

Board of Directors

Thursday, January 30, 2020

1:00 P.M.

RDKB Board Room-Grand Forks, BC

A G E N D A

1. Call to Order

2. Acknowledgement

- 2.a) We acknowledge and appreciate that the land on which we gather is the converging ancestral, traditional and unceded territory of the Syilx, Secwepemc and Sinixt peoples.

3. Consideration of the Agenda (additions/deletions)

- 3.a) The agenda for the Regional District of Kootenay Boundary Board of Directors meeting of January 30, 2020 is presented.

Recommendation: Corporate Vote Unweighted

That the agenda for the Regional District of Kootenay Boundary Board of Directors meeting of January 30, 2020 be adopted as presented.

4. Minutes

- 4.a) The minutes of the Regional District of Kootenay Boundary Board of Directors meeting held January 15, 2020 are presented.

[Minutes - 15 Jan 2020 - BOD - Jan 30, 2020 - Pdf](#)

Recommendation: Corporate Vote Unweighted

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

5. Delegation(s)

- 5.a) There are no scheduled delegations.

6. **Unfinished Business**

6.a) **C. Marsh, Boundary Flood Recovery Manager** **Re: Post Flood Evacuation Order Properties Update**

Director Worley Emergency Services Liaison

A staff report from Chris Marsh, Boundary Flood Recovery Manager describing the current status of, and future plans for the properties remaining on evacuation order from the 2018 Boundary flooding is presented.

[Staff Report - Post-Flood Evacuation Order Properties Update - Jan 2020](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors support the planned approach to these projects as described in the report titled 'Post-Flood Evacuation Order Properties Update' as presented to the Board on January 30, 2020. **FURTHER** that staff provide further progress reports and updates to the Board of Directors during the progression of the projects through the spring/summer of 2020.

6.b) **M. Stephens, Interim Manager of Emergency Programs** **Re: *Emergency Act* Modernization Discussion Paper Feedback**

Director Worley Emergency Services Liaison

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

[Staff Report-Emergency Act Modernization-BoD Jan 30 20](#)
[modernizing bcs emergencymanagement legislation](#)
[Emergency Act Modernization Response letter Jan 30 2020](#)

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 30, 2020 to the Province of British Columbia.

6.c) **APC Appointments - RDKB Electoral Areas A-E** For Approval

Recommendation: Stakeholder Vote (Electoral Area Directors) Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve the RDKB Electoral Areas A-E Advisory Planning Commission appointments as follows:

Electoral Area A

Fred Buckley
Linda Green
Rob Ironmonger
Shelley Levick
Craig Stemmler
Tyleen Underwood

Electoral Area B/Lower Columbia-Old Glory

Grant Saprunoff
Graham Jones
Mary MacInnis
Fern Acton
Henk Ravesteyn
Darlene Espenhain

Electoral Area C/Christina Lake

Dave Bartlett
Peter Darbyshire
David Durand
Phil Mody
Jessica Coleman
Terry Mooney
Butch Bisaro
Annie Rioux
Jeff Olsen
Jason Patrick Taylor

Electoral Area D/Rural Grand Forks

Deb Billwiller
Della Mallette
Kathy Hutton
Brian Noble
Lynn Bleiler
John Thomas

Electoral Area E/West Boundary

Grant Harfman
Jamie Haynes
Fred Marshall
Florence Hower
Michael Fenwick-Wilson

Lynne Storm
Frank Van Oyen
Randy Trerise

Electoral Area E/West Boundary-Big White

Deb Hopkinson
Gerry Molyneaux
John Lebrun
Paul Sulyma
Rachelle Marcinkoski
Anastasia Byrne

- 6.d) Verbal Discussion-M. Andison, Chief Administrative Officer**
Re: First Nations Acknowledgement
[StoryShifters-Primer-2019-BoD Jan 30 20](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors consider and receive the information regarding First Nations acknowledgement as presented on January 30, 2020 and further direction at the discretion of the Board.

- 6.e) M. Andison, Chief Administrative Officer**
B. Ihlen, General Manager of Finance
Re: Revised Proposed 2020 General Government Service (001) 2020-2024 Five Year Financial Plan

T. Lenardon, Manager of Corporate Administration/Corporate Officer
Re: Updates to Draft 2020 General Government Service (001) Work Plan

(Referred back to staff from Jan. 15, 2020 Board meeting-revisions made on page 25 of the Work Plan)

[Work Plan-001 Gen Gov-Revised Draft-Draft #3 BoD Jan 30 20](#)

[General Administration Budget Report 2020 - Pdf](#)

[General Administration Draft Budget & Five-Year Financial Plan, Jan 24, 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.

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors adopt the revised Draft General Government Service (001) 2020 Work Plan as presented to the Board on January 30, 2020.

7. Communications-RDKB Corporate Communications Officer

- 7.a)** A communications update will be presented at future meeting once the town-hall cycle is underway.

8. Communications (Information Only)

- 8.a) Agricultural Land Commission (ALC)-Dec. 16/19**
Re: DeJager Subdivision-Electoral Area A
[ALC Decision Ltr\(DeJager\)](#)
- 8.b) Agricultural Land Commission (ALC)-Dec. 13/19**
Re: Hinchcliffe Exclusion-Electoral Area B/Lower Columbia-Old Glory
[ALC Decision Ltr\(Hinchcliffe\)](#)

Recommendation: Corporate Vote Unweighted

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

9. Reports

9.a) Monthly Cheque Register Summary

Director Cacchioni Finance Liaison

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

[Chq Register AP Summary-Dec 19-BoD Jan 30 20](#)

Recommendation: Corporate Vote Unweighted

That the monthly Cheque Register Summary for December 2019 for \$923,368.87 be received.

9.b) Adopted RDKB Committee Minutes

Utilities, (Nov. 13/19), Electoral Area Services (Nov. 14/19), East End Services (Nov. 19/19), Beaver Valley Regional Parks and Regional Trails (Dec. 11/19), Kettle River Watershed Advisory Council (Sept. 19/19) and Solid Waste Management Plan Steering and Monitoring (April 11/19).

[Minutes-Utilities-13 Nov 19-Utilities Jan 15-BoD Jan 30 20 - Pdf](#)
[Minutes-Electoral Area Service-14 Nov 2019-Jan 16-BoD Jan 30 20 - Pdf](#)
[Minutes -East End Services-19 Nov 2019- EES- Jan 21- BoD Jan 30 20 Pdf](#)
[Minutes-11 Dec- BVREC - Jan 21-BoD Jan 30 20](#)
[Minutes-KRWAC-2019-07-19-Board-January 30 2020](#)
[Minutes Solid Waste Steering & Monitoring - 11 Apr 2019-BoD Jan 30 20- Pdf](#)

Recommendation: Corporate Vote Unweighted

That the minutes of the following RKDB Committee meetings be received:

Utilities (Nov. 13/19), Electoral Area Services (Nov. 14/19), East End Services (Nov. 19/19), Beaver Valley Regional Trails and Regional Parks (Dec. 11/19), Kettle River Watershed Advisory Council (Sept. 19/19) and Solid Waste Management Plan Steering and Monitoring (April 11/19).

9.c) Recreation Commission Minutes

Minutes of the Christina Lake Recreation Commission and the Grand Forks and District Recreation Commission will be provided at a future meeting.

9.d) Advisory Planning Commission (APC) Minutes

The minutes of the Electoral Areas B/Lower Columbia-Old Glory, C/Christina Lake, E/West Boundary and E/West Boundary-Big White Advisory Planning Commission meetings held in January 2020 are presented.

[APC Minutes-Area B-January6-Board-January 30 2020](#)
[APC Minutes-Area C -January 7 -Board-January 30 2020](#)
[APC Minutes-Area E-January6-Board-January 30 2020](#)
[APC Minutes-Big White-January 7-Board-January 30 2020](#)

Recommendation: Corporate Vote Unweighted

That the minutes of the Electoral Areas B/Lower Columbia-Old Glory, C/Christina Lake , E/West Boundary and E/West Boundary-Big White Advisory Planning Commission meetings held in January 2020 be received.

10. Committee Recommendations to Board of Directors

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

10.a) Electoral Area Services - Jan. 16/20

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

Director Grieve, Committee Chair / Director McGregor Committee Vice Chair

[Staff Report Gogowich DVP Board-January 30 2020](#)

Recommendation: Stakeholder Vote (Electoral Area Directors) Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve the Development Variance Permit application submitted by WSA Engineering (2012) Ltd., on behalf of Randy and Jackie Gogowich, to allow for a reduction in the required front parcel setback from 4.5m to 3.21m, a 1.29m variance, for an already-constructed single family dwelling on the property legally described as Lot 8, DL 1021s, SDYD, Plan KAP7442, Electoral Area C/Christina Lake, subject to receiving confirmation that the Ministry of Transportation and Infrastructure has issued a permit for the same variance.

10.b) Electoral Area Services - Jan. 16/20

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

Director Grieve, Committee Chair / Director McGregor Committee Vice Chair

[Staff Report Terry DVP Board-January 30 2020](#)

Recommendation: Stakeholder Vote (Electoral Area Directors) Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve the Development Variance Permit application submitted by Rommel Design Ltd., on behalf of Doug and Helen Terry, to allow for a reduction in the required front parcel setback from 4.5m to 2.9m, a variance of 1.6m, and an increase in the maximum height from 4.6m to 7.85m, a variance of 3.25m, for the construction of an accessory structure containing a secondary suite on the property legally described as Lot 2, Plan KAP29432, DL 317, SDYD, Electoral Area C/Christina Lake.

10.c) Electoral Area Services - Jan. 16/20

Re: Development Variance Permit - Electoral Area B/Lower Columbia-Old Glory

Director Grieve, Committee Chair / Director McGregor Committee Vice Chair

[Staff Report Spencer DVP Board-January 30 2020](#)

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

That the Regional District of Kootenay Boundary Board of Directors approve the Development Variance Permit application submitted by Steven Kaup of Studio 9 Architecture + Planning Ltd., on behalf of Steve Spencer, to allow for a reduced front yard setback from 7.5m to 1.93m, a 5.57m variance, to construct a single family dwelling on the property legally described as Lot 2, Plan NEP77083, Twp 28, KD, Electoral Area B, Lower Columbia-Old Glory.

10.d) Education and Advocacy Committee - Jan. 15/20

Re: Attendance at In-Person Provincial Advocacy Meetings

Director Russell, Committee Chair / Director Dunsdon, Committee Vice Chair

1. The recommendations for approval of 2020 AKBLG/UBCM resolutions from the January 28, 2020 Education and Advocacy Committee meeting will be brought forward to the Board at the January 30th meeting.
2. The Committee will continue to review topics for meetings with MLA's and work on a plan for setting up quarterly meetings. Further information to the Board is forthcoming.
3. The Education and Advocacy Committee members have been discussing issues for future advocacy meetings with the Province. The advocacy issues that will be topics for discussion at meetings with the Province in Victoria continue to be discussed and will be referred to the Board once the Committee has compiled a final list. With respect to the possibility of a delegation traveling to Victoria to discuss advocacy issues, the following recommendation was adopted by the Committee on January 15, 2020:

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve the RDKB Board Chair, Board Vice Chair, the Education and Advocacy Committee Chair and the Chief Administrative Officer as the delegates to attend advocacy meetings in Victoria.

**11. Committee Recommendations to Board of Directors
2020 Final Draft Work Plans for Adoption**

11.a) Draft 2020 Work Plans Electoral Area Services / Planning and Development

[2020 Work Plan DRAFT 005 Planning & Development](#)

[2020 Work Plan DRAFT 120 House Numbering Areas A&C](#)

[2020 Work Plan DRAFT 121 House Numbering Area D](#)
[2020 Work Plan DRAFT 122 House Numbering Area B](#)
[2020 Work Plan DRAFT 123 House Numbering Area E](#)
[2020 Work Plan DRAFT 008 Boundary Econ Dev](#)
[2020 Work Plan DRAFT 014 Area B Recreation-Parks & Trails](#)
[2020 Work Plan DRAFT 023 Christina Lake Regional Parks Trails](#)
[2020 Work Plan DRAFT 024 Christina Lake Rec Facilities](#)
[2020 Work Plan DRAFT 027 Christina Lake Regional Parks Trails](#)
[2020 Work Plan DRAFT 045 Area 'D' Regional Parks & Trails](#)
[2020 Work Plan DRAFT 051 Christina Lake Fire Protection](#)
[2020 Work Plan DRAFT 054 Big White Fire Protection](#)
[2020 Work Plan DRAFT 090 Weed Control Area A](#)
[2020 Work Plan DRAFT 091 Christina Lake Weed Control Milfoil](#)
[2020 Work Plan DRAFT 092 Weed Control Areas D & E](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors adopt the Draft 2020 Work Plans for the following Electoral Area services as presented to the Board on January 30, 2020:

Planning and Development Service (005), House Numbers Electoral Areas A and C/Christina Lake Service (120), House Numbering Electoral Area D/Rural Grand Forks Service (121), House Numbering Electoral Area B/Lower Columbia-Old Glory Service (122), House Numbering Electoral Area E/West Boundary Service (123), Electoral Area Administration (002), Electoral Area B/Lower Columbia-Old Glory Parks and Trails (014), Christina Lake Recreation (023), Christina Lake Recreation Facilities (024), Area C/Christina Lake Regional Parks and Trails (027), Electoral Area D/Rural Grand Forks Regional Parks and Trails (045), Christina Lake Fire Protection (051), Big White Specified Area Fire Protection (054), Electoral Area A/Columbia Gardens Weed Control (090), Christina Lake Weed Control Milfoil (091), Electoral Area D/Rural Grand Forks and Electoral Area E/West Boundary Noxious Weed Control (092).

11.b) Draft 2020 Work Plans - Utilities Services

[2020 Work Plan DRAFT 500 Beaver Valley Water](#)
[2020 Work Plan DRAFT 650 Rivervale Streets Lights Water](#)
[2020 Work Plan DRAFT 800 Rivervale and Oasis Sewer](#)
[2020 Work Plan DRAFT 600 Columbia Gardens](#)
[2020 Work Plan DRAFT 550 Christina Lake Water Utility](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors adopt the Draft 2020 Work Plans for the following Utilities services as presented to the Board on January 30, 2020:

Beaver Valley Water (500), Rivervale Streets, Lights and Water (650), Rivervale Oasis Sewer (800), Columbia Gardens Industrial Water (600) and Christina Lake Water Utility (550).

11.c) Re: Draft 2020 Work Plans-Boundary Services

[2020 Work Plan DRAFT 170 Boundary Integrated Watershed Service](#)

[2020 Work Plan DRAFT 950 Boundary Transit](#)

[2020 Work Plan DRAFT 031 Grand Forks Curling Rink](#)

[2020 Work Plan DRAFT 040 Grand Forks Aquatic Centre](#)

[2020 Work Plan DRAFT 030 Grand Forks Arena](#)

[2020 Work Plan DRAFT - 021 Recreation Program](#)

[2020 Work Plan DRAFT 080 Mosquito Control Grand Forks Area D](#)

[2020 Work Plan DRAFT 081 Mosquito Control Christina Lake](#)

[2020 Work Plan DRAFT 008- Boundary Economic Development](#)

[2020 Work Plan DRAFT 071 Boundary Animal Control](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors adopt the Draft 2020 Work Plans for the following Boundary services as presented to the Board on January 30, 2020:

Boundary Integrated Watershed (170), Boundary Transit (950), Grand Forks Curling Rink (031), Grand Forks Aquatic (040), Grand Forks Arena (030), Recreation Program (021), Mosquito Control Grand Forks and Electoral Area D/Rural Grand Forks (080), Mosquito Control Electoral Area C/Christina Lake (081), Boundary Economic Development (008) and Boundary Animal Control (071).

11.d) Draft 2020 Work Plans - East End Services

[2020 Work Plan DRAFT 018 Culture Arts Rec L Columbia](#)

[2020 Work Plan DRAFT KBRFR - BoD Jan 30 20](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors adopt the Draft 2020 Work Plans for the following East End services as presented to the Board on January 30, 2020:

Culture, Arts and Recreation for the Lower Columbia (018) and Kootenay Boundary Regional Fire Rescue (050).

11.e) Draft 2020 Work Plans

Beaver Valley Regional Parks and Regional Trails Services

[2020 Work Plan DRAFT 011 Beaver Valley Arena](#)

[2020 Work Plan DRAFT 013 Beaver Valley Recreation](#)

[2020 Work Plan DRAFT 019 Beaver Valley Reg. Parks & Trails](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors adopt the Draft 2020 Work Plans for the following Beaver Valley Regional Parks and Regional Trails services as presented to the Board on January 30, 2020:

Beaver Valley Arena (011), Beaver Valley Recreation Service (013), Beaver Valley Regional Parks and Regional Trails (019).

12. New Business-Regular

12.a) C. Scott, Planner

Re: License of Occupation for Aggregate and Quarry Materials-Electoral Area E/West Boundary

A staff report from Corey Scott, presenting a referral from FrontCounter BC regarding the License of Occupation application for aggregate and quarry materials for rip rap purposes in Electoral Area E/West Boundary.

[Staff Report Fillmore-Crown-Aggregate-Quarry Board-January 30 2020](#)

Recommendation: Corporate Vote Unweighted

That the staff report regarding the FrontCounter BC referral for mineral extraction on a portion of unsurveyed Crown land within DL878s, West Boundary, Electoral Area E, be received. **FURTHER** that the Regional District of Kootenay Boundary Board of Directors provide comments to the Province, respectfully requesting that approval of the application be conditional upon:

- a five to ten-year term of proposal that reflects the applicant's needs;
- the applicant completing chemical testing prior to excavation to ensure the rock is suitable for instream works; and,
- all works following Provincial and Federal legislation and best management practices.

12.b) C. Scott, Planner

Re: Sale of Crown Land-Electoral Area E/West Boundary

A staff report from Corey Scott, regarding a referral from FrontCounter BC for the sale of Crown land for continued use as a lumber mill in Electoral Area E/West Boundary is presented.

[Staff Report Graffs-Crown Industrial Board-January 30 2020](#)

Recommendation: Corporate Vote Unweighted

That the staff report regarding the FrontCounter BC Crown Land Industrial referral for the private purchase of a piece of Crown land, for a portion of the parcel legally described as Lot 1, Plan KAP29856, DL 2351, SDYD, West Boundary, Electoral Area E, be received.

FURTHER that the following comments be provided to the Province:

- The applicant must complete a Site Profile to ensure the lands are free of contaminants; and,
- The applicant must ensure that all of the necessary Building Permits have been issued prior to the finalization of the purchase and sale of the subject property.

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

Re: UBCM Poverty Reduction Grant Application

A staff report from Donna Dean, Manager of Planning and Development, presenting the opportunity to apply for the UBCM Poverty Reduction Grant – Stream 1 – Plans and Assessments.

[Staff Report UBCM Poverty Reduction Grant-Board January 30 2020](#)

Recommendation: Corporate Vote Weighted

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 a Poverty Reduction Plan for the Boundary area including the municipalities of Midway, Greenwood and Grand Forks; and Electoral Areas C/Christina Lake, D/Rural Grand Forks, and E/West Boundary to a maximum of \$100,000. **FURTHER** if the grant is approved amend the 2020 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.

12.d) C. Scott, Planner

Re: Application from Liquor Cannabis Regulation Branch (LCRB)

Electoral Area C/Christina Lake

A staff report from Corey Scott, Planner regarding a referral from the Liquor Cannabis Regulation Branch (LCRB) for a proposed non-medical

cannabis retail store (CRS) in Electoral Area C/Christina Lake is presented.

[Staff Report LCRB Board-January 30 2020](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors defer consideration of the Non-Medical Retail Cannabis Retail Store license for Lake Life Cannabis Co. on the property legally described as Lot 1, Plan KAP6204, DL 750, SDYD, Electoral Area C/Christina Lake until the Regional District has solicited the views of residents through a mail notification to property owners within 60 metres of the subject property.

12.e) Grants in Aid - as of January 24, 2020

[Grants in Aid-Board-Jan 30 2020](#)

Recommendation: Stakeholder Vote (Electoral Area Directors) Weighted

That the following grants-in-aid be approved:

1. Beaver Valley May Days Society – Beaver Valley May Days Events – Electoral Area 'A' - \$4,000
2. BV Recreation – Seniors Dinner – Electoral Area 'A' - \$1,600
3. LCCDTS/Sustainable Agriculture Committee – Trail's Incredible Farmers Market – Fundraiser Event for Farmers Market Nutrition Coupon Program – Electoral Area 'A' - \$700
4. LCCDTS/Sustainable Agriculture Committee – Trail's Incredible Farmers Market – Fundraiser Event for Farmers Market Nutrition Coupon Program – Electoral Area 'B'/Lower Columbia-Old Glory - \$700
5. Rossland Society for Environmental Action – 3D Portable Model of Cambridge Wetland/Violin Lake Area – Electoral Area 'B'/Lower Columbia-Old Glory - \$1,000
6. Christina Lake Community Association – Christina Lake Community Hall Rental Funding – Electoral Area 'C'/Christina Lake - \$1,500
7. Little Lakers Learning Centre Society – Day Care Expenses/Administrative/Operating Costs – Electoral Area 'C'/Christina Lake - \$3,500
8. Grand Forks Community Christmas Dinner – Groceries – Electoral Area 'D'/Rural Grand Forks - \$1,000
9. Grand Forks Figure Skating Club – Year-End Expenses – Electoral Area 'D'/Rural Grand Forks - \$1,000
10. Kettle Valley Food Coop – Commercial Refrigeration/Freezer Units – Electoral Area 'D'/Rural Grand Forks - \$5,000
11. Rock Creek Community Medical Society – Canada Day Community Barbecue 2019 – Electoral Area 'E'/West Boundary - \$599.48
12. Rock Creek Community Medical Society – Meeting Room Rentals 2019 – Electoral Area 'E'/West Boundary - \$200

12.f) West Boundary Recreation Grant

[West Boundary Rec Grant Application-People in Motion-BoD Jan 30 20](#)
[People in Motion Adaptive Sports - Baldy](#)

Recommendation: Stakeholder Vote (Electoral Area E, Greenwood and Midway) Weighted

That the application for a West Boundary Recreation Grant application for \$3,000 for training of new program volunteer adaptive ski instructors as submitted by the Kelowna and District Society for People in Motion (Baldy Bluejays Adaptive Snow Sports Program) and presented to the Board on January 30, 2020, be approved.

13. Board Appointments Updates

- 13.a)** Southern Interior Development Initiative Trust (S.I.D.I.T.)-Director McGregor
B.C. Rural Centre/Southern Interior beetle Action Coalition (S.I.B.A.C.)-Director McGregor
Okanagan Film Commission-Director Gee
Boundary Weed Stakeholders Committee-Director Gee
Columbia River Treaty Local Government Committee (CRT LGC)-Directors Worley & Langman
Columbia Basin Regional Advisory Committee (CBRAC)-Director Worley
West Kootenay Regional Transit Committee (Directors Cacchioni & Worley, Alternate Director Parkinson)
Kootenay Booth-Director Langman
Rural Development Institute-Director Worley
Chair's Update-Chair Langman

14. Bylaws

14.a) Bylaw No. 1724, Amending Electoral Area C Official Community Plan Bylaw No. 1250

First and Second Readings

[Bylaw 1724 OCP Amend Hicks-Board-January 30 2020](#)

Recommendation: Stakeholder Vote (Electoral Area Directors) Unweighted

That Regional District of Kootenay Boundary Official Community Plan Amendment Bylaw No. 1724, 2020 be read a First and Second Time.

14.b) Bylaw No. 1726, Amending Electoral Area C Zoning Bylaw No. 1300

First and Second Readings

[Bylaw 1726 Zoning Amend Hicks-Board-January 30 2020](#)

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

That Regional District of Kootenay Boundary Zoning Amendment Bylaw No. 1726, 2020 be read a First and Second Time.

14.c) Public Hearing(s)-Bylaws 1724 and 1726

Set up Public Hearings for RDKB Official Community Plan Amendment Bylaw No. 1724, 2020 and RKDB Zoning Amendment Bylaw No. 1726, 2020.

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

That staff schedule Public Hearing(s) for RDKB Bylaw No. 1724, 2020 and RDKB Bylaw No. 1726, 2020. **FURTHER** that Director McGregor be appointed as Public Hearing Chair with Directors Russell and Gee as alternates.

15. Late (Emergent) Items

15.a) Columbia Basin Broadband Corporation (CBBC)

Re: Connectivity Grant Opportunities

[CBBC-Connecting BCCRTC Application-Grant LoS-BoD Jan 30 20](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary approves sending a letter supporting the Columbia Basin Broadband Corporation's grant fund applications to the Connecting BC Program and the CRTC Broadband Fund Program for 2 backbone builds in the Columbia Basin (Fruitvale to Nelson).

15.b) M. Andison, Chief Administrative Officer

Re: Education and Advocacy Committee Options to be Considered for Resolutions to AKBLG Regarding Electrical Incentives

A staff report from Mark Andison, CAO presenting two options to be considered for Board endorsement relating to the Education and Advocacy Committee's discussions on advocating for increased incentives for electricity use is presented.

[Electricity Incentives Advocacy - Pdf](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors review the two resolution options included in the staff report from Mark Andison CAO, titled *Electricity Incentives Advocacy*, as developed by the Education and Advocacy Committee and presented to the Board for forwarding to the AKBLG. **FURTHER** that the Board provide direction as to which option the RDKB should sponsor.

15.c) M. Andison, Chief Administrative Officer

Re: Advocacy Recommendations of the Education and Advocacy Committee Meeting held on January 28, 2020

[RDKB Advocacy Strategies 2020 w Committee Recommendations](#)

Recommendation: Corporate Vote Unweighted

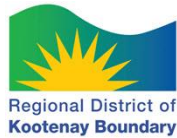
That the Regional District of Kootenay Boundary Board of Directors approve the recommendations of the Education and Advocacy Committee from its January 28, 2020 meeting as contained in the report entitled *RDKB Advocacy Strategies Discussion Paper - 2020* presented to the Board on January 30, 2020.

16. Discussion of Items for Future Meetings

17. Question Period for Public and Media

18. Closed Meeting

19. Adjournment



Board of Directors

Minutes

**Wednesday, January 15, 2020
Trail, BC - RDKB Boardroom**

Board members present:

Director Diane 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 R. Cacchioni
Director A. Morel
Director G. Shaw
Director R. Dunsdon

Staff present:

M. Andison, Chief Administrative Officer
M. Forster, Executive Assistant/Recording Secretary
J. Chandler, General Manager of Operations/Deputy Chief Administrative Officer
B. Ihlen, General Manager of Finance
J. Dougall, General Manager of Environmental Services
D. Derby, Regional Fire Chief
M. Stephens, Interim Manager of Emergency Programs
G. Denkovski, Manager of Infrastructure and Sustainability
C. Marsh, Boundary Flood Recovery Manager, Emergency Operations

Others Present:

P. Doyle
L. Gaber, Executive Director, Emergency Management BC

1. Call to Order

The Chair called the meeting to order at 1:00 pm.

A draw was held to decide which RDKB Director would go to the 2020 FCM. Director Morissette's name was drawn.

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

Chair Langman informed the Directors that the formal acknowledgement is still in the process of being reviewed and discussion will be held at the next Board meeting.

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 was presented.

The agenda was amended by a change in order of agenda items:
Item 11.i will be discussed after item 4.a.

1-20 Moved: Director Cacchioni Seconded: Director McGregor

Corporate Vote Unweighted

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

Carried

4. Minutes

- 4.a) The draft minutes of the Regional District of Kootenay Boundary Board of Directors meeting held December 11, 2019 were presented.

2-20 Moved: Director Cacchioni Seconded: Director Morel

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.

Carried

Item 11.i moved to the front of the agenda.

- 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

The Chair introduced Mr. Doyle to the meeting and provided him with an opportunity to speak to the Building Bylaw Contravention. Mr. Doyle agreed to comply in rectifying **all deficiencies. Once the deficiencies are rectified, the Notice in the Land Title** Office will be removed.

3-20 Moved: Director Morel Seconded: Director McGregor

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.

Carried

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*

Mr. Gaber attended the meeting to inform the Directors that the Province is working on modernizing the *Emergency Program Act*. The existing *Act* was introduced in 1993 and a new legislation is needed to address current challenges such as frequent floods and wildfires. The new *Act* will recognize four pillars: mitigation, preparedness, response and recovery.

4-20 Moved: Director Cacchioni Seconded: Director Morel

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.

Carried

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 was presented.

After the delegation presentation ended, discussion ensued on staff's draft letter in response to the proposed changes to the *Emergency Program Act* and implications to the RDKB.

Moved: Director Worley Seconded: Director Walsh

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.

5-20 Moved: Director Worley Seconded: Director Cacchioni

Corporate Vote Unweighted

That the motion be amended to: That the Regional District of Kootenay Boundary Board of Directors directs staff to incorporate Directors' comments into the response letter and bring back a draft letter to the January 30, 2020 meeting for further review.

Voting on the original motion as amended - Carried

6-20 Moved: Director Worley Seconded: Director Cacchioni

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors directs staff to incorporate Directors' comments into the response letter and bring back a draft letter to the January 30, 2020 meeting for further review.

Carried

6. Unfinished Business

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

7-20 Moved: Director Cacchioni Seconded: Director McGregor

Corporate Vote Unweighted

That Communications (Information Only) Item 8.a) be received.

Carried

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).

8-20 Moved: Director McGregor Seconded: Director Dunsdon

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.

Carried

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

9-20 Moved: Director Shaw Seconded: Director Dunsdon

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.

Carried

The Board of Directors recessed at 2:10 pm and reconvened at 2:18 pm.

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

M. Andison, CAO, informed the Directors that since the last iteration of the Work Plan, the Anaconda Water Project has been added with a possible establishment of a water service.

M. Andison discussed major highlights in the budget, which included a reduction in revenue related to grant in lieu revenue. Discussion ensued on the position of HR Consultant and a temporary 2-year document management position.

10-20 Moved: Director Cacchioni Seconded: Director Worley

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.

Carried

11-20 Moved: Director Cacchioni Seconded: Director Worley

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.

Carried

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

12-20 Moved: Director Cacchioni Seconded: Director McGregor

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.

Carried

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

13-20 Moved: Director Cacchioni Seconded: Director Worley

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.

Carried

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

14-20 Moved: Director Russell Seconded: Director McGregor

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.

Carried

15-20 Moved: Director Russell Seconded: Director McGregor

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.

Carried

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

16-20 Moved: Director Russell Seconded: Director McGregor

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.

Carried

17-20 Moved: Director Russell Seconded: Director Cacchioni

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.

Carried

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

18-20 Moved: Director Worley Seconded: Director Cacchioni

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.

Carried

19-20 Moved: Director Worley Seconded: Director Cacchioni

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.

Carried

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

20-20 Moved: Director Walsh Seconded: Director Morissette

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.

Carried

21-20 Moved: Director Russell Seconded: Director McGregor

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.

Carried

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

22-20 Moved: Director Worley Seconded: Director Morissette

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.

Carried

23-20 Moved: Director Worley Seconded: Director Morissette

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.

Carried

11.j) 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

24-20 Moved: Director Russell Seconded: Director McGregor

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.

Carried

11.k) 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

25-20 Moved: Director McGregor Seconded: Director Worley

Stakeholder Vote (Electoral Area Directors) Unweighted

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 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.

Carried

11.l) Grants in Aid - as of January 9, 2020:

26-20 Moved: Director Grieve Seconded: Director McGregor

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

Carried

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 was presented.

27-20 Moved: Director McGregor Seconded: Director Morissette

Corporate Vote Weighted

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

Carried

28-20 Moved: Director Worley Seconded: Director McGregor

Corporate Vote Weighted

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

Carried

13. Late (Emergent) Items

There were no late (emergent) items for discussion.

14. Discussion of Items for Future Meetings

A discussion of items for future meetings was not required.

15. Question Period for Public and Media

A question period for public and media was not required.

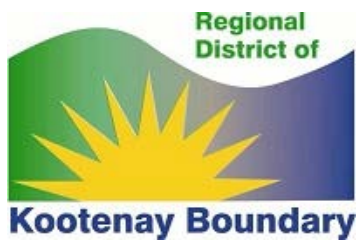
16. Closed Meeting

A closed meeting was not required.

17. Adjournment

The meeting was adjourned at 3:40 pm.

DRAFT NOT APPROVED BY BOARD

**STAFF REPORT**

Date: January 23rd, 2020 **File** #190304
To: Chair Diane Langman and Members of
the RDKB Board of Directors

From: Chris Marsh,
Boundary Flood Recovery Manager

Re: **POST-FLOOD EVACUATION ORDER PROPERTIES UPDATE**

Issue Introduction

A staff report from Chris Marsh, Boundary Flood Recovery Manager, describing the current status and future plans for the properties remaining on evacuation order from the 2018 Boundary flooding.

History/Background Factors

Catastrophic flooding along the Kettle River in May of 2018 caused extreme flooding and erosion along the Kettle and Granby Rivers. Evacuation orders have remained in place on some properties as long-term solutions are identified, funding sources verified, and technical information is compiled.

5925 Danish Road

The demolition of the home at 5925 Danish Road is now complete. The site will be seeded by a company qualified to seed steep slopes with native vegetation once the snow melts. The evacuation order for this property was lifted following the removal of the unsafe condition (the removal of the partially collapsed home.)

2495 Almond Gardens Rd E

This demolition of this home is complete as well. This site will also be seeded in the spring. There are a few objectives to be completed on this site – the project was halted due to safety concerns at the site (cold temperatures and significant snowfall affecting steep slopes). Once the snow melts, some final cleanup and slope contouring will take place. The evacuation order remains on this property for the time being. As well, we are seeking additional support for this homeowner, with the property now being too small to be legally develop.

10020 North Fork Rd

Support continues for these property owners. This property, which has multiple owners on title and 2 dwellings on the property, will need to be subdivided so that one portion (the most affected) can be purchased and returned to flood plain. This requires approval both from the Agricultural Land Commission and the Ministry of Transportation and Infrastructure. It may also require amendments to RDKB zoning bylaws and OCP. Significant resources are working on this file including Emergency Program staff, Planning staff, support from City of Grand Forks staff, contractors, and surveyors. The surveyor and Surveyor General in BC have said that this is one of the most technically complex files they have ever seen. The intent is to purchase the affected portion of this property and remediate it, returning it to floodplain and dedicating it as a park (or returning it to the Province of BC). The Disaster, Mitigation and Adaptation Fund (DMAF) will be used to purchase a portion of this property and return it to flood plain.

1745 and Lot 45, Manly Meadows Rd

Support continues for these property owners as well. The intake process for appraisals and potential property negotiations has begun under DMAF. Both of these properties will be considered for purchase and options provided to the property owners. As well, all potential issues with redevelopment of these properties will be described in detail to the owners, should they choose not to sell their property.

Implications

The Emergency Program, the Planning department, and the Finance department have all been greatly impacted by the ongoing workload associated with these projects. Building inspection also plays a role in this projects and files.

Advancement of Strategic Planning Goals

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

Alternatives

There are no alternative options recommended with this report.

Recommendation(s)

That the Regional District of Kootenay Boundary Board of Directors support the planned approach to these projects as described in the report titled 'Post-Flood Evacuation Order Properties Update'

Further that, staff will provide further progress reports and updates to the Board of Directors during the progression of the projects through the spring/summer of 2020.



Staff Report

Date: 23 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 28th 2019 the Province of BC release a discussion paper on proposed changes to the Emergency Act and requested comments be submitted by January 31st, 2020. What follows is our comments for your consideration.

History/Background Factors

On January 15th, 2020 Emergency Management staff presented the draft RDKB response to the Emergency Act Modernization Discussion Paper, the Board of Directors Directed Staff to make modifications and for the RDKB response to be presented to the Board of Directors at the January 30, 2020 meeting.

The attached response letter included the comments we received from Directors as well as comments from Mr. Gaber. Text in red represent modifications that were made to the response letter.

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

January 15, 2020 Staff report Emergency Act Modernization Discussion Paper

RDKB Emergency Act Modernization Revised 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 30, 2020 to the Province of British Columbia.



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 28th 2019 the Province of BC release a discussion paper on proposed changes to the Emergency Act and requested comments be submitted by January 31st, 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.



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.

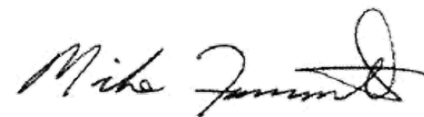
All these critical shifts are reflected as we work to bring the Emergency Program Act in line with today's changing needs and realities. As BC's primary piece of legislation for emergency management, this act is the backbone of what we do, and it needs to be updated to reflect what we know, what we've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



1 Understanding disaster risk.



2 Strengthening disaster risk governance to manage disaster risk.



3 Investing in disaster risk reduction for resilience.



4 Enhancing disaster preparedness for effective response and to “build back better” in recovery, rehabilitation, and reconstruction.




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.

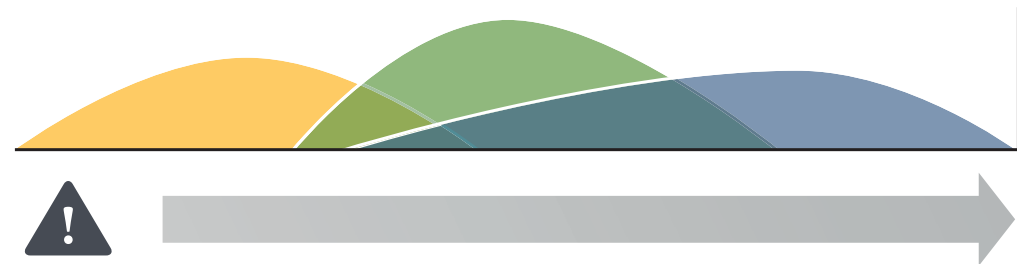
The interim framework organizes recovery by four sectors: People and Communities, Environment, Economy, and Infrastructure, each of which has an Assistant Deputy Minister responsible for overseeing the sector's recovery strategies and ensuring inclusivity and coordination with partners. It leverages 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"> Recovery Unit, Emergency Operations Centre(s) Reception Centre(s) Emergency Shelter Rapid Damage Assessment Public Information/Information posts Initial Debris Clearance Critical Infrastructure Restoration Business Continuity Disaster Psycho-social Support Initial Post-Disaster Needs Assessment | <ul style="list-style-type: none"> Recovery Operations Centre(s) Resilience Centre(s) Temporary Lodging Inspection/Damage Assessments Demolition/Disaster Debris Management Critical Infrastructure Repair Business Resumption Emotional/Psycho-social Support Post-Disaster Needs Assessment | <ul style="list-style-type: none"> Recovery Steering Committee Long-Term Recovery Structure Permanent Housing Engineering Assessment/Land Use Planning Media and Community Services Final Debris Disposal/Recycling Critical Infrastructure Rebuild Business Recovery Counseling and Support Programs Demobilization |

MITIGATION



RECOVERY



PREPAREDNESS



RESPONSE

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.



Modernizing BC's Emergency Management Legislation

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:

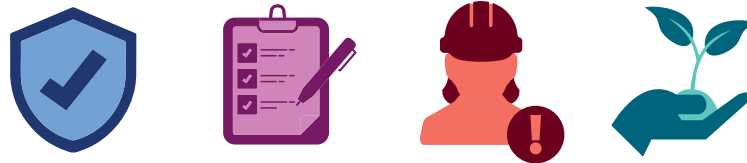
- Building back **stronger** refers to reconstructing buildings and infrastructure to ensure the built environment is better able to withstand future emergencies;
- Building back **faster** reduces disaster impacts by accelerating reconstruction through measures such as contingent reconstruction plans, 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 |
|-----------------------------------|--|---|
| Explosions & Emissions | Gas and gas leaks (pipeline) | Environment |
| | Gas and gas leaks (gas wells) | Energy, Mines & Petroleum Resources |
| | Mine | |
| | Other explosions | Municipal Affairs & Housing |
| Fire (Urban & Rural) | Fire (urban and rural — excludes interface fire) | Emergency Management BC; Forests, Lands, Natural Resources & Rural Development |
| Geological | 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 |
| Hazardous Materials | Hazardous spills (on site or transport routes) | Environment |
| | Radiation | Health |
| | Infectious materials | |
| Hydrologic | 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 |
|---------------------|--|--|
| Power Outage | Electrical power outage | Emergency Management BC |
| Riots | Riots & public disorder | Public Safety & Solicitor General |
| Seismic | Ground motion effects | Emergency Management BC |
| | Tsunamis | |
| Space Object | Space object crash | Emergency Management BC |
| Structural | Structural collapse | Emergency Management BC |
| Terrorism | Terrorism (hostile act against state) | Public Safety & Solicitor General |
| Volcanic | Ash falls | Emergency Management BC |
| | Pyroclastic flows | |
| | Lava flows | |
| | Mudflows | |
| Wildfire | 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

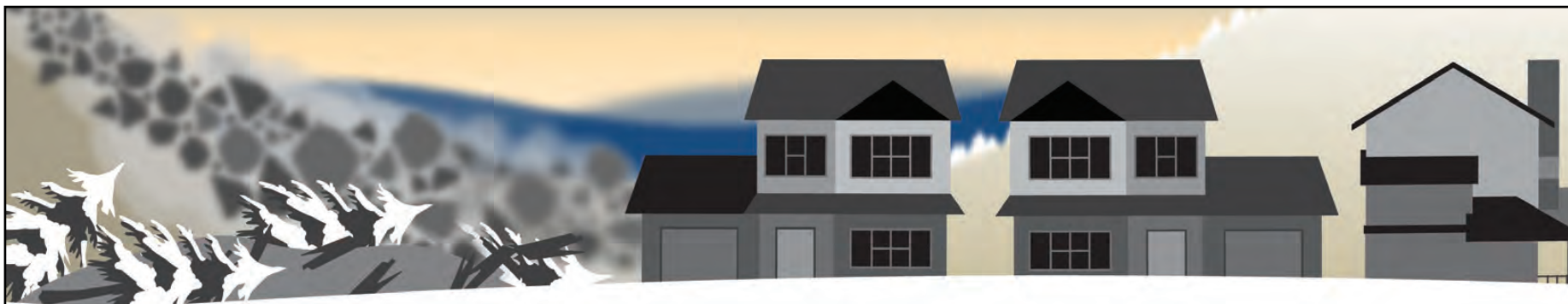
Comments on the proposals outlined in this discussion paper can be submitted online at engage.gov.bc.ca/govtogetherbc/consultation/emergency-program-act-modernization, or by email at EmergencyProgramAct@gov.bc.ca, until January 31, 2020.

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.



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 RDKB confirms that we’ve heard from the Province that when regulation development takes place that there will be another round of structured and iterative engagement.**

The RDKB would like to thank the Province for making Mr. Leon Gaber available for a presentation to the Board of Directors on January 15, 2020 about the proposed changes to the Emergency Program Act and for addressing concerns brought up in the RDKB response letter. The Letter will incorporate some of the items that he spoke to.

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 are **concerned with** the use of the word “audit”. The term audit implies one sided investigation by the province looking for wrongdoing 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.

The RDKB agrees with the statement from Mr. Leon Gaber on January 15th, 2020 in which he said the Province will be working with the Legislation to reduce the liability to Local Authorities. Mr. Gaber also spoke to the results of quality assurance and remarked that they would not be made public without prior discussion around the release of information.

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 a Hazard Risk and Vulnerability Assessment (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, this could open the local authority or industry in question to litigation. **We are strongly in favour of enabling legislation that makes it easier for Local Authorities to share information when the Local Authority deems it appropriate and advantageous, and understand that this is the intent of the Province.**

The RDKB agrees that an HRVA could be useful if it were to be made public in that it could inform the public of risks within their community and broader geographic area. We want to confirm that there will be ongoing attention given to sharing potentially sensitive or misleading information, with specific attention given to mitigating potential legal risks to local authorities deriving from the sharing of such information.

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. **In some cases the RDKB has, when asked for comment from MOTI, recommended against an application based on risks such as floods only to have MOTI approve the application.** The RDKB likes 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.

Mr. Gaber addressed the RDKB’s question about the EMBC providing templates saying that the Province would be providing these.

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. We want to ensure that additional requirements and obligations placed upon local governments that may be mandated, are also concurrently matched with sustainable resourcing to deliver these requirements. Furthermore, we request that these resourcing provisions are not onerous to secure and report upon e.g. funding streams that are not grant based.

Mr. Gaber said the Province recognizes that there is not enough current capacity to implement the proposals listed and the Province would work on a funding model to help offset this. However, he could not be specific that this would not be grant oriented. He said the Province has heard from other Local Authorities that grants are not always the answer and that grants often create more work for the Local Authority.

First Nations Consultation (Page 29)

The RDKB supports the First Nation consultation and will require the Province to provide clear guidance for situations in which well-organized First Nation communities are not the norm, on what defines 'reasonable consultation' and the degree to which Local Authorities have a duty to comply.

Mr. Gaber stated that First Nation consultation will be largely driven by the Nations themselves.

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 a 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 the community as they are already dealing with the effects of an emergency.

Recovery Plan Incentives (Page 30)

The RDKB believes that Recovery Plan Incentives are an interesting concept. However, it needs to be understood that Recovery is composed of changing needs that evolve over time. As well, a critical principle of Recovery must be to reduce the recovery time (and therefore suffering of those affected) by expediting recovery initiatives quickly. Delays in the delivery of Recovery support are often worse than the initial emergency event. The RDKB is concerned that the need for Recovery Plans – prior to any Recovery funding being released by the Province – would cause serious delays in securing Recovery support for those affected. Often, Recovery needs are apparent before the Response Phase of an event is even concluded. We feel it is important that Recovery planning and Needs Assessments be incremental, phased, and scalable, rather than delivered exhaustively in one over-arching plan at the start of the Recovery Phase. The RDKB suggests that the new legislation considers the concept of short, medium, and long term Recovery objectives. Furthermore, we suggest the Province partner with communities with recent, real-world experience to determine what should be expected in a Pre-disaster Recovery Plan, what aspects of Recovery should include a Needs Assessment, and what aspects should simply be funded based on need at the time of Recovery.

The RDKB supports the concept of community-led recovery. However, it must be understood that while recovery from disasters should be led at the community level, significant support and resources are required from all levels of government. Smaller communities and regional districts lack the financial and human resources to undertake this massive workload all on their own. To support community-led recovery, local authorities require:

- A dedicated provincial recovery funding stream that is not tied to the restrictions and the same budget as response costs;
- Policies, procedures and supporting documentation that is designed specifically for community-led recovery;
- Significant provincial human resources that are trained and experienced in community recovery management, who are available to guide and mentor communities who would be undertaking recovery work for the first time.
- A disaster financial assistance program that supports advanced land use decisions – for example, easy integration into a property acquisition process to remove land parcels from high risk locations (i.e. flood plains)

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 activities 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.

Given these concerns will the Province confirm that local authorities are not obliged to manage all convergent volunteers, and further clarify what Volunteer Management is expected to entail as well as what risks it needs to mitigate?

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.

Mr. Gaber thanked the RDKB for raising this important issue. The province has heard this from other organizations.

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.

Conclusion

There will be high level enabling powers in the new legislation and we will look forward to coming back to the Province to determine how to develop regulations around these. We would like to acknowledge the adoption of the Sendai Framework that outlines the State as the parent in the role of Risk Reduction and Response to emergencies and we look forward to our role of assisting in the all-of-society approach to risk reduction.

DRAFT

STORY SHIFTERS



HOLD SPACE
REFLECT DIALOGUE
UNSETTLE
DISRUPT



A TRUTH ABOUT STORIES...

In his Massey Lecture, *The Truth About Stories: A Native Narrative*, Thomas King (2003) reiterates a simple and profound statement:

"The truth about stories is that that's all we are."

STORY SHIFTERS is based on the belief that we are the stories we keep – the stories we inherited, those we hold right now, those we are passing on.

Our goal is to create space and tools for non-Indigenous people to begin the work of decolonization by interrupting their narratives.

We invite people to repeatedly identify, unpack, and unsettle personal and cultural colonial stories. In so doing, we hope to disrupt settler ways of knowing, and interrupt long-established relationship patterns between Indigenous and non-Indigenous peoples.

We realize that the idea of truth is highly complex, personal, and fluid.

For these reasons, we hold King's words close as we continue to shape this process and offer it to others who want to unearth and agitate their stories, though we would offer one slight adjustment:

***A truth about stories is that
that's all we are.***

TAKE RESPONSIBILITY

"My interest here lies in rethinking the relationship, so that instead of posing the question about reconciliation as a matter of what "they" want – recognition, compensation, land – and what "we" can live with, the subject under closest scrutiny becomes "ourselves." In other words, the subject is not the "Indian problem" but the "settler problem". ~ Roger Epp

RECONCILIATION is a term that has recently become popular in Canada.



Usually people use it to refer to a process that aims to heal past harms done to Indigenous peoples by our governments. But what about current wrongdoings? How do we reconcile when colonial violence remains so prevalent in our communities? Indigenous people live daily with the impacts of historic and current colonization.

We witness our Indigenous family members, friends, and neighbours work internally and externally on colonial issues.

We notice that we, as non-Indigenous people, can choose not to do this work.

We do not want our exploration to be another thing "put on" Indigenous peoples. We want to accept responsibility for our part of the work towards decolonization.

STORY SHIFTERS has built a slow and thoughtful process for settlers (non-Indigenous people) to come together and do internal work to unpack and acknowledge our settler stories as we live on unceded territories.

Our processes nudge settlers to disrupt their stories; to check in on their social privilege; to unlearn and re-frame.

We believe this internal work is critical if we want to change the current colonial practices that we have inherited, and in turn, alter the course of Indigenous and non-Indigenous relationships.

PRACTICE LAB

STORY SHIFTERS is a practice lab for non-Indigenous settlers who want to further explore and think critically about how our personal stories (and the public narratives we hear) work to recreate colonial attitudes, laws and policy in Canada.

We call it a practice lab because it is a space for non-Indigenous people to analyze and question difficult, emotionally-charged, real-life issues in front of others. Here, non-Indigenous people unpack their role in current colonial practices such as land exploitation and social and economic injustice. This creates vulnerability. It also creates trust and relationship. When people choose to maintain a stance of inquiry rather than settling on an answer, what we know, or think we know, is disrupted. This inner work of testing colonial beliefs and bias in front of others enables people to be more respectfully unapologetic when they challenge colonial stories, attitudes and policy out in the world.



To create a safe environment and to ensure that our work does not become a process that helps to further settle non-Indigenous people, we rely on frames of dialogue, reflection, and reflexivity.

DIALOGUE encourages conversation where all voices are heard, and people remain reflective, curious, critical and open to different perspectives.

REFLECTION helps people to explicitly examine how their agenda and assumptions, beliefs and emotions influence how we understand our "place" in this world.

REFLEXIVITY reminds people to ask questions of themselves (in front of others) and to agitate personal biases and beliefs. This, in turn, helps create internal (and eventual external) shifts in how we relate to self and to the world around us.



REFLECTIONS

We asked participants to share their thoughts about what was key for them in this process...

An exchange
of ideas and
opinions

DIALOGUE

"What has been key for me in this process has been a space for trying out new perspectives, voicing old ones, and being supported, encouraged and allowed to recognize shifting thoughts and stories about Canada, my community, my family and myself. There is often little space to bring our entire selves into our work--Settler Dialogue is different--this dialogue framework requires our authentic selves to be fully present."

