



## Board of Directors

**Wednesday, January 15, 2020 - 6:00 pm**

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

### **A G E N D A**

1. Call to Order
2. Acknowledgement
  - 2.a) We acknowledge, respect and honour the Indigenous Peoples in whose traditional territories we operate and all Indigenous People residing in this area

3. Consideration of the Agenda (additions/deletions)

- 3.a) The agenda for the Regional District of Kootenay Boundary Board of Directors meeting of January 15, 2020 is presented.

**Recommendation: Corporate Vote Unweighted**

That the agenda for the Regional District of Kootenay Boundary Board of Directors meeting of January 15, 2020 be adopted as presented.

4. Minutes

- 4.a) The draft minutes of the Regional District of Kootenay Boundary Board of Directors meeting held December 11, 2019 are presented.  
[Minutes-Board of Directors - 11 Dec 2019-BoD Jan 15 20](#)

**Recommendation: Corporate Vote Unweighted**

That the draft minutes of the Regional District of Kootenay Boundary Board of Directors meeting held December 11, 2019 be adopted as presented.

5. Delegation(s)

- 5.a) **Leon Gaber, Executive Director/Emergency Management Review, Emergency Management BC-Attending via Teleconference**  
**Re: Summary of Proposed Changes to the *Emergency Program Act***  
[EMBC PPT -RDKB January 15 2020 - Leon Gaber](#)

**Recommendation: Corporate Vote Unweighted**

That the presentation from Leon Gaber, Executive Director, Emergency Management Review, Emergency Management BC regarding a summary of proposed changes to the *Emergency Program Act* as presented to the Board via teleconference on January 15, 2020 be received.

- 5.b) **Post Delegation Teleconference Presentation**  
**M. Stephens, Interim Manager of Emergency Services**  
**Re: Response to the Proposed Changes to the *Emergency Program Act* and Implications to RDKB**  
*Director Worley, Emergency Services Liaison*

A staff report from Mark Stephens, Interim Manager of Emergency Services regarding the *Emergency Act* Modernization Discussion Paper is presented.

[Staff Report-Emergency Act Modernization-BoD Jan 15 20](#)  
[RDKB Response-Emergency Act Modernization](#)  
[Modernizing BC's EM Management Legislation](#)

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors authorize staff to submit the RDKB *Emergency Act* Modernization Response letter, as presented to the Board on January 15, 2020 to the Province of British Columbia.

6. Unfinished Business

- 6.a) There is no unfinished business to consider.

7. Communications-RDKB Corporate Communications Officer

- 7.a) A Communications Update Report will be presented at a future meeting.



8. Communications (Information Only)

8.a) **Grand Forks Community Action Team-Dec. 18/19**

**Re: Beyond the Stigma Video Series - Addressing the Opioid Overdose Crisis**

[GFCAT Beyond the Stigma Letter](#)

[GF CommunityAction-Opioid Prevention & Education-Video Series-BoD Jan 15 20](#)

**Recommendation: Corporate Vote Unweighted**

That Communications (Information Only) Item 8.a) be received and direction at the discretion of the Board.

9. Reports

9.a) **Monthly Cheque Register Summary**

The monthly cheque register summary will be provided at the next meeting.

9.b) **Adopted RDKB Committee Minutes**

Boundary Community Development Committee (Dec. 4/19 & Dec. 13/19)

Liquid Waste Management Plan Stage 3 Steering Committee (Dec. 16/19).

[Minutes -13 Dec 2019 - BCDC - Jan 8- BoD Jan 15 20 Pdf](#)

[Minutes - 04 Dec 2019 - BCDC - Jan 8 - BoD Jan 15 20Pdf](#)

[Minutes-LWMP Stage 3 Steering Committee - 16 Dec 2019-BoD Jan 15 20 - Pdf](#)

**Recommendation: Corporate Vote Unweighted**

That the minutes of the Boundary Community Development Committee meetings held December 4 and December 13, 2019 and the minutes of the Liquid Waste Management Plan Stage 3 Steering Committee meeting held December 16, 2019 be received.

9.c) **Recreation Commission Minutes**

The minutes of recent Area C/Christina Lake and Grand Forks and District Recreation Commission meetings will be presented at a future meeting.

10. Committee Recommendations to Board of Directors  
Recommendations to the Board of Directors referred by the respective RDKB Committees are presented for consideration and approval.

10.a) **Boundary Community Development Committee-Jan. 8/20**

*Director McGregor, Committee Chair*

*West Boundary Recreation Grant Application-Boundary Metis  
Community Association*

[W Boundary Rec Grant Application-BCDC Jan 8 20-BoD Jan 15 20](#)

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

That the Regional District of Kootenay Boundary Board of Directors approve the West Boundary Recreation grant application from the Boundary Metis Community Association for \$2,960.00 to assist the Snow Tribal Trails 2020 weekly snowshoe program.

11. New Business

11.a) **M. Andison, Chief Administrative Officer**

**Re: Draft 2020 General Government Service (001) Work Plan-  
For Adoption**

**B. Ihlen, General Manager of Finance**

**Re: Proposed 2020 General Government Service (001) 2020-  
2024 Five Year Financial Plan-For Review**

*Director Cacchioni, Finance Liaison*

[Draft 001 General Government 2020 Work Plan](#)

[Draft Gen Gov 001 2020 Budget-BoD Jan 15 20](#)

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors adopt the Draft General Government Service (001) 2020 Work Plan as presented to the Board on January 15, 2020.

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors discuss the proposed General Government Service (001) 2020-2024 Five Year Financial Plan, provide direction to staff as to any changes to be made or issues to be investigated and refer it to a future meeting for

further review.

11.b) **B. Ihlen, MFA Debenture Debt**  
**Re: Proposed MFA Debenture Debt (001) 2020-2024 Five Year Financial Plan-For Review**

*Director Cacchioni, Finance Liaison*

[Proposed MFA Debenture Debt 001 2020 Budget-BoD Jan 15 20](#)

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors discuss the proposed General Government Service - MFA Debenture Debt (001) 2020-2024 Five Year Financial Plan, provide direction to staff as to any changes to be made or issues to be investigated and refer it to a future meeting for further review.

11.c) **B. Ihlen, General Manager of Finance**  
**Re: Proposed Feasibility Studies Service (006) 2020-2024 Five Year Financial Plan-For Review**

*Director Cacchioni, Finance Liaison*

[Draft Feasibility Studies 006 2020 Budget-Jan 15 20](#)

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors discuss the proposed Feasibility Studies Service (006) 2020-2024 Five Year Financial Plan, provide direction to staff as to any changes to be made or issues to be investigated and refer it to a future meeting for further review.

11.d) **J. Dougall, General Manager of Environmental Services**  
**Re: Draft 2020 Big White Solid Waste Management Service (064) Work Plan-For Adoption and Proposed 2020-2024 Five Year Financial Plan-For Review**

*Director Russell, Environmental Services Liaison*

[Draft 2020 Work Plan 064 Big White Solid Waste-BoD Jan 15 20](#)

[Draft BW Solid Waste 2020 Budget-BoD Jan 15 20](#)

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors adopt the Draft Big White Solid Waste Service (064) 2020 Work Plan as presented to the Board on January 15, 2020.

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors discuss the proposed Big White Solid Waste Service (064) 2020-2024 Five Year Financial Plan, provide direction to staff as to any changes to be made or issues to be investigated and refer it to a future meeting for further review.

- 11.e) **J. Dougall, General Manager of Environmental Services**  
**Re: Draft 2020 Regional Solid Waste Service (010) Work Plan-For Adoption and Proposed 2020-2024 Five Year Financial Plan-For Review**

*Director Russell, Environmental Services Liaison*

[Draft 2020 Work Plan 010 Regional Solid Waste Management](#)  
[Draft Regional Solid Waste 2020 Budget-BoD Jan 15 20](#)

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors adopt the Draft Regional Solid Waste Service (010) 2020 Work Plan as presented to the Board on January 15, 2020.

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors discuss the proposed Regional Solid Waste Service (010) 2020-2024 Five Year Financial Plan, provide direction to staff as to any changes to be made or issues to be investigated and refer it to a future meeting for further review.

- 11.f) **M. Stephens, Interim Manager of Emergency Services**  
**Re: Draft 2020 Emergency Preparedness Service (012) Work Plan-For Adoption and Proposed 2020-2024 Five Year Financial Plan-For Review**

*Director Worley, Emergency Services Liaison*

[2020 012 Emergency Preparedness Services Work Plan](#)  
[EM Preparedness-5 Year Plan-Budget](#)

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors adopt the Draft 2020 Emergency Preparedness Service (012) Work Plan as presented to the Board on January 15, 2020.

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors discuss the proposed Emergency Preparedness Service (012) 2020-2024 Five Year Financial Plan, provide direction to staff as to any changes to be made or issues to be investigated and refer it to a future meeting for further review.

- 11.g) **B. Champlin, Manager of Building Inspection**  
**Re: Draft 2020 Building Inspection Services (004) Work Plan-For Adoption and Proposed 2020-2024 Five Year Financial Plan-For Review**  
[Draft Building Services \(004\) 2020 Work Plan-BoD Jan 15 20](#)  
[Draft Building Inspection Services \(004\) Budget-BoD Jan 15 20](#)

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors adopt the Draft Building Inspection Service (004) 2020 Work Plan as presented to the Board on January 15, 2020.

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors discuss the proposed Building Inspection Service (004) 2020-2024 Five Year Financial Plan, provide direction to staff as to any changes to be made or issues to be investigated and refer it to a future meeting for further review.

- 11.h) **D. Derby, Regional Fire Chief/Manager of 911 Emergency Communications**  
**Re: Draft 2020 9-1-1 Emergency Communications Service (015) Work Plan-For Adoption and Proposed 2020-2024 Five Year Financial Plan-For Review**

*Director Worley, Emergency Services Liaison*

[Draft Emergency Communications Service 911 Work Plan-BoD Jan 15 20](#)  
[911 Draft Budget-BoD Jan 15 20](#)

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors adopt the Draft 2020 9-1-1 Emergency Communications Service (015) Work Plan as presented to the Board on January 15, 2020.

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors

discuss the proposed 9-1-1 Emergency Communications Service (015) 2020-2024 Five Year Financial Plan, provide direction to staff as to any changes to be made or issues to be investigated and refer it to a future meeting for further review.

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

**2284 Old Salmo Road, Fruitvale, B.C.**

**Electoral Area 'A'-Parcel Identifier: 010-363-947**

**Lot 1 District Lot 1236 Kootenay District Plan 8462**

**Owners: Patrick and Patricia Doyle**

[Staff Report-Bylaw Contravention Doyle-Board January 15, 2020 - Pdf](#)

**Recommendation:**

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

That the Regional District of Kootenay Boundary Board of Directors direct the Chief Administration Officer to file a Notice in the Land Title Office pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* against the property legally described as Lot 1, District Lot 1236, Kootenay District, Plan 8462.

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

**305 12th Avenue, Genelle, B.C.**

**Electoral Area 'B' / Lower Columbia-Old Glory-Parcel Identifier: 015-426-238**

**Lot 31 District Lot 2404 Kootenay District Plan 2066**

**Owners: Jeremy Cook and Melissa Chapman**

[Staff Report-Bylaw Contravention Cook Chapman-Board January 15, 2020 - Pdf](#)

**Recommendation:**

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

That the Regional District of Kootenay Boundary Board of Directors direct the Chief Administration Officer to file a Notice in the Land Title Office pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* against the property legally described as Lot 31, District Lot 2404, Kootenay District, Plan 2066.

- 11.k) A staff report from Brian Champlin, Manager of Building Inspection

Services, regarding the cancellation of a Building Bylaw Contravention for the property described as:

**10565 Niagara Townsite Road, Grand Forks, B.C.**

**Electoral Area 'D' / Rural Grand Forks**

**Parcel Identifier: 030-939-852-Parcel C (Being a Consolidation of Lot 9 to Lot 16, See CA7847542) Block 9 District Lot 1261**

**Similkameen Division Yale District Plan 53**

**Owners: William Walton and Donna Thibeault**

[Staff Report-Cancellation Bylaw Contravention Walton Thibeault-Board January 15, 2020 - Pdf](#)

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

That the Regional District of Kootenay Boundary Board of Directors cancel the notice registered in the Land Title Office pursuant to Section 302 of the *Local Government Act* and Section 58 of the *Community Charter* against the property legally described as Parcel C (Being a Consolidation of Lot 9 to Lot 16, See CA7847542), Block 9, District Lot 1261, Similkameen Division Yale District, Plan 53.

**11.l) Grants in Aid - as of January 9, 2020:**  
[Grants in Aid-Board-January 15 2020](#)

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

That the following grants-in-aid be approved:

Okanagan Nation Alliance – Columbia Fish in Schools Program 757F – Electoral Area 'A' - \$1,000

Okanagan Nation Alliance – Columbia Fish in Schools Program 757F – Electoral Area 'B'/Lower Columbia Old Glory - \$1,500

Okanagan Nation Alliance – Columbia Fish in Schools Program 757F – Electoral Area 'C'/Christina Lake - \$1,000

City of Grand Forks – Family Day 2020 Event – Electoral Area 'D'/Rural Grand Forks - \$2,000

Okanagan Nation Alliance – Columbia Fish in Schools Program 757F – Electoral Area 'D'/Rural Grand Forks - \$1,000

Big White Mountain Community Development Association – Winter Wellness Program – Electoral Area 'E'/West Boundary - \$1,850

Boundary Metis Community Association – Snowy Tribal Trails 2020 Celebration Feast – Electoral Area 'E'/West Boundary - \$1,200

Greenwood Community Association – Christmas Day Dinner – Electoral

Area 'E'/West Boundary - \$300  
Greenwood Public Library – Meeting Space Rental – Electoral Area  
'E'/West Boundary - \$200  
Trails to the Boundary Society – General Administration – Electoral Area  
'E'/West Boundary - \$1,000  
Trails to the Boundary Society – West Boundary Connect Website –  
Electoral Area 'E'/West Boundary - \$2295.74  
West Boundary Community Services Co-operative Association – Start-Up  
Office Expenses – Electoral Area 'E'/West Boundary - \$2,000  
West Boundary Community Services Co-operative Association –  
Riverside Centre Start Up Legal Costs – Electoral Area 'E'/West  
Boundary - \$2,332.34

12. Bylaws

12.a) **B. Ihlen, General Manager of Finance**  
**Bylaw No. 1734, 2020-Financial Plan Amendment**  
*First, Second and Third Readings and Adoption*

A staff report from Barb Ihlen, General Manager of Finance regarding amendments to the 2019-2023 Five Year Financial Plan is presented.

[Bylaw No. 1734-Amended 5 Yr Summarized 2019-2023-BoD Jan 15 20](#)

**Recommendation: Corporate Vote Weighted**

That Regional District of Kootenay Boundary Financial Plan Amendment Bylaw No. 1734, 2020 be read a First, Second and Third Time.

**Recommendation: Corporate Vote Weighted**

That Regional District of Kootenay Boundary Financial Plan Amendment Bylaw No. 1734, 2020 be Adopted.

13. Late (Emergent) Items

14. Discussion of Items for Future Meetings

15. Question Period for Public and Media

16. Closed Meeting

17. Adjournment







**Board of Directors**  
**Wednesday, December 11, 2019**  
**RDKB Boardroom - Trail, BC**

**Minutes**

**Board Members Present:**

Director D. Langman, Chair  
Director G. McGregor, Vice-Chair  
Director A. Grieve  
Director L. Worley  
Director R. Russell  
Director V. Gee  
Director S. Morissette  
Director M. Walsh  
Director A. Morel  
Director G. Shaw  
Director R. Dunsdon  
Alternate Director L. Pasin  
Alternate Director C. Korolek

**Staff Present:**

M. Andison, Chief Administrative Officer  
T. Lenardon, Manager of Corporate Administration/Recording Secretary  
J. Dougall, GM of Environmental Services  
F. Maika, Corporate Communications Officer  
F. Phillips, Senior Energy Specialist  
D. Derby, Regional Fire Chief

**1. Call to Order**

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

## **2. Acknowledgement**

- 2.a)** We acknowledge, respect and honour the Indigenous Peoples in whose traditional territories we operate and all Indigenous People residing in this area.

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

- 3.a)** The agenda for the Regional District of Kootenay Boundary Board of Directors meeting of December 11, 2019 was presented.

**584-19** Moved: Director Dunsdon Seconded: Director Morissette

### **Corporate Vote Unweighted**

That the agenda for the Regional District of Kootenay Boundary Board of Directors meeting of December 11, 2019 be adopted as presented.

Carried.

## **4. Minutes**

- 4.a)** The draft minutes of the Regional District of Kootenay Boundary Board of Directors meeting held November 28, 2019 were presented.

**585-19** Moved: Director Worley Seconded: Director McGregor

### **Corporate Vote Unweighted**

That the draft minutes of the Regional District of Kootenay Boundary Board of Directors meeting held November 28, 2019 be adopted as presented.

Carried.

## **5. Delegation(s)**

- 5.a)** There were no delegations in attendance.

## **6. Unfinished Business**

- 6.a) RDKB Board Appointments-Solid Waste Management Plan Steering and Monitoring Committee (Annual Appointment)**

**Current members:** Director McGregor (Chair), Director Cacchioni (Vice Chair), Director Morissette, Director Russell, Director Worley and Director Gee.

Chair Langman solicited interest from the Board for membership on the 2020 Solid Waste Management Plan Steering and Monitoring Committee, and it was;

**586-19** Moved: Director McGregor Seconded: Director Walsh

#### **Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors appoints the following Directors to the 2020 Solid Waste Management Plan Steering and Monitoring Committee: Director G. McGregor, Director R. Cacchioni, Director S. Morissette, Director R. Russell, Director L. Worley, Director V. Gee, Director G. Shaw and Director A. Morel

Carried.

#### **6.b) Board Discussion**

##### **Re: First Nations/Indigenous Peoples Acknowledgement**

At the November 28, 2019 Board meeting the following acknowledgement was used:  
*We acknowledge and appreciate that the land on which we gather once again, is the traditional territory of the Ktunaxa, Syilx, Secwepemc, and Sinixt peoples.*

Some Directors have requested that this matter be discussed further and have suggested more of a generic script such as the script used for the December 11th meeting: *We acknowledge, respect and honour the Indigenous Peoples in whose traditional territories we operate and all Indigenous Peoples residing in this area.*

The Board had a discussion regarding the acknowledgement script that should be used and how to recognize the Metis Peoples and include "converging ancestral, traditional, and unceded territories" of the individual Bands. The RDKB should also seek permission from the various First Nations groups. It was agreed that more work needs to be done and that this matter should be referred back to staff to undertake research for the creation of a draft acknowledgement that would include the points made during this discussion.

After further discussion it was;

**587-19** Moved: Director Grieve Seconded: Director Gee

#### **Corporate Vote Unweighted**

That the development of an appropriate protocol for the recognition of First Nations, as discussed by the Board at the December 11, 2019 meeting be referred back to staff to prepare a draft acknowledgement script for a future meeting.

Carried.

**6.c) T. Lenardon, Manager of Corporate Administration/Corporate Officer**  
**Re: RDKB 2020 Meeting Calendar-Revised**

The Board reviewed the changes that were made to the revised draft 2020 meeting calendar since the previous meeting.

The May 13, 2020 Board meeting will be held in the Genelle Community Hall and the June 25, 2020 Board meeting will be held at Christina Lake Community Hall.

The 2020 meeting schedule will be uploaded to the RDKB online calendar. The meeting days, times and locations are subject to change during the year. Schedule changes will be at the discretion of the Board and Committee Chairs. The online calendar will be updated with all changes.

**588-19** Moved: Director Grieve Seconded: McGregor

**Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors approve the revised RDKB 2020 meeting calendar as presented to the Board on December 11, 2019.

**FURTHER** that staff post the calendar on the RDKB website and deliver digital meeting requests to the Board and service managers. **FURTHER** that the May 13, 2020 Board meeting be held at the Genelle Community Hall and the June 25, 2020 meeting be held at Christina Lake.

Carried.

**7. Communications-RDKB Corporate Communications Officer**

**7.a)** A Communications update report, including an update on the revisions to the website will be presented to the Board in January 2020.

**8. Communications (Information Only)**

**8.a) Ministry of Public Safety & Solicitor General-Nov. 19/19**  
**Re: UBCM Meeting Reply-Victim Services**

**589-19** Moved: Director Walsh Seconded: Director Morel

**Corporate Vote Unweighted**

That Communications (information only) Item 8.a) be received.

Carried.

## 9. **Reports**

### 9.a) **Monthly Cheque Register Summary-November 2019**

*Director Cacchioni, Finance Liaison*

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

**590-19** Moved: Director McGregor Seconded: Director Morissette

#### **Corporate Vote Unweighted**

That the Cheque Register Summary for the month of November 2019 for \$793,539.01 be received.

Carried.

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

- Boundary Community Development Committee (Nov. 6/19)
- Beaver Valley Regional Parks and Regional Trails Committee (Oct. 8/19)

**591-19** Moved: Director Dunsdon Seconded: Director Morissette

#### **Corporate Vote Unweighted**

That the minutes of the Beaver Valley Regional Parks and Regional Trails Committee meeting (Oct. 8/19) and the Boundary Community Development Committee meeting (Nov. 6/19) be received.

Carried.

### 9.c) **Recreation Commission Minutes**

- Electoral Area C/Christina Lake (Oct. 9/19)

**592-19** Moved: Director McGregor Seconded: Director Russell

#### **Corporate Vote Unweighted**

That the minutes of the Electoral Area C/Christina Lake Parks and Recreation Commission (Oct. 9/19) be received.

Carried.

### 9.d) **Advisory Planning Commission (APC) Minutes**

APC minutes will be presented at a future meeting.

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

**10.a)** Recommendations from Committees will be presented in January 2020.

**11. Board Appointments Updates**

**11.a)** The Board appointments updates will be presented at the next meeting.

**12. New Business****12.a) D. Derby, Regional Fire Chief****Re: Draft 9-1-1 Emergency Communications 2020 Work Plan**

The Draft 9-1-1 Emergency Communications Service (015) 2020 Work Plan was presented.

There was a discussion regarding radio gaps and the lack of cellular coverage in some areas. It was agreed to refer this matter to the January 2020 Education and Advocacy Committee meeting for the development of an AKBLG/UBCM resolution lobbying for better cell coverage.

Staff will follow up on this matter and present information, including scenarios and challenges, to the Board in January 2020.

**593-19** Moved: Director Worley Seconded: Director McGregor

**Corporate Vote Unweighted**

That the Draft 2020 9-1-1 Emergency Communications Service (015) Work Plan be referred to the January 15, 2020 Board meeting for adoption.

Carried.

**12.b) C. Cormack, Fire Chief, Big White Ski Resort****Re: Mutual Aid Agreement**

A staff report from Chris Cormack, Fire Chief, Big White Fire Department presenting a draft Mutual Aid Agreement with the Regional District of Central Okanagan Joe Rich Fire Department was discussed.

**594-19** Moved: Director McGregor Seconded: Director Morissette

**Corporate Vote Weighted**

That the Regional District of Kootenay Boundary Board of Directors approve the Mutual Aid Fire Protection Agreement between the Regional District of Kootenay Boundary Big White Fire Department and the Regional District of Central Okanagan Joe Rich Fire Department for a term of five (5) years commencing on the date of execution and expiring on September 30, 2024 and at no charge for services rendered under the Agreement between the parties. **FURTHER** that the Board authorize the RDKB signatories to sign and enter into the Agreement.

Carried.

**12.c) D. Dean, Manager of Planning and Development**

**Re: Rural Development Institute (RDI) - Local Government Economic Development Research and Capacity Building Program**

A report presenting a list of potential projects and research initiatives that the RDKB and RDI can collaborate on with \$60,000 in research funding and \$50,000 supporting a 15-month internship that are available was reviewed and discussed.

**595-19** Moved: Director Worley Seconded: Director Morel

**Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors supports the research objectives as presented in the December 11, 2019 staff report; **FURTHER** directs staff to prepare a work plan for an intern and add funds to the Planning and Development Department's Draft 5-year financial plan to cover the additional costs associated with hosting the intern; **FURTHER** directs staff to work with the Rural Development Institute to determine how best to implement the research that would not be conducted by the student intern.

Carried.

**12.d) D. Dean, Manager of Planning and Development**

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

A staff report from Donna Dean, Manager of Planning and Development, regarding an opportunity to apply for the UBCM Community Emergency Preparedness Fund Grant for flood risk assessment and flood mapping was presented.

**596-19** Moved: Director McGregor Seconded: Director Russell

**Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors directs staff to prepare and submit an application for the UBCM Community Emergency Preparedness



Fund for the proposed projects described in the staff report "Request for Resolution to Seek Grant Opportunity - UBCM Community Emergency Preparedness Fund" prepared for the December 11, 2019 Board of Directors' Meeting. **FURTHER** that if the grant application is successful, that staff award the contract for all works necessary to complete the project, with the contract value not to exceed \$150,000.

Carried.

**597-19** Moved: Director McGregor Seconded: Director Russell

**Corporate Vote Unweighted**

That once staff has drafted the UBCM Community Preparedness Fund application, and before it is submitted, that it be referred back to the RDKB Board of Directors for information in January 2020.

Carried.

**12.e) West Boundary Recreation**

**Re: Grant Application - Community Consultative Group**

**598-19** Moved: Director Shaw Seconded: Director Dunsdon

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

That the Regional District of Kootenay Boundary Board of Directors approve the application for a West Boundary Recreation Grant from the Community Consultative Group, for \$500 to cover expenses and a portion of food and prizes for a skating party.

Carried.

**12.f) Freya Phillips, Senior Energy Specialist**

**Re: RDKB Electric Vehicle Pilot**

A Staff Report from Freya Phillips, Senior Energy Specialist regarding the RDKB electric vehicle pilot was discussed.

**599-19** Moved: Director Morissette Seconded: Director Russell

**Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors direct staff to transfer \$5,000 from the 'RDKB Climate Action Reserve Fund (2013)' (001) to Building Inspection Services (004) to support the RDKB Electric Vehicle Pilot, and to transfer \$2,000 from the 'RDKB Climate Action Reserve Fund (2013)' (001) to Culture, Arts and Recreation for the Lower Columbia (018) for the installation of a Level 2 Charger at the

RDKB Trail Office. **FURTHER** that the 2019-2023 Financial Plan Bylaw No. 1715 be amended accordingly.

Carried.

**12.g) G. Denkovski, Manager of Infrastructure and Sustainability**

**Re: Application for Gas Tax Funding- Casino Waterworks District - Electoral Area 'B'/Lower Columbia - Old Glory**

An application for the disbursement of Electoral Area 'B'/Lower Columbia - Old Glory Gas Tax funds to the Casino Waterworks District was presented.

**600-19** Moved: Director Worley Seconded: Director Walsh

**Corporate Vote Weighted**

That the Regional District of Kootenay Boundary Board of Directors approves the Gas Tax application submitted by the Casino Waterworks District and the allocation of Gas Tax funding in the amount of \$70,000.00 from Electoral Area 'B'/Lower Columbia - Old Glory for the costs associated with upgrades to the water system. **FURTHER** that the Board approves the RDKB signatories to sign and enter into the Agreement.

Carried.

**12.h) G. Denkovski, Manager of Infrastructure and Sustainability**

**Re: Application for Gas Tax Funding- Silver City Trap Club - Electoral Area 'B'/Lower Columbia - Old Glory**

An application for the disbursement of Electoral Area 'B'/Lower Columbia - Old Glory Gas Tax funds to the Silver City Trap Club was presented.

**601-19** Moved: Director Worley Seconded: Director Walsh

**Corporate Vote Weighted**

That the Regional District of Kootenay Boundary Board of Directors approves the Gas Tax application submitted by the Silver City Trap Club and the allocation of Gas Tax funding in the amount of \$24,900.00 from Electoral Area 'B'/Lower Columbia - Old Glory for the costs associated with developing wheel chair access. **FURTHER** that the Board approves the RDKB signatories to sign and enter into the Agreement.

Carried.

Director Worley left the meeting at 5:31 p.m.

**12.a) Grants in Aid - as of December 5, 2019**

**602-19** Moved: Director Grieve Seconded: Director McGregor

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

That the following grants-in-aid be approved:

1. Granby Art Collective/Boundary Hospital – Photobook of Artwork and Poetry for Mental Health Clients – Electoral Area 'D'/Rural Grand Forks - \$300
2. Kettle River Food Share Society – Rock Creek Food Share Exchange Program – Electoral Area 'E'/West Boundary - \$6,000
3. King of Kings New Testament Church/The Bridge – Drop-in-Center Meals/West Boundary – Electoral Area 'E'/West Boundary - \$500
4. King of Kings New Testament Church/Greenwood Food Bank – Food Program – Electoral Area 'E'/West Boundary - \$500

Carried.

**13. Bylaws**

**13.a)** There were no Bylaws to consider.

**14. Late (Emergent) Items**

**14.a)** There were no late emergent items to consider.

**15. Discussion of Items for Future Meetings**

**15.a)** A discussion was not necessary.

**16. Question Period for Public and Media**

**16.a)** A question period was not required.

**17. Closed Meeting**

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

**603-19** Moved: Director Grieve Seconded: Director McGregor

**Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors proceed to a closed meeting pursuant to Section 90 (1)(c), (e) and (g) of the *Community Charter* (time: 5:32 p.m.).

Carried.

The RDKB Board of Directors reconvened to the open meeting at 5:51 p.m.

**18. Items for Release to the Open Meeting**

- 18.a)** The following recommendation was adopted in a closed meeting held on November 28, 2019 and a motion to release it to the open meeting was adopted by the RDKB Board of Directors on December 11, 2019:

**Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors receive the verbal report from Ryan Williams, Tekara Group Organizational Effectiveness, regarding the 2019 CAO Performance Review as presented to the Board via teleconference on November 28, 2019.

- 18.b)** The following recommendation was adopted in a closed meeting held on December 11, 2019 where a motion to release it to the open meeting was adopted by the RDKB Board of Directors:

**Corporate Vote Unweighted**

That the written RDKB Chief Administrative Officer Performance Review Summary Report for Member Municipal Councils, as presented to the RDKB Board of Directors in a closed meeting held on December 11, 2019, be released to the RDKB Member Municipal Councils for review in a closed council meeting.

**19. Adjournment**

- 19.a)** There being no further business to discuss the meeting was adjourned (time: 5:52 p.m.).

TL



# Modernizing BC's Emergency Management Legislation

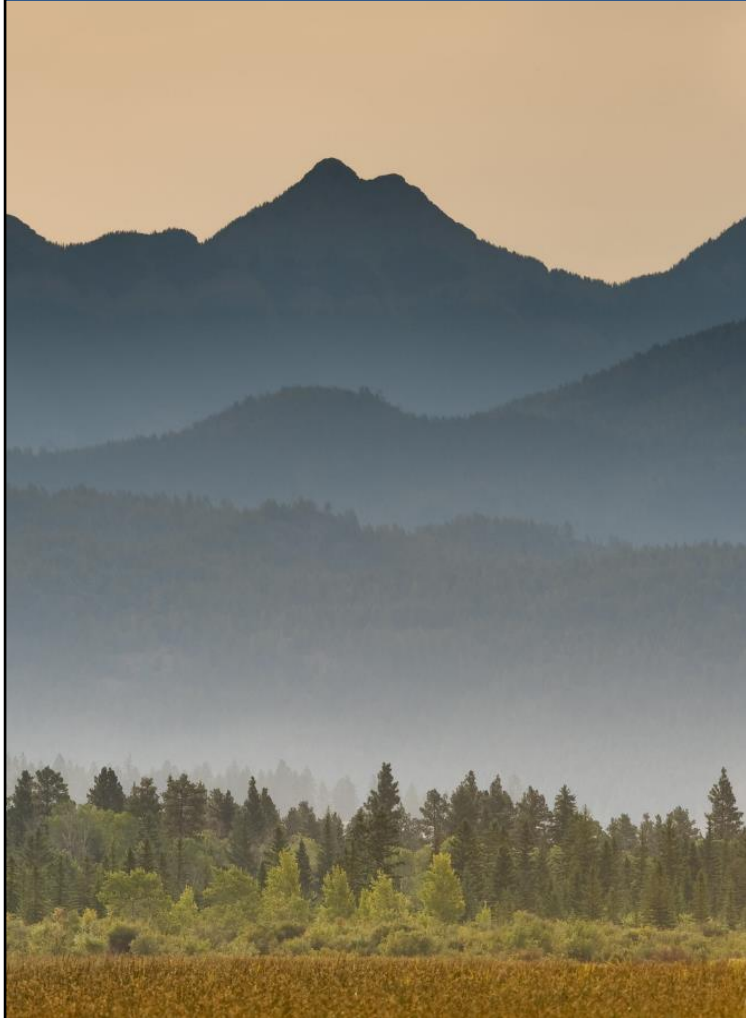
## Regional District of Kootenay Boundary

January 15, 2020



BRITISH  
COLUMBIA





## Current Emergency Program Act

- Dates from 1993
- Focuses on: preparing and implementing plans; states of emergency; the role of the Province and Local Authorities
- Supported by three regulations

## 2016 EPA Proposals

Discussion paper released January 2016

- UBCM response October 2016
- Key issues raised by Local Governments:
  - Capacity challenges for some LGs
  - Maintain current level of LG authority
  - Recognize LG expertise and experience
- Will help inform current modernization initiative



## Driving Modernization: Addressing Challenges

- Increasing complexity, frequency and severity of disasters (floods, wildfires)
- Impacts of disasters (economic, psycho-social, fiscal)
- Implement Sendai Framework
- Indigenous communities disproportionately impacted
- Needs of vulnerable people not always sufficiently considered
- Address gaps surfaced by events in 2017 and 2018



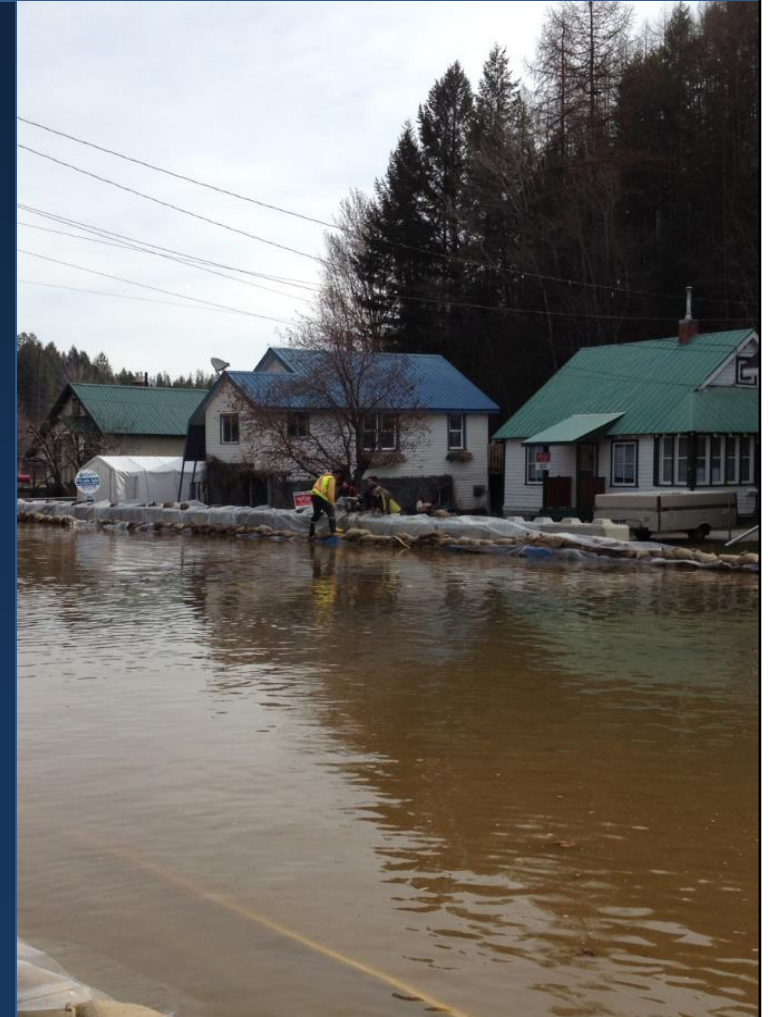
## 2019 Engagement with UBCM:

### Flood and Wildfire Advisory Committee

- Expanded membership and mandate
- Eight meetings, June – November 2019
- Identifying issues, testing concepts

### Ongoing Engagement

- Flood and Wildfire AC continuing
- Response(s) to Discussion Paper
- Area Associations, Regional Districts, regional collaborations
- EPBC Conference and EPCs



## Key Gaps in Current Emergency Management Legislation (1/2)

- No explicit requirements to assess and mitigate disaster risk (UN Sendai Framework)
- Lack of recovery planning and tools prolongs recovery and does not support resilience
- Integration between plans
- No requirements to provide event-related information





## Key Gaps in Current Legislation (2/2)

- First Nations are not yet adequately recognized as partners
- No assurance that cohesive plans and strategies are in place for critical infrastructure
- Current system does not represent an all-of-society approach

## Proposed Changes: Key Definitions

- Full list in discussion paper
- Expanded definition of “emergency”
- Prescribe new Local Authorities through regulation
- New definitions for four pillars:
  - Mitigation
  - Preparedness
  - Response
  - Recovery



## Policy Shifts To Guide Modernization (1/2)

- ➔ Obligations to Address All Four Emergency Management Pillars
- ➔ Improved Tools for Response and Recovery
- ➔ Recognizing First Nations as Emergency Management Partners
- ➔ Stronger Recognition of Key Role of Critical Infrastructure

## Policy Shifts To Guide Modernization (2/2)



Requirements for Coordination, Collaboration, and Provision of Information Between Partners

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Build Confidence in the Emergency Management System

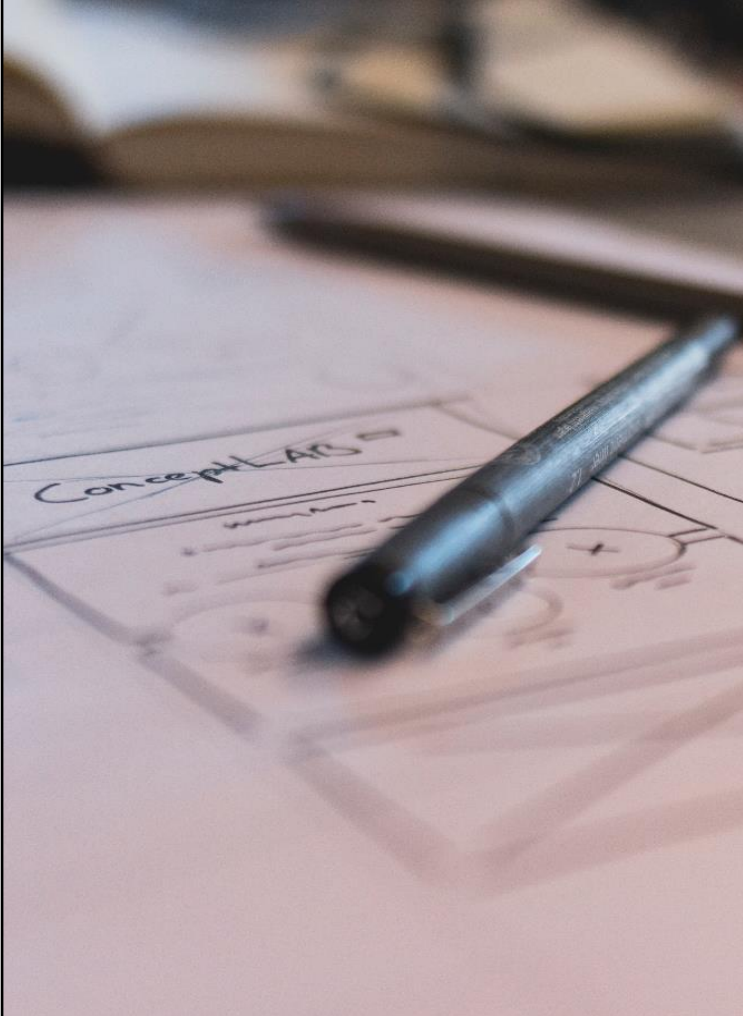
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Greater Recognition and Protection for Volunteers

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## Recap:

### Local Authority Planning and Powers

- Emergency and business continuity planning
- Exercises
- Hazard and risk identification
- Land development and building decisions
- Recovery powers
- Coordination and regional approaches
- Requirement for Local Authorities to consult with First Nations

## Financial Considerations

- Resourcing and capacity implications
- Phase-in of requirements
- Scaled investments
- Responsive, flexible and disciplined funding mechanism
- Visibility and coordination of mitigation funding
- Apply disaster risk reduction and adaptation lens to capital investment decisions
- Federal funding and partnership





## Next Steps

- ✓ **Oct. 28, 2019**  
Discussion paper released October 28, 2019
- ✓ Engage with all levels of government, Indigenous Nations, industry and the public
- ✓ **January 31, 2020**  
Comment period ends
- ✓ **Spring 2020**  
“What We Heard” report released
- ✓ **Fall 2020**  
Legislation introduced
- ✓ **Spring 2021**  
Regulations, policy, guidelines, templates, tools and education
- ✓ **Spring 2021**  
Act in force. Phased implementation

## Submitting Feedback

- GovTogetherBC hosting the engagement process:
- <https://engage.gov.bc.ca/govtogetherbc/consultation/emergency-program-act-modernization>
- Includes the discussion paper, engagement dates and a link to submit feedback.
- All feedback will be considered by EMBC in drafting new legislation and regulations.
- Email [EmergencyProgramAct@gov.bc.ca](mailto:EmergencyProgramAct@gov.bc.ca) if you have questions about content or process.





## Staff Report

**Date:** 09 Jan 2020

**File:**

**To:** Chair Langman and Board of Directors

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

**Re:** Emergency Act Modernization Discussion Paper Feedback

### Issue Introduction

On October 28<sup>th</sup> 2019 the Province of BC release a discussion paper on proposed changes to the Emergency Act and requested comments be submitted by January 31<sup>st</sup>, 2020. What follows is our comments for your consideration.

### History/Background Factors

The current Emergency Program Act (EPA) was introduced in 1993 and was based off of the Canada War Measures Act from 1914. The EPA remained largely unchanged while the world around it progressed forward and is now starting to adjust to climate change. The process of modernization started in 2016, however these efforts were abandoned until 2019 when they were restarted.

The Provincial Government started the Emergency Program Act modernization process in January of 2019 with initial engagement that culminated in the release of the discussion paper on October 28, 2019. This also started the comment period that closes on January 31, 2020. Once the comment period closes the province will issue a "what we heard" report in early Spring of 2020, legislation will then be introduced in the Fall of 2020 with the goal of having the legislation receive Royal Assent in the Spring of 2021 in time for the freshet season.

The RDKB Emergency Management (EM) Program embarked on a collaborative and holistic approach in responding to the Province on the discussion paper. EM program staff met with Emergency Program Managers from across the Southeast of BC. The goal of the meeting was to review the discussion paper together and share areas of concern, achievement and provide everyone with a summary of items discussed. There was a large degree of commonality between comments and concerns. Every one of the five organizations represented agreed that the implications of the proposed changes is the requirement for more staff and more funding to complete the additional work load brought on by the proposed changes.

### **Implications**

After reviewing the proposed changes in the discussion paper there are a number of questions that still remain. However the one thing that is known is that if these changes are to be implemented there will be a direct financial impact to the RDKB because of the additional staff time that will be needed. EM program staff estimate that the proposals represent a need for an additional 3.0 FTE above the current 1.0 FTE level. Estimating the cost of this based on the 2020 budget the yearly financial implications are estimated at an increase of \$334,500 per year. This does not include the extra operational costs for First Nation and community consultations, printing of plans, or driving costs. The implementation of the items within the legislation has not been made public however indications from Government staff is that it will be phased in over a number of years.

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

This project will advance the Board's strategic priorities regarding:

- Environmental stewardship and climate preparedness,
- Exceptional cost effective and efficient services, and
- Improve and enhance communications.

### **Background Information Provided**

EM modernization discussion paper

RDKB Emergency Act Modernization Response

### **Alternatives**

That the Regional District of Kootenay Boundary Board of Directors direct staff for more information and amendments.

### **Recommendation(s)**

That the Regional District of Kootenay Boundary Board of Directors authorize staff to submit the RDKB Emergency Act Modernization Response letter, as presented to the Board on January 15, 2020 to the Province of British Columbia.

## Emergency Act Modernization Response

The Regional District of Kootenay Boundary (the RDKB) is appreciative of the opportunity to review and provide feedback on the discussion paper titled “Modernizing BC’s Emergency Management Legislation” (the Paper). The RDKB is supportive of the modernization of the Emergency Program Act and of the Paper overall. There are some areas that we wish to provide specific comment on and these are listed below. The RDKB would like to acknowledge the adoption of the Sendai Framework that outlines the State as the lead agency in the role of risk reduction and response to the emergency. The RDKB acknowledges the role of Local Authorities to assist in the all-of-society approach to risk reduction.

It is important that going forward into the development of the associated regulations that local government, as the authorities responsible for delivering a large portion of emergency management in BC, are involved in the process rather than simply being informed or consulted. We understand the comments received from this current consultation period will be compiled into a “What We Heard” report slated for completion in the spring of 2020, followed by the introduction of the legislation in the fall of 2020. The RDKB requests that an additional step be added to the process providing Local Authorities an opportunity to review a draft version of the legislation prior to the legislation being introduced in the fall of 2020.

The following represents the section of the Paper the RDKB wishes to comment on.

### **Quality Assurance (Page 22)**

The RDKB agrees with the principle of quality assurance, however, we object to the use of the word “audit”. The term audit implies one sided investigation by the province looking for wrong doing and then taking punitive actions and quality assurance implies working together collaboratively to create more robust emergency plans. The RDKB would also like to see details of the qualifications of the individuals performing the quality assurance reviews. As well, we have concerns with the proposal to publish the results to the public. We feel that this could lead to litigation if, for example, a review was conducted within a year of a large event and the review found deficiencies. If these deficiencies were made public, litigation would most certainly follow from community members.

### **Transparency (Page 22)**

More clarity is required when talking about Transparency and the central storage of plans. Is the intent to make these plans public? The RDKB has some concerns with emergency plans being made public. For example, if an emergency plan is made public, someone could read the plan and see the locations of reception centres. During the next emergency they go straight to this reception centre location whether or not that location has been activated. If an HRVA identifies risks with heavy industry within a community, and someone reads the HRVA and misinterprets this risk, causing them to back out the purchase of a house or business, does this open the local authority or industry in question to litigation?

The RDKB is also concerned with the long-term data security of the documents. Where will they be stored, what level of security will be used to protect the plans?

**Ministry Hazard Responsibilities (Page 23)**

The RDKB is supportive of the clarity that listing ministries and their responsibilities provided to local authorities. We have two recommendations regarding this list. Under the Atmosphere section, heat waves should be the responsibility of the Ministry of Health as this is a public health risk. In the RDKB, the Interior Health Authority has taken a lead role in creating awareness and educating local authorities.

Under the Atmospheric section, Hurricanes is the incorrect atmospheric event as Hurricanes by definition are only located in the Atlantic Ocean. The correct term to be using in the regard is Typhoon, which is the term for this type of weather event in the Pacific Northwest.

**Building & Development (Page 27)**

The RDKB feels that the proposal in Building and Development needs some improvement. We question why the Ministry of Transportation and Infrastructure (MOTI) is the approving authority for subdivisions when the Local Authority is responsible for responding to events that affect these properties. Even if a Local Government were to turn down an application, the MOTI could still approve the application. The RDKB would also like to see clear requirements for professional engineers who are providing reports to property owners in the hopes of receiving a development permit, only to be affected by a flood or land subsidence years later and then place blame on the Local Authority or worse, start litigation. Generally speaking, the RDKB agrees that there must be greater consideration and a coordinated review of risk in granting development approvals.

**Standardized Programs & Plans (Page 28)**

The RDKB requires more details around the proposal to “standardize programs & plans” - does the Province intend to release a best practice document, suggestions documents, or templates? If a Local Authority chooses to not use these items because they do not work for their area, we hope that this does not reflect negatively in a quality assurance review.

**Hazard & Risk Identification (Page 28)**

The RDKB supports mitigation plans and planning, however we have some key questions that need to be addressed. Creating a mitigation plan is a large undertaking that will require dedicated staff time and standardized data and maps, both of which are not addressed in the discussion paper. The RDKB hopes that the requirement for mitigation planning will come with long term sustainable funding to support this planning. Mitigation plans – particularly those that are public – also create expectations that known hazards will be addressed in short order. This creates difficult situations for small local governments, who often do not have the resources, funding or governance structure and mandate to tackle large projects within their regions.

**First Nations Consultation (Page 29)**

The RDKB supports the First Nation consultation, however we request some clarity to what extent do we engage Nations that don't have formal communities in our jurisdiction. How long is the engagement window? What if the First Nation does not respond? What is reasonable consultation? How will this be reflected in the quality assurance review? Additional guidance would be helpful in this regard.

**Continued use of the SOLE (Page 20 & 30)**

The RDKB fully supports the longer renewal periods for SOLEs. 90 days will reduce the amount of staff and elected officials time along with the number of files that need to be cataloged for long term storage. The RDKB needs more details around the "transition period" and "requesting specific powers". For example: how would this work with an evolving situation? How easy or difficult would it be to add additional powers after the initial request? If we look at this proposal with our experience from the 2018 Boundary freshet recovery, we would not have requested the power to demolish a house, however, we needed to undertake demolitions a year and half after the event.

The RDKB needs more clarity about the public reporting of use of transition powers. What is the intent of this, will there be requirements for how this is done? This can be a sensitive issue in community as they are already dealing with the affects of an emergency.

**Recovery Plan Incentives (Page 30)**

More clarity is required around this proposed change. The RDKB is concerned that requiring a Recovery Plan to receive recovery funds could hold up recovery funding and therefore recovery. This may require plans to be generated ahead of time as an all-hazard plan or for the Local Authority to use templates that may not fit. We also feel that aspects of short-term recovery should not be affected by requirements to complete needs assessments and or Recovery Planning. While it stands to reason that a recovery plan would be required for longer term objectives in recovery, there should be no delay for recovery initiatives undertaken either while the local authority is still in the response phase (as recovery should start immediately) or immediately after the response phase to encourage quick recovery wins

**Cross-Sector Approach (Page 35)**

A Cross-Sector approach to Emergency Management is strongly supported by the RDKB. Transparency and meaningful communication between industrial producers, critical infrastructure and the Local Authorities within our jurisdiction is paramount to having an effective response in the event of an emergency that stem from their operations. Communication about activities like training schedules must be shared to allow for participants to plan for the actives in their respective work plans.



**Volunteer Management (Page 42)**

Mandating that convergent volunteers be supervised by the local authorities can place added pressures on the EOC and may also cause an additional emergency when a large number of volunteers show up to help. We feel this should not be prescriptive, as EOCs may not have the staff to undertake this task. Local volunteers, when registered with the Province, should not become a provincial resource to be deployed as determined by the province.

**Supporting & empowering citizens, visitors & business (Page 43)**

The RDKB strongly supports the personal preparedness message. We would like to see strong wording within the new legislation in the area of personal preparedness for citizens and business continuity language for the business community.

**Resourcing (Page 44)**

The RDKB sees value in the proposals that are in the discussion paper and we see that if these are to be implemented they will require considerable resourcing. The RDKB is hopeful that the Province recognizes this and will provide a sustainable funding solution that is not centered on grants, but rather on long-term funding models. Our experience with grants, is that they create additional workload for the local government to receive and manage the funding, as well as overseeing projects completed by contractors.

**Response Worker Care**

The RDKB would like to raise the issue of Worker Care as it relates to mental health as it is not addressed in the Paper. We feel strongly that this needs to be addressed. This could be done by adding a fifth pillar in Recovery for worker care. EOC responders should be represented as a separate group from first responders in the BCEMS as they are presented with different challenges.

**Build Back Better**

The RDKB fully supports the notion of "Build Back Better" however this needs to be accompanied by funding. It is our experience that this is often not the case and some projects have to be modified or canceled as there is no funding mandate to "Build Back Better". An example of this is the requirement to remove all emergency works that are installed during an event ie. dyke. If these works were allowed to stay in place after an event then this would build preparedness and resilience.



# MODERNIZING BC'S **EMERGENCY MANAGEMENT LEGISLATION**



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## Minister's Message

When our government came into office, the province was in a provincial state of emergency. That time is still very vivid for me because of how widespread the impacts were. 2017 and 2018 were two of the worst flood and wildfire seasons this province has ever seen. Tens of thousands of people were evacuated from their homes. Cities, towns and villages were affected in every corner of the province. Transportation routes were shut down, and some communities were cut off completely, with remote and First Nations communities disproportionately affected by these events.

Business as usual just isn't enough anymore. We need to do more than just learn from these experiences – we must use them to drive real change in the way we manage emergencies. We're taking the lessons learned from the Abbott-Chapman Report, the report by the Tsilhqot'in National Government on the 2017 wildfires, and numerous after-action reports and bringing them into the way we do business.

The Government of Canada has embraced the United Nations' Sendai framework, which is an internationally-acknowledged approach to emergency management disaster risk reduction. British Columbia is the first province to officially adopt the Framework, and our way forward will

reflect these international best practices. We're developing new relationships with indigenous communities as emergency management partners, and we're finding ways to better support and provide protections to the thousands of volunteers BC's emergency system relies on every year for things like ground search and rescue, emergency support services, and evacuation centres. Many community partners – such as Prince George, Kamloops and Tk'emlúps First Nation – have worked hard to support evacuees from around the province during times of crisis.

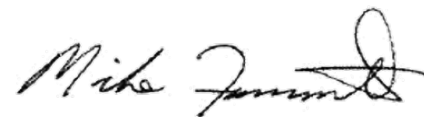
All these critical shifts are reflected as we work to bring the Emergency Program Act in line with today's changing needs and realities. As BC's primary piece of legislation for emergency management, this act is the backbone of what we do, and it needs to be updated to reflect what we know, what we've learned, and how we must work together going forward.

Through this discussion paper, we hope to hear diverse views and get insights from all levels of government, Indigenous communities, partners and stakeholders. We want to know your views on how to modernize our emergency management approach to help mitigate risk, ensure we are better prepared, and strengthen our response efforts to

more effectively recover from the psycho-social, financial and economic impacts of disasters.

The feedback will help government move forward with a clear legislative direction – one that reflects the challenges, needs and thoughts of communities, partners and stakeholders – when a modernized act is introduced in the fall 2020 legislative session.

Our government recognizes that the environment is changing in ways that will challenge all of us, and we're working towards a goal of a more resilient province. While many changes have already been made we also need the best legislative foundation to build on. I hope you take the time to provide your thoughts, input and suggestions into this legislative change, so we can move forward together to protect our communities.



**Honourable Mike Farnworth**

Minister of Public Safety and Solicitor General



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At a Glance: What will Change with Emergency Management  
Modernization?

What Will Change with Emergency Management Modernization? ..... A1

# Introduction

British Columbia's **Emergency Program Act (EPA)**, which was passed in 1993, has its roots in Canada's **War Measures Act**, particularly the declaration of states of emergency and the powers available to the provincial government and Local Authorities through those declarations. The EPA has guided the province through events such as the Kelowna interface fires in 2003, the Johnson's Landing landslide in 2012, and the Grand Forks flooding in 2018.

**However, several factors are driving the need to modernize our approach to emergency management:**

- ➔ BC's geography, geology and climate present diverse and complex hazards such as earthquakes, wildfires, flooding, and severe weather events (e.g., ice, snow and windstorms);
- ➔ Driven by climate change, natural disasters are increasing in frequency and severity, making it imperative for governments, businesses, non-profit organizations, citizens and visitors to be prepared and ready;
- ➔ Emergencies have devastating impacts – often long-lasting – on citizens, visitors, communities, businesses, and critical infrastructure. During the 2017 wildfires, over 65,000 people were evacuated and over 200 homes were lost;
- ➔ Responding to and recovering from these events takes a financial toll on governments, businesses, and individuals. From 2009 to 2018, the BC provincial government spent over \$3.3 billion under the EPA and the **Wildfire Act**. \$1.6 billion of this was spent on flood and wildfire response and recovery in 2017 and 2018 alone;
- ➔ Indigenous communities are often disproportionately impacted by emergencies, due to their relatively remote locations, lack of access to services, and reliance on natural ecosystems;
- ➔ The needs of our most vulnerable citizens are not always sufficiently considered; and
- ➔ The recent unprecedented flood and wildfire seasons surfaced a number of gaps in the current legislation; applying the lessons learned from those events will ensure that BC continues to be resilient in the face of disasters and remains a recognized leader in emergency management.



**2003:** The Okanagan Mountain Park wildfire in Kelowna burned over 25,900 hectares and over 33,000 people were forced to evacuate.



**2012:** A landslide severely impacted the community of Johnsons Landing, causing four deaths and completely destroying four homes.



**2018:** Severe flooding occurred in and around the city of Grand Forks, damaging more than 400 homes and 100 businesses.





## Adopting the Sendai Framework

While the EPA itself hasn't changed significantly since 1993, BC's approach to emergency management has evolved. Practices, policies and processes have been strengthened in response to after-action reviews and more substantial reviews such as the 2014 Renteria Report on Earthquake Preparedness, the Auditor General's 2018 report on Managing Climate Change Risks, the Abbott-Chapman report on the 2017 wildfire and flood season, the Tsilhqot'in National Government report *The Fires Awakened Us*, and the Nadleh Whut'en report *Trial by Fire*. Local Authorities and First Nations have entered into a number of innovative and collaborative arrangements to plan, prepare for, and respond to emergencies. Provincial agencies such as Emergency Management BC (EMBC) and the BC Wildfire Service have improved their communications protocols and adopted a more inclusive approach, including respect for Indigenous knowledge and culture.

In Canada, provincial and territorial governments have primary responsibility for emergency management. In an emergency, the first response is almost always by the Local Authority or at the provincial or territorial level because most emergencies occur at a local or regional scale. If a provincial or territorial government requires resources beyond its capacity, the federal government will provide assistance. Canada is responsible for reserve lands, and this responsibility is delegated to the Minister of Indigenous Services. Indigenous Services Canada supports emergency mitigation, preparedness, response and recovery on-reserve, and has a service agreement with Emergency Management BC to ensure that First Nations have access to the provincial emergency management system.

But with increasing pressure on emergency management organizations, businesses and individual citizens, it is time to take a serious

look at our approach. In 2015, in response to the challenges faced by jurisdictions around the world, the United Nations developed the Sendai Framework for Disaster Risk Reduction (Sendai Framework). The Sendai Framework has been adopted by 187 countries, including Canada. In October 2018, BC became the first province to adopt it. The Sendai Framework marks a shift from focusing on emergency preparedness and response to recognizing that risk identification and mitigation are key to managing hazards and reducing the impact of events. It aims for substantial reduction of disaster risk and losses in lives, livelihoods and health and in the economic, physical, social, cultural and environmental assets of persons, businesses, communities and countries and calls for ***all of society*** to share responsibility for reducing disaster risk. Modernizing our legislation is one of the first key steps to implement the Sendai Framework.







### The Sendai Framework's All-of-Society Approach

- The Sendai Framework for Disaster Risk Reduction 2015-2030 is a voluntary agreement that recognizes the responsibility for reducing disaster risk is shared between the State and other emergency management partners.
- The 'All of Society' approach is a key element of the United Nations' Sendai Framework that acknowledges the contribution of and important role played by all relevant partners in the four pillars of emergency management: Preparedness, Mitigation, Response and Recovery.
- Relevant emergency management partners include individuals, families, communities, private businesses, Local Authorities, First Nations, and the federal and provincial governments.
- Emergency management partners are encouraged to communicate, collaborate and coordinate in the design and implementation of emergency management legislation, regulations and policies.
- Strengthening overall society disaster resilience includes leveraging existing knowledge, experience and capabilities through accessible, inclusive and empowering engagement processes.

## The Four Recovery Sectors:



### People & Communities

- Physical, mental, and social wellbeing
- Health and safety
- Mental health
- Community psycho-social, emotional, cultural, and spiritual wellbeing
- Interim housing



### Infrastructure

- Private and public physical infrastructure
- Critical infrastructure such as utilities, communication networks, roads and bridges, and transportation
- Residential and commercial buildings
- Infrastructure planning



### Environment

- Land degradation and contamination
- Biodiversity and ecosystem impacts
- Natural resource damage and loss



### Economy

- Small, medium, and large enterprise
- Tourism
- Cultural livelihood
- Agriculture
- Broader economy

## Interim Disaster Recovery Framework

Given the recovery challenges in 2017 and 2018, it was recognized that a new approach was needed in advance of developing new emergency management legislation. In May 2019, BC developed an Interim Disaster Recovery Framework for the 2019 and 2020 flood and wildfire seasons, establishing a strategic approach and clear roles and responsibilities, ensuring accountability, and providing overall guidance to recovery operations.

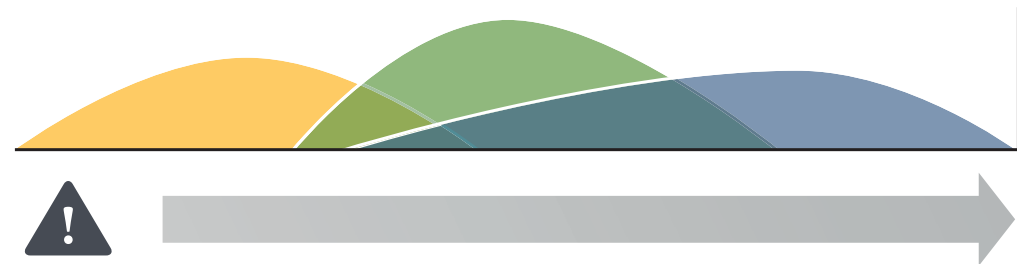
The interim framework organizes recovery by four sectors: People and Communities, Environment, Economy, and Infrastructure, each of which has an Assistant Deputy Minister responsible for overseeing the sector's recovery strategies and ensuring inclusivity and coordination with partners. It leverages existing operational and governance structures at the local, regional, and provincial levels. Similar to response operations, the Ministers' and Deputies' Emergency Council can be convened to ensure a coordinated provincial approach for significant recovery events such as the Telegraph Creek wildfires and Grand Forks flooding. The interim framework will need to be reassessed and finalized once the emergency management legislation is revised.

## The Three Stages of Recovery:

**Recovery consists of three stages – short-medium- and long-term – and works towards minimizing future damage to communities and the environment.**

The interim framework recognizes that there isn't a clear dividing line between response and recovery and that the earlier recovery efforts are initiated during response, the more effective those efforts will be. Recovery can take months or even years, particularly if additional events produce cumulative impacts.

BC's emergency management system is a true partnership, including federal, provincial, local and First Nations governments; critical infrastructure operators; thousands of volunteers; businesses; and people. This discussion paper outlines the key proposed attributes of a new emergency management Act, focusing on what would be new or different. Some of the proposed provisions will be supported by regulations to spell out requirements in more detail. We invite all British Columbians, stakeholders and emergency management partners, to tell us what they think about the proposals outlined in this paper to help us shape the new legislation and supporting regulations.



Short-Term (DAYS - WEEKS)	Medium-Term (WEEKS - MONTHS)	Long-Term (MONTHS - YEARS)
<ul style="list-style-type: none"> <li>Recovery Unit, Emergency Operations Centre(s)</li> <li>Reception Centre(s)</li> <li>Emergency Shelter</li> <li>Rapid Damage Assessment</li> <li>Public Information/Information posts</li> <li>Initial Debris Clearance</li> <li>Critical Infrastructure Restoration</li> <li>Business Continuity</li> <li>Disaster Psycho-social Support</li> <li>Initial Post-Disaster Needs Assessment</li> </ul>	<ul style="list-style-type: none"> <li>Recovery Operations Centre(s)</li> <li>Resilience Centre(s)</li> <li>Temporary Lodging</li> <li>Inspection/Damage Assessments</li> <li>Demolition/Disaster Debris Management</li> <li>Critical Infrastructure Repair</li> <li>Business Resumption</li> <li>Emotional/Psycho-social Support</li> <li>Post-Disaster Needs Assessment</li> </ul>	<ul style="list-style-type: none"> <li>Recovery Steering Committee</li> <li>Long-Term Recovery Structure</li> <li>Permanent Housing</li> <li>Engineering Assessment/Land Use Planning</li> <li>Media and Community Services</li> <li>Final Debris Disposal/Recycling</li> <li>Critical Infrastructure Rebuild</li> <li>Business Recovery</li> <li>Counseling and Support Programs</li> <li>Demobilization</li> </ul>

## MITIGATION



## A Four Pillars Approach to Emergency Management

Emergency management is a universal term for the systems and processes used for preventing or reducing the impacts of emergencies on communities. Emergency management is conceptualized in four phases:

- mitigation;
- preparedness;
- response; and
- recovery.

This approach is an internationally recognized system for defining and understanding different aspects of emergency management and is integral to the systems and processes used in BC to minimize exposure and vulnerability to hazards, prepare for and manage emergencies, and rebuild afterwards.

While the EPA is strong on the preparedness and response pillars, there are significant gaps when it comes to mitigation (pre-emergency activities) and recovery (post-event activities). The new Act will encompass all four pillars of emergency management, specifying the obligations of emergency management partners in each area.

## Reconciliation

The Province of British Columbia has committed to full implementation of the United Nations Declaration on the Rights of Indigenous Peoples (the Declaration), the Truth and Reconciliation Commission's (TRC) Calls to Action and the principles articulated in the Supreme Court of Canada's Tsilhqot'in decision, and to reviewing its policies, programs and laws to bring these commitments into action.

Modernizing BC's emergency management legislation presents an opportunity to re-examine how the provincial government, Canada, Local Authorities and critical infrastructure operators work with First Nations on wildfire, flooding and other emergencies, and improve recognition of First Nations as partners in emergency management.

Long-standing, traditional knowledge about the land and natural forces has been handed down through generations since time immemorial—these stories and oral traditions are a rich and valuable source of knowledge that can complement scientific data and modern approaches to emergency management. For example, Indigenous prescribed burning practices

were done in the past to reduce fuel loads, remove disease, and cleanse the land. Reduction in these practices over time has increased fire risk, but acknowledgement of the value of these traditions, and a renewed focus on practice, is being revitalized in BC.

Indigenous Nations and peoples have their own laws, governments, political structures, social orders, territories and rights inherited from their ancestors. Recognition of Indigenous peoples as emergency management decision-makers based on their inherent rights of self-government and self-determination will advance government's reconciliation efforts, facilitate a coordinated response to emergencies, and help create more predictability for other users of the land.

On October 24, 2019, BC introduced legislation that creates a framework for reconciliation in BC. The legislation will mandate government to bring provincial laws into alignment with the Declaration over time. This reconciliation legislation will also seek to create more flexibility for the legal status of Indigenous governments in BC, and to create opportunities for decision-making for Indigenous governments.



## What Have We Done? What's Next?

In January 2016, EMBC issued a discussion paper outlining potential changes to the EPA. EMBC hosted a 15-week online consultation forum to allow an opportunity for the public, partners and stakeholders to submit input. EMBC received over 70 submissions from stakeholders, as well as comments from forum participants. With the 2017 provincial election and the scale of emergency events in both 2017 and 2018, work on the EPA was paused. The Province is now proceeding with a more comprehensive approach to prepare an entirely new Act that will replace the EPA. The feedback that was provided

in 2016 has been considered in developing the proposals outlined in this discussion paper.

Keeping in mind that emergency management is a shared responsibility, EMBC had extensive discussions to inform the development of the proposals in this discussion paper. EMBC staff met with every provincial ministry, consulted with staff from Public Safety Canada and Indigenous Services Canada, briefed numerous groups, engaged with key partners such as the Union of BC Municipalities (UBCM), the First Nations Leadership Council, the

First Nations Health Authority (FNHA), and the First Nations Emergency Services Society (FNESS), and conducted an all-day session with Indigenous emergency management champions.

The proposals in this discussion paper have been informed by experience, research into other leading jurisdictions, and the voices of emergency management partners. Over the next three months, engagement will broaden, welcoming input and dialogue from partners, stakeholders, and the public.

### The Path to Modernization:







## DESIGN PRINCIPLES FOR MODERNIZATION

Seven design principles are guiding development of BC's modernized emergency management legislation. The design principles reflect the key strategic shifts that underpin a more modern approach to emergency management in BC.



### A Four-Pillar Approach

The Act will encompass all stages of emergency management: mitigation, preparedness, response, and recovery.



### Shifting How We Think

The Act will reflect a shift from disaster response to managing and reducing disaster risk.



### An All-of-Society Approach

Emergency management is a shared responsibility: individuals, governments, communities, private and non-profit sectors.



### Putting Safety First

Protection of life, health, and safety is paramount.



### Transparent Decisions

Decisions made under the Act and regulations will be transparent.



### A Funding Mechanism that Works

Responsive, flexible and disciplined funding mechanisms.



### Focus on Inclusion

The Act will be inclusive and will consider the needs of vulnerable citizens.





## KEY DEFINITIONS

The starting point for discussion about modernizing BC's emergency management legislation is the key definitions that will underpin the new Act. The following definitions are proposed.



## Emergency

The definition of emergency is essential to emergency management legislation. In the current EPA, the term gives meaning to other important concepts such as emergency plans and measures, and states of emergency.

### It is proposed to define "emergency" as:

A present or imminent event or circumstance that:

- (a) Is caused by accident, fire, explosion, technical failure or a force of nature; and
- (b) Requires prompt coordination of action or special regulation of persons or property to protect the health safety or well-being of a person or community or to limit the damage to property, significant Indigenous cultural sites or the environment; or
- (c) Any other situation prescribed by the Lieutenant Governor in Council.

The proposed definition adds damage to "significant Indigenous cultural sites or the environment". The former has been raised in a number of after-action reviews, while the latter has been adopted by a number of other provinces. The proposed definition also adds a new provision that would allow the provincial government to declare through an order-in-council that an event constitutes an emergency. Examples could include events with significant impacts on human health (such as foreign animal disease outbreaks or pandemics) or economic crises. This would give Cabinet the ability to direct EMBC into action if deemed necessary.





## Local Authority

Local Authorities are defined in the EPA as:

- (a) For a municipality, the municipal council;
- (b) For an electoral area in a regional district, the board of the regional district; or
- (c) For a national park, the park superintendent.

There are additional circumstances under which it may be appropriate to designate an entity as a Local Authority:

- Under the terms of modern treaties, Treaty First Nations are considered Local Authorities under the EPA; however, there is no reference in the legislation itself to Treaty First Nations;
- The Stikine region is the only area of BC where there is no Local Authority; and,
- Many regions of the province have initiated collaborative emergency management partnerships across multiple municipalities or within an entire regional district (for example, through the Integrated Partnership for Regional Emergency Management in Metro Vancouver and the Regional Emergency Management Partnership in the Capital Regional District).

### It is therefore proposed to:

Add the ability for the Minister to prescribe by regulation a new “Local Authority”. This could include a Treaty First Nation whose Final Agreement defines it as a Local Authority, an appropriate body within the Stikine, or a group of willing First Nations, municipalities and/or electoral areas that wish to form a unified Local Authority for the purposes of undertaking some or all emergency management functions.





## KEY DEFINITIONS: *The Four Pillars of Emergency Management*



### 1. Mitigation

In keeping with the Sendai Framework, and with a view to future risk associated with climate change, mitigation will be built into the new Act in order to:

- Enhance information about hazards, risks and vulnerabilities;
- Improve integration and hazard and risk information flow between communities, ministries, Crown corporations, and critical infrastructure operators;
- Mandate greater consideration of current and future risk when considering development in hazardous areas; and,
- Build resiliency and social cohesion of communities.

#### It is proposed to define “mitigation” as:

The phase of emergency management in which proactive steps are taken to prevent a hazardous event from occurring by eliminating the hazard, or to reduce the severity or potential impact of such an event before it occurs. Mitigation protects lives, property, cultural sites, and the environment, and reduces vulnerabilities to emergencies and economic and social disruption.



### 2. Preparedness

Building on the strong preparedness and planning requirements in the EPA, modernized emergency management legislation will:

- Establish clear and expanded emergency management responsibilities for key partners;
- Improve integration and information flow between ministries, Crown corporations, Local Authorities, First Nations, and critical infrastructure operators; and,
- Enhance emergency plan quality including more rigour on risk assessment, mitigation and recovery.

#### It is proposed to define “preparedness” as:

The phase of emergency management during which action is taken to ensure readiness to undertake emergency response and recovery. It includes, but is not limited to, hazard, risk, and vulnerability assessment, planning, resource planning, volunteer management, training, exercises, public/stakeholder education, and continuous improvement.



### 3. Response

Building on the response provisions in the EPA, modernized emergency management legislation will:

- Allow for setting standards for emergency public notifications and warnings to ensure clear responsibilities, timeliness, and accuracy;
- Enable the Province to enter into aid agreements with other jurisdictions (for example, to provide emergency management and other accredited professionals to assist during a catastrophic event); and,
- Clarify distinct powers for both the Province and Local Authorities during states of emergency, and the duration of states of emergency.

#### It is proposed to define “response” as:

The phase of emergency management during which actions are taken in direct response to an imminent or occurring emergency in order to prevent, limit and manage impacts. Response includes the initiation of plans and actions to support recovery and may include deployment of registered volunteer resources.



## 4. Recovery

The Sendai Framework includes the concept of “building back better” during recovery from events to reduce future risk and enhance resilience. A 2018 report prepared under the auspices of the World Bank expands this concept:

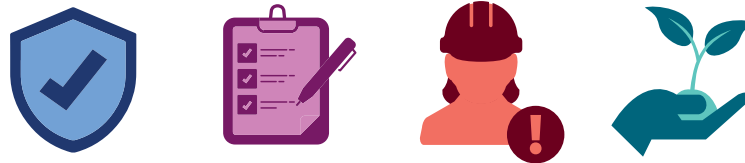
- Building back **stronger** refers to reconstructing buildings and infrastructure to ensure the built environment is better able to withstand future emergencies;
- Building back **faster** reduces disaster impacts by accelerating reconstruction through measures such as contingent reconstruction plans, pre-approved contracts, and financial arrangements; and,
- Building back **more inclusively** ensures that the most disproportionately impacted can access the support they need to rebuild. In the absence of such support, they are the most likely to experience the long-term consequences caused by health issues and disability, loss of schooling and education, or simply the inability to save or borrow to rebuild or replace lost assets.

With this in mind, modernized emergency management legislation will:

- Ensure Local Authorities, ministries, Crown corporations, First Nations, and critical infrastructure operators are prepared to recover from emergency events; and,
- Give Local Authorities and ministries the tools and powers required to build back stronger, faster, and inclusively.

### It is proposed to define “recovery” as:

The phase of emergency management during which action is taken to re-establish social, cultural, physical, economic, personal and community well-being through inclusive measures that reduce vulnerability to emergencies, while enhancing sustainability and resilience. It includes taking steps to repair a community impacted by an emergency and restore conditions to a level that could withstand a potential future event or, when feasible, improve them to increase resilience in individuals, families, organizations, and communities.



## **Stepping Up & Sharing Responsibility**

### **A Blueprint for 21st Century Emergency Management**

While the provincial government has a leadership role in emergency management, fully committing to the Sendai Framework means that responsibility is shared with other partners including Local Authorities, First Nations, critical infrastructure operators, the private sector, industry, non-governmental organizations (NGOs), citizens and volunteers. We recognize that many of these proposals would impose additional obligations on emergency management partners, which will raise issues of capacity and resources and will require time to develop and implement new approaches. The Province is committed to work with emergency management partners to ensure the necessary supports are in place so that the proposed new framework can be delivered.

This section outlines the key proposed changes for BC's emergency management partners that would be incorporated in a modernized Act.



## Minister Responsible for Emergency Management

Under the EPA, the Minister has a number of duties and powers, including preparing emergency plans, entering into agreements, conducting public information, training and exercising programs, and reviewing and recommending modifications to Local Authorities' plans. The Minister may declare a provincial state of emergency (PSOE) and must approve extensions to states of local emergency (SOLEs).



### States of Emergency



The provisions in the EPA dealing with states of emergency have their roots in Canada's War Measures Act. A **state of emergency** is an extraordinary measure that provides powerful tools to provincial and/or local governments that curtail rights and freedoms.

#### SOLE Durations

Currently, SOLEs are initially established at seven days and may be extended for further seven-day periods; the Minister's approval is required for extensions. Experience has shown that SOLEs are frequently renewed, often repeatedly, to deal with high-impact events.



#### It is proposed that:

- The duration of a SOLE be set at 14 days, with extensions of 14 days at a time approved by the Minister or designate. Extensions may include changes to the geographical scope of the SOLE.

#### PSOE Durations

Currently, PSOE's are initially established at 14 days and may be extended for further 14-day periods, with approval of the Lieutenant Governor in Council (LGIC).



#### It is proposed that:

- The duration of a PSOE be set at a maximum of 28 days, with extensions of 28 days at a time approved by the LGIC. Extensions may include changes to the geographical scope of the PSOE.



### Powers Available During PSOs & SOEs

The EPA sets out the powers available to the Minister during a provincial state of emergency (s. 10(1)) and to a Local Authority for a local state of emergency (s. 13(1)). ***In order to ensure an appropriate suite of powers is in place during states of emergency, the following is proposed.***



#### It is proposed to:

- Clearly set out the powers available to the Minister and to Local Authorities, respectively, by listing these powers;
- Clarify that the Minister and Local Authorities may do all acts and implement all procedures necessary to mitigate, prepare for, respond to or recover from the effects of an emergency.

### Continued use of a SOLE

Experience in 2017 and 2018 showed that continued use of a SOLE is not an appropriate tool as communities transition from response to recovery. ***To support Local Authorities to transition from reliance on SOLEs to their regular decision-making processes, the following is proposed.***



#### It is proposed to:

- Introduce a new provision to allow the Minister to grant a Local Authority the use of specific powers for a “transition period” between response and recovery of up to 90 days. A Local Authority would make an application to the Minister, citing what powers are required and demonstrating that they are in the public interest; necessary or desirable to ensure a timely and effective recovery; and proportionate in the circumstances. The Minister could approve multiple extensions, for up to 90 days each. Local Authorities would be required to report publicly on their use of the transition powers.

### Powers During Catastrophic Events

Careful consideration was given to whether an additional suite of powers should be available to the Minister for a catastrophic event such as a subduction earthquake. The existing powers under the EPA, specifically section 10(1) and section 26, are extremely powerful. ***Minor amendments are proposed to clarify how these powers apply during a catastrophic event.***



#### It is proposed that:

- **S. 10(1)** would clarify that for the duration of a provincial state of emergency, the Minister may do all acts and implement all procedures considered necessary to mitigate, prepare for, respond to or recover from the effects of an emergency; and,
- **S. 26** would clarify that unless otherwise provided for in a declaration of a state of emergency, if there is a conflict between the emergency management Act, the regulations, orders, or authorized actions made under the Act, and the regulations, orders, or authorized actions under other Acts, the emergency management Act and its regulations, orders, or authorized actions prevail.







## Entering Into Agreements



### Accessing Support

The Minister currently has the authority to “enter into agreements with the government of Canada or any other province, or with any agency of such a government, dealing with emergency plans and programs.” ***In order to ensure that BC can quickly and effectively access support from other jurisdictions as and when needed, the following is proposed.***



#### It is proposed to:

- Clarify that the Minister can enter into agreements with international jurisdictions. Agreements could include arrangements with one or more other jurisdictions to share resources in relation to emergency management.

### Partnerships with First Nations

A number of First Nations have entered into emergency management agreements with the Province and/or local governments. For example, in 2018 the Central Coast Regional Emergency Management Partnership Memorandum of Understanding was signed between the Nuxalk Nation, Central Coast Regional District, and EMBC. In April 2019, a tripartite agreement was signed by Canada, BC and the First Nations Leadership Council to establish a formal relationship to hold collaborative, constructive and regular dialogue on emergency management issues. ***In order to facilitate partnerships with First Nations, the following is proposed.***



#### It is proposed to:

- Provide clear authority for the Minister and for Local Authorities to enter into emergency management agreements with First Nations. Agreements could address issues such as collaborative hazard and risk assessment and/or planning; delivery of emergency management services or programs; and/or joint recovery activities.

## Enhancing Confidence in the Emergency Management System

BC is already a recognized leader in emergency management. Modernizing our legislative framework underscores our commitment to continuous improvement and will enshrine in legislation many of the best practices that are already commonplace in our province. That said, it is also important for the public to have confidence in our emergency management regime. To that end, we are proposing measures to enhance transparency and quality assurance.



### Emergency Management System



#### Transparency

To increase transparency around risk, and coordination and consolidation of risk assessments and hazards across the province, the following is proposed.



#### It is proposed to:

- Establish a legislative requirement for the Province to centrally house and provide transparent data on hazard, risk and vulnerability assessments, or mitigation planning documents which are conducted or prepared by other bodies (provincial ministries, Crown corporations and agencies; Local Authorities; and critical infrastructure operators).

#### Quality Assurance

To provide quality assurance of emergency management plans prepared by other bodies, the following is proposed.



#### It is proposed to:

- Require provincial ministries, Crown corporations and agencies, Local Authorities, and critical infrastructure owners/operators to register their emergency management plans with EMBC; and
- Enable EMBC to audit emergency management plans. In the spirit of continuous improvement, audit results would be shared with the planning body and made public.

# Provincial Ministries, Crown Corporations & Agencies

Provincial government bodies must lead by example to adopt a four-pillar approach to emergency management and increase confidence in the quality of emergency plans. This includes expanding the public sector entities required by law to do emergency planning. Under the EPA, all ministries and certain Crown corporations are required to prepare emergency plans to be followed in the event of an emergency or disaster. These plans can be divided into two categories: business continuity plans, which focus on the continuity of services, and emergency management plans. Content requirements for business continuity plans are identified in policy, not in regulation. The Emergency Management Program Regulation delegates responsibilities for some hazard-specific planning to some ministries but there is otherwise little direction on what content should be included in ministry emergency management plans. Currently, ministries are not obligated to include risk mitigation or recovery within their plans. The following table shows key hazards and the primary provincial ministries responsible for provincial level activities to provide expertise and direct support to Local Authorities in managing an incident.

Ministry Hazard Responsibilities (1/3)

HAZARD GROUP	HAZARD	MINISTRY
Accidents	Air crashes	Public Safety & Solicitor General
	Marine accidents	
	Motor vehicle crashes	
Atmosphere	Snowstorms	Emergency Management BC
	Blizzards	
	Ice storms	
	Fog	
	Hailstorms	
	Lightning	
	Hurricanes	
	Tornadoes	
	Heat waves	
Dam Failure	Dam failure (includes foundations and abutments)	Forests, Lands, Natural Resource Operations & Rural Development
Disease & Epidemics	Human diseases	Health
	Animal diseases	Agriculture
	Plant diseases	
	Pest infestations	

## Ministry Hazard Responsibilities (2/3)

HAZARD GROUP	HAZARD	MINISTRY
<b>Explosions &amp; Emissions</b>	Gas and gas leaks (pipeline)	Environment
	Gas and gas leaks (gas wells)	Energy, Mines & Petroleum Resources
	Mine	
	Other explosions	Municipal Affairs & Housing
<b>Fire (Urban &amp; Rural)</b>	Fire (urban and rural — excludes interface fire)	Emergency Management BC; Forests, Lands, Natural Resources & Rural Development
<b>Geological</b>	Avalanches: highways/other	Transportation & Infrastructure; Emergency Management BC
	Debris avalanches and debris flows	Forests, Lands, Natural Resources & Rural Development
	Submarine slides	
	Landslides: highways/other	Transportation & Infrastructure; Emergency Management BC
	Land subsidence	Energy, Mines & Petroleum Resources
<b>Hazardous Materials</b>	Hazardous spills (on site or transport routes)	Environment
	Radiation	Health
	Infectious materials	
<b>Hydrologic</b>	Drought	Forests, Lands, Natural Resources & Rural Development
	Flooding	
	Erosion and accretion	Environment
	Ice jams	Transportation & Infrastructure

### Ministry Hazard Responsibilities (3/3)

HAZARD GROUP	HAZARD	MINISTRY
<b>Power Outage</b>	Electrical power outage	Emergency Management BC
<b>Riots</b>	Riots & public disorder	Public Safety & Solicitor General
<b>Seismic</b>	Ground motion effects	Emergency Management BC
	Tsunamis	
<b>Space Object</b>	Space object crash	Emergency Management BC
<b>Structural</b>	Structural collapse	Emergency Management BC
<b>Terrorism</b>	Terrorism (hostile act against state)	Public Safety & Solicitor General
<b>Volcanic</b>	Ash falls	Emergency Management BC
	Pyroclastic flows	
	Lava flows	
	Mudflows	
<b>Wildfire</b>	Wildfire (includes interface fire)	Forests, Lands, Natural Resource Operations & Rural Development



## Preparedness for Provincial Ministries, Crown Corporations & Agencies

### Business Continuity Plans

To ensure transparency, consistency, quality, and oversight and to enhance information sharing of business continuity plans, the following is proposed.



#### It is proposed to:

- Require all ministries, Crown corporations, and agencies to have programs and plans to deal with the continuity of services. This could include school districts, universities, colleges, health authorities, and others;
- Enable the prescription (in regulation) of standards for plan content, process, training, exercising and review; and
- Establish a mechanism to enable EMBC to collect, review, and audit business continuity plans.

### Emergency Management Plans

To ensure transparency, consistency, quality, and oversight and enhance information sharing of emergency management plans, the following is proposed.



#### It is proposed to:

- Require ministries, Crown Corporations, agencies and other public sector entities to develop emergency plans, participate in the development of integrated plans for which they are not the lead, and perform hazard, risk and vulnerability assessment, mitigation, preparedness, response, and recovery duties as assigned by the Minister. This could include school districts, universities, colleges, health authorities, and others;
- Enable the prescription (in regulation) of specific roles and responsibilities for mitigation, preparedness, response, and recovery, plan content, process, training, exercising and review; and
- Establish a provincial obligation to provide hazard data and coordinate with Local Authorities and First Nations as available and requested.

### Continuity After Catastrophe

To ensure continuity of government operations following a catastrophic event such as a damaging earthquake, the following is proposed.



#### It is proposed to:

- Require the Province to develop continuity of government plans that ensure the continued operation of the executive, judicial, and legislative arms of government.

## Local Authorities

Under the EPA, Local Authorities include municipal councils and regional district boards. Successful emergency management must be driven by, and responsive to, local communities. Local Authorities therefore have a vital role in emergency management at the community and regional level, as they are responsible for preparing and implementing emergency plans. However, events in 2017 and 2018 highlighted the importance of strengthening both up-front risk mitigation and post-event recovery. A modernized approach to emergency management can increase community resiliency by:

- Increasing the specificity of emergency planning requirements, including obligations to identify hazards, vulnerabilities, and risk and implement risk reduction measures;
- Enhancing community consultation and coordination;
- Empowering new and existing partnerships; and
- Providing a new “transition period” to enable a more seamless transition from response to recovery by allowing specific powers to continue for a longer period of time while providing public accountability on the use of the powers.



### Mitigation for Local Authorities

#### Building & Development

Risk reduction starts with making sound decisions about where and how to build. To facilitate risk-based decision-making about building and development in hazardous areas, the following is proposed.



#### It is proposed to:

- Require Local Authorities, and the Province (through the Ministry of Transportation and Infrastructure’s subdivision approval authority in unincorporated areas) to give greater consideration of current and future risk for new development approvals in hazardous areas; and,
- Require sustainable long-term mitigation measures when building and development is approved in hazardous areas.



### Hazard & Risk Identification

To enhance the capacity to prevent and mitigate emergencies, and close gaps that exist in hazard and risk identification, the following is proposed.



#### It is proposed to:

- Include legislative and regulatory requirements for Local Authorities to identify, understand and assess hazards, risks, and vulnerabilities, and establish associated mitigation plans for risks and consequences.

### Collaboration & Coordination

To increase transparency around risk, and enhance coordination and consolidation of risk assessments and hazards across the province, the following is proposed.



#### It is proposed to:

- Enable the Minister or designate to direct Local Authorities to collaborate and coordinate at a regional scale for risk assessment, mitigation planning and mitigative works; and
- Enable the establishment of non-regulatory or regulatory incentives to enhance regional collaboration and coordination for risk assessment, mitigation planning and mitigative works.



## Preparedness for Local Authorities

### Standardized Programs & Plans

To increase standardization and alignment of Local Authority emergency management programs and plans, the following is proposed.



#### It is proposed to:

- Establish a comprehensive list of requirements including: hazard, risk, and vulnerability assessment; mitigation plans; response; recovery; business continuity plans; training; exercising; and a review cycle; and
- Through regulation, provide detailed program and plan content requirements.



## Collaborative Planning & Partnerships

To increase collaboration, enable community-driven planning and partnerships, provide transparency and accountability among partners and stakeholders, and enable the Province to understand local capacities and needs, the following is proposed.



### It is proposed to:

- Require Local Authorities to provide plans to neighbouring jurisdictions (Local Authorities and First Nations), to the Province, and stakeholders such as critical infrastructure operators, school districts, and health authorities and consider any feedback;
- Enable Local Authorities and First Nations to enter into agreements with one another for the purposes of integrated or multi-jurisdictional plans; and
- Introduce a requirement for Local Authorities preparing emergency management plans to consult with First Nations. Consultation standards for Local Authorities could be specified in regulation or guidelines.



## Response for Local Authorities

### Response Provisions

Proposed changes to response provisions for Local Authorities are outlined in the section on the Minister's powers.



**See Page 19**



## Recovery for Local Authorities

### Recovery Plan Incentives

To provide incentives to develop strong recovery plans, the following is proposed.



#### It is proposed to:

- Enable regulations that would require post-disaster needs assessments and post-disaster recovery plans as a condition of receiving provincial recovery funds and the renewal of recovery powers.

### Transitioning out of a SOLE

As described in the section on the Minister's powers, to create a mechanism for the use of emergency powers over an extended period of time and recognize the transition between response and recovery, the following is proposed.



#### It is proposed to:

- Introduce a 90-day "transition period" where Local Authorities can request the use of specific SOLE powers for up to 90 days at a time. Powers would be selected and justified for the circumstance, based on the whether the transition powers are in the public interest, necessary and desirable, and proportionate to the circumstances.

### Tools to Support Recovery

To provide Local Authorities with additional tools to support recovery, particularly during the transition from response to recovery, the following is proposed.



#### It is proposed to:

- Enable Local Authorities, in consultation with the Minister responsible for the Community Charter, Vancouver Charter and Local Government Act and the Minister responsible for emergency management, to make emergency amendments to an Official Community Plan, Regional Growth Strategy, zoning, or bylaws.

## Advancing Reconciliation with Indigenous Peoples

First Nations representatives have demonstrated a strong interest in all aspects of BC's emergency management regime. First Nations know their communities best, including making decisions on how and when to respond to events that impact their values and people.

Modernizing the legislation provides an opportunity to advance reconciliation with Indigenous peoples and address many of the challenges that were identified in 2017 and 2018, including investing in community planning, preparedness and mitigation, and respecting Indigenous knowledge and practices. Taking steps to recognize First Nations as partners in emergency management will demonstrate progress towards implementing the recommendations in First Nations community reports, the Abbott-Chapman Report, the Tsilhqot'in National Government report *The Fires Awakened Us*, and the Nadleh Whut'en report *Trial by Fire*.

Canada is responsible for reserve lands, and this responsibility is delegated to the Minister of Indigenous Services. Under the Emergency Management Act (2007), each federal minister is required to identify risks within their areas of responsibility and maintain emergency management plans to mitigate those risks. Indigenous Services Canada supports the four pillars of emergency management (mitigation,

preparedness, response and recovery) on-reserve and has a service agreement with EMBC to ensure that First Nations have access to the provincial emergency management platform.

BC will continue to work with First Nations and Canada to provide clarity on jurisdictional roles and responsibilities for reserve lands and community members who live off-reserve.

First Nations, along with the federal, provincial and local governments, have already embarked on the path to partnerships. In addition to the tripartite agreement between Canada, BC and the First Nations Leadership Council that was mentioned earlier in this discussion paper, a number of First Nations have entered into collaborative arrangements, including:

- The ***Collaborative Emergency Management Agreement*** between the Tsilhqot'in National Government, Canada and BC;
- The ***Central Okanagan Regional Emergency Plan***, which supports local governments, the Regional District of Central Okanagan, and the Westbank First Nation; and,
- The ***Tofino-Ahousaht Protocol Agreement*** on areas of mutual interest, including infrastructure, health and emergency planning.

Under the Final Agreements of modern treaties, Treaty First Nations have the same powers, duties and responsibilities under the EPA as Local Authorities. Westbank First Nation and shíshálh Nation are self-governing, with the power to regulate public order, safety and emergency preparedness. Shíshálh Nation is a member of the Sunshine Coast Regional District Emergency Program and Westbank First Nation is a member of the Regional District of Central Okanagan Emergency Program.

The First Nations Health Authority (FNHA) coordinates activities in response to emergencies that may impact the health of BC First Nations community members. Since 2017, FNHA has strengthened its capacity to support First Nations communities to prepare for, respond to and recover from emergencies by establishing emergency management policies and procedures, developing an Emergency Operations Centre response mechanism, and creating additional staff positions focused on leading and supporting emergency management within its organization.

The First Nations Emergency Services Society (FNESS) works closely with First Nations communities, EMBC, Indigenous Services Canada (ISC) and other partners to support emergency management for First Nations communities in BC.



## First Nations as Partners



It is recognized that First Nations will have interests in all the legislative changes under consideration. In order to further strengthen First Nations as partners in the governance and operations of emergency management and improve communications before, during and after an emergency, the following changes are proposed.

### It is proposed to:

- Expand the definition of “emergency” to include actions to protect community well-being, significant Indigenous cultural sites and the environment;
- Provide clear authority for the Minister responsible for emergency management and for Local Authorities to enter into emergency management agreements with First Nations or First Nations groups, including Treaty First Nations. Agreements could address issues such as collaborative hazard and risk assessment and/or planning; delivery of emergency management services or programs; mutual aid; and/or joint recovery activities;
- Introduce a requirement for Local Authorities preparing emergency management plans to consult with First Nations;
- Introduce a requirement for critical infrastructure owners/operators to provide non-sensitive information to First Nations upon request. (Note: information would also be provided to Local Authorities and/or the public upon request.);
- Require consideration of Indigenous and traditional knowledge in the development of hazard risk and vulnerability assessments by provincial entities and Local Authorities. The entity conducting the assessments could be encouraged to communicate the results to affected First Nations; and,
- Establish that provincial entities and Local Authorities must consider cultural safety and inclusiveness when developing and implementing emergency management plans. Specific requirements could be established in regulation and supported by policies and guidance material.

# Critical Infrastructure Operators

Federal, provincial and territorial governments in Canada define critical infrastructure as the processes, systems, facilities, technologies, networks, assets and services essential to the health, safety, security or economic well-being of people and the effective functioning of government. There are ten recognized critical infrastructure sectors:

Critical Infrastructure Sectors

SECTOR	SUB-SECTOR
Energy & Utilities	Electricity; Petroleum and Crude Oil; Natural Gas; Other
Communications	Telecommunications; Radio; Broadcasting; Satellite
Transportation	Rail; Road; Marine; Air
Water	Potable Water; Wastewater; Dams
Health	Critical Care; Extended Care; Blood/Organ Facilities; Pharmaceutical Facilities
Safety	Police/Law Enforcement; Fire; Ambulance; Emergency Management
Government	Federal; Provincial; First Nations; Local Authority
Food	Farming/Production; Processing/Packaging; Storage/Distribution
Finance	Banking/Financial Institutions; Securities/Investments; Point of Sale/ATM Machines
Manufacturing	Defense Industrial Base Manufacturing*; Critical Manufacturing**

\* Defense industrial base manufacturing consists of businesses and government organizations involved in research, development, production and service of military equipment and facilities.  
 \*\* Critical manufacturing varies across five key areas: primary metals, machinery, electrical equipment, transportation and heavy equipment, and chemical manufacturing.

The EPA does not reference critical infrastructure; it is regulated at both the provincial and federal levels within legislation that is typically specific to a single sector or sub-sector. This means that the requirements for emergency management activities are not consistent across sectors and may not be integrated with provincial or Local Authorities' emergency management plans.





In BC, many critical infrastructure operators already demonstrate exceptional emergency management practices, often going beyond existing regulatory requirements, as observed during the 2017 and 2018 flood and wildfire events as well as in many other instances. The proposals outlined below would serve to strengthen certain practices and close any gaps. It is recognized that the Province must respect federal jurisdiction over certain critical infrastructure sectors.

These recommendations are centered on adopting a cross-sector approach that defines expectations with respect to the development of four-pillar emergency management planning documentation that is registered provincially, exercised, subject to audit, and integrated with government emergency plans. The intention of these activities is to enhance the resilience of critical infrastructure in British Columbia, as well as those that rely on its services. The resilience of critical infrastructure assets and systems is essential to the functionality of critical supply chains such as food, water, fuel, shelter, and medical supplies, and is also a vital component of efficient and effective response and recovery efforts. Furthermore, awareness of downstream risks (i.e., scenarios that may result in critical service losses)

and interdependencies (where one critical infrastructure asset relies on another, or there is a mutual dependency) may also help the Province, Local Authorities, First Nations, and other critical infrastructure operators develop and update their emergency management planning documentation appropriately.

In addition, consistent emergency management planning documentation can help ensure effective and efficient resource-sharing, as critical infrastructure operators are often the source of specialized resources and personnel. Understanding the needs of critical infrastructure operators in greater depth may also allow the Province to explore additional opportunities to provide support in return before, during, and after emergency events.

A modernized approach to emergency management would:

- Improve information sharing and coordination between critical infrastructure operators, the Province, Local Authorities, and First Nations; and,
- Establish minimum standards for emergency management and business continuity plans for critical infrastructure operators.





## Preparedness for Critical Infrastructure

### A Cross-Sector Approach

To build a foundation for a cross-sector approach that outlines expectations around emergency management planning, business continuity planning, information sharing, and exercising, the following is proposed.



#### It is proposed to:

- Establish a power to allow for creation of a registry that captures specific critical infrastructure assets and their respective emergency management planning documentation, which may include information on risks, contacts, operating procedures, resource requirements, and resource availability. This registry would also serve to clarify which critical infrastructure operators and respective assets are subject to the regulatory requirements, as it may include “tiers” to ensure appropriate attention is paid to the assets and systems with greater risk and/or consequence; and
- Establish cross-sector regulation for critical infrastructure emergency management activities to ensure consistency. This would include activities required for critical infrastructure sectors as defined by EMBC and include supplementary aspects to existing statutes and regulations with respect to their requirements related to emergency management activities. Attention will be paid to ensuring that existing requirements and efforts are not duplicated.

### Risk and Resource Needs

To increase understanding of risk and resource needs of critical infrastructure operators, and increase coordination with other emergency partners, the following is proposed.



#### It is proposed to:

- Require critical infrastructure operators to develop specific emergency management planning documentation, which would be inclusive of planning for hazards created by the critical infrastructure, business continuity planning for service disruptions, and considerations for downstream impacts of service disruptions.

### Information Sharing and Security

To improve coordination and information sharing while respecting critical infrastructure operators' proprietary information and minimize information security issues, the following is proposed.



#### It is proposed to:

Require that emergency management planning documentation be developed into two parts:

1. Information such as risks to critical infrastructure, risks caused by the critical infrastructure, general operating procedures, consequence of loss, estimated restoration timelines, anticipated resource requirements, and primary contact information; and,
2. Sensitive information that exposes vulnerabilities and any additional details within the plan such as additional staff contact information, internal procedures, etc.

Require that Part 1 be provided to the Province, and/or made available upon request to Local Authorities, First Nations, and/or the public.

### Quality Assurance

To increase quality assurance of emergency management planning documentation, the following is proposed.



#### It is proposed to:

- Require certain critical infrastructure operators to provide a "Statement of Assurance" that would advise of measures they have taken to ensure that their emergency management documentation is of adequate quality. The Province would have authority to engage an accredited subject matter expert to validate the "Statement of Assurance"; and,
- Conduct prioritized audits of emergency management planning documentation. These audits would be done by either EMBC alone, or with the assistance of ministries with leadership/ regulatory roles for a particular sector.

### Testing and Integration of Plans

To ensure that critical infrastructure emergency management and business continuity plans are tested consistently and to provide opportunities to integrate plans with other emergency plans, the following is proposed.



#### It is proposed to:

- Require critical infrastructure operators to conduct mandatory exercises for specific assets as designated by the Province through regulation or policy at a defined frequency and level (tabletop, full-scale, etc.); and,
- Require critical infrastructure operators to invite provincial regulators and emergency management authorities, as well as local participants such as Local Authorities, First Nations, and local organizations, to the mandatory exercises.

### Improving Information Sharing

To increase information sharing both during and outside of emergency events, and to enhance planning related to catastrophic events, the following is proposed.



#### It is proposed to:

- Require critical infrastructure operators to provide emergency management information beyond that identified in Part 1 (see above) as requested by EMBC (or another provincial agency at the request of EMBC) including sensitive event-specific information, additional contact information, or internal procedures.



## Supporting Volunteers & Non-Governmental Organizations

People who offer their services without expectation of compensation are a critical component of the emergency management process and contribute to an all-of-society approach, along with the many non-profit organizations involved in all four pillars of emergency management.

Currently, Public Safety Lifeline Volunteers provide services in five distinct functions:

- Search and Rescue services to locate and retrieve injured, lost, or missing individuals;
- Road Rescue services to extricate motorists trapped by an accident;
- Emergency Support Services to meet the temporary accommodation, meals and incidental needs of individuals and families evacuated during an emergency;
- Provincial Emergency Radio Communications services to provide additional or alternate radio connections in support of managing an emergency; and,
- Provincial Emergency Program Air to enable searches from the air, conduct reconnaissance (i.e., damage assessment), communications relay or transport personnel and supplies.

The Province also provides a means for a Local Authority or First Nation to organize convergent volunteers for general service tasks such as filling sandbags.

The skills and experiences of volunteers often go beyond their core functions, such as ensuring that in an emergency, residents are notified and advised of actions to take, or as a member of an Emergency Operations Centre. The Province supports these volunteers by providing training, reimbursing operational costs and providing WorkSafe and liability coverage.

Beyond formal provincially organized lines, volunteers make invaluable contributions to emergency management through non-government organizations (NGOs), community service organizations and other mechanisms.



## Strengthening Supports for Volunteers & NGOs



### Helping Volunteers Help BC

To strengthen support for the thousands of volunteers essential to emergency management, the following is proposed.



#### It is proposed to:

- Increase support and formal oversight of volunteers;
- Increase access to broader resources, including volunteers affiliated with third parties such as NGOs, and continue the ability of NGOs, philanthropic organizations, societies, and other organizations to enter into agreements with BC;
- Create more equitable treatment between a person ordered to provide support in an emergency and one who willingly provides support; and,
- Recognize that service provider organizations can be impacted by emergencies and may need support during response and recovery.



## Preparedness for Volunteers & NGOs

### New Definitions

To ensure consistent interpretation of new and existing laws and regulations related to volunteers and enable the Province to enter into agreements with third-party service providers, the following is proposed.



### It is proposed to:

Have new definitions that would clearly distinguish the difference between a registered volunteer, convergent volunteer, and service provider:

**Registered volunteers** would be specialized disciplines prescribed by regulation and:

- Receive no remuneration for their service;
- Be provided with civil liability protection under the Act, workers' compensation and liability insurance;
- Obtain and retain registered status with the Province or other entities according to the regulation;
- Operate under Local Authority or direction of the requesting agency;
- May provide direction to convergent volunteers;
- Operate in all phases of emergency management; and,
- May receive time limited employment protection according to the Act.

**Convergent volunteers** would not be registered and would:

- Receive no remuneration for their service;
- Arrive on scene offering support and assistance;
- Be supervised by the Local Authority, the Province, or a registered volunteer to be able to receive workers' compensation and other benefits; and,
- Receive civil liability protection under the Act.

**Service Providers** may be a registered charity, philanthropic organization, society or other organization. The new legislation will include an explicit authority for the Minister (or designate) and Local Authorities to enter into agreements with Service Providers. Such agreements could:

- Authorize the Service Provider to deliver emergency response or recovery services or arrange for the deployment of staff or affiliated volunteer personnel. For clarity, personnel deployed on behalf of a Service Provider will be protected under workers' compensation and insurance policies secured by the Service Provider.

### Legal Certainty

To provide greater legal certainty around the process to access workers compensation for injured volunteers and clarify provincial support and governance related to volunteers, the following is proposed.



#### It is proposed to:

- Ensure that the new legislation contains an authority to prescribe classes of registered volunteers, rules around supports for volunteers, and develop and implement a supporting regulation. Having the ability to prescribe classes of registered volunteers in a regulation allows for flexibility over time to accommodate new areas of specialized volunteer disciplines. Policy instruments would continue to be used for discipline-specific program rules and guidelines such as reimbursement rates and safety conditions.

### Job-Protected Leaves

To provide job-protected leaves for persons ordered to provide assistance and for those registered volunteers specifically requested to provide support, the following is proposed.



#### It is proposed to:

Carry forward the existing section 25 of the EPA that provides that persons ordered to assist during a declared Provincial State of Emergency or a State of Local Emergency cannot have their employment terminated for complying with that order.

- Establish job-protected leave without pay for “registered volunteers.” This provision would be restricted to those registered volunteers specifically requested by a Local Authority or a BC agency to support emergency response. Job-protected leaves would not be conditional on a State of Local Emergency or Provincial State of Emergency being declared.



### Ensuring Fairness to Employers

To ensure fairness to affected employers, the following is proposed.



#### It is proposed to:

- Require Local Authorities or a BC agency requesting the registered volunteer to:
  - Document their initial request for the volunteer;
  - Confirm the duration of the deployment;
  - Confirm that the volunteer was in fact present for the emergency response; and,
  - Make this documentation available on request of the employer.
- Provide a process by which an employer could dispute the ongoing deployment of the employee in a volunteer capacity with the responsible Local Authority or BC agency because the employee is critical to business continuity or other hardship.

### Protection from Civil Liability

To protect volunteers and others from civil liability, the following is proposed.



#### It is proposed to:

- Include a civil liability protection provision for registered and convergent volunteers, boards of search and rescue societies, authorized persons offering support from another jurisdiction, persons authorized or ordered to provide assistance under a State of Local Emergency or Provincial State of Emergency, provincial government employees and officials, Local Authority employees and officials, the Minister and the Provincial government as a whole, similar to what is set out in the Wildfire Act;
- A new civil liability clause will clarify that no legal proceedings can be commenced or maintained against a protected person or entity because of anything done or omitted in the course of undertaking a power, duty or obligation resulting from the legislation or associated regulations. Including the BC government and Local Authorities as protected entities is intended to acknowledge that unavoidable property damage or losses can result from governments' response to a given hazard, and that climate change is increasing the overall frequency of events; and,
- Bad faith or grossly negligent actions or omissions will be exempt from civil liability protection, as is the case under the current EPA.

## Supporting & Empowering Citizens, Visitors & Businesses

Citizens can be encouraged to participate in an all-of-society approach to emergency management through information, education, building codes, access to information about hazards, risk, preparedness and response (e.g., evacuation routes), purchasing adequate personal insurance, and taking active roles during recovery. It's also important to provide citizens and visitors with accurate and timely information before, during and after emergencies, and to ensure that public notifications and warnings are widespread and well-understood.

The Province is not contemplating legislative changes that would specifically address the role of citizens and businesses in emergency management. We will build on existing programs and actions by enhancing the promotion of citizen and business involvement across all four emergency management pillars — mitigation, preparedness, response and recovery. This would build on current education and promotional initiatives at the provincial and local levels, such as:

- Strengthening provincial education and preparedness and mitigation initiatives such as Partners in Preparedness, Master of Disaster, High Ground Hikes, and FireSmart;

- Making materials available in additional languages;
- Developing initiatives to better reach vulnerable people;
- Strengthening and expanding the role of business partnerships (e.g., with the real estate community and tourism sector);
- Expanding social media such as Twitter, Facebook and webpages;
- Encouraging local governments to undertake more education and promotion and to encourage citizen participation in emergency management planning; and,
- Increasing citizens' awareness and participation in emergency planning, at an individual and community level, through transparent access to hazard information.

### Citizen Preparedness

There are no identified jurisdictions that legislate citizens to be prepared or to undertake mitigation measures. Even Japan — often characterized as the “most prepared country in the world” for disasters — does not appear to mandate citizen preparedness, favouring instead robust public awareness programs, including regular drills (some of which involve hundreds of thousands of citizens), guides and brochures, and access to hazard and response planning information.



## Financial Considerations

The Province recognizes that not all of the financial elements required to support the modernization of the emergency management system will be enabled through changes to legislation.

Signalling a commitment to a modernized emergency management system will require new investment with the objective of ensuring all four pillars are supported by stable, responsive and transparent funding mechanisms while meeting the Province's fiscal mandate and maintaining the flexibility to invest year-end funds when available.

The resourcing implications for provincial government bodies, local governments, First Nations, other emergency management partners and stakeholders required to deliver on any new emergency management obligations will be considered as legislation is developed, recognizing the importance of supporting their capacity to deliver. The capacity of partners to deliver will also inform the phasing-in of any new obligations.

The Province will continue to work to maximize opportunities to partner with the federal

government to fund or co-fund emergency management activities as their support is essential in modernizing the emergency management system. The Province will also continue to advocate at the federal level for increased funding supports to meet the needs of British Columbians.

The Province continues work to improve its policies, procedures and administrative processes to ensure Local Authorities, First Nations, and service providers are transparently and efficiently reimbursed for response and recovery costs.

The Province recognizes that investments in mitigation and preparedness can reduce risk and reduce or avoid expenditures associated with emergency events.

In addition to traditional financial approaches currently being utilized, the Province will be guided in this consultation process with input on any new or emerging funding approaches, such as incentives to shift behaviour, as well as public and private partnerships that encourage disaster mitigation efforts.

## Compliance & Enforcement

Many of the proposed changes to BC's emergency management legislation involve obligations for emergency management partners to reduce risk and enhance resilience. The Province will work with partners on voluntary measures to enhance compliance with these requirements (e.g. training, guidance documents, phased implementation, planning assistance, etc.). Voluntary compliance is the preferred mechanism for reducing risk and improving resilience. At the same time, mechanisms are required to ensure that obligations under the Act are met where voluntary compliance is not achieved.

The current EPA does not have an extensive compliance and enforcement regime. It includes a provision that creates an offence for any contravention of the Act or its regulations or for interference with the exercise of powers or performance of duties under the Act. The penalty for committing an offence is imprisonment for not more than one year or a fine of not more than \$10,000, or both. As part of modernizing the Act, consideration will be given to what additional compliance and enforcement provisions (e.g., fines or other penalties) may be appropriate.

### Tell us more:

- What tools should be available (in legislation or otherwise) to ensure compliance with the new Act?
- What incentives may be useful or appropriate?
- What penalties or enforcement mechanisms may be appropriate for non-compliance with the new Act?

## Next Steps & How to Participate

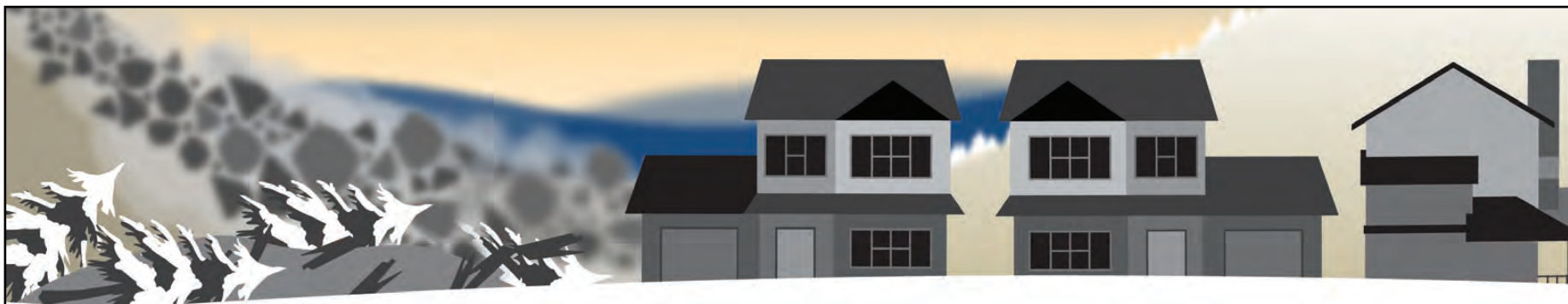
Comments on the proposals outlined in this discussion paper can be submitted online at [engage.gov.bc.ca/govtogetherbc/consultation/emergency-program-act-modernization](https://engage.gov.bc.ca/govtogetherbc/consultation/emergency-program-act-modernization), or by email at [EmergencyProgramAct@gov.bc.ca](mailto:EmergencyProgramAct@gov.bc.ca), until January 31, 2020.

### Questions to consider include:

- Will the proposed legislative changes promote a shift to a focus on disaster risk reduction?
- Will the proposals encourage an all-of-society approach to emergency management?
- Are there other measures that could be considered to improve our approach to emergency response?
- Are the proposed new recovery tools useful and appropriate?
- Are there other ways to advance reconciliation and recognize First Nations as emergency management partners?
- What issues are important to consider with regard to critical infrastructure?
- What support would be needed to implement these proposals? Examples include training on the new requirements, templates for emergency management plans, and additional expertise and capacity.

Feedback will inform next steps regarding the proposed changes to ensure they successfully deliver a modernized emergency management framework. In the spring of 2020, we will release a What We Heard report that summarizes the feedback received. The feedback will be used to inform and shape the final legislative changes, culminating in a new emergency management Act planned to be introduced in the Legislative Assembly in the fall of 2020.





## What Will Change with Emergency Management Modernization? A Hypothetical Scenario

### Scenario:

In December, a massive landslide occurs in BC's interior. Road access is cut off to a small municipality and a First Nations reserve. Several homes in a new subdivision within the municipality suffer major damage. A natural gas pipeline is damaged. Supply is interrupted, and service may need to be shut off to communities in the Lower Mainland. With a forecasted long-term cold spell, there are significant concerns about homes, businesses and critical infrastructure, such as schools and health care facilities, having heat during the winter.

The reason for the landslide is still being investigated, but slope instability due to a wildfire five years ago and associated deforestation are main contributors.



**See the next page for an illustration of how this event could unfold under the current EPA, compared to under a modernized emergency management act.**

### How this hypothetical event could unfold under the current Emergency Program Act (EPA):

- As is the case with many emergencies, the landslide catches the impacted municipality and First Nation by surprise.
  - The risk of such a landslide was not assessed by the municipality, in part because its plan was not updated for post-wildfire risks.
  - Provincially-held post-wildfire risk data for previous years was not readily available to the municipality through a central location.
  - As a result, planning for alternate supply and egress routes for the municipality and the First Nation did not occur, resulting in significant challenges (e.g. transport of acute care patients to hospital, and delivery of food and fuel to the community).
- Landslide risk was not accounted for when the new subdivision was approved. Without a full risk assessment or mitigation strategies, some houses were constructed in a landslide hazard area.
- The municipality's emergency plan was not exercised, leading to confusion and delays in the early stages of response for both the municipality and the neighbouring First Nation.
- Response efforts by the Province are hampered by a lack of information regarding the gas line operator's emergency plan. While the gas line owner has plans in place, these plans have not been shared with EMBC, the municipality, or the First Nation.
- The Lower Mainland municipalities that may have their gas supply cut off are unaware that a shutoff strategy is included in the gas line operator's plan regarding pipeline breaches and are unaware that service may take up to three months to restore if it is shut off.
- The municipality's emergency plan does not address the recovery phase, hampering community recovery efforts in the coming weeks and months.

### How this hypothetical event could unfold under a modernized emergency management act:

- The event creates challenges, but the impacted partners are not caught by surprise and are able to mount a quick and cohesive response effort.
- The risk of a landslide is identified in the municipality's mandated emergency plan. Risk identification and assessment are aided by simplified access to provincially-held risk data.
- The placement of several lots in the new subdivision was altered to account for the landslide risk, and no homes are significantly damaged in the landslide.
- Based on the identified landslide risk, the community has established access to an adjacent Forest Service Road to act as an alternate supply and egress route.
- The municipality and the First Nation recently held a small joint exercise of their mutually-shared emergency plans, which greatly improves response operations following the landslide.
- The Province, impacted municipality and First Nation, and Lower Mainland municipalities have access to key information about the gas line operator's emergency plan, allowing them to plan for gas line risks and interruptions. Lower Mainland municipalities work with the gas line operator to suggest customer prioritization (e.g. critical facilities and vulnerable populations) and shutdown procedures that will safeguard public safety. Emergency Management BC and the Ministry of Energy, Mines and Petroleum Resources have already worked with the gas line operator to complete provincial energy disruption planning.
- The municipality has a basic plan in place for the recovery phase, which speeds recovery in the weeks and months ahead.
- Overall, the partners can respond to and recover from this event, having previously identified the risks, engaged in mitigation where practical and cost effective, and shared and exercised plans together.





# Modernizing BC's Emergency Management Legislation: Key Policy Shifts at a Glance

## All four emergency management pillars (mitigation, preparedness, response, recovery) are recognized in legislation:

- Require provincial ministries, Crown corporations and agencies to:
  - Have programs and plans to deal with continuity of services;
  - Develop emergency management plans;
  - Exercise and review their plans; and
  - Carry out duties related to mitigation, preparedness, response and recovery as assigned by the Minister responsible for emergency management.
- Require Local Authorities to:
  - Meet clear requirements for the content and exercising of plans, and their review cycle;
  - Identify, understand and assess hazards, risks and vulnerabilities, and establish associated mitigation plans for high-risk hazards; and,
  - Develop post-disaster needs assessments and post-disaster recovery plans.
- Require Local Authorities and provincial subdivision approving officers to give greater consideration to current and future risk for development and building approvals, and require mitigation measures when development and building are approved in hazardous areas.

## First Nations are recognized as emergency management partners:

- Expand the definition of "emergency" to include actions to protect community well-being, significant Indigenous cultural sites, and the environment;
- Provide clear authority for the Minister and Local Authorities to enter agreements with individual First Nations or First Nations groups;
- Require Local Authorities preparing emergency management plans to consult with First Nations;
- Require critical infrastructure operators to provide emergency management information to First Nations upon request;
- Require consideration of Indigenous and traditional knowledge in the development of hazard risk and vulnerability assessments by provincial entities and Local Authorities; and,
- Establish that provincial entities and Local Authorities must consider cultural safety and inclusiveness when developing and implementing emergency management plans.

### **Greater recognition of critical infrastructure as an integral part of emergency management:**

- Enable creation of a registry of critical infrastructure to better understand both risk and the assets available during response and recovery and inform development of supply chain management strategies;
- Require critical infrastructure emergency plans to address all four pillars; and,
- Require specific emergency management planning documentation, which could include a “statement of assurance” for certain operators, to ensure information is readily available before, during and after events.

### **Better tools for response and recovery:**

- Set the initial duration and renewal period for a provincial state of emergency at a maximum of 28 days (currently 14) and for a local state of emergency at 14 days (currently 7);
- Create a new provision to allow the Minister to grant a Local Authority the use of specific powers for a “transition period” between response and the end of the recovery phase of up to 90 days;
- Enable Local Authorities to make emergency amendments to Official Community Plans, Regional Growth Strategies, zoning, or bylaws;
- Enable, by regulation, standards for emergency public notifications and warnings; and,
- Clarify how existing provincial powers would apply during a catastrophic event.

### **Greater recognition and protection for volunteers:**

- Define service providers and provide clear authority for the Minister to enter into agreements with them;
- Clearly define different types of volunteers;
- Modernize civil liability protection to better deter nuisance lawsuits; and,
- Establish job-protected leaves for volunteers with specialized skill sets.

### **Stronger coordination, collaboration and provision of information between emergency management partners:**

- Require ministries, Crown corporations, agencies and other public sector entities (such as school districts, universities, colleges, and health authorities) to participate in the development of integrated plans for which they are not the lead;
- Enable Local Authorities and First Nations to enter into agreements to do integrated or joint planning and to voluntarily form unified Local Authorities to do some or all emergency management functions;
- Enable the Minister to direct Local Authorities to collaborate and coordinate at a regional scale for risk assessment, mitigation planning and mitigative works, and enable establishment of regulatory or non-regulatory incentives for collaboration and coordination;
- Require Local Authorities to provide plans to neighbouring jurisdictions (including First Nations), to the Province, and stakeholders such as critical infrastructure operators and consider any feedback; and,
- Require Local Authorities preparing emergency plans to consult with First Nations.

### **Greater confidence in the emergency management system:**

- Establish a requirement for the Province to centrally house and provide transparent data on hazard, risk and vulnerability assessments or mitigation planning documents conducted or prepared by provincial ministries, Crown corporations and agencies, Local Authorities, and critical infrastructure operators;
- Require provincial ministries, Crown corporations and agencies and Local Authorities to register their emergency management plans with EMBC; and,
- Enable EMBC to audit emergency management plans and make the results public.



Grand Forks Community Action Team,  
Prevention and Education Sub-committee  
E-mail: [gfbcat@gmail.com](mailto:gfbcat@gmail.com)

December 18<sup>th</sup>, 2019

Greetings,

The Grand Forks Community Action Team (GFCAT) has been formed as a means to assist our community in addressing the opioid overdose crisis. Grand Forks has a high rate of overdoses. We are seeking your support to aid us in our prevention and educational endeavours within our community.

We are very lucky to have access to a video series called, "Beyond the Stigma of Drug Use" that was developed by ANKORS and the Nelson area's team. We invite you to view the videos, and assist us in the manner most fitting for your organization.

We recognize that it may not be feasible for your group to view, or share, the series in its entirety at one time. In this circumstance, we would suggest perhaps a video rotation with one per week to allow comprehension and discussion. We would welcome those who've digital signage or displays available, to utilize these for this purpose. Please note, closed captioning is available within the YouTube videos. There may be another format available for those requiring one. Please contact us if this is the case.

Organizations are also encouraged to distribute these with their staff, clients/programs, and members. This can be done in group settings, newsletters, posting on websites or Facebook pages, or e-mailed to individuals.

Everyone may also participate in the efforts to raise awareness by sharing the link with their families and friends.

AIDS Network Kootenay Outreach and Support Society, ANKORS  
Beyond the Stigma of Drug Use Video Series:  
[https://www.youtube.com/playlist?list=PLdpQAmZUr\\_nVNcvFfbafTWv4qSBYDa754](https://www.youtube.com/playlist?list=PLdpQAmZUr_nVNcvFfbafTWv4qSBYDa754)

We are thankful to all the people that appeared in the video series and those who worked on its development. We acknowledge and honor the courage & wisdom shared in the expression of their experiences.

Thank you for considering your involvement. We appreciate all efforts made in this regard.

With gratitude,

Tanis Carson, Melissa Shulga, and Angela Nichols  
On Behalf of, the  
Grand Forks Community Action Team, Prevention and Education Sub-committee

From: [Mark Andison](#)  
 To: [Diane Langman - Warfield Director](#); [Theresa Lenardon](#)  
 Subject: RE: GFCAT; Video Series  
 Date: January 6, 2020 11:03:21 AM

Hi Diane, Happy New Year!

Because this information was sent to the Board of Directors from the Grand Forks Community Action Team, we'll include it on next week's Board agenda under "Communications (Information Only)". That will give directors an opportunity to review the information, and if anyone wishes, discuss any further action that any directors may wish to take.

I think this is a newly formed group in Grand Forks which has been established to take advantage of recently announced Provincial funding to assist communities address the overdose crisis in BC:

<https://bc.ctvnews.ca/b-c-overdose-crisis-community-action-teams-coming-to-these-16-communities-1.4606689?cache=yes%3FclipId%3D375756%3FclipId%3D104062%3Fot%3DAjaxLayout%3FautoPlay%3Dtrue%3Fot%3DAjaxLayout%3FclipId%3D64268%3FautoPlay%3Dtrue>

I'm not personally familiar with the group's work to date.

Cheers,  
 Mark

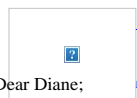
Mark Andison | Chief Administrative Officer  
[mandison@rdkb.com](mailto:mandison@rdkb.com) | C: 250.231.0880 | T: 250.368.0224  
 Regional District of Kootenay Boundary  
 Toll-free: 1.800.355.7352  
 Main: 250.368.9148  
[rdkb.com](http://rdkb.com)

Diane Langman | Board Chair / Village of Warfield Director

**From:** Angela Nichols <[talkwithnichols@outlook.com](mailto:talkwithnichols@outlook.com)>  
**Date:** January 4, 2020 at 11:08:36 PM PST  
**To:** Diane Langman - Warfield Director <[dlangman@rdkb.com](mailto:dlangman@rdkb.com)>  
**Subject:** GFCAT; Video Series

Regional District of Kootenay Boundary Board of Directors

Chairperson, Diane Langman



Dear Diane; [rdkb.com](http://rdkb.com)

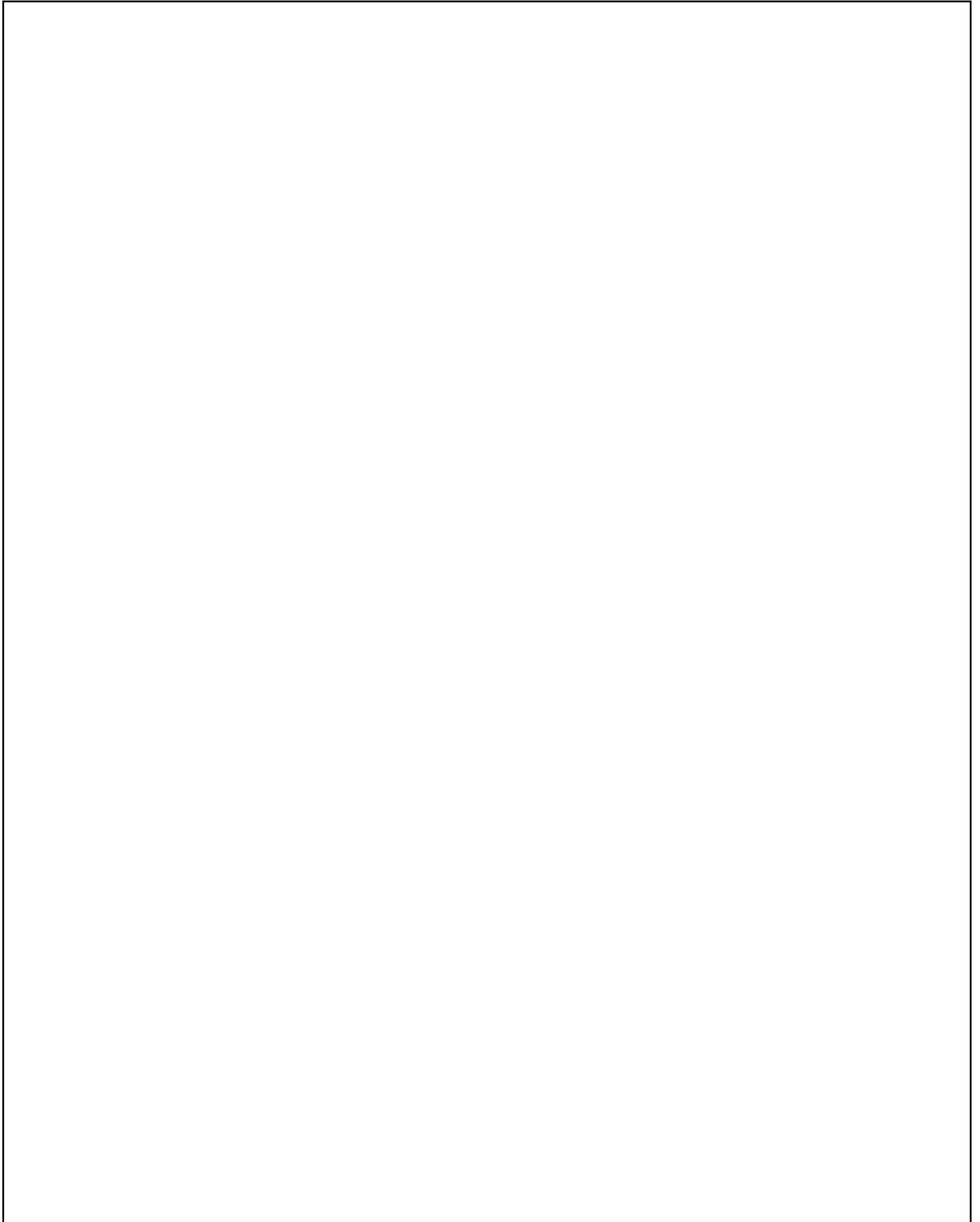
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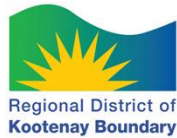
I am contacting you on behalf of the Grand Forks Community Action Team (GFCAT). We're asking a variety of groups and organizations to assist us with our Prevention and Education endeavours. We invite you and the RDKB to join us as we work in expanding our community's awareness of different aspects related to the opioid overdose crisis. Please know, the Recreation Commission, and some RDKB staff along with the CUPE members (including the library) will also receive the same request and invitation. We are trying to reach everyone as we are presently circulating a video series to aid folks in Grand Forks in developing a better understanding of people who live with substance use such as opioids. These videos give us some insight into their experience, as well as people working with them. I have attached a letter of request, "Beyond the Stigma letter," which contains a link to the videos series mentioned, as well as suggested ways in which your organization may help.

Please feel free to contact us if you would like to learn more about the purpose of the GFCAT and the other areas in which it's approaching this crisis, or if you are interested in participating as a member of our team. Our e-mail address is [gfbcat@gmail.com](mailto:gfbcat@gmail.com). Thank you for taking this time to consider our request. We also express our gratitude for your contribution in building acceptance of one another, as well as, increasing knowledge on this important issue in our community. Many thanks for all that is done for our area, a lot goes into taking care of people's needs. Hopefully, with people beginning to look at each other with some understanding & find acceptance, we can start to heal, come together, and support one another.

May the new year be good to you 'n yours & to all, Angela

As part of the Grand Forks Community Action Team, we work to improve our region's provision of the six essential services as highlighted in the OERC mandate: Naloxone, Overdose Prevention Services, Acute overdose risk case management, Treatment and Recovery, Social stabilization, Peer empowerment and employment, Cultural safety and humility, and Addressing stigma, discrimination and human rights. If you wish to learn more, I've provided the following link. Overdose Emergency Response Centre, Terms of Reference: [https://www2.gov.bc.ca/assets/gov/overdose-awareness/terms\\_of\\_reference\\_nov\\_30\\_final.pdf](https://www2.gov.bc.ca/assets/gov/overdose-awareness/terms_of_reference_nov_30_final.pdf)





## **Boundary Community Development Committee**

### **Minutes**

**Friday, December 13, 2019**

**RDKB Board Room, Grand Forks, BC**

#### **Committee members present:**

Director G. McGregor, Chair  
Director R. Russell  
Director V. Gee  
Director G. Shaw  
Alternate Director C. Korolek

#### **Committee members not present:**

Director R. Dunsdon

#### **Staff present:**

M. Andison, Chief Administrative Officer  
J. Chandler, General Manager of Operations/Deputy CAO  
F. Maika, Corporate Communications Officer

#### **CALL TO ORDER**

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

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

The agenda for the December 13, 2019 Boundary Community Development Committee meeting was presented.

Moved: Alternate Director Korolek Seconded: Director Shaw

That the agenda for the December 13, 2019 Boundary Community Development Committee meeting be adopted as presented.

Carried

**ADOPTION OF MINUTES**

The minutes from the December 4, 2019 Boundary Community Development Committee meeting will be provided at the January 2020 meeting.

**GENERAL DELEGATIONS**

There were no delegations present.

**UNFINISHED BUSINESS**

**J. Chandler, General Manager of Operations/Deputy CAO**  
**Re: BC Transit Discussion**

There was general discussion regarding the status of the transit service and current limitations for service based on costs. J. Chandler introduced the challenges to the Committee, relating to the budget, timing of the RFP for BC Transit service requests and the requirements for public consultation. Staff were seeking guidance on public engagement timing, content and budget levels for 2020.

From discussion, it was generally agreed that:

The 2020 budget will remain at the limit of taxation for the transit service and this will be communicated to BC Transit and likely lead to a reduction in service levels, following the request for proposals that will be issued early 2020 by BC Transit.

Staff will continue to work with BC Transit and report back to the committee in February.

A 'final draft' of the public engagement plan will be presented in January. Generally, it was agreed that the public engagement would be undertaken as soon as possible and be included on-line and at Town Hall meetings for Area 'C' and 'D'. Information will be provided to present the current situation and options ahead for the service and may include the following questions for response"

- Maintain service level and increase the budget
- Increase the service levels and increase the budget
- Reduce the service to limit taxation / budget increase

Early feedback and public consultation will be considered for determining the next steps for the service and if there is interest in pursuing a referendum to increase the budget for the 2021 budget year.



Discussion also included the need for a future fare box review with BC Transit and options for alternate service models that may include more than one transit service within the Boundary region.

### **NEW BUSINESS**

#### **J. Chandler, General Manager of Operations/Deputy CAO**

#### **Re: 2020 Boundary Economic Development Service (008) Work Plan**

The 2020 Boundary Economic Development Service (008) work plan was attached for information.

The Committee members discussed Imagine Kootenay, the Boundary Agriculture Food and Advisory Committee and Plan and a quote from Community Futures Boundary to manage and oversee Imagine Kootenay and Insiders App.

Projects were discussed as follows:

- Regional Trails Master Plan;
- Community Forests;

Agriculture Plan - contract, meetings, food/mileage and who manages and coordinates meetings.

Moved: Director Dunsdon Seconded: Director Shaw

That the 2020 Boundary Economic Development Service (008) work plan be received and referred to a future meeting.

Carried

### **LATE (EMERGENT) ITEMS**

There were no late (emergent) items for discussion.

### **DISCUSSION OF ITEMS FOR FUTURE AGENDAS**

A discussion of items for future agendas was not required.

### **QUESTION PERIOD FOR PUBLIC AND MEDIA**

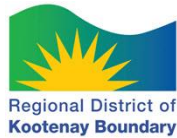
A question period for public and media was not required.

**CLOSED (IN CAMERA) SESSION**

A closed (in camera) session was not required.

**ADJOURNMENT**

The meeting was adjourned at 3:45 pm.



## **Boundary Community Development Committee**

### **Minutes**

**Wednesday, December 4, 2019  
RDKB Board Room, Grand Forks, BC**

#### **Committee members present:**

Director G. McGregor, Chair  
Director R. Russell  
Director V. Gee  
Director R. Dunsdon  
Director G. Shaw  
Alternate Director C. Korolek

#### **Staff and others present:**

J. Chandler, General Manager of Operations/Deputy CAO  
M. Forster, Executive Assistant/Recording Secretary  
P. Keys, Manager of Facilities and Recreation  
F. Maika, Corporate Communications Officer  
K. Anderson, Watershed Planner  
M. Mitchell, Commissionaires  
C. Mossey, Manager, Government Relations, BC Transit  
S. Elzinga, Community Futures Boundary

#### **CALL TO ORDER**

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

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

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

The agenda was amended by a change in order of agenda items and the addition of late items:

1. Fringe Agreements

## 2. Wild Fire Resilience Workshop

Moved: Director Dunsdon Seconded: Alternate Director Korolek

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

Carried.

### **ADOPTION OF MINUTES**

The minutes of the November 6, 2019 Boundary Community Development Committee were presented.

Minor changes were made to Director Gee's discussion items.

Moved: Director Gee Seconded: Director Russell

That the minutes of the November 6, 2019 Boundary Community Development Committee be adopted as amended.

Carried

### **GENERAL DELEGATIONS**

There were no delegations present.

### **OLD BUSINESS**

There was no old business for discussion.

### **NEW BUSINESS**

**Simone Carlisle-Smith, Project Manager, TOTA**  
**Re: Boundary Country Update - November 30, 2019**

The TOTA Monthly Update was presented for information.

Moved: Director Shaw Seconded: Director Dunsdon

That the TOTA Monthly Update be received as presented.

Carried

**S. Elzinga, Community Futures Boundary  
Re: Imagine Kootenay Update**

Ms. Elzinga attended the meeting to provide the Committee members with an update and presentation on Imagine Kootenay activities. She highlighted a detailed breakdown of contractual obligations and the summary of outcomes.

Ms. Elzinga left the meeting at 10:40 am.

**Mike Mitchell - Commissionaires  
Re: Village of Midway Proposal**

Mr. Mitchell attended the meeting and provided the Committee members with a quote to provide animal control services for the Village of Midway. Discussion ensued around the billing rates for call outs and adding the Village of Midway to the existing contract. Director McGregor requested that Mr. Mitchell attend the BCDC meetings twice a year to provide the Committee with updates as well as providing a report on what calls are for.

Mr. Mitchell left the meeting at 10:30 am.

**Chelsea Mossey - Manager, Government Relations - BC Transit  
Re: Presentation**

Ms. Mossey provided the Committee members with a presentation on the Boundary Transit System with a review of operations, contracted operations and a proposed path forward. Discussion ensued around considerations for the future Boundary Transit System. Ideas included: not paying any more money towards the service, keeping the service and paying more money and improving the existing system and asking for more money. F. Maika, Corporate Communications Officer, spoke to communications issues around public engagement. The Committee members agreed to hold another BCDC meeting to discuss the Boundary Transit System. Staff will send out meeting requests for a BCDC meeting to be held on December 13, 2019.

Moved: Director Shaw Seconded: Director Russell

That the Boundary Community Development Committee hold another transit meeting in December 2019.

Carried

Ms. Mossey left the meeting at 11:20 am.

**K. Anderson, Watershed Planner**

**Re: Boundary Integrated Watershed Service (BIWS) Monthly Update**

The December 2019 report on activities of the BIWS was presented.

Moved: Director Dunsdon Seconded: Director Shaw

That the staff report regarding the BIWS progress for November 2019 be received as presented.

Carried

**P. Keys, Manager of Facilities and Recreation**

**Re: 2020 Grand Forks Curling Rink Service (031) Work Plan**

The 2020 Grand Forks Curling Rink Service (031) work plan was attached for information.

Director Russell suggested that the proposed community centre having a negative impact on rink revenue should be added to the risk factors in the work plan.

Moved: Alternate Director Korolek Seconded: Director Russell

The 2020 Grand Forks Curling Rink Service (031) work plan be received and referred to a future meeting.

Carried

**J. Chandler, General Manager of Operations/Deputy CAO**

**Re: 2020 Boundary Economic Development Service (008) Work Plan**

The 2020 Boundary Economic Development Service (008) work plan was attached for information.

Moved: Director Shaw Seconded: Director Dunsdon

That the discussion of the 2020 Boundary Economic Development Service (008) work plan be deferred to the December 13, 2019 BCDC meeting.

Carried

**P. Keys, Manager of Facilities and Recreation**  
**Re: 2020 Grand Forks Arena Service (030) Work Plan**

The 2020 Grand Forks Arena Service (030) work plan was attached for information.

Moved: Alternate Director Korolek Seconded: Director Russell

The 2020 Grand Forks Arena Service (030) work plan be received and referred to a future meeting.

Carried

**P. Keys, Manager of Facilities and Recreation**  
**Re: 2020 Grand Forks Aquatic Centre Service (040) Work Plan**

The 2020 Grand Forks Aquatic Centre Service (040) work plan was attached for information.

Moved: Director Russell Seconded: Alternate Director Korolek

The 2020 Grand Forks Aquatic Centre Service (040) work plan be received and referred to a future meeting.

Carried

**P. Keys, Manager of Facilities and Recreation**  
**Re: 2020 Recreation Program Service (021) Work Plan**

The 2020 Recreation Program Service (021) work plan was attached for information.

Moved: Director Russell Seconded: Alternate Director Korolek

The 2020 Recreation Program Service (021) work plan be received and referred to a future meeting.



Carried

The Committee recessed for lunch at 11:50 am and reconvened at 12:30 pm.

**M. Andison, Chief Administrative Officer**

**Re: Draft MOU with Community Futures Boundary for Provision of Grand Forks Area Economic Development Services**

A staff report from Mark Andison, Chief Administrative Officer, presenting for review a draft Memorandum of Understanding with Community Futures Boundary (CFB) establishing an understanding between the parties regarding a contract to provide economic development services for the new RDKB Grand Forks Area Economic Development Service after the Rural Dividend Program funding has been depleted.

The Committee members reviewed the MOU and were supportive.

Moved: Director Russell Seconded: Alternate Director Korolek

That the draft MOU will be discussed with Community Futures Boundary staff before being finalized.

Carried

### **LATE (EMERGENT) ITEMS**

#### **Wildfire Resilience Workshop**

Director Gee informed the Committee members of a Wildfire Resilience Workshop that she recently attended with Director McGregor. The workshop was attended by FLNRORD officials and other branches of the Ministry as well as a small number of communities' representatives. The Ministry informed the participants that wildfire resilience activities will no longer be proponent led but will be resource management led.

#### **Fringe Agreements**

Director McGregor explained the meaning of fringe agreements to the Committee.

Director Dunsdon informed the Committee members of a cannabis production business being built west of Midway of which the Village knew nothing about. Discussion ensued on the lack of zoning in the area. This issue will be discussed with the Planning Department and the Electoral Area Services Committee.

**DISCUSSION OF ITEMS FOR FUTURE AGENDAS**

A discussion of items for future agendas was not required.

**QUESTION PERIOD FOR PUBLIC AND MEDIA**

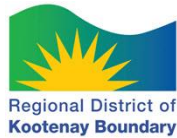
A question period for public and agendas was not required.

**CLOSED (IN CAMERA) SESSION**

A closed (in camera) session was not required.

**ADJOURNMENT**

The meeting was adjourned at 12:42 pm.



## **LWMP Stage 3 Steering Committee**

**Minutes**  
**Monday, December 16, 2019**  
**RDKB Boardroom, Trail BC**

### **Committee members present:**

Director R. Cacchioni, Chair  
Director A. Morel  
Director L. Worley  
Director D. Langman

### **Staff present:**

J. Dougall, General Manager of Environmental Services  
G. Denkovski, Manager of Infrastructure and Sustainability  
M. Forster, Executive Assistant/Recording Secretary  
G. Wiebe, Engineering and Safety Coordinator

### **CALL TO ORDER**

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

### **ELECTION OF THE VICE-CHAIR**

Committee Chair Cacchioni called a first time for nominations for the position of Vice-Chair of the LWMP Stage 3 Steering Committee for the year 2020. Director Morel expressed his interest in the position. There were no other expressions of interest.

Moved: Director Cacchioni

That Director Morel be nominated as Vice-Chair of the LWMP Stage 3 Steering Committee for the year 2020.

Committee Chair Cacchioni called a second time for the position of Vice-Chair of the LWMP Stage 3 Steering Committee.

Committee Chair Cacchioni called a third and final time for the position of Vice-Chair of the LWMP Stage 3 Steering Committee.

Hearing no further nominations, Director Morel was declared, by acclamation, Vice-Chair of the LWMP Stage 3 Steering Committee for the year 2020.

**CLOSED (IN CAMERA) SESSION**

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

Moved: Director Worley Seconded: Director Morel

That the LWMP Stage 3 Steering Committee proceed to a closed meeting pursuant to Section 90 (1) (k) of the *Community Charter* at 12:03 pm.

Carried

The LWMP Stage 3 Steering Committee reconvened to the open meeting at 12:21 pm.

**ACCEPTANCE OF AGENDA (ADDITIONS/DELETIONS)**

The agenda for the December 16, 2019 Steering Committee meeting was presented.

Moved: Director Morel Seconded: Director Langman

That the agenda for the December 16, 2019 Steering Committee meeting be adopted as presented.

Carried

**ADOPTION OF MINUTES**

The minutes for the Steering Committee November 7, 2019 meeting were presented.

Moved: Director Langman Seconded: Director Morel

That the minutes of the Steering Committee November 7, 2019 meeting be adopted as presented.

Carried

**UNFINISHED BUSINESS**

There was no unfinished business for discussion.

**NEW BUSINESS****G. Denkovski****Re: Updated Estimate for the Columbia Pollution Control Center Secondary Treatment Upgrade**

A Staff Report from Goran Denkovski, Manager of Infrastructure and Sustainability regarding the Columbia Pollution Control Center (CPCC) Secondary Treatment Upgrade grant opportunity.

Moved: Director Langman Seconded: Director Morel

That the Steering Committee recommend to the Board of Directors to give first, second and third readings to a loan authorization bylaw for \$17,000,000 to fund the RDKB portion of the CPCC Secondary Treatment Upgrade project.

That the Steering Committee direct Staff to request a letter of support for the CPCC Secondary Treatment Upgrade project from the 700 Sewerage Service participants and funder.

That the Steering Committee direct Staff to request that the 700 service participants provide water conservation plans that were endorsed in the last 5 years.

That the Steering Committee recommend to the Board of Directors to direct Staff to submit an application for grant funding application for the CPCC Secondary Treatment Upgrade through the ICIP – Green Infrastructure: Environmental Quality Sub-stream; and Further, that the Board of Directors supports the project and commits to its share of \$17,000,000 of the project.

Carried

Moved: Director Langman Seconded: Director Morel

That the LWMP Stage 3 Steering Committee directs Staff to invite the Cities of Trail and Rossland and Village of Warfield councils and Electoral Area B to an information session which would which would also include a tour of the existing plant.

Carried

The letter/invitation will come from the Committee and be endorsed by the Board of Directors.

**Discussion of November 7, 2019 LWMP Stage 3 Steering Committee Minutes and "Discussion of Items for Future Agendas"**

Discussion ensued on the "Discussion of Items for Future Agendas" whereby Director Cacchioni would be contacting MP Richard Cannings and request that he lobby on our behalf in Ottawa. Director Langman expressed her concerns about proposed communications with government officials over funding levels and pursuing funding limits and that energy should be focused on drawing attention to the project not the grant. The Committee expressed differing ideas on the level of funding. The Committee also discussed the timelines of invitations for government officials to visit the RDKB and providing more information to increase their level of understanding of the waterways in the area.

Director Morel suggested that the letter to MP Richard Cannings should inform him that the RDKB is pursuing this aggressively and would like the opportunity to sit down with government officials to bring the idea that RDKB is wondering if there is anymore funding beyond what the grant details are.

Moved: Director Langman Seconded: Director Morel

That the LWMP Stage 3 Steering Committee directs staff to write a letter to MP Richard Cannings, with cc's to Catherine McKenna, Ministry of Infrastructure, Selina Robinson, Minister of Municipal Affairs and Housing, and Katrine Conroy, MLA - Kootenay West, providing awareness and education of the project, discussion on the funding formula and possible change, location and information on the Columbia River Treaty and escalation of costs amounting to over \$20 million over five years.

Carried

The letter of invitation to government officials will be sent by the end of February 2020. Staff will also update and upgrade the briefing notes provided today and provide them to the Committee for review in advance of release.

**DISCUSSION OF ITEMS FOR FUTURE AGENDAS**

A discussion of items for future agendas was not required.

**ADJOURNMENT**

The meeting was adjourned at 1:16 pm.

DRAFT



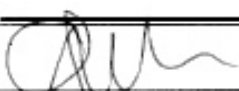


## West Boundary Recreation Grant Application

*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	Boundary Metis Community Association <span style="float: right;">UPDATED APPLICATION</span>		
Mailing Address:	<div style="text-align: center;">B0x 1215</div> <hr/> <div style="text-align: center;">Grand Forks</div> <hr/> <div style="text-align: center;">BC, V0H 1H0</div> <hr/>		
Phone:	250 449-8401	Email:	<a href="mailto:ginettewheeler@gmail.com">ginettewheeler@gmail.com</a>
Contact Person (Representative)	Ginette Wheeler		
Amount of grant request?	\$2960.00		
What is the purpose of the grant?	<p><b>THIS IS AN UPDATED APPLICATION</b></p> <p><del>To provide funds to assist the Snowy Tribal Trails 2020 weekly snowshoe program specifically the funds for healthy snacks, cabin stays, honorariums,</del></p> <p>transportation, trail games, social media, etc.</p> <hr/> <hr/>		

	<hr/> <hr/>	
Who will the grant benefit?	This recreational oriented program benefits all community in the Boundary Region by being immersed in Aboriginal ways of knowing and being on the land. We anticipate participation from younger children to seniors along with a few furry pets.	
What are the other funding sources for this program/event?	ISPARC, Indigenous Sport, Physical Activity and Recreation Council, Community Forests, SunRype Food Products for both products in kind or funds	
Are the participants being charged to participate?	<div style="display: flex; justify-content: space-between;"> <div> <hr/>           Yes         </div> <div> <hr/>           NO No         </div> </div> If yes, how much? <hr/>	
Estimated # of benefiting participants?	25-50	
Where will the program/event be held?	Various locations- Westbridge, Beaverdell, Phonenix Mountain. Main location will be Westbridge area.	
When will the program/event be held?	Jan 5-Feb. 23, 2020. One day per week Sunday	
Signature of Authorized Representative		Date Jan 6/20 Ginette Wheeler
Completed forms should be sent to: Regional District of Kootenay Boundary 202-842 Rosland Avenue Trail, BC V1R 4S6 Email: westboundaryrec@rdkb.com		
Office Use Only		

Date Received		
Date Presented to the Boundary Community Development Committee		
<b>Approved</b>		<b>Denied</b>
Amount approved		

## SNOWY TRIBAL TRAILS 2020 WEEKLY AND CABIN STAY PROJECTED BUDGET

<b>EXPENSES</b>	<b>OVERALL COSTS</b>
<b>WEEKLY PROGRAM</b>	
Safety kits- gloves, e-blankets, fire, bandages	300
Food and drink- healthy snacks	200
Honorarium- Elder- initial session	75
Transportation- Gas for Elder- first session	50
Honorarium- 2 Snowshoe Leaders	960
Administration supplies-	150
Trail Games weekly	160
*Trail games include: Treasure hunt, story puzzle, direction finds, rope drag, etc.	
<b>CABIN STAY and ELDER MODULES</b>	<b>0</b>
Cabin Stay- 2 night	250
Honorarium - Snowshoe Helper	240
Honorarium - Cabin Stays- 2 nights	200
Honorarium- Helpers ( games, cabin stays, Elders)	200
Honorarium- Elders, 1 local, 1 Okanagan	250
Travel to locations (gas cards)	800
Transportation- Gas - Leaders for Cabin Stays, Elders	275
Cabin Stay food- 2 nights, 2 breakfasts	200
Social media, advertising, audiovisual	150
Misc. (maintenance and extras as needed)	300
Admin fee for Boundary Metis Community Assoc	200
NOTE: not all participants will receive gas cards	
<b>TOTAL WEEKLY, CABIN, ELDERS</b>	<b>4960</b>
<b>REVENUE</b>	<b>AMOUNT</b>
Community Forests, CONFIRMED	1000
ISPARC, CONFIRMED	1000
RDKB Recreation Grant, Requested	2960
Sunrype, CONFIRMED	
Donated Food, CONFIRMED	

Contact: Ginette Wheeler, 250 449-8401

**Boundary Métis Community Association**

*Box 1215, Grand Forks, BC V0H 1H0*

*boundarymetiscommunity@gmail.com*



**November 21, 2019**

To: ISPARC Healthy Living Activities Team

Re: Honour Your Health Challenge

I am pleased to write this letter in support of Judy Letendre and her co-leader Ginette Wheeler to deliver and Honour Your Health Challenge and apply for funding for Boundary Métis Community Association.

Judy has been a member of Boundary Métis Community Association since 2015. She has previously been a director and is now our Women's Rep. Over the last year she has coordinated and/or led three programs in the West Boundary area of our region. During the winter Judy and Ginette ran a snowshoe program, called Snowy Tribal Trails, on the trails in Kettle Valley Recreation area. In the spring Judy and Ginette held an after school program called Strengthening Our Spirit. At the end of June, Judy co-coordinated a one day cultural event called Healing Our Warrior Spirit. All programs were a success. She has recently or is currently involved in an Aboriginal Collaborative to help advise changes in our Primary Care Network, participated in a Rural Development Workshop, an Aboriginal Tourism Conference and a United Way Better at Homes meeting, in addition to some school activities.

This winter, Judy is planning to co-lead snowshoeing for Snowy Tribal Trails 2020 in a variety of areas in the West Boundary and they will be focusing on storytelling and warrior spirits through drumming, song and snowshoeing.

If you have any further questions, please do not hesitate to contact me at 250 442-7868

Sincerely,

Dawn Sioga

Vice President – Boundary Métis Community Association

djsioga@shaw.ca



# General Government Services (Administration)

## 2020 Work Plan

(Draft #2- To Board of Directors January 15, 2020)



2020

Mark Andison,  
Chief Administrative Officer



## General Government Services (Administration)

### 2020 Work Plan

**Service Name:** General Government Services

**Service Number:** 001

**Committee Having Jurisdiction:** Board

**General Manager/Manager Responsible:**  
Mark Andison, CAO

**Description of Service:**

This service provides legislative and administrative support to the Board.

The legislative of the service include:

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



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

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

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

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

The RDKB's climate action and sustainability functions and initiatives also included under this service.

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

**Establishing Authority:**

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

**Requisition Limit:**

Not Applicable

**2019 Requisition / Budgeted Expenditures / Actual Expenditures:**

\$251,509 / \$3,799,3379 / TBD

**Regulatory or Administrative Bylaws:**

Proposed RDKB Procedure Bylaw No. 1616, 2016

## Service Area Map



## Service Area / Participants:

All Electoral Areas and Municipalities within the Regional District

## Service Levels

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

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

#### **Human Resources:**

##### **Administration:**

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

##### **Finance:**

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

##### **Information Technology:**

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

#### **2019 Accomplishments:**

Since the recruitment of a new Corporate Communications Officer in late 2017, as a new position to the organization, the communications work over the past two years targeted at pursuing the core communications objectives of the organization, including:

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

- Work toward the development of a the Corporate Communications Plan to provide a roadmap for communications activities over the coming years;
- Work with Information Services to redesign and rebuild the RDKB website;
- Work with Emergency Management staff to develop an emergency communications plan that includes a separate web presence tied to the new RDKB website;
- Work on the 2019 RDKB Brand Refresh Project intended to ensure consistent and intentional visual representation of the RDKB to staff, the public and stakeholders;
- Work toward increasing the RDKB's capacity for online communication and engagement, including the development of an online engagement platform and a social media presence;
- Support to the Board and staff with ongoing internal and external communications needs ranging from media monitoring and development of plain language content to communicate about Board decisions; the 2018 Local Government Elections and Referenda; departmental projects and initiatives; and doing so using formats/media/channels suitable for a wide range of audiences.

The RDKB was successful in recruiting a new Chief Financial Officer in 2019. Having a new finance lead, combined with three of the other four positions in the department being filled by new staff to those positions in 2018, had a significant impact on the department due to the required recruitment efforts and training. It was a significant accomplishment for Finance Department staff to be able to maintain service levels to the organization, given the staffing disruptions experienced in 2019.

There was a significant increase in the number and complexity of Freedom of Information and Protection of Privacy Act requests from the public in 2019 and the volume of requests for records increased again in 2019 approximately 29% (76 requests in 2018 to 98 requests in 2019). The Manager of Corporate Administration and with the help of a new 80% FTE were able to respond to the requests well within the legislative deadlines. Managing requests for records is highly legislative and demanding. At different times, the work required uses all RDKB resources (especially Building Inspection in Grand Forks and Trail), Planning / land use and Fire for locating files, tabbing relevant records and submitting to the Corporate Officer/FOI Head for severing.

Recovery work associated with the 2018 Boundary flood event continues to consume a significant amount of staff resources.

The RDKB was successful in recruiting a new Senior Energy Specialist to implement the work identified in a funding agreement signed with FortisBC, the funding body for the new position. The work plan includes a range of both corporate and community energy and greenhouse gas reduction activities.

Staff worked with the Policy and Personnel Committee to review and update several RDKB policies as well as the current RDKB Procedure Bylaw. The policy reviews and the bylaw review and updates have been successful as the Committee and staff continue to move forward in a productive manner.

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

**Significant Issues and Trends:**

The cost of providing the administration service is distributed to services through a Board Fee. A review of the Board Fee is expected in the 2020 budget cycle.

Access to information requests continue to increase which has a significant time and resource impact on all departments. Requests are now processed on a weekly basis and with an additional 80% FTE.

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

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

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

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

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





With a new Senior Energy Specialist staff resource, and a signed agreement committing the RDKB to undertake specific work utilizing that resource, there will be considerable focus over the next two years on corporate and community energy and greenhouse gas reduction activities.

**2020 Project Summary**

Relationship to Board Strategic Priorities	Project	Internal / External Resources	Risk/Priority
	Asset Management	Led by GM Finance, with GM Operations and GM Environmental Services as sub-leads. Consultant services being utilized.	High
	Big White Community Issues Assessment	Led by CAO, with involvement by multiple departments and utilizing consultant services	High
	Corporate Communications Plan	Led by Corporate Communications Officer with input from all departments, utilizing external consultant specialists	High
	Completion of rdkb.com Website Re-design	Led by Corporate Communications Officer with input from all departments, utilizing external consultant specialists	High
	Emergency Communications Plan	Jointly led by the Manager of Emergency Programs and the Corporate Communications Officer	High
	Implementation of Online Engagement Platform	Led by Corporate Communications Officer with input from all departments, utilizing external online engagement platform	High
	Board Room Audiovisual Communications Technology Refresh	Led by Manager of Information Technology, with assistance from Corporate Communications Officer regarding application of the technology	High
	IT Infrastructure Handoff	Manager of Information Technology and IT staff	High
	Document Management System	Manager of Information Technology and IT staff	Medium

Relationship to Board Strategic Priorities	Project	Internal / External Resources	Risk/Priority
 	Electronic and Paper Records Management (RDKB Internal Filing Systems)	Jointly led by the Manager of Corporate Administration and Manager of Information Technology, with assistance from Administration staff	Medium
	CityView Software Upgrade	Led by Manager of Information Technology, working with Building Inspection Department and IT staff	High
 	Primary Corporate Storage Replacement	Led by Manager of Information Technology, with Network Infrastructure Analyst	High
  	Procedures Bylaw Review	Led by Manager of Corporate Administration	High
	Freedom of Information and Protection of Privacy	Led by Manager of Corporate Administration	High
	Continuation of Property Transfers – Grand Forks Rural Firehalls	Led by Manager of Corporate Administration, working with RDKB solicitors	High
  	Energy and Climate Change Project	Led by Senior Energy Specialist	High
 	Anaconda Community Water Service Establishment Review	Led by Environmental Services with assistance of multiple departments	High

## Legend:

-  Responding to Climate Change Impacts
-  Cost Effective and Efficient Services
-  Responding to Demographic / Economic / Social Change
-  Improve and Enhance Communication



**2020 Projects:****Project:**      **Asset Management****Project Description:**

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

**Project Timelines and Milestones:**

Consultant has been engaged in the process 2018 & 2019 and is expected to be involved into 2020 working with RDKB staff.

**Project Risk Factors:**

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


**Internal Resource Requirements:**

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

**Estimated Cost and Identified Financial Sources:**

A budget of \$60,000 was allocated in both the 2018 and 2019 financial plans. Similar funding levels are proposed for 2020.

**Relationship to Board Priorities:**

	<p>Cost Effective and Efficient Services - Having better information on assets will enable the Board to make informed decisions relating to capital planning. Board goal – cost effective services.</p>
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**Project:        Big White Community Issues Assessment****Project Description:**

At its July 26, 2018 meeting, the Board of Directors received a request from the Big White Community Development Association to initiate a municipal incorporation study for the Big White community. After reviewing subsequent staff reports on the issue, a number of steps have been undertaken leading toward a study being completed, including:

- a meeting with Ministry of Municipal Affairs and Housing staff at the 2018 UBCM Convention;
- a written request to the Ministry of Municipal Affairs and Housing requesting they provide the RDKB with written information and advice on how a governance review process might be designed for the community of Big White;
- a follow-up letter from the September 2018 UBCM meeting from Marijke Edmondson, Director, Governance Structures, Ministry of Municipal Affairs and Housing suggesting that the RDKB consider initiating a "community issues assessment" process rather than an incorporation study for Big White;
- A meeting members of the Big White Community Development Association to discuss the approach suggested by the Ministry;
- A formal request to the Minister of Municipal Affairs and Housing for Provincial funding to undertake the suggested Community Issues Assessment study;
- Work with Ministry of Municipal Affairs and Housing staff to develop a draft terms of reference document for the proposed study; and
- Receipt on November 20, 2019 of a letter from the Minister of Municipal Affairs and Housing confirming that \$30,000 in funding has been approved for the project.

With the recent receipt Provincial funding confirmation, the next step in the process will be to finalize the terms of reference for the project. When that step is complete, the RDKB will subsequently receive a letter and cost-share agreement specifying the terms and conditions of the grant, as well as the timelines for deliverables and payments. Once that agreement has been signed, the RDKB will be in a position to begin seeking a consultant to undertake the Community Issues Assessment work through a Request for Proposals process.

The work on this project will be coordinated by RDKB Administration staff, but input will be sought from various stakeholders, including other Regional District staff, regarding the issues identified and to be addressed in the course of the study.

**Project Timelines and Milestones:**

Through 2020

**Project Risk Factors:**

The project is dependant upon \$30,000 in approved funding from the Ministry of Municipal Affairs and Housing. It is anticipated that the Community Issues Assessment process will require a considerable amount of community and stakeholder engagement to provide adequate information to assess the services that the RDKB provides to the community and any additional services that may be suggested through the process. Public engagement exercises are generally quite costly for consultants to undertake and there will need to be attention paid to the scoping of the project to ensure the work can be completed on budget.




**Internal Resource Requirements:**

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

**Estimated Cost and Identified Financial Sources:**

\$30,000 of funding has been approved by the Ministry of Municipal and Housing toward this project. RDKB costs for the project will consist primarily of staff time – primarily that of the Administrative staff, but also other staff will contribute to the project.

**Relationship to Board Priorities:**

	Improve and Enhance Communication – The Community Issues Assessment process will provide an opportunity for the RDKB to engage in two-way communication with community members and other stakeholders with respect to the types and adequacy of services provided at Big White.
	Cost Effective and Efficient Services – The process will provide an opportunity for a consultant, working with the RDKB and the community to assess the cost effectiveness and efficiency of current services provided to the Big White community, and potential new services.
	Responding to Demographic / Economic / Social Change – with a changing demographic of residents at Big White, the RDKB has received requests for additional recreational services, etc. in the community. The process will provide a forum to assess those requests.

**Project:       Anaconda Community Water Service Establishment Review**

**Project Description:**

The residents of Anaconda have a historic community water system through which 49 parcels and approximately 100 residents are provided water by the adjacent City of Greenwood. There is, however, no single legal entity responsible for the water system. The City of Greenwood is concerned about providing continued water service to the community without some form of legal agreement and/or entity to provide the basis for the service arrangement. The Ministry of Municipal Affairs and Housing has provided five options that may be pursued to allow the community continued access to water. One of those options entails the establishment of a Regional District of Kootenay Boundary community water service to assume ownership and operational responsibility for the system. WSP Canada Group (WSP) has provided the RDKB with an assessment of the capital and operating costs associated with the RDKB assuming control of the water system. Staff and Director Gee have been consulting with residents of Anaconda to determine whether the community is receptive to the RDKB establishing a community water service for Anaconda, considering the anticipated capital and operating costs associated with RDKB operation of the system.

**Project Timelines and Milestones:**

Currently, the RDKB is seeking initial input from residents of Anaconda through a “Preliminary Petition” process to determine whether there is a sufficient level of interest for the RDKB to engage in more detailed consideration of the service establishment. If more than 50% of Anaconda residents express an interest in the RDKB assuming ownership of the system, it is anticipated that the assessment and community engagement work on this project will continue through 2020 until a formal petition is presented to the residents for consideration.

**Project Risk Factors:**

The work associated with this project is dependent upon receiving a positive indication from residents that they are interested in the RDKB establishing a service and making the necessary capital upgrades to the water system.

**Internal Resource Requirements:**



This project will require involvement from various departments including: Administration to guide the petition process; Environmental Services to discuss management of the water system and capital implications; Planning to map the service area and discuss with residents parcel consolidation options; and Communications to lead the public engagement aspect of the project.

**Estimated Cost and Identified Financial Sources:**

The costs associated with the project consist primarily of staff time.

**Relationship to Board Priorities:**

This project advances two of the Board's key strategic priorities:

	Exceptional Cost Effective and Efficient Services – This project provides an opportunity to deliver an improved level of water service to residents of Anaconda.
	Improve and Enhance Communication – Engagement with Anaconda residents will allow them to make an informed decision as to whether they wish to have an RDKB water service, having considered all of the implications associated with the change.

**Project:** Corporate Communications Plan Implementation**Project Description:**

Beginning in early 2018, the RDKB embarked upon the development of a corporate communications plan to guide and prioritize the work of the new position. A key deliverable of the Corporate Communications Officer was to develop and implement a Corporate Communications Plan to improve and enhance communication with those people we serve across the region.

The plan includes four focus areas:

1. Clear Brand
2. Digital Presence
3. Internal Expertise
4. Engagement

Each focus area includes corresponding strategic objectives, goals and sub-goals for the remainder of 2019 into 2020.

The plan guides the Regional District of Kootenay Boundary's communications priorities over the next year, and the Corporate Communications Officer will assess the plan each quarter and report to the Board on progress toward achieving each strategic objective and supporting goals.

**Project Timelines and Milestones:**

The plan was completed in summer 2019 when it received final Board approval, with implementation of the plan ongoing through 2019 and 2020.

**Project Risk Factors:**

The scope and nature of the work that the Corporate Communications Officer undertakes will be contingent upon budget allocations for communications initiatives in 2020.

**Internal Resource Requirements:**

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

**Estimated Cost and Identified Financial Sources:**

The cost of project planning consisted primarily of staff time –that of the Corporate Communications Officer, but also other staff contributed to completion of the plan. Plan implementation will require budget for ongoing major projects such as the Website Redesign Project, listed elsewhere in this work plan, as well as some costs related to Brand Refresh Project implementation including building signage and vehicle decals.

**Relationship to Board Priorities:**

This project primarily advances one of the Board's key strategic priorities:



Improve and Enhance Communication – The Corporate Communications role links directly to this strategic objective and exists to further it.

The Communications Plan also supports the other three strategic priorities:



Responding to Climate Change Impacts – the Communications Plan supports all RDKB departments and projects including those with outcomes related to climate change.



Responding to Demographic / Economic / Social Change – one of the Communications Plan's four focus areas is Digital Presence. Increasing the RDKB's digital presence through our online engagement platform [jointheconversation.rdkb.com](http://jointheconversation.rdkb.com), a new website, an increased social media presence, and better audio-visual systems that allow for streaming of board meetings online respond directly to a changing demographic that expects digital access to government services and information and the ability to engage online with staff and the Board.



Exceptional Cost Effective and Efficient Services – one of the Communications Plan's four focus areas is Internal Expertise. The Corporate Communications Officer has been training staff in a variety of areas that allow for greater communications capacity within the organization and more effective and efficient communication and engagement including online engagement and consistent branding.

**Project: Completion of rdkb.com Website Redesign****Project Description:**

rdkb.com is being redesigned from the ground up with a modern version of the Content Management software and under the guidance of the Corporate Communications Plan.

**Project Timelines and Milestones:**

This work is ongoing and represents a significant effort on behalf of the Web Analyst and the Corporate Communications Officer (CCO). The CCO has hired a contractor specializing in user experience (UX) design who has developed a process to ensure staff, the Board and external website users are engaged in site design and navigation. As the contractor completes the engagement process and provides navigation and web page templates, the Web Analyst will execute the necessary changes. The contractor will also work with staff to develop new, plain language content, a web style guide, and design a website evaluation and measurement process so the website can be adjusted and improved through 2020. All new content will be delivered to the Web Analyst who inserts that content into the new web templates.

**Project Risk Factors:**

Delays due to spikes in workload of Web analyst who also provides Help Desk services. Ongoing multiple demands on the CCO's time due to the broad mandate of the position. Challenges balancing updates to the existing website while ensuring the focus is on developing content for the new site. Maintaining consistent messaging and branding is also a challenge while we transition to the news site.




**Internal Resource Requirements:**

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

**Estimated Cost and Identified Financial Sources:**

Much of the redesign and branding has been contracted to a small group of consultants in 2019 at a cost of roughly \$50,000. Further consulting services may be required in 2020, but the bulk of the work is now paid for.

**Relationship to Board Priorities:**

	Exceptional Cost Effective and Efficient Services - Site redesign keeps rdkb.com fresh, relevant and better suited for mobile device use, thereby enhancing public communications and use of online services as developed.
	Improve and Enhance Communication – fresh Website design that reflects the Corporate Communications Plan and Brand Refresh promotes clear, consistent messaging and better public understanding of RDKB services. New CMS permits responsive design for a better user experience while using a mobile device.
	Responding to Demographic / Economic / Social Change – Site redesign keeps rdkb.com fresh, relevant and better suited for mobile device use, thereby enhancing public communications and use of online services as developed, especially as expected by a younger demographic.



**Project:        Emergency Communications Plan**

(also included in 012 – Emergency Preparedness Service Workplan)

**Project Description:**

Many aspects of the response to major emergencies the past years, including the 2018 Boundary Floods, were very successful. However, one of the significant after action items recommended from these events was the development of an enhanced Emergency Communications Plan (ECP). Development of this plan will greatly assist RDKB staff in enabling best-management practices in regards to both internal and external communications during a major emergency event.

**Project Timelines and Milestones:**

The plan is now 90 per cent completed. The ECP is one component in the Regional Emergency Plan, included in the Emergency Preparedness Service Workplan.

**Project Risk Factors:**

Very few risk factors as the plan is nearing completion.





**Internal Resource Requirements:**

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

**Estimated Cost and Identified Financial Sources:**

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

**Relationship to Board Priorities:**

	Improve and Enhance Communication – the plan's purpose is the same as this priority.
	Exceptional Cost Effective and Efficient Services – use of internal staff resources to develop the plan.
	Responding to Demographic / Economic / Social Change – includes use of an online Emergency/Evacuation Notification system, Emergency Website. Greater use of digital assets to communicate to a younger population that expects digital communication.
	Responding to Climate Change Impacts – increasing likelihood of emergency events related to climate change mean the need for better emergency communication is paramount.

**Project:** Implementation of Online Engagement Platform - [jointheconversation.rdkb.com](https://jointheconversation.rdkb.com)

**Project Description:**

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

**Project Timelines and Milestones:**

In late 2018, the RDKB purchased an online engagement platform called EngagementHQ through provider Bangthetable Canada Ltd. The platform, <https://jointheconversation.rdkb.com>, now includes a total of 20 projects (16 external and 4 internal). The site has had about 3,000 site visits and 200 site registrations. The Corporate Communications Officer (CCO) will continue to work with all RDKB departments to ensure other projects and initiatives take advantage of the new platform so that the RDKB can expand its online engagement processes toward engaging with more stakeholders in the region.

**Project Risk Factors:**

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




**Internal Resource Requirements:**

The CCO will work in close consultation with all internal RDKB stakeholders to ensure content on the new site is relevant and fresh. The CCO will include online engagement in any departmental communication plans developed in 2019. The CCO will continue to train project administrators for the site, from among staff who engage with the public.

**Estimated Cost and Identified Financial Sources:**

Cost of renewing the online engagement platform for 2019/20 is \$12,000, the same rate as 2018/19. Additional funding will be required in 2020/2021 to pay for a fourth year of the platform subscription if the RDKB continues with the same platform as annual rates will increase.

**Relationship to Board Priorities:**

	Improve and Enhance Communication – the plan's purpose is the same as this priority.
	Exceptional Cost Effective and Efficient Services – use of internal staff resources to develop the plan.
	Responding to Demographic / Economic / Social Change – includes use of an online Emergency/Evacuation Notification system, Emergency Website. Greater use of digital assets to communicate to a younger population that expects digital communication.

**Project: Board Room Audiovisual Communications Technology Refresh****Project Description:**

The audiovisual (AV) technology in the Grand Forks and Trail Board rooms is undergoing a refresh. Through late 2019 and early 2020, IT will be implementing a new video conferencing integration with the existing Crestron base system to permit meaningful video conferencing capacity. In the course of this integration, the touch interfaces in both rooms will undergo a small redesign to make the touch controls more useful and relevant.

The mic subsystem in Grand Forks is the last vestige of the original 2008 AV system and is being replaced in Q4 2019. Several RFP responses were received for this project and a successful contractor selected to install Sennheiser mics and add some more speakers around the room.

**Project Timelines and Milestones:**

November 2019 – March 2020

**Project Risk Factors:**

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

Use of non-domestic Cloud based services, like a video conferencing subscription service, poses a risk with respect to FIPPA compliance, so any such use needs to be handled with some care and attention to mitigate the RDKB's exposure to that risk. IT has settled on a Cloud VC service that explicitly uses encrypted, domestic transit and storage and is therefore eligible for BC local government use.

**Internal Resource Requirements:**





Information Technology will be responsible for acquiring the services of an audio visual integrator, providing specifications and assisting the integration contractor with implementation details. Corporate Communications will work with IT to explore uses of the new system for online streaming of board meetings to further the RDKB's digital presence in the region.

**Estimated Cost and Identified Financial Sources:**

- Crestron / Zoom integration kits + professional services = roughly \$13,000 per Board room
- Monthly Zoom subscriptions = \$65 per Board room & \$27/mo/meeting organizer
- Mic / speaker subsystem for Grand Forks = roughly \$30,000

These costs are all accounted for in the 2019 capital budgeting.

**Relationship to Board Priorities:**

	<i>Improve and Enhance Communication</i> - Improved video communications capacity in the Boardrooms provides more options for conducting Board, staff and community group collaborative functions. Possibility for online streaming of content responds to public expectations among for accessible, transparent government.
	<i>Responding to Climate Change Impacts</i> – effective video conferencing reduces the need for travel to meetings
	<i>Responding to Demographic / Economic / Social Change</i> – a younger workforce is accustomed to video conferencing as a standard communications tool, so corporate VC should aid in the retention of younger workers. Possibility for online streaming of content responds to public expectations among for accessible, transparent government, especially among younger demographics.
	<i>Exceptional Cost Effective and Efficient Services</i> - Video conferencing capacity has the potential to substantially decrease meeting costs, travel costs, energy use, and GHG emissions.

**Project:        Infrastructure Handoff****Project Description:**

With the hiring of a dedicated Network Infrastructure Analyst (NIA) comes a period during which responsibility for various sections of infrastructure will be incrementally handed off to the NIA. As of this writing, this handoff is largely complete. The NIA has assumed responsibility for most technical subsystems and has acquired training and vendor certification for some of those systems.

**Project Timelines and Milestones:**

September 2017 – February 2020

**Project Risk Factors:**

At this point, the RDKB has a significant investment in the current NIA staffing, so the risk of retaining this staff becomes greater as his skills become more marketable. Skilled IT workers are in short supply, and local governments have to compete with all other industries for these workers at all times.


**Internal Resource Requirements:**

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

**Estimated Cost and Identified Financial Sources:**

Minimal financial impact. If any, only some vendor training to bridge any training gaps for the NIA. Estimated training costs for 2019 are around \$4000, with perhaps slightly more planned for 2020 as the NIA's training requirements become more specialized.

**Relationship to Board Priorities:**

	<p>Exceptional Cost Effective and Efficient Services - Handing off infrastructure to a dedicated NIA greatly improves the capacity of IT to deliver technological innovation in the primary services so that they operate more efficiently.</p>
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**Project: Document Management System****Project Description:**

Implementation of corporate document management strategy. Electronic Document Management represents a critical milestone along the path to corporate information maturity.

**Project Timelines and Milestones:**

At this time, the RDKB has implemented a Document Management System (DMS) for a small group of pilot participants. Initial adoption is going slowly, but as that pilot generates success, it should pave the way for further adoption by other functional groups.

**Project Risk Factors:**

The third party DMS in use is from a relatively small and unknown player in the DMS space, but it fit the needs and resources of the RDKB nicely. Support is delivered by a small group in Europe, so is delivered on a next-business-day basis. There's also the risk that the software developer might be bought by a larger group or fold entirely.





**Internal Resource Requirements:**

IT will continue to provide administration and, to the extent that it can, user support for users of this DMS.

**Estimated Cost and Identified Financial Sources:**

This particular DMS costs US\$3770 to license initially, with an ongoing maintenance cost of 22%, so is a very good value.

**Relationship to Board Priorities:**

	Improve and Enhance Communication – the initial DMS pilot group is the Emergency Operations group, which is now much more effectively able to collaborate with external agencies in the event of an EOC activation
	Responding to Climate Change Impacts – an effective DMS program reduces the amount of paper required to conduct the business
	Exceptional Cost Effective and Efficient Services - DMS supports primary services allowing them to operate more efficiently.
	Responding to Demographic / Economic / Social Change – Younger workers from other environments will expect digital workflows as the standard, so an effective DMS

	service for corporate documents will become increasingly critical in retaining those workers.
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**Project: Electronic and Paper Records Management (RDKB Internal Filing Systems) (2019-2020)****Project Description:**

Records management is part of the RDKB's wide-ranging functions of governance, managing risk and compliance. At this time, this project concerns the filing of electronic records and electronic filing naming conventions only at the RDKB Trail office as well as reorganizing the Administration Department's paper file folders. The project is ongoing and as part of the broader RDKB "document management" piece, Administration will work with Information Services. The work includes creating electronic folders and sub-folders on the RDKB's internal common network drive for some of the RDKB's common records that all employees need access to, organizing all future Administration Department's general files as electronic records, scanning and filing important historical paper files, studies, consultant reports into the network drive and creating a records retention schedule.

Given the uniqueness of some of the RDKB's services, not all departments wish to file in an overall corporate system. This results in the project shifting to a records management system (paper and electronic), using the Local Government Management Association (LGMA) model, for only the Administration Department's general files and the overall Corporation's contracts, leases agreements, etc.

**Project Timelines and Milestones:**

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

Began January 2019 and Continues Beyond 2020

- February 2019 to September 2019 – Begin process to simplify and clean up Electronic Filing on the RDKB Trail office network. **Complete.**
- February 2019 to April 2019: Reorganize and create additional space for the Administration Department's paper file folders. **Complete.**
- May 2019-Fall 2019 – Add extensions to both paper file folders and the electronic files (e.g. as per the LGMA Records Management model). **Complete.**
- Fall 2019 and Ongoing into 2020 - Where appropriate, look ahead to organizing other Trail office departmental paper files into the overall organizational file folder system. **This part of the project has been removed.**

**2020**

- January 2020 - March 2020 Continue to identify which current historical paper records should be digitized and begin the duplication process onto the network drive.
- March-May 2020 - Continue to research and review a Records Retention Schedule(s) and bylaw.
- June-Fall 2020 – Move towards adoption of a records retention bylaw. Consult with solicitors and records management professional.
- Fall 2020 - Work with Information Systems Department in the overall RDKB document management system (microfiche). Consult with professional.



**Project Risk Factors:**

This project continues to require a fairly significant amount of time from Administration and Information Technology Staff. The timelines and milestones targeted for 2020 could possibly be delayed with unforeseen and or other emergent work that may arise. The work to completion will be ongoing in 2020 and beyond. Staff are discussing a temporary term-position (e.g. librarian, records management specialist) to assist and funds have been included in the 2020 General Government - Administration budget

**Internal Resource Requirements:**

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



**Estimated Cost and Identified Financial Sources (2020):**

- Approximately \$1,500 for solicitor's opinions and legal work on the records retention bylaw.
- The proposed 2020 Budget includes funds for a temporary, term-position to work with the Corporate Office to move towards completion.
- Staff resources and time.

**Relationship to Board Priorities:**

- *RDKB Mission Statement: "...to provide a professional level of governance and advocacy both responsive an accountable to the needs of our regional community:*
  - Records management ensures the RDKB's records of critical historical, legal and fiscal value are organized, identified, easily accessible and preserved resulting in the Board having timely access to information and assisting the Board to be transparent, accountable and open with the public and government.

**RDKB Strategic Objectives:**

	<b><i>Exceptional Cost Effective and Efficient Services -</i></b> Records Management provides for more <i>efficient and effective management</i> of the organization's documents keeping records filed and organized in a systematic manner. Electronic filing reduces the cost for storage equipment, paper and other stationary supplies and provides benefits for staff time management as a proper system should reduce the time it takes to search for, and locate records. Records management allows information-sharing with the public, the Board and the overall internal corporation to become more efficient.
	<b><i>Environmental Stewardship/Climate Preparedness -</i></b> The electronic component of records management reduces the volume of paper, file-folders and other stationary from going into our landfills.

**Project:** CityView Upgrade**Project Description:**

Update of the 2006 era Building Inspection (BI) software called CityView with the latest version of CityView. Despite bearing the same names, these are fundamentally different products, separated by more than a decade of development and innovation.

**Project Timelines and Milestones:**

Specifying and configuring a new BI software suite will encompass enterprise considerations, so may take much of 2019/20. At this time, the scope and schedule of the Building Inspection module replacement project has been defined such that a fully operational, modern Building Inspection service should be in place by Q2 of 2020. However, CityView 2018 is a full-featured municipal software suite, so implementing further modules for other administrative functions like bylaw enforcement and development permit management is the logical next phase of this project to more fully leverage the core investment and diversify costs.


**Project Risk Factors:**

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

**Internal Resource Requirements:**

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

**Relationship to Board Priorities:**

	<p>Exceptional Cost Effective and Efficient Services - New software will permit BI staff to operate more efficiently and mitigates the risk of running outdated software. As more CityView modules put into service, other Administration functions will operate more efficiently.</p>
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**Project:        Primary Corporate Storage Replacement****Project Description:**

The primary corporate storage device is from 2014, so is due for replacement as a normal capital replacement.

**Project Timelines and Milestones:**

RDKB was an early adopter of Nutanix hyperconverged storage devices and remains committed to this specific technology. Since 2014, several neighboring organizations have also purchased Nutanix storage devices, the presence of which adjacent install base strengthens the case for continuing to use this storage vendor. By the next storage replacement capital cycle in 2025, it may even be practical to pool storage devices with some of these neighbors, which exponentially strengthens the robustness of this particular technology beyond the simple sum of the storage devices.

**Project Risk Factors:**

Storage in any one data centre poses a risk, irrespective of its individual robustness. IT will be abating this risk to a reasonable extent by locating a backup of crucial storage in a secondary location.



**Internal Resource Requirements:**

This project will fall largely on the Network Infrastructure Analyst (NIA) who, by Q2 of 2020 will have acquired Nutanix Engineer certification from the vendor.

**Estimated Cost and Identified Financial Sources:**

\$140,000 is budgeted in the IT capital financial plan for 2020.

**Relationship to Board Priorities:**

	Exceptional Cost Effective and Efficient Services – The existing storage device will be 6 years old by the time of its replacement and will no longer be eligible for vendor support by 2021, so this replacement is good capital planning. The new device has also roughly twice the capacity of the outgoing, which should accommodate all the necessary growth of the business through to 2025.
	Responding to Climate Change Impacts – Nutanix hyperconverged appliances are exceeding efficient of power, cooling and rack space vs. traditional storage design

**Project:**      **Procedure Bylaw Review-Revised Bylaw (2019-2020)****Project Description:**

The general procedures to be followed by Regional District Boards and Municipal Councils and their respective committees in conducting business must be established by a “procedure” bylaw (S. 225 LGA). It is a lengthy and comprehensive bylaw that acts as a guide for the Board, public and staff. The bylaw must specify the details for giving the elected officials and the public notices of meetings and general meeting and electronic meeting procedures. The procedure bylaw must also set out the agenda delivery timelines and the rules for closed meetings.

Based on Board and the Policy and Personnel (P&P) Committee’s direction from 2016-2017, the main objective of this project was to: include additional elements to the current procedures and rules for RDKB electronic meetings and to provide staff an opportunity to assess how, and the timelines for, the delivery and posting of meeting notices and agendas.

Through the initial work in early 2019, Staff identified several areas of the bylaw that were out of date and which needed to be resolved to reflect the names of current Committees, the addition of new Committees, updates to staff titles and removal of Committees that no longer exist. Staff worked on incorporating housekeeping updates and changes to the order of the bylaw sections to make the content more streamlined/organized. Inclusion of a consent agenda and removing the names of movers and seconders from the record were also brought forward for discussion by the P&P Committee and already approved by the Board.

Parts 1-8 have now been reviewed and the changes proposed by the P&P Committee have been incorporated into the draft bylaw. Some specific parts of the bylaw, including electronic meetings, closed meetings and delegations were reviewed attentively and the Committee’s proposed changes have been made in the draft version.

In 2020, Staff and the Policy and Personnel Committee will continue to move forward with assessment of the remaining pieces of the bylaw (Parts 9-14). The work is tedious and discussions for the Committee members are involved and take a significant amount of time. The proposed draft procedure bylaw will be presented to the overall Board for review and feedback before it is re-presented for adoption.

**Project Timelines and Milestones:**

Commenced February 2019 with completion initially targeted for fall 2019. As of November 2019, the project is not complete. The Policy and Personnel Committee has dedicated a large volume of time reviewing the bylaw throughout 2019. Discussions have been thorough and productive. Both staff and the Committee require more time in order to complete the work and present a final revised bylaw to the Board for adoption in 2020.

- February 2019 to April 2019 – Staff research bylaw compliance with provincial requirements, research other local government procedure bylaws, complete the “housekeeping” amendments and assemble example bylaws and background materials to present to the Policy and Personnel Committee’s review in March or April. Staff present research material and examples regarding consent agendas and removing the names of movers and seconders **Complete.**
- April-May 2019 – Staff research consent agendas and Eli Mina re. removing the names of elected officials who move and second motions from the record incorporate in draft bylaw and present to both the P&P Committee and the Board of Directors. **Complete.**
- June 27, 2019 - The Board approved the proposed streamlining edits and the reorganization of the bylaw as recommended by staff and the P&P Committee. The Board also approved the addition of consent agendas and agreed to removing the names of movers and seconders from the record.
- September 2019 – Staff provides the Committee with focus areas for review in Parts 3-5 (Board and Committee agendas, meeting details, notices of meetings, agenda delivery and electronic meetings). **Complete.**
- October – November 2019 – Staff work through electronic meeting sections to include the P&P Committee’s changes from September into the draft bylaw. **Complete.**
- November 2019 - The Committee continued its review of electronic meeting procedures and rules. Staff provided further focus areas in Parts 6-8 (attendances at meetings, order of business, meeting procedures) and the Committee provided several edits, which staff is currently working to include in the proposed bylaw. **Ongoing.**

## 2020

- January-March 2020– Staff provide the P&P Committee focus areas and discussion points for a review of Parts 9-14 to complete the overall Committee review.
- April-May 2020 – Bylaw review by staff for any omissions, spelling, grammar and formatting. Staff to determine whether the P&P Committee needs to consider any other legislative or important procedural matters that may have been missed during 2019.
- June - Present the proposed draft procedure bylaw to the P&P Committee for final review and further possible edits.
- June-July 2020 – Present proposed draft bylaw to Board of Directors for discussion and feedback and possible referral back to staff and P&P Committee for further edits.
- July-August – Present bylaw to the Board of Directors for adoption.

### Project Risk Factors:

This project will require a significant amount of research and preparation from the Manager of Corporate Administration/Corporate Officer. The milestones and completion of the project will depend largely on the discussions and decisions of the Policy and Personnel Committee and Board of Directors. Adoption of a revised bylaw is critical in order to make the RDKB’s meeting and notice procedures compliant with the legislation, timely, and to incorporate the current internal procedures and processes that are not captured in the current bylaw.

### Internal Resource Requirements:




Manager of Corporate Administration

**Estimated Cost and Identified Financial Sources:**

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

**Relationship to Board Priorities:**

- In 2016, the Board directed staff to begin work on a framework and policies and procedures for electronic meetings. Direction was also given for to staff to assess how, and the timelines for, the delivery and posting of meeting notices and agendas.
- *RDKB Mission Statement: "...to provide a professional level of governance and advocacy both responsive an accountable to the needs of our regional community:*

	<p><b><i>Improve and Enhance Communication-</i></b></p> <p>A local government procedure bylaw is a legislative requirement and as such, must comply with the <i>Local Government Act</i> and <i>Community Charter</i>, regardless of the other procedures that the local government wishes to include in the bylaw. The draft RDKB bylaw does include sections that are additional to the required/legislative content and which should be reviewed every few years to ensure they fit with the present Board's strategic priorities.</p> <p>Given the bylaw acts as a "guide" or reference document, it communicates with staff, the Board and the public about the RDKB's meeting arrangements and details as well as procedures and policies that should be recognized and understood by all of the aforementioned groups during a meeting.</p>
	<p><b><i>Exceptional Cost Effective and Efficient Services</i></b></p> <p>The inclusion of electronic meetings in the RDKB procedure bylaw, provides an alternative for staff, the Board and Committee members having to drive to attend meetings. If used, electronic meetings could result in an opportunity for the RDKB to spend less financial resources on gas, driving time and meals for both staff and elected officials.</p>
	<p><b><i>Environmental Stewardship/Climate Preparedness</i></b></p> <p>When used, electronic meetings would result in less greenhouse gas emissions as staff and the elected officials will be able to participate in the meeting without having to drive a vehicle.</p>

**Project: Freedom of Information and Protection of Privacy (2019-2020)****Project Description:**

The Office of the Information and Privacy Commissioner for British Columbia enforces the *Freedom of Information and Protection of Privacy Act* (FOIPPA) which sets out the access and privacy rights of individual's as they relate to the public sector. The Act establishes an individual's rights to access to records, including access to a person's own personal information and records in the custody and or control of a public body. The Act also sets out the terms under which a public body can collect, use and disclose personal information of individuals, how much can be charged for the local government's work and the timeline for the local government to reply to requests. Public bodies are accountable for their information practices as they are required to take reasonable steps to protect the privacy of personal information they hold while balancing transparency and individuals' rights to access records.

In most BC local governments, the Corporate Officer is usually the *Freedom of Information and Protection of Privacy Act* Head or Coordinator. The head relies heavily on staff from other departments such as building inspection, fire and planning/land use to search, locate and identify the records that are requested. The Act is large (6 parts) and the work to release records, if that is the case can be complex, takes a significant amount of staff time and requires attention to details to process the different types of requests for records.

The FOIPPA Head responded to 42 more requests for records in 2018 (76) than in 2017 (34) and the number of requests increased from 76 in 2018 to 98 to date in 2019 (increase in volume of approximately 29%). The strain of working through the volume of requests while managing other corporate work, and ensuring that the FOIPPA Head replies to requests within the legislative deadline has largely been offset with the addition of an 80% FTE (4 days per week) position. This position assists the FOIPPA Head with managing the requests within the deadline and also assumes procedures for clerical and duplication work as well as providing the Corporate Officer with a review of the proposed records for disclosure. This position has made a positive and large difference for RDKB FOIPPA Head's work in FOIPPA.

To provide better service to those requesting records and to reduce the amount of time for all RDKB staff with their contributions to the process, the RDKB FOIPPA Head worked with Civic Legal LLP to create a list of routinely released documents, which was provided to Managers and staff. The RDKB FOIPPA bylaw will be presented as well once it has been revised and updated.

The RDKB's current FOIPPA Bylaw is old and needs work to modernize legislative references and other pieces. The Bylaw has also been referred to the RDKB Solicitors for a legal review to ensure compliance with the FOIPP Act as well as with RDKB policies. Staff has not received the legally reviewed version back yet.

In 2020, staff propose to provide the members of the RDKB Board of Directors with some training under the FoIPPA as well as providing them with the list of routinely released records, which also includes guidance as to when to turn over requests to the Head. Records that are not routinely released must be referred to the Head for review and disclosure processes as it is illegal for any other position to reply to, disclosure records and redact if necessary.

#### **Project Timelines and Milestones:**

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

- March-April 2019 - create list of routinely released documents and refer to solicitors for review. **Complete.**
- May to August 2019 – Staff review current RDKB FoIPPA Bylaw to ensure it fits with RDKB policies such as the *Use of Surveillance Cameras at RDKB Facilities Policy*. **Complete.**
- June 2019 – FoIPPA Head meet face to face with Solicitors re. the final draft of the routinely released records. **Complete.**
- September 2019 - FoIPPA Head meet face to face with Solicitors re. the RDKB FoIPPA Bylaw. **Complete.**
- October- Bylaw referred to RDKB solicitors to ensure compliance with the FoIPPA. **Complete.** Legal review still underway.
- November 2019 – List of routinely released records distributed to RDKB Managers and staff.

#### **Project Risk Factors:**

This project will require a significant amount of research and preparation from the Manager of Corporate Administration/Corporate Officer. Until mid-2019 and with limited resources to assume and assist with other administration/corporate work until summer 2019, the 2019 project timelines and milestones have had to be adjusted.

#### **Internal Resource Requirements:**

- Manager of Corporate Administration, Manager of Information Services and Administration Clerk/Secretary/Receptionist

#### **Estimated Cost and Identified Financial Sources:**

- Time and human resources.
- \$1,600 (2019)
- Approximately an additional \$1,500 for the legal review on the bylaw will need to be allocated in the 2020 budget.

#### **2020**

- February-March 2020 - Once the solicitors have completed the legal review on the RDKB FoIPPA bylaw, the Corporate Officer/FoIPPA Head will present it to the Board of Directors for adoption.
- March-April 2020 – The FoIPPA Head will present to, and review the Bylaw with staff.
- May-July 2020 – Develop content for an FoIPPA page on the RDKB website and other communications pieces that will assist staff, elected officials and the public understand the legislation as well as the RDKB FoIPPA practices and procedures.



**Relationship to Board Priorities:**

- Local governments have a duty to create, receive and use records as a normal part of conducting business. The manner in which the RDKB manages requests for records and ensures compliance with the *Freedom of Information and Protection Privacy Act* directly affects the Board's ability to operate effectively and to remain transparent.
- RDKB Mission Statement: *"...to provide a professional level of governance and advocacy both responsive an accountable to the needs of our regional community:*

***Improve and Enhance Communication -***

Ensuring that the current RDKB FoIPP records processes and practices are communicated to the public in a clear and informative manner so that the public understands the rules around the release of records will provide timely access to requested records and assist the Board of Directors to be seen as transparent and open with the public.

**Project:        Continuation of Property Transfers – Grand Forks Rural Firehalls (2019-2020)****Regulatory Bylaws and Regulations:**

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

**Staff:****Chief Administrative Officer****Manager of Corporate Administration****Clerk, Secretary, Receptionist (Administration)**

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


There are 4 rural firehalls within the service:

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

Work began in January 2017 and in 2019, Staff will continue to work with the RDKB Solicitor. It is difficult to determine when this work will be completed. However, Staff's work will continue throughout 2020 once the RDKB solicitors have completed working with the private landowners' legal teams.

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

**Relationship to Board Priorities:**

	<p><i>Exception Cost Effective and Efficient Services -</i></p> <p>This initiative is part of larger plan to rationalize the Grand Forks Rural Fire Service, which is intended to result in long-term savings to residents</p>
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**Project: Energy and Climate Change Project - FortisBC Agreement****Project Description:**

The implementation of the Senior Energy Specialist (SES) Services work plan as documented in the RDKB and FortisBC Funding Agreement. The work plan covers both corporate and community energy and greenhouse gas reduction activities, specifically demand side management, transport, renewable natural gas and natural gas for remote communities.

Key deliverables within the work plan include:

- Regional Residential Energy Efficiency Program (REEP) - develop a plan that reduces energy cost and improve living conditions for residences in our communities, and reduce greenhouse gas emissions.
- Preparing for the 2022 Building Code (Step Code) – develop a region wide transition plan to prepare the building industry and trades, municipalities and regional district for the construction of new homes and commercial building to the update 2022 Building Code.
- Low Carbon Fleet Management Plan - Report on a low carbon fleet management plan options for the Regional District of Kootenay Boundary.
- Build energy retrofit plans for top 5 energy consuming facilities - Review current energy consumption at the RDKB facilities, undertake energy assessments to identify energy reduction opportunities and to develop energy retrofit plans for the top 5 energy consuming facilities.

**Service Levels**

**New:** Management of the RDKB corporate and community energy and climate change programs.

**Human Resources:**

Senior Energy Specialist (100%)

**Project Timelines and Milestones:**

August 2019 – August 2021

**Project Risk Factors:**

The key risks to the project are:

- the municipalities are not willing or unable to engage in the development of the program due to limited resources and different priorities. This could result in a fragmented approach across the region and some communities not included.
- resources are diverted from this project to other priorities or new projects resulting in the work not being completed and losing FortisBC funding.
- service and other managers are not available or interested in supporting the review of existing fleet usage and requirements, or participating in the energy assessments resulting in either delay in project or gaps within the project deliverable.

- funding to undertake the energy assessments at these top 5 energy consuming facilities is not available due to grant funding not being obtained and FortisBC no longer providing their energy assessment program.

#### **Internal Resource Requirements:**

Development of REEP & the Transition Plan for 2022 Building Code - There will be a need for involvement from planning, building inspection and corporate administration (communications) departments.

Low Carbon Fleet Management Plan - There will be a need for involvement of managers to understanding their fleet vehicle usage and requirements, development of the RDKB travel profile and the review of the Fleet Vehicle Replacement Policy.

Facilities Energy Retrofit Plan - There will be a need commitment and involvement from Service Managers and key staff managing and running the operations.

#### **Estimated Cost and Identified Financial Sources:**




The cost of the project will consist primarily of staff time – primarily the time of the Senior Energy Specialist who's position is funded through FortisBC 2 year SES Funding Agreement. It will also involve staff to contribute.

In addition, there will be a cost associated with undertaking the Energy Assessments at the different facilities. Previously FortisBC charged \$300 per site.

Potential funding sources:

- FortisBC funding and rebates for Energy Assessments,
- Columbia Basin Trust Grant opportunities,
- CARIP reserve fund, and
- Gas Works.

#### **Relationship to Board Priorities:**

	<i>Environmental Stewardship/Climate Preparedness</i> This project advances one of the Board's key strategic priorities for Environmental Stewardship/Climate Preparedness and commitment that we will plan for climate change mitigation.
	<i>Exceptional Cost Effective and Efficient Services -</i> This program will advance this strategic priority of the Board by proactively analyzing opportunities for better efficiency opportunities associated with energy use and climate change mitigation.
	<i>Improve and Enhance Communication -</i> This project will allow an opportunity for the RDKB to communicate with the community the various initiatives associated with climate change mitigation and energy efficiency

**Outstanding Action Items:**

GENERAL ADMINISTRATION			
Initiation Date	Action / Issue	Staff Resources	Comments
Mar. 2018	<u>Community Group Use of Fire Halls:</u> That the use of RDKB fire halls by external community groups be referred to the Policy and Personnel Committee for further discussion around the development of a policy that would set out guidelines for the use of the local halls by external community groups and the role of the Regional Fire Chief.	Administration Staff	
May 2018	<u>RDI Research Project:</u> That the RDKB Board of Directors approve the allocation of \$40,000 to the General Gov't/Administration (001) Budget over two years (\$20,000/yr) for the Columbia Basin Rural Development Institute (RDI) – RDI for Local Government Regional Research Project SUBJECT TO approval of equivalent funding commitments from the Regional Districts of Central Kootenay and East Kootenay in return for \$60,000 in direct research support (50% ROI) and joint access to \$25,000 strategic investment (SEED funding) and \$20,000 training and workforce development.	Administration Staff	Funds included in 2019 and 2020 budgets.
Feb. 2016	<u>Reserve Policy:</u> That the Committee of the Whole (Finance) directs staff to develop an Organizational Reserve Policy in 2016 which encompasses both capital and operating/maintenance requirements. Further, that the policy be presented back to the COW (Finance) for review and then be referred to the Policy, Executive, and Personnel Committee.	Finance Staff	The policy is to be developed in conjunction with the development of the RDKB's Asset Management Plan which is currently in process.
June 2017	<u>Succession Planning:</u> That Staff prepare a report on the RDKB's Succession Plan.	Administration Staff	



## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

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

		2018		2019	2019	(OVER)	2020	Increase/Decrease Between 2019 BUDGET and 2020 BUDGET		2021	2022	2023	2024
		PAGE	ACTUAL	BUDGET	ACTUAL	UNDER	BUDGET	\$	%	BUDGET	BUDGET	BUDGET	BUDGET
<b>REVENUE:</b>													
11 210 100	Property Tax Requisition	3	251,398	251,589	251,589	(0)	336,588	84,999	33.79	368,093	370,654	293,561	305,643
11 210 100	Federal Grant In Lieu	4	883	3,000	507	2,493	3,000	0	0.00	3,060	3,121	3,184	3,247
11 400 003	Rental - Trail Facilities	5	0	150	0	150	150	0	0.00	150	150	150	150
11 400 004	Rent GF Office - Planning	6	7,323	7,469	7,469	0	7,619	149	2.00	7,771	7,927	8,085	8,247
11 400 005	Rent GF Office - Building	7	22,680	22,680	22,680	0	22,680	0	0.00	22,680	22,680	22,680	22,680
11 550 100	Interest Earned	8	99,877	51,000	51,000	0	52,020	1,020	2.00	53,060	54,122	55,204	56,308
11 550 106	Woodstove Exchange - BC Lung	9	4,971	3,520	2,041	1,479	0	(3,520)	(100.00)	0	0	0	0
11 550 107	Woodstove Exchange - Other Income	10	1,400	0	500	(500)	0	0	0.00	0	0	0	0
11 590 159	Miscellaneous Revenue	11	29,612	107,894	41,223	66,671	203,001	95,108	88.15	8,055	8,109	8,165	8,222
11 590 400	Columbia Basin Trust	12	17,748	17,748	17,750	(2)	17,748	0	0.00	17,748	17,748	17,748	17,748
11 590 990	Recovery of Common Costs	13	108,347	108,347	108,347	0	113,514	5,167	4.77	115,784	118,100	120,462	122,871
11 592 001	Board Fee Revenue	14-17	667,173	683,639	683,639	0	696,145	12,506	1.83	710,068	724,269	738,755	753,530
11 621 100	Local Government Act - Grant	18	160,000	160,000	160,000	0	160,000	0	0.00	160,000	160,000	160,000	160,000
11 621 150	Province of BC CARIP	19	35,405	35,405	41,783	(6,378)	36,113	708	2.00	36,835	37,572	38,324	39,090
11 759 159	Province of BC - Misc Revenue	20	0	0	0	0	0	0	0.00	0	0	0	0
11 759 940	Hydro Generation Grant in Lieu	21	1,720,802	1,734,735	1,499,946	234,789	1,504,165	(230,570)	(13.29)	1,840,248	1,877,053	1,914,594	1,952,886
11 911 100	Previous Year's Surplus	22	1,281,320	468,674	467,339	1,335	400,000	(68,674)	(14.65)	0	0	0	0
11 921 205	Transfer from Reserve	23	86,762	71,000	0	71,000	350,000	279,000	392.96	0	0	0	0
11 990 100	Hospital District Contract	24	0	0	0	0	0	0	0.00	0	0	0	0
Total Revenue			4,495,701	3,726,849	3,355,813	371,036	3,902,743	175,894	4.72	3,343,553	3,401,505	3,380,912	3,450,623
<b>EXPENDITURE:</b>													
<b>DIRECTORS REMUNERATION &amp; EXPENSE</b>													
12 110 130	Director Remuneration	25	266,190	325,047	325,047	(0)	325,047	0	0.00	336,504	345,034	351,934	358,973
12 110 210	Director Travel	26	50,620	53,000	53,000	0	54,060	1,060	2.00	55,141	56,244	57,369	58,516
12 110 211	Directors Expenses	27	15,399	27,000	35,000	(8,000)	27,540	540	2.00	28,091	28,653	29,226	29,810
12 110 251	Office Supplies - Directors	28	3,294	6,180	1,500	4,680	6,304	124	2.00	6,430	6,558	6,689	6,823
<b>SALARIES &amp; BENEFITS</b>													
12 121 111	Salaries and Benefits	29-30	1,412,013	1,773,826	1,707,159	66,667	1,853,946	80,121	4.52	1,786,386	1,822,541	1,858,992	1,896,171
12 121 190	Labour Relations	31	-695	8,722	0	8,722	8,837	114	1.31	8,953	9,072	9,194	9,318
12 121 210	Travel Expense	32	18,429	20,000	25,000	(5,000)	20,400	400	2.00	20,808	21,224	21,649	22,082
12 121 239	Staff Development	33	22,803	39,658	25,000	14,658	36,482	(3,176)	(8.01)	36,812	37,149	37,492	37,843
<b>OPERATING EXPENSES</b>													
12 121 212	Postage	34	9,962	20,000	10,000	10,000	20,400	400	2.00	20,808	21,224	21,649	22,082
12 121 213	Telephone	35	38,924	39,000	39,000	0	39,780	780	2.00	40,576	41,387	42,215	43,059
12 121 214	FCM Dues	36	5,747	7,312	6,763	549	7,458	146	2.00	7,607	7,759	7,914	8,073
12 121 221	Advertising	37	31,136	22,200	22,200	0	22,564	364	1.64	22,935	23,314	23,700	24,094
12 121 231	Information Technology	38	202,550	268,375	200,000	68,375	260,200	(8,175)	(3.05)	259,744	236,268	245,379	250,651
12 121 247	Office Equipment	39	4,916	10,700	2,000	8,700	7,700	(3,000)	(28.04)	7,700	7,700	7,700	7,700
12 121 251	Office Supplies	40	33,038	37,000	37,000	0	37,740	740	2.00	38,495	39,265	40,050	40,851
12 121 252	Building Maintenance	41	136,896	183,833	150,000	33,833	180,383	(3,450)	(1.88)	168,046	170,832	173,674	176,572
12 121 253	Vehicle Operating	42	29,706	34,565	34,565	0	38,112	3,547	10.26	38,874	39,651	40,444	41,253
12 121 261	Equipment Lease Photocopier	43	22,171	23,300	23,300	0	23,300	0	0.00	23,300	23,300	23,300	23,300
12 121 263	Equipment Lease Postage Machine	44	3,297	4,192	4,192	0	4,276	84	2.00	4,361	4,470	4,537	4,606
12 121 810	Bank Service Charge	45	55,223	50,536	50,536	0	51,434	898	1.78	52,350	53,284	54,237	55,209

Continued, page 2



REGIONAL DISTRICT OF KOOTENAY BOUNDARY

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



EXHIBIT 001  
GENERAL GOVERNMENT / LEGISLATIVE & ADMINISTRATIVE SERVICES

GENERAL GOVERNMENT / LEGISLATIVE & ADMINISTRATIVE SERVICES							Increase(Decrease) Between 2019 BUDGET and 2020 BUDGET		Kootenay Boundary				
	PAGE	2018 ACTUAL	2019 BUDGET	2019 ACTUAL	(OVER) UNDER	2020 BUDGET	\$	%	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	
PROFESSIONAL FEES/INSURANCE													
12 121 232	Legal Fees	46	63,505	70,000	70,000	0	71,400	1,400	2.00	72,828	74,285	75,770	77,286
12 121 233	Consultants Fees	47	100,365	149,404	149,404	0	263,612	114,208	76.44	19,824	14,041	14,262	20,487
12 121 234	External Audit	48	35,000	40,000	35,875	4,125	40,800	800	2.00	41,616	42,448	43,297	44,163
12 121 237	Liability Insurance	49	55,707	49,165	48,655	510	50,148	983	2.00	51,151	52,174	53,218	54,282
12 121 238	Property Insurance	50	15,010	16,210	16,210	0	56,534	40,324	248.77	16,864	17,202	17,546	17,897
DEBT/CAPITAL													
12 121 610	Capital/Amortization	51	191,402	169,500	80,000	89,500	250,000	80,500	47.49	58,000	87,000	0	0
12 121 830	Debt - Principal Payments	52	0	0	0	0	0	0	0.00	0	0	0	0
12 121 811	Interest Expense - Short Term	53	39,590	40,000	43,177	(3,177)	40,000	0	0.00	40,000	40,000	40,000	40,000
12 121 741	Contribution to Reserve	54	1,058,067	188,045	150,183	37,862	71,045	(117,000)	(62.22)	46,045	46,045	46,045	46,045
REGIONAL WOODSTOVE EXCHANGE PROGRAM													
12 121 905	Woodstove - Coordinator	55	1,124	128	-24	0	0	(128)	(100.00)	0	0	0	0
12 121 906	Woodstove - Rebates Paid	56	4,900	3,000	1,250	1,750	0	(3,000)	(100.00)	0	0	0	0
12 121 907	Woodstove - Other Expenses	57	347	392	144	248	0	(392)	(100.00)	0	0	0	0
12 121 908	Woodstove - Workshops	58	0	0	0	0	0	0	0.00	0	0	0	0
12 121 990	Previous Year's Deficit	59	0	0	0	0	2,682	2,682	0.00	2,682	2,682	2,682	2,682
12 121 995	Operating Grants Provided	60	10,000	10,000	10,000	0	10,000	0	0.00	10,000	10,000	10,000	10,000
12 121 999	Contingencies	61	90,392	36,560	2,360	34,200	20,560	(16,000)	(43.76)	20,621	20,699	20,747	20,796
Total Expenditure			4,027,027	3,726,849	3,358,495	368,354	3,902,743	175,894	4.72	3,343,553	3,401,505	3,380,912	3,450,623
Surplus/(Deficit)			468,674		(2,682)								

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan



Property Tax Requisition		2020 Budget		2021 Budget		2022 Budget		2023 Budget		2024 Budget	
2019 Actual	Description	Amount	%	Amount		Amount		Amount		Amount	
7,574	11 830 100 001 Fruitvale	10,132	3.0	11,081		11,158		8,837		9,201	
22,146	11 830 200 001 Grand Forks	29,628	8.8	32,401		32,627		25,841		26,904	
2,474	11 830 300 001 Greenwood	3,309	1.0	3,619		3,644		2,886		3,005	
3,865	11 830 400 001 Midway	5,170	1.5	5,654		5,694		4,509		4,695	
3,881	11 830 500 001 Montrose	5,192	1.5	5,678		5,718		4,529		4,715	
24,600	11 830 600 001 Rossland	32,911	9.8	35,991		36,241		28,704		29,885	
56,947	11 830 700 001 Trail	76,187	22.6	83,318		83,898		66,448		69,182	
5,912	11 830 800 001 Warfield	7,910	2.3	8,650		8,710		6,898		7,182	
23,260	11 830 901 001 Electoral Area 'A'	31,119	9.2	34,032		34,268		27,141		28,258	
12,805	11 830 902 001 EA 'B' / LOWER COLUMBIA/OLD C	17,131	5.1	18,735		18,865		14,941		15,556	
24,927	11 830 903 001 EA 'C' / CHRISTINA LAKE	33,348	9.9	36,470		36,723		29,085		30,282	
17,004	11 830 904 001 EA 'D' / RURAL GRAND FORKS	22,749	6.8	24,878		25,051		19,841		20,658	
46,194	11 830 905 001 EA 'E' / WEST BOUNDARY	61,801	18.4	67,586		68,056		53,901		56,120	
<b>251,589</b>	Sub	<b>336,588</b>	<b>100.0</b>	<b>368,093</b>		<b>370,654</b>		<b>293,561</b>		<b>305,643</b>	
	This Year Requisition	336,588		368,093		370,654		293,561		305,643	
	Total Requisition	<b>336,588</b>		<b>368,093</b>		<b>370,654</b>		<b>293,561</b>		<b>305,643</b>	

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

TOTAL							
671,553,474	Converted Assessment Base	829,879,333	829,879,333	829,879,333	829,879,333	829,879,333	829,879,333
0.08117	Cost per \$1,000	0.04056	0.04435	0.04466	0.03537	0.03683	
\$ 16.23	Base cost for a home valued at \$200,000	\$ 8.11	\$ 8.87	\$ 8.93	\$ 7.07	\$ 7.37	
BUILDING IMPROVEMENTS							
\$ 304,179	Additional Requisition over base of \$241M/\$350M	\$ 95,665	\$ 18,093	\$ 20,654	\$ (56,439)	\$ (44,357)	
0.0453	Cost per \$1,000	0.0115	0.0022	0.0025	-0.0068	-0.0053	
\$ 9.06	Cost for a home valued at \$200,000	\$ 2.31	\$ 0.44	\$ 0.50	\$ (1.36)	\$ (1.07)	



REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Federal Grant In Lieu	2019	2020		2021		2022		2023		2024
Account No	11 210 100 001	Prior Yr	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Grants in Lieu	3,000	3,000	2.0%	3,060	2.0%	3,121	2.0%	3,184	2.0%	3,247
	Federal & Provincial Gov't - Properties										
	<b>Annual Budget</b>	<b>3,000</b>	<b>3,000</b>		<b>3,060</b>		<b>3,121</b>		<b>3,184</b>		<b>3,247</b>

Notes:	Previous Year Budget	3,000
	Actual to December 31, 2019	507

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Rental - Trail Facilities	2019	2020		2021		2022		2023		2024
Account No	11 400 003 - 001	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Board Room Rentals	150	150	0.0%	150	0.0%	150	0.0%	150	0.0%	150
2											
Annual Budget		150	150		150		150		150		150

Notes: Previous Year Budget 150  
 Actual to December 31, 2019 -  
 Item #1 Estimate for User Group Charges collected for meeting rooms  
 \_\_\_\_\_  
 \_\_\_\_\_

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	<b>Rental GF Office - Planning</b>	<b>2019</b>	<b>2020</b>		<b>2021</b>		<b>2022</b>		<b>2023</b>		<b>2024</b>
Account No	11 400 004 - 001	<b>Prior Year</b>	<b>Budget</b>		<b>Budget</b>		<b>Budget</b>		<b>Budget</b>		<b>Budget</b>
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Rental - Planning Dept	7,469	7,619	2.0%	7,771	2.0%	7,927	2.0%	8,085	2.0%	8,247
<b>Annual Budget</b>		<b>7,469</b>	<b>7,619</b>		<b>7,771</b>		<b>7,927</b>		<b>8,085</b>		<b>8,247</b>

Notes:

Previous Year Budget	7,469
Actual to December 31, 2019	7,469

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

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Name	<b>Rental - GF Office - Building</b>	<b>2019</b>	<b>2020</b>		<b>2021</b>		<b>2022</b>		<b>2023</b>		<b>2024</b>
Account No	11 400 005 - 001	<b>Prior Year</b>	<b>Budget</b>		<b>Budget</b>		<b>Budget</b>		<b>Budget</b>		<b>Budget</b>
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Rental - GF Office	22,680	22,680		22,680		22,680		22,680		22,680
	<b>Annual Budget</b>	<b>22,680</b>	<b>22,680</b>		<b>22,680</b>		<b>22,680</b>		<b>22,680</b>		<b>22,680</b>

Notes:	Previous Year Budget	22,680
	Actual to December 31, 2019	22,680
Item #1	includes recovery of heating, electricity, water, bldg and ground mntc, janitorial, etc.	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Interest Earned	2019	2020		2021		2022		2023		2024
Account No	11 550 100 - 001	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Interest earned	51,000	52,020	2.0%	53,060	2.0%	54,122	2.0%	55,204	2.0%	56,308
Annual Budget		51,000	52,020		53,060		54,122		55,204		56,308

Notes:

Previous Year Budget	51,000
Actual to December 31, 2019	51,000

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY Five Year Financial Plan

Name	Woodstove Exchange - BC Lung	2019	2020		2021		2022		2023		2024
Account No	11 550 106 - 001	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	<b>BC Lung Association</b>										
	2018 Funding from BC Lung Association										
	Basic Grants 10 x \$250 & 5 x \$400										
	Support for Administration Costs										
	Sub Total	-									
2	<b>Remaining Funding from Prior Years</b>										
	Basic Grant Portion (3 @ \$250)										
	Basic Grant Portion (-12 @ \$250)	3,000									
	Administration Portion	520									
	<b>Annual Budget</b>	<b>3,520</b>	<b>-</b>		<b>-</b>		<b>-</b>		<b>-</b>		<b>-</b>

Notes:	Previous Year Budget	3,520
	Actual to December 31, 2019	2,041

Item #1
Item #2

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

Notes:	Previous Year Budget	-
	Actual to December 31, 2019	500
Top-up varies from zero to \$250 (average used for this estimate is 41 @ \$250)		

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Miscellaneous Revenue	2019	2020	2021	2022	2023	2024				
Account No	11 590 159 - 001	Prior Year	Budget	Budget	Budget	Budget	Budget				
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Miscellaneous Revenue	2,628	2,680	2.0%	2,734	2.0%	2,788	2.0%	2,844	2.0%	2,901
2	Self Insurance Fund (ICBC Invoice)	-	-		-		-		-		-
3	Asset Management Grant - UBCM		30,000								
4	MIA Dividend	5,266	5,321		5,321		5,321		5,321		5,321
5	Fortis BC - Funding for Senior Energy Specialist	100,000	100,000								
6	CBT & FCM Electric Vehicle Study (50/50)		30,000								
7	Energy Efficiency Program Engagement - General		5,000								
8	BW Community Service Review Grant - Prov BC		30,000								
Annual Budget		107,894	203,001		8,055		8,109		8,165		8,222

Notes: Previous Year Budget 107,894  
 Actual to December 31, 2019 41,223  
 Item #2 No Contributions to Self Insurance Fund 2018-20; Reviewed Prior to 2021



Name	<b>Columbia Basin Trust (Revenue)</b>
Account No	11 590 400 - 001

Name

Account No 11 590 400 - 001

2019  
Prior Year

## 2020 Budget

## 2021 Budget

## 2022 Budget

## 2023 Budget

## 2024 Budget

Notes:	Previous Year Budget	17,748
	Actual to December 31, 2019	17,750
Item #1		

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Name	Recovery of Common Costs	2019	2020		2021		2022		2023		2024
Account No	11 590 990 - 001	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Use of Fleet Vehicles:										
005	Planning	12,875	13,133	2.0%	13,395	2.0%	13,663	2.0%	13,936	2.0%	14,215
010	Solid Waste	18,540	18,911	2.0%	19,289	2.0%	19,675	2.0%	20,068	2.0%	20,470
007	Economic Development	-	-	2.0%	-	2.0%	-	2.0%	-	2.0%	-
002	Electoral Administration	20,085	20,487	2.0%	20,896	2.0%	21,314	2.0%	21,741	2.0%	22,175
170	Boundary Integrated Watershed		3,000	2.0%	3,060	2.0%	3,121	2.0%	3,184	2.0%	3,247
	Sub-Total	51,500	55,530		56,641		57,773		58,929		60,107
2	Photocopiers:										
004	Building Inspection	2,034	2,075	2.0%	2,116	2.0%	2,158	2.0%	2,202	2.0%	2,246
005	Planning	9,494	9,684	2.0%	9,878	2.0%	10,075	2.0%	10,277	2.0%	10,482
010	Solid Waste	3,714	3,788	2.0%	3,864	2.0%	3,941	2.0%	4,020	2.0%	4,101
3	Heating: Sharing 39% of Total \$15,000	6,086	6,208	2.0%	6,332	2.0%	6,459	2.0%	6,588	2.0%	6,719
4	Power: Sharing 74% of Total \$46,000	35,519	36,229	2.0%	36,954	2.0%	37,693	2.0%	38,447	2.0%	39,216
	Annual Budget	108,347	113,514		115,784		118,100		120,462		122,871

Notes:	Previous Year Budget	108,347
	Actual to December 31, 2019	108,347

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name **Board Fee Revenue, Page 1 of 4**  
Account No 11 592 001 - 001

		2019	2020		2021		2022		2023		2024
		Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
001	General Government - Carbon Offset	-	-	2.0%	-	2.0%	-	2.0%	-	2.0%	-
002	Electoral Area Administration	19,553	19,907	2.0%	20,305	2.0%	20,711	2.0%	21,125	2.0%	21,548
003	Grants in Aid	9,453	9,642	2.0%	9,835	2.0%	10,032	2.0%	10,232	2.0%	10,437
004	Building & Plumbing Inspection	27,781	28,313	2.0%	28,879	2.0%	29,457	2.0%	30,046	2.0%	30,647
005	Planning and Development	46,972	47,825	2.0%	48,782	2.0%	49,757	2.0%	50,752	2.0%	51,767
006	Feasibility Studies	1,587	1,616	2.0%	1,648	2.0%	1,681	2.0%	1,715	2.0%	1,749
008	Boundary Economic Development	4,409	4,497	2.0%	4,587	2.0%	4,679	2.0%	4,772	2.0%	4,868
009	Police Based Victims' Services	1,434	1,463	2.0%	1,492	2.0%	1,522	2.0%	1,553	2.0%	1,584
010	Regionalized Waste Management	53,553	54,545	2.0%	55,636	2.0%	56,749	2.0%	57,884	2.0%	59,041
012	Emergency Preparedness	5,486	5,572	2.0%	5,683	2.0%	5,797	2.0%	5,913	2.0%	6,031
014	Parks & Trails - Area 'B'	12,202	12,422	2.0%	12,670	2.0%	12,924	2.0%	13,182	2.0%	13,446
015	9-1-1 Emergency Communications	17,102	17,411	2.0%	17,759	2.0%	18,114	2.0%	18,477	2.0%	18,846
017	East End Economic Development	4,238	4,323	2.0%	4,409	2.0%	4,498	2.0%	4,588	2.0%	4,679
018	Culture Arts & Recreation in the Lower Columbia	17,322	17,542	2.0%	17,893	2.0%	18,251	2.0%	18,616	2.0%	18,988
019	Parks & Trails - Beaver Valley	12,202	12,422	2.0%	12,670	2.0%	12,924	2.0%	13,182	2.0%	13,446
020-011	Recreation - Beaver Valley Arena	13,176	13,396	2.0%	13,664	2.0%	13,937	2.0%	14,216	2.0%	14,500
020-013	Recreation - Beaver Valley Recreation	12,202	12,422	2.0%	12,670	2.0%	12,924	2.0%	13,182	2.0%	13,446
021	Rec. Commission - Gd Fks , Area D	12,202	12,422	2.0%	12,670	2.0%	12,924	2.0%	13,182	2.0%	13,446
022	Rec. Commission Grnwd, Midway, Area E	1,434	1,463	2.0%	1,492	2.0%	1,522	2.0%	1,553	2.0%	1,584
Page 1 Total		<b>272,308</b>	<b>277,203</b>		<b>282,747</b>		<b>288,402</b>		<b>294,170</b>		<b>300,053</b>

Notes:

	37,199
2020 Budget - Climate Change Initiatives	21,420
Included in above Board Fee	\$ 58,619

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name **Board Fee Revenue, Page 2 of 4**  
Account No 11 592 001 - 001

		2019	2020		2021		2022		2023		2024
		Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
023	Rec. Commission - Christina Lake	1,434	1,463	2.0%	1,492	2.0%	1,522	2.0%	1,553	2.0%	1,584
024	Rec. Facilities - Christina Lake	1,434	1,463	2.0%	1,492	2.0%	1,522	2.0%	1,553	2.0%	1,584
027	Area C Regional Parks & Trails	7,753	7,884	2.0%	8,042	2.0%	8,203	2.0%	8,367	2.0%	8,534
030	Grand Forks Arena	11,860	12,080	2.0%	12,322	2.0%	12,568	2.0%	12,819	2.0%	13,076
031	Grand Forks Curling Rink	2,291	2,320	2.0%	2,366	2.0%	2,414	2.0%	2,462	2.0%	2,511
040	Grand Forks Aquatic Centre	15,986	16,206	2.0%	16,530	2.0%	16,861	2.0%	17,198	2.0%	17,542
045	Area 'D' Parks & Trails	1,434	1,463	2.0%	1,492	2.0%	1,522	2.0%	1,553	2.0%	1,584
047	Area 'D' Heritage Conservation	1,434	1,463	2.0%	1,492	2.0%	1,522	2.0%	1,553	2.0%	1,584
050	Fire Protection - East End	118,311	120,583	2.0%	122,995	2.0%	125,455	2.0%	127,964	2.0%	130,523
051	Fire Protection - Christina Lake	14,473	14,723	2.0%	15,017	2.0%	15,318	2.0%	15,624	2.0%	15,937
053	Fire Protection - Beaverdell	1,434	1,463	2.0%	1,492	2.0%	1,522	2.0%	1,553	2.0%	1,584
054	Fire Protection - Area E - Big White	13,662	13,912	2.0%	14,190	2.0%	14,474	2.0%	14,764	2.0%	15,059
056	Fire Protection - Rural Greenwood	1,434	1,463	2.0%	1,492	2.0%	1,522	2.0%	1,553	2.0%	1,584
057	Fire Protection - Rural Grand Forks	14,392	14,680	2.0%	14,974	2.0%	15,273	2.0%	15,579	2.0%	15,890
058	Fire Protection - Kettle Valley Fire	5,202	5,306	2.0%	5,412	2.0%	5,520	2.0%	5,631	2.0%	5,743
064	Refuse Disposal - Big White	5,556	5,665	2.0%	5,778	2.0%	5,894	2.0%	6,012	2.0%	6,132
065	Area 'E' Parks & Trails	1,434	1,463	2.0%	1,492	2.0%	1,522	2.0%	1,553	2.0%	1,584
070	Animal Control - East End	4,323	4,409	2.0%	4,497	2.0%	4,587	2.0%	4,679	2.0%	4,772
071	Animal Control - West End	4,323	4,409	2.0%	4,497	2.0%	4,587	2.0%	4,679	2.0%	4,772
	Page 2 Total	228,170	232,418		237,066		241,808		246,644		251,577

Notes:

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REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name **Board Fee Revenue, Page 3 of 4**  
Account No 11 592 001 - 001

		2019	2020		2021		2022		2023		2024
		Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
074	Big White Security Services	4,833	4,919	2.0%	5,017	2.0%	5,118	2.0%	5,220	2.0%	5,324
075	Big white Noise Control Services	1,434	1,463	2.0%	1,492	2.0%	1,522	2.0%	1,553	2.0%	1,584
077	Area 'C' Economic Development	1,434	1,463	2.0%	1,492	2.0%	1,522	2.0%	1,553	2.0%	1,584
078	Area 'D' & GF Economic Development	1,434	1,463	2.0%	1,492	2.0%	1,522	2.0%	1,553	2.0%	1,584
079	Area 'E' Economic Development	1,434	1,463	2.0%	1,492	2.0%	1,522	2.0%	1,553	2.0%	1,584
080	Mosquito Control - GD Fks, Area D	3,278	3,331	2.0%	3,398	2.0%	3,466	2.0%	3,535	2.0%	3,606
081	Mosquito Control - Christina Lake	2,046	2,075	2.0%	2,117	2.0%	2,159	2.0%	2,202	2.0%	2,246
090	Noxious Weed Control - Area A	1,434	1,463	2.0%	1,492	2.0%	1,522	2.0%	1,553	2.0%	1,584
091	Christina Lake Milfoil	1,956	1,991	2.0%	2,031	2.0%	2,071	2.0%	2,113	2.0%	2,155
092	Noxious Weed - Area D & E	1,434	1,463	2.0%	1,492	2.0%	1,522	2.0%	1,553	2.0%	1,584
101	Street Lighting - Big White	1,434	1,463	2.0%	1,492	2.0%	1,522	2.0%	1,553	2.0%	1,584
140	Library - Grand Forks, Areas D & C	3,943	4,022	2.0%	4,102	2.0%	4,184	2.0%	4,268	2.0%	4,354
145	Greenwood, Area E' Cemetery Services	1,434	1,463	2.0%	1,492	2.0%	1,522	2.0%	1,553	2.0%	1,584
150	Cemeteries - East End	5,088	5,180	2.0%	5,284	2.0%	5,389	2.0%	5,497	2.0%	5,607
170	Boundary Integrated Watershed	1,434	1,463	2.0%	1,492	2.0%	1,522	2.0%	1,553	2.0%	1,584
500	Beaver Valley Water Supply	25,913	26,370	2.0%	26,897	2.0%	27,435	2.0%	27,984	2.0%	28,544
550	Christina Lake Water Supply Utility	7,923	8,079	2.0%	8,241	2.0%	8,405	2.0%	8,573	2.0%	8,745
600	Coumbia Gardens Water Supply	2,222	2,264	2.0%	2,309	2.0%	2,355	2.0%	2,403	2.0%	2,451
650	Rivervale Water Supply Utility	7,920	8,075	2.0%	8,237	2.0%	8,401	2.0%	8,569	2.0%	8,741
	Page 3 Total	78,028	79,473		81,062		82,684		84,337		86,024

Notes:

Actual to December 31, 2019

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Name **Board Fee Revenue, Page 4 of 4**  
Account No 11 592 001 - 001

[illegible]

Notes:	Previous Year Budget	683,639
	Actual to December 31, 2019	683,639

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

### Five Year Financial Plan

[illegible]

Notes:	Previous Year Budget	160,000
	Actual to December 31, 2019	160,000

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Province of BC CARIP	2019	2020		2021		2022		2023		2024
Account No	11 621 150 - 001	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Province of BC	35,405	36,113	2.0%	36,835	2.0%	37,572	2.0%	38,324	2.0%	39,090
	Climate Action Revenue Incentive Program										
	Carbon Tax Refunds based on actual volumes										
Annual Budget		35,405	36,113		36,835		37,572		38,324		39,090

Notes:	Previous Year Budget	35,405
	Actual to December 31, 2019	41,783



REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

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

		2019 Prior Year	2020 Budget		2021 Budget		2022 Budget		2023 Budget		2024 Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
		-	-	2.0%	-	2.0%	-	2.0%	-	2.0%	-
<b>Annual Budget</b>		-	-		-		-		-		-

Notes:	Previous Year Budget	1,734,735
	Actual to December 31, 2019	1,499,946

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

[illegible]

Notes:	Previous Year Budget	1,734,735
	Actual to December 31, 2019	1,499,946
Yr 2007 +	Enhanced funding model adopted by the province for Crown Corporations Grant In Lieu	
	Grant payments must be indexed annually based on year-over-year changes in	
	total municipal property tax revenue in the province.	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

[illegible]

Notes:	Previous Year Budget	468,674
	Actual to December 31, 2019	467,339

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Name	Transfer From Reserve	2019	2020		2021		2022		2023		2024
Account No	11 921 205 - 001	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	G7		45,000								
2	Admin vehicle 2012 Subaru Impreza G6										
3	Admin vehicle 2009 Ford Escape G2										
4	Building Safety Code Updates										
5											
6	Smooth taxation	71,000	300,000								
7	Energy Efficiency Program Engagement - CARIP		5,000								
	Annual Budget	71,000	350,000		-		-		-		-

Notes:		Previous Year Budget	71,000
		Actual to December 31, 2019	-
Item #4	OH&S Committee recommendations		
Item #7	Only Required if Grant Funding Not Secured		

Name	<b>Hospital District Contract</b>
Account No	11 990 100 - 001

Notes:	Previous Year Budget	-
	Actual to December 31, 2019	-

10/01/2020

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Directors Remuneration	2019	2020	2021	2022	2023	2024				
Account No	12 110 130 - 001	Prior Year	Budget	Budget	Budget	Budget	Budget				
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Directors 13 x (\$810 x 2 months) + (\$929 x 10 months)(Basic F	141,830	141,830	2.0%	147,822	2.0%	150,779	2.0%	153,795	2.0%	156,870
2	Board Chair \$2,064 x 12 months	24,768	24,768	2.0%	27,063	2.0%	29,405	2.0%	29,993	2.0%	30,593
3	Vice-Chair \$330 x 12 Months	4,320	4,320	2.0%	4,406	2.0%	4,495	2.0%	4,584	2.0%	4,676
4	Regular Board Meetings 13 Dir. x 22 MTG x \$90	25,740	25,740	2.0%	26,255	2.0%	26,780	2.0%	27,315	2.0%	27,862
5	Special Board Meetings (2 per year X 13 Dir X \$90	2,340	2,340	2.0%	2,387	2.0%	2,435	2.0%	2,483	2.0%	2,533
6	Technical Allowance 13 x \$216 x 12 Months	33,696	33,696	2.0%	34,370	2.0%	35,057	2.0%	35,758	2.0%	36,474
7	Tech/Hardware Allowance Rural Directors (5 * \$500/yr)	-	-		-		-		-		-
8	Tech Allowance Rural Director (5 x \$100 x 12 Mnth)	-	-		-		-		-		-
9	Cell Phone Allowance Rural (5 x \$75 x 12 Mnth)	-	-		-		-		-		-
	COMMITTEE MEETINGS REMUNERATION										
10	Committee Chair Remuneration @ \$120	10,800	10,800	2.0%	11,016	2.0%	11,236	2.0%	11,461	2.0%	11,690
11	Policy & Personnel	5,940	5,940	2.0%	6,059	2.0%	6,180	2.0%	6,304	2.0%	6,430
12	Finance - Liaison	650	650	2.0%	663	2.0%	676	2.0%	690	2.0%	704
13	Electoral Area Services Committee	5,400	5,400	2.0%	5,508	2.0%	5,618	2.0%	5,731	2.0%	5,845
14	Environmental Services - Liaison	650	650	2.0%	663	2.0%	676	2.0%	690	2.0%	704
15	Protective Services - Liaison	650	650	2.0%	663	2.0%	676	2.0%	690	2.0%	704
16	Other Authorized Board Committee Meetings	34,845	34,845	2.0%	35,542	2.0%	36,252	2.0%	36,978	2.0%	37,717
17	Meeting Travel Allow. Est. (\$53 & \$64 & \$79) MTG/TRV	15,000	15,000	2.0%	15,300	2.0%	15,606	2.0%	15,918	2.0%	16,236
18	Allowance for Absentee Director + Other Ad Hoc Meetings	5,000	5,000	2.0%	5,100	2.0%	5,202	2.0%	5,306	2.0%	5,412
19	Statutory Benefits @ 5.0%	13,418	13,418	2.0%	13,686	2.0%	13,960	2.0%	14,239	2.0%	14,524
20											
	Annual Budget	325,047	325,047		336,504		345,034		351,934		358,973

Actual to December 31, 2019

Notes: Previous Year Budget 325,047

Actual to December 31, 2018 325,047

CPI increase of 2% included in rates 2020 and beyond

#7, #8 & #9 transferred to electoral area budget

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Director Travel	2019	2020		2021		2022		2023		2024
Account No	12 110 210 - 001	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Mileage Board & Committee Meetings	53,000	54,060	2.0%	55,141	2.0%	56,244	2.0%	57,369	2.0%	58,516
<b>Annual Budget</b>		<b>53,000</b>	<b>54,060</b>		<b>55,141</b>		<b>56,244</b>		<b>57,369</b>		<b>58,516</b>

Notes:

Previous Year Budget	53,000
Actual to December 31, 2019	53,000
Reimbursement rate established by Policy - Provincial Government Rate	
Covers mileage claims only for Directors to attend Board	
and committee meetings, workshops, seminars etc.	

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

### Five Year Financial Plan

Name	Directors Meeting Expenses	2019 Prior Year	2020 Budget		2021 Budget		2022 Budget		2023 Budget		2024 Budget
Account No	12 110 211 - 001										
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Meals & Accommodation	20,400	20,808	2.0%	21,224	2.0%	21,649	2.0%	22,082	2.0%	22,523
2	FCM Conference: 1 Director	5,100	5,202	2.0%	5,306	2.0%	5,412	2.0%	5,520	2.0%	5,631
3	COFI - Conterence - Chair	1,500	1,530	2.0%	1,561	2.0%	1,592	2.0%	1,624	2.0%	1,656
	<b>Conference Location &amp; Dates:</b>										
2019	May 30 - June 2, 2019, Quebec City, QC										
	<b>Annual Budget</b>	<b>27,000</b>	<b>27,540</b>		<b>28,091</b>		<b>28,653</b>		<b>29,226</b>		<b>29,810</b>

Notes:	Previous Year Budget	27,000
	Actual to December 31, 2019	35,000
Covers all other expenses of Directors.		
Mileage & Remuneration coded in other Budgets		



REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name **Office Supplies - Directors**  
Account No 12 110 251 - 001

		2019 Prior Year	2020 Budget		2021 Budget		2022 Budget		2023 Budget		2024 Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Business purposes Vehicle Insurance Coverage	3,090	3,152	2.0%	3,215	2.0%	3,279	2.0%	3,345	2.0%	3,412
2	Allowance for satellite internet service where basic not av	3,090	3,152	2.0%	3,215	2.0%	3,279	2.0%	3,345	2.0%	3,412
<b>Annual Budget</b>		<b>6,180</b>	<b>6,304</b>		<b>6,430</b>		<b>6,558</b>		<b>6,689</b>		<b>6,823</b>

Notes: Previous Year Budget 6,180  
Actual to December 31, 2019 1,500

Item #1 Extra cost for Business Use Vehicle Insurance coverage reimbursed

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Salaries & Benefits	2019			2020		2021		2022		2023		2024	
Account No	12 121 111 - 001	Prior Year			Budget		Budget		Budget		Budget		Budget	
Item No	Description	Amount	Hours	Rate	Amount	%	Amount	%	Amount	%	Amount	%	Amount	
1	Chief Administrative Officer	161,058			171,082		167,671	0.0%	171,360	2.0%	174,787	2.0%	178,283	
2	General Manager - Finance	120,209		6 MID	122,962	2.0%	125,421	2.0%	127,930	2.0%	130,488	2.0%	133,098	
3	Financial Services Manager	95,644		4 MID	97,834	2.0%	99,791	2.0%	101,787	2.0%	103,823	2.0%	105,899	
4	Manager of Corporate Administration	100,426		4 MID	102,726	2.0%	104,781	2.0%	106,876	2.0%	109,014	2.0%	111,194	
5	Executive Assistant	68,466		1 MID	70,034	2.0%	71,435	2.0%	72,864	2.0%	74,321	2.0%	75,807	
6	Manager of Information Services	87,037		4 STEP 2	89,030	2.0%	90,810	2.0%	92,626	2.0%	94,479	2.0%	96,369	
7	Manager of Infrastructure and Sustainability	14,347	15.0%	97,834	14,675	2.0%	14,969	2.0%	15,268	2.0%	15,573	2.0%	15,885	
8	General Manager - Operations/Deputy CAO	85,829	70.0%	135,888	95,122	2.0%	83,752	2.0%	85,427	2.0%	87,136	2.0%	88,879	
9	Manager of Facilities & Recreation (Grand Forks)	4,782	5.0%	97,834	4,892	2.0%	4,990	2.0%	5,089	2.0%	5,191	2.0%	5,295	
10	Deputy Fire Chief's extra duties (Big White Fire)	1,732			1,767	2.0%	1,802	2.0%	1,838	2.0%	1,875	2.0%	1,912	
11	Allowance for Retirement, Orientation and Other Cost Press	32,801			33,457	2.0%	34,126	2.0%	34,809	2.0%	35,505	2.0%	36,215	
12	Manager of Facilities & Recreation (Greater Trail)	9,564	10.0%	97,834	9,783	2.0%	9,979	2.0%	10,179	2.0%	10,382	2.0%	10,590	
13	Corporate Communications Officer	45,439	54.0%	86,073	46,479	2.0%	47,409	2.0%	48,357	2.0%	49,324	2.0%	50,311	
14	Deputy CAO Remuneration	15,000			15,300	2.0%	15,606	2.0%	15,918	2.0%	16,236	2.0%	16,561	
15	Fortis BC Senior Energy Specialist	79,365			79,365									
	Subtotal	921,700			954,508	2.0%	872,541	2.0%	890,328	2.0%	908,134	2.0%	926,297	
	Benefits @	257,615		28%	262,585	28%	240,036	28%	244,929	28%	249,828	28%	254,824	
	Page 1 Total	1,179,315			1,217,093		1,112,578		1,135,257		1,157,962		1,181,121	

Notes:

Item #7	Actual to December 31, 2019
Item #11	Cost pressure allowance - management compensation review

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Salaries & Benefits, Continued	2019	2019		2020		2021		2022		2023		2024
Account No	12 121 111 - 001	Prior Year	Hours		Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Hours	Rate	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Financial Analyst	65,727	1,893	34.73	65,727	2.0%	67,041	2.0%	68,382	2.0%	69,750	2.0%	71,145
2	Financial Specialist	65,727	1,893	34.73	65,727	2.0%	67,041	2.0%	68,382	2.0%	69,750	2.0%	71,145
3	Accounting Clerk Receptionist	55,942	1,893	29.56	55,942	2.0%	57,061	2.0%	58,202	2.0%	59,366	2.0%	60,554
4	Clerk/Steno/Receptionist	54,485	1,893	28.79	54,485	2.0%	55,575	2.0%	56,686	2.0%	57,820	2.0%	58,976
5	Full Time IT support staff	58,497	1,893	30.91	58,497	2.0%	59,667	2.0%	60,860	2.0%	62,078	2.0%	63,319
6	Network Infrastructure Analyst	79,163	1,893	41.83	79,163	2.0%	80,747	2.0%	82,361	2.0%	84,009	2.0%	85,689
7	Engineering Technician (25% shared position)	17,080	1,893	36.10	17,080	2.0%	17,421	2.0%	17,770	2.0%	18,125	2.0%	18,488
8	Fleet Vehicle Servicing (Car Washer)	-			-	2.0%	-	2.0%	-	2.0%	-	2.0%	-
9	Overtime allowance	10,000			10,000	2.0%	10,200	2.0%	10,404	2.0%	10,612	2.0%	10,824
10	Provision for unused Holidays (1wk/employee)	5,000	375	30.00	5,000	2.0%	5,100	2.0%	5,202	2.0%	5,306	2.0%	5,412
11	Finance Relief (Sick & Vacation Coverage)	9,607	325	29.56	9,607	2.0%	9,799	2.0%	9,995	2.0%	10,195	2.0%	10,399
12	Administration Casual staffing	43,415	1,508	28.79	43,415	2.0%	44,284	2.0%	45,169	2.0%	46,073	2.0%	46,994
13	Document management - administrative support		900	28.79	25,911	2.0%	54,499	2.0%	55,589	2.0%	56,701	2.0%	57,835
14													
15	Allowance for CUPE Contract Increase (2%)				7,182								
	Subtotal	464,643	16,356		497,736	2.0%	528,435	2.5%	539,004	3.0%	549,784	3.0%	560,780
	Benefits @	129,868		28.0%	139,117	27.5%	145,373	27.5%	148,280	27.5%	151,246	27.5%	154,271
	Page 2 Total	594,511			636,853		673,808		687,284		701,030		715,050
	Annual Budget	1,773,826			1,853,946		1,786,386		1,822,541		1,858,992		1,896,171

Notes:	Previous Year Budget	1,773,826
	Actual to December 31, 2019	1,707,159
Item #6	Liquid Waste 25%, Solid Waste 50%, Administration 25%	
Item #10	Benefits Updated for 1.95% Employer Health Tax In 2019 & End of MSP Premiums in 2020	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Labour Relations	2019	2020		2021		2022		2023		2024
Account No	12 121 190 - 001	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Labour Relations	3,000	3,000		3,000		3,000		3,000		3,000
2	Employee and family assistance program	5,722	5,837	2.0%	5,953	2.0%	6,072	2.0%	6,194	2.0%	6,318
<b>Annual Budget</b>		<b>8,722</b>	<b>8,837</b>		<b>8,953</b>		<b>9,072</b>		<b>9,194</b>		<b>9,318</b>

Notes: Previous Year Budget 8,722  
 Actual to December 31, 2019 -  
 Item #1  
 Item #2 EFAP contract with Lifeworks (Capri Insurance) 170 ee @ 2.75/month

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Travel Expense	2019	2020	2021	2022	2023	2024
Account No	12 121 210 - 001	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount
1	Travel expense for Administrative staff:	20,000	20,400	2.0%	20,808	2.0%	21,224
							21,649
							22,082
Annual Budget		20,000	20,400		20,808		21,224
							21,649
							22,082

Notes:

Previous Year Budget	20,000
Actual to December 31, 2019	25,000

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Staff Development	2019	2020	2021	2022	2023	2024
Account No	12 121 239 - 001	Prior Year	Budget	Budget	Budget	Budget	Budget
1	Municipal Officers Association:			%	Amount	%	Amount
	LGMA Dues (West Kootenay Chapter)	150	153	2.0%	156	2.0%	166
	LGMA Membership	900	918	2.0%	936	2.0%	994
	LGMA Annual Convention	1,020	1,040	2.0%	1,061	2.0%	1,126
	LGMA - Kootenay Boundary Chapter conferences	714	728	2.0%	743	2.0%	788
2	Financial Analyst CPA professional development	1,000	1,000		1,000		1,000
3	Accounting Clerk/Receptionist - payroll practitioner training						
4	Prov for continuing education for work related applicat	7,500	7,650	2.0%	7,803	2.0%	8,281
5	VADIM Annual Conference	500	510	2.0%	520	2.0%	552
6	GFOABC Annual Dues	719	734	2.0%	748	2.0%	794
7	GFOABC Annual Conference	1,600	1,632	2.0%	1,665	2.0%	1,767
8	Staff software training	2,080	2,122	2.0%	2,164	2.0%	2,296
9	Payroll Association Workshops	1,000	1,020	2.0%	1,040	2.0%	1,104
10	OH&S Training	12,000	12,000		12,000		12,000
11	CPA dues	3,300	3,300		3,300		3,300
12	CIP/PIBC - APEG dues	2,000	2,000		2,000		2,000
13	Payroll Association Dues	200	200		200		200
14	Int Assoc for Public Participation	300	300		300		300
15	Int Assoc of Business Communicators	375	375		375		375
16	IAP2 Conference (Communication)	800	800		800		800
17	GFOABC - Bootcamp	2,500					
18	Social Media Certification	1,000					
	<b>Annual Budget</b>	<b>38,658</b>	<b>36,482</b>		<b>36,812</b>		<b>37,843</b>

Notes:	Previous Year Budget	39,658
	Actual to December 31, 2019	25,000

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Postage	2019	2020		2021		2022		2023		2024
Account No	12 121 212 - 001	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Postage	20,000	20,400	2.0%	20,808	2.0%	21,224	2.0%	21,649	2.0%	22,082
Annual Budget		20,000	20,400		20,808		21,224		21,649		22,082

Notes:

Previous Year Budget	20,000
Actual to December 31, 2019	10,000

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

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REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Telephone	2019	2020	2021	2022	2023	2024				
Account No	12 121 213 - 001	Prior Year	Budget	Budget	Budget	Budget	Budget				
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Telephone call time charges	27,000	27,540	2.0%	28,091	2.0%	28,653	2.0%	29,226	2.0%	29,810
2	Cellular System air time	12,000	12,240	2.0%	12,485	2.0%	12,734	2.0%	12,989	2.0%	13,249
Annual Budget		39,000	39,780		40,576		41,387		42,215		43,059

Notes:

Previous Year Budget	39,000
Actual to December 31, 2019	39,000



REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

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

		2019 Prior Year	2020 Budget		2021 Budget		2022 Budget		2023 Budget		2024 Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Federation of Canadian Municipalities Annual Dues	6,763	6,898	2.0%	7,036	2.0%	7,176	2.0%	7,320	2.0%	7,466
2	Travel Fund	549	560	2.0%	571	2.0%	583	2.0%	594	2.0%	606
<b>Annual Budget</b>		<b>7,312</b>	<b>7,458</b>		<b>7,607</b>		<b>7,759</b>		<b>7,914</b>		<b>8,073</b>

Notes:	Previous Year Budget	7,312
	Actual to December 31, 2019	6,763

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Advertising	2019	2020		2021		2022		2023		2024
Account No	12 121 221 - 001	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Positions vacant	5,100	5,202	2.0%	5,306	2.0%	5,412	2.0%	5,520	2.0%	5,631
2	Promotional Items	5,000	5,100	2.0%	5,202	2.0%	5,306	2.0%	5,412	2.0%	5,520
3	Town Hall Meeting Costs	5,100	5,202	2.0%	5,306	2.0%	5,412	2.0%	5,520	2.0%	5,631
4	Contingency	3,000	3,060	2.0%	3,121	2.0%	3,184	2.0%	3,247	2.0%	3,312
5	CBT Advertising	4,000	4,000		4,000		4,000		4,000		4,000
Annual Budget		22,200	22,564		22,935		23,314		23,700		24,094

Notes:

Previous Year Budget	22,200
Actual to December 31, 2019	22,200

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

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

		2019 Prior Year	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	IT Summary	268,375	260,200	259,744	236,268	245,379	250,651
<b>Annual Budget</b>		<b>268,375</b>	<b>260,200</b>	<b>259,744</b>	<b>236,268</b>	<b>245,379</b>	<b>250,651</b>

Notes:	Previous Year Budget	268,375
	Actual to December 31, 2019	200,000
Capital Portion of Items Included Under Capital		

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

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

		2019 Prior Year	2020 Budget		2021 Budget		2022 Budget		2023 Budget		2024 Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Contingency for Computer Failure	2,200	2,200		2,200		2,200		2,200		2,200
2	Allowance for Furnishings, Office Equipment	5,500	5,500		5,500		5,500		5,500		5,500
3	Filing Cabinets for Administration	3,000									
	<b>Annual Budget</b>	<b>10,700</b>	<b>7,700</b>		<b>7,700</b>		<b>7,700</b>		<b>7,700</b>		<b>7,700</b>

Notes:

Previous Year Budget	10,700
Actual to December 31, 2019	2,000

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

### Five Year Financial Plan

[illegible]

Notes:	Previous Year Budget	37,000
	Actual to December 31, 2019	37,000
Board policy of using recycled products when available		

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Building Maintenance	2019	2020	2021	2022	2023	2024
Account No	12 121 252 - 001	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount
1	Contracted Janitorial/Maintenance	37,989	38,749	2.0%	39,524	2.0%	40,314
2	Snow clearing	3,060	3,121	2.0%	3,184	2.0%	3,247
3	Miscellaneous Maintenance Supplies & Repairs	24,560	3,500	2.0%	3,500	2.0%	3,570
4	Water & Sewer Utility	2,040	2,081	2.0%	2,122	2.0%	2,165
5	Bldg maint, electrical, mechanical, plumbing	4,080	4,162	2.0%	4,245	2.0%	4,330
6	Annual test of Fire alarm system	2,040	2,081	2.0%	2,122	2.0%	2,165
7	Canadian Waste - Pickup at Trail Office	2,040	2,081	2.0%	2,122	2.0%	2,165
8	Elevator Maintenance	1,122	1,144	2.0%	1,167	2.0%	1,191
9	Heating Costs - Gas (50% Recovered)	9,180	9,364	2.0%	9,551	2.0%	9,742
10	Power Costs - Electricity (74% Recovered)	46,920	47,858	2.0%	48,816	2.0%	49,792
11	Service HVAC	3,090	3,152	2.0%	3,215	2.0%	3,279
12	Alpine Disposal - Mixed Paper Recycle	1,600	1,632	2.0%	1,665	2.0%	1,698
13	Exterior xeriscaping/office conversion		15,000				
14	Liebert UPS System Annual Service	5,632	5,745	2.0%	5,860	2.0%	5,977
	<b>Grand Forks Office Expenses:</b>						
15	Utilities - Heating (gas)	4,080	4,162	2.0%	4,245	2.0%	4,330
16	Utilities - Power (electricity, water)	4,080	4,162	2.0%	4,245	2.0%	4,330
17	Building & Grounds Maintenance	3,570	3,641	2.0%	3,714	2.0%	3,789
18	Janitorial Services (Contract VAB Enterprises)	8,500	8,500		8,500		8,500
19	Exterior and Interior upgrades to Building	20,000	20,000		20,000		20,000
20	Counterforce Security Services	250	250		250		250
	<b>Annual Budget</b>	<b>183,833</b>	<b>180,383</b>		<b>168,046</b>		<b>170,832</b>
							<b>173,674</b>
							<b>176,572</b>

Notes: Previous Year Budget 183,833  
Actual to December 31, 2019 150,000

Item #1	Contracted with GTCC Janitorial Staff
Item #3	Misc \$3060, additional cubicle for building inspection manager \$10,000, communication panel \$5,000, admin security gates \$6,500
Item #11	Western Canada Contract Annual Agreement \$1,942.78 plus tax
Item #13	xeriscaping exterior building \$10,000; conversion of storage room to office \$5,000

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

### Five Year Financial Plan

[illegible]

Notes:		Previous Year Budget	34,565
		Actual to December 31, 2019	34,565
Item #5	Excess Insurance Limit \$10,000,000 to "top-up" coverage of all employees and elected officials driving their own vehicles on Regional District business		
Item #6	Coded to Consultant Fees Prior to 2017 (1-2-121-233-001)		

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	<b>Equipment Lease - Photocopier</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Account No	12 121 261 - 001	<b>Prior Year</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	IKON Service contract for Admin Photocopiers	2,100	2,100	2,100	2,100	2,100	2,100
2	IKON Service contract for ZGMIS component (above)	1,200	1,200	1,200	1,200	1,200	1,200
3	Maintenance Fees based on usage	20,000	20,000	20,000	20,000	20,000	20,000
4	Photocopier Replacement Plan (Administration)						
5							
<b>Annual Budget</b>		<b>23,300</b>	<b>23,300</b>	<b>23,300</b>	<b>23,300</b>	<b>23,300</b>	<b>23,300</b>

Notes:

	Previous Year Budget	23,300
	Actual to December 31, 2019	23,300

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

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

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REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	<b>Equipment Lease - Mail</b>	<b>2019</b>	<b>2020</b>		<b>2021</b>		<b>2022</b>		<b>2023</b>		<b>2024</b>
Account No	12 121 263 - 001	<b>Prior Year</b>	<b>Budget</b>		<b>Budget</b>		<b>Budget</b>		<b>Budget</b>		<b>Budget</b>
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1a	Automatic Mailer SM58A		included								
1b	5 Key Interfaced Scale SE50	3,580	3,652	2.0%	3,725	2.5%	3,818	1.5%	3,875	1.5%	3,933
2	Meter Rental Model 9839 @ \$50 per month	612	624	2.0%	637	2.5%	653	1.5%	662	1.5%	672
<b>Annual Budget</b>		<b>4,192</b>	<b>4,276</b>		<b>4,361</b>		<b>4,470</b>		<b>4,537</b>		<b>4,606</b>

Notes:	Previous Year Budget	3,500
	Actual to December 31, 2019	4,192

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

[illegible]

Notes:		Previous Year Budget	50,536
		Actual to December 31, 2019	50,536
Item #1	Banking Agreement monthly service charge all accounts		

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

[illegible]

Notes:	Previous Year Budget	70,000
	Actual to December 31, 2019	70,000

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Consultants Fees	2019	2020		2021		2022		2023		2024
Account No	12 121 233 - 001	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Miscellaneous	10,404	10,612	2.0%	10,824	2.0%	11,041	2.0%	11,262	2.0%	11,487
2	Post-Employment Benefit Calculation	3,000	3,000		9,000		3,000		3,000		9,000
3	Management Compensation Review		15,000								
4	Communication Plan										
5	Asset Management Plan Consultant	60,000	90,000								
6	Community Energy Association Carbon Action Plan Sup	12,000									
7	Development of RDKB Area Photo Library	15,000									
8	CBT & FCM Electric Vehicle Study		30,000								
9	Energy Efficiency Program Engagement		10,000								
10	Communication Brand Refresh										
11	HR Consultant		40,000								
12	Graphic Design re Communication										
13	Rural Development Institute - Selkirk College	20,000	20,000								
14	Board Strategic Plan Development	4,000									
15	Website Redesign	25,000	15,000								
16	BW Community Service Review		30,000								
17											
	Annual Budget	149,404	263,612		19,824		14,041		14,262		20,487

Notes: Previous Year Budget 149,404  
Actual to December 31, 2019 149,404

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

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

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

Item #9

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

### Five Year Financial Plan

[illegible]

Notes:	Previous Year Budget	40,000
	Actual to December 31, 2019	35,875

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Liability Insurance	2019	2020		2021		2022		2023		2024
Account No	12 121 237 - 001	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No		Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Board Corporate Liability Insurance	48,655	49,628	2.0%	50,621	2.0%	51,633	2.0%	52,666	2.0%	53,719
1a	Experience Adjustment (Experience Factor Adjustment)	-	-	2.0%	-	2.0%	-	2.0%	-	2.0%	-
2	Group Travel Insurance - Elected Officials	510	520	2.0%	531	2.0%	541	2.0%	552	2.0%	563
Annual Budget		49,165	50,148		51,151		52,174		53,218		54,282

Notes:		Previous Year Budget	49,165
		Actual to December 31, 2019	48,655
Item #1a	Adjustment for our experience in relation to MIA "averages" MAX 30% of premium		
Yr 2017	Our Experience rating factor is a 0% surcharge. Last year the factor was 2.99%		
Yr 2019	Our Experience rating factor is a -10% surcharge. Last year the factor was 2.99%		

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

[illegible]

Notes:	Previous Year Budget	16,210
	Actual to December 31, 2019	16,210
Item #3	Included in Business Interruption (Item #8)	
Items #6-7	Comprehensive appraisal every five years	

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

[illegible]

Notes:		Previous Year Budget	169,500
		Actual to December 31, 2019	80,000
Items #1-3	Decision to replace fleet vehicles based on mileage and general condition		
	All Vehicle purchases shown as net of trade-in values		

<b><i>Sources of Funding Capital Projects:</i></b>
D = Debenture Borrowing
R = Reserves
C = Current Revenues
S = Short Term Borrowing
G = Gas Tax Grant



## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

### Five Year Financial Plan

[illegible]

Notes:	Previous Year Budget	-
	Actual to December 31, 2019	-

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Interest Short Term	2019	2020		2021		2022		2023		2024
Account No	12 121 811 - 001	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Interest charges on temporary borrowing	40,000	40,000		40,000		40,000		40,000		40,000
	<b>Annual Budget</b>	<b>40,000</b>	<b>40,000</b>		<b>40,000</b>		<b>40,000</b>		<b>40,000</b>		<b>40,000</b>

Notes:		Previous Year Budget	40,000
		Actual to December 31, 2019	43,177
Item #1	Cost of borrowing pending the receipt of tax requisition		

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Contribution to Reserve	2019	2020	2021	2022	2023	2024
Account No	12 121 741 - 001	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount
1	Contribution to Reserve - Information Technology	25,000	25,000		25,000		25,000
2	Management Early Retirement Incentive Plan	3,045	3,045		3,045		3,045
3	Self Insurance Fund (ICBC Invoice)	-	-		-		-
4	Airport sale transfer to reserve						
5	Carbon offset contribution to reserve	35,000	18,000		18,000		18,000
6	Build reserves						
7	CARIP Grant to Reserve (less staff component)	25,000	25,000		25,000		25,000
8	Audio Visual	100,000					
<b>Annual Budget</b>		<b>188,045</b>	<b>71,045</b>		<b>46,045</b>		<b>46,045</b>

<b>Notes:</b>		Previous Year Budget	188,045
		Actual to December 31, 2019	150,183
item #1	General Contribution for Building Upgrades		
Item #2	Andison \$1,795 (Previous \$718/\$538 004/\$539 005) & Lenardon \$1,250 = \$3,045		
Item #3	Recommend that future Fleet Vehicle purchases are financed from Self-Insurance Fund		
Item #3	No Contributions to Self Insurance Fund 2018-20; Reviewed Prior to 2021		
Item #5	Carbon offset		

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

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

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

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

		2019	2020		2021		2022		2023		2024
		Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Coordinator's Fees	-	-		-		-		-		-
2	Carry Forward from Prior Year	128									
	<b>Annual Budget</b>	<b>128</b>	<b>-</b>		<b>-</b>		<b>-</b>		<b>-</b>		<b>-</b>

Notes: Previous Year Budget 128  
Actual to December 31, 2019 (24)

Item #1 BC Lung has extended the program to December 2018

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

### Five Year Financial Plan

Name	Woodstove Exchange - Rebates Paid	2019	2020		2021		2022		2023		2024
Account No	12 121 906 - 001	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Rebates Paid 25 @ \$250)	-	-		-		-		-		-
2	Top Ups provided by Local Government										
	Carry Forward from Prior Year (3 @ \$250.00)										
	Carry Forward from Prior Year (-1 @ \$250.00 & 5 @ \$250.00)	3,000									
	Annual Budget	3,000	-		-		-		-		-

Notes:		Previous Year Budget	3,000
		Actual to December 31, 2019	1,250
Item #1	BC Lung has extended the program to December 2015		
Item #2	Average top up \$100 each		

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

### Five Year Financial Plan

Name	Woodstove Exchange - Other Expenses	2019	2020		2021		2022		2023		2024
Account No	12 121 907 - 001	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
	Other Expenses Include:	-	-		-		-		-		-
1	Telephones, Internet and Communication										
2	Advertising and Promotions										
3	Travel and Mileage										
4	Carry Forward from Prior Year	392									
	Annual Budget	392	-		-		-		-		-

Notes:		Previous Year Budget	392
		Actual to December 31, 2019	144
Item #1	BC Lung has extended the program to December 2015		

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Name	Woodstove Exchange - Workshops	2019	2020		2021		2022		2023		2024
Account No	12 121 908 - 001	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Woodstove Workshops, Public Education	-	-		-		-		-		-
	(includes wages)										
	Annual Budget	-	-		-		-		-		-

Notes:		Previous Year Budget	-
		Actual to December 31, 2019	-
Item #1	BC Lung has extended the program to December 2015		
	Included in other expenses		

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

[illegible]

Notes:	Previous Year Budget	-
	Actual to December 31, 2019	-



## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

### Five Year Financial Plan

[illegible]

Notes:	Previous Year Budget	10,000
	Actual to December 31, 2019	10,000
<u>Board motion 2014 to provide grant to Columbia Gardens Water Supply of up to \$10,000</u>		

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

[illegible]

Notes:	Previous Year Budget	36,560
	Actual to December 31, 2019	2,360
Item #2	Booth for UBCM/FCM promoting the Kootenays with CBT and other Kootenay RD	

Item #2	Booth for UBCM/FCM promoting the Kootenays with CBT and other Kootenay RDs
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REGIONAL DISTRICT OF KOOTENAY BOUNDARY 2020 BUDGET - BOARD FEE CHARGE						
DESCRIPTION	EXHIBIT NO.	BUDGET FEE 2020	Climate Change Initiative	Total For 2020	MONTH	ACCOUNT
General Government Services	001	-	-	-	-	12 121 999 - 001
Electoral Area Administration	002	18,071	1,836	19,907	1,659.00	12 191 230 - 002
Grants - in - Aid	003	9,642	-	9,642	804.00	12 191 230 - 003
Building & Plumbing Inspection	004	27,150	1,163	28,313	2,359.00	12 292 230 - 004
Planning & Development	005	43,480	4,345	47,825	3,985.00	12 610 230 - 005
Reserve for Feasibility Studies	006	1,463	153	1,616	135.00	12 821 230 - 006
Boundary Economic Development	008	4,497	-	4,497	375.00	12 698 230 - 008
Police Based Victims' Assistance	009	1,463	-	1,463	122.00	12 750 230 - 009
Regionalized Waste Management	010	50,598	3,947	54,545	4,545.00	12 433 230 - 010
Emergency Preparedness	012	4,409	1,163	5,572	464.00	12 258 230 - 012
Parks & Trails - Area 'B'	014	11,198	1,224	12,422	1,035.00	12 710 230 - 014
9-1-1 Emergency Communications	015	15,779	1,632	17,411	1,451.00	12 255 230 - 015
East End Economic Development	017	4,323	-	4,323	360.00	12 692 230 - 017
Culture Arts & Recreation in the Lower Col	018	11,198	6,344	17,542	1,462.00	12 720 230 - 018
Beaver Valley Regional Parks & Trails	019	11,198	1,224	12,422	1,035.00	12 709 230 - 019
Beaver Valley Arena	020-011	11,198	2,198	13,396	1,116.00	12 715 230 - 020 011
Beaver Valley Recreation	020-013	11,198	1,224	12,422	1,035.00	12 718 230 - 020 013
Recreation - Grand Forks & Area 'D'	021	11,198	1,224	12,422	1,035.00	12 714 230 - 021
Recreation - Greenwood, Midway , 'E'	022	1,463	-	1,463	122.00	12 711 230 - 022
Recreation - Christina Lake	023	1,463	-	1,463	122.00	12 711 230 - 023
Christina Lake Recreation Facilities	024	1,463	-	1,463	122.00	12 711 230 - 024
Area C Regional Parks & Trails	027	6,660	1,224	7,884	657.00	12 721 230 - 027
Grand Forks Arena	030	11,198	882	12,080	1,007.00	12 715 230 - 030
Grand Forks Curling Rink	031	1,463	857	2,320	193.00	12 719 230 - 031
Grand Forks Aquatic Centre	040	11,198	5,008	16,206	1,351.00	12 713 230 - 040
Area 'D' Parks & Trails	045	1,463	-	1,463	122.00	12 722 230 - 045
Heritage Conservation - Area D	047	1,463	-	1,463	113.00	12 722 230 - 047
Fire Protection - East End	050	115,896	4,687	120,583	10,049.00	12 241 230 - 050
Fire Protection - Christina Lake	051	12,739	1,984	14,723	1,227.00	12 242 230 - 051
Fire Protection - Beaverdell	053	1,463	-	1,463	122.00	12 242 230 - 053
Big White Fire - Specified Area	054	12,739	1,173	13,912	1,159.00	12 242 230 - 054
Rural Greenwood Fire Protection	056	1,463	-	1,463	122.00	12 243 230 - 056
Rural Fire Grand Forks	057	14,680	-	14,680	1,223.00	12 245 237 - 057
Kettle Valley Fire Protection	058	5,306	-	5,306	442.00	12 246 237 - 058
Refuse Disposal - Big White	064	5,563	102	5,665	472.00	12 435 230 - 064
Area 'E' Parks & Trails	065	1,463	-	1,463	122.00	12 723 230 - 065
Animal Control - East End	070	4,409	-	4,409	367.00	12 293 230 - 070
Animal Control - West End	071	4,409	-	4,409	367.00	12 293 230 - 071
Big White Security Services	074	4,409	510	4,919	410.00	12 760 230 - 074
Big White Noise Control Service	075	1,463	-	1,463	122.00	12 762 230 - 075
Area 'C' Economic Development	077	1,463	-	1,463	122.00	12 698 230 - 077
Area 'D' & GF Economic Development	078	1,463	-	1,463	122.00	12 698 230 - 078
Area 'E' Economic Development	079	1,463	-	1,463	122.00	12 698 230 - 079
Mosquito Control - Grand Forks, Area 'D'	080	2,719	612	3,331	278.00	12 294 230 - 080
Mosquito Control - Chistina Lake	081	1,463	612	2,075	173.00	12 294 230 - 081
Columbia Gardens Noxious Weed Control	090	1,463	-	1,463	122.00	12 643 230 - 090
Christina Lake Milfoil	091	1,787	204	1,991	166.00	12 643 230 - 091
Noxious Weed Control - Area 'D' & 'E'	092	1,463	-	1,463	122.00	12 643 230 - 092
Street Lighting - Big White	101	1,463	-	1,463	122.00	12 325 230 - 101
Library - Grand Forks, Area 'C' & 'D'	140	4,022	-	4,022	335.00	12 725 230 - 140
Greenwood, Area 'E' Cemetery Service	145	1,463	-	1,463	122.00	12 517 230 - 145
Cemeteries - East End	150	4,670	510	5,180	432.00	12 516 230 - 150
Booundary Intergrated Watershed	170	1,463	-	1,463	122.00	12 610 230 - 170
		498,264	46,042	544,306	45,350.00	
Beaver Valley Water Supply	500	23,310	3,060	26,370	2,198.00	42 411 230 - 500
Christina Lake Water Supply Utility	550	7,959	120	8,079	673.00	42 411 230 - 550
Columbia Gardens Water Supply Utility	600	2,162	102	2,264	189.00	42 411 230 - 600
Rivervale Water Supply Utility	650	7,907	168	8,075	673.00	42 411 230 - 650
East End Regionalized Sewer Utility	700	43,740	4,259	47,999	4,000.00	62 421 230 - 700
Mill Road Sewer Collection Service	710	-	-	-	-	Does Not Apply
Oasis-Rivervale Sewer Utility	800	5,274	102	5,376	448.00	62 441 230 - 800
East End Transit	900	47,327	4,784	52,111	4,343.00	82 230 230 - 900
West End Transit	950	1,463	102	1,565	130.00	82 230 230 - 950
		139,142	12,697	151,839	12,654.00	
TOTAL ANNUAL BUDGET		637,406	58,739	696,145	58,004.00	11 592 001 - 001
Budget Notes:						
- Increase for C.P.I. (2%) 2020			37,319	Carbon Offset Purchases		
- 2020 Carbon Offest Purchases (red)			21,420	Climate Change Initiatives		
			58,739			

Committee Fees Structure 2020	1.000			DETAILS FOR DIRECTORS REMUNERATION			1
Meeting Attendance Rate - Basic		\$ 90.00	PAGE NUMBER 25				
Meeting Attendance Rate - Committee Chair		\$ 120.00					
	Line	Members	Frequency	Basic	Committee Chair	Cost	
Regular Board Meetings	4	13	22	\$ 25,740.00		\$ 25,740.00	
Special Board Meetings, Strategy Sessions	5	13	2	2,340.00		2,340.00	
				\$ 28,080.00	-	\$ 28,080.00	
Policy & Personnel	11	6	11	\$ 5,940.00	1,320.00	7,260.00	
Board - included under Regular Board		13		-	-	-	
Finance Liaison		1	10	650.00		650.00	
Environmental Services - COW		13	10	650.00		650.00	
Protective Services - COW		13	10	650.00		650.00	
Electoral Area Services Committee	11	5	12	5,400.00	1,440.00	6,840.00	
				\$ 13,290.00	\$ 2,760.00	\$ 16,050.00	
Beaver Valley Parks & Trails		3	12	3,240.00	1,440.00	4,680.00	
Boundary Agricultural Committee		1	4	360.00	480.00	840.00	
Boundary Community Development Committee		6	11	5,940.00	1,320.00	7,260.00	
Boundary Weed Management		2	4	720.00	480.00	1,200.00	
East End Services		7	11	6,930.00	1,320.00	8,250.00	
Education and Advisory Committee		3	4	1,080.00	480.00	1,560.00	
Greenwood Area 'E' Cemetery Committee		2	2	360.00	240.00	600.00	
Heritage Steering Committee				-	-	-	
Kettle River Study Stakeholder Committee		6	3	1,620.00	360.00	1,980.00	
Kettle River Study Steering Committee		6	3	1,620.00	360.00	1,980.00	
Utilities		6	10	5,400.00	1,200.00	6,600.00	
West Kootenay Transit Committee		3	3	810.00	360.00	1,170.00	
Area B Parks & Trails		1	9	810.00		810.00	
Columbia Basin Trust Water and Treaty Committee		2	12	2,160.00		2,160.00	
Okanagan Film Commission		1	9	810.00		810.00	
Public Hearings Attendance		1	24	2,160.00		2,160.00	
Reading Allowance (S.I.D.I.T) COM Rate		3	6	824.76		824.76	
	14			\$ 34,844.76	\$ 8,040.00	\$ 42,884.76	
				\$ 76,214.76	\$10,800.00	\$ 87,014.76	
					Line 10		





REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
FIVE YEAR FINANCIAL PLAN  
EXHIBIT 001  
GENERAL GOVERNMENT SERVICES - MFA DEBENTURE DEBT



		PAGE	2018 ACTUAL	2019 BUDGET	2019 ACTUAL	(OVER) UNDER	2020 BUDGET	Increase(Decrease) between 2018 BUDGET and 2019 BUDGET		2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET
								\$	%				
REVENUE:													
13 250 100	MFA due from Fruitvale	2	122,548	122,548	122,548	0	122,548.15	0	0.00	122,548.15	122,548.15	122,548.15	122,548.15
13 250 200	MFA due from Grand Forks	3	205,654	203,597	203,597	0	228,418.27	24,821	12.19	228,418.27	228,418.27	228,418.27	228,418.27
13 250 300	MFA due from Greenwood	4	23,478	23,478	23,478	0	7,280.75	-16,197	-68.99	7,280.75	-	-	-
13 250 400	MFA due from Midway	5	17,997	18,368	18,368	0	18,739.17	371	2.02	18,739.17	18,739.17	18,739.17	16,387.92
13 250 500	MFA due from Montrose	6	0	0	0	0	-	0	0.00	-	-	-	-
13 250 600	MFA due from Rossland	7	651,370	631,370	631,370	0	631,369.70	0	0.00	631,369.70	631,369.70	577,842.27	509,437.36
13 250 700	MFA due from Trail	8	1,302,668	1,264,418	1,264,418	0	1,264,417.53	0	0.00	1,264,417.53	1,264,417.53	1,264,417.53	1,264,417.53
13 250 800	MFA due from Warfield	9	130,862	130,862	130,862	0	130,861.65	0	0.00	130,861.65	130,861.65	130,861.65	130,861.65
Total Revenue			2,454,576	2,394,640	2,394,640	0	2,403,635.22	8,996	0.38	2,403,635.22	2,396,354.47	2,342,827.04	2,272,070.88
EXPENDITURE:													
MFA for Debenture Members		10 - 12	2,454,576	2,394,640	2,394,640	0	2,403,635.22	8,996	0.38	2,403,635.22	2,396,354.47	2,342,827.04	2,272,070.88
Total Expenditure			2,454,576	2,394,640	2,394,640	0	2,403,635.22	8,996	0.38	2,403,635.22	2,396,354.47	2,342,827.04	2,272,070.88
SUMMARY OF ANNUAL PAYMENTS:													
Total Interest Paid							1,200,247.46			1,200,247.46	1,197,578.70	1,157,083.70	1,128,232.45
Total Principal Paid							1,203,387.76			1,203,387.76	1,198,775.77	1,185,743.34	1,143,838.43
Total Annual Payments							2,403,635.22			2,403,635.22	2,396,354.47	2,342,827.04	2,272,070.88

mfa-bc

## Five Year Financial Plan

[illegible]

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

## Five Year Financial Plan

Name	MFA due from the City of Grand Forks		2019	2020	2021	2022	2023	2024
Account	13 250 200		Prior Year	Budget		Budget		Budget
Item No	Description		Amount	Amount		Amount		Amount
1	MFA Issue # 70 Final Year 2019	June 1st December 1st	8,552.80					
2	MFA Issue # 106 Final Year 2019	April 13th October 13th	10,325.00					
3	MFA Issue # 112 Final Year 2025	April 6th October 6th	1,305.50 4,801.38	1,305.50 4,801.38	1,305.50 4,801.38	1,305.50 4,801.38	1,305.50 4,801.38	1,305.50 4,801.38
4	MFA Issue # 126 Final Year 2033	March 26th September 26th	33,820.71 92,821.16	33,820.71 92,821.16	33,820.71 92,821.16	33,820.71 92,821.16	33,820.71 92,821.16	33,820.71 92,821.16
5	MFA Issue # 149 Final Year 2044	April 9th October 9th	4,760.00	16,416.85	16,416.85	16,416.85	16,416.85	16,416.85
6	MFA Issue # 149 Final Year 2044	April 9th October 9th		16,744.00	16,744.00	16,744.00	16,744.00	16,744.00
				57,748.67	57,748.67	57,748.67	57,748.67	57,748.67
		Current Year Budget	203,597.02	228,418.27	228,418.27	228,418.27	228,418.27	228,418.27

Notes: SUMMARY:

Total Interest Paid	\$ 92,959.83	\$ 113,260.42	\$ 113,260.42	\$ 113,260.42	\$ 113,260.42	\$ 113,260.42
Total Principal Paid	110,637.19	115,157.85	115,157.85	115,157.85	115,157.85	115,157.85
Total Paid	\$ 203,597.02	\$ 228,418.27	\$ 228,418.27	\$ 228,418.27	\$ 228,418.27	\$ 228,418.27



Name	MFA due from the City of Greenwood	2019	2020	2021	2022	2023	2024
Account	13 250 300	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	MFA Issue #75 June 1st	1,334.38	1,334.38	1,334.38			
	Final Year 2021 December 31st	5,946.37	5,946.37	5,946.37			
2	MFA Issue # 106 April 13th	2,684.50					
	Final Year 2019 October 13th	13,512.32					
	Current Year Budget	23,477.57	7,280.75	7,280.75	-	-	-

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

[illegible]

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

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

[illegible]

Notes:		SUMMARY:												
Item #2		Total Interest Paid	\$	372,228.88	\$	372,228.88	\$	372,228.88	\$	372,228.88	\$	331,733.88	\$	305,233.88
		Total Principal Paid		259,140.82		259,140.82		259,140.82		259,140.82		246,108.39		204,203.48
		Total Paid	\$	631,369.70	\$	631,369.70		631,369.70		631,369.70		577,842.27		509,437.36

Name	MFA due from the City of Trail		2019	2020	2021	2022	2023	2024
Account	13 250 700		Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount	
1	MFA Issue #74 June 1st	22,276.84	22,276.84	22,276.84	22,276.84	22,276.84	22,276.84	
	Final Year 2026 December 1st	6,562.50	6,562.50	6,562.50	6,562.50	6,562.50	6,562.50	
2	MFA Issue #77 June 1st	80,196.63	80,196.63	80,196.63	80,196.63	80,196.63	80,196.63	
	Final Year 2027 December 1st	23,625.00	23,625.00	23,625.00	23,625.00	23,625.00	23,625.00	
3	MFA Issue #95 April 13th	19,332.00	19,332.00	19,332.00	19,332.00	19,332.00	19,332.00	
	Final Year 2025 October 13th	98,296.18	98,296.18	98,296.18	98,296.18	98,296.18	98,296.18	
4	MFA Issue #104 May 20th	24,650.00	24,650.00	24,650.00	24,650.00	24,650.00	24,650.00	
	Final Year 2029 November 20th	81,738.98	81,738.98	81,738.98	81,738.98	81,738.98	81,738.98	
5	MFA Issue #126 March 26th	47,782.35	47,782.35	47,782.35	47,782.35	47,782.35	47,782.35	
	Final Year 2033 September 26th	131,138.97	131,138.97	131,138.97	131,138.97	131,138.97	131,138.97	
6	MFA Issue #137 April 19th	190,121.56	190,121.56	190,121.56	190,121.56	190,121.56	190,121.56	
	Final Year 2041 October 19th	63,908.00	63,908.00	63,908.00	63,908.00	63,908.00	63,908.00	
7	MFA Issue #141 April 7th	110,918.27	110,918.27	110,918.27	110,918.27	110,918.27	110,918.27	
	Final Year 2027 October 7th	15,339.80	15,339.80	15,339.80	15,339.80	15,339.80	15,339.80	
8	MFA Issue #141 April 7th	260,498.45	260,498.45	260,498.45	260,498.45	260,498.45	260,498.45	
	Final Year 2042 October 7th	88,032.00	88,032.00	88,032.00	88,032.00	88,032.00	88,032.00	
	Current Year Budget	1,264,417.53	1,264,417.53	1,264,417.53	1,264,417.53	1,264,417.53	1,264,417.53	

<b>Notes:</b>	<b>SUMMARY:</b>
Total Interest Paid \$	\$ 578,463.30      \$ 578,463.30      \$ 578,463.30      \$ 578,463.30      \$ 578,463.30      \$ 578,463.30
Total Principal Paid	685,954.23      685,954.23      685,954.23      685,954.23      685,954.23      685,954.23
Total Paid \$	\$ 1,264,417.53      \$ 1,264,417.53      \$ 1,264,417.53      \$ 1,264,417.53      \$ 1,264,417.53      \$ 1,264,417.53

Name	MFA due from the Village of Warfield		2019	2020		2021		2022		2023		2024
Account	13 250 800		Prior Year	Budget		Budget		Budget		Budget		Budget
Item No		Description	Amount	Amount		Amount		Amount		Amount		Amount
1	<a href="#">MFA Issue #112</a>	April 6th	27,975.00	27,975.00		27,975.00		27,975.00		27,975.00		27,975.00
	<b>Final Year 2025</b>	October 6th	102,886.65	102,886.65		102,886.65		102,886.65		102,886.65		102,886.65
2												
3												
		<b>Current Year Budget</b>	<b>130,861.65</b>	<b>130,861.65</b>		<b>130,861.65</b>		<b>130,861.65</b>		<b>130,861.65</b>		<b>130,861.65</b>

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

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	MFA Debenture for Members - Summary		2019	2020	2021	2022	2023	2024
	Page 1		Prior Year	Budget	Budget	Budget	Budget	Budget
Issue No	Description		Amount	Amount	Amount	Amount	Amount	Amount
66	City of Rossland	May 5th	6,997.50	6,997.50	6,997.50	6,997.50		
	Final Year 2022	November 5th	20,029.93	20,029.93	20,029.93	20,029.93		
68	City of Rossland	March 24th	68,404.91	68,404.91	68,404.91	68,404.91	68,404.91	
	Final Year 2023	September 24th	26,500.00	26,500.00	26,500.00	26,500.00		
70	City of Grand Forks	June 1st	8,552.80					
	Final Year 2019	December 1st						
74	City of Trail	June 1st	22,276.84	22,276.84	22,276.84	22,276.84	22,276.84	22,276.84
	Final Year 2026	December 1st	6,562.50	6,562.50	6,562.50	6,562.50	6,562.50	6,562.50
75	City of Greenwood	June 1st	1,334.38	1,334.38	1,334.38			
	Final Year 2021	December 1st	5,946.37	5,946.37	5,946.37			
77	City of Trail	June 1st	80,196.63	80,196.63	80,196.63	80,196.63	80,196.63	80,196.63
	Final Year 2027	December 1st	23,625.00	23,625.00	23,625.00	23,625.00	23,625.00	23,625.00
81	Village of Midway	April 22nd	6,970.03	7,341.28	7,341.28	7,341.28	7,341.28	7,341.28
	Final Year 2024	October 22nd	2,351.25	2,351.25	2,351.25	2,351.25	2,351.25	-
95	City of Trail	April 13th	19,332.00	19,332.00	19,332.00	19,332.00	19,332.00	19,332.00
	Final Year 2025	October 13th	98,296.18	98,296.18	98,296.18	98,296.18	98,296.18	98,296.18
95	Village of Midway	April 13th	1,486.80	1,486.80	1,486.80	1,486.80	1,486.80	1,486.80
	Final Year 2025	October 13th	7,559.84	7,559.84	7,559.84	7,559.84	7,559.84	7,559.84
104	City of Trail	May 20th	24,650.00	24,650.00	24,650.00	24,650.00	24,650.00	24,650.00
	Final Year 2029	November 20th	81,738.98	81,738.98	81,738.98	81,738.98	81,738.98	81,738.98
	Total Page 1		512,811.94	504,630.39	504,630.39	497,349.64	443,822.21	373,066.05

Notes:

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REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	MFA Debenture for Members - Summary		2019	2020	2021	2022	2023	2024
	Page 2		Prior Year	Budget	Budget	Budget	Budget	Budget
Issue No	Description		Amount	Amount	Amount	Amount	Amount	Amount
106	City of Grand Forks	April 13th	10,325.00					
	Final Year 2019	October 13th	51,970.47					
106	City of Greenwood	April 13th	2,684.50					
	Final Year 2019	October 13th	13,512.32					
112	City of Grand Forks	April 6th	1,305.50	1,305.50	1,305.50	1,305.50	1,305.50	1,305.50
	Final Year 2025	October 6th	4,801.38	4,801.38	4,801.38	4,801.38	4,801.38	4,801.38
112	Village of Warfield	April 6th	27,975.00	27,975.00	27,975.00	27,975.00	27,975.00	27,975.00
	Final Year 2025	October 6th	102,886.65	102,886.65	102,886.65	102,886.65	102,886.65	102,886.65
117	City of Rossland	April 12th	23,616.94	23,616.94	23,616.94	23,616.94	23,616.94	23,616.94
	Final Year 2031	October 12th	72,422.98	72,422.98	72,422.98	72,422.98	72,422.98	72,422.98
126	City of Trail	March 26th	47,782.35	47,782.35	47,782.35	47,782.35	47,782.35	47,782.35
	Final Year 2033	September 26th	131,138.97	131,138.97	131,138.97	131,138.97	131,138.97	131,138.97
126	City of Grand Forks	March 26th	33,820.71	33,820.71	33,820.71	33,820.71	33,820.71	33,820.71
	Final Year 2033	September 26th	92,821.16	92,821.16	92,821.16	92,821.16	92,821.16	92,821.16
127	City of Rossland	April 7th	137,320.40	137,320.40	137,320.40	137,320.40	137,320.40	137,320.40
	Final Year 2044	October 7th	66,000.00	66,000.00	66,000.00	66,000.00	66,000.00	66,000.00
137	City of Trail	April 19th	190,121.56	190,121.56	190,121.56	190,121.56	190,121.56	190,121.56
	Final Year 2041	October 19th	63,908.00	63,908.00	63,908.00	63,908.00	63,908.00	63,908.00
	Total Page 2		1,074,413.89	995,921.60	995,921.60	995,921.60	995,921.60	995,921.60

Notes:

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Name	MFA Debenture for Members - Summary Page 3		2019 Prior Year	2020 Budget		2021 Budget		2022 Budget		2023 Budget		2024 Budget
Issue No	Description		Amount	Amount		Amount		Amount		Amount		Amount
141	Village of Fruitvale	April 7th	87,548.15	87,548.15		87,548.15		87,548.15		87,548.15		87,548.15
	Final Year 2047	October 7th	35,000.00	35,000.00		35,000.00		35,000.00		35,000.00		35,000.00
141	City of Trail	April 7th	110,918.27	110,918.27		110,918.27		110,918.27		110,918.27		110,918.27
	Final Year 2027	October 7th	15,339.80	15,339.80		15,339.80		15,339.80		15,339.80		15,339.80
141	City of Trail	April 7th	260,498.45	260,498.45		260,498.45		260,498.45		260,498.45		260,498.45
	Final Year 2042	October 7th	88,032.00	88,032.00		88,032.00		88,032.00		88,032.00		88,032.00
142	City of Rossland	April 4th	63,000.00	63,000.00		63,000.00		63,000.00		63,000.00		63,000.00
	Final Year 2047	October 4th	147,077.04	147,077.04		147,077.04		147,077.04		147,077.04		147,077.04
149	City of Grand Forks	April 9th		4,760.00		4,760.00		4,760.00		4,760.00		4,760.00
	Final Year 2044	October 9th		16,416.85		16,416.85		16,416.85		16,416.85		16,416.85
149	City of Grand Forks	April 9th		16,744.00		16,744.00		16,744.00		16,744.00		16,744.00
	Final Year 2044	October 9th		57,748.67		57,748.67		57,748.67		57,748.67		57,748.67
	Total Page 3		807,413.71	903,083.23		903,083.23		903,083.23		903,083.23		903,083.23
	Total Pages 1 & 2		1,587,225.83	1,500,551.99		1,500,551.99		1,493,271.24		1,439,743.81		1,368,987.65
	Current Year Budget		2,394,639.54	2,403,635.22		2,403,635.22		2,396,354.47		2,342,827.04		2,272,070.88

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2020

mfa-bc

Issue # MUNICIPAL MFA of BC Issues:		Amount Due	
68	City of Rossland	March 24, 2020	68,404.91
126	City of Grand Forks	March 26, 2020	33,820.71
126	City of Trail	March 26, 2020	47,782.35
			81,603.06
142	City of Rossland	April 4, 2020	63,000.00
112	City of Grand Forks	April 6, 2020	1,305.50
112	Village of Warfield	April 6, 2020	27,975.00
141	Village of Fruitvale	April 7, 2020	87,548.15
141	City of Trail	April 7, 2020	110,918.27
141	City of Trail	April 7, 2020	260,498.45
127	City of Rossland	April 7, 2020	137,320.40
149	City of Grand Forks	April 9, 2020	4,760.00
149	City of Grand Forks	April 9, 2020	16,744.00
117	City of Rossland	April 12, 2020	23,616.94
95	City of Trail	April 13, 2020	19,332.00
95	Village of Midway	April 13, 2020	1,486.80
137	City of Trail	April 19, 2020	190,121.56
81	Village of Midway	April 22, 2020	7,341.28
66	City of Rossland	May 5, 2020	6,997.50
104	City of Trail	May 20, 2020	24,650.00
74	City of Trail	June 1, 2020	22,276.84
75	City of Greenwood	June 1, 2020	1,334.38
77	City of Trail	June 1, 2020	80,196.63
68	City of Rossland	September 24, 2020	26,500.00
126	City of Grand Forks	September 26, 2020	92,821.16
126	City of Trail	September 26, 2020	131,138.97
			223,960.13
142	City of Rossland	October 4, 2017	147,077.04
112	City of Grand Forks	October 6, 2020	4,801.38
112	Village of Warfield	October 6, 2020	102,886.65
141	Village of Fruitvale	October 7, 2020	35,000.00
141	City of Trail	October 7, 2020	15,339.80
141	City of Trail	October 7, 2020	88,032.00
127	City of Rossland	October 7, 2020	66,000.00
149	City of Grand Forks	October 9, 2019	16,416.85
149	City of Grand Forks	October 9, 2019	57,748.67
117	City of Rossland	October 12, 2020	72,422.98
95	City of Trail	October 13, 2020	98,296.18
95	Village of Midway	October 13, 2020	7,559.84
137	City of Trail	October 19, 2016	63,908.00
81	Village of Midway	October 22, 2020	2,351.25
66	City of Rossland	November 5, 2020	20,029.93
104	City of Trail	November 20, 2020	81,738.98
74	City of Trail	December 1, 2020	6,562.50
75	City of Greenwood	December 1, 2020	5,946.37
77	City of Trail	December 1, 2020	23,625.00
			36,133.87
Total 2020		\$ 2,403,635.22	



REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
FIVE YEAR FINANCIAL PLAN

EXHIBIT NO 006  
FEASIBILITY STUDIES

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

	PAGE	2018 ACTUAL	2019 BUDGET	2019 ACTUAL	(OVER) UNDER	2020 BUDGET	Increase(Decrease) between 2019 BUDGET and 2020 BUDGET	
							\$	%
<b>REVENUE</b>								
Property Tax Requisition	2	46,673	8,867	8,867	0	3,684	(5,183)	(58)
11 210 100 Federal Grant In Lieu	3	143	100	6	94	100	0	0.00
11 590 159 Miscellaneous Revenue	4	7,000	35,000	9,535	25,465	25,000	(10,000)	(28.57)
11 911 100 Previous Year's Surplus	5	14,786	57,620	57,620	0	72,832	15,212	26.40
Total Revenue		68,602	101,587	76,028	25,559	101,616	29	0.03
<b>EXPENDITURE</b>								
12 821 230 Board Fee	6	1,559	1,587	927	660	1,616	29	1.83
12 821 999 Contingencies	7	9,424	100,000	2,270	97,731	100,000	0	0.00
12 821 990 Prior Year Deficit	8	0	0	0	0	0	0	0.00
Total Expenditure		10,983	101,587	3,197	98,391	101,616	29	0.03
Surplus (Deficit)		57,620		72,832				

2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET
41,548	41,581	41,615	41,649
100	100	100	100
0	0	0	0
0	0	0	0
41,648	41,681	41,715	41,749
1,648	1,681	1,715	1,749
40,000	40,000	40,000	40,000
0	0	0	0
41,648	41,681	41,715	41,749

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Property Tax Requisition		2020	2021	2022	2023	2024
		Budget	Budget	Budget	Budget	Budget
2019						
Actual	Description	Amount	Amount	Amount	Amount	Amount
267	11 830 100 006 Fruitvale	111	1,251	1,252	1,252	1,254
781	11 830 200 006 Grand Forks	324	3,657	3,660	3,660	3,666
87	11 830 300 006 Greenwood	36	409	409	409	410
136	11 830 400 006 Midway	57	638	639	639	640
137	11 830 500 006 Montrose	57	641	641	641	642
867	11 830 600 006 Rossland	360	4,062	4,066	4,066	4,072
2,007	11 830 700 006 Trail	834	9,404	9,412	9,412	9,427
208	11 830 800 006 Warfield	87	976	977	977	979
820	11 830 901 006 Electoral Area 'A'	341	3,841	3,844	3,844	3,851
451	11 830 902 006 EA 'B' / Lower Columbia/Old Glory	188	2,115	2,116	2,116	2,120
879	11 830 903 006 EA 'C' / Christina Lake	365	4,117	4,120	4,120	4,126
599	11 830 904 006 EA 'D' / Rural Grand Forks	249	2,808	2,810	2,810	2,815
1,628	11 830 905 006 EA 'E' / West Boundary	677	7,629	7,635	7,635	7,647
8,867						
	This Year Requisition	3,684	41,548	41,581	41,615	41,649
	Total Requisition	3,684	41,548	41,581	41,615	41,649

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REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Federal Grant In Lieu	2019	2020	2021	2022	2023	2024
Account	11 210 100 006	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Federal Grant In Lieu	100	100	100	100	100	100
Current Year Budget		100	100	100	100	100	100

Notes:	Previous Year Budget	100
	Actual to December 31, 2019	6

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY Five Year Financial Plan

[illegible]

Notes:	Previous Year Budget	35,000
	Actual to December 31, 2019	9,535
1 Reimbursement from Christina Waterworks - service established in 2017		
2 Grant for Oasis and Deer Ridge, Grand Forks Irrigation and Bridesville transition studies		

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Previous Year's Surplus	2019	2020	2021	2022	2023	2024				
Account	11 911 100 006	Prior Year	Budget	Budget	Budget	Budget	Budget				
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount				
1	Previous Year's Surplus	57,620	72,832								
Current Year Budget		57,620	72,832	-	-	-	-				
Notes:		Previous Year Budget	57,620								
		Actual to December 31, 2019	57,620								

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Board Fee	2019	2020		2021		2022		2023		2024
Account	12 821 230 006	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Board Fee (2% increase for C.P.I.)	1,434	1,463	2.0%	1,492	2.0%	1,522	2.0%	1,553	2.0%	1,584
2	Carbon Offset & Climate Change Initiatives	153	153	2.0%	156	2.0%	159	2.0%	162	2.0%	166
Current Year Budget		1,587	1,616		1,648		1,681		1,715		1,749

Notes:	Previous Year Budget	1,587
	Actual to December 31, 2019	927



[illegible]

2. Big White Community Centre Feasibility Study \$30k
3. Studies for Oasis, Deer Ridge and Grand Forks Irrigation \$45,000

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Name	Previous Year's Deficit	2019	2020		2021		2022		2023		2024
Account	12 821 990 006	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Previous Year's Deficit	-	-								
	Current Year Budget	-	-		-		-		-		-

Notes:	Previous Year Budget	-
	Actual to December 31, 2019	-



# Big White Solid Waste Management

## 2020 Work Plan



### Big White Solid Waste Management

2019

Janine Dougall, General Manager, Environmental Services



## Big White Solid Waste Management

### 2020 Work Plan

**Service Name:** Big White Solid Waste Management

**Service Number:** 064

**Committee Having Jurisdiction:** Board of Directors

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

**Description of Service:**

Provides solid waste management services to Big White.

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

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

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

**Establishing Authority:**

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

**Requisition Limit:**

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

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

**2019 Requisition / Budgeted Expenditures / Actual Expenditures:**

Requisition - \$262,588 / Budgeted Expenditures - \$281,004 / Actual Projected Expenditures - \$259,257

**Reserve Balance Projections:**

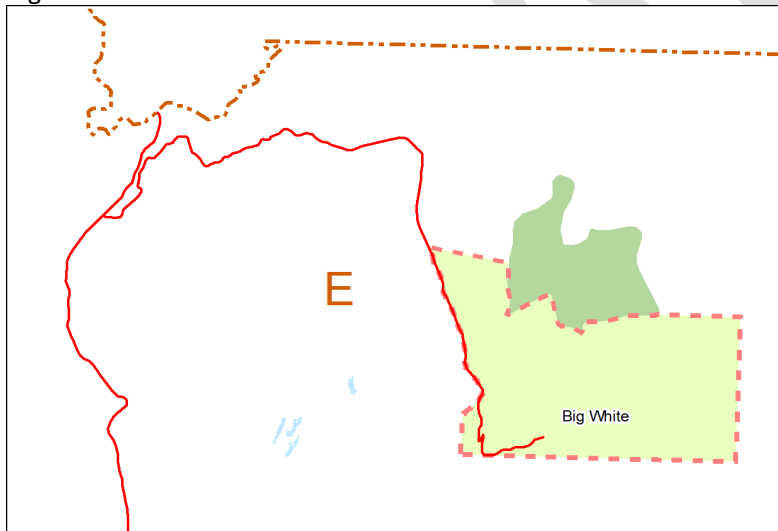
	2019	2020	2021	2022	2023	2024
Opening Balance	\$0	\$0	\$5,000	\$10,050	\$10,150	\$10,252
Closing Balance	\$0	\$5,000	\$10,050	\$10,150	\$10,252	\$10,354

**Regulatory or Administrative Bylaws:**

Not Applicable

**Service Area / Participants:**

Big White

**Service Levels**

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

**Human Resources:**

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

**2019 Accomplishments:**

RDKB staff completed a review of the current solid waste collection services provided to businesses/buildings in Big White. This review was required due to questions being fielded from community members regarding a perceived discrepancy in service levels (i.e. why do some buildings have garbage/recycling rooms in the buildings while others do not). Fundamentally, the provision of service to buildings is tied to the requirements outlined in the Big White Official Community Plan, Bylaw 1125 which specifies that for multi-family buildings with ten or more units and commercial buildings garbage/recycling infrastructure (waste room) is required. For those buildings that do not trigger the waste room requirements, the expectation has been for the residents to self-haul their garbage and recycling to the transfer station facility.

RDKB staff have also been engaging with Stewards representing provincially regulated extended producer responsibility programs to see if improved access to recycling can be achieved for items such as beverage containers, large appliances, small appliances and household hazardous waste. The intent behind the conversations has been to obtain a commitment from the Stewards to pick up collected products and determine what infrastructure upgrades would be required at the Big White Transfer Station. To date positive conversations have been had with representatives of the large appliance, small appliance, lighting and household hazardous waste programs.

Encorp has initiated an Express and Go pilot program in Tofino which entails the placement of a customized container (along with power) in which can be stored bags of collected beverage containers. At a separate attended location a kiosk exists to which people interested in collecting beverage containers sign up for an account and then are printed labels that can be attached to the bags. A local Bottle Depot then removes the collected bags from the container, processes the bottles and distributes the deposit refund to the account holder through electronic means. This type of collection program is seen as a model with significant potential for implementation at Big White. Further conversations with representatives of Encorp and the Brewers Distributors will continue into 2020.

**2019 Projects Not Completed:**

Planned project work for addressing on-site drainage issues were not completed in 2019, due to the ongoing assessment for potential infrastructure upgrades to the facility. This project is now planned for completion in 2020.

**Significant Issues and Trends:***Recycling Contamination Rates:*

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

An audit of the composition of the recycling stream collected in the unattended bin at the Big White Transfer Station as well as from buildings/commercial business with waste rooms was completed in February 2019. The audit material was gathered between January 31<sup>st</sup>, 2019 and February 25<sup>th</sup>, 2019. The audit occurred on February 28<sup>th</sup>, 2019. The total weight of audited material was 23,082 kgs. The composition of the material in the recycling stream is indicating significant amounts of non-recyclable materials (garbage) are being placed in the bin. Although signs are located at the facility to try and educate residents on what is to go into the bins, the fact that the site is unattended is not helping matters.

The results from the 2019 recycling stream audit are as follows:







Material Type	Percentage Based on Weight
Cardboard (OCC)	40
Garbage	21
Mixed Paper	20
PCF Plastics	11
Glass	4
Tin	3
Plastic Film	1

For the years from 2013-2018 the garbage percentage was between 15-17%. The increase to 21% is seen as a significant issue. There is concern that should contamination rates remain at levels greater than 20%, the service is at risk of the recycling processing contractor refusing loads which would then be ultimately directed to landfill, or the cost of processing the recycling product will increase substantially.

*Bear Aware:*

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

**2020 Proposed Projects:**

Strategic Priority	Project name	Days to Complete	Internal/External	Budget (Est)	Risk/priority
	Drainage Upgrades	10	Both	\$24,000	Medium
	Big White Transfer Station Maintenance Contract Renewal	10	Internal	N/A	High
   	Community Issues Analysis	15	Internal	N/A	High

**Project: Drainage Upgrades***Project Description:*

There are existing areas at the Big White Transfer Station facility where water pools primarily during the spring snow-melt period. The project will entail regrading and installing where required appropriate drainage infrastructure.

*Relationship to Strategic Priorities:*

This project is directly related to the provision of “Exceptional Cost Effective and Efficient Services”.

**Project: Big White Transfer Station Maintenance Contract Renewal***Project Description:*

The contract for conducting maintenance activities at the unattended Big White Transfer Station facility expires at the end of June 2020. Work associated with the current contract includes:

- Attending the site on a regular basis to conduct clean-up activities;
- Liaising with building managers, Big White Staff and collection contractor;
- Transporting stewardship and bulky items to Kelowna for appropriate recycling or disposal.

As such a project identified is the conducting of a procurement process for renewal of this contract.

*Relationship to Strategic Priorities:*

This project is directly related to the provision of “Exceptional Cost Effective and Efficient Services”.



**Project: Community Issues Analysis***Project Description:*

It is planned that RDKB Environmental Services staff will be active participants in a community issues analysis for Big White. It is anticipated that solid waste services will be a topic of interest for the community.

*Relationship to Strategic Priorities:*

Participation in this project will allow for a greater understanding of community concerns and needs which will contribute to the potential future development of solid waste infrastructure to support the goal of landfill extension by “zero waste” under the “Environmental Stewardship/Climate Preparedness” strategic priority area.



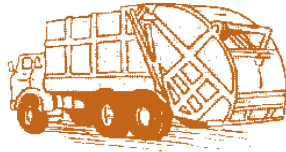
This project is also directly related to the provision of “Exceptional Cost Effective and Efficient Services” as well as “Responding to Demographic/Economic/Social Change”.



Given that direct communication will take place with community stakeholders, the strategic priority area of “Improve and Enhance Communication” is also related to this project.

**Action Item List**

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



REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
FIVE YEAR FINANCIAL PLAN

EXHIBIT NO 064

REFUSE DISPOSAL SPECIFIED AREA - BIG WHITE

PARTICIPANT: Big White Refuse Specified Area

						Increase(Decrease) between 2019 BUDGET and 2020 BUDGET							
PAGE		2018 ACTUAL	2019 BUDGET	2019 ACTUAL	(OVER) UNDER	2020 BUDGET	\$	%	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	
REVENUE													
11 831 064	Property Tax Requisition	2	255,853	262,588	262,588	0	271,662	9,074	3.46	265,308	267,509	269,754	272,044
11 590 159	Miscellaneous Revenue	3	0	0	0	0	0	0	0.00	0	0	0	0
11 911 100	Previous Year's Surplus	4	5,524	18,416	18,416	0	21,747	3,331	18.09	0	0	0	0
11 920 002	From General Capital Fund	5	0	0	0	0	0	0	0.00	0	0	0	0
11 921 205	Transfer From Reserve	6	0	0	0	0	0	0	0.00	0	0	0	0
Total Revenue			261,377	281,004	281,004	0	293,409	12,405	4.41	265,308	267,509	269,754	272,044
EXPENDITURE													
12 435 111	Wages & Benefits	7	4,640	7,753	7,753	0	7,912	158	2.04	7,998	8,158	8,321	8,488
12 435 210	Travel	8	0	250	0	250	250	0	0.00	250	250	250	250
12 435 216	Insurance	9	690	774	774	0	789	15	2.00	805	821	838	855
12 435 230	Board Fee	10	5,449	5,556	5,556	0	5,665	109	1.96	5,778	5,894	6,012	6,132
12 435 233	Consultant Fees	11	0	0	0	0	0	0	0.00	0	0	0	0
12 435 239	Site Maintenance	12	12,331	18,000	18,000	0	18,360	360	2.00	18,727	19,102	19,484	19,873
12 435 242	Operating Contracts (Transfer)	13	138,039	142,000	142,000	0	146,000	4,000	2.82	150,000	155,000	155,000	155,000
12 435 265	Tipping Fees - Kelowna	14	69,718	70,000	73,000	(3,000)	73,000	3,000	4.29	74,460	75,949	77,468	79,018
12 435 553	Utilities	15	1,511	2,000	1,800	200	2,040	40	2.00	2,081	2,122	2,165	2,208
12 435 611	Capital/Amortization - Transfer	16	0	24,000	0	24,000	24,000	0	0.00	0	0	0	0
12 435 741	Contribution to Reserve	17	0	0	0	0	5,000	5,000	0.00	5,000	0	0	0
12 435 811	Interest Expense - Short Term	18	584	471	374	97	189	(282)	(59.87)	0	0	0	0
12 435 830	Debt Principal	19	10,000	10,000	10,000	0	10,000	0	0.00	0	0	0	0
12 435 990	Previous Year's Deficit	20	0	0	0	0	0	0	0.00	0	0	0	0
12 435 999	Contingencies	21	0	200	0	200	204	4	2.00	208	212	216	221
Total Expenditure			242,961	281,004	259,257	21,747	293,409	12,405	4.41	265,308	267,509	269,754	272,044
Surplus(Deficit)			18,416		21,747								

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY Five Year Financial Plan

	Property Tax Requisition	2020	2021	2022	2023	2024
2019	11 831 064 064	Budget	Budget	Budget	Budget	Budget
Actual	Description	Amount	Amount	Amount	Amount	Amount
262,588	Refuse Disposal Big White Specified Area	271,662	265,308	267,509	269,754	272,044
	Total Requisition	271,662	265,308	267,509	269,754	272,044

Notes:	Previous Year Budget	262,588

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY Five Year Financial Plan

Name	Miscellaneous Revenue
Account	11 590 159 064

2019	Prior Year
------	------------

**2020  
Budget**

**2021  
Budget**

**2022  
Budget**

**2023  
Budget**

**2024  
Budget**

[illegible]

Notes:	Previous Year Budget	-
	Actual to December 31, 2019	-

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY Five Year Financial Plan

Name	Previous Year's Surplus	2019	2020		2021		2022		2023		2024
Account	11 911 100 064	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Previous Year's Surplus	18,416	21,747		-		-		-		-
	Current Year Budget	18,416	21,747		-		-		-		-

Notes:	Previous Year Budget	18,416
	Actual to December 31, 2019	18,416

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY Five Year Financial Plan

Name	From General Capital Fund	2019	2020		2021		2022		2023		2024
Account	11 920 002 064	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1											
	Current Year Budget	-	-		-		-		-		-

Notes:	Previous Year Budget	-
	Actual to December 31, 2019	-
Item #1		

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

### Five Year Financial Plan

[illegible]

Notes:	Previous Year Budget	-
	Actual to December 31, 2019	-
Item #1		

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY Five Year Financial Plan

Name	Wages & Benefits	2019	2020		2021		2022		2023		2024
Account	12 435 111 064	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Director of Environmental Services	4,207	4,304	2.0%	4,390	2.0%	4,478	2.0%	4,567	2.0%	4,658
2	Benefits @ 22%	924	945		947		966		986		1,005
3	Solid Waste Program Coordinator	2,050	2,050	2.0%	2,091	2.0%	2,132	2.0%	2,175	2.0%	2,219
4	Benefits @ 28%	573	573		571		582		594		605
5	Allowance for CUPE Contract		41								
	Current Year Budget	7,753	7,912		7,998		8,158		8,321		8,488

Notes:	Previous Year Budget	7,753
	Actual to December 31, 2019	7,753
122,962	Based on 3.5% Director of Environmental Service Salary	
	Based on 3.0% Solid Waste Program Coordinator	



## REGIONAL DISTRICT OF KOOTENAY BOUNDARY Five Year Financial Plan

[illegible]

Notes:	Previous Year Budget	250
	Actual to December 31, 2019	-

Name	Insurance	2019	2020		2021		2022		2023		2024
Account	12 435 216 064	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Annual premium property insurance	774	789	2.0%	805	2.0%	821	2.0%	838	2.0%	855
	Current Year Budget	774	789		805		821		838		855

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[illegible]

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

### Five Year Financial Plan

Name	<b>Consultant Fees</b>
Account	12 435 233 064

2019  
Prior Year

**2020  
Budget**

**2021  
Budget**

**2022  
Budget**

**2023  
Budget**

## 2024 Budget

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

Notes:	Previous Year Budget	-
	Actual to December 31, 2019	-

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Site Maintenance	2019	2020		2021		2022		2023		2024
Account	12 435 239 064	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Signage	2,000	2,040	2.0%	2,081	2.0%	2,122	2.0%	2,165	2.0%	2,208
2	Door and Building Maintenance	2,500	2,550	2.0%	2,601	2.0%	2,653	2.0%	2,706	2.0%	2,760
3	Plumbing and Electrical	1,500	1,530	2.0%	1,561	2.0%	1,592	2.0%	1,624	2.0%	1,656
4	Hazardous Waste Removal	1,500	1,530	2.0%	1,561	2.0%	1,592	2.0%	1,624	2.0%	1,656
5	Painting	-	-		-		-		-		-
6	General Site Maintenance	4,000	4,080	2.0%	4,162	2.0%	4,245	2.0%	4,330	2.0%	4,416
7	Snow Removal	6,500	6,630	2.0%	6,763	2.0%	6,898	2.0%	7,036	2.0%	7,177
Current Year Budget		18,000	18,360		18,727		19,102		19,484		19,873

Notes:	Previous Year Budget	18,000
	Actual to December 31, 2019	18,000

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Operating Contracts ( Transfer)	2019	2020	2021	2022	2023	2024
Account	12 435 242 064	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Waste Hauling - Contracted	73,000	75,000	77,000	80,000	80,000	80,000
2	Transfer Station Equipment Rental	9,000	9,000	9,000	9,000	9,000	9,000
3	Site Maintenance - Contracted	60,000	62,000	64,000	66,000	66,000	66,000
Current Year Budget		142,000	146,000	150,000	155,000	155,000	155,000

Notes:	Previous Year Budget	142,000
	Actual to December 31, 2019	142,000
Item #1	Waste Hauling (Supersave) - Contract Expires July 31, 2021	
Item #2	Transfer Station Equipment Rental - Compactor Bins (At Source Recycling) - No contract expiry date	
Item #3	Site Maintenance (Ridgetop Meat Pies) - Contract Expires June 30, 2019	

Name	<b>Tipping Fees - Kelowna</b>
Account	12 435 265 064

2020  
Budget

**2022  
Budget**

## 2024 Budget

Notes:	Previous Year Budget	70,000
	Actual to December 31, 2019	73,000

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Utilities	2019	2020		2021		2022		2023		2024
Account	12 435 553 064	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Electricity - Transfer Station	2,000	2,040	2.0%	2,081	2.0%	2,122	2.0%	2,165	2.0%	2,208
Current Year Budget		2,000	2,040		2,081		2,122		2,165		2,208

Notes:	Previous Year Budget	2,000
	Actual to December 31, 2019	1,800



[illegible]

Notes:	Previous Year Budget	24,000
	Actual to December 31, 2019	-

D = Debenture Borrowing
R = Reserves
C = Current Revenues
S = Short Term Borrowing
G = Gas Tax Grant

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Contribution to Reserve	2019	2020	2021	2022	2023	2024
Account	12 435 741 064	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1			5,000	5,000			
Current Year Budget		-	5,000	5,000	-	-	-

Notes:	Previous Year Budget	-
	Actual to December 31, 2019	-

\$ -

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

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY Five Year Financial Plan

[illegible]

Notes:		Previous Year Budget	471
		Actual to December 31, 2019	374
Item #1	Overhead Door Replacement (Estimated Project Cost \$50,000, Interest at 2%)		

Name	Debt Principal	2019	2020		2021		2022		2023		2024
Account	12 435 830 064	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	MFA LUA - Overhead Door Replacement	10,000	10,000								-
	Current Year Budget	10,000	10,000		-		-		-		-

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Name	Previous Year's Deficit
Account	12 435 990 064

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

**2020  
Budget**

**2022  
Budget**

## 2024 Budget

Notes:	Previous Year Budget	-
	Actual to December 31, 2019	-

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

### Five Year Financial Plan

[illegible]

Notes:	Previous Year Budget	200
	Actual to December 31, 2019	-

## Regional District of Kootenay Boundary - Reserve Fund Refuse Disposal Specified Area - Big White

GL Account Number:  
34 700 064

	PROJECTED						Accumulated
	2019	2020	2021	2022	2023	2024	
Opening Balance	0.00	0.00	5,000.00	10,050.00	10,150.50	10,252.01	0.00
<b>Add:</b>							
Transfers In:							
General	0.00	5,000.00	5,000.00	0.00	0.00	0.00	10,000.00
Other							0.00
Interest Earned	0.00	0.00	50.00	100.50	101.51	102.52	354.53
Total Additions	0.00	5,000.00	5,050.00	100.50	101.51	102.52	10,354.53
<b>Less:</b>							
Transfers Out							
General	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other							0.00
Total Reductions	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Closing Balance	0.00	5,000.00	10,050.00	10,150.50	10,252.01	10,354.53	10,354.53
Projected Earned Interest R:	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	

### NOTES:

1 Reserve Established with 2020 Budget (Projected)

08/01/2020

5YR064.xlsx Reserve Projection



# Regional Solid Waste Management

## 2020 Work Plan



### REGIONAL SOLID WASTE MANAGEMENT

2019

Janine Dougall, General Manager, Environmental Services





## Regional Solid Waste Management

### 2020 Work Plan

**Service Name:** Regional Solid Waste Management

**Service Number:** 010

**Committee Having Jurisdiction:** Board of Directors

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

**Description of Service:**

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

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

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

Waste diversion programs, which are an integral component in achieving “zero waste”, include curbside collection, depot operations and partnerships with Extended Producer Responsibility (Stewardship) programs such as RecycleBC and Product Care Recycling.

**Establishing Authority:**

Bylaw 1090, the service establishment bylaw that created the fully regionalized integrated solid waste management service area states that the purpose of the function is to, “*undertake and carry out, or cause to be carried out solid waste management in and for the local service area (the entire RDKB including all municipalities and electoral areas) and do all things necessary or convenient in connection therewith including, but not limited to, collection, removal, recycling, treatment and disposal of waste and noxious, offensive or unwholesome substances*”.

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

**Requisition Limit:**

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

**2019 Requisition / Budgeted Expenditures / Actual Expenditures:**

Requisition - \$1,310,420 / Budgeted Expenditures - \$4,705,420 / Projected Actual Expenditures - \$4,289,277

The majority of revenue is generated from user fees. In 2019, user fee revenue is projected to be approximately \$2,600,000.

**Reserve Balance Projections:**

	2019	2020	2021	2022	2023	2024
Opening Balance	\$2,122,083	\$1,656,804	\$2,277,672	\$229,202	\$259,794	\$292,392
Closing Balance	\$1,656,804	\$2,277,672	\$229,202	\$259,794	\$292,392	\$325,316

**Regulatory or Administrative Bylaws:**

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

**Service Area / Participants:**

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

**Service Levels:**

The RDKB operates six staffed disposal facilities as follows:

Facility	Location	Hours of Operation	Total Number of Hours Open Per Week
Beaverdell Transfer Station	40 Beaverdell Dump Rd.	<b>Open:</b> Wednesday, Sunday: 10am to 2pm. <b>Closed:</b> Monday, Tuesday, Thursday, Friday, Saturday and Statutory Holidays.	8
Rock Creek Transfer Station	1610 Rock Creek Dump Rd.	<b>Open:</b> Monday, Thursday, Saturday: 10am - 3pm, Sunday: 10am - 5pm. <b>Closed:</b> Tuesday, Wednesday, Friday and Statutory Holidays.	22
Christina Lake Transfer Station	834 Cascade Dump Rd.	<i>September-June:</i> <b>Open:</b> Saturday to Monday, Thursday: 10am to 3pm. <b>Closed:</b> Tuesday, Wednesday, Friday and Statutory Holidays.	20
		<i>July-August:</i> <b>Open:</b> Saturday to Tuesday, Thursday: 10am to 3pm. <b>Closed:</b> Wednesday, Friday and Statutory Holidays.	25
West Boundary Regional Landfill	2050 Motherlode Rd.	<b>Open:</b> Tuesday, Friday, Saturday: 9am to 4pm. <b>Closed:</b> Monday, Wednesday, Thursday, Sunday and Statutory Holidays.	21
Grand Forks Regional Landfill	8798 Granby Rd.	<b>Open:</b> Tuesday to Saturday: 8:30am to 4pm, Sunday: 12pm to 4pm. <b>Closed:</b> Monday and Statutory Holidays.	41.5
McKelvey Creek Regional Landfill	1900 Hwy 3B, Trail	<b>Open:</b> Monday to Friday: 7am-5pm Saturday, Sunday: 10am-5pm <b>Closed:</b> Statutory Holidays	64

Unattended RDKB transfer stations are located at:

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

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

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

Packaging and Printed Paper Depot Facilities Operated by the RDKB:

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

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

#### Human Resources:

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

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

## 2019 Accomplishments:

### Planning Projects

#### *Organics Composting Infrastructure:*

Region-wide organics diversion is a RDKB strategic priority. Organics diversion is successfully implemented across the Boundary (excluding Greenwood) with the focus on materials generated from the residential sector. Remaining goals are establishment of residential organics diversion for the eastern communities and region-wide commercial organics diversion. As there are a number of options regarding location of infrastructure and technology selection, the development of an Organics Management Strategy for the RDKB is seen as a key step in the process.

In the development of the Organics Management Strategy a number of scenarios were investigated including upgrading of existing RDKB composting operations, siting and construction of new composting infrastructure as well as the potential partnership with the Regional District of Central Kootenay. Following a thorough review of available scenarios, the RDKB Board of Directors indicated that the upgrading of the organics processing facility in Grand Forks as well as partnering with the Regional District of Central Kootenay for organics generated in the McKelvey Creek Wasteshed was the preferred option in moving forward.

Given this, the RDKB submitted an application under the Organics Infrastructure Program to upgrade the existing Grand Forks facility to take additional organic waste materials generated in the Boundary portion of the RDKB.

With respect to the food waste generated in the McKelvey Creek Wasteshed, at the April 10, 2019 Regional District of Kootenay Boundary Board meeting, the following resolution was passed:

"196-19

*That the Regional District of Kootenay Boundary Board of Directors approve, In Principle, the partnership with the Regional District of Central Kootenay in that the RDKB will supply and/or direct collected organic food waste from the McKelvey Creek Wasteshed to the Central Landfill facility once the organics processing infrastructure is constructed and operations and by no later than the end of 2022."*

Although it was originally indicated that successful projects under the Organics Infrastructure Program would be announced in mid 2019, to date no formal announcements have been made.

#### *Update of Landfill Closure/Post Closure Liability:*

It is recommended that a qualified consultant be hired every three years to complete an analysis of the landfill lifespan and closure/post closure funding requirements for the McKelvey Creek, Grand Forks and West Boundary Landfills. A consultant for this work was secured and the work completed in early 2019 with results included in the 2019-2022 approved budget.

***Landfill Design Operations Closure Plan Updates:***

Planned for 2019 was the completion of updates to the Design, Operation, Closure Plans for the West Boundary, Grand Forks and McKelvey Creek Landfill. The RDKB did proceed with the updating of the DOC Plan for the West Boundary Landfill. The project is anticipated to be completed by the end of 2019.

***Capital Projects******Weigh Scale Upgrades:***

Works were also completed at the Rock Creek Transfer Station in 2018 to allow for the installation of the weigh scales that were removed from the Grand Forks facility. In 2019, the scale was put into place, calibrated and operational.

***Excavator Purchase:***

A new excavator was purchased to replace an existing piece of equipment in the fall of 2019. Delivery of the new excavator is anticipated for early 2020.

***McKelvey Creek Landfill – Additional Property Purchase:***

In 2019 an opportunity presented itself to the RDKB to purchase a 130 acre (53 hectare) property within the City of Trail and located above the McKelvey Creek Landfill. Securing the property will create additional buffer between the landfill and other properties, and ensure that the existing trail network between Miral Heights and Sunningdale remains intact and available for local recreation. The RDKB used \$170,000 in reserve funds to pay for the property.



***Grand Forks Landfill – Paving:***

In 2019, paving work at the Grand Forks Landfill was completed to finish areas around the weigh scale that was previously installed in 2018. Following a procurement process, Selkirk Paving Ltd. was contracted and the work was completed in early November.

***2019 Projects Not Completed:***

There were a number of projects planned for 2019 that were not completed for various reasons. These projects included:

- Design, Operation, Closure Plan Updates for Grand Forks and McKelvey Creek Landfills – As the success of the grants for the development of organics composting infrastructure at the Grand Forks and McKelvey Creek sites will impact DOC Plan development, these projects are being held off until grant application results are known.
- Purchase of Service Truck – Once in the process of initiating the process for purchase of a new service truck, it was determined that the original budget of \$55,000 was insufficient. A more appropriate budget allocation of \$95,000 has been included in the draft budget for 2020 along with a trade-in value of \$20,000.

**Significant Issues and Trends:***Vandalism and Theft:*

Incidences of vandalism and theft from Solid Waste facilities continued 2019 with multiple occurrences. The primary target of thieves was auto batteries from the heavy equipment in the Boundary. For each incident, the RCMP was contacted and where possible, camera footage was provided. Additional steps are being taken such as installation of additional lights and cameras as well as blocking roads that provide perimeter access to the sites.

At the McKelvey Creek Landfill site, beverage containers that were dropped off for collection by a non-profit group have been targeted by thieves. It is anticipated that the occurrence of theft of beverage containers will continue and potentially increase as the deposit value is increasing from \$0.05 to \$0.10 per container.

*Increasing Regulatory Requirements:*

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

In 2019, the Ministry of Environment, Compliance and Enforcement Branch began conducting site visits at RDKB Solid Waste Management Facilities. The last time these types of inspections were conducted was in 2012. The results of the inspections have shown some deficiencies at RDKB facilities, primarily associated with annual reporting and has also highlighted that some of the language in the existing Operational Certificates are outdated and ideally will be changed in the future.

*Marketability of Recyclable Materials:*

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

**2020 Projects:**

At this time, formal announcements under the Organics Infrastructure Program have not yet occurred, however the project list for 2020 does outline further work on implementation of the RDKB Organics Management Strategy. The proposed work assumes that both the RDKB and RDCK are successful in the grant applications and as such infrastructure would be constructed at both the Grand Forks and McKelvey Creek Landfills.



Strategic Priority	Project name	Days to Complete	Internal/External	Budget (Est)	Risk/Priority
	Boundary Service Truck Replacement	10	Both	\$95,000.00	High
 	Fuel/Oil Storage Upgrades - Grand Forks Landfill	10	Both	\$25,000	High
	McKelvey Landfill Truck Replacement	5	Internal	\$45,000.00	High
	Environmental Services Truck Replacement	5	Internal	\$45,000.00	High
 	Boundary Processing Recycling Contract Renewal	10	Internal	N/A	High
 	McKelvey Creek Wasteshed Commercial Recycling Contract Renewal	15	Internal	N/A	High
  	Big White Recycling Infrastructure Upgrades	15	Both	\$30,000	High
	Mount Baldy - General Infrastructure Upgrades	10	Both	\$25,000	Medium
  	Asset Management Planning	Ongoing	Internal	N/A	High
  	Grand Forks Landfill – Organics Infrastructure Upgrade	25	Both	\$155,000	High
  	McKelvey Creek Landfill - Upgrades	25	Both	\$80,000	High

**Project: Boundary Service Truck Replacement***Project Description:*

The RDKB owns a 2008 service truck that that was scheduled for replacement in 2018. The purchase was deferred and is now planned as a 2020 project. The service truck is a critical piece of equipment used to maintain and repair RDKB equipment at all facilities in the Boundary and allows for solid waste management services to be provided in an efficient and cost effective manner.

*Relationship to Board Priorities:*

This project is directly related to the provision of “Exceptional Cost Effective and Efficient Services”.

**Project: Fuel/Oil Storage Upgrades – Grand Forks Landfill***Project Description:*

The current fuel/oil storage infrastructure requires upgrading to meet current regulatory standards such as double wall liners and spill containment system. Due to the regulatory need, the project is considered as high priority.

*Relationship to Board Priorities:*

Having appropriate storage/spill containment for hazardous waste products is related to the strategic priority areas of “Environmental Stewardship/Climate Preparedness” as well as



“Exceptional Cost Effective and Efficient Services”.

**Project: McKelvey Landfill Truck Replacement / Environmental Services Truck Replacement**



*Project Description:*

The RDKB owns a 2004 mid-size truck with approximately 202,000 km that is used at the McKelvey Creek Landfill. Required repairs to the truck have increased in the last year, resulting for the need to replace the truck.

As the use of the truck at the McKelvey Creek Landfill is limited, the 2015 full-size truck that is currently being utilized by the Operations Supervisor (Boundary) will be transferred for use to McKelvey Creek. A new vehicle will then be purchased for the Operations Supervisor.

Currently the Environmental Services Department owns a 2016 full-size truck that is utilized by utilities and other services. The use of the truck is increasing to a point that a second truck is required to meet the needs of the department.

The currently existing full-size truck will be primarily used by the utilities component of the department while the newly purchased mid-size truck will be primarily solid waste. The second truck will also reduce the demands on the RDKB fleet vehicles as the General Manager of Environmental Services will now be able to access an ES truck when required.

*Relationship to Board Priorities:*



This project is directly related to the provision of “Exceptional Cost Effective and Efficient Services”.

### **Project: Boundary Processing Recycling Contract Renewal**

#### *Project Description:*

The Agreement for the Processing of Certain Materials (Recyclables) contract with Cascades Recovery is set to expire on June 30, 2020 and will require renewal. The RDKB provides the opportunity for businesses to drop off their cardboard, rigid plastic, tin cans and office paper for free at all our staffed Boundary facilities: Christina Lake Waste Transfer Station, Grand Forks Landfill, West Boundary (Greenwood) Regional Landfill, Rock Creek Waste Transfer Station, and Beaverdell Waste Transfer Station. The RDKB also provides drop off through bins at three other unstaffed locations: Mt. Baldy Waste Transfer Station, Big White Waste Transfer Station and Idabel Lake resort community. Materials from the Boundary (except for Big White) are transported by RDKB staff to Cascades Recovery in Kelowna for processing and marketing.

#### *Relationship to Board Priorities:*



Continuation of recycling products directly supports the goal of landfill extension by “zero waste” under the “Environmental Stewardship/Climate Preparedness” strategic priority area.



This project is also directly related to the provision of “Exceptional Cost Effective and Efficient Services”.

### **Project: McKelvey Creek Wasteshed Recycling Contract Renewal**

#### *Project Description:*

The Recycling Services Provision Contract - McKelvey Creek Wasteshed is set to expire on April 30, 2020. This work presently includes the provision of a drop off bin at the McKelvey Creek Landfill, the weekly curbside collection services for approximately 50 businesses in Beaver Valley and 80 businesses in Rossland and the processing/marketing of the materials (cardboard, rigid plastic, tin cans and office paper). As the commodities market have changed significantly over the five years of the term, a procurement process will be initiated in early 2020 to ensure service provision is not interrupted.

#### *Relationship to Board Priorities:*



Continuation of recycling products directly supports the goal of landfill extension by “zero waste” under the “Environmental Stewardship/Climate Preparedness” strategic priority area.



This project is also directly related to the provision of “Exceptional Cost Effective and Efficient Services”.

### **Project: Big White Transfer Station Recycling Infrastructure Upgrades**

#### *Project Description:*

Current recycling opportunities for items such as large appliances, small appliances and lighting products are limited at Big White. Generators of these products are requested to return these items to depots in Kelowna. Unfortunately, many of these items are inappropriately left at the Big White Transfer Station. Due to this, RDKB staff have been working with Stewardship Organizations for products covered under the BC Recycling Regulation to improve recycling opportunities at the Big White Transfer Station. These discussions have progressed to a point that the addition of recycling infrastructure is planned for 2020. The proposed infrastructure currently includes the installation of modified sea containers for the collection and storage of products. As similar recycling infrastructure is located at other solid waste management facilities, this project has been included in the Regional Solid Waste Management Service rather than the Big White Solid Waste Management Service.

#### *Relationship to Board Priorities:*



Continuation of recycling products directly supports the goal of landfill extension by “zero waste” under the “Environmental Stewardship/Climate Preparedness” strategic priority area.



This project is also directly related to the provision of “Exceptional Cost Effective and Efficient Services”.



The project is anticipated to result in the need for additional education and engagement at Big White to ensure appropriate use of the infrastructure.

### **Project: Mount Baldy Transfer Station General Infrastructure Upgrades**

#### *Project Description:*

The RDKB has unattended garbage and recycling bins located to serve Mount Baldy. Currently the bins are on gravel pads that are impacted when the bins are picked up and replaced. The result is bins that are constantly shifting and tilting. A project that has been identified for a number of years is the construction of a concrete pad to place the bins onto.

#### *Relationship to Board Priorities:*



This project is also directly related to the provision of “Exceptional Cost Effective and Efficient Services”.

### **Project: Asset Management Planning**

#### *Project Description:*

Participation in the corporate-wide asset management planning process.

*Relationship to Board Priorities:*

Due to the high costs of solid waste infrastructure such as landfill phase development, leachate collection and treatment, landfill closure and heavy equipment replacement, long term visioning of anticipated costs is critical in the provision of “Exceptional Cost Effective and Efficient Services”. Appropriate long term visioning will also take into consideration changes to demographics as well as environmental and regulatory changes.

**Project: Grand Forks Landfill Organics Infrastructure Upgrade***Project Description:*

For the Boundary Wasteshed the chosen project is to upgrade the Grand Forks facility to accept additional food waste, biosolids and septage waste to produce a Class A compost product and meet the Organic Matter Recycling Regulation. This is a multi-year project that would be fully implemented over three years.

A preliminary design was established for the facility. The basic design included:

- Allowance for the production of two end-products to give greater flexibility in marketing of end-product. One from food waste/yard/garden/wood waste and the other from food/yard/garden/wood waste/biosolids/septage.
- Provide required leachate collection given that the Grand Forks Landfill facility is located on/or adjacent to an identified vulnerable aquifer.
- The use of Gore cover to minimize odor, maintain moisture levels.
- Construct “permanent” infrastructure in areas outside of power line ROW’s.

The total costs for the project were estimated at \$3,546,020. This is at a class D level and a 20% contingency had been assumed.

In 2020, should the RDKB receive a grant under the Organics Infrastructure Program, work associated with the project would include:

- Stakeholder consultation including First Nations;
- Detailed design, permitting and tender development.

*Relationship to Board Priorities:*

The expansion of organic waste collection and composting operations is a significant opportunity for the RDKB to minimize green house gas emissions from landfill. In addition, the upgrades to the Grand Forks Composting facility will result in improvements to leachate collection and management, as well as odour management.



The project will entail significant public and stakeholder engagement in infrastructure development as well as initiating curbside collection programs. Communications will also be required in the marketing of finished compost products.



The projects have implications to cost effective and efficient services as the benefits will include extending landfill life and minimizing regulatory requirements surrounding landfill gas emissions.

### **Project: McKelvey Creek Landfill Upgrades**

#### *Project Description:*

The Board has provided direction that for the organic waste generated in the McKelvey Creek Wasteshed a partnership with the RDCK was the preferred option. As such a letter of support and commitment to supply/and or direct collected organic food waste to the Central Landfill facility once the organics processing infrastructure is constructed and operational and by no later than the end of 2022.

Assuming the RDCK is successful in receiving the OIP grant, this will require the RDKB to construct a transfer station facility at the McKelvey Creek Landfill to collect food waste from residential and commercial collection programs.

As the current layout of existing infrastructure may have to be relocated to accommodate transfer station construction, it would be prudent to consider in the design process other upgrades to the facility that would result in better traffic flow (eg. second scale), minimizing safety issues, and the provision of water and sewer services. This is a multi-year project that would be fully implemented over three years.

In 2020, should the RDCK receive a grant under the Organics Infrastructure Program, work associated with the project would include:

- Stakeholder consultation;
- Preliminary design work including geotechnical assessment, water/sewer option evaluation;
- Detailed design, cost estimates and tender development.

#### *Relationship to Board Priorities:*



The initiation of food waste collection and diversion from landfill is a significant opportunity for the RDKB to minimize green house gas emissions from landfill.



The project will entail significant public and stakeholder engagement in infrastructure development as well as initiating curbside collection programs. Communications will also be required in the marketing of finished compost products.



The project has implications to cost effective and efficient services as the benefits will include extending landfill life and minimizing regulatory requirements surrounding landfill

gas emissions. In addition, changes to traffic flow and the addition of a second scale will improve wait times and reduce congestion.

#### Action Item List

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





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

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

		PAGE	2018 ACTUAL	2019 BUDGET	2019 ACTUAL	(OVER) UNDER	2020 BUDGET	Increase(Decrease) between 2019 BUDGET and 2020 BUDGET		2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET
								\$	%				
<b>REVENUE</b>													
11 210 100	Property Tax Requisition	3	1,255,447	1,310,420	1,310,420	0	1,367,976	57,560	4.39	1,739,431	1,769,434	1,670,666	1,638,381
	Federal Grant In Lieu	4	4,410	2,000	2,640	(640)	2,000	0	0.00	2,000	2,000	2,000	2,000
<b>USER FEES</b>													
11 550 500	Tipping Fees	5	2,821,851	2,241,000	2,600,000	(359,000)	2,341,000	100,000	4.46	2,341,000	2,251,000	2,251,000	2,251,000
11 550 501	RDKB Tipping Fees - Organics	6	11,933	10,000	12,000	(2,000)	10,000	0	0.00	10,000	10,000	10,000	10,000
11 550 502	RDKB Tipping Fees - Garbage	7	102,151	56,000	113,592	(57,592)	100,000	44,000	78.57	100,000	400,000	400,000	400,000
11 490 906	GF Garbage & Organics	8	146,779	140,000	140,000	0	140,000	0	0.00	140,000	140,000	140,000	140,000
11 490 907	GF Yard & Waste	9	54,926	55,000	55,000	0	55,000	0	0.00	55,000	55,000	55,000	55,000
<b>RECOVERIES</b>													
11 490 902	Revenue From Sales	10	0	0	0	0	0	0	0.00	0	0	0	0
11 490 910	Materials Recovery	11	161,188	45,000	49,000	(4,000)	39,000	(6,000)	(13.33)	39,000	39,000	39,000	39,000
11 490 921	Product Care Commission	12	7,756	5,000	8,000	(3,000)	5,000	0	0.00	5,000	5,000	5,000	5,000
<b>OTHER REVENUE</b>													
11 550 100	Interest Earned on Investments	13	56,469	25,000	91,000	(66,000)	60,000	35,000	140.00	60,000	60,000	60,000	60,000
11 590 158	Multi Material British Columbia	14	34,400	28,000	32,000	(4,000)	28,000	0	0.00	28,000	28,000	28,000	28,000
11 590 159	Miscellaneous Revenue	15	298,599	26,000	39,624	(11,624)	220,300	192,300	686.79	2,235,773	4,300	1,000	1,000
11 911 100	Previous Year's Surplus	16	0	0	0	0	683,999	683,999	0.00	0	0	0	0
11 920 002	Revenue From Capital Fund	17	0	250,000	0	250,000	186,000	(64,000)	(25.60)	0	400,000	0	0
11 921 205	Transfer From Reserve	18	371,861	510,000	520,000	(10,000)	212,700	(297,300)	(58.29)	2,101,247	1,700	0	0
Total Revenue			5,327,771	4,705,420	4,973,276	(267,856)	5,450,975	745,555	15.84	8,856,451	5,165,434	4,661,666	4,629,381
<b>EXPENDITURE</b>													
<b>COMPENSATION</b>													
12 433 111	Salaries and Benefits	19	1,229,803	1,249,092	1,340,000	(90,908)	1,350,783	101,691	8.14	1,358,428	1,385,596	1,413,308	1,441,574
12 433 210	Professional Devel./Safety Training	20	13,003	25,985	7,000	18,985	25,223	(762)	(2.93)	25,465	25,712	25,964	26,222
<b>ADMINISTRATIVE</b>													
12 433 216	Insurance	21	19,028	22,464	21,386	1,078	22,471	7	0.03	22,920	23,378	23,846	24,323
12 433 221	Public Education and Advertising	22	22,524	32,858	20,000	12,858	33,516	657	2.00	34,186	34,870	35,567	36,278
12 433 230	Board Fee	23	52,580	53,553	53,553	0	54,545	992	1.85	55,636	56,749	57,884	59,041
12 433 233	Consulting Fees	24	2,518	179,500	105,000	74,500	85,000	(94,500)	(52.65)	60,000	75,000	20,000	5,000
<b>RECYCLING ACTIVITIES</b>													
12 433 234	RDKB Curbside Organics/Garbage	25	505,792	505,000	505,000	0	524,400	19,400	3.84	533,988	543,768	553,743	563,918
12 433 235	RDKB Curbside Garbage	26	0	0	0	0	0	0	0.00	0	0	0	0
12 433 236	Recycling Contract - Boundary	27	162,442	165,000	165,000	0	194,500	29,500	17.88	213,030	214,591	216,182	217,806
12 433 238	Recycling Contract - East	28	113,733	113,500	125,000	(11,500)	123,500	10,000	8.81	123,500	768,600	768,400	768,400
<b>SITE MAINTENANCE CONTRACTS</b>													
12 433 239	Site Maintenance - West	29	23,175	34,875	30,000	4,875	29,317	(5,558)	(15.94)	29,620	29,930	30,245	30,567
12 433 240	Site Maintenance - Central	30	23,174	28,873	40,000	(11,127)	32,444	3,571	12.37	33,027	33,621	34,123	34,741
12 433 241	Site Maintenance - East	31	12,130	42,669	25,000	17,669	21,942	(20,727)	(48.58)	22,221	22,505	22,796	23,091
12 433 242	Operating Contracts	32	356,918	377,400	362,000	15,400	392,647	15,247	4.04	400,500	460,610	468,780	477,114
12 433 243	Water Monitoring	33	69,888	70,000	71,000	(1,000)	70,000	0	0.00	70,000	70,000	70,000	70,000
<b>EQUIPMENT</b>													
12 433 244	Safety Equipment & Consumables	34	17,492	20,559	21,000	(441)	20,970	411	2.00	21,389	21,817	22,254	22,699
12 433 245	Equipment Operations	35	122,542	128,453	125,000	3,453	131,022	2,569	2.00	133,642	136,315	139,041	141,822
12 433 251	Technology Equipment & Supplies	36	16,645	22,805	20,000	2,805	21,963	(842)	(3.69)	109,963	20,060	20,158	20,258
<b>MAINTENANCE &amp; REPAIRS</b>													

Continued, page 2



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

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

			2018	2019	2019	(OVER)	2020	Increase(Decrease) between 2019 BUDGET and 2020 BUDGET		2021	2022	2023	2024
	PAGE	ACTUAL	BUDGET	ACTUAL	UNDER	BUDGET	BUDGET	\$	%	BUDGET	BUDGET	BUDGET	BUDGET
12 433 252 Office Building Maintenance	37	21,010	18,930	18,968	(38)	19,309		379	2.00	19,695	20,089	20,491	20,901
12 433 253 Equipment Maintenance	38	46,188	127,658	80,000	47,658	130,212		2,553	2.00	132,816	135,472	138,182	140,945
12 433 261 Equipment Rentals	39	54	1,500	1,600	(100)	1,530		30	2.00	1,561	1,592	1,624	1,656
<b>TRANSFER STATION OPERATIONS</b>													
12 433 262 Beaverdell Trsfer Stn Operations	40	1,586	6,796	2,000	4,796	6,932		136	2.00	7,071	7,212	7,356	7,503
12 433 263 Rock Creek Trsfer Stn Operations	41	12,333	14,531	13,000	1,531	14,822		291	2.00	15,118	15,420	15,729	16,043
12 433 264 Greenwood Landfill Operations	42	2,471	5,000	2,500	2,500	5,000		0	0.00	5,000	5,000	5,000	5,000
12 433 266 Transfer Station Operations	43	1,635	5,926	5,000	926	6,020		94	1.59	6,020	6,020	6,020	6,020
12 433 553 Utilities	44	41,677	54,970	42,000	12,970	55,829		859	1.56	56,706	57,600	58,512	59,442
12 433 559 CFC Removal Program	45	10,825	8,000	7,000	1,000	8,000		0	0.00	8,000	8,000	8,000	8,000
<b>CAPITAL PLAN</b>													
12 433 609 Capital - Recycling	46	0	0	0	0	185,000		185,000	0.00	3,386,020	405,000	0	0
12 433 610 Capital - Landfills	47	452,665	540,000	240,627	299,373	561,000		21,000	3.89	1,500,000	175,000	75,000	0
12 433 611 Capital - Transfer Stations	48	338,845	0	0	0	37,000		37,000	0.00	0	0	0	0
12 433 612 Equipment Replacement	49	0	3,000	100	2,900	0		(3,000)	(100.00)	0	0	0	0
<b>CONTRIBUTION TO RESERVES</b>													
12 433 741 Closure Reserves	50	0	0	0	0	0		0	0.00	0	0	0	0
12 433 742 Equipment Reserves	51	35,000	22,000	33,500	(11,500)	817,000		795,000	3,613.64	30,000	30,000	30,000	30,000
<b>DEBT PAYMENTS</b>													
12 433 820 Debt Interest	52	63,000	63,000	63,000	0	63,000		0	0.00	31,500	11,415	8,969	6,523
12 433 830 Debt Principal	53	124,936	124,937	124,936	1	124,937		0	0.00	124,937	80,000	80,000	80,000
12 433 840 Equipment Financing	54	0	17,784	0	17,784	36,847		19,063	107.19	40,197	40,197	40,197	40,197
<b>OTHER</b>													
12 433 256 Provision for Closure/Post-Closure	55	128,672	244,296	244,296	0	244,296		0	0.00	244,296	244,296	244,296	244,296
12 433 267 Provision for Contaminated Site Clean-U	56	0	0	0	0	0		0	0.00	0	0	0	0
12 433 990 Previous Year's Deficit	57	1,657,891	374,505	374,810	(304)	0		(374,505)	(100.00)	0	0	0	0
12 433 999 Contingencies	58	100	0	0	0	0		0	0.00	0	0	0	0
Total Expenditure		5,702,276	4,705,420	4,289,277	416,144	5,450,975		745,555	15.84	8,856,451	5,165,434	4,661,666	4,629,381
Surplus(Deficit)		(374,505)	0	683,999		0				0	0	0	0
1,058,809													
Current Year expense 3,914,467													
Current Year Revenue 4,973,276													
Current year surplus without d 1,058,809													

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Property Tax Requisition		2020	2021	2022	2023	2024
2019		Budget	Budget	Budget	Budget	Budget
Actual	Description	Amount	Amount	Amount	Amount	Amount
39,447	11 830 100 010 Fruitvale	41,180	52,362	53,265	50,292	49,320
115,350	11 830 200 010 Grand Forks	120,416	153,113	155,755	147,060	144,219
12,884	11 830 300 010 Greenwood	13,450	17,102	17,397	16,426	16,109
20,130	11 830 400 010 Midway	21,014	26,720	27,181	25,663	25,167
20,215	11 830 500 010 Montrose	21,103	26,833	27,296	25,772	25,274
128,129	11 830 600 010 Rossland	133,757	170,076	173,010	163,353	160,196
296,614	11 830 700 010 Trail	309,642	393,720	400,512	378,156	370,848
30,794	11 830 800 010 Warfield	32,146	40,875	41,580	39,259	38,500
121,153	11 830 901 010 Electoral Area 'A'	126,475	160,817	163,591	154,459	151,475
66,696	11 830 902 010 EA 'B' / Lower Columbia/Old Glory	69,625	88,531	90,058	85,031	83,388
129,833	11 830 903 010 EA 'C' / Christina Lake	135,536	172,338	175,311	165,525	162,327
88,568	11 830 904 010 EA 'D' / Rural Grand Forks	92,458	117,563	119,591	112,916	110,734
240,608	11 830 905 010 EA 'E' / West Boundary	251,176	319,379	324,888	306,753	300,825
1,310,420		1,367,976	1,739,431	1,769,434	1,670,666	1,638,381
	This Year Requisition	1,367,976	1,739,431	1,769,434	1,670,666	1,638,381
	Total Requisition	1,367,976	1,739,431	1,769,434	1,670,666	1,638,381

Notes:

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REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name Account	Federal Grant In Lieu 11 210 100 010	2019 Prior Year	2020 Budget		2021 Budget		2022 Budget		2023 Budget		2024 Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Federal Grant In Lieu	2,000	2,000		2,000		2,000		2,000		2,000
Current Year Budget		2,000	2,000		2,000		2,000		2,000		2,000

Notes:

Previous Year Budget	2,000
Actual to December 31, 2019	2,640

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name Account		2019 Prior Year	2020 Budget		2021 Budget		2022 Budget		2023 Budget		2024 Budget
Tipping Fees 11 550 500 010											
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	McKelvey Creek	1,450,000	1,550,000	0.0%	1,550,000	0.0%	1,460,000		1,460,000		1,460,000
2	Grand Forks	600,000	600,000	0.0%	600,000	0.0%	600,000		600,000		600,000
3	Christina Lake	62,000	62,000	0.0%	62,000	0.0%	62,000		62,000		62,000
4	Greenwood	65,000	65,000	0.0%	65,000	0.0%	65,000		65,000		65,000
5	Beaverdell	16,000	16,000	0.0%	16,000	0.0%	16,000		16,000		16,000
6	Rock Creek	48,000	48,000	0.0%	48,000	0.0%	48,000		48,000		48,000
Current Year Budget		2,241,000	2,341,000		2,341,000		2,251,000		2,251,000		2,251,000

Notes: Previous Year Budget    2,241,000  
Actual to December 31, 2019    2,600,000  
 Item #1    2022 - Reduced fees to account for change in organics (estimate of 1277 MT organics  
 charged at \$40/MT rather than \$110/MT)

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	RDKB Tipping Fees - Curside Organics	2019	2020	2021	2022	2023	2024
Account	11 550 501 010	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
		10,000	10,000	10,000	10,000	10,000	10,000
Current Year Budget		10,000	10,000	10,000	10,000	10,000	10,000

Notes:	Previous Year Budget	10,000
	Actual to December 31, 2019	12,000

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	<b>RDKB Tipping Fees - Curbside Garbage</b>	<b>2019</b>	<b>2020</b>		<b>2021</b>		<b>2022</b>		<b>2023</b>		<b>2024</b>
Account	11 550 502 010	<b>Prior Year</b>	<b>Budget</b>		<b>Budget</b>		<b>Budget</b>		<b>Budget</b>		<b>Budget</b>
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	RDKB Garbage Collection Tipping Fees	6,000	25,000		25,000		25,000		25,000		25,000
2	Sale of Garbage Tags - Boundary (Exclud Greenwd	50,000	75,000		75,000		75,000		75,000		75,000
3	Sale of Garbage Tags - McKelvey Wasteshed						300,000		300,000		300,000
	<b>Current Year Budget</b>	<b>56,000</b>	<b>100,000</b>		<b>100,000</b>		<b>400,000</b>		<b>400,000</b>		<b>400,000</b>

Notes:	Previous Year Budget	56,000
	Actual to December 31, 2019	113,592

Name	<b>Grand Forks Recovery, Garbage &amp; Organics</b>
Account	11 490 906 010

Notes:	Previous Year Budget	140,000
	Actual to December 31, 2019	140,000



[illegible]

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Notes:	Previous Year Budget	-
	Actual to December 31, 2019	-

[illegible]

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Name	Multi Material British Columbia	2019	2020		2021		2022		2023		2024
Account	11 590 158 010	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	MMBC Incentives	28,000	28,000		28,000		28,000		28,000		28,000
	Current Year Budget	28,000	28,000		28,000		28,000		28,000		28,000

Notes:	Previous Year Budget	28,000
	Actual to December 31, 2019	32,000
Item #1	Was Previously on Page 15 (1-1-590-159-010)	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Miscellaneous Revenue	2019	2020	2021	2022	2023	2024
Account	11 590 159 010	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Refundables Bins						
2	Usage of Solid Waste Vehicle - Other Services	5,000	-	-	-	-	-
3	Other	1,000	1,000	1,000	1,000	1,000	1,000
4	Sale of Roll-Off Truck	20,000					
5	Sale of Service Truck/Ranger	2,000	22,000				
6	Sale of Excavator		75,000				
7	Sale of 2017 ES Truck to Utilities		20,000				
8	Federal/Provincial Grant		102,300	2,234,773	3,300		
Current Year Budget		28,000	220,300	2,235,773	4,300	1,000	1,000

Notes:

Previous Year Budget	28,000
Actual to December 31, 2019	39,624

Name	Previous Year's Surplus	2019	2020		2021		2022		2023		2024
Account	11 911 100 010	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Previous Year's Surplus	-	683,999								
	Current Year Budget	-	683,999		-		-		-		-

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REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name Account	Revenue From Capital 11 920 002 010	2019 Prior Year	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	200 LC Excavator	250,000	186,000				
2	Compost Bins - McKelvey Wasteshed				400,000		
3							
4							
5							
Current Year Budget		250,000	186,000	-	400,000	-	-

Notes:

Previous Year Budget	250,000
Actual to December 31, 2019	-

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name Account	Transfer From Reserve 11 921 205 010	2019 Prior Year	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Screener						
2	McKelvey Upgrades			950,000			
3	Grand Forks Infrastructure						
4	Composting Infrastructure - Grand Forks		52,700	1,151,247	1,700		
5	Scale hardware/install						
6	Roll-off Truck						
7	Transfer Station Infrastructure						
8	Recycling Containers Purchase/Refurbish						
9	Wood Grinder						
10	GF Shop						
11	Compactors						
12	Maintenance Truck						
13	200 LC Excavator	160,000	160,000				
14	Mt. Baldy - General Infrastructure						
15	Fuel/oil storage GF Landfill						
16	644K Loader						
17	GF Water System						
18	Deficit Reduction	350,000					
19	Boundary Curbside Equipment						
20	Passenger Vehicle						
<b>Current Year Budget</b>		<b>510,000</b>	<b>212,700</b>	<b>2,101,247</b>	<b>1,700</b>	<b>-</b>	<b>-</b>

Notes:	Previous Year Budget	510,000
	Actual to December 31, 2019	520,000
Transfer from Reserves (balance of MFA Issue #116	618,400	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Salaries & Benefits	2019			2020		2021		2022		2023		2024	
Account	12 433 111 010	Prior Year			Budget		Budget		Budget		Budget		Budget	
Item No	Description	Amount	Hours	Rate	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%
1	Landfill Attendants:													
1.1	- McKelvey Creek (96 Hr /Week x 52 weeks)	125,399	6,992.0	25.12	175,639	2.0%	179,152	2.0%	182,735	2.0%	186,390	2.0%	190,117	
1.2	- Grand Forks (55 Hr / Week x 52 weeks)	72,496	2,886.0	25.12	72,496	2.0%	73,946	2.0%	75,425	2.0%	76,934	2.0%	78,472	
1.3	- Christina Lake (20 Hr for 10 Mo, and 25 Hr for 2 Mo.)	25,120	1,000.0	25.12	25,120	2.0%	25,622	2.0%	26,135	2.0%	26,658	2.0%	27,191	
1.4	- West Boundary (30.5 Hr/Week x 52 weeks)	28,737	1,144.0	25.12	28,737	2.0%	29,312	2.0%	29,898	2.0%	30,496	2.0%	31,106	
1.5	- Beaverdell Transfer (9 Hr/week x 52 weeks)	11,756	468.0	25.12	11,756	2.0%	11,991	2.0%	12,231	2.0%	12,476	2.0%	12,725	
1.6	- Rock Creek Transfer (20 Hr/week x 52 weeks)	28,737	1,144.0	25.12	28,737	2.0%	29,312	2.0%	29,898	2.0%	30,496	2.0%	31,106	
	<b>Total Landfill Attendants</b>	<b>292,246</b>	<b>13,634.0</b>		<b>342,486</b>		<b>349,336</b>		<b>356,323</b>		<b>363,449</b>		<b>370,718</b>	
	Benefits @	81,683		27%	91,752.02	26.8%	93,587	26.8%	95,459	26.8%	97,368	26.8%	99,315	
2	Gen Mgr of Environmental Services	98,571	6-Mid	82.0%	100,829	2.0%	102,845	2.0%	104,902	2.0%	107,000	2.0%	109,140	
3	McKelvey Creek Landfill Supervisor (70 Hrs/Week - Plus 60)	131,404	4,240.0	36.10	153,064	2.0%	156,125	2.0%	159,248	2.0%	162,433	2.0%	165,681	
4	Operations Coordinator (40 Hrs/Week)	81,765	2,080.0	39.31	81,765	2.0%	83,400	2.0%	85,068	2.0%	86,769	2.0%	88,505	
5	Chief Operator Equipment & Maintenance (40 Hrs/Week)	66,248	2,080.0	31.85	66,248	2.0%	67,573	2.0%	68,924	2.0%	70,303	2.0%	71,709	
6	Recycling Program Driver (40 Hr/Week)	59,842	2,080.0	28.77	59,842	2.0%	61,038	2.0%	62,259	2.0%	63,504	2.0%	64,774	
7	Waste Transfer Driver (40 Hr/Wk)	59,842	2,080.0	28.77	59,842	2.0%	61,038	2.0%	62,259	2.0%	63,504	2.0%	64,774	
8	Landfill Operator (40 Hr/Wk)	59,842	2,080.0	28.77	59,842	2.0%	61,038	2.0%	62,259	2.0%	63,504	2.0%	64,774	
9	Part-time Relief - Attendants/Operators	12,947	450.0	28.77	12,947	2.0%	13,205	2.0%	13,470	2.0%	13,739	2.0%	14,014	
10	Solid Waste Program Coordinator	66,270	1,835.7	36.10	66,270	2.0%	67,595	2.0%	68,947	2.0%	70,326	2.0%	71,732	
11	Admin. Clerical (8.75 Hr/Wk)	13,099	455.0	28.79	13,099	2.0%	13,361	2.0%	13,629	2.0%	13,901	2.0%	14,179	
	<b>Total Landfill Attendants</b>	<b>649,829</b>	<b>17,380.7</b>		<b>673,746</b>		<b>687,221</b>		<b>700,965</b>		<b>714,985</b>		<b>729,284</b>	
	Benefits @	181,627		27%	180,497	26.8%	184,107	26.8%	187,789	26.8%	191,544	26.8%	195,375	
12	Engineering & Safety Coordinator	34,160	1,892.5	36.10	34,160	2.0%	34,842.82	2.0%	35,540	2.0%	36,250	2.0%	36,975	
	Benefits @	9,548		27%	9,151	26.8%	9,334	26.8%	9,521	26.8%	9,712	26.8%	9,906	
13	Allowance for CUPE Contract Increase (2%)				18,991									
	<b>Current Year Budget</b>	<b>1,249,092</b>			<b>1,350,783</b>		<b>1,358,428</b>		<b>1,385,596</b>		<b>1,413,308</b>		<b>1,441,574</b>	

Notes:	Previous Year Budget	1,249,092
	Actual to December 31, 2019	1,340,000
Item # 11	Half time clerk shared with liquid waste	
Item # 12	Engineering & Safety Coordinator (25% Admin, 50% Waste, & 25% Sewer)	
	Director of Environmental Services	Total Wage
		122,962.02

Item # 2	Director of Environmental Services salary distribution:
82.00	010 Regional Solid Waste
5.20	080 Mosquitos D
0.90	081 Mosquitos Ch Lake
0.70	090 Weeds A
4.20	091 Weeds Ch Lake
4.00	092 Weeds E & E
3.00	064 Solid Waste - Big White
100.00	

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REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name Account	Insurance 12 433 216 010	2019 Prior Year	2020 Budget		2021 Budget		2022 Budget		2023 Budget		2024 Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
	<b>Property Insurance:</b>										
1	East - McKelvey Creek Landfill										
2	Central - Grand Forks										
3	Central - Christina Lake	12,379	12,627	2.0%	12,879	2.0%	13,137	2.0%	13,399	2.0%	13,667
4	West - Greenwood										
5	West - Beaverdell Gatehouse										
6	West - Rock Creek Gatehouse										
	<b>Automobile Insurance:</b>										
7	2016 Ford F150 XLT Crew Cab (Admin)	1,289									
8	Central - loaders	456	259	2.0%	264	2.0%	269	2.0%	275	2.0%	280
9	West/Central - Recycling/Transfer Trucks/Tag	3,639	3,056	2.0%	3,117	2.0%	3,179	2.0%	3,243	2.0%	3,308
10	2008 - Dodge Ram 3500 - AL5978	963	915	2.0%	933	2.0%	952	2.0%	971	2.0%	990
11	2007 Green Beast Wood Grinder	184	223	2.0%	227	2.0%	232	2.0%	237	2.0%	241
12	2004 GMC Sierra - EF1839	531	552	2.0%	563	2.0%	574	2.0%	586	2.0%	598
13	2004 Ford Ranger 4x4 - 6583HH	531	552	2.0%	563	2.0%	574	2.0%	586	2.0%	598
14	2009 Black Box Comm. Trailer - 80008C	204	223	2.0%	227	2.0%	232	2.0%	237	2.0%	241
15	2015 Ford F150 Supercab (Coordinator)	531	552	2.0%	563	2.0%	574	2.0%	586	2.0%	598
16	2017 Honda HR-V - EF248A	1,757	1,512	2.0%	1,542	2.0%	1,573	2.0%	1,605	2.0%	1,637
17	New ES Truck		2,000	2.0%	2,040	2.0%	2,081	2.0%	2,122	2.0%	2,165
	<b>Current Year Budget</b>	<b>22,464</b>	<b>22,471</b>		<b>22,920</b>		<b>23,378</b>		<b>23,846</b>		<b>24,323</b>

Notes:	Previous Year Budget	22,464
	Actual to December 31, 2019	21,386

Name Account	Public Education & Advertising 12 433 221 010	2019 Prior Year	2020 Budget		2021 Budget		2022 Budget		2023 Budget		2024 Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Newspaper & magazine advertising	2,081	2,122	2.0%	2,165	2.0%	2,208	2.0%	2,252	2.0%	2,297
2	Radio and TV advertising	5,202	5,306	2.0%	5,412	2.0%	5,520	2.0%	5,631	2.0%	5,743
3	Brochures, newsletters, calendar, etc.	19,768	20,163	2.0%	20,566	2.0%	20,978	2.0%	21,397	2.0%	21,825
4	Promotions and Advertising	2,640	2,693	2.0%	2,747	2.0%	2,802	2.0%	2,858	2.0%	2,915
5	Web site enhancements	1,056	1,077	2.0%	1,099	2.0%	1,121	2.0%	1,143	2.0%	1,166
6	Reuse web site and newspaper insert	2,112	2,154	2.0%	2,197	2.0%	2,241	2.0%	2,286	2.0%	2,332
7	SWMP Expenses (meeting rooms, meals)										
8	6 - Trail Cams to Monitor Illegal Dumping										
9	Illegal Dumping Prevention Signage										
	<b>Current Year Budget</b>	<b>32,858</b>	<b>33,516</b>		<b>34,186</b>		<b>34,870</b>		<b>35,567</b>		<b>36,278</b>

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REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Board Fee	2019	2020		2021		2022		2023		2024
Account	12 433 230 010	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Board Fee (2% increase for C.P.I.)	49,606	50,598	2.0%	51,610	2.0%	52,642	2.0%	53,695	2.0%	54,769
2	Carbon Offset & Climate Change Initiatives	3,947	3,947	2.0%	4,026	2.0%	4,106	2.0%	4,189	2.0%	4,272
Current Year Budget		53,553	54,545		55,636		56,749		57,884		59,041

Notes:

Previous Year Budget	53,553
Actual to December 31, 2019	53,553

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Consulting Fees	2019	2020	2021	2022	2023	2024
Account	12 433 233 010	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	McKelvey Upgrades - Design		80,000				
2	Organics Infrastructure Design	40,000					
3	Organics Management Strategy	32,500					
4	Aerial Photography - Landfill Volume Surveys	15,000		15,000		15,000	
5	Landfill Design and Operations Plan Updates	75,000			70,000		
6	Solid Waste Management Plan public Consultation Plan						
7	SWMP Public Consultation Delivery						
8	SWMP Waste Composition Study - 3 Sites			30,000			
9	Landfill Gas Assessments	2,000					
10	Landfill Closure Financial Updates (WB,GF,MC)	10,000		10,000			
11	Other	5,000	5,000	5,000	5,000	5,000	5,000
Current Year Budget		179,500	85,000	60,000	75,000	20,000	5,000

Notes:

Previous Year Budget	179,500
Actual to December 31, 2019	105,000



REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

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

		2019	2020		2021		2022		2023		2024
		Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Boundary Organics and Garbage	423,000	431,460	2.0%	440,089	2.0%	448,891	2.0%	457,869	2.0%	467,026
2	Grand Forks Yard Waste	47,000	47,940	2.0%	48,899	2.0%	49,877	2.0%	50,874	2.0%	51,892
3	New Contract Start-Up - Bin Delivery										
4	Garbage Tipping Fees	10,000	25,000		25,000		25,000		25,000		25,000
5	Organics Tipping Fees	15,000	10,000		10,000		10,000		10,000		10,000
6	Christina Lake Boat Access - Garbage/Recycling	10,000	10,000		10,000		10,000		10,000		10,000
<b>Current Year Budget</b>		<b>505,000</b>	<b>524,400</b>		<b>533,988</b>		<b>543,768</b>		<b>553,743</b>		<b>563,918</b>

Notes:

Previous Year Budget	505,000
Actual to December 31, 2019	505,000

[illegible]

Notes:	Previous Year Budget	-
	Actual to December 31, 2019	-

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Name	<b>Recycling Contract - Boundary</b>
Account	12 433 236 010

Notes:	Previous Year Budget	165,000
	Actual to December 31, 2019	165,000

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Item #2

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Attachment # 11.11.e)

09/01/2020

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Site Maintenance - Central	2019	2020		2021		2022		2023		2024
Account	12 433 240 010	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Fences, gates, lights	4,000	4,080	2.0%	4,162	2.0%	4,245	2.0%	4,330	2.0%	4,416
2	Signage	3,106	3,168	2.0%	3,231	2.0%	3,296	2.0%	3,362	2.0%	3,429
3	General Site Maintenance	6,000	6,120	2.0%	6,242	2.0%	6,367	2.0%	6,495	2.0%	6,624
4	Septic Pond Clean Out	1,500	1,530	2.0%	1,561	2.0%	1,592	2.0%	1,624	2.0%	1,656
5	Dust Suppression (GF,CL)	8,500	8,670	2.0%	8,843	2.0%	9,020	2.0%	9,201	2.0%	9,385
6	Security System Monitoring @ \$25/mon GF	316	322	2.0%	329	2.0%	335	2.0%	342	2.0%	349
7	Annual Permit Fee (Sewage GF)	131	134	2.0%	137	2.0%	140	2.0%	142	2.0%	145
8	Weigh Scale Calibration and Maintenance (GF,CL)	5,000	5,100	2.0%	5,202	2.0%	5,306	2.0%	5,412	2.0%	5,520
9	Security System Monitoring @ \$18/mon Christina La	320	320		320		320		216		216
10	Invasive Plant Control		3,000		3,000		3,000		3000		3,000
Current Year Budget		28,873	32,444		33,027		33,621		34,123		34,741

Notes:	Previous Year Budget	28,873
	Actual to December 31, 2019	40,000

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Attachment # 11.11.e)

09/01/2020

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Operating Contracts	2019	2020		2021		2022		2023		2024
Account	12 433 242 010	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Contract with Alpine Disposal to operate McKelvey Creek Landfill (Jan 1 to Dec 31)	377,400	392,647	2.0%	400,500	2.0%	408,510	2.0%	416,680	2.0%	425,014
2	Waste Transfer (as per contract Alpine Disposal)		-		-		-		-		-
3	McKelvey Organics TS Operations						52,100		52,100		52,100
<b>Current Year Budget</b>		<b>377,400</b>	<b>392,647</b>		<b>400,500</b>		<b>460,610</b>		<b>468,780</b>		<b>477,114</b>

Notes:	Previous Year Budget	377,400
	Actual to December 31, 2019	362,000
Contract with Alpine includes annual CPI adjustment		



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REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Safety Equipment & Consumables	2019	2020		2021		2022		2023		2024
Account	12 433 244 010	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Minor Equipment & Consumables	7,000	7,140	2.0%	7,283	2.0%	7,428	2.0%	7,577	2.0%	7,729
2	Shop Supplies	5,177	5,280	2.0%	5,386	2.0%	5,493	2.0%	5,603	2.0%	5,715
3	Safety clothing and uniforms	7,140	7,283	2.0%	7,428	2.0%	7,577	2.0%	7,729	2.0%	7,883
4	Video Surveillance Cameras	-	-		-		-		-		-
5	Drinking Water	1,242	1,267	2.0%	1,293	2.0%	1,318	2.0%	1,345	2.0%	1,372
6	Hand Tool Replacement - McKelvey Creek Landfill										
7	Light Plant - McKelvey Creek Landfill										
Current Year Budget		20,559	20,970		21,389		21,817		22,254		22,699

Notes:

Previous Year Budget	20,559
Actual to December 31, 2019	21,000

Name	<b>Equipment Operations</b>
Account	12 433 245 010

Notes:	Previous Year Budget	128,453
	Actual to December 31, 2019	125,000

[illegible]

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REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Office Building Maintenance	2019	2020		2021		2022		2023		2024
Account	12 433 252 010	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Cost sharing Trail Admin Building Heating	1,217	1,242	2.0%	1,266	2.0%	1,292	2.0%	1,318	2.0%	1,344
2	Cost sharing Trail Admin Building Power	3,552	3,623	2.0%	3,696	2.0%	3,769	2.0%	3,845	2.0%	3,922
3	Cost sharing Trail Admin Building Photocopiers	3,714	3,788	2.0%	3,864	2.0%	3,941	2.0%	4,020	2.0%	4,101
4	Cost sharing Trail Admin Building Janitorial	10,447	10,656	2.0%	10,869	2.0%	11,086	2.0%	11,308	2.0%	11,534
Current Year Budget		18,930	19,309		19,695		20,089		20,491		20,901

Notes:	Previous Year Budget	18,930
	Actual to December 31, 2019	18,968

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REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Equipment Rentals	2019	2020		2021		2022		2023		2024
Account	12 433 261 010	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Misc equipment as required (man lifts, pumps, saws)	1,500	1,530	2.0%	1,561	2.0%	1,592	2.0%	1,624	2.0%	1,656
Current Year Budget		1,500	1,530		1,561		1,592		1,624		1,656

Notes:	Previous Year Budget	1,500
	Actual to December 31, 2019	1,600

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Beaverdell Transfer Station Operations	2019	2020		2021		2022		2023		2024
Account	12 433 262 010	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Snow removal, general site maintenance	6,273	6,398	2.0%	6,526	2.0%	6,657	2.0%	6,790	2.0%	6,926
2	Signage, building maintenance	523	533	2.0%	544	2.0%	555	2.0%	566	2.0%	577
Current Year Budget		6,796	6,932		7,071		7,212		7,356		7,503

Notes:	Previous Year Budget	6,796
	Actual to December 31, 2019	2,000



REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Rock Creek Transfer Station Operations	2019	2020		2021		2022		2023		2024
Account	12 433 263 010	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Snow Removal, general site maintenance	14,000	14,280	2.0%	14,566	2.0%	14,857	2.0%	15,154	2.0%	15,457
2	Signage and building maintenance	531	542	2.0%	552	2.0%	564	2.0%	575	2.0%	586
Current Year Budget		14,531	14,822		15,118		15,420		15,729		16,043

Notes: Previous Year Budget 14,531  
 Actual to December 31, 2019 13,000  
 Item #1 Contractor: Earth Management Ltd.

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Greenwood Landfill Operations	2019	2020	2021	2022	2023	2024
Account	12 433 264 010	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	General Site Maintenance	5,000	5,000	5,000	5,000	5,000	5,000
2	Camera and Alarm System install	-	-	-	-	-	-
Current Year Budget		5,000	5,000	5,000	5,000	5,000	5,000

Notes: Previous Year Budget 5,000  
 Actual to December 31, 2019 2,500

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Greenwood Landfill operations to be done by RDKB staff after 2010

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REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Transfer Station Operations	2019	2020	2021	2022	2023	2024
Account	12 433 266 010	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Sidley Mtn. - (kvw)						
2	Idabel Lake Refuse Collection @ \$501.62/mo	5,926	6,020	6,020	6,020	6,020	6,020
3	Alpine Texas Point Seasonal Transfer June 15 to Oc	-	-	-	-	-	-
Current Year Budget		5,926	6,020	6,020	6,020	6,020	6,020

Notes:		Previous Year Budget	5,926
		Actual to December 31, 2019	5,000
Item #2	Contractor: Super Save		

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name Account	Utilities 12 433 553 010	2019 Prior Year	2020 Budget		2021 Budget		2022 Budget		2023 Budget		2024 Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Electricity	1,267	1,292	2.0%	1,318	2.0%	1,344	2.0%	1,371	2.0%	1,399
2	Telephone	6,932	7,070	2.0%	7,212	2.0%	7,356	2.0%	7,503	2.0%	7,653
3	Toilet (pumping)	542	553	2.0%	564	2.0%	575	2.0%	586	2.0%	598
4	Interac Terminal	542	553	2.0%	564	2.0%	575	2.0%	586	2.0%	598
5	Network Connectivity	12,000	12,000		12,000		12,000		12,000		12,000
6	Electricity - gate houses, shop	4,799	4,895	2.0%	4,993	2.0%	5,093	2.0%	5,194	2.0%	5,298
7	Phones - 4 cell, landline X 3	9,064	9,246	2.0%	9,431	2.0%	9,619	2.0%	9,812	2.0%	10,008
8	Portable toilets ( pumping etc.)	1,066	1,088	2.0%	1,109	2.0%	1,132	2.0%	1,154	2.0%	1,177
9	Propane (heating shop)	1,066	1,088	2.0%	1,109	2.0%	1,132	2.0%	1,154	2.0%	1,177
10	Internet and e-mail	5,508	5,618	2.0%	5,731	2.0%	5,845	2.0%	5,962	2.0%	6,081
11	Interac Terminal	1,066	1,088	2.0%	1,109	2.0%	1,132	2.0%	1,154	2.0%	1,177
12	Electricity - Greenwood	389	397	2.0%	405	2.0%	413	2.0%	421	2.0%	430
13	Satellite internet/Interac Greenwood Landfill	1,672	1,705	2.0%	1,739	2.0%	1,774	2.0%	1,810	2.0%	1,846
14	Portable toilet (Pumping etc.)	533	544	2.0%	555	2.0%	566	2.0%	577	2.0%	589
15	Electricity - Big White Transfer Station	3,732	3,807	2.0%	3,883	2.0%	3,961	2.0%	4,040	2.0%	4,121
16	Electricity - Beaverdell Transfer	853	870	2.0%	888	2.0%	905	2.0%	923	2.0%	942
17	Telephone/Interac - Beaverdell	1,250	1,275	2.0%	1,301	2.0%	1,327	2.0%	1,353	2.0%	1,381
18	Electricity - Rock Creek Transfer	866	883	2.0%	901	2.0%	919	2.0%	937	2.0%	956
19	Telephone/Interac - Rock Creek	1,821	1,858	2.0%	1,895	2.0%	1,933	2.0%	1,971	2.0%	2,011
	<b>Current Year Budget</b>	<b>54,970</b>	<b>55,829</b>		<b>56,706</b>		<b>57,600</b>		<b>58,512</b>		<b>59,442</b>

Notes:	Previous Year Budget	54,970
	Actual to December 31, 2019	42,000

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

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

		2019 Prior Year	2020 Budget		2021 Budget		2022 Budget		2023 Budget		2024 Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Freon Removal	8,000	8,000	0.0%	8,000	0.0%	8,000	0.0%	8,000	0.0%	8,000
Current Year Budget		8,000	8,000		8,000		8,000		8,000		8,000

Notes:		Previous Year Budget	8,000
		Actual to December 31, 2019	7,000
Item #1	Stewardship program subsidy discontinued		

Name	Capital - Recycling	2019	2020	2021	2022	2023	2024
Account	12 433 609 010	Prior Year	Budget		Budget	Budget	Budget
Item No	Description	Amount	Amount		Amount		Amount
1	Addition to Compactors on Lease Agreement						
2	Multi-Family Toters (wheeled bins)						
3	Recycling/Transfer Container						
4	Mobile Screening plant						
5	Compost Plant - Grand Forks		155,000	R/G	3,386,020	R/G	5,000
6	Compost Plant - East Sub-Region						
7	Green Bins for organics collection expansion					400,000	s
8	Compost Mixer						
9	Compost Infrastructure						
10	Boundary Curbside Equipment						
11	Big White Recycling Infrastructure		30,000	c			
	Current Year Budget	-	185,000		3,386,020		405,000
							-
							-

Notes:	Previous Year Budget	-
	Actual to December 31, 2019	-
5 & 6	Dependant on completion of SWMP approval	

<b><i>Sources of Funding Capital Projects:</i></b>
D = Debenture Borrowing
R = Reserves
C = Current Revenues
S = Short Term Borrowing
G = Gas Tax Grant

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Capital - Landfills	2019	2020	2021	2022	2023	2024
Account	12 433 610 010	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount		Amount		Amount
1	McKelvey Creek Upgrades				1,500,000	C/R	
2	McKelvey Creek Paving						
3	Rock Creek Closure Completion and Paving						
4	Beaverdell Infrastructure and Paving						
5	950E Loader						
6	Used Compactors						
7	644K Loader						
8	Solid Waste Coordinator's Pick-up Truck						
9	Grand Forks - General Infrastructure (2020 Road Sand	75,000	5,000	C			75,000
10	West Boundary - Building Upgrades						
11	West Boundary - Security/Communications						
12	ES Truck		45,000	C			
13	Wood Grinder						
14	Scale software replacement/database development						
15	Grand Forks Shop Renovations				175,000	C	
16	200 LC Excavator	410,000	346,000	R/S			
17	Maintenance Truck	55,000	95,000	C			
18	Groundwater monitoring wells (Trail, GF)						
19	Fuel/oil storage GF Landfill		25,000	C			
20	McKelvey Landfill Truck Replacement		45,000	C			
	<b>Current Year Budget</b>	<b>540,000</b>	<b>561,000</b>	<b>-</b>	<b>1,500,000</b>	<b>-</b>	<b>175,000</b>
							<b>75,000</b>
							<b>-</b>

Notes:	Previous Year Budget	540,000
	Actual to December 31, 2019	240,627

<b>Sources of Funding Capital Projects:</b>
D = Debenture Borrowing
R = Reserves
C = Current Revenues
S = Short Term Borrowing

Name	Capital - Transfer Stations	2019	2020		2021		2022		2023		2024	
Account	12 433 611 010	Prior Year	Budget		Budget		Budget		Budget		Budget	
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount	
1	Mt. Baldy - General Infrastructure (concrete ets)		25,000	c								
2	Truck Scales (Christina Lake, Rock Creek, Beaverdell)											
3	Enclosures for Recycle BC Glass Collection (CL,RC)		7,000	c								
4	Passenger Vehicle											
5	Road Sand Enclosure - RCTS		5,000	c								
	Current Year Budget	-	37,000		-		-		-		-	

Notes:	Previous Year Budget	-
	Actual to December 31, 2019	-

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Name	Equipment Replacement	2019	2020	2021	2022	2023	2024				
Account	12 433 612 010	Prior Year	Budget	Budget	Budget	Budget	Budget				
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Sweeper - East	3,000									
	Current Year Budget	3,000	-		-		-		-		-

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Attachment # 11.11.e)

\$	-
\$	-
\$	-

09/01/2020

Name	Equipment Reserves	2019	2020	2021	2022	2023	2024
Account	12 433 742 010	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Equipment Reserve -Transfer	-	10,000	10,000	10,000	10,000	10,000
2	Equipment Reserve - Landfill	-	10,000	10,000	10,000	10,000	10,000
3	Equipment Reserve - Recycling	-	10,000	10,000	10,000	10,000	10,000
4	Equipment Replacement Reserve	-	-	-	-	-	-
5	Organics Management Infrastructure Reserve	-	-	-	-	-	-
6	Transfer to Reserve		670,000	-	-	-	-
7	Proceeds from Sale of Maintenance Truck/Ranger	22,000	22,000				
8	Proceeds from sale of Excavator		75,000				
9	Proceeds from sale of ES Truck		20,000				
	Current Year Budget	22,000	817,000	30,000	30,000	30,000	30,000

**Note:** In 2011 a total of \$618,400 from Unspent MFA Issue #116 was transferred to Reserves for future capital projects

\$	1,285.07
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Attachment # 11.11.e)

Name	Debt - Interest	2019	2020	2021	2022	2023	2024
Account	12 433 820 010	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	MFA #116 Due Apr 4th	31,500	31,500	31,500			
2	MFA #116 Due Oct 4th	31,500	31,500				
3	MFA ST - Green Bins				11,415	8,969	6,523
4							
5							
6							
	Current Year Budget	63,000	63,000	31,500	11,415	8,969	6,523

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[illegible]

Item #1	MFA #116 completion date April 4, 2021
Item #2	MFA ST - Green Bins @ 3.06% (\$400,000) - Final Payment 2026
Item #3	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Equipment Financing	2019	2020	2021	2022	2023	2024
Account	12 433 840 010	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	200 LC Excavator	17,784	36,847	40,197	40,197	40,197	40,197
Current Year Budget		17,784	36,847	40,197	40,197	40,197	40,197

Notes: Previous Year Budget 17,784  
 Actual to December 31, 2019 -  
 Item #1 Estimated Based on Borrowing of \$186,000 @ 2.45375%; Advanced January 2020

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Provision for Closure/Post-Closure Liability	2019	2020	2021	2022	2023	2024
Account	12 433 256 010	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	McKelvey Creek Landfill	97,457	97,457	97,457	97,457	97,457	97,457
2	Greenwood Landfill	47,909	47,909	47,909	47,909	47,909	47,909
3	Grand Forks Landfill	98,930	98,930	98,930	98,930	98,930	98,930
	Available Funds						
4	McKelvey Creek Landfill Phase 1 Closure		1,000,000				
5	McKelvey Creek Closure/Post-Closure Liability Reduction		#####				
Current Year Budget		244,296	244,296	244,296	244,296	244,296	244,296

Notes: Previous Year Budget 244,296  
 Actual to December 31, 2019 244,296  
 Item #4 McKelvey Creek Landfill Phase 1 Closure Expected in 2020 (Estimated Cost - \$1,000,000)

Name Account	Provision for Contaminated Site Clean-Up 12 433 267 010	2019 Prior Year	2020 Budget		2021 Budget		2022 Budget		2023 Budget		2024 Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1											
	Current Year Budget	-	-		-		-		-		-

Notes:	Previous Year Budget	-
	Actual to December 31, 2019	-



[illegible]

Notes:	Previous Year Budget	374,505
	Actual to December 31, 2019	374,810

[illegible]

Notes:	Previous Year Budget	-
	Actual to December 31, 2019	-

**Regional District of Kootenay Boundary - Reserve Fund  
Regional Refuse Equipment**

**GL Account Number:**  
**34 700 163 & 34 701 163**

	PROJECTED							
	2018	2019	2020	2021	2022	2023	2024	Accumulated
Opening Balance	2,418,286.19	2,122,083.43	1,656,804.26	2,277,672.31	229,202.23	259,794.25	292,392.19	43,332.97
Add:								
Transfers In:								
General	5,000.00	33,500.00	787,000.00	0.00	0.00	0.00	0.00	1,996,002.48
Front End Loader Buy-out								154,640.00
Equipment Reserve - Transfer	10,000.00		10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	100,000.00
Equipment Reserve - Landfill	10,000.00		10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	100,000.00
Equipment Reserve - Recycling	10,000.00		10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	120,000.00
Equipment Replacement Reserve			0.00	0.00	0.00	0.00	0.00	106,275.00
Organics Management Infrastructure			0.00	0.00	0.00	0.00	0.00	120,820.00
Recycling Plant Disposal Proceeds								359,225.83
Airport Sales Proceeds - Due Surpl	0.00							1,273,032.91
Greenwood Equipment								8,000.00
Other								1,069,500.40
Interest Earned	40,657.98	21,220.83	16,568.04	22,776.72	2,292.02	2,597.94	2,923.92	258,160.37
Total Additions	75,657.98	54,720.83	833,568.04	52,776.72	32,292.02	32,597.94	32,923.92	5,708,989.96
Less:								
Transfers Out								107,811.00
Front End Loader Buy-out								171,370.00
Other	371,860.74	520,000.00	212,700.00	2,101,246.80	1,700.00	0.00	0.00	5,104,492.84
Total Reductions	371,860.74	520,000.00	212,700.00	2,101,246.80	1,700.00	0.00	0.00	5,383,673.84
Closing Balance	2,122,083.43	1,656,804.26	2,277,672.31	229,202.23	259,794.25	292,392.19	325,316.12	325,316.12
Projected Earned Interest Rate		1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	

**NOTES:**

- 1 2003 purchased Compactor total cost \$81,770
- 2 Front End Loader buy-out December 2004 Net \$171,370
- 3 In May, 2004 the Board decided to invest in the Castlegar Savings Credit Union (Greenwood Branch)
- 4 2004 \$40,000 transferred to Operating for pick-up replacement - Residual Management Coordinator
- 5 2006 Transferred \$46,041 for Loader Tires
- 6 2009 Transferred \$60,000 for land purchase McKelvey Creek Entrance
- 7 2011 Balance of Proceeds from MFA Issue #116. To be used for Capital Plan

09/01/2020

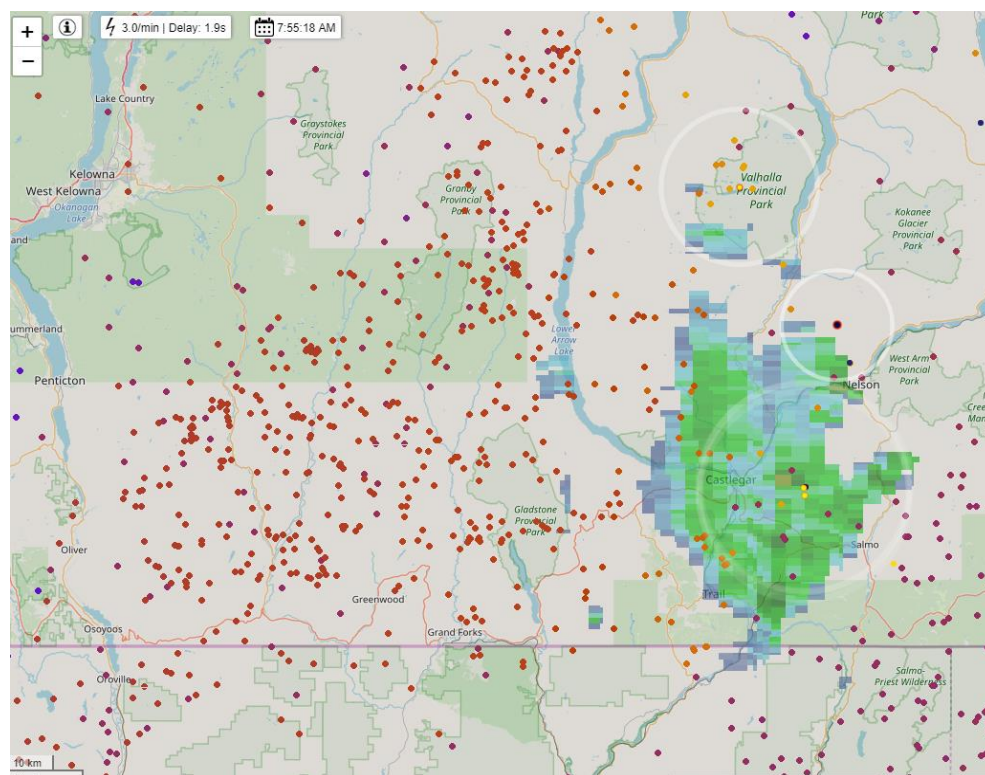
5YR010.xlsx Reserve Projection



Regional District of  
Kootenay Boundary

# Emergency Preparedness Service

## 2020 Work Plan



LIGHTNING STRIKES OVER THE RDKB 2

### EMERGENCY PREPAREDNESS SERVICE

Mark Stephens, Interim Manager of Emergency Programs

Service Number 012

As of November 29, 2019



## Emergency Preparedness Service

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### 2020 Work Plan

**Service Name:** Emergency Preparedness

**Service Number:** 012

**Committee Having Jurisdiction:** Board of Directors – Protective Services Committee

**General Manager/Manager Responsible:**

James Chandler, General Manager Operations / DCAO Reporting to Mark Andison, CAO

Dan Derby, Kootenay Boundary Regional Fire Rescue, Regional Fire Chief reporting to James Chandler, General Manager Operations / DCAO

Mark Stephens, Interim Manager of Emergency Programs reporting to Dan Derby, Regional Fire Chief

**Description of Service:**

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

The Plan provides the policies and procedures as the framework to guide Regional District activities before, during and after an emergency event. Based on the BC Emergency Management System, the plan is intended to meet the requirements of all applicable Provincial legislation and regulations. The RDKB works cooperatively with other internal and external Emergency Plan Holders, Agency Partners and Emergency Responders to ensure a state of readiness should an emergency or disaster occur. In addition to reviewing the Plan along with its policies and procedures on an on-going basis, Emergency

Program staff participate in annual exercises and training to further advance the ability of the RDKB and partner municipalities to effectively coordinate the response to any emergency or disaster that occurs within the Region. Additionally, individuals and families within the Regional District must also take the necessary steps to prepare for emergencies and disasters.

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

**Establishing Authority:**

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

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

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

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

**Requisition Limit:** Not Applicable

**2019 Requisition / Budgeted Expenditures / Actual Expenditures:**

\$259,111/ \$564,158 / \$ 3,161,905

**Regulatory or Administrative Bylaws:**

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

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



### Service Levels

Emergency planning, response, mitigation, and recovery services.

### Human Resources:

2020 Staffing				
EM Staff	Operational FTE	Operational Day	Project FTE	Project Days
Interim manager of Emergency Programs	76%	171	24%	54
Fire & Emergency Services Administrative Assistant	50%	112.5	0%	0
Regional Fire Chief / Fire Dispatch Manager	25%	56.25	0%	0

The staffing table above shows the configuration of staffing for 2020. Chris Marsh, Deputy Flood Recovery Manager will remain working on the Boundary Flood Recovery file full time until at least October 2020. Funding has been confirmed for the backfilling of his position until Late October 2020. The Interim Manager of Emergency Programs will continue to be the sole staff member in the emergency program until such time. Events over the last number of years have demonstrated a need to develop both the Policy Stream and an Operational Stream of Emergency Management. The Policy Stream is needed for program development and documentation, whereas the Operational Stream relates to the Response and Recovery functions of emergency events.

### 2019 Events:

In 2019, the RDKB was fortunate to have less active freshet and wildfire seasons. Although the EOC was not officially activated during the 2019 Freshet, a level one response was necessary while monitoring precipitation events during times of high water. Similarly, during the wildfire season, a number of smaller, less than one-hectare fires started within the RDKB. These fires were monitored and updates were provided to Area Directors, staff and the general public. Additionally, the Eagle Bluff Fire that burned outside of Oliver BC required monitoring as it burned within 7 km of the RDKB Area 'E' boundary and within 10 km of Mt Baldy Ski Resort. Below is a list of events within the RDKB in 2019.

- Salmo River Fuel Spill, March 2019, 2 Days, Level 1 Activation
- Severe Weather, April 2019, 2 days, Level 1 Activation
- Freshet, April-May 2019, 10 days, Level 1 Activation
- Wildfire, July 2019, 10 days, Level 1 Activation
- Teck Acid Spill, July 2019, 2 Days, Level 1 Activation

A ratio of response to recovery work that is widely used in the Emergency Management field is 1:50. This means that for every one day the EOC is active, there will be 50 days of recovery work. A response is defined as an event that requires the activation of the EOC with an EMBC task number.

In 2019 the following projects were completed.

- Flood Response plan - Complete
- New Dedicated RDKB Emergency Website – Complete
- Evacuation Alerting System – Complete
- EOC Technology Upgrades, grant – Complete
- Implementation of Cloud Base storage for Emergency Management files – Complete
- Emergency Communication Plan complete
- Boundary ESS/ Canadian Red Cross Mobile Office and Storage, grant – 40% Complete
- Evacuation Route Planning, grant – 50% complete
- CRI FireSmart Project, grant – 30% complete

### Significant Issues and Trends:

In general, disasters of increasing frequency and magnitude are affecting BC communities. Two significant flooding seasons concurrent with the two worst wildfire seasons on record, followed by a moderate freshet and fire season epitomize the instability and unpredictability of our environment due to climate change. This pattern highlights the need for significant application of resources to Emergency Management functions within local government.

Recently released reports such as the *Climate Action Initiative* are pointing to rising temperatures in all seasons as well as decreased precipitation in the summer and increased precipitation in the fall-



winter and spring. The report also notes that we will experience more severe weather events with day-to-day heavy rain expected to increase by 25% and rain events will be 30% more likely to be heavy rain. By all accounts, the RDKB will face an increase in both the number of events and the intensity of events. These events pose a challenge to staff as severe weather often manifests with little to no warning. Current alerting systems in place at Environment Canada and the Province of British Columbia are not set up to provide notice of these rapidly developing weather events. The current systems often need 24 hours or more of weather data and modeling to provide useful notice.

An ongoing focus on relationship building and interagency cooperation are crucial for the effective delivery of the Emergency Management program throughout the RKDB and for a successful EOC activation. Priority needs to be given in future years to service delivery over projects if the current staffing model is not adjusted. Although grants are an innovative way to fund projects and consultants can take the main bulk of the workload, there is always a staff time component and this needs to be taken into consideration. On average a small grant, less than \$30,000, takes roughly 10 days of staff time to see through from application to final report, as the reporting requirements are increasing. Larger grants can see staff time needs as high as 40 days. The time needed to manage these grants and projects can take valuable time away from running the Service and can affect interagency relationships, for example leaving volunteer groups feeling unsupported.

In recent months, there has been a large turnover of staff at a number of our municipal partners, along with new staff at both our municipal partners and the RDKB. The Emergency Management program looks to develop a training and exercise program to help ensure that there are trained EOC team members able to respond to activations when they are needed.

In late 2020 the funding to backfill the Deputy Flood Recovery Manager will run out, the Emergency Program will start the transition conversation during the first part of the year to map out this transition. This does not mean that the recovery from the 2018 freshet is complete, there will be some recovery items and project remaining, this will become clearer as we get closer to the transition time.

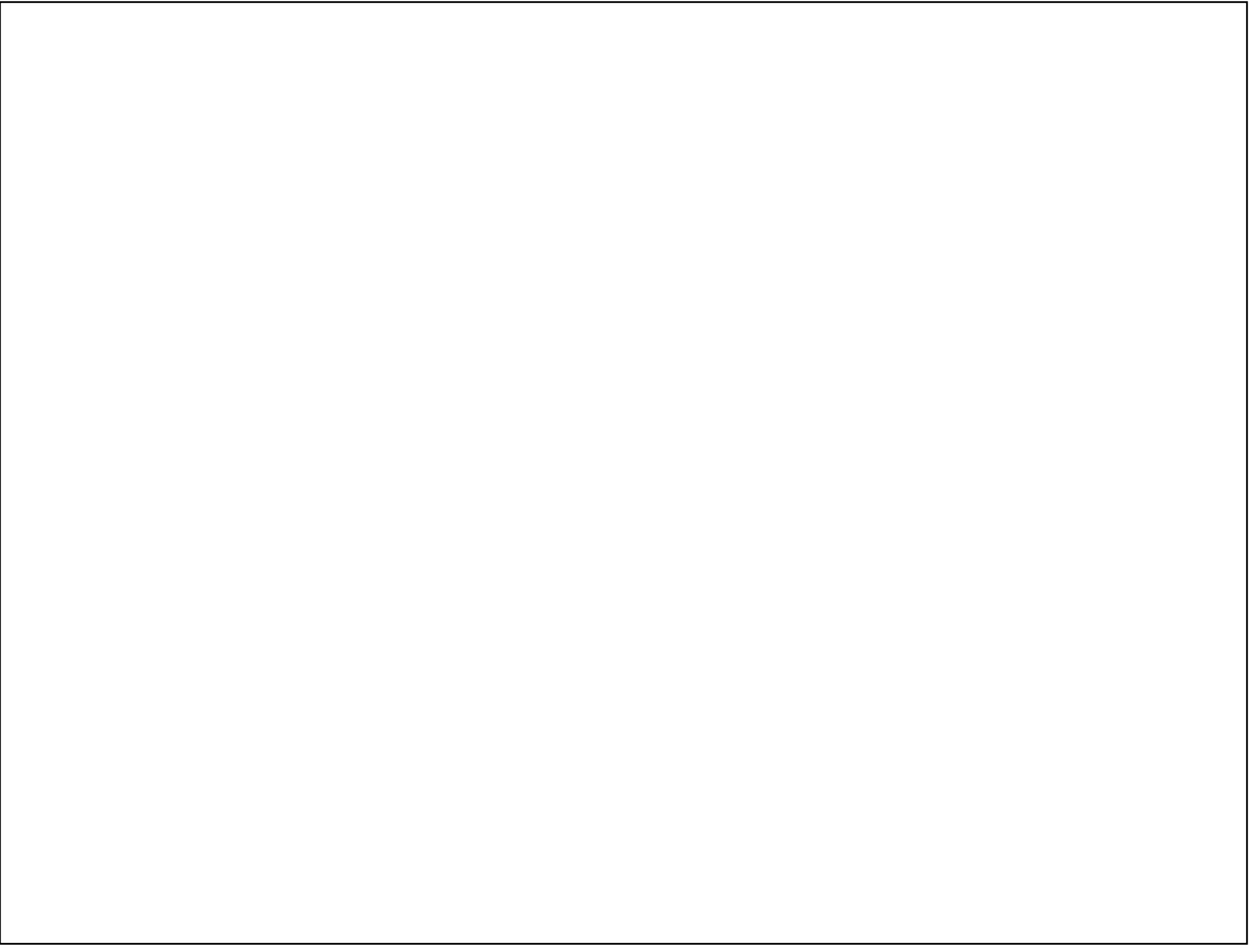
The Work Plan projects as detailed below represents roughly 438 days of staff time to complete. Given the five-year average event workload and Emergency Program administrative workload of 171 days, the total time available in 2020 for Work Plan projects is **54 days**.

The discussion will need to take place in 2020 on how the Emergency Management program will be staffed as it pertains to program development, grant opportunities, response and recovery activities, and the impact this will have on the list of projects.

The list of projects below is roughly ordered based on what the Emergency Management staff see as Board priorities, funding availability and best use of staff time.




















**Project time cutoff line**

Normal Activation		54 day project time given 5 year EOC activation average.
No Activation		If 2020 has no EOC activations an additional 68 days will be available for project work. The
		Emergency Program will update the Board of Directors as to this status during the quarterly updates.



## 2020 Projects

Strategic Priority	Project name	Days to complete	Internal/External	Budget (Est)	Risk/priority
   	Grant Applications and Management: 2020 CRI FireSmart, CEPF ESS, CEPF EOC Training, CEPF	45	Both	\$1,000	High
	Emergency Program Act Modernization Submission	3	Internal	N/A	High
  	Development of an RDKB-specific FireSmart for homeowners plan, project management	20	External	\$5,000	Medium
   	Pet & Livestock Plan	20	Internal	\$1,000	Medium
  	Capturing Boundary Freshet 2018 Business Continuity Strategy	3	Internal	N/A	
 	Public Education and Community Outreach	20	Both	\$4,000	High
 	Analysis of emergency evacuation routes and alternatives	20	Both	\$1,000	Medium
   	Update Regional HRVA	30	Both	\$30,000	High
   	Update Regional Emergency Plan	40	Both	\$30,000	Medium
   	RDKB EOC Activation Business continuity planning	50	Both		Medium
	Asset Management Planning	2	Internal	N/A	Low
 	RDKB First Responder Radio Communications System Evaluation	30	External	\$25,000.00	Low
  	Flood Fighting Trailer Grant Request	15	Internal	N/A	Medium
 	Update flood plain mapping for entire RDKB & CEPF Flood Risk Assessment Grant	3	Both	N/A	High
	Records management of EM files	10	Internal	N/A	Medium
 	Analysis and recommendation of best practices re: emergency evacuations	15	Both		Medium
  	Development of an RDKB – wide community wildfire risk and prevention plan	15	External		Medium

		Analysis of the rapid damage assessment process used in 2018, identify best practices	3	Internal	Medium
		 Scoping for a stand-alone EOC for Grand Forks	10	Both	Low
		Pre-positioning emergency management supplies across the Boundary region	20	Internal	Low
		Development of a common IT operating platform for EOC operations	20	Internal	Low
		  EOC Staff Training/ Orientation / Exercise	20	Internal	High
		 Regional weather station network	40	Both	Low
		 Remote river monitoring system	40	Both	Medium
<b>Total</b>			<b>494</b>		



REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
FIVE YEAR FINANCIAL PLAN

EXHIBIT NO 012  
EMERGENCY PREPAREDNESS



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

	PAGE	2018 ACTUAL	2019 BUDGET	2019 ACTUAL	(OVER) UNDER	2020 BUDGET	Increase(Decrease) between 2019 BUDGET and 2020 BUDGET		2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET
							\$	%				
<b>REVENUE</b>												
Property Tax Requisition	2	236,613	259,111	259,111	0	336,160	77,048	29.74	472,870	458,483	391,590	468,509
11 590 159 Miscellaneous Revenue	3	173,026	0	14,940	(14,940)	0	0	0.00	0	0	0	0
11 759 080 Emergency Planning Grant	4	0	0	0	0	0	0	0.00	0	0	0	0
11 759 083 PEP Grants	5	2,642,786	100,000	1,073,654	(973,654)	179,209	79,209	79.21	100,000	100,000	100,000	100,000
11 210 100 Federal Grant In Lieu	6	841	800	522	278	800	0	0.00	800	800	800	800
11 911 100 Previous Year's Surplus	7	193,391	144,247	140,659	3,588	1	(144,246)	(100.00)	0	0	0	0
11 920 002 Capital - Borrowing	8	0	0	0	0	0	0	0.00	0	0	0	0
11 921 205 Revenue From Reserve	9	59,496	60,000	0	60,000	73,179	13,179	21.97	55,280	41,205	0	0
Total Revenue		3,306,152	564,158	1,488,886	(924,728)	589,349	25,190	4.47	628,950	600,488	492,390	569,309
<b>EXPENDITURE</b>												
12 258 111 Salaries & Benefits	10	150,460	200,464	200,464	0	231,851	31,387	15.66	378,014	347,370	247,801	253,207
12 258 210 Travel & Conference	11	4,434	4,671	1,821	2,850	6,744	2,073	44.39	6,879	7,017	7,157	7,300
12 258 211 Vehicle Operating	12	5,270	5,552	7,330	(1,778)	5,663	111	2.00	5,776	5,892	6,010	6,130
12 258 213 Telephone	13	2,750	2,920	2,297	623	4,598	1,678	57.48	4,658	4,751	4,846	4,943
12 258 214 Radio - Communications	14	1,427	5,000	214	4,786	3,948	(1,052)	(21.04)	4,027	4,107	4,190	4,273
12 258 216 Equipment Replacement	15	1,360	2,000	3,899	(1,899)	2,040	40	2.00	2,081	2,122	2,165	2,208
12 258 221 Advertising & Promotion	16	2,949	3,000	1,851	1,149	3,060	60	2.00	3,121	3,184	3,247	3,312
12 258 224 O.T. Wages - Emergency F	17	290,162	0	542	(542)	0	0	0.00	0	0	0	0
12 258 225 PEP Task Claims	18	2,315,889	100,000	885,204	(785,204)	100,000	0	0.00	100,000	100,000	100,000	100,000
12 258 227 Wages - Recovery	19	82,490	0	188,450	(188,450)	79,209	79,209	0.00	0	0	0	0
12 258 230 Board Fee	20	5,401	5,486	5,486	0	5,572	86	1.57	5,683	5,797	5,913	6,031
12 258 233 Consulting Fees	21	3,850	15,000	0	15,000	5,000	(10,000)	(66.67)	5,000	5,000	5,000	5,000
12 258 234 Staff Education & Training	22	1,320	5,250	2,824	2,426	10,513	5,263	100.24	15,788	26,078	16,381	16,700
12 258 251 Office Supplies	23	1,231	3,900	4,829	(929)	4,000	100	2.56	4,080	4,162	4,245	4,330
12 258 252 EOC Center Site Costs	24	24,719	55,300	53,872	1,428	57,300	2,000	3.62	57,500	47,804	48,117	48,439
12 258 253 SPU - Maintenance & Repa	25	15,938	5,000	435	4,565	39,100	34,100	682.00	5,592	5,704	5,818	5,934
12 258 610 Capital/Amortization	26	59,496	0	0	0	0	0	0.00	0	0	0	70,000
12 258 716 Grants to SARS/ESS Grou	27	25,000	25,750	10,000	15,750	25,750	0	0.00	25,750	26,500	26,500	26,500
12 258 741 Contribution To Reserve	28	160,350	119,865	119,367	498	0	(119,865)	(100.00)	0	0	0	0
12 258 840 Vehicle Financing	29	0	0	0	0	0	0	0.00	0	0	0	0
12 258 990 Previous Year's Deficit	30	0	0	0	0	0	0	0.00	0	0	0	0
12 258 999 Contingencies	31	7,410	5,000	0	5,000	5,000	0	0.00	5,000	5,000	5,000	5,000
Total Expenditure		3,161,905	564,158	1,488,886	(924,728)	589,349	25,190	4.47	628,950	600,488	492,390	569,309
Surplus (Deficit)		144,247		1								

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Property Tax Requisition		2020	2021	2022	2023	2024
		Budget	Budget	Budget	Budget	Budget
2019						
Actual	Description	Amount	Amount	Amount	Amount	Amount
7,800	11 830 100 012 Fruitvale	10,119	14,235	13,802	11,788	14,103
22,808	11 830 200 012 Grand Forks	29,590	41,624	40,358	34,470	41,241
2,548	11 830 300 012 Greenwood	3,305	4,649	4,508	3,850	4,606
3,980	11 830 400 012 Midway	5,164	7,264	7,043	6,015	7,197
3,997	11 830 500 012 Montrose	5,186	7,295	7,073	6,041	7,227
25,335	11 830 600 012 Rossland	32,869	46,236	44,829	38,289	45,809
58,650	11 830 700 012 Trail	76,090	107,034	103,778	88,637	106,047
6,089	11 830 800 012 Warfield	7,899	11,112	10,774	9,202	11,010
23,956	11 830 901 012 Electoral Area 'A'	31,079	43,719	42,389	36,204	43,315
13,188	11 830 902 012 EA 'B' / Lower Columbia/Old	17,109	24,067	23,335	19,931	23,845
25,672	11 830 903 012 EA 'C' / Christina Lake	33,306	46,851	45,425	38,798	46,419
17,513	11 830 904 012 EA 'D' / Rural Grand Forks	22,720	31,960	30,988	26,466	31,665
47,576	11 830 905 012 EA 'E' / West Boundary	61,723	86,824	84,183	71,900	86,023
259,111	Subtotal	336,160	472,870	458,483	391,590	468,509
	This Year Requisition	336,160	472,870	458,483	391,590	468,509
		336,160	472,870	458,483	391,590	468,509

Notes:

Bylaw No. 1286 Sept 22, 2005 to include all RDKB participants

ROSSLAND OPTED BACK IN THE SERVICE IN 2016

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

### Five Year Financial Plan

Name	Miscellaneous Revenue	2019	2020		2021		2022		2023		2024
Account	11 590 159 012	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1		-	-		-		-		-		-
	Current Year Budget	-	-		-		-		-		-

Notes:	Previous Year Budget	-
	Actual to December 31, 2019	14,940



## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Name	Emergency Planning Grant	2019	2020		2021		2022		2023		2024
Account	11 759 080 012	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1											-
	Current Year Budget	-	-		-		-		-		-

Notes:	Previous Year Budget	-
	Actual to December 31, 2019	-

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	PEP Grants	2019	2020	2021	2022	2023	2024
Account	11 759 083 - 012	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Emergency Incident #1 - Response	30,000	30,000	30,000	30,000	30,000	30,000
	Emergency Incident #1 - Recovery	20,000	20,000	20,000	20,000	20,000	20,000
2	Emergency Incident #2 - Response	30,000	30,000	30,000	30,000	30,000	30,000
	Emergency Incident #2 - Recovery	20,000	20,000	20,000	20,000	20,000	20,000
3	Interim Manager of Emergency Programs - EMBC Funding		79,209				
<b>Current Year Budget</b>		<b>100,000</b>	<b>179,209</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>

Notes:	Previous Year Budget	100,000
	Actual to December 31, 2019	1,073,654
Response costs recovered 100%		
Recovery costs recovered at 80% less \$1,000		
See Page 17 & 18		

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

### Five Year Financial Plan

[illegible]

Notes:	Previous Year Budget	800
	Actual to December 31, 2019	522

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

### Five Year Financial Plan

Name	Previous Year's Surplus	2019	2020		2021		2022		2023		2024
Account	11 911 100 012	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Previous Year's Surplus	144,247	1		-		-		-		-
	Current Year Budget	144,247	1		-		-		-		-

Notes:	Previous Year Budget	144,247
	Actual to December 31, 2019	140,659

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

### Five Year Financial Plan

Name	Capital - Short Term Borrowing	2019	2020		2021		2022		2023		2024
Account	11 920 002 012	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1		-									
	Current Year Budget	-	-		-		-		-		-

Notes:	Previous Year Budget	-
	Actual to December 31, 2019	-

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name Account	Transfer From Reserve Funds 11 921 205 012	2019 Prior Year	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Transfer From Reserve	60,000	-	-	-	-	-
2	Manager of Emergency Programs		14,591	55,280	41,205		
3	SPU Upgrades to New Standard		34,000				
4	Communications Equipment		2,448				
5	EOC Computer Replacement		2,040				
6	EOC Exercise Plan		5,000				
7	Trail EOC Flooring		10,000				
8	Maintenance & Repairs and Operating Costs		5,100				
<b>Current Year Budget</b>		<b>60,000</b>	<b>73,179</b>	<b>55,280</b>	<b>41,205</b>	<b>-</b>	<b>-</b>

Notes:	Previous Year Budget	60,000
	Actual to December 31, 2019	-
Item #2	New 2nd Position with 2 Year Term (50% Reserve Redemption)	

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

[illegible]

<b>Notes:</b>		Previous Year Budget	200,464
		Actual to December 31, 2019	200,464
Item #1	54% - Admin, 36% - Electoral Area Admin, & 10% - Emergency Preparedness		
Item #3	New Position 2 Year Term: Partial in 2020, Full Year 2021, & Half Year 2022		
Item #5/6	50% - Emergency Preparedness, & 50% - Regional Fire Services		
Item #7/8	50% - Regional Fire Services, 25% - Emergency Preparedness, & 25% - 911 Communications		

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name Account	Travel & Conference 12 258 210 012	2019 Prior Year	2020 Budget		2021 Budget		2022 Budget		2023 Budget		2024 Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Annual PEP Conference	1,600	1,632	2.0%	1,665	2.0%	1,698	2.0%	1,732	2.0%	1,767
2	Registration & Per Diem	2,071	2,112	2.0%	2,155	2.0%	2,198	2.0%	2,242	2.0%	2,287
3	General Travel	1,000	3,000	2.0%	3,060	2.0%	3,121	2.0%	3,184	2.0%	3,247
Current Year Budget		4,671	6,744		6,879		7,017		7,157		7,300

Notes:

Previous Year Budget	4,671
Actual to December 31, 2019	1,821

Item #1/2 Two Attendees To EP Conference



REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name Account	Vehicle Operating 12 258 211 012	2019 Prior Year	2020 Budget		2021 Budget		2022 Budget		2023 Budget		2024 Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Mileage and Other Operating Expenses	3,106	3,168	2.0%	3,231	2.0%	3,296	2.0%	3,362	2.0%	3,429
2	Insurance for SPU Trailers	446	455	2.0%	464	2.0%	473	2.0%	483	2.0%	492
3	Insurance of Emergency Preparedness Vehicle	2,000	2,040	2.0%	2,081	2.0%	2,122	2.0%	2,165	2.0%	2,208
4											
Current Year Budget		5,552	5,663		5,776		5,892		6,010		6,130

Notes:

Previous Year Budget	5,552
Actual to December 31, 2019	7,330

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name Account	Telephone 12 258 213 012	2019 Prior Year	2020 Budget		2021 Budget		2022 Budget		2023 Budget		2024 Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Telephone Cost										
2	Trail EOC (250-368-9127)	1,000	1,020	2.0%	1,040	2.0%	1,061	2.0%	1,082	2.0%	1,104
3	Trail EOC Fax (250-368-9128)	-	-	2.0%	-	2.0%	-	2.0%	-	2.0%	-
4	Toll Free (888-747-9119)	-									
5	Grand Forks EOC (250-442-3628)										
6	Cell Phone @ \$80 per month	1,920	1,958	2.0%	1,998	2.0%	2,038	2.0%	2,078	2.0%	2,120
7	Data Plan for three SPU iPads		1,620		1,620	2.0%	1,652	2.0%	1,685	2.0%	1,719
<b>Current Year Budget</b>		<b>2,920</b>	<b>4,598</b>		<b>4,658</b>		<b>4,751</b>		<b>4,846</b>		<b>4,943</b>

Notes:

Previous Year Budget	2,920
Actual to December 31, 2019	2,297

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name Account	Radio - Communications 12 258 214 012	2019 Prior Year	2020 Budget		2021 Budget		2022 Budget		2023 Budget		2024 Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Radio Communications - Preventative Maintenance	2,600	1,500	2.0%	1,530	2.0%	1,561	2.0%	1,592	2.0%	1,624
	On EOC radios/battery										
2	Communications Equipment	2,400	2,448	2.0%	2,497	2.0%	2,547	2.0%	2,598	2.0%	2,650
Current Year Budget		5,000	3,948		4,027		4,107		4,190		4,273

Notes:

Previous Year Budget	5,000
Actual to December 31, 2019	214

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Equipment Replacement	2019	2020		2021		2022		2023		2024
Account	12 258 216 012	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	EOC Computer Replacement	2,000	2,040	2.0%	2,081	2.0%	2,122	2.0%	2,165	2.0%	2,208
2											
	Current Year Budget	2,000	2,040		2,081		2,122		2,165		2,208

Notes:		Previous Year Budget	2,000
		Actual to December 31, 2019	3,899
Item #1	Information Services to replace one computer workstation annually		

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name Account	Advertising & Promotion 12 258 221 012	2019 Prior Year	2020 Budget		2021 Budget		2022 Budget		2023 Budget		2024 Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Community Promotion & Awareness	3,000	3,060	2.0%	3,121	2.0%	3,184	2.0%	3,247	2.0%	3,312
Current Year Budget		3,000	3,060		3,121		3,184		3,247		3,312

Notes:

Previous Year Budget	3,000
Actual to December 31, 2019	1,851

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

### Five Year Financial Plan

[illegible]

Notes:	Previous Year Budget	-
	Actual to December 31, 2019	542
Response costs recovered 100%		
Recovery costs recovered at 80% less \$1,000		
See Page 5		

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name Account	PEP Claims (Provincial Emergency Preparedness) 12 258 225 - 012	2019 Prior Year	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Emergency Incident #1 - Response	30,000	30,000	30,000	30,000	30,000	30,000
	Emergency Incident #1 - Recovery	20,000	20,000	20,000	20,000	20,000	20,000
2	Emergency Incident #2 - Response	30,000	30,000	30,000	30,000	30,000	30,000
	Emergency Incident #2 - Recovery	20,000	20,000	20,000	20,000	20,000	20,000
<b>Current Year Budget</b>		<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>

Notes:	Previous Year Budget	100,000
	Actual to December 31, 2019	885,204
Response costs recovered 100%		
Recovery costs recovered at 80% less \$1,000		
See Page 5		

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

[illegible]

Notes:		Previous Year Budget	-
		Actual to December 31, 2019	188,450
Item #1	EAF 72 Estimated to be Depleted PP#19/20 2020		



REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name Account	Board Fee 12 258 230 012	2019 Prior Year	2020 Budget		2021 Budget		2022 Budget		2023 Budget		2024 Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Board Fee (2% increase for C.P.I.)	4,323	4,409	2.0%	4,497	2.0%	4,587	2.0%	4,679	2.0%	4,772
2	Carbon Offset & Climate Change Initiatives	1,163	1,163	2.0%	1,186	2.0%	1,210	2.0%	1,234	2.0%	1,259
Current Year Budget		5,486	5,572		5,683		5,797		5,913		6,031

Notes:

Previous Year Budget	5,486
Actual to December 31, 2019	5,486

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Consulting Fees	2019	2020		2021		2022		2023		2024
Account	12 258 233 012	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Consulting Fees - Public Education Campaign	5,000	5,000		5,000		5,000		5,000		5,000
2	Grand Forks EOC Development Plan	10,000									
	Current Year Budget	15,000	5,000		5,000		5,000		5,000		5,000

Notes:	Previous Year Budget	15,000
	Actual to December 31, 2019	-

Item # 1	Fees to Cover Consultant Support.

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name Account	Staff Education & Training 12 258 234 012	2019 Prior Year	2020 Budget		2021 Budget		2022 Budget		2023 Budget		2024 Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Staff Development and Recertification	5,250	5,513	5.0%	5,788	5.0%	6,078	5.0%	6,381	5.0%	6,700
2	EOC Exercise Plan		5,000		10,000		20,000		10,000		10,000
Current Year Budget		5,250	10,513		15,788		26,078		16,381		16,700

Notes:		Previous Year Budget	5,250
		Actual to December 31, 2019	2,824
Item #1	Training cost for Emergency Operations Center staff		

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name Account	Office Supplies 12 258 251 012	2019 Prior Year	2020 Budget		2021 Budget		2022 Budget		2023 Budget		2024 Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Includes Report Printing & supplies	3,900	4,000	2.0%	4,080	2.0%	4,162	2.0%	4,245	2.0%	4,330
Current Year Budget		3,900	4,000		4,080		4,162		4,245		4,330

Notes:

	Previous Year Budget	3,900
	Actual to December 31, 2019	4,829

Item #1      2020 amount includes allocation to produce EM plans, if needed

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REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

[illegible]

Notes:	Previous Year Budget	55,300
	Actual to December 31, 2019	53,872

Item #1	Includes rental charges and janitorial services	
	GL Transfer to Misc Revenue Culture Arts & Recreation Lower Columbia	11 590 159 - 018
	Generators in Trail & Grand Forks	
Item #2	GF Generator Service 2019 = \$1900 / 2 = \$950 x 2 units (GF and Trail) = \$1900	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name Account	Sprinkler Protection Units - Repair & Maintenance 12 258 253 012	2019 Prior Year	2020 Budget		2021 Budget		2022 Budget		2023 Budget		2024 Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Maintenance & Repairs and Operating Costs	5,000	5,100	2.0%	5,202	2.0%	5,306	2.0%	5,412	2.0%	5,520
2	Upgrades to 3 SPU's to meet OFC deployment requi	-	34,000								
3	Avenza Pro App				390	2.0%	398	2.0%	406	2.0%	414
<b>Current Year Budget</b>		<b>5,000</b>	<b>39,100</b>		<b>5,592</b>		<b>5,704</b>		<b>5,818</b>		<b>5,934</b>

Notes:

	Previous Year Budget	5,000
	Actual to December 31, 2019	435

Item #1      OFC has increase then amout of equipment needed to deploy a SPU

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\_\_\_\_\_

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## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

### Five Year Financial Plan

Name	Capital	2019	2020		2021		2022		2023		2024	
Account	12 258 610 012	Prior Year	Budget		Budget		Budget		Budget		Budget	
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount	
1		-	-								70,000	
	Current Year Budget	-	-		-		-		-		70,000	

Notes:	Previous Year Budget	-
	Actual to December 31, 2019	-

<b><i>Sources of Funding Capital Projects:</i></b>
D = Debenture Borrowing
R = Reserves
C = Current Revenues
S = Short Term Borrowing
G = Gas Tax Grant

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

[illegible]

Notes:	Previous Year Budget	25,750
	Actual to December 31, 2019	10,000
Item #1-5	Grants are intended to supplement SARS operations (a retainer)	
Item #5	Agreement good through Dec 2021; increase forecast.	



## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Name	Contribution To Reserve	2019	2020		2021		2022		2023		2024
Account	12 258 741 012	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Contribution To Reserve	119,865									
2											
	Current Year Budget	119,865	-		-		-		-		-

Notes:	Previous Year Budget	119,865
	Actual to December 31, 2019	119,367

Item #1	Annual Contribution to Reserve

\$208,237.93

\$ -

\$208,237.93

Balance in Reserve December 31, 2018

Account Numbers 34 700 012

Restricted - Unmet Needs Committee Donations (Included in above)

Net Reserve (Unrestricted)

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

### Five Year Financial Plan

Name	Vehicle Financing	2019	2020		2021		2022		2023		2024
Account	12 258 840 012	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1		-	-		-		-		-		-
	Current Year Budget	-	-		-		-		-		-

Notes:	Previous Year Budget	-
	Actual to December 31, 2019	-

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

### Five Year Financial Plan

[illegible]

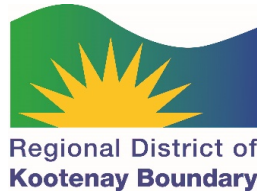
Notes:	Previous Year Budget	-
	Actual to December 31, 2019	-

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name Account	Contingencies 12 258 999 012	2019 Prior Year	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Miscellaneous	5,000	5,000	5,000	5,000	5,000	5,000
2							
Current Year Budget		5,000	5,000	5,000	5,000	5,000	5,000

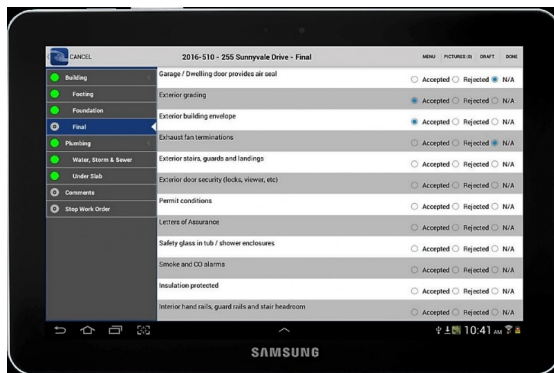
Notes:

Previous Year Budget	5,000
Actual to December 31, 2019	-



# Building Inspection Services

## 2020 Work Plan – DRAFT



## RDKB BUILDING INSPECTION DEPARTMENT

Brian Champlin, Manager of Building Inspection Services



Regional District of  
Kootenay Boundary

## Building Inspection Services

### 2020 Work Plan

**Service Name:** Building Inspection Services

**Service Number:** 004

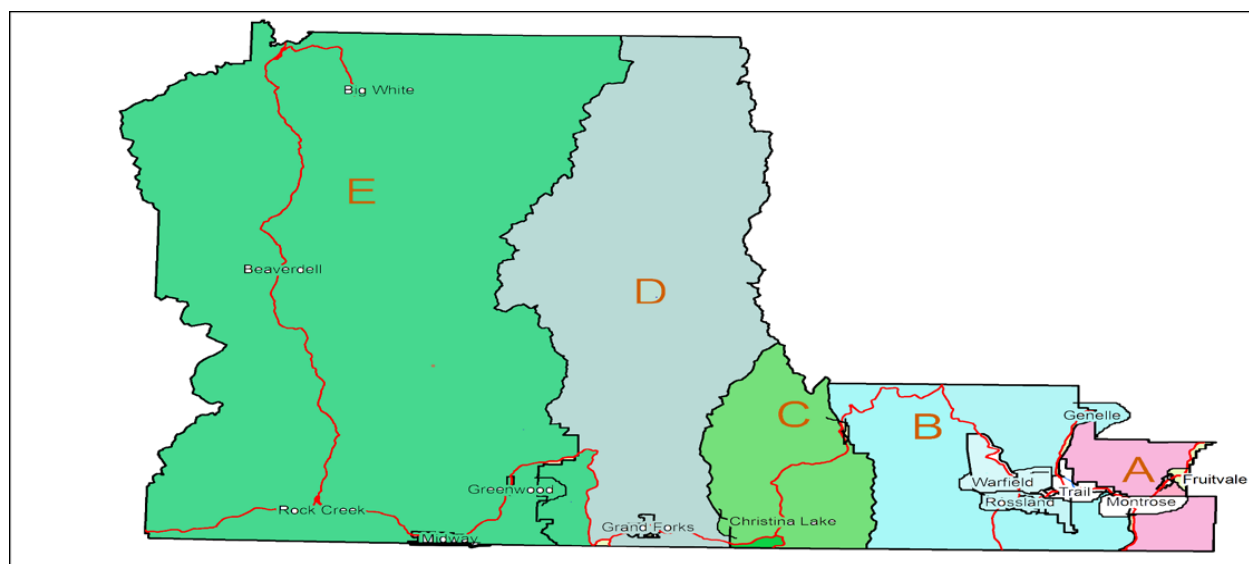
**Committee Having Jurisdiction:** Committee of the Whole – Finance

**General Manager/Manager Responsible:**

J. Chandler, General Manager, Operations/DCAO / B. Champlin, Manager of Building Inspection Services

**Description of Service:**

Building Inspection Services provides building and plumbing inspection throughout all electoral areas. The service also provides building and plumbing inspection services to six municipalities on a contract basis.



### Structure of Building Inspection Services

RDKB Building Inspection Services is considered to be an electoral area service. It was one of the RDKB's first services established upon incorporation, under Letters Patent. RDKB Bylaw No. 1, 1966 was the original regulatory building bylaw for the electoral areas. It has since been replaced by Bylaw No. 449, 1985 and amendments thereto, as the regulatory bylaw that currently applies to all of the electoral areas. The service was converted in 1989 to an extended service established by bylaw (Bylaw No. 619, 1989).

### Municipal Contracts

Over the years, the RDKB established contracts with several member municipalities for the purpose of providing building inspection services to municipal partners. This contract arrangement recognizes the economies of scale associated with sharing building inspection service among the participating jurisdictions. The current contracts with the municipalities were originally developed in 1994. At that time each of the eight municipalities signed contracts for building inspection service. Since then, two municipalities have used the termination provisions in the contract to withdraw from the contractual arrangement. The City of Rossland terminated its contract with the Regional District in 2008; but has since approached the Regional District to engage in a new contract to provide vacation relief services for the City of Rossland's Building and Plumbing Official. Discussions are underway, but the details of the contract have not been finalized. The City of Grand Forks terminated its contract in 2013.

The contracts with municipalities have been reviewed twice since they were originally signed in 1994 with no resulting changes to the structure of the service or the contracts themselves.

The contract outlines the elements of the building inspection service for which each party is responsible. Each participating municipality contributes to the costs of operating the service based upon a formula that is contained within the contract. The formula for determining each participant's financial contribution to the service utilizes three methods of apportionment:

1. Each participating member municipality and electoral area contributes a basic service fee determined by apportioning the costs of the Manager of Building Inspection Services salary plus a 40% administration fee among the participants, on the basis of population;
2. Based upon the actual value of permits issued two years previous, each member municipality and electoral area pays an additional fee as follows:
  - i. \$5.00/\$1,000 of residential permit value;
  - ii. \$2.00/\$1,000 of commercial permit value;
  - iii. \$1.00/\$1,000 of industrial permit value;
  - iv. \$1.00/\$1,000 of institutional permit value;
3. Additional funding requirements for the operation of the service after the above-described fees have been allocated are apportioned among the participating municipalities and electoral areas on the basis of Hospital District Assessment.

Under the terms of the contract, all building permit fees generated from within a municipality are returned to that municipality.

Because one of the apportionment considerations is the actual value of permits issued two years previous (i.e. apportionment in 2019 is based upon each participant's respective construction values in 2017), there has been some variability in the requisition paid by participating members from year to year. Significant requisition increases in any given year have generally been associated with increased construction values within that municipality, so building permit fee revenues returned to the municipality tend to offset requisition increases - to varying degrees.

**Establishing Authority:**

Section 332, *Local Government Act, RSBC 2015* (formerly Section 796, LGA, RSBC 1996, Ch. 323)  
Building and Plumbing Inspection Extended Service Establishment Bylaw No. 619, 1989

**Requisition Limit:** No requisition limit

**2020 Requisition / Budgeted Expenditures / Actual Expenditures:**

\$1,115,132 / \$1,115,132 / TBD

**Regulatory or Administrative Bylaws:**

RDKB Building and Plumbing Amendment Bylaw No. 449, 1985, and amendments thereto

**Service Area / Participants:**

Throughout all electoral areas; and the following municipalities, on a contract basis:

- City of Trail
- City of Greenwood
- Village of Fruitvale
- Village of Montrose
- Village of Warfield
- Village of Midway

**Human Resources:**

The Manager of Building Inspection Services is responsible for operational management of the Building Inspection Service, along with the other services within his mandate. The department is currently staffed with eight employees. All employees report directly to the Manager of Building Inspection Services.

Staffing for the department is composed of:

- Two Building and Plumbing Officials – Grand Forks
- Three Building and Plumbing Officials - Trail
- 1 Clerk/Secretary/Receptionist – Grand Forks
- 1 Clerk/Secretary/Receptionist – Trail
- Manager of Building Inspection Services – Trail



- 2 (Relief coverage/casual Clerk/Secretary/Receptionists) – Trail and Grand Forks

The Building Inspection Department's staff contingent is split between two work sites. In the Trail office, there are currently two Level 1 Building and Plumbing Officials, 1 Level in training, and 1 Level 3 Building and Plumbing Official (Manager) and 1 full time Clerk/Secretary/Receptionist, with 1 Vacation Relief Clerk/Secretary/Receptionist that serve all of the Lower Columbia communities in Electoral areas A and B, except Rossland.

In the Grand Forks office there is 1 Level 3 Building and Plumbing Officials, 1 full-time Clerk/Secretary/Receptionist, 1 Vacation Relief Clerk/Secretary/Receptionist, and recruitment in progress (November 2019) to hire the second Building and Plumbing Official position, vacant due to retirement in September 2019, serving Electoral Areas 'C' - Christina Lake, 'D' – Rural Grand Forks and 'E' – West Boundary.

## 2019 Accomplishments:

### Building Permit Applications

The primary goal of the Building Inspection Service is to provide the most effective and efficient building inspection service possible on a day-to-day, operational basis to the communities and clients that the department serves, given the resources available. Accordingly, one of the goals of the 2019 departmental work plan was to: *"Continue to provide prompt and effective building and plumbing inspection services to property-owners and contractors throughout the RDKB."* Comments from our industry stakeholders regarding our customer service, promptness of inspections and issuance of building permits has been very positive, as our building department staff are very conscious about customer service and meeting the needs of homeowners, contractor and other industry shareholders in the building community. Inspections are conducted on the day they are requested, unless the day is full, then they are conducted on the following day. Building Permits are issued within 10 working days once all the information has been submitted by the homeowner or contractor.

The operations of the department are largely reactive in nature, responding to applications for building projects with professional plan reviews, a series of inspections for each project, and required documentation.

For 2019, the number of building permit applications processed by the department over the year was similar to the 2018 numbers. The total number of building permits issued by the end of December 2019 decreased slightly by 0.418% to 481, from a total of 502 in 2018. While the number of building permits is down for 2019, the value of construction also decreased below 2018 by \$8,269,625. The detailed statistics, with building permit numbers and values to December 2019 are broken down by electoral area and municipality and are shown in the tables on the next page.

The final year end numbers are in up to the end of December , as follows:

**Total Permits in 2019 = 481** versus 502 in 2018. (21 Permit less than 2018)

**Revenue in construction value of permits 2019 = \$49,560,661** versus \$57,830,286 in 2018

A difference of \$8,269,625 less than in 2018

**COMPARISON BUILDING REPORT FOR 2018 AND 2019 (TO THE END OF DECEMBER, 2019)**

<b>AREA</b>	<b># PERMITS</b>	<b># UNITS</b>	<b>TOTAL VALUE</b>
<b>FRUITVALE</b>			
Year Ending 2019	40	3	\$2,518,076
Year Ending 2018	29	8	\$2,016,339
<b>GREENWOOD</b>			
Year Ending 2019	12	0	\$214,980
Year Ending 2018	10	1	\$233,250
<b>MIDWAY</b>			
Year Ending 2019	12	3	\$564,234
Year Ending 2018	7	3	\$520,000
<b>MONTROSE</b>			
Year Ending 2019	9	0	\$121,800
Year Ending 2018	20	2	\$876,037
<b>TRAIL</b>			
Year Ending 2019	163	6	\$7,636,581
Year Ending 2018	170	3	\$18,996,240
<b>WARFIELD</b>			
Year Ending 2019	16	1	\$424,800
Year Ending 2018	27	0	\$1,508,942
<b>AREA 'A'</b>			
Year Ending 2019	24	4	\$1,706,747
Year Ending 2018	25	1	\$809,420
<b>AREA 'B'</b>			
Year Ending 2019	35	10	\$3,046,426
Year Ending 2018	29	12	\$3,558,158
<b>AREA 'C'</b>			
Year Ending 2019	55	20	\$7,688,700
Year Ending 2018	62	13	\$5,010,300
<b>AREA 'D'</b>			
Year Ending 2019	46	11	\$3,428,317
Year Ending 2018	74	6	\$4,489,400
<b>AREA 'E'</b>			
Year Ending 2019	40	14	\$7,658,800
Year Ending 2018	31	6	\$4,254,200

<b>AREA 'BIG WHITE'</b>			
Year Ending 2019	29	13	\$14,551,200
Year Ending 2018	18	13	\$15,558,000
<b>TOTAL YEAR ENDING 2019</b>	481	85	\$49,560,661
<b>TOTAL YEAR ENDING 2018</b>	502	68	\$57,830,286

### **Property Management Software System**

The Building Inspection Department is using an outdated, unsupported version of CityView software to manage its building permitting system and documentation. The software is being replaced with a new version to avoid an inevitable software failure that could have a significant impact upon the department's productive capacity. Staff will be trained on this new version in the coming months, once the final logistics have been worked out.

### **New Inspection Checklist Procedures**

During 2019, the Building Inspection Department refined the building and plumbing inspection checklists that we have been using to ensure that each inspection on a project is conducted and documented uniformly and consistently with the requirements of the respective building bylaws.

One of the goals identified in the 2019 department work plan was to ensure that all building officials are consistently using these checklists while conducting inspections.

During the course of the year it was identified that the inspection checklist is being used more consistently by all inspectors and ongoing consistency is imperative to our operations in order to reduce our risk of liability. Moving forward, our goal for 2020 is still 100% compliance which is achievable once we move to an electronic inspection software program, such as City view mobile coming online in 2020, which includes a checklist that each building inspector must complete in full before they can file the inspection report.

The benefits of electronic inspection software in addition to being simple and easy to use, is the consistency that is automatically achieved when a user enters data into the inspection program; leaving no room for complacency. In addition to this, once the report is filed, a copy of the inspection is automatically sent to the Contractor, Owner or both, and Building Department along with any photographs of deficiencies that were taken during the inspection.

### **Building Bylaw Review**

Another goal identified in the 2019 departmental work plan was to review and develop a new building bylaw. The Building Inspection Department has revised the current building bylaw that applies to the electoral areas (Bylaw 449, 1985) as the Municipal Insurance Association of BC has now produced an updated "Core Building Bylaw" for local governments to use as a model bylaw to minimize their liability exposures. It was expected that the new building bylaw would be ready for adoption by the Board in late February or early March of 2019; however, we chose to delay the adoption of this bylaw until the province introduced some additional legislation into the to the BC Building Code that may have affected our proposed building bylaw. The bylaw has been vetted by our solicitors and will be presented to the Board of Directors in early 2020.

### **Asbestos Exposure Control Safe Work Procedure Implementation**

Another goal identified in the 2019 departmental work plan was to monitor the process for the recent implementation of the new Asbestos Exposure Control Safe Work Procedures program, developed to ensure that all workers were following these regulations on a day to day basis to ensure employee safety. A new safe work procedure was established through the RDKB's Occupational Health and Safety Committee in late 2016 which has impacted upon the operation of the service. Based on a September 2016 WorkSafe BC inspection and a subsequent requirement imposed by WorkSafe BC, the RDKB has developed a new Asbestos Exposure Control Plan and some safe work procedures associated with that plan. One of the safe work procedures relates directly to the work of Building and Plumbing Officials. The new procedure applies to renovation and demolition work on pre-1990 buildings. It requires owners or contractors to retain a qualified person to perform a hazardous materials survey prior to conducting work where hazardous materials may be disturbed. The inspection report and any abatement requirements must be posted at the site. Any required abatement must be undertaken by qualified hazardous materials abatement workers. Written confirmation that any required abatement has been completed must be provided before any work on the building commences. While these are generally considered to be WorkSafe BC regulatory requirements, the RDKB Building Inspection Department has been enforcing these requirements through the new safe work procedure to protect RDKB inspection staff from potential exposure to hazardous materials in the course of their inspection work. There have been a number of impacts associated with the new safe work procedure. For those owners and contractors who previously had not been retaining qualified persons to perform hazardous materials surveys, this additional requirement has added to the cost of projects. Based upon staff's discussions with prospective applicants about the newly imposed requirements, the new requirements had an impact on property-owners decisions as to whether they will begin a new project. The new requirements have very likely resulted in an increase in the number of projects that proceed without a required building permit, to avoid the additional costs associated with having a hazardous materials survey completed and any subsequent abatement work. The ultimate benefit of the new procedure is greater assurance that RDKB inspection staff, construction workers, and other workers that may be exposed to hazardous materials downstream (eg: landfill site workers) are better protected from exposure to hazardous materials. Our review throughout the year has revealed that all of our employees are in compliance with the hazardous materials regulations.

### **Enforcement**

*"Continued enforcement of the various building bylaws administered by the department throughout the RDKB"* was also a goal of the 2019 work plan and will continue to be a departmental goal from year-to-year. Staff reports to the Board recommending enforcement action against property-owners in contravention of the Building Bylaw were prepared and acted upon throughout the year relating to rural properties. Similar reports were prepared and sent to municipal staff for properties located within the participating municipalities for Council consideration. Our ultimate goal for 2019 and future years is 100% voluntary compliance.

## Significant Issues and Trends:

### Staffing

The Building Inspection Services department once again faced a major staffing issue in 2019 that points to a longer term issue that will initially impact the department moving forward for the next couple of years, as the department lost a Level 3 Building and Plumbing Official due to retirement and the department was only able to recruit a Level 1 replacement. In addition to this, at the beginning of October 2019 our Senior Level 3 Building and Plumbing Official in the Grand Forks office moved to another City and his position is currently vacant. Recruitment is currently in progress. Two of our building officials from the Trail office are covering off, the inspections in Grand Forks and the surrounding areas one to two days per week, until a replacement can be found to fill this position. It is important to note, that we have only one Level 3 Building and Plumbing Officials in addition to the Manager. Our goal is to recruit or develop internal staff to the Level 3 qualification.

With the new statutory regime that has been enacted by the provincial government relating to Building Inspection, there are mandatory qualification requirements applying to local government building inspection staff which takes effect on February 28, 2021. It will be necessary at that time for any work undertaken by a local government on complex buildings (commercial, industrial, multi-family residential, etc.) to be processed by a building inspector that has achieved Level 3 status.

The challenges faced by local governments across the province recruiting qualified building officials is significant and will increase over the next few years in light of the new regulatory requirements.

### Building Activity

While the increased building activity over the past couple of years, economic projections, and local anecdotal information, are now showing that building activity in 2020 will decline slightly at the beginning of the year and may continue with lower permit numbers and revenue throughout the year.

### 2020 PROJECTS

#### Legend – RDKB Board Strategic Priorities



Environmental Stewardship/Climate Preparedness



Exceptional Cost Effectiveness and Efficient Services



Responding to Demographic/Economic/Social Change



Improve and Enhance Communication

**Project:**        **Development and Implementation of the Step Code**

**Project Description:**

Include a new section in the Building Bylaw to allow inclusion of various “Steps” of the step code, to be introduced into the electoral areas, based upon the “Revised Core Building Bylaw” which has been produced by the Municipal Insurance Association following the enactment of the *Building Act* and associated regulations.

**Project Timelines and Milestones:**

The proposed new Building Bylaw is currently underway and being vetted by our Lawyers and is expected to be ready for Board review and adoption by March 2020.

**Project Risk Factors:**

Timeline dependent upon review and updating the new core bylaw which may include one of the 5 steps for residential buildings and 4 steps for larger complex buildings, regulated by the energy step code to address specific requirements within the RDKB, prior to adoption by the board.

**Internal Resource Requirements:**

The project will be administered by the Building Inspection Department without resource requirements from other departments.

**Estimated Cost and Identified Financial Sources:**

Approximately \$5,000 for legal review.

**Relationship to Board Priorities:**

This project supports the following categories for the RDKB’s strategic plan:



Responding to Demographic/Economic/Social Change



Environmental Stewardship/Climate Preparedness

**Project:** Continuation of the Mentorship Program for RDKB Building Officials to achieve Level 3 Qualifications.

**Project Description:**

This program is for all RDKB Building Officials who currently do not meet all of the requirements for Provincial Qualification, as the new statutory requirements enacted by the provincial government related to building inspection come into force on February 28, 2021. After this date, Building Officials will only be able to conduct plan reviews and building inspections for the level of inspection they have qualified for, such as level 1 – “Houses and Duplexes”, level 2 – “Small Commercial Buildings, plus level 1 buildings” or level 3 – All buildings. The program consists of in-house Building Inspection Training Modules and inter-departmental work experience in the planning and mapping, environmental services, administration and Public Safety

departments, supplemented by online Building Code courses from BCIT and examinations from ICC/BOABC and has a program duration just over one year.

**Project Timelines and Milestones:**

Ongoing from mid-February 2019 with completion in December of 2020.

**Project Risk Factors:**

There is a significant risk to the ability of the department to conduct plan reviews and building inspection after February 28, 2021 if these goals are not achieved.

**Internal Resource Requirements:**

The project will be administered by the Building Inspection Department and an interdepartmental training component of shared work experience resources will be the only requirement from other departments. No monetary resources will be required from other departments.

**Estimated Cost and Identified Financial Sources:**

The primary source of funding would be the annual tax requisition and it is anticipated that no additional revenue will be required over and above those resources previously allocated in 2019 budget, as much of this training will be in-house. This training allowance is taken from Page 10 "Travel Expenses" and includes Technical Seminars, Technical Conferences, and Training and Examinations.

**Relationship to Board Priorities:**

This project supports the following categories for the RDKB's strategic plan:



Exceptional Cost Effectiveness and Efficient Services

**Project:**        **Asset Management Planning**

**Project Description:**

Participation in the corporate-wide asset management planning process.

**Project Timelines and Milestones:**

Throughout 2019/2020.

**Project Risk Factors:**

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

**Internal Resource Requirements:**

The corporate asset management plan is being led by the Finance Department, with participation by all other departments.

**Estimated Cost and Identified Financial Sources:** N/A

**Relationship to Board Priorities:**

This project supports the following categories for the RDKB's strategic plan:



Exceptional Cost Effectiveness and Efficient Services

**Project:** Labor Reserve for 2 Building Official Positions

**Project Description:**

The Goal is to implement a labor reserve for a two year period to offset labor costs during slow times.

**Project Timelines and Milestones:**

Throughout 2020/2022

**Project Risk Factors:**

With construction trends slowing currently, labor costs could impact the number of Building Official positions required to continue the services that we provide the general populous over the next couple of years.

**Internal Resource Requirements:**

Labor Reserve – Goal 2 years wages for 2 Building Officials

**Estimated Cost and Identified Financial Sources:**

The goal is to budget \$50,000 annually, with the funds allocated from our year end surplus until accumulations reach \$200,000. Financial Sources will be from annual surplus revenues, as applicable.

**Relationship to Board Priorities:**

This project supports the following categories for the RDKB's strategic plan:



Exceptional Cost Effectiveness and Efficient Services





Thank you for the opportunity to submit this work plan for 2020



REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
FIVE YEAR FINANCIAL PLAN

EXHIBIT NO 004  
BUILDING INSPECTION

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

						Increase(Decrease) between 2019 BUDGET and 2020 BUDGET							
		PAGE	2018 ACTUAL	2019 BUDGET	2019 ACTUAL	(OVER) UNDER	2020 BUDGET	\$	%	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET
REVENUE:													
	Tax Requisition - Municipalities	2	353,780	387,882	387,882	(0)	395,657	7,775	2.00	443,342	434,245	442,743	449,692
	Tax Requisition - Electoral Areas	3	529,581	572,432	572,433	(1)	589,187	16,755	2.93	660,196	646,650	659,304	669,653
11 210 100	Federal Grant In Lieu	4	2,176	1,500	1,842	(342)	1,500	0	0.00	1,500	1,500	1,500	1,500
11 517 100	Bldg and Plumbing Permits	5	1,692	2,500	2,500	0	2,500	0	0.00	2,500	2,500	2,500	2,500
11 590 159	Miscellaneous Revenue	6	22	500	0	500	500	0	0.00	513	520	528	536
11 921 205	Transfer from Reserve	7	34,947	42,000	42,000	0	42,000	0	0.00	0	0	0	0
11 911 100	Previous Year's Surplus	8	30,617	62,836	60,441	2,395	158,865	96,029	152.82	0	0	0	0
Total Revenue			952,815	1,069,650	1,067,098	2,551	1,190,209	120,559	11.27	1,108,050	1,085,415	1,106,575	1,123,881
EXPENDITURE:													
12 292 111	Salaries & Benefits	9	691,617	800,629	701,220	99,409	805,373	4,744	0.59	814,653	830,946	847,565	864,516
12 292 210	Travel Expense	10	10,904	23,635	10,029	13,606	22,546	(1,089)	(4.61)	21,630	22,562	24,004	23,154
12 292 213	Telephone	11	16,724	18,600	14,728	3,872	18,972	372	2.00	19,351	19,738	20,133	20,536
12 292 230	Board Fee	12	27,259	27,781	27,781	0	28,313	532	1.91	28,879	29,457	30,046	30,647
12 292 232	Legal	13	46	5,000	2,346	2,654	5,100	100	2.00	1,000	1,020	1,040	1,061
12 292 243	Building Expense	14	46,978	47,284	47,284	0	47,284	0	0.00	47,284	47,284	47,284	47,284
12 292 247	Office Equipment	15	14,207	48,860	14,521	34,339	40,116	(8,744)	(17.90)	28,559	29,010	29,470	29,940
12 292 251	Office Supplies	16	26,904	30,230	14,802	15,428	25,925	(4,305)	(14.24)	26,123	26,326	26,532	26,743
12 292 253	Vehicle Maintenance	17	19,853	22,131	28,734	(6,603)	24,579	2,448	11.06	25,071	25,572	27,001	26,501
12 292 262	Equipment Lease	18	0	3,500	3,500	0	3,500	0	0.00	3,500	3,500	3,500	3,500
12 292 610	Capital/Amortization	19	34,947	42,000	43,289	(1,289)	54,000	12,000	28.57	42,000	0	0	0
12 292 990	Previous Year's Deficit	20	0	0	0	0	0	0	0.00	0	0	0	0
12 292 741	Equipment Reserve	21	538	0	0	0	114,501	114,501	0.00	50,000	50,000	50,000	50,000
Total Expenditure			889,979	1,069,650	908,233	161,416	1,190,209	120,559	11.27	1,108,050	1,085,415	1,106,575	1,123,881
Surplus(Deficit)			62,836		158,865								

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Property Tax Requisition		2020 Budget		2021 Budget		2022 Budget		2023 Budget		2024 Budget		
2019 Actual	Description	Amount	%	Amount	%	Amount	%	Amount	%	Amount		GRAND FORKS
44,768	11 830 100 004 Fruitvale	46,801		52,442		51,366		52,371		53,193		1,785
-	11 830 200 004 Grand Forks (Withdraw June 30)	-		-		-		-		-		-
13,439	11 830 300 004 Greenwood	13,463		15,085		14,776		15,065		15,301		629
20,379	11 830 400 004 Midway	19,051		21,347		20,909		21,319		21,653		1,010
25,078	11 830 500 004 Montrose	23,444		26,270		25,731		26,234		26,646		960
-	11 830 600 004 Rossland (Withdrew Aug 6, 200	-		-		-		-		-		-
250,891	11 830 700 004 Trail	259,443		290,711		284,746		290,318		294,875		14,208
33,327	11 830 800 004 Warfield	33,455		37,487		36,718		37,436		38,024		1,479
387,882	Sub Total	395,657		443,342		434,245		442,743		449,692		20,071
	This Year Requisition	395,657		443,342		434,245		442,743		449,692		20,071
	Total Requisition	395,657		443,342		434,245		442,743		449,692		20,071

Notes:

395,657	Municipalities	395,657	443,342	434,245	442,743	449,692
589,187	Electoral Areas	589,187	660,196	646,650	659,304	669,653
984,844	TOTAL	984,844	1,103,537	1,080,895	1,102,047	1,119,345

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Property Tax Requisition		2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget
2019 Actual	Description	This Year	Amount	Amount	Amount	Amount
44,327	Electoral Area 'A'	110,413	123,720	121,181	123,553	125,492
27,107	EA 'B' / Lower Columbia/Old Glory	63,595	71,260	69,798	71,164	72,281
42,852	EA 'C' / Christina Lake	113,487	127,165	124,556	126,993	128,986
44,833	EA 'D' / Rural Grand Forks	93,639	104,925	102,772	104,783	106,428
77,236	EA 'E' / West Boundary	208,052	233,127	228,343	232,812	236,466
236,354	Sub Total	589,187	660,196	646,650	659,304	669,653
This Year Requisition		589,187	660,196	646,650	659,304	669,653
2020 Net						
<b>"NET" REQUISITION</b>						
47,467	11 830 901 004 Electoral Area 'A'					
28,943	11 830 902 004 EA 'B' / Lower Columbia/Old Glory					
46,032	11 830 903 004 EA 'C' / Christina Lake					
47,624	11 830 904 004 EA 'D' / Rural Grand Forks					
83,043	11 830 905 004 EA 'E' / West Boundary					
253,109						
<b>Total Requisition</b>		<b>589,187</b>	<b>660,196</b>	<b>646,650</b>	<b>659,304</b>	<b>669,653</b>

Notes:	A	B	C	D	E	TOTAL
SECTION 1 BASED ON POPULATION	13,263	10,114	9,377	22,619	15,114	70,487
SECTION 2 BASED ON ACTIVITY	24,628	13,558	26,393	18,004	48,911	131,494
SECTION 3 BASED ON THE BALANCE	72,522	39,924	77,717	53,016	144,027	387,206
TOTAL BEFORE REPATRIATION OF REVENUE	110,413	63,595	113,487	93,639	208,052	589,187
LESS: 2019 REVENUE RECOGNIZED IN 2020	(62,946)	(34,652)	(67,455)	(46,016)	(125,009)	(336,078)
TOTAL REQUISITION FROM MINISTRY 2020	47,467	28,943	46,032	47,624	83,043	253,109
NET REQUISITION IN 2020	59,741	36,296	64,479	54,483	109,413	324,412
CHANGE	(12,274)	(7,353)	(18,447)	(6,859)	(26,370)	(71,303)

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

### Five Year Financial Plan

Name	Federal Grant In Lieu
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Account 11 210 100 004

2019  
Prior Year

## 2020 Budget

**2021  
Budget**

**2022  
Budget**

## 2023 Budget

## 2024 Budget

Item No.	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Federal Grant In Lieu	1,500	1,500		1,500		1,500		1,500		1,500
	Current Year Budget	1,500	1,500		1,500		1,500		1,500		1,500

Notes:	Previous Year Budget	1,500
	Actual to December 31, 2019	1,842

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## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

### Five Year Financial Plan

[illegible]

Notes:	Previous Year Budget	2,500
	Actual to December 31, 2019	2,500

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

### Five Year Financial Plan

Name **Miscellaneous Revenue**

Account 11 590 159 004

2019  
Prior Year

## 2020 Budget

**2021  
Budget**

## 2022 Budget

## 2023 Budget

## 2024 Budget

Item No.	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Miscellaneous Revenue	500	500	2.5%	513	1.5%	520	1.5%	528	1.5%	536
	Current Year Budget	500	500		513		520		528		536

Notes:	Previous Year Budget	500
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Actual to December 31, 2019	-
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REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name <b>Transfer from Reserve</b>		2019	2020	2021	2022	2023	2024
Account 11 921 205 - 004		Prior Year	Budget	Budget	Budget	Budget	Budget
Item No.	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Replace Building Official's vehicle	42,000	42,000		-		
2							
3	Offset Impact of Withdrawal						
4	Transfer from Reserve - Operations Offset						
<b>Current Year Budget</b>		<b>42,000</b>	<b>42,000</b>	-	-	-	-

Notes:

Previous Year Budget	42,000
Actual to December 31, 2019	42,000

Item #1: Purchase 1 new vehicle for Building Dept.

Item #2 Reserves used to off-set impact of losing a participating member

Item #3 Reserves used to off-set impact of losing a participating member



REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name **Previous Year's Surplus**  
Account 11 911 100 004

		2019 Prior Year	2020 Budget		2021 Budget		2022 Budget		2023 Budget		2024 Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Previous Year's Surplus	62,836	158,865		-		-		-		-
<b>Current Year Budget</b>		<b>62,836</b>	<b>158,865</b>		<b>-</b>		<b>-</b>		<b>-</b>		<b>-</b>

Notes:	Previous Year Budget	62,836
	Actual to December 31, 2019	60,441

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Salaries & Benefits	2019	2020			2021		2022		2023		2024	
Account	12 292 111 004	Prior Year	Budget			Budget		Budget		Budget		Budget	
Item No	Description	Amount	Hours	Rate	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Planning/Building General Manager	18,392	MID6	138,275	20,741	2.0%	21,156	2.0%	21,579	2.0%	22,011	2.0%	22,451
2	Building Inspector Manager	95,644	MID4	97,834	97,834	2.0%	99,791	2.0%	101,787	2.0%	103,823	2.0%	105,899
3	Building Inspector III	-	1900.0	43.44	-	2.0%	-	2.0%	-	2.0%	-	2.0%	-
4	Building Inspector III (GF new hire)	82,536	1900.0	43.44	82,536	2.0%	84,187	2.0%	85,870	2.0%	87,588	2.0%	89,340
5	Building Inspector III (Robert)	82,536	1900.0	43.44	82,536	2.0%	84,187	2.0%	85,870	2.0%	87,588	2.0%	89,340
6	Building Inspector I (Dan)	82,536	1900.0	38.20	72,580	2.0%	74,032	2.0%	75,512	2.0%	77,022	2.0%	78,563
7	Building Inspector II (Kevin)	72,580	1900.0	39.32	74,708	2.0%	76,202	2.0%	77,726	2.0%	79,281	2.0%	80,866
8	Building Inspector II (Brian Z.)	72,580	1900.0	39.32	74,708	2.0%	76,202	2.0%	77,726	2.0%	79,281	2.0%	80,866
9	Clerk Steno/Receptionist (GF)	54,701	1900.0	28.79	54,701	2.0%	55,795	2.0%	56,911	2.0%	58,049	2.0%	59,210
10	Clerk/Reception (Trail)	54,701	1900.0	28.79	54,701	2.0%	55,795	2.0%	56,911	2.0%	58,049	2.0%	59,210
11	Vac Relief for Receptionist (40 days @ 7.0 Hr) Grand	8,061	280.0	28.79	8,061	2.0%	8,222	2.0%	8,387	2.0%	8,555	2.0%	8,726
12	Vac Relief for Receptionist (40 days @ 7.0 Hr) Trail	8,061	280.0	28.79	8,061	2.0%	8,222	2.0%	8,387	2.0%	8,555	2.0%	8,726
13	Allotment for Overtime	5,100			5,202	2.0%	5,306	2.0%	5,412	2.0%	5,520	2.0%	5,631
14	Provision for unused Holidays (1wk/employee)	4,800		160.0 30.00	4,800	2.0%	4,896	2.0%	4,994	2.0%	5,094	2.0%	5,196
15	Lead Hand premium	1,900	1900.0	1.00	1,900	2.0%	1,938	2.0%	1,977	2.0%	2,016	2.0%	2,057
16	Cost Pressures/increase in levels	1,800			1,836	2.0%	6,873	2.0%	7,010	2.0%	7,150	2.0%	7,293
17	Allowance for CUPE Contract Increase (2%)				10,348	2.0%							
	Subtotal	645,929	15920.0		655,254		662,804		676,060		689,581		703,373
	Benefits @	154,700		23%	150,119	22.9%	151,848	22.9%	154,885	22.9%	157,983	22.9%	161,143
	Current Year Budget	800,629			805,373		814,653		830,946		847,565		864,516

Notes:		Previous Year Budget	800,629
		Actual to December 31, 2019	701,220
Item #1	Planning/Building Director's Salary Shared 15% Planning, 15% Building & 70% Administration		
Item #2	Building Inspector Manager - new position in 2018 budget for 8 months		
Item #12	Proposed - Vacation Relief Clerk Steno Receptionist Position for Trail Office		
Benefits Updated for 1.95% Employer Health Tax In 2019 & End of MSP Premiums in 2020			

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name Account	Travel Expense 12 292 210 004	2019 Prior Year	2020 Budget		2021 Budget		2022 Budget		2023 Budget		2024 Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Technical Seminars	7,000	6,834	2.0%	6,971	2.0%	7,110	2.0%	7,252	2.0%	7,397
2	Technical Conferences	3,000	2,917	2.0%	2,975	2.0%	3,035	2.0%	3,096	2.0%	3,157
3	Training - Examinations (Exams Fees Only)	2,500	3,264	2.0%	3,329	2.0%	3,396	2.0%	3,464	2.0%	3,533
4	Administration training	2,040	500	2.0%	510	2.0%	520	2.0%	531	2.0%	541
5	Membership fees (Increasing by 2.5%) Plus a \$200	3,800	3,895	2.5%	3,895	2.5%	3,992	2.5%	4,092	2.5%	4,194
6	Boat Rental	255	260	2.0%	265	2.0%	271	2.0%	276	2.0%	282
7	Building Code Training	2,500	2,244	2.0%	1,000	2.0%	1,500	2.0%	2,500	2.0%	1,200
8	Overnight accomodation (BW Inspectors)	500	510	2.0%	520	2.0%	531	2.0%	541	2.0%	552
9	Management Training	2,040	2,122	2.0%	2,164	2.0%	2,208	2.0%	2,252	2.0%	2,297
Current Year Budget		23,635	22,546		21,630		22,562		24,004		23,154

Notes: Previous Year Budget 23,635  
Actual to December 31, 2019 10,029

Item #3: Training - Examination Fees Only

Item #5: Regular Dues Increase Each Year by 2.5% until 2020. (See NOTE: below)

NOTE: Use funds from the Equipment Labor Reserve (GL Page 21) to pay additional membership fees

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name **Telephone**  
Account 12 292 213 004

		2019 Prior Year	2020 Budget		2021 Budget		2022 Budget		2023 Budget		2024 Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Other Building Inspection lines	5,000	5,100	2.0%	5,202	2.0%	5,306	2.0%	5,412	2.0%	5,520
2	Annual cost of six cellular phones	9,600	9,792	2.0%	9,987.84	2.0%	10,188	2.0%	10,391	2.0%	10,599
3	Online data communications GF and Trail Office	4,000	4,080	2.0%	4,162	2.0%	4,245	2.0%	4,330	2.0%	4,416
4		-	-		-		-		-		-
	<b>Current Year Budget</b>	<b>18,600</b>	<b>18,972</b>		<b>19,351</b>		<b>19,738</b>		<b>20,133</b>		<b>20,536</b>

Notes: Previous Year Budget 18,600  
Actual to December 31, 2019 14,728

Item #2 One (1) Additional cell phone plan for new Building Services Manager

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name **Board Fee**  
Account 12 292 230 004

		2019	2020			2021			2022			2023			2024
		Prior Year	Budget			Budget			Budget			Budget			Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Board Fee (2% increase for C.P.I.)	26,618	27,150	2.0%	27,693	2.0%	28,247	2.0%	28,812	2.0%	29,388				
2	Carbon Offset & Climate Change Initiatives	1,163	1,163	2.0%	1,186	2.0%	1,210	2.0%	1,234	2.0%	1,259				
Current Year Budget		27,781	28,313		28,879		29,457		30,046		30,647				

Notes:	Previous Year Budget	27,781
	Actual to December 31, 2019	27,781

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name **Legal**  
Account 12 292 232 004

		2019 Prior Year	2020 Budget		2021 Budget		2022 Budget		2023 Budget		2024 Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Legal costs	5,000	5,100	2.0%	1,000	2.0%	1,020	2.0%	1,040	2.0%	1,061
Current Year Budget		5,000	5,100		1,000		1,020		1,040		1,061

Notes:	Previous Year Budget	5,000
	Actual to December 31, 2019	2,346

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name **Building Expense**  
Account 12 292 243 004

		2019 Prior Year	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	<b>Boundary Office in Grand Forks:</b>						
	Utilities - Heating (gas)	3,800	3,800	3,800	3,800	3,800	3,800
	Utilities - Power (electricity, water)	3,800	3,800	3,800	3,800	3,800	3,800
	Building & Grounds Maintenance	3,280	3,280	3,280	3,280	3,280	3,280
	Janitorial Services (Contract VAB Enterprises)	7,200	7,200	7,200	7,200	7,200	7,200
	Provision for Minor Repairs & Maintenance	4,600	4,600	4,600	4,600	4,600	4,600
	Administration Recovery 11 400 004-001 Sub-Total	22,680	22,680	22,680	22,680	22,680	22,680
2	<b>Trail Office:</b>						
	Cost sharing for Inspection Office Space:						
	Heating - share of total cost	1,826	1,826	1,826	1,826	1,826	1,826
	Power - share of total cost	5,683	5,683	5,683	5,683	5,683	5,683
	Janitorial & Maintenance	16,789	17,095	17,095	17,095	17,095	17,095
	Sub-Total	<b>24,298</b>	<b>24,604</b>	<b>24,604</b>	<b>24,604</b>	<b>24,604</b>	<b>24,604</b>
	<b>Current Year Budget</b>	<b>46,978</b>	<b>47,284</b>	<b>47,284</b>	<b>47,284</b>	<b>47,284</b>	<b>47,284</b>

Notes:	Previous Year Budget	47,284
	Actual to December 31, 2019	47,284

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

[illegible]

Notes:	Previous Year Budget	48,860
	Actual to December 31, 2019	14,521

Item #1	Municipal Software (MUN030) CityView Annual Software Maintenance agreement
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Item #3	Cost shared with Building Inspection	27%, Adm 73% (ICO010)
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Item #4	City View Inspection Software purchase - Fund Difference from Equipment Reserve - GL 21
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Item #7 Building Inspection share of Photocopy Use (Trail Office)

Item #8	Replace all computers in Building Department - Fund Difference from Equipment Reserve - GL 21
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Item #10 May include digital cameras, printers, or other equipment

Item #11 Additional Technical Support & 3G Tablets for CV Inspection Program for 5 Users in 2019 {Actual TBD}

Item #12 Trail Office New Work Station & Furniture for Building Receptionist, as the current building inspector' work station will be moved into this space.



REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Office Supplies
Mr. Smith	100
Mr. Jones	200
Mr. Brown	300
Mr. White	400
Mr. Black	500
Mr. Green	600
Mr. Grey	700
Mr. Yellow	800
Mr. Purple	900
Mr. Blue	1000

Account 12 292 251 004

2019  
Prior Year

## 2020 Budget

## 2021 Budget

**2022  
Budget**

## 2023 Budget

**2024  
Budget**

Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Paper, pens, stationary, computer accessories	6,200	6,324	2.0%	6,450	2.0%	6,579	2.0%	6,711	2.0%	6,845
2	BCBC / CSA / ULC / NRC Resource Manuals 2018	7,500	3,000		3,000		3,000		3,000		3,000
3	Protective clothing and crestring; safety shoes, coveralls, uniform jackets and identifying crests	2,000	2,040	2.0%	2,081	2.0%	2,122	2.0%	2,165	2.0%	2,208
4	Safety equipment for vehicles	510	520	2.0%	531	2.0%	541	2.0%	552	2.0%	563
5	Environment Canada Climatic Data Values for five other locations within the RDKB.	1,020	1,040	2.0%	1,061	2.0%	1,082	2.0%	1,104	2.0%	1,126
6	Advertisements for Vacant Positions	1,000	1,000		1,000		1,000		1,000		1,000
7	LTSA Title Search Charges	12,000	12,000		12,000		12,000		12,000		12,000
	<b>Current Year Budget</b>	<b>30,230</b>	<b>25,925</b>		<b>26,123</b>		<b>26,326</b>		<b>26,532</b>		<b>26,743</b>

Notes:	Previous Year Budget	30,230
	Actual to December 31, 2019	14,802

Item #2	New 2018 BC Building & Plumbing Code Manuals and 2 online 5 yr subscriptions, plus support docs
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Item #2	Increase Budget for 2019 to \$7500, for new Building Code Binders for Both Offices - Trail & GF
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Item #7 Increase LTSA Title Search Charges Budget to \$12,000 per year to reflect higher LTSA service fee costs

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name Account	Vehicle Maintenance 12 292 253 004	2019 Prior Year	2020 Budget		2021 Budget		2022 Budget		2023 Budget		2024 Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Gas and oil, minor repairs for five vehicles	14,000	14,280	2.0%	14,566	2.0%	14,857	2.0%	15,154	2.0%	15,457
2	Insurance for five vehicles:										
761LFX	2009 Ford Escape HYBRID 4x4 (Kevin S.)	963	915	2.0%	933	2.0%	952	2.0%	971	2.0%	990
BT612C	2008 Ford Escape 4x4 (Rob)	963	915	2.0%	933	2.0%	952	2.0%	971	2.0%	990
239SJJ	2009 Ford Escape HYBRID 4x4 (Brian Z.)	1,012	915	2.0%	933	2.0%	952	2.0%	971	2.0%	990
HD646P	2009 Ford Escape HYBRID 4x4 (Dan S.)	963	915	2.0%	933	2.0%	952	2.0%	971	2.0%	990
HD645P	2008 Ford Escape 4x4 ()	944	915	2.0%	933	2.0%	952	2.0%	971	2.0%	990
HD639P	2018 Ford Escape 4x4 (Rob S.)	1,786	1,685	2.0%	1,719	2.0%	1,753	2.0%	1,788	2.0%	1,824
JV714P	2020 Hyundai Kona EV 4DR 2WD		2,509	2.0%	2,559	2.0%	2,610	2.0%	2,663	2.0%	2,716
3	Replacement all-season/winter tires as needed	1,000	1,020	2.0%	1,040	2.0%	1,061	2.0%	2,000	2.0%	1,000
4	Mileage for personal vehicles	500	510	2.0%	520	2.0%	531	2.0%	541	2.0%	552
Current Year Budget		22,131	24,579		25,071		25,572		27,001		26,501

Notes:

Previous Year Budget	22,131
Actual to December 31, 2019	28,734

Item #4 Includes insurance from personal to business use coverage (G.F.)

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name **Equipment Lease**  
Account 12 292 262 004

		2019 Prior Year	2020 Budget		2021 Budget		2022 Budget		2023 Budget		2024 Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	IKON Copier Maintenance Agreement	3,500	3,500		3,500		3,500		3,500		3,500
Current Year Budget		3,500	3,500		3,500		3,500		3,500		3,500

Notes: Previous Year Budget 3,500  
Actual to December 31, 2019 3,500  
Item #1 Share of RICOH Maintenance Agreement  
\_\_\_\_\_  
\_\_\_\_\_

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

### Five Year Financial Plan

Name	Capital	2019	2020	2021	2022	2023	2024					
Account	12 292 610 004	Prior Year	Budget	Budget	Budget	Budget	Budget					
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount	
	Replace Vehicles as required:											
1	2009 Ford Escape HYBRID 4x4 (Mickey)											
2	2008 Ford Escape 4x4 (Rob.)											
3	2009 Ford Escape HYBRID 4x4 (Brian Z.)				42,000							
4	2009 Ford Escape HYBRID 4x4 (Don)		42,000									
5	2008 Ford Escape 4x4 (Ken)	42,000										
6	Cityview Software		7,000									
7	Computer replacement and System Upgrade		5,000									

<b>Notes:</b>		<b>Previous Year Budget</b>	<b>42,000</b>
		<b>Actual to December 31, 2019</b>	<b>43,289</b>
<b>Item #1</b>	Replacement cost shown at "net" of any trade-in allowance		
<b>Item #6</b>	Electronic City View Inspection Software purchase		
<b>Item #7</b>	Computer Replacement and System Upgrade from Windows 7 to 10		

<b><i>Sources of Funding Capital Projects:</i></b>
D = Debenture Borrowing
R = Reserves
C = Current Revenues
S = Short Term Borrowing
G = Gas Tax Grant

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Name	Previous Year's	Deficit
Account	12 292 990 004	

2019  
Prior Year

## 2020 Budget

## 2021 Budget

## 2022 Budget

## 2023 Budget

## 2024 Budget

		Previous Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Previous Year's Deficit	-	-		-		-		-		-
	<b>Current Year Budget</b>	-	-		-		-		-		-

Notes:	Previous Year Budget	-
	Actual to December 31, 2019	-

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Contribution to Reserve	2019	2020	2021	2022	2023	2024
Account	12 292 741 004	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Contribution to Reserve	-	105,501	-	-	-	-
2	Management Early Retirement Incentive Plan	-	-	-	-	-	-
3	Equipment Reserve						
4	Labor Reserve		9,000	50,000	50,000	50,000	50,000
Current Year Budget		-	114,501	50,000	50,000	50,000	50,000

Notes:	Previous Year Budget	-
	Actual to December 31, 2019	-
Item #2	ERIP Funds transferred to Administration Reserve	
	GL Account Number 34 700 001	
Item #3.	Computer replacement, software upgrades, Electronic inspection software, etc.	
Item #4	Labor Reserve - Goal 2 yrs wages for 2 Building Officials	

\$ 73,299.01

Balance in Reserve December 31, 2018  
Account Numbers 34 700 004 and 34 701 004

73299  
-42000  
39701  
-62000

## RDKB Regional Building Inspection Services Contract

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

**BUDGET YEAR - 2020****FORMULA USED FOR APPORTIONMENT OF BUILDING INSPECTION ANNUAL REQUISITION****NOTE: City of Rossland not participating in the services as of August 6, 2008**

<b>SECTION 6</b>	The annual cost attributed to the building and plumbing function of the Regional District including operation, maintenance, capital and debt charges, shall be apportioned among the participating member municipalities and electoral areas on the following formulae: <i>inspection</i>
<b>SECTION 6.1 Population</b>	- each member municipality and electoral area will pay a basic service fee based on per capita x Senior Building Inspector annual salary plus 40% loading factor.
<b>SECTION 6.2 Activity</b>	- each member municipality and electoral area will pay a further fee based on actual value of permits two years previously, using the following rates. The Building Inspection Department issues annual activity reports. RATES: - \$5.00/1000 of residential permit value - \$2.00/1000 of commercial permit value - \$1.00/1000 of industrial permit value - \$1.00/1000 of institutional permit value
<b>SECTION 6.3 Assessed Values</b>	Additional funding requirements will be apportioned on the basis of Hospital District Assessment amongst the participating municipalities and electoral areas.

**SECTION 6.1** - each member municipality and electoral area will pay a basic service fee based on per Senior Building Inspector annual salary plus 40% loading factor, allocated by population statistics.

SR BLDG INSP SALARY	118,576
+ 40 % LOADING FACTOR	47,430
	<u>166,006</u>

MUNICIPALITY or AREA	POPULATION (2016 Census)	FACTOR	SERVICE FEE
FRUITVALE	1,920	0.081119	13,466
GRAND FORKS	0	0.000000	0
GREENWOOD	665	0.028096	4,664
MIDWAY	649	0.027420	4,552
MONTROSE	996	0.042080	6,986
ROSSLAND	0	0.000000	0
TRAIL	7,709	0.325700	54,068
WARFIELD	1,680	0.070979	11,783
<u>13,619</u>			<u>\$ 95,519</u>
AREA A	1,891	0.079894	13,263
AREA B / Lower Columt	1,442	0.060924	10,114
AREA C / Christina Lake	1,337	0.056487	9,377
AREA D / Rural Grand F	3,225	0.136254	22,619
AREA E / West Boundar	2,155	0.091047	15,114
<u>10,050</u>			<u>\$ 70,487</u>
	<u>23,669</u>	<u>1.000000</u>	<u>\$ 166,006</u>

166,006  
Check

## RDKB Regional Building Inspection Services Contract

**SECTION 6.2** - each member municipality and electoral area will pay a further fee based on actual value of permits issued two years previously. (ie for 2020 use 2018):

- \$5.00/1000 of residential permit value
- \$2.00/1000 of commercial permit value
- \$1.00/1000 of industrial permit value
- \$1.00/1000 of institutional permit value

### Building Permit Values 2018

**CALCULATIONS**  
**SECTION 6.2**

MUNICIPALITY/AREA	TOTAL VALUE	Calculated Service Fee
<b>VILLAGE OF FRUITVALE</b>		<b>Fees</b>
S.F.D. (Residential)	1,698,000	8,490
Mobile Home	0	0
Addition/Renovation	218,464	1,092
Garage/Carport	10,000	50
Commercial	100	0
Industrial	0	0
Institutional	89,775	90
<b>TOTALS</b>	<b>2,016,339</b>	<b>9,722</b>

<b>CITY OF GREENWOOD</b>		<b>Fees</b>
S.F.D. (Residential)	0	0
Mobile Home	168,000	840
Addition/Renovation	40,750	204
Garage/Carport	4,500	23
Commercial	0	0
Industrial	0	0
Institutional	20,000	20
<b>TOTALS</b>	<b>233,250</b>	<b>1,086</b>



## RDKB Regional Building Inspection Services Contract

<b>VILLAGE OF MIDWAY</b>		<b>Fees</b>
S.F.D. (Residential)	300,000	1,500
Mobile Home	149,000	745
Multiple Family Units	0	0
Addition/Renovation	21,000	105
Garage/Carport	10,000	50
Commercial	0	0
Industrial	0	0
Institutional	50,000	50
<b>TOTALS</b>	<b>530,000</b>	<b>2,450</b>

<b>VILLAGE OF MONTROSE</b>		<b>Fees</b>
S.F.D. (Residential)	650,000	3,250
Mobile Home	0	0
Addition/Renovation	175,087	875
Garage/Carport	45,500	228
Commercial	0	0
Industrial	0	0
Institutional	5,450	5
<b>TOTALS</b>	<b>876,037</b>	<b>4,358</b>

<b>CITY OF TRAIL</b>		<b>Fees</b>
S.F.D. (Residential)	400,000	2,000
Mobile Home	193,000	965
Addition/Renovation	1,187,233	5,936
Garage/Carport	169,562	848
Commercial	1,027,763	2,056
Industrial	179,192	179
Institutional	15,839,490	15,839
<b>TOTALS</b>	<b>18,996,240</b>	<b>27,823</b>

<b>VILLAGE OF WARFIELD</b>		<b>Fees</b>
S.F.D. (Residential)	0	0
Mobile Home	0	0
Addition/Renovation	320,103	1,601
Garage/Carport	19,500	98
Commercial	371,774	744
Industrial	0	0
Institutional	797,565	798
<b>TOTALS</b>	<b>1,508,942</b>	<b>3,239</b>

<b>TOTAL MUNICIPALITIES</b>	<b>48,678</b>
-----------------------------	---------------

## RDKB Regional Building Inspection Services Contract

**ELECTORAL AREA A**

S.F.D. (Residential)	180,000	900
Mobile Home	0	0
Addition/Renovation	278,000	1,390
Garage/Carport	111,020	555
Commercial	98,000	196
Industrial	29,400	29
Institutional	113,000	113
<b>TOTALS</b>	<b>809,420</b>	<b>3,184</b>

**ELECTORAL AREA B / Lower Columbia/Old Glory**

S.F.D. (Residential)	1,937,000	9,685
Mobile Home	809,000	4,045
Addition/Renovation	144,158	721
Garage/Carport	498,000	2,490
Commercial	130,000	260
Industrial	0	0
Institutional	40,000	40
<b>TOTALS</b>	<b>3,558,158</b>	<b>17,241</b>

**ELECTORAL AREA C / Christina Lake**

S.F.D. (Residential)	3,272,000	16,360
Mobile Home	716,300	3,582
Addition/Renovation	756,000	3,780
Garage/Carport	136,000	680
Commercial	10,000	20
Industrial	70,000	70
Institutional	50,000	50
<b>TOTALS</b>	<b>5,010,300</b>	<b>24,542</b>

**ELECTORAL AREA D / Rural Grand Forks**

S.F.D. (Residential)	2,090,000	10,450
Mobile Home	225,000	1,125
Addition/Renovation	941,100	4,706
Garage/Carport	1,033,300	5,167
Commercial	100,000	200
Industrial	0	0
Institutional	100,000	100
<b>TOTALS</b>	<b>4,489,400</b>	<b>21,747</b>

**ELECTORAL AREA E / West Boundary**

S.F.D. (Residential)	586,500	2,933
Mobile Home	381,200	1,906
Addition/Renovation	159,000	795
Garage/Carport	720,500	3,603
Commercial	97,000	194
Industrial	2,000,000	2,000
Institutional	310,000	310
<b>TOTALS</b>	<b>4,254,200</b>	<b>11,740</b>

## RDKB Regional Building Inspection Services Contract

**BIG WHITE SKI RESORT (Electoral Area E / West Boundary)**

S.F.D. (Residential)	2,000,000	10,000
Mobile Home	3,250,000	16,250
Multiple Family Units	0	0
Addition/Renovation	2,058,000	10,290
Garage/Carport	0	0
Commercial	8,250,000	16,500
Industrial	0	0
Institutional	0	0
<b>TOTALS</b>	<b>15,558,000</b>	<b>53,040</b>

	<b>Fees</b>	<b>Electoral Revenue</b>
<b>TOTAL ELECTORAL AREAS</b>	<b>131,494</b>	<b>336,078</b>

	<b>2019</b>		<b>Linked to Formulas</b>
<b>(1) ALLOCATE ELECTORAL AREAS ON ASSESSED VALUES:</b>			<b>Calculated</b>
AREA A	24,628	76,725,518	24,628
AREA B / Lower Columt	13,558	42,237,925	13,558
AREA C / Christina Lake	26,393	82,222,326	26,393
AREA D / Rural Grand F	18,004	56,089,232	18,004
AREA E / West Bounda	48,911	152,375,069	48,911
	<b>131,494</b>	<b>409,650,070</b>	<b>0.00032099</b>
			<b>131,494</b>

	<b>2019</b>		<b>Linked to Formulas</b>
<b>(2) ELECTORAL AREA REVENUE CREDIT</b>			<b>Calculated</b>
AREA A	62,946	76,725,518	62,946
AREA B / Lower Columt	34,652	42,237,925	34,652
AREA C / Christina Lake	67,455	82,222,326	67,455
AREA D / Rural Grand F	46,016	56,089,232	46,016
AREA E / West Bounda	125,009	152,375,069	125,009
	<b>336,078</b>	<b>409,650,070</b>	<b>0.00082040</b>
			<b>336,078</b>
<b>FINAL TOTAL - SECTION 6.2</b>			<b>180,172</b>

Section 6.3 Follows...

## RDKB Regional Building Inspection Services Contract

**SECTION 6.3** Additional funding requirements will be apportioned on the basis of Hospital District Assessment amongst the participating municipalities and electoral areas.

		Municipalities	Electoral Areas
TOTAL REQUISITION	984,844		
LESS BLDG INSP + LOADED AMOUNT	166,006	95,519	70,487
	<b>818,838</b>		
<b>AS PER CLAUSE 6.2 ABOVE</b>	<b>180,172</b>	<b>48,678</b>	<b>131,494</b>
		<b>144,197</b>	<b>201,981</b>

**BALANCE BASED ON ASSESSED VALUE** **638,666** Linked to Total below for distribution

Municipality/Area	Completed Roll 2019 Calculated Amount	2019 Converted Values		2018
FRUITVALE	23,613	24,981,694		22,753,699
GRAND FORKS	0	0	Opted out July 2013	0
GREENWOOD	7,713	8,159,559		7,664,594
MIDWAY	12,049	12,747,936		11,800,411
MONTROSE	12,101	12,802,045		11,320,428
ROSSLAND	0	0	Opted out Aug 2008	0
TRAIL	177,552	187,843,307		176,143,550
WARFIELD	18,433	19,501,423		17,455,074
Total Municipalities		<b>266,035,964</b>		<b>247,137,756</b>
AREA A	72,522	76,725,518		68,155,825
AREA B / Lower Columt	39,924	42,237,925		39,552,762
AREA C / Christina Lake	77,717	82,222,326		78,016,875
AREA D / Rural Grand F	53,016	56,089,232		52,656,553
AREA E / West Boundai	144,027	152,375,069		133,107,228
Total Electoral Areas		<b>409,650,070</b>		<b>371,489,243</b>
<b>From C323 Formula</b>	<b>638,666</b>	<b>675,686,034</b>	<b>0.00094521</b>	<b>618,626,999</b>
Check	638,666			

## RDKB Regional Building Inspection Services Contract

**SUMMARY OF REQUISITIONS:**

**\*\*These values are linked to the  
requisitions and services page**

**TOTAL REQUISITIONS**

FRUITVALE	46,801
GRAND FORKS	
GREENWOOD	13,463
MIDWAY	19,051
MONTROSE	23,444
ROSSLAND	0
TRAIL	259,443
WARFIELD	33,455

Total Municipalities	395,657
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		EA Credit	Net EA Req
AREA A	110,413	62,946	47,467
AREA B / Lower Colum	63,595	34,652	28,943
AREA C / Christina Lake	113,487	67,455	46,032
AREA D / Rural Grand F	93,639	46,016	47,624
AREA E / West Bounda	208,052	125,009	83,043
Total Electoral Areas	589,187	336,078	253,109
		253,109	

<b>Total Requisition</b>	<b>984,844</b>
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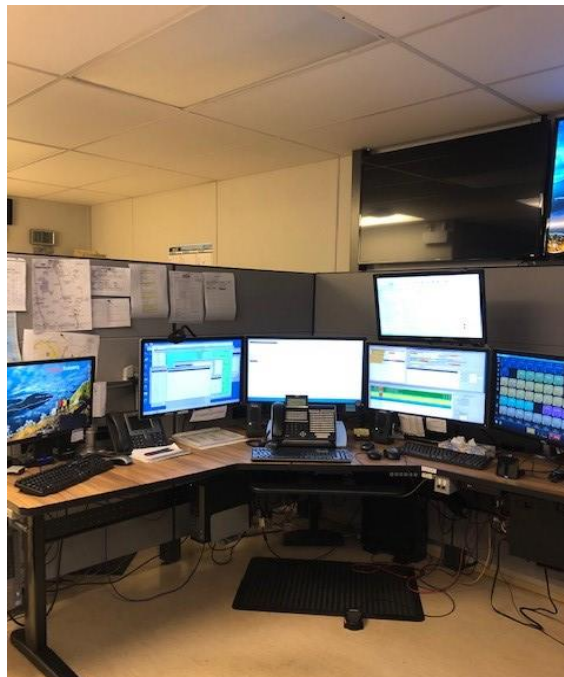
**Requisition Summary:**

	Municipalities	Electoral Areas	Total
Section 6.1	95,519	70,487	166,006
Section 6.2	48,678	131,494	180,172
Section 6.3	251,460	387,206	638,666
<b>Total</b>	<b>395,657</b>	<b>589,187</b>	<b>984,844</b>



# 9-1-1 Emergency Communications Service

## 2020 Work Plan



### 9-1-1 EMERGENCY COMMUNICATIONS SERVICE

Dan Derby, Regional Fire Chief/Fire Dispatch Manager  
Service Number 015  
As of December 3, 2019



## 9-1-1 Emergency Communications Service

### 2020 Work Plan

**Service Name:** 9-1-1 Emergency Communications Service

**Service Number:** 015

**Committee Having Jurisdiction:** Board of Directors – Protective Services Committee

**General Manager/Manager Responsible:**

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

**Description of Service:**

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

**Establishing Authority:**

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

Bylaw No. 1152 adopted 26<sup>th</sup> day of July, 2001

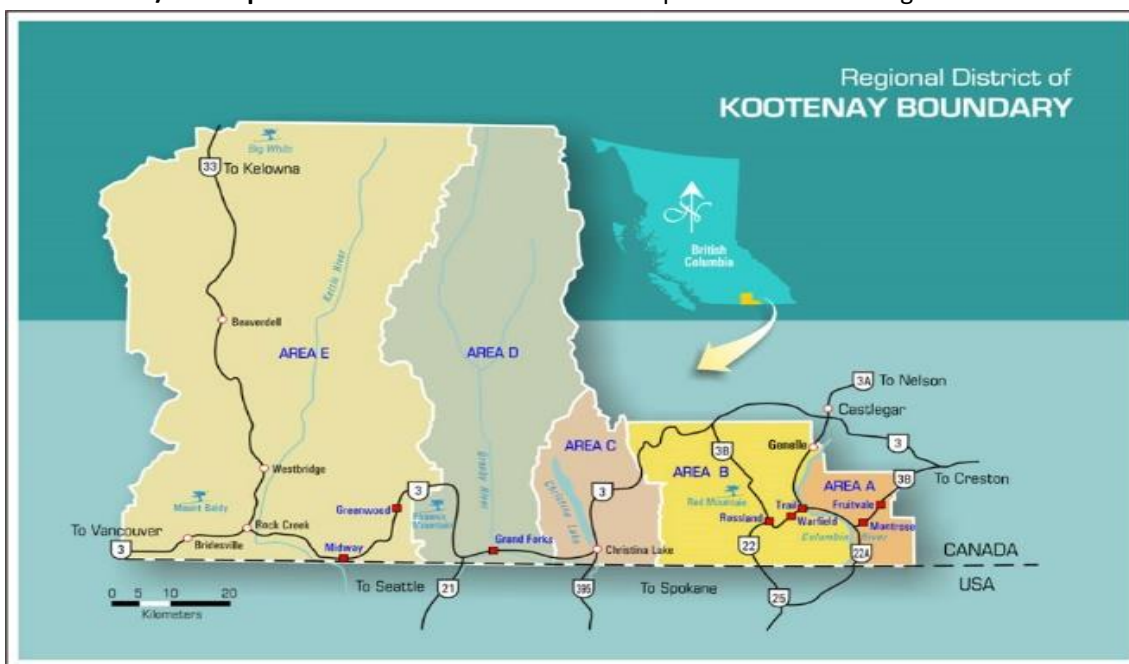
**Requisition Limit:** N/A

**2019 Requisition / Budgeted Expenditures / Actual Expenditures:**

\$323,966 / \$369,691 /

**Regulatory or Administrative Bylaws:** Not Applicable

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



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

**Human Resources:**

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



**2019 Accomplishments:**

In May 2018, Trail Fire Dispatch closed and fire dispatch services were transitioned to the City of Kelowna's Fire Dispatch, under a 5-year contract (April 30, 2018 – December 31, 2022) . In September the RDKB, board approved the extension of 9-1-1 agreement with the Regional District Central Okanagan (November 18, 2019 – December 31, 2020).

Operationally all repeater sites had preventative maintenance and repairs completed in 2019. Our Granite Mountain repeater west of Rossland suffered radio signal interference because of landlord improvements. Working with contractors, regulators and co-location tenants' solutions were identified to restore communications to normal levels.

Renewal of repeater site and network agreements continues to be a priority to ensure the long-term reliability of our fire dispatch network.

**Significant Issues and Trends:**

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

While four of the seven departments serviced by our dispatch network upgraded to a fibre network connection through the transition process in 2018. The other three fire departments (Greenwood, Midway & Beaverdell) will need to be upgraded to a fibre connection when fibre connectivity is available to Kelowna.

Upgrades to our repeater site and dispatch centres radio networks will provide significant cost pressures moving forward (2022) to meet federal Next Gen911 standards.

**2020 Projects:**

**Project #1:** Fire Dispatch Network Radio Coverage Assessment

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

**Project Timelines and Milestones:** Based on communications consultants availability and site access the project is anticipated to take four months with completion in time for the 2021 budget cycle.

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

**Internal Resource Requirements:** N/A

**Preliminary Cost and Identified Financial Sources:** The 2020 budget includes \$10,000 for consulting services to coordinate the technical and operational requirements of our fire dispatch repeater site network.

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

**Project #2:** Asset Management Planning

**Project Description:** Participation in the corporate-wide asset management planning process.

**Project Timelines and Milestones:** Throughout 2020.

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

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

**Estimated Cost and Identified Financial Sources:** N/A

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

**Remaining Board Action Items:**

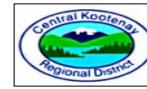
EMERGENCY COMMUNICATIONS SERVICE			
Initiation Date	Action / Issue	Staff Resources	Comments
Jan 2017	<u>Greenwood Area Communication Gaps:</u> With the installation of a new repeater tower in the Roderick Dhu Mountain Area of Grand Forks, Staff will follow-up regarding communication coverage to include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



REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
FIVE YEAR FINANCIAL PLAN

EXHIBIT NO 015  
9-1-1 EMERGENCY COMMUNICATIONS

911



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

		PAGE	2018 ACTUAL	2019 BUDGET	2019 ACTUAL	(OVER) UNDER	2020 BUDGET	Increase(Decrease) between 2019 BUDGET and 2020 BUDGET	
								\$	%
<b>REVENUE</b>									
	Property Tax Requisition - RDKB	2	419,210	323,966	323,966	(0)	342,985	19,019	5.87
11 590 161	Contract Revenue - RDCK	3	100,634	0	0	0	0	0	0.00
11 210 100	Federal Grant In Lieu/Misc Income	4	3,115	750	236	514	750	0	0.00
11 921 205	Transfer From Reserves	5	182,774	0	0	0	0	0	0.00
11 911 100	Previous Year's Surplus	6	7,617	44,975	44,975	0	21,237	(23,739)	(52.78)
	Total Revenue		713,350	369,691	369,178	513	364,971	(4,720)	(1.28)
<b>EXPENDITURE</b>									
12 255 111	Salaries & Benefits	7	139,993	42,467	42,467	(0)	43,448	981	2.31
12 255 213	Telephone	8	69,003	16,900	16,900	0	17,400	500	2.96
12 255 215	Communications Equipment R&M	9	68,868	49,801	49,801	0	29,142	(20,659)	(41.48)
12 255 216	Equipment Replacement Reserve	10	0	0	0	0	21,327	21,327	0.00
12 255 221	Advertising	11	0	750	0	750	750	0	0.00
12 255 230	Board Fee	12	16,799	17,102	17,102	0	17,411	309	1.81
12 255 233	Consultant Fees	13	15,925	10,000	0	10,000	10,000	0	0.00
12 255 234	Staff Development	14	356	1,000	0	1,000	1,000	0	0.00
12 255 237	Insurance	15	173	370	370	0	377	7	2.00
12 255 242	Operating Contracts	16	171,388	201,301	201,301	0	214,116	12,815	6.37
12 255 247	Office Equipment & Furniture	17	0	0	0	0	0	0	0.00
12 255 251	Office Supplies	18	0	0	0	0	0	0	0.00
12 255 610	Capital/Amortization	19	94,483	30,000	20,000	10,000	10,000	(20,000)	(66.67)
12 255 990	Previous Year's Deficit	20	0	0	0	0	0	0	0.00
12 255 999	Contingencies	21	91,387	0	0	0	0	0	0.00
	Total Expenditure		668,375	369,691	347,941	21,750	364,971	(4,720)	(1.28)
	Surplus(Deficit)		44,975		21,237				

2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET
345,927	355,458	377,901	383,839
0	0	0	0
750	750	750	750
0	0	0	0
0	0	0	0
346,677	356,208	378,651	384,589
44,244	45,350	46,484	47,646
17,900	18,400	18,900	18,900
29,725	30,319	30,926	31,544
0	0	0	0
750	750	750	750
17,759	18,114	18,477	18,846
0	0	0	0
1,000	1,000	1,000	1,000
385	393	400	409
224,914	231,881	251,714	255,494
0	0	0	0
0	0	0	0
10,000	10,000	10,000	10,000
0	0	0	0
0	0	0	0
346,677	356,208	378,651	384,589

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Property Tax Requisition - RDKB						
2019 Actual		2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget
	Description	Amount	Amount	Amount	Amount	Amount
9,752	11 830 100 015 Fruitvale	10,325	10,413	10,700	11,376	11,555
28,517	11 830 200 015 Grand Forks	30,191	30,450	31,289	33,265	33,787
3,185	11 830 300 015 Greenwood	3,372	3,401	3,495	3,716	3,774
4,976	11 830 400 015 Midway	5,269	5,314	5,460	5,805	5,896
4,998	11 830 500 015 Montrose	5,291	5,336	5,483	5,830	5,921
31,676	11 830 600 015 Rossland	33,536	33,824	34,756	36,950	37,531
73,330	11 830 700 015 Trail	77,635	78,301	80,458	85,538	86,882
7,613	11 830 800 015 Warfield	8,060	8,129	8,353	8,880	9,020
29,952	11 830 901 015 Electoral Area 'A'	31,710	31,982	32,863	34,938	35,487
16,489	11 830 902 015 EA 'B' / Lower Columbia/Old Glory	17,457	17,606	18,092	19,234	19,536
32,098	11 830 903 015 EA 'C' / Christina Lake	33,982	34,274	35,218		38,030
21,896	11 830 904 015 EA 'D' / Rural Grand Forks	23,181	23,380	24,024	25,541	25,943
59,484	11 830 905 015 EA 'E' / West Boundary	62,976	63,516	65,266	69,387	70,477
323,966	Sub Total	342,985	345,927	355,458	340,459	383,839
	Annual Requisition	342,985	345,927	355,458	377,901	383,839
	Total Requisition	342,985	345,927	355,458	377,901	383,839

Notes:

<b>Total Requisition Before Sharing Formula:</b>	<b>342,985</b>	<b>345,927</b>	<b>355,458</b>	<b>377,901</b>	<b>383,839</b>
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APPORTIONMENT BETWEEN RD's IS BASED ON COMPLETED ROLL EACH YEAR

Apportionment for RDKB participants is based on the REVISED roll

December 2016

Completed 2016
Hospital Purpose Net Taxable Values
20,083,024
65,026,014
7,164,863
11,187,989
11,171,080
62,163,145
160,066,256
16,539,852
65,436,484
38,080,741
72,711,073
48,915,081
115,059,329
693,604,931

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Contract Revenue - RDCK	COMPLETED	2020	2021	2022	2023	2024
Account	11 590 161 015	2016	Budget	Budget	Budget	Budget	Budget
Item No	Description	Hospital Purpose Net Taxable Values	Amount	Amount	Amount	Amount	Amount
1	City of Castlegar	Non Participant					
2	City of Nelson	Non Participant					
3	Town of Creston	77,439,683					
4	Village of Kaslo	15,433,127					
5	Village of New Denver	8,064,059					
6	Village of Nakusp	21,757,624					
7	Village of Salmo	10,998,128					
8	Village of Silverton	4,683,998					
9	Village of Slocan	3,883,445					
10	Electoral Area 'A' RDCK RD # 06	70,311,246					
11	Electoral Area 'B'	78,419,372					
12	Electoral Area 'C'	35,310,925					
13	Electoral Area 'D'	32,744,112					
14	Electoral Area 'E'	83,653,753					
15	Electoral Area 'F'	77,121,995					
16	Electoral Area 'G'	34,417,103					
17	Electoral Area 'H'	74,112,425					
18	Electoral Area 'I'	38,315,081					
19	Electoral Area 'J'	53,342,189					
20	Electoral Area 'K'	35,159,072					
	Total	755,167,337					
Total Contract Amount Due			-	-	-	-	-

Notes:

APPORTIONMENT BETWEEN RD's IS BASED ON <b>COMPLETED</b> ROLL EACH YEAR
City of Castlegar and City of Nelson not included in assessment base for Central Kootenay RD
Village of New Dever included in Budget Year 2007 (RDCK Bylaw #1860, 2007)

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Federal Grant In Lieu	2019	2020	2021	2022	2023	2024
Account	11 210 100 015	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Federal Grant In Lieu	750	750	750	750	750	750
Current Year Budget		750	750	750	750	750	750

Notes:	Previous Year Budget	750
	Actual to December 31, 2019	236

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Transfer From Reserves	2019	2020	2021	2022	2023	2024
Account	11 921 205 015	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Allowance for Equipment Upgrades/Repairs						
	For Fire Dispatch, Consulting Fees for Transition and						
	New Repeater for Grand Forks Fire Rescue						
<b>Current Year Budget</b>		-	-	-	-	-	-

Notes:		Previous Year Budget	-
		Actual to December 31, 2019	-
Item #1	For unanticipated equipment failures funded from Reserves		
See page 19 for specific details			



REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Previous Year's Surplus	2019	2020	2021	2022	2023	2024
Account	11 911 100 015	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount		Amount		Amount
1	Previous Year's Surplus	44,975	21,237		-		-
<b>Current Year Budget</b>		<b>44,975</b>	<b>21,237</b>		<b>-</b>		<b>-</b>

Notes:	Previous Year Budget	44,975
	Actual to December 31, 2019	44,975

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

[illegible]

Notes:

Previous Year Budget	42,467
Actual to December 31, 2019	42,467

Item #1	Internal Transfer of \$112,474 for First 4 Months of 2018 (\$91,443 plus benefits @ 23%) to Transfer From 9-1-1 (1-1-590-160-050)
Item #2	50% - Regional Fire Services, 25% - Emergency Preparedness, & 25% - 911 Communicat
Item #4	Benefits Updated for 1.95% Employer Health Tax In 2019 & End of MSP Premiums in 2020

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Telephone	2019	2020		2021		2022		2023		2024
Account	12 255 213 015	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Telus link to KFD - Beaverdell, Midway & Greenwood	3,500	3,600		3,700		3,800		3,900		3,900
	Cell backup to KFD - Beaverdell, Midway & Greenwood	2,000	2,100		2,200		2,300		2,400		2,400
2	VOIP Agreement Grand Forks, Christina Lake & KBRF	4,000	4,000		4,000		4,000		4,000		4,000
3	Grand Forks fibre costs for Grand Forks & Christina Lake	3,000	3,100		3,200		3,300		3,400		3,400
	CBBC Internet	2,400	2,500		2,600		2,700		2,800		2,800
4	Telephone Interconnect backup BW, GF, CL & KBRF	2,000	2,100		2,200		2,300		2,400		2,400
5	Cell Phone Back-up - Beaverdell, Midway, & Greenwood										
<b>Current Year Budget</b>		<b>16,900</b>	<b>17,400</b>		<b>17,900</b>		<b>18,400</b>		<b>18,900</b>		<b>18,900</b>

Notes: Previous Year Budget 16,900  
Actual to December 31, 2019 16,900

Item #2 VOIP Agreement with RDEK  
Item #5 Cell Phone Back-up - Beaverdell, Midway, & Greenwood - added to Item 2  
Big White Fibre - no cost part of their Telus Business Connect package

[illegible]

Item #3	Lease Agreements for: Big White, Midway SBA Tower, Roderick Dhu, Observation Mtn., Santa Rosa, Granite Mtn (FortisBC & BV Communications), and Blizzard Mtn.
Item #4	Radio Licensing Fees for the 9-1-1 Back Bone Equipment which provides connectivity to all RDKB Fire Halls
Item #5	Estimated amount for the repair and maintenance of all 9-1-1 radio equipment
Item #6	Included in item #3 - see Repeater Site Summary document (f drive, kelowna fire dispatch, repeater sites)
Item #7	Moved to page 16
	Industry canada 2017 \$7,498 (RDCK \$4,860 - RDKB \$2,638)

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Equipment Replacement Reserve	2019	2020	2021	2022	2023	2024
Account	12 255 216 015	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Equipment Replacement Reserve		21,327				
2							
Current Year Budget		-	21,327	-	-	-	-

Notes:	Previous Year Budget	-
	Actual to December 31, 2019	-
Item #1	Required to meet all technological, hardware, and software changes	
	Upgrading to accept future digital communications	

\$ 1,569.88

Balance in Reserve December 31, 2018  
Account Number 34 700 015

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Advertising	2019	2020	2021	2022	2023	2024
Account	12 255 221 015	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Public Awareness	750	750	750	750	750	750
Current Year Budget		750	750	750	750	750	750

Notes:	Previous Year Budget	750
	Actual to December 31, 2019	-

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Board Fee	2019	2020	2021	2022	2023	2024				
Account	12 255 230 015	Prior Year	Budget	Budget	Budget	Budget	Budget				
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Board Fee (2% increase for C.P.I.)	15,470	15,779	2.0%	16,095	2.0%	16,416	2.0%	16,745	2.0%	17,080
2	Carbon Offset & Climate Change Initiatives	1,632	1,632	2.0%	1,665	2.0%	1,698	2.0%	1,732	2.0%	1,767
Current Year Budget		17,102	17,411		17,759		18,114		18,477		18,846

Notes:

Previous Year Budget	17,102
Actual to December 31, 2019	17,102

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Consultant Fees	2019	2020	2021	2022	2023	2024
Account	12 255 233 015	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount		Amount		Amount
1	Consulting services fire dispatch network radio coverage assessment.	10,000	10,000				
<b>Current Year Budget</b>		<b>10,000</b>	<b>10,000</b>		<b>-</b>		<b>-</b>

Notes: Previous Year Budget 10,000  
Actual to December 31, 2019 -

Item #1 Consultant to Provided Program to Extract Statistical Information from FDM (One time expense)



REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Staff Development	2019	2020		2021		2022		2023		2024
Account	12 255 234 015	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Training for Fire Dispatch	-									
2	Provincial 911 Users Group Meeting	1,000	1,000		1,000		1,000		1,000		1,000
<b>Current Year Budget</b>		<b>1,000</b>	<b>1,000</b>		<b>1,000</b>		<b>1,000</b>		<b>1,000</b>		<b>1,000</b>

Notes: Previous Year Budget 1,000  
 Actual to December 31, 2019 -  
 Item #1 Continuation of CAD and RMS Training

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Insurance	2019	2020		2021		2022		2023		2024
Account	12 255 237 015	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Insurance - Property	370	377	2.0%	385	2.0%	393	2.0%	400	2.0%	409
2	Insurance - Liability (in General Government Exhibit)	-	-	2.0%	-	2.0%	-	2.0%	-	2.0%	-
Current Year Budget		370	377		385		393		400		409

Notes: Previous Year Budget 370  
Actual to December 31, 2019 370

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Item #1 Insurance on repeater sites

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REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Operating Contracts	2019	2020		2021		2022		2023		2024
Account	12 255 242 015	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Central Okanagan RD - PSAP Services										
1 (a)	Kootenay Boundary Regional District	56,365	61,005		68,922		71,661		75,105		75,105
1 (b)	Central Kootenay Regional District										
2	9-1-1 Operations Committee										
3	RDKB Regional Fire Services										
4	Shared Equipment										
5	Kelowna Fire Dispatch Operating	144,936	140,410		143,291		147,519		163,908		167,688
6	Kelowna Fire Dispatch FDM		12,701		12,701		12,701		12,701		12,701
	Current Year Budget	201,301	214,116		224,914		231,881		251,714		255,494

Notes:	Previous Year Budget	201,301
	Actual to December 31, 2019	201,301

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

[illegible]

Notes:	Previous Year Budget	-
	Actual to December 31, 2019	-

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Office Supplies	2019	2020		2021		2022		2023		2024
Account	12 255 251 015	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Office Supplies	-	-	2.0%	-	2.0%	-	2.0%	-	2.0%	-
Current Year Budget		-	-		-		-		-		-

Notes:	Previous Year Budget	-
	Actual to December 31, 2019	-

Name Account	Capital 12 255 610 015	2019 Prior Year	2020 Budget		2021 Budget		2022 Budget		2023 Budget		2024 Budget	
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%
1	Allowance for Equipment Upgrades/Repairs For Fire Dispatch											
2	Installation of new repeater at Roderick Dhu for Grand Forks Fire Rescue											
3	Repeater Site - Upgrades	30,000	10,000		10,000		10,000		10,000		10,000	
4	Kelowna Fire Dispatch - Capital Transition Costs Interconnection											
	Contingency											
	Telus - 9-1-1 ESZ Updates											
	Current Year Budget	30,000	10,000		10,000		10,000		10,000		10,000	

Item #1	**For unanticipated equipment upgrades and replacements funded from the Equipment Replacement Reserves.
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**\*\*Only used if necessary (see page 5)**

D = Debenture Borrowing
R = Reserves
C = Current Revenues
S = Short Term Borrowing
G = Gas Tax Grant

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Previous Year's Deficit	2019	2020	2021	2022	2023	2024
Account	12 255 990 015	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Previous Year's Deficit	-	-	-	-	-	-
<b>Current Year Budget</b>		-	-	-	-	-	-

Notes:

Previous Year Budget	-
Actual to December 31, 2019	-

REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
Five Year Financial Plan

Name	Contingencies	2019	2020		2021		2022		2023		2024
Account	12 255 999 015	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Contingencies	-	-		-		-		-		-
2	RDCK Portion of Reserve (50%)										
	Current Year Budget	-	-		-		-		-		-

Notes:	Previous Year Budget	-
	Actual to December 31, 2019	-





## STAFF REPORT

**Date:** 07 Jan 2020 **File**  
**To:** Chair Langman and Board of Directors  
**From:** Brian Champlin, Manager of Building Inspection Services  
**Re:** Building Bylaw Contravention

### Issue Introduction

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

**2284 Old Salmo Road, Fruitvale, B.C.**

**Electoral Area 'A'**

**Parcel Identifier: 010-363-947**

**Lot 1 District Lot 1236 Kootenay District Plan 8462**

**Owners: Patrick and Patricia Doyle**

### History/Background Factors

The Building Official confirmed that there have been no changes concerning the above referenced property. The owners, Patrick and Patricia Doyle, have made alterations to a single family dwelling without a valid building permit.

### Implications

Should the Regional District not file a Notice on Title against the above mentioned property pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter*, future purchasers of the property would not be aware that the building(s) are in contravention of the B.C. Building Code and/or Building Bylaw.

### Advancement of Strategic Planning Goals

Not applicable.

**Background Information Provided**

- Staff Report dated November 19, 2019 submitted to the Board regarding the building bylaw contravention;
- Letter dated December 19, 2019 inviting the Owners to the January 15, 2020 Board Meeting.

**Alternatives**

1. Once all deficiencies are rectified, the Owner may request that that Regional District of Kootenay Boundary Board of Directors remove the Notice on Title upon receipt of \$200.00 (Administration fee for removal of the Notice).

**Recommendation(s)**

That the Regional District of Kootenay Boundary Board of Directors direct the Chief Administration Officer to file a Notice in the Land Title Office pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* against the property legally described as Lot 1, District Lot 1236, Kootenay District, Plan 8462.



**Regional District of  
Kootenay Boundary**

## **STAFF REPORT**

**Date:** 19 Nov 2019 **File**  
**To:** **Chair Langman and Board of Directors**  
**From:** Brian Champlin, Manager of Building Inspection Services  
**Re:** Building Bylaw Contravention

### **Issue Introduction**

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

**2284 Old Salmo Road, Fruitvale, B.C.**

**Electoral Area 'A'**

**Parcel Identifier: 010-363-947**

**Lot 1 District Lot 1236 Kootenay District Plan 8462**

**Owners: Patrick and Patricia Doyle**

### **History/Background Factors**

The owners, Patrick and Patricia Doyle, have made alterations to a single family dwelling without a valid building permit.

The Regional District of Kootenay Boundary Building and Plumbing Amendment Bylaw No. 449 states:

#### Prohibition

7.1 No person shall commence or continue any work provided for in Section 3.2 or related to building unless he has a valid and subsisting permit issued by the authority having jurisdiction;

#### Duties of the Owner

12.1 Every owner shall:

(b) obtain where applicable from the authority having jurisdiction, permits relating to demolition, excavation, building, repair of buildings, zoning, change in classification of occupancy, sewers, water, plumbing, signs, canopies, awnings, marquees,

blasting, street occupancy, electricity, buildings to be moved, and all other permits required in connection with the proposed work prior to the commencement of such work.

### **Implications**

The Regional District of Kootenay Boundary Board of Directors has dealt with a number of Bylaw Contraventions by Filing a Notice on Title. The effect of this Notice is to alert future Purchasers of the property that the building(s) are in contravention of the B.C. Building Code and/or regulatory bylaws. The above action does not preclude the Regional District of Kootenay Boundary from taking such steps as may be further authorized by Bylaw, *Local Government Act* and *Community Charter* to enforce compliance with regulations.

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

Not applicable.

### **Background Information Provided**

- History / Background Factors;
- Registered letter dated October 18, 2019;
- Registered letter dated September 19, 2019;
- Registered letter dated August 16, 2019;
- Inspection report dated August 15, 2019.

### **Alternatives**

1. Once all deficiencies are rectified, the Owner may request that the Regional District of Kootenay Boundary Board of Directors remove the Notice on Title upon receipt of \$200.00 (Administration fee for removal of the Notice).

### **Recommendation(s)**

1. That the Regional District of Kootenay Boundary Board of Directors invite the owners, Patrick and Patricia Doyle, 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 1236, Kootenay District, Plan 8462.

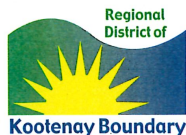
**STAFF REPORT ATTACHMENT**

<b>Date:</b>	<b>November 19, 2019</b>	<b>File:</b>	
<b>To:</b>	<b>Chair Langman and Board of Directors</b>		
<b>From:</b>	<b>Brian Champlin, Manager of Building Inspection Services</b>		
<b>RE:</b>	<b>BUILDING BYLAW CONTRAVENTION</b> <b>2284 OLD SALMO ROAD, FRUITVALE, BC.</b> <b>ELECTORAL AREA 'A'</b> <b>PARCEL IDENTIFIER: 010-363-947</b> <b>LOT 1 DISTRICT LOT 1236 KOOTENAY DISTRICT PLAN 8462</b> <b>OWNERS: PATRICK AND PATRICIA DOYLE</b>		

**History/Background Factors**

The owners, Patrick and Patricia, have made alterations to a single family dwelling without a valid building permit.

Aug. 15, 2019	Site visit conducted and Stop Work Order posted;
Aug. 16, 2019	<b>First registered letter</b> mailed to owners requesting a response by September 17, 2019;
Sept. 4, 2019	Canada Post confirmation that the letter was delivered;
Sept. 19, 2019	<b>Second registered letter</b> mailed to owners requesting a response by October 18, 2019;
Sept. 21, 2019	Canada Post confirmation that the letter was delivered;
Oct. 18, 2019	<b>Third registered letter</b> mailed to owners requesting a response by November 19, 2019;
Oct. 23, 2019	Canada Post confirmation that the letter was delivered;
Nov. 19, 2019	To date, we have received no documentation from the owners.



October 18, 2019

Folio #: 05531.020  
REGISTERED MAIL

Patrick and Patricia Doyle  
4549 Mapleridge Drive  
North Vancouver, B.C. V7R 4M7

**Re: STOP WORK ORDER  
2284 Old Salmo Road, Fruitvale, B.C. (Area 'A')  
Lot 1 District Lot 1236 Kootenay District Plan 8462**

Further to our registered letters dated August 16, 2019 and September 19, 2019, no valid building permit has been issued as required by the Regional District of Kootenay Boundary Building Bylaw No. 449 (1985);

**PROHIBITION**

7.1 No person shall commence or continue any work provided for in Section 3.2 or related to building unless he has a valid and subsisting permit issued by the authority having jurisdiction;

**DUTIES OF THE OWNER**

12.1 Every owner shall:

- b) obtain where applicable from the authority having jurisdiction, permits relating to demolition, excavation, building, repair of buildings, zoning, change in classification of occupancy, sewers, water, plumbing, signs, canopies, awnings, marquees, blasting, street occupancy, electricity, buildings to be moved and all other permits required in connection with the proposed work prior to the commencement of such work.

If we do not receive an application with two set of detailed construction drawings by **November 19, 2019**, we will recommend to the Regional District of Kootenay Boundary Board of Directors that a Notice be registered on the title pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* (copies attached). This notice will refer to a building bylaw contravention on the above referenced property and does not limit further action being taken.

If there are any questions regarding the above, please contact me at (250) 368-0222.

Regards,

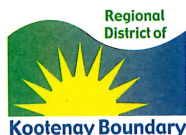
A handwritten signature in black ink, appearing to read "Brian Zanussi", is written over the "Regards," text.

Brian Zanussi  
Building and Plumbing Official

cc: Brian Champlin, Manager Building Inspection Services  
Attachment  
BZ/sb

202 - 843 Rosstand Ave Trail, British Columbia Canada V1R 4S8  
toll-free: 1 800 355-7352 • tel: 250 368-9148 • fax: 250 368-3990  
email: admin@rdkb.com • web: www.rdkb.com





September 19, 2019

REGISTERED MAIL

Patrick and Patricia Doyle  
4549 Mapleridge Drive  
North Vancouver, B.C. V7R 4M7

**Re: STOP WORK ORDER  
2284 Old Salmo Road, Fruitvale, B.C. (Area 'A')  
Lot 1 District Lot 1236 Kootenay District Plan 8462**

Further to our registered letter dated August 16, 2019, no valid building permit has been issued as required by the Regional District of Kootenay Boundary Building Bylaw No. 449 (1985);

**PROHIBITION**

7.1 No person shall commence or continue any work provided for in Section 3.2 or related to building unless he has a valid and subsisting permit issued by the authority having jurisdiction;

**DUTIES OF THE OWNER**

12.1 Every owner shall:  
b) obtain where applicable from the authority having jurisdiction, permits relating to demolition, excavation, building, repair of buildings, zoning, change in classification of occupancy, sewers, water, plumbing, signs, canopies, awnings, marquees, blasting, street occupancy, electricity, buildings to be moved and all other permits required in connection with the proposed work prior to the commencement of such work.

Please complete enclosed application and submit with two sets of construction detailed drawings to our office by **October 18, 2019**. Failure to comply may result in legal action.

If there are any questions regarding the above, please contact me at (250) 368-0222.

Yours truly,

A handwritten signature in black ink, appearing to read "Brian Zanussi", is written over the "Yours truly," text.

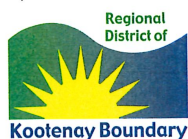
Brian Zanussi  
Building and Plumbing Official

cc: Brian Champlin, Manager Building Inspection Services

BZ/sb

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toll-free: 1 800 355-7352 • tel: 250 368-9148 • fax: 250 368-3990  
email: admin@rdkb.com • web: www.rdkb.com





August 16, 2019

REGISTERED MAIL

Patrick and Patricia Doyle  
4549 Mapleridge Drive  
North Vancouver, B.C. V7R 4M7

**Re: STOP WORK ORDER  
2284 Old Salmo Road, Fruitvale, B.C. (Area 'A')  
Lot 1 District Lot 1236 Kootenay District Plan 8462**

This letter confirms a Stop Work Order August 15, 2019 for alterations to a single family dwelling at the above address. No valid building permit has been issued as required by the Regional District of Kootenay Boundary Building Bylaw No. 449 (1985);

**PROHIBITION**

7.1 No person shall commence or continue any work provided for in Section 3.2 or related to building unless he has a valid and subsisting permit issued by the authority having jurisdiction;

**DUTIES OF THE OWNER**

12.1 Every owner shall:

- b) obtain where applicable from the authority having jurisdiction, permits relating to demolition, excavation, building, repair of buildings, zoning, change in classification of occupancy, sewers, water, plumbing, signs, canopies, awnings, marquees, blasting, street occupancy, electricity, buildings to be moved and all other permits required in connection with the proposed work prior to the commencement of such work.

Please complete enclosed application and submit with two sets of construction detailed drawings to our office by **September 17, 2019**. Failure to comply may result in legal action.

If there are any questions regarding the above, please contact me at (250) 368-0222.

Yours truly,

A handwritten signature in black ink, appearing to read "Brian Zarossi".

Brian Zarossi  
Building and Plumbing Official

cc: Brian Champlin, Manager Building Inspection Services

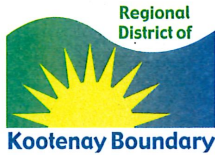
BZ/sb

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email: admin@rdkb.com • web: www.rdkb.com









December 19, 2019

Patrick and Patricia Doyle  
4549 Mapleridge Drive  
North Vancouver, B.C. V7R 4M7

**Re: Alteration SFD without a Building Permit  
2284 Old Salmo Road, Fruitvale, B.C. Electoral Area 'A'  
Contravention of Building Bylaw No. 449  
Lot 1 District Lot 1236 Kootenay District Plan 8462**

On November 28, 2019 the Board of Directors reviewed the attached report regarding the above referenced property. As a consequence, the Board will, at its next regular meeting, be considering a resolution to direct the Chief Administrative Officer to file a formal Notice in the Land Title Office regarding this contravention. Pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter*, you are to be afforded the opportunity to be heard by the Board of Directors before such a Notice is filled. The Board has therefore, adopted the following resolution.

"That Patrick and Patricia Doyle be invited to appear before the Board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* against the property legally described as Lot 1, District Lot 1236, Kootenay District, Plan 8462".

This hearing before the Board of Directors is scheduled for Wednesday, January 15, 2020 at approximately 6:00 p.m. This meeting will be held at the Regional District of Kootenay Boundary office, 202-843 Rossland Avenue, Trail, B.C. Please advise Sara Bradley at the address noted below in advance, whether you or a representative will be present at this hearing. If you will be attending this hearing, we would request a written submission from you relating to this matter by January 8, 2020. This will provide sufficient time for your report to be distributed to the Board of Directors.

Please be advised that, in order to avoid registration of this Notice, the Board of Directors requires a written confirmation from the Building Inspection staff that the property is now in compliance. You are encouraged to acquire that confirmation before the hearing date.

Enclosed for your information is a copy of Section 302 of the *Local Government Act* and Section 57 of the *Community Charter*. The effect of this Notice is to remove liability from the Regional District of Kootenay Boundary and warn future purchasers of the property that the building(s) or construction on the property may have been in violation of the B.C. Building Code and/or Regulatory Bylaws of the Authority having Jurisdiction.

Yours truly,

A handwritten signature in black ink, appearing to read "Mark Andison".

Mark Andison, CAO

Attachment

MA/sb

202 – 843 Rossland Ave Trail, British Columbia Canada V1R 4S8  
toll-free: 1 800 355-7352 • tel: 250 368-9148 • fax: 250 368-3990  
email: admin@rdkb.com • web: www.rdkb.com



**STAFF REPORT**

**Date:** 07 Jan 2020 **File**  
**To:** Chair Langman and Board of Directors  
**From:** Brian Champlin, Manager of Building Inspection Services  
**Re:** Building Bylaw Contravention

**Issue Introduction**

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

**305 12th Avenue, Genelle, B.C.**

**Electoral Area 'B' / Lower Columbia-Old Glory**

**Parcel Identifier: 015-426-238**

**Lot 31 District Lot 2404 Kootenay District Plan 2066**

**Owners: Jeremy Cook and Melissa Chapman**

**History/Background Factors**

The Building Official confirmed that there have been no changes concerning the above referenced property. The owners, Jeremy Cook and Melissa Chapman, have constructed an accessory building without a valid building permit.

**Implications**

Should the Regional District not file a Notice on Title against the above mentioned property pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter*, future purchasers of the property would not be aware that the building(s) are in contravention of the B.C. Building Code and/or Building Bylaw.

**Advancement of Strategic Planning Goals**

Not applicable

**Background Information Provided**

- Staff Report dated November 19, 2019 submitted to the Board regarding the building bylaw contravention;
- Letter dated December 19, 2019 inviting the Owners to the January 15, 2020 Board Meeting.

**Alternatives**

1. Once all deficiencies are rectified, the Owner may request that that Regional District of Kootenay Boundary Board of Directors remove the Notice on Title upon receipt of \$200.00 (Administration fee for removal of the Notice).

**Recommendation(s)**

That the Regional District of Kootenay Boundary Board of Directors direct the Chief Administration Officer to file a Notice in the Land Title Office pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* against the property legally described as Lot 31, District Lot 2404, Kootenay District, Plan 2066.



**Regional District of  
Kootenay Boundary**

## **STAFF REPORT**

**Date:** 19 Nov 2019 **File**  
**To:** **Chair Langman and Board of Directors**  
**From:** Brian Champlin, Manager of Building Inspection Services  
**Re:** Building Bylaw Contravention

### **Issue Introduction**

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

**305 12th Avenue, Genelle, B.C.**

**Electoral Area 'B' / Lower Columbia-Old Glory**

**Parcel Identifier: 015-426-238**

**Lot 31 District Lot 2404 Kootenay District Plan 2066**

**Owners: Jeremy Cook and Melissa Chapman**

### **History/Background Factors**

The owners, Jeremy Cook and Melissa Chapman, have started construction of an accessory building without a valid building permit.

The Regional District of Kootenay Boundary Building and Plumbing Amendment Bylaw No. 449 states:

#### Prohibition

7.1 No person shall commence or continue any work provided for in Section 3.2 or related to building unless he has a valid and subsisting permit issued by the authority having jurisdiction;

#### Duties of the Owner

12.1 Every owner shall:

(b) obtain where applicable from the authority having jurisdiction, permits relating to demolition, excavation, building, repair of buildings, zoning, change in classification of occupancy, sewers, water, plumbing, signs, canopies, awnings, marquees,

blasting, street occupancy, electricity, buildings to be moved, and all other permits required in connection with the proposed work prior to the commencement of such work.

### **Implications**

The Regional District of Kootenay Boundary Board of Directors has dealt with a number of Bylaw Contraventions by Filing a Notice on Title. The effect of this Notice is to alert future Purchasers of the property that the building(s) are in contravention of the B.C. Building Code and/or regulatory bylaws. The above action does not preclude the Regional District of Kootenay Boundary from taking such steps as may be further authorized by Bylaw, *Local Government Act* and *Community Charter* to enforce compliance with regulations.

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

Not applicable.

### **Background Information Provided**

- History / Background Factors;
- Registered letter dated October 18, 2019;
- Registered letter dated September 19, 2019;
- Registered letter dated August 16, 2019;
- Inspection report dated July 26, 2019.

### **Alternatives**

1. Once all deficiencies are rectified, the Owner may request that the Regional District of Kootenay Boundary Board of Directors remove the Notice on Title upon receipt of \$200.00 (Administration fee for removal of the Notice).

### **Recommendation(s)**

1. That the Regional District of Kootenay Boundary Board of Directors invite the owners, Jeremy Cook and Melissa Chapman, 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 31, District Lot 2404, Kootenay District, Plan 2066.



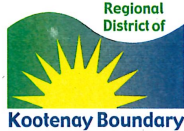
## STAFF REPORT ATTACHMENT

<b>Date:</b>	<b>November 19, 2019</b>	<b>File:</b>	
<b>To:</b>	<b>Chair Langman and Board of Directors</b>		
<b>From:</b>	<b>Brian Champlin, Manager of Building Inspection Services</b>		
<b>RE:</b>	<b><u>BUILDING BYLAW CONTRAVENTION</u></b> <b>305 12<sup>TH</sup> AVENUE, GENELLE, B.C.</b> <b>ELECTORAL AREA 'B' / LOWER COLUMBIA-OLD GLORY</b> <b>PARCEL IDENTIFIER: 015-426-238</b> <b>LOT 31 DISTRICT LOT 2404 KOOTENAY DISTRICT PLAN 2066</b> <b>OWNERS: JEREMY COOK AND MELISSA CHAPMAN</b>		

**History/Background Factors**

The owners, Jeremy Cook and Melissa Chapman, have started construction of an accessory building without a valid building permit.

July 26, 2019	Site visit conducted noting foundation of an accessory building;
July 29, 2019	Application received to construct an accessory building;
Aug. 16, 2019	<b>First registered letter</b> mailed to owners requesting a response by September 17, 2019;
Aug. 20, 2019	Canada Post confirmation that the letter was delivered;
Sept. 5, 2019	Site visit conducted noting framing has continued;
Sept. 19, 2019	<b>Second registered letter</b> mailed to owners requesting a response by October 18, 2019;
Sept. 20, 2019	Canada Post confirmation that the letter was delivered;
Oct. 18, 2019	<b>Third registered letter</b> mailed to owners requesting a response by November 19, 2019;
Oct. 21, 2019	Canada Post confirmation that the letter was delivered;
Nov. 19, 2019	To date, we have received no requested documentation required to issue a valid building permit.



October 18, 2019

Folio #: 06198.000  
REGISTERED MAIL

Jeremy Cook and Melissa Chapman  
PO Box 14  
Genelle, B.C. V0G 1G0

**Re: Accessory Building  
305 12<sup>th</sup> Avenue, Genelle, B.C. (Area 'B')  
Lot 31 District Lot 2404 Kootenay District Plan 2066**

Further to our registered letters dated August 16, 2019 and September 19, 2019, no valid building permit has been issued as required by the Regional District of Kootenay Boundary Building Bylaw No. 449 (1985);

**PROHIBITION**

7.1 No person shall commence or continue any work provided for in Section 3.2 or related to building unless he has a valid and subsisting permit issued by the authority having jurisdiction;

**DUTIES OF THE OWNER**

12.1 Every owner shall:

- b) obtain where applicable from the authority having jurisdiction, permits relating to demolition, excavation, building, repair of buildings, zoning, change in classification of occupancy, sewers, water, plumbing, signs, canopies, awnings, marquees, blasting, street occupancy, electricity, buildings to be moved and all other permits required in connection with the proposed work prior to the commencement of such work.

We received an application July 29, 2019, however, we are unable to issue a building permit until we receive:

1. Variance approval for increase in height to 6.7m (or revision in height to meet 4.5m as outlined in Zoning Bylaw 1540);
2. Footing verification – submit photos, expose existing for inspection or have a registered professional engineer provide a sealed letter.

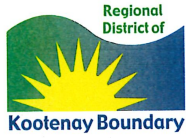
If we do not receive the above required information by **November 19, 2019**, we will recommend to the Regional District of Kootenay Boundary Board of Directors that a Notice be registered on the title pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* (copies attached). This notice will refer to a building bylaw contravention on the above referenced property and does not limit further action being taken.

If there are any questions regarding the above, please contact me at (250) 368-0222.

202 – 843 Rossland Ave Trail, British Columbia Canada V1R 4S8  
toll-free: 1 800 355-7352 • tel: 250 368-9148 • fax: 250 368-3990  
email: admin@rdkb.com • web: www.rdkb.com







Regards,

A handwritten signature in black ink, appearing to be "BZ", with a small checkmark to its right.

Brian Zanussi  
Building and Plumbing Official

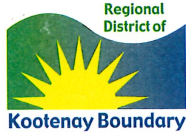
cc: Brian Champlin, Manager Building Inspection Services

Attachment

BZ/sb

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





September 19, 2019

REGISTERED MAIL

Jeremy Cook and Melissa Chapman  
PO Box 14  
Genelle, B.C. V0G 1G0

**Re: Accessory Building  
305 12<sup>th</sup> Avenue, Genelle, B.C. (Area 'B')  
Lot 31 District Lot 2404 Kootenay District Plan 2066**

Further to our registered letter dated August 16, 2019, no valid building permit has been issued as required by the Regional District of Kootenay Boundary Building Bylaw No. 449 (1985);

**PROHIBITION**

7.1 No person shall commence or continue any work provided for in Section 3.2 or related to building unless he has a valid and subsisting permit issued by the authority having jurisdiction;

**DUTIES OF THE OWNER**

12.1 Every owner shall:  
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We received an application July 29, 2019, however, we are unable to issue a building permit until we receive:

1. Variance approval for increase in height to 6.7m (or revision in height to meet 4.5m as outlined in Zoning Bylaw 1540);
2. Footing verification – submit photos, expose existing for inspection or have a registered professional engineer provide a sealed letter.

Please provide the above required information to our office by **October 18, 2019**. Failure to comply may result in legal action.

If there are any questions regarding the above, please contact me at (250) 368-0222.

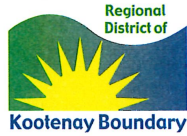
Yours truly,

A handwritten signature in black ink, appearing to read "Brian Zanussi".

Brian Zanussi  
Building and Plumbing Official

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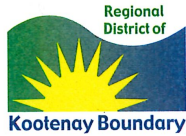


cc: Brian Champlin, Manager Building Inspection Services

BZ/sb

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email: [admin@rdkb.com](mailto:admin@rdkb.com) • web: [www.rdkb.com](http://www.rdkb.com)





August 16, 2019

REGISTERED MAIL

Jeremy Cook and Melissa Chapman  
PO Box 14  
Genelle, B.C. V0G 1G0

**Re: Accessory Building  
305 12<sup>th</sup> Avenue, Genelle, B.C. (Area 'B')  
Lot 31 District Lot 2404 Kootenay District Plan 2066**

This letter confirms a Stop Work Order for construction of an accessory building at the above address. No valid building permit has been issued as required by the Regional District of Kootenay Boundary Building Bylaw No. 449 (1985);

**PROHIBITION**

- 7.1 No person shall commence or continue any work provided for in Section 3.2 or related to building unless he has a valid and subsisting permit issued by the authority having jurisdiction;

**DUTIES OF THE OWNER**

- 12.1 Every owner shall:
- b) obtain where applicable from the authority having jurisdiction, permits relating to demolition, excavation, building, repair of buildings, zoning, change in classification of occupancy, sewers, water, plumbing, signs, canopies, awnings, marquees, blasting, street occupancy, electricity, buildings to be moved and all other permits required in connection with the proposed work prior to the commencement of such work.

We received an application July 29, 2019, however, we are unable to issue a building permit until we receive:

1. Variance approval for increase in height to 6.7m (or revision in height to meet 4.5m as outlined in Zoning Bylaw 1540);
2. Footing verification – submit photos, expose existing for inspection or have a registered professional engineer provide a sealed letter.

Please provide the above required information to our office by **September 17, 2019**. Failure to comply may result in legal action.

If there are any questions regarding the above, please contact me at (250) 368-0222.

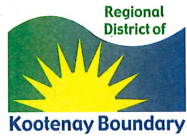
Yours truly,

A handwritten signature in black ink, appearing to read "Brian Zarussi", is written over a horizontal line.

Brian Zarussi  
Building and Plumbing Official

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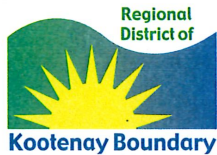


cc: Brian Champlin, Manager Building Inspection Services  
BZ/sb

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<b>REGIC AL DISTRICT OF KOOTENAY BC IDARY</b> <b>BUILDING INSPECTION REPORT</b>	
<b>Time &amp; Date Call Rec'd</b> <div style="border-bottom: 1px solid black; height: 20px; margin-top: 5px;">July 25, 2019</div>	<b>PERMIT NO.</b> <span style="border-bottom: 1px solid black; display: inline-block; width: 100px;"></span>
<b>Owner's Name</b> <span style="border-bottom: 1px solid black; display: inline-block; width: 100%;"></span> COOK / CHAPMAN	
<b>Address or Legal Description</b> <span style="border-bottom: 1px solid black; display: inline-block; width: 100%;"></span> 305 12 <sup>th</sup> AVENUE	
<b>Inspection Requested</b> <span style="border-bottom: 1px solid black; display: inline-block; width: 100%;"></span> Site • Accessory - complaint	<b>Page</b> <span style="border-bottom: 1px solid black; display: inline-block; width: 20px;"></span> <b>of</b> <span style="border-bottom: 1px solid black; display: inline-block; width: 20px;"></span>
<input type="checkbox"/> Construction appears to conform reasonably with examined plans and specifications <input type="checkbox"/> Construction appears acceptable subject to correcting items as noted (see below) <input type="checkbox"/> Construction <b>NOT</b> acceptable due to deficiencies (see below) <input type="checkbox"/> <b>Reinspection required</b> <input type="checkbox"/> Submit Engineers Report for <span style="border-bottom: 1px solid black; display: inline-block; width: 100%;"></span>	
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <b>Notes</b>  <div style="border-bottom: 1px solid black; height: 40px; margin-top: 5px;">           A) Site inspection            1. A FOUNDATION FOR A GARAGE IS POURED &amp; BACKFILLED            A PERMIT IS REQ'd as per the bylaws.            PLEASE APPLY FOR A PERMIT BY AUGUST 1<sup>st</sup> 2019.         </div> </div> <div style="width: 50%; text-align: right;">           cell. 250-368-1944 JT.         </div> </div>	
<div style="border-bottom: 1px solid black; height: 100px; margin-top: 20px;"> <div style="position: absolute; bottom: 10px; right: 10px; text-align: right;">           STOP WORK ORDER POSTED / APPLICATION LEFT ON SITE -         </div> </div>	
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 45%;"> <b>Date of Inspection</b> <span style="border-bottom: 1px solid black; display: inline-block; width: 100px;"></span> July 26/19           <b>Time</b> <span style="border-bottom: 1px solid black; display: inline-block; width: 50px;"></span> 11:00 am / pm         </div> <div style="width: 50%; text-align: right;"> <b>Next Req'd Insp.</b> <span style="border-bottom: 1px solid black; display: inline-block; width: 100px;"></span> </div> </div>	
<b>Building Official</b> <span style="border-bottom: 1px solid black; display: inline-block; width: 100%;"></span>	
<small>Neither the granting of a building permit nor the approval of the relevant drawings and specifications nor inspections made by the authority having jurisdiction shall in any way relieve the owner of such building from full responsibility for carrying out the work or having the work carried out in full accordance with the requirements of the British Columbia Building Code.</small>	
<b>This Report</b> <input type="checkbox"/> Placed on site <b>or</b> <input type="checkbox"/> Received by <span style="border-bottom: 1px solid black; display: inline-block; width: 100%;"></span>	



December 19, 2019

Jeremy Cook and Melissa Chapman  
PO Box 14  
Genelle, B.C. V0G 1G0

**Re: Accessory Building without a Building Permit  
305 12<sup>th</sup> Avenue, Genelle, B.C. Electoral Area 'B' / Lower Columbia-Old Glory  
Contravention of Building Bylaw No. 449  
Lot 31 District Lot 2404 Kootenay District Plan 2066**

On November 28, 2019 the Board of Directors reviewed the attached report regarding the above referenced property. As a consequence, the Board will, at its next regular meeting, be considering a resolution to direct the Chief Administrative Officer to file a formal Notice in the Land Title Office regarding this contravention. Pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter*, you are to be afforded the opportunity to be heard by the Board of Directors before such a Notice is filled. The Board has therefore, adopted the following resolution.

"That Jeremy Cook and Melissa Chapman be invited to appear before the Board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* against the property legally described as Lot 31, District Lot 2404, Kootenay District, Plan 2066".

This hearing before the Board of Directors is scheduled for Wednesday, January 15, 2020 at approximately 6:00 p.m. This meeting will be held at the Regional District of Kootenay Boundary office, 202-843 Rossland Avenue, Trail, B.C. Please advise Sara Bradley at the address noted below in advance, whether you or a representative will be present at this hearing. If you will be attending this hearing, we would request a written submission from you relating to this matter by January 8, 2020. This will provide sufficient time for your report to be distributed to the Board of Directors.

Please be advised that, in order to avoid registration of this Notice, the Board of Directors requires a written confirmation from the Building Inspection staff that the property is now in compliance. You are encouraged to acquire that confirmation before the hearing date.

Enclosed for your information is a copy of Section 302 of the *Local Government Act* and Section 57 of the *Community Charter*. The effect of this Notice is to remove liability from the Regional District of Kootenay Boundary and warn future purchasers of the property that the building(s) or construction on the property may have been in violation of the B.C. Building Code and/or Regulatory Bylaws of the Authority having Jurisdiction.

Yours truly,

Mark Andison, CAO

Attachment

MA/sb

202 – 843 Rossland Ave Trail, British Columbia Canada V1R 4S8  
toll-free: 1 800 355-7352 • tel: 250 368-9148 • fax: 250 368-3990  
email: admin@rdkb.com • web: www.rdkb.com



**STAFF REPORT**

**Date:** 08 Jan 2020 **File**  
**To:** **Chair Langman and Board of Directors**  
**From:** Brian Champlin, Manager of Building Inspection Services Inspection Services  
**Re:** Cancellation Building Bylaw Contravention

**Issue Introduction**

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

**10565 Niagara Townsite Road, Grand Forks, B.C.**

**Electoral Area 'D' / Rural Grand Forks**

**Parcel Identifier: 030-939-852**

**Parcel C (Being a Consolidation of Lot 9 to Lot 16, See CA7847542) Block 9 District Lot 1261 Similkameen Division Yale District Plan 53**

**Owners: William Walton and Donna Thibeault**

**History/Background Factors**

A Notice on Title was registered against the above referenced property for constructing an accessory building without first obtaining a building permit, contrary to the Building Bylaw by the Regional District of Kootenay Boundary. All circumstances that required the registering of the Notice on Title have been rectified to the satisfaction of the Regional District of Kootenay Boundary. A written request to have the Notice removed from the property and a payment in the amount of \$200.00 for Administration fees has been received from the owner.

**Implications**

The owner has met all requirements of the Regional District of Kootenay Boundary to have the Notice on Title removed from the property.



**Advancement of Strategic Planning Goals**

Not applicable.

**Background Information Provided**

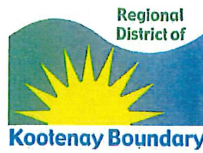
- Memo dated December 20, 2019 from Robert Silva, RBO;
- Staff Report dated May 17, 2011 from Sig Dreher, Chief Building and Plumbing Official.

**Alternatives**

1. None.

**Recommendation(s)**

That the Regional District of Kootenay Boundary Board of Directors cancel the notice registered in the Land Title Office pursuant to Section 302 of the *Local Government Act* and Section 58 of the *Community Charter* against the property legally described as Parcel C (Being a Consolidation of Lot 9 to Lot 16, See CA7847542), Block 9, District Lot 1261, Similkameen Division Yale District, Plan 53.



## Memo

**To:** Brian Champlin, RBO, CRBO, Regional District of Kootenay  
Boundary Manager of Building Inspection Services

**From:** Robert Silva, RBO

**Date:** December 20, 2019

**Re:** **Cancellation of Notice on Title LB469225**  
10565 Niagara Townsite Road, Grand Forks, B.C.  
Lot 10, DL 1261, Plan KAP53,  
PID: 030-939-852

**Owners:** **Donna Thibeault & William Walton**  
**Box 753, Grand Forks, B.C. V0H 1H0**

Please be advised that the owners **Donna Thibeault & William Walton** have requested that the Board of the Regional District of Kootenay Boundary remove the Bylaw Contravention Notice **LB469225** filed against the property.

This office has inspected the property and has determined that all conditions have been met to the satisfaction of the RDKB.

Find attached:

- Title Search and Land Title Notice;
- Copy of \$200.00 Administration Fee;
- Letter from the owner on December 3, 2019, requesting removal of Notice on Title;
- Final inspection report;
- Notice on Title Memo. February 17, 2011

I recommend that the Board of the Regional District of Kootenay Boundary consider the owner's request to remove the Notice on Title. The owner submitted the administrative fee of \$200.00 on December 3, 2019, as required.



**TITLE SEARCH PRINT**

File Reference:

2020-01-08, 09:49:42

Requestor: Sara Bradley

**\*\*CURRENT INFORMATION ONLY - NO CANCELLED INFORMATION SHOWN\*\***

<b>Title Issued Under</b>	SECTION 137 LAND TITLE ACT
<b>Land Title District</b>	KAMLOOPS
Land Title Office	KAMLOOPS
<b>Title Number</b>	CA7847542
From Title Number	CA5590973
	CA5590974
	CA5590975
	CA5590976
	CA5590977
	CA5590978
	CA5590979
	CA5590980
<b>Application Received</b>	2019-11-01
<b>Application Entered</b>	2019-11-20
<b>Registered Owner in Fee Simple</b>	
Registered Owner/Mailing Address:	DONNA MARIE THIBEAULT, NURSING ASSISTANT WILLIAM EDWARD WALTON, ELECTRICIAN PO BOX 753 GRAND FORKS, BC V0H 1H0 AS JOINT TENANTS
<b>Taxation Authority</b>	Penticton Assessment Area
<b>Description of Land</b>	
Parcel Identifier:	030-939-852
Legal Description:	PARCEL C (BEING A CONSOLIDATION OF LOT 9 TO LOT 16, SEE CA7847542) BLOCK 9 DISTRICT LOT 1261 SIMILKAMEEN DIVISION YALE DISTRICT PLAN 53
<b>Legal Notations</b>	
	BYLAW CONTRAVENTION NOTICE, COMMUNITY CHARTER, SECTION 57 SEE LB469225

Title Number: CA7847542

TITLE SEARCH PRINT

Page 1 of 2

**TITLE SEARCH PRINT**

File Reference:

2020-01-08, 09:49:42

Requestor: Sara Bradley

**Charges, Liens and Interests**

Nature:	EASEMENT
Registration Number:	C30629
Registration Date and Time:	1968-11-29 14:00
Remarks:	INTER ALIA APPURTENANT TO SUB-LOT 2 PLAN 1184

**Duplicate Indefeasible Title**

NONE OUTSTANDING

**Transfers**

NONE

**Pending Applications**

NONE

Title Number: CA7847542

TITLE SEARCH PRINT

Page 2 of 2

Status: Filed

Doc #: LB469225

RCVD: 2011-06-09 RQST: 2020-01-08 09:49:24



-9 JUN 2011 11 43

LB469225

## LAND TITLE OFFICE

DF  
LN

**Pursuant to Section 695 of the Local Government Act and  
Section 57 of the Community Charter**

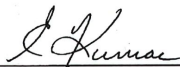
TAKE NOTICE THAT the Regional District of Kootenay Boundary Board at its meeting on May 30, 2011 adopted a resolution pursuant to Section 695 of the Local Government Act and Section 57 of the Community Charter relating to a Contravention of Building Bylaw No. 449. This Notice pertains to land described as:

ny 6/9/2011 11:45:24 AM 1 3  
Doc File 1 \$23.75

**PARCEL IDENTIFIER: 012-510-513, 012-510-521, 012-510-530  
LOTS 12, 13, 14, BLOCK 9, D.L. 1261, SDYD, PLAN 53**

FURTHER information respecting the resolution may be inspected at the offices of the Regional District of Kootenay Boundary located at 202 – 843 Rossland Avenue, Trail, B.C. during regular scheduled hours.

DATED at the City of Trail, Province of British Columbia this 6th  
day of June, 2011.

  
Elaine Kumar, Director of Corporate Administration  
Regional District of Kootenay Boundary

202 – 843 Rossland Ave Trail, British Columbia Canada V1R 4S8

Page 1 of 1



GRAND FORKS BUILDING  
2140 CENTRAL AVE  
GRAND FORKS BC V0H 1H0  
(250) 442-2108  
-BILT SALE

DEBIT SALE  
(250) 442-2100  
000000001  
000000000

M.D.  
4605574

Batch # 095  
163044

\*\*\*\*\*8669C  
DEBIT/CHECKING  
APPR. COU  
12/05

AMOUNT

00 - APPROVED - 001  
NOT REQUIRED

SIGNATURE NO.

Interac  
AUD: A0000002277010  
TVR: 80 80 00 80 00  
Tst: 78 00  
MERCHANT COPY

Removal of RT

Dec 3, 2019

Regional District of Kootenay Boundary

Re: Parcel C (being a consolidation of Lot 9 to Lot 16, see CA7847542) Block 9 District  
Lot 1261 Similkameen Division Yale District Plan 53

In regards to the above mentioned property we are requesting, Bylaw Contravention  
notice, Community Charter, Section 57, see LB469225, to be removed from title against  
this parcel as **all previous buildings have been removed from this property** in preparation  
for a home build.

Thank you for your consideration in this matter.

Donna Thibeault  
Property Co-owner

E-MAILED  
DEC 2 2019  
Cory Scott  
Donna Thibeault

RECEIVED  
DEC 03 2019  
REGIONAL DISTRICT OF  
KOOTENAY BOUNDARY



No 9 D✓

**STAFF REPORT**

<b>Date:</b>	<b>May 17, 2011</b>	<b>File:</b>	
<b>To:</b>	<b>Chair Rotvold and Board of Directors</b>		
<b>From:</b>	<b>Sig Dreher, Chief Building Official</b>		
<b>RE:</b>	<b><u>BUILDING BYLAW CONTRAVENTION</u></b> <b>10565 NIAGARA TOWNSITE ROAD, ELECTORAL AREA 'D'</b> <b>PARCEL IDENTIFIERS: 012-510-513, 012-510-521, 012-510-530</b> <b>LOTS 12, 13, 14, BLOCK 9, D.L. 1261, SDYD, PLAN 53</b> <b>OWNERS: ROBERT DENNISON AND JOSEPHINE DAVIES</b>		

**Issue Introduction**

A staff report from Sig Dreher, Chief Building Official regarding a Building Bylaw Contravention.

**History/Background Factors**

The Building Official confirmed that there have been no changes concerning the above referenced property. The owners have constructed an **accessory building** without first obtaining a building permit.

**Implications (Financial, Policy/Practice, Interdepartmental or Intergovernmental)**

The filing of a Notice on Title against the above mentioned property pursuant to Section 695 of the Local Government Act and Section 57 of the Community Charter will alert future purchasers of the property that the building(s) are in contravention of the B.C. Building Code and/or the Building Bylaw.

**Advancement of Strategic Planning Goals**

Not applicable.

**Background Information Provided**

- Staff report dated April 11, 2011 submitted to the Board regarding the building bylaw contravention;
- Letter dated April 26, 2011 inviting the Owners to the May 26, 2011 Board Meeting.

**Alternatives**

1. Once all deficiencies are rectified, the Owners may request that the Regional District of Kootenay Boundary Board of Directors remove the Notice on Title upon receipt of \$200.00 (Administration fee for removal of the Notice).

Staff Report  
May 26, 2011  
Page 1 of 2

**Recommendation(s)**

1. That the staff report from Sig Dreher, Chief Building Official be received AND FURTHER that the Regional District of Kootenay Boundary Board of Directors direct the Chief Administrative Officer to file a Notice in the Land Title Office pursuant to Section 695 of the Local Government Act and Section 57 of the Community Charter against the property legally described as Lots 12, 13, 14, Block 9, D.L. 1261, SDYD, Plan 53.

Respectfully submitted:

Concurrence:  
(Dept. Head)Concurrence:  
(C.A.O.)

**STAFF REPORT**

<b>Date:</b>	<b>April 11, 2011</b>	<b>File:</b>	
<b>To:</b>	<b>Chair Rotvold and Board of Directors</b>		
<b>From:</b>	<b>Sig Dreher, Chief Building Official</b>		
<b>RE:</b>	<b><u>BUILDING BYLAW CONTRAVENTION</u></b> <b>10565 NIAGARA TOWNSITE ROAD, ELECTORAL AREA 'D'</b> <b>PARCEL IDENTIFIERS: 012-510-513, 012-510-521, 012-510-530</b> <b>LOTS 12, 13, 14, BLOCK 9, D.L. 1261, SDYD, PLAN 53</b> <b>OWNERS: ROBERT DENNISON AND JOSEPHINE DAVIES</b>		

**Issue Introduction**

A staff report from Sig Dreher, Chief Building Official regarding a Building Bylaw Contravention.

**History/Background Factors**

The owners, Robert Dennison and Josephine Davies constructed an **accessory building** at the above referenced property without first obtaining a building permit.

Aug. 24, 2010	<b>Stop Work Order</b> posted on site;
Nov. 12, 2010	<b>Registered letter</b> sent to owners requesting a response by December 13, 2010;
Dec. 1, 2010	Canada Post confirmation that the letter was unclaimed;
Dec. 14, 2010	<b>Second Registered letter</b> sent to owners requesting a response by January 14, 2011;
Dec. 29, 2010	Canada Post confirmation that the letter was unclaimed;
Jan. 17, 2011	<b>Third Registered letter</b> sent to owners requesting a response by February 17, 2011;
Feb. 14, 2011	Canada Post confirmation that the letter was unclaimed;
April 11, 2011	To date, there has been no response from the owners and no building permit issued for the accessory building.

The Regional District of Kootenay Boundary Building and Plumbing Amendment Bylaw No. 449 states:

Prohibition

7.1 No person shall commence or continue any work provided for in Section 3.2 or related to building unless he has a valid and subsisting permit issued by the authority having jurisdiction;

Duties of the owner

12.1 Every owner shall:

- b) obtain where applicable from the authority having jurisdiction, **permits** relating to demolition, excavation, **building**, repair of buildings, zoning, change in classification of occupancy, sewers, water, plumbing, signs, canopies, awnings, marquees, blasting, street occupancy, electricity, buildings to be moved, and all other permits required in connection with the proposed work **prior to the commencement of such work;**

Staff Report  
April 21, 2011  
Page 1 of 2

**Implications (Financial, Policy/Practice, Interdepartmental or Intergovernmental)**

The Regional District of Kootenay Boundary Board of Directors has dealt with a number of Bylaw Contraventions by filing a Notice on Title. The effect of this Notice is to alert future Purchasers of the property that the building(s) are in contravention of the B.C. Building Code and/or regulatory bylaws.

The above action does not preclude the Regional District of Kootenay Boundary from taking such steps as may be further authorized by Bylaw, Local Government Act and Community Charter to enforce compliance with regulations.

**Advancement of Strategic Planning Goals**

Not applicable.

**Background Information Provided**

- Registered letter dated November 12, 2010;
- Registered Letter dated December 14, 2010;
- Registered Letter dated January 17, 2011.

**Alternatives**

1. Once all deficiencies are rectified, the Owner may request that the Regional District of Kootenay Boundary Board of Directors remove the Notice on Title upon receipt of \$200.00 (Administration fee for removal of the Notice).

**Recommendation(s)**

1. That the staff report from Sig Dreher, Chief Building Official be received AND FURTHER that the Regional District of Kootenay Boundary Board of Directors invite the owners, Robert Dennison and Josephine Davies to appear before the Board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 695 of the Local Government Act and Section 57 of the Community Charter against the property legally described as Lots 12, 13,14, Block 9, District Lot 1261, SDYD, Plan 53.

Respectfully submitted:

Concurrence:  
(Dept. Head)

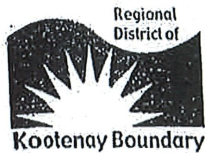
Concurrence:  
(C.A.O.)



\_\_\_\_\_

\_\_\_\_\_

Staff Report  
April 21, 2011  
Page 2 of 2



November 12, 2010

REGISTERED MAIL

Robert Dennison & Josephine Davies  
10565 Niagara Townsite Rd.  
Grand Forks, B.C. V0H 1H8

**Re: STOP WORK ORDER**  
10565 Niagara Townsite Rd., Grand Forks, B.C.  
Lots 9-16, Block 9, Plan 53, DL 1261

This letter confirms the posting of a **Stop Work Order** on August 24, 2010 for construction of an accessory building at the above referenced property without a building permit.

No building permit has been issued as required by the Regional District of Kootenay Boundary Building Bylaw No. 449,


Section 7.1 No person shall commence or continue any work provided for in Section 3.2 or related to building unless he has a valid and subsisting permit issued by the authority having jurisdiction.

Section 12.1 b) Every owner shall:  
obtain where applicable from the authority having jurisdiction, permits relating to demolition, excavation, building, repair of buildings, zoning, change in classification of occupancy, sewers, water, plumbing, signs, canopies, awnings, marquees, blasting, street occupancy, electricity, buildings to be moved, and all other permits required in connection with the proposed work prior to the commencement of such work;

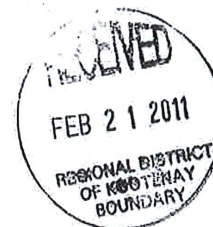
To apply for a permit, please fill out the enclosed application form and submit the relevant documentation listed on the "How to Obtain a Building Permit" checklist to our office by December 13, 2010. Failure to comply may result in legal action.

If you have any questions, please contact the undersigned.

Yours truly,

  
Don Lepitre  
Building and Plumbing Official

DL:lp  
Attachment



cc: Sig Dreher, RBO, Chief Building & Plumbing Official

2140 Central Ave Box 1965 Grand Forks, British Columbia Canada V0H 1H0  
toll-free: 1 877 520-7352 • tel: 250 442-2708 • fax: 250 442-2688  
email: building-gf@rdkb.com • web: www.rdkb.com





December 14, 2010

**REGISTERED LETTER**

Robert Dennison & Josephine Davies  
10565 Niagara Townsite Rd.  
Grand Forks, B.C. V0H 1H8

**Re: STOP WORK ORDER**  
**10565 Niagara Townsite Rd., Grand Forks, B.C.**  
**Lots 9-16, Block 9, Plan 53**

A review of the above referenced file indicates that we have not received the documentation requested in our letter dated November 12, 2010. A Stop Work Order was posted on August 24, 2010 for construction of an accessory building without a building permit.

No building permit has been issued as required by the Regional District of Kootenay Boundary Building Bylaw No. 449

Section 7.1 No person shall commence or continue any work provided for in Section 3.2 or related to building unless he has a valid and subsisting permit issued by the authority having jurisdiction.

Section 12.1 b) Every owner shall:  
obtain where applicable from the authority having jurisdiction, permits relating to demolition, excavation, building, repair of buildings, zoning, change in classification of occupancy, sewers, water, plumbing, signs, canopies, awnings, marquees, blasting, street occupancy, electricity, buildings to be moved, and all other permits required in connection with the proposed work prior to the commencement of such work;

To apply for a permit, please fill out the enclosed application form and submit the relevant documentation listed on the "How to Obtain a Building Permit" checklist to our office by January 14, 2011. Failure to comply may result in legal action.

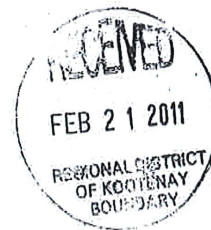
If you have any questions, please contact the undersigned.

Yours truly,

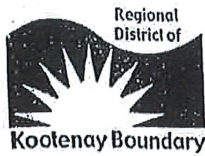
  
Don Lepitre  
Building & Plumbing Official

DL:lp  
attachment

cc: Sig Dreher, RBO, Chief Building & Plumbing Official



2140 Central Ave Box 1965 Grand Forks, British Columbia Canada V0H 1H0  
toll-free: 1 877 520-7352 • tel: 250 442-2708 • fax: 250 442-2698  
email: building-gf@rdkb.com • web: www.rdkb.com



January 17, 2011

REGISTERED LETTER

Robert Dennison & Josephine Davies  
10565 Niagara Townsite Rd.  
Grand Forks, V0H 1H8

**Re: STOP WORK ORDER**  
**10565 Niagara Townsite Rd., Grand Forks, B.C.**  
**Lots 9-16, Block 9, Plan 53, DL 1261**

A review of the above referenced file indicates that we have not received the documentation requested in our letter dated November 8, 2010 and December 14, 2010. A **Stop Work Order** was posted on August 25, 2010 for construction of an accessory building without a building permit.

To date, no response has been received by this office as requested.

We will now be recommending to the Regional District of Kootenay Boundary Board of Directors that a notice be registered on title pursuant to Section 695 of the Local Government Act and Section 57 of the Community Charter (copies attached). This notice will refer to a building bylaw contravention on the above referenced property and does not limit further action being taken.

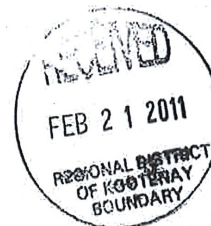
If you have any questions or wish to discuss this notice, please contact the undersigned by February 17, 2011.

The above action does not preclude the Regional District of Kootenay Boundary from taking such steps as may be further authorized by Bylaw, Local Government Act and Community Charter to enforce compliance with regulations. Your attention to this matter is appreciated.

Yours truly,

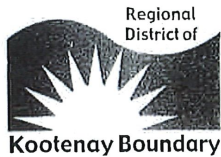
  
Don Lepitre  
Building & Plumbing Official

DL:lp  
attachment



cc: Sig Dreher, RBO, Chief Building & Plumbing Official

2140 Central Ave Box 1965 Grand Forks, British Columbia Canada V0H 1H0  
toll-free: 1 877 520-7352 • tel: 250 442-2708 • fax: 250 442-2688  
email: building-@rdkb.com • web: www.rdkb.com



April 26, 2011

Robert Dennison & Josephine Davies  
10565 Niagara Townsite Road  
Grand Forks, B.C. V0H 1H8

**Re: Lots 12,13,14, Block 9, D.L. 1261, SDYD, Plan 53  
10565 Niagara Townsite Road, Electoral Area 'D'  
Contravention of Building Bylaw No. 449  
Construction of an Accessory Building without a Building Permit**

On April 21, 2011 the Board of Directors reviewed the attached report regarding the above referenced property. As a consequence the Board will, at its next regular meeting, be considering a resolution to direct the Chief Administrative Officer to file a formal Notice in the Land Title Office regarding this contravention. Pursuant to Section 695 of the Local Government Act and Section 57 of the Community Charter you are to be afforded the opportunity to be heard by the Board of Directors before such a Notice is filed. The Board has, therefore, adopted the following resolution:

"That Robert Dennison and Josephine Davies be invited to appear before the Board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 695 of the Local Government Act and Section 57 of the Community Charter against the property legally described as Lots 12,13,14, Block 9, D.L. 1261, SDYD, Plan 53".

The hearing before the Board of Directors is scheduled for Thursday, May 26, 2011 at approximately 6:00 p.m. This meeting will be held at the Regional District of Kootenay Boundary Board Room, 843 Rossland Avenue, Trail, B.C. Please advise Sheila Moro at the address noted below in advance, whether you or a representative will be present at the meeting. If you will be attending this hearing, we would request a written submission from you relating to this matter by May 16, 2011. This will provide sufficient time for your report to be distributed to the Board of Directors.

Please be advised that, in order to avoid registration of this Notice, the Board of Directors requires written confirmation from the Building Inspection staff that the property is now in compliance. You are encouraged to acquire that confirmation before the hearing date.

Enclosed for your information is a copy of Section 695 of the Local Government Act and Section 57 of the Community Charter. The effect of this Notice is to remove liability from the Regional District of Kootenay Boundary and warn future purchasers of the property that the building(s) or construction on the property may be in violation of the B.C. Building Code and/or Regulatory Bylaws of the Authority having Jurisdiction.

Yours truly,

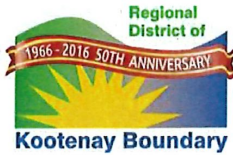
A handwritten signature in dark ink, appearing to read "Elaine Kumar", is written over a light blue horizontal line.

Elaine Kumar  
Director of Corporate Administration

Attachments







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

Applicant:	* Okanagan Nation Alliance				
Address:	* #101, 3535 Old Okanagan Hwy Westbank, BC / V4T 3L7				
Phone:	* 250-707-0095	Fax:		E-Mail:	* <a href="mailto:mzimmer@syilx.org">mzimmer@syilx.org</a>
Representative:	* Michael Zimmer				
Make Cheque Payable To:	* ONA - Columbia Fish in Schools Program 757F				

*\*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? \$ 68,563 What amount are you requesting from this RDKB Director(s)? \$ 5,000

What is the Grant-in-Aid for? (attach an extra sheet if necessary) January 12, 2020

Funds will go towards hardware maintenance and supplies (tank and chiller set-ups), fish-food, technical support (person time and mileage), and a visit and information session with a syilx knowledge keeper (typically in April [2020]; honourarium, mileage from Penticton, per diems and accommodations).

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

Name of Organization	School District 20	Amount Requested: \$	10,000.00	Amount Secured: \$	10,000.00	
Name of Organization	Teck	Amount Requested: \$	10,000.00	Amount Secured: \$	10,000.00	
Name of Organization	Columbia Basin Trust	Amount Requested: \$	31,313.00	Amount Secured: \$	0 (ask under review)	
Date:	December 17, 2019	Applicant Signature	Michael Zimmer	Digitally signed by Michael Zimmer Date: 2019.12.17 08:56:45 -08'00'	Print Name	Michael Zimmer

## Office Use Only

Grant approved by Electoral Area Director: \_\_\_\_\_  
 Approved by Board: \_\_\_\_\_

**SUBMIT**

**Jennifer Kuhn**

---

**From:** Michael Zimmer <mzimmer@syilx.org>  
**Sent:** December 17, 2019 9:10 AM  
**To:** Theresa Lenardon; Jennifer Kuhn; Ian Johnston  
**Cc:** Autumn Solomon  
**Subject:** Okanagan Nation Alliance - 2019-2020 Fish in Schools Program - Grant in Aid - Email from GIA page on www.rdkb.com  
**Attachments:** Grant-in-AidForm-Oct2016-final - ONA RDKB 2019-2020.pdf

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 Rossland Summit Elementary (Rossland) **NEW**  
 Christina Lake Stewardship Society (Christina Lake) **NEW**  
 Christina Lake Elementary (Christina Lake)  
 Hutton Elementary (Grand Forks)

Thank you very much for your consideration.

Sincerely,  
 Michael

**līmłəmt | Thank You**

**Michael Zimmer**  
 Columbia Region - Fisheries Team Lead

**Location**

**Columbia Field Office**  
L1-1444 Columbia Ave.  
Castlegar, BC

[www.syilx.org](http://www.syilx.org)

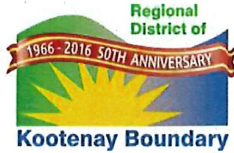
**C** 250 304 7341

**E** [mzimmer@syilx.org](mailto:mzimmer@syilx.org)

**Mailing Address**

**Okanagan Nation Alliance**  
101 – 3535 Old Okanagan Hwy  
Westbank, BC V4T 3L7





# Grant-in-Aid Request

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--	---	---	--	--

Applicant:	* Okanagan Nation Alliance				
Address:	* #101, 3535 Old Okanagan Hwy Westbank, BC / V4T 3L7				
Phone:	* 250-707-0095	Fax:		E-Mail:	* <a href="mailto:mzimmer@syilx.org">mzimmer@syilx.org</a>
Representative:	* Michael Zimmer				
Make Cheque Payable To:	* ONA - Columbia Fish in Schools Program 757F				

\*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? \$ 68,563 What amount are you requesting from this RDKB Director(s)? \$ 5,000 *Approved Director Worley 1,500*  
What is the Grant-in-Aid for? (attach an extra sheet if necessary) *January 8, 2020*

Funds will go towards hardware maintenance and supplies (tank and chiller set-ups), fish-food, technical support (person time and mileage), and a visit and information session with a syilx knowledge keeper (typically in April [2020]; honourarium, mileage from Penticton, per diems and accommodations).

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Amount Secured: \$	10,000.00
Name of Organization	Teck
Amount Requested: \$	10,000.00
Amount Secured: \$	10,000.00
Name of Organization	Columbia Basin Trust
Amount Requested: \$	31,313.00
Amount Secured: \$	0 (ask under review)
Date: December 17, 2019	Applicant Signature Michael Zimmer
Digitally signed by Michael Zimmer Date: 2019.12.17 08:56:45 -08'00'	Print Name Michael Zimmer

## Office Use Only

Grant approved by Electoral Area Director: \_\_\_\_\_  
Approved by Board: \_\_\_\_\_

**SUBMIT**

**Jennifer Kuhn**

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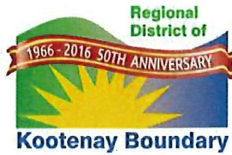
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Sincerely,  
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**limlɛmt | Thank You**

**Michael Zimmer**  
 Columbia Region - Fisheries Team Lead





# Grant-in-Aid Request

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Address:	* #101, 3535 Old Okanagan Hwy Westbank, BC / V4T 3L7				
Phone:	* 250-707-0095	Fax:		E-Mail:	* <a href="mailto:mzimmer@syilx.org">mzimmer@syilx.org</a>
Representative:	* Michael Zimmer				
Make Cheque Payable To:	* ONA - Columbia Fish in Schools Program 757F				

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Date:	December 17, 2019	Applicant Signature	Michael Zimmer	Digitally signed by Michael Zimmer Date: 2019.12.17 08:56:45 -08'00'	Print Name	Michael Zimmer

## Office Use Only

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Approved by Board: \_\_\_\_\_

**SUBMIT**

**Jennifer Kuhn**

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Thank you very much for your consideration.

Sincerely,  
 Michael

**limləmt | Thank You**

**Michael Zimmer**  
 Columbia Region - Fisheries Team Lead

**Jennifer Kuhn**

**From:** is@rdkb.com  
**Sent:** December 17, 2019 9:27 AM  
**To:** Theresa Lenardon; Information Services; Jennifer Kuhn; Melissa Zahn  
**Subject:** Grant-in-Aid Form submitted by City of Grand Forks, email address - eventsmanager@grandforks.ca

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

Electoral Area 'C' / Christina Lake Director Grace McGregor, Electoral Area 'D' / Rural Grand Forks  
 Director Roly Russell

**Applicant Information:**

Applicant: City of Grand Forks

Address: P.O. Box 220 Grand Forks BC V0H 1H0

Phone: 250-442-8266

Fax:

Email: eventsmanager@grandforks.ca

Representative: Erinne Allen

Make Cheque Payable To: City of Grand Forks

**Other Expenses:**

Total Cost of Project: \$12000

Amount Requested from  
 RDKB Director(s):

\$2000

*Approved Director Russell  
 December 17, 2019*

What is the Grant-in-Aid for?

The Grant- in- Aid will be to help fund free activities for Family Day 2020, plus materials, supplies, banner redesign and advertising. I have just started the process of looking for funding for this celebration and also



trying to find the information as to what the grant money went to last year. I have only sent letters to the list below at the time of filling this grant application out. There will be advertising in the newspaper, radio, and on social media.

#### **List of Other Organizations Applied to for Funding**

Name of Organization    City of Grand Forks

Amount Requested    4000

Amount Secured

Name of Organization    Grand Forks Credit Union

Amount Requested    500

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Documents uploaded with Submission?

☐

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

December 16, 2019

Director Roly Russell  
Area D – Regional District of Kootenay Boundary  
Grand Forks, BC

**FAMILY DAY FESTIVITIES 2020**

Roly,

I have been contracted to coordinate Family Day 2020 festivities for the three-day event of February 15 to 17, 2020.

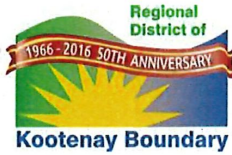
As I am going over some of the paperwork from last year's event, I see that there was a wide array of free events for families in the Boundary. I will meet with businesses and organizations early to engage their support and ensure that planning runs smoothly.

Last year Area D made a donation of \$2,000.00 which was a huge contribution toward supporting free activities for families in our community. All sponsors will be well recognized on any marketing and promotional material developed for this Family Day event.

I hope that you see value in supporting this event once again and that you are able to contribute to Family Day 2020. I thank you for your consideration and look forward to hearing back from you.

Yours truly,

Erinne Allen  
Events Manager  
City of Grand Forks  
[eventsmanager@grandforks.ca](mailto:eventsmanager@grandforks.ca)



# Grant-in-Aid Request

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Representative:	* Michael Zimmer				
Make Cheque Payable To:	* ONA - Columbia Fish in Schools Program 757F				

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Date: December 17, 2019 Applicant Signature Michael Zimmer Digitally signed by Michael Zimmer Date: 2019.12.17 08:56:45 -08'00' Print Name Michael Zimmer

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Approved by Board: \_\_\_\_\_

**SUBMIT**

**Jennifer Kuhn**

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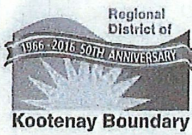
Thank you very much for your consideration.

Sincerely,  
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**lɪmləmt | Thank You**

**Michael Zimmer**  
 Columbia Region - Fisheries Team Lead





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---	--	--	---	---

Applicant:	* Big White Mountain Community Development Association			
Address:	* Suite 215, 101-1865 Dilworth Dr, Kelowna, BC, V1Y 9T1			
Phone:	* 250-801-0490	Fax:		E-Mail: * info@ourbigwhitemountain.com
Representative:	* Cathy Norton Cianfagna			
Make Cheque Payable To:	* Big White Mountain Community Development Association			

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

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

What is the total Cost of the Project? \$2000 What amount are you requesting from this RDKB Director(s)? \$2000

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

The GIA will assist us with set up costs for the Winter Wellness Program. The program started in 2018 and we are expanding it considerably in 2019/2020. The program aims to offer activities accessible to all persons on the mountain at minimal or no costs. We have individuals willing to guide and provide leadership, teach outdoor and environmental stewardship, administer the program and advertise to our mountain community. However, in order to grow this program, promote healthy choices and operate sustainably funding is critical for supplies, obtaining equipment and to cover operational and professional costs. Please see additional page for more information.

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

Name of Organization	Mountain Equipment Coop	Amount Requested: \$	10,000	Amount Secured: \$	0
Name of Organization		Amount Requested: \$		Amount Secured: \$	
Name of Organization		Amount Requested: \$		Amount Secured: \$	

Date: Dec 1, 2019 Applicant Signature Joyce Ricioppo Digitally signed by Joyce Ricioppo  
Date: 2019.12.01 10:50:45 -0800 Print Name Joyce Ricioppo

### Office Use Only

Grant approved by Electoral Area Director: J. Gee

Approved by Board: \_\_\_\_\_

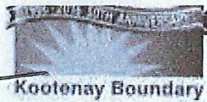
**SUBMIT**



**BWMCDA Wellness Project Budget**

Professional fees	\$ 300.00	Guest Speakers/Community Education, \$50 per hour for 2 hours 3 sessions
<del>Gifts/Celebration for Volunteer Guides and</del>	<del>\$ 150.00</del>	<del>Annually hold an event to thank all the</del>
Instructors		<del>volunteers</del>
Craft Supplies		
Card making	\$ 30.00	Paper stock, cutters and decorations
Bottle Artwork	\$ 50.00	Bottle cutter and decorations
Painting	\$ 100.00	Canvases & paints
Letters to Santa Event	\$ 20.00	Paper, Stickers, Envelopes
Equipment Rental/purchase	\$ 800.00	(Tv/Video Screen, DVD player, Stereo, Misc.)
Food and Beverages	\$ 175.00	Non-Alcoholic beverages and snacks
		Strata conference rooms 3 events BW School
Venue Rent	\$ 350.00	& Ski Hut are not always available for events
Printing & Copying	\$ 75.00	
Fitness Equipment		
Yoga Mats	\$ 200.00	
Resistance Bands	\$ 200.00	
	<u>\$ 2,000.00</u>	





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---	--	--	---	---

Applicant:	Boundary Metis Community Association		
Address:	Box 1215 Grand Forks, BC, V0H 1H0		
Phone:	250449-8401	Fax:	
E-Mail:	ginettewheeler@gmail.com		
Representative:	Ginette Wheeler		
Make Cheque Payable To:	Boundary Metis Community Association		

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

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

What is the total Cost of the Project? \$ 1450 What amount are you requesting from this RDKB Director(s)? \$ 1200

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

This grant in aid is to supply the necessary components to hold a final celebration feast at the end - Snowy Tribal Trails 2020. STT 2020 is an 8 week once a week snowshoeing activity that we have expanded from last year to more areas in the West Boundary, specifically at the Kettle River Recreation area, West Kettle Rail Trail, Beaverdell part of the Trail, Wilgress Lake and Phoenix mountain. Snowy Tribal Trails is a family oriented, community minded program immersed in Aboriginal ways of knowing. This program is inclusive of all ages able to snowshoe and is considerate of fitness levels. The feast and the program includes First Nations/Aboriginal Elders and Knowledge Keepers.

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

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

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

Date: 10/6/20 Applicant Signature

Print Name Ginettewheeler

Office Use Only

Grant approved by Electoral Area Director: \_\_\_\_\_

Approved by Board: \_\_\_\_\_



**Boundary Métis Community Association**  
 Box 1215, Grand Forks, BC V0H 1H0  
 boundarymetiscommunity@gmail.com



**November 21, 2019**

To: ISPARC Healthy Living Activities Team  
 Re: Honour Your Health Challenge

I am pleased to write this letter in support of Judy Letendre and her co-leader Ginette Wheeler to deliver and Honour Your Health Challenge and apply for funding for Boundary Métis Community Association.

Judy has been a member of Boundary Métis Community Association since 2015. She has previously been a director and is now our Women's Rep. Over the last year she has coordinated and/or led three programs in the West Boundary area of our region. During the winter Judy and Ginette ran a snowshoe program, called Snowy Tribal Trails, on the trails in Kettle Valley Recreation area. In the spring Judy and Ginette held an after school program called Strengthening Our Spirit. At the end of June, Judy co-coordinated a one day cultural event called Healing Our Warrior Spirit. All programs were a success. She has recently or is currently involved in an Aboriginal Collaborative to help advise changes in our Primary Care Network, participated in a Rural Development Workshop, an Aboriginal Tourism Conference and a United Way Better at Homes meeting, in addition to some school activities.

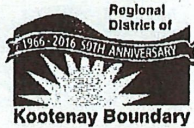
This winter, Judy is planning to co-lead snowshoeing for Snowy Tribal Trails 2020 in a variety of areas in the West Boundary and they will be focusing on storytelling and warrior spirits through drumming, song and snowshoeing.

If you have any further questions, please do not hesitate to contact me at 250 442-7868

Sincerely,

Dawn Sioga  
 Vice President – Boundary Métis Community Association  
 djsioga@shaw.ca





## Grant-in-Aid Request

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

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

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

Applicant:	* Greenwood Community Association			
Address:	* PO Box 556 Greenwood BC V0H 1J0			
Phone:	* 250-445-6511	Fax:		E-Mail: * ddurban@heritagecu.ca
Representative:	* Donna Durban - Secretary			
Make Cheque Payable To:	* Greenwood Community Association			

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

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

What is the total Cost of the Project? \$ \_\_\_\_\_ What amount are you requesting from this RDKB Director(s)? \$ 300<sup>00</sup>

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

Christmas Day Dinner in Greenwood - last year 96 plates were served

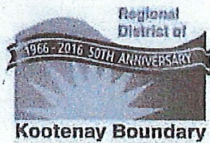
Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

Name of Organization	City of Greenwood	Amount Requested: \$	Amount Secured: \$ 100.00
Name of Organization	Community Futures - Boundary	Amount Requested: \$	Amount Secured: \$ 300.00
Name of Organization	Royal Canadian Legion Branch 155	Amount Requested: \$	Amount Secured: \$ 400.00
Date: 17-Dec-2019	Applicant Signature <u>Donna Durban</u>	Print Name	Donna Durban

Office Use Only
Grant approved by Electoral Area Director: <u>V. Gee</u>
Approved by Board: _____

**SUBMIT**





## Grant-in-Aid Request

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

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

Applicant:	*Greenwood Public Library		
Address:	*346 North Copper Avenue, Box 279, Greenwood BC, V0H 1J0		
Phone:	* 250 445-6111	Fax:	E-Mail: *raynera@look.ca
Representative:	*Anne Rayner-Gould, Chair, Board of Trustees		
Make Cheque Payable To:	*Greenwood Public Library		

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

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

What is the total Cost of the Project? \$ \_\_\_\_\_ What amount are you requesting from this RDKB Director(s)? \$ 200.00

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

Meeting space rental at Greenwood Public Library for consultations with Anaconda residents re water issues.

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: \$ _____

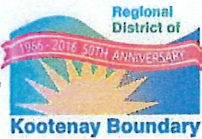
Date: Jan 4, 2020 Applicant Signature Anne Rayner-Gould Print Name Anne Rayner-Gould

### Office Use Only

Grant approved by Electoral Area Director: \_\_\_\_\_

Approved by Board: \_\_\_\_\_





## Grant-in-Aid Request

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

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

Applicant:	* Trails to the Boundary Society		
Address:	* PO Box 492 Midway BC V0H 1M0		
Phone:	* 250-444-7547	Fax:	n/a
E-Mail:	* trailstotheboundary@gmail.com		
Representative:	* Pat Henley, President		
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? \$1,000.00 What amount are you requesting from this RDKB Director(s)? \$1,000.00

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

General administration - Trails to the Boundary Society.

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: January 8, 2019 Applicant Signature Patricia Henley Print Name Pat Henley

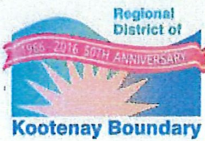
Office Use Only

Grant approved by Electoral Area Director: \_\_\_\_\_

Approved by Board: \_\_\_\_\_

**SUBMIT**





## Grant-in-Aid Request

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

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---	---	---	--	--

Applicant:	* Trails to the Boundary Society				
Address:	* PO Box 492 Midway BC V0H 1M0				
Phone:	* 250-444-7547	Fax:	n/a	E-Mail:	* trailstotheboundary@gmail.com
Representative:	* Pat Henley, President				
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? \$2295.74 What amount are you requesting from this RDKB Director(s)? \$2295.74

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

For West Boundary Connect website. Additional costs for 2019-2020.


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: \$ \_\_\_\_\_

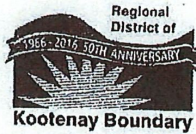
Name of Organization \_\_\_\_\_  
Amount Requested: \$ \_\_\_\_\_ Amount Secured: \$ \_\_\_\_\_

Date: January 8, 2019 Applicant Signature Patricia Henley Print Name Pat Henley

Office Use Only
Grant approved by Electoral Area Director: <u>V. Lee</u>
Approved by Board: _____

**SUBMIT**





## Grant-in-Aid Request

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

<input type="checkbox"/> Electoral Area 'A' Director All Grieve	<input type="checkbox"/> Electoral Area 'B' Lower Columbia-Old Glory Director Linda Worley	<input type="checkbox"/> Electoral Area 'C' Christina Lake Director Grace McGregor	<input type="checkbox"/> Electoral Area 'D' Rural Grand Forks Director Roly Russell	<input checked="" type="checkbox"/> Electoral Area 'E' West Boundary Director Vicki Gee
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Applicant:	* West Boundary Community Services Co-operative Association			
Address:	* 3990 Hwy 3, Rock Creek BC V0H 1Y0			
Phone:	* 778-969-0003	Fax:		E-Mail: * sandy@riversidecentre.coop
Representative:	* Sandy Mark, Executive Director			
Make Cheque Payable To:	* West Boundary Community Services Co-operative Association			

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

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

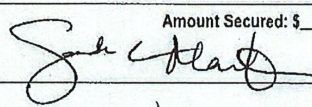
What is the total Cost of the Project? \$ \_\_\_\_\_ What amount are you requesting from this RDKB Director(s)? \$ 2,000.00

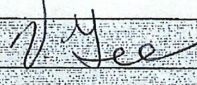
What is the Grant-in-Aid for? (attach an extra sheet if necessary)

To cover start up office expenses (supplies, filing cabinet, postage etc.) now that we're moving into the new building.

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

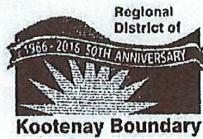
Name of Organization _____	Amount Requested: \$ _____	Amount Secured: \$ _____
Name of Organization _____	Amount Requested: \$ _____	Amount Secured: \$ _____
Name of Organization _____	Amount Requested: \$ _____	Amount Secured: \$ _____

Date: Dec 16, 2019 Applicant Signature  Print Name Sandy Mark

Office Use Only
Grant approved by Electoral Area Director: 
Approved by Board: _____

**SUBMIT**





## Grant-in-Aid Request

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---	--	--	---	---

Applicant:	* West Boundary Community Services Co-operative Association		
Address:	* 3990 Highway #3, Rock Creek, BC V0H 1Y0		
Phone:	* 778-969-0003	Fax:	
E-Mail:	* sandy@riversidecentre.coop		
Representative:	* Sandy Mark, Executive Director		
Make Cheque Payable To:	* West Boundary Community Services Co-operative Association		

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

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

What is the total Cost of the Project? \$2332.34 What amount are you requesting from this RDKB Director(s)? \$2332.34

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

Legal costs related to start up of the Co-op/development of Riverside Centre.

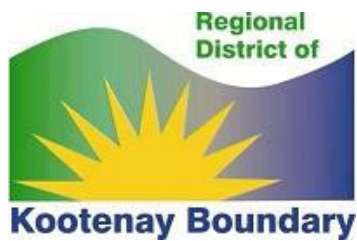
Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

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

Date: January 02-2020 Applicant Signature Sandra C. Mark Print Name Sandy Mark

Office Use Only
Grant approved by Electoral Area Director: <u>[Signature]</u>
Approved by Board: _____

**SUBMIT**



## STAFF REPORT

**Date:** 31 Dec 2019 **File**  
**To:** **Chair Langman, Finance Liaison**  
**Robert Cacchioni, and Members,**  
**Board of Directors**  
**From:** Barb Ihlen, General Manager of  
 Finance/CFO  
**Re:** Financial Plan Amendment Bylaw 1734

### Issue Introduction

A staff report from Barb Ihlen, General Manager of Finance/CFO, presenting Financial Plan Amendment Bylaw No. 1734.

### History/Background Factors

Financial Plan Bylaw 1715 was adopted March 20, 2019 for the 2019 - 2023 Five Year Financial Plan. Throughout the year, the Board has made amendments to the financial plan. The Financial Amendment Bylaw 1734 reflects the changes made to the budget throughout the year.

### Implications

Formalizing changes to budget made throughout 2019.

### Advancement of Strategic Planning Goals

Not applicable

### Background Information Provided

Financial Plan Amendment Bylaw 1734, 2020  
 Financial Plan Bylaw 1715, 2019  
 Listing of budget changes

**Alternatives**

1. Approve

**Recommendation(s)**

That the Regional District of Kootenay Boundary Board of Directors adopt Bylaw - Financial Plan Amendment Bylaw 1734, 2020.





**REGIONAL DISTRICT OF KOOTENAY BOUNDARY**

**BYLAW NO. 1734**

**A Bylaw to Amend Bylaw No. 1715 Financial Plan  
for the Years 2019 to 2023**

---

**WHEREAS** pursuant to Section 374 of the *Local Government Act*, a Regional District Board must, by bylaw, adopt a financial plan with a planning period of 5 (five) years;

**AND WHEREAS** the Board has prepared a financial plan for the years 2019 to 2023 that makes provision for expenditures for the fiscal year ending December 31, 2019 estimated in the total amount of Forty Two Million Two Hundred Fifty Four Thousand Seven Hundred Forty Dollars (\$42,254,740);

**AND WHEREAS** pursuant to Section 401 of the *Local Government Act*, a Regional District Board may amend the financial plan in respect of a service to include the expenditure and the funding source for the expenditure;

**AND WHEREAS** the Board finds it desirous of a net increase for the approval of expenditures in the year 2019 through 2023 of Four Hundred Twenty Thousand (\$420,000) dollars for the following: Grand Forks Curling Club chiller, UBCM grant for a Housing Needs Report, purchase of land adjacent to McKelvey Creek Landfill, and Royal Bank of Canada grant to support a youth-driven riparian planting project;

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

1. Schedule 'A' of bylaw No. 1715 which is hereby amended to become Schedule "A" of Bylaw No. 1734 by way of the changes referred to above and made part of this bylaw making the 2019 budget now be in the amount of Forty-Two Million Six Hundred Seventy-Four Thousand Seven Hundred Forty Dollars (\$42,674,740.00) and is hereby declared to be the Financial Plan for the Regional District of Kootenay Boundary for the five years of 2019 to 2023.
2. This bylaw shall be cited as the "Regional District of Kootenay Boundary Financial

Plan Amendment Bylaw 1734, 2020".<sup>2</sup>

**READ** the **FIRST** and **SECOND** time this 15<sup>th</sup> day of January,

2020. Read a **THIRD** time this 15<sup>th</sup> day of January, 2020.

I, Theresa Lenardon, Manager of Corporate Administration of the Regional District of Kootenay Boundary, do hereby certify the foregoing to be a true and correct copy of Bylaw No. 1734 cited as " Regional District of Kootenay Boundary Financial Plan Amendment Bylaw 1734, 2020" as read a third time by the Regional District of Kootenay Boundary Board of Directors this 15<sup>th</sup> day of January, 2020.

\_\_\_\_\_  
Manager of Corporate Administration

**RECONSIDERED** and **ADOPTED** this 15<sup>th</sup> day of January, 2020.

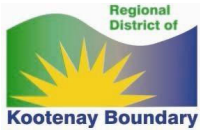
\_\_\_\_\_  
Chair

\_\_\_\_\_  
Manager of Corporate Administration

I, Theresa Lenardon, Manager of Corporate Administration of the Regional District of Kootenay Boundary, do hereby certify the foregoing to be a true and correct copy of Bylaw No. 1734 cited as " Regional District of Kootenay Boundary Financial Plan Amendment Bylaw 1734, 2020" as reconsidered and adopted by the Regional District of Kootenay Boundary Board of Directors this 15<sup>th</sup> day of January, 2020.

Certified a true copy of Bylaw No. 1734 as adopted.

\_\_\_\_\_  
Manager of Corporate Administration



**BYLAW NO. 1715**

**A bylaw to adopt a financial plan for the years 2019 to 2023**

**WHEREAS** pursuant to Section 374 of the *Local Government Act*, a Regional District Board must, by bylaw, adopt a financial plan with a planning period of 5 (five) years;

**AND WHEREAS** the Board has prepared a financial plan for the years 2019 to 2023 that makes provision for expenditures for the fiscal year ending December 31, 2019 estimated in the total amount of Forty Two Million Two Hundred Fifty Four Thousand Seven Hundred Forty Dollars (\$42,254,740);

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

1. Schedule 'A' attached hereto and made part of this bylaw is hereby declared to be the Financial Plan for the Regional District of Kootenay Boundary for the five-year period 2019 to 2023.
2. This bylaw shall be cited as the "Regional District of Kootenay Boundary Financial Plan Bylaw 1715, 2019".

Read a **FIRST** and **SECOND** time this 20<sup>th</sup> day of March, 2019.

Read a **THIRD** time this 20<sup>th</sup> day of March, 2019.

**RECONSIDERED** and **ADOPTED** this 20<sup>th</sup> day of March, 2019.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Manager of Corporate Administration

I, Theresa Lenardon, Manager of Corporate Administration of the Regional District of Kootenay Boundary, do hereby certify the foregoing to be a true and correct copy of Bylaw No. 1715 cited as "Regional District of Kootenay Boundary Financial Plan Bylaw 1715, 2019" as reconsidered and finally adopted by the Regional District of Kootenay Boundary Board of Directors this 20<sup>th</sup> day of March, 2019.

\_\_\_\_\_  
Manager of Corporate Administration

Bylaw No. 1713  
SCHEDULE 'A'

Regional District of Kootenay Boundary  
Five Year Financial Plan 2019 - 2023

	2019	2020	2021	2022	2023
LOCAL GOVERNMENT SERVICES:					
REVENUE:					
Requisition from Local Governments	17,887,070	19,114,179	19,169,203	19,354,644	19,682,672
Parcel Tax	40,000	40,000	40,000	40,000	40,000
Grants	3,352,055	4,897,993	3,310,811	3,353,975	3,398,003
Services Provided	477,372	480,466	485,170	489,937	493,221
User Fees	3,078,456	3,104,897	3,115,130	3,124,532	3,134,105
Other Sources of Revenue	1,020,092	362,730	118,366	119,014	119,675
Recovery of Common Costs	108,347	110,514	112,724	114,979	117,278
Board Fee Revenue	683,639	697,312	711,258	725,483	739,993
Transfer From 9-1-1/Emergency Preparedness	-	-	-	-	-
Interest Earned on Investments	76,000	77,020	78,060	79,122	80,204
Previous Year's Surplus	2,027,091	-	-	-	-
Transfers From Other Funds:					
Capital Fund	3,695,064	743,000	195,000	655,000	-
Reserve Fund	2,133,728	726,457	802,773	191,762	14,000
Municipal Debt:					
Municipal Debenture Debt	2,394,640	2,307,966	2,307,966	2,300,685	2,247,158
Total Revenue	36,973,555	32,662,534	30,446,461	30,549,133	30,066,309
EXPENDITURE:					
Other General Government Services	7,748,294	7,248,452	7,243,619	7,379,644	7,437,058
Waste Management	3,827,511	3,710,604	3,795,045	3,831,532	3,906,293
Recreation & Culture	5,161,096	5,055,786	5,100,518	5,173,021	5,263,189
Fire & Protection Services	7,304,147	7,264,019	7,353,645	7,450,700	7,674,927
Capital Expenditures	6,126,271	3,762,093	1,733,055	1,331,764	287,264
Grants to Other Programs	1,856,693	1,280,428	1,268,534	1,266,433	1,253,625
Transfers to Local Governments	386,444	416,046	405,392	404,758	414,258
Transfers to Reserve Funds	1,143,910	994,697	645,924	972,983	1,124,997
Regional District Debenture Debt:					
Debt Interest	195,438	223,365	196,390	170,765	170,492
Debt Principal	354,378	399,079	396,373	266,848	287,048
Previous Year's Deficit	474,733	-	-	-	-
Municipal Debenture Debt:					
Debt Interest	1,184,945	1,150,726	1,148,669	1,146,114	1,133,082
Debt Principal	1,209,695	1,157,239	1,159,297	1,154,571	1,114,076
Total Municipal Debenture Debt	2,394,640	2,307,966	2,307,966	2,300,685	2,247,158
Total Expenditure	36,973,555	32,662,534	30,446,461	30,549,133	30,066,309

Bylaw No. 1713  
SCHEDULE 'A'

Regional District of Kootenay Boundary  
Five Year Financial Plan 2019 - 2023

2019	2020	2021	2022	2023
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WATER UTILITY FUNDS:

<b>REVENUE:</b>					
Requisition from Local Governments	19,752	24,065	26,616	27,147	27,688
Parcel Tax	683,650	683,650	683,650	683,650	683,650
Previous Year's Surplus	85,500	-	-	-	-
Transfer From Reserve Fund	26,331	140,333	-	-	-
Grants	49,555	379,930	513	513	513
User Fees & Sales	722,436	713,559	717,072	720,654	724,308
Transfer From Capital Fund	-	-	-	-	-
Total Revenue	1,587,224	1,941,538	1,427,851	1,431,964	1,436,159
<b>EXPENDITURE:</b>					
Operations & Maintenance	939,320	871,087	902,389	909,638	934,947
Debt Interest	42,033	20,433	20,433	20,433	20,433
Debt Principal	147,072	63,655	63,655	63,655	63,655
Capital Expenditure	314,975	559,750	40,000	40,000	40,000
Transfer to Reserve Fund	141,829	426,613	401,374	398,238	377,125
Previous Year's Deficit	1,995	-	-	-	-
Total Expenditure	1,587,224	1,941,538	1,427,851	1,431,964	1,436,159

SEWER UTILITY FUNDS:

<b>REVENUE:</b>					
Requisition from Local Governments	1,624,011	1,968,982	2,359,058	3,238,865	3,256,372
Parcel Tax	30,534	35,395	36,569	37,775	39,013
Previous Year's Surplus	235,442	-	-	-	-
Grants	164,954	19,004,000	19,004,000	4,000	4,000
Services Provided	-	-	-	-	-
User Fees & Sales	55,510	56,018	56,408	56,803	57,205
Transfer From Capital Fund	-	7,000,000	7,000,000	-	-
Transfer From Reserves	283,000	-	-	-	-
Inter-Sewer Fund Transfer	20,437	21,050	21,682	22,332	23,002
Total Revenue	2,413,888	28,085,445	28,477,717	3,359,775	3,379,593
<b>EXPENDITURE:</b>					
Operations & Maintenance	1,482,478	1,369,841	1,369,346	1,881,119	1,900,266
Debt Interest	187,200	309,700	554,700	677,200	677,200
Debt Principal	184,854	184,854	331,989	479,124	479,124
Capital Expenditure	530,577	26,100,000	26,100,000	100,000	100,000
Inter-Sewer Fund Transfer	20,437	21,050	21,682	22,332	23,002
Previous Year's Deficit	60	-	-	-	-
Transfer to Reserve Fund	8,281	100,000	100,000	200,000	200,000
Total Expenditure	2,413,888	28,085,445	28,477,717	3,359,775	3,379,593

TRANSIT UTILITY FUNDS:

<b>REVENUE:</b>					
Requisition from Local Governments	1,187,122	1,254,370	1,297,126	1,330,221	1,363,978
Previous Year's Surplus	68,889	-	-	-	-
Grants	2,900	2,900	2,900	2,900	2,900
User Fees & Sales	441,162	448,711	452,216	456,004	459,943
Transfer From Reserves	-	-	-	-	-
Total Revenue	1,700,073	1,705,982	1,752,242	1,789,126	1,826,822
<b>EXPENDITURE:</b>					
Operations & Maintenance	1,700,073	1,705,982	1,752,242	1,789,126	1,826,822
Transfer to Reserve Fund	-	-	-	-	-
Previous Year's Deficit	-	-	-	-	-
Total Expenditure	1,700,073	1,705,982	1,752,242	1,789,126	1,826,822

Bylaw No. 1713  
SCHEDULE 'A'

Regional District of Kootenay Boundary  
Five Year Financial Plan 2019 - 2023

	2019	2020	2021	2022	2023
TOTAL BUDGET (RDKB) consolidated					
REVENUE:					
Requisition from Local Governments	20,717,955	22,361,597	22,852,003	23,950,877	24,330,711
Parcel Tax	754,184	759,045	760,219	761,425	762,663
Grants	3,569,464	24,284,823	22,318,224	3,361,388	3,405,416
Services Provided	477,372	480,466	485,170	489,937	493,221
User Fees & Other Sources	5,317,656	4,685,915	4,459,191	4,477,007	4,495,237
Recovery of Common Costs	108,347	110,514	112,724	114,979	117,278
Board Fee Revenue	683,639	697,312	711,258	725,483	739,993
Transfer From 9-1-1/Emergency Preparedness	-	-	-	-	-
Interest Earned on Investments	76,000	77,020	78,060	79,122	80,204
Previous Year's Surplus	2,416,922	-	-	-	-
Transfers From Other Funds:					
Capital Fund	3,695,064	7,743,000	7,195,000	655,000	-
Reserve Fund	2,443,059	866,790	802,773	191,762	14,000
Inter Sewer Fund Transfer	20,437	21,050	21,682	22,332	23,002
Municipal Debt:					
Municipal Debenture Debt	2,394,640	2,307,966	2,307,966	2,300,685	2,247,158
Total Revenue	42,674,740	64,395,499	62,104,271	37,129,998	36,708,882
EXPENDITURE:					
Other General Government Services	7,748,294	7,248,452	7,243,619	7,379,644	7,437,058
Waste Management	3,827,511	3,710,604	3,795,045	3,831,532	3,906,293
Recreation & Culture	5,161,096	5,055,786	5,100,518	5,173,021	5,263,189
Fire & Protection Services	7,304,147	7,264,019	7,353,645	7,450,700	7,674,927
Water Utilities	939,320	871,087	902,389	909,638	934,947
Sewer Utilities	1,482,478	1,369,841	1,369,346	1,881,119	1,900,266
Transit Services	1,700,073	1,705,982	1,752,242	1,789,126	1,826,822
Capital Expenditures	6,971,824	30,421,843	27,873,055	1,471,764	427,264
Grants to Other Programs	1,856,693	1,280,428	1,268,534	1,266,433	1,253,625
Transfers to Local Governments	386,444	416,046	405,392	404,758	414,258
Transfers to Reserve Funds	1,294,020	1,521,310	1,147,298	1,571,221	1,702,121
Inter Sewer Fund Transfer	20,437	21,050	21,682	22,332	23,002
Previous Year's Deficit	476,788	-	-	-	-
Regional District Debenture Debt:					
Debt Interest RDKB	424,671	553,498	771,523	868,398	868,125
Debt Principal RDKB	686,304	647,588	792,017	809,627	829,827
Municipal Debenture Debt:					
Debt Interest Municipal	1,184,945	1,150,726	1,148,669	1,146,114	1,133,082
Debt Principal Municipal	1,209,695	1,157,239	1,159,297	1,154,571	1,114,076
Total Municipal Debenture Debt	2,394,640	2,307,966	2,307,966	2,300,685	2,247,158
Total Expenditure	42,674,740	64,395,499	62,104,271	37,129,998	36,708,882

**Regional District of Kootenay Boundary  
2019 Budget Amendments**

10-Apr-19	187-19	Moved: Director McGregor Seconded: Director Taylor Corporate Vote Unweighted That the Regional District of Kootenay Boundary Board of Directors approve financing for the replacement of the Grand Forks Curling Club Chiller, as per the report dated April 2, 2019 and presented to the Board of Directors on April 10, 2019, over a five-year term through MFA Liability Under Agreement to a maximum of \$35,000. <b>FURTHER</b> that the Regional District of Kootenay Boundary Five Year Financial Plan be amended accordingly.	35,000
08-May-19	233-19	Moved: Director Cacchioni Seconded: Director Taylor Corporate Vote Unweighted That the Regional District of Kootenay Boundary Board of Directors directs staff to submit an application to the Union of BC Municipalities for a grant to conduct Housing Needs Reports in the Kootenay and Boundary areas to a maximum of \$200,000. <b>FURTHER</b> if the grant is approved amend the 2019 Financial Plan for Service 005 Planning and Development as follows: increase Miscellaneous Revenue Account 11590159 and the Operating Contract Account 12258235 by the appropriate amounts.	200,000
23-May-19	Closed Meeting	Moved: Director McGregor Seconded: Director Langman Corporate Vote Weighted:  That the Regional District of Kootenay Boundary Board of Directors authorize the transfer and use of reserve (Service 010) monies to purchase the property commonly known as Lot A Hospital Road, Trail, BC. <b>FURTHER</b> that the Board of Directors authorize the signing of the Agreement for the purchase of the property commonly known as Lot A Hospital Road, Trail, BC, and legally described as Lot A District Lot 4598 Kootenay District Plan NEP90070; Parcel Identifier: 028-101-286. <b>FURTHER</b> that the Board of Directors authorize the expenditure of funds necessary to complete the property purchase including legal and other applicable fees and that the 2019 Budget (Service 010) be amended to reflect an additional transfer from Reserve of \$170,000 and capital for purchase of the property in the amount of \$170,000.	170,000
19-Sep-19	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.	15,000
Total approved budget amendments			<u>420,000</u>