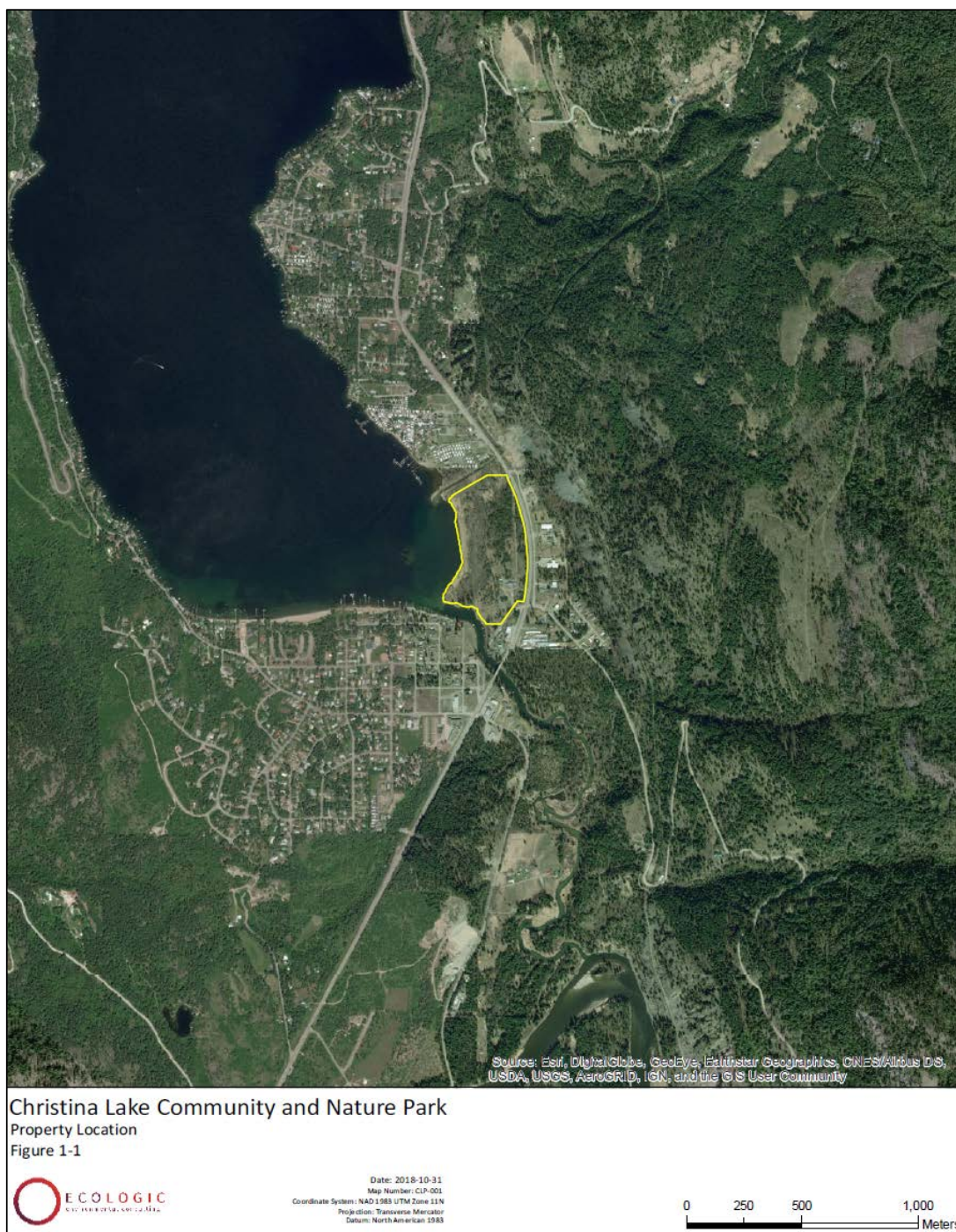
On-land Construction: Viewing Deck Abutment

- All work to be above high-water mark
- Sediment and erosion controls to be placed between construction activities and high water mark.
- Timber wall construction using piles and cross bracing. All material to be pressure treated timber.
- Minor excavation to a depth of approximately 300 mm, to accommodate first row of timber sunken in grade.
- All fasteners to be galvanized.
- Backfill of timber structure with washed gravel.
- Surface to be steel grate decking or cast-in-place concrete.

In-water Construction: Viewing Deck

- All work to be from above high-water mark for connection of deck to abutment.
- All work to be done during dates specified in approvals (fisheries windows).
- Steel piles to be driven from floating barge.
- Prefabricated floating structure to be assembled on barge and attached to piles from barge.
- Ramp to be installed from land.

EcoLogic Consultants Ltd.



May 21, 2019

2

EcoLogic Consultants Ltd.

The viewing platform will be connected to the existing network of trails that occur within the park. Use of the structure will likely be year-round, with seasonal closures as necessary during high-water years, as a portion of the park is often flooded from Christina Lake.

Environmental

EcoLogic completed a desktop review of the park and carried out a site visit on September 11, 2018. The site visit included a general survey of the entire park and assessment of potential boardwalk and viewing platform areas.

A search of the BC Conservation Data Centre (CDC) database was completed in September 2018. Ten at-risk species are known to occur in the general vicinity of the park. The CDC tracks and ranks species and ecosystems as Red (Endangered), Blue (Special Concern), or Yellow (Not at Risk). Species with federal COSEWIC status are nationally listed as at-risk. Two additional tracked species were found in the park during the September 2018 site visit. Two occurrences of Blue-listed Coeur d'Alene Oregonian (*Cryptomastix mullani*) snails were found in forested areas of the park and are likely locally abundant. Yellow-listed Awned Cyperus (*Cyperus squarrosus*) was found extensively along the lake foreshore. Awned Cyperus was down-listed from Blue status in 2015 and is no longer considered to be a species-at-risk. No other at-risk species were observed in the park during the site visit. The 2018 site visit report recommended pre-construction surveys for rare species, with a focus on dragonflies and damselflies that may use the area for foraging, before the project commences.

Table 1. CDC-Listed Species Known to Occur in or near the Nature Park

Common Name	Scientific Name	BC Status (COSEWIC)
Mammals		
American Badger	<i>Taxidea taxus</i>	Red (Endangered)
Reptiles		
Great Basin Spadefoot	<i>Spea intermontana</i>	Blue (Threatened)
North American Racer	<i>Coluber constrictor</i>	Blue (Threatened)
Western Skink	<i>Plestiodon skiltonianus</i>	Blue (Special Concern)
Molluscs		
Coeur d'Alene Oregonian	<i>Cryptomastix mullani</i>	Blue
Damselflies		
Emma's Dancer	<i>Argia emma</i>	Blue
River Jewelwing	<i>Calopteryx aequabilis</i>	Blue
Dragonflies		
Olive Clubtail	<i>Stylurus olivaceus</i>	Red (Endangered)
Western River Cruiser	<i>Macromia magnifica</i>	Blue
Plants		

May 21, 2019

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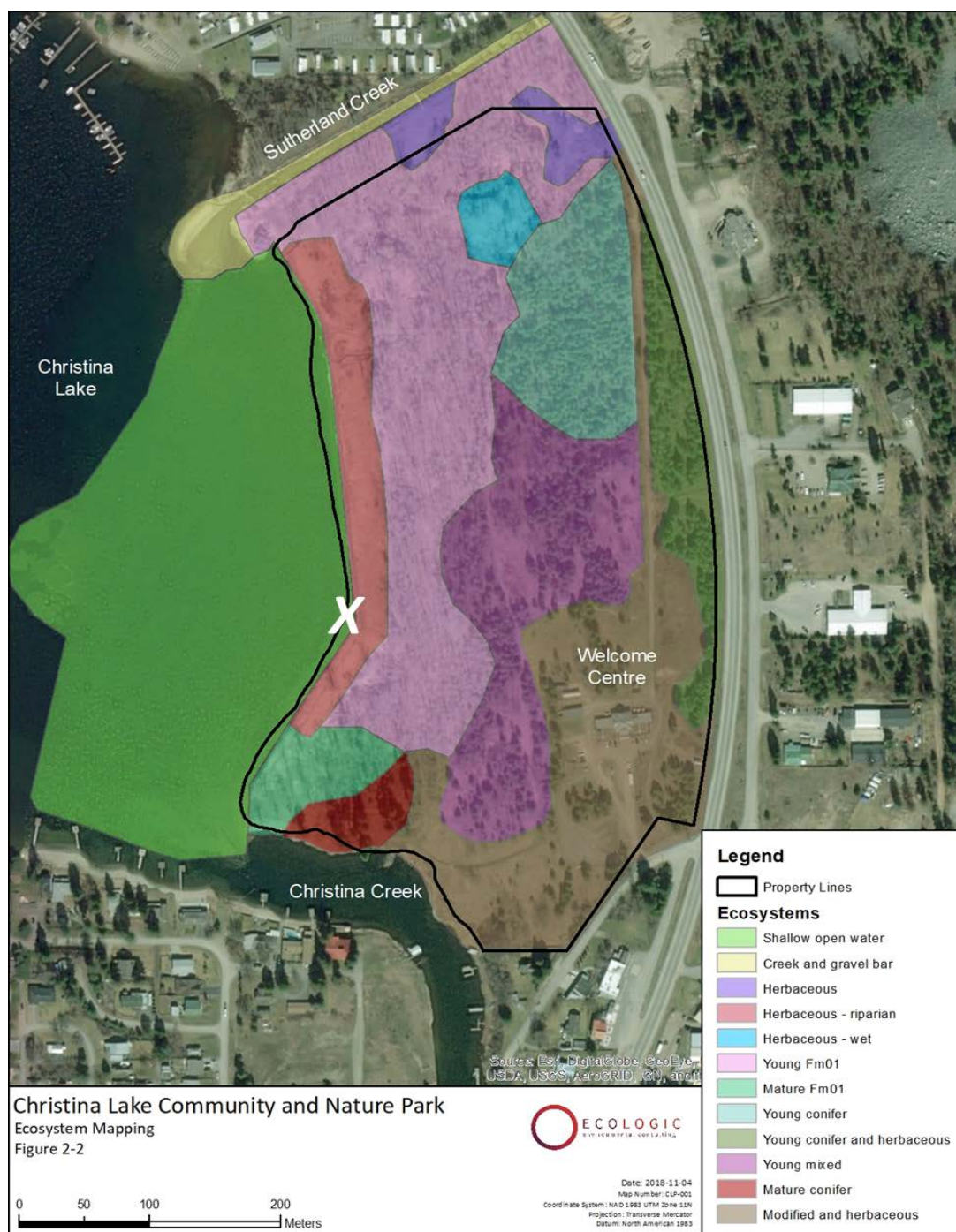
EcoLogic Consultants Ltd.

Awne Cyperus	<i>Cyperus squarrosus</i>	Yellow
Nettle-leaved Giant-hyssop	<i>Agastache urticifolia</i>	Yellow
Tall Beggerticks	<i>Bidens vulgata</i>	Blue

Ecosystem mapping of the park was completed in order to determine suitable locations for the proposed boardwalk and viewing platform, the most suitable location identified on Figure 2.2 (large white X). The mapping was a simplified process using freely available digital imagery of the park. Ecosystems were delineated based on vegetation alone. Only the basic descriptions of ecosystem type were created, with the exception of obvious floodplain communities (Figure 2-2). Of particular note is the mature Red-listed Fm01 Cottonwood – Spruce – Red-osier dogwood mid-bench floodplain, and the assumed classification of much of the younger cottonwood-dominated stands as developing Fm01 communities as well (Table 1). The small remnant patch of mature ponderosa pine (*Pinus ponderosa*) is superficially similar to a Red-listed community that is only known from the Okanagan-Similkameen—the Ponderosa pine - Black cottonwood / Poison ivy high-bench floodplain (CDC 2009).

None of the identified ecosystems at risk are in the vicinity of the proposed project, nor will they be affected by the project construction.

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A summary of the potential environmental impacts of the project, as well as a discussion on each known potential impact, is presented in Table 2:

Table 2. Summary of Potential Environmental Impacts

Environmental Impact		Yes/No	Comments
Vegetation Removal	Is any timber removal required?	No	
	Are any areas of vegetation to be cleared, outside of timber removal?	Yes	Small area to create abutment on foreshore in area of sparse vegetation and above high water in area dominated by invasive reed canarygrass.
Soil Disturbance	Will there be any areas of soil disturbance, including clearing, grubbing, excavation and levelling?	Yes	Yes. A small amount of soil will be disturbed to create abutment on foreshore.
	Is the area to be excavated a brownfield site or has the potential to be contaminated?	No	
	Is there potential for disturbance of archaeological, paleontological fossils or historical artifacts?	Yes	Known archeological site more than 50 m south of the of the project. As per the self assessment using " <i>Chance Find Procedures for Archaeological Material</i> " from the BC Archaeology Branch (Oct. 2017), there is no identified overlap with known sites. As well, the Archaeology Branch previously discussed the general location with the Christina Lake Stewardship Society regarding riparian restoration in the same area and concluded that as long as the known site is avoided, they have no concerns with shallow digging similar to that which is required for this project (pers. Com Joel Kinzie to Brenda LaCrix on 3 October 2018).
Riparian Encroachment	Will any works be completed within or adjacent to the riparian zone of any water body?	Yes	See Stream Work Application (file: 76910-20/R4-7531). The proposed works are considered to be a Notification; no Section 11 approval is required.
Pesticides and Herbicides	Will there be any use of pesticides or herbicides during construction, operations and/or maintenance?	No	

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	Environmental Impact	Yes/No	Comments
Visual Impacts	Will there be any adverse effects of the projects, and any potential adverse effects on sight lines to the project area from surrounding areas likely to be used for scenic viewing by residents or other users?	Yes	The viewing platform will be located in Christina Lake and visible from portions of the nature park. The platform was a recommendation put forth from community consultations and is considered to have a positive effect for scenic viewing.
Archaeological Sites	Are there any known or high potential (Arch. Procedure) archaeological sites within the project area?	Yes	See above under Soil Disturbance.
	Have you conducted an AIA or engaged an archaeologist to assist with your investigations?	No	
Sound, Odor, Gas or Fuel Emissions	Will the project construction or operation cause any of the following to disturb wildlife or nearby residents?	Yes	The construction phase will have short-term effects. The potential to affect adjacent property owners (across the lake) is low. The potential to affect wildlife is low given that the construction will occur outside of bird and waterfowl breeding seasons and within the local fisheries window.
Drainage Effects	Will the project result in changes to land drainage?	No	
Public Access	Will the project result in changes to public access?	Yes	The project will increase access to Christina Lake.
Flood Potential	Will the project result in a potential for flooding?	No	
Disturbance to Wildlife and Wildlife Habitat	Will the project result in adverse effects to wildlife or wildlife habitat?	No	
	Will the project (construction or operations phase) occur in and around streams, lakes, estuarine or marine environments?	Yes	See Stream Work Application (file: 76910-20/R4-7531). The proposed works are considered to be a Notification; no Section 11 approval is required.
	Is the project (construction or operations phase) likely to increase erosion or sedimentation?	No	Sedimentation and erosion controls will be in place during construction activities.

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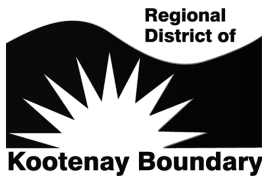
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Environmental Impact		Yes/No	Comments
	Will the project (construction or operations phase) require water diversion?	No	
	Will the project threaten or endanger species at risk in the area?	No	Pre-construction surveys in the direct vicinity of the project are recommended prior to the commencement of the project to assure there are is no active seasonal use by at-risk damselflies or dragonflies that are known to occur in the area.

Socio-Community

The project is located within a regional park. It is the result of local consultation by the Regional District of Kootenay Boundary and is not affected by any local strategies or bylaws.



STAFF REPORT

RE:	Proposed esri Enterprise License Agreement		
Date:	June 27, 2019	File #:	PD-Admin-2019 Budget
To:	Chair Russell and members of the Board of Directors		
From:	Donna Dean, Manager of Planning and Development		

Issue Introduction

We currently have an agreement to use Environmental Systems Research Institute, Inc. (esri) software to create maps and track property information including but not limited to zoning, natural hazards, agricultural land capability, property ownership, assets and service areas for taxation. Staff is looking for direction from the Board regarding switching our existing agreement to an Enterprise License Agreement.

Background Information

An Enterprise License Agreement (ELA) would enable more users to access the software at the same time (up to 50); increase analytical capacity; enable automatic synchronization of data collected in the field; and increase our ability to create web maps for various themes. Examples of potential thematic maps include trail maps; historic areas of interest; evacuation zones and other emergency information; natural hazards; service areas and infrastructure; and changes in presence of invasive plants.

The ELA software costs more and there's a minimum three year commitment. However; with the desire to increase the Engineering and Safety Coordinator's capacity to edit GIS data bases and the additional capabilities of an ELA, staff believes we have reached a tipping point where the ELA should be considered.

Current esri Costs for 2019/20 (before tax):

- \$23,810 per year, which is split between Planning and Development (\$22,790) and Regional Solid Waste (\$1020).

Cost to convert the current licence/seat for the Engineering and Safety Coordinator to a full licence/seat within the current agreement (Year 1, before tax):

- An additional \$1310 for the GIS seat plus a one-time fee of \$10,148.
- This would bring the total to \$35,268, which would be split between the Planning and Development (\$22,790) and Regional Solid Waste (\$11,458).

Cost in subsequent years including the full license/seat for the Engineering and Safety Coordinator (before tax):

- \$25,120 per year, which would be split between Planning and Development (\$23,790) and Regional Solid Waste (\$2330)

Cost for an ELA: \$37,680 per year

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Implications

The financial implications outlined below. Since we are two and a half months into our current 12 month agreement, the additional cost this year to convert to an ELA for the remainder of the term of the agreement would be \$17,824 (including PST) compared to \$12,260 (including PST) to convert one of the existing seats to a full licence/seat; a difference of \$5564.

It is proposed that the additional \$17,824 for 2019-20 would be split between the following services:

General Administration-001	\$1854	\$5564 covers the cost differential
Emergency Management-012	\$1854	
Planning and Development-005	\$1854	
Regional Solid Waste-010	\$2000	\$12,260 has already been identified to convert to a full license for the Engineering and Safety Coordinator
Milfoil-091	\$1100	
Beaver Valley Water-500	\$1000	
Christina Lake Water Utility-550	\$1000	
Rivervale Water-650	\$1000	
Rivervale-Oasis Sewer-800	\$1000	
East End Sewer-700	\$5160	
Total	\$17824	

For subsequent years we would have to determine how to distribute the \$37,680 annual fee for an ELA, the details of which would be worked out during preparation of the 2020 five year budgets.

Advancement of Strategic Goals

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

We will actively plan and advocate on behalf of our watershed(s).

We will plan for climate change adaptation and mitigation.

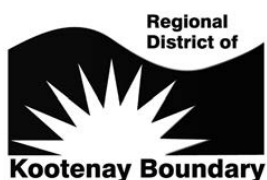
We will ensure the messages we are delivering within our region are clear and easily understood.

Alternatives

1. Approve the conversion to an esri Canada Enterprise License Agreement with the additional cost for 2019-20 to be divided between the following services: General Administration-001; Emergency Management-012; Planning and Development-005; Regional Solid Waste-010; Milfoil-091; Beaver Valley Water-500; Christina Lake Water Utility-550; Rivervale Water-650; Rivervale-Oasis Sewer-800; and East End Sewer-700.
2. Approve the conversion of one of the GIS seats to a full license/seat within the current esri Canada software agreement to be divided between the following services: Regional Solid Waste-010; Milfoil-091; Beaver Valley Water-500; Christina Lake Water Utility-550; Rivervale Water-650; Rivervale-Oasis Sewer-800; and East End Sewer-700.
3. Make no change to the current esri Canada software agreement.

Recommendation

That the Regional District of Kootenay Boundary Board of Directors directs staff to enter into an Enterprise Licence Agreement (ELA) with esri Canada for a three year period starting July 3, 2019, and further that the additional cost for the ELA for the 2019-20 budget be split between the following services: General Administration-001; Emergency Management-012; Planning and Development-005; Regional Solid Waste-010; Milfoil-091; Beaver Valley Water-500; Christina Lake Water Utility-550; Rivervale Water-650; Rivervale-Oasis Sewer-800; and East End Sewer-700 according to the staff report titled 'Proposed esri Enterprise Licence Agreement' prepared for the June 27, 2019 Board of Directors meeting.



Staff Report

RE:	Front Counter Referral – Mines Act Permit – Ximen Mining Corp.		
Date:	June 27, 2019	File #:	E-10
To:	Chair Russell and members of the Board of Directors		
From:	Elizabeth Moore, Planner		

Issue Introduction

We have received a Front Counter BC referral regarding a proposed Mines Act Permit for mineral exploration in Electoral Area 'E'/West Boundary (see Attachments).

Property Information	
Owner(s):	Multiple private and Crown
Applicant:	Ximen Mining Corp.
Location:	Mineral tenure around Jewel Lake
Electoral Area:	Electoral Area 'E'/West Boundary
Area of Mineral Tenure:	Approx. 2150 ha
Area of Disturbance from Active Exploration:	2.7 ha
Current Use(s):	
Land Use Bylaws	
OCP Bylaw No.	NA
DP Area	NA
Jewel Lake Rural Land Use Bylaw	Rural Resource 1 (RUR 1), Rural Resource 3 (RUR 3), Open Space 1 (OS1), Residential 1 (R1)
Other	
ALR:	NA
Waterfront / Floodplain	NA

History / Background Information

The mineral tenure area includes a large portion of the Jewel Lake Rural Land Use Bylaw area, some areas to the west of Jewel Lake and some land to the north of Jewel Lake in Electoral Area 'D'. The area adjoins Jewel Lake Provincial Park and covers or adjoins a number of privately owned lots on Jewel Lake. The referral mentions that mining, exploration and logging activity has been intermittently occurring within the mineral tenure area for over 100 years and that there is evidence of recent logging. Access to the work

areas is along Jewel Lake Road and forest service roads north-west of Jewel Lake, in Electoral Area 'E'.

Permitting for mineral exploration is done under the *Mines Act* as a Notice of Work Permit. These permits are reviewed by the Ministry of Energy, Mines & Petroleum regional offices.

In the Rural Land Use Bylaw for Jewel Lake, several zones are included in the mineral tenure area, including Rural Resource 1 (RUR 1), Rural Resource 3 (RUR 3), Open Space 1 (OS1), and Residential 1 (R1). In the Official Community Plan (OCP) for Electoral Area 'D'/Rural Grand Forks the subject lands are designated as Rural Resource 1.

Proposal

This referral is for a proposed *Mines Act* permit for exploration activities for a 5-year term. The permit application proposes 42 sites for trenching and test pits with an area of disturbance of 1.37 ha, as well as 42 diamond drilling sites, causing 0.42 ha of disturbance, and 1.48 km of new exploration trail, causing 0.59 ha of disturbance. The referral discusses reclamation activities following any disturbance caused by exploration, with 1.13 ha of disturbance planned for reclamation this year.

Implications

Activities described to be undertaken in the first year of the permit are included in the referral. These activities are shown to be happening in the portion of the mineral tenure area within Electoral Area 'E'. Planning staff have contacted the Ministry of Energy, Mines & Petroleum to ascertain whether work is planned in succeeding years of the permit for the portion of the tenure within Electoral Area 'D'. If there is work planned there, this information will be forwarded to the Electoral Area 'D' APC.

The Ministry of Energy, Mines & Petroleum is responsible for the administration and monitoring of mineral exploration, as they are the ministry responsible for the *Mines Act*. Local government cannot supersede this authority. This is recognized in the rural land use bylaw for Jewel Lake.

Section 3.2 *Resource Lands* in the *Regional District of Kootenay Boundary Jewel Lake Rural Land Use Bylaw No. 855, 1995* discusses how the *Mines Act* and the *Mineral Tenure Act* are provincial legislation and the Regional District only has the authority to express broad objectives through the Rural Land Use Bylaw with respect to these areas of Provincial jurisdiction.

Advisory Planning Commission (APC)

The Electoral Area 'E'/West Boundary APC supported this application at their June 3, 2019 meeting with the recommended conditions listed below:

- i. "We recommend that the proponent put up a bond to cover the existing and future costs to rehabilitate the disturbed areas.
- ii. The proponent is asking for a 5-year permit but is not showing the drill and trench sites for the full 5 years. We recommend that the proponent come back to the RDKB and

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- APC every year and provide us with their detailed plans annually at least 60 days before commencement of operations.
- iii. The proponent has made no efforts to do consultation or information sharing with First Nations. We recommend that the proponent appropriately consult with First Nations. Since the area is so close to Jewel Lake there is a higher probability of the area having First Nations value. Consultation is something that the committee feels should be done out of respect for First Nations.
 - iv. We do not accept the proposal for seeding with approved range mix – we recommend that it must be approved Canada #1 seed mix and we recommend that the proponent consult with the Boundary Invasive Species Society for recommended seed mixes. The proposal talks about using an approved range mix and local grasses – these statements are contradictory.
 - v. The proposal says that any timber disturbed will be bucked to 1-meter lengths and laid flat. We have a serious fir bark beetle problem in the Boundary area. Leaving the cut timber on site will provide excellent habitat for fir bark beetles and could lead to a serious impact on local timber supplies. We recommend that all timber that is disturbed and is over 15 cm in diameter needs to be either piled and burned in the current fall or hauled off site this fall to a mill for processing.
 - vi. The proposal indicates that the sites will be rehabilitated within 4 months of work completion. Currently there are about 2 years' worth of drill sites and trenches that have not been rehabilitated. We recommend that the proponent rehabilitate previous and existing drill and trench sites before starting on new drill and trench sites. We recommend that the 4-month rehabilitation commitment apply to all new drill and trench sites. The statement made in the second to last paragraph on page 14 of 14 (When trenches are deemed unnecessary for the future, they will be refilled or resloped) should not apply.
 - vii. Only one water source is shown on the map but page 13 says the proponent will take water from the nearest accessible runoff source. We recommend that all water sources be shown on the maps and any diversions or catchment areas be approved by Ministry of Environment prior to construction or installation. Residents have found that the proponent has used a small creek by blocking a culvert to create a pond. The culvert was left plugged over winter and a local resident found the culvert blocked and water backing up in the spring. The resident unplugged the culvert to prevent the water from flowing over and washing out the road. This prevented a potentially serious land slide and sedimentation of Jewel Creek.
 - viii. The proposal refers to a polymer being added to the water. What is the make-up of this polymer? What are the potential impacts of the polymer on the ground water, local streams and lakes? We recommend that the answer to these questions be provided to the residents of Jewel Lake as soon as possible.
 - ix. We recommend that all sumps be large enough to handle whatever water is discharged from the drilling operations.
 - x. We are concerned about potential impacts on local water users who have licence to use water from streams that are down slope from the drill and trench sites in this

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proposal. We recommend that the proponent contact all local water users and create a plan to protect the water from their water licenses.

- xi. We recommend that heli pads, air strips and boat ramps be removed from the list of activities to be undertaken on page 2 of 11 ("Access roads, trails, heli pads, air strips and boat ramps").
- xii. Considerable recreation use is made in the entire area under the mining leases in the summer by bikers, hikers and recreation vehicles. There is no mention of public safety in the proposal. We recommend that safety measures be developed and instituted by the proponent including stop signs at road junctions, and that the proponent contact the Jewel Lake Resort, WorksafeBC and the Ministry of Highways and develop a safety plan for the area. Consideration should be given to extending the 50 kmh speed zone a further kilometer south from the Jewel Lake Eholt junction.
- xiii. No mention is made of fire protection or the requirement to have fire tools and manage the risk of wildfire that is present in the hot dry summers we experience in this area. We recommend that the proponent make a commitment to have the required fire tools, abide by all provincial fire regulations and shut down operations when the fire danger is rated as high and/or extreme as determined by the Ministry of Forests."

Recommendation

That the Regional District of Kootenay Boundary Board of Directors direct staff to forward this staff report 'Front Counter Referral – Mines Act Permit – Ximen Mining Corp.' dated June 27, 2019, which includes the recommendations of the Electoral Area 'E'/West Boundary Advisory Planning Commission, to Front Counter BC for consideration.

Attachments

Site Location Map
Subject Property Map
Applicant Submission

Applicant Submission



Notice of Work

0501026 - Gold Drop

Tracking Number: 100283418

Applicant Information

If approved, will the authorization be issued to an Individual or Company/Organization?

Company/Organization

What is your relationship to the company/organization?

Board Member

APPLICANT COMPANY / ORGANIZATION CONTACT INFORMATION

Please enter the contact information of the Individual/Organization who is acting on behalf of the applicant.

Name: XIMEN MINING CORP.
Doing Business As:
Phone: 604-488-3900
Fax:
Email: office@ximenminingcorp.com
BC Incorporation Number:
Extra Provincial Inc. No:
Society Number:
GST Registration Number: 834348963RT0001
Contact Name: Cam DeLong
Mailing Address: 888-888 Dunsmuir Street
 Vancouver BC v6c3k4

CORRESPONDENCE E-MAIL ADDRESS

If you would like to receive correspondence at a different email address than shown above, please provide the correspondence email address here. If left blank, all correspondence will be sent to the above given email address.

Email: wwa@ximenminingcorp.com
Contact Name: Wesley Warthe-Anderson

TECHNICAL INFORMATION

APPLICATION INFORMATION

Type of Notice of Work: Mineral

Please be advised that exploration for Uranium or Thorium is not permissible.

Is this a New Permit or an Amendment to an existing permit for this property? New Permit

ONE YEAR, MULTI-YEAR OR MULTI-YEAR AREA BASED PERMIT

One Year Permit

A One Year permit allows you to do your exploration activities over 1 year. You will have to identify the exact location/s for each proposed activity. At the end of the year you will have to submit an Annual Summary outlining the activities done during the previous year.

Multi-Year Permit

A Multi-Year permit allows you to do your exploration activities over 2-5 years. You will have to identify the exact location/s for each proposed activity. At the end of each year you will have to submit an Annual Summary outlining the activities done during the previous year.

Multi-Year, Area Based Permit

A Multi-Year, Area Based permit also allows you to spread your exploration activities over 2-5 years, but you must provide details of all exploration activities proposed in the first year, including proposed disturbances and estimated timber cutting. At the end of each year you will have to submit an Annual Summary and at the beginning of each new year you will have to submit a Multi-Year, Area-Based Work Program Annual Update, outlining your previous activities as well as your plans for the next year.

Applicant Submission

Type of permit to apply for: I would like to apply for a Multi-Year, Area Based permit
Term of application: 5 years
Is this the first year of your application? Yes

MINE INFORMATION

Do you have an existing mine number? Yes **Mine Number:** 0501026
Name of the property: Gold Drop
Tenure Numbers: 1021394, 1021882, 1031181, 214228, 215696, 215697, 215698, 215699, 509785, 509786, 1031185
Crown Grant / District Lot Numbers:
Directions to site from nearest municipality: Access: Access (From Greenwood City):

- North on Highway 3 for 4 km to the Boundary Creek road
- 1km north on Boundary Creek road to the Jewel Lake road on right
- Follow the Jewel Lake for 9 km to the Jewel Lake-Eholt road. The intersection is Staging area one as it is central to all parts of the property.
- To access the eastern part of the property (Gold Drop and North Star occurrences) follow the Jewel Lake – Eholt road east for 3 km (through the Dentonia mine site). At this point, a road heads north for approximately 1 km to the Gold Drop (left fork) and North Star (main road) occurrences.
- Access to the western part of the property (Amandy occurrence) is by continuing on the Jewel Lake road, north of the junction with the Jewel Lake-Eholt road to the steep 4-wheel drive Roderick Dhu fire lookout road which heads west from the Jewel Lake road immediately opposite the Jewel Lake Resort campground. The Amandy occurrence is located 2.6 km up the fire lookout road
- Access to COD worksite is via the Jewel lake 6800 road found at 6.8 km on Jewel lake road. Follow Jewel lake 6800 road for approx. half of a kilometer to reach staging at base of COD hill. In another 400 meters the site specific COD helipad is found.
- Access to Providence section of property from the center of Greenwood by following Highway 3 north for approximately 1 kilometer, then turning right onto Elkhorn St. Follow Elkhorn St. for 300 m and hang a left on the unnamed gravel road. The road will cross the western claim boundary. From there a steep power line gravel road zigzags its way through the center of the claim north of the ravine. The southern part of Providence can be accessed by taking a right onto the Phoenix mine road in Greenwood. Follow it for approx. 3 km and turn left on the logging road. Follow for 1.2 km.

Geographic Coordinates of Mine: **Latitude:** 49.1750000 **Longitude:** -118.6110000
Maximum Annual Tonnage Extracted: 0 tonnes

INFORMATION ABOUT PROPOSED ACTIVITIES

Activities to be undertaken: Access roads, trails, heli pads, air strips and boat ramps
 Exploration Surface Drilling
 Mechanical Trenching / Test Pits
 Settling Ponds
 Water Supply

FIRST AID

Proposed First Aid equipment on site: Level 2 First Aid Kit with epi pen, stretcher, satellite phone
Level of First Aid Certificate held by attendant: Occupational First Aid Level 1 with Transportation Endorsement

DESCRIPTION OF WORK PROGRAM

Tracking Number: 100283418 | Version 1.6 | Submitted Date: Mar 20, 2019

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Applicant Submission

If you prefer to upload a document, please enter "see attached document" and attach the document in the "Document Upload" step later in the application under "Other".

Sufficient details of your work program to enable a good understanding of the types and scope of the activities that will be conducted:

"see attached document"

TIME OF PROPOSED ACTIVITIES

Proposed start and end date: May 1, 2019 to Apr 30, 2024

Please remember that you need to give 10 days notice to the Inspector of Mines of your intention to start work, and 7 days notice of your intention to stop work.

ACCESS

Access presently gated: No

PRESENT STATE OF LAND

Please identify what the present state of the land is where you would like to undertake your activities. If some of the questions do not apply to you please enter n/a in the space provided.

Present condition of the land: Mining, exploration and logging activity has been intermittently underway on the property for over 100 years. Recent logging activity is evident throughout the property. The property is roughly centered on Jewel Lake and adjoins Jewel Lake Provincial Park, a small provincial park located at the north end of the lake. It also covers or adjoins a number of privately owned lots, along the shores of Jewel Lake. A number of seasonal cottages and a few full time residences are located on the private land along the lakeshore. A private campground (Jewel Lake Resort) is located at the south end of the lake

Type of vegetation: Open growth mixed fir, larch and pine forest with little undergrowth. Portions of property have recently been logged.

Physiography: The property is roughly centered on Jewel Lake, an elongate mountain lake that is bounded by Mt. Pelly on the east and Roderick Dhu mountain on the west. Terrain is moderate to locally steep, with elevation ranging from 1135 m along the shore of Jewel Lake, to 1612 m at the summit of Mt Pelly and 1800 m near the summit of Roderick Dhu. Climate is moderately dry with hot summers and little rainfall. Snowfall is in the 2-3 m range and the property is generally snowfree annually from May to late October.

Current means of access: From Greenwood, head northeast on BC-3 E towards Kettle Valley Rail Trail for approximately 1 kilometer. Take a slight left onto Boundary Creek Road and continue for 950 meters. Take a slight right onto Jewel Lake Road and continue for 7 kilometers to arrive at site. The site is to the left

Old equipment: Remnants of several old miners cabins are located on the property. All are in a state of disrepair.

Recreational trails / use: Several lightly-used hiking and cross-country ski trails are located along the west side of the Jewel Lake road, in the vicinity of the lake. No work is proposed in proximity to these trails.

ACCESS TO TENURE

Do you need to build a road, create stream crossings or other surface disturbance that will not be on your tenure? No

LAND OWNERSHIP

Application area in a community watershed: No
Proposed activities on private land: No

Tracking Number: 100283418 | Version 1.6 | Submitted Date: Mar 20, 2019

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Applicant Submission

Activities in a park:

No

CULTURAL HERITAGE RESOURCES

Cultural Heritage applies to a large spectrum of heritage resources that is defined as "an object, a site or the location of a traditional societal practice that is of historical, cultural or archaeological significance to British Columbia, a community or an aboriginal people."

The Archaeology Branch of the Ministry of Forests, Land and Natural Resource Operations is responsible for the administration of the Heritage Conservation Act as it applies to archaeological sites. The Archaeology Branch has developed guidelines for companies engaged in natural resource extraction to aid in planning for and avoiding or managing impacts to protected archaeological sites.

Are you aware of any protected archaeological sites that may be affected by the proposed project? No

FIRST NATIONS ENGAGEMENT

In making decisions on authorizations, the government will be fulfilling its responsibility to consult, and where appropriate, accommodate First Nations. The government takes this responsibility seriously and encourages the applicant to engage First Nations early and often as part of any planned development.

Establishing good relations with First Nations who might be affected by a proposed development is a key part of any successful mining operation. The Ministry of Energy and Mines encourages applicants to engage and information share with First Nations that might be affected by a proposed development prior to submitting an application. The earlier in the life of a proposed activity that the avenues of communication are established the greater the likelihood that the relationships formed will be constructive and beneficial to all parties. A lack of information sharing and engagement by the applicant may result in extended timeframes for decision.

Applicants should keep a detailed record of information sharing and engagement with First Nations on their project in the event the government needs to review it. Information on First Nations information sharing and engagement should include the following: a list of First Nations contacted, whether the activity was modified based on feedback from First Nations, and whether the applicant has entered into any informal or formal agreements with First Nations in connection with the project.

The Consultative Areas Database Public Map Service is an online, interactive mapping tool that allows you to identify First Nations who have treaty rights or asserted or proven rights or title on the land base. More information can be found at <http://maps.gov.bc.ca/ess/sv/cadb/>.

Have you shared information and engaged with First Nations in the area of the proposed activity? No

MECHANICAL TRENCHING / TEST PITS**MAPS**

Unless this is an area based application mark the locations of the proposed trenches/pits on the map. You will upload the maps at the document upload step later in the application process.

ACTIVITIES

Click on the "Add Activity" button to add one or more activities. Select your activity out of the list and enter the disturbed area and timber volume.

Activity	Number of sites	Disturbed Area (ha)	Merchantable timber volume (m ³)
Trenches and Test Pits	42	1.37	13.70
Total:		1.37	13.70

RECLAMATION PROGRAM

Describe the proposed reclamation and

Topsoil will be used to construct a protective berm around the trench. Upon

Applicant Submission

timing for this specific activity:

completion of the trenching program, topsoil will be backfilled and trench areas will be recontoured within 4 months of work completion. The disturbed area will be seeded with approved range seed mix. Monitor for noxious weeds and spray if needed. Any timber disturbed will be bucked into 1 m lengths and laid flat.

Estimated cost of reclamation activities described above:

\$27,420.00

EXPLORATION SURFACE DRILLING

MAPS

Unless this an area based application mark the locations of the proposed surface drilling on the map. The maps will be uploaded at the document upload step later in the application.

ACTIVITIES

Click on the "Add Activity" button to add one or more activities. Select your activity out of the list and enter the disturbed area and timber volume.

Activity	Number of sites	Disturbed Area (ha)	Merchantable timber volume (m ³)
Diamond Drilling - Surface	42	0.42	7.05
Total:	42	0.42	7.05

SUPPORT OF DRILL PROGRAM

The drill program will be:

Ground supported

RECLAMATION PROGRAM

Describe the proposed reclamation and timing for this specific activity:

Upon completion of drilling, drill sites and sumps will be levelled. Disturbed areas will be reseeded with an approved range seed mix. Any timber disturbed will be bucked into 1 m lengths and laid flat. Sites will be monitored for noxious weeds and sprayed if needed.

Please describe the location of the Core Storage (including latitude and longitude if known):

At a warehouse rented in the town of Greenwood. 49°05'46.4"N
118°40'50.0"W

Estimated cost of reclamation activities described above:

\$14,112.00

ACCESS ROADS, TRAILS, HELI PADS, AIR STRIPS AND BOAT RAMPS

MAPS

Mark the locations of the proposed access roads and trails on the map. The maps will be uploaded at the document upload step later in the application.

ACTIVITIES

Click on the "Add Activity" button to add one or more activities. Select your activity out of the list and enter the length in km, the total disturbed area and total merchantable timber volume.

Activity	Length (km)	Disturbed Area (ha)	Merchantable timber volume (m ³)
Exploration Trail - New	1.48	0.59	5.90
Total:	1.48	0.59	5.90

Applicant Submission

BRIDGES, CULVERTS AND CROSSINGS

Are you proposing any bridges, culverts and/or other river / stream crossings? No

RECLAMATION PROGRAM

Describe the proposed reclamation and timing for this specific activity: This excavated trail in the area will be recontoured to match the natural topography and will be revegetated. The reclamation will be conducted once the trail is not required for future exploration activities.

Estimated cost of reclamation activities described above: \$11,815.20

ADDITIONAL INFORMATION

Please note that you may require a Special Use Permit under the Forest Practices Code of British Columbia Act or a Land Act tenure or other authorization under the legislation to use roads to access your tenure.

For further information please contact FrontCounter BC.

WATER SUPPLY**MAPS**

Mark the locations of all proposed water intakes, settling ponds and/or sediment control structures on the appropriate maps.

SOURCE OF WATER

Click on the "Add Source" button to add one or more water sources.

Source	Activity	Water Use	Estimated Rate (m ³ /s)
Creek	Other: Diamond Drilling	Used in diamond drilling to cool bit and flush cuttings	0.01
Pump size in water (inches): 1.50 Location of water intake: Dependent on particular drill pad Please clearly mark the locations of all water intakes on the maps uploaded in Step 6 - Document Upload.			
Total:			0.01

SETTLING PONDS

The Inspector may require a seismic design for ponds above grade.

Describe the waste water treatment facility (settling pond design, recycling, distance from creek, etc.): A sump will be created with the dimensions 4(width)x2(length)x2(depth) meters upon each drill pad so there will be no additional disturbance area

ACTIVITIES

Click on the "Add Activity" button to add one or more proposed settling pond.

Pond ID	Width (m)	Length (m)	Depth (m)	Total disturbed area (ha)	Total merchantable timber volume (m ³)
Water Source: Creek Construction Method: Excavated					

Applicant Submission

Water Source: Creek
Construction Method: Excavated

Water Source: Creek
Construction Method: Excavated

Disposal of fines from clean out (i.e. use as a subsoil material): Drill water and rock cuttings collect in the sump and the water will gradually drain away

Water from ponds will be: **Recycled:** Yes
Exfiltrated to Ground: No
Discharged to Environment: No

RECLAMATION PROGRAM

Describe the proposed reclamation and timing for this specific activity:

During the sump excavation, all the soil will be salvaged and used a safety berm around the pond. Once the drilling is completed the sump will be filled back with the same soil. The sites will be smoothed and sloped to fit in with the local topography. The remediation will include planting of local and area grasses in the applicable prescribed types and amounts, with the sites receiving follow-up and assistance to ensure effective regrassing

Estimated cost of reclamation activities described above:

\$1,000.00

TIMBER CUTTING

Total merchantable timber volume: 26.95 m3

Free Use PermitBased on the information provided you will require a Free Use Permit as the total volume of merchantable timber to be cut does not exceed 50 m3. This permit will be automatically applied for as part of this Notice of Work.

EQUIPMENT

Click on the "Add Equipment" button to add one type of equipment at a time. All equipment must comply with the requirements of the Health, Safety and Reclamation Code.

Quantity	Type	Size / Capacity
1	Bulldozer/Crawler Tractors	CAT D6
1	Drill	Longyear 38 sized diamond drill
1	Excavator	300 series Hitachi
1	Pump	56L/Min

SUMMARY OF RECLAMATION

Based on the information you have provided on the previous screens the Summary of Reclamation is:

Activity	Total Affected area (ha)	Estimated cost of reclamation (\$)
Access roads, trails, etc.	0.59	11,815.20
Exploration Surface Drilling	0.42	14,112.00
Mechanical Trenching, etc.	1.37	27,420.00
		1,000.00
Subtotal:	2.38	54,347.20
Unreclaimed disturbance from previous year:	0.23	
Disturbance planned for reclamation this year:	1.13	
Total:	1.48	54,347.20

OTHER CONTACTS

Tracking Number: 100283418 | Version 1.6 | Submitted Date: Mar 20, 2019

Page 7 of 11

Applicant Submission

Please enter the contacts that are applicable to your application.

Contact Info	Type of Contact
Name: Milosz Mielniczuk	Mine manager
Phone: 250-306-7803	
Daytime Phone:	
Fax:	
Email: geo@ximenminingcorp.com	
Mailing Address: 888 Dunsmuir street Suite 888 Vancouver BC V6C 3K4	

Contact Info	Type of Contact
Name: Ximen Mining Corp	Permittee
Doing Business As:	
Phone: 604-488-3900	
Fax:	
Email: office@ximenminingcorp.com	
BC Inc. Number:	
Extra Provincial Number:	
Society Number:	
GST Registration Number:	
Contact Name:	
Mailing Address: 888 Dunsmuir street suite 888 Vancouver BC V6C 3K4	

Name: Ximen Mining Corp	Tenure Holder
Doing Business As:	
Phone: 604-488-3900	
Fax:	
Email: office@ximenminingcorp.com	
BC Inc. Number:	
Extra Provincial Number:	
Society Number:	
GST Registration Number:	
Contact Name:	
Mailing Address: 888 Dunsmuir street suite 888 Vancouver BC V6C 3K4	

Name: Ximen Mining Corp	Site operator
Doing Business As:	
Phone: 604-488-3900	
Fax:	
Email: office@ximenminingcorp.com	
BC Inc. Number:	
Extra Provincial Number:	
Society Number:	
GST Registration Number:	
Contact Name:	
Mailing Address: 888 Dunsmuir street suite 888 Vancouver BC V6C 3K4	

Applicant Submission

LOCATION INFORMATION**LAND DETAILS**

Do you have the legal description of the land or the civic address then click on 'Add Land Information'.

DRAWINGS

All applications must include the appropriate maps and applications received without maps will be returned. All maps must be in colour, computer generated, with a scale, north arrow and a detailed legend.

For Mineral, Coal and Placer applications you must provide a minimum of 3 maps:

- A Location Map which must show the location of the property in relation to the nearest community with the access route from the community to the work site clearly marked;
- A Tenure Map which must show the boundaries of the tenure(s) and tenure numbers, at a scale of 1:20,000 or less;
- A Map of Proposed Work which must show topography, water courses, existing access, existing disturbance, contour lines, known cultural heritage resources and/or protected heritage property, at a scale of 1:10,000 or 1:5,000. For site specific applications the location of all proposed exploration activities must be shown; for area-based applications the work area must be shown as a polygon, with the location of all proposed exploration activities for year 1 shown, and shape files provided of the area.

For Sand & Gravel/Quarry applications you must provide a Plan View, Cross and Longitudinal Sections and a Land Title/Crown Land Tenure Map. Details of these requirements are listed in the Sand & Gravel/Quarry Operations Activity sheet.

☒ I have one or more files (PDF, JPG, PNG etc.) with my maps

MAP FILES

Do you have a PDF or image file of a drawn map? You can upload it here.

Description	Filename
A Location Map which must show the location of the property in relation to the nearest community with the access route from the community to the work site clearly marked	Location Map.pdf
A Map of Year One Proposed Work which must show topography, water courses, existing access, existing disturbance, contour lines, known cultural heritage resources and/or protected heritage property, at a scale of 1:10,000 or less	Year 1 Proposed Work Gold D...
A Map of Year One Proposed Work which must show topography, water courses, existing access, existing disturbance, contour lines, known cultural heritage resources and/or protected heritage property, at a scale of 1:10,000 or less	Year 1 Proposed Work Rhodri...
A Map of Year One Proposed Work which must show topography, water courses, existing access, existing disturbance, contour lines, known cultural heritage resources and/or protected heritage property, at a scale of 1:10,000 or less	Year 1 Proposed Work C.O.D....
A Map with the location of all proposed exploration activities for year 1 shown, and shape files provided of the area. This is an Overview detailed maps at a scale of 1:10,000 or less are also provided	Year 1 Proposed Work Overvi...
A Tenure Map which must show the boundaries of the	Tenure Map.pdf

Applicant Submission

tenure(s) and tenure numbers, at a scale of 1:20,000 or less

☒ I have shape files from my Geographic Information System**SPATIAL FILES**

Do you have a spatial file from your GIS system? You can upload it here.

Description	Filename
Access Roads	Access Roads.kml
Existing Disturbance Pads	Existing Disturbance Pads.shp
Existing Disturbance Trenches	Existing Disturbance Trenches...
Jewel Lake Provincial Park	JEWEL LAKE PARK.kmz
Year 1 Proposed Drill Pads	Drill Pads.kmz
Year 1 Proposed Exploration Trails	Exploration Trail.kmz
Year 1 Proposed Trenches	Trenches.kmz
Year 1 Proposed Water Source	Water Source.kmz

ATTACHED DOCUMENTS

Document Type	Description	Filename
Annual Summary	Annual summary of work 2018	Annual summary of work 2018...
Archaeological Chance Find Procedure	Archaeology Chance Find Procedure	Archaeology Chance Find Pro...
Mine Emergency Response Plan	Mine Emergency Response Plan	EMERGENCY RESPONSE PLAN GOL...
Other	Year One Work Description	Year One Work Description (...)

PRIVACY DECLARATION**PRIVACY NOTE FOR THE COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION**

Personal information is collected by FrontCounter BC under the legal authority of section 26 (c) and 27 (1)(a)(i) of the Freedom of Information and Protection of Privacy Act (the Act).

The collection, use, and disclosure of personal information is subject to the provisions of the Act. The personal information collected by FrontCounter BC will be used to process your inquiry or application(s). It may also be shared when strictly necessary with partner agencies that are also subject to the provisions of the Act. The personal information supplied in the application package may be used for referrals or notifications as required. Personal information may be used by FrontCounter BC for survey purposes. For more information regarding the collection, use, and/or disclosure of your personal information by FrontCounter BC, please contact FrontCounter BC at 1-877-855-3222 or at:

FrontCounter BC Program Director
FrontCounter BC, Provincial Operation
441 Columbia Street
Kamloops, BC V2C 2T3

☒ Check here to indicate that you have read and agree to the privacy declaration stated above.

REFERRAL INFORMATION

Applicant Submission

Some applications may also be passed on to other agencies, ministries or other affected parties for referral or consultation purposes. A referral or notification is necessary when the approval of your application might affect someone else's rights or resources or those of the citizens of BC. An example of someone who could receive your application for referral purposes is a habitat officer who looks after the fish and wildlife in the area of your application. This does not apply to all applications and is done only when required.

Please enter contact information below for the person who would best answer questions about your application that may arise from anyone who received a referral or notification.

Company / Organization: XIMEN MINING CORP.
Contact Name: Wesley Warthe-Anderson
Contact Address: 888-888 Dunsmuir Street
 Vancouver BC v6c3k4
Contact Phone: 604-488-3900
Contact Email: wwa@ximenminingcorp.com

☒ I hereby consent to the disclosure of the information contained in this application to other agencies, government ministries or other affected parties for referral or First Nation consultation purposes.

IMPORTANT NOTICES

- Once you click 'Next' the application will be locked down and you will NOT be able to edit it any more.

DECLARATION

☒ By submitting this application form, I, declare that the information contained on this form is complete and accurate.

OFFICE

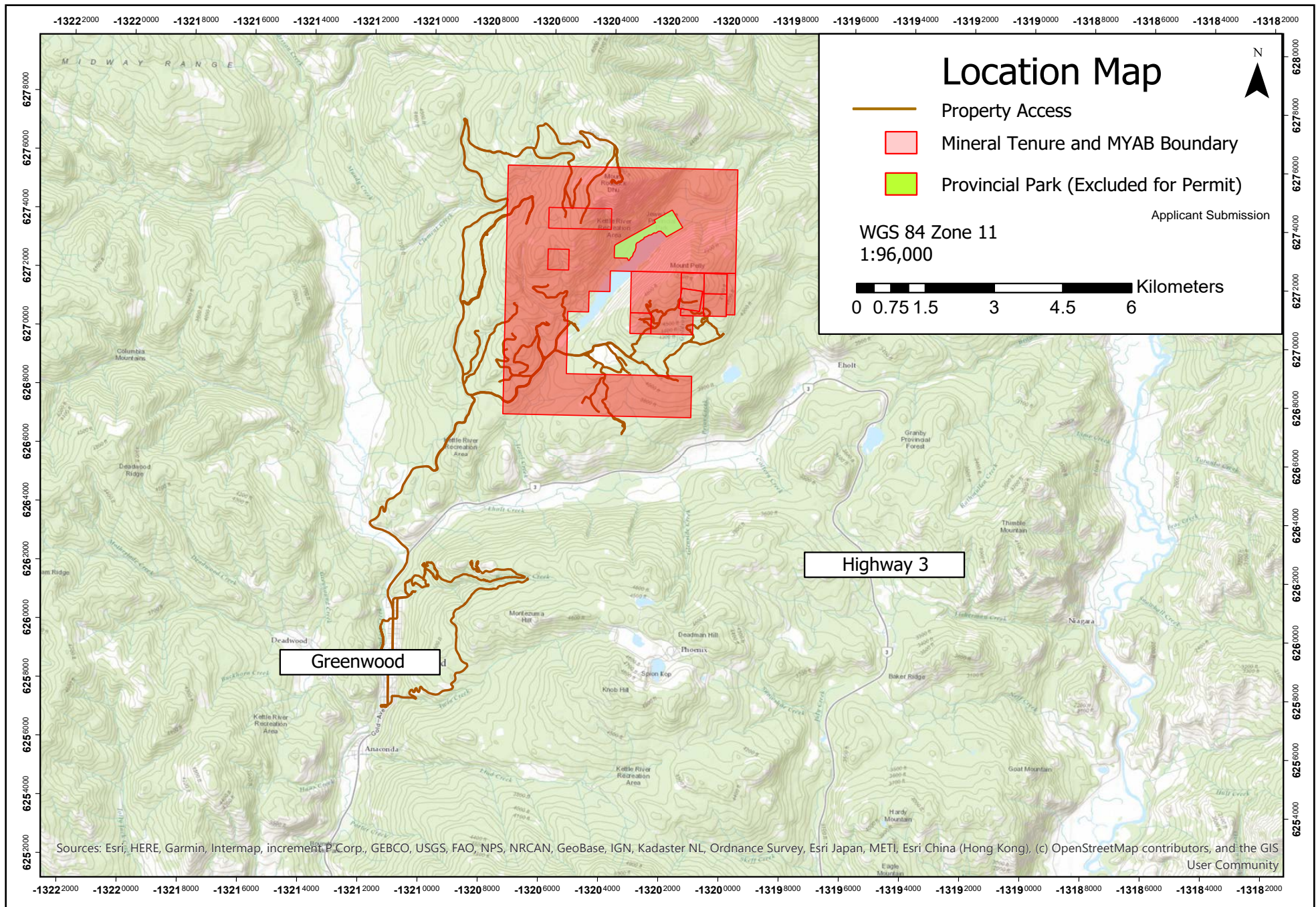
Office to submit application to: Cranbrook

PROJECT INFORMATION

Is this application for an activity or project which requires more than one natural resource authorization from the Province of BC? No

OFFICE USE ONLY

Office Cranbrook	File Number	Project Number
	Disposition ID	Client Number



YEAR ONE:

Year one exploration activity will be focused in three key areas, Roderick Dhu, C.O.D., and Gold Drop. These three areas are shown in the "Year 1 Proposed Work Overview" attached to this application. The tenures that work will be conducted on can be seen in the following table:

Work Area	Tenure Numbers Included
Rhoerick Dhu	1021394
C.O.D.	1031181
Gold Drop	509785, 509786, 214228

Proposed activities for year one consist of 14 drilling sites, 914 meters of trenching, and construction of exploration trail totaling approximately 0.4923 kilometers. All locations are primarily on or adjacent to existing exploration and logging roads. These activities can be seen broadly in the attached map "Year 1 proposed work Overview." A 4m wide exploration trail will be created to access remote drill pads and trenching locations. Three more detailed maps are also attached, representing the 3 different work areas. These maps titled "Year 1 Proposed Work Rhodrick Dhu," "Year 1 Proposed Work Gold Drop," and "Year 1 Proposed Work C.O.D." show the year one proposed activities along with topography, water courses, existing access, existing disturbance, contour lines at a scale of 1:10,000 or greater (there are no known cultural heritage resources). Shape files for these areas are also provided with the application.

The Proposed new disturbance for year 1 will be approximately 0.79 ha and an estimated 7.9 m³ of timber cutting. The breakdown can be seen in the following table:

Year 1					
Activity	Quantity		Total affected area (ha)	Total merchantable timber volume (m ³)	Estimated cost of reclamation
Access roads, trails, etc.	0.4923	KM	0.19692	1.9692	\$ 3,938.40
Exploration Surface Drilling	14	Pads	0.14	1.4	\$ 2,800.00
Mechanical Trenching, etc.	14	Trenches (0.914 KM)	0.457	4.57	\$ 9,140.00
Subtotal			0.79392	7.9392	\$ 15,878.40
Unreclaimed disturbance from previous year:			0.23		
Disturbance planned for reclamation this year:			1.02392		

Water for drilling will be pumped from a small creek that runs through the property and merges into the Jewel Creek (Please refer to the map of proposed work). A pump that has the capacity of pumping at the rate of 56L/min will be used. Screens will be used to mitigate any inadvertent aquatic life from being sucked in through the pump.

Drill sites will be constructed flat and will be up to about 10 by 10 meters across this will include room for a sump with a maximum size of about 2 by 4 meters and 2 meters deep. Each hole will require about 1 to 2 days to complete. 2 holes will be drilled from each pad. However, based on the filed results, additional holes may be drilled in other directions using the same pad. Water required for drilling will be

Applicant Submission

pumped or siphoned from the nearest accessible run-off source. A small amount of polymer is added to the water to help remove cuttings and provide lubrication. Thick rod grease is used on rods to reduce abrasion, vibration and fluid loss. Drill water and rock cuttings collect in the sump and the water will gradually drain away. Core will be described, sampled, and stored in a storage facility in the nearby town of Greenwood. Collected samples will be sent to a lab for assay and further studies.

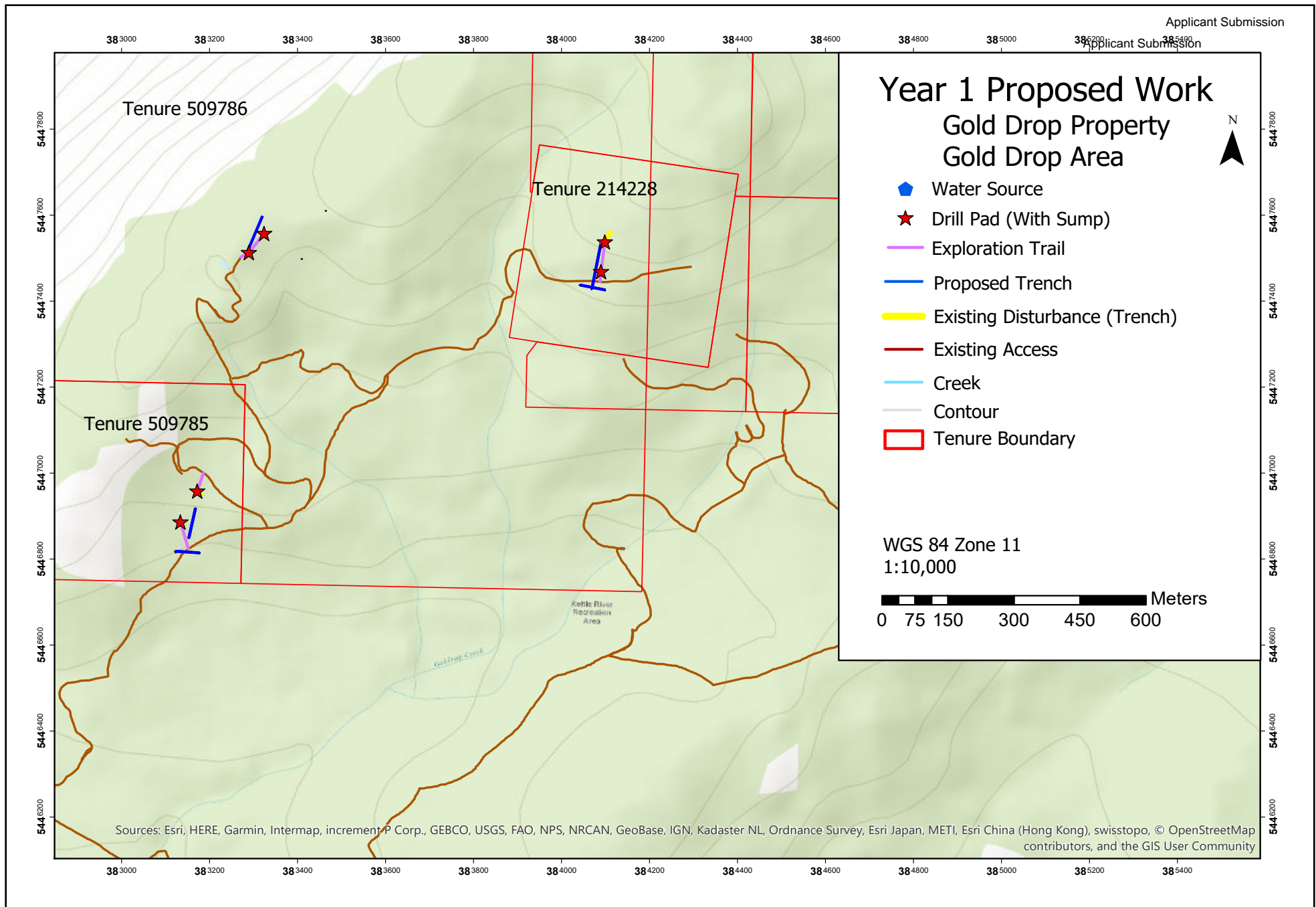
Once it has been determined that the drill sites will no longer be needed for drilling additional holes, sumps will be filled in and the sites will be smoothed and sloped to fit in with the local topography. The remediation will include planting of local and area grasses in the applicable prescribed types and amounts, with the sites receiving follow-up and assistance to ensure effective regrassing.

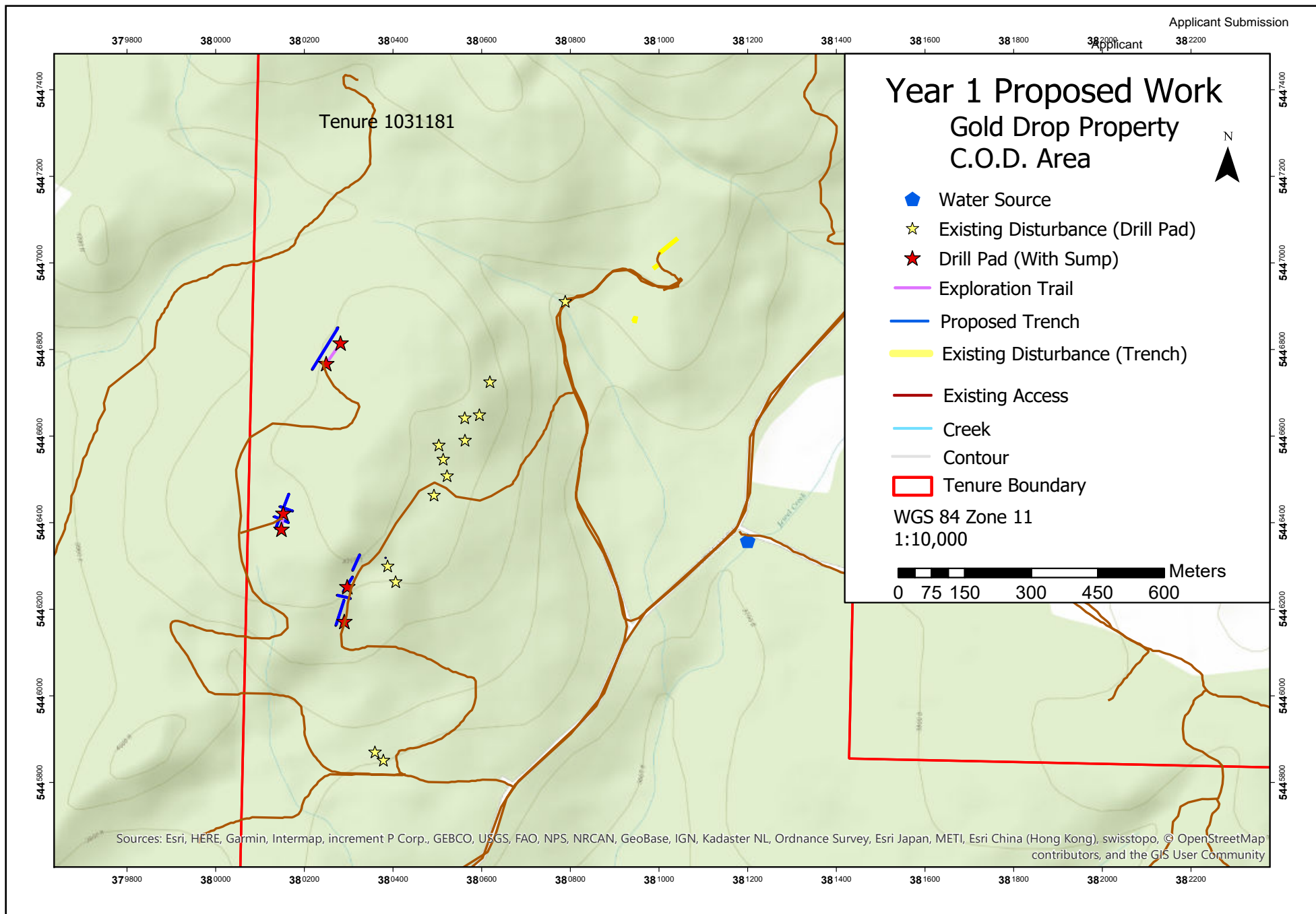
The 14 trenches will range from 35 to 115 meters long, with a maximum width reaching up to 3 m wide. Mechanical trenching will be used to establish surface trends and characteristics of the ore body or mineralized zone. Excavation specifications and activities will follow requirements under the MX and HSR Code. For trenches over 1.2 meters in depth, sides are sloped to a safe angle down to 1.2 meters. Slopes will not be steeper than 1:1 (H:V). Excavated material will be kept back a minimum distance of 1 meter from the edge of trenches.

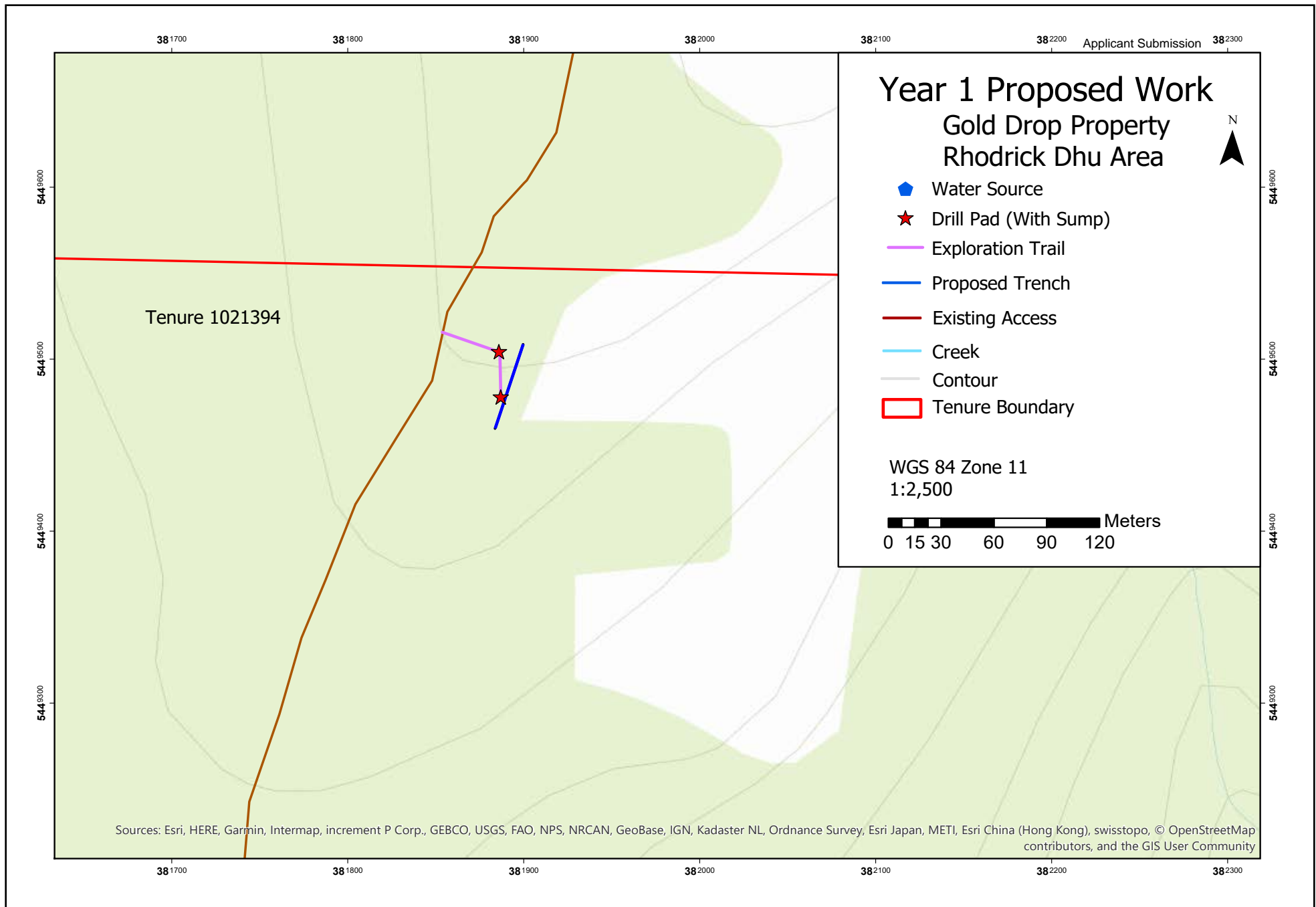
Overburden in the area is not determined. The trench will be dug in the bedrock. The ground disturbance associated with the overburden & topsoil pile is included in the overall recorded disturbance.