Structured
deep thought

REFLECTION

"Reserving space and time to reflect and learn more about my relationship to this land and the people who live here. Engaging actively on these topics with others has allowed me to stand a bit straighter amidst the messiness of day to day life."

Always
holding space
between me
and another

REFLEXIVITY

"Settler dialogue has allowed me to interpret my culture and woken me up to how the stories of my family and culture and what they emphasize or ignore, can perpetuate white privilege. I have had opportunities in the past to reflect on and criticize oppressive social structures but the reflection from a settler perspective helps me see how I am entangled in those structures."

JOIN US

INTRODUCTORY WORKSHOP

This highly interactive one-day workshop provides individuals and organizations the opportunity to explore Story Shifters' decolonizing frames. In a safe space, participants practice dialogue, reflection, and reflexivity as they consider their personal and cultural stories and how they are intricately connected to historical and current colonization. The workshop helps people disrupt common assumptions and perspectives in their relationships to self, community, society, and place. Though this workshop can stand alone, it is best as a launch into the larger "Settler Dialogue" process.

SETTLER DIALOGUES

This 12-month reflective dialogue series is similar to a book club, where a small group meets every 4 to 6 weeks to reflect on a pre-selected research article. We start groups off with the "Introductory Workshop," which participants leave with a detailed guidebook and the confidence to organize dialogue sessions. Mid-way through this series we offer a workshop on any topic a group wishes to explore. At the end of the process, we bring multiple groups together for a final gathering.

COACHING

We offer one-on-one coaching for those who want to commit to creating space for a deeper personalized exploration.

CUSTOM PROCESSES

Following initial engagement in Story Shifters, groups may choose to engage in customized Story Shifters' processes. Our coach/facilitators co-design these with you based on your goals.

CONTACT US

Be part of a movement for transformative social justice. To find out more...

Beth DeMaio, Storytellers' Foundation
778-202-0856
beth@upperskeena.ca

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General Government Services (Administration)

2020 Work Plan

(Draft #3- To Board of Directors January 30, 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 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> |
|---|---|

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:

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|  | 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:

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|  | 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, 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:

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|  | 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:

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|  | 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

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:

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|  | 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:

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|  | <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:

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|  | <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:

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|  | 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 |

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| | 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.



Metrics for Term Position Work**Work Commencing Approx. June 2020 to December 2020****(Updates for BoD Jan 30_20)**

- Work with Corporate Officer to become familiar with the work that has been completed to date both for paper and electronic records.
- Engage with Department/Service Managers to determine the level of support for an organizational-wide records management system.
- Review, explain and introduce the Local Government Management Association (LGMA) of BC Records Management System as well as other potential options for the RDKB, which in general will organize document management and access overall.
- Review and suggest possible options for departments that may not fit into an overall system.
- Determine level of willing overall departmental participation.
- Work with Corporate Officer and Manager of Information Systems (IS) to organize moving forward with electronic/digital filing within the overall document management system.
- Review the current RDKB records management classification system, subject headings, file naming conventions.
- Review possible policies and procedures.
- Records Classification System.
- Model Records Management Bylaw, Records Retention Bylaw.
- Look ahead to FoIPPA requirements both paper and electronic.
- Begin to develop training of relevant designated Staff.
- Archiving, records-destruction, quality assurance and auditing will need to be considered and work executed to move forward.

Relationship to Board Priorities:

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

RDKB Strategic Objectives:

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|  | <p><i>Exceptional Cost Effective and Efficient Services -</i></p> <p>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.</p> |
|  | <p><i>Environmental Stewardship/Climate Preparedness -</i></p> <p>The electronic component of records management reduces the volume of paper, file-folders and other stationary from going into our landfills.</p> |

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:

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.

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:

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|  | 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><i>Improve and Enhance Communication-</i></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><i>Exceptional Cost Effective and Efficient Services</i></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><i>Environmental Stewardship/Climate Preparedness</i></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 fce 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 RKDB 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:***Exception Cost Effective and Efficient Services -***

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

DRAFT

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 | |



STAFF REPORT

Date: 24 Jan 2020

File

General
Administration (001)
Draft Budget and
Five-Year Financial
Plan

To: Chair Langman and Board of
Directors

From: Mark Anderson, Chief Administrative
Officer

Re: General Administration Service (001)
2020 Draft Budget and Five-Year
Financial Plan Highlights

Issue Introduction

A staff report from Mark Anderson, Chief Administrative Officer, identifying highlighted changes associated with the Draft General Administration Service (001) 2020 budget and five-year financial plan.

History/Background Factors

At its last meeting, the Board of Directors reviewed the first iteration of the draft General Administration Service (001) 2020 budget and five-year financial plan. Considering there are a number of consequential changes affecting the budget and five-year financial plan, with respect to both anticipated revenues and proposed expenditures, this report is intended to identify the major changes for discussion purposes.

Implications

Highlighted Revenue Changes

- There is an anticipated reduction in in BC Hydro grant-in-lieu revenue in 2020 of \$237,370, based upon the BC Assessment Authority's reclassification of the Waneta Dam;
- Compounding the impact of the grant-in-lieu reduction noted above, the RDKB did not receive \$324,314 in anticipated BC Hydro grant-in-lieu revenue

in 2019 due to the BC Assessment Authority reclassification of the Waneta Dam. Notice of the change was sent to the RDKB on April 30th, after the 2019 budget had been adopted (letter attached). This represented a significant reduction in the service's operating revenue for 2019 and will significantly decrease the 2019 budget surplus coming forward as revenue to the 2020 budget.

- The continued transfer of \$300,000 of grant-in-lieu revenue to the Kootenay Boundary Regional Fire Rescue Service for 2020 and 2021 (by Board resolution) has a continued negative impact upon the General Administration Service's revenues.
- Included in the draft budget is a \$300,00 transfer from reserve to partially offset the combined grant-in-revenue losses to the service noted above. Specifically, the \$300,00 transfer is proposed from the "Taxation Offset (Smoothing)" reserve allocation which is currently at \$1,301,215. There is an additional \$1,570,939 that has accumulated in a separate unrestricted reserve.
- Largely due to the grant-in-lieu revenue losses to the service noted above, there is a projected revenue increase from tax requisitions of \$41,902. At the discretion of the Board, this can be mitigated through further use of the "Taxation Offset (Smoothing)" reserve.
- Miscellaneous revenue is anticipated to increase by approximately \$100,000 in 2020 due to grants (eg. Big White Community Issues Assessment, Electric Vehicle Study; Asset Management; Energy Efficiency Program Engagement, etc.)

Highlighted Expenditure Changes

- The addition of a document management administrative support position has contributed to an overall increase in salaries expenditures, with wages for half of the 2020 year included in the budget for that proposed two-year term position (\$25,911).
- Consultant fee expenditures are proposed to increase, although most of the increases are funded through grants (eg. Big White Community Issues Assessment; Energy Efficiency Program Engagement; CBT & FCM Electric Vehicle Study). New consultant expenditures not covered by grants include \$15,000 for a Management Compensation Review (required every 3 years, based on Board policy); and \$40,000 for Human Resource Consulting fees, given that there are 327 staff on the RDKB payroll without any dedicated HR resources within the organization.
- Property Insurance expenditures are anticipated to increase by approximately \$40,000, largely driven by the need to undertake a comprehensive insurance appraisal in 2020, which is required to be completed every five years.
- Capital expenditures are anticipated to increase in 2020 due to proposed administration building upgrades in both the Grand Forks and Trail offices and the purchase of a new administration fleet vehicle. These expenditures are

proposed to be funded through reserves. The unrestricted administration reserve currently contains \$1,570,939

- The contribution to reserve is proposed to decrease by \$117,000 in 2020, including a reduction of \$17,000 relating to the RDKB's carbon offset as a result of decreased RDKB GHG emissions.

Advancement of Strategic Planning Goals

Review of the General Administration Service (001) budget and five-year financial plan advances the Board's strategic priority to provide exceptional cost effective and efficient services.

Background Information Provided

Letter from BC Hydro (April 30, 2019) notifying RDKB of 2019 reduction in grant-in-lieu payment due to BC Assessment Authority's re-assessment of Waneta Dam.

Alternatives

N/A

Recommendation(s)

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.



30 April 2019

Code No.: 511

Regional District of Kootenay Boundary
 Finance Department
 202 – 843 Rossland Avenue
 Trail, BC V1R 4S8

Attention: Tax Collector/Financial Officer

Re: BC Hydro ; 2019 Grant-in-Lieu for Generating Facilities

BC Hydro is authorized to pay grants-in-lieu of property taxes with respect to our generating facilities as set out in Order-in-Council No. 268/2011 and Order-in-Council No. 533/2017. We calculate the grant payable to your regional district as **\$1,457,365.00** for 2019.

We have determined that the 2019 grant payments are to be calculated by increasing the 2018 grant payments by 5.125281-percent per the annual indexing formula. Also, the grant is adjusted to reflect that BC Assessment has changed the taxable status of the Waneta generating facility in 2019. The portion of the grant attributable to Waneta will not be paid since the entire facility is now subject to full taxation per the property assessment issued for 2019.

Calculation of 2019 Index Factor:

| | | | | |
|---|---|-----------------|---|--------------------|
| 2017 Total Municipal Property Tax Revenue | = | \$4,499,346,302 | = | 5.125281% Increase |
| 2016 Total Municipal Property Tax Revenue | | \$4,279,985,052 | | |

Calculation of 2019 Grant:

| | |
|---|------------------------|
| 2018 Grant | \$ 1,694,815.00 |
| Add: Annual Indexing (5.125281% increase) | \$ 86,864.00 |
| <hr/> | |
| Subtotal | \$ 1,781,679.00 |
| Deduct: Waneta (full taxation in 2019) | - \$ 324,314.00 |
| <hr/> | |
| 2019 Grant | \$ 1,457,365.00 |

BC HYDRO

British Columbia Hydro & Power Authority, 13th Floor - 333 Dunsmuir Street, Vancouver, BC V6B 5R3
 Phone: 604-623-3659 ~ www.bchydro.com ~ e-mail: seymour.douglass@bchydro.com

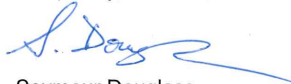
- 2 -

The data for total municipal property tax revenues was obtained from the web site of the provincial government under the section for Local Government Statistics.

I've attached a copy of the 2019 Property Assessment Notice which shows that the Waneta facility is now fully taxable. For reference, I've also attached a copy of the 2018 Property Assessment Notice which shows that BC Hydro's one-third ($1/3^{\text{rd}}$) interest in the facility was previously tax exempt, and this is the portion that we paid a grant for. If there are any changes to the 2019 property assessment through an appeal, etc. that alter the taxable status of the Waneta facility, then we will review the grant calculation and make the appropriate adjustments.

If you have any questions or concerns, please contact me at 604-623-3659 or by email at seymour.douglass@bchydro.com

Yours truly,



Seymour Douglass,
Manager, Property Tax Department

Attachments: 2019 Property Assessment Notice
2018 Property Assessment Notice

BC HYDRO

British Columbia Hydro & Power Authority, 13th Floor - 333 Dunsmuir Street, Vancouver, BC V6B 5R3
Phone: 604-623-3659 ~ www.bchydro.com ~ e-mail: seymour.douglass@bchydro.com



IMPORTANT INFORMATION FOR PROPERTY IDENTIFICATION

Area: **21-Nelson/Trail**

Jurisdiction: **711-Trail Rural**

Roll: **10507.000**

CONFIDENTIAL PIN: 003347343

Bulk Mail: 0067
School District: 20-Kootenay-Columbia
Neighbourhood: 602



2019 PROPERTY ASSESSMENT NOTICE

Property Location & Description

10200 WANETA-NELWAY RD
PLAN NEPX66, SUBLOT 2, TOWNSHIP 7A, KOOTENAY LAND DISTRICT,
LEASE/PERMIT/LICENCE # CA6956401; PLAN NEPX66, SUBLOT 1, TOWNSHIP 7A,
KOOTENAY LAND DISTRICT, EXCEPT PLAN 11116, LEASE/PERMIT/LICENCE # CA6956401;
LOT A, PLAN NEP86182, TOWNSHIP 7A, KOOTENAY LAND DISTRICT, EXCEPT PLAN
EPP9510, & EXC PL EPP51874, LEASE/PERMIT/LICENCE # CA6956401; LOT B, PLAN
NEP86182, TOWNSHIP 7A, KOOTENAY LAND DISTRICT, EXCEPT PLAN EPP9508,
LEASE/PERMIT/LICENCE # CA6956401
PID: 016-344-511 016-344-502 027-434-915 027-434-923

2019 Assessment – represents your property value as of July 1, 2018

| Assessed Value | Value | Class |
|----------------------------|---------------------|----------------|
| Land | 122,000 | Residential |
| | 137,000 | Major Industry |
| Buildings | 4,533,000 | Utilities |
| | 48,184,000 | Major Industry |
| 2019 Assessed Value | \$52,976,000 | |
| Taxable Value | Rural | |
| Less Exemptions | 10,000 | |
| 2019 Taxable Value | \$52,966,000 | |

Important messages about your Assessment

- A copy of this Property Assessment Notice is sent to all owners
- The tax exemptions applied to your property value have changed from last year. This may result in a change to your property taxes in 2019.
- Your property is assessed by the Major Industry and Power Assessment team, please direct inquiries to: majorindustry@bcassessment.ca
- Due to the specialized nature of your property, it is not displayed on Assessment Search (bcassessment.ca). Please contact us if you require additional information.
- 2019 tax rates will be set in May. For tax information, please go to gov.bc.ca/ruralpropertytax.

The Assessment Office for this property is:

Nelson Assessment Office
176-333 Victoria St
Nelson BC V1L 4K3
21-20-711-10507.000

The Owner/Lessee of this property is:

BRITISH COLUMBIA HYDRO AND POWER
AUTHORITY
ATTN PROPERTY TAX DEPT - 13TH FLOOR
800-333 DUNSMUIR ST
VANCOUVER BC V6B 5R3

This is **not** a tax notice. Tax notices are issued by your local government.

This notice contains important information about your property. Please review & keep for your records. No action is required unless you disagree with your assessment.

YOUR PROPERTY VALUE HISTORY

| | | |
|------|-----|--------------|
| 2019 | +1% | \$52,976,000 |
| 2018 | 0% | \$52,349,300 |
| 2017 | 0% | \$52,255,300 |
| 2016 | +1% | \$52,381,200 |

Visit bcassessment.ca/propertytax & refer to the back page to learn how your value change relates to your property taxes.

IMPORTANT DATES

- July 1, 2018**
Assessed value is estimated for most types of properties as of this date.
- October 31, 2018**
Assessed value reflects property's physical condition & permitted use as of this date.
- DEADLINE FOR FILING A NOTICE OF COMPLAINT (APPEAL) IS JANUARY 31, 2019**
Important information about the appeal process can be found on the back page.

CONTACT US

For more information about your Assessment Notice go to bcassessment.ca

From our website you can search for your property, compare your assessment, & update your mailing address.

Call us at **1-866-valueBC** (1-866-825-8322) or 604-739-8588.

Before using information in this Notice for non-assessment purposes, please verify records with your Land Title Office. Wherever words or expressions used in this Notice differ from wording of the legislation, the legislation shall prevail. This information is current as of printing deadline.

Follow us
We Value BC

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BC ASSESSMENT

IMPORTANT INFORMATION FOR PROPERTY IDENTIFICATION

Area: **21-Nelson/Trail**

Jurisdiction: **711-Trail Rural**

Roll: **10507.000**

CONFIDENTIAL PIN: 0007956406

Bulk Mail: 0067
School District: 20-Kootenay-Columbia
Neighbourhood: 602



2018 PROPERTY ASSESSMENT NOTICE

Property Location & Description

10200 WANETA-NELWAY RD

PLAN NEPX66, SUBLOT 2, TOWNSHIP 7A, KOOTENAY LAND DISTRICT;
PLAN NEPX66, SUBLOT 1, TOWNSHIP 7A, KOOTENAY LAND DISTRICT,
EXCEPT PLAN 11116; LOT A, PLAN NEP86182, TOWNSHIP 7A, KOOTENAY
LAND DISTRICT, EXCEPT PLAN EPP9510; LOT B, PLAN NEP86182,
TOWNSHIP 7A, KOOTENAY LAND DISTRICT, EXCEPT PLAN EPP9508
PID: 016-344-511 016-344-502 027-434-915 027-434-923

2018 Assessment - represents your property value as of July 1, 2017

| ASSESSED VALUE | VALUE | CLASS |
|----------------------------|---------------------|----------------|
| LAND | 111,100 | RESIDENTIAL |
| | 125,200 | MAJOR INDUSTRY |
| BUILDINGS | 4,627,000 | UTILITIES |
| | 47,486,000 | MAJOR INDUSTRY |
| 2018 ASSESSED VALUE | \$52,349,300 | |
| TAXABLE VALUE | RURAL | |
| Less Exemptions | 17,456,300 | |
| 2018 TAXABLE VALUE | \$34,893,000 | |

This Is Not a Tax Notice.
Tax Notices Are Issued by Your
Local Government.

This notice contains important information
about your property. Please review and keep
for your records.

No action is required unless you disagree with
your assessment.

YOUR PROPERTY VALUE HISTORY

A change in your assessed value does not
necessarily mean a change in your taxes.

| | | |
|------|-----|--------------|
| 2018 | 0% | \$52,349,300 |
| 2017 | 0% | \$52,255,300 |
| 2016 | +1% | \$52,381,200 |
| 2015 | 0% | \$52,044,200 |
| 2014 | -3% | \$51,976,900 |

Important messages about your Assessment

- A copy of this Property Assessment Notice is sent to all owners
- Your property is assessed by the Major Industry and Power Assessment team, please direct inquiries to: majorindustry@bcassessment.ca
- 2018 tax rates will be set in May. For tax information, please go to gov.bc.ca/ruralpropertytax.

The Assessment Office for this property is:

Nelson Assessment Office
176-333 Victoria St
Nelson BC V1L 4K3
21-20-711-10507.000

The Owner/Lessee of this property is:

BRITISH COLUMBIA HYDRO AND POWER
AUTHORITY
ATTN PROPERTY TAX DEPT - 13TH FLOOR
800-333 DUNSMUIR ST
VANCOUVER BC V6B 5R3

IMPORTANT DATES

July 1, 2017
Assessed value is estimated for most types
of properties as of this date.

October 31, 2017
Assessed value reflects property's physical
condition and permitted use as of
this date.

**DEADLINE FOR FILING A NOTICE
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We Value BC    

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REGIONAL DISTRICT OF KOOTENAY BOUNDARY

EXHIBIT 001
GENERAL GOVERNMENT / LEGISLATIVE & ADMINISTRATIVE SERVICESPARTICIPANTS: 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 |
|---|-----------------------------------|-------|----------------|----------------|----------------|-----------------|----------------|--|----------|----------------|----------------|----------------|
| | | | | | | | | \$ | % | | | |
| REVENUE: | | | | | | | | | | | | |
| | Property Tax Requisition | 3 | 251,398 | 251,589 | 251,589 | (0) | 293,490 | 41,902 | 16.65 | 379,367 | 382,154 | 305,291 |
| 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 |
| 11 400 003 | Rental - Trail Facilities | 5 | 0 | 150 | 0 | 150 | 150 | 0 | 0.00 | 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 |
| 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 |
| 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 |
| 11 550 106 | Woodstove Exchange - BC Lung | 9 | 4,971 | 3,520 | 2,041 | 1,479 | 0 | (3,520) | (100.00) | 0 | 0 | 0 |
| 11 550 107 | Woodstove Exchange - Other Income | 10 | 1,400 | 0 | 500 | (500) | 0 | 0 | 0.00 | 0 | 0 | 0 |
| 11 590 159 | Miscellaneous Revenue | 11 | 29,612 | 107,894 | 41,223 | 66,671 | 208,001 | 100,108 | 92.78 | 8,055 | 8,109 | 8,165 |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 |
| 11 759 159 | Province of BC - Misc Revenue | 20 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 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 |
| 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 |
| 11 921 205 | Transfer from Reserve | 23 | 86,762 | 71,000 | 0 | 71,000 | 410,000 | 339,000 | 477.46 | 0 | 0 | 0 |
| 11 990 100 | Hospital District Contract | 24 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 |
| Total Revenue | | | 4,495,701 | 3,726,849 | 3,355,813 | 371,036 | 3,924,645 | 197,796 | 5.31 | 3,354,827 | 3,413,005 | 3,392,642 |
| EXPENDITURE: | | | | | | | | | | | | |
| DIRECTORS REMUNERATION & EXPENSE | | | | | | | | | | | | |
| 12 110 130 | Director Remuneration | 25 | 266,190 | 325,047 | 325,047 | (0) | 325,047 | 0 | 0.00 | 336,504 | 345,034 | 351,934 |
| 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 |
| 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 |
| 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 |
| SALARIES & BENEFITS | | | | | | | | | | | | |
| 12 121 111 | Salaries and Benefits | 29-30 | 1,412,013 | 1,773,826 | 1,707,159 | 66,667 | 1,855,848 | 82,023 | 4.62 | 1,797,660 | 1,834,041 | 1,870,722 |
| 12 121 190 | Labour Relations | 31 | (695) | 8,722 | 0 | 8,722 | 8,837 | 114 | 1.31 | 8,953 | 9,072 | 9,194 |
| 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 |
| 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 |
| OPERATING EXPENSES | | | | | | | | | | | | |
| 12 121 212 | Postage | 34 | 9,962 | 20,000 | 10,000 | 10,000 | 20,400 | 400 | 2.00 | 20,808 | 21,224 | 21,649 |
| 12 121 213 | Telephone | 35 | 38,924 | 39,000 | 39,000 | 0 | 39,780 | 780 | 2.00 | 40,576 | 41,387 | 42,215 |
| 12 121 214 | FCM Dues | 36 | 5,747 | 7,312 | 6,763 | 549 | 7,458 | 146 | 2.00 | 7,607 | 7,759 | 7,914 |
| 12 121 221 | Advertising | 37 | 31,136 | 22,200 | 22,200 | 0 | 22,564 | 364 | 1.64 | 22,935 | 23,314 | 23,700 |
| 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 |
| 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 |
| 12 121 251 | Office Supplies | 40 | 33,038 | 37,000 | 37,000 | 0 | 37,740 | 740 | 2.00 | 38,495 | 39,265 | 40,050 |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 |

Continued, page 2



REGIONAL DISTRICT OF KOOTENAY BOUNDARY

EXHIBIT 001
GENERAL GOVERNMENT / LEGISLATIVE & ADMINISTRATIVE SERVICESPARTICIPANTS: Grand Forks, Greenwood, Rossland, Trail, Fruitvale,
Midway, Montrose, Warfield, Electoral Areas 'A','B','C','D' & 'E'

| GENERAL GOVERNMENT / LEGISLATIVE & ADMINISTRATIVE SERVICES | | | | | | | 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 | |
| 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 |
| 12 121 233 | Consultants Fees | 47 | 100,365 | 149,404 | 149,404 | 0 | 223,612 | 74,208 | 49.67 | 19,824 | 14,041 | 14,262 |
| 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 |
| 12 121 237 | Liability Insurance | 49 | 55,707 | 49,165 | 48,655 | 510 | 50,148 | 983 | 2.00 | 51,151 | 52,174 | 53,218 |
| 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 |
| DEBT/CAPITAL | | | | | | | | | | | | |
| 12 121 610 | Capital/Amortization | 51 | 191,402 | 169,500 | 80,000 | 89,500 | 310,000 | 140,500 | 82.89 | 58,000 | 87,000 | 0 |
| 12 121 830 | Debt - Principal Payments | 52 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 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 |
| 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 |
| REGIONAL WOODSTOVE EXCHANGE PROGRAM | | | | | | | | | | | | |
| 12 121 905 | Woodstove - Coordinator | 55 | 1,124 | 128 | (24) | 0 | 0 | (128) | (100.00) | 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 |
| 12 121 907 | Woodstove - Other Expenses | 57 | 347 | 392 | 144 | 248 | 0 | (392) | (100.00) | 0 | 0 | 0 |
| 12 121 908 | Woodstove - Workshops | 58 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 | 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 |
| 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 |
| 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 |
| Total Expenditure | | | 4,027,027 | 3,726,849 | 3,358,495 | 368,354 | 3,924,645 | 197,796 | 5.31 | 3,354,827 | 3,413,005 | 3,392,642 |
| Surplus/(Deficit) | | | 468,674 | | (2,682) | | | | | | | |



| 2024 BUDGET |
|----------------|
| 317,608 |
| 3,247 |
| 150 |
| 8,247 |
| 22,680 |
| 56,308 |
| 0 |
| 0 |
| 8,222 |
| 17,748 |
| 122,871 |
| 753,530 |
| 160,000 |
| 39,090 |
| 0 |
| 1,952,886 |
| 0 |
| 0 |
| 0 |
| 3,462,587 |

| |
|-----------|
| 358,973 |
| 58,516 |
| 29,810 |
| 6,823 |
| 1,908,136 |
| 9,318 |
| 22,082 |
| 37,843 |
| 22,082 |
| 43,059 |
| 8,073 |
| 24,094 |
| 250,651 |
| 7,700 |
| 40,851 |
| 176,572 |
| 41,253 |
| 23,300 |
| 4,606 |
| 55,209 |



| 2024 BUDGET |
|----------------|
| 77,286 |
| 20,487 |
| 44,163 |
| 54,282 |
| 17,897 |
| 0 |
| 0 |
| 40,000 |
| 46,045 |
| 0 |
| 0 |
| 0 |
| 0 |
| 2,682 |
| 10,000 |
| 20,796 |
| 3,462,587 |
| |

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 | 8,835 | 3.0 | 11,420 | | 11,504 | | 9,190 | | 9,561 | |
| 22,146 | 11 830 200 001 Grand Forks | 25,834 | 8.8 | 33,394 | | 33,639 | | 26,873 | | 27,957 | |
| 2,474 | 11 830 300 001 Greenwood | 2,886 | 1.0 | 3,730 | | 3,757 | | 3,002 | | 3,123 | |
| 3,865 | 11 830 400 001 Midway | 4,508 | 1.5 | 5,828 | | 5,870 | | 4,690 | | 4,879 | |
| 3,881 | 11 830 500 001 Montrose | 4,527 | 1.5 | 5,852 | | 5,895 | | 4,710 | | 4,900 | |
| 24,600 | 11 830 600 001 Rossland | 28,697 | 9.8 | 37,093 | | 37,366 | | 29,850 | | 31,055 | |
| 56,947 | 11 830 700 001 Trail | 66,432 | 22.6 | 85,870 | | 86,501 | | 69,103 | | 71,891 | |
| 5,912 | 11 830 800 001 Warfield | 6,897 | 2.3 | 8,915 | | 8,980 | | 7,174 | | 7,464 | |
| 23,260 | 11 830 901 001 Electoral Area 'A' | 27,134 | 9.2 | 35,074 | | 35,332 | | 28,225 | | 29,364 | |
| 12,805 | 11 830 902 001 EA 'B' / LOWER COLUMBIA/OLD G | 14,938 | 5.1 | 19,308 | | 19,450 | | 15,538 | | 16,165 | |
| 24,927 | 11 830 903 001 EA 'C' / CHRISTINA LAKE | 29,078 | 9.9 | 37,587 | | 37,863 | | 30,247 | | 31,468 | |
| 17,004 | 11 830 904 001 EA 'D' / RURAL GRAND FORKS | 19,836 | 6.8 | 25,640 | | 25,829 | | 20,634 | | 21,466 | |
| 46,194 | 11 830 905 001 EA 'E' / WEST BOUNDARY | 53,888 | 18.4 | 69,656 | | 70,168 | | 56,055 | | 58,316 | |
| 251,589 | Sub | 293,490 | 100.0 | 379,367 | | 382,154 | | 305,291 | | 317,608 | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | This Year Requisition | 293,490 | | 379,367 | | 382,154 | | 305,291 | | 317,608 | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | Total Requisition | 293,490 | | 379,367 | | 382,154 | | 305,291 | | 317,608 | |

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 | 0.03537 | 0.04571 | 0.04605 | 0.03679 | 0.03827 | 0.03827 |
| \$ 16.23 | Base cost for a home valued at \$200,000 | \$ 7.07 | \$ 9.14 | \$ 9.21 | \$ 7.36 | \$ 7.65 | \$ 7.65 |
| BUILDING IMPROVEMENTS | | | | | | | |
| \$ 304,179 | Additional Requisition over base of \$241M/\$350M | \$ 52,567 | \$ 29,367 | \$ 32,154 | \$ (44,709) | \$ (32,392) | \$ (32,392) |
| 0.0453 | Cost per \$1,000 | 0.0063 | 0.0035 | 0.0039 | -0.0054 | -0.0039 | -0.0039 |
| \$ 9.06 | Cost for a home valued at \$200,000 | \$ 1.27 | \$ 0.71 | \$ 0.77 | \$ (1.08) | \$ (0.78) | \$ (0.78) |

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 | | | | | | | | | | |
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| Notes: | Previous Year Budget | 3,000 |
| | Actual to December 31, 2019 | 507 |
| | | |
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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 | | | | | | | | | | | |
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| 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 | Rental GF Office - Planning | 2019 | 2020 | | 2021 | | 2022 | | 2023 | | 2024 |
|------------|------------------------------------|-------------------|---------------|------|---------------|------|---------------|------|---------------|------|---------------|
| Account No | 11 400 004 - 001 | Prior Year | Budget | | Budget | | Budget | | Budget | | Budget |
| 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 |
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| | | | | | | | | | | | |
| | Annual Budget | 7,469 | 7,619 | | 7,771 | | 7,927 | | 8,085 | | 8,247 |

Notes:

| | |
|-----------------------------|-------|
| Previous Year Budget | 7,469 |
| Actual to December 31, 2019 | 7,469 |

Contribution from Planning Function for use of Grand Forks office space. Includes utilities, and maintenance.

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

[illegible]

| | | |
|---------|--|--------|
| 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 |
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| 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 |
| | |
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| | |

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name **Woodstove Exchange - BC Lung**
Account No 11 550 106 - 001

[illegible]

| | | |
|--------|----------------------|-------|
| Notes: | Previous Year Budget | 3,520 |
|--------|----------------------|-------|

| | |
|-----------------------------|-------|
| Actual to December 31, 2019 | 2,041 |
|-----------------------------|-------|

Item #1

Item #2

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

| Name | Woodstove Exchange - Other Income | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
|------------|--|-------------------|---------------|---------------|---------------|---------------|---------------|
| Account No | 11 550 107 - 001 | Prior Year | Budget | Budget | Budget | Budget | Budget |
| Item No | Description | Amount | Amount | Amount | Amount | Amount | Amount |
| 1 | Woodstove Exchange Top Up Income | | | | | | |
| 20 | Area A (Top Up of \$100 per stove) | | | | | | |
| 10 | Area B (Top Up of \$250 per stove) | | | | | | |
| 15 | Area C (Top Up of \$100 per stove) | | | | | | |
| 20 | Area D (Considering Top Up) | | | | | | |
| 16 | Area E (Top Up of \$100 per stove) | | | | | | |
| 20 | City of Midway | | | | | | |
| 10 | City of Greenwood | | | | | | |
| 18 | City of Grand Forks | | | | | | |
| 20 | City of Rossland (\$100 top up) | | | | | | |
| 5 | City of Warfield | | | | | | |
| 10 | City of Trail (\$100 for 1st 15 exchanges) | | | | | | |
| 20 | Village of Fruitvale (Top Up of \$100) | | | | | | |
| | | | | | | | |
| | Estimate 30 x \$100 | | | | | | |
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| | Annual Budget | - | - | - | - | - | - |

Notes:

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|---|-----|
| Previous Year Budget | - |
| Actual to December 31, 2019 | 500 |
| Top-up varies from zero to \$250 (average used for this estimate is 41 @ \$250) | |
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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 | | 15,000 | | | | | | | | |
| 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 | | 25,000 | | | | | | | | |
| 8 | BW Community Service Review Grant - Prov BC | | 30,000 | | | | | | | | |
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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

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name **Columbia Basin Trust (Revenue)**

Account No 11 590 400 - 001

2019
Prior Year

2020 Budget

2021 Budget

2022 Budget

2023 Budget

2024 Budget

| Item No | Description | Amount | Amount | | Amount | | Amount | | Amount | | Amount |
|---------|--|---------------|---------------|--|---------------|--|---------------|--|---------------|--|---------------|
| 1 | 5% Admin fee on Columbia Basin Trust Program | 17,748 | 17,748 | | 17,748 | | 17,748 | | 17,748 | | 17,748 |
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| | Annual Budget | 17,748 | 17,748 | | 17,748 | | 17,748 | | 17,748 | | 17,748 |

| | | |
|--------|----------------------|--------|
| Notes: | Previous Year Budget | 17,748 |
|--------|----------------------|--------|

| | |
|-----------------------------|--------|
| Actual to December 31, 2019 | 17,750 |
|-----------------------------|--------|

Item #1

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Five Year Financial Plan

| 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 |
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| | 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 | 272,308 | 277,203 | | 282,747 | | 288,402 | | 294,170 | | 300,053 |

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:

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 | Columbia 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
Five Year Financial Plan

Name Board Fee Revenue, Page 4 of 4

Account No 11 592 001 - 001

2019
Prior Year

2020
Budget2021
Budget2022
Budget2023
Budget

2024
Budget

| Item No | Description | Amount | Amount | % | Amount | % | Amount | % | Amount | % | Amount |
|---------|-----------------------------|----------------|----------------|------|----------------|------|----------------|------|----------------|------|----------------|
| 700 | East End Regionalized Sewer | 47,141 | 47,999 | 2.0% | 48,959 | 2.0% | 49,938 | 2.0% | 50,937 | 2.0% | 51,956 |
| 800 | Oasis/Rivervale Sewer | 5,273 | 5,376 | 2.0% | 5,484 | 2.0% | 5,593 | 2.0% | 5,705 | 2.0% | 5,819 |
| 900 | East End Transit | 51,183 | 52,111 | 2.0% | 53,153 | 2.0% | 54,216 | 2.0% | 55,301 | 2.0% | 56,407 |
| 950 | West End Transit | 1,536 | 1,565 | 2.0% | 1,596 | 2.0% | 1,628 | 2.0% | 1,661 | 2.0% | 1,694 |
| | | | | | | | | | | | |
| | Page 4 Total | 105,133 | 107,051 | | 109,192 | | 111,376 | | 113,603 | | 115,875 |
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| | Annual Budget | 683,639 | 696,145 | | 710,068 | | 724,269 | | 738,755 | | 753,530 |

| | | |
|--------|-----------------------------|---------|
| Notes: | Previous Year Budget | 683,639 |
| | Actual to December 31, 2019 | 683,639 |
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REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

| | | | | | | | |
|----------------|---|-------------------|----------------|----------------|----------------|----------------|----------------|
| Name | Local Government Act | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
| Account No | 11 621 100 - 001 | Prior Year | Budget | Budget | Budget | Budget | Budget |
| Item No | Description | Amount | Amount | Amount | Amount | Amount | Amount |
| 1 | Section 3 Chapter 275 (LGA) | 160,000 | 160,000 | 160,000 | 160,000 | 160,000 | 160,000 |
| | | | - | - | - | - | - |
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| | Revenue Sharing Grant | | | | | | |
| | Division 3 of Part 2 of BC Reg 221/95 | | | | | | |
| | Section 8 (2) (c) Unconditional Grant | | | | | | |
| | Portion Allocated to Electoral Administration | | | | | | |
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| | Annual Budget | 160,000 | 160,000 | 160,000 | 160,000 | 160,000 | 160,000 |

Notes:

| | |
|-----------------------------|---------|
| Previous Year Budget | 160,000 |
| Actual to December 31, 2019 | 160,000 |
| | |
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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 | | | | | | | | | | |
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| | 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 |
| | |
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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% | - |
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| Annual Budget | | - | - | | - | | - | | - | | - |

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

| Name | Previous Year's Surplus | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
|---------------|-------------------------|------------|---------|--------|--------|--------|--------|
| Account No | 11 911 100 - 001 | Prior Year | Budget | Budget | Budget | Budget | Budget |
| Item No | Description | Amount | Amount | Amount | Amount | Amount | Amount |
| 1 | Previous Year's Surplus | 468,674 | 400,000 | - | - | - | - |
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| Annual Budget | | 468,674 | 400,000 | - | - | - | - |

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|--------|-----------------------------|---------|
| Notes: | Previous Year Budget | 468,674 |
| | Actual to December 31, 2019 | 467,339 |
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REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

[illegible]

| | | |
|--------|-----------------------------|--------|
| Notes: | Previous Year Budget | 71,000 |
| | Actual to December 31, 2019 | - |

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|---------|--|
| Item #2 | Upgrade GF Admin Office Electrical System; Review GF Admin Office HVAC; Admin Office conversions |
|---------|--|

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|---------|--|
| Item #7 | Only Required if Grant Funding Not Secured |
|---------|--|

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

[illegible]

| | | |
|--------|-----------------------------|---|
| Notes: | Previous Year Budget | - |
| | Actual to December 31, 2019 | - |

| | |
|----------------|--|
| Item #1 | Debt Management for RHD - All obligations will be completed by June, 2014 |
| Item #2 | Contract awarded to Central Kootenay Regional District January 1, 2010 (Five Years) Hospital wound up in 2015 |

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 R | 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 |
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| | | | | | | | | | | | |
| Annual Budget | | 53,000 | 54,060 | | 55,141 | | 56,244 | | 57,369 | | 58,516 |

| | | |
|---|-----------------------------|--------|
| 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

[illegible]

| | | |
|---|-----------------------------|--------|
| 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 | 2020 | | 2021 | | 2022 | | 2023 | | 2024 |
|---------------|---|------------|--------|------|--------|------|--------|------|--------|------|--------|
| | | Prior Year | Budget | | Budget | | Budget | | Budget | | 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 |
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| Annual Budget | | 6,180 | 6,304 | | 6,430 | | 6,558 | | 6,689 | | 6,823 |

| | | | |
|---------|---|-----------------------------|-------|
| Notes: | | Previous Year Budget | 6,180 |
| | | Actual to December 31, 2019 | 1,500 |
| Item #1 | Extra cost for Business Use Vehicle Insurance coverage reimbursed | | |
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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 | % | 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 Account No | | 2019 Prior Year | 2019 Hours | | 2020 Budget | | 2021 Budget | | 2022 Budget | | 2023 Budget | | 2024 Budget |
|--|--|--------------------|---------------|-------|----------------|-------|----------------|-------|----------------|-------|----------------|-------|----------------|
| Salaries & Benefits, Continued 12 121 111 - 001 | | Amount | Hours | Rate | Amount | % | Amount | % | Amount | % | Amount | % | Amount |
| Item No | Description | Amount | Hours | Rate | Amount | % | Amount | % | Amount | % | Amount | % | Amount |
| 1 | Financial Analyst | 65,727 | 1,900 | 34.73 | 65,970 | 2.0% | 67,289 | 2.0% | 68,635 | 2.0% | 70,008 | 2.0% | 71,408 |
| 2 | Financial Specialist | 65,727 | 1,900 | 34.73 | 65,970 | 2.0% | 67,289 | 2.0% | 68,635 | 2.0% | 70,008 | 2.0% | 71,408 |
| 3 | Accounting Clerk Receptionist | 55,942 | 1,900 | 29.56 | 56,149 | 2.0% | 57,272 | 2.0% | 58,418 | 2.0% | 59,586 | 2.0% | 60,778 |
| 4 | Clerk/Steno/Receptionist | 54,485 | 1,900 | 28.79 | 54,687 | 2.0% | 55,780 | 2.0% | 56,896 | 2.0% | 58,034 | 2.0% | 59,195 |
| 5 | Full Time IT support staff | 58,497 | 1,900 | 30.91 | 58,714 | 2.0% | 59,888 | 2.0% | 61,086 | 2.0% | 62,307 | 2.0% | 63,553 |
| 6 | Network Infrastructure Analyst | 79,163 | 1,900 | 41.83 | 79,456 | 2.0% | 81,045 | 2.0% | 82,666 | 2.0% | 84,319 | 2.0% | 86,006 |
| 7 | Engineering Technician (25% shared position) | 17,080 | 1,900 | 36.10 | 17,143 | 2.0% | 17,486 | 2.0% | 17,836 | 2.0% | 18,192 | 2.0% | 18,556 |
| 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%) | | | | 7,202 | 2.0% | 7,346 | 2.0% | 7,493 | 2.0% | 7,642 | 2.0% | 7,795 |
| | | | | | | | | | | | | | |
| | Subtotal | 464,643 | 16,405 | | 499,223 | 2.0% | 537,277 | 2.5% | 548,023 | 3.0% | 558,983 | 3.0% | 570,163 |
| | Benefits @ | 129,868 | | 28.0% | 139,533 | 27.5% | 147,805 | 27.5% | 150,761 | 27.5% | 153,776 | 27.5% | 156,852 |
| | Page 2 Total | 594,511 | | | 638,755 | | 685,082 | | 698,784 | | 712,760 | | 727,015 |
| | Annual Budget | 1,773,826 | | | 1,855,848 | | 1,797,660 | | 1,834,041 | | 1,870,722 | | 1,908,136 |

| | | | |
|----------|--|-----------------------------|-----------|
| 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

[illegible]

| | | |
|---------|--|-------|
| 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

[illegible]

| | | |
|--------|-----------------------------|--------|
| Notes: | Previous Year Budget | 20,000 |
| | Actual to December 31, 2019 | 25,000 |
| | | |
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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 | | | | | |
| | Annual Budget | 38,658 | 36,482 | | 36,812 | | 37,843 |

| | | |
|--------|-----------------------------|--------|
| Notes: | Previous Year Budget | 39,658 |
| | Actual to December 31, 2019 | 25,000 |
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REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

[illegible]

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| Notes: | Previous Year Budget | 20,000 |
| | Actual to December 31, 2019 | 10,000 |

1. Postage increase for basic letter to increase from .63 to \$1 on March 1st 2014

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

[illegible]

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|--------|-----------------------------|--------|
| Notes: | Previous Year Budget | 39,000 |
| | Actual to December 31, 2019 | 39,000 |
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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 |
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| | Annual Budget | 7,312 | 7,458 | | 7,607 | | 7,759 | | 7,914 | | 8,073 |

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 |
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| Annual Budget | | 22,200 | 22,564 | | 22,935 | | 23,314 | | 23,700 | | 24,094 |

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| Notes: | Previous Year Budget | 22,200 |
| | Actual to December 31, 2019 | 22,200 |
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|------------|------------------------|
| Name | Information Technology |
| Account No | 12 121 231 - 001 |

| | | |
|---|-----------------------------|---------|
| 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 | 2019 | 2020 | | 2021 | | 2022 | | 2023 | | 2024 |
|------------|---|------------|--------|---|--------|---|--------|---|--------|---|--------|
| Account No | 12 121 247 - 001 | Prior Year | Budget | | Budget | | Budget | | Budget | | 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 | | | | | | | | | |
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| | Annual Budget | 10,700 | 7,700 | | 7,700 | | 7,700 | | 7,700 | | 7,700 |

| | | |
|--------|-----------------------------|--------|
| Notes: | Previous Year Budget | 10,700 |
| | Actual to December 31, 2019 | 2,000 |
| | | |
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REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

| | |
|------------|------------------|
| Name | Office Supplies |
| Account No | 12 121 251 - 001 |

[illegible]

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|--|-----------------------------|--------|
| 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% | 41,121 |
| 2 | Snow clearing | 3,060 | 3,121 | 2.0% | 3,184 | 2.0% | 3,312 |
| 3 | Miscellaneous Maintenance Supplies & Repairs | 24,560 | 3,500 | 2.0% | 3,500 | 2.0% | 3,641 |
| 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 |
| | Grand Forks Office Expenses: | | | | | | |
| 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 |
| | Annual Budget | 183,833 | 180,383 | | 168,046 | | 170,832 |
| | | | | | | | 173,674 |
| | | | | | | | 176,572 |

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

| Name | Vehicle Operating | 2019 | 2020 | | 2021 | | 2022 | | 2023 | | 2024 |
|------------|--|------------|--------|------|--------|------|--------|------|--------|------|--------|
| Account No | 12 121 253 - 001 | Prior Year | Budget | | Budget | | Budget | | Budget | | Budget |
| Item No | Description | Amount | Amount | % | Amount | % | Amount | % | Amount | % | Amount |
| 1 | Insurance - 2012 Subaru Impreza Tour 312SLG (C | 1,004 | 915 | 2.0% | 933 | 2.0% | 952 | 2.0% | 971 | 2.0% | 990 |
| | Gas & Oil | 4,080 | 4,162 | 2.0% | 4,245 | 2.0% | 4,330 | 2.0% | 4,416 | 2.0% | 4,505 |
| | Misc repairs & service | 2,040 | 2,081 | 2.0% | 2,122 | 2.0% | 2,165 | 2.0% | 2,208 | 2.0% | 2,252 |
| 2 | Insurance - 2013 Ford Escape (G5) | 1,012 | 964 | 2.0% | 983 | 2.0% | 1,003 | 2.0% | 1,023 | 2.0% | 1,043 |
| | Gas & Oil | 4,080 | 4,162 | 2.0% | 4,245 | 2.0% | 4,330 | 2.0% | 4,416 | 2.0% | 4,505 |
| | Misc repairs & service | 2,040 | 2,081 | 2.0% | 2,122 | 2.0% | 2,165 | 2.0% | 2,208 | 2.0% | 2,252 |
| 3 | Insurance - 2018 Ford Escape - GX2 23P (G7) | 1,786 | 1,734 | 2.0% | 1,769 | 2.0% | 1,804 | 2.0% | 1,840 | 2.0% | 1,877 |
| | Gas & Oil | 3,060 | 3,121 | 2.0% | 3,184 | 2.0% | 3,247 | 2.0% | 3,312 | 2.0% | 3,378 |
| | Misc repairs & service | 1,530 | 1,561 | 2.0% | 1,592 | 2.0% | 1,624 | 2.0% | 1,656 | 2.0% | 1,689 |
| 4 | Insurance - 2009 Ford Escape (G2) | | 915 | 2.0% | 933 | 2.0% | 952 | 2.0% | 971 | 2.0% | 990 |
| | Gas & Oil | | 1,085 | 2.0% | 1,107 | 2.0% | 1,129 | 2.0% | 1,151 | 2.0% | 1,174 |
| | Misc repairs & service | | 1,000 | 2.0% | 1,020 | 2.0% | 1,040 | 2.0% | 1,061 | 2.0% | 1,082 |
| 5 | Special Excess Thrld party Liability Policy | 733 | 868 | 2.0% | 885 | 2.0% | 903 | 2.0% | 921 | 2.0% | 940 |
| 6 | Stericycle and Geotrac (Work Alone \$1.100 per Mor | 13,200 | 13,464 | 2.0% | 13,733 | 2.0% | 14,008 | 2.0% | 14,288 | 2.0% | 14,574 |
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| | Annual Budget | 34,565 | 38,112 | | 38,874 | | 39,651 | | 40,444 | | 41,253 |

| | | | |
|---------|--|-----------------------------|--------|
| 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 | Equipment Lease - Photocopier | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | | |
| Account No | 12 121 261 - 001 | Prior Year | Budget | Budget | Budget | Budget | Budget | | |
| Item No | Description | Amount | Amount | | Amount | | Amount | | Amount |
| 1 | IKON Service contract for Admin Photocopiers | 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 |
| 3 | Maintenance Fees based on usage | 20,000 | 20,000 | | 20,000 | | 20,000 | | 20,000 |
| 4 | Photocopier Replacement Plan (Administration) | | | | | | | | |
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Notes:

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| 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

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

| Name | Equipment Lease - Mail | 2019 | 2020 | | 2021 | | 2022 | | 2023 | | 2024 |
|---------------|--|------------|----------|------|--------|------|--------|------|--------|------|--------|
| Account No | 12 121 263 - 001 | Prior Year | Budget | | Budget | | Budget | | Budget | | Budget |
| 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 |
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| Annual Budget | | 4,192 | 4,276 | | 4,361 | | 4,470 | | 4,537 | | 4,606 |

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| Notes: | Previous Year Budget | 3,500 |
| | Actual to December 31, 2019 | 4,192 |
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REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

| Name | Bank Service Charges | 2019 | 2020 | | 2021 | | 2022 | | 2023 | | 2024 |
|------------|--|------------|--------|------|--------|------|--------|------|--------|------|--------|
| Account No | 12 121 810 - 001 | Prior Year | Budget | | Budget | | Budget | | Budget | | Budget |
| Item No | Description | Amount | Amount | % | Amount | % | Amount | % | Amount | % | Amount |
| 1 | Account Service Fees @ \$470/month | 5,640 | 5,640 | | 5,640 | | 5,640 | | 5,640 | | 5,640 |
| 2 | Payroll Processing Fees @ \$150 x 12 months | 1,836 | 1,873 | 2.0% | 1,910 | 2.0% | 1,948 | 2.0% | 1,987 | 2.0% | 2,027 |
| 3 | Mechant Fees, Rental Interac | 40,000 | 40,800 | 2.0% | 41,616 | 2.0% | 42,448 | 2.0% | 43,297 | 2.0% | 44,163 |
| 4 | Other misc charges, incoming wire, NFS, Stop Pay | 3,060 | 3,121 | 2.0% | 3,184 | 2.0% | 3,247 | 2.0% | 3,312 | 2.0% | 3,378 |
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| Notes: | Previous Year Budget | 50,536 |
| | Actual to December 31, 2019 | 50,536 |
| Item #1 | Banking Agreement monthly service charge all accounts | |
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REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

| Name | Legal Fees | 2019 | 2020 | | 2021 | | 2022 | | 2023 | | 2024 |
|---------------|------------------|------------|--------|------|--------|------|--------|------|--------|------|--------|
| Account No | 12 121 232 - 001 | Prior Year | Budget | | Budget | | Budget | | Budget | | Budget |
| Item No | Description | Amount | Amount | % | Amount | % | Amount | % | Amount | % | Amount |
| 1 | Legal fees | 70,000 | 71,400 | 2.0% | 72,828 | 2.0% | 74,285 | 2.0% | 75,770 | 2.0% | 77,286 |
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| Annual Budget | | 70,000 | 71,400 | | 72,828 | | 74,285 | | 75,770 | | 77,286 |

Notes:

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| Previous Year Budget | 70,000 |
| Actual to December 31, 2019 | 70,000 |
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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 |
| 1 | Miscellaneous | 10,404 | 10,612 | 2.0% | 10,824 | 2.0% | 11,041 |
| 2 | Post-Employment Benefit Calculation | 3,000 | 3,000 | | 9,000 | | 3,000 |
| 3 | Management Compensation Review | | 15,000 | | | | |
| 4 | Communication Plan | | | | | | |
| 5 | Asset Management Plan Consultant | 60,000 | 30,000 | | | | |
| 6 | Community Energy Association Carbon Action Plan Supp | 12,000 | | | | | |
| 7 | Development of RDKB Area Photo Library | 15,000 | | | | | |
| 8 | CBT & FCM Electric Vehicle Study | | 30,000 | | | | |
| 9 | Energy Efficiency Program Engagement | | 30,000 | | | | |
| 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 | 223,612 | | 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]

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| Notes: | Previous Year Budget | 40,000 |
| | Actual to December 31, 2019 | 35,875 |
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REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Five Year Financial Plan

| Name | | 2019 | 2020 | | 2021 | | 2022 | | 2023 | | 2024 |
|------------|--|------------|--------|------|--------|------|--------|------|--------|------|--------|
| Account No | Liability Insurance 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 |
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| | Annual Budget | 49,165 | 50,148 | | 51,151 | | 52,174 | | 53,218 | | 54,282 |

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|----------|--|-----------------------------|--------|
| 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
Five Year Financial Plan

| Name | Property Insurance | 2019 | 2020 | | 2021 | | 2022 | | 2023 | | 2024 |
|---------------|---|------------|--------|------|--------|------|--------|------|--------|------|--------|
| Account No | 12 121 238 - 001 | Prior Year | Budget | | Budget | | Budget | | Budget | | Budget |
| Item No | Description | Amount | Amount | % | Amount | % | Amount | % | Amount | % | Amount |
| 1 | Building & Contents - Trail Office | 6,080 | 6,202 | 2.0% | 6,326 | 2.0% | 6,452 | 2.0% | 6,581 | 2.0% | 6,713 |
| 2 | Building & Contents - GF Building Inspection | 1,798 | 1,834 | 2.0% | 1,871 | 2.0% | 1,908 | 2.0% | 1,946 | 2.0% | 1,985 |
| 3 | Extra Expense, Acct Rec, Valuable Papers, Busines | 2,094 | 2,136 | 2.0% | 2,179 | 2.0% | 2,222 | 2.0% | 2,267 | 2.0% | 2,312 |
| 4 | Crime Insurance | 3,500 | 3,570 | 2.0% | 3,641 | 2.0% | 3,714 | 2.0% | 3,789 | 2.0% | 3,864 |
| 5 | Terrorism & Sabotage | 2,738 | 2,792 | 2.0% | 2,848 | 2.0% | 2,905 | 2.0% | 2,963 | 2.0% | 3,022 |
| 6 | | | | | | | | | | | |
| 7 | Comprehensive insurance appraisal | - | 40,000 | | - | | - | | - | | - |
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| Annual Budget | | 16,210 | 56,534 | | 16,864 | | 17,202 | | 17,546 | | 17,897 |

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| 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
Five Year Financial Plan

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|------------|---|------------|---------|---|--------|---|--------|---|--------|---|--------|---|
| Name | Capital | 2019 | 2020 | | 2021 | | 2022 | | 2023 | | 2024 | |
| Account No | 12 121 610 - 001 | Prior Year | Budget | | Budget | | Budget | | Budget | | Budget | |
| Item No | Description | Amount | Amount | % | Amount | % | Amount | % | Amount | % | Amount | % |
| 1 | Fleet Vehicle G8 (suv) | | 45,000 | | | | | | | | | |
| 2 | Admin Office Upgrades | | 60,000 | | | | | | | | | |
| 3 | | | | | | | | | | | | |
| 4 | IT Capital (IT \$60K from 2019?: \$140K for 2020) | 169,500 | 205,000 | | 58,000 | | 87,000 | | - | | - | |
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| Notes: | | Previous Year Budget | 169,500 |
| | | Actual to December 31, 2019 | 80,000 |
| Items #1 | Decision to replace fleet vehicles based on mileage and general condition | | |
| | All Vehicle purchases shown as net of trade-in values | | |
| Item #2 | GF Admin Office Electrical System Upgrade; HVAC Review/Improvements/ Trail Admin Office Conversion | | |

| |
|---|
| Sources of Funding Capital Projects: |
| 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 | - |
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REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

| Name | Interest Short Term |
|------|---------------------|
|------|---------------------|

Account No 12 121 811 - 001

2019

Prior Year

2020

Budget

2021

Budget

2022

Budget

2023

Budget

2024

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 |
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| | Annual Budget | 40,000 | 40,000 | | 40,000 | | 40,000 | | 40,000 | | 40,000 |

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 | % | Amount | % | Amount |
| 1 | Contribution to Reserve - Information Technology | 25,000 | 25,000 | | 25,000 | | 25,000 | | 25,000 | | 25,000 |
| 2 | Management Early Retirement Incentive Plan | 3,045 | 3,045 | | 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 | | 18,000 | | 18,000 |
| 6 | Build reserves | | | | | | | | | | |
| 7 | CARIP Grant to Reserve (less staff component) | 25,000 | 25,000 | | 25,000 | | 25,000 | | 25,000 | | 25,000 |
| 8 | Audio Visual | 100,000 | | | | | | | | | |
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|---------|---|---------|
| Notes: | 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 | |
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|-----------------|
| \$ 4,089,963.92 |
| \$ 490,051.13 |
| \$ 130,789.82 |
| \$ 216,347.92 |
| \$ 21,427.09 |
| \$ 235,319.03 |
| \$ 1,301,215.14 |
| \$ 123,874.39 |
| \$ 1,570,939.40 |

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 Prior Year | 2020 Budget | | 2021 Budget | | 2022 Budget | | 2023 Budget | | 2024 Budget |
|---------------|-------------------------------|--------------------|----------------|--|----------------|--|----------------|--|----------------|--|----------------|
| Item No | Description | Amount | Amount | | Amount | | Amount | | Amount | | Amount |
| 1 | Coordinator's Fees | - | - | | - | | - | | - | | - |
| 2 | Carry Forward from Prior Year | 128 | | | | | | | | | |
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| Annual Budget | | 128 | - | | - | | - | | - | | - |

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

[illegible]

| | | | |
|---------|---|-----------------------------|-------|
| 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**
Account No 12 121 907 - 001

| | | 2019 Prior Year | 2020 Budget | 2021 Budget | 2022 Budget | 2023 Budget | 2024 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 | | | | | |
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| 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
Five Year Financial Plan

[illegible]

| | | | |
|---------|---|-----------------------------|---|
| 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 | - |
| | | |
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REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

| Name | Operating Grants Provided | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
|---------------|---------------------------------------|------------|--------|--------|--------|--------|--------|
| Account No | 12 121 995 - 001 | Prior Year | Budget | Budget | Budget | Budget | Budget |
| Item No | Description | Amount | Amount | Amount | Amount | Amount | Amount |
| 1 | Operating Grants Provided to Services | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
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| Annual Budget | | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |

Notes:

| | |
|-----------------------------|--------|
| Previous Year Budget | 10,000 |
| Actual to December 31, 2019 | 10,000 |

Board motion 2014 to provide grant to Columbia Gardens Water Supply of up to \$10,000

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name **Contingencies/Miscellaneous**
Account No 12 121 999 - 001

| | | 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 unforeseen events | 3,060 | 3,060 | 2.0% | 3,121 | 2.5% | 3,199 | 1.5% | 3,247 | 1.5% | 3,296 |
| 2 | Contirbution to regional marketing initiatives | 5,000 | | | | | | | | | |
| 3 | Contribution to AKBLG | 2,000 | | | | | | | | | |
| 4 | Contribution to SIBAC | 5,000 | 5,000 | | 5,000 | | 5,000 | | 5,000 | | 5,000 |
| 5 | Xmas party - Trail/Boundary | 10,000 | 10,000 | | 10,000 | | 10,000 | | 10,000 | | 10,000 |
| 6 | Community Energy Association Membership | 2,500 | 2,500 | | 2,500 | | 2,500 | | 2,500 | | 2,500 |
| 7 | Contribution to Fire for Exercise Equipment | 3,000 | | | | | | | | | |
| 8 | Travel/Moving expenses Ops GM/Env GM | | | | | | | | | | |
| 9 | Tent - Communications events | 2,500 | | | | | | | | | |
| 10 | RDEK - Ktunaxa Kinbasket Treaty Advisory Comm | 3,500 | | | | | | | | | |
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| Annual Budget | | 36,560 | 20,560 | | 20,621 | | 20,699 | | 20,747 | | 20,796 |

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 RDs

| 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 | 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 | | |

| | | | | | | | | | |
|---|----|------------|---------------|---------------|---------------|---------------|---------------|---------------|---|
| red cells are stuff that might be covered by individual services starting 2019? | | | | | | | | | |
| | | 2019 | 2019 actuals | 2020 | 2021 | 2022 | 2023 | 2024 | Notes |
| Operational Expenses | | | | | | | | | |
| iCompass maintenance | \$ | 9,270.00 | \$ 7,848.45 | \$ 9,548.10 | \$ 9,834.54 | \$ 10,129.58 | \$ 10,433.47 | \$ 10,746.47 | |
| Vadim onsite training & support | \$ | 11,248.64 | \$ - | \$ 11,698.59 | \$ 12,166.53 | \$ 12,653.19 | \$ 13,159.32 | \$ 13,685.69 | |
| Vadim iCity maintenance | \$ | 17,323.17 | \$ 16,971.79 | \$ 18,016.09 | \$ 18,736.74 | \$ 19,486.20 | \$ 20,265.65 | \$ 21,076.28 | |
| Aerohive maintenance, Hive Manager Cloud maintenance | \$ | 2,200.00 | \$ 2,092.27 | \$ 2,200.00 | \$ 2,288.00 | \$ 2,379.52 | \$ 2,474.70 | \$ 2,573.69 | |
| McAfee Endpoint Protection maintenance | \$ | 2,000.00 | \$ 3,113.90 | \$ 2,000.00 | \$ 2,100.00 | \$ 2,200.00 | \$ 2,288.00 | \$ 2,379.52 | |
| Shoretel maintenance | \$ | - | \$ 6,026.34 | \$ - | \$ 11,000.00 | \$ - | \$ - | \$ - | |
| workstation tech rollover for Admin staff | \$ | 15,000.00 | \$ 18,286.76 | \$ 15,000.00 | \$ 15,000.00 | \$ 15,000.00 | \$ 15,000.00 | \$ 15,000.00 | |
| Check Point maintenance | \$ | 16,640.00 | \$ 14,975.86 | \$ 17,305.60 | \$ 17,997.82 | \$ 18,717.74 | \$ 19,466.45 | \$ 20,245.10 | |
| VMWare maintenance (basic 12x5 support @ \$389/core x | \$ | 13,949.93 | \$ 3,721.12 | \$ 14,507.92 | \$ 15,088.24 | \$ 15,691.77 | \$ 16,319.44 | \$ 16,972.22 | |
| Nutanix maintenance | \$ | 15,000.00 | \$ 14,282.01 | \$ 15,000.00 | \$ 15,600.00 | \$ 16,224.00 | \$ 16,872.96 | \$ 17,547.88 | |
| MISA membership maintenance | \$ | 350.00 | \$ 359.77 | \$ 350.00 | \$ 350.00 | \$ 400.00 | \$ 400.00 | \$ 400.00 | |
| Laserfiche maintenance | \$ | 3,849.48 | \$ 3,317.40 | \$ 3,926.47 | \$ 4,005.00 | \$ 4,085.10 | \$ 4,166.80 | \$ 4,250.14 | |
| CBBC fibre services subscription | \$ | 34,000.00 | \$ 25,231.42 | \$ 34,000.00 | \$ 34,000.00 | \$ 34,000.00 | \$ 34,000.00 | \$ 34,000.00 | |
| server room hardware misc. | \$ | 5,000.00 | \$ 8,788.11 | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | |
| Veeam annual maintenance | \$ | 5,156.76 | \$ 1,722.92 | \$ 5,363.03 | \$ 5,577.55 | \$ 5,800.65 | \$ 6,032.67 | \$ 6,273.98 | |
| Communications software maintenance | \$ | 18,000.00 | \$ 16,506.84 | \$ 18,000.00 | \$ 18,000.00 | \$ 18,000.00 | \$ 21,000.00 | \$ 21,000.00 | |
| IT software | \$ | 8,000.00 | \$ 5,345.22 | \$ 8,000.00 | \$ 8,000.00 | \$ 8,000.00 | \$ 8,000.00 | \$ 8,000.00 | |
| contingency | \$ | 5,000.00 | \$ - | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | |
| Training - IT Staff | \$ | 10,000.00 | \$ 1,206.42 | \$ 10,000.00 | \$ 10,000.00 | \$ 10,000.00 | \$ 11,000.00 | \$ 11,000.00 | |
| DNN maintenance | \$ | 4,500.00 | \$ - | \$ 4,500.00 | \$ 4,500.00 | \$ 4,500.00 | \$ 5,000.00 | \$ 5,000.00 | |
| consulting | \$ | 2,500.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 3,000.00 | \$ 3,000.00 | |
| Mobility devices replenishment for Admin staff | \$ | 3,000.00 | \$ 1,062.06 | \$ 3,000.00 | \$ 3,000.00 | \$ 3,000.00 | \$ 3,000.00 | \$ 4,000.00 | |
| Directors misc. | \$ | 2,000.00 | \$ - | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | |
| so on SQL Server 2014 (required) | \$ | - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| MFA lease on SQL Server 2012 | \$ | 13,065.12 | \$ 9,651.06 | \$ - | \$ - | \$ - | \$ - | \$ - | |
| MFA lease on Nutanix 4th node | \$ | 15,822.24 | \$ 11,704.14 | \$ - | \$ - | \$ - | \$ - | \$ - | |
| Telus services subscription (mostly Exchange) | \$ | 8,000.00 | \$ 6,929.76 | \$ 8,500.00 | \$ 8,500.00 | \$ 9,000.00 | \$ 9,000.00 | \$ 9,000.00 | |
| Shoretel gear | \$ | 3,500.00 | \$ 86.83 | \$ 3,500.00 | \$ 3,500.00 | \$ 3,500.00 | \$ 3,500.00 | \$ 3,500.00 | |
| MS Office licensing expansion | \$ | 3,000.00 | \$ - | \$ 3,000.00 | \$ 3,000.00 | \$ 3,000.00 | \$ 3,000.00 | \$ 3,000.00 | |
| Aerohive hardware | \$ | 1,000.00 | \$ - | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | |
| OffSite replication service | \$ | 5,000.00 | \$ - | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | |
| directors endpoint devices | \$ | 15,000.00 | \$ 3,260.53 | \$ - | \$ 17,000.00 | \$ - | \$ - | \$ - | |
| unreconciled | \$ | - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| Subtotal Operational Expenses | \$ | 268,375.33 | \$ 182,490.98 | \$ 227,915.79 | \$ 259,744.42 | \$ 236,267.75 | \$ 245,379.46 | \$ 250,650.97 | |
| Capital Expenses | | | | | | | | | |
| main switch slack refresh | \$ | - | \$ - | \$ 20,000.00 | \$ - | \$ - | \$ - | \$ - | core switching slack is due for replacement of 2012 vintage switches |
| GF fibre expansion | \$ | 8,000.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| Grand Forks A/V midsession enhancements | \$ | - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| GF A/V capital replace | \$ | 30,000.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | original GF A/V gear installed 2008 / 2012 |
| Trail A/V capital replace | \$ | 30,000.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | original Trail A/V gear installed 2013 |
| Checkpoint redundant gateway hardware? | \$ | - | \$ 15,000.00 | \$ - | \$ - | \$ - | \$ - | \$ - | |
| vCenter physical server | \$ | 6,500.00 | \$ 4,379.68 | \$ - | \$ - | \$ - | \$ - | \$ - | |
| ESXi host for GF Admin | \$ | 10,000.00 | \$ 7,492.05 | \$ - | \$ - | \$ 10,000.00 | \$ - | \$ - | |
| Veeam replication server | \$ | - | \$ 38,755.18 | \$ 3,000.00 | \$ 3,000.00 | \$ 50,000.00 | \$ 3,000.00 | \$ 4,000.00 | replacement Veeam physical server |
| physical domain controller | \$ | - | \$ 2,963.03 | \$ - | \$ - | \$ 4,000.00 | \$ - | \$ - | |
| Scopia conferencing licenses | \$ | - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | for expanded video conferencing capacity to external sites. One time, permanent purchase of licensing |
| Laserfiche licensing expansion | \$ | 5,000.00 | \$ - | \$ 3,000.00 | \$ 3,000.00 | \$ 3,000.00 | \$ - | \$ - | to expand use of Laserfiche into departmental operations. One time, permanent purchase of licensing |
| Checkpoint management appliance | \$ | - | \$ - | \$ - | \$ 20,000.00 | \$ - | \$ - | \$ - | replace the SMART-210 |
| phones & Shoregear 90 switch | \$ | - | \$ 8,490.39 | \$ - | \$ - | \$ 15,000.00 | \$ - | \$ - | \$8K in hardware, 5K in professional services for integration |
| Cityview upgrade / professional services | \$ | 5,000.00 | \$ 71,165.70 | \$ - | \$ - | \$ - | \$ - | \$ - | Cityview 2018 version upgrade from 1996 version |
| infrastructure misc. | \$ | - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| SQL Server 2012 Standard | \$ | - | \$ - | \$ 20,000.00 | \$ - | \$ - | \$ - | \$ - | |
| 6x 7WQ-00278 2-Core license @ \$3,257 | \$ | - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| Office 2016 | \$ | - | \$ - | \$ - | \$ 35,000.00 | \$ - | \$ - | \$ - | one time, traditional purchase of newest version of Office |
| Office 2016 training | \$ | - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | to train staff to use Office |
| Grand Forks 2140 Central Ave wrapup | \$ | - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | odds and ends infrastructure wrapup @ 2140 |
| mobile devices for directors | \$ | - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| CBBC construction capital | \$ | - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| Veeam licensing | \$ | - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| Tangible Assets Module | \$ | 45,000.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | new backup suite to replace aqing BackupExec |
| MFA lease | \$ | - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| Finance Software upgrade | \$ | - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| Multifunction Printer replacement | \$ | 18,000.00 | \$ 30,814.25 | \$ 15,000.00 | \$ - | \$ 15,000.00 | \$ - | \$ - | top floor and basement in corp admin |
| Online engagement tool | \$ | 12,000.00 | \$ - | \$ 12,000.00 | \$ - | \$ - | \$ - | \$ - | annual subscription for Banq the Table, moved up to 231 |
| Total Capital balance | \$ | 169,500.00 | \$ 164,060.29 | \$ 50,000.00 | \$ 58,000.00 | \$ 87,000.00 | \$ - | \$ - | |
| | \$ | - | \$ 5,439.71 | \$ - | \$ - | \$ - | \$ - | \$ - | |
| Totals IT | \$ | 437,875.33 | \$ 346,551.27 | \$ 312,915.79 | \$ 317,744.42 | \$ 333,267.75 | \$ 245,379.46 | \$ - | |



Agricultural Land Commission
201 – 4940 Canada Way
Burnaby, British Columbia V5G 4K6
Tel: 604 660-7000
Fax: 604 660-7033
www.alc.gov.bc.ca

December 16, 2019

ALC File: 59024

Peter Muirhead, Muirhead Land Development Solutions
DELIVERED ELECTRONICALLY

Dear Peter Muirhead:

Re: Application 59024 to subdivide land in the Agricultural Land Reserve

Please find attached the Reasons for Decision of the Kootenay Panel for the above noted application (Resolution #502/2019). As agent, it is your responsibility to notify the applicant accordingly.

Review of Decisions by the Chair

Under section 33.1 of the *Agricultural Land Commission Act* (ALCA), the Chair of the Agricultural Land Commission (the "Commission") has 60 days to review this decision and determine if it should be reconsidered by the Executive Committee in accordance with the ALCA. You will be notified in writing if the Chair directs the reconsideration of this decision. The Commission therefore advises that you consider this 60 day review period prior to acting upon this decision.

Request for Reconsideration of a Decision

Under section 33(1) of the ALCA, a person affected by a decision (e.g. the applicant) may submit a request for reconsideration. The request must be received within one (1) year from the date of this decision's release. For more information, refer to *ALC Policy P-08: Request for Reconsideration* available on the Commission website.

Please direct further correspondence with respect to this application to
ALC.Kootenay@gov.bc.ca.

Yours truly,

Katie Cox, Land Use Planner

Enclosures: Reasons for Decision (Resolution #502/2019)
Schedule A: Decision Map

cc: Kootenay Boundary Regional District (Files A-Twp7A-10519.100 & A-Twp7A-10519.020)



AGRICULTURAL LAND COMMISSION FILE 59024
REASONS FOR DECISION OF THE KOOTENAY PANEL

Subdivision Application Submitted Under s. 21(2) of the *Agricultural Land Commission Act*

Applicants: Ben DeJager
Tersia DeJager

Agent: Peter Muirhead, Muirhead Land Development
Solutions Ltd.

Properties:

Property 1
Parcel Identifier: 013-991-248
Legal Description: Sublot 17 Township 7a
Kootenay District Plan X66, Except (1) Parcel A
(Explanatory Plan 35023i) And (2) Parts Included
In Plans 7089 And 16210
Civic: 9340 Station Road, Trail, BC
Area: 19.3 ha (4.4 ha ALR)

Property 2
Parcel Identifier: 013-696-980
Legal Description: Lot A Township 7a Kootenay
District Plan 7089
Civic: 9356 Station Road, Trail, BC
Area: 0.5 ha

Panel: David Zehnder, Kootenay Panel Chair



ALC File 59024 Reasons for Decision

Ian Knudsen
Jerry Thibeault



OVERVIEW

- [1] Property 1 is located partially within the Agricultural Land Reserve (ALR) and Property 2 is located entirely within the ALR as defined in s. 1 of the *Agricultural Land Commission Act* (ALCA).

- [2] The Applicants currently operate Columbia Gardens Vineyard & Winery from both Properties. Property 1 contains the 2.35 ha of grape production, winery infrastructure, and two residences. Property 2 fronts onto Station Road and contains 0.35 ha of grape production and a residential trailer that is surrounded by Property on the North, East, and South sides.

- [3] Pursuant to s. 21(2) of the ALCA, the Applicants are applying to the Agricultural Land Commission (the "Commission") to adjust the lot lines between Property 1 and Property 2, in order to consolidate the winery operation onto Property 2 and agricultural and residential uses onto Property 1 for the Applicants (the "Proposal"). The resulting lots would be Property 1- 16.1 ha and Property 2 - 3.5ha. In addition, the subdivision is requesting 0.4 ha road dedication parallel to Station Road.

- [4] The issue the Panel considered is whether the proposed boundary adjustment would improve the agricultural utility of the Property.

- [5] The Proposal was considered in the context of the purposes of the Commission set out in s. 6 of the ALCA. These purposes are:
 - (a) to preserve the agricultural land reserve;
 - (b) to encourage farming of land within the agricultural land reserve in collaboration with other communities of interest; and,
 - (c) to encourage local governments, first nations, the government and its agents to enable and accommodate farm use of land within the agricultural land reserve and uses compatible with agriculture in their plans, bylaws and policies.



EVIDENTIARY RECORD

- [6] The Proposal along with related documentation from the Applicants, Agent, local government, and Commission is collectively referred to as the “Application”. All documentation in the Application was disclosed to the Agent in advance of this decision.

BACKGROUND

- [7] The Applicants have owned Property 1 since 2013, and have owned Property 2 since 2016. The Applicants submit that they acquired Property 2 due to concerns that it would be bought and converted to residential use in the center of their wine operation. The alignment of the proposed subdivision does not follow the legal ALR boundary, but the Applicants submit that this is due to the placement of their primary dwelling, which the ALR boundary passes through.

EVIDENCE AND FINDINGS

Issue: Whether the proposed boundary adjustment would improve the agricultural utility of the Property.

- [8] To assess agricultural capability on the Properties, the Panel referred to agricultural capability ratings. The ratings are identified using the Canada Land Inventory (CLI), ‘Soil Capability Classification for Agriculture’ system. The improved agricultural capability ratings applicable to the Properties are Class 2, Class 3 and Class 6, more specifically 2M and (8:6TR~2:3M). The proposed Property 2 would almost entirely be composed of Class 2M with a sliver of (8:6TR~2:3M) on the southwest corner by the driveway. The proposed Property 1 would predominantly consist of 8:6TR~2:3M with Class 2M immediately surrounding the proposed Property 2.

Class 2 - land is capable of producing a wide range of crops. Minor restrictions of soil or climate may reduce capability but pose no major difficulties in management.



Class 3 - land is capable of producing a fairly wide range of crops under good management practices. Soil and/or climate limitations are somewhat restrictive.

Class 6 - land is important in its natural state as grazing land. These lands cannot be cultivated due to soil and/or climate limitations.

The limiting subclasses associated with this parcel of land are M (moisture deficiency), R (bedrock near the surface), and T (topographic limitations).

- [9] Based on the agricultural capability ratings, the Panel finds that the Properties have mixed prime and secondary agricultural capability.
- [10] At its meeting of August 6, 2019, the Regional District of Kootenay Boundary Board resolved to forward the Application to the Commission with a recommendation of support.
- [11] The Panel considered whether the Proposal was the best configuration for consolidation of the winery operation. The Panel considered that the Proposal would result in the separation of approximately 0.5 ha of active grape production to be added to Property 1. The Panel finds that separating this 0.5 ha area of active grape production would reduce the vineyard area of Property 2 which is currently contributing to the winery. The Panel finds that consolidating the entire winery operation located in the ALR portion of the Properties would be more beneficial for the agricultural utility of Property 2.
- [12] The Panel notes that the proposed boundary adjustment does not follow the ALR boundary, but understands that the ALR boundary bisects the principal dwelling on Property 1. In order to accommodate the consolidation of the vineyard and winery onto one lot, the Panel suggests an alternate configuration in which Property 1 follows the ALR boundary, except for a small 650 m² area which encompasses the ALR area of the house on Property 1. This would eliminate the lot line encroachment on the house on Property one and place the house entirely on one parcel. The alternate configuration would result in Property 1 being ±15.3 ha and Property 2 being ±4.2 ha.



- [13] The Panel recognizes that the alternative configuration does not provide road frontage for Property 1 and that an alternate access may need to be considered through Property 2 by way of an easement.

DECISION

- [14] For the reasons given above, the Panel refuses the Proposal as proposed but approves an alternate boundary adjustment that results in the consolidation of the entire winery operation within the ALR on Property 2 (± 4.2 ha) and retains the principal residence on the Property 1 (± 15.3 ha) subject to the following conditions:
- a. the submission of a survey plan delineating the area to be subdivided;
 - b. the survey plan to be in substantial compliance with Schedule A of this decision; and
 - c. the survey plan be submitted within five years from the date of release of this decision.
- [15] When the Commission confirms that all conditions have been met, it will authorize the Registrar of Land Titles to accept registration of the subdivision plan.
- [16] This decision does not relieve the owner or occupier of the responsibility to comply with applicable Acts, regulations, bylaws of the local government, and decisions and orders of any person or body having jurisdiction over the land under an enactment.
- [17] This is a decision of the Panel.
- [18] A decision of the Panel is a decision of the Commission pursuant to s. 11.1(5) of the ALCA.

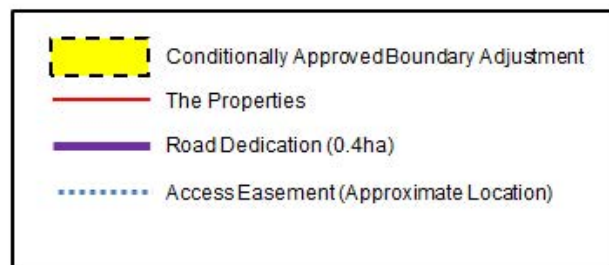
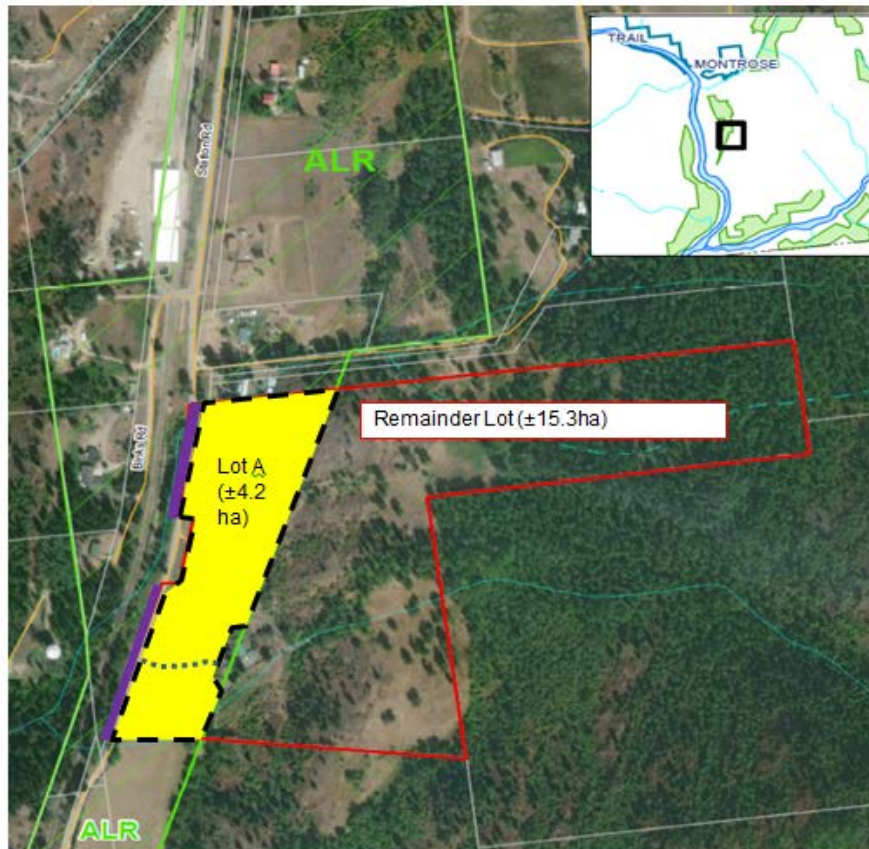
- [19] Resolution #502/2019
Released on December 16, 2019

A handwritten signature in black ink, appearing to read 'D. Zehnder', is positioned above the name of the Panel Chair.

David Zehnder, Panel Chair



Schedule A: Agricultural Land Commission Decision Map
 ALC File 59024 (DeJager)
 Conditionally Approved Boundary Adjustment
 ALC Resolution #502/2019



**Agricultural Land Commission**

201 – 4940 Canada Way
 Burnaby, British Columbia V5G 4K6
 Tel: 604 660-7000
 Fax: 604 660-7033
 www.alc.gov.bc.ca

December 13, 2019

ALC File: 58161

Mike Hinchcliffe

DELIVERED ELECTRONICALLY

Dear Mike Hinchcliffe:

Re: Application 58161 to exclude land from the Agricultural Land Reserve

Please find attached the Reasons for Decision of the Kootenay Panel for the above noted application (Resolution #501/2019). As agent, it is your responsibility to notify the applicant(s) accordingly.

Review of Decisions by the Chair

Under section 33.1 of the *Agricultural Land Commission Act* (ALCA), the Chair of the Agricultural Land Commission (the "Commission") has 60 days to review this decision and determine if it should be reconsidered by the Executive Committee in accordance with the ALCA. You will be notified in writing if the Chair directs the reconsideration of this decision. The Commission therefore advises that you consider this 60 day review period prior to acting upon this decision.

Request for Reconsideration of a Decision

Under section 33(1) of the ALCA, a person affected by a decision (e.g. the applicant) may submit a request for reconsideration. The request must be received within one (1) year from the date of this decision's release. For more information, refer to *ALC Policy P-08: Request for Reconsideration* available on the Commission website.

Please direct further correspondence with respect to this application to ALC.Kootenay@gov.bc.ca.

Yours truly,

Mike Bandy, Land Use Planner

Enclosures: Reasons for Decision (Resolution #501/2019)

cc: Regional District of Kootenay Boundary, Attn: Elizabeth Moore (File: B-Twp9A-10936.080)



AGRICULTURAL LAND COMMISSION FILE 58161
REASONS FOR DECISION OF THE KOOTENAY PANEL

Exclusion Application Submitted Under s. 30(1) of the *Agricultural Land Commission Act*

| | |
|--------------------|--|
| Applicants: | David Michael Hinchcliffe Margit Hinchcliffe |
| Agent: | David Michael Hinchcliffe |
| Property: | Parcel Identifier: 012-799-785 Legal Description: Parcel A (See 107571I) Sublot 161, Township 9A, Kootenay District, Plan X63, Except Parts Included in Plans 6603, 15201 and NEP20662 Civic: 665 Highway 22, South of Rossland, BC Area: 15.8 ha |
| Panel: | David Zehnder, Kootenay Panel Chair Ian Knudsen Jerry Thibeault |



OVERVIEW

- [1] The Property is located within the Agricultural Land Reserve (ALR) as defined in s. 1 of the *Agricultural Land Commission Act (ALCA)*.

- [2] The Applicants currently reside in the Property's principal residence. The Applicants wish to construct an additional residence to reside in, which would enable the Applicants' children to move into the existing principal residence and take over the majority of the Property's agricultural activity. While an additional residence can be applied for under s. 20.1(2) of the ALCA, the Applicants chose to apply to exclude a portion of the Property from the ALR to allow for the construction of the additional residence. The proposed building site for the additional residence is on a rocky outcrop on the hillside to the west of the Property's lower pasture and existing residence.

- [3] Pursuant to s. 30(1) of the ALCA, the Applicants are applying to the Agricultural Land Commission (the "Commission") to exclude from the ALR a ± 8.4 ha area of the western portion of the Property that is comprised of Class 6 & 7 land, and the proposed building site (the "Proposal Area"), in order to facilitate construction of an additional residence on the Property (the "Proposal"). Alternately, the Applicants are amenable to excluding the entire Property from the ALR (the "Alternate Proposal").

- [4] The first issue the Panel considered is whether the Property or the Proposal Area is appropriately designated as ALR.

- [5] The second issue the Panel considered is whether there is an alternative to the Proposal for exclusion that would enable the Applicants to remain on the Property while allowing their children to take over the farming operations.

- [6] The Proposal was considered in the context of the purposes of the Commission set out in s. 6 of the ALCA. These purposes are:
 - (a) to preserve the agricultural land reserve;



- (b) to encourage farming of land within the agricultural land reserve in collaboration with other communities of interest; and,
- (c) to encourage local governments, first nations, the government and its agents to enable and accommodate farm use of land within the agricultural land reserve and uses compatible with agriculture in their plans, bylaws and policies.

EVIDENTIARY RECORD

- [7] The Proposal along with related documentation from the Applicants, Agent, local government, and Commission is collectively referred to as the "Application". All documentation in the Application was disclosed to the Agent in advance of this decision.
- [8] The Panel conducted a walk-around and meeting site visit on October 2, 2019 in accordance with the *ALC Policy Regarding Site Visits in Applications*, (the "Site Visit"). A site visit report was prepared in accordance with the *Policy Regarding Site Visits in Applications*. The site visit report was certified as accurately reflecting the observations and discussions of the Site Visit by the Agent on October 22, 2019 (the "Site Visit Report").

BACKGROUND

- [9] Prior to 1981, approximately the eastern half of the Property was within the ALR. In 1981, ALC Application 4139 was submitted to exclude the Property's parent parcel from the ALR, as the landowner at the time claimed that the ALR boundary was incorrect and that the amount of arable land was limited by steep hillside. By ALC Resolution 1958/81, the Commission approved the proposal. Subsequently, the Property's parent parcel was subdivided into three lots: an 8 ha lot to the north, an 8 ha lot to the south, and a 15.8 ha remainder (the Property), resulting in the Property's current legal boundaries.
- [10] In 1994, ALC Application 2156 was submitted to the Commission to include the lot directly to the north of the Property into the ALR. The applicant suggested that the lower taxes afforded to ALR land would help with the applicant's desire to upgrade their hobby farm to



achieve farm classification pursuant to the *Assessment Act*. The Commission approved the application by ALC Resolution #831/94.

[11] In 1995, ALC Application 3553 was submitted to the Commission by the current owners of the Property (the Applicants) to include the entire Property into the ALR. The Commission expressed concern that the Property was previously excluded based on agricultural capability, but approved the application by ALC Resolution #746/95.

[12] At its meeting of May 23, 2019, the Regional District of Kootenay Boundary Board resolved to forward the current Application with support for the exclusion of the westerly portion of the Property with an agricultural capability of 7:7TC-3:6T, and the proposed building site. In the staff report dated May 23, 2019, RDKB planning staff also recommended exclusion of the westerly portion of the Property based on agricultural suitability.

EVIDENCE AND FINDINGS

Issue 1: Whether the Property or the Proposal Area is appropriately designated as ALR.

[13] To assess agricultural capability on the Property, the Panel referred in part to agricultural capability ratings. The ratings are identified using the Canada Land Inventory (CLI), 'Soil Capability Classification for Agriculture' system. The improved agricultural capability ratings applicable to the Property are Class 4, Class 5, Class 6, and Class 7; More specifically, the western half of the Property is 7:7TC – 3:6T and is unimprovable, while the southeast corner (approximately 15% of the Property) is (4PM) and the northeast corner (approximately 35% of the Property) is (5PM).

Class 4 - land is capable of a restricted range of crops. Soil and climate conditions require special management considerations.

Class 5 - land is capable of production of cultivated perennial forage crops and specially adapted crops. Soil and/or climate conditions severely limit capability.



ALC File 58161 Reasons for Decision

Class 6 - land is important in its natural state as grazing land. These lands cannot be cultivated due to soil and/or climate limitations.

Class 7 - land has no capability for soil bound agriculture.

The limiting subclasses associated with this parcel of land are C (adverse climate), M (moisture deficiency), P (stoniness), and T (topographic limitations).

- [14] Based on the agricultural capability ratings and observations from the Site Visit, the Panel finds that the lower elevation eastern half of the Property, including the lower pasture and upper meadows, has secondary agricultural capability. The eastern half of the Property actively supports agriculture, and the Panel notes there appears to be abundant water available on the Property. The higher elevation areas on the western half of the Property beyond the upper meadows are steep mountainside and have limited to no agricultural capability. The Panel notes there are some areas capable of supporting grazing within the portion of the Property classed as 7:7TC – 3:6T.

- [15] The Application submits that the Property supports approximately 2 ha of horse grazing in a small pasture and some mountainside meadows, a small flock of laying hens confined to one outbuilding and a fenced pen, approximately 1 ha of fenced horse paddock, five fruit trees, and a small fruit and vegetable garden.

- [16] The Panel finds that the Property is capable of supporting agriculture as demonstrated by the current activities. As such, the Panel is not amenable to excluding the entire Property from the ALR.

- [17] The Panel considered the Proposal to exclude the westerly portion of the Property that is largely comprised of Class 6 & 7 land, as well as the proposed building site. The Panel considered potential implications of approving exclusion of the Proposal Area. The Proposal would allow for the construction of an additional residence on the Property, as RDKB Zoning Bylaw No. 1540 allows for a detached secondary residence.



[18] The Application submits that:

"The area is unusable as agricultural land as it consists of rocky outcrops and steeply sloped forest where no crops could be sown or harvested, or livestock or poultry could reasonably be housed. It does provide a suitable site for a building that could accommodate a secondary suite for our expanding family."

[19] At the Site Visit, the Panel viewed the proposed building site and the upper meadows area. The Panel recognizes that the western half of the Property is generally comprised of steep mountainside and is largely unsuitable for soil-based agricultural use; however, the Panel notes that the area of Class 6 & 7 land proposed for exclusion includes some of the upper meadows and surrounding areas that are currently utilized for a limited amount of grazing.

[20] The Panel then considered the Property's application history that has resulted in multiple adjustments to the ALR boundary as it relates to the Property. The Panel notes that it was the Applicants that submitted the most recent application to include the entire Property into the ALR in 1995. Given the circumstances, the Panel is not agreeable to further ad-hoc adjustment to the ALR boundary to accommodate the Applicants' desire for additional residential development on the Property.

[21] The Panel finds that retaining the Property in the ALR would better preserve the existing arable land on the Property in the long-term, and would better preserve the integrity of the ALR boundary. The Panel finds that the Property, including the Proposal Area, is appropriately designated as ALR.

Issue 2: Whether there is an alternative to exclusion of the Property that would enable the Applicants to remain on the Property while allowing their children to take over the farming operations.

[22] While the Panel is not amenable to the exclusion of the Property, the Panel considered alternative options that would enable the Applicants to remain on the Property while passing operations on to their children.



- [23] Instead of applying for exclusion, the Applicants could have applied for an additional permanent residence by submitting an application for a non-adhering residential use under s. 20.1(2) of the ALCA. Pursuant to s. 25(1.1)(b) of the ALCA, an additional residence can only be permitted if deemed by the Commission as 'necessary for farm use'. The Panel considers that, given the relatively limited amount of agriculture on the Property, an additional permanent residence is not necessary for farm use and is not appropriate in this circumstance.
- [24] On July 4, 2019 Order in Council #385/2019 amended s. 32(3) of the ALR Use Regulation (BC Reg. 147/2019) (the "ALR Use Regulation") to permit placement of a manufactured home for immediate family in addition to the principal residence on an ALR property. The Panel understands that, at the time of submission of the Application to the RDEK, the ALR Use Regulation did not permit placement of a manufactured home for immediate family. ALC staff subsequently contacted and advised the Applicants of the recent changes that would afford them the opportunity to place a manufactured home on the Property if all permits and authorizations are in place before February 22, 2020, as a potential alternative to exclusion of the Property. The Applicants expressed their preference to pursue the exclusion of the Property to allow for construction of a permanent additional residence instead of placement of a manufactured home.
- [25] While the Panel understands the Applicants' preference for exclusion of the Property to enable construction of a permanent additional residence, as opposed to pursuing the manufactured home option, The Panel finds that the provisions under s. 32(3) of the ALR Use Regulation that allow for a manufactured home for immediate family members provides a sufficient option for enabling farm succession in a relatively low-impact, non-permanent fashion, that does not significantly increase land value.
- [26] The Panel would like to offer the Applicants an opportunity to consider placement of a manufactured home for immediate family as an alternative. The Panel understands that the timing of this decision presents the Applicants with a reduced time frame in which to pursue the option for a manufactured home pursuant to s. 32(3) of the Use Regulation



as an alternative option if desired. As such, the Panel is amenable to granting a one year extension to the deadline for authorizations required under s. 32(3)(c) of the ALR Use Regulation (to February 22, 2021) to allow for the placement of a manufactured home should the Applicants wish to pursue this option.

DECISION

[27] For the reasons given above, the Panel refuses the Proposal to exclude a ±8.4 ha area of the western portion of the Property that is comprised of Class 6 & 7 land, and the proposed building site from the ALR. The Panel also refuses the Alternate Proposal to exclude the entire Property from the ALR.

[28] The Panel approves a one year extension of the deadline for authorizations required under s. 32(3)(c) of the ALR Use Regulation to February 22, 2021 subject to the following conditions:

- a. the Commission receives a written notice of intention to place a manufactured home prior to February 22, 2021;
- b. all other provisions of s. 32(3) and (4) of the ALR Use Regulation apply; and
- c. the extension is granted for the benefit of the Applicants and is non-transferable.

[29] These are the unanimous reasons of the Panel.

[30] A decision of the Panel is a decision of the Commission pursuant to s. 11.1(5) of the ALCA.

[31] Resolution #501/2019

Released on December 13, 2019

David Zehnder, Panel Chair

On behalf of the Kootenay Panel

Regional District of Kootenay Boundary

Cheque Register-Summary for month of December 2019

| Cheque Date | Supplier | Name | Amount |
|-------------|----------|-----------------------------------|-------------|
| 2019-12-03 | LAN030 | BC LAND TITLE & SURVEY AUTHORITY | \$ 1,000.00 |
| 2019-12-06 | ACT015 | ACTON, DAMON | \$ 24.20 |
| 2019-12-06 | BEA014 | BEAVERDELL COMMUNITY CLUB & | \$ 3,000.00 |
| 2019-12-06 | BEA014 | BEAVERDELL COMMUNITY CLUB & | \$ 500.00 |
| 2019-12-06 | BEL110 | BELL MOBILITY INC. | \$ 222.59 |
| 2019-12-06 | BEN025 | BENT, CAROLYN | \$ 45.10 |
| 2019-12-06 | BOU080 | BOUNDARY HOSPITAL | \$ 300.00 |
| 2019-12-06 | CAN044 | CANGAS PROPANE | \$ 1,116.56 |
| 2019-12-06 | CAP060 | CAPILANO UNIVERSITY | \$ 1,040.31 |
| 2019-12-06 | CIB010 | CIBC VISA | \$ 1,815.46 |
| 2019-12-06 | CON150 | CONNECT HEARING | \$ 500.00 |
| 2019-12-06 | FED010 | FEDERATION OF CANADIAN | \$ 6,815.18 |
| 2019-12-06 | GRA046 | GRANBY WILDERNESS SOCIETY | \$ 2,000.00 |
| 2019-12-06 | GRE055 | GREATER TRAIL HOSPICE SOCIETY | \$ 3,728.40 |
| 2019-12-06 | HOM010 | HOME DEPOT CREDIT SERVICES | \$ 42.38 |
| 2019-12-06 | IMP020 | IMPERIAL OIL LIMITED | \$ 173.99 |
| 2019-12-06 | INC002 | INCITE COACHING | \$ 4,935.00 |
| 2019-12-06 | IRW010 | IRWIN AIR LTD. | \$ 974.07 |
| 2019-12-06 | KEY060 | KEYSTONE ENVIRONMENTAL LTD | \$ 3,422.95 |
| 2019-12-06 | MIN040 | MINISTER OF FINANCE | \$ 1,455.17 |
| 2019-12-06 | OKT020 | OK TIRE AND AUTO SERV | \$ 6,912.20 |
| 2019-12-06 | OME040 | OMEGA COMMUNICATIONS LTD. | \$ 227.93 |
| 2019-12-06 | PRO013 | PROVINCIAL FIRE & SAFETY | \$ 5,700.39 |
| 2019-12-06 | SCH045 | SCHREINER, ROBB | \$ 48.00 |
| 2019-12-06 | SEL010 | SELECT OFFICE PRODUCTS | \$ 180.49 |
| 2019-12-06 | SEL040 | SELKIRK COLLEGE (CASTLEGAR) | \$ 2,494.00 |
| 2019-12-06 | SHA030 | SHAW CABLE | \$ 431.32 |
| 2019-12-06 | SIL040 | SILVER CITY TRAP CLUB | \$ 5,221.57 |
| 2019-12-06 | SMI009 | SMITH, ROD | \$ 550.00 |
| 2019-12-06 | SPC010 | SOCIETY FOR PREVENTION OF CRUELTY | \$ 7,437.00 |
| 2019-12-06 | TEL001 | TELUS COMMUNICATIONS (B.C.) INC. | \$ 9,009.93 |
| 2019-12-06 | TEL002 | TELUS MOBILITY | \$ 5,319.64 |
| 2019-12-06 | CAN031 | THE CANADIAN PAYROLL ASSOCIATION | \$ 288.75 |
| 2019-12-06 | THO140 | THORIMBERT, CHERYL | \$ 130.16 |
| 2019-12-06 | WHI090 | WHITLOCK INSURANCE SERVICES | \$ 275.00 |
| 2019-12-06 | YEL010 | YELLOWHEAD ROAD & BRIDGE | \$ 452.05 |
| 2019-12-06 | ZOO010 | ZOOM VIDEO COMMUNICATIONS INC | \$ 3,390.16 |
| 2019-12-13 | ASS090 | ASSOCIATED ENVIRONMENTAL | \$ 5,623.80 |
| 2019-12-13 | BEA150 | BEAVER VALLEY NITEHAWKS | \$ 165.00 |
| 2019-12-13 | BEL070 | BELL MEDIA RADIO GP | \$ 214.20 |
| 2019-12-13 | BIP010 | BI PURE WATER | \$ 108.17 |
| 2019-12-13 | GRA270 | BLACK PRESS DBA GRAND FORKS | \$ 37.21 |

Regional District of Kootenay Boundary

Cheque Register-Summary for month of December 2019

| Cheque Date | Supplier | Name | Amount |
|-------------|----------|---------------------------------------|--------------|
| 2019-12-13 | BOU460 | BOUNDARY EXCAVATING | \$ 682.50 |
| 2019-12-13 | BOU320 | BOUTIN, KYLE | \$ 630.98 |
| 2019-12-13 | BOW040 | BOWMAN, KARLEE | \$ 100.00 |
| 2019-12-13 | BUI020 | BUILDING OFFICIAL'S ASSOC. OF BC | \$ 420.00 |
| 2019-12-13 | CAN042 | CAN BRIGHT ENTERPRISES | \$ 1,963.36 |
| 2019-12-13 | CAS024 | CASTLEGAR HYUNDAI | \$ 45,686.08 |
| 2019-12-13 | COL026 | COLUMBIA WIRELESS INC. | \$ 610.40 |
| 2019-12-13 | EDW030 | EDWARDS WILLIAM | \$ 165.00 |
| 2019-12-13 | FER001 | FERRARO FOODS | \$ 69.67 |
| 2019-12-13 | FLA030 | FLAGHOUSE | \$ 1,998.17 |
| 2019-12-13 | FLE015 | FLEETCOR CANADA MASTERCARD | \$ 2,220.38 |
| 2019-12-13 | GEA001 | GEARY, JOEY | \$ 290.00 |
| 2019-12-13 | GLO040 | GLOBE CAFE & TAPAS BAR | \$ 27.45 |
| 2019-12-13 | GRE037 | GREENWOOD SAW TO TRUCK REPAIRS | \$ 2,243.36 |
| 2019-12-13 | HAR300 | HARDY, JEFFREY | \$ 263.25 |
| 2019-12-13 | HIR040 | Hiram, George | \$ 1,500.00 |
| 2019-12-13 | HOF010 | HOFFMAN, LESLIE | \$ 70.00 |
| 2019-12-13 | JOH140 | JOHNSTON, IAN | \$ 100.00 |
| 2019-12-13 | KAL040 | KAL TIRE | \$ 181.33 |
| 2019-12-13 | KIN120 | KING, KAYLA | \$ 73.47 |
| 2019-12-13 | LAR004 | LARSON, CASSIANE | \$ 50.00 |
| 2019-12-13 | MAL001 | MALLACH, ANDY | \$ 290.00 |
| 2019-12-13 | MCC030 | MCCLEARY, GORDON S. | \$ 1,120.00 |
| 2019-12-13 | MCG010 | MCGREGOR ROBERT "IN TRUST" | \$ 92.15 |
| 2019-12-13 | MIN040 | MINISTER OF FINANCE | \$ 476.04 |
| 2019-12-13 | MUN003 | MUNICIPAL PENSION PLAN 00151- | \$ 38,674.10 |
| 2019-12-13 | MUN002 | MUNICIPAL PENSION PLAN 50151- | \$ 22,923.47 |
| 2019-12-13 | PAC210 | PACIFIC FIRST AID TRAINING & SUPPLIES | \$ 93.72 |
| 2019-12-13 | PER070 | PERRY CHRISTOPHER, MARK | \$ 200.00 |
| 2019-12-13 | PET004 | PETIT, PHILIP | \$ 1,232.00 |
| 2019-12-13 | PET010 | PETRO CANADA | \$ 7,738.47 |
| 2019-12-13 | PON010 | PONY ESPRESSO | \$ 2,483.25 |
| 2019-12-13 | PUR020 | PUROLATOR INC. | \$ 46.08 |
| 2019-12-13 | RAD030 | RADIUS INDUSTRIAL WORKS INC. | \$ 27,782.81 |
| 2019-12-13 | REC002 | RECEIVER GENERAL | \$ 802.05 |
| 2019-12-13 | REC010 | RECEIVER GENERAL FOR CANADA | \$ 94,820.69 |
| 2019-12-13 | SAV040 | SAVE-ON-FOODS | \$ 56.42 |
| 2019-12-13 | SEC030 | SECURE BY DESIGN | \$ 45.71 |
| 2019-12-13 | SEL010 | SELECT OFFICE PRODUCTS | \$ 488.52 |
| 2019-12-13 | SHA010 | SHANAHAN'S LTD. | \$ 1,167.04 |
| 2019-12-13 | SHA030 | SHAW CABLE | \$ 507.53 |

Regional District of Kootenay Boundary

Cheque Register-Summary for month of December 2019

| Cheque Date | Supplier | Name | Amount |
|-------------|----------|--------------------------------|--------------|
| 2019-12-13 | SHA070 | SHAW, GERRY | \$ 351.40 |
| 2019-12-13 | SPE003 | SPEEDPRO SIGNS PLUS | \$ 636.16 |
| 2019-12-13 | STA090 | STAR AUTOMOTIVE INC. | \$ 758.77 |
| 2019-12-13 | TER010 | TERUS CONSTRUCTION LTD DBA | \$ 73,629.58 |
| 2019-12-13 | ARL010 | THE ARLINGTON HOTEL | \$ 654.21 |
| 2019-12-13 | TIL010 | TILLER, MEGAN | \$ 47.00 |
| 2019-12-13 | UNI007 | UNION OF BC MUNICIPALITIES | \$ 204.75 |
| 2019-12-13 | VIS050 | VISTA RADIO LTD. | \$ 715.30 |
| 2019-12-13 | VIV001 | VIVID CONSULTING | \$ 137.81 |
| 2019-12-13 | WES100 | WESCO DISTRIBUTION CANADA LP | \$ 571.25 |
| 2019-12-13 | WOO010 | WOODY'S TIRE & AUTO LTD. | \$ 1,537.26 |
| 2019-12-20 | ALL009 | ALLIANCE INDUSTRIAL SERVICES | \$ 1,095.45 |
| 2019-12-20 | BEA530 | BEAVER VALLEY SOFTBALL | \$ 5,402.79 |
| 2019-12-20 | BOS080 | BOSOVICH, MAURICE | \$ 1,000.00 |
| 2019-12-20 | BOU054 | BOUNDARY COUNTRY AUTO BODY | \$ 395.87 |
| 2019-12-20 | BOU080 | BOUNDARY HOSPITAL | \$ 300.00 |
| 2019-12-20 | BOW080 | BOWMAN, KARLEE, IN TRUST | \$ 124.80 |
| 2019-12-20 | CAH001 | CAHOOTS KITCHEN | \$ 271.40 |
| 2019-12-20 | CHR040 | CHRISTINA LAKE MARINA | \$ 502.85 |
| 2019-12-20 | CHR120 | CHRISTINA LAKE MECHANICAL | \$ 1,761.24 |
| 2019-12-20 | CIE020 | CI EXCAVATING | \$ 312.38 |
| 2019-12-20 | CIA120 | CIARDULLO, FRANK, A. | \$ 470.00 |
| 2019-12-20 | COM055 | COMMUNITY CONSULTATIVE GROUP | \$ 500.00 |
| 2019-12-20 | CRA006 | CRAWFORD TRUCK & EQUIPMENT | \$ 235.71 |
| 2019-12-20 | DAI001 | DAINES, MARK | \$ 60.00 |
| 2019-12-20 | DEL070 | DELL CANADA INC | \$ 1,661.12 |
| 2019-12-20 | STA007 | DESJARDINS CARD SERVICES | \$ 76.81 |
| 2019-12-20 | DUE010 | DUELING OAKS RESTAURANT | \$ 1,672.65 |
| 2019-12-20 | ELL001 | ELLIS, LYNN | \$ 200.00 |
| 2019-12-20 | ENV010 | ENVIRONMENTAL OPERATORS | \$ 166.95 |
| 2019-12-20 | FIR210 | FIREWISE CONSULTING LTD. | \$ 21,136.50 |
| 2019-12-20 | FOS010 | FOSSEN AIR LTD | \$ 1,627.50 |
| 2019-12-20 | FRO110 | FRONTLINE OPERATIONS GROUP | \$ 2,371.53 |
| 2019-12-20 | FRU020 | FRUITVALE CO-OP | \$ 291.52 |
| 2019-12-20 | FRU020 | FRUITVALE CO-OP | \$ 170.57 |
| 2019-12-20 | FRU070 | FRUITVALE FIRE DEPT | \$ 442.00 |
| 2019-12-20 | GAB010 | GABRIELLA'S RESTAURANTS LTD. | \$ 7,099.36 |
| 2019-12-20 | GEN040 | GENELLE VOLUNTEER FIRE DEPT | \$ 442.00 |
| 2019-12-20 | GRE037 | GREENWOOD SAW TO TRUCK REPAIRS | \$ 420.00 |
| 2019-12-20 | HEA025 | HEALTH ARTS SOCIETY | \$ 1,360.00 |
| 2019-12-20 | HOR010 | HORSE ASSOCIATION OF CENTRAL | \$ 4,000.00 |

Regional District of Kootenay Boundary

Cheque Register-Summary for month of December 2019

| Cheque Date | Supplier | Name | Amount |
|-------------|----------|-------------------------------------|---------------|
| 2019-12-20 | INS010 | INSURANCE CORPORATION OF BC | \$ 102,235.00 |
| 2019-12-20 | JOH310 | JOHNSON, ROSANNE, IN TRUST | \$ 146.10 |
| 2019-12-20 | KIM050 | KIM'S CREATIONS | \$ 1,435.20 |
| 2019-12-20 | KIN100 | KING OF KINGS NEW TESTAMENT | \$ 1,000.00 |
| 2019-12-20 | KOO044 | KOOTENAY GATEWAY | \$ 362.25 |
| 2019-12-20 | KOO051 | KOOTENAY HEALTH SERVICES INC | \$ 2,060.00 |
| 2019-12-20 | KOO008 | KOOTENAY MAINTENANCE SERVICES | \$ 1,575.00 |
| 2019-12-20 | KOR030 | KOROLEK, CATHERINE | \$ 239.80 |
| 2019-12-20 | KUC040 | KUCHER, MARK | \$ 90.00 |
| 2019-12-20 | KUH015 | KUHN, JENNIFER | \$ 27.77 |
| 2019-12-20 | LAF002 | LAFRENIERE, BRADEN | \$ 60.00 |
| 2019-12-20 | MAC007 | MACLEOD, JOHN P | \$ 17.60 |
| 2019-12-20 | MIN030 | MINISTER OF FINANCE | \$ 5,287.50 |
| 2019-12-20 | MIN090 | MINISTRY OF FORESTS LANDS NAT. RES. | \$ 525.00 |
| 2019-12-20 | MON040 | MONTROSE FIRE DEPARTMENT | \$ 442.00 |
| 2019-12-20 | OKT020 | OK TIRE AND AUTO SERV | \$ 346.83 |
| 2019-12-20 | OME040 | OMEGA COMMUNICATIONS LTD. | \$ 39.20 |
| 2019-12-20 | PAU030 | PAULSON MECHANICAL SYSTEMS LTD. | \$ 236.25 |
| 2019-12-20 | POL015 | POLYMERSHAPES DISTRIBUTION | \$ 806.40 |
| 2019-12-20 | PUR020 | PUROLATOR INC. | \$ 52.81 |
| 2019-12-20 | ROS140 | ROSSLAND FIRE DEPT. | \$ 442.00 |
| 2019-12-20 | ROS008 | ROSSLAND GOLD-FEVER FOLLIES | \$ 11,178.00 |
| 2019-12-20 | RUD015 | RUDDICK, KEN | \$ 700.00 |
| 2019-12-20 | SAV010 | SAVAGE PLUMBING & HEATING | \$ 448.88 |
| 2019-12-20 | SAV040 | SAVE-ON-FOODS | \$ 93.10 |
| 2019-12-20 | SEL010 | SELECT OFFICE PRODUCTS | \$ 576.58 |
| 2019-12-20 | SHA030 | SHAW CABLE | \$ 69.88 |
| 2019-12-20 | SIM070 | SIMM, LARRY | \$ 90.00 |
| 2019-12-20 | SPA002 | SPARKES, EMER | \$ 17.75 |
| 2019-12-20 | STA090 | STAR AUTOMOTIVE INC. | \$ 448.00 |
| 2019-12-20 | TEL001 | TELUS COMMUNICATIONS (B.C.) INC. | \$ 385.14 |
| 2019-12-20 | TEL050 | TELUS COMMUNICATIONS CO. C/O | \$ 1,367.92 |
| 2019-12-20 | TRA005 | TRAIL LIONS CLUB | \$ 2,413.28 |
| 2019-12-20 | TRE100 | TRERISE, RANDY | \$ 310.20 |
| 2019-12-20 | UNI007 | UNION OF BC MUNICIPALITIES | \$ 204.75 |
| 2019-12-20 | UPS010 | UPS CANADA | \$ 155.98 |
| 2019-12-20 | WAL007 | WALKER, JOSH | \$ 69.95 |
| 2019-12-20 | WES025 | WESTEK CONTROLS LTD. | \$ 68,061.00 |
| 2019-12-20 | YEL010 | YELLOWHEAD ROAD & BRIDGE | \$ 376.11 |
| 2019-12-24 | LAN030 | BC LAND TITLE & SURVEY AUTHORITY | \$ 1,000.00 |
| 2019-12-27 | ARM060 | ARMSTRONG MONITORING | \$ 614.00 |

Regional District of Kootenay Boundary

Cheque Register-Summary for month of December 2019

| Cheque Date | Supplier | Name | Amount |
|----------------------------|-----------------|----------------------------------|----------------------|
| 2019-12-27 | BEA220 | BEAVER VALLEY SKATING CLUB | \$ 135.00 |
| 2019-12-27 | CEN150 | CENTURION 2000 FIRE PROTECTION | \$ 262.73 |
| 2019-12-27 | CHR270 | CHRISTINA LAKE NEWS | \$ 212.00 |
| 2019-12-27 | COL004 | COLLEGE OF THE ROCKIES | \$ 150.00 |
| 2019-12-27 | CON150 | CONNECT HEARING | \$ 250.00 |
| 2019-12-27 | DUE010 | DUELING OAKS RESTAURANT | \$ 743.40 |
| 2019-12-27 | FER001 | FERRARO FOODS | \$ 21.48 |
| 2019-12-27 | FIR060 | FIRE PREVENTION OFFICERS | \$ 20.20 |
| 2019-12-27 | FORGRA | FORTIS BC - FINANCIAL ACCOUNTING | \$ 467.25 |
| 2019-12-27 | HOM010 | HOME DEPOT CREDIT SERVICES | \$ 108.54 |
| 2019-12-27 | KUH015 | KUHN, JENNIFER | \$ 61.50 |
| 2019-12-27 | LAU010 | LAUENER BROS JEWELLERS | \$ 29.14 |
| 2019-12-27 | MAR033 | MARSHALL-HILL & ASSOCIATES | \$ 2,848.00 |
| 2019-12-27 | MUN003 | MUNICIPAL PENSION PLAN 00151- | \$ 38,458.57 |
| 2019-12-27 | MUN002 | MUNICIPAL PENSION PLAN 50151- | \$ 22,762.52 |
| 2019-12-27 | REC002 | RECEIVER GENERAL | \$ 802.05 |
| 2019-12-27 | REC010 | RECEIVER GENERAL FOR CANADA | \$ 94,032.68 |
| 2019-12-27 | SAV010 | SAVAGE PLUMBING & HEATING | \$ 109.09 |
| 2019-12-27 | SAV040 | SAVE-ON-FOODS | \$ 15.98 |
| 2019-12-27 | SHA030 | SHAW CABLE | \$ 496.99 |
| 2019-12-27 | STA090 | STAR AUTOMOTIVE INC. | \$ 576.06 |
| 2019-12-27 | TEL001 | TELUS COMMUNICATIONS (B.C.) INC. | \$ 9,017.47 |
| 2019-12-27 | CRE015 | TOWN OF CRESTON | \$ 240.00 |
| 2019-12-27 | WAN050 | WANETA AUTO AND EQUIPMENT REPAIR | \$ 1,209.81 |
| 2019-12-27 | WES100 | WESCO DISTRIBUTION CANADA LP | \$ 278.74 |
| 2019-12-27 | WES025 | WESTEK CONTROLS LTD. | \$ 17,657.84 |
| 2019-12-27 | WSA010 | WSA ENGINEERING LTD. | \$ 43,741.13 |
| 2019-12-27 | WYN015 | WYNA, DENA | \$ 125.20 |
| Total Accounts Paid | | | \$ 923,368.87 |

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



Utilities Committee
Wednesday, November 13, 2019
RDKB Board Room-Grand Forks, BC
Minutes

Committee Members Present:

Director R. Cacchioni, Chair
Director G. McGregor
Director A. Grieve
Director D. Langman
Director V. Gee, via teleconference
Director S. Morissette
Director A. Morel
Alternate Director B. Edwards

Staff Present:

G. Denkovski, Manager of Infrastructure and Sustainability
T. Lenardon, Manager of Corporate Administration/Recording Secretary
M. Andison, Chief Administrative Officer
B. Ihlen, General Manager, Finance
J. Dougall, General Manager, Environmental Services
F. Maika, Corporate Communications Officer

Other Directors Attending:

Director R. Russell

CALL TO ORDER

The Chair called the meeting to order at 4:00 p.m.

ADOPTION OF AGENDA (ADDITIONS/DELETIONS)

The agenda for the November 13, 2019 Utilities Committee meeting was presented.

Moved: Director McGregor Seconded: Director Morel

That the agenda for the November 13, 2019 Utilities Committee meeting be adopted as presented.

Carried.

ADOPTION OF MINUTES

The minutes of the Utilities Committee meeting held on September 11, 2019 were presented.

Moved: Director Grieve Seconded: Alternate Director Edwards

That the minutes of the Utilities Committee meeting held on September 11, 2019 be adopted as presented.

Carried.

GENERAL DELEGATIONS

There were no delegations in attendance at the meeting.

UNFINISHED BUSINESS

**G. Denkovski, Manager of Infrastructure and Sustainability
Re: Grant Opportunity Tracking**

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

Moved: Director McGregor Seconded: Director Langman

That the report from Goran Denkovski, Manager of Infrastructure and Sustainability, on the tracking of grant opportunities be received.

Carried.

NEW BUSINESS

G. Denkovski, Manager of Infrastructure and Sustainability

Re: Utilities Committee Services 2019 Draft Workplans

Draft Workplan Reports from Goran Denkovski, Manager of Infrastructure and Sustainability for the Utilities Committee Services were presented.

Moved: Director McGregor Seconded: Director Langman

That the following draft Workplan Reports by Goran Denkovski, Manager of Infrastructure and Sustainability for the Utilities Committee Services be received:

1. Big White Street Lighting
2. Beaverdell Street Lights
3. Beaver Valley Water Service
4. Christina Lake Water Utility Service
5. Columbia Gardens Service
6. Rivervale Water
7. East End Sewer
8. Rivervale & Oasis Sewer.

Carried.

G. Denkovski, Manager of Infrastructure and Sustainability

Re: Draft Big White Street Lighting (101) and Beaverdell Street Lighting (103) Services-2020 - 2024 Five Year Financial Plans

Moved: Director Morel Seconded: Director Morissette

That the Utilities Committee refer the draft Big White Street Lighting Service (101) and the draft Beaverdell Street Lighting Service (103) 2020-2024 Five-Year Financial Plans to a future meeting for further review by the Committee.

Carried.

G. Denkovski, Manager of Infrastructure and Sustainability

Re: Draft Beaver Valley Water Service (500) 2020-2024 Five Year Financial Plan

Moved: Alternate Director Edwards Seconded: Director Morissette

That the Utilities Committee refer the draft Beaver Valley Water Service (500) 2020-2024 Five-Year Financial Plan to a future meeting for further review by the Committee.

Carried.

G. Denkovski, Manager of Infrastructure and Sustainability
Re: Draft Christina Lake Water Utility (550) 2020-2024 Five Year Financial Plan

Moved: Director Grieve Seconded: Director Langman

That the Utilities Committee refer the draft Christina Lake Water Utility Service (550) 2020-2024 Five-Year Financial Plan to a future meeting for further review by the Committee.

Carried.

G. Denkovski, Manager of Infrastructure and Sustainability
Re: Draft Columbia Gardens Industrial Water Supply Utility (600) 2020-2024 Five Year Financial Plan

Moved: Director McGregor Seconded: Director Langman

That the Utilities Committee refer the draft Columbia Gardens Industrial Water Supply Utility Service (600) 2020-2024 Five-Year Financial Plan to a future meeting for further review by the Committee.

Carried.

G. Denkovski, Manager of Infrastructure and Sustainability
Re: Draft Rivervale Streetlighting and Water Utility Service (650) 2020 - 2024 Five Year Financial Plans

Moved: Director Grieve Seconded: Director McGregor

That the Utilities Committee refer the draft Rivervale Streetlighting and Water Utility Service (650) 2020 - 2024 Five Year Financial Plan to a future meeting for further review by the Committee.

Carried.

G. Denkovski, Manager of Infrastructure and Sustainability
Re: Draft East End Regionalized Sewer Utility (700) 2020-2024 and Five Year Financial Plan

Moved: Director Langman Seconded: Director Morel

That the Utilities Committee refer the draft East End Regionalized Sewer Service (700) 2020 - 2024 Five Year Financial Plan to a future meeting for further review by the Committee.

Carried.

G. Denkovski, Manager of Infrastructure and Sustainability
Re: Draft East End Regionalized Sewer City of Trail Sole Benefiting (700-101),
City of Rossland Sole Benefiting (700- 102) and Rossland Warfield Dual Benefiting
(700-102) Services 2020-2024 Five Year Financial Plan

Moved: Director Langman Seconded: Director Morissette

That the Utilities Committee refer the draft East End Regionalized Sewer City of Trail Sole Benefiting (700-101), City of Rossland Sole Benefiting (700-102) and Rossland Warfield Dual Benefiting (700-103) services 2020 - 2024 Five Year Financial Plans to a future meeting for further review by the Committee.

Carried.

G. Denkovski, Manager of Infrastructure and Sustainability
Re: Draft Rvervale and Oasis Sewer Service Utility (800) 2020- 2024
Five Year Financial Plans

Moved: Alternate Director Edwards Seconded: Director Langman

That the Utilities Committee refer the draft Rivervale and Oasis Sewer Utility Service (800) 2020 - 2024 Five Year Financial Plans to a future meeting for further review by the Committee.

Carried.

G. Denkovski, Manager of Infrastructure and Sustainability
Re: Flow Meter Report for Volume Data Collected

The Flow Meter Report summarizing volume data collected during August to September 2019 was presented.

Moved: Director Morel Seconded: Director Langman

That the Flow Meter Report summarizing volume data collected for the months August to September 2019, be received as presented.

Carried.

G. Denkovski, Manager of Infrastructure and Sustainability
Re: Christina Lake Solar Aquatic Center
Second Quarter 2019 Sludge Operations Report

A staff report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding Second quarter 2019 sludge operations for the Christina Lake Solar Aquatic Center, was presented.

Moved: Director McGregor Seconded: Director Morel

That the staff report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the second quarter 2019 sludge operations for the Christina Lake Solar Aquatic Center, be received

Carried.

LATE (EMERGENT) ITEMS

There were no late emergent items to discuss.

DISCUSSION OF ITEMS FOR FUTURE MEETINGS

- Follow up on the Deer Ridge, Anaconda and Bridesville water-transition studies.

QUESTION PERIOD FOR PUBLIC AND MEDIA

A question period was not necessary.

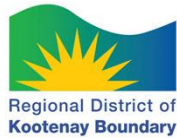
CLOSED (IN CAMERA) SESSION

A closed meeting was not required.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned (time: 4:34 p.m.).

TL



**Electoral Area Services Committee
Minutes**

Thursday, November 14, 2019
RDKB Board Room, 843 Rossland Ave., Trail, BC

Directors Present:

Director Ali Grieve
Director Grace McGregor
Director Roly Russell
Director Vicki Gee, via tele-conference

Directors Absent:

Director Linda Worley

Other Directors Present:

Alternate Director Bill Edwards
Director Andy Morel

Staff Present:

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

Members of the Public: 2

CALL TO ORDER

Vice-Chair McGregor called the meeting to order at 4:30 p.m.

ACCEPTANCE OF AGENDA (ADDITIONS/DELETIONS)

November 14, 2019

Item 6C was moved to the front of the agenda.

A request was made to add a discussion regarding whether, due to shared interests, the Boundary Community Development Committee (BCDC) should review some work plans even though they only apply to electoral areas.

Moved: Director Grieve

Seconded: Director Russell

That the November 14, 2019 Electoral Area Services Agenda be adopted as amended.

Carried.

MINUTES

October 17, 2019

Moved: Director Grieve

Seconded: Alternate Director Edwards

That the October 17, 2019 Electoral Area Services meeting minutes be adopted as presented.

Carried.

DELEGATIONS

There were no delegations in attendance.

UNFINISHED BUSINESS

There was no unfinished business to discuss.

NEW BUSINESS**Kathleen Hanson****RE: MOTI Subdivision**

100 Richie Road, Electoral Area 'B'/Lower Columbia-Old Glory

RDKB File: B-Twp28-10997.010

Director Andy Morel, City of Rossland, explained the City's desire to establish an 8.5 m statutory right of way for the City's water line that could also be used as a trail connecting the Centennial Trail to Blackjack. He mentioned this referral is going before Rossland City Council on November 18th and their resolution would be forwarded to RDKB Staff.

Moved: Director Grieve

Seconded: Director Russell

That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed subdivision, for the parcel legally described as Lot A, Section 10, TWP 28, KD, Plan NEP12806, Electoral Area B/Lower Columbia-Old Glory, be received; And Further, that the EAS Committee provide comment to the Ministry of Transportation and Infrastructure to recommend the registration of an approximate 6.0 m-wide statutory right-of-way through the lands to provide a trail connection to the Centennial Trail.

Moved: Director Grieve

Seconded: Director Russell

That the recommendation be amended to: That a staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed subdivision, for the parcel legally described as Lot A, Section 10, TWP 28, KD, Plan NEP12806, Electoral Area B/Lower Columbia-Old Glory, be placed on the November 28, 2019 Board Agenda.

Voting on the original motion as amended. Carried.

Lana and Barry Hicks**RE: OCP and Zoning Amendment**

1930 Setterland Road, Electoral Area 'C'/Christina Lake

RDKB File: C-750-04040.000

Mr. Dave Beaton, agent for the applicants, was in attendance and spoke to the application. He clarified questions regarding the septic field for the mobile home park, the bridge and the proposed water line.

Moved: Director Grieve

Seconded: Director Russell

That the application submitted by David Beaton, on behalf of Barry and Lana Hicks, to amend the Electoral Area C/Christina Lake Official Community Plan Bylaw No. 1250 and the Electoral Area C/Christina Lake Zoning Bylaw No. 1300 to rezone a portion of the property to Single Family Residential 1 and Rural 1 to facilitate a three lot subdivision on the property legally described as Lot 5, Plan KAP2164, DL 750, SDYD, Electoral Area C/Christina Lake be supported;

And Further, that staff be directed to draft amendment bylaws for presentation to the RDKB Board of Directors for first and second reading and to schedule and hold a public hearing on the proposed bylaw amendments upon receipt of an updated subdivision plan from the applicant.

Carried.

Bonnie and Les Hoffman

RE: Development Variance Permit

2410 Almond Gardens Road East, Electoral Area D/Rural Grand Forks

RDKB File: D-500-03060.000

Moved: Director Russell

Seconded: Director Grieve

That the Development Variance Permit application submitted by Leslie and Bonnie Hoffman, to allow for a reduced front yard setback from 7.5 m to 6.7 m – a 0.8 m variance – to construct a detached carport on the property legally described as Lot A, DL 500, SDYD, Plan KAP9246, Electoral Area D/Rural Grand Forks, be presented to the Regional District of Kootenay Boundary Board of Directors for consideration, with a recommendation of support.

Carried.

Grant in Aid Report

Moved: Director Grieve

Seconded: Director Russell

That the Grant in Aid report be received.

Carried.

Gas Tax Report

Director Grieve suggested that additional lines for anticipated projects be included in the gas tax report.

*Electoral Area Services
November 14, 2019
Page 4 of 6*

Moved: Alternate Director Edwards

Seconded: Director Grieve

That the Gas Tax report be received.

Carried.

Draft Service Work Plans

Draft Work Plans for services that are under the jurisdiction of the Electoral Area Services committee were presented.

Moved: Director Grieve

Seconded: Director Russell

The Electoral Area Services Committee discussed the following Draft Work Plans which will be reviewed further at a future meeting:

- 002 Electoral Area Administration
- 005 Planning & Development
- 014 Area B Recreation Service
- 023 Christina Lake Regional Parks Trails
- 024 Christina Lake Recreation Facilities
- 027 Christina Lake Regional Parks Trails
- 045 Area 'D' Regional Parks and Trails
- 051 Christina Lake Fire Protection Service
- 053 Beaverdell Fire Protection Service
- 054 Big White Fire Department 2020 First Draft
- 057 Grand Forks Rural Fire Protection Service
- 058 Kettle Valley Fire Protection Service
- 070 East End Animal Control Service
- 081 Mosquito Control Christina Lake
- 090 Weed Control Area A
- 091 Christina Lake Milfoil
- 092 Weed Control Areas D and E
- 120 House Numbering Areas A&C
- 121 House Numbering Area D
- 122 House Numbering Area B
- 123 House Numbering Area E

Carried.

BCDC review of work plans

Due to shared interests, it was suggested the BCDC review some work plans even though they only apply to electoral areas.

LATE (EMERGENT) ITEMS

There were late/emergent items to discuss.

DISCUSSION OF ITEMS FOR FUTURE AGENDAS

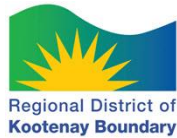
A discussion was not required.

CLOSED (IN CAMERA) SESSION

A closed (in camera) session was not required.

ADJOURNMENT

There being no further business to discuss, Vice-Chair McGregor adjourned the meeting at 5:30 p.m.



East End Services Committee

Minutes Tuesday, November 19, 2019 RDKB Trail Board Room

Committee members:

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

Staff present:

M. Andison, Chief Administrative Officer
J. Chandler, General Manager of Operations/Deputy CAO
M. Forster, Executive Assistant
B. Ihlen, General Manager of Finance
D. Derby, Regional Fire Chief
F. Maika, Corporate Communications Officer
One fire fighter

Call to Order

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

Acceptance of the Agenda (additions/deletions)

The agenda for the November 19, 2019 East End Services Committee meeting was presented.

The following items were added as late items:

1. Bear Creek garbage dump
2. Reduction in Tadanac transit service

***Page 1 of 6
East End Services Committee
November 19, 2019***

3. Temporary bus shelter at Trail downtown exchange
4. P&P Committee

Moved: Director Cacchioni Seconded: Director Morissette

That the agenda for the November 19, 2019 East End Services Committee meeting be adopted as amended.

Carried

Minutes

The minutes of the October 15, 2019 East End Services Committee meeting were presented.

Moved: Director Morissette Seconded: Director Morel

That the minutes of the October 15, 2019 East End Services Committee be adopted as presented.

Carried

Delegations

There were no delegations present.

Unfinished Business

D. Derby, Regional Fire Chief Re: KBRFR Public Engagement Final Report

A staff report from Dan Derby, Regional Fire Chief regarding the Kootenay Boundary Regional Fire Rescue service review, public engagement - final report, was presented.

Moved: Director Cacchioni Seconded: Director Walsh

That the staff report from Dan Derby, Regional Fire Chief regarding the Kootenay Boundary Regional Fire Rescue Service Review, public engagement – final report be received. **FURTHER** that staff post the final report to the jointheconversation.rdkb.com

online engagement website and notify those who registered for the engagement process that the final report is available for review.

Carried

F. Maika, Corporate Communications Officer, left the meeting after this agenda item.

New Business

J. Chandler, General Manager of Operations/Deputy CAO

Re: City of Trail Letter - Police Based Victims' Assistance Service/2020 Greater Trail Victims' Services (009) Work Plan

A letter from Mayor Pasin, City of Trail, to Committee Chair Grieve requesting a management report and metrics pertaining to the Victims' Assistance Service was presented as well as the 2020 draft work plan and other information.

Discussion ensued on the Victims' Services Program and the Committee directed staff to follow up on:

1. clarification on where the people that use this service come from;
2. provide clear guidelines around roles and responsibilities of stakeholders and clients who use the service;
3. a clear definition of what services the Program provides;
4. what is the role of Victims' Services;
5. having the Victim Services Coordinator provide at least one additional report a year on operations and statistics;
6. providing additional dialogue in the reporting and a more detailed analysis;
7. more transparency of the service.

J. Chandler informed the Committee that more information would be provided in January 2020 with the next iteration of the work plan.

Moved: Director Morissette Seconded: Director Morel

That the East End Services Committee directs to staff to draft a response to the letter received from Mayor Pasin, City of Trail on November 1, 2019 and provide a draft of the response to the Committee before the letter is sent out.

Carried

In Director Worley's absence, Alternate Director Edwards read a written statement from Director Worley where she had previously spoken to Committee Chair Grieve and supports the discussion that she has led on this issue and echoes the recommendation.

M. Daines, Manager of Facilities and Recreation
Re: 2020 Culture, Arts and Recreation Service (018) Work Plan

The 2020 Culture, Arts and Recreation Service (018) Work Plan was attached for information.

Moved: Director Walsh Seconded: Alternate Director Edwards

That the East End Services Committee discuss the proposed Culture, Arts and Recreation Service (018) Work Plan, provide direction to staff as to any changes to be made or issues investigated and refer it to a future Committee meeting for further review.

Carried

D. Derby, Regional Fire Chief
Re: 2020 Kootenay Boundary Regional Fire Rescue Service (050) Work Plan

The 2020 Kootenay Boundary Regional Fire Rescue Service (050) Work Plan was attached for information.

Moved: Director Cacchioni Seconded: Alternate Director Parkinson

That the East End Services Committee discuss the proposed Kootenay Boundary Regional Fire Rescue Service (050) Work Plan, provide direction to staff as to any changes to be made or issues investigated and refer it to a future Committee meeting for further review.

Carried

In Director Worley's absence, Alternate Director Edwards provided the following written statement from Director Worley: "Director Worley always has and will support any improvements that Chief Derby recommends and/or states are necessary to sustain the health of the fire fighters and the department to ensure the ongoing protection of our East End residents. If necessary for further direction to this statement, please know that I leave it to the Chief and his team to determine the triaging order of importance to address each of the points in their report".

J. Chandler, General Manager of Operations/Deputy CAO
Re: 2020 East End Transit Service (900) Work Plan

The 2020 East End Transit Service (900) Work Plan was attached for information.

Moved: Alternate Director Parkinson Seconded: Alternate Director Edwards

That the East End Services Committee discuss the proposed East End Transit Service (900) Work Plan, provide direction to staff as to any changes to be made or issues investigated and refer it to a future Committee meeting for further review.

Carried

Chair Grieve
Re: \$300,000 Grant-in-Lieu Dam Revenue

The following discussion ensued:

- How do we transition away from use of \$300,000 grant-in-lieu revenue to KBRFR service?
- What would be the budget implications if \$300,000 grant-in-lieu revenue were re-directed to Emergency Management service rather than KBRFR service?

D. Derby, Regional Fire Chief, provided the Committee members with two options for consideration that dealt with the transitional funding, if the intent was to transition away from the use of grant-in-lieu revenue:

1. In 2020/2021 when the \$300,000 is received, \$150,000 would be used operationally and \$150,000 would be transferred to capital reserves, or
2. In 2020/21 when the \$300,000 is received, \$200,000 would go towards operations and \$100,000 would go to capital reserves. In 2022, the money would be transferred out of reserves to operations.

These options will be reflected in the next iteration of the work plan.

Late (Emergent) Items

Director Cacchioni addressed the following items:

1. Bear Creek garbage dumping

- Director Cacchioni informed the Committee members of the dumping of garbage at Bear Creek and the need to address the situation.
- 2. The reduction of transit service in Tadanac.
- 3. Temporary downtown exchange bus shelter
 - this item was discussed earlier in the meeting
- 4. P&P Committee
 - Director Cacchioni felt that the Policy and Personnel Committee was not addressing issues in a timely manner related to remuneration and taxable issues.

Discussion of items for future agendas

Contributions from East End to the Boundary area.

Question Period for Public and Media

A question period for public and media was not required.

Closed (In camera) Session

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

Moved: Director Morel Seconded: Director Walsh

That the East End Services Committee proceed to a closed meeting pursuant to Section 90 (1) (e) of the Community Charter at 11:50 am.

Carried

The East End Services Committee meeting reconvened to the open meeting at 12:04 pm.

Adjournment

The meeting was adjourned at 12:05 pm.



Beaver Valley Regional Parks and Regional Trails Committee

Minutes

Wednesday, December 11, 2019

RDKB Trail Committee Room, Trail, BC

Committee members present:

Director A. Grieve, Chair

Director S. Morissette

Director M. Walsh

Staff present:

M. Andison, Chief Administrative Officer

M. Forster, Executive Assistant/Recording Secretary

M. Daines, Manager of Facilities and Recreation

CALL TO ORDER

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

ACCEPTANCE OF THE AGENDA (additions/deletions)

There was no agenda for presentation.

ADOPTION OF MINUTES

There were no previous minutes for adoption at this time.

DELEGATIONS

There were no delegations.

UNFINISHED BUSINESS

There was no unfinished business to discuss.

NEW BUSINESS

There was no new business to discuss.

LATE (EMERGENT) ITEMS

There were no late (emergent) items to discuss.

DISCUSSION OF ITEMS FOR FUTURE MEETINGS

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

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

Moved: Director Morissette Seconded: Director Walsh

That the Beaver Valley Regional Parks and Regional Trails Committee proceed to a closed meeting pursuant to Section 90 (1) (c) of the *Community Charter* at 3:30 pm.

Carried

The Beaver Valley Regional Parks and Regional Trails Committee reconvened to the open meeting at 4:25 pm.

ADJOURNMENT

The meeting was adjourned at 4:25 pm.



**Regional District of
Kootenay Boundary**

KETTLE RIVER WATERSHED ADVISORY COUNCIL

MINUTES

Thursday, September 19, 2019

9:30 a.m. to 12:00pm

Studio A – 7330 2nd Street

Grand Forks, BC

KRWAC Voting Members:

Present

| | |
|----------------------------|--|
| Barb Stewart | Boundary Invasive Species, consultant |
| Chris Mehmal, | GFSBA/SISA/Christina Lake Gravel |
| Ciel Sander | Trails to the Boundary Society |
| Dan Macmaster | Vaagen & Community Forest |
| Frank Van Oyen | Kettle River Stockman's Association |
| Fred Elsaesser | Advance Nursery |
| Jamie Haynes | Rancher |
| Kathy O'Malley | Fife Community Water System |
| Maurice Valcourt | Big White Ski Resort |
| Mike Jones | Grand Forks Irrigation District and Covert Irrigation District |
| Randy Trerise | Woodlot, forestry consultant, Jewel Lake Environment Society |
| Ron Palmer & Bill Sperling | Interfor |
| Suzanne Adrain-Vincent | Christina Lake Stewardship Society |

Regrets

| | |
|-------------------|--|
| Al Wait | Mineral Exploration representative |
| Barry Noll | ATV (All-Terrain Vehicle) and ORV (Off-Road Vehicle) |
| Jennifer Houghton | Boundary Watershed Forest Stewardship Society |
| Scott Leslie | British Columbia Timber Sales |

KRWAC Non-voting Members:

Present

| | |
|-----------------|--|
| Alisa Siemens | Range Officer, Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) |
| Amanda Anderson | Referrals Officer, Osoyoos Indian Band (OIB) (joined by phone) |
| Bill Folks | Planning Director, Ferry County, Washington |
| Brian Taylor | Mayor, City of Grand Forks |
| Gerry Shaw | Director, City of Greenwood |
| Grace McGregor | Electoral Area C/Christina Lake, Director, RDKB |
| Patricia Falkus | Referrals Clerk, OIB (joined by phone) |
| Richard Dunsdon | Director, Village of Midway |
| Roly Russell | Electoral Area D/Grand Forks, Director, RDKB; Chair |
| Ron Hall | Natural Resource Advisor/Technician, OIB (joined by phone) |

Ryan Whitehouse
Vicki Gee

Aquatic Ecologist, FLNRORD
Electoral Area E/West Boundary, Director, RDKB

Regrets

Christina Forbes
Dawn Sioga
Jean Lloyd
Jennifer Andrews
Lisa Tedesco
Michael Zimmer
Natasha Neumann

Regional Agrologist, Ministry of Agriculture
Vice President, Boundary Metis Community Associated (BMCA)
President, BMCA
Section Head Water Kootenay Boundary Region, FLNRORD
Ecosystem Biologist, FLNRORD
Fisheries Team Lead, Okanagan Nation Alliance
Research Hydrologist, FLNRORD

Guests and RDKB staff:

Present

Fred Marshall
Jensen Edwards
Donna Dean
Kristina Anderson
Maria Ciardullo

Member of the public
Reporter, Grand Forks Gazette
Manager of Planning and Development, RDKB
Watershed Planner, RDKB
Recording Secretary, RDKB

1. Welcome and Introductions – Chair R. Russell called the meeting to order at 9:35 a.m. by welcoming members, including phone participants, and guests; acknowledging that this meeting is taking place on the traditional territory of the Syilx people, and offering thanks to those who traditionally or currently call this place home. All participants introduced themselves and their organization or interests. D. Dean recognized two of the 2018 KRWAC members who passed away: Marguerite Rotvold and Rick Simpson.

2. Approval of Agenda

F. Marshall suggested an item be added to future agendas to include time for public input at these meetings.

As identified in the meeting, all material presented and associated discussions are for information sharing and are not to be considered as legal consultation with First Nations.

3. Approval of Minutes from June 27, 2018

C. Sander raised a concern regarding item #12 from the 2018 meeting minutes. It was identified that this would be addressed during the review of the 2018 meeting action item (Item #5 of this agenda). No other concerns were raised.

4. Terms of Reference (2019)

D. Dean reviewed the KRWAC terms of reference that were adopted by the RDKB Board of Directors. A discussion ensued regarding this Council's delegation of authority, ability to write letters and decision-making. The creation of an ad hoc committee was discussed, consisting of both staff and advisory council members, but will be set aside for one year as this new Council develops.

5. Action Items from the June 27, 2018 meeting

There were seven sections within the 2018 meeting minutes where action items were recorded. As these action items were identified over a year ago, some items have been completed and no further discussion was required. Description of the action items is provided in this meeting's agenda.

- **Additional Work plan items** – complete
- **Funding** – Funding opportunities to incorporate Traditional Ecological Knowledge (TEK) will be table for a future meeting. The Okanagan Nation Alliance (ONA) is looking into what TEK research may be available for the Okanagan area. Ongoing.
- **Kettle River Threat Assessment** – Discussion postponed. The KR Threat Assessment will need to be re-distributed to all KRWAC members before this action item can be completed. Ongoing.
 - ⇒ Please note: Below is the link to the document “Threat Assessment of Riparian Areas in the Kettle River Watershed” dated 2017, produced by the Granby Wilderness Society.
<http://kettleriver.ca/wp-content/uploads/2017/05/KRWTa-Final-April-2017-1.pdf>
- **Riparian Areas Regulation (RAR)** – K. Anderson recommended changing the wording of this action item to “RDKB staff to provide the KRWAC information on the implications for residents, stakeholders, local government and the environment on implementing RAR in the Boundary region”. Informed on the implications of RAR on the Boundary region is important when deciding whether to adopt RAR for this area. This change of wording was approved, and RDKB staff are tasked to provide the information prior to the next KRWAC meeting. Ongoing.
- **Improving Health and Condition of the Kettle River Watershed Riparian Areas** – Due to the requirement that the Board approves letters, apprehensions were expressed with the time it could take for a letter of concern to be sent to the intended recipients. In addition, concerns with how one defines Best Management Practices (BMP) and that BMP change over time as new knowledge and science becomes available. Proposed that BMPs recommended by FREP (Forest and Range Evaluation Program) relative to riparian areas in the Boundary TSA (Timber Supply Area) be implemented as practicable in the Boundary. Clarification was received from staff that, at least for the next year, all letters requested by the KRWAC to outside organizations will come from the RDKB Board.

R. Russel made the following motion: to communicate the decision of this council that we raise awareness with foresters to identify them as partners in this process to help protect water quality and quantity by applying current best management practices. Motion carried.

- **Forest Practices Board Presentation** – The Province is currently working on a Kettle River hydrological model, work that may affect the need to hire a Forest Hydrologist for watershed review. Recommend deferring action item. Tara DeCourcy, District Manager of Selkirk Resource District, has asked RDKB if the Province could participate in the KRWAC with the idea that they would be allotted a 1.5 to 2-hour segment of time to discuss Boundary forestry items, forestry concerns and answer questions. This request will go to KRWAC vote.
- **Concerns regarding speedboats, logjams, trees down from windfall, tubing, protective works...** – This continues to be a concern. Knowing that these issues involve a variety of governmental jurisdictions. A request was made for a RDKB response that outlines steps moving forward to address these concerns. Action item: RDKB staff to provide information on hazards within waterways.
- **Creation of focused (ad hoc) groups** – Discussion about creating an executive committee designed to discuss time sensitive items as they arise. Including the possibility of tele-conference meetings when urgent matter arise. Outcome: This item has been put on hold for one year.

6. Collective Roots contracts

D. Dean reviewed the three Collective Roots contracts: Drought Plans (Drought Management Plan, Drought Response Plan, and Public Engagement Plan), Well Licensing Workshops and Public Outreach. A discussion on defining the difference between well licensing and well registration transpired. A reminder to participants that all non-domestic groundwater use must be licensed, and domestic wells can be registered but cannot be licensed. The slow Provincial processing time was recognized; however, acknowledged that the well owner is considered in compliance with the *Water Sustainability Act* requirements once the Province has received the well licence application.

The members of the Osoyoos Indian Band left the meeting at 10:55 a.m. due to another commitment.

7. 2019/20 Boundary Integrated Watershed Service (BIWS) Work Plan

R. Russell explained the services and work plans of the RDKB. D. Dean reviewed the work plan and the description of services and projects. No comments or concerns were expressed.

8. Operating contracts

Boundary Habitat Stewards were awarded \$10,000 from the BIWS contracts fund to restore and enhance black cottonwood riparian forests in the Kettle River Watershed. B. Stewart provided a quick summary of the project.

9. Member and participant updates

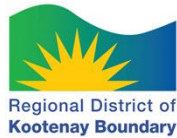
Members were asked to provide a quick update regarding current projects, ideas, thoughts, or concerns:

- D. Macmaster – Jewel Lake potential project of fuel mitigation and fire risk;
- F. Marshall– Suggested a full day KRWAC meeting that would allow for more meaningful discussions and interactions;
- A. Siemens– Currently working on riparian restoration;
- B. Stewart– Invasive species, rehabilitation of roads;
- S. Adrain Vincent– Concerned about invasive species, specifically northern pike, and Christina Lake Stewardship Society will have their annual review on November 20th;
- J. Haynes – Would like to see better communication and emphasized the importance of water to ranchers, farmers and all food producers;
- B. Taylor – Challenges with funding for mitigation;
- G. McGregor – Need to celebrate the establishment of the KRWAC;
- R. Whitehouse – Is focused on drought response and hydrometric network;
- G. Shaw – Happy to be part of the process;
- D. Dean – Community watershed and disaster mitigation fund;
- V. Gee – Rock Creek Fall Fair booth was a success; a new road paving system is being tested in the West Boundary region;
- B. Folks – Happy to be part of the process;
- M. Valcourt – Would like to see more water management education offered to property developers;
- K. O'Malley – Focusing on water quality/quantity;
- B. Sperling – Finally catching up on road system repairs from freshet two years ago;
- R. Dunsdon – Upcoming Official Community Plan (OCP) review for the village;
- F. Elsaesser – Happy to be part of the process;
- C. Sander – Looking to bring in rail trail tourists; restoration of riparian zones; invasive species concerns; working on interpretive signage;
- R. Palmer – Focused on rehabilitation of roads; collaborating with First Nations;
- F. Van Oyen – Concerns with cut blocks and the overturning of root balls to address root rot, and how this affects water volumes during spring melt;
- R. Russell – The inherent value of this group is its diversity; maximize the value of the Watershed service; Provincial support needed; regulation of private land logging to support social license of forestry; and development of the community forests

10. Scheduling of Next Meeting

Next meeting with the end of November. A poll to be circulated among the committee members to finalize to determine preferred length of time for future meetings; as well, whether a portion of the meeting will be allocated to a Provincial forestry discussion lead by Tara DeCourcy, District Manager of Selkirk Resource District, FLNRORD.

R. Russell thanked all those in attendance and the meeting was adjourned at 11:40 a.m.



**Solid Waste Management Plan Steering & Monitoring Committee
Minutes**

**Thursday, April 11, 2019
RDKB Board Room, Grand Forks, BC**

Directors Present:

Director G. McGregor-Chair
Director R. Cacchioni-Vice Chair
Director R. Russell-RDKB Chair
Director L. Worley
Director V. Gee

Staff Members Present:

M. Andison-CAO of the Regional District of Kootenay Boundary
J. Dougall-General Manager of Environmental Services
S. Surinak-Secretary/Clerk/Receptionist/Recording Secretary

CALL TO ORDER

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

ACCEPTANCE OF AGENDA (ADDITIONS/DELETIONS)

The agenda for the April 11, 2019 Solid Waste Management Plan Steering and Monitoring Committee was presented.

Moved: Director Cacchioni Seconded: Director Worley

That the agenda for the April 11, 2019 Solid Waste Management Plan Steering and Monitoring Committee be adopted as presented.

Carried.

MINUTES

The minutes of the Solid Waste Management Plan Steering and Monitoring Committee meeting held on March 14, 2019 were presented.

Moved: Director Cacchioni Seconded: Director Russell

That the minutes of the Solid Waste Management Plan Steering and Monitoring Committee meeting held on March 14, 2019 be adopted as presented.

Carried.

GENERAL DELEGATIONS

There were no general delegations to this meeting.

UNFINISHED BUSINESS

There was no unfinished business of the Committee to consider.

NEW BUSINESS

J. Dougall

Re: Organics Infrastructure Program

A Staff Report from Janine Dougall, General Manager of Environmental Services regarding the Organics Infrastructure Program Grant and implications to RDKB application.

A discussion ensued regarding the two options for updating the organics infrastructure at the Grand Forks Landfill. The first option is the construction of a regional facility. The second option, an upgrade to the current small facility, is the preferred option. This would allow for additional capacity to cover the City of Greenwood joining the organics collection program, the addition of commercial organics, a possible partnership with the City of Grand Forks regarding biosolids and accounting for future population growth.

Director Gee expressed concern regarding the depletion of reserve monies to complete this project.

Several of the Directors expressed a willingness to contribute part of their gas tax monies toward an upgrade at the Grand Forks Landfill or the construction of a transfer station at the McKelvey Creek Landfill.

The potential option of the use of Grant in Lieu monies to pay for this projects was raised.

Moved: Director McGregor Seconded: Director Russell

That the Board of Directors direct that for the application under the Organics Infrastructure Program that the funding required for the development of organics processing infrastructure be primarily sourced from the reserve monies from the sale of the Trail Airport lands as well as other reserve monies available in the Regional Solid Waste Budget (010). Any shortfall amounts be obtained through short term borrowing if required.

Carried.

ITEM RELEASED FROM CLOSED MEETING TO OPEN

The following item was released from the March 14, 2019 Closed Meeting:

That the Solid Waste Management Plan Steering and Monitoring Committee have indicated that Scenario 4, which is to upgrade the organics processing facility at Grand Forks and partner with the Regional District of Central Kootenay for organics generated in the McKelvey Creek Wasteshed, is the preferred option moving forward in the development of an Organics Strategy for the RDKB.

LATE (EMERGENT) ITEMS

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

DISCUSSION OF ITEMS FOR FUTURE MEETINGS

Director Gee requested that the Committee discuss the use of mail outs as a marketing tool, the cost of sending a notice to the entire Regional District and their effectiveness.

QUESTION PERIOD FOR PUBLIC AND MEDIA

There were no questions from the general public nor the media.

CLOSED (IN CAMERA) SESSION

Proceed to a Closed Meeting pursuant to Section 90 (1) (e) of the Community Charter.

Moved: Director Worley Seconded: Director Russell


That the Solid Waste Management Plan Steering and Monitoring Committee proceed to a closed meeting pursuant to Section 90 (1) (e) of the Community Charter.

Carried.

The Solid Waste Management Plan Steering and Monitoring Committee reconvened to the open meeting at 4:00 pm.

ADJOURNMENT

There being no further business, the Chair adjourned the meeting at 4:01 pm.

| | |
|---|---|
|  | <p style="text-align: center;">ELECTORAL AREA 'B'/LOWER COLUMBIA-OLD GLORY</p> <p style="text-align: center;">ADVISORY PLANNING COMMISSION</p> <p style="text-align: center;">MINUTES TEMPLATE</p> |
|---|---|

Monday January 6, 2020 at the RDKB Office, Trail, BC, commencing at 7:00 p.m.

PRESENT: Grant Sapruffoff, Mary MacInnis, Fern Acton, Henk Ravestien, , Darlene Espenhain

ABSENT: Graham Jones, Linda Worley

RDKB DIRECTOR: Bill Edwards, Alternate.

RDKB STAFF:

GUESTS:

1. CALL TO ORDER

The meeting was called to order at 7:05 p.m.

2. ADOPTION OF AGENDA (Additions/Deletions)

It was moved and seconded that the January 6, 2020 Electoral Area B'/Lower Columbia-Old Glory APC agenda be adopted. Done

3. ELECTION OF CHAIR, VICE-CHAIR AND SECRETARY

All positions stayed the same. Chair Grant Sapruffoff, Vice Chair Fern Acton, Secretary Mary MacInnis.

4. ADOPTION OF MINUTES

It was moved and seconded that the November 4, 2019 Electoral Area B'/Lower Columbia-Old Glory APC minutes be adopted. Done and Done.

5. DELEGATIONS

6. UPDATES TO APPLICATIONS AND REFERRALS

ALC Decision Letter – Hinchcliffe

7. NEW BUSINESS

Steven Spencer

RE: Development Variance Permit

220 Richie Road

RDKB File: B-Twp28-10967.120

Discussion/Observations:

We could see no issue with this Variance Permit. We do support this provided off street parking requirements are met.

Recommendation:

It was moved, seconded and resolved that the APC recommends to the Regional District that the application be supported with recommendation that off street parking requirements are met.

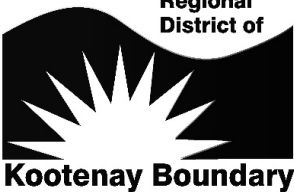
8. FOR INFORMATION

- Draft List of 2020 APC members
- 2020 Planning & Development Department Application Process and Meeting Schedule
- APC Guide

9. FOR DISCUSSION

10. ADJOURNMENT

It was moved and seconded that the meeting be adjourned at 8:00 p.m.

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|---|--|
|  | <p style="text-align: center;">ELECTORAL AREA 'C'/CHRISTINA LAKE</p> <p style="text-align: center;">ADVISORY PLANNING COMMISSION</p> <p style="text-align: center;">MINUTES</p> |
|---|--|

Tuesday, January 7, 2020 at the Christina Lake Fire Hall, commencing at 7:00 p.m.

PRESENT: Peter Darbyshire, Phil Mody, Dave Bartlett, Jeff Olsen, Jason Patrick Taylor, Annie Rioux, Jessica Coleman, Butch Bisaro, David Durand

ABSENT: Terry Mooney

RDKB DIRECTOR: Grace McGregor

RDKB STAFF:

GUESTS: Donna Wilchynski Community Coordinator,
see attached below for further guests

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA (Additions/Deletions)

Recommendation: That the January 7, 2020 Electoral Area 'C'/Christina Lake Advisory Planning Commission Agenda be adopted as presented.

3. ELECTION OF CHAIR, VICE-CHAIR AND SECRETARY

Chair: David Durand

Vice-chair: Jeff Olsen

Secretary: Terry Mooney

Remains the same as per acclamation, all in favor

4. ADOPTION OF MINUTES

Recommendation: That the November 5, 2019 Electoral Area 'C'/Christina Lake Advisory Planning Commission Meeting Minutes be adopted as presented.
Jason/Pete

5. DELEGATIONS

6. OLD BUSINESS & UPDATES TO APPLICATIONS AND REFERRALS

7. NEW BUSINESS

- A. Randy and Jackie Gogowich**
RE: Development Variance Permit
1912 West Lake Drive
RDKB File: C-1021s-04542.000

Discussion/Observations:
No comments.

Recommendation:

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

Supported: Butch/Phil, all in favor

- B. Doug and Helen Terry**
RE: Development Variance Permit
1720 West Lake Drive
RDKB File: C-317-02570.015

Discussion/Observations:
No comments.

Recommendation:

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

Supported: all in favor

C. Doug and Helen Terry
RE: Development Permit Amendment
1720 West Lake Drive
RDKB File: C-317-02570.015

Discussion/Observations:

WSA Engineering Ltd. August 25, 2015. Sewerage Disposal Report included might be too old and meet current requirements for vertical separation as they may have changed or increased for type II

Recommendation:

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

Supported: Butch/Jeff, by all in favor

D. 0997834 BC Ltd. (Mike Combs)
RE: Development Permit
1770 Highway 3
RDKB File: C-498-03003.010

Discussion/Observations:

Main concerns raised by APC members about the potential for noise, building attractiveness/finishes, and all questions were answered by applicant

Recommendation:

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

Supported: Phil & Butch, all in favor

E. DMG Blockchain Solutions Inc.
RE: Development Permit Amendment
 795 Highway 395
 RDKB File: C-312-02632.415

Discussion/Observations:

- Main concern is related to the noise outside the property boundaries, raised by board member as well as property owners, despite The World Health Organization (WHO) and Canadian Mortgage and Housing Corporation (CMHC) recognize maximum acceptable sound levels as 70 dBA in industrial areas. *(as per RDKB report presented with application, p4 of 6)*
- To address the noise concerns, DMG has already moved their noisier servers to the back of the building, and better, quieter servers will be invested into as new technology comes on the market every 18 months or so. Converting to immersion cooler system will bring the noise down by an average of 10 dba. Water walls may eventually just be used to reduce the heat in the building, once the new immersion system will be operational
- Building isn't currently totally enclosed as per zoning bylaws, but plans to enclose it further are in the work, including exterior screening

No recommendation as it was presented for information.

F. Lynda Turner/Michael Paul (Lake Life Cannabis Co.)
RE: Retail Cannabis Referral
 1885 Bakery Frontage Road
 RDKB File: C-750-04057.000

Discussion/Observations:

The APC is supportive of the retail outlet operation in that location and does not recommend any neighbourhood consultation.

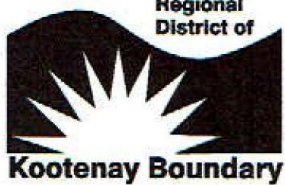
8. FOR INFORMATION

- Draft List of 2020 APC members. To be endorsed by the Board of Directors
- 2020 Planning & Development Department Application Process and Meeting Schedule
- APC Guide

9. DISCUSSION

10. ADJOURNMENT

It was moved and seconded that the meeting be adjourned at 8:15PM

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|---|--|
|  | <p align="center">ELECTORAL AREA 'C'/CHRISTINA LAKE</p> <p align="center">ADVISORY PLANNING COMMISSION</p> <p align="center">GUEST LIST</p> |
|---|--|

Tuesday, January 7, 2020 at the Christina Lake Fire Hall, commencing at 7:00 p.m.

| Names | Phone | Email |
|------------------|--------------|-------|
| Sheldon Bennett | 604 710 7269 | |
| Jan Benson | 250-447-6219 | |
| Raimund Wege | 250-443-8088 | |
| Craig Boruck | 478 632 004 | |
| ARMAN GOWER | 778 881 0444 | |
| Danielle Bagné | 604-357-1240 | |
| Stan King | 604 202 9814 | |
| MIKE TAMARA PAUL | 250 666 0166 | |
| MIKE COMBS. | 604-319-5550 | |
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Regional District of
Kootenay Boundary

ELECTORAL AREA 'E'/WEST BOUNDARY

ADVISORY PLANNING COMMISSION

MINUTES

Monday, January 6, 2020 at the Rock Creek Medical Centre, 100 Cut Off Rd, commencing at 6:00 p.m.

| | |
|------------------------------------|--|
| PRESENT: | Florence Hewer, Fred Marshall, Randy Trerise, Frank Van Oyen, Lynne Storm, |
| ABSENT with notification: | Jamie Haynes (Jamie sent in his comments for each of the applications we are considering at this meeting), Michael Fenwick-Wilson. |
| Absent without notification | Grant Harfman, |
| RDKB DIRECTOR: | Vicki Gee |
| RDKB STAFF: | None |
| GUEST: | Jeff Sarsons |

1. **CALL TO ORDER**
The meeting was called to order at 6 pm
2. **ADOPTION OF AGENDA**
Recommendation: That the January 6, 2020 Electoral Area 'E'/West Boundary Planning Commission Agenda be adopted as amended with added discussion on BCTS referral. Moved by Randy and seconded by Lynne. Motion carried.
3. **ELECTION OF CHAIR, VICE-CHAIR AND SECRETARY**
The following were elected by acclamation: Chair - Fred, Vice-chair - Frank, Secretary – Randy.
4. **ADOPTION OF MINUTES**
Recommendation: That the September 30, 2019 Electoral Area 'E'/West Boundary Planning Commission Minutes be adopted as presented. Moved by Randy and seconded by Flo. Motion carried.

Electoral Area E' APC Minutes
January 6, 2020
Page 1 of 4

5. DELEGATIONS None

6. UPDATES TO APPLICATIONS AND REFERRALS:

The APC met with Brad White of BCTS at a previous meeting to review their proposed operating plan #15. Concerns were expressed about the potential size of the cutblocks and the construction of new, permanent roads. Mr. White has replied to our concerns in writing and we discussed his response. With winter here, the concern is that there is little available field time to do the layout in advance of meeting with us in the early spring.

7. NEW BUSINESS

A. Graff's Contracting Ltd.

RE: Crown Land Tenure

5705 Highway 33

RDKB File: E-2351-05129.260

Discussion/Observations:

We discussed whether the lease could be extended but were not sure if this could happen. We also wonder whether there could be contaminants on an old dump site and if so whether the lease holder would be required to clean up any contaminated areas. It was mentioned that perhaps the sale would contribute to the local tax base and add to provincial revenues through the sale of the property.

Recommendation:

It was moved by Frank and seconded by Randy and resolved that the APC recommend to the Regional District that the application be supported. Motion carried.

B. Ken Fillmore

RE: Licence of Occupation

Unsurveyed Crown Land

RDKB File: E-878s-Temp

Discussion/Observations:

We were concerned about impacts on the rail trail. We do not want to see any trees cut along the rail trail or between the rail trail and the quarry, and we do not want any hauling to take place on the rail trail. We discussed the length of the lease and whether a 30-year lease is too long.

Recommendation:

It was moved, seconded and resolved that the APC recommend to the Regional District that the application be: Supported with constraints: Motion to support the application with the following constraints:

- No use of the rail trail;
- no crossing of the rail trail except at the existing Chenier Road crossing;
- the lease be set at a term of 10 years;
- the lease can be renewed at 10 years after a review of performance;
- the back slope be always at least 1.5 to 1;
- the trees remaining be retained for a visual screen between the Forest Service Road (FSR) and the rail trail, and;
- the FSR be maintained in good condition at all times.
- Moved by Flo and seconded by Lynne. Motion carried.

C. Brad Schmunk, Agent

RE: ALC Subdivision

6241 Highway 33 - Carmi

RDKB File: E-797s-04111.040

Discussion/Observations:

We wonder if the applicant should apply to the ALC for a second house on the property. We discussed whether the land to be subdivided is or is not good agricultural land and whether it is important for a farm to include non-farmland. It was pointed out that there are lots for sale nearby.

Recommendation:

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

Not Supported- It was moved by Lynne seconded by Flo that the application is not supported because the land is in the ALR, there is the opportunity to apply for a second residence within the ALR, there are many small properties for sale within a 5 minute drive, and creating small parcels jeopardizes viable agricultural enterprises in the area. Randy asked to have his vote against recorded. Motion carried.

8. FOR INFORMATION

- Draft List of 2020 APC members. To be endorsed by Board of Directors.
- 2020 Planning & Development Department Application Process and Meeting Schedule

- APC Guide
- The Life Cycle of a Timber Sale License

9. **FOR DISCUSSION:** Vicki asked the group about their thoughts on replacing APC members who seldom attend meetings. One didn't attend any meetings in 2019. Vicki is going to contact the 2 members to ask if they are able to attend.

10. **ADJOURNMENT:** The meeting was adjourned at 7:30 pm.



Regional District of
Kootenay Boundary

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

Tuesday, January 7, 2020 at Big White Fire Hall - Big White Ski Resort, commencing at 4:00 p.m.

Minutes taken by: Deb Hopkinson

PRESENT: Deb Hopkinson, Paul Sulyma (by phone), Rachelle Hawk (by phone), Anastasia Byrne - Quorum present
ABSENT: John Lebrun, Gerry Molyneux
RDKB DIRECTOR: Vicki Gee (by phone)
RDKB STAFF:
GUESTS: Don Kerr

1. CALL TO ORDER

The meeting was called to order at 4:00 p.m.

2. ADOPTION OF AGENDA (Additions/Deletions)

Recommendation: That the January 7, 2020 Electoral Area 'E' (Big White) Advisory Planning Commission Agenda be adopted.

3. ELECTION OF CHAIR, VICE-CHAIR AND SECRETARY

Chairman- Deb Hopkinson
Vice-Chair-Gerry Molyneux
Secretary- Paul Sulyma

4. ADOPTION OF MINUTES

Recommendation: That the October 1, 2019 Electoral Area 'E' (Big White) Advisory Planning Commission Minutes be adopted.

Electoral Area 'E'/BIG WHITE APC Minutes
January 7, 2020
Page 1 of 5

5. DELEGATIONS

Sundance Don Kerr + 2

6. UPDATED APPLICATIONS AND REFERRALS**7. NEW BUSINESS**

**A. Sundance Developments Ltd.
RE: Development Permit Amendment
RDKB File: BW-4222-07500.001**

Discussion/Observations:

Some of the concerns raised with this application are that the buildings will affect the view from the larger building to the south, inadequate parking, snow storage, fire protection, run-off issues, the yet unbuilt garbage building and paving of the road which will only be done right by the two duplexes.

As to the view from below, the previous approved development had six cabins on the ridge above and now there are two duplexes with space between for parking and sight lines. The developer pointed out that the original development had no parking included and now there is one covered and one outdoor spot for each unit.

Snow storage for this area is right at the end of the road.

A suggestion for mitigating run off and erosion would be to pave or concrete a minimum of 15 ft around all catch basins. The developer is not sure of the paving around but thinks there is currently six feet.

Fire protection will include another hydrant and BWFD will be taking delivery of its ladder truck which should help with any new requirements, comments from Fire Dept would be helpful.

The garbage building that was meant to be built at the top of the development is not a suitable location, as bringing a garbage truck up the road may not always be practical. The developer informs us that he has been discussing with staff moving it to the bottom of the development, as you enter to the right. This may be some years off if it is developed at all. Some indication from the strata whether they wish to have this building at all or continue to use the underground garbage bins may be required.

As we believe that this application constitutes substantial completion of the development, we believe that the roadworks, garbage building and landscaping should be completed.

The developer is not sure if the road was ever required to be paved all the way to the top. He also mentions that the strata do not wish to pave the road because it would require too much to maintain going forward. We would like to see something from the strata to that effect. Thinking that it would require a majority vote on something that important.

As we believe that this development constitutes substantial completion would it be helpful to secure a bond so that all the necessary and planned work be done within a designated time.

Recommendation:

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

1. Supported with conditions (state the conditions)

As we believe that this phase of the development, which has been ongoing for seventeen years, constitutes substantial completion we would like to see the whole development finished off.

We would like staff to check if the original development required paving the road to the top. As paving would seem to help with plugged catch basin issues, and help the development look finished. The developer believes that the strata does not wish to have the road paved as it would have a higher long-term maintenance cost. Strata should provide a strata vote to change an approved development plan.

The garbage building location is either relocated, the developer says that he has been in contact with staff on this issue, and it should be built within a specified time or the strata again have a vote to change plan.

Landscaping be completed for the entire development, as this was not staged with each phase and we believe that this phase constitutes substantial completion.

New addition to the OCP will require landscaping at each phase of a staged development but that has not applied here.

8. FOR DISCUSSION

Vicki Gee told us that the landscaping part of building requirements will now go with each phase of development and that the loophole that allowed for the retaining wall in Feathertop will be addressed in the change to the OCP.

Also being addressed is the inclusion of Intensive Residential Development which will mean that builders will have to adhere to the design criteria of the developments and make no substitutions for materials. This will allow for building inspectors to stop work when the wrong materials are used. This is also to be included in the OCP, which will require an open house, date to be announced.

The RDKB has hired a by-law manager who will start work in 2020, and on completion of legal work should hopefully have the ability to ticket in the not too distant future.

RDKB have received a complaint that there is viewing platform, (in a tree) in front of Sessions, this platform is locked off and in all likelihood was built to run music and oversee the Slush Cup in the spring. It is possible that it blocks the view from some units. Would seem to be a strata issue.

9. FOR INFORMATION

- Draft List of 2020 APC members. To be endorsed by the Board of Directors
- 2020 Planning & Development Department Application Process and Meeting Schedule
- APC Guide

10. ADJOURNMENT

It was moved and seconded that the meeting be adjourned at 4:45 pm.



Electoral Area Services (EAS) Committee Staff Report

| | | | |
|--------------|---|----------------|-----------------------------|
| RE: | Development Variance Permit – Gogowich | | |
| Date: | January 16, 2020 | File #: | C-1021s-04542.000 (633-19V) |
| To: | Chair Grieve and members of the EAS Committee | | |
| From: | Corey Scott, Planner | | |

Issue Introduction

We have received an application for a development variance permit from WSA Engineering Ltd. on behalf of Randy and Jackie Gogowich for a constructed single family dwelling in Electoral Area C/Christina Lake (see attachments).

| Property Information | |
|---------------------------------|--------------------------------------|
| Owner(s): | Randy Gogowich; Jackie Gogowich |
| Agent: | WSA Engineering (2012) Ltd. |
| Location: | 1912 West Lake Drive |
| Electoral Area: | Electoral Area C/Christina Lake |
| Legal Description(s): | Lot 8, DL 1021s, SDYD, Plan KAP7442 |
| Area: | 0.08 ha (0.2 acr) |
| Current Use(s): | Single family dwelling |
| Land Use Bylaws | |
| OCP Bylaw: 1250 | Waterfront Residential |
| DP Area: | Waterfront Environmentally Sensitive |
| Zoning Bylaw: 1300 | Waterfront Residential 2 |
| Other | |
| ALR: | NA |
| Waterfront / Floodplain: | Partial |
| Service Area: | NA |
| Planning Agreement Area: | NA |

History / Background Information

The subject property is located along the west side of Christina Lake in Electoral Area C/Christina Lake. It is located partially within the floodplain.

The applicant received a Development Permit (607-19D) for the construction of a septic system within the Waterfront Environmentally Sensitive Development Permit Area earlier this year. The site plan submitted for approval showed a 4.5 m front setback,

Page 1 of 3

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which conforms to Zoning Bylaw No. 1250; however, the house was constructed in the wrong location (see Attachments).

The applicant provided additional information on the error that was made, stating that the contractor assumed that if the building met the rear yard setback it would also meet the front. However, the rear setback was measured from an incorrect location, resulting in the house being constructed 1.29m within the 4.5m front setback area.

Additionally, a structure permit was issued by the Ministry of Transportation and Infrastructure (MOTI) for the retaining wall adjacent to the front property line on May 22, 2019.

Proposal

The applicant is proposing to reduce the front parcel setback from 4.5m to 3.21m, a 1.29m variance, for an already-constructed single family dwelling.

Implications

For Development Variance Permit applications, the RDKB considers whether the proposed variance will:

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

The applicant has submitted a letter outlining the request. To summarize, the topography of the lot limits any potential negative impacts to neighbouring properties as a result of the development.

As the MOTI approval only covers the retaining wall on the property, a new permit for the single family dwelling will need to be approved by MOTI.

The proposal is consistent with all other zoning regulations and does not conflict with the policies for the Waterfront Residential land use designation contained within the Official Community Plan.

Advisory Planning Commission (APC)

The Electoral Area C/Christina Lake APC considered the application at their January 7, 2020 meeting. The APC provided a recommendation of support of the application.

Recommendation

That the Development Variance Permit application submitted by WSA Engineering (2012) Ltd., on behalf of Randy and Jackie Gogowich, to allow for a reduction in the required front parcel setback from 4.5m to 3.21m, a 1.29m variance, for an already-constructed single family dwelling on the property legally described as Lot 8, DL 1021s, SDYD, Plan KAP7442, Electoral Area C/Christina Lake, be presented to the Regional District of Kootenay Boundary Board of Directors for consideration, with a recommendation of support, subject to receiving confirmation that the Ministry of Transportation and Infrastructure has issued a permit for the same variance.

Page 2 of 3

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Attachments

Site Location Map
Subject Property Map
Applicant Submission

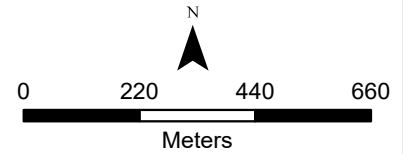


Regional District of
Kootenay Boundary

Date: 29-Oct-2019

Site Location Map

Lot 8, DL 1021s, SDYD,
Plan KAP7442



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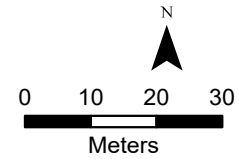


Regional District of
Kootenay Boundary

Date: 29-Oct-2019

Subject Property Map

Lot 8, DL 1021s, SDYD,
Plan KAP7442



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ENGINEERING (2012) LTD

2248 Columbia Avenue Castlegar, BC V1N 2X1

Tel 1-888-617-6927

e-mail: mail@wsaeng.ca

October 3, 2019

Project Number: C19253 – 019

Regional District of Kootenay Boundary
202 – 843 Rossland Ave
Trail, BC
V1R 4S8

Attn: Corey Scott

RE: GOGOWICH RESIDENCE – DVP HOUSE LOCATION – COVER

The following is in reference to the recent construction of the Gogowich Residence, located at 1912 West Lake Drive, Christina Lake, BC.

As part of the original Development Permit a retaining wall was approved by the Ministry of Transportation and Infrastructure to be constructed within the 4.5m setback from West Lake Drive. The wall was constructed per the design. The purpose of this wall was to allow for improved off street parking.

Upon construction completion of the new residence an as built survey was conducted. This survey found the house to have been constructed partially within the 4.50m Front Parcel Setback. The southwest corner of the residence is just outside of the 4.5m setback; the northwest corner is within the setback by 1.29m (See attached drawings for reference). As the retaining wall is in the approved position between the house and the roadway, it prevents the home from encroaching too far into the roadway and in turn limits any negative impact to the neighbours or travelers on West Lake Drive.

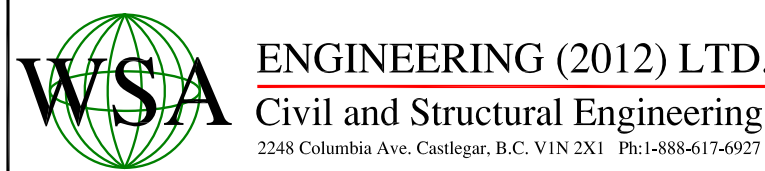
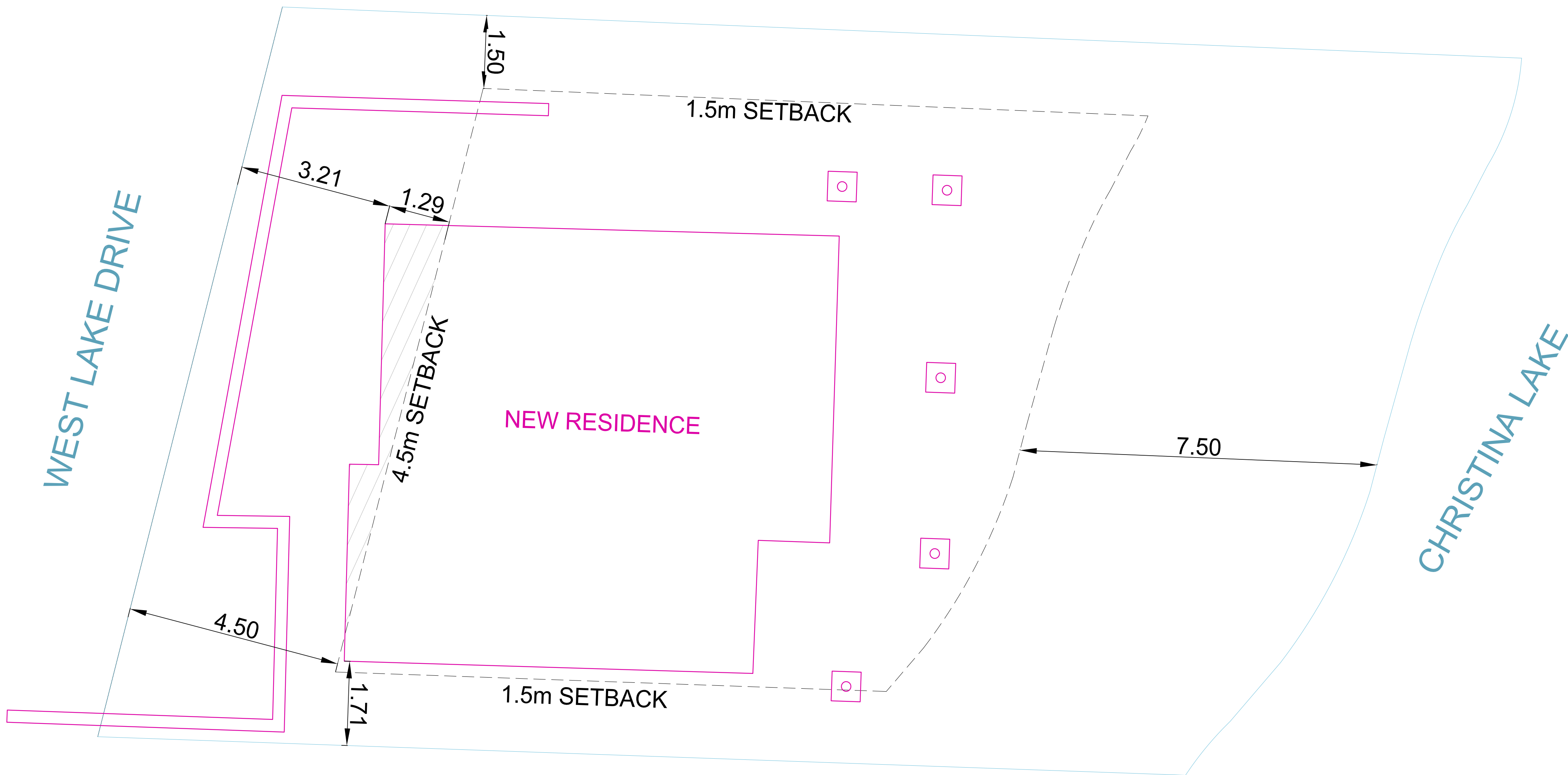
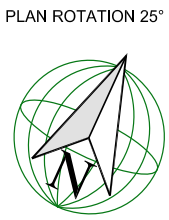
Should you have any questions about the above, or wish to discuss this further, please contact our office at 1.888.617.6927.

Sincerely,

WSA ENGINEERING (2012) LTD.

Dan Sahlstrom, P.Eng
Senior Civil Engineer

DS:aj



BASE CONTOUR MAP, CADASTRE AND EXISTING INFRASTRUCTURE ADJACENT TO DEVELOPMENT AREA SUPPLIED BY OTHERS AND IS FOR INFORMATION ONLY. THE LOCATION OF ALL EXISTING UTILITIES INCLUDING UNDERGROUND, SURFACE AND OVERHEAD FEATURES SHOWN ON THE DRAWINGS IS NOT GUARANTEED. NOR IS IT GUARANTEED THAT ALL UTILITIES WHICH MAY BE ENCOUNTERED ARE SHOWN. THE CONTRACTOR IS RESPONSIBLE FOR LOCATING ALL UTILITIES AND LIAISON FOR ANY DAMAGE RESULTING FROM ENCOUNTERING THEM.
BC ONE CALL: 1-800-474-8888 <http://www.onecall.ca>

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| CHECKED BY | DATE |
| DS | 03/10/2019 |
| APPROVED BY | DATE |
| DS | 03/10/2019 |

GOGOWICH RESIDENCE
1912 WEST LAKE DRIVE, CHRISTINA LAKE, BC.
ASBULT SITE PLAN

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| HOR. SCALE | 1:50 | VERT. SCALE | |
| PROJECT FILE No. | C19253 - 019 | # IN SET | 1 |
| SHEET | C2 | REV. | |
| ISSUE | A | | |



Electoral Area Services (EAS) Committee Staff Report

| | | | |
|--------------|---|----------------|---------------------------|
| RE: | Development Variance Permit – Terry | | |
| Date: | January 16, 2020 | File #: | C-317-02570.015 (631-19V) |
| To: | Chair Grieve and members of the EAS Committee | | |
| From: | Corey Scott, Planner | | |

Issue Introduction

We have received an application for a development variance permit from Rommel Design Ltd. on behalf of Doug and Helen Terry for the construction of an accessory structure with a secondary suite in Electoral Area C/Christina Lake (see attachments).

| Property Information | |
|---------------------------------|--------------------------------------|
| Owner(s): | Doug and Helen Terry |
| Agent: | Joe Rommel c/o Rommel Design Ltd. |
| Location: | 1720 West Lake Drive |
| Electoral Area: | Electoral Area C/Christina Lake |
| Legal Description(s): | Lot 2, Plan KAP29432, DL 317, SDYD |
| Area: | 0.19ha (0.47acr) |
| Current Use(s): | Single family dwelling |
| Land Use Bylaws | |
| OCP Bylaw: 1250 | Waterfront Residential |
| DP Area: | Waterfront Environmentally Sensitive |
| Zoning Bylaw: 1300 | Waterfront Residential 2 |
| ALR: | NA |
| Other | |
| Waterfront / Floodplain: | Partial – Christina Lake |

History / Background Information

The property is designated 'Waterfront Residential' in the Electoral Area C/Christina Lake OCP Bylaw No. 1250 and zoned 'Waterfront Residential 2' (R2) in the Electoral Area C/Christina Lake Zoning Bylaw No. 1300.

The parcel is split by West Lake Drive and the eastern portion abuts Christina Lake, placing it within the Waterfront Environmentally Sensitive Development Permit Area and partially within the Christina Lake floodplain. The applicant has also applied for a Development Permit (DP 632-19D), which is discussed in a separate report.

In 2017, the applicant received similar Development Permit and variance approvals (551-17D and 550-17V) to construct the single family dwelling, which is complete.

Proposal

The applicant is proposing to vary the front parcel setback from 4.5m to 2.9m, a variance of 1.6m, and the maximum height from 4.6m to 7.85m, a variance of 3.25m, for the construction of an accessory structure containing a secondary suite.

Implications

For Development Variance Permit applications, the RDKB considers whether the proposed variance will:

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

The applicant has submitted a letter outlining the request (see attachments). To summarize:

- The front yard setback variance request results from a narrow lot depth on the eastern (lake side) portion of the parcel. The parcel is approximately 21 m deep where the accessory structure would be constructed. The variance is being proposed to accommodate the applicant's design preferences for boat and vehicle storage while also meeting the required 7.5 m floodplain setback from Christina Lake.
- The topography of the lot makes it difficult to achieve the 4.6m height requirement. A 'walkout' building orientation would have negligible impacts from the road and neighbouring properties, as it would appear to be a single storey or be screened by existing mature vegetation. However, the structure would appear to be 2+ storeys from Christina Lake. The architect has noted that the request is for the maximum height that could be required (see attachments); they may eliminate the crawlspace, further reducing the height.

MOTI has provided an approval for the request to reduce the front parcel setback to 2.9m.

The proposal is consistent with all other zoning regulations and does not conflict with the policies for the Waterfront Residential land use designation within the Official Community Plan.

Advisory Planning Commission (APC)

The Electoral Area C/Christina Lake APC considered the application at their January 7, 2020 meeting. The APC provided a recommendation of support of the application.

Recommendation

That the Development Variance Permit application submitted by Rommel Design Ltd., on behalf of Doug and Helen Terry, to allow for a reduction in the required front parcel

setback from 4.5m to 2.9m, a variance of 1.6m, and an increase in the maximum height from 4.6m to 7.85m, a variance of 3.25m, for the construction of an accessory structure containing a secondary suite on the property legally described as Lot 2, Plan KAP29432, DL 317, SDYD, Electoral Area C/Christina Lake be presented to the Regional District of Kootenay Boundary Board of Directors for consideration, with a recommendation of support.

Attachments

Site Location Map
Subject Property Map
Applicant Submission

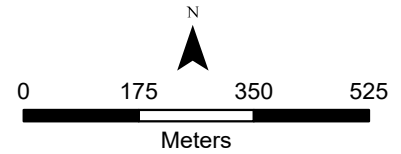


Regional District of
Kootenay Boundary

Date: 25-Nov-2019

Site Location Map

Lot 2, Plan KAP29432,
DL 317, SDYD



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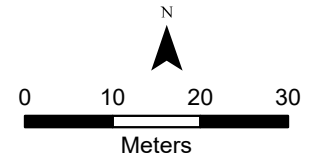


Regional District of
Kootenay Boundary

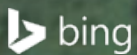
Date: 25-Nov-2019

Subject Property Map

Lot 2, Plan KAP29432,
DL 317, SDYD



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Thursday, November 14, 2019

Regional District of Kootenay Boundary
202-843 Rossland Avenue
Trail, BC
V1R 4S8
Att.: Board of Variance

Re: Variances sought for accessory dwelling at 1720 West Lake Drive, Christina Lake, BC

Dear Board Members,

Our firm was retained to prepare construction drawings for an accessory dwelling at the above mentioned address. The desired siting of the structure imposes a total of two nonconformances for which we are seeking variance approval.

Variances:

1. Front Yard Setback allowed: 5.50 M Front Yard setback proposed: 2.9 M Variance sought: 1.6 M.
Dwelling Height allowed: 4.60 M Dwelling Height proposed: 7.85 M (approx.)

We understand that these variances are not minor but are in direct proportion to the hardship they would cause.

Hardship Arguments:

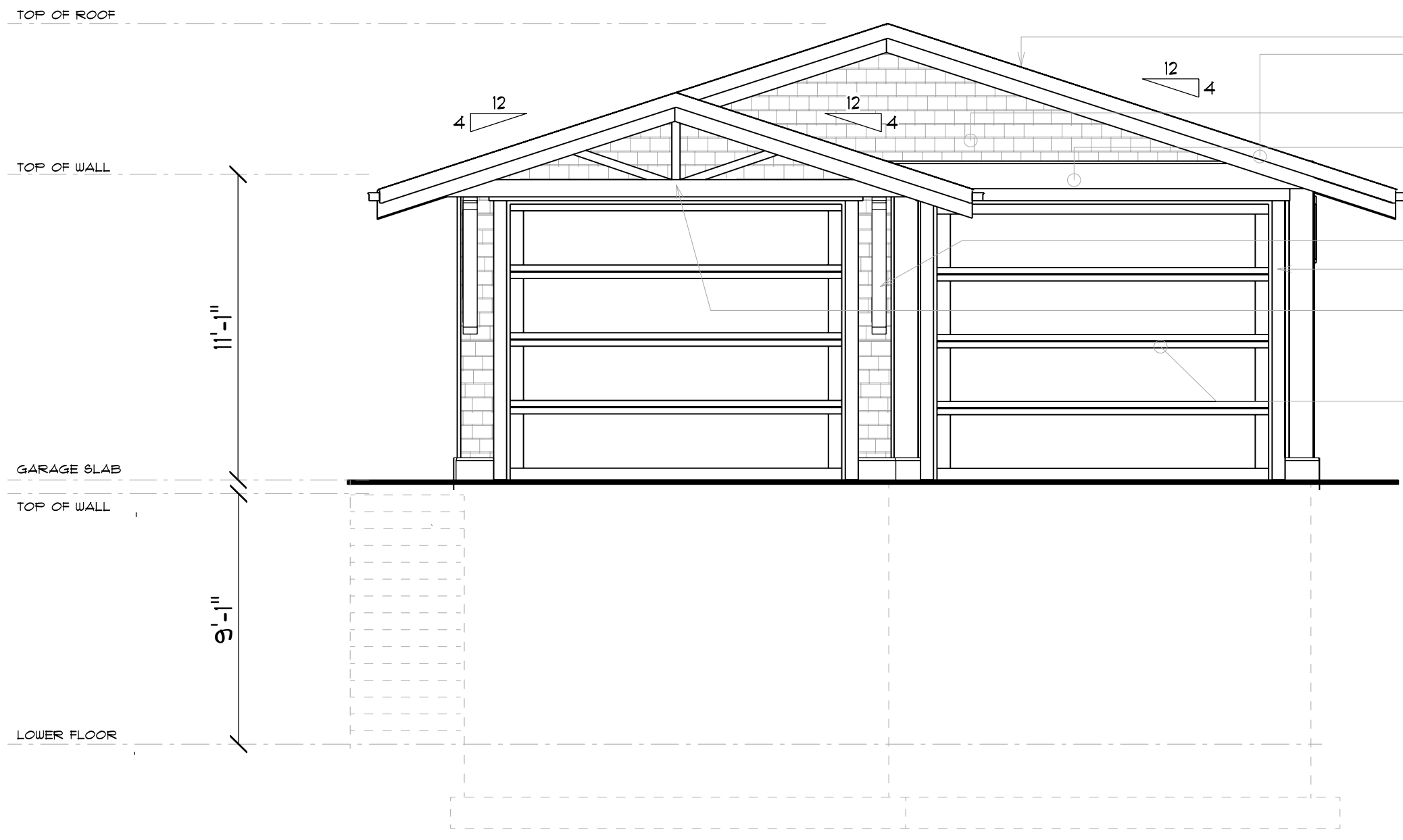
1. The project design program requires a garage storage depth of 32'-0" on the north half, and 28'-0" for the southern half of the structure for boat & vehicle storage. The front yard setback would conform if the required lakefront setback of 3.0 M were to dictate. However, a lakefront setback requirement imposed by Floodplain by-law No. 677 of 7.5 M presents a significant hardship which causes the required dwelling depth to be pushed into a non-conforming front yard scenario.
2. The height overage is caused by the existing site condition. The steep slope toward the lake causes the average grade to be much lower compared to that of a flat lot. The proposed dwelling height shown is approximate only and may be less than indicated.

Thank you for taking the time to hear our appeal, and we trust that the above arguments favor a vote of approval.

Sincerely,

Joe Rommel, ASCT, CRD
Rommel Design Ltd.





WEST ELEVATION

ASPHALT SHINGLES
2X6 ON 2X12 BARGEBOARD

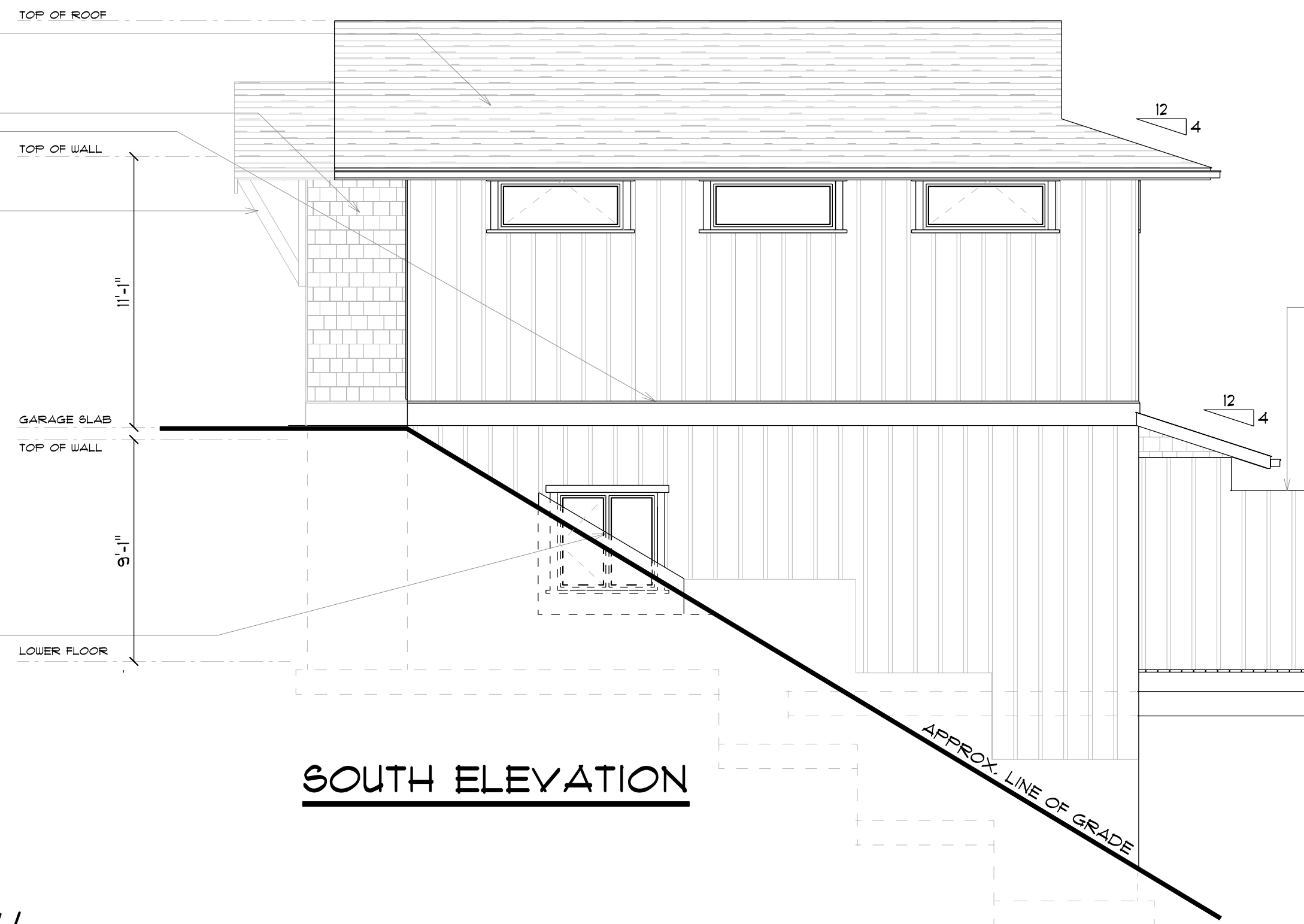
"HARDIE" WALL SHINGLES OR EQUAL
TO MATCH HOUSE
2X12 HOR. TRIM W/ BEV. EDGE

6X6 DECORATIVE KNEE BRACE
EXTERIOR CEDAR TRIM
TO MATCH HOUSE

DECORATIVE TRUSS ASSEMBLY
1/2 WAY BETWEEN WALL FACE
& BARGEBOARD

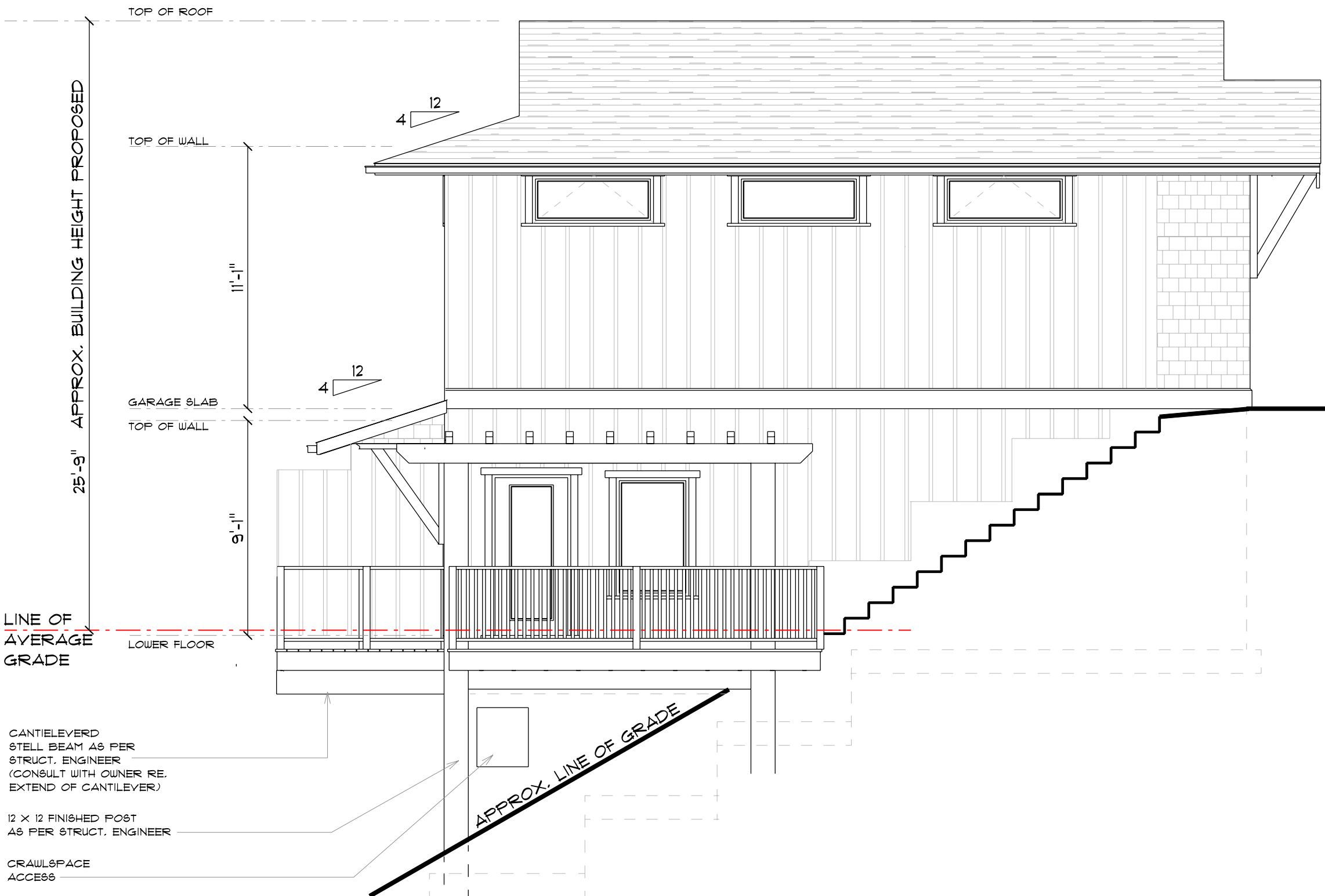
11" H. O/H GARAGE DOOR AS PER OWNER

DOUBLE GLAZED VINYL
FRAMED WINDOWS



SOUTH ELEVATION

NOTE:
ALL EXTERIOR FINISHES TO MATCH
MAIN HOUSE.



NORTH ELEVATION

ASPHALT SHINGLES
"HARDIE" TUDOR BOARDS AS SHOWN
AGAINST WALL FACE

2X6 ON 2X10 BARGEBOARD

"HARDIE" WALL SHINGLES OR EQUAL
TO MATCH HOUSE

6X6 STRUCTURAL KNEE BRACE
SPACE EQUALLY
(STRUCT. ENGINEER TO DESIGN)

DOUBLE GLAZED VINYL
FRAMED WINDOWS

"HARDIE" OR EQ. BOARD & BATTENS
TO MATCH HOUSE

42" H. HANDRAIL C/W SAFETY GLASS
FASTENED AT THREE SIDES.
CLIMBABLE MEMBERS ON OUTSIDE.

CANTILEVERED BOW BEAM
AS STRUCT. ENGINEER.



EAST ELEVATION

84" H. PRIVACY SCREEN
OR WALL AS PER OWNER

APPROX. LINE OF GRADE

APPROX. LINE OF GRADE

CANTILEVERED
STEEL BEAM AS PER
STRUCT. ENGINEER
(CONSULT WITH OWNER RE.
EXTEND OF CANTILEVER)

12 X 12 FINISHED POST
AS PER STRUCT. ENGINEER

CRULLSPACE
ACCESS

| | |
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| PROJECT/DRAWING NO.: 1720 WEST LAKE DR. CHRISTINA LAKE, BC | |
| TITLE: ELEVATIONS | |
| PROJECT: TERRY COACH HOUSE | |
| SCALE: 1/4"=1'-0" UNLESS NOTED | |
| DATE: Thursday, November 14, 2013 | |
| DRAWN BY: JER | |
| CHECKED BY: | |
| SHEET: 06 OF 06 | |
| ISSUED FOR: DD/MM/YY | |
| ISSUED FOR BOV: 14/11/13 | |
| REVISIONS | |
| DATE | |

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ROMMEL
DESIGN LTD.



Electoral Area Services (EAS) Committee Staff Report

| | | | |
|--------------|--|----------------|-----------------------------|
| RE: | Development Variance Permit - Spencer | | |
| Date: | January 16, 2020 | File #: | B-Twp28-10967.120 (625-19V) |
| To: | Chair Grieve and member of the EAS Committee | | |
| From: | Corey Scott, Planner | | |

Issue Introduction

We have received an application for a Development Variance Permit to vary the front parcel line setback in Electoral Area B/Lower Columbia-Old Glory (see Attachments).

| Property Information | |
|---------------------------------|---|
| Owner(s): | Steve Spencer |
| Agent: | Steven Kaup, Studio 9 Architecture + Planning, Ltd. |
| Location: | 220 Richie Road |
| Electoral Area: | Electoral Area 'B'/Lower Columbia-Old Glory |
| Legal Description(s): | Lot 2, Plan NEP77083, Twp 28, KD |
| Area: | 1.8 ha (4.57 acres) |
| Current Use(s): | Vacant |
| Land Use Bylaws | |
| OCP Bylaw: 1470 | Black Jack Rural Residential |
| DP Area: | NA |
| Zoning Bylaw: 1540 | Rural Residential 1 |
| Other | |
| ALR: | NA |
| Waterfront / Floodplain: | Topping Creek |
| Service Area: | NA |
| Planning Agreement Area: | Rossland Planning Agreement Area |

History / Background Information

The subject property is located on the north side of Richie Rd, north of Rossland. The property slopes down from Richie Road and Topping Creek flows across the northern portion of the property, downslope from the building platform area (see Attachment).

The subject property is a parcel that was created by subdivision in 2004, along with 7 other parcels in its immediate vicinity. There are no buildings currently on the parcel.

It is within the Rossland Planning Agreement Area. The RDKB Board member for the City of Rossland is entitled to vote on applications and referrals for properties within the Rossland Planning Agreement Area at both the Electoral Area Services Committee meeting and the Board of Directors meeting.

Proposal

The applicant proposes to reduce the front parcel setback from 7.5m to 1.93m, a 5.57m variance, to construct a single family dwelling.

Implications

For Development Variance Permit applications, the RDKB considers whether the proposed variance will:

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

The applicant has submitted their rationale for why they require a variance (see attachments). Although there may not necessarily be a hardship being resolved from the variance, it would result in more practical construction of the dwelling. The topography of the property slopes downward from the front property line to Topping Creek. Shifting the building closer to the front parcel boundary would result in less site disturbance and reduce the building platform's intrusion into natural areas of the property.

Given the rural setting, large lots adjacent to the property and the proposed siting of the dwelling on the lot, impacts to neighbouring property owners are anticipated to be negligible.

There was a restrictive covenant registered on the property for a septic field as part of the original subdivision approval. The applicant submitted a report from a registered onsite wastewater professional (ROWP) to us and Interior Health that proposes an alternative septic location. The covenant is in the final stages of being released from the property title, subject to the recommendations of the ROWP. Release of the covenant will allow the proposed siting of the dwelling.

A sign has been placed on the property and neighbouring property owners within 60m will be notified of the application.

The proposal is consistent with all other zoning regulations as well as the policies for the Black Jack Rural Residential Land Use Designation contained within the Official Community Plan.

Advisory Planning Commission (APC)

The Electoral Area B/Lower Columbia-Old Glory APC considered the application at their January 6, 2020 meeting. The APC provided a recommendation of support, subject to the off-street parking requirements being met.

Staff Comments

Zoning Bylaw No. 1540 requires two parking stalls for a single family dwelling. The attached plans demonstrate that the proposed carport is capable of meeting the parking requirements. Additionally, although not proposed in this application, if the applicant were to convert a portion of the structure into a secondary suite in the future, there is adequate space in the driveway area to accommodate one more parking stall, which would meet our parking requirements for secondary suites.

Recommendation

That the Development Variance Permit application submitted by Steven Kaup of Studio 9 Architecture + Planning Ltd., on behalf of Steve Spencer, to allow for a reduced front yard setback from 7.5m to 1.93m, a 5.57m variance, to construct a single family dwelling on the property legally described as Lot 2, Plan NEP77083, Twp 28, KD, Electoral Area B/Lower Columbia-Old Glory, be presented to the Regional District of Kootenay Boundary Board of Directors for consideration, with a recommendation of support.

Attachments

Site Location Map
Subject Property Map
Applicants Submission

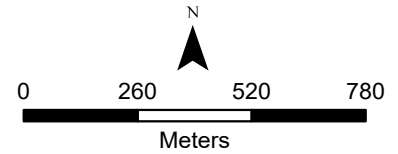


Regional District of
Kootenay Boundary

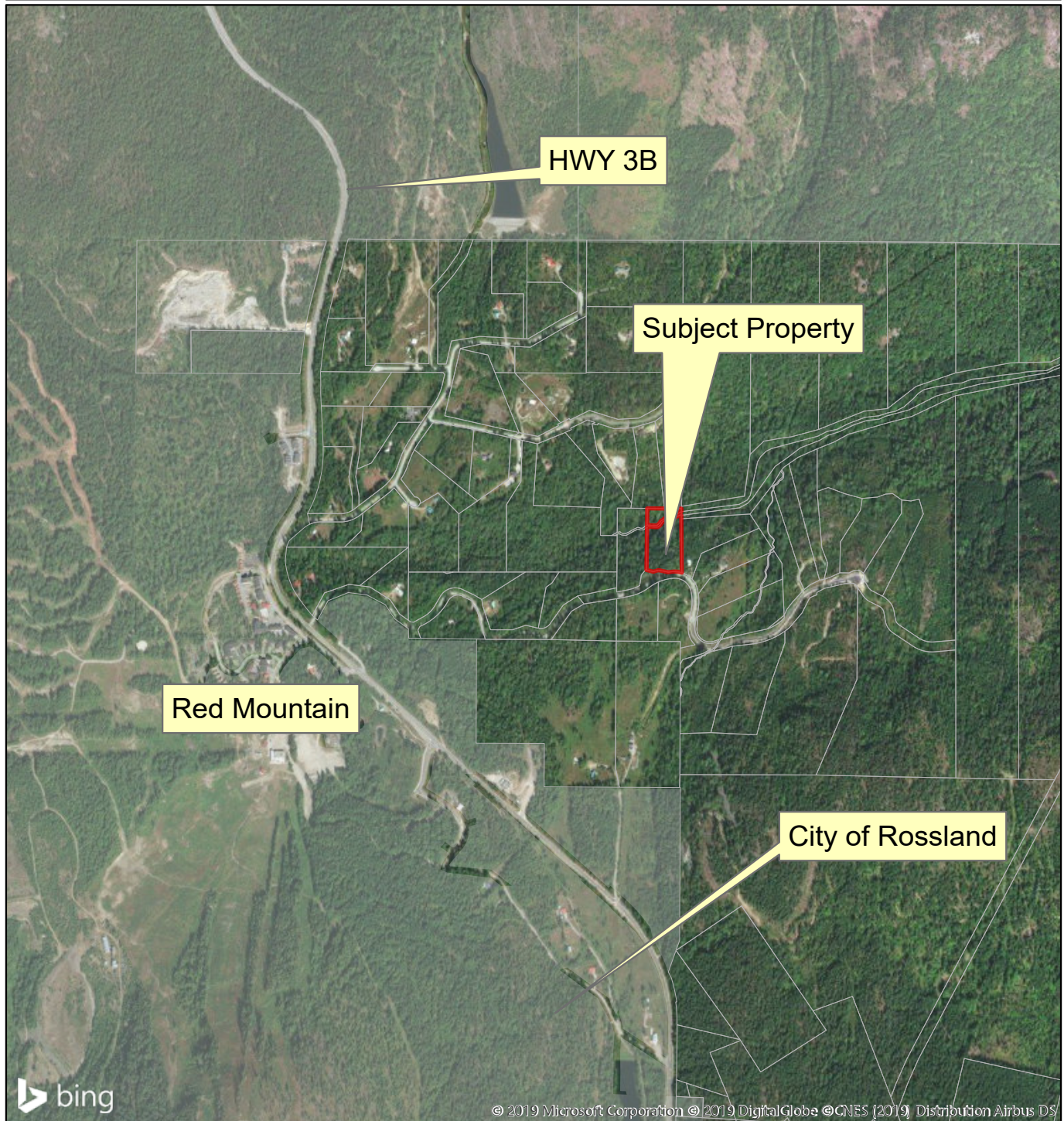
Date: 13-Nov-2019

Site Location Map

Lot 2, Plan NEP77083,
TWP 28, KD



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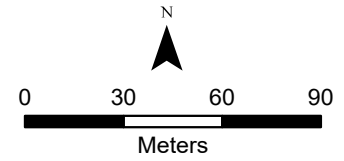


Regional District of
Kootenay Boundary

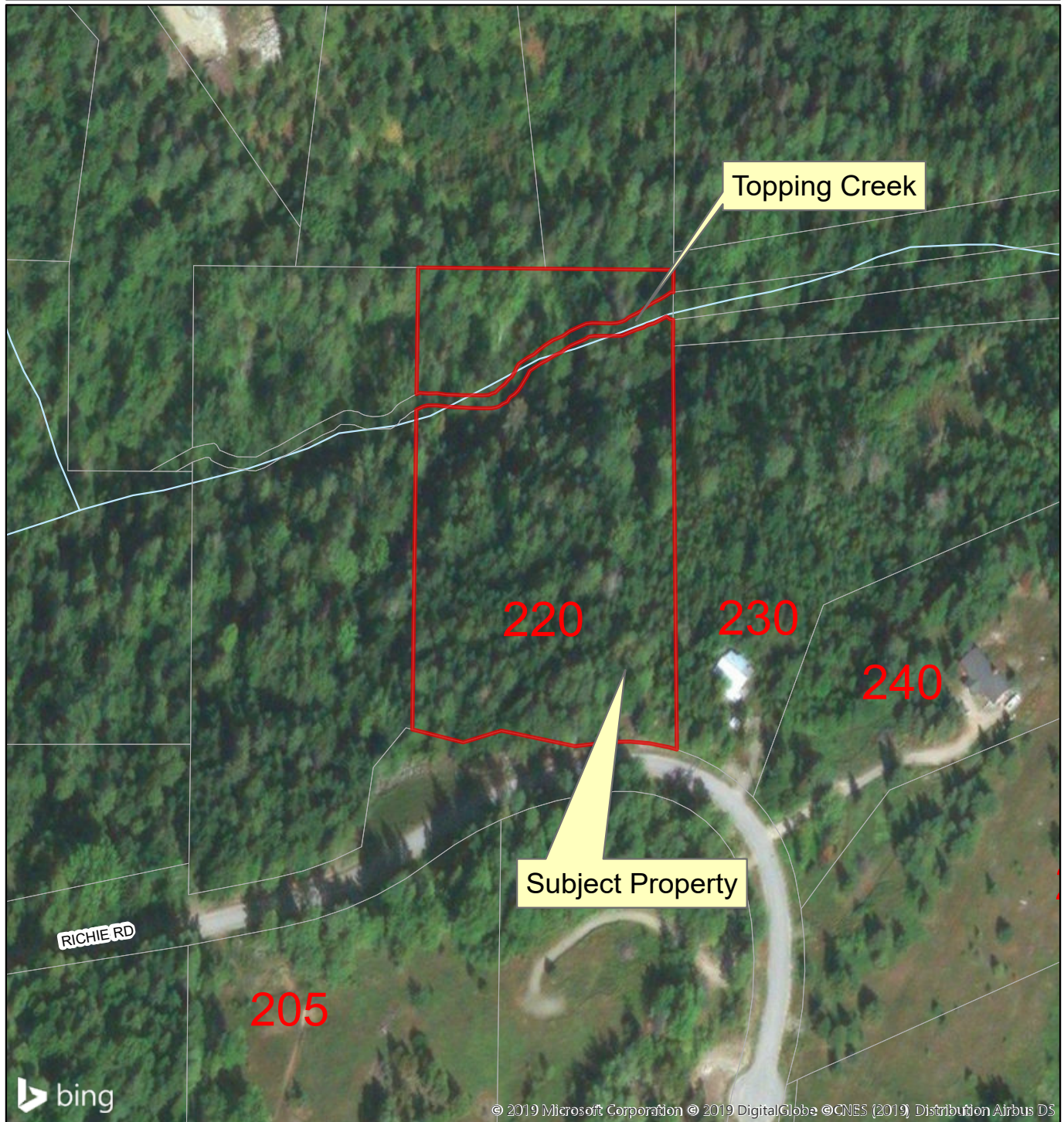
Date: 13-Nov-2019

Subject Property Map

Lot 2, Plan NEP77083,
TWP 28, KD



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July 2019

12

VARIANCE RELAXATION APPLICATION**Spencer Residence - Ritchie Road, Rossland, BC**

LOT 2, PLAN NEP77083, TOWNSHIP 28, KOOTENAY DISTRICT
 PID: 026149397

TABEL OF CONTENTS:

| | |
|--|---|
| A. EXECUTIVE SUMMARY | 2 |
| B. SITE DATA and LAND USE REGULATIONS: | 3 |
| C. VARIANCE REQUEST SUMMARY | 3 |

A. EXECUTIVE SUMMARY

Requested Variance & Rationale: TEXT

REFERENCE FILES:

- Studio 9 Architecture + Planning Ltd – Site Plan and Massing Studies_2019.07.12

Prepared by Studio 9 Architecture + Planning Ltd.

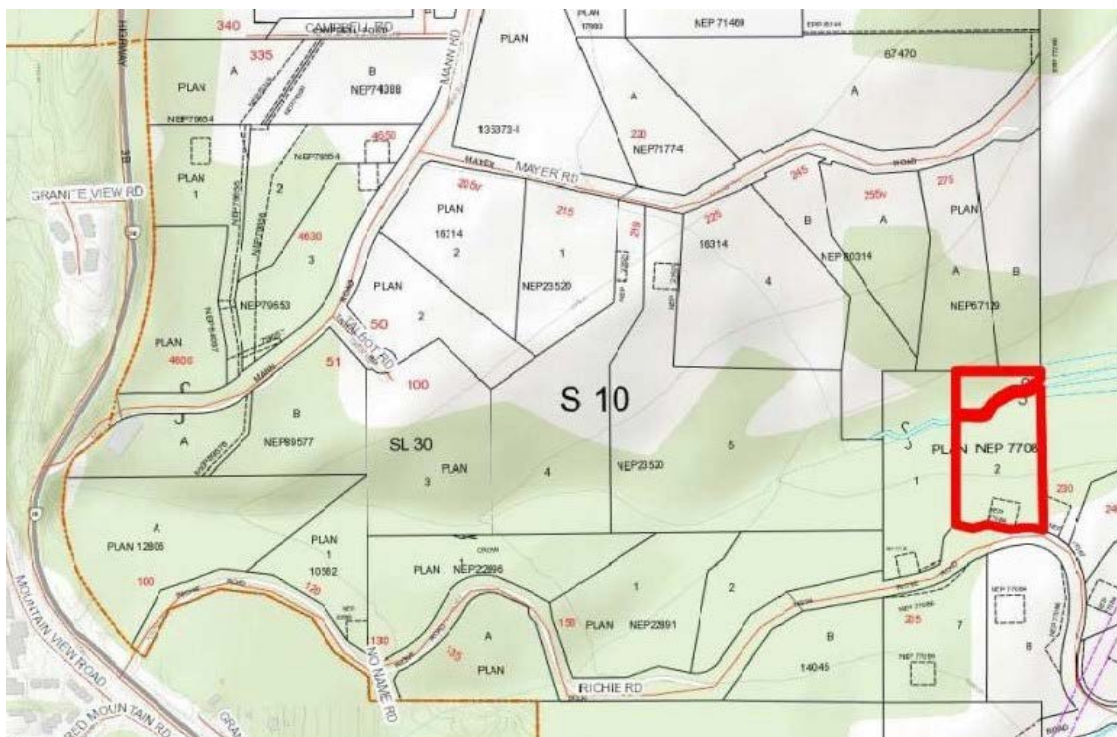
VARIANCE RELAXATION APPLICATION

B. SITE DATA and LAND USE REGULATIONS:

Project Location & Zoning Area:

RDKB – Area B Zoning, Bylaw #1540

Land Use Zone: Rural Residential RR1 (Zoning Bylaw Map 1540)



STUDIO 9 ARCHITECTURE + PLANNING LTD. 250.354.3959

VARIANCE RELAXATION APPLICATION

C. VARIANCE REQUEST SUMMARY

Reference Bylaw: #1504 – Section 606.5 – Setbacks: Front Property Line Setback – 7.5m

Requested Variance & Rationale: Relax Front Property Line Setback from 7.5m to 0.0m.

Rationale: The subject parcel is a steeply sloped lot starting immediately at the front property line located in a rural residential neighborhood surrounded by relatively large fee simple lots. Construction on steep sites is quantifiably more expensive to build due to the complexities of the mobilization for the general contractor, extensive engineering expenses for retaining walls and elevated platforms, and the construction materials required to create safe and practical built structures. To this end, the client is requesting that a 0.0m setback from the Front Property Line will mitigate the financial hardship that would result by building 7.5m on the steeply sloped property. The following points of consideration are presented to support this rationale;

- 1.) Due to the remote and large nature of the adjacent properties, no neighbors will experience negative visual impacts from this relaxation, and the resulting siting of the home 7.5m closer to Ritchie Road.
- 2.) The proposed design at 0.0m setback enables the owner's vehicles to safely enter and exit the property with sight lines to oncoming traffic on Ritchie Road. If, for instance, the construction were 7.5m down the slope, cars exiting the property would be coming to Ritchie Road from below the sight-lines at Ritchie Road, and thereby create a potential collision scenario at the entrance to the property.
- 3.) Locating the residence closer to Ritchie Road significantly decreased the impact to the existing natural ecosystem of the property, decreases the infrastructure installation costs, and makes fire fighting access to the home safer for fire fighters and firefighting equipment staging.

END_DVP AMENDMENT 01 APPLICATION

STUDIO 9 ARCHITECTURE + PLANNING LTD. 250.354.3959

Spencer Residence

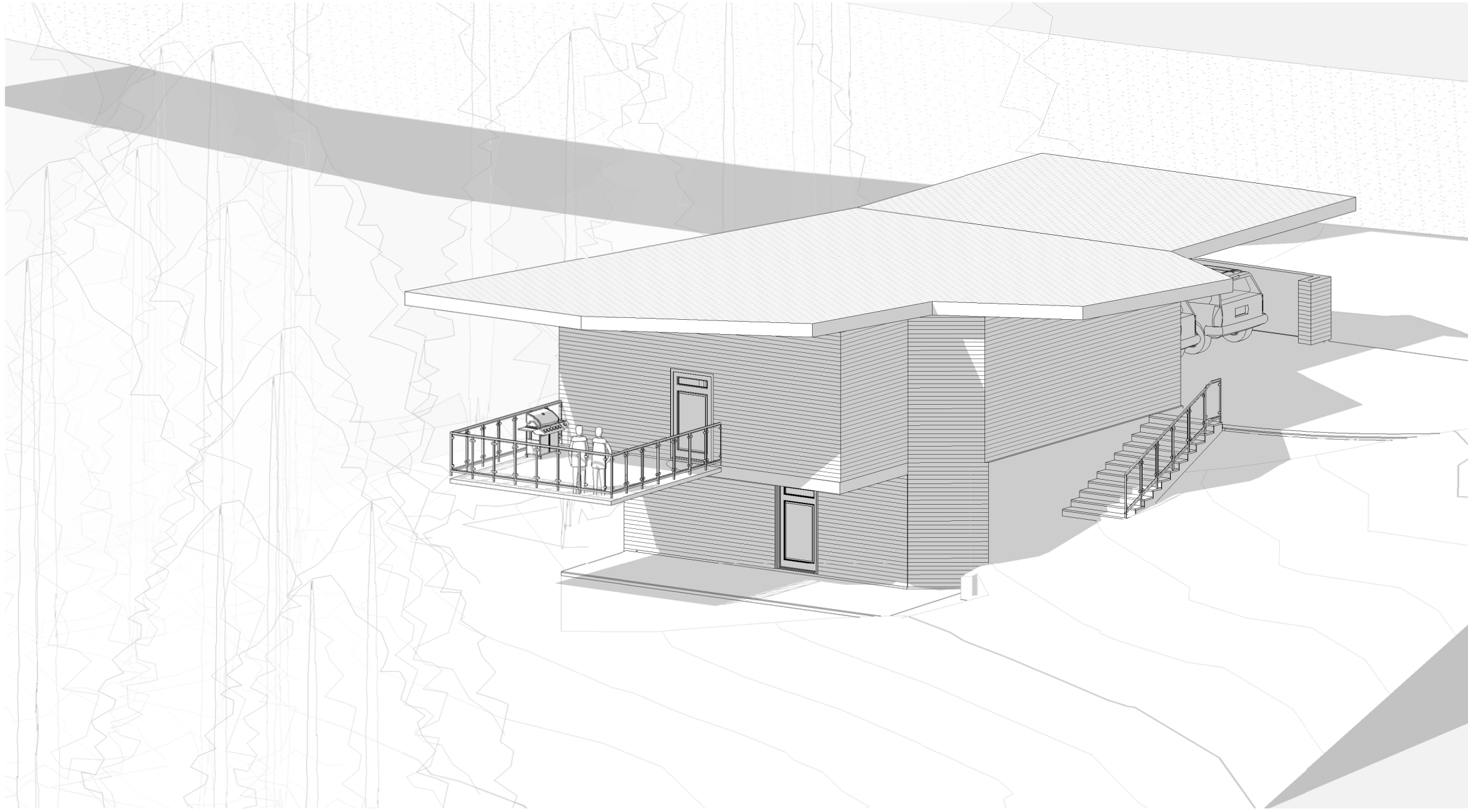
Ritchie Road
Rosland, BC

| ISSUE | DATE | DESCRIPTION |
|-------|------------|---------------------|
| 4 | 2019.07.12 | ROAD VARIANCE APP |
| 3 | 2019.07.09 | DRAFT REVIEW |
| 2 | 2019.06.27 | SITE & WADING STUDY |
| 1 | 2019.06.24 | SITE PLAN REVIEW |

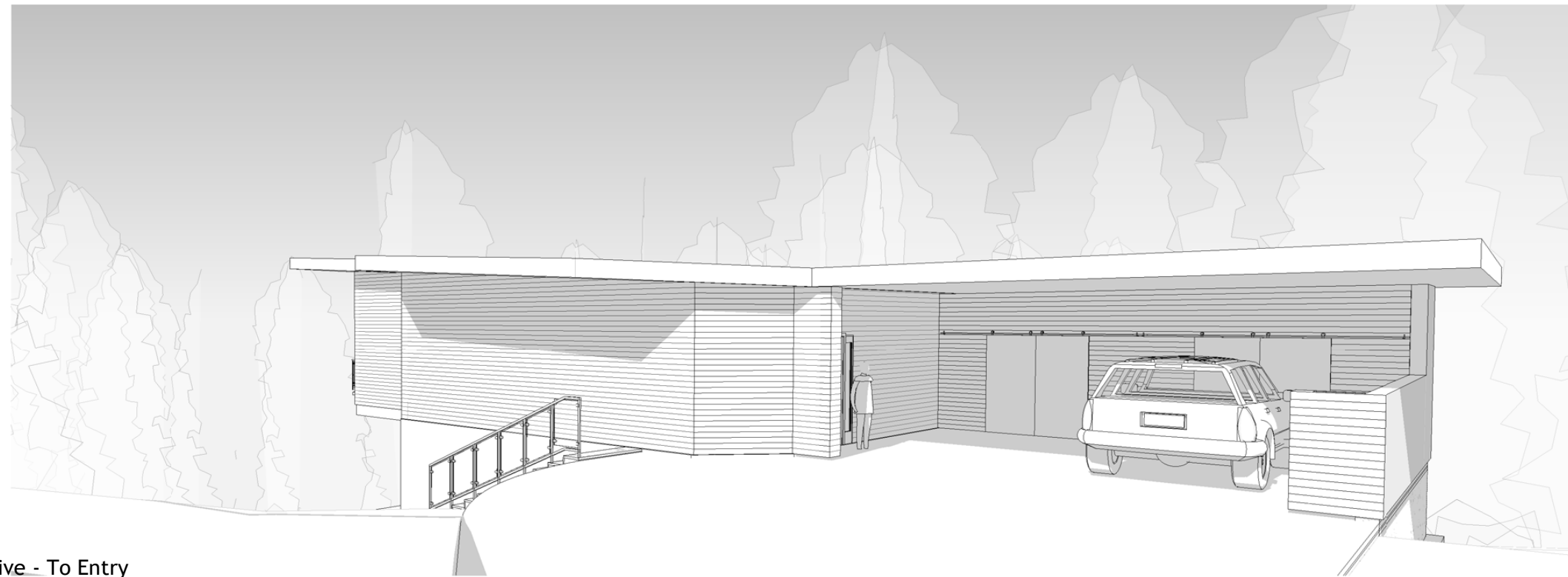
PROJECT #: 1352
DRAWN BY: NR/STK
CHKD BY: STK
COPYRIGHT: 2019 STUDIO 9
ARCHITECTURE + PLANNING LTD.

Site Plan
A101b
SCALE: As indicated

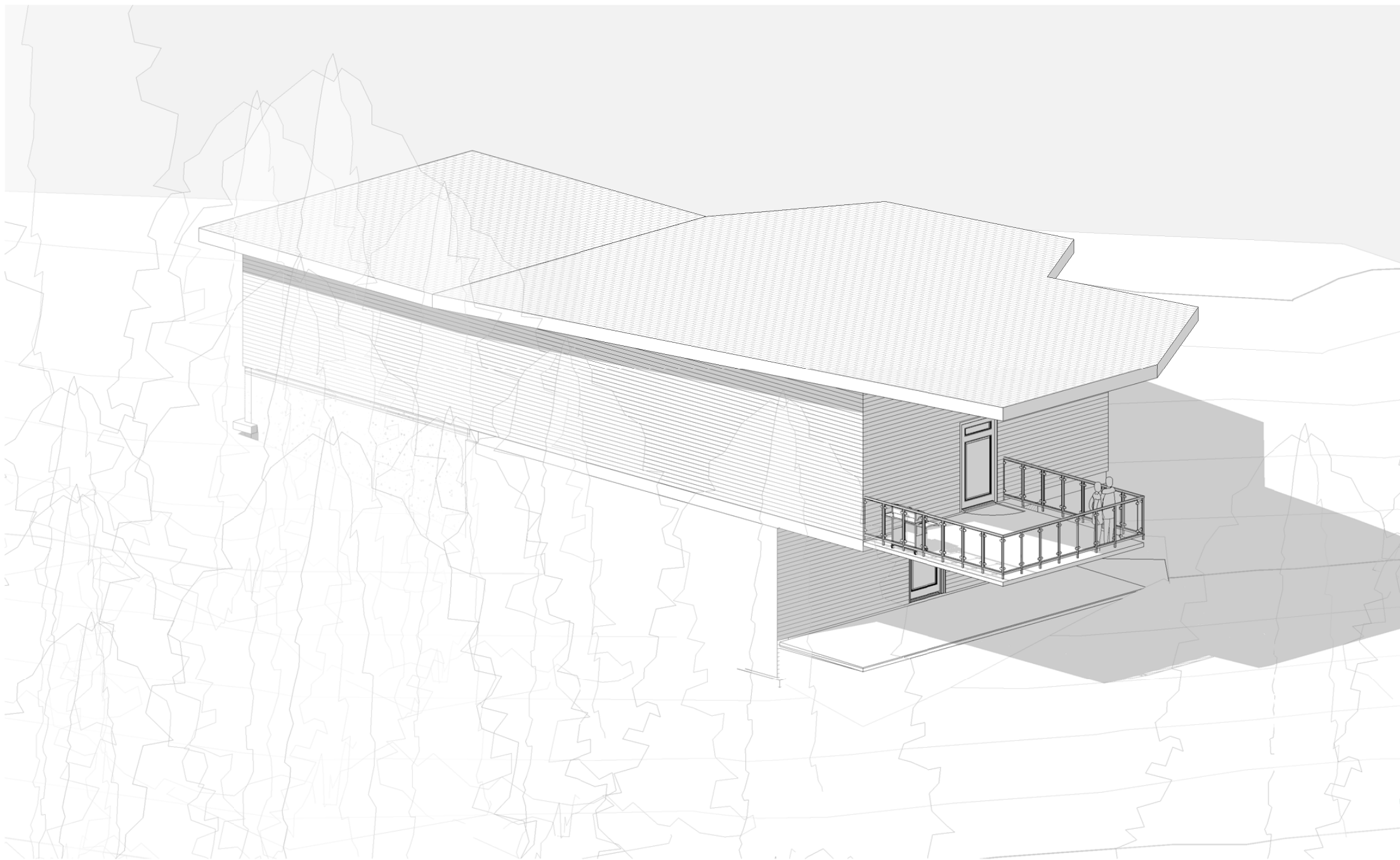
NOT FOR CONSTRUCTION



1 Perspective 01

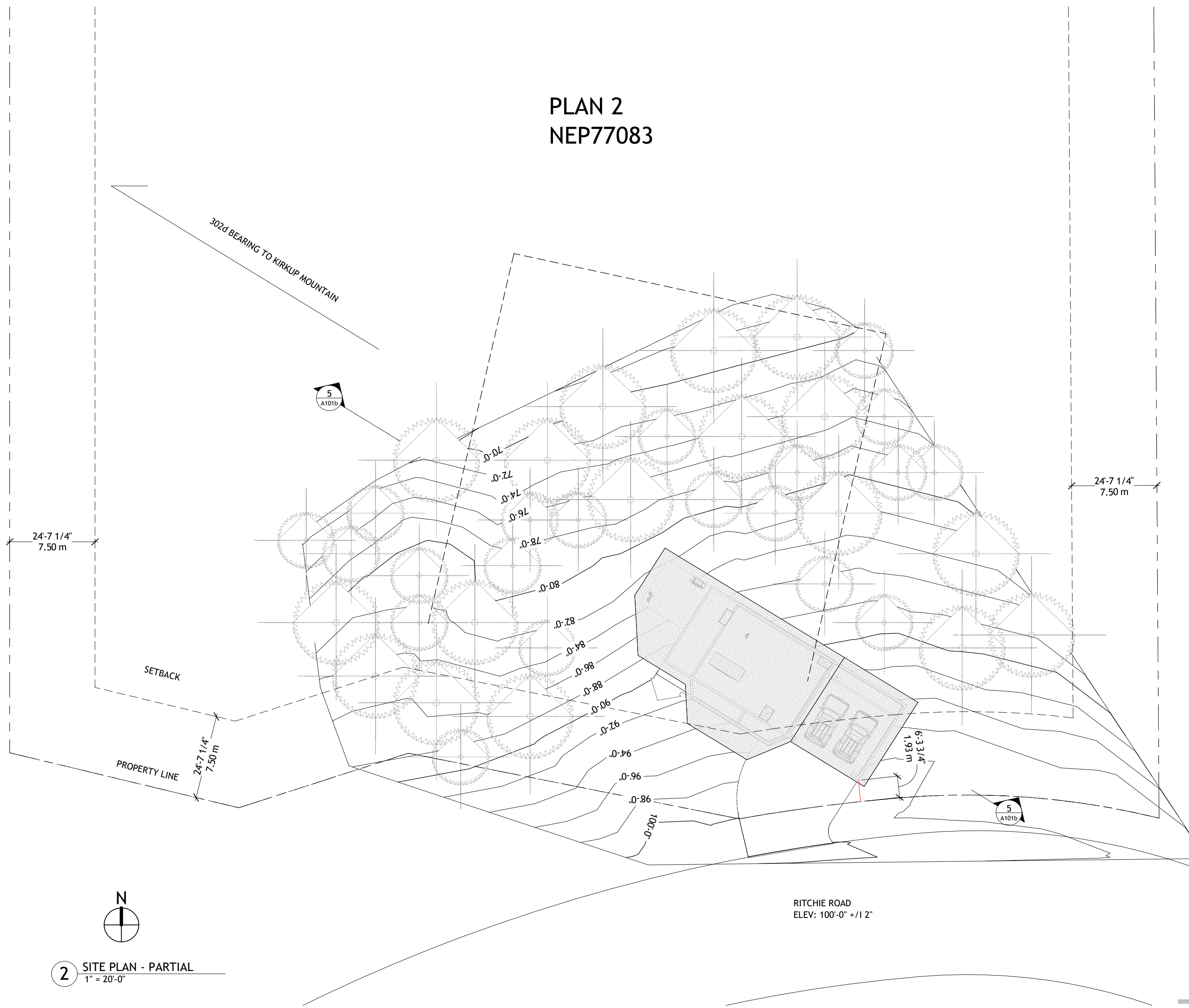


4 Perspective - To Entry



3 Perspective 02

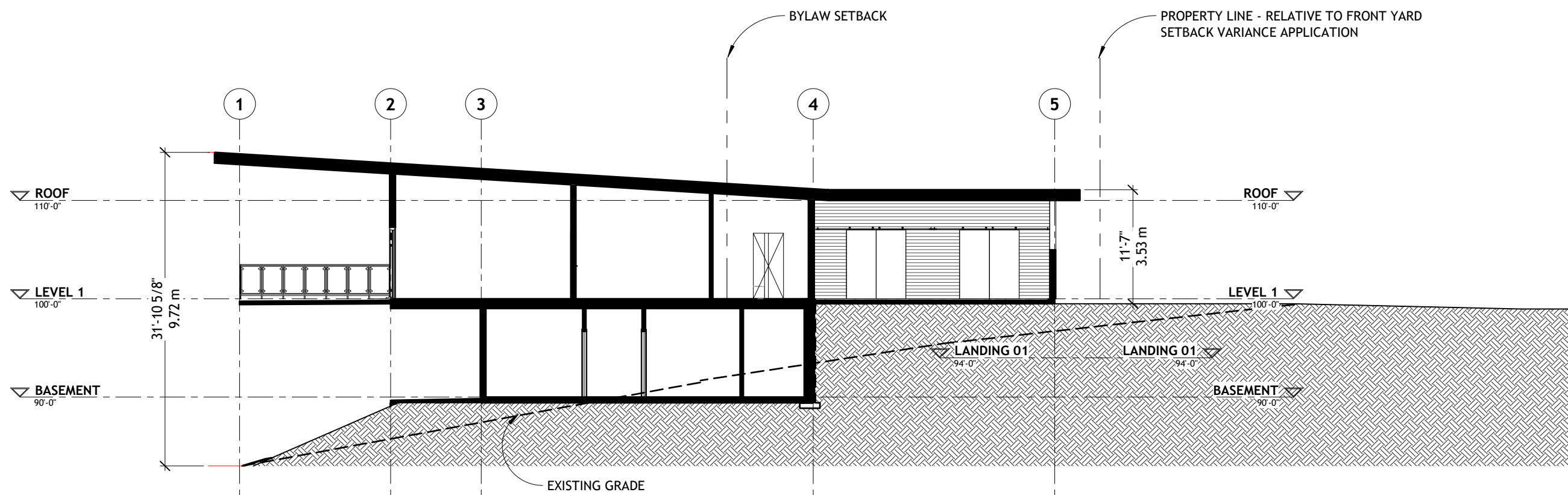
PLAN 2
NEP77083



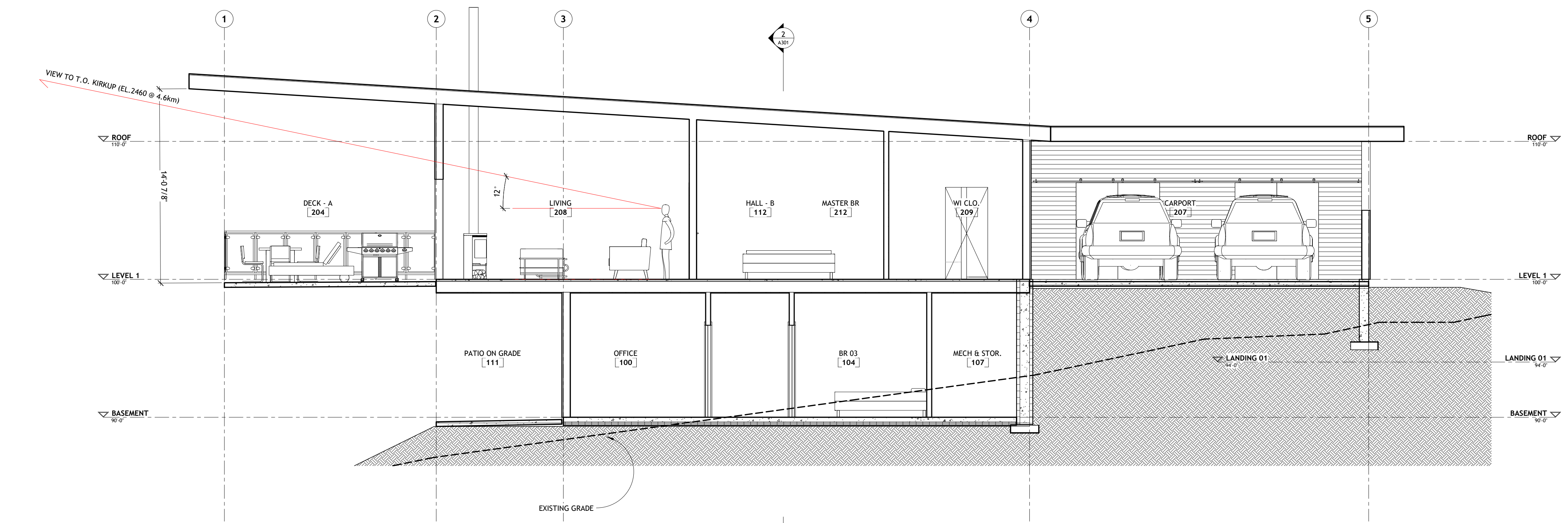
2 SITE PLAN - PARTIAL
1" = 20'-0"



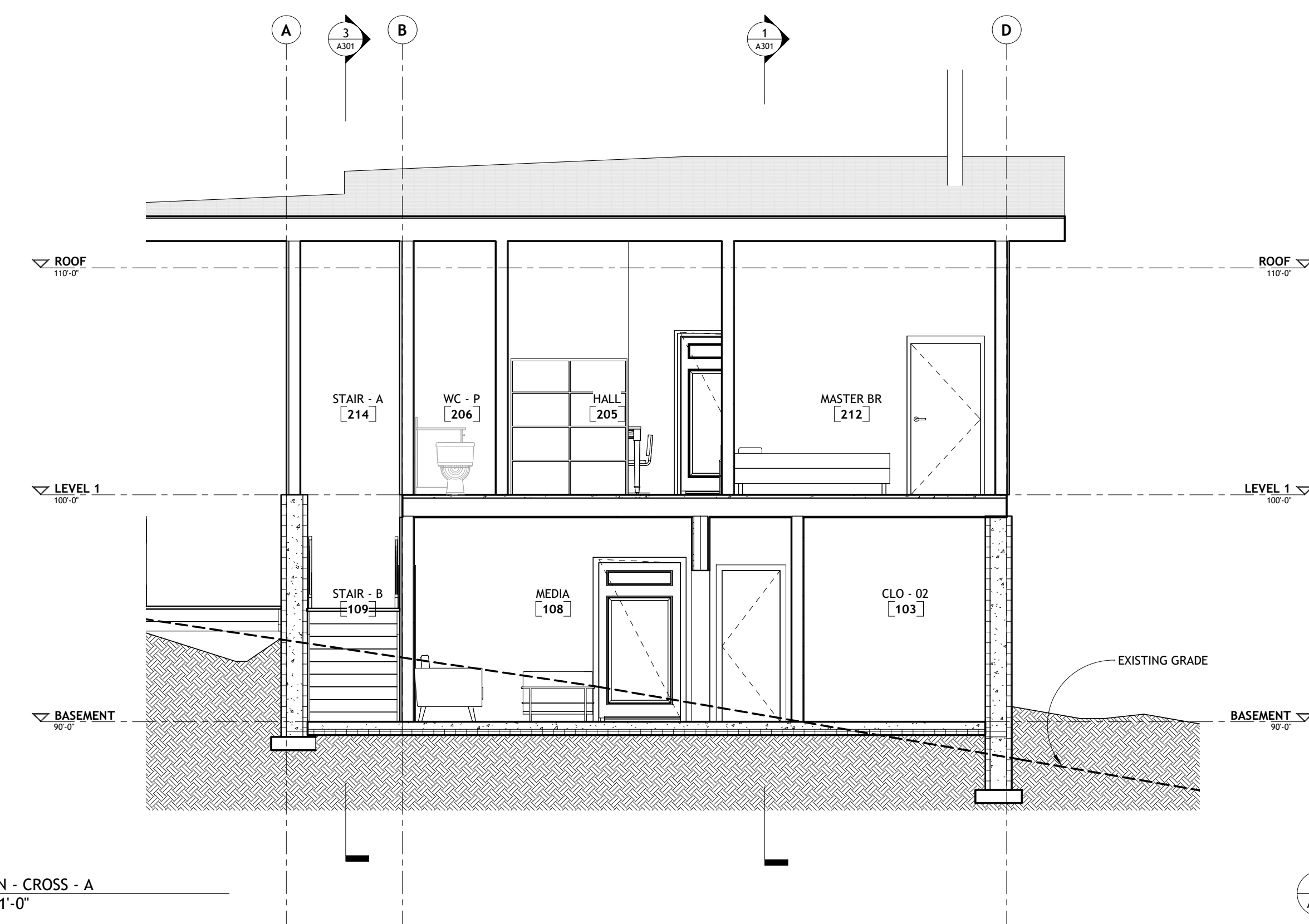
2 SITE PLAN - PARTIAL
1" = 20'-0"



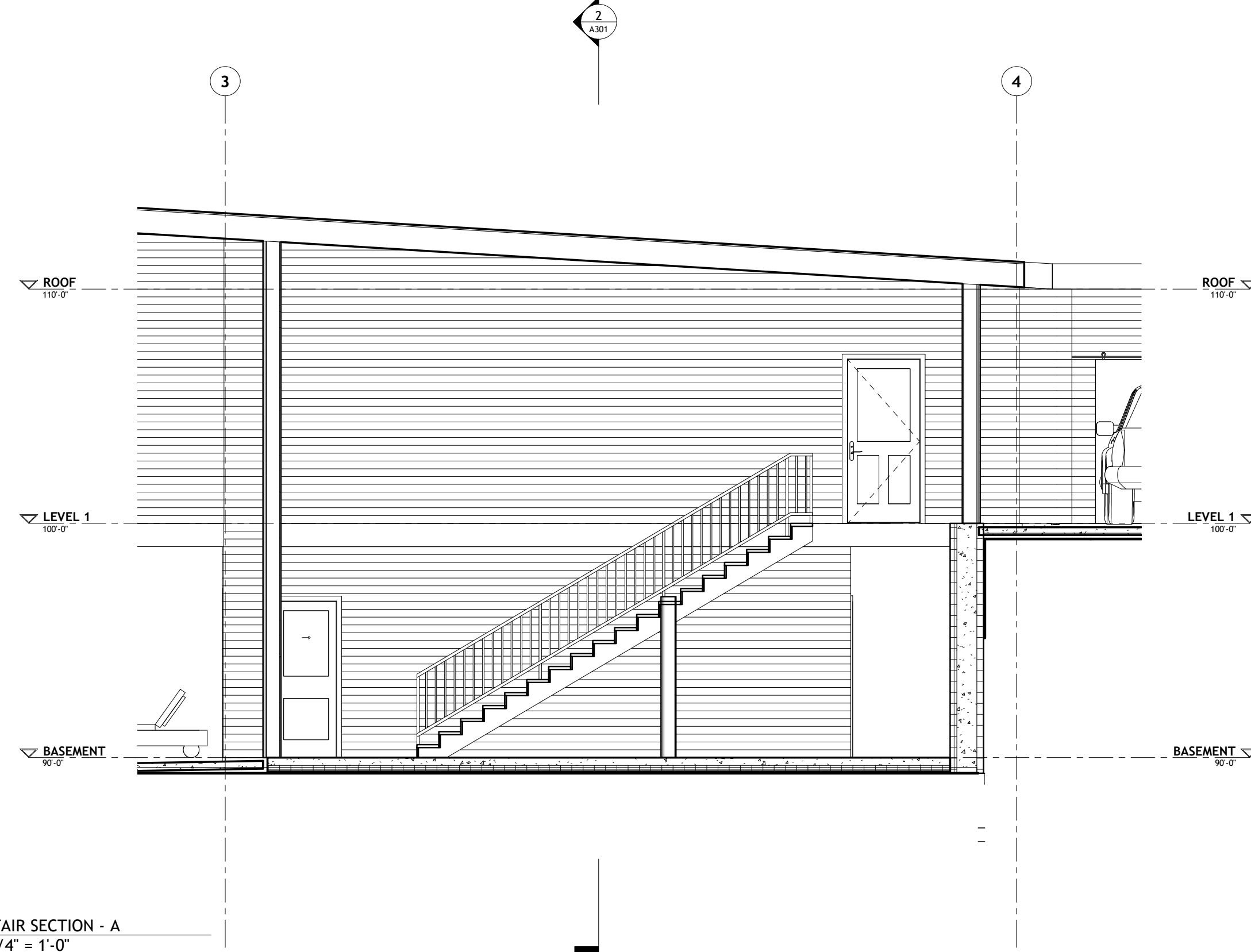
5 SITE SECTION - A
1" = 10'-0"



1 SECTION - LONG - A
1/4" = 1'-0"



2 SECTION - CROSS - A
1/4" = 1'-0"



3 STAIR SECTION - A
1/4" = 1'-0"

studio 9

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1307 TREVOR STREET
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V1L 0A4
250.354.3959
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OWNER:
NAME OF OWNER HERE

Spencer Residence

Ritchie Road
Rossland, BC

| 1 | 2019.06.27 | SITE & MASSING STUDY |
|-------|------------|----------------------|
| ISSUE | DATE | DESCRIPTION |

PROJECT #: 1352
DRAWN BY: STK
CHKD BY: STK
COPYRIGHT: 2019 STUDIO 9
ARCHITECTURE + PLANNING LTD.

Building Sections

A301

SCALE: 1/4" = 1'-0"

NOT FOR CONSTRUCTION



Planning and Development

2020 / 2021 Work Plan – Final



005

Prepared by: Donna Dean, Manager of Planning and Development



2020 / 2021 Work Plan – Final

Service Name: Planning and Development

Service Number: 005

Committee Having Jurisdiction: Electoral Area Services Committee

General Manager/Manager Responsible:

James Chandler, General Manager of Operations

Donna Dean, Manager of Planning and Development

Description of Service:

The Planning and Development Department fulfills the following functions:

- Clerical services – Services include: records management; preparation and distribution of agendas to the six Advisory Planning Commissions; preparation and distribution of the Electoral Area Services agenda; minute taking; and coordination of items for Board agendas.
- Current operations – Current operations involves responding to inquiries from the public; processing RDKB applications, which can include holding public hearings; and responding to referrals from other agencies.
- Long range planning – Long range planning involves the creation of new land use plans and comprehensive reviews of existing land use plans.
- Community Planning – Planning Department staff participate on a number of committees throughout the Regional District. Currently those include:
 - Lower Columbia Ecosystem Management Plan (LCEMP), which is part of the Trail Area Health and Environment Program;
 - Attainable Housing and the Sustainable Local Agriculture Committees of the Lower Columbia Community Development Team (LCDDT);
 - Species and Ecosystems at Risk (SEAR) Local Government Working Group;
 - Strategic Community Energy and Emissions Plan (SCEEP) implementation Committee; and
 - Climate Action Initiative.
- Geographic Information Services (GIS)/Mapping – Staff maintains the feature class data base for the mapping system and supports the Department's Current Operations and Special Projects. GIS staff keep the on-line mapping functioning; do regular downloads of BC Assessment data into ARC GIS; provide mapping for current applications and referrals and long range planning projects and other special projects as required; and provide analysis of

census data. GIS staff also provide support to other RDKB departments including: fire services, finance, administration, and recreation. GIS staff are also responsible to ensure current street address data is provided to the appropriate agency(s) that use the data for the 911 system.

- Bylaw Compliance and Enforcement – The Department responds to complaints regarding contravention of the Regional District’s land use bylaws. Bylaw compliance and enforcement often involves coordinated efforts with the Building Department and in some cases with the Administration Department and legal council. Bylaw compliance and enforcement continues to be a time consuming, sensitive and challenging task. Since 2005, when the Planning and Development Department took on a more active role in bylaw enforcement, the number of written complaints for enforceable infractions of RDKB Zoning Bylaws has averaged roughly 10 per year. A complete summary of enforcement activities in 2019 was not available at the time this work plan was prepared. Currently there are 36 active bylaw enforcement files that require short term follow up, up from 30 at this time last year; and
- Administrative Support Services – Planning Department staff are involved in most RDKB property based transactions. Examples include: the applications for license of occupation and land purchases and transfer. GIS staff also regularly responds to inquiries from the Finance Department for assessment values for the Regional District’s various services; voter counts for referendums and elections; mapping for service areas, bylaws and staff reports; and mapping for emergency services (evacuation zone maps and maps of areas impacted by emergencies).
- Special projects are described in greater detail below.

Establishing Authority:

Letters Patent

Requisition Limit:

Not applicable

2019 Requisition / Budgeted Expenditures / Actual Expenditures:

\$782,846/ \$857,942/ \$792,259 (estimated)

Regulatory or Administrative Bylaws:

The Planning and Development Department administers a total of 24 regulatory and administrative bylaws on a regular basis:

Electoral Area ‘A’ OCP Bylaw No. 1410

Electoral Area ‘A’ Zoning Bylaw No. 1460

Electoral Area ‘B’/Lower Columbia-Old Glory OCP Bylaw No. 1470

Electoral Area ‘B’/Lower Columbia-Old Glory Zoning Bylaw No. 1540

Electoral Area ‘C’/Christina Lake OCP Bylaw No. 1250

Electoral Area ‘C’/Christina Lake Zoning Bylaw No. 1300

Electoral Area ‘D’/Rural Grand Forks OCP Bylaw No. 1555

Electoral Area ‘D’/Rural Grand Forks Zoning Bylaw No. 1675

2020 projected costs:

- Wages/benefits (~60%)
- Operating Contracts (~18%)
- Building (~6%)
- Board Fee (~4%)

Other Revenue:

- Application Fees
- Street Address services
- Project Grants
- Rural Development Institute

Big White Ski Resort OCP Bylaw No. 1125
 Big White Ski Resort Zoning Bylaw No. 1166
 Mt. Baldy Ski Resort OCP Bylaw No. 1335
 Mt. Baldy Ski Resort Zoning Bylaw No. 1340
 Jewel Lake Land Use Bylaw No. 855
 Bridesville Townsite Land Use Bylaw No. 1485
 Heritage Designation Bylaw No. 1236
 Advisory Planning Commission Bylaw No. 1535
 Board of Variance Bylaw No. 1145 and 1146
 Floodplain Bylaw No. 677
 Delegation Bylaw No. 1567
 Development Approvals Bylaw No. 1507
 Fees and Procedures Bylaw No. 1231
 Mobile Home Park Bylaw No. 97

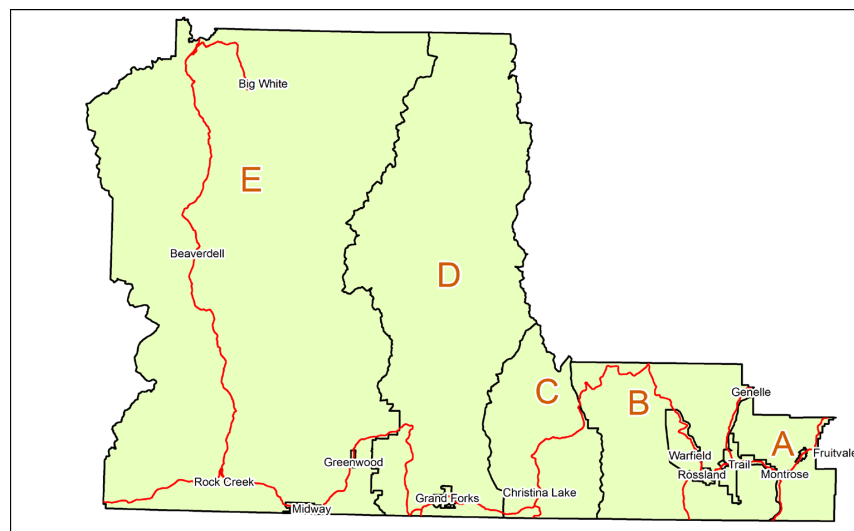
Service Area / Participants:

Entire Regional District.

Planning: 5 Electoral Areas – 75% of budget

Planning and Development: 5 Electoral Areas plus 8 member municipalities – 25% of budget

The above budget break-down is according to Board Resolution #461-92.



Service Levels

- Department staff are available to the public through direct emails, general emails, phone calls and at the front counter five days a week through the work day. Enquiries are of varying complexity and depending on the information requested can involve a freedom of information request.
- Production of agendas for Advisory Planning Commissions, Electoral Area Services Committee and submissions to the Administration Department for Board Agendas
- Staff are also working on long range planning projects.

Human Resources:

- General Manager of Operations
- Manager of Planning and Development
- Two professional planners
- Two GIS/Mapping staff
- One GIS Intern position (temporary until March 31, 2021)
- One full time and one part-time administrative support staff
- One bylaw enforcement officer (scheduled to start in March 2020)

The 2020 staffing table, presented below, summarizes the number of potential workdays for each position in the Planning and Development Department (005) service. The Watershed Planner's time is accounted for in the Boundary Integrated Watershed Service Work Plan (170). The table presents an assumed 260 potential workdays (52 weeks at 5 days per week). Subtracted from that are 12 statutory holidays, and an average of 40 days for vacation, sick, training and workshops for a total of 208 days. Work days have been further divided into operational days and project days. When averaged over all positions in the department, there are roughly twice as many operational days (888) as project related days (443).

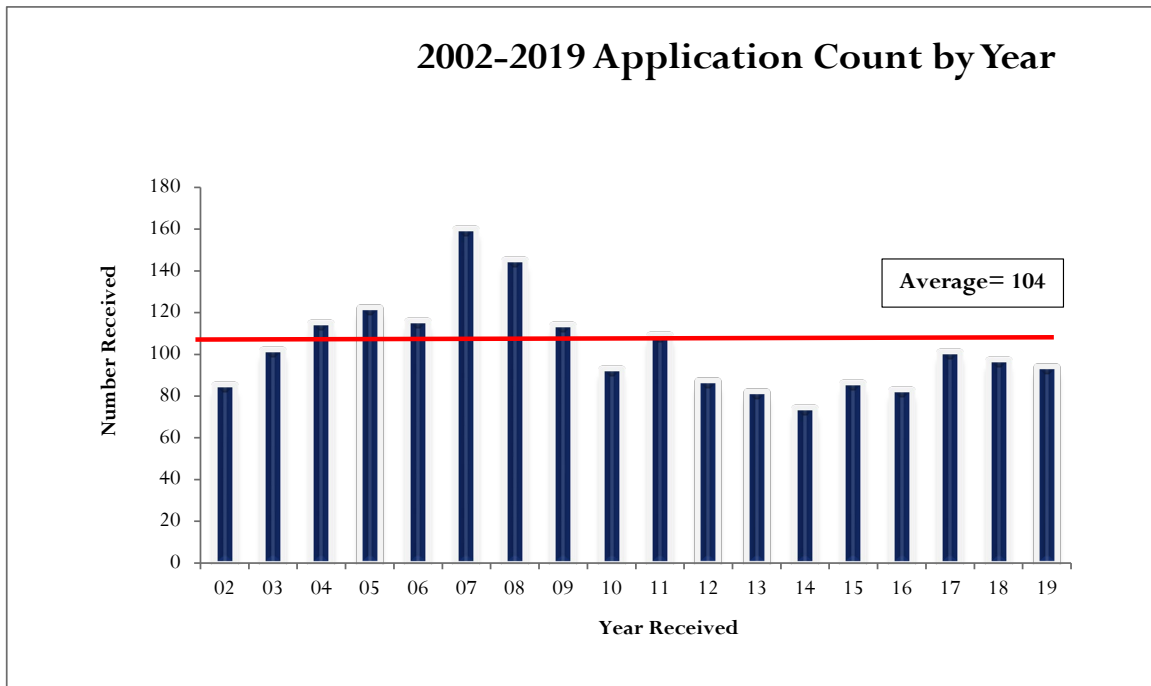
2020 Staffing

| Position | Operational (full time equivalent) | Operational Days | Project (full time equivalent) | Project Days |
|------------------------------|--|---------------------|--------------------------------------|-----------------|
| Manager of P&D | 80% | 150 | 20% | 37 |
| Senior Planner | 20% | 42 | 80% | 166 |
| Planner | 80% | 166 | 20% | 42 |
| Senior Planning Technician | 50% | 104 | 50% | 104 |
| GIS Technician | 70% | 146 | 30% | 62 |
| GIS Intern | 10% | 21 | 90% | 187 |
| Senior Secretary | 90% | 187 | 10% | 21 |
| Clerk/Secretary/Receptionist | 45% | 94 | 5% | 10 |
| Bylaw Enforcement Officer | 90% | 155 | 10% | 17 |
| | | 888 | | 443 |

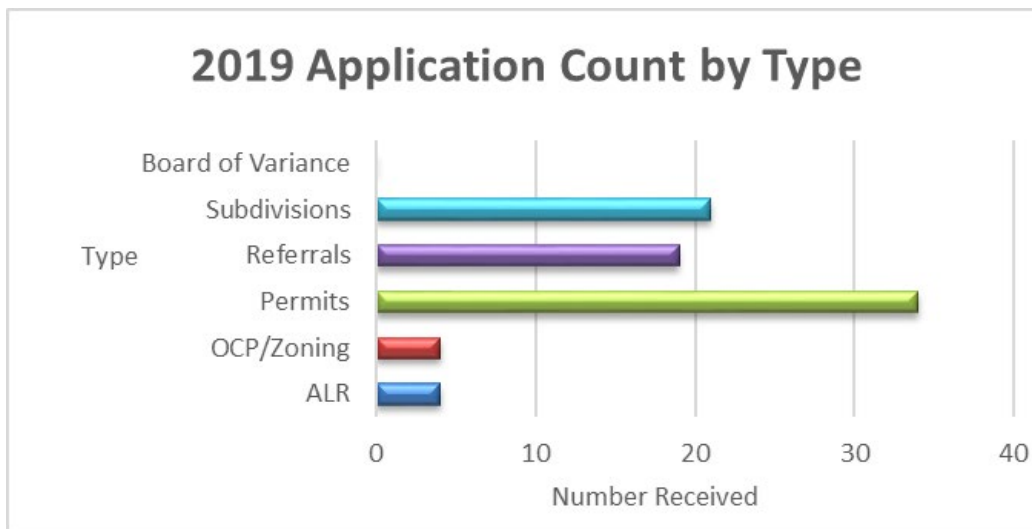
Time for the Bylaw Enforcement Officer adjusted to 10 of 12 months; time for Manager of P&D adjusted to 90% of time since remainder of time is dedicated to the Boundary Integrated Watershed Service.

Summary of 2019 Applications and Referrals:

There were a total of 94 applications and referrals in 2019, which is below the 18-year average of 104.



Most development applications processed in 2019 were for development permits and development variance permits, followed by subdivision referrals from the Ministry of Transportation and Infrastructure. Referrals from other agencies also make up a substantial part of the work-load.



Application processing targets are presented in the table below. The targets for OCP and/or rezoning, development permits and agricultural land reserve referrals are 19, 8 and 10 weeks, respectively.

| Application Type | Number of Applications Completed in 2019 | Number of Applications that met the Processing Time Target | Fastest Processing Time (weeks) | Slowest Processing Time (Weeks) |
|---------------------------|--|--|---------------------------------|---------------------------------|
| OCP and/or Rezoning | 2 | 1 | 13 | 29 |
| Development Permits | 28 | 15 | 3 | 25 |
| Agricultural Land Reserve | 2 | 2 | 7 | 10 |

Trends

Recruitment of new staff and training had a significant impact on the department in 2019. Staff changes included:

- Elizabeth Moore was promoted from Planner to Senior Planner when Ken Gobeil changed employers at the end of May 2019.
- Corey Scott, our new Planner, started in August 2019.
- While not paid out of the Planning and Development budget, Kristina Anderson, Watershed Planner was recruited in the spring of 2019 and started in July 2019.
- Heather Potter, our new GIS Technician, started in April 2019.
- Katie Erickson, our GIS Intern started in September 2019.
- The Bylaw Enforcement Officer will start in March 2020.

Development of procedures and policies regarding bylaw enforcement and adjudication will take a significant amount of time in 2020. Another initiative is greater collaboration with the building department. The new federal regulations regarding cannabis production and sales has impacted staff time as well as changed to the *Agricultural Land Commission Act* and regulations. We are also planning to job description/classification reviews for the Senior Planning Technician, GIS Technician and Watershed Planner in 2020.

The table below summarizes the projects that were identified in the 2019/2020 work plan and their status:

| Project Name | Status |
|---|---|
| Creation of the Rural Bridesville Land Use Plan | A final draft is near completion and the next step will be public consultation. |
| Review of the Electoral Area 'C'/Christina Lake Official Community Plan | This project will continue in 2020. |

| | |
|---|---|
| Continuation of the Boundary Area Agriculture and Food Project | Concluded Year 3 of the Community Food Action Initiative. All reporting to Interior Health was completed. A total of \$30,699 in grants was distributed to six organizations in the Boundary area to aid with the implementation of the Plan. |
| Review of the Board of Variance Bylaw | The current bylaws and supporting information has been forwarded to our solicitor. A draft should be available by mid month (January 2020) |
| Production of Application Guidelines for Public and Updated Web Content | Final drafts have been produced and will be ready to share soon. |
| Asset Management Project | There were few demands on planning staff time on this project in 2019 but it will remain on the project list since GIS staff are an integral part of asset management. |
| GIS review | This project is being held at this time since acquisition of the enterprise esri licence has significantly changed the capabilities of the GIS software. This item has not been included in the 2020 budget. |
| Wall map for the basement foyer | A draft has been produced and will be sent to the printer this month (January 2020). |

Other work completed in 2019 included:

- Adoption of the new Electoral Area 'D'/Rural Grand Forks Zoning Bylaw.
- Background work regarding the Kootenay Robusters permit for use of the Lavalley road right of way for a movable boat house for their dragon boats. The permit was granted by the Ministry of Transportation and Infrastructure in December 2019.
- Staff continues to be involved in the Boundary flood recovery mostly as it relates to the RDKB parcels that are still on evacuation order.
- Participation in the Agricultural Climate Action Initiative.
- Issuance of a request for proposals for the Housing Needs Report and hiring a consultant to carry out the work.
- Migrated to the esri Enterprise license.
- The street address project, which matches address points to rooftop, is near completion.

2020 Projects

In addition to the projects listed below, staff is available for emergent planning and development matters that arise throughout the year. In general, the oldest land use bylaws are reviewed first. Appendix A lists the sequence of land use bylaw for review.

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

The GIS section has a number of initiatives underway including:

- Completion of the street address project and collaboration with member municipalities on street addressing
- Mapping for the revised Midway OCP and
- Transition to Parcel Map BC for our cadastral layer. This migrations and the associated clean up of the feature class data base will allow for greater capability to do analysis

The table of projects follows on the next page.

| Strategic Priority | Project name | Estimated Days to complete | Internal /External | Budget (Est) | Risk/priority |
|---|--|----------------------------|--------------------|--------------|---------------|
| Core Services - Long Range Planning (Senior Planner): | | | | | |
|  | Bridesville Land Use Plan - Finalize | 30 | Internal | NA | High |
|  | Area C/Christina Lake OCP Review - ongoing | 100 | Internal | NA | High |
|  | Big White Master Plan review - referral anticipated in the new year | 5 | Internal | NA | High |
|  | Big White OCP Review - Initiate upon completion of the Bridesville Plan | 40 | Internal | NA | High |
| Sub-total | | 175 | | | |
| Operational Strategic Initiatives - In Progress: | | | | | |
|  | Bylaw Adjudication Process | 15 | Both | 15,000 | High |
|  | Fees and Procedures Bylaw - Addition of liquor & cannabis to procedures | 5 | Both | NA | High |
|  | Big White OCP and Zoning regarding Retaining Walls; intensive residential development permit guidelines; phased developments | 5 | | NA | High |

|  | Housing Needs Report - RDKB Wide | 10 | Both | 147,000 | High |
|---|--|----------------------------|--------------------|--------------|---------------|
|  | Housing Strategies - Collaboration with Rural Development Institute | 187 | Both | TBD | High |
|  | Climate Action Initiative-Weather Network, working group | 7 | Both | 32,000 | High |
| Sub-total | | 229 | | | |
| Strategic Priority | Project name | Estimated Days to complete | Internal /External | Budget (Est) | Risk/priority |
| Operational Strategic Initiatives - To be Determined | | | | | |
|  | Poverty Reduction Plan for the Boundary - UBCM Grant; February 28, 2020; funding dependent | 15 | Both | 100,000 | High |
|  | Agriculture and Food Security Plan - Lower Columbia; funding dependent | 20 | Both | 50,000 | High |
|  | Heritage Designation - Cascade Cemetery; will be completed when time is available in 2020 | 5 | Internal | NA | Medium |
|  | Asset Management Project; Level of involvement is unknown at this time | Unknown | Internal | NA | Medium |
| Sub-total | | 40 | | | |
| Total | | 444 | | | |

Appendix A

Estimated Sequence of Land Use Bylaw Reviews (2 are reviewed concurrently)

| Bylaw Description | Adopted | Status |
|--|----------------|--------------------------|
| Rural Bridesville Land Use Plan (expansion of Bridesville Townsite, Bylaw No. 1485) ⁱ | May 2012 | In progress |
| Area C/Christina Lake OCP (#1250) | September 2004 | In progress |
| Big White OCP (#1125) ⁱⁱ | June 2001 | Follows Bridesville Plan |
| Area C/Christina Lake Zoning Bylaw (#1300) | June 2007 | Follows Area C OCP |
| Big White Zoning Bylaw (#1166) | January 2002 | Follows Big White OCP |
| Area A OCP (#1410) | February 2011 | |
| Area B/Lower Columbia-Old Glory OCP (#1470) | January 2013 | |
| Area A Zoning Bylaw (#1460) | February 2014 | |
| Area B/Lower Columbia-Old Glory Zoning Bylaw (#1540) | July 2015 | |
| Area D/Rural Grand Forks OCP (#1555) | October 2016 | |
| Area D/Rural Grand Forks Zoning Bylaw (#1675) | September 2019 | |

ⁱ This project was initiated when the Big White OCP review was postponed until a study was conducted regarding the creation of a resort municipality.

ⁱⁱ This project will be initiated upon completion of the Community Needs Assessment, which should coincide with completion of the Rural Bridesville Land Use Plan



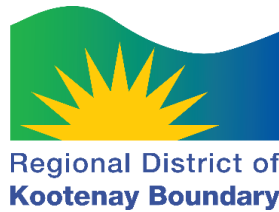
House Numbering – Electoral Areas 'A' and 'C'/Christina Lake

2020 / 2021 Work Plan - Final



120

Prepared by: Donna Dean, Manager of Planning and Development



2020 / 2021 Work Plan - Final

Service Name: House Numbering – Electoral Areas 'A' and 'C'/Christina Lake

Service Number: 120

Committee Having Jurisdiction: Electoral Area Services Committee

General Manager/Manager Responsible:

James Chandler, General Manager of Operations

Donna Dean, Manager of Planning and Development

Description of Service:

Planning and Development Department staff are responsible for assigning and maintaining street addresses for Electoral Area 'A' and 'C'/Christina Lake. While the member municipalities are responsible for maintaining house numbers within their boundaries, collaboration is required between the Regional District and member municipalities for addresses along roads that straddle municipal boundaries. The same applies for roads between the RDKB and adjacent regional districts.

Establishing Authority:

Letters Patent

Requisition Limit:

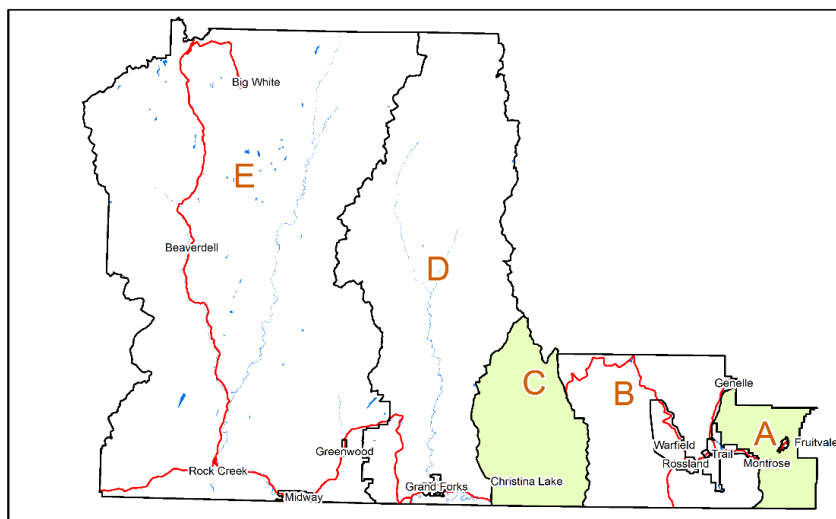
Not applicable

2019 Requisition / Budgeted Expenditures / Actual Expenditures:

\$6000/ \$6000 / \$6000

Regulatory or Administrative Bylaws:

Not applicable

Service Area / Participants: Electoral Areas 'A' and 'C'/Christina Lake**Service Levels**

House numbers are assigned as required, which is usually following the creation of new parcels and when new homes are built. The service involves communications with land owners and other agencies such as BC Assessment, various utilities, 911 service, RCMP, Elections BC, Canada Post and BC Ambulance to ensure accurate and consistent addresses are used. Address points are also forwarded to the Integrated Cadastral Information Society (ICIS) to include in the Provincial database.

Street addressing requires diligence to ensure accuracy since emergency services are dependent on it for locating individuals and properties, and for evacuation alerts and orders. Some house numbering is simple and straight forward; however, they sometimes require additional research to investigate numbering that is being used incorrectly and to make the necessary corrections. Staff are often required to work with Ministry of Transportation and Infrastructure as well to ensure street names are consistently used across organizations and that streets are correctly signed.

Human Resources:

Current staffing levels: two GIS/Mapping staff with support from Planning and Development Department administrative staff to issue letters.

2019 Accomplishments:

Ongoing issuance of house numbers and research and corrections where necessary.

Significant Issues and Trends:

Depending on development activity, approximately 15 to 20 street address letters per Electoral Area are issued each year. There are a number of triggers for issuance of a new street address including:

new construction, identification of previously unknown construction, and corrections to addresses that were not issued by the RDKB. Activation of the Emergency Operations Centre often reveals previously unknown construction in remote areas and the use of incorrect street addresses.

During the 2018 spring freshet the value of having street addresses tied to the actual location of the structure on the property for both evacuation planning and execution was noted. We hired a GIS Coop student in September to carry out this work, which is nearly complete.



House Numbering – Electoral Area 'D'/Rural Grand Forks

2020 / 2021 Work Plan - Final



121

Prepared by: Donna Dean, Manager of Planning and Development



House Numbering – Electoral Area ‘D’/Rural Grand Forks

2020 / 2021 Work Plan - Final

Service Name: House Numbering – Electoral Area ‘D’/Rural Grand Forks

Service Number: 121

Committee Having Jurisdiction: Electoral Area Services Committee

General Manager/Manager Responsible:

James Chandler, General Manager of Operations

Donna Dean, Manager of Planning and Development

Description of Service:

Planning and Development Department staff are responsible for assigning and maintaining street addresses for Electoral D/Rural Grand Forks. While the member municipalities are responsible for maintaining house numbers within their boundaries, collaboration is required between the Regional District and member municipalities for addresses along roads that straddle municipal boundaries. The same applies for roads between the RDKB and adjacent regional districts.

Establishing Authority:

RDKB Bylaw No. 460 adopted in 1985

Requisition Limit:

\$9,300

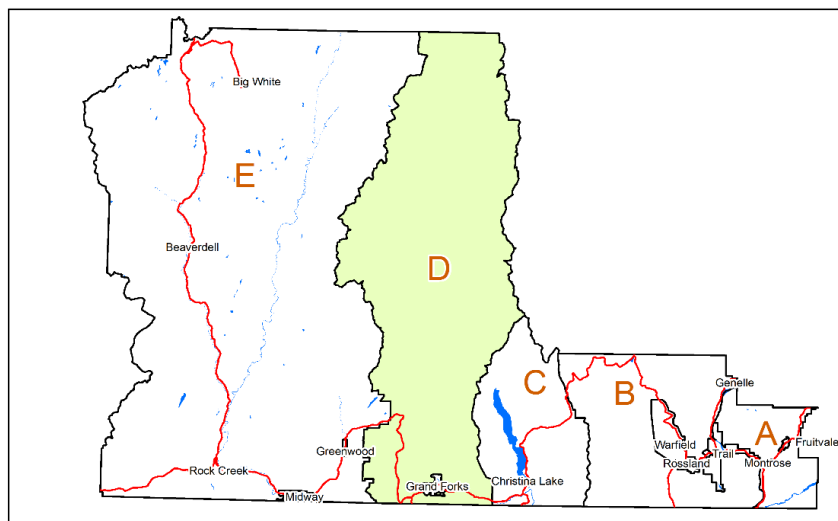
2019 Requisition / Budgeted Expenditures / Actual Expenditures:

\$3000/ \$3000 / \$3000

Regulatory or Administrative Bylaws:

Not applicable

Service Area / Participants: Electoral Area 'D'/Rural Grand Forks

**Service Levels**

House numbers are assigned as required, which is usually following the creation of new parcels and when new homes are built. The service involves communications with land owners and other agencies such as BC Assessment, various utilities, 911 service, RCMP, Elections BC, Canada Post and BC Ambulance to ensure accurate and consistent addresses are used. Address points are also forwarded to the Integrated Cadastral Information Society (ICIS) to include in the Provincial database.

Street addressing requires diligence to ensure accuracy since emergency services are dependent on it for locating individuals and properties, and for evacuation alerts and orders. Some house numbering is simple and straight forward; however, they sometimes require additional research to investigate numbering that is being used incorrectly and to make the necessary corrections. Staff are often required to work with Ministry of Transportation and Infrastructure as well to ensure street names are consistently used across organizations and that streets are correctly signed.

Human Resources:

Current staffing levels: two GIS/Mapping staff with support from Planning administrative staff to issue letters.

2019 Accomplishments:

Ongoing issuance of house numbers and research and corrections where necessary.

Significant Issues and Trends:

Depending on development activity, approximately 15 to 20 street address letters per Electoral Area are issued each year. There are a number of triggers for issuance of a new street address including: new construction, identification of previously unknown construction, and corrections to addresses that were not issued by the RDKB. Activation of the Emergency Operations Centre often reveals previously unknown construction in remote areas and the use of incorrect street addresses.

During the 2018 spring freshet the value of having street addresses tied to the actual location of the structure on the property for both evacuation planning and execution was noted. We hired a GIS Coop student in September to carry out this work, which is nearly complete.



House Numbering – Electoral Area 'B'/Lower Columbia-Old Glory

2020 / 2021 Work Plan - Final



122

Prepared by: Donna Dean, Manager of Planning and Development



House Numbering – Electoral Area ‘B’/Lower Columbia-Old Glory

2020 / 2021 Work Plan - Final

Service Name: House Numbering – Electoral Area ‘B’/Lower Columbia-Old Glory

Service Number: 122

Committee Having Jurisdiction: Electoral Area Services Committee

General Manager/Manager Responsible:

James Chandler, General Manager of Operations

Donna Dean, Manager of Planning and Development

Description of Service:

Planning and Development Department staff are responsible for assigning and maintaining street addresses for Electoral Area ‘A’ and ‘C’/Christina Lake. While the member municipalities are responsible for maintaining house numbers within their boundaries, collaboration is required between the Regional District and member municipalities for addresses along roads that straddle municipal boundaries. The same applies for roads between the RDKB and adjacent regional districts.

Establishing Authority:

RDKB Bylaw No. 816 adopted in 1994

Requisition Limit:

\$10,000 per year

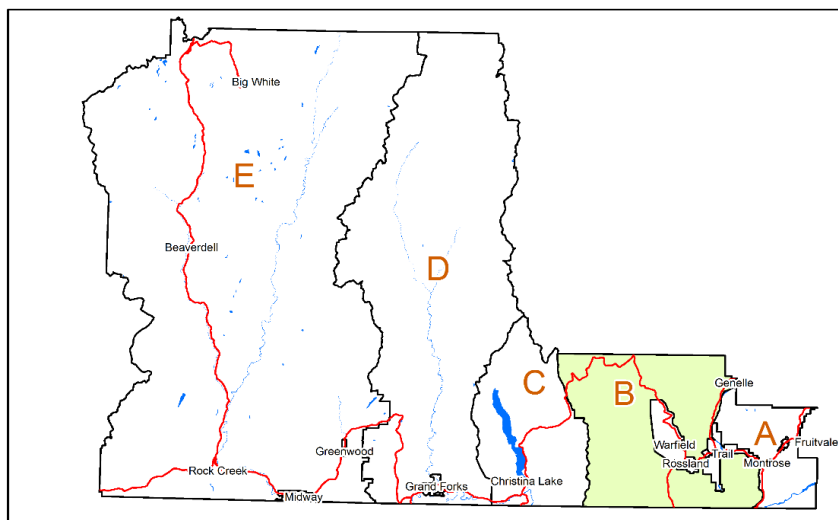
2019 Requisition / Budgeted Expenditures / Actual Expenditures:

\$3000/ \$3000 / \$3000

Regulatory or Administrative Bylaws:

Not applicable

Service Area / Participants: Electoral Area 'B'/Lower Columbia-Old Glory

**Service Levels**

House numbers are assigned as required, which is usually following the creation of new parcels and when new homes are built. The service involves communications with land owners and other agencies such as BC Assessment, various utilities, 911 service, RCMP, Elections BC, Canada Post and BC Ambulance to ensure accurate and consistent addresses are used. Address points are also forwarded to the Integrated Cadastral Information Society (ICIS) to include in the Provincial database.

Street addressing requires diligence to ensure accuracy since emergency services are dependent on it for locating individuals and properties, and for evacuation alerts and orders. Some house numbering is simple and straight forward; however, they sometimes require additional research to investigate numbering that is being used incorrectly and to make the necessary corrections. Staff are often required to work with Ministry of Transportation and Infrastructure as well to ensure street names are consistently used across organizations and that streets are correctly signed.

Human Resources:

Current staffing levels: two GIS/Mapping staff with support from Planning Department administrative staff to issue letters.

2019 Accomplishments:

Ongoing issuance of house numbers and research and corrections where necessary.

Significant Issues and Trends:

Depending on development activity, approximately 15 to 20 street address letters per Electoral Area are issued each year. There are a number of triggers for issuance of a new street address including: new construction, identification of previously unknown construction, and corrections to addresses that were not issued by the RDKB. Activation of the Emergency Operations Centre often reveals previously unknown construction in remote areas and the use of incorrect street addresses.

During the 2018 spring freshet the value of having street addresses tied to the actual location of the structure on the property for both evacuation planning and execution was noted. We hired a GIS Coop student in September to carry out this work, which is nearly complete.



House Numbering – Electoral Area 'E'/West Boundary

2020 / 2021 Work Plan - Final



123

Prepared by: Donna Dean, Manager of Planning and Development



House Numbering – Electoral Area ‘E’/West Boundary

2020 / 2021 Work Plan - Final

Service Name: House Numbering – Electoral Area ‘E’/West Boundary

Service Number: 123

Committee Having Jurisdiction: Electoral Area Services Committee

General Manager/Manager Responsible:

James Chandler, General Manager of Operations

Donna Dean, Manager of Planning and Development

Description of Service:

Planning and Development Department staff are responsible for assigning and maintaining street addresses for Electoral Area ‘A’ and ‘C’/Christina Lake. While the member municipalities are responsible for maintaining house numbers within their boundaries, collaboration is required between the Regional District and member municipalities for addresses along roads that straddle municipal boundaries. The same applies for roads between the RDKB and adjacent regional districts.

Establishing Authority:

RDKB Bylaw No. 1115 adopted in 2001

Requisition Limit:

\$15,000

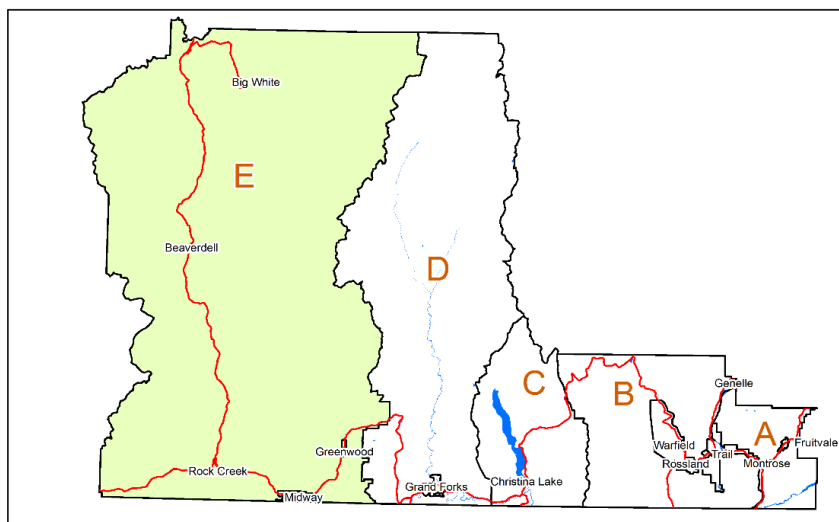
2019 Requisition / Budgeted Expenditures / Actual Expenditures:

\$3000/ \$3000 / \$3000

Regulatory or Administrative Bylaws:

Not applicable

Service Area / Participants: Electoral Area 'E'/West Boundary

**Service Levels**

House numbers are assigned as required, which is usually following the creation of new parcels and when new homes are built. The service involves communications with land owners and other agencies such as BC Assessment, various utilities, 911 service, RCMP, Elections BC, Canada Post and BC Ambulance to ensure accurate and consistent addresses are used. Address points are also forwarded to the Integrated Cadastral Information Society (ICIS) to include in the Provincial database.

Street addressing requires diligence to ensure accuracy since emergency services are dependent on it for locating individuals and properties, and for evacuation alerts and orders. Some house numbering is simple and straight forward; however, they sometimes require additional research to investigate numbering that is being used incorrectly and to make the necessary corrections. Staff are often required to work with Ministry of Transportation and Infrastructure as well to ensure street names are consistently used across organizations and that streets are correctly signed.

Human Resources:

Current staffing levels: two GIS/Mapping staff with support from Planning Department administrative staff to issue letters.

2019 Accomplishments:

Ongoing issuance of house numbers and research and corrections where necessary.

Significant Issues and Trends:

Depending on development activity, approximately 15 to 20 street address letters per Electoral Area are issued each year. There are a number of triggers for issuance of a new street address including: new construction, identification of previously unknown construction, and corrections to addresses that were not issued by the RDKB. Activation of the Emergency Operations Centre often reveals previously unknown construction in remote areas and the use of incorrect street addresses.

During the 2018 spring freshet the value of having street addresses tied to the actual location of the structure on the property for both evacuation planning and execution was noted. We hired a GIS Coop student in September to carry out this work, which is nearly complete.



**Regional District of
Kootenay Boundary**

Boundary Economic Development

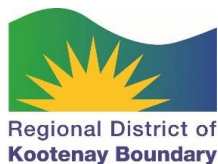
2020 Work Plan - FINAL DRAFT



BOUNDARY ECONOMIC DEVELOPMENT SERVICE

2020

James Chandler, General Manager, Operations / Deputy CAO



Boundary Economic Development

2020 Work Plan - FINAL DRAFT

Service Name: Boundary Economic Development Service

Service Number: 008

Committee Having Jurisdiction: Boundary Community Development Committee

General Manager/Manager Responsible:

James Chandler, General Manager, Operations / DCAO

Description of Service:

Provides regional economic development services to the communities in the Boundary, excluding Electoral Area 'C'/Christina Lake. Electoral Area "C"/Christina Lake does participate in regional projects as a non voting partner. Focus in recent years has been promotion, tourism, forestry and agriculture.

Establishing Authority:

Regional District of Kootenay Boundary Economic Development (Boundary) Service Establishment Bylaw No. 1389, 2008, and amendments thereto (Bylaw No. 1517, excluding Electoral Area C), amended with Bylaw No:1699 to include Electoral Area C.

Requisition Limit: No limit

2019 Requisition / Budgeted Expenditures / Actual Expenditures:

\$158,322/\$273,823/TBD year end 2019

Regulatory or Administrative Bylaws:

Not applicable.

Service Area / Participants:

City of Grand Forks; Electoral Area 'C' / Electoral Area 'D' / Rural Grand Forks ; Electoral Area 'E'; City of Greenwood and Village of Midway.

Service Levels

N/A

Human Resources:

- Contracted service to Boundary Community Futures
- General Manager, Operations / DCAO
- Executive Assistant to CAO

2019 Accomplishments:**New Initiatives:**Community Forests

The committee re-energised interest to develop plans to establish a 'Boundary' community forest. The Province was contacted to express interest from the BCDC committee. Staff attended the annual BC Community Forest Association (BCCFA) conference to assist in understanding the process and challenges in establishing a community forest. BCDC held a workshop with participation from BCCFA senior staff to establish goals and direction to move the initiative forwards.

Other long terms programs continued to be funded including:

- Imagine Kootenay membership
- Community Futures - Insider Project
- Thompson Okanagan Tourism Association (TOTA) program
- Agriculture – Food security plan

Projects

- Funding support to local society disc golf project

Significant Issues and Trends:

The future priorities of the service is a key priority for review and consideration moving to 2020.

The impacts from the 2018 flooding continues to impact the recovery of business through the Grand Forks area. Related to this service, the City of Grand Forks and Electoral Area 'D' establish a new economic development service and with input from Community Future Boundary, have successfully been award a Rural Dividend grant in early 2019 to fund a specific economic development officer position to assist more directly with Grand Forks and rural area projects. This may take much of the priority focus in economic development for the Grand Forks areas in 2020.

Following the completion of the term of the funding, identified for mid 2021, some of the work may be under consideration to transfer to this service, rather than remain within only The City and Area 'D'.

As Community Forests continue to be of interest to the Region, challenges may lie ahead in progression of the project, with recent information received from the Province indicating that no new applications will be considered in 2020.

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: Regional Trails Master Plan**Project Description:**

To undertake various public open houses and develop a strategy for the direction and possible priorities for the future of trail systems and usage in the Boundary region.

Project Timelines and Milestones:

Schedule to be determined with consultant on initiation of work and contract, planned for January 2020.

Project Risk Factors:

Financial risk: An application for Provincial supporting funding remains outstanding, until confirmed the full project costs (estimated at \$50k) will be funded by the Regional District.

Internal Resource Requirements:

CAO, General Manager of Operation, Corporate Officer, Executive Assistant to CAO.

Estimated Cost and Identified Financial Sources:

\$50,000. Provincial grant support – pending.

Relationship to Board Priorities:

Developing plans towards improve trails and Regional connections supports the following pillars of the RDKB strategic plan:



Environmental Stewardship/Climate Preparedness



Responding to Demographic/Economic/Social Change

Project: Community Forest Development

Project Description:

To continue the planning and development to establish a Boundary Community Forest.

Project Timelines and Milestones:

There is no current planned schedule or committed scope of work for 2020

Project Risk Factors:

First Nations partnership

Provincial support

Partnerships to be developed with existing Forestry tenure holders. Resource/Financial:

Aligning expectations for human resources requirements with financial funding.

Internal Resource Requirements:

CAO, General Manager of Operation, Corporate Officer, Executive Assistant to CAO.

Estimated Cost and Identified Financial Sources:

\$15,000 estimate for consultants costs and engagement

Relationship to Board Priorities:

Developing plans to establish, long term a community forest, supports the following pillars of the RDKB strategic plan:



Exceptional Cost Effectiveness and Efficient Services

Potential to provide funding back to regional community projects



Environmental Stewardship/Climate Preparedness

Develop best practices in sustainable forestry and environmental management



REGIONAL PARKS AND TRAILS – AREA B/LOWER COLUMBIA-OLD GLORY SERVICE

2020 Work Plan



REGIONAL PARKS AND TRAILS – AREA B/LOWER COLUMBIA-OLD GLORY SERVICE

2020

Mark Daines, Manager of Facilities and Recreation

Service Number 014

Revised: December 14, 2020



REGIONAL PARKS AND TRAILS – AREA B/LOWER COLUMBIA-OLD GLORY SERVICE

Service Name: Regional Parks and Trails – Area B

Service Number: 014

Committee Having Jurisdiction: East End Services Committee

General Manager/Manager Responsible:

James Chandler, General Manager of Operations/DCAO
Mark Daines, Manager of Facilities and Recreation

Description of Service:

The Regional Parks and Trails service for Area B/Lower Columbia-Old Glory provides capital asset management and reimbursement support to residents in Area B .

Establishing Authority:

Regional District of Kootenay Boundary Establishment Bylaw No. 1637, 2008, and amendments thereto (Bylaw No. 1517, excluding Electoral Area C)

Service Area Map:

Requisition Limit: \$270,000

2019 Requisition / Budgeted Expenditures:

The Requisition is \$232,023 and the Expenditures are \$325,701

Regulatory or Administrative Bylaws:

N/A

Service Area / Participants:

Electoral Area B (Lower Columbia) Casino, Genelle, Oasis, Paterson, Rivervale, Blackjack.

Service Levels:

Under the direction of the Area B Director, the Manager of Facilities and Recreation is responsible for overseeing project management for capital improvements.

2020 Staffing

| Area B Lower Columbia | Operational FTE | Operational Days | Project FTE | Project Days |
|--------------------------------------|-----------------|------------------|-------------|--------------|
| Manager of Facilities and Recreation | 0% | 0 | 22% | 50 |

2019 Accomplishments:

- Renovations of community hall at Oasis Community Park at a cost of \$68,000.
- Landscaping project in Rivervale Community Park at a cost of \$32,000.

Significant Issues and Trends:









Demographic Trends in Area B population show an increase from 2006 to 2016:

- 2006 1,418 Residents
- 2011 1,395 Residents
- 2016 1,442 Residents

Occupational Health and Safety

The RDKB is strongly committed to occupational health and safety and dedicates considerable staff and financial resources to fulfill our commitment. There is an active Joint Labour/Management OH&S Committee that meets and conducts inspections regularly. The OH&S Committee has participants from all departments. In addition, every department conducts regular safety meetings and inspections specific to the department. For 2020, the Facilities and Recreation Department will commit up to 3 full-time equivalent staff to OH&S responsibilities.

2020 Projects:

| Strategic Priority | Project name | Days to complete | Internal/External | Budget (Est) | Risk/priority | Column |
|---|--|------------------|-------------------|--------------|---------------|--------|
|  | Pickleball Courts - Genelle Community Park | 30 | Both | \$93,000 | Medium | |
|  | Disc Golf Course - Oasis Community Park | 30 | Both | \$30,000 | Medium | |
|   | Facility Upgrades - Oasis Community Hall | 30 | Both | \$26,208 | Medium | |
|  | Facility Upgrades - Rivervale Park | 21 | External | \$10,500 | Medium | |
|   | Asset Management Planning | 10 | Internal | N/A | Low | |
|  | Playground Upgrade - Oasis | 20 | External | \$13,000 | Medium | |



**Regional District of
Kootenay Boundary**

Water Parks & Recreation Division – Program Service

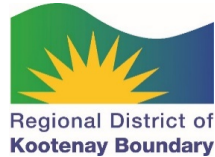
2020 Work Plan - DRAFT



CHRISTINA LAKE TRIATHLON EVENT

2020

Paul Keys, Manager of Facilities & Recreation
(Updated Nov 4 2019)



Christina Lake Parks & Recreation Commission – Program Service

2020 Work Plan - DRAFT

Service Name: Christina Lake Recreation Commission “Program”

Service Number: 023

Committee Having Jurisdiction:

Electoral Area ‘C’ Parks & Recreation Commission – Bylaw No. 1429 - provides recommendations to Regional District of Kootenay Boundary Board of Directors

General Manager/Manager Responsible:

James Chandler, General Manager of Operations / Deputy CAO
Paul Keys, Manager of Facilities & Recreation

Description of Service:

Establishing and funding a Recreation Commission with Electoral Area ‘C’ for the purpose of providing recreational programming within Electoral Area ‘C’.

Establishing Authority:

Section 323 RSBC, Local Government Act (formerly Section 796)
Supplementary Letters Patent dated July 16, 1971 amended by Supplementary Letters Patent dated May 15, 1978
Bylaw 767 adopted October 28, 1993
Bylaw 807 adopted April 28, 1994

Requisition Limit:

The maximum amount that may be requisitioned annually shall not exceed \$0.50 per \$1000.00 of net taxable assessed values

2019 Requisition / Budgeted Expenditures / Actual Expenditures:

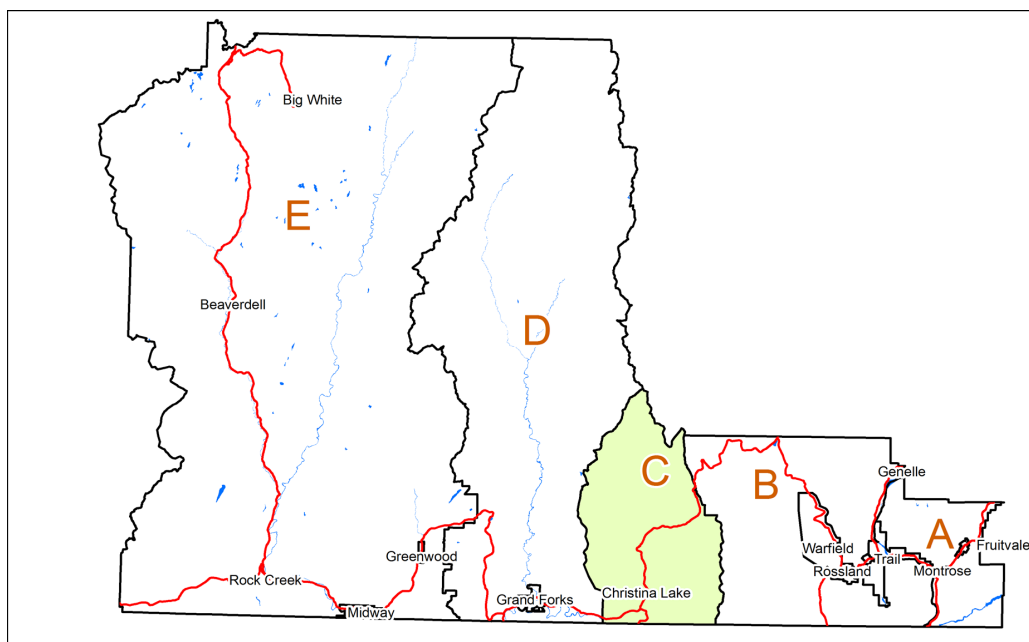
\$52,700 / \$77,898 / on budget TBD year end 2019

Regulatory or Administrative Bylaws:

N/A

Service Area / Participants:

All of Electoral Area 'C' of the Regional District of Kootenay Boundary.



Service Levels

The Christina Lake Parks & Recreation Commission meets the second Wednesday of the month (minimum of 8 meetings per year).

The role of the Commission is to encourage, assist and advise on the development of Community Recreation. Under the guidance of the Commission, Recreation Department staff are empowered with the following responsibilities:

- a) To organize and conduct a recreation program/s;
- b) to establish scales of admission charges;
- c) may conduct or have cause to conduct surveys of recreational facilities, areas and programs for the future;
- d) to ensure collection of all revenues accruing to the said operations and transmit said collections to the Regional District;
- e) to determine operational rules and procedures;
- f) prepare documents for tendering purposes and/or, request for proposals documents for special projects
- g) prepare and submit for grant applications
- h) any other responsibilities that may be delegated by resolution of the Regional District Board.

Administrative Services are provided to the Commission including keeping of Minutes and Preparing Budgets.

Human Resources:

Contracted services with Grand Forks & District Recreation Commission allows for the Manager of Facilities & Recreation and other GFREC support staff to assist with recreational programming and provide the administrative services for the Christina Lake Parks & Recreation Commission

2019 Accomplishments:

- Continue with the Stretching for Mobility & Morning Fitness programs
- Continue with the summer swim lessons at beach and school swim lessons (up to 75 participants)
- Successfully organized the 2019 Sand Sculpture Event.
- Submitted an application to the UBCM Gas Tax Program Services – Strategic Priorities Fund for the construction of a pedestrian bridge across Christina Creek at Christina Lake in the amount of \$1,628,000 – ***Funding remains open and under review***
- The Christina Lake Triathlon Event was successfully re-opened and completed in June 2019 with approximately 50 athletes competing.

Significant Issues and Trends:

Developing Parks and Trails in Area 'C' is challenging as Electoral Area "C" is consider a high archeological area. Projects like the Disc Golf Course and Kettle River Walk Trail are impacted as the two sites need an archeological impact assessments – Cost for one study is up to \$50,000 with no guarantee that the project can be develop.

Staff continue to connect and reach out to the Osoyos Indian Band in partnering to develop a high level plan for a route for the walking trail that may have the least impact.

Parks and Trail development will require assistance from the planning department to meet the regulatory requirements. Land to be developed is owned by the Province of BC- therefore requiring RDKB to attain a License of Occupation for any development.

With the retirement of the Manager of Facilities and Recreation in October, a new manager was successfully hired to start in late 2019. Additional staff time will be required to support the new manager transition.



Facilities Christina Lake

2020 Work Plan-DRAFT



CHRISTINA LAKE PICKLE BALL COURTS

2020

Paul Keys, Manager of Facilities & Recreation



Recreation Facilities Christina Lake

2020 Work Plan-DRAFT

Service Name: Recreation Facilities Christina Lake

Service Number: 024

Committee Having Jurisdiction:

Electoral Area 'C' Parks & Recreation Commission – Bylaw No. 1429 - provides recommendations to Regional District of Kootenay Boundary Board of Directors

General Manager/Manager Responsible:

James Chandler, General Manager of Operations / Deputy CAO
Paul Keys, Manager of Facilities & Recreation

Description of Service:

Providing financial aid to organizations offering recreation services and for those responsible for maintaining and operating community facilities

Establishing Authority:

Section 323 RSBC, Local Government Act (formerly Section 796)
Bylaw 1036 adopted October 29, 1998

Requisition Limit:

The maximum requisition is \$40,000 collected by a parcel tax

2019 Requisition / Budgeted Expenditures / Actual Expenditures:

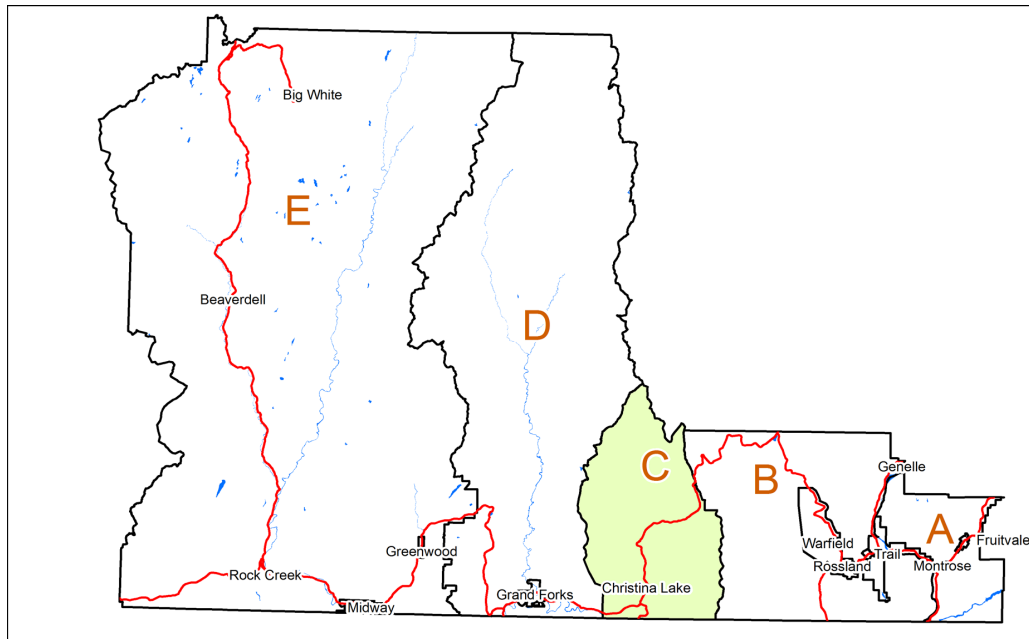
\$40,000 / \$50,626 / planned on budget for year end 2019

Regulatory or Administrative Bylaws:

N/A

Service Area / Participants:

All of Electoral Area 'C' of the Regional District of Kootenay Boundary.

**Service Levels**

To provide financial aid to organizations providing recreation services and facilities and organizations responsible for maintaining and operating community facilities.

Human Resources:

There is no RDKB staff directly employed by this service.

Service 023 provides the funding for - Contracted Services with Grand Forks & District Recreation Commission allowing the Manager of Facilities & Recreation and GFREC support staff to provide the administration services for the Christina Lake Parks & Recreation Commission.

2019 Accomplishments:

Funds are allocated to the following 2019 community groups projects/programs:

- Christina Lake Community Association: (up to \$25,000)
 - *Expenses are reimbursed based on costs of projects completed in the year*
- Pickle Ball/Tennis Group – up to \$5,000
- Fitness park landscaping – up to \$1,000
- Community Hall Grounds (RDKB) – up to \$3,060

Significant Issues and Trends:

Aging infrastructure - A need for more Capital improvements will be required as the components of the facilities age. Further development of the RDKB asset management will assist in better understanding future costs for building maintenance.

2019 /2020 Projects:

Project: To provide financial aid to organizations providing recreation services and facilities and organizations responsible for maintaining and operating community facilities

Project Description: Project submissions end of October 2019.



- Pickleball Courts/Tennis Courts – Groups
 - 1) Court Improvements - ongoing
- Community Hall Grounds
 - 1) Equipment and Property Improvements



**Regional District of
Kootenay Boundary**

lake Regional Parks and Trails

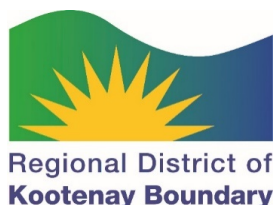
2020 Work Plan DRAFT



END OF JOHNSON ROAD

2020

Paul Keys, Manager of Facilities & Recreation



Christina Lake Regional Parks and Trails

2020 Work Plan DRAFT

Service Name: Christina Lake Regional Parks & Trails

Service Number: 027

Committee Having Jurisdiction:

Electoral Area 'C' Parks & Recreation Commission – Bylaw No. 1429 - provides recommendations to Regional District of Kootenay Boundary Board of Directors

General Manager/Manager Responsible:

James Chandler, General Manager of Operations / Deputy CAO

Paul Keys, Manager of Facilities & Recreation

Goran Denkovski, Manager of Infrastructure and Sustainability

Description of Service:

The Regional District of Kootenay Boundary Board of Directors may provide for the acquisition, control, management, maintenance, operation and use of the regional parks and trails established and may provide financial assistance to those organizations providing a service in the protection of Christina Lake and watersheds.

Establishing Authority:

Section 80135(2) of the Local Government Act

Bylaw 1339 adopted August 30, 2007

Requisition Limit: There is no requisition limit.

2019 Requisition / Budgeted Expenditures / Actual Expenditures:

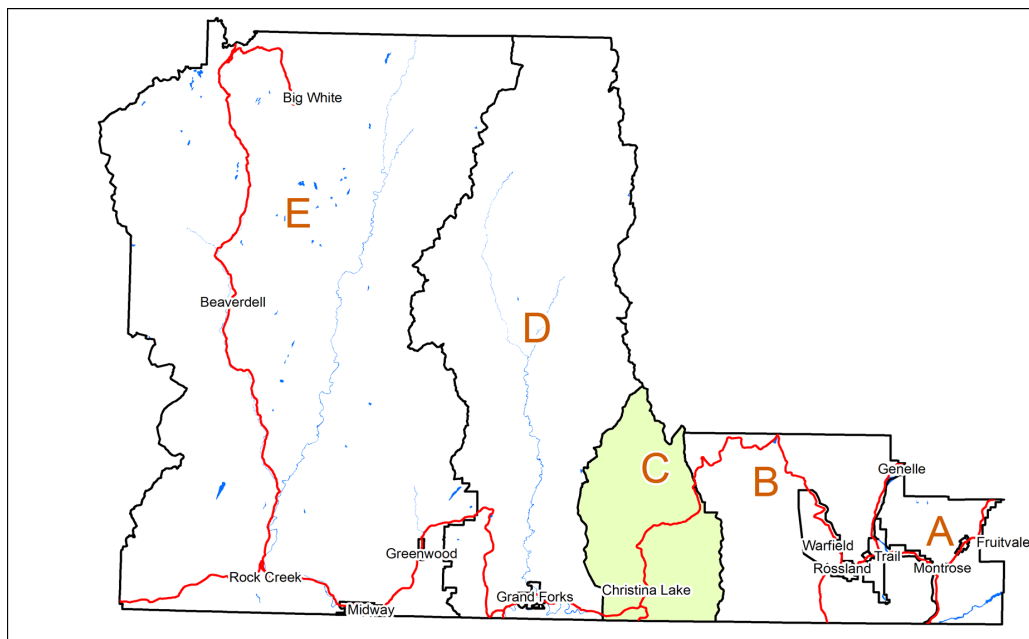
\$297,078/ \$486,851/ \$410,000 forecast at Oct 2019.

Regulatory or Administrative Bylaws:

N/A

Service Area / Participants:

All of Electoral Area 'C' of the Regional District of Kootenay Boundary.

**Service Levels:**

The service funds development and maintenance projects within the Area 'C' Parks and Trail network.

The 2019 budget supports:

- Grants to Local Organizations
 - i) Christina Gateway Programming (\$45,000)
 - ii) Citizens on Patrol 'COP' (\$1,000)
 - iii) Phoenix Ski Hill (\$2,000)
 - iv) Trans Canada Trail (\$500)
- Stewardship Society (\$31,606)
- Derelict Dock Projects (\$5,000)
- Park Security/RCMP Summer Constable (\$20,000)
- Christina Lake Solar Aquatic System (\$15,500)
- Trail Maintenance and Development (up to \$30,000)
- Invasive Plant Control (\$8,000)
- Dangerous Tree Removal (\$5,000)
- Walking Trail Development Kettle River Walk (\$15,000)
- Pedestrian Bridge (\$1,230,000)(Grant Dependent)

Human Resources:

It supports one RDKB seasonal full time maintenance employee with management and administrative services being provide under contract to the Grand Forks Recreation Department.

1-fulltime seasonal Park Attendant (up to 33 weeks) Reports to Manager of Facilities & Recreation

1-casual laborer up to 200 hours

1-contract sludge operator up to 200 hours Solar Aquatic

1-contract biological operator up to 50 hours Solar Aquatic

2019 Accomplishments:

- Application is with BC Ministry for developing the Kettle River Walk Trail - Ongoing into 2019
- Pickleball Court Expansion - 3 new courts constructed to a total of 6 permanent courts
- Plans being develop for viewing deck with board walk for Nature Park – permitted and Licence of Occupation assessments in progress with the Province. Planning continues in design and development for future construction.
- Successfully implemented plants into wastewater treatment at the Solar Aquatic Center
- Started educational tours at the Solar Aquatic Center
- Reduced total cost of Solar Aquatic Center operations
- Through the Gateway program – Designation as Pickleball Capital of Canada is granted!!
- Successful hire of new Manager of Recreation and Facilities to replace the former retired manager.

Significant Issues and Trends:

Developing Parks and Trails in Area 'C' is challenging as Electoral Area "C" is considered a high archeological area. Projects like the Disc Golf Course and Kettle River Walk Trail are impacted as the two sites need an archeological impact assessments completed – The cost for a study is maintained in the budget, however risks lie in that even with the study completed there are no guarantees that the project can be developed.

Occupational Health and Safety - The RDKB is strongly committed to occupational health and safety and dedicates considerable staff and financial resources to fulfill our commitment. There is an active Joint Labour/Management OH&S Committee that meets and conducts inspections regularly. The OH&S Committee has participants from all departments. In addition, every department conducts regular safety meetings and inspections specific to the department. For 2020, the Christina Lake Parks & Recreation Commission will commit staff time to OH&S responsibilities.

The Christina Lake Parks and Recreation Commission assists with identifying projects before October 30, of each year the projects will be prioritized.

The new manager of Facilities and Recreation will start in November 2019, there will be a transition period and time for them to ramp up as they learn the area and services. The GM Operations will also support the transition where necessary to ensure that any impacts to the service are limited.

2020 Projects

Project: Christina Creek Pedestrian Bridge (grant dependant)

Project Description: Construction of a Pedestrian Bridge across Christina Creek in Christina Lake. The right of way retained from the previous highway bridge crossing, constructed prior to the Highway 3 Bridge, has been maintained and is available to the RDKB for the proposed pedestrian bridge. The South abutment of the proposed pedestrian bridge would be located near the intersection of Christina Road and Park Road, while the North abutment would be located near the southern terminus of Kimura Road.

Project Timelines and Milestones: Grant Application deadline is January 2019 – awarding successful grants notification is likely in April/May of 2019. Upon successful grant announcement Engineering services will be required in 2019 to develop bid proposals and award construction to start in 2020/2021.

Project Risk Factors:

Grant Dependent.

The trend of increasing Emergency Operations Centre (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.

Internal Resource Requirements: Manager of Facilities & Recreation and General Manager of Operations / Deputy CAO.

Estimated Cost and Identified Financial Sources: Up to \$1,628,000

Grant Funding Application: Investing in Canada Infrastructure Program – Rural and Northern Communities (100% funding requested \$1,628,000)

In reserves we have approximately \$190,000 for contingencies.

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: Pickle Ball Court Project, the next phase – Tennis Courts Overlay

Project Description: Develop 4 more pickle ball courts, overlaying the existing tennis courts beside the existing 6 courts. Once the project is complete we will have 10 pickle ball courts.

The tennis courts require maintenance of resurfacing and overlay. This will be completed with the lineage added for pickleball on the overlay.

The existing 'mat' surface will remain as required for tennis. The new surface below will take away the low spots and improve the tennis experience.

The surface can be removed as required for major pickleball events.

Project Timelines and Milestones: Spring/Summer - 2020

Project Risk Factors:

The trend of increasing Emergency Operations Centre (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.

Internal Resource Requirements: Manager of Facilities & Recreation

Estimated Cost and Identified Financial Sources: Up to \$100,000 – Gas Tax Funded

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: Walking Trail - Golf Course

Project Description: The Archeological Impact Assessment Study is required for the projects to be developed further. This remains an ongoing funding related to the development and planning for the walking trail around the golf course

Project Timelines and Milestones: Spring/Summer/fall - 2020

Project Risk Factors:

The trend of increasing Emergency Operations Centre (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.

Internal Resource Requirements: Manager of Facilities & Recreation

Estimated Cost and Identified Financial Sources: up to \$50,000

Gas Tax Funding is not eligible for studies.

Transfer \$50,000 from reserves budget.

Relationship to Board Priorities:

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

Project: New Trail Development from Cove Bay to Brown Road

Project Description: To forward a plan to the Ministry of Transportation in developing a trail from Cove Bay to Brown Road in Christina Lake.

Project Timelines and Milestones: Spring/Summer/fall – 2020 – ongoing.

Project Risk Factors: The trend of increasing Emergency Operations Centre (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.

The need for an Archeological Impact Assessment

Private Property may impact route.

Internal Resource Requirements: Manager of Facilities & Recreation and RDKB Planning Staff

Estimated Cost and Identified Financial Sources: Planning stages only Up to \$5,000 – cost to be determine for construction

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: Christina Lake Community & Nature Park Viewing Deck/Board Walk Project

Project Description: Consideration for placement of a viewing deck and boardwalk on the Christina Lake foreshore. The project continues in the planning and development phase.

Project Timelines and Milestones: Throughout 2020

Project Risk Factors: The trend of increasing Emergency Operations Centre (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.

The need for an Archeological Impact Assessment, Environmental permitting and License of Occupation from the Province.

Internal Resource Requirements: Manager of Facilities & Recreation and RDKB Planning Staff

Estimated Cost and Identified Financial Sources: Planning costs are up to \$90,000. Construction costs are to be determine.

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: Nature Park Road Maintenance**Project Description:** Repaving and road maintenance.**Project Timelines and Milestones:** Summer 2020**Project Risk Factors:** Contractor availability and pricing.**Internal Resource Requirements:** Manager of Facilities & Recreation and RDKB Planning Staff**Estimated Cost and Identified Financial Sources:** Planning costs are up to \$75,000.**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: Pickleball improvement – rubber surfacing concrete apron**Project Description:** Surfacing the newly poured concrete pad serving as the standing area between the new courts.**Project Timelines and Milestones:** Summer 2020**Project Risk Factors:** Contractor availability and pricing.**Internal Resource Requirements:** Manager of Facilities & Recreation and RDKB Planning Staff**Estimated Cost and Identified Financial Sources:** Planning costs are up to \$5,000.**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".



Rural Grand Forks – Regional Parks & Trails

2020 Work Plan



RDKB ENVIRONMENTAL SERVICES DEPARTMENT

Goran Denkovski, Manager of Infrastructure and Sustainability



Rural Grand Forks – Regional Parks & Trails

2020 Work Plan

Service Name: Area "D" / Rural Grand Forks – Regional Parks & Trails Service

Service Number: 045

Committee Having Jurisdiction: Electoral Area Services

General Manager/Manager Responsible:

Goran Denkovski, Manager of Infrastructure and Sustainability

Description of Service:

Saddle Lake dam is a hybrid concrete gravity dam with a buttressing rock fill toe, has a length of approximately 42 m orientated approximately on a west-east axis, and is about 4.3 m high at its maximum height, with a crest elevation above mean sea level of approximately 686 m. There are no inlet creeks to the reservoir and it has a surface area of approximately 2.3 ha.

Vehicle access to the dam is provided via Reservoir Road that extends off the Crowsnest Highway (BC 3) to the southwest of the dam.

The RDKB has taken over ownership of the dam from a private land owner and the day to day operation of the Saddle Lake Dam is now overseen by the RDKB's Environmental Services Department.

Regular inspections are completed by the Manager of Facilities & Recreation

Establishing Authority:

Regional District of Kootenay Boundary Electoral Area Regional Parks and Trails Service within Electoral Area 'D' / Rural Grand Forks Service Establishment Bylaw No. 1468, 2011.

Requisition Limit:

Minimum \$11,200 or \$.0241/\$1000 taxable value of land & improvements

2019 Requisition / Budgeted Expenditures / Actual Expenditures:

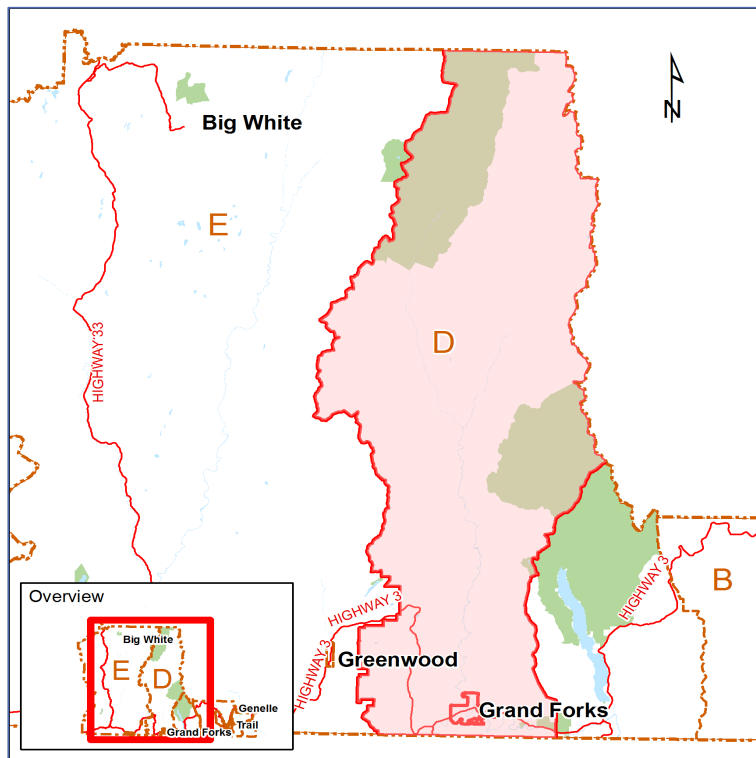
\$45,779/\$259,081/ tbd

Regulatory or Administrative Bylaws:

Not applicable

Service Area / Participants:

Area 'D' / Rural Grand Forks



Human Resources:

CAO, Executive Assistant, **Manager of Parks and Recreation (Boundary dam inspections)**. Overall operations of dam and project specific staff support is provided by the Manager of Infrastructure and Sustainability.

2019 Accomplishments:

2019 will see the continuation and completion of several projects. These include:

- Complete spillway
- Review of all documentation for dam safety regulations.
- Update ERP with regional emergency response.
- Developed cost estimate for full scope of dam rehabilitation.
- Completed all necessary inspections.

Significant Issues and Trends:

The dam is a very high risk. The capital costs associated with the spillway have been increasing due to regulatory changes.

Outcome 2019 Projects**Project:** Spillway Construction**Project Description:**

Construction of a spillway to keep the freeboard at 1m as required under dam safety regulation

Project Timelines and Milestones:

| | 2019 | | | | | | | | | | | |
|-------------------------------|------|-----|-----|-----|-----|------|------|-----|------|-----|-----|-----|
| | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec |
| Tender Documents and Contract | | | | | | | | | | | | |
| Award | | | | | | | | | | | | |
| Construction | | | | | | | | | | | | |
| Grant Reporting And Invoicing | | | | | | | | | | | | |

Project Risk Factors:

Increasing costs and not receiving Strategic Priority Funds. Project would have to be funded by Gas Tax.

Internal Resource Requirements: The project will be administered by the Manager of Infrastructure and Sustainability**Estimated Cost and Identified Financial Sources:** \$180,000 from grant fund.**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"**Outcome:** Project is 100% complete.

Project: Asset Management Planning

Project Description:

Participation in the corporate-wide asset management planning process.

Project Timelines and Milestones:

Throughout 2019.

Project Risk Factors:

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

Internal Resource Requirements: The corporate asset management plan is being led by the Finance Department, with participation by all other departments.

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".

2020 Projects:

Project: Rip Rap Reinforcement

Project Description:

Update rip rap at toe of dam for reinforcement.

Project Timelines and Milestones:

| | 2020 | | | | | | | | | | | |
|-------------------------------|------|-----|-----|-----|-----|------|------|-----|------|-----|-----|-----|
| | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec |
| Tender Documents and Contract | | | | | | | | | | | | |
| Award | | | | | | | | | | | | |
| Construction | | | | | | | | | | | | |
| Grant Reporting And Invoicing | | | | | | | | | | | | |

Project Risk Factors:

Increasing costs and not receiving Strategic Priority Funds. Project would have to be funded by Gas Tax.

Internal Resource Requirements: The project will be administered by the Manager of Infrastructure and Sustainability

Estimated Cost and Identified Financial Sources: \$120,000 from combination of Reserve/Gas Tax or Strategic Priorities Fund

Relationship to Board Priorities:

“Exceptional Cost Effective and Efficient Services”.

Project: 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: 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 is directly related to the provision of “Exceptional Cost Effective and Efficient Services”. 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”.

| Strategic Priority | Project name | Days to Complete | Internal/External | Budget (Est) | Risk/Priority |
|---|------------------|------------------|-------------------|--------------|---------------|
|  | Rip Rap Phase 2 | 20 | Both | \$120,000 | High |
|  | Asset Management | 10 | Both | \$0 | High |

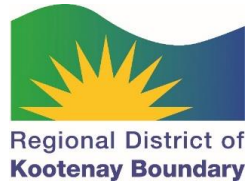


**Regional District of
Kootenay Boundary**

Christina Lake Fire Protection Service

2020 Work Plan - DRAFT





Christina Lake Fire Protection Service

2020 Work Plan - DRAFT

Service Name: Christina Lake Fire Protection Service

Service Number: 051

Committee Having Jurisdiction: Electoral Area Services Committee

General Manager/Manager Responsible:

James Chandler, General Manager, Operations / DCAO & Chief Joe Geary

Description of Service:

The Christina Lake Fire Protection Service provides fire protection and emergency services within a portion of Electoral Area 'C' / Christina Lake. The department is a composite fire department consisting of 1 career fire chief and 22 volunteers.

The Department responds to a variety of emergency situations with Fire Suppression as the main mandate. In addition, the department responds to medical emergencies, motor vehicle accidents, auto extrication, medical first responder services, and also respond to rescue situations on land, ice and water.

The Department continues to have a close working relationship with B.C. Ambulance Service, the Ministry of Forests, Wildland Fire Protection Branch, adjacent fire departments, and the R.C.M.P..

The Department has active Mutual Aid Agreements in place with the Grand Forks Fire Department, and the Joint Fire Service south of the border in Orient Washington, as well as an Agreement with the B.C. Ambulance Service.

The Department has been more fortunate than many Volunteer Departments in retaining members, largely due to the Extended Medical and Dental coverage the Department offers. This benefit has become a significant factor in both recruitment and retention of members.

Establishing Authority:

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

Christina Lake Specified Area Establishment and Loan Authorization Bylaw No. 81, 1973

Christina Lake Specified Area Establishment and Loan Authorization (Fire Protection) Bylaw No. 702, 1992 (converted Christina Lake Fire Protection Services to a local service)

Requisition Limit: \$1.8688/\$1,000 (\$1,037,855)

2019 Requisition / Budgeted Expenditures / Actual Expenditures:

\$437,516/ \$629,681/ \$569,565

Regulatory or Administrative Bylaws:

N/A

Service Area / Participants:

Portion of Electoral Area 'C' / Christina Lake

Service Levels

Interior Operations as per RDKB Board resolution (British Columbia Structure Firefighters Competency and Training Playbook)

Human Resources:

- General Manager, Operations / DCAO
- Fire Chief (Local Assistant to the Fire Commissioner)
- Deputy Fire Chief & Training Officer
- Fire Captains (3)
- Safety Officer
- Lieutenants (3) – act as First Responder Instructors
- Firefighters (15)
- Auxiliary Firefighters (4)

2019 Accomplishments

January 2019 – New full time Chief, Joe Geary started in the role.

- Purchase of 9 new sets of turnout gear
- NFPA 1001 training to meet with the Provincial Playbook
- Auxiliary Firefighter program. 4 retired firefighters have returned to active duty in a support roll (pump operator, filling SCBA's, traffic control, and assisting with rehab stations.) The auxiliary members are a volunteer group and receive no remuneration for their services.



Training overview and achievements

In 2019, the members of the Christina Lake Fire Department continued to participate in training at the highest level. These dedicated individuals provided countless hours of their personal time towards training to be the best firefighters for the residents and visitors of Christina Lake. The total number of combined training hours for 2019 are 3182 hrs. This total not only represents Wednesday drill sessions, but also includes the extra courses that the fire service demands of today's firefighter. Christina Lake firefighters are fully engaged in the "Playbook" requirements and I am pleased to report that the department now has fourteen (14) Interior Firefighters and four (4) Exterior Level Firefighters.



Training Courses

In 2019, members of the department attended several training courses. These courses include NFPA 1001 interior operations, officer development, rescue, and emergency management.

| 2019 Training Courses | |
|---|----------------------|
| Course | TYPE / Subject |
| NFPA 1001 Interior Operations | Firefighting |
| Live Fire Training | Firefighting |
| NFPA 1407 Rapid Intervention Crew | Firefighting |
| Incident Command 100 | Emergency Management |
| Introduction to Emergency Operations Centre | Emergency Management |
| Company Inspections | Fire Prevention |
| NFPA 1006 Rope Rescue Operations | Technical Rescue |
| NFPA 1006 Vehicle Technician I | Auto Extrication |
| Blue Card Incident Command | Fire Officer |
| First Responder Instructor Certification | Medical Aid |

Significant Issues and Trends:

The main issue impacting the Christina Lake Fire Department, and most similar-sized, volunteer fire departments in B.C., is the competency and training standards dictated by the Provincial “Playbook”. The Christina Lake Fire Department, under its new leadership, is actively working toward ensuring that its membership is meeting the necessary standards for the designated level of service for the department (Interior Operations.)

With the appointment of the new full time Fire Chief training programs continue to support all members

2020 Projects:

Project: 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: Considering that the Christina Lake Fire Department is staffed by volunteers, 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".

2020 Projects:

Project: Fire Boat Acquisition and fit out

**Project Description:**

CLFR society has been fundraising over the past several months for the purchase of a 30' pontoon boat to be converted into a fire boat.

Project Timelines and Milestones:

Schedule not yet determined.

Will be based on ensuring standards can be met and budget support prior to commitment.

If approved – Operational service and benefits would be anticipated for the summer season of 2020.

Project Risk Factors:

Transport Canada to issue an exemption letter for small vessel commercial operators certification.

Internal Resource Requirements:

Fire Chief, GM Operations, GM Finance and various firefighters support.

Estimated Cost and Identified Financial Sources:

Purchase price for pontoon boat \$10,000.00

Estimated cost for training and conversion \$45,000.00

Fundraising total \$26,000.00

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: Replacement of Tender 361.

Project Description:

The Fire Department's fleet is aging and Tender 361 has exceeded its useful life (22 yrs old). Best practice for fire apparatus is to utilize them for 20 year to meet with NFPA 1901 standard for fire apparatus.

Project Timelines and Milestones:

Specification and plans development early 2020.

Order and procurement, Fall 2020.

Project Risk Factors:

Purchase price and cost escalation

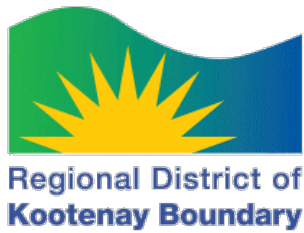
Internal Resource Requirements:

Fire Chief, GM Operations and GM Finance

Estimated Cost and Identified Financial Sources:

Purchase price : \$285,000.00

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".



Big White Fire Department

2020 Work Plan Draft



RDKB BIG WHITE FIRE DEPARTMENT

2020

Authored by: Fire Chief Chris Cormack

Service Number: 054



Big White Fire Department

2020 Work Plan Draft

Service Name: Regional District of Kootenay Boundary Big White Fire Department

Service Number: 054

Committee having jurisdiction: Fire Advisory Board, RDKB Board of Directors

General Manager/Manager Responsible: James Chandler GM Ops & Fire Chief Chris Cormack

Description of service: Fire Suppression, Rescue and Education

Establishing authority:

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

Regional District of Kootenay Boundary Electoral Area 'E' (Big White) Fire Protection Service
Establishment Bylaw No. 1490

Requisition Limit: Tax rate \$10 per \$1000 of net taxable assessed value (pre-converted) or \$500,000 whichever is greater. Absolute amount - \$5,751,000

Regulatory or Administrative Bylaws: No

Legislation & Regulations:

Provides authority for and governs operations and service delivery.

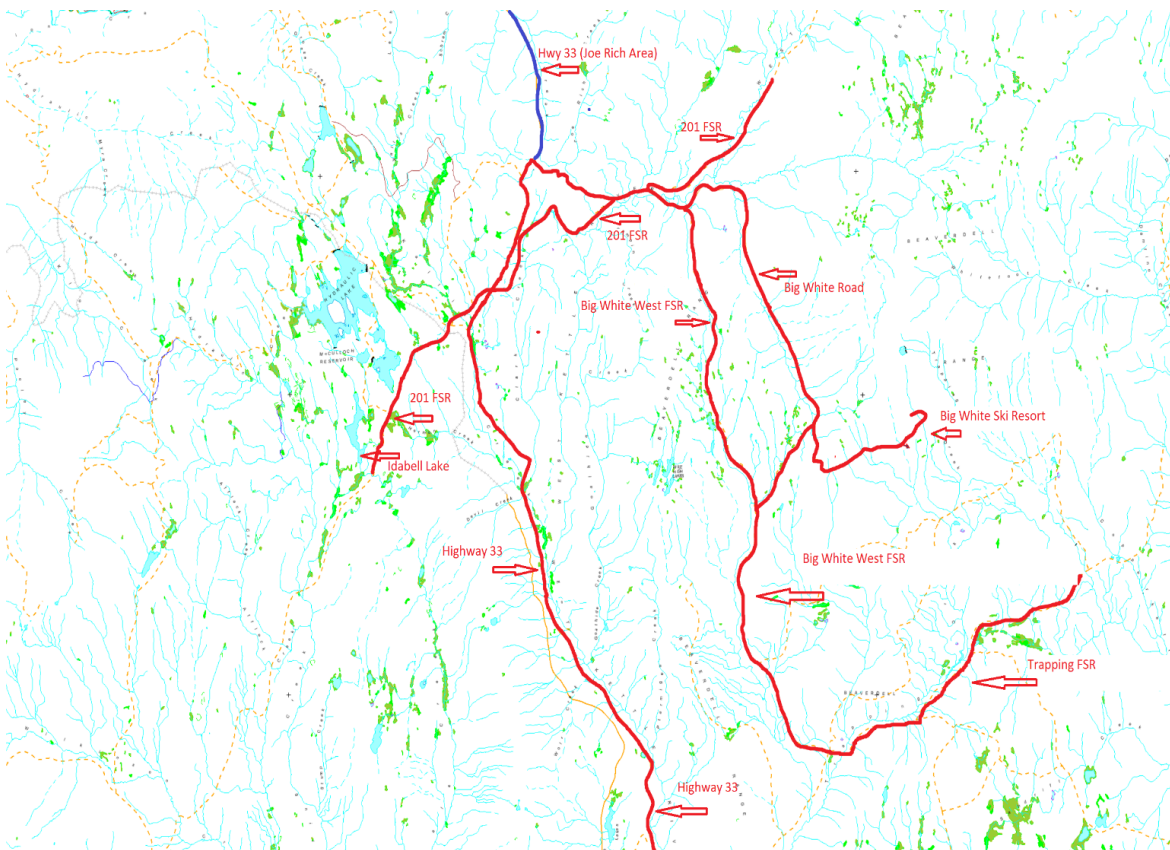
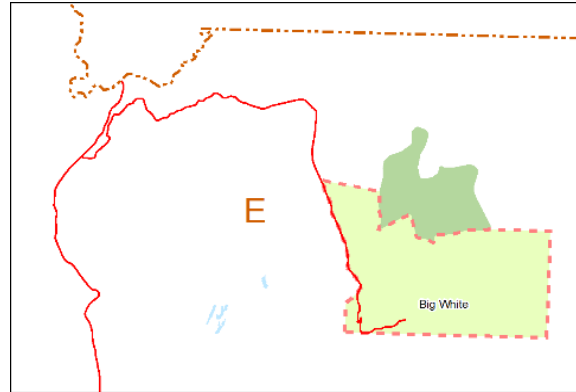
- Local Government Act
- Community Charter
- BC Fire Safety Act
- Workers' Compensation Act
- Emergency Health Services Act
- Emergency Program Act
- Motor Vehicle Act
- Societies Act
- Employment Standards Act
- Bill C-45 (Criminal Code sec. 217.1)
- Industry Canada regulations (communications)

Codes & Standards:

Govern operations and service delivery.

- BC Fire Code
- BC Building Code
- NFPA Standards
- Labour Relations Code
- British Columbia Fire Service Minimum Training Standards: Structure Firefighters Competency and Training Playbook

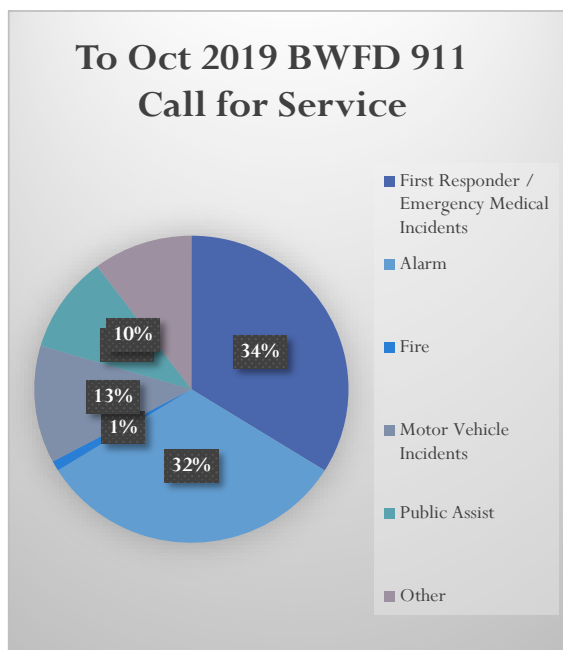
Service Area Map:



Service Participants: Area E Big White Ski Resort**Service Levels:**

The Big White Fire Department provides 24-hour duty coverage and emergency response to structural fires, motor vehicle incidents, road rescues, over the bank rope rescues, wildland fires, general alarms, emergency medical responses and fire prevention services. Our staff performs fire and life safety inspections, fire investigations, critical incident stress defusing and public safety education for our local school, resort staff and building managers.

Our main response area is the Big White Ski Resort. We also respond to road rescue calls on Big White Road to Hwy 33, and Hwy 33 as far south as Carmi along with emergency medical response to the community of Idabel Lake. We currently have an auto-aid response agreement with the community of Beaverdell and a mutual-aid response agreement with the community of Joe Rich



| 2019 - BIG WHITE FIRE DEPARTMENT 911 CALLS FOR SERVICE | Jan to Oct 2019 |
|--|--------------------|
| First Responder / Emergency Medical Incidents | 63 |
| Alarm | 60 |
| Fire | 2 |
| Motor Vehicle Incidents | 23 |
| Public Assist | 19 |
| Other | 19 |
| Totals | 186 |

Human Resources:

Career Staff: 3- Fire Chief, Deputy Fire Chief - Operations & Training, Deputy Fire Chief - Fire Prevention and Life Safety

Part Time/On Call: 1- Book Keeper, 1- Mechanic

Paid-On-Call: 29 firefighters

Work Experience Program: 7 firefighters

2019 Requisition/Expenditures: 2019 requisition \$1,130,330/Budgeted expenditures \$2,353,926

2019 Significant Accomplishments:

- * Retirement of Fire Chief James Svendsen
- * Hired new Fire Chief Chris Cormack
- * Hired new Deputy Fire Chief - Operations & Training Josh Foster



- * New Ladder Truck ordered and in production
- * IT Upgrade and RDKB Branding
- * Response of equipment and personnel to Eagle Bluff wildfire incident, Oliver BC.
- * Phase two of the BWFD Training Facility completed
- * \$510,000.00 Wildfire Mitigation Grant secured and work begun

Significant Issues and Trends:

Winter skier visits continue to increase over 30% yearly. Due to this increase there is growing concern regarding staff and visitor overcrowding. The Big White Ski Resort is currently building the final 3 of 4 new staff accommodations to help increase the availability of rental properties for their staff. Our prevention department is working with the regional district, owners and building managers to address this overcrowding issue.

Big White Resort opened a world-class downhill bike park in 2017. In the summer of 2019 the park expanded its operation by adding 5 new trails, and held one world class biking event and two provincial events. This along with the expansion of hiking trails, weekend events and lift operations, concerts and more has made Big White a year round resort destination for all ages. The resort being open five days a week in the summer has lead to an increase in local year-round jobs and more people calling Big White home. These changes, along with the accompanying building boom, has led to a significant increase in our summer population, resulting in increased traffic, call volumes and community involvement. Over the next 5 years Big White will become a top destination resort, welcoming visitors from all over the world, during both winter and summer seasons.

Though 2019 was an anomaly, the trend of previous years shows an increase in EOC activations. These activations were often longer in duration and complexity creating 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.

Another significant trend impacting resources is the continued downloading of medical services to local fire departments by BCEHS (British Columbia Emergency Health Services) and BCAS (British Columbia Ambulance Service). Since the removal of a dedicated ambulance in 2012, the Big White Fire Department has experienced a significant rise in costs associated with medical responses, and equipment. There is also a growing concern with BCAS delays potentially effecting patient outcomes due to an increase in response times. The average wait time for an ambulance to reach Big White is over 50 minutes.

Working with the RDKB communication and IT departments we are well under way in integrating the Big White Fire Department into the RDKB brand. New computers have been purchased, network systems have been upgraded, file-sharing, back-up systems, new business cards, letter head and the standardization of forms will soon be completed.

We are pleased to announce the appointment of Chris Cormack as Fire Chief and Josh Foster as Deputy Fire Chief of Operations and Training.

BIG WHITE FIRE DEPARTMENT 911 CALLS FOR SERVICE

| INCIDENT TYPE | 2014 | 2015 | 2016 | 2017 | 2018 | Jan to Oct 2019 |
|--|------|------|------|------|------|-----------------|
| First Responder / Emergency Medical Incidents | 90 | 96 | 119 | 123 | 108 | 63 |
| Alarm | 66 | 59 | 55 | 66 | 63 | 60 |
| Fire | 1 | 22 | 7 | 3 | 3 | 2 |
| Motor Vehicle Incidents | 38 | 22 | 50 | 42 | 37 | 23 |
| Public Assist | 13 | 9 | 10 | 11 | 28 | 19 |
| Other | 17 | 24 | 10 | 18 | 22 | 19 |
| Totals | 225 | 232 | 251 | 263 | 261 | 186 |

The Big White Ski Resort has been very successful with their marketing strategies resulting in a 30% increase in ski pass sales, with accommodations often reaching capacity. The Big White Fire Department call volumes continue to increase as noted in the chart above. There is also a growing demand for the training of resort staff and businesses regarding drug awareness and fire and life safety issues. Our members pride themselves on professionalism and community involvement.

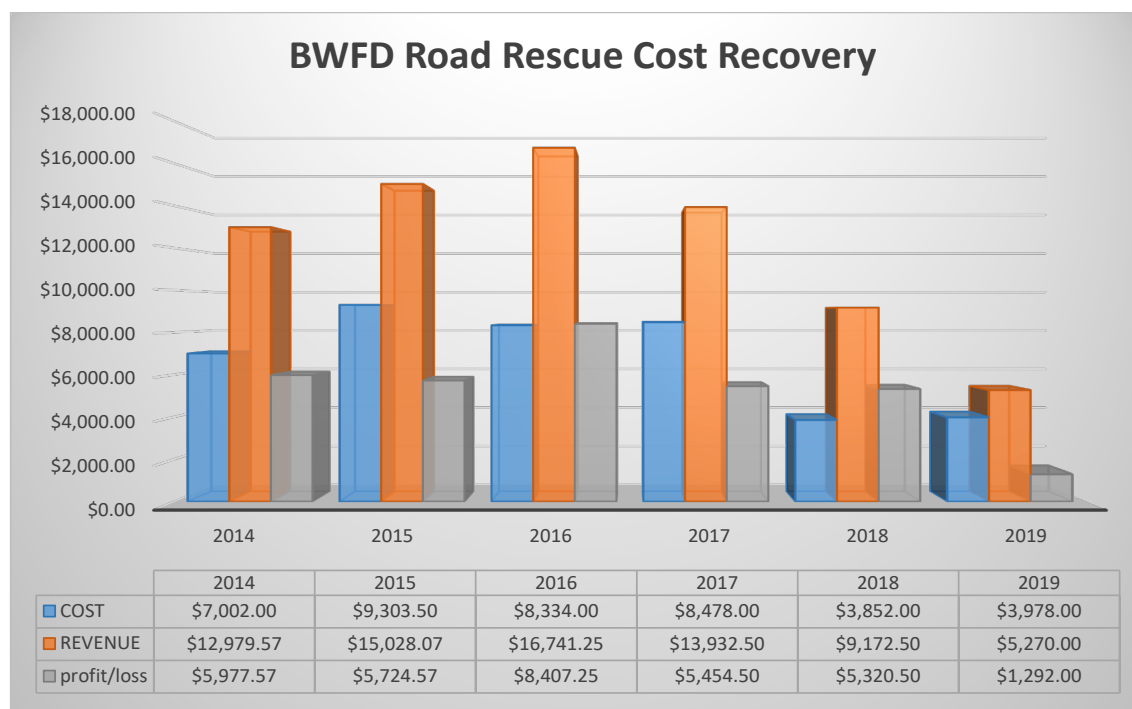
The department continues to provide First Responder medical services under British Columbia Emergency Health Services (BCEHS). In addition the Emergency Medical Responder (EMR) pilot project continues to be a huge success. Several lives have been saved due to the members' ability to provide an advanced level of care to this recreational community.

The fire department continues to support Big White in the evolution of their summer hiking and biking programs as well as their many other events including world class competitions, wine festivals, vendors markets, concerts and more. Our #3 truck bay was used this summer as an infirmary, which provided our work experience firefighters with valuable hands on training while assisting the Big White Bike Patrol.

Road Rescue and Mutual Aid

Road Rescue on Big White Road and highway 33 to Carmi will continue, as crews provide a valuable and life saving service to travellers requiring extrication and/or medical assistance.

Mutual Aid support to Beaverdell was called required on several occasions. Big White members responded and supported their crews by providing incident, crew and apparatus support.



2020 Projects:**Project: Capital Acquisition**

Project Description: New Ladder Truck replacement for Engine 312

Project Timelines and Milestones:

Pre Construction Meeting October 2018

Build start spring 2019

Chassis completed October 2019

Aerial build currently in production

Final Inspection June 2020

Project Risk Factors: Heavy demands on aerial apparatus production could delay delivery time.

Internal Resource Requirements: The project will be administered by the Big White Fire Department, assisted by RDKB Chief Financial Officer.

Fire Protection Assessment May 2005: The need for an elevated master stream was identified in the Fire Protection Assessment for Fire Insurance Grading Purposes, prepared by CGI Consulting in 2005, Page 31, 6.3.2 Ladder Service.

Estimated Cost and Identified Financial Sources: Estimated cost of \$1,184,694 from the capital budget using reserve funds, taxation and borrowing.

Relationship to Board Priorities: This project meets the strategic priorities of the RDKB's strategic plan which is "Exceptional Cost Effective and Efficient Services - We will ensure we are responsible and proactive in funding our services"

Project: Building Envelope Upgrade and Truck Bay Extension

Project Description: The building envelope on the front of the building will be upgraded to match the new addition to the building completed in 2017. Two of the truck bays will be extended to accommodate the increased demand for gear storage and the arrival of the new ladder truck.

Project Timelines and Milestones:

Construction drawings 2019

Building Permit & Request for Tender early 2020

Construction to begin May 2020

Completion of project July 2020

Project Risk Factors: Costs associated with the project, availability of qualified contractors to complete the work and weather delays.

Internal Resource Requirements: The project will be administered by the Big White Fire Department with direction and assistance from RDKB administrative staff and Chief Financial Officer.

Estimated Cost and Identified Financial Sources: Estimated cost of \$150,000 from the capital budget.

Relationship to Board Priorities: It meets the strategic priorities of the RDKB's strategic plan which is "Exceptional Cost Effective and Efficient Services." We will ensure we are proactive and responsible in funding our services.

Future Projects:

1. Fire Hydrant Maintenance Agreement – the current agreement expired on December 31, 2017. The 2017 budget included \$94,567.00 for fire hydrant maintenance. The Fire Underwriters and fire service peers confirmed the common practice nationally is that costs associated with fire hydrant maintenance are the water purveyor's responsibility. Staff are recommending the Fire Hydrant Maintenance agreement not be renewed in 2019.
2. Continued Development of our Training Facility – In 2015, BWFD started phase 1 of our Fire Training Facility. In 2019 phase 2 was completed. This facility consists of a large 3 storey burn building complete with search rooms, interior stand pipe system and overhead sprinkler system. This facility has saved our department thousands of dollars, and more importantly has increased our training abilities. Structural Firefighters Competency and Training Playbook requires authorities having jurisdiction over fire services to establish a level of service and ensure resources are provided to train and evaluate each firefighter. Having the ability to provide local hands-on skills training has a long term reduced training cost while ensuring a coordinated response capacity for our composite fire service.
3. Big White Fire and Life Safety Bylaw – This is currently under review by the RDKB, once finalized these bylaws will provide our department with the necessary enforcement tools to ensure compliance with certain codes and also allows for some cost recovery.
4. Wildfire Mitigation Project- In 2018, Big White Fire Department with the support of the Big White Ski resort was successful in obtaining a Forest Enhancement Society wildfire mitigation grant of over five hundred thousand dollars. Preliminary work started this fall and will continue until its completion in 2020. This grant will help slow down the threat of a spreading wildfire by reducing the fuels and enhancing natural fuel breaks, in and around the resort.

Conclusion:

The future of the Big White Fire Department is bright, our department continues to grow and adjust to the changing demographics of the community we serve. We cannot be content with where we are but must continue to expand our staffing, training, apparatus, equipment and facilities to meet the needs of the future. This summer has marked another significant increase in building construction including much needed staff accommodation and various small and medium size residences. The Big White Ski Resort continues to set new records in skier visits, accommodations, meals served and lift tickets sold. With this summer's opening and the continued development of a world-class mountain bike park, the Big White Ski Resort is quickly becoming a year-round resort destination.

The Big White Fire Department is committed to preserving life and property by providing; Fire Prevention, Emergency Planning, Public Education and Responding to Emergencies to the residents and visitors of the Big White Ski Resort and our service area.



Noxious Weed Control Specified Area 'A' - Columbia Gardens

2020 Work Plan



Noxious Weed Control Specified Area 'A' - Columbia Gardens

2019

Janine Dougall, General Manager, Environmental Services



Noxious Weed Control Specified Area 'A' - Columbia Gardens

2020 Work Plan

Service Name: Noxious Weed Control Specified Area 'A' - Columbia Gardens

Service Number: 090

Committee Having Jurisdiction: Board of Directors

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

Description of Service:

The service provides noxious weed control services to Area 'A' - Columbia Gardens. The program is coordinated by the Central Kootenay Invasive Species Society (CKISS).

The species of weeds controlled is extensive, however a few species detrimental to agriculture and ecology comprise the majority of the control activities. Targeted invasive species include hoary alyssum, spotted knapweed, sulphur cinquefoil, hawkweeds, thistles, hoary cress, oxeye daisy, and burdock.



Hoary Alyssum



Spotted Knapweed



Oxeye Daisy



Sulphur Cinquefoil



Hoary Cress

Weeds are controlled on private, public and industrial lands. The Central Kootenay Invasive Species Society also provides noxious control services on public and industrial lands, but this work is completed through direct contractual relationships between the province or industry with CKISS.

The monies collected through tax requisition for the service are utilized to provide noxious plant control on private properties as well as education and outreach programs. Education and outreach include activities such as generating media releases, face-to-face meetings with landowners and liaison with other noxious weed agencies/committees including the Invasive Plant Council of BC and the Boundary Invasive Species Society.

The main method of control is contracted herbicide spraying. Some manual control (hand pulling weeds) takes place in areas where spraying cannot be done, within 30 metres of a well for example. In some areas, bio-control agents (insects that kill targeted noxious species) have been utilized and success rates range from almost total eradication to little effect.

The program does not enforce noxious weed eradication requirements. Instead the focus has been on education and voluntary compliance.

Establishing Authority:

Authority to provide service is Bylaw 391 adopted September 30, 1982. Bylaw No. 1466, which converted Bylaw No. 391 to a service governed by a service establishment bylaw was adopted February 24, 2011. Bylaw No. 1466, establishes a service, to be known as "Electoral Area 'A' Noxious Weed Control" to provide noxious weed control services in Electoral Area 'A'.

Requisition Limit:

As outlined in Bylaw No. 1466 the maximum amount to be requisitioned annually shall be \$0.3167/\$1000 of net taxable value of land and improvements or \$30,000 (thirty thousand dollars) whichever is greater. The costs of the service shall be apportioned amongst the participants based on the participant's relative share of net taxable value of land and improvements. Maximum tax requisition is \$30,000.

2019 Requisition / Budgeted Expenditures / Actual Expenditures:

Requisition - \$22,515 / Budgeted Expenditures - \$26,019 / Estimated Actual Expenditures - \$25,859

Reserve Balance Projections:

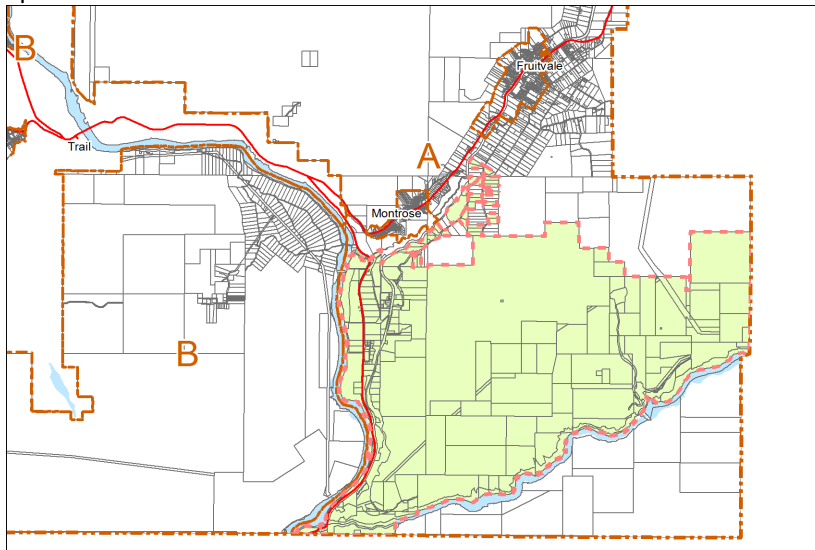
This service currently does not have reserve balances.

Regulatory or Administrative Bylaws:

Not Applicable

Service Area / Participants:

Specified Area within Electoral Area 'A'

**Service Levels:**

Weed control as needed within resource and time limitations.

Human Resources:

GM of Environmental Services (0.7% FTE), contracted coordination and control services to Central Kootenay Invasive Species Society (CKISS).

2019 Accomplishments:

In 2019, CKISS coordinated the RDKB Area 'A' Noxious Weed Control program. During April, 100 landowners were contacted via Canada Post using a mailing list provided by the RDKB. From this, 33 interested landowners were signed up for invasive plant control services. Participation in the program was determined on a first come first serve basis. Inventory and treatment services were delivered to 25 properties between May and July by Kootenay Weed Control. Twelve species of regionally and provincially listed invasive plants were identified and treated during the course of 2019 program activities, comprising a net treatment area of over 47 hectares. Treatment monitoring of selected sites showed good efficacy and no compliance issues.

Significant Issues and Trends:***Enforcement***

The Province of BC *Weed Control Act* is enabling legislation that provides Regional Districts with an option to assume legal powers to compel property owners to remove noxious weeds and allows the imposition of financial penalties for non-compliance. Enforcement has been discussed for many years and to date, no significant work has been carried out in this area, with the preference on voluntary control and education. There will be continued calls from some for the RDKB to begin enforcement, however to accomplish this will require new bylaw development as well as the hiring of additional resources including bylaw enforcement capabilities.

2020 Proposed Program

The 2020 proposed activities are to provide services at similar levels to those in 2019. Over the last number of years there has been a transition from the RDKB acting as a flow through of monies for work conducted for provincial and industrial partners. Provincial agencies and industry are now directly contracting with CKISS. The 2020 budget has recognized the shift in financing.



Noxious Weed Control - Christina Lake Milfoil

2020 Work Plan



Noxious Weed Control - Christina Lake Milfoil

2019

Janine Dougall, General Manager, Environmental Services



Noxious Weed Control - Christina Lake Milfoil

2020 Work Plan

Service Name: Noxious Weed Control Area 'C' - Christina Lake Milfoil

Service Number: 091

Committee Having Jurisdiction: Board of Directors

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

Description of Service:

Eurasian water milfoil (milfoil) is an invasive aquatic plant. Once established it outcompetes beneficial native plant species and negatively impacts the ability of native fish species to spawn in gravel beds.

The service provides milfoil control in Christina Lake which protects and enhances the valuable regional, provincial, national and international recreational amenity that Christina Lake provides.

Milfoil is removed from the bottom of Christina Lake in the littoral zone, generally considered the portion of the lake less than 4 metres in depth, which is the optimal growing zone for Eurasian water milfoil. Two crews of commercial divers remove the milfoil by pulling individual plants from the lake bottom, literally weeding the lake bottom fronting private and public property.

Establishing Authority:

Service is established by Bylaw 531 adopted May 30, 1987, amended by Bylaw 817 adopted July 28, 1994. The purpose of the service establishment bylaw is, *"to undertake and carry out or cause to be carried out and provide eurasian water milfoil control for the said specified area and to do all things necessary in connection therewith"*.

Requisition Limit:

Tax requisition not to exceed \$.50/1000 of net taxable assessed value of Land and Improvements, (pre-converted), as per Bylaw 817, current maximum requisition is \$336,881.

2019 Requisition / Budgeted Expenditures / Actual Expenditures:

Requisition - \$293,375 / Budgeted Expenditures - \$309,234 / Estimated Actual Expenditures - \$279,359

Reserve Balance Projections:

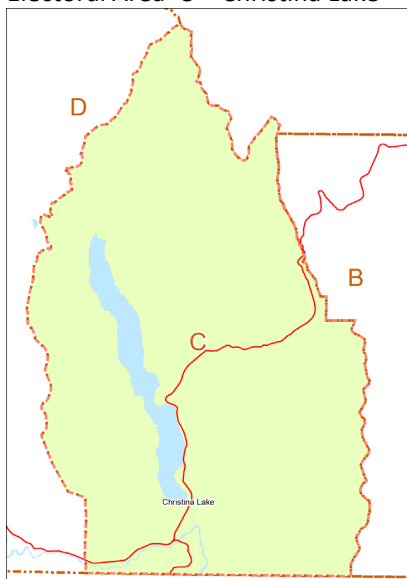
| | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
|-----------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Opening Balance | \$65,417.32 | \$71,071.49 | \$51,782.21 | \$47,300.03 | \$42,773.03 | \$43,200.76 |
| Closing Balance | \$71,071.49 | \$51,782.21 | \$47,300.03 | \$42,773.03 | \$43,200.76 | \$43,632.77 |

Regulatory or Administrative Bylaws:

Not Applicable

Service Area / Participants:

Electoral Area 'C' - Christina Lake

**Service Levels**

Remove milfoil from Christina Lake as resources, time and conditions permit.

Human Resources:

GM Environmental Services (4.2% FTE), 1 Dive Supervisor, 1 Lead Hand, 5 Divers

2019 Accomplishments:

In advance of the 2019 work season commencing, the RDKB applied for and received a 5 year Provincial authorization to work in and around water bodies. This authorization is required for the milfoil program and normally is issued on an annual basis. In special cases, the Province will consider multi-year permits of up to five years. Acquiring a five year permit has streamlined regulatory compliance.

2019 diving operations started on May 6, with a minimum contracted time of 20 weeks. All 7 crew members were returning divers from the previous year, so less training was needed and weed removal activities could be initiated right away. The full complement of divers worked straight through until Sept 7. After this date, the remaining crew of 5 worked through until Oct 10, giving a total of 23 weeks of milfoil removal.

The same weekly work plan was followed as in previous years', where weeds would be pulled for 4 days in the south end, 2 days working both east and west shorelines towards the north end, and a single "supercrew" day in the south. The "supercrew" day was typically spent at the resorts or other high density areas, where the full complement of 7 divers were utilized. This strategy made it possible to complete 2 full laps of the lake, plus a third pass in the southern "bulb" of the lake in Sept/Oct (from site 86 through 262). In addition, 3-4 days were spent in Christina Creek as well, with the first treatment on June 24, 2019.

The Dive Supervisor worked with Environmental Services Staff with GIS expertise to create a story map that provides information on the current dive season as well as historical data showing milfoil removal trends over time. The story map was made public in early December 2019 with notifications sent through the RDKB "Join the Conversation" as well as social media posts. A link will also be provided on the Regional District website.



Photos Courtesy of RDKB Dive Crew



Significant Issues and Trends:

Unfortunately, every year there are a few instances of unaware/uninformed/ignorant boaters on the lake that do not respect the dive flag/divers underwater, regardless of explicit explanations from the dive boat to maintain a distance while milfoil removal is conducted though a specific site. In these instances, the dive boat is piloted between the diver and boater, which gives time to instruct the diver to either surface for visibility, or stay deeper/swim under the dock and await the all-safe.

In 2019 issues were encountered with the breathing regulators that had been purchased in 2017. The units were sent out mid-season and repaired with an updated parts service kit at no charge. The units subsequently failed later in the season and were removed from service. Due to the critical nature of properly working breathing regulators a project identified for 2020 is to replace the units.






Currently the milfoil program is fully funded by taxpayer money only, even though two Provincial Parks are located on the Lake (Gladstone, Christina Lake). These Parks include a portion of the foreshore area where milfoil work is conducted, and as such funding should be contributed by BC Parks. Conversations have been initiated with BC Parks representatives regarding this issue and it is expected that this issue will continue to be addressed in 2020.

2020 Proposed Program

The program has an established strategy that is working well. It is believed that additional time spent conducting milfoil removal along Christina Creek would be beneficial. The challenge with working in the creek is that the operational window for treatment is smaller as the currents are too strong in the spring and delay crew access.

2020 Projects

| Strategic Priority | Project name | Days to complete | Internal/External | Budget (Est) | Risk/priority | Status |
|---|---------------------------------|------------------|-------------------|--------------|---------------|--------|
|   | Boat Motor Replacement | 5 | Both | \$40,000 | High | |
|  | Breathing Regulator Replacement | 5 | Both | \$6,000 | High | |

Project Name: Boat Motor Replacement*Project Description:*

The two 75 HP boat motors which were purchased in 2010 and are nearing the end of their expected service life hours are scheduled to be replaced in 2020. It is planