



Board of Directors-**OPEN MEETING**

Thursday, September 19, 2019
6:00 pm

Camp Tweedsmuir
1620 Scout Road
RDKB Electoral Area A/Fruitvale

A G E N D A

1. **Call to Order**

2. **Consideration of the Agenda (additions/deletions)**

- 2a) The agenda for the Regional District of Kootenay Boundary (RDKB) Board of Directors meeting of September 19, 2019 is presented.

Recommendation: Corporate Vote Unweighted

That the agenda for the Regional District of Kootenay Boundary (RDKB) Board of Directors meeting of September 19, 2019 be adopted as presented.

3. **Minutes**

- 3a) The draft minutes of the RDKB Board of Directors meeting held August 29, 2019 are presented.

[Minutes-Board of Directors - 29 Aug 2019 - BoD Sept 19 19 - Pdf](#)

Recommendation: Corporate Vote Unweighted

That the draft minutes of the RDKB Board of Directors meeting held August 29, 2019 be adopted presented.

4. **Delegation(s)**

- 4a) There are no scheduled delegations.

5. **Unfinished Business**

5a) **Change Date of Board Meeting**

At the August 29, 2019 Board meeting, staff was directed to undertake a doodle poll to determine if Board majority prefers changing the date of the Thursday, October 31st Board meeting to Wednesday, October 30th.

The results of the doodle poll show 10 of 13 Directors replied to the doodle poll. All ten Directors who did reply, support changing the October Board meeting from Thursday, October 31st to Wednesday, October 31, 2019. The meeting on October 30th, will be held in Grand Forks.

Recommendation: Corporate Vote Unweighted

That the meeting of Regional District of Kootenay Boundary Board of Directors scheduled for Thursday, October 31st, 2019 be rescheduled to Wednesday, October 30th, 2019. **FURTHER** that staff update the RDKB meeting schedules and RDKB website online calendar accordingly.

5b) **M. Andison, CAO**

Re: September Work Plans Update-General Government (001) Service

A Staff Report from Mark Andison, Chief Administrative Officer presenting the 2019 General Government/Administration Service (001) September 2019 Work Plans Update.

Revised Staff Report

[Staff Report-2019 WorkPlan-001 Gen Gov-BoD Sept 19 19](#)
[2019 WorkPlan-001 Gen Gov-Sept Update-BoD Sept 19 19](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors receive the September 11, 2019 staff report from Mark Andison, Chief Administrative Officer titled *2019 General Government (001) September Work Plan Update*.

5c) **D. Derby, Regional Fire Chief**

Re: September Work Plans Update 9-1-1 Emergency Communications (015) and Emergency Management Services (012)

Director Gee, Emergency Services Liaison

A staff report from Dan Derby, Regional Fire Chief presenting an update on the 9-1-1 Emergency Communications Service (015) and the Emergency Management Service (012) 2019 Work Plans.

[Staff Report-9-1-1 & EM Work Plans Update-BoD Sept 19 19](#)

[2019 Work Plan-015 Emergency Communications](#)

[2019 Work Plan-012 Emergency Preparedness](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors receive the August 30, 2019 staff report from Dan Derby, Regional Fire Chief titled *2019 9-1-1 Emergency Communications Service (015) and Emergency Management Services (012) September Work Plans Update*.

- 5d) **J. Dougall, General Manager, Environmental Services**
Re: September Work Plan Update-Regional Solid Waste Service (010) and Big White Solid Waste Service (064)

Director McGregor, Environmental Services Liaison

A Staff Report from Janine Dougall, General Manager of Environmental Services which provides an update on the implementation of the projects outlined in the 2019 Work Plans for the Regional Solid Waste Service (010) and Big White Solid Waste Service (064) is presented.

[Staff Report-010and064 Work Plan Updates-Board-September 19'19 - Pdf](#)

[2019 Work Plan 010 Regional Solid Waste Management \(Final\)](#)

[2019 Work Plan 064 Big White Solid Waste \(Final\)](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors receive the September 19, 2019 staff report from Janine Dougall, General Manager of Environmental Services titled *2019 Regional Solid Waste Management Service (010) and Big White Solid Waste Management Service (064) September Work Plans Update*.

- 5e) **B. Champlin, Manager of Building Inspection**
Re: September Work Plan Update-Building Inspection Services (004)

A Staff Report from Brian Champlin, Manager of Building Inspection Services which provides an update of the implementation of the projects outlined in the 2019 Work Plan for the 004 Services is presented.

[Staff Report from Brian Champlin, Service 004 - September 11, 2019 Update - Pdf](#)

[2019 September Work Plan Update for Service 004](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors receive the September 11, 2019 staff report from Brian Champlin, Manager of Building Inspection Services titled *2019 Building Inspection Services (004) September Work Plan Update*.

6. Communications-RDKB Corporate Communications Officer

- 6a) Corporate Communications reports and updates will be provided at future meetings.

7. Communications (Information Only)

- 7a) There are no communications (information only) to discuss.

8. Reports

8a) Monthly Cheque Register Summary - August 2019

Director Cacchioni, Finance Liaison

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

[2019 08 RDKB August AP Summary-BoD Sept 19 19](#)

Recommendation: Corporate Vote Unweighted

That the Cheque Register Summary for the month of August 2019 for \$3,277,700 be received.

8b) Adopted RDKB Committee Minutes

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

Boundary Economic Development Committee (Aug. 7/19), Beaver Valley Regional Trails and Regional Parks Committee (July 2/19), Policy & Personnel Committee (June 12/19), Utilities Committee (June 12/19) and Electoral Area Services Committee (June 13/19).

[Minutes - 07 Aug- BCDC Sept 4-BoD Sept 19 19 Pdf](#)

[Minutes - July 2 - BV Rec- Sept 12-BoD Sept 19 19- Pdf](#)

[Minutes - 12 Jun-P&P Sept 11-BoD Sept 19 19- Pdf](#)

[Minutes-Utilities-12 Jun-UT Sept 11-BoD Sept 19 19 - Pdf](#)

[Electoral Area Services Committee - 13 Jun 2019 - Minutes - Pdf](#)

Recommendation: Corporate Vote Unweighted

That the following minutes of RDKB Committee meetings, as adopted by the respective Committees be received:

Boundary Economic Development Committee (Aug. 7/19), Beaver Valley Regional Parks and Regional Trails Committee (July 2/19), Policy & Personnel Committee (June 12/19), Utilities Committee (June 12/19) and Electoral Area Services Committee (June 13/19).

8c) Draft Electoral Area Advisory Planning Commission Minutes

The draft minutes of the RDKB Electoral Area Advisory Planning Commission meetings held September 3, 2019 are presented.

[APC Minutes-Area C-Board-September 19 2019](#)
[APC Minutes -Area D- Board-September 19 2019](#)
[APC Minutes-Area E-Board-September 19 2019](#)
[APC Minutes-Big White-Board-September 19 2019](#)

Recommendation: Corporate Vote Unweighted

That the draft minutes of the following RDKB Advisory Planning Commission meetings held September 3, 2019 be received:

Electoral Area C/Christina Lake, Electoral Area D/Rural Grand Forks, Electoral Area E/West Boundary, and Electoral Area E/West Boundary-Big White.

9. Committee Recommendations to Board of Directors

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

**9a) Boundary Community Development Committee - Sept. 4/19
Re: West Boundary Recreation Grant Application-Midway
Community Association**

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

West Boundary Recreation Grant

[WBoundary Rec Grant-Midway Community Assoc-BCDC Sept 4-BoD
Sept 19 19](#)

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

That the Regional District of Kootenay Boundary Board of Directors approve the West Boundary Recreation Grant application from the Midway Community Association for \$1,875 to cover hall rental and insurance costs.

**9b) Electoral Area Services Committee - Sept. 12/19
RE: Application for Floodplain Exemption
Dovedoff-Electoral Area D/Rural Grand Forks**

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

Application for Floodplain Exemption

[2019-09-12 Dovedoff Floodplain EAS](#)

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

That the Regional District of Kootenay Boundary Board of Directors approve an application for a Site Specific Exemption to the RDKB Floodplain Management Bylaw as submitted by Pennco Engineering (BC) Ltd., on behalf of Geraldine and Jimmy Dovedoff, in order to carry out structural repairs to the existing dwelling on the property legally described as Lot 2, Plan KAP4769, DL 519, SDYD subject to: adherence to all the recommendations included in the Professional Engineering Reports prepared by Pennco Engineering (BC) Ltd., dated June 11, 2019 and July 24, 2019 and subject to the owner registering a new standard floodplain covenant on title in favour of the Regional District of Kootenay Boundary.

10. Board Appointments Updates

- 10a) The Board Appointments Updates will be presented at the next meeting.

11. New Business

11a) **West Boundary Recreation Grant Application
Re: Greenwood, Midway & West Boundary Elementary Schools**

A West Boundary Recreation Grant application from the Greenwood, Midway and West Boundary Schools, in the amount of \$220.50 to bring 3 schools together for a day of skating at the Midway Arena, is presented for the Regional District of Kootenay Boundary Board of Directors' approval.

[West Boundary Recreation Grant Application - BOD - Sept 19, 2019](#)

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

That the Regional District of Kootenay Boundary Board of Directors approve the West Boundary Recreation Grant application from the Greenwood, Midway and West Boundary Elementary schools in the amount of \$220.50 to bring 3 schools together for a day of skating at the Midway Arena.

11b) **M. Forster, Executive Assistant
Re: 2020 Woodstove Exchange Program**

An application to the Provincial Woodstove Exchange Program for \$6,000 in funding as submitted by John Vere, Woodstove Exchange Coordinator, is presented.

[Woodstove Exchange Program Grant Application-2020](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approves the application to the Provincial Woodstove Exchange Program, as submitted by John Vere, Woodstove Exchange Coordinator, for \$6,000 in funding for the exchange of approximately 15 old appliances between January 21, 2020 and December 31, 2020.

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

241 Hillcrest Drive, Trail, B.C.-Electoral Area 'B' / Lower Columbia-Old Glory

Parcel Identifier: 012-066-672-Lot 1 District Lot 8087 Kootenay District Plan 12384-Owners: Leonard and Irene Harding

[Staff Report-Bylaw Contravention Harding-Board September 19, 2019 - Pdf](#)

Recommendation: Stakeholder Vote (Electoral Area Directors) Unweighted

That the Regional District of Kootenay Boundary Board of Directors invite the owners, Leonard and Irene Harding, 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 1, District Lot 8087, Kootenay District, Plan 12384.

- 11d) **C. Marsh, Recovery Manager, Boundary Flood Recovery**
Re: Notice of Project Procession-Kettle River Post-Flood Home Demolitions

Director Gee, Emergency Services Liaison

A staff report from Chris Marsh, Boundary Flood Recovery Manager/Manager of Emergency Programs regarding the current activities and future plans for the demolition of two homes on the Kettle River is presented.

[Staff Report - Kettle River Demolition Projects - BoD Sept 19 19](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors support the planned approach to these demolition projects as described in the staff report titled *Kettle River post-flood home demolitions'* and presented on September 11, 2019. **FURTHER** that, with the approval of funding from Emergency Management BC for all demolitions costs, that staff award the contract for all works necessary to complete the project, with the contract value known to be excess of \$100,000.

FURTHER that, staff will provide a progress report and update to the Board of Directors during the progression of the project through the fall/winter of 2019/2020.

11e) **J. Dougall, General Manager, Environmental Services**
Re: Clean BC-Plastics Action Plan Policy Consultation Paper

Director McGregor, Environmental Services Liaison

A Staff Report from Janine Dougall, General Manager of Environmental Services which provides background information as well as a proposed submission to the Clean BC – Plastics Action Plan Policy Consultation Paper is presented.

[Staff Report-Plastics Action Plan RDKB Submission-Board-September19'19 - Pdf](#)

[CleanBC-Plastics Action Plan Consultation-RDKB Submission](#)

[CleanBC PlasticsActionPlan ConsultationPaper](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve the submission of the letter containing feedback on the Clean BC – Plastics Action Plan Policy Consultation Paper.

11f) **J. Dougall, General Manager of Environmental Services**
Re: Joint Local Government Submission-Provincial Plastics Action Plan

Director McGregor, Environmental Services Liaison

A staff report from Janine Dougall, General Manager of Environmental Services outlining a request received from the Districts of Squamish and Tofino concerning a joint local government submission regarding the Provincial Plastics Action Plan is presented.

[Staff Report-Plastics Action Plan Joint Submission-Board-September19'19 - Pdf](#)
[Introductory Letter \(MOECCS\)](#)

[Joint Submission Letter \(MOECCS\)](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary supports and wishes to join the submission from the Districts of Squamish and Tofino in response to the Ministry of Environment and Climate Change Strategy's proposed amendments to the Recycling Regulation of the Environmental Management Act.

11g) **F. Phillips, Senior Energy Specialist**
Re: UBCM Correspondence-Province-Green Communities Committee

Director McGregor, Environmental Services Liaison

A Staff Report from Freya Phillips, Senior Energy Specialist regarding correspondence from the UBCM-Province-Green Communities Committee that recognizes RDKB as a climate leader for achieving Level 3 is presented.

[Staff Report - Recognition by UBCM-Province-Green Communities Committee - Board - September 19 2019 - Pdf](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors receives the correspondence from the UBCM-Province-Green Communities Committee.

11h) **F. Phillips, Senior Energy Specialist**
Re: 2019 RDKB Corporate Greenhouse Reduction Plan Adoption

Director McGregor, Environmental Services Liaison

A Staff Report from Freya Phillips, Senior Energy Specialist regarding the adoption of the 2019 RDKB Corporate Greenhouse Reduction Plan is presented.

[Staff Report - RDKB Corporate Greenhouse Reduction Plan 2019 Adoption - Board - September 19 2019 - Pdf](#)

Recommendation: Corporate Vote Unweighted

The Regional District of Kootenay Boundary Board of Directors adopt the 2019 RDKB Corporate Greenhouse Gas Reduction Plan for immediate and ongoing action. **FURTHER** that the Board direct staff to implement the Plan over the next 5 years.

11i) **J. Chandler, General Manager Operations/Deputy CAO**
Re: Columbia Western Rail Trail Designation

A staff report from J. Chandler, General Manager of Operations/Deputy CAO regarding the Columbia Western Rail Trail-Review & Response for Designation Changes is presented.

[Staff Report-Col Western Rail Trail Use-BoD Sept 19 Stakeholder Engagement - CWRT Trail Designation Removal BoD Sept 2019](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors receive the September 10, 2019 staff report titled *Columbia Western Rail Trail-Review and Response for Designation Changes*, submitted by

James Chandler, General Manager Operations/Deputy CAO, and as presented on September 19, 2019. **FURTHER** that as per the Columbia Western Rail Trail-Review and Response for Designation Changes staff report, that the Board provide direction to staff respecting the proposed trail designation changes.

11j) **B. Burget, General Manager, Finance**

Director Cacchioni, Finance Liaison

A staff report from Beth Burget, General Manager of Finance, regarding application for an Asset Management Planning Grant from UBCM is presented.

[Staff Report - UBCM Asset Management Grant - BRD - Sept 26, 2019 - Pdf](#)

Recommendation: Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors support the submission of an application for an asset management planning grant for \$15,000 with the RDKB contributing \$15,000.

FURTHER that the Board supports the RDKB providing overall grant management.

11k) **C. Scott, Planner**

**Re: Bylaw Enforcement Update-Granby Road
Electoral Area D/Rural**

A staff report from Corey Scott, Planner providing an update to the status of bylaw enforcement for the subject properties located at 9175 and 9385 Granby Road is presented. This is a follow up to the report presented on July 25, 2019.

[Staff Report - Demksi Bylaw Enforcement-Update BoD-Sept 19 19](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors direct staff to compile the materials required for a contempt application and file a contempt application against the owners of the properties legally described as Lot A, Plan KAP34983, District Lot 1357, SDYD, Except Plan EPP78404, & DL 1359 1738 2007; and, Lot 1, Plan EPP78404, District Lot 1357 & 1359, SDYD.

11l) **D. Dean, Manager of Planning and Development**

Re: Agriculture and Food Grant

A staff report from Donna Dean, Manager of Planning and Development providing a list of potential grant recipients related to the

implementation of the Boundary Area Food and Agriculture Plan is presented.

[Staff Report-Boundary Agriculture&Food-BoD Sept 19 19](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approves the grant requests for the amounts listed in the September 19, 2019 staff report titled *Boundary Area Food and Agriculture Plan Implementation – Grant Applications* as presented on September 19, 2019 and use funds remaining in the Boundary Area Food and Agriculture Project Fund - Electoral Area Administration 002 account # 12191620.

11m) **K. Anderson, Watershed Planner**

Re: RBC Grant Opportunity for Riparian Planting

A staff report from Kristina Anderson, Watershed Planner regarding partnering with Phoenix Foundation and Granby Wilderness Society on an Environmental Youth grant application and project for riparian planting is presented.

[Staff Report-RBC Grant-Riparian Planting-BoD Sept 19 19-pdf](#)

Recommendation: Stakeholder Vote (Boundary Communities) Unweighted

That the Regional District of Kootenay Boundary Board of Directors directs staff to submit an application to the Royal Bank of Canada (RBC) for a \$15,000 grant to support a youth driven riparian planting project within the Boundary region.

Recommendation: Corporate Vote Unweighted

That should the Royal Bank of Canada (RBC) approve the RDKB's grant application for \$15,000 to support a youth drive riparian planting project, that the Regional District of Kootenay Boundary Board of Directors approve the following amendment to the Five Year Financial Plan (Boundary Integrated Watershed Service (170): increase Miscellaneous Revenue Account 11590159 and the Operating Contract Account 12610235 by the appropriate amounts.

n) **D. Derby, Regional Fire Chief**

Re: Emergency Services Communication (911) Contract Extension – New Item

A staff report from Dan Derby, Regional Fire Chief regarding extending the contract for Emergency Service Communication (911) Agreement with the Regional District of Central Okanagan (RDCO) is presented.

[Staff Report-EM Comm 911 Service-Contract Extension-BoD Sept 19 19](#)

Recommendation: Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors approve an extension to the Emergency Services Communication (9-1-1) Agreement with the Regional District of Central Okanagan for a term commencing November 18, 2019 and expiring December 31, 2020 and based on the estimated fees outlined within the Agreement being \$74,408 in 2019 and \$61,005 in 2020.

11o) **M. Andison, Chief Administrative Officer**
Re: 2020 Budget Allocation of Grant-in-Lieu Revenues
Associated with Dam Facilities

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

[2020 Grant-in-Lieu Budget Allocations - Pdf](#)

Recommendation: Corporate Vote Unweighted

That the Board of Directors consider the August 2019 recommendation of the East End Services Committee with respect to the allocation of grant-in-lieu revenues for the 2020 budget, and further that staff be provided direction on preferred option with respect to the allocation of grant-in-lieu revenues in 2020.

11p) **Grants in Aid - as of September 12, 2019:**
[Grants in Aid-Board-September 19 2019](#)

Recommendation: Stakeholder Vote (Electoral Area Directors)
Weighted

That the following grants-in-aid be approved:

1. Grand Forks Auxiliary to the Boundary Hospital – Kootenay Boundary Area Conference – Electoral Area 'D'/Rural Grand Forks - \$1,500
2. Big White Mountain Community Development Association – Opening Costs and Staffing for Early Learning Centre – Electoral Area 'E'/West Boundary - \$5,000
3. Greenwood Municipal Swimming Pool – 2019 Transportation Reimbursement Partnership – Electoral Area 'E'/West Boundary - \$1,725

4. Westbridge Recreation Society – Labour for Metal Roofing for Westbridge Hall Shed – Electoral Area 'E'/West Boundary - \$1,050

12. Bylaws

12a) Bylaw No. 1721, 2019-2020 Taxation Exemption

First, Second and Third Readings and Adoption

[Staff Report-Bylaw 1721-2020 Tax Exemption-BoD-Sept 19](#)

[Bylaw No. 1721 - 2020 Permissive Property Tax Exemption - BoD -Sept 27 2018](#)

[Tax Exemption-LGA Excerpt S. 391 & S 392](#)

[Proposed 2020 Tax Exempt Bylaw-Financial List of Properties](#)

[2020 Taxation Exemption-Requests&Acknowledge RDKB-BoD Sept 19 19](#)

Recommendation: Corporate Vote Weighted

That Regional District of Kootenay Boundary 2020 Taxation Exemption Bylaw No. 1721, 2019 be read a First, Second and Third time.

Recommendation: Corporate Vote Weighted

That Regional District of Kootenay Boundary 2020 Taxation Exemption Bylaw No. 1721, 2019 be Adopted.

12b) Bylaw No. 1675, 2019

Electoral Area D/Rural Grand Forks Zoning Bylaw

Adoption

[Bylaw 1675-Board-September 19 2019](#)

Recommendation: Stakeholder Vote (Electoral Area Directors) Unweighted

That Regional District of Kootenay Boundary Electoral Area D/Rural Grand Forks Zoning Bylaw No. 1675, 2019 be Adopted.

13. Late (Emergent) Items

14. Discussion of Items for Future Meetings

15. Question Period for Public and Media

16. Closed Meeting

- 16a) Proceed to a closed meeting.

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors proceed to a closed meeting pursuant to Section 90 (1)(a) of the *Community Charter*.

17. Adjournment



Regular Meeting of the Board of Directors

August 29, 2019

RDKB Board Room, Trail, B.C

6:00 P.M.

Minutes

Present: Director R. Russell, Chair
Director G. McGregor, Vice-Chair
Director A. Grieve
Director V. Gee
Director S. Morissette
Director M. Walsh
Director R. Cacchioni
Director A. Morel
Director R. Dunsdon
Alternate Director A. Parkinson
Alternate Director B. Edwards

Staff: M. Andison, Chief Administrative Officer
T. Lenardon, Manager of Corporate Administration/Recording Secretary
B. Champlin, Manager of Building Inspection
F. Maika, Corporate Communications Officer
J. Dougall, General Manager of Environmental Services
D. Derby, Regional Fire Chief

1. Call to Order

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

2. Consideration of the Agenda (Additions/Deletions)

The agenda for the Regional District of Kootenay Boundary Board of Directors meeting of August 29, 2019 was presented.

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

- a) Item 4a) - remove delegation,
- b) Item 11g) - add letter of concern regarding the application for Licence of Occupation for a gravel quarry in Electoral Area D/Rural Grand Forks, and
- c) Item 13 - Add two pieces of correspondence from Ministry of Municipal Affairs and Housing respecting the Investing in Canada Infrastructure Program (ICIP) (Items 13a and 13b), and it was;

347-19 Moved: Director Cacchioni Seconded: Director McGregor

Corporate Vote Unweighted

That the agenda for the Regional District of Kootenay Boundary Board of Directors meeting of August 29, 2019 be adopted as amended.

Carried.

3. Minutes

The minutes of the Regional District of Kootenay Boundary Board of Directors meeting held July 25, 2019 were presented.

348-19 Moved: Director Walsh Seconded: Alternate Director Edwards

Corporate Vote Unweighted

That the minutes of the Regional District of Kootenay Boundary Board of Directors meeting held July 25, 2019 be adopted as presented.

Carried.

4) Delegation(s)

4.a) Lilly and Dean Bryant

Re: On Behalf of Residents Living in the Volcanic Creek Area

This item was removed from the meeting agenda as the delegation withdrew their request to appear before the Board. This item is related to agenda item 11.g); *Referral from Front Counter BC for a License of Occupation* to permit a sand and gravel quarry in Electoral Area D/Rural Grand Forks-Northfork Road.

5. Unfinished Business

There was no unfinished business to discuss.

6. Communications-RDKB Corporate Communications Officer

**6.a) F. Maika, Corporate Communications Officer
Re: Communications Plan and Verbal Update**

A staff report and verbal update from Frances Maika, Corporate Communications Officer regarding the draft RDKB Communications Plan was presented.

349-19 Moved: Director Cacchioni Seconded: Director Dunsdon

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve the draft 2019-2020 Communications Plan.

Carried.

7. Communications (Information Only)

- 7.a) Agricultural Land Commission (ALC)-July 19/19
Re: Subdivision Brown Creek Road-Electoral Area D/Rural Grand Forks (Whitetail Farm)**
- 7.b) Agricultural Land Commission (ALC)-July 23/19
Re: Subdivision Fiva Creek Road-Electoral Area E/West Boundary-Big White (Rosegarden Holdings Ltd.)**
- 7.c) Agricultural Land Commission (ALC)-Aug. 21/19
Re: Reconsideration Request-Almond Gardens Road Electoral Area D/Rural Grand Forks**
- 7.d) Agricultural Land Commission (ALC)-Aug. 21/19
Re: Subdivision Cancellation Request-Sidney Meadow Road & Sidley Mountain Road-Electoral Area E/West Boundary**
- 7.e) UBCM-July 15/19
Re: 2019 Housing Needs Reports Program-Approval Agreement**
- 7.f) Farm Credit Canada-July 23/19
Re: Rock Creek Farmer's Institute-AgriSpirit Application**
- On March 20, 2019, the RDKB Board of Directors approved assuming the role of Host Agency on behalf of the West Boundary Community Services Co-op for the submission of a grant application for \$25,000 for Fibre Optic Internet connection, storage and

display units at the Rock Creek Community Hub. Farm Credit Canada has advised that the application has been denied.

350-19 Moved: Director Grieve Seconded: Director McGregor

Corporate Vote Unweighted

That Communications (Information Only) Items 7a) - 7f) be received.

Carried.

8. Reports

8.a) Monthly Cheque Register Summary-July 2019

Director Cacchioni, Finance Liaison

The Cheque Register Summary for the month of July 2019 was presented.

351-19 Moved: Director Cacchioni Seconded: Director Dunsdon

Corporate Vote Unweighted

That the Cheque Register Summary for the month of July 2019 in the amount of \$749, 611.72 be received.

Carried.

8.b) Adopted RDKB Committee Minutes

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

Boundary Community Development Committee (July 3/19) and Beaver Valley Regional Parks and Regional Trails Committee (June 11/19).

352-19 Moved: Director McGregor Seconded: Alternate Director Parkinson

Corporate Vote Unweighted

That the following minutes of RDKB Committee meetings as adopted by the respective Committees be received:

Boundary Community Development Committee (July 3/19) and Beaver Valley Regional Parks and Regional Trails Committee (June 11/19).

Carried.

8.c) Draft RDKB Electoral Area Advisory Planning Commission Minutes

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

Electoral Area A (Aug. 6/19), Electoral Area C/Christina Lake (Aug. 6/19) and Electoral Area E/West Boundary-Big White (Aug.6/19).

353-19 Moved: Director Grieve Seconded: Director McGregor

Corporate Vote Unweighted

That the following draft minutes of the RDKB Advisory Planning Commission meetings held during August 2019 be received:

Electoral Area A (Aug. 6/19), Electoral Area B/Lower Columbia-Old Glory (Aug. 6/19) and Electoral Area C/Christina Lake (Aug. 6/19).

Carried.

9. Committee Recommendations to Board of Directors

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

9.a) East End Services Committee - July 16/19**Re: BC Transit Annual Operating Agreement**

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

BC Transit Annual Operating Agreement

354-19 Moved: Director Grieve Seconded: Director Cacchioni

Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors approves the Annual Operating Agreement with British Columbia Transit commencing April 1, 2019 and expiring March 31, 2020 in the amounts of \$1,037,358 for Conventional Transit Service, \$118,636 Custom Transit Service and \$71,595 Boundary Para Transit for a total annual cost of \$1,227,589. **FURTHER** that the Board of Directors approves the authorized RDKB signatories to execute the Agreement.

Carried.

9.b) Boundary Community Development Committee - Aug. 7/19

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

Boundary Integrated Watershed Governance Structure-TOR

355-19 Moved: Director McGregor Seconded: Director Dunsdon

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors direct staff to amend the Community Advisory Committees Terms of Reference approved on February 14, 2018 by removing references and sections pertaining to the Kettle River Watershed Authority Committee. **FURTHER** that the Board approve the *Kettle River Watershed Advisory Council Terms of Reference* as presented to the Board on August 29, 2019.

Carried.

10. Board Appointments Updates

10.a) Southern Interior Development Initiative Trust (S.I.D.I.T.) - Director McGregor

There is not any new business to report on.

B.C. Rural Centre/Southern Interior Beetle Action Coalition (S.I.B.A.C.) - Director McGregor

There has not been any recent activity.

10.b) Okanagan Film Commission - Director Gee

The next meeting will be held in September. Director Gee shared information taken from an economic impact study completed in Kelowna that illustrates the effect film and the arts have on community economic development and employment.

10.c) Boundary Weed Stakeholders Committee - Director Gee

Director Gee advised she toured Electoral Area D/Rural Grand Forks and E/West Boundary with B. Stewart, Boundary Invasive Plant Coordinator. She noted that the area is overrun with invasive plants, residents have concerns and she explained the challenges with controlling spreading. The Boundary Invasive Weed Committee is requesting the RDKB to consider enforcement tools.

10.d) Columbia River Treaty Local Government Committee (CRT LGC)-Director Worley and Director Langman

A report will be provided at a future meeting.

10.e) Columbia Basin Regional Advisory Committee (CBRAC) - Director Worley

A report will be provided at a future meeting.

10.f) West Kootenay Regional Transit Committee-Directors Cacchioni and Worley, Alternate Director Parkinson

Director Cacchioni noted that the transit study is progressing. He thanked the other members of the Transit Committee and Director Grieve, Director Electoral Area A and the East End Services Committee for their support and consideration of this matter.

10.g) Kootenay Booth - Director Langman

A report will be provided at a future meeting.

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

A report will be provided at a future meeting.

10.i) Chair's Update - Chair Russell

The Chair provided an update and the timelines respecting the CAO Performance Evaluation process and he encouraged all Board members to participate.

11. New Business

11.a) D. Derby, Regional Fire Chief

Re: UBCM CEPF-Volunteer & Composite Fire Departments Equipment & Training

A staff report from Dan Derby, Regional Fire Chief regarding a UBCM Community Emergency Preparedness Fund (CEPF) Volunteer and Composite Fire Departments Equipment and Training grant application was presented.

Moved: Director Walsh Seconded: Alternate Director Parkinson

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve the submission of an application for the UBCM Community Emergency Preparedness Fund (CEPF) Volunteer and Composite Fire Departments Equipment and Training grant that would assist with costs for projects at Kootenay Boundary Regional Fire Rescue, Christina Lake Fire Rescue, Big White Fire Department and the Beaverdell Volunteer Fire Department with willingness to provide overall grant management by the Regional Fire Chief.

356-19 Moved: Director Gee Seconded: Director Dunsdon

Corporate Vote Weighted

That the motion be amended to include: **FURTHER** that the Beaverdell Volunteer Fire Department UBCM CEPF grant application be increased from \$23,156.64 to \$25,000 increasing the number of turnout gear units from 9 units to 10 with the additional cost including taxes, disbursed from the Beaverdell Volunteer Fire Department Service budget.

Carried.

Voting on the original motion as amended - Carried.

11.b) J. Dougall, General Manager of Environmental Services
Re: ICI Packaging and Printed Paper Material

A staff report from Janine Dougall, General Manager of Environmental Services presenting a request received from the Thompson-Nicola Regional District for the RDKB to consider being a signatory to a letter to Minister Heyman requesting Packaging and Printed Paper (PPP) from the Industrial, Commercial and Institutional (ICI) sector be added to the Recycling Regulation. The objective of the letter is to convince the Province to amend the regulation to create a single recycling program in the province for all PPP.

357-19 Moved: Director McGregor Seconded: Director Morel

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary support the Thompson-Nicola Regional District and authorize the Chair, Roly Russell, to be a signatory to a letter to The Honourable George Heyman, Minister of Environment and Climate Change Strategy that requests an amendment to the Recycling Regulation to include Packaging and Printed Paper from the Industrial, Commercial, and Institutional sector.

Carried.

11.c) B. Champlin, Manager of Building Inspection Services
Re: Energy Step Code Discussion Paper

A staff report from Brian Champlin, Manager of Building Inspection Services regarding the Energy Step Code Discussion Paper was presented.

358-19 Moved: Director Morel Seconded: Director Dunsdon

Corporate Vote Unweighted

That the staff report from Brian Champlin, Manager of Building Inspection Services regarding the Energy Step Code Discussion Paper be received. **FURTHER** that the Board of Directors discuss possible next steps and provide direction to staff.

Carried.

359-19 Moved: Director Morel Seconded: Director Dunsdon

Corporate Vote Unweighted

That for a future meeting, staff prepare a report that provides options for implementing the BC Energy Step Code for new construction that will assist with energy conservation and GHG emission reduction. **FURTHER** that the report also include the impacts each option would have on the RDKB.

Carried.

11.d) J. Chandler, General Manager of Operations/Deputy CAO
Re: Big White Security Services Contract Extension

A staff report from James Chandler, General Manager of Operations/Deputy CAO seeking approval from the Board of Directors for a short-term extension to the Paladin Security contract for the provision of security services at Big White was presented.

360-19 Moved: Director Gee Seconded: Director Dunsdon

Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors approve a temporary extension to the Paladin Security services contract to the end of December 2019, maintained within the existing 2019 annual budget, as per the staff report titled, *Big White Security Services - Paladin Contract Extension*, presented on August 29, 2019.

Carried.

11.e) 2018 and 2019 Applications for Gas Tax Funding
Boundary Transit Service (950) - Electoral Area 'D'/Rural Grand Forks

An application for the disbursement of Electoral Area 'D'/Rural Grand Forks Gas Tax funds to the RDKB Boundary Transit Service (950) was presented.

361-19 Moved: Director McGregor Seconded: Alternate Director Edwards

Recommendation: Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors approve the 2018 and 2019 Gas Tax applications submitted by Staff on behalf of the Boundary Transit Service (950) and the allocation of Gas Tax funding in the amount of \$9,965 in 2018 and \$10,086 in 2019 from Electoral Area 'D'/Rural Grand Forks for the costs associated with leasing transit vehicles.

Carried.

11.f) G. Denkovski, Manager of Infrastructure and Sustainability
Re: Application for Gas Tax Funding- Disc Golf Course
Electoral Area 'D'/Rural Grand Forks

An application for the disbursement of Electoral Area 'D'/Rural Grand Forks Gas Tax funds to Boundary Area Disc Athletic Sports Society for signage and baskets for a new Disc Golf course in Grand Forks, BC was presented.

362-19 Moved: Director Grieve Seconded: Director McGregor

Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors approves the Gas Tax application submitted by the Boundary Area Disc Athletic Sports Society and the allocation of Gas Tax funding in the amount of \$12,508 from Electoral Area 'D'/Rural Grand Forks for the costs associated with supplying signs and baskets for a new disc golf course. **FURTHER** that the Board approves the RDKB signatories to sign and enter into the agreement.

Carried.

11.g) L. Moore, Senior Planner

Re: Front Counter BC Referral - License of Occupation-Electoral Area D/Rural Grand Forks-Northfork Road

A staff report from Liz Moore, Senior Planner regarding a Front Counter BC referral for a proposed license of occupation for a sand and gravel quarry in Electoral Area 'D'/Rural Grand Forks, north of Grand Forks was presented.

A further letter of concern from representatives of the Grand Forks Cycling Club, addressed to the Ministry of Energy, Mines and Petroleum Resources, was added.

This referral was deferred at the July 25, 2019 Board of Directors meeting to the August 29, 2019 meeting to allow more input from the public to be included in this report (a petition and several letters from property owners are attached).

363-19 Moved: Director McGregor Seconded: Director Morel

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors direct staff to forward this staff report 'Front Counter Referral – Interoute Construction Ltd - License of Occupation – Aggregate and Quarry Materials,' dated August 29, 2019, which includes the Electoral Area 'D'/Rural Grand Forks Advisory Planning Commission comments and concerns as well as a petition to the Ministry Of Energy, Mines & Petroleum Resources, and letters from property owners, to Front Counter BC for consideration. **FURTHER** that the Province be requested to address the comments, concerns and petition as well as the impacts of the proposal, in particular around water quality and quantity, as articulated by the residents.

Carried.

11.h) E. Moore, Senior Planner

**Re: Ministry of Transportation and Infrastructure (MOTI) Subdivision
Electoral Area C/Christina Lake**

A staff report from Elizabeth Moore, Senior Planner presenting a referral from the Ministry of Transportation and Infrastructure (MOTI) regarding a subdivision application in Electoral Area C/Christina Lake was presented.

364-19 Moved: Director McGregor Seconded: Director Grieve

Corporate Vote Unweighted

That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed subdivision, for the parcel legally described as Lot 5, Plan KAP2164, DL 750, SDYD, Electoral Area C/Christina Lake, be received.

Carried.

11.i) E. Moore, Senior Planner

**Re: Ministry of Transportation and Infrastructure (MOTI) Subdivision
Electoral Area E/West Boundary**

A staff report from Elizabeth Moore, Senior Planner presenting a referral from the Ministry of Transportation and Infrastructure (MOTI) regarding a subdivision application in Electoral Area E/West Boundary was presented.

365-19 Moved: Director McGregor Seconded: Director Grieve

Corporate Vote Unweighted

That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed subdivision, for the parcels legally described as Lot 1, Plan KAP33058, DL 1052, SDYD, Electoral Area E/West Boundary, be received.

Carried.

11.j) E. Moore, Senior Planner

**Re: Ministry of Transportation and Infrastructure (MOTI) Subdivision
Electoral Area A**

A staff report from Elizabeth Moore, Senior Planner regarding a referral from the Ministry of Transportation and Infrastructure (MOTI) for a proposed subdivision application in Electoral Area A was presented.

366-19 Moved: Moved Director Grieve Seconded: Director McGregor

Corporate Vote Unweighted

That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed subdivision, for the parcels legally described as Lot 107 & 108, Plan NEP785B, DL 1236, KD, Electoral Area 'A', be received.

Carried.

11.k) E. Moore, Senior Planner

**Re: Ministry of Transportation and Infrastructure (MOTI) Subdivision
Electoral Area C/Christina Lake**

A staff report from Elizabeth Moore, Senior Planner regarding a referral from the Ministry of Transportation and Infrastructure (MOTI) for a proposed subdivision application in Electoral Area C/Christina Lake was presented.

367-19 Moved: Director McGregor Seconded: Director Grieve

Corporate Vote Unweighted

That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed subdivision, for the parcels legally described as Lot 2, Plan KAP51313 & Lot 11, KAP31906, DL 4037s, SDYD, Electoral Area 'C/Christina Lake, be received.

Carried.

11.l) E. Moore, Senior Planner

**Re: Ministry of Transportation and Infrastructure (MOTI) Subdivision -
Electoral Area E/West Boundary**

A staff report from Elizabeth Moore, Senior Planner regarding a referral from the Ministry of Transportation and Infrastructure (MOTI) for a proposed subdivision application in Electoral Area E/West Boundary was presented.

368-19 Moved: Director Gee Seconded: Director Grieve

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors recommends to the Ministry of Transportation and Infrastructure that the proposed subdivision of Lots 61 and 61A, Plan KAP378, DL 683, SDYD, Electoral Area E/West Boundary, require approval of the Agricultural Land Commission prior to proceeding.

Carried.

11.m) E. Moore, Senior Planner**Re: Agricultural Land Commission (ALC) Subdivision - Electoral Area A**

A staff report from Elizabeth Moore, Senior Planner regarding a referral from the Agricultural Land Commission (ALC) for a proposed subdivision application in Electoral Area A was presented.

369-19 Moved: Director Grieve Seconded: Director McGregor

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors directs staff to forward, with a recommendation of support, the Agricultural Land Commission application for subdivision submitted by Peter Muirhead, Muirhead Land Development Solutions Ltd., on behalf of Ben and Tersia De Jager for the properties legally described as Plan NEPX66, Sublot 17 & Lot A, Plan NEP7089, Twp 7A, KD, Electoral Area 'A'.

Carried.

11.n) E. Moore, Senior Planner**Re: Application for Development Permit - Electoral Area E/West Boundary**

A staff report from Elizabeth Moore, Senior Planner regarding an application for a Development Permit to construct a single family dwelling in Mount Baldy, Electoral Area E/West Boundary was presented.

370-19 Moved: Director Gee Seconded: Alternate Director Edwards

Corporate Vote Unweighted

That the staff report regarding the Development Permit application submitted by Joanne Sparrow and Jeff Fletcher to construct a single family dwelling on the parcel legally described as Lot 9, Plan KAP82817, DL 100s, SDYD, Electoral Area 'E'/West Boundary, be received.

Carried.

11.o) E. Moore, Senior Planner**Re: Application for Development Permit - Electoral Area C/Christina Lake**

A staff report from Elizabeth Moore, Senior Planner regarding an application for a Development Permit to construct a single family dwelling on waterfront property at Electoral Area C/Christina Lake was presented.

371-19 Moved: Director McGregor Seconded: Director Grieve

Corporate Vote Unweighted

That the staff report regarding the Development Permit application submitted by James Lauriente and Lori Lauriente to construct a single family dwelling in the Environmentally Sensitive Waterfront Development Permit area, on the parcel legally described as Lot 1, Plan KAP7440, DL 1021s, SDYD, Electoral Area 'C'/Christina Lake, be received.

Carried.

11.p) E. Moore, Senior Planner

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

A staff report from Elizabeth Moore, Senior Planner regarding an application for a Development Variance Permit for the construction of a single family dwelling, including a variance to the rear parcel line setback in Electoral Area C/Christina Lake was presented.

372-19 Moved: Director McGregor Seconded: Director Grieve

Stakeholder Vote (Electoral Area Directors) Unweighted

That the Regional District of Kootenay Boundary Board of Directors approves the Development Variance Permit application submitted by Wendy Jenson and Patrick Shaw to allow for a variance of the rear parcel line setback from 7.5 m to 6.5 m – a variance of 1 m to construct a single family dwelling on the parcel legally described Parcel A, Block 8, Plan KAP8, DL 268, SDYD, Electoral Area C/Christina Lake.

Carried.

GIA-as of Aug. 22/19

373-19 Moved: Director Grieve Seconded: Director McGregor

Stakeholder Vote (Electoral Area Directors) Unweighted

That the following grants-in-aid be approved:

1. Rally in the Beaver Valley 2019 – Sanctuary for Kids – Electoral Area 'A' - \$250
2. Rally in the Beaver Valley 2019 – Wins Transition House – Electoral Area 'A' - \$250
3. Rally in the Beaver Valley 2019 – Sanctuary for Kids – Electoral Area 'B'/Lower Columbia-Old Glory - \$250
4. Rally in the Beaver Valley 2019 – Wins Transition House – Electoral Area 'B'/Lower Columbia-Old Glory - \$250
5. Christina Gateway Community Development Association -Christina Lake Pickle Ball Club Picklepalooza – Electoral Area 'C'/Christina Lake - \$2,725
6. Christina Lake Arts and Artisans Society – Concerts, Classes and Workshops – Electoral Area 'C'/Christina Lake - \$1,000
7. Christina Lake Community Association – Christina Lake Community Hall Non-Profit Group Rentals – Electoral Area 'C'/Christina Lake - \$1,500

8. Christina Lake Tourism Society – Hiring Students – Electoral Area 'C'/Christina Lake - \$1,662
9. Cops for Kids – Electoral Area 'C'/Christina Lake - \$1,000
10. Grand Forks Search & Rescue – Training – Electoral Area 'C'/Christina Lake - \$500
11. Boundary Peace Initiative - Seed Funds (Rent, Equipment, etc.) - Electoral Area 'D'/Rural Grand Forks - \$1,000
12. Grand Forks Curling Club – Building Security Enhancement - Electoral Area 'D'/Rural Grand Forks - \$1,550
13. Grand Forks Senior Society Branch 68 – Replace Inventory (Stacking Chairs) - Electoral Area 'D'/Rural Grand Forks - \$3,000
14. Kettle Valley Food Co-op – Harvest Festival – Electoral Area 'D'/Rural Grand Forks - \$500
15. Big White Mountain Community Development Association – Meet Your Neighbours Event - Electoral Area 'E'/West Boundary-Big White-\$2,000

Carried.

12. Bylaws

There were no bylaws to consider.

13. Late (Emergent) Items

13.a) Ministry of Municipal Affairs and Housing-Aug. 28/19

Re: Investing in Canada Infrastructure Program (ICIP)-Environmental Quality-Christina Lake Water Utility Install Secondary Treatment

13.b) Ministry of Municipal Affairs and Housing-Aug. 28/19

Re: Investing in Canada Infrastructure Program (ICIP)-Environmental Quality-Columbia Pollution Control Centre Upgrade to Secondary Treatment

374-19 Moved: Director McGregor Seconded: Director Walsh

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors receive the letters from the Ministry of Municipal Affairs and Housing, dated August 28, 2019 advising that the applications for Investing in Canada Infrastructure Program funding, submitted for the Columbia Pollution Control Centre Upgrade to Secondary Treatment and the Christina Lake Water Utility Install Secondary Treatment projects, were not accepted.

Carried.

Discussion of Items for Future Meetings

- Rescheduling the date of the October 31st, 2019 Board meeting.

Question Period for Public and Media

A question period was not required.

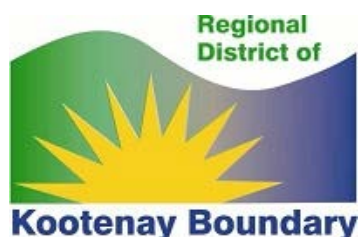
Closed Meeting

A closed meeting was not necessary.

Adjournment

There being no further business to discuss, the meeting was adjourned (time: 7:24 p.m.)

TL

**STAFF REPORT**

Date: September 11, 2019
To: Chair Russell and Members of the RDKB Board of Directors
From: Theresa Lenardon, Manager of Corporate Administration/Corporate Officer
Re: 2019 General Government (Administration) (001) Service Workplan Update Report

File ADMN-2019 Workplans

Issue Introduction

The purpose of this report is to provide an update on the 2019 General Government (Administration) (001) Service Workplan. The (001) Service includes: Information Services, Finance, Corporate Communications and Administration.

History/Background Factors

The RDKB Service Workplans are developed by RDKB Managers during the annual budgeting process. The Workplans are presented to the RDKB Board of Directors and Board Committees during the aforementioned process and at some point prior to the adoption of the RDKB Five Year Financial Plan (by the end of March). Staff are required to provide updates on the Workplan projects in May, September, November and January. Environmental Services, Protective Services (Emergency Preparedness) and Finance Workplan reports are provided directly to the Board of Directors while Workplans for the remaining RDKB services are submitted to the individual Board Committees.

2019 General Government (001) Workplan – September 2019 Update

Service Name	Project	Budget	Status
Corp Admn – CAO	Big White Governance Review/	N/A – Request for Provincial funding to complete work	In August, Ministry staff submitted a formal request to the Minister to support and fund the project. It is anticipated that the minister will respond in September. After consultation with RDKB CAO, Ministry staff submitted a request for \$30,000 in Ministry funding to support the project. The CAO is currently working with Ministry staff in the development of terms of reference for the project. The CAO and Director Gee have a scheduled meeting with Big White Resort senior management on September 30 th to discuss the project
Corp. Admn.-CAO	Boundary Economic Development Service Review	N/A-Human Resources Only	Following service review work completed in 2018, bylaws were drafted and approved by both the Board and the Ministry to establish two new economic development services in the Boundary (an Electoral Area 'E'/West Boundary

Page 1 of 5
Staff Report-2019 General Gov. Workplan Update
RDKB Board of Directors-May 23, 2019

Service Name	Project	Budget	Status
Corp. Admn.-CAO	Boundary Economic Development Service Review Con't.		service; and a shared City of Grand Forks – Electoral Area 'D'/Rural Grand Forks Service). Also, the Boundary Economic Development Service was amended to include Electoral Area 'C'/Christina Lake as a service participant.
Corp. Admn.-Corp. Officer	Freedom of Information Protection of Privacy	N/A-Human resources only	<p>Draft table listing typical RDKB records & identifying which are routinely released & which are subject to FoIPPA review has been drafted, was sent to RDKB Solicitors and has just been sent back to staff for implementation of some edits based on Solicitor review.</p> <p>RDKB FOI Bylaw currently under legislative review to ensure compliance & general review for possible edits to modernize the Bylaw. It has been referred to our Solicitors for input & accuracy.</p> <p>FoIPPA table, bylaw, solicitor opinions & other guidelines will be presented to staff & the Board Oct.-Nov./19</p>
Corp. Admn.-Corp. Officer	Procedure Bylaw Rewrite	N/A-Human resources only	<p>Draft rewrite of current Procedure Bylaw was presented to P&P Committee May 8/19. Committee approved, & recommended Board also approve, clerical & streamlining edits. On June 27, the Board approved these edits & also approved adding consent agenda to Order of Business, keeping Public Notice Posting Places in definitions & no recording of name of Mover & Seconder.</p> <p>Draft Procedure Bylaw has been updated with P&P Committee's May 8 & Board's June 27 edits. Revised bylaw presented to P&P Committee on Sept. 11. Committee requested several other changes to Parts: 3 (Agendas), 4 (Meeting notices & agenda delivery)& Part 5 (electronic meetings) and referred bylaw back to staff to make changes. Further work with P&P Committee will continue through Oct./19. Possible completion and adoption of revised proposed bylaw Nov.-Dec./19.</p>
Corp. Admn./Corp. Officer	Electronic & Paper Records Management	<p>\$1,500-\$2,000 for lateral filing cabinet</p> <p>Actual Cost: \$1,290.</p>	<p>Ongoing.</p> <p>Continue to organize paper filing and creating new space in lateral cabinet for filing contracts, agreements, leases.</p> <p>Reviewing & recording expiry dates for end of contract/agreement term(s).</p>

Service Name	Project	Budget	Status
Corp. Admn./Corp. Officer	Electronic & Paper Records Management Con't.		Adding LGMA subject-matter file extension numbers to agreements and contracts both paper folders and electronic. Begin to organize 2019 Archive records & files. This work will continue through to Fall 2019 and beyond into 2020.
Corp. Admn./Corp. Officer	Continuation of Property Transfer-Grand Forks Rural Fire halls	Solicitor fees Total to date: Approximately \$2,000 (Amount of Remaining fees undetermined). Legal work will continue through most of 2019.	Ongoing Staff continue to work with RDKB Solicitors by answering inquiries re. timelines, gathering and organizing background records from RDKB files, compiling communications from private landowners' lawyers, & following up with communications to landowners regarding statutory leases favouring Grand Forks Rural Fire Protection District. The RDKB Solicitors are currently responding to lawyers for owners of 1 of the 4 Grand Forks Rural Fire Hall properties and are working to justify that the property is used as a fire hall/for fire hall purposes as per the Lease which first term, subject to option to renew, expires Nov. 2077.
Finance-GM	Asset Management		Asset Management is ongoing. We have grant funding from FCM for \$50,000 for a project that completed in July 2019. Asset data collection has been completed at a high level in some areas with the remainder of the services expected to be completed by December 2019. We are currently reviewing the next stage in asset management and will provide additional information to the Board at a future meeting.
Information Services	Board Room Audiovisual Communications Technology Refresh	To date: \$2,200 2018-2019. Some additional professional services may be required for integration into existing Crestron system. \$30,000-hopefully less in 2019	Testing & integration continues with Meeting Owl video conferencing units. RDKB is attempting to use this technology in a way that falls slightly outside of their design specifications presenting some challenges that need to be overcome. RFP for replacement of delegate microphone system in Grand Forks Board room published later in September.
Information Services	Infrastructure Handoff to Network Infrastructure Analyst (NIA)	USD \$1,499 for training in 2019.	Ongoing. Current NIA largely self-sufficient now & has executed few significant upgrades without supervision. He continues to consume

Service Name	Project	Budget	Status
Information Services	Infrastructure Handoff to Network Infrastructure Analyst (NIA) Con't.	USD \$1,499 for training in 2019	theoretical training and practical skills improve weekly.
Information Services	Document Management System	\$3,500 to license in 2018-22% annually for maintenance	Private Cloud document management system called LogicalDoc has been published against URL: http://files.rdkb.com as of Aug./19 mainly intended to replace file share where Emergency Operations Centre documentation was stored, but RDKB service is eligible for using it. Several services already expressed specific interest and usage case reviews in progress. .
Information Services	CityView Upgrade	\$0 in 2019 Annual maintenance ongoing.	Configuration professional services continue with Harris Computing in consultation with Building Inspection staff. Testing system should be in place by Oct./19 with live cutover sometime in Q1 2020.
Corporate Communications	Corporate Communications Plan	\$350-Cascade Strategy planning & execution software.	Completed & approved by Board. Board to be updated on progress quarterly & new projects added to Plan.
Corporate Communications	Website Redesign	\$25,000-all but \$5,000 paid out.	Home page & two tiers of page templates drafted & under review by Communications group-website group. Programming underway late summer 2019. Anticipate beta site launch fall 2019.
Corporate Communications	Emergency Communications Plan	N/A-Staff Resources only	Draft completed & to Emergency Program Manager for review.
Corporate Communications	Implementation of Online Engagement Platform	Implementation of Online Engagement Platform	Platform implemented. Projects added monthly. Over 1400 visits to date & about 200 residents registered on the site. Ongoing staff training to take on Project Administrator role for various community engagement processes. Goas is to double number of registrations to about 400 by end of the third quarter.

Advancement of Strategic Planning Goals

We will review and measure service performance and we will continue to focus on good management and governance.

Background Information Provided

1. 2019 General Government Service (Administration) (001) Workplan

Alternatives

1. That the RDKB Board of Directors receive the report.

Page 4 of 5
Staff Report-2019 General Gov. Workplan Update
RDKB Board of Directors-May 23, 2019

2. That the RDKB Board of Directors not receive the report and refer back to staff for further review.

Recommendation(s)

That the Regional District of Kootenay Boundary Board of Directors receives the staff report titled "2019 General Government (001) Service Workplan September 2019 Update Report" as presented on September 19, 2019.



General Government Services (Administration)

2019 Work Plan



2019

Mark Andison,
Chief Administrative Officer



General Government Services (Administration)

2019 Work Plan

Service Name: General Government Services

Service Number: 001

Committee Having Jurisdiction: Board

General Manager/Manager Responsible:
Mark Andison, CAO

Description of Service:

This service provides legislative and administrative support to the Board.

The legislative of the service include:

1. Provision of broad legislative, legal and administrative support to the overall Board (001) and RDKB staff
2. Regional Districts must establish Statutory Officer positions (LGA 234 (1) (a)), including a position to manage legislative/corporate services
3. Corporate obligations are similar to those of a "clerk" and which are legislatively required for this position include the following powers, duties and functions:
 - a. ensure meeting agendas and minutes are prepared
 - b. keeping bylaws
 - c. acts as Commissioner for taking Oaths and Affidavits
 - d. certifying documents and custody of the Corporate Seal
 - e. processes and manages official documents related to land transactions and property transfers
 - f. conflict of interest and ethics

- g. legal matters
- h. Freedom of Information Protection of Privacy Officer, and
- i. Paper and Electronic Records Management

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

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

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

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

Establishing Authority:

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

Requisition Limit:

Not Applicable

2018 Requisition / Budgeted Expenditures / Actual Expenditures:

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

Regulatory or Administrative Bylaws:

RDKB Procedure Bylaw No. 1616, 2016

Service Area Map



Service Area / Participants:

All Electoral Areas and Municipalities within the Regional District

Service Levels

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

16. AKBLG and UBCM Resolutions.

17. Oversees, manages and is first point of contact for employees regarding the RDKB Employee and Family Assistance Program (EFAP).

Human Resources:

Administration:

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

Finance:

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

Information Technology:

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

2018 Accomplishments:

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

- Ongoing communications and media relations in support of day-to-day operations and emergency operations;
- Work toward the development of a the Corporate Communications Plan to provide a roadmap for communications activities over the coming years;
- Work with Information Services to redesign and rebuild the RDKB website;

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

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

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

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

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

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

Significant Issues and Trends:

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

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

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

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

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

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

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

2019 Projects:

Project: Asset Management

Project Description:

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

Project Timelines and Milestones:

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

Project Risk Factors:

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

Internal Resource Requirements:

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

Estimated Cost and Identified Financial Sources:

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

Relationship to Board Priorities:

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

Project: Big White Governance Review

Project Description:

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

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

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

Project Timelines and Milestones:

Through 2019

Project Risk Factors:

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

Internal Resource Requirements:

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

Estimated Cost and Identified Financial Sources:

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

Relationship to Board Priorities:

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

Project: Boundary Economic Development Service Review

Project Description:

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

Project Timelines and Milestones:

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

Project Risk Factors:

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

Internal Resource Requirements:

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

Estimated Cost and Identified Financial Sources:

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

Relationship to Board Priorities:

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

Project: Completion of Corporate Communications Plan

Project Description:

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

Project Timelines and Milestones:

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

Project Risk Factors:

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

Internal Resource Requirements:

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

Estimated Cost and Identified Financial Sources:

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

Relationship to Board Priorities:

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

Project: Board Room Audiovisual Communications Technology Refresh

Project Description:

The audiovisual (AV) technology in the Grand Forks and Trail Board rooms is due for a capital refresh. Administration has assembled a focus group of stakeholder users of the AV systems in order to identify strengths and deficiencies of the existing systems with the objective of designing in any features the users would like to have as part of the capital refresh.

Project Timelines and Milestones:

September 2018 – July 2019

Project Risk Factors:

As always, RDKB has relatively limited access to technology integrators, which in turn limits viable technical options. Cost overruns are also always a possible consequence of the relative remoteness of RDKB facilities from larger markets.

Use of non-domestic Cloud based services, like a video conferencing subscription service, poses a risk with respect to FIPPA compliance, so any such use needs to be handled with some care and attention to mitigate the RDKB's exposure to that risk.

Use of non-domestic Cloud based services, like a video conferencing subscription service, poses a risk with respect to FIPPA compliance, so any such use needs to be handled with some care and attention to mitigate the RDKB's exposure to that risk.

Internal Resource Requirements:

Information Technology will be responsible for acquiring the services of an audio visual integrator, providing specifications and assisting the integration contractor with implementation details.

Estimated Cost and Identified Financial Sources:

Until the system requirements have been defined by the focus group, the cost of this project can't be clearly defined. However, some preliminary proposals that provide some industry standard functionality suggest this project will be somewhere in the \$140,000-190,000 range for both rooms.

Relationship to Board Priorities:

Improved communications capacity in the Boardrooms of course provides more options for conducting Board, staff and community group collaborative functions.

Project: Infrastructure Handoff

Project Description:

With the hiring of a dedicated Network Infrastructure Analyst (NIA) comes a period of several months during which responsibility for various sections of infrastructure will be incrementally handed off to the NIA. This project will be ongoing for most of 2019, but the current NIA is proving an adept learner and has significantly improved the capacity of Information Technology to bolster infrastructure. By the end of 2019, he will have touched virtually every IT subsystem the RDKB runs and will be almost entirely self-sufficient.

Project Timelines and Milestones:

September 2017 – December 2019

Project Risk Factors:

As infrastructure is handed off, any training deficiencies in the NIA will become clearer and can then be addressed in a training plan.

Internal Resource Requirements:

This is mostly an intra-departmental project but will involve all members of the Information Technology (IT) team. This change also somewhat affects primary services like GIS and Finance, who tend to have a closer technical relationship with IT.

Estimated Cost and Identified Financial Sources:

Minimal financial impact. If any, only some vendor training to bridge any training gaps for the NIA. Estimated training costs for 2018 are around \$3000, with perhaps slightly more planned for 2019 as the NIA's training requirements become more specialized.

Relationship to Board Priorities:

Handing off infrastructure to a dedicated NIA greatly improves the capacity of IT to deliver technological innovation in the primary services so that they operate more efficiently.

Project: Document Management System

Project Description:

Implementation of corporate document management strategy.

Project Timelines and Milestones:

The basic framework for a DMS is in place, so the next phase over 2019 is to establish a pilot project on a very limited scale to prove the concept.

Project Risk Factors:

As of this writing, the business problem hasn't been fully defined, which is a risk to any project. There's always a risk of scope creep and inconsistent buy in from stakeholders. Mitigating these risks is the function of the project champion. As always, there's also the risk of cost overruns and underestimation of IT cycles required for new software systems to succeed.

Internal Resource Requirements:

IT will work in close consultation with a primary service manager and their staff to define a DMS life cycle.

Estimated Cost and Identified Financial Sources:

The basic infrastructure for a corporate DMS is in place, so additional costs might include expanded licensing for software and possibly some consulting hours.

Relationship to Board Priorities:

DMS supports primary services allowing them to operate more efficiently.

Project: CityView Upgrade

Project Description:

Update of the 2006 era Building Inspection (BI) software called CityView with the latest version of CityView.

Project Timelines and Milestones:

Specifying and configuring a new BI software suite will encompass enterprise considerations, so may take much of 2019. At this time, the scope and schedule of the Building Inspection module replacement project has been defined such that a fully operational, modern Building Inspection service should be in place by Q2 of 2019. However, CityView 2018 is a full-featured municipal software suite, so implementing further modules for other administrative functions like bylaw enforcement and development permit management is the logical next phase of this project to more fully leverage the core investment and diversify costs.

Project Risk Factors:

There's always a risk of scope creep and inconsistent buy in from stakeholders. Mitigating these risks is the function of the project champion. As always, there's also the risk of cost overruns and underestimation of IT cycles required for new software systems to succeed.

Internal Resource Requirements:

IT will work in close consultation with Building Inspection staff and management to ensure implementation meets the needs of the department.

Relationship to Board Priorities:

New software will permit BI staff to operate more efficiently and mitigates the risk of running outdated software. As more CityView modules put into service, other Administration functions will operate more efficiently.

Project: Completion of rdkb.com Website Redesign

Project Description:

rdkb.com is being redesigned from the ground up with a modern version of the Content Management software.

Project Timelines and Milestones:

This work is ongoing and represents a significant effort on behalf of the Web Analyst and now also the Corporate Communications Officer (CCO). At this time, the CCO is hiring a contractor specializing in user experience (UX) design to develop a process to ensure staff, the Board and external website users are engaged in site design and navigation. As the contractor completes the engagement process and provides navigation and web page templates, the Web Analyst will execute the necessary changes. The contractor will also design a website evaluation and measurement process so the website can be adjusted and improved through 2019.

Project Risk Factors:

Delays due to spikes in workload of Web analyst who also provides Help Desk services.

Internal Resource Requirements:

IT and the CCO will work in close consultation with all internal RDKB stakeholders to ensure content on the new site is relevant and fresh.

Estimated Cost and Identified Financial Sources:

The services of consultants have been enlisted to help with branding and best practice principles, so far with minimal cost. Additional funding will be required in 2019 for further consulting services.

Relationship to Board Priorities:

Site redesign keeps rdkb.com fresh and relevant and better suited for mobile device use, thereby enhancing public communications.

Project: Emergency Communications Plan
(also included in 012 – Emergency Preparedness Service Workplan)

Project Description:

Many aspects of the response to the Rock Creek and Stickpin wildland interface fires of 2015 were very successful. However, one of the significant after action items that was recommended from these events was the development of an enhanced Emergency Communications Plan (ECP). Development of this plan would greatly assist RDKB staff in enabling best-management practices in regards to both internal and external communications during a major emergency event.

The development of an Emergency Communications Plan will also explore options for an Emergency Alerting System for residents and businesses such as is used in neighbouring regional districts.



Project Timelines and Milestones:

To be completed concurrently with #1 above, the review of the Regional Emergency Plan. The ECP would exist as a separate and stand-alone document from the Regional Emergency Plan itself.

Project Risk Factors:

The project timeline is dependent upon the workload of the Manager of Emergency Programs (such as through the spring freshet season). The amount of time that the Corporate Communications Officer can dedicate to this project could affect the timelines of this project.

Internal Resource Requirements:

This project will be a joint effort between the Manager of Emergency Programs and the Corporate Communications Officer. Effort will be required by the Fire & Emergency Services Administrative Assistant to help format, reproduce and disseminate the updated plan.

Estimated Cost and Identified Financial Sources:

No costs other than RDKB staff time and possible use of RDKB vehicles for meetings.

Relationship to Board Priorities:

It meets the strategic priorities of the RDKB's strategic plan which is "We will continue to focus on good management and governance" & "We will ensure the messages we are delivering within our region are clear and easily understood."

Project: Implementation of Online Engagement Platform - jointheconversation.rdkb.com

Project Description:

Fully integrate the RDKB's online engagement platform (standalone website) with the new RKDB website and incorporate this platform into all RDKB engagement processes in 2019

Project Timelines and Milestones:

In late 2018, the RDKB purchased an online engagement platform called EngagementHQ through provider Bangthetable Canada Ltd. The platform has been populated with RDKB content and two pilot engagement projects are now underway. The Corporate Communications Officer will continue to work with all RDKB departments to ensure other projects and initiatives take advantage of the new platform so that the RDKB can expand its online engagement processes toward engaging with more stakeholders in the region.

Project Risk Factors:

Workload of CCO and other staff and ability to produce adequate content for all projects. Possible increased workloads for CCO and some other staff as more and more stakeholders begin to engage online.

Internal Resource Requirements:

The CCO will work in close consultation with all internal RDKB stakeholders to ensure content on the new site is relevant and fresh. The CCO will include online engagement in any departmental communication plans developed in 2019.

Estimated Cost and Identified Financial Sources:

Cost of renewing the online engagement platform in 2019 is \$12,000, the same rate as 2018. Additional funding will be required in 2020 to pay for a third year of the platform subscription contracted at the same rate if renewed for a third year.

Relationship to Board Priorities:

Online engagement platform is pivotal to enhancing public communications and engagement.

Project: Electronic and Paper Records Management (RDKB Internal Filing Systems)

Project Description:

Records management is part of the RDKB's wide-ranging functions of governance, managing risk and compliance. At this time, this project concerns the filing of electronic records and electronic filing naming conventions only at the RDKB Trail office as well as reorganizing the Administration Department's paper file folders. The project is part of the broader RDKB "document management" work and also includes digitizing some of the RDKB's important historical paper files and creating a records retention schedule. Given the uniqueness of some of the RDKB's services, some departments may continue to file their paper records separately.

Project Timelines and Milestones:

This project will be work in progress for a few years and includes several elements. At this time, it is difficult to determine a date for completion.

Commences February 2019 and continues beyond 2019.

- February 2019 to September 2019 – Begin process to simplify and clean up Electronic Filing on the RDKB Trail office network.
- February 2019 to April 2019 - Reorganize and create additional space for the Administration Department's paper file folders.
- Fall 2019 and beyond: Begin to brainstorm filing naming convention(s).
- Fall 2019 and beyond: Where appropriate, look ahead to organizing other Trail office departmental paper files into the overall organizational file system and begin to identify which current historical paper records should be digitized.
- Research and review a Records Retention Schedule(s).

Project Risk Factors:

This project will require a fairly significant amount of time from Administration and Information Technology Staff. The timelines and milestones targeted for 2019 could possibly be delayed with unforeseen and or other emergent work that may arise.

Internal Resource Requirements:

Manager of Corporate Administration, Manager of Information Services, Executive Assistant and Clerk/Secretary/Receptionist (Administration).

Estimated Cost and Identified Financial Sources:

Approximately \$1,500-\$2,000 for 2 additional lateral filing cabinets for additional space and the reorganization of Administration's general paper file folders and those for all of the organizations' contracts, leases, agreements etc.

Relationship to Board Priorities:

- *RDKB Mission Statement: "...to provide a professional level of governance and advocacy both responsive and accountable to the needs of our regional community:*
 - Records management ensures the RDKB's records of critical historical, legal and fiscal value are organized, identified, easily accessible and preserved resulting in the Board having timely access to information and assisting the Board to be transparent, accountable and open with the public and government.
- *RDKB Strategic Objective: Continue to focus on organizational excellence:*
 - Records Management provides for more efficient and effective management of the organization's documents and reduces costs (e.g. for storage equipment and supplies etc.).

Project: Procedure Bylaw Amendments

Project Description:

The general procedures to be followed by Regional District Boards and Municipal Councils and their respective committees in conducting business must be established by a “procedure” bylaw (S. 225 LGA). The bylaw must specify the details for giving the elected officials and the public notices of meetings and must set out the general meeting procedures. Based on Board direction from 2016, the main objective of this project is to include additional elements to the current procedures and rules for RDKB electronic meetings and to amend the bylaw with some minor “housekeeping” changes. Staff would also like the Board consider other possible revisions to the current RDKB Procedure Bylaw No. 1616 that would make meeting procedures and requirements clearer and more organized.

Project Timelines and Milestones:

Commences February 2019 with completion targeted for fall 2019.

- February 2019 to April 2019 – Staff research bylaw compliance with provincial requirements, research other local government procedure bylaws, complete the “housekeeping” amendments and assemble example bylaws and background materials to present to the Policy and Personnel Committee’s review in March or April.
- May to August 2019 – Upon direction from the P&P Committee and after the Committee’s reviews and discussions, staff continue to work on and present a draft amended procedure bylaw to the Committee.
- September 2019: Final P&P Committee review with recommendation to distribute to Directors for comments.
- October 2019: Present revised Procedure Bylaw to the Board of Directors for First, Second and Third Readings and Adoption.

Project Risk Factors:

This project will require a significant amount of research and preparation from the Manager of Corporate Administration/Corporate Officer. The milestones and completion of the project will depend largely on the discussions and decisions of the Board. It is Staff’s goal to do what it takes to complete this project in 2019.

Internal Resource Requirements:

Manager of Corporate Administration

Estimated Cost and Identified Financial Sources:

- Administration human resources.
- At this time, it does not appear that any financial resources will be required.

Relationship to Board Priorities:

- In 2016, the Board directed staff to begin work on policies and procedures for electronic meetings and to provide the Board with options for developing a framework for in-person attendance at

Committee and Board meetings and participation by the public and applicants in electronic meetings.

- A local government procedure bylaw is a legislative requirement and as such, most of the revisions must comply with the *Local Government Act*. Those sections that are additional to the required content should be reviewed every few years to ensure they fit with the present Committee and Board meeting arrangements and procedures and RDKB policies.

Project: Freedom of Information and Protection of Privacy

Project Description:

In BC local governments, the Corporate Officer is usually the *Freedom of Information and Protection of Privacy Act (FOIPPA)* Head or Coordinator. The FOIPPA Head relies heavily on staff from other departments to search, locate and identify the records that are requested. The FOIPPA Head responded to 42 more requests for records in 2018 than in 2017. In 2017, approximately 34 requests for records were managed compared to approximately 76 requests in 2018 (an increase of approximately 124%). To provide better service to those requesting records and to reduce the amount of time for all RDKB staff with their contributions to the process, the RDKB FOIPPA Head needs to undertake some simple staff training that would include the creation of tips and tricks, instruction guides and a list of routinely released documents. The FOIPPA Head also needs to review the RDKB's current FOIPP Bylaw for possible updates and to ensure compliance with the *Act* as well as with RDKB policies.

Project Timelines and Milestones:

Commences March-April 2019 and may take to October-November 2019 and perhaps beyond.

- March-April 2019 create list of routinely released documents and distribute throughout organization.
- June to August 2019 – review and discuss possible necessity of onsite face-to-face staff training (Trail and Grand Forks).
- June to August 2019 Corporate Officer review the current RDKB FOIPPA Bylaw to ensure it fits with RDKB policies such as the *Use of Surveillance Cameras at RDKB Facilities Policy*. Consider presenting possible amendments to the RDKB Freedom of Information and Protection of Privacy Bylaw to the P&P Committee.

Project Risk Factors:

This project will require a significant amount of research and preparation from the Manager of Corporate Administration/Corporate Officer. Currently, with limited resources to assume and assist with other work, the 2019 project timelines and milestones may have to be adjusted.

Internal Resource Requirements:

- Manager of Corporate Administration and some time from the Manager of Information Services.

Estimated Cost and Identified Financial Sources:

- Corporate Officer (time/human resources).
- At this time, it does not appear financial resources will be required.

Relationship to Board Priorities:

1. Local governments have a duty to create, receive and use records as a normal part of conducting business. The manner in which the RDKB manages requests for records and ensures compliance

with the *Freedom of Information and Protection Privacy Act* directly affects the Board's ability to operate efficiently and to remain transparent.

2. RDKB Mission Statement: *"...to provide a professional level of governance and advocacy both responsive and accountable to the needs of our regional community:*

- Ensuring that the current RDKB FOIPP processes and practices provide timely access to requested information assists the Board to be transparent and open with the public.

Project: Continuation of Property Transfers – Grand Forks Rural Firehalls

Regulatory Bylaws and Regulations:

- Provincial Letters Patent-October 16, 1956
- Leases – Commencing November 25, 1978 and expiring November 24, 2077 (99 years)
Option to renew for additional 99 Years
- Order in Council No. 379-September 12, 2013-Revoking the Letters Patent
- RDKB Grand Forks Rural Fire Protection District Service Area Establishment Bylaw No. 1541, 2014

Staff:

Chief Administrative Officer

Manager of Corporate Administration

Clerk, Secretary, Receptionist (Administration)

The Grand Forks Rural Fire Protection District was incorporated by Letters Patent on October 16, 1956. An Order in Council, revoking the Letters Patent was issued to the RDKB on September 12, 2013 and the rights, property and assets of the Grand Forks Rural Fire Protection District were transferred to and vested in the RDKB. The RDKB also assumed the obligations of the Order in Council including Leases with the registered owners. RDKB Bylaw No. 1541 established the RDKB Grand Forks Rural Fire Protection District on January 30, 2014.

There are 4 rural firehalls within the service:

1. Station 1-George Evans Hall (Northfork Road/Grandby Road)
2. Station 2-Carson/Reservoir Road
3. Station 3 Big Y Hall Carson Road
4. Station 4 Nursery Starchuck Road

Work began in January 2017 and in 2019, Staff will continue to work with the RDKB Solicitor. It is difficult to determine when this work will be completed. However, Staff's work will continue throughout 2019.

The process includes entering into four separate Assignment and Landlord Consent Agreements between the RDKB (assignee), the City of Grand Forks (Assignor) and the current registered owners of the four properties (landlords).

Action Items:

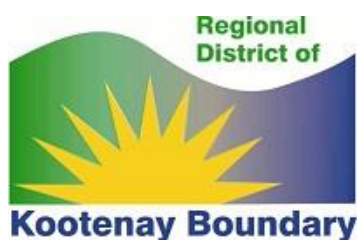
GENERAL ADMINISTRATION			
Initiation Date	Action / Issue	Staff Resources	Comments
Mar. 2018	<u>RCMP:</u> That a meeting be scheduled with the new RCMP Regional Detachment Inspector	Administration Staff	Inspector Tim Olmstead of the Nelson Detachment appeared as a delegation at the February 21, 2019 regular meeting of the Board to discuss a variety of issues.
Mar. 2018	<u>Community Group Use of Fire Halls:</u> That the use of RDKB fire halls by external community groups be referred to the Policy and Personnel Committee for further discussion around the development of a policy that would set out guidelines for the use of the local halls by external community groups and the role of the Regional Fire Chief.	Administration Staff	
May 2018	<u>RDI Research Project:</u> That the RDKB Board of Directors approve the allocation of \$40,000 to the General Gov't/Administration (001) Budget over two years (\$20,000/yr) for the Columbia Basin Rural Development Institute (RDI) – RDI for Local Government Regional Research Project SUBJECT TO approval of equivalent funding commitments from the Regional Districts of Central Kootenay and East Kootenay in return for \$60,000 in direct research support (50% ROI) and joint access to \$25,000 strategic investment (SEED funding) and \$20,000 training and workforce development.	Administration Staff	Funds to be included in 2019 and 2020 budgets. The application to the Rural Dividend Fund was approved for \$500,000 of additional funding. Work with Selkirk College is on-going regarding the implementation of the associated work.
May 2018	<u>Town Hall Meetings:</u> That the Regional District of Kootenay Boundary Board of Directors consider	Administration Staff	On-going

	<p>the following:</p> <p>To revisit the actual purpose and focus of the town hall meetings and determine that they are meeting organizational objectives of the Board of Directors and staff.</p> <p>To determine whether annual town halls are the right tactic for discussing topics in addition to the RDKB financial plan and budget, or whether another process may be required given time constraints of the town halls themselves.</p> <p>To continue to advertise an opportunity for residents to provide online and/or SMS text-based feedback of some kind in the lead up to and following the town halls.</p> <p>To continue using a standard financial . plan/budget presentation with interactive polling for all 2019 town halls, followed by a question and answer session provided audience members indicate a preference for this during live polling.</p> <p>To use topic tables in an open-house format at the outset and again at the end of each of the town halls that are expected to exceed 20 attendees.</p>		
May 2018	<p><u>Town Hall Meetings:</u></p> <p>That the Corporate Communications Officer attend a future Electoral Area Services Committee meeting to discuss the Electoral Areas A-E Town Hall Meetings overall and to present further information on the global cafe</p>		

	style of town hall meeting that was used at 2018 Electoral Area C/Christina Lake. Further, that after review of this matter by the Electoral Area Services Committee, that it be referred to the overall Board of Directors for further discussion.		
Sept. 2018	<u>Future Delegation – First Nations Relations:</u> That as items for future meetings Audrey Repin, indigenous and Community Relations Lead, Columbia Power Corporation be invited to attend a future Board meeting to present information regarding First Nations awareness and Reconciliation.	Administration Staff	Audrey Repin appeared as a delegation at the April 10 th Board meeting to discuss her experience in developing First Nations relationships and awareness.
Feb. 2016	<u>Reserve Policy:</u> That the Committee of the Whole (Finance) directs staff to develop an Organizational Reserve Policy in 2016 which encompasses both capital and operating/maintenance requirements. Further, that the policy be presented back to the COW (Finance) for review and then be referred to the Policy, Executive, and Personnel Committee.	Finance Staff	The policy is to be developed in conjunction with the development of the RDKB's Asset Management Plan which is currently in process.
July 2018	<u>CBT Community Initiatives Program Meetings:</u> That CBT CIP meetings be set up as early as possible in 2019.	Finance Staff	The CBT Community Initiatives Program meetings were held in early April, with the Board approving disbursement to the successful groups at its April 24 th meeting. The funds were dispersed immediately following that meeting.
Apr. 2017	<u>Board Room Technology and Related Policy:</u> Staff will draft a Terms of Reference necessary for completion of the work required to purchase and implement the appropriate technology, including	Administration Staff	On-going

	<p>licensing and application (eg. “app”) options.</p> <p>That staff draft a report with respect to clear and appropriate policies and procedures for electronic meetings that includes information and options for the development of a framework with respect to the in-person attendance of Committee and Board Chairs and Vice-Chairs. Further, that the report also include all possible options for public and applicant participation in electronic meetings. Further, that the report be presented back to the Committee (P&P) at a future meeting but not until the use of electronic meetings has been implemented and practiced for a period of time (from Jan 13/16 meeting).</p>		<p>The Policy and Personnel Committee started the review of the Procedures Bylaw at its April meeting. Further discussion will be held at an upcoming Board meeting.</p>
Apr. 2017	<p><u>Meeting Agenda Distribution Procedures:</u></p> <p>That the Policy, Executive and Personnel Committee direct staff to prepare a policy with the following elements (all days calendar):</p> <ul style="list-style-type: none"> • That the current practice of delivering preliminary Board agendas six days prior to the scheduled day with the final agenda going out no later than two days prior to the meeting. • That the current practices of delivering committee agendas three days prior to the meeting be maintained. Further, that when the third business day falls on the a weekend or statutory holiday, that the agenda be delivered on the previous business day. • That the agendas for the future Committee of the Whole be delivered five days prior to the meeting. Further, 	Administration Staff	<p>The Policy and Personnel Committee started the review of the Procedures Bylaw at its April meeting. Further discussion will be held at an upcoming Board meeting.</p>

	that when the fifth business day falls on a weekend or a statutory holiday, that the agenda be delivered on the previous business day. That the Committee recommend that the above practices be adopted in the interim until a proper policy is in place. (P&P Committee)		
June 2017	<u>Succession Planning:</u> That Staff prepare a report on the RDKB's Succession Plan.	Administration Staff	
June 2017	<u>Tele-Conferencing Equipment/Software Costs:</u> That staff confirm the budget allocation amounts for teleconferencing software and licensing and forward this information to the members of the PEP Committee	Administration Staff	On-going

**STAFF REPORT**

Date: 30 August 2019 **File**
To: Chair Russell and Board of Directors
From: Dan Derby, Regional Fire Chief
Re: 9-1-1 Emergency Communications and Emergency Management Work Plans Update

Issue Introduction: An update on the 9-1-1 Emergency Communications and Emergency Management 2019 Work Plan.

9-1-1 Emergency Communications Work Plan Projects:

Service Name	Project	Budget	Status
9-1-1 Emergency Communications – 015	Fire Dispatch Network Radio Coverage Assessment	\$10,000	Focus has been on coordinating work as a result of interference at co-location sites and repeater site maintenance.
9-1-1 Emergency Communications – 015	Asset Management Planning	N/A	No action taken.

Capital:

Service Name	Project	Budget	Status
9-1-1 Emergency Communications – 015	Repeater Site – Upgrades	\$30,000	Ongoing network problems resulted in upgrades to repeaters; repeater antennas and installation of backup telephone interconnect.

Emergency Management Work Plan Projects:

Service Name	Project	Budget	Status
Emergency Management – 012	Emergency Communications Plan	N/A	The Emergency/Evacuation Alerting System was tested for commissioning in late June. This test identified an issue that has since been addressed by the supplier; the next test is not scheduled until Spring 2020. Currently the system has not be used operationally and has 1387 subscribers, which represents 4.5% of the RDKB population. The new EM website emergency.rdkb.com was

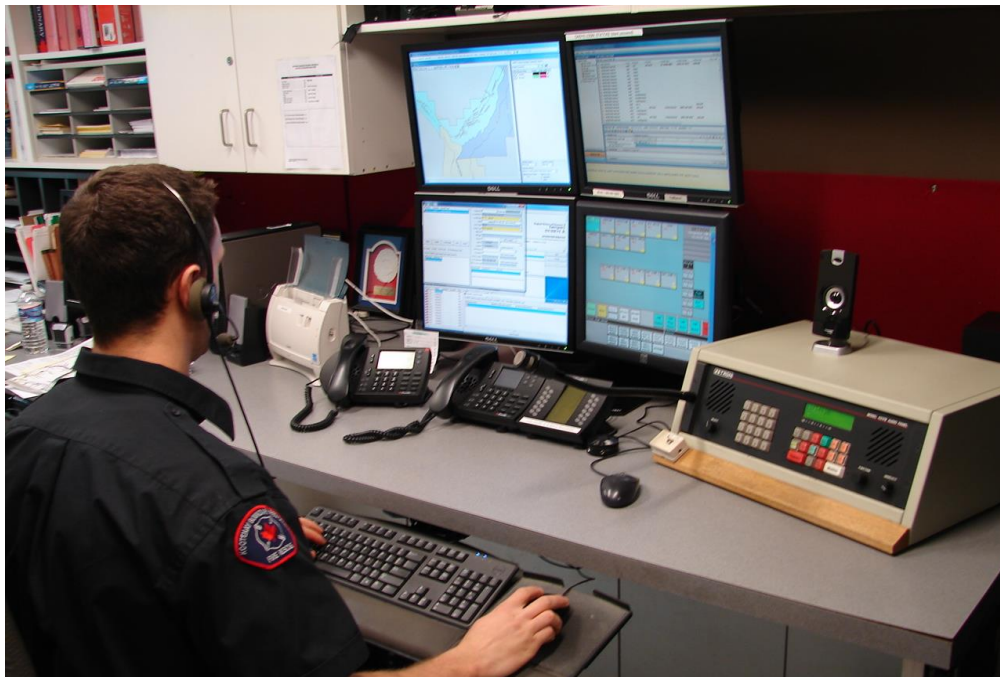
			launched. Work continues on the Emergency communication plan.
Emergency Management – 012	CRI FireSmart Grant/ RDKB FireSmart Plan	\$86,000	Work continues on the CRI FireSmart Grant, the contract has been awarded to Frontline Operations Group, work has commenced. The project is expected to wrap up in April 2020.
Emergency Management – 012	Pet & Livestock Plan	N/A	Project has been moved to 2020.
Emergency Management – 012	Build Community/Agency Relationships	N/A	Emergency Services Committee meeting scheduled for October. Meeting with IHA/HEMBC to meet their new EPC for the Kootenay Boundary region.
Emergency Management – 012	Public Education and Community Outreach	N/A	No action taken on the formal document however staff have presented FireSmart information at community meetings in Casino and Christina lake for residents. Event had representation from BCWS, RDKB, KBRFR and Christina Lake Fire Rescue.
Emergency Management – 012	Asset Management Planning	N/A	No action taken.
Emergency Management – 012	Regional Emergency Plan Update	N/A	No action taken.

Recommendation: Received for Information



9-1-1 Emergency Communications Service

2019 Work Plan



9-1-1 EMERGENCY COMMUNICATIONS SERVICE

Dan Derby, Regional Fire Chief/Fire Dispatch Manager
Service Number 015
As of January 23, 2019



9-1-1 Emergency Communications Service

2019 Work Plan

Service Name: 9-1-1 Emergency Communications Service

Service Number: 015

Committee Having Jurisdiction: Board of Directors – Protective Services Committee

General Manager/Manager Responsible:

James Chandler, General Manager Operations / Deputy CAO
Dan Derby, Regional Fire Chief / Fire Dispatch Manager

Description of Service:

The RDKB's 9-1-1 Emergency Communications service provides both public safety answering point (PSAP) and secondary service answer point services. Our PSAP service is provided by E-Comm 9-1-1 in Vancouver. They provide PSAP services for 25 regional districts and communities across British Columbia. A PSAP call center is responsible for answering calls to an emergency telephone number (9-1-1) for police, fire and ambulance services, where they are transferred to the requested agency. Our secondary service answering point services are provided by Kelowna Fire Dispatch, under contract between the City of Kelowna and the Regional District Kootenay Boundary. Their dispatchers are supported by a computer aided dispatch system that allows for swift and easy access to a wide range of information critical to efficient dispatch of fire services.

Establishing Authority:

Section 332, *Local Government Act, RSBC 2015* (formerly Section 796, LGA, RSBC 1996, ch. 323)

Bylaw No. 1152 adopted 26th day of July, 2001

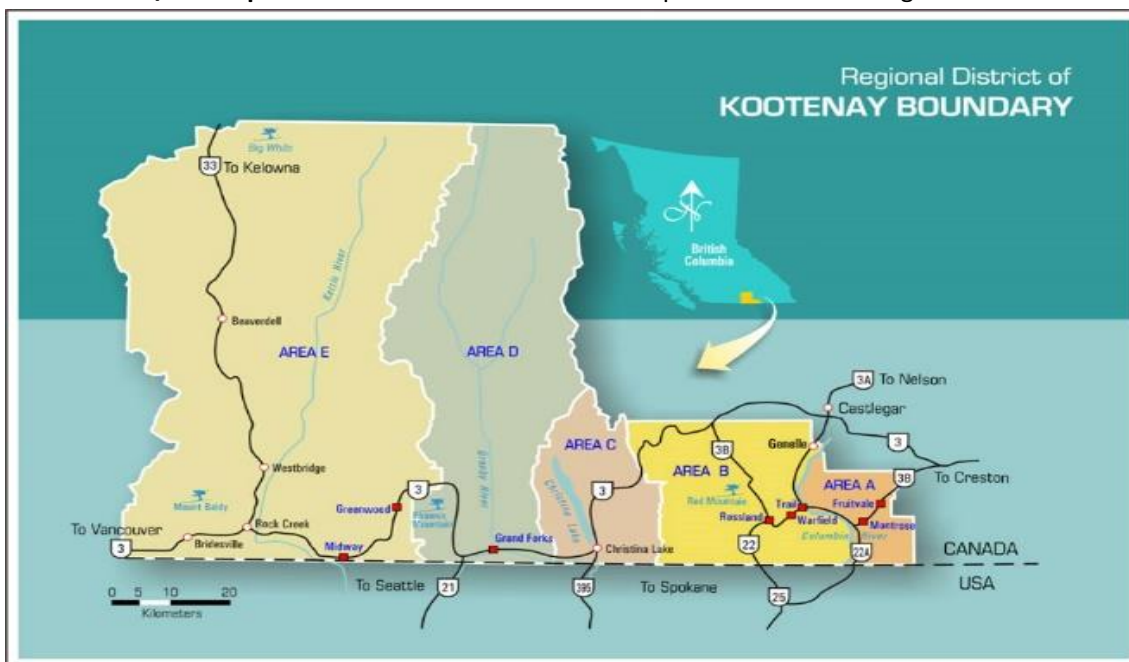
Requisition Limit: N/A

2018 Requisition / Budgeted Expenditures / Actual Expenditures:

\$514,985 (\$419,210 RDKB & 95,774 RDCK) / \$706,125 / (pending further review year end 2018)

Regulatory or Administrative Bylaws: Not Applicable

Service Area / Participants: All Electoral Areas and Municipalities within the Regional District.



Service Levels: E-COMM 9-1-1(public-safety answering point) and Kelowna Fire Dispatch (secondary safety answering point)

Human Resources:

- General Manager Operations / Deputy CAO
- Regional Fire Chief / Fire Dispatch Manager
 - 1 – Fire & Emergency Services Administrative Assistant
- Kelowna Fire Dispatch
 - Deputy Chief, Communications and Emergency Management
 - Fire Dispatch Supervisor
 - 12 Fire Dispatchers (minimum staffing of 2 at all times)

2018 Accomplishments:

In May 2018, Trail Fire Dispatch was closed and fire dispatch services were transitioned to the City of Kelowna's Fire Dispatch, under our new 5-year contract. Four of the seven departments serviced by our dispatch network were upgraded to a fibre network connection through the transition process. The other three will be upgraded to a fibre connection when fibre is available. Repeater site and network agreements have been renewed to ensure the long-term reliability of our fire dispatch network.

Preventative maintenance and repairs has been completed at all repeater sites. A new repeater site was established at Roderick Dhu to assist Grand Forks Fire Rescue in improving communications in the North Fork valley and west of Grand Forks. Staff are currently investigating to see if this location would assist Greenwood and Midway in areas that currently experience poor radio coverage.

Significant Issues and Trends:

The transition to Kelowna Fire Dispatch has taken far longer than forecasted by the City of Kelowna in their proposal. This is a result of their underestimating the scope and complexity of the services provided by Trail Fire Dispatch and management staffing changes within the Kelowna Fire Department. Transition projects are on schedule to be completed by the first quarter of 2019. Additionally, the time and effort to address operational issues with the dispatch services has continued to utilise department staff time in excess of the anticipated level of effort and this is assumed to continue into early 2019, effecting staff resource and time for other work plan projects.

Upgrades to our repeater site radio network and to Next Gen911 in dispatch centres (2022) will provide significant cost pressures moving forward.

2019 Projects:

Project #1: Fire Dispatch Network Radio Coverage Assessment

Project Description:

A comprehensive review of repeater site locations and equipment to determine communications coverage requirements for future improvements.

Project Timelines and Milestones:

Based on communications consultants availability and site access the project is anticipated to take four months with completion in time for the 2020 budget cycle.

Project Risk Factors:

The project timeline could be affected by external factors that include contractor availability and access to repeater sites during wildfire season.

Internal Resource Requirements: N/A**Preliminary Cost and Identified Financial Sources:**

The 2019 budget includes \$10,000 for consulting services to coordinate the technical and operational requirements of our fire dispatch repeater site network.

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

Project #2: Asset Management Planning**Project Description:**

Participation in the corporate-wide asset management planning process.

Project Timelines and Milestones: Throughout 2019.

Project Risk Factors:

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

Internal Resource Requirements:

Asset management planning work will require significant input, direction and assistance from RDKB administrative staff, particularly considering that the Kettle Valley Fire Protection Service is operated on a contract basis. The corporate asset management plan is being led by the Finance Department, with participation by all other departments.

Estimated Cost and Identified Financial Sources: N/A

Relationship to Board Priorities:

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

Remaining Board Action Items:

EMERGENCY COMMUNICATIONS SERVICE			
Initiation Date	Action / Issue	Staff Resources	Comments
Jan 2017	<u>Greenwood Area Communication Gaps:</u> With the installation of a new repeater tower in the Roderrick Dhu Mountain Area of Grand Forks, Staff will follow-up regarding communication coverage to include the Greenwood communication gaps from the North Boundary Road.	Emergency Communications Staff	



Emergency Preparedness Service

2019 Work Plan



EMERGENCY PREPAREDNESS SERVICE

Chris Marsh, Manager of Emergency Programs
Service Number 012
As of February 7th, 2019



Emergency Preparedness Service

2019 Work Plan

Service Name: Emergency Preparedness

Service Number: 012

Committee Having Jurisdiction: Board of Directors – Protective Services Committee

General Manager/Manager Responsible:

James Chandler, General Manager Operations / DCAO

Chris Marsh, Manager of Emergency Programs reporting to Dan Derby, Regional Fire Chief

Description of Service:

The Emergency Preparedness Service has been established to provide an integrated and effective approach to emergency preparedness, response, recovery and mitigation within all municipalities and electoral areas of the Regional District of Kootenay Boundary (RDKB). An Emergency Management Program Agreement has been implemented to facilitate the cooperation between the Regional District and participating municipalities. The Agreement outlines the process by which resources are shared and how joint or regional Emergency Operation Centers are established. Under the agreement, everyone adheres to one Regional Emergency Plan (the Plan).

The Plan provides the policies and procedures as the framework to guide Regional District activities before, during and after an emergency event. The Plan is based on the BC Emergency Management System and is intended to meet the requirements of all applicable provincial legislation and regulations. The RDKB works cooperatively with other internal and external emergency plan holders, agency partners and emergency responders to ensure a state of readiness should an emergency or disaster occur. In addition to reviewing the Plan and its policies and procedures on an on-going basis, staff participate in annual training and exercises to further advance the ability of the RDKB and partner municipalities to effectively coordinate response to any emergency or disaster that occurs

within the Region. Additionally, individuals and families within the Regional District must also take the necessary steps to prepare for emergencies and disasters.

A strong, well-resourced and well-supported Emergency Preparedness Service will ensure that the RDKB's response to, resiliency during, and recovery from emergency events within the District will be greatly enhanced.

Establishing Authority:

Section 332, Local Government Act, RSBC 2015 (formerly Section 796, LGA, RSBC 1996, ch. 323)

Bylaw No. 1256 Electoral Areas 'A', 'B', 'C', 'D' & 'E' for the purpose of establishing an Emergency Response and Recovery Plan(s) for the RDKB, adopted January 27, 2005.

Bylaw No. 1286 amending Bylaw No. 1256 to include all municipalities within the RDKB, adopted November 24, 2005.

Bylaw No. 1613 RDKB Emergency Planning Service Establishment Amendment Bylaw approving the City of Rossland's re-entry to the service as a participant.

Requisition Limit: Not Applicable

2018 Requisition / Budgeted Expenditures / Actual Expenditures:

\$236,613/ \$1,576,855 / \$ TBD (high because of flood response costs)

Regulatory or Administrative Bylaws:

Bylaw No. 1312 A bylaw to regulate the RDKB Emergency Management Organization as a service of the RDKB, adopted May 4, 2006.

Service Area / Participants: All Electoral Areas and Municipalities within the Regional District.



Service Levels

Emergency planning, response, mitigation and recovery services.

Human Resources:

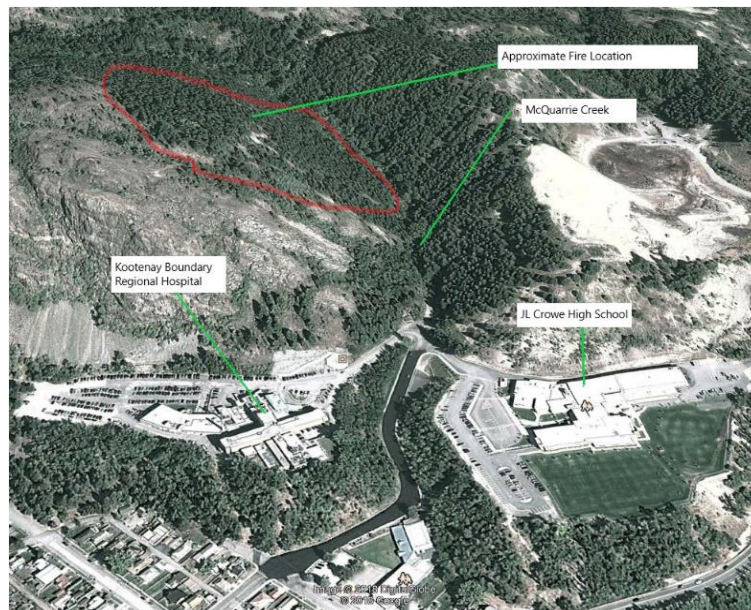
- General Manager, Operations / DCAO
- Manager of Emergency Programs
- Regional Fire Chief / Fire Dispatch Manager
- Fire & Emergency Services Administrative Assistant

2018 Events:

The Boundary flooding of 2018 was the worst flooding in the history of the province of BC. Over 3200 residents were evacuated from their homes, seeking shelter from floodwaters that ranged from 1 in 200 to 1 in 500 year levels. Direct response costs total well over \$20 Million and recovery costs are expected to exceed \$60 Million dollars. Ongoing recovery efforts include a team of 10 individuals delivering all aspects of recovery operations, from repairs to critical infrastructure to supporting individuals suffering from flood-related mental illness. It goes without saying that all available resources have been applied in 2018 to the response and recovery from this event. Despite the Boundary flooding event, there were other significant EOC responses as well. Other significant 2018 events included:

- Riverside Drive Landslide – Trail, April 2018
- Langford and Sayward Creek Flooding - Columbia Gardens, March – May 2018
- Trail and Gorge Creek Flooding – April 2018
- China Creek Road Flooding – Genelle – April 2018

- Fruitvale – Kelly and Beaver Creek Flooding – May 2018
- Boundary Flooding – Grand Forks, Christina Lake, Greenwood, Midway, Rock Creek, Westbridge, Beaverdell, Carmi - May – June 2018
- Santa Rosa Wildfire 1 – July 2018
- Lynch Creek, Toronto Creek and Santa Rosa 2 Wildfires – August 2018
- McQuarrie Creek Wildfire – September 2018



Location of McQuarrie Creek Fire, Trail, BC (September 2018)



Trail Creek Flooding, Warfield (April 2018)



Downtown Grand Forks (May 2018)

Significant Issues and Trends:

In general, disasters of increasing frequency and magnitude are impacting BC communities. Two significant flooding seasons concurrent with the two worst wildfire seasons on record have highlighted the need for significant application of resources to emergency management functions within local government.

The hiring of a full time staff member dedicated to the Emergency Preparedness Service (completed in September of 2017) provided much needed support during the EOC activations this past year. However, it is clear, that if that resource is used primarily for responding to events and the associated recovery, there will be no ability to grow and design the emergency program in any sustainable fashion. Recent events have clearly demonstrated that there are two streams of emergency management that the RDKB needs to develop – the policy stream and the operational stream. Where policy indicates a need for program development and documentation, the operational stream relates strictly to response and recovery functions related to emergency events.

With the events that were experienced in 2018, being both flooding and fires, very little advancement was made on the following work plan projects. Due to the impacts of flood recovery planning and resources to our Emergency Preparedness Services, the Manager of Emergency Services is temporarily seconded to the Recovery Management Team. A recruitment to backfill the position and provide essential resource is underway. (This is supported through EMBC and does not impact the RDKB budget). Until such time a successful candidate is hired the projects as presented below will have limited progression. A status update is included with each of the projects and majority of all projects continues to 2019.

Considering the priorities and urgency of key projects and activities preparing for the freshet season in 2019 the following is a list of objectivities that are considered to take precedent and priority over all other tasks until completed:

- Completion of hiring for new full time temporary support position
- Flood Response Plan
- Communication Plan including Emergency Alerting System
- Public education and Community Outreach
- Pet and Livestock Plan
- Regional Emergency Plan Update
-

It is anticipated that the above listed work will utilise 100% capacity of our existing emergency management staff and including the pending recruitment of the backfill position.

2019 Projects:**Project #1: Emergency Communications Plan****Project Description:**

Many aspects of the response to the Rock Creek and Stickpin wildland interface fires of 2015 were very successful. However, one of the significant after action items that was recommended from these events was the development of an enhanced Emergency Communications Plan (ECP).

Development of this plan would greatly assist RDKB staff in enabling best-management practices in regards to both internal and external communications during a major emergency event.

The development of an Emergency Communications Plan will also explore options for an Emergency Alerting System for residents and businesses such as is used in neighbouring regional districts.

**Project Timelines and Milestones:**

To be completed concurrently with #1 above, the review of the Regional Emergency Plan. The ECP would exist as a separate and stand-alone document from the Regional Emergency Plan itself.

Project Risk Factors:

The project timeline is dependent upon the workload of the Manager of Emergency Programs (such as through the spring freshet season). The amount of time that the new Corporate Communications Officer can dedicate to this project could affect the timelines of this project.

Internal Resource Requirements:

This project will be a joint effort between the Manager of Emergency Programs and the Corporate Communications Officer. Effort will be required by the Fire & Emergency Services Administrative Assistant to help format, reproduce and disseminate the updated plan.

Estimated Cost and Identified Financial Sources:

No costs other than RDKB staff time and possible use of RDKB vehicles for meetings.

Relationship to Board Priorities:

It meets the strategic priorities of the RDKB's strategic plan which is "We will continue to focus on

good management and governance” & “We will ensure the messages we are delivering within our region are clear and easily understood.”

November 2018 update: Significant work was undertaken to identify an appropriate vendor to supply an emergency notification system. This portion of the above project is ready for delivery with Board approval. Other aspects of the communications plan have been developed, or will be developed as a result of Flood Response Plan work that will be undertaken in advance of freshet 2019.

Project #2: Pet & Livestock Plan**Project Description:**

A further recommendation that resulted from the Rock Creek and Stickpin wildland interface fires in 2015 was the need to continue the development of a well-defined Pet and Livestock Plan (PLP). Managing pets and livestock during large and complex emergency events is made simpler if plans and relationships are already in place. As well, it is helpful to undertake preplanning such as the identification of suitable livestock and pet reception facilities, agencies which can assist, and resources that are available.

Project Timelines and Milestones:

To be completed concurrently with #1 above, the review of the Regional Emergency Plan. However, the PLP will exist as a separate and stand-alone document from the Regional Emergency Plan itself.

Project Risk Factors:

The project timeline is dependent upon the workload of the Manager of Emergency Programs (such as through the spring freshet season).

This project will build upon existing relationships with various stake holders involved in animal welfare (such as the Ministry of Agriculture), and their availability to provide feedback and to engage in a plan review process could impact the project.

Internal Resource Requirements:

The bulk of the effort needed to complete this project will be provided by the Manager of Emergency Programs. Some staff time may be required by the Fire & Emergency Services Administrative Assistant to help format, reproduce and disseminate the updated plan.

Estimated Cost and Identified Financial Sources:

No costs other than RDKB staff time and possible use of RDKB vehicles for meetings.

Relationship to Board Priorities:

It meets the strategic priorities of the RDKB's strategic plan which is "We will continue to focus on good management and governance" & "We will ensure the messages we are delivering within our region are clear and easily understood."

November 2018 update: Very little progress was made on this project in 2018. Through the Boundary flooding event in spring of 2018, resources and documentation have been identified that should see this project be much easier, and it is likely to be completed in 2019 with appropriate resources.

Project #3: Build Community / Agency Relationships**Project Description:**

The addition of a new dedicated Manager of Emergency Programs (as of September 2017) provides an opportunity to further enhance relationships between the Emergency Preparedness Service and a variety of stakeholders. As well, relationship building is an on-going priority aspect of any successful emergency management program. Time spent enhancing interagency relationships is returned ten-fold when those interactions are tested during an emergency event.

Having robust and resilient pre-existing relationships between agencies and organizations, who will need to work together during complex emergency events, will lead to better outcomes for area residents in the event of a major emergency disaster within the RDKB.

Project Timelines and Milestones:

Ongoing throughout the year.

Project Risk Factors:

Lack of community and agency outreach leads to missed opportunities and liabilities during emergency events, so not pursuing these opportunities may negatively impact the long term success of the Emergency Preparedness Service.

Internal Resource Requirements:

Staff time by the Manager of Emergency Programs, the Corporate Communications Officer and the Kootenay Boundary Regional Fire Rescue Fire Chief.

Estimated Cost and Identified Financial Sources:

No costs other than RDKB staff time and possible use of RDKB vehicles for meetings.

Relationship to Board Priorities:

It meets the strategic priorities of the RDKB's strategic plan which is "We will continue to focus on good management and governance" & "We will ensure the messages we are delivering within our region are clear and easily understood."

November 2018 update: Significant progress was made on this project in 2018. Emergency Services Committee meetings were held in the spring of 2018 in both Trail and Grand Forks. New committee members were identified and an email group list was developed. Through numerous activations, the EOC developed strong working relationships with many other levels of government, utilities, stakeholders, NGO's, public safety agencies and all manner of local community support organizations.

The emergency service participated in several exercises and debriefs and at each opportunity, critical relationships were developed.

Project #4: Public Education and Community Outreach**Project Description:**

This project seeks to define the level of engagement and outreach that the community and the RDKB wish to have in regards to public education and community outreach.

The Emergency Preparedness Service would benefit from Board consideration of a desired strategic direction, and the expected level and type of outreach which would best benefit the residents of the RDKB. To that end, the Manager of Emergency Programs will develop a report with options and recommendations for public education and outreach within the RDKB.

Public outreach and education can include, but is not limited to:

- Open houses, seminars and town hall meetings;
- Outreach via pamphlets, letters and other printed materials, either mailed or available for pick-up;
- Various forms of social media interactions;
- Public alerting systems, via text, email or other, that alert residents to significant situations or events that are underway or anticipated.

Project Timelines and Milestones:

This project will be initiated in 2018 with the scoping design phases, and continue through 2019 and beyond as an ongoing service to RDKB residents.

	2018												2019					
Month	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
Project Scoping																		
Create Options Report																		
Board Review of Options Report and Path Forward																		

Outreach Program Start																			
Funding Delivery																			Ongoing

Project Risk Factors:

Undertaking an appropriate community outreach and education program will help increase the resiliency and recovery ability of residents and businesses within the RDKB. However, there are many ways to undertake community outreach, each with different advantages, costs and potential outcomes.

Previous outreach attempts have, at times, seen relatively little uptake by area residents.

Internal Resource Requirements:

The bulk of effort will be undertaken by the Manager of Emergency Programs. Assistance from the Corporate Communications Officer and the Fire & Emergency Services Administrative Assistant will help ensure the success of the project.

Estimated Cost and Identified Financial Sources:

Initially, there will be no costs other than RDKB staff time and possible use of RDKB vehicles for meetings.

Should there be a desire to proceed with producing outreach materials, hosting open houses, or to pursue a public messaging system, there would be costs associated with those projects. Once a strategic direction is determined, more defined costs and deliverables around program delivery can be identified.

Relationship to Board Priorities:

It meets the strategic priorities of the RDKB's strategic plan which is "We will continue to focus on good management and governance", "We will ensure we are proactive and responsible in funding our services", and "We will ensure the messages we are delivering within our region are clear and easily understood."

November 2018 update: Very little progress was made on this project in 2018. The service did participate in meetings, workshops and conferences related primarily to flooding. That being said, significant outreach work will need to happen in the future to help guide;

- Wildfire awareness and FireSmart principals
- Flood awareness and avenues to protect homes
- General emergency preparedness.

Project 5: Asset Management Planning**Project Description:**

Participation in the corporate-wide asset management planning process.

Project Timelines and Milestones: Throughout 2018.

Project Risk Factors:

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

Internal Resource Requirements:

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

Estimated Cost and Identified Financial Sources: N/A

Relationship to Board Priorities:

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

There is no consideration or planned work for this project with current resources in 2019.

Project #6: Update Regional Emergency Plan**Project Description:**

The last major revision of the Regional District of Kootenay Boundary Emergency Management Plan was undertaken in 2012, with the original plan being written in 2006. Since that time, there have been several activations of the plan and the Regional Emergency Operations Centre (REOC). Significant wildland interface fires in 2015 within the Regional District were an excellent opportunity to activate the plan and REOC. These activations demonstrated the effectiveness of the plan. However, these activations were also an excellent opportunity to identify opportunities for the enhancement of the Plan. Hazard identification, section enhancement, and an overall review would be advantageous as the Emergency Preparedness Service evolves. It is recommended that a careful and systematic review be undertaken to ensure that the Plan remains capable of handling any and all potential hazards that the Regional District of Kootenay Boundary may face. It is also recommended that enhancements that are introduced during the review are carefully tested through continued training, exercises, and other feedback mechanisms.

Project Timelines and Milestones:

	2018										
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov
Project Scoping											
Literature and Policy Review											
Consultation and Feedback											
Plan Outline											
Plan Revisions											
Peer Review											
Plan Approval and Adoption											

Project Risk Factors:

The project timeline is dependent upon the workload of the Manager of Emergency Programs (such as through the spring freshet season) as well as the availability of feedback providers, peer reviewers and others who will have input and / or workload associated with the Plan.

Internal Resource Requirements:

Some assistance may be required to notify internal and external emergency plan holders, agency partners and emergency responders with notification of the updated plan. Effort will be required by the Fire & Emergency Services Administrative Assistant to help format, reproduce and disseminate the updated plan.

Estimated Cost and Identified Financial Sources:

Costs will include RDKB staff time and possible use of RDKB vehicles for meetings.

Relationship to Board Priorities: It meets the strategic priorities of the RDKB's strategic plan which is "We will continue to focus on good management and governance" & "We will ensure the messages we are delivering within our region are clear and easily understood."

November 2018 update: overall the emergency plan worked well during major events in 2018. This may not be our most critical project. No progress was made on this project in 2018.

Additional Identified Potential Projects:

As the above mentioned projects evolve and are completed, additional projects may be initiated. It is not anticipated that these projects will be able to be undertaken without additional resources in 2019, even with the backfill of the Emergency Manager position. These projects, if the above work plan can't be completed in 2019, will be considered for the 2020 work plan. Some of these may include the following, as per Board direction and program need:

- RDKB First Responder Radio Communications System Evaluation
- Flood Fighting Trailer Grant Request
- Update flood plain mapping for entire RDKB
- Have address points placed on actual home locations in RDKB GIS property layer
- Analysis and recommendation of best practices re: emergency evacuations
- Analysis of emergency evacuation routes and alternatives
- Development of an RDKB – wide community wildfire risk and prevention plan
- Development of an RDKB-specific FireSmart for homeowners plan
- Analysis of the rapid damage assessment process used in 2018, identify best practices
- Development of a stand-alone EOC for Grand Forks
- Pre-positioning emergency management supplies across the Boundary region
- Development of a common IT operating platform for EOC operations

Remaining Board Action Items:

EMERGENCY PREPAREDNESS SERVICE			
Initiation Date	Action / Issue	Staff Resources	Comments
Jan 2017	<p><u>Project Funding:</u> Any available surplus funds should be allocated towards undone projects which include the completion of a review and update of the Regional Emergency Plan, an Emergency Communications Plan, a Pet and Livestock Plan, and an update to the emergency planning manuals and documentation.</p> <p>Staff will investigate all options and opportunities in dedicating available surplus funds towards the unfinished projects and to prepare a report being presented to the COW – Protective Services at a future meeting before any funds are spent.</p>	Emergency Management Staff	These projects are included in the 2019 Work Plan for the service. Staff will be considering options for completion of these projects as part of the annual budget development process (contracting project vs. completing projects in-house).
Apr. 2017	A discussion regarding the development of a guideline or policy on the role of the RDKB during community disaster recovery will be referred to the COW-Protective Services.	Emergency Management Staff	

**STAFF REPORT**

Date: 19 Sep 2019
To: **Chair Russell and Board of Directors**
From: Janine Dougall, General Manager of Environmental Services
Re: 2019 Work Plans for Services 010 and 064 - September Update

File ES - Solid Waste

Issue Introduction

A Staff Report from Janine Dougall, General Manager of Environmental Services which provides an update on the implementation of the projects outlined in the 2019 Work Plans for the 010 and 064 Services.

History/Background Factors

As part of the budgeting process is the development of Service specific Work Plans that outline planned projects for the year.

Implications

010 Service – Regional Solid Waste Management Projects

2019 Project	Budget	Actual	Status
Organics Management Strategy	\$35,000 (Original) \$32,500 carried forward to 2019 Budget	\$43,461	Complete – Scope of project increased by \$8,500 to accommodate site visit by consultant for more accurate design/costing (\$5,000) and provide assistance with grant application (\$3,500)
DOC Plan Updates – West Boundary,	\$75,000	No monies spent to date.	In Process – Contract for work associated

Grand Forks, McKelvey Creek			with West Boundary Landfill awarded. Work associated with Grand Forks and McKelvey Creek to be re-evaluated after more details are known regarding organics infrastructure projects.
Excavator Replacement	\$410,000	No monies spent to date.	In Process – Procurement documents issued in August – Closing September 20, 2019
Service Truck Replacement	\$55,000	No monies spent to date.	In Process – Development of procurement documents underway
Asset Management Planning	N/A		Ongoing

2020 Proposed Project	Budget
McKelvey Landfill Truck Replacement	\$40,000
DOC Plan Updates – Grand Forks, McKelvey Creek	\$70,000
Asset Management Planning	N/A

064 Service – Big White Solid Waste Management Projects

2019 Project	Budget	Actual	Status
Infrastructure/Drainage Assessment	\$24,000	No monies spent to date.	Ongoing – Staff have been working with EPR Stewardship programs to determine service provision abilities which will dictate infrastructure needs.

			Staff have also applied to have the boundaries of the transfer station property expanded to allow for future infrastructure development.
Community Issues Analysis	N/A		Review of recycling and garbage service levels is underway.

2020 Proposed Project	Budget
Infrastructure/Drainage Upgrades	\$24,000

Advancement of Strategic Planning Goals

We will review and measure service performance and we will continue to focus on good management and governance.

Background Information Provided

Service 010 - 2019 Work Plan

Service 064 – 2019 Work Plan

Alternatives

1. That the Board of Directors receive the report from Janine Dougall, General Manager of Environmental Services titled "2019 Work Plans for Services 010 and 064 – September Update" and dated September 19, 2019.
2. That the Board of Directors not receive the report.

Recommendation(s)

That the Board of Directors receive the report from Janine Dougall, General Manager of Environmental Services titled "2019 Work Plans for Services 010 and 064 – September Update" and dated September 19, 2019.



Regional Solid Waste Management

2019 Work Plan



REGIONAL SOLID WASTE MANAGEMENT

2018

Janine Dougall, General Manager, Environmental Services



Regional Solid Waste Management

2019 Work Plan

Service Name: Regional Solid Waste Management

Service Number: 010

Committee Having Jurisdiction: Board of Directors

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

Description of Service:

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

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

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

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

Establishing Authority:

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

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

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

Requisition Limit:

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

2018 Requisition / Budgeted Expenditures / Actual Expenditures:

Requisition - \$1,255,447 / Budgeted Expenditures - \$6,260,389 / Projected Actual Expenditures - \$5,854,833

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

Regulatory or Administrative Bylaws:

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

Service Area / Participants:

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

Service Levels:

The RDKB operates six staffed disposal facilities as follows:

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

Unattended RDKB transfer stations are located at:

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

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

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

Packaging and Printed Paper Depot Facilities Operated by the RDKB:

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

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

Human Resources:

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

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

2018 Accomplishments:

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

**Operations**

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

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



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

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



Capital Projects

Weigh Scale Upgrades:

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



Grand Forks Landfill



Christina Lake Transfer Station

Grand Forks Septage Receiving Bed Upgrades:

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

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



Roll-off Truck Purchase:

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

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

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

Organics Infrastructure Program Details

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

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

Update of Landfill Closure/Post Closure Liability:

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

2018 Projects Not Completed

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

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

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

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

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

Increasing Regulatory Requirements

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

Marketability of Recyclable Materials

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

EOC Activations

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

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

2019 Projects:

Project: Planning - Development of Organics Management Strategy

Project Description:

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

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

Project Milestones:

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

Project Risk Factors:

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

Internal Resource Requirements:

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

Estimated Cost and Identified Financial Sources:

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

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

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

Project Description:

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

Project Timelines and Milestones:

Throughout 2019 with possible carryover to 2020.

Project Risk Factors:

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

Internal Resource Requirements:

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

Estimated Cost and Identified Financial Sources:

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

Relationship to Board Priorities:

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

Project: Capital Acquisition – Replace Excavator

Project Description:

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

Project Timelines and Milestones:

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

Project Risk Factors:

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

Internal Resource Requirements:

Project will be completed with existing ES staff complement.

Estimated Cost and Identified Financial Sources:

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

Relationship to Board Priorities:

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

Project: Capital Acquisition – Replace Service Truck

Project Description:

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

Project Timelines and Milestones:

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

Project Risk Factors:

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

Internal Resource Requirements:

Project will be completed with existing ES staff complement.

Estimated Cost and Identified Financial Sources:

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

Relationship to Board Priorities:

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

Project: Planning - Asset Management Planning

Project Description:

Participation in the corporate-wide asset management planning process.

Project Timelines and Milestones:

Throughout 2019.

Project Risk Factors:

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

Internal Resource Requirements:

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

Estimated Cost and Identified Financial Sources:

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

Relationship to Board Priorities:

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

Action Item List

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



Big White Solid Waste Management

2019 Work Plan



Big White Solid Waste Management

2018

Janine Dougall, General Manager, Environmental Services



Big White Solid Waste Management

2019 Work Plan

Service Name: Big White Solid Waste Management

Service Number: 064

Committee Having Jurisdiction: Board of Directors

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

Description of Service:

Provides solid waste management services to Big White.

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

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

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

Establishing Authority:

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

Requisition Limit:

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

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

2018 Requisition / Budgeted Expenditures / Actual Expenditures:

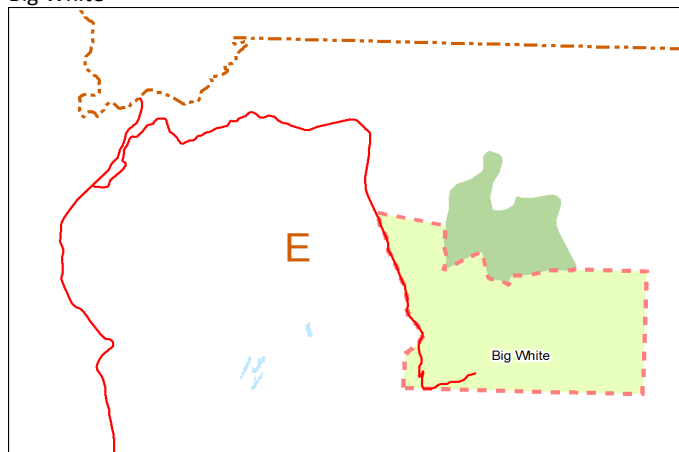
Requisition - \$255,853 / Budgeted Expenditures - \$261,376 / Actual Projected Expenditures - \$243,000

Regulatory or Administrative Bylaws:

Not Applicable

Service Area / Participants:

Big White

**Service Levels**

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

Human Resources:

GM of Environmental Services (3.5% FTE), Solid Waste Program Coordinator (3%), contracted collection and transfer station maintenance.

2018 Accomplishments:

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

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

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

Significant Issues and Trends:

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

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

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

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

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

2019 Proposed Projects:

Two projects are proposed for 2019. The first is a review of transfer station infrastructure needs and site drainage. This project will involve the continued engagement with EPR Stewardship programs to determine infrastructure needs for potential collection of EPR products (eg. Beverage containers). From these discussions a plan will be developed for site layout requirements and necessary site upgrades including infrastructure. The costs for changes to the facility can then be included as part of the 2020 budgeting process. \$24,000 has been included in the 2019 budget for this work.

The second project will be participation in a community issues analysis for Big White. It is anticipated that solid waste services will be a topic of interest for the community. Only ES staff time has currently been allocated for this project.

Action Item List

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



Regional Solid Waste Management

2019 Work Plan



REGIONAL SOLID WASTE MANAGEMENT

2018

Janine Dougall, General Manager, Environmental Services



Regional Solid Waste Management

2019 Work Plan

Service Name: Regional Solid Waste Management

Service Number: 010

Committee Having Jurisdiction: Board of Directors

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

Description of Service:

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

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

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

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

Establishing Authority:

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

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

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

Requisition Limit:

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

2018 Requisition / Budgeted Expenditures / Actual Expenditures:

Requisition - \$1,255,447 / Budgeted Expenditures - \$6,260,389 / Projected Actual Expenditures - \$5,854,833

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

Regulatory or Administrative Bylaws:

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

Service Area / Participants:

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

Service Levels:

The RDKB operates six staffed disposal facilities as follows:

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

Unattended RDKB transfer stations are located at:

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

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

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

Packaging and Printed Paper Depot Facilities Operated by the RDKB:

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

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

Human Resources:

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

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

2018 Accomplishments:

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

**Operations**

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

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



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

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



Capital Projects

Weigh Scale Upgrades:

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



Grand Forks Landfill



Christina Lake Transfer Station

Grand Forks Septage Receiving Bed Upgrades:

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

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



Roll-off Truck Purchase:

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

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

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

Organics Infrastructure Program Details

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

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

Update of Landfill Closure/Post Closure Liability:

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

2018 Projects Not Completed

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

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

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

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

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

Increasing Regulatory Requirements

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

Marketability of Recyclable Materials

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

EOC Activations

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

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

2019 Projects:

Project: Planning - Development of Organics Management Strategy

Project Description:

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

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

Project Milestones:

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

Project Risk Factors:

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

Internal Resource Requirements:

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

Estimated Cost and Identified Financial Sources:

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

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

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

Project Description:

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

Project Timelines and Milestones:

Throughout 2019 with possible carryover to 2020.

Project Risk Factors:

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

Internal Resource Requirements:

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

Estimated Cost and Identified Financial Sources:

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

Relationship to Board Priorities:

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

Project: Capital Acquisition – Replace Excavator

Project Description:

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

Project Timelines and Milestones:

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

Project Risk Factors:

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

Internal Resource Requirements:

Project will be completed with existing ES staff complement.

Estimated Cost and Identified Financial Sources:

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

Relationship to Board Priorities:

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

Project: Capital Acquisition – Replace Service Truck

Project Description:

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

Project Timelines and Milestones:

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

Project Risk Factors:

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

Internal Resource Requirements:

Project will be completed with existing ES staff complement.

Estimated Cost and Identified Financial Sources:

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

Relationship to Board Priorities:

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

Project: Planning - Asset Management Planning

Project Description:

Participation in the corporate-wide asset management planning process.

Project Timelines and Milestones:

Throughout 2019.

Project Risk Factors:

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

Internal Resource Requirements:

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

Estimated Cost and Identified Financial Sources:

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

Relationship to Board Priorities:

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

Action Item List

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



Big White Solid Waste Management

2019 Work Plan



Big White Solid Waste Management

2018

Janine Dougall, General Manager, Environmental Services



Big White Solid Waste Management

2019 Work Plan

Service Name: Big White Solid Waste Management

Service Number: 064

Committee Having Jurisdiction: Board of Directors

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

Description of Service:

Provides solid waste management services to Big White.

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

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

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

Establishing Authority:

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

Requisition Limit:

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

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

2018 Requisition / Budgeted Expenditures / Actual Expenditures:

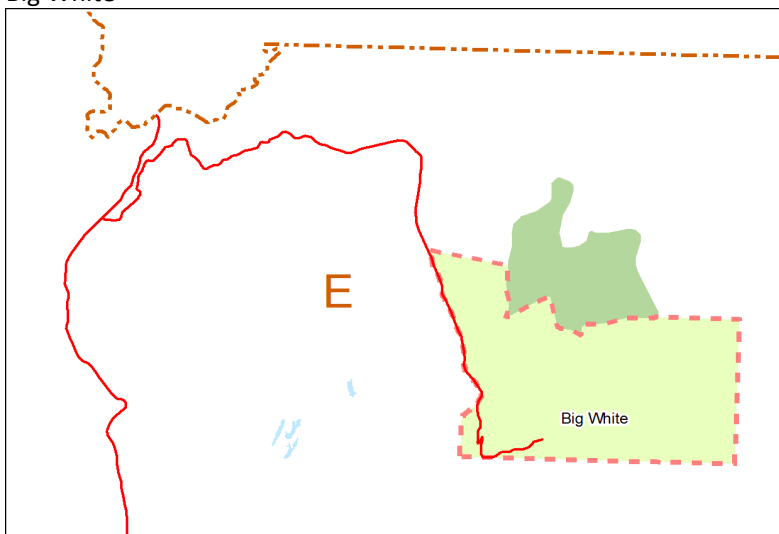
Requisition - \$255,853 / Budgeted Expenditures - \$261,376 / Actual Projected Expenditures - \$243,000

Regulatory or Administrative Bylaws:

Not Applicable

Service Area / Participants:

Big White

**Service Levels**

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

Human Resources:

GM of Environmental Services (3.5% FTE), Solid Waste Program Coordinator (3%), contracted collection and transfer station maintenance.

2018 Accomplishments:

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

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

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

Significant Issues and Trends:

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

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

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

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

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

2019 Proposed Projects:

Two projects are proposed for 2019. The first is a review of transfer station infrastructure needs and site drainage. This project will involve the continued engagement with EPR Stewardship programs to determine infrastructure needs for potential collection of EPR products (eg. Beverage containers). From these discussions a plan will be developed for site layout requirements and necessary site upgrades including infrastructure. The costs for changes to the facility can then be included as part of the 2020 budgeting process. \$24,000 has been included in the 2019 budget for this work.

The second project will be participation in a community issues analysis for Big White. It is anticipated that solid waste services will be a topic of interest for the community. Only ES staff time has currently been allocated for this project.

Action Item List

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

**STAFF REPORT**

Date: 11 Sep 2019
To: Chair Russel and Board
From: Brian Champlin, Manager of Building
 Inspection Services
Re: 2019 Work Plan Update for 004

File Staff Report

Issue Introduction

A Staff Report from Brian Champlin, Manager of Building Inspection Services which provides an update of the implementation of the projects outlined in the 2019 Work Plan for the 004 Services.

History/Background Factors

A part of the budgeting process is the development of Service Specific Work Plans that outline planned projects for the year.

Implications

004 Service - Regional District Inspection Services Projects for 2019 Project

>

PROJECT STATUS	BUDGET	
---------------------------	---------------	--

Building Bylaw Implementation Progress - Currently under Legal review.	\$2000	In
Mentorship Program for Building Officials Training Documents completed, Building Officials enrolled in online courses Level 2 & 3 courses with BCIT. to achieve Level 1, 2 & 3 Qualifications.	\$2000	

Asset Management Plan
Ongoing

N/A

Point of Sale System Research and Integration To be Determined Not
initiated - Finance will initiate if required in the future.
for the Grand Forks Office.

Replacement of the Building Inspection Property \$66,510 In
Progress - Document Transfer and integration of the current Building Permit data
into the new system

Management Software System Paid by is
currently under way, and the Scheduled 2 days of Staff training is pending
completion of this data transfer.

Service 001

Advancement of Strategic Planning Goals

We will review and measure service performance and will continue to focus on good
management and governance

Background Information Provided

Service 004 - 2019 Work Plan

Alternatives

1. That the Board of Directors receive the report from Brian Champlin, Manager of Building Inspection Services titled "2019 Work Plans for Service 004 - September Update and dated September 11, 2019.
2. That the Board of Directors, not receive the report.

Recommendation(s)

That the Board of Directors receive the report from Brian Champlin, Manager of Building Inspection Services titled "2019 Work Plans for Service 004 - September Update and dated September 11, 2019.

004 Service - Regional Building Inspection Services Projects for 2019

	A	B	C
1	PROJECT	BUDGET	STATUS
2			
3	Building Bylaw Implementation	\$,2000	In Progress - Currently under legal review
4			
5			
6			
7			
8	Mentorship Program for Building Officials	\$2,000	In Progress - Training Documents completed
9	To achieve Level 3 Certification		Training underway and two building officials in the Trail office
10			are currently enrolled in the Level 2 and 3 Building Official online
11			courses with BCIT. We hired a new level 1 building official who
12			will be working in the Trail office starting on September 16, 2019.
13			Also, Don Lepitre, one of our Level 3 Building Officials in Grand
14			Forks, BC has accepted employment with the City of Hope, BC
15			commencing on October 15, 2019.
16			
17			
18	Asset Management Plan	N/A	Ongoing
19			
20	Point of Sale System Rearch and Integration	To be determined	Not Initiated - It is unknown at this time if this project will be
21	for the Grand Forks Office		implemented in the future, and any directives for future
22			considerations for upgrading the point of sale system in the Grand
23			Forks Office, will come directly from the Finance Department.
24			
25			
26	Replacement of Building Inspection Property	66,510	In Progress - All current and existing data in the old system is
27	Management Software System	Initial Costs	currently being integrated into the new software program.
28		Paid by Service 001	Two days of hands on Training will start, once the integration of
29			data has been completed.
30			
31			
32			
33			

004 Service - Regional Building Inspection Services Projects for 2019

	A	B	C
34		e	

004 Service - Regional Building Inspection Services Projects for 2019

	A	B	C
1	PROJECT	BUDGET	STATUS
2			
3	Building Bylaw Implementation	\$,2000	In Progress - Currently under legal review
4			
5			
6			
7			
8	Mentorship Program for Building Officials	\$2,000	In Progress - Training Documents completed
9	To achieve Level 3 Certification		Training underway and two building officials in the Trail office
10			are currently enrolled in the Level 2 and 3 Building Official online
11			courses with BCIT. We hired a new level 1 building official who
12			will be working in the Trail office starting on September 16, 2019.
13			Also, Don Lepitre, one of our Level 3 Building Officials in Grand
14			Forks, BC has accepted employment with the City of Hope, BC
15			commencing on October 15, 2019.
16			
17			
18	Asset Management Plan	N/A	Ongoing
19			
20	Point of Sale System Rearch and Integration	To be determined	Not Initiated - It is unknown at this time if this project will be
21	for the Grand Forks Office		implemented in the future, and any directives for future
22			considerations for upgrading the point of sale system in the Grand
23			Forks Office, will come directly from the Finance Department.
24			
25			
26	Replacement of Building Inspection Property	66,510	In Progress - All current and existing data in the old system is
27	Management Software System	Initial Costs	currently being integrated into the new software program.
28		Paid by Service 001	Two days of hands on Training will start, once the integration of
29			data has been completed.
30			
31			
32			
33			

004 Service - Regional Building Inspection Services Projects for 2019

	A	B	C
34			e

Regional District of Kootenay Boundary

Cheque Register-Summary for month of August 2019

Cheque Date	Supplier	Name	Amount
2019-08-30	1040215	1040215 BC LTD CHRISTINA LAKE CANCO	\$ 434.84
2019-08-30	ACE010	A.C.E. COURIER SERVICES	\$ 219.46
2019-08-22	ACE010	A.C.E. COURIER SERVICES	\$ 1,358.74
2019-08-01	ACE010	A.C.E. COURIER SERVICES	\$ 169.19
2019-08-15	ACE010	A.C.E. COURIER SERVICES	\$ 421.66
2019-08-15	ACK020	ACKLANDS-GRAINGER INC.	\$ 94.52
2019-08-01	ACT015	ACTON, DAMON	\$ 9.05
2019-08-30	AFD001	AFD PETROLEUM LTD.	\$ 915.00
2019-08-15	AFD001	AFD PETROLEUM LTD.	\$ 3,802.87
2019-08-22	AIR001	AIR LIQUIDE CANADA INC.	\$ 1,054.23
2019-08-01	ALB020	ALBERTA FIRE CHIEFS ASSOCIATION	\$ 1,866.73
2019-08-22	ALL140	ALLAN, JONATHAN	\$ 170.00
2019-08-08	ALP002	ALPINE SIGNS & GRAPHICS	\$ 425.60
2019-08-22	ALP030	ALPINE DISPOSAL & RECYCLING	\$ 89,047.00
2019-08-15	ALP030	ALPINE DISPOSAL & RECYCLING	\$ 153.30
2019-08-08	ALP030	ALPINE DISPOSAL & RECYCLING	\$ 1,784.52
2019-08-30	ALP030	ALPINE DISPOSAL & RECYCLING	\$ 3,962.49
2019-08-22	AMF010	AM FORD	\$ 124.23
2019-08-22	AND002	ANDERSON, KRISTINA	\$ 103.88
2019-08-01	AND002	ANDERSON, KRISTINA	\$ 25.00
2019-08-30	AND002	ANDERSON, KRISTINA	\$ 436.37
2019-08-22	AND040	ANDREW SHERET LTD.	\$ 336.86
2019-08-01	ANN030	ANNUVA SOLUTIONS	\$ 88.24
2019-08-08	AQU020	AQUAM SPECIALISTE AQUATIQUE INC.	\$ 727.00
2019-08-22	ARN050	ARNELL, HANNAH	\$ 199.95
2019-08-22	ASS040	ASSOCIATED FIRE SAFETY	\$ 2,215.50
2019-08-22	ASS090	ASSOCIATED ENVIRONMENTAL	\$ 3,407.25
2019-08-08	ATS001	AT SOURCE RECYCLING SYSTEMS	\$ 761.60
2019-08-22	AUS020	AUSTIN ENGINEERING LTD	\$ 2,286.64
2019-08-01	BAB020	BA BENSON & SONS	\$ 148.26
2019-08-30	BAB020	BA BENSON & SONS	\$ 547.83
2019-08-01	BAR008	BARCO PRODUCTS - CANADA	\$ 2,977.08
2019-08-22	BAR150	BARTLETT EXCAVATING	\$ 2,176.99
2019-08-22	BCO020	BC ONE CALL LIMITED C/O HUGHESMAN	\$ 42.53
2019-08-01	BCT030	BC TRANSIT	\$ 391,796.13
2019-08-15	BEA014	BEAVERDELL COMMUNITY CLUB &	\$ 19,950.00
2019-08-15	BEA014	BEAVERDELL COMMUNITY CLUB &	\$ 2,000.00

Regional District of Kootenay Boundary

Cheque Register-Summary for month of August 2019

Cheque Date	Supplier	Name	Amount
2019-08-22	BEA020	BEAVER FALLS MACHINING LTD	\$ 1,142.40
2019-08-08	BEA130	BEAVER VALLEY LIBRARY	\$ 16,821.83
2019-08-30	BEA150	BEAVER VALLEY NITEHAWKS	\$ 7,500.00
2019-08-15	BEL020	BELLA TIRE SERVICE CENTRE LTD.	\$ 223.53
2019-08-01	BEN015	BENEFITS BY DESIGN	\$ 1,826.88
2019-08-30	BEN015	BENEFITS BY DESIGN	\$ 1,826.88
2019-08-22	BET020	BETTER MOUSETRAP MARKETING LTD	\$ 1,575.00
2019-08-15	BFR001	B.F. ROOFING LTD.	\$ 81,637.45
2019-08-08	BIG010	BIG WHITE FIRE DEPT. SOCIAL CLUB	\$ 382.00
2019-08-15	BIG025	BIG WHITE UTILITIES	\$ 8,367.48
2019-08-15	BIP010	BI PURE WATER	\$ 2,002.01
2019-08-15	BLA050	BLACK PRESS GROUP LTD.	\$ 200.66
2019-08-30	BLA050	BLACK PRESS GROUP LTD.	\$ 1,068.95
2019-08-22	BLA090	BLACKWELL, CAMERON	\$ 100.00
2019-08-22	BON100	BONNETT, JORDAN	\$ 150.00
2019-08-22	BOU010	BOUNDARY ELECTRIC(1985) LTD.	\$ 1,377.60
2019-08-01	BOU010	BOUNDARY ELECTRIC(1985) LTD.	\$ 22.86
2019-08-30	BOU017	BOUNDARY INVASIVE SPECIES SOCIETY	\$ 12,367.53
2019-08-08	BOU045	BOUNDARY WOMEN'S SOFTBALL	\$ 1,000.00
2019-08-08	BOU060	BOUNDARY FAMILY & INDIVIDUAL	\$ 17,850.00
2019-08-22	BOU070	BOUNDARY HOME BUILDING CENTRE	\$ 5.22
2019-08-15	BOU070	BOUNDARY HOME BUILDING CENTRE	\$ 45.21
2019-08-15	BOU270	BOUNDARY DISTRICT CURLING CLUB	\$ 1,000.00
2019-08-08	BOU460	BOUNDARY EXCAVATING	\$ 420.00
2019-08-22	BRE020	BRENNTAG CANADA INC.	\$ 3,851.00
2019-08-30	BRI001	BRINK'S CANADA LIMITED	\$ 412.36
2019-08-15	BRI040	BRIDESVILLE RECREATION COMMISSION	\$ 2,000.00
2019-08-30	BRO011	BROOM, CHRISTOPHER	\$ 114.17
2019-08-30	BVC001	BV COMMUNICATIONS LTD.	\$ 426.43
2019-08-22	BVC001	BV COMMUNICATIONS LTD.	\$ 4,194.57
2019-08-01	BVC001	BV COMMUNICATIONS LTD.	\$ 145.60
2019-08-08	BVT010	BV TOOL RENTALS (2011) LTD.	\$ 832.30
2019-08-22	BVT010	BV TOOL RENTALS (2011) LTD.	\$ 543.69
2019-08-08	CAC020	CACCHIONI, ROBERT CAESAR	\$ 50.00
2019-08-01	CAN014	CANADA SAFETY EQUIPMENT LTD.	\$ 26.79
2019-08-30	CAN014	CANADA SAFETY EQUIPMENT LTD.	\$ 53.46
2019-08-08	CAN035	CANADIAN SPRINGS	\$ 56.35

Regional District of Kootenay Boundary

Cheque Register-Summary for month of August 2019

Cheque Date	Supplier	Name	Amount
2019-08-22	CAN042	CAN BRIGHT ENTERPRISES	\$ 2,284.80
2019-08-22	CAN110	CANADIAN RED CROSS SOCIETY	\$ 100.00
2019-08-15	CAN110	CANADIAN RED CROSS SOCIETY	\$ 329.91
2019-08-22	CAN130	CANADIAN UNION OF PUBLIC	\$ 4,962.18
2019-08-08	CAN150	CANADIAN TIRE ASSOCIATE STORE #665	\$ 190.86
2019-08-15	CAN150	CANADIAN TIRE ASSOCIATE STORE #665	\$ 38.47
2019-08-22	CAN150	CANADIAN TIRE ASSOCIATE STORE #665	\$ 444.88
2019-08-30	CAN150	CANADIAN TIRE ASSOCIATE STORE #665	\$ 203.13
2019-08-30	CAN560	CANADIAN LINEN AND UNIFORM	\$ 63.93
2019-08-22	CAN560	CANADIAN LINEN AND UNIFORM	\$ 175.78
2019-08-01	CAR009	CAR BRITE	\$ 857.52
2019-08-30	CAR011	CAREER DEVELOPMENT SERVICES	\$ 10,000.00
2019-08-22	CAR012	CARO ANALYTICAL SERVICES	\$ 1,596.53
2019-08-30	CAS016	CASCADES RECOVERY INC.	\$ 3,889.52
2019-08-01	CHA230	CHANDLER, JAMES	\$ 275.53
2019-08-01	CHE050	CHERRY HILL COFFEE INC.	\$ 194.25
2019-08-22	CHE050	CHERRY HILL COFFEE INC.	\$ 194.25
2019-08-22	CHM010	CHMECHANICAL	\$ 6,956.70
2019-08-15	CHM010	CHMECHANICAL	\$ 623.20
2019-08-22	CHR010	CHRISTINA LAKE COMMUNITY	\$ 300.00
2019-08-08	CHR430	CHRISTINA LAKE PORTA POTTY & RV	\$ 1,500.00
2019-08-01	CIB010	CIBC VISA	\$ 8,813.73
2019-08-08	CIE020	CI EXCAVATING	\$ 892.50
2019-08-15	CIN001	CINTAS THE UNIFORM PEOPLE	\$ 66.88
2019-08-22	CIN001	CINTAS THE UNIFORM PEOPLE	\$ 66.88
2019-08-08	CIV020	CIVICINFO BC	\$ 446.25
2019-08-30	CIV040	CIVIC LEGAL LLP	\$ 5,019.60
2019-08-22	COL026	COLUMBIA WIRELESS INC.	\$ 610.40
2019-08-30	COL420	COLLECTIVE ROOT CONSULTING LTD	\$ 10,712.63
2019-08-08	COM003	COMMERCIAL AQUATIC SUPPLIES	\$ 62.85
2019-08-15	COM020	COMMISSIONAIRES BRITISH COLUMBIA	\$ 9,668.94
2019-08-30	CON005	CONDON, JOHN	\$ 141.57
2019-08-01	COO003	COOPERWILLIAMS LAW	\$ 1,794.24
2019-08-08	CRE040	CREM HOLDINGS LTD	\$ 1,050.00
2019-08-15	CRO050	CROSSMAN, STEVEN J.	\$ 52.47
2019-08-15	DAL010	DALLIBAR, RICHARD	\$ 560.00
2019-08-15	DAL070	DALEY CHRISTOPHER	\$ 101.93

Regional District of Kootenay Boundary

Cheque Register-Summary for month of August 2019

Cheque Date	Supplier	Name	Amount
2019-08-22	DAV003	DAVIES, RICK	\$ 205.00
2019-08-30	DEA045	DEAN, MICHELE, 'IN TRUST'	\$ 123.81
2019-08-15	DEA045	DEAN, MICHELE, 'IN TRUST'	\$ 267.51
2019-08-22	DEA060	DEAN, DONNA	\$ 73.37
2019-08-01	DEA060	DEAN, DONNA	\$ 71.82
2019-08-22	DEA090	DEAN, MICHELE	\$ 55.56
2019-08-30	DEA090	DEAN, MICHELE	\$ 28.67
2019-08-22	DEL100	DELTA T CONSULTANTS	\$ 1,228.50
2019-08-01	DES100	DESROSIERS, MARCEL	\$ 800.00
2019-08-15	DES100	DESROSIERS, MARCEL	\$ 800.00
2019-08-30	DES100	DESROSIERS, MARCEL	\$ 800.00
2019-08-15	DLE010	D&L ENVIRONMENTAL LTD	\$ 472.50
2019-08-01	DOM030	DOMINION GOVLAW LLP	\$ 531.72
2019-08-22	DOM030	DOMINION GOVLAW LLP	\$ 492.30
2019-08-22	DON060	DONEGAN, CAMERON	\$ 160.00
2019-08-22	DOR030	DORMAR CONSTRUCTION MANAGEMENT	\$ 2,814.00
2019-08-08	DUE020	DUECK, TIM	\$ 46.75
2019-08-30	DUE020	DUECK, TIM	\$ 50.00
2019-08-08	DUN070	DUNSDON, DICK	\$ 288.70
2019-08-15	FAI030	FAIRBANK ARCHITECTS LTD	\$ 843.93
2019-08-22	FAI030	FAIRBANK ARCHITECTS LTD	\$ 892.50
2019-08-30	FAI030	FAIRBANK ARCHITECTS LTD	\$ 1,186.58
2019-08-08	FAR040	FAR & WIDE MARKETING INC	\$ 2,960.79
2019-08-15	FAW010	FAWLEY, GAIL	\$ 69.26
2019-08-15	FED020	FEDERATED CO-OPERATIVES LTD.	\$ 346.98
2019-08-01	FER001	FERRARO FOODS	\$ 38.30
2019-08-15	FIN030	FINNING (CANADA) CREDIT DEPT.	\$ 524.39
2019-08-22	FIR040	TRAIL FIREFIGHTER ASSOCIATION	\$ 4,332.42
2019-08-22	FIV050	FIVE STAR UNIFORMS	\$ 522.59
2019-08-30	FIV050	FIVE STAR UNIFORMS	\$ 385.25
2019-08-15	FLE015	FLEETCOR CANADA MASTERCARD	\$ 2,906.11
2019-08-15	FLE015	FLEETCOR CANADA MASTERCARD	\$ 156.56
2019-08-30	FOR010	FORTISBC - ELECTRICITY	\$ 9,715.02
2019-08-01	FOR010	FORTISBC - ELECTRICITY	\$ 1,747.95
2019-08-08	FOR010	FORTISBC - ELECTRICITY	\$ 12,552.68
2019-08-15	FOR010	FORTISBC - ELECTRICITY	\$ 2,012.30
2019-08-22	FOR010	FORTISBC - ELECTRICITY	\$ 1,450.69

Regional District of Kootenay Boundary

Cheque Register-Summary for month of August 2019

Cheque Date	Supplier	Name	Amount
2019-08-22	FOR040	FORTIS BC - NATURAL GAS	\$ 160.28
2019-08-15	FOR040	FORTIS BC - NATURAL GAS	\$ 893.20
2019-08-08	FOR040	FORTIS BC - NATURAL GAS	\$ 64.18
2019-08-01	FOR040	FORTIS BC - NATURAL GAS	\$ 3,365.30
2019-08-30	FOR040	FORTIS BC - NATURAL GAS	\$ 2,255.88
2019-08-15	FOR120	FORSTER, MAUREEN, K.	\$ 84.51
2019-08-22	FORGRA	FORTIS BC - FINANCIAL ACCOUNTING	\$ 467.25
2019-08-15	FOU080	FOUR STAR COMMUNICATIONS INC.	\$ 210.90
2019-08-22	FRI015	FRIESEN RICHARD	\$ 31.34
2019-08-30	FRI015	FRIESEN RICHARD	\$ 50.00
2019-08-15	FRI025	FRIENDS OF THE ROSSLAND RANGE	\$ 15,000.00
2019-08-15	FRU010	THE VILLAGE OF FRUITVALE	\$ 201,604.00
2019-08-22	FRU010	THE VILLAGE OF FRUITVALE	\$ 110.00
2019-08-22	FRU020	FRUITVALE CO-OP	\$ 925.80
2019-08-22	FUN010	FUNK, DARRYL ALLAN	\$ 78.39
2019-08-30	FYF010	FYFFE, BART	\$ 27.05
2019-08-08	GAI010	GAIA PRINCIPLES IPM SERVICES	\$ 189.00
2019-08-22	GAI010	GAIA PRINCIPLES IPM SERVICES	\$ 52.50
2019-08-15	GEN002	GENERATION TO GENERATION SOCIETY	\$ 10,000.00
2019-08-22	GEN003	GENELLE GENERAL STORE	\$ 65.37
2019-08-30	GEN003	GENELLE GENERAL STORE	\$ 55.37
2019-08-30	GEO020	GEOTRAC SYSTEMS INC.	\$ 412.16
2019-08-22	GES010	GESCAN - Division of Sonepar	\$ 50.76
2019-08-15	GES010	GESCAN - Division of Sonepar	\$ 289.90
2019-08-30	GIL170	GILLIS, CAROLYN	\$ 617.24
2019-08-08	GLA040	GLACIER VALLEY TREE CARE LTD.	\$ 1,260.00
2019-08-01	GLA060	GLACIER HEIGHTS REFRIGERATON INC.	\$ 25,464.22
2019-08-22	GLE040	GLENMERRY GLASS LTD.	\$ 36.75
2019-08-30	GLO040	GLOBE CAFE & TAPAS BAR	\$ 31.34
2019-08-15	GRA010	CITY OF GRAND FORKS	\$ 346,650.98
2019-08-08	GRA010	CITY OF GRAND FORKS	\$ 1,233.75
2019-08-30	GRA010	CITY OF GRAND FORKS	\$ 4,724.51
2019-08-22	GRA023	GRAND FORKS CONCRETE AND GRAVEL	\$ 3,091.20
2019-08-15	GRA050	GRAND FORKS HOME HARDWARE	\$ 69.04
2019-08-01	GRA050	GRAND FORKS HOME HARDWARE	\$ 35.45
2019-08-08	GRA050	GRAND FORKS HOME HARDWARE	\$ 288.70
2019-08-22	GRA050	GRAND FORKS HOME HARDWARE	\$ 103.65

Regional District of Kootenay Boundary

Cheque Register-Summary for month of August 2019

Cheque Date	Supplier	Name	Amount
2019-08-22	GRA054	GRASSROOTS PROPERTY CARE LTD.	\$ 435.89
2019-08-15	GRA100	GRAND FORKS GLASS LTD.	\$ 201.60
2019-08-22	GRA560	GRAND FORKS ROTARY CLUB	\$ 294.00
2019-08-08	GRE010	THE CITY OF GREENWOOD	\$ 674.00
2019-08-15	GRE010	THE CITY OF GREENWOOD	\$ 38,180.00
2019-08-30	GRE028	GREENWOOD BOARD OF TRADE	\$ 500.00
2019-08-08	GRI010	GRIEVE ALI K.	\$ 572.82
2019-08-01	GUI001	GUILLEVIN INTERNATIONAL INC.	\$ 487.48
2019-08-22	GUI001	GUILLEVIN INTERNATIONAL INC.	\$ 499.12
2019-08-22	HAC020	HACH SALES AND SERVICE CANADA LP	\$ 1,087.89
2019-08-22	HAL010	HALL PRINTING	\$ 328.25
2019-08-15	HAL010	HALL PRINTING	\$ 341.66
2019-08-30	HAL010	HALL PRINTING	\$ 420.08
2019-08-08	HAN001	HANGO, JASMINE	\$ 103.65
2019-08-01	HAW008	HAWKTREE SOLUTIONS	\$ 53.34
2019-08-30	HEA020	HEAVY METAL CO.	\$ 3,072.30
2019-08-08	HIR010	HIRAM, JANICE	\$ 217.00
2019-08-30	HOM010	HOME DEPOT CREDIT SERVICES	\$ 90.02
2019-08-22	HOM020	HOMERS HYDROVAC SERVICES	\$ 1,155.00
2019-08-08	HOR070	HORNE KEVIN	\$ 94.00
2019-08-22	HUB020	HUB FIRE ENGINES & EQUIPMENT LTD.	\$ 65.17
2019-08-30	HUB020	HUB FIRE ENGINES & EQUIPMENT LTD.	\$ 3,346.03
2019-08-22	HUZ010	HUZZEY, MARTIN, R.	\$ 160.00
2019-08-08	ICE010	ICESOFT TECHNOLOGIES LTD	\$ 10,500.00
2019-08-01	IMP020	IMPERIAL OIL LIMITED	\$ 105.05
2019-08-22	IMP020	IMPERIAL OIL LIMITED	\$ 89.97
2019-08-15	INL050	INLAND KENWORTH PENTICTON	\$ 2,312.16
2019-08-22	INL070	INLAND ALLCARE	\$ 4,511.48
2019-08-15	INL070	INLAND ALLCARE	\$ 229.00
2019-08-08	INL070	INLAND ALLCARE	\$ 1,098.66
2019-08-22	INT017	INTERSTATE ALL BATTERY CENTER	\$ 15.36
2019-08-01	IRL020	IRL INTERNATIONAL TRUCK CENTRES	\$ 68.21
2019-08-22	ISL030	ISL ENGINEERING AND LAND SERVICES	\$ 2,100.00
2019-08-08	JES001	JESSE JAMES BOBCAT & LANDSCAPING	\$ 52.50
2019-08-01	JET010	JET ICE LIMITED	\$ 1,250.29
2019-08-22	JJH010	J.J.H. ENTERPRISES	\$ 2,695.60
2019-08-01	JUS010	JUSTICE INSTITUTE OF B.C.	\$ 471.67

Regional District of Kootenay Boundary

Cheque Register-Summary for month of August 2019

Cheque Date	Supplier	Name	Amount
2019-08-22	KAI010	KAILIA, DR, JOEL	\$ 173.00
2019-08-22	KEL030	CITY OF KELOWNA	\$ 3,568.20
2019-08-01	KET006	KETTLE VALLEY GOLF CLUB	\$ 5,959.46
2019-08-15	KEY010	KATE HARRISON WHITESIDE DBA KEY	\$ 315.00
2019-08-30	KIE020	KIERANS, MARY	\$ 500.00
2019-08-15	KIM020	KIMCO CONTROLS LTD.	\$ 388.27
2019-08-30	KIW020	KIWANIS CLUB OF TRAIL	\$ 5,026.90
2019-08-08	KOG010	KO, GISELA	\$ 325.00
2019-08-30	KON001	KONE INC.	\$ 393.34
2019-08-15	KOO015	KOOTENAY COLUMBIA TRAILS SOCIETY	\$ 45,000.00
2019-08-22	KOO026	0782508 BC Ltd dba KOOTENAY WEED	\$ 19,548.18
2019-08-30	KOO027	KOOTENAY INDUSTRIAL SUPPLY LTD.	\$ 12.01
2019-08-22	KOO034	KOOTENAY CAR CARE INC.	\$ 807.95
2019-08-08	KOO043	KOOTCHIN, PETER	\$ 283.50
2019-08-08	KOO160	KOOTENAY COLUMBIA EDUCATIONAL	\$ 1,617.00
2019-08-22	KOO210	KOOTENAY VALLEY WATER CO.	\$ 248.15
2019-08-15	KOO210	KOOTENAY VALLEY WATER CO.	\$ 111.30
2019-08-08	KOO210	KOOTENAY VALLEY WATER CO.	\$ 15.90
2019-08-01	KOO210	KOOTENAY VALLEY WATER CO.	\$ 23.85
2019-08-22	LAF020	LAFACE CONTRACTING	\$ 78.75
2019-08-22	LAK002	LAKE ROOSEVELT FORUM	\$ 205.68
2019-08-01	LAK050	LAKETIME SERVICES	\$ 512.76
2019-08-15	LAK050	LAKETIME SERVICES	\$ 33.60
2019-08-30	LAK060	LAKESIDE GENERAL STORE	\$ 2,722.35
2019-08-22	LAK060	LAKESIDE GENERAL STORE	\$ 697.06
2019-08-08	LAN017	LANGMAN, DIANE	\$ 50.00
2019-08-08	LEB030	LEBER, ASHLEY	\$ 252.04
2019-08-01	LEX010	LEXISNEXIS CANADA INC.	\$ 404.78
2019-08-22	LIF010	LIFESAVING SOCIETY	\$ 322.00
2019-08-30	LIG010	LIGHTSHIP WORKS INC.	\$ 14,364.00
2019-08-30	LOR010	LORDCO PARTS LTD.	\$ 88.16
2019-08-22	LOR010	LORDCO PARTS LTD.	\$ 145.79
2019-08-15	LOR010	LORDCO PARTS LTD.	\$ 93.52
2019-08-08	LOR010	LORDCO PARTS LTD.	\$ 31.24
2019-08-22	MAG040	FVBS MAGLIO TRAIL	\$ 1,171.21
2019-08-15	MAG040	FVBS MAGLIO TRAIL	\$ 320.15
2019-08-08	MAG040	FVBS MAGLIO TRAIL	\$ 167.27

Regional District of Kootenay Boundary

Cheque Register-Summary for month of August 2019

Cheque Date	Supplier	Name	Amount
2019-08-30	MAG040	FVBS MAGLIO TRAIL	\$ 926.82
2019-08-22	MAK010	MAKI, PHILLIP	\$ 486.61
2019-08-01	MAR006	MARINO WHOLESALE LTD.	\$ 114.95
2019-08-30	MAR006	MARINO WHOLESALE LTD.	\$ 8.75
2019-08-22	MAR010	MARWEST INDUSTRIES LTD.	\$ 7,257.03
2019-08-22	MAR027	MARSH, CHRISTOPHER	\$ 25.00
2019-08-08	MCG002	MCGREGOR, GRACE	\$ 314.00
2019-08-15	MEL030	MELTWATER NEWS CANADA INC.	\$ 4,480.00
2019-08-22	MGK010	MGK DRYWALL LTD	\$ 1,478.40
2019-08-15	MID010	VILLAGE OF MIDWAY	\$ 22,830.00
2019-08-08	MID070	MIDWAY PUBLIC LIBRARY	\$ 4,000.00
2019-08-15	MIL160	MILLS OFFICE PRODUCTIVITY	\$ 243.25
2019-08-22	MIL160	MILLS OFFICE PRODUCTIVITY	\$ 3,396.66
2019-08-30	MIL160	MILLS OFFICE PRODUCTIVITY	\$ 1,095.38
2019-08-22	MIN030	MINISTER OF FINANCE	\$ 5,475.00
2019-08-30	MIN040	MINISTER OF FINANCE	\$ 177.34
2019-08-22	MIN040	MINISTER OF FINANCE	\$ 512.46
2019-08-01	MIN040	MINISTER OF FINANCE	\$ 1,450.56
2019-08-08	MON001	MONTROSE YOUTH ACTION TEAM	\$ 2,915.60
2019-08-15	MON010	VILLAGE OF MONTROSE	\$ 111,147.00
2019-08-08	MOR015	MORROW BIOSCIENCE LTD.	\$ 11,272.50
2019-08-30	MOR025	MORASSUT, ANGELA ALICE	\$ 195.25
2019-08-08	MOR035	MORISSETTE, STEPHEN J.	\$ 175.90
2019-08-22	MOT025	MOTEL 99	\$ 3,579.19
2019-08-15	MPI010	M & P INDUSTRIES LTD DBA COBALT	\$ 2,520.00
2019-08-23	MUN002	MUNICIPAL PENSION PLAN 50151-	\$ 22,756.11
2019-08-09	MUN002	MUNICIPAL PENSION PLAN 50151-	\$ 21,620.19
2019-08-09	MUN003	MUNICIPAL PENSION PLAN 00151-	\$ 35,628.51
2019-08-23	MUN003	MUNICIPAL PENSION PLAN 00151-	\$ 39,196.58
2019-08-30	NAN010	CITY OF NANAIMO	\$ 362.25
2019-08-01	NCO010	NCO FINANCIAL SERVICES INC.	\$ 83.97
2019-08-08	OAS010	OASIS RECREATION SOCIETY	\$ 2,776.34
2019-08-01	OAS010	OASIS RECREATION SOCIETY	\$ 2,463.99
2019-08-22	OFF020	OFFICE DOC	\$ 715.40
2019-08-01	OKA120	OKANAGAN AUDIO LAB LTD.	\$ 288.75
2019-08-30	OKA120	OKANAGAN AUDIO LAB LTD.	\$ 661.49
2019-08-30	OKA160	OKANAGAN FILM COMMISSION	\$ 5,000.00

Regional District of Kootenay Boundary

Cheque Register-Summary for month of August 2019

Cheque Date	Supplier	Name	Amount
2019-08-01	OME040	OMEGA COMMUNICATIONS LTD.	\$ 222.33
2019-08-15	OME040	OMEGA COMMUNICATIONS LTD.	\$ 38.08
2019-08-08	ONT010	ONTERRA SYSTEMS	\$ 685.80
2019-08-22	PAA010	PAKKUNAINEN, JEFF	\$ 25.00
2019-08-01	PAC020	PACIFIC BLUE CROSS	\$ 37,573.72
2019-08-30	PAC020	PACIFIC BLUE CROSS	\$ 38,342.15
2019-08-30	PAL005	PALADIN SECURITY GROUP LTD.	\$ 21,443.94
2019-08-08	PEN015	PENNEY, JENNIFER	\$ 70.00
2019-08-22	PEN015	PENNEY, JENNIFER	\$ 116.60
2019-08-15	PET010	PETRO CANADA	\$ 6,203.87
2019-08-15	PHA010	PHARMASAVE NO 106	\$ 5.98
2019-08-08	PHA010	PHARMASAVE NO 106	\$ 30.18
2019-08-15	PHO002	PHOENIX MOUNTAIN ALPINE SKI	\$ 25,000.00
2019-08-15	PON010	PONY EXPRESSO	\$ 35.00
2019-08-12	POS070	POSITIVE PROMOTIONS INC	\$ 699.85
2019-08-22	PRA040	PRAXAIR DISTRIBUTION	\$ 830.71
2019-08-22	PRO010	PROMAG ENVIRO SYSTEMS LTD.	\$ 1,135.98
2019-08-01	PUR020	PUROLATOR INC.	\$ 46.59
2019-08-30	PUR020	PUROLATOR INC.	\$ 98.61
2019-08-15	RAH001	RA HERFST STRUCTURAL ENGINEERS	\$ 708.75
2019-08-08	RAM003	MAHAL ENTERPRISES INC. DBA RAMADA	\$ 4,077.00
2019-08-22	RAM010	RAMCO ELECTRIC	\$ 63.00
2019-08-22	REC002	RECEIVER GENERAL	\$ 746.75
2019-08-08	REC002	RECEIVER GENERAL	\$ 931.50
2019-08-08	REC010	RECEIVER GENERAL FOR CANADA	\$ 101,213.19
2019-08-22	REC010	RECEIVER GENERAL FOR CANADA	\$ 86,880.31
2019-08-22	RED190	RED DRAGON CONSULTING	\$ 6,148.80
2019-08-30	REG080	REGIONAL DISTRICT OF EAST	\$ 60,000.00
2019-08-08	REI003	REILLY, BRIANNA	\$ 115.00
2019-08-15	RIC010	RICOH CANADA INC.	\$ 21.32
2019-08-22	RIC010	RICOH CANADA INC.	\$ 4,816.08
2019-08-22	RID010	RIDGETOP MEAT PIES	\$ 5,600.93
2019-08-22	RIV060	RIVERSIDE FAMILY MEDICINE	\$ 75.00
2019-08-22	RJA010	RJAMES MANAGEMENT GROUP	\$ 122.51
2019-08-22	ROC030	ROCKY MOUNTAIN PHOENIX	\$ 10,407.60
2019-08-30	ROC190	ROCK CREEK COMMUNITY MEDICAL	\$ 80.00
2019-08-30	ROC240	ROCHESTER MIDLAND CANADA CORP.	\$ 210.00

Regional District of Kootenay Boundary

Cheque Register-Summary for month of August 2019

Cheque Date	Supplier	Name	Amount
2019-08-08	ROG010	ROGUE FITNESS	\$ 1,397.57
2019-08-15	ROS010	THE CITY OF ROSSLAND	\$ 12,500.00
2019-08-30	ROS010	THE CITY OF ROSSLAND	\$ 418.28
2019-08-22	ROY080	THE ROYAL THEATRE	\$ 205.00
2019-08-01	RUD015	RUDDICK, KEN	\$ 770.00
2019-08-08	SAV040	SAVE-ON-FOODS	\$ 6.98
2019-08-15	SAV040	SAVE-ON-FOODS	\$ 37.01
2019-08-22	SAV040	SAVE-ON-FOODS	\$ 40.90
2019-08-30	SCO035	SCOTT, COREY	\$ 40.01
2019-08-30	SCO070	SCOUTS CANADA - CAMP TWEEDSMUIR	\$ 7,299.50
2019-08-08	SEC030	SECURE BY DESIGN	\$ 44.80
2019-08-15	SEL010	SELECT OFFICE PRODUCTS	\$ 133.29
2019-08-30	SEL010	SELECT OFFICE PRODUCTS	\$ 361.70
2019-08-22	SEL010	SELECT OFFICE PRODUCTS	\$ 143.68
2019-08-08	SEL160	SELKIRK SECURITY SERVICE LTD	\$ 287.70
2019-08-08	SHA030	SHAW CABLE	\$ 137.52
2019-08-01	SHA030	SHAW CABLE	\$ 532.15
2019-08-22	SHA030	SHAW CABLE	\$ 534.23
2019-08-15	SHR002	SHRED-IT	\$ 443.85
2019-08-01	SOF020	SOFTCHOICE LP	\$ 61.02
2019-08-01	SOU015	SOUTHERN FRONTIER FORESTRY	\$ 8,213.11
2019-08-15	SOU015	SOUTHERN FRONTIER FORESTRY	\$ 7,158.21
2019-08-08	SPC010	SOCIETY FOR PREVENTION OF CRUELTY	\$ 7,437.00
2019-08-15	SPE030	SPEEDPRO SIGNS PLUS	\$ 110.25
2019-08-01	SPE030	SPEEDPRO SIGNS PLUS	\$ 591.36
2019-08-22	SPE030	SPEEDPRO SIGNS PLUS	\$ 581.41
2019-08-30	SPE030	SPEEDPRO SIGNS PLUS	\$ 85.12
2019-08-22	STA007	DESJARDINS CARD SERVICES	\$ 20.30
2019-08-01	STA025	STAJDUHAR, JESSICA	\$ 200.65
2019-08-30	STE035	STEWART, OWEN	\$ 308.82
2019-08-30	STE130	STERICYCLE COMMUNICATION	\$ 888.82
2019-08-22	STO030	STOKES INTERNATIONAL	\$ 72.14
2019-08-22	SUP170	SUPER SAVE DISPOSAL INC.	\$ 12,200.86
2019-08-08	TAY020	TAYLOR, BRIAN	\$ 321.70
2019-08-22	TEC080	TECHNICAL SAFETY BC	\$ 1,608.75
2019-08-15	TEL001	TELUS COMMUNICATIONS (B.C.) INC.	\$ 384.99
2019-08-22	TEL001	TELUS COMMUNICATIONS (B.C.) INC.	\$ 116.83

Regional District of Kootenay Boundary

Cheque Register-Summary for month of August 2019

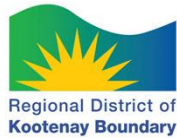
Cheque Date	Supplier	Name	Amount
2019-08-01	TEL001	TELUS COMMUNICATIONS (B.C.) INC.	\$ 377.44
2019-08-08	TEL001	TELUS COMMUNICATIONS (B.C.) INC.	\$ 9,022.97
2019-08-01	TEL002	TELUS MOBILITY	\$ 4,794.27
2019-08-30	TEL002	TELUS MOBILITY	\$ 5,323.45
2019-08-22	TEL050	TELUS COMMUNICATIONS CO. C/O	\$ 2,611.18
2019-08-22	TER010	TERUS CONSTRUCTION LTD DBA	\$ 1,779.75
2019-08-08	TET010	TETRA TECH CANADA INC.	\$ 758.00
2019-08-15	THO130	THOMPSON OKANAGAN TOURISM	\$ 3,852.06
2019-08-22	THO130	THOMPSON OKANAGAN TOURISM	\$ 6,753.45
2019-08-30	TOM050	TOMKAT AUTOMOTIVE	\$ 124.51
2019-08-01	TOO010	TOOL TIME SUPPLIES LTD.	\$ 61.60
2019-08-15	TOO010	TOOL TIME SUPPLIES LTD.	\$ 70.86
2019-08-15	TRA010	THE CITY OF TRAIL	\$ 629,337.00
2019-08-15	TRA029	TRAIL COFFEE CO.	\$ 218.00
2019-08-22	TRA029	TRAIL COFFEE CO.	\$ 238.00
2019-08-30	TRA029	TRAIL COFFEE CO.	\$ 230.39
2019-08-22	TRA046	TRAIL HAMMER AND BOLT CO. LTD.	\$ 415.38
2019-08-08	TRA055	TRAIL ALLIANCE CHURCH	\$ 15,730.90
2019-08-22	TRA130	TRAIL TRANSIT SERVICES	\$ 283.50
2019-08-15	TRA130	TRAIL TRANSIT SERVICES	\$ 360.99
2019-08-01	TRA190	TRAIL & DISTRICT ARTS COUNCIL	\$ 5,000.00
2019-08-22	TRA240	TRAIL HOME HARDWARE BUILDING	\$ 68.56
2019-08-15	TRA240	TRAIL HOME HARDWARE BUILDING	\$ 63.83
2019-08-08	TRA240	TRAIL HOME HARDWARE BUILDING	\$ 303.11
2019-08-30	TRA240	TRAIL HOME HARDWARE BUILDING	\$ 106.82
2019-08-15	TWI020	TWIN RIVERS CONTROLS	\$ 1,156.48
2019-08-22	ULI010	ULINE CANADA CORPORATION	\$ 459.10
2019-08-30	UNI010	UNITED RENTALS OF CANADA INC.	\$ 5,433.55
2019-08-01	UNI220	UNITEX NB CO. LTD	\$ 5,635.52
2019-08-01	VAB010	VAB ENTERPRISES	\$ 1,365.00
2019-08-15	VAL130	VALLEN	\$ 496.24
2019-08-22	VAL130	VALLEN	\$ 435.68
2019-08-30	VAL130	VALLEN	\$ 2,280.34
2019-08-15	VIS010	VISAC GALLERY	\$ 8,661.00
2019-08-22	VIS050	VISTA RADIO LTD.	\$ 715.30
2019-08-15	VIT001	VITALAIRE	\$ 542.47
2019-08-08	VIV001	VIVID CONSULTING	\$ 474.08

Regional District of Kootenay Boundary

Cheque Register-Summary for month of August 2019

Cheque Date	Supplier	Name	Amount
2019-08-22	VMS020	VMS COMFORT PLUS INC	\$ 263.55
2019-08-08	WAL010	WALSH, MICHAEL S.	\$ 74.20
2019-08-15	WAR020	VILLAGE OF WARFIELD	\$ 16,266.79
2019-08-15	WES016	WESTBRIDGE RECREATION SOCIETY	\$ 2,000.00
2019-08-22	WES025	WESTEK CONTROLS LTD.	\$ 3,802.22
2019-08-30	WES025	WESTEK CONTROLS LTD.	\$ 1,866.77
2019-08-01	WES029	WEST BOUNDARY COMMUNITY	\$ 75,000.00
2019-08-22	WES035	WESTERN FINANCIAL GROUP FRUITVALE	\$ 75.00
2019-08-15	WES100	WESCO DISTRIBUTION CANADA LP	\$ 238.05
2019-08-22	WES100	WESCO DISTRIBUTION CANADA LP	\$ 954.11
2019-08-30	WES100	WESCO DISTRIBUTION CANADA LP	\$ 85.40
2019-08-08	WES360	WEST KOOTENAY BRAIN INJURY	\$ 6,079.01
2019-08-01	WIE030	WIEBE, GABRIEL	\$ 75.00
2019-08-30	WIE030	WIEBE, GABRIEL	\$ 25.00
2019-08-15	WIL007	ADAM WILLIAMS	\$ 2,064.00
2019-08-01	WIL007	ADAM WILLIAMS	\$ 5,783.77
2019-08-08	WIL007	ADAM WILLIAMS	\$ 5,516.00
2019-08-30	WIL007	ADAM WILLIAMS	\$ 3,648.00
2019-08-30	WMU010	WM UNIFORM GROUP	\$ 285.60
2019-08-15	WOO001	WOOD WYANT INC.	\$ 198.97
2019-08-08	WOR100	WORLEY LINDA	\$ 223.95
2019-08-30	XER010	XEROX CANADA LTD.	\$ 37.76
2019-08-30	XLW010	XL QUALITY INDUSTRIAL SERVICES	\$ 211.01
2019-08-30	YOU120	YOUNGLIVING ESSENTIAL OIL	\$ 171.23
2019-08-15	YRW010	Y & R WATER SALES & SERVICE INC.	\$ 20.40
2019-08-22	ZAH020	ZAHN, MELISSA	\$ 80.40
Total Accounts Paid			\$ 3,277,700.00

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



Boundary Community Development Committee

Minutes

Wednesday, August 7, 2019

RDKB Board Room, Grand Forks, BC

Committee members present:

Director G. McGregor, Chair
Director R. Russell
Director V. Gee
Director B. Taylor
Director R. Dunsdon
Director G. Shaw

Staff present:

J. Chandler, General Manager of Operations/Deputy CAO
M. Forster, Executive Assistant/Recording Secretary
D. Dean, Manager of Planning and Development
K. Anderson, Watershed Planner

CALL TO ORDER

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

CLOSED (IN CAMERA) SESSION

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

Moved: Director Russell Seconded: Director Shaw

That the Boundary Community Development Committee proceed to a closed meeting pursuant to Section 90 (1)(j) of the *Community Charter* at 10:02 am.

Carried

The Boundary Community Development Committee reconvened to the open meeting at 10:25 am.

ITEMS FOR RELEASE TO OPEN MEETING

Update and Correspondence to Grand Forks Veterinarian

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

Moved: Director Russell Seconded: Director Shaw

That the Boundary Community Development Committee directs staff to continue to reinforce the direction of the Regional District and formally work with the vet to terminate operations at the animal control building including issuing a letter to terminate operations on or before September 30th, 2019.

Carried

ADOPTION OF AGENDA (ADDITIONS/DELETIONS)

The agenda for the August 7, 2019 Boundary Community Development Committee meeting was presented. The order of the agenda was changed.

Moved: Director Dunsdon Seconded: Director Russell

That the agenda for the August 7, 2019 Boundary Community Development Committee meeting be adopted as amended.

Carried

ADOPTION OF MINUTES

The minutes of the July 3, 2019 Boundary Community Development Committee meeting were presented.

The minutes were amended with a change to Director Dunsdon's discussion on "West End Transportation". The "Village of Midway" was changed to read "Parkview Manor in Midway".

Moved: Director Gee Seconded: Director Shaw

That the minutes of the July 3, 2019 Boundary Community Development Committee meeting be adopted as amended.

Carried

GENERAL DELEGATIONS

There were no delegations present.

OLD BUSINESS

D. Dean, Manager of Planning and Development Re: Boundary Integrated Watershed Service Structure

Revised Terms of Reference were presented to the Committee for consideration. After general discussion and suggested amendments to the Terms of Reference, it was;

Moved: Director Russell Seconded: Director Shaw

That the Regional District of Kootenay Boundary Board of Directors adopt the Terms of Reference for the newly named Kettle River Watershed Advisory Council with the following amendments:

1. Quorum specification as determined by staff
2. Naming of the First Nations individually as determined by staff to include the Ktunaxa Nation, Secwepemc Nation and Sylix Okanagan Nation
3. Mileage compensation for members or alternates (but not both)
4. Two members, instead of one, included for each interest group
5. Two seats for mining and two for other industry
6. Removal of reference to WSA implementation from MoE representation
7. Name change to Kettle River Watershed Advisory Council
8. Clarification around the Washington State representative, and
9. Removal of the words "who will also be invited to attend meetings".

Carried

Watershed updates will be added as a standing item on future agendas.

D. Dean, Manager of Planning and Development, and K. Anderson, Watershed Planner, left the meeting at 11:13 am.

J. Chandler, General Manager of Operations/Deputy CAO
Re: Community Forests - Report and Next Steps

J. Chandler, General Manager of Operations/Deputy CAO, presented a staff report which provided the Committee with an update for the next steps and review of the goals and objectives for pursuit of a Community Forest.

Discussion ensued on revenue uses from a future Community Forest. There was general agreement to have a fulsome discussion on Community Forests to identify objectives at the September BCDC meeting. D. Macmaster, Fibre Manager - Vaagen Fibre Canada and S. Mulkey, Manager of Extension and Communication, BC Community Forest Association will be invited to attend the meeting.

Prior to next year's budget, funding will be allocated for an individual person to assist with Community Forest development.

Moved: Director Taylor Seconded: Director Dunsdon

That the staff report from J. Chandler, General Manager of Operations/Deputy CAO, be received as presented.

Carried

NEW BUSINESS

M. Andison, CAO
Re: Boundary Recreational Trails Master Plan Phase 2 Work Plan, Budget and Working Group

A staff report from Mark Andison, CAO regarding changes to the scope, public engagement, and budget associated with Phase 2 of the Boundary Recreational Trails Master Plan process was presented.

The Committee members reviewed the Phase 2 Working Group membership and it was agreed to add Mark Szykaruk and Ross Elliot to the working group.

Moved: Director Dunsdon Seconded: Director Shaw

That the Boundary Community Development Committee approve receipt of the staff report from M. Andison, CAO, regarding Boundary Recreational Trails Master Plan Phase 2 Work Plan, budget and working group. **FURTHER**, that Ross Elliot and Mark Mark Szyndkaruk be added to the working group.

Carried

Simone Carlisle-Smith, TOTA

Re: Boundary Country Tourism Monthly Update - June/July 2019

The Committee reviewed the monthly reports provided by TOTA. Discussion ensued on domain and hosting services. TOTA had requested assistance/options from the RDKB for domain and web hosting services. It was agreed to have further conversations at a future meeting in this regard.

Discussion also ensued around crisis management communication. Clarification will be sought around this communication so that TOTA is not expecting RDKB to take on the task of tourism crisis management communication.

Moved: Director Russell Seconded: Director Dunsdon

That the TOTA monthly updates for June and July 2019 be received as presented.

Carried

Information

Re: FLNR Letter - Columbia and Western Rail Trail

The Committee members reviewed the letter from FLNRORD regarding changes in designation of the recreational trail. Concerns were expressed around trail maintenance, implications of changes in designation and consultation process with the public.

Moved: Director Russell Seconded: Director Taylor

That the Boundary Community Development Committee directs staff to request that FLNRORD be asked to extend the period to receive input on the proposal given the Committee's lack of clarity around the outcomes of such a change in designation. **FURTHER**, that FLNRORD be requested to provide more information about the implications on such a cancellation of recreational trail designation to Boundary area communities and trail users, including responsibilities for maintenance going forward, and what designation may be applied to the trail in the future. **FURTHER**, what public

consultation will take place or has taken place for this proposed change. **FURTHER**, what precedents that this change may set for other locations in the Province.

Carried

J. Chandler, General Manager of Operations/Deputy CAO
Re: BC Transit 2019-2020 Annual Operating Agreement

A copy of the proposed Annual Operating Agreement was attached.

Discussion arose around public consultation outside of BC Transit, and conducting a service review.

Moved: Director Russell Seconded: Director Shaw

That the Boundary Community Development Committee directs staff to explore the service review process, what it would entail and provide a report to the Committee. **FURTHER**, that the BC Transit 2019-2020 Annual Operating Agreement be received as presented.

Carried

Director Dunsdon left the meeting at 12:11 pm.

Information

Re: Kootenay Boundary Animal Control Report - July 2019

The Animal Control Report - July 2019, was presented and reviewed by the Committee. Questions arose in regards to listing specific individual names in the report and the application of FOIPPA. Staff will follow up in this regard.

Moved: Director Shaw Seconded: Director Taylor

That the Kootenay Boundary Animal Control Report for July 2019 be received as presented.

Carried

LATE (EMERGENT) ITEMS

There were no late (emergent) items for discussion.

DISCUSSION OF ITEMS FOR FUTURE AGENDAS

1. Discussion on domain and hosting services support for small societies who can't afford their own website VS staff support for that facility VS support for organizations that are directly contracted with the RDKB and where the RDKB might fall in that.
2. Discussion on possible repercussions on domain and hosting services support and if there is a common solution.

QUESTION PERIOD FOR PUBLIC AND MEDIA

A question period for public and media was not required.

ADJOURNMENT

The meeting adjourned at 12:24 pm.



Beaver Valley Regional Parks and Regional Trails Committee

Minutes July 2, 2019 Fruitvale Village Office

Committee members present:

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

Staff and others present:

M. Andison, CAO
M. Daines, Manager of Facilities and Recreation
V. Fitzpatrick, Village of Fruitvale Age Friendly Liaison

CALL TO ORDER

The Chair called the meeting to order at 12:00 pm.

ACCEPTANCE OF THE AGENDA (additions/deletions)

The agenda for the July 2, 2019 Beaver Valley Regional Parks and Regional Trails Committee meeting was presented.

Moved: Director Walsh Seconded: Director Morissette

That the agenda for the July 2, 2019 Beaver Valley Regional Parks and Regional Trails Committee be adopted as amended.

Carried

ADOPTION OF MINUTES

There were no minutes for adoption.

DELEGATIONS

Vicky Fitzpatrick, Village of Fruitvale Age Friendly Liaison Re: Update of Age Friendly Program

V. Fitzpatrick gave an overview of the current state of the Age Friendly Program.

A discussion among the Committee members resulted in unanimous support for taking the Age Friendly Program under the wing of Beaver Valley Recreation as it is a sub-regional service of the RDKB. The benefit of this transition would be to allow for consistency among direction and management of staff and the accounting of the finances of the program.

The Village of Fruitvale and Jayme Fowler will draft thank you letters to all sponsors outlining some of the past highlights of the program, and that the program will be transitioning to the management of the RDKB in January 2020. Any future donations should be made payable to the Village of Fruitvale until the transition takes place, after which donations will be made directly to the RDKB.

Mark Andison, CAO, will start discussions with the Union on how the RDKB will absorb the new position.

Moved: Director Walsh Seconded: Director Morissette

That the Beaver Valley Regional Parks and Regional Trails Committee agree to take over the management of the Age Friendly Program starting in January 2020.

Carried

The Mayor of Fruitvale will inform the Fruitvale Council of the motion that was passed by the Beaver Valley Regional Parks and Regional Trails Committee to take over the program in January 2020.

UNFINISHED BUSINESS

There was no unfinished business for discussion.

NEW BUSINESS

There was no new business for discussion.

LATE (EMERGENT) ITEMS

There were no late (emergent) items for discussion.

DISCUSSION OF ITEMS FOR FUTURE MEETINGS

A discussion of items for future meetings was not required.

QUESTION PERIOD FOR PUBLIC AND MEDIA

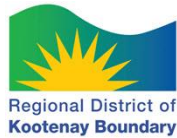
A question period for public and media was not required.

CLOSED (IN CAMERA) SESSION

A closed (in camera) session was not required.

ADJOURNMENT

The meeting was adjourned at 1:00 pm.



Policy and Personnel Committee

Minutes

Wednesday, June 12, 2019

RDKB Board Room, Trail, BC

Committee members present:

Director G. McGregor, Chair
Director V. Gee
Director L. Worley
Director S. Morissette
Director D. Langman
Director R. Dunsdon
Director R. Russell, ex officio

Staff present:

M. Andison, Chief Administrative Officer
M. Forster, Executive Assistant/Recording Secretary
M. Stephens, Interim Manager of Emergency Programs

CALL TO ORDER

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

ADOPTION OF AGENDA (ADDITIONS/DELETIONS)

The agenda for the June 12, 2019 Policy and Personnel Committee meeting was presented.

Moved: Director Langman Seconded: Director Worley

That the agenda for the June 12, 2019 Policy and Personnel Committee meeting be adopted as presented.

Carried

ADOPTION OF MINUTES

The minutes of the Policy and Personnel Committee meeting held May 8, 2019 were presented.

Moved: Director Dunsdon Seconded: Director Langman

That the minutes of the Policy and Personnel Committee meeting held May 8, 2019 be adopted as presented.

Carried

GENERAL DELEGATIONS

There were no delegations present.

UNFINISHED BUSINESS

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 had been received. The Policy was presented back to the Committee pursuant to the RDKB Policy Development and Review Policy.

Moved: Director Russell Seconded: Director Gee

The P&P Committee directed staff to make the following changes:

Section 8: From "Who receives the Emergency Alert" to "Who an Emergency Alert is Broadcast to"

Section 8a: Add "a broadcast of" to read: "....to receive a broadcast of an alert based...."

Section 9a: Add "EOC" to Policy Group to read: "....EOC Policy Group....".

Carried

Moved: Director Russell Seconded: Director Worley

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

Carried

M. Andison, Chief Administrative Officer
Re: Board/Committee Meal Policy

The revised Board/Committee Meal Policy was presented for the Committee's final consideration on January 9, 2019. The Policy was circulated to the Board for comments on May 2, 2019 and no further comments were received.

Moved: Director Langman Seconded: Director Dunsdon

That the Regional District of Kootenay Boundary Board of Directors adopt the Board/Committee Meal 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. Andison, Chief Administrative Officer
Re: Columbia Basin Trust Board Appointment Policy

The revised Columbia Basin Trust Board Appointment Policy was presented for the Committee's final consideration on January 9, 2019. The Policy was circulated to the Board for comments on May 2, 2019 and no further comments were received.

Moved: Director Morissette Seconded: Director Langman

That the Regional District of Kootenay Boundary Board of Directors adopted the 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 distributed accordingly.

Carried

M. Andison, Chief Administrative Officer
Re: Criminal Record Check Policy

The revised Criminal Record Check Policy was presented for the Committee's final consideration on January 9, 2019. The Policy was circulated to the Board for comments on May 2, 2019 and no further comments were received.

The following revision was made:

Section 1.(d)(ii): "intellectual disabilities" will be added to read: "...physical disabilities, intellectual disabilities or mental illness; and"

Moved: Director Morissette Seconded: Director Worley

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

Carried

M. Andison, Chief Administrative Officer
Re: Fleet Vehicle Replacement Policy

The revised Fleet Vehicle Replacement Policy was presented for the Committee's final consideration on January 9, 2019. The Policy was circulated to the Board for comments on May 2, 2019 and no further comments were received.

A minor formatting revision was made.

Moved: Director Morissette Seconded: Director Langman

That the Regional District of Kootenay Boundary Board of Directors adopt the 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.

Carried

M. Andison, Chief Administrative Officer
Re: Telecommunications Facilities on Crown Land Policy

The revised Telecommunications Facilities on Crown Land Policy was presented for the Committee's final consideration on January 9, 2019. The Policy was circulated to the Board for comments on May 2, 2019 and no further comments were received.

Moved: Director Worley Seconded: Director Langman

That the Regional District of Kootenay Boundary Board of Directors adopt the 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.

Carried

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

M. Andison, CAO, presented the Strategic Priorities Report as prepared by Jerry Berry Consultants Inc. following the March 29-30, 2019 Board Strategic Planning Workshop.

The Committee members reviewed the Report and discussion ensued. Numerous comments were made on the contents of the Report which Staff made note of.

Moved: Director Dunsdon Seconded: Director Langman

The Policy and Personnel Committee directs staff to draft a report, which focuses on mission, vision and values and prioritizing issues to be focused on.

Carried

NEW BUSINESS

There was no new business for discussion.

LATE (EMERGENT) ITEMS

There were no late (emergent) items for discussion.

Page 5 of 6
Policy and Personnel Committee
June 12, 2019

DISCUSSION OF ITEMS FOR FUTURE MEETINGS

1. First Nations acknowledgement.

QUESTION PERIOD FOR PUBLIC AND MEDIA

A question period for public and media was not required.

CLOSED (IN CAMERA) SESSION

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

Moved: Director Langman Seconded: Director Worley

That the Policy and Personnel Committee proceed to a closed meeting pursuant to Section 90 (1)(c) of the *Community Charter* at 3:00 pm.

Carried

The Policy and Personnel Committee reconvened to the open meeting at 3:15 pm.

ITEMS FOR RELEASE TO OPEN MEETING

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

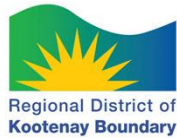
Moved: Director Worley Seconded: Director Langman

That the Policy and Personnel Committee release to the Open Meeting that the Policy and Personnel Committee recommend to the Board of Directors that an executive search firm be utilized for the recruitment of the General Manager of Finance Position.

Carried

ADJOURNMENT

The meeting was adjourned at 3:15 pm.



**Utilities Committee
Minutes
Wednesday, June 12, 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 V. Gee
Director A. Morel
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
M. Andison, CAO, Regional District of Kootenay Boundary (Arrived 5:06 pm)

Other RDKB Board Members Present:

Director R. Russell, RDKB Board Chair

CALL TO ORDER

The Chair called the meeting to order at 5:00 pm. M. Andison arrived at 5:06 pm.

ADOPTION OF AGENDA (ADDITIONS/DELETIONS)

The agenda for the June 12, 2019 Utilities Committee meeting was presented.

Moved: Director Worley Seconded: McGregor

That the agenda for the June 12, 2019 Utilities Committee meeting be adopted as presented.

Carried.

ADOPTION OF MINUTES

The minutes of the Utilities Committee meeting held on April 10, 2019 were presented.

Moved: Director Worley Seconded: Director McGregor

That the minutes of the Utilities Committee meeting held on April 10, 2019 be adopted as presented.

Carried.

GENERAL DELEGATIONS

There were no general delegations to the 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 was presented.

Moved: Director Morissette Seconded: Director Worley

G. Denkovski, Manager of Infrastructure and Sustainability, discussed the various grant opportunities that are available right now. They include the Rural Dividend Grant and the Infrastructure Planning Grant. Goran outlined what projects would be completed with the monies from each of the grants, if received.

Director Cacchioni requested that Goran advise the Committee when grant applications have been submitted and when any approvals have been received.

That the report from Goran Denkovski, Manager of Infrastructure and Sustainability, on the tracking of grant opportunities be received.

Carried.

G. Denkovski

Re: 1st Quarter Action Item updates

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

Moved: Director Langman Seconded: Director Morel

Most of the action items on the list have been completed.

The Committee then discussed the Anaconda Water System.

Director Gee is waiting for a pricing update.

Director Gee is still in discussion with the City of Greenwood regarding using Section 13 of the Community Charter as a short-term governance of the Anaconda Water System until a permanent solution can be reached.

She also raised the issue of using gas tax monies for this matter and the possibility of RDKB having oversight on this matter.

Director Gee requested a meeting with Goran and they will arrange something as soon as possible and report to the Committee.

That the verbal update from Goran Denkovski, Manager of Infrastructure and Sustainability on the Utilities Committee 2019 action items be received.

Carried.

NEW BUSINESS

G. Denkovski

Re: Proposed Subdivision Beaver Valley Water System

A Staff Report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding an Proposed Subdivision of (PID 012-103-080) Lot 178, DL 1236, Kootenay, Plan NEP785B, Except Part Included in NEP13764 that is located in the RDKB Area 'A' Beaver Valley Water System Service was presented.

Moved: Director Grieve Seconded: Director Worley

The Committee raised the following points regarding the subdivision application:

- . The applicant will be responsible for all connection fees
- . There are no rights of way on the property,
- . Goran has discussed the water connection with the Village of Fruitvale and they will manage all aspects for the connection,
- . The Development Cost Charge will apply to this project.

Directors Grieve and Morissette requested a meeting with Goran in July 2019 to discuss sustainability and long-term asset management of the Beaver Valley Water System.

That the Utilities Committee receive the report.

Carried.

G. Denkovski

Re: Discussion requested by the Village of Fruitvale regarding using RDKB water operators.

The Beaver Valley Water Service is very small with only one operator. The possibility of the RDKB providing emergency back up was discussed, with the Committee agreeing that this matter deserves further consideration. Director Morissette will meet with Goran in July 2019 and they will bring recommendation to the Committee.

The possibility of sharing resources on a broader scale besides water was raised and Director Langman stated that that is an ongoing discussion by various Committees.

G. Denkovski

Re: Discussion and action to review history of development in Beaver Valley Water Service and Bylaw 1492 Development Cost Charge.

There was no discussion here as Director Grieve indicated that this was discussed in the previous agenda item.

G. Denkovski

Re: Beaver Valley Water System monthly reports from Jan to March 2019

A staff report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the Beaver Valley Water Service January to March 2019 Monthly reports, was presented.

Moved: Director Morissette Seconded: Director McGregor

That the staff report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the Beaver Valley Water Service January to March 2019 Monthly reports be received.

Carried.

G. Denkovski

Re: Flow Meter Report for Volume Data Collected for March and April 2019

Flow meter report summarizing volume data collected for the months of March and April 2019, was presented.

Moved: Director McGregor Seconded: Director Morel

It was noted that the freshet levels are in the normal range and the percentages are consistent with the averages.

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

Carried.

J. Paakkunainen

Re: Warfield, Columbia Gardens and Rivervale Water Monthly Report - March and April 2019

A staff report from Jeff Paakkunainen, Chief Utilities Operator, regarding the Water Monthly report for March and April 2019, was presented.

Moved: Director Grieve Seconded: Director Worley

That the staff report from Jeff Paakkunainen, Chief Utility Operator, regarding the Water Monthly report for March and April 2019, be received.

Carried.

G. Wiebe

Re: Rivervale and Columbia Gardens Water System 2018 Annual Reports

A report from Gabe Wiebe, Engineering and Safety Coordinator regarding the Rivervale and Columbia Gardens Water System annual reports was presented.

Moved: Director Worley Seconded: Director McGregor

There was no 2018 Annual report received from Beaver Valley Water. The annual reports from the other RDKB water systems will be sent the local Public Health Officer.

That the report from Gabe Wiebe, Engineering and Safety Coordinator regarding the Rivervale and Columbia Gardens Water System annual reports, are received.

Carried.

G. Denkovski

Re: Christina Lake Water March and April 2019 Monthly Report

A staff report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the Christina Lake Water March and April 2019 Monthly report, was presented.

Moved: Director McGregor Seconded: Director Langman

That the staff report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the Christina Lake Water Utility March and April 2019 Monthly report, be received.

Carried.

G. Wiebe

Re: Christina Lake Water Utility 2018 Annual Report

A report from Gabe Wiebe, Engineering and Safety Coordinator regarding the Christina Lake Water Utility annual report, was presented.

Moved: Director McGregor Seconded: Director Worley

That the report from Gabe Wiebe, Engineering and Safety Coordinator regarding the Christina Lake Water Utility annual report, is received.

Carried.

Jeff Paakkunainen

Re: CPCC Sanitary Sewer Monthly Report March and April 2019

A staff report by Jeff Paakkunainen, Chief Utilities Operator, regarding the Sanitary Sewer Monthly report for March and April 2019, was presented.

Moved: Director Morissette Seconded: Director Langman

That the staff report by Jeff Paakkunainen, Chief Utilities Operator, regarding the Sanitary Sewer Monthly report from March and April 2019, be received.

Carried.

LATE (EMERGENT) ITEMS

Director Gee discussed the Bridesville Water System.

There approximately 30 users of the system. The water system's pump failed after 3 months because of improper use and there is no monies to pay for the repairs. Director Gee will use grant-in-aid monies to pay for the repairs.

A grant has been received to pay for a Transition Feasibility Study. Nothing can be done until the study is complete.

Director Gee stated that the infrastructure is not salvageable and alternates need to be explored.

The Committee discussed the possibility of conducting meetings at UBCM regarding this matter

DISCUSSION OF ITEMS FOR FUTURE MEETINGS

Discuss the sharing of resources and staff.

Director McGregor suggested moving the Utilities Committee meeting from 5 pm to 4 pm.

Moved: Director McGregor Seconded: Director Worley

That the starting time for the Utilities Committee monthly meetings be changed from 5 pm to 4 pm.

Carried.

QUESTION PERIOD FOR PUBLIC AND MEDIA

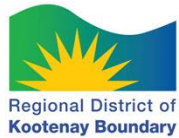
There were no questions from the media nor the public.

CLOSED (IN CAMERA) SESSION

A closed (in camera) session was not required.

ADJOURNMENT

There being no further business, the Chair adjourned the meeting at 5:30 pm.



Electoral Area Services Committee Minutes

Thursday, June 13, 2019
RDKB Board Room, 2140 Central Ave., Grand Forks, BC

Directors Present:

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

Directors Absent:

Director Roly Russell

Staff Present:

Mark Andison, Chief Administrative Officer
Donna Dean, Manager of Planning and Development
Frances Maika, Corporate Communications Officer
Elizabeth Moore, Senior Planner
Maria Ciardullo, Recording Secretary

Members of the Public Present:

Douglas Edlund

1. CALL TO ORDER

Chair Worley called the meeting to order at 4:32 p.m.

2. ACCEPTANCE OF AGENDA (ADDITIONS/DELETIONS)

June 13, 2019

Items 5B, 6A, 6K, 6L and 6O were moved to the beginning of the agenda right after 'Delegations'.

Moved: Director McGregor

Seconded: Director Gee

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

Carried.

3. MINUTES

May 16, 2019

Director Gee requested a correction to the May 16, 2019 minutes with regard to the Cannabis Public meeting at Big White. The correction would delete the wording of 'putting a cap on the number of cannabis retail outlets at Big White' in the section titled 'Cannabis Public Meetings at Big White.'

Moved: Director Gee

Seconded: Director Grieve

That the Electoral Area Services Committee meeting minutes from May 16, 2019 be adopted as amended.

Carried.

4. DELEGATIONS

There were no delegations in attendance.

ITEMS MOVED AHEAD ON THE AGENDA

6A. Doug and Norine Edlund

RE: Development Variance Permit

1320 Bonavista Road, Electoral Area 'C'/Christina Lake

RDKB File: C-268-02384.440

This application was reviewed with the Committee members. It was noted that the APC has no concerns and the adjacent property owners have been sent a notification letter. Mr. Edlund who was in attendance requested a copy of the APC minutes.

Moved: Director McGregor

Seconded: Director Grieve

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 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.

Carried.

5B. ALC Response Letter (Underwood)

RE: Concerns regarding transition to new land use regulations

Director Grieve expressed concern that the letter should have been sent to the Ministry of Agriculture rather than the ALC.

Moved: Director Grieve

Seconded: Director McGregor

That the letter dated May 24, 2019 from the Agricultural Land Commission be received AND FURTHER that RDKB staff write a letter to the Minister of Agriculture regarding the concerns of transitioning to new land regulations.

Carried.

6K. Local Government Barriers to Cannabis Production and Sales

Director Grieve stated there was a presentation at an AKBLG meeting with regard to cannabis barriers and solutions. She would like to see more details clearly indicating what the solutions and barriers are and suggested that there might be more information coming from UBCM in this regard. Donna Dean mentioned that the RDKB is treating cannabis the same as other crops and growing is permitted wherever agriculture is listed as a permitted use.

Director Gee mentioned that Electoral Area 'E'\West Boundary has seen an influx of activity and it is predicted that upwards of 100-150 employees will be coming to the area.

6L. Review of Town Hall Meeting Process

There was discussion around the decline in public attendance at town hall meetings. Also discussed were the costs of holding town hall meetings and what the benefits and purposes are. There was general agreement that face-to-face town hall meetings are valuable. Staff asked the committee members to consider their objectives for the meetings; what topics they would like to see addressed; as well as the time of year the meetings would be most beneficial to their respective areas.

Moved: Director McGregor

Seconded: Director Gee

That the Staff Report by Frances Maika, Corporate Communications Officer, regarding 2019 Town Hall Meetings - Review of the process, be received. AND FURTHER that the Electoral Area Committee provide direction to staff on how to proceed.

Carried.

6O. Grant in Aid Letter

The committee members felt that one common letter template would be easier for Staff. There was discussion regarding wording in the letter and whether a letter of gratitude was needed from the recipient. Director Gee indicated that she would like letters similar to the Area 'A' letter to come to her.

(Director Grieve left the meeting following discussion of this agenda item)

5. UNFINISHED BUSINESS

Casey and Lori Hudson

RE: Development Permit

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

RDKB File: C-3989s-09104.110

Moved: Director McGregor

Seconded: Director Gee

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 received.

Carried.

6. NEW BUSINESS

6B. Ed Vergeer

RE: Development Variance Permit

7865 McRae Road, Electoral Area 'C'/Christina Lake

RDKB File: C-4037s-07285.060

Donna Dean, Manager of Planning and Development, briefly reviewed the application and stated there is currently no principle residence on the property. The APC had no concerns and it was noted that the adjacent owner letters have been mailed.

Moved: Director McGregor

Seconded: Director Gee

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.

Carried.

6C. Crawford Truck & Equipment**RE: Development Permit**

1010 Commercial Way, Electoral Area 'B'/Lower Columbia-Old Glory

RDKB File: B-2404-06181.330

Moved: Director Gee

Seconded: Director McGregor

That the staff report regarding the Development Permit application submitted by Paula and Trevor Crawford, Crawford Truck and Equipment Repair Ltd. to construct a 2400 square feet (223.3 m²) addition to the front of their garage in the Industrial Development Permit Area on the parcel legally described as Lot 6, Plan NEP75381, DL 2404, KD, Genelle, Electoral Area 'B'/Lower Columbia-Old Glory, be received.

Carried.

6D. Lakefront Enterprises Ltd.**RE: Development Permit**

450 Feathertop Way, Big White

RDKB File: BW-4222-07500.860

Moved: Director McGregor

Seconded: Director Gee

That the staff report regarding the Development Permit application submitted by Shauna Wizinsky, of Weninger Construction, on behalf of Lake Front Enterprises Inc., to construct a single family dwelling in the Alpine Environmentally Sensitive Development Permit area on the parcel legally described as Strata Lot 52, DL 4222, SDYD, Plan KAS3134, Big White, Electoral Area 'E'/West Boundary, be received.

Carried.

6E. Andrea Horan**RE: Development Permit**

590 Feathertop Way, Big White

RDKB File: BW-4222-07500.925

Moved: Director Gee

Seconded: Director McGregor

That the staff report regarding the Development Permit application submitted by Shauna Wizinsky, Weninger Construction, on behalf of Andrea Horan, to construct a single family dwelling in the Alpine Environmentally Sensitive Development Permit area

Page 6 of 10

Electoral Area Services

June 13, 2019

on the parcel legally described as Strata Lot 65, DL 4222, SDYD, Plan KAS3134, Big White, Electoral Area 'E'/West Boundary, be received.

Carried.

6F. North Grove Homes Ltd.

RE: Development Permit

420 Feathertop Way, Big White

RDKB File: BW-4222-07500.845

Moved: Director Gee

Seconded: Director McGregor

That the staff report regarding the Development Permit application submitted by Joshua Wiebe, on behalf of North Grove Homes Inc., to construct a single family dwelling in the Alpine Environmentally Sensitive Development Permit area on the parcel legally described as Strata Lot 49, DL 4222, SDYD, Plan KAS3134, Big White, Electoral Area 'E'/West Boundary, be received.

Carried.

6G. James Neal & Christie Bowman

RE: Development Permit

505 Feathertop Way, Big White

RDKB File: BW-4222-07500.650

Moved: Director Gee

Seconded: Director McGregor

That the staff report regarding the Development Permit application submitted by Shauna Wizinsky, Weninger Construction, on behalf of James Neal & Christie Bowman, to construct a single family dwelling in the Alpine Environmentally Sensitive Development Permit area on the parcel legally described as Strata Lot 10, DL 4222, SDYD, Plan KAS3134, Big White, Electoral Area 'E'/West Boundary, be received.

Carried.

6H. Brent Harley & Associates, Agent

RE: Development Permit

300 Happy Valley Road, Big White

RDKB File: BW-4216-Happy Valley Guest Services

Page 7 of 10

Electoral Area Services

June 13, 2019

Moved: Director Gee

Seconded: Director McGregor

That the staff report regarding the Development Permit application submitted by Matt Bakker, of Brent Harley and Associates, on behalf of Big White Ski Resort, to construct a guest-services and central reservations building in the Commercial and Multiple Family Development Permit area on the parcel legally described as DL 4216, SDYD, Big White, Electoral Area 'E'/West Boundary, be received.

Carried.

6I. Joan Bartlett

RE: MOTI Subdivision

1800 Highway 3, Electoral Area 'C'/Christina Lake

RDKB File: C-750-04045.000

Moved: Director McGregor

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 Lot 6, Plan KAP2164, DL750, SDYD, Electoral Area 'C'/Christina Lake, be received.

Carried.

6J. Kim Drake

RE: MOTI Subdivision

85 Gobat Road S, Electoral Area 'B'/Lower Columbia-Old Glory

RDKB File: B-Twp9A-10882.100

Moved: Director McGregor

Seconded: Director Gee

That the staff report regarding the Ministry of Transportation and Infrastructure referral for a subdivision, for the parcel legally described as Parcel A, Plan NEPX62, Sublot 59, Township 9A, KD, Electoral Area 'B'/Lower Columbia-Old Glory, be received.

Carried.

6M. Grand Forks Rural Fire Protection Services
RE: Work Plan Update

Mark Andison, Chief Administrative Officer, reviewed the workplan update stating that there are presently 2 main projects - the purchase of a fire truck and the Carson Fire hall addition. The Carson Fire hall addition will be delayed.

Moved: Director McGregor

Seconded: Director Gee

That the Staff Report by James Chandler, General Manager of Operations/Deputy CAO, titled Grand Forks Rural Fire Protection Services - Work plan update, be received for information.

Carried.

6N. Christina Lake Fire Rescue
RE: Work Plan Update

Mark Andison reviewed the workplan and described the 3 current projects: NFPA 10-01 training; SCBA replacement; and the turnout gear replacement.

Moved: Director McGregor

Seconded: Director Gee

That the Staff Report by Joe Geary, Fire Chief Christina Lake Fire Rescue, titled Christina Lake Fire Rescue - Work Plan Update be received for information.

Carried.

6P. Grant in Aid Report

Moved: Director Gee

Seconded: Director McGregor

That the Grant in Aid report be received.

Carried.

6Q. Gas Tax Report

Moved: Director McGregor

Seconded: Director Gee

That the gas tax report be received.

Carried.

7. LATE (EMERGENT) ITEMS

There were no late/emergent items.

8. DISCUSSION OF ITEMS FOR FUTURE AGENDAS

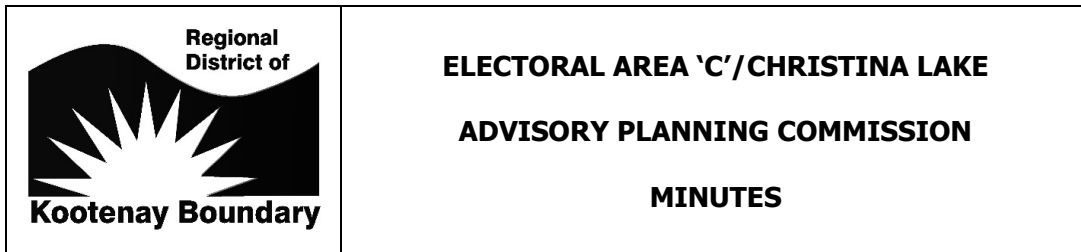
First Nations Referrals (Director Gee)

9. CLOSED (IN CAMERA) SESSION

A closed/in-camera session was not required.

10. ADJOURNMENT

There being no further business to discuss, Chair Worley adjourned the meeting at 5:55 p.m.



Tuesday, September 3, 2019 at the Christina Lake Fire Hall, commencing at 7:00 p.m.

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

ABSENT:

RDKB DIRECTOR: Grace McGregor

RDKB STAFF:

GUESTS: Tom Turner, Donna Wilchinski

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA (Additions/Deletions)

Recommendation: That the September 3, 2019 Electoral Area 'C'/Christina Lake Advisory Planning Commission Agenda be adopted as presented.
Jessica/Phil

3. ADOPTION OF MINUTES

Recommendation: That the August 6, 2019 Electoral Area 'C'/Christina Lake Advisory Planning Commission Meeting Minutes be adopted as presented.
Butch/Jennifer

Electoral Area 'C'/Christina Lake APC Agenda Items
August 6, 2019
Page 1 of 2

4. DELEGATIONS**5. OLD BUSINESS & UPDATES TO APPLICATIONS AND REFERRALS****6. NEW BUSINESS****7. FOR INFORMATION****8. DISCUSSION****a. Columbia & Western Rail Trail**

See attached letter from John Hawkings

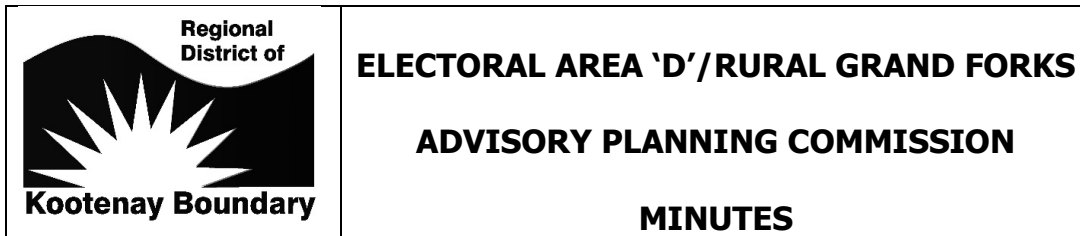
It's the understanding of the Area "C" APC that the August 26th deadline referenced in this letter has been extended to a date as yet unknown to us. RDKB had also requested additional information from John Hawkings. He has verbally agreed and RDKB awaits a written response. This response will be discussed at the September 19th Board Meeting. Area "C" APC agrees that there wasn't enough in the information that, although it was not sent to us, we obtained a copy. Citizens of Area "C" deserve more complete information outlining the reasons for these changes and more detail as to how it may impact users.

b. Discussion items for October meeting with FLNRORD representative

The Area "C" APC approves of and accepts the attached questions as a basis for our discussion with FLNRORD representative(s) at our October meeting.

9. ADJOURNMENT

It was moved and seconded that the meeting be adjourned at 8:05 p.m.



Tuesday, September 3, 2019 at the RDKB Office – Grand Forks, commencing at 7:00 p.m.

PRESENT: Deb Billwiller, Kathy Hutton, Della Mallette, Lynn Bleiler

ABSENT: Brian Noble,

RDKB DIRECTOR: Roly Russell

RDKB STAFF:

GUESTS: Barb Stewart

1. CALL TO ORDER

The meeting was called to order at 7:02 p.m.

2. ADOPTION OF AGENDA (Additions/Deletions)

Moved: Bleiler; **seconded:** Mallette that election of a chair be added to the agenda as item 6.b. **Carried**

Moved: Bleiler; **seconded:** Mallette that the September 3, 2019 Electoral Area 'D'/Rural Grand Forks Advisory Planning Commission Agenda be adopted as amended. **Carried.**

3. MINUTES

Moved: Billwiller; **seconded:** Mallette that the July 2, 2019 Electoral Area 'D'/Rural Grand Forks Advisory Planning Commission Minutes be adopted as presented. **Carried.**

4. **DELEGATIONS**

a. Barb Stewart, Boundary Invasive Species Manager

Barb gave a very interesting and informative presentation regarding her job, and the focus on invasive plants in our area.

5. **OLD BUSINESS/UPDATES TO APPLICATIONS AND REFERRALS**

Troy Darbyshire-ALC application

Notice from Agricultural Land Commission that they will grant a request for reconsideration.

Received for information.

6. **NEW BUSINESS**

A. Jim and Geraldine Dovedoff

RE: Floodplain Exemption

RDKB File: D-519-03189.000

Concerns/comments included:

- Does this align with the city's mitigation plans for adjacent properties?
- Is a reasonable request and would resolve a hardship for existing property owners?
- Must be a covenant to protect RDKB.
- If the property floods again, will there be a risk to first responders to rescue the residents?

Moved: Hutton; **seconded:** Mallette that we support the application with a covenant between the applicants and RDKB regarding the applicant's willingness to accept financial risk of future flood events if adequate flood insurance is not available.

Moved: Billwiller; **seconded:** Bleiler that we amend the motion to say that we support this application provided there is a covenant on title to prevent any financial risk to the RDKB in the event of future flooding.

The amended motion was **carried**.

B. Election of chair.

After discussion regarding a member being absent and not having received notice of the election it was:

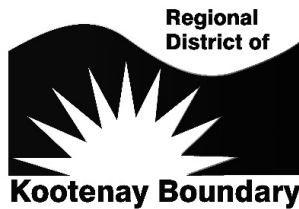
Moved: Billwiller; **seconded:** Mallette that we hold the election of a new chair at our next meeting. **Carried.**

7. FOR INFORMATION

N/A

8. ADJOURNMENT

Mallette **moved adjournment** at 8:31 p.m.



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

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

PRESENT: Jamie Haynes, Florence Hewer, Fred Marshall, Randy Trerise, Lynne Storm,
ABSENT with notification: Michael Fenwick-Wilson, Frank Van Oyen
Absent without notification: Grant Harfman
RDKB DIRECTOR: Vicki Gee
RDKB STAFF: None
GUEST: None

1. CALL TO ORDER

The meeting was called to order at 6 PM

2. ADOPTION OF AGENDA

Recommendation: That the September 3, 2019 Electoral Area 'E'/West Boundary Planning Commission Agenda be adopted as presented. Motion by Flo, seconded by Lynne. Motion carried.

3. ADOPTION OF MINUTES

Recommendation: That the August 6, 2019 Electoral Area 'E'/West Boundary Planning Commission Minutes be adopted as presented. Motion by Jamie and seconded by Randy with a change to the minutes to show "...that the APC recommend to the RD that the application be not supported because it does not allow for the enhancement of farming..."

Motion carried.

Electoral Area E' APC Minutes
September 3, 2019
Page 1 of 2

4. **DELEGATIONS:** None

5. **UPDATES TO APPLICATIONS AND REFERRALS**

Ryan and Erin Culligan – ALC Letter

The Ferguson application was referred to the ALC.

6. **NEW BUSINESS**

A. Orlando and Wendy Russo

RE: Floodplain Exemption

RDKB File: E-2352-05130.040

Discussion/Observations:

The application was reviewed and discussed. Issues of concern include the location of the sewage drainage and the potential for impact on the river if the application was approved. The potential for the landowners to clear-cut the vegetation along the riverbank to improve the view from the house if it is only 15 meters from the river was of concern. The maintenance of the vegetation along the riverbank is important to maintain the integrity of the channel. It was pointed out that the Dobson report says that there was no flooding in the Carmi area but the evidence from locals is that there was flooding. The photos of the riverbank in the report seem to show some instability in the riverbank. These observations bring into question the validity of the Dobson report.

Recommendation:

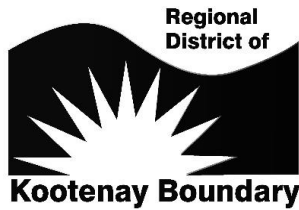
It was moved by Jamie and seconded by Lynne and resolved that the APC recommend to the Regional District that the application be:

Not Supported and the current covenant be maintained. Motion carried.

7. **FOR INFORMATION:** None

8. **FOR DISCUSSION:** None

9. **ADJOURNMENT:** Adjourned at 6:35 PM.



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

Tuesday, September 3, 2019 at Big White Fire Hall - Big White Ski Resort, commencing at 4:00 p.m.

Minutes taken by: Deb Hopkinson Quorum Achieved

PRESENT: John Lebrun, Gerry Molyneaux, Deb Hopkinson, Paul Sulyma by phone, Cat Schierer, Rachelle Hawk

ABSENT:

RDKB DIRECTOR: Vicki Gee

RDKB STAFF:

GUESTS:

1. CALL TO ORDER

The meeting was called to order at 4:00 p.m.

2. ADOPTION OF AGENDA (Additions/Deletions)

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

3. ADOPTION OF MINUTES

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

4. DELEGATIONS

N/A

5. UPDATED APPLICATIONS AND REFERRALS

None

Electoral Area 'E'/BIG WHITE APC Minutes
 September 3, 2019
 Page 1 of 2

6. NEW BUSINESS

Isaac Rowland and Matthew Butler

RE: MOTI Subdivision

RDKB File: BW-4176s-07385.180

Discussion/Observations:

They have met the requirements.

Recommendation:

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

1. Supported

8. FOR DISCUSSION

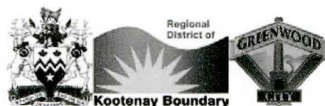
None

9. FOR INFORMATION

None

10. ADJOURNMENT

It was moved and seconded that the meeting be adjourned at 4:05pm.



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	MIDWAY COMMUNITY ASSOCIATION		
Mailing Address:	Box 169 MIDWAY, BC V0H 1M0		
Phone:	250-449-2378	Email:	pahib@yahoo.com
Contact Person (Representative)	JOHN HIBBERSON		
Amount of grant request?	\$2,750.00 \$3,875.00		
What is the purpose of the grant?	To facilitate the running of the two recreation programs the MCA sponsors at the MIDWAY COMMUNITY HALL		

ALMOST ENTIRE FEE GOES TO PAY
 ① HALL RENTAL COST/LESSON
 ② LIABILITY INSURANCE for PARTICIPANTS

	(PLEASE SEE ATTACHED ADDENDUM)	
Who will the grant benefit?	YOGA - Adults of all ages. BALLET - children from 5-14 years.	
What are the other funding sources for this program/event?		
Are the participants being charged to participate?	<input checked="" type="checkbox"/> IN MOST CASES... Yes _____ No _____ If yes, how much? YOGA - INSTRUCTOR → \$100/class x 16 BALLET - \$20/lesson	
Estimated # of benefiting participants?	YOGA = 12-16 BALLET = 16-20	
Where will the program/event be held?	MIDWAY COMMUNITY CENTRE (HALL)	
When will the program/event be held?	YOGA - SEPT. → DEC. BALLET - ① SEPT. - DEC. ② JAN - JUNE 2020	
Signature of Authorized Representative	John Helman	Date Aug. 17-2019

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			

MIDWAY COMMUNITY ASSOCIATION

Box 249

Midway, BC – V0H 1M0

Addendum to MCA Fall 2019 Recreation Application

Date: August 13, 2019

GRANT PURPOSE: The Midway Community Association once wishes to offer a number of recreational programs in the Fall of 2019.

Since our creation in 1958, the mandate of the Midway Community Association is to build a strong sense of community in our rural area. As always, our hope is to continue the process of making the Midway Community Centre a focal point, not only for Midway, but for those smaller communities to the west of us.

Last year the Village of Midway Council once again agreed to reduce the hall rental rate to the bare minimum of \$25/session. This makes the programs we can offer reasonably affordable. However, since we are not a fund-raising organization, without the RDKB's financial assistance in paying these hall rentals as well as the mandated liability fees for our instructors and participants we could not possibly offer these recreational programs.

Below are listed the programs we wish to provide for the West Boundary area in the upcoming Fall of 2018.

RECREATIONAL PROGRAMS—Fall, 2017

- **YOGA: Fall Session:** Twice a week for 8 weeks= 16 classes

Hall Rental = 16 x \$25 = \$500.00

Liability Insurance = \$125.00

Lesson Bursary = \$500 to defer slightly the cost of the instructor.

TOTAL: \$1,125.00

- **BALLET: Fall Sessions - WEST BOUNDARY SCHOOL OF DANCE**

20 classes until Dec. 14th (The MCA Christmas Party)

Hall Rental = 20 x \$25 = \$500.00

Liability insurance for pupils = \$125

Ballet BURSARY PROGRAM: (There are always a number of parents who cannot afford to have their children dance and/or need help in deferring the costs of the lessons despite the fact that the WBSD offers lessons for what is a reasonable cost. Therefore, in order to help those parents/guardians who may have difficulty paying any or part of the full cost, we wish to be able to offer assistance as needed.) = \$500.00

TOTAL Fall Term = \$ 1,125.00

- **BALLET: Spring Session – WEST BOUNDARY SCHOOL OF DANCE**

(NOTE: The West Boundary School of Dance will be entering its fifth successful year of operation starting in January 2020. The students in these sessions will be working toward their second Spring recital in June as a finale to the year. Thanks to Mrs. L. Malina, our talented instructor, we are seeing the development of a first-class ballet program in our small rural area.

Therefore, we are requesting at this time an identical amount of **\$1,125.00** for the 20 Spring Lessons.

We are also requesting an additional **\$500.00** so that Mrs. Malina may purchase medals and other prizes to be awarded to the successful dancers at the June Dance Finale.

TOTAL Spring Term = \$1,625.00

TOTAL REQUEST for MIDWAY COMMUNITY ASSOCIATION = \$3,875.00

We look forward to your response. Please, if there is anything more you need to know, please reach me phone me at home at 250-449-2378.

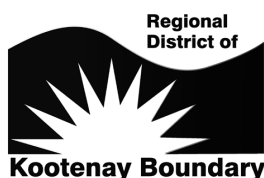
Sincerely,



John Hibberson

for

Midway Community Association



Electoral Area Services (EAS) Committee Staff Report

RE:	Site Specific Exemption from the Floodplain Bylaw - Dovedoff		
Date:	September 12, 2019	File #:	D-519-03189.000
To:	Chair Worley and members of the EAS Committee		
From:	Corey Scott, Planner		

Issue Introduction

We have received an application for a Site Specific Exemption from the Floodplain Bylaw for proposed structural changes to a single family dwelling in Electoral Area D/Rural Grand Forks (see Attachments).

Property Information	
Owner(s):	Geraldine and Jimmy Dovedoff
Applicant/Agent	Bernie Penner, Pennco Engineering (BC) Ltd.
Location:	5795 Beatrice St, Electoral Area D/Rural Grand Forks.
Legal Description:	Lot 2, Plan KAP4769, DL 519, SDYD
Area:	0.3 ha (0.85 acres)
Current Use(s):	Single Family Dwelling
Land Use Bylaws	
OCP Bylaw No. 1555	Agricultural Resource 1
DP Area	NA
Zoning Bylaw No. 1299	Agricultural Resource 1 (AGR1)
Other	
ALR:	Entirely
Waterfront / Floodplain	Kettle River Floodplain
Service Area:	Grand Forks Irrigation District
Planning Agreement Area	Grand Forks

History / Background Information

The subject property, which is located in Johnson's Flats, is immediately south of the boundary of the City of Grand Forks. The dwelling is approximately 180 metres from the Kettle River, thereby meeting the setback requirement of 30 metres. However, the dwelling does not meet the required flood construction elevation.

The subject property was created by subdivision in 1949, along with Lot 1 located to the south. The residence on the subject property is reported by BC Assessment to have been constructed in 1945.

The subject parcel and surrounding lands were heavily impacted by flooding in May 2018 when the Kettle River jumped its banks and flowed in a northeasterly direction. The direction of flow can be seen in the post flood ortho photo of the area. The overland flow caused structural damage to the dwelling making it uninhabitable.



Proposal

The proposal is for a Site Specific Exemption from the Floodplain Bylaw in order to make structural changes to the foundation of the single family dwelling to make it habitable again. Pennco Engineering estimates the floor level of the dwelling as 516.3 metres, while the flood construction level in the Floodplain Bylaw for that area is 517.5 metres (interpolated from the Floodplain Map for that reach of the Kettle River); a difference of 1.2m.

Bernie Penner, P.Eng, Pennco Engineering Ltd, provided two reports as part of the application: the June 11th report summarized an inspection of the home and provided details regarding the structural changes required for the foundation to make the dwelling habitable again. A second report, dated July 24, provides more details regarding the site specific exemption. Both reports are attached as well as a structure plan sketch for the site and a letter describing the application.

The applicant states that complete demolition and reconstruction of the dwelling to meet floodplain elevation standards is not financially feasible for the owners. The structural changes recommended in the application provide a method for the homeowners to address the safety issues that the house currently has and enable the owners to return home.

The July 24 Pennco Engineering report states that there are currently no safety concerns from an engineering perspective that would prevent the property from being used for residential purposes. It also states that it cannot be guaranteed that future flooding would not occur and that damage to the structure would not occur again. Thus, Pennco proposes that the homeowners absorb the financial risk of potential future damage if they wish to continue living in the house and are unable to obtain future insurance coverage for flooding events.

Implications

The *Local Government Act* (LGA) states that a person may be exempted from the requirements of a floodplain bylaw in relation to a building or structure on the parcel of land, if the local government considers it advisable and either considers that the exemption is consistent with Provincial guidelines, or that the applicant has received a report from a professional engineer or geoscientist stating that the land may be used safely for the use intended.

The July 24 Pennco Engineering report outlines the rationale for why the requested exemption should be supported based on three factors summarized below that are outlined in greater detail in the report:

1. The home was constructed in 1945 prior to any zoning or floodplain bylaws being in place and the structural changes will not contravene those bylaws any further. The report suggests that it is reasonable to "suggest that the structure be rebuilt to its original condition, rather than being subjected to the current adopted standards of today";
2. "The foundations would likely have been damaged even more than they are now" if the house had the main floor set above the 2018 flood level. The reports say that the additional damage would have occurred because there would have been more headroom in the crawl space and basement areas where the flood waters would have flowed; and
3. The report references the fact that renovations to an existing building, where there is no further contravention of a floodplain bylaw, can be exempt from the bylaw.

There is a distinction between what is considered a repair vs a structural alteration and the changes being proposed are structural. Repairs would include works such as: replacing shingles on a roof; replacing siding; partial fixing, patching, or filling in cracks of a foundation; and replacing a door with the same size or smaller door. Structural alterations would include: anything more than partially fixing, patching, or filling in cracks of a foundation; changes to framing of an exterior wall; replacing all of the base flooring, and replacing joists; and inserting a larger door.

The report describes how the repaired foundation would provide a structure that is more resistant to possible future flood damage. However, the applicant does not

provide assurance that the safety of the building will be maintained during future flooding events.

The Pennco report states that "once the foundations are repaired, the home would be considered structurally sound with the current elevation of approximately 516.3m being appropriate for the intended use."

The professional report proposes that the homeowners would need to accept the financial risk of future flooding events if they continue to live in the current location. A covenant between the property owners and the RDKB should the Board consider granting the site specific exemption, would save the RDKB harmless from future flooding; however the terms cannot extend to private or public insurance coverage.

This parcel was not identified as one to be bought out with the federal-provincial grant and the owners were not able to obtain Disaster Financial Assistance from the Province because they had private insurance. This portion of rural Grand Forks is very susceptible to flooding and will flood again in the future.

Advisory Planning Commission (APC)

The application was presented to the Electoral Area D/Rural Grand Forks APC at their September 3, 2019 meeting. An excerpt of comments and concerns from the APC's minutes follows:

- "Does this align with the city's mitigation plans for adjacent properties?"
- Is a reasonable request and would resolve a hardship for existing property owners.
- Must be a covenant to protect RDKB
- If the property floods again, will there be a risk to first responders to rescue the residents?"

The application is supported by the APC conditional upon the registration of a Section 219 covenant on title to prevent any financial risk to the RDKB in the event of future flooding.

With regard to the question regarding alignment with the City's mitigation plans for adjacent properties, the extent of the damage for those properties and whether repairs or structural changes were required was not known at the time this report was prepared.

Regarding the last question, where there is a need for first responders there is always a risk associated with the rescue of residents. As such, it is a fair assumption that if flooding occurs again on the property, there would be some level of risk involved; however that risk is reduced when property owners follow evacuation orders.

Planning and Development Department Staff Comments

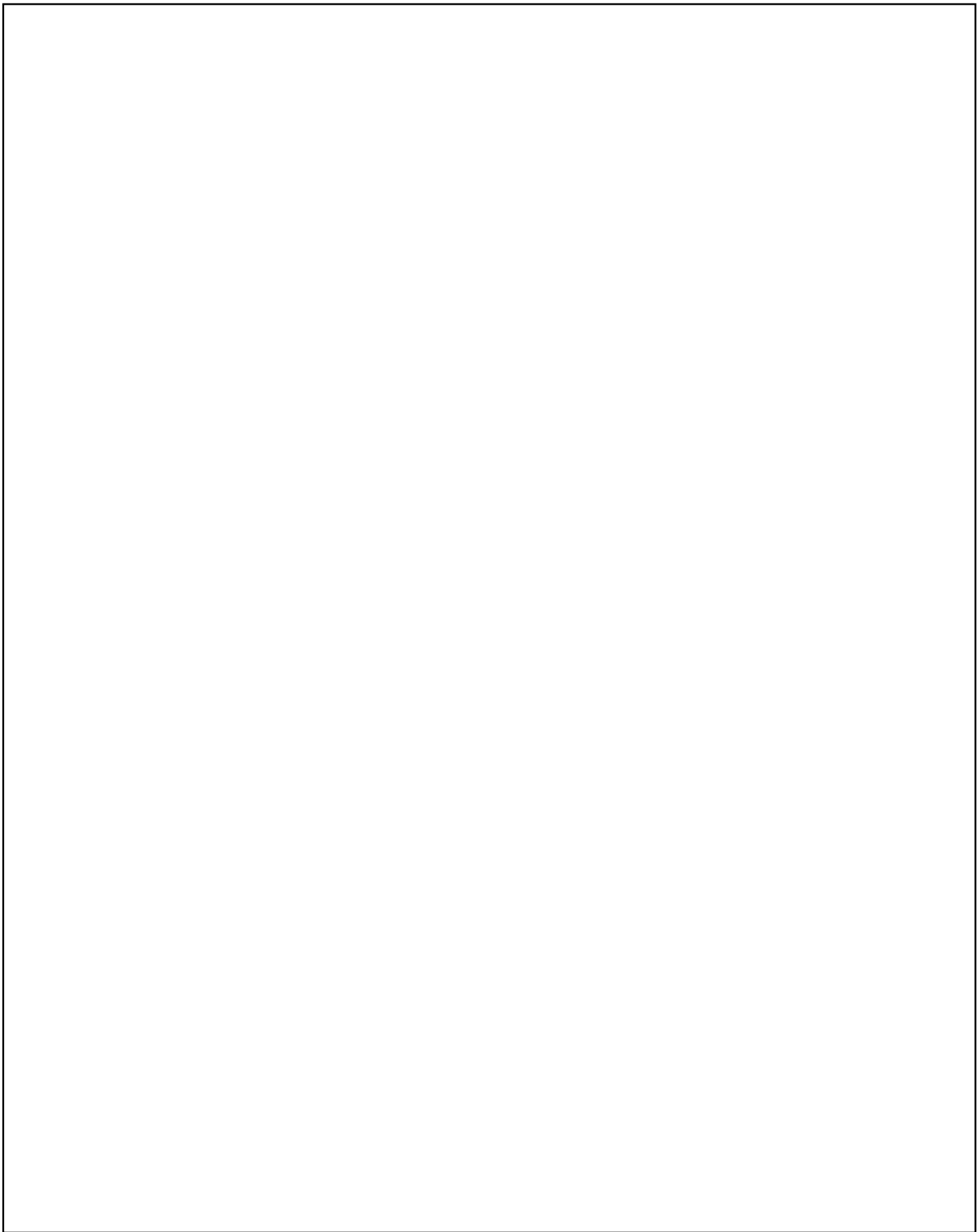
The Pennco report states that raising the house to the 1:200 flood construction level would require a complete demolition and reconstruction of the home. Given that the property owners are willing to take on the risk of future flooding, staff suggests the application be supported subject to registration of a covenant on title. The structural repairs will allow the owners, who have been displaced from their home for over a year, to return home. While this is not the desired long term approach to mitigating the risk of flooding for this home, it appears to be the only viable option for these home owners without an incentive program, which is not available in this neighbourhood.

Recommendation

That the application for a Site Specific Exemption to the Floodplain Management Bylaw submitted by Pennco Engineering (BC) Ltd., on behalf of Geraldine and Jimmy Dovedoff, in order to carry out structural repairs to the existing dwelling on the property legally described as Lot 2, Plan KAP4769, DL 519, SDYD be presented to the Regional District Board of Directors with a recommendation of approval, subject to: adherence to all the recommendations included in the Professional Engineering Reports, prepared by Pennco Engineering (BC) Ltd., dated June 11, 2019 and July 24, 2019 and the owner registering a new standard floodplain covenant on title in favour of the Regional District of Kootenay Boundary.

Attachments

Site Location Map
 Subject Property Map
 Pennco Engineering Report – June 11, 2019
 Pennco Engineering Report – July 24, 2019
 Structure Plan Sketch
 Letter Describing the Application



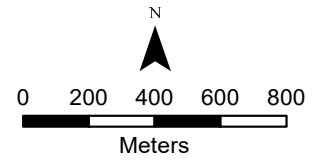


Regional District of
Kootenay Boundary

Date: 2019-08-02

Site Location Map

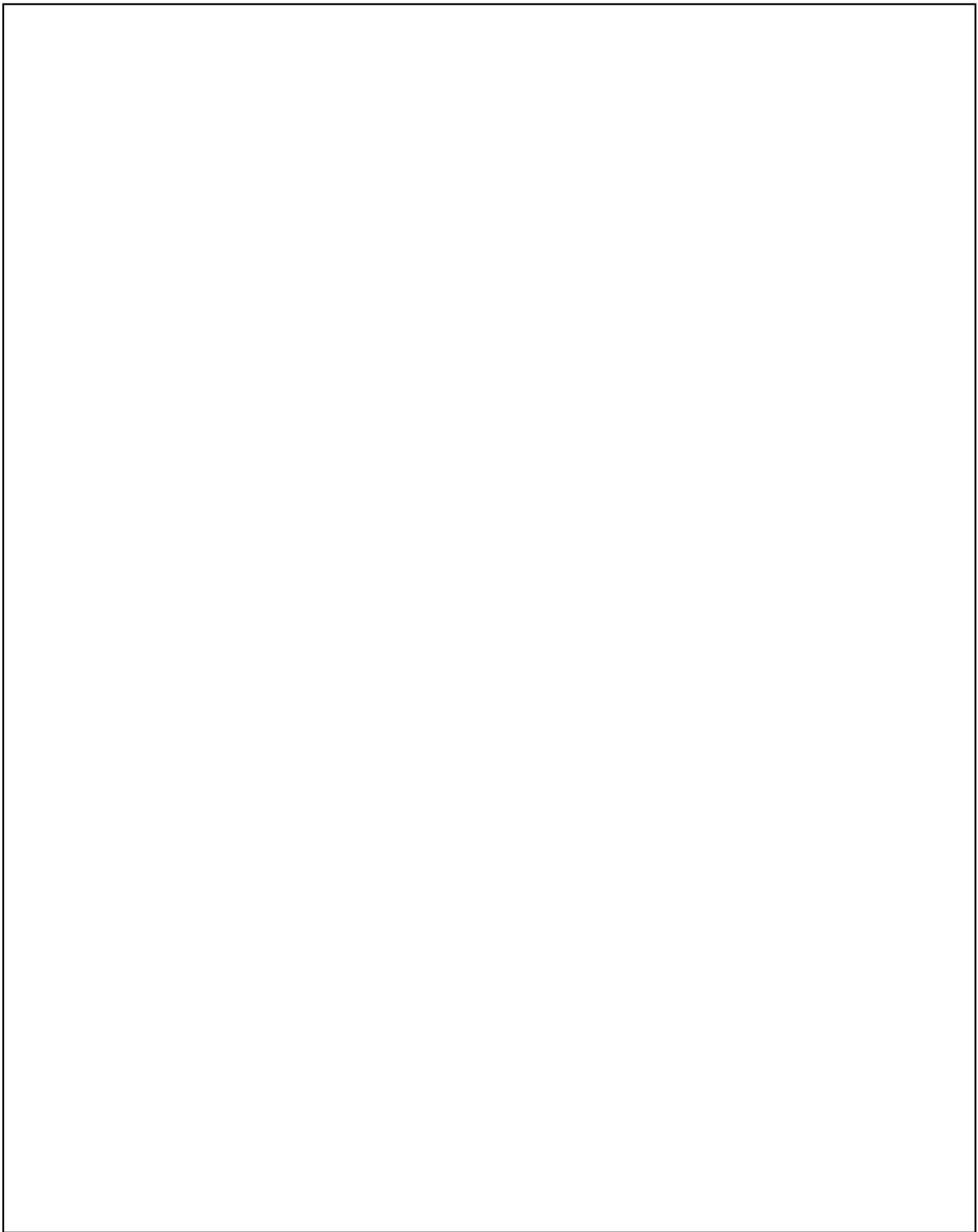
Lot 2, Plan KAP4769, DL 519, SDYD



1:20,000



Document Path: P:\PD\EA_D\ID-519-03189.000 Dovedoff\2019-July Floodplain Exemption\2019-08-02_Dovedoff_SLM.mxd



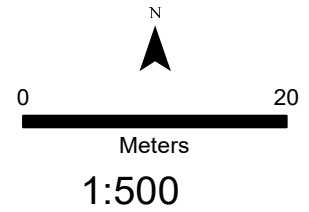


Regional District of
Kootenay Boundary

Date: 2019-08-02

Subject Property Map

Lot 2, Plan KAP4769, DL 519, SDYD

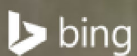


Beatrice Street

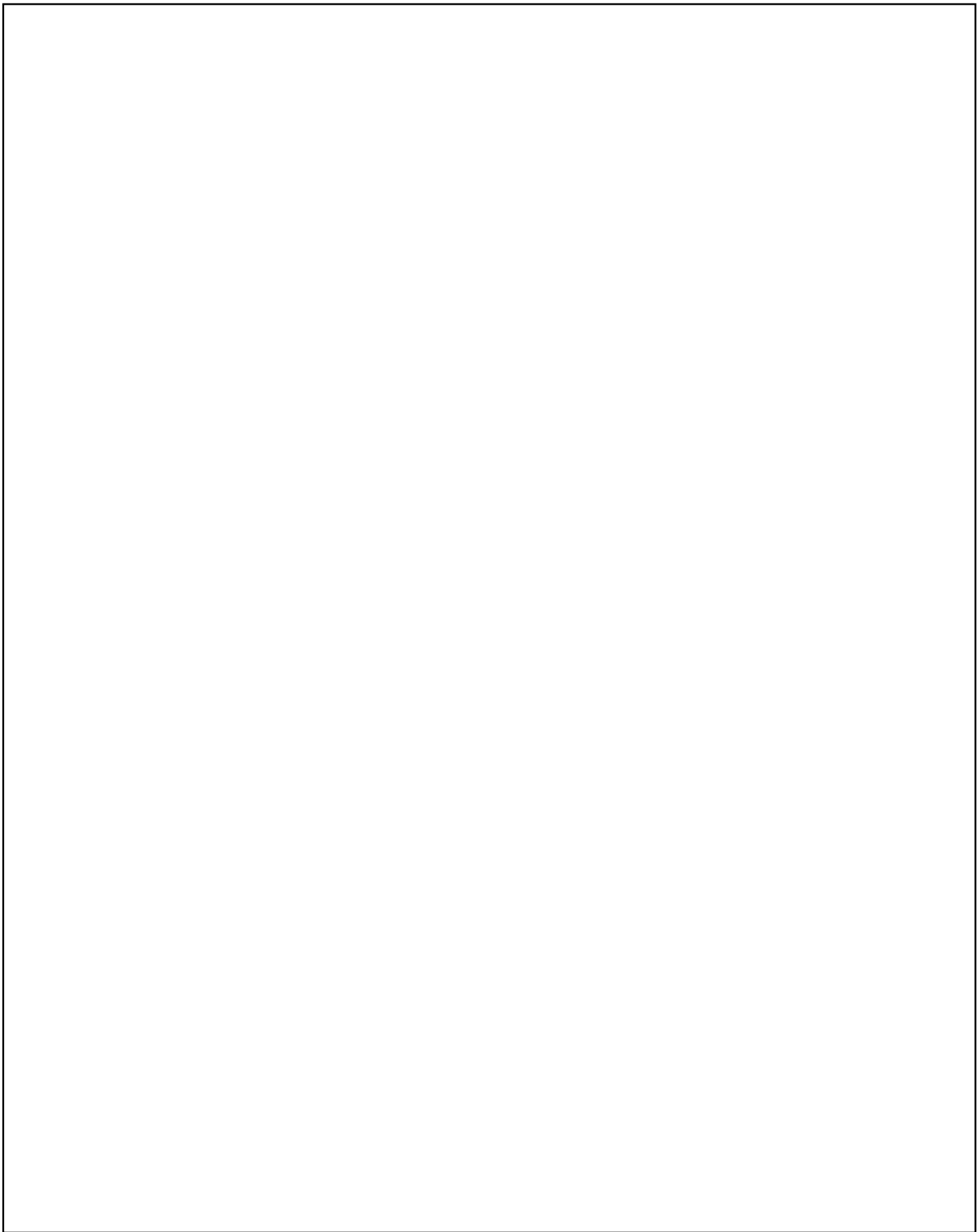
5795

Subject Property

5785



Document Path: P:\PD\EA_D\ID-519-03189.000 Dovedoff\2019-July Floodplain Exemption\2019-08-02_Dovedoff_SPM.mxd





PENNCO ENGINEERING (BC) LTD.

Suite 201-601 Front Street; Nelson, BC V1L 4B6
Phone: (250) 354-0112; Fax: (250) 354-0113; e-mail: bernie@pennco.ca

Tuesday June 11, 2019

Pennco File: 19-1425

Sedgwick Canada Inc.
Suite 368, #113 - 437 Martin Street
Penticton BC V2A 5L1

Via e-mail: Scott.McLaren@sedgwick.com

Attention: Mr. Scott McLaren, Senior Adjuster

Dear Mr. McLaren,

Reference: Inspection of Dovedoff House at 5795 Beatrice Street, Grand Forks BC

Sedgwick File: 913160237481

Insurer: Canadian Northern Shield

CNS Claim No.: 000-01-05991

Policy #: CNSRHC2204

Loss Location: 5795 Beatrice Street, Grand Forks BC

Legal Description: Lot 2 Plan KAP4769 District Lot 519 Land District 54

Insured Name: Mr. and Mrs. Jim & Geraldine Dovedoff

Date of Loss: May 10, 2018 (assumed)

1.0 INTRODUCTION

Mr. Bernie H. Penner, P.Eng. of Pennco Engineering (BC) Ltd. (Pennco), a consulting engineering firm based in Nelson BC inspected a house located at 5795 Beatrice Street in Grand Forks, BC. The Kettle and Granby Rivers overtopped their banks in early May 2018 and flooded most of the low-lying areas of Grand Forks and surroundings. The Kettle River encircles the Dovedoff property on the south and east sides and on or about May 10, 2018 the river rose significantly and flooded the Dovedoff house.

As referenced by BC Assessment, the house was originally constructed in 1945 and has no sales history within the past three years. The house is a single-story bungalow of approximately 1,163 square feet in size with three bedrooms and one bathroom all on the main floor. The house also includes a small basement of perhaps 25% to 33% of the house foot print size with the remainder being crawl space. In addition, there is a single car garage located at the north end of the house and accessed from the west side.

Mr. Penner met Mr. Scott McLaren of Sedgwick, several staff members from Plan B Contractors, and the homeowner, Mr. Jim Dovedoff on site on Monday April 08, 2019, at which time Mr. Penner undertook a visual inspection that included some hand tool measurements (carpenter's level) of the basement and exterior of the house. The intent of the inspection was to assess the foundation and structure for damages, provide an opinion of the severity of damages, and recommend a cost effective repair strategy to rehabilitate the house, as required. Further inspections were made on Thursday May 23, 2019 by Mr. Penner and on Thursday June 06, 2019 by Mr. Penner and Mr. Linden Jennings, EIT of Pennco.



PENNCO ENGINEERING (BC) LTD.

Suite 201-601 Front Street; Nelson, BC V1L 4B6
Phone: (250) 354-0112; Fax: (250) 354-0113; e-mail: bernie@pennco.ca

After the initial site inspection, Mr. Penner met Mr. Robert Silva, RBO, a building and plumbing official with the Regional District of Kootenay Boundary (RDKB) in Grand Forks. Further communications were held with Ms. Donna Dean, RPP, P.Ag., Manager of Planning & Development with RDKB in Trail, to try to establish if the Dovedoff house was (or could be) exempt from RDKB's Floodplain Bylaws. An application for exemption of the flood plain bylaws will be made on behalf of the owner.

2.0 OBSERVATIONS

Mr. Penner made the following observations over the course of three separate inspections:

1. The house consisted of an original structure and what appeared to be several renovations or additions made to the house (at different times). The homeowner indicated that the most southerly part of the house was to be demolished and not rebuilt. The interior of the home had been gutted at the time of inspections with the floor structure and exposed soil visible, in some locations;
2. The crawlspace under the home contained a small basement section with a concrete floor and short cast-in-place concrete walls under the west side of the house as well as a sloped concrete ramp leading to the basement (from the west side) that may have been used as a coal chute in the past perhaps. The foundations for the remainder of the home extended beyond the perimeter of the basement section into crawlspaces with exposed soil and were founded on independent footings (see Figure 1);
3. The floor structure consisted of 2" x 6" joists spanning up to approximately 10' and spacings of 16" to 24". Plank flooring of an unknown size was installed on top of the joists. The joists were supported on peeled logs of approximately 6" diameter spanning the width of the home. The joists appeared to be resting on the logs and fasteners were not observed. The peeled logs were supported on timber posts or blocks that varied in size at approximately 4" x 4" members that in turn rested on independent pad footings of unknown construction (some concrete, some timber). All connections between members were unknown. The framing observed was of non-conventional construction practices and considered substandard in regards to meeting the building code (see Figure 2);
4. A crack was observed at the bottom of the north wall of the coal chute on the west side of the house that ran the full height of the wall, approximately 2'. The crack was damp and the shape and condition indicated that it was likely pre-existing;
5. The soil in the crawlspace was a sandy, non-cohesive material with uniformly sized fine particles that appeared to be prone to erosion;
6. Evidence of erosion was identified on the north side of the crawl space. Minor undermining of pad footings was observed and paths were eroded into the subgrade soil by what was most likely flowing floodwater (see Figure 2);
7. Part of the house was supported on grade beams around its perimeter on the west, south, and north sides that were visible from both the crawlspace and exterior. The beams appeared to be cast-in-place directly on sandy soil (presumed to be native), and it was not known if they were reinforced. The beams did not have the required depth and cover for frost protection (see Figure 3);



PENNCO ENGINEERING (BC) LTD.

Suite 201-601 Front Street; Nelson, BC V1L 4B6
Phone: (250) 354-0112; Fax: (250) 354-0113; e-mail: bernie@pennco.ca

8. The grade beams along the south side of the house were undermined on the interior side due to erosion of the sandy sub-grade material supporting them. Portions of the beams were completely unsupported due to what appeared to be eroded foundation material (see Figure 4); and
9. The southeast corner of the house fascia appeared to be at a lower elevation than the rest of the fascias, with the roofline visibly sagging in this location when viewed from the east side looking west (see Figure 5).

3.0 CONCLUSIONS

The main concern noted with the Dovedoff house is undermining of the grade beams, specifically along the south side. The grade beams are foundations for the house and transfer all vertical loading to the ground, and are an integral component of the structure. The subgrade soil the house is founded on is a sandy material that is prone to erosion. In some locations, the soil has been completely washed away under the grade beams, leaving them unsupported. In addition to the evidence of large voids under the grade beams, it was also noticed that the southeast fascia board of the house appeared to be at a lower elevation than the remainder of the fascia boards, which suggested that the corner might have settled, or possibly still is settling. The author reasonably concludes this is likely due to erosion of the sub-grade supporting material at this location of the house, causing the supporting grade beams to either distort under load (bending), or be displaced into the voids (sliding). The use of grade beams is not a suitable foundation alternative to support a house, due to the lack of frost protection and likelihood of movement during freeze/thaw cycles.

Based on observations of the floor framing and support system, the author also concludes that the floor support system of beams, posts, blocks, and pads is substandard and requires upgrading to meet current 2018 BC Building Code. In addition, and based on experience with similarly aged buildings, it is believed that there are likely no footings constructed at the base of any of the house foundation walls. Assuming there are no footings, the house appears to have functioned well and we do not recommend installing footings on this house.

4.0 RECOMMENDATIONS

Based on the author's experience as a professional engineer and as a former registered HPO builder, we recommend undertaking the following repairs:

1. Segmentally construct strip footings along the south end of the building extending 12-15' up the east and west sides to replace the undermined grade beam. Construct the new strip footings in 4' maximum sections, while supporting the structure, and underpin the existing structure to the new footing. Excavate as necessary to allow work to be completed and formwork to be built;
2. Install approximately eight concrete pads and posts in the crawl space area with the following details. Concrete pads (30 MPa compressive strength) should be 24" square by 8" thick with three short pieces of 12M rebar installed in each direction. Posts should be pressure-treated 6" x 6" timber posts connected to the undersides of the floor beams. Spacing between posts should be 8' maximum. Posts should be anchored to the concrete pads with steel brackets and the tops of posts tied to the timber beams with steel T-plates $\frac{1}{16}$ or $\frac{3}{32}$ inch thick minimum plate thickness and fastened with $\frac{3}{8}$ inch diameter by 4" long lag bolts; and



PENNCO ENGINEERING (BC) LTD.

Suite 201-601 Front Street; Nelson, BC V1L 4B6
Phone: (250) 354-0112; Fax: (250) 354-0113; e-mail: bernie@pennco.ca

3. Assess the southeast corner of the home for sagging of the roofline, with additional attention to the condition of the roof system. Jack and level the walls prior to installing concrete foundation walls.

5.0 CLOSURE

This letter report was prepared for use by Sedgwick Canada Inc. and may be reproduced and distributed as required for their purposes. The assessment was made in accordance with generally accepted engineering practice. Engineering judgment based on similar experience was applied in developing conclusions and recommendations contained herein. No other warranty is made, either expressed or implied.

Yours truly,

Pennco Engineering (BC) Ltd.



Mr. Bernie H. Penner, P. Eng.
Senior Engineer and Principal
Attachments: Photographs



PENNCO ENGINEERING (BC) LTD.

Suite 201-601 Front Street; Nelson, BC V1L 4B6
Phone: (250) 354-0112; Fax: (250) 354-0113; e-mail: bernie@pennco.ca



Figure 1: Basement Wall and Typical Crawlspace (Looking South)



Figure 2: North Crawlspace Foundation Wall (Soil Eroded) and Typical Floor Framing (Looking East)



PENNCO ENGINEERING (BC) LTD.

Suite 201-601 Front Street; Nelson, BC V1L 4B6
Phone: (250) 354-0112; Fax: (250) 354-0113; e-mail: bernie@pennco.ca



Figure 3: Foundation Grade Beams at South End of House (Looking East)



Figure 4: Undermined Grade Beam

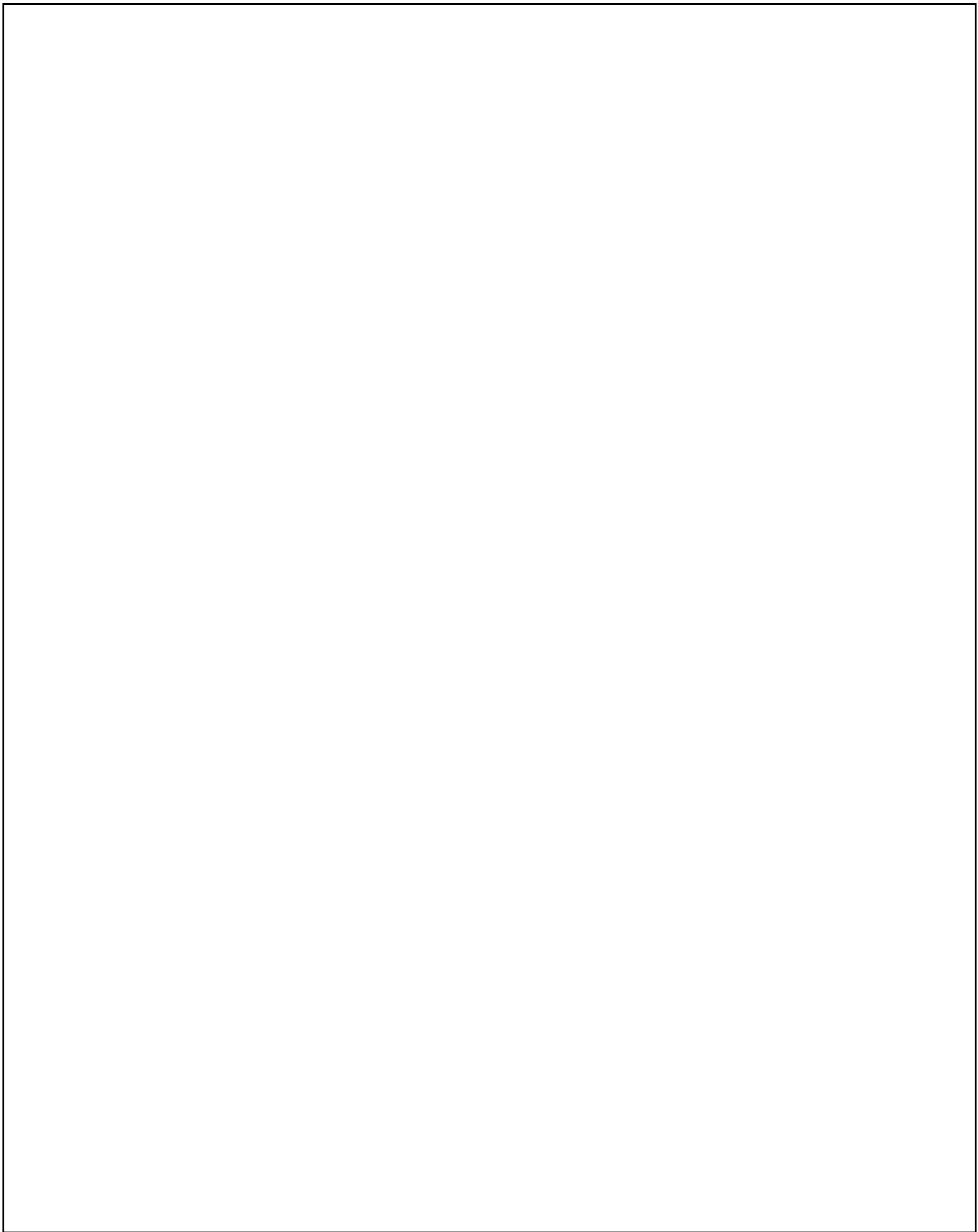


PENNCO ENGINEERING (BC) LTD.

Suite 201-601 Front Street; Nelson, BC V1L 4B6
Phone: (250) 354-0112; Fax: (250) 354-0113; e-mail: bernie@pennco.ca



Figure 5: Roof Sagging at Southeast Corner of House (Looking West)




PENNCO ENGINEERING (BC) LTD.

 Suite 201 - 601 Front Street; Nelson, BC V1L 4B6
 Phone: (250) 354-0112; Fax: (250) 354-0113; e-mail: bernie@pennco.ca

Wednesday July 24, 2019

Pennco File No. 19-1425

 Manager of Planning & Development
 Regional District of Kootenay Boundary (RDKB)
 2140 Central Avenue
 Grand Forks, BC V0H 1H0

Attention: Ms. Donna Dean, RPP, P. Ag., Manager of Planning & Development – RDKB
Reference: 5795 Beatrice Street, Grand Forks BC Site Specific Flood Exemption Application

Please consider this letter as follow-up documentation to our previously submitted application for a site specific floodplain exemption for 5795 Beatrice Street in Grand Forks, BC owned by Jim & Geraldine Dovedoff. This home was damaged in the wide-spread 2018 flooding with damage generally limited to the basement, foundations, main floor, and main floor walls. Mr. Bernie H. Penner, P. Eng., of Pennco Engineering (BC) Ltd. (Pennco) assessed the home on numerous occasions to determine the extent of structural damage and prepared a repair plan for the foundation to make the home livable. He submitted the original application package for the exemption on June 11, 2019 with the subsequent request for additional information to be provided by Pennco before the application could be reviewed. After reviewing the relevant and available documentation pertaining to floodplain elevations in the area, the following information is presented for consideration as support to move forward with the site specific exemption for the property.

As you are aware, the property at 5795 Beatrice Street is in close proximity to the Kettle River as well as being on the border between the City of Grand Forks and the Regional District of Kootenay Boundary (RDKB) jurisdictions. The property is within the limits of the RDKB, as shown on the map included in Appendix A for reference. Both jurisdictions have their own bylaws regarding floodplains (Floodplain Bylaw No. 1402 for the City of Grand Forks and Bylaw No. 677 Floodplain Bylaw for Certain Lands Within the RDKB) and have similar requirements for new construction habitable floor levels to meet design standards for a 1 in 200 year frequency flood. Both documents also reference the same floodplain map dated September 30, 1992 identifying the 1 in 20 and 1 in 200 year frequency floods for the area around the Granby and Kettle Rivers. Drawing 90-34-5 is the relevant page for the Dovedoff residence (included in Appendix B for reference) and identifies the 1 in 20 year frequency flood elevation as 517.7m and the 1 in 200 year frequency flood as 518.0m (geodetic reference). While the exact elevation of the Dovedoff residence is unknown, it has been estimated to be between 516.2m and 516.4m from the contours provided on the floodplain map and taken to be 516.3m for the purposes of this letter, assuming the underside of the main floor is at ground level (based on past assessment). This elevation is below the required flood construction level. A site survey has not been completed to determine the exact elevation of the main floor, due to the associated time and effort required. Note that this information could be gathered at a later date if necessary.

Survey data of the high-water points obtained during the 2018 flood were provided for review. The data were collected by A.F. Hoefsloot, BCLS, on June 13, 2018. A shot was taken at 5750 Division Street, slightly southwest of the Dovedoff residence, with an elevation of 517.13m. This elevation is above the estimated 516.3m floor level of the Dovedoff residence but lower than both the 1 in 20 and 1 in 200 year flood levels for the area.



PENNCO ENGINEERING (BC) LTD.

Suite 201 - 601 Front Street; Nelson, BC V1L 4B6
Phone: (250) 354-0112; Fax: (250) 354-0113; e-mail: bernie@pennco.ca

Following the RDKB bylaw, the Dovedoff residence is required to meet the 1 in 200 year flood elevation of 518.0m which would require complete demolition and reconstruction of the home. This requirement is not feasible for the home owners and thus an exemption is being sought to allow the repairs to be completed for the house and upgrades made to the foundations. One of the main reasons for making the exemption request is that the homeowner's insurance policy is limited to flood damage repair work and some code upgrades, which are planned for the foundations. Currently, the value of the home as assessed by BC Assessment is \$1000 (as of July 01, 2018), but the majority of the structure is salvageable and repairable from an engineering standpoint. Rebuilding is a financial burden that the homeowners are unable to take on themselves. Repairing, in comparison to reconstruction, is realistic and would allow the family to return to their home after being displaced since approximately May 10, 2018. Note that recent news reports of proposed government backed buyouts of homes in certain flood-prone areas of Grand Forks is not realistic or practical.

In support of repairing the foundation through the site specific floodplain exemption, the following arguments are presented for consideration. Firstly, the home was constructed in 1945, decades before Bylaw No. 667 was adopted in 1995, and was not designed with future considerations for flooding. It is reasonable to suggest that the structure be rebuilt to its original condition, rather than being subjected to the current adopted standards of today. Repairing the foundation in situ would bring that portion of the structure into accordance with the 2018 BC Building Code while repairing the remaining structure would include upgrading things such as increasing the insulation values.

When reviewing the "Local Government Act, Part 14 – Planning and Land Use Management, Division 14 – Non-Conforming Use and Other Continuances, Clause 529":

"(1) If the use and density of buildings conforms to a land use regulation bylaw but:

- (a) The siting, size, or dimensions of a building or other structure constructed before the bylaw was adopted does not conform with the bylaw,

The building or other structure or spaces may be maintained, extended, or altered to the extent authorized by subsection (2).

- (2) A building or other structure or spaces to which subsection (1) applies may be maintained, extended, or altered only to the extent that:

- (a) The repair, extension, or alteration would, when completed, involve no further contravention of the bylaw than that existing at the time the repair, extension, or alteration was started."

Repairing the foundation would bring the structure back to its original condition and would not contravene Bylaw No. 677 any further than it is currently. Had the flooding in 2018 not occurred, the home would likely still be standing in its original condition without issue. The building conforms to the land use of rural residential, being zoned as Agricultural Resource 1, as per Map 1. The use as a dwelling unit with one single family dwelling is in accordance with Policy 19.4.4 of the RDKB Electoral Area 'D'/Rural Grand Forks Official Community Plan Bylaw No. 1555, 2016.

Secondly, if this house had the main floor set above the 2018 flood level, but with the existing foundation support structure in place, the foundations would likely have been damaged even more than they are now as there would have been more headroom in the crawl space and basement areas to accommodate more unimpeded flood waters (thus more impact and erosion forces).



PENNCO ENGINEERING (BC) LTD.

Suite 201 - 601 Front Street; Nelson, BC V1L 4B6
Phone: (250) 354-0112; Fax: (250) 354-0113; e-mail: bernie@pennco.ca

The grade beams supporting the house were founded on subgrade material prone to erosion and this would not have been improved by increasing the height of the foundation walls. The foundation design appears to be the weak point of the house.

Thirdly, citing the Provincial Flood Hazard Area Land Use Management Guidelines (2004) Section 4.5 Ancillary Buildings, Carports, Garage, Entryways, and Renovations to Existing Buildings:

“Requirements for flood proofing through the use of elevation may be waived for:

- A renovation of an existing building or structure that does not involve an addition;
- That portion of a building or structure that is to be used as a carport, garage or entryway; and
- Other minor buildings such as storage buildings, porches and domestic greenhouses.”

Pursuant to the above guidelines, the repair to the foundation could be considered a renovation to an existing structure that does not involve an addition and thus would not be subject to the requirements of floodproofing the structure by increasing the overall elevation of the home.

On behalf of the homeowners and insurance company, Pennco recommends RDKB granting a Flood Plain Bylaw exemption for 5795 Beatrice Street so repairs can be made to the house that would where necessary, meet or exceed the current 2018 BC Building Code standards. Presently, there are no safety concerns from an engineering perspective that would prevent the property from being used as intended for residential space. Once the foundations are repaired, the home would be considered structurally sound with the current elevation of approximately 516.3m being appropriate for the intended use. However, the structure would still be prone to future extreme flooding events and that must be an accepted and expected risk by the homeowners. It cannot be guaranteed that future flooding will not re-occur and that damage to the structure will not take place. As such, the homeowners would need to accept the risk financially if they wish to continue living there and are unable to obtain insurance to cover future flood events.

The suggested repair plan for the foundation includes addressing the undermined grade beams that act as the foundation for the house by replacing them with strip footings constructed segmentally and underpinned to existing as well as adding new concrete pad footings in the crawlspace. Compared to the existing structure, the repaired structure would be less prone to erosion from future flooding due to the increased foundation depth and protective cover of the new strip footings. This would make the structure more robust and resistant to possible damage moving forward while retaining the existing above-grade framing to decrease cost and increase the speed of repairs, making it an economical and expedient option for the homeowners to return to their home. However, like the original construction, this option will not meet the current floodplain bylaw.

We hope that the above information is sufficient to consider a site specific floodplain exemption for 5795 Beatrice Street in Grand Forks, BC. The homeowners are eager to return to their home and re-establish a sense of normalcy in their lives and the opportunity to repair the house would allow them that. Please contact the undersigned if any further details are required. Thank you.

Applicant's Submission

**PENNCO ENGINEERING (BC) LTD.**Suite 201 - 601 Front Street; Nelson, BC V1L 4B6
Phone: (250) 354-0112; Fax: (250) 354-0113; e-mail: bernie@pennco.caRespectfully submitted,
PENNCO ENGINEERING (BC) LTD.

Reviewed By:

Bernie H. Penner, P. Eng.
Senior Engineer & Manager

 , for
Linden Jennings, EIT
Junior Engineer
Appendices

- A RDKB Map of 5795 Beatrice Street, Grand Forks BC
- B Screenshot of Relevant Section of Drawing 90-34-5 Flood Map

Works Cited

Bylaw No. 677 Floodplain Bylaw for Certain Lands Within the RDKB, (2004)

Local Government Act, (RSBC 2015), Chapter 1, Part 14, Division 14 Non-Conforming Use and Other Continuances Section 529

Map 1. Land Use Designations, Electoral Area 'D' / Rural Grand Forks Official Community Plan Bylaw No. 155, (2016), Regional District of Kootenay Boundary

Provincial Flood Hazard Area Land Use Management Guidelines (2004), Ministry of Water, Land, and Air Protection, Province of British Columbia

Provincial Flood Hazard Area Land Use Management Guidelines (2004), Section 4.5 Ancillary Buildings, Carports, Garage, Entryways, and Renovations to Existing Buildings

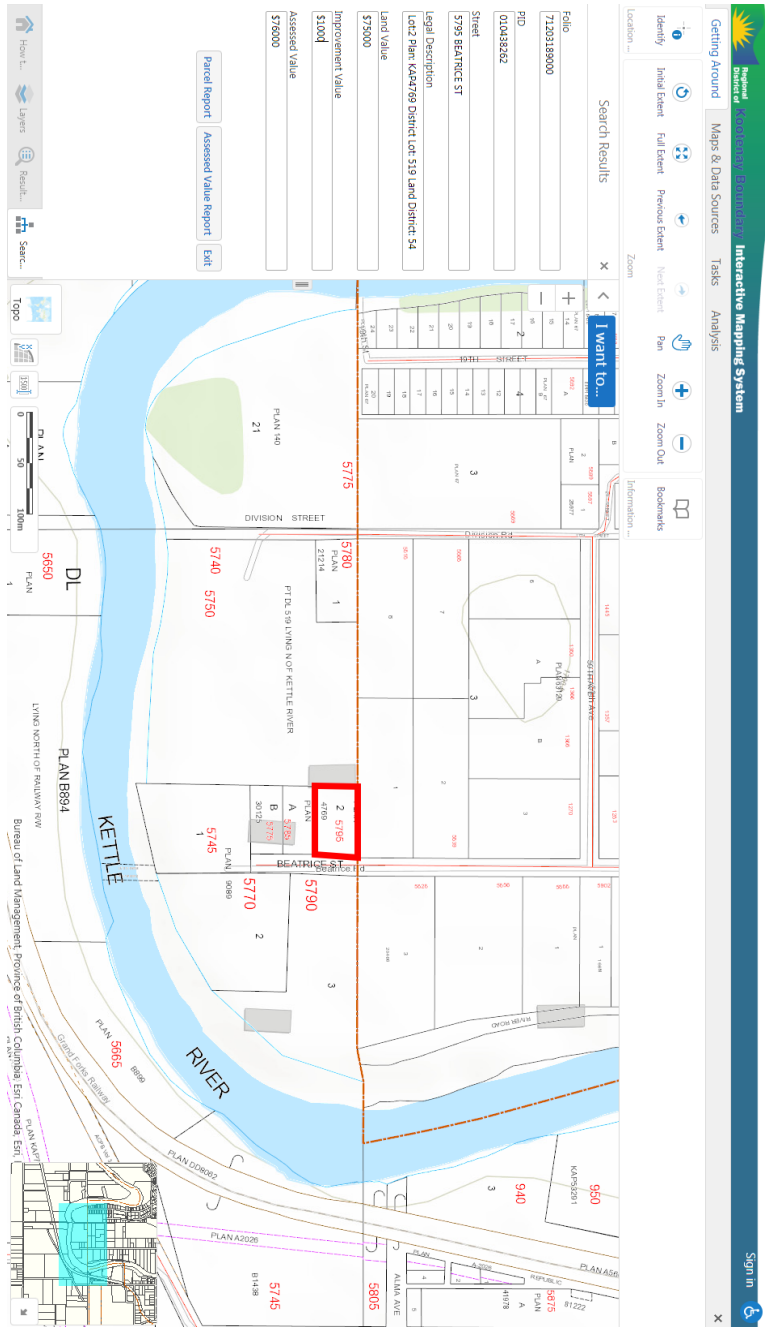
RDKB Electoral Area 'D'/Rural Grand Forks Official Community Plan Bylaw No. 1555 (2016), Policy 19.4.4

Applicant's Submission



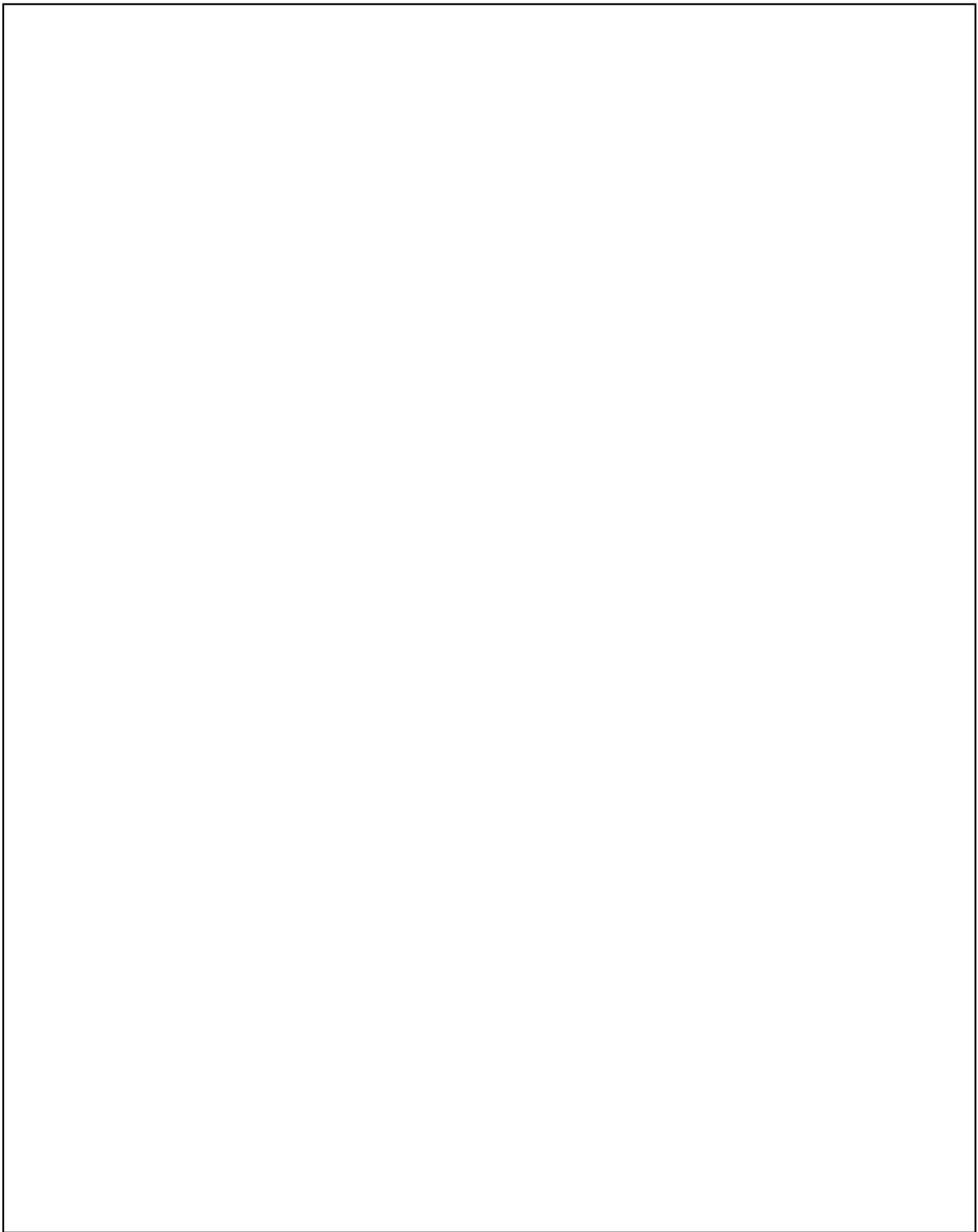
Suite 201 - 601 Front Street; Nelson, BC V1L 4B6
Phone: (250) 354-0112; Fax: (250) 354-0113; e-mail: bernie@pennco.ca

Appendix A RDKB Map of 5795 Beatrice Street, Grand Forks BC



(Retrieved from

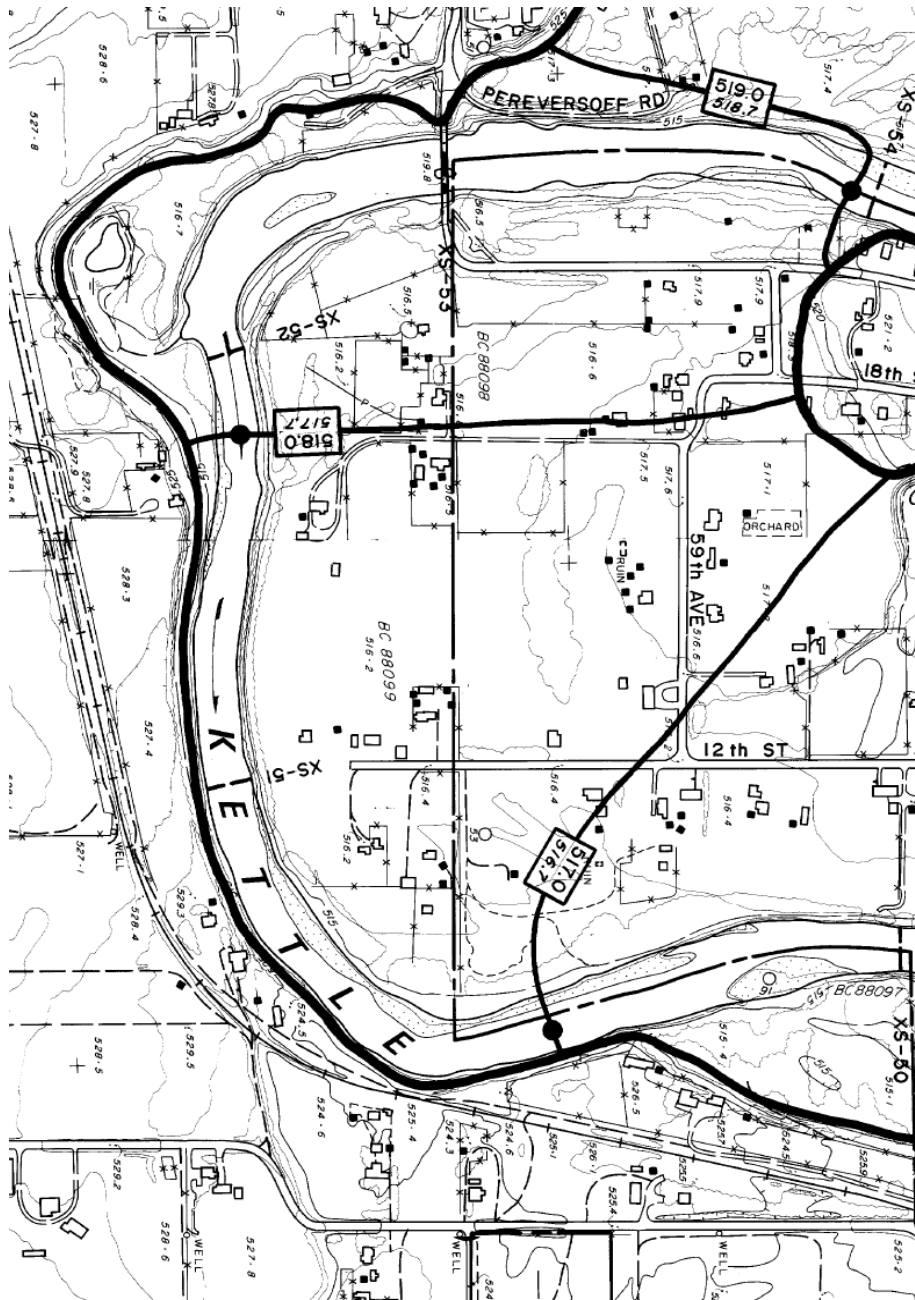
https://rdkb.sgrc.selkirk.ca/Html5Viewer/Index.html?viewer=RDKB_HTML5_Public_wm.Test_HTML5#)

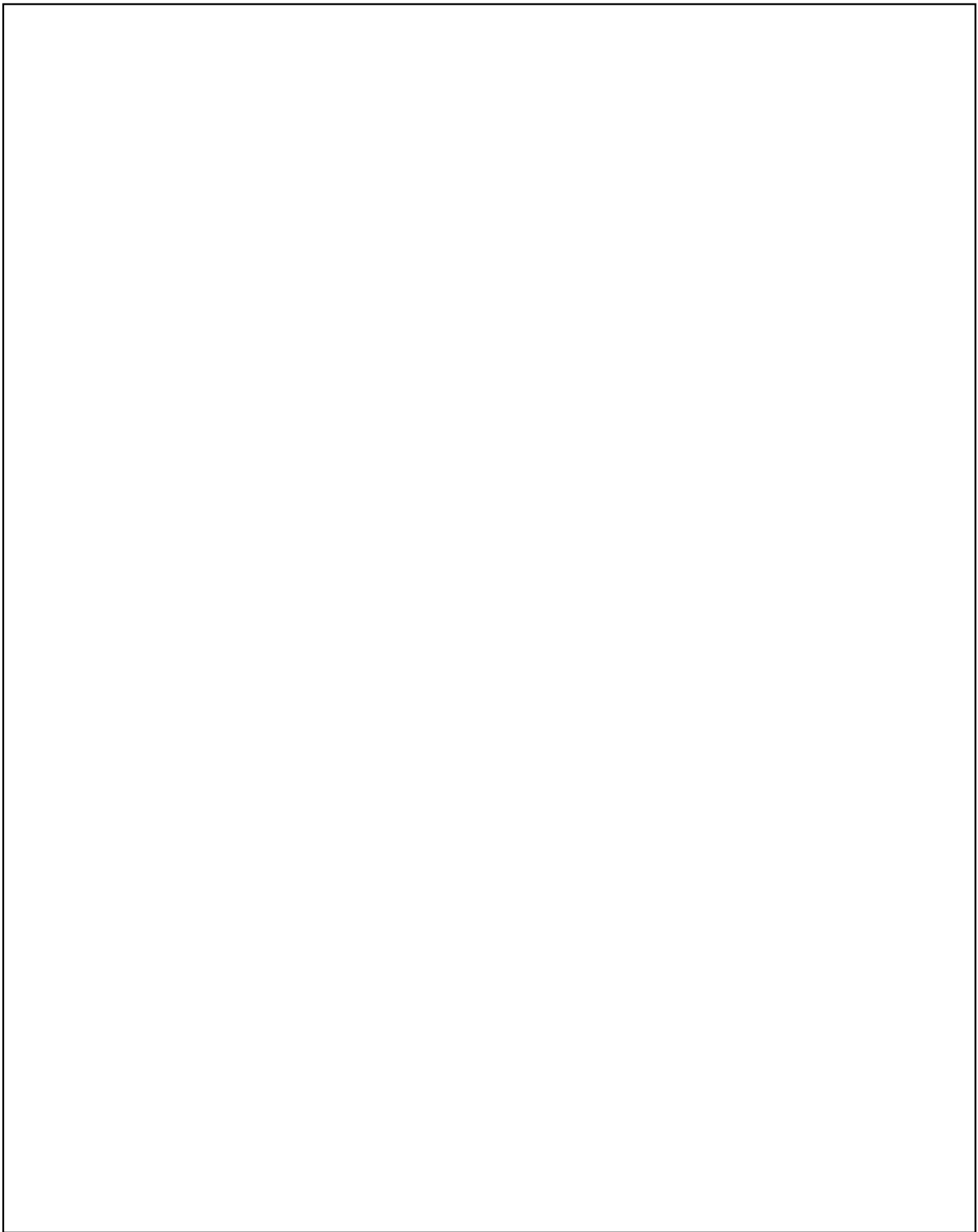


Applicant's Submission

**PENNCO ENGINEERING (BC) LTD.**

Suite 201 - 601 Front Street; Nelson, BC V1L 4B6
 Phone: (250) 354-0112; Fax: (250) 354-0113; e-mail: bernie@pennco.ca

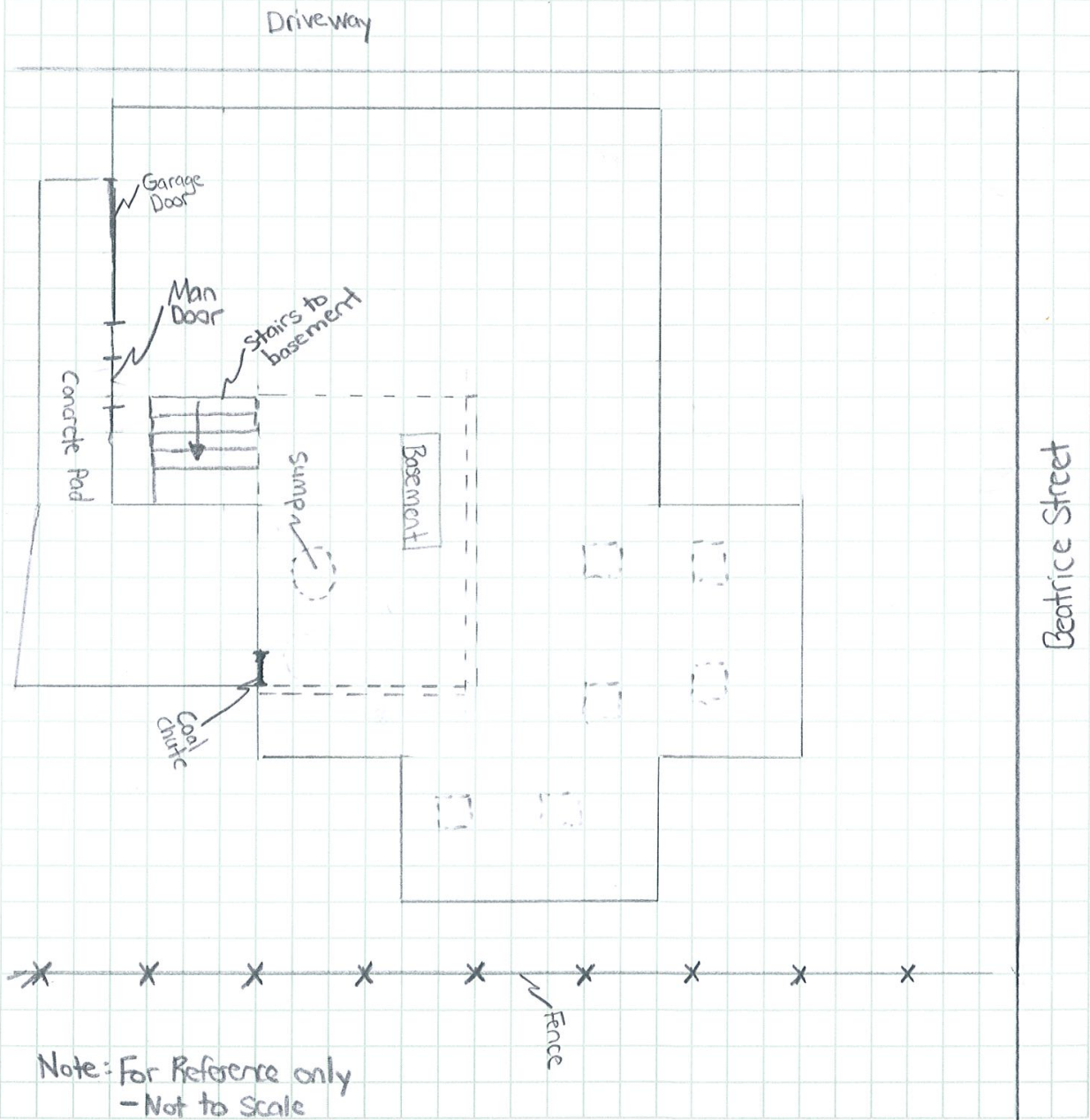
Appendix B Screenshot of Relevant Section of Drawing 90-34-5 Flood Map





CALCULATIONS

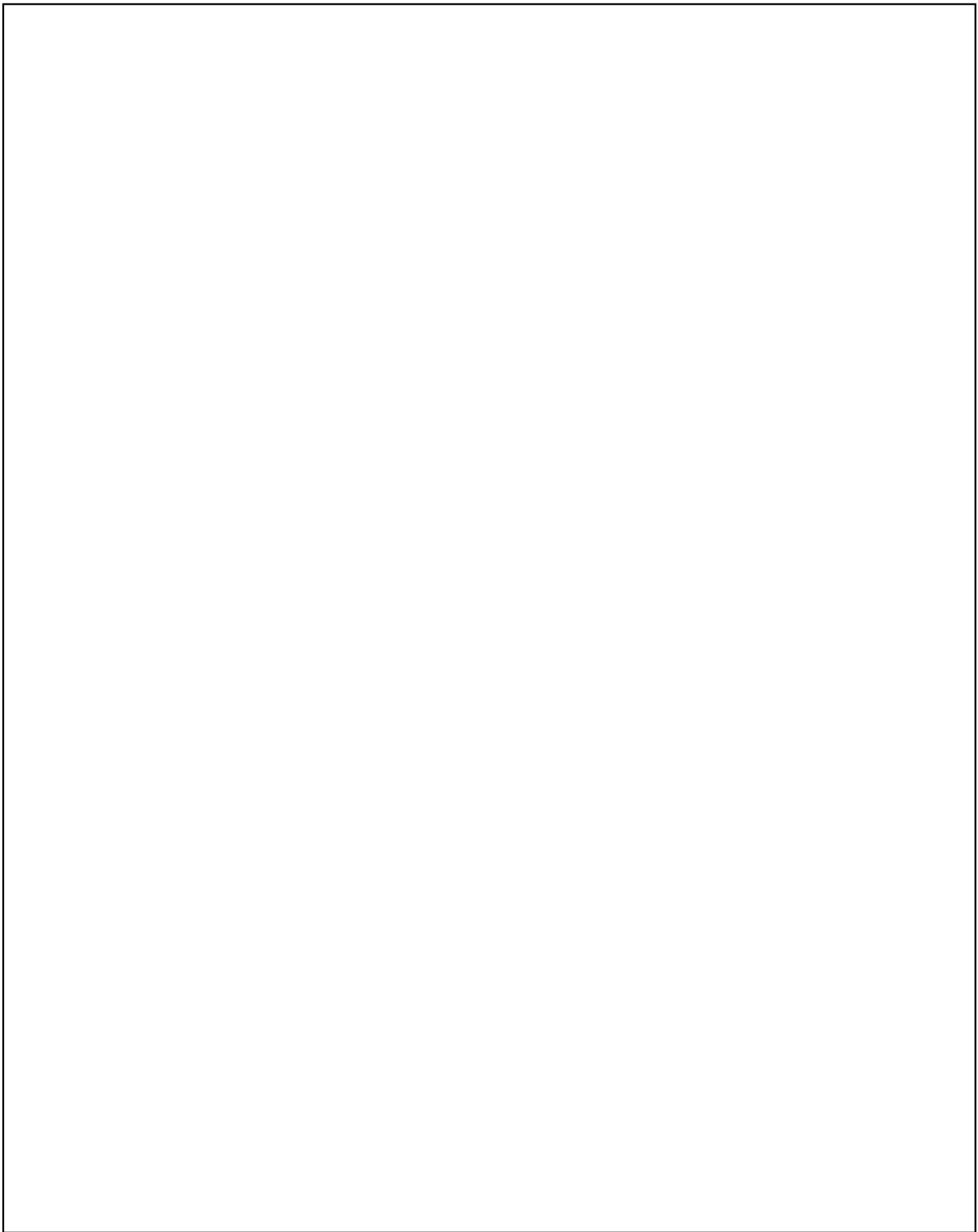
Title 5795 Beatrice Street, Grand Forks, BC	Page of	Project 19-1425
	By L. Jennings	Date 10 June 2019
	Subject Structure Plan View (NTS)	



REV MAY 2015

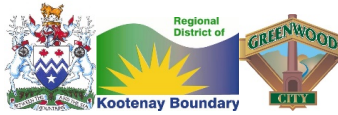
INNOVATION FLOWS FROM HERE

TF. 1.800.565.1152 canadaculvert.com



The space below is provided to describe the proposed development.

The home at 5795 Beatrice Street in Grand Forks BC was originally constructed in approximately 1945 in a know floodplain. It is a single-storey bungalow with a combination basement/crawlspace that is not presently usable or habitable space. In the lifespan of the structure thus far, May 2018 was the only time flooding resulting in structural damage had occurred. As is typical for homes in floodplains or with low water tables, water is expected (to some degree) to infiltrate into the basement/crawlspace during freshette. The home is equipped with a sump pump for those instances. Moving forward, the proposed foundation repairs will bring the repaired foundation elements up to the 2018 building code standard while any elements untouched will remain at the present standard of construction. With this home, it is challenging to determine where to stop upgrading and modifications as the flooding has presented an opportunity to revitalize the structure. Ideally, a structure such as this would be demolished and rebuilt to current design standards but due to the constraints of the homeowner's flood insurance (which covers repairs to the level of existing construction) that is not a financially feasible option. As an alternative, it is proposed that the foundation reports be completed as provided and remainder of the home left untouched with the knowledge that a future flood may take place. Due to the age and condition of the structure, the time, money, and effort required to bring the building up to current code standards, is significant and not financially viable or economical. Making the home structurally sound and livable is a more realistic and cost-effective option. The homeowners are willing to take the risk that their home may flood again in the future and are prepared to deal with that if/when it happens; including taking financial responsibility for any future flood-related damage should their insurance coverage change. The homeowners have been out of their home for over a year and this option is the fastest and most efficient way to allow them to move back in and regain a sense of normalcy and stability in their lives.



West Boundary Recreation Grant Application

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

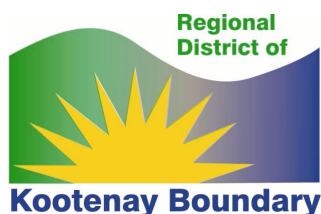
Applicant/Requesting Group	Greenwood, Midway, West Boundary Elementary Schools		
Mailing Address:	<u>West Boundary Elementary School</u> <u>Site 120, Comp 11 R.R.#2</u> <u>4035 S. Kettle Rd. Rock Creek, B.C.</u> <u>V0H 1Y0</u> 		
Phone:	250-44-2724	Email:	Jennifer.macdonald@sd51.bc.ca
Contact Person (Representative)	Jennifer MacDonald		
Amount of grant request?	\$220.50		
What is the purpose of the grant?	<u>The purpose of the grant was to bring 3</u> <u>schools together for a day of skating at the</u> <u>Midway arena.</u> 		

	<hr/> <hr/> <hr/>
Who will the grant benefit?	<u>The grant benefits all K-7 age students at Greenwood, Midway and West Boundary Elementary schools.</u> <hr/> <hr/> <hr/>
What are the other funding sources for this program/event?	<u>In the past, Kettle River Recreation supported this day as it brought kids from all 3 schools together and it encouraged community connectedness through exercise.</u> <hr/> <hr/> <hr/>
Are the participants being charged to participate?	<div style="display: flex; justify-content: space-around;"> <div> <hr/> Yes </div> <div> <hr/> X No </div> </div> If yes, how much? <hr/>
Estimated # of benefiting participants?	140 students
Where will the program/event be held?	<u>Boundary Expo Arena, Midway</u> <hr/>

When will the program/event be held?	Feb. 6, 2019		
Signature of Authorized Representative	<i>Jennifer MacDonald</i>	Date	Mar. 21, 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	



Regional District Kootenay Boundary Woodstove Exchange

Summary:

The 2020 RDKB Woodstove Exchange program will be a region wide program with the goal of assisting all residence of the RDKB to upgrade their wood burning appliances to modern efficient equipment.

Our wish is to not only rid our communities of pollution from these old appliances but to help improve the quality of life for the end user by making their homes warmer and safer. We believe that by educating people about modern equipment and "Burn it Smart" practices, we can continue to use wood heat as a viable alternate energy source in this region.

Program Team and Leaders:

The program will be managed and administrated by the Regional District Kootenay Boundary. On the team will be a Director from each community. Program will be coordinated by John Vere of Grand Forks. John has been coordinating the Boundary program since March 2008. He is fully trained as a coordinator completing the training in April of 2008. He has also completed the 4 day WETT certification training. His classification is a WETT trainee. He has presented 10 Burn it Smart workshops creating his own custom power point presentation. He sits on the Boundary Air Quality Committee and was responsible for the research and successful drafting of the Wood Burning Bylaw for the city of Grand Forks.

Program Partners:

The RDKB and the board of directors, The Boundary Air Quality Committee, local Credit Unions, B.C. Lung, Insurance Agencies, IHA, the Media and local retailers will act as partners. The retailers play an important roll by promoting the program, collecting doors, filling in tracking forms and taking pictures. Some retailers also offer the dispose of old appliances. Credit Unions will assist with low cost loans, material printing, display advertising and use of projector for workshops. The Boundary Air Quality Committee is an advisory group made up of representatives from local government, industry, Interior Health and the public. They successfully ran the Woodstove Exchange Program during 2008-2009. They will continue to support the program and monitor its success. B.C. Lung offers plenty of excellent printed and hand out materials used to educate and promote the program. Local Government shows support with a total of \$21,500 committed as top up grants over the last few years.

Problem/issue statement:

The majority of residents of the Kootenay Boundary live in valley bottoms and have issues with pollution from wood smoke. This is a generally a rural area with very cold winters. Inversions are common in the winter during the coldest days. Wood heat is used by a large portion of homeowners both full time and for back-up systems. Some communities are working on Bylaws to eliminate the nuisances created by wood burning appliances. We will work with them to create fair bylaws that are designed to educate and not just punish nuisance burners.

There has been a Woodstove Exchange program running in the Grand Forks area since March 2008. RDKB Area E was added to the program in March 2009. The whole of the RDKB was added in September 2009.

Grand Forks and its neighbouring communities of Area's D and C are all in the same valley bottom. Air movement is very pour and visible smoke has come to the top of the list as a possible heath hazard for the local residence. The same goes for the towns along the Columbia River Valley.

Program Objectives 2020 Season.

The goal would be to exchange 15 old appliances this season throughout the RDKB.

Improve education and outreach to the public through social media, email and phone calls.

Program Design and Schedule:

With the limited budget we will focus on keeping the money available for the grants and cut back on administrative spending. The coordinator is available 24/7 via phone and E-mail. Grant application "info packs" will be distributed to retailers and Municipal and Regional District offices.

Challenges and Solutions:

Over the last 10 seasons we have learned a lot about how the program can be improved.

A direct business like approach will be required to handle the large area now requesting support. Communication is paramount.

The coordinator is available at most time's to answer calls and advise the public on the status of the grants. Make the tracking forums and up to date info easily accessible. John has Woodstove Exchange Facebook Page where and it is slowly reaching more people. Keeping the retailers up to date is the keystone to the program. Almost all exchanges will pass through thier hands.

Social Based Marketing is very valuable tool and the Web site is often checked for answers. Also conferencing with the other coordinators had been very helpful. The area is in an economic slump but this can actually turn more people towards alternative energy to save money. As a community we need to make sure everyone is aware of the new technology and given the tools to burn without polluting.

Estimated total Costs of Program:

Estimated Stoves to be exchanged total for area is 15 between January 1, 2020 and Dec 31, 2020. This number was arrived at by using historical

change out figures. We believe we have removed the bulk of old stoves from some areas already. The number of old stoves still in service is certainly dwindling.

Total estimated stoves to be exchanged: 15

Proposed budget:

Stoves to be exchanged 2018= 10 @ \$250=	\$ 2,500.00
5 @ \$400=	\$ 2,000.00

Administration expenses:

Coordinators wages 50 Hours @ \$20.00	\$ 1,000.00
Telephones, internet and communication	\$ 500.00

Total Administration	\$ 1,500.00
----------------------	-------------

Total project costs	\$ 6,000.00
---------------------	-------------

Amount requested from Ministry	\$ 6,000.00
---------------------------------------	--------------------

The check will be issued to the RDKB office

202 - 843 Rossland Avenue

Trail, BC V1R 4S8

250.368.9148

1.800.355.7352

RDKB in Kind salaries and office expenses

Administration Support

CAO Support	15 hours@87.50	= \$ 1,312.50
Executive Assistant	30 hours@36.66	= \$ 1,100.00
Finance Department		= \$ 2,000.00
Consumables (copies, paper, etc.)		= \$ 2,000.00
Other municipal offices in Kind services		= \$ 1,200.00

**STAFF REPORT**

Date: 11 Sep 2019 **File**
To: **Chair Russell and Board of Directors**
From: Brian Champlin, Manager of Building Inspection Services
Re: Building Bylaw Contravention

Issue Introduction

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

241 Hillcrest Drive, Trail, B.C.

Electoral Area 'B' / Lower Columbia-Old Glory

Parcel Identifier: 012-066-672

Lot 1 District Lot 8087 Kootenay District Plan 12384

Owners: Leonard and Irene Harding

History/Background Factors

The owners, Leonard and Irene Harding, have constructed an addition to a single family dwelling without completion of a final inspection.

The Regional District of Kootenay Boundary Building and Plumbing Amendment Bylaw No. 449 (1985) states:

Permits

10.2 Every permit is issued upon the condition that:

b) the work is not to be discontinued or suspended for a period of more than one year;

Duties of the Owner

12.1 Every owner shall:

h) give at least 72 hours notice to the authority having jurisdiction and request his inspection of the work:

v) after the building or portion thereof is complete and ready for occupancy, but before occupancy takes place of the whole of portion of the building.

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 July 17, 2019;
- Registered letter dated April 30, 2019;
- Registered letter dated March 7, 2019;
- Building Permit 06-1003B.

Alternatives

1. Once all deficiencies are rectified, the Owner may request that the Regional District of Kootenay Boundary Board of Directors remove the Notice on Title upon receipt of \$200.00 (Administration fee for removal of the Notice).

Recommendation(s)

1. That the Regional District of Kootenay Boundary Board of Directors invite the owners, Leonard and Irene Harding, 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 1, District Lot 8087, Kootenay District, Plan 12384.

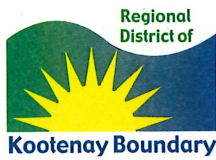
**STAFF REPORT ATTACHMENT**

Date:	September 11, 2019	File:	
To:	Chair Russell and Board of Directors		
From:	Brian Champlin, Manager of Building Inspection Services		
RE:	<u>BUILDING BYLAW CONTRAVENTION</u> 241 HILLCREST DRIVE, TRAIL, BC. ELECTORAL AREA 'B' / LOWER COLUMBIA-OLD GLORY PARCEL IDENTIFIER: 012-066-672 LOT 1 DISTRICT LOT 8087 KOOTENAY DISTRICT PLAN 12384 OWNERS: LEONARD AND IRENE HARDING		

History/Background Factors

The owners, Leonard and Irene Harding, have constructed an addition to a single family dwelling without completion of a final inspection.

Nov. 10, 2006	Application and documentation received for an addition to a single family dwelling;
Dec. 18, 2006	Building permit 06-1003B issued to construct an addition to a single family dwelling;
April 26, 2006	Footing inspection passed;
May 9, 2007	Prior to backfill inspection passed;
June 11, 2007	Underslab plumbing inspection passed;
Aug. 30, 2007	Above grade plumbing and framing inspection required re-inspection;
Sept. 12, 2007	Above grade plumbing and framing re-inspection passed;
Sept. 25, 2007	Insulation and vapour barrier inspection passed;
Feb. 13, 2019	Voicemail to owners to book an inspection as required;
March 7, 2019	First registered letter mailed to owners requesting a response by April 8, 2019;
March 12, 2019	Canada Post confirmation that the letter was delivered;
April 30, 2019	Second registered letter mailed to owners requesting a response by May 30, 2019;
May 6, 2019	Canada Post confirmation that the letter was delivered;
July 17, 2019	Third registered letter mailed to owners requesting a response by August 19, 2019;
Aug. 14, 2019	Canada Post confirmation that the letter was unclaimed;
Sept. 11, 2019	To date, we have had no response from the owners.



July 17, 2019

REGISTERED MAIL

Leonard and Irene Harding
241 Hillcrest Drive
Trail, B.C. V1R 4V6

**Re: Addition SFD
241 Hillcrest Drive, Trail, B.C. (Area 'B')
Building Permit No.: 06-1003B**

Further to our registered letters dated March 7, 2019 and April 30, 2019, we have received no response regarding the above permit expiring without completion of a final inspection as outlined in the Regional District of Kootenay Boundary Building and Plumbing Bylaw No. 449 (1985);

PERMITS

- 10.2 Every permit is issued upon the condition that:
(b) the work is not to be discontinued or suspended for a period of more than one year;

DUTIES OF THE OWNER

- 12.1 Every owner shall:
(h) give at least 72 hours notice to the authority having jurisdiction and request his inspection of the work:
(v) after the building or portion thereof is complete and ready for occupancy, but before occupancy takes place of the whole of portion of the building.

Please find enclosed original building permit and last inspection report for reference. If we do not conduct a final inspection by **August 19, 2019**, we will recommend to the Regional District of Kootenay Boundary Board of Directors that a Notice be registered on the title pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* (copies attached). This notice will refer to a building bylaw contravention on the above referenced property and does not limit further action being taken.

If you have any questions concerning the above information, please contact the undersigned at 250-368-0222.

Yours truly,

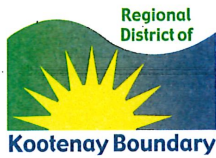
Brian Zanussi
Building and Plumbing Official

cc: Brian Champlin, Manager of Building Inspection Services

Attachment

BZ/sb





April 30, 2019

REGISTERED MAIL

Leonard and Irene Harding
241 Hillcrest Drive
Trail, B.C. V1R 4V6

**Re: Addition SFD
241 Hillcrest Drive, Trail, B.C. (Area 'B')
Building Permit No.: 06-1003B**

Further to our registered letter dated March 7, 2019, we have received no response regarding the above permit expiring without completion of a final inspection as outlined in the Regional District of Kootenay Boundary Building and Plumbing Bylaw No. 449 (1985);

PERMITS

- 10.2 Every permit is issued upon the condition that:
(b) the work is not to be discontinued or suspended for a period of more than one year;

DUTIES OF THE OWNER

- 12.1 Every owner shall:
(h) give at least 72 hours notice to the authority having jurisdiction and request his inspection of the work:
(v) after the building or portion thereof is complete and ready for occupancy, but before occupancy takes place of the whole of portion of the building.

Please find enclosed original building permit and last inspection report for reference. If the work has been completed, please call to book a final inspection by **May 30, 2019**. Failure to comply may result in legal action.

If you have any questions concerning the above information, please contact the undersigned at 250-368-0222.

Yours truly,

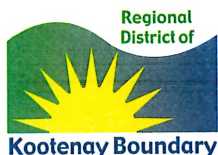
Brian Zanussi
Building and Plumbing Official

cc: Brian Champlin, Manager of Building Inspection Services

Attachment

BZ/sb





March 7, 2019

REGISTERED MAIL

Leonard and Irene Harding
241 Hillcrest Drive
Trail, B.C. V1R 4V6

**Re: Addition SFD
241 Hillcrest Drive, Trail, B.C. (Area 'B')
Building Permit No.: 06-1003B**

We are in the process of reviewing building permit files and the above permit has expired without completion of a final inspection as outlined in the Regional District of Kootenay Boundary Building and Plumbing Bylaw No. 449 (1985);

PERMITS

- 10.2 Every permit is issued upon the condition that:
(b) the work is not to be discontinued or suspended for a period of more than one year;

DUTIES OF THE OWNER

- 12.1 Every owner shall:
(h) give at least 72 hours notice to the authority having jurisdiction and request his inspection of the work;
(v) after the building or portion thereof is complete and ready for occupancy, but before occupancy takes place of the whole or portion of the building.

Please find enclosed original building permit and last inspection report for reference. If the work has been completed, please call to book a final inspection by **April 8, 2019**. Failure to comply may result in legal action.

If you have any questions concerning the above information, please contact the undersigned at 250-368-0222

Yours truly,

A handwritten signature in black ink, appearing to read "Brian Zanussi", is written over a circular stamp or seal.

Brian Zanussi
Building and Plumbing Official

cc: Brian Champlin, Manager of Building Inspection Services

Attachment

BZ/sb



No. 06-1003B

INSPECTION CALLS: (250) 368-0222

Regional District of Kootenay BoundaryDATE PERMIT
GRANTED: Dec 18, 06BUILDING 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 LEN HARDING		ADDRESS: 241 HILLCREST DRIVE OASIS		TELEPHONE:	
BEING THE OWNER OR ACTING WITH CONSENT OF THE OWNER IS HEREBY GRANTED					
A PERMIT TO: ADDITION TO SINGLE FAMILY DWELLING					
AT: 241 HILLCREST DR		FOLIO: 711 09193.005			
LOT: 1	BLOCK:	RANGE:	D.L. 8087	PLAN: 12384	LD:
OWNER: LEN HARDING		ADDRESS: 241 HILLCREST DRIVE		TELEPHONE:	
CONTRACTOR: G. MCCULLOUGH		ADDRESS:		TELEPHONE:	
PARTICULARS - PERMIT IS ISSUED SUBJECT TO THE FOLLOWING SPECIAL REQUIREMENTS: ALL WORK TO CONFORM TO THE 1998 B.C. BUILDING CODE AND RELEVANT ELECTORAL AREA 'B' BYLAWS; MINIMUM SETBACKS: FRONT 7.5M, INTERIOR SIDE 4.5M, EXTERIOR SIDE 4.5M, REAR 5M; PROPERTY PINS TO BE IDENTIFIABLE; SEE NOTES ON PLANS; MECHANICAL VENTILATION CHECKLIST 'C' TO BE SUBMITTED PRIOR TO THE FRAMING INSPECTION; STAMPED ENGINEERED TRUSS DESIGNS AND LAYOUT FOR 78 PSF GROUND SNOW LOAD TO BE SUBMITTED PRIOR TO FRAMING INSPECTION; CALL FOR ALL INSPECTIONS LISTED BELOW; SECTION 290 LETTER (FROM THE LOCAL GOVERNMENT ACT) FORMS PART OF THIS PERMIT; ALL FIELD REPORTS BY REGISTERED PROFESSIONALS MUST BE SUBMITTED TO BUILDING OFFICIAL ON DATE OF INSPECTION; SCHEDULE 'C-B' TO BE SUBMITTED FROM ALL REGISTERED PROFESSIONALS ENGAGED IN CONSTRUCTION PRIOR TO OCCUPANCY; SUBMIT COMPLETED 'CERTIFICATE OF PLUMBING INSTALLATION' FORM (COPY ATTACHED) FROM A LICENSED PLUMBER OR A NOTORIZED STATUTORY DECLARATION FORM (IF THE OWNER TO INSTALL THE PLUMBING) COPY ATTACHED.					

FEES		
AREA OF LIVING SPACE		
CONSTRUCTION VALUE	\$ 110000	
BUILDING PERMIT FEE		\$ 880
PLUMBING FIXTURES	10	\$ 100
DEMOLITION		
OTHER	SECTION 290 (LGA)	-\$ 88
SUB-TOTAL		\$ 892
TITLE SEARCH		\$ 68
TOTAL		\$ 960
LESS DEPOSIT		
BALANCE OWING		\$ 960

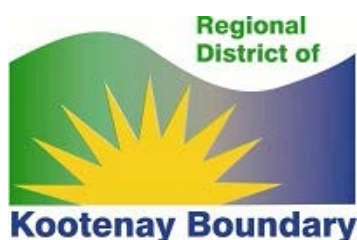
WAIVER OF INDEMNITY

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
 MICKEY REPIN Chief Building/Plumbing Official

DATE PAID Dec 21/06

1. Prior to placing concrete in the footings 2. After installation of drain tiles/dampproofing/before backfilling 3. When framing completed 4. Insulation and vapour barrier completed 5. Before any part of plumbing system covered 6. Final Inspection - An occupancy permit is required prior to occupancy of building.

**STAFF REPORT**

Date: Sept 11th, 2019 **File** #190304
To: Chair Roly Russell and Members of the
 RDKB Board of Directors
From: Chris Marsh,
 Boundary Flood Recovery Manager /
 Manager of Emergency Programs
Re: KETTLE RIVER POST-FLOOD HOME DEMOLITIONS

Issue Introduction

A staff report from Chris Marsh, Manager of Emergency Programs describing the current activities and future plans for the demolition of two homes on the Kettle River, southwest of Grand Forks.

History/Background Factors

Catastrophic flooding along the Kettle River in May of 2018 caused extreme erosion along a number of river reaches. For two particular properties – 2495 Almond Gardens Rd E and 5925 Danish Road – the erosion was so extreme that it caused portions of the properties and homes to fall into the river, with further collapse imminent. Evacuation orders have remained for these properties since May of 2018. Over the course of the last 14 months, many options have been examined – from securing these homes in place, to moving the homes. None of these solutions proved to be viable because of the complexity of the eroding banks. As a result of a variety of factors, the only feasible and fundable option at this point is to demolish these homes. Both home demolitions will be managed as one larger project, through an RDKB contract.

There are two phases to this project. The first phase is the combined engineering, project design and qualified professional support. This portion of the project is funded, approved by Province of BC emergency funds and is currently in progress. The next phase will be the actual demolitions and site remediation, which will be informed by the results of tendering process being developed now.

With the tendering process completed, staff will seek immediate approval from Emergency Management BC for the full funding and following, intend to award the demolition and remediation work immediately with full funding approved – this is necessary for two reasons:

- 1) These homes are actively eroding and falling into the Kettle River, posing immediate and ongoing environmental risk and;
- 2) Winter is coming and it is desirable to undertake this project as soon as possible as challenging weather conditions will further complicate the implementation of the work. The target is to initiate demolition work in November 2019.

It is anticipated that this project could cost up to \$400,000 – in total – and it is possible that the results of a tendering process may see the entirety of this funding awarded to a single contractor.

As such, staff are seeking the support from the Board of Directors that this work will be awarded to the successful proponent from the competitive bid process, understanding that any delay in seeking Board approval for a contract exceeding \$100,000 may lead to impacts in progression of the contract and work, where time is of the essence to reduce the ongoing risks and prevent any further environmental degradation.

At this time the work is agreed to in principle by Emergency Management BC and no work will be undertaken without the entire funding approval being in place from EMBC.

Implications

The Emergency Management program, the Planning department, and the Finance department have all been greatly impacted by the ongoing workload associated with this project. Building inspection will also play a role in this project.

Advancement of Strategic Planning Goals

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

Alternatives

There are no alternative options recommended with this report.

Recommendation(s)

That the Regional District of Kootenay Boundary Board of Directors support the planned approach to these demolition projects as described in the report titled 'Kettle River post-flood home demolitions'

Further that, with the approval of funding from Emergency Management BC for all demolitions costs, that staff award the contract for all works necessary to complete the project, with the contract value known to be excess of \$100,000.

Further that, staff will provide a progress report and update to the Board of Directors during the progression of the project through the fall/winter of 2019/2020.



STAFF REPORT

Date: 19 Sep 2019 **File** ES - Solid Waste
To: **Chair Russell and Board of Directors**
From: Janine Dougall, General Manager of Environmental Services
Re: Clean BC - Plastics Action Plan Policy Consultation Paper - RDKB Submission

Issue Introduction

A Staff Report from Janine Dougall, General Manager of Environmental Services which provides background information as well as a proposed submission to the Clean BC – Plastics Action Plan Policy Consultation Paper.

History/Background Factors

On July 25, 2019 Environment and Climate Change Strategy Minister, George Heyman, launched a province-wide, public engagement on the topic of reducing plastic waste.

The Ministry of Environment and Climate Change Strategy is inviting stakeholders to provide feedback on new policy opportunities and proposed amendments to the Recycling Regulation of the Environmental Management Act by September 30, 2019 to address plastic waste.

Action is being proposed in four connected areas to reduce plastic pollution and use less plastic overall:

1. Bans on single-use packaging: Determining which types of plastic packaging to phase out altogether, as well as any necessary exemptions, such as those for health, safety and accessibility to keep products available for the people that need them.

2. Dramatically reduce single-use plastic in landfills and waterways: Requiring producers to take responsibility for more plastic products, ensuring more single-use items like sandwich bags, straws and cutlery get recycled.

3. Plastic bottle and beverage container returns: Expanding the deposit-refund system to cover all beverage containers – including milk and milk-substitutes – with a 10-cent refundable deposit, keeping millions more containers out of landfills and waterways.

4. Reducing plastics overall: Supporting effective ways to prevent plastic waste in the first place and ensuring recycled plastic is re-used effectively.

Implications

Staff have drafted the attached proposed submission document for consideration and approval by the RDKB Board. Responses to the individual questions were drafted following collaborative consultation with other local government waste reduction professionals as well as taking into consideration the unique perspective of the RDKB.

Advancement of Strategic Planning Goals

The RDKB Strategic Planning Goals associated with this topic are we will continue to advocate on issues that affect our region and we will continue our focus on waste management.

Background Information Provided

RDKB Submission

Clean BC – Plastics Action Plan Policy Consultation Paper

Alternatives

1. That the Board of Directors approve the submission of the letter containing feedback on the Clean BC – Plastics Action Plan Policy Consultation Paper.
2. That the Board of Directors provided suggested changes or amendments to the letter prior to submission.
3. That the Board of Directors not approve the submission of the letter.

Recommendation(s)

That the Regional District of Kootenay Boundary Board of Directors approve the submission of the letter containing feedback on the Clean BC – Plastics Action Plan Policy Consultation Paper.

The Honourable George Heyman
 Ministry of Environment and Climate Change Strategy
 Recycling Regulation Amendments
 PO Box 9341 Stn Prov Govt
 Victoria, BC, V8W 9M1

Dear Minister:

RE: Clean BC - Plastics Action Plan Policy Consultation Paper – RDKB Submission

Thank you very much for the opportunity to provide feedback on this very important initiative. In response to the request for submissions on the Province's Clean BC - Plastics Action Plan Consultation Paper, the RDKB is pleased to provide the following responses to questions identified in Paper:

Section 1 – Bans On Single-Use Packaging

Question 1 – Do you think bans on plastic packaging should be implemented in BC? What plastic packaging products are a priority in BC to ban?

Response: Bans on plastic packaging that do not have a viable recycling market would be beneficial to further support waste reduction and diversion. Bans on plastic packaging will reduce the amount of 'unnecessary' plastic packaging at the production level rather than the consumer level.

Plastic packaging products recommended as priority for BC to ban are:

- *Foam cups and foam take out containers*
- *Plastic straws, stir sticks, and plastic cotton swabs*
- *Single-use plastic utensils and plates*
- *Biodegradable and Oxo-degradable plastic material*
- *Multi-laminate packaging*

These items listed above are difficult to recycle and have limited viable recycling markets. In addition, the bans should work to phase out materials that cannot be recycled or composted. Instead, initiatives should promote the production of new materials that can be readily recycled or composted and are made from recycled content.

Although the scope of the Action Plan is focused on plastic waste consideration should be given to include non-plastic single-use items that cause demonstrable harm to the environment, such as regulatory measures to reduce disposable paper beverage cups.

Question 2 – What types of bans should be considered (examples include bans on sale of a certain type of packaging or ban on use of a certain type, or bans on disposal)?

Response: Bans on the sale, distribution and ultimately production of certain types of packaging is the preferred option as this prevents the material from being created in the first place. Disposal bans can be extremely difficult and impractical to implement or enforce at the local level resulting in varying degrees of effectiveness across the province based on resources available for enforcement.

202 – 843 Rossland Avenue, Trail, BC V1R 4S8 | T: 250.368.9148 | T/F: 1.800.355.7352 | rdkb.com





**Clean BC – Plastics Action Plan Policy Consultation Paper
RDKB Submission – Board Approved September 19, 2019**

In addition, implementation of disposal bans requires the existence of alternatives. Further, fines associated with bans are often considered as the “cost of doing business” rather than driving the desired behavioral change of waste reduction. Disposal bans can also encourage the export of waste to other jurisdictions which does not have the desired outcome of waste reduction.

It is imperative that any sale or distribution bans take into consideration the potential impacts of alternatives that may be used to replace the banned items, to avoid unintended consequences.

Question 3 – If a ban was applied, how should exemptions be considered?

Response: There should be no exemptions however it is understood that due to health/safety/hygiene considerations there may be more challenges with finding appropriate alternatives. For this and as long as a verifiable need is shown, provide timelines (reasonable) for meeting ban requirements to allow for an effective transition to alternative materials. Hardship or unwillingness to change from industry or business should not be a rationale for exemptions.

Question 4 – Bans can be implemented in some form by all levels of government due to the different regulatory powers in place. Are there bans best suited for implementation at the federal, provincial or local government level? Should local governments be given the authority to ban problematic items in their community? What types of bans should be considered?

Response: Although several BC municipalities are considering or have already introduced bans or restrictions on the use of plastic grocery bags and other single-use plastic items it is felt that the Province is best equipped from the perspective of regulatory authority and for the ease of consistency, to impose bans on single use plastics that may end up in the environment and waste stream. Provincial and Federal level regulations allow large and small businesses to adapt with less disparity that might result from as bans introduced at a local level. Furthermore, the broader reach of provincial and federal programs allows for consistent messaging, common understanding by those affected and facilitates adoption of new programs.

Section 2 – More Recycling Options

Question 1 – Do you have comments or suggestions regarding the ministry’s proposal to include packaging-like products in the Recycling Regulation? Are there any packaging-like products you believe should be exempt from the Recycling Regulation?

Response: The RDKB is supportive of the Province's proposal to include packaging-like products in the Recycling Regulation and does not believe that any exemptions should be granted. Further, the Ministry should include all recyclable plastic products and packaging in the Recycling Regulation including materials generated from the Industrial, Commercial and Institutional sector. Expanded Extended Producer Responsibility (EPR) programs will create consistency for consumers which will increase education program effectiveness and support necessary behavioural change.

When considering the addition of products to the Recycling Regulation, impacts to existing collection and recycling systems should be considered. For example, bans should be considered rather than EPR inclusion for certain items such as stir sticks and cutlery, as these items are not suited for collection and processing at



**Clean BC – Plastics Action Plan Policy Consultation Paper
RDKB Submission – Board Approved September 19, 2019**

recycling facilities.

Question 2 – Do you have any comments or suggestions regarding the ministry’s proposal to add single-use items to the Recycling Regulation? Are there any single-use items you feel should be exempt from the Recycling Regulation?

Response: The addition of single-use items to the recycling regulation should only occur for those materials that are readily recyclable and are suited to the existing collection and processing systems. All other single-use items should be banned at point of sale, distribution or production.

Section 3 – Expanding Plastic Bottle and Beverage Container Returns

Question 1 – Do you have any comments or suggestions on the ministry’s proposal to include milk and milk substitutes in the beverage container deposit-refund schedule?

Response: This change will create confusion on the part of the consumer where extensive education programs have directed these materials to Recycle BC programs (curbside collection). Changing to a depot required drop off will not necessary result in additional materials recycled due to perceived or real inconvenience levels. Many will still place these materials in curbside collection programs.

If this is to proceed, it would be essential to maintain or expand the current depot network to ensure adequate access to deposit refund options. There will be public backlash if a refund is not easy to obtain. Further, consideration should be made to the impacts to the bottle depot network and capacity for additional container volumes.

Question 2 – Do you have any comments or suggestions regarding the ministry’s proposal to create a uniform 10 cent deposit-refund for all beverage containers?

Response: This proposal will create simplicity and uniformity for consumers at both time of purchase and during return to depot and as such is supported. Deposit-refunds are an important source of income for many not-for-profit agencies and vulnerable communities and, therefore, a further recommendation would be to review the deposit level for potential increase in the near future.

Question 3 – Do you have any comments or suggestions regarding the ministry’s proposal to allow refunds to be electronic and paid in an alternative form of cash (e-transfer, cheque, in-store credit, charitable donation or similar alternatives)?

Response: Any method that increases convenience to customers and encourages participation and more returns should be promoted with consideration to negative impacts to existing partnering return depots. Further, cash refunds should be maintained as an option for those that do not have access to alternative systems.



**Clean BC – Plastics Action Plan Policy Consultation Paper
RDKB Submission – Board Approved September 19, 2019**

Section 4 – Reducing Plastics Overall

Question 1 – What should BC consider in the development of a national standard on recycled content and any associated targets?

Response: Standards and associated targets should be set at levels that result in increased investment in recycling programs and associated infrastructure. A target that is easily achievable does little to spur investment and innovation, whereas a high target will push stewardship organizations to expand collection options, and create opportunities for investment in recycling infrastructure. Standards and targets that utilize recyclable content generated within Canada and/or North America may incentivize the development of local recycling infrastructure. For example, the implementation of fibre standards that include requirements for material recovered in BC/Canada will encourage investment in local recycling options and minimize shipping materials to overseas markets.

Question 2 – Do you have any comments or suggestions on any related provincial policies or actions?

Response: In amending the Recycling Regulation consider also amending the required collection/capture rate. Currently the 75% recovery requirement is calculated across all of BC, which has resulted in significant portions of rural BC underserved. Collection/Capture rates should be established at a Regional District Level. To offset increased costs for adequately servicing rural areas and achieve economies of scale the Recycling Regulation should also be amended to include materials generated from the Industrial, Commercial and Institutional sector.

Although BC is considered a leader in recycling and Extended Producer Responsibility Programs, more focus on policy and regulations surrounding reduce and reuse is required.

Thank you again for this opportunity to provide feedback and comments on the Clean BC Plastics Action Plan. The RDKB looks forward to continued dialogue and participation in any follow-up engagement opportunities.

Sincerely,

Roly Russell
Chair – Regional District of Kootenay Boundary



Plastics Action Plan

POLICY CONSULTATION PAPER



The ministry is seeking feedback on new policy opportunities and proposed amendments to the Recycling Regulation of the Environmental Management Act by September 18, 2019 to address plastic waste.

Instructions on how to provide comments are provided on the last page of this consultation paper.



Introduction

British Columbians want action on plastic waste. Too often plastic packaging and single use items end up as litter in our communities, waste in landfills or debris in lakes, rivers and oceans. Plastic pollution hurts wildlife and harms ecosystems, and it is increasing year after year. The Ministry of Environment and Climate Change Strategy recognizes that new steps are needed and is proposing action in four connected areas.

1 BANS ON SINGLE-USE PACKAGING



Determining which types of plastic packaging to phase out altogether, as well as any necessary exemptions, such as those for health, safety and accessibility to keep products available for the people that need them.

2 DRAMATICALLY REDUCE SINGLE-USE PLASTIC IN LANDFILLS & WATERWAYS



Requiring producers to take responsibility for more plastic products, ensuring more single-use items like sandwich bags, straws and cutlery get recycled.

3 PLASTIC BOTTLE AND BEVERAGE CONTAINER RETURNS



Expanding the deposit-refund system to cover all beverage containers — including milk and milk-substitutes — with a 10-cent refundable deposit, keeping millions more containers out of landfills and waterways.

4 REDUCING PLASTICS OVERALL



Supporting effective ways to prevent plastic waste in the first place and ensuring recycled plastic is re-used effectively.

Through the release of this consultation paper, B.C. is engaging on the development of new policy options and seeking feedback on proposed amendments to improve existing programs.

B.C. has been actively involved in the development of a Canada-wide Strategy and Action Plan on Zero Plastic Waste (Strategy and Action Plan), and will continue to support and align with longer-term proposed federal initiatives to ban harmful single-use plastics.

Dramatically Reducing Plastic Use

DEVELOPING A PATH FORWARD WITH NEW POLICY OPTIONS

The Ministry of Environment and Climate Change Strategy (the ministry) recognizes that waste prevention is the highest priority. Plastic bans have been adopted in different forms in different jurisdictions to address the growing problem of plastic pollution — for British Columbia, it's critical that we solicit public input on what forms potential bans on plastic packaging could take. For instance, there may be items of interest to British Columbians which are not covered by the proposed federal ban and that are within B.C.'s jurisdictional authority, or that are a priority due to B.C.'s coastal and remote geography.

There are also actions being taken by local governments in B.C. that could be supported by a provincial harmonized approach. B.C. proposes to collaborate with all levels of government both to avoid duplicating regulatory initiatives, and to progress actions that would have an immediate impact and protect B.C.'s environment. In addition, B.C. proposes to work with the federal government to develop national recycled content standards to ensure that in the longer term any new plastics and packaging produced contain recycled plastic.

NEW POLICY OPTIONS

- » Consider provincial bans for plastic packaging under the *Environmental Management Act*.
- » Support the development of recycled content performance standards being led by the federal government.



More than 40% of plastic is used only once. We can do our part to change this, and we want your thoughts and ideas on how to do it best.

Expanding Recycling and Recovery

AMENDMENTS TO THE RECYCLING REGULATION

By expanding recycling and recovery of plastics that are in use, we can significantly reduce the waste that accumulates in landfills and waterways. By doing this as efficiently as possible, we can improve the supply of clean recycled plastics for re-manufacturing. When this strategy is combined with higher recycled content standards for products, it can reduce the need for new plastics to be created.

Both expanding producer responsibility and expanding B.C.'s beverage container return system can be achieved through changes in existing regulations. B.C. currently regulates Extended Producer Responsibility (EPR) for many products, requiring producers (manufacturers, distributors and retailers) of designated products to take responsibility for the life cycle of their products, including collection and recycling. This shifts the responsibility from taxpayers, local government or Indigenous communities to the producers and consumers of a product.

By requiring producers to be accountable, EPR programs reduce waste by incentivizing producers to design products that are recyclable and durable in order that they can be recovered for future use instead of going to disposal. This further supports a circular economy approach to waste management where resources are continually conserved and reused as raw materials.

B.C. proposes to expand existing EPR by including single-use items and packaging-like products under the *Recycling Regulation*¹ to ensure that these items are being managed responsibly through EPR programs prior to any potential federal bans coming into force (estimated for 2021 and beyond).

B.C. is able to move quickly in this regard as the North American leader with more than twenty-two EPR programs already in place. Expanding EPR to cover these items enables B.C. to capture any items that are beyond the scope or exempted from any federal ban.

¹ <https://bit.ly/2Oaqi5n>

The proposed amendments also include an update to the beverage container deposit system that would reduce the prevalence of littered single-use bottles in the environment and landfills by an estimated 50 million bottles per year.

As these actions would result in an increase in plastic items to be recycled, the Province would work with the federal government to develop national recycled content standards — ensuring that new single-use plastics and packaging-like products are produced using recycled plastic content.

PROPOSED AMENDMENTS TO THE RECYCLING REGULATION

- » Add 'packaging-like products' and 'single-use items' as obligated products to the Recycling Regulation to be recovered and recycled by producers.
- » Add all single-use beverage containers to the deposit-refund system.
- » Amend the refundable deposit amount to 10 cents for all beverage containers.
- » Allow electronic refund options for beverage containers in addition to cash.

Too often plastic packaging and single use items end up as litter in our communities, waste in landfills or debris in lakes, rivers and oceans. Plastic pollution hurts wildlife and harms ecosystems, and it is increasing year after year.



We Want Your Input

HERE ARE SOME SOLUTIONS WE ARE CONSIDERING

1 BANS ON SINGLE-USE PACKAGING



Determining which types of plastic packaging to phase out altogether, as well as any necessary exemptions, such as those for health, safety and accessibility to keep products available for the people that need them.

The *Environmental Management Act*² (EMA) governs the management of waste in British Columbia, to protect public health and the environment. The EMA allows for the banning of packaging by prohibiting, regulating or restricting the use or sale of packaging materials. British Columbia is considering bans as a policy option for plastic packaging and would like input on viable approaches.

Bans can be an effective policy tool to prevent plastic waste from occurring in the first place and help reduce the use of plastics that are commonly found in the environment and littered in our communities. Bans can also be used to divert recyclable plastics away from landfills to recycling facilities. They are also used to stop the use of plastics that are not recyclable or are considered difficult to recycle and manage.

Plastic packaging includes items such as plastic films (e.g., plastic bags, pouches or wraps) and containers (e.g., bottles, cups, tubs, and other hard plastics) that are used to package food and beverage products, consumer goods, cosmetics and personal care items.

Recent studies have shown that plastic packaging accounts for approximately 47% of all plastic waste discarded, and the majority of single-use plastics are used as packaging³.

² <https://bit.ly/1FETB2d>

³ <https://bit.ly/32OHPTJ>

EXAMPLES OF BANS

- » The European Union will ban single-use plastic products (plastic cotton swabs, cutlery, plates, straws, drink stirrers and sticks for balloons), as well as cups, food and beverage containers made of polystyrene foam and all products made from oxo-degradable plastics by 2021.
- » Many US states such as Maine, Vermont, California, and New York have enacted bans on plastic packaging including plastic bags and polystyrene foam.

B.C. Local Governments:

- » The City of Vancouver single-use item reduction strategy includes bans for plastic straws, foam cups and foam take-out containers beginning in 2020.
- » More than 23 communities in B.C. have been actively working on developing bans for single-use plastic items such as bags and straws.

Plastic packaging bans are typically implemented through the following approaches:

- » **Bans to regulate the sale or use:** regulate the supply of certain plastic packaging into the marketplace or prevent or restrict the use of certain plastic packaging — e.g., a ban on the use of polystyrene foam in packaging and takeout containers and cups, or a ban on an identified type of packaging, such as a ban on plastic bags to contain or transport goods at the point of sale.
- » **Disposal bans:** prohibit the disposal of plastics that instead can be readily recycled. These bans are typically implemented at the disposal site located within the jurisdiction applying the ban — e.g., an energy-from-waste facility or landfill — and at transfer facilities where wastes are aggregated for transport to a final disposal facility. Bans on the disposal of materials, such as plastics, are implemented after systems are in place to collect and recycle the banned materials (such as those created under EPR programs).

Globally there are a number of new regulations banning plastics. Bans on the sale of plastic bags have been introduced in 65 countries, as well as many regional and local jurisdictions. The federal government recently announced their intention to ban harmful single-use plastics as early as 2021 to reduce pollution from single-use plastic products and packaging, such as shopping bags, straws, cutlery, plates, and stir sticks.

British Columbia communities have also taken significant steps to implement strategies, including bans, levies or fees on plastic bags. Beyond plastic bags, many B.C. communities are pursuing single-use plastic bans on items including plastic bags and straws, polystyrene foam, disposable cups and takeout food containers.

The City of Victoria was the first municipality in B.C. to ban plastic bags in July 2018 through a business licensing bylaw. Municipalities may regulate in relation to a number of areas under the *Community Charter*. On July 11, 2019 the B.C. Court of Appeal ruled, however, that the intent of the bylaw was for the *protection of the natural environment* and therefore under the *Community Charter*, municipalities wishing to exercise their regulatory authority for protection of the natural environment are required to obtain Provincial approval. The Province is currently reviewing all aspects of the decision and recognizes that local governments need clarity on what their authorities are and the process for acting on those authorities should they so desire. Feedback from this engagement process will inform actions and processes moving forward.

Recent studies have shown that plastic packaging accounts for approximately 47% of all plastic waste discarded, and the majority of single-use plastics are used as packaging.



When policy tools, such as a ban, are evaluated, it is important to consider all impacts and to ensure that viable alternatives are available. For example, research has shown that switching from single-use plastic bags to single-use paper bags results in simply trading one set of environmental costs for another. A single-use paper bag can require up to four times as much energy to manufacture and produces two times the greenhouse gas emissions when compared to a single-use plastic bag; however, they are bio-degradable and do not persist in the environment like plastic bags do. Successful policies have included the use of bans, generally in combination with levies and fees to decrease unnecessary single-use consumption and to encourage the reuse of bags and other sustainable alternatives. It is critical to find the right policy approach that results in the fewest unintended consequences.

In addition, exemptions to the ban are often required where no viable alternative is found, or to ensure that the essential safety, health, and wellness of all individuals is maintained. For the remaining plastic packaging and single-use plastics, EPR programs are necessary to ensure these materials can be collected and recycled back into new packaging and products.

- » **Do you think bans on plastic packaging should be implemented in B.C.? What plastic packaging products are a priority for B.C. to ban?**
- » **What types of bans should be considered (examples include bans on sale of a certain type of packaging or ban on use of a certain type, or bans on disposal)?**
- » **If a ban was applied, how should exemptions be considered?**
- » **Bans can be implemented in some form by all levels of government due to the different regulatory powers in place. Are there bans best suited for implementation at the federal, provincial or local government level? Should local governments be given the authority to ban problematic plastic items in their community? What types of bans should be considered?**

2 MORE RECYCLING OPTIONS



Dramatically reduce single-use plastic in landfills and waterways: requiring producers to take responsibility for more plastic products, ensuring more single-use items like sandwich bags, straws and cutlery get recycled.

EXPANDING PRODUCER RESPONSIBILITY FOR PACKAGING-LIKE PRODUCTS AND SINGLE-USE ITEMS

British Columbia is a national leader in recycling with the widest range of regulated items collected — its existing province-wide Extended Producer Responsibility (EPR) program regulates recycling of packaging and paper products. The inclusion of packaging-like products and single-use items in the Recycling Regulation would expand the type of plastic products that producers are required to collect for recycling from sectors that may include, but are not limited to, residential and municipal properties province-wide.

Packaging-like products are materials that are sold as a product but are in turn used as packaging. This includes re-usable plastic containers, freezer/sandwich bags, canning jars, wrapping paper, and moving boxes. Single-use items are materials that are not necessarily packaging but similarly serve a one-time purpose. This includes plastic straws, stir sticks, cutlery and 'disposable' items purchased in multiples, such as plates, bowls, cups, and party supplies that could be easily diverted in a manner similar to packaging and packaging-like products. This change would require an amendment to the Recycling Regulation.

- » **Do you have comments or suggestions regarding the ministry's proposal to include packaging-like products in the Recycling Regulation? Are there any packaging-like products you believe should be exempt from the Recycling Regulation?**
- » **Do you have comments or suggestions regarding the ministry's proposal to add single-use items to the Recycling Regulation? Are there any single-use items you feel should be exempt from the Recycling Regulation?**

3 EXPANDING PLASTIC BOTTLE AND BEVERAGE CONTAINER RETURNS



Improving the deposit-refund system to cover all beverage containers — including milk and milk-substitutes — with a 10-cent refundable deposit, keeping millions more containers out of landfills and waterways.

EXPANDING RECOVERY AND RECYCLING OF BEVERAGE CONTAINERS

Expanding the EPR deposit-refund system to cover all beverage containers and standardizing the refundable deposit to 10 cents, as well as modernizing the system, would capture and recycle millions more single-use containers, while reducing consumer and retailer confusion over what is and is not covered under a deposit-refund program.

Beverage containers that are currently excluded from the deposit-refund system would now be included, such as milk and milk substitutes (e.g., rice milk, soya milk, flavoured milk, and the array of milk-like products including energy drinks and caffeinated milk beverages). Milk and related products are currently under the residential packaging and paper products schedule of the Recycling Regulation. Obligating these products under the beverage container deposit-refund schedule would provide the needed incentive for greater returns from residents and would capture all containers from commercial generators (e.g., restaurants, schools, offices) that are currently exempted from the Recycling Regulation.

This change would require an amendment to the Recycling Regulation, which currently has a range of deposit-refund amounts from 5 to 20 cents depending on the container type. Creating a uniform 10 cent deposit-refund for all beverage containers translates into an estimated additional 50 million beverage containers diverted from landfills and our environment. Most plastic beverage containers sold today have a 5 cent deposit and are frequently discarded, yet beverage containers with a 10 cent deposit, such as beer cans/ bottles, are returned more often by consumers.

The Recycling Regulation currently requires all refunds for returning beverage containers to be paid in cash. Modernizing the Recycling Regulation to also allow refunds to be electronic and paid in an alternative form of cash (e-transfer, cheque, in-store credit, charitable donation, or similar alternatives), would increase ease and efficiency for the consumer. An example includes convenience options such as drop-and-go systems where customers set up an account, tag their mixed bag of containers and drop it in an automated receiving system. Bags are later picked up and sorted, and credit is applied to the customer's account. The existing depot network and cash refunds would still be maintained as an option to ensure those individuals and communities depending on cash refunds continue to have access to this immediate source of income.

Other jurisdictions have seen success with raising deposit-refund rates, expanding to more products and modernizing return systems. Oregon's recovery rate was stagnant at 65% in 2016 until a doubling of deposit-refunds from 5 to 10 cents (for all beverage containers), coupled with enhanced return options such as drop-and-go bags, resulted in an overall return rate of 90% in 2018. In 2008, Alberta increased deposit-refunds to a minimum 10 cents and expanded the program to include milk and related products, resulting in total recovery rates since increasing from 75% to 85%.

In two years' time, B.C. would review the impact of the deposit rate changes to determine if further increases to the beverage container deposit rate are required to improve the recovery rate.

- » **Do you have comments or suggestions on the ministry's proposal to include milk and milk substitutes in the beverage container deposit-refund schedule?**
- » **Do you have comments or suggestions on the ministry's proposal to create a uniform 10 cent deposit-refund for all beverage containers?**
- » **Do you have comments or suggestions on the ministry's proposal to allow refunds to be electronic and paid in an alternative form of cash (e-transfer, cheque, in-store credit, charitable donation, or similar alternatives)?**

4 REDUCING PLASTICS OVERALL



Supporting effective ways to prevent plastic waste in the first place and ensuring recycled plastic is re-used effectively.

DEVELOPMENT OF NATIONAL RECYCLED CONTENT PERFORMANCE STANDARDS

Recycled content performance standards (standards) go hand in hand with extended producer responsibility programs. EPR programs collect and recycle the materials, turning them into recycled plastic commodities. Standards create the demand for recycled plastic materials by requiring a minimum content of recycled plastic in new packaging and products.

Standards help producers of plastic products to design products with recyclability in mind, which helps to eliminate products that are hard to recycle. Having a common national standard provides clarity and avoids a patchwork approach across provinces and territories for producers. National standards also incentivize and complement government procurement policies and targets requiring purchased plastic products to contain recycled plastic. Procurement policies at all levels of government can stimulate and support market development in this area.

Increasing the levels of recycled plastic content in products can also result in greenhouse gas emissions reductions to help meet the goals set out in *CleanBC*⁴, the Government's plan to reduce carbon pollution. The production and manufacturing of packaging and products, including the increasing use of plastics, generates greenhouse gas emissions. These emissions can be substantially mitigated by ensuring that packaging and products are reused and, once they reach the end of their life, are collected to be recycled back into new packaging and products. This reduces the need to produce more plastic from virgin materials and fossil fuels.

Recycling plastic beverage containers, for example, has been shown to reduce greenhouse gas emissions by almost 70% compared to producing plastic from virgin resources⁵.

As noted earlier, B.C. has been actively involved in developing the Canada-wide Action Plan on Zero Plastic Waste⁶ which identifies the federal government as leading the development of national performance requirements and standards for plastics. British Columbia has a significant opportunity to collaborate and influence the development of these standards, in particular with the proposed recycled content standard.

- » **What should B.C. consider in the development of a national standard on recycled content and any associated targets?**
- » **Do you have comments or suggestions on any related provincial policies or actions?**

Recycling plastic beverage containers, for example, has been shown to reduce greenhouse gas emissions by almost 70% compared to producing plastic from virgin resources.



⁴ <https://cleanbc.gov.bc.ca/>

⁵ <https://bit.ly/30UDrkd>

⁶ <https://bit.ly/2Q0QVtP> and <https://bit.ly/2XbqmAx>

Implementation

The actions proposed in this consultation paper will further advance the reduction, diversion and recyclability of plastics and other single-use items in B.C.

Feedback received will help B.C. determine other potential actions that should be developed or further consulted upon at the provincial level. Your input is welcomed regarding other potential products for inclusion in the Recycling Regulation, or other policy initiatives to minimize plastic waste.

All comments received through webinars, meetings, mail or email by 18 September 2019 will be compiled for review by ministry staff before final drafting of the regulatory amendments. This is expected to be completed in 2019.

By expanding recycling and recovery of plastics that are in use, we can significantly reduce the waste that accumulates in landfills and waterways.



Additional Information Sessions

The ministry will conduct a series of webinars on the proposed revisions. The webinars will review the information contained in this consultation paper and provide an opportunity to ask questions and provide comments.

If you are interested in participating in a webinar, please contact the email below:
Email: Plastics@gov.bc.ca

Providing Feedback

The ministry welcomes comments on the information and proposals outlined in this consultation paper, and has provided the following opportunities for feedback:

- 1. Complete the public survey at:**
<https://cleanbc.gov.bc.ca/plastics>
- 2. Send a formal submission to: Plastics@gov.bc.ca**
Read the guidelines for formal submissions at:
<https://cleanbc.gov.bc.ca/plastics>
- 3. Email your comments to: Plastics@gov.bc.ca**
- 4. Mail your comments to:**
Ministry of Environment and Climate Change Strategy –
Recycling Regulation Amendments
PO Box 9341 Stn Prov Govt
Victoria, BC V8W 9M1

All comments received through the public survey, formal submission, webinars, mail or email by September 18, 2019 will be compiled for review by ministry staff before final drafting of the amendments to the Recycling Regulation or other policy changes. This is expected to be completed in 2019.

Please note that each organization's submission with opinions and identifiers could be made public either through a decision by the Ministry or if a Freedom of Information request is made under the *Freedom of Information and Protection of Privacy Act*.

Thank you for your time and comments.

The Honourable George Heyman
 Ministry of Environment and Climate Change Strategy
 Recycling Regulation Amendments
 PO Box 9341 Stn Prov Govt
 Victoria, BC, V8W 9M1

Dear Minister:

RE: Clean BC - Plastics Action Plan Policy Consultation Paper – RDKB Submission

Thank you very much for the opportunity to provide feedback on this very important initiative. In response to the request for submissions on the Province's Clean BC - Plastics Action Plan Consultation Paper, the RDKB is pleased to provide the following responses to questions identified in Paper:

Section 1 – Bans On Single-Use Packaging

Question 1 – Do you think bans on plastic packaging should be implemented in BC? What plastic packaging products are a priority in BC to ban?

Response: Bans on plastic packaging that do not have a viable recycling market would be beneficial to further support waste reduction and diversion. Bans on plastic packaging will reduce the amount of 'unnecessary' plastic packaging at the production level rather than the consumer level.

Plastic packaging products recommended as priority for BC to ban are:

- *Foam cups and foam take out containers*
- *Plastic straws, stir sticks, and plastic cotton swabs*
- *Single-use plastic utensils and plates*
- *Biodegradable and Oxo-degradable plastic material*
- *Multi-laminate packaging*

These items listed above are difficult to recycle and have limited viable recycling markets. In addition, the bans should work to phase out materials that cannot be recycled or composted. Instead, initiatives should promote the production of new materials that can be readily recycled or composted and are made from recycled content.

Although the scope of the Action Plan is focused on plastic waste consideration should be given to include non-plastic single-use items that cause demonstrable harm to the environment, such as regulatory measures to reduce disposable paper beverage cups.

Question 2 – What types of bans should be considered (examples include bans on sale of a certain type of packaging or ban on use of a certain type, or bans on disposal)?

Response: Bans on the sale, distribution and ultimately production of certain types of packaging is the preferred option as this prevents the material from being created in the first place. Disposal bans can be extremely difficult and impractical to implement or enforce at the local level resulting in varying degrees of effectiveness across the province based on resources available for enforcement.



Clean BC – Plastics Action Plan Policy Consultation Paper RDKB Submission – Board Approved September 19, 2019

In addition, implementation of disposal bans requires the existence of alternatives. Further, fines associated with bans are often considered as the “cost of doing business” rather than driving the desired behavioral change of waste reduction. Disposal bans can also encourage the export of waste to other jurisdictions which does not have the desired outcome of waste reduction.

It is imperative that any sale or distribution bans take into consideration the potential impacts of alternatives that may be used to replace the banned items, to avoid unintended consequences.

Question 3 – If a ban was applied, how should exemptions be considered?

Response: There should be no exemptions however it is understood that due to health/safety/hygiene considerations there may be more challenges with finding appropriate alternatives. For this and as long as a verifiable need is shown, provide timelines (reasonable) for meeting ban requirements to allow for an effective transition to alternative materials. Hardship or unwillingness to change from industry or business should not be a rationale for exemptions.

Question 4 – Bans can be implemented in some form by all levels of government due to the different regulatory powers in place. Are there bans best suited for implementation at the federal, provincial or local government level? Should local governments be given the authority to ban problematic items in their community? What types of bans should be considered?

Response: Although several BC municipalities are considering or have already introduced bans or restrictions on the use of plastic grocery bags and other single-use plastic items it is felt that the Province is best equipped from the perspective of regulatory authority and for the ease of consistency, to impose bans on single use plastics that may end up in the environment and waste stream. Provincial and Federal level regulations allow large and small businesses to adapt with less disparity that might result from as bans introduced at a local level. Furthermore, the broader reach of provincial and federal programs allows for consistent messaging, common understanding by those affected and facilitates adoption of new programs.

Section 2 – More Recycling Options

Question 1 – Do you have comments or suggestions regarding the ministry’s proposal to include packaging-like products in the Recycling Regulation? Are there any packaging-like products you believe should be exempt from the Recycling Regulation?

Response: The RDKB is supportive of the Province's proposal to include packaging-like products in the Recycling Regulation and does not believe that any exemptions should be granted. Further, the Ministry should include all recyclable plastic products and packaging in the Recycling Regulation including materials generated from the Industrial, Commercial and Institutional sector. Expanded Extended Producer Responsibility (EPR) programs will create consistency for consumers which will increase education program effectiveness and support necessary behavioural change.

When considering the addition of products to the Recycling Regulation, impacts to existing collection and recycling systems should be considered. For example, bans should be considered rather than EPR inclusion for certain items such as stir sticks and cutlery, as these items are not suited for collection and processing at



Clean BC – Plastics Action Plan Policy Consultation Paper RDKB Submission – Board Approved September 19, 2019

recycling facilities.

Question 2 – Do you have any comments or suggestions regarding the ministry’s proposal to add single-use items to the Recycling Regulation? Are there any single-use items you feel should be exempt from the Recycling Regulation?

Response: The addition of single-use items to the recycling regulation should only occur for those materials that are readily recyclable and are suited to the existing collection and processing systems. All other single-use items should be banned at point of sale, distribution or production.

Section 3 – Expanding Plastic Bottle and Beverage Container Returns

Question 1 – Do you have any comments or suggestions on the ministry’s proposal to include milk and milk substitutes in the beverage container deposit-refund schedule?

Response: This change will create confusion on the part of the consumer where extensive education programs have directed these materials to Recycle BC programs (curbside collection). Changing to a depot required drop off will not necessary result in additional materials recycled due to perceived or real inconvenience levels. Many will still place these materials in curbside collection programs.

If this is to proceed, it would be essential to maintain or expand the current depot network to ensure adequate access to deposit refund options. There will be public backlash if a refund is not easy to obtain. Further, consideration should be made to the impacts to the bottle depot network and capacity for additional container volumes.

Question 2 – Do you have any comments or suggestions regarding the ministry’s proposal to create a uniform 10 cent deposit-refund for all beverage containers?

Response: This proposal will create simplicity and uniformity for consumers at both time of purchase and during return to depot and as such is supported. Deposit-refunds are an important source of income for many not-for-profit agencies and vulnerable communities and, therefore, a further recommendation would be to review the deposit level for potential increase in the near future.

Question 3 – Do you have any comments or suggestions regarding the ministry’s proposal to allow refunds to be electronic and paid in an alternative form of cash (e-transfer, cheque, in-store credit, charitable donation or similar alternatives)?

Response: Any method that increases convenience to customers and encourages participation and more returns should be promoted with consideration to negative impacts to existing partnering return depots. Further, cash refunds should be maintained as an option for those that do not have access to alternative systems.



**Clean BC – Plastics Action Plan Policy Consultation Paper
RDKB Submission – Board Approved September 19, 2019**

Section 4 – Reducing Plastics Overall

Question 1 – What should BC consider in the development of a national standard on recycled content and any associated targets?

Response: Standards and associated targets should be set at levels that result in increased investment in recycling programs and associated infrastructure. A target that is easily achievable does little to spur investment and innovation, whereas a high target will push stewardship organizations to expand collection options, and create opportunities for investment in recycling infrastructure. Standards and targets that utilize recyclable content generated within Canada and/or North America may incentivize the development of local recycling infrastructure. For example, the implementation of fibre standards that include requirements for material recovered in BC/Canada will encourage investment in local recycling options and minimize shipping materials to overseas markets.

Question 2 – Do you have any comments or suggestions on any related provincial policies or actions?

Response: In amending the Recycling Regulation consider also amending the required collection/capture rate. Currently the 75% recovery requirement is calculated across all of BC, which has resulted in significant portions of rural BC underserved. Collection/Capture rates should be established at a Regional District Level. To offset increased costs for adequately servicing rural areas and achieve economies of scale the Recycling Regulation should also be amended to include materials generated from the Industrial, Commercial and Institutional sector.

Although BC is considered a leader in recycling and Extended Producer Responsibility Programs, more focus on policy and regulations surrounding reduce and reuse is required.

Thank you again for this opportunity to provide feedback and comments on the Clean BC Plastics Action Plan. The RDKB looks forward to continued dialogue and participation in any follow-up engagement opportunities.

Sincerely,

Roly Russell
Chair – Regional District of Kootenay Boundary



Plastics Action Plan

POLICY CONSULTATION PAPER



The ministry is seeking feedback on new policy opportunities and proposed amendments to the Recycling Regulation of the Environmental Management Act by September 18, 2019 to address plastic waste.

Instructions on how to provide comments are provided on the last page of this consultation paper.



Introduction

British Columbians want action on plastic waste. Too often plastic packaging and single use items end up as litter in our communities, waste in landfills or debris in lakes, rivers and oceans. Plastic pollution hurts wildlife and harms ecosystems, and it is increasing year after year. The Ministry of Environment and Climate Change Strategy recognizes that new steps are needed and is proposing action in four connected areas.

1 BANS ON SINGLE-USE PACKAGING



Determining which types of plastic packaging to phase out altogether, as well as any necessary exemptions, such as those for health, safety and accessibility to keep products available for the people that need them.

2 DRAMATICALLY REDUCE SINGLE-USE PLASTIC IN LANDFILLS & WATERWAYS



Requiring producers to take responsibility for more plastic products, ensuring more single-use items like sandwich bags, straws and cutlery get recycled.

3 PLASTIC BOTTLE AND BEVERAGE CONTAINER RETURNS



Expanding the deposit-refund system to cover all beverage containers — including milk and milk-substitutes — with a 10-cent refundable deposit, keeping millions more containers out of landfills and waterways.

4 REDUCING PLASTICS OVERALL



Supporting effective ways to prevent plastic waste in the first place and ensuring recycled plastic is re-used effectively.

Through the release of this consultation paper, B.C. is engaging on the development of new policy options and seeking feedback on proposed amendments to improve existing programs.

B.C. has been actively involved in the development of a Canada-wide Strategy and Action Plan on Zero Plastic Waste (*Strategy and Action Plan*), and will continue to support and align with longer-term proposed federal initiatives to ban harmful single-use plastics.

Dramatically Reducing Plastic Use

DEVELOPING A PATH FORWARD WITH NEW POLICY OPTIONS

The Ministry of Environment and Climate Change Strategy (the ministry) recognizes that waste prevention is the highest priority. Plastic bans have been adopted in different forms in different jurisdictions to address the growing problem of plastic pollution — for British Columbia, it's critical that we solicit public input on what forms potential bans on plastic packaging could take. For instance, there may be items of interest to British Columbians which are not covered by the proposed federal ban and that are within B.C.'s jurisdictional authority, or that are a priority due to B.C.'s coastal and remote geography.

There are also actions being taken by local governments in B.C. that could be supported by a provincial harmonized approach. B.C. proposes to collaborate with all levels of government both to avoid duplicating regulatory initiatives, and to progress actions that would have an immediate impact and protect B.C.'s environment. In addition, B.C. proposes to work with the federal government to develop national recycled content standards to ensure that in the longer term any new plastics and packaging produced contain recycled plastic.

NEW POLICY OPTIONS

- » Consider provincial bans for plastic packaging under the *Environmental Management Act*.
- » Support the development of recycled content performance standards being led by the federal government.



More than 40% of plastic is used only once. We can do our part to change this, and we want your thoughts and ideas on how to do it best.

Expanding Recycling and Recovery

AMENDMENTS TO THE RECYCLING REGULATION

By expanding recycling and recovery of plastics that are in use, we can significantly reduce the waste that accumulates in landfills and waterways. By doing this as efficiently as possible, we can improve the supply of clean recycled plastics for re-manufacturing. When this strategy is combined with higher recycled content standards for products, it can reduce the need for new plastics to be created.

Both expanding producer responsibility and expanding B.C.'s beverage container return system can be achieved through changes in existing regulations. B.C. currently regulates Extended Producer Responsibility (EPR) for many products, requiring producers (manufacturers, distributors and retailers) of designated products to take responsibility for the life cycle of their products, including collection and recycling. This shifts the responsibility from taxpayers, local government or Indigenous communities to the producers and consumers of a product.

By requiring producers to be accountable, EPR programs reduce waste by incentivizing producers to design products that are recyclable and durable in order that they can be recovered for future use instead of going to disposal. This further supports a circular economy approach to waste management where resources are continually conserved and reused as raw materials.

B.C. proposes to expand existing EPR by including single-use items and packaging-like products under the [Recycling Regulation](#)¹ to ensure that these items are being managed responsibly through EPR programs prior to any potential federal bans coming into force (estimated for 2021 and beyond).

B.C. is able to move quickly in this regard as the North American leader with more than twenty-two EPR programs already in place. Expanding EPR to cover these items enables B.C. to capture any items that are beyond the scope or exempted from any federal ban.

¹ <https://bit.ly/2OaqiSn>

The proposed amendments also include an update to the beverage container deposit system that would reduce the prevalence of littered single-use bottles in the environment and landfills by an estimated 50 million bottles per year.

As these actions would result in an increase in plastic items to be recycled, the Province would work with the federal government to develop national recycled content standards — ensuring that new single-use plastics and packaging-like products are produced using recycled plastic content.

PROPOSED AMENDMENTS TO THE RECYCLING REGULATION

- » Add 'packaging-like products' and 'single-use items' as obligated products to the Recycling Regulation to be recovered and recycled by producers.
- » Add all single-use beverage containers to the deposit-refund system.
- » Amend the refundable deposit amount to 10 cents for all beverage containers.
- » Allow electronic refund options for beverage containers in addition to cash.

Too often plastic packaging and single use items end up as litter in our communities, waste in landfills or debris in lakes, rivers and oceans. Plastic pollution hurts wildlife and harms ecosystems, and it is increasing year after year.



We Want Your Input

HERE ARE SOME SOLUTIONS WE ARE CONSIDERING

1 BANS ON SINGLE-USE PACKAGING



Determining which types of plastic packaging to phase out altogether, as well as any necessary exemptions, such as those for health, safety and accessibility to keep products available for the people that need them.

The *Environmental Management Act*² (EMA) governs the management of waste in British Columbia, to protect public health and the environment. The EMA allows for the banning of packaging by prohibiting, regulating or restricting the use or sale of packaging materials. British Columbia is considering bans as a policy option for plastic packaging and would like input on viable approaches.

Bans can be an effective policy tool to prevent plastic waste from occurring in the first place and help reduce the use of plastics that are commonly found in the environment and littered in our communities. Bans can also be used to divert recyclable plastics away from landfills to recycling facilities. They are also used to stop the use of plastics that are not recyclable or are considered difficult to recycle and manage.

Plastic packaging includes items such as plastic films (e.g., plastic bags, pouches or wraps) and containers (e.g., bottles, cups, tubs, and other hard plastics) that are used to package food and beverage products, consumer goods, cosmetics and personal care items.

Recent studies have shown that plastic packaging accounts for approximately 47% of all plastic waste discarded, and the majority of single-use plastics are used as packaging³.

² <https://bit.ly/1FETB2d>

³ <https://bit.ly/32OHPTJ>

EXAMPLES OF BANS

- » The European Union will ban single-use plastic products (plastic cotton swabs, cutlery, plates, straws, drink stirrers and sticks for balloons), as well as cups, food and beverage containers made of polystyrene foam and all products made from oxo-degradable plastics by 2021.
- » Many US states such as Maine, Vermont, California, and New York have enacted bans on plastic packaging including plastic bags and polystyrene foam.

B.C. Local Governments:

- » The City of Vancouver single-use item reduction strategy includes bans for plastic straws, foam cups and foam take-out containers beginning in 2020.
- » More than 23 communities in B.C. have been actively working on developing bans for single-use plastic items such as bags and straws.

Plastic packaging bans are typically implemented through the following approaches:

- » **Bans to regulate the sale or use:** regulate the supply of certain plastic packaging into the marketplace or prevent or restrict the use of certain plastic packaging — e.g., a ban on the use of polystyrene foam in packaging and takeout containers and cups, or a ban on an identified type of packaging, such as a ban on plastic bags to contain or transport goods at the point of sale.
- » **Disposal bans:** prohibit the disposal of plastics that instead can be readily recycled. These bans are typically implemented at the disposal site located within the jurisdiction applying the ban — e.g., an energy-from-waste facility or landfill — and at transfer facilities where wastes are aggregated for transport to a final disposal facility. Bans on the disposal of materials, such as plastics, are implemented after systems are in place to collect and recycle the banned materials (such as those created under EPR programs).

Globally there are a number of new regulations banning plastics. Bans on the sale of plastic bags have been introduced in 65 countries, as well as many regional and local jurisdictions. The federal government recently announced their intention to ban harmful single-use plastics as early as 2021 to reduce pollution from single-use plastic products and packaging, such as shopping bags, straws, cutlery, plates, and stir sticks.

British Columbia communities have also taken significant steps to implement strategies, including bans, levies or fees on plastic bags. Beyond plastic bags, many B.C. communities are pursuing single-use plastic bans on items including plastic bags and straws, polystyrene foam, disposable cups and takeout food containers.

The City of Victoria was the first municipality in B.C. to ban plastic bags in July 2018 through a business licensing bylaw. Municipalities may regulate in relation to a number of areas under the *Community Charter*. On July 11, 2019 the B.C. Court of Appeal ruled, however, that the intent of the bylaw was for the *protection of the natural environment* and therefore under the *Community Charter*, municipalities wishing to exercise their regulatory authority for protection of the natural environment are required to obtain Provincial approval. The Province is currently reviewing all aspects of the decision and recognizes that local governments need clarity on what their authorities are and the process for acting on those authorities should they so desire. Feedback from this engagement process will inform actions and processes moving forward.

Recent studies have shown that plastic packaging accounts for approximately 47% of all plastic waste discarded, and the majority of single-use plastics are used as packaging.



When policy tools, such as a ban, are evaluated, it is important to consider all impacts and to ensure that viable alternatives are available. For example, research has shown that switching from single-use plastic bags to single-use paper bags results in simply trading one set of environmental costs for another. A single-use paper bag can require up to four times as much energy to manufacture and produces two times the greenhouse gas emissions when compared to a single-use plastic bag; however, they are bio-degradable and do not persist in the environment like plastic bags do. Successful policies have included the use of bans, generally in combination with levies and fees to decrease unnecessary single-use consumption and to encourage the reuse of bags and other sustainable alternatives. It is critical to find the right policy approach that results in the fewest unintended consequences.

In addition, exemptions to the ban are often required where no viable alternative is found, or to ensure that the essential safety, health, and wellness of all individuals is maintained. For the remaining plastic packaging and single-use plastics, EPR programs are necessary to ensure these materials can be collected and recycled back into new packaging and products.

- » **Do you think bans on plastic packaging should be implemented in B.C.? What plastic packaging products are a priority for B.C. to ban?**
- » **What types of bans should be considered (examples include bans on sale of a certain type of packaging or ban on use of a certain type, or bans on disposal)?**
- » **If a ban was applied, how should exemptions be considered?**
- » **Bans can be implemented in some form by all levels of government due to the different regulatory powers in place. Are there bans best suited for implementation at the federal, provincial or local government level? Should local governments be given the authority to ban problematic plastic items in their community? What types of bans should be considered?**

2 MORE RECYCLING OPTIONS



Dramatically reduce single-use plastic in landfills and waterways: requiring producers to take responsibility for more plastic products, ensuring more single-use items like sandwich bags, straws and cutlery get recycled.

EXPANDING PRODUCER RESPONSIBILITY FOR PACKAGING-LIKE PRODUCTS AND SINGLE-USE ITEMS

British Columbia is a national leader in recycling with the widest range of regulated items collected — its existing province-wide Extended Producer Responsibility (EPR) program regulates recycling of packaging and paper products. The inclusion of packaging-like products and single-use items in the Recycling Regulation would expand the type of plastic products that producers are required to collect for recycling from sectors that may include, but are not limited to, residential and municipal properties province-wide.

Packaging-like products are materials that are sold as a product but are in turn used as packaging. This includes re-usable plastic containers, freezer/sandwich bags, canning jars, wrapping paper, and moving boxes. Single-use items are materials that are not necessarily packaging but similarly serve a one-time purpose. This includes plastic straws, stir sticks, cutlery and 'disposable' items purchased in multiples, such as plates, bowls, cups, and party supplies that could be easily diverted in a manner similar to packaging and packaging-like products. This change would require an amendment to the Recycling Regulation.

- » **Do you have comments or suggestions regarding the ministry's proposal to include packaging-like products in the Recycling Regulation? Are there any packaging-like products you believe should be exempt from the Recycling Regulation?**
- » **Do you have comments or suggestions regarding the ministry's proposal to add single-use items to the Recycling Regulation? Are there any single-use items you feel should be exempt from the Recycling Regulation?**

3 EXPANDING PLASTIC BOTTLE AND BEVERAGE CONTAINER RETURNS



Improving the deposit-refund system to cover all beverage containers — including milk and milk-substitutes — with a 10-cent refundable deposit, keeping millions more containers out of landfills and waterways.

EXPANDING RECOVERY AND RECYCLING OF BEVERAGE CONTAINERS

Expanding the EPR deposit-refund system to cover all beverage containers and standardizing the refundable deposit to 10 cents, as well as modernizing the system, would capture and recycle millions more single-use containers, while reducing consumer and retailer confusion over what is and is not covered under a deposit-refund program.

Beverage containers that are currently excluded from the deposit-refund system would now be included, such as milk and milk substitutes (e.g., rice milk, soya milk, flavoured milk, and the array of milk-like products including energy drinks and caffeinated milk beverages). Milk and related products are currently under the residential packaging and paper products schedule of the Recycling Regulation. Obligating these products under the beverage container deposit-refund schedule would provide the needed incentive for greater returns from residents and would capture all containers from commercial generators (e.g., restaurants, schools, offices) that are currently exempted from the Recycling Regulation.

This change would require an amendment to the Recycling Regulation, which currently has a range of deposit-refund amounts from 5 to 20 cents depending on the container type. Creating a uniform 10 cent deposit-refund for all beverage containers translates into an estimated additional 50 million beverage containers diverted from landfills and our environment. Most plastic beverage containers sold today have a 5 cent deposit and are frequently discarded, yet beverage containers with a 10 cent deposit, such as beer cans/bottles, are returned more often by consumers.

The Recycling Regulation currently requires all refunds for returning beverage containers to be paid in cash. Modernizing the Recycling Regulation to also allow refunds to be electronic and paid in an alternative form of cash (e-transfer, cheque, in-store credit, charitable donation, or similar alternatives), would increase ease and efficiency for the consumer. An example includes convenience options such as drop-and-go systems where customers set up an account, tag their mixed bag of containers and drop it in an automated receiving system. Bags are later picked up and sorted, and credit is applied to the customer's account. The existing depot network and cash refunds would still be maintained as an option to ensure those individuals and communities depending on cash refunds continue to have access to this immediate source of income.

Other jurisdictions have seen success with raising deposit-refund rates, expanding to more products and modernizing return systems. Oregon's recovery rate was stagnant at 65% in 2016 until a doubling of deposit-refunds from 5 to 10 cents (for all beverage containers), coupled with enhanced return options such as drop-and-go bags, resulted in an overall return rate of 90% in 2018. In 2008, Alberta increased deposit-refunds to a minimum 10 cents and expanded the program to include milk and related products, resulting in total recovery rates since increasing from 75% to 85%.

In two years' time, B.C would review the impact of the deposit rate changes to determine if further increases to the beverage container deposit rate are required to improve the recovery rate.

- » **Do you have comments or suggestions on the ministry's proposal to include milk and milk substitutes in the beverage container deposit-refund schedule?**
- » **Do you have comments or suggestions on the ministry's proposal to create a uniform 10 cent deposit-refund for all beverage containers?**
- » **Do you have comments or suggestions on the ministry's proposal to allow refunds to be electronic and paid in an alternative form of cash (e-transfer, cheque, in-store credit, charitable donation, or similar alternatives)?**

4

REDUCING PLASTICS
OVERALL

Supporting effective ways to prevent plastic waste in the first place and ensuring recycled plastic is re-used effectively.

DEVELOPMENT OF NATIONAL RECYCLED CONTENT PERFORMANCE STANDARDS

Recycled content performance standards (standards) go hand in hand with extended producer responsibility programs. EPR programs collect and recycle the materials, turning them into recycled plastic commodities. Standards create the demand for recycled plastic materials by requiring a minimum content of recycled plastic in new packaging and products.

Standards help producers of plastic products to design products with recyclability in mind, which helps to eliminate products that are hard to recycle. Having a common national standard provides clarity and avoids a patchwork approach across provinces and territories for producers. National standards also incentivize and complement government procurement policies and targets requiring purchased plastic products to contain recycled plastic. Procurement policies at all levels of government can stimulate and support market development in this area.

Increasing the levels of recycled plastic content in products can also result in greenhouse gas emissions reductions to help meet the goals set out in [CleanBC](https://cleanbc.gov.bc.ca/)⁴, the Government's plan to reduce carbon pollution. The production and manufacturing of packaging and products, including the increasing use of plastics, generates greenhouse gas emissions. These emissions can be substantially mitigated by ensuring that packaging and products are reused and, once they reach the end of their life, are collected to be recycled back into new packaging and products. This reduces the need to produce more plastic from virgin materials and fossil fuels.

Recycling plastic beverage containers, for example, has been shown to reduce greenhouse gas emissions by almost 70% compared to producing plastic from virgin resources⁵.

As noted earlier, B.C. has been actively involved in developing the Canada-wide Action Plan on Zero Plastic Waste⁶ which identifies the federal government as leading the development of national performance requirements and standards for plastics. British Columbia has a significant opportunity to collaborate and influence the development of these standards, in particular with the proposed recycled content standard.

- » **What should B.C. consider in the development of a national standard on recycled content and any associated targets?**
- » **Do you have comments or suggestions on any related provincial policies or actions?**

Recycling plastic beverage containers, for example, has been shown to reduce greenhouse gas emissions by almost 70% compared to producing plastic from virgin resources.



⁴ <https://cleanbc.gov.bc.ca/>

⁵ <https://bit.ly/30UDrkd>

⁶ <https://bit.ly/2Q0QVtP> and <https://bit.ly/2XbqmAx>

Implementation

The actions proposed in this consultation paper will further advance the reduction, diversion and recyclability of plastics and other single-use items in B.C.

Feedback received will help B.C. determine other potential actions that should be developed or further consulted upon at the provincial level. Your input is welcomed regarding other potential products for inclusion in the Recycling Regulation, or other policy initiatives to minimize plastic waste.

All comments received through webinars, meetings, mail or email by 18 September 2019 will be compiled for review by ministry staff before final drafting of the regulatory amendments. This is expected to be completed in 2019.

By expanding recycling and recovery of plastics that are in use, we can significantly reduce the waste that accumulates in landfills and waterways.



Additional Information Sessions

The ministry will conduct a series of webinars on the proposed revisions. The webinars will review the information contained in this consultation paper and provide an opportunity to ask questions and provide comments.

If you are interested in participating in a webinar, please contact the email below:

Email: Plastics@gov.bc.ca

Providing Feedback

The ministry welcomes comments on the information and proposals outlined in this consultation paper, and has provided the following opportunities for feedback:

- 1. Complete the public survey at:**
<https://cleanbc.gov.bc.ca/plastics>
- 2. Send a formal submission to: Plastics@gov.bc.ca**
Read the guidelines for formal submissions at:
<https://cleanbc.gov.bc.ca/plastics>
- 3. Email your comments to: Plastics@gov.bc.ca**
- 4. Mail your comments to:**
Ministry of Environment and Climate Change Strategy –
Recycling Regulation Amendments
PO Box 9341 Stn Prov Govt
Victoria, BC V8W 9M1

All comments received through the public survey, formal submission, webinars, mail or email by September 18, 2019 will be compiled for review by ministry staff before final drafting of the amendments to the Recycling Regulation or other policy changes. This is expected to be completed in 2019.

Please note that each organization's submission with opinions and identifiers could be made public either through a decision by the Ministry or if a Freedom of Information request is made under the *Freedom of Information and Protection of Privacy Act*.

Thank you for your time and comments.

**STAFF REPORT**

Date: 19 Sep 2019 **File** ES - Solid Waste
To: **Chair Russell and Board of Directors**
From: Janine Dougall, General Manager of Environmental Services
Re: Joint Local Government Submission - Provincial Plastics Action Plan

Issue Introduction

A staff report from Janine Dougall, General Manager of Environmental Services outlining a request received from the Districts of Squamish and Tofino concerning a joint local government submission regarding on the Provincial Plastics Action Plan.

History/Background Factors

As outlined in the attached letter, the Districts of Squamish and Tofino have drafted a response to the Clean BC - Plastics Action Plan Policy Consultation Paper and are requesting that other local governments, including Regional Districts, consider becoming a signatory to the joint submission.

Implications

Although the RDKB to date has not taken direct action to reduce single-use items, the topic has been of interest to some member municipalities. In addition, the concepts outlined in the proposed joint response letter do touch on topics that have been supported by the RDKB Board. For example, the inclusion of the industrial, commercial and institutional sector within Extended Producer Responsibility programs and the BC Recycling Regulation. Reduction and reuse concepts are supported by the approved RDKB Solid Waste Management Plan (2005).

Of the five areas covered in the joint submission letter, the third topic 'A "Stepped" or Phased Approach to Regulation' would need to be explored in greater detail to understand the implications and potential benefits. One of the concerns potentially with this approach is that allowing various jurisdictions to implement regulatory requirements at different times may create a patchwork of standards across the

province. Staff at this time do not see this as a significant reason not to consider becoming a signatory to the letter.

The response drafted by the Districts of Squamish and Tofino touch on topics that are more general in nature and do not specifically address the questions as outlined in the Action Plan Consultation Paper. Included in the Agenda package is another staff report and response document that is to be submitted directly by the RDKB. Although the recommendation in this staff report is to support and join the submission from the Districts of Squamish and Tofino, the intent is to be in addition to and not replace the document that has been drafted and is to be submitted directly from the RDKB.

Advancement of Strategic Planning Goals

The RDKB Strategic Planning Goals associated with this topic are we will continue to advocate on issues that affect our region and we will continue our focus on waste management. In addition, we will continue to focus on partnerships that advance the interests of the Region.

Background Information Provided

Introductory Letter from District of Squamish and Tofino

Letter: Joint Local Government Response to Provincial Plastics Action Plan

Alternatives

1. That the Regional District of Kootenay Boundary supports and wishes to join the submission from the Districts of Squamish and Tofino in response to the Ministry of Environment and Climate Change Strategy's proposed amendments to the Recycling Regulation of the Environmental Management Act.
2. That the Regional District not provide support.

Recommendation(s)

That the Regional District of Kootenay Boundary supports and wishes to join the submission from the Districts of Squamish and Tofino in response to the Ministry of Environment and Climate Change Strategy's proposed amendments to the Recycling Regulation of the Environmental Management Act.



Dear Mayors, Councillors and Regional District Board Members,

September 3, 2019

Re: Joint Local Government Submission regarding Provincial Plastics Action Plan

Municipalities and Regional Districts are often at the forefront of environmental issues that affect our citizens and local environments. As local governments who are taking steps to reduce single-use items in our communities, we write to you asking you to join us in a response to the Ministry of Environment and Climate Change Strategy's call for submissions regarding proposed amendments to the *Recycling Regulation* of the *Environmental Management Act* to address plastic waste. In this way, it is our hope that the voices of local governments will be stronger together.

In reviewing the "[Plastics Action Plan Policy Consultation Paper](#)", the following five topic areas were determined as matters requiring specific feedback from the local government sector, and they form the basis of our joint letter:

1. Prioritization of Reduction and Reuse over Recycling and Disposal
2. Clarification of Local Government Authority
3. A "Stepped" Or Phased Approach to Regulation
4. Improvement of Extended Producer Responsibility (EPR) Programs
5. Adequate Consultation (including with other Ministries)

To be clear, there is no reason why your organization cannot submit its own specific feedback to the proposals laid out in the Consultation Paper in addition to this joint submission. However, if you are in alignment with the five broad themes as outlined above, we encourage you to consider passing the following resolution at your next meeting:

"THAT the [insert jurisdiction] Council/Board supports and wishes to join the submission from the Districts of Squamish and Tofino in response to the Ministry of Environment and Climate Change Strategy's proposed amendments to the *Recycling Regulation* of the *Environmental Management Act*."

In order to jointly submit our feedback by the deadline of 4PM on September 30th, 2019, we ask that your staff please contact Elyse Goatcher-Bergmann, Manager of Corporate Services for the District of Tofino, at egoatcher-bergmann@tofino.ca by **noon on Wednesday, September 25th, 2019** in order to add your local government's name to the letter.

We understand the tight timeline for consideration of this submission, and thank you and your staff for your attention in advance. We look forward to working together on this and other important matters in the future.

Sincerely,

Karen Elliott
Mayor of Squamish

Josie Osborne
Mayor of Tofino



Ministry of Environment and Climate Change Strategy
 Recycling Regulation Amendments
 PO Box 9341 Stn Prov Govt
 Victoria, BC V8W 9M1

Dear Minister Heyman,

September 3, 2019

Joint Local Government Response to Provincial Plastics Action Plan

As local governments who have taken steps to reduce single-use items in our communities, we write together in response to the Ministry of Environment & Climate Change Strategy's (the Ministry) call for submissions regarding proposed amendments to the *Recycling Regulation* of the *Environmental Management Act* to address plastic waste.

In reviewing the "Plastics Action Plan Policy Consultation Paper" (Consultation Paper), the following five topic areas were collectively determined as matters requiring specific feedback from the local government sector. In addition to this letter, local governments may also be submitting individual feedback relevant to their communities. We thank you for your time and consideration, and we look forward to continuing the conversation on these important matters.

1. FOCUS ON REDUCTION AND REUSE

The pollution prevention hierarchy emphasizes reduction and reuse over recycling and disposal. These priorities are also apparent in the Ministry's Consultation Paper, which discusses reducing plastic consumption through the use of Extended Producer Responsibility (EPR) programs and bans on single-use items. However, local governments feel that these programs can only be considered successful if any unintended shift to excessive consumption of damaging single use alternatives is avoided. To avoid this shift, we recommend that EPR policies be accompanied by incentives to encourage the use of sustainable, reusable options.

In addition, the Consultation Paper frames reuse in terms of recyclability, "ensuring recycled plastic is re-used effectively" through standards on recycled content. We agree that this approach can help reduce emissions and support EPR programs, but there is also an opportunity to consider reuse in terms of behaviour. We urge the Ministry to adopt a policy which supports and enables practices of reuse outside of recycling, with the ultimate goal being reduction of single-use items. This includes encouraging refillable containers (e.g. growlers, wine bottles, soap bottles, etc.), allowing patrons to bring their own container (e.g. takeout food, restaurant leftovers, bulk food shopping, etc.), enabling the right to repair (e.g. repair

cafes, requirements for the provision of spare parts and services, online publication of manuals, etc.), and promoting zero waste shopping (e.g. zero waste stores, farmers' markets, etc.). This added focus on reduction and reuse will help move the Plastics Action Plan forward in accordance with pollution prevention best practices.

2. CLARIFY LOCAL GOVERNMENT AUTHORITY

We appreciate that the Ministry has acknowledged the actions being taken by local governments to address the local impacts of single-use items in BC communities. Indeed, more than 23 communities in B.C. have been actively developing bans, fees and levies, to address single-use items. However, as noted in the Consultation Paper, the B.C. Court of Appeal ruling regarding the City of Vitoria's business licence regulation bylaw is of major concern to local governments as its implications for municipal authority to adopt bylaws under sections 8 and 9 of the *Community Charter* are potentially significant.

Until the Court of Appeal decision was issued, it has been the view of many municipalities that the nature of concurrent powers expressly described by statute in sections 8 and 9 of the *Community Charter* allowed for the regulation of unsustainable business practices. To be certain, there are numerous examples of municipal business regulations which already include one or more provisions intended to protect the environment, including imposing requirements or prohibitions on the pollution of waterways, drains and sewers.

As the Province reviews the Court of Appeal's decision, we urge the Minister to consult with the Ministry of Municipal Affairs and Housing to provide clarity on the limits and intent of the general concurrent authorities shared by local governments and the Province in relation to the protection of the natural environment, and specifically as it applies to single use items. Moreover, we request that a clear, timely and uniform process be developed for local governments who choose to act on those matters which fall under section 9(1) [*spheres of concurrent authority*] of the *Community Charter*.

3. A "STEPPED" OR PHASED APPROACH

As each local government faces unique challenges with respect to recycling and solid waste management, a one-size-fits-all provincial regulation may not meet the needs or expectations of all communities. To this end, we recommend the Minister regulate single-use plastics through a "stepped" or "phased" approach akin to the *BC Energy Step Code Regulation*. A phased approach would allow local governments to move at a pace appropriate for their communities, while also providing industry with a set of consistent targets for waste reduction and recycling across British Columbia. This flexibility is particularly important for smaller rural communities while also enabling faster action to be taken by those local governments who are ready for more ambitious, multifaceted approaches to regulating waste and single-use items. In this way, communities can adopt these regulations gradually or more quickly depending on their ability and resources. Moreover, a consistent incremental framework that raises standards would ensure that, as the recycling and packaging industries innovate, we are able to avoid the current patchwork of disparate standards in each community.

The *BC Energy Step Code* is an excellent example of collaboration between the Province, local governments, industry, and other stakeholders. We encourage the Ministry to consider a similar approach to the regulation of single-use items to encourage innovation while respecting the capacity of all municipalities.

4. IMPROVING EXTENDED PRODUCER RESPONSIBILITY (EPR)

BC is a leader in implementing EPR programs and moving ahead on its commitments to the Canadian Council of Ministers of Environment Canada-wide Action Plan on EPR. As the Ministry now has experience with these programs, it is important to foster continuous improvement, address problems that have arisen and push for programs to meet their full potential.

EPR programs are designed so that producers pay for their products' end of life management, but also so that products and packaging become better designed. The *Recycling Regulation* and the work of the Ministry have focused on collection for recycling or responsible handling, however few programs are achieving success in redesign, reduction or reuse. There needs to be a focus higher up the hierarchy, which would hold the business sector accountable. This could include exploring ways to redesign products, reduce the amount of packaging, or change the materials used. There are different ways to achieve this, including mandating differential fees based on environmental-impact or waste-creation (rather than fees set by operational costs only), implementing financial penalties for non-compliance, or requiring targets for reduction or redesign.

Another area for expansion within the EPR framework is the inclusion of industrial, commercial and institutional (ICI) materials. The main driver for participation by businesses in diversion is the cost of participation relative to disposal. As changes in global markets drive down the revenue potential of these diverted materials, and with high costs of hauling to recycling markets, the segregation and recycling of materials (e.g. plastic containers, plastic film and expanded polystyrene) are challenging to justify for many businesses. Thus, the segregated collection and diversion of materials from the ICI sector is cost prohibitive to the businesses, and in many cases is substantially subsidized by local governments and taxpayers. Inclusion of ICI materials (with a focus on packaging) into the *Recycling Regulation* would create efficiencies within the transportation network from remote communities and prevent landfilling of recyclables by the ICI sector. In this way, the expansion of regulated products captured by the *Recycling Regulation* is supported, including packaging-like products, mattresses, single-use household pressurized cylinders, and new and used gypsum drywall.

EPR programs also need to be structured to ensure that they are accountable and cover the full costs related to the product disposal. Often, many of the costs associated with the collection of EPR products are not covered by the stewardship programs, which results in fees or taxpayer subsidization of the collection, transportation, and responsible disposal of the materials (e.g. tires). In addition, local governments are subsidizing the collection and management of material that escapes the stewardship collection program (through streetscapes, litter collection, illegal dumping, etc.). On a final note, EPR programs should enhance accountability and transparency. This includes local government and public representation on boards, open access to information given to boards and to their decisions, and the inclusion of financial and material management information for all programs. These changes to EPR programs would greatly enhance their effectiveness in the reduction of plastic waste.

5. ENSURING INTERNAL AND EXTERNAL CONSULTATION

Finally, it is unclear from the Consultation Paper how and when other Ministries and impacted stakeholders will be specifically consulted. When policy tools are evaluated, it is important to consider all impacts and to ensure that viable alternatives are available. To this end, we recommend that the Ministry of Health be specifically consulted regarding potential regulatory changes to allow restaurants to fill take-out orders in reusable containers brought in by customers. This measure is integral to the implementation

of bans on single-use containers and packaging, as the City of Vancouver found that nearly 50% of all garbage collected from public waste bins consists of take-out containers and disposable cups. Compostable and recyclable packaging materials often get mixed up when discarded, contaminating both streams and making them impossible to process.

In the development of exemptions, we support evidence-based policies that have been shown to be effective at reducing waste. Moreover, disability advocates, care facilities, local governments, and other provincial agencies (such as the Ministry of Social Development and Poverty) should be specifically consulted in the development of exemptions as a means to highlight and ensure accessibility.

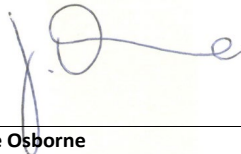
CONCLUSION

We appreciate the opportunity to provide comment and strongly encourage the Ministry to continue to consult with local governments in the upcoming regulatory process. In this letter, we have highlighted the need for a focus on reduction and reuse, clarification of local government authority, and further internal and external consultation. We have also made suggestions for the improvement of EPR programs and a community-led approach akin to the existing *BC Energy Step Code* adoption model. We hope that these concerns are taken into consideration and we look forward to further engagement with the Ministry.

Sincerely,



Karen Elliott
Mayor of Squamish



Josie Osborne
Mayor of Tofino

Additional signatories to be included upon final submission



Dear Mayors, Councillors and Regional District Board Members,

September 3, 2019

Re: Joint Local Government Submission regarding Provincial Plastics Action Plan

Municipalities and Regional Districts are often at the forefront of environmental issues that affect our citizens and local environments. As local governments who are taking steps to reduce single-use items in our communities, we write to you asking you to join us in a response to the Ministry of Environment and Climate Change Strategy's call for submissions regarding proposed amendments to the *Recycling Regulation* of the *Environmental Management Act* to address plastic waste. In this way, it is our hope that the voices of local governments will be stronger together.

In reviewing the "[Plastics Action Plan Policy Consultation Paper](#)", the following five topic areas were determined as matters requiring specific feedback from the local government sector, and they form the basis of our joint letter:

1. Prioritization of Reduction and Reuse over Recycling and Disposal
2. Clarification of Local Government Authority
3. A "Stepped" Or Phased Approach to Regulation
4. Improvement of Extended Producer Responsibility (EPR) Programs
5. Adequate Consultation (including with other Ministries)

To be clear, there is no reason why your organization cannot submit its own specific feedback to the proposals laid out in the Consultation Paper in addition to this joint submission. However, if you are in alignment with the five broad themes as outlined above, we encourage you to consider passing the following resolution at your next meeting:

"THAT the [insert jurisdiction] Council/Board supports and wishes to join the submission from the Districts of Squamish and Tofino in response to the Ministry of Environment and Climate Change Strategy's proposed amendments to the *Recycling Regulation* of the *Environmental Management Act*."

In order to jointly submit our feedback by the deadline of 4PM on September 30th, 2019, we ask that your staff please contact Elyse Goatcher-Bergmann, Manager of Corporate Services for the District of Tofino, at egoatcher-bergmann@tofino.ca by **noon on Wednesday, September 25th, 2019** in order to add your local government's name to the letter.

We understand the tight timeline for consideration of this submission, and thank you and your staff for your attention in advance. We look forward to working together on this and other important matters in the future.

Sincerely,

Karen Elliott
Mayor of Squamish

Josie Osborne
Mayor of Tofino



Ministry of Environment and Climate Change Strategy
 Recycling Regulation Amendments
 PO Box 9341 Stn Prov Govt
 Victoria, BC V8W 9M1

Dear Minister Heyman,

September 3, 2019

Joint Local Government Response to Provincial Plastics Action Plan

As local governments who have taken steps to reduce single-use items in our communities, we write together in response to the Ministry of Environment & Climate Change Strategy's (the Ministry) call for submissions regarding proposed amendments to the *Recycling Regulation* of the *Environmental Management Act* to address plastic waste.

In reviewing the "Plastics Action Plan Policy Consultation Paper" (Consultation Paper), the following five topic areas were collectively determined as matters requiring specific feedback from the local government sector. In addition to this letter, local governments may also be submitting individual feedback relevant to their communities. We thank you for your time and consideration, and we look forward to continuing the conversation on these important matters.

1. FOCUS ON REDUCTION AND REUSE

The pollution prevention hierarchy emphasizes reduction and reuse over recycling and disposal. These priorities are also apparent in the Ministry's Consultation Paper, which discusses reducing plastic consumption through the use of Extended Producer Responsibility (EPR) programs and bans on single-use items. However, local governments feel that these programs can only be considered successful if any unintended shift to excessive consumption of damaging single use alternatives is avoided. To avoid this shift, we recommend that EPR policies be accompanied by incentives to encourage the use of sustainable, reusable options.

In addition, the Consultation Paper frames reuse in terms of recyclability, "ensuring recycled plastic is re-used effectively" through standards on recycled content. We agree that this approach can help reduce emissions and support EPR programs, but there is also an opportunity to consider reuse in terms of behaviour. We urge the Ministry to adopt a policy which supports and enables practices of reuse outside of recycling, with the ultimate goal being reduction of single-use items. This includes encouraging refillable containers (e.g. growlers, wine bottles, soap bottles, etc.), allowing patrons to bring their own container (e.g. takeout food, restaurant leftovers, bulk food shopping, etc.), enabling the right to repair (e.g. repair

cafes, requirements for the provision of spare parts and services, online publication of manuals, etc.), and promoting zero waste shopping (e.g. zero waste stores, farmers' markets, etc.). This added focus on reduction and reuse will help move the Plastics Action Plan forward in accordance with pollution prevention best practices.

2. CLARIFY LOCAL GOVERNMENT AUTHORITY

We appreciate that the Ministry has acknowledged the actions being taken by local governments to address the local impacts of single-use items in BC communities. Indeed, more than 23 communities in B.C. have been actively developing bans, fees and levies, to address single-use items. However, as noted in the Consultation Paper, the B.C. Court of Appeal ruling regarding the City of Vitoria's business licence regulation bylaw is of major concern to local governments as its implications for municipal authority to adopt bylaws under sections 8 and 9 of the *Community Charter* are potentially significant.

Until the Court of Appeal decision was issued, it has been the view of many municipalities that the nature of concurrent powers expressly described by statute in sections 8 and 9 of the *Community Charter* allowed for the regulation of unsustainable business practices. To be certain, there are numerous examples of municipal business regulations which already include one or more provisions intended to protect the environment, including imposing requirements or prohibitions on the pollution of waterways, drains and sewers.

As the Province reviews the Court of Appeal's decision, we urge the Minister to consult with the Ministry of Municipal Affairs and Housing to provide clarity on the limits and intent of the general concurrent authorities shared by local governments and the Province in relation to the protection of the natural environment, and specifically as it applies to single use items. Moreover, we request that a clear, timely and uniform process be developed for local governments who choose to act on those matters which fall under section 9(1) [*spheres of concurrent authority*] of the *Community Charter*.

3. A "STEPPED" OR PHASED APPROACH

As each local government faces unique challenges with respect to recycling and solid waste management, a one-size-fits-all provincial regulation may not meet the needs or expectations of all communities. To this end, we recommend the Minister regulate single-use plastics through a "stepped" or "phased" approach akin to the *BC Energy Step Code Regulation*. A phased approach would allow local governments to move at a pace appropriate for their communities, while also providing industry with a set of consistent targets for waste reduction and recycling across British Columbia. This flexibility is particularly important for smaller rural communities while also enabling faster action to be taken by those local governments who are ready for more ambitious, multifaceted approaches to regulating waste and single-use items. In this way, communities can adopt these regulations gradually or more quickly depending on their ability and resources. Moreover, a consistent incremental framework that raises standards would ensure that, as the recycling and packaging industries innovate, we are able to avoid the current patchwork of disparate standards in each community.

The *BC Energy Step Code* is an excellent example of collaboration between the Province, local governments, industry, and other stakeholders. We encourage the Ministry to consider a similar approach to the regulation of single-use items to encourage innovation while respecting the capacity of all municipalities.

4. IMPROVING EXTENDED PRODUCER RESPONSIBILITY (EPR)

BC is a leader in implementing EPR programs and moving ahead on its commitments to the Canadian Council of Ministers of Environment Canada-wide Action Plan on EPR. As the Ministry now has experience with these programs, it is important to foster continuous improvement, address problems that have arisen and push for programs to meet their full potential.

EPR programs are designed so that producers pay for their products' end of life management, but also so that products and packaging become better designed. The *Recycling Regulation* and the work of the Ministry have focused on collection for recycling or responsible handling, however few programs are achieving success in redesign, reduction or reuse. There needs to be a focus higher up the hierarchy, which would hold the business sector accountable. This could include exploring ways to redesign products, reduce the amount of packaging, or change the materials used. There are different ways to achieve this, including mandating differential fees based on environmental-impact or waste-creation (rather than fees set by operational costs only), implementing financial penalties for non-compliance, or requiring targets for reduction or redesign.

Another area for expansion within the EPR framework is the inclusion of industrial, commercial and institutional (ICI) materials. The main driver for participation by businesses in diversion is the cost of participation relative to disposal. As changes in global markets drive down the revenue potential of these diverted materials, and with high costs of hauling to recycling markets, the segregation and recycling of materials (e.g. plastic containers, plastic film and expanded polystyrene) are challenging to justify for many businesses. Thus, the segregated collection and diversion of materials from the ICI sector is cost prohibitive to the businesses, and in many cases is substantially subsidized by local governments and taxpayers. Inclusion of ICI materials (with a focus on packaging) into the *Recycling Regulation* would create efficiencies within the transportation network from remote communities and prevent landfilling of recyclables by the ICI sector. In this way, the expansion of regulated products captured by the *Recycling Regulation* is supported, including packaging-like products, mattresses, single-use household pressurized cylinders, and new and used gypsum drywall.

EPR programs also need to be structured to ensure that they are accountable and cover the full costs related to the product disposal. Often, many of the costs associated with the collection of EPR products are not covered by the stewardship programs, which results in fees or taxpayer subsidization of the collection, transportation, and responsible disposal of the materials (e.g. tires). In addition, local governments are subsidizing the collection and management of material that escapes the stewardship collection program (through streetscapes, litter collection, illegal dumping, etc.). On a final note, EPR programs should enhance accountability and transparency. This includes local government and public representation on boards, open access to information given to boards and to their decisions, and the inclusion of financial and material management information for all programs. These changes to EPR programs would greatly enhance their effectiveness in the reduction of plastic waste.

5. ENSURING INTERNAL AND EXTERNAL CONSULTATION

Finally, it is unclear from the Consultation Paper how and when other Ministries and impacted stakeholders will be specifically consulted. When policy tools are evaluated, it is important to consider all impacts and to ensure that viable alternatives are available. To this end, we recommend that the Ministry of Health be specifically consulted regarding potential regulatory changes to allow restaurants to fill take-out orders in reusable containers brought in by customers. This measure is integral to the implementation

of bans on single-use containers and packaging, as the City of Vancouver found that nearly 50% of all garbage collected from public waste bins consists of take-out containers and disposable cups. Compostable and recyclable packaging materials often get mixed up when discarded, contaminating both streams and making them impossible to process.

In the development of exemptions, we support evidence-based policies that have been shown to be effective at reducing waste. Moreover, disability advocates, care facilities, local governments, and other provincial agencies (such as the Ministry of Social Development and Poverty) should be specifically consulted in the development of exemptions as a means to highlight and ensure accessibility.

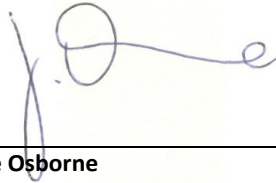
CONCLUSION

We appreciate the opportunity to provide comment and strongly encourage the Ministry to continue to consult with local governments in the upcoming regulatory process. In this letter, we have highlighted the need for a focus on reduction and reuse, clarification of local government authority, and further internal and external consultation. We have also made suggestions for the improvement of EPR programs and a community-led approach akin to the existing *BC Energy Step Code* adoption model. We hope that these concerns are taken into consideration and we look forward to further engagement with the Ministry.

Sincerely,



Karen Elliott
Mayor of Squamish



Josie Osborne
Mayor of Tofino

Additional signatories to be included upon final submission



STAFF REPORT

Date: 19 Sep 2019 **File** ES-GHG
To: **Chair Russell and Members of the RDKB Board of Directors**
From: Freya Phillips, Senior Energy Specialist
Re: Recognition by UBCM-Province-Green Communities Committee

Issue Introduction

A Staff Report from Freya Phillips, Senior Energy Specialist to receive the correspondence from the UBCM-Province-Green Communities Committee that recognizes RDKB as a climate leader for achieving Level 3.

History/Background Factors

Regional District of Kootenay Boundary is a signatory to the BC Climate Action Charter, a voluntary commitment to work towards becoming carbon neutrality in its corporate operations. Charter signatories commit to measuring and reporting on their community's greenhouse gas emissions profile and work to create compact, more energy efficient communities.

In acknowledgement of the ongoing efforts of B.C. local governments, the joint Provincial-Union of British Columbia Municipalities Green Communities Committee (GCC) has continued its Climate Action Recognition Program for the 2018 reporting year.

RDKB has been recognized as a climate leader for achieving Level 3, i.e. Accelerating Progress on Charter Commitments. This is the second highest level in a four-level program towards becoming fully carbon neutral. This means that RDKB has achieved Level 1 and Level 2 recognition, and demonstrated significant climate action (corporate or community-wide) to reduce GHG emissions for the 2018 reporting year. This provides RDKB with the right to use the BC Climate Action Community 2018 – Climate Leader logo to gain positive publicity in recognition of RDKB's corporate and community-wide actions to reduce greenhouse gas emissions in the 2018 reporting year.

Implications

No financial implications.

Advancement of Strategic Planning Goals

Environmental Stewardship/Climate Preparedness

- We will plan for climate change adaptation and mitigation

Background Information Provided

1. Correspondence from UBCM-Province-Green Communities Committee dated August 15, 2019

Alternatives

1. The Regional District of Kootenay Boundary Board of Directors receives the correspondence from the UBCM-Province-Green Communities Committee,
2. The Regional District of Kootenay Boundary Board of Directors refers the correspondence from the UBCM-Province-Green Communities Committee back to staff, or
3. The Regional District of Kootenay Boundary Board of Directors do nothing further.

Recommendation(s)

The Regional District of Kootenay Boundary Board of Directors receives the correspondence from the UBCM-Province-Green Communities Committee.



REGIONAL DISTRICT
KOOTENAY BOUNDARY

Ref: 247227

AUG 19 2019

REF. TO: *ll*
CC: *GD*

August 15, 2019

Mr. Roly Russell and Board Members
Regional District of Kootenay Boundary
202 - 843 Rossland Avenue
Trail BC V1R 4S8

Dear Chair Russell and Board Members:

On behalf of the joint Provincial-Union of British Columbia Municipalities (UBCM) Green Communities Committee (GCC), we would like to extend our congratulations for your successful efforts to undertake significant corporate or community-wide climate action to reduce greenhouse gas (GHG) emissions in the 2018 reporting year.

As a signatory to the Climate Action Charter, you have demonstrated your commitment to work with the Province of British Columbia and UBCM to take action on climate change and to reduce GHG emissions in your community and through corporate operations.

The work that local governments are undertaking to reduce their corporate emissions demonstrates significant climate leadership and sets the stage for broader climate action in the community. Your leadership and commitment continues to be essential to ensuring the achievement of our collective climate action goals.

The GCC was established under the Charter to support local governments in achieving their climate goals. In acknowledgement of the efforts of local leaders, the GCC is again recognizing the progress and achievements of local governments such as yours through the multi-level Climate Action Recognition Program. A description of this program is enclosed for your reference.

As a Charter signatory who has achieved Level 1 and Level 2 recognition, and demonstrated significant climate action (corporate or community-wide) to reduce GHG emissions for the 2018 reporting year, you have been awarded Level 3 recognition – 'Accelerating Progress on Charter Commitments'.

.../2

Chair Russell and Board Members

Page 2

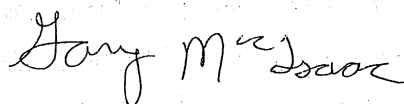
In recognition of your significant achievements, the GCC is pleased to provide you with climate action community branding for use on official websites and letterheads. An electronic file with the 2018 logo will be provided to your Chief Administrative Officer via email. Also enclosed is a *BC Climate Action Community 2018 – Climate Leader* window decal, for use on public buildings.

Congratulations again on your continually improving achievement. We applaud your leadership and wish you continued success in your ongoing commitment to the goal of corporate carbon neutrality, and your efforts to reduce emissions in the broader community.

Sincerely,



Tara Faganello
Assistant Deputy Minister
Local Government Division
Ministry of Municipal Affairs and Housing



Gary MacIsaac
Executive Director
Union of British Columbia Municipalities

Enclosures



GCC Communiqué on the Climate Action Recognition Program

B.C. local governments continue to play a critical role in reducing GHG emissions across the province. In acknowledgment of the ongoing efforts of B.C. local government leaders, the joint Provincial-UBCM Green Communities Committee (GCC) is pleased to continue the Climate Action Recognition Program (*Recognition Program*) for the 2018 reporting year. This multi-level program provides the GCC with an opportunity to review and publicly recognize, on an annual basis, the progress and achievements of each Climate Action Charter (*Charter*) signatory on their *Charter* commitments. Recognition is provided according to the following:

Level 1: Demonstrating Progress on Charter Commitments

Local governments who demonstrate progress on fulfilling one or more of their *Charter* commitments receive a letter from the GCC acknowledging their accomplishments.

Level 2: Measuring GHG Emissions

Local governments that achieve level 1, have completed a corporate carbon inventory for the reporting year and demonstrate that they are familiar with their [community's community energy and emissions inventory](#) receive a letter from the GCC and a 'BC Climate Action Community 2018' logo, for use on websites, letterhead, etc.

Level 3: Accelerating Progress on Charter Commitments

Local governments that achieve levels 1 and 2 and demonstrate significant corporate or community-wide climate action to reduce GHG emissions in the reporting year receive a letter from the GCC and a 'BC Climate Action Community 2018 – Climate Leader' logo, for use on websites, letterhead, etc.

Level 4: Achievement of Carbon Neutrality

Local governments that achieve [carbon neutrality](#) in the reporting year receive a letter from the GCC and a 'BC Climate Action Community 2018 – Climate Leader - Carbon Neutral' logo, for use on websites, letterhead, etc.

To be eligible for the *Recognition Program*, local governments must fulfill the public reporting requirements (including reporting progress to carbon neutrality) of the Climate Action Revenue Incentive Program (CARIP). Recognition levels for the *Recognition Program* are based on the information included in each local government's annual CARIP public report. For more information on CARIP and the public reporting requirements go to:

<https://www2.gov.bc.ca/gov/content/governments/local-governments/grants-transfers/climate-action-revenue-incentive-program-carip>

**STAFF REPORT**

Date: 19 Sep 2019 **File** ES-GHG
To: **Chair Russell and Members of the RDKB Board of Directors**
From: Freya Phillips, Senior Energy Specialist
Re: RDKB Corporate Greenhouse Reduction Plan 2019 Adoption

Issue Introduction

A Staff Report from Freya Phillips, Senior Energy Specialist regarding the adoption of the 2019 RDKB Corporate Greenhouse Reduction Plan.

History/Background Factors

The Regional District of Kootenay Boundary is a signatory to the Climate Action Charter, which is a voluntary commitment to work towards becoming carbon neutral.

The 2019 Corporate Greenhouse Gas (GHG) Reduction Plan is a refresh of the previous 2010 Plan. It has been developed using background information from "Carbon Neutral Action Plans" prepared during the 2009-2014 Carbon Neutral Kootenays (CNK) project era and is based on the RDKB Corporate GHG Reduction Plan, 2010.

In October 2016, Community Energy Association facilitated a workshop with RDKB Service Managers to determine ways for the Regional District to continue to act on energy and emissions reductions. This was a key source for the actions in the 2019 Plan.

The priority actions identified during the workshop address:

- Energy and emissions in the highest energy consuming buildings and facilities i.e. the four recreation centres and the wastewater treatment plant.
- Improved and efficient fleet operations to reduce gasoline and diesel consumption, as well as GHG emissions and costs.

The 2019 Corporate GHG Reduction Plan assesses the RDKB's existing energy use and GHG emissions, identifies opportunities to reduce energy consumption and emissions, improve efficiency, increase the use of low carbon energy technologies and forecasts potential GHG reductions. It encompasses both direct emissions from RDKB buildings and facilities, transportation, infrastructure (including solid and liquid waste management), street lighting and contracted services.

Corporate Greenhouse Gas Reduction Target

In 2018, the BC Government introduced The Greenhouse Gas Reductions Targets Amendment Act, that commits the Province to reduce GHG emissions by at least:

- 40% below the 2007 levels by 2030,
- 60% below the 2007 levels by 2040, and
- 80% below the 2007 levels by 2050.

In 2017, the RDKB has reduced its corporate GHG levels by 17% since 2008. To meet the provincial example, RDKB is in line to reach a manageable Corporate GHG reduction of 34% below the 2008 levels by 2024 through the implementation of this five-year plan.

Scenario	2008 Base Year Emission (from CNK)	Annual Corporate GHGs (2017)	GHG reductions since 2008	GHG reduction % (2008-2024)
Progress to date: BAU remain at 2015 GHG levels	1302	1083	219	17%
Behaviour (reduce by 55 tonnes)	1302	1028	274	21%
Behaviour and Energy Assessments (reduce by 120 tonnes)	1302	963	339	26%
Behaviour, Energy Assessments and Fleet Improvements (reduce by 185 tonnes)	1302	898	404	31%
Implement all, including deep retrofits for top 5 facilities (reduce by 220 tonnes)	1302	863	439	34%

Implications

Implementing the Plan will involve commitment of staff time for some actions. This may include involvement in staff awareness and education, service managers' support and involvement in energy audits and upgrades, policy updates and possibly public information/newsletter items.

The implementation of energy efficiency upgrades in the buildings and facilities would be funded through RDKB service budgets, along with maximizing rebates available from FortisBC, utilizing possible grants or reserves funds. The undertaking of the energy audits and assessments would be funded through FortisBC incentives, possible grants and reserves funds.

Actions that are aligned with the FortisBC agreement for the Senior Energy Specialist funding, will be managed and lead through that program.

Advancement of Strategic Planning Goals

Environmental Stewardship/Climate Preparedness

- We will plan for climate change adaptation and mitigation

Background Information Provided

1. 2019 RDKB GHG Gas Reduction Plan - Actions
2. 2019 RDKB Corporate Greenhouse Gas Reduction Plan

Alternatives

1. The Regional District of Kootenay Boundary Board of Directors adopt the 2019 RDKB Corporate Greenhouse Gas Reduction Plan for immediate and ongoing action, FURTHER that the Board direct staff to implement the Plan over the next 5 years.
2. The Regional District of Kootenay Boundary Board of Directors adopts the 2019 RDKB Corporate Greenhouse Gas Reduction Plan with changes as requested by the Board of Directors.
3. The Regional District of Kootenay Boundary Board of Directors do not adopt the 2019 RDKB Corporate Greenhouse Gas Reduction Plan and return the Plan to staff for more input.

Recommendation(s)

The Regional District of Kootenay Boundary Board of Directors adopt the 2019 RDKB Corporate Greenhouse Gas Reduction Plan for immediate and ongoing action, FURTHER that the Board direct staff to implement the Plan over the next 5 years.

2019 RDKB Greenhouse Gas Reduction Plan - Actions

ACTIONS	In place	Year to Implement				
		2020	2021	2022	2023	2024
1 Building Operations						
1.1 Commit to building the most energy efficient facilities	Y					
1.2 Optimize siting and orientation of new buildings	Y					
1.3 Require an evaluation of Alternative Energy Sources for new construction and major renovations	Y					
1.4 Conduct energy assessment / audits of existing RDKB facilities				Y		
1.5 Complete energy improvements identified by previous audits or studies			Y			
1.6 Incorporate energy management into annual building maintenance procedures (link to Asset Management)			Y			
1.7 Complete Further Improvements to the Top 5 Facilities						Y
2 Fleet Operations						
2.1 Help staff reduce the emissions associated with commuting to work			Y			
2.2 Develop an RDKB Vehicle Purchasing Policy - Review & Revise		Y				
2.3 Commence implement an efficient vehicle use initiative			Y			
2.4 Investigate joining an efficient fleet certification program			M			
2.5 Develop monitoring program for fleet fuel consumption			M			
2.6 Conduct a fleet routing review						Y
2.7 Encourage efficient use of personal vehicle (Ride Share)				Y		
2.8 Consider Car Share as alternative to fleet vehicle		Y				
3 Infrastructure						
3.1 Conduct energy focused operational review of infrastructure	Y					
3.2 Evaluate energy recovery opportunities and carbon offset potential for the Trail WWTP						
3.3 Organics Diversion - Phase 1	Y					
3.4 Develop Organics Diversion Strategy - Phase 2		Y				
4 Purchasing and Corporate Leadership (Education & Awareness)						
4.1 Encourage Green Procurement -Incorporate energy considerations into purchasing policies	Y					
4.2 Incorporate Life Cycle Costing into operational decision making	Y					
4.3 Supply Chain - Incorporate emissions tracking requirements into agreements with RDKB service providers			Y			
4.4 Encourage staff to develop new GHG reduction measures			Y			
4.5 Offset air travel and out of region travel				M		
4.6 Reduce need for staff travel			Y			
5 Implementation						
5.1 Identify Staff Member as the Owner of the plan	Y					
5.2 Assign the CARIP grant into an energy conservation fund	Y					
5.3 Establish a GHG reduction target		Y				
5.4 Develop an administrative system for tracking corporate emissions and report on progress	Y					
5.5 Reconfirm Vehicle Fuel Tracking System suitability for carbon reporting	Y					
Action categorized by workshop group as a "yes" Y Y						
Action categorized by workshop group as a "maybe" M M						

September 19, 2019

RDKB | Corporate GHG Reduction Plan



Regional District of Kootenay Boundary Corporate Greenhouse Gas Reduction Plan

September 2019



Regional District of
Kootenay Boundary



Prepared by:



Connecting communities, energy and sustainability.

Table of Contents

Table of Contents.....	2
List of Acronyms.....	4
Executive Summary	5
1.0 Introduction	10
1.1 Background: Climate Change and Greenhouse Gas Emissions	10
1.2 Climate Action Charter	11
1.3 RDKB Commitment to Climate Action	11
1.4 Carbon Neutrality and Offsets.....	12
About the Carbon Neutral Kootenays Project.....	13
1.5 Objectives of the 2016 Corporate Greenhouse Gas Reduction Plan	13
1.6 Summary of 2010 RDKB GHG Reductions Plan	14
2.0 Corporate Energy and GHG Inventory.....	15
2.1 RDKB Operations Profile	15
2.2 Energy Consumptions and GHG Emissions Profile.....	17
2015 Profile.....	20
2008 Profile.....	20
2.3 Inventory Summary	21
2.4 GHG Reduction measures, targets and savings	23
3.0 Corporate Operations.....	25
3.1 Recent Actions	25
3.2 Action Plan	27
3.3 RDKB Opportunities and Planned Initiatives	29
Staff Engagement	29
Administration	30
Fire Halls.....	31

RDKB – Corporate GHG Reduction Plan**3**

Recreation.....	33
Fleet	35
Outdoor Lighting	36
Water and Wastewater	37
Waste and Organics Diversion	37
Contracted Services.....	37
4.0 Plan Implementation	39
4.1 GHG Emissions Reduction Target.....	39
4.2 Local Reduction Project Credits.....	40
4.3 Estimated Emissions Reductions from Actions.....	43
4.4 Resource Requirements and Funding	43
4.5 Monitoring and Reporting.....	44
5.0 Recommendations	45
Appendix 1 Action Plan Descriptions and Implementation Plan	46
Appendix 2 Assessment RFP Template	55
Appendix 3 Service Contract Language	63
Appendix 4 Sample Maintenance Checklists.....	64

List of Acronyms

BAU	Business As Usual
CAC	Climate Action Charter
CBT	Columbia Basin Trust
CEA	Community Energy Association
CNK	Carbon Neutral Kootenays project
CO ₂	Carbon Dioxide
EV	Electric Vehicle
FCM	Federation of Canadian Municipalities
GCC	Green Communities Committee (provides tools and support to assist local governments to meet Climate Action Charter goals)
GHG	Greenhouse Gas (there are several different anthropogenic GHGs and they have different relative impacts. When tonnes of GHGs are stated in the document the standard practice of stating this in equivalent of tonnes of carbon dioxide is followed. Carbon dioxide is the most important anthropogenic GHG.)
GJ	Gigajoules (one of the standard measures of energy)
kWh	kilowatt hours (standard measure of energy, typically used with electricity)
OCP	Official Community Plan
PSO	Public Service Organization
tCO ₂ e	Tonnes of CO ₂ equivalent, which is the unit for GHGs used in SMARTTool
RDKB	Regional District of Kootenay Boundary
RGS	Regional Growth Strategy
SCEEP	Strategic Community Energy and Emissions Plan
UBCM	Union of British Columbia Municipalities

Executive Summary

The Regional District of Kootenay Boundary (RDKB) has developed a Corporate GHG Emissions Reduction Plan in 2019 to refresh the previous plan and course already undertaken to reduce energy consumption and greenhouse gas (GHG) emissions in its corporate operations. This plan is consistent with the Regional District's voluntary commitment to the Climate Action Charter; as a signatory to the Charter, the RDKB committed to work towards becoming carbon neutral by 2012.

RDKB participated in the 2009-2014 Carbon Neutral Kootenays (CNK) project and mission statement: Measure, Act, Lead. In 2016, the RDKB developed a Strategic Community Energy and Emissions Plan (SCEEP), and noted an opportunity to refresh the Corporate GHG Reduction Plan. This RDKB Corporate GHG Reduction Strategy, 2019 has been developed using background information from "Carbon Neutral Action Plans" prepared during the CNK project era and the base of the RDKB Corporate GHG Reduction Plan, 2010.

The first step in becoming carbon neutral (or to "work towards") is to **Measure** all corporate emission. A Dashboard Summary of the RDKB energy and emissions was prepared by the CNK project in 2008. This outlines the corporate facilities, fleet and energy consumption. RDKB has since converted to use SMARTTool, a Province of BC web based GHG emissions inventory and reporting tool. The figures and background information found in this RDKB Corporate GHG Reduction Plan, 2019, come from the CNK project and its resulting RDKB *2008 Operations Energy Consumption Greenhouse Gas Emissions Inventory*. Updated information and data is derived from the 2018 RDKB SMARTTool report.

In October, 2016 a workshop was held with RDKB Service Managers facilitated by the Community Energy Association, to determine ways for the Regional District to continue to **Act** on energy and emissions reductions. The workshop group looked at the energy and emissions data for the Corporate Operations, discussed potential anomalies, and decided on a refreshed action plan. Key actions that the workshop team identified as priority for addressing energy and emissions are found in the highest energy consuming buildings of four recreation centres and the Trail Wastewater treatment plant. Improved and efficient fleet operations and their reporting will reduce gasoline and diesel consumption, as well as GHG emissions and costs.

The Regional District of Kootenay Boundary plans to obtain detailed building audits, with the purpose of developing a full business case for upgrades and retrofits for its top five energy consumers. The RDKB will also enhance organics diversion projects and ensure the progress is reported as a Local Reduction Project through the Green Communities Carbon Neutral Framework. These actions, and the discussions held during the workshop demonstrate the willingness of the RDKB to **Lead** in emission reduction, and work towards carbon neutrality.



RDKB Administration



Grand Forks Arena

RDKB – Corporate GHG Reduction Plan

6

RDKB Dashboard Summary: 2018

Operations Profile				
General Buildings				3
Community and Recreational Facilities				5
Fire Halls				8
Vehicle Fleet & Equipment				112
Electricity Accounts				54
Natural Gas, Propane Accounts				15, 1
Energy and GHG Emissions by Fuel Type				
Fuel Type	Energy Consumption	Energy Units	GHG Emissions (tonnes CO ₂ e)	Estimated Cost (\$ / year)
Electricity	5,017,129	kWh	13	\$331,341
Natural Gas	17,143	GJ	855	\$120,000
Propane (facilities)	666	L	1	\$592
Heating Oil	0	L	0	\$0
Gasoline	72,476	L	172	\$97,842
Diesel	133,845	L	303	\$180,690
Propane (fleet)	4,129	L	6	\$3,674
Biodiesel	0	L	0	\$0
Total			1,350	\$770,084
2018: Top 5 Energy & GHG Contributors (ranked by energy use)				
Facility	Total Energy (GJ)		GHG Emissions (tonnes CO ₂ e)	
Grand Forks Aquatic Centre	6,688		247	
Greater Trail Community Centre	6,033		206	
Beaver Valley Arena	3,870		95	
Waste Treatment Plant (Trail)	3,863		101	
Grand Forks Arena	2,602		38	
Total of These Facilities	21,004		688	
Total Inventory	35,221		1,350	

2018 Inventory Data Source: SMARTTool 2018 and RDKB Operations Energy Consumption Greenhouse Gas Emissions Inventory, CNK Project 2008

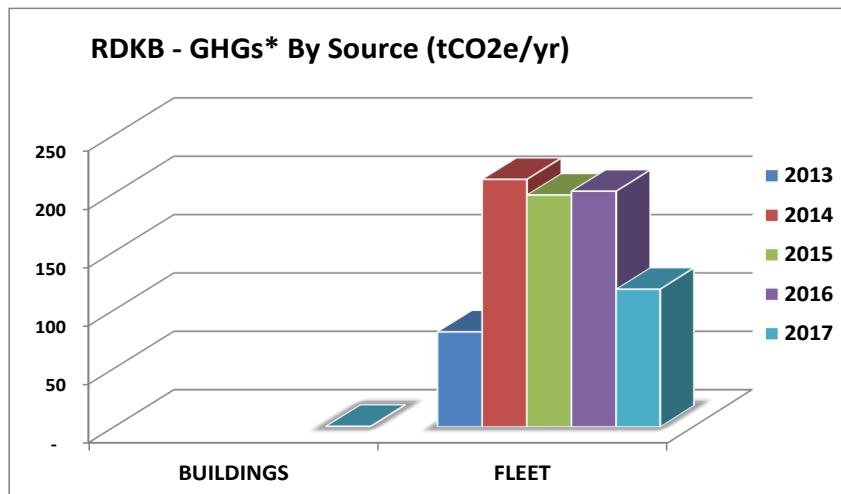
Data Source: SMARTTool 2018 file: RDKB-Internal Services-Beta_Analytics-2018-08-08

The *Regional District of Kootenay Boundary Corporate Greenhouse Gas Emissions Reduction Plan, 2010* and The *Carbon Neutral ACTION Guide*, prepared by the Carbon Neutral Kootenays Project, were used as the guides in developing the Plan 2019. The Plan decided at the Service Manager Team workshop is shown as follows:

RDKB – Corporate GHG Reduction Plan

7

2010 - 2017: Regional District of Kootenay Boundary - Corporate GHG emissions



GHG* = Emissions requiring offset purchase (to be Carbon Neutral)

	2,010	2,011	2,012	2,013	2,014	2,015	2,016	2,017
BUILDINGS	825	808	721	869	816	714	716	854
FLEET	448	502	484	469	560	580	588	504
Total	1,273	1,310	1,205	1,338	1,376	1,294	1,304	1,358

Data Source: SMARTTool 2018 file: RDKB-Internal Services-Beta_Analytics-2018-08-08

RDKB – Corporate GHG Reduction Plan

8

ACTIONS	In place	Year to Implement				
		2020	2021	2022	2023	2024
1 Building Operations						
1.1 Commit to building the most energy efficient facilities	Y					
1.2 Optimize siting and orientation of new buildings	Y					
1.3 Require an evaluation of Alternative Energy Sources for new construction and major renovations	Y					
1.4 Conduct energy assessment / audits of existing RDKB facilities				Y		
1.5 Complete energy improvements identified by previous audits or studies			Y			
1.6 Incorporate energy management into annual building maintenance procedures (link to Asset Management)			Y			
1.7 Complete Further Improvements to the Top 5 Facilities						Y
2 Fleet Operations						
2.1 Help staff reduce the emissions associated with commuting to work			Y			
2.2 Develop an RDKB Vehicle Purchasing Policy - Review & Revise		Y				
2.3 Commence implement an efficient vehicle use initiative			Y			
2.4 Investigate joining an efficient fleet certification program			M			
2.5 Develop monitoring program for fleet fuel consumption			M			
2.6 Conduct a fleet routing review						Y
2.7 Encourage efficient use of personal vehicle (Ride Share)				Y		
2.8 Consider Car Share as alternative to fleet vehicle		Y				
3 Infrastructure						
3.1 Conduct energy focused operational review of infrastructure	Y					
3.2 Evaluate energy recovery opportunities and carbon offset potential for the Trail WWTP	Y					
3.3 Organics Diversion - Phase 1	Y					
3.4 Develop Organics Diversion Strategy - Phase 2		Y				
4 Purchasing and Corporate Leadership (Education & Awareness)						
4.1 Encourage Green Procurement -Incorporate energy considerations into purchasing policies	Y					
4.2 Incorporate Life Cycle Costing into operational decision making	Y					
4.3 Supply Chain - Incorporate emissions tracking requirements into agreements with RDKB service providers			Y			
4.4 Encourage staff to develop new GHG reduction measures			Y			
4.5 Offset air travel and out of region travel				M		
4.6 Reduce need for staff travel			Y			
5 Implementation						
5.1 Identify Staff Member as the Owner of the plan	Y					
5.2 Assign the CARIP grant into an energy conservation fund	Y					
5.3 Establish a GHG reduction target		Y				
5.4 Develop an administrative system for tracking corporate emissions and report on progress	Y					
5.5 Reconfirm Vehicle Fuel Tracking System suitability for carbon reporting	Y					

Action categorized by workshop group as a "yes" **Y**
 Action categorized by workshop group as a "maybe" **M**

RDKB – Corporate GHG Reduction Plan**9**

The Regional District of Kootenay Boundary is taking emissions reductions seriously and is on track to meet provincial target levels of 40% GHG reductions in their Corporate Operations by 2024. In 2017, the RDKB reports a 17% reduction of net GHG emissions' since 2008, the year the CNK project determined the base level of corporate GHGs. The table below indicates in ball park figures, potential scenarios for RDKB to achieve various levels of GHG reductions by 2024.

Scenario	2008 Base Year Emission (from CNK)	Annual Corporate GHGs (2017)	GHG reductions since 2008	GHG reduction % (2008-2024)
Progress to date: BAU remain at 2015 GHG levels	1302	1083	219	17%
Behaviour (reduce by 55 tonnes)	1302	1028	274	21%
Behaviour and Energy Assessments (reduce by 120 tonnes)	1302	963	339	26%
Behaviour, Energy Assessments and Fleet Improvements (reduce by 185 tonnes)	1302	898	404	31%
Implement all, including deep retrofits for top 5 facilities (reduce by 220 tonnes)	1302	863	439	34%

Within the Corporation, reductions in GHGs will result in energy and cost savings as well. RDKB should continue to monitor and report GHG reduction progress internally and publically. Detailed monitoring is beneficial, particularly within fleet operations to show where specific improvements can be made. Annual CARIP reporting of local reductions projects such as organics diversion, will provide credit and provide further emissions reductions. The Manager of Infrastructure and Sustainability position includes the job description "Project Champion for energy and GHG management purposes". A Project Champion is key to continued reduction success.

And as exemplified by the CNK Project, a regional collaborative approach to Energy and Emissions Management with member municipalities and neighbouring jurisdictions, through joint procurement practices, educational opportunities and potentially Regional Community Energy Management will continue the leadership role of the RDKB in reducing corporate and community GHG emissions and benefit the entire region.

As with the CNK Project and this Corporate GHG Reduction Plan Refresh, the RDKB continues to show commitment to climate action through its current deliberations on: joining the FCM's Partner's for Climate Protection; becoming a member organization of the Community Energy Association; and reviewing a contract approach to RDKB Corporate and Community Energy Management.

1.0 Introduction

1.1 Background: Climate Change and Greenhouse Gas Emissions

There is increasing evidence that global climate change resulting from emissions of carbon dioxide and other greenhouse gases (GHGs) are causing, or will soon cause, significant environmental impact on the ecology of the planet. Since 2007, the BC Government has embarked upon a number of initiatives to reduce GHG emissions in BC including:

- Setting a target of a 33% reduction in total province-wide emissions by 2020 from 2007 levels.
- Requiring all ministries and other public sector organizations (PSOs) to become carbon neutral beginning in 2010.
- Requiring local governments to incorporate GHG reduction targets, policies and actions to reach these targets into their official community plans (OCPs) and Regional Growth Strategies (RGSs) through the *Local Government (Green Communities) Statutes Amendment Act* (Bill 27 – 2008).
- Encouraging local governments to become proactive in achieving carbon neutrality in their corporate operations by becoming signatories to the **Climate Action Charter**. Signatories commit to working towards being carbon neutral in their local government operations through a combination of emission reductions and offsets.
- In 2016, the Government of BC released the [Climate Leadership Plan](#) to guide the next set of actions to help meet the long term 2050 emissions target of 80% below 2007 levels.

From 2009 to 2014, the Regional District of Kootenay Boundary and all Kootenay Local Governments participated in the Carbon Neutral Kootenay's (CNK) project. The project provided each Local Government with an *Operations Energy Consumption Greenhouse Gas Emissions Inventory* which provides a base 2008 inventory of corporate operations consumption and emissions. Actions to reduce energy consumption and greenhouse gas emissions are frequently divided into the realm of:

- Corporate emissions – those that the local government creates through its activities (and which it has control over) such as local government building operations, recreation centres, vehicle fleets, and utility services; and
- Community emissions – those that the residents and businesses in the community create through their activities. The local government cannot directly control these emissions, but may be able to influence them through planning and program activities.

1.2 Climate Action Charter

The Regional District of Kootenay Boundary, as a signatory to [B.C. Climate Action Charter](#) (Charter), has demonstrated its commitment to work with the Province and the Union of BC Municipalities (UBCM) to take action on climate change and to reduce greenhouse gas emissions in corporate operations and the broader community. The joint Provincial-UBCM Green Communities Committee (GCC) has established the multi-level [Climate Action Recognition Program](#) as a way of acknowledging the progress and efforts being taken by local government leaders as they work to achieve their climate goals.

Most B.C. communities have made the commitment to carbon neutrality in corporate operations and signed the voluntary Charter. Charter signatories commit to measuring and reporting on their community's greenhouse gas emissions profile and work to create compact, more energy efficient communities.

Carbon neutrality is achieved by Local Governments reducing emissions, purchasing carbon offsets to compensate for their greenhouse gas emissions or by developing projects to offset emissions. Projects relate to improving the energy efficiency of local government-owned and operated buildings and vehicle fleets.

The [Climate Action Revenue Incentive program](#) was established in 2008 to offset the carbon tax paid by Local Governments who signed the B.C. Climate Action Charter. To be eligible for the program, Local Governments must report annually on their actions and progress in reducing their GHG reductions.

1.3 RDKB Commitment to Climate Action

The RDKB is a Charter signatory who in 2018 achieved Level 3 recognition, i.e. Accelerating Progress on Charter Commitments. This means that RDKB has achieved Level 1 and Level 2 recognition, and demonstrated significant climate action (corporate and community-wide) to reduce GHG emissions for the 2018 reporting year and the right to use the *BC Climate Action Community 2018 – Climate Leader* logo.

RDKB adopted the *Regional District of Kootenay Boundary Corporate Greenhouse Gas Emissions Reduction Plan, 2010*. This plan was developed during the Carbon Neutral Kootenays project and forms the base for this refresh document: *2019 Corporate GHG Reduction Plan*.

The Regional District of Kootenay Boundary (Unincorporated Areas) Strategic Community Energy & Emissions Plan was adopted by the Board July 28, 2016 for immediate and ongoing action implementation to support OCP GHG target reductions of 33% below the 2007 levels by 2020.

The RDKB is committed to ongoing development of policies and practices to reduce energy and emissions in operations and community. A sample of adopted corporate policies and bylaws are noted below.

RDKB – Corporate GHG Reduction Plan

12

- ☐ Conservation Opportunities Policy
- ☐ Corporate Sustainability Initiatives Policy
- ☐ Green Building Policy
- ☐ Fleet Vehicle Replacement Policy
- ☐ Zero Waste Policy
- ☐ RDKB Climate Action Reserve Fund (2013), Bylaw No. 1537
- ☐ LEED Silver accomplishment of the RDKB Administration building.

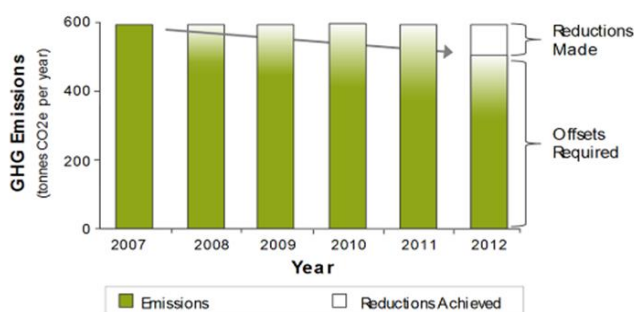


1.4 Carbon Neutrality and Offsets

Carbon neutrality means that the operations of the local government will result in no net greenhouse gas emissions to the atmosphere. Carbon neutrality results from a combination of:

- Reduction measures to reduce the GHG emissions from operations. This is accomplished through retrofits, efficiency initiatives, and behavioural change of staff; and
- Carbon Offsets – which are reductions made by others – elsewhere in the community or province – through registered and reviewed projects that reduce GHG emissions. Owners of these offset projects may sell these 'reduction credits' to other parties that are working to neutralize their carbon footprint.

The RDKB established the *Climate Action Reserve Fund Bylaw* to voluntarily allocate annually \$25 per tonne of measureable greenhouse gas emissions as part of the *Climate Action Charter* reporting. This reserve fund is used towards programs and strategies for greenhouse gas reductions and further climate action. The reserve fund is used at the RDKB as an alternative to purchasing external carbon offsets.



Getting to Carbon Neutral:

Efficiency improvements will reduce the emissions from operated facilities.

However, there will always be some emissions remaining, and these will be 'neutralized' through the purchase of offsets.

About the Carbon Neutral Kootenays Project

At the time of the Charter's introduction in 2008, the RDKB and neighbouring regional districts showed a measure of extreme collaboration and developed the Carbon Neutral Kootenays ("CNK") Project (2009-2014). CNK was an initiative to assist all local governments in the Kootenay region, with varying capacity means, meet their commitments under the Climate Action Charter, including working towards being carbon neutral in their operations. CNK was jointly funded by the Regional Districts of **Central Kootenay**, **East Kootenay** and **Kootenay Boundary** and the **Columbia Basin Trust**, with the participation of member municipalities and First Nations. The project was delivered by several locally based consultants, including the Community Energy Association.

Under CNK, the RDKB and all participants received:

- Phase 1 (2009-2010), compiling inventories of energy and greenhouse gas emissions for local government operations, developing action strategies for reducing emissions from Regional District operations, and conducting outreach and capacity building activities for staff and elected officials in the Kootenay region.
- Phase 2 (2010-2011), supporting and updating the inventories; implementing carbon neutral action plans for the regional districts; initiating the development carbon neutral action plans for municipalities and First Nations; coordinating carbon neutral actions on a regional scale; and identifying regional offset investment opportunities.
- Phases 3 and 4 (2011-2014): delivery of remaining carbon neutral action plans (i.e., corporate GHG reduction plans); facilitating regional, collaborative actions; assisting with the transition for many municipalities to SMARTTool and further research on regional offset investment opportunities.

1.5 Objectives of the 2019 Corporate Greenhouse Gas Reduction Plan

Objectives of the RDKB Corporate Greenhouse Gas Reduction Plan Refresh:

- To establish a practical plan to save energy, emissions, and money in RDKB operations that is supported by key staff.
- To provide background for asset management: core energy information and business case.
- To inform budget discussions for further research and plan implementation.
- To identify energy performance of Corporate buildings, facilities and fleet vehicles.
- To identify funding partners and incentive programs.
- To provide actions and steps to achieve energy and emissions reductions in the short term and long term.
- To document how to claim investments in local emission reduction projects to reduce corporate GHG emissions, especially organics diversion against RDKB's corporate inventory in CARIP reporting.
- To outline timeline for Corporate actions and initiatives.
- To provide general information on potential renewable energy initiatives.

1.6 Summary of 2010 RDKB GHG Reductions Plan

The 2010 Plan identified 17 corporate actions as means to reduce GHGs in the RDKB. Many of these actions have been accomplished and are used as a base for the 2019 Plan. Many initial actions will be revisited and renewed to achieve further energy and emissions savings.

Summary of Actions

Initiative One: Building Operations and Construction

- Corporate Action- 1: Commit to Building the most Energy Efficient Facilities
- Corporate Action- 2: Require an evaluation of Alternative Energy Sources for new construction and major renovations
- Corporate Action- 3: Conduct Energy Audits of Existing RDKB Facilities
- Corporate Action- 4: Complete Further Improvements to Grand Forks Recreation Facilities

Initiative Two: Fleet Operations

- Corporate Action- 5: Develop an RDKB Vehicle Purchasing Policy
- Corporate Action- 6: Implement an Efficient Vehicle Use Initiative

Initiative Three: Infrastructure

- Corporate Action- 7: Conduct energy-focused operational reviews of infrastructure
- Corporate Action- 8: Evaluate Energy Recovery Opportunities and Carbon Offset Potential for the Trail WWTP

Initiative Four: Purchasing and Corporate Leadership

- Corporate Action- 9: Incorporate life cycle costing into operational decision making
- Corporate Action- 10: Encourage Green Procurement
- Corporate Action- 11: Incorporate emissions tracking requirements into agreements with RDKB service providers
- Corporate Action- 12: Incorporate Corporate Action #11: Reduce Need for Staff Travel
- Corporate Action- 13: Encourage staff to Develop New GHG Reduction Measures

Implementation Actions

- Corporate Action- 14: Identify Staff Member as the Owner of the Plan
- Corporate Action- 15: Reconfirm Vehicle Fuel Tracking System suitability for carbon reporting.
- Corporate Action- 16: Develop an administrative system for tracking corporate emissions
- Corporate Action- 17: Develop an administrative system for tracking corporate emissions and report on progress

Source: RDKB Corporate Greenhouse Gas Emissions Reduction Plan, Final Report, 2010

2.0 Corporate Energy and GHG Inventory

2.1 RDKB Operations Profile

The *Regional District of Kootenay Boundary Corporate Greenhouse Gas Emissions Reduction Plan, Final Report, 2010* outlined the operations profile of RDKB. This informed development of the first RDKB corporate inventory. Since that time, RDKB transitioned to SMARTTool, a web based GHG emissions inventory and reporting tool developed and maintained by Shared Services BC, providing a standardized approach to calculating and reporting corporate greenhouse gas emissions.

The Operations Profile table below shows the facilities operated by RDKB in 2010 and updated to show the 2018 operations as reported in SMARTTool.

Service	2010 RDKB GHG Reductions Plan Operations Description	2018 SMARTTool Reported Operations Inventory
Administration	1 administration building in Trail 4 general service buildings in region	<ul style="list-style-type: none"> Grand Forks Building Office RDKB Admin Building Boundary Flood Recovery Total 3
Recreation	5 community recreation facilities: <ul style="list-style-type: none"> Grand Forks Aquatic Centre Grand Forks Arena Grand Forks Curling Rink Beaver Valley Arena Greater Trail Community Centre 	<ul style="list-style-type: none"> B.V. Boy Scouts Park B.V. Marsh Creek Beaver Valley Arena Christina Lake Lawn Bowling GF SPCA / AnimalControl/Bdry Museum Building Grand Forks Aquatic Centre Grand Forks Arena Grand Forks Curling Rink Greater Trail Community Centre Rivervale Park Rossland Trail Golf Course Total 5 recreation facilities plus 6 other parks / arts facilities.
Fire Services	4 fire services with 9 fire halls. Buildings and associated vehicles are run and maintained by community volunteer firefighters and typically used only a few hours per week. 9 Fire Halls: <ul style="list-style-type: none"> Beaverdell Big White Christina Lake Fruitvale Genelle Trail (Rossland Ave) – RDKB Rossland Trail (Schofield Hwy) - Warfield Montrose 	<ul style="list-style-type: none"> Beaverdell Fire Hall Big White Fire Hall Christina Lake Fire Hall Fruitvale Fire Hall Genelle Fire Hall RDKB - Fire Hall Repeater Tower Rossland Fire Hall Warfield Fire Hall Warfield Fire Hall – Streetlight 8 Fire Halls (Montrose no longer in inventory)

RDKB – Corporate GHG Reduction Plan

16

Service	2010 RDKB GHG Reductions Plan Operations Description	2018 SMARTTool Reported Operations Inventory
Fleet	Operates a fleet of vehicles (in addition to the fire service vehicles) assigned to specific RDKB departments 66 fleet vehicles reported in 2008.	RDKB-SUMMARY-FLEET RDKB-LANDFILL-OPS Vehicles not reported individually.
Solid Waste Management	Manages solid waste at 3 landfills (staffed) and 11 transfer stations (Beaverdell, Rock Creek and Christina Lake are staffed). Landfills are: <ul style="list-style-type: none"> • McKelvey Creek Regional Landfill (Trail) • Grand Forks Landfill (Area D) • West Boundary Landfill (Greenwood) 	Beaverdell Landfill Grand Forks Landfill McKelvey Creek Landfill Big White Transfer Station Greenwood Reuse / Landfill Rock Creek Transfer Station
Infrastructure	<ul style="list-style-type: none"> • Street lighting • Small water system (Columbia Gardens) • Community water system (Beaver Valley Water Supply Utility) • Trail Regional Airport • Wastewater treatment facility - Columbia Pollution Control Centre (serving Trail, Rossland, Warfield, Rivervale and Oasis) • Wastewater treatment facility – Christina Lake Advanced Wastewater Facility (serving Christina Lake Arts and Artisans Centre) 	292-1st St. Riv./Oasis Pump B.V. Water - Kelly Creek B.V. Water - Mill Rd. B.V. Water - Reservoir Hanna Creek Lift Station - Glenmerry Lift Station - Murray Park Lift Station - Robertson Lift Station - Sunningdale Lift Station - Sunningdale #2 Pump Station – Christina Lake Waterworks Pump Station - Columbia Gardens Pump Station - Fruitvale Reservoir - Fruitvale Flow Meter - Rossland Flow Meter - Warfield Sewer - Rivervale/Oasis Waste Treatment Plant - Christina Lake Waste Treatment Plant - Fruitvale Waste Treatment Plant – Trail Lighting - Beaver Falls Bus Stop Lighting - Col. Gardens Ind. Park Street Lights - Beaverdell Street Lights - Big White Street Lights - Christina Lake Dump Rd Street Lights - Hwy 3B Street Lights - Rivervale Street Lights – Transit
Purchasing	Products and services required to operate or deliver services	
Contracted Services	<ul style="list-style-type: none"> • Waste collection in Big White • Recycling collection 	Alpine Disposal & Recycling BC SPCA Trail Big White Ski Resort Cam Campbell Holdings DG Regan and Associates Genelle Recreation Society Grand Forks & District Library Kettle Valley Waste Ltd. Kootenay Weed Control Paladin Security Group Power Tech Electric Ltd. Village of Fruitvale

2.2 Energy Consumptions and GHG Emissions Profile

The Regional District of Kootenay Boundary converted to SMARTTool, a Province of BC web based GHG emissions inventory and reporting tool, to track energy and emissions. By tracking consumption over several years, the inventory can become a mechanism for tracking changes in energy use and GHG emissions. The diagrams in this section show the summarized SMARTTool RDKB data for Years 2009 to 2017, for internal operations and contracted services.

The CNK Project delivered an *Operations Energy Consumption Greenhouse Gas Emissions Inventory, 2008* used in the *RDKB Corporate Greenhouse Gas Emission Reduction Plan, 2010*. Data for the 2017 Emissions Profile is from SMARTTool figures. The 2008 data from CNK and the 2008 conversion into SMARTTool has discrepancies as measuring and reporting were in infancy stages. For purposes of this report, 2008 data comes from the CNK project. Energy and Emissions data from 2009 to present is as reported by the RDKB through SMARTTool.

What is a GJ?

A gigajoule (one billion joules) is a measure of energy. One GJ is about the same energy as:

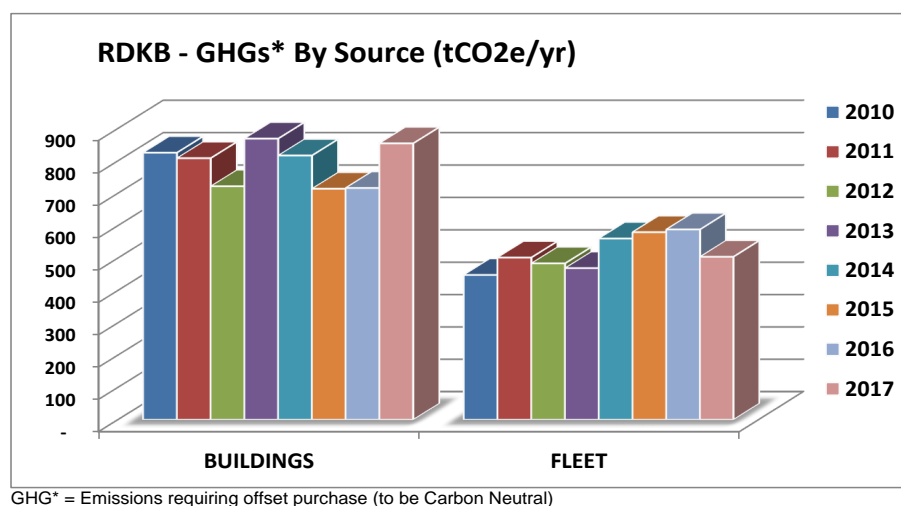
- Natural gas for 3-4 days of household use
- 25-30 litres of diesel or gasoline
- Two 20 lb propane tanks
- The electricity used by a typical house in 10 days

What is a tonne (tCO₂e) of GHG?

A tonne of greenhouse gases (GHG's) is the amount created when we consume:

- 385 litres of gasoline (about 10 fill-ups)
- \$200 of natural gas (a month of winter heating)
- Enough electricity for 3 homes for a year (38,000 kWh)

2010 - 2017: Regional District of Kootenay Boundary - Corporate GHG emissions



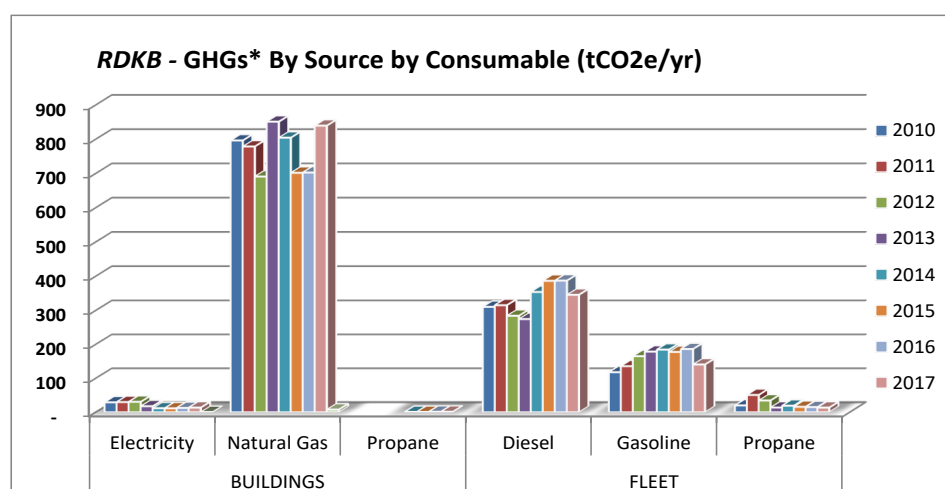
RDKB – Corporate GHG Reduction Plan

18

Row Label	2,010	2,011	2,012	2,013	2,014	2,015	2,016	2,017
BUILDINGS	825	808	721	869	816	714	716	854
FLEET	448	502	484	469	560	580	588	504
Grand Total	1,273	1,310	1,205	1,337	1,377	1,294	1,304	1,358

Data Source: SMARTTool 2018 file: RDKB-Internal Services-Beta_Analytics-2018-08-08

2010 - 2017: Regional District of Kootenay Boundary - Corporate GHG emissions



GHG* = Emissions requiring offset purchase (to be Carbon Neutral)

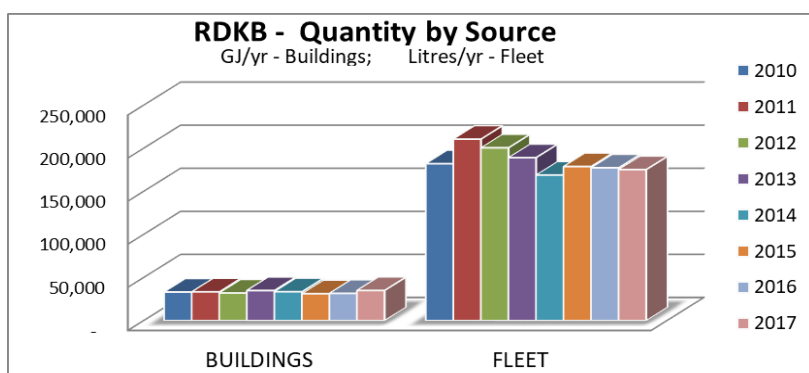
Row Labels	2010	2011	2012	2013	2014	2015	2016	2017
BUILDINGS	825	808	721	869	816	714	716	854
Electricity	29	30	30	18	11	11	12	13
Natural Gas	796	779	691	851	804	702	703	839
Propane	1	1	1	1	1	1	1	1
FLEET	448	502	484	469	560	580	588	504
Diesel	310	315	284	275	354	387	387	346
Gasoline	118	136	165	179	184	178	186	141
Propane	20	51	34	13	19	16	15	13
Grand Total	1,273	1,310	1,205	1,337	1,377	1,294	1,304	1,358

Data Source: SMARTTool 2018 file: RDKB-Internal Services-Beta_Analytics-2018-08-08

RDKB – Corporate GHG Reduction Plan

19

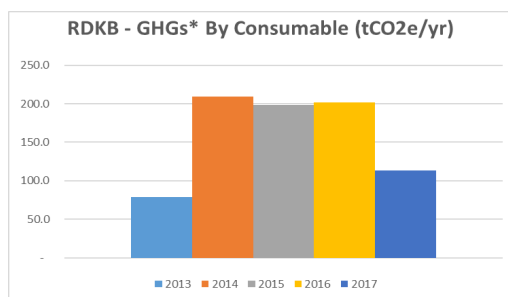
2010 - 2017: RDKB Corporate Annual Energy Consumption



Row Labels	2010	2011	2012	2013	2014	2015	2016	2017
BUILDINGS	33,134	33,303	31,970	34,868	33,474	31,161	31,597	34,922
FLEET	182,063	210,601	200,546	189,077	168,897	178,781	177,283	175,197

Data Source: SMARTTool 2018 file: RDKB-Internal Services-Beta_Analytics-2018-08-08

2013 - 2017: RDKB-contracted services - GHG emissions



GHG* = Emissions requiring offset purchase (to be Carbon Neutral)

	2013	2014	2015	2016	2017
Diesel	55.6	170.7	176.1	185.9	97.3
Gasoline	23.5	38.7	22.4	15.9	16.1
Total	79.1	209.4	198.5	201.8	113.4

Data Source: SMARTTool 2018 file: RDKB-Contracted Services-Beta_Analytics-2018-08-08

RDKB – Corporate GHG Reduction Plan**20****2018 Profile**

Fuel Type	Energy Consumption	Energy Units	GHG Emissions (tonnes CO2e)	Annual Direct Energy Expenditure (Approx. \$)
Electricity	5,017,129	kWh	13	\$376,285
Natural Gas	17,143	GJ	855	\$120,000
Propane	666	L	1	\$592
Gasoline	0	L	0	\$0
Diesel	72,476	L	172	\$97,842
Propane (Fleet)	133,845	L	303	\$180,690
Total			1,350	\$779,084

Data Source: SMARTTool 2018 file: RDKB-Internal Service Consumption Detail

2008 Profile

Fuel Type	Energy Consumption	Energy Units	GHG Emissions (tonnes CO2e)	Annual Direct Energy Expenditure (Approx. \$)
Electricity	4,088,706	kWh	25	\$286,210
Natural Gas	14,555	GJ	742	\$174,660
Propane	0	L	0	\$0
Gasoline	44,950	L	107	\$44,950
Diesel	153,489	L	428	\$153,490
Propane (Fleet)	0	L		-
Total			1,302	\$659,310

Data Source: CNK Project RDKB Operations Energy Consumption Greenhouse Gas Emissions Inventory 2008

2.3 Inventory Summary

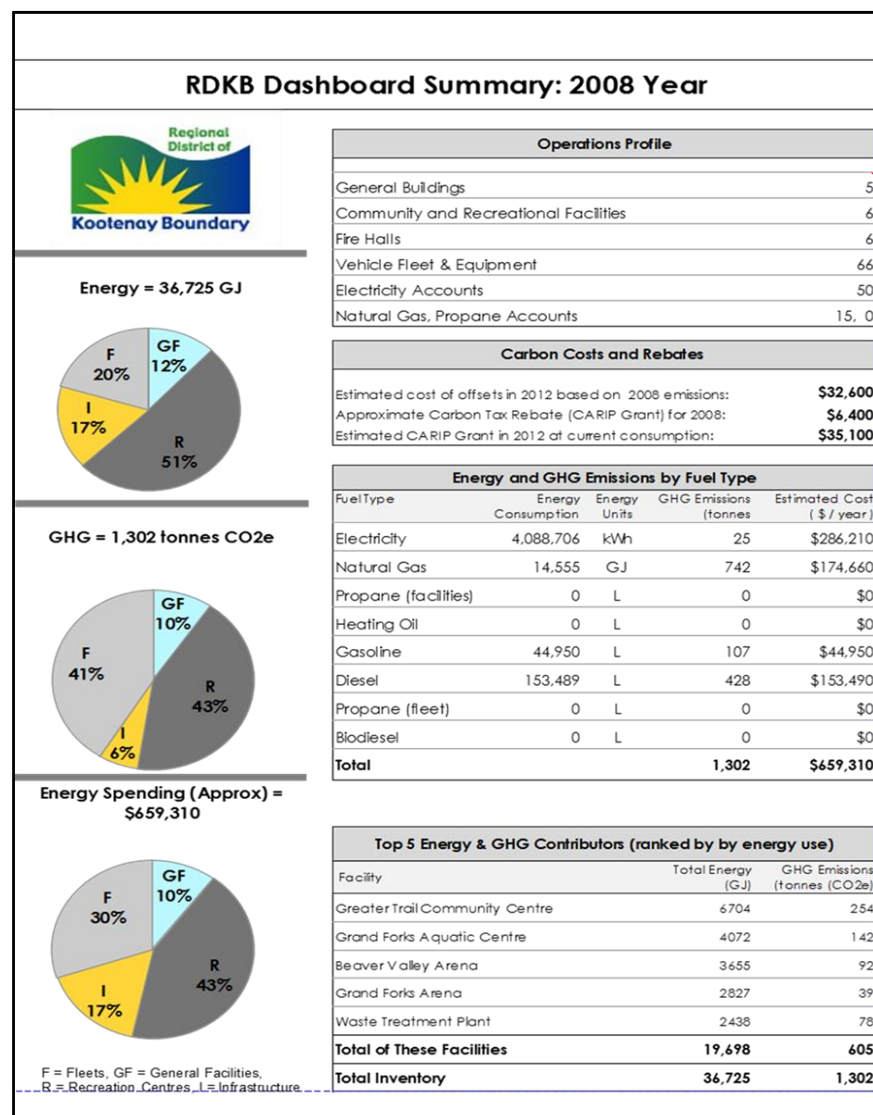
Comparing the RDKB Corporate Inventory at 2018 against the initial 2008 base CNK Inventory shows overall GHG reductions but does also show an increase in energy costs over the period. Reporting and measuring annually on overall corporate energy consumption provides incentive to work on actions to reduce GHGs and ultimately energy costs for the corporation.

RDKB Dashboard Summary: 2018				
Operations Profile				
General Buildings				3
Community and Recreational Facilities				5
Fire Halls				8
Vehicle Fleet & Equipment				112
Electricity Accounts				54
Natural Gas, Propane Accounts				15, 1
Energy and GHG Emissions by Fuel Type				
Fuel Type	Energy Consumption	Energy Units	GHG Emissions (tonnes (CO ₂ e))	Estimated Cost (\$ / year)
Electricity	5,017,129	kWh	13	\$331,341
Natural Gas	17,143	GJ	855	\$120,000
Propane (facilities)	666	L	1	\$592
Heating Oil	0	L	0	\$0
Gasoline	72,476	L	172	\$97,842
Diesel	133,845	L	303	\$180,690
Propane (fleet)	4,129	L	6	\$3,674
Biodiesel	0	L	0	\$0
Total			1,350	\$770,084
2018: Top 5 Energy & GHG Contributors (ranked by energy use)				
Facility	Total Energy (GJ)		GHG Emissions (tonnes (CO ₂ e))	
Grand Forks Aquatic Centre	6,688		247	
Greater Trail Community Centre	6,033		206	
Beaver Valley Arena	3,870		95	
Waste Treatment Plant (Trail)	3,863		101	
Grand Forks Arena	2,602		38	
Total of These Facilities	21,004		688	
Total Inventory	35,221		1,350	

2018 Inventory Data Source: SMARTTool 2018 and RDKB Operations Energy Consumption Greenhouse Gas Emissions Inventory, CNK Project 2008

RDKB – Corporate GHG Reduction Plan

22



Data Source: RDKB Operations Energy Consumption Greenhouse Gas Emissions Inventory, CNK Project 2008

2.4 GHG Reduction measures, targets and savings

Opportunities exist within the RDKB corporate operations for GHG reductions and the accompanying energy reductions and cost savings. Facilities in the RDKB account for about 60% of the annual GHGs. 15 facilities report more than 4 GHG's per year, and thus have potential for energy audits and facility review to determine and implement behaviour changes and low cost improvements (i.e., light sensors).

The action plan has identified a number of actions to be refreshed or undertaken to achieve GHG reductions and energy savings. In general terms the actions identified are divided into Scenarios:

- Behaviour change: revisit/refresh policy and maintenance procedures in place, i.e., "lead by example"
- Fleet improvement: reduce driving, join fleet certification program, monitor fuel consumption
- Conduct Energy Audits: for facilities
- Implement: Energy efficient retrofits for facilities based on the energy audits.

In addition to GHG reductions, further work on Organics Diversion to implement for entire region will provide offset credits and reduce annual reported GHGs.

Potential for energy audits on up to 15 RDKB Facilities reporting over 4 GHG tonnes in 2017:

Facility	Facility Name	2017 Fuel Consumption (GJ)	2017 Facility Total (GHG)
1	Beaver Valley Arena	3,903	79
2	Christina Lake Fire Hall	635	28
3	Fruitvale Fire Hall	287	7
4	Genelle Fire Hall	213	8
5	GF SPCA / AnimalControl/Bdry Museum Building	190	8
6	Grand Forks Aquatic Centre	6,053	209
7	Grand Forks Arena	2,660	40
8	Grand Forks Building Office	308	8
9	Grand Forks Curling Rink	1,177	33
10	Greater Trail Community Centre	6,873	236
11	RDKB - Fire Hall	352	18
12	RDKB Admin Building	1,287	4
13	Rossland Fire Hall	722	33
14	Warfield Fire Hall	721	32
15	Waste Treatment Plant - Trail	4,209	105

Data Source: SMARTTool file: RDKB Internal Service Consumption Detail

RDKB – Corporate GHG Reduction Plan

24

In 2017, the RDKB saw 17% reduction of GHG's since 2008, the year the CNK project determined the base level of GHGs. The province has a GHG reduction target of 40% below the 2007 levels by 2030. The table below indicates in ball park figures, potential scenarios for RDKB to achieve various levels of GHG reductions by 2024.

Scenario	2008 Base Year Emission (from CNK)	Annual Corporate GHGs	GHG reductions since 2008	GHG reduction % (2008-2024)	Potential cost to implement*
Progress to date: BAU remain at 2017 GHG levels	1302	1083	207	17%	N/A
Behaviour (reduce by 55 tonnes)	1302	1028	274	21%	
Behaviour and Energy Assessments (reduce by 120 tonnes)	1302	963	339	26%	
Behaviour, Energy Assessments and Fleet Improvements (reduce by 185 tonnes)	1302	898	404	31%	
Implement all, including deep retrofits for top 5 facilities (reduce by 220 tonnes)	1302	863	439	34%	

* This table shall be completed as projects are determined and building energy assessments completed. i.e., ball park figures of Level 1 Energy Assessment at \$1000-\$3000 each; and \$500,000/deep facility retrofit. Note that despite costs, each scenario would bring significant financial savings. CEA offers to assist managers identify more specific timing and budget estimates for Board decision making information, once specific projects proposed.

A sample audit for a large office building is shown to provide a sense of cost savings and project cost for certain retrofit actions.

Audit Source: www.abraxasenergy.com USA 2016

Measures	Total Savings (\$/yr)	Project Cost (\$)	Simple Payback (years)
Replace Existing Showerheads with Low Flow Models	\$20,004	\$480	0.0
Preheat Domestic Hot Water with Condensate Heat Recovery	\$172,723	\$119,937	0.7
Install Lighting Occupancy Sensors in Open Office Areas and Restrooms	\$420,057	\$519,501	1.2
Retrofit Walk-in Refrigerator Evaporator Fans with EC Motors and Advanced Controls	\$5,395	\$6,978	1.3
Improve Garage Exhaust Fan Control	\$38,142	\$70,205	1.8
Install Synchronous Belts on Supply and Return Fans	\$21,234	\$50,820	2.4
Retrofit Auditorium Lighting with LED Fixtures and Vacancy Control	\$5,934	\$13,602	2.3
Retrofit HID Flag Pole Lights with LED Fixtures	\$1,184	\$2,772	2.3
Install Strip Curtains in Walk-in Refrigerator and Freezers	\$200	\$499	2.5
Retrofit Garage HID Fixtures with LED Fixtures	\$50,994	\$247,985	4.9
Add Vending/Miser Controls to Vending Machines	\$6,451	\$26,143	4.1
Retrofit Exterior Lighting	\$8,081	\$38,412	4.8
Totals	\$750,399	\$1,097,334	1.5

RDKB – Corporate GHG Reduction Plan

25

Further information on Building Audits are outlined in *Carbon Neutral ACTION Guide, A Starting Point for Local Governments, 2010*, prepared for the CNK Project. A table from that document is reproduced at the side.

Energy Efficiency Measure	Description:	Type of Facilities	Typical Expected Payback (years)
Low-e Ceiling	Reflective low "e" (emissivity) ceiling installed on ice rink to reduce energy expenses.	Arenas / Ice rinks	5 – 10
Pony Pump	Installation of small pump (pony pump) in parallel to standard pumps that can operate when the flow rate is lower.	Arenas / Ice rinks	5 – 10
Low Flow Water Fixtures	Low flow fixtures (ie. shower heads, faucets, etc) reduce hot water use.	Recreation facilities	<1
Domestic Hot Water (DHW) Temperature Reduction	Lowering the DHW temperature reduces storage and distribution losses through tanks and piping.	All facilities	<1
Domestic Hot Water (DHW) Pipe Insulation	Insulating DHW piping reduces energy losses.	All facilities	5 – 10
Switch Fluorescent Fixtures / Bulbs from T12 to T8	Replace old T12 fluorescent tube lighting with more efficient T8 technology.	All facilities	Varies significantly with specific situation
"Vendmiser" (a brand name)	Timer device to power down vending machines when buildings are unoccupied.	All facilities	1 – 5
Door Switches	Door sensors that disable the heating and ventilation system when the door is open. Heaters won't switch on if the doors are open.	Any facilities with large doors (e.g. bay doors, etc.)	1 – 5
Space Heat Timers	Programmable wall mounted timer/switches to control zone heaters when building is occupied	All facilities	1 – 5
Programmable Thermostat (gas / electric)	Programmable thermostat to set back the space temperature when the building is unoccupied.	All facilities	1 – 5
Direct Digital Control (DDC) Re-commissioning	Re-commission the DDC, building control system, to correct for set-point drift, schedule overrides, etc.	Larger facilities with automated control systems	1 – 5
CO ₂ Monitor	Adding CO ₂ monitors prevents over-delivery of fresh air and saves energy.	All facilities	10 and up
Variable Speed Drives (VSD) on Fans & Pumps	Variable Speed Drives reduce the flow supplied when the demand is low.	All facilities	1 – 5
Replace less efficient heating equipment	Opportunistically install more energy efficient HVAC equipment at end-of-life of existing equipment.	All facilities	Varies significantly with specific situation

3.0 Corporate Operations

3.1 Recent Actions

The Regional District of Kootenay Boundary is already a climate action leader, and has undertaken many actions relating to reductions in both corporate and community energy and emissions. Actions reported completed during both the January 2016 Community workshop "SCEEP" and the October 2016 Corporate workshop are listed in the table below. This list is by no means exhaustive:

RDKB – Corporate GHG Reduction Plan

26

Action	Year	Comments
Carbon Neutral Kootenays	2009-2014	Participated in collaborative actions to reduce corporate carbon emissions.
<ul style="list-style-type: none"> • Conservation Opportunities Policy • Corporate Sustainability Initiatives Policy • Green Building Policy • Fleet Vehicle Replacement Policy • Zero Waste Policy • RDKB Climate Action Reserve Fund (2013), Bylaw No. 1537 • LEED Silver accomplishment of the RDKB Administration building. 		Corporate Policies and Bylaws Implemented since the CNK Project
Land use suite lite; and Land use suite enhanced		RDKB has moved to allow secondary suites; develop complete communities; Christina Lake town centre and walkability; increase minimum parcel sizes as further from centre. Considers the whole planning process with key conversations on compact development.
Flow RGS and OCP through to zoning		Incorporated in RDKB Planning Process
Identify green economy opportunities		<ul style="list-style-type: none"> • Some opportunities identified are dam expansion, organic diversion, bio-solid sales, and waste heat at Teck. • Review of District Energy system in Greater Trail • A new company has investigated using waste energy to power greenhouses.
Organics Curbside Collection		Introduced in Boundary (Grand Forks, Rural GF, Christina Lake) and review to develop region wide organics collection
Kootenay Energy Diet	2013	Support for Residential energy efficient upgrades in FortisBC program.
Fueling Change in the Kootenays	2016	Participation in a comprehensive collaborative approach to a Kootenay wide electric vehicle charging station network

3.2 Action Plan

On October 26, 2016, a workshop was held with Regional District of Kootenay Boundary Service Managers facilitated by Community Energy Association staff, Patricia Dehnel and Peter Robinson. A PowerPoint presentation outlined both Community and Corporate Actions undertaken by the RDKB to reduce energy consumption and greenhouse gas emissions. The *Operations Energy Consumption Greenhouse Gas Emissions Inventory for the Year 2008* Inventory and the *Carbon Neutral ACTION Guide*, prepared during the Carbon Neutral Kootenays Project were used as reference documents.

At the workshop, the group looked at the energy and emissions data for the Operations and discussed any potential anomalies. Action cards were discussed within the group and placed in one of four categories: “yes”, “no”, “maybe”, and “already done”. Actions from the 2010 RDKB Corporate Greenhouse Gas Emissions Reduction Plan and other potential additional actions were also discussed.

The action cards were placed on a chart to create a plan for the next 5 years. The workshop group provided input as to the timing and sequencing of the actions. In this way a consensus on an action plan was developed by Service Managers of the RDKB.

Following this some of the key actions were “unpacked”, meaning that they were discussed in detail, with appropriate steps highlighted, likely impacts, and other considerations. Appendix 1 documents the discussion and implementation steps. Additional materials that have been provided to the RDKB include:

- *Carbon Neutral ACTION Guide, A Starting Point for Local Governments, 2010*
- RDKB Workshop PowerPoint presentation, October 26, 2016
- *Fuel Efficiency for Municipal Fleets, a handbook for achieving efficiency and emission reductions in the municipal fleet, 2012, CNK Project*
- *The Workbook, Helping Local Governments Understand How to be Carbon Neutral in their Corporate Operations, 2012*
- *Funding Your Community Energy and Climate Change Initiatives, a guide to funding for British Columbia local governments, October 2016, CEA*



Service Managers Workshop



The Action Plan

RDKB – Corporate GHG Reduction Plan

28

ACTIONS	In place	Year to Implement				
		2020	2021	2022	2023	2024
1 Building Operations						
1.1 Commit to building the most energy efficient facilities	Y					
1.2 Optimize siting and orientation of new buildings	Y					
1.3 Require an evaluation of Alternative Energy Sources for new construction and major renovations	Y					
1.4 Conduct energy assessment / audits of existing RDKB facilities				Y		
1.5 Complete energy improvements identified by previous audits or studies			Y			
1.6 Incorporate energy management into annual building maintenance procedures (link to Asset Management)			Y			
1.7 Complete Further Improvements to the Top 5 Facilities						Y
2 Fleet Operations						
2.1 Help staff reduce the emissions associated with commuting to work			Y			
2.2 Develop an RDKB Vehicle Purchasing Policy - Review & Revise		Y				
2.3 Commence implement an efficient vehicle use initiative			Y			
2.4 Investigate joining an efficient fleet certification program			M			
2.5 Develop monitoring program for fleet fuel consumption			M			
2.6 Conduct a fleet routing review						Y
2.7 Encourage efficient use of personal vehicle (Ride Share)				Y		
2.8 Consider Car Share as alternative to fleet vehicle		Y				
3 Infrastructure						
3.1 Conduct energy focused operational review of infrastructure	Y					
3.2 Evaluate energy recovery opportunities and carbon offset potential for the Trail WWTP	Y					
3.3 Organics Diversion - Phase 1	Y					
3.4 Develop Organics Diversion Strategy - Phase 2		Y				
4 Purchasing and Corporate Leadership (Education & Awareness)						
4.1 Encourage Green Procurement -Incorporate energy considerations into purchasing policies	Y					
4.2 Incorporate Life Cycle Costing into operational decision making	Y					
4.3 Supply Chain - Incorporate emissions tracking requirements into agreements with RDKB service providers			Y			
4.4 Encourage staff to develop new GHG reduction measures			Y			
4.5 Offset air travel and out of region travel				M		
4.6 Reduce need for staff travel			Y			
5 Implementation						
5.1 Identify Staff Member as the Owner of the plan	Y					
5.2 Assign the CARIP grant into an energy conservation fund	Y					
5.3 Establish a GHG reduction target		Y				
5.4 Develop an administrative system for tracking corporate emissions and report on progress	Y					
5.5 Reconfirm Vehicle Fuel Tracking System suitability for carbon reporting	Y					

Action categorized by workshop group as a "yes" **Y**
 Action categorized by workshop group as a "maybe" **M**

3.3 RDKB Opportunities and Planned Initiatives

It may not be immediately obvious as to where to begin with energy and emissions actions. The following sequence is generally recommended to optimize value:

Reduce “Behaviour” Losses: Consider if energy is currently being wasted through certain behaviours such as idling vehicles or heating / cooling / lighting buildings when they are unoccupied. These measures can save energy and emissions for low or no cost.

Consider Energy in Operations and Maintenance: Operating buildings, vehicles, and infrastructure optimally can save significant energy and emissions. Well-maintained vehicles use less fuel than poorly maintained ones. Building equipment should be serviced and cleaned regularly to optimize energy use and occupant comfort.

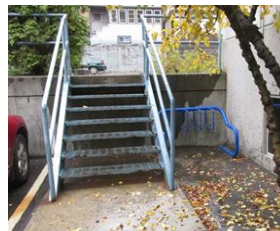
Efficient Equipment: Considering the most efficient equipment to meet the need. This can include heating, ventilating, and air conditioning equipment for buildings and vehicle size for fleet.

Renewable Energy: The final step is to consider the energy source used to meet the energy needs once waste has been reduced, equipment optimized, and the most efficient equipment considered. Renewable energy includes bio-fuels for vehicles or hybrid / electric vehicles. For buildings it includes heat pumps (air, water, and ground source), solar hot water, or other renewable energy technologies.

Staff Engagement

Many of the Plan initiatives will have an impact on the day to day operations of the Regional District. Include staff in the process of changing procedures and allow ample opportunity for feedback mechanism. Encourage creativity and innovation on developing energy efficient operations. As outlined in many policies developed by the RDKB, continue to integrate GHG emissions and reductions into the decision making process.

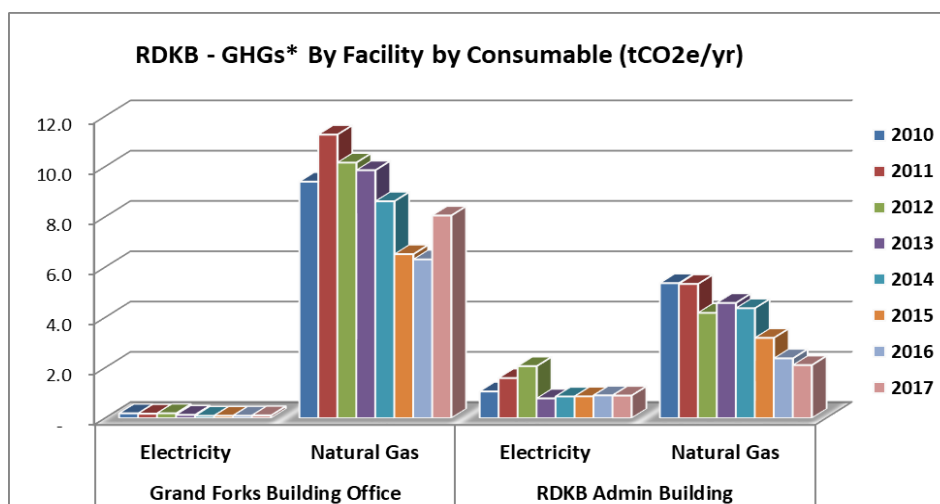
To lead by example, continue to provide and support services that allow staff to reduce emissions in their daily lives. For example, provide bike facilitates to support cycling to work.



Administration

The Trail Administration Building has been renovated to LEED Silver in 2013. Celebrate and promote this efficient building example. The Grand Forks administration building could undergo some energy efficient renovations to increase building comfort for occupants and reduce its GHGs.

**2010 - 2017: RDKB Corporate GHG Emissions
Administration**



GHG* = Emissions requiring offset purchase (to be Carbon Neutral)

Sum of Offsetable tCO₂e

	2010	2011	2012	2013	2014	2015	2016	2017
Grand Forks Buildi	9.6	11.4	10.3	10.0	8.7	6.6	6.4	8.2
Electricity	0.2	0.2	0.2	0.1	0.1	0.1	0.1	0.1
Natural Gas	9.4	11.3	10.2	9.9	8.6	6.5	6.3	8.1
RDKB Admin Buildi	6.4	6.9	6.2	5.4	5.2	4.1	3.3	3.0
Electricity	1.1	1.6	2.1	0.8	0.9	0.9	0.9	0.9
Natural Gas	5.4	5.3	4.2	4.6	4.4	3.2	2.4	2.1
total	16.0	18.4	16.6	15.3	13.9	10.7	9.7	11.2

Data Source: SMARTTool 2017 file: RDKB-Internal Services-Beta_Analytics-2018-08-08

Fire Halls

Energy efficient practices and change in behaviour can improve building performance. For example, closing doors via automation or as regular practice immediately once trucks have left the building reduces the inefficient practice of the “heating the outdoors”.

Practice purchasing the most energy efficient vehicles that meet the need of the service. As Fire Engines need to idle to provide power at accident scenes, the most efficient vehicles will help to offset the idle factor.



The RDKB operates 8 fire halls in the region. At the workshop it was discussed that there are 4 Rural Grand Forks station and a station in Montrose that receives support from RDKB. The emissions reporting of these other stations should be reviewed at the time of 2016 CARIP reporting. Montrose and Warfield have similar contracting arrangements with the RDKB, yet Montrose **does not** appear on the 2018 SMARTTool Report. Adding the Grand Forks and Montrose fire halls to the RDKB inventory will increase the number of GHG's reported in the fire service, but in the end will accurately reflect all corporate emissions.

According to *The Workbook: Helping Local Governments Understand How to be Carbon Neutral in their Corporate Operations* found at : <http://www.toolkit.bc.ca/resource/becoming-carbon-neutral-workbook-and-guidebook>, services shared with another jurisdiction must consolidate proportionality their emission distribution. There may need to be some conversations with these neighbouring local governments to ensure emissions from these fire halls are being reported accurately. See sample calculating emission discussion from the Workbook in the adjacent text box.

Calculating emissions for proportionately consolidated organizations: default approach

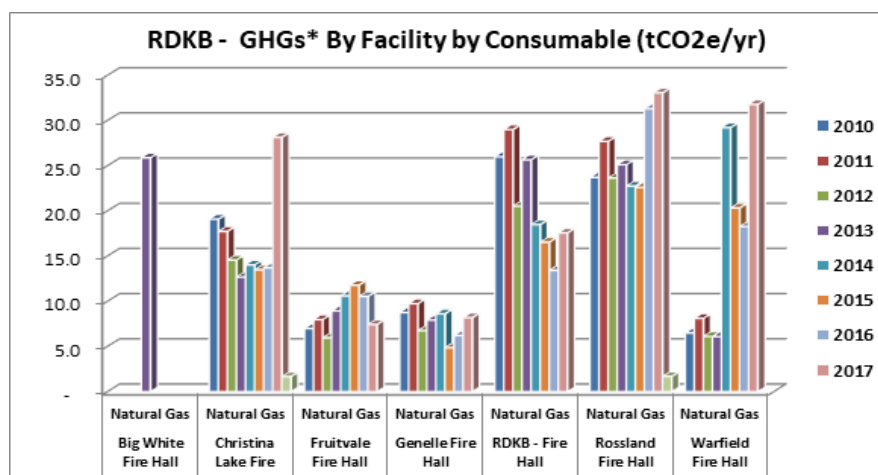
A Recreation Centre is jointly owned by three local governments: Red, Blue and Purple. The Recreation Centre is included in each of their financial statements. As a proportionately consolidated organization the ownership is divided so that 10% shows on the financial statement of local government Red, 40% on local government Blue, and 50% on local government Purple.

As a result, local government Red is responsible for 10% of the emissions, local government Blue is responsible for 40% of the emissions, and local government Purple is responsible for 50% of the emissions. The local governments are proportionately responsible for the ownership of the organization and its emissions.

RDKB – Corporate GHG Reduction Plan

32

2010 - 2017: RDKB Corporate GHG Emissions Fire Halls



GHG* = Emissions requiring offset purchase (to be Carbon Neutral)

Chart shows Natural Gas/Facility only since GHGs from Electricity and Propane are minimal in these buildings (as noted in Table below)

Sum of Offsetable tCO₂e

	2010	2011	2012	2013	2014	2015	2016	2017
Beaverdell Fire Hall	0.1	0.1	0.1	0.1	0.1	0.0	0.1	0.1
Electricity	0.1	0.1	0.1	0.1	0.1	0.0	0.1	0.1
Big White Fire Hall	0.5	0.5	0.4	26.1	0.9	0.9	1.4	1.5
Electricity	0.5	0.5	0.4	0.3	0.2	0.2	0.3	0.5
Natural Gas				25.9				
Propane					0.7	0.7	1.1	1.1
Christina Lake Fire Hall	19.3	18.0	14.8	12.8	14.1	13.6	13.8	28.2
Electricity	0.2	0.3	0.3	0.2	0.1	0.1	0.1	0.1
Natural Gas	19.1	17.7	14.6	12.7	14.0	13.5	13.7	28.1
Fruitvale Fire Hall	7.2	8.3	6.3	9.1	10.7	11.9	10.7	7.5
Electricity	0.2	0.3	0.3	0.2	0.1	0.1	0.1	0.1
Natural Gas	7.0	8.0	6.0	8.9	10.6	11.8	10.5	7.4
Genelle Fire Hall	8.9	9.9	6.8	8.0	8.6	4.9	6.2	8.2
Electricity	0.2	0.1	0.1	0.1	0.0	0.0	0.0	0.0
Natural Gas	8.8	9.7	6.7	7.9	8.6	4.9	6.2	8.2
RDKB - Fire Hall	26.7	30.1	21.9	26.2	18.5	16.5	13.4	17.6
Electricity	0.7	1.1	1.4	0.5				
Natural Gas	26.0	29.0	20.5	25.7	18.5	16.5	13.4	17.6
Rossland Fire Hall	23.8	27.8	23.7	25.2	22.8	22.6	31.3	33.1
Electricity	0.1	0.1	0.1	0.1	0.0	0.0	0.0	0.0
Natural Gas	23.7	27.7	23.6	25.1	22.8	22.6	31.3	33.1
Warfield Fire Hall	6.5	8.1	6.1	6.1	29.3	20.4	18.3	31.8
Electricity	0.0	0.0	0.0	0.0	0.1	0.1	0.1	0.1
Natural Gas	6.5	8.1	6.1	6.1	29.2	20.3	18.3	31.8
total	93.0	102.7	80.2	113.6	105.0	90.9	95.2	128.0

Data Source: SMARTTool file RDKB-Internal Services-Beta_Analytics-2018-08-08

RDKB – Corporate GHG Reduction Plan**33****Recreation**

The RDKB operates 5 major recreation facilities plus 6 other smaller Parks and Arts facilities. The Grand Forks SPCA Animal Control and Boundary Museum Building (8120 Donaldson Drive) is reported on SMARTTool and under question whether it is an RDKB operation. Review this building with City of Grand Forks to ensure its emissions are properly reported.

Four recreation facilities are in the top 5 energy consumers for RDKB. Concentration on Energy Assessments and Energy Efficient Implementation in recreation will reduce GHGs for the RDKB.

- Beaver Valley Arena
- Grand Forks Aquatic Centre
- Grand Forks Arena
- Grand Forks Curling Rink
- Greater Trail Community Centre

The remaining recreation facilities operated and reported on by RDKB in SMARTTool report electrical accounts only (lighting) except the GF building, so GHGs in the remaining facilities are minimal. Ways to reduce electricity in these facilities will result in cost savings.

- B.V. Boy Scouts Park
- B.V. Marsh Creek
- Christina lake Lawn Bowling
- GF SPCA / AnimalControl/Bdry Museum Building
- Rivervale Park
- Rossland Trail Golf Course

2018: Top 5 Energy & GHG Contributors (ranked by energy use)		
Facility	Total Energy (GJ)	GHG Emissions (offsetable tCO ₂ e)
Grand Forks Aquatic Centre	6,688	247
Greater Trail Community Centre	6,033	206
Beaver Valley Arena	3,870	95
Waste Treatment Plant (Trail)	3,863	101
Grand Forks Arena	2,602	38
Total of These Facilities	23,055	688
Total Inventory	35,221	1,305

Data Source: SMARTTool 2018 file: RDKB-Internal Service Consumption Detail

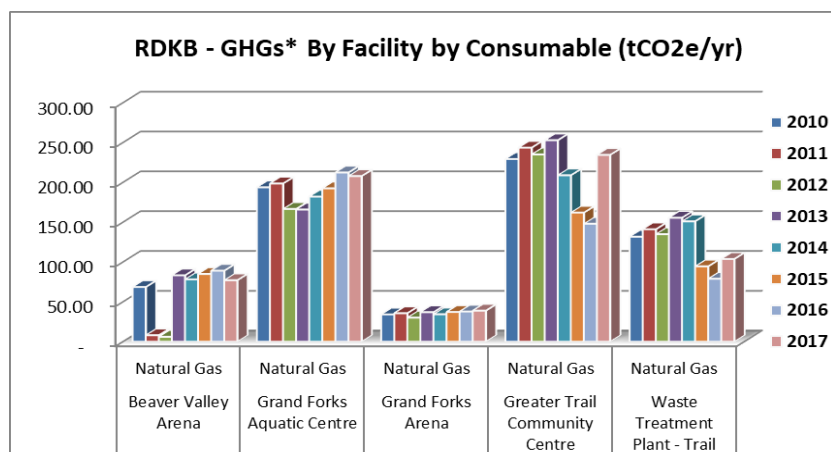
2008: Top 5 Energy & GHG Contributors (ranked by energy use)		
Facility	Total Energy (GJ)	GHG Emissions (tCO ₂ e)
Greater Trail Community Centre	6704	254
Grand Forks Aquatic Centre	4072	142
Beaver Valley Arena	3655	92
Grand Forks Arena	2827	39
Waste Treatment Plant (Trail)	2438	78
Total of These Facilities	19,698	605
Total Inventory	36,725	1,302

Data Source: CNK Project RDKB Operations Energy Consumption Greenhouse Gas Emissions Inventory 2008
(Note there are discrepancies in SMARTTool vs CNK data)

RDKB – Corporate GHG Reduction Plan

34

**2010 - 2017: RDKB Corporate GHG Emissions Recreation
(Top 5 Energy & GHG Consumers)**



GHG* = Emissions requiring offset purchase (to be Carbon Neutral)

Chart shows Natural Gas/Facility only since GHGs from Electricity are minimal (as noted in Table below)

Sum of Offsetable tCO₂e

Row Labels	2010	2011	2012	2013	2014	2015	2016	2017
Beaver Valley Arena	72.21	11.43	9.42	85.30	79.55	86.15	90.53	78.78
Electricity	3.68	3.46	3.46	2.07	1.41	1.30	1.49	1.70
Natural Gas	68.53	7.97	5.96	83.23	78.14	84.85	89.04	77.08
Grand Forks Aquatic Centre	197.01	201.40	169.59	167.56	183.24	193.67	213.62	209.15
Electricity	3.29	2.85	3.05	1.73	1.20	1.22	1.27	1.36
Natural Gas	193.72	198.55	166.55	165.83	182.03	192.45	212.36	207.80
Grand Forks Arena	37.58	39.28	33.74	38.74	35.52	38.47	39.07	40.17
Electricity	3.49	3.62	3.58	1.77	1.25	1.33	1.32	1.35
Natural Gas	34.09	35.67	30.16	36.97	34.27	37.14	37.75	38.82
Greater Trail Community Centre	232.64	246.94	238.09	254.81	210.20	163.39	149.32	235.97
Electricity	3.38	3.44	3.08	1.99	1.35	1.42	1.42	1.56
Natural Gas	229.26	243.51	235.01	252.82	208.86	161.97	147.90	234.41
Waste Treatment Plant - Trail	133.79	143.14	136.86	156.92	151.84	95.59	80.36	105.23
Electricity	2.10	2.08	2.03	1.36	0.79	1.16	1.48	1.53
Natural Gas	131.69	141.06	134.83	155.55	151.04	94.43	78.88	103.70
Grand Total	673.23	642.20	587.70	703.33	660.34	577.26	572.90	669.30

Data Source: SMARTTool file RDKB-Internal Services-Beta_Analytics-2018-08-08

Fleet

The RDKB Fleet Vehicle Replacement Policy guides managers to choose new fuel efficient vehicles and consider life cycle costing in their purchase.

The RDKB encompasses a huge geographical area so driving distances are large. Efforts have been made to carpool and use technology for virtual meeting in an effort to reduce trips. This practice should be enhanced to further reduce driving.



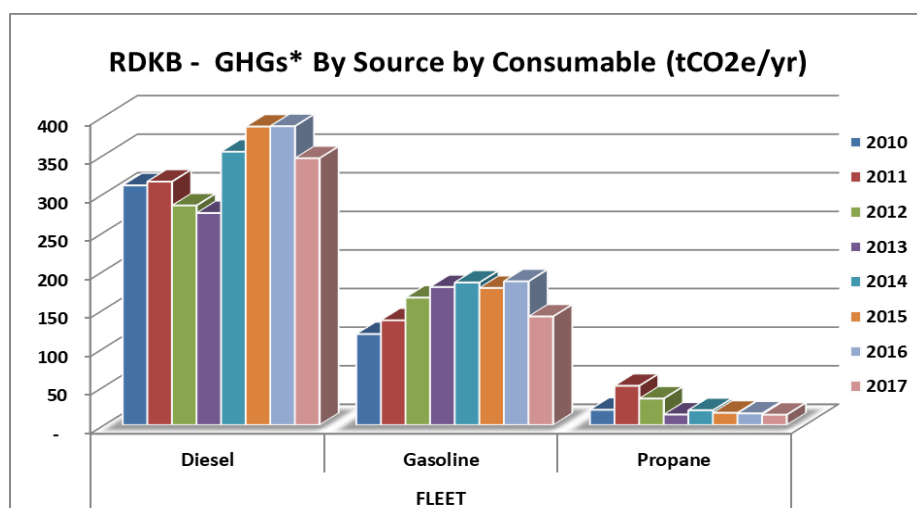
There is opportunity for RDKB to join Kootenay Carshare as a way to temporarily use vehicles (i.e., for summer students) rather than purchasing an underused fleet vehicle.

A mantra from the Carbon Neutral Government and for asset management in general is one “cannot manage what is not measured”. RDKB does not individually track vehicle performance through odometer reporting. This practice should be considered in a way to find efficiencies through both driver and vehicle performance. Further continued driver education and policies on idle free help reduce emissions from fleet.

Fuel Efficiency for Municipal Fleets is a handbook for achieving efficiency and emission reduction in the corporate fleet developed by the CNK project. Consideration into joining the E3 Fleet or similar program at www.e3fleet.com will provide support to the RDKB on fleet efficiencies.

The RDKB fleet emissions are generally reported in SMARTTool in two categories, Internal Services and Landfill Operations. It is assumed Fire Service vehicles are included in Internal Services. RDKB will consider tracking and reporting each fleet vehicle separately and in more detail to accurately understand the fuel consumption of each piece of equipment.

2010 - 2017: RDKB Corporate GHG Emissions Fleet



GHG* = Emissions requiring offset purchase (to be Carbon Neutral)

Note: Fire Service vehicles are assumed to be incorporated within Internal Services vehicles.

Sum of Offsetable tCO₂e

Row Labels	2010	2011	2012	2013	2014	2015	2016	2017
FLEET	448	502	484	467	558	580	588	499
Diesel	310	315	284	275	354	387	387	346
Gasoline	118	136	165	179	184	178	186	141
Propane	20	51	34	13	19	16	15	13
Grand Total	448	502	484	467	558	580	588	499

Data Source: SMARTTool file RDKB-Internal Services-Beta_Analytics-2018-08-08

Outdoor Lighting

RDKB owns some streetlights within the region. In 2018 the reported consumption of energy from lighting was 403 GJ. The associated GHGs from electrical streetlights is negligible. However, any electricity savings will be economic savings. LED lighting is more efficient and has lower maintenance costs. Though the fixtures are not owned by RDKB, the District does pay the energy bills. Encourage FortisBC, the owning utility, to change out light fixtures in the short term as an example in leadership and a way to reduce electricity demand.

Lighting under the control of RDKB in outdoor lots and indoor facilities should be maintained and fixtures changed out to be energy efficient.

Water and Wastewater

One large energy consumer at RDKB is the Trail Wastewater Treatment Plant (see its consumption details noted under “recreation” section). The treatment plant will benefit from an energy evaluation and retrofit to improve efficiencies. Methane capture has been investigated. In the future there may be potential to use the methane to heat the associated building.

Water conservation does support energy efficiency by reducing water demand and thus related efficiencies of treating, pumping, and circulating water. Education and behaviour of staff and community members help to enforce a water conservation culture. Within corporate facilities consider water-saving devices like low-flow toilets, tap sensors and waterless urinals.

Waste and Organics Diversion

Solid waste management and organics diversion have associated GHG emissions. Some of the operations are captured under contracted services. The Big White Transfer Station is an addition to RDCK operations since the 2008 report.

GHG reductions would be found in ensuring the staffed buildings at landfills and transfer stations are draft proofed and heated in an efficient manner. Timers for lighting and water saving fixtures contribute to energy saving measures. Equipment used in the service should be well maintained and fuel efficient.

The RDKB has implemented an organics diversion program and is eligible to claim GHG emissions reductions credits for this project. When organic waste is placed in a landfill it decomposes gradually creating a significant amount of methane due to the absence of oxygen. When organic waste is composted, it decomposes quickly and predominantly creates carbon dioxide because oxygen is made available. Methane is 25 times more potent than carbon dioxide, so thus can reduce GHG emission by over 90% in contrast to sending the same waste to a landfill.

Contracted Services

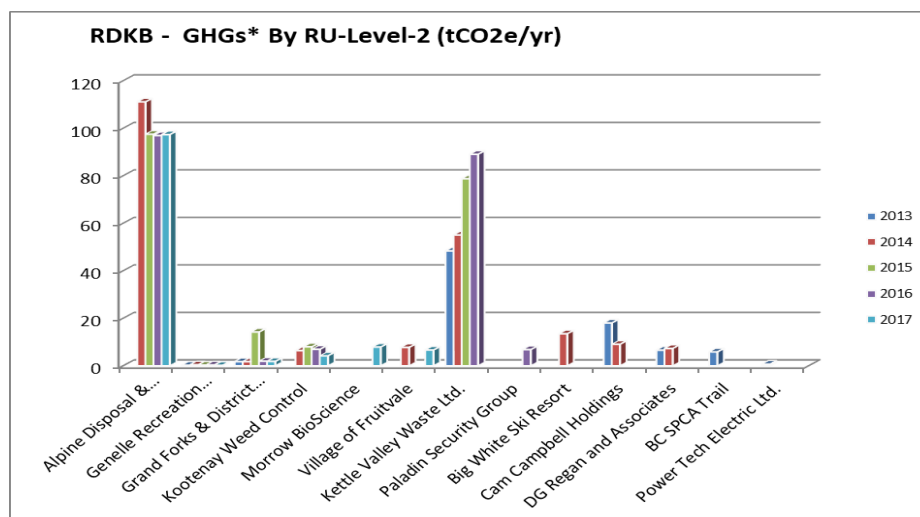
Emissions from contracted services such as recycling pickup and waste management do form part of the corporate inventory and are reported separately under the Carbon Neutral Government regulations. Since 2013, most contractors have provided their emissions data to the RDKB for reporting. In future all services will be required to do so through service agreements. Encourage service providers to reduce emissions that will result in cost savings and operational efficiencies.

See www.toolkit.bc.ca for resources on Carbon Neutral Local Government: *Guidance on Including Contracted Emissions in Local Government Corporate Inventories*. The Green Communities Committee, in partnership with local governments, has recently developed a step-by-step guidebook for local governments on how to account for emissions that are generated in the delivery of contracted traditional services.

RDKB – Corporate GHG Reduction Plan

38

2013 - 2017: RDKB-contracted services - GHG* emissions



GHG* = Emissions requiring offset purchase (to be Carbon Neutral)

Contract Services with lower GHGs are listed in the table but not shown in the chart

Sum of Offsetable tCO₂e

Row Labels	2013	2014	2015	2016	2017
Alpine Disposal & Recycling		111.1	97.5	96.9	97.3
Genelle Recreation Society	0.2	0.4	0.3	0.3	0.2
Grand Forks & District Library	1.7	1.7	14.2	1.9	1.8
Kootenay Weed Control		6.4	7.9	6.9	4.1
Morrow BioScience					7.9
Village of Fruitvale		7.7			6.6
Kettle Valley Waste Ltd.	48.3	55.0	78.7	89.0	
Paladin Security Group				6.8	
Big White Ski Resort		13.5			
Cam Campbell Holdings	18.0	9.0			
DG Regan and Associates	6.5	7.2			
BC SPCA Trail	5.8				
Power Tech Electric Ltd.	0.7				
Grand Total	81.3	212.0	198.5	201.8	117.8

Data Source: SMARTTool 2015 file: RDKB-Contracted Services-Beta_Analytics-2018-08-08

4.0 Plan Implementation

4.1 GHG Emissions Reduction Target

The Greenhouse Gas Reductions Targets Amendment Act, 2018 committed the province to reduce GHG emissions by 40% below the 2007 levels by 2030, by least 60% below 2007 levels by 2040 and 80% below the 2007 levels by 2050.

Leadership and commitment of the RDKB since 2008 in working on actions to reduce corporate emissions in its operations shows that RDKB on its way to meeting the provincial goals.

Through the analysis of SMARTTool and CNK data, in 2017 the RDKB has reduced its corporate GHG levels by 17% since 2008. To meet the provincial example, RDKB is in line to reach a manageable Corporate GHG reduction of 34% below the 2008 levels by 2024 through the implementation of this five-year plan.

Scenario	2008 Base Year Emission (from CNK)	Annual Corporate GHGs (2017)	GHG reductions since 2008	GHG reduction % (2008-2024)
Progress to date: BAU remain at 2017 GHG levels	1302	1083	219	17%
Behaviour (reduce by 55 tonnes)	1302	1028	274	21%
Behaviour and Energy Assessments (reduce by 120 tonnes)	1302	963	339	26%
Behaviour, Energy Assessments and Fleet Improvements (reduce by 185 tonnes)	1302	898	404	31%
Implement all, including deep retrofits for top 5 facilities (reduce by 220 tonnes)	1302	863	439	34%

4.2 Local Reduction Project Credits

Becoming Carbon Neutral, A guidebook for Local Governments in British Columbia provides the Green Communities Carbon Neutral Framework and outlines three options for local governments to achieve (or work towards) carbon neutrality. "Option 1 - Invest in a GCC Supported Project" provides opportunity to invest locally while also ensuring that the projects are credible and result in measurable GHG reductions. Five types of emission reduction projects (energy efficient building retrofits / fuel switching, solar hot water, household organic waste composting, low emission vehicles and forestry) that local governments could undertake are explained. Simplified formulas are provided to assist in measuring the GHG reductions from these projects. The guide, associated formulas and project profiles are found at <http://www.toolkit.bc.ca/resource/becoming-carbon-neutral-workbook-and-guidebook>. Details from the updated organic waste composting program profile are provided on the next page.

The RDKB now operates collection and composting of household organics in Grand Forks. This builds on the longstanding ban on garden waste that is in place across RDKB. This organics reduction project is provincially innovative as it is applied to a small community. A pilot neighborhood was started in January 2011 and the program expanded to the full community in October 2011. The project supports extending the life of the Grand Forks landfill with significant financial savings associated with the extension. The program engages the public and sets the stage for further climate-friendly actions. Organics diversion is uncommon in small communities and a side-benefit is that recycling has shown a significant improvement in the area.

In 2012, 247 GHG reductions occurred from the Grand Forks Organics Diversion pilot project. These reductions take place each year of the project and increase as the organics diversion project is expanded. From 2013 to 2015, the RDKB organics local reduction project credit was not reported on the CARIP forms however from 2016 it has been included reducing RDKB overall corporate GHG emissions balance.

In 2013, RDKB participated in the "Kootenay Energy Diet", a region wide home energy efficiency retrofit program coordinated by Fortis BC. Some participating KED communities financially supported the program and thus were able to claim one year of "local reductions" as a credit on their CARIP report. Should a similar residential retrofit campaign to support community reductions for homeowners be instigated in the future, the RDKB could be eligible to claim credits as a Local Reduction Project. Further discussion with FortisBC on support for this type of program is necessary.

Similarly, low emission vehicles can be another Local Reduction Project. Work to transform the Kootenay grid to support public electric vehicle use may also be credited as a Local Reduction Project.

Details on the identified examples are found in the GCC Carbon Neutral Framework as Option 1A: Project Profile Low Emission Vehicles and Option 1B: Project Profile Energy Efficient Building Retrofits and Fuel Switching. Collaboration with neighboring regions and potentially the concept of a shared Kootenay Corporate / Community Energy Manager could provide capacity to further investigate.

April 21st, 2015 – The GCC Option 1 Organics Waste Composting Profile has been updated with clarifying language on industrial, commercial and institutional (ICI) organics. Please note ICI organics are eligible under this project profile as long as a local government can demonstrate ownership of the GHG emission reductions.

Other recent updates to Version 3.0 of the Organics Waste Composting Project Profile provide guidance on estimating the amount of greenhouse gas emissions that can be reduced from a local government's corporate carbon footprint by diverting household organic waste into a centralized community composting system rather than sending it to a landfill.

Highlighted changes and clarifications to **Version 3.0** of the project profile include: the ability to enter individual diversions for both kitchen scraps and yard waste; the inclusion of multiple inputs for different composting project types for project emissions; the ability to project potential impacts of an organics program up to 100 years; a clearer more concise user interface and clarifications on crediting periods and approaches.

Calculating Emission Reductions

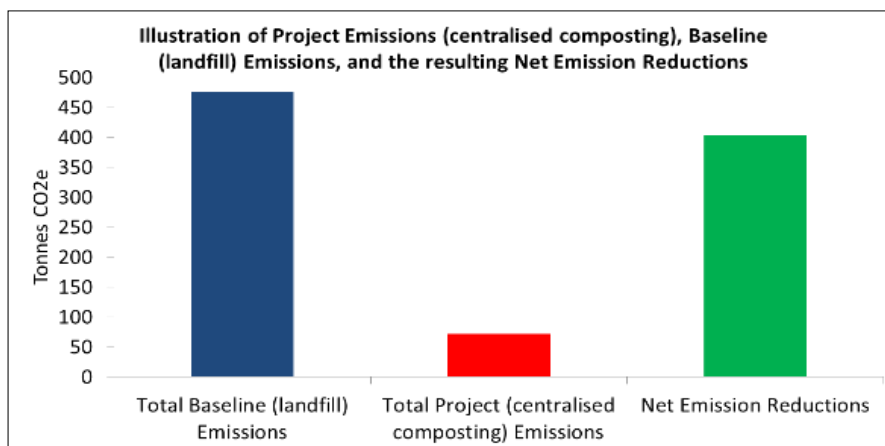
When organic waste is placed in a landfill, methane emissions occur gradually over 100+ years as the material decays (Baseline Emissions). In contrast, placing the same amount of organic waste in a centralized composting facility involves a rapid aerobic decay that generates far fewer emissions within a single year (Project Emissions). So when organic material is composted instead of going to a landfill, there is a reduction of emissions that would have occurred at the landfill in the future. This project profile provides an accounting approach to measuring these reductions over time in each year that they would have occurred.

Project Example

The following example illustrates the steps needed to estimate the Net Emission Reductions associated with diverting organic waste out of a landfill and into a basic forced aeration centralized composting facility. This is a hypothetical example meant to illustrate the potential GHG savings from a fictitious organics diversion project.

In 2012, a local government implements an organic waste composting system that diverts 300 tonnes of kitchen scraps and 300 tonnes of eligible yard waste out of a landfill that has a gas capture rate of 50%. In 2016, this example landfill is assumed to upgrade their gas capture rate of 75% (in line with the Landfill Gas Management Regulation – described in the next section) for the remainder of the life cycle calculations. Using this example, the figure below illustrates the Baseline Emissions that would have occurred if the waste was sent to a landfill represented by the blue bar. In contrast the red bar represents the Project Emissions that would be generated by instead diverting the 600 tonnes to a basic forced aeration centralized composting facility. The green bar represents the Net Emission Reductions of 403 tonnes, which is equal to the Baseline Emissions (475 tonnes) represented by the blue bar minus the Project Emissions (72 tonnes) represented by the red bar.

Illustration of the Net Emission Reductions from diverting 300 tonnes of kitchen scraps and 300 tonnes of yard waste from a landfill into a centralized composting facility in 2012.



The example above illustrates the Net Emission Reductions of 403 tonnes achieved from diverting organic waste in one year only—2012 in this example. The process would be repeated for each year that a project is in place. To ensure that lifecycle emission reductions are properly accounted for, the Total Baseline Emissions extrapolate 100 years of emissions that would have occurred at a landfill. This approach is consistent with offset protocols for organic waste diversion developed by Alberta and the U.S. EPA Landfill Gas Emission LandGEM Model.

Information Source: Green Communities Carbon Neutral Framework Option 1D: Project Profile Household Organic Waste Composting.

4.3 Estimated Emissions Reductions from Actions

The “Estimated Emissions Reductions Table” below provides estimates per department on where emissions could occur to reach the GHG reduction target of 34% below 2008 levels by 2024. Since 2008, RDKB has reduced emissions by 219 tonnes (17%). A further 219 tonnes of GHG emissions should be reduced from the RDKB Corporate Inventory by 2024 to reach the target. Note that the “potential for further reductions through refresh” column figures in the table have been arbitrarily assigned. This column will be more accurately recorded once information from facility energy audits are completed in the next few years.

Local Reduction projects, such as organics diversion, will offset emissions and provide further reductions to RDKB emissions reporting. Through actions within each department and local reduction projects, the RDKB can easily meet the reduction target of 34% below the 2008 levels by 2024.

Policy Initiatives & Actions	Base Year GHG Emissions (CNK 2008) tCO ₂ e	GHG Emissions (SMARTTool - 2017) tCO ₂ e	To Date: GHG Reductions (2008-2017) tCO ₂ e	To Date: Percentage Reductions by department (2008-2017)	Potential for Further Reductions through Refresh (2020-2024) tCO ₂ e	Total Percentage Reductions by department (2008-2024)
Administration	33	11	22	67%	1	69%
Recreation	558	606	44	-9%	95	8%
Fire Halls	92	128	-36	-39%	22	-15%
Fleet	535	495	40	7%	69	20%
Infrastructure	84	109	-25	-30%	33	9%
Organics	0	-226	-226			
Reporting correction	0	-40	-40			
Total	1,302	1,083	219	17%	220	34%

Data Source: Internal Service Consumption Detail 2017 and CNK 2008

4.4 Resource Requirements and Funding

Funding Your Community Energy and Climate Change Initiatives, a guide to funding for British Columbia local governments, October 2016 by Community Energy Association outlines current funding opportunities that would be available to the Regional District of Kootenay Boundary. The guide is updated regularly. A sample of programs from the guide, and other ideas of interest, are noted in the table.

RDKB – Corporate GHG Reduction Plan**44**

Program	Key Features
Climate Action Rebate Incentive Program (CARIP)	The Province reimburses 100% of the carbon tax paid to communities that have signed on to the Climate Action Charter and report their progress toward achieving their climate action goals.
RDKB Climate Action Reserve Fund	In lieu of purchasing offsets, the RDKB has been collecting \$25 per internal tonne of GHG into a Fund since 2013. The CARIP rebate is also collected in this Fund.
Clean Energy Vehicle for BC Program	Funding provided for leased or purchased fleet vehicles. Financial support for investment in EV charging infrastructure.
FortisBC Commercial Product Rebate Program	Financial support for corporate facilities to upgrade to more energy-efficient products during retrofit and replacement projects.
FortisBC Efficient Boiler Program	Rebates for installing high efficiency natural gas boilers in corporate facilities.
Gas Tax Agreement – Community Works Fund or Strategic Priorities Fund	Supports various local government projects including long term infrastructure plans.
FCM Green Municipal Fund	Grants and loans to support capital projects that reduce energy and GHG emissions. Annual competitive process for funding related to brown field redevelopment, energy, planning, transportation, waste and water.
Infrastructure Planning Grant Program	Support for development of sustainable community infrastructure and long term plans such as community energy plans, storm water management plans and water plans.
Columbia Basin Trust Regional Economic Trust	A variety of funding programs, three of which are most pertinent for environmental and infrastructure initiatives: Community Development Program, Environment Grants and Recreation Infrastructure Grants.
FortisBC Senior Energy Specialist	FortisBC provides funding to municipalities / regional districts for an energy coordinator.
Regional Community Energy Manager	Potential to develop for the RDKB or in partnership with RDCK the concept of a Community Energy Manager to support regional implementation of SCEEP and Corporate Energy Saving measures.
Climate Leadership Plan	Provincial Plan released in August 2016 with future announcements expected and to include FortisBC incentive for natural gas fleet conversions and EV incentives; Building incentives; and a 90% organics diversion target.

4.5 Monitoring and Reporting

The Regional District of Kootenay Boundary continues to measure the progress and impact of the reduction measures on GHG emissions as part of the annual CARIP reporting to the public. To support this practice, annually a dashboard of GHG emissions could be provided to the Board and individual departments through the analytics tools provided in the SMARTTool reporting tool.

Continue to celebrate and promote the successes of GHG reductions and analyse the setbacks. In 2024, when the actions from this plan have been implemented, refresh the document and set a plan in place for long term actions to approach the 2050 provincial target reductions of 80% below 2007 levels.

5.0 Recommendations

The Regional District of Kootenay Boundary is taking emissions reduction seriously and is on track to meet provincial target levels of 34% GHG reductions in their Corporate Operations by 2024.

The “Manager of Infrastructure and Sustainability” position was named since the CNK project. This Manager has an important role within the Regional District to continue to act as Program Champion for energy and GHG management purposes. The Manager will aid in successful implementation of this Plan and is responsible for working with Service Managers from each department to initiate activities and ensure that the annual work plan is progressing. It is important to continue the practice that the energy management activities of the Manager of Infrastructure and Sustainability be recognized as part of the Manager’s job descriptions and performance expectations.

To continue the GHG reduction trajectory that will meet and even exceed the target reductions by 2024, plan implementation is imperative. Annual reporting of SMARTTool dashboards to show progress by department will celebrate success and alert the RDKB of setbacks. Annual documenting of organics diversion and other local reduction projects will provide credits towards further GHG reductions.

Within the Corporation, reductions in GHGs will result in energy and cost savings as well. Continue to monitor and report on progress. Detailed monitoring is beneficial, particularly within fleet operations to show where specific improvements can be made.

And as exemplified by the CNK Project, a regional collaborative approach to Energy and Emissions Management with member municipalities and neighbouring jurisdictions, through joint procurement practices, educational opportunities and potentially Regional Community Energy Management will continue the leadership role of the RDKB in reducing corporate and community GHG emissions and benefit the entire region.

As with the CNK Project and this Corporate GHG Reduction Plan Refresh, the RDKB continues to show commitment to climate action through its current deliberations on: joining the FCM’s Partner’s for Climate Protection; becoming a member organization of the Community Energy Association; and reviewing a contract approach to RDKB Corporate and Community Energy Management.

Appendix 1 Action Plan Descriptions and Implementation Plan

Action categorized by workshop group as a "yes" **Y**
 Action categorized by workshop group as a "maybe" **M**

ACTIONS	In place?	Year to Implement					IMPLEMENTATION NOTES
		2020	2021	2022	2023	2024	
1 Building Operations							
1.1 Commit to building the most energy efficient facilities	Y						<input type="checkbox"/> Action Implemented <input type="checkbox"/> See “Green Building Policy” <input type="checkbox"/> RDKB Administration building is LEED Silver 2013.
1.2 Optimize siting and orientation of new buildings	Y						<input type="checkbox"/> Action Implemented <input type="checkbox"/> See “Green Building Policy” <input type="checkbox"/> No major RDKB construction projects planned in near future.
1.3 Require an evaluation of Alternative Energy Sources for new construction and major renovations	Y						<input type="checkbox"/> Action Implemented <input type="checkbox"/> See “Conservation Opportunities Policy” <input type="checkbox"/> See “Green Building Policy” <input type="checkbox"/> No major RDKB construction projects planned in near future.

ACTIONS	In place?	Year to Implement					IMPLEMENTATION NOTES
		2020	2021	2022	2023	2024	
1.4 Conduct energy assessments / audits of existing RDKB facilities				Y			<input type="checkbox"/> Ensure energy audits done for buildings. Priority is the top 5 energy consumers (not all buildings have had audits). <input type="checkbox"/> Fund energy audits through CARIP funds or by service; or through cost sharing with or / rebates from FortisBC; or as part of asset management planning grants. <input type="checkbox"/> Audits have been done for Grand Forks Aquatics Centre and Beaver Valley Arena; these could be updated or enhanced. <input type="checkbox"/> Review Grand Forks Administration office for heat loss, new windows, weather-stripping, insulation. <input type="checkbox"/> Consider asset management and full Life Cycle costing of facilities, including energy consumption; everything must be replaced at the end of its lifespan <input type="checkbox"/> Develop energy reduction vs. cost scenarios for improvements to buildings <input type="checkbox"/> Note that "Buildings & infrastructure" account for ~75% of the 2017 RDKB emissions
1.5 Complete energy improvements identified by previous audits or studies			Y				<input type="checkbox"/> Work in progress and part of the 5-year plan. <input type="checkbox"/> Finalize funding arrangement for audits.

ACTIONS	In place?	Year to Implement					IMPLEMENTATION NOTES
		2020	2021	2022	2023	2024	
1.6 Incorporate energy management into annual building maintenance procedures			Y				<input type="checkbox"/> To be done for all facilities and as part of regular safety check by Service Managers. <input type="checkbox"/> Linked to asset management project <input type="checkbox"/> See appendix for sample checklist <input type="checkbox"/> Report this initiative in annual CARIP reporting <input type="checkbox"/> Some services have procedure in place and look at energy management as part of monthly inspections. <input type="checkbox"/> Include WWTP and water facilities
1.7 Complete Further Improvements to the Top 5 facilities						Y	<input type="checkbox"/> Action is outstanding from 2010 "RDKB Corporate Greenhouse Gas Emissions Reduction Plan" <input type="checkbox"/> Grand Forks Aquatic Centre worked with FortisBC on energy audit. <input type="checkbox"/> Used heat recovery and solar at the pool <input type="checkbox"/> There may be an old audit on the facility from time heat recovery introduced (circa 2007) <input type="checkbox"/> Review potential for geothermal <input type="checkbox"/> Potential for improvement with roof top ventilation units and natural gas consumption for space heating. <input type="checkbox"/> Develop plan for each Top 5 facilities based on audits and integrate plan into service work plan and 5 year budget. <input type="checkbox"/> Beaver Valley Arena audit completed and projects are being implemented

ACTIONS		In place?	Year to Implement					IMPLEMENTATION NOTES
			2020	2021	2022	2023	2024	
2 Fleet Operations								
2.1	Help staff reduce the emissions associated with commuting to work			Y				<ul style="list-style-type: none"><input type="checkbox"/> Some facilities are provided but could be enhanced; this shows corporate leadership.<input type="checkbox"/> Bike rack and Level 1 EV charging/block heating available at RDKB Trail office.<input type="checkbox"/> The corporation is not to be seen as subsidizing personal vehicle charging.<input type="checkbox"/> Shower facilities are provided for staff if use active transport
2.2	Refresh RDKB Vehicle Purchasing Policy		Y					<ul style="list-style-type: none"><input type="checkbox"/> See "Fleet Vehicle Replacement Policy"<input type="checkbox"/> Refresh policy in 2018 to include all vehicles including fire trucks, loaders, maintenance vehicles and equipment.<input type="checkbox"/> Integrate and update Life Cycle costing component in policy and ensure vehicle meets the minimum service requirements.<input type="checkbox"/> Note "Conservation Opportunities Policy" for life-cycle costing in infrastructure capital and operational decision making process.<input type="checkbox"/> Outline pros and cons of GHG reductions, cost, normal vehicle life expectancy, complexity of technology being introduced to the system and fuel efficiency in purchase review of all new and especially large vehicles.<input type="checkbox"/> Review following the Low Carbon Transportation review

ACTIONS	In place?	Year to Implement					IMPLEMENTATION NOTES
		2020	2021	2022	2023	2024	
2.3 Implement an efficient vehicle use initiative	Y						<input type="checkbox"/> Action Implemented <input type="checkbox"/> Refresh with driver training for all staff. <input type="checkbox"/> See "Fuel Efficiency for Municipal Fleets" developed through CNK project. <input type="checkbox"/> Fleet tracking has been introduced in 4 vehicles. <input type="checkbox"/> Instigated routine checks of vehicles, driver training for fuel efficiency, aggressive anti-idling program and reduction in travel needs through IT. <input type="checkbox"/> Partner with neighbouring municipalities for regional driver training. <input type="checkbox"/> RDKB provides driver training annually to prepare for winter
2.4 Investigate joining an efficient fleet certification program			M				<input type="checkbox"/> Investigate the E3 or NRCan Fleetsmart programs; with support of CEA.
2.5 Develop monitoring program for fleet fuel consumption			M				<input type="checkbox"/> Review benefits of tracking km as part of fuel consumption to understand vehicle performance. <input type="checkbox"/> Consider implementing a process to report fuel consumption per vehicle in addition to per department. <input type="checkbox"/> See "Fuel Efficiency for Municipal Fleets" developed through CNK project.
2.6 Conduct a fleet routing review						Y	<input type="checkbox"/> Action not under consideration <input type="checkbox"/> Most collection is contracted out; limited options in routing. <input type="checkbox"/> RDKB collects from transfer stations; does work to combine trips and avoid empty hauls

ACTIONS	In place?	Year to Implement					IMPLEMENTATION NOTES
		2020	2021	2022	2023	2024	
2.7 Encourage efficient use of personal vehicle				Y			<input type="checkbox"/> Action not under consideration <input type="checkbox"/> RDKB personnel not permitted to used personal vehicles unless very rare circumstance. <input type="checkbox"/> Corporate vehicles are used for business trips. <input type="checkbox"/> Personal awareness for staff
2.8 Consider Car Share as alternative to fleet vehicle		Y					<input type="checkbox"/> Action noted for future reference <input type="checkbox"/> Incorporate in the Low Carbon Transport review <input type="checkbox"/> This is an option used in other jurisdictions for short term vehicle use; i.e., RDCK summer students use a Kootenay Carshare truck. www.carsharecoop.ca
3 Infrastructure							
3.1 Conduct energy focused operational review of infrastructure	Y						<input type="checkbox"/> Action implemented <input type="checkbox"/> See "Conservation Opportunities Policy" <input type="checkbox"/> Encourage FortisBC to change out streetlights owned by the utility to LED. Ongoing <input type="checkbox"/> Electricity consumption and costs were substantially reduced in Rivervale after streetlight conversion to LED.
3.2 Evaluate energy recovery opportunities and carbon offset potential for the Trail WWTP	Y						<input type="checkbox"/> Action implemented <input type="checkbox"/> See "Conservation Opportunities Policy" <input type="checkbox"/> FortisBC has reviewed cost-benefit of installing gas facility for selling the methane gas; determined not feasible. (project is: capture, clean, compress and add the methane to the FortisBC gas line) <input type="checkbox"/> RDKB vents and burns methane

ACTIONS	In place?	Year to Implement					IMPLEMENTATION NOTES
		2020	2021	2022	2023	2024	
3.3 Organics Diversion – Phase 1	Y						<input type="checkbox"/> Began in 2012 <input type="checkbox"/> See “Zero Waste Policy” <input type="checkbox"/> Each project could be looked at as a separate project under CARIP reporting. <input type="checkbox"/> Review how projects can be recognised for offset credits (see section 4.2 of document). <input type="checkbox"/> Organics are contracted out; reporting on fuel consumption for organics (and recycling) to be added to service contract; encourage route review by contractors for fuel conservation if appropriate <input type="checkbox"/> Review CARIP reporting; backdate and receive local reduction project credits for 2013 to present.
3.3 Develop Organics Diversion Strategy – Phase 2		Y					<input type="checkbox"/> See “Zero Waste Policy” <input type="checkbox"/> Develop strategy to cover Organics Diversion in the Lower Columbia and the expansion of GF organises <input type="checkbox"/> Strategy is drafted and grants submitted.
4 Purchasing and Corporate Leadership							
4.1 Encourage Green Procurement - Incorporate energy considerations into purchasing policies	Y						<input type="checkbox"/> Action Implemented. <input type="checkbox"/> See “Corporate Sustainability Initiatives Policy”
4.2 Incorporate Life Cycle Costing into operational decision making	Y						<input type="checkbox"/> Action Implemented. <input type="checkbox"/> See “Corporate Sustainability Initiatives Policy”

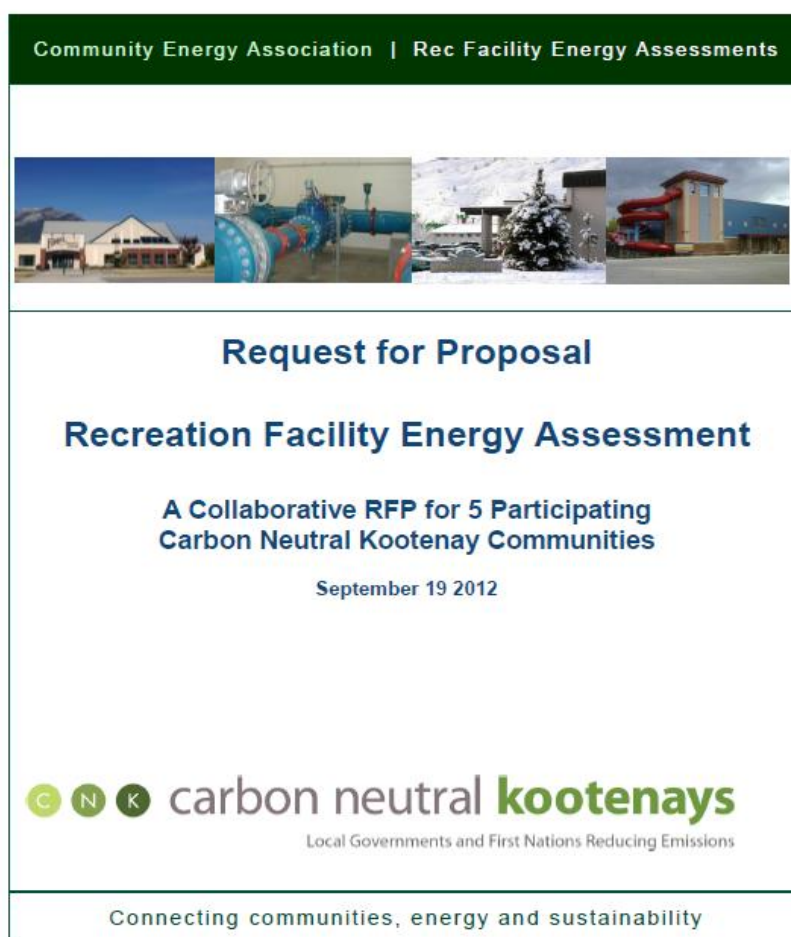
ACTIONS	In place?	Year to Implement					IMPLEMENTATION NOTES
		2020	2021	2022	2023	2024	
4.3 Supply Chain - Incorporate emissions tracking requirements into agreements with RDKB service providers			Y				<input type="checkbox"/> Contractors have been emailed and asked to provide information retroactively. Not all in compliance. <input type="checkbox"/> Each service manager will require this of contractors when agreements renewed. <input type="checkbox"/> See Appendix 3 for service contract wording <input type="checkbox"/> Note requirement of this action is documented in "Conservation Opportunities Policy".
4.4 Encourage staff to develop new GHG reduction measures			Y				<input type="checkbox"/> See "Corporate Sustainability Initiatives Policy" <input type="checkbox"/> Staff do provide ideas to save money <input type="checkbox"/> Management team reviews and provides/encourages good ideas directly to management meetings.
4.5 Offset air travel and out of region travel				M			<input type="checkbox"/> Not under consideration
4.6 Reduce need for staff travel			Y				<input type="checkbox"/> Action in progress <input type="checkbox"/> Remote meetings have been established and conference facility at Grand Forks will reduce need for travel. <input type="checkbox"/> Work on improving microphones and enhancing use of virtual meetings at staff meeting level. <input type="checkbox"/> Review opportunity to reduce need for staff to travel to all the Board meetings.
5 Implementation							
5.1 Identify Staff Member as the Owner of the plan	Y						<input type="checkbox"/> Action Implemented <input type="checkbox"/> Manager of Infrastructure and Sustainability is responsible.

ACTIONS	In place?	Year to Implement					IMPLEMENTATION NOTES
		2020	2021	2022	2023	2024	
5.2 Assign the CARIP grant into an energy conservation fund	y						<input type="checkbox"/> RDKB Climate Action Reserve Fund bylaw in place. Rather than purchasing external offsets to achieve carbon neutrality, since 2012, the RDKB requires that all services pay \$25 per carbon tonne into the reserve fund. The fund balance is at about \$100,000. <input type="checkbox"/> CARIP funds received annually go directly into ongoing energy conservation activities.
5.3 Establish a GHG reduction target	y						<input type="checkbox"/> To be reviewed in conjunction with this plan. <input type="checkbox"/> Engage ongoing support or contract for Community / Corporate Energy Management in the RDKB. <input type="checkbox"/> Include local reduction projects in current and past years of CARIP reporting. <input type="checkbox"/> Review application to FCM's Partner's for Climate Protection <input type="checkbox"/> Workshop participants noted websites such as www.dlsc.ca on solar community and www.groundswellnetwork.ca showcase projects on corporate emission reductions.
5.4 Develop an administrative system for tracking corporate emissions and report on progress	y						<input type="checkbox"/> Action Implemented <input type="checkbox"/> SMARTTool used.
5.5 Reconfirm Vehicle Fuel Tracking System suitability for carbon reporting	y						<input type="checkbox"/> Tracking done by Finance Department for CARIP reporting <input type="checkbox"/> Consider implementing process to report fuel consumption per vehicle rather than per department

Action categorized by workshop group as a "yes" **Y**
 Action categorized by workshop group as a "maybe" **M**

Appendix 2 Assessment RFP Template

This sample is the Recreation Facility Energy Assessment RFP produced September 2012 as a joint procurement opportunity for 5 recreation facilities through the Carbon Neutral Kootenays Project. An example is also available for general buildings.



Definitions

Throughout this RFP, terminology is used as follows:

1. Community Energy Association: May be referred to throughout this document as “CEA”
2. Carbon Neutral Kootenay: May be referred to throughout this document as “CNK”. This is the project name under which the Recreation Facility Energy Assessments will be coordinated. CNK is a project managed and coordinated by Community Energy Association.
3. Participating Local Governments: Refers to the five municipal partners involved in the municipal building energy assessment and includes: City of Trail, Regional District of Kootenay Boundary, Regional District of East Kootenay, City of Kimberley and City of Cranbrook.
4. Request for Proposal (RFP): An invitation to Proponents to offer their goods and/or services for the purposes and requirements specified.
5. “RFEA”: Acronym used to refer to the municipal building energy assessment project.
6. Recreation Facility: In the context of this RFP, refers to a building, complex or facility that contains a pool, rink and/or curling rink.
7. Consultant: The company and/or organization submitting a proposal under the terms and conditions of this RFP. Synonymous with Proponent.
8. Proposal: The written response of a Proponent to this RFP
9. Contract: The legally executed agreement between the Consultant and Community Energy Association.

Contents

1	INVITATION	57
2	PROPOSER REQUIREMENTS	57
2.1	Proponent Contact	57
2.2	Format of Proposals	57
2.3	Solicitation of Participating Local Governments	57
2.4	Questions and Clarifications	57
3	CONSULTANT QUALIFICATIONS	58
4	SCOPE OF SERVICES	58
4.1	Local Governments	58
4.2	Background information collection	60
4.3	Municipal Building Energy Assessment	60
4.3.1	Objectives	60
4.3.2	Technical Scope	60
4.3.3	Site Visit	61
4.3.4	Report	61
4.4	Assessment Report Format	Error! Bookmark not defined.
5	PROPOSAL CONTENT	61
6	SELECTION PROCEDURE	61
7	GENERAL	62
8	APPENDIX – Emission Factors	62

INVITATION

The Community Energy Association (CEA) is requesting proposals from qualified Consultants to provide professional services for the performance of recreation facility energy assessments for 5 Participating Local Governments. These energy assessments will provide detailed recommendations to the Local Governments regarding opportunities for energy efficiency, cost saving, and GHG reducing measures in their recreation facilities, including: energy management, mechanical system and lighting upgrades, heat recovery, and alternative energy applications. Work is expected to commence in October, 2012.

A detailed scope of services is provided below.

Proposal submissions are to be provided in digital form, in Adobe Acrobat .pdf format to:

Dale Littlejohn
Executive Director of the Community Energy Association
Email: dlittlejohn@communityenergy.bc.ca
Subject Line: RFP – Municipal Building Energy Assessment

Closing Time is October 11th at 2:00 P.M., Pacific Daylight Time. Proposals will not be opened prior to that time and proposals received after that time will not be considered.

PROPOSER REQUIREMENTS

Proposer Contact

It is assumed that the contact information used to distribute this RFP to your firm is the appropriate contact to use for further communication pertaining to this RFP. CEA will communicate with Proposers to provide addenda and/or clarifications with respect to this RFP where appropriate. If necessary, please provide alternative contact information to CEA at the contact provided above.

Format of Proposals

Proposals are to be submitted electronically, to the email address provided in Section 1. Proposals are to be submitted in English, and are to be no more than 10 pages, not including Appendices, which are limited to Proposer resumes, a summary table of effort by individual and discipline, and references (up to 2 pages). Proposals shall adhere to Section 5 – Proposal Content.

Solicitation of Participating Local Governments

Consultants and their agents shall not contact any member of the Participating Local Governments with respect to this RFP anytime prior to the award of the project. All communication regarding this RFP shall be conducted through CEA. CEA may reject the Proposal of any Consultant that makes any such contact to a Participating Local Government.

This RFP has been prepared by CEA, on behalf of the Participating Local Governments. Solicitation of individual Participating Local Governments by Consultants or their agents with respect to the scope of work identified in this RFP shall be a breach of the conditions of this RFP.

Questions and Clarifications

The Proposer may submit questions by email to the contact listed in Section 1 of this RFP at least four business days prior to the Closing Time of this RFP. Written responses may be provided, and shared with all Proposers at the discretion of CEA. Any addendums to this RFP shall be communicated to all Proposers by email.

CONSULTANT QUALIFICATIONS

The Consultant must have the following minimum qualifications:

1. References for proposed key staff from similar projects for rinks and indoor pools.
2. At least one team member with 8+ years experience in building energy audits with large commercial and institutional buildings.
3. . Proponent must provide examples of prior projects that have involved municipal pools and rinks, and will demonstrate examples of the recommendations, opportunities and estimated energy and emission reduction that were identified. Examples should include projects focused on standalone rinks, standalone pools, and facilities with both a pool and rink (rec complex).
4. A minimum of 10 recent projects conducting energy audits on pools, rinks, arenas and recreation centers with local governments demonstrating familiarity with the Climate Action Charter and the Methodology for Reporting B.C. Local Government Greenhouse Gas Emissions.
5. Experience in obtaining utility and government grant funding and rebates.

SCOPE OF SERVICES

Local Governments

The CNK project is comprised of 28 Kootenay municipalities, five First Nation communities and three Regional Districts. As such, the CNK project offers great opportunity for collaborative effort in procuring and implementing actions that assist Local Governments and First Nations in addressing energy and emission reduction.

All CNK Local Governments have signed the Climate Action Charter, and most have completed a Carbon Neutral Action Plan. Through that planning process, many local governments identified building energy assessment opportunities as a near-term action on which future prioritization of projects, and allocation of budget can be determined.

The Recreation Facility Energy Assessment initiative is an ideal opportunity for collaborative action. The Consultant will perform energy assessments for the facilities as identified in Table 4.1-1. Square footage and general use of the building are provided to indicate the size of each facility. Energy consumption data is available for years 2008-2010 at minimum, as compiled for the Carbon Neutral Kootenay GHG inventory. Most municipalities will also have 2011 data compiled, either through the CNK spreadsheet, or their SMARTTool account. CNK will work with the municipalities to assist in data collection as necessary.

Table 0-1. Participating Local Governments in the Recreation Facility Energy Assessment

Local Government	Facility	SQ Footage	Building Description
City of Trail	Trail Memorial Centre (Arena/Multi-purpose)	150,000 sq. ft.	The Memorial Centre houses two ice surfaces, a large gymnasium, racquetball and squash courts, several meeting rooms, a large scale commercial kitchen complete with freight elevator, the hockey "Hall of Memories" and the Trail and District Public Library
Regional District of Kootenay Boundary	Beaver Valley Arena, Fruitvale BC (Arena)	34,989 sq. ft.	Arena, seats approximately 600 spectators. Runs on both natural gas and electricity. Refrigeration plant runs on Freon. The roof is aluminum, however there is insulation on the inside (Alumazorb). Rink is open from September - April. Built in the 70s. In addition to change rooms, the building houses an administration office, a meeting room and two concessions.
Regional District of East Kootenay	Eddie Mountain Arena, Invermere BC (Arena)	35,100 sq. ft.	
City of Kimberley	Kimberley Civic Centre (Arena)	45,067 sq. ft.	Civic Centre was built in 1960/61. Used all year, but has ice about 8.5 months a year.
	Marysville Arena (Arena)	Arena and iceplant: 26,527 sq. ft. Zamboni room: 334 sq. ft.	Marysville Arena was built in early 1970's. The Arena has ice for about 6 months of the year.
	Kimberley Aquatic Centre (Pool)		Assessment of controls only. City would like a review of digital control system, and overview of set-points with operators.
City of Cranbrook	Cranbrook Recreation Complex (Pool/Arena/Multi-purpose)	137,000 sq. ft.	Constructed in 2000. Three-story facility includes: 8 lane 25-meter lap pool; wave pool with spray features; steam room; sauna; hot tub; change rooms; 5 arena change rooms; 4672-seat hockey arena; locker room; 4 arena concessions; 150 person capacity restaurant; 2 meeting rooms; staff offices; squash court; storage rooms; 5 spaces for leased businesses.

Preliminary data collected for the year 2010 indicates cumulative electricity consumption of * 6,752,648 kW, natural gas consumption of 36,110 GJ and propane consumption of 1,147 GJ. Approximate GHG emission total is 2087 t CO₂e for all buildings in the table above.

* Electricity for one facility is not available at this time. This gap will be addressed upon project startup.

Background information collection

All Participating Local Governments have a greenhouse gas emissions and energy inventory which has been compiled as part of the Carbon Neutral Kootenay project. Data from this inventory will be provided to the Consultant upon project startup, and includes a breakdown of energy type by facility for most local governments.

The following additional information can be provided to the Consultant by the Participating Local Government upon request and as available:

- Other studies, audits or previous energy retrofits that have been completed on the buildings
- Facility O&M protocols
- Additional energy consumption data
- Contacts for facility managers and operators

Recreation Facility Energy Assessment

The Proponent is expected to submit one proposal which encompasses the proposed workplan for all 5 Participating Local Governments. A summary table which indicates the cost breakdown by Local Government shall be provided for budgeting purposes. Please note that the cost estimate for Regional District of Kootenay Boundary should be separated by community (i.e. Beaver Valley Arena quote separate from the 3 Grand Forks facilities). The selected Consultant will be required to produce one energy assessment report for each Participating Local Government. The following section outlines the expectations for those reports.

Objectives

The objective of the RFEA is to identify tangible opportunities for CNK Local Governments to move forward with implementing actions that result in measurable energy and emission reductions. The RFEA Reports should identify a number of opportunities (low-cost/short payback to higher-cost actions) to improve energy efficiency, reduce energy cost, reduce GHG emissions, improve facility operation and recover heat where possible. The reports should be prepared in a manner that allows local governments to pursue funding opportunities for implementation, and should therefore include cost estimates and energy and emission reduction estimates (see Section 4.3.5 for further details).

Technical Scope

The Consultant must possess the technical capabilities to identify opportunities for greenhouse gas emission and energy reduction in the following systems within the recreation facilities:

- Mechanical Systems: HVAC systems, distribution systems, energy management, iceplant (brine pump) systems, heat/cool pump; heat recovery/dehumidification opportunities and control systems.
- Lighting Systems: Indoor/outdoor, ice rink and natatorium-appropriate lighting, lighting controls, emergency lighting, etc.
- Energy Management Control Systems: Direct digital controls, motion sensors, thermostats, etc. Assessment and operator training/review of control systems (4.3.4)
- Water Systems: Domestic water consumption (washrooms/shower facilities), and solar hot water opportunities (where applicable)
- Alternative energy: Potential alternative energy opportunities where applicable (solar, biomass, air source/ground source heat pumps)
- Building envelope: Insulation levels, fenestration, infiltration, solar wall ventilation air preheating, daylighting, etc.

Consider the assessment of the building as a system, acknowledging the cross-effects of recommendations and opportunities (i.e. the impact on heating needs with the installation of highly efficient lights). Cross-effects should be considered when assessing the overall net energy-savings of the recommendations.

Site Visit

The Consultant will conduct a site visit and building assessment for each of the buildings listed in table 4.1-1. Travel to the region should be limited to one trip, conducting a tour of all participating Local Governments, with efforts made to keep travel efficient and cost-effective.

Operator Consultation

As part of the site visit (4.3.3) the Proponent will consult with the facility operators to review all control systems and discuss control set points for optimal efficiency. Where possible, the Proponent will work with the operator to identify opportunities for enhanced facility operation through control system adjustments.

Report

One Report shall be compiled for each Participating Local Government. The Recreation Facility Energy Assessment Reports should include the following, at minimum:

1. Description of each building, including:
 - a. Physical characteristics
 - b. Condition, age and current use
 - c. Construction type
2. Summary of the energy and emissions baseline for each facility, broken down by fuel type and major end-use (lighting, heating, etc.) where possible. Summary of energy intensity and comparison to similar buildings should be provided.
3. Opportunity assessment for energy saving and emission reduction opportunities for each building, to a detail comparable to an ASHRAE Level II assessment though focused on key likely opportunity areas (not plugload etc):
 - Low-cost/short-term and higher-cost/long-term opportunities (i.e. Operational Management opportunities, as well as Energy Conservation Measures)
 - For each opportunity, estimated energy reduction potential by energy type
 - For each opportunity, estimated GHG emission reduction potential
 - Estimated cost of each action, and associated cost savings
 - Estimated pay-back (high level estimate only, noting assumptions)
 - Prioritization of opportunities, with recommended sequence for implementation
 - Identification of potential grants or incentives where applicable

Summary table of Opportunities and Appendices (including energy calculations/equipment specifications/cost estimate for each recommendation) are to be included in the final Report.

PROPOSAL CONTENT

Proposals shall be limited to 10 pages (8-1/2" by 11" sheet), and shall include the following sections:

1. The proposed project team with the proposed project manager and key project staff.
2. Consultant's related recreation facility assessment experience.
3. Project approach, workplan and understanding
4. Consultant's proposed project completion schedule and fee schedule. Please provide a summary with fixed fee per Local Government, including travel and expenses.

A table of estimated effort by individual and discipline, and up to 2 pages of references for similar projects, and project team resumes shall be allowed as an attachment to the letter proposal, and may be in addition to the 10 pages.

SELECTION PROCEDURE

A selection committee will review proposals from responding firms. The firm selected to do the work will be expected to enter into a contract with the Community Energy Association (CEA).

A firm will be selected based on the following criteria:

1. Project approach and understanding (33%)
2. Project team's related experience (33%)
3. Estimated fees and costs, and proposed schedule for the work. (33%)

GENERAL

The Community Energy Association (CEA) reserves the right to evaluate the submitted proposals, waive any irregularity therein, and to select any firm that submits a proposal to do the work and/or reject any or all proposals should it be deemed in the best interest of the Carbon Neutral Kootenays Recreation Facility Energy Assessment initiative.

All questions related to this proposal should be directed to:

Dale Littlejohn, Executive Director, Community Energy Association,
email: dlittlejohn@communityenergy.bc.ca

APPENDIX – Emission Factors

The following emission factors are to be used in calculating emission and reduction potential for recreation facilities.

Emission Factors for Stationary Sources*		
Fuel Type	Measurement	Emission Factor (tCO ₂ e)
Natural Gas	GJ	0.0503
Natural Gas	m ³	0.0019
Propane	L	0.0015
Diesel Fuel	L	0.0028
Emission Factors for Electricity**		
Utility	Emission Factor (tCO ₂ e/GWh)	Emission Factor (kg/GJ)
BC Hydro	25	6.9
FortisBC	6	1.7
Nelson Hydro	3	0.8

* Emission factors obtained from Draft Methodology for Report B.C. Local Government Greenhouse Gas Emissions. (Province of BC)

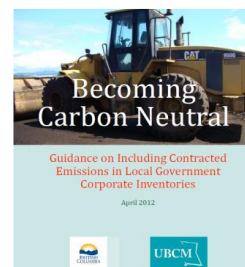
Note: BC Hydro emission factor is based on a 3-year average from 2007, 2008 and 2009 reported factors.

Appendix 3 Service Contract Language

Source: *Becoming Carbon Neutral: Guidance on Including Contracted Emissions in Local Government Corporate Inventories*, April 2012 found at www.toolkit.bc.ca

A sample contracted Emissions Template is available online at <http://www.toolkit.bc.ca/carbon-neutral-government>

Sample Contract Language:



VEHICLE AND FUEL DATA

Requirement for fuel consumption data provision

Commencing on *(start date)* the *(name of local government)* will require *(name of contractor)* to communicate the quantity of fuel used to operate vehicles, equipment and machinery as part of the delivery of the services described in this contract on a *(frequency of reporting)* basis. Fuel consumption associated with the provision of these services must be provided to the *(name of local government)* within thirty (30) days of the following dates: *(dates on which fuel consumption data will be required by the local government)*.

Data provided should include the following information:

- Number of vehicles, by vehicle class, used to deliver the contracted service (heavy duty, light duty, off road);
- Type of fuel consumed by each vehicle class (e.g. diesel / gasoline / natural gas / ethanol blend/ biodiesel blend); and
- Litres of fossil fuels consumed in relation to the service delivered under the contract in each vehicle class, up to the dates specified above.

FUEL CONSUMPTION DATA

Requirement for fuel consumption data provision

Commencing on *(start date)* the *(name of local government)* will require *(name of contractor)* to communicate the quantity of fuel used to operate vehicles, equipment and machinery as part of the delivery of the services described in this contract on a *(frequency of reporting)* basis. Fuel consumption associated with the provision of these services must be provided to the *(name of local government)* within thirty (30) days of the following dates: *(dates on which fuel consumption data will be required by the local government)*.

Appendix 4 Sample Maintenance Checklists

Below are two versions of sample Energy Management Procedure Checklists that the Service Managers could incorporate into routine building safety checks.

Sample 1:

Building System Optimisation – Simple Energy Efficiency Retrofit Measures

Space heating / cooling

- ☐ Building envelope sealing – caulk and draught proof around windows and doors, and other gaps on exterior walls.

Lighting, appliances, equipment

- ☐ Replace all incandescent bulbs with ENERGY STAR® compact fluorescent light bulbs or LEDs.
- ☐ Improve safety and energy efficiency by converting Exit signs to LED. For Exit signs use LED products that use aluminum, indium, gallium and phosphorus LEDs, referred to in the trade as AllnGaP – these maintain their brightness longer than those using older technologies.
- ☐ Put vending machines on a vending miser – a device with a motion sensor so that it only switches on when people are present.
- ☐ Plug certain appliances into intelligent power bars with master/slave functions or motion sensors. These can be used for TVs, bench tools, compressors, task lighting, auxiliary heating, printers, coffee makers, microwaves, beverage coolers, or similar devices. (Appliances that need a controlled shutdown sequence, e.g. computers or many ink-jet printers, should not be plugged into such a power bar.)
- ☐ Unplug or remove unused or rarely used equipment (equipment that is not “on” may still use electricity).

Water – hot & cold

- ☐ Install aerators on taps in bathrooms and kitchens.
- ☐ Install low flow shower heads.
- ☐ Install timers, motion detectors, or flushes to save water with urinals.
- ☐ Install insulation on hot water pipes where accessible.
- ☐ Insulate domestic hot water tanks installed before 2005 (if they are not due for replacement).
- ☐ Turn down domestic hot water tank to lowest acceptable setting, e.g. 55°C (131 F).

Occupant engagement

☐ Dedicate a staff member on energy efficiency for each building, tasked with ensuring lights and equipment are off at the end of each day, and thermostats are correctly set.

Put up signs to:

- ☐ Remind people to switch off lights.
- ☐ Remind people to switch off equipment when not in use, including computers, monitors, printers, and photocopiers.
- ☐ Where there are programmable thermostats, explain how to use these without permanently overriding the settings (install lockable boxes around them if necessary).
- ☐ Encourage people to close window blinds when leaving a room.
- ☐ Encourage employees to participate in residential energy efficiency programs (i.e., such as Rossland/Kootenay Energy Diet programs available at times through FortisBC) If energy efficiency practices are adopted at home, they are more likely to be adopted in the work place.

Sample 2:

Suggested frequency	Activity
MONITORING	
Each billing period	Ensure the energy consumption for bills of each facility is monitored by the local government as each bill arrives (recording of energy consumption needs to be conducted for the Climate Action Revenue Incentive Program public reporting anyway). Monitor the consumption for any obvious changes, comparing it especially with billing periods with similar weather, e.g. the same billing period in previous years. Large changes in consumption should be investigated as well as the appearance of any special charges, e.g. demand charges or power factor charges.
SPACE HEATING / COOLING	
Monthly	Check settings of Building Automation Systems / thermostats.
Monthly	Inspect, clean, and change HVAC air filters once a month (or according to equipment specifications).
Twice a year	Ensure building temperatures are adequate for building occupants.
Annually	Check weather stripping and caulking around doors and windows. Fix any problems.
Annually	Check HVAC equipment for any obvious signs of problems, e.g. vents/blowers not operating correctly.
Annually	Clean evaporator and condenser air conditioning coils – dirty coils can increase energy costs and reduce equipment life
Annually	Check air conditioner refrigerant levels – too much or too little refrigerant can increase energy costs and reduce equipment life.
LIGHTING, APPLIANCES, EQUIPMENT	
Twice a year	Ensure lights are still working. Ensure no incandescent lightbulbs have been installed.
Twice a year	Ensure light sensors are working correctly, e.g. motion sensors for interior lights, and photosensors for exterior lights.
Twice a year	Ensure intelligent power bars and vending misers, where they are being used, are working correctly.
WATER – HOT & COLD	
Annually	Ensure low flow devices working correctly, e.g. timers for urinals.
Annually	Check hot water temperature. If water is too hot or cold, adjust the tank's settings.
OCCUPANT ENGAGEMENT	
Monthly	Check-in with dedicated staff member on energy efficiency for that building.

RDKB – Corporate GHG Reduction Plan**67**

Twice a year	Ensure signs to encourage energy efficient behaviour (like switching off lights) are still in place.
Twice a year	Ensure posters and leaflets encouraging occupant participation in residential energy efficiency programs are still in the facility, and current. (If energy efficient practices are adopted at home, they are more likely to be adopted by occupants in the work place.)
VEHICLES	
Each winter	Ensure engine block heaters are on a suitable schedule. Experiment to find the optimum schedule for employee comfort and energy efficiency. E.g. on/off for 20 minutes, every 20 minutes, during the coldest months of the year.
SKILLS	
Annually, or every 2 years	Consider going on an energy efficiency course or sending a member of staff on one. Training and workshops may be available through BC Hydro and FortisBC, or through professional associations (e.g. the Association of Energy Engineers offers a short course and exam for people to become Certified Energy Managers, whether they have or do not have an engineering background).
SERVICE CONTRACTS	
At contract renewal	Ensure service contracts (where applicable) support energy efficient operations. Energy efficiency can be written in to contract terms during renewal.

**STAFF REPORT**

Meeting Date: Sept 19, 2019

Date:	10th September 2019	File:	
To:	Chair Russell and Board of Directors		
From:	James Chandler, General Manager of Operations/Deputy CAO		
RE:	COLUMBIA WESTERN RAIL TRAIL – REVIEW AND RESPONSE FOR DESIGNATION CHANGES		

Issue Introduction:

To seek direction from the Board of Directors in response to the letter from the Province, Recreation Sites and Trails BC, requesting comments relating to the 'Columbia and Western Rail Trail'

Background:

Through Director McGregor, the RDKB received a letter on July 27th, 2019 from John Hawkings at Recreation Sites and Trails BC. The letter asks for consideration and response relating to the Province's intent to remove the 'trails' designation from a defined portion of the trail. The letter (included with this agenda) outlines the purpose and reasons behind the intended changes.

Following the receipt of the letter, this matter was discussed at the Boundary Community Development Committee on August 7th, 2019 with direction provided to staff to seek more information from the Province and a request to extend the time period for comments.

James Chandler had discussions with John Hawkings (*Director, Recreation Sites and Trails BC*) and received additional comments as presented in this report, including confirmation that the Province will consider input from the RDKB following the Board of Directors meeting on September 19th.

Further, through conversation, John Hawkings confirmed that the Province would ideally seek a coordinated and singular response from the RDKB Board of Directors.

Implications:

The following information is a direct copy of the questions posed by staff and additional response and information received.

Q) Can you provide further information on the 'ownership' of the trail if transferred in the Ministry and other agencies that make take tenure or maintenance responsibility ?

Response:

The current proposal to disestablish a portion of the C&W Rail Trail will not affect ownership. The corridor is owned by the Ministry of Forests, Lands, Natural Resource Operations and Rural development. The ministry will retain overall responsibility for the corridor. If tenures or permits are issued for the corridor those will be administered by the appropriate branch of the ministry. For example, if an industrial road use permit is issued, this will be administered by the engineering department of the ministry. If a Land Act road tenure was granted it would be administered by the Authorizations Branch.

Q) What further collaboration or outreach has been undertaken or may be planned with these changes

Response:

The proposed change is considered administrative by the ministry and would represent an internal shift in responsibility and a change in administrative regime. Future decisions impacting the corridor (issuance of tenures, proposed use changes) would include appropriate referral or engagement processes depending on the decision or proposal.

Q) Can you add information on the change reflecting local interest and supporting access for industrial activity.

Response:

The proposed change is intended to better address the current challenges associated with this very complex and challenging portion of rail corridor. Numerous factors contribute to the complexity of this section of trail. These include significant complex engineered infrastructure on steep slopes with complex terrain, a long history of traditional on-highway vehicle use by the general public, privately (CP Rail) controlled access at the eastern terminus, strong community support for continued vehicle and ORV access, forest health and forest industry interest in access along the corridor and the very high costs of annual maintenance. Based on the current use, the ministry must either put a management regime in place appropriate for the current use or prohibit uses incompatible with the current designation. Disallowing industrial use will limit the ability for the forest industry to access timber and limit our ability to manage forest health issues and there has so far been very limited community support for prohibiting public vehicle use of the corridor.

Next Steps

Staff are seeking direction from the Board of Directors in either support, rejection or other specific comments that may be returned to the Province in a consolidated and formal response from the RDKB.

Options:

1. Provide a letter of support from the RDKB for intended proposed changes, to the Province
2. Provide a letter indicating that intended changes are not supported by the RDKB, to the Province.
3. Provide a letter citing specific concerns or further questions, issued from the RDKB, to the Province.

Recommendation:

THAT the Regional District of Kootenay Boundary Board of Directors receive this report for information;

Further, that as per the reported titled, 'Columbia Western Rail Trail – review and response for designation changes' the Regional District of Kootenay Boundary Board of Directors provide direction to staff in regards to the proposed trail designation changes.



File: FOR 16660-20/REC31979

July 26, 2019

Grace McGregor
Regional District Kootenay Boundary
 Box 355
 Christina Lake, BC
 V0H 1E0
 Via Email: gem9293@gmail.com

Dear Grace,

Re: Columbia and Western Rail Trail

The Ministry of Forests, Lands, Natural Resource Operations and Rural Development (the Ministry) is seeking your input on a proposal by the Ministry to cancel the recreation trail designation on a portion of the Columbia & Western Rail Trail in accordance with the *Forest and Range Practices Act*. The section of trail is a 67-kilometre segment between the communities of Fife and Castlegar (see attached map for specific details). The rail corridor will remain Ministry owned. Public use and access are expected to remain as they have been if the change is approved. This change would transfer management of the corridor from Recreation Sites and Trails BC (RSTBC) to other agencies.

Currently, there is significant use of the rail grade by on-highway vehicles by both the public and industry. The Ministry is proposing the administrative transfer to ensure management is appropriate for the current use. The proposed change reflects local interests and supports access for industrial activity.

This portion of rail corridor contains engineered structures including steel trestles, hard rock tunnels, major culverts and retaining walls atypical of recreation trails and requiring management beyond typical trail standards. An appropriate management regime considering this infrastructure and the current use is required.

If the legal trail designation of the portion of the rail corridor is removed, the Ministry would consider and evaluate appropriate road tenure, permit or designation options that reflect the intended and current uses. These tenures would transfer maintenance responsibilities to other agencies or parties in support of a sustainable maintenance regime for this section of former rail corridor.

Ministry of Forests, Lands,
 Natural Resource Operations
 and Rural Development

Recreation Sites and Trails BC

Mailing Address:
 PO Box 9811 STN PROV GOV
 Victoria, BC V8W 9W1

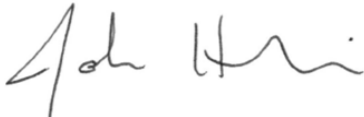
Website: www.sitesandtrailsbc.ca

- 2 -

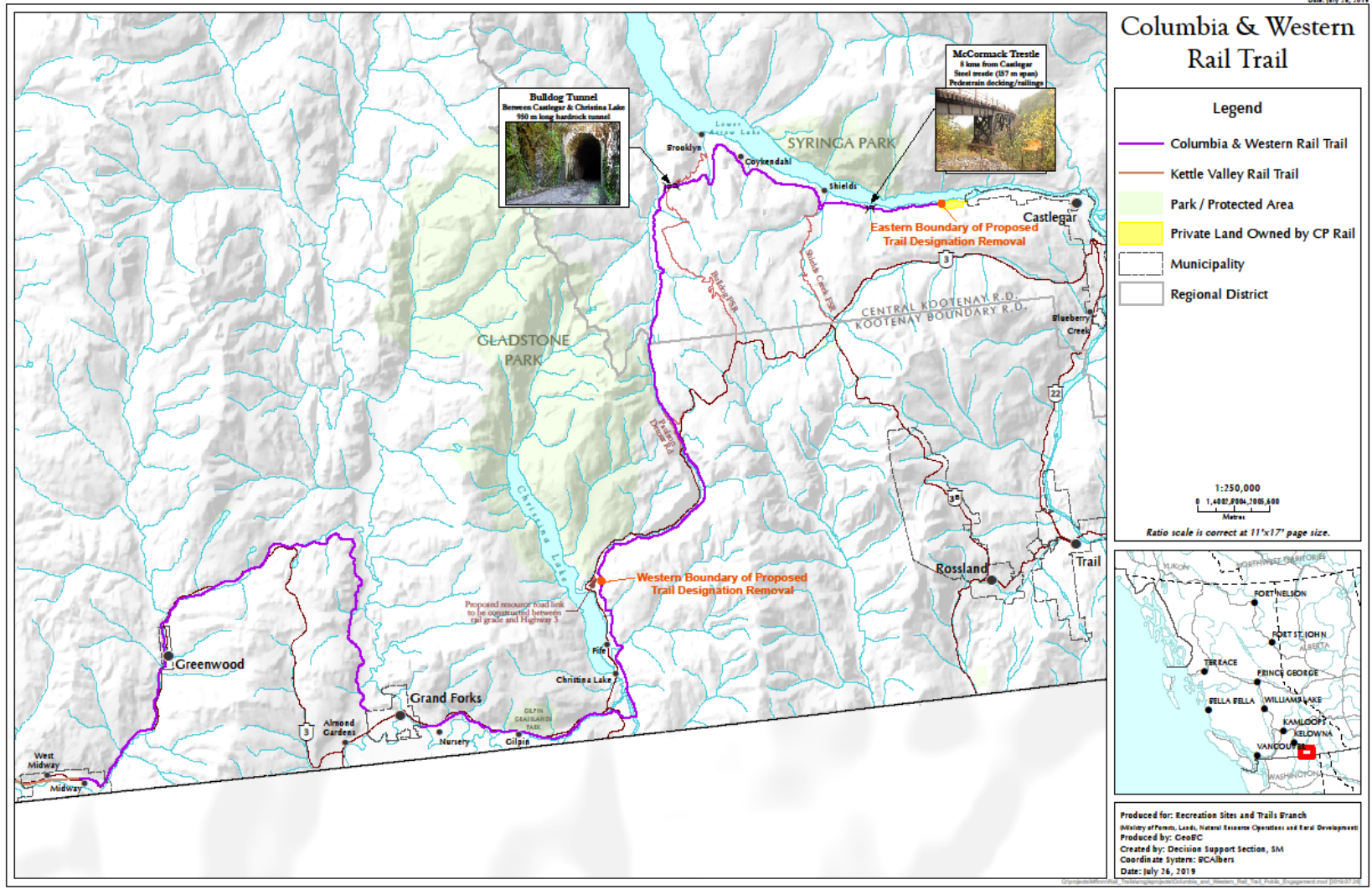
Traditional recreational uses would continue to be accommodated along this portion of the trail. The Columbia & Western Rail Trail is part of the Great Trail (Trans Canada Trail). The Province does not expect that this administrative change would impact the Great Trail designation - many sections of the Great Trail across Canada are composed of segments of roadway. Current recreational uses of the corridor could continue under this proposed change.

The Ministry will consider your comments and input prior to reaching a final decision. Your input is requested prior to August 26, 2019. Comments regarding this proposed administrative change should be sent to recinfo@gov.bc.ca with the subject line "CWRT change in administration comments".

Yours truly,



John Hawkings
Director,
Recreation Sites and Trails BC







STAFF REPORT

Date: 12 Sep 2019 **File**
To: Chair Russell and Members,
 Board of Directors
From: Beth Burget, General Manager of
 Finance
Re: Asset Management Planning Grant

Issue Introduction

A staff report from Beth Burget, General Manager of Finance, regarding application for an Asset Management Planning Grant from UBCM.

History/Background Factors

Matching grant funding of \$15,000 is available from UBCM in 2019 to assist local governments in delivering sustainable services by extending and deepening asset management practices within their organizations. The funding program seeks to support local governments to incorporate improvements in asset management practices. A further objective of the program is to support local governments in meeting their asset management commitments under the Gas Tax Fund. Future gas tax funding requires local governments to build and strengthen the asset management capacity within their organization. The deadline for application is October 4, 2019.

The District requires a Board resolution to indicate support for the proposed activities and willingness to provide overall grant management.

Implications

Application provides additional source of funding to continue on asset management advancement.

Advancement of Strategic Planning Goals

Contributes to exceptional cost effective and efficient services

Background Information Provided

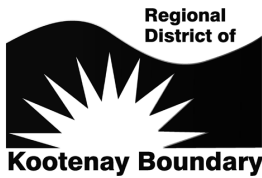
n/a

Alternatives

- Receipt
- Approval
- Deferral

Recommendation(s)

That the RDKB Board of Directors support application for an asset management planning grant for \$15,000 with the RDKB contribution of \$15,000 and further that the Board supports the RDKB providing overall grant management.



STAFF REPORT

RE:	Bylaw Enforcement Update: 9175 and 9385 Granby Road		
Date:	September 11, 2019	File #:	D-1357-04740.130
To:	Chair Russell and members of the Board of Directors		
From:	Corey Scott, Planner		

Issue Introduction

The purpose of this report is to provide an update to the status of bylaw enforcement for the subject properties located at 9175 and 9385 Granby Road. This is a follow up to the report presented on July 25, 2019.

History / Background information

The subject properties are legally described as:

- Lot A, Plan KAP34983, District Lot 1357, SDYD, Except Plan EPP78404, & DL 1359 1738 2007
- Lot 1, Plan EPP78404, District Lot 1357 & 1359, SDYD

Consent Order

A Consent Order and cover letter from our lawyer were forwarded to the owners of the subject properties on July 16, 2019. The letter states that we would like to work cooperatively with the owner to achieve compliance with the Electoral Area D/Rural Grand Forks Zoning Bylaw and the 2011 court order. Our lawyer requested the owners to:

- Sign the consent order by August 16, 2019;
- Have any tenants, subtenant or occupier of the property to vacate the property effective November 1, 2019 and
- Remove all the dwelling units, except those permitted, by April 1, 2020.

The Consent Order has not been signed by the property owners and the property owners have not made any modifications to the property that would suggest they are working toward compliance. In light of the continued non-compliance, our lawyer suggests we escalate enforcement to a contempt application.

Recommendation

That the Regional District Board of Directors direct staff to compile the materials required for a contempt application and file a contempt application against the owners of the properties legally described as Lot A, Plan KAP34983, District Lot 1357, SDYD, Except Plan EPP78404, & DL 1359 1738 2007; and, Lot 1, Plan EPP78404, District Lot 1357 & 1359, SDYD.

Page 1 of 1

P:\PD\EA_'D'\D-1357-04740.130 Demski\2019\September 2019 Board Update\2019-09-11_Bylaw Enforcement-Update_BOARD.docx

From: [Donna Dean](#)
To: [Theresa Lenardon](#); [Beth Burget](#)
Cc: [Maria Ciardullo](#)
Subject: Boundary Agriculture and Food Report
Date: September 12, 2019 6:50:38 PM
Attachments: [2019-09-19 Grant Applications BOARD.docx](#)
[2019-09-19 Grant Applications BOARD.pdf](#)

Hi Theresa,

Here's the pdf...

Beth,

I mention account numbers in the resolution but I'm not sure if that's necessary...

Maria,

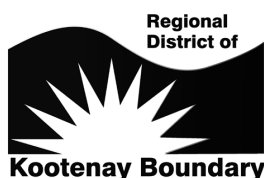
Please drop in the appropriate location in the Y: folder.

Donna



Donna Dean, R.P.P., P.Ag. | Manager of Planning and Development
ddean@rdkb.com | T: 250.368.0237

Regional District of Kootenay Boundary
Toll-free: 1.800.355.7352
Main: 250.368.9148
rdkb.com



STAFF REPORT

Date:	September 19, 2019	File #:	BIWS – Grant Applications
To:	Chair McGregor, and the Board of Directors		
From:	Kristina Anderson, Watershed Planner		
RE:	Royal Bank of Canada Grant Opportunity – Riparian Planting Project		

Issue Introduction

A staff report from Kristina Anderson, Watershed Planner, regarding requesting support from the Board to partner with the Phoenix Foundation and Granby Wilderness Society on an Environmental Youth grant application and project for riparian planting within the Boundary region, specifically in and around the City of Grand Forks.

History / Background Information

Rowyn Moriarity, a Grand Forks Secondary School student, approached the City of Grand Forks to see whether they could collaborate with the Phoenix Foundation Youth program on a Riparian Planting project and associated Royal Bank of Canada (RBC) grant application. The City of Grand Forks passed the request to the Granby Wilderness Society and the Regional District of Kootenay Boundary (RDKB).

Jenny Coleshill, Granby Wilderness Society, has taken the lead in supporting Ms. Moriarity on all components of this project. However, a donor with either charitable status or a municipal government is required to meet the RBC donor requirements. This project is directly in line with the RDKB Boundary Integrated Watershed Service (BIWS) mandate, both in terms of the nature of the project, which is riparian planting, as well as engaging with local youth initiative. We ask for the RDKB Board's support regarding the RDKB partnering with the Phoenix Foundation Youth Program and the Granby Wilderness Society for this youth driven riparian planting project.

Proposal

If supported by the Board of Directors, the work required by the regional district would include administration of the budget, planning support, project oversight and support to meet the RBC grant reporting requirements. The deadline for submitting the \$15,000 RBC grant application is September 18, 2019. Should the RBC grant be successful, the work would be completed between November 2019 and August 2020.

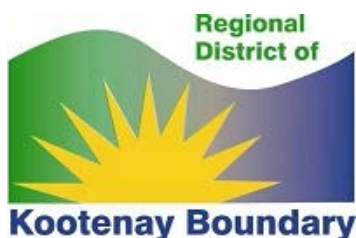
Implications

Preparation of the grant application, planning support, project oversight and reporting will have impacts on staff time in the Planning and Development and Finance Departments.

The Granby Wilderness Society, an organization with significant experience in local riparian planting and grant administration, has committed to acting as the primary support to the Phoenix Foundation for this project.

Recommendation

That the Regional District of Kootenay Boundary Board of Directors directs staff to submit an application to the Royal Bank of Canada (RBC) for a \$15,000 grant to support a youth driven riparian planting project within the Boundary region and FURTHER if the grant is approved amend the 2019 Financial Plan for Service 170 Boundary Integrated Watershed Service as follows: increase Miscellaneous Revenue Account 11590159 and the Operating Contract Account 12610235 by the appropriate amounts.

**STAFF REPORT****Date:** September 16, 2019**File****To:** Chair Roly Russell and Members
of the Regional District Kootenay
Boundary Board of Directors**From:** Dan Derby, Regional Fire Chief**Re:** Emergency Services Communication
(9-1-1) Contract Extension**Issue Introduction**

A staff report from Dan Derby, Regional Fire Chief regarding a contract extension for our emergency services communication (9-1-1) agreement between the Regional District of Central Okanagan (RDCO) and the Regional District Kootenay Boundary (RDKB).

History/Background Factors

The RDKB is one of nine regional districts that have formed a partnership for the provision of 9-1-1 Public Safety Answer Point (PSAP) services for our communities. The PSAP service are provided through a partnership agreement with the RDCO for the provision of primary 911 PSAP services to the RDKB through a third party agreement with E-Comm 9-1-1.

The agreement with E-Comm 9-1-1 expires November 17, 2019 and a contract extension has been agreed upon for fourteen (14) months, to the end of 2020 with the same terms and conditions (including costs) as the current contract. This contract extension will provide E-COMM 9-1-1 the time it needs to confirm technological requirements and costs associated with the Next Generation 9-1-1 upgrades and negotiate a new five (5) year agreement with the RDCO prior to the end of 2020.

The estimated fees payable under the extension by the RDKB are consistent with the existing agreement in each calendar year are as follows:

Year	2015	2016	2017	2018	2019	2020
RDKB	\$60,521	\$63,534	\$66,412	\$69,419	\$74,408	\$61,005

Implications

It is important to note that the costs associated with Next Generation 9-1-1 upgrades that have been mandated by the Canadian Radio-television Telecommunications Commission could increase PSAP costs in our next contract.

Most 911 systems were originally built using analog phone technology. PSAP's are required to be upgraded to a digital or Internet Protocol (IP)-based 911 system, commonly referred to as Next Generation 911 by 2022.

The success and reliability of 9-1-1 will be greatly improved with the implementation of Next Generation 9-1-1, as it will enhance emergency number services to create a faster, more resilient system that allows voice, photos, videos and text messages to flow seamlessly from the public to the 9-1-1 network. Next Generation 9-1-1 will also improve PSAP ability to help manage call overload, natural disasters, and transferring of 9-1-1 calls and proper jurisdictional responses based on location tracking.

Advancement of Strategic Planning Goals

Exceptional Cost Effective and Efficient Services – Ensure responsible and proactive funding for core services.

Background Information Provided

- Emergency Services Communication (9-1-1) Agreement – Amendment No.1 (contract extension) – attached
- Emergency Services Communication (9-1-1) Agreement - attached

Alternatives

1. Approve the emergency services communication (9-1-1) agreement extension between the Regional District Central Okanagan and the Regional District Kootenay Boundary.
2. Provide alternate direction to staff.

Recommendations

That the Regional District Kootenay Boundary Board of Directors approve the emergency services communication (9-1-1) agreement extension for the term commencing November 18, 2019 and ending December 31, 2020 between the Regional District Central Okanagan and the Regional District Kootenay Boundary based on the estimated fees outlined within the agreement (\$74,408 in 2019 & \$61,005 in 2020).

9-1-1 Call Answering Service Agreement
A14-148

EMERGENCY SERVICES COMMUNICATION (9-1-1) AGREEMENT

THIS AGREEMENT is made effective July 1st, 2014

BETWEEN:

REGIONAL DISTRICT OF CENTRAL OKANAGAN
1450 KLO Road
Kelowna, British Columbia
V1W 3Z4
(the "RDCO")

AND:

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
202-843 Rossland Avenue
Trail, British Columbia
V1R 4S8
(the "RDKB")

WHEREAS:

- A. The RDKB and TELUS Communications Inc. ("Telus") entered into an "Agreement to Provide Provincial 9-1-1 Service" on March 10, 2003;
- B. Upon execution of this Agreement and the other Agreements listed in Recital C, the RDCO will enter into a 9-1-1 Call Answer Centre Service Contract with E-Comm Emergency Communications for Southwest British Columbia Incorporated ("E-Comm") for the provision of Call Answer Services and Additional 9-1-1 Services by E-Comm to the RDCO and the Regional District Partners (as defined in Recital C) and a copy of that Contract is attached to this Agreement as Appendix A (in this Agreement, that Contract, as amended from time to time, is referred to as the "E-Comm Contract");
- C. The RDCO is entering into this same Emergency Services Communication (9-1-1) Agreement with each of the Regional District of Okanagan-Similkameen, the Regional District of North Okanagan, the Regional District of Kootenay Boundary, the Regional District of Central Kootenay, the Regional District of East Kootenay, Columbia Shuswap Regional District, Thompson Nicola Regional District, and the Squamish Lillooet Regional District (North) (the "Regional District Partners"), under which the RDCO will enter into the contract detailed under Recital B to provide Call Answer services and Additional 9-1-1 Services, for the RDCO and all Regional District Partners.
- D. The parties wish to enter into this Agreement to set forth the terms and conditions by which the RDCO will engage E-Comm under the E-Comm Contract to provide Call Answer services and Additional 9-1-1 Services to RDKB and RDKB will pay to RDCO a share of the fees payable to E-Comm under the E-Comm Contract and an administration fee and other amounts to RDCO.

9-1-1 Call Answering Service Agreement
A14-148

- E. The parties hereby agree that the Contract for Enhanced 9-1-1 Emergency Telephone Number Service between RDCO and RDKB, dated January 1st 2010, (which via Amendment No.2 to that contract was due to expire on December 31st, 2014), will terminate upon commencement of the Term of this Agreement defined in section 7 hereto.

NOW THEREFORE THIS AGREEMENT WITNESSES that, in consideration of the mutual covenants and agreements set forth in this Agreement and for other good and valuable consideration (the receipt and sufficiency of which are hereby acknowledged by each of the parties), the parties hereby agree as follows:

9-1-1 Call Answering Service Agreement
A14-148

1. INTERPRETATION:

1.1 Defined Terms. In this Agreement:

- a) "Additional 9-1-1 Services" means the functions described in Schedule "B" of the E-Comm Contract hereto;
- b) "Call Answer" means the process of answering 9-1-1 calls, determining the type of emergency required, and directing the call to an Emergency Response Agency;
- c) "Call Answer Centre" means the communications facility operated by E-Comm, 24 hours a day, 365 days a year, and directing the call to an Emergency Response Agency.
- d) "9-1-1 Agreements" means the separate agreements between Telus and each of the RDCO and the Regional District of Okanagan-Similkameen, the Regional District of North Okanagan, the Regional District of Kootenay Boundary, the Regional District of Central Kootenay, the Regional District of East Kootenay, Columbia Shuswap Regional District, Thompson Nicola Regional District, and the Squamish Lillooet Regional District (North), under which Telus provides Provincial 9-1-1 Service to each of the said Regional District Partners, as listed in Schedule "F" of the E-Comm Contract.
- e) "ERA" or "Emergency Response Agency" means the communications centre to which 9-1-1 calls are transferred from the Call Answer Centre and which is the agency responsible for dispatching emergency medical, fire or law enforcement personnel;
- f) "Serving Area" means the geographic area of the RDKB; and
- g) "Term" has the meaning set out in Section 7.1 hereof.

2. E-COMM SERVICE CONTRACT :

2.1 E-COMM Service Contract. The RDCO will enter into and administer the E-Comm Contract pursuant to which E-Comm will, in accordance with the terms and conditions of the E-Comm Contract:

- a) provide Call Answer services to the RDKB throughout and for the benefit of the Serving Area in accordance with the terms of this Agreement and any relevant terms of the 9-1-1 Agreements.
- b) Provide Additional 9-1-1 Services to the RDKB in accordance with the terms of the E-Comm Contract; and
- c) Recommend to the RDKB optional services that could be provided under this Agreement at additional cost to the RDKB at the discretion of the RDKB, along with a reasonable estimate of the annual incremental cost of such services.

9-1-1 Call Answering Service Agreement
A14-148

3. E-COMM PAYMENT:

- 3.1 RDCO will pay E-Comm. RDCO will pay to E-Comm all fees and other amounts from time to time payable by RDCO pursuant to the E-Comm Contract in accordance with the terms and conditions of the E-Comm Contract.

4. RDKB PAYMENTS:

- 4.1 9-1-1 Fees. For each year of the Term the RDKB will pay to RDCO the amounts set out in Appendix B to this Agreement, in the manner and at the time specified in Appendix B.
- 4.2 9-1-1 Fee Adjustments. Should any of the Regional District Partners participating in this service terminate this Agreement before the completion of the full term, the RDKB acknowledges that fees payable to E-Comm under the E-Comm Contract may have to be revised to reflect the lower call volume and increased costs to the remaining Regional District Partners, with corresponding adjustment to the fees payable by the RDKB to the RDCO under Appendix B.

5. TELUS:

- 5.1 E-Comm Authority to Deal with Telus. Subject to the prior approval of Telus, the RDKB hereby agrees that the RDCO's service provider E-Comm may contact and deal directly with Telus with respect to those matters listed in Schedule A to the E-Comm Contract.
- 5.2 Communication of Authority. Immediately after its execution of this Agreement, the RDKB will deliver to Telus written confirmation of the authority granted to RDCO's service provide E-Comm, pursuant to section 5.1 in relation to the 9-1-1 Agreement between RDKB and Telus.

6. ADDITIONAL 9-1-1 SERVICES:

- 6.1 Scope. If with the agreement of RDKB, E-Comm is requested to provide any Additional 9-1-1 Services (other than an Additional 9-1-1 Service listed in Schedule "B" to the E-Comm Contract as of the date of that Contract's execution, unless Schedule "B" expressly refers to the fact that an additional cost may be charged to the RDKB for that Additional 9-1-1 Service) then the RDKB will pay additional charges for such services at such rates as the parties may agree in writing.

7. TERM AND RENEWAL:

- 7.1 Term. Subject to Section 7.2, the term of this Agreement (the "Term") will commence on November 18, 2014 and shall terminate on November 17, 2019.
- 7.2 Extension. The parties may, upon mutual agreement, extend the Term of this Agreement for five (5) additional years provided all Regional District Partners and the RDCO have agreed to extend all of the agreements referred to in Recital C, and the RDCO and E-Comm have agreed to extend the E-Comm Contract, at least one (1) year prior to the end of the Term in section 7.1. The extension term will be on the same terms and conditions contained in this Agreement with the exception of the payments by RDKB detailed in Section 4.

9-1-1 Call Answering Service Agreement
A14-148

7.3 Early Termination.

- (a) During the Term, either party will have the right to terminate this Agreement by giving not less than 18 months' written notice to the other party.
- (b) This Agreement will automatically terminate in the event that the E-Comm Contract is terminated for any reason (including if the RDCO terminates the E-Comm Contract). The RDCO will provide to the RDKB a copy of any notice of termination under the E-Comm Contract within 10 days of receiving or delivering such notice from or to E-Comm as the case may be.
- (c) RDCO will have the right to terminate this Agreement by giving not less than 90 days' written notice to the RDKB in the event that the RDKB fails to pay the 9-1-1 Fees described in accordance with Schedule B and the RDKB does not pay such amount within 14 days following notice from RDCO.

7.4 Obligations Upon Termination. In addition to any other obligations of the RDKB upon termination specified in or required under this Agreement, the following provisions apply upon any termination of this Agreement :

- (a) Within 14 days after the effective date of termination, the RDKB will pay to the RDCO all amounts owing under this Agreement for the period up to and including the effective date of termination.
- (b) The RDKB will pay to the RDCO its portion, according to the portions defined in Appendix B, of the reasonable costs incurred by E-Comm in developing and implementing the plan contemplated by Section 7.4(b) of the E-Comm Contract and, if applicable, in winding down costs as contemplated by section 7.4(c) of the E-Comm Contract.

8. INDEMNIFICATION AND INSURANCE

8.1 Acknowledgements Respecting RDCO Function. The RDKB acknowledges and agrees with the RDCO that:

- (a) the RDCO has, at the request of RDKB and the other Regional District Partners, engaged E-Comm to perform the services under the E-Comm Contract for the benefit of RDKB, RDCO and the rest of the Regional District Partners and that aside from entering into and administering the E-Comm Contract, the RDCO is not providing any services to the RDKB or the other Regional District Partners;
- (b) given the circumstances set out in paragraph (a) of this section but subject to RDCO's obligation to indemnify the RDKB under section 8.2(a), the RDCO shall have no liability to the RDKB in respect the provision of the services under the E-Comm Contract and the RDKB hereby releases the RDCO from all liability to the RDKB in connection with the provision of such services, including, without limiting the foregoing, where in any way arising from, connected with or attributable to any acts or omissions, negligent, willful or otherwise, of E-Comm or any of its directors, officers, shareholders, employees, contractors or agents and the RDKB hereby releases the RDCO in respect of such liability;

9-1-1 Call Answering Service Agreement
A14-148

- (c) pursuant to the provisions of the *Emergency Communications Corporations Act*, E-Comm and certain other persons in relation to E-Comm have immunity from certain legal action in relation to the provision of or failure to provide emergency communications services; and
- (d) the liability of E-Comm (and its directors, officers, shareholders, employees and agents) to the RDCO in connection the provision of services under the E-Comm Contract is limited pursuant to the terms of the E-Comm Contract.

8.2 Indemnities.

- (a) The RDCO shall indemnify and save harmless the RDKB from and against any and all manner of actions, causes of action, proceedings, claims, debts, suits, losses, liabilities, costs, demands and expenses whatsoever in any way arising from, connected with or attributable to Call Answer services provided for 9-1-1 calls that originate within the boundaries of the RDCO.
- (b) The RDKB shall indemnify and save harmless the RDCO from and against any and all manner of actions, causes of action, proceedings, claims, debts, suits, losses, liabilities, costs, demands and expenses whatsoever in any way arising from, connected with or attributable to Call Answer services provided for 9-1-1 calls that originate within the RDKB's Serving Area, including, for clarity and without limiting the foregoing, where arising from, connected with or attributable to, in whole or in part, any act or omission, negligent, willful or otherwise, of E-Comm or any of its directors, officers, shareholders, employees, contractors or agents.
- (c) Notwithstanding paragraph (b) of this section, if, in the event of a specific action, cause of action, proceeding, claim, debt, suit, loss, liability, cost, demand or expense (in this section, a "Matter"), E-Comm would be required pursuant to section 3.6 of the E-Comm Contract to indemnify the RDCO for RDCO liability, costs or expenses in relation to the Matter and the RDCO would, but for this paragraph (c), also be entitled to be indemnified in respect of such liability, cost or expense by the RDKB pursuant to paragraph (b) of this section, the amount for which the RDKB is required to indemnify the RDCO under paragraph (b) in respect of such liability shall be reduced by the amount that E-Comm is required to indemnify the RDCO in respect of such liability under section 3.6 of the E-Comm Contract. For clarity, the intent of this paragraph (c) is to provide that where, but for this paragraph, the RDCO would have overlapping indemnity coverage, the RDKB indemnity shall operate so as to not to provide indemnity coverage to the extent of such overlap, but only to that extent.

8.3 Insurance.

The parties agree to each obtain and maintain a comprehensive general liability insurance policy against claims for bodily injury, including death, property damage or other loss arising out of the operation of the Call Answer service. All Regional District Partners are to be included as additional insureds on all policies. Each policy shall be written on a comprehensive basis with inclusive limits of no less than \$5,000,000 per occurrence or such higher limit as the parties may agree from time to time. If this Agreement is terminated prior to the expiration of the Term, the

9-1-1 Call Answering Service Agreement
A14-148

parties agree to maintain the respective policies for two (2) years after the date of such termination.

9. CONFIDENTIAL INFORMATION:

- 9.1 Access to Information Requests and Protection of Privacy. The RDCO and RDKB acknowledge and agree that the printed, electronic, and other records produced and maintained by E-Comm, for the purpose of, or in connection with, the provision of the services provided under the E-Comm Contract are records that for the purpose of the Freedom of Information and Protection of Privacy Act (B.C.) ("FIPPA") are in the custody and under control of the RDCO and/or one or more of the Regional District Partners, depending on the place of origin of the 9-1-1 call to which the record relates, and that the RDKB shall be responsible to process any request for access to those records under FIPPA that are received from third parties by the RDCO or E-Comm if where the place of origin of the 9-1-1 call to which the record relates is located within the boundaries of the RDKB. The RDCO and RDKB will comply with all federal and provincial legislation applicable with respect to the protection of privacy as is in effect from time to time, including without limitation the provision of the Emergency Communication Corporations Act (B.C.), and FIPPA. Without limiting the foregoing, the RDKB and the RDCO both acknowledge and agree that the records referred to in this section 8.3 include personal information (as defined in FIPPA) and that such personal information shall be collected, maintained, used and disclosed only as permitted by and in accordance with the provisions of FIPPA.

10. DISPUTE RESOLUTION:

- 10.1 Should there be a disagreement or dispute between the parties hereto with respect to this Agreement or the interpretation thereof, the same shall be referred to a single arbitrator pursuant to the Arbitration Act [R.S.B.C. 1996] chapter 55, the costs of which shall be borne equally by the parties hereto and the determination of the arbitrator shall be final and binding upon the parties.

11. GENERAL PROVISIONS:

- 11.1 No Third Party Beneficiaries. Nothing contained in this Agreement will create a duty or liability on the part of the RDCO, the RDKB or their respective employees or agents, to any member of the public and there are no third party beneficiaries to this Agreement.
- 11.2 Assignment. Neither party will have the right to assign, transfer (whether directly or indirectly by way of a change of control) or otherwise dispose of any of its interest in all or any part of the Agreement, whether gratuitously or for consideration, without the prior written consent of the other party.
- 11.3 Notices. Any notice required pursuant to this Agreement will be in writing and delivered personally, by courier or sent by registered mail (with proper postage) to the addresses listed hereafter. In the event of a strike or other disruption of postal service, delivery personally or by courier only will be effective.

9-1-1 Call Answering Service Agreement
A14-148

A. The RDCO.

Manager of Corporate Services
Regional District of Central Okanagan
1450 KLO Road
Kelowna, B.C. V1W 3Z4

Phone: (250) 763-4918
Fax: (250) 763-0606

B. The RDKB

Chief Administrative Officer
Regional District of Kootenay Boundary
202-843 Rossland Ave
Trail, B.C. V1R 4S8

Phone: (250) 368-9148
Fax: (250) 368-3990

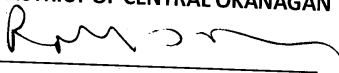
Or to such other address or contact person as either party may indicated in writing to the other.

- 11.4 Benefit. This Agreement will enure to the benefit of and be binding upon the parties and their respective successors and assigns.
- 11.5 Entire Agreement. This Agreement constitutes the entire agreement of the parties relating to the Call Answer Centre, the Call Answer services and the Additional 9-1-1 Services and supersedes any previous agreement between the parties, whether written or verbal.
- 11.6 Severability. If any provision of this Agreement is held to be unenforceable, then such provision will be severed from this Agreement and the remaining provisions will remain in full force and effect. The parties will in good faith negotiate a mutually acceptable and enforceable substitute for the unenforceable provision, which substitute will be as consistent as possible with the original intent of the parties.
- 11.7 Waiver. The failure of either party to require the performance of any obligation hereunder, or the waiver of any obligation in a specific instance, will not be interpreted as a general waiver of any of the obligations hereunder, which will remain in full force and effect.
- 11.8 Relationship of Parties. This Agreement will not create nor will it be interpreted as creating any association, partnership or agency relationship between the parties.
- 11.9 Governing Law. This Agreement will be governed by the laws of British Columbia and the laws of Canada applicable therein. The parties attorn to the exclusive jurisdiction of the courts of British Columbia.
- 11.10 Counterparts. This Agreement may be executed in counterpart, both of which together will constitute one and the same instrument, and either party may deliver its counterpart page by facsimile transmission.
- 11.11 Termination of Regional District Partner Agreements. Notwithstanding any other provision of this Agreement, in the event any of the other Regional District Partners described in Recital C terminate their 9-1-1 Agreements with the RDCO or Telus (or an affiliate, successor or assign of Telus) or have such 9-1-1 Agreements terminated, then the RDCO will be entitled to terminate the E-Comm Contract or enter into good faith negotiations with RDKB to review the pricing and adjust the 911 Fees accordingly in order to fairly and reasonably reflect the reduction in the level of services provided under the E-Comm Contract.

9-1-1 Call Answering Service Agreement
A14-148

IN WITNESS WHEREOF the parties have executed this Agreement as of the date first set forth on page one.

REGIONAL DISTRICT OF CENTRAL OKANAGAN

Signature: 

Name: ROBERT HOBSON
CHAIR

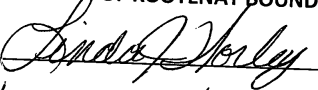
Title: _____

Signature: 

Name: MARILYN RILKOFF
DEPUTY CHIEF ADMINISTRATIVE OFFICER
REGIONAL DISTRICT OF CENTRAL OKANAGAN

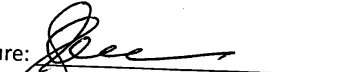
Date: July 8, 2014

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Signature: 

Name: Linda Worley

Title: Vice Chair

Signature: 

Name: John M. MacLean

Title: CAO

Date: June 30, 2014

9-1-1 Call Answering Service Agreement
A14-148

APPENDIX A
COPY OF ECOMM SERVICE CONTRACT

Page 10 of 35

APPENDIX A – "E-COMM CONTRACT"

9-1-1 CALL ANSWER CENTRE SERVICE CONTRACT

THIS AGREEMENT is made effective _____, 2014

BETWEEN:

REGIONAL DISTRICT OF CENTRAL OKANAGAN

(the "District")

AND:

E-COMM EMERGENCY COMMUNICATIONS FOR SOUTHWEST BRITISH COLUMBIA INCORPORATED

("E-Comm")

WHEREAS:

- A. The District and TELUS Communications Inc. ("Telus") entered into an "Agreement to Provide Provincial 9-1-1 Service";
- B. The District has entered into Emergency Services Communication (9-1-1) Agreements with each of the Regional District of Central Okanagan, the Regional District of Okanagan-Similkameen, the Regional District of North Okanagan, the Regional District of Kootenay Boundary, the Regional District of Central Kootenay, the Regional District of East Kootenay, Columbia Shuswap Regional District, Thompson Nicola Regional District, and the Squamish Lillooet Regional District (North), under which the District provides emergency communications services, including primary safety answering point services provided from the 9-1-1 Operational Communications Centre located in Kelowna. The District administers the general operations of the Communications Centre in partnership with the Royal Canadian Mounted Police (RCMP);
- C. The RCMP has functioned as the Call Answer Centre for the purposes of the 9-1-1 Agreement between the District and Telus, and under the Emergency Services Communication (9-1-1) Agreements referred to in Recital B, has also functioned as the Call Answer Centre for each of the Regional District of Central Okanagan, the Regional District of Okanagan-Similkameen, the Regional District of North Okanagan, the Regional District of Kootenay Boundary, the Regional District of Central Kootenay, the Regional District of East Kootenay, Columbia Shuswap Regional District, Thompson Nicola Regional District, and the Squamish Lillooet Regional District (North);
- D. The parties wish to enter into this Agreement to set forth the terms and conditions by which E-Comm will provide Call Answer services and Additional 9-1-1 Services (as defined in Schedule "B") to the District, and through the District to each of the Regional District of Central Okanagan, the Regional District of Okanagan-Similkameen, the Regional District of North Okanagan, the Regional District of Kootenay Boundary, the Regional District of Central Kootenay, the Regional District of East Kootenay, Columbia Shuswap Regional District, Thompson Nicola Regional District, and the Squamish Lillooet Regional District (North);

NOW THEREFORE THIS AGREEMENT WITNESSES that, in consideration of the mutual covenants and agreements set forth in this Agreement and for other good and valuable consideration (the receipt and sufficiency of which are hereby acknowledged by each of the parties), the parties hereby agree as follows:

APPENDIX A – "E-COMM CONTRACT"

1. **INTERPRETATION**1.1 **Defined Terms.** In this Agreement:

- (a) **"95/5 Service Level"** has the meaning set out in Section 3.2(a) hereof;
- (b) **"Additional 9-1-1 Services"** means the functions described in Schedule "B" hereto;
- (c) **"9-1-1 Call Taking Fee"** has the meaning set out in Schedule "D" hereto;
- (d) **"Call Answer"** means the process of answering 9-1-1 calls, determining the type of emergency service required, and directing the call to an Emergency Response Agency;
- (e) **"Call Answer Centre"** means the communications facility operated by E-Comm 24 hours a day, 365 days a year, that provides Call Answer services;
- (f) **"9-1-1 Agreements"** means the separate Agreements between Telus and each of the District, the Regional District of Central Okanagan, the Regional District of Okanagan-Similkameen, the Regional District of North Okanagan, the Regional District of Kootenay Boundary, the Regional District of Central Kootenay, the Regional District of East Kootenay, Columbia Shuswap Regional District, Thompson Nicola Regional District, and the Squamish Lillooet Regional District (North), under which Telus provides Provincial 9-1-1 Service to each of the said regional districts, as listed in Schedule "F" to this Agreement;
- (g) **"9-1-1 Operations Manual"** means the manual maintained by E-Comm with respect to Call Answer Centre operations;
- (h) **"ERA" or "Emergency Response Agency"** means the communication centre to which 9-1-1 calls are transferred from the Call Answer Centre and which is the agency responsible for dispatching emergency medical, fire or law enforcement personnel;
- (i) **"Force Majeure Event"** has the meaning set out in Section 3.2(g) hereof;
- (j) **"Material Call Volume Increase"** has the meaning set out in Section 3.2(c) hereof;
- (k) **"Material Call Volume Increase Notice"** has the meaning set out in Section 3.2(c) hereof;
- (l) **"Material Compliance Change"** means a change to operations of E-Comm in connection with the services described in 2.1(a) and (b) hereof which are required or mandated by a change in applicable law or order of a court, board, regulator or tribunal of competent jurisdiction during the Term hereof, which are of general application to emergency communications corporations or public service answer points, and which results in a material change to E-Comm operations in fulfillment of this agreement;
- (m) **"Service"** means the enhanced 9-1-1 emergency telephone system service of the District;
- (n) **"Serving Area"** means the portion of the geographic area of the District and the geographic areas of the other Regional Districts listed in Schedule "E" hereto; and

APPENDIX A – "E-COMM CONTRACT"

- (o) "Term" has the meaning set out in Section 7.1 hereof.

2. **CONTRACT FOR SERVICES**

- 2.1 Contract for Services. The District and E-Comm hereby enter into a contract for services under which E-Comm will:

- (a) provide Call Answer services to the District throughout and for the benefit of the Serving Area in accordance with the terms of this Agreement and any relevant terms of the 9-1-1 Agreements;
- (b) provide Additional 9-1-1 Services to the District in accordance with the terms of this Agreement and any relevant terms of the 9-1-1 Agreements; and
- (c) recommend to the District optional services that could be provided by E-Comm under this Agreement at additional cost to the District at the discretion of the District, along with a reasonable estimate of the annual incremental cost of such services.

3. **E-COMM RESPONSIBILITIES**

- 3.1 E-Comm Responsibilities. E-Comm will, in addition to its other obligations and responsibilities under this Agreement, provide personnel and a workplace to operate the Call Answer Centre to the extent and at the 95/5 Service Level (as defined in Section 3.2) in order to:

- (a) answer 9-1-1 calls received at the Call Answer Centre;
- (b) determine to which ERA each 9-1-1 call is to be transferred; and
- (c) transfer the 9-1-1 call to the appropriate ERA.

3.2 Service Level.

- (a) Subject to the terms of this Agreement, E-Comm will provide a level of Call Answer service in the Serving Area such that at least 95% of all 9-1-1 calls originating within the Serving Area and received on the primary enhanced 9-1-1 answering service at the Call Answer Centre are answered by a Call Answer Centre operator within five (5) seconds after the time that the call is received by the Call Answer Centre and before being redirected to a recorded answering service (the "95/5 Service Level"). The 95/5 Service Level will be measured on a quarterly basis during the Term. E-Comm is only required to achieve a 95/5 Service Level if the equipment and systems supplied by Telus are reasonably capable of reaching such a level of service and if the response or lack of response of the ERAs, including any ERA located within or contracted through E-Comm, does not impede or interfere with the function of the primary enhanced 9-1-1 answering service.
- (b) If E-Comm determines that either: (i) the equipment and systems used by one or more ERAs or (ii) the level of service by, or response or lack of response of, one or more ERAs impedes or interferes with the function of the primary enhanced 9-1-1 answering service, or impairs the ability of E-Comm to achieve the 95/5 Service Level, then E-Comm will provide the District with prompt notice thereof.
- (c) E-Comm will not be required to achieve or maintain a 95/5 Service Level if, in any six (6) month period during a calendar year, the number of 9-1-1 calls received at

APPENDIX A – “E-COMM CONTRACT”

the Call Answer Centre from the Serving Area increases by more than 5% over the greater of (i) the annual call volume of 9-1-1 calls from the Serving Area for the preceding calendar year or (ii) the 2013 annual call volume for the Serving Area of 230,000 9-1-1 calls inflated and compounded by 2% for each subsequent year (a “**Material Call Volume Increase**”). Upon identifying that a Material Call Volume Increase will not enable E-Comm to meet the 95/5 Service Level, E-Comm will give written notice (a “**Material Call Volume Increase Notice**”) to the District:

- (i) stating that there has been a Material Call Volume Increase, including the number of 9-1-1 calls fanning part of such increase;
 - (ii) the estimated level of Call Answer service that E-Comm is able to provide as a result of the Material Call Volume Increase; and
 - (iii) the estimated period of time that such other level of Call Answer service will remain in effect.
- (d) Any Material Call Volume Increase Notice delivered under Section 3.2(c) will remain in effect until the earlier of (i) 11:59 p.m. on December 31 in the year such notice was delivered and (ii) the date of written notice from E-Comm to the District that it is again able to achieve a 95/5 Service Level.
- (e) E-Comm will provide the District with quarterly reports regarding its service level commitments under this Agreement, substantially in the forms attached as Schedule C hereto.
- (f) E-Comm will ensure that the Call Answer services provided by it under this Agreement meet the quality standards generally accepted in North America for such services, except that if there is any conflict with or inconsistency between such generally accepted quality standards and the terms of this Agreement, including the 95/5 Service Level, then the terms of this Agreement will prevail to the extent of such conflict or inconsistency.
- (g) E-Comm will not be responsible or liable in any way for any delays or inability to achieve 95/5 Service Levels caused by (a) Acts of God; (b) restrictions, regulations or orders of any governmental authority or agency or subdivision thereof or delays caused by such authorities or agencies; (c) strikes or labour disputes; (d) fires or other loss of facilities; (e) the Districts, TELUS', or an ERA's material breach or delay or delay under the 911 Agreement of this Agreement; (f) utility, communication (excluding communication delays caused by the negligence of E-Comm) or transportation delays or failures; (g) acts of war (whether declared or undeclared), terrorism, sabotage or the like; (h) any events referred to in subsections 3.2(b) or (d) hereof; (i) systemic abuse by a member of the public of the 911 emergency telephone system or (j) any other causes beyond the reasonable control, and not the result of the fault or neglect, of E-Comm (collectively, a “**Force Majeure Event**”) provided that E-Comm shall take reasonable commercial efforts to avoid or limit the duration or impact of a Force Majeure Event; and provided further that nothing herein shall be interpreted to affect or detract from the immunities provided for in the *Emergency Communications Corporations Act (B.C.)*.

APPENDIX A – "E-COMM CONTRACT"

3.3 Methods and Procedures

- (a) The methods and procedures to be used by E-Comm in providing Call Answer services at the Call Answer Centre from the time a 9-1-1 call is received until that 9-1-1 call is either "transferred" or "conferenced" will be as set forth from time to time in the 9-1-1 Operations Manual.
- (b) The methods and procedures to be used by ERAs in responding to 9-1-1 calls transferred to them from the Call Answer Centre are the responsibility of the ERAs and are outside the scope of the Call Answer service.
- (c) E-Comm may change the methods and procedures under Subsection 3.3(a) above (including, changes to the 9-1-1 Operations Manual) from time to time, and will give the District written notice of any such change, provided that in accordance with section (d) of Schedule B any material adverse changes to the 9-1-1 Operations Manual are subject to approval by the District, which approval will not be unreasonably withheld or delayed.

3.4 Personnel. All 9-1-1 operators providing Call Answer services will be employees of E-Comm, and not the District, and, as such, will be subject to E-Comm human resources policies and practices, as determined by E-Comm from time to time.

3.5 Compliance with Laws. In the performance of its obligations hereunder, E-Comm will comply with the provisions of any statute, regulation, bylaw or other enactment that may from time to time apply to E-Comm and the services provided by E-Comm under this Agreement.

3.6 Indemnification.

- (a) E-Comm Indemnity: Subject to the immunities provided for in the *Emergency Communications Corporations Act* [SBC 1997] Chapter 47 ("ECC Act"), E-Comm shall indemnify, defend and save harmless the District from and against all expenses, claims, losses, damages, actions, causes of action, costs or proceedings by third parties arising from or caused by the negligence of E-Comm and its directors, officers, employees, agents and contractors in providing Call Answer services or Additional 9-1-1 Services under the terms of this Agreement.
- (b) District Indemnity: The District agrees to indemnify and save harmless E-Comm from any loss, cost, liability or expense relating to a breach of a provision of this Agreement by the District, but in no event will the District be liable to E-Comm for incidental, indirect, special or consequential damages suffered or incurred by E-Comm.
- (c) Limitations on Liability: In no event will E-Comm be liable to the District for incidental, indirect, special or consequential damages suffered or incurred by the District, including but not limited to such damages resulting from:
 - (i) loss of use, loss of anticipated revenue and/or savings, cost of capital, down-time costs, costs of substitute products, facilities, services or replacement power, loss of time or any other similar losses incurred by the District;

APPENDIX A – “E-COMM CONTRACT”

- (ii) any action taken or permitted to be taken by E-Comm in good faith in reliance upon instructions, orders or information received from or on behalf of District;
- (iii) the District failing to perform its responsibilities under this Agreement;
- (iv) E-Comm's compliance with the District's specifications for the services to be provided herein;
- (v) any property damage external to any services provided pursuant to this Agreement, and loss arising out of such damage; or
- (vi) a Force Majeure Event,

whether a claim for such liability is asserted on the basis of contract, tort (including negligence or strict liability) or otherwise, in all cases even if E-Comm knew or should have known of the possibility or likelihood of such loss, liability or damage. For the purposes of this Section, “E-Comm” is defined as E-Comm and its directors, officers, shareholders, employees and agents.

- (d) Limitations on Damages: The entire liability of E-Comm to District for any loss or damage suffered or incurred by the District as a result of the negligence or other fault of E-Comm in providing services under this Agreement, will not exceed, in the aggregate for all claims in a fiscal year during the Term, an amount equal to the annual fees for all services provided herein.

- 3.7 Insurance: E-Comm will obtain performance liability insurance providing coverage for any liability resulting from errors and omissions in E-Comm's performance of any and all services under this Agreement. In addition, E-Comm shall obtain comprehensive general liability insurance providing coverage against third party bodily injury, personal injury and/or property damage. E-Comm will provide evidence of such insurance at the request of the District.

4. DISTRICT RESPONSIBILITIES

- 4.1 District Responsibilities. Notwithstanding the foregoing nor anything contained elsewhere in this Agreement, the District may at any time and in its sole discretion amend the Service, or discontinue the Service either in part or in its entirety.
- 4.2 9-1-1 Call Taking Fee. For each year of the Term, the District will pay to E-Comm the amounts set out in Schedule “D” hereto (the “**9-1-1 Call Taking Fee**”) in consideration of E-Comm providing Call Answer services for the District or carrying out its other responsibilities under this Agreement, including the Additional 9-1-1 Services listed in Schedule “B” as of the date of this Agreement's execution (other than where Schedule “B” expressly refers to the fact that an additional cost may be charged to the District for a specific Additional 9-1-1 Service). The District will pay the 9-1-1 Call Taking Fee to E-Comm in the manner and at the time specified in Schedule “D” attached hereto.
- 4.3 Material Compliance Change. In the event of a Material Compliance Change the District will pay to E-Comm additional fees reasonably estimated by E-Comm to be the cost to E-Comm of compliance with the requirements of the Material Compliance Change in respect

APPENDIX A – “E-COMM CONTRACT”

of the services set out in paragraphs 2.1(a) and (b) hereof. E-Comm will provide the District with written notice of and explanatory material on such fees.

5. TELUS

5.1 E-Comm Authority to Deal with Telus. Subject to the prior approval of Telus, and subject to the prior approval of each of the Regional District of Central Okanagan, the Regional District of Okanagan-Similkameen, the Regional District of North Okanagan, the Regional District of Kootenay Boundary, the Regional District of Central Kootenay, the Regional District of East Kootenay, Columbia Shuswap Regional District, Thompson Nicola Regional District, and the Squamish Lillooet Regional District (North) in relation to the 9-1-1 Agreement to which each of those regional districts is a party, the District agrees that E-Comm may contact and deal directly with Telus with respect to those matters listed in Schedule A hereto.

5.2 Communication of Authority. Immediately after its execution of this Agreement, the District will deliver to Telus written confirmation of the authority granted to E-Comm pursuant to Section 5.1 in relation to the 9-1-1 Agreement between the District and Telus, and upon receipt from each of the Regional District of Central Okanagan, the Regional District of Okanagan-Similkameen, the Regional District of North Okanagan, the Regional District of Kootenay Boundary, the Regional District of Central Kootenay, the Regional District of East Kootenay, Columbia Shuswap Regional District, Thompson Nicola Regional District, and the Squamish Lillooet Regional District (North), will deliver to Telus written confirmation of the authority granted to E-Comm in relation to the 9-1-1 Agreement to which each such regional district is a party.

5.3 Amendments to Schedule A. The terms of Schedule A may be amended or replaced from time to time with the consent of both parties, such consent to be conclusively determined by the signature of an authorized signatory of each party on the amended or replacement Schedule “A”. Upon being signed by both parties, such amended or replacement Schedule “A” will supersede the then-current Schedule “A” and will become an integral part of this Agreement.

6. ADDITIONAL 9-1-1 SERVICES

6.1 Scope. In addition to E-Comm's other rights and obligations under this Agreement, E-Comm will be responsible for carrying out the Additional 9-1-1 Services. If E-Comm is requested by the District in writing to provide any Additional 9-1-1 Services (other than an Additional 9-1-1 Service listed in Schedule “B” to this Agreement as of the date of this Agreement's execution, unless Schedule “B” expressly refers to the fact that an additional cost may be charged to the District for that Additional 9-1-1 Service) then the District will pay additional charges for such services at such rates as the parties may agree in writing.

6.2 Amendments to Schedule “B”. The terms of Schedule “B” may be amended or replaced from time to time with the consent of both parties, such consent to be conclusively determined by the signature of an authorized signatory of each party on the amended or replacement Schedule “B”. Upon being signed by both parties, such amended or replacement Schedule “B” will supersede the then-current Schedule “B” and will become an integral part of this Agreement.

7. TERM AND RENEWAL

7.1 Term. Subject to Section 7.2, the term of this Agreement will (the “Term”) commence on November 18, 2014 and shall terminate on November 17, 2019.

APPENDIX A – "E-COMM CONTRACT"

- 7.2 Right of Extension. E-Comm hereby grants to the District the right to extend the Term of this Agreement for five (5) additional years provided the District has given notice in writing at least one (1) year prior to the end of the Term to E-Comm of its exercise of such right of extension, and provided that the District has paid all 9-1-1 Call Taking Fees taxes and other sums or charges due or payable by virtue of this Agreement and is not in default of any other term or condition herein. The extension term will be on the same terms and conditions contained in this Agreement with the exception of the 9-1-1 Call Taking Fee, which shall be negotiated at the time of extension.
- 7.3 Termination Rights.
- (a) During the Term, either party will have the right to terminate this Agreement by giving not less than 18 months' written notice to the other party.
 - (b) Despite any other provision of this Agreement:
 - (i) the District will have the right to terminate this Agreement by giving not less than 60 days written notice to E-Comm in the event that E-Comm fails to observe or satisfactorily perform any of its material obligations under this Agreement, and such failure continues for a period of 30 days after the giving of written notice to E-Comm specifying in reasonable detail the nature of the failure or unsatisfactory performance and requiring the same to be remedied;
 - (ii) E-Comm will have the right to terminate this Agreement by giving not less than 90 days written notice to the District in the event that E-Comm is unable to perform its fundamental obligations under this Agreement due to any of the following causes:
 - A. substantial damage or destruction of the Call Answer Centre or its equipment or systems;
 - B. withdrawal by the Greater Vancouver Regional District from the Call Answer services provided by E-Comm; or
 - C. cancellation, termination or expiration of a mandatory permit, licence or approval required from any governmental authority to lawfully operate the Call Answer Centre or provide Call Answer services where, despite commercially reasonable efforts by E-Comm, such permit, licence or approval can not be renewed, obtained or maintained.
 - (iii) E-Comm will have the right to terminate this Agreement by giving not less than 90 days written notice to the District in the event that the District fails to pay the 9-1-1 Call Taking Fees described in Schedule "D" within thirty (30) days of receiving a notice to pay and threat of termination of Agreement.
- 7.4 Obligations Upon Termination. In addition to any other obligations of the District upon termination specified in or required under the 9-1-1 Agreement, the following provisions apply upon any termination of this Agreement:
- (a) Within 14 days after the effective date of termination, the District will pay to E-Comm all amounts owing under this Agreement for the period up to and including the effective date of termination.

APPENDIX A – “E-COMM CONTRACT”

- (b) The parties will cooperate fully with each other and with Telus in developing and implementing a plan for the orderly transition of the management and operation of the Call Answer Centre and the provision of Call Answer services and Additional 9-1-1 Services to any successor service provider.
- (c) The District will pay to E-Comm the reasonable costs incurred by E-Comm in developing and implementing the plan contemplated by Section 7.4(b) and, if applicable, in winding down operations of the Call Answer Centre.

8. CONFIDENTIAL INFORMATION

- 8.1 Confidentiality. Subject to applicable law, any information, including any and all written documentation provided to E-Comm by the District or by Telus, or by their respective employees, servants, agents, assigns and/or contractors pertaining to the design, development, implementation, operation and maintenance of the Service is confidential, and will be provided only by E-Comm to such persons who have a need to know for the purposes of this Agreement. E-Comm will not permit any of its employees, servants, agents, assigns and/or contractors to duplicate, reproduce or otherwise copy any such confidential information for any purpose whatsoever, except as may be required by any such employees, servants, agents, assigns and/or contractors with a need to do so for the purposes of this Agreement.
- 8.2 ANI/ALI Information. Confidential automatic number identification (“ANI”) and automatic location identification (“ALI”) and associated information are the property of the District, but will be provided to the Call Answer Centre and ERAs by Telus as directed by the District solely for the purpose of enabling the Call Answer Centre and ERAs to verify the location from which a 9-1-1 call is placed and for the purpose of associating a 9-1-1 call with a physical address. E-Comm must retain all confidential ANI/ALI and associated information in confidence and will treat the confidential information with the same degree of care that it employs for the protection of its own confidential information and, at a minimum, a reasonable degree of care, and will not use or copy such information, except to employees, servants, agents and assigns and/or contractors, including the Call Answer Centre and Emergency Response Agencies (provided such employees, servants, agents, assigns and/or contractors are bound in writing by similar confidentiality obligations as contained in this Agreement) where there is a need to know for the purposes of this Agreement.
- 8.3 Access to Information Requests and Protection of Privacy. The District and E-Comm both acknowledge and agree that the printed, electronic, and other records produced and maintained by E-Comm for the purpose of, or in connection with, the provision of the Call Answer services are records that for the purpose of the *Freedom of Information and Protection of Privacy Act (B.C.) (“FIPPA”)* are in the custody and under the control of the District and/or one or more of the Regional District of Central Okanagan, the Regional District of Okanagan-Similkameen, the Regional District of North Okanagan, the Regional District of Kootenay Boundary, the Regional District of Central Kootenay, the Regional District of East Kootenay, Columbia Shuswap Regional District, Thompson Nicola Regional District, or the Squamish Lillooet Regional District (North), depending on the place of origin of the 9-1-1 call to which the record relates, and that the District (or as determined by the District upon receipt of a request for access to such records, the Regional District of Central Okanagan, the Regional District of Kootenay Boundary, the Regional District of Central Kootenay, the Regional District of East Kootenay, Columbia Shuswap Regional District, Thompson Nicola Regional District, or the Squamish Lillooet

APPENDIX A – “E-COMM CONTRACT”

Regional District (North) shall be responsible to process any request for access to those records under *FIPPA* that are received from third parties by the District or E-Comm. E-Comm and the District will comply with all federal and provincial legislation applicable with respect to the protection of privacy as is in effect from time to time, including without limitation the provisions of the *Emergency Communication Corporations Act (B.C.)*, and *FIPPA*. Without limiting the foregoing, the District and E-Comm both acknowledge and agree that the records referred to in this section 8.3 include personal information (as defined in *FIPPA*) and that such personal information shall be collected, maintained, used and disclosed only as permitted by and in accordance with the provisions of *FIPPA*.

9. DISPUTE RESOLUTION

- 9.1 Procedure. If there is any dispute arising out of or relating to this Agreement, then the parties will use reasonable good faith efforts to resolve such dispute, first by direct negotiation and then, if that is not successful, by mediation with a neutral third party mediator acceptable to both parties. Each party will bear its own costs and expenses in connection with any mediation and all costs and expenses of the mediator will be shared equally by the parties. Any dispute arising out of or relating to the Agreement that is not settled by agreement between the parties or mediation within a reasonable time will be settled exclusively by binding arbitration by a single arbitrator. The location of any arbitration proceeding will be at the British Columbia International Commercial Arbitration Centre or its successor in Vancouver, British Columbia. The arbitration will be governed by the *Arbitration Act [RSBC 1996] Chapter 55* (British Columbia). The arbitrator will be selected and the arbitration conducted in accordance with the British Columbia International Commercial Arbitration Rules, except that the provisions of this Agreement will control over such rules. The parties will share equally in the fees and expenses of the arbitrator and the cost of the facilities used for the arbitration hearing, but will otherwise each bear their respective costs incurred in connection with the arbitration. The parties will use their best efforts to ensure that an arbitrator is selected promptly and that the arbitration hearing is conducted no later than 3 months after the arbitrator is selected. The arbitrator must decide the dispute in accordance with the substantive law which would govern the dispute if it were litigated in court. This requirement does not, however, mean that the award is reviewable by a court for errors of law or fact. Following the arbitration hearing, the arbitrator will issue an award and a separate written decision which summarizes the reasoning behind the award and the legal basis for the award. The arbitrator will not:

- (a) award damages in excess of the amount limited by the terms of the Agreement; or
- (b) require one party to pay the other party's legal costs and expenses.

The award of the arbitrator will be final and binding on each party. Judgement upon the award may be entered in any court of competent jurisdiction.

- 9.2 Exception. The dispute resolution procedures set forth in Section 9.1 are the sole and exclusive procedures for resolving any dispute under this Agreement, except that either party may seek preliminary or temporary injunctive relief from a court if, in that party's sole judgment, such action is necessary to avoid irreparable harm or to preserve the status quo. If a party seeks judicial injunctive relief as described in this Section, then the parties will continue to participate in good faith in the dispute resolution procedures described in Section 9.1. The parties agree that no court which a party petitions to grant the type of

APPENDIX A – “E-COMM CONTRACT”

preliminary or temporary injunctive relief described in this Section may award damages or resolve the dispute.

10. GENERAL PROVISIONS

- 10.1 No Third Party Beneficiaries. Nothing contained in this Agreement will create a duty or liability on the part of E-Comm, the District or their respective employees or agents, to any member of the public. Except for any other government authority that forms a part of the Serving Area from time to time, there are no third party beneficiaries to this Agreement.
- 10.2 Further Agreements. The parties will enter into such further agreements and will execute such further documents with respect to the Call Answer Centre and the provision of Call Answer services and Additional 9-1-1 Services in the Serving Area, all in a form satisfactory to the parties acting reasonably, as are necessary in order to address modifications or alterations to the 9-1-1 Agreement or to address matters relating to the Call Answer Centre or the provision of Call Answer services and Additional 9-1-1 Services in the Serving Area that the parties wish to address but which are not addressed in the 9-1-1 Agreement or in this Agreement.
- 10.3 Assignment. Neither party will have the right to assign, transfer (whether directly or indirectly by way of a change of control) or otherwise dispose of any of its interest in all or any part of the Agreement, whether gratuitously or for consideration, without the prior written consent of the other party and any attempt to do so will be void, except that: (a) E-Comm will have the right at any time without prior consent to assign, transfer or otherwise dispose of the whole of this Agreement to any subsidiary or affiliate company, provided that E-Comm provides notice to the District within a reasonable time before the effective date thereof and such subsidiary or affiliate company assumes all of the obligations of E-Comm under this Agreement in a form satisfactory to the District; and (b) the District will have the right at any time without prior consent to assign, transfer or otherwise dispose of the whole of this Agreement to one or more member municipalities or to a wholly-owned corporation of the District, or a corporation formed by the District together with other Regional Districts currently receiving service from E-Comm.
- 10.4 Notices. Any notice required pursuant to this Agreement will be in writing and delivered personally, by courier or sent by registered mail (with proper postage) to the addresses listed hereafter. In the event of a strike or other disruption of postal service, delivery personally or by courier only will be effective,

A. The District

Manager of Corporate Services
Regional District of Central Okanagan
1450 K.L.O. Road
Kelowna, B.C. V1W 3Z4

Phone: (250) 763-4918
Fax: (250) 763-0606

B. E-Comm

Doug Watson
VP of Operations
E-Comm Emergency Communications
for Southwest British Columbia Inc.
3301 East Pender Street
Vancouver, BC V5K 5J3
Phone: (604) 215-5006
Fax: (604) 215-4933

or to such other address or contact person as either party may indicate in writing to the other.

- 10.5 Benefit. This Agreement will enure to the benefit of and be binding upon the parties and their respective successors and assigns.

APPENDIX A – "E-COMM CONTRACT"

- 10.6 Entire Agreement. This Agreement constitutes the entire agreement of the parties relating to the Call Answer Centre, the Call Answer services and the Additional 9-1-1 Services and supersedes any previous agreement between the parties, whether written or verbal.
- 10.7 Severability. If any provision of this Agreement is held to be unenforceable, then such provision will be severed from this Agreement and the remaining provisions will remain in full force and effect. The parties will in good faith negotiate a mutually acceptable and enforceable substitute for the unenforceable provision, which substitute will be as consistent as possible with the original intent of the parties.
- 10.8 Waiver. The failure of either party to require the performance of any obligation hereunder, or the waiver of any obligation in a specific instance, will not be interpreted as a general waiver of any of the obligations hereunder, which will remain in full force and effect.
- 10.9 Relationship of Parties. This Agreement will not create nor will it be interpreted as creating any association, partnership or any agency relationship between the parties.
- 10.10 Governing Law. This Agreement will be governed by the laws of British Columbia and the laws of Canada applicable therein. The parties attorn to the exclusive jurisdiction of the courts of British Columbia.
- 10.11 Counterparts. This Agreement may be executed in counterpart, both of which together will constitute one and the same instrument, and either party may deliver its counterpart page by facsimile transmission.
- 10.12 Termination of Individual 9-1-1 Agreements. Notwithstanding any other provision of this Agreement, in the event any of the applicable regional districts described herein terminate their 9-1-1 Agreements with the District or Telus (or an affiliate, successor or assign of Telus) or have such 9-1-1 Agreements terminated, then E-Comm will be relieved of its contractual obligation to provide such services to the relevant geographic region of the Serving Area. At such time, E-Comm will provide written notice to the District of the cancellation of the applicable service under this Agreement and will enter into good faith negotiations to review the pricing and adjust the fee structure accordingly in order to fairly and reasonably reflect the reduction in the level of services provided.

IN WITNESS WHEREOF the parties have executed this Agreement as of the date first set forth on page one.

**REGIONAL DISTRICT OF CENTRAL
OKANAGAN**

**E-COMM EMERGENCY
COMMUNICATIONS FOR SOUTHWEST
BRITISH COLUMBIA INCORPORATED**

Per: _____	Per: _____
Name: _____	Name: _____
Title: _____	Title: _____
Per: _____	Per: _____

APPENDIX A – "E-COMM CONTRACT"

SCHEDULE "A"

E-COMM RIGHTS AND AUTHORITY WITH RESPECT TO TELUS

E-Comm will be authorized to contact and deal with Telus with respect to all day-to-day matters and technical issues arising with respect to the primary enhanced 9-1-1 service provided by Telus to the District, including:

- (a) Statistical reports for the Call Answer Centre and all ERAs within the Serving Area with the understanding that they are to be used exclusively as permitted by Article 8 of the Agreement.
- (b) Access to the Master Street Address Guide (MSAG) as it relates to the performance of the call-answer function, provided however that E-Comm will not disclose any MSAG information except as permitted by Article 8 of the Agreement and except in connection with E-Comm's support of CAD and RMS systems.
- (c) Service transitions for ERAs, including additional trunk quantities, etc., for agencies moving their call-taking and dispatch functions into the Call Answer Centre. These changes are to be communicated to the District in sufficient time in order to inform all ERAs of the changes. Changes at ERAs not located at the Call Answer Centre will be coordinated through the District and communicated to E-Comm as appropriate.

The District will use commercially reasonable efforts to obtain on E-Comm's behalf similar authorizations from each of the Regional District of Central Okanagan, the Regional District of Okanagan-Similkameen, the Regional District of North Okanagan, the Regional District of Kootenay Boundary, the Regional District of Central Kootenay, the Regional District of East Kootenay, Columbia Shuswap Regional District, Thompson Nicola Regional District, or the Squamish Lillooet Regional District (North), in relation to the primary enhanced 9-1-1 service provided by Telus to those regional districts under their respective 9-1-1 Agreements.

Acknowledged and agreed effective _____, 2014 by the District, on behalf of the Regional District of Central Okanagan, Regional District of Okanagan-Similkameen, the Regional District of North Okanagan, the Regional District of Kootenay Boundary, the Regional District of Central Kootenay, the Regional District of East Kootenay, Columbia Shuswap Regional District, Thompson Nicola Regional District, and the Squamish Lillooet Regional District (North).

**REGIONAL DISTRICT OF CENTRAL
OKANAGAN**

**E-COMM EMERGENCY
COMMUNICATIONS FOR SOUTHWEST
BRITISH COLUMBIA INCORPORATED**

Per: _____ Per: _____

Name: _____ Name: _____

Title: _____ Title: _____

Per: _____ Per: _____

APPENDIX A – "E-COMM CONTRACT"

SCHEDULE "B"

ADDITIONAL 9-1-1 SERVICES

- (a) Support the operational and technical implementation and testing of future 9-1-1 services, with the caveat that for new services requiring significant technological enhancements, the parties will meet and engage in good faith discussions on the method and payment by which all costs for such new services are to be allocated and recovered.
- (b) Liaise with all ERAs on all 9-1-1 related announcements (e.g., service outages, changes to 10 digit trunk equivalents, consolidations of ERAs, backup services, wireless implementations).
- (c) Accommodate test calls for competitive local exchange carriers, wireless service providers and voice over internet protocol suppliers as required.
- (d) Maintain the 9-1-1 Operations Manual for the Serving Area in conjunction with the affected ERAs, provided that any material adverse changes to the 9-1-1 Operations Manual are subject to approval by the District, which approval will not be unreasonably withheld or delayed. It is understood and accepted that standardization of the policies and procedures covering other PSAPs is beneficial and will be implemented wherever possible and practical.
- (e) Provide an estimate of the costs for additional staff for Planned Major Events to handle a temporary increase in volume of 9-1-1 calls. A **"Planned Major Event"** is a special extraordinary major event generally requiring an enhanced policing response. Notification of these events (e.g. Regattas, Music festivals) will be provided to E-Comm with as much advance notice as possible, preferably 30 days advance notice (when available), to ensure appropriate staff planning.
- (f) Provide Language Translation Services when required to handle 9-1-1 PSAP calls. The charges for these Translation Services will be billed back to the District at cost.


Acknowledged and agreed effective _____, 2014.

REGIONAL DISTRICT OF CENTRAL
OKANAGAN

E-COMM EMERGENCY
COMMUNICATIONS FOR SOUTHWEST
BRITISH COLUMBIA INCORPORATED

Per: _____	Per: _____
Name: _____	Name: _____
Title: _____	Title: _____
Per: _____	Per: _____

APPENDIX A – “E-COMM CONTRACT”

					
911 Performance Report (Year 2014)					
Hour	Service Level	Calls Offered	Calls Ans	Avg Speed to Ans (s)	Outbound Calls
0:00					
1:00					
2:00					
3:00					
4:00					
5:00					
6:00					
7:00					
8:00					
9:00					
10:00					
11:00					
12:00					
13:00					
14:00					
15:00					
16:00					
17:00					
18:00					
19:00					
20:00					
21:00					
22:00					
23:00					
911 Total					
Data source: AACCS and Genesis Admin for Outbound calls					

APPENDIX A – "E-COMM CONTRACT"

**911 Performance Report (Year 2014)**

Hour	Service Level	Calls Offered	Calls Ans	Calls Aban	Avg Speed to Ans (s)	Outbound Calls
0:00						
1:00						
2:00						
3:00						
4:00						
5:00						
6:00						
7:00						
8:00						
9:00						
10:00						
11:00						
12:00						
13:00						
14:00						
15:00						
16:00						
17:00						
18:00						
19:00						
20:00						
21:00						
22:00						
23:00						
911 Total						

Data source: Telus database for Calls Offered, Genesis Admin for Outbound calls, and AACCG for all other metrics

SCHEDULE "D"
FEES, INVOICING AND PAYMENTS

Schedule D
Pricing

	A	B	C	D	E
	Contract Year	Project Management Costs	Capital / Equipment Upgrade Costs	Operating Costs	Total Annual Estimated Cost (Sum of Columns B, C, D)
1	Year 1 (Nov 18, 2014 - Nov 17, 2015)	\$ 50,000	\$ 287,870	\$ 865,140	\$ 1,203,010
2	Year 2 (Nov 18, 2015 - Nov 17, 2016)	\$ -	\$ 19,190	\$ 908,540	\$ 927,730
3	Year 3 (Nov 18, 2016 - Nov 17, 2017)	\$ -	\$ 19,190	\$ 953,760	\$ 972,950
4	Year 4 (Nov 18, 2017 - Nov 17, 2018)	\$ -	\$ 19,190	\$ 1,001,040	\$ 1,020,230
5	Year 5 (Nov 18, 2018 - Nov 17, 2019)	\$ -	\$ 19,190	\$ 1,050,000	\$ 1,069,190
6	Total Contract Price over 5 Year Term (Sum of rows E1, E2, E3, E4, E5)				\$ 5,193,110

Notes:

* E-Comm operates under a cost-recovery model which is based on budgeted costs.

Assumptions with respect to the above costs have been included below.

(a) Based on the 2014 Budget. Approved by the E-Comm Board of Directors.

E-Comm's budget (fiscal) year is the calendar year and the RDCO has requested the RDCO contract year to be November 18 to November 17th. We would propose completing our analysis of 12 months of actual call metrics by September 30th of each year (except in the first year), in time to be provided to the RDCO for review and approval by October 31 and to be included in the E-Comm annual budget for Board of Directors approval expected in late November.

(b) % targeted average service 95%/5 seconds for 9-1-1 Call Answer.

(c) Year 2 through Year 5 estimates based on assumptions as provided by the RDCO in the NRFP and E-Comm's Approved Strategic Financial Plan. Please also refer to note (f) below.

The % impact on RDCO Operating Costs in Year 2 through Year 5 due to all factors (except those factors in notes d), e) and f) will be applied fairly and equitably where ever possible but for further certainty will be no greater than the annual consumer price index (CPI)*, as published by Statistics Canada for the previous calendar year (the "Base Year"), as compared to the CPI for the calendar year immediately preceding the Base Year; or 3% per year, whichever is greater.

(d) Staffing and related assumptions include:

(1) The staffing component takes into account the efficiency of joining a consolidated 9-1-1 PSAP call answer centre.

(2) The total staffing component is based on a total call volume of 230,000 calls with an average handle time (across all defined call types: Regular, Trouble not Known, Abandoned - Data Only, and does not include Text-with-911 for the DHHSI Community) as specified in the pricing assumption by the RDCO as requiring 46 seconds.

(3) The staffing component assumes a 2% growth rate in call volume each year over the course of the five years as specified by the RDCO.

(4) The staffing component is based on downstreaming all abandoned calls, comprised of 16% of the provided call volume of 230,000 calls annually, which assumes a 2% annual increase.

(5) If call-backs are to be made from the PSAP versus the RCMP OCC, then pricing will be adjusted accordingly.

APPENDIX A – "E-COMM CONTRACT"

Schedule D
PricingNotes (continued):

(e) Abandoned Call Time Assumptions:

- Trouble Not Known Calls
 - All calls are downstreamed to The RCMP OCC.
- Unknown - Data Only Calls
 - The assumption used in the price quote is 5 seconds (not the 29 seconds in the NRFP) as the description provided and detailed in the NRFP indicates that insufficient data is provided to make a call back.

(f) Each year, should any of the following conditions be met, staffing levels will be impacted, and a pricing change may be triggered for the following year.

- Call volumes increase by 3% or more in any given year.
- The average call handling time across all call types exceeds 65 seconds.
- If a Call volume decrease of a minimum of 10% is sustained over a minimum of two consecutive years, a review of the staffing requirement will be initiated taking into account call volume and related call handling metrics. If one or more regular full time staff reductions are determined, the levy will be reduced accordingly in the following contract year.

(g) Specific items related to transition that may require funding will be determined during project planning. The estimates above relates to one time project management and related costs.

(h) The above excludes any and all costs directly attributable to any future implementation of NG 9-1-1 during the contract term as defined by the NRFP Addendum No. 1.

(i) As part of the governance of E-Comm, our proposal is subject to approval by our Board of Directors. This will take place once the Service Agreement has been finalized.

(j) As requested in NI14-125 Clarification/Amendment Request No. 2, we have adjusted the above table to reflect the Capital/Equipment Upgrade costs that are specific to RDCO and that can be paid up front in Year 1, thereby eliminating the related built-in financing costs.

The portion remaining in Years 2 through 5 is an allocation for the use of shared infrastructure by the RDCO and therefore is not eligible to be paid up front but is an annual capital component.

SCHEDULE "E"**SERVING AREA**

The Serving Area of the District includes all municipalities and electoral areas of the Regional District of Central Okanagan, the Regional District of Okanagan-Similkameen, the Regional District of North Okanagan, the Regional District of Kootenay Boundary, the Regional District of Central Kootenay, the Regional District of East Kootenay, Columbia Shuswap Regional District, Thompson Nicola Regional District, and the Squamish Lillooet Regional District (North).

APPENDIX A – “E-COMM CONTRACT”

SCHEDULE “F”

9-1-1 AGREEMENTS BETWEEN THE DISTRICT AND TELUS AND BETWEEN EACH OF THE REGIONAL DISTRICT OF Central Okanagan, the Regional District of Okanagan-Similkameen, the Regional District of North Okanagan, the Regional District of Kootenay Boundary, the Regional District of Central Kootenay, the Regional District of East Kootenay, Columbia Shuswap Regional District, Thompson Nicola Regional District, and the Squamish Lillooet Regional District (North) AND TELUS

- 1) Regional District of Central Okanagan: Agreement to Provide Provincial 9-1-1 Service, dated _____;
- 2) Regional District of Okanagan-Similkameen: Agreement to Provide Provincial 9-1-1 Service, dated _____;
- 3) Regional District of North Okanagan: Agreement to Provide Provincial 9-1-1 Service, dated _____;
- 4) Regional District of Kootenay Boundary; Agreement to Provide Provincial 9-1-1 Service, dated _____;
- 5) Regional District of Central Kootenay; Agreement to Provide Provincial 9-1-1 Service, dated _____;
- 6) Regional District of East Kootenay; Agreement to Provide Provincial 9-1-1 Service, dated _____;
- 7) Columbia Shuswap Regional District; Agreement to Provide Provincial 9-1-1 Service, dated _____;
- 8) Thompson Nicola Regional District; Agreement to Provide Provincial 9-1-1 Service, dated _____; AND
- 9) Squamish Lillooet Regional District (North): Agreement to Provide Provincial 9-1-1 Service, dated _____.

Receipt of a copy of each of the Agreements referred to in this Schedule “F” is hereby acknowledged effective _____, 2014

**E-COMM EMERGENCY
COMMUNICATIONS FOR SOUTHWEST
BRITISH COLUMBIA INCORPORATED**

Per: _____

Per: _____

APPENDIX B **FEES, INVOICES & PAYMENTS**

D1 9-1-1 Fees.

Pursuant to Section 4.1, the 9-1-1 fees payable by RDKB to RDCO are to be the RDKB's Apportionment (as per the definition under D.1.1) of the sum of the budgeted annual cost calculated each year for:

- a) the "Total Annual Estimated Cost" as budgeted each year (except for the "Capital / Equipment Upgrade Cost in Year 1"*) detailed in D1.2 E-Comm Contract Pricing herein;
- b) the Operating Contingency for the E-Comm Contract, as per D1.3 Operating Contingency herein;
- c) the "Total RDCO Direct Costs", as per D1.4 RDCO Direct Costs herein; and
- d) the Administration Overhead charge, as per D1.5 herein.

*Note: The Capital / Equipment Upgrade Costs for Year 1 detailed in D1.2 E-Comm Contract Pricing will be paid from existing Capital Reserve Funds which the parties along with all Regional District Partners currently hold.

Using the methodology described above, upon the date of execution of this agreement, the estimated 9-1-1 Fees payable by RDKB to RDCO in each calendar year are as follows:

	2015	2016	2017	2018	2019
Regional District of Kootenay Boundary	\$ 60,521	\$ 63,534	\$ 66,412	\$ 69,419	\$ 74,408

Note: the actual amounts will be calculated each year.

D1.1 Cost Apportionment

The parties hereby agree that all costs outlined in D1.2 to D1.5 herein shall be shared by all the Regional District Partners, pro rata, in proportions equivalent to the percentage that each Regional District Partner's respective converted assessed value of improvements for hospital purposes using the annual completed assessment roll, bears to the total converted assessed value of improvements of all Regional District Partners (the "Apportionment").

These proportions shall be determined on an annual basis, on or before March 1st in each year of this Agreement and shall apply to the current calendar year.

9-1-1 Call Answering Service Agreement
A14-148

D1.2 E-Comm Contract Pricing

	A	B	C	D	E
	Contract Year	Project Management Costs	Capital / Equipment Upgrade Costs	Operating Costs	Total Annual Estimated Cost (Sum of Columns B, C, D)
1	Year 1 (Nov 18, 2014 - Nov 17, 2015)	\$ 50,000	\$ 287,870	\$ 865,140	\$ 1,203,010
2	Year 2 (Nov 18, 2015 - Nov 17, 2016)	\$ -	\$ 19,190	\$ 908,540	\$ 927,730
3	Year 3 (Nov 18, 2016 - Nov 17, 2017)	\$ -	\$ 19,190	\$ 953,760	\$ 972,950
4	Year 4 (Nov 18, 2017 - Nov 17, 2018)	\$ -	\$ 19,190	\$ 1,001,040	\$ 1,020,230
5	Year 5 (Nov 18, 2018 - Nov 17, 2019)	\$ -	\$ 19,190	\$ 1,050,000	\$ 1,069,190
6	Total Contract Price over 5 Year Term (Sum of rows E1, E2, E3, E4, E5)				\$ 5,193,110

Notes:

* E-Comm operates under a cost-recovery model which is based on budgeted costs.

Assumptions with respect to the above costs have been included below.

(a) Based on the 2014 Budget Approved by the E-Comm Board of Directors.

(b) % targeted average service 95%/5 seconds for 9-1-1 Call Answer.

(c) Year 2 through Year 5 estimates based on assumptions as provided by the RDCO in the NRFP and E-Comm's Approved Strategic Financial Plan. Please also refer to note (f) below.

(d) Staffing and related assumptions include:

- (1) The staffing component takes into account the efficiency of joining a consolidated 9-1-1 PSAP call answer centre.
- (2) The total staffing component is based on a total call volume of 230,000 calls with an average handle time (across all defined call types: Regular, Trouble not Known, Abandoned - Data Only, and does not include Text-with-911 for the DPHSI Community) as specified in the pricing assumption by the RDCO as requiring 45 seconds.
- (3) The staffing component assumes a 2% growth rate in call volume each year over the course of the five years as specified by the RDCO.
- (4) The staffing component is based on downstreaming all abandoned calls, comprised of 16% of the provided call volume of 230,000 calls annually, which assumes a 2% annual increase.
- (5) If call-backs are to be made from the PSAP versus the RCMP OCC, then pricing will be adjusted accordingly.

9-1-1 Call Answering Service Agreement
A14-148

Notes (continued):

- (e) Abandoned Call Time Assumptions:
- Trouble Not Known Calls
 - All calls are downstreamed to The RCMP OCC.
 - Unknown - Data Only Calls
 - The assumption used in the price quote is 5 seconds (not the 29 seconds in the NRFP) as the description provided and detailed in the NRFP indicates that insufficient data is provided to make a call back.
- (f) Each year, should any of the following conditions be met, staffing levels will be impacted, and a pricing change may be triggered for the following year.
- Call volumes increase by 3% or more in any given year.
 - The average call handling time across all call types exceeds 65 seconds.
- (g) Specific items related to transition that may require funding will be determined during project planning. The estimates above relates to one time project management and related costs.
- (h) The above excludes any and all costs directly attributable to any future implementation of NG 9-1-1 during the contract term as defined by the NRFP Addendum No. 1.
- (i) As part of the governance of E-Comm, our proposal is subject to approval by our Board of Directors. This will take place once the Service Agreement has been finalized.
- (j) As requested in N114-125 Clarification/Amendment Request No. 2, we have adjusted the above table to reflect the Capital/Equipment Upgrade costs that are specific to RDCO and that can be paid up front in Year 1, thereby eliminating the related built-in financing costs.
- The portion remaining in Years 2 through 5 is an allocation for the use of shared infrastructure by the RDCO and therefore is not eligible to be paid up front but is an annual capital component.

D1.3 Operating Contingency

For each Contract Year noted in the E-Comm Contract Pricing under D1.2, the RDCO shall budget \$50,000 to specifically cover potential changes to the E-Comm Contract Pricing annual estimated costs, as per the notes under the E-Comm Contract Pricing in D.12.

D1.4 RDCO Direct Costs

In each calendar year, the RDCO Direct Costs are estimated to be as per the table below. (Note: these are estimates only, and actual costs incurred will be shared as per D1.1):

9-1-1 Call Answering Service Agreement
A14-148

	2015	2016	2017	2018	2019
Salaries - Full Time	20,000	20,400	20,808	21,224	21,649
Payroll Overhead	4,900	4,998	5,098	5,200	5,304
Travel	2,000	2,040	2,081	2,122	2,165
Meetings / Communication	1,000	1,020	1,040	1,061	1,082
Insurance	12,076	12,318	12,564	12,815	13,071
Consulting	5,000				30,000
Total RDCO Direct Costs:	44,976	40,776	41,591	42,423	73,271

Note: The 2014 surplus/deficit will be carried forward to the 2015 budget. Any future surpluses may be put into an operating reserve or used to reduce the requisition for the following year.

D1.5 Administration Overhead

An administration overhead charge in accordance with the RDCO Administration Overhead Policy 7.19, to be calculated each year, will be applied to all costs in D1.2 to D1.4 above. In 2015, that % is estimated to be 12%.

D2 Other Fees.

The following are not included in the 9-1-1 Fees detailed in D1, and will be extra fees payable upon consultation between the parties: (admin charges will also apply):

- a) Other potential fee, which are not definable and /or could become payable during the term
- b) Fees for Material Compliance change, as per section 4.2 of the E-Comm Contract
- c) Next Generation N911 costs
- d) Additional 9-1-1 Services, where it expressly states and additional cost may be charged, as per Schedule B of the E-Comm Contract
- e) Any costs associated with early termination, as per section 7.
- f) Staffing for a Planned Major Event, as per Schedule B (e) of the E-Comm Contract.

D3 Payment Terms.

Fees for each contract year shall be requisitioned in April and payment received no later than August 31st of that year.

9-1-1 Call Answering Service Agreement
A14-148 (Amendment No.1)

**EMERGENCY SERVICES COMMUNICATION (9-1-1) AGREEMENT –
AMENDMENT NO.1**

THIS AGREEMENT AMENDMENT NO.1 (the “Agreement Amendment”) is made as of the ____ day of September, 2019

BETWEEN:

REGIONAL DISTRICT OF CENTRAL OKANAGAN

(the “RDCO”)

AND:

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

(the “RDKB”)

WHEREAS:

- A. The RDCO and the RDKB entered into a 9-1-1 Call Answer Centre Service Agreement (reference number A14-148) dated July 1, 2014 (the “Agreement”);
- B. Pursuant to the Agreement, the parties agreed in section 7.2 an option to extend the Agreement upon the same terms and conditions save with respect to the payments set out in Appendix B; and
- C. Subsequent to the parties’ exercise of rights of extension for a further term of five (5) years in accordance with the original terms and conditions of the Agreement, the parties have reached mutual agreement to extend the Agreement for a shorter term, as further provided for in this Agreement Amendment.

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the premises and of the sum of \$10 and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties covenant and agree as follows:

- 1.1** The Agreement is extended for the term commencing November 18, 2019 and ending December 31, 2020 (the “Extension Term”).
- 1.2** During the Extension Term, the RDCO will negotiate in good faith the terms of a new *E-Comm Contract* with *E-Comm*, for provision of Call Answer Services and Additional 9-1-1 Service for all *Regional District Partners*, for commencement on January 1, 2021.
- 1.3** The Agreement is amended by deleting section 7.2 (Extension) in its entirety.
- 1.4** The Agreement is amended by deleting *Appendix B - Fees, Invoices & Payments* in its entirety, and replacing it with *Appendix B – Fees, Invoices & Payments (Revised in Amendment No.1)*, attached hereto.
- 1.5** The terms of this Agreement Amendment are expressly made part of the Agreement to the same extent as if incorporated therein, and both the RDCO and the RDKB agree that all agreements, covenants, conditions, and provisos contained in the Agreement, except as amended or altered by this Agreement Amendment, shall be and remain unaltered and in full force and effect during the Extension Term. The RDCO and the RDKB both acknowledge and agree to perform and observe, respectively, the obligations of the RDCO and the RDKB under the Agreement as extended and modified hereby. The RDCO and the RDKB hereby confirm and ratify the Agreement as hereby extended and amended.

- 1.6** All terms capitalized herein and not otherwise defined in this Agreement Amendment shall have the same meaning as the Agreement.
- 1.7** The provisions of this Agreement Amendment shall enure to the benefit of and be binding upon the parties' respective successors and permitted assigns.

IN WITNESS WHEREOF this Agreement Amendment has been executed and delivered by the parties as of the day and year first above written.

**REGIONAL DISTRICT OF CENTRAL
OKANAGAN**

**REGIONAL DISTRICT OF KOOTENAY
BOUNDARY**

Per: _____
Name:
Title:

Per: _____
Name:
Title:

Per: _____
Name:
Title:

Per: _____
Name:
Title:

**APPENDIX B
FEES, INVOICES & PAYMENTS (REVISED IN AMENDMENT NO.1)**

D1 9-1-1 Fees.

Pursuant to Section 4.1, the 9-1-1 fees payable by RDKB to RDCO are to be the RDKB's Apportionment (as per the definition under D.1.1) of the sum of the budgeted annual cost calculated each year for:

- a) the "Total Annual Estimated Cost" as budgeted each year (except for the "Capital / Equipment Upgrade Cost in Year 1"*) detailed in D1.2 E-Comm Contract Pricing herein;
- b) the Operating Contingency for the E-Comm Contract, as per D1.3 Operating Contingency herein;
- c) the "Total RDCO Direct Costs", as per D1.4 RDCO Direct Costs herein; and
- d) the Administration Overhead charge, as per D1.5 herein.

*Note: The Capital / Equipment Upgrade Costs for Year 1 detailed in D1.2 E-Comm Contract Pricing will be paid from existing Capital Reserve Funds which the parties along with all Regional District Partners currently hold.

Using the methodology described above, upon the date of execution of this agreement, the estimated 9-1-1 Fees payable by RDKB to RDCO in each calendar year are as follows:

	2015	2016	2017	2018	2019	2020
Regional District of Kootenay Boundary	\$ 60,521	\$ 63,534	\$ 66,412	\$ 69,419	\$ 74,408	\$ 61,005

Note: the actual amounts will be calculated each year.

D1.1 Cost Apportionment

The parties hereby agree that all costs outlined in D1.2 to D1.5 herein shall be shared by all the Regional District Partners, pro rata, in proportions equivalent to the percentage that each Regional District Partner's respective converted assessed value of improvements for hospital purposes using the annual completed assessment roll, bears to the total converted assessed value of improvements of all Regional District Partners (the "Apportionment").

These proportions shall be determined on an annual basis, on or before March 1st in each year of this Agreement and shall apply to the current calendar year.

D1.2 E-Comm Contract Pricing

a) Original Term Pricing:

	A	B	C	D	E
	Contract Year	Project Management Costs	Capital / Equipment Upgrade Costs	Operating Costs	Total Annual Estimated Cost (Sum of Columns B, C, D)
1	Year 1 (Nov 18, 2014 - Nov 17, 2015)	\$ 50,000	\$ 287,870	\$ 865,140	\$ 1,203,010
2	Year 2 (Nov 18, 2015 - Nov 17, 2016)	\$ -	\$ 19,190	\$ 908,540	\$ 927,730
3	Year 3 (Nov 18, 2016 - Nov 17, 2017)	\$ -	\$ 19,190	\$ 953,760	\$ 972,950
4	Year 4 (Nov 18, 2017 - Nov 17, 2018)	\$ -	\$ 19,190	\$ 1,001,040	\$ 1,020,230
5	Year 5 (Nov 18, 2018 - Nov 17, 2019)	\$ -	\$ 19,190	\$ 1,050,000	\$ 1,069,190
6	Total Contract Price over 5 Year Term (Sum of rows E1, E2, E3, E4, E5)				\$ 5,193,110

b) Extension Term Pricing:

	A	B	C	D	E
	Contract Year	Project Management Costs	Capital / Equipment Upgrade Costs	Operating Costs	Total Annual Estimated Cost (Sum of Columns B, C, D)

1st Extension Term:

Nov 18, 2019 - Dec 31, 2019	\$ -	\$ 2,239	\$ 116,548	\$ 118,787
Jan 1, 2020 - Dec 31, 2020	\$ -	\$ 19,190	\$ 1,028,949	\$ 1,048,139
			Total	\$ 1,166,926

Notes:

- * E-Comm operates under a cost-recovery model which is based on budgeted costs.

Assumptions with respect to the above costs have been included below.

- (a) Based on the 2014 Budget Approved by the E-Comm Board of Directors.
- (b) % targeted average service 95%/5 seconds for 9-1-1 Call Answer.
- (c) Year 2 through Year 5 estimates based on assumptions as provided by the RDCO in the NRFP and E-Comm's Approved Strategic Financial Plan. Please also refer to note (f) below.
- (d) Staffing and related assumptions include:
 - (1) The staffing component takes into account the efficiency of joining a consolidated 9-1-1 PSAP call answer centre.
 - (2) The total staffing component is based on a total call volume of 230,000 calls with an average handle time (across all defined call types: Regular, Trouble not Known, Abandoned - Data Only, and does not include Text-with-911 for the DHHSI Community) as specified in the pricing assumption by the RDCO as requiring 46 seconds.
 - (3) The staffing component assumes a 2% growth rate in call volume each year over the course of the five years as specified by the RDCO.
 - (4) The staffing component is based on downstreaming all abandoned calls, comprised of 16% of the provided call volume of 230,000 calls annually, which assumes a 2% annual increase.
 - (5) If call-backs are to be made from the PSAP versus the RCMP OCC, then pricing will be adjusted accordingly.

Notes (continued):

(e) Abandoned Call Time Assumptions:

- *Trouble Not Known Calls*
 - *All calls are downstreamed to The RCMP OCC.*
- *Unknown - Data Only Calls*
 - *The assumption used in the price quote is 5 seconds (not the 29 seconds in the NRFP) as the description provided and detailed in the NRFP indicates that insufficient data is provided to make a call back.*

(f) Each year, should any of the following conditions be met, staffing levels will be impacted, and a pricing change may be triggered for the following year.

- *Call volumes increase by 3% or more in any given year.*
- *The average call handling time across all call types exceeds 65 seconds.*

(g) Specific items related to transition that may require funding will be determined during project planning. The estimates above relates to one time project management and related costs.

(h) The above excludes any and all costs directly attributable to any future implementation of NG 9-1-1 during the contract term as defined by the NRFP Addendum No. 1.

(i) As part of the governance of E-Comm, our proposal is subject to approval by our Board of Directors. This will take place once the Service Agreement has been finalized.

(j) As requested in NI14-125 Clarification/Amendment Request No. 2, we have adjusted the above table to reflect the Capital/Equipment Upgrade costs that are specific to RDCO and that can be paid up front in Year 1, thereby eliminating the related built-in financing costs.

The portion remaining in Years 2 through 5 is an allocation for the use of shared infrastructure by the RDCO and therefore is not eligible to be paid up front but is an annual capital component.

D1.3 Operating Contingency

For each Contract Year noted in the E-Comm Contract Pricing under D1.2, the RDCO shall budget \$50,000 to specifically cover potential changes to the E-Comm Contract Pricing annual estimated costs, as per the notes under the E-Comm Contract Pricing in D.12.

D1.4 RDCO Direct Costs

In each calendar year, the RDCO Direct Costs are estimated to be as per the table below. (Note: these are estimates only, and actual costs incurred will be shared as per D1.1):

	2019	2020
Salaries - Full Time	29,871	30,468
Payroll Overhead	8,065	8,226
Travel	2,250	2,295
Meetings / Communication/Education	1,500	1,530
Telephone	1,000	1,020
Insurance	8,116	8,278
Office Supplies	400	408
Legal	2,000	2,040
Total RDCO Direct Costs (\$):	53,202	54,265

Note: Any surplus/deficit will be carried forward to the next year's budget. Any future surpluses may be put into an operating reserve or used to reduce the requisition for the following year.

D1.5 Administration Overhead

An administration overhead charge in accordance with the RDCO Administration Overhead Policy 7.19, to be calculated each year, will be applied to all costs in D1.2 to D1.4 above. In 2019, that % is estimated to be 9.03%.

D2 Other Fees.

The following are not included in the 9-1-1 Fees detailed in D1, and will be extra fees payable upon consultation between the parties: (admin charges will also apply):

- Other potential fee, which are not definable and /or could become payable during the term
- Fees for Material Compliance change, as per section 4.2 of the E-Comm Contract
- Next Generation N911 costs
- Additional 9-1-1 Services, where it expressly states and additional cost may be charged, as per Schedule B of the E-Comm Contract
- Any costs associated with early termination, as per section 7.
- Staffing for a Planned Major Event, as per Schedule B (e) of the E-Comm Contract.

D3 Payment Terms.

Fees for each contract year shall be requisitioned in April and payment received no later than August 31st of that year.



STAFF REPORT

Date: 13 Sep 2019

File

Grant-In-Lieu
Revenue

To: Chair Russell and Board of
Directors

From: Mark Andison, Chief Administrative
Officer

Re: 2020 Allocation of BC Hydro & Fortis
(CPC) Grant-In-Lieu Revenue

Issue Introduction

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

History/Background Factors

At its August meeting, the East End Services Committee reviewed and discussed the attached staff report from Chief Derby regarding future options associated with utilization of grant-in-lieu revenues from the BC Hydro and Fortis dam facilities by the Kootenay Boundary Regional Fire Rescue Service. Following a discussion about potential options, the East End Services Committee passed the following resolution on August 19th:

That the \$300,00 for dam revenues be maintained for 2020 and 2021 and then look at picking up any extra monies coming out of dam revenues and assign them to the fire service.

Issue History

2018 saw some significant changes to the Kootenay Boundary Regional Fire Rescue Service (KBRFR) budget resulting from the discontinuation of the RDKB's 9-1-1 dispatch agreement with the Regional District of Central Kootenay (RDCK) and the resulting contracting of the delivery of the 9-1-1 dispatch service to the City of

Kelowna. Following notification in 2017 from RDCK that the 9-1-1 dispatch agreement would be terminated, a number of consequent changes unfolded for both the RDKB's 9-1-1 Emergency Communications Service and the KBRFR Service to allow for continued service provision with the loss of the the revenues associated with the 9-1-1 dispatch agreement with RDCK.

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

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

East End Services Committee-Special Meeting Jan. 25/18

Re: Kootenay Boundary Regional Fire Rescue (KBRFR) Expenditures

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

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

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

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

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

KBRFR Expenditures

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

Corporate Vote Weighted

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

Carried.

When the issue was considered again in early 2019 as part of the annual budgeting process, the following resolution was passed after reviewing a staff report on the issue and discussion:

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

Carried.

(Directors Morissette, Gee and Russell opposed)

Implications

With changes in ownership associated with the Waneta Dam and the Waneta Expansion Project, there has been over the last year, a reduction in the amount of grant-in-lieu revenue collected by the RDKB. As the attached letter from BC Hydro indicates, as reported to the Board earlier in the year, BC Hydro's grant-in-lieu contribution was reduced in 2019 by \$324,314 based upon a BC Assessment Authority assessment of its ownership interests in the Waneta Dam. There are still outstanding questions with respect to the purchase of Fortis' interests in the Waneta Expansion Project by Columbia Power Corporation and the impact of that purchase upon grant-in-lieu revenues. With less grant-in-lieu revenues being included in the General Government Service budget, there will be less opportunity for contributions to reserve in that service, and in the longer term, there may be pressure to increase requisitions for the service.

Advancement of Strategic Planning Goals

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

Background Information Provided

1. August 2019 staff Report from Chief Derby to East End Services Committee regarding options for use of grant-in-lieu revenues

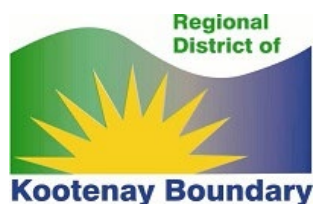
2. January 2018 Staff Report from Beth Burget, General Manager of Finance:
Management of BC Hydro PILT
3. 2019 letter from BC Hydro outlining its grant-in-lieu contributions for the year

Alternatives

1. Approve a \$300,000 allocation of grant-in-lieu funds to the Kootenay Boundary Regional Fire Rescue Service for 2020, as recommended by the East End Services Committee;
2. Approve an alternative allocation of grant-in-lieu funds to the Kootenay Boundary Regional Fire Rescue Service;
3. Re-establish the past practice of having all grant-in-lieu revenues being allocated to the General Government Administration service with no allocation to the KBRFR Service.
4. Defer consideration of the issue, pending further information from staff

Recommendation(s)

That the Board of Directors consider the August 2019 recommendation of the East End Services Committee with respect to the allocation of grant-in-lieu revenues for the 2020 budget, and further that staff be provided direction on preferred option with respect to the allocation of grant-in-lieu revenues in 2020.

**STAFF REPORT**

Date: August 9, 2019 **File**

To: **Chair Grieve and East End Services Committee Directors**

From: Dan Derby, Regional Fire Chief

Re: Allocation of BC Hydro Grant-in-Lieu Revenues to the Kootenay Boundary Regional Fire Rescue Service

Issue Introduction:

A staff report from Dan Derby, Regional Fire Chief regarding allocation of BC Hydro grant-in-lieu revenues to the Kootenay Boundary Regional Fire Rescue Service.

History/Background Factors

At the July 16, 2019 East End Services Committee meeting a resolution was passed, "That the Regional District of Kootenay Boundary Board of Directors allocate \$300,000 from the BC Hydro grant-in-lieu to the Kootenay Boundary Regional Fire Service (050) for the Year 2020".

Implications

Prior to presenting the above recommendation to the RDKB Board of Directors, this report explores options regarding transition for the Dam Revenues and considers previous intent and commitments discussed in the 2019 budget reviews.

February 21, 2019 Regular Meeting of the RDKB Board of Directors, minutes:

M. Andison, Chief Administrative Officer

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

A staff report from Mark Andison, Chief Administrative Officer providing information relating to a request from the East End Services Committee for the allocation of grant-in-lieu revenues to the Kootenay Boundary Regional Fire Rescue (KBRFR) Service from the BC Hydro facility located in the RDKB was presented.

Staff provided background information leading up to the Committee's request for the allocation of BC Hydro grant-in-lieu funding. Some Directors expressed their

concerns noting that this request should not continue in the future (e.g. after 2019). Director Grieve, Chair of the East End Services Committee acknowledged the concerns and advised that the Committee is working towards developing a plan to assist with the impacts that the KBRFR budget has had on the Service, and it was;

90-19 Moved: Director Cacchioni Seconded: Director Shaw

Corporate Vote Weighted

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

(Directors Morissette, Gee and Russell opposed)

Considering the July 16, 2019 East End Services Committee resolution and history presented staff are presenting options to begin transitioning away from grant-in-lieu revenues as previously discussed. The following table introduces options that may be considered as part of the KBRFR 2020 five-year financial plan.

	2020	2021	2022	2023	2024
Option 1	\$150,000	\$0	\$0	\$0	\$0
Option 2	\$300,000	\$150,000	\$0	\$0	\$0
Option 3	\$250,000	\$200,000	\$150,000	\$100,000	\$50,000
Option 4	\$300,000	\$200,000	\$100,000	\$50,000	\$0

Advancement of Strategic Planning Goals

Exceptional Cost Effective and Efficient Services – Ensures responsible and proactive funding for core services.

Background Information Provided

Attached are two staff reports considered in 2019 Budget preparation that outline the background and impacts of allocation of BC Hydro grant-in-lieu revenues, they are:

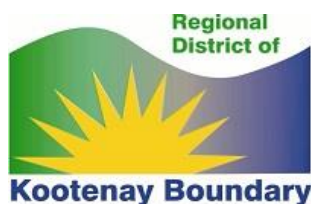
- 2019 Allocation of BC Hydro & Fortis Grant-In-Lieu Revenue – Mark Andison, Chief Administrative Officer
- Management of BC Hydro Payments in Lieu of Taxes – Beth Burget, General Manager of Finance

Alternatives

- That Regional District of Kootenay Boundary Board of Directors allocate \$300,000 from the BC Hydro grant-in-lieu to the Kootenay Boundary Regional Fire Service (050) for the Year 2020. Staff do not recommend this option as it does not provide any transition to reducing allocation of dam revenues.
- That the East End Service Committee provide direction to staff based on options 1-4 provided in the table.

Recommendation(s)

That the staff report from Dan Derby, Regional Fire Chief regarding allocation of BC Hydro grant-in-lieu revenues to the Kootenay Boundary Regional Fire Rescue Service be received, and further that staff be provided direction on preferred option for BC Hydro grant-in-lieu revenues.

**STAFF REPORT**

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

Issue Introduction

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

History/Background Factors

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

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

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

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

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

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

Implications

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

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

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

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

Advancement of Strategic Planning Goals

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

Background Information Provided

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

Alternatives

Receipt

Recommendation(s)

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

Ministry Home
Government of British Columbia

Local Government Infrastructure & Finance
Ministry of Municipal Affairs and Housing

The Minister
News
Search
Reports & Publications
Contacts
Wireless

[LGD Home](#) > ... > [Infrastructure & Finance](#) > [Financial Circulars](#) > Circular No. 10:14
 Thursday, January 18, 2018

Infrastructure & Finance Division

Search this site

Subjects

- Borrowing
- Development Finance »
- Environmental
- Infrastructure »
- Financial Circulars
- Green Communities »
- Improvement Districts »
- Infrastructure Grants »
- Interest Rates »
- Municipal Corporations
- Municipal Finance »
- Property Assessments
- Regional District Maps
- Reporting Requirements »
- Staff Contacts
- Statistics

Divisions

- Governance & Structure
- Infrastructure & Finance
- Intergovernmental Relations & Negotiations
- Policy
- University Endowment Funds

Branches

- Municipal Engineering Services »

Directories

- Department Publications
- Division Publications

Links

- CivicInfo BC
- GOA
- Legislation
- LGMA

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

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

September 24, 2010

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

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

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

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

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

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

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

MFA
Statistics
UBCM

Options:

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

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

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

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

Considerations:

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



30 April 2019

Code No.: 511

Regional District of Kootenay Boundary
 Finance Department
 202 – 843 Rossland Avenue
 Trail, BC V1R 4S8

Attention: Tax Collector/Financial Officer

Re: BC Hydro ; 2019 Grant-in-Lieu for Generating Facilities

BC Hydro is authorized to pay grants-in-lieu of property taxes with respect to our generating facilities as set out in Order-in-Council No. 268/2011 and Order-in-Council No. 533/2017. We calculate the grant payable to your regional district as **\$1,457,365.00** for 2019.

We have determined that the 2019 grant payments are to be calculated by increasing the 2018 grant payments by 5.125281-percent per the annual indexing formula. Also, the grant is adjusted to reflect that BC Assessment has changed the taxable status of the Waneta generating facility in 2019. The portion of the grant attributable to Waneta will not be paid since the entire facility is now subject to full taxation per the property assessment issued for 2019.

Calculation of 2019 Index Factor:

2017 Total Municipal Property Tax Revenue	=	\$4,499,346,302	=	5.125281% Increase
2016 Total Municipal Property Tax Revenue		\$4,279,985,052		

Calculation of 2019 Grant:

2018 Grant	\$ 1,694,815.00
Add: Annual Indexing (5.125281% increase)	\$ 86,864.00
<hr/>	
Subtotal	\$ 1,781,679.00
Deduct: Waneta (full taxation in 2019)	- \$ 324,314.00
<hr/>	
2019 Grant	\$ 1,457,365.00

BC HYDRO

British Columbia Hydro & Power Authority, 13th Floor - 333 Dunsmuir Street, Vancouver, BC V6B 5R3
 Phone: 604-623-3659 ~ www.bchydro.com ~ e-mail: seymour.douglass@bchydro.com

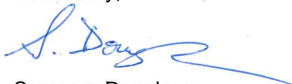
- 2 -

The data for total municipal property tax revenues was obtained from the web site of the provincial government under the section for Local Government Statistics.

I've attached a copy of the 2019 Property Assessment Notice which shows that the Waneta facility is now fully taxable. For reference, I've also attached a copy of the 2018 Property Assessment Notice which shows that BC Hydro's one-third ($1/3^{\text{rd}}$) interest in the facility was previously tax exempt, and this is the portion that we paid a grant for. If there are any changes to the 2019 property assessment through an appeal, etc. that alter the taxable status of the Waneta facility, then we will review the grant calculation and make the appropriate adjustments.

If you have any questions or concerns, please contact me at 604-623-3659 or by email at seymour.douglass@bchydro.com

Yours truly,



Seymour Douglass,
Manager, Property Tax Department

Attachments: 2019 Property Assessment Notice
2018 Property Assessment Notice

BC HYDRO

British Columbia Hydro & Power Authority, 13th Floor - 333 Dunsmuir Street, Vancouver, BC V6B 5R3
Phone: 604-623-3659 ~ www.bchydro.com ~ e-mail: seymour.douglass@bchydro.com

IMPORTANT INFORMATION FOR PROPERTY IDENTIFICATION

Jurisdiction: 711-Trail Rural

Roll: 10507.000

CONFIDENTIAL PIN: 003347343

Bulk Mail: 0067
School District: 20-Kootenay-Columbia
Neighbourhood: 602



Property Location & Description

10200 WANETA-NELWAY RD
 PLAN NEXPX66, SUBLOT 2, TOWNSHIP 7A, KOOTENAY LAND DISTRICT,
 LEASE/PERMIT/LICENCE # CA6956401; PLAN NEXPX66, SUBLOT 1, TOWNSHIP 7A,
 KOOTENAY LAND DISTRICT, EXCEPT PLAN 11116, LEASE/PERMIT/LICENCE # CA6956401;
 LOT A, PLAN NEXP86182, TOWNSHIP 7A, KOOTENAY LAND DISTRICT, EXCEPT PLAN
 EPP9510, & EXC PL EPP85174, LEASE/PERMIT/LICENCE # CA6956401; LOT B, PLAN
 NEXP86182, TOWNSHIP 7A, KOOTENAY LAND DISTRICT, EXCEPT PLAN EPP9508,
 LEASE/PERMIT/LICENCE # CA6956401
 PID: 016-344-511 016-344-502 027-434-915 027-434-923

2019 Assessment – represents your property value as of July 1, 2018

Assessed Value	Value	Class
Land	122,000	Residential
	137,000	Major Industry
Buildings	4,533,000	Utilities
	48,184,000	Major Industry
2019 Assessed Value	\$52,976,000	
Taxable Value	Rural	
Less Exemptions	10,000	
2019 Taxable Value	\$52,966,000	

Important messages about your Assessment

- A copy of this Property Assessment Notice is sent to all owners
- The tax exemptions applied to your property value have changed from last year. This may result in a change to your property taxes in 2019.
- Your property is assessed by the Major Industry and Power Assessment team, please direct inquiries to: majorindustry@bcassessment.ca
- Due to the specialized nature of your property, it is not displayed on Assessment Search (bcassessment.ca). Please contact us if you require additional information.
- 2019 tax rates will be set in May. For tax information, please go to gov.bc.ca/ruralpropertytax.

The Assessment Office for this property is:

Nelson Assessment Office
176-333 Victoria St
Nelson BC V1L 4K3
21-20-711-10507.000

The Owner/Lessee of this property is:

BRITISH COLUMBIA HYDRO AND POWER
AUTHORITY
ATTN PROPERTY TAX DEPT - 13TH FLOOR
800-333 DUNSMUIR ST
VANCOUVER BC V6B 5R3

This is **not** a tax notice. Tax notices are issued by your local government.

This notice contains important information about your property. Please review & keep for your records. No action is required unless you disagree with your assessment.

YOUR PROPERTY VALUE HISTORY

2019	+1%	\$52,976,000
2018	0%	\$52,349,300
2017	0%	\$52,255,300
2016	+1%	\$52,381,200

Visit bcassessment.ca/propertytax & refer to the back page to learn how your value change relates to your property taxes.

IMPORTANT DATES

July 1, 2018

Assessed value is estimated for most types of properties as of this date.

October 31, 2018

Assessed value reflects property's physical condition & permitted use as of this date.



DEADLINE FOR FILING A NOTICE OF COMPLAINT (APPEAL) IS JANUARY 31, 2019

Important information about the appeal process can be found on the back page.

CONTACT US

For more information about your Assessment Notice go to **bcassessment.ca**

From our website you can search for your property, compare your assessment, & update your mailing address.

Call us at **1-866-valueBC** (1-866-825-8322)
or 604-739-8588.

Before using information in this Notice for non-assessment purposes, please verify records with your Land Title Office. Wherever words or expressions used in this Notice differ from wording of the legislation, the legislation shall prevail. This information is current as of printing deadline.

We Value BC



BC ASSESSMENT

IMPORTANT INFORMATION FOR PROPERTY IDENTIFICATION

Area: **21-Nelson/Trail**

Jurisdiction: **711-Trail Rural**

Roll: **10507.000**

CONFIDENTIAL PIN: 0007956406

Bulk Mail: 0067
School District: 20-Kootenay-Columbia
Neighbourhood: 602



2018 PROPERTY ASSESSMENT NOTICE

Property Location & Description

10200 WANETA-NELWAY RD
PLAN NEPX66, SUBLOT 2, TOWNSHIP 7A, KOOTENAY LAND DISTRICT;
PLAN NEPX66, SUBLOT 1, TOWNSHIP 7A, KOOTENAY LAND DISTRICT,
EXCEPT PLAN 11116; LOT A, PLAN NEP86182, TOWNSHIP 7A, KOOTENAY
LAND DISTRICT, EXCEPT PLAN EPP9510; LOT B, PLAN NEP86182,
TOWNSHIP 7A, KOOTENAY LAND DISTRICT, EXCEPT PLAN EPP9508
PID: 016-344-511 016-344-502 027-434-915 027-434-923

2018 Assessment - represents your property value as of July 1, 2017

ASSESSED VALUE	VALUE	CLASS
LAND	111,100	RESIDENTIAL
	125,200	MAJOR INDUSTRY
BUILDINGS	4,627,000	UTILITIES
	47,486,000	MAJOR INDUSTRY
2018 ASSESSED VALUE	\$52,349,300	
TAXABLE VALUE	RURAL	
Less Exemptions	17,456,300	
2018 TAXABLE VALUE	\$34,893,000	

This Is Not a Tax Notice.
Tax Notices Are Issued by Your
Local Government.

This notice contains important information
about your property. Please review and keep
for your records.

No action is required unless you disagree with
your assessment.

YOUR PROPERTY VALUE HISTORY

A change in your assessed value does not
necessarily mean a change in your taxes.

2018	0%	\$52,349,300
2017	0%	\$52,255,300
2016	+1%	\$52,381,200
2015	0%	\$52,044,200
2014	-3%	\$51,976,900

Important messages about your Assessment

- A copy of this Property Assessment Notice is sent to all owners
- Your property is assessed by the Major Industry and Power Assessment team, please direct inquiries to: majorindustry@bcassessment.ca
- 2018 tax rates will be set in May. For tax information, please go to gov.bc.ca/ruralpropertytax.

The Assessment Office for this property is:

Nelson Assessment Office
176-333 Victoria St
Nelson BC V1L 4K3
21-20-711-10507.000

The Owner/Lessee of this property is:

BRITISH COLUMBIA HYDRO AND POWER
AUTHORITY
ATTN PROPERTY TAX DEPT - 13TH FLOOR
800-333 DUNSMUIR ST
VANCOUVER BC V6B 5R3

IMPORTANT DATES

July 1, 2017
Assessed value is estimated for most types
of properties as of this date.

October 31, 2017
Assessed value reflects property's physical
condition and permitted use as of
this date.

**DEADLINE FOR FILING A NOTICE
OF COMPLAINT (APPEAL) IS
JANUARY 31, 2018**

Important information about the appeal
process can be found on the back of
this Notice.

CONTACT US

For more information about your Assessment
Notice go to bcassessment.ca

From our website you can search for
your property and compare your
assessment to others.

Call us at **1-866-valueBC** (1-866-825-8322)
or 604-739-8588.

Before using Information in this Notice for non-assessment purposes, please verify records with your Land Title Office.
Wherever words or expressions used in this Notice differ from wording of the legislation, the legislation shall prevail.
This information is current as of printing deadline.

We Value BC

9_5609_0064

BCA_PROD_NOT_18_BBN_20171206

Jennifer Kuhn

From: is@rdkb.com
Sent: September 11, 2019 10:26 AM
To: Theresa Lenardon; Information Services; Jennifer Kuhn; Melissa Zahn
Subject: Grant-in-Aid Form submitted by Grand Forks Auxiliary to the Boundary Hospital, email address - wrightv@telus.net

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

Electoral Area 'D' / Rural Grand Forks Director Roly Russell

Applicant Information:

Applicant: Grand Forks Auxiliary to the Boundary Hospital

Address: Box 1074, Grand Forks, BC V0H 1H0

Phone: 250-442-7655

Fax:

Email: wrightv@telus.net

Representative: Val Wright

Make Cheque Payable To: Kootenay Boundary Area - BCAHA

Other Expenses:

Total Cost of Project: \$4000.00

Amount Requested from
RDKB Director(s):

\$1500.00

Approved Director Russell
Sept. 11 / 19

What is the Grant-in-Aid for?

The Grant-in-aid is requested to help offset expenses for the Kootenay Boundary Area Conference. Our organization is 100% volunteer based with all proceeds raised through our Thrift Shop and gift bar going

directly to Patient comfort and care. Within the last 18 years we have donated more than \$2,5 million to this cause.

List of Other Organizations Applied to for Funding

Name of Organization Phoenix Foundation - was not aware of a cut off date

Amount Requested

Amount Secured 0.00

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Documents uploaded with Submission?

☐

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



GRAND FORKS HOSPITAL AUXILIARY

PO Box 1074

Grand Forks, BC V0H 1H0

August 6, 2019

Mr. Roland Russell, Director
Electoral Area D, Rural
Grand Forks, BC

Dear Mr. Russell:

The Grand Forks Hospital Auxiliary will be hosting the Annual Kootenay Boundary Auxiliary Area Conference on Monday, September 30, 2019. This is a one-day educational conference in conjunction with the Kootenay Boundary Area AGM.

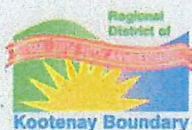
We are expecting 100 Auxiliary volunteers from the 11 Kootenay Boundary Area Auxiliaries which include Grand Forks, Trail, Rossland, Christina Lake, Castlegar, Slocan, South Slocan, Nakusp, Nelson, Kaslo and Salmo. These volunteers are very dedicated to their respective health care facility and are continually raising funds for projects within their communities.

On behalf of the Grand Forks Hospital Auxiliary, I would like invite you to the Conference and bringing greeting from the City of Grand Forks. Registration is from 8:30 to 9:30 am with the meeting commencing at 9:30.

I look forward to hearing from you and hope you will be able to attend. Please contact me at 250-442-7655 or email at wrightv@telus.net.

Sincerely

Val Wright
Vice-President
Grand Forks Hospital Auxiliary



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:	* Suite 215, 101-1865 Dilworth Dr, Kelowna BC, V1Y 9T1		
Phone:	* 250-801-0490	Fax:	n/a
E-Mail:	* info@ourbigwhitemountain.com		
Representative:	* Cathy Cianfagna		
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? \$5000.00 What amount are you requesting from this RDKB Director(s)? \$ 5000.00

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

BWMCDA is seeking support for the new Early Learning Center recently opened in the lower level of the Big White Community School. Registration is slow but expected to pick-up. We require the grant to help cover opening costs and staffing while the registration and drop-in numbers are low. The new ELC is a big step towards developing our community and we don't want to loose this opportunity before it has a chance to prove itself. Please consider this grant application not only for the ELC and families that will benefit but also for the whole community as it will open doors for community growth and services.

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

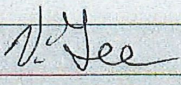
Name of Organization _____
Amount Requested: \$ _____ Amount Secured: \$ _____

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

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

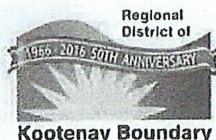
Date: 9/10/19 Applicant Signature  Print Name: MARIE HILLHOUSE

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:	* Greenwood Municipal Swimming Pool		
Address:	* P.O Box 129		
Phone:	* 2504456644	Fax:	
E-Mail:	*pool.greenwoodcity@shaw.ca		
Representative:	*Colby Mullis		
Make Cheque Payable To:	*The City of Greenwood		

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

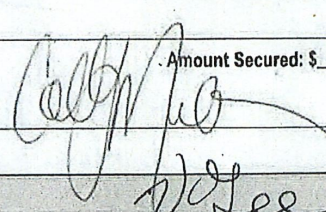
****GIA Requests of \$5,000.00 or more may require official receipt. The Electoral Area Director may ask for additional information.

What is the total Cost of the Project? \$1725 What amount are you requesting from this RDKB Director(s)? \$1725

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

This is the total figure of families who participated in the 2019 Transportation Reimbursement Partnership between Area "E" Director, Vicki Gee and The Greenwood Municipal Swimming Pool.
See attached document for breakdown of participants engaged and families served.
Detailed information with community breakdown to be included in 2019 Pool Report.

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

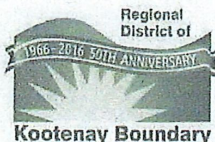
Name of Organization _____	Amount Requested: \$ _____	Amount Secured: \$ _____
Name of Organization _____	Amount Requested: \$ _____	Amount Secured: \$ _____
Name of Organization _____	Amount Requested: \$ _____	Amount Secured: \$ _____
Date: <u>Sept 5, 2019</u> Applicant Signature 	Print Name <u>Colby Mullis</u>	

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:	* Westbridge Recreation Society			
Address:	* PO Box 95, 2935 Hwy 33, Westbridge, BC V0H 2B0			
Phone:	* 250-446-298	Fax:		E-Mail: *jjsarsons@gmail.com
Representative:	* Jeffrey J Sarsons			
Make Cheque Payable To:	* Westbridge Recreation Society			

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

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

What is the total Cost of the Project? \$41,899.73 What amount are you requesting from this RDKB Director(s)? \$ 1050.00

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

Labour to install metal roofing on new shed being constructed at Westbridge Hall. All materials are being supplied from approved Gas Tax Grant.
The shed will be used to replace approximately 1000 sq. ft. of the basement of the main hall. This area is used extensively to store hall items that are used for hall activities
Please see attached estimate of services.

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

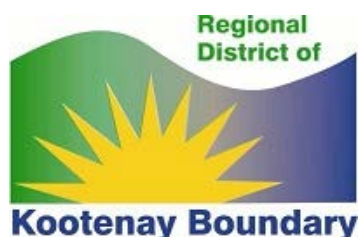
Name of Organization	Federal/Provincial Gas Tax Funding
Amount Requested: \$	40849.73
Amount Secured: \$	40849.73
Name of Organization	
Amount Requested: \$	
Amount Secured: \$	
Name of Organization	
Amount Requested: \$	
Amount Secured: \$	
Date: 2019-09-11	Applicant Signature
Print Name	JJ Sarsons

Office Use Only

Grant approved by Electoral Area Director:

Approved by Board: _____

SUBMIT

**STAFF REPORT**

Date: August 19, 2019
To: Chair Russell and Members of the
 RDKB Board of Directors
From: Theresa Lenardon, Manager of Corporate
 Administration/Corporate Officer
Re: Bylaw No. 1721-2020 Permissive Tax Exemption Bylaw

File ADMN Bylaw 1721

Issue Introduction

A staff report from Theresa Lenardon, Manager of Corporate Administration/Corporate Officer regarding proposed Regional District of Kootenay Boundary 2019 Permissive Property Tax Exemption Bylaw No. 1721, 2019.

History/Background Factors

For approximately 30 years, the RDKB has adopted a "permissive" bylaw exempting from taxation, certain properties located within RDKB Electoral Areas A-E. This exemption is not advertised within the District and is subject to statutory provisions in the *Local Government Act* and the *Taxation (Rural Area) Act*. The exemption is also subject to each Electoral Area Director permitting an exemption and to the RDKB Permissive Property Taxation Exemption Policy and application procedure.

The Permissive Property Tax Exemption Bylaw must be adopted on or before October 31st of each year so that BC Assessment has the information to exempt the properties from taxation in the next calendar year.

Legislation: Section 391 of the *Local Government Act* provides authority to Regional Districts to exempt properties (lands and improvements) from taxation through the adoption of a bylaw. Section 392 of the *Local Government Act* provides exemption for heritage properties. This local government authority is considered "permissive" based on permission from the Electoral Area Director. When exempting properties from taxation, the RDKB relies on *Local Government Act* statutory requirements. For properties exempted via the *Taxation (Rural Area) Act*, the Surveyor of Taxes (SOT) relies on BC Assessment to manage and apply the appropriate exemption.

The properties (lands and improvements - improvements being structures, buildings etc.) listed on the proposed 2020 Permissive Property Tax Exemption Bylaw are non-profit, not-for-profit and charities and meet all the requirements of the *Local Government Act* Sections 391 and or 392.

2020 Update: The proposed 2020 Permissive Property Tax Exemption Bylaw does not include any additional new properties and there have not been any properties removed.

In order for each of the organizations/properties listed in the proposed bylaw to remain exempt from taxation in 2020, they are required to submit an annual letter requesting an exemption and acknowledging the Board's generosity for granting same. With regard to the 2020 tax year, staff has

Page 1 of 3
Staff Report-Bylaw 1721-2020 Property Tax Exemption
RDKB Board of Directors-September 19, 2019

received letters from all of the properties listed on the proposed exemption bylaw (letters attached). Each letter acknowledges and thanks the RDKB for its generosity in granting the exemption.

Further, beginning in 2018 and pursuant to the RDKB Permissive Property Taxation Exemption Policy the organizations must also complete and submit an application for exemption as well as submit financial information (e.g. copy of the most recent reviewed or audited financial statements, a copy of the most recent Property Tax Assessment Notice or Rural Property Tax Notice). All organizations included in the proposed 2020 Permissive Property Tax Exemption Bylaw No. 1721, have submitted completed applications and the required documentation.

The Board is also being presented with financial information regarding the tax rates and the estimated taxation; based on 2019 rates. Should the Board approve and adopt the proposed 2020 Permissive Property Tax Exemption Bylaw, staff will forward it to the appropriate Assessment Offices before the October 31st deadline.

Recovery of Taxes: The Surveyor of Taxes (SOT) is a billing agent for the RDKB and requisitions the amount of taxation that a regional district must submit to SOT for each service area. The SOT bills and collects and then finally disburses the requested requisition amounts back to the RDKB. Taxable properties within RDKB Electoral Areas and taxable properties within RDKB member municipalities bear the tax burden for those entities that are exempt from taxation as there is no ability to tax an exempt entity. Likewise, when member municipalities exempt properties from taxation; the taxable properties not only within the member municipality, but also within the RDKB Electoral Areas, bear the tax burden for exempted entities that lie within incorporated municipalities.

To put this another way with a focus on "services", BC Assessment confirms that any property which receives a permissive exemption will be exempt from property taxes. The assessed value in BC Assessment will reflect a nil assessment. Therefore, the impact on taxation for an electoral area exemption is the same as a municipal exemption. Properties in both situations would impact on all applicable services within the regional district that either the municipality participates in or the electoral area participates in. This would have to be reviewed service by service to determine the tax implication which is not practical.

Implications

1. Taxation exemption in the electoral areas provides societies and other non-profit organizations some financial relief so that they can continue to operate. These groups provide recreational, cultural, educational and tourism amenities, aesthetic value and other benefits to the residents of our rural communities.
2. Taxable properties within the RDKB Electoral Areas and member municipalities bear the tax burden for entities exempted from taxation.
3. Due to the redistribution of the exempted taxes as noted above, there is no shortfall in the amount of money that the SOT disburses back to the regional district.

Advancement of Strategic Planning Goals

Adoption of the proposed 2020 Permissive Taxation Exemption Bylaw meets the following RDKB Strategic Goals:

Improve and Enhance Communication:

- We will continue to advocate on issues that affect our Region
- We will continue to focus on partnerships that advance the interests of the Region

Background Information Provided

Page 2 of 3
Staff Report-Bylaw 1721-2020 Property Tax Exemption
RDKB Board of Directors-September 19, 2019

1. Proposed Bylaw No. 1721
2. Sections 391 and 392 *Local Government Act*
3. Financial Information (tax rates, estimated RDKB taxes)
4. Letters of request and acknowledgement

Alternatives

1. Read proposed Bylaw 1721 a First, Second and Third Time and Reconsider and Adopt.
2. Refer matter back to staff.
3. Receive the staff report (only) with no recommendation for any action.

Recommendation(s)

Corporate Vote Weighted

That Regional District of Kootenay Boundary 2020 Permissive Property Tax Exemption Bylaw No. 1721, 2019 be read a First, Second and Third Time.

Corporate Vote Weighted

That Regional District of Kootenay Boundary 2020 Permissive Property Tax Exemption Bylaw No. 1721, 2019 be Reconsidered and Adopted.



**RDKB
BYLAW NO. 1721**

A bylaw to Exempt Certain Lands and Improvements from Taxation
in the Regional District of Kootenay Boundary.

WHEREAS by Section 391 of the *Local Government Act*, a Regional District Board of Directors is authorized to exempt from taxation certain lands, improvements, or both for a period of one calendar year;

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

1. That the lands and improvements located on the following described properties are hereby exempt from taxation for the 2020 calendar year:

Christina Lake Golf & Country Club (Penticton Area 17)

Parcel Z, DL 269, 313, Except Plan KAP72739, Lot 2, Block 19, Plan KAP8, DL 269, SDYD

Lot 3, Block 19, Plan KAP8, DL 269, SDYD

Lot 1, Plan KAP27907, DL 269 313, SDYD

275 2nd Avenue (Roll No. 712/00210.100);

Block A, DL 268, and DL 269, Except Plan KAP81037, L.D. 54, S.D.Y.D.

275 2nd Avenue (Roll No. 712/00170.000)

Except any lands and improvements located thereon used for private commercial undertakings.

Kettle Valley Golf Club – Village of Midway (Penticton Area 17)

Plan KAP843, Lot 11, DL 514, LD 54, SDYD

Except Plan H1 Lot 18, Plan KAP843, DL 514, SDYD

Except Plan H1 Lot 22, Plan KAP843 DL 514, SDYD

Except Plan H1 Lot 21, Plan KAP843, DL 514, SDYD, Lot 14

3280 Highway 3 (Roll No. 713/03133.000).

Except any lands and improvements located thereon used for private commercial undertakings.

Champion Lakes Golf & Country Club

Beaver Valley Golf & Recreation Society (Cranbrook Area 22 & Nelson Area 21)

NEP X67, DL 1236, LD 26

Subsidy Lot 25, Except Plan 7883, Plan X67

111 Champion Park Road (Roll No. 711/05538.010)

Except any lands and improvements located thereon used for private commercial undertakings.

**Rossland Trail Country Club Birchbank Golf Club
(Cranbrook Area 22 & Nelson Area 21)**

DL 7179, Except PT Outlined in Red on PL DD 11805, DL 7188, KD
Except PT outlined in Red on PL DD 11805, 1605, RW13 6711 NEP65123 NEP65124
5500 Highway 22 (Roll No. 711/08761.001).

Except any lands and improvements located thereon used for private commercial undertakings.

Christina Lake Community Association (Penticton Area 17)

DL 317, Plan KAP5491B, LD 54, Parcel A
90 Park Road (Roll No. 712/02580.000)
Plan KAP50, Block 21, Lot 2, DL 317, LD 54
Lot 3, Block 21, Plan KAP50, DL 317, SDYD, LD 54,
Lot 4, Block 21, Plan KAP50, DL 317, SDYD, LD 54'
Lot 5, Block 21, Plan KAP50, DL 317, SDYD, LD 54, Lot 6
Park Road (Roll No. 712/00306.000).

Phoenix Mountain Alpine Ski Society (Penticton Area 17)

255s, LD 54
8000 Phoenix Ski Hill Road (Roll No. 712/02100.000);
DL 2701, Lease/Permit/Licence #340472 Surface of Parts of DL 2701, W/I Lots 1811 976 977 975
and 915 As shown on map attached to License for operation and maintenance of Ski Hill purposes
Phoenix Ski Hill Road (Roll No. 712/10431.000);

Except any lands and improvements located thereon used for private commercial undertakings.

Boundary Stock Horse Association (Penticton Area 17)

DL 2007, LD 54
Lease/Permit/Licence #404836 Covering that Part of DL 2007 Together with that Part of DL 332 Plan
B847 Except Plans B12368 and KAP57445 For Community Facility and Community event purposes.
(Roll No. 712/02613.500)
Plan KAP847B, D.L. 332, LD 54,
Lease/Permit/Licence #404836 Except Plan B12368 KAP57445 and Except Portion shown on Licence
No. 403933 As "proposed gravel pit"
Issued for community recreation purposes.
8640 North Fork Road (Roll No. 712/02612.101)

Grand Forks Wildlife Association (Penticton Area 17)

DL 2700, LD 54
Lease/Permit/Licence #403755 Firearms Range & Clubhouse Special Use Permit 6970 8810 Granby
Road (Roll No. 712/10386.050).

Beaverdell Community Club & Recreation Commission (Penticton Area 17)

Lot A, Plan KAP13542, D.L. 1545, S.D.Y.D.
5896 Highway 33 (Roll No. 713/00119.005).

Mountain Medical Services Society (Penticton Area 17)

D.L. 4183s Block C LD 54
4970 Berezan Way (Roll No. 713/07905.265).

Rock Creek Community Medical Society (Penticton Area 17)

Lot B, Plan KAP34311, District Lot 352, LD 54
100 Rock Creek Cutoff (Roll No. 713/02643.045).

**Okanagan Auto Sports Club
Operating as Thunder Mountain Raceway (Penticton Area 17)**

Lease/Permit/Licence # 344863
170.503 ac in the vicinity of DL 2729s for motorsport complex purposes
9525 Okanagan Falls For (Roll No. 713/10394.666)

Kettle Wildlife Association (Penticton Area 17)

Lease/Permit/Licence #404699 PT of SL 5 PL 1186 DL 2704
Except PL 12233; PT DL 568S and DL 862 As shown B06162 on map attached to License #issued for
Trap Skeet & Shooting Range purposes, Manufactured Home Reg #B06162
1635 Rock Creek Dump Road (Roll No. 713/10243.000)

Bridestville Community Club (Penticton Area 17)

Plan KAP58882, Lot 2, DL 491, LD 54
5724 Bridesville Townsite Road (Roll No. 713/00176.005)

Christina Lake Welcome Centre (Penticton Area 17)

DL 498, LD 54
Lease/Permit/Licence #404063, for a Portion Except 6.29 acres Except Plan 2710 13142 13192 29837
37989 38106 Un-surveyed portion of DL issued for centre for ecological interpretation tourist
information art gallery/studio purposes.
1675 Kimura Rd and Highway 3 (Roll No. 712/02994.016)

**Teck Metals Ltd. in Licence of Occupation with Trail Wildlife Association
(Trail Wildlife Association Society Registration No. S-0007729– Licensee)
(Cranbrook Area 22 and Nelson Area 21)****Licensed Area:**

Lots 76, Twp 8A, KD, Plan 941 (PID 015-969-231)	(Roll No. 711/10530.375)
Lots 77, Twp 8A, KD, Plan 941 (PID 015-969-258)	(Roll No. 711/10530.380)
Lots 78, Twp 8A, KD, Plan 941 (PID 015-969-266)	(Roll No. 711/10530.385)
Lots 79, Twp 8A, KD, Plan 941 (PID 015-969-274)	(Roll No. 711/10530.390)
Lots 84, Twp 8A, KD, Plan 941 (PID 015-969-908)	(Roll No. 711/10530.415)
Lots 85, Twp 8A, KD, Plan 941 (PID 015-970-230)	(Roll No. 711/10530.420)
Lots 86, Twp 8A, KD, Plan 941 (PID 015-970-370)	(Roll No. 711/10530.425)
Lots 87, Twp 8A, KD, Plan 941 (PID 015-970-566)	(Roll No. 711/10530.430)
Lots 88, Twp 8A, KD, Plan 941 (PID 015-970-574)	(Roll No. 711/10530.435)

Lots 89, Twp 8A, KD, Plan 941 (PID 015-970-612 (Roll No. 711/10530.440)

Lots 90, Twp 8A, KD, Plan 941 (PID 015-970-621 (Roll No. 711/10530.445)

Licence of Occupation Agreement (Aug 1, 2016 – July 31, 2019)

Casino Rifle Range, Casino Road, RDKB Electoral Are 'B'/Lower Columbia-Old Glory

**Carolynn R. Cheney and Jimmy D. Harrison
Protection District - Grand Forks Rural Fire**

Lot 8, Block 2, Plan KAP567, DL 184, LD 54

Lease/Permit/Licence # P70778 Portion OUTLINED ON PL B2088, Except Plan 18868 LEASED
PORTION FOR FIRE HALL PURPOSES

Lease/Permit/Licence # P70778 Lot 7 Block 2 Plan KAP567 District Lot 184 Similkameen Div of Yale
Land District Portion OUTLINED ON PL B2088 LEASED PORTION FOR FIRE HALL

490 Starchuk Road

(Roll No. 712/1864.500)

2. Regional District of Kootenay Boundary 2019 Permissive Property Tax Exemption Bylaw No. 1677, 2018 is hereby repealed.
3. This bylaw may be cited for all purposes as "Regional District of Kootenay Boundary 2020 Permissive Property Tax Exemption Bylaw No. 1721, 2019".

Read a First, Second and Third time this 19th day of September, 2019.

I, Theresa Lenardon, Manager of Corporate Administration/Corporate Officer of the Regional District of Kootenay Boundary, do hereby certify the foregoing to be a true and correct copy of Regional District of Kootenay Boundary Bylaw No. 1721 cited as "Regional District of Kootenay Boundary 2020 Permissive Property Tax Exemption Bylaw No. 1721, 2019" as a Read a Third time this 19th day of September, 2019.

Manager of Corporate Administration/Corporate Officer

Adopted this 19th day of September, 2019.

Chair

Manager of Corporate Administration/Corporate Officer

I, Theresa Lenardon, Manager of Corporate Administration/Corporate Officer of the Regional District of Kootenay Boundary, do hereby certify the foregoing to be a true and correct copy of Regional District of Kootenay Boundary Bylaw No. 1721 cited as "Regional District of Kootenay Boundary 2020 Property Tax Exemption Bylaw No. 1721, 2019" as Adopted this 19th day of September, 2019.

Manager of Corporate Administration/Corporate Officer

Excerpt from *Local Government Act*-(Part 11 Division 4)

Property tax exemptions

391 (1) Land and improvements owned or held by a regional district within the boundaries of the regional district are exempt from taxation when used for its own purposes, but otherwise are subject to taxation, as applicable,

(a) under section 229 [*taxation of municipal land used by others*] of the *Community Charter* as if the property were owned by a municipality, or

(b) under section 18 (4) [*assessment in name of occupier*] of the *Taxation (Rural Area) Act* as if the property belonged to the Crown.

(2) Despite subsection (1), the owner of land or improvements, or both, leased or rented to the regional district is liable for the payment of taxes that would otherwise be imposed with respect to that property under any Act.

(3) On or before October 31 in any year, a board may, by bylaw adopted by at least 2/3 of the votes cast, exempt property described in subsection (4) from taxation under this Part

(a) for the next calendar year, or

(b) with the assent of the electors, for a specified period not longer than 10 years.

(4) The following property that is in an electoral area may be exempted under subsection (3):

(a) land or improvements, or both, owned or held by, or held in trust by the owner for, an athletic or service organization and used principally for public athletic or recreation purposes;

(b) land or improvements, or both, used or occupied by a church as tenant or licensee for the purpose of public

worship or for the purposes of a church hall that the board considers necessary to the church;

(c) land that is owned and used exclusively by an agricultural or horticultural society and that is in excess of the area exemption under section 15 (1) (j) of the *Taxation (Rural Area) Act* ;

(d) an interest held by a not-for-profit organization in school buildings that the organization uses or occupies as tenant or licensee of a board of school trustees;

(e) an interest held by a francophone education authority in school buildings that the francophone education authority uses or occupies as licensee of a board of school trustees;

(f) an interest held by a not-for-profit organization in school buildings that the organization uses or occupies as tenant or licensee of a francophone education authority;

(g) land or improvements that

(i) are owned or held by a municipality, regional district or other local authority, and

(ii) the board considers are used for a purpose of the local authority.

(5) An exemption under subsection (3) may be limited to a specified portion of the net taxable value of the property to which the exemption applies.

(6) If, because of a change in the use or ownership of property exempted under subsection (3), the property no longer meets the requirements for exemption established by subsection (4), the bylaw ceases to apply to that property and the property is liable to taxation effective from the time of the change.

(7) Assent of the electors as required by subsection (3) (b) is obtained if, by voting conducted throughout the regional district, a majority of the votes counted as valid in all voting on the bylaw is in favour of the bylaw.

(8) Part 4 *[Assent Voting]* applies to voting for the purposes of subsection (7), with voting to be conducted either, at the option of the board,

- (a) by the board throughout the regional district, or
- (b) by the council of each municipality and by the board for that part of the regional district that is not in a municipality, with the results of voting in these areas totalled to determine whether assent has been obtained.

Exemptions for heritage properties

392 (1) In this section and section 393, "**eligible heritage property**" means property in an electoral area that is

- (a) protected heritage property,
- (b) subject to a heritage revitalization agreement under section 610, or
- (c) subject to a covenant under section 219 of the *Land Title Act* that relates to the conservation of heritage property.

(2) Despite section 273 *[prohibition against assistance to business]* but subject to subsection (3) of this section, for the purposes of supporting the conservation of an eligible heritage property, on or before October 31 in any year, a board may, by bylaw adopted by at least 2/3 of the votes cast, do one or more of the following:

- (a) exempt from taxation under this Part all or part of
 - (i) the eligible heritage property, and
 - (ii) if the eligible heritage property is a building or other improvement so affixed to the land as to constitute real property, an area of land surrounding the eligible heritage property;

(b) limit an exemption under paragraph (a) to a specified portion of the net taxable value of the property to which the exemption applies;

(c) make an exemption under this subsection subject to specified conditions.

(3) A bylaw under subsection (2) may provide a tax exemption

(a) for the next calendar year, or

(b) if the bylaw has received the approval of the electors, for a specified period not longer than 10 years.

(4) In addition to the information required by section 86

(2) *[alternative approval process — notice]* of the [Community Charter](#) or section 176 (3) *[notice of assent voting]* of this Act, the notice in relation to approval of the electors under subsection (3) (b) of this section must

(a) identify the eligible heritage property that would be subject to the bylaw, and

(b) describe the exemption that would be made for the eligible heritage property.

(5) Within 30 days after adopting a bylaw under this section, the board must give notice of the bylaw to the minister responsible for the [Heritage Conservation Act](#) in accordance with section 595 *[notice to heritage minister]* of this Act.



MUNICIPAL INSURANCE ASSOCIATION
of British Columbia

Certificate: 0132 - 37

**ADDITIONAL INSURED CERTIFICATE AND
EVIDENCE OF LIABILITY**

This Certificate is issued for the Coverage Period set out below in accordance with the application filed with and accepted by the Association. Notwithstanding any requirement, term or condition of any agreement, whether oral or in writing, or the requirement of any document, with respect to which this certificate is issued or may pertain, the insurance evidenced by this certificate is subject to all terms and exclusions and conditions of the Liability Protection Agreement.

Coverage for the Additional Insureds is solely for the vicarious liability of the Additional Insured arising from damages caused by the Subscriber and does not extend to any direct liability of the Additional Insured.

Additional Insured: Columbia Basin Trust: with respect to the Contribution Agreement re Rivervale Community Park

Subscriber: R.D. of Kootenay Boundary

Coverage Period: Standard Time at the address of the insured party.

From: 2019.09.09

To: 2019.10.30

Limit of liability: \$2,000,000 per Occurrence including damages and allocated loss expenses combined.

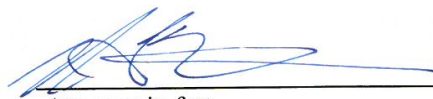
Coverage A: Bodily Injury, Personal Injury, and/or Property Damage Liability including Non-owned auto.

Coverage B: Errors and Omissions Liability. This coverage (B) is afforded on a "claims made" basis.

Coverage C: Supplementary Payments: Defence and Other Costs.

Deductible: Coverages A, B, or C: \$10,000

In witness whereof, this Certificate has been executed this September 11, 2019 by the Municipal Insurance Association of British Columbia in Vancouver, B.C.


 Attorney-in-fact

OKANAGAN AUTO SPORTS CLUB
PO BOX 2467, KELOWNA, BC V1Y 6A5

June 29, 2019

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

Attention: Theresa Lenardon
Manager of Corporate Administration

Re: RDKB Permissive Taxation Exemption - 2020

OKANAGAN AUTO SPORTS CLUB (operating as Thunder Mountain Raceway) is presently included on the RDKB's Taxation Exemption Bylaw.

We wish to thank our Electoral Area Director and the Regional District of Kootenay Boundary Board of Directors for permitting our organization this exemption.

We respectfully request that Okanagan Auto Sports Club be included in the 2020 Taxation Exemption Bylaw.

It is important to us that your careful consideration and decision-making of this matter result in assisting us to manage our endeavours, which promote and support participation and enthusiasm for the betterment of our community and for the general public overall.

Yours truly,



PENNY LINDSAY,
Vice-President, on behalf of
Okanagan Auto Sports Club

Beaverdell Community Club & Recreation Commission

5841 Highway 33 P.O. Box 114 Beaverdell, BC V0H 1A0

Email: beaverdellcommunityclub@gmail.com

Phone: 250-484-5623



Wednesday, July 31, 2019

Regional District of the Kootenay Boundary

202-843 Rossland Avenue

Trail, BC V1R 4S8

Attention: Theresa Lenardon

Manager of Corporate Administration

Re: RDKB Permissive Taxation Exemption - 2020

Beaverdell Community Club & Recreation Commission is presently included on the RDKB's Taxation Exemption Bylaw.

We wish to thank our Electoral Area Director and the Regional District of the Kootenay Boundary Board of Directors for permitting our organization for this exemption.

We respectfully request that Beaverdell Community Club & Recreation Commission be included in the 2020 Taxation Exemption Bylaw.

It is important to us that your careful consideration and decision-making of this matter result in assisting us to manage our endeavors, which promote and support participation and enthusiasm for the betterment of the community and for the public overall.

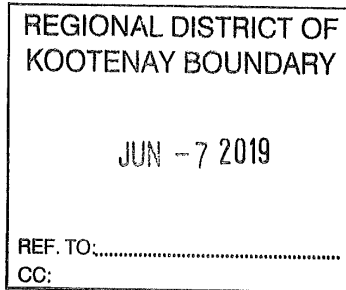
Yours truly,

Debbie Jackson

Treasurer

Beaverdell Community Club & Recreation Commission

debbiesbackup2014@gmail.com



June3, 2019

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

Attn: Theresa Lenardon
Manager of Corporate Administration

RE: RDKB Permissive Taxation Exemption - 2020

The Rossland Trail Country Club (Birchbank Golf Course) is presently included on the RDKB's Taxation Exemption Bylaw.

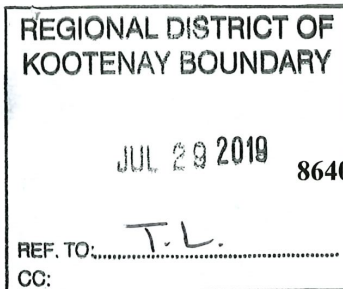
We wish to thank our Electoral Area Director and the Regional District of Kootenay Boundary Board of Directors for permitting our organization for this exemption.

We respectfully request that The Rossland Trail Country Club be included in the 2020 Taxation Exemption Bylaw.

It is important to us that your careful consideration and decision – making of this matter result in assisting us manage our endeavours, which promote and support participation and enthusiasm for the betterment of our community and for the general public overall.

Yours truly,

Brenda Hyson
Office Administrator
Rossland Trail Country Club (Birchbank Golf Course)



8640 North Fork Road Grand Forks, BC V0H 1H2

July 2, 2019

Regional District of Kootenay Boundary
843 Rossland Avenue
Trail, B.C. V1R 4S8

Attention: Theresa Lenardon
Manager of Corporate Administration/Corporate Officer

Re: RDKB Permissive Taxation Exemption - 2019

The Boundary Horse Association is presently included in the RDKB's Taxation Exemption Bylaw.

We wish to thank our Regional Area Director and the Regional District of Kootenay Boundary Board of Directors for permitting our organization this exemption.

As a non-profit organization, our members appreciate this assistance very much. Being that our needs are many, taxation exemption helps us to continue to undertake activities that benefit our local community.

It is important to us that your careful consideration and decision-making of this matter result in assisting us to manage our endeavours which promote and support participation and enthusiasm for the betterment of our community and the general public overall.

Sincerely,

Madalene Espenhain, President
Boundary Horse Association

Thursday May 23, 2019

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

Attn: Theresa Lenardon
Manager of Corporate Administration

RE: RDKB Permissive Taxation Exemption - 2020

The Bridesville Community Club is presently included on the RDKB's Taxation Exemption Bylaw.

We wish to thank our Electoral Area Director and the Regional District of Kootenay Boundary Board of Directors for permitting our organization for this exemption.

As a non-profit organization, our members appreciate this assistance very much. Being that our needs are many, taxation exemption helps us to continue to undertake activities that benefit our local community.

We respectfully request that the Bridesville Community Club be included in the 2020 Taxation Exemption Bylaw.

It is important to us that your careful consideration and decision-making of this matter result in assisting us manage our endeavours, which promote and support participation and enthusiasm for the betterment of our community and for the general public overall.

Sincerely,



Ed Brouwer
President - Bridesville Community Club



P.O. Box 158
Fruitvale, BC V0G 1L0
Tel: (250) 367-7001
Fax: (250) 367-6699

To: RDKB

202-843 Rossland Ave

Trail, BC, V1R 4S8

Re: RDKB Permissive Taxation Exemption 2020

Champion Lakes Golf & Country Club would like to ask RDKB for taxation exemption for 2020. Champion Lakes Golf & Country Club is a non-profit society in the Fruitvale region. We provide a place in the community for golf, recreation and outside functions which are a benefit to our community. We appreciate everything that RDKB does for our society.

Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin Nesbitt", written in a cursive style.

Kevin Nesbitt, General Manager

Champion Lakes Golf & Country Club

CHRISTINA LAKE COMMUNITY ASSOCIATION

90 PARK ROAD, BOX 331, CHRISTINA LAKE, B.C, V0H 1E0
(250)-447-9251

May 14, 2019

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

Attention: Theresa Lenardon
Manager of Corporate Administration/Corporate Office

Re: RDKB Permissive Taxation Exemption 2020

The Christina Lake Community Association (CLCA) is presently included on the RDKB's Taxation Exemption Bylaw.

We wish to thank our Electoral Area Director and the Regional District of Kootenay Boundary Board of Directors for permitting our organization for this exemption.

We respectfully request that the Christina Lake Community Association be included in the 2020 Taxation Exemption Bylaw.

As a non-profit organization, our members appreciate this assistance very much. Being that our needs are many, taxation exemption helps us to continue to undertake activities that benefit our local community.

It is important to us that your careful consideration and decision-making of this matter result in assisting us to manage our endeavours, which promote and support participation and enthusiasm for the betterment of our community and for the general public overall.

Sincerely,


Kerry Jantz
President, CLCA



REGIONAL DISTRICT OF
KOOTENAY BOUNDARY

JUN -5 2019

REF. TO: TZ
CC:



Christina Lake Golf Club

P.O. Box 268, Christina Lake, BC V0H 1E0

Phone 250 – 447 -6104

Apr 30, 2019

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

Attention: Theresa Lenardon
Manager of Corporate Administration

Re: RDKB Permissive Taxation Exemption - 2020

Christina Lake Golf and Country Club is presently included on the RDKB's Taxation Exemption Bylaw.

We wish to thank our Electoral Area Director and the Regional District of Kootenay Boundary Board of Directors for permitting our organization this exemption.

We respectfully request that (Name of Organization) be included in the 2020 Taxation Exemption Bylaw.

It is important to us that your careful consideration and decision-making of this matter result in assisting us to manage our endeavours, which promote and support participation and enthusiasm for the betterment of our community and for the general public overall.

Yours truly,

Christina Lake Golf and Country Club

A handwritten signature in black ink that reads "Dana Novotny". The signature is fluid and cursive.

Dana Novotny
Administrator



1675 Highway 3 Christina Lake, BC V0H1E2
Website: www.christinagateway.ca
PH: +250 447 6165 EM: info@christinagateway.ca

July 29, 2019

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

Attention: Theresa Lenardon
Manager of Corporate Administration

Dear RDKB Chair and Board of Directors:

Re: RDKB Permissive Taxation Exemption - 2020

Christina Gateway Community Development Association on behalf of the Christina Lake Welcome Centre is presently included on the RDKB's Taxation Exemption Bylaw.

We wish to thank our Electoral Area Director and the Regional District of Kootenay Boundary Board of Directors for permitting our organization this exemption.

We respectfully request that Christina Gateway Community Development Association be included in the 2020 Taxation Exemption Bylaw.

We thank you very much as it is extremely important to us that your careful consideration and decision-making of this matter result in assisting us to manage our endeavours, which promote and support participation and enthusiasm for the betterment of our community and for the general public overall.

Sincerely,

A handwritten signature in black ink, appearing to read "Donna Wilchynski".

Donna Wilchynski
Christina Lake Community Coordinator

(2020 Taxation Exemption Bylaw Request Letter)

May 2, 2019

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

Attention: Theresa Lenardon

Manager of Corporate Administration

Re: RDKB Permissive Taxation Exemption - 2020

Grand Forks Wildlife Association is presently included on the RDKB's Taxation Exemption Bylaw.

We wish to thank our Electoral Area Director and the Regional District of Kootenay Boundary Board of Directors for permitting our organization this exemption.

We respectfully request that the Grand Forks Wildlife Association be included in the 2020 Taxation Exemption Bylaw.

It is important to us that your careful consideration and decision-making of this matter result in assisting us to manage our endeavours, which promote and support participation and enthusiasm for the betterment of our community and for the general public overall.

Yours truly,

Brian Hancock, President
Grand Forks Wildlife Association

March 1, 2019

Regional District of Kootenay Boundary
202 - 843 Rossland Avenue
Trail, B.C. V1R 4S8

Attn: Theresa Lenardon
Manager of Corporate Administration

RE: RDKB Permission Taxation Exemption 2019

The Kettle Wildlife Association is presently included on the RDKB Taxation Exemption Bylaw.

We wish to thank our Electoral Area Director & the Regional District of Kootenay Boundary Board of Directors for permitting our organization for this exemption.

We respectfully request that Kettle Valley Wildlife be included in the 2019 Taxation Exemption Bylaw.

It is important to us that your careful consideration and decision-making of this matter results in assisting us manage endeavours, which promote and support participation and enthusiasm for the betterment of our community and for the general public overall.

Sincerely



Judy Willsey
Kettle Wildlife Association
Secretary



May 6, 2019

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

Attention: Theresa Lenardon,
Manager of Corporate Administration

**RE: RDKB Permissive Taxation Exemption
2020**

The Village of Midway/Kettle Valley Golf Club Society is presently included on the RDKB's Taxation Exemption Bylaw.

We wish to thank our Electoral Area Director and the Regional District of Kootenay Boundary Board of Directors for permitting our organization this exemption.

We respectfully request that the Village of Midway/Kettle Valley Golf Club Society be included in the 2020 Taxation Exemption Bylaw.

It is important to us that your careful consideration and decision-making of this matter result in assisting us to manage our endeavours, which promote and support participation and enthusiasm for the betterment of our community and for the general public overall.

Sincerely,

A handwritten signature in black ink, appearing to read "Penny Feist", written over a horizontal line.

Penny Feist, CAO
Village of Midway

cc Kettle Valley Golf Society

(2020 Taxation Exemption Bylaw Request Letter)

Date July 31, 2019

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

Attention: Theresa Lenardon
Manager of Corporate Administration

Re: RDKB Permissive Taxation Exemption - 2020

Mountain Medical Services Society is presently included on the RDKB's Taxation Exemption Bylaw.

We wish to thank our Electoral Area Director and the Regional District of Kootenay Boundary Board of Directors for permitting our organization this exemption.

We respectfully request that Mountain Medical Services Society be included in the 2020 Taxation Exemption Bylaw.

It is important to us that your careful consideration and decision-making of this matter result in assisting us to manage our endeavours, which promote and support participation and enthusiasm for the betterment of our community and for the general public overall.

Yours truly,



John Denney
Mountain Medical Services Society
President



July 30 2019

Regional District of Kootenay Boundary
843 Rossland Ave
Trail, BC V1R 4S8

Re: RDKB Permissive Taxation Exemption – 2020

The Phoenix Mountain Alpine Ski Society is presently included on the RDKB's Taxation Exemption Bylaw.

We wish to thank our Electoral Area Director and the Regional District of Kootenay Boundary Board of Directors for permitting our organization for this exemption.

We respectfully request that Phoenix Mountain Alpine Ski Society be included in the 2020 Taxation Exemption Bylaw.

It is important to us that your careful consideration and decision-making of this matter result in assisting us to manage our endeavours, which promote and support participation and enthusiasm for the betterment of our community and for the general public overall.

Sincerely,

Jocelyn Nega
Administrator, Phoenix Mountain Alpine Ski Society

* Phoenix Mountain * Box 2428, Grand Forks, BC, V0H 1H0 * www.skiphoenix.com *
* ph (250) 442-5870 * fax (250) 442-5090 * skiphoenix@gmail.com *

ROCK CREEK COMMUNITY MEDICAL SOCIETY



July 05th, 2019
Regional District of Kootenay Boundary
202 – 843 Rossland Avenue
Trail, BC V1R 4S8

Attn: Theresa Lenardon
Manager of Corporate Administration/Corporate Officer

REGIONAL DISTRICT OF
KOOTENAY BOUNDARY

JUL 12 2019

REF. TO: **+1**
CC:

RE: REQUEST FOR TAXATION EXEMPTION 2020

The Rock Creek Community Medical Society is presently included in the RDKB's Taxation Exemption Bylaw.

We wish to thank our Electoral Area Director and the Regional District of Kootenay Boundary Board of Directors for permitting our organization for this exemption.

As a non-profit organization our members appreciate this assistance very much. Being that our needs our many, taxation exemption helps us to undertake activities that benefit our local community.

We respectfully request that the Rock Creek Community Medical Society be included in the 2019 Taxation Exemption Bylaw.\

It is important to us that your careful consideration and decision-making of this matter result in assisting us manage our endeavors, which promote and support participation and enthusiasm for the betterment of our community and for the general public overall.

Sincerely,

Sandy Fairburn

Sandy Fairburn
Secretary/Treasurer
For: Rock Creek Community Medical Society

Box #9, Rock Creek, BC V0H 1Y0

Email President: president@rockcreekmedical.ca Email Secretary: secretary@rockcreekmedical.ca

Phone: 250-446-2977



TRAIL WILDLIFE ASSOCIATION

P.O. BOX 266
TRAIL, BRITISH COLUMBIA
V1R 4L5

July 29, 2019

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

Attention: Theresa Lenardon
Manager of Corporate Administration

Re: RDKB Permissive Taxation Exemption – 2020

The Trail Wildlife Association is presently included on the RDKB's Taxation Exemption Bylaw.

We wish to thank our Electoral Area Director and the Regional District of Kootenay Boundary Board of Directors for permitting our organization this exemption.

We respectfully request that the Trail Wildlife Association be included in the 2020 Taxation Exemption Bylaw.

It is important to us that your careful consideration and decision-making of this matter result in assisting us to manage our endeavours, which promote and support and enthusiasm for the betterment of our community and for the general public overall.

Yours truly,

John Harmston
Secretary / Treasurer
Trail Wildlife Association
Box 266
Trail, BC V1R 4L5



Regional District of
Kootenay Boundary

Electoral Area 'D'/Rural Grand Forks

Zoning Bylaw No. 1675

Regional District of Kootenay Boundary
202-843 Rossland Avenue
Trail, BC V1R 4S8
Telephone: 250.368.9148
Toll Free in BC: 800.355.7352

Adopted by
The Regional District of Kootenay Boundary Board of Directors
()

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Electoral Area 'D' / Rural Grand Forks Zoning Bylaw No. 1675,
passed on the __ day of _____, 2019

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Electoral Area 'D'/Rural Grand Forks Zoning Bylaw No. 1675

The Regional District of Kootenay Boundary Board of Directors in open meeting assembled enacts
as follows:

TABLE OF CONTENTS

Part 1: Interpretation	1
101. Title.....	1
102. Application.....	1
103. Definitions.....	1
104. Interpretation.....	6
105. Provincial and Federal Jurisdiction.....	6
Part 2: Administration.....	7
201. Enforcement.....	7
202. Prohibition.....	7
203. Violation.....	7
204. Penalty.....	7
205. Severability.....	7
206. Effective Date and Repeal	8
Part 3: General Regulations.....	9
301. Permitted and Prohibited Uses	9
302. Siting Requirements and Exceptions	10
303. Height and Width.....	11
304. Density.....	11
305. Subdivision Regulations.....	12
Part 4: Supplemental Regulations for Certain Uses and Circumstances.....	14
401. Home-Based Businesses.....	14
402. Secondary Suites	14
403. Bed and Breakfasts and Boarding Use	15
404. Campgrounds	15
405. Guest Ranch Density	15
406. Seasonal Farm Labour Dwelling	15
407. Screening and Fencing.....	16
408. Sign Regulations	16
Part 5: Parking and Loading.....	17
Part 6: Zones 20	
602. Residential 1 Zone R1	21
603. Residential 2 Zone R2	22
604. Manufactured Home Park Residential 3 Zone R3	23
605. Residential 4 Zone R4	24
606. Agricultural Resource 1 Zone AGR1	26
607. Agricultural Resource 2 Zone AGR2	28
608. Agricultural Resource 3 Zone AGR3	30
609. Agricultural Resource 4 Zone AGR4	32
610. Agricultural Resource 5 Zone AGR5	34
611. Rural Resource 1 Zone RUR1	36
612. Rural Resource 2 Zone RUR2	38
613. Rural Resource 3 Zone RUR3	40
614. Drinking Water Resource Zone DWR	41
615. Commercial 1 Zone C1	42
616. Commercial 2 Zone C2	44
617. Industrial 1 Zone IN1.....	46
618. Industrial 2 Zone IN2.....	48

619. Industrial 3 Zone IN3.....50

620. Recreational Resource 1 Zone REC151

621. Recreational Resource 2 Zone REC252

622. Conservation Zone CONS.....53

623. Parks Zone P54

624. Rail Corridor Zone RC55

625. Institutional and Community Facilities Zone ICF.....56

Map 1. Electoral Area 'D'/Rural Grand Forks Zoning Map

Part 1: Interpretation

101. Title

This Bylaw may be cited as “Regional District of Kootenay Boundary Electoral Area ‘D’/Rural Grand Forks Zoning Bylaw No. 1675, 2019” or “Rural Grand Forks Zoning Bylaw”.

102. Application

This Bylaw applies to all lands, including the surface of water and all uses, **buildings** and **structures** located within Electoral Area ‘D’/Rural Grand Forks, whose boundaries are described in the letters patent of the Regional District of Kootenay Boundary.

103. Definitions

In this Bylaw, all words and phrases have their normal or common meaning with the exception of those that have been changed, modified or expanded by the definitions below. Note that terms for which a definition has been provided are in **bold italic** text throughout the Bylaw, as a convenience only.

ACCESSORY BUILDING AND STRUCTURE means a **building** or **structure** which is customarily incidental to and clearly subordinate to a principal permitted use situated on the same **parcel**;

ACCESSORY USE means the use of land which is customarily incidental to and clearly subordinate to a principal permitted use situated on the same **parcel**;

AGRICULTURE means farm use as defined in the Agricultural Land Commission Act, but excludes **intensive agriculture**;

AGRI-TOURISM means an activity defined in the Agricultural Land Reserve Regulation;

ANIMAL SHELTER means a **building, structure**, compound or group of pens or cages where dogs, cats, other domestic pets or exotic pets are, or are intended to be, cared for;

BED AND BREAKFAST means the **accessory use** of a **single family dwelling** primarily used as a home and used incidentally by the home’s residents to provide, for compensation, **temporary accommodation** and morning meals to the travelling public;

BEDROOM means a room used for sleeping, and for the purposes of this bylaw includes other rooms such as a den or living room which have been approved for sleeping purposes by the Building Official in an occupancy permit;

BOARDING USE means the **accessory use** of a **single family dwelling** for rental of sleeping accommodation without individual cooking facilities, and excluding **temporary accommodation** of the travelling public;

BUILDING means a **structure** wholly or partly enclosed by a roof or roofs supported by air, walls, or columns and used for the shelter or accommodation of persons, animals, chattels or things; excluding: tents, trailers, and **recreational vehicles**;

CAMPGROUND means any land where sites are provided for the **temporary accommodation** of the travelling public in tents or **recreational vehicles** and includes, as accessory to campsites:

- (a) recreational and amusement facilities intended for the use of overnight guests only;
- (b) one eating establishment for overnight guests only;
- (c) common washrooms and laundry facilities;
- (d) one **office**; and
- (d) **accessory buildings and structures**.

COMMUNITY CARE FACILITY means one residential dwelling in which room, board and continuous supervision is provided for six or more **people with special needs**, but does not include **boarding use, hotels, motels** or halfway houses;

COMMUNITY WATER SYSTEM means a water supply system within the meaning of the *Drinking Water Protection Act* that is owned, operated and maintained by local government, improvement district, irrigation district, utility or an incorporated entity, where the owner is responsible to manage and monitor to current best water management practices and has the ability to set rates, invoice or has taxation ability to collect fees or revenue to ensure the viability of the water supply system to provide potable water;

CONCEALED means located within the footprint of a **building**, underground or wholly enclosed by a **solid screen**, stone or brick wall, or a dense **landscape screen**, a minimum of 1.5 metres in **height**;

CONVENIENCE STORE means a retail business no greater than 200 m² in **gross floor area**, excluding storage area, which sells groceries and household items and caters to the day-to-day needs of the local neighbourhood; Excluding the retail or other sale of cannabis, and similar plants, products, or derivatives.

DERELICT VEHICLE means any vehicle which has not been licensed for a period of one (1) year and which is not **concealed**, excluding farm machinery in working condition;

DISTRIBUTION FACILITY means a warehouse or **storage** facility, including both indoor and **outdoor storage yard**, where the emphasis is on processing and moving goods;

DWELLING UNIT means one or more rooms used or capable of being used for the residential accommodation of an individual or one **family** and contains sleeping, cooking and washroom facilities;

DWELLING, SINGLE FAMILY means any detached **building** consisting of one **dwelling unit**, except where a **secondary suite** is permitted as a secondary use under this bylaw;

FAMILY means two or more persons related by blood, marriage, adoption or foster parenthood, or five or fewer unrelated persons;

GOLF COURSE means the use of land, **buildings** or **structures** for the purpose of playing golf and includes, as **accessory uses**, a clubhouse, eating and drinking establishment, facilities for the sale, repair and storage of golf equipment and similar **accessory uses**;

GROSS FLOOR AREA means the sum of the areas of each **storey** in each **building** on a **parcel** measured between the exterior of the exterior walls of such **buildings**;

GUEST CABIN means a **building** with a maximum floor area of 50 m² containing sleeping, and washroom facilities for a maximum of six (6) individuals, but not containing kitchen or cooking facilities;

GUEST RANCH means the **accessory use** of land, **buildings** and **structures**, for attached **sleeping units** or detached **guest cabins**, or combination, providing **temporary accommodation** for the travelling public in conjunction with a principal agricultural use;

HEIGHT of a **building** or **structure** means the vertical distance measured from the finished grade at the exterior perimeter of the **building** or **structure** to its highest point, determined by averaging the height of each exterior face of the **building**, with each exterior face height being the average of the heights at each corner of the face;

HIGHWAY includes a street, road, **lane**, bridge, viaduct and any other way open to public use, but does not include a private right of way on private property or a private or public recreational trail;

HOTEL means a **building** or part thereof used to provide **temporary accommodation** for the

travelling public in which the **building** entrance and exit ways are shared and may include: public areas such as a lobby, eating and drinking establishment, assembly, entertainment and recreation facilities, and individual cooking facilities;

IMMEDIATE FAMILY means, with respect to an owner, the owner's (a) parents, grandparents and great grandparents, (b) spouse, parents of spouse and stepparents of spouse, (c) brothers and sisters, and (d) children or stepchildren, grandchildren, and great grandchildren;

INSTITUTIONAL USE includes the use of land for: day care centres, customs houses, art galleries, religious institutions, schools, government offices, community halls, libraries and similar uses;

INTENSIVE AGRICULTURE means feedlots, fur farms, **poultry farms**, pig farms and mushroom farms;

INTERPRETIVE CENTRE means the use of land and **buildings** for the purpose of educating the public about the natural environment and cultural history, or either, of the local area;

KENNEL means a **building, structure**, compound or group of pens or cages where dogs, cats, other domestic pets, or exotic pets are, or are intended to be, trained, cared for, bred, boarded or kept for commercial purposes;

LANDSCAPE SCREEN means a continuous evergreen hedge or other compact plant material that may only be broken for access driveways and walkways;

LANE means a **highway** not less than 3 metres nor more than 8 metres in width which provides secondary access to any abutting **parcel**;

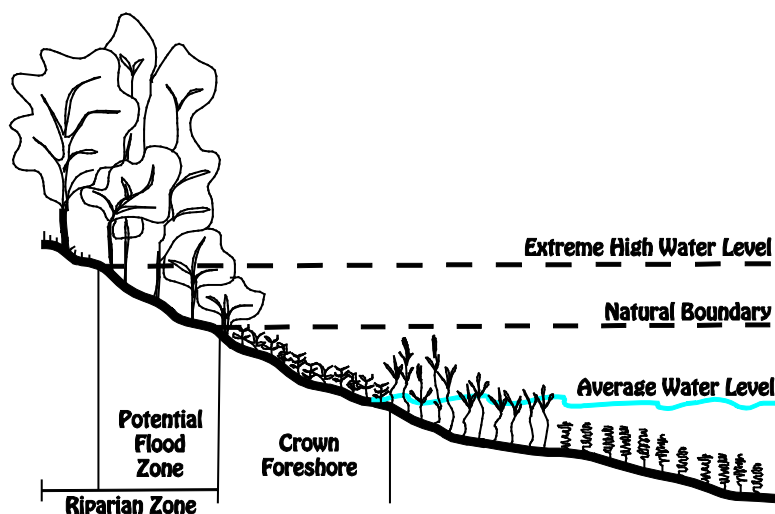
LIGHT MANUFACTURING means processing, fabricating, assembly, or disassembly of items that takes place entirely within an wholly enclosed **building**, and includes, but not limited to, manufacturing of: apparel, home accessories, clothing accessories, jewellery, instruments, computers, and electronic devices; cannabis processing, food processing, meat processing limited to pre-dressed and government inspected meats and eviscerated poultry and excluding fish processing and other meat processing; and excluding forging, casting, punch presses or drop forges;

MANUFACTURED HOME means a factory built dwelling, intended to be occupied in a place other than its place of manufacture and conforming to the CSA Z240 or CSA A277 certified standard, but does not include travel or tourist trailers, campers or other vehicles exempt from the definition of "manufactured home" under the *Manufactured Home Act* and its regulations;

MANUFACTURED HOME PARK means a **parcel** used for the purpose of providing spaces for the accommodation of **manufactured homes** on land zoned for **manufactured home park** use, with not more than one **single family dwelling** that is not a **manufactured home**;

MOTEL means a **building** or group of **buildings** used to provide **temporary accommodation** for the travelling public with each unit having its own individual outside access and parking space conveniently located on the **parcel** and each unit being self-contained, with or without cooking facilities, but having its own washroom;

NATURAL BOUNDARY means the visible high water mark of any lake, river, stream, or other body of water where the presence and action of the water are so common and usual and so long continued in all ordinary years as to mark upon the soil of the bed of the lake, river, stream, or other body of water a character distinct from that of the banks thereof, in respect to vegetation, as well as in respect to the nature of the soil itself, and also includes the best estimate of the edge of dormant or old side channels and marsh areas;



OFFICE means the occupancy or use of a **building** or portion of a **building** for the purpose of carrying out business or professional activities;

OPEN FENCING means fencing which is constructed of chain linking, or other material which is transparent;

OUTDOOR RECREATION FACILITIES means the use of land, building, or other structures, which are available to the public at large for sports and active recreation conducted outdoors and includes playing fields, running tracks, and bicycle tracks, but excludes **campgrounds** and motor sports;

OUTDOOR STORAGE YARD means the **storage** of equipment, goods, and materials in the open air or partially concealed, and does not include the **storage** of **derelict vehicles**;

PARCEL means any lot, block, or other area in which land is held, or into which land is subdivided but does not include a **highway**;

PARCEL AREA means the total horizontal area within the **parcel lines** of a **parcel**;

PARCEL COVERAGE means the horizontal area of all the **buildings** and **structures** on a **parcel**, expressed as a percentage of the **parcel area**;

PARCEL LINE, EXTERIOR SIDE means the **parcel** line(s) not being the front or **rear parcel line** and common to the **parcel** and a **highway**;

PARCEL LINE, FRONT means the **parcel** line(s) common to the **parcel** and a fronting **highway**, or where there is more than one fronting **highway**, the **parcel** line common to the **parcel** and the fronting **highway** towards which the majority of the **buildings** on adjacent **parcels** are faced;

PARCEL LINE, INTERIOR SIDE means the **parcel** line(s), not being the front, rear or **exterior side parcel** line;

PARCEL LINE, REAR means the **parcel** line opposite to and most distant from the **front parcel line**, but where the rear portion of the **parcel** is bounded by intersecting side **parcel** lines, means the point of such intersection;

PASSENGER TERMINAL means a station or depot to load or unload passengers, where **accessory uses** may include ticket offices, luggage checking facilities, eating and drinking establishments,

parcel services and similar uses;

PASSIVE RECREATION means non-motorized recreation not requiring facilities and may include but not be limited to wildlife observation, picnicking, walking, biking and canoeing;

PEOPLE WITH SPECIAL NEEDS means people who require additional or specialized services or accommodations by reason of one or more difficulties such as physical, emotional, behavioural, developmental, or otherwise, as evidenced in writing by the appropriate Federal or Provincial ministry or agency

PIT PRIVY means a small **structure** containing one or more toilets with no plumbing;

POULTRY FARM means a commercial poultry rearing or egg production enterprise of a scale requiring a quota from the applicable marketing board;

PRINCIPAL BUILDING means the main **building** on a **parcel** where at least 75% of the **gross floor area** is used for a permitted principal use;

PUBLIC UTILITY USE means a use which provides services such as water, sewer, electrical, telephone, and similar services where such use is established by a government body, or by a company operating under the *Utilities Commission Act*;

RECREATIONAL VEHICLE means a vehicle intended as a **temporary accommodation** for travel, vacation, or recreational use and includes travel trailers, motorized homes, slide-in campers, chassis-mounted campers, and tent trailers;

RECYCLING DEPOT means a use that entails the buying, collecting, sorting and temporary storage of bottles, cans, newspapers, and similar household goods for reuse and recycling;

RESOURCE USE means a use providing for the conservation, and management of natural resources and extraction and processing of primary forest materials, and the extraction, grading, crushing, and processing of mineral resource;

RETREAT CAMP means a use that provides for a group camping experience with the participants sleeping in tents, **recreational vehicles**, **guest cabins**, or dormitories for periods of less than three (3) months per calendar year and includes accessory facilities for the preparation and consumption of food, first aid, accommodation of camp councillors, accommodation of a caretaker, recreation, washrooms, study, and worship if used in conjunction with camping;

SEASONAL FARM LABOUR DWELLING means a detached dwelling unit located on a **parcel** classified as "farm" under the *Assessment Act*, which is used for the **temporary accommodation** of seasonal farm workers who are employed by the owner of the **parcel** to work in the owner's agricultural operation.

SECONDARY SUITE means a second dwelling unit located within a single family dwelling in accordance with the provisions of this Bylaw;

SERVICE STATION means a use providing for the sale of motor fuels and minor automobile repairs and service, or either;

SKI LODGE includes ski ticket sales, ski school, ski equipment and ski accessory sales and rentals, change areas and lockers, administration offices, first aid stations, day care, meeting rooms, and eating and drinking establishments;

SLEEPING UNIT means one or more rooms used for the accommodation of one **family** when such unit contains no cooking facilities;

SOLID SCREEN means a continuous opaque fence, wall, or combination made of wood or vinyl or similar materials but not plywood, corrugated metal, or **open fencing**, and includes gates on all

access points made of similar materials;

STORAGE means the action of storing or laying up a thing or things in reserve, where reserve means that there are no immediate plans to move it to another location, or display it for sale;

STORAGE SHED means an accessory detached non-residential **building** no greater than 10 m² in **gross floor area** and not higher than 3m;

STOREY means that portion of a **building** which is situated between the top of any floor and the top of the floor next above it, and if there is no floor above it, that portion between the top of such floor and the ceiling above it;

STRUCTURE means any construction fixed to, supported by, or sunk into land or water;

TEMPORARY ACCOMMODATION means occupancy of a **building** or **structure**, tent, or **recreational vehicle** for a period not exceeding 90 continuous days;

TRADESPERSON means a person who is skilled in and follows a trade or skilled handicraft, an artisan, a craftsman, and may include carpenters, electricians, bricklayers, mechanics, painters, printers, glaziers, plumbers, wall coverers, flooring installers, convention and trade show decorators, sign and display workers, drywall finishers and other similar professions;

WATERCOURSE means any natural or man-made depression with well-defined banks and a bed zero point six (0.6) metres or more below the surrounding land serving to give direction to a current of water at least six (6) months of the year or having a drainage area of two (2) square kilometres or more up stream of the point of consideration;

104. Interpretation

The Regional District of Kootenay Boundary is comprised of multiple Electoral Areas, and the Board of Directors have adopted several zoning bylaws, each at different times and of varying detail. This Electoral Area 'D'/Rural Grand Forks Zoning Bylaw, as all Regional District of Kootenay Boundary zoning bylaws, is intended to be interpreted in its entirety, but solely within its provisions and not in reference to the zoning bylaws of other Electoral Areas.

105. Provincial and Federal Jurisdiction

This Zoning Bylaw is not intended to be inconsistent with any matter under exclusive Provincial or Federal jurisdiction (see Section 1.4 of the Electoral Area 'D'/Rural Grand Forks Official Community Plan).

Part 2: Administration

201. Enforcement

1. The Manager of Planning and Development, Senior Planner, Planner, and Building and Plumbing Official, or other such person that may be appointed by the **Board of Directors**, may enforce this Bylaw.
2. Persons appointed under subsection (1) above are authorized to enter on or into property pursuant to Section 16 of the *Community Charter* and Sections 284 and 419 of the *Local Government Act*.

202. Prohibition

1. Land must not be used contrary to the provisions of this Bylaw.
2. **Buildings** or **structures** must not be used, constructed, reconstructed, altered, moved, placed or extended contrary to the provisions of this Bylaw.
3. No subdivision may be approved contrary to the provisions of this Bylaw, in particular to create **parcels** less than the minimum permissible **parcel area**, and other regulations as identified in this Bylaw.
4. Every use of land, **building** and **structure** permitted in each zone must conform to all the regulations of the applicable zone and all other regulations of this Bylaw.
5. No land, **building** or **structure** may be used or occupied, or left with no use, except in conformity with this Bylaw.

203. Violation

A person is deemed to have committed an offence who:

- a) Violates any of the provisions of this Bylaw;
- b) Causes or permits, any act or thing to be done in contravention or violation of any of the provisions of this Bylaw;
- c) Neglects or omits to do anything required under this Bylaw;
- d) Carries out, causes or permits to be carried out any use, construction or subdivision in a manner prohibited by or contrary to any of the provisions of this Bylaw;
- e) Fails to comply with an order, direction or notice given under this Bylaw; or
- f) Prevents, obstructs or attempts to prevent or obstruct the authorized entry on property of a person authorized to enforce this Bylaw under Section 201.

204. Penalty

Any person who violates any of the provisions of this Bylaw is, upon summary conviction, liable to the maximum fine provided in the *Offence Act*, plus the cost of prosecution for each offence.

205. Severability

If any portion of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, that portion is severed and the remaining portions of this Bylaw continue with full force and effect.

206. Effective Date and Repeal

1. This Bylaw is effective upon adoption.
2. Regional District of Kootenay Boundary Electoral Area 'D' Zoning Bylaw No. 1299, 2005 inclusive of all amendments thereto, is hereby repealed.

Part 3: General Regulations

301. Permitted and Prohibited Uses

1. No land, **building** or **structure** may be used for a use that is not specifically listed under the heading "Permitted Principal Uses" or "Permitted Secondary Uses" in the Zone that the land, **building** or **structure** is located, and no **building** or **structure** may be placed, constructed, sunk into, erected, moved, sited, altered or enlarged for any use other than a specifically permitted use in that Zone. Furthermore,
 - a) A use listed under "Permitted Secondary Uses" is only permitted if a use under "Permitted Principal Uses" is lawfully established and ongoing.
 - b) A use is only permitted if lawfully established and ongoing in accordance with:
 - (i) The applicable regulations and conditions of use as identified in each Zone; and
 - (ii) Such further general regulations applicable to the use, as identified throughout this Bylaw.
 - c) A use not specifically permitted in a Zone is prohibited from that Zone.
 - d) A use not specifically permitted in this Bylaw is prohibited from the Electoral Area.
 - e) Except where specifically permitted within a zone established by this Bylaw, no **parcel** may be used for the **storage** of **derelict vehicles(s)**.
 - f) Residential occupancy for a period exceeding 180 days per calendar year of **accessory buildings**, tents, **recreational vehicles**, and similar shelters is prohibited in the following zones: Residential 1, Residential 2, Residential 3, Residential 4, Agricultural Resource 1, Agricultural Resource 2, Agricultural Resource 3, Agricultural Resource 4, Industrial 1, Industrial 2 and Industrial 3 Zones except where:
 - (i) The residential occupancy of an **accessory building** conforms with the **secondary suite** provisions of this Bylaw;
 - (ii) The occupancy has been approved under Section 301.2(h) of this Bylaw.
 - g) The unloading, **storage** and loading of special wastes (as defined in the *Environmental Management Act* and regulations thereto) and other similar hazardous products are specifically prohibited.
2. Except as otherwise stated in this Bylaw, the following uses are permitted in all zones:
 - a) **Highways**;
 - b) **Landscape screens** and fences;
 - c) Parks, playgrounds, and similar active or **passive recreation** areas including **buildings** and **structures**;
 - d) Churches, cemeteries, libraries, museums, community halls, fire halls, police and ambulance stations, schools and similar uses;
 - e) Utility uses and **structures** and **buildings** associated therewith, excluding **offices**, maintenance garages and **storage** areas;
 - f) Railroad tracks, except private sidings;
 - g) **Storage buildings**, including garages, may be located on a **parcel** that does not have a principal use or **principal building** provided they are only to be used for the non-commercial/industrial **storage** of goods or vehicles belonging to the owner. Such **buildings** are be subject to the regulations for **accessory buildings** in the zone within which they are located and must not exceed 60 m² in floor area;
 - h) Residential occupancy (maximum of two years) in a **manufactured home** or

recreational vehicle for the property owner while a **dwelling unit** is under construction, provided the owner first signs a notarized statement of intent to cease occupying and remove the **manufactured home** within 30 days after the **dwelling unit** has been completed;

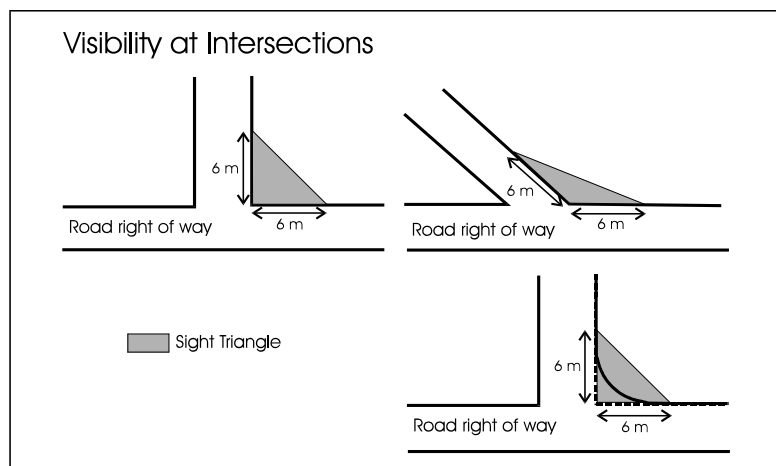
- i) Temporary **buildings, structures** and **storage** of materials required for an approved construction project on the same **parcel** provided such temporary **buildings, structures** and **storage** are removed within 30 days of completion of the approved construction;
- j) A facility for composting of organic waste operated by or with the consent of the Regional District of Kootenay Boundary pursuant to an approved Solid Waste Management Plan;
- k) A **recycling depot** pursuant to an approved Stewardship Plan under the *Environmental Management Act* and associated Recycling Regulation.

302. Siting Requirements and Exceptions

Where a Zone includes a regulation entitled "Setbacks", or where this Bylaw otherwise makes reference to a minimum setback, no **building** or **structure** may be placed, constructed, sunk into, erected, moved, sited, altered or enlarged nearer to the **parcel** line, natural boundary or the other point of reference than the distance so specified, and for certainty:

1. Setbacks may vary according to any combination of use, **building, structure** or location within a Zone or adjacent Zone, or by **parcel** dimensions, or to a specific **highway, natural boundary** or other point of reference, and the provisions of this Bylaw must be interpreted accordingly;
2. Any portion of a **building** or **structure** located below finished grade is subject to all setbacks for the Zone in which the **building** or **structure** is located or that are otherwise applicable;
3. The minimum setback distance for a **pit privy** is 30m from the **natural boundary** of any **watercourse**.
4. Selected **structures** are excluded from the setback requirements of this Bylaw however, a separate approval from the Ministry of Transportation and Infrastructure may be required where the setback is adjacent to a **highway**. The exceptions are regulated as follows:
 - a) Unenclosed steps, eaves, sunlight control projections, canopies, chimneys, bay windows, balconies, porches and other similar projections may project:
 - i) 2 metres within a required **front parcel line, rear parcel line, or exterior side parcel line** setback; and
 - ii) 0.6 metres within a required **interior side parcel line** setback.
 - b) An underground **structure** may be sited on any portion of a **parcel** provided that the top surface of such **structure** at no point extends more than 0.5 metres above the average finished ground elevation within the relevant setback area of the zone in which it is located.
 - c) Free standing lighting poles, warning devices, antennas, masts, utility poles, wires, flag poles, **signs** and **sign structures**, except as otherwise limited in this or other bylaws may be sited on any portion of a **parcel** at the sole responsibility of the owner and utility company.
5. No person being the owner, occupier or lessee of any **parcel** located at the intersection of any two **highways**, may, without the consent of the Ministry of Transportation and

Infrastructure or his designate, place or permit to be placed or grow any tree, shrub, plant, fence or other **structure** with a horizontal dimension exceeding 0.6m within the sight triangle an elevation such that an eye 0.9m above the surface elevation of one **highway** cannot see an object 0.9m above the surface elevation of the other **highway**.



303. Height and Width

1. Where a Zone includes a regulation entitled "Height", or where this Bylaw otherwise makes reference to a maximum **height**, no **building** or **structure** may be placed, constructed, sunk into, erected, moved, sited, altered or enlarged in a manner that exceeds the **height** specified for the Zone in which the **building** or **structure** is located. For certainty, maximum **height** in a Zone may vary according to the use or location of the **building** or **structure**.
2. The following exceptions to the **height** regulations apply:
 - a) **Height** restrictions do not apply to the following, except in accordance with subsection (b): industrial cranes; grain elevators; silos; windmills; solar panels; towers; tanks; radio and television antennas; church spires, belfries and domes; monuments; chimney and smoke stacks; flag poles; lighting poles; and elevator shafts.
 - b) Where such **structures** are located on top of a **building** they must not occupy more than 10% of the horizontal plane of the roof area.

304. Density

1. Where a Zone includes a density regulation expressed as an absolute number of parcels, units, buildings, use or similar figure, no **parcel** may be subdivided and no **parcel** may be developed with more than the number identified for the Zone in which the **parcel** is located.
2. Where a Zone includes a density regulation expressed as a per hectare figure, no parcel may be subdivided and no parcel may be developed with more than the number of parcels, units, sites or other figure(s), per hectare as determined by applying the figure for the Zone in which the parcel is located to the area of the parcel.

3. For certainty, where more than one of the above density regulations apply to any particular **parcel**, the most restrictive governs but all remain applicable.

305. Subdivision Regulations

1. Where a Zone includes a regulation entitled "Parcel Area", or this Bylaw otherwise refers to a minimum **parcel area**, then no **parcel** may be created by subdivision that has an area less than the figure specified for the Zone in which the **parcel** is located.
2. A **parcel** which is reduced in size by the dedication of land to a public body in order to accommodate a necessary public service, utility, facility or **highway**, subsequent to the approval date of this Bylaw is deemed to be in conformity with the minimum **parcel area** requirements of this Bylaw.
3. Where as a result of land acquisition for a public use after this Bylaw comes into force by:
 - a) The Regional District;
 - b) A municipality;
 - c) The Provincial Government;
 - d) The Federal Government;
 - e) An Improvement District;
 - f) The Board of School Trustees; or
 - g) A Public Utility,
 - i) The **parcel** of land that could have been subdivided into two or more **parcels** under this Bylaw when the land was acquired, and
 - ii) The **parcel**, as a result of the acquisition, can no longer be subdivided into the same number of **parcels**,

the **parcel** is deemed to conform to this Bylaw for the purposes of subdivision as though the land acquisition had not occurred, but only to the extent that none of the **parcels** that would be created by the subdivision would be less than 90% of the area that would otherwise be permitted by this Bylaw.
4. The minimum **parcel area** requirements of this Bylaw do not apply to the consolidation of existing **parcels** or the addition of closed **highways** to an existing **parcel**, except that where a consolidation of existing **parcels** would include lands located within the Rail Corridor 1 (RC1) Zone the minimum **parcel area** requirement under this bylaw shall apply.
5. The alteration of one or more **interior parcel lines** between two or more **parcels** is permitted provided that:
 - a) no additional **parcels** are created upon completion of the alteration;
 - b) the alteration does not infringe within the required setbacks for an existing **building** or **structure** located on the **parcel**;
 - c) the alteration does not reduce the site area required for a sewage disposal system on any **parcel** being altered; and
 - d) if the alteration applies to land within the 'Rail/Trail Corridor 1 (RTC1) Zone', a corridor must be maintained within that zone that is a minimum of 30 metres wide and is suitable for the possible reestablishment of a railway.
6. The minimum size for a **parcel** of land that may be subdivided pursuant to Section 514 (Subdivision for a relative) of the *Local Government Act* is 20 hectares. This regulation does not apply within the **Agricultural Land Reserve**.

7. New **parcels** created after the adoption of this bylaw must not be separated by an existing **highway** or railway right of way unless each portion of the **parcel** separated by a **highway** or railway right of way meets the minimum **parcel** area requirement of the zone.
8. The minimum **parcel** area at subdivision in any zone established under this bylaw does not apply where all of the following conditions are satisfied:
 - a) the **parcel** being created is to be used solely for the unattended equipment necessary for operation of
 - i) **public utility uses** with no exterior **storage** of any kind;
 - ii) radio or television broadcasting antennae, or other similar communications infrastructure;
 - iii) air or marine navigation aids;
 - b) no sewage is generated, and
 - c) the owner agrees in writing to registering a covenant pursuant to section 219 of the *Land Title Act* in favour of the Regional District of Kootenay Boundary at the time the subdivision is registered, and such covenant shall be satisfactory to the approving officer and shall restrict the use of the **parcel** in accordance with the applicable exception under this provision.
9. **Parcels** that are split into more than one zone may be subdivided along the zone boundary provided:
 - a) the minimum **parcel** area requirement for new **parcels** created by subdivision can be achieved in at least one of the zones; and
 - b) no **parcel** created pursuant to this section may be less than:
 - i) 2000m² when connected to a **community water system**,
 - ii) 1 hectare when not connected to a **community water system**.

Part 4: Supplemental Regulations for Certain Uses and Circumstances

401. Home-Based Businesses

Where the home-based business use is expressly permitted, the following regulations apply:

1.
 - a) the home-based business may only be carried out by the property owner solely as an **accessory use** within the **single family dwelling** or wholly enclosed **accessory building**;
 - b) the maximum number of non-resident employees is two;
 - c) off-street parking must be provided in accordance with parking regulations as shown in Part 5 of this bylaw, with the most similar use to the home-based business being the applicable parking requirements for the home-based business;
 - d) the home-based business use must not involve salvage and **storage of derelict vehicles** and equipment, nor a **kennel**;
 - e) the home-based business use must not give an exterior indication that the **building** is being used for any purpose other than that of a residential use;
 - f) the home-based business use must not produce any odorous, toxic or noxious matter, noise, vibration, smoke, heat, dust, litter, glare or radiation other than that normally associated with the dwelling and must not create or cause any fire hazard, electrical interference or traffic congestion on the **highway**;
 - g) the only external display or advertisement permitted is one non-illuminated sign no larger than 1 m²;
 - h) all **storage** of materials, equipment, containers or finished products must be **concealed**;
 - i) the home-based business use, including all **storage sheds and areas**, must not exceed:
 - i) 60 m², if located in the Residential 1, Residential 2, or Residential 4 Zones,
 - ii) 100 m² if located in the Agricultural Resource 1, Agricultural Resource 2, Agricultural Resource 3, Agricultural Resource 4, Agricultural Resource 5, Rural Resource 1, or Rural Resource 2 Zones.

regardless of the number of home-based businesses on the **parcel**.
2. Except for the use and density provisions of Subsection 401.1(a) and 401.1(b), it is the Board's intent that the provisions of Section 401.1 are integral to the definition of the Home-Based Business use and therefore cannot be varied except through an amendment to this Zoning Bylaw.

402. Secondary Suites

1. Where a **secondary suite** is expressly permitted as a secondary use within a zone, the following regulations apply:
 - a) The floor area of the **secondary suite** must not exceed 90m² or 40% of the floor area of the **single family dwelling building**, whichever is less;

- b) Prior approval of the authority responsible for liquid waste disposal, pursuant to the relevant Provincial legislation, must be obtained before issuance of building permit;
 - c) For **parcels** located within an area served by a **community water system**, prior approval of the water purveyor must be obtained before issuance of a building permit;
 - d) No **secondary suite** may be stratified, subdivided, or otherwise legally separated from the principal **single family dwelling** use to which it is considered a secondary use, except where the subdivision is in conformity with the minimum **parcel area** requirements of this bylaw; and
 - e) A new **secondary suite** must not be connected to a **community water system** which is subject to a Drinking Water Notification pursuant to the *Drinking Water Protection Act* under an order of the Drinking Water Protection Officer.
2. Except for the floor area provisions of Subsection 402.1(a), it is the Board's intent that the provisions of Section 402.1 are integral to the definition of the Secondary Suite use and therefore cannot be varied except through an amendment to this Zoning Bylaw.

403. Bed and Breakfasts and Boarding Use

- 1. For zones in which **bed and breakfast** or **boarding use** are a permitted use, not more than three (3) **bedrooms** or **sleeping units** inside a **dwelling unit** on a single **parcel** of land may be used, at the same time, for the accommodation of the travelling public; and
- 2. All **bedrooms** or **sleeping units** must be contained inside a **single family dwelling**.
- 3. The accessory use must be operated by the permanent resident(s) of the single family dwelling.
- 4. Except for the use and density provisions of Subsection 403.1(1), it is the Board's intent that the provisions of Section 403.1 are integral to the definition of the Bed and Breakfasts and Boarding Use use and therefore cannot be varied except through an amendment to this Zoning Bylaw.

404. Campgrounds

In addition to other density regulations of this Bylaw, a **campground** must not exceed 50 campsites per hectare of **parcel area**.

405. Guest Ranch Density

In addition to other density regulations of this Bylaw, a **guest ranch** must not exceed, whichever is less:

- (a) one (1) **sleeping unit** or detached **guest cabin** or combination per hectare of **parcel area**, or
- (b) ten (10) attached **sleeping units** or detached **guest cabins** or combination, per parcel.

406. Seasonal Farm Labour Dwelling

- 1. Where a **Seasonal Farm Labour Dwelling** is expressly permitted as a secondary use within a zone, the following regulations apply:

- a) The **seasonal farm labour dwelling** shall have a floor area that does not exceed 50m²;
 - b) Prior approval of the authority responsible for liquid waste disposal, pursuant to the relevant Provincial legislation, shall be obtained before issuance of a building permit; and
 - c) For **parcels** located within an area serviced by a **community water system**, confirmation from the water purveyor that the water service has sufficient capacity to serve the **seasonal farm labour dwelling** shall be obtained before issuance of a building permit.
2. Except for the floor area provisions of Subsection 406.1(a), it is the Board's intent that the provisions of Section 406.1 are integral to the definition of **seasonal farm labour dwelling** and therefore cannot be varied except through an amendment to this Zoning Bylaw.

407. Screening and Fencing

Except where provided otherwise in this Bylaw:

- a) **Solid screens** 1.3 m or less in **height** may be sited on any portion of a **parcel**;
- b) **Solid screens** 2 m or less in **height** may be sited on any portion of a **parcel** provided that they are located to the rear of the front face of a **principal building** on a **parcel**;
- c) **Solid screens** greater than 2 metres in **height** must be sited in accordance with the required setbacks from a **parcel** line for a **principal building** located within the same zone;
- d) **Open fencing** is not restricted as to **height** or location;
- e) The use of barbed wire for fencing in or abutting on the following zones is prohibited: Residential 1, Residential 2, Manufactured Home Park Residential 3, Residential 4, Commercial 1, Commercial 2, Recreational Resource 1, Recreational Resource 2, Parks 1, Conservation 1, and Institutional and Community Facilities 1.

408. Sign Regulations

1. With the exception of regulations to the contrary within any particular zone or in the **home-based business** regulations under this Bylaw, no **parcel** may be used for the display of any exterior **signs** on a permanent basis other than:
 - a) Those advertising a permitted use on a **parcel** of land;
 - b) Those for a **building** or facility permitted pursuant to Section 301 of this Bylaw;
 - c) Temporary **signs** such as election; 'For Sale'; and 'For Rent' **signs**;
 - d) Advisory **signs** such as 'No Trespassing', 'No Hunting', and 'Beware of Dog', not limited as to number, provided each sign does not exceed 0.3 m² in size on any one side.
2. Unless otherwise permitted or restricted elsewhere in this bylaw, the maximum visible surface area of a **sign** is 3 m² per side.
3. Unless otherwise permitted or restricted elsewhere in this bylaw, not more than two **signs** may be located on a **parcel** of land.
4. No **sign** may be equipped with motion or flashing lights or a mechanical device which causes the **sign** to move.

5. When a sign remains in place after the activity, business, product or service the sign advertises is no longer conducted or available on the premises on which the sign is located, such sign and any supporting sign structure is considered to have been abandoned, and the owner of the premises in question shall remove the sign within ninety (90) days from the date that the activity, business, product or service is no longer conducted or available or within thirty (30) days from the date written notice from the Regional District to remove the sign or sign structure has been received.

Part 5: Parking and Loading

1. Minimum off-street parking spaces, design standards and facilities must be provided in accordance with the following:

TYPE	USE	REQUIREMENT
Residential	Single family dwelling	2 spaces per dwelling unit . A maximum of two spaces may be in tandem
	Manufactured Home Park	1.5 spaces per dwelling unit
	Bed and Breakfast and Boarding Use	In addition to the parking requirement for the principal residential use, one space per bedroom used for bed and breakfast /boarding use purposes must also be provided
	Secondary Suite	In addition to the parking requirement for the principal residential use, 1 space per secondary suite
Commercial	Retail stores, including convenience stores ; service stations ; passenger terminals	1 space per 20 m ² of gross floor area
	Animal shelters , kennels , veterinary clinic, offices	1 space per 30 m ² of gross floor area
	Building and contracting supply establishment; rental, sales and associated service facilities for vehicles and light equipment	1 space per 90 m ² of covered sales & storage area
	Eating and drinking establishment	1 space per 3 seats (at capacity)
	Hotels and Motels	1 space per unit
	Greenhouse	1 space per 14 m ² of gross floor area used for display and sales
	Produce stand, farm stand or similar roadside display stand	1 space per 20m ² of floor area
Industrial	Light manufacturing , tradespersons shop	1 space per 3 employees on a maximum working shift but not less than 5 spaces per establishment
	All industrial uses unless listed elsewhere	1 space per 3 employees on a maximum working shift but not fewer than 5 spaces per establishment

TYPE	USE	REQUIREMENT
Institutional	Community hall; church and church hall; lodge and similar fraternal organizations, library, art gallery; museum and similar facility	1 space per 4 seats or 1 space per 35 m ² available for patrons, whichever is greater
	Schools where the student body is entirely younger than the legal driving age	10 spaces plus 1 additional space per employee
	Other schools	10 spaces plus 1 space per employee, plus 1 space per 10 students, plus 1 space per 3 beds in an associated dormitory or residential facility
	Utility uses and maintenance facilities	1 space per 3 employees on a maximum working shift
Recreational	Arena, rink; swimming pool; tennis court; bowling green; ski area; stadium; golf course and driving range; rodeo and gymkhana ground	1 space per 4 seats plus 1 space per 4 players or participants
	Playing field; campground and day camp; fairgrounds and amusement parks; park; trail and similar land extensive recreational uses	Off-street parking spaces will be provided at the discretion of the owner

2. Where a **building** or **parcel** contains more than one use, the required number of parking spaces is the sum of the requirements of each use.
3. Where a use is not specifically mentioned, the parking requirement will be the same as for a similar use mentioned in this Section.
4. Required spaces must be provided on the same **parcel** as the **building** or use for which they are required.
5. Each parking space must be at least 2.5 metres wide, 5.5 metres long and 2.5 metres high and the width of each parking space must be increased to 3 metres where such a space is adjacent to any side wall, post, pillar or other such obstruction.
6. Each parking space must be so located as to permit unobstructed access to and egress from that space to a **highway** at all times.
7. Required off-street parking areas to accommodate three or more vehicles must have a surface which is continually dust free. Individual parking spaces, maneuvering aisles, entrances and exits must be clearly marked.
8. The number of access points from each parking area to a **highway** must not exceed two.
9. The parking requirements established in Part 5 of this Bylaw do not apply to a **building** or use existing prior to the adoption date of this Bylaw provided the building or use complied with parking standards then applicable. However, if there is an expansion or addition to an existing use or **building**, the provisions of Part 5 will apply to such expansion or addition.
10. Off-street loading facilities for commercial or industrial uses involving the receipt and delivery of goods or materials by vehicles must include 1 space for the first 12,000 m² of **gross floor area** or fraction thereof, plus 1 additional space for each additional 2,000 m² of **gross floor area** or fraction thereof.

11. Off-street loading facilities must:

- a) be provided on the same **parcel** as the use it serves;
- b) be set back a minimum of 6 metres from the designated fronting **highway**;
- c) have a minimum of 30 m² area, at least 3 metres in width and 4 metres in **height** for each space;
- d) not project into any **highway**;
- e) have unobstructed vehicular access to a **highway**;
- f) have a durable dust free surface.

Part 6: Zones

601. General Information on Zones

1. For the purpose of this Bylaw, Electoral Area 'D'/Rural Grand Forks is classified and divided into the following zones:

Zone Names	Short Form
Residential 1	R1
Residential 2	R2
Manufactured Home Park Residential 3	R3
Residential 4	R4
Agricultural Resource 1	AGR1
Agricultural Resource 2	AGR2
Agricultural Resource 3	AGR3
Agricultural Resource 4	AGR4
Agricultural Resource 5	AGR5
Rural Resource 1	RUR1
Rural Resource 2	RUR2
Rural Resource 3	RUR3
Drinking Water Resource	DWR
Commercial 1	C1
Commercial 2	C2
Industrial 1	IN1
Industrial 2	IN2
Industrial 3	IN3
Recreational Resource 1	REC1
Recreational Resource 2	REC2
Conservation	CONS
Parks	P
Rail Corridor	RC
Institutional and Community Facilities	ICF

2. The extent and boundary of each zone is shown on the Zoning Map (Map 1), which is attached to and forms part of this Bylaw.
3. When a zone boundary is shown as following a **highway** (*but not a railway*), or **watercourse**, the centre-line of such feature is the zone boundary.
4. Where a zone boundary does not follow a legally defined line, the location of the zone boundary is determined by scaling from the Zoning Map (Map 1).

602. Residential 1 Zone**R1**

The following provisions apply to lands in the Residential 1 Zone:

1. Permitted Principal Uses

Only the following **principal uses** are permitted:

- a) **Single family dwelling.**

2. Permitted Secondary Uses

Only the following secondary uses are permitted, and only in conjunction with a use listed in subsection 602.1 above:

- a) **Accessory buildings and structures;**
- b) **Bed and breakfast**, subject to Section 403;
- c) **Boarding use**, subject to Section 403;
- d) Home-based business, subject to Section 401; and
- e) **Secondary suite** on **parcels** one hectare or greater in area, subject to Section 402.

3. Parcel Area for New Parcels Created by Subdivision

Parcels to be created by subdivision must not be less than:

- a) 4000 m² when connected to a **community water system**;
- b) 1 hectare when not connected to a **community water system**.

4. Density

Maximum one **single family dwelling** and one **secondary suite** per **parcel**.

5. Setbacks

Minimum setbacks measured in metres:

Parcel Line	Buildings and structures	Storage sheds
Front	7.5	7.5
Exterior side	4.5	0.6
Interior side	1.5	0.6
Rear	4.5	0.6

6. Parcel Coverage

Maximum **parcel coverage** is 30%.

7. Height

- a) **Principal buildings** must not exceed 10 metres in **height**;
- b) **Accessory buildings and structures** must not exceed 5 metres in **height**.

8. Parking

Off-street parking must be provided in accordance with Part 5 of this Bylaw.

603. Residential 2 Zone**R2**

The following provisions apply to lands in the Residential 2 Zone:

1. Permitted Principal Uses

Only the following *principal uses* are permitted:

- a) *Single family dwelling*.

2. Permitted Secondary Uses

Only the following secondary uses are permitted, and only in conjunction with a use listed in subsection 603.1 above:

- a) *Accessory buildings and structures*;
- b) *Bed and breakfast*, subject to Section 403;
- c) *Boarding use*, subject to Section 403;
- d) Home-based business; subject to Section 401; and
- e) *Secondary suite* on *parcels* one hectare or greater in area, subject to Section 402.

3. Parcel Area for New Parcels Created by Subdivision

Parcels to be created by subdivision must not be less than:

- a) 2000 m² when connected to a *community water system*;
- b) 1 hectare when not connected to a *community water system*.

4. Density

Maximum one *single family dwelling* and one *secondary suite* per *parcel*.

5. Setbacks

Minimum setbacks measured in metres:

<i>Parcel</i> Line	<i>Buildings and structures</i>	<i>Storage sheds</i>
<i>Front</i>	7.5	7.5
<i>Exterior side</i>	4.5	0.6
<i>Interior side</i>	1.5	0.6
<i>Rear</i>	4.5	0.6

6. Parcel Coverage

Maximum *parcel coverage* is 30%.

7. Height

- a) *Principal buildings* must not exceed 10 metres in *height*;
- b) *Accessory buildings and structures* must not exceed 5 metres in *height*.

8. Parking

Off-street parking must be provided in accordance with Part 5 of this Bylaw.

604. Manufactured Home Park Residential 3 Zone**R3**

The following provisions apply to lands in the Manufactured Home Park Residential 3 Zone:

1. The provisions outlined in the applicable Regional District of Kootenay Boundary Mobile Home Park Bylaw apply to all **buildings, structures, manufactured homes** and uses, and where a regulation overlaps with this Bylaw, the more restrictive provision applies.
2. **Permitted Principal Uses**
Only the following principal uses are permitted:
 - a) **Manufactured home park.**
3. **Permitted Secondary Uses**
Only the following secondary uses are permitted, and only in conjunction with a use listed in subsection 604.2 above:
 - a) **Accessory buildings and structures;**
 - b) **Single family dwelling.**
4. **Parcel Area**
Parcels to be created by subdivision must not be less than 3 acres.
5. **Parcel Area for New Parcels Created by Subdivision**
Parcels to be created by subdivision must not be less than 1.2 hectares.
6. **Dwelling Units**
Not more than one **single family dwelling** that is not a **manufactured home** may be located within a **manufactured home park**.
7. **Setbacks**
 - a) twenty five (25) feet from the **natural boundary** of a lake;
 - b) one hundred (100) feet from the **natural boundary** of any other natural water course or source of water but not including wells;
 - c) thirty-five (35) feet from provincial highways; and
 - d) twenty-five (25) feet from all parcel lines;
8. **Parking**
Off-street parking must be provided in accordance with Part 5 of this Bylaw.

605. Residential 4 Zone**R4**

The following provisions apply to lands in the Residential 4 Zone:

1. Permitted Principal Uses

Only the following principal uses are permitted:

- a) **Single family dwelling.**

2. Permitted Secondary Uses

Only the following secondary uses are permitted, and only in conjunction with a use listed in subsection 605.1 above:

- a) **Accessory buildings and structures;**
- b) **Agriculture**, subject to Section 605.8;
- c) **Bed and breakfast**, subject to Section 403;
- d) **Boarding use**, subject to Section 403;
- e) Home-based business, subject to Section 401;
- f) **Secondary Suite**, on **parcels** one hectare or greater in area, subject to Section 402.

3. Parcel Area for New Parcels Created by Subdivision

Parcels to be created by subdivision must not be less than 1 hectare.

4. Density

Maximum one **single family dwelling** and one **secondary suite** per **parcel**.

5. Setbacks

Minimum setbacks measured in metres:

Parcel Line	Buildings and structures	Storage sheds
Front	7.5	7.5
Exterior side	4.5	0.6
Interior side	3.0	0.6
Rear	7.5	0.6

6. Parcel Coverage

Maximum **parcel coverage** is 25%.

7. Height

- a) **Principal buildings** must not exceed 10 metres in **height**;
- b) **Accessory buildings and structures** must not exceed 5 metres in **height**.

8. Agricultural and Animal Restrictions

- a) No **intensive agriculture** is permitted;
- b) Animal density must not exceed 2.0 Animal Units (AU) per hectare of land, where:
 - (i) the table below contains Animal Unit equivalencies for a variety of typical farm

- animals;
- (ii) the 2.0 AU per hectare limit is the sum of all species kept on the land; and
 - (iii) where an animal is not specifically mentioned in the table, the Animal Unit equivalency is deemed to be that of the most similar animal listed in the table, based on species, then size.

Animal	AU	Animal	AU	Animal	AU
Ewe	0.14	Gilt	0.33	Turkeys, breeding	0.02
Yearling ewe	0.10	Bred gilt	0.33	Goose	0.02
Lamb ewe	0.07	Weaner pig (<18 kg)	0.10	Duck	0.015
Ram	0.14	Feeder pig (18-90 kg)	0.20	Horse	1
Yearling ram	0.10	Suckling pig	0.01	Foal, 1-2 years old	0.5
Lamb ram	0.07	Cow & calf	1	Pony	0.5
Nursing ram	0.05	2 yr. old cow/bull/steer	1	Llama	0.5
Feeder lamb	0.10	Yearling ox	0.67	Donkey	0.5
Breeding lamb	0.10	Calf	0.25	Goat	0.14
Sow	0.33	Bull	1	Mink	0.025
Boar 18-90 kg	0.20	Chicken	0.015	Rabbit	0.025
Boar >90 kg	0.33	Turkeys, raised	0.015		

9. **Parking**

Off-street parking must be provided in accordance with Part 5 of this Bylaw.

606. Agricultural Resource 1 Zone**AGR1**

The following provisions apply to lands in the Agricultural Resource 1 Zone:

1. Permitted Principal Uses

Only the following uses are permitted:

- a) **Agriculture;**
- b) **Intensive agriculture;**
- c) **Single family dwelling.**

2. Permitted Secondary Uses

Only the following secondary uses are permitted, and only in conjunction with a use listed in subsection 606.1 above:

- a) **Accessory buildings and structures;**
- b) **Agri-tourism;**
- c) **Bed and breakfast**, subject to Section 403;
- d) **Boarding use**, subject to Section 403;
- e) Home-based business, subject to Section 401;
- f) **Secondary Suite**, on **parcels** greater than 1.0 hectare in area, subject to Section 402.

3. Parcel Area for New Parcels Created by Subdivision

Parcels to be created by subdivision must not be less than 10 hectares.

4. Density

Maximum one **single family dwelling** and one **secondary suite** per **parcel**.

5. Setbacks

Minimum setbacks for **buildings and structures**:

- (a) for **parcels** less than 1 hectare in area:
 - (i) 7.5 m from a **front parcel line**;
 - (ii) 1.5 m from an **interior side parcel line**;
 - (iii) 4.5 m from an **exterior side parcel line**;
 - (iv) 4.5 m from a **rear parcel line**.
- (b) for **parcels** 1 hectare or greater in area:
 - (i) 7.5 m from a **front parcel line**;
 - (ii) 3 m from an **interior side parcel line**;
 - (iii) 4.5 m from an **exterior side parcel line**;
 - (iv) 4.5 m from a **rear parcel line**.
- (c) Notwithstanding anything to the contrary in this Bylaw, the minimum required setback for **buildings and structures** from the north side of Jasper Avenue must be 15 metres.

6. **Parcel Coverage**

Maximum <i>parcel coverage</i>	Commodity
35%	<i>Buildings</i> and <i>structures</i> other than greenhouses
75%	<i>Buildings</i> and <i>structures</i> including greenhouses

7. **Parking**

Off-street parking must be provided in accordance with Part 5 of this Bylaw.

607. Agricultural Resource 2 Zone**AGR2**

The following provisions apply to lands in the Agricultural Resource 2 Zone:

1. Permitted Principal Uses

Only the following uses are permitted:

- a) **Agriculture;**
- b) **Intensive agriculture;**
- c) **Single family dwelling.**

2. Permitted Secondary Uses

Only the following secondary uses are permitted, and only in conjunction with a use listed in subsection 607.1 above:

- a) **Accessory buildings and structures;**
- b) **Agri-tourism;**
- c) **Bed and breakfast**, subject to Section 403;
- d) **Boarding use**, subject to Section 403;
- e) Home-based business, Subject to Section 401;
- f) **Kennel;**
- g) **Secondary Suite**, on **parcels** greater than 1.0 hectare in area, subject to Section 402.

3. Parcel Area for New Parcels Created by Subdivision

Parcels to be created by subdivision must not be less than 10 hectares.

4. Density

Maximum one **single family dwelling** and one **secondary suite** per **parcel**.

5. Setbacks

Minimum setbacks for **buildings** and **structures**:

- (a) for **parcels** less than 1 hectare in area:
 - (i) 7.5 m from a **front parcel line**;
 - (ii) 1.5 m from an **interior side parcel line**;
 - (iii) 4.5 m from an **exterior side parcel line**;
 - (iv) 4.5 m from a **rear parcel line**.
- (b) for **parcels** 1 hectare or greater in area:
 - (i) 7.5 m from a **front parcel line**;
 - (ii) 3 m from an **interior side parcel line**;
 - (iii) 4.5 m from an **exterior side parcel line**;
 - (iv) 4.5 m from a **rear parcel line**.

6. **Parcel Coverage**

Maximum <i>parcel coverage</i>	Commodity
35%	<i>Buildings</i> and <i>structures</i> other than greenhouses
75%	<i>Buildings</i> and <i>structures</i> including greenhouses

7. **Parking**

Off-street parking must be provided in accordance with Part 5 of this Bylaw.

608. Agricultural Resource 3 Zone**AGR3**

The following provisions apply to lands in the Agricultural Resource 3 Zone:

1. Permitted Principal Uses

Only the following uses are permitted:

- a) **Agriculture;**
- b) **Intensive agriculture;**
- c) **Single family dwelling.**

2. Permitted Secondary Uses

Only the following secondary uses are permitted, and only in conjunction with a use listed in subsection 608.1 above:

- a) **Accessory buildings and structures;**
- b) **Agri-tourism;**
- c) **Bed and breakfast**, subject to Section 403;
- d) **Boarding use**, subject to Section 403;
- e) Home-based business, subject to Section 401;
- f) **Manufactured home** up to 9m in width for a member of the owners **immediate family**;
- g) **Secondary Suite**, on **parcels** greater than 1.0 hectare in area, subject to Section 402.

3. Parcel Area for New Parcels Created by Subdivision

Parcels to be created by subdivision must not be less than 10 hectares.

4. Density

Maximum one **single family dwelling**, one **secondary suite** and one **manufactured home** for a member of the owner's **immediate family** per **parcel**.

5. Setbacks

Minimum setbacks for **buildings** and **structures**:

- (a) for **parcels** less than 1 hectare in area:
 - (i) 7.5 m from a **front parcel line**;
 - (ii) 1.5 m from an **interior side parcel line**;
 - (iii) 4.5 m from an **exterior side parcel line**;
 - (iv) 4.5 m from a **rear parcel line**.
- (b) for **parcels** 1 hectare or greater in area:
 - (i) 7.5 m from a **front parcel line**;
 - (ii) 3 m from an **interior side parcel line**;
 - (iii) 4.5 m from an **exterior side parcel line**;
 - (iv) 4.5 m from a **rear parcel line**.

6. **Parcel Coverage**

Maximum <i>parcel coverage</i>	Commodity
35%	<i>Buildings</i> and <i>structures</i> other than greenhouses
75%	<i>Buildings</i> and <i>structures</i> including greenhouses

7. **Parking**

Off-street parking must be provided in accordance with Part 5 of this Bylaw.

609. Agricultural Resource 4 Zone**AGR4**

The following provisions shall apply in the Agricultural Resource 4 Zone:

1. Permitted Principal Uses

Only the following uses are permitted:

- a) **Agriculture;**
- b) **Intensive agriculture;**
- c) **Single family dwelling.**

2. Permitted Secondary Uses

Only the following secondary uses are permitted, and only in conjunction with a use listed in subsection 609.1 above:

- a) **Accessory buildings and structures;**
- b) **Agri-tourism;**
- c) **Bed and breakfast**, subject to Section 403;
- d) **Boarding use**, subject to Section 403;
- e) Home-based business, subject to Section 401;
- f) **Seasonal farm labour dwelling**, subject to Section 406;
- g) **Secondary Suite**, on **parcels** greater than 1.0 hectare in area, subject to Section 402.

3. Parcel Area for New Parcels Created by Subdivision

Parcels to be created by subdivision must not be less than 10 hectares.

4. Density

Maximum one **single family dwelling**, one **secondary suite**, and one **seasonal farm labour dwelling** per **parcel**.

5. Setbacks

Minimum setbacks for **buildings** and **structures**:

- (a) for **parcels** less than 1 hectare in area:
 - (i) 7.5m from a **front parcel line**;
 - (ii) 1.5m from an **interior side parcel line**;
 - (iii) 4.5m from an **exterior side parcel line**;
 - (iv) 4.5m from a **rear parcel line**.
- (b) for **parcels** 1 hectare or greater in area:
 - (i) 7.5m from a **front parcel line**;
 - (ii) 3m from an **interior side parcel line**;
 - (iii) 4.5m from an **exterior side parcel line**;
 - (iv) 4.5m from a **rear parcel line**.

6. **Parcel Coverage**

Maximum <i>parcel coverage</i>	Commodity
35%	Buildings and structures other than greenhouses
75%	Buildings and structures including greenhouses

7. **Parking**

Off-street parking must be provided in accordance with Part 5 of this Bylaw.

610. Agricultural Resource 5 Zone**AGR5**

The following provisions apply to lands in the Agricultural Resource 5 Zone:

1. Permitted Principal Uses

Only the following principal uses are permitted:

- a) **Agriculture**;
- b) **Golf courses**, but if in the ALR, then only if approved by the Agricultural Land Commission;
- c) **Intensive agriculture**;
- d) **Single family dwelling**.

2. Permitted Secondary Uses

Only the following secondary uses are permitted, and only in conjunction with a use listed in subsection 610.1 above:

- a) **Accessory buildings and structures**;
- b) **Agri-tourism**;
- c) **Bed and breakfast**, subject to Section 403;
- d) **Boarding use**, subject to Section 403;
- e) **Campground**, subject to Section 404, and if in the ALR may require approval by the Agricultural Land Commission;
- f) **Guest ranch**, subject to Section 405, and if in the ALR may require approval of the Agricultural Land Commission;
- g) Home-based business, subject to Section 401;
- h) **Secondary Suite**, on **parcels** greater than 1.0 hectare in area, subject to Section 402.

3. Parcel Area for New Parcels Created by Subdivision

Parcels to be created by subdivision must not be less than 20 hectares.

4. Density

Maximum one **single family dwelling** and one **secondary suite** per **parcel**.

5. Setbacks

Minimum setbacks for **buildings and structures**:

- (a) For **parcels** less than 1 hectare in area:
 - (i) 7.5 m from a **front parcel line**;
 - (ii) 1.5 m from an **interior side parcel line**;
 - (iii) 4.5 m from an **exterior side parcel line**;
 - (iv) 4.5 m from a **rear parcel line**.
- (b) For **parcels** 1 hectare or greater in area:
 - (i) 7.5 m from a **front parcel line**;
 - (ii) 3 m from an **interior side parcel line**;

- (iii) 4.5 m from an ***exterior side parcel line***;
- (iv) 4.5 m from a ***rear parcel line***.

6. Parcel Coverage

Maximum <i>parcel coverage</i>	Commodity
35%	<i>Buildings</i> and <i>structures</i> other than greenhouses
75%	<i>Buildings</i> and <i>structures</i> including greenhouses

7. Parking

Off-street parking must be provided in accordance with Part 5 of this Bylaw.

611. Rural Resource 1 Zone**RUR1**

The following provisions apply to lands in the Rural Resource 1 Zone:

1. Permitted Principal Uses

Only the following principal uses are permitted:

- a) **Agriculture**;
- b) **Campground**, subject to Section 404;
- c) **Golf courses**;
- d) Conservation areas, ecological reserves, wildlife sanctuaries;
- e) **Interpretive centres**;
- f) Log home manufacturing;
- g) Portable shake, shingle and sawmills;
- h) Post and tie operations;
- i) **Resource Use**;
- j) **Single family dwelling**;
- k) Veterinary clinics excluding **kennels/animal shelters**.

2. Permitted Secondary Uses

Only the following secondary uses are permitted, and only in conjunction with a use listed in subsection 611.1 above:

- a) **Accessory buildings and structures**;
- b) **Bed and breakfast**, subject to Section 403;
- c) **Boarding use**, subject to Section 403;
- d) **Guest ranch**, Subject to Section 405;
- e) Home-based business, subject to Section 401;
- f) **Secondary Suite**, on **parcels** greater than 1.0 hectare in area, subject to Section 402.

3. Parcel Area for New Parcels Created by Subdivision

Parcels to be created by subdivision must not be less than 10 hectares.

4. Density

Maximum one **single family dwelling** and one **secondary suite** per **parcel**.

5. Setbacks

Minimum setbacks for **buildings and structures**:

- (a) for **parcels** less than 1 hectare in area:
 - (i) 7.5 m from a **front parcel line**;
 - (ii) 1.5 m from an **interior side parcel line**;

- (iii) 4.5 m from an **exterior side parcel line**;
- (iv) 4.5 m from a **rear parcel line**.

- (b) for **parcels** 1 hectare or greater in area minimum setback must not be less than 7.5 m from any **parcel** line.

6. Parcel Coverage

Maximum parcel coverage	Commodity
35%	Buildings and structures other than greenhouses
75%	Buildings and structures including greenhouses

7. Parking

Off-street parking and loading facilities must be provided in accordance with Part 5 of this Bylaw.

612. Rural Resource 2 Zone**RUR2**

The following provisions apply to lands in the Rural Resource 2 Zone:

1. Permitted Principal Uses

Only the following principal uses are permitted:

- a) **Agriculture**;
- b) **Campground**, subject to Section 404;
- c) **Golf courses**;
- d) Conservation areas, ecological reserves, wildlife sanctuaries;
- e) **Interpretive centres**;
- f) Log home manufacturing;
- g) Portable shake, shingle and sawmills;
- h) Post and tie operations;
- i) **Resource Use**;
- j) **Single family dwelling**;
- k) Veterinary clinics excluding **animal shelters**.

2. Permitted Secondary Uses

Only the following secondary uses are permitted, and only in conjunction with a use listed in subsection 612.1 above:

- a) **Accessory buildings and structures**;
- b) **Bed and breakfast**, subject to Section 403;
- c) **Boarding use**, subject to Section 403;
- d) **Guest ranch**, Subject to Section 405;
- e) Home-based business, subject to Section 401;
- f) **Kennel**;
- g) **Secondary Suite**, on **parcels** greater than 1.0 hectare in area, subject to Section 402.

3. Parcel Area for New Parcels Created by Subdivision

Parcels to be created by subdivision must not be less than 10 hectares.

4. Density

Maximum one **single family dwelling** and one **secondary suite** per **parcel**.

5. Setbacks

Minimum setbacks for **buildings** and **structures**:

- (a) for **parcels** less than 1 hectare in area:

- (i) 7.5 m from a **front parcel line**;
 - (ii) 1.5 m from an **interior side parcel line**;
 - (iii) 4.5 m from an **exterior side parcel line**;
 - (iv) 4.5 m from a **rear parcel line**.
- (b) for **parcels** 1 hectare or greater in area minimum setback must not be less than 7.5 m from any **parcel** line.

6. Parcel Coverage

Maximum parcel coverage	Commodity
35%	Buildings and structures other than greenhouses
75%	Buildings and structures including greenhouses

7. Parking

Off-street parking and loading facilities must be provided in accordance with Part 5 of this Bylaw.

613. Rural Resource 3 Zone**RUR3**

The following provisions apply to lands in the Rural Resource 3 Zone:

1. Permitted Principal Uses

Only the following principal uses are permitted:

- a) **Agriculture**;
- b) **Campground**, subject to Section 404;
- c) Conservation areas, ecological reserves, wildlife sanctuaries;
- d) **Interpretive centres**;
- e) Log home manufacturing;
- f) Portable shake, shingle and sawmills;
- g) Post and tie operations;
- h) **Resource Use**.

2. Permitted Secondary Uses

Only the following secondary uses are permitted, and only in conjunction with a use listed in subsection 613.1 above:

- a) **Accessory buildings and structures**.

3. Parcel Area for New Parcels Created by Subdivision

Parcels to be created by subdivision must not be less than 20 hectares.

4. Setbacks

Minimum setbacks for **buildings** and **structures**:

- (a) for **parcels** less than 1 hectare in area:
 - (i) 7.5 m from a **front parcel line**;
 - (ii) 1.5 m from an **interior side parcel line**;
 - (iii) 4.5 m from an **exterior side parcel line**;
 - (iv) 4.5 m from a **rear parcel line**.
- (b) for **parcels** 1 hectare or greater in area minimum setback must not be less than 7.5m from any **parcel** line.

5. Parcel Coverage

Maximum parcel coverage	Commodity
35%	Buildings and structures other than greenhouses
75%	Buildings and structures including greenhouses

6. Parking

Off-street parking and loading facilities must be provided in accordance with Part 5 of this Bylaw.

614. Drinking Water Resource Zone**DWR**

The following provisions apply to lands in the Drinking Water Resource Zone:

1. Permitted Principal Uses

Only the following *principal uses* are permitted:

- a) *Resource use*, excluding processing.

2. Permitted Secondary Uses

Only the following secondary uses are permitted, and only in conjunction with a use listed in subsection 614.1 above:

- a) *Accessory buildings* and *structures*.

3. Parcel Area for New Parcels Created by Subdivision

Parcels to be created by subdivision must not be less than 25 hectares.

4. Setbacks

Minimum setbacks measured in metres:

<i>Parcel</i> Line	<i>Buildings</i> and <i>structures</i>
<i>Front</i>	7.5
<i>Exterior side</i>	7.5
<i>Interior side</i>	7.5
<i>Rear</i>	7.5

In addition, *buildings* and *structures* must be setback a minimum of 30 metres from the *natural boundary* of any *watercourse*.

615. Commercial 1 Zone**C1**

The following provisions apply to lands in the Commercial 1 Zone:

1. Permitted Principal Uses

Only the following principal uses are permitted:

- a) Agricultural product and farm machinery sales and service;
- b) Building supplies;
- c) **Campgrounds**, subject to Section 404;
- d) Eating and drinking establishments;
- e) Equipment sales, service and rentals;
- f) **Hotel**;
- g) Manufactured homes sales and service;
- h) **Motels**;
- i) Motor vehicle sales, service and rentals;
- j) **Offices**;
- k) **Passenger terminal**;
- l) **Recreational vehicle** sales and service;
- m) Retail stores;
- n) **Service Stations**.

2. Permitted Secondary Uses

Only the following secondary uses are permitted, and only in conjunction with a use listed in subsection 615.1 above:

- a) **Accessory Buildings and structures**;
- b) Warehousing;
- c) **Dwelling Unit**.

3. Parcel Area for New Parcels Created by Subdivision

Parcels to be created by subdivision must not be less than:

- a) 4000 m² when connected to a **community water system**;
- b) 1 hectare when not connected to a **community water system**.

4. Density

Maximum one **dwelling unit** per **parcel**.

5. Setbacks

Minimum setbacks measured in metres:

<i>Parcel</i> Line	<i>Buildings and structures</i>
<i>Front</i>	7.5
<i>Exterior side</i>	4.5
<i>Interior side</i>	3.0
<i>Rear</i>	3.0

6. Parcel Coverage

Maximum ***parcel coverage***:

- a) 50% of the ***parcel area*** for ***parcels*** 5000 m² and less in area;
- b) 33% of the ***parcel area*** for ***parcels*** exceeding 5000 m² in area.

7. Parking and Loading

Off-street parking and loading facilities must be provided in accordance with Part 5 of this Bylaw.

616. Commercial 2 Zone**C2**

The following provisions apply to lands in the Commercial 2 Zone:

1. Permitted Principal Uses

Only the following principal uses are permitted:

- a) **Agriculture**;
- b) **Campground**, subject to Section 404;
- c) **Intensive Agriculture**;
- d) **Single family dwelling**.

2. Permitted Secondary Uses

Only the following secondary uses are permitted, and only in conjunction with a uses listed in subsection 616.1 above:

- a) **Accessory buildings and structures** ;
- b) **Convenience store** in conjunction with a **campground**;
- c) **Secondary Suite**, on **parcels** greater than 1.0 hectare in area, subject to Section 402.

3. Parcel Area for New Parcels Created by Subdivision

Parcels created by subdivision must not be less than 1 hectare.

4. Density

Maximum one **single family dwelling**, one **secondary suite** and one **convenience store** per **parcel**.

5. Setbacks

Minimum setbacks measured in metres:

Parcel Line	Buildings and structures
Front	7.5
Exterior side	7.5
Interior side	7.5
Rear	7.5

6. Parcel Coverage

Maximum **parcel coverage** is 10%.

7. Screening

Where a parcel in this zone with a **campground** abuts any Agricultural Resource Zone, the owner of the Commercial 2-zoned land must, along that entire portion of the common property line that is being utilised for a recreational commercial use, install either:

- a) a **solid screen** not less than 1.8 metres in **height**,
- b) a continuous evergreen hedge not less than 1 metre in **height** when planted, or

c) a combination of the above.

8. Parking

Off-street parking and loading facilities must be provided in accordance with Part 5 of this Bylaw.

617. Industrial 1 Zone**IN1**

The following provisions apply to lands in the Industrial 1 Zone:

1. Permitted Principal Uses

Only the following principal uses are permitted:

- a) Abrasives manufacturing and processing;
- b) Auction marts;
- c) Automobile and truck washes;
- d) Building supply and lumber yards;
- e) Contractors offices, shops and yards;
- f) ***Distribution facility***;
- g) Laundries, cleaners, dry cleaners;
- h) ***Light manufacturing***;
- i) Log home manufacturing;
- j) ***Passenger terminal***;
- k) ***Outdoor storage yards***, excluding land fill sites;
- l) Rental, repair, sales and servicing of vehicles, machinery and equipment including autobody repairs;
- m) Steel/metal fabricating and welding;
- n) Tire and wheel sales and repairs;
- o) ***Tradesperson Shop***;
- p) Warehouses and wholesale supplies.

2. Permitted Secondary Uses

Only the following secondary uses are permitted, and only in conjunction with a use listed in subsection 617.1 above:

- a) ***Accessory buildings and structures***;
- b) ***Dwelling Unit***;
- c) Sales ancillary to a permitted principal use.

3. Parcel Area for New Parcels Created by Subdivision

Parcels to be created by subdivision must not be less than 4,000 m².

4. Density

Maximum one ***dwelling unit*** per ***parcel***.

5. Setbacks

Minimum setbacks measured in metres:

<i>Parcel</i> Line	<i>Buildings and structures</i>
<i>Front</i>	7.5
<i>Exterior side</i>	7.5
<i>Interior side</i>	7.5
<i>Rear</i>	7.5

6. Parcel Coverage

Maximum ***parcel coverage*** is 40%.

7. Storage

Outdoor ***storage*** is not permitted within 7.5 metres of a ***front parcel line*** or an ***exterior side parcel line***.

8. Screening

All ***outdoor storage yards*** must be wholly enclosed by a ***solid screen*** not less than 1.8 metres in ***height***.

9. Parking and Loading

Off-street parking and loading facilities must be provided in accordance with Part 5 of this Bylaw.

618. Industrial 2 Zone**IN2**

The following provisions apply to lands in the Industrial 2 Zone:

1. Permitted Principal Uses

Only the following principal uses are permitted:

- a) Freight terminal.

2. Permitted Secondary Uses

Only the following secondary uses are permitted, and only in conjunction with a use listed in subsection 618.1 above:

- a) **Accessory buildings and structures;**
- b) **Dwelling unit;**
- c) Storage of fuel, not exceeding 2,000 litres.

3. Parcel Area for New Parcels Created by Subdivision

Parcels to be created by subdivision must not be less than 2 hectares.

4. Density

Maximum one **dwelling unit** per **parcel**.

5. Parcel Coverage

Maximum **parcel coverage** is 40%.

6. Setbacks

Minimum setbacks measured in metres:

Parcel Line	Buildings and structures
Front	7.5
Exterior side	7.5
Interior side	7.5
Rear	7.5

Notwithstanding anything to the contrary in this Bylaw, the minimum setback for **buildings and structures** adjacent to the railway right of way is 0 m.

7. Screening

- (a) A **solid screen** not less than 2.5 metres high, must be located adjacent to, but not more than 3 metres from, the north-westerly boundary of the Industrial 2 Zone, commencing at the south-western corner of Lot A, Plan 32930, D.L. 362, S.D.Y.D. and continuing along the north-westerly lot line for a distance of 100 metres.
- (b) A maximum of two swinging or sliding gates may be incorporated into the **solid screen**, but only if constructed of the same or a similar material to the remainder of the **solid screen**, and neither is more than 12 metres wide.

8. Parking and Loading

- (a) Off-street parking and loading facilities must be provided in accordance with Part 5 of this Bylaw.

- (b) In addition, the entire surface of any areas used for loading, parking, **storage** and manoeuvring of vehicles must be surfaced with clean gravel.

619. Industrial 3 Zone**IN3**

The following provisions apply to lands in the Industrial 3 Zone:

1. Permitted Principal Uses

Only the following principal uses are permitted:

- a) Concrete plants;
- b) Crushing/screening facilities;
- c) Gravel washing;
- d) Storage of gravel, sand and similar materials.

2. Permitted Secondary Uses

Only the following secondary uses are permitted, and only in conjunction with a use listed in subsection 619.1 above:

- a) **Accessory buildings and structures;**
- b) **Dwelling unit.**

3. Parcel Area for New Parcels Created by Subdivision

Parcels to be created by subdivision must not be less than 2 hectares.

4. Density

Maximum one **dwelling unit** per **parcel**.

5. Parcel Coverage

Maximum **parcel coverage** is 40%.

6. Setbacks

Minimum setbacks measured in metres:

Parcel Line	Buildings and structures
Front	7.5
Exterior side	7.5
Interior side	7.5
Rear	7.5

7. Screening

A **solid screen** not less than 1.8 metres in height, must be provided where a **parcel** is:

- being used for sand and gravel extraction, sorting, screening; or the manufacturing of concrete; and
- is adjacent to a **parcel** in the Residential 4 (R4) Zone, Agricultural Resource 1 (AGR1) Zone, or a **highway**.

8. Parking and Loading

Off-street parking and loading facilities must be provided in accordance with Part 5 of this Bylaw.

620. Recreational Resource 1 Zone**REC1**

The following provisions apply to lands in the Recreational Resource 1 Zone:

1. Permitted Principal Uses

Only the following principal uses are permitted:

- a) **Interpretive centre**;
- b) **Recreation facilities (indoor and outdoor)**;
- c) **Retreat camp**, subject to Section 404 and 620;
- d) Ski lifts and tows;
- e) **Ski lodge**.

2. Permitted Secondary Uses

Only the following secondary uses are permitted, and only in conjunction with a use listed in subsection 620.1 above:

- a) **Accessory buildings and structures**;
- b) Eating and drinking establishment;
- c) **Guest cabins**;
- d) Property maintenance facilities;
- e) **Dwelling unit**.

3. Parcel Area for New Parcels Created by Subdivision

Parcels to be created by subdivision must not be less than 2 hectares.

4. Density

Maximum one **dwelling unit** and six **guest cabins** per **parcel**.

5. Setbacks

Minimum setbacks measured in metres:

Parcel Line	Buildings and structures
Front	5
Exterior side	5
Interior side	5
Rear	5

6. Parcel Coverage

Maximum **parcel coverage** is 20%.

7. Parking

Off-street parking must be provided in accordance with Part 5 of this Bylaw.

621. Recreational Resource 2 Zone**REC2**

The following provisions apply to lands in the Recreational Resource 2 Zone:

1. Permitted Principal Uses

Only the following principal uses are permitted:

- a) **Campground**, subject to Section 404;
- b) Downhill and Cross-country ski areas;
- c) **Outdoor recreation facilities**;
- d) Picnic sites;
- e) **Retreat camp**, subject to Section 404;
- f) Rodeo grounds and equestrian facilities;
- g) Ski lifts and tows.

2. Permitted Secondary Uses

Only the following secondary uses are permitted, and only in conjunction with a use listed in subsection 621.1 above:

- a) **Accessory buildings** and **structures**;
- b) **Dwelling unit**.

3. Parcel Area for New Parcels Created by Subdivision

Parcels to be created by subdivision must not be less than 20 hectares.

4. Density

Maximum one **dwelling unit** per **parcel**.

5. Parking

Off-street parking must be provided in accordance with Part 5 of this Bylaw.

622. Conservation Zone**CONS**

The following provisions apply to lands in the Conservation Zone.

1. Permitted Principal Uses

Only the following principal uses are permitted:

- a) Conservation areas, ecological reserves, wildlife sanctuaries;
- b) Observation points.

2. Permitted Secondary Uses

Only the following secondary uses are permitted and only in conjunction with a use listed in subsection 622.1 above:

- a) ***Accessory buildings and structures.***

3. Setbacks

Minimum setbacks measured in metres:

<i>Parcel</i> Line	<i>Buildings and structures</i>
<i>Front</i>	7.5
<i>Exterior side</i>	7.5
<i>Interior side</i>	7.5
<i>Rear</i>	7.5

623. Parks Zone**P**

The following provisions apply to lands in the Parks Zone:

1. Permitted Principal Uses

Only the following *principal uses* are permitted:

- a) ***Agriculture***;
- b) Conservation areas, ecological reserves, wildlife sanctuaries;
- c) ***Passive recreation***;
- d) ***Single family dwelling***.

2. Permitted Secondary Uses

Only the following secondary uses are permitted, and only in conjunction with a use listed in subsection 623.1 above:

- a) ***Accessory buildings and structures***.

3. Dwelling Unit

Maximum one single family *dwelling* per *parcel*.

4. Parcel Area for New Parcels Created by Subdivision

Parcels to be created by subdivision must not be less than 25 hectares.

5. Setbacks

Minimum setbacks measured in metres:

<i>Parcel</i> Line	<i>Buildings and structures</i>
<i>Front</i>	7.5
<i>Exterior side</i>	7.5
<i>Interior side</i>	7.5
<i>Rear</i>	7.5

6. Parking and Loading

Off-street parking must be provided in accordance with Part 5 of this Bylaw.

624. Rail Corridor Zone**RC**

The following provisions apply to lands in the Rail Corridor Zone.

1. Permitted Uses

The following uses only shall be permitted in the Rail Corridor Zone:

- a) Railways;
- b) Recreational trails and similar transportation corridors.

2. Permitted Secondary Uses

Only the following secondary uses are permitted and only in conjunction with a use listed in subsection 624.1 above:

- a) **Accessory buildings and structures.**

3. Setbacks

Minimum setbacks measured in metres:

<i>Parcel</i> Line	<i>Buildings and structures</i>
<i>Front</i>	4.5
<i>Exterior side</i>	4.5
<i>Interior side</i>	4.5
<i>Rear</i>	4.5

4. Parcel Area for New Parcels Created by Subdivision

Parcels to be created by subdivision must not be less than 100 hectares.

5. Height

Maximum 4.5 metres for **buildings** and **structures**.

6. Parking and Loading

Off-street parking and loading facilities must be provided in accordance with Part 5 of this Bylaw.

625. Institutional and Community Facilities Zone**ICF**

The following provisions apply to lands in the Institutional and Community Facilities Zone:

1. Permitted Principal Uses

Only the following principal uses are permitted:

- a) **Agriculture**;
- b) Cemeteries and crematoriums;
- c) Clubs and lodges;
- d) **Community Care Facility**;
- e) Cultural facilities;
- f) Emergency services;
- g) Hospitals, personal care homes, and intermediate care homes;
- h) **Institutional use**;
- i) **Intensive Agriculture**, provided the land is in the Agricultural Land Reserve;
- j) Museum;
- k) Nurseries, kindergarten and day care centres;
- l) Post offices;
- m) Tourist offices.

2. Permitted Secondary Uses

Only the following secondary uses are permitted, and only in conjunction with a use listed in subsection 625.1 above:

- a) **Accessory buildings and structures**;
- b) **Campground**, as a secondary use to a museum;
- c) Manse, as a secondary use to a religious institution.

3. Parcel Area for New Parcels Created by Subdivision

Parcels to be created by subdivision must not be less than:

- a) 2000 m² if connected to **community water system**;
- b) 1 hectare if not connected to **community water system**.

4. Density

Maximum of 40 units per hectare may be located on a **parcel** used for accommodation of residents in a **community care facility**.

5. Setbacks

Minimum setbacks measured in metres:

Parcel Line	Buildings and structures
Front	7.5

<i>Exterior side</i>	4.5
<i>Interior side</i>	3
<i>Rear</i>	3

6. Parcel Coverage

Maximum ***parcel coverage*** is 30%.

7. Parking

Off-street parking and loading facilities must be provided in accordance with Part 5 of this Bylaw.

Introduced this 23rd day of May, 2019.

Read a First and Second Time this 23rd day of May, 2019.

Public Hearing held on this 8th day of July, 2019.

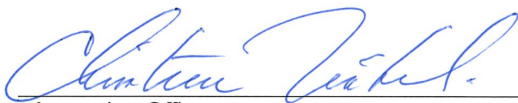
Read a Third Time this 25th day of July, 2019.

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1675, cited as "Regional District of Kootenay Boundary Electoral Area 'D'/Rural Grand Forks Zoning No. 1675" as read a third time by the Regional District of Kootenay Boundary Board of Directors this 25th day of July, 2019.



Chief Administrative Officer

Approved by the Ministry of Transportation and Infrastructure Approving Officer this 23 day
of August 2019.



Approving Officer

Reconsidered and Finally Adopted this day of 2019.

Manager of Corporate Administration

Chair

I, Theresa Lenardon, Manager of Corporate Administration, of the Regional District of Kootenay Boundary certify that this is a true and correct copy of Bylaw No. 1675 cited as "Regional District of Kootenay Boundary Electoral Area 'D'/Rural Grand Forks Zoning Bylaw No. 1675, 2019".

Manager of Corporate Administration