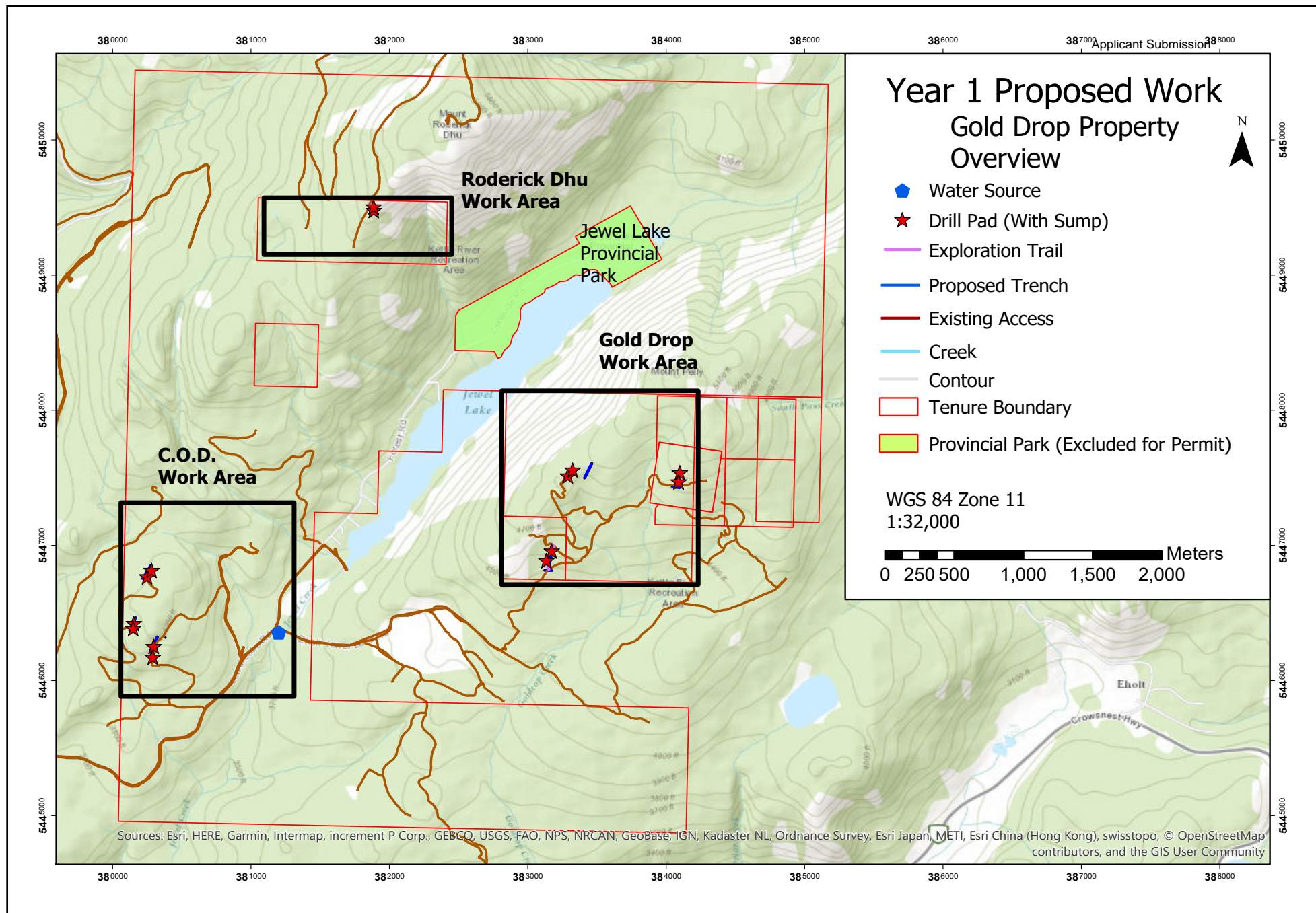
When trenches are deemed unnecessary for the future, they will be refilled or resloped to a safe angle that conform with the surrounding landforms. All excavated material from trenches and test pits will be recontoured to side slopes of 26 degrees or less; the shape will also be appropriate for the surrounding natural area.

Once all exploration activities are complete, all sites have been resloped, and top soil material has been added, the sites will be revegetated with natural vegetation from the surrounding.









**STAFF REPORT**

Date: 19 Jun 2019 **File**
To: **Chair Russell and Board of Directors**
From: Brian Champlin, Manager of Building Inspection Services
Re: Cancellation Building Bylaw Contravention

Issue Introduction

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

4189 Casino Road, Trail, B.C.
Electoral Area 'B' / Lower Columbia-Old Glory
Parcel Identifier: 015-412-873
Lot 4 Township 8A Kootenay District Plan 2092
Owner: Susan Grimm

History/Background Factors

A Notice on Title was registered against the above referenced property for constructing an accessory building without first obtaining a building permit, contrary to the Building Bylaw by the Regional District of Kootenay Boundary. All circumstances that required the registering of the Notice on Title have been rectified to the satisfaction of the Regional District of Kootenay Boundary. A written request to have the Notice removed from the property and a payment in the amount of \$200.00 for Administration fees has been received from the owner.

Implications

The owner has met all requirements of the Regional District of Kootenay Boundary to have the Notice on Title removed from the property.

Advancement of Strategic Planning Goals

Not applicable.

Background Information Provided

- Memo dated June 19, 2019 from Don Lepitre, RBO;
- Staff Report dated March 15, 2016 from Mark Andison, General Manager Operations / Deputy CAO.

Alternatives

1. None.

Recommendation(s)

That the Regional District of Kootenay Boundary Board of Directors cancel the notice registered in the Land Title Office pursuant to Section 302 of the *Local Government Act* and Section 58 of the *Community Charter* against the property legally described as Lot 4, Township 8A, Kootenay District, Plan 2092.



M E M O R A N D U M

To: Brian Champlin, Manager of Building Inspection Services

From: Don Lepitre, Building and Plumbing Official

Date: June 19, 2019

Re: Cancellation of Bylaw Contravention Notice CA5091212
 4189 Casino Road, Trail, B.C.
 Electoral Area 'B' / Lower Columbia-Old Glory
 Parcel Identifier: 015-412-873
 Lot 4 Township 8A Kootenay District Plan 2092
 Owner: Susan Grimm

Please be advised that the owner, Susan Grimm, has requested that the Board of the Regional District of Kootenay Boundary remove the Bylaw Contravention Notice CA5091212 filed against the above noted property.

This office has determined that the circumstances that required the registering of a Notice on Title are no longer present. Building permit 18-0275B was issued with a final inspection completed to the satisfaction of the Regional District of Kootenay Boundary.

Find attached:

- Final inspection report completed June 14, 2019;
- Receipt of \$200.00 administration fee paid June 13, 2019;
- Building Permit 18-0275B issued June 12, 2019;
- Letter from the owner received May 22, 2019 requesting removal of Bylaw Contravention Notice;
- Title Search;
- Bylaw Contravention Notice CA5091212.

I recommend to the Board of the Regional District of Kootenay Boundary to consider the owner's request to remove the Notice on Title.

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
BUILDING INSPECTION REPORT

Time & Date Call Rec'd <u>June 14, 2019</u>	PERMIT NO. <u>18-0275B</u>
Owner's Name <u>GRIMM</u>	
Address or Legal Description <u>4189 Casino Road</u>	
Inspection Requested <u>Final</u>	Page ____ of ____

- ☒ Construction appears to conform reasonably with examined plans and specifications
- ☐ Construction appears acceptable subject to correcting items as noted (see below)
- ☐ Construction **NOT** acceptable due to deficiencies (see below)
- ☐ Reinspection required
- ☐ Submit Engineers Report for _____

Notes

- 1) Sealed report received from engineer Ted Nunn regarding foundation/framing of storage building meeting requirements of BC Building Code.
- 2) Structure is to be used as a storage building only as per RDKB area "B" zoning bylaw.

Next Req'd Insp.

Date of Inspection JUNE 14, 2019 Time 10:00 am pm Building Official [Signature]

Neither the granting of a building permit nor the approval of the relevant drawings and specifications nor inspections made by the authority having jurisdiction shall in any way relieve the owner of such building from full responsibility for carrying out the work or having the work carried out in full accordance with the requirements of the British Columbia Building Code.

This Report ☐ Placed on site or ☐ Received by _____

*** REPRINT OF ***
RECEIPT RECORD

REGIONAL DISTRICT OF
KOOTENAY BOUNDARY
202-843 ROSSLAND AVE.
TRAIL, BC V1R 4S8

--- Item ID #0001 ---
MISC : MISCELLANEOUS NO TAX

Cost Center 1 : 001

1@ 200.00 200.00

Payment Subtotal 200.00

PST 0.00

GST10809 3741 RT00 0.00

Payment Total 200.00

=====

CASH 200.00

NAME: SUSAN GRIMM

PERMIT #: CA5091212

DESC.: REMOVAL BYLAW CONTRAVENTION

NOTICE

Change 0.00

13-Jun-19 15:43:35
D:0000002283 B:2019061201
SBRADLEY R:0000045054

No. **18-0275B**

INSPECTION CALLS: (250) 368-0222

Regional District of Kootenay BoundaryDATE PERMIT
GRANTED: **Jun 12, 19**BUILDING INSPECTION DEPARTMENT
202-843 Rossland Ave., Trail, B.C. V1R 4S8PERMIT TO CONSTRUCT, ERECT, INSTALL, ALTER, ADD TO, REPAIR, MOVE,
OR DEMOLISH, A BUILDING, STRUCTURE, OR PLUMBING

PURSUANT TO THE APPLICABLE REGULATIONS SUSAN GRIMM		ADDRESS: 4189 CASINO ROAD TRAIL, BC		TELEPHONE:	
BEING THE OWNER OR ACTING WITH CONSENT OF THE OWNER IS HEREBY GRANTED					
A PERMIT TO: CONSTRUCT ACCESSORY BUILDING					
AT: 4189 CASINO ROAD				FOLIO: 711 10811.000	
LOT: 4	BLOCK:	RANGE:	D.L.	PLAN: 2092	LD:
OWNER: SUSAN GRIMM		ADDRESS: 4189 CASINO ROAD		TELEPHONE:	
CONTRACTOR:		ADDRESS:		TELEPHONE:	
<p>PARTICULARS - PERMIT IS ISSUED SUBJECT TO THE FOLLOWING SPECIAL REQUIREMENTS:</p> <p>All work to conform to the 2012 B.C. Building Code and relevant Area 'B' Bylaws;</p> <p>Minimum setbacks: front 7.5m, interior side 4.5m, exterior side 4.5m and rear 5m;</p> <p>Maximum height: 14m from average grade;</p> <p>Property pins to be identifiable and marked prior to the setback or footing inspection;</p> <p>See notes on plans;</p> <p>CALL FOR A FINAL INSPECTION ONCE ALL WORK HAS BEEN COMPLETED;</p> <p>PLEASE CALL A MINIMUM OF 24 HOURS IN ADVANCE WHEN BOOKING AN INSPECTION;</p> <p>Section 743 letter (from the Local Government Act) forms part of this permit;</p> <p>Stamped engineered truss designs and layout for 109 PSF ground snow load to be submitted prior to the framing inspection;</p> <p>All field inspection reports by the registered professional of record must be submitted to the building official prior to the final inspection;</p> <p>Schedule C-B to be submitted from the registered professional engaged in construction prior to the final inspection.</p>					

FEES		
AREA OF LIVING SPACE		
CONSTRUCTION VALUE	\$ 30000	
BUILDING PERMIT FEE		\$ 300
PLUMBING FIXTURES		\$ 0
DEMOLITION		
OTHER	SEC 743 (-10%)	-\$ 30
SUB-TOTAL		\$ 270
TITLE SEARCH		\$ 11
TOTAL		\$ 281
LESS DEPOSIT		
BALANCE OWING		\$ 281

WAIVER OF INDEMNITY

In consideration of the granting of this permit, the undersigned: (a) releases the Regional District of Kootenay Boundary and those acting on behalf of the Regional District of Kootenay Boundary from all claims and expenses which the undersigned may have or incur as a result of the issue of this permit or the enforcement or non-enforcement of the Regional District of Kootenay Boundary Bylaws or of the British Columbia Building Code; (b) indemnifies the Regional District of Kootenay Boundary from all such claims and expenses which may be made by any other person; and (c) acknowledges that the Regional District of Kootenay Boundary owes no duty of care to the undersigned or any one else in respect of these matters.


Owner's Signature


DON LEPLITRE
Building/Plumbing Official


DATE PAID: **JUN 13 2019**

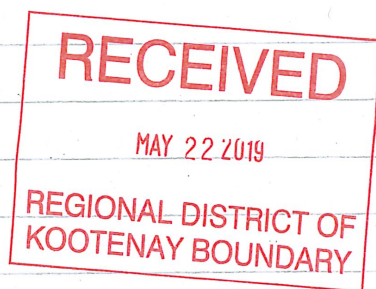
Susan Grimm
189 Casino Road
Trail B.C.
V1R 4X3

May 23, 2019

To Whom it may concern,

I am applying
to Remove the notice on
the title.

Yours Truly
Susan Grimm




TITLE SEARCH PRINT

File Reference:

Declared Value \$43146

2016-04-22, 08:10:3

Requestor: Sara Bradle

****CURRENT INFORMATION ONLY - NO CANCELLED INFORMATION SHOWN******Land Title District**

Land Title Office

NELSON

NELSON

Title Number

From Title Number

CA2249785

CA1716613

Application Received

2011-10-28

Application Entered

2011-10-31

Registered Owner in Fee Simple

Registered Owner/Mailing Address:

SUSAN GRIMM, SEMI-RETIRED
 4189 CASINO ROAD
 TRAIL, BC
 V1R 2X3

Taxation Authority

NELSON TRAIL ASSESSMENT AREA
 CASINO WATERWORKS DISTRICT

Description of Land

Parcel Identifier:

015-412-873

Legal Description:

LOT 4 TOWNSHIP 8A KOOTENAY DISTRICT PLAN 2092

Legal Notations

BYLAW CONTRAVENTION NOTICE, COMMUNITY CHARTER, SECTION 57
 SEE CA5091212

Charges, Liens and Interests

Nature:

RESERVATION

Registration Number:

16514D

Registration Date and Time:

1929-06-05 10:00

Registered Owner:

COMINCO LTD.

Remarks:

INTER ALIA, SEE D.F. 14238

Nature:

RESERVATION

Registration Number:

20962D

Registration Date and Time:

1935-12-04 10:00

Registered Owner:

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH
 COLUMBIA

Remarks:

SEE 38921I

Title Number: CA2249785

TITLE SEARCH PRINT

Page 1 of

TITLE SEARCH PRINT

File Reference:

Declared Value \$43146

2016-04-22, 08:10:3

Requestor: Sara Bradle

Nature:	MORTGAGE
Registration Number:	CA2249786
Registration Date and Time:	2011-10-28 10:41
Registered Owner:	BANK OF MONTREAL

Duplicate Infeasible Title	NONE OUTSTANDING
-----------------------------------	------------------

Transfers	NONE
------------------	------

Pending Applications	NONE
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Title Number: CA2249785

TITLE SEARCH PRINT

Page 2 of

Status: Registered
FORM_LGF_V6

Doc #: CA5091212

RCVD: 2016-04-06 RQST: 2019-06-19 14:39.41

KAMLOOPS LAND TITLE OFFICE
Apr-06-2016 11:15:44.001

CA5091212

PAGE 1 OF 1 PAGES

LOCAL GOVERNMENT FILING FORM

By incorporating your electronic signature into this form you are certifying:

- (a) that the requirements established by the Director in Director's Requirements for the Authorized Subscriber Register 01- 13 are met,
(b) that the information contained in each notation, endorsement, statement or certification made by you and set out in this form is correct, and
(c) that a true copy or copy of the true copy of the electronic instrument is in your possession.

A true copy means a legible paper copy containing every material provision and particular contained in this original.

Each term used in this representation and certification is to be given the meaning ascribed to it in section 1 and part 10.1 of the *Land Title Act*.

Sara Bradley
QDB3XT

Digitally signed by
Sara Bradley QDB3XT
Date: 2016.04.06
10:56:27 -07'00'

1. APPLICATION: (Name, address and phone number of the applicant, applicant's solicitor or agent)

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

ATTN: SARA

843 ROSSLAND AVENUE

TRAIL

BC V1R 4S8

FILE: B-16

PHONE: (250) 368-0222

Document Fees: \$28.63

2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:

[PID]

[LEGAL DESCRIPTION]

015-412-873 LOT 4 TOWNSHIP 8A KOOTENAY DISTRICT PLAN 2092

STC? YES ☐

3. NATURE OF INTEREST: **Bylaw Contravention Notice**

Affected Legal Notation or Charge Number:

4. NAME OF LOCAL GOVERNMENT: REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Additional Information:

5. NOTICE DETAILS:

TAKE NOTICE that the land described above is subject to a Bylaw Contravention Notice or Resolution.

Statutory authority: Community Charter, Section 57

Further particulars of the notice may be set out in the attached schedule or obtained from the issuing authority.

Authorized Signatory: (If Applicable)
THERESA LENARDON



**Regional District of
Kootenay Boundary**

STAFF REPORT

Date: 15 Mar 2016 **File**
To: **Chair McGregor and Board of Directors**
From: Mark Andison, General Manager of Operations / Deputy CAO
Re: Building Bylaw Contravention

Issue Introduction

A staff report from Mark Andison, General Manager of Operations / Deputy CAO regarding a Building Bylaw Contravention for the property described as:

4189 Casino Road, Trail, B.C.

Electoral Area 'B' / Lower Columbia-Old Glory

Parcel Identifier: 015-412-873

Lot 4, Township 8A, KD, Plan 2092

Owner: Susan Grimm

History/Background Factors

The Building Official confirmed that there have been no changes concerning the above referenced property. The owner, Susan Grimm, has constructed an accessory building at the above referenced property without first obtaining a building permit.

Implications

The filing of a Notice on Title against the above mentioned property pursuant to Section 302 of the Local Government Act and Section 57 of the Community Charter will alert future purchasers of the property that the building(s) are in contravention of the B.C. Building Code and/or Building Bylaw.

Advancement of Strategic Planning Goals

Not applicable.

Background Information Provided

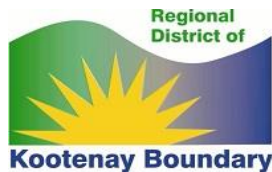
- Staff Report dated February 16, 2016 submitted to the Board regarding the building bylaw contravention;
- Letter dated March 15, 2016 inviting the Owner to the March 24, 2016 Board Meeting.

Alternatives

1. Once all deficiencies are rectified, the Owner may request that that Regional District of Kootenay Boundary Board of Directors remove the Notice on Title upon receipt of \$200.00 (Administration fee for removal of the Notice).

Recommendation(s)

1. That the Regional District of Kootenay Boundary Board of Directors direct the Chief Administration Officer to file a Notice in the Land Title Office pursuant to Section 302 of the Local Government Act and Section 57 of the Community Charter against the property legally described as Lot 4, Township 8A, KD, Plan 2092.

**STAFF REPORT**

Date: 16 Feb 2016 **File**
To: Chair McGregor and Board of Directors
From: Mark Andison, General Manager of Operations / Deputy CAO
Re: Building Bylaw Contravention

Issue Introduction

A staff report from Mark Andison, General Manager of Operations / Deputy CAO regarding a Building Bylaw Contravention for the property described as:

4189 Casino Road, Trail, B.C.

Electoral Area 'B' / Lower Columbia-Old Glory

Parcel Identifier: 015-412-873

Lot 4, Township 8A, KD, Plan 2092

Owner: Susan Grimm

History/Background Factors

The owner, Susan Grimm, has constructed an accessory building at the above referenced property without first obtaining a building permit. History and background factors are as attached.

The Regional District of Kootenay Boundary Building and Plumbing Amendment Bylaw No. 449 states:

Duties of the Owner

12.1 - Every owner shall:

b) obtain where applicable from the authority having jurisdiction, permits relating to demolition, excavation, building, repair of buildings, zoning, change in classification of occupancy, sewers, water, plumbing, signs, canopies, awnings, marquees, blasting, street occupancy, electricity, buildings to be moved, and all other permits required in connection with the proposed work prior to the commencement of such work.

Implications

The Regional District of Kootenay Boundary Board of Directors has dealt with a number of Bylaw Contraventions by Filing a Notice on Title. The effect of this Notice is to alert future Purchasers of the property that the building(s) are in contravention of the B.C. Building Code and/or regulatory bylaws. The above action does not preclude the Regional District of Kootenay Boundary from taking such steps as may be further authorized by Bylaw, Local Government Act and Community Charter to enforce compliance with regulations.

Advancement of Strategic Planning Goals

Not applicable.

Background Information Provided

- History/Background Factors;
- Registered letter dated December 16, 2015;
- Registered letter dated November 10, 2015;
- Site inspection report dated November 10, 2015.

Alternatives

1. Once all deficiencies are rectified, the Owner may request that the Regional District of Kootenay Boundary Board of Directors remove the Notice on Title upon receipt of \$200.00 (Administration fee for removal of the Notice).

Recommendation(s)

1. That the Regional District of Kootenay Boundary Board of Directors invite the owner, Susan Grimm, to appear before the Board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 302 of the Local Government Act and Section 57 of the Community Charter against the property legally described as Lot 4, Township 8A, Kootenay District, Plan 2092.

**STAFF REPORT ATTACHMENT**

Date:	February 16, 2016	File:	
To:	Chair McGregor and Board of Directors		
From:	Mark Andison, General Manager of Operations / Deputy CAO		
RE:	<u>BUILDING BYLAW CONTRAVENTION</u> 4189 CASINO ROAD, TRAIL, B.C. ELECTORAL AREA 'B' / LOWER COLUMBIA-OLD GLORY PARCEL IDENTIFIER: 015-412-873 LOT 4, TOWNSHIP 8A, KD, PLAN 2092 OWNER: SUSAN GRIMM		

History/Background Factors

The owner, Susan Grimm, has constructed an accessory building at the above referenced property without first obtaining a building permit.

Nov. 10, 2015 Site inspection conducted by Brian Zanussi, Building and Plumbing Official, and Don Lepitre, Building and Plumbing Official, noting construction of an accessory building;

Nov. 10, 2015 **First registered letter** sent to owner confirming posted Stop Work Order and requesting a response by December 10, 2015;

Nov. 19, 2015 Canada Post confirmation that the letter was refused by recipient;

Dec. 16, 2015 **Second registered letter** sent to owner requesting a response by January 18, 2016;

Jan. 6, 2016 Canada Post confirmation that the letter was unclaimed and returned to sender;

Feb. 16, 2016 To date, we have received no documentation or response by the owner.



December 16, 2015

REGISTERED MAIL

Susan Grimm
4189 Casino Road
Trail, B.C. V1R 2X3

**Re: STOP WORK ORDER
4189 Casino Road, Area 'B' / Lower Columbia-Old Glory
Lot 4, Township 8A, KD, Plan 2092**

Further to our registered letter dated November 10, 2015, no building permit has been issued for construction of an accessory building as required by the Regional District of Kootenay Boundary Building Bylaw No. 449 (1985);

PROHIBITION

7.1 No person shall commence or continue any work provided for in Section 3.2 or related to building unless he has a valid and subsisting permit issued by the authority having jurisdiction;

DUTIES OF THE OWNER

12.1 Every owner shall:

- (b) obtain where applicable from the authority having jurisdiction, permits relating to demolition, excavation, building, repair of buildings, zoning, change in classification of occupancy, sewers, water, plumbing, signs, canopies, awnings, marquees, blasting, street occupancy, electricity, buildings to be moved and all other permits required in connection with the proposed work prior to the commencement of such work.

If we do not receive this documentation by **January 18, 2016**, we will recommend to the Regional District of Kootenay Boundary Board of Directors that a Notice be registered on the title pursuant to Section 695 of the Local Government Act and Section 57 of the Community Charter (copies attached). This notice will refer to a building bylaw contravention on the above referenced property and does not limit further action being taken.

If you have any questions, please contact the undersigned at 250-368-0222.

Yours truly,

A handwritten signature in black ink, appearing to read "B. Zanussi", is written over a horizontal line.

Brian Zanussi
Building and Plumbing Official

cc: Mark Andison, General Manager of Operations / Deputy CAO

Attachment
/sb

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





November 10, 2015

REGISTERED MAIL

Susan Grimm
4189 Casino Road
Trail, B.C. V1R 2X3

Re: STOP WORK ORDER
4189 Casino Road, Area 'B' / Lower Columbia-Old Glory
Lot 4, Township 8A, KD, Plan 2092

This letter confirms a **Stop Work Order** on November 10, 2015 for construction of an accessory building at the above noted address. No building permit has been issued as required by the Regional District of Kootenay Boundary Building Bylaw No. 449 (1985);

PROHIBITION

7.1 No person shall commence or continue any work provided for in Section 3.2 or related to building unless he has a valid and subsisting permit issued by the authority having jurisdiction;

DUTIES OF THE OWNER

- 12.1 Every owner shall:
- (b) obtain where applicable from the authority having jurisdiction, permits relating to demolition, excavation, building, repair of buildings, zoning, change in classification of occupancy, sewers, water, plumbing, signs, canopies, awnings, marquees, blasting, street occupancy, electricity, buildings to be moved and all other permits required in connection with the proposed work prior to the commencement of such work.

To apply for a permit, please fill out the enclosed application form and submit drawings showing all construction details to our office by **December 10, 2015**. Failure to comply may result in legal action.

If you have any questions, please contact the undersigned at 250-368-0222.

Yours truly,

A handwritten signature in black ink, appearing to read "Brian Zahussi", is written over a horizontal line.

Brian Zahussi
Building and Plumbing Official

cc: Mark Andison, General Manager of Operations / Deputy CAO

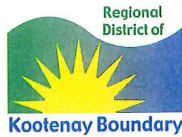
Attachment

/sb

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



<div style="display: flex; justify-content: space-between;"> REGIO "AL DISTRICT OF KOOTENAY BO"NDARY BUILDING INSPECTION REPORT </div>	
Time & Date Call Rec'd <div style="text-align: center; font-size: 1.2em;">November 6, 2015</div>	PERMIT NO. 8
Owner's Name GRIMM, Susan	
Address or Legal Description 4189 Casino Road	
Inspection Requested Site / SNO	Page 1 of 1
<div style="display: flex; flex-direction: row-reverse;"> <div style="margin-right: 10px;"> <input type="checkbox"/> Construction appears to conform reasonably with examined plans and specifications </div> <div style="margin-right: 10px;"> <input type="checkbox"/> Construction appears acceptable subject to correcting items as noted (see below) </div> <div style="margin-right: 10px;"> <input type="checkbox"/> Construction NOT acceptable due to deficiencies (see below) </div> <div style="margin-right: 10px;"> <input type="checkbox"/> Reinspection required </div> <div style="margin-right: 10px;"> <input type="checkbox"/> Submit Engineers Report for _____ </div> </div>	
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <h2 style="margin: 0;">A) Site Inspection</h2> <p>1. A SITE INSPECTION WAS CONDUCTED AT THE ABOVE NOTED PROPERTY. K-2 CONTRACTING WAS ON SITE FINISHING THE LAST FEW ROOFING SHINGLES. OWNERS VERY AGGRESSIVE, TOLD ME TO MOVE THE COMPANY VEHICLE OFF THEIR PROPERTY. I MOVED IT BACK TO THE ENTRANCE THEN DOWN & I ATTEMPTED TO GO ON SITE TO THE NEW STRUCTURE. THE MAN (WITH RAKE IN HANDS) JUMPED IN FRONT OF US AND RAISING THE RAKE SLIGHTLY ASKED US WHERE WE THINK WE WERE GOING! AFTER SOME DISCUSSIONS IT WAS APPARENT THAT THEY DID NOT WANT A PERMIT. HE WAS INFORMED THAT HE WOULD RECEIVE A REGISTERED LETTER THEN A NOTICE OF TITLE. HE SEEMED NOT TO CARE WE LEFT THE SITE.</p> <p>ACCESSORY BUILDING SIZE - APPROX. 24' X 32' -</p> <p>K-2 OWNS IT</p> <p>NOTE! STOP WORK ORDER.</p> </div> <div style="width: 35%; text-align: center;"> <p>Next Re-insp. N/A.</p> </div> </div>	
Date of Inspection Nov. 10 / 15 Time 12:50 am (pm) Building Official 1	
Neither the granting of a building permit nor the approval of the relevant drawings and specifications nor inspections made by the authority having jurisdiction shall in any way relieve the owner of such building from full responsibility for carrying out the work or having the work carried out in full accordance with the requirements of the British Columbia Building Code.	
<div style="display: flex; justify-content: space-between;"> This Report <div> <input type="checkbox"/> Placed on site or <input type="checkbox"/> Received by _____ </div> </div> <p style="text-align: center; font-size: 1.2em; margin-top: 10px;">NOT ALLOWED ACCESS TO PROPERTY</p>	



March 15, 2016

Susan Grimm
4189 Casino Road
Trail, B.C. V1R 4X3

**Re: Constructed Accessory Building without a Building Permit
4189 Casino Road, Trail, B.C., Electoral Area 'B' / Lower Columbia-Old Glory
Contravention of Building Bylaw No. 449
Lot 4, Township 8A, KD, Plan 2092**

On February 25, 2016 the Board of Directors reviewed the attached report regarding the above referenced property. As a consequence the Board will, at its next regular meeting, be considering a resolution to direct the Chief Administrative Officer to file a formal Notice in the Land Title Office regarding this contravention. Pursuant to Section 302 of the Local Government Act and Section 57 of the Community Charter you are to be afforded the opportunity to be heard by the Board of Directors before such a Notice is filed. The Board has therefore, adopted the following resolution.

"That Susan Grimm be invited to appear before the Board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 302 of the Local Government Act and Section 57 of the Community Charter against the property legally described as Lot 4, Township 8A, KD, Plan 2092".

This hearing before the Board of Directors is scheduled for Thursday, March 24, 2016 at approximately 6:00 p.m. This meeting will be held at the Regional District of Kootenay Boundary office, 202-843 Rossland Avenue, Trail, B.C. Please advise Sara Bradley at the address noted below in advance, whether you or a representative will be present at this hearing. If you will be attending this hearing, we would request a written submission from you relating to this matter by March 21, 2016. This will provide sufficient time for your report to be distributed to the Board of Directors.

Please be advised that, in order to avoid registration of this Notice, the Board of Directors requires a written confirmation from the Building Inspection staff that the property is now in compliance. You are encouraged to acquire that confirmation before the hearing date.

Enclosed for your information is a copy of Section 302 of the Local Government Act and Section 57 of the Community Charter. The effect of this Notice is to remove liability from the Regional District of Kootenay Boundary and warn future purchasers of the property that the building(s) or construction on the property may have been in violation of the B.C. Building Code and/or Regulatory Bylaws of the Authority having Jurisdiction.

Yours truly,

Theresa Lenardon
Manager of Corporate Administration

Attachment

/sb

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





STAFF REPORT

Date: 27 Jun 2019 **File** ES Admin - Climate
To: **Chair Russell and Regional District of Kootenay Boundary Board Members**
From: Goran Denkovski, Manager of Infrastructure and Sustainability
Re: 2018 CARIP Report and Contribution to Climate Action Reserve Fund

Issue Introduction

A Staff Report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the 2018 Climate Action Revenue Incentive Program (CARIP) Report and associated contribution to the Climate Action Reserve Fund.

History/Background Factors

In 2008, the Province of BC announced the Climate Action Reporting Incentive Program (CARIP) to offset the carbon tax paid by BC local governments that have committed to becoming carbon neutral within their corporate operations under the BC Climate Action Charter.

To be eligible for the CARIP conditional grant, local governments are required to sign on to the BC Climate Action Charter and report publicly on their plan and progress towards meeting their climate action goals. The RDKB completed a Corporate Greenhouse Gas Emissions Reduction Plan (2010), Corporate Greenhouse Gas Emissions Inventory (2008-2018) and relevant reporting activities as per the BC Climate Action Charter.

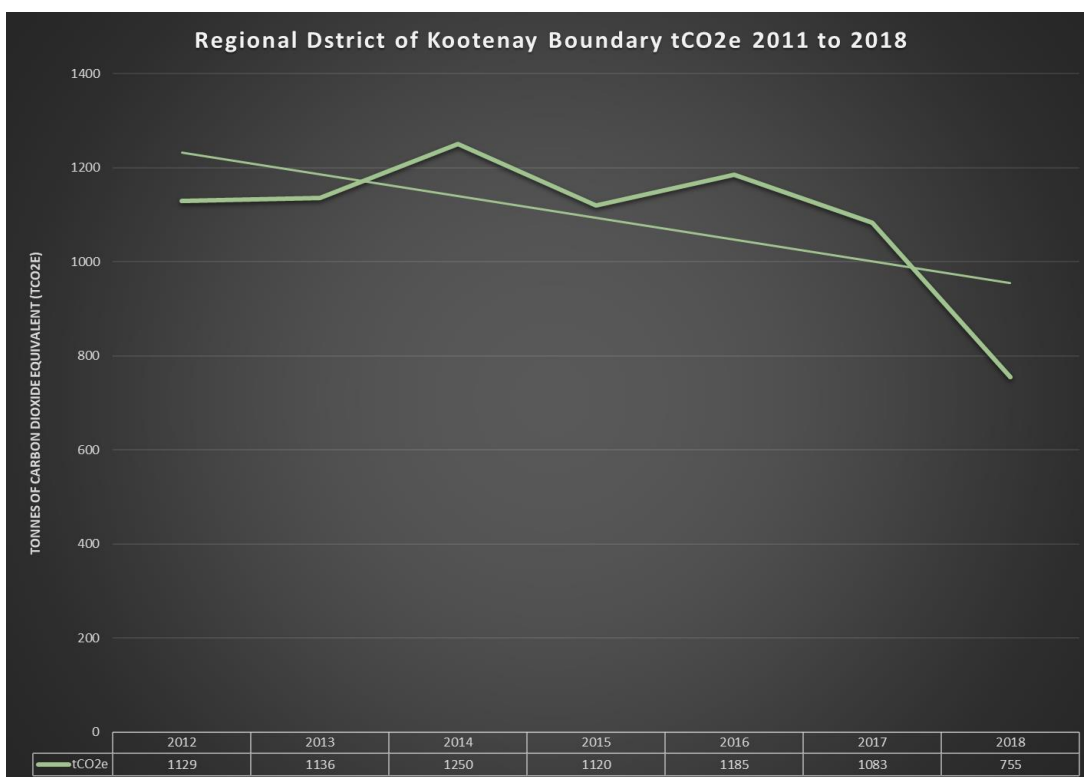
Additionally, in 2013, the RDKB created a Climate Action Reserve Fund for allocation towards the completion of local energy reduction projects, operational reviews and/or audits of energy intensive services, or to invest into future capital infrastructure towards regional emissions reduction projects. This approach satisfies the BC Climate Action Charter's requirements to be considered "working towards

carbon neutrality" and allows for the RDKB to receive annual CARIP revenues for future years.

RDKB Voluntarily Allocate to Reserve in Lieu of Purchasing Offsets for 2018

The RDKB Board of Directors adopted Bylaw #1537 - RDKB Climate Action Reserve Fund that calls for yearly funding contributions of \$25/tonne of RDKB calculated CO₂e emissions commencing in the corresponding fiscal year. In 2018, the proposed contribution to offset the 2017 calculated CO₂e emissions of 1083 tonnes was \$27,075. In 2019, the proposed contribution to offset the 2018 calculated CO₂e emissions of 755 tonnes is \$18,874.

The RDKB year over year tonnes of carbon dioxide equivalent (tCO₂e) emissions has decreased. That equals a 33% decrease from our 2012 emissions. Staff expect our emissions to decrease even further as organics diversion is implemented throughout the RDKB.



Implications

The current 2019-2023 Budget and Five-Year Financial Plan have resources to allocate the required funds to the RDKB Climate Action Reserve Fund to offset the RDKB's 2018 measurable greenhouse gas emissions reported to the Province of BC.

Advancement of Strategic Planning Goals

The allocation of funds to the Climate Action Reserve Fund supports the Board's overall mandate for promoting environmental stewardship and proactive climate preparedness.

Background Information Provided

1. 2018 Climate Action Reporting Incentive Program Report

Alternatives

1. That the RDKB Board of Directors direct Staff allocate \$18,874 to the RDKB Climate Action Reserve Fund to offset the RDKB's measurable corporate greenhouse gas emissions reported to the Province of BC for the 2018 fiscal year.
2. Not to receive the Report.

Recommendation(s)

That the RDKB Board of Directors direct Staff allocate \$18,874 to the RDKB Climate Action Reserve Fund to offset the RDKB's measurable corporate greenhouse gas emissions reported to the Province of BC for the 2018 fiscal year.



Regional District of Kootenay Boundary

Climate Action Revenue Incentive (CARIP) Public Report for 2018

Local Government:
Regional District of Kootenay Boundary

Report Submitted by:
Name: Goran Denkovski
Role: Manager of Infrastructure and Sustainability
Email: gdenkovski@rdkb.com
Phone: 250-368-9148

Date: May 31, 2019



**Regional District of
Kootenay Boundary**

The Regional District of Kootenay Boundary (RDKB) has completed the 2018 Climate Action Revenue Incentive Program (CARIP) Public Report as required by the Province of BC. The CARIP report summarizes actions taken in 2018 and proposed for 2019 to reduce corporate and community-wide energy consumption and greenhouse gas emissions (GHG) and reports on progress towards achieving carbon neutrality.



2018 BROAD PLANNING ACTIONS

Broad Planning Actions

Broad Planning refers to high level planning that sets the stage for GHG emissions reductions, including plans such as Official Community Plans, Integrated Community Sustainability Plans, Climate Action Plans or Community Energy Emissions Plans. Land use planning that focuses on Smart Growth principles (compact, complete, connected, and centred) plays an especially important role in energy and GHG reduction.

Community-Wide Broad Planning Actions Taken in 2018	
	Drafting Rural Bridesville Land Use Plan.
	Drafting revised Electoral Area 'C'/Christina Lake OCP.
Community-Wide Broad Planning Actions Proposed for 2019	
	Complete Rural Bridesville Land Use Plan.
	Continue drafting revised Electoral Area 'C'/Christina Lake OCP.
	Initiate drafting revised Big White Official Community Plan.

Broad Planning	
What is (are) your current GHG reduction target(s)?	33% below current levels by 2020
Are you familiar with your local government's community energy and emissions inventory (e.g. CEEI or another inventory)?	Yes
What plans, policies or guidelines govern the implementation of climate mitigation in your community?	Yes No Yes Yes No
Does your local government have a corporate GHG reduction plan?	Yes



2018 BUILDING AND LIGHTING ACTIONS

Building and Lighting Actions

Low-carbon buildings use the minimum amount of energy needed to provide comfort and safety for their inhabitants and tap into renewable energy sources for heating, cooling and power. These buildings can save money, especially when calculated over the long term. This category also includes reductions realized from energy efficient street lights and lights in parks or other public spaces.

Community-Wide Building and Lighting Actions Taken in 2018

	Install LED Street Lights in Beavercreek.
	Developed Sustainability checklist for buildings.
	Woodstove exchange program.

Community-Wide Building and Lighting Actions Proposed for 2019

	Implement Sustainability checklist for buildings.
	Hire senior energy specialist to complete energy audits.

Corporate Building and Lighting Actions Taken in 2018

	Complete roof replacement at Greater Trail Community Center.
	Complete chiller replacement at Beaver Valley Arena.
	Facility condition assessment for aquatic center and ice arena.
	Install new LED score clock in ice arena.
	Jack Goddard Memorial Arena replace 10 – 150 watt incandescent fixtures with 10 – 12 watt LED Fixtures (exterior lighting).

Corporate Building and Lighting Actions Proposed for 2019

	Hire senior energy specialist to complete energy audits.
	Convert to LED lighting for Sewer Treatment Plant.



Building and Lighting

The Province has committed to taking incremental steps to increase energy-efficiency requirements in the BC Building Code to make buildings net-zero energy ready by 2032. The BC Energy Step Code--a part of the BC Building Code--supports that effort

Q 22 Is your local government aware of the BC Energy Step Code ?	Yes
Q 23 Is your local government implementing the BC Energy Step Code ?	Yes

P5 2018 ENERGY GENERATION ACTIONS

Energy Generation Actions

A transition to renewable or low-emission energy sources for heating, cooling and power supports large, long-term GHG emissions reductions. Renewable energy including waste heat recovery (e.g. from biogas and biomass), geo-exchange, micro hydroelectric, solar thermal and solar photovoltaic, heat pumps, tidal, wave, and wind energy can be implemented at different scales, e.g. in individual homes, or integrated across neighbourhoods through district energy or co-generation systems.

Corporate Energy Generation Actions Taken in 2018

	Develop heat recovery for Sewer Plant upgrade.

Corporate Energy Generation Actions Proposed for 2019

	Complete feasibility study for Sewer Plant effluent power generation.
	Completed design for Sewer Plant upgrade to include heat recovery and water recycling.
	Complete feasibility for bio gas from sewer plant for either power generation or sell to FortisBC.


Energy Generation

Q 33 Are you familiar with the 2018 [List of Funding Opportunities for Clean Energy Projects Led by First Nations and Local Governments?](#)

Yes

2018 GREENSPACE/NATURAL RESOURCE PROTECTION ACTIONS
Greenspace Actions

Greenspace/Natural Resource Protection refers to the creation of parks and greenways, boulevards, community forests, urban agriculture, riparian areas, gardens, recreation/school sites, and other green spaces, such as remediated brownfield/contaminated sites as well as the protection of wetlands, waterways and other naturally occurring features.

Community-Wide Greenspace Actions Taken in 2018

<input type="checkbox"/>	Implemented Christina Lake Park Plan.
<input type="checkbox"/>	Completed Boundary food and agriculture plan.
<input type="checkbox"/>	Completed Master Trail Plan.
<input type="checkbox"/>	
<input type="checkbox"/>	

Community-Wide Greenspace Actions Proposed for 2019

<input type="checkbox"/>	Implementation of the Food and Agriculture Plan with limited funding.
<input type="checkbox"/>	Completed pavilion in Beaver Park.
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Corporate Greenspace Actions Taken in 2018 + Additional Actions

<input type="checkbox"/>	Playground in Casino.
<input type="checkbox"/>	Trail plan for Big White.
<input type="checkbox"/>	Design Saddle Lake dam spillway.
<input type="checkbox"/>	
<input type="checkbox"/>	

Corporate Greenspace Actions Proposed for 2019

<input type="checkbox"/>	Construct Saddle Lake dam spillway.
<input type="checkbox"/>	Construct Pickle ball courts in Christina Lake
<input type="checkbox"/>	Support Disc golf course in Grand Forks.
<input type="checkbox"/>	
<input type="checkbox"/>	



Greenspace	
Does your local government have urban forest policies, plans or programs?	No
Does your local government have policies, plans or programs to support local food production?	Yes

2018 SOLID WASTE ACTIONS

Solid Waste Actions

Reducing, reusing, recycling, recovering and managing the disposal of the residual solid waste minimizes environmental impacts and supports sustainable environmental management, greenhouse gas reductions, and improved air and water quality.

Corporate Solid Waste Actions Taken in 2018	
Develop plan for organics diversion to East Side.	
Begin feasibility study on organics composting facility.	
Purchase new efficient roll off trucks.	
Purchase new efficient loader.	
Corporate Solid Waste Actions Proposed for 2019	
Completed feasibility study on organics composting facility.	
Partner with other regional districts to develop green bin composting program.	
Submit grant application for composting plant at Grand Forks.	

Solid Waste	
Does your local government have construction and demolition waste reduction policies, plans or programs?	Yes
Does your local government have organics reduction/diversion policies, plans or programs?	Yes



2018 TRANSPORTATION ACTIONS

Transportation Actions

Transportation actions that increase transportation system efficiency emphasize the movement of people and goods, and give priority to more efficient modes, e.g. walking, cycling and public transit, can contribute to reductions in GHG emissions and more livable communities.

Community-Wide Transportation Actions Taken in 2018

<input type="checkbox"/>	Low carbon and electric vehicle fuelling/charging stations installed.
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Community-Wide Transportation Actions Proposed for 2019

<input type="checkbox"/>	Partner to install more charging stations in Regional District.
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Corporate Transportation Actions Taken in 2018 + Additional Actions

<input type="checkbox"/>	Expanded Transit opportunities
<input type="checkbox"/>	Vehicle tracking and asset management.
<input type="checkbox"/>	
<input type="checkbox"/>	

Corporate Transportation - Actions Proposed for 2019

<input type="checkbox"/>	Purchase electric vehicles for fleet.
<input type="checkbox"/>	Remote connection capabilities.
<input type="checkbox"/>	
<input type="checkbox"/>	

Transportation

Q 56 Does your local government have policies, plans or programs to support:

- Transit Use
- Electric Vehicle Use

Yes
Yes



Q 57 Does your local government have a Transportation Demand Management (TDM) strategy (e.g. to reduce single-vehicle occupancy trips, increase travel options, provide incentives to encourage individuals to modify travel behaviour)?	No
Q 58 Does your local government integrate its transportation and land use planning?	No

2018 WATER AND WASTEWATER ACTIONS

Water and Wastewater Actions

Managing and reducing water consumption and wastewater is an important aspect of developing a sustainable built environment that supports healthy communities, protects ecological integrity, and reduces GHG emissions.

Community-Wide Water and Wastewater Actions Taken in 2018	
	Develop drought plan for Boundary.
	Develop water conservation plan Christina Lake Water Utility.
	Develop water conservation plan Rivervale Water Utility.
	Develop Liquid Waste Management Plan.
Community-Wide Water and Wastewater Actions Proposed for 2019	
	Complete drought plan for Boundary.
	Complete water conservation plan Christina Lake Water Utility.
	Complete water conservation plan Rivervale Water Utility.
	Complete Liquid Waste Management Plan.
	Develop Source Water Protection Christina Lake Water Utility.
Corporate Water and Wastewater Actions Taken in 2018	
	Develop Water Acquisition and Sustainability Policies.
	Include climate resiliency in detailed design of sewer plant.
	Include Reclaimed Water in detailed design of sewer plant.
	Include Heat Recovery in detailed design of sewer plant.
	Develop East Side drought management plan.
Corporate Water and Wastewater Actions Proposed for 2019	
	Develop Water Acquisition and Sustainability Policies.
	Design complete and includes climate resiliency in detailed design of sewer plant.
	Design complete and includes Reclaimed Water in detailed design of sewer plant.
	Design complete and includes Heat Recovery in detailed design of sewer plant.
	Completed flood response plan for Boundary.

Water Conservation	
Does your local government have water conservation policies, plans or programs?	Yes



2018 CLIMATE CHANGE ADAPTATION ACTIONS

This section of the CARIP survey is designed to collect information related to the types of climate impacts local governments are experiencing and how they are being addressed.

Please identify the THREE climate impacts that are most relevant to your Local Government.

- Warmer winter temperatures reducing snowpack
- Changes to temperature and precipitation causing seasonal drought
- Heatwaves impacting population health
- Increased temperatures increasing wildfire activity
- Increased temperatures affecting air quality
- Changing temperatures influencing species migration and ecosystem shifts
- Changing temperatures influencing ecosystem shifts
- Extreme weather events contributing to urban and overland flooding
- Sea level rise and storms causing coastal flooding and/or erosion

X

X

X

Other (please specify):

In 2018 has your local government addressed the impacts of a changing climate using any of the following?

Risk and Vulnerability Assessments

No

Risk Reduction Strategies

No

Emergency Response Planning

Yes

Asset Management

No

Natural/Eco Asset Management Strategies

No

Infrastructure Upgrades (e.g. stormwater system upgrades)

Yes

Beach Nourishment Projects

No

Economic Diversification Initiatives

No

Strategic and Financial Planning

No

Cross-Department Working Groups

No

Official Community Plan Policy Changes

Yes

Changes to Zoning and other Bylaws and Regulations

No

Incentives for Property Owners (e.g. reducing storm water run-off)

No

Public Education and Awareness

Yes

Research

Yes

Mapping

Yes

Partnerships

No

Asset Management

Yes

Other (please specify):


Climate Change Adaptation Actions Taken in 2018

Please elaborate on key actions and/or partnerships your local government has engaged in to prepare for, and adapt to a changing climate. Add links to key documents and information where appropriate.

Arc GIS flood mapping.

Climate Change Adaptation Actions Proposed for 2019

Develop Climate adaptation plan for Area 'A'.
Implement flood response plan.
Develop fire smart program or RDKB
Update wildfire protection plans.

For more information please contact

Goran Denkovski

The following are key resources that may be helpful to your local government in identifying climate impacts, as well as, strategies, actions and funding to deal with them. For those resources that you have used, please indicate whether they were useful in advancing your work in climate change adaptation?

Indicators of Climate Change for British Columbia	Useful
Plan2Adapt	Haven't Used
Climate Projections for Metro Vancouver	Haven't Used
Climate Projections for the Capital Region	Haven't Used
Climate Projections for the Cowichan Valley Regional District	Haven't Used
Province of BC's BC Adapts Video Series	Haven't Used
Preparing for Climate Change: Implementation Guide for Local Governments	Useful
Public Infrastructure and Engineering Vulnerability Committee's (PIEVC)	Haven't Used
Sea Level Rise Adaptation Primer	Haven't Used
BC Regional Adaptation Collaborative Webinars	Haven't Used
Retooling for Climate Change	Haven't Used
Water Balance Model	Useful
Water Conservation Calculator	Useful
Funding:	
National Disaster Mitigation Program (NDMP)	Useful
Community Emergency Preparedness Fund (CEPF)	Useful
Municipalities for Climate Innovation Program (MCIP)	Useful
Climate Adaptation Partner Grants (FCM)	Useful
Infrastructure Planning Grants (MAH)	Useful
Federal Gas Tax Fund	Useful
Other (please specify)	



2018 OTHER CLIMATE ACTIONS

Other Climate Actions

This section provides local governments the opportunity to report other climate actions that are not captured in the categories above.

Other	
Q 74 Are you familiar with the Community Lifecycle Infrastructure Costing Tool (CLIC) ?	No
Q 75 Is your local government using the CLIC tool?	No

INNOVATION AND PEER-TO-PEER LEARNING

Innovation

This section provides the opportunity to showcase an innovative *Corporate and/or Community-Wide* GHG reduction and/or climate change adaptation activity that your local government has undertaken and that has had, or has the potential to have, a significant impact. You are welcome to highlight an action that has already been listed.

Projects included here may be featured as success stories on the [B.C. Climate Action Toolkit](#) and/or shared with other local governments to inspire further climate action. Please add links to additional information where possible.

Communities that have conducted innovative initiatives may want to consider making applications to [CEA's Climate and Energy Action Awards](#), [FCM Sustainable Communities Awards](#) or to [FCM's National Measures Report](#).

Q 76 Community-Wide Innovation Action
Partner with Fortis and Canadian Energy Association to expand electric car charging stations in regional district
Q 77 Corporate Innovation Action
Partner to have organic diversion to all residents in regional district
Q 78 For more information on actions described above contact
Goran Denkovski



Programs, Partnerships and Funding Opportunities

Local governments often rely on programs, partnerships and funding opportunities to achieve their climate action goals. Please share the names of programs and organizations that have supported your local government's climate actions by listing each entry in the box below separated by a forward slash (e.g. program1/program2).

Mitigation

Q 79 Mitigation Programs, Partnerships and Funding

Hire Senior energy Specialist with grant money to implement SCEEP and Corporate Action Plan

Adaptation

Q 80 Adaptation Programs, Partnerships and Funding

Interior Health Authority for Food Security

Investment Agriculture Foundation

Columbia Basin Trust, Gas Tax, BC Hydro, Fortis

Province of BC

Government of Canada

2018 CARBON NEUTRAL REPORTING

Local governments are required to report on their progress in achieving their carbon neutral goal under the [B.C. Climate Action Charter](#). Working with B.C. local governments, the joint Provincial-UBCM Green Communities Committee (GCC) has established a common approach to determining carbon neutrality for the purposes of the Climate Action Charter, including a Carbon Neutral Framework and supporting guidance for local governments on how to become carbon neutral.



Prior to completing this portion of the survey, please ensure that you are familiar with guidance available on the [B.C. Climate Action Toolkit website](#), especially the [Workbook](#) and [Becoming Carbon Neutral: A Guide for Local Governments in British Columbia](#).

Please note: As a result of the BC Recycling Regulation, local governments are no longer required to account for GHG emissions from vehicles, equipment and machinery required for the collection, transportation and diversion of packaging and printed paper, in their annual Climate Action Revenue Incentive Program (CARIP) reports.

Reporting Emissions

Q 81 Did your local government measure corporate GHG emissions for 2018?	Yes
Q 82 If your local government measured 2018 corporate GHG emissions, please report the number of corporate GHG emissions from services delivered directly by your local government (in tonnes of carbon dioxide equivalent)	1307
Q 83 If your local government measured 2018 corporate GHG emissions, please report the number of corporate GHG emissions from contracted services (in tonnes of carbon dioxide equivalent)	120
Q 84 TOTAL A: CORPORATE GHG EMISSIONS FOR 2018 (Direct GHGs + Contracted GHGs)	1427 tCO₂e

Reporting Reductions and Offsets

To be carbon neutral, a local government must balance their TOTAL corporate GHG emissions generated in 2018 by one or a combination of the following actions:

- undertake GCC-supported Option 1 Project(s)
- undertake GCC-supported Option 2 Project(s)
- purchase carbon offsets from a credible offset provider

For more information about options to balance or offset corporate GHG emissions please refer to [Becoming Carbon Neutral: A Guidebook for Local Governments in British Columbia](#).

If applicable, please report the 2018 GHG emissions reductions (in tonnes of carbon dioxide equivalent (tCO₂e)) being claimed from any of the following Option 1 GHG Reduction Projects:

OPTION 1 PROJECTS	REDUCTIONS
Q 85 Energy Efficient Retrofits (in tonnes of carbon dioxide equivalent (tCO₂e))	
Q 86 Solar Thermal (in tonnes of carbon dioxide equivalent (tCO₂e))	



Q 87 Household Organic Waste Composting (in tonnes of carbon dioxide equivalent (tCO₂e))	672
Q 88 Low Emission Vehicles (in tonnes of carbon dioxide equivalent (tCO₂e))	
Q 89 Avoided Forest Conversion (in tonnes of carbon dioxide equivalent (tCO₂e))	
Q 90 TOTAL B: REDUCTIONS FROM ALL OPTION 1 PROJECTS FOR 2018	672 tCO₂e

Q 91 If applicable, please report the names and 2018 GHG emissions reductions (in tonnes of carbon dioxide equivalent (tCO₂e)) being claimed from Option 2 GHG Reduction Projects:

Option 2 Project Name	REDUCTIONS
Option 2 GHGs Reduced (tCO₂e)	
Option 2 Project Name	
Option 2 GHGs Reduced (tCO₂e)	
Option 2 Project Name	
Option 2 GHGs Reduced (tCO₂e)	
Option 2 Project Name	
Option 2 GHGs Reduced (tCO₂e)	
Q 92 TOTAL C: REDUCTIONS FROM ALL OPTION 2 PROJECTS FOR 2018	0 tCO₂e

Offsets

Q 93 If applicable, please report the name of the offset provider, type of project and number of offsets purchased (in tonnes of carbon dioxide equivalent (tCO₂e)) from an offset provider for the 2018 reporting year:



NOTE: DO NOT INCLUDE ANY FUNDS THAT MAY BE SET ASIDE IN A CLIMATE ACTION RESERVE FUND.

Offset Provider Name	OFFSETS
Offsets (tCO2e)	
Offset Provider Name	
Offsets (tCO2e)	
Q 94 TOTAL D: OFFSETS PURCHASED FOR 2018	0 tCO2e

Q 95 TOTAL REDUCTIONS AND OFFSETS FOR 2018 (Total B+C+D) = 672 tCO2e

Corporate GHG Emissions Balance for 2018

Your local government's Corporate GHG Emissions Balance is the difference between total corporate offsettable GHG emissions (direct + contracted emissions) and the GHG emissions reduced through GCC Option 1 and Option 2 projects and/or the purchase of offsets.

Q 96 CORPORATE GHG EMISSIONS BALANCE FOR 2018 = (A – (B+C+D)) = 755 tCO2e

**If your Corporate GHG Emissions Balance is negative or zero,
your local government is carbon neutral.
CONGRATULATIONS!**

Q 97 If your local government was carbon neutral in 2018, please record any emissions reductions you will be carrying over for future years and the source of the reductions, including the year they were earned (e.g. organics diversion, 2018 100 tCO2e)



SOURCE OF CARRY OVER EMISSION REDUCTIONS (and year earned)	REDUCTIONS
Q 98 BALANCE OF REDUCTIONS ELIGIBLE FOR CARRY OVER TO NEXT YEAR	0 tCO2e

Carbon Neutral Reporting	
Q 99 Does your local government set aside funds in a climate reserve fund or similar?	Yes

GCC CLIMATE ACTION RECOGNITION PROGRAM

Green Communities Committee Climate Action Recognition Program

The joint Provincial-UBCM Green Communities Committee (GCC) is pleased to be continuing the Climate Action Recognition Program again this year. This multi-level program provides the GCC with an opportunity to review and publicly recognize the progress and achievements of each Climate Action Charter (Charter) signatory.

Recognition is provided on an annual basis to local governments who demonstrate progress on their Charter commitments, according to the following:

Level 1 – Demonstrating Progress on Charter Commitments: For local governments who demonstrate progress on fulfilling one or more of their Charter commitments.

Level 2 – Measuring GHG Emissions: For local governments that achieve Level 1, and who have measured their Corporate GHG Emissions for the reporting year and demonstrate that they are familiar with their community's energy and emissions inventory (i.e. CEEI)

Level 3 – Accelerating Progress on Charter Commitments: For those local governments who have achieved Level 1 and 2 and have demonstrated undertaking significant action (corporately or community wide) to reduce GHG emissions in the reporting year (e.g. through undertaking a GHG reduction project, purchasing offsets, establishing a reserve fund).

Level 4 - Achievement of Carbon Neutrality: For local governments who achieve carbon neutrality in the reporting year.



Q 100 Based on your local government's 2018 CARIP Climate Action/Carbon Neutral Progress Survey, please check the GCC Climate Action Recognition Program level that best applies:

<input type="checkbox"/>	Level 1 – Demonstrating Progress on Charter Commitments	
<input type="checkbox"/>	Level 2 – Measuring GHG Emissions	
<input checked="" type="checkbox"/>	Level 3 – Accelerating Progress on Charter Commitments	
<input type="checkbox"/>	Level 4 – Achievement of Carbon Neutrality	
<input type="checkbox"/>	Not Sure	

Q 101 Related to Level 3 recognition, if applicable, please identify any new or ongoing corporate or community wide GHG reduction projects (other than an Option 1 or Option 2 project) undertaken by your local government that reflects a significant investment of time and/or financial resources and is intended to result in significant GHG reductions:

PROJECT NAME:
Achieving organics diversion for all residents of the RDKB including municipalities and rural.



STAFF REPORT

Date:	27 Jun 2019	File	ES Admin - Climate
To:	Chair Russell and Regional District of Kootenay Boundary Board Members		
From:	Goran Denkovski, Manager of Infrastructure and Sustainability		
Re:	RDKB Electoral Area 'A' Climate Adaptation Project		

Issue Introduction

A Staff Report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the Climate Adaptation Project for RDKB Electoral Area 'A'.

History/Background Factors

Project Partners:

Local Government Partners include: The Regional District of Central Kootenay, City of Cranbrook, City of Rossland, City of Nelson, Regional District of East Kootenay, City of Golden, and Village of Silverton.

The Adaptation to Climate Change Team (ACT) at Simon Fraser University is recognized as one of the most influential voices in the field of climate resilience. Deborah Harford will coordinate ACT's contributions to the project and act as the Adaptation Policy and Practice Specialist. She has expertise in dialogue facilitation and policy responses to adaptation, and can link the project to a network of experts working in diverse adaptation fields.

Climate Resilience Consulting (CRC) is a local team of climate scientists that has engaged with many Columbia Basin municipalities in their efforts to better understand what climate change means for them. Mel Reasoner is an established leader in Columbia Basin climate science and communication due to his past involvement in many climate change, mitigation, and adaptation efforts. The Pacific Climate Impacts Consortium (PCIC) is a recognized leader in climate science and communication for western Canada. PCIC brings extensive knowledge

of climate science, hydrological modelling and experience building the capacity of communities to use climate and hydrological information in their planning and operations.

The Canadian Rural Revitalization Foundation will provide advisory services and support for knowledge mobilization, including a webinar series, through its networks.

Project Management

The Columbia Basin Rural Development Institute (RDI) at Selkirk College will provide overall management to the project, lead communications with participating municipalities, coordinate the contributions of other organizations, facilitate Adaptation Theme Team (ATT) meetings and coordinate resulting training/projects, lead knowledge mobilization efforts and fulfil research needs aligned with staff expertise.

Project Overview & Rationale

Regional Districts face unique challenges related to climate adaptation, including a scarcity of sufficiently local environmental data to base decisions on, and a shortage of guidance appropriate to organizations with small tax bases and limited capacity.

This project addresses these challenges by:

1. providing external support to identify priority vulnerabilities, fill information gaps preventing adaptation action, and train participants in rurality-relevant adaptation strategies;
2. using economies of scale to reduce costs; and
3. facilitating a regional network to build capacity through peer learning and collaborative action.

Year 1 - Identification of municipal climate vulnerabilities (2019)

Climate adaptation progress will be measured for the six participating Basin municipalities using the State of Climate Adaptation and Resilience in the Basin (SoCARB) indicator suite. SoCARB assesses adaptation actions in relation to climate changes and associated community/environmental impacts.

This work will result in the production of a customized assessment for each participating municipality that incorporates detailed climate and hydrological trends and projections to identify the specific risks each municipality faces; and measures the performance of past action to identify remaining vulnerabilities.

These results will be compiled with those of four pilot communities who completed the assessment in 2017 and 2018 to generate a regional perspective on priority vulnerabilities.

Year 2 –Support development of municipal capacity specific to shared adaptation themes and priority vulnerabilities, and implementation of adaptation projects (2020)

Three to five Adaptation Theme Teams (ATTs) will be convened to address priority vulnerabilities. Each team will include representation from the six participating municipalities, four original pilot communities, partner organizations, experts, and any additional stakeholders as appropriate.

The purpose of the ATTs is to:

1. facilitate peer learning and cross-jurisdictional collaboration;
2. engage external experts to provide training; and
3. implement projects that reduce priority vulnerabilities and overcome common barriers to action. Approximately \$50k in seed funding is available for the ATTs to initiate projects.

Year 2 will be concluded with an open-invitation Learning Summit and webinar series to build capacity by providing training and facilitating collaborative action around bigger-picture adaptation issues (e.g., training on low-carbon resilience will simultaneously advance adaptation and reduce emissions).

Additional project goals and outcomes

1. Build a regional adaptation network to link and leverage municipal action.
2. Coordinate community-scale activities via ATTs to avoid duplication and promote efficient use of resources.
3. Mobilize project knowledge throughout the region (and beyond).
4. Generate broadly-applicable lessons for municipalities in the Columbia Basin-Boundary region

Implications

This project is funded through a FCM grant with the RDKB providing a \$5,000 contribution.

Advancement of Strategic Planning Goals

The project supports the Board's overall mandate for promoting environmental stewardship and proactive climate preparedness.

Background Information Provided

1. Climate Change Adaption Pathways and Indicators
2. Workplan

Alternatives

1. That the RDKB Board of Directors receive the Staff Report regarding the Climate Adaptation Project for RDKB Electoral Area 'A'.
2. Not to receive the Report.

Recommendation(s)

That the RDKB Board of Directors receive the Staff Report regarding the Climate Adaptation Project for RDKB Electoral Area 'A'.

Climate Change Adaptation Pathways and Indicators

In order to track the advancement of climate change and adaptation capacity in communities within the Columbia Basin and Boundary Region, the RDI has developed a pathway-based approach based on a suite of climate change, environmental impact, community impact, and adaptation indicators.

Four Types of Indicators:

1. **Climate change indicators** measure changes in climate over time through the use of key trends relating to temperature and precipitation.
2. **Environmental impact indicators** measure the impacts of changes in climate on biophysical systems.
3. **Community impacts indicators** measure the impact of changes in climate on human systems and infrastructure.
4. **Climate adaptation indicators** measure how communities respond to climate impacts by building capacity and implementing adaptation actions, and the outcomes of those efforts.

This framework facilitates assessment of a community's progress on climate adaptation and identifies areas of vulnerability that can guide adaptation efforts. All indicators fit within one or more of the five pathways outlined in Figure 1. Within each pathway, indicators are further divided into one of the four indicator categories.

Pathway Approach:

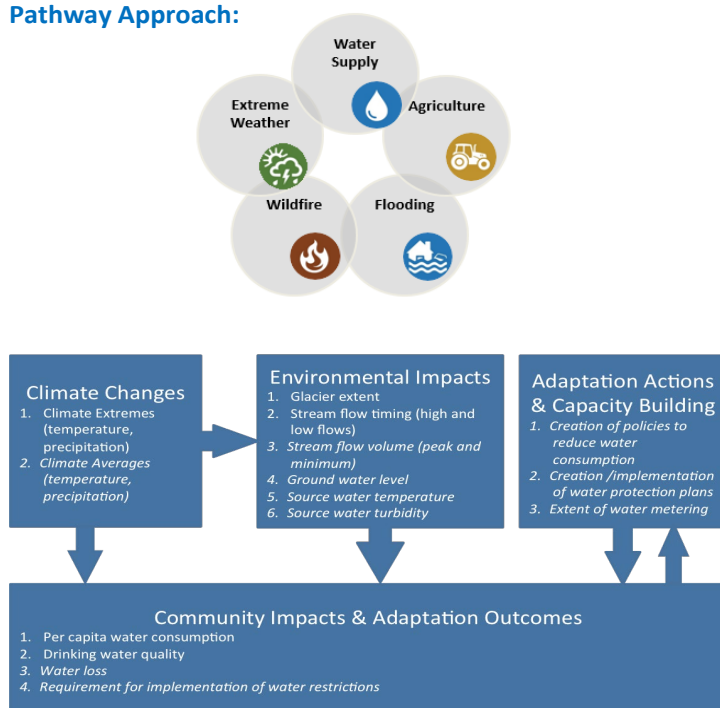


Figure 1. Pathway model of climate impact and adaptation indicators. Example shown for water supply pathway.

Indicator Lists

The following pages contain a comprehensive list of indicators by adaptation pathway. The pathways were populated by indicators selected from the RDI's State of The Basin (SoTB) reports and additional indicators screened and selected by an RDI-Columbia Basin Trust project team responsible for developing the indicator suite in 2013-2014 [[full SoCARB report](#)]. SoTB indicators are presented in the following tables with **normal text** and additional indicators are shown in *italics*. It is worth noting that many indicators apply to more than one pathway and will appear in multiple tables, especially those relating to climate changes.

Some communities may decide to omit or focus more heavily on some indicators to maximize local relevance of this project. For example, if a community has little to no farmland within or surrounding its jurisdiction, some of the indicators from the agricultural pathway may have little local relevance. A lack of data could also cause some indicators to be omitted. New indicators can be added if a particular local need is identified in a community scoping meeting, provided sufficient data are available for analysis and reporting.

The following tables group indicators by pathway and indicator type. A description of the data is given, along with rationale for the use of the indicator and how the data will be collected. Data will either be collected by the RDI team from online databases and external contacts, prepared by Climate Resilience Consulting (CRC), or come directly from local government staff/databases and targeted resident surveys with support from the RDI.



Agricultural Pathway

	Indicator	Description	Rationale	Data Collection
Climate Changes	Climate extremes (temperature, precipitation)	Frequency of days when weather data exceeds 90 th (temperature) or 95 th (precipitation) percentile for baseline period.	Flooding, drought and high temperatures are critical factors affecting agricultural and livestock productivity and failure.	RDI/CRC
	Climate averages (temperature, precipitation)	Average monthly temperature and precipitation values.	Provides overall picture of water potentially available for agriculture both falling in the summer and stored.	RDI/CRC
Environmental Impacts	Drought index	Number of Days per BC Drought Index Level	Drought is the leading factor influencing agriculture and crop failure.	RDI
	Consecutive Dry Days	Maximum number of consecutive dry days (when PR < 1.0 mm)	Longest dry spell	RDI/CRC
	Length of the growing season	Number of days between last and first frost.	A longer growing season allows for greater diversity of crops, early planting and more plant growth time.	RDI
	Growing degree days	The amount of heat energy available for plant growth (product of the number of days that the mean daily temperature exceeded 5 C and the number of degrees above that threshold).	Shows how plants are affected by temperatures. But does not address high temperatures at which plants are negatively affected.	RDI
Community Impacts & Adaptation Outcomes	Amount of area being farmed	Annual number of hectares being farmed.	Indicates the viability of farming and the amount of food being produced.	RDI
	Crop damage due to drought, high temperatures, frost, storms, pests and disease	Annual insurance payouts for crop damage and loss as a result of drought, high temperatures, frost, storms, pests and disease.	Payouts for crop damage are key indicators of ongoing climate impacts and extreme events affecting agriculture.	RDI
	Agricultural productivity	Ratio of agricultural outputs to agricultural inputs. Output often measured as market value or crop yield per hectare.	Important reflection of climate impact on plant growth – both positive and negative.	RDI
Adaptation Actions & Capacity Building	Hectares irrigated	Number of hectares irrigated by electoral area.	Drought is one of the biggest risks to agriculture associated with climate change. Irrigation is a good adaptation measure.	RDI
	Farming practices to reduce soil erosion and increase fertility	Number of farms engaging in summer fallow land, no-till seeding, tillage incorporating most crop residue into soil, manure application, crop rotation, rotational grazing, ploughing down green crops, winter cover crops, and nutrient management planning.	Soil fertility and water holding capacity are important factors that mitigate drought. Additionally, Climate change is expected to negatively impact soil fertility.	RDI
	Community food production	Number of people in the Basin, by community, who grow at least a small portion of their own food.	Backyard growing is an important aspect of self-sufficiency and Basin food security, particularly if agricultural production in other parts of the world declines.	Resident survey



Extreme Weather Pathway

	Indicator	Description	Rationale	Data Collection
Climate Changes	Maximum 1-day rainfall	Measure of the heaviest precipitation day or monthly maximum 1-day precipitation (in millimeters) in a given year.	Heavy rainfall can lead to stormwater management failure and flooding of creeks and rivers.	RDI/CRC
	Frequency of extreme snowfall events	Total number of days each year with snowfall amounts of 15 cm or more within 12 hours or less.	Heavy snowfall can damage infrastructure, bring down power lines and cause power outages.	RDI/CRC
	Frequency of strong wind events**	Total number of days each year with winds of 70 km/h or more of sustained wind and/or gusts to 90 km/h or more.	Wind storms can damage infrastructure, bring down power lines and cause power outages.	RDI/CRC
	Frequency of extreme heat days	Total number of days each year where maximum daily temperature exceeds 30 C.	Heat waves have significant negative impacts on vulnerable populations including: the elderly, socially isolated, chronically ill, and infants.	RDI/CRC
Community Impacts & Adaptation Outcomes	Weather-related power outages	Number (per year) and/or duration (hours) of power outages caused by landslides, avalanche, snow, wind, or freezing rain.	Power outages caused by extreme weather events can have significant impacts on local economies and quality of life.	RDI
	Weather-related highway closures	Number (per year) and/or duration (hours) of highway closures caused by landslides, avalanche, snow, wind, or freezing rain.	Highway closures caused by extreme weather events can have significant impacts on local economies and quality of life.	RDI
	Provincial emergency assistance paid to local governments for storm clean-up	Total amount (\$) of provincial emergency assistance paid to local governments in the Basin for extreme weather events.	Provincial emergency assistance provides an indication of the economic cost of extreme weather events in the Basin.	RDI or Local government survey
Adaptation Actions & Capacity Building	Residents with 72-hour emergency preparedness kits	Proportion of residents with 72-hour emergency preparedness kits - adequate food, water, cooking supplies, etc.	Emergency kits are effective in mitigating negatives consequences of power outages and emergencies	Resident survey
	Emergency preparedness plan	Presence of a local government emergency preparedness plan, including a community evacuation plan that has been updated within the last 5 years.	Communities with solid plans will be better prepared to take action when/if required	Local government survey
	Backup power sources	Presence of backup power source for critical community services and infrastructure	The availability of community services and infrastructure such as water supply and emergency shelters are essential in reducing negative impacts from extreme weather events and power outages.	Local government survey



Flooding Pathway

	Indicator	Description	Rationale	Data Collection
Climate Changes	Maximum 1-day rainfall	Measure of the heaviest precipitation day or monthly maximum 1-day precipitation (in millimeters) in a given year.	Heavy rainfall is a major cause of flooding of creeks and rivers.	RDI/CRC
	Climate extremes (precipitation)	Annual amount of precipitation (in millimeters) that occurs during days when precipitation exceeds the 95th percentile for the year in question.	Indicates of how much of the total precipitation in a year falls during very wet events.	RDI/CRC
	Freeze-thaw cycles	Measures the total number of days each year where maximum temperature > 0 degrees Celsius and minimum temperature < 0 degrees Celsius during the same day.	Freeze-thaw is an important parameter for engineering design in cold regions and can provide insight on trends associated with rain-on-snow and rain-on-frozen-ground events (which can cause winter flooding).	RDI/CRC
Environmental Impacts	Stream flow timing	tracks half total flow date, timing of annual peak yield and timing of late summer minimum yield	The date of peak streamflow affects flood response planning and preparation. There is some indication that the date of peak streamflow is changing.	RDI
	Peak stream flow volume	Total annual maximum daily discharge on monitored unregulated streams	Increases in streamflow volume are likely to increase flood risk over time.	RDI
	April 1st snow pack	Depth of April 1st snow pack each year.	Snowpack depth is a determinant of flooding. Provides an indication of the amount of snow available to contribute to flooding.	RDI
Community Impacts & Adaptation Outcomes	Disaster financial assistance for flooding events	Measures the total amount (\$) of disaster financial assistance payouts to property owners in the Basin for flooding events.	Disaster financial assistance payouts provide an indication of the economic cost of flooding events in the Basin.	RDI
	Flood-related highway closures	Number (per year) and/ or duration (hours) of highway closures caused by flooding.	Highway closures caused by flooding can have significant impacts on local economies and quality of life.	RDI
	Developed properties in the floodplain	Total number of developed properties located within known and active floodplains in the Basin.	Additional properties in the floodplain increase the consequences of flood events.	RDI
	Provincial emergency assistance for flood response and clean up	Total amount (\$) of provincial emergency assistance paid to local governments in the Basin for flooding events.	Provincial emergency assistance paid to local governments indicates the economic cost of flooding events in the Basin.	RDI
Adaptation Actions & Capacity Building	Flood mapping extent and updates	Proportion of Basin floodplains where flood maps are available, and updated since the 2003 <i>Flood Hazard Statutes Amendment Act</i> which shifted flood mapping responsibility to local governments.	Flood maps across the Basin are outdated due to changes in climate, hydrology and land use. This indicator tracks community's that have proactively updated floodplain designations.	Local government survey
	Emergency preparedness plan	Presence of an emergency preparedness and evacuation plans updated in the last 5 years.	Communities who have developed solid plans will be better prepared to take action when/if required.	Local government survey
	Local government expenditures on flood protection	Amount (\$) or budget proportion of local government expenditures allocated towards flood protection.	Increased investment in flood protection measures can reduce damages of future floods.	Local government survey/budget information.



Water Supply Pathway

	Indicator	Description	Rationale	Data Collection
Climate Changes	Climate extremes (temperature, precipitation)	Frequency of days when weather data exceeds 90 th (Temperature) or 95 th (Precipitation) percentile for baseline period.	Extreme temperatures contribute to drought, extreme precipitation can cause flooding which poses risks to water infrastructure and contributes to turbidity in surface sources.	RDI/CRC
	Climate averages (temperature, precipitation)	Average monthly temperature and precipitation values.	High summer temperatures can indicate water quality issues (growth of pathogens) high irrigation demand. Precipitation timing and state (rain/snow) also impacts water availability.	RDI/CRC
Environmental Impacts	Glacier extent	Area of glaciated terrain in the Basin, and change in extent of glaciers over the 1985-2013 period.	A good indicator of water storage. Especially relevant to late-season availability.	RDI
	Stream flow timing	tracks half total flow date, timing of annual peak yield and timing of late summer minimum yield	Stream flow timing data helps decision makers assess trends in water supply and demand.	RDI
	Stream flow volume	Total annual maximum and minimum daily discharge each year.	Min volume is relevant to water availability. Max volume is relevant to flooding risks.	RDI
	Ground water level	Average monthly ground water level for monitored aquifers.	Relevant for communities that source their water from aquifers.	RDI
	Source water temperature	Monthly average temperature for monitored surface water sources in summer months.	An important water quality determinant (higher temps enable presence of certain pathogens).	RDI, local government or private/community water system
	Source water turbidity	Monthly average Nephelometric Turbidity Units (NTU) for monitored surface water sources.	An important water quality determinant (sediment carries contaminants).	RDI, local government or private/community water system
Community Impacts & Adaptation Outcomes	Per capita water consumption	Volume of total water supplied annually, reported by utility and expressed per capita (service population).	Measures water use attributable to user demand and water loss.	RDI, local government or private/community water system
	Drinking water quality	Number of water systems on a drinking water advisory or boil water notice as of June 10 annually.	Some notices are implemented due to turbidity and/or presence of pathogens (frequency of both parameters could increase with climate change).	RDI
	Water loss	Percentage of water supplied annually that is lost to leakage.	Measures infrastructure quality and preparedness to deal with potential future water shortages.	RDI, local government or private/community water system
	Implementation of water restrictions	Number of days annually when water restrictions are active, reported by utility.	Restrictions could increase with warming, population growth and increased irrigation demand, or could decrease with infrastructure improvements and behaviour change.	Local government survey question
Adaptation Actions & Capacity Building	Policies to reduce water consumption	Number of water utilities that have water consumption considerations in policies and legislation.	Water scarcity may become a concern for some basin communities in the future.	Local government survey
	Water protection plans	Number of water utilities that have taken water planning measures that consider projected climate changes.	Communities who have developed solid plans will be better prepared to take action.	Local government survey
	Water loss detection practices	Presence of water loss detection practices, including connection or district meters, night flow analysis and leak detection.	Water loss detection provides information on water use that contributes to better planning decisions.	RDI or local government if available

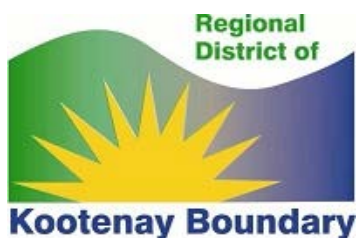


Wildfire Pathway

	Indicator	Description	Rationale	Data Collection
Climate Changes	Number of days in extreme danger class	Total number of days when there is extreme danger of fires starting easily and spreading rapidly. A composite index based on temperature, relative humidity, precipitation and wind using the 41 separate stations in the Basin.	Determined by weather and is sensitive to climate change.	RDI
Environmental Impacts	Annual area burned	Measures the number of hectares burned on an annual basis in the Columbia Basin.	A direct measure of how much fire is occurring on the landscape.	RDI
	Air quality	Measures concentrations of fine particulate matter in the air - PM (particle matter less than 2.5 micrometers in diameter).	Fine particulate matter is a major impact of forest fires and has a direct impact on human health.	RDI
	Wildfire starts	The total number of both human- and lightning-caused wildfire starts per year	Helps tell a more complete story – area burned is impacted by suppression efforts, and the ratio of starts caused by humans and lightning changes due to climate and public awareness.	RDI
Community Impacts & Adaptation Outcomes	Frequency of interface fires	Annual number of wildfires within 2 km of a Basin community.	Measures close calls.	RDI
	Cost of fire suppression	Total amount of money spent on fire suppression in the Southeast region annually.	Economic cost of wildfire.	RDI
	Fire-related highway closures	Measures the number (per year) and/or duration (hours) of highway closures caused by wildfire.	Highway closures have both economic and social cost.	RDI
	Fire-related power outages	Measures the number (per year) and/or duration (hours) of power outages due to wildfire.	Power outages have both economic and social cost.	RDI
	Wildfire evacuation orders	Number of evacuation orders due to the threat of wildfire issued by the wildfire protection branch.	A measure of direct threats to human life and infrastructure.	RDI
Adaptation Actions & Capacity Building	Interface fire risk reduction	This indicator tracks the percentage of the high priority interface fire area immediately surrounding communities that have been mapped and treated to reduce wildfire risk.	Measures mitigation actions directly.	Local government survey
	FireSmart-recognized communities	Presence of certification through FireSmart Canada's Community Recognition Program.	A measure of citizen involvement in decreasing risk of wildfire to their homes.	RDI
	Campfire bans	Number of days each year that the B.C. Wildfire Management Branch issues a campfire ban.	A direct measure of social cost.	RDI

KOOTENAY & BOUNDARY CLIMATE INNOVATIONS PROJECT: WORKPLAN-AT-A-GLANCE

TASK	2019								2020											
	2 nd quarter		3 rd quarter			4 th quarter			1 st quarter			2 nd quarter			3 rd quarter			4 th quarter		
	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Kick off Mtg	9																			
Maturity Scale Survey	Due 15																			
LG meetings		3-6																		
Climate data collection & analysis	X	X	X	X																
Hydrological data collection & analysis		X	X	X	X															
All other data collection	X	X	X	X	X															
LG data collection		X	X	X	X															
Community surveys				X	X															
Draft reports				X	X	X	X		Please note that 2020 schedule is still very preliminary!											
ATT Priorities Survey							X													
Final reports								X												
ATT Kick off Mtg (F2F)									X											
ATT Mtgs										X		X		X		X		X		
Learning Webinars														X			X	X		X
Learning Summit																			X	
Project wrap-up																			January 2021	
Project report																			February 2021	



STAFF REPORT

Date: 18 June 2019 **File**
To: **RDKB Chair Russel and the Board of Directors**
From: James Chandler, General Manager
 Operations / Deputy CAO
Re: Provision of Building Inspection
 Services for the City of Rossland

Issue Introduction

To present a draft agreement for consideration by the RDKB Board of Directors, between the RDKB and the City of Rossland, for the provision of Building Inspection services to cover limited periods of absence for the City of Rossland building inspector.

History/Background Factors

The City of Rossland approached the Regional District to request consideration for the provision of temporary coverage in support of building inspection services.

The City of Rossland currently employ one building inspector. This leaves the City in a position that if and when their inspector takes vacation or is off work for any other reason during busier periods of construction, they do not have the resources to meet the requests for site inspections for open and active permits. With the increase in construction activity over the recent few years, the City are seeking a way to provide continuity of services during planned and potentially unplanned absences.

Implications

The intended provision of services has been discussed by staff and would be limited to the on site inspection services only. This will help ensure that projects and construction can continue in a timely manner, when without building inspection services, construction activity may be halted.

It has also been discussed that the services will be provided at the request of Rossland for limited periods only. This is not specifically defined as a limited period in the agreement, although through discussion is intended for typical vacation

periods, perhaps up to 3 weeks. Further, the Regional District will not be mandated to provide inspection should the schedule requested conflict with the Regional Districts own staff availability and work priorities.

The operational function of scheduling and documenting the inspections has been discussed by staff. The City of Rossland will continue to liaise with any person or company wishing to schedule an inspection with the municipality and would then contact our building administration to schedule inspections. The Regional District building inspectors will coordinate with the City and complete inspections on the City system electronically and submit all information and records back to the City building department. Any operational changes and reviews will be addressed by staff to ensure that services will continue within the permitted scope of the agreement.

Generally, with advanced notice of the absence period, we will have confirmed to the City that we are able to provide building inspection resources during the planned time frame.

The Regional District will not be involved in any review of pending applications, provide advice and interpretation to bylaws and building code enquiries or other general administrative duties that may relate to building inspections and permits.

The draft agreement for the provision of building inspection services is included as attachment 1 with this report.

Financial - Fee for Service

The services provided for building inspection will be recorded on an hourly basis and the cost recovery will be billed monthly to the City, based on the rates as included in the agreement per schedule A. Reimbursement will also be made for mileage incurred. The hourly rates include a 10% mark up for administration.

As necessary, rates may be adjusted annually based on our Regional District contracted labour increases.

Advancement of Strategic Planning Goals

Continuing to strive towards enhanced communication, this initiative follows the goals of focusing on partnerships with other local government organisations for regional benefits.

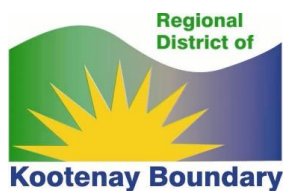
Alternatives

Do not enter into an agreement with the City of Rossland for the provision of building inspection services.

Recommendation(s)

That the Regional District Kootenay Boundary Board of Directors support the provision of building inspection services for the City of Rossland as detailed in the staff reported dated June 18th, 2019;

Further, that staff are authorised to execute the agreement for building inspection services with the City of Rossland as attached with this report.



AGREEMENT FOR THE PROVISION OF BUILDING INSPECTION SERVICES

THIS AGREEMENT made as of the ____ day of _____, 2019

BETWEEN:

REGIONAL DISTRICT OF KOOTENAY BOUNDARY, a municipal corporation pursuant to the *Local Government Act* and having its offices at 202-843 Rossland Avenue, Trail, BC V1R 4S8

("Regional District")

AND:

CITY OF ROSSLAND, a municipal corporation pursuant to the *Local Government Act* addressed at PO Box 1179, Rossland, BC.

(the "City")

WHEREAS:

- A. Whereas the Board of the Regional District of Kootenay Boundary and the Council of the City of Rossland have considered, debated and have passed resolutions directing the representative organizations to take the following actions;
- B. The City and the Regional District wish to enter in this Agreement to record their respective rights and obligations with respect to the Regional District's provision of building inspections services and the City's receipt of such services, all in accordance with the terms and conditions set out in this Agreement.

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the premises and the mutual covenants herein contained and in consideration to the fees for service herein agreed to be paid by the City to the Regional District, the parties hereto agree as follows:

1. The Regional District undertakes to provide Building and Plumbing Site Inspection services in and for the City within the boundaries of the City, as follows:
 - a) As requested from time to time to cover periods of absence ;
 - b) When the schedule of inspection services requested by the City does not watermarkconflict with resources and schedules committed by the Regional District;
 - c) Utilising building inspection services systems and software provided to the Regional District by the City.

2. The Inspection services to be provided by the Regional District shall be as follows:

- a) undertaking all field inspections necessary to ensure that work is being conducted in accordance with the British Columbia Building Code and provisions of the Municipality's Building, Plumbing and Zoning Bylaw;
- b) maintaining proper records of all Building and Plumbing Permits and inspections made pursuant to this agreement, utilising existing City systems.

3. The City undertakes to assume all responsibilities with respect to the administration of Building and Plumbing Inspection Services other than those specifically set out in Section 2 above, when requested and agree to with the Regional District. Without limiting the generality of the foregoing, these responsibilities shall include among other things:

- (a) administering and enforcing all aspects of all other regulatory bylaws (i.e. zoning, Unsightly Premises, etc.,) unless separate agreements in these respects have been specifically entered into;
- (b) assuming all legal costs required to administer and enforce the City Building and Plumbing Bylaws and to address infractions which have occurred during or after construction.
- (c) defending the City and its agents, including the Regional District Building Inspector, against legal actions arising from the conduct of duties carried out under the terms of this agreement.

4. The Municipality shall indemnify and save harmless the Regional District from and against all claims, demands, losses, cost, damages, actions, suits or other proceedings arising out of, related to, occasioned by or attributable to this agreement, except to the extent the same is caused or contributed to by the negligence of the Regional District, in which case the Regional District shall indemnify the Municipality in the same like manner and to the same extent as set out above.

5. The Municipality covenants to obtain and keep in force during the term of this Agreement, at its sole expense, insurance satisfactory to the Regional District, protecting the Regional District and the Municipality (without any rights of cross-claim or subrogation against the Regional District) against claims for personal injury, death, property damage or third party liability claims arising out of, in connection with or in any way related to the inspection services provided by the Regional District, in a form acceptable to the Municipality's insurers and in an amount not less than Five Million (\$5,000,000) Dollars.

6. The City covenants to pay the Regional District invoices as submitted for fees for service as per this agreement within 30 days of receipt. (Fees and rates are table as per Schedule A of this agreement)

7. The Regional District shall undertake to provide the City with any changes in fee structure for Building Inspection Services no later than March 31st, each year.

9. This agreement commences on the ____ day of _____ 2019 and shall continue in force until it is terminated by either party giving the other party one hundred and eighty(180) days written notice of its intention to so terminate.

IN WITNESS WHEREOF this Agreement has been executed and delivered by the parties as of the day and year first above written.

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

CITY OF ROSSLAND

Per: _____
Name and Title

Per: _____
Name and Title

Per: _____
Authorized Signatory

Per: _____
Authorized Signatory

Per: _____
Name and Title

Per: _____
Name and Title

Per: _____
Authorized Signatory

Per: _____
Authorized Signatory

**SCHEDULE A
FEE FOR SERVICE SCHEDULE**

July 1, 2019

Building Inspector Hourly Rates

The following rates are considered for three levels of Building Inspector as may be available from the Regional District or required to ensure the appropriate qualification for requested inspection. The quote rates are provided as an hourly rate with the addition of 10% for general administration.

- | | |
|-----------------------------|------------------------|
| • Level 1 Building Official | Rate: \$50.22 per hour |
| • Level 2 Building Official | Rate: \$51.59 per hour |
| • Level 3 Building Official | Rate: \$56.64 per hour |

Travel Costs

Mileage costs to performing inspection will be recorded from the Regional District office to the inspection property and return. Rates will be claimed at \$0.55 per kilometre.

The fees may be adjusted annually on or before March 31st, as they may relate to contracted labour increases and recommended mileage rates as issued by Canada Revenue Agency.

Jennifer Kuhn

From: is@rdkb.com
Sent: June-09-19 11:04 AM
To: Theresa Lenardon; Information Services; Jennifer Kuhn
Subject: Grant-in-Aid Form submitted by Beaver Vally Dynamic Aging Society, email address - dimelnyk@shaw.ca

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

Electoral Area 'A' Director Ali Grieve

Applicant Information:

Applicant: Beaver Vally Dynamic Aging Society

Address: Box 157, Fruitvale BC V0G 1L0

Phone: 2509215434

Fax:

Email: dimelnyk@shaw.ca

Representative: Deb Melnyk

Make Cheque Payable To: Beaver Valley Dynamic Aging Society

Other Expenses:

Total Cost of Project: \$22300

Amount Requested from
RDKB Director(s):

\$2000

*Approved Director Grieve
June 10, 2019*

What is the Grant-in-Aid for?

To support Sips and Sparkles, our major fundraiser of the year. The proceeds from this event allow us to in turn to fund grants to worthy groups and organizations that improve, enhance and promote a healthy lifestyle to residents of all ages in the Beaver Valley.

List of Other Organizations Applied to for Funding

Name of Organization Ferraro Foods, in kind donations

Amount Requested 500

Amount Secured 500

Name of Organization Village of Fruitvale, in kind - hall rental

Amount Requested 600

Amount Secured 600

Name of Organization Hall Printing, in kind, printing services

Amount Requested 500

Amount Secured 500

Documents uploaded with Submission?

☐

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Jennifer Kuhn

From: is@rdkb.com
Sent: June-11-19 10:08 PM
To: Theresa Lenardon; Information Services; Jennifer Kuhn
Subject: Grant-in-Aid Form submitted by Rossland Golden City Days, email address - terrybrinson@gmail.com

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

Electoral Area 'B' / Lower Columbia- Old Glory Director Linda Worley

Applicant Information:

Applicant: Rossland Golden City Days

Address: PO Box 1572, Rossland, BC V0G 1Y0

Phone: 2503629562

Fax:

Email: terrybrinson@gmail.com

Representative: Terry Brinson

Make Cheque Payable To: Rossland Golden City Days

Other Expenses:

Total Cost of Project: \$\$18,674.00

Amount Requested from
RDKB Director(s): \$\$1,000.00

*Approved Director Worley
June 12, 2019*

What is the Grant-in-Aid for?

The funds will help with the costs associated with producing the weekend festival, such as children's game rentals, outdoor stage entertainment costs, and promotion.

List of Other Organizations Applied to for Funding

Name of Organization Columbia Basin Trust

Amount Requested \$1,000.00

Amount Secured \$1,000.00

Name of Organization Teck Trail Operations

Amount Requested \$1,000.00

Amount Secured \$1,000.00

Name of Organization Nelson & District Credit Union, Rossland Branch

Amount Requested \$2,000.00

Amount Secured

Documents uploaded with Submission?

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Jennifer Kuhn

From: is@rdkb.com
Sent: June-11-19 6:35 PM
To: Theresa Lenardon; Information Services; Jennifer Kuhn
Subject: Grant-in-Aid Form submitted by Christina Lake Boat Access Society, email address - sue.verigin@gmail.com

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

Electoral Area 'C' / Christina Lake Director Grace McGregor

Applicant Information:

Applicant: Christina Lake Boat Access Society

Address: 1181 Keith Road

Phone: 6043068231

Fax:

Email: sue.verigin@gmail.com

Representative: Sue Verigin

Make Cheque Payable To: Christina Lake Boat Access Society

Other Expenses:

Total Cost of Project: \$800.00

Amount Requested from RDKB Director(s): \$400.00 *Approved Director McGregor June 12, 2019*

What is the Grant-in-Aid for?

Support of our Annual Dump Day, community and lake clean up for Boat Access residents.

List of Other Organizations Applied to for Funding

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Documents uploaded with Submission?

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Jennifer Kuhn

From: is@rdkb.com
Sent: June-17-19 3:42 PM
To: Theresa Lenardon; Information Services; Jennifer Kuhn
Subject: Grant-in-Aid Form submitted by Grand Forks Curling Club, email address - ccgf@telus.net

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

Electoral Area 'C' / Christina Lake Director Grace McGregor, Electoral Area 'D' / Rural Grand Forks Director Roly Russell

Applicant Information:

Applicant: Grand Forks Curling Club

Address: 7230 - 21 Street, Box 358, Grand Forks, BC V0H 1H0

Phone: 250-442-3916

Fax:

Email: ccgf@telus.net

Representative: May Lungle, Director

Make Cheque Payable To: Grand Forks Curling Club

Other Expenses:

Total Cost of Project: \$\$3192.00

Amount Requested from RDKB Director(s): ~~\$\$3100~~ \$1,550 Approved Director M. McGregor June 18, 2019

What is the Grant-in-Aid for?

The Grand Forks Curling Club is applying for Grant in Aid funding to enable us to enhance the security of our building which, in turn, enhances security for our members and guests while in the building.

We would like to install a video doorbell for the front door entrance and install a keypad with key override on the front door. This will enable someone in the office or lounge to view and speak with the person at the door and grant them entry, while being able to keep the door secured. If a keypad cannot be installed on the current doors we would like to install a locking system that can be opened by a buzzer, similar to those used in apartment buildings.

As it currently stands, whenever there is a curling league in progress the door has been left unlocked, as we encourage people to come and watch any games in progress. Unfortunately this had led to at least two instances this past winter where individuals have wandered into the facility and have created uncomfortable situations for the lounge staff and members to the point where they have contacted the police.

With a video doorbell and keypad, those individuals who are known to the club can be let in and those who constitute a possible threat can be denied entry without anyone feeling threatened.

The estimate cost of these items is as follows:

Video Doorbell \$350 + taxes

Key pad or locking system with buzzer \$2,500 + taxes

(This includes repairing the fixed door floor lock, adding a strip of steel to the opening door to provide extra insulation and security and installation costs)

Your consideration of this request is greatly appreciated.

List of Other Organizations Applied to for Funding

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Name of Organization

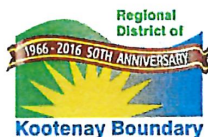
Amount Requested

Amount Secured

Documents uploaded with Submission?

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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 fo@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 type="checkbox"/> Electoral Area 'E'/ West Boundary Director Vicki Gee
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Applicant:	* Grand Forks International Society 2001			
Address:	* PO Box 2082			
Phone:	* 250.442.8323	Fax:		E-Mail: * gfibaseballsociety@gmail.com
Representative:	* Chris Hammett			
Make Cheque Payable To:	* Grand Forks International Society 2001			

**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? \$3500 What amount are you requesting from this RDKB Director(s)? \$1750 each

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

Safety netting along the 1st base line/right field

*Approved Director
McGregor June 20, 2019*

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: \$ _____

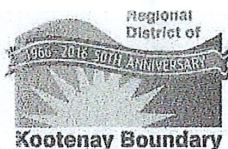
Date: May 22, 2019 Applicant Signature *Chris Hammett* Print Name Chris Hammett

Office Use Only

Grant approved by Electoral Area Director: _____

Approved by Board: _____

SUBMIT



Grant-in-Aid Request

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

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

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

Applicant:	* Big White Mountain Community Development Association				
Address:	*101-1865 Dilworth Road, Suite 215, Keowna, BC, V1Y 9T1				
Phone:	*403-616-6014	Fax:		E-Mail:	*info@ourbigwhitemountain.com
Representative:	*Rachelle Marcinkoski				
Make Cheque Payable To:	*Big White Mountain Community Development Association				

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

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

What is the total Cost of the Project? \$10,000 What amount are you requesting from this RDKB Director(s)? \$6,500

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

We are applying for funding to support our local summer camp. Our camp runs from July 2, 2019 to August 29, 2019 with 10 - 15 children, between the ages of 5 - 12, attending each day. Funds will be used to pay the wages of 2-3 camp counselors, craft supplies and daily snack. The additional cost of the project will be paid for through receipt of daily parent camp fees. The summer camp is an essential program designed to help local children develop important social, emotional and cognitive skills while creating memories that last a lifetime.

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: \$ _____

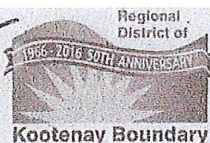
Date: Jun 10, 2019 Applicant Signature Rachelle Marcinkoski Digitally signed by Rachelle Marcinkoski Date: 2019.06.10 12:14:14 -0700 Print Name Rachelle Marcinkoski

Office Use Only

Grant approved by Electoral Area Director: _____

Approved by Board: _____

SUBMIT



Grant-in-Aid Request

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

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

<input type="checkbox"/> Electoral Area 'A' Director All Grieve	<input type="checkbox"/> Electoral Area 'B'/ Lower Columbia-Old Glory Director Linda Worley	<input type="checkbox"/> Electoral Area 'C'/ Christina Lake Director Grace McGregor	<input type="checkbox"/> Electoral Area 'D'/ Rural Grand Forks Director Roly Russell	<input checked="" type="checkbox"/> Electoral Area 'E'/ West Boundary Director Vicki Gee
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Applicant:	* Bridesville Water Improvement District				
Address:	* PO Box 73 Bridesville B.C. V0H 1B0				
Phone:	* 2506893077	Fax:		E-Mail:	* traceykpetersen@gmail.com
Representative:	* Rodney Middlemiss - Chairman				
Make Cheque Pavable To:	* Bridesville Waterboard Water Improvement District				

*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? \$6159.30 What amount are you requesting from this RDKB Director(s)? \$ 3659.30

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

To assist in paying Boomer Ent. for well work

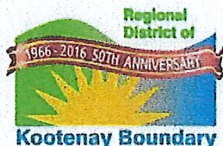
Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

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

Date: June 19, 2019 Applicant Signature *Rodney Middlemiss* Print Name Rodney Middlemiss

Office Use Only
Grant approved by Electoral Area Director: <i>V. Gee</i>
Approved by Board: _____

SUBMIT



Grant-in-Aid Request

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

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

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

Applicant:	* Greenwood & District Public Library Association				
Address:	* P.O. Box 279, Greenwood, BC V0H 1J0				
Phone:	* 250-445-6111	Fax:		E-Mail:	* greenlib@shaw.ca
Representative:	* Anne Rayner-Gould, Board Chair				
Make Cheque Payable To:	* Greenwood Public Library				

**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? \$ 3624.00 What amount are you requesting from this RDKB Director(s)? \$ 300.00

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

The Grant-in-Aid will help defray the costs of running the Summer Reading Club program for 7 weeks this summer. The SRC will have two programs weekly, one for children ages 6-8 and one for ages 9-12. This free program is to encourage reading in a fun and creative way. The theme for this year is "Imagine the Possibilities", with activities that explore storytelling, history, science and inventions, mythical beasts, art and creativity, dreams and aspirations, outer space, and making the world a better place. This Grant-in-Aid will make it possible to pay the remaining wages for our SRC coordinator that are not covered by the Canada Summer Jobs Program.

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

Name of Organization Employment and Social Development Canada - Canada Summer Jobs Program
 Amount Requested: \$ 3324.00 Amount Secured: \$ 3324.00

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

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

Date: June 19th, 2019 Applicant Signature Anne Rayner-Gould Print Name Anne Rayner-Gould

Office Use Only

Grant approved by Electoral Area Director: V. Lee

Approved by Board: _____

SUBMIT

Jennifer Kuhn

From: is@rdkb.com
Sent: May-02-19 6:53 PM
To: Theresa Lenardon; Information Services; Jennifer Kuhn
Subject: Grant-in-Aid Form submitted by Phoenix Foundation of the Boundary Communities, email address - phoenixfoundationbdry@gmail.com

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

Electoral Area 'C'/ Christina Lake Director Grace McGregor, Electoral Area 'D'/ Rural Grand Forks Director Roly Russell, Electoral Area 'E'/West Boundary Director Vicki Gee

Applicant Information:

Applicant: Phoenix Foundation of the Boundary Communities

Address: PO Box 1012

Phone: 250-584-4634

Fax:

Email: phoenixfoundationbdry@gmail.com

Representative: Gary Smith - President

Make Cheque Payable To: Phoenix Foundation of the Boundary Communities

Other Expenses:

Total Cost of Project: \$\$10,000

Amount Requested from RDKB Director(s): \$\$1000 *Approved Director Gee June 20, 2019*

What is the Grant-in-Aid for?

In 2009 and 2014 Phoenix Foundation undertook surveying the Boundary communities through its Vital Signs report. Intended as a periodic check-up, Vital Signs provides a snapshot of our communities' vitality, gives clarity around the current, potential and perceived issues facing citizens, and identifies opportunities for action.

The report is illustrates specifically how the citizenry and youth of the Boundary view ourselves and our communities' health in relation to eleven different indicators, and how these views have evolved over the last five years. These reports provided invaluable information that guides policy and funding and helps us

focus our attention on critical issues identified by Boundary area residents.

As a registered, non-profit community foundation, Phoenix Foundation is not permitted to independently fund a project of this nature, and must rely entirely on the generous support of local government, businesses and private contributions.

In 2014, the City of Grand Forks generously supported this initiative through its Healthy Communities Grant. Your support of our 2019 Vital Signs report with a sponsorship of \$1000 would be greatly appreciated. In recognition of your generous support, the City of Grand Forks will be acknowledged with its logo published in the report, as well as in all marketing of the report.

In order to meet our 2019 timeline for publication of the report, we hope to secure the necessary funding by June 1, 2019.

We thank you in advance for your ongoing support of Phoenix Foundation.

List of Other Organizations Applied to for Funding

Name of Organization City of Grand Forks

Amount Requested \$1000

Amount Secured

Name of Organization City of Greenwood

Amount Requested \$1000

Amount Secured

Name of Organization Village of Midway

Amount Requested \$1000

Amount Secured

Documents uploaded with Submission?

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STAFF REPORT

Date: 19 Jun 2019

File ADMN-Legislative Services
3200-Bylaws-Procedure
Bylaw 1720

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

From: Theresa Lenardon, Manager of Corporate
Administration/Corporate Officer

Re: Proposed Revised RDKB Procedure Bylaw

Issue Introduction

A staff report from Theresa Lenardon, Manager of Corporate Administration/Corporate Officer regarding amendments to the current RDKB Procedure Bylaw No. 1616, 2016 resulting in a proposed new bylaw as presented in draft Bylaw No. 1720, 2019 is presented.

History/Background Factors

Local Governments must establish procedures for the conduct of their meetings and the general conduct of business. These procedures are contained in a "procedure bylaw". While generally similar, there are some differences between municipal and regional district procedure bylaws. Despite each local government having flexibility to adopt meeting procedures which suit their culture and situations, there are certain legislative processes and requirements that must be addressed in the procedure bylaw.

The current RDKB Procedure Bylaw (No. 1616, 2016) is out of date and requires some "housekeeping" edits and the 2018 Policy and Personnel Committee requested that the bylaw be revised to clarify the procedures for the delivery of Board and Committee meeting agendas.

At a meeting held on May 8, 2019, the Policy and Personnel (P&P) Committee was presented with proposed revisions to the current RDKB Procedure Bylaw No. 1616, 2016. Staff presented the bylaw in track changes, which included changes to the order of the bylaw sections as well as edits to correct position titles, agenda delivery timelines, Committee names and minor formatting changes (e.g. "housekeeping"). Staff has incorporated the aforementioned revisions into a new draft procedure bylaw; RDKB Bylaw No. 1720, which is also attached to this report. The May 2, 2019 staff report titled *Proposed Revisions to RDKB Procedure Bylaw*, which was presented to the P&P Committee on May 8, is also attached.

Draft proposed Bylaw No. 1720 is presented to the Board of Directors on June 27, 2019 for a review and discussion of the changes made to date, as well as for direction to staff as to further changes. The bylaw is attached to this report with track changes, which identify the housekeeping changes that were presented to the Policy and Personnel Committee. Given the number of amendments that include not only additions and deletions, but a reorder of the entire document as well, the track changes version is very long and difficult to read.

Therefore, the draft bylaw is also attached without track changes. The blue highlights and ~~strike through~~ text in both versions identify changes that have been made as per direction from the May 8th P&P Committee meeting as well as further changes that staff felt were useful and or necessary.

Given the volume of changes made and the reordering of the bylaw, there may be repetition. Staff will continue to read the draft document and correct any unnecessary repetitions. With regard to content that may seem redundant (mostly in Parts 3 and 4 and Parts 5 and 6) staff will provide clarification at the Board meeting (e.g. for convenience and better flow while reading, some content is included in more than one section rather than the reader directed to change pages and move to another part / section of the document etc.).

The Board is invited to discuss all practical and legislatively compliant procedural matters that the Board wishes to be added to, or removed from the draft bylaw. Such procedural matters may include:

1. Consent Agenda: See attached example Consent Agendas (City of Richmond and Squamish-Lillooet RD), definitions of a consent agenda, consent agenda process and other information attached to the staff report.
2. Movers and Seconders: Remove the recording of movers and seconders (see attached Eli Mina report).
3. Electronic Meetings.
4. Calling into Meetings: Clarify the number of elected officials who can call into the same meeting.

Staff suggests the following also be discussed:

1. Definitions - include additional bylaw definitions (e.g. motion, mover, out of order)? Should any definitions presently included in the bylaw be removed?
2. The definition of "Public Notice Posting Places" (to replace the definition of "Notice Board") and the reference to the RDKB "Public Notice Posting Places" throughout the bylaw, (required as per S. 94 (1) (a) of the *Community Charter; Requirements for public notice* and S. 225 (1) (c) of the *Local Government Act*) the procedure bylaw must comply with this section therefore the bylaw itself must include direction as to where/what are the "public notice posting places or notice board".

Implications

Adopting a revised procedure bylaw with amendments as suggested by staff and with input from the overall Board of Directors illustrates the Board's due diligence to remain: contemporary with meeting best practices, compliant with all legislative requirements and

shows the Board's progress in moving forward to become more professional, civil and organized at the table.

Advancement of Strategic Planning Goals

Not applicable. Adopting a procedure bylaw and ensuring that the RDKB Procedure Bylaw is compliant with the *Local Government Act* and *Community Charter* is a legislative requirement.

Background Information Provided

- Proposed draft RDKB Procedure Bylaw No. 1720, 2019 (clean and track changes).
- May 2, 2019 staff report from Theresa Lenardon, Manager of Corporate Administration/Corporate Officer to the Policy and Personnel Committee for the meeting held on May 8/19.
- ***Examples Local Government Procedure Bylaws:***
 1. Regional District of Central Kootenay,
 2. Central Okanagan Regional District,
 3. Fraser Valley Regional District, and
 4. Capital Regional District
- ***Examples of Consent Agendas:***
 1. City of Richmond, and
 2. Squamish-Lillooet Regional District

Other Information:

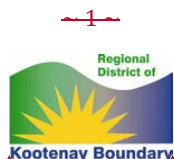
1. Eli Mina-"Should Movers and Seconders be Recorded in Minutes?"
2. RDOS Minutes (with Consent Agenda),
3. RDOS "What is a Consent Agenda?"
4. Capital Regional District-Consent Agenda process,
5. Online research (civicplus) "How to Use a Consent Agenda to Save Time and Focus on Critical Matters".

Alternatives

1. Receive the report and no action.
2. Review and discuss and read the bylaw to 1-3 times and adoption.
3. Refer the draft revised procedure bylaw back to staff for further research and updates and then present directly back to the Board of Directors at a future meeting for further review and possible edits.
4. Refer the draft revised procedure bylaw back to staff for further research and updates and then present back to the Policy and Personnel Committee for further review and possible edits.

Recommendation(s):

That the Regional District of Kootenay Boundary Board of Directors review the changes made to date in draft proposed Procedure Bylaw No. 1720 and provide direction to staff as to further edits. **FURTHER** that the draft bylaw, as amended further by the RDKB Board of Directors on June 27, 2019 be referred to the Policy and Personnel Committee for a final review and possible further edits before it is presented back to the Board of Directors for first, second and third readings and adoption.



BYLAW NO. ~~4616~~1720

A bylaw to regulate the meetings and conduct of the Regional District of Kootenay Boundary Board of the Regional District of Kootenay Boundary of Directors and Committee Committees thereof.

WHEREAS ~~Section 225 of the~~ *Local Government Act* provides that a Regional Board must, by bylaw, provide for the procedure that is to be followed for the conduct of its business, including the manner by which resolutions may be passed and bylaws adopted and for providing advance public notice of such meetings;

AND WHEREAS the Regional Board deems it essential and expedient to provide for a the procedure that is to be guided by principles of efficiency, accountability and procedural fairness followed for the conduct of its business;

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

Part 1 Introduction

1. Citation

1.1. This Bylaw may be cited for all purposes as "Regional District of Kootenay Boundary Procedure Bylaw No. ~~4616~~1720 2016".

2. Interpretation **INTERPRETATION**

2.1.24 In this Bylaw the following words have the following meanings:

- a.) **"Act"** means the *Local Government Act*, R.S.B.C. ~~4996~~2015, c. ~~323~~1, as may be amended from time to time;
- b.) **"Alternate Director"** means an Alternate Director as defined in the Act and duly sworn in prior to voting on any matter before the Board;
- c.) **Audio and Video Recording Devices** means any equipment enabling the recording or transmission of sound or visual images;

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b. ———

d) **Board** means the governing and executive body – the Board of Directors of the Regional District of Kootenay Boundary;

e) **Calendar** means the Board and Committee(s) meeting schedules posted on the RDKB website and on the wall calendars located in the RDKB Trail and Grand Forks Board Rooms at 443 Rossland Avenue, Trail, BC and in the RDKB Grand Forks Board Room at 2140 Central Avenue, Grand Forks, BC;

f) **Chair** means the Member presiding at a meeting of the Board of Directors Committee or Commission as the context requires and who is elected by the Board or by the Committee or Commission;

g) **Charter** means the *Community Charter*, S.B.C. 2003, c. 26, as may be amended from time to time (**Community Charter S. 282**);

h) **Closed Meeting** means a meeting closed to the general public or employees, as deemed appropriate, with items to be discussed as set out in the *Community Charter*, S.B.C. 2003, c. 26: (**Community Charter Div. 3, S. 89-94 Open Meetings**);

e-j) **Commission** means a commission established by the Board pursuant to the Act;

e-j) **Committees** means, as the context requires, a Select, Standing, Stakeholder or other Committee of the Board either appointed by the Board Chair or by the Board of Directors; and in the Regional District of Kootenay Boundary means only the following committees of the Board:

- i. Beaver Valley Regional Parks & Regional Trails Committee;
- ii. Boundary Agricultural and Food Plan Steering Committee;
- iii. Boundary Community Development Committee;
- iv. Boundary Trails Master Plan Steering Committee;
- v. Columbia Pollution Control Centre Upgrade and Stage 3 Liquid Waste Management Plan Steering Committee;
- vi. East End Services Committee;
- vii. Education and Advocacy Committee;
- viii. Electoral Area Services Committee;
- ix. Greenwood/Area E Cemetery Committee;

- i. ———
- ii. Policy, Executive and Personnel Committee;
- iii. Finance Committee;
- iv. Environmental Services Committee;
- v. Protective Services Committee;
- vi. Sewerage Committee;
- vii. Boundary Economic Development Committee;
- viii. East End Services Committee;
- ix. German Delegation Committee;

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~~x. Area "B" Recreation, Parks & Trails Committee;~~

~~xi. Kettle River Watershed Management Plan Steering Committee/Committee Study Steering Committee;~~

~~xii. Kettle River Stakeholder Committee;~~

~~xiii. Beaver Valley Water Committee;~~

~~xiv. Beaver Valley Recreation, Parks & Trails Committee;~~

~~xi. Greenwood/Area E Cemetery Committee/Policy and Personnel Committee/Committee;~~

~~xii. Solid Waste Management Plan Steering and Monitoring Committee/Committee;~~

~~xiii. Utilities Committee/Committee;~~

~~xv. —~~

~~xvi. xiv. Any Committee/Committee created by the Chair or Board, from time to time;~~

~~e. "Community Charter" means the Community Charter, S.B.C. 2003, c. 26, as may be amended from time to time;~~

~~f.k) "Corporate Administrator/Officer" means the Manager/Director of Corporate Administration of the Regional District of Kootenay Boundary holding an Officer position and assigned corporate administration responsibilities named in the Local Government Act;~~

~~l) "Delegation" means an individual or organization or group who that requests to appear before the Board and/or Committee/Committees or Commissions and or an individual organization or group who are requested by the RDKB to appear before the Board and or Committee/Committees;~~

~~m) "Director" means an electoral area director or a municipal director pursuant to the Local Government Act;~~

~~n) "Electronic Meeting" means a regular, special or closed Board or Committee/Committee meeting using electronic and communications media pursuant to BC Reg. 271-2005: Regional Districts Electronic Meetings Regulation;~~

~~g. —~~

~~h.o) "Ex-officio member/Member" shall mean a member/Member who shall have the right to attend and speak, but not vote, at all Committee/Committees that he or she is not appointed to;~~

~~i.p) "Inaugural Meeting" means the meeting at which the newly appointed Directors take the Oath of Office as set out in the Act and means also means the first Board meeting held after November 1 in each year;~~

~~q) "Majority vote" and "majority of votes" means more than half the votes cast by member/Members legally entitled to vote, at a properly called meeting at which quorum is present (and does not include blanks and spoiled ballots when voting for the Chair and Vice Chair);~~

~~Page 3 of 48~~

~~RDKB Procedure Bylaw No. 1720, 2019~~

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~~j-r) **Meeting** means a regular, special, electronic or other duly called meeting of the Board of Directors, Committee/Committees of the Board or Commissions, as the context requires;~~

~~(k-5)~~ ~~“Member(s)”~~ means the Director(s) ~~elect~~ed or appointed to the Regional District of Kootenay Boundary Board of Directors and includes Alternate Directors when acting in the ~~absence of~~ the Director:

Notice Board means the notice Board at the corporate offices of the Regional District of Kootenay Boundary at 202-843 Rossland Ave., Trail, B.C. or 2140 Central Ave., Grand Forks, B.C.

u) Open Meetings means, as a general rule, that Board and CommitteeCommittee meetings must be open to the public as set out in the Community Charter S.B.C. 2003, c. 26, (Community Charter Div. 3 S. 89-94 Open Meetings):

4. **Presenter(s)** means an individual or organization or group who has/have been requested by the Board and or a CommitteeCommittee, to appear in front of the Board and or CommitteeCommittee to present information and updates as requested by the RDKB

w) **Presiding Officer** means a Director appointed by the Board to preside temporarily in place of the Board or Committee, Chair and/or Vice-Chair;

x) Public Notice Posting Places means, as per the requirements in the Act, means ~~are the~~ places that identify for identifying places where the RDKB Board and Committee/Committee meeting schedules will be posted. For the purposes of this Bylaw and for the RDKB, the Public Notice Posting Places are located on the RDKB website and on the wall calendars located in the RDKB Trail Board Room at 843 Rossland Avenue, Trail, BC and in the RDKB Grand Forks Board Room at 2140 Central Avenue, Grand Forks, BC.

~~the RDKB website and the RDKB Trail and Grand Forks Board Rooms at 843 Rossland Avenue, Trail, BC and 2140 Central Avenue, Grand Forks, BC;~~

y) **Recess** means the temporary suspension of proceedings until a later time;

z) **Regional District / RDKB** means the Regional District of Kootenay Boundary;

~~m.aa) **Regular Meeting** means all Board and CommitteeCommittee, regularly scheduled~~
open meetings;

b) **Quorum**, means a majority of the ~~Member~~Members of the Regional District of Kootenay Boundary Board of Directors or a majority of the ~~Member~~Members of a ~~Committee~~Committee;

cc) **"Secondary Committee"** means a sub-committee of the Board;

~~h. dd) **Select Committee** means a Committee established by the Board to consider or inquire into any matter and report its findings and opinion to the Board~~

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and is automatically dissolved upon its final report to the Board of Directors. Persons who are not Directors may be appointed by the Board, but at least one memberMember of the Select CommitteeCommittee must be a Director:

ee) ~~*Special CommitteeCommittee*~~ means a ~~CommitteeCommittee~~ appointed by the Chair of the Board to undertake special interim projects:

ff) ~~Special Meeting~~ means a Board or a CommitteeCommittee meeting (other than a regular open, closed or meeting or other statutory meeting) which are not included on the adopted Annual Board meeting calendar, but which must be adopted by the Board no later than December 31st of each year.

gg) ~~Stakeholder CommitteeCommittee~~ means a RKDB CommitteeCommittee comprised of the service participants:

hh) ~~Standing CommitteeCommittee~~ means a long-term committeeCommittee established by the Chair of the Board to deal with issues of an ongoing nature:

ii) ~~Steering CommitteeCommittee~~ means a CommitteeCommittee comprised of Board memberMembers only and appointed by the Board to act in an advisory capacity by providing guidance to staff and to the overall Board of Directors on the priorities, order of business, financial and budgetary matters and general courses of operations for the implementation of new RKDB initiatives and the operations thereof:

jj) ~~Table~~ means to "lay on the table" to temporarily suspend further consideration/action on the pending motion; Table also means to "take from the table" to resume consideration of the item previously "laid on the table":

kk) ~~Vice Chair~~ means the MemberMember, elected as Vice Chair of the Board or of a CommitteeCommittee, or Commission pursuant to the Act and who acts in the absence of the Chair:

l) ~~Weighted Voting~~ means the number of votes a municipality or electoral area is entitled to, based on the Voting Unit (population) as certified by the Provincial Ministry responsible for Regional District Governance:

~~2.2~~ The *Interpretation Act*, Chapter 238, R.S.B.C. 1996, as amended from time to time, applies to this Bylaw:

~~2.3~~ When the masculine is used in this Bylaw it includes both genders and the singular includes the plural and vice versa:

Application of Rules of Procedure

1.3 The rules of procedure as set out in this Bylaw apply to all meetings of the Board of Directors and CommitteeCommittees of the Board except as otherwise provided herein.

Page 5 of 48
RKDB Procedure Bylaw No. 1720, 2019

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1.4 In cases not provided for under the Local Government Act, the Community Charter or this Bylaw, the current edition of Robert's Rules of Order, Newly Revised shall apply to the extent that those Rules are applicable in the given circumstances and are not inconsistent with the provisions of this Bylaw, the Local Government Act or the Community Charter. Where there is an inconsistency between this Bylaw or Robert's Rules of Order, Newly Revised, and the Act, and or the RDKB Letters Patent or Supplementary Letters Patent, firstly the Act shall prevail and secondly the Regional District of Kootenay Boundary Letters Patent or Supplementary Letters Patent shall prevail.

1.5 A rule of procedure that does not originate in the Act or the Charter and does not affect voting may be suspended on a case by case basis if at least two-thirds of the ~~Member~~Members present agree to do so.

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General

1.6 The *Interpretation Act*, Chapter 238, R.S.B.C. 1996, as amended from time to time, applies to this Bylaw.

1.7 When the masculine is used in this Bylaw it includes both genders and the singular includes the plural and vice-versa.

1.8 Where this bylaw conflicts with the provisions of the Act, the Act shall prevail.

1.9 Any definition of a word or phrase used in this bylaw and not defined in this bylaw has the meaning as defined in the Act.

1.10 This bylaw may not be amended or repealed and substituted unless notice of the proposed amendment or repeal is mailed to each MemberMember, at least five (5) days before the meeting in which the amendment or repeal is to be introduced in accordance with the Act.

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Part 2 Election of Board Chair and Vice Chair

~~3. Inaugural NAUGURAL MeetingEETING~~

~~3.1.~~ At such time as shall be advised in writing, by the Corporate ~~Officer~~Officer/Manager of Corporate Administration, the Board shall convene an ~~inaugural meeting~~Inaugural Meeting at the first Board meeting held after November 1st in each year. ~~—The elections of Board Chair and Board Vice Chair as well as the Directors Oaths of Office (in an election year) will take place at the inaugural meeting.~~Inaugural Meeting. The Presiding Officer of the ~~inaugural meeting~~Inaugural Meeting shall be the Corporate ~~Officer~~ Officer/Manager of Corporate Administration until such time as the Board Chair and Vice Chair have been elected. ~~In an election year, the Directors will take their Oaths of Office at the inaugural Meeting.~~Inaugural Meeting.

~~4. Election of Board eChair and Board vVice eChair~~

~~4.2.12~~ The Board shall elect a Chair and Vice Chair from amongst its ~~member~~Members at its ~~inaugural meeting~~Inaugural Meeting each year, and each Director present at the meeting shall have one vote in each election for an office.

~~4.2~~ If the office of the Chair or Vice Chair becomes vacant, the Board shall elect another Chair or Vice Chair from among its Directors at the first practicable regular meeting of the Board after the vacancy occurs.

~~4.2.33~~ The Corporate ~~Officer~~ Administrator will call three times ~~for~~for the nominations for the position of Chair of the Board. ~~The nomination requires only a mover. The nominee must consent to the nomination. If a nominee is not present at the inaugural meeting~~Inaugural Meeting, they must have advised the nominator of their consent to be nominated in writing prior to the ~~inaugural meeting~~Inaugural Meeting or such person will not be considered for the position of Board Chair. ~~The absent nominee must participate in the meeting electronically under the appropriate section of this bylaw, which includes participation via electronic means in the first place subject to Board Chair approval.~~

~~2.4~~ After the calling of nominations for each person nominated who has consented to their nomination, an election by secret ballot will be held. Prior to distribution of ballots, candidates will have the opportunity to address the Board ~~and will be provided three (3) minutes to speak.~~

~~2.5~~ If a Director is participating in the ~~inaugural meeting~~Inaugural Meeting by electronic means ~~under the electronically under the appropriate section of this Bylaw, to e~~cast a vote for the office of Board Chair, they shall, at the time the vote is being conducted, contact by ~~telephone or text~~ the Corporate Officer who will record their vote on a ballot paper and deposit same in the ballot box.

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~~42.46~~ If only one candidate is nominated for an office, the Corporate ~~Officer Administrator~~ will declare the candidate elected by acclamation.

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~~42.57~~ If only two candidates ~~have having~~ been nominated, the candidate receiving the majority of votes from the ~~member~~Members of the Board then present ~~in person or electronically~~ will be declared elected.

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~~42.68~~ If three or more candidates are nominated, and no candidate receives a majority of votes, the name of the candidate receiving the lowest number of votes will be removed from the ballot, ballots will be redistributed and the remaining candidates will again stand for election. This process will be repeated until a candidate is elected, or until only two candidates remain and the vote is tied. ~~Once voting has been completed, the Corporate Officer will declare the candidate with the most votes as the Board Chair and will ask for a motion to destroy the ballots.~~

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~~42.79~~ In the event of a tie vote:

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(a) the names of the candidates will be written on separate pieces of paper and placed in a container;

(b) the Corporate ~~Officer Administrator~~ will be asked to withdraw one paper; and

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(c) the candidate whose name is on the withdrawn paper will be declared elected.

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Election of Board Vice Chair

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~~42.810~~ Nominations for the office of Board Vice Chair ~~and the voting by secret ballot voting procedure~~ shall be called by the ~~Corporate Officer Administrator~~ and will be held following the ~~same~~ ~~above~~ provisions for nominations and election of the Board Chair as set out ~~noted~~ above.

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Board Chair or Board Vice Chair Vacancy

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~~2.11~~ If the office of the Chair or Vice Chair becomes vacant, following the process set out in this Bylaw above, the Board shall elect another Chair or Vice Chair from among its Directors at the first practicable regular meeting of the Board after the vacancy occurs.

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Restriction on Nominations for Board Chair and Vice Chair

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~~2.12~~ Nominations will not be accepted for:

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(a) a Director who is not present unless that Director is an absent nominee participating in the meeting by electronic means and as per Section 2.3 above;

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(b) a Director who has not made an Oath of Office;

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(c) a Director who has not filed Financial Disclosure Papers with the Regional District's Corporate Officer;

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(d) a Director who has not signed the Elected Officials' Responsible Conduct Guiding Principles Policy and Code of Conduct.

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(e) 1 an Alternate Director.

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Part 3 Board and CommitteeCommittee Agendas

Director Request for Agenda Items

3.1 Any Director wishing to place an item on a Board or CommitteeCommittee meeting agenda for consideration but which item has not been recommended or referred to the Board from a Board CommitteeCommittee, must receive approval from the Board or CommitteeCommittee Chair. Agenda items recommended to the Board of Directors by a CommitteeCommittee are automatically included on a Board agenda.

3.2 Once approved by the Board or CommitteeCommittee Chair, the deadline for submission of Board and CommitteeCommittee meeting agenda items to the Corporate Officer or delegated staff for inclusion on regular Board meeting agendas is Noon, one (1) day before the Board or CommitteeCommittee agenda is electronically delivered.

3.3 Any Director wishing to place an item on a Board or CommitteeCommittee agenda after the deadline in 3.2 above, must receive approval from the Board or CommitteeCommittee Chair. Should the Chair approve a Director's agenda item after the deadline, the Chair must notify the Corporate Officer or other delegated staff within one (1) day prior to completion of the agenda.

~~3.4 Any Director wishing to place an item on a Committee meeting agenda for consideration by the Committee, must receive approval from the Committee Chair.~~

~~3.5 Once approved by the Committee Chair, the deadline for submission of Committee meeting agenda items for inclusion on a regular Committee agenda is Noon, one (1) day before the Committee meeting agenda is electronically delivered. Should Committee Chair approve a Director's agenda item after the deadline, the Committee Chair must notify the Corporate Officer (1) clear day prior to completion of the agenda.~~

~~3.46 Any Director wishing to place an item on a Committee agenda for consideration by the Committee after the deadline in 3.5 above must receive approval from the Committee Chair. Should the Committee Chair approve a Director agenda item after the deadline, the Chair must notify the Corporate Officer within one (1) clear day prior to completion of the Committee agenda.~~

3.4574 Sections 3.1 to 3.3, also apply to the submission of Board and CommitteeCommittee agenda items from RDKB staff.

3.5685 The Board and CommitteeCommittee Chairs shall review and approve the meeting agendas for each meeting prior to the agendas being published and delivered.

Agenda Items-Board of Directors

Request(s) for RDKB to Act as Host Agency and Requests for Letters of Support

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~~3.6976. In the case of agenda items where non-profit organizations request the RDKB Board of Directors to act as a host agency to sponsor community-project grant applications, or in the case of agenda items where the Board is requested to provide a letter of support for a community-project grant application, the requests must be accompanied by the grant application and or the project proposal, which will be attached to the Board agenda. the request for inclusion of the item on a Board agenda must be approved by the Board Chair and received by the Corporate Officer no later than the agenda item deadline set out in Section 3.2 of this Bylaw.~~

~~3.10810. The request for the RDKB to act as host agency must be accompanied by the grant application and or the project proposal, which will be attached to the Board agenda.~~

~~Agenda Items – Board of Directors Requests for Letters of Support~~

~~3.11119. In the case of agenda items where the RDKB Board of Directors is requested to provide a letter of support for a community project grant application, the request for inclusion of the item on a Board agenda must be approved by the Board Chair and received by the Corporate Officer no later than the agenda item deadline set out in Section 3.2 of this Bylaw.~~

~~3.12102. The request for the RDKB to provide a Letter of Support must be accompanied by the grant application and or the project proposal, which will be attached to the Board agenda.~~

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Part 4 Meeting Details, Notices and Agenda Delivery

Board Meeting: 5. Time and Location of Regular and Special Board Meetings, S. 225 (b) and (c) of the Act;

54.1. Regular and special meetings of the Board shall be held within the Regional District Corporate Offices at 202-843 Rossland Ave., Trail, B.C. or 2140 Central Ave., Grand Forks, B.C. unless the Board passes a resolution at a regular meeting which authorizes the meeting be held elsewhere within the Regional District or, as authorized by the Act, outside the boundaries of the Regional District.

54.2. Regular meetings of the Board shall be held on the second Wednesday and the last Thursday of each month commencing at 6:00 p.m. local time. The Board may, by resolution, cancel, or reschedule and or change the location, time and date of regular meetings. In such cases, notice of the change in the Board's annual meeting schedule will be posted on the Notice Board. In such cases, the Chair must notify the Corporate Officer who will ensure notice of the change will be posted on as per this Bylaw in Sections 1.2(e) - (the eCalendar) and 1.2(xv) - (and other public notice posting places) of this Bylaw. Notice Board and on the RDKB website. Notice of the change will also be sent to the Board MemberMembers via e-mail.

4.3 As per S. 225 (b) and (c) of the Act.

Board Meeting,

6. public notice-Notice: of Regular Open Board Board Meetings (Community Charter S. 94-Requirements for Public Notice)

64.34 At least 72 hours before a regular Board meeting, the Corporate Officer or delegated staff Administrator must give the Board of Directors and the public notice of the time, place and date of the meeting by:

(a) sending a Notice with the meeting details via e-mail to the Board MemberMembers and Alternate Directors,

(b) giving advance public notice of the time, place and date by posting a copy of the published agenda with the meeting details on the Notice Board RDKB Public Notice Posting Places website and making paper copies available for the public upon request;

(c) making the agenda available to the public leaving a copy of the agenda at the reception counter at the Regional District's Corporate Offices for the purpose of making it available to the public;

(d) give notice of the meeting in accordance with the Act.

(a) posting a copy of the agenda on the Notice Board;

(b) leaving a copy of the agenda at the reception counter of the Regional District's Corporate office as referred to in Section 5.1 for the purposes of making them available to members of the public; and

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~~(c) other means such as the Internet as the Corporate Administrator might deem reasonable;~~

~~(e) other means such as meeting schedules posted on the RDKB website calendar and as the Corporate Officer might deem reasonable.~~

~~64.24 On the Friday in the week preceding the At least 24 hours before a regular open Board meeting, the Corporate Officer or delegated staff Administrator must e-mail deliver a copy of the link to the electronic agenda to each member Member of the Board, and to each Alternate Director at the e-mail address place to which the Directors and Alternate Directors have has directed that agendas and notices be sent.~~

~~4.5 Should the Chair determine that there is insufficient business to justify holding a regular open Board meeting the Chair may cancel the meeting upon three (3) to 5 days with notice to the Corporate Officer who will ensure that and in such cases, Notice of meeting cancellation will be posted as per Section 4.2 of this Bylaw above.~~

~~notice.~~

~~Board Notice:~~

~~7. board notice of sSpecial Meetingsboard meetings~~

~~74.46 A special meeting, which is a Board meeting other than a statutory, regular, inaugural, closed, or adjourned meeting, shall be called by the Corporate Officer Administrator, on the request of the Chair or of any 2 Directors, by notice e-mailed, or otherwise delivered in writing, to each Director at least three (3) 5 days before the date of the meeting at the location given by the Corporate Officer Administrator for that purpose.~~

~~74.27 Except where notice of a special meeting is waived by unanimous vote of all Directors pursuant to the Act, at least forty-eight (2448) hours before a special meeting of the Board, the Corporate Officer or delegated staff Administrator must:~~

~~(a) send a Notice with the meeting details via e-mail to the Board Committee Members and Alternate Directors.~~

~~(aeb) give advance public notice of the time, place and date of the special meeting by way of posting the published agenda on the RDKB Public Notice Posting Places a notice posted on the RDKB website Calendar Notice Board and making paper copies for the public available upon request at the Regional District's Corporate offices; and~~

~~(bc) (b) give notice of the special meeting in accordance with the Act;~~

~~(d) other means such as the Corporate Officer might deem reasonable.~~

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~~RDKB Procedure Bylaw No. 1720, 2019~~

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~~74.38~~ In the case of an emergency, notice of a special meeting may be given, with the consent of the Chair and 2 directors, less than ~~three (3)~~ 5 days before the date of the meeting and need not be given in writing.

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~~**CommitteeCommittees Meetings: Time and Location of Regular and Special Meetings -S. 225 (b) and (c) of the Act**~~

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~~4.9~~ Regular and special meetings of RDKB ~~CommitteeCommittees~~ shall be held within the Regional District Corporate Offices at 202-843 Rossland Ave., Trail, B.C. or 2140 Central Ave., Grand Forks, B.C. unless the Board Chair authorizes the ~~CommitteeCommittee~~ Chair to support a ~~CommitteeCommittee~~ meeting to be held elsewhere within the Regional District.

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~~4.10~~ The days of the week and the times of regular and special meetings of the RDKB ~~CommitteeCommittees~~ shall be arranged according to the wishes of the ~~CommitteeCommittee~~ ~~memberMembers~~.

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~~4.11~~ Date, time and location of ~~CommitteeCommittee~~ meetings must be adopted along with the Annual Board Meeting Calendar- no later than December 31st of each year and subsequently posted on the RDKB website ~~meeting eCalendar~~. However, a ~~CommitteeCommittee~~ Chair may cancel or reschedule or change the location, time and date of a regular or special ~~CommitteeCommittee~~ meeting. In such cases, the ~~CommitteeCommittee~~ Chair must notify the Corporate Officer who will ensure notice of the change will be posted ~~notice of the change will be sent to the Committee Members and posted on the RDKB Public Notice Posting Places website Calendar, Notice Board, and on the RDKB website.~~ Notice of the change will also be sent to the ~~CommitteeCommittee~~ ~~memberMembers~~ view e-mail.

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~~**8. ELECTRONIC MEETINGS**~~

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~~8.1~~ Subject to the Act and the *Regional Districts Electronic Meetings Regulation*, B.C. Reg 271/2005, and amendments thereto:

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~~(a) a special Board meeting may be conducted by means of electronic or other communication facilities;~~

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~~(b) a member of the Board who is unable to attend at any meeting of the Board or a Board committee may participate in the meeting by means of electronic or other communication facilities;~~

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~~(c) participation in a meeting through electronic means is subject to the Chair's approval and/or where one or more of the following emergent situations occurs: sickness, extreme weather conditions, a member of the Board is out of the area and any other emergent condition acceptable to the Chair of the Board.~~

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~~8.2~~ Board members who participate in a meeting referred to in Section 8.1 above are deemed to be present at the meeting.

~~8.3~~ If communication is lost to one or more electronic participants during a meeting:

~~(a)~~ on the first occasion available, a ten minute recess will be called by the Chair to try to re-establish the link(s);

~~(b)~~ if, after the recess, a link cannot be re-established the member affected will be deemed to have left the meeting;

~~(c)~~ if, after a link is re-established, there is a subsequent loss of communication, no further attempts will be made to re-establish the link and the member affected will be deemed to have left the meeting;

~~(d)~~ if, after the recess, a link cannot be re-established and there is not a quorum of members present, the Chair will deem the meeting adjourned.

~~9.~~ notice of committee meetings

~~Committee~~ Committee Meeting Notice: Regular Open Meetings

~~(Community Charter S. 94-Requirements for Public Notice)~~

~~94.112~~ At least 72 hours before a regular meeting of a ~~Primary Committee~~ Committee, the Corporate Officer ~~or delegated Staff Administrator~~ must give the ~~Committee~~ Committee member Members and the public notice of the time, place and date of the meeting by:

~~(a)~~ sending a Notice with the meeting details via e-mail to the ~~Committee~~ Committee Member Members and Alternate Directors;

~~(b)~~ posting a copy of the published agenda with time, date and location of the meeting details, on the Notice Board RDKB Public Notice Posting Places website and making paper copies available for the public upon request;

~~(c)~~ making the agenda available to the public leaving a copy of the agenda at the reception counter at the Regional District's Corporate Offices for the purpose of making it available to the public;

~~(d)~~ give notice of the special meeting in accordance with the Act;

~~(e)~~ other means such as meeting schedules posted on the RDKB website calendar and the Corporate Officer might deem reasonable.

~~sending a Notice with the meeting details via e mail to the Committee Members and Alternate Directors;~~

~~(a)~~ posting a copy of the agenda on the Notice Board; and

~~(b)~~ leaving a copy of the agenda at the reception counter at the Regional District's Corporate Offices for the purpose of making it available to the public as defined in Section 5.1;

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~~other means such as meeting schedules posted on the RDKB website calendar and as the Corporate Officer might deem reasonable.~~

4.13 On the Friday in the week preceding the regular open Committee meeting, the Corporate Officer or delegated staff must e-mail a copy of the link to the electronic Committee agenda must be sent via e-mail to each member Member of the Committee, and to each Alternate Director to the e-mail address which the Director and Alternate Directors have directed that agendas and notices be sent.

4.14 Should the Committee Chair determine that there is insufficient business to justify holding a regular open Committee meeting the Committee Chair may cancel the meeting upon three (3) to 5 days with notice to the Corporate Officer who will ensure that in such cases, Notice of meeting cancellation will be posted as per Section 4.2 of this Bylaw above. notice.

Committee Notice: Special Meetings

4.15 A special Committee meeting, which is a meeting other than a regular, closed -or adjourned meeting, shall be called by the Corporate Officer, on the request of the Committee Chair, by notice e-mailed, or otherwise delivered in writing, to each Director and Alternate Director at least three (3), (three) to 5 (five) days before the date of the special meeting at the location given by the Corporate Officer for that purpose.

4.16 Except where notice of a special Committee meeting is waived by unanimous vote of all Committee Directors, at least 48 hours before a special meeting of the Committee, the Corporate Officer must:

(a) ~~sending~~ a Notice with the meeting details via e-mail to the Committee Member Members and Alternate Directors.

(b) give advance public notice of the time, place and date of the special meeting by way of a posting the published agenda on notice posted on the Notice Board RDKB Public Notice Posting Places and making a paper copy for the public available request website Calendar at the Regional District's Corporate offices and on the RDKB website calendar;

(b) give advance notice of the special meeting to all Committee Members and Alternate Directors;

(c) other means such means as the as meeting schedules posted on the RDKB website calendar and as the Corporate Officer might deem reasonable.

4.17 In the case of an emergency, notice of a special meeting may be given with the consent of the Chair and 2 directors less than 3-5 days before the date of the meeting and need not be given in writing.

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~~9.2 At least 24 hours before a regular meeting of a Primary Committee, the Corporate Administrator must deliver a copy of the agenda to each member of the Committee at the place to which the member has directed notices be sent.~~

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~~9.3 At least 24 hours before:~~

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~~(a) a special meeting of a Primary Committee; or~~

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~~(b) a meeting of a Secondary Committee;~~

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~~the Corporate Administrator must give advance public notice of the time, place and date of the meeting by way of posting a notice on the Notice Board.~~

~~10. QUORUM~~

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~~10.1 The quorum for the Board is a majority of the members.~~

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~~10.2 As soon after the appointed time of meeting as a quorum is present, the Chair shall take the chair and call the meeting to order.~~

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~~10.3 If a quorum is not present within thirty (30) minutes after the appointed time of the meeting the Corporate Administrator shall record in the minute book the names of the members present and the Board shall stand adjourned until the next meeting date or another meeting has been called in accordance with this Bylaw.~~

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Electronic Meetings

~~4.18 Subject to the Act and the *Regional Districts Electronic Meetings Regulation*, B.C. Reg. 271/2005, and amendments thereto:~~

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~~(a) a regular, open, closed and special Board and or CommitteeCommittee meetings may be conducted by means of electronic or other communication means including audio and visual recording devices facilities;~~

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~~(b) a memberMember of the Board who is unable to attend at any meeting of the Board or a Board Committee may participate in the meeting by means of electronic or other communication facilities;~~

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~~(c) participation in a meeting through electronic means is subject to the Board or CommitteeCommittee Chair's approval and/or where one or more of the following emergent situations occurs: sickness, extreme weather conditions, a memberMember of the Board is out of the area and any other emergent condition acceptable to the Chair of the Board or Chair of a CommitteeCommittee.~~

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~~4.19 Board memberMembers who participate in a meeting referred to in Section 4.18 above are deemed to be present at the meeting.~~

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~~4.20 If communication is lost to one or more electronic participants during a meeting:~~

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- ~~(a) on the first occasion available, a ten minute recess will be called by the Chair to try to re-establish the link(s);~~
- ~~(b) if, after the recess, a link cannot be re-established the memberMember, affected will be deemed to have left the meeting;~~
- ~~(c) if, after a link is re-established, there is a subsequent loss of communication, no further attempts will be made to re-establish the link and the memberMember, affected will be deemed to have left the meeting;~~
- ~~(d) if, after the recess, a link cannot be re-established and there is not a quorum of memberMembers present, the Chair will deem the meeting adjourned.~~

~~11. designation of member to act in place of chair~~

~~11.1. If the Chair is not in attendance within five (5) minutes after the time appointed for the meeting, the Vice Chair shall take the chair and call the Directors to order. If the Vice Chair is also absent, the Corporate Administrator shall take the chair and call the Directors to order. If a quorum is present the Directors shall elect an Acting Chair who shall preside during the meeting until the arrival of the Chair or Vice Chair. The person appointed as Acting Chair has all the authority and is subject to the same rules as the Chair.~~

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Part 5

Order of Business and Meeting Procedures - Board and Committee Committees

~~12.~~ Opening pProcedures and eOrder of bBusiness

25.1. Immediately after the Chair has taken his seat, Once the Chair, and has confirmed quorum, called the meeting to order and the agenda has been presented and adopted (see Sections 5.43 to 5.45— Quorum and Designation of Member to Act as Board Chair), the minutes of the preceding meeting shall be considered by the Board or CommitteeCommittee, in order to correct errors and omissions. The minutes of the preceding meeting of the Board need not be read aloud prior to their adoption.

425.2 The order of business for all regular meetings of the Board shall be as follows (to the extent applicable):

Call to Order

- _____ Acceptance of the Agenda (additions/deletions);
- _____ Minutes;
- _____ Delegations;

~~and/or Invited Presentations:~~

~~Tabled or Deferred Resolutions~~

- Unfinished Business;
- Communications (~~RDKB Corporate Communications Officer~~);
- Communications (Information Only);
- Reports;

Committee Recommendations to the Board:

Board Appointment Updates:

- Bylaws:
- New Business:

Bylaws:

- Late (Emergent) Items;
- Discussion of ~~Items for~~ ~~Future~~ ~~meetings~~;
- Question Period for Public and Media;
- Closed (in camera) ~~Session~~ ~~Meeting~~;

~~Recommendations Released from Closed Meeting:~~

- Adjournment.

~~425.3~~ The order of business for all ~~Committee~~Committee or Commission meetings shall be as follows (to the extent possible):

Call to Order;

- _____ Acceptance of the Agenda (additions/deletions);
- _____ Minutes;
- _____ Delegations;

~~and or Presentations;~~

- Unfinished Business:

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~~_____~~ New Business;
~~_____~~ Late (Emergent) Items;
~~_____~~ Discussion of items for future agendas;
~~_____~~ Question Period for Public and Media;
~~_____~~ Closed (in camera) ~~Session/Meeting~~;
~~_____~~ ~~Recommendations Released from Closed Meeting~~;
~~_____~~ Adjournment

5.4 ~~At the Board or Committee/Committee Chair's discretion, the order of business and the agenda item headings may be amended from time to time.~~

Adoption of the

13. AGENDA/Agenda Items

~~5.13.15~~ ~~5.5~~ Should a Director or staff wish to add items to a Board or Committee/Committee agenda after it has been created, published and distributed, but before the meeting day and the meeting is called to order, they must receive Chair approval. With Chair approval, the item will be considered "late", sent to the Board or Committee/Committee Members via e-mail on the Monday prior to the meeting day and then added to the agenda at the time of the meeting under Late (Emergent) Items. The agenda item must be accompanied by background information. Paper-copies of the item will be presented at the time of the meeting.

After the meeting has been called to order and at consideration of the agenda, the Corporate Officer or Deputy Corporate Officer will introduce additions to the agenda as well as any deletions and or changes in the order of the agenda.

~~5.6~~ If a quorum is not present within thirty (30) minutes after the appointed time of the meeting the Corporate Officer shall record in the minute book the names of the Members present and the Board shall stand adjourned until the next meeting date or another meeting has been called in accordance with this Bylaw.

~~5.76~~ With the Chair's approval, a Director or staff may add items to a Board or Committee agenda before it has been published and sent out. Further, At the time of any Board or Committee At the time of any Board or Committee/Committee meeting, other than an emergency meeting and at acceptance of the agenda, the Chair, or any Director and or staff may add items add to, or remove items from items to the Board or Committee agenda -with the overall approval of the Board- or Committee/Committee. Items added to the agenda at the meeting, will be considered "late" and will be added under Late (Emergent) Items.

~~5.7~~ If a quorum is not present within thirty (30) minutes after the appointed time of the meeting the Corporate Officer shall record in the minute book the names of the Members present and the Board shall stand adjourned until the next meeting date or another meeting has been called in accordance with this Bylaw.

~~13.26~~ Should a Director or staff wish to add items to a Board or Committee agenda after an agenda has been created, published and distributed, but before the meeting day and meeting is called to order, they must get Chair approval and with Chair approval, the item will be considered

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~~"late" and added to the agenda at the meeting under Late (Emergent) Items. The agenda item must be accompanied by Agenda materials background information, which not contained within the regular Board agenda shall be circulated to the Board or Committee by e-mail prior to the meeting and then presented in paper at the time of the regular Board meeting.~~

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~~5.79. Should a Director or staff wish to add items to a Board or Committee agenda at the meeting, the item must be brought forward once the meeting has been called to order. At Acceptance of the Agenda, the item will be considered "late" and with approval of the Board or Committee, be added to the agenda under Late (Emergent) Items. When possible, the Director or staff should provide paper copies of background material for circulation at the meeting.~~

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~~135.389.~~ The Communications (Information Only) agenda items of business are considered to be routine and do not require debate or discussion. The items listed on the Communications (Information Only) agenda shall be received in one (1) motion. If discussion of a particular item on the Communications (Information Only) agenda is desired by a Director, that item shall be removed from the Communications (Information Only) section of the agenda and considered separately.

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~~5.910. The request for the Letter of Support must be accompanied by the grant application and or the project proposal, which will be attached to the agenda.~~

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~~14. Voting~~

~~5.110.~~ The procedure for voting shall be in accordance with the provisions of the Act.
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~~145.142.~~ When considering a motion, the question shall be decided by a show of hands in favour of a motion followed by a show of hands from those opposed to the motion.

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~~5.123.~~ The Chair participates in all voting unless the vote is on the question "Shall the Chair be sustained?"

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~~5.134. MemberMembers participating electronically in a meeting must only indicate their negative votes verbally, except in the case of elections.~~

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~~14.2. The procedure for voting shall be in accordance with the provisions of the Act.~~

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~~145.145.~~ In all cases where the votes of the memberMembers present and entitled to vote, including the vote of the Chair or other person presiding, are equal for and against a question, the question shall be declared in the negative and shall be defeated, and it shall be the duty of the Chair or other MemberMember, presiding to so declare.

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~~145.156.~~ Any MemberMember, then present who abstains from voting shall be deemed to have voted in the affirmative.

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~~145.5167. Any memberMember may request require that his negative vote be recorded in the minutes. —A negative vote will always be documented Unless a Member requests their negative vote not to be recorded in the minutes, the negative vote will always be recorded.~~

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~~5.187 Prior to calling the vote, any memberMember may request that the motion be read aloud. The vote on a motion will be taken when the Chair is satisfied that its intent is clear to the memberMembers.~~

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~~5.189 A vote on a motion shall be deemed to be carried unanimously unless a memberMember or memberMembers vote against the motion. The Chair will state aloud that the vote is carried, carried unanimously or defeated.~~

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~~5.1920 In accordance with the Act, in all cases where the votes of the memberMembers present and entitled to vote, including the vote of the Chair, are equal for and against a motion as a tie vote, the motion shall be declared in the negative, and it shall be the duty of the Chair to so declare.~~

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~~16. RULES OF ORDER~~

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~~16.1 Where this Bylaw is silent, Robert's Rules of Order, Newly Revised, shall apply to the conduct of meetings.~~

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~~16.2 Where there is an inconsistency between this Bylaw or Robert's Rules of Order, Newly Revised, and the Act, and/or the Regional District of Kootenay Boundary Letters Patent or Supplementary Letters Patent, firstly the Act shall prevail and secondly the Regional District of Kootenay Boundary Letters Patent or Supplementary Letters Patent shall prevail.~~

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~~16.3 No member shall speak until recognized by the Chair.~~

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~~16.4 Every member desiring to speak shall address the Chair.~~

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~~16.5 No member shall interrupt a person speaking except to raise a point of order.~~

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~~16.6 Debate shall be strictly relevant to the question before the meeting and the Chair shall warn speakers who violate this rule of procedure.~~

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~~16.7 A Board member that introduces a resolution has opportunity to open the debate and close the debate after other members of the Board have had an opportunity to speak to the question. No member can speak more than twice to the question except with the permission of the Chair.~~

~~17. CONFLICT OF INTEREST~~

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~~17.1 A member attending a meeting must not participate in the discussion or vote on a matter where to do so would be contrary to the Community Charter. Where a member considers that he is not entitled to participate in the discussion of a matter or to vote on a question in respect~~

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of the matter, the member must declare this and state the general nature of why the member considers this to be the case.

~~17.2. Where a member considers that he is not entitled to participate in the discussion of a matter or to vote on a question in respect of the matter, the member must:~~

~~(a) not take part in the discussion of the matter and is not entitled to vote on any question in respect of the matter;~~

~~(b) immediately leave the meeting or that part of the meeting during which the matter is under consideration; and~~

~~(c) not attempt in any way, whether before, during, or after the meeting, to influence the voting on any question in respect of the matter;~~

~~17.3. Where a member declares that he is not entitled to participate in the discussion of a matter or to vote on a question in respect of the matter, the Corporate Administrator shall record the member's declaration and the reasons given for the conflict of interest. The time(s) of the member's departure from the meeting room and, if applicable, to the member's return shall be noted in the record.~~

~~17.4. Where a member declares that he is not entitled to participate in the discussion of a matter or to vote on a question in respect of the matter, the person presiding must ensure that the member is not present at the meeting at the time of any vote on the matter.~~

~~18. MOTIONS~~Motions

~~5.219. Motions shall be phrased in a clear and -and-concise manner and framed as a positive action manner.~~

~~185.4242. All questions shall be decided by a vote on a motion and subject to Section 5.22 below, all motions - Subject to Section 188.223, all motions may be moved and seconded by any memberMember.~~

~~185.2223. A motion, the subject matter of which pertains to the administration and operation of a local or extended service, shall be moved and seconded by a memberMember, for the participating area of that for the service.~~

~~5.24. A motion under the agenda section titled "CommitteeCommittee Recommendations to the Board of Directors", shall be moved by the relevant CommitteeCommittee Chair and in their absence, by the relevant CommitteeCommittee Vice Chair.~~

~~185.3235. Any memberMember may require the question or motion under discussion to be read at any time during the debate but not so as to interrupt a memberMember while speaking in accordance with this Section. 188.526.~~

~~185.4246. No memberMember shall speak more than twice to the same question without leave of the Chair, except in explanation of the material part of his speech which may have been misconceived, and in doing so he is not to introduce a new matter. A reply is allowed to a~~

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~~member~~Member, who has made a substantive motion to the Board, but not to any memberMember, who has moved an amendment.

~~185.5257.~~ No memberMember shall speak on any question for longer than five (5) minutes without leave of the Chair.

~~185.6268.~~ If a memberMember calls for a record of votes, the names of those who vote for and these who vote against shall be entered in the minutes.

~~185.7279.~~ After a motion is read by the Chair or other memberMember presiding or the Corporate Officer Administrator, it shall be deemed to be in possession of the Board, but may be withdrawn at any time before a decision or an amendment with the approval of the Board.

~~185.30829~~ Amendments to original motions as presented on an agenda and any new motions that are not already included on the agenda, but created at the meeting Every amendment submitted must be presented in a clear and concise manner and shall when requested by any Member be written out at the time the motion is made in the meeting, made visible on the monitors for the Recorder and those attending and then added to the record. reduced to writing.

These motions must be decided upon or withdrawn before the main question is put to a vote. Only one amendment to an amendment shall be allowed at one time and the same shall be dealt with before the amendment is decided.

~~shall be voted on in the reverse order to that in which they are moved. Every amendment submitted shall, when requested by any member, be reduced to writing and be decided upon or withdrawn before the main question is put to a vote. Only one amendment to an amendment shall be allowed at one time and the same shall be dealt with before the amendment is decided.~~

~~185.92319~~ When the question under consideration contains more than one distinct proposition, a separate vote upon each such proposition shall be taken if any memberMember so requires.

~~185.10302~~ After the question is finally put by the Chair, no memberMember shall speak to the question nor shall any other motion be made until after the result is declared and the decision of the Chair as to whether the question has been finally put is conclusive.

~~185.11343~~ When a question is under debate, no motion shall be received except for the following:

- (a) to refer to a CommitteeCommittee and/or staff;
- (b) to amend;
- (c) to lay on the table;
- (d) to table indefinitely;
- (e) to defer to a certain time; or
- (f) to adjourn.

Laying on the table would typically be used when the Board wants to lay a pending question aside when something else of immediate urgency has arisen. By adopting a motion to "lay on

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the table" the majority has the ability to halt consideration of a question immediately without debate. In this circumstance, the motion may be set aside temporarily without setting a time for resuming its consideration, but the matter can be taken up again when the majority decides to bring it back.

The process of laying on the table is different from postponing indefinitely. To postpone indefinitely is to decline to take a position on the question, which effectively operates to kill the motion and avoids a direct vote on the question. The purpose of "laying a motion on the table" is not to avoid dealing with a measure, but instead to halt consideration of a measure in order to deal with a matter of urgency that has arisen.

If a time for resuming consideration of the matter is specified in making the motion, then it is a motion to postpone, rather than to lay on the table. A significant difference between the two motions is that a motion to postpone is debatable, whereas a motion to lay on the table is not.

The six motions (a) to (f) listed in this subsection shall have precedence in the order in which they are named and the last four are neither amendable nor debatable.

~~485.12.324. A question of referral, until it is decided, shall preclude all amendments to the main question.~~

~~495.13335~~ A motion to adjourn shall always be in order, but no second motion to the same effect shall be made until some intermediate proceeding shall have been taken.

~~185.14346 When the Chair is of the opinion that a motion put before the Board is contrary to the rules of the Board, he shall apprise the memberMembers thereof immediately before putting the question thereon, and shall cite the rule or authority applicable to the case without argument or comment.~~

~~19. RECONSIDERATION~~Reconsideration

~~495.4357. The Chair may return a resolution providing for reconsideration in accordance with the provisions of the Act and or the *Community Charter*.~~

~~195.368. After a bylaw, resolution, or proceeding has been decided, any member~~Member, may, at the same meeting or at any time within one month after a bylaw, resolution or proceeding is considered, return the matter for the Board's reconsideration. The Board shall not reconsider a matter unless the motion to reconsider the matter has firstly been considered.

~~195.3973. Where a matter has been reconsidered, the Board shall not reconsider the matter again subject to Section 195.4-317 above.~~

~~195.4043b~~ Once a bylaw, resolution, or proceeding has been rejected upon its reconsideration, it shall not be reintroduced to the Board for six (6) months, except with the unanimous consent of the Board.

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~~49.3941.~~ Any and all conditions which apply to the passage of the original bylaw, resolution, or proceeding shall apply to its rejection.

Meeting Quorum – Board and CommitteeCommittees

5.401. The quorum for the Board and CommitteeCommittees is a majority of the memberMembers.

5.412. As soon after the appointed time of meeting as a quorum is present, the Chair shall take the chair and call the meeting to order.

~~5.42 If a quorum is not present within thirty (30) minutes after the appointed time of the meeting the Corporate Administrator shall record in the minute book the names of the members present and the Board shall stand adjourned until the next meeting date or another meeting has been called in accordance with this Bylaw.~~

Designation of MemberMember to Act in Place of Board Chair

5.43 If the Board Chair is not in attendance within ten (10) minutes after the time appointed for the meeting, the Vice Chair shall take the chair and call the Directors to order. If the Vice Chair is also absent, the Corporate Officer shall take the chair and call the Directors to order and if a quorum is present the Directors shall elect an Acting Chair who shall preside during the meeting until the arrival of the Chair or Vice Chair. The person appointed as Acting Chair has all the authority and is subject to the same rules as the Chair.

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PART 6 Points of Order

Board and CommitteeChair and Presiding Officers

6.1 The Chair of the Board of Directors shall have the right to sit ex-officio on all CommitteeCommittees of the Board that he or she is not appointed to.

6.2 The Board or CommitteeCommittee Chair, if present, shall preside at Board or CommitteeCommittee meetings.

6.3 The Vice Chair shall preside in the absence, illness or other disability of the Chair or when the Chair vacates the chair. The Vice Chair has all the authority, and duties of the Chair and is subject to the same rules as the Chair.

~~6.4 In the event that neither the Chair nor the Vice Chair is able to take the chair, the presiding officer shall be such person as the Board or CommitteeCommittee may elect as acting Chair who, during the meeting has all the powers of the Chair and is subject to all rules applicable to the Chair.~~

6.5 The Chair, Vice Chair or other memberMember, presiding at a meeting of the Board or CommitteeCommittee, shall preserve order and rule on all points of order which may arise, but subject to a challenge by the other memberMembers then present.

6.6 Every Member desiring to speak shall address the Chair.

6.7 A Board Member that introduces a resolution has opportunity to open the debate and close the debate after other Members of the Board have had an opportunity to speak to the question. No Member can speak more than twice to the question except with the permission of the Chair.

~~6.68 If a decision of the Chair is challenged by a memberMember, the Chair shall immediately put the question "Shall the Chair be sustained?" and the question shall be decided without debate. The Chair shall be governed by the vote of the majority of the Directors then present and entitled to vote, exclusive of the Chair, and in the event of the votes being equal, the question shall pass in the affirmative.~~

~~6.79 If the Chair refuses to put the question "Shall the Chair be sustained?" the Vice Chair or other person appointed by the Board shall preside temporarily in place of the Chair, and the Director so temporarily presiding shall immediately put the question "Shall the Chair be sustained?" and the question shall be decided without debate and in the event of the votes being equal, the question shall pass in the affirmative.~~

~~6.810 Any resolution or motion carried under the circumstances mentioned in Section 9-106.7, is as effectual and binding as if carried out with the Chair presiding.~~

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~~6.9.11. At RDKB Board meetings the Board Director who has been appointed by the Board Chair as a Director Liaison will act as a "CommitteeChair" Chair during the Board meeting and will introduce, read out the recommendation and oversee discussion on the Board agenda items for Protective Services, Environmental Services and Finance.~~

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~~6.102. The Chair shall preserve order and decide all points of order which may arise, subject to an appeal, which may arise.~~

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~~6.13. When the Chair is required to decide a point of order:~~

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- ~~(a) the Chair shall suspend debate on the matter currently before the meeting;~~
- ~~(b) the person raising the point of order shall define the procedural matter under which the point of order has been raised.~~
- ~~(c) the Chair shall determine whether the point of order is sustained or overruled and must cite the applicable rule or authority if requested by another MemberMember;~~
- ~~(d) another MemberMember shall not question or comment on the rule or authority cited by the Chair;~~
- ~~(e) if the point of order is overruled, the debate resumes on the matter previously suspended;~~
- ~~(f) if the point of order is sustained, the Chair directs the appropriate corrective actions;~~
- ~~(e) the Chair may reserve the decision until the next Board meeting.~~

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~~Appeal~~

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~~6.142. In accordance with the Community Charter, a decision of the Chair made under Section 9-26.11, may be appealed by a MemberMember, and on an appeal by a memberMember, the question as to whether the Chair is to be sustained must be immediately put by the Chair and decided without debate and the Chair shall be governed by the vote of the majority of the memberMembers then present excluding the Chair.~~

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~~6.153. In the event of the votes being equal, the question on an appeal shall be declared in the affirmative.~~

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~~6.164. The names of the memberMembers who voted contrary to the outcome of the question on an appeal shall be recorded in the minutes.~~

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~~6.15. If the Chair refuses to put the question under Section 6.11, the Board or Committee shall immediately appoint a memberMember to preside temporarily and the MemberMember so temporarily appointed shall proceed in accordance with Sections 6.11 to 6.15.~~

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~~6.176. Any resolution or motion carried under the circumstances mentioned in Section 6.142 is as binding as if carried out with the Chair presiding.~~

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~~6.17. Every memberMember, desiring to speak shall address the Chair.~~

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~~6.18. A Board memberMember that introduces a resolution has opportunity to open the debate and close the debate after other memberMembers of the Board have had an opportunity to speak~~

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~~to the question. No memberMember can speak more than twice to the question except with the permission of the Chair.~~

Privilege

~~6.18 A matter of privilege (a matter dealing with the rights or interests of the Board as a whole or of a memberMember personally) may be raised at any time and shall be dealt with forthwith before resumption of business.~~

~~6.19 A matter of privilege includes reference to any of the following motions:~~

- ~~(a) to fix the time to adjourn;~~
- ~~(b) to adjourn;~~
- ~~(c) to recess;~~
- ~~(d) to raise a question of privilege of the Regional Board; and~~
- ~~(e) to raise a question of privilege of a MemberMember of the Regional Board.~~

Use of Cellular Telephones and Pagers

~~6.20 As per the *RDKB Elected Officials Responsible Conduct Policy and Code of Conduct (-Conduct of Public Meetings)*, the use of cellular telephones and pagers are not permitted during Board and CommitteeCommittee meetings unless they are turned off or kept on silent or vibrate.~~

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Part 7
Debate and Conduct

7.1 Conduct at meetings will be as per this Section of this Bylaw and the RDKB ~~Elected Officials Responsible Conduct~~ ~~Conduct Guiding Principles Policy~~ ~~Code of Conduct Policy~~. The Chair is responsible for preserving order at meetings and for ensuring that questions are decided with the benefit of fair debate and in accordance with procedural and other rules. On matters of procedure the Chair shall remain impartial.

7.2 No memberMember shall speak until recognized by the Chair.

7.3 MemberMembers shall address the Chair as "Mr. or Madam Chair or Chair" and shall refer to each other as "Director".

7.4 No memberMember shall interrupt another memberMember who is speaking, except to raise a point of order.

7.5 MemberMembers speaking at a Board meeting:

- (a) must use respectful language;
- (b) must not use offensive gestures or signs;
- (c) must speak only in connection with the matter being debated;
- (d) must not speak outside the motion or reflect upon any vote of the Board except for the purpose of moving that such vote be reconsidered;
- (e) must not leave their seats or make any noise or disturbance while a vote is being taken and until the result is declared; and
- (f) must adhere to the rules of procedure established under this Bylaw and to the decisions of the Chair and the Board in connection with the rules and points of order.

7.6 If more than one memberMember speaks the Chair must call on the memberMember, who, in the Chair's opinion, spoke first.

7.7 The order of debate on a motion will be determined by the Chair and those memberMembers waiting to speak shall be placed into a queue. MemberMembers wishing to participate in the debate may do so by raising their hand. The mover and seconder of a motion, or of an amending motion, shall be entitled to speak ahead of other memberMembers.

7.8 No memberMember shall speak on any motion for longer than three (3) minutes without leave of the Chair.

7.9 MemberMembers are encouraged to speak succinctly and to not repeat information that has already been heard.

Except in explanation of the material part of a Director's speech, Where practical, all memberMembers will be given the opportunity to speak once on the same a-matter or motion, without leave of the Chair, before a MemberMember is recognized a second time.

7.10 No Director shall speak more than once to the same motion, without leave of the Chair, except in explanation of the material part of his/her speech.

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~~7.11 A member~~Member, who has made a substantive motion to the Board may reply to the debate.

~~7.12 A member who has moved an amendment on the previous motion may reply to the debate.~~

7.13 ~~Member~~Members who are called to order by the Chair:

- a) must immediately stop speaking;
- b) may explain their position on the point of order; and
- c) may appeal to the Board for its decision on the point of order.

~~7.14 Where there is a motion under debate a memberMember, shall not speak other than on that motion under debate and the matters relating to that motion.~~

~~7.15 Any memberMember may require the motion under discussion to be read at any time during the debate, but not so as to interrupt a memberMember while speaking.~~

7.16 If, during debate on a motion, a motion to refer or postpone that motion is put while there remain MemberMembers who have indicated an intention to speak; the Chair may refuse to accept the seconding of such motion of referral or postponement until those on the list of speakers for the first motion have been heard. No other names shall be added to the said speakers list and, following the hearing of those entitled to speak, the Chair shall ask if there be a seconder to the motion to refer or postpone and, receiving an affirmative response, shall call the question on such motion.

7.17 At any time during debate on a motion, a Director may move "That the vote on the motion be called" and that motion shall be decided without amendment or debate. If the motion "That the vote on the motion be called" is adopted by at least two thirds of the votes cast, the motion consequent thereon shall be immediately called and voted upon without further debate or amendment.

~~7.18 If the Chair desires to leave the meeting, they he/she shall call on the Vice-Chair to take his/her place until he/she returns to the meeting..~~

7.2019.If the person presiding a Board meeting considers that another person at the meeting is acting improperly, the person presiding may order that the person is expelled from the meeting. If a person who is expelled does not leave the meeting, a peace officer may enforce the order as if it were a court order. (Community Charter S. 133)

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Part 8

Conflict of Interest

14. VOTING

~~14.1 — When considering a motion, the question shall be decided by a show of hands.~~

~~14.2 — The procedure for voting shall be in accordance with the provisions of the Act.~~

~~14.3 — In all cases where the votes of the members present and entitled to vote, including the vote of the Chair or other person presiding, are equal for and against a question, the question shall be declared in the negative and shall be defeated, and it shall be the duty of the Chair or other member presiding to so declare.~~

~~14.4 — Any member then present who abstains from voting shall be deemed to have voted in the affirmative.~~

~~14.5 — Any member may require that his negative vote be recorded in the minutes.~~

~~14.6 — Notwithstanding Section 14.1, voting for the position of Chair and Vice Chair shall be by secret ballot with the results reported by the Corporate Administrator.~~

15. CHAIR AND PRESIDING OFFICERS

~~15.1 — During the absence or illness or other disability of the Chair, the Vice Chair has all the authority and is subject to the same rules as the Chair.~~

~~15.2 — The Chair or other member presiding at a meeting of the Board shall preserve order and decide all points of order which may arise, but subject to a challenge by the other members then present.~~

~~15.3 — If a decision of the Chair is challenged by a member, the Chair shall immediately put the question "Shall the Chair be sustained?" and the question shall be decided without debate. The Chair shall be governed by the vote of the majority of the Directors then present and entitled to vote, exclusive of the Chair, and in the event of the votes being equal, the question shall pass in the affirmative.~~

~~15.4 — If the Chair refuses to put the question "Shall the Chair be sustained?" the Vice Chair or other person appointed by the Board shall preside temporarily in place of the Chair, and the Director so temporarily presiding shall immediately put the question "Shall the Chair be sustained?" and the question shall be decided without debate and in the event of the votes being equal, the question shall pass in the affirmative.~~

~~15.5 — Any resolution or motion carried under the circumstances mentioned in Section 15.4 is as effectual and binding as if carried out with the Chair presiding.~~

16. RULES OF ORDER

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~~16.1~~ Where this Bylaw is silent, Robert's Rules of Order, Newly Revised, shall apply to the conduct of meetings.

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~~16.2~~ Where there is an inconsistency between this Bylaw or Robert's Rules of Order, Newly Revised, and the Act, and/or the Regional District of Kootenay Boundary Letters Patent or Supplementary Letters Patent, firstly the Act shall prevail and secondly the Regional District of Kootenay Boundary Letters Patent or Supplementary Letters Patent shall prevail.

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~~16.3~~ No member shall speak until recognized by the Chair.

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~~16.4~~ Every member desiring to speak shall address the Chair.

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~~16.5~~ No member shall interrupt a person speaking except to raise a point of order.

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~~16.6~~ Debate shall be strictly relevant to the question before the meeting and the Chair shall warn speakers who violate this rule of procedure.

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~~16.7~~ A Board member that introduces a resolution has opportunity to open the debate and close the debate after other members of the Board have had an opportunity to speak to the question. No member can speak more than twice to the question except with the permission of the Chair.

~~17. CONFLICT OF INTEREST~~

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~~17.1~~ A ~~member~~Member attending a meeting must not participate in the discussion or vote on a matter where to do so would be contrary to the ~~Charter Community and the RDKB Elected Officials Responsible Conduct Guiding Principles Policy and Code of Conduct~~Charter. Where a ~~member~~Member considers that he is not entitled to participate in the discussion of a matter or to vote on a question in respect of the matter, the ~~member~~Member must declare this and state the general nature of why the ~~member~~Member considers this to be the case.

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~~17.2~~ Where a ~~member~~Member considers that he is not entitled to participate in the discussion of a matter or to vote on a question in respect of the matter, the ~~member~~Member must:

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(a) not take part in the discussion of the matter and is not entitled to vote on any question in respect of the matter;

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(b) immediately leave the meeting or that part of the meeting during which the matter is under consideration; and

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(c) not attempt in any way, whether before, during, or after the meeting, to influence the voting on any question in respect of the matter.

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~~17.3~~ Where a ~~member~~Member declares that he is not entitled to participate in the discussion of a matter or to vote on a question in respect of the matter, the Corporate ~~Officer~~ Administrator shall record the ~~member~~Member's declaration and the reasons given for the conflict of interest. The time(s) of the ~~member~~Member's departure from the meeting room and, if applicable, to the ~~member~~Member's return shall be noted in the record.

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~~RDKB Procedure Bylaw No. 1720, 2019~~

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~~178.4~~ Where a ~~member~~Member declares that he is not entitled to participate in the discussion of a matter or to vote on a question in respect of the matter, the person presiding must ensure that the ~~member~~Member is not present at the meeting at the time of any vote on the matter.

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Part 9 Minutes

9.1 Minutes of Board and ~~Committee~~ Committee meetings must be kept in accordance with section 223 of the Act. For purposes of section 223(b) of the Act, the designated officer is the Corporate Officer.

9.2 The Corporate Officer shall ensure that copies of the minutes of every meeting of the Board and ~~Committee~~ Committees are distributed to each ~~Member~~ Member prior to the meeting at which they are proposed to be adopted. Wherever possible, the Board minutes shall be adopted by the Board at the next regular Board meeting.

Minutes of the ~~Committee~~ Committee meetings will be adopted by the respective ~~Committee~~ Committees at the next regular meeting of the ~~Committee~~ Committee and received by the Board of Directors following adoption by the ~~Committee~~ Committee.

9.3 The minutes of the proceedings of the Regional Board and ~~Committee~~ Committees must be open for public inspection at the Regional District during the regular office hours.

9.4 The RDKB Corporate Officer is responsible for records management and the filing and keeping of all draft and adopted Board and Committee minutes.

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Part 10
~~18.~~ MOTIONS

~~18.1~~ All questions shall be decided by a vote on a motion. Subject to Section 18.2, all motions may be moved and seconded by any member.

~~18.2~~ A motion, the subject matter of which pertains to the administration and operation of a local or extended service, shall be moved and seconded by a member for the participating area for the service.

~~18.3~~ Any member may require the question or motion under discussion to be read at any time during the debate but not so as to interrupt a member while speaking in accordance with Section 18.5.

~~18.4~~ No member shall speak more than twice to the same question without leave of the Chair, except in explanation of the material part of his speech which may have been misconceived, and in doing so he is not to introduce new matter. A reply is allowed to a member who has made a substantive motion to the Board, but not to any member who has moved an amendment.

~~18.5~~ No member shall speak on any question for longer than five (5) minutes without leave of the Chair.

~~18.6~~ If a member calls for a record of votes, the names of those who vote for and those who vote against shall be entered in the minutes.

~~18.7~~ After a motion is read by the Chair or other member presiding or the Corporate Administrator, it shall be deemed to be in possession of the Board, but may be withdrawn at any time before decision or amendment with the approval of the Board.

~~18.8~~ Amendments shall be voted on in the reverse order to that in which they are moved. Every amendment submitted shall, when requested by any member, be reduced to writing and be decided upon or withdrawn before the main question is put to a vote. Only one amendment to an amendment shall be allowed at one time and the same shall be dealt with before the amendment is decided.

~~18.9~~ When the question under consideration contains more than one distinct proposition, a separate vote upon each such proposition shall be taken if any member so requires.

~~18.10~~ After the question is finally put by the Chair, no member shall speak to the question nor shall any other motion be made until after the result is declared and the decision of the Chair as to whether the question has been finally put is conclusive.

~~18.11~~ When a question is under debate, no motion shall be received except for the following:

~~(a)~~ to refer to a Committee and/or staff;

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- ~~(b) to amend;~~
- ~~(c) to lay on the table;~~
- ~~(d) to table indefinitely;~~
- ~~(e) to defer to a certain time; or~~
- ~~(f) to adjourn.~~

Laying on the table would typically be used when the Board wants to lay a pending question aside when something else of immediate urgency has arisen. By adopting a motion to "lay on the table" the majority has the ability to halt consideration of a question immediately without debate. In this circumstance, the motion may be set aside temporarily without setting a time for resuming its consideration, but the matter can be taken up again when the majority decides to bring it back.

The process of laying on the table is different from postponing indefinitely. To postpone indefinitely is to decline to take a position on the question, which effectively operates to kill the motion and avoids a direct vote on the question. The purpose of "laying a motion on the table" is not to avoid dealing with a measure, but instead to halt consideration of a measure in order to deal with a matter of urgency that has arisen.

If a time for resuming consideration of the matter is specified in making the motion, then it is a motion to postpone, rather than to lay on the table. A significant difference between the two motions is that a motion to postpone is debatable, whereas a motion to lay on the table is not.

The six motions listed in this subsection shall have precedence in the order in which they are named and the last four are neither amendable nor debatable.

~~18.12~~ A question of referral, until it is decided, shall preclude all amendments to the main question.

~~18.13~~ A motion to adjourn shall always be in order, but no second motion to the same effect shall be made until some intermediate proceeding shall have been taken.

~~18.14~~ When the Chair is of the opinion that a motion put before the Board is contrary to the rules of the Board, he shall apprise the members thereof immediately before putting the question thereon, and shall cite the rule or authority applicable to the case without argument or comment.

19. RECONSIDERATION

~~19.1~~ The Chair may return a resolution providing for reconsideration in accordance with the provisions of the Community Charter.

~~19.2~~ After a bylaw, resolution, or proceeding has been decided, any member may, at the same meeting or at any time within one month after a bylaw, resolution or proceeding is considered, return the matter for the Board's reconsideration. The Board shall not reconsider a matter unless the motion to reconsider the matter has firstly been considered.

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~~19.2~~ Where a matter has been reconsidered, the Board shall not reconsider the matter again subject to Section 19.4.

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~~19.4~~ Once a bylaw, resolution, or proceeding has been rejected upon its reconsideration, it shall not be reintroduced to the Board for six (6) months, except with the unanimous consent of the Board.

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~~19.5~~ Any and all conditions which apply to the passage of the original bylaw, resolution, or proceeding shall apply to its rejection.

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Attendance at Public Meetings

Meetings Open to the Public

~~20.~~ ATTENDANCE AT PUBLIC MEETINGS

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~~20.1~~ Subject to the ~~Community Charter~~, all Board and/or all ~~Committee~~ meetings must be open to the public.

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~~20.2~~ Where the Board wishes to close a meeting to the public, it may do so by first adopting a resolution in the public meeting in accordance with the ~~Community Charter~~.

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~~20.3~~ No Director shall disclose to the public the proceedings of a closed meeting, unless a resolution has been passed to release proceedings to the public.

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~~20.4~~ This section applies to meetings of bodies referred to in the ~~Community Charter~~, including, without limitation:

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(a) ~~Committee~~ Committees and or Commissions of the Board;

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(b) ~~The~~ Board(s) of Variance;

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(c) ~~The~~ Court(s) of Revision;

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(d) ~~The~~ Advisory Planning Commission(s); and

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(e) ~~The~~ Recreation Commission(s).

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~~21.~~ Regular Delegations REGULAR DELEGATIONS- Board and Committee Committees

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~~21.10.25~~ Using the RDKB ~~Committee~~ Committee/Board Delegation Presentation form, a delegation wishing to appear before the Board and/or ~~Committee~~ meetings shall submit a written request to appear as a delegation, ~~along together with a written copies of synopsis of the information that will be included in the agenda and presented to any submissions to the Board or the Committee~~, to ~~The~~ Corporate Officer must receive the approved and completed form and the written synopsis ~~Corporate Administrator~~ at least seven (7) calendar days prior to the scheduled Board meeting. ~~The request must stipulate the subject matter upon which the delegation wishes to speak.~~

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~~21.10.26~~ The Chair must approve of all delegations before the delegation is set on the Board agenda. Where the Chair has refused a delegation, the Chair shall notify the Board ~~or~~

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~~RDKB Procedure Bylaw No. 1720, 2019~~

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~~CommitteeCommittee~~, in writing on the Board agenda that the delegation asked to appear before them and list the reason(s) why the delegation was denied attendance. The Chair will also notify the delegation of the decision to not approve the request and will provide reasons.

24.10.37 Where the subject matter of a delegation has previously been dealt with in the form of a delegation, the Chair may advise the delegation of such apparent duplication and/or repetition and refuse such delegation until permission of the Board has been obtained.

10.8 The Board must not permit a delegation to address a meeting of the Board regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a prerequisite to the adoption of the bylaw.

~~2.10.49 Once approved, the Corporate Officer Administrator shall notify a representative of~~
the delegation at a time reasonably in advance of the date, time and place of the Board
meeting at which the delegation will be heard. -

~~21.10.10~~ ~~5~~ — The delegation appearance, ~~and~~ the subject of the delegation ~~and a synopsis~~ will be included on the agenda for a ~~regular~~ meeting of the Board ~~or a Committee~~Committee.

~~24.10.6.11~~ The number of delegations appearing before the Board and/or ~~Committee~~~~Committees~~ shall be limited to two per meeting unless the Chair determines that there is an additional urgent matter or unless a delegation wishes to address an item that is already on the agenda. At the discretion of the Chair, the time limit for presenting is ~~ten (10) minutes~~ unless otherwise determined by a 2/3 vote of the MemberMembers present.

~~210.712~~ No delegations will be accepted at the ~~November~~ ~~December~~ Statutory Board meeting.

22. Late Delegations

2210.413 Any person or organization who deems its interests to be affected by an item on the Board and/or ~~Committee~~Committee agenda, who has appeared before an appropriate ~~committee~~Committee or who, because of circumstance, could not have been expected to appear before a ~~committee~~Committee or give earlier notice, may request to appear as a late delegation before the Board and/or ~~Committee~~Committee to address an item already on the agenda by submitting a written request to the Corporate Administrator no later than twelve o'clock noon on the day before the Board and/or ~~Committee~~Committee meeting.

~~2210.214~~ The written request to appear as a late delegation must stipulate the subject matter upon which the late delegation wishes to speak and explain why the Board and/or ~~Committee~~Committee should consider the late delegation.

~~2210.315~~ The Corporate ~~Officer Administrator~~ will advise the Chair of the Board and/or ~~CommitteeCommittee~~ of the late delegation request and circulate the written request for a late delegation to Directors by placing the request on the Board and/or ~~CommitteeCommittee~~ table at the meeting.

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~~2210.416~~ The Board and/or ~~Committee~~Committee shall, by simple majority vote, determine if the late delegation will be heard at the meeting.

~~2210.517~~ The late delegation shall provide sufficient written copies of their submission for distribution to the Board and/or ~~Committee~~Committee at the time they are heard.

~~2210.618~~ Notwithstanding the foregoing, where a written application has not been received as prescribed in Section ~~22.710.13~~, above, a delegation may address the meeting if approved by a unanimous vote of the ~~member~~Members present.

~~2210.719~~ The Chair may determine the maximum time for which each late delegation will be permitted to address the Board and/or ~~Committee~~Committee, after which time, the Board and/or ~~Committee~~Committee may dispose of the petition or submission at the meeting, refer the subject matter to a ~~committee~~Committee, or take such other action as is deemed expedient.

Presenter(s)

10.20 From time to time, the RDKB Board of Directors and or a Board Committee may require certain individuals, external agencies, organizations, contractors and groups to attend a meeting to present certain information, updates, financial details and other reports which relate to RDKB business, RDKB funded projects and service delivery.

Presenters are not considered "delegations" and hence, are not required to complete the Board or Committee Delegation Request form and receive Chair approval for attending a meeting. Presenters are required to submit a brief synopsis of their presentation to the Corporate Officer seven (7) days prior to the Board of Committee meeting. The Corporate Officer will include the synopsis on the agenda.

10.21 The Corporate Officer shall notify Presenters in advance of the date, time and place of the meeting at which the Presenter(s) will be heard.

10.22 The number of presenters appearing before the Board and/or Committees shall be determined and approved by the Board or Committee Chair. At the discretion of the Chair, the time limit for presenting is ten (10) minutes unless otherwise determined by a 2/3 vote of the Members present.

10.23 No Presenters will be accepted at the November Statutory Board meeting.

Public and Media Attendance

10.204 MemberMembers of the public and media shall be given an opportunity to ask questions of, and address the Board or ~~Committee~~Committee during the open public portion of the meeting as set out in the open public agenda. This time is expressly devoted to questions only.

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Part 11

Closed (In Camera) Meetings

11.1 This section applies to meetings of bodies referred to in the *Community Charter*, including, without limitation:

- (a) Board of Directors;
- (b) all ~~Committee~~Committees of the Board;
- (c) Board(s) of Variance;
- (d) Parcel tax roll review panels;
- (d) Court(s) of Revision;
- (e) Advisory Planning Commission(s); and
- (f) Recreation Commission(s); and
- (g) Other advisory ~~committee~~Committees, Commissions and bodies established by the Board under the Act.

Scheduling and Attendance at Closed (In-Camera) Board or CommitteeCommittee Meetings

11.2 When required, closed meetings of the RDKB Board of Directors and or RDKB ~~Committee~~Committees are called pursuant to Sections 90 (1) – 90 (3) of the *Community Charter*.

11.3 Before closing a regular open meeting or a portion of a regular open meeting to the public, the Board or ~~Committee~~Committee must pass a resolution in a public meeting in accordance with Section 92 of the *Community Charter* and such resolution must include the basis under the applicable subsection of ~~Section 90~~ on which the meeting or part of is to be closed.

11.4 Closed meetings may be scheduled in advance and included on a regular Board or ~~Committee~~Committee agenda where the Board or ~~Committee~~Committee will convene to the closed meeting at the end of the open meeting. If this is the case, a separate closed meeting agenda will be sent to the Board of Directors after a regular Board or ~~Committee~~Committee meeting agenda has been sent and in accordance with the process set out in Section Parts 3 and 4.4.3 – 4.5 and 4.11 to 4.13 of this bylaw.

11.5 With Chair approval, closed meetings may be called impromptu during a Board or ~~Committee~~Committee meeting.

11.6 With approval from the Board or ~~Committee~~Committee Chair, a standalone closed meeting may be called at any time independent of regular Board or ~~Committee~~Committee meetings.

11.7 While in a closed meeting, the Board may authorize the release of information considered or decisions made in the closed meeting or in a previous closed meeting upon adoption of a resolution "That the matter of _____ be released to the open meeting" and will be placed under "Recommendations Released from Closed Meeting" of the open meeting.

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11.8. No Director or staff present in a closed meeting shall disclose to the public the proceedings of a closed meeting, unless a resolution has been passed to release the proceedings to the open meeting.

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11.9. Individual Municipal Directors are authorized to release information received and/or discussed at a closed meeting of the RDKB Board of Directors or at a closed Committee meeting to his/her Councils except in the case where the RDKB Board, by resolution, prohibits the release of such information. All closed meeting information released to a Municipal Council must be received and maintained in a closed Municipal Council Meeting.

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11.10. Information protected under the *Freedom of Information and Protection of Privacy Act* will not be released at any time.

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11.11. Minutes of closed Board and Committee meetings shall be kept by the Corporate Officer in the same manner as minutes of regular open meetings, but shall not be filed with the minutes of regular open meetings.

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11.12. Following a general local election or by-election, newly elected Directors should not be permitted to attend closed meetings, or receive closed meeting agendas and materials until such time as they have been officially sworn in and taken an Oath of Office as Directors.

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Notice of Closed Board and Committee Meeting and Agenda Delivery

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11.13. When a closed meeting is scheduled in advance and which will be held during a regular Board or Committee meeting, the Corporate Officer will send a notice of closed meeting to by e-mail at least forty-eight (48) hours before the meeting as per the RDKB Closed Meeting Agendas and Information Policy.

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11.14. The agenda and background material, wherever possible shall be delivered by e-mail at least forty-eight (48) hours in advance of the closed meeting or if necessary, will be distributed in paper at the meeting as per the RDKB Closed Meeting Agendas and Information Policy.

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11.15. When a closed meeting is not scheduled in advance but is called at the call of the Board or Committee Chair or at the request of, and with the approval of the Chair, a Board or Committee Director present at the meeting, the Board or Committee will proceed to the closed meeting without an agenda.

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11.16. Paper-copies of closed meeting agendas will not be distributed in advance of the closed meeting. The closed meeting agenda will be sent electronically or circulated in-person at the meeting. The Directors will at all times ensure the security and confidentiality of their assigned user ID and password for the electronic device and will notify the Corporate Officer immediately should they misplace, lose or otherwise determine their user ID and/or password has been compromised.

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Persons Attending Closed Board and Committee Meetings

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RDKB Procedure Bylaw No. 1720, 2019

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11.17. While in a closed meeting, the procedures set out in this bylaw shall, to the extent possible, be followed by the Board or ~~Committee~~ Committee in the conduct of business.

11.18. The Chair may expel or exclude a Director from a closed meeting pursuant to Section 133 of the ~~Community Charter~~ (expulsion from meetings).

11.19. The Chair may dismiss some or all staff from a closed meeting.

11.20. The only persons permitted to receive an electronic closed meeting agenda and remain in the closed meeting are the ~~member~~ Members of the RDKB Board of Directors or ~~member~~ Members of the ~~Committee~~ Committee, ~~the~~ the Corporate Officer, Chief Administrative Officer and recording secretaries.

11.21. In general, other designated staff, ~~member~~ Members of the public and Alternate Directors are not permitted to receive closed meeting agendas or attend closed meetings unless authorized by the Chair. Alternate Directors will only receive a closed meeting agenda when they will be attending a closed meeting in place of the elected or appointed Director.

11.22. Employees may attend a closed meeting to present information, or when requested by the Board Chair, ~~Committee~~ Committee Chair or Chief Administrative Officer to attend.

11.23. A Board Director ~~member~~ Member who attends an open RDKB ~~Committee~~ Committee meeting, but who does not sit on that Committee is not part of the Committee, can, with Chair approval attend a closed ~~Committee~~ Committee meeting as an observer should the open meeting convene to a closed meeting.

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Part 12
Bylaws

12.1. Prior to the introduction of any bylaw, each memberMember who is entitled to vote on the bylaw may receive a copy of the proposed bylaw in electronic format as part of the agenda, either in paper copy or electronic format.

12.2. Any bylaw which does not require approval, consent, or assent under the provisions of the Act or any other enactment prior to the adoption of the bylaw may be adopted at the same meeting of the Board at which it passed third reading, provided the motion for adoption receives an affirmative vote of at least two-thirds (2/3) of the votes cast, otherwise, the Board must not adopt a bylaw on the same day it has given the bylaw third reading.

12.3. Unless the holding of a public hearing is waived in accordance with the Act, the Board must not give third reading to a community plan bylaw, rural land use bylaw or zoning bylaw without holding a public hearing on the bylaw. The public hearing must be held after first reading of the bylaw and before third reading of the bylaw.

12.4. A bylaw must be adopted by separate resolution.

12.5. Every bylaw which has been adopted by the Board shall immediately be signed by the authorized officers and shall be retained by the Corporate Officer for safekeeping.

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~~1~~Part 13Miscellaneous Provisions23. BYLAWS

~~23.1. Prior to the introduction of any bylaw, each member who is entitled to vote on the bylaw may receive a copy of the proposed bylaw, either in hard copy or electronic format.~~

~~23.2. Any bylaw which does not require approval, consent, or assent under the provisions of the Act or any other enactment prior to the adoption of the bylaw may be adopted at the same meeting of the Board at which it passed third reading, provided the motion for adoption receives an affirmative vote of at least two thirds (2/3) of the votes cast; otherwise, the Board must not adopt a bylaw on the same day it has given the bylaw third reading.~~

~~23.3. A procedural bylaw must not be amended unless notice of the proposed amendment is mailed to each Director, at the address given by the Director to the Corporate Administrator for that purpose, at least five (5) days before the meeting at which the amendment is to be introduced.~~

~~23.4. Unless the holding of a public hearing is waived in accordance with the Act, the Board must not give third reading to a community plan bylaw, rural land use bylaw or zoning bylaw without holding a public hearing on the bylaw. The public hearing must be held after first reading of the bylaw and before third reading of the bylaw.~~

~~23.5. A bylaw must be adopted by separate resolution.~~

~~23.6. Every bylaw which has been adopted by the Board shall immediately be signed by the authorized officers and sealed with the seal of the Regional District and shall be retained by the Corporate Administrator for safekeeping.~~

24. GENERAL

~~24.1. Where this bylaw conflicts with the provision of the Act, the Act shall prevail.~~

~~24.2. The Chair of the Board of Directors shall have the right to sit ex-officio on all Committees of the Board that he or she is not appointed to.~~

25.SEVERENCESeverability

~~25.1.3. If any section, subsection, clause or other part of this Bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this Bylaw.~~

26. EFFECTIVE DATEEffective DatePage 46 of 48RDKB Procedure Bylaw No. 1720, 2019

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~~26.13.21.~~ This Bylaw shall come into full force and shall take effect on and after the date of the adoption thereof.

Repeal

~~13.3~~

~~27.~~ **REPEAL**

~~27.1.~~ Regional District of Kootenay Boundary Procedure Bylaw No. ~~4534, 1616, 2016~~ ~~2013~~ is hereby repealed.

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RDKB Procedure Bylaw No. 1720, 2019

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Read a ~~First, Second and Third Time FIRST and SECOND~~ time this 27th day of ~~October, 2019, 16.~~

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Read a ~~THIRD~~ time this 27th day of ~~October, 2016.~~

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. ~~16161720~~ cited as "Regional District of Kootenay Boundary Procedure Bylaw No. ~~16161720~~, 2016~~9~~" as reconsidered and adopted by the Board of the Directors at a regular meeting held this 27th day of ~~October, 2016.~~

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Manager of Corporate Administration/Corporate Officer

~~Reconsidered RECONSIDERED and Adopted ADOPTED~~ this 27th day of ~~October, 2016.~~

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Chair _____ Manager of Corporate Administration/Corporate Officer

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. ~~16161720~~ cited as "Regional District of Kootenay Boundary Procedure Bylaw No. ~~16161720~~, 201~~96~~" as reconsidered and adopted by the Board of the Directors at a regular meeting held this 27th day of

~~October, 2016.~~

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Manager of Corporate Administration/Corporate Officer

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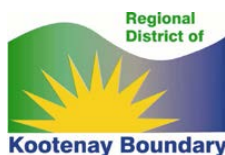
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~~RDKB Procedure Bylaw No. 1720, 2019~~



BYLAW NO. 1720

A bylaw to regulate the meetings and conduct of the Regional District of Kootenay Boundary Board of Directors and Committees thereof.

WHEREAS the *Local Government Act* provides that a Regional Board must, by bylaw, provide for the procedure that is to be followed for the conduct of its business, including the manner by which resolutions may be passed and bylaws adopted and for providing advance public notice of such meetings;

AND WHEREAS the Regional Board deems it essential and expedient to provide for a procedure that is to be guided by principles of efficiency, accountability and procedural fairness for the conduct of its business;

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

Part 1 Introduction

Citation

- 1.1 This Bylaw may be cited for all purposes as "Regional District of Kootenay Boundary Procedure Bylaw No. 1720 2019".

Interpretation

- 1.2 In this Bylaw the following words have the following meanings:

- a) **Act** means the *Local Government Act*, R.S.B.C. 2015, c. 1, as may be amended from time to time;
- b) **Alternate Director** means an Alternate Director as defined in the Act and duly sworn in prior to voting on any matter before the Board;
- c) **Audio and Video Recording Devices** means any equipment enabling the recording or transmission of sound or visual images;

- d) **Board** means the governing and executive body – the Board of Directors of the Regional District of Kootenay Boundary;
- e) **Calendar** means the Board and Committee(s) meeting schedules posted on the RDKB website and on the wall calendars located in the RDKB Trail Board Room at 843 Rossland Avenue, Trail, BC and in the RDKB Grand Forks Board Room at 2140 Central Avenue, Grand Forks, BC;
- f) **Chair** means the Member presiding at a meeting of the Board of Directors, Committee or Commission as the context requires and who is elected by the Board or by the Committee or Commission;
- g) **Charter** means the *Community Charter*, S.B.C. 2003, c. 26, as may be amended from time to time (**Community Charter S. 282**);
- h) **Closed Meeting** means a meeting closed to the general public or employees, as deemed appropriate, with items to be discussed as set out in the *Community Charter S.B.C. 2003, c. 26*; (**Community Charter Div. 3, S. 89-94 Open Meetings**);
- i) **Commission** means a commission established by the Board pursuant to the Act;
- j) **Committees** means, as the context requires, a Select, Standing, Stakeholder or other Committee of the Board either appointed by the Board Chair or by the Board of Directors; and in the Regional District of Kootenay Boundary means only the following Committees:
- i. Beaver Valley Regional Parks & Regional Trails Committee;
 - ii. Boundary Agricultural and Food Plan Steering Committee;
 - iii. Boundary Community Development Committee;
 - iv. Boundary Trails Master Plan Steering Committee;
 - v. Columbia Pollution Control Centre Upgrade and Stage 3 Liquid Waste Management Plan Steering Committee;
 - vi. East End Services Committee;
 - vii. Education and Advocacy Committee;
 - viii. Electoral Area Services Committee;
 - ix. Greenwood/Area E Cemetery Committee;
 - x. Kettle River Watershed Management Plan Steering Committee;
 - xi. Policy and Personnel Committee;
 - xii. Solid Waste Management Plan Steering and Monitoring Committee;
 - xiii. Utilities Committee;
 - xiv. Any Committee created by the Chair or Board, from time to time;
- k) **Corporate Officer** means the Manager of Corporate Administration of the Regional District of Kootenay Boundary holding an Officer position and assigned corporate administration responsibilities named in the *Local Government Act*;
- l) **Delegation** means an individual or organization or group who request to appear before the Board and/or Committees or Commissions and or an individual, organization or group who are requested by the RDKB to appear before the Board and or Committees;

- m) **Director** means an electoral area director or a municipal director pursuant to the *Local Government Act*;
- n) **Electronic Meeting** means a regular, special or closed Board or Committee meeting using electronic and communications media pursuant to BC Reg. 271-2005; *Regional Districts Electronic Meetings Regulation*;
- o) **Ex-officio Member** shall mean a Member who shall have the right to attend and speak, but not vote, at all Committees that he or she is not appointed to;
- p) **Inaugural Meeting** means the meeting at which the newly appointed Directors take the Oath of Office as set out in the Act and means the first Board meeting held after November 1 in each year;
- q) **Majority Vote** and "majority of votes" means more than half the votes cast by Members legally entitled to vote at a properly called meeting at which quorum is present (and does not include blanks and spoiled ballots when voting for the Chair and Vice Chair);
- r) **Meeting** means a regular, special, electronic or other duly called meeting of the Board of Directors, Committees of the Board or Commissions, as the context requires;
- s) **Member(s)** means the Director(s) elected or appointed to the Regional District of Kootenay Boundary Board of Directors and includes Alternate Directors when acting in the absence of the Director;
- ~~t) **Notice Board** means the notice Board at the corporate offices of the Regional District of Kootenay Boundary at 202-843 Rossland Ave., Trail, B.C. or 2140 Central Ave., Grand Forks, B.C.~~
- u) **Open Meetings** means, as a general rule, that Board and Committee meetings must be open to the public as set out in the *Community Charter S.B.C. 2003, c. 26*.
(Community Charter Div. 3 S. 89-94 Open Meetings);
- v) **Presenter(s)** means an individual or organization or group who has/have been requested by the Board and or a Committee to appear in front of the Board and or Committee to present information and updates as requested by the RDKB
- w) **Presiding Officer** means a Director appointed by the Board to preside temporarily in place of the Board or Committee Chair and/or Vice-Chair;
- x) **Public Notice Posting Places**, as per the requirements in the Act, means the places that identify where the RDKB Board and Committee meeting schedules will be posted. For the purposes of this Bylaw and for the RDKB, the Public Notice Posting Places are located on the RDKB website and on wall calendars located in the RDKB Trail Board Room at 843 Rossland Avenue, Trail, BC and in the RDKB Grand Forks Board Room at 2140 Central Avenue, Grand Forks, BC;
- y) **Recess** means the temporary suspension of proceedings until a later time;

- z) **Regional District / RDKB** means the Regional District of Kootenay Boundary;
- aa) **Regular Meeting** means all Board and Committee regularly scheduled open meetings;
- bb) **Quorum** means a majority of the Members of the Regional District of Kootenay Boundary Board of Directors or a majority of the Members of a Committee;
- cc) **Secondary Committee** means a sub-Committee of the Board;
- dd) **Select Committee** means a Committee established by the Board to consider or inquire into any matter and report its findings and opinion to the Board and is automatically dissolved upon its final report to the Board of Directors. Persons who are not Directors may be appointed by the Board, but at least one Member of the Select Committee must be a Director;
- ee) **Special Committee** means a Committee appointed by the Chair of the Board to undertake special interim projects;
- ff) **Special Meeting** means a Board or a Committee meeting (other than a regular open, closed or other meeting) which are not included on the adopted Annual Board meeting calendar; but which must be adopted by the Board no later than December 31st of each year;
- gg) **Stakeholder Committee** means a RKDB Committee comprised of the service participants;
- hh) **Standing Committee** means a long-term Committee established by the Chair of the Board to deal with issues of an ongoing nature;
- ii) **Steering Committee** means a Committee comprised of Board Members only and appointed by the Board to act in an advisory capacity by providing guidance to staff and to the overall Board of Directors on the priorities, order of business, financial and budgetary matters and general courses of operations for the implementation of new RDKB initiatives and the operations thereof;
- jj) **Table** means to "lay on the table" to temporarily suspend further consideration/action on the pending motion; Table also means to "take from the table" to resume consideration of the item previously "laid on the table";
- kk) **Vice Chair** means the Member elected as Vice Chair of the Board or of a Committee or Commission pursuant to the Act and who acts in the absence of the Chair;
- ll) **Weighted Voting** means the number of votes a municipality or electoral area is entitled to, based on the Voting Unit (population) as certified by the Provincial Ministry responsible for Regional District Governance;

Application of Rules of Procedure

- 1.3 The rules of procedure as set out in this Bylaw apply to all meetings of the Board of Directors and Committees of the Board except as otherwise provided herein.

- 1.4 In cases not provided for under the *Local Government Act*, the *Community Charter* or this Bylaw, the current edition of *Robert's Rules of Order, Newly Revised* shall apply to the extent that those Rules are applicable in the given circumstances and are not inconsistent with the provisions of this Bylaw, the *Local Government Act* or the *Community Charter*. Where there is an inconsistency between this Bylaw or *Robert's Rules of Order, Newly Revised*, and the Act, and or the RDKB Letters Patent or Supplementary Letters Patent, firstly the Act shall prevail and secondly the Regional District of Kootenay Boundary Letters Patent or Supplementary Letters Patent shall prevail.
- 1.5 A rule of procedure that does not originate in the Act or the Charter and does not affect voting may be suspended on a case by case basis if at least two-thirds of the Members present agree to do so.

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General

- 1.6 The *Interpretation Act*, Chapter 238, R.S.B.C. 1996, as amended from time to time, applies to this Bylaw.
- 1.7 When the masculine is used in this Bylaw it includes both genders and the singular includes the plural and vice-versa.
- 1.8 Where this bylaw conflicts with the provisions of the Act, the Act shall prevail.
- 1.9 Any definition of a word or phrase used in this bylaw and not defined in this bylaw has the meaning as defined in the Act.
- 1.10 This bylaw may not be amended or repealed and substituted unless notice of the proposed amendment or repeal is mailed to each Member at least five (5) days before the meeting in which the amendment or repeal is to be introduced in accordance with the Act.

Part 2 Election of Board Chair and Vice Chair

Inaugural Meeting

- 2.1 At such time as shall be advised in writing by the Corporate Officer, the Board shall convene an Inaugural Meeting at the first Board meeting held after November 1st in each year. The elections of Board Chair and Board Vice Chair will take place at the Inaugural Meeting. The Presiding Officer of the Inaugural Meeting shall be the Corporate Officer until such time as the Board Chair and Vice Chair have been elected. In an election year, the Directors will take their Oaths of Office at the Inaugural Meeting.

Election of Board Chair and Board Vice Chair

- 2.2 The Board shall elect a Chair and Vice Chair from amongst its Members at its Inaugural Meeting each year and each Director present at the meeting shall have one vote in each election for an office.
- 2.3 The Corporate Officer will call three times for the nominations for the position of Chair of the Board. The nomination requires only a mover. The nominee must consent to the nomination. If a nominee is not present at the Inaugural Meeting, they must have advised the nominator of their consent to be nominated in writing prior to the Inaugural Meeting or such person will not be considered for the position of Board Chair. The absent nominee must participate in the meeting electronically under the appropriate section of this bylaw.
- 2.4 After the calling of nominations for each person nominated who has consented to their nomination, an election by secret ballot will be held. Prior to distribution of ballots, candidates will have the opportunity to address the Board and will be provided three (3) minutes to speak.
- 2.5 If a Director is participating in the Inaugural Meeting by electronic means, to cast a vote for the office of Board Chair, they shall, at the time the vote is being conducted, contact by telephone or text the Corporate Officer who will record their vote on a ballot paper and deposit same in the ballot box.
- 2.6 If only one candidate is nominated for an office, the Corporate Officer will declare the candidate elected by acclamation.
- 2.7 If only two candidates have been nominated, the candidate receiving the majority of votes from the Members of the Board then present in person or electronically will be declared elected.
- 2.8 If three or more candidates are nominated, and no candidate receives a majority of votes, the name of the candidate receiving the lowest number of votes will be removed from the ballot, ballots will be redistributed and the remaining candidates will again stand for election. This process will be repeated until a candidate is elected, or until only two candidates remain and the vote is tied. Once voting has been completed, the Corporate Officer will declare the

candidate with the most votes as the Board Chair and will ask for a motion to destroy the ballots.

2.9 In the event of a tie vote:

- (a) the names of the candidates will be written on separate pieces of paper and placed in a container;
- (b) the Corporate Officer will be asked to withdraw one paper; and
- (c) the candidate whose name is on the withdrawn paper will be declared elected.

Election of Board Vice Chair

2.10 Nominations for the office of Board Vice Chair and the secret ballot voting procedure shall be called by the Corporate Officer and will be held following the same provisions for nominations and election of the Board Chair as set out above.

Board Chair or Board Vice Chair Vacancy

2.11 If the office of the Chair or Vice Chair becomes vacant, following the process set out in this Bylaw above, the Board shall elect another Chair or Vice Chair from among its Directors at the first practicable regular meeting of the Board after the vacancy occurs.

Restriction on Nominations for Board Chair and Vice Chair

2.12 Nominations will not be accepted for:

- (a) a Director who is not present unless that Director is an absent nominee participating in the meeting by electronic means and as per Section 2.3 above;
- (b) a Director who has not made an Oath of Office;
- (c) a Director who has not filed Financial Disclosure Papers with the Regional District's Corporate Officer;
- (d) a Director who has not signed the Elected Officials' Responsible Conduct Guiding Principles Policy and Code of Conduct;
- (e) an Alternate Director.

Part 3 Board and Committee Agendas

Agenda Items

- 3.1 Any Director wishing to place an item on a Board or Committee meeting agenda for consideration ~~but which item has not been recommended or referred to the Board from a Board Committee,~~ must receive approval from the Board or Committee Chair. ~~Agenda items recommended to the Board of Directors by a Committee are automatically included on a Board agenda.~~
- 3.2 Once approved by the Board or Committee Chair, the deadline for submission of Board and Committee meeting agenda items to the Corporate Officer ~~or delegated staff~~ is Noon, one (1) ~~day before the Board or Committee agenda is electronically delivered.~~
- 3.3 Any Director wishing to place an item on a Board or ~~Committee agenda~~ after the deadline in 3.2 above, must receive approval from the Board ~~or Committee Chair~~. Should the Chair approve a Director's agenda item after the deadline, the Chair must notify the Corporate Officer ~~or delegated staff~~ within one (1) day prior to completion of the agenda.
- 3.4 Sections 3.1 to 3.3 also apply to the submission of Board and Committee agenda items from RDKB staff.
- 3.5 The Board and Committee Chairs shall review and approve the meeting agendas for each meeting prior to the agendas being published and delivered.

Request(s) for RDKB to Act as Host Agency and Requests for Letters of Support

- 3.6 In the case of agenda items where non-profit organizations request the RDKB Board of Directors to act as a host agency to sponsor community-project grant applications, or in the case of agenda items where the Board is requested to provide a letter of support for a community-project grant application, the requests must be accompanied by the grant application and or the project proposal, which will be attached to the Board agenda. ~~the request for inclusion of the item on a Board agenda must be approved by the Board Chair and received by the Corporate Officer no later than the agenda item deadline set out in Section 3.2 of this Bylaw.~~

Part 4

Meeting Details, Notices and Agenda Delivery

Board Meeting: Time and Location of Meetings-S. 225 (b) and (c) of the Act

- 4.1 Regular and special meetings of the Board shall be held within the Regional District Corporate Offices at 202-843 Rossland Ave., Trail, B.C. or 2140 Central Ave., Grand Forks, B.C. unless the Board passes a resolution at a regular meeting which authorizes the meeting be held elsewhere within the Regional District or, as authorized by the Act, outside the boundaries of the Regional District.
- 4.2 Regular meetings of the Board shall be held on the second Wednesday and the last Thursday of each month commencing at 6:00 p.m. local time. The Board may, by resolution, cancel, or reschedule and or change the location, time and date of regular meetings. In such cases, the Chair must notify the Corporate Officer who will ensure notice of the change will be posted as per Sections 1.2(e) - **the Calendar and 1.2(x) - Public Notice Posting Places** of this Bylaw. ~~Notice Board and on the RDKB website.~~ Notice of the change will also be sent to the Board Members via e-mail.

Board Meeting Notice: Regular Open Meetings (Community Charter S. 94-Requirements for Public Notice)

- 4.3 At least 72 hours before a regular Board meeting, the Corporate Officer **or delegated staff** must give the Board of Directors and the public notice of the time, place and date of the meeting by:
- (a) sending a Notice with the meeting details via e-mail to the Board Members and Alternate Directors,
 - (b) giving advance public notice of the time, place and date by posting a copy of the published agenda on the ~~Notice Board~~ **RDKB Public Notice Posting Places and making paper copies available for the public upon request;**
 - ~~(c) making the agenda available to the public leaving a copy of the agenda at the reception counter at the Regional District's Corporate Offices for the purpose of making it available to the public;~~
 - (d) give notice of the meeting in accordance with the Act,
 - (e) other means such as ~~meeting schedules posted on the RDKB website calendar and~~ the Corporate Officer might deem reasonable.
- 4.4 On the Friday in the week preceding the regular open Board meeting, **the Corporate Officer or delegated staff** must e-mail ~~a copy of~~ the link to the electronic agenda to each Member of the Board, and to each Alternate Director to the e-mail address which the Directors and Alternate Directors have directed that agendas and notices be sent.
- 4.5 Should the Chair determine that there is insufficient business to justify holding a regular open Board meeting the Chair may cancel the meeting upon three (3) ~~to 5~~ days with notice to the Corporate Officer who will ensure that and in such cases, Notice of meeting cancellation will be posted as per Section 4.2 of this Bylaw above.

Board Notice: Special Meetings

- 4.6 A special meeting, which is a Board meeting other than a regular, inaugural, **closed** or adjourned meeting, shall be called by the Corporate Officer, on the request of the Chair or of any 2 Directors, by notice e-mailed, or otherwise delivered in writing, to each Director at least three (3) **5** days before the date of the meeting at the location given by the Corporate Officer for that purpose.
- 4.7 Except where notice of a special meeting is waived by unanimous vote of all Directors pursuant to the Act, at least forty-eight (48) hours before a special meeting of the Board, the Corporate Officer **or delegated staff** must:
- (a) send a Notice with the meeting details via e-mail to the Board Members and Alternate Directors,
 - (b) give advance public notice of the time, place and date of the special meeting by way of **posting the published agenda on the RDKB Public Notice Posting Places Notice Board** and making paper copies for the public available upon request ~~at the Regional District's Corporate offices; and~~
 - (c) give notice of the special meeting in accordance with the Act;
 - (d) other means such as the Corporate Officer might deem reasonable.
- 4.8 In the case of an emergency, notice of a special meeting may be given, with the consent of the Chair and 2 directors, less than three (3) **5** days before the date of the meeting and need not be given in writing.

Committees Meetings: Time and Location of Meetings -S. 225 (b) and (c) of the Act

- 4.9 Regular and special meetings of RDKB Committees shall be held within the Regional District Corporate Offices at 202-843 Rossland Ave., Trail, B.C. or 2140 Central Ave., Grand Forks, B.C. unless the Board Chair authorizes the Committee Chair to support a Committee meeting to be held elsewhere within the Regional District.
- 4.10 The days of the week and the times of regular and special meetings of the RDKB Committees shall be arranged according to the wishes of the Committee Members.
- 4.11 Date, time and location of Committee meetings must be adopted along with the Annual Board Meeting Calendar no later than December 31st of each year and subsequently posted on the RDKB website Calendar. However, a Committee Chair may cancel or reschedule or change the location, time and date of a regular or special Committee meeting. In such cases, the Committee Chair must notify the Corporate Officer who will ensure notice of the change will be posted **on the RDKB Public Notice Posting Places Notice Board** and ~~on the RDKB website.~~ Notice of the change will also be sent to the Committee Members view e-mail.

Committee Meeting Notice: Regular Open Meetings**(Community Charter S. 94-Requirements for Public Notice)**

- 4.12 At least 72 hours before a regular meeting of a Committee, the Corporate Officer **or delegated staff** must give the Committee Members and the public notice of the time, place and date of the meeting by:
- (a) sending a Notice with the meeting details via e-mail to the Committee Members and Alternate Directors,
 - (b) posting a copy of the published agenda **with time, date and location of the meeting, on the Notice Board RDKB Public Notice Posting Places and making paper copies available for the public upon request;**
 - ~~(c) making the agenda available to the public leaving a copy of the agenda at the reception counter at the Regional District's Corporate Offices for the purpose of making it available to the public;~~
 - (d) give notice of the special meeting in accordance with the Act;
 - (e) other means such as **meeting schedules posted on the RDKB website calendar and** the Corporate Officer might deem reasonable.
- 4.13 On the Friday in the week preceding the regular open Committee meeting, **the Corporate Officer or delegated staff** must e-mail **a copy of** the link to the electronic agenda **must be sent via e-mail** to each Member of the Committee, and to each Alternate Director to the e-mail address which the Director and Alternate Directors have directed that agendas and notices be sent.
- 4.14 Should the Committee Chair determine that there is insufficient business to justify holding a regular open Committee meeting the Chair may cancel the meeting upon three (3) **to 5** days with notice to the Corporate Officer who will ensure that in such cases, Notice of meeting cancellation will be posted as per Section 4.2 of this Bylaw above.

Committee Notice: Special Meetings

- 4.15 A special Committee meeting, which is a meeting other than a regular, **closed** or adjourned meeting, shall be called by the Corporate Officer, on the request of the Committee Chair, by notice e-mailed, or otherwise delivered in writing, to each Director and Alternate Director at least three (3) **(three) to 5 (five)** days before the date of the special meeting at the location given by the Corporate Officer for that purpose.
- 4.16 Except where notice of a special Committee meeting is waived by unanimous vote of all Committee Directors, at least 48 hours before a special meeting of the Committee, the Corporate Officer must:
- (a) send a Notice with the meeting details via e-mail to the Committee Members and Alternate Directors,
 - (b) give advance public notice of the time, place and date of the special meeting by way of a posting the published agenda on the **Notice Board RDKB Public Notice Posting Places and making a paper copy for the public available request** ~~the Regional District's Corporate offices and on the RDKB website calendar;~~
 - (c) other means such means as the Corporate Officer might deem reasonable.

- 4.17 In the case of an emergency, notice of a special meeting may be given with the consent of the Chair and 2 directors less than 3-5 days before the date of the meeting and need not be given in writing.

Electronic Meetings

- 4.18 Subject to the Act and the *Regional Districts Electronic Meetings Regulation*, B.C. Reg. 271/2005, and amendments thereto:

- (a) regular, open, closed and special Board and or Committee meetings may be conducted by means of electronic or other communication means including audio and visual recording devices;
- (b) a Member of the Board who is unable to attend at any meeting of the Board or a Board Committee may participate in the meeting by means of electronic or other communication facilities;
- (c) participation in a meeting through electronic means is subject to the Board or Committee Chair's approval and/or where one or more of the following emergent situations occurs: sickness, extreme weather conditions, a Member of the Board is out of the area and any other emergent condition acceptable to the Chair of the Board or Chair of a Committee.

- 4.19 Board Members who participate in a meeting referred to in Section 4.18 above are deemed to be present at the meeting.

- 4.20 If communication is lost to one or more electronic participants during a meeting:

- (a) on the first occasion available, a ten minute recess will be called by the Chair to try to re-establish the link(s);
- (b) if, after the recess, a link cannot be re-established the Member affected will be deemed to have left the meeting;
- (c) if, after a link is re-established, there is a subsequent loss of communication, no further attempts will be made to re-establish the link and the Member affected will be deemed to have left the meeting;
- (d) if, after the recess, a link cannot be re-established and there is not a quorum of Members present, the Chair will deem the meeting adjourned.

Part 5
Order of Business and Meeting Procedures - Board and Committees

Opening Procedures and Order of Business

- 5.1 ~~Immediately after the Chair has taken a seat,~~ Once the Chair has confirmed quorum, called the meeting to order and the agenda has been presented and adopted, the minutes of the preceding meeting shall be considered by the Board or Committee in order to correct errors and omissions. The minutes of the preceding meeting of the Board need not be read aloud prior to their adoption.
- 5.2 The order of business for all regular meetings of the Board shall be as follows (to the extent applicable):
- Call to Order
 - Acceptance of the Agenda (additions/deletions);
 - Minutes;
 - Delegations;
 - Presentations;**
 - Unfinished Business;
 - Communications (RDKB Corporate Communications Officer);
 - Communications (Information Only);
 - Reports;
 - Committee Recommendations to the Board;
 - Board Appointment Updates;
 - New Business;
 - Bylaws;
 - Late (Emergent) Items;
 - Discussion of Items for Future Meetings;
 - Question Period for Public and Media;
 - Closed (in camera) Meeting;
 - Adjournment.
- 5.3 The order of business for all Committee or Commission meetings shall be as follows (to the extent possible):
- Call to Order;
 - Acceptance of the Agenda (additions/deletions);
 - Minutes;
 - Delegations;
 - Presentations;**
 - Unfinished Business;
 - New Business;
 - Late (Emergent) Items;
 - Discussion of items for future agendas;
 - Question Period for Public and Media;
 - Closed (in camera) Meeting;
 - Adjournment

- 5.4 At the Board or Committee Chair's discretion, the order of business and the agenda item headings may be amended from time to time.

Adoption of the Agenda Items

- 5.5 Should a Director or staff wish to add items to a Board or Committee agenda after it has been created, published and distributed, but before the meeting day, they must receive Chair approval. With Chair approval, the item will be considered "late", sent to the Board or Committee Members via e-mail on the Monday prior to the meeting day and then added to the agenda at the time of the meeting under Late (Emergent) Items. The agenda item must be accompanied by background information. Paper-copies of the item will be presented at the time of the meeting.

After the meeting has been called to order and at consideration of the agenda, the Corporate Officer or Deputy Corporate Officer will introduce additions to the agenda as well as any deletions and or changes in the order of the agenda.

- 5.6 At the time of any Board or Committee meeting, other than an emergency meeting and at acceptance of the agenda, the Chair, any Director and or staff may add items to, or remove items from the agenda with the overall approval of the Board or Committee. Items added to the agenda at the meeting, will be considered "late" and will be added under Late (Emergent) Items.

- 5.7 If a quorum is not present within thirty (30) minutes after the appointed time of the meeting the Corporate Officer shall record in the minute book the names of the Members present and the Board shall stand adjourned until the next meeting date or another meeting has been called in accordance with this Bylaw.

- ~~5.8 Should a Director or staff wish to add items to a Board or Committee agenda at the meeting, the item must be brought forward once the meeting has been called to order. At Acceptance of the Agenda, the item will be considered "late" and with approval of the Board or Committee, be added to the agenda under Late (Emergent) Items. When possible, the Director or staff should provide paper copies of background material for circulation at the meeting.~~

- 5.9 The Communications (Information Only) agenda items of business are considered to be routine and do not require debate or discussion. The items listed on the Communications (Information Only) agenda shall be received in one (1) motion. If discussion of a particular item on the Communications (Information Only) agenda is desired by a Director, that item shall be removed from the Communications (Information Only) section of the agenda and considered separately.

- ~~5.10 The request for the Letter of Support must be accompanied by the grant application and or the project proposal, which will be attached to the agenda.~~

Voting

- 5.11 The procedure for voting shall be in accordance with the provisions of the Act.

- 5.12 When considering a motion, the question shall be decided by a show of hands in favour of a motion followed by a show of hands from those opposed to the motion.
- 5.13 The Chair participates in all voting unless the vote is on the question "Shall the Chair be sustained?"
- 5.14 Members participating electronically in a meeting must only indicate their negative votes verbally, ~~except in the case of elections.~~
- 5.15 In all cases where the votes of the Members present and entitled to vote, including the vote of the Chair or other person presiding, are equal for and against a question, the question shall be declared in the negative and shall be defeated, and it shall be the duty of the Chair or other Member presiding to so declare.
- 5.16 Any Member then present who abstains from voting shall be deemed to have voted in the affirmative.
- 5.17 ~~Any Member may request that his negative vote be recorded in the minutes.~~ A negative vote will always be documented unless a Member requests their negative vote not to be recorded in the minutes.
- 5.18 Prior to calling the vote, any Member may request that the motion be read aloud. The vote on a motion will be taken when the Chair is satisfied that its intent is clear to the Members.
- 5.19 A vote on a motion shall be deemed to be carried unanimously unless a Member or Members vote against the motion. The Chair will state aloud that the vote is carried, carried unanimously or defeated.

Motions

- 5.20 Motions shall be phrased in a clear and concise manner ~~and framed as a positive action.~~
- 5.21 All questions shall be decided by a vote on a motion and subject to Section 5.22 below, all motions may be moved and seconded by any Member.
- 5.22 A motion, the subject matter of which pertains to the administration and operation of a local or extended service, shall be moved and seconded by a Member for the participating area of that service.
- 5.23 A motion under the agenda section titled "Committee Recommendations to the Board of Directors", shall be moved by the relevant Committee Chair and in their absence, by the relevant Committee Vice Chair.
- 5.24 Any Member may require the question or motion under discussion to be read at any time during the debate but not so as to interrupt a Member while speaking in accordance with this Section.

5.25 No Member shall speak more than twice to the same question without leave of the Chair, except in explanation of the material part of his speech which may have been misconceived, and in doing so he is not to introduce a new matter. A reply is allowed to a Member who has made a substantive motion to the Board, but not to any Member who has moved an amendment.

5.26 No Member shall speak on any question for longer than five (5) minutes without leave of the Chair.

~~5.27 If a Member calls for a record of votes, the names of those who vote for and those who vote against shall be entered in the minutes.~~

5.28 After a motion is read by the Chair or other Member presiding or the Corporate Officer Administrator, it shall be deemed to be in possession of the Board, but may be withdrawn at any time before a decision or an amendment with the approval of the Board.

5.29 Amendments to original motions as presented on an agenda and any new motions that are not already included on the agenda, but created at the meeting. Every amendment submitted must be presented in a clear and concise manner and shall when requested by any Member be written out at the time the motion is made in the meeting, made visible on the monitors for the Recorder and those attending and then added to the record. ~~reduced to writing.~~

These motions must be decided upon or withdrawn before the main question is put to a vote. Only one amendment to an amendment shall be allowed at one time and the same shall be dealt with before the amendment is decided.

5.30 When the question under consideration contains more than one distinct proposition, a separate vote upon each such proposition shall be taken if any Member so requires.

5.31 After the question is finally put by the Chair, no Member shall speak to the question nor shall any other motion be made until after the result is declared and the decision of the Chair as to whether the question has been finally put is conclusive.

5.32 When a question is under debate, no motion shall be received except for the following:

- (a) to refer to a Committee and/or staff;
- (b) to amend;
- (c) to lay on the table;
- (d) to table indefinitely;
- (e) to defer to a certain time; or
- (f) to adjourn.

Laying on the table would typically be used when the Board wants to lay a pending question aside when something else of immediate urgency has arisen. By adopting a motion to "lay on the table" the majority has the ability to halt consideration of a question immediately without debate. In this circumstance, the motion may be set aside temporarily without setting a time for resuming its consideration, but the matter can be taken up again when the majority decides to bring it back.

The process of laying on the table is different from postponing indefinitely. To postpone indefinitely is to decline to take a position on the question, which effectively operates to kill the motion and avoids a direct vote on the question. The purpose of "laying a motion on the table" is not to avoid dealing with a measure, but instead to halt consideration of a measure in order to deal with a matter of urgency that has arisen.

If a time for resuming consideration of the matter is specified in making the motion, then it is a motion to postpone, rather than to lay on the table. A significant difference between the two motions is that a motion to postpone is debatable, whereas a motion to lay on the table is not.

The six motions (a) to (f) listed in this subsection shall have precedence in the order in which they are named and the last four are neither amendable nor debatable.

- 5.33 A question of referral, until it is decided, shall preclude all amendments to the main question.
- 5.34 A motion to adjourn shall always be in order, but no second motion to the same effect shall be made until some intermediate proceeding shall have been taken.
- 5.35 When the Chair is of the opinion that a motion put before the Board is contrary to the rules of the Board, he shall apprise the Members thereof immediately before putting the question thereon, and shall cite the rule or authority applicable to the case without argument or comment.

Reconsideration

- 5.36 The Chair may return a resolution providing for reconsideration in accordance with the provisions of the Act and or the *Community Charter*.
- 5.37 After a bylaw, resolution, or proceeding has been decided, any Member may, at the same meeting or at any time within one month after a bylaw, resolution or proceeding is considered, return the matter for the Board's reconsideration. The Board shall not reconsider a matter unless the motion to reconsider the matter has firstly been considered.
- 5.38 Where a matter has been reconsidered, the Board shall not reconsider the matter again subject to Section 5.37 above.
- 5.39 Once a bylaw, resolution, or proceeding has been rejected upon its reconsideration, it shall not be reintroduced to the Board for six (6) months, except with the unanimous consent of the Board.
- 5.40 Any and all conditions which apply to the passage of the original bylaw, resolution, or proceeding shall apply to its rejection.

Meeting Quorum – Board and Committees

- 5.41 The quorum for the Board **and Committees** is a majority of the Members.

~~5.42 As soon after the appointed time of meeting as a quorum is present, the Chair shall take the chair and call the meeting to order.~~

Designation of Member to Act in Place of Board Chair

- 5.43 If the Board Chair is not in attendance within ten (10) minutes after the time appointed for the meeting, the Vice Chair shall take the chair and call the Directors to order. If the Vice Chair is also absent, the Corporate Officer shall take the chair and call the Directors to order and if a quorum is present the Directors shall elect an Acting Chair who shall preside during the meeting until the arrival of the Chair or Vice Chair. The person appointed as Acting Chair has all the authority and is subject to the same rules as the Chair.

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PART 6 Points of Order

Board and Committee Chair and Presiding Officers

- 6.1 The Chair of the Board of Directors shall have the right to sit ex-officio on all Committees of the Board that he or she is not appointed to.
- 6.2 The Board or Committee Chair, if present, shall preside at Board or Committee meetings.
- 6.3 The Vice Chair shall preside in the absence, illness or other disability of the Chair or when the Chair vacates the chair. The Vice Chair has all the authority, and duties of the Chair and is subject to the same rules as the Chair.
- 6.4 In the event that neither the Chair nor the Vice Chair is able to take the chair, the presiding officer shall be such person as the Board or Committee may elect as acting Chair who, during the meeting has all the powers of the Chair and is subject to all rules applicable to the Chair.
- 6.5 The Chair, Vice Chair or other Member presiding at a meeting of the Board or Committee shall preserve order and rule on all points of order which may arise, but subject to a challenge by the other Members then present.
- 6.6 Every Member desiring to speak shall address the Chair.
- 6.7 A Board Member that introduces a resolution has opportunity to open the debate and close the debate after other Members of the Board have had an opportunity to speak to the question. No Member can speak more than twice to the question except with the permission of the Chair.
- 6.8 If a decision of the Chair is challenged by a Member, the Chair shall immediately put the question "Shall the Chair be sustained?" and the question shall be decided without debate. The Chair shall be governed by the vote of the majority of the Directors then present and entitled to vote, exclusive of the Chair, and in the event of the votes being equal, the question shall pass in the affirmative.
- 6.9 If the Chair refuses to put the question "Shall the Chair be sustained?" the Vice Chair or other person appointed by the Board shall preside temporarily in place of the Chair, and the Director so temporarily presiding shall immediately put the question "Shall the Chair be sustained?" and the question shall be decided without debate and in the event of the votes being equal, the question shall pass in the affirmative.
- 6.10 Any resolution or motion carried under the circumstances mentioned in Section 6.7 is as effectual and binding as if carried out with the Chair presiding.
- 6.11 At RDKB Board meetings the Board Director who has been appointed by the Board Chair as a Director Liaison will act as a "Committee" Chair during the Board meeting and will introduce,

read out the recommendation and oversee discussion on the Board agenda items for Protective Services, Environmental Services and Finance.

- 6.12 The Chair shall preserve order and decide all points of order which may arise, subject to an appeal, which may arise.
- 6.13 When the Chair is required to decide a point of order:
- (a) the Chair shall suspend debate on the matter currently before the meeting;
 - (b) the person raising the point of order shall define the procedural matter under which the point of order has been raised.
 - (c) the Chair shall determine whether the point of order is sustained or overruled and must cite the applicable rule or authority if requested by another Member;
 - (d) another Member shall not question or comment on the rule or authority cited by the Chair;
 - (e) if the point of order is overruled, the debate resumes on the matter previously suspended;
 - (f) if the point of order is sustained, the Chair directs the appropriate corrective actions;
 - (e) the Chair may reserve the decision until the next Board meeting.

Appeal

- 6.14 In accordance with the *Community Charter*, a decision of the Chair made under Section 6.11 may be appealed by a Member and on an appeal by a Member, the question as to whether the Chair is to be sustained must be immediately put by the Chair and decided without debate and the Chair shall be governed by the vote of the majority of the Members then present excluding the Chair.
- 6.15 In the event of the votes being equal, the question on an appeal shall be declared in the affirmative.
- 6.16 The names of the Members who voted contrary to the outcome of the question on an appeal shall be recorded in the minutes.
- 6.17 Any resolution or motion carried under the circumstances mentioned in Section 6.12 is as binding as if carried out with the Chair presiding.

Privilege

- 6.18 A matter of privilege (a matter dealing with the rights or interests of the Board as a whole or of a Member personally) may be raised at any time and shall be dealt with forthwith before resumption of business.
- 6.19 A matter of privilege includes reference to any of the following motions:
- (a) to fix the time to adjourn;
 - (b) to adjourn;
 - (c) to recess;
 - (d) to raise a question of privilege of the Regional Board; and
 - (e) to raise a question of privilege of a Member of the Regional Board.

Use of Cellular Telephones and Pagers

- 6.20 As per the *RDKB Elected Officials Responsible Conduct Policy and Code of Conduct (Conduct of Public Meetings)*, the use of cellular telephones and pagers are not permitted during Board and Committee meetings unless they are turned off or kept on silent or vibrate.

DRAFT-BOD June 27 2019

Part 7 Debate and Conduct

- 7.1 Conduct at meetings will be as per this Section of this Bylaw and the RDKB *Elected Officials Responsible Conduct Guiding Principles Policy–Code of Conduct*. The Chair is responsible for preserving order at meetings and for ensuring that questions are decided with the benefit of fair debate and in accordance with procedural and other rules. On matters of procedure the Chair shall remain impartial.
- 7.2 No Member shall speak until recognized by the Chair.
- 7.3 Members shall address the Chair as "Mr. or Madam Chair or Chair" and shall refer to each other as "Director".
- 7.4 No Member shall interrupt another Member who is speaking, except to raise a point of order.
- 7.5 Members speaking at a Board meeting:
- (a) must use respectful language;
 - (b) must not use offensive gestures or signs;
 - (c) must speak only in connection with the matter being debated;
 - (d) must not speak outside the motion or reflect upon any vote of the Board except for the purpose of moving that such vote be reconsidered;
 - (e) must not leave their seats or make any noise or disturbance while a vote is being taken and until the result is declared; and
 - (f) must adhere to the rules of procedure established under this Bylaw and to the decisions of the Chair and the Board in connection with the rules and points of order.
- 7.6 If more than one Member speaks the Chair must call on the Member, who, in the Chair's opinion, spoke first.
- 7.7 The order of debate on a motion will be determined by the Chair and those Members waiting to speak shall be placed into a queue. Members wishing to participate in the debate may do so by raising their hand. The mover and seconder of a motion, or of an amending motion, shall be entitled to speak ahead of other Members.
- 7.8 No Member shall speak on any motion for longer than three (3) minutes without leave of the Chair.
- 7.9 Members are encouraged to speak succinctly and to not repeat information that has already been heard.
- 7.10 Except in explanation of the material part of a Director's speech, ~~Where practical,~~ all Members will be given the opportunity to speak once on the same matter or motion, without leave of the Chair, before a Member is recognized a second time.
- 7.11 A Member who has made a substantive motion to the Board may reply to the debate.
- 7.12 A Member who has moved an amendment on the previous motion may reply to the debate.

- 7.13 Members who are called to order by the Chair:
- a) must immediately stop speaking;
 - b) may explain their position on the point of order; and
 - c) may appeal to the Board for its decision on the point of order.
- 7.14 Where there is a motion under debate a Member shall not speak other than on that motion under debate and the matters relating to that motion.
- 7.15 Any Member may require the motion under discussion to be read at any time during the debate, but not so as to interrupt a Member while speaking.
- 7.16 If, during debate on a motion, a motion to refer or postpone that motion is put while there remain Members who have indicated an intention to speak; the Chair may refuse to accept the seconding of such motion of referral or postponement until those on the list of speakers for the first motion have been heard. No other names shall be added to the said speakers list and, following the hearing of those entitled to speak, the Chair shall ask if there be a seconder to the motion to refer or postpone and, receiving an affirmative response, shall call the question on such motion.
- 7.17 At any time during debate on a motion, a Director may move "That the vote on the motion be called" and that motion shall be decided without amendment or debate. If the motion "That the vote on the motion be called" is adopted by at least two thirds of the votes cast, the motion consequent thereon shall be immediately called and voted upon without further debate or amendment.
- 7.18 If the Chair desires to leave the meeting, they shall call on the Vice-Chair to take his/her place until he/she returns to the meeting.
- 7.19 If the person presiding a Board meeting considers that another person at the meeting is acting improperly, the person presiding may order that the person is expelled from the meeting. If a person who is expelled does not leave the meeting, a peace officer may enforce the order as if it were a court order. **(Community Charter S. 133)**

Part 8
Conflict of Interest

- 8.1 A Member attending a meeting must not participate in the discussion or vote on a matter where to do so would be contrary to the *Charter* and the *RDKB Elected Officials Responsible Conduct Guiding Principles Policy and Code of Conduct*. Where a Member considers that he is not entitled to participate in the discussion of a matter or to vote on a question in respect of the matter, the Member must declare this and state the general nature of why the Member considers this to be the case.
- 8.2 Where a Member considers that he is not entitled to participate in the discussion of a matter or to vote on a question in respect of the matter, the Member must:
- (a) not take part in the discussion of the matter and is not entitled to vote on any question in respect of the matter;
 - (b) immediately leave the meeting or that part of the meeting during which the matter is under consideration; and
 - (c) not attempt in any way, whether before, during, or after the meeting, to influence the voting on any question in respect of the matter.
- 8.3 Where a Member declares that he is not entitled to participate in the discussion of a matter or to vote on a question in respect of the matter, the Corporate Officer shall record the Member's declaration and the reasons given for the conflict of interest. The time(s) of the Member's departure from the meeting room and, if applicable, the Member's return shall be noted in the record.
- 8.4 Where a Member declares that he is not entitled to participate in the discussion of a matter or to vote on a question in respect of the matter, the person presiding must ensure that the Member is not present at the meeting at the time of any vote on the matter.

Part 9
Minutes

- 9.1 Minutes of Board and Committee meetings must be kept in accordance with section 223 of the Act. For purposes of section 223(b) of the Act, the designated officer is the Corporate Officer.
- 9.2 The Corporate Officer shall ensure that copies of the minutes of every meeting of the Board and Committees are distributed to each Member prior to the meeting at which they are proposed to be adopted. Wherever possible, the Board minutes shall be adopted by the Board at the next regular Board meeting.
- Minutes of the Committee meetings will be adopted by the respective Committees at the next regular meeting of the Committee and received by the Board of Directors following adoption by the Committee.
- 9.3 The minutes of the proceedings of the Regional Board and Committees must be open for public inspection at the Regional District during the regular office hours.
- 9.4 The RDKB Corporate Officer is responsible for records management and the filing and keeping of all draft and adopted Board and Committee minutes.

Part 10 Attendance at Public Meetings

Meetings Open to the Public

- 10.1 Subject to the *Charter*, all Board and/or all Committee meetings must be open to the public.
- 10.2 Where the Board wishes to close a meeting to the public, it may do so by first adopting a resolution in the public meeting in accordance with the *Charter*.
- 10.3 No Director shall disclose to the public the proceedings of a closed meeting, unless a resolution has been passed to release proceedings to the public.
- 10.4 This section applies to meetings of bodies referred to in the *Charter*, including, without limitation:
 - (a) Committees and or Commissions of the Board;
 - (b) Board(s) of Variance;
 - (c) Court(s) of Revision;
 - (d) Advisory Planning Commission(s); and
 - (e) Recreation Commission(s).

Regular Delegations - Board and Committees

- 10.5 Using the RDKB Committee/Board Delegation Presentation form, a delegation wishing to appear before the Board and/or Committee meetings shall submit a written request to appear as a delegation along with a written synopsis of the information that will be included in the agenda and presented to the Board or the Committee. The Corporate Officer must receive the approved and completed form and the written synopsis at least seven (7) calendar days prior to the scheduled Board meeting.
- 10.6 The Chair must approve of all delegations before the delegation is set on the Board agenda. Where the Chair has refused a delegation, the Chair shall notify the Board or Committee in writing that the delegation asked to appear before them and list the reason(s) why the delegation was denied attendance. The Chair will also notify the delegation of the decision to not approve the request and will provide reasons.
- 10.7 Where the subject matter of a delegation has previously been dealt with in the form of a delegation, the Chair may advise the delegation of such apparent duplication and/or repetition and refuse such delegation until permission of the Board has been obtained.
- 10.8 The Board must not permit a delegation to address a meeting of the Board regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a prerequisite to the adoption of the bylaw.

- 10.9 Once approved, the Corporate Officer shall notify a representative of the delegation at a time reasonably in advance of the date, time and place of the Board meeting at which the delegation will be heard.
- 10.10 The delegation appearance, the subject of the delegation and a synopsis will be included on the agenda for a meeting of the Board or a Committee.
- 10.11 The number of delegations appearing before the Board and/or Committees shall be limited to two per meeting unless the Chair determines that there is an additional urgent matter or unless a delegation wishes to address an item that is already on the agenda. At the discretion of the Chair, the time limit for presenting is ten (10) minutes unless otherwise determined by a 2/3 vote of the Members present.
- 10.12 No delegations will be accepted at the November Statutory Board meeting.

Late Delegations

- 10.13 Any person or organization who deems its interests to be affected by an item on the Board and/or Committee agenda, who has appeared before an appropriate Committee or who, because of circumstance, could not have been expected to appear before a Committee or give earlier notice, may request to appear as a late delegation before the Board and/or Committee to address an item already on the agenda by submitting a written request to the Corporate Administrator no later than twelve o'clock noon on the day before the Board and/or Committee meeting.
- 10.14 The written request to appear as a late delegation must stipulate the subject matter upon which the late delegation wishes to speak and explain why the Board and/or Committee should consider the late delegation.
- 10.15 The Corporate Officer will advise the Chair of the Board and/or Committee of the late delegation request and circulate the written request for a late delegation to Directors by placing the request on the Board and/or Committee table at the meeting.
- 10.16 The Board and/or Committee shall, by simple majority vote, determine if the late delegation will be heard at the meeting.
- 10.17 The late delegation shall provide sufficient written copies of their submission for distribution to the Board and/or Committee at the time they are heard.
- 10.18 Notwithstanding the foregoing, where a written application has not been received as prescribed in Section 10.13 above, a delegation may address the meeting if approved by a unanimous vote of the Members present.
- 10.19 The Chair may determine the maximum time for which each late delegation will be permitted to address the Board and/or Committee, after which time, the Board and/or Committee may dispose of the petition or submission at the meeting, refer the subject matter to a Committee or take such other action as is deemed expedient.

Presenter(s)

10.20 From time to time, the RDKB Board of Directors and or a Board Committee may require certain individuals, external agencies, organizations, contractors and groups to attend a meeting to present certain information, updates, financial details and other reports which relate to RDKB business, RDKB funded projects and service delivery.

Presenters are not considered "delegations" and hence, are not required to complete the Board or Committee Delegation Request form and receive Chair approval for attending a meeting. Presenters are required to submit a brief synopsis of their presentation to the Corporate Officer seven (7) days prior to the Board of Committee meeting. The Corporate Officer will include the synopsis on the agenda.

10.21 The Corporate Officer shall notify Presenters in advance of the date, time and place of the meeting at which the Presenter(s) will be heard.

10.22 The number of presenters appearing before the Board and/or Committees shall be determined and approved by the Board or Committee Chair. At the discretion of the Chair, the time limit for presenting is ten (10) minutes unless otherwise determined by a 2/3 vote of the Members present.

10.23 No Presenters will be accepted at the November Statutory Board meeting.

Public and Media Attendance

10.24 Members of the public and media shall be given an opportunity to ask questions of, and address the Board or Committee during the open public portion of the meeting as set out in the open public agenda. This time is expressly devoted to questions only.

Part 11
Closed (In Camera) Meetings

- 11.1 This section applies to meetings of bodies referred to in the *Community Charter*, including, without limitation:
- (a) Board of Directors;
 - (b) all Committees of the Board;
 - (c) Board(s) of Variance;
 - (d) Parcel tax roll review panels;
 - (d) Court(s) of Revision;
 - (e) Advisory Planning Commission(s); and
 - (f) Recreation Commission(s), and
 - (g) Other advisory Committees, Commissions and bodies established by the Board under the Act.

Scheduling and Attendance at Closed (In-Camera) Board or Committee Meetings

- 11.2 When required, closed meetings of the RDKB Board of Directors and or RDKB Committees are called pursuant to Sections 90 (1) – 90 (3) of the *Charter*.
- 11.3 Before closing a regular open meeting or a portion of a regular open meeting to the public, the Board or Committee must pass a resolution in a public meeting in accordance with Section 92 of the *Community Charter* and such resolution must include the basis under the applicable subsection of Section 90 on which the meeting or part of is to be closed.
- 11.4 Closed meetings may be scheduled in advance and included on a regular Board or Committee agenda where the Board or Committee will convene to the closed meeting at the end of the open meeting. If this is the case, a separate closed meeting agenda will be sent to the Board of Directors after a regular Board or Committee meeting agenda has been sent and in accordance with the process set out in Section Parts 3 and 4 of this bylaw.
- 11.5 With Chair approval, closed meetings may be called impromptu during a Board or Committee meeting.
- 11.6 With approval from the Board or Committee Chair, a standalone closed meeting may be called at any time independent of regular Board or Committee meetings.
- 11.7 While in a closed meeting, the Board may authorize the release of information considered or decisions made in the closed meeting or in a previous closed meeting upon adoption of a resolution "That the matter of _____ be released to the open meeting" and will be placed under "Recommendations Released from Closed Meeting" of the open meeting.
- 11.8 No Director or staff present in a closed meeting shall disclose to the public the proceedings of a closed meeting, unless a resolution has been passed to release the proceedings to the open meeting.

- 11.9 Individual Municipal Directors are authorized to release information received and/or discussed at a closed meeting of the RDKB Board of Directors or at a closed Committee meeting to his/her Councils except in the case where the RDKB Board, by resolution, prohibits the release of such information. All closed meeting information released to a Municipal Council must be received and maintained in a closed Municipal Council Meeting.
- 11.10 Information protected under the *Freedom of Information and Protection of Privacy Act* will not be released at any time.
- 11.11 Minutes of closed Board and Committee meetings shall be kept by the Corporate Officer in the same manner as minutes of regular open meetings, but shall not be filed with the minutes of regular open meetings.
- 11.12 Following a general local election or by-election, newly elected Directors should not be permitted to attend closed meetings, or receive closed meeting agendas and materials until such time as they have been officially sworn in and taken an Oath of Office as Directors.

Notice of Closed Board and Committee Meeting and Agenda Delivery

- 11.13 When a closed meeting is scheduled in advance and which will be held during a regular Board or Committee meeting, the Corporate Officer will send a notice of closed meeting to by e-mail at least forty-eight (48) hours before the meeting as per the RDKB Closed Meeting Agendas and Information Policy.
- 11.14 The agenda and background material, wherever possible shall be delivered by e-mail at least forty-eight (48) hours in advance of the closed meeting or if necessary, will be distributed in paper at the meeting as per the RDKB Closed Meeting Agendas and Information Policy.
- 11.15 When a closed meeting is not scheduled in advance but is called at the call of the Board or Committee Chair or at the request of, and with the approval of the Chair, a Board or Committee Director present at the meeting, the Board or Committee will proceed to the closed meeting without an agenda.
- 11.16 Paper-copies of closed meeting agendas will not be distributed in advance of the closed meeting. The closed meeting agenda will be sent electronically or circulated in-person at the meeting. The Directors will at all times ensure the security and confidentiality of their assigned user ID and password for the electronic device and will notify the Corporate Officer immediately should they misplace, lose or otherwise determine their user ID and/or password has been compromised.

Persons Attending Closed Board and Committee Meetings

- 11.17 While in a closed meeting, the procedures set out in this bylaw shall, to the extent possible, be followed by the Board or Committee in the conduct of business.
- 11.18 The Chair may expel or exclude a Director from a closed meeting pursuant to Section 133 of the *Charter* (expulsion from meetings).

- 11.19 The Chair may dismiss some or all staff from a closed meeting.
- 11.20 The only persons permitted to receive an electronic closed meeting agenda and remain in the closed meeting are the Members of the RDKB Board of Directors or Members of the Committee, the Corporate Officer, Chief Administrative Officer and recording secretaries.
- 11.21 In general, other designated staff, Members of the public and Alternate Directors are not permitted to receive closed meeting agendas or attend closed meetings unless authorized by the Chair. Alternate Directors will only receive a closed meeting agenda when they will be attending a closed meeting in place of the elected or appointed Director.
- 11.22 Employees may attend a closed meeting to present information, or when requested by the Board Chair, Committee Chair or Chief Administrative Officer to attend.
- 11.23 A Board Director who attends an open RDKB Committee meeting, but who does not sit on that Committee, can, with Chair approval attend a closed Committee meeting as an observer should the open meeting convene to a closed meeting.

Part 12
Bylaws

- 12.1 Prior to the introduction of any bylaw, each Member who is entitled to vote on the bylaw may receive a copy of the proposed bylaw in electronic format as part of the agenda.
- 12.2 Any bylaw which does not require approval, consent, or assent under the provisions of the Act or any other enactment prior to the adoption of the bylaw may be adopted at the same meeting of the Board at which it passed third reading, provided the motion for adoption receives an affirmative vote of at least two-thirds (2/3) of the votes cast, otherwise, the Board must not adopt a bylaw on the same day it has given the bylaw third reading.
- 12.3 Unless the holding of a public hearing is waived in accordance with the Act, the Board must not give third reading to a community plan bylaw, rural land use bylaw or zoning bylaw without holding a public hearing on the bylaw. The public hearing must be held after first reading of the bylaw and before third reading of the bylaw.
- 12.4 A bylaw must be adopted by separate resolution.
- 12.5 Every bylaw which has been adopted by the Board shall immediately be signed by the authorized officers and shall be retained by the Corporate Officer for safekeeping.

Part 13
Miscellaneous Provisions

Severability

- 13.1 If any section, subsection, clause or other part of this Bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this Bylaw.

Effective Date

- 13.2 This Bylaw shall come into full force and shall take effect on and after the date of the adoption thereof.

Repeal

- 13.3 Regional District of Kootenay Boundary Procedure Bylaw No. 1616, 2016 is hereby repealed.

Read a First, Second and Third Time this day of , 2019.

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. 1720 cited as "Regional District of Kootenay Boundary Procedure Bylaw No. 1720, 2019" as reconsidered and adopted by the Board of the Directors at a regular meeting held this .

Manager of Corporate Administration/Corporate Officer

Reconsidered and Adopted this .

Chair

Manager of Corporate Administration/Corporate Officer

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. 1720 cited as "Regional District of Kootenay Boundary Procedure Bylaw No. 1720, 2019" as reconsidered and adopted by the Board of the Directors at a regular meeting held this day of .

Manager of Corporate Administration/Corporate Officer



STAFF REPORT

Date: 02 May 2019
To: Chair McGregor and Members of the
 Policy and Personnel Committee
From: Theresa Lenardon, Manager of Corporate
 Administration/Corporate Officer
Re: Proposed Revisions to RDKB Procedure
 Bylaw 1616, 2016

File ADMN Procedure Bylaw

Issue Introduction

A staff report from Theresa Lenardon, Manager of Corporate Administration/Corporate Officer presenting a draft revised RDKB Procedure Bylaw for review and discussion.

History/Background Factors

Local Governments must establish procedures for the conduct of their meetings and the general conduct of business. These procedures are contained in a "procedure bylaw". While generally similar, there are some differences between municipal and regional district procedure bylaws. Despite each local government having flexibility to adopt meeting procedures which suit their culture and situations, there are certain legislative processes and requirements that must be addressed in the procedure bylaw.

The current RDKB Procedure Bylaw (No. 1616, 2016) is out of date and requires some "housekeeping" edits and the 2018 Policy and Personnel Committee has requested the bylaw include procedures for the delivery of Board and Committee agendas.

Regional District Procedure Bylaw - Legislative Requirement-Local Government Act:

Part 6, S. 225 and S. 226 of the *Local Government Act* set out the requirements for regional district procedure bylaws. S. 225 requires the establishment of rules of procedure for board and committee meetings, ensuring a procedure bylaw is not amended without notice of the proposed amendment(s) to the Board of Directors and provides for procedures to give advance public notice of meetings. S. 226 requires regional districts to include application of the *Community Charter* procedure bylaw rules for "meeting proceedings".

Regional District Procedure Bylaw - Legislative Requirement-Community Charter:

- S. 94 (requirements for identifying a posting place for public notices),
- S. 89-93 (open meetings),
- S. 133 (expulsion from meetings),
- S. 282 (regulations related to meeting rules),
- S. 122 (exercise of powers by bylaw or resolution), and
- S. 132 (authority of presiding member).

General: A procedure bylaw may include other matters provided they do not conflict with other procedures or legislation contained in other pieces of the *Local Government Act*. A procedure bylaw can apply to both a local government board and to the board committees, commissions and other bodies created by the Board Chair and or the overall Board of Directors. The intent of the RDKB procedure bylaw is to apply the legislative requirements to the RDKB Board of Directors and to RDKB Board Committees. The bylaw does not apply to external committees where the Board or Board Chair appoint a RDKB Director to represent the RDKB on an outside Agency, Committee or Board which is not directly a part of the RDKB (e.g. S.I.D.I.T., West Kootenay Transit Committee, Columbia River Treaty Local Government Committee etc.). These external Agencies, Committees, etc. usually have their own meeting procedures.

Robert's Rules of Order: Boards and Councils use certain sections of *Robert's Rules of Order Newly Revised* to conduct meetings and to make decisions. However, *Robert's Rules of Order* differ from the meeting requirements set out in the *Local Government Act* and the *Community Charter* because they are not legislated, but rather are commonly agreed upon rules and customs for deliberation and debate as included in the procedure bylaw and as agreed upon by the local government.

The following lists the housekeeping items, which staff has identified and incorporated into the draft proposed bylaw:

1. edits to the list of RDKB Committees: inclusion of newly created Committees, removal of Committees that no longer exist and changes to some Committee titles,
2. additions to the list of definitions: these additions have been included to clarify RDKB business and the Board's meeting procedures and to also assist with the interpretation of the procedure bylaw,
3. some Bylaw sections have been moved to different places and the bylaw has been written with section headings (e.g. "Part" 1, "Part" 2, etc.) to provide for a more organized and logical thought-process and flow of information,
4. inclusion of text that is required to meet the *Community Charter* rules with respect to open and closed meetings and expulsion from meetings,
5. further amendments to clarify those sections of the bylaw that apply to the Board of Directors and those sections that apply to Board Committees,
6. a deadline for staff and Directors when submitting agenda items to the Corporate Officer, and

7. clarification of the agenda-delivery timelines, which was requested by the Policy and Personnel Committee in 2018.

Other Matters for Review:

1. *Consent Agenda:* See attached example Consent Agendas (City of Richmond and Squamish-Lillooet RD), definitions of a consent agenda, consent agenda process and other information attached to the staff report.
2. *Movers and Seconders:* Remove the recording of movers and seconders (see attached Eli Mina report).
3. *Electronic Meetings:* Review and discuss.
4. *Calling into Meetings:* Clarify the number of elected officials who can call into the same meeting, and
5. Other procedural matters that the Board may wish to include.

The proposed revised procedure bylaw is being presented to the Policy and Personnel Committee for a preliminary review and discussion, but at some point should be referred to the Board of Directors for other suggestions, feedback and ideas etc. before it is presented back to the Committee a second time

Staff is looking for input, suggestions and further direction.

Implications

Adopting a revised procedure bylaw with amendments as suggested by staff and by the overall Board of Directors illustrates the Board's due diligence to comply with legislation and the Board's progress in moving forward with building a better governance model.

Advancement of Strategic Planning Goals

Not applicable. Adopting a procedure bylaw and ensuring that the RDKB Procedure Bylaw is compliant with the *Local Government Act* and *Community Charter* is a legislative requirement.

Background Information Provided:

Examples Local Government Procedure Bylaws:

1. Regional District of Central Kootenay,
2. Central Okanagan Regional District,
3. Fraser Valley Regional District, and
4. Capital Regional District

Examples of Consent Agendas:

1. City of Richmond, and
2. Squamish-Lillooet Regional District

Other Information:

1. Eli Mina-"Should Movers and Seconders be Recorded in Minutes?
2. RDOS Minutes (with Consent Agenda),
3. RDOS "What is a Consent Agenda?"
4. Capital Regional District-Consent Agenda process,
5. Online research (civicplus) "How to Use a Consent Agenda to Save Time and Focus on Critical Matters".

Alternatives

1. Receive the report and no action.
2. Refer the draft revised procedure bylaw back to staff for further research and updates pursuant to the Committee's direction on May 8, 2019 and then present back to the Policy and Personnel Committee at a future meeting.
3. Refer the draft revised procedure bylaw back to staff for further research and updates pursuant to the Committee's direction on May 8, 2019 and then present to the RDKB Board of Directors for input and ideas before referring back to the Policy and Personnel Committee a second time.

Recommendation(s)

That the proposed revised RDKB Procedure Bylaw be referred back to staff for further review and edits as per direction from the Policy and Personnel Committee at the May 8, 2019 meeting. **FURTHER** that once revised with the Committee's edits from May 8, 2019 and before it is referred back to the Committee for a second review, that the draft bylaw be presented to the RDKB Board of Directors for further input.



REGIONAL DISTRICT OF CENTRAL KOOTENAY

**PROCEDURE BYLAW
NO. 2383, 2014**

**RDCK PROCEDURE BYLAW NO. 2383
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REGIONAL DISTRICT OF CENTRAL KOOTENAY**BYLAW NO. 2383**

A bylaw to regulate the proceedings of the Regional District of Central Kootenay
Board and Committees

WHEREAS the Regional District must, by bylaw enacted pursuant to the *Local Government Act*, establish the general procedures to be followed at meetings of the Regional Board and Board committees including the procedures for passing bylaws and resolutions, and for providing advance public notice of such meetings;

AND WHEREAS the Regional Board desires its proceedings to be guided by principles of efficiency, accountability and procedural fairness;

AND WHEREAS advance notice regarding this bylaw has been provided to each Director in accordance with Section 794 of the *Local Government Act*;

NOW THEREFORE, the Board of the Regional District of Central Kootenay, in open meeting assembled, enacts as follows:

PART 1
INTRODUCTION

Title

- 1.1 This Bylaw may be cited as “**Regional District of Central Kootenay Procedure Bylaw No. 2383, 2014.**”

Definitions

- 1.2 In this Bylaw:

Act means the *Local Government Act*, R.S.B.C. 1996, c. 323, as may be amended from time to time;

Alternate Director means an Alternate Director as defined in the Act and duly sworn in prior to voting on any matter before the Board;

Board means the governing and executive body—the Board of Directors—of the Regional District of Central Kootenay.

Chair means, where the context requires, the Chair of the Board elected pursuant to the section 792 of the Act, or the person appointed as the Chair, the Vice-Chair or other person presiding at a Meeting of the Board or Committee;

Charter means the *Community Charter*, S.B.C. 2003, c. 26 as may be amended from time to time;

Chief Administrative Officer means the officer assigned chief administrative responsibilities under section 197 of the Act and includes that officer's designate.

Closed meeting means a meeting closed to the general public or employees, as deemed appropriate with items to be discussed as set out in the *Community Charter*;

Commission means a commission established by the Board pursuant to the Act;

Committee means, as the context requires, a select committee established by the Board, or a standing committee established by the Board Chair;

Corporate Officer means the officer assigned corporate administration responsibilities under section 198 of the Act and includes that officer's deputy or other designate;

Delegation means an individual or organization that requests to appear before the Board and/or Committees;

Director means a member of the Board, whether as a municipal director or as an electoral area director pursuant to the Act;

Inaugural Meeting means the first regular meeting of the Board in December of each year;

Majority Vote means more than half of the votes on a motion are cast in the affirmative, with abstentions counted as a vote in the affirmative;

Meeting means a meeting of the Board, or a meeting of a committee, as the context requires;

Member means a Director or Alternate Director of the Board, or a person appointed to a Committee or Commission, as the context requires;

Motion means a proposal put forward by a Member for consideration of the Board that the Regional District undertake an action, make a recommendation or express an opinion;

Mover means the Member who has made a motion;

Notice Board means the notice board at the corporate office of the Regional District of Central Kootenay at 202 Lakeside Drive, Nelson, BC;

Out of Order means that consideration of a matter may not proceed due to conflict with this Bylaw;

Petition is a formal written request made to the Board that requests that a particular action be taken that is within the authority of the RDCK. The petition must include the full name, signature and residential address of each petitioner.

Postpone means to defer an item to a certain time, but the motion in question cannot be postponed beyond the next meeting;

Public Notice Posting Places means the RDCK website and the notice board located at RDCK offices;

Question (Calling of, Calling the, Previous) means a motion to end debate and bring a motion to an immediate vote;

Quorum means a majority of the members of the Regional Board or a majority of the members of a committee, unless otherwise adopted in a committee bylaw;

RDCK means the Regional District of Central Kootenay;

Recess means the temporary suspension of proceedings until a later time;

Recording Secretary means the person responsible for transcribing minutes at a Board or Committee meeting;

Refer means to defer a motion until advice can be sought from another body, such as staff or committee;

Regional District means the Regional District of Central Kootenay;

Regular Meeting means all regularly scheduled Meetings;

Resolution means a formal motion placed before a meeting in order that it may be debated to a conclusion;

Select Committee means a committee established by the Board to consider or inquire into any matter and reports its findings and opinion to the Board. Persons who are not Directors may be appointed by the Board but at least one member of the committee must be a Director;

Special Meeting means a meeting other than a statutory or regular meeting, or statutory or regular adjourned meeting;

Standing Committee means a long-term committee established by the Chair to deal with matters of an ongoing nature. Persons who are not directors may be appointed by the Chair but at least one member of the committee must be a director;

Table

Lay on the table means to temporarily suspend further consideration/action on the pending motion;

Take from the table means to resume consideration of the item previously "laid on the table";

Terms of Reference means a written description of a committee's purpose and objectives;

Vice-Chair means the Member elected as Vice-Chair pursuant to section 792 of the Act.

Application of rules of procedure

- 1.3 The rules of procedure as set out in this Bylaw apply to all Meetings of the Board and Committees and Commissions except as otherwise provided herein.
- 1.4 In cases not provided for under the Act, the Charter or this Bylaw, the current edition of *Robert's Rules of Order, Newly Revised* shall apply to the extent that those *Rules* are applicable in the circumstances and are not inconsistent with the provisions of this Bylaw, the Act or the Charter.
- 1.5 A rule of procedure that does not originate in the Act or the Charter and does not affect voting may be suspended on a case by case basis if at least two-thirds of the Members present agree to do so.

Powers and Duties of Board Chair

- 1.6 The Board Chair is the head and chief executive officer of the Regional District and has the duties as set out in section 218 of the Act and sections 131, 132, 133 and 134 of the Charter.
- 1.7 The Board Chair shall determine the seating arrangements around the meeting table.
- 1.8 Pursuant to section 795 of the Act, the Board Chair may establish standing committees for matters the Chair considers would be best dealt with by committee and may appoint persons to those committees.
- 1.9 In accordance with section 133 of the Charter, if the Chair considers that another person at the Meeting is acting improperly, the Chair may order that the person is expelled from the Meeting. If a person who is expelled does not leave the Meeting, a peace officer may enforce the Chair's order as if it were a court order.

Powers and Duties of Board Vice-Chair

- 1.10 The Vice-Chair has, during the absence of the Chair, all the powers of the Chair and is subject to all rules applicable to the Chair.

General

- 1.11 Where this bylaw conflicts with the provisions of the Act, the Act shall prevail.
- 1.12 Any definition of a word or phrase used in this bylaw and not defined in this bylaw has the meaning as defined in the Act.
- 1.13 The headings used in this bylaw are for convenience of reference only. They do not form part of this bylaw and are not to be used in the interpretation of this bylaw.

- 1.14 This bylaw may not be amended or repealed and substituted unless notice of the proposed amendment or repeal is mailed to each Member at least five (5) days before the meeting at which the amendment or repeal is to be introduced in accordance with section 794 (2) of the Act.
- 1.15 Unless otherwise defined in this bylaw, words used herein shall have the meanings defined in the *Interpretation Act*, R.S.B.C. 1996 c. 238 as amended.

PART 2

ELECTION OF BOARD CHAIR AND VICE-CHAIR

General provisions

- 2.1 As provided in the Act:
- (1) At the first Meeting held after December 1 in each year, the Board must elect a Chair and a Vice-Chair from among its Members.
 - (2) If the office of the Chair or Vice-Chair becomes vacant, the Board shall elect another Chair or Vice-Chair from among its Members at the first practicable Regular Meeting of the board after the vacancy occurs.
 - (3) The Vice-Chair has, during the absence, illness or other disability of the Board Chair, all the powers and duties of the Board Chair and is subject to all rules applicable to the Board Chair.
 - (3) If the Board Chair and the Vice-Chair are not present at a Meeting of the Board, the Directors present may elect an Acting Chair who, during that Meeting, has all the powers of the Board Chair and is subject to all rules applicable to the Chair.
 - (4) Each Director present at the Meeting has one vote in each election for an office.

Election of Board Chair

- 2.2 The Corporate Officer shall administer the election process.
- 2.3 The Corporate Officer will call three times for nominations for the office of Board Chair. Each nomination must be seconded and the nominee must consent to the nomination.
- 2.4 If only one candidate is nominated for the office of Board Chair, that candidate will be declared elected by acclamation.
- 2.5 If more than one candidate is nominated for an office, an election by secret ballot will be declared.
- 2.6 Each candidate will be given two minutes to address the Board in favour of his/her candidacy in the order of his/her nomination.
- 2.7 At the conclusion of candidates' speeches, an election will be held. Each Director will be provided with a paper ballot in which to cast his/her vote. Completed ballots shall be placed

into a ballot box. When all of the ballots have been collected the ballot box will be removed to a separate room and the ballots counted.

- 2.8 If a Director is participating in the meeting electronically under Sections 3.34—3.42, to cast a vote for the office of Board Chair, s/he shall, at the time the vote is being conducted, telephone the Corporate Officer who will record his/her vote on a ballot paper and deposit same in the ballot box.
- 2.9 The counting of ballots will be conducted by the Corporate Officer together with the Chief Financial Officer or Chief Administrative Officer.
- 2.10 The candidate with the absolute majority of votes for the office of Board Chair will be declared elected to that office.
- 2.11 If three or more candidates are nominated, and no candidate receives a majority of votes, the name of the candidate receiving the lowest number of votes will be removed from the ballot, ballots will be redistributed and the remaining candidates will again stand for election. This process will be repeated until a candidate is elected, or until only two candidates remain and the vote is tied.
- 2.12 The number of votes received by each candidate will not be disclosed to the Board unless a resolution requiring disclosure is passed.
- 2.13 The ballots will be destroyed by way of a Board resolution.

Election of Vice-Chair

- 2.13 The election for the position of Vice-Chair will be conducted following the procedures set out in Sections 2.4 to 2.12 of this Bylaw.

Tie vote

- 2.14 In the event of a tie vote:
 - (a) the name of each candidate is to be written on a separate piece of paper;
 - (b) the pieces of paper are to be folded in a uniform manner in such a way that the names of the candidates are not visible;
 - (c) the pieces of paper are to be placed in a container that is sufficiently large to allow them to be shaken for the purpose of making their distribution random, and the container is to be shaken for this purpose;
 - (d) the Corporate Officer will draw one piece of paper from the container;
 - (e) the candidate whose name is on the paper that was drawn shall be declared elected to that office.

Restriction on Nominations

- 2.15 Nominations will not be accepted for:
- (a) a Director who is not present;
 - (b) a Director who has not made an oath of office;
 - (c) an Alternate Director.

PART 3
MEETINGS

Schedule, Time and Location of Meetings

- 3.1 The Board shall, by resolution, adopt a schedule of Regular Meetings for the immediately ensuing year no later than the last meeting of the current year. During the year, the Board may, by resolution, revise the schedule of Regular Meetings for the current year.
- 3.2 Notification of a cancelled or postponed meeting must be provided to the Corporate Officer at least 48 hours before the scheduled meeting, and the Corporate Officer must advise all Members via email or telephone and the public by posting a notice on the Public Notice Posting Places.
- 3.3 Unless the Board determines otherwise, Regular Meetings of the Board shall be held on the third Thursday of each month commencing at 9:00 a.m.
- 3.4 Regular and Special Meetings of the Board shall be held in the Board Room at the RDCK corporate office located at 202 Lakeside Drive in Nelson, B.C. unless, at a Regular Meeting, the Board passes a resolution authorizing holding a meeting elsewhere within the RDCK or, as authorized by the Act, outside the boundaries of the RDCK.
- 3.5 In the interest of making Board meetings more accessible to residents, individual directors may request that a Regular Meeting be held in his/her municipality or electoral area. Such requests must be received for consideration by the Board no later than January 31st of each year. Meetings held outside the RDCK's corporate office will be limited to a maximum of two per year.
- 3.6 At the discretion of the Chair and Vice-Chair, a Board meeting may be cancelled or postponed, providing two consecutive meetings are not cancelled.
- 3.7 Should the Chair of the Board determine that there is insufficient business to justify holding a regularly scheduled meeting, the Chair may cancel the meeting upon five days' notice.
- 3.8 The Board may, by bylaw, delegate to Committees the authority to set the dates, times, and locations of Committee Meetings.

Inaugural Meeting

- 3.9 An inaugural meeting will be held at the first meeting of the Board in December pursuant to the provisions of the Act.
- 3.10 The presiding officer of the inaugural meeting shall be the Chief Administrative Officer until such time as the Board Chair has been elected.
- 3.11 Following a general local election, the Chief Administrative Officer shall call the inaugural meeting to order and shall:
- administer the necessary oaths and declarations; or
 - arrange for a Judge, Justice or Magistrate to administer the necessary oaths and declarations.

Notice of Regular meetings

- 3.12 (a) In December of each year, the annual schedule of Regular Meetings for the immediately ensuing year shall be posted on the Notice Board and on the RDCK website.
- (b) During the year, the Board may, by resolution, revise the schedule of Regular Meetings for the current year.
- (c) Revisions to the annual schedule of Regular Meetings shall be posted on the Notice Board and on the RDCK website.
- 3.13 At least 48 hours before a Regular meeting, the Corporate Officer must give notice of the meeting, including confirmation of the time, place, date, how the meeting will be conducted, and the place where the public may attend to hear, or hear and watch, the proceedings by:
- (a) posting a copy of the meeting agenda on the Notice Board;
 - (b) providing a paper or electronic copy to each member of the Board;
 - (c) posting a copy of the agenda on the RDCK website.

Notice of Special meetings

- 3.14 In accordance with section 793 of the *Act*, on the request of the Chair or of any two Directors, a Special meeting must be called by the Corporate Officer who will, at least five days before a Special meeting:
- (a) give advance public notice stating the general purpose of the Special meeting, and the day, hour and place of the Special meeting by way of a notice posted at the Posting Place and on the RDCK website; and
 - (b) include in the notice whether members will be participating in the meeting electronically and the place where the public may attend to hear, or hear and watch, the proceedings that are open to the public;

- (c) deliver a copy of the notice and Special Meeting agenda to each Director electronically or if an electronic method is not available, at the place to which the Director has instructed that notices be sent.
- 3.15 Each copy of a notice of Special meeting must be signed by the Corporate Officer.
- 3.16 The notice of a Special Meeting may be waived by a unanimous vote of the Board.
- 3.17 As per section 9.1 of the Act, in the case of an emergency, a notice of Special meeting:
 - (a) May be given, with the consent of the Chair and two directors, less than five days before the date of the meeting, and
 - (b) Need not be given in writing.
- 3.18 Special meetings will be held at the RDCK office unless the Chair directs that the meeting be held elsewhere.
- 3.19 With the approval of the Chair, and provided the notice requirements are met, Special meetings of the Board may be conducted by means of electronic or other communication facilities. The Meeting must be conducted in such a manner that enables the public to hear, or watch and hear, the proceedings.

Closed (*in camera*) Meetings

- 3.20 While in a closed meeting, the procedures set out in this bylaw shall, to the extent possible, be followed by the Board in the conduct of its business.
- 3.21 Except where provisions of Section 90 of the *Charter* apply, all Board meetings must be open to the public.
- 3.22 A Director may only be excluded from a closed meeting pursuant to Section 133 of the *Charter* [*expulsion from meetings*].
- 3.23 Before closing a Board meeting or a portion of a Board meeting to the public, the Board must pass a resolution in a public meeting in accordance with section 92 of the *Charter* and such resolution must include the basis under the applicable subsection of section 90 on which the meeting or part of is to be closed.
- 3.24 At the start of a closed meeting, the Corporate Officer shall provide a paper copy (on orange paper) of the Closed meeting agenda cover with voting weights indicated, to each Director.
- 3.25 At the end of a closed meeting, the Directors will return the paper copy of the closed meeting agenda cover to the Corporate Officer, which the Corporate Officer will then destroy. Alternatively, Directors may dispose of the agenda in a receptacle designated for confidential materials.
- 3.26 In the event that paper copies of Closed meeting agendas and materials haven been distributed to the Board, all such materials will be surrendered to the Corporate Officer at

the end of the Board meeting and shredded immediately unless a specific Board resolution has been passed to retain an *in camera* report or other item.

- 3.27 Directors will at all times ensure the security and confidentiality of their assigned userID and password for the electronic device and will notify the Corporate Officer immediately should they misplace, lose or otherwise determine their userID and/or password has been compromised.
- 3.28 While in a closed meeting, the Board may authorize the release of information considered or decisions made in the closed meeting or in a previous closed meeting upon adoption of a resolution "THAT the matter of _____ be released to the public."
- 3.29 No Director shall disclose to the public the proceedings of a closed meeting, unless a resolution has been passed to release proceedings to the public.
- 3.30 Individual municipal directors are authorized to release information received and/or discussed at *in camera* Board meetings to his/her councils except in the case where the Board, by resolution, prohibits the release of such information. All *in camera* information released to a municipal council must be received and maintained *in camera* by the council.
- 3.31 Information protected under the *Freedom of Information and Protection of Privacy Act* will not be released at any time.
- 3.32 Minutes of a closed meeting shall be kept in the same manner as a regular meeting, but shall not be filed with the minutes of regular meetings.
- 3.33 Following a general local election or by-election, newly elected Directors should not be permitted to attend meetings that are closed to the public, or receive *in camera* agendas and materials until such time as they have been officially sworn in and taken office as Directors.

Electronic participation at Board meetings

- 3.34 Subject to sections 793(3), (4) or (5) of the Act and the *Regional Districts Electronic Meetings Regulation*, BC Reg 271/2005, and amendments thereto:
 - (a) a special Board meeting may be conducted by means of electronic or other communications facilities;
 - (b) a Member of the Board who is unable to attend any meeting of the Board or Committee or Commission meeting may participate in the meeting by means of electronic or other communication facilities;
 - (c) participation in a meeting through electronic means is subject to the Chair's approval and/or where one or more of the following emergency situations occurs: sickness, extreme weather conditions, a Member of the Board is out of the area and any other emergency condition acceptable to the Chair of the Board.
- 3.35 Members who participate in a meeting referred to in Section 3.34 above are deemed to be present at the meeting.

- 3.36 When Members are participating in a meeting by electronic means, the Chair shall, before calling for a vote on every motion, ask each Member who is participating electronically:
- (a) that the Member has heard and understood the discussion; and
 - (b) whether the Member is in favour of or opposes the motion.
- 3.37 A Member participating by audio means only must indicate his/her vote verbally.
- 3.38 If communication is lost to one or more electronic participants during a meeting:
- (a) on the first occasion available, a 10-minute recess will be called by the Chair to try to re-establish the link(s);
 - (b) if, after the recess, a link cannot be re-established, the Member affected will be deemed to have left the meeting;
 - (c) if, after a link is re-established, there is a subsequent loss of communication, no further attempts will be made to re-establish the link and the Member affected will be deemed to have left the meeting;
 - (d) if, after the recess, a link cannot be re-established and there is not a quorum of Members present, the Chair will deem the meeting adjourned.
- 3.39 The Board Meeting must be conducted in such a manner that enables the meeting's participants to hear, or watch and hear, each other.
- 3.40 The facilities must enable the public to hear, or watch and hear, except for any part of the meeting that is closed to the public, the meeting at the specified place, and a designated RDCK officer must be in attendance at the specified place.
- 3.41 The Board Chair must be physically present at Board Meetings. In the event the Board Chair opts to participate electronically, the Vice-Chair shall assume the chair.
- 3.42 Although every effort will be made to accommodate electronic participation in meetings, nothing in this Bylaw shall be construed to guarantee any Member electronic access to a Board Meeting. In the event of an equipment failure or other occurrence which prevents or limits electronic participation, the Board Meeting will not be adjourned unless quorum is lost. Electronic participation in Board Meetings may be restricted by the capacity or dependability of the equipment employed.

Attendance of public at meetings

- 3.43 Except where provisions of the Act and Charter apply, all Board Meetings must be open to the public.
- 3.44 Before closing a Board Meeting or a portion of a Board Meeting to the public, the Board must, in a public Meeting, pass a resolution in accordance with section 92 of the Charter.

- 3.45 This section applies to all meetings of bodies referred to in the Charter, including, without limitation:
- (a) standing and select Committees;
 - (b) Boards of Variance;
 - (c) parcel tax roll review panels;
 - (d) advisory committees, commissions, or other advisory bodies established by the Board under the Act.
- 3.46 Members of the public and media shall be given an opportunity to ask questions of the Board during Public Time, as set on the Meeting agenda. This time is expressly devoted to questions only.
- 3.47 Despite section 3.14, the Chair may expel or exclude from a meeting, a person in accordance with section 3.20 of this Bylaw and section 133 of the Community Charter.

PART 4

QUORUM

- 4.1 The quorum for the Board is a majority of the Members of the Board.
- 4.2 As soon after the time specified for a Board meeting, if a quorum is present, the Chair, if present, must take the chair and call the Board meeting to order; however, where the Chair is absent, the Vice-Chair must take the chair and call such meeting to order.
- 4.3 If a quorum of the Board is present but the Chair or the Vice-Chair do not attend within fifteen (15) minutes of the scheduled time for a Board meeting:
- (a) the Corporate Officer must call to order the Members present; and
 - (b) the Members present must choose a Member to preside at the meeting as Acting Chair until the arrival of the Chair or Vice-Chair. The Acting Chair will have all the powers and be subject to the same rules as the Chair.
- 4.4 If there is no quorum of the Board present within thirty (30) minutes of the scheduled time for a Board meeting, the Corporate Officer must
- (a) record the names of the Members present; and
 - (b) postpone the meeting until the next scheduled meeting.

PART 5 MEETING PROCEDURES

Agendas – Regular Meetings

- 5.1 The deadline for submissions of items to the Corporate Officer for inclusion on the Board meeting agenda by the public and Directors is nine (9) days prior to the meeting date.
- 5.2 Any Director wishing to place an item on the agenda for consideration by the Board shall notify the Corporate Officer and the Chair in writing prior to completion of the agenda and in accordance with item 5.1. The Corporate Officer shall then place the item on the agenda, under the applicable heading with the Director's name beside it to indicate that the Director will speak to the item at the meeting.
- 5.3 The Corporate Officer shall prepare an agenda for each meeting of the Board.
- 5.4 The Chair of the Board will review and approve the agenda for each meeting of the Board prior to the agenda's publication.
- 5.5 The agenda will be finalized seven (7) days prior to the actual meeting date.
- 5.6 At least seven (7) days before a Regular meeting, the Corporate Officer will send out agendas and supporting documents electronically to all Directors.
- 5.7 Addenda materials, pertinent to matters on the agenda but not contained within the Regular Board agenda, shall be approved by the Chair in advance of circulation. The Addenda shall be sent electronically to all Directors the evening prior to the Regular meeting.
- 5.8 Paper copies of the agendas and all supporting documents shall be available at the Meeting location unless equipment is installed at the Meeting location to view the documents electronically.
- 5.9 The Board must not consider any matters not listed on the agenda unless a new matter for consideration is properly introduced under "New Business" or "Late Items."
- 5.10 Appointed Alternate Directors shall not receive any agendas until they have been officially sworn in by declaration.
- 5.11 Full agenda packages for Regular Meetings will be made available to Alternate Directors electronically wherever practicable.

Late agenda items

- 5.12 Items may be added to the late agenda by staff or directors upon approval of the Chair only if the item is time sensitive and cannot practically wait until the next regular meeting.

- 5.13 An item not included on the agenda or addenda shall not be considered at a meeting unless introduction of the late item is approved at the time allocated on the agenda, by way of a resolution carried by a 2/3 majority vote of the Directors present.
- 5.14 Information pertaining to late items for consideration at a Board meeting shall be distributed to the Directors at the commencement of the meeting or as soon thereafter as practical and possible.
- 5.15 In many cases it will be prudent to recognize the late item as a "Notice of Motion" for placement on a future meeting agenda. This will afford staff the appropriate time to source relevant materials, gather information, conduct research and prepare reports to facilitate the Board's discussion and consideration of the matter.

Call to Order—see Quorum

Order of Business

- 5.16 Unless otherwise determined by resolution of the Board or Committee, the order of business for all Regular Meetings shall be as follows:
 - 1. Call To Order
 - 2. Delegations
 - 3. Addition of Late Items
 - 4. Adoption of the Agenda
 - 5. Adoption of the Minutes
 - 6. Committees/Commissions—For Information
 - 7. Committees/Commissions—Recommendations
 - 8. Directors' Reports
 - 9. Unfinished Business
 - 10. Correspondence
 - 11. Communications for Information
 - 12. Accounts Payable
 - 13. Bylaws
 - 14. New Business
 - 15. Late Agenda Items
 - 16. Question Period for Public and Media
 - 17. Closed (*in camera*) Meeting
 - 18. Matters Arising From Closed Meeting
 - 19. Adjournment
- 5.17 As close to the hour of 11:45 a.m. as possible, a maximum of fifteen (15) minutes will be reserved for members of the public and media in attendance to ask questions of the Board.

- 5.18 Except when a vote is pending, the Chair may call a recess at any time during a meeting and may stipulate that the meeting will reconvene after a specific period of recess, at a specific time, or at the call of the Chair. A meeting which has been adjourned may be reconvened on another day without written notice if the details of reconvention were stipulated at the time of adjournment. When reconvened the Chair will advise the Board of the next item of business.

Minutes

- 5.19 Minutes of Board meetings must be kept in accordance with section 236 of the Act. For purposes of section 236(b) of the Act, the designated officer is the Corporate Officer.
- 5.20 Minutes of Standing and Select Committees and Commission meetings must be kept in accordance with section 237 of the Act.
- 5.21 The Corporate Officer shall ensure that a copy of the minutes of every meeting of the Board is distributed to each Member prior to the meeting at which they are proposed to be adopted. Wherever possible, the minutes shall be adopted at the next regular meeting of the Board.
- 5.22 The minutes of the proceedings of the Regional Board must be open for public inspection at the Regional District during the regular office hours.
- 5.23 Draft minutes of the proceedings of the board shall be posted to the RDCK website within one week after the date of the meeting.
- 5.24 Sections 5.24 and 5.25 of this Bylaw do not apply to minutes of a Regional Board meeting or other meeting, or part of a meeting, from which persons were excluded pursuant section 90 of the *Community Charter*.

Resolutions

- 5.25 A resolution must be made and seconded before being debated or finally put by the Chair.
- 5.26 At the direction of the Chair, any motion may be required to be submitted to the Recording Secretary in writing by the Member making such motion.
- 5.27 Every motion shall be recorded in the minutes, save and except for withdrawn motions.

Adjournment

- 5.28 A meeting which has been in session for six hours from the time the meeting was commenced shall be adjourned unless the Board or Committee resolves to extend the meeting by a majority of the votes of the Members present.

PART 6 DELEGATIONS

General provisions

- 6.1 The Board may, by majority vote, call for or respond to requests for delegations. The scheduling and presentation times for such delegations shall be at the discretion of the Board.
- 6.2 At his or her discretion, the Chair may, at any time, request, arrange, schedule and set presentation times for additional delegations, provided that the total time allotted for delegations under this section does not exceed an hour in total per meeting, including delegations appearing by resolution of the Board. A copy of the delegation's full presentation and any accompanying materials must be circulated to the Board at the earliest possible opportunity.
- 6.3 When the Chair denies a delegation, s/he shall notify the Board in writing that the delegation asked to appear before the Board. Such notification shall be included in the Board agenda immediately following such notification.
- 6.4 The Corporate Officer shall, at a reasonable amount of time prior to the Meeting, notify the delegation of the date, time and place of the Meeting at which the delegation is scheduled to appear, and shall include the delegation on the Meeting agenda along with any accompanying materials.
- 6.5 The Board must not permit a delegation to address a meeting of the Board regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a prerequisite to the adoption of the bylaw.
- 6.6 Requests for delegations must be in writing and must:
 - (a) state the name(s) of the designated speaker(s);
 - (b) state the purpose for the presentation in one page or less;
 - (c) be within the jurisdiction of the Board;
 - (d) show that the topic is of interest to the RDCK as a whole; matters affecting only a portion of the RDCK may be referred to the affected Director(s), standing or select committee;
 - (e) identify the action requested of the Board.
- 6.7 Upon Board resolution to entertain a delegation, a copy of the full presentation and any accompanying materials must be provided to the Corporate Officer at least 10 days prior to the Board meeting at which the delegation is to appear. The presentation and materials will be included in the Board agenda.
- 6.8 Each delegation shall be limited to a maximum time of 15 minutes to make a presentation to the Board or a Committee unless otherwise determined by a 2/3 vote of those Members present.

- 6.9 The Board or Committee shall be limited to a maximum of 10 minutes in which to direct clarifying questions to the respective delegation unless otherwise determined by a 2/3 vote of those Members present.
- 6.10 A maximum of two delegations may be scheduled per Board meeting. Should the Board decide to receive an additional delegation at a meeting, the decision must be determined by a 2/3 vote of those Members present.
- 6.10 For Board meetings held away from the RDCK head office, the sponsoring Director shall be allotted 20 minute of delegation time to highlight local issues.

Late or Emergency delegations

- 6.11 Any person, persons or organization who wishes to appear before the Board with respect to an emergency or time-sensitive matter may, before the meeting is convened, request the Chair to grant approval to the person, persons, or organization to appear before the Board, by clearly demonstrating the emergency or time-sensitive nature of the request. The Chair shall not be obliged to grant approval of any such late delegation request unless the Chair is satisfied that the nature of the situation prevented the person, persons or organization from giving earlier notice of their desire to appear before the Board.

PART 7

KEEPING ORDER

Rules of order

- 7.1 Where there is an inconsistency between this Bylaw, the Act and/or the Charter, Provincial legislation shall apply over the rule in question.

Chair and Presiding Officers

- 7.2 The Chair, if present, shall preside at meetings of the Board.
- 7.3 The Vice-Chair shall preside in the absence of the Chair or when the Chair vacates the chair.
- 7.4 In the event that neither the Chair nor the Vice-Chair is able to take the chair, the presiding officer shall be such person as the Board may choose.
- 7.5 The Chair shall preserve order and decorum and shall rule on all points of order, stating his/her reasons and the authority for ruling when making a ruling. The ruling of the Chair shall be subject to an appeal to the Board without debate.
- 7.6 For Select or Standing Committees of the Board, if the Committee has been previously advised of the Chair's absence, the Vice-Chair shall take the Chair and call the Directors to order. If the Chair has not advised of his absence yet is not in attendance within

fifteen (15) minutes after the time appointed for the meeting, the Vice-Chair shall take the Chair and call the Directors to order. If the Vice-Chair is also absent, the Chief Administrative Officer shall take the chair and call the Directors to order. If a quorum is present the Directors shall elect an Acting Chair who shall preside during the meeting until the arrival of the Chair or Vice-Chair. The person appointed as Acting Chair has all the authority and is subject to the same rules as the Chair.

Points of Order

- 7.7 The Chair shall preserve order and decide all points of order which may arise, subject to an appeal, which may arise.
- 7.8 When the Chair is required to decide a point of order:
- (a) the Chair shall suspend debate on the matter currently before the meeting;
 - (b) the person raising the point of order shall define the procedural matter under which the point of order has been raised.
 - (c) the Chair shall determine whether the point of order is sustained or overruled and must cite the applicable rule or authority if requested by another Member;
 - (d) another Member shall not question or comment on the rule or authority cited by the Chair;
 - (e) if the point of order is overruled, the debate resumes on the matter previously suspended;
 - (f) if the point of order is sustained, the Chair directs the appropriate corrective actions;
 - (e) the Chair may reserve the decision until the next Board meeting.

Appeal

- 7.9 In accordance with the Charter, a decision of the Chair made under Section 7.8 may be appealed by a Member and on an appeal by a Member, the question as to whether the Chair is to be sustained must be immediately put by the Chair and decided without debate and the Chair shall be governed by the vote of the majority of the Members then present excluding the Chair.
- 7.10 In the event of the votes being equal, the question on an appeal shall be declared in the affirmative.
- 7.11 The names of the Members who voted contrary to the outcome of the question on an appeal shall be recorded in the minutes.
- 7.12 If the Chair refuses to put the question under Section 7.9, the Board or Committee shall immediately appoint a Member to preside temporarily and the Member so temporarily appointed shall proceed in accordance with Sections 7.9 to 7.13.
- 7.13 Any resolution or motion carried under the circumstances mentioned in Section 7.12 is as binding as if carried out with the Chair presiding.

Use of cellular telephones and pagers

- 7.14 The use of cellular telephones and pagers shall not be permitted in the room during a Board meeting unless they are turned off, except with the permission of the Chair.

PART 8
DEBATE AND CONDUCT

- 8.1 The Chair is responsible for preserving order at meetings and for ensuring that questions are decided with the benefit of fair debate and in accordance with procedural and other rules. On matters of procedure the Chair shall remain impartial.
- 8.2 No Member shall speak until recognized by the Chair.
- 8.3 Members shall address the Chair as "Mr. or Madam Chair or Chair _____" and shall refer to each other as "Director _____".
- 8.4 No Member shall interrupt another Member who is speaking, except to raise a point of order.
- 8.5 Members speaking at a Board meeting:
- (a) must use respectful language;
 - (b) must not use offensive gestures or signs;
 - (c) must speak only in connection with the matter being debated;
 - (d) must not speak outside the motion or reflect upon any vote of the Board except for the purpose of moving that such vote be reconsidered;
 - (e) must not leave their seats or make any noise or disturbance while a vote is being taken and until the result is declared; and
 - (f) must adhere to the rules of procedure established under this Bylaw and to the decisions of the Chair and the Board in connection with the rules and points of order.
- 8.6 If more than one Member speaks the Chair must call on the Member, who, in the Chair's opinion, spoke first.
- 8.7 The order of debate on a motion will be determined by the Chair and those Members waiting to speak shall be placed into a queue. Members wishing to participate in the debate may do so by raising their hand. The mover and seconder of a motion, or of an amending motion, shall be entitled to speak ahead of other members.
- 8.8 No member shall speak on any motion for longer than three (3) minutes without leave of the Chair.

- 8.9 Members are encouraged to speak succinctly and to not repeat information that has already been heard.
- 8.10 Where practical, all Members will be given the opportunity to speak once on a matter before a Member is recognized a second time.
- 8.11 No Director shall speak more than once to the same motion, without leave of the Chair, except in explanation of the material part of his/her speech.
- 8.12 A Member who has made a substantive motion to the Board may reply to the debate.
- 8.13 A Member who has moved an amendment on the previous motion may reply to the debate.
- 8.14 A Member may make a motion to move or "call" the previous question being debated at a Regional Board meeting at any time during the debate. This motion requires a seconder and must be adopted by a two-thirds vote.
- 8.15 Members who are called to order by the Chair:
 - (a) must immediately stop speaking;
 - (b) may explain their position on the point of order; and
 - (c) may appeal to the Board for its decision on the point of order.
- 8.16 Where there is a motion under debate a Member shall not speak other than on that motion under debate and the matters relating to that motion.
- 8.17 Any Member may require the motion under discussion to be read at any time during the debate, but not so as to interrupt a Member while speaking.
- 8.18 If, during debate on a motion, a motion to refer or postpone that motion is put while there remain Members who have indicated an intention to speak, the Chair may refuse to accept the seconding of such motion of referral or postponement until those on the list of speakers for the first motion have been heard. No other names shall be added to the said speakers list and, following the hearing of those entitled to speak, the Chair shall ask if there be a seconder to the motion to refer or postpone and, receiving an affirmative response, shall call the question on such motion.
- 8.19 At any time during debate on a motion, a Director may move "That the vote on the motion be called" and that motion shall be decided without amendment or debate. If the motion "That the vote on the motion be called" is adopted by at least two thirds of the votes cast, the motion consequent thereon shall be immediately called and voted upon without further debate or amendment.
- 8.20 If the Chair desires to leave the meeting, s/he shall call on the Vice-Chair to take his/her place until s/he returns to the meeting.

Privilege

- 8.21 A matter of privilege (a matter dealing with the rights or interests of the Board as a whole or of a Member personally) may be raised at any time and shall be dealt with forthwith before resumption of business.
- 8.22 A matter of privilege includes reference to any of the following motions:
- (a) to fix the time to adjourn;
 - (b) to adjourn;
 - (c) to recess;
 - (d) to raise a question of privilege of the Regional Board; and
 - (e) to raise a question of privilege of a Member of the Regional Board.

PART 9
MOTIONS

- 9.1 Motions shall be phrased in a clear and concise manner.
- 9.2 A motion shall be made and seconded before being debated and voted on.
- 9.3 Any Member may move a motion unless the Member would not be entitled to vote on the motion. Any Director may second a motion.
- 9.4 A motion that has been seconded may be read by the Corporate Officer or Recording Secretary, before debate, at the request of any Member.
- 9.5 The Chair may make or second motions.
- 9.6 The mover of a motion shall be the first person entitled to speak to the matter during debate.
- 9.7 When a motion is under consideration, no motion shall be received unless to:
- (a) refer it;
 - (b) amend it;
 - (d) postpone it to later in the meeting, or
 - (d) "call the question" (end debate and vote on the motion).
- 9.8 The following motions are neither amendable nor debatable:
- (a) to table the main motion
 - (b) to postpone the main motion, either indefinitely or to a specified time;
 - (c) to move the previous question; or
 - (d) to adjourn.
- 9.9 The Board must vote separately on each distinct part of a motion that is under consideration at the Board meeting if so requested by a Member.

- 9.10 A motion that deals with a matter that is not on the agenda of the Board meeting at which the motion is introduced may be introduced with a 2/3 majority vote.
- 9.11 When the Chair is of the opinion that a motion put before the Board is contrary to the rules of the Board, s/he shall apprise the Members thereof immediately before putting the motion thereon, and shall cite the rule or authority applicable to the case without argument or comment, subject to an appeal by a Member pursuant to Sections 7.9 to 7.13.
- 9.12 Subject to the *Interpretation Act*, motions shall come into effect upon adoption unless a later date or time is specified in the resolution.
- 9.13 A motion to adjourn the proceedings shall always be in order provided that no other motion is pending.
- 9.14 A Member may serve a notice of motion on the Board during the New Business portion of a meeting or, with leave from the Chair, at any other time during consideration of a related matter. A copy of the motion so noted shall be given to the Corporate Officer or Recording Secretary for inclusion on the next regular meeting agenda.
- 9.15 At the request of any Member, the Chair may rule that consideration of any motion introduced as new business must be postponed until the next meeting.

Amendments

- 9.16 A Member may, without notice, move to amend a motion that is under debate provided the amendment is relevant to the main motion and does not materially change its purpose.
- 9.17 An amendment may propose removing, substituting for, or adding to the words of the original motion.
- 9.18 A proposed amendment must be produced in writing by the mover if requested by the Chair.
- 9.19 Every amendment submitted shall be voted upon or withdrawn before the main motion is put to a vote.
- 9.20 An amendment may be amended only once, and an amendment once defeated by a vote of the Board cannot be proposed a second time.
- 9.21 A member may propose an amendment to an adopted amendment.
- 9.22 Amendments to motions shall be voted on in the reverse order to that in which they are moved.
- 9.23 If the amendment to a motion is:
 - (a) Carried, the previous motion is then voted on as amended; or
 - (b) Defeated, the previous motion is again before the Members.

- 9.24 A motion to refer the subject matter to a Committee of the Board, until it is decided, shall preclude all amendment(s) of the main motion.
- 9.25 A question of referral, until it is decided, shall preclude all amendments to the main motion.
- 9.26 Amendments shall be allowed to the main motion, but only one amendment shall be allowed to an amendment.

Amending Past Motions

- 9.27 An amendment to a resolution previously adopted by the Board shall be subject to the same procedural rules as amendments to current motions except that, if the amendment is approved, there shall be no vote on the resolution as amended.

Referral or postponement

- 9.28 A motion to refer or postpone, until it is decided, shall take precedence over the main motion and motions to amend the main motion.

Withdrawal

- 9.29 The mover of a motion "owns" it before the Chair states it. To withdraw a motion, the member must state: "I ask permission to withdraw a motion."
- 9.30 After the motion has been stated by the Chair, the Board "owns" it. However, if there is no objection from the Board, a motion or an amendment may be withdrawn by the mover at any time before a vote on the motion or amendment is taken. Motions or amendments that were withdrawn shall not be entered in the minutes.
- 9.31 If a member of the Board objects to the request to withdraw, the Chair can put the question to a vote as a "Question to Withdraw the Motion."
- 9.32 A request to withdraw a motion:
- Can interrupt a speaker who has the floor if immediate attention is required
 - Does not need to be seconded unless formally proposed by the member making the request
 - Is not debatable
 - Cannot be amended
 - Requires a majority vote
- 9.33 A motion which has been withdrawn may be re-introduced at the same meeting only by a different Member.

Chair determines contrary to rules

- 9.34 When the Chair is of the opinion that a motion put before the Board is contrary to the rules of the Board or Committee, the Chair shall declare the motion to be not in order and cite the rule or authority applicable in the circumstances, subject to an appeal by a Member pursuant to Sections 7.9 to 7.13.

PART 10**NOTICE OF MOTION**

- 10.1 Any Director desiring to bring any new matter before the Board, other than a point of order or of privilege, shall do so by way of motion; provided however, that any new matter of major import, which may require further information than could or would normally be available to the Board at such meeting, may be required by the Chair or a Director to be made as a notice of motion and shall be dealt with as provided by Section 10.2.
- 10.2 Any Director may give notice of a motion to the Board by:
- (a) providing the Corporate Officer with a written copy of such motion during a Meeting of the Board and the Corporate Officer shall, upon the Director being acknowledged by the Chair and the notice of motion being read to the Meeting, include it in the minutes of that Meeting as notice of motion and shall add the motion to the agenda of the next Regular Meeting of the Board, or to the agenda of a Special Meeting of the Board scheduled for that purpose; or
 - (b) providing the Corporate Officer with a written copy of such motion, no later than nine days prior to the scheduled Meeting, and the Corporate Officer shall add the motion to the agenda for said Meeting.

PART 11**RECONSIDERATION**

- 11.1 In addition to the authority of the Chair to return a matter for reconsideration pursuant to section 219 of the Act a Director may, unless otherwise prohibited, propose that a motion which has been previously decided be reconsidered.
- 11.2 After a vote has been taken on any motion, except one of tabling or postponing a subject, a member who voted in the majority may move a reconsideration of the motion at the same or the next Regular or Special Meeting of the Board.
- 11.3 Despite section 11.2, a Member who is absent from a meeting at which a vote was taken on a motion, except one of tabling or postponing a matter, may move reconsideration of the motion at either the next regular or special meeting of the Board.

- 11.4 A motion to reconsider requires two-thirds of the votes cast to pass. If the motion to reconsider is successful, the matter shall be put before the Board for reconsideration and may be dealt with by the Board by a majority vote.
- 11.5 The Board shall not reconsider any resolution that:
- (a) has been acted upon by any officer or employee of the Regional District;
 - (b) received the assent or approval of the electors and subsequently adopted by the Board; or
 - (c) has been reconsidered under section 219 of the Act or section 11.2 of this Bylaw.
- 11.6 After a resolution has been reconsidered, it shall not be reintroduced for a period of six months except by unanimous consent of all Directors.
- 11.7 The conditions that applied to the adoption of the original bylaw, resolution or proceeding apply to its rejection under this section.

PART 12

VOTING

- 12.1 Voting on questions, resolutions and bylaws are governed by the Act.
- 12.2 The Chair participates in all voting unless the vote is on the question "Shall the Chair be sustained?"

Voting Procedure

- 12.4 Voting shall be done by a show of hands from those Members in favour of the motion, followed by a show of hands from those opposed to the motion. The Chair may poll the Members if a show of hands is inconclusive. No voting by ballot or other secret method will be permitted, except for elections, which will be conducted by secret ballot.
- 12.5 Members participating electronically in a meeting must indicate their votes verbally, except in the case of elections.
- 12.6 A vote on any motion may, at the discretion of the Chair, be taken by roll call.
- 12.7 When the Chair puts a matter to a vote, a Member must not:
- (a) leave the room;
 - (b) make a noise or other disturbance;
 - (c) interrupt the voting procedure unless the interrupting Member is raising a point of order.
- 12.8 Prior to the calling of the vote, any Member may request that the motion be read aloud. The vote on a motion will be taken when the Chair is satisfied that its intent is clear to Members.

- 12.9 After the Chair finally puts a question to a vote, a Member must not speak to the question nor shall any other motion be made until after the result is declared and the decision of the Chair as to whether the question has been finally put is conclusive.
- 12.10 A vote on a motion shall be deemed to be carried unanimously unless a Member or Members vote against the motion. The Chair will state aloud that the vote is carried, carried unanimously or defeated.
- 12.11 As soon as the Chair has announced the results of the vote on a question, any Member who voted in opposition may request to have his/her name so recorded in the minutes. A vote in opposition will not be recorded in the minutes unless a Member requests that it be done.
- 12.12 Should the votes on a motion, other than an appeal of a decision of the Chair on a point of order, be equal for and against, the motion is defeated.
- 12.13 Any Member present who abstains from voting shall be deemed to have voted in the affirmative.
- 12.14 No director may cast a vote in absentia.
- 12.15 Votes of the Members on urgent issues and for passing resolutions and adopting bylaws on those issues may be obtained and counted without the necessity of holding a regular or special meeting, in accordance with section 793(8) of the Act.

Tie vote

- 12.16 In accordance with the Act, in all cases where the votes of the Members present and entitled to vote, including the vote of the Chair, are equal for and against a motion, the motion shall be declared in the negative, and it shall be the duty of the Chair to so declare.

Members attendance for vote

- 12.17 Members who are in the room shall always take their place when a vote is called for and shall not leave until the vote has been taken unless a Member has declared a conflict of interest.

Conflict of interest

- 12.18 The provisions of this section shall apply to all meetings.
- 12.19 A Member attending a meeting must not participate in a discussion or vote on a matter where to do so would be contrary to the Charter.

- 12.20 Where a Member considers that s/he is not entitled to participate in the discussion of a matter or to vote on a motion in respect of the matter, the Member must declare this and state the general nature of why the Member considers this to be the case.
- 12.21 Where a Member considers that s/he is not entitled to participate in the discussion of a matter or to vote on a motion in respect of the matter, the Member must:
- (a) not take part in the discussion of the matter and is not entitled to vote on any motion in respect of the matter;
 - (b) immediately leave the meeting or that part of the meeting during which the matter is under consideration; and
 - (c) not attempt in any way, whether before, during, or after the meeting, to influence the voting on any motion in respect of the matter.
- 12.22 Where a Member declares that s/he is not entitled to participate in the discussion of a matter or to vote on a motion in respect of the matter, the person presiding must ensure that the Member is not present at the meeting of the time of any vote on the matter.
- 12.23 After a Member makes a "conflict of interest" declaration, the Recording Secretary shall record in the minutes of the meeting the member's declaration, the reason(s) given for it, and the times of the Member's departure from the meeting room and, if applicable, of the Member's return.

PART 13 BYLAWS

- 13.1 Bylaws shall be read and adopted in accordance with the Act.

Copies of proposed bylaws to Directors

- 13.2 A proposed bylaw may be introduced at a Board meeting only if a paper or electronic copy of it has been made available to each Director prior to the Board meeting.

Introducing, reading and adopting bylaws

- 13.3 Every proposed bylaw shall be introduced by motion.
- 13.4 A bylaw shall be deemed to be read when its title and bylaw number are stated.
- 13.5 Every proposed bylaw must be given first, second and third reading before it is adopted.
- 13.6 Every reading on a proposed bylaw must be by resolution; however, a resolution can include more than one reading of a proposed bylaw.
- 13.7 A proposed bylaw may be debated or amended at any time during the first three readings unless prohibited by the Act.

- 13.8 Pursuant to section 794(3) of the Act, a bylaw that does not require approval, consent or assent under the Charter or Act before it is adopted, may be adopted at the same meeting at which it passes third reading if the motion for adoption receives at least 2/3 of the votes cast.
- 13.9 Unless the holding of a public hearing is waived in accordance with section 890(4) of the Act, the Board must not give third reading to a community plan bylaw, rural land use bylaw or zoning bylaw without holding a public hearing on the bylaw. The public hearing must be held after second reading of the bylaw and before third reading of the bylaw.
- 13.10 In accordance with section 890(9) of the Act, the Board may adopt a proposed official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.
- 13.11 As provided in the Charter, the Board must not vote on the reading or adoption of a bylaw when its Meeting is closed to the public.
- 13.12 An amendment bylaw may not be amended after its adoption.

Certification and storage

- 13.13 After a bylaw is adopted and signed by the Corporate Officer and the Chair of the Board meeting at which it was adopted, the Corporate Officer must have it placed in the Regional District's records for safekeeping and affix:
 - (a) the Regional District's corporate seal; and
 - (b) the dates of its readings, adoption and any required approvals that have been obtained.
- 13.14 After their adoption by the Board, all bylaws shall be filed in their regular order.

PART 14 PETITIONS

- 14.1 Every Petition presented to the Board, be it a Petition for Services or otherwise, shall include the name and residential address of each petitioner along with any other information required under the Act or Charter.
- 14.2 In the case of a corporation being a petitioner, the written authority given by the corporation to sign the Petition shall be produced.
- 14.3 If a deadline is set for receipt of a Petition by the RDCK, no name shall be added to the Petition and no name shall be withdrawn from the Petition after that deadline.
- 14.4 Once a petition not initiated by the RDCK has been received by the RDCK, the Board shall receive it under communications for information on a meeting agenda.

PART 15**COMMITTEES****Establishment of Committees**

15.1 As providing in section 795(1) of the Act:

- (a) the Board may appoint select committees to consider or inquire into any matter and report its findings and opinion to the Board.
- (b) the Chair may establish standing committees for matters the Chair considers would be better dealt with by committee and may appoint persons to those committees.

Duties of Standing Committees

15.2 Standing committees must consider, inquire into, report, and make recommendations to the Board about all of the following matters:

- (a) matters that are related to the general subject indicated by the name of the committee;
- (b) matters that are assigned by the Regional Board;
- (b) matters that are assigned by the Chair.

15.3 Standing committees must report and make recommendations to the Board at all of the following times:

- (a) in accordance with the schedule of the committee's meetings;
- (b) in matters that are assigned by the Chair:
 - (i) as required by the Chair, or
 - (ii) at the next Board meeting if the Chair does not specify a time.

15.4 Standing committee Terms of Reference are to be approved by the Chair.

Duties of Select Committees

15.5 Select committees must consider, inquire into, report, and make recommendations to the Board about the matters referred to the committee by the Board.

15.6 Select committees must report and make recommendations to the Board as specified by the Chair.

15.7 Each select Committee shall have terms of reference adopted by the Board.

Appointment of Directors to Committees

- 15.8 The Chair may appoint a Director to a standing or select committee even in the absence of the named Director.

Attendance at Committee Meetings

- 15.9 Members of the Board who are not Members of a Committee may attend meetings of that Committee and may take part in any discussion or debate by permission of a majority of the Committee members present, but may not vote.
- 15.10 Alternate directors are authorized to serve on committees of the Board in the absence of the director, if authorized by the applicable terms of reference or bylaw. This does not apply to outside agencies where directors are appointed at the request of the agency concerned.
- 15.11 Attendance at committee meetings by the public and delegations, as well as the structure and scheduling of committee meetings shall be in keeping with the provisions of this bylaw and current Board policies.

Chair and Vice-Chair

- 15.12 The committee at its first meeting of each year shall appoint the Chair and Vice-Chair of each committee for the next year from among the members of the committee.

Committee Reports and Minutes

- 15.13 Minutes of the proceedings of all committee meetings must be legibly recorded and signed by the Chair or presiding member of the meeting.
- 15.14 Minutes of the committee meetings must be forwarded to the Corporate Officer.
- 15.15 Minutes of standing committee meetings shall, whenever possible, be included in the agenda of the first Board meeting following the committee meeting and said minutes may be in draft form. This provision does not apply to minutes of a meeting, or part of a meeting, that from which members of the public were excluded.

Quorum

- 15.16 The quorum in a Standing or Select Committee shall be a majority of the persons appointed to the Committee.

Voting at Meetings

- 15.17 On a vote in a Committee each person shall have only one (1) vote unless otherwise specified in an establishing bylaw or committee terms of reference approved by the Board.

- 15.18 The Chair shall be an ex officio Member of all select and standing Committees and entitled to vote on all matters.

Operation

- 15.19 No Committee or Commission will operate outside of its express mandate or terms of reference without prior approval of the Board.
- 15.20 All committees are considered to be advisory in nature.
- 15.21 No committee has the power to pledge the credit of the Board or commit the Board to any particular action.
- 15.22 No recommendation or decision of a committee, except the election of a committee Chair, shall be binding until it has been accepted and approved by the Regional Board.

Schedule of Meetings

- 15.25 At its first meeting after its establishment, a standing or select committee must establish a regular schedule of meetings.
- 15.26 The Chair of a committee may call a meeting of the committee in addition to the scheduled meetings or may cancel a meeting.

Procedures

- 15.27 The provisions of this Bylaw governing meetings of the Board apply, with the necessary changes, to standing and select committees. Other rules of procedure may be created by Terms of Reference for a committee or by a resolution of the committee, but the provisions of this bylaw will prevail over any such rule of procedure if there is any conflict between them.

PART 16 MISCELLANEOUS PROVISIONS

Amendment to procedure

- 16.1 No provision of this Bylaw relating to the procedure of the Board may be altered unless notice of the proposed amendment is given in accordance with the Act.

Severability

- 16.2 If any section, subsection or clause of this bylaw is for any reason held to be invalid by the decision of a Court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the bylaw.

Effective Date

- 16.3 This Bylaw shall come into full force and take effect on and after the date of the adoption thereof.

Repeal

- 16.4 Bylaw No. 1823 cited as "Regional District of Central Kootenay Procedure Bylaw No. 1823, 2006" and all amendments thereto, are hereby repealed.

READ A FIRST TIME the 13th day of February, 2014.

READ A SECOND TIME the 13th day of February, 2014.

READ A THIRD TIME the 17th day of April, 2014.

ADOPTED the 17th day of April, 2014.

John R. Kettle

Chair

Anitra M. Winje

Corporate Officer

REGIONAL DISTRICT OF CENTRAL OKANAGAN

BYLAW NO. 1278

A bylaw to regulate the meetings of the Regional District Board.

WHEREAS pursuant to Section 794 of the *Local Government Act*, the Regional District Board must by bylaw establish procedures for the conduct of Board and Committee meetings;

AND WHEREAS, the Regional District of Central Okanagan has enacted the Regional District of Central Okanagan Regional Board Procedure Bylaw No. 950, 2001 and considers that it is necessary to repeal the bylaw;

NOW THEREFORE, the Regional District of Central Okanagan in open meeting assembled enacts as follows:

**PART 1
INTRODUCTION**

1. Definitions

1.2 In this Bylaw:

Act means the *Local Government Act*;

Audio and Video Recording Devices means any equipment enabling the recording or transmission of sound or visual images;

Board means the Board of Directors of the Regional District of Central Okanagan;

Board Chair means the Chair of the Board elected pursuant to the Act and this Bylaw;

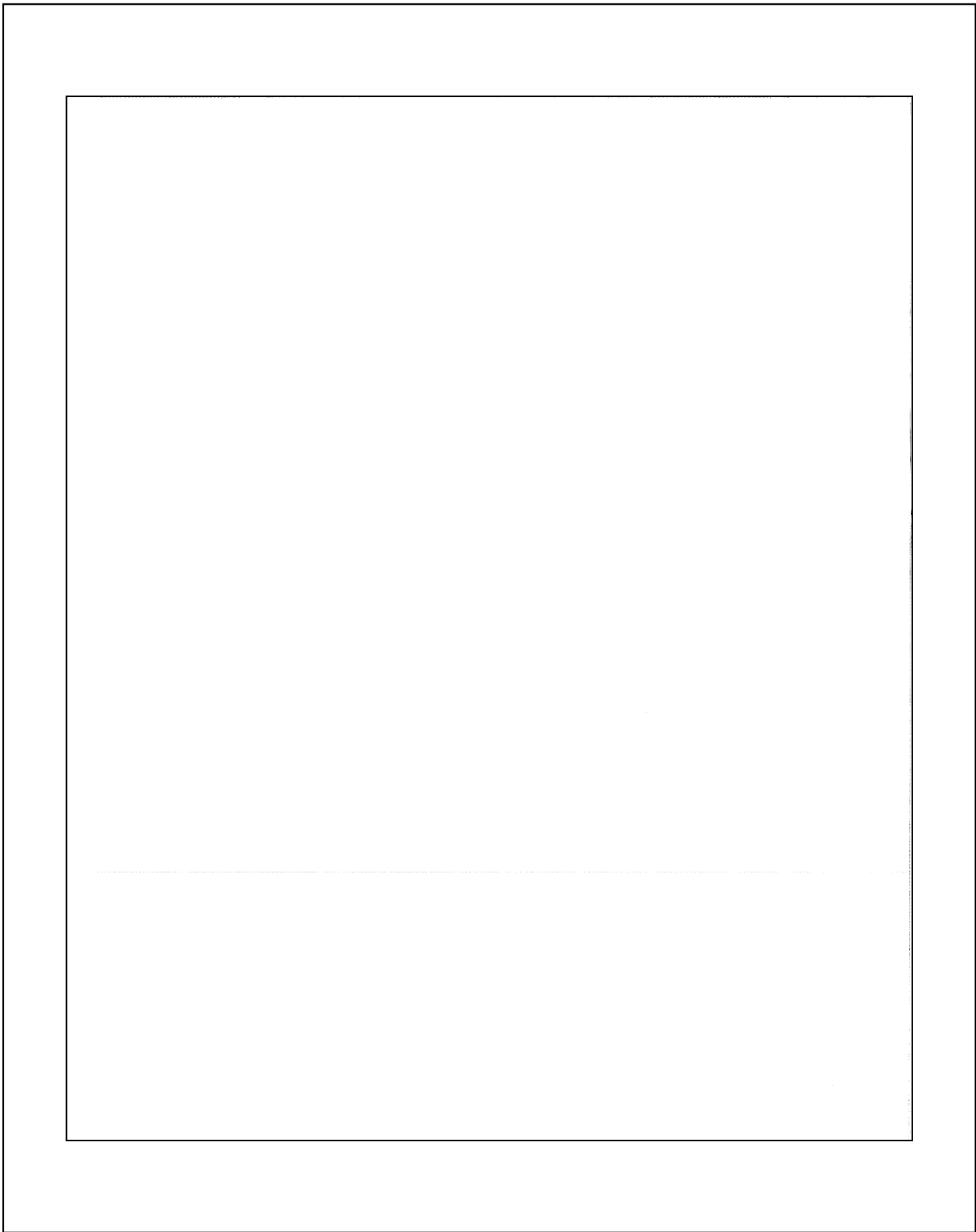
Chair means, where the context requires, the Chair of the Board elected pursuant to the Act, or the person appointed as the Chair, the Vice Chair or other person presiding at a meeting of the Board or Committee;

Charter means the *Community Charter*;

Committee means, as the context requires, a Select committee established by the Board, or a Standing Committee established by the Board Chair;

Corporate Officer means the officer assigned corporate administration responsibilities under the Act and includes that officer's deputy or other designate;

Director means a member of the Board, whether as a municipal director or as an electoral area director pursuant to the Act;



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Majority Vote means more than half of the votes on a motion are cast in the affirmative, with abstentions counted as a vote in the affirmative;

Media means radio, television, newspaper, and any electronic communication medium;

Meeting means a meeting of the Board, or a meeting of a Committee of the Board, as the context requires;

Member means a Director of the Board, or a person appointed to a Committee, as the context requires;

Petition means a formal request submitted to the Board and signed by more than two persons;

Petition for Services means a petition for electoral area services as defined by the Act;

Posting Places means the public bulletin board located at the RDCO office;

RDCO means the Regional District of Central Okanagan;

Regular Meeting means all regularly scheduled meetings;

Special Meeting means a meeting other than a statutory or Regular Meeting, or statutory or regular adjourned meeting.

Application of rules of procedure

- 1.3 The rules of procedure as set out in this Bylaw apply to all Meetings of the Board and Committees of the Board except as otherwise provided.
- 1.4 In cases not provided for under the Act, the Charter or this Bylaw, the current edition of *Robert's Rules of Order, Newly Revised* shall apply to the extent that those *Rules* are applicable in the circumstances and are not inconsistent with the provisions of this Bylaw, the Act or the Charter.
- 1.5 A rule of procedure that does not originate in the Act or the Charter and does not affect voting may be suspended on a case by case basis if two-thirds (2/3) of the Members present agreed to do so or if there is unanimous consent for doing so.

PART 2

ELECTION OF BOARD CHAIR AND VICE CHAIR

General Provisions

- 2.1 There shall be a Statutory meeting of the Board held in December of each year pursuant to the provisions of the Act.
 - (1) The Corporate Officer shall call the Statutory meeting to order and administer the necessary oaths and declarations.

Regional District of Central Okanagan Regional Board Procedure Bylaw No. 1278, 2010

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- (2) The Board shall, at the Statutory meeting, elect a Chair and a Vice Chair of the Regional District Board.
- (3) The Vice Chair has, during the absence, illness or other disability of the Board Chair, all the powers and duties of the Board Chair and is subject to all rules applicable to the Board Chair.
- (4) If the Board Chair and the Vice Chair are not present at a Meeting of the Board, the Directors present may elect an acting Chair who, during that Meeting, has all the powers of the Board Chair and is subject to all rules applicable of the Chair.
- (5) Each Director present at the Meeting has one vote in each election for an office.

Election of Board Chair

- 2.2 The call for nominations for the office of Board Chair will be conducted by the Corporate Officer.
- 2.3 The Corporate Officer will call for nominations for the office of Board Chair. Each nomination must be seconded and the nominee must consent to the nomination. If the nominee is not present at the Meeting, they must have advised the nominator of their consent in writing or else such person will not be considered for the position of Board Chair.
- 2.4 If only one candidate is nominated for the office of Board Chair, that candidate will be declared elected by acclamation.
- 2.5 If more than one candidate is nominated for an office, each candidate will be given two minutes to speak. If a candidate is not present at the Meeting, they may have another Director deliver a prepared speech on their behalf.
- 2.6 At the conclusion of candidates' speeches, an election will be held and voting will be conducted by secret ballot. If a Director is participating in the Meeting electronically under Sections 3.7 to 3.9, to cast a vote for the office of Board Chair, they shall, at the time the vote is being conducted, telephone the Corporate Officer who will record their vote on a ballot paper and deposit same in the ballot box. When the Meeting location is equipped with electronic communications equipment and the appropriate security is in place, Directors shall vote by secret electronic ballot.
- 2.7 The counting of ballots will be conducted by the Corporate Officer together with the Deputy Corporate Officer or designate. The number of votes for each candidate will be announced and, immediately thereafter, the ballots will be destroyed.
- 2.8 The candidate with the most votes for the office of Board Chair will be declared elected to that office.

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Tie vote

- 2.9 In the event of a tie vote that makes the election results inconclusive, the candidates who are tied remain in the election. If a definitive election result cannot be declared after three elections have been held, then the result of the election will be determined by lot between those candidates as follows:
- (a) the name of each candidate is to be written on a separate piece of paper, as similar as possible to all other pieces prepared for the determination;
 - (b) the pieces of paper are to be folded in a uniform manner in such a way that the names of the candidates are not visible;
 - (c) the pieces of paper are to be placed in a container that is sufficiently large to allow them to be shaken for the purpose of making their distribution random, and the container is to be shaken for this purpose;
 - (d) a person who is not a candidate shall be asked to withdraw one paper;
 - (e) the candidate whose name is on the paper that was drawn shall be declared elected to that office.

Election of Vice Chair

- 2.10 The election for the position of Vice Chair will be conducted following the procedures set out in Sections 2.2 to 2.9 of this Bylaw.

PART 3 MEETINGS

Time and location of Meetings

- 3.1 Regular meetings of the Board shall be held on a Monday evening, commencing at 7:00 p.m. and, if required, a Regular meeting will be held following the Governance and Services Committee meeting.
- 3.2 The annual schedule of meetings for the ensuing year shall be adopted no later than the Statutory meeting of the Board held in December of each year.
- 3.3 The location of the Regular and Special meetings of the Board shall be in the Woodhaven Boardroom, RDCO, 1450 KLO Road, Kelowna, B.C. unless the Board agrees in advance to hold the Regular Meeting elsewhere.
- 3.4 Should the Chair determine that there is insufficient business to justify a regularly scheduled meeting the Chair may cancel the meeting upon five days notice.
- 3.5 Upon resolution of the Board, the time, date and location of regular meetings may be changed.

Regular Meetings – advance notice

- 3.6 Notice of meeting times and location shall be posted on the public notice board in the Regional District Offices, 1450 KLO Road, Kelowna, B.C. at least seventy-two (72) hours prior to the Regular Meeting date.

Regional District of Central Okanagan Regional Board Procedure Bylaw No. 1278, 2010

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3.7 Notice of the meeting times and location shall be forwarded electronically to the Board.

Electronic participation at Regular meetings

3.8 Members who are unable to attend at the Meeting location may participate in a Regular Meeting by means of electronic or other communication facilities. The Meeting must be conducted in such a manner that enables the public to hear, or watch and hear, the proceedings.

3.9 The Board Chair or person presiding over a meeting must be physically present at Regular Meetings. In the event the Board Chair opts to participate electronically, the Vice Chair shall assume the chair.

3.10 Although every effort will be made to accommodate electronic participation in meetings, nothing in this Bylaw shall be construed to guarantee any Member electronic access to a Regular Meeting. In the event of an equipment failure or other occurrence which prevents or limits electronic participation, the Meeting will not be adjourned. Electronic participation in Meetings may be restricted by the capacity or dependability of the equipment employed.

3.11 A Member participating by audio means only must indicate their vote verbally.

Special meetings – calling and conduct

3.12 In accordance with the Act, on request of the Chair or any two Directors, a Special Meeting must be called by the Corporate Officer who will, at least five days before a Special Meeting:

- (a) give advance public notice stating the general purpose of the Special Meeting, and the day, hour and place of the Special Meeting by way of a notice posted at the Posting Places; and
- (b) deliver a copy of the notice and Special Meeting agenda to each Director electronically or if a electronic method is not available, at the place to which the Director has instructed that notices be sent.

3.13 The notice of a Special Meeting may be waived by a unanimous vote of the Board.

3.14 In an emergency, with the consent of the Chair and two Directors, notice of a Special Meeting may be given less than five days before the date of the meeting, and notice of the Meeting need not be given in writing.

3.15 With the approval of the Chair, and provided the notice requirements are met, Special Meetings of the Board may be conducted by means of electronic or other communication facilities. The Meeting must be conducted in such a manner that enables the public to hear, or watch and hear, the proceedings.

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Attendance of public at meetings

- 3.16 Except where provisions of the Act and Charter apply, all Board Meetings must be open to the public.
- 3.17 Before closing a Board Meeting or a portion of a Board Meeting to the public, the Board must, in a public Meeting, pass a resolution in accordance with the Charter.
- 3.18 Sections 3.13 and 3.14 apply to meetings of bodies referred to in the Charter, including, without limitation:
 - (a) Standing and Select Committees;
 - (b) Board of Variance;
 - (c) parcel tax roll review panel;
 - (d) advisory committees, commissions, or other advisory bodies established by the Board under the Act.

Meetings held outside the regional district boundaries

- 3.19 As provided in section 793(6) of the Act, a meeting of the Board may take place outside the boundaries of the regional district if the Board passes a resolution to that effect.

PART 4 QUORUM

- 4.1 A quorum for a meeting of the Board is a majority of all the Members.
- 4.2 As soon after the hour of the meeting as there shall be a quorum present, the Chair shall take the chair and call the meeting to order. If the Chair does not attend within fifteen (15) minutes after the time appointed for the meeting, the Vice Chair shall take the Chair and call the meeting to order. If the Vice Chair is absent and no acting Chair has been appointed, the Corporate Officer shall call the members to order and if a quorum is present, the members shall appoint a Chair for the meeting who shall preside for the meeting or until the arrival of the Chair or Vice Chair.
- 4.3 Should there be no quorum present within thirty (30) minutes after the time appointed for the meeting, the Corporate Officer shall record the names of the members then present and the Board shall stand adjourned until the next meeting.

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PART 5 MEETING PROCEDURES

Agendas – regular meetings

- 5.1 The Corporate Officer shall prepare agendas setting out all items for consideration at the Regular Meetings of the Board and Committees. On the Thursday immediately preceding the Regular Meetings, the agendas and supporting documents shall be sent to the Board. Addenda materials shall be sent electronically to the Board by the Monday immediately preceding the Regular Meeting and copies placed on the Board table for the Regular Meeting.

Delegations

- 5.2 Any Member, person, persons or organization wishing to present a delegation on the Regular Meeting agenda for consideration by the Board or Committees, shall follow the Board's Delegation/Presentation Policy.

Late agenda items

- 5.3 Any late items at the Board table would only consist of those items that have previously been dealt with by the Board. Items appearing before the Board for the first time should be a part of the regular agenda package or if they are a late item only be placed before the Board for information and a decision to be made at a future meeting. Only in an emergency or some extreme circumstance should new information be presented as a late item requiring Board action.
- 5.4 A Member may, at the time adoption of the agenda is being considered, propose to place an additional item of an emergent or time sensitive nature on the agenda. The late item may only be added to the agenda if the resolution to do so is adopted by at least (2/3) two-thirds of the votes cast.

Conduct of Business

- 5.5 Any member of the Board to wishes to speak to any question or motion shall address themselves to the Chair.
- 5.6 The Chair shall at all times conduct the manner and order of speaking so that all sides of the question may be as fully presented as the circumstances warrant, and the Chair shall ensure that each member be allowed an equal opportunity to speak.
- 5.7 Resolutions regarding readings and adoption of bylaws can be held concurrently.
- 5.8 All resolutions of the Board shall be moved and seconded by members of the Board before consideration of the business at hand.

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Order of Business

5.9 Unless otherwise determined by resolution of the Board or Committee, the order of business of all Regular Meetings shall be as follows:

1. Call to Order
2. Addition of Late Items
3. Adoption of the Agenda
4. Adoption of the Minutes
5. Delegations and Invited Presentations
6. Correspondence
7. Unfinished Business
8. Department Reports to the Board including bylaws
9. Committee Recommendations
10. New Business
11. Director Items
12. Closed Meeting
13. Matters Arising From Closed Meeting
14. Adjournment

Minutes

- 5.10 Minutes of the proceedings of all Meetings shall be recorded and retained in accordance with the Act.
- 5.11 Minutes of the proceedings of the Board must be legibly recorded and certified as correct by the Chair and Corporate Officer.
- 5.12 Minutes of the proceedings of Standing and Select Committees shall be legibly recorded and signed by the chair of the Committee, or Member presiding.

Adjourn

- 5.13 A meeting which has been in session for five (5) hours from the time the meeting was convened shall be adjourned unless the Board or Committee resolves to extend the meeting by a majority of the votes of the Members present.

PART 6 KEEPING ORDER

Expelling a person

- 6.1 In accordance with the provisions of the Charter (Section 133), if the Chair considers that another person at the Meeting is acting improperly, the Chair may order that the person is expelled from the Meeting. If a person who is expelled does not leave the Meeting, a peace officer may enforce the Chair's order as if it were a court order.

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Behavior

- 6.2 Those in attendance will refrain from applause, cheering, heckling, booing, inappropriate language, other expressions of emotion, outbursts or criticisms aimed at individuals or groups whether in favor of, or opposition to, any particular application or argument. Placards, posters, signs and other distracting material are not permitted.

Use of audio or video recording devices

- 6.3 No person, other than the media, shall use or operate any Audio or Video Recording Devices at a Meeting without the permission of the Chair, and such devices are to be placed in a location designated for that purpose.
- 6.4 Notwithstanding 6.3, audio or visual recording devices must not be used or operated during a closed meeting.
- 6.5 Nothing in this section precludes the person responsible for corporate administration or their designate to record Board or Committee meetings for purposes of taking meeting minutes.
- 6.6 The following items will not be permitted in Chambers during Board meetings:
- 1) Cell phones or pagers (unless they are set to vibrate).

PART 7 COMMITTEES

Establishment of Committees

- 7.1 The Chair may appoint such Standing Committees as deemed appropriate and shall make provision for the Chair of such committees. The procedures set forth in Part 4 and 5 of this bylaw shall apply to the conduct of business of such committees.
- 7.2 The Board may appoint such Select Committees as deemed appropriate and shall make provision for the Chair of such committees. The procedures set forth in Part 4 and 5 of this bylaw shall apply to the conduct of business of such committees.

Duties of Standing Committees

- 7.3 Standing Committees must consider, inquire into, report on, and make recommendations to the Board about any of the following:
- (1) matters that are related to the general subject indicated by the name of the committee;
 - (2) matters that are assigned by the Regional Board;
 - (3) matters that are assigned by the Chair.
- 7.4 Committee Terms of Reference are to be approved by the Chair.
- 7.5 Standing Committees must report and make recommendations to the Board.

Regional District of Central Okanagan Regional Board Procedure Bylaw No. 1278, 2010

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Duties of the Select Committee

- 7.6 Select Committees must consider, inquire into, report on, and make recommendations to the Board about matters referred to the Committee by the Board.
- 7.7 Select Committees must consider, inquire into, report on, and make recommendations to the Board as soon as possible, unless a date and time is established by the Board.
- 7.8 Select Committee Terms of Reference are to be approved by the Board.

Duties of Other Committees/Commissions

- 7.9 Other Committees must consider, inquire into, report on, and make recommendations to the Board about matters referred to the committee by the Board.
- 7.10 Other Committees must report on and make recommendations to the Regional Board as required by the Board.

General Duties of Committees

- 7.11 All committees are considered to be advisory in nature.
- 7.12 No committee has the power to pledge the credit of the Board or commit the Board to any particular action.
- 7.13 No member of the committee shall give specific direction to any staff member at any committee meeting. The responsibility of giving specific direction to staff shall reside with the full Board at a duly assembled meeting unless otherwise delegated by the Chief Administrative Officer.
- 7.14 The committee at its first meeting of each year shall appoint the chairperson and vice chair of each Select committee for the next year from among the members of the committee.
- 7.15 The Chairperson of each committee shall submit to the Board in writing the report of that committee.

PART 8 REPEAL & CITATION

Repeal

- 8.1 Regional District of Central Okanagan Regional Board Procedure Bylaw No. 950, 2001 as adopted by the Regional Board of the Regional District of Central Okanagan on the 19th day of November 2001 is hereby repealed.

Regional District of Central Okanagan Regional Board Procedure Bylaw No. 1278, 2010

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Citation

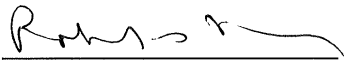
8.2 This bylaw may be cited for all purposes as the "Regional District of Central Okanagan Regional Board Procedure Bylaw No. 1278, 2010".

READ A FIRST TIME THIS 14th DAY OF October 2010.

READ A SECOND TIME THIS 14th DAY OF October 2010.

READ A THIRD TIME THIS 14th DAY OF October 2010.

RECONSIDERED AND ADOPTED THIS 25th DAY OF October 2010.


CHAIR


DIRECTOR OF CORPORATE SERVICES

I hereby certify the foregoing to be a true and correct copy of "Regional District of Central Regional Board Procedure Bylaw No. 1278, 2010" as read a third time by the Regional Board on the 14th day of October 2010.

Dated at Kelowna, B.C. this
18th day of October 2010


DIRECTOR OF CORPORATE SERVICES

I hereby certify the foregoing to be a true and correct copy of "Regional District of Central Regional Board Procedure Bylaw No. 1278, 2010" as adopted by the Regional Board on the 25th day of October 2010.

Dated at Kelowna, B.C. this
26th day of October, 2010


DIRECTOR OF CORPORATE SERVICES

Regional District of Central Okanagan Regional Board Procedure Bylaw No. 1278, 2010



Making a difference...together

BYLAW NO. 3828

**CAPITAL REGIONAL DISTRICT BOARD
PROCEDURES BYLAW, 2012**

(as amended by Bylaw No. 3951, 3999, 4024, 4044, 4129, 4206, &
4262)

**A bylaw to regulate the proceedings
of the Capital Regional District Board**

For further details, please contact the Capital Regional District,
Legislative and Information Services Department, 625 Fisgard St., PO Box 1000, Victoria BC V8W 2S6
T 250-360-3128, F 250-360-3130, www.crd.bc.ca

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 3828
REGIONAL DISTRICT PROCEDURES BYLAW
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CAPITAL REGIONAL DISTRICT

BYLAW NO. 3828

**A BYLAW TO REGULATE THE PROCEEDINGS
OF THE CAPITAL REGIONAL DISTRICT BOARD**

The Board of the Capital Regional District enacts as follows:

PART 1 – INTRODUCTION

Definitions

1. In this Bylaw:

“**Board**” means the governing and executive body of the CRD;

“**Chair**” means the Chair or Vice Chair of the CRD elected pursuant to section 215 of the *Local Government Act* or other person presiding at a meeting of the Board or committee, as the context requires;

(Bylaw No. 4262)

“**Committee**” means a standing, advisory, select, or other committee of the Board, but does not include Committee of the Whole or a local service committee or a service committee;

“**Commission**” means a commission established by the Board under section 263(1)(g) of the *Local Government Act* and a local service committee and a service committee established by the Board.

(Bylaw No. 4262)

“**Corporate Officer**” means the officer of the CRD assigned the corporate administration responsibilities of section 236 of the *Local Government Act*, and includes that officer's designate;

(Bylaw No. 4262)

“**COW**” means the Committee of the Whole Board;

“**CRD**” means the Capital Regional District;

“**CRD Offices**” means the CRD located at 625 Fisgard Street, Victoria, BC;

“**CRD Website**” means the information resource found at an internet address provided by the CRD;

“**Delegation**” means an individual or an organization addressing the Board, a committee or commission about a specific item on the agenda of a meeting;

“Member” means a Member of the Board, whether a municipal director or an electoral area director, and includes their alternates if acting in the place of a Member;

“Presenter” means a person(s) or organization(s) invited by the CRD to make a presentation to the Board. It also includes a request to speak by a First Nations Elder or Chief and a federal, provincial or local government elected official.

(Bylaw No. 4024)

“Public Notice Posting Place” means the notice board, whether electronic or not, located in the front foyer of the CRD offices and the CRD Website; and, in the case of a Commission, means a consistent local public location designated by the Commission;

“Vice Chair” means the Member elected as Vice pursuant to section 215 of the *Local Government Act*.

(Bylaw No. 4262)

Application of Rules of Procedure

2. (1) The provisions of this Bylaw govern the proceedings of the Board, COW, all standing and select committees of the Board and all commissions, as applicable.
- (2) In cases not provided for under this Bylaw, The Newly Revised Robert's Rules of Order, 11th edition, 2011, apply to the proceedings of the Board, COW, committees and commissions to the extent that those rules are:
 - (a) applicable in the circumstances; and
 - (b) not inconsistent with provisions of this Bylaw, the *Local Government Act* or the *Community Charter*.
- (3) No provision of this bylaw relating to the procedure of the Board shall be altered unless notice of the proposed amendment is given in accordance with section 225 of the *Local Government Act*.

Suspension of Rules of Procedure

3. Except for those provisions of this Bylaw that are statutorily mandated, the rules of procedure contained in this Bylaw may be suspended for a temporary time period specified by the Board with a 2/3 vote of those Members present.

PART 2 – BOARD MEETINGS

Inaugural Meeting

4. (1) The Board shall meet in an inaugural meeting during the month of November at such time as shall be advised by the Corporate Officer in writing.

(Bylaw No. 4129)

- (2) The presiding officer of the inaugural meeting shall be the Chief Administrative Officer until such time as the Chair has been elected.
- (3) The Chief Administrative Officer shall announce results of elections and confirm that new Members have completed the Oath of Office set out in the *Local Government Act*, following which the Chair shall be elected from among the Members of the Board.

Election of Chair and Vice Chair

5. (1) The Chief Administrative Officer shall call for nominations for Chair and conduct a vote by secret ballot in which the person receiving a majority vote of those Members present shall be elected Chair. Each Member shall have only one vote. If only one candidate is nominated for an office, that candidate shall be declared elected by acclamation. The call for nominations for the office of Vice Chair shall be called by the Chair.
- (2) Nominations do not need to be seconded and a candidate must consent to the nomination.
- (3) If a candidate is not present at the meeting, his or her written consent to the nomination must be provided to the Corporate Officer at the meeting.
- (4) At the close of nominations, if more than one candidate has been nominated, each candidate will be given a maximum of four (4) minutes to address the Board in favour of his/her candidacy in the order of his/her nomination. If a candidate is not present at the meeting, he or she may have their nominator deliver a prepared speech on his or her behalf not to exceed three minutes in duration.
- (5) At the conclusion of the candidates' speeches, the Corporate Officer and Deputy Corporate Officer or designate will circulate a ballot box in which the completed ballots will be placed. When all of the ballots have been collected the Corporate Officer will remove the ballot box to a separate room and the ballots will be counted in accordance with subsection (6).
- (6) The counting of the ballots will be conducted by the Corporate Officer together with the Deputy Corporate Officer or designate. Either the CRD's legal counsel or a judicial justice appointed under the *Provincial Court Act* will be present to observe the counting of the ballots.
- (7) Following the counting of the ballots, the Corporate Officer shall advise the Chief Administrative Officer of the candidate that has received a majority of the votes.
- (8) The number of votes received by each candidate will not be disclosed to the Board unless a resolution requiring disclosure is passed.
- (9) In the event that there are more than two candidates for the election of Chair or Vice Chair and if no person receives a majority of the votes of those Members present, the candidate receiving the least number of votes shall be eliminated and subsequent ballots shall be taken until one candidate receives the majority of votes of those Members present; unless there is a tie between the two candidates with the least votes of those Members present, in which case, subsequent ballots shall be taken until one candidate

receives the least number of votes of those Members present and is eliminated. If the tie for the least number of votes of those Members present continues after three elections have been held, the candidate who shall be eliminated will be decided by a lot between the candidates as outlined in section 5(3). The voting on subsequent ballots will then proceed without the eliminated candidate until one candidate receives the majority of votes of those Members present.

- (10) In the event of a tie vote for the most votes of two (2) or more candidates, the candidates who are tied remain in the election. If a definitive election result cannot be declared after three (3) elections have been held, then the majority vote shall be deemed to be determined by a lot between the candidates as follows:
 - (a) the names of the candidates shall be written on separate pieces of paper and placed in a container;
 - (b) the Corporate Officer shall be asked to withdraw one paper; and
 - (c) the candidate whose name is on the withdrawn paper shall be declared elected.
- (11) Once a candidate has been declared elected, the ballots shall be destroyed by way of a Board resolution.
- (12) Following the election of the Chair, the CRD Board shall elect one of its Members to be Vice Chair. The procedure for determining the Member to be elected Vice Chair shall be as set out in sections 5(1) to (11) for electing the Chair of the Board.

(Bylaw No. 4044)

Meetings and Adjournment

6. Regular meetings shall be held at the CRD Board Room, 625 Fisgard Street, Victoria, BC on the second Wednesday of the month commencing at 1:00 pm unless otherwise determined by resolution of the Board.

(Bylaw No. 4262)

- 6.1 Regular and special meetings shall be adjourned no later than three (3) hours from the scheduled start time of the meeting unless the Board resolves to proceed beyond that time by an affirmative vote of the majority of the members present.

(Bylaw No. 3951)

Quorum

7. (1) The quorum for a meeting of the Board shall be a majority of all the Members.
- (2) At the appointed time for commencement of the meeting, the Chair or, in his/her absence, the Vice Chair, shall ascertain that a quorum is present before proceeding to the business of the meeting. If neither the Chair nor the Vice Chair is present within fifteen (15) minutes after the time appointed for a meeting, the Corporate Officer shall call the Members to order, ascertain that a quorum is present and, if so, the Board shall appoint an Acting Chair who shall preside during the meeting or until the arrival of the

Chair or Vice Chair. Such person appointed as Acting Chair shall have all the powers and be subject to the same rules as the Chair.

- (3) If a quorum has not been made within sixteen (16) minutes after the appointed time, the Corporate Officer shall record the names of the Members then present and the Board shall stand adjourned until the next meeting date or until another meeting shall have been called in accordance with this bylaw or to such time as the Chair shall appoint.

Notice of Regular Meetings

8. At least seventy-two (72) hours before a regular meeting of the Board, the Corporate Officer must give public notice of the time, place and date of the meeting by way of a notice and agenda posted at the Public Notice Posting Place.

Notice of Special Meetings

9. (1) Except where notice of a special meeting is waived by a unanimous vote of all Members under section 220(3) of the *Local Government Act*, before a special meeting of the Board, the Corporate Officer shall:
- (a) at least twenty-four (24) hours in advance, give notice of the general purpose, time, place and date of the meeting by way of a notice posted at the Public Notice Posting Place; and
 - (b) at least five (5) days before the date of the meeting, mail to each Member the notice of the general purpose, time, place and date of the meeting.
- (2) Despite section 9(1), in the case of an emergency, notice of a special meeting may be given in accordance with section 220(4) of the *Local Government Act*.

(Bylaw No. 4262)

Notice of Committee Meetings

10. (1) At least seventy-two (72) hours before a regular meeting of a committee or COW, excluding a commission, public notice must be given of the time, place and date of the meeting by way of a notice posted at the Public Notice Posting Place.
- (2) At least twenty-four (24) hours before a special meeting of a committee or COW, excluding a commission, public notice must be given of the time, place and date of the meeting by way of a notice posted at the Public Notice Posting Place.

Notice of Commission Meetings

11. (1) At least seventy-two (72) hours before a regular meeting of a commission, public notice must be given of the time, place and date of the meeting by way of a notice posted in a consistent public location in the area served by the commission.

- (2) At least twenty-four (24) hours before a special meeting of a commission, public notice must be given of the time, place and date of the meeting by way of a notice posted in a consistent public location in the area served by the commission.

Agenda

12. (1) The Corporate Officer, under the direction of the Chair, shall prepare an agenda and shall circulate a copy of the agenda to each Member at least four (4) days before the meeting. If necessary, a supplementary agenda for a meeting of the Board will be circulated at least 24 hours before the meeting. At any meeting other than a special meeting, the Chair may add items of an emergent or time sensitive nature to the agenda..
(Bylaw No. 4262)
- (2) At a meeting, a Member may, at the time adoption of the agenda is being considered, propose to place an additional item of an emergent or time sensitive nature on the agenda. The item must be added to the agenda only if the resolution is adopted by at least two thirds of the votes cast.

PART 3 – BOARD PROCEEDINGS

Delegations

13. (1) The Board may, by resolution, allow a delegation to address the meeting in person on the subject of an agenda item, provided written application on a prescribed form has been received by the Corporate Officer no later than 4:30 pm two (2) calendar days prior to the meeting. Each address shall be limited to four (4) minutes unless a longer period is agreed to by 2/3 vote of those Members present. The order of speakers will be based on the order in which the request was received. The Corporate Officer may determine the number of copies of any written submissions to be provided by each delegation to the Board. Each delegation shall provide the number of copies as determined by the Corporate Officer, for distribution at the time of the delegation's appearance.
- (a) As an alternative to addressing a meeting as a delegation, a person may submit their comments in writing to the Corporate Officer for circulation to Members in advance of the next meeting.
(Bylaw No. 3951)
- (2) Where written application has not been received as prescribed in section 13(1), an individual or delegation may address the meeting if approved by a unanimous vote of the Members present.
- (3) Any video presentations used as part of a delegation's address to the Board will count toward the time limit permitted for the delegation.
- (4) If a delegation has registered to address a meeting but is no longer able to attend the meeting, a different delegation will not be permitted to address the meeting in substitution.

- (5) The Board shall not permit a delegation to address a meeting of the Board regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a prerequisite to the adoption of the bylaw.
- (6) The Board shall not permit a delegation to address a meeting of the Board regarding a matter to be dealt with as a grievance under a collective agreement, or that is within the exclusive mandate of the Greater Victoria Labour Relations Association Board.
- (7) The subject matter upon which a delegation wishes to speak must:
 - (a) be within the jurisdiction of the Board; and
 - (b) be within the terms of reference of the Committee or Commission for which the delegation wishes to appear.
- (8) The Chair may deny any delegation the right to address a meeting if, in the Chair's opinion, the spokesperson or any Member of the delegation:
 - (a) immoderately raises his or her voice, or uses profane, vulgar or offensive language, gestures or signs; or
 - (b) addresses issues not contained within the written application of the individual or delegation.

Presentations

- 14. (1) The CRD may, with the Chair's approval, invite a person, persons, or organization(s) to make a presentation to the Board. Time permitting, the Corporate Officer shall include the subject of the presentation and the designated speaker on the meeting agenda.
- (2) With the Chair's approval, the Corporate Officer shall include a request to speak by a presenter on the meeting agenda.
- (3) All presentations shall be limited to 10 minutes unless a longer period is approved by a majority vote of those Members present.

(Bylaw No. 4024)

Order of Proceedings and Business

- 15. (1) The order of business at all regular meetings shall be as follows:
 - 1. Approval of Agenda
 - 2. Adoption of Minutes of Previous Meeting
 - 3. Report of the Chair
 - 4. Presentations/Delegations
 - 5. Consent Agenda
 - 6. Administration Reports
 - 7. Reports of Committees (not included in the Consent Agenda)
 - 8. Correspondence

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9. Bylaws and Resolutions
10. Motions for Which Notice Has Been Given
11. New Business
12. Motion to close the meeting in accordance with the applicable provisions of the *Community Charter*
13. Adjournment

(Bylaw No. 4262)

- (2) The order of business at all special meetings shall be as follows:

1. Approval of Agenda
2. Presentations/Delegations
3. Special Meeting Matters
4. Motion to close meeting in accordance with the applicable provisions of the *Community Charter*
5. Adjournment

- (3) The order of business at all closed meetings whether regular or special shall be as follows:

1. Approval of Agenda
2. Approval of Minutes of Previous Closed Meeting
3. Closed Meeting Matters
4. Rise and Report
5. Adjournment

- (4) A change to the prescribed order of business other than a special meeting may be ordered by the Chair or moved by a Member, with unanimous consent.

- (5) The Consent Agenda portion of the agenda shall consist of staff or committee report items that contain clear take action, give approval, or receive for information recommendations.

- (6) Members may vote on and adopt in one motion all recommendations appearing on the Consent Agenda that are subject to the same voting rule.

- (7) At approval of the Consent Agenda, a Member may for the purpose of:

- (a) debate or discussion;
- (b) voting in opposition to a recommendation on the consent agenda or to propose an amendment to the motion; or
- (c) declaring a conflict of interest with respect to an item on the consent agenda;

request that an item be removed from the consent agenda, without debate or vote of the Members.

(Bylaw No. 4262)

Minutes

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16. (1) Minutes of all proceedings of the Board shall be kept by the Corporate Officer; such minutes to be concise and to detail proceedings of the Board. The minutes shall be legibly recorded, certified as correct by the Corporate Officer, and signed by the Chair, Vice Chair, or the person presiding at such meeting or at the next meeting at which they are adopted.
- (2) Minutes of proceedings of standing and select committees, and commissions shall be legibly recorded and signed by the Chair, or Member presiding.
- (3) Subject to section 16(4), and in accordance with sections 97(1)(b) and (c) of the *Community Charter*, minutes of the proceedings of the Board or of a body referred to in section 17(2) must be open for public inspection at the CRD Offices, Legislative Services, during their regular office hours and may be posted to the CRD website.
- (4) Section 16(3) does not apply to minutes of a Board meeting or a meeting of a body referred to in section 17(2) for that part of the meeting from which persons were excluded under section 90 of the *Community Charter*.

Correspondence

- 16.1 (1) Following consultation with the Chair or other person who is to preside at the applicable meeting, the Corporate Officer may place correspondence from another government or government agency that requests an action from the Board, on the agenda of the next convenient Board meeting, or on an agenda of the meeting of a committee or commission whose mandate or terms of reference includes the requested action, together with any report from Regional District staff that the Chair or the Chief Administrative Officer consider advisable.
- (2) Any other correspondence to the Board not accounted for in section 16.1(1), including but not limited to written comments received pursuant to section 13(a), may be placed on the meeting agenda at the request of the Chair or such other person who is to preside at the meeting where the correspondence is to be considered, or by way of Notice of Motion made in accordance with section 22(6). *(Bylaw No. 3951)*

Attendance of Public at Meetings

17. (1) Except where the provisions of section 90 of the *Community Charter* apply, all Board meetings must be open to the public. Before a meeting or part of a meeting is closed to the public, the Board must pass a resolution in the public meeting in accordance with section 92 of the *Community Charter*.
- (2) The requirement in section 17(1) applies to meetings of bodies referred to in section 93 of the *Community Charter* including, without limitation:
 - (a) Advisory Commissions
 - (b) Advisory Committees
 - (c) a Commission established under s. 263(1)(g) of the *Local Government Act*
 - (d) Board of Variance
 - (e) Parcel Tax Review Panel
 - (f) Select Committees

- (g) Standing Committees
- (h) Committee of the Whole
- (i) a body that under the *Local Government Act* or another *Act* may exercise the powers of the CRD or its Board

(Bylaw No. 4262)

- (3) Despite section 17(1), the Chair may expel or exclude a person from a Board meeting or meeting of a body listed in section 17(2) of this Bylaw in accordance with section 133 of the *Community Charter*.

Closed Meetings

- 18. (1) No Member shall disclose to the public the proceedings of a closed meeting, unless a resolution has been passed at the closed meeting to allow disclosure.
- (2) As soon as practicable, the Corporate Officer shall review and determine whether to seek a resolution of the Board for the release of closed minutes and related information that would no longer undermine the reason for discussing it in a closed meeting.
- (3) Minutes of a closed meeting shall be kept in the same manner as a regular meeting but shall not be filed with the minutes of regular meetings.
- (4) The Board must not vote on the reading or adoption of a bylaw when its meeting is closed to the public.

Use of Video Recording Devices

- 19. (1) The Chair shall preserve order and decorum at a meeting and at his/her discretion may require that any video recording devices be placed in a designated location while being used and remain in that location during the course of the meeting. This applies to the Chairs of Board, Committee, Commission and COW meetings.

Chair and Presiding Officers

- 20. (1) The Chair, if present, shall preside at meetings of the Board. Any Member of the Board may preside at a COW.
- (2) The Vice Chair shall preside in the absence of the Chair or when the Chair vacates the chair.
- (3) In the event that neither the Chair nor the Vice Chair is able to take the chair, the presiding officer shall be such person, as the Board may choose.
- (4) The Chair shall preserve order and decorum and shall rule on all points of order, stating his/her reasons and the authority for ruling when making a ruling. The ruling of the Chair shall be subject to an appeal to the Board without debate.
- (5) (a) If an appeal be taken from the decision of the Chair, the question "Shall the Chair be sustained?" shall be put forthwith and decided without debate by a simple majority of the Members present (exclusive of the Chair) and in the event of the votes being equal, the question shall pass in the affirmative. The

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names of the Members of the Board voting for or against the question shall be recorded in the minutes.

- (b) If the Chair refuses to put the question "Shall the Chair be sustained?", the Board shall forthwith appoint the Vice Chair or, in his/her absence, one of the Members, to preside temporarily in lieu of the Chair. The Vice Chair, or Member so appointed, shall proceed in accordance with paragraph 20(5)(a).

- (6) The Chair shall vote at the same time as the other Members of the Board.

Rules of Order

- 21. (1) The Chair's ruling on a point of order shall be based on rules of order as stated in section 2 herein.
- (2) All questions shall be decided by a vote on motion.
- (3) The Chair shall have the discretion to call the question on completion of debate and the Chair shall then advise that the debate is closed. Following closure of debate no Member shall speak further to the question.

Motions

- 22. (1) Motions shall be phrased in a clear and concise manner so as to express an opinion or achieve a result.
- (2) The Chair may divide a motion containing more than one subject if the Chair feels this would produce a fairer or clearer result and the same shall be voted on in the form in which it is divided.
- (3) A motion to adjourn the meeting or to adjourn the debate shall always be in order.
- (4) An amendment to a motion does not require notice. Only one amendment to an amendment shall be allowed at one time and the same shall be dealt with before the amendment is decided. Amendments must be strictly relevant to the main motion and not alter in a material way or be contrary to the principle embodied in the main motion.
- (5) Any Member desiring to bring before the Board any new matter, other than a point of order or privilege, shall do so by way of motion; provided, however, that any new matter of major import, which may require further information than could or would normally be available to the Board at such meeting, may be referred to a Board Standing Committee agenda by the Chair, or may be ruled by the Chair as a notice of motion and shall be dealt with as provided by section 22(6).
- (6) Any Member may give notice of a motion to the Board by either of the following methods:
 - (a) providing the Corporate Officer with a written copy of such motion during a meeting of the Board, and the Corporate Officer shall, upon the Member being acknowledged by the Chair and the notice of motion being read to the meeting, include it in the minutes of that meeting as notice of motion and shall add the

motion to the agenda of the next regular Board meeting, or to the agenda of a special Board meeting scheduled for that purpose; or

- (b) providing the Corporate Officer with a written copy of such motion, no later than seven working days prior to the scheduled meeting, and the Corporate Officer shall add the motion to the agenda for said meeting.

- (7) Despite section 22(6), the notice of motion shall be added to the agenda in accordance with section 12(2).

Reconsideration of an Adopted Bylaw, Resolution or Proceeding

- 23. (1) The Chair may require a matter to be reconsidered in accordance with Section 217 of the *Local Government Act* and if it has not been acted on by an officer, servant or agent of the Board.

(Bylaw No. 4262)

- (2) The Chair may state his/her reasons to the Board. The Corporate Officer shall record in the Minute Book the reasons, suggestions or amendments of the Chair.
- (3) The Board shall, as soon as convenient, consider the reasons and either reaffirm or reject the bylaw, resolution or proceeding, and if rejected, it is deemed repealed and is of no force or effect.
- (4) The rejected bylaw, resolution or proceeding shall not be reintroduced to the Board for six (6) months, except with the unanimous consent of the Board.
- (5) The conditions which apply to the passage of the original bylaw, resolution or proceeding apply to its rejection.

Debate and Conduct

- 24. (1) Debate shall be strictly relevant to the question before the meeting and the Chair shall warn speakers who violate this rule.
- (2) No Member shall speak until recognized by the Chair.
- (3) Every Member desiring to speak shall address himself to the Chair. No Member shall interrupt a person speaking except to raise a point of order.
- (4) A matter of privilege (a matter dealing with the rights or interests of the Board as a whole or of a Member personally) may be raised at any time and shall be dealt with forthwith before resumption of business.
- (5) Members speaking at a Board meeting:
 - (a) must use respectful language;
 - (b) must not use offensive gestures or signs;
 - (c) must speak only in connection with the matter being debated; and

- (d) must adhere to the rules of procedure established under this Bylaw and to the decisions of the Chair and the Board in connection with the rules and points of order.
- (6) If a Member does not adhere to section 24(5) or the Chair considers the Member to be acting improperly, the Chair may order the Member to leave the Member's seat.
- (7) A Member may speak to a question, or speak in reply, for no longer than fifteen (15) minutes unless the majority of the votes of the Board support a time extension.
- (8) A Member may speak more than once in connection with the same question only if:
 - (a) every other Member has spoken, or has had the opportunity to speak; and
 - (b) if the Member has already spoken for fifteen (15) minutes, the Member who wishes to speak a second time may request to do so by making a motion that must be approved by at least two-thirds of the votes cast by the Board.
- (9) (a) a Member may not speak for longer than a total time of fifteen (15) minutes unless the Member has done so in accordance with sections 24(7) and (8); and
 - (b) a Member speaking for a second time under section 24(8) shall speak for a maximum of five (5) minutes only.
- (10) The conflict of interest guidelines (*disclosure of conflict and restrictions on participation*) shall be in accordance with section 100 of the *Community Charter*.

Voting

- 25. (1) Voting rules will be in accordance with the *Local Government Act*.
- (2) On any question where the numbers of votes, including the vote of the person presiding, are equal, the question is defeated.
- (3) Where a Member who is present when a vote is taken abstains from voting, that Member shall be deemed to have voted in the affirmative.
- (4) Whenever a vote of the Board is taken, after the vote is taken the Chair must then state the names of those Members voting in the negative, and the Corporate Officer must enter those names in the minutes.

PART 4 – COMMITTEES AND COMMISSIONS

Board Standing Committees

- 26. (1) The Chair may establish a Board Standing Committee as a regular permanent committee whose mandate will be in relation to a CRD service or potential service.

- (2) The Chair shall appoint only Board Members to a Board Standing Committee with the following exceptions:

- (a) Unless the authorizing legislation or Letters Patent for the Board Standing Committee defines its membership; and
- (b) An elected representative and alternate from each of the Songhees Nation and the Esquimalt First Nation Councils may be appointed to a committee established for the purposes of the Core Area Liquid Waste Management Plan.

(Bylaw No. 3999)

- (3) The general duties of Board Standing Committees shall be as follows:

- (a) To consider and report to the Board from time to time or whenever desired by the Board and as often as the interest of the CRD may require, on all matters referred to them by the Chair of the Board, or coming within their purview, and to recommend such action by the Board in relation thereto as they, the Committee, deem necessary or expedient.
- (b) To carry out the instructions of the Board expressed by resolution in regard to any matter referred by the Board to any Committee for immediate action thereon, but in such cases the instruction of the Board shall be specific and the Committee shall report its action in detail at the next regular or other meeting of the Board thereafter as specified in the instructions of the Board Advisory Committees.

Advisory Committees

27. (1) The Board, or Board Standing Committees, may establish an Advisory Committee to provide advice and recommendations to the Board, or to a Board Standing Committee, on matters determined to be within approved terms of reference or within a specific resolution of the Board.
- (2) Members of an Advisory Committee shall be appointed by the Board, a Board Standing Committee, or the appointments may be delegated by the Board to the Chair.
- (3) Persons who are not Members may be appointed to an Advisory Committee but each Advisory Committee should include at least one (1) Member of the Board.
- (4) The term of any person who is appointed to an Advisory Committee who is not a Member of the Board shall not exceed three (3) years.

Select Committees

28. (1) The Board may establish a Select Committee to consider or inquire into any matter dealing with a specific subject or issue referred to it by the Board and report its findings, opinions and recommendations to the Board, following its consideration and inquiry. Select Committees must have terms of reference approved by the Board.
- (2) The Select Committee will cease to exist once it has reported its findings, opinions and

- (3) recommendations to the Board.
The Board may delegate to the Chair the establishment of a Select Committee and the appointment of its Members.

Commissions

29. (1) The Board may establish a Commission regarding a CRD service within the authorities delegated to it and as mandated by the Board by bylaw.

Electronic Participation at Commission Meetings

- 29.1 (1) A member of a Commission may participate in a regular or special meeting by means of electronic or other communication facilities that:
- (a) enable the meeting's participants to hear, or watch and hear, each other;
 - (b) except for a meeting that is closed to the public, enable the public to hear, or watch and hear, the member participating by electronic or other communication facilities.
- (2) The person presiding at the Commission meeting must not participate electronically.
- (3) A person participating in a Commission meeting electronically is deemed to be present at the meeting as though they were physically present.
- (4) The recording secretary shall record in the minutes the persons present including those participating electronically.
- (5) Subject to section 29.1(9), no more than one person at one time may participate electronically.
(Bylaw No. 4206)
- (6) The person wishing to participate in a Commission meeting electronically must advise the Corporate Officer at least 24 hours in advance of the meeting;
- (7) Subject to section 29.1(9), if more than one person wishes to participate electronically at a Commission meeting, the Corporate Officer will by lot choose the person who is entitled to participate electronically.
(Bylaw No. 4206)
(Bylaw 4262)
- (8) Electronic participation will only be permitted where existing technical facilities at the location of the Commission meeting accommodate electronic participation.
(Bylaw No. 3951)
- (9) Sections 29.1(5) and 29.1(7) do not apply to meetings of a Commission that operates a service that includes the entire Southern Gulf Islands Electoral Area as the service area.
(Bylaw No. 4206)

Attendance at Committee Meetings

30. Members of the Board who are not Members of a Committee may attend meetings of that Committee and may take part in any discussion or debate by permission of a majority of the Committee Members present but may not vote.

Committee Reports

31. A Standing or Select Committee of the Board may report to the Board at any regular meeting or shall report as required by the Board.

Quorum

32. The quorum in a Standing or Select Committee shall be a majority of the persons appointed to the Committee.

Voting at Meetings

33. (1) On a vote in a Committee each person shall have only one (1) vote.
- (2) (a) The Chair shall be a Member of all Committees and entitled to vote on all matters.
- (b) Despite section 33(2)(a) the Chair, when in attendance, may be counted as one Member for the purpose of constituting a quorum.

Operation

34. No Committee or Commission will operate outside of its expressed mandate or terms of reference without prior approval of the Board.

PART 5 – COMMITTEE OF THE WHOLE**Procedures for COW Meetings**

35. (1) The Board may resolve to sit as a COW at any time.
- (2) The Chair may appoint another Member to preside over the COW who shall maintain order therein and report the proceedings thereof to the Board.
- (3) The rules of the Board shall be observed in COW as far as may be applicable. Motions shall be seconded and the names of Members shall not be recorded in case of a division. Divisions in COW shall be decided by a show of hands. A motion in COW to rise without reporting, or that the Chair of the Committee do leave the Chair, shall always be in order and shall take precedence over any other motion. A motion to rise without reporting, if affirmed shall be considered as disposing of the matter before the Committee in the negative.
- (4) When all matters referred to the COW have been considered, a motion to rise and report shall be adopted. The Committee may report progress and ask leave to sit again if the

matter before it has not been disposed of. On the Committee rising, the Chair shall report to the Board and an adoption of the report shall be moved.

- (5) Discussion in COW shall be strictly relevant to the item or clause under consideration.

PART 6 – BYLAWS

36. (1) Bylaws shall be passed by the following stages:
- (a) Introduction and first reading shall be decided by the motion "that Bylaw No. ____ be introduced and read a first time". The question shall be decided without amendment or debate.
 - (b) Second Reading - Debate on second reading shall be limited to the general principle of the bylaw.
 - (c) Third Reading - A bylaw may be amended at third reading and passed upon the motion "that Bylaw No. ____ (as amended or as presented) be read a third time".
 - (d) Despite sections 36(1)(a), (b) and (c) every proposed bylaw may be introduced and given first, second, and third readings at the same meeting by one motion for all three readings.
 - (e) Adoption - Not less than one clear day after third reading, the bylaw shall be adopted upon the motion "that Bylaw No. ____ be adopted", unless the Board adopts the bylaw in accordance with subsection (2) and section 228 of the *Local Government Act*.
- (Bylaw No. 4262)*
- (2) A bylaw that does not require approval, consent or assent under the *Local Government Act* or any other Act before it is adopted may be adopted at the same meeting at which it passes third reading, so long as the motion for adoption receives at least two thirds of the votes cast.
- (3) A copy of every bylaw shall be endorsed by the Corporate Officer with a record of the stages through which it has proceeded and shall be kept among the records of the Board. A copy of every adopted bylaw signed, sealed and where necessary bearing evidence of registration by the Inspector of Municipalities shall be kept with the records of the Board.

PART 7 – RESOLUTIONS

37. A resolution may be introduced at a Board meeting only if a written copy is given to each Member before consideration unless the Board waives this requirement.

PART 8 – GENERAL

38. The rules of the Board shall be observed in proceedings of the Capital Regional Hospital District Board, and Standing and Select Committees of the Board as far as may be applicable.
39. The following bylaw is repealed: Bylaw No. 3708, "Capital Regional District Board Procedures Bylaw, 2010", and any amendments thereto.
40. This Bylaw may be cited as "Capital Regional District Board Procedures Bylaw, 2012".

READ A FIRST TIME THIS	19 th	day of	September,	2018
READ A SECOND TIME THIS	19 th	day of	September,	2018
READ A THIRD TIME THIS	19 th	day of	September,	2018
ADOPTED THIS	10 th	day of	October,	2018

[Original signed by] _____
CHAIR

[Original signed by] _____
CORPORATE OFFICER

FRASER VALLEY REGIONAL DISTRICT

BYLAW NO. 1305, 2015

A bylaw to provide for the procedure to be followed for the conduct of the business of the Fraser Valley Regional District Board of Directors and the business of its Committees.

WHEREAS Sec. 794 of the *Local Government Act* ("Act"), Chapter 323, R.S.B.C. 1996 provides that a Regional Board must, by bylaw, provide for the procedures that are to be followed by the Board and its Committees in conducting their business;

AND WHEREAS the Act furthermore provides that the Regional District must, by bylaw, provide for the manner in which resolutions may be passed and bylaws adopted; advance public notice respecting the time, place and date of Board and its Committee meetings and establish the procedures for giving that notice; and identify places that are to be public notice posting places for the purposes of the application of the public notice provisions set out in Section 94 of the *Community Charter* ("Charter"), Chapter 26, SBC 2003;

AND WHEREAS the Fraser Valley Regional District Board of Directors is a governing body with powers, duties and functions generally conferred upon it by the *Act*, *Charter* and other enactments;

AND WHEREAS the Fraser Valley Regional District Board of Directors deems it necessary to provide for the procedure that is to be followed for the conduct of its business and the business of its Committees;

AND WHEREAS this bylaw provides for the procedures to be followed by the Fraser Valley Regional District Board and its standing and select Committees;

NOW THEREFORE the Fraser Valley Regional District Board of Directors, enacts as follows:

1. **CITATION**

This bylaw may be cited as the "*Fraser Valley Regional District Board and Committee Procedures Bylaw No. 1305, 2015*."

2. **DEFINITIONS**

Acting Chair means the person who is elected by the members present at a meeting to preside over a Board or Committee meeting in the absence of the Board or Committee Chair or Vice Chair.

Alternate Director means a person duly appointed as an Alternate Electoral Area Director in accordance with Section 787 of the *Act*, or an Alternate Municipal Director duly appointed by its respective municipal Council in accordance with Section 786 of

Board and Committee Procedures Bylaw No. 1305, 2015

the *Act*. Alternate Directors take the place of, vote, and generally act in all matters for an absent municipal or electoral area director as the case may be.

Board means the Fraser Valley Regional District Board of Directors.

Board Chair means the person elected by the members of the Board to the office of Board Chair in accordance with Section 792 of the *Act*. The Board Chair is the head and Chief Executive Officer of the Fraser Valley Regional District and an ex-officio member of all Standing and Select Committees. The Chair has the powers and duties set out in Section 218 of the *Act*.

Board Member means a member of the Board ("Director" or "Board Member") whether in the capacity as a municipal director, an electoral area director or an alternate director who has taken an oath of office in accordance with Section 210 the *Act*.

Chair of a Standing or Select Committee means the person elected by the members of a Standing or Select Committee to the office of Committee Chair.

Closed Meeting means a meeting that is closed to the public in accordance with the *Charter*.

Committee of the Whole ("COW") means the entire Board constituted as a Committee for the purpose of discussion and debate on a matter in advance of a regular Board Meeting.

Corporate Officer responsible for corporate administration means the person, or that person's deputy, duly appointed by the Board in this capacity in accordance with the *Act*.

Corporate Officer responsible for financial administration means that person, or that person's deputy, duly appointed by the Board in this capacity in accordance with the *Act*.

Electoral Area Services Committee ("EASC") means the standing Committee of the Board established in accordance with the *Letters Patent of the Fraser Valley Regional District* for the purpose of reviewing and advising the Board on matters relating to Electoral Area Services.

Ex Officio Member of a Committee means a person who has all the rights and privileges of a member, including, but not limited to the right to attend a meeting, make motions, speak in debate, and vote on a matter. An ex-officio member is not obligated to attend a meeting and is not counted in determining whether a quorum of members is present.

Fraser Valley Regional District Board of Directors ("Board") means the governing body of the Fraser Valley Regional District. The Board is comprised of those members elected to office as Electoral Area Directors of the Fraser Valley Regional District and those members elected to a Municipal Council within the boundaries of the Fraser Valley Regional District and duly appointed at will to the Board by their respective Member Municipality in accordance with the *Act*.

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Fraser Valley Regional District Office means the corporate offices of the Fraser Valley Regional District located at 45950 Cheam Avenue, Chilliwack, BC.

Inaugural Meeting of the Board means the first meeting of the Board in any given year, in this case, each December.

Inaugural Meeting of Standing and Select Committees means the first meeting of the Standing or Select Committee in any given year, in this case, each January.

Motion means a formal proposal by a Board or Committee member in a meeting, that the governing body take a certain action on a matter.

Open meetings means meetings that are open to the public to attend.

Public Notice Posting Places means the public notice boards located at the main reception areas at the offices of the Fraser Valley Regional District located at 45950 Cheam Avenue, Chilliwack, BC; the Fraser Valley Regional District Community Access Centre located at 10220 North Deroche Road, Deroche, BC; and posted to the Fraser Valley Regional District corporate website located at www.fvrd.bc.ca.

Quorum means a majority of the members of the Board or a Standing or Select Committee of the Board in attendance at a meeting.

Majority means more than half.

Regional and Corporate Services Committee ("RACS") means the standing committee of the Board established in accordance with the Act for the purpose of reviewing and advising the Board on matters pertaining to regional, sub-regional and corporate services.

Regional District means the Fraser Valley Regional District established by Letters Patent on December 12, 1995.

Select Committee means a Committee appointed by the Board in accordance with Section 795(1) of the Act for the purpose of inquiring into any matter and reporting its findings and opinion to the Board.

Special Meeting means a meeting other than a statutory, regular or adjourned meeting convened in accordance with Section 222.1 of the Act.

Standing Committee means a Committee appointed by the Chair of the Board in accordance with Section 795(2) of the Act for matters the Chair considers would be best dealt with by Committee.

Vice Chair of the Board means the person elected by the members of the Board to the office of Vice Chair of the Board in accordance with Section 792 of the Act. The Vice Chair of the Board has, during the absence, illness or other disability of the Board Chair, all the powers of the Board Chair and is subject to all rules applicable to the Board Chair.

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Vice Chair of a Standing or Select Committee means the person elected by the members of a Standing or Select Committee to the office of Committee Vice Chair.

3. **APPLICATION**

The following rules of procedure shall govern the Board and its standing and select Committees including, but not limited to the Committee of the Whole, Electoral Area Services Committee, Regional and Corporate Services Committee, Fraser Valley Aboriginal Relations Committee, Advisory Committees, and such other standing and select committees that may be established from time to time in accordance with the *Act*.

4. **BOARD MEETINGS**

4.1 **Inaugural Board Meeting**

- 4.1.1 An Inaugural Board Meeting shall be convened during the month of December at such time as shall be established by the person responsible for corporate administration.
- 4.1.2 The presiding officer of an inaugural meeting of the Board shall be the current Board Chair until such time as the election for Chair takes place at which time the person elected shall assume the Chair.

4.2 **Meeting Schedule - Location and Time of Regular Board Meetings**

- 4.2.1 The Board shall meet on a regular basis on the fourth (4th) Tuesday of each month commencing at 7:00 p.m.
- 4.2.2 Regular Board meetings will take place at the Fraser Valley Regional District Office.
- 4.2.3 Where a Regular Board Meeting falls on a statutory holiday, the meeting shall be held the next day the Fraser Valley Regional District Offices are open with advance public notice.
- 4.2.4 The regular Board meeting schedule may be altered from time to time by resolution of the Board and with advance public notice.

4.3 **Special Board Meetings**

- 4.3.1 In accordance with Section 793 of the *Act*, a Special Meeting of the Board shall be called by the person responsible for corporate administration at the request of the Board Chair, or any two Directors, by notice mailed to each Director at least five (5) days before the date of the meeting to the address given by each Director to the person responsible for corporate administration for that purpose. The notice shall state the general purpose of the

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meeting and the day, hour and place of the meeting. The notice of any special meeting may be waived by a unanimous vote of the Board.

- 4.3.2 In the case of an emergency, notice of a special meeting may be given with the consent of the Chair and two Directors, less than five (5) days before the date of the meeting, and notice of the meeting need not be given in writing.

4.4 Open Meetings

Except as otherwise provided in this bylaw, meetings of the Board shall be open to the public and no person shall be excluded therefrom except for improper conduct.

4.5 Closed Meetings

- 4.5.1 A meeting or part of a meeting may be closed to the public only if the matter falls under Section 90 of the *Charter*.
- 4.5.2 As provided under Section 92 of the *Charter*, before holding a meeting or part of a meeting that is to be closed to the public, the Board must state, by resolution passed in a public meeting, that the meeting, or part of the meeting, is to be closed, and the basis upon which the meeting is to be closed under the applicable subsection of Section 90 of the *Charter*.
- 4.5.3 No Board Member may disclose to the public the proceedings of a meeting held in closed meeting unless a resolution has been passed at the closed meeting which would permit disclosure to the public.
- 4.5.4 A closed meeting resolution or minute may be made a matter of public record where the Board resolves in closed meeting that it is in the public interest to make a closed meeting resolution a matter of public record. It shall be the responsibility of the person responsible for corporate administration to ensure that the matter is brought into the public record at the next regular meeting.
- 4.5.5 Minutes of a closed meeting must be kept in the same manner as a regular meeting, but must be kept in a confidential location and must not be retained with the minutes of regular open meetings.
- 4.5.6 The Board must not vote on the reading or adoption of a bylaw during a closed meeting.
- 4.5.7 The Board may allow one or more officers or employees to attend, or may exclude them from attending, all or part of a closed meeting.
- 4.5.8 The Board may exclude all officers or employees from attending all or part of a closed meeting, but minutes of any part of a closed

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meeting where all officers or employees are excluded from attending must be taken and must form part of the corporate record.

4.5.9 The Board may allow a person other than an officer or employee to attend a closed meeting as deemed necessary.

4.5.10 The minutes of a closed meeting must record the names of all persons present at the closed meeting.

4.6 Duty to Protect Confidentiality

In accordance with Section 117 of the *Charter* and 787.1 of the *Act*, Board Members must, unless specifically authorized by the Board, keep in confidence any record or other matter held in confidence by the Board, until the record or other matter is brought into the public domain and released to the public.

4.7 Board Meetings conducted by Electronic or other Communication Facilities

4.7.1 A Board Member who is unable to attend at a meeting of the Board may participate in the meeting by means of electronic or other communication facilities.

4.7.2 A Special Board Meeting may be conducted by means of electronic or other communication facilities.

4.7.3 This section applies to open and closed meetings.

4.7.4 Members participating in a meeting by way of electronic or other communication facilities are deemed to be present at the meeting.

4.7.5 The meeting will be conducted according to the procedures set out in this Bylaw and in accordance with the *Regional Districts Electronic Meetings Regulation, B.C. Reg. 271/2005*, attached hereto as Schedule A.

4.7.6 Except for a closed meeting, the communication facilities must enable the public to hear, or watch and hear, the Board Member participating by means of electronic or other communication facilities.

4.7.7 Except for a closed meeting, the communication facilities must enable the public to hear, or watch and hear a Special Board Meeting at the place specified in the Notice of Special Meeting.

4.7.8 A resolution or bylaw adopted at a Special Meeting conducted by means of electronic or other communication facilities is deemed to have been adopted at a Board meeting.

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4.8 Board Meetings held outside of Fraser Valley Regional District Boundaries

In accordance with Section 237.1 of the *Act*, Board meetings may be held outside the boundaries of the Fraser Valley Regional District and accordingly, all powers, duties and functions of the Board may be exercised outside its boundaries.

4.9 Advance Public Notice of Open and Closed Board Meetings

- 4.9.1 At least 3 (three) days before a regular open or closed meeting of the Board, the person responsible for corporate administration must give public notice of the date, place and time of the meeting by way of a notice posted on the public notice posting places of the Fraser Valley Regional District.
- 4.9.2 At least 24 hours before a regular open meeting of the Board, the person responsible for corporate administration must give further public notice by posting a copy of the full agenda package at the public notice posting places of the Fraser Valley Regional District.
- 4.9.3 At least 3 days before a regular open or closed Board meeting, the person responsible for corporate administration must provide a copy of the full open or closed meeting agenda package to all Board Members in electronic format, or in hard copy where it is otherwise impractical to provide in electronic format.
- 4.9.4 Closed Meeting Agenda packages shall be password protected where provided in electronic format.
- 4.9.5 Except where notice of a special meeting of the Board is waived by unanimous vote of the full Board, at least 24 hours before a special meeting of the Board, the person responsible for corporate administration must give advance public notice of the time, place and date of the special meeting at the public notice posting places of the Fraser Valley Regional District.

4.10 Elections of the Board Chair and Vice Chair

- 4.10.1 The election of the Chair and Vice-Chair from among the Fraser Valley Regional District Board members will be conducted at the Inaugural meeting of the Board following the procedures set out in this section.
- 4.10.2 The call for nominations for the office of Board Chair and Vice Chair shall be conducted by the person responsible for corporate administration or designate;

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- 4.10.3 Nominees for the office of Board Chair or Vice Chair must be made by a third party. For greater certainty, a Board Member may not nominate himself or herself for the position of Board Chair or Vice Chair.
- 4.10.4 Nominees must consent to be nominated and to stand for election to office as Board Chair or Vice Chair. A nominee may be nominated in absentia by agreeing in writing to the nomination.
- 4.10.5 The person responsible for corporate administration shall call first for nominations for Board Chair, and shall then call for nominations for Board Chair a second and third time.
- 4.10.6 If only one nominee for Board Chair is nominated for the office of Board Chair that person is declared elected by acclamation by the person responsible for corporate administration or designate.
- 4.10.7 If more than one nominee is nominated for the office of Board Chair, then an election by voting must be held, and voting must be conducted by secret ballot.
- 4.10.8 Prior to the vote being conducted, persons running for office of Board Chair shall be afforded the opportunity to address the Board for one (1) minute prior to the vote on the first ballot being taken.
- 4.10.9 If there is a tie vote between two or more persons with the most votes, the persons who are tied remain in the election for office of Board Chair, and the person responsible for corporate administration or designate, must continue to conduct votes to break the tie until a person emerges with the most votes who shall then be declared to office by the person responsible for corporate administration or designate.
- 4.10.10 Prior to a subsequent ballot(s) being voted upon for Board Chair, persons who are tied shall be afforded the opportunity to address the Board for one additional one (1) minute followed by a (10) ten minute recess between each vote where more than one vote is required.
- 4.10.11 In the case of an election by voting, the counting of ballots will be conducted by the person responsible for corporate administration or designate, together with the person responsible for financial administration or designate. The outcome of the ballot count will be announced to the Board by the corporate officer responsible for corporate administration or designate. For greater certainty the person with the most votes will be declared to office.
- 4.10.12 Immediately after the person with the most votes has been declared to officer, the ballots must be destroyed by the person responsible for corporate administration or designate. For greater certainty, a Board resolution to destroy the ballots is not required.

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4.10.13 The election for Vice Chair of the Board shall be undertaken in the same manner as the election for Board Chair.

4.11 Duties of the Board Chair

4.11.1 The Board Chair is the head and Chief Executive Officer of the Fraser Valley Regional District and has the powers and duties set out under Section 218 of the *Act*.

4.11.2 The Board Chair may return a matter to the Board for reconsideration in accordance with Section 219 of the *Act* and Section 131 of the *Charter*, and as set out more fully in Section 4.26 of this bylaw.

4.11.3 The Board Chair may establish standing committees and appoint persons thereto in accordance with the *Act*.

4.11.4 The Chair is an ex-officio member of all Standing and Select Committees.

4.11.5 The Board Chair may assign seating around the Board Table and at the Regional and Corporate Services Committee.

4.12 Conduct of Board Meetings

4.12.1 Presiding Officers

The Chair, if present, shall preside at all meetings of the Board. In the absence of the Chair from a meeting of the Board, the Vice Chair shall preside, and in the absence of both the Chair and the Vice Chair, a Director chosen by the other Board Members then present shall preside as the Acting Chair, and for that purpose has all the powers and is subject to the same rules as the Chair.

4.12.2 Calling Meeting to Order

As soon after the hour of meeting as there shall be a quorum present, the Chair, or, in his/her absence, the Vice Chair, or, in his/her absence the Acting Chair will take the Chair and the Board Members shall be called to order.

4.12.3 Quorum

A quorum of the Board must be in attendance at a Board Meeting. A quorum of the Board shall be a majority of all Board Members. If a quorum is not present within thirty minutes (30) after the time fixed for a Board meeting, the person responsible for corporate administration shall record the names of the members present and the meeting shall stand adjourned and no business shall be undertaken.

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4.12.4 Exercise of the Board's Power

Unless expressly required to be exercised by bylaw, all powers of the Board may be exercised by bylaw or by resolution.

4.12.5 Expulsion from Meeting

The Chair, or other person presiding at a Board Meeting, may order a person expelled from a Board meeting for improper conduct in accordance with Section 133 of the *Charter*.

If the person who is expelled does not leave the Board Meeting, a peace officer may enforce the order of the person presiding over the Board Meeting as if it were a court order.

Without limitation, improper conduct includes:

- refusing to address the chair, shouting, using a megaphone;
- making statements considered by the chair as profane or defamatory;
- or
- otherwise disrupting or obstructing the meeting.

4.13 Alternate Directors

4.13.1 Where an Alternate Director is not acting on behalf of a Municipal or Electoral Area Director, an Alternate Director shall be permitted to attend any regular, special or closed meetings of the Board as an observer, with the proviso that the Alternate Director shall not have any voting rights or privileges.

4.13.2 An Alternate Director is entitled to exercise a vote only when acting on behalf of a Municipal or Electoral Area Director.

4.13.3 Alternate Directors are bound by confidentiality in all matters dealt with in closed meeting and shall treat all other matters with discretion and sensitivity.

4.14 Board Agenda

4.14.1 The order of business for all regular open meetings of the Board shall be as follows:

- Call to Order
- Approval of Agenda
- Approval of Addenda and Late Items
- Delegations and Presentations
- Board Minutes and Matters Arising
- Committee and Commission Minutes and Matters Arising
- Motions for which Notice has been given
- Corporate Administration
- Finance

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- Bylaws
- Permits
- Contracts, Covenants and Other Agreements
- Other Matters
- Consent Agenda
- Late Items
- Items for Information and Correspondence
- Reports by Staff
- Reports by Board Directors
- Public Question Period for items relevant to the Agenda
- Resolution to Close Meeting
- Rise and Report from Closed Meeting
- Adjournment

4.14.2 The order of business for closed meetings of the Board shall be as follows:

- Call to Order
- Approval of Agenda
- Approval of Addenda and Late Items
- Delegations and Presentations
- Minutes and Matters Arising
- New Business
- Late Items
- Rise and Report
- Adjournment

4.14.3 Notwithstanding Sections 14.14.1 and 14.14.2, the Board may alter the order of the agenda, by resolution passed by a majority of the Board Members present.

4.14.4 At a meeting other than an emergency meeting, a member may, at the time adoption of the agenda is being considered, move that addenda items, or a late item circulated on table, be added to the agenda. The item must be added to the agenda if a resolution is adopted by at least two-thirds of the votes cast, and may not be added otherwise.

4.14.5 After the meeting agenda has been adopted, a member may move to add an additional item of an urgent nature on the agenda. The item may be added to the agenda only if a resolution is adopted by at least two-thirds of the votes cast, and may not be added otherwise.

4.14.6 In the absence of exigent or extraordinary circumstances, Board Agenda packages shall be circulated to Board Members in accordance with Section 4.9.

4.14.7 Addenda materials shall be circulated electronically to Board Members, within 24 hours of a regular Board Meeting. Matters for the

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addenda must be approved by the Board Chair, or the Vice Chair in the Board Chair's absence, in advance of circulation to Board Members.

- 4.14.8 Consent agenda items of business are considered to be routine matters not requiring further debate or discussion. The items listed on a consent agenda shall be received in one (1) motion. If debate or discussion on a particular consent agenda item is desired by a Director, that item shall be removed from the consent agenda and considered separately.

4.15 Delegations to the Board

- 4.15.1 A delegation wishing to appear before the Board in open meeting shall submit a written request to appear as a delegation to the person responsible for corporate administration at least seven (7) calendar days prior to the scheduled Board meeting. The request must stipulate the subject matter upon which the delegation wishes to speak, together with any written submissions.
- 4.15.2 In the absence of a written request to appear as a delegation, the matter may not be set to the agenda without the approval of the Chair.
- 4.15.3 The subject matter upon which the delegation wishes to speak must be within the mandate and jurisdiction of the Fraser Valley Regional District Board, or deemed to be a matter of significance to the Board, otherwise the Chair may refuse the delegation.
- 4.15.4 The Chair must approve of all delegations before the delegation is set on the Board Agenda.
- 4.15.5 The Chair must refuse any request for delegation regarding a bylaw in respect of which a public hearing has already been held and where the public hearing is required under an enactment as a prerequisite to the adoption of the bylaw.
- 4.15.6 Where the subject matter of a delegation has previously been dealt with in the form of a delegation, the Chair may advise the delegation of such apparent duplication and/or repetition and refuse such delegation.
- 4.15.7 The person responsible for corporate administration shall notify a representative of the delegation as to whether the delegation has been approved or refused and the grounds for refusal.
- 4.15.8 If the delegation is approved, the delegation shall be advised of the time and place of the Board meeting at which the delegation will be heard. The subject of the delegation will be included on the Board agenda, along with any written submissions provided

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4.15.9 Each delegation shall be limited to a maximum time of ten (10) minutes unless the time is extended by leave of the Chair.

4.15.10 The Board may invite a person or organization to appear as a delegation to the Board for purposes of making a presentation.

4.16 Late Delegations to the Board

4.16.1 Any person or organization who deems its interests to be affected by an item on a Board agenda, who has appeared before an appropriate committee, or who, because of circumstances, could not have been expected to appear before a committee or give earlier notice, may request to appear as a late delegation before the Board by submitting a written request, along with a written submission to the person responsible for corporate administration, not later than twelve o'clock noon on the day before the Board meeting.

4.16.2 The written request to appear as a late delegation must stipulate the subject matter upon which the late delegation wishes to speak and explain why the late delegation should be entertained.

4.16.3 The written submission must detail what the delegation intends to say should the delegation be entertained.

4.16.4 The Board Chair must approve any requests for a late delegation before the late delegation is set to the Board addenda.

4.16.5 If the late delegation is refused by the Chair, the written submission provided by the person requesting to appear as a late delegation will nevertheless be set to the Board addenda and circulated in advance of the Board meeting.

4.16.6 A late delegation appearing before the Board shall be limited to a maximum time of ten (10) unless the time is extended by leave of the Chair.

4.17 Board Minutes

4.17.1 The minutes of all meetings of the Board shall be legibly recorded, certified as correct by the corporate officer responsible for corporate administration or that person's deputy, and signed by the Chair or other member presiding at the meeting or at the next meeting at which they are adopted.

4.17.2 Minutes shall contain a record of the decisions of the Board and shall contain limited narrative. Minutes are not intended to be a verbatim transcript of the proceedings of the Board.

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- 4.17.3 Minutes shall set out the name of the mover and the seconder of a motion.
- 4.17.4 Minutes of all meetings of the Board shall be circulated to the members of the Board prior to the next meeting, and after they have received the approval of a majority of the members, shall be deemed to be adopted.
- 4.17.5 Minutes of all Board Meetings, except matters dealt with in closed meeting, shall be a matter of public record and open for inspection by any person, who may obtain copies thereof and extracts therefrom during regular business hours, subject to any applicable rates and fees as set out in bylaw.

4.18 Use of Audio or Video Recording Devices

- 4.18.1 No person shall use or operate any audio or video recording device at a meeting unless the device is placed in a location designated by the Chair for that purpose and remains at that location during the course of the meeting.
- 4.18.2 Notwithstanding Section 4.18.1 audio or visual recording devices must not be used or operated during a closed meeting unless expressly permitted by resolution of the Board.
- 4.18.3 Nothing in this section precludes the person responsible for corporate administration or designate from recording Fraser Valley Regional District Board Meetings for purposes of taking and transcribing meeting minutes.
- 4.18.4 Audio Recordings of Fraser Valley Regional Board Meetings are deemed to be transitory records and shall not be retained once the minutes of the respective Board Meeting have been adopted by the Board.

4.19 Voting at A Board Meeting

- 4.19.1 All resolutions and every reading and the adoption, amendment or repeal of bylaws will be voted on in accordance with the provisions of Sections 783 and 791 of the *Act*.
- 4.19.2 The Board Agenda shall set out who is entitled to vote on a matter.
- 4.19.3 Each Board Member who is present at the time of a vote and is entitled to vote on the matter must vote on the matter and must cast all available votes for the same objective. For greater certainty, the Board Chair shall vote on all matters.
- 4.19.4 Whenever a vote of the Board is taken for any purpose, each Board Member present and eligible to vote must signify they vote on the

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question, openly and individually, by raising their hand and the Chair shall declare the motion carried or defeated as the case may be.

- 4.19.5 When the Chair calls for a vote on a matter, no Board member may leave the room until the vote on the matter has been taken.
- 4.19.6 For purposes of a weighted vote, the number of votes to which each municipality and each electoral area is entitled is the number obtained by dividing the population of the municipality or electoral area by the voting unit specified in the FVRD Letters Patent, in this case 5,000.
- 4.19.7 The votes of a municipality are to be equally distributed by the municipal Council among the Board Members from that municipality. If equal distribution is not possible, the Council must assign the municipality's votes to each Board Member from that municipality as evenly as possible, but in no case may the difference between the maximum and minimum number of votes assigned be greater than one.
- 4.19.8 In all cases where the votes of the Board Members present and entitled to vote, including the vote of the Chair or other person presiding, are equal for and against a question, the question shall be declared in the negative and shall be defeated, and it shall be the duty of the Chair or other member presiding to so declare.
- 4.19.9 Any Board Member present who abstains from voting shall be deemed to have voted in the affirmative.
- 4.19.10 Any Board Member may have their negative vote recorded in the Minutes upon request.

4.20 Special Vote by Telephone or Electronic Transmission

In accordance with *Regional District Special Voting Regulation - BC Regulation 41/91* attached hereto as Schedule B, a Special Vote by telephone poll or other means of telecommunication or electronic transmission may be undertaken where a matter is considered urgent in that the matter requires immediate action as a result of unforeseen circumstances and where calling a regular or special meeting of the Board would be impractical.

4.21 Rules of Order

- 4.21.1 The Chair or other person presiding at a meeting of the Board shall preserve order and decide all points of order which may arise, subject to a challenge by the other Board Members then present.
- 4.21.2 The Chair must inform the Board of the grounds upon which a ruling on a point of order is made.

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- 4.21.3 Where this bylaw is silent, *Robert's Rules of Order, Newly Revised [current edition]* shall apply to the conduct of Board meetings.
- 4.21.4 Where there is an inconsistency between this bylaw, *Robert's Rules of Order, Newly Revised*, the *Act or Charter*, and/or the FVRD Letters, firstly the *Act or Charter* shall prevail, secondly the FVRD Letters Patent shall prevail, thirdly *Robert's Rules of Order* shall prevail where this bylaw is silent, and finally this bylaw shall prevail.
- 4.21.5 No Board Member shall speak until recognized by the Chair or other person presiding.
- 4.21.6 Every Board Member desiring to speak shall address him/herself to the Chair or other person presiding.
- 4.21.7 No Board Member shall interrupt a person speaking except to raise a point of order.
- 4.21.8 Debate shall be strictly relevant to the question before the meeting and the Chair or other person presiding shall warn speakers who violate this rule of procedure.
- 4.21.9 If a decision of the Chair or person presiding is challenged by a Board Member, the Chair or person presiding shall immediately put the question "*Shall the Chair be sustained?*" and the question shall be decided without debate. The Chair or person presiding shall be governed by the vote of the majority of the Board Members then present and entitled to vote, exclusive of the Chair or person presiding, and in the event of the votes being equal, the question shall pass in the affirmative.
- 4.21.10 If the Chair or person presiding refuses to put the question "*Shall the Chair be sustained?*", the Vice Chair or other person appointed by the Board shall preside temporarily in place of the Chair, and the Board Member so temporarily appointed shall immediately put the question "*Shall the Chair be sustained?*" and the question shall be decided without debate. In the event of the votes being equal, the question shall pass in the affirmative. Any resolution taken is as effectual and binding as if carried out with the Chair presiding.

4.22 Motions

- 4.22.1 All questions shall be decided by a vote on a motion.
- 4.22.2 A motion must be moved and seconded before being debated.
- 4.22.3 Subject to Section 4.22.4, all motions may be moved and seconded by any Director.

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- 4.22.4 Where possible, a motion, the subject matter of which pertains to the administration and operation of a service, shall be made by a Director of the participating area for the service.
- 4.22.5 Where a motion is under consideration, no motion may be made except to:
- Postpone the question to a specified time
 - Amend
 - Refer the matter the staff or Committee
 - Limit or extend the debate on the matter
 - Table the matter
- 4.22.6 Any Director may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a Director while speaking.
- 4.22.7 After a motion has been stated by the Chair or other person presiding or the person responsible for corporate administration, it shall be deemed to be in possession of the Board, but may be withdrawn at any time before decision or amendment with the unanimous consent of the Board.
- 4.22.8 No Director shall speak more than once to the same question without leave of the Chair except in explanation of the material part of his/her comments which may have been misconstrued, and in doing so, he/she is not to introduce new subject matter.
- 4.22.9 No Director shall speak on any question for longer than five (5) minutes without leave of the Chair.
- 4.22.10 If a Director of the Board shall call for a record of votes, the names of those who vote for and those who vote against the question shall be entered in the minutes.
- 4.22.11 A Board Member may move that a motion be amended, but that Board Member may not move any further amendment of that motion.
- 4.22.12 A Board Member may move to amend an amendment already moved, but only one motion to amend an amendment may be made.
- 4.22.13 If a Motion to Amend is carried, the motion that has been amended is to be voted on as amended.
- 4.22.14 If a Motion to Amend is defeated, the main motion is voted on in its original wording.
- 4.22.15 When the question under consideration contains more than one distinct proposition, a separate vote upon each such proposition shall be taken.

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- 4.22.16 After the question is finally put to the Board by the Chair, no Board Member shall speak to the question, nor shall any other motion be made, until after the result is declared. The decision of the Chair as to whether the question has been finally put is conclusive.
- 4.22.17 When a question is under debate, no motion shall be received unless to refer it, to amend it, to lay it on the table, to postpone it, to withdraw it, to adjourn, or to call the question.
- 4.22.18 At any time during debate on a motion, a Board Member may move "that the question be called", or "that the vote on the motion be called". The motion to call the question shall be decided without amendment or debate and shall pass if adopted by at least two thirds vote of the Board Members present. The motion previously under debate will immediately be voted upon without further amendment or debate.
- 4.22.19 A question of referral, until it is decided, shall preclude all amendments to the main question.
- 4.22.20 A motion to adjourn shall always be in order, but no second motion to the same effect shall be made until some intermediate proceeding shall have been taken.
- 4.22.21 When the Chair is of the opinion that a motion put before the Board is contrary to the rules of order of the Board, the Chair shall apprise the members thereof immediately before putting forward the question, and shall cite the rule or authority applicable to the case without argument or comment.

4.23 Notice of Motion

- 4.23.1 Any Board Member desiring to bring a new matter before the Board, other than a point of order, shall do so by way of a Notice of Motion.
- 4.23.2 The Notice of Motion must be within the Board's mandate as a governing body.
- 4.23.3 A Notice of Board may be presented to the Board by either:
- The Board Member providing the person responsible for corporate administration or deputy with a written copy of the Notice of Motion during a meeting of the Board at which time the Notice of Motion shall be read into the record and recorded in the meeting minutes. The person responsible for corporate administration shall be responsible for including the motion on the next regular Board agenda, or to the Special Meeting Agenda scheduled for that purpose; or
 - The Board Member may provide the person responsible for corporate administration or deputy with a written copy of the Notice of Motion not later than seven (7) calendar days prior to the scheduled Board

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Meeting. The person responsible for corporate administration shall be responsible for including the motion on the next regular Board agenda.

4.24 Bylaws

- 4.24.1 Prior to the introduction of any bylaw for First Reading, each member of the Board who is entitled to vote on the bylaw shall receive a copy of the proposed bylaw in electronic format, or in hard copy where otherwise impractical to provide the bylaw in electronic format.
- 4.24.2 Prior to the adoption of any bylaw, each member of the Board who is entitled to vote on the bylaw shall receive a copy of the proposed bylaw in electronic format, or in hard copy where otherwise impractical to provide the bylaw in electronic format.
- 4.24.3 In accordance with Section 794(3) of the *Act*, any bylaw which does not require approval, consent, or assent under the provisions of the *Act* or any other enactment prior to the adoption of the bylaw may be adopted at the same meeting of the Board at which it passed third reading, provided the motion for adoption receives an affirmative vote of at least two-thirds (2/3) of the votes cast, otherwise, a Board must not adopt a bylaw on the same day it has given the bylaw Third Reading.
- 4.24.4 A procedural bylaw must not be amended unless notice of the proposed amendment is mailed to each Director, at the address given by the Director to the person responsible for corporate administration for that purpose, at least five (5) days before the meeting at which the amendment is to be introduced.
- 4.24.5 Unless the holding of a public hearing is waived in accordance with Section 890 of the *Act*, the Board must not give Third Reading to a community plan bylaw, rural land use bylaw or zoning bylaw without holding a public hearing on the bylaw. The public hearing must be held after First Reading of the bylaw and before Third Reading of the bylaw.
- 4.24.6 First Reading of a Bylaw must be given by separate resolution.
- 4.24.7 Second and Third Readings of a Bylaw may be given by one resolution.
- 4.24.8 A bylaw must be adopted by separate resolution.

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- 4.24.9 A reading on a bylaw must be rescinded by separate resolution. The resolution required where a reading on a bylaw must be rescinded shall be:

"That the motion granting (first/second/third) reading of (official citation of bylaw) be rescinded and that a new reading of (official citation of bylaw) be given."

- 4.24.10 A series of bylaws with the same corporate vote may be taken together in one resolution as provided for in Sections 4.24.6; 4.24.7 and 4.24.8.

- 4.24.11 When a bylaw is read and adopted at a Board meeting, the person responsible for corporate administration shall certify the readings and dates thereof, thereby conferring its accuracy.

- 4.24.12 Every bylaw which has been adopted by the Board shall immediately be signed by the authorized officers and shall be retained by the person responsible for corporate administration for safekeeping.

- 4.24.13 A bylaw comes into force on the later of the date it is adopted or other date set out in the bylaw.

4.25 Conflict of Interest

- 4.25.1 In accordance with Section 787.1 of the *Act* and Sections 100 and 101 of the *Charter*, where a Director considers that he/she is not entitled to participate in the discussion of a matter or to vote on a question in respect of the matter because the Director has a direct or indirect pecuniary interest in the matter, or another interest in the matter that constitutes conflict of interest, the Director must declare this and state in general terms why the member considers this to be the case.

- 4.25.2 Where a Director considers that he/she is not entitled to participate in the discussion of a matter or to vote on a question in respect of the matter, the Director must:

- not take part in the discussion of the matter and is not entitled to vote on any question in respect of the matter;
- immediately leave the meeting or that part of the meeting during which the matter is under consideration; and
- not attempt in any way, whether before, during, or after the meeting, to influence the voting on any question in respect of the matter.

- 4.25.3 Where a Director declares that he/she is not entitled to participate in the discussion of a matter or to vote on a question in respect of the matter, the person taking minutes shall record the Director's declaration, the reasons given for it and the time(s) of the Director's departure from the meeting room and, if applicable, of the Director's return.

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- 4.25.4 Where a Director declares that he/she is not entitled to participate in the discussion of a matter or to vote on a question in respect of the matter, the person presiding must ensure that the Director is not present at the meeting at the time of any vote on the matter.
- 4.25.5 A Director must not participate in the discussion of or vote on a question in respect of a matter in which the Director has a direct or indirect pecuniary interest, except where:
- the pecuniary interest of the Director is a pecuniary interest in common with electors of the Regional District generally;
 - the matter relates to remuneration or expenses payable to one or more Board Members in relation to their duties as Board Members; or
 - if the pecuniary interest is so remote or insignificant that it cannot reasonably be regarded as to likely influence the Director in relation to the matter.

4.26 Matters Brought Forward for Reconsideration by Board Chair

- 4.26.1 In accordance with Section 219 of the Act and Section 131 of the *Charter*, and without limiting the authority of the Board to reconsider a matter, the Chair may require the Board to reconsider and vote again on a matter that was the subject of a previous vote of the Board.
- 4.26.2 The Chair may only initiate the reconsideration of a matter at the same meeting, or at the Board meeting following the original vote, whether or not this is within the 30 day period referred to in Section 131(2) of the *Charter*.
- 4.26.3 A matter may not be reconsidered if the matter:
- Has had the approval or the assent of the electors and was subsequently adopted by the Board; or
 - Has already been reconsidered by the Board where the Chair has brought the matter forward for reconsideration; or
 - the Board has been advised that the matter has already been acted on by an officer, employee or agent of the Regional District further to previous Board direction.
- 4.26.4 Where the Chair has brought a matter forward for reconsideration, the Chair must state his/her reasons to the Board.
- 4.26.5 On reconsideration of a matter, the Board shall, as soon as convenient, consider the Chair's reasons for reconsideration and either reaffirm or reject the bylaw, resolution or proceeding which is the subject of reconsideration.

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- 4.26.6 If the motion to reconsider a matter has passed, the matter may be reconsidered at the same meeting, or may be set to the next regular Board meeting agenda for reconsideration by separate resolution of the Board.
- 4.26.7 On reconsideration of a matter, the Board has the same authority it had in its original consideration of the matter.
- 4.26.8 On reconsideration of a matter, if the original decision was the adoption of a bylaw or resolution and that decision is rejected on reconsideration, the bylaw or resolution is of no effect and is deemed to be repealed.
- 4.26.9 Matters brought forward for reconsideration by the Board Chair will be recorded in the Board Minutes.
- 4.27 Reconsideration initiated by a Board Member**
- 4.27.1 After a bylaw, resolution, or proceeding has been decided by the Board, any Board Member may, at the same meeting, or at the Board meeting following the original vote, initiate the reconsideration of a matter.
- 4.27.2 A matter may not be reconsidered if the matter has:
- had the approval or the assent of the electors and was subsequently adopted by the Board; or
 - already been reconsidered by the Board where the Chair has brought the matter forward for reconsideration; or
 - been acted on by an officer, employee or agent of the Regional District further to previous Board direction.
- 4.27.3 The Board shall not reconsider a matter unless the motion to reconsider the matter has first been considered.
- 4.27.4 If the motion to reconsider a matter has passed, the matter may be reconsidered at the same meeting, or may, by separate resolution of the Board, be set to the next regular Board meeting agenda for reconsideration by the Board.
- 4.27.5 On reconsideration of a matter, the Board has the same authority it had in its original consideration of the matter.
- 4.27.6 On reconsideration of a matter, if the original decision was the adoption of a bylaw or resolution and that decision is rejected on reconsideration, the bylaw or resolution is of no effect and is deemed to be repealed.
- 4.27.7 Once a bylaw, resolution, or proceeding has been rejected upon its reconsideration, it shall not be reintroduced to the Board for six (6) months, except with the unanimous consent of the entire Board.

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4.27.8 Where a matter has been reconsidered, the Board shall not reconsider the matter again subject to Section 4.27.7.

4.27.9 Matters brought forward for reconsideration by a Board Member will be recorded in the Board Minutes.

5 COMMITTEES

5.1 Committee Members

5.1.1 In accordance with Section 795 of the *Act*, with the exception of the Electoral Area Services Committee, persons who are not Board Members may be appointed by the Board to a select committee or by the Chair to a Standing Committee. At least one member of each selection and standing committee must be a Board Member.

5.1.2 The Board Chair is an ex-officio member of all Standing and Select Committees.

5.2 Standing Committees

5.2.1 In accordance with Section 795(2) of the *Act*, the Chair may establish Standing Committees. Terms of Reference for each Standing Committee shall be drafted by the person responsible for corporate administration in consultation with the Board Chair.

5.2.2 An inaugural meeting of a Standing Committee shall be convened during the month of January in any given year at the regularly scheduled meeting location and time.

5.2.3 The presiding officer of the inaugural meeting of a Standing Committee shall be the current Chair of the Standing Committee until such time as the election for Chair takes place, at which time the person elected shall assume the Chair. In the event the current Chair is no longer in office, the person responsible for corporate administration shall preside over the inaugural meeting of a Standing Committee, until such time as new Chair is elected.

5.2.4 All members shall be entitled to one vote each on all motions and resolutions of a Standing Committee.

5.3 Select Committees

5.3.1 In accordance with Section 795(1) of the *Act*, the Board may establish and appoint members to a Select Committee to consider or enquire into any matter and report its findings and opinion to the Board. Terms of Reference for each Select Committee shall be drafted by the person responsible for corporate administration in consultation with the Chair of the Select Committee and shall be ratified by the Board.

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- 5.3.2 An inaugural meeting of a Select Committee shall be convened during the month of January in any given year at the regularly scheduled meeting location and time.
- 5.3.3 The presiding officer of the inaugural meeting of a Select Committee shall be the current Chair of the Select Committee until such time as the election for Chair takes place, at which time the person elected shall assume the Chair. In the event the current Chair is no longer in office, the person responsible for corporate administration shall preside over the inaugural meeting of a Select Committee, until such time as new Chair is elected.
- 5.3.4 Section 5.3.3 does not apply to the Regional and Corporate Services Committee in so far as the Chair of the Board is the Chair of the Regional and Corporate Services Committee.
- 5.3.5 All members shall be entitled to one vote each on all motions and resolutions of a Select Committee.
- 5.4 **Electoral Area Services Committee**
- 5.4.1 The Letters Patent establishing the Fraser Valley Regional District provide that the Board must establish and maintain a standing committee to be known as the Electoral Area Services Committee.
- 5.4.2 Notwithstanding Section 795(1) of the *Act*, all Electoral Area Directors must be appointed to the Electoral Area Services Committee.
- 5.4.3 The purpose of the Electoral Area Services Committee shall be to review, and advise the Board on matters relating to electoral area services.
- 5.4.4 The Electoral Area Services Committee shall meet on a regular basis on the second (2nd) Tuesday of each month commencing at 1:30 p.m. at the offices of the Fraser Valley Regional District Office.
- 5.4.5 Where an Electoral Areas Services Committee Meetings falls on a statutory holiday, the meeting shall be held the next day the Fraser Valley Regional District Offices are open.
- 5.4.6 The regular Electoral Area Services Committee Meeting schedule may be altered from time to time by resolution of the Board and with advance public notice.
- 5.4.7 The Chair and Vice Chair of the Electoral Area Services Committee shall be elected in accordance with Section 4.10.
- 5.4.8 The order of the agenda for the Electoral Area Services Committee shall be as follows and may be altered in accordance with Section 4.14.3.
- Call to Order
 - Approval of Agenda, Addenda and Late Items

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- Delegations and Presentations
- Minutes and Matters Arising
- Corporate Administration
- Finance
- Engineering and Utilities
- Planning, Building Inspection and Bylaw Enforcement
- Emergency Services
- Other Matters
- Late Items
- Items for Information and Correspondence
- Reports by Staff
- Reports by Electoral Area Directors
- Public Question Period for Items Relevant to the Agenda
- Resolution to Close Meeting
- Rise and Report out of Closed Meeting
- Adjournment

5.5 Regional and Corporate Services Committee

- 5.5.1 The Regional and Corporate Services Committee is a Standing Committee whose purpose is to review, and advise the Board on matters pertaining to Regional and Sub-Regional Services and matters pertaining to corporate administration as per established terms of reference.
- 5.5.2 The Board Chair is responsible for appointing members to the Regional and Corporate Services Committee.
- 5.5.3 The Board Chair shall preside over the Regional and Corporate Services Committee.
- 5.5.4 The Regional and Corporate Services Committee shall meet on a regular basis on the second (2nd) Tuesday of each month commencing at 9:00 a.m. at the offices of the Fraser Valley Regional District Office.
- 5.5.5 Where a Regional and Corporate Services Committee Meetings falls on a statutory holiday, the meeting shall be held the next day the Fraser Valley Regional District Offices are open.
- 5.5.6 The regular Regional and Corporate Services Committee Meeting schedule may be altered from time to time by resolution of the Board and with advance public notice.
- 5.5.7 The order of the agenda for the Regional and Corporate Services Committee shall be as follows and may be altered in accordance with Section 4.14.3.
- Call to Order
 - Approval of Agenda, Addenda and Late Items
 - Delegations and Presentations

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- Minutes and Matters Arising
- Corporate Administration
- Finance
- Regional Programs and Services
- Sub-Regional Programs and Services
- Other Matters
- Late Items
- Items for Information and Correspondence
- Reports by Staff
- Reports by Directors
- Public Question Period for Items Relevant to the Agenda
- Resolution to Close Meeting
- Rise and Report out of Closed Meeting
- Adjournment

5.6 Fraser Valley Aboriginal Relations Committee

- 5.6.1 The Fraser Valley Aboriginal Relations Committee is a Standing Committee whose purpose is to review, and advise the Board on, matters pertaining to Treaty Negotiations and Aboriginal Relations further to established terms of reference.
- 5.6.2 The Fraser Valley Aboriginal Relations Committee shall meet regularly on a quarterly basis at dates and time to be determined, or at the call of the Chair.
- 5.6.3 The Fraser Valley Aboriginal Relations Committee shall meet at the offices of the Fraser Valley Regional District Office.
- 5.6.4 The Chair and Vice Chair of the Fraser Valley Aboriginal Relations Committee shall be elected in accordance with Section 4.10.
- 5.6.5 The Board Chair is responsible for appointing Fraser Valley Regional Board members to the Fraser Valley Aboriginal Relations Committee, and other external appointments are made by municipal and observer participants on the Committee.
- 5.6.6 The order of the agenda for the Fraser Valley Aboriginal Relations Committee shall be as follows and may be altered in accordance with Section 4.14.3.
- Call to Order
 - Approval of Agenda, Addenda and Late Items
 - Delegations and Presentations
 - Minutes and Matters Arising
 - New Business
 - Other Matters
 - Late Items
 - Items for Information and Correspondence
 - Reports by Staff
 - Reports by Directors

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- Public Question Period for Items Relevant to the Agenda
- Resolution to Close Meeting
- Rise and Report out of Closed Meeting
- Adjournment

5.7 Committee of the Whole

- 5.7.1 The Committee of the Whole is comprised of the entire Board constituted as a Committee for the purpose of discussion and debate on a matter in advance of a regular Board Meeting.
- 5.7.2 The Committee of the Whole shall meet at the call of the Board Chair.
- 5.7.3 The Board Chair shall preside over meetings of the Committee of the Whole.
- 5.7.4 The order of the agenda for the Committee of the Whole shall be as follows and may be altered in accordance with Section 4.14.3.
- Call to Order
 - Approval of Agenda
 - Approval of Addenda and Late Items
 - Delegations and Presentations
 - Minutes and Matters Arising
 - New Business
 - Late Items
 - Rise and Report
 - Adjournment

5.8 Other Standing and Select Committees

The Order of the agenda for all other Standing and Select Committees shall be in accordance with Section 5.7.4.

5.9 Procedural Rules for all Standing and Select Committees

- 5.9.1 The following sections of this bylaw shall apply to all standing and Select Committees:

Section 4.1 - Inaugural Meetings
 Section 4.3 - Special Meetings
 Section 4.4 - Open Meetings
 Section 4.5 - Closed Meetings
 Section 4.6 - Duty to Protect Confidentiality
 Section 4.7 – Electronic Meetings
 Section 4.9 - Advance Public Notice of Open and Closed Meetings
 Section 4.10 - Elections of Chair and Vice Chair
 Section 4.11.5 - Seat Assignments
 Section 4.12 – Conduct of Meetings
 Section 4.13 - Alternate Directors
 Section 4.15 - Delegations
 Section 4.16 - Late Delegations

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Section 4.17 - Minutes
 Section 4.18 - Use of Audio or Video Recording Devices
 Section 4.21 - Rules of Order
 Section 4.22 - Motions
 Section 4.23 - Notice of Motion
 Section 4.25 - Conflict of Interest

- 5.9.2 The Board may, by separate bylaw adopted by at least 2/3 of the votes cast, delegate administrative powers to a Standing Committee.
- 5.9.3 A member of a Committee shall have one vote each.
- 5.9.4 The Chair and Vice Chair of a Committee shall be elected in accordance with Section 4.10; except that this section does not apply to the Regional and Corporate Services Committee.
- 5.9.5 The Board may establish when regular meetings of a Committee will be held. Where the Board has not established regular meetings of a Committee, meetings of a Committee shall be convened at the call of the Chair.
- 5.9.6 A majority of the members of any Committee, may, by written request to the Committee Chair, require the Committee Chair to call a meeting and it shall be the duty of the Committee Chair or, in his absence from the Regional District, the duty of the Vice Committee Chair or the person responsible for corporate administration to call such meeting.
- 5.9.7 Where a predetermined date for a committee meeting has not been established, a notice of meeting shall be caused to be sent by the person responsible for corporate administration, to the Committee Chair and to each of the Committee members in accordance with Section 4.9.
- 5.9.8 The Committee Chair shall preside at every meeting and shall vote on all questions submitted.
- 5.9.9 In the case of an equal number of votes for and against the question, the question shall be defeated.
- 5.9.10 A quorum for a Standing or Select Committee shall be a majority of the persons appointed to the Committee being present at a meeting and shall include at least one member who is a Board Director.
- 5.9.11 In the absence of the Committee Chair, the Vice Committee Chair shall preside, and in the absence of both the Chair and Vice Chair, a Committee member chosen by the other Committee members then present shall preside, and for that purpose shall have all the powers and is subject to the same rules as the Committee Chair.

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- 5.9.12 The person responsible for corporate administration or a designate shall attend all meetings of the Committee and shall ensure that there is a record of the proceedings.
- 5.9.13 When a vote is taken on any question, the names of those who vote for and those who vote against the question shall be entered upon the minutes if any member shall request a recorded vote.
- 5.9.14 The minutes of all meetings of every Committee shall be accurately recorded, shall be circulated to the members of the Committee prior to the next meeting and after the minutes have received the approval of a majority of the members, shall be signed by the Chair or other person presiding at the meeting or at the next meeting at which the minutes are adopted.
- 5.9.15 A committee shall consider and report to the Board on any and every matter referred to it by the Board or any matter set to a Committee agenda. Such report shall be in the form of the minutes of the meetings of the Committees as referred to a meeting of the Board, unless special or exigent circumstances dictate that matters may be otherwise brought forward.
- 5.9.16 No action of any Committee shall be binding on the Board unless the Minutes of such Committee have been received by the Board.
- 5.9.17 Where an issue arising from such Committee Minutes requires action by the Board, that matter shall be set forth separately on the Board Agenda or dealt with as a matter arising out of Committee. Notwithstanding the above, where a Committee which has not been delegated administrative powers approves of a recommendation pertaining to a service, and all directors representing a participating area are present at the meeting of the committee, the committee may by a unanimous vote approve of an action being taken upon such recommendation, provided that such does not otherwise require the approval of the Board.
- 5.9.18 An applicant or proponent with respect to a matter set to a Committee Agenda shall be given the opportunity to address the respective Committee for a maximum of five (5) minutes with respect to the matter without having to appear as a delegation.
- 5.9.19 The order of business for all closed meetings of Committee shall be as follows:
- Call to Order
 - Approval of Agenda
 - Approval of Addenda and Late Items
 - Delegations and Presentations
 - Minutes and Matters Arising
 - New Business

Board and Committee Procedures Bylaw No. 1305, 2015

- Late Items
- Rise and Report
- Adjournment

5.10 Reconsideration of a matter by Committee

- 5.10.1 The Committee Chair or a Committee Member may, at the same meeting, or at the next Committee meeting following the original vote, initiate the reconsideration of a matter.
- 5.10.2 A Committee shall not reconsider a matter unless the motion to reconsider the matter has first been considered.
- 5.10.3 If the motion to reconsider a matter has passed, the matter may be reconsidered at the same meeting, or may be set to the next regular meeting agenda for reconsideration by separate resolution of the Committee.
- 5.10.4 A matter may not be reconsidered if the matter has:
- had the approval or the assent of the electors and was subsequently adopted by the Board; or
 - already been reconsidered by the Board where the Chair has brought the matter forward for reconsideration; or
 - been acted on by an officer, employee or agent of the Regional District further to previous Board direction.
- 5.10.5 On reconsideration of a matter, the Committee has the same authority it had in its original consideration of the matter.
- 5.10.6 On reconsideration of a matter by a Committee, if the original decision was to recommend the adoption of a bylaw or a resolution to the Board, and that decision is rejected on reconsideration, the matter will not proceed to the Board for the Board's further consideration.
- 5.10.7 Matters brought forward for reconsideration will be recorded in the Committee Minutes.
- 5.10.8 Once a bylaw, resolution, or proceeding has been rejected upon its reconsideration, it shall not be reintroduced to the Board for six (6) months, except with the unanimous consent of the entire Board.
- 5.10.9 Where a matter has been reconsidered, the Committee shall not reconsider the matter again in accordance with Section 4.27.7 and 4.27.8.

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6 CONFLICT OF LAW

Where this bylaw conflicts with relevant provisions of the *Act*, *Charter* or other enactment, the *Act*, *Charter* or other enactment shall prevail as the case may be.

7 EFFECTIVE DATE

This bylaw shall come into full force and effect on the date of adoption.

8 REPEAL

The following bylaws are here by repealed:

Fraser Valley Regional District Board and Committee Procedures Bylaw No. 0433, 2001;

Fraser Valley Regional District Board and Committee Procedures Amendment Bylaw 0970, 2009; and

Fraser Valley Regional District Board and Committee Procedures Amendment Bylaw 1041, 2010.


9 READINGS AND ADOPTION


READ A FIRST TIME THIS 24th day of February, 2015

READ A SECOND TIME THIS 24th day of February, 2015

READ A THIRD TIME THIS 24th day of February, 2015

ADOPTED THIS 24th day of February, 2015


Chair/Vice-Chair


Corporate Officer/Deputy

10 CERTIFICATION

I hereby certify that this is a true and correct copy of "Fraser Valley Regional District Board and Committee Procedures Bylaw No. 1305, 2015" as adopted by the Board of Directors of the Fraser Valley Regional District on the 24th day of February, 2015. Dated at Chilliwack, B.C. on the 25th day of February, 2015


Corporate Officer/Deputy

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SCHEDULE A

REGIONAL DISTRICTS ELECTRONIC MEETINGS REGULATION 271/2005

B.C. Reg. 271/2005

[includes B.C. Reg. 281/2012 amendments (effective September 26, 2012)]

Contents

1. Definition
2. Electronic meetings authorized

[Provisions of the *Local Government Act*, RSBC 1996, c. 323, relevant to the enactment of this regulation: section 222.1]

Definition

1. In this regulation, "Act" means the *Local Government Act*.

Electronic meetings authorized

(SUB)
Sep
26/12

2. (1) If the requirements in subsection (2) are met,
 - (a) a special board meeting may be conducted by means of electronic or other communication facilities, or
 - (b) a member of the board or a member of a board committee who is unable to attend a meeting of the board or board committee may participate in the meeting by means of electronic or other communication facilities.
- (2) The following apply in relation to a meeting referred to in subsection (1):
 - (a) a procedure bylaw under section 794 [*procedure, bylaws and enforcement*] of the Act must authorize the matters set out in subsection (1) (a) or (b);
 - (b) the meeting must be conducted in accordance with the applicable procedure bylaw;
 - (c) the facilities must enable the meeting's participants to hear, or watch and hear, each other;
 - (d) for a special board meeting referred to in subsection (1) (a),
 - (i) the notice under section 793 [*calling and conduct of meetings*] of the Act must include notice of the way in which the meeting is to be conducted and the place where the public may attend to hear, or watch and hear, the proceedings that are open to the public, and except for any part of the meeting that is closed to the public, the facilities must enable the public to hear, or watch and hear, the meeting at the specified place, and a designated regional district officer must be in attendance at the specified place;
 - (ii)

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REGIONAL DISTRICTS ELECTRONIC MEETINGS REGULATION 271/2005

- (e) for a meeting referred to in subsection (1) (b), except for any part of the meeting that is closed to the public, the facilities must enable the public to hear, or watch and hear, the member participating by means of electronic or other communication facilities.
[am. B.C. Reg. 281/2012.]

[Provisions of the *Local Government Act*, RSBC 1996, c. 323, relevant to the enactment of this regulation:
section 222.1]

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SCHEDULE B
REGIONAL DISTRICT SPECIAL VOTING
REGULATION 41/91

B.C. Reg. 41/91

[includes B.C. Reg. 19/1998 amendments]

Contents

1. Interpretation
2. Special vote may be taken on urgent matters
3. How special voting is to be conducted
4. Special vote must be reported at next regular meeting
5. Application of regulation

SCHEDULE

[Provisions of the *Local Government Act*, RSBC 1996, c. 323, relevant to the enactment of this regulation: section 793(8)]

Interpretation

1. In this regulation "**urgent**" means requiring immediate action as a result of unforeseen circumstances.

Special vote may be taken on urgent matters

2. (1) Subject to subsection (2), the voting by the directors of a regional district board, including voting on passing a resolution or on reading or adopting a bylaw, may be conducted in accordance with section 3 where the chairperson and one other director consider
 - (a) that the issue to be voted on is urgent, and
 - (b) that calling a regular or special meeting to conduct the voting is impractical.
- (2) Voting on the second or third reading of the following bylaws may not be conducted in accordance with section 3:
 - (a) annual budget bylaws;
 - (b) zoning bylaws;
 - (c) bylaws adopting official community plans;
 - (d) rural land use bylaws.

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REGIONAL DISTRICT SPECIAL VOTING REGULATION 41/91

How special voting is to be conducted

3. (1) The secretary shall make all reasonable attempts in the circumstances to ensure that each director entitled to vote has the opportunity to do so.
- (2) Before a director votes, the secretary shall ensure that the resolution or bylaw to be voted on is communicated to the director either
 - (a) orally, including by telephone or other means of telecommunication, or
 - (b) by delivery, including by delivery in writing, by facsimile transmission or other means of electronic transmission or by delivery in electronic form.
- (3) A director shall vote by informing the secretary, in any manner referred to in subsection (2), of the director's approval or disapproval of the resolution or bylaw and the secretary shall at that time record the director's vote.
- (4) Each director who votes shall have the number of votes that he or she would have had in voting on the matter at a regular meeting of the board.
- (5) The rules under section 791 of the Act regarding the counting of votes at meetings of the board, except section 791 (10), apply to the counting of votes taken in accordance with this section.
- (6) After ensuring that each director has an opportunity to vote as required by subsection (1), the secretary shall inform the chairperson of the results of the voting and the chairperson shall declare the vote to have passed or failed in accordance with those results.
- (7) At the time of the chairperson's declaration under subsection (6), the results of the voting shall have the same effect as if the voting had been conducted at a regular meeting of the board and shall then be recorded by the secretary as a minute of the board.
- (8) If the secretary is absent, ill or otherwise disabled, the chairperson may appoint another director to conduct voting under this section in the place of the secretary.

Special vote must be reported at next regular meeting

4. At the next regular meeting of the board following a vote under section 3, the chairperson shall report the results of the vote.

Application of regulation

5. This regulation applies only to the districts listed in the Schedule.

[en. B.C.Reg. 17/98.]

[en. B.C. Reg. 17/98.]

the Cariboo Regional District
 the Central Coast Regional District
 the Regional District of Central Kootenay
 the Columbia-Shuswap Regional District
 the Regional District of East Kootenay
 the Regional District of Fraser-Fort George
 the Fraser Valley Regional District

Board and Committee Procedures Bylaw No. 1305, 2015

REGIONAL DISTRICT SPECIAL VOTING REGULATION 41/91

the Regional District of Kitimat-Stikine
the Regional District of Kootenay Boundary
the Regional District of Mount Waddington
the Skeena-Queen Charlotte Regional District
the Squamish-Lillooet Regional District
the Thompson-Nicola Regional District

[Provisions of the *Local Government Act*, RSBC 1996, c. 323, relevant to the enactment of this regulation:
section 793(8)]

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City of Richmond, BC - City Council - January 28, 2019 - Agenda

City of Richmond, British Columbia, Canada

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2019 AGENDAS & MINUTES

January 28, 2019 - Agenda



City of Richmond
6911 No. 3 Road
Richmond, BC V6V 2C1

Agenda

City Council

Council Chambers, City Hall
6911 No. 3 Road

Monday, January 28, 2019
7:00 p.m.

Pg. # ITEM

MINUTES

1. Motion to:

- | | | |
|---------|-----|--|
| CNCL-13 | (1) | adopt the minutes of the Regular Council meeting held on January 14, 2019; |
| CNCL-31 | (2) | adopt the minutes of the Special Council meeting held on January 14, 2019; and |
| CNCL-34 | (3) | adopt the minutes of the Regular Council meeting for Public Hearings held on January 21, 2019. |



AGENDA ADDITIONS & DELETIONS

PRESENTATION

5/2/2019

City of Richmond, BC - City Council - January 28, 2019 - Agenda

John Watson, Chair, Gateway Theatre Board and Camilla Tibbs, Executive Director, to present on 2018 activities.

COMMITTEE OF THE WHOLE

2. ***Motion to resolve into Committee of the Whole to hear delegations on agenda items.***



3. Delegations from the floor on Agenda items.

PLEASE NOTE THAT FOR LEGAL REASONS, DELEGATIONS ARE NOT PERMITTED ON ZONING OR OCP AMENDMENT BYLAWS WHICH ARE TO BE ADOPTED OR ON DEVELOPMENT PERMITS/DEVELOPMENT VARIANCE PERMITS – ITEM NO. 20.

4. ***Motion to rise and report.***



RATIFICATION OF COMMITTEE ACTION

CONSENT AGENDA

PLEASE NOTE THAT ITEMS APPEARING ON THE CONSENT AGENDA WHICH PRESENT A CONFLICT OF INTEREST FOR COUNCIL MEMBERS MUST BE REMOVED FROM THE CONSENT AGENDA AND CONSIDERED SEPARATELY.

CONSENT AGENDA HIGHLIGHTS

- Receipt of Committee minutes
- Investing in Canada Infrastructure Program Community, Culture and Recreation Stream
- City Centre District Energy Utility Bylaw No. 9895, Amendment Bylaw No. 9947
- Housing Agreement Bylaw No. 9959 to Permit the City of Richmond to Secure Affordable Housing Units at 6560, 6600, 6640 and 6700 No. 3 Road (Bene Richmond Development Ltd.)
- Richmond Community Services Advisory Committee (RCSAC) 2018 Annual Report and 2019 Work Plan

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City of Richmond, BC - City Council - January 28, 2019 - Agenda

- Land use applications for first reading (to be further considered at the Public Hearing on February 19, 2019):
 - 13020 Delf Place – Zoning Text Amendment to the IB1 zone (Wensley Architecture Ltd. – applicant)
 - 5751 Francis Road – Rezone from RS1/E to RTA (Landcraft Homes Ltd. – applicant)
 - 5660 Parkwood Way – Zoning Text Amendment to the CV zone (Christopher Bozyk Architects Ltd. – applicant)
- 2019/2020 BikeBC Program Submission
- Richmond Active Transportation Committee – Proposed 2019 Initiatives
- Recycling Depot – Potential Eco Centre Upgrade Options
- Fuel Purchases Agreement – Suncor Energy Products Partnership

5. ***Motion to adopt Items No. 6 through No. 17 by general consent.***



6. **COMMITTEE MINUTES**

Consent
Agenda
Item

That the minutes of:

- CNCL-43 (1) *the special Finance Committee meeting held on January 14, 2019;*
- CNCL-51 (2) *the Community Safety Committee meeting held on January 15, 2019;*
- CNCL-61 (3) *the General Purposes Committee meeting held on January 21, 2019;*
- CNCL-66 (4) *the Planning Committee meeting held on January 22, 2019; and*
- CNCL-72 (5) *the Public Works and Transportation Committee meeting held on January 23, 2019;*

be received for information.



7. **INVESTING IN CANADA INFRASTRUCTURE PROGRAM COMMUNITY, CULTURE AND RECREATION STREAM**
(File Ref. No. 06-2052-25-SCCR1) (REDMS No. 6067220 v. 13)

Consent
Agenda
Item

CNCL-91

See Page **CNCL-91** for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

5/2/2019

City of Richmond, BC - City Council - January 28, 2019 - Agenda

- (1) *That the submission to the Investing in Canada Infrastructure Program Community, Culture and Recreation Stream requesting funding of up to \$10 million for the Steveston Community Centre and Branch Library replacement project, as outlined in the report titled, "Investing in Canada Infrastructure Program Community, Culture and Recreation Stream," dated January 7, 2019, from the Director, Recreation and Sport Services, be endorsed;*
- (2) *That the Chief Administrative Officer and General Manager, Community Services be authorized to enter into funding agreements with the government for the aforementioned project should it be approved for funding, as outlined in the report titled, "Investing in Canada Infrastructure Program Community, Culture and Recreation Stream," dated January 7, 2019, from the Director, Recreation and Sport Services; and*
- (3) *That the Consolidated 5-Year Financial Plan (2019-2023) be amended accordingly should the aforementioned project be approved for funding as outlined in the report titled, "Investing in Canada Infrastructure Program Community, Culture and Recreation Stream," dated January 7, 2019, from the Director, Recreation and Sport Services.*



8. **CITY CENTRE DISTRICT ENERGY UTILITY BYLAW NO. 9895, AMENDMENT BYLAW NO. 9947**

(File Ref. No. 12-8060-20-009947) (REDMS No. 59924863 v. 7; 5992897)

Consent
Agenda
Item

CNCL-95

See Page **CNCL-95** for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

That the City Centre District Energy Utility Bylaw No. 9895, Amendment Bylaw No. 9947 presented in the "City Centre District Energy Utility Bylaw No. 9895, Amendment Bylaw No. 9947" report dated December 20, 2018, from Director, Engineering be introduced and given first, second, and third readings.



9. **HOUSING AGREEMENT BYLAW NO. 9959 TO PERMIT THE CITY OF RICHMOND TO SECURE AFFORDABLE HOUSING UNITS AT 6560, 6600, 6640 AND 6700 NO. 3 ROAD (BENE RICHMOND DEVELOPMENT LTD.)**

(File Ref. No. 08-4057-05; 12-8060-20-009959) (REDMS No. 6016667 v. 2; 6016383 v. 2)

Consent
Agenda
Item

CNCL-106

See Page **CNCL-106** for full report

PLANNING COMMITTEE RECOMMENDATION

5/2/2019

City of Richmond, BC - City Council - January 28, 2019 - Agenda

That Housing Agreement (6560, 6600, 6640 and 6700 No. 3 Road) Bylaw No. 9959 be introduced and given first, second and third readings to permit the City to enter into a Housing Agreement substantially in the form attached hereto, in accordance with the requirements of section 483 of the Local Government Act, to secure the Affordable Housing Units required by the Rezoning Application RZ 15-694855.



Consent
Agenda
Item

10. **RICHMOND COMMUNITY SERVICES ADVISORY COMMITTEE (RCSAC) 2018 ANNUAL REPORT AND 2019 WORK PLAN**
(File Ref. No. 07-3000-01) (REDMS No. 6041373 v. 2; 6061385; 6061576; 6061926; 5276844)

CNCL-135

See Page **CNCL-135** for full report

PLANNING COMMITTEE RECOMMENDATION

That the staff report titled "Richmond Community Services Advisory Committee (RCSAC) 2018 Annual Report and 2019 Work Plan," dated January 2, 2019, from the Manager, Community Social Development, be approved.



Consent
Agenda
Item

11. **APPLICATION BY WENSLEY ARCHITECTURE LTD. FOR A ZONING TEXT AMENDMENT TO THE "INDUSTRIAL BUSINESS PARK (IB1)" ZONE TO PERMIT A DRIVE-THROUGH RESTAURANT AT 13020 DELF PLACE**
(File Ref. No. 12-8060-20-009956; ZT 18-801900) (REDMS No. 5954610; 6035880)

CNCL-176

See Page **CNCL-176** for full report

PLANNING COMMITTEE RECOMMENDATION

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9956, for a Zoning Text Amendment to the "Industrial Business Park (IB1)" zone in order to permit "restaurant, drive-through", limited to one establishment and a maximum floor area of 300 m², at 13020 Delf Place, be introduced and given first reading.



Consent
Agenda
Item

12. **APPLICATION BY LANDCRAFT HOMES LTD. FOR REZONING AT 5751 FRANCIS ROAD FROM "SINGLE DETACHED (RS1/E)" ZONE TO "ARTERIAL ROAD THREE-UNIT DWELLINGS (RTA)" ZONE**
(File Ref. No. 12-8060-20-009974/009976; RZ 17-768762) (REDMS No. 6043629 v. 2; 6057070; 6036607)

5/2/2019

City of Richmond, BC - City Council - January 28, 2019 - Agenda

CNCL-199

See Page CNCL-199 for full report

PLANNING COMMITTEE RECOMMENDATION

- (1) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 9976 to create the "Arterial Road Three-Unit Dwellings (RTA)" zone, be introduced and given first reading; and*
- (2) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 9974, for the rezoning of 5751 Francis Road from "Single Detached (RS1/E)" zone to "Arterial Road Three-Unit Dwellings (RTA)" zone, be introduced and given first reading.*



Consent
Agenda
Item

13. **APPLICATION BY CHRISTOPHER BOZYK ARCHITECTS LTD. FOR A ZONING TEXT AMENDMENT TO THE "VEHICLE SALES (CV)" ZONE TO ALLOW AN INCREASE IN FLOOR AREA RATIO AT 5660 PARKWOOD WAY**
(File Ref. No. 12-8060-20-009981; ZT 18-818164) (REDMS No. 5855389; 6054363)

CNCL-230

See Page CNCL-230 for full report

PLANNING COMMITTEE RECOMMENDATION

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9981, for a Zoning Text Amendment to the "Vehicle Sales (CV)" Zone to increase the maximum permitted Floor Area Ratio (FAR) to 0.84 for the property located at 5660 Parkwood Way, be introduced and given first reading.



Consent
Agenda
Item

14. **2019/2020 BIKEBC PROGRAM SUBMISSION**
(File Ref. No. 01-0150-20-THIG1) (REDMS No. 6054370 v. 2)

CNCL-266

See Page CNCL-266 for full report

PUBLIC WORKS AND TRANSPORTATION COMMITTEE RECOMMENDATION

- (1) *That the submission for cost-sharing to the Province of BC 2019/2020 BikeBC Program for the Westminster Highway multi-use pathway, as described in the report, titled "2019/2020 BikeBC Program Submission" dated December 14, 2018, from the Director, Transportation, be endorsed;*
- (2) *That, should the above application be successful, the Chief Administrative Officer and the General Manager, Planning and Development, be authorized to execute the funding agreement; and*

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City of Richmond, BC - City Council - January 28, 2019 - Agenda

- (3) *That the Consolidated 5 Year Financial Plan (2019-2023) be updated accordingly.*



Consent
Agenda
Item

15. **RICHMOND ACTIVE TRANSPORTATION COMMITTEE – PROPOSED 2019 INITIATIVES**
(File Ref. No. 01-0100-20-RCYC1) (REDMS No. 6042766 v. 3)

CNCL-272

See Page CNCL-272 for full report

PUBLIC WORKS AND TRANSPORTATION COMMITTEE RECOMMENDATION

- (1) *That the proposed 2019 initiatives of the Richmond Active Transportation Committee, as outlined in the staff report titled “Richmond Active Transportation Committee - Proposed 2019 Initiatives” dated December 13, 2018 from the Director, Transportation, be endorsed; and*
- (2) *That a copy of the report titled “Richmond Active Transportation Committee – Proposed 2019 Initiatives” be forwarded to the Richmond Council-School Board Liaison Committee for information.*



Consent
Agenda
Item

16. **RECYCLING DEPOT – POTENTIAL ECO CENTRE UPGRADE OPTIONS**
(File Ref. No. 10-6370-04-01) (REDMS No. 5968841 v. 8)

CNCL-283

See Page CNCL-283 for full report

PUBLIC WORKS AND TRANSPORTATION COMMITTEE RECOMMENDATION

- (1) *That Option 2 of the staff reported titled, “Recycling Depot – Potential Eco Centre Upgrade Options” from the Director, Public Works Operations dated January 16, 2019, be endorsed; and*
- (2) *That the City's Consolidated 5 Year Financial Plan (2019-2023) be amended to include \$1,226,000 for the Recycling Depot – potential eco centre upgrade as presented under Option 2 of the staff report entitled “Recycling Depot – Potential Eco Centre Upgrade Options”, funded from the Sanitation and Recycling provision.*



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City of Richmond, BC - City Council - January 28, 2019 - Agenda

Consent Agenda Item

17. **FUEL PURCHASES AGREEMENT – SUNCOR ENERGY PRODUCTS PARTNERSHIP**
(File Ref. No. 02-0665-03-01) (REDMS No. 6073610)

CNCL-300

 See Page CNCL-300 for full report

PUBLIC WORKS AND TRANSPORTATION COMMITTEE RECOMMENDATION

- (1) *That the City enter into an agreement, as outlined in the staff report titled "Fuel Purchases Agreement – Suncor Energy Products Partnership" dated January 3, 2019 from the Director, Public Works Operations;*
- (2) *That the Chief Administrative Officer and General Manager, Engineering & Public Works, be authorized to negotiate and execute a fuel supply and delivery contract with Suncor Energy Products Partnership on the contemplated terms and conditions of the fuel consortium contract as outlined in City of Vancouver Request for Proposals No. PS20180305 Supply and Delivery of Fuels; and*
- (3) *That the current fuel purchase contract with Parkland Fuel Corporation under BCPPBG Contract No. PS11122 be extended until such time as the fuel supply and delivery contract with Suncor Energy Products Partnerships is executed and fuel delivery commences under the agreement with Suncor Energy Products Partnerships.*



CONSIDERATION OF MATTERS REMOVED FROM THE CONSENT AGENDA

NON-CONSENT AGENDA ITEMS

PLANNING COMMITTEE

Councillor Linda McPhail, Chair

5/2/2019

City of Richmond, BC - City Council - January 28, 2019 - Agenda

18. **APPLICATION BY LANDCRAFT HOMES LTD. FOR REZONING AT 4226 WILLIAMS ROAD FROM SINGLE DETACHED (RS1/E) TO ARTERIAL ROAD TWO-UNIT DWELLINGS (RDA)**
 (File Ref. No. 12-8060-20-009973/009975; RZ 17-768134) (REDMS No. 6040432 v. 2; 6042671; 5845266)

CNCL-334

See Page CNCL-334 for full report

PLANNING COMMITTEE RECOMMENDATION

Opposed: Cllr. Day

- (1) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 9975 to create the "Arterial Road Two-Unit Dwellings (RDA)" zone, be introduced and given first reading; and*
- (2) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 9973, for the rezoning of 4226 Williams Road from "Single Detached (RS1/E)" to "Arterial Road Two-Unit Dwellings (RDA)", be introduced and given first reading.*



PUBLIC WORKS AND TRANSPORTATION COMMITTEE

Councillor Chak Au, Chair

19. **GEORGE MASSEY CROSSING – FINDINGS OF INDEPENDENT TECHNICAL REVIEW**
 (File Ref. No. 01-0150-20-THIG1) (REDMS No. 5920748 v. 7)

CNCL-375

See Page CNCL-375 for full report

PUBLIC WORKS AND TRANSPORTATION COMMITTEE RECOMMENDATION

Opposed: Cllr. Loo

That a letter requesting the Ministry of Transportation and Infrastructure:

- (1) *pursue short-term strategic improvements to the Steveston Highway interchange and expedite the completion of a business case for Highway 99 crossing improvements, as detailed in the staff report titled "George Massey Crossing – Findings of Independent Technical Review" dated December 21, 2018 from the Director, Transportation;*
- (2) *work with the Vancouver Fraser Port Authority to limit port traffic from using the George Massey Tunnel Crossing during peak hours; and*
- (3) *request that TransLink review increasing bus capacity for routes along the George Massey Tunnel Crossing;*

be endorsed.

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City of Richmond, BC - City Council - January 28, 2019 - Agenda

PUBLIC ANNOUNCEMENTS AND EVENTS

NEW BUSINESS

BYLAWS FOR ADOPTION

CNCL-382 Housing Agreement (6551 No. 3 Road) **Bylaw No. 9952**
 Opposed at 1st/2nd/3rd Readings – None.

☐

CNCL-415 Market Rental Agreement (Housing Agreement) (6551 No. 3 Road) **Bylaw No. 9980**
 Opposed at 1st/2nd/3rd Readings – None.

☐

CNCL-440 Richmond Zoning Bylaw No. 8500, Amendment **Bylaw No. 9752**
 (9371 Dayton Avenue, RZ 17-775844)
 Opposed at 1st Reading – None.
 Opposed at 2nd/3rd Readings – None.

☐

CNCL-442 Richmond Zoning Bylaw No. 8500, Amendment **Bylaw No. 9753**
 (10451/10453 No. 1 Road, RZ 16-754653)
 Opposed at 1st Reading – None.
 Opposed at 2nd/3rd Readings – None.

☐

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CNCL-444

Richmond Zoning Bylaw No. 8500, Amendment **Bylaw No. 9758**
(9200/9220 Glenallan Drive, RZ 16-745791)

Opposed at 1st Reading – None.

Opposed at 2nd/3rd Readings – Cllr. Day



DEVELOPMENT PERMIT PANEL

20. RECOMMENDATION

See DPP Plan Package (distributed separately) for full hardcopy plans

CNCL-446

(1) *That the minutes of the Development Permit Panel meeting held on January 16, 2019, and the Chair's report for the Development Permit Panel meetings held on May 16, 2018, be received for information; and*

CNCL-452

(2) *That the recommendation of the Panel to authorize the issuance of a Development Permit (DP 15-715522) for the property at 9251/9271 Beckwith Road be endorsed, and the Permit so issued.*



ADJOURNMENT



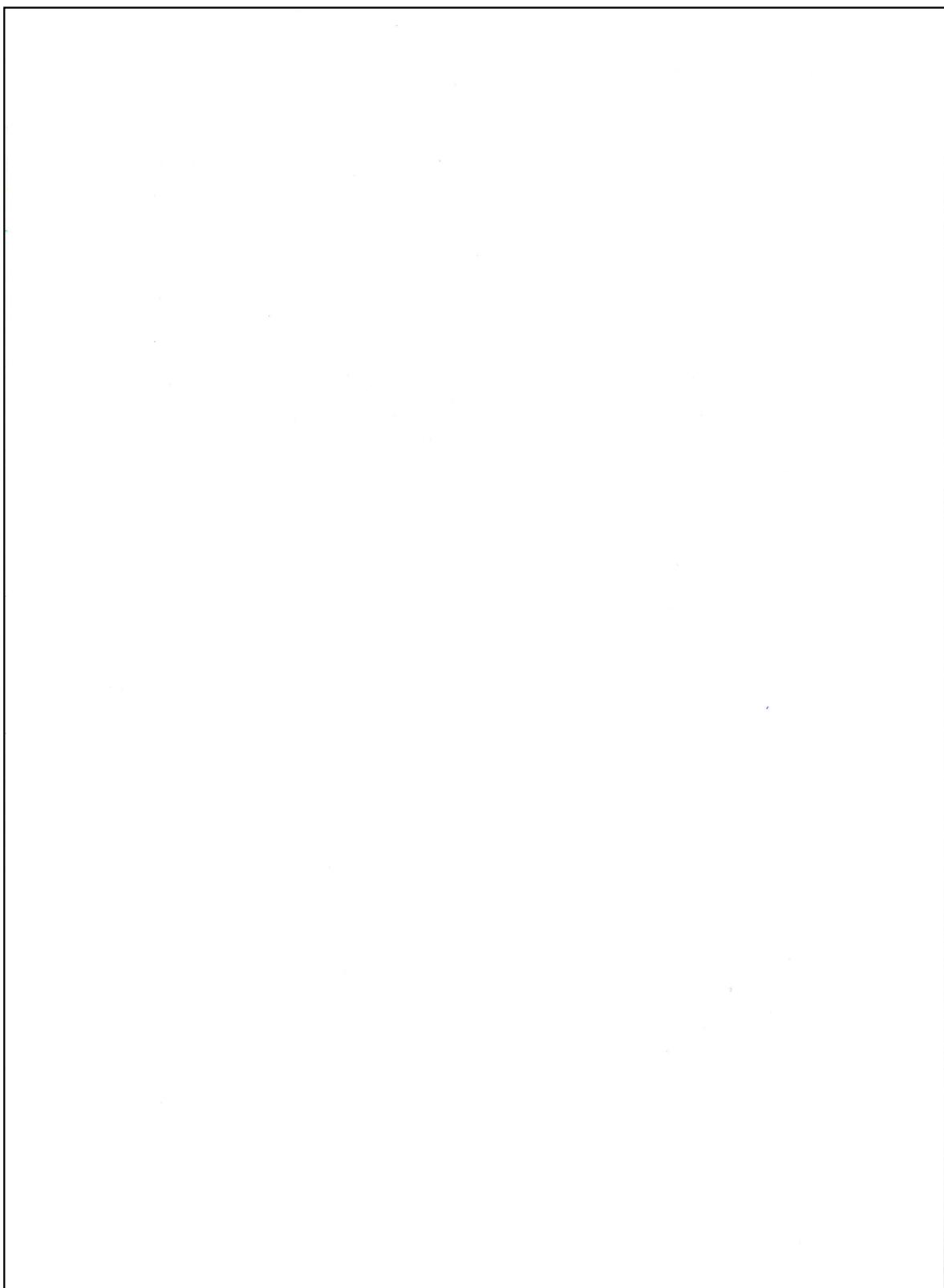
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Squamish-Lillooet Regional District Board - 15 Feb 2017 - Agenda - Html

- Split-screen / Notes
- Video



**UPDATED Squamish-Lillooet
Regional District Board Agenda**
February 15, 2017; 10:30 AM
SLRD Boardroom
1350 Aster Street, Pemberton, BC

Item	Item of Business and Page Number	Page
1.	Call to Order We would like to recognize that this meeting is being held on the Traditional Territory of the Lil'wat Nation.	
2.	Approval of Agenda	
3.	Squamish-Lillooet Regional District Board Closed Meeting THAT the Board close the meeting to the public under the authority of Section 90(1)(c), (e), (g), (j) and (k) of the Community Charter.	
4.	Delegations (1:00 PM)	
4.1.	Matthew Boyd, Levi Megenbir and Lisa Trotter, BC Transit (30 minutes) <ul style="list-style-type: none"> • Sea to Sky Corridor Regional Transit Study Update Request to Appear BC Transit Feb. 15 2017 	
4.2.	Jane Walker, Katrin Seibel-Paethorpe and Michael McGillion, Concerned Citizens of Squamish <ul style="list-style-type: none"> • FortisBC Compressor Station at Mount Mulligan (Refer to Item 11.1 Correspondence for Information - Letter from West Coast Environmental Law - FortisBC Eagle Mountain – Woodfibre Gas Pipeline) Request to Appear - Concerned Citizens of Squamish Feb Board_Redacted 	
5.	Consent Agenda (Voting rule on each item may vary; unanimous vote required) <i>Items appearing on the consent agenda which present a conflict of interest for Board Directors must be removed from the Consent Agenda and</i>	

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Squamish-Lillooet Regional District Board - 15 Feb 2017 - Agenda - Html

considered separately.

Any items to be debated or voted against must be removed from the Consent Agenda and considered separately.

THAT the resolutions set out in the Consent Agenda be approved, and those Consent Agenda items which do not have resolutions related thereto be received.

5.1. Approval and Receipt of Minutes

5.1.1. Squamish-Lillooet Regional District Regular Board Draft Meeting Minutes of January 25 & 26, 2017

THAT the Squamish-Lillooet Regional District Regular Board Meeting Minutes of January 25 & 26, 2017 be approved as circulated.

[DRAFTSLRD Board Minutes - 25 Jan 2017](#)

5.1.2. Squamish-Lillooet Regional District Committee of the Whole Draft Meeting Minutes of January 26, 2017

THAT the Squamish-Lillooet Regional District Committee of the Whole Meeting Minutes of January 26, 2017 be approved as circulated.

[DRAFTSLRD CoW Minutes - 26 Jan 2017](#)

5.1.3. Electoral Area Directors Committee Draft Meeting Minutes of January 30, 2017

[DRAFT EAD Committee Minutes - 30 Jan 2017](#)

5.1.4. Area C Agricultural Advisory Committee Draft Meeting Minutes of February 7, 2017

[170207 DRAFT AAC Minutes](#)

5.2. Correspondence for Information

5.2.1. Letter from Northern Development Initiative Trust Corporation - 2017 Business Facade Improvement Program

[170120 NDIT Business Facade Program 2017](#)

5.2.2. Letter from Northern Development Initiative Trust Corporation - T'it'q'et Community - Daily Harvest Gardens Capital Investment Analysis Program

[170126 NDIT Daily Harvest Gardens](#)

5.2.3. Letter from Thompson-Nicola Regional District - Support for Volunteer Fire Department on Private Land

[170124 Letter of Support for VFD on Private Land](#)

5.2.4. Response Letter from Ministry of Forest, Lands and Natural Resource Operations - Burkholder Lake Logging

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Squamish-Lillooet Regional District Board - 15 Feb 2017 - Agenda - Html

[Burkholder 226178 Final w letter](#)

- 5.2.5. **Letter from the Minister of Agriculture,
Responsible for Francophone Affairs Program
- B.C. Government Francophone Affairs
Program**
[170130 Min Agriculture FAP](#)

- 5.2.6. **Letter from BC Hydro - Portable Generator for
Gold Bridge**
[170201 BC Hydro Portable Generator](#)

6. Business Arising from the Minutes

7. Committee Reports and Recommendations

(Unweighted All Vote, except as noted; 2/3 majority required for bylaw adoption on same day as third reading)

7.1. Electoral Area Directors Committee Recommendations of January 30, 2017

**7.1.1. Request for Decision - Service Establishment
Amendment Bylaws to Adjust the Maximum
Tax Requisition Amounts**

1. THAT Bylaw No. 1506-2017, cited as D'Arcy Devine Refuse Disposal Local Service Conversion and Establishment Bylaw No. 484, 1992, Amendment Bylaw No. 1506-2017 be introduced and read a first, second and third time; and

THAT approval of the electors regarding D'Arcy Devine Refuse Disposal Local Service Conversion and Establishment Bylaw No. 484, 1992, Amendment Bylaw No. 1506-2017 be requested and obtained from the Electoral Area C Director; and

2. THAT Bylaw No. 1507-2017, cited as Birkenhead Lake Refuse Disposal Local Service Establishment Bylaw No. 566, 1994, Amendment Bylaw No. 1507-2017 be introduced and read a first, second and third time; and

THAT approval of the electors regarding Birkenhead Lake Refuse Disposal Local Service Establishment Bylaw No. 566, 1994, Amendment Bylaw No. 1507-2017 be requested and obtained from the Electoral Area C Director; and

3. THAT Bylaw No. 1508-2017, cited as Lillooet and Area Library Association Contribution Local Service Establishment Bylaw No. 679, 1998, Amendment Bylaw

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Squamish-Lillooet Regional District Board - 15 Feb 2017 - Agenda - Html

No. 1508-2017 be introduced and read a first, second and third time; and

THAT approval of the electors regarding Lillooet and Area Library Association Contribution Local Service Establishment Bylaw No. 679, 1998, Amendment Bylaw No. 1508-2017 be requested and obtained from the Electoral Area B Director and from the Council of the District of Lillooet; and

4. THAT Bylaw No. 1509-2017, cited as Area A Cemetery Contribution Service Conversion and Establishment Bylaw No. 1228-2011, Amendment Bylaw No. 1509-2017 be introduced and read a first, second and third time; and

THAT approval of the electors regarding Area A Cemetery Contribution Service Conversion and Establishment Bylaw No. 1228-2011, Amendment Bylaw No. 1509-2017 be requested and obtained from the Electoral Area A Director; and

5. THAT Bylaw No. 1511-2017, cited as D'Arcy Street Lighting Local Service Conversion and Establishment Bylaw No. 483, 1992, Amendment Bylaw No. 1511-2017 be introduced and read a first, second and third time; and

THAT approval of the electors regarding D'Arcy Street Lighting Local Service Conversion and Establishment Bylaw No. 483, 1992, Amendment Bylaw No. 1511-2017 be requested and obtained from the Electoral Area C Director; and

6. THAT Bylaw No. 1512-2017, cited as Electoral Area A Public Library Contribution Local Service Conversion and Establishment Bylaw No. 598, 1996, Amendment Bylaw No. 1512-2017 be introduced and read a first, second and third time; and

THAT approval of the electors regarding Electoral Area A Public Library Contribution Local Service Conversion and Establishment Bylaw No. 598, 1996, Amendment Bylaw No. 1512-2017 be requested and obtained from the Electoral Area A Director; and

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Squamish-Lillooet Regional District Board - 15 Feb 2017 - Agenda - Html

7. THAT Bylaw No. 1513-2017, cited as Furry Creek Public Open Space Maintenance Service Establishment Bylaw No. 977-2006, Amendment Bylaw No. 1513-2017 be introduced and read a first, second and third time; and

THAT approval of the electors regarding Furry Creek Public Open Space Maintenance Service Establishment Bylaw No. 977-2006, Amendment Bylaw No. 1513-2017 be requested and obtained from the Electoral Area D Director.

[RFD -SE Amendment Bylaws Tax Requisitions Amounts](#)

8. Staff Reports & Other Business

(Unweighted All Vote, except as noted)

- 8.1. **CAO Verbal Update**
- **Building Bridges Through Understanding the Village Training Workshop**
 - **Resort Municipality of Whistler Elected Officials Meeting - April 6, 2017**
- 8.2. **Information Report - Pemberton Music Festival Temporary Use Permit No. 47 (Renewal) and Temporary Use Permit No. 48 (New Additional Parking)**
[170215 TUP 47&48 Report_INFO](#)
- 8.3. **Information Report - March 1 & 2, 2017 Community to Community (C2C) Forum - Status Update**
[170215 IR Board C2CForum Update2_wAtt](#)
- 8.4. **Request For Decision - Mt. Currie Quantitative Landslide Risk Assessment Request for Proposals – Delegation of SLRD Board Signing Authority**
(Weighted All Vote, 2/3 Majority - delegation)
 THAT the Squamish-Lillooet Regional District (SLRD) delegate signing authority for the Mt. Currie Quantitative Landslide Risk Assessment (QLRA) to the SLRD Chief Administrative Officer (CAO) in order ensure the QLRA project is initiated without delay once a successful proponent has been selected.
[RFD Mt. Currie RFP - Delegation of Signing Authority to CAO](#)
- 8.5. **Information Report - Forest, Range and Practices Act Letter of Reply**
[IR FRPA Response Letter combined FINAL 02012017](#)

9. Director's Reports

- 9.1. **Chair's Verbal Report**
- **Board Round Table - SLRD Area Updates**

5/2/2019

Squamish-Lillooet Regional District Board - 15 Feb 2017 - Agenda - Html

- 9.2. **Illegal Dumping (Directors Rainbow/Demare)**
That staff investigate the costs of acquiring rights to the three radio spots (ads); the costs of running them on local radio stations; and report back to the Board.
[Directors Report Illegal Dumping](#)
- 9.3. **Portal Signage - Area D (Director Rainbow)**
The Board endorses in principle the creation of a 'welcome' sign to be erected at the entrance to the SLRD on Highway 99 with the understanding that no action will be taken without the approval of the Board.
[Directors Report Portal Signage](#)
- 9.4. **Public Engagement Process (Director Rainbow)**
That the issue of public engagement be referred to the Policy Committee for study and that a report with recommendations be brought back to the July Board meeting.
[Directors Report Public Engagement](#)
- 9.5. **Policy Committee (Director Rainbow)**
[Director Rainbow Policy Committee](#)
10. **Correspondence for Action**
- 10.1. **Lower Mainland Local Government Association - 2017 Call for Nominations**
A call for nominations for the Lower Mainland Local Government Association Executive positions. Deadline for receipt of nominations is March 31, 2017.
[LMLGA Call for Nominations for Executive 2017](#)
- 10.2. **Lower Mainland Local Government Association - 2017 Resolutions - Annual General Meeting**
A call for resolutions for consideration at the Lower Mainland Local Government Association 2017 Annual General Meeting. Deadline for receipt of resolutions is March 24, 2017.
[LMLGA Resolution Notice 2017](#)
- 10.3. **Letter from Canadian Postmasters and Assistants Association - Postal Banking**
The Canadian Postmasters and Assistants Association requests that a letter be sent to the Federal Minister of Public Services and Procurement in support of Canada Post offering postal banking to ensure access to financial services.
[170123 CPAA Letter Re Postal Banking](#)
- 10.4. **Letter from St'at'imc Eco-Resources Ltd. - Request for Support**
The St'at'imc, through their economic entity St'at'imc Eco-Resources Ltd. ("SER"), are seeking support for the St'at'imc Cultural Centre and Visitor gateway project and in

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Squamish-Lillooet Regional District Board - 15 Feb 2017 - Agenda - Html

seeking this support, SER would like to have commitments and support from the SLRD Board for the following:

- *to engage with St'at'imc in a meaningful way by the formation of a Steering Committee comprised of St'at'imc (SER and others), SLRD and other interested parties, such as District of Lillooet;*
- *and that in moving forward with a Steering Committee, each of the parties will appoint/designate a representative;*
- *for purposes identified and to be drafted within a terms of reference that will be jointly developed and implemented.*

[Statimc Cultural Centre Visitor Gateway w att_Redacted](#)

10.5. Open Letter to BC Local Governments - West Coast Environmental Law Association - Fossil Fuel Accountability

West Coast Environmental Law Association and other organizations request that BC local governments demand fossil fuel accountability from the world's fossil fuel companies and work towards a class action lawsuit against major fossil fuel companies.

[170125 Open Letter West Coast Environmental Law](#)

10.6. Operation Lifesaver - Rail Safety Week

Operation Lifesaver, a partnership of the Railway Association of Canada and Transport Canada, requests a resolution in support of Rail Safety Week being held across Canada from April 24-30, 2017.

[170131 Operation Lifesaver Rail Safety Week](#)

11. Correspondence for Information

11.1. Letter from West Coast Environmental Law Association - FortisBC Eagle Mountain – Woodfibre Gas Pipeline
[170123 WCEL Fortis EGP Project](#)

11.2. Response Letter from G. Anderson, Fire Commissioner - Volunteer Fire Departments' Access to Private Lands
[G Anderson Letter VFD access to Private Lands](#)

12. Decision on Additional Late Business

(2/3 majority vote)

THAT additional late business items be considered at this meeting.

13. Late Business

13.1. Correspondence for Action - Village of Pemberton - 1350 Aster Street Renovations - Request for Project Update

5/2/2019

Squamish-Lillooet Regional District Board - 15 Feb 2017 - Agenda - Html

The Village of Pemberton (VOP) Council extends an invitation to the SLRD to make a presentation on the SLRD's renovation plans for 1350 Aster Street at the VOP's Committee of the Whole meeting on Tuesday, March 7, 2017 (time to be confirmed).

[VOP Invite Aster Str Reno Presentation](#)

14. Director's Notice of Motion

9. Staff Reports and Other Business

(Unweighted All Vote, except as noted)

9.6. 2017-2012 Draft Financial Plans

(Staff Presentation)

Time dependent

Please refer to February 16, 2017 Squamish-Lillooet Regional District Committee of the Whole agenda for budget package.

15. Recess for February 16, 2017 Squamish-Lillooet Regional District Committee of the Whole Meeting

THAT the meeting be recessed until 2:00 PM or immediately following the February 16, 2017 Squamish-Lillooet Regional District Committee of the Whole meeting.

----- **(February 16, 2017)** -----

16. Recommendations from the Squamish-Lillooet Regional District Committee of the Whole Meeting of February 16, 2017

(To be determined)

17. Squamish-Lillooet Regional District Board Closed Meeting

THAT the Board close the meeting to the public under the authority of Section 90(1)(c) of the Community Charter.

18. Rise & Report from the Squamish-Lillooet Regional District Closed Meeting

19. Adjournment

THAT the meeting be adjourned.



APPROVED APRIL 18, 2019

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN BOARD of DIRECTORS MEETING

Minutes of the Regular Board Meeting of the Regional District of Okanagan-Similkameen (RDOS)
Board of Directors held at 12:45 p.m. Thursday, April 4, 2019 in the Boardroom, 101 Martin
Street, Penticton, British Columbia.

MEMBERS PRESENT:

Chair K. Kozakevich, Electoral Area "E"
Vice Chair M. Bauer, Village of Keremeos
Director J. Bloomfield, City of Penticton
Director E. Trainer, Alt. District of Summerland
Director G. Bush, Electoral Area "B"
Director B. Coyne, Electoral Area "H"
Director B. Gould, Alt. Town of Princeton
Director R. Gettens, Electoral Area "F"
Director D. Holmes, District of Summerland
Director J. Kimberley, City of Penticton

Director R. Knodel, Electoral Area "C"
Director C. Rhodes, Alt. Town of Osoyoos
Director S. Monteith, Electoral Area "I"
Director M. Pendergraft, Electoral Area "A"
Director R. Obirek, Electoral Area "D"
Director F. Regehr, City of Penticton
Director T. Roberts, Electoral Area "G"
Director J. Sentes, Alt. City of Penticton
Director P. Veintimilla, Town of Oliver

MEMBERS ABSENT:

Director T. Boot, District of Summerland
Director S. Coyne, Town of Princeton

Director S. McKortoff, Town of Osoyoos
Director J. Vassilaki, City of Penticton

STAFF PRESENT:

B. Newell, Chief Administrative Officer
C. Malden, Manager of Legislative Services
J. Kurvink, Manager of Finance
C. Garrish, Manager of Planning
S. Vaisler, Manager of Emergency Services

B. Dollevoet, General Manager of Development Services
M. Woods, General Manager of Community Services
J. Shuttleworth, Manager of Parks & Facilities
A. Figueiredo, Planner

A. APPROVAL OF AGENDA

RECOMMENDATION 1 (Unweighted Corporate Vote – Simple Majority)

IT WAS MOVED AND SECONDED

THAT the [Agenda](#) for the RDOS Board Meeting of April 4, 2019 be amended by adding
Item D3 Bylaw No. 2852 Area H Community Facilities Capital Reserve Fund Expenditure
Bylaw and Item D4 Emergency Services Overview. - **CARRIED**

1. Consent Agenda – Corporate Issues**a. Environment and Infrastructure Committee – March 21, 2019**

THAT the Minutes of the March 21, 2019 Environment and Infrastructure Committee meeting be received.

THAT the Regional District require residential homes to supply their own reusable container for curbside recycling collection.

THAT staff work with Central Okanagan and North Okanagan Regional Districts to combine efforts to ban the use of single use plastic bags.

b. Planning and Development Committee – March 21, 2019

THAT the Minutes of the March 21, 2019 Planning and Development Committee meeting be received.

THAT the Board of Directors initiate Zoning Amendment Bylaw No. 2849.

THAT the Okanagan Electoral Area Zoning Bylaws be amended to introduce a Water Use Zone in order to regulate the development of commercial docks with amendment for 100 m zone.

c. Protective Services Committee – March 21, 2019

THAT the Minutes of the March 21, 2019 Protective Services Committee meeting be received.

d. RDOS Regular Board Meeting – March 21, 2019

THAT the minutes of the March 21, 2019 RDOS Regular Board meeting be adopted.

e. Electoral Area “E” Advisory Planning Commission – March 11, 2019

THAT the minutes of the March 21, 2019 RDOS Regular Board meeting be received.

f. Town of Osoyoos Community Services Advisory Committee Appointments**i. Community Services Advisory Committee Terms of Reference**

THAT the Board of Directors appoint Carol Nesdoly, Brian Lobb and Fred Hamilton as members to the Town of Osoyoos Community Services Advisory Committee for a four year term, expiring October 31, 2022.

g. Naramata Fire Rescue Member List

THAT the Naramata Fire Rescue roster be adopted as amended.

RECOMMENDATION 2 (Unweighted Corporate Vote – Simple Majority)**IT WAS MOVED AND SECONDED**

THAT the Consent Agenda – Corporate Issues be adopted - CARRIED

2. Consent Agenda – Development Services

- a. Development Variance Permit Application — 300 Jones Way, Electoral Area “C”
 - i. Permit
 - ii. [Response received](#)

To legalise the construction of an equestrian centre/livestock shelter within a parcel line setback area.

THAT the Board of Directors approve Development Variance Permit No. C2019.004-DVP.

- b. Agricultural Land Commission Referral (“non-farm” use) – 2860 Arawana Road Electoral Area “E”

To undertake a cannabis production facility with a concrete floor system

This item was removed from the Consent agenda; please refer to Item B.2.a Items removed from Consent Agenda – Development Services

RECOMMENDATION 3 (Unweighted Rural Vote – Simple Majority)

IT WAS MOVED AND SECONDED

THAT the Consent Agenda – Development Services be adopted as amended to remove Item A.2.b - **CARRIED**

B. DEVELOPMENT SERVICES – Rural Land Use Matters

- 1. Early Termination of a Land Use Contract – 781 Highway 97, Okanagan Falls Electoral Area “D”
 - a. Bylaw No. 2455.32
 - b. Bylaw No. 2603.18
 - c. Responses Received

To replace Land Use Contract No. LU-12-D-76 with a Small Holdings Four (SH4) Zone

RECOMMENDATION 4 (Unweighted Rural Vote – Simple Majority)

It was MOVED and SECONDED

THAT Bylaw No. 2603.18, 2019, Electoral Area “D” Official Community Plan Amendment Bylaw and Bylaw No. 2455.32, 2019, Electoral Area “D” Zoning Amendment Bylaw be read a third time. - **CARRIED**

2. Items Removed from Consent Agenda – Development Services

- a. This item was previously listed on the Consent Agenda as Item A.2.b. but was removed.

Agricultural Land Commission Referral (“non-farm” use) – 2860 Arawana Road Electoral Area “E”
To undertake a cannabis production facility with a concrete floor system

It was MOVED and SECONDED

THAT the Board of Directors “authorize” the application to undertake a “non-farm” use at 2680 Arawana Road (Lot 13, Plan KAP576, District Lot 207, SDYD, Except Plan A62 B5981 KAP81407 EPP30242) in Electoral Area “E” to proceed to the Agricultural Land Commission. - **CARRIED**

C. PUBLIC WORKS

1. Award of the Helicopter Flight Services for Mosquito Control Program

To authorize the award of a five-year Services Agreement to provide Helicopter Flight Services for the Mosquito Control Program.

RECOMMENDATION 5 (Weighted Corporate Vote – Majority)

It was MOVED and SECONDED

THAT the Board of Directors award the contract for the provision of Helicopter Flight Services for the Mosquito Control Program to Eclipse Helicopters Ltd. at a cost of \$35,000.00. - **CARRIED**

2. Award of the Contract Services Agreement for the Landfill Organic Materials Grinding Services

To authorize the award of a four year Services Agreement to grind collected organic waste materials at Regional District administered Landfills.

RECOMMENDATION 6 (Weighted Corporate Vote – Majority)

It was MOVED and SECONDED

THAT the Board of Directors award the contract for the provision of Landfill Organic Materials Grinding Services to Huska Holdings Ltd. for a cost of up to \$589,560. - **CARRIED**

D. COMMUNITY SERVICES – Rural Projects**1. Area ‘A’ Park Naming**

- a. Anarchist Mountain Community Society, Board meeting Minutes; January 9, 2019
- b. Anarchist Mountain Community Society, letter of support; March 20, 2019
- c. Anarchist Mountain Fire Department, letter of support; March 22, 2019

RECOMMENDATION 7 (Unweighted Corporate Vote – Simple Majority)**It was MOVED and SECONDED**

THAT the RDOS Board endorse the name “Jamie Soule Memorial Park” park parcel located on Lot A, Plan EPP23874, District Lot 2709, Land District Similkameen Div. of Yale, PID: 029-041-520. - **CARRIED**

2. Kelowna – Penticton Bus Service Expansion**RECOMMENDATION 8 (Weighted Corporate Vote –Majority)****It was MOVED and SECONDED**

THAT the Board of Directors support the unintegrated regional bus service proposed by the alternative Fare Option #2 as contained in the administrative report dated April 4, 2019. - **CARRIED**

Opposed: Directors Gould, B. Coyne, Sentes, Roberts, Kimberley, Pendergraft, Bauer, Bush

- ADDENDUM 3. [Electoral Area “H” Community Facilities Capital Reserve Fund Expenditure Bylaw](#)**
a. [Bylaw No. 2852](#)

To award \$60,000.00 to the Princeton & District Vehicle Extrication Society towards purchasing a new rescue vehicle.

RECOMMENDATION 9 (Weighted Corporate Vote – Majority)**It was MOVED and SECONDED**

THAT Bylaw No. 2852, 2019, Electoral Area “H” Community Facilities Capital Reserve Fund Expenditure Bylaw be read a first, second and third time and be adopted. - **CARRIED**

- ADDENDUM 4. Emergency Services and Emergency Operations Centre Overview**
[PowerPoint](#)
[EOC Activation Reference Guide](#)
[BCEMS pamphlet](#)

Sean Vaisler, Manager of Emergency Services, and Mark Woods, General Manager of Community Services presented an overview of the Emergency Management Program, Board notification process, activation levels and obligations to the municipalities.

E. LEGISLATIVE SERVICES

1. RDOS Fees and Charges Bylaw No. 2848, 2019
 - a. Bylaw No. 2848, 2019

RECOMMENDATION 9 (Weighted Corporate Vote – Majority)**It was MOVED and SECONDED**

THAT Regional District of Okanagan-Similkameen Fees and Charges Bylaw No. 2848, 2019 be read a third time, and be adopted. - **CARRIED**

2. Declaration of State of Local Emergency Approval

RECOMMENDATION 10 (Unweighted Corporate Vote – Simple Majority)**It was MOVED and SECONDED**

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for Electoral Area “C” that expired 18 March 2019, at midnight for a further seven days to 25 March 2019, at midnight.

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for Electoral Area “C” that expired 25 March 2019, at midnight for a further seven days to 01 April 2019, at midnight.

THAT the Board of Directors declare a State of Local Emergency for Electoral Area “C”, to expire 10 April 2019, at midnight.

CARRIED

3. Fire Services Regulatory System

At the regular meeting of 21 March 2019, the Board requested that Corporate Counsel appear at the next meeting to provide an update and seek instruction on the development of a Fire Services Regulatory Bylaw

RECOMMENDATION 11**It was MOVED and SECONDED**

THAT in accordance with Section 90(1)(i) of the *Community Charter*, the Board close the meeting to the public on the basis of receipt of advice subject to lawyer-client privilege. - **CARRIED**

The meeting closed to the public at 2:18 p.m.

The meeting opened to the public at 3:21 p.m.

RISE AND REPORT

During the closed session, the Board of Directors resolved the following:

It was MOVED and SECONDED

THAT a consolidated fire services bylaw be completed, directing all Fire Departments to report directly to the Chief Administrative Officer. - **CARRIED**

Opposed: Director Obirek

It was MOVED and SECONDED

THAT upon adoption of a new consolidated fire services bylaw the Chief Administrative Officer hire a Protective Services Manager to work with all seven regional fire departments. - **CARRIED**

F. CAO REPORTS

1. Verbal Update

G. OTHER BUSINESS

1. Chair's Report

2. Directors Motions

- a. Director Knodel

It was MOVED and SECONDED

THAT the Board of Directors consider Director Knodel's motion at the April 4, 2019 Board meeting. - **CARRIED** by two-third vote

It was MOVED and SECONDED

THAT the Board of Directors send a letter to Mr. Yi Li, Regional Water Engineer, Ministry of Forests, Land, Natural Resource Operations and Rural Development, requesting the necessary permits for restoration of Kearns Creek between Myers Road and Gold Tau Road be expedited to facilitate completion of works while the creek is still dry. - **CARRIED**

3. Board Members Verbal Update

Board of Directors Meeting – Regular

- 8 -

April 4, 2019

H. ADJOURNMENT

By consensus, the meeting adjourned at 3:55 p.m.

APPROVED:

CERTIFIED CORRECT:

K. Kozakevich
RDOS Board Chair

B. Newell
Corporate Officer



Consent Agendas

What is a "Consent Agenda" and how will it make our meetings go faster?

At every board meeting, at least a few items come to the agenda that do not need any discussion or debate either because they are routine procedures or already have unanimous consent. A consent agenda allows the board to approve all these items together without discussion or individual motions.

What belongs on the consent agenda?

Typical consent agenda items are routine procedural matters and decisions that are likely to be noncontroversial, including:

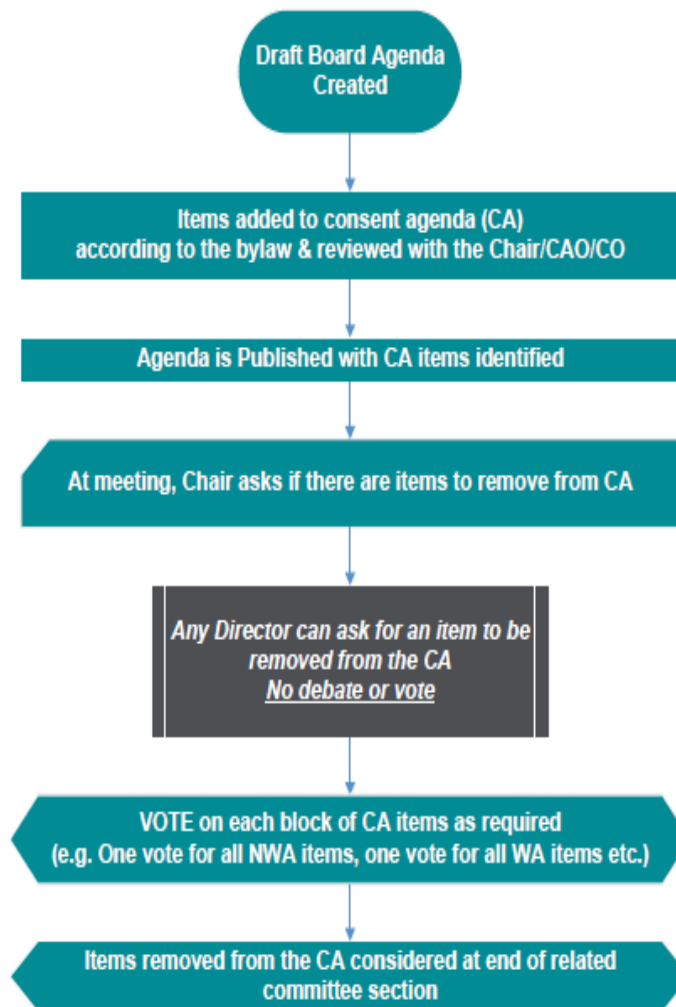
- Approval of minutes;
- Reports for information only;
- Routine matters such as appointments to committees;
- Staff or volunteer appointments requiring board confirmation;
- Matters which do not appear to warrant discussion

How are consent items handled?

A consent agenda can only work if the reports and other matters for the meeting agenda are known in advance and distributed with the agenda package in sufficient time to be read by all members prior to the meeting. A typical procedure is as follows:

- At the agenda approval stage, the Chair will confirm whether an item belongs on the consent agenda;
- Under the heading 'Consent Agenda' staff provide a list of the items, along with hyperlinks to any supporting documents, to be approved as part of a single resolution;
- The agenda is distributed with sufficient time to be read by all members prior to the meeting;
- At the beginning of the meeting, under 'Adoption of the Agenda', the Chair provides an opportunity for members to request specific items to be removed from the consent agenda and discussed individually.
- If any individual member requests that an item be removed from the consent agenda, it must be removed and placed in the appropriate section of the regular agenda for discussion. A vote or consensus of the Board is not required for an item to be moved to the Regular meeting. Members may request that an item be removed for any reason.
- When there are no more items to be removed, the Chair will advise that if there is no objection, the items on the consent agenda will be adopted. After pausing for any objections, the chair declares the items adopted. It is not necessary to ask for a show of hands.
- When preparing the minutes, the full text of the resolutions, reports or recommendations that were adopted as part of the consent agenda will be included.

G:\Administration\Agenda Preparation\What is a Consent Agenda.docx

Appendix 3*CRD Board Procedures Bylaw Update
Proposed Consent Agenda Process*

5/2/2019

How to Use a Consent Agenda to Save Time and Focus on Critical Matters

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How to Use a Consent Agenda to Save Time and Focus on Critical Matters

Written by Doug Shumway

As a municipal clerk, your enemy is the clock. You have a slate full of responsibilities and live in a deadline-driven environment where you are perpetually working to pull documents, content, agendas, minutes, and other vital materials together before the next meeting, or respond to citizen requests expeditiously. One way that municipal clerks can expedite the agenda creation process and help to ensure well organized and efficient meetings is through the use of a consent agenda. This time-saving tool streamlines routine meeting item approvals and frees up meeting time for the discussion of matters that require the greatest amount of attention and deliberation.

What Are Consent Agendas?

A consent agenda (also known by Roberts Rules of Order as a “consent calendar”) groups routine meeting discussion points into a single agenda item. In so doing, the grouped items can be approved in one action, rather than through the filing of multiple motions.

How Consent Agendas Will Save You Time



<https://www.civicplus.com/blog/am/how-to-use-a-consent-agenda-to-save-time-and-refocus-discussion-on-critical-matters>

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How to Use a Consent Agenda to Save Time and Focus on Critical Matters

Think about the amount of time that is spent at each meeting reviewing and approving routine, recurring items that do not require debate or discussion. Now imagine if you could group all those topics and approve them with one action. Depending on the length of your agendas, you could save as many as 30 minutes at each meeting that are typically spent filing motions for routine items, and reallocate them to discussing more critical topics that require debate and team planning. That is the time-saving power of the consent agenda. With such improved productivity, your local government meetings will be optimized for their real purpose: discussing how to move forward on initiatives that will impact the lives of your citizens and constituents.

How to Implement a Consent Agenda

Before using a consent agenda for your next meeting, your administration must adopt a rule of order that allows the use of the consent agenda process. This one-time logistical step will save you countless hours throughout the year once you begin using consent agendas to streamline meeting discussions and item approvals.

Modern Agenda and Meeting Management Solutions
Streamline Administrative Tasks with CivicClerk

[CLICK HERE](#) **CIVICCLERK**

The image shows a screenshot of the CivicClerk web application. The interface includes a top navigation bar with icons for Home, Agenda, Meetings, Reports, and Settings. The main content area displays '1/7/2019 Regular Public Meeting' with a 'Bookmarks' section. Below this, there is an 'Agenda Details' section with a table listing agenda items. The table has columns for 'Agenda Item', 'Agenda Item ID', 'Agenda Item Description', 'Agenda Item Status', 'Agenda Item Date', 'Agenda Item Time', and 'Agenda Item Location'. The first item listed is 'Agenda Item 1' with a description of 'Agenda Item 1 Description' and a status of 'Agenda Item 1 Status'.

The Rules for Using a Consent Agenda

If you believe a consent agenda may enable more efficient administrative meetings in your local government, you will need to follow these essential use rules:



<https://www.civicplus.com/blog/am/how-to-use-a-consent-agenda-to-save-time-and-refocus-discussion-on-critical-matters>

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How to Use a Consent Agenda to Save Time and Focus on Critical Matters

- All documentation associated with consent items must be provided to meeting participants in advance so that they can still make an informed vote on all grouped items. Team members *must* review the documentation before the meeting to ensure that they are informed of the issues that are to be passed as part of the consent group.
- Meeting members must be given an opportunity to ask associated questions—and have them answered—before the vote. Questions and answers should be shared with all meeting participants. Simple questions, clarifications, or short amounts of dialogue relative to a consent item may be discussed after the motion, but before approval. What is important is not to remove consent items entirely from the consent agenda for the sole purpose of answering a simple question, as this would undermine the efficiency of the consent agenda process.
- On meeting day, include the consent agenda as part of the meeting agenda, or as a separate agenda document.
- At the start of the meeting, the meeting chair should ask meeting attendees if anyone wants to discuss any of the items listed on the consent agenda.
- If it is determined that an item on the consent agenda requires discussion it must be removed from the consent portion and addressed individually. For future meetings in which there is no question or concern over the item, it may be placed back into the consent portion of the agenda.
- An item from the consent agenda must be moved at the request of any team member if the individual wants to vote against the specific item—as the item no longer has the consolidated approval of the team. This discussion step is critical, as consent agendas may not be used to force the approval of items through the use of a process that eliminates their individual review.
- The meeting chair must read aloud the remaining consent items and may move to adopt the consent agenda as a whole. It is not necessary for a vote to be taken on the consent agenda. Instead, the items may be approved,


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5/2/2019

How to Use a Consent Agenda to Save Time and Focus on Critical Matters

- The clerk must include in the meeting minutes the full text of all resolutions and reports that were approved as part of the consent group, even though they were not reviewed at the meeting, but instead, before it by individual



What Types of Items Should be Included in the Consent Portion of the Agenda?

For greatest efficiency, include the following types of items in the consent portion of your meeting agendas:

- Topics of a routine/recurring nature
- Procedural decisions
- Non-controversial issues that do not require debate or deliberation
- Items previously discussed for which the team has come to a consensus, but that still need an official vote

The following items are typically best suited as consent items:

- The previous meetings' minutes
- Financial reports or any other reports that are informational only and that do not require debate
- The mayor/county executive's report
- Individual program/department reports
- Committee appointments
- Staff appointments that require confirmation



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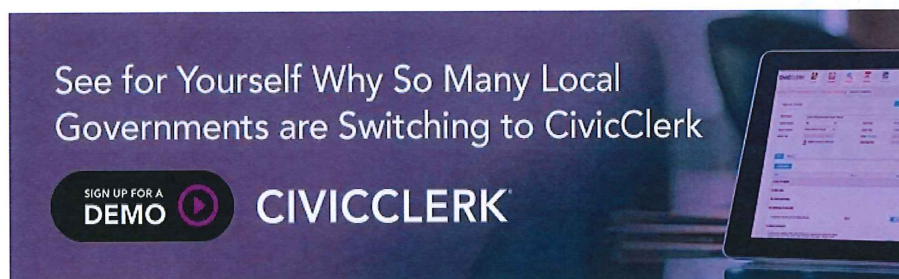
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How to Use a Consent Agenda to Save Time and Focus on Critical Matters

Conclusion

It is important for all team members to bear in mind that local governments should not sacrifice transparency and accountability for the sake of expeditious time management. With the use of a consent agenda, it is imperative that members still review all corresponding documents, ask clarifying questions before the meeting, request discussion when necessary, and pull items that one feels he cannot approve. There are efficiencies to be gained from consent agendas as they can be used as a tool to free up meeting time for discussion on valuable, impactful topics, but only when used correctly and when proper attention is still paid to each included item.

Looking for more [time-saving meeting management](#) tips? Agenda and meeting management software can help you efficiently manage transparency documents and automate the packet creation and content review process. Click below to [sign up for a demonstration of CivicClerk®](#). Part of the integrated CivicPlus® suite of government technology solutions, CivicClerk is the fastest, most intuitive way to automate agenda management, meeting minutes management, and the sharing of meeting content with board members, staff, and your citizens.



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How to Use a Consent Agenda to Save Time and Focus on Critical Matters

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2/20/2019

Eli Mina - Article - Should Movers and Seconders be Recorded in Minutes?



ARTICLES, INSIGHTS & IDEAS

by Eli Mina

[BACK TO "MINUTE TAKING STANDARDS" MENU](#)

SHOULD MOVERS AND SECONDEES BE RECORDED IN MINUTES?

By Eli Mina, M.Sc.

With the principle of objectivity in mind, minutes of meetings should have a **collective** focus and not a **personal** focus. It is therefore important to record the group's collective actions and - if needed - an objective point-form summary of the discussion (without attributing specific comments to individuals). With objectivity in mind, here is a piece of advice that may surprise you at first, but will hopefully make sense as you read on: Names of movers and seconders should not be recorded in minutes.

Let me start with the seconder. The individual seconding a motion does so only to get the motion debated, and not necessarily because he or she favors it. In fact, a person may second a motion because he or she opposes it and would like to see it formally rejected. Recording his or her name next to the motion would give a false impression. Further, the current (11th) edition of Robert's Rules of Order Newly Revised (RONR) states that the name of the seconder of a motion should not be recorded in minutes.

As to the name of the mover, RONR suggests that the mover's name "*should*" be recorded in the case of main motions. "Should" is an advisory word and does not mean "must." I suggest your organization adopt its own rule that makes things clear and explicitly says that the mover's name is also not recorded on minutes. Why?

Recording the mover's name in the minutes is bound to be misleading. Yes, the mover is generally presumed to be in favor of the motion when he or she moves it, but the mover is entitled to change his or her mind and vote against the motion. This is the essence of a healthy debate, where people truly listen to one another, keep an open mind, and can be persuaded to change their views (otherwise why have a meeting?) Another situation where the mover may end up voting against his or her motion is when it is amended against the mover's wishes. With the above scenarios in mind, it should be clear that recording the mover's name in the minutes can lead to false impressions.

Then there is the question of ownership. Recording the mover and seconder gives the false impression that the two own the motion forever and have exclusive control over it, when - in fact - nothing could be further from the truth. I say this despite the fact that you may have heard a presiding officer ask the mover and seconder if they agree to amend or withdraw "their" motion. Despite this common (and incorrect) practice, neither the mover nor the seconder own the motion once debate on it begins. Ownership then shifts to the group. From this point onwards decisions to amend or withdraw the motion are to be made by the group, collectively, and not unilaterally by the mover and seconder. The fact that such practices are followed in many meetings does not make them correct.

The issue of who owns the motion is more than just a technicality. I never cease to be amazed at how the false idea that the mover and seconder own the motion in perpetuity can paralyze a governing body. On several occasions, I have found Boards and Councils believing they could not rescind or amend a previously adopted motion because the mover and seconder were absent or refused to allow to rescind or amend it. So much for "the majority rules"...

Another negative outcome of recording movers and seconders is that it personalizes and politicizes the decision making process. Individuals rush to make motions to get their names in the minutes and be personally credited for "having done something" for the community. Others are afraid to move and second motions because they want to avoid public attention. Under such conditions, the focus is on individuals, and objectivity is compromised.

There is also the question of FOI (freedom of information) legislation, under which minutes are a public record (with the exception of minutes of closed, or "in-camera" meetings). With FOI in mind, the less names go in the minutes the better. Several clients have asked me what they needed to do to remove those names from minutes. My reply is simple: Adopt a rule or bylaw to take them out.

Here is my final reason for taking names of movers and seconders out of minutes. Many meetings are run informally and proposals are made, discussed and voted on without ever being moved and seconded. In principle, there is nothing wrong with this practice, as long as proposals are clearly articulated, opened for debate, and voted on by the group. But whom do you record as having "moved and seconded motions" in such cases? How about "the floor moved and the ceiling seconded"? This anxiety will be avoided if names of movers and seconders are not recorded.

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