



## Board of Directors

**Wednesday, October 9, 2019 - 6:00 pm**

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

**REVISED**

## **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 October 9, 2019 is presented.  
  
**Recommendation: Corporate Vote Unweighted**  
That the agenda for the Regional District of Kootenay Boundary (RDKB) Board of Directors meeting of October 9, 2019 be adopted as presented.
3. Minutes
  - 3a) The draft minutes of the Regional District of Kootenay Boundary Board of Directors meeting held September 19, 2019 are presented.  
[Minutes-Board of Directors - 19 Sep 2019 - BoD Oct 9 19 - Pdf](#)  
  
**Recommendation: Corporate Vote Unweighted**  
That the draft minutes of the Regional District of Kootenay Boundary Board of Directors meeting held September 19, 2019 be adopted as presented.
4. Delegation(s)

There are no scheduled delegations.
5. Unfinished Business
  - 5a) **Electoral Area E/West Boundary-Big White**

## **Advisory Planning Commission (APC) Membership**

New member: Ana Byrne

Remove Member: Cat Schierer

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

That the Regional District of Kootenay Boundary approves the appointment of Ana Byrne to the Electoral Area E/West Boundary-Big White Advisory Planning Commission. **FURTHER** that Cat Schierer be removed as a member.

## 5b) **Electoral Area D/Rural Grand Forks Advisory Planning Commission (APC) Membership**

New member: John Thomas

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

That the Regional District of Kootenay Boundary approves the appointment of John Thomas to the Electoral Area D/Rural Grand Forks Advisory Planning Commission.

## 6. Communications-RDKB Corporate Communications Officer

A Communications update will be provided at a future meeting.

## 7. Communications (Information Only)

### 7a) **Ministry of Forests, Lands, Natural Resource Operations and Rural Development -Sept. 19/19 Re: BC's Interior Forest Industry**

[Ministry Forests Lands Natural Res Ops Rural Dev-Sept 19 19-BoD Oct 9 19-pdf](#)

### **Recommendation: Corporate Vote Unweighted**

That Communication (Information Only) Item 7a) be received and direction at the discretion of the Board.

## 8. Reports

8a) **Monthly Cheque Register Summary-September 2019**

*Director Cacchioni, Finance Liaison*

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

[2019 09 RDKB Sept AP Summary Board](#)

**Recommendation: Corporate Vote Unweighted**

That the Cheque Register Summary for the month of September 2019 for \$619,239.56 be received.

8b) **Adopted RDKB Committee Minutes**

The minutes of the Boundary Community Development Committee meeting held September 4, 2019 as adopted by the Committee on October 3, 2019 are presented.

[Minutes-BCDC-04 Sep 2019-BoD Oct 9 19 - Pdf](#)

**Recommendation: Corporate Vote Unweighted**

That the minutes of the Boundary Community Development Committee meeting held September 4, 2019 as adopted by the Committee on October 3, 2019 be received.

8c) **Kettle River Watershed Authority Committee Minutes**

The minutes of the Kettle River Watershed Authority Committee meeting held June 27, 2018 are presented.

[2018-06-27 Minutes](#)

**Recommendation: Corporate Vote Unweighted**

That the minutes of the Kettle River Watershed Authority Committee meeting held June 27, 2018 be adopted as presented.

8d) **Recreation Commission Minutes**

The minutes of the Christina Lake Recreation Commission meeting held May 8, 2019 and the minutes of the Grand Forks and District Recreation Commission meeting held June 13, 2019 are presented.

[Minutes - Electoral Area C Parks & Recreation May 8, 2019 - Board - October 9, 2019](#)

[Minutes-Grand Forks and District Recreation Commission -June 13, 2019 - Board - October 9, 2019](#)

**Recommendation: Corporate Vote Unweighted**

That the minutes of the Christina Lake Recreation Commission meeting held May 8, 2019 and the minutes of the Grand Forks and District Recreation Commission meeting held June 13, 2019 be received.

8d) **T. Sprado, Manager of Facilities & Recreation**

**Re: Christina Lake End of Kingsley Road-Permit to Maintain**

A staff report from Tom Sprado, Manager of Facilities and Recreation regarding the cancellation of a Ministry of Transportation and Infrastructure Permit to Maintain the end of Kingsley Road at Christina Lake is presented.

[Staff Report - Christina Lake - End of Kingsley Road Permit Cancellation - BoD Oct 9 19](#)

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors request staff to cancel the Permit/File Number 2009-04486 Kingsley Road and arrange to meet with the BC Ministry of Transportation and Infrastructure District Highways Manager to restore the end of Kingsley Road to its previous condition.

9. Committee Recommendations to Board of Directors

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

9a) **Boundary Community Development Committee - Oct. 2/19**

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

[Midway Pickleball Club - WB Rec App - BCDC - Oct 2 19-BoD Oct 9 19](#)

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

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

10. Board Appointments Updates

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

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



Okanagan Film Commission - Director Gee  
Boundary Weed Stakeholders Committee - Director Gee  
Columbia River Treaty Local Government Committee (CRT LGC)-Director  
Worley and Director Langman  
Columbia Basin Regional Advisory Committee (CBRAC) - Director Worley  
West Kootenay Regional Transit Committee-Directors Cacchioni and  
Worley, Alternate Director Parkinson  
Kootenay Booth - Director Langman  
Rural Development Institute (R.D.I.) - Director Worley  
Chair's Update - Chair Russell

11. New Business

11a) **B. Burget, General Manager of Finance**  
**Re: Cybersecurity**

*Director Cacchioni, Finance Liaison*

A staff report from Beth Burget, General Manager of Finance, with respect to Cybersecurity is presented.

[Staff Report-Cyber Board - Oct 9, 2019 - Pdf](#)

**Recommendation: Corporate Vote Unweighted**

That the Board provide direction to staff with respect to Grant Thornton's proposals relating to Cybersecurity.

11b) **F. Phillips, Senior Energy Specialist**  
**Re: Declaration of a Climate Emergency**

*Director McGregor, Environmental Services Liaison*

A Staff Report from Freya Phillips, Senior Energy Specialist regarding the Declaration of a Climate Emergency is presented.

[Staff Report - Declaration of a Climate Emergency - Board - October 9 2019 - Pdf](#)

**Recommendation: Corporate Vote Unweighted**

The Regional District of Kootenay Boundary Board of Directors acknowledge the importance of climate change, and outline RDKB's existing corporate and community targets, climate adaptation initiatives and mitigation activities. **FURTHER** report back to the Board in 150 days on the status of the existing targets and plans.

11c) **J. Dougall, General Manager of Environmental Services**  
*Director McGregor, Environmental Services Liaison*

A Staff report from Janine Dougall, General Manager of Environmental Services regarding the results from the procurement process for the purchase of an excavator for use in Environmental Services (Solid Waste) is presented.

[Staff Report - Excavator Purchase Authorization - Board - Oct 9 - Pdf](#)  
[2019 Excavator RFP Staff Recommendation](#)  
[2019 Excavator RFP Comparison](#)

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors authorize the purchase of a 2019 Volvo EC200E Excavator from Great West Equipment for a total cost of \$322,769 (plus taxes). **FURTHER** that the Board of authorize up to \$186,000 to be borrowed through equipment financing, under Section 403 of the *Local Government Act*, from the Municipal Finance Authority, for the purpose of purchasing an excavator and that the loan be repaid within five years, with no rights of renewal.

11d) **M. Stephens, Interim Manager of Emergency Programs**  
**re: Request for Resolution to Seek UBCM 2020 CRI FireSmart Community Funding & Supports**

A staff report from Mark Stephens, Interim Manager of Emergency Programs regarding the a grant opportunity-the UBCM 2020 CRI FireSmart Community Funding & Supports is presented.

[Staff Report - UBCM - CRI FireSmart Community Funding - October 9, 2019](#)  
[cri-2020-program-guide](#)  
[cri-2020-Worksheet-1-Activities Cost Estimates](#)  
[cri-2020-application-form \(1\)](#)

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors approve the application for the UBCM 2020 CRI FireSmart Community Funding & Supports grant application from Mark Stephens, Interim Manager of Emergency Programs.

11e) **G. Denkovski, Manager of Infrastructure and Sustainability**

**Re: Application for Gas Tax Funding- Kettle Wildlife Association  
- Electoral Area 'E'/West Boundary**

An application for the disbursement of Electoral Area 'E'/west Boundary Gas Tax funds to the Kettle Wildlife Association is presented.

[KWA Gas Tax Application October 2, 2019](#)

**Recommendation: Corporate Vote Weighted**

That the Regional District of Kootenay Boundary Board of Directors approves the Gas Tax application submitted by the Kettle Wildlife Association and the allocation of Gas Tax funding in the amount of \$10,019.10 from Electoral Area 'E'/West Boundary for the costs associated with safety upgrades and increased capacity at the facility. **FURTHER** that the Board approves the RDKB signatories to sign and enter into the agreement.

11f) **J. Dougall, General Manager of Environmental Services**

**Re: Contaminated Soil Policy - Discussion**

[Email Re Contaminated Soil - BOD - Oct 9, 2019](#)

[Policy-ContaminatedSoil - BOD - Oct 9, 2019](#)

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors receive the report and provide staff with direction.

11g) **Director Gee**

**Re: Victoria Foundation-Food Security-Provincial Initiatives  
Fund: Call for Applications**

Director Gee will provide further information at the Board meeting.

[2019 Call for Applications - Food Security Provincial Initiatives Fund \(1\)](#)

**Recommendation: Corporate Vote Unweighted**

That the information regarding the *Victoria Foundation-Food Security-Provincial Initiatives Fund: Call for Applications* be received and further direction at the discretion of the Board.

11h) **Grants in Aid - as of October 3, 2019:**

[Grants in Aid-Board-October 9 2019](#)

**Recommendation:** That the following grants-in-aid be approved:

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

United Way of Trail & District – Beaver Valley Hamper Fund – Electoral Area 'A' - \$1,000  
Village of Fruitvale – Jingle Down Main Street – Electoral Area 'A' - \$1,000  
Village of Fruitvale – Remembrance Day Programs – Electoral Area 'A' - \$500  
Christina Lake Health Care Auxiliary – Auction Fund Raiser – Electoral Area 'C'/Christina Lake - \$1,000  
Grand Forks and District Fall Fair – Attendance at BC Fairs Conference – Electoral Area 'D'/Rural Grand Forks - \$456.25  
Kettle River Museum – Local Motion Biking Event – Electoral Area 'E'/West Boundary - \$560  
Trails to the Boundary Society – Keeping it Rural Conference registration and accommodation – Electoral Area 'E'/West Boundary - \$3,537.33  
West Boundary Senior Housing Society – Parkview Manor Bus and Programs - \$4,000

12. Bylaws

There are no bylaws to consider.

13. Late (Emergent) Items

13a) **Terri MacDonald, Director of Applied Research & Innovation  
Re: Selkirk College - Letter of Support Request**

A request from T. MacDonald, Director of Applied Research & Innovation - Selkirk College, for a letter of support is presented for consideration.

TAC Overview 20191002 - BOD - Oct 9, 2019

TAC LOS template - BOD - Oct 9, 2019

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors receive the request from Terri MacDonald, Director of Applied Research & Innovation - Selkirk College, and provide further direction to staff.

13b) **Director Russell  
Re: Regional Broadband Committee - MOU**

A Memorandum of Understanding (MOU) from the Regional Broadband Committee is presented for approval to extend the MOU to April 30, 2023.

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors approves the Memorandum of Understanding from the Regional Broadband Committee to extend the MOU to April 30, 2023. **FURTHER** that the Board approves the RDKB signatories to sign and enter into the MOU.

14. Discussion of Items for Future Meetings
15. Question Period for Public and Media
16. Closed Meeting
17. Adjournment



**Board of Directors**  
**Thursday, September 19, 2019**

**Camp Tweedsmuir Scouts Camp**  
**1620 Scout Road, Fruitvale, BC**

**Minutes**

**Present:** Director R. Russell, Chair  
Director G. McGregor, Vice-Chair  
Director A. Grieve  
Director L. Worley  
Director V. Gee  
Director S. Morissette  
Director M. Walsh  
Director R. Cacchioni  
Director D. Langman  
Director B. Taylor  
Director G. Shaw  
Director R. Dunsdon

**Staff:** M. Andison, Chief Administrative Officer  
T. Lenardon, Manager of Corporate Administration/Recording Secretary  
J. Dougall, GM of Environmental Services  
B. Burget, GM of Finance  
D. Derby, Regional Fire Chief  
M. Stephens, Interim Manager of Emergency Programs  
G. Denkovski, Manager of Infrastructure and Sustainability  
F. Phillips, Senior Energy Specialist

**1. Call to Order**

The Chair called the meeting to order at 5:40 p.m.

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

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

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

1. Staff report regarding the Woodstove Exchange Program to Item 11b),
2. Staff report regarding the Agriculture and Food Grant to Item 11l), and
3. Correspondence regarding the Columbia Western Rail Trail Designation Changes to item 11i), and it was;

**375-19** Moved: Director Cacchioni Seconded: Director Dunsdon

### **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 amended.

Carried.

## 3. **Minutes**

The draft minutes of the RDKB Board of Directors meeting held August 29, 2019 were presented.

The reference to *Electoral Area D/Rural Grand Forks* as recorded on page 6 under Item 10.c), Section 10; *Board Appointment Updates*, will be deleted, and it was;

**376-19** Moved: Director Langman Seconded: Director McGregor

### **Corporate Vote Unweighted**

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

Carried.

## 4. **Delegation(s)**

There were no delegations in attendance.

## 5. **Unfinished Business**

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

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

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RDKB Board of Directors  
September 19, 2019

The results of the doodle poll show that the majority of the Board members support holding the Board meeting on Wednesday, October 30th rather than on Thursday, October 31st.

**377-19** Moved: Director Grieve Seconded: Director McGregor

**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.

Carried.

**5.b) 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.

**378-19** Moved: Director Grieve Seconded: Director McGregor

**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*.

Carried.

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

**Re: September Work Plans Update-9-1-1 Emergency Communications (015) & 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.

**379-19** Moved: Director Gee Seconded: Director Grieve

**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."

Carried.



**5.d) 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) was presented.

**380-19** Moved: Director McGregor Seconded: Director Dunsdon

**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".

Carried.

**5.e) B. Champlin, Manager of Building Inspection Services****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 was presented.

**381-19** Moved: Director Grieve Seconded: Director McGregor

**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".

Carried.

**6. Communications-RDKB Corporate Communications Officer**

Corporate Communications reports and updates will be provided at future meetings.

**7. Communications (Information Only)**

There were no communications (information only) to discuss.

## **8. Reports**

### **8.a) Monthly Cheque Register Summary - August 2019**

*Director Cacchioni, Finance Liaison*

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

**382-19** Moved: Director Cacchioni Seconded: Director Dunsdon

#### **Corporate Vote Unweighted**

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

Carried.

### **8.b) Adopted RDKB Committee Minutes**

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

Boundary Community 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).

**383-19** Moved: Director Grieve Seconded: Director McGregor

#### **Corporate Vote Unweighted**

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

Boundary Community 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).

Carried.

Director Cacchioni requested that the minutes of the Utilities Committee of June 12, 2019 be amended to add a legend on the grant tracking table as directed by the Committee at the June 12<sup>th</sup> meeting.

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

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

**384-19** Moved: Director Grieve Seconded: Director McGregor

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*RDKB Board of Directors*

*September 19, 2019*

**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.

Carried.

**9. Committee Recommendations to Board of Directors**

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

**9.a) 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*

**385-19** Moved: Director Shaw Seconded: Director Gee

**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.

Carried.

**9.b) Electoral Area Services Committee - Sept. 12/19**

**Application for Floodplain Exemption-Dovedoff  
Electoral Area D/Rural Grand Forks**

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

*Application for Floodplain Exemption*

**386-19** Moved: Director Worley Seconded: Director Russell

**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

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*RDKB Board of Directors*

*September 19, 2019*

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.

Carried.

## **10. Board Appointments Updates**

The Board Appointments Updates will be presented at the next meeting.

## **11. New Business**

### **11.a) West Boundary Recreation Grant Application**

#### **Re: Greenwood, Midway and 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, was presented for the Regional District of Kootenay Boundary Board of Directors' approval.

**387-19** Moved: Director Shaw Seconded: Director Dunsdon

### **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.

Carried.

### **11.b) M. Forster, Executive Assistant**

#### **Re: 2020 Woodstove Exchange Program**

A staff report from Maureen Forster, Executive Assistant was added to the meeting agenda and an application to the Provincial Woodstove Exchange Program for \$6,000 in funding as submitted by John Vere, Woodstove Exchange Coordinator, was presented.

**388-19** Moved: Director Grieve Seconded: Director Worley

**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.

Carried.

**11.c)** 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**

**389-19** Moved: Director Worley Seconded: Director McGregor

**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.

Carried.

**11.d) 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 was presented.

**390-19** Moved: Director Gee Seconded: Director McGregor

**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.

Carried.

**11.e) 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 was presented.

**391-19** Moved: Director McGregor Seconded: Director Langman

**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.

Carried.

**11.f) 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 was presented.

**392-19** Moved: Director McGregor Seconded: Director Worley

**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*.

Defeated.

**11.g) F. Phillips, Senior Energy Specialist**

**Re: Correspondence from UBCM-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 was presented.

**393-19** Moved: Director McGregor Seconded: Director Worley

#### **Corporate Vote Unweighted**

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

Carried.

Staff was directed to research how to enhance community awareness about the RDKB making climate change a priority and for receiving acknowledgement on being a climate change leader (e.g. bumper stickers on RDKB fleet vehicles).

#### **11.h) 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 was presented.

**394-19** Moved: Director McGregor Seconded: Director Cacchioni

#### **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.

Carried.

#### **11.i) J. Chandler, General Manager Operations/Deputy CAO**

##### **Re: Columbia Western Rail Trail Designation-Fife (Electoral Area C/Christina Lake) and Electoral Area B/Lower Columbia-Old Glory to Castlegar, B.C.**

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

At his request, correspondence from Mr. Dave Durand, member of the Electoral Area C/Christina Lake Advisory Planning Commission, regarding the Province's intent to remove the "trails" designation from a defined portion of the trail through some of Electoral Areas B and

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*RDKB Board of Directors*

*September 19, 2019*

C was reviewed. Director McGregor addressed and acknowledged Mr. Durand's and the APC's concerns that more information on the implications of the proposal is required from Recreation Sites and Trails BC.

Moved: Director McGregor    Seconded: Director Worley

### **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 staff be directed to provide a letter citing specific concerns or further questions, issued from the RDKB to the Province.

**395-19**      Moved: Director Gee    Seconded: Director Shaw

### **Corporate Vote Unweighted**

That the motion be amended by replacing the word "or" with the word "and" so that it reads "...that staff be directed to provide a letter citing specific concerns and further questions....."

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

To solicit specific comments, questions and concerns, the Board members and Staff discussed referring the matter to the members of the RDKB Electoral Area Advisory Planning Commissions (A-E) and to the members of the RDKB Board of Directors and which ultimately will be reviewed by the Ministry.

Director Worley requested the record to show that the proposal for trail designation changes encompasses only parts of Electoral Area B/Lower Columbia-Old Glory through to Fife in Electoral Area C/Christina Lake and she expressed her concerns about the restrictions on motorized use of the trail.

### **11.j) B. Burget, General Manager of 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 was presented.

**396-19**      Moved: Director Cacchioni    Seconded: Director Dunsdon



**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.

Carried.

**11.k) C. Scott, Planner****Re: Bylaw Enforcement Update-Granby Road****Electoral Area D/Rural Grand Forks**

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 was presented. This is a follow up to the report presented on July 25, 2019.

**397-19** Moved: Director McGregor Seconded: Director Worley

**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.

Carried.

**11.l) 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 was presented.

**398-19** Moved: Director McGregor Seconded: Director Worley

**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.

Carried.

**11.m) 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 was presented.

**399-19** Moved: Director McGregor Seconded: Director Dunsdon

**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.

Carried.

**400-19** Moved: Director Worley Seconded: Director Shaw

**Corporate Vote Unweighted**

That should the Royal Bank of Canada (RBC) approve the RDKB's grant application for \$15,000 to support a youth-driven 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.

Carried.

**11.n) D. Derby, Regional Fire Chief****Re: Emergency Services Communication (911) Contract Extension**

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) was presented.

**401-19** Moved: Director Worley Seconded: Director Grieve

**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.

Carried.

**11.o) 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 was presented.

**402-19** Moved: Director Grieve Seconded: Director Cacchioni

**Corporate Vote Unweighted**

That the matter of 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 the preferred option regarding the allocation of those revenues in 2020 be deferred.

Carried.

(Chair Russell opposed)

**11.p) Grants in Aid**

**403-19** Moved: Director Grieve Seconded: Director Worley

**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

Carried.

**12. Bylaws****12.a) T. Lenardon, Manager of Corporate Administration/Corporate Officer****Re: Bylaw No. 1721, 2019-2020 Taxation Exemption**

*First, Second and Third Readings and Adoption*

**404-19** Moved: Director McGregor Seconded: Director Dunsdon

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RDKB Board of Directors

September 19, 2019

**Corporate Vote Weighted**

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

Carried.

**405-19** Moved: Director McGregor Seconded: Director Worley

**Corporate Vote Weighted**

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

Carried.

**12.b) Bylaw No. 1675, 2019**

**Electoral Area D/Rural Grand Forks Zoning Bylaw**

*Adoption*

**406-19** Moved: Director Worley Seconded: Director McGregor

**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.

Carried.

**Late (Emergent) Items**

There were no late emergent items to discuss.

**Discussion of Items for Future Meetings**

A discussion was not necessary.

**Question Period for Public and Media**

A question period was not required.

**Closed Meeting**

Proceed to a closed meeting.

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*RDKB Board of Directors*

*September 19, 2019*

**407-19** Moved: Director Langman Seconded: Director Dunsdon

**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* (time: 7:18 p.m.).

Carried.

The Board reconvened to the open meeting at 7:32 p.m.

**Adjournment**

There being no further business to discuss, the meeting was adjourned at 7:37 p.m.

DRAFT NOT BOARD APPROVED



September 19, 2019

Dear Applicant:

British Columbia's interior forest industry is making a difficult transition from high-volume Mountain Pine Beetle salvage operations to a smaller and more value-focused industry in balance with post-beetle timber supply. For many communities in the B.C. interior, the combination of declining beetle harvests and low United States lumber prices has led to a series of mill curtailments, shift reductions, indefinite closures and permanent closures. The impact on workers, contractors, suppliers, local small businesses and communities has been significant.

Government is taking action to address the near-term needs of workers, contractors and communities through \$69 million in programming which was announced earlier this week.

This programming includes:

- cost-shared retirement bridging opportunities for workers;
- placement coordination services to connect workers to services and employment opportunities;
- dedicated funding for worker training programs; and
- interim work opportunities for contractors.

Funding will also be provided by way of community support grants to assist impacted communities in delivering services to workers and families.

Mayors, Chiefs and councillors from across the region have told me that assisting workers, contractors and small businesses impacted by the industry transition is the essential first step in stabilizing forestry communities.

Recognizing that communities are important partners in the delivery of services for workers and contractors, interior communities addressing a permanent closure will receive \$100,000, communities addressing an indefinite full-facility closure will receive \$75,000, and communities dealing with a shift reduction will have access to a pool of funding to provide defined services for impacted community members.

Funding this essential programming for impacted workers has required that we temporarily reallocate funding in the Rural Dividend Program. As a result, all applications received in this fiscal years' intake period June 15-August 15, 2019, are suspended until further notice in order to support workers and communities in the interior as they face an unprecedented

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Ministry of Forests, Lands,  
Natural Resource Operations  
and Rural Development

Office of the Minister

Mailing Address:  
PO BOX 9049 Stn Prov Govt  
Victoria, BC V8W 9E2

Tel: 250 387-6240  
Fax: 250 387-1040  
Website: [www.gov.bc.ca/for](http://www.gov.bc.ca/for)

Applicant

situation in the forestry sector economy. Applications submitted in the 2019 intake period will be retained for vetting and funding consideration at a future date.

I recognize the importance of this program and the services it supports. Staff are working with colleagues across other ministries to identify options for alternative funding, with an emphasis on community economic development and diversification. I am aware of the effort that goes into preparing and submitting proposals and recognize that applicants will be disappointed with needing to defer projects to a future funding date. Projects funded through previous Rural Dividend intake periods are unaffected by this reallocation. All funded applicants are encouraged to continue to implement projects and complete the necessary reporting requirements.

Details on the worker support programs and forest industry placement coordination office will be available soon. Staff from my ministry will continue their community transition initiatives and will be in touch with communities eligible for transition funding once program details are finalized over the coming weeks.

Sincerely,

A handwritten signature in black ink, appearing to read 'Doug Donaldson', with a stylized flourish underneath.

Doug Donaldson  
Minister

## Regional District of Kootenay Boundary

### Cheque Register-Summary for month of September 2019

Cheque Date	Supplier	Name	Amount
2019-09-06	ACT020	ACTION CONTRACTING	\$ 999.81
2019-09-06	LAN030	BC LAND TITLE & SURVEY AUTHORITY	\$ 1,000.00
2019-09-06	BEL070	BELL MEDIA RADIO GP	\$ 428.40
2019-09-06	CIB010	CIBC VISA	\$ 2,809.28
2019-09-06	CIV040	CIVIC LEGAL LLP	\$ 274.86
2019-09-06	COM070	COMMUNITY FUTURES DEVELOPMENT	\$ 90.00
2019-09-06	COU030	COUSINS, KRISTIE	\$ 306.58
2019-09-06	DEA090	DEAN, MICHELE	\$ 54.31
2019-09-06	DIL003	DILIGENT CANADA INC	\$ 487.04
2019-09-06	FED001	FEDERAL EXPRESS CANADA LTD.	\$ 8.70
2019-09-06	FER001	FERRARO FOODS	\$ 34.32
2019-09-06	GRA180	GRAND FORKS INTERNATIONAL	\$ 3,500.00
2019-09-06	HAR013	HARRI KUJALA CONTRACTING	\$ 2,394.00
2019-09-06	JEN120	JENSEN, WENDY	\$ 70.00
2019-09-06	JON001	JONES, MIKE	\$ 626.92
2019-09-06	MAN080	MANSON, RON	\$ 3,000.00
2019-09-06	MIN040	MINISTER OF FINANCE	\$ 520.30
2019-09-06	MUN003	MUNICIPAL PENSION PLAN 00151-	\$ 36,710.66
2019-09-06	MUN002	MUNICIPAL PENSION PLAN 50151-	\$ 22,156.43
2019-09-06	NOF010	NO FRILLS	\$ 383.59
2019-09-06	OVE040	OVERWAITEA FOOD GROUP	\$ 194.58
2019-09-06	PAR007	PARKINSON, ARLENE F	\$ 99.80
2019-09-06	PEN015	PENNEY, JENNIFER	\$ 70.00
2019-09-06	REC002	RECEIVER GENERAL	\$ 799.50
2019-09-06	REC010	RECEIVER GENERAL FOR CANADA	\$ 91,526.35
2019-09-06	REG070	REGIONAL DISTRICT OF CENTRAL	\$ 56,365.00
2019-09-06	ROC030	ROCKY MOUNTAIN PHOENIX	\$ 431.89
2019-09-06	SAV040	SAVE-ON-FOODS	\$ 12.47
2019-09-06	SEL010	SELECT OFFICE PRODUCTS	\$ 197.46
2019-09-06	SHA030	SHAW CABLE	\$ 375.35
2019-09-06	SHA070	SHAW, GERRY	\$ 259.00
2019-09-06	SHR002	SHRED-IT	\$ 690.60
2019-09-06	SIL040	SILVER CITY TRAP CLUB	\$ 4,370.00
2019-09-06	SPC010	SOCIETY FOR PREVENTION OF CRUELTY	\$ 7,437.00
2019-09-06	TEL001	TELUS COMMUNICATIONS (B.C.) INC.	\$ 8,973.45
2019-09-06	TRA046	TRAIL HAMMER AND BOLT CO. LTD.	\$ 23.11
2019-09-06	WAN050	WANETA AUTO AND EQUIPMENT REPAIR	\$ 36.96
2019-09-17	A2Z010	A2Z ARENA PRODUCTS LTD.	\$ 1,193.01
2019-09-17	BCR070	BC RURAL CENTRE	\$ 892.50



## Regional District of Kootenay Boundary

### Cheque Register-Summary for month of September 2019

Cheque Date	Supplier	Name	Amount
2019-09-17	BEA055	BEAVER VALLEY DYNAMIC AGING	\$ 8,000.00
2019-09-17	BIG055	BIG WHITE MOUNTAIN COMMUNITY	\$ 2,000.00
2019-09-17	BOU029	BOUCHER, JOEL	\$ 23.41
2019-09-17	BOU051	BOUNDARY PEACE INITIATIVE	\$ 1,000.00
2019-09-17	BRY090	BRYANT, DEAN	\$ 200.00
2019-09-17	CAM070	CAM CAMPBELL HOLDINGS LTD.	\$ 414.22
2019-09-17	CHA080	CHAMPION LAKES GOLF AND COUNTRY	\$ 3,750.00
2019-09-17	CHR018	CHRISTINA LAKE ARTS AND ARTISAN	\$ 1,000.00
2019-09-17	CHR410	CHRISTINA LAKE TOURISM SOCIETY	\$ 1,662.00
2019-09-17	COP030	COPS FOR KIDS C/O JOAN HIRAM	\$ 1,000.00
2019-09-17	FLE015	FLEETCOR CANADA MASTERCARD	\$ 2,850.97
2019-09-17	FLE015	FLEETCOR CANADA MASTERCARD	\$ 334.23
2019-09-17	GRA030	GRAND FORKS CURLING CLUB	\$ 1,550.00
2019-09-17	GRA520	GRAND FORKS SEARCH & RESCUE	\$ 500.00
2019-09-17	HOR070	HORNE KEVIN	\$ 190.73
2019-09-17	HUC020	HUCKLEBERRY MOUNTAIN MARKET	\$ 243.49
2019-09-17	KET014	KETTLE VALLEY FOOD CO-OP	\$ 500.00
2019-09-17	LAK060	LAKESIDE GENERAL STORE	\$ 557.55
2019-09-17	MIN170	MINISTER OF FINANCE	\$ 1,200.00
2019-09-17	NIC001	Nichols, Ronald F.	\$ 1,981.00
2019-09-17	PET010	PETRO CANADA	\$ 5,437.87
2019-09-17	RES002	RESCUE CANADA RESOURCE GROUP	\$ 1,000.00
2019-09-17	RUD015	RUDDICK, KEN	\$ 700.00
2019-09-17	SAN140	SANCTUARY FOR KIDS	\$ 500.00
2019-09-17	SAV040	SAVE-ON-FOODS	\$ 15.24
2019-09-17	SEN060	SENIOR CITIZEN'S ASSOC. BRANCH #68	\$ 1,000.00
2019-09-17	TEL050	TELUS COMMUNICATIONS CO. C/O	\$ 418.29
2019-09-17	WES100	WESCO DISTRIBUTION CANADA LP	\$ 228.06
2019-09-17	WIN010	WINS TRANSITION HOUSE	\$ 500.00
2019-09-20	ACC030	ACCURATE FIRE PROTECTION SERVICES	\$ 1,924.65
2019-09-20	ACT020	ACTION CONTRACTING	\$ 940.24
2019-09-20	ACT015	ACTON, DAMON	\$ 48.95
2019-09-20	ADV010	ADVANCED CONSULTING AND	\$ 9,450.00
2019-09-20	ALB020	ALBERTA FIRE CHIEFS ASSOCIATION	\$ 6,495.39
2019-09-20	ASS090	ASSOCIATED ENVIRONMENTAL	\$ 3,936.87
2019-09-20	BCW002	BC WATER AND WASTE ASSOCIATION	\$ 1,052.95
2019-09-20	BIL110	BILLINGSLEY, HANNAH	\$ 71.06
2019-09-20	BOW040	BOWMAN, KARLEE	\$ 394.60
2019-09-20	CAF010	CAFE MICHAEL LTD.	\$ 438.90

## Regional District of Kootenay Boundary

### Cheque Register-Summary for month of September 2019

Cheque Date	Supplier	Name	Amount
2019-09-20	CAN060	CANADIAN RED CROSS	\$ 43,416.84
2019-09-20	CHR430	CHRISTINA LAKE PORTA POTTY & RV	\$ 750.00
2019-09-20	COL390	COLUMBIA BASIN BROADBAND	\$ 3,875.20
2019-09-20	CRE030	CREATIVE CUSTOM EMBROIDERY	\$ 145.52
2019-09-20	CLA003	DES MAZES, ELIZABETH	\$ 135.55
2019-09-20	ESS010	ESSON PLUMBING & HEATING LTD.	\$ 1,420.83
2019-09-20	FER001	FERRARO FOODS	\$ 75.50
2019-09-20	FORGRA	FORTIS BC - FINANCIAL ACCOUNTING	\$ 467.25
2019-09-20	GRA055	GRAND FORKS RENOVATION CENTRE	\$ 451.60
2019-09-20	GRA054	GRASSROOTS PROPERTY CARE LTD.	\$ 995.32
2019-09-20	HAR260	HARSHENIN, DARREN	\$ 945.00
2019-09-20	HOM020	HOMERS HYDROVAC SERVICES	\$ 924.00
2019-09-20	IHA010	IHAS, JODI	\$ 29.75
2019-09-20	IMP020	IMPERIAL OIL LIMITED	\$ 193.61
2019-09-20	MAR050	MARCOUX, DANIEL	\$ 194.88
2019-09-20	MAR033	MARSHALL-HILL & ASSOCIATES	\$ 17,152.00
2019-09-20	MCI060	MCIVER, JINNY	\$ 153.75
2019-09-20	MCL025	MCLEOD, ANDY	\$ 150.00
2019-09-20	MIL030	MILNE, JASON	\$ 60.00
2019-09-20	MIN030	MINISTER OF FINANCE	\$ 5,512.50
2019-09-20	MUN003	MUNICIPAL PENSION PLAN 00151-	\$ 37,114.23
2019-09-20	MUN002	MUNICIPAL PENSION PLAN 50151-	\$ 23,024.71
2019-09-20	PAC100	PACIFIC CHAPTER OF THE SOLID WASTE	\$ 945.00
2019-09-20	PHI005	PHILLIPS, FREYA	\$ 39.26
2019-09-20	PON010	PONY ESPRESSO	\$ 172.20
2019-09-20	PUR020	PUROLATOR INC.	\$ 224.06
2019-09-20	REC002	RECEIVER GENERAL	\$ 802.38
2019-09-20	REC040	RECEIVER GENERAL	\$ 1,745.49
2019-09-20	REC010	RECEIVER GENERAL FOR CANADA	\$ 85,019.08
2019-09-20	SEC030	SECURE BY DESIGN	\$ 44.80
2019-09-20	SHA030	SHAW CABLE	\$ 481.31
2019-09-20	STA025	STAJDUHAR, JESSICA	\$ 62.00
2019-09-20	STE110	STEPHENS, MARK	\$ 100.00
2019-09-20	TEL001	TELUS COMMUNICATIONS (B.C.) INC.	\$ 501.97
2019-09-20	THE180	THE TRAIL CHAMPION	\$ 200.00
2019-09-20	TIL010	TILLER, MEGAN	\$ 147.49
2019-09-20	VIS050	VISTA RADIO LTD.	\$ 715.30
2019-09-25	LAN030	BC LAND TITLE & SURVEY AUTHORITY	\$ 1,000.00
2019-09-26	AMA010	AMAZING REPAIRS	\$ 3,796.80

## Regional District of Kootenay Boundary

### Cheque Register-Summary for month of September 2019

Cheque Date	Supplier	Name	Amount
2019-09-26	CHR040	CHRISTINA LAKE MARINA	\$ 3,743.82
2019-09-26	CIA010	CIARDULLO MARIA L	\$ 47.90
2019-09-26	NAN010	CITY OF NANAIMO	\$ 866.25
2019-09-26	CLE005	CLEANFIX NORTH AMERICA INC.	\$ 4,007.85
2019-09-26	COL026	COLUMBIA WIRELESS INC.	\$ 610.40
2019-09-26	CUM010	CUMMINS WESTERN CANADA	\$ 1,800.96
2019-09-26	DEL070	DELL CANADA INC	\$ 8,419.58
2019-09-26	STA007	DESJARDINS CARD SERVICES	\$ 288.29
2019-09-26	FLU010	FLUENT INFORMATION MANAGEMENT	\$ 1,155.00
2019-09-26	GAI010	GAIA PRINCIPLES IPM SERVICES	\$ 52.50
2019-09-26	GAY020	GAY ROBINSON CONSULTING	\$ 2,257.50
2019-09-26	GRA055	GRAND FORKS RENOVATION CENTRE	\$ 20.15
2019-09-26	HEN140	HENDERSON, DEREK	\$ 590.62
2019-09-26	KOD040	KODIAK TREE SERVICE	\$ 1,155.00
2019-09-26	KOO050	KOOCANUSA PUBLICATIONS INC.	\$ 589.00
2019-09-26	KOO610	KOOTENAY BOUNDARY REGIONAL	\$ 34,550.71
2019-09-26	LAK060	LAKESIDE GENERAL STORE	\$ 65.19
2019-09-26	MAL001	MALLACH, ANDY	\$ 124.36
2019-09-26	MIN040	MINISTER OF FINANCE	\$ 72.70
2019-09-26	MIN005	MINISTRY OF FORESTS LANDS NATURAL	\$ 203.42
2019-09-26	PAT030	PATHWISE SOLUTIONS INC	\$ 4,263.00
2019-09-26	SEL010	SELECT OFFICE PRODUCTS	\$ 430.70
2019-09-26	SEN060	SENIOR CITIZEN'S ASSOC. BRANCH #68	\$ 2,000.00
2019-09-26	SHA030	SHAW CABLE	\$ 64.28
2019-09-26	SHE005	SHERRIFF, SUSAN, B.	\$ 1,712.50
2019-09-26	SOL005	SOLUTIONS NOTARIUS INC.	\$ 229.95
2019-09-26	STR050	STRIKER INDUSTRIES	\$ 1,020.58
2019-09-26	VAN200	VAN WYK, HENDRIK	\$ 1,837.50
2019-09-26	XCG010	XCG CONSULTING LIMITED	\$ 560.77
<b>Total Accounts Paid</b>			<b>\$ 619,239.56</b>

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



## **Boundary Community Development Committee**

### **Minutes**

**Wednesday, September 4, 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 and present:**

J. Chandler, General Manager of Operations/Deputy CAO  
M. Forster, Executive Assistant/Recording Secretary  
M. Andison, CAO  
T. Sprado, Manager of Facilities and Recreation  
Alternate Director C. Korolek  
J. Fero, Grand Forks Credit Union  
C. Mossey, BC Transit  
D. Harriott, BC Transit  
C. Schultz, Grand Forks Veterinarian  
1 member of the press

#### **CALL TO ORDER**

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

#### **ADOPTION OF AGENDA (ADDITIONS/DELETIONS)**

The agenda for the September 4, 2019 Boundary Community Development Committee meeting was presented.

The agenda was amended by a change in the order of delegations and the addition of an update on the proposed designation changes to the Columbia and Western Rail Trail by FLNRORD as item 7A.

Moved: Director Dunsdon Seconded: Director Taylor

That the agenda for the September 4, 2019 Boundary Community Development Committee meeting be adopted as amended.

Carried

### **ADOPTION OF MINUTES**

The minutes of the August 7, 2019 Boundary Community Development Committee meeting were presented.

Moved: Director Gee Seconded: Director Shaw

That the minutes of the August 7, 2019 Boundary Community Development Committee meeting be adopted as presented.

Carried

### **GENERAL DELEGATIONS**

**Carol Schultz, Grand Forks Veterinarian**

**Re: Presentation**

Carol Schultz attended the meeting and provided the Committee with an update on activities at Grand Forks Central Veterinary Services as well as requesting an extension to vacate her building. She left the meeting at 10:30 am.

**Chelsea Mossey - Local Government Relations Manager, BC Transit**

**Danielle Harriott, BC Transit**

**Re: Presentation**

The Committee members were provided with a presentation on the Boundary Transit System by BC Transit representatives. The presentation addressed topics such as:

1. Shared services model,
2. Annual partner communications,
3. Transit services,

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*Boundary Community Development Committee  
September 4, 2019*

4. System information and performance, and
5. Future of the transit system.

They left the meeting at 11:27 am.

**Jeff Fero, Marketing and Community Relations - GFCU**  
**Re: Chamber of Commerce Update**

Jeff Fero attended the meeting to provide an update on operations of the Chamber of Commerce in Grand Forks. He left the meeting at 10:15 am.

**OLD BUSINESS**

**Donna Dean, Manager of Planning and Development**  
**Re: Watershed Service Work Plan Update**

Kristina Anderson, Watershed Planner, attended the meeting to present the Committee with an update on progress made to date on the Boundary Integrated Watershed Annual Work Plan which was adopted in February 2019.

Director Gee requested that a watershed update be included on future agendas.

Moved: Director Dunsdon Seconded: Director Shaw

That the Boundary Integrated Watershed Service Work Plan Update be received as presented.

Carried

**Donna Dean, Manager of Planning and Development**  
**Re: Kettle River Watershed Advisory Council (KRWAC) Membership List**

A list of potential KRWAC members were provided to the Committee.

Moved: Director Shaw Seconded: Director Dunsdon

Once the Boundary Community Development Committee has a complete list of KRWAC members, the list will be forwarded to the Regional District of Kootenay Boundary Board of Directors with a recommendation to approve their appointments.

Carried

**Janine Dougall, General Manager of Environmental Services**  
**Re: 2019 Work Plan Update - Grand Forks/Area D Mosquito Control 080 Service**

A Staff Report from Janine Dougall, General Manager of Environmental Services which provides an update on the implementation of the 2019 Work Plan for the Grand Forks/Area "D" Mosquito Control 080 Service was presented.

Moved: Director Russell Seconded: Director Taylor

That the Boundary Community Development Committee receive the report from Janine Dougall, General Manager of Environmental Services titled "Mosquito Control - Grand Forks/Area "D" 2019 Work Plan – September Update" and dated September 4, 2019.

Carried

**T. Sprado, Manager of Facilities and Recreation**  
**Re: Project Status Report - Service 021, 030, 031 and 040**

Moved: Director Taylor Seconded: Director Russell

That the staff report from T. Sprado, Manager of Facilities and Recreation, regarding the Project Status Report - Service 021, 030, 031 and 040 be received as presented.

Carried

**NEW BUSINESS**

**V. Gee**  
**Re: Discussion - Tourist Information Locations and Associations**

Director Gee informed the Committee members that the new Community Service Co-op has applied for a booth at the Riverside Station and Kettle River Museum in Midway.

**V. Gee**  
**Re: Discussion - Charging for Electric Vehicle Charging Use**

Director Gee sought input and commonality of direction from the Committee on what to charge for electric vehicle charging use. It was suggested \$1 - \$2 per hour.

**Information**

**Re: Support Letter for TOTA's Grant Application for Highway 3 Corridor Planning and Development**

Moved: Director Russell Seconded: Director Dunsdon

That the letter from Chair McGregor to TOTA regarding support for the grant application for Highway 3 corridor planning and development and the Highway 3 Corridor Destination Development Plan be received for information.

Carried

**Information**

**Re: Boundary Country Tourism News**

Moved: Director Dunsdon Seconded: Director Shaw

That the Boundary Country Tourism News be received for information.

Carried

**Information**

**Re: Destination BC - Cooperative Marketing Partnerships Program - Interim Report 2019/20**

Moved: Director Dunsdon Seconded: Director Shaw

That the Destination BC - Cooperative Marketing Partnerships Program Interim Report 2019/20 be received for information.

Carried

**West Boundary Recreation Grant Application**

**Re: Midway Community Association**



A grant application from the Midway Community Association in the amount of \$3,875.00 was presented for consideration. After consideration, the Committee approved \$1,875 to cover hall rental and insurance costs.

Moved: Director Gee Seconded: Director Shaw

That the Regional District of Kootenay Boundary Board of Directors approve the West Boundary Recreation grant application from the Midway Community Association (MCA) in the amount of \$1,875 to pay for hall rental and insurance costs.

Carried

**Simone Carlisle-Smith, Project Manager, TOTA**  
**Re: Boundary Country Update - August 28, 2019**

The TOTA Monthly Update was attached for information. The Committee discussed the Destination BC Open Pool funding due November 1, 2019.

Moved: Director Russell Seconded: Director Taylor

That the TOTA Monthly Update be received as presented.

Carried

Moved: Director Gee Seconded: Director Russell

That the Boundary Community Development Community recommends the allocation of \$20,000 from the 2020 Boundary Economic Development Service for the Destination BC Open Pool Funding Application.

Carried

**LATE (EMERGENT) ITEMS**

**J. Chandler, General Manager of Operations/Deputy CAO**  
**Re: Columbia Western Rail Trail Update**

J. Chandler informed the Committee members that he spoke to John Hawkings, FLNRORD, regarding concerns and questions around the letter received addressing the designation of the Columbia Western Rail Trail. The Ministry agreed to an extension in

this matter before reaching a final decision. This item will be presented to the Board of Directors at the September 19, 2019 Board Meeting for discussion.

**Director Gee**  
**Re: Speakeasy Tour**

Director Gee informed the Committee members that she is working on organizing a tour of the Speakeasy operation in October.

**Director Russell**  
**Re: Work Plans**

Director Russell expressed the need to share work plans online.

**DISCUSSION OF ITEMS FOR FUTURE AGENDAS**

A discussion of items for future agendas was not required.

**QUESTION PERIOD FOR PUBLIC AND MEDIA**

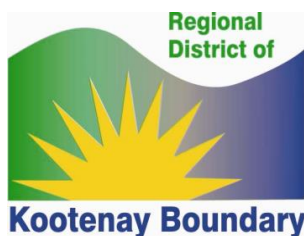
A question period for public and media was not required.

**CLOSED (IN CAMERA) SESSION**

A closed (in camera) session was not required.

**ADJOURNMENT**

The meeting was adjourned at 12:15 pm.



## Kettle River Watershed Authority Committee Meeting

# MINUTES

Wednesday, June 27<sup>th</sup>, 2018

10:00 a.m.

Selkirk College

Grand Forks, BC

- Present:**
- Roly Russell, Director, RDKB
  - Vicki Gee, Director, RDKB
  - Grace McGregor, Chair Steering Committee, Director RDKB
  - Marguerite Rotvold, Councilor, Village of Midway
  - Liam Grant, BCTS
  - Brenda LaCroix, Christina Lake Stewardship Society
  - Nik Capyk, Christina Lake Stewardship Society
  - Fred Marshall, Forestry, Small Tenure Holder
  - Christine Elsaesser, Advance Nursery
  - Margo Locke, Ferry Co. Planning Commission
  - Kathy O'Malley, Rep Water Suppliers Working Group
  - Sam Coggins, Director Investigations, Forest Practices Board
  - Jenny Coleshill, Boundary Habitat Stewards
  - Dave Reid, Manager of Operations, City of Grand Forks
  - Colleen Ross, Councilor, City of Grand Forks
  - Hamish Aubrey, Water Authorizations Officer FLNRORD
  - Barb Stewart, Boundary Invasive Species Society
  - Nicole Pyett, Hydrogeologist, FLNRORD
  - Doug Wahl, Manager Audits and Investigations, Forest Practices Board
  - Doug Noren, Interfor
  - Evan Dutka, Forester, Interfor
  - Bill Sperling, Harvesting Supervisor, Interfor
  - Natasha Corbo, Co-op Student, Interfor
  - Jamie Hibberson, Silviculture Supervisor, Interfor
- Staff:**
- Jessica Mace, Project Coordinator, Collective Roots Consulting
  - Nicole McCallum, Project Officer, Collective Roots Consulting
  - Mike Tollis, Project Officer, Collective Roots Consulting
  - James Chandler, Deputy CAO/GM of Operations, RDKB
  - Donna Dean, Manager of Planning and Development, RDKB
  - Chris Marsh, Manager of Emergency Programs, RDKB
- Other:**
- Several members of the public attended the later part of the meeting

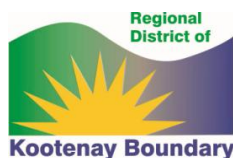
<b>1.</b>	<b>Welcome</b> The meeting was called to order at 10:09 a.m. and Chair R. Russell welcomed those in attendance.	<b>Action Items</b>
<b>2.</b>	<b>Introductions</b> There was a round table of introductions.	
<b>3.</b>	<b>Approval of the Agenda</b> V. Gee expressed concern about speedboats, log jams, trees down from windfall, tubing on the river, and protective works. F. Marshall requested that an executive committee for this group be created to speed up discussion. Moved by M. Rotvold; seconded by K. O'Malley, that the agenda be approved. Carried.	V. Gee's concerns to be brought forward to a future meeting.  Potential for an executive committee to be brought forward to a future meeting.
<b>4.</b>	<b>Approval of Minutes</b> Moved by: G. McGregor; seconded M. Rotvold, that the minutes of the October 18, 2017 be approved. Carried.	
<b>5.</b>	<b>Kettle River Watershed Management Plan Implementation Update.</b> J. Mace made a presentation on the projects she is working on including the drought management plan, and well licensing workshops. She and M. Tollis also described their involvement with flood response and recovery, which included volunteer coordination, public outreach, and the environmental pillar for recovery. Flood response and recovery work have been and are funded by Emergency Management BC.	Send J.Mace presentation.
<b>6.</b>	<b>Additional Work Plan Items</b> C. Marsh, presented information on the long term strategies that will lead to a more resilient population and infrastructure that is better prepared for natural disasters. F. Marshall commented that future river planning should be another aspect of the recovery process. Being proactive is the best way to prevent damage in the future. Concern was expressed about people wanting to do river works, but they are frustrated because they are not hearing back from the Province in a timely manner. N. Pyett explained that the province is hiring a person solely responsible for river works applications due to the flooding.	Send C. Marsh presentation.  Include information on consequences of non-compliant river works, and strategies for reaches of the river rather than individual properties at the Workshop(s).

	V. Gee questioned what happens when neighbours want to conduct work but one person in the middle doesn't want to do works. J. Mace suggested this is something that will be discussed at the river works workshop.	Send information to all attendees about the workshop(s).
<b>7</b>	<p><b>Funding</b></p> <p>R. Russell; explained that the funding that was in place for coordination of the implementation of the Watershed Management Plan is no longer available, so the work of the consultant is now project based funding only.</p> <p>He also informed that throughout the process of the watershed management plan, the ONA was involved but capacity issues limited their input. They have now received funding to develop traditional knowledge (TK) frameworks that they would like to see in the plan. We need to source funding to incorporate TK plan into the Plan effectively.</p>	Follow up on potential to incorporate TK into the Plan.
<b>8</b>	<p><b>Kettle River Watershed Riparian Threat Assessment</b></p> <p>J. Coleshill made a presentation on the Riparian Threat Assessment report, which was prepared by her and Graham Watt.</p> <p>R. Russell suggested that there are two decisions to be made by the committee: 1) whether to endorse the report; and 2) whether to approve the following motion put forward by J. Coleshill: that the Kettle River Watershed Authority Committee request all local governments in the Boundary Area implement policy and regulations for protection of riparian areas.</p> <p>Two options were discussed with regard to riparian protection: (1) to convince the province to make provincial riparian area regulations applicable to the Boundary, or (2) create our own riparian area bylaws.</p> <p>C. Elsaesser questioned whether the recommended actions are provincially mandated. J. Coleshill responded with an example of recent development activity in the riparian area of Christina Creek that did not appear to raise concerns with the Province.</p> <p>Discussion took place regarding bylaw enforcement; applicability to areas without land use planning; works done after initial development; relation to existing floodplain bylaws; possible revisions to floodplain bylaws given the new historic flood elevations; and applicability to remote rural areas.</p> <p>M. Rotvold motioned to endorse the riparian area threat assessment report; seconded by J. Coleshill. Deferred.</p>	<p>Send J. Coleshill presentation.</p> <p>Discuss framework for bringing motions forward.</p> <p>Creation of a list of actionable items that would need specific endorsement and who would be responsible.</p>

	Discussion on the motion included the need to have a more fulsome discussion; to allow more time for members to read the report; and a clear understanding of the specific actions that would be endorsed.	
<b>9</b>	<p><b>Improving Health and Condition of the Kettle River Watershed Riparian Areas</b></p> <p>Moved by F. Marshall; seconded by G. McGregor that the Kettle River Watershed Authority Committee request that all forest licensees and mineral claim tenure holders in the Boundary TSA adopt and implement the Best Management Practices outlined in the Province's Forest and Range Evaluation Program (FREP) report to facilitate improvement to the health and condition of riparian areas of the Kettle River.</p> <p>F. Marshall stated that the intent of the motion is to improve the management practices to the highest level so all of the streams and riparian areas become properly functioning.</p> <p>L. Grant; described the applicability of FREP to BC Timber Sales and their desire to have more robust data on how streams in their area are doing. He stated that progress is being made and the program has done a good job in identifying issues on a basin wide scale.</p> <p>F. Marshall views the passing of the resolution as a commitment to incorporate good science, and research that works for the riparian areas. Discussion included the need for oversight; existing regulations for Crown land vs. private land; and the impacts of cattle grazing.</p> <p>V. Gee questioned the process of writing a letter; who writes and signs the letter and what letterhead is used.</p> <p>R. Russell summarized, based on discussion, this motion should be applicable to private land owners and range licensees.</p>	<p>Process and delivery of the messages to appropriate places must be worked out with this group. For example details such as letterhead, who is authorized to sign.</p> <p>Draft a letter to the licensee holders requesting that they adopt FREP.</p> <p>Explore strategies to relay this message to private land owners as well.</p>
<b>10</b>	<p><b>Forest Practices Board Presentation</b></p> <p>S. Coggins, Director of Investigations, and D. Wahl, Manager Audits and Investigations, made a presentation regarding the role of the Forest Practices Board (FPB) and the fact that they investigate complaints and make recommendations but have no enforcement powers on Crown land.</p> <p>There was discussion regarding allowable annual cut, incentives for compliance, funding sources, how to make a complaint about forest practices on Crown land, the importance of riparian health in the valley bottoms; the uniqueness of sub-</p>	<p>Send presentation to attendees.</p> <p>Consider finding funding to hire a forest hydrologist to study a sub-watershed to study forestry impacts.</p>

	<p>basins in the watershed; impacts on drinking water and timing of flow; weaknesses in legislation; impacts of harvesting and climate change on peak flows; impacts on fish habitat and water use; required research; potential role/magnitude that harvesting practices had on the flood; relationship between harvesting and forest fire potential; surface drainage adjacent to roads and culverts; adequacy of infrastructure in the context of climate change; and wildlife habitat legislation.</p> <p>Also discussed was the potential to form a working group with forestry regarding watershed issues in the Kettle River Watershed.</p>	Discuss the potential for the FPB to act as advisors to KRWA Committee.
<b>11</b>	<p><b>Action items from last meeting</b></p> <p>There were no actions to carry forward.</p>	
<b>12</b>	<p><b>Items for future meetings</b></p> <p>In addition to the items suggested above during discussion of this agenda, the following items are to be added to the next agenda:</p> <p>F. Marshall's motion.</p> <p>J. Coleshill's motion</p>	
<b>13</b>	<b>Next Meeting time and time was unknown.</b>	

D. Reid moved; seconded by M. Rotvold that the meeting be adjourned at 2:10 pm.



**Electoral Area “C” Parks & Recreation Commission  
Regular Meeting  
Wednesday, May 8, 2019  
Welcome Centre  
8:00 AM**

**AGENDA**

**1. CALL TO ORDER**

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

- The agenda for the May 8, 2019 Christina Lake Parks & Recreation Commission meeting is presented.

**Recommendation:** That the Agenda for the May 8, 2019 Christina Lake Parks & Recreation Commission meeting is adopted as presented.

**3. ADOPTION OF MINUTES-Pgs 1-4**

- The minutes of the Christina Lake Parks & Recreation Commission meeting held on April 10, 2019 are presented.

**Recommendation:** That the minutes for the Christina Lake Parks & Recreation Commission meeting held on April 10, 2019 be adopted as presented.

**4. DELEGATION:**

**5. OLD BUSINESS:**

- **Ministry of Transportation- Christina Lake Crosswalk-**  
Estimated date for Completion: August 3<sup>rd</sup> weekend ( BC Day Long weekend)
- **Trail Development from Cove Bay to Brown Rd-No Report**
- **Christina Lake Community and Nature Park- Viewing Platform**
- **Larson Boat Launch-Water break –Update**

**6. NEW BUSINESS-**

- **Christina Lake Stewardship Society**
  - Financial Statement –December 31, 2018- **Pgs 5-20**



## **7. INFORMATIONAL ITEMS**

### **A. Financial Plan**

- **2019- Budget –Review- Please bring Budget Package**
- **March 2019 – RDKB Financial Statement – Pgs21-23**

### **B. Correspondence**

- **The Lifeguard Outreach Society- Christina Lake Swim to Survive Program Request for August 8 to August 11, 2019-Pg 24**
- **Cassie Williams- Pickleball update report and spring schedule-Pg 25**

### **C. Project Updates**

- **Kettle River Walk Trail-**
  - Telephone Meeting OIB-Thursday May 2, 2019
- **Pickleball Court Expansion-**
- **Pedestrian Bridge-**
- **Disc Golf Course-Update**

### **D. Sub Committee Report**

- **COP Update- Gail Fawley: [gfawley@gmail.com](mailto:gfawley@gmail.com)**
- **Trails – Josh Strzelec-**

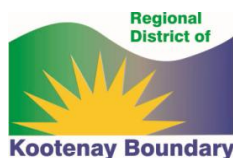
### **E. Staff Monthly Report/Community Events Report**

- **Recreation Program –**
  - **May Flyer-Pgs 26-27**
  - **Christina Lake Triathlon Update-**
  - **Tai Chi Posters Ad has been posted in the Gazette**
  - **Annual School Lessons Scheduled for June 4 to June 13th at the Christina Pine Campground pool**
- **Park Maintenance –Report-Pg 28-29**
- **Community Coordinator Report – Update**

## **8. LATE EMERGENT ITEMS**

## **9. DISCUSSION OF ITEMS FOR FUTURE MEETINGS**

## **10. ADJOURNMENT**



**Electoral Area "C" Parks & Recreation Commission  
Regular Meeting  
Wednesday, May 8, 2019  
Christina Lake Welcome Centre  
8:00 AM**

**MINUTES**

**Recreation Commission Members present:**

**Present**

Adam Moore  
Brenda Auge  
Dianne Wales  
Ericka McCluney  
Joe Sioga  
Josh Strzelec  
Paul Beattie  
Randy Gniewotta  
Tara Bobocel

**Absent**

Liz Stewart

**Area Director**

Grace McGregor

**Alternate Area Director**

Donna Wilchynski

**Staff and others present:**

**RDKB Staff**

Tom Sprado/Lilly Bryant

**1. CALL TO ORDER:**

- The Chair called the meeting to order at 7:58 a.m.

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

The agenda for the May 8, 2019 Christina Lake Recreation Commission meeting is presented.

**Additions: #5: Old Business:**

Christina Lake and Nature Park –Viewing Deck

Update from George Harris- Regarding the Stream Work Application

**#7b: Correspondence:**

Pickleball Expansion- Increase in noise and parking issues from  
Bill and Cathy Compton.

**Recommendation:** That the Agenda for the May 8, 2019 Christina Lake Parks & Recreation Commission meeting is adopted as amended.

**12-19 Moved:** Randy Gniewotta

**Seconded:** Joe Sioga

**Carried****3. ADOPTION OF MINUTES:**

- The minutes of the Christina Lake Parks & Recreation Commission meeting held on April 10, 2019 are presented.

**Recommendation:** That the minutes for the Christina Lake Parks & Recreation Commission meeting held on April 10, 2019 be adopted as presented.

**13-19 Moved: Brenda Auge**

**Seconded: Tara Bobocel**

**Carried****4. DELEGATION: N/A****5. OLD BUSINESS:**

- **Ministry of Transportation- Christina Lake Crosswalk-**  
Estimated date for completion will be August 3<sup>rd</sup> weekend (BC Day Long weekend)  
The Crosswalk location will be north of Santa Rosa and Kimura Rd.
- **Trail Development from Cove Bay to Brown Rd-**  
Randy Gniewotta, Josh Strzelec and Paul Beattie will meet to complete the final walk for future trail option.
- **Christina Lake Community and Nature Park- Viewing Platform**  
Report provided by George Harris- Will require a resolution from the Regional District Kootenay Board, supporting the application for the Viewing Dock. Ryan Durand will provide a draft resolution letter of support to be submitted to the board.
- **Larson Boat Launch-Water break –Update-**  
Staff to follow up with BC Parks on the water break issue.

**6. NEW BUSINESS:**

- **Christina Lake Stewardship Society**  
Financial Statement –December 31, 2018- The Recreation Commission was pleased with the detail of the annual report.  
The new coordinator for the Stewardship Society is Susanne Adrian and the summer student is Jordon Field

**7. INFORMATIONAL ITEMS:****A. Financial Plan**

- **2019- Budget –Review- Please bring Budget Package**
- **March 2019 – RDKB Financial Statement -**

**B. Correspondence**

- The Lifeguard Outreach Society- Christina Lake Swim to Survive Program Request for August 8 to August 11, 2019

**Recommendation,** that the Christina Lake Recreation Commission sponsor the Lifeguard Outreach Society in the amount of \$790.00 for a FREE Swim to Survive Program to be held at the Christina Lake Public Beach between August 8 and August 11, 2019.

**14-19 Moved: Ericka McCluney**

**Seconded: Adam Moore**

**Carried**

- Cassie Williams- Pickleball update report and the spring schedule- Received for Information
- Pickleball Expansion - concerns from Bill and Cathy Compton- Would like to see a sound barrier product installed to reduce the noise coming from the Pickleball area.  
Concerned about the extra parking required for the additional courts.  
Staff to contact Bill & Cathy Compton in regards to their concerns.

**C. Project Updates**

- **Kettle River Walk Trail-**
  - A telephone meeting was held on Tuesday, May 7, 2019 with OIB in regards to the status of the future Kettle River Walking Trail  
The proposal from OIB was not available for meeting  
The trail may need to be relocated to avoid any existing archeological sites.  
A PFR and AIA may be required –will be determined once OIB has completed their walk through the area.
- **Pickleball Court Expansion-**Estimated Completion date should be early July
- **Pedestrian Bridge-N/A-** Will not have any results until early fall
- **Disc Golf Course-Update-**The RDKB planning department is working on an application for provincial review.

**D. Sub Committee Report**

- **COP Update-** Gail Fawley: to request a monthly report from the group  
No letter have been received from the RCMP regarding the summer program for Christina Lake
- **Trails –** Josh Strzelec- Most Trails are open for riding  
The annual budget for trail maintenance will be provided for next meeting

**E. Staff Monthly Report/Community Events Report**

- **Recreation Program –**
  - May Flyer-Received for Information
  - Christina Lake Triathlon Update-Staff is concerned about the low number at this time
  - Tai Chi Posters Ad has been posted in the Gazette

- Annual School Lessons Scheduled for June 4 to June 13th at the Christina Pine Campground pool
- **Park Maintenance** –Report- Received for Information
- **Community Coordinator Report** – Update
  - Easter Bunny Hunt was very successful
  - Food Outlet in the Welcome Centre is Called the: **Pony Espresso**
  - Welcome Centre is busy with tourist already
  - Summer Student grant has been approved
  - Still waiting to hear about the Pickleball Capital of Canada Submission.

**8. LATE EMERGENT ITEMS:**

**9. DISCUSSION OF ITEMS FOR FUTURE MEETINGS:**

**10: ADJOURNMENT:**

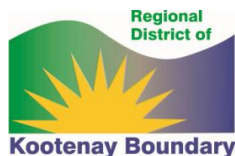
**15-19 Moved: Brenda Auge**

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Lilly Bryant, Recording Secretary

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Grace McGregor, Chairperson



**Grand Forks & District Recreation Commission  
Regular Meeting  
Thursday, June 13, 2019**

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

**AGENDA**

**1. CALL TO ORDER**

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

- The agenda for the June 13, 2019 Grand Forks and District Recreation Commission meeting is presented.

**Recommendation:** that the agenda for the June 13, 2019 Grand Forks and District Recreation Commission meeting be adopted as presented.

**3. ADOPTION OF MINUTES-Pgs 1-4**

- The minutes of the Grand Forks and District Recreation Commission meeting held on May 9, 2019 are presented.

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

**4. DELEGATION: N/A**

**5. CORRESPONDENCE:**

- Fortis BC Rink De-Aerator Rebate- **Pg 5-9**
- Thank you letter from the Grand Forks Skating Club-**Pg 10**

**6. OLD BUSINESS**

- Aquatic Centre
  - Aquatic Centre 2019 Pool Deck- Verbal Report
- Request for Proposals- Digital Signage for the Aquatic Centre and Jack Goddard Memorial Arena-**Pg 11**

**7. NEW BUSINESS**

**8. INFORMATIONAL ITEMS**

**A. Financial Plan**

- 2019 –April RDKB Financial Income Statement-**Pgs 12-14**
- YTD-2019 Revenue Report-GFREC- **Pg 15**
- YTD-2019 Arena Attendance/ Revenue Report-N/A

- YTD/ 2019 -Aquatic Attendance/Revenue Report-**Pg 16**
- YTD- 2019-Comparison Program Statistics Report –Aquatics-**Pg17**
- YTD-2019-Jack Goddard Memorial Arena Usage Stats-N/A

**B. Supervisor Reports**

- Aquatic Maintenance Coordinator- **Pgs18-19**
- Aquatic Program Coordinator –**Pgs20-22**
- Arena Maintenance Chief Engineer-**N/A**
- Recreation Program Services Supervisor
  - Summer Program Update- **Pgs 23-24**
  - June Flyer –**Pg 25-28**

**9. LATE EMERGENT ITEMS**

**10.ROUND TABLE**

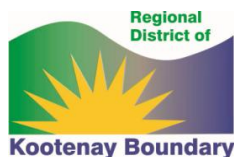
- School District # 51
- Library and Arts Societies (Culture) - None
- Recreation and Culture Committee of City Council
- Community Members at Large

**11.DISCUSSION OF ITEMS FOR FUTURE MEETINGS**

**12.QUESTION PERIOD FOR PUBLIC MEDIA**

**13.CLOSED (IN CAMERA) SESSION**

**14. ADJOURNMENT**



**Grand Forks & District Recreation Commission**  
**Regular Meeting**  
**Thursday, June 13, 2019**  
**David Borchelt Meeting Room**  
**8:45 AM**  
**Minutes**

Minutes of the Regular Meeting of the Grand Forks and District Recreation Commission held June 13, 2019 in the Jack Goddard Memorial Arena

**Present**

Brian Noble  
 Eric Gillette  
 Jaime Massey  
 Nigel James  
 Susan Routley  
 Terry Doody

**Absent**

Bob MacLean  
 Chris Moslin  
 Roly Russell

**Staff**

Tom Sprado/Lilly Bryant

**1. CALL TO ORDER: 8:45am**

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

- The agenda for the June 13, 2019 Grand Forks and District Recreation Commission meeting is presented.

**Recommendation:** that the agenda for the June 13, 2019 Grand Forks and District Recreation Commission meeting be adopted as presented.

**18-19 Moved: Susan Routley**

**Seconded: Terry Doody**

**Carried**

**3. ADOPTION OF MINUTES**

- The minutes of the Grand Forks and District Recreation Commission meeting held on June 13, 2019 are presented.

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

**19- 19 Moved: Susan Routley**

**Seconded: Jaime Massey**

**Carried**



4. **DELEGATION: Erinne Allen** – Community Event Coordinator was unable to attend the meeting- Suggested that Erinne Allen be invited to attend a Recreation Commission meeting in the future.

**5. CORRESPONDENCE:**

- **Fortis BC Rink De-Aerator Rebate-**

The Recreation commission has requested staff receive more information about the new system and how it is working in other facilities.

- **Thank you letter from the Grand Forks Skating Club**

**6. OLD BUSINESS**

- **Aquatic Centre**

- **Aquatic Centre 2019 Pool Deck-**

The removal of the existing product has been awarded to Igor Construction

The Pool will be closed from August 17th to October 15<sup>th</sup>.

- **Request for Proposals for the Digital Signage for the Aquatic Centre and Jack Goddard Memorial Arena-**

The RFP has been extended until August 15th.

- **Arena:**

- **Signage for reduced speed in Parking lot between the Aquatic Centre and Arena- to be installed in the fall 2019**

**7. NEW BUSINESS: N/A**

**8. INFORMATIONAL ITEMS**

**C. Financial Plan**

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

**D. Supervisor Reports**

- Aquatic Maintenance Coordinator- **Received for Information**
- Aquatic Program Coordinator –**Received for Information**
- Arena Maintenance Chief Engineer-**N/A**
- Recreation Program Services Supervisor
  - Summer Program Update- **Received for Information**
  - June Flyer –
- Recreation Commission would like to invite the Facility supervisors to attend a meeting in the fall – It was suggested that the Arena Maintenance staff and the Aquatic Program Coordinator be invited to the September meeting and the Aquatic Maintenance Coordinator be invited to the November meeting.

**9. LATE EMERGENT ITEMS-**

- **Summer Recreation Commission Meetings-**  
To be scheduled if there is an urgent need

**10.ROUND TABLE**

- **School District # 51**
  - SD#51 Budget was approved
  - Planned capital projects have been started
  - Projected increase in students for 2019-20 year
- **Library and Arts Societies (Culture) - None**
- **Recreation and Culture Committee of City Council**
- **Community Members at Large**

**11.DISCUSSION OF ITEMS FOR FUTURE MEETINGS****12.QUESTION PERIOD FOR PUBLIC MEDIA****13.CLOSED (IN CAMERA) SESSION****14. ADJOURNMENT**

**20-20 Moved: Terry Doody**

**Carried**

---

Lilly Bryant, Recording Secretary

---

Brian Noble, Chairperson

**STAFF REPORT**

Meeting Date: October 9, 2019

<b>Date:</b>	<b>September 27, 2019</b>	<b>File:</b>	
<b>To:</b>	<b>Regional District of Kootenay Boundary Board of Directors</b>		
<b>From:</b>	<b>Tom Sprado, Manager of Facilities and Recreation – Grand Forks and District Recreation</b>		
<b>RE:</b>	<b>CHRISTINA LAKE – END OF KINGSLEY ROAD – PERMIT TO MAINTAIN</b>		

**Issue Introduction:** Christina Lake Parks & Recreation Commission requests the cancellation of Permit/File Number “2009-04486 Kingsley Road” with the BC Ministry of Transportation and Infrastructure (BCMOTI) for maintaining the end of Kingsley Road in Christina Lake.

**Background:** Attached is the permit from BCMOTI.

In August, 2019 I understand that Ministry (BCMOTI) contacted the RDKB for clarification on maintaining the Kingsley Road End and provided a copy of the permit. The Christina Lake Parks & Recreation Commission met on September 18, 2019 and recommends canceling the permit – the permit was issued July 14, 2010. We quit maintaining the Kingsley Road End around the same time (2010) because of push back from the neighbors who were unhappy.

**Financial Implications:** The RDKB would be required to restore the right-of-way to its previous condition or better, to that which existed prior to the work(s), and to the satisfaction of the BCMOTI District Highways Manager.

**Recommendation:** that the Regional District of Kootenay Boundary Board of Directors request staff to cancel the Permit/File Number 2009-04486 Kingsley Road and arrange to meet with the BC Ministry of Transportation District Highways Manager to restore the end of Kingsley Road to its previous condition.

Respectfully submitted:



**Ministry of Transportation  
and Infrastructure**

Permit/File Number 2009-04486 Kingsley Road  
Office West Kootenay District

## **PERMIT TO CONSTRUCT, USE AND MAINTAIN WORKS UPON THE RIGHT-OF-WAY OF A PROVINCIAL PUBLIC HIGHWAY**

**PURSUANT TO TRANSPORTATION ACT AND/OR THE INDUSTRIAL ROADS ACT AND/OR THE MOTOR  
VEHICLE ACT AND/OR AS DEFINED IN THE NISGA'A FINAL AGREEMENT AND THE NISGA'A FINAL  
AGREEMENT ACT**

**BETWEEN:**

The Minister of Transportation and Infrastructure

West Kootenay District  
4<sup>th</sup> Floor – 310 Ward Street  
Nelson BC V1L 5S4  
Canada

("The Minister")

**AND:**

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

("The Permittee")

**WHEREAS:**

- A. The Minister has the authority to grant permits for the auxiliary use of highway right of way, which authority is pursuant to the Transportation Act and the Industrial Roads Act, the Motor Vehicle Act, as defined in the Nisga'a Final Agreement and the Nisga'a Final Agreement Act.
- B. The Permittee has required the Minister to issue a permit pursuant to this authority for the following purpose:  
  
The improvement and maintenance of the end of Kingsley Road provide a usable access to water for the public. Works to include providing a porta-poti, garbage pick-up, and providing signage and security.
- C. The Minister is prepared to issue a permit on certain terms and conditions:

ACCORDINGLY, the Minister hereby grants to the Permittee a permit for the Use (as hereinafter defined) of highway right of way on the following terms and conditions:

1. That the construction of the said works is carried out in conformity with all legislation applicable to the Permittee or specifications by regulatory bodies having jurisdiction over the Permittee, and that the Regional Director, Transportation of the Province of British Columbia, or any person appointed by the Regional Director, Transportation shall have free access to all parts of the works for the purpose of satisfying himself that the works are being carried out in accordance with such legislation or regulatory specifications as aforementioned.
2. The Permittee for whom these works are being constructed or maintained shall at all times indemnify and save harmless the Government of the Province of British Columbia against any loss sustained or damage done by the Permittee or its servants or agents for which by law the Permittee would be liable, except in cases where the loss or damage is attributable to the negligence of the Government, its servants or agents.
3. That after receiving notice in writing on the intention on the part of the Provincial Government to construct, extend, alter, or improve any public work, the Permittee being responsible for the maintenance of the works for which consent is hereby granted shall co-operate with the District Official, and within three (3) months from receipt of notice all works shall be completed in moving or altering such work to such new position or in such manner as may be necessitated by the



**Ministry of Transportation  
and Infrastructure**

Permit/File Number 2009-04486 Kingsley Road

Office West Kootenay District

construction, extension, alteration, or improvement proposed to be carried out by the Provincial Government. The cost of all such work to be borne by the Permittee except in the case of cost sharing arrangement on pole relocations (refer to circular).

4. That while reasonable care will be taken on the part of the Provincial Government to do as little damage as possible to any private work in the carrying-out of the construction, extension, alteration, improvement, repair, or maintenance of public work adjacent thereto, the Provincial Government can accept no responsibility of any kind for such damage.
9. That this permit shall be in force only during such time as the said works are operated and maintained by the applicants or their assignees or successors in conformity with all legislation applicable to the Permittee or specifications by regulatory bodies having jurisdiction over the Permittee.
11. As a condition of this permit, the Permittee unconditionally agrees with the Ministry of Transportation and Infrastructure that the Permittee is the prime contractor for the purposes of the work described by this permit, at the work location described in this permit, and that the Permittee will observe and perform all of the duties and obligations which fall to be discharged by the prime contractor pursuant to the *Workers Compensation Act* and the *Occupational Health and Safety Regulation*.
12. The Permittee is advised and acknowledges that the following hazards may be present at the work location and need to be considered in co-ordinating site safety: overhead hazards, particularly electrical or telecommunications lines; buried utilities, particularly electrical, telecommunication, and gas lines; traffic, danger trees, falling rocks, and sharp or infectious litter.
13. The Permittee shall determine the location of highway right-of-way to ensure their permitted work is within Ministry jurisdiction. The Permittee is responsible for all trespass issues.
14. Should any survey monuments be disturbed or removed by the Permittee or his agents, they are to be replaced by a BC Land Surveyor at the expense of the Permittee.
15. The highway surface shall be restored and kept clear and clean of materials and equipment at the end of each day. Shoulders shall not be used to store materials and/or equipment.
16. Roadways, ditches, and right-of-way to be restored to their previous condition or better, to that which existed prior to the work(s), and to the satisfaction of the District Highways Manager or his/her representative.
17. Any works of the Permittee which cause damage to public roads will result in the Permittee being required to repair or compensate the Ministry of Transportation and Infrastructure for all costs incurred, to restore said public roads to its original condition or better, and to the satisfaction of the District Manager Transportation or his/her representative.
18. All Permittees, utilities and their contractors must follow standards and procedures set out in the Ministry's **Traffic Control Manual for Work on Roadways**.
  - a) The highway shall remain open to vehicular traffic at all times. At all times the Permittee must safeguard the traveling public.
  - b) Once disturbed, a roadway will be restored for vehicular traffic movement without delay.
  - c) All traffic control costs shall be borne by the Permittee.



**Ministry of Transportation  
and Infrastructure**

Permit/File Number 2009-04486 Kingsley Road

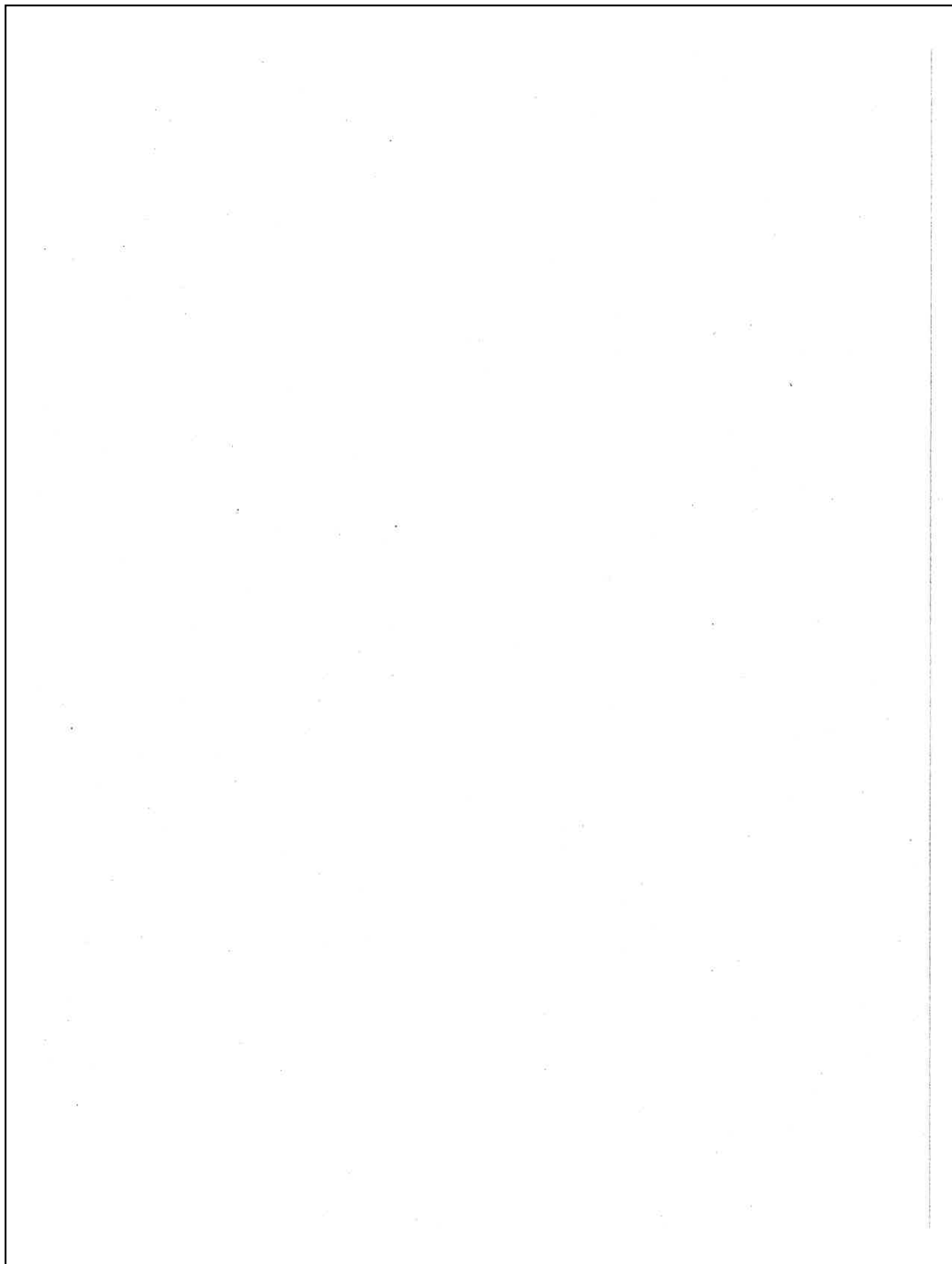
Office West Kootenay District

19. The Permittee shall obtain and maintain during the term of this permit and at the Permittee's own expense, liability insurance against third party claims arising as a result of the works consented to in this permit from the Permittee working within Ministry right-of-way. Such liability insurance shall have coverage limits of not less than TWO MILLION DOLLARS (\$2,000,000.00) for bodily injury, including death and property damage and shall be endorsed as follows:  
*"It is understood and agreed that Her Majesty the Queen in Right of the Province of British Columbia as represented by the Minister of Transportation, together with the employees, agents and servants of the Minister, hereinafter referred to as the Additional Named Insured as an Additional Named Insured."*  
 The policy shall contain a cross liability clause and a clause giving notice of cancellation or material alteration to the Minister.
20. The Permittee is responsible for the operation and maintenance of Kingsley Road end as described above including any costs associated with the improvements, maintenance and operation.
21. Prior to initiating any works, the <sup>RDKB</sup> RDCK shall notify all adjacent land owners of the intent of this permit.
22. The Permittee will respond to all public concerns regarding the development, management, and operation activities that relate to the Kingsley Road end development.
23. Kingsley Road is an existing beach access currently used by the public. There are existing "no parking" signs adjacent to this road end. The Permittee shall monitor the effects of existing parking and propose a parking plan for ministry approval if changes to the existing signage/configuration are required.
24. The Ministry contact person is Michele Ihas, District Development Technician, West Kootenay District, 250-354-6526.
25. The <sup>RDKB</sup> RDCK contact person is John Maclean, CAO, 250-368-9148.

The rights granted to the Permittee in this permit are to be exercised only for the purpose as defined in Recital B on page 1.

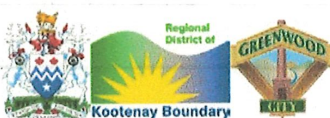
Dated at Nelson, British Columbia, this 14th day of July, 2010.

On Behalf of the Minister



REGIONAL DISTRICT OF  
KOOTENAY BOUNDARY

SEP 10 2019

REF. TO: T.L  
CC: MF

## 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](mailto: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 PICKLEBALL CLUB	
Mailing Address:		P.O. Box 348 MIDWAY, BC V0H 1M0 (All Lower Case)	
Phone:	250-551-5034	Email:	KSORSDAHL@GMAIL.COM
Contact Person (Representative)	KATHY SORSDAHL		
Amount of grant request?	300.00		
What is the purpose of the grant?	TO PAY FOR INSURANCE TO BE ABLE TO PLAY PICKLE- BALL IN THE BOUNDARY CENTRAL SCHOOL 2 NIGHTS A WEEK		

OCT 1 - APR 30

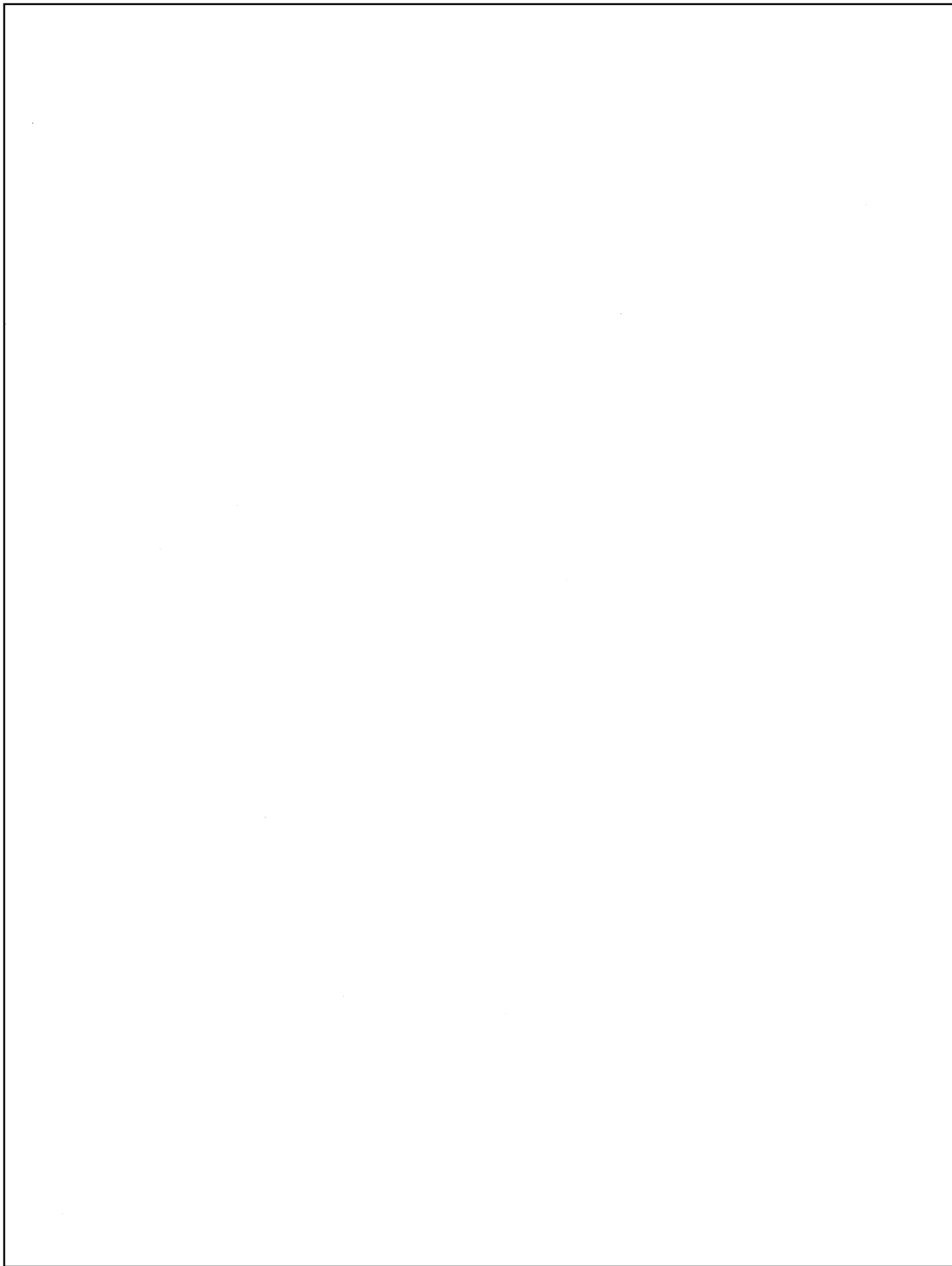


			
Who will the grant benefit?	<p>EVERYONE WHO WOULD LIKE TO PLAY PICKLE BALL, THE BATS AND BALLS ARE SUPPLIED AND NO USER FEE.</p>		
What are the other funding sources for this program/event?	<p>_____</p> <p>_____</p> <p>_____</p>		
Are the participants being charged to participate?	<p>Yes _____ No <u>NO</u></p> <p>If yes, how much? _____</p>		
Estimated # of benefiting participants?	<p>12 PLUS</p>		
Where will the program/event be held?	<p>BOUNDARY, SECONDARY SCHOOL CENTRAL</p>		
When will the program/event be held?	<p>TWICE A WEEK.</p>		
Signature of Authorized Representative	<p><i>H. Sandall</i></p>	Date	<p>SEPT 5/2019</p>

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		





## STAFF REPORT

**Date:** 28 Aug 2019 **File**  
**To:** Chair Russell and Members,  
 Board of Directors  
**From:** Beth Burget, General Manager of  
 Finance  
**Re:** Cybersecurity

### Issue Introduction

A staff report from Beth Burget, General Manager of Finance, with respect to Cybersecurity.

### History/Background Factors

At the June 2019 Board meeting, the auditors, Grant Thornton, provided an overview of other services which they offer including cybersecurity services. The Board had requested further information with respect to the cybersecurity services. Grant Thornton has provided the following information which is attached:

- Cybersecurity Overview Brochure
- Cybersecurity Self Assessment Questionnaire
- Cybersecurity Health Check Brochure

Grant Thornton estimates that the fee for a general cyber awareness presentation would be between \$2,000 - \$4,000 and a Cybersecurity Health Check would cost between \$10,000 and \$25,000 depending on the magnitude of the work.

This information is provided as requested by the Board. It may be of benefit to have the IT Manager review this documentation and provide an assessment on the status of cybersecurity within the organization and whether these services would be of benefit to the District.

### Implications

The organization needs to have a strong cybersecurity strategy. The Manager of Information Technology could provide information with respect to the organization's current position and if there would be a benefit to a review by an external party.

**Advancement of Strategic Planning Goals**

Reviewing the organizations status with respect to cybersecurity advances the Board's strategic priority of focusing on good management and governance.

**Background Information Provided**

- CS Health Check - May 10, 2019
- CS Overview Brochure - May 10, 2019
- CS Self Assessment Questionnaire - May 10, 2019

**Alternatives**

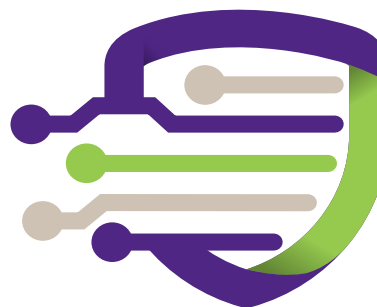
- Receive
- Approve
- Defer

**Recommendation(s)**

That the Board provide direction to staff with respect to Grant Thornton's proposals relating to Cybersecurity.



## Increase your Cybersecurity maturity



### Let's talk about your organization's Cybersecurity strategy. We can help.

Many organizations are only just becoming aware of the true nature and potential impact of the Cybersecurity threats they face. Grant Thornton can help simplify the process. We deliver sophisticated advice in plain language and suggest practical steps you can take to improve your security position and strengthen your security framework.



#### ASSESS

Assess the people, processes and technology associated with your cyber program, such as your management, data security, awareness and training, and external risks.



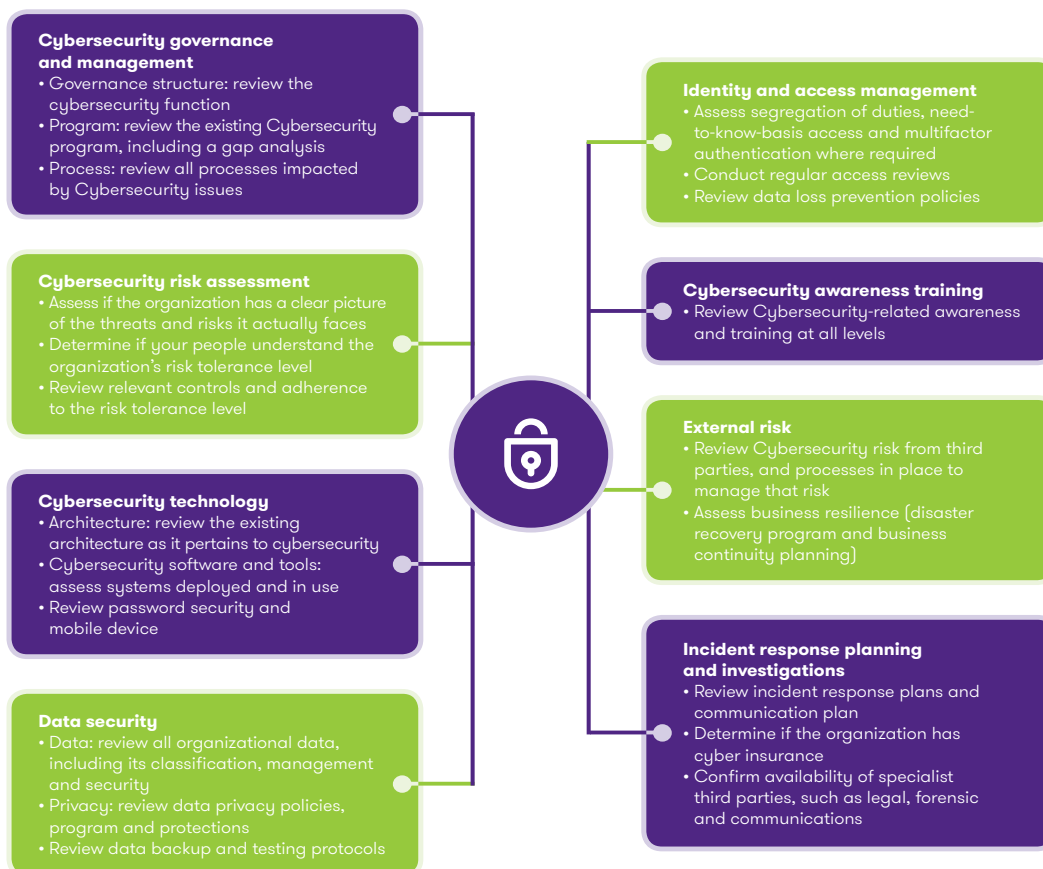
#### REMEDIATE

Remediate vulnerabilities; develop new strategies; enhance existing facilities; and establish policies, controls and processes to improve your Cybersecurity function.



#### RESPOND

Respond with assistance and support for any Cybersecurity breach or attack, including breach coaching, breach response, digital forensic investigation and litigation support.



**Grant Thornton offers a full suite of Cybersecurity services to help organizations understand and manage their cyber-related vulnerabilities and respond to cyber incidents.**

To learn how Grant Thornton Cybersecurity services can help you to defend your business and secure your assets, please contact:

**Western Canada**

**Shane Troyer**  
Partner, Advisory Services  
T +1 604 443 2148  
E [Shane.Troyer@ca.gt.com](mailto:Shane.Troyer@ca.gt.com)

**Central Canada**

**Sandy Boucher**  
Senior Manager, Advisory Services  
T +1 416 369 7027  
E [Sandy.Boucher@ca.gt.com](mailto:Sandy.Boucher@ca.gt.com)

**Atlantic Canada**

**Leah White**  
Partner, Advisory Services  
T +1 902 491 7718  
E [Leah.White@ca.gt.com](mailto:Leah.White@ca.gt.com)



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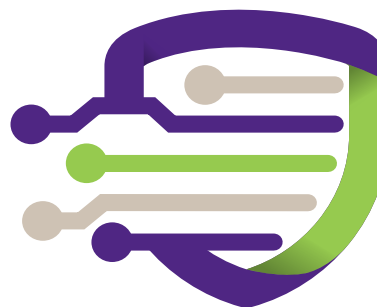
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# Cybersecurity maturity



## Self-assessment questionnaire

QUESTION	YES	?	NO
<b>GOVERNANCE</b>			
Does your organization have the structures, policies and processes in place to understand, assess and manage security risks to the network and information systems that support your essential services?			
Do you have an effective metrics dashboard and system to communicate your ongoing and completed activities to executive management and shareholders?			
<b>CYBER RISK ASSESSMENT</b>			
Can your organization effectively identify, assess and understand its security risks?			
Do you conduct risk assessments to identify, quantify and prioritize risks against criteria for risk acceptance?			
<b>BUSINESS RESILIENCE AND SYSTEMS SECURITY - BCP / DRP</b>			
Does your organization build resilience against cyberattack and system failure into the design, implementation, operation and management of the systems that support the delivery of your essential services?			
Do you review and ensure that effective controls are in place around the security operations and architecture of your various levels and platforms? (Email, internet activity, patching procedures, intrusion detection and prevention systems, security monitoring and threat intelligence.)			
<b>APPLICATION SECURITY</b>			
Does your organization independently test and scan applications before they are deployed into the production environment?			
Do you have a defect management process to improve application security by addressing reported issues and bugs?			
Do you run static code analysis and dynamic code reviews—either internally or through third parties—before software releases?			
<b>THIRD-PARTY RISK MANAGEMENT</b>			
Does your organization evaluate and manage security risks that arise as a result of dependencies on external suppliers to the network and information systems that support the delivery of essential services? This includes ensuring that appropriate measures are employed where third-party services are used.			
Do you retain the contractual right to audit suppliers?			



QUESTION	YES	?	NO
<b>IDENTITY AND ACCESS MANAGEMENT</b>			
Does your organization review who has access to systems and functions supporting the delivery of essential services on a regular basis to ensure segregation of duties?			
Do you maintain an effective access management process that provides access only on a need-to-know basis?			
<b>HR SECURITY</b>			
Does your organization conduct screening and reference checks before staff members commence employment?			
Do you revoke all access upon an employee's termination date?			
Do your staff members have appropriate awareness, knowledge and skills to maintain the security of the network and information systems that support your delivery of essential services?			
<b>DATA SECURITY MANAGEMENT AND PRIVACY</b>			
Does your organization protect the data that you store or transmit electronically from actions that may cause disruption to essential services, such as unauthorized access, modification or deletion?			
Do you have the proper controls to classify, handle, store, retain and destroy data as required?			
Do you have the proper administrative, physical and technical controls to ensure that employees and third parties have access to data only on a need-to-know basis and in accordance with applicable privacy laws and standards?			
<b>PHYSICAL SECURITY</b>			
Does your organization have a formal physical security program (including CCTV, door ajar alarms) to protect staff and organizational assets?			
Do you have the proper environmental controls for different data centres, including UPS and diesel generators to support continuous operations?			
<b>SECURITY STANDARDS COMPLIANCE</b>			
Has your organization identified relevant security standards as part of industry, regulatory or practical requirements?			
Do you perform audits to ensure compliance with relevant legal, regulatory, security and industry requirements?			
<b>INCIDENT RESPONSE AND INVESTIGATION</b>			
Does your organization have a formal and well-communicated incident response management plan?			
Do you monitor the security status of the networks and systems supporting the delivery of essential services to detect potential problems and track the ongoing effectiveness of protective security measures?			

To learn how Grant Thornton Cybersecurity services can help you to defend your business and secure your assets, please contact:

**Western Canada**

**Shane Troyer**  
Partner, Advisory Services  
T +1 604 443 2148  
E Shane.Troyer@ca.gt.com

**Central Canada**

**Sandy Boucher**  
Senior Manager, Advisory Services  
T +1 416 369 7027  
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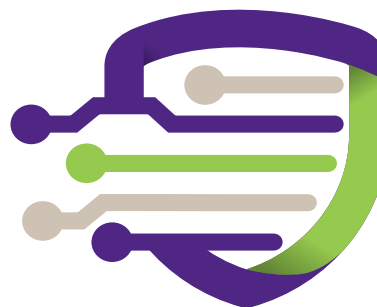
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# Cybersecurity health check



## Is your Cybersecurity program up-to-date with industry best practice?

Our Cybersecurity health check helps you assess the quality of your controls relative to the risks your organization faces. And, you'll gain the peace of mind that comes with knowing where to focus your energy and resources.

### THE CHALLENGE

As organizations become increasingly dependent on digital technology, the playing field for cybercriminals continues to grow.

The explosion of data generated by digital technology, combined with a new degree of connectedness among organizations, creates opportunity for hackers, cybercriminals and even terrorists.

Despite this reality, the majority of Canadian organizations do not have formal policies for Cybersecurity risks, and do not document risks in business continuity plans, internal audits or risk registers. Many have not even taken simple steps to protect themselves.



#### What is Cybersecurity?

Cybersecurity comprises technologies, processes and controls that are designed to protect systems, networks and data from cyber attacks (IT Governance).



#### Did you know?

42% of businesses with 100+ employees have fallen prey to a cyber attack in the last year. Industry experts assess that more than 80% of these attacks could have been prevented with good Cybersecurity basics.

### OUR SOLUTION

The Cybersecurity health check is our standardized tool for assessing security arrangements. Based on best practice, it includes specific advice that you can action immediately.

Together we complete a guided assessment, covering categories such as key risks, security configuration, user education, awareness and monitoring.

We then score this, providing a clear comparison of your current status against best practice. We also outline pragmatic steps for improvement, if required, based on industry best practice.

In addition to the guided assessment, we run an external vulnerability scan to identify any immediate issues with your internet-facing network and check the dark web for any of your security credentials (e.g. usernames and passwords) that may be in criminal domains. Both of these are run using your high level domain and no internal system access is required.



**Easy to understand:** You don't need prior knowledge of Cybersecurity. Our guided assessment means we meet with you and take you through everything together.



**Actionable:** We provide you with a report explaining your strengths and vulnerabilities, helping to prioritize key risks to your organization.



**Commercial view:** Our background in assurance means we'll bring rigour and business insight to our assessment process.



**Questionnaire:** We will send this ahead of the guided assessment.



**Site visit:** Our advisors will arrange a short workshop to collate answers and discuss.



**External assessment:** We run an external vulnerability scan and identify if any of your security credentials are already available on the dark web.



**Report:** Your organization's results will be presented in an assessment report with links to industry best practice where applicable.



**Feedback:** We present results and recommend and discuss next steps.



#### HELPING YOU MANAGE RISK WITH CONFIDENCE

Grant Thornton provides global-intelligence-led cyber risk and current threat profiling. Our specific, pragmatic and actionable advice, based on industry best practice, will help you improve your cybersecurity and manage security incidents should they occur.

Beyond helping you identify potential risk, we provide the information you need to make informed business decisions to maintain or improve your Cybersecurity. You gain the ability to manage your organization with greater confidence.

**Grant Thornton offers a full suite of Cybersecurity services to help organizations understand and manage their cyber-related vulnerabilities and respond to cyber incidents.**

To learn how Grant Thornton Cybersecurity services can help you to defend your business and secure your assets, please contact:

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## STAFF REPORT

**Date:** 09 Oct 2019 **File** ES-GHG  
**To:** **Chair Russell and Members of the RDKB Board of Directors**  
**From:** Freya Phillips, Senior Energy Specialist  
**Re:** Declaration of Climate Emergency

### Issue Introduction

A Staff Report from Freya Phillips, Senior Energy Specialist regarding the Declaration of a Climate Emergency.

### History/Background Factors

At the Regular Meeting of the Board of Directors on June 27, 2019 there was a resolution "That for a future meeting staff provide the Board with a report with further information regarding a Declaration of Climate Emergency including examples used by other local governments and information on the implications making the declaration may have on the RDKB. FURTHER that staff communicate to the public the positive climate adaptation initiatives and successes that the RDKB has implemented to date as reported in the RDKB Climate Adaptation Revenue Incentive Program (CARIP) Report and those initiatives that will be implemented in the future."

### Climate impacts in Canada

Earlier in the year, the Canadian government released the first stand-alone assessment of how and why Canada's climate has changed, and what changes are projected for the future. It confirms that Canada's climate has warmed in response to global emissions of carbon dioxide from human activity. Both past and future warming in Canada is, on average, about double the magnitude of global warming. Northern Canada has warmed and will continue to warm at even more than double the global rate.

The effects of widespread warming are already evident in many parts of Canada and are projected to intensify in the near future. A warmer climate will affect the

frequency and intensity of forest fires, the extent and duration of snow and ice cover, precipitation, permafrost temperatures, and other extremes of weather and climate, as well as freshwater availability, rising of sea level, and other properties of the oceans surrounding Canada.

#### RDKB Actions

In response to climate change, the RDKB has several commitments and projects underway that support preparation for climate adaptation and commitment to mitigation measure, including, but not limited to:

#### *Mitigation Targets*

- The RDKB unincorporated areas Community GHG reduction target is 33% below 2007 levels by 2020.
- The RDKB unincorporated areas Corporate GHG reduction target is 34% below 2008 levels by 2024.

#### *Mitigation Activities*

- Implementation of the 2016 RDKB Strategic Community Energy and Emissions Plan.
- Implementation of the 2019 RDKB Corporate Greenhouse Gas Reduction Plan that will deliver the RDKB corporate reduction target (as outlined above).

#### *Adaptation*

- Sponsor and participate in the Selkirk College regional study "Building the Columbia Basin-Boundary Region's Capacity to Adapt to Climate Change".

#### Who has made a declaration of climate emergency?

In response to the International Panel of Climate Change Special Report on Global Warming of 1.5°C, a number of Federal and local governments across the world have declared a State of Climate Emergency.

On 18 June 2019, the Canadian House of Commons passed a motion to declare a national climate emergency in Canada. The rationale was climate change is an urgent threat to our environment, our health, our economy, and our future. The resolution was seen as an opportunity for the Government to affirm its commitment to the climate targets.

To date, there are 449 regional districts and municipalities in Canada (395 in Quebec) that have declared a state of climate emergency or climate crisis. As part of the declaration and there have been various levels of commitments and actions pledged.

What is involved?

These declarations have been passed through local government Boards and Councils as resolutions therefore not requiring a particular course of action. The more progressive declarations include the following common elements:

- A statement of the current context and local impacts felt by climate change;
- A call for the development of, or adoption of, more stringent GHG reduction targets in line with those set out by the IPCC report;
- A call for new or revised action plans containing measures sufficient to achieve the new GHG reduction targets adopted;
- A call for other local governments and for senior levels of government to do likewise; and
- A call for senior levels of government to provide Local Governments with expanded resources to facilitate climate action at the local level.

Proposed Options*Option 1: Declare a state of climate emergency*

RDKB declares a state of climate emergency. The declaration includes:

- an outline of the RDKB corporate and community targets,
- RDKB climate adaptation initiatives,
- RDKB climate change mitigation successes and future activities,
- the requirement for staff to report back to Board of Directors with a revised plan of future mitigation and adaptation initiatives in 150 days.

Pros: Declaring a state of climate emergency through resolution creates an opportunity to demonstrate commitment to managing climate and leadership, and gain positive publicity.

Con: A declaration of a state of climate emergency could create confusion with a legally binding local state of emergency.

*Option 2: Acknowledge the importance of climate change*

RDKB publicly acknowledges the importance of climate change and outlines its existing commitments. The acknowledgement includes:

- an outline of RDKB corporate and community targets,
- RDKB climate adaptation initiatives,
- RDKB climate change mitigation successes and future activities, and
- the requirement for staff to report back to Board of Directors on the status of existing plans in 150 days.

Pros: Acknowledges the RDKB commitment to climate change mitigation and the need for adaptation, highlighting activities being undertaken.

Con: RDKB may be seen as not being fully committed to responding to climate change.

### **Implications**

#### Option 1: Declare a state of climate emergency

Declaring a Climate Emergency and the commitment for staff to report back to the Board on a revised plan in 150 days would require either additional resources or changing the focus of the senior energy specialist from delivering the FortisBC work plan as per the funding agreement.

#### Option 2: Acknowledge the importance of climate change

No additional financial implications.

### **Advancement of Strategic Planning Goals**

Environmental Stewardship/Climate Preparedness

- We will plan for climate change adaptation and mitigation

### **Background Information Provided**

1. Example of Option 1 - Declaration of a State of Climate Emergency
2. Example of Option 2 - Acknowledge the importance of climate change

### **Alternatives**

1. The Regional District of Kootenay Boundary Board of Directors acknowledge the importance of climate change, and outline RDKB's existing corporate and community targets, climate adaptation initiatives and mitigation activities. FURTHER report back to the Board in 150 days on the status of the existing targets and plans,
2. The Regional District of Kootenay Boundary Board of Directors declares a state of climate emergency and outline RDKB's existing corporate and community targets, climate adaptation initiatives and mitigation activities. FURTHER report back to the Board in 150 days with a revised plan,
3. The Regional District of Kootenay Boundary Board of Directors return the staff report to staff for more input, or
4. The Regional District of Kootenay Boundary Board of Directors do nothing further.

### **Recommendation(s)**

The Regional District of Kootenay Boundary Board of Directors acknowledge the importance of climate change, and outline RDKB's existing corporate and community targets, climate adaptation initiatives and mitigation activities. **FURTHER**, report back to the Board in 150 days on the status of the existing targets and plans.



## Regional District of Kootenay Boundary

### OPTION 1 – Declaration of a State of Climate Emergency

#### WHEREAS

1. The British Columbia government declared a provincial state of emergency in 2018 over record-setting wildfires;

a. Wildfires in BC broke the record for km<sup>2</sup> burned in 2018, surpassing the record of 12,161 km<sup>2</sup> and 65,000 forced from their homes in 2017;

b. Wildfires in California killed more than 100 people and caused over \$14.5 billion in insured losses in 2018;

2. In Spring 2018, the Regional District Areas C, D and E and the City of Grand Forks experienced the worst flooding since 1948.

- Over 3,200 people were asked to leave their homes for more than 10 days across the entire Boundary region and when the water receded, over 450 structures were damaged or destroyed.
- To date, the direct response and recovery cost is over \$20 million.
- Loss of revenue to Boundary businesses is estimated to be in the range of \$26 million.
- The estimate cost for mitigating future disasters in the region, is about \$56 million.

3. The House of Commons of Canada passed a motion to declare a national climate emergency in Canada acknowledging that climate change is an urgent threat to our environment, our health, our economy, and our future.

4. The Intergovernmental Panel on Climate Change (IPCC) has recommended emissions reduction targets of 45 per cent below 2010 levels by 2030 and 100 per cent below 2010 levels by 2050 in order to limit global warming to no more than 1.5 C above pre-industrial levels;

5. These emissions reduction targets are not being met at the national, provincial or local level in Canada and Canadians have some of the highest per capita emissions worldwide;

6. The impacts of climate change will be felt in all communities across Canada, with both past and future warming in Canada is, on average, about double the magnitude of global warming;

7. RDKB and its constituents are already facing significant costs to deal with the impacts of climate change, including flood recovery, forest fires, storm water management;

8. A growing list of jurisdictions around the world have recently declared or officially acknowledged the existence of a global climate emergency.





THEREFORE BE IT RESOLVED THAT:

- (1) Board of Directors recognizes that climate change constitutes an emergency for the Regional District of Kootenay Boundary; and
- (2) Staff be directed to report back within 150 days regarding:
  - The status of actions presently being undertaken to reduce greenhouse gas emissions to meet the RDKB corporate and community targets;
  - Actions RDKB is presently taking to adapt to climate change.
  - Additional actions that the District could take in the short, medium and long term (corporate and community) to further reduce GHG emissions.



**Regional District of Kootenay Boundary**

**OPTION 2 - Acknowledge the Importance of Climate Change**

**WHEREAS**

1. There is global consensus among climate scientists that climate change is happening and that human activity is the cause. Communities must be prepared to join others to respond to the impacts of climate change (climate adaptation) while at the same time reduce greenhouse gas emissions (climate change mitigation) to minimize climate impacts.
2. The impacts of climate change will be felt in all communities across Canada, with both past and future warming in Canada is, on average, about double the magnitude of global warming.
3. RDKB and its communities are already facing significant costs to deal with the impacts of climate change, including flood recovery, forest fires, storm water management.
4. RDKB through the Strategic Plan 2015-2018, has committed "We will plan for climate change adaptation and mitigation". This will be delivered through RDKB 2019 Corporate Greenhouse Gas Reduction Plan, 2016 Strategic Community Energy and Emissions Plan and its involvement in the adaption research project.

**THEREFORE BE IT RESOLVED THAT:**

The Regional District of Kootenay Boundary Board of Directors recognizes that the importance of climate change and the need for all levels of Government to undertake encompassing changes to mitigate and adapt to climate change.

AND FURTHER, that the Board direct staff to report back within 150 days on:

- The status of actions presently being undertaken to reduce greenhouse gas emissions to meet the RDKB corporate and community targets;
- The actions the RDKB is presently taking to adapt to climate change.



## STAFF REPORT

**Date:** 09 Oct 2019 **File** ES - Solid Waste  
**To:** **Chair Russell and Board of Directors**  
**From:** Janine Dougall, General Manager of Environmental Services  
**Re:** Excavator Purchase - Authorization

### Issue Introduction

A Staff report from Janine Dougall, General Manager of Environmental Services regarding the results from the procurement process for the purchase of an excavator for use in Environmental Services (Solid Waste).

### History/Background Factors

The RDKB owns an excavator that was originally 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.

\$410,000 was included in the approved 2019 budget for purchase of the excavator. This included the use of \$160,000 from reserves as well as \$250,000 to be borrowed over a 5 year period.

A Request for Proposal document was issued in August, 2019 with a closing date of September 20, 2019. The procurement document was advertised on BC Bid as well as the RDKB website.

### Implications

Prior to the closing date, a total of 10 submissions were received in response to the Request for Proposals. An evaluation of received proposals was conducted by RDKB staff. Please see attached documentation from Rob McGregor, Solid Waste Operations Coordinator for additional information.

Based on the evaluations conducted, the recommendation is to proceed with purchase of a 2019 Volvo EC200E excavator from Great West Equipment for a total cost of \$322,769 (plus taxes).

The monies for purchase of the excavator will require the use of \$160,000 in reserve funds and the borrowing of up to a maximum of \$186,000 to be paid back over a 5 year period.

### **Advancement of Strategic Planning Goals**

The strategic priorities associated with this project are "We will continue to focus on good management and governance" & "We will ensure we are proactive and responsible in funding our services".

### **Background Information Provided**

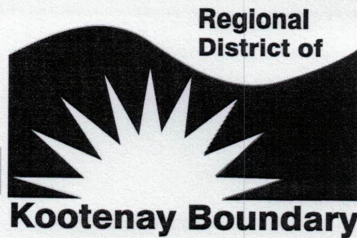
Memorandum from Rob McGregor, Solid Waste Operations Coordinator  
Evaluation Spreadsheet

### **Alternatives**

1. That the Board of Directors authorize the purchase of a 2019 Volvo EC200E Excavator from Great West Equipment for a total cost of \$322,769 (plus taxes). Further, that the Board of the Regional District of Kootenay Boundary authorizes up to \$186,000 be borrowed through equipment financing, under Section 403 of the Local Government Act, from the Municipal Finance Authority, for the purpose of purchasing an excavator; and  
That the loan be repaid within five years, with no rights of renewal.
2. That the Board of Directors not authorize the purchase of an excavator.

### **Recommendation(s)**

That the Board of Directors authorize the purchase of a 2019 Volvo EC200E Excavator from Great West Equipment for a total cost of \$322,769 (plus taxes). Further, that the Board of the Regional District of Kootenay Boundary authorizes up to \$186,000 be borrowed through equipment financing, under Section 403 of the Local Government Act, from the Municipal Finance Authority, for the purpose of purchasing an excavator; and  
That the loan be repaid within five years, with no rights of renewal.



8798 GRANBY RD.  
BOX 1965  
GRAND FORKS, B.C  
VOH 1H0  
(250) 442-2734, Cell (250) 442-7042  
rmcgregor@rdkb.com

## MEMORANDUM

**TO:** JANINE DOUGALL, GENERAL MANAGER OF  
ENVIRONMENTAL SERVICES  
**FROM:** ROB MCGREGOR, SOLID WASTE OPERATIONS COORDINATOR  
**DATE:** SEPTEMBER 26, 2019

**SUBJECT:** Results from 2019 Excavator RFP

**MESSAGE:** Ten submissions were received before the deadline for the purchase of a new Excavator for all RDKB landfill operations. The results of those submissions are listed in the attached spreadsheet (two submissions each were received from Finning and Brandt Tractor but only the lowest two were placed in the spread sheet for comparison).

It is staff's recommendation that the RFP be awarded to Great West Equipment for their submission to supply the Volvo EC200E Excavator for the base unit price of \$285,268.89 plus the addition of the items listed under the options section (Ripper attachment, Flail Mover Attachment, Five year/3000 hr. premium warranty, reversible fan and the HEPA cabin air filtration system). This will bring the purchase total to \$322,768.89 plus taxes.

This submission meets all our required specifications as well as the lowest cost option. Staff has no concerns as to the quality or service that will be expected from Great West Equipment in being able to service our needs with this quality piece of equipment for its service life.

This submission is well within our 2019 budgeted amount and can be delivered within the allotted time frame.

Corporately yours

Rob McGregor, Solid Waste Operations Coordinator

**SUBMISSION**

Great West Equipment  
Williams Machinery  
Inland Equipment  
Woodland Equipment  
SMS Equipment  
Brandt Tractor  
Finning  
Douglas Lake

<b>GENERAL:</b>								
Machine Manufacturer - specify	Volvo	Doosan	Link Belt	Hyundai	Komatsu	John Deere	Cat	Kobelco
Machine Type – Track Excavator	EC200E	DX180LC-5	210x2Exlc	HX180L	PC200LC-8	180GLC	318FL	SK210LC
Total Operating Weight	22,750	19,610	21,169	19,484	21437	22024	19300	22400
(Minimum 19,000kg Maximum 22,750kg without removable attachments, Transport weight) - specify	Full Weight		Full Weight			Full Weight		Base Weight
<b>Dimensions:</b>								
- Overall Height of Cab – specify	9'7"	9'7"	9'11"	9'9"	10'	9'8"	9'6"	10'
- Overall Height of Boom lowest position (transport height) – specify	9'8'	9'4"	9'9"	9'11"	9'9"	11'1"	10'6"	9'9"
- Overall Height of Engine Hood – specify	9'7'	6'10"	not given	8'5"	6'10"	8'6"	not given	8'10"
- Overall Length – specify	31'9"	28'9"	30'10"	28'5"	31'7"	29'8"	28'2"	31'6"
- Track Length – specify	14'8"	13'4"	14'8"	13'6"	14'7"	13'8"	13'4"	14'7"
- Overall Width – specify	9'10"	9'6"	10'6"	9'4"	10'5"	9'10"	8'6"	10'5"
- Ground Clearance – specify	18"	18.1"	18"	18"	17"	18"	17"	18"

- Counter Weight Clearance - specify	unknown	40.1"	3'5"	3'6"	3'7"	3'5"	3'4"	3'6"
Cat Walks	no	yes	no	yes	yes	yes	no	yes
Full Bolt On Under House Guarding	yes	yes	yes	yes	yes	yes	yes	yes
<b>ENGINE:</b>								
Engine Manufacturer – specify	Volvo	Perkins	Izuzu	Perkins	Komatsu	John Deere	Cat	Hino
Engine Type (minimum Tier 3compliant)- specify	Tier 4	Tier 4	Tier 3	Tier 4	Tier 3	Tier 3	Tier 4	Tier 4
Net Power (ISO 9249) minimum 135hp – specify	154	131	157	137	148	121	122	160
Air Pre-cleaner	yes	yes	yes	yes	yes	yes	yes	no
Number of Cylinders – specify	4	4	4	4	6	4	4	4
Displacement – specify	4.04	4.4	5.2	4.4	6.69	4.4	4.4	5.12
Compression Ratio - specify				16.5:1	16:01	19.0:1	16.1:1	
Fuel Type - Machine may be operated with	yes	yes	yes	yes	yes	yes	yes	yes
bio-diesel. Please provide us with information, if there are any restrictions on the fuel quality.								
Fuel-Consumption @ 75% Full Power	8L/hr	12 L/hr	15.4 L/hr	9.3 L/hr	10.6 L	13.6 l/hr	9.1 L/hr	21.6 L/hr
Starter – Voltage / Power	24v	24v	24v	24V	24v	24v	24v	24v
DEF required - specify	yes	yes	no	yes	no	no	yes	yes
(Factory delete-able with same warranty)	yes	no	n/a	no	n/a	n/a	no	no

Engine Coolant Diesel Heater	yes	yes	yes	yes	yes	yes	yes	yes
Engine electrical block heater	yes	yes	no	yes	yes	yes	yes	yes
<b>WORKING RANGES:</b>								
Boom Length (standard) – specify	18'8"	17'1"	18'8"	16'9"	18'8"	17'1"	16'9"	18'6"
Stick Length (standard) – specify	9'6"	8'6"	9'8"	7'3'	9'7"	10'6"	10'2"	9'8"
Max Digging Reach – On Ground – specify	32'3"	27'11"	32'6"	28'	31'10"	32'1"	30'1"	31'11"
Max Digging Reach – Depth – specify	22'3"	28'5"	21'10"	21'6"	21'9"	23'2"	21'	32'6"
<b>WORK FORCES:</b>								
Breakout Force – specify	33500	28881	34170	30160	33510	28244	24200	35300
Tearout Force – specify	24730	20503	34170	22210	24250	18825	16700	unknown
Draw Bar Pull - specify	40016	45195	42489	37500	40120	45636	26648	51500
Lift Capacity @ groundline over front @ 4.5	24690	18270	22050	21738	27200	21244	16400	14690
Metres distance from centreline of rotation -specify need 21407								
<b>SERVICEABILITY:</b>								
Ground level servicing	yes	yes	yes	yes	yes	yes	yes	yes
Remote filters	yes	yes	yes	yes	yes	yes	yes	yes



<b>Refill Capacities:</b>	litres	litres	litres	litres	litres	litres	litres	litres
Engine Oil	17	8	23	10.5	23.1	14.5	13.5	18
Hydraulic Oil	300	55	240	240	135	210	190	140
Coolant	14	25	25.6	37.5	20.4	23.5	26	23
Gear box	5.4	3		5	7.1	7	8	2.7
Final drives	2.5 each	5	4.5 each	5.8 each	3.0 each	6.8 each	8 each	5.3 each
<b>Service intervals Filters:</b>	hours							
Engine Oil	500	500	500	500	500	500	500	500
Hydraulic Oil	2000	1000	2000	1000	1000	1000	1000	1000
Coolant	n/a	n/a	n/a	n/a	n/a	n/a	2000	2000
Gear box	n/a	n/a	n/a	1000	n/a	n/a	n/a	n/a
Final drives	na	n/a	n/a	1000	2000	n/a	n/a	n/a
<b>Service intervals Fluids:</b>	hours							
Engine Oil	500	500	500	500	500	500	500	500

Hydraulic Oil	5000	1000	5000	1000	5000	5000	6000	2000
Coolant	6000	2000	4000	2000	4000	6000	12000	2000
Gear box	1000	500	1000	1000	1000	2000	1000	500
Final drives	2000	500	1000	1000	2000	2000	2000	500
Location of closest service/warranty shop and parts department	Vernon	Kelowna	Castlegar	Vernon	Kamloops	Castlegar	Cranbrook	Kamloops
<b>UNDERCARRIAGE:</b>								
Long Track undercarriage	yes	yes	yes	yes	yes	yes	yes	yes
Number of Carrier Rollers – specify	2	2	2	2	2	2	2	2
Number of Track Rollers – specify	8	7	8	7	9	7	7	8
Segmented Sprocket Risers	1	yes	1	1	1	yes	1	1
24’-32” Triple Semi Grouser Pads	24	24-32?	31.5"	28"	31'5"	32"	28'	
Sealed and Lubricated Tracks	yes	yes	yes	yes	yes	yes	yes	yes
Guards – specify	Bear Paw	4 posts	track guides	rail gaurds	track gards	propel	track guides	3
<b>ELECTRICAL SYSTEMS:</b>								
Alternated /Rated Output – specify	80 amp	85 amp	50 amp	100 amp	50 amp	100 amp	85 amp	60 amp

Batteries - Size – specify	100 amphr	100amphr	92 amphr	100 amphr	110 amphr	110 amphr	100 amphr	96 amphr
Converter Equipped/Available Power	yes	yes	yes	yes	yes	yes	yes	yes
<b>EXTERIOR LIGHTING:</b>								
Lighting Package (minimum 2 on cab, 1 on boom guarded LED) – specify	4 total	4	led	6	4	4	3 not guarded	4 halogen
<b>HYDRAULIC SYSTEM:</b>								
Pump Output @ Rated RPM (GPM) – specify	105.6 gpm	80 gpm	111.4 gpm	86.6 gpm	116 gpm	101 gpm	79 gpm	121.5 gpm
Relief Valve Setting – specify	5265 psi	4978 psi	5340 psi	5400 psi	5400 psi	5511 psi	5080 psi	5480 psi
Thumb including Hydraulics – specify	progressive	progressive	progressive	1 and 2 way	yes	progressive	yes	progressive
<b>HYDRAULIC SYSTEM CONTINUED:</b>								
Dual Control – Hand Control Pattern – specify	yes	yes	yes	yes	yes	yes	yes	yes
Auxiliary Hydraulic Valve	yes	yes	yes	yes	yes	yes	yes	yes
Hydraulic driven reversing engine cooling fan	no	yes	yes	yes	no	yes	no	yes
	flexair possible							
<b>POWER TRAIN AND CAB:</b>								
Drive System – specify	2 speed	2 speed	hydrostatic	hydrostatic	hydrostatic	2 speed	hydrostatic	2 speed

Max Speed Forward – specify	5.6 km/hr	3.17 mph	5.6 km	5.3 km/hr	5.5 km/hr	5.3 km/hr	4 km/h	6 km/hr
Max Speed Reverse – specify	5.6 km/hr	3.17 mph	5.6 km	5.3 km/hr	5.5 km/hr	5.3 km/hr	4 km/h	6 km/hr
Warning Horn and track movement alarm	yes	yes	yes	yes	yes	yes	yes	yes
Windshield Wipers Front intermittent	yes	yes	yes	yes	yes	yes	yes	yes
Rear- specify	none	none	none	none	none	none	none	none
Rear View Mirrors and Camera	yes	yes	no	yes	yes	yes	yes	yes
Vandalism Protection (All compartments and fluid access lockable)- specify	yes	yes	yes	yes	yes	yes	yes	yes
Air Conditioning – Factory/Rooftop	yes	yes	yes	yes	yes	yes	yes	yes
Fire Suppression / Fire Extinguisher – specify	extinguisher	extinguisher	extinguisher	extinguisher	extinguisher	extinguisher	extinguisher	extinguisher
Prewired with power and Antenna for UHF Radio	yes	yes	yes	yes	yes	yes	no	yes
AM/FM Radio with Bluetooth connectivity for music streaming and phone hands-free use	yes	no bt	yes	yes	yes	yes	no bt	yes
FOG Front Windshield Guard	yes	yes	yes	yes	yes	yes	yes	yes
removable	yes	yes	yes	yes	yes	yes	yes	yes
First Aid Kit - specify	yes	yes	yes	yes	no	yes	yes	yes
Joystick Handles wired for all applicable	yes	yes	yes	yes	yes	yes	yes	yes
attachments								
<b>BUCKETS &amp; ATTACHMENTS</b>								

Heavy Duty Digging Bucket 36" with 4 replaceable pin on teeth.	yes	yes	yes	yes	yes	yes	yes	yes
Clean Up Bucket 60"with bolt on replaceable cutting edge	yes	yes	yes	yes	yes	yes	yes	yes
WBM or equivalent (200 size)Hydraulic wedge	yes	yes	yes	yes	yes	yes	yes	yes
quick coupler with lifting eye. (match existing	yes	yes	yes	yes	yes	yes	yes	yes
coupler lugs)								
Progressive Link Hydraulic Thumb	yes	yes	yes	yes	yes	yes	yes	yes
360° Rotate CWS or equivalent power grapple with replaceable pin on teeth (4/3 tine bypass minimum)	Brand?	Brand?	CWS	Brand?	Brand?	AMI	WBM	Brand?
Auxiliary plumbing and power for attachments: (Allu bucket, grapple, coupler, and thumb)	yes	yes	yes	yes	yes	yes	yes	yes
Pressure eliminator hydraulic quick couplers on	yes	scew-on	yes	yes	yes	yes	yes	yes
all removable connections								
Operator Training Provided at Grand Forks Landfill (Minimum of 2 hours)	yes	yes	yes	yes	yes	yes	yes	yes
<b>WARRANTIES:</b>								
Provide information on all standard warranties	1 yr 2500hr	1 yr 1500 5yr 7500	1 yr 1800 2yr engine	3 yr 3000 5yr 10000	3 yr 6000	1 yr full	1 yr full 5yr 5000 gov	3 yr 3000
Provide information on all included	lifetime frame							
Governmental warranties			5 yr 5000 full					

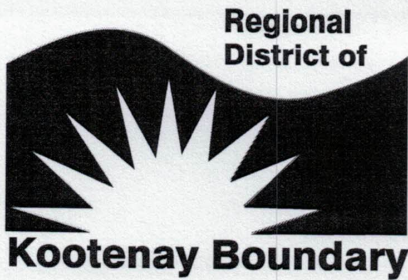
<b>OPTIONAL ITEMS:</b>								
Ripper Shank Attachment	\$ 5,000.00	not given	\$ 4,500.00	\$ 4,415.00	not given	\$ 5,635.00	\$ 5,950.00	\$ 5,195.90
Brofil cab filtration unit including HEPA filter.	\$ 20,600.00	not given	\$ 17,450.00	\$ 4,577.00	not given	\$ 19,295.00	\$ 14,500.00	\$ 14,995.00
Side view cameras	included	not given		\$ 4,909.00	not given	\$ 2,600.00	not given	included
Flail Mower attachment	\$ 25,000.00	not given	\$ 48,179.00	\$ 41,050.00	not given	\$ 34,480.00	not given	\$ 31,025.00
Premium warrenty (5yr-3000hr) + reversing Fan	\$ 7,500.00							

<b>Price</b>	\$ 285,268.89	\$ 289,000.00	\$ 294,250.00	\$ 323,020.00	\$ 327,541.00	\$ 329,700.00	\$ 341,386.00	\$ 362,198.00
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<b>Price with added options (ripper attachment, side view cameras, flail attachment)</b>	\$ 322,768.89		\$ 346,929.00		unknown			
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Indicates Specification not met	
Indicates Critical Specification	
Indicated best selection fo that section	
Indicates the top 3 best suited submissions	





8798 GRANBY RD.  
BOX 1965  
GRAND FORKS, B.C  
VOH 1HO  
(250) 442-2734, Cell (250) 442-7042  
rmcgregor@rdkb.com

## MEMORANDUM

**TO:** JANINE DOUGALL, GENERAL MANAGER OF  
ENVIRONMENTAL SERVICES  
**FROM:** ROB MCGREGOR, SOLID WASTE OPERATIONS COORDINATOR  
**DATE:** SEPTEMBER 26, 2019  
**SUBJECT:** Results from 2019 Excavator RFP

**MESSAGE:** Ten submissions were received before the deadline for the purchase of a new Excavator for all RDKB landfill operations. The results of those submissions are listed in the attached spreadsheet (two submissions each were received from Finning and Brandt Tractor but only the lowest two were placed in the spread sheet for comparison).

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This submission is well within our 2019 budgeted amount and can be delivered within the allotted time frame.

Corporately yours

Rob McGregor, Solid Waste Operations Coordinator

**SUBMISSION**

Great West Equipment

Williams Machinery

Inland Equipment

Woodland Equipment

SMS Equipment

Brandt Tractor

Finning

Douglas Lake

<b>GENERAL:</b>								
Machine Manufacturer - specify	Volvo	Doosan	Link Belt	Hyundai	Komatsu	John Deere	Cat	Kobelco
Machine Type – Track Excavator	EC200E	DX180LC-5	210x2Exlc	HX180L	PC200LC-8	180GLC	318FL	SK210LC
Total Operating Weight	22,750	19,610	21,169	19,484	21437	22024	19300	22400
(Minimum 19,000kg Maximum 22,750kg without removable attachments, Transport weight) - specify	Full Weight		Full Weight			Full Weight		Base Weight
<b>Dimensions:</b>								
- Overall Height of Cab – specify	9'7"	9'7"	9'11"	9'9"	10'	9'8"	9'6"	10'
- Overall Height of Boom lowest position (transport height) – specify	9'8'	9'4"	9'9"	9'11"	9'9"	11'1"	10'6"	9'9"
- Overall Height of Engine Hood – specify	9'7'	6'10"	not given	8'5"	6'10"	8'6"	not given	8'10"
- Overall Length – specify	31'9"	28'9"	30'10"	28'5"	31'7"	29'8"	28'2"	31'6"
- Track Length – specify	14'8"	13'4"	14'8"	13'6"	14'7"	13'8"	13'4"	14'7"
- Overall Width – specify	9'10"	9'6"	10'6"	9'4"	10'5"	9'10"	8'6"	10'5"
- Ground Clearance – specify	18"	18.1"	18"	18"	17"	18"	17"	18"



- Counter Weight Clearance - specify	unknown	40.1"	3'5"	3'6"	3'7"	3'5"	3'4"	3'6"
Cat Walks	no	yes	no	yes	yes	yes	no	yes
Full Bolt On Under House Guarding	yes	yes	yes	yes	yes	yes	yes	yes
<b>ENGINE:</b>								
Engine Manufacturer – specify	Volvo	Perkins	Izuzu	Perkins	Komatsu	John Deere	Cat	Hino
Engine Type (minimum Tier 3compliant)- specify	Tier 4	Tier 4	Tier 3	Tier 4	Tier 3	Tier 3	Tier 4	Tier 4
Net Power (ISO 9249) minimum 135hp – specify	154	131	157	137	148	121	122	160
Air Pre-cleaner	yes	yes	yes	yes	yes	yes	yes	no
Number of Cylinders – specify	4	4	4	4	6	4	4	4
Displacement – specify	4.04	4.4	5.2	4.4	6.69	4.4	4.4	5.12
Compression Ratio - specify				16.5:1	16:01	19.0:1	16.1:1	
Fuel Type - Machine may be operated with	yes	yes	yes	yes	yes	yes	yes	yes
bio-diesel. Please provide us with information, if there are any restrictions on the fuel quality.								
Fuel-Consumption @ 75% Full Power	8L/hr	12 L/hr	15.4 L/hr	9.3 L/hr	10.6 L	13.6 l/hr	9.1 L/hr	21.6 L/hr
Starter – Voltage / Power	24v	24v	24v	24V	24v	24v	24v	24v
DEF required - specify	yes	yes	no	yes	no	no	yes	yes
(Factory delete-able with same warranty)	yes	no	n/a	no	n/a	n/a	no	no

Engine Coolant Diesel Heater	yes	yes	yes	yes	yes	yes	yes	yes
Engine electrical block heater	yes	yes	no	yes	yes	yes	yes	yes
<b>WORKING RANGES:</b>								
Boom Length (standard) – specify	18'8"	17'1"	18'8"	16'9"	18'8"	17'1"	16'9"	18'6"
Stick Length (standard) – specify	9'6"	8'6"	9'8"	7'3'	9'7"	10'6"	10'2"	9'8"
Max Digging Reach – On Ground – specify	32'3"	27'11"	32'6"	28'	31'10"	32'1"	30'1"	31'11"
Max Digging Reach – Depth – specify	22'3"	28'5"	21'10"	21'6"	21'9"	23'2"	21'	32'6"
<b>WORK FORCES:</b>								
Breakout Force – specify	33500	28881	34170	30160	33510	28244	24200	35300
Tearout Force – specify	24730	20503	34170	22210	24250	18825	16700	unknown
Draw Bar Pull - specify	40016	45195	42489	37500	40120	45636	26648	51500
Lift Capacity @ groundline over front @ 4.5	24690	18270	22050	21738	27200	21244	16400	14690
Metres distance from centreline of rotation -specify need 21407								
<b>SERVICEABILITY:</b>								
Ground level servicing	yes	yes	yes	yes	yes	yes	yes	yes
Remote filters	yes	yes	yes	yes	yes	yes	yes	yes

<b>Refill Capacities:</b>	litres	litres	litres	litres	litres	litres	litres	litres
Engine Oil	17	8	23	10.5	23.1	14.5	13.5	18
Hydraulic Oil	300	55	240	240	135	210	190	140
Coolant	14	25	25.6	37.5	20.4	23.5	26	23
Gear box	5.4	3		5	7.1	7	8	2.7
Final drives	2.5 each	5	4.5 each	5.8 each	3.0 each	6.8 each	8 each	5.3 each
<b>Service intervals Filters:</b>	hours							
Engine Oil	500	500	500	500	500	500	500	500
Hydraulic Oil	2000	1000	2000	1000	1000	1000	1000	1000
Coolant	n/a	n/a	n/a	n/a	n/a	n/a	2000	2000
Gear box	n/a	n/a	n/a	1000	n/a	n/a	n/a	n/a
Final drives	na	n/a	n/a	1000	2000	n/a	n/a	n/a
<b>Service intervals Fluids:</b>	hours							
Engine Oil	500	500	500	500	500	500	500	500

Hydraulic Oil	5000	1000	5000	1000	5000	5000	6000	2000
Coolant	6000	2000	4000	2000	4000	6000	12000	2000
Gear box	1000	500	1000	1000	1000	2000	1000	500
Final drives	2000	500	1000	1000	2000	2000	2000	500
Location of closest service/warranty shop and parts department	Vernon	Kelowna	Castlegar	Vernon	Kamloops	Castlegar	Cranbrook	Kamloops
<b>UNDERCARRIAGE:</b>								
Long Track undercarriage	yes	yes	yes	yes	yes	yes	yes	yes
Number of Carrier Rollers – specify	2	2	2	2	2	2	2	2
Number of Track Rollers – specify	8	7	8	7	9	7	7	8
Segmented Sprocket Risers	1	yes	1	1	1	yes	1	1
24'-32" Triple Semi Grouser Pads	24	24-32?	31.5"	28"	31'5"	32"	28'	
Sealed and Lubricated Tracks	yes	yes	yes	yes	yes	yes	yes	yes
Guards – specify	Bear Paw	4 posts	track guides	rail gaurds	track gards	propel	track guides	3
<b>ELECTRICAL SYSTEMS:</b>								
Alternated /Rated Output – specify	80 amp	85 amp	50 amp	100 amp	50 amp	100 amp	85 amp	60 amp

Batteries - Size – specify	100 amphr	100amphr	92 amphr	100 amphr	110 amphr	110 amphr	100 amphr	96 amphr
Converter Equipped/Available Power	yes	yes	yes	yes	yes	yes	yes	yes
<b>EXTERIOR LIGHTING:</b>								
Lighting Package (minimum 2 on cab, 1 on boom guarded LED) – specify	4 total	4	led	6	4	4	3 not guarded	4 halogen
<b>HYDRAULIC SYSTEM:</b>								
Pump Output @ Rated RPM (GPM) – specify	105.6 gpm	80 gpm	111.4 gpm	86.6 gpm	116 gpm	101 gpm	79 gpm	121.5 gpm
Relief Valve Setting – specify	5265 psi	4978 psi	5340 psi	5400 psi	5400 psi	5511 psi	5080 psi	5480 psi
Thumb including Hydraulics – specify	progressive	progressive	progressive	1 and 2 way	yes	progressive	yes	progressive
<b>HYDRAULIC SYSTEM CONTINUED:</b>								
Dual Control – Hand Control Pattern – specify	yes	yes	yes	yes	yes	yes	yes	yes
Auxiliary Hydraulic Valve	yes	yes	yes	yes	yes	yes	yes	yes
Hydraulic driven reversing engine cooling fan	no	yes	yes	yes	no	yes	no	yes
	flexair possible							
<b>POWER TRAIN AND CAB:</b>								
Drive System – specify	2 speed	2 speed	hydrostatic	hydrostatic	hydrostatic	2 speed	hydrostatic	2 speed

Max Speed Forward – specify	5.6 km/hr	3.17 mph	5.6 km	5.3 km/hr	5.5 km/hr	5.3 km/hr	4 km/h	6 km/hr
Max Speed Reverse – specify	5.6 km/hr	3.17 mph	5.6 km	5.3 km/hr	5.5 km/hr	5.3 km/hr	4 km/h	6 km/hr
Warning Horn and track movement alarm	yes	yes	yes	yes	yes	yes	yes	yes
Windshield Wipers Front intermittent	yes	yes	yes	yes	yes	yes	yes	yes
Rear- specify	none	none	none	none	none	none	none	none
Rear View Mirrors and Camera	yes	yes	no	yes	yes	yes	yes	yes
Vandalism Protection (All compartments and fluid access lockable)- specify	yes	yes	yes	yes	yes	yes	yes	yes
Air Conditioning – Factory/Rooftop	yes	yes	yes	yes	yes	yes	yes	yes
Fire Suppression / Fire Extinguisher – specify	extinguisher	extinguisher	extinguisher	extinguisher	extinguisher	extinguisher	extinguisher	extinguisher
Prewired with power and Antenna for UHF Radio	yes	yes	yes	yes	yes	yes	no	yes
AM/FM Radio with Bluetooth connectivity for music streaming and phone hands-free use	yes	no bt	yes	yes	yes	yes	no bt	yes
FOG Front Windshield Guard	yes	yes	yes	yes	yes	yes	yes	yes
removable	yes	yes	yes	yes	yes	yes	yes	yes
First Aid Kit - specify	yes	yes	yes	yes	no	yes	yes	yes
Joystick Handles wired for all applicable	yes	yes	yes	yes	yes	yes	yes	yes
attachments								
<b>BUCKETS &amp; ATTACHMENTS</b>								

Heavy Duty Digging Bucket 36" with 4 replaceable pin on teeth.	yes	yes	yes	yes	yes	yes	yes	yes
Clean Up Bucket 60" with bolt on replaceable cutting edge	yes	yes	yes	yes	yes	yes	yes	yes
WBM or equivalent (200 size) Hydraulic wedge	yes	yes	yes	yes	yes	yes	yes	yes
quick coupler with lifting eye. (match existing	yes	yes	yes	yes	yes	yes	yes	yes
coupler lugs)								
Progressive Link Hydraulic Thumb	yes	yes	yes	yes	yes	yes	yes	yes
360° Rotate CWS or equivalent power grapple with replaceable pin on teeth (4/3 tine bypass minimum)	Brand?	Brand?	CWS	Brand?	Brand?	AMI	WBM	Brand?
Auxiliary plumbing and power for attachments: (Allu bucket, grapple, coupler, and thumb)	yes	yes	yes	yes	yes	yes	yes	yes
Pressure eliminator hydraulic quick couplers on	yes	scw-on	yes	yes	yes	yes	yes	yes
all removable connections								
Operator Training Provided at Grand Forks Landfill (Minimum of 2 hours)	yes	yes	yes	yes	yes	yes	yes	yes
<b>WARRANTIES:</b>								
Provide information on all standard warranties	1 yr 2500hr	1 yr 1500 5yr 7500	1 yr 1800 2yr engine	3 yr 3000 5yr 10000	3 yr 6000	1 yr full	1 yr full 5yr 5000 gov	3 yr 3000
Provide information on all included	lifetime frame							
Governmental warranties			5 yr 5000 full					

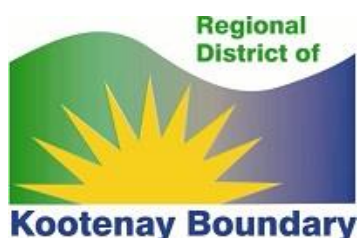
<b>OPTIONAL ITEMS:</b>								
Ripper Shank Attachment	\$ 5,000.00	not given	\$ 4,500.00	\$ 4,415.00	not given	\$ 5,635.00	\$ 5,950.00	\$ 5,195.90
Brofil cab filtration unit including HEPA filter.	\$ 20,600.00	not given	\$ 17,450.00	\$ 4,577.00	not given	\$ 19,295.00	\$ 14,500.00	\$ 14,995.00
Side view cameras	included	not given		\$ 4,909.00	not given	\$ 2,600.00	not given	included
Flail Mower attachment	\$ 25,000.00	not given	\$ 48,179.00	\$ 41,050.00	not given	\$ 34,480.00	not given	\$ 31,025.00
Premium warrenty (5yr-3000hr) + reversing Fan	\$ 7,500.00							

<b>Price</b>	\$ 285,268.89	\$ 289,000.00	\$ 294,250.00	\$ 323,020.00	\$ 327,541.00	\$ 329,700.00	\$ 341,386.00	\$ 362,198.00
<b>Price with added options (ripper attachment, side view cameras, flail attachment)</b>	\$ 322,768.89		\$ 346,929.00		unknown			

Indicates Specification not met	
Indicates Critical Specification	
Indicated best selection fo that section	
Indicates the top 3 best suited submissions	



11A

**STAFF REPORT**

**Date:** October 3, 2019 **File**

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

**From:** Mark Stephens, Interim Manager of Emergency Programs

**Re:** Request for resolution to seek grant opportunity – UBCM 2020 CRI FireSmart Community Funding & Supports

**Issue Introduction**

A staff report from Mark Stephens, Interim Manager of Emergency Programs presenting the opportunity presented by the UBCM 2020 CRI FireSmart Community Funding & Supports.

**History/Background Factors**

The Union of British Columbia Municipalities has opened the grant intake for the 2020 CRI FireSmart Community Funding & Supports grant. In 2018 the RDKB Emergency Program applied for and were successful in receiving this grant. The funds were requested to help develop the a FireSmart program and public out reach strategy for the RDKB. This project is under way and will be ready for implementation in early 2020.

The Emergency Preparedness Service wishes to submit an application to CRI FireSmart Community Funding & Supports totaling \$100,000. These funds will be used to implement the RDKB FireSmart program that was developed with fund from the first iteration of the CRI grant. Collaboration with municipalities will be investigated to determine areas of shared interest.

The grant application process requires a Board resolution to confirm support for the project, and willingness to provide overall grant management.

### **Implications**

There will be minimal time needed by Emergency Program staff as the FireSmart Program is already underway and this would be a continuation of the public educations and outreach. There will also be assistance required of Finance staff to help administer these funds.

### **Advancement of Strategic Planning Goals**

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

### **Background Information Provided**

Please see the attached 2020 FireSmart Community Funding & Supports grant application package.

### **Alternatives**

1. That the board resolve to support the UBCM 2020 FireSmart Community Funding & Supports grant application.
2. That the board does not support the grant application and that the board provide staff with direction.

### **Recommendation(s)**

That the RDKB Board approve the application for the UBCM 2020 CRI FireSmart Community Funding & Supports grant application from Mark Stephens, Interim Manager of Emergency Programs.



## 2020 Community Resiliency Investment Program

### FireSmart Community Funding & Supports

### Program & Application Guide

#### 1. Introduction

The [Community Resiliency Investment](#) (CRI) program is intended to reduce the risk and impact of wildfire to communities in BC through community funding, supports and priority fuel management activities on provincial Crown land. The program was launched in 2018 and more than 120 First Nations and local governments have received funding.

The Union of BC Municipalities (UBCM), First Nations' Emergency Services Society (FNESS) and the Forest Enhancement Society of BC (FESBC) are working with the Ministry of Forests, Lands, Natural Resource Operations & Rural Development (FLNRORD), represented by the BC Wildfire Service (BCWS), to administer the FireSmart<sup>TM</sup><sup>1</sup> Community Funding & Supports portion of the program for local government and First Nation applicants.

#### FireSmart

As identified in the [BC Flood and Wildfire Review](#), there is a critical need to “strengthen public understanding of the risks and personal responsibilities associated with living in a fire-dependent ecosystem.”<sup>2</sup> [FireSmart](#), including fuel management, is a key means of addressing this need.

The general goal of FireSmart is to encourage communities and citizens to adopt and conduct FireSmart practices to mitigate the negative impacts of wildfire to assets on public and private property. Findings from the [2016 Horse River wildfire in Fort McMurray](#) indicate that FireSmart principles were one of the main reasons why individual homes survived, regardless of the broader wildfire threat surrounding them.<sup>3</sup> This was true in both the urban and rural areas.

#### FireSmart Community Funding & Supports

The FireSmart Community Funding & Supports program provides funding to local governments and First Nations in BC to increase community resiliency by undertaking community-based FireSmart planning and activities that reduce the community's risk from wildfire.

The program is structured to fund FireSmart activities in all eligible communities throughout BC. Funding is scaled to offer eligible applicants with lower risk of wildfire to apply for up to \$25,000 and applicants with a demonstrated higher risk of wildfire to apply for up to \$150,000 per year. Information on determining risk is provided in Appendix 1, and updated risk class maps will be available in July 2019.

Applications that include fuel management on Provincial Crown land, primarily within administrative boundaries and including contiguous, logical treatment units that extend onto the Crown land base, may

<sup>1</sup> The FireSmart brand is a registered trademark of Partners in Protection

<sup>2</sup> *Addressing the New Normal: 21<sup>st</sup> Century Disaster Management in British Columbia*. p.90

<sup>3</sup> Al Westhaver, *Why some homes survived: Learning from the Fort McMurray wildfire disaster* (Toronto: Institute for Catastrophic Loss Reduction, 2016)



**First Nations'  
Emergency Services Society**  
OF BRITISH COLUMBIA



Forest Enhancement  
Society of British Columbia



exceed the funding maximum for fuel management activities only. Opportunities for fuel management located exclusively on Provincial Crown land, outside of municipal boundaries or First Nation lands, should be discussed with a BCWS Wildfire Prevention Officer.

## **2. Eligible Applicants**

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All local governments (municipalities and regional districts) and First Nations (bands and Treaty First Nations) in BC are eligible to apply.

Eligible applicants can submit one application per intake, including regional applications or participation as a partnering applicant in a regional application.

## **3. Eligible Projects**

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To be eligible for funding, applications must demonstrate that proposed activities will increase community resiliency by undertaking community-based FireSmart planning and activities that reduce the community's risk from wildfire.

### **Regional Projects**

Funding requests from two or more eligible applicants for regional projects may be submitted as a single application for eligible, collaborative projects. In this case, the maximum funding available would be based on the number of eligible applicants included in the application. It is expected that regional projects will demonstrate cost-efficiencies in the total grant request.

The primary applicant submitting the application for a regional project is required to submit a resolution as outlined in Section 8 of this guide. Each partnering community is required to submit a resolution that clearly states their approval for the primary applicant to apply for, receive and manage the grant funding on their behalf.

## **4. Requirements for Funding**

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To qualify for funding, applicants must demonstrate their level of engagement with a BCWS Wildfire Prevention Officer, FNESS Fuel Management Liaison/Specialist, and, if applicable, the FLNRORD district, region, or relevant Land Manager, to ensure project alignment with Land Manager priorities.

Applicants will be required to document this engagement in the application process. Planning and discussion must occur prior to the submission of an application to allow for meaningful dialogue regarding the proposed activities and opportunities for Crown land treatment and funding.

In addition, to qualify for funding, projects must:

- Be primarily located within the applicant's administrative boundary
- Include new activities or represent a new phase of an existing project (retroactive funding is not available)
- Be capable of completion by the applicant within one year of the date of grant approval. Projects that include fuel treatment may be approved for up to two years.
- Be supported by a current plan, acceptable to the BCWS Wildfire Prevention Officer or the FNESS Fuel Management Liaison/Specialist, that includes assessment and identification of FireSmart and/or fuel management priorities (i.e. CWPP, Community Wildfire Resiliency Plan, Integrated Investment Plan, etc.). Note: applicants that do not have a current and acceptable plan may apply to develop or update a plan.
- For activities that fall under the practice of forestry, be developed, and where applicable signed/sealed, by a forest professional that is accredited by the Association of BC Forest Professionals and operating within their [scope of practice](#).

Further, projects that include fuel management activities must:

- Ensure compliance with applicable legislation and regulations: Federal (e.g. Fisheries Act, Species at Risk Act); Provincial (e.g. Forest and Range Practices Act, Open Burning Smoke Control Act, and Wildfire Act); and local authority (e.g. burning bylaws or other bylaws or plans)
- Where applicable, be eligible for required approvals, authorizations and/or permits
- Where applicable, for resource values assessments, be developed and signed/sealed by a qualified professional (e.g. terrain stability assessments must be signed/sealed by a professional engineer)
- Where applicable, on Provincial Crown land only, meet Forest Enhancement Society of BC contract tendering requirements

## 5. Definitions

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**First Nations land:** Land owned by a Treaty First Nation (as defined by the *Interpretation Act*) within treaty settlement lands or First Nation reserve land

**Private land:** Fee-simple land that is not owned by a level of government

**Publicly owned land:** Provincial Crown land, land owned by a local government or land owned by a public institution (such as a health authority or school district). For the purpose of the FireSmart Community Funding & Supports program, land owned by colleges and universities is not considered publicly owned land.

**First Nations owned buildings:** Buildings owned by a Treaty First Nation (as defined by the *Interpretation Act*) within treaty settlement lands or buildings owned by a First Nation band

**Publicly owned buildings:** Buildings owned by a local government or public institution (such as health authority or school district)

**Publicly, provincially and First Nations owned critical infrastructure:** Assets owned by the Provincial government, local government, public institution (such as health authority or school district), First Nation or Treaty First Nation that are either:

- Identified in a Local Authority Emergency Plan [Hazard, Risk & Vulnerability Analysis](#) and/or [Critical Infrastructure assessment](#) and/or
- Essential to the health, safety, security or economic wellbeing of the community and the effective functioning of government (such as fire halls, emergency operations centres, radio repeaters, etc.)

**Fuel management treatments:** Manipulation or reduction of living or dead forest and grassland fuels to reduce the rate of spread and head fire intensity and enhance likelihood of successful suppression, generally outside of [FireSmart Noncombustible Zone and Priority Zones 1, 2 and 3](#). See Appendix 3 for more information.

**Vegetation management:** The removal, reduction, or conversion of flammable plants (such as landscaping for residential properties, parks and open spaces) in order to create more fire-resistant areas in FireSmart Noncombustible Zone and Priority Zones 1, 2 and 3. Refer to the [FireSmart Guide to Landscaping](#).

## 6. Eligible & Ineligible Costs & Activities

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Eligible costs are direct costs that are approved by the Evaluation Committee, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

Eligible activities must be cost-effective and primarily located within the applicant's administrative boundary. Refer to Table 1.

**Table 1: Activities Eligible for Funding****1. EDUCATION**

- Develop and/or promote local FireSmart educational activities and tools. Refer to [BC FireSmart Resources](#) for FireSmart materials that are currently available.
- Develop and/or promote education for the reduction of human-caused fires
- Encourage active participation in Wildfire Community Preparedness Day
- Organize and host a community FireSmart day, FireSmart events and workshops, and wildfire season open houses
- Support neighbourhoods to apply for [FireSmart Canada Community Recognition](#)

**2. PLANNING**

- Develop plans that include assessment and identification of FireSmart and/or fuel management priorities, guided by the 2018 CWPP template<sup>4</sup>
- Update existing plans that are less than 5 years old (for recently acquired land, areas of new development, etc.)
- Develop FireSmart policies and practices for the design and maintenance of First Nations land or publicly owned land, such as parks and open spaces
- Develop FireSmart policies and practices for the design and maintenance of First Nation owned buildings and publicly owned buildings
- Conduct site visits and [FireSmart assessments](#) for First Nation owned buildings, publicly owned buildings or publicly, provincially and First Nations owned critical infrastructure in order to support future FireSmart demonstration projects

**3. DEVELOPMENT CONSIDERATIONS**

- Amend Official Community Plans, Comprehensive Community Plans and/or land use, engineering and public works bylaws to incorporate FireSmart principles
- Revise landscaping requirements in zoning and development permit documents to require fire resistant landscaping
- Establish Development Permit Areas for Wildfire Hazard in order to establish requirements for the exterior design and finish of buildings<sup>5</sup>
- Include wildfire prevention and suppression considerations in the design of subdivisions (e.g. road widths, turning radius for emergency vehicles, and access and egress points)
- Amend referral processes for new developments to ensure multiple departments, including the fire department and/or emergency management personnel, are included

<sup>4</sup> To support the CRI program and its alignment with the seven FireSmart disciplines, the Community Wildfire Protection Plan (CWPP) process is undergoing a review to ensure that it supports communities and incorporates the most recent learnings from interface fires, community wildfire planning and the role of reducing structure ignitability, both in Canada and in the US. The new [community wildfire resiliency planning framework](#) is expected to be implemented by spring 2020 and will replace the current CWPP process, however existing and current (up to 5 years) CWPPs will still be considered valid.

<sup>5</sup> Local governments should refer to [Changes for Local Governments Under Section 5 of the Building Act: Appendix to Section B1 of the Building Act Guide \(Revised February 2017\)](#) for information on the use of development permits for wildfire hazard.

<b>4. INTERAGENCY CO-OPERATION</b>
<ul style="list-style-type: none"> <li>• Develop and/or participate in <a href="#">Regional FireSmart committees</a></li> <li>• Participate in multi-agency fire and/or fuel management tables</li> </ul>
<b>5. EMERGENCY PLANNING</b>
<ul style="list-style-type: none"> <li>• Develop and/or participate in cross-jurisdictional meetings and tabletop exercises, including seasonal wildfire readiness meetings</li> <li>• Review structural protection capacity (i.e. assessment of community water delivery ability, structure protection inventory)</li> </ul>
<b>6. CROSS TRAINING</b>
<ul style="list-style-type: none"> <li>• Provide or attend training for <a href="#">Local FireSmart Representatives, Home Partners, FireSmart 101, and Community Champions</a></li> <li>• Cross-train <u>fire department members</u> to include structural fire and interface wildfire training. The following are the <u>only</u> courses eligible for funding: <ul style="list-style-type: none"> <li>○ S-100 Basic fire suppression and safety</li> <li>○ S-185 Fire entrapment avoidance and safety</li> <li>○ ICS-100 (volunteer fire departments only)</li> </ul> </li> <li>• Cross-train <u>emergency management personnel</u>: <ul style="list-style-type: none"> <li>○ ICS-100</li> <li>○ Professional development to increase capacity for FireSmart activities</li> </ul> </li> </ul>
<b>7. FIRESMART DEMONSTRATION PROJECTS</b>
<p><i>To be eligible for funding, all FireSmart Demonstration Projects must have a completed FireSmart assessment <u>at the time of application submission</u> and include a community education component</i></p> <ul style="list-style-type: none"> <li>• FireSmart Demonstration Projects for First Nations owned buildings or publicly owned buildings must be for buildings designated for emergency response, such as an Emergency Operations Centre or Emergency Support Services facility (i.e. reception centre, group lodging) and may include: <ul style="list-style-type: none"> <li>○ Replacing building materials (i.e. siding or roofing) with fire-resistant materials</li> <li>○ Undertaking vegetation management to remove, reduce, or convert flammable plants in order to create more fire-resistant areas outlined in the <a href="#">FireSmart Guide to Landscaping</a></li> </ul> </li> <li>• FireSmart Demonstration Projects for publicly, provincially and First Nations owned critical infrastructure may include: <ul style="list-style-type: none"> <li>○ Undertaking vegetation management to remove, reduce, or convert flammable plants in order to create more fire-resistant areas outlined in the <a href="#">FireSmart Guide to Landscaping</a></li> </ul> </li> </ul>
<b>8. FIRESMART ACTIVITIES FOR RESIDENTIAL AREAS</b>
<p><i>To be eligible for funding, all FireSmart activities for residential areas must be located in FireSmart Noncombustible Zone and Priority Zones 1, 2 and 3</i></p> <ul style="list-style-type: none"> <li>• Develop plans for residential areas (only with residential property and/or home owners' consent) <ul style="list-style-type: none"> <li>○ Develop FireSmart Community Plans for specific areas</li> <li>○ Conduct <a href="#">FireSmart assessments</a></li> <li>○ Undertake <a href="#">Community Wildfire Hazard Assessments</a> for neighbourhoods pursuing FireSmart Canada Community Recognition</li> </ul> </li> </ul>

- Offer local rebate programs to residential property or home owners that complete eligible FireSmart activities. Refer to Appendix 2 for requirements for funding this activity.
- Provide off-site vegetative debris disposal for residential property or home owners who have undertaken their own vegetation management, including:
  - Provide a dumpster, chipper or other collection method
  - Waive tipping fees
  - Provide curbside debris pick-up

## 9. FUEL MANAGEMENT

*To be eligible for funding, all fuel management activities must be in alignment with the requirements for funding fuel management activities identified in Appendix 3 and should generally be outside of FireSmart Noncombustible Zone and Priority Zones 1, 2 and 3*

- Undertake fuel management on publicly owned land or First Nation lands. This is limited to:
  - Fuel management prescriptions consistent with [BC Wildfire Service 2019 Fuel Management Prescription Guidance document](#)
  - New fuel management treatments or maintenance activities, including activities on grasslands
  - Prescribed burns primarily for fuel management objectives that follow the [provincial requirements for planning a burn](#) and utilize the burn plan template

### Additional Eligible Costs & Activities

In addition to the activities identified in Table 1, the following expenditures are also eligible provided they relate directly to eligible activities:

- Consultant costs
- Incremental applicant staff and administration costs
- Public information costs

### Ineligible Costs & Activities

Any activity that is not outlined in Table 1 or is not directly connected to activities approved in the application by the Evaluation Committee is not eligible for grant funding. This includes:

- Development of funding application package
- Purchase of tools (e.g. hand saws, loppers) or structural protection equipment (e.g. hoses, sprinklers)
- For fuel management activities only:
  - Purchase of machinery, equipment and/or livestock for grazing
  - Work undertaken by FLNRORD
  - Any third party requirements to address hazard abatement under the *Wildfire Act*
  - Activities without fuel management objectives

## 7. Grant Maximum

Eligible applicants with a lower risk of wildfire can apply for 100% of the cost of eligible activities to a maximum of \$25,000. Eligible applicants with a demonstrated higher risk of wildfire can apply for 100% of the cost of eligible activities to a maximum of \$150,000. Information on determining risk is provided in Appendix 1.



Applications that include fuel management on Provincial Crown land, primarily within administrative boundaries and including contiguous, logical treatment units that extend onto the Crown land base, may exceed the funding maximum for fuel management activities only. Opportunities for fuel management located exclusively on Provincial Crown land, outside of municipal boundaries or First Nation lands, should be discussed with a BCWS Wildfire Prevention Officer.

In order to ensure transparency and accountability in the expenditure of public funds, all other financial contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the grant. This includes any other grant funding and any revenue (e.g. sale of forest products) that is generated from activities that are funded by the FireSmart Community Funding & Supports program.

## **8. Application Requirements & Process**

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### **Application Deadline**

The application deadline is October 18, 2019. Applicants will be advised of the status of their applications by February 7, 2020.

### **Required Application Contents**

- Completed Application Form with all required attachments
- Completed Worksheet 1: Proposed Activities & Cost Estimates and all required attachments
- For fuel management activities only: Completed Worksheet 2: Proposed Fuel Management Activities and all required attachments
- Council, Board or Band Council resolution, indicating support for the current proposed activities and willingness to provide overall grant management
- For regional projects only: Council, Board or Band Council resolution from each partnering community that clearly states approval for the applicant to apply for, receive and manage the grant funding on their behalf

### **Submission of Applications**

Applications should be submitted as Word or PDF files. If you choose to submit your application by e-mail, hard copies do not need to follow.

All applications should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: [cri-swpi@ubcm.ca](mailto:cri-swpi@ubcm.ca)

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

### **Review of Applications**

UBCM and FLNRORD will perform a preliminary review of all applications to ensure the required application contents have been submitted and to ensure that eligibility criteria have been met.

Complete, eligible applications will then be reviewed by the local BCWS Wildfire Prevention Officer or FNESS Fuel Management Liaison/Specialist.

Following this, a technical review committee, including FNESS, FESBC and FLNRORD, will assess and score all eligible applications. Higher application review scores will be given to projects that:

- Clearly increase community resiliency by undertaking community-based FireSmart planning and activities that reduce the community's risk from wildfire
- Demonstrate evidence of local wildfire risk (within past five years) and rationale for proposed activities. This can include:

- Wildfire risk class of 1, 2 or 3 for the general area of interest. Refer to Appendix 1 for the risk framework and maps.
- Current assessments that show wildfire threat in proximity to values at risk within and around the community
- Demonstrated history of repeated and/or significant interface wildfires and evacuations
- Are outcome-based and include performance measures
- Include collaboration with one or more partners (e.g. community or resident organization, First Nation or Indigenous organization, other local governments, industry, or other levels of government)
- Demonstrate cost-effectiveness
- Include in-kind or cash contributions to the project from the eligible applicant, community partners or other grant funding

Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding.

Following scoring by the technical review committee, the [BC FireSmart Committee](#) will review a summary of all applications in order to prioritize funding. Funding decisions will be made by UBCM.

## **9. Grant Management & Applicant Responsibilities**

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Grants are awarded to eligible applicants only and, as such, the applicant is responsible for completion of the project as approved and for meeting reporting requirements.

Applicants are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

### **Notice of Funding Decision & Payments**

All applicants will receive written notice of funding decisions. Approved applicants will receive an Approval Agreement, which will include the terms and conditions of any grant that is awarded, and that is required to be signed and returned to UBCM. Grants are paid at the completion of the project and only when the final report requirements have been met.

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

### **Post-Grant Approval Meetings**

As a condition of grant funding, all approved applicants are required to meet with the BCWS Wildfire Prevention Officer or FNESS Fuel Management Liaison/Specialist, or designate, to discuss the approved project prior to commencing work.

### **Progress Payments**

Grants under the FireSmart Community Funding & Supports program are paid at the completion of the project and only when the final report requirements have been met. To request a progress payment, approved applicants are required to submit:

- Description of activities completed to date
- Description of funds expended to date
- Written rationale for receiving a progress payment

### Changes to Approved Projects

Approved grants are specific to the project as identified in the application, and grant funds are not transferable to other projects. Approval from the Technical Review Committee will be required for any significant variation from the approved project.

To propose changes to an approved project, applicants are required to submit:

- Revised application package, including updated, signed application form, updated budget and an updated Council, Board or Band Council resolution
- Written rationale for proposed changes to activities and/or expenditures

Applicants are responsible for any costs above the approved grant unless a revised application is submitted and approved prior to work being undertaken.

### Extensions to Project End Date

All approved activities are required to be completed within the time frame identified in the approval letter and all extensions beyond this date must be requested in writing and be approved by UBCM. Extensions will not exceed one year.

## 10. Final Report Requirements & Process

Applicants are required to submit an electronic copy of the complete final report, including the following:

- Completed Final Report Form with all required attachments
- Worksheet 1: Outcomes & Financial Summary and all required attachments
- Maps and spatial data (only required for CWPPs and fuel management activities) as outlined in Appendix 4
- Optional: any photos or media related to the funded project

### Submission of Final Reports

All final reports should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: [cri-swpi@ubcm.ca](mailto:cri-swpi@ubcm.ca)

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

### Review of Final Reports

UBCM will perform a preliminary review of all final reports to ensure the required report elements have been submitted. Following this, all complete final reports and deliverables will be reviewed by FNESS, FESBC and/or FLNRORD before grant payment is released.

All final report materials will be shared with the Province of BC and BC FireSmart Committee.

## 11. Additional Information

For enquiries about the application process or general enquiries about the program, please contact UBCM at [cri-swpi@ubcm.ca](mailto:cri-swpi@ubcm.ca) or (250) 356-2947.

## Appendix 1: Risk Framework & Risk Class Maps

### The 2019 PSTA and WUI Risk Class Maps will be available in July 2019

The BC Flood and Wildfire Review recommended that the provincial government identify risk management strategies to guide and prioritize funding for wildfire mitigation activities based on community risk (recommendation #81).

Differing risk levels require tailored risk management to minimize negative impacts from wildfires to communities and high value resources and assets (HVRAs). The intent is to enable cost effective wildfire risk reduction strategies that will mitigate wildfire threat to communities and HVRAs at two different scales – local and provincial.

Under the FireSmart Community Funding & Supports program, applicants are required to identify the WUI Risk class to provide evidence of wildfire risk in their community. The risk class framework and the related maps are used to support this requirement and applicants must locate their general area of interest on the [Wildland Urban Interface Risk Class Maps](#) in order to determine their wildfire risk class.

In cases where the local assessments provide additional evidence of higher wildfire risk (than the WUI Risk Class), applicants can provide this information in their application in support of their proposed activities.

### Wildfire Risk Framework

A risk-based framework consists of the consideration of the likelihood of an unwanted wildfire event and the consequences to communities and high value resources and assets as the measure of risk, as follows:

- Likelihood is the probability of the unwanted wildfire event occurring
- Consequence is the amount of damage occurring as a result
- Risk is measured as the product of likelihood and consequence but multiple inputs are also required in order to effectively quantify risk, including severity, value type, and vulnerability

Through the identification of risk level, priorities for mitigation as well as opportunities for increasing community resiliency are both enhanced.

### Provincial Strategic Threat Analysis

At a provincial scale, the wildfire risk framework starts with an analysis of the wildland urban interface (WUI). Quantification of wildfire threat components, including likelihood (fire occurrence) and severity (98th percentile weather conditions and fuel type) at the provincial scale, is represented by the [Provincial Strategic Threat Analysis](#) (PSTA).

The PSTA assesses and maps potential threats to values on the landscape, including communities, infrastructure and natural resources.

This identifies areas for wildfire risk reduction in order to minimize negative impacts to human life and safety including first responders, public health and the infrastructure required to maintain business continuity and support recovery efforts.

Local risk class assessments can then be planned and implemented on priority WUI areas and for isolated critical infrastructure.

### WUI Risk Class Assessment & Maps

In BC, structure densities are used to define the human structure interface boundary of the wildland urban interface (WUI) for fire and risk management planning purposes. It identifies the zone of transition

between unoccupied land and human development. Initially, a 2 km buffer distance is then applied to represent a reasonable distance that embers can travel from a wildfire to ignite a structure.

Once defined, the WUI layer is combined with the PSTA wildfire threat layer (Crown land) to highlight a coarse scale spatial pattern of risk area using certain criteria such as density and threat ratings. The WUI risk class assessment is driven by structure location (not by administrative boundaries) to reflect the actual location of structures that exist on the land base in relation to wildfire threat. This creates WUI polygons that may include multiple jurisdictions (e.g. regional district, municipality, Treaty Settlement lands and/or First Nations reserves) that are linked by the continuation of structure density.

Currently, the province only has data available to support fire threat analysis on Provincial Crown land. There are large tracts of private land that exists within the WUI where no data is available. The amount of private land is an important component in the risk analysis due to the lack of data to inform fire risk identification across jurisdictional boundaries. Therefore, the buffer was expanded to 2.75 km around structure classes with a density of >25 for the analysis in order to create separate WUI polygons. A subsequent analysis of the PSTA data was performed to allocated polygons to one of five Risk Classes.

The resulting WUI Risk Class Map highlights patterns and trends in the WUI in a simplistic and easy to understand way. This is available as a high level analysis to support the initial identification of areas for FireSmart Community Funding & Supports applications.

Subsequent activities or inputs are required to determine the most effective risk control options, including developing a Community Wildfire Protection Plan (or update) or other plan that includes assessment of local threat on the ground, and identification of FireSmart priorities, ground truthing the area to determine local threat, and developing a site level plan for treatments.

### **Private Land**

In some areas of the province the private land percentage is still too high for the analyses to provide a meaningful risk class rating. For the northeast area of the province around Fort St. John and Dawson Creek, extensive tracts of private land surround the smaller WUI polygons. A manual process was used to assign the risk class to these areas. Additional PSTA map extents are also provided for the map sheets around the Vanderhoof, Kettle Valley and Prince George areas, as well for information only as the risk classes were assigned for these additional WUI polygons. Please contact your local Fire Centre contact for further information regarding these specific areas.

## Appendix 2 – Funding Requirements for FireSmart Rebate Program

Under the FireSmart Community Funding & Supports program, approved applicants can use grant funding to offer local rebate programs to residential property or home owners that complete eligible FireSmart activities in FireSmart Noncombustible Zone and Priority Zones 1, 2 and 3.

To be eligible for funding, a rebate program must address the goals of FireSmart and follow the requirements outlined below.

### Goals of FireSmart

The general goal of [FireSmart](#) is to encourage communities and citizens to adopt and conduct FireSmart practices to mitigate the negative impacts of wildfire to assets on public and private property.

### Rebate Program Requirements

Approved applicants are required to adhere to the following requirements:

- Rebates are limited to 50% of the total cost of the eligible activities identified in Table 2 and no more than \$500 per property.
- Areas of higher wildfire risk, such as neighbourhoods adjacent to the forested edge and/or areas that fall in an overall high to extreme category, should be prioritized for rebates. Current plans should be used to decide where to offer a FireSmart rebate program.
- The approved applicant must assess the FireSmart activities that are conducted by the residential property or home owner and review costs (e.g. receipts and/or proof of labour) before approving rebates.

To qualify for a rebate:

- The residential property or home owner must have either a:
  - [FireSmart Home Assessment](#) of their property conducted by a qualified Local FireSmart Representative, that identifies the property in a moderate, high or extreme category (refer to Table 1 - Planning for funding eligibility), or
  - FireSmart Home Partners Assessor conduct a Home Ignition Zone Assessment of their property (required form is available from a qualified FireSmart Home Partners Assessor).
- Qualified Local FireSmart Representatives or FireSmart Home Partners Assessors must use the FireSmart Assessment Work Hours Estimate form to outline mitigation recommendations to the residential property or home owner.
- Only activities that are recommended in the completed assessment and that are identified in Table 2, are eligible for the rebate.

Table 2: Activities Eligible for Local Rebate Programs	
RESIDENTIAL BUILDINGS	
1. Roofing	<ul style="list-style-type: none"> <li>• Installation of Class A UL/ASTM fire rated roofing (metal, clay tile, asphalt shingles)</li> <li>• Installation of non-combustible gutters</li> <li>• Removal of needles, leaves and other combustible materials (e.g. overhanging branches)</li> <li>• Installation of closed eaves and vents with 3 mm (1/8") screening or ASTM ember resistant rated vents</li> </ul>

2. Siding	<ul style="list-style-type: none"> <li>• Installation of ignition resistant (fibre cement board, log) or non-combustible (stucco, metals, brick/stone)</li> <li>• Correction of all gaps, cracks, missing siding or holes where embers could accumulate, lodge or penetrate</li> <li>• Create 15 cm ground-to-siding non-combustible clearance</li> </ul>
3. Windows & Doors	<ul style="list-style-type: none"> <li>• Installation of tempered glass in all doors and windows</li> <li>• Installation of multi pane glass small/medium and treated in all windows and doors</li> <li>• Correction of gaps in doors (including garage doors) where embers could accumulate, lodge or penetrate</li> </ul>
4. Balcony, deck, porch or open foundation	<ul style="list-style-type: none"> <li>• Ensure that there are no gaps or cracks where embers could accumulate, lodge or penetrate</li> <li>• Removal of combustible debris under balcony, deck, porch or open foundation</li> <li>• Deck is constructed out of heavy timbre, non-combustible or fire-rated construction with non-combustible surface</li> </ul>
<b>YARD / NON-COMBUSTIBLE ZONE (0 TO 1.5 METRES)</b>	
5. 1.5 metres from furthest extent of home	<ul style="list-style-type: none"> <li>• Ensure only non-combustible surfaces present</li> <li>• Removal of combustible debris, materials, fences or plants that are present</li> </ul>
<b>YARD / ZONE 1 (1.5 TO 10 METRES)</b>	
6. Woodpiles	<ul style="list-style-type: none"> <li>• Relocate woodpiles more than 10 metres from home</li> </ul>
7. Unmitigated outbuildings	<ul style="list-style-type: none"> <li>• Relocate outbuildings more than 15 metres (50 feet) from home</li> </ul>
8. Trees	<ul style="list-style-type: none"> <li>• Replacement or removal of mixedwood and/or conifer species</li> </ul>
9. Surface vegetation	<ul style="list-style-type: none"> <li>• Ensure a well-maintained lawn (15 cm or shorter, low flammability, low growing discontinuous plants)</li> <li>• Removal of flammable plants, continuous plants or tall growing plants</li> <li>• Removal of twigs, branches, logs and accumulations of tree needles or leaves and other combustible materials</li> </ul>
<b>YARD / ZONE 2 (10 TO 30 METRES)</b>	
10. Forest	<ul style="list-style-type: none"> <li>• Planting of healthy and properly spaced deciduous</li> <li>• Replacement or thinning of mixedwood (both deciduous and conifer)</li> <li>• Creation of separated and thinned conifers (if present)</li> </ul>
11. Surface vegetation	<ul style="list-style-type: none"> <li>• Removal of surface vegetation within 10-30 metres</li> <li>• Removal or proper spacing of flammable shrubs within 10-30 metres</li> <li>• Removal of low tree branches within 2 metres of the ground</li> </ul>

### Appendix 3 – Funding Requirements for Fuel Management Activities

#### Fuel Management Activities

A [fuel management prescription](#) is a document that identifies the objectives and strategies to lower the wildfire hazard in an identified area. Prescriptions ensure that proposed treatments include clearly defined objectives for fuel management that will result in a measurable reduction in the wildfire risk to a value while meeting all legislated and non-statutory requirements. Updating prescriptions for maintenance treatments is also eligible for funding.

Fuel management treatments are the manipulation or reduction of living or dead forest and grassland fuels to reduce the rate of spread and head fire intensity and enhance likelihood of successful suppression, generally outside of FireSmart Noncombustible Zone and Priority Zones 1, 2 and 3. This may include treatments such as thinning, spacing and pruning trees, and removal of woody debris and needles (i.e. surface fuel) from the forest floor. The intent is to reduce fuel load and reduce the potential for devastating wildfires.

[Prescribed burns](#) primarily for fuel management objectives are eligible for funding.

Maintenance treatments (generally for areas that have had fuel management treatments in the last 5 years) are eligible for funding. It is expected that maintenance treatments will have lower costs. Applicants should discuss any proposed maintenance activities with a BCWS Wildfire Prevention Officer or FNESS Fuel Management Liaison/Specialist to ensure that the requirements for a new or updated fuel management prescription are addressed.

#### Phased Projects

Applicants can apply for fuel management projects that include prescription or burn plan development and fuel management treatment for the same treatment unit(s) provided that sufficient detail on estimated treatment size and post-treatment outcomes are included. Under the FireSmart Community Funding & Supports program, this is considered a phased project and specific funding conditions will apply.

Table 3: Eligible Fuel Management Activities	
Fuel Management Prescriptions/Burn Plans	Fuel Management Treatment
Activities related to prescription or burn plan development and any required assessments (e.g. geotechnical, archaeological) or wildfire modelling	Pre-treatment activities: activities required to obtain authorizations, danger tree assessments, notification to First Nations and stakeholders and public engagement costs
<a href="#">Information sharing with First Nations</a> , as required by the Land Manager	Treatments: pruning, thinning, tree falling, brushing, grazing, debris management and/or prescribed fire
Site evaluation, including field reconnaissance, threat plots and data collection, and the evaluation of site access	Post-treatment activities: completion of threat assessments (only for local government and First Nations land), signage
Lay out and traversing of proposed areas for treatments	Preparation of all final report requirements, including maps, spatial data and metadata
Preparation of all final report requirements, including maps, spatial data and metadata	



### Application Requirements

In addition to the required application materials for the FireSmart Community Funding & Support program, projects that include fuel management activities are required to submit:

- Worksheet 2: Proposed Fuel Management Activities and all required attachments
- PDF map, at appropriate scale, outlining the area of interest, proposed treatments units, land status and tenure overlaps
- Current, acceptable wildfire threat assessment documentation and rationale for the proposed treatment unit(s)
- For fuel management treatments only:
  - Completed prescription and/or burn plan
  - Project boundary spatial layer as defined in Section I of Appendix 4

### Interim Report Requirements for Phased Projects Only

For projects that include prescription/burn plan development and fuel management treatment for the same treatment unit(s):

- The completed prescription/burn plan must be reviewed and supported by a BCWS Wildfire Prevention Officer or FNESS Fuel Management Liaison/Specialist prior to initiation of the fuel management treatment.
- In order to receive authorizations for the treatment, the land manager will require the completed prescription/burn plan as well as additional information. This may include:
  - Maps
  - Project boundary spatial layer
  - Confirmation that First Nations information sharing has been completed
- If the applicant is requesting a progress payment at the completion of the prescription/burn plan phase, a copy of the information required by the land manager for authorizations is required to be submitted to UBCM at that time. Otherwise, this information is required to be submitted as part of the final report.

### Final Report Requirements

In addition to the required final report materials for the FireSmart Community Funding & Support program, projects that include fuel management activities are required to submit the following.

Table 4: Fuel Management Final Report Requirements	
Fuel Management Prescriptions/Burn Plans	Fuel Management Treatments
Copy of the fuel management prescription that is signed and sealed by a Registered Forest Professional including all ancillary assessments (e.g. terrain stability).	Post-treatment wildfire threat assessments
PDF maps, at appropriate scale, as identified in Appendix 4	PDF maps, at appropriate scale, as identified in Appendix 4

Spatial data, as identified in Appendix 4, is required for Provincial Crown land (to support Land Manager clearances) only if the approved project does not include fuel management treatments of the prescribed area.

Provincial Crown land: treatments will be required to be entered into [RESULTS](#).

Local government or First Nations land (i.e. non-Provincial Crown land): Spatial data is required, as identified in Appendix 4

## Appendix 4: Requirements for Maps & Spatial Data

Large format georeferenced PDF maps that clearly represent (at a suitable scale) the following required content and spatial data submissions, including metadata, are required as part of the final report requirements for CWPPs and fuel management activities.

### A. Summary of Map & Spatial Data Requirements

	Maps	Spatial Data Layers	Notes
<b>CWPPs</b>	<ul style="list-style-type: none"> <li>Area of Interest (AOI) and VAR</li> <li>Local Fire Risk</li> <li>Proposed Fuel Treatment Units</li> </ul>	<ul style="list-style-type: none"> <li>AOI</li> <li>FUEL_TYPE</li> <li>PROPOSED_TREATMENT</li> <li>FUEL_ASSESSMENT_PLOT</li> <li>WILDFIRE_RISK or</li> <li>FIRE_THREAT</li> <li>THREAT_PLOT</li> </ul>	<p>Refer to Part B and C for maps</p> <p>Refer to Part F, G, H and J for spatial data</p>
<b>Prescriptions</b>	<ul style="list-style-type: none"> <li>Fuel management Prescription</li> </ul>	<ul style="list-style-type: none"> <li>PRESC_PROJECT_BOUNDARY</li> <li>PRESC_TREATMENT_UNIT</li> </ul>	<p>Refer to Part B and D for maps</p> <p>Refer to Part F, I and J for spatial data</p>
<b>Fuel Management Treatments</b>	<ul style="list-style-type: none"> <li>Fuel Management Treatment</li> </ul>	<ul style="list-style-type: none"> <li>OP_PROJECT_BOUNDARY</li> <li>OP_TREATMENT_UNIT</li> <li>OP_STAND_TREATMENT</li> <li>OP_DEBRIS_MGMT</li> </ul>	<p>Refer to Part B and E for maps</p> <p>Refer to Part F, I and J for spatial data</p>

### B. Mandatory Requirements for All Maps

- Descriptive title
- Scale (as text or scale bar)
- North arrow
- Legend
- SWPI Project number and proponent name
- Date
- Reference data such as roads, railways, transmission lines, pipelines, water bodies and rivers/creeks
- Compress map files to reduce unnecessary large file sizes

### C. Required Maps for CWPPs

#### MAP 1: Area of Interest (AOI) and VAR

- CWPP AOI
- Land ownership and administrative boundaries (Municipal, Federal, Private, Parks, Crown etc.)
- Relevant tenures such as range, woodlots, community forests, Tree Farm
- Fire Department Boundaries
- Proposed or completed fuel treatments
- Optional: FireSmart areas, Wildfire Hazard Development Permit Areas
- Values at risk (critical infrastructure)
- High environmental and cultural values
- Hazardous values at risk

**MAP 2: Local Fire Risk**

<b>2017 Wildfire Threat Assessment Guide</b>	<b>2012 Wildfire Threat Assessment Guide</b>
<ul style="list-style-type: none"> <li>• CWPP AOI</li> <li>• Local Wildfire Risk Polygons</li> <li>• Fuel Assessment Plots</li> <li>• WUI Zones (if applicable)</li> <li>• Hectares of each Local Wildfire Risk Class must be stated on the map in a table</li> </ul>	<ul style="list-style-type: none"> <li>• CWPP AOI</li> <li>• Wildfire Behaviour Threat Class</li> <li>• WUI Threat Class</li> <li>• Threat Plots</li> <li>• Hectares of each Wildfire Behaviour Threat Class and WUI Threat Classes must be stated on the map in a table.</li> </ul>

**MAP 3: Proposed Fuel Treatment Units**

- CWPP AOI
- Land Status and tenure overlaps e.g. range, woodlots etc.
- Proposed fuel treatment units
- Previously completed treatments (labelled by year)
- Hectares of Proposed Fuel Treatments in a table on map (PROPOSED\_TREATMENT\_ID, AREAHA)
- Relevant Threat plot locations / labelled by PLOT\_NUMBER

**D. Required Map for Fuel Management Prescriptions**

- PRESC Project Boundary with land status and tenure overlaps (e.g. range, woodlots, area based tenures)
- Access including proposed roads, and stream crossings
- Values including any reserves, wildlife habitat areas, or critical infrastructure
- Streams, wetlands, lakes including the class and identification number/name
- Areas of safety concern (steep slopes).
- PRESCRIBED\_TREATMENT\_UNIT (labelled by PROPOSED\_TREATMENT\_ID)
- Access including existing/proposed roads, trails and stream crossings
- Previously completed treatments if applicable (labelled by year)
- Table with all areas identified in Treatment Unit Summary, including treatment regime and hectares
- Relevant Threat plot locations / labelled by PLOT\_NUMBER

**E. Required Map for Fuel Management Treatment**

- OP project boundary with land status and tenure overlaps (e.g. range, area based tenures woodlots)
- OP\_TREATMENT\_UNIT (labelled by PROPOSED\_TREATMENT\_ID)
- Stand treatment and debris management activity summary by hectares of treatment unit in a table on the map
- Previously completed treatments if applicable (labelled by year)
- Relevant Threat plot locations / labelled by PLOT\_NUMBER

## F. Spatial Data Requirements

The Province of BC uses ArcGIS 10.3 and all spatial data submissions must be compatible with ArcGIS 10.3. In addition, some feature layers as identified in the table below, are also required in a KMZ format.

**Spatial data must conform to the following general formats, naming conventions and standards.**

- 1. Data Format and Naming Conventions:** Data must be submitted in a File Geodatabase (FGDB) and KMZ format and must conform to the conventions for feature dataset names, feature class names, attribute names, and attribute values as identified in the individual project sections. It is strongly recommended that you use the template FGDB in order to facilitate meeting this requirement.

FGDB and KMZ names must adhere to the following naming standard:

<Local Government/First Nation Band Number>\_<ProjectTypeAndDescription>

For example: PrinceGeorge\_CWPPNorthPG.gdb

PrinceGeorge\_CWPPNorthPG\_LocaData.gdb

PrinceGeorge\_CWPPNorthPG.KMZ

FN699\_CWPPNorthPG.gdb

FN699\_CWPPNorthPG\_LocalData.gdb

FN699\_CWPPNorthPG.KMZ

- 2. FGDB Projection:** The projection standard is NAD\_1983\_BC\_Environment\_Albers (EPSG:3005), with parameters of:

Central meridian: -126.0° (126°00'00" West longitude)

Latitude of projection origin: 45.0 (45°00'00" North latitude)

First standard parallel: 50.0° (50°00'00" North latitude)

Second standard parallel: 58.5° (58°30'00" North latitude)

False easting: 1000000.0 (one million metres)

False northing: 0.0

Datum: NAD83, based on the GRS80 ellipsoid.

- 3. Data Quality:** Submitted data must meet general data quality guidelines to ensure corporate data quality standards are met. Data with slivers, gaps between adjacent polygons, and geometry errors will not be accepted.
- 4. Metadata:** Metadata must be provided for all spatial layers, referenced in the CWPP template, which are not defined in this program guide. The metadata standard is FGDC and is required to be submitted in .xml format. Metadata must document the following:
  - a. A description of what each dataset represents for all datasets provided in addition to what is outlined in the individual project sections.
  - b. A description of each attribute and the codes/values used to populate it for all attributes provided in addition to what is outlined in the individual project sections.
  - c. Data Source information including where the data came from, the currency of the information and source contact details for potential follow-up
  - d. For resultant datasets, metadata must also include the methodology and source data used in the creation of the resultant, the date of creation, and contact details for the person who created it.
- 5. Submission:** The method for spatial data submission is a file geodatabase (FGDB) compressed into a zip file and KMZ file(s)

**Additional notes about CWPP submissions:**

- All spatial layers in addition to those identified in this guide, that are a key component of the CWPP maps or plan, must be included as part of the spatial submission and must include metadata.
- If more than one data collection method was used, please choose the value that best represents how the information was captured.

**Additional notes about Fuel Management submissions:**

- The prescription\_ operational project boundary represents the net operational area.
- One single or multi part polygon must be submitted for each treatment unit and/or activity.
- Project boundary, Treatment unit and spatial hectares must match the net hectares stated on the maps and in the final report.

Please note: Spatial data submissions will be evaluated against these criteria. The final report and payment of grant funding will not be approved until all of these criteria are met.

**G. Specific Submission Requirements by Project Type - Community Wildfire Protection Plan**

Feature Layer Name	KMZ	Feature Layer Description	Mandatory Attributes	Attribute Description	Attribute Details (Data type, length)
AOI	YES	CWPP area of interest	DATA_COLLECTION_DATE	Date spatial data was collected	Date (DD/MM/YYYY)
			DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45
			AREAHA	Area in hectares	Double
FUEL_TYPE	YES	Fuel Type	FUEL_TYPE	Fuel Type. See Table 2	Text, 15
			CROWN_BASE_HEIGHT	Crown base (CBH) height for C-6 Fuel type	Double
			PERCENT_CONIFER	Percent conifer (PC) for M-1/M-2 Fuel types	Short integer
			DATA_COLLECTION_DATE	Date the spatial data was collected	Date (DD/MM/YYYY)
			DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45
			AREAHA	Area in hectares	Double
PROPOSED_TREATMENT	YES	Proposed gross treatment area	PROPOSED_TREATMENT_ID	Unique proposed treatment identifier	Text, 7
			DATA_COLLECTION_DATE	Date spatial data was collected	Date (DD/MM/YYYY)
			DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45
			AREAHA	Area in hectares	Double

## H. Threat Plot Submissions

If using the 2017 Wildfire Threat Assessment Guide the following layers are also required:

Feature Layer Name	KMZ	Feature Layer Description	Mandatory Attributes	Attribute Description	Attribute Details (Data type, length)
FUEL_ASSESSMENT_PLOT	YES	Field fuel assessment plot locations to confirm site level fuel stratum of a fuel type	PLOT_NUMBER	Plot number corresponding to Fuel Assessment Worksheet	Text, 7
			ECOPROVINCE_CODE	Ecoprovince. See Table 3	Text, 5
			FUEL_ASSESSMENT_RATING	Site level Fuel Assessment Rating. See Table 4	Text, 10
			DATA_COLLECTION_DATE	Date spatial data was collected.	Date (DD/MM/YYYY)
			DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45
WILDFIRE_RISK	YES	Dataset indicating area and risk class as described in CWPP Template	WILDFIRE_RISK_CLASS	Wildfire Risk Class See Table 5	Text, 10
			DATA_COLLECTION_DATE	Date spatial data was collected	Date (DD/MM/YYYY)
			DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45
			AREAHA	Area in hectares	Double

If using the 2012 Wildfire Threat Assessment Guide the following layers are also required:

Feature Layer Name	KMZ	Feature Layer Description	Mandatory Attributes	Attribute Description	Attribute Details (Data type, length)
FIRE_THREAT	YES	Dataset indicating area and threat class as described in current Threat Rating Guide	FIRE_BEHAVIOUR_THREAT_CLASS	Wildfire behaviour threat class based on definitions in current Threat Rating Guide. See Table 6	Text, 10
			WUI_THREAT_CLASS	WUI threat class based on the definitions in of current Threat Rating Guide. See Table 7	Text, 10
			DATA_COLLECTION_DATE	Date spatial data was collected	Date (DD/MM/YYYY)
			DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45
			AREAHA	Area in hectares	Double



<b>THREAT_PLOT</b>	YES	Ground truthed threat plot locations to confirm fire threat	PLOT_NUMBER	Plot number corresponding to Wildfire Threat Worksheet	Text, 7
			THREAT_PLOT_QUALIFIER	Qualifier to indicate whether the threat assessment plot was done before or after the fuel treatments were completed. See Table 8	Text, 5
			FIRE_BEHAVIOUR_THREAT_CLASS	Wildfire behaviour threat class based on definitions in current Threat Rating Guide. See Table 2	Text, 10
			DATA_COLLECTION_DATE	Date spatial data was collected.	Date (DD/MM/YYYY)
			DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45

#### I. Specific Submission Requirements for Fuel Management (Follow Threat Plots Guidance Above for Threat Plots)

Feature Layer Name	KMZ	Feature Layer Description	Mandatory Attributes	Attribute Description	Attribute Details (Data type, length)
PRESC OR OP_PROJECT_BOUNDARY	YES	Single or multi-part dissolved polygon layer defining the <u>net</u> area under prescription	DATA_COLLECTION_DATE	Date spatial data was collected	Date (DD/MM/YYYY)
			DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45
			AREAHA	Area in hectares	Double
PRESC_TREATMENT_UNIT	YES	Prescription treatment units	TREATMENT_UNIT_ID	Treatment Unit ID	Text, 10
			CURRENT_FUEL_TYPE	Current treatment unit fuel type. See Table 2	Text, 15
			CURRENT_STEMS_PER_HA	Current treatment unit density stems per hectare	Long integer
			LOCATION_NAME	Geographic description of treatment unit	Text, 50
			DATA_COLLECTION_DATE	Date spatial data was collected	Date (DD/MM/YYYY)
			DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45
			AREAHA	Area in hectares	Double

Feature Layer Name	KMZ	Feature Layer Description	Mandatory Attributes	Attribute Description	Attribute Details (Data type, length)
OP_TREATMENT_UNIT	YES	Operational treatment units	TREATMENT_UNIT_ID	Treatment Unit ID	Text, 10
			POST_STEMS_PER_HA	Current treatment unit density stems per hectare	Long integer
			LOCATION_NAME	Geographic description of treatment unit	Text, 50
			DATA_COLLECTION_DATE	Date spatial data was collected	Date (DD/MM/YYYY)
			DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45
			AREAHA	Area in hectares	Double
OP_STAND_TREATMENT	YES	Operational stand treatment area	STAND_TREATMENT_TECHNIQUE	Broad category of technique used for stand treatment activity. See Table 9	Text, 20
			STAND_TREATMENT_METHOD	Method used to perform treatment activity. See Table 9	Text, 20
			STAND_TREATMENT_END_DATE	Date stand treatment activity completed.	Date (DD/MM/YYYY)
			DATA_COLLECTION_DATE	Date spatial data was collected	Date (DD/MM/YYYY)
			DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45
			AREAHA	Area in hectares	Double
OP_DEBRIS_MGMT	YES	Operational debris management area	DEBRIS_MGMT_TECHNIQUE	Broad category of technique used for debris management activity. See Table 10	Text, 20
			DEBRIS_MGMT_METHOD	Method used to perform debris management activity. See Table 10	Text, 20
			DEBRIS_MGMT_END_DATE	Date debris management activity completed	Date (DD/MM/YYYY)
			DATA_COLLECTION_DATE	Date spatial data was collected	Date (DD/MM/YYYY)
			DATA_COLLECTION_METHOD	Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1	Text, 45
			AREAHA	Area in hectares	Double

## J. Attribute Value Reference Tables

**Table 1: Data Collection Method**

DATA_COLLECTION_METHOD	DESCRIPTION
differentialGPS	The data was captured with a differential GPS unit, or was post-processed with information received from known reference stations, to improve data accuracy.
Digitizing	The data was converted from an analog map into a digital format using a digitizing tablet connected to a computer.
GISAnalysis	The data was created as a result of a GIS Analysis.
nondifferentialGPS	The data was captured with a GPS unit but was not post-processed or was captured with a GPS unit incapable of doing differential GPS.
orthoPhotography	The data was delineated from an orthophoto (aerial photography).
Photogrammetric	The data was delineated using photographs or images in stereo pairs
satelliteImagery	The data was delineated from a satellite image.
sketchMap	The data was hand sketched, either on an analog map or on-screen.
tightChainTraverse	The data was surveyed with a hand compass and chain to create a closed traverse.

**Table 2: Fuel Type**

FUEL_TYPE	DESCRIPTION
C-1	C-1 Spruce Lichen Woodland
C-2	C-2 Boreal Spruce
C-3	C-3 Mature Jack or Lodgepole Pine
C-4	C-4 Immature Jack, Lodgepole Pine, densely stocked Ponderosa Pine, or Douglas Fir
C-5	C-5 Red and White Pine
C-6	C-6 Conifer Plantation
C-7	C-7 Ponderosa Pine or Douglas Fir
D-1/2	D-1/2 Green or Leafless Aspen or Deciduous shrub
S-1	S-1 Jack or Lodgepole Pine slash
S-2	S-2 White Spruce, Balsam slash
S-3	S-3 Coastal Cedar, Hemlock, Douglas-Fir slash
O-1a/b	O-1a/b Matted or Standing Grass
M-1/2	M-1/2 Green or Leafless Mixedwood
M-3	M-3 Dead Balsam Fir Mixedwood – leafless
Non-fuel	Non-fuel
Unclassified	Unclassified
Water	Water

**Table 3: Ecoprovinces**

ECOPROVINCE_CODE	DESCRIPTION
SAL	Southern Alaska Mountains
NBM	Northern Boreal Mountains
TAP	Taiga Plains
BOP	Boreal Plains
SBI	Sub-Boreal Interior
SIM	Southern Interior Mountains
SOI	Southern Interior
COM	Coast And Mountains
GED	Georgia Depression
NEP	Northeast Pacific
CEI	Central Interior

**Table 4: Site Level Fuel Assessment Rating**

FUEL_ASSESSMENT_RATING	DESCRIPTION
Low	Fires may start and spread slowly. There will be minimal involvement of deeper fuel layers or larger fuels.
Moderate	Forest fuels are drier and there is an increased risk of surface fires starting. There will be involvement of the organic layer but larger dead material will not readily combust.
High	Forest fuels are very dry, new fires may start easily, burn vigorously; aerial fuel will be engaged in the flaming front. Most fuel in the organic layer will be consumed and larger dead fuel will be consumed in the smoldering combustion.
Extreme	Extremely dry forest fuel, new fires will start easily, burn vigorously; all aerial fuel will be engaged in the flaming front. Most fuel in the organic layer will be consumed and larger dead fuel will be consumed in the smoldering combustion.

**Table 5: Wildfire Risk Class**

<b>WILDFIRE_RISK_CLASS</b>	<b>DESCRIPTION</b>
NO DATA	No data private land
No Risk	The combination of the local fuel hazard (usually PSTA Class 0 or 1), weather influences, topography, proximity to the community, fuel (non-fuel) position in relation to fire spread patterns, and known local wildfire threat factors make it a no risk for threatening a community. These areas are non-fuel or sparsely vegetated and will not support spreading fires, and any patches of vegetation will usually self-extinguished. Low to no risk to any values at risk.
Low	The combination of the local fuel hazard, weather influences, topography, proximity to the community, fuel position in relation to fire spread patterns, and known local wildfire threat factors make it a lower potential for threatening a community. These stands will support surface fires, single tree or small groups of conifer trees could torch/ candle in extreme fire weather conditions. Fuel type spot potential is very low, low risk to any values at risk.
Moderate	The combination of the local fuel hazard, weather influences, topography, proximity to the community, fuel position in relation to fire spread patterns and known local wildfire threat factors make it possible that a wildfire in this area would threaten the community. Areas of matted grass, slash, conifer plantations, mature conifer stands with very high crown base height, and deciduous stands with 26 to 49% conifers. These stands will support surface fires, single tree or small groups of conifer trees could torch/ candle. Rates of spread would average between 2-5 meters/ minute. Forest stands would have potential to impact values in extreme weather conditions. Fuel type spot potential is unlikely to impact values at a long distance (<400m).
High	The combination of the local fuel hazard, weather influences, topography, proximity to the community, fuel position in relation to fire spread patterns, and known local wildfire threat factors make it likely that a wildfire in this area would threaten the community. This includes stands with continuous surface/ crown fuel that will support regular torching/ candling, intermittent crown and/or continuous crown fires. Rates of spread would average 6 -10 meters/ minute. Fuel type spot potential is likely to impact values at a long distance (400 -1 000m).
Extreme	The combination of the local fuel hazard, weather influences, topography, proximity to the community, fuel position in relation to fire spread patterns, and known local wildfire threat factors make it very likely that a wildfire in this area would threaten the community. Stands with continuous surface/ crown fuel and fuel characteristics that tend to support the development of intermittent or continuous crown fires. Rates of spread would average >10 meters/ minute. Fuel type spot potential is probable to impact values at a long distance (400 -1 000m or greater). These forest stands have the greater potential to produce extreme fire behaviour (long range spotting, fire whirls and other fire behaviour phenomena)

**Table 6: Wildfire Behaviour Threat Class**

<b>FIRE_BEHAVIOUR_THREAT_CLASS</b>	<b>DESCRIPTION</b>
NO DATA	No data private land
Very Low	These are lakes and water bodies that do not have any forest or grassland fuels. These areas cannot pose a wildfire threat and are not assessed.
Low	This is developed and undeveloped land that will not support significant wildfire spread.
Moderate	This is developed and undeveloped land that will support surface fires only. Homes and structures could be threatened.
High	Landscapes or stands that: <ul style="list-style-type: none"> <li>• are forested with continuous surface fuels that will support regular candling, intermittent crown and/or continuous crown fires;</li> <li>• often include steeper slopes, rough or broken terrain with generally southerly and/or westerly aspects;</li> <li>• can include a high incidence of dead and downed conifers;</li> <li>• are areas where fuel modification does not meet an established standard.</li> </ul>
Extreme	Consists of forested land with continuous surface fuels that will support intermittent or continuous crown fires. Polygons may also consist of continuous surface and coniferous crown fuels. The area is often one of steep slopes, difficult terrain and usually a southerly or westerly aspect.

**Table 7: Wildfire Threat Class**

<b>WUI_THREAT_CLASS</b>	<b>DESCRIPTION</b>
NO DATA	No data private land
NA	Wildfire behaviour threat class is not high or extreme.
Low	High or extreme wildfire behaviour threat class polygon is sufficiently distant from any development to not to have a direct impact on the community. The polygon is likely over two kilometers from any development.
Moderate	High or extreme wildfire behaviour threat class polygon is sufficiently distant from any development to not to have a direct impact on the community. The polygon is likely over five hundred meters from any development.
High	High or extreme wildfire behaviour threat class polygon is sufficiently distant from any development to not to have a direct impact on the community. The polygon is within 500 meters kilometers from a community or development.
Extreme	High or extreme wildfire behaviour threat class polygon is sufficiently distant from any development to not to have a direct impact on the community. The polygon is adjacent to a community or development.

**Table 8: Threat Plot Qualifier**

<b>THREAT_PLOT_QUALIFIER</b>	<b>DESCRIPTION</b>
PRE	The threat assessment plot was completed prior to the fuel treatments.
POST	The threat assessment plot was completed after the fuel treatments were finished.

**Table 9: Stand Treatment Technique:**

STAND_TREATMENT_TECHNIQUE	STAND_TREATMENT_METHOD
Prescribed Fire	Broadcast Burn
Pruning	Hand
Tree Felling	Hand
Tree Felling	Mechanical
Thinning	Hand
Thinning	Mechanical
Planting	NA

**Table 10: Debris Management Technique:**

DEBRIS_MGMT_TECHNIQUE	DEBRIS_MGMT_METHOD
Prescribed Fire	Pile Burning
Prescribed Fire	Broadcast Burn
Debris Management	NA
Debris Removal	Removal



## 2020 Community Resiliency Investment Program

### FireSmart Community Funding & Supports

### Worksheet 1: Proposed Activities & Cost-Estimate

This worksheet is required to be completed for all applications.

Please complete and return the worksheet with the full FireSmart Community Funding & Supports application package. If you have any questions, contact [cri-swpi@ubcm.ca](mailto:cri-swpi@ubcm.ca) or (250) 356-2947.

#### **Instructions:**

In Section 2 below, indicate the proposed activities, cost-estimate, outcomes and performance measures for each of the eligible activities (as identified in Table 1 of Section 6 of the Program & Application Guide) that you plan to undertake.

**Cost Estimate:** Provide a cost estimate for each proposed activity. Include information on how cost estimates were developed (i.e. estimated days of work, hourly/daily rates and types of equipment and estimated hours of use). In cases where other contributions are included for proposed activities, please clearly distinguish between the requested grant amount and other contributions, including in-kind contributions. Detailed cost estimates may be requested.

**Proposed Outcomes:** Provide information on the expected outcome of each proposed activity and list any policies, practices, plans or documents that will be developed or amended as a result of your project. As noted in the Program & Application Guide, higher application review scores will be given to projects that clearly increase community resiliency by undertaking community-based FireSmart planning and activities that reduce the community's risk from wildfire.

**Proposed Performance Measures:** Indicate how the proposed activities will be evaluated, including the specific performance measures that will be used.



## Worksheet 1: Proposed Activities & Cost Estimates

<b>SECTION 1: Applicant Information</b>	<b>CRI-</b> <i>(for administrative use only)</i>
Name of Local Government or First Nation: Regional District of Kootenay Boundary	Name of Project:

### SECTION 2: Proposed Activities

#### 1. Education

Proposed Activities	Cost Estimate/Calculation	Proposed Outcomes	Performance Measures
FireSmart educational activities and tools:			
Education for the reduction of human-caused fires:			
Wildfire Community Preparedness Day:			
FireSmart day, events and workshops, and wildfire season open houses:			
FireSmart Canada Community Recognition:			
Other:			

*Example performance measures: target attendance and/or number of hours at educational activities, Wildfire Community Preparedness Day and any FireSmart events; estimated completion date of application for FireSmart Canada Community Recognition.*

#### 2. Planning

*For plans, include the number of hectares that threat assessments will be completed for. Refer to Appendix 4 for map and spatial data requirements for CWPPs. The new community wildfire resiliency planning framework is expected to be implemented by spring 2020 and will*

*be linked directly to Crown land planning activities led by the Ministry of Forests, Lands, Natural Resource Operations and Rural Development, and BC Parks.*

Proposed Activities	Cost Estimate/Calculation	Proposed Outcomes	Performance Measures
Develop or update an existing plan (i.e. CWPP):			
Develop policies/practices for FireSmart First Nations land or publicly owned land:			
Develop policies/practices for FireSmart First Nations owned buildings and publicly owned buildings:			
Conduct site visits/FireSmart assessments for First Nations owned buildings, publicly owned buildings or publicly, provincially and First Nations owned critical infrastructure:			
Other:			

*Example performance measures: list of policies and plans that are proposed for review and/or amendment; target for number of completed assessments.*

### 3. Development Considerations

Proposed Activities	Cost Estimate/Calculation	Proposed Outcomes	Performance Measures
Amend OCPs, Comprehensive Community Plans and/or bylaws:			
Revise landscaping requirements:			
Establish Development Permit Areas for Wildfire Hazard:			

Include wildfire prevention and suppression considerations in the design of subdivisions:			
Amend referral processes for new developments to ensure multiple departments are included:			
Other:			

*Example performance measures: list of plans or development requirements that are proposed for review and/or amendment; number and location of target areas for development permit areas.*

#### **4. Interagency Co-operation**

Proposed Activities	Cost Estimate/Calculation	Proposed Outcomes	Performance Measures
Regional FireSmart committees:			
Multi-agency fire and/or fuel management tables:			
Other:			

*Example performance measures: estimated meeting frequency and attendance at committee meetings or fuel management tables.*

#### **5. Emergency Planning**

Proposed Activities	Cost Estimate/Calculation	Proposed Outcomes	Performance Measures
Cross-jurisdictional meetings and tabletop exercises, including seasonal wildfire readiness meetings:			
Review structural protection capacity:			

Other:			
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*Example performance measures: estimated meeting frequency and attendance at meetings and exercises.*

## 6. Cross Training

Proposed Activities	Cost Estimate/Calculation	Proposed Outcomes	Performance Measures
FireSmart training			
Local FireSmart Representative:			
Home Partners:			
FireSmart 101:			
Community Champions training:			
Cross-train fire department members			
S-100 Basic fire suppression and safety:			
S-185 Fire entrapment avoidance and safety:			
ICS-100 (volunteer only):			
Cross-train emergency management personnel			
ICS-100:			
Professional development to increase capacity for FireSmart activities:			
Other:			

*Example performance measures: estimated training frequency and attendance; list of professional development opportunities.*

## 7. FireSmart Demonstration Projects

*To be eligible for funding, all FireSmart Demonstration projects must have a completed FireSmart assessment at the time of application submission, and include a community education component. In addition, for First Nations or publicly owned buildings, the proposed building must be designated for emergency response, such as an Emergency Operations Centre or Emergency Support Services facility (i.e. reception centre, group lodging).*

Proposed Activities	Cost Estimate/Calculation	Proposed Outcomes	Performance Measures
FireSmart Demonstration Projects for First Nations owned buildings or publicly owned buildings:			
FireSmart Demonstration Projects for publicly, provincially and First Nations owned critical infrastructure:			
Other:			

*Example performance measures: the extent to which the recommendations in the FireSmart assessment will be achieved; the degree to which the hazard level will be reduced for the structure; the number of people informed by the required community education component.*

## 8. FireSmart Activities for Residential Areas

*To be eligible for funding, all FireSmart activities for residential areas must be located in FireSmart Noncombustible Zone and Priority Zones 1, 2 and 3. Refer to Appendix 2 in the Program & Application Guide for funding requirements for FireSmart rebate programs.*

Proposed Activities	Cost Estimate/Calculation	Proposed Outcomes	Performance Measures
Planning for residential areas:			
Offer local rebate programs:			
Provide off-site debris disposal:			
Other:			

*Example performance measures: target for completed number of assessments; number and location of target areas for planning activities; target number and value for approved rebates; estimated frequency of debris disposal activities and the number of residential property or home owners participating.*

## **9. Fuel Management**

*To be eligible for funding, all fuel management activities must be in alignment with the requirements for funding fuel management activities identified in Appendix 3 and should generally be outside of FireSmart Noncombustible Zone and Priority Zones 1, 2 and 3.*

Worksheet 2 is required to be completed but the total cost estimate and total grant request should be included here.

Total fuel management cost estimate:

Total fuel management grant request:

*Note: Refer to Appendix 3 of the Program & Application Guide for funding requirements for fuel management activities and Appendix 4 for the requirements for maps and spatial data.*

## **10. Total Project Cost & Total Grant Request**

Total project cost estimate:

Total grant request:

*Note: Please ensure the total project cost estimate and the total project grant request provided here match the information provided in Question 6 on the Application Form.*



## 2020 Community Resiliency Investment Program FireSmart Community Funding & Supports Application Form

Please complete and return the application form and all required attachments by October 18, 2019.

All questions are required to be answered by typing directly in this form. If you have any questions, contact [cri-swpi@ubcm.ca](mailto:cri-swpi@ubcm.ca) or (250) 356-2947.

<b>SECTION 1: Applicant Information</b>	<b>CRI-</b> <i>(administrative use only)</i>
Name of Local Government or First Nation:	Complete Mailing Address:
Contact Person:	Position:
Phone:	E-mail:

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

<b>SECTION 2: For <u>Regional Projects Only</u></b>
<p><b>1. Identification of Partnering Communities.</b> For all regional projects, please list all of the partnering eligible applicants included in this application. Refer to Section 3 in the Program &amp; Application Guide for eligibility.</p>
<p><b>2. Rationale for Regional Projects.</b> Please provide a rationale for submitting a regional application and describe how this approach will support cost-efficiencies in the total grant request.</p>

<b>SECTION 3: Project Summary</b>
<p><b>3. Name of the Project:</b></p>
<p><b>4. Project Summary.</b> Please provide a summary of your project in <u>150 words or less</u>.</p>

**5. Fire Centre (use check boxes).** Indicate which Fire Centre the proposed activities are located in (check all that apply)

- ☐ Cariboo Fire Centre  
☐ Coastal Fire Centre  
☐ Kamloops Fire Centre

- ☐ Northwest Fire Centre  
☐ Prince George Fire Centre  
☐ Southeast Fire Centre

**6. Project Cost & Grant Request:**

Total Project Cost:

Total Grant Request (as identified in Worksheet 1):

Have you applied for or received funding for this project from other sources? If yes, please provide details below.

**7. Progress to Date.** If you were approved for funding under the 2019 FireSmart Community Funding & Supports program, please describe the activities that have been completed to date and/or what activities your community will be undertaking to increase resiliency.

#### **SECTION 4: Requirements for Funding** (refer Section 4 of Program & Application Guide)

**8. Engagement Prior to Submitting an Application.** In order to qualify for funding, applicants must demonstrate their level of engagement with a BCWS Wildfire Prevention Officer, FNESS Fuel Management Liaison/Specialist, and, if applicable, the FLNRORD district, region, or relevant Land Manager to ensure project alignment with Land Manager priorities.

Please indicate the name(s) and title(s) of the person(s) you engaged with and describe the extent of that engagement.

**9. Acceptable Plan.** In order to qualify for funding, applicants must have a current and acceptable plan that includes assessment and identification of FireSmart and/or fuel management priorities (i.e. CWPP, Community Wildfire Resiliency Plan, Integrated Investment Plan, etc.).

Please outline how your community meets this requirement. Note: applicants that do not have a current and acceptable plan may apply to develop or update a plan.

*Attach completed plans, assessments, and/or excerpts from higher-level plans, with the application form.*

#### **SECTION 5: Wildfire Risk & Rationale**

**10. A. WUI Wildfire Risk Class.** What is the WUI Risk Class (1 – 5) for the general area of interest of your community or proposed activities, including the WUI polygon name from risk class map? Refer to Appendix 1 of the Program & Application Guide.



**B.** If local assessments provide additional evidence of higher wildfire risk than the WUI Risk Class, provide specific evidence of wildfire risk (reference to appropriate section of a CWPP or other plan, etc.)

*Additional evidence for higher wildfire risk (e.g. CWPP extract, copies of assessments, etc.) is required to be submitted with the application form.*

**C.** For the purpose of FireSmart Community Funding & Supports grants, identify the risk category that you are applying under:

- ☐ Lower risk of wildfire (may apply for a grant of up to \$25,000)
- ☐ Higher risk of wildfire (may apply for a grant of up to/exceeding \$150,000)

**11. Other Rationale.** What other rationale or evidence is there for undertaking the proposed project? This may include local hazards identified in the Emergency Plan; threat levels identified in Hazard Risk & Vulnerability Analysis and/or other risk assessments; demonstrated history of repeated and/or significant interface wildfires and evacuations; or other rationale.

*Evidence of other rationale (e.g. Local Authority Emergency Plan extract, copies of assessments, etc.) is required to be submitted with the application form.*

#### SECTION 6: Detailed Project Information

**12. Proposed Activities.** Please refer to Section 6 of the Program & Application Guide for eligibility and complete Worksheet 1: Proposed Activities & Cost-Estimate. Worksheet 1 is required to be completed for all applications.

**13. Increasing Resiliency.** Please indicate how the proposed project will increase community resiliency by undertaking community-based FireSmart planning and activities that reduce the community's risk from wildfire.

**14. Partnerships & Collaboration.** Please identify any other authorities you will collaborate with on the proposed project (e.g. community or resident organizations, First Nation or Indigenous organizations or other local governments) and outline how you intend to work together.

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

#### SECTION 7: Application Check List

Required Submissions

Related Attachments

<input type="checkbox"/> Application Form	<input type="checkbox"/> Completed plans, and/or assessments, or excerpts from higher-level plans as required in Q. 9 <input type="checkbox"/> Other rationale as required in Q. 10 and 11
<input type="checkbox"/> Completed Worksheet 1: Proposed Activities & Budget	<input type="checkbox"/> FireSmart Assessments for structures proposed for demonstration projects as required in Q. 7
<input type="checkbox"/> For fuels management activities only: Completed Worksheet 2: Proposed Fuel Management Activities	<input type="checkbox"/> PDF map outlining the area of interest, proposed treatments units, land status and tenure overlaps <input type="checkbox"/> Wildfire threat assessment information for the proposed treatment unit(s) <input type="checkbox"/> For fuel management treatment only, a copy of the completed prescription and/or Burn Plan and project boundary spatial layer <input type="checkbox"/> For fuel management treatment on Provincial Crown land only: email from land manager indicating information sharing with First Nations has been completed
<input type="checkbox"/> Council, Board or Band Council resolution, indicating support for the current proposed activities and willingness to provide overall grant management	
<input type="checkbox"/> For regional projects only: Council, Board or Band Council resolution, from each partnering community that clearly states approval for the applicant to apply for, receive and manage the grant funding on their behalf	
<p>Submit the completed Application Form and all required attachments as e-mail attachments to <a href="mailto:cri-swpi@ubcm.ca">cri-swpi@ubcm.ca</a> and note "2020 CRI" in the subject line. Submit your application as either a Word or PDF file(s). If you submit by e-mail, hardcopies and/or additional copies of the application are not required.</p>	

**SECTION 8: Signature.** Applications are required to be signed by an authorized representative of the applicant. Please note all application materials will be shared with the Province of BC and the BC FireSmart Committee.

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

Name:

Title:

Signature:

*An electronic or original signature is required.*

Date:



## Federal/Provincial Gas Tax Funding 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](mailto:foi@rdkb.com).

Application Date

Project Title

Applicant Contact Information:

Name of Organization	KETTLE WILDLIFE ASSOCIATION		
Address	1635 ROCK CREEK DUMP ROAD, ROCK CREEK BC V0H1Y0		
Phone No.	604-892-7698	Fax No.	
Email Address	kettlewildlifeneeds@gmail.com		

Director(s) in Support  
Of Project

Area

Amount Required

Is your organization a (please check where appropriate):

☒ Not-For-Profit/Charity ☒ Society #  ☒ Community Organization

Land Ownership – Please check one of the following:

☐ The applicant is the owner of the property  
☒ The property is Crown Land. Tenure/license number

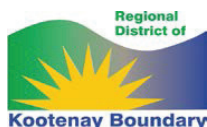
Do you have the Landowner's written approval to complete the works on the land(s)?

☒ Yes (include copies of permits)  
☐ No

Ownership and Legal Description details are required for all parcels of land on which the proposed works will occur.

Registered Owners of Land	Legal Description of land(s)
Crown - Province	Similkameen Division of Yale District PT of SL5PL1186 DL2704 EXC PL1233PT DL568S and DL862

202-843 Rossland Ave Trail, British Columbia Canada V1R 4S8  
Toll-free: 1 800 355 7352 · tel: 250 368-9148 · fax: 250 368-3990  
Email: [admin@rdkb.com](mailto:admin@rdkb.com) · web: [rdkb.com](http://rdkb.com)



**Application Contents – must include all of the following:**

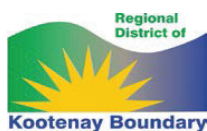
1. Description of the project including management framework
2. Project Budget including project costs (E.g. employee, equipment, etc.)
3. Outline of project accountability including Final Report and financial statements

**1. Eligible Project Description including timeline:**

This project is to:

1. Improve safety of the buildings and bring them up to code
2. Improve lighting in the meeting room and indoor archery range
3. Upgrade and increase the electrical capacity in the kitchen, meeting area and exterior of the clubhouse

The project is ready to go on notice to Easy Electric to fit into their schedule.  
Projected timeline is less than a month to complete once it is scheduled.



### 1.1 Project Impact:

Currently, we have some electrical safety issues that need to be addressed for the safety of all users of our meeting, kitchen and range facilities.

We have several community groups that use our building.

The Seventh Day Adventists hold several meetings per month including cooking classes, health clinics, youth programs and worship.

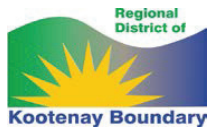
The West Boundary Community Forest Association uses our facilities to hold meetings and workshops.

The Kettle Wildlife Association sponsors both a Canadian Firearms Safety Course and a Conservation and Outdoor Recreation Education course for the community in the spring. We also sponsor a BCWF kids camp for local youth each summer. We hold archery instruction every week for both youth and adults in the community.

The upgraded capacity will allow more participation in some of the events put on by the club and our users.

The upgraded lighting will benefit all user groups, especially archery instruction, and possibly attract more. We have had offers of use turned down due to inadequate lighting.

Upgrades to lighting will also increase the electrical efficiency.



1.2 Project Outcomes:

This project will increase safety and enhance the use by the club and all public users.

The increased lighting will aid in getting more public use and better sighting for the archery classes.

The upgraded capacity will allow more participation in some of the events put on by the club and our users.





## Additional Budget Information

--

## 3. Accountability Framework:

The Eligible Recipient will ensure the following:

- Net incremental capital spending is on infrastructure or capacity building
- Funding is used for Eligible Projects and Eligible Costs
- Project is implemented in diligent and timely manner
- Provide access to all records
- Comply with legislated environmental assessment requirements and implement environmental impact mitigation measures
- **Provision of a Final Report including copies of all invoices**

**Schedule of Payments**

The RDKB shall pay the Proponent in accordance with the following schedule of payments:

- (a) 75% upon signing of the Contract Agreement;
- (b) 25% upon receipt of progress report indicating 75% completion of the Project and a statement of income and expenses for the Project to that point.

By signing below, the recipient agrees to prepare and submit a summary final report outlining project outcomes that were achieved and information on the degree to which the project has contributed to the objectives of cleaner air, cleaner water or reduced greenhouse gas emissions. This must also include financial information such as revenue and expenses.

In addition, an annual report (for 5 years) is to be submitted to the RDKB prior to October 31<sup>st</sup> of each year detailing the impact of the project on economic growth, a clean environment, and/or strong cities and communities.

Signature	Name	Date
	Scott Douglas	Sept 27 2019

## **SCHEDULE B- Eligible Costs for Eligible Recipients**

### **1. Eligible Costs for Eligible Recipients**

#### **1.1 Project Costs**

Eligible Costs, as specified in this Agreement, will be all direct costs that are in the Parties' opinion properly and reasonably incurred, and paid by an Eligible Recipient under a contract for goods and services necessary for the implementation of an Eligible Project. Eligible Costs may include only the following:

- a) the capital costs of acquiring, constructing or renovating a tangible capital asset and any debt financing charges related thereto;
- b) the fees paid to professionals, technical personnel, consultants and contractors specifically engaged to undertake the surveying, design, engineering, manufacturing or construction of a project infrastructure asset, and related facilities and structures;
- c) for capacity building category only, the expenditures related to strengthening the ability of Local Governments to improve local and regional planning including capital investment plans, integrated community sustainability plans, life-cycle cost assessments, and Asset Management Plans. The expenditures could include developing and implementing:
  - i. studies, strategies, or systems related to asset management, which may include software acquisition and implementation;
  - ii. training directly related to asset management planning; and,
  - iii. long-term infrastructure plans.

##### **1.1.1 Employee and Equipment Costs**

Employee or equipment may be included under the following conditions:

- a) the Ultimate Recipient is able to demonstrate that it is not economically feasible to tender a contract;
- b) the employee or equipment is engaged directly in respect of the work that would have been the subject of the contract; and
- c) the arrangement is approved in advance and in writing by UBCM.

### **2. Ineligible Costs for Eligible Recipients**

Costs related to the following items are ineligible costs:

- a) Eligible Project costs incurred before April 1, 2005;
- b) services or works that, in the opinion of the RDKB, are normally provided by the Eligible Recipient or a related party;
- c) salaries and other employment benefits of any employees of the Eligible Recipient, except as indicated in Section 1.1
- d) an Eligible Recipient's overhead costs, its direct or indirect operating or administrative costs, and more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its applicant's staff

- e) costs of feasibility and planning studies for individual Eligible Projects;
- f) taxes for which the recipient is eligible for a tax rebate and all other costs eligible for rebates;
- g) costs of land or any interest therein, and related costs;
- h) cost of leasing of equipment by the recipient, except as indicated in section 1.1 above;
- i) routine repair and maintenance costs;
- j) legal fees;
- k) audit and evaluation costs.

## Eazy Electric

Electrical costs for safety upgrades and increased capacity.

Kettle Wildlife Association,  
1635 Dump Rd. Rock Creek, BC  
August 1, 2019

All prices include parts, labour and permitting. Prices inclusive of GST.

All work to be performed by qualified individuals to current code requirements using approved products.

As it is difficult to anticipate all possible inconsistencies in the construction of a building of this age, there is a possibility of increased costs as work commences.

In addition, any hazardous conditions or deficiencies not identified on the inspection report are not included in price quotes.

1. Sub panel installation: Provided wire and breaker are suitable for continued use.  
\$853.65
2. Main structure identified hazard elimination: Undersized wiring to cooking unit.  
Unprotected stove feed. Lights in archery area. Main load centre maintenance.  
\$1408.05
3. Rifle shack/seacan identified hazard elimination: Replacement of rifle shack panel.  
Correction of open ground circuit. Replacement of unsuitable wire between rifle shack  
indoors and outdoors. Correction of "extension cord" run through wall of shack. Cover  
open junction. Install cover on seacan GFCI outlet, replace seacan GFCI outlet. Replace  
seacan breakers with appropriate values.  
\$1822.80
4. Main hall receptacle additions: Additional kitchen area receptacles. Dishwasher feed.  
Fridge/Freezer receptacles. GFCI receptacle outside kitchen exterior door. Additional  
main hall receptacles.  
\$4211.55
5. Exterior receptacles facing trap range and fridge receptacle in hallway: \$1723.05

Quote is valid for 90 days.



# LICENCE OF OCCUPATION

Licence No.: 404699

File No.: 4410279  
Disposition No.: 885222

THIS AGREEMENT is dated for reference March 31, 2011 and is made under the *Land Act*.

## BETWEEN:

**HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA**, represented by the minister responsible for the *Land Act*, Parliament Buildings, Victoria, British Columbia

(the "Province")

## AND:

**KETTLE WILDLIFE ASSOCIATION**  
**SOCIETY NO. S-0017156**  
PO Box 100  
Rock Creek, BC V0H 1Y0

(the "Licensee")

The parties agree as follows:

## ARTICLE 1 - INTERPRETATION

1.1 In this Agreement,

"**Agreement**" means this licence of occupation;

"**Commencement Date**" means March 31, 2011;

"**disposition**" has the meaning given to it in the *Land Act* and includes a licence of occupation;

"**Fees**" means the fees set out in Article 3;

"**Hazardous Substances**" means any substance which is hazardous to persons, property or the environment, including without limitation

(a) waste, as that term is defined in the *Environmental Management Act*; and

STANDARD LICENCE

Page 1 of 18

CANADA  
PROVINCE OF BRITISH COLUMBIA

NUMBER

S-17156



**Province of British Columbia**  
Ministry of Consumer and Corporate Affairs  
REGISTRAR OF COMPANIES

SOCIETY ACT

# Certificate of Incorporation

I HEREBY CERTIFY THAT

KETTLE WILDLIFE ASSOCIATION

HAS THIS DAY BEEN INCORPORATED UNDER THE SOCIETY ACT

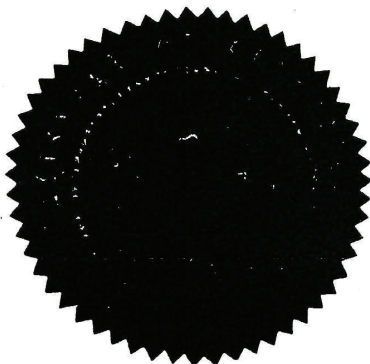
GIVEN UNDER MY HAND AND SEAL OF OFFICE

AT VICTORIA, BRITISH COLUMBIA,

THIS 5TH DAY OF APRIL, 1982

A handwritten signature in cursive script, reading "F.A. Skinner".

F.A. SKINNER  
ASST. DEPUTY REGISTRAR OF COMPANIES



Good morning RDKB Directors and Municipal CAO's,

For our Municipal CAO's can you please forward this email to your respective Council Members.

The RDKB has received a request from Tervita (Company that operates the biocells at West Boundary and Grand Forks Landfills) to accept contaminated soils originating from the Nelson area for treatment and remediation.

The following is information regarding the soils:

- All soils are contaminated with hydrocarbons only (BTEX/VPH) (not heavy metals)
- Approximately 1,000 tonnes of CL+ Soils
- Approximately 4,000 tonnes of Remediable Section 41.1 Soils
- Soils are requested to begin being delivered to the West Boundary and Grand Forks Landfills starting October 7, 2019
- All soils will be remediated to CL- levels and then used as intermediate/daily cover at the landfills

Due to the tonnage, the soils will be distributed to both the biocells at the West Boundary and Grand Forks Landfills for remediation prior to final use at the landfills. Given that the West Boundary Landfill is in a greater soil deficit than Grand Forks, I will be directing as much soil to the West Boundary Facility as possible. At this time, it is estimated a total of 2,500 to 3,000 tonnes will go to the West Boundary Landfill and the remaining 2,000 to 2,500 tonnes will go to the Grand Forks Landfill.

This email is being sent as required by the RDKB Contaminated Soil Policy, which has been attached for information.

If anyone has any concerns or objects to the acceptance of the soils as outlined in this email, please let me know by end of day **Thursday, October 3, 2019**. If I do not receive any objections to the acceptance of the contaminated soils, acceptance and receipt of soils will proceed.

Sincerely,  
Janine



**Janine Dougall** | General Manager of Environmental Services  
jdougall@rdkb.com | T: 250.368.0232

**Regional District of Kootenay Boundary**  
Toll-free: 1.800.355.7352  
Main: 250.368.9148  
rdkb.com



**POLICY TITLE:**                **Contaminated Soil Policy**

**APPROVAL DATE:**        **June 27, 2002**

**DATE OF REVIEW:**       **November 26, 2009**

**Policy:**        The Board of Directors of the Regional District of Kootenay Boundary (RDKB) hereby establishes criteria and procedures for the acceptance of contaminated soils at Regional District landfills.

**Purpose:**        To establish criteria for the acceptance of contaminated soil at Regional District of Kootenay Boundary landfills (Grand Forks, West Boundary)

**Procedure:**

- Contaminated soil below the level of special waste will be accepted at any RDKB landfill where a bioremediation cell is in operation (Grand Forks, West Boundary).
- Prior to acceptance, the waste management company must provide the RDKB with the following information:
  - A chemical analysis of the material including the TCLP test results and a verbal narrative describing the nature of the contamination;
  - The source of the contaminated material;
  - The amount of the shipment in tonnes and;
  - The expected date of the shipment.
- Remediable Section 41.1 **soils will be accepted for treatment at Hazco's cells at West Boundary and Grand Forks Landfills.**
- The tipping fee for metals contaminated soils (non-remediable) and all materials from outside the RDKB is \$10.00 per tonne.
- The tipping fee for hydrocarbon contaminated soils is \$7.50 per tonne.
- Once soil has been treated in the cells the company will provide the RDKB with a follow up independent chemical analysis of the material proving that it has been successfully remediated prior to being removed from the cell and used for landfill cover.
- **The RDKB will approve which analytical laboratories' work will be acceptable.**
- We will accept only materials handled by the company with whom we have contracts (Hazco).
- All Directors and Councils will be notified 3 days prior to receipt of any shipments.



The above procedure will be communicated in writing to Hazco.

That the companies with whom the RDKB have contractual arrangements for the operations of bioremediation sites, or disposal of metals contaminated soils submit an application for the transportation of soils to one of the sites.

The RDKB Director of Environmental Services reviews the application, and if the application meets the criteria above, will grant a provisional permission to transport the soil no sooner than 3 days from the date of application and notifies all Directors and Municipalities of the provisional approval. If no objection is received, the soil can be transported 3 days later.

## FOOD SECURITY – PROVINCIAL INITIATIVES FUND: Call for Applications

### Purpose of Funding

The Food Security – Provincial Initiatives Fund was established to support food security projects and initiatives in British Columbia, specifically those projects and initiatives that are regional in scope and foster cross-sectoral partnerships to address household food insecurity and develop or strengthen local food systems and economies. Projects should contribute to community access to healthy, affordable and culturally appropriate food.

Up to \$750,000 is available for distribution.

Grant request size: \$100,000 - \$250,000

### Application Process

#### Eligibility

Federally registered charities or qualified donees in British Columbia in good standing with CRA may be eligible to apply, should they meet the purpose of the funding and one or more of the following **project criteria**:

- Support local food economy in food production, sales and/or services
- Provide food-based employment, training or education for job readiness or post-secondary education
- Food-based social enterprise business development, incubation and operations
- Community food hub development and operations that support the local food economy and are regional in scope
- Indigenous-led food sovereignty projects or initiatives

Emergency food programs are not eligible for funding (e.g. traditional food bank, hamper, pantry or meal programs)

If you have any questions regarding your eligibility, we encourage you to please contact Victoria Foundation at [grants@victoriafoundation.bc.ca](mailto:grants@victoriafoundation.bc.ca).

#### Applications

Eligible organizations may submit a two-page proposal and a separate project budget. Additional materials will not be accepted. Proposals must include:

- Project summary
- Related experience of organization and people involved
- Project need
- Community impacts
- Timeline of activities
- Plan to evaluate the project or initiatives

**Consideration will be given to applicants' ability to leverage additional funding sources. Remote and rural communities are encouraged to apply.**



Proposals must be submitted in PDF format and have standard page borders, size eleven font and **not** exceed two-pages. Proposals that do not adhere to these parameters will **not** be considered. Victoria Foundation staff may reach out to applicants with questions during the review process.

*Application deadline and submission details*

**The deadline for applications is October 14, 2019 at 11:59pm.** Applications must be submitted to Victoria Foundation by email to [grants@victoriafoundation.bc.ca](mailto:grants@victoriafoundation.bc.ca). Please use the subject line Food Security – Provincial Initiatives Fund 2019 Application.

**Application Review Process**

Victoria Foundation will review all applications based on established criteria.

Victoria Foundation will consult with a group of advisors with expertise and knowledge of the food security landscape in British Columbia to receive feedback and input on applications.

**Grant decisions will be made by the Victoria Foundation Board of Directors in late November 2019.**

**Evaluation Criteria**

Applications will be evaluated on the following criteria:

- Delivers one or more of the **project criteria** outlined above
- Capacity of organization and people involved to deliver proposed project
- Feasibility of project
- Strength of impact related to the purpose of the funding
- Level of cross-sectoral partnerships in place (e.g. non-profits, levels of government, private sector)
- Ability to leverage other funding and in-kind contributions
- Plan to evaluate and capture learnings from proposed project

**Jennifer Kuhn**

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**From:** is@rdkb.com  
**Sent:** September 16, 2019 1:22 PM  
**To:** Theresa Lenardon; Information Services; Jennifer Kuhn; Melissa Zahn  
**Subject:** Grant-in-Aid Form submitted by United Way of Trail & District - Beaver Valley Hamper Fund, email address - unitedw@telus.net

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

Electoral Area 'A' Director Ali Grieve

**Applicant Information:**

Applicant: United Way of Trail & District - Beaver Valley Hamper Fund

Address: 855 Farwell St. Trail, BC V1R 3T9

Phone: 250-364-0999

Fax:

Email: unitedw@telus.net

Representative: Naomi McKimmie, ED

Make Cheque Payable To: United Way of Trail & District - BVHF

**Other Expenses:**

Total Cost of Project: \$7,500.00

Amount Requested from  
RDKB Director(s):

~~\$1,500.00~~

*\$1,000 Approved Director Grieve  
September 17, 2019*

What is the Grant-in-Aid for?

Funds awarded will be used for the purchase of food supplies for Christmas Hampers for Beaver Valley residents in need.

**List of Other Organizations Applied to for Funding**

Name of Organization    West Kootenay Toy Run Association

Amount Requested    1,000.00

Amount Secured

Name of Organization    Beaver Valley Lions Club

Amount Requested    1,500.00

Amount Secured

Name of Organization    Friends of the BV Library

Amount Requested    500.00

Amount Secured

Documents uploaded with Submission?

["BVHFAreaA request19.pdf"]

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**Jennifer Kuhn**

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**From:** is@rdkb.com  
**Sent:** September 17, 2019 11:17 AM  
**To:** Theresa Lenardon; Information Services; Jennifer Kuhn; Melissa Zahn  
**Subject:** Grant-in-Aid Form submitted by Village of Fruitvale, email address - cao@village.fruitvale.bc.ca

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

Electoral Area 'A' Director Ali Grieve

**Applicant Information:**

Applicant: Village of Fruitvale

Address: 1947 Beaver St. Fruitvale, BC V0G 1L0 (PO Box 370)

Phone: 250-367-7551

Fax: 250-367-9267

Email: cao@village.fruitvale.bc.ca

Representative: Kelli Tuttle CAO Village of Fruitvale

Make Cheque Payable To: Village of Fruitvale

**Other Expenses:**

Total Cost of Project: \$3500.00

Amount Requested from  
RDKB Director(s):

~~\$1500.00~~

*\$1,000 Approved Director Grieve  
September 18, 2019*

What is the Grant-in-Aid for?

Annual Jingle Down Main event which is the start of the Christmas season. The grant application is for Two portable heaters at the Pole Yard to give elders and small children a warming area while they enjoy the

music, waiting for Santa. The second use of the grant is for safety flagging crew as the Main Street/ Highway 3B is closed and appropriate safety company must be hired to control the area. Also refreshments, tent rentals, parade candy, and Santa bags.

#### **List of Other Organizations Applied to for Funding**

Name of Organization    Liberty AG Foods

Amount Requested    200.00

Amount Secured

Name of Organization    FortisBC

Amount Requested    500.00

Amount Secured

Name of Organization    Kootenay Savings

Amount Requested    300.00

Amount Secured

Documents uploaded with Submission?

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**Jennifer Kuhn**

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**From:** is@rdkb.com  
**Sent:** September 17, 2019 11:03 AM  
**To:** Theresa Lenardon; Information Services; Jennifer Kuhn; Melissa Zahn  
**Subject:** Grant-in-Aid Form submitted by Village of Fruitvale, email address - cao@village.fruitvale.bc.ca

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

Electoral Area 'A' Director Ali Grieve

**Applicant Information:**

Applicant: Village of Fruitvale

Address: 1947 Beaver St. Fruitvale, BC V0G 1L0 (PO Box 370)

Phone: 250-367-7551

Fax: 250-367-9267

Email: cao@village.fruitvale.bc.ca

Representative: Kelli Tuttle CAO Village of Fruitvale

Make Cheque Payable To: Village of Fruitvale

**Other Expenses:**

Total Cost of Project: \$1500.00

Amount Requested from  
RDKB Director(s):

\$500.00

*Approved Director Grieve  
Sept. 18, 2019*

What is the Grant-in-Aid for?

Remembrance Day Programs and Refreshments.



**List of Other Organizations Applied to for Funding**

Name of Organization    Village of Fruitvale

Amount Requested    1000.00

Amount Secured    1000.00

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Documents uploaded with Submission?

☐

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**Jennifer Kuhn**

**From:** is@rdkb.com  
**Sent:** September-19-19 10:43 AM  
**To:** Theresa Lenardon; Information Services; Jennifer Kuhn; Melissa Zahn  
**Subject:** Grant-in-Aid Form submitted by Christina Lake Health Care Auxiliary, email address - sandirn@shaw.ca

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

Electoral Area 'C' / Christina Lake Director Grace McGregor

**Applicant Information:**

Applicant: Christina Lake Health Care Auxiliary

Address: Box 536 Christina Lake BC

Phone: 2504479732

Fax:

Email: sandirn@shaw.ca

Representative: Sandi Gniewotta

Make Cheque Payable To: Christina Lake Healthcare Auxiliary

**Other Expenses:**

Total Cost of Project: \$\$3000.00

Amount Requested from RDKB Director(s): \$1000.00  
*Approved Director McGregor Sept. 19/19*

What is the Grant-in-Aid for?

Christina Lake has our biggest fund raiser held every November. The largest funds are raised from our silent auction com potent of our fund raiser, We are an aging Auxiliary with dwindling membership and its becoming more difficult to do all the soliciting required to obtain items for our auction. Last year we received a grant in aid and utilized the funds to purchase three higher priced items for our Auction. is was very beneficial to us .

We are requesting the same aid this year to purchase items for the Auction.

Thanks in advance for your consideration.

**List of Other Organizations Applied to for Funding**

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Documents uploaded with Submission?

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**Jennifer Kuhn**

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**From:** is@rdkb.com  
**Sent:** October 1, 2019 2:14 PM  
**To:** Theresa Lenardon; Information Services; Jennifer Kuhn; Melissa Zahn  
**Subject:** Grant-in-Aid Form submitted by Grand Forks and District Fall Fair Society, email address - odonnellsfarm@hotmail.com

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

Electoral Area 'D' / Rural Grand Forks Director Roly Russell

**Applicant Information:**

Applicant: Grand Forks and District Fall Fair Society

Address: 6380 Nursery Rd Grand Forks, BC

Phone: 12504433276

Fax:

Email: odonnellsfarm@hotmail.com

Representative: Danna O'Donnell

Make Cheque Payable To: Danna O'Donnell

**Other Expenses:**

Total Cost of Project: \$\$456.25

Amount Requested from  
 RDKB Director(s): \$\$456.25 *Approved Director Russell  
 October 3, 2019*

What is the Grant-in-Aid for?

Grant Writing & Fundraising Expert, Deborah Griffiths, coming to speak at BC Fairs Conference!  
 Deborah Griffiths started GNG Communications Inc. in 2010 to work with clients to create optimistic

approaches for non-profit advancement, successful operation, confident management and step-by-step strategies for funding and grants. She has also worked with funders for grant application reviews. From the ground up, Deborah has been involved in B.C.'s museum industry in the Okanagan and on Vancouver Island for over thirty-five years and has a good sense of big dreams on small budgets. For the past thirty years, she has been a museum Executive Director and, in her business, has worked with numerous clients on community projects.

Because funding is fundamental to non-profit work, she's written numerous grants and two books on grants including the Grant Writing and Funding Coach, a Self Counsel Press BC bestseller which explores practical steps for non-profit funding and crowdfunding. She has also worked on capital projects over 2.5 M. She has an M.A. in Leadership from Royal Roads University.

With an enjoyable, collaborative style, she will walk participants through practical, time-saving steps for writing and applying for grants and will discuss crowdfunding opportunities and setting up a campaign. I am hoping to attend this Speaker at the BC Fairs Conference.

#### **List of Other Organizations Applied to for Funding**

Name of Organization      Grand Forks and Boundary Agricultural Society

Amount Requested      456.25

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

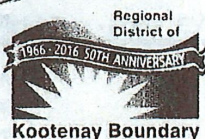
Amount Secured

Documents uploaded with Submission?

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## Grant-in-Aid Request

The personal information you provide on this RDKB document is being collected in accordance with the Freedom of Information and Protection of Privacy Act and will be used only for the purpose of processing RDKB business. This document may become public information. If you have any questions about the collection of your personal information, please contact Theresa Lenardon, Manager of Corporate Administration/Corporate Officer and Freedom of Information Protection of Privacy Officer at 250-368-9148 or [foi@rdkb.com](mailto: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'/ Cristina 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:	* KETTLE RIVER MUSEUM			
Address:	* Box 149 MIDWAY BC V0H 1M0			
Phone:	* 250 449 2614	Fax:	same	E-Mail: * <a href="mailto:ketterivermuseum@shaw.ca">ketterivermuseum@shaw.ca</a>
Representative:	* Vicki Gee			
Make Cheque Payable To:	* Kettle River Museum			

\*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? \$ 560.00 What amount are you requesting from this RDKB Director(s)? \$ 560.00

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

The food and incidentals for the 15th Annual Local Nations Biking event

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

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

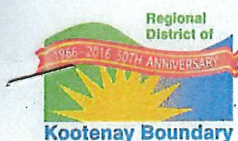
Name of Organization \_\_\_\_\_  
Amount Requested: \$ \_\_\_\_\_ Amount Secured: \$ \_\_\_\_\_

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

Date: Sept 24 Applicant Signature: Stephanie Boetz Print Name: STEPHANIE BOETZ

V. Gee





## 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](mailto: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
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Applicant:	* Trails to the Boundary Society		
Address:	* PO Box 492, Midway BC V0H 1M0		
Phone:	* 250-444-7547	Fax:	
E-Mail:	* trailstotheboundary@gmail.com		
Representative:	* Pat Henley, Vice-Chair		
Make Cheque Payable To:	* Trails to the Boundary 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? \$ 3,537.33 What amount are you requesting from this RDKB Director(s)? \$ 3,537.33

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

2019 "Keeping it Rural" conference in Kelowna. This grant will pay registration (and accommodation for those who require it), for 7 people from across the West Boundary to attend the conference. This will be the second time that the Society has organized attendance at this conference. It was empowering and brought ideas, information and motivation back to all the communities in the West Boundary.

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: Sep 29, 2019	Applicant Signature <i>Patricia Henley</i>	Print Name Patricia Henley

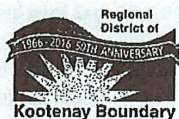
Office Use Only

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](mailto: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
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Applicant:	* WEST BOUNDARY SENIOR HOUSING SOCIETY		
Address:	* 670 NINTH AVE, BOX 450, MIDWAY BC V0H1M0		
Phone:	250- 449-2842	Fax:	E-Mail: *parkviewmanor@shaw.ca
Representative:	* ROBERTA NOTT		
Make Cheque Payable To:	* PARKVIEW MANOR		

\*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? \$15,280 What amount are you requesting from this RDKB Director(s)? \$4,000.00

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

This request is for funds to assist us with operation of our newly acquired bus. As the gift of funding for the bus was unplanned and last minute we have no operational funds available at this time. To start we will use the bus to take residents of parkview manor out for social and possibly some medical trips. We are also in conversation with Interior Health to create day programs for residents throughout the West Boundary.

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: SEPT 16, 2019 Applicant Signature Roberta Nott Print Name ROBERTA NOTT

Office Use Only  
Grant approved by Electoral Area Director: [Signature]  
Approved by Board: \_\_\_\_\_

**SUBMIT**



# Establishing the Selkirk Technology Access Centre (STAC) - Advanced Manufacturing and Materials

## THE OPPORTUNITY

The Natural Sciences and Engineering Research Council of Canada (NSERC) has invited Selkirk College to submit an application for a Technology Access Centre (TAC). Only 10 colleges in Canada have been invited to the full proposal - 6 of the 10 colleges will be funded with the new TACs scheduled to launch Spring 2020. A TAC is a centre affiliated with a Canadian college that provides access to specialized technology, equipment, and expertise to local industry with the goal of enhancing their productivity and innovation. Currently there are over 30 TACs enabling innovation in Canada from coast to coast. Our application is due by **October 18, 2019**. If the application is successful, this grant would provide \$1.75 million in funding to help companies to:

- conduct research and development projects focused on company problems,
- offer specialized technical services and advice, and
- provide companies with training related to new types of equipment.

## THE SELKIRK TECHNOLOGY ACCESS CENTRE (STAC) - ADVANCED MANUFACTURING AND MATERIALS

Selkirk College recently launched two \$2 million applied research programs – one focused on innovation in the forestry cluster and one focused on innovation in the advanced manufacturing cluster. The Selkirk Technology Access Centre (STAC) will provide a dedicated space to house Selkirk College's research infrastructure valued at \$1.6 million and will be located at Kootenay Association for Science and Technology's (KAST) MIDAS Fab Lab. It is anticipated Selkirk's Applied Research and Innovation Centre (ARIC) in Castlegar, the Trail campus and the Silver King campus in Nelson will also provide dedicated space.

Existing NSERC funded research areas and research infrastructure include:

- large format 3D printing,
- additive and subtractive manufacturing,

- rapid prototyping,
- by-product utilization in 3D printing,
- unmanned aerial systems,
- LiDAR, visualization, and advanced computing.

New TAC supported research areas and research infrastructure will include:

- advanced materials and physical metallurgy,
- robotics and automation, and
- data exchange in manufacturing technologies.

Industry partners will benefit from an array of services that will act as a catalyst for the growth of advanced manufacturing companies in the region – including applied research, pre-commercialization 3D printing services, advanced prototyping, fitness for service testing, forensic engineering, product design and development, market research, technical and business expertise, customized training, and grant proposal development. Faculty and students in a number of Selkirk College programs will work alongside industry partners to solve real world challenges through class projects, capstone projects, co-op placements, and applied research internships. Relevant programs include: business administration, university sciences, digital arts, forest technology, geographic information systems, integrated environmental planning, digital fabrication and design, web development, and industry and trades training. Further, it is anticipated new training and curriculum will be developed.

## CONTACTS

**Rhys Andrews**, VP Education  
250.365.1253 | randrews@selkirk.ca

**Terri MacDonald**, Director, Applied Research and Innovation  
250.365.1434 | tmacdonald@selkirk.ca

**Jason Taylor**, Manufacturing Lead Researcher  
250.304.8688 | jtaylor@selkirk.ca

APPLIED & INNOVATION  
RESEARCH CENTRE Selkirk College  
[selkirk.ca/aric](http://selkirk.ca/aric)



[insert organization name and mailing address]

[insert date]

To: Dr. Terri MacDonald, Director of Applied Research and Innovation  
Selkirk College, 301 Frank Beinder Way, Castlegar, BC V1N 4L3

Re: Selkirk College application for College and Community Innovation Program – Technology Access Centre

I am pleased to support *the Selkirk Technology Access Centre (STAC)*, Selkirk College's application for the College and Community Innovation Program- Technology Access Centre grant. The Advanced Manufacturing and Materials STAC will allow Selkirk College to respond to emerging industry needs by expanding the college's areas of research expertise, offering fee for service support, providing technology focused training for industry, and opening up dedicated spaces to enable industry partners access to research personnel and research infrastructure.

[insert organization information and related initiatives and/or programs and/or strategic plans – and how the TAC will support your company or your organization's mandate / why this is important to the region's economy]

#### Possible in-kind contributions

Our organization is pleased to offer \$5,000 of in-kind time annually to collaborate and facilitate client referrals (\$2,500), and to support marketing and communications efforts (\$2,500), for a total contribution of \$25,000 of in-kind time over 5 years.

Selkirk College has the capacity and is uniquely positioned to host a TAC in the southern interior region of BC. The proposed Selkirk Technology Access Centre will provide tremendous value to the region's companies and to the regional economy. I strongly encourage NSERC to support Selkirk College's expanded role in fostering economic diversification and innovation in BC.

Sincerely,

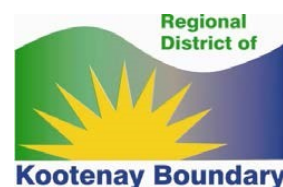
[insert name and title]

# MEMORANDUM OF UNDERSTANDING

## Regional Broadband Committee

This Memorandum of Understanding (MOU) is dated

for reference this \_\_\_\_ day of\_\_\_\_\_, 2019



Our Vision: Equitable, affordable high speed broadband and internet services throughout the region, ensuring rural economic development and sustainable, healthy communities.

For the purposes of this MOU, references to “the Region” mean the area including Columbia Basin, as defined in the Columbia Basin Act, and the Boundary Region of the Regional District of Kootenay Boundary.

The participating organizations (See Membership) have agreed to work together in creating the Regional Broadband Committee (the Committee) to champion a regional broadband strategy and implementation plan with the understanding that:

- Information and Communications Technology (ICT) and broadband infrastructure are strategically important tools for economic, education, health, public safety and civic growth and that all communities within the Region should have affordable and reliable internet access;
- community based broadband strategies are being developed and regional broadband infrastructure is being strengthened and expanded; and
- the participating organizations in the Region have expressed a desire to explore and develop a regional approach to developing broadband capacity within the Region in order to coordinate and maximize available resources and identify mutually beneficial opportunities.

**Vision:**

‘Equitable, affordable high-speed broadband internet services throughout the region, ensuring rural economic development and sustainable, healthy communities.’

**Mission:**

‘The Regional Broadband Committee is a united voice to advocate for all our constituents through leadership, knowledge sharing, and a common understanding of the current and future needs of high speed broadband internet services in the region.’

**Guiding Principles / Purpose:**

1. To champion the vision for broadband throughout the region.
2. To advocate as a unified voice at all levels of government, the requirements for effective and efficient broadband in the region.
3. Encourage and facilitate investment in enhancing regional high-speed broadband internet service.
4. Create a forum for regional champions to learn and share their success in meeting the strategic needs for high speed broadband internet service.

**Objectives:**

1. To meet biannually (or as needed) to receive updates and provide advice / feedback from key stakeholders such as the Province, Network BC, the CBBC, and other service providers on the progress of meeting the strategic needs for broadband in the region.
2. Share learnings and best practices with colleagues and constituents on the state and progress for improving broadband in the region through such means as drafting: key messages for committee members; annual project bulletins; and discussion papers.
3. In anticipation of future funding opportunities at the Federal and Provincial level, prepare local governments and the public for the need for leadership and local funding dollars through regular dialogue and information sharing of future grant opportunities.
4. Periodic assessment of the state of Broadband in the region as a key indicator for the RBBC Vision.
5. Demonstrate a united voice with continued participation of its key partners – Ktunaxa Nation Council, the four regional districts, and the Village of Valemount.

**Membership:**

Committee membership will consist of 1 member representing each of the following organizations:

- Columbia Shuswap Regional District
- Kootenay Boundary Regional District
- Ktunaxa Nation Council
- Regional District of Central Kootenay
- Regional District of East Kootenay
- Village of Valemount

Members may invite guests to attend and participate in committee meetings.

**Term:**

This MOU shall remain in effect until April 30, 2023.

**Expenses:**

Members will be reimbursed by and in accordance with the policies of the organization they are representing.

CBT will provide financial and staff support to the Committee as appropriate and agreed upon by CBT and the Committee.

Participating Organizations confirm their agreement to the terms of this Memorandum of Understanding by having their authorized representatives sign below.

Columbia Shuswap Regional District

Name:

Title:

Date:

Kootenay Boundary Regional District

Name:

Title:

Date:

Ktunaxa Nation Council

Name:

Title:

Date:

Regional District of Central Kootenay

Name:

Title:

Date:

Regional District of East Kootenay

Name:

Title:

Date:

Village of Valemount

Name:

Title:

Date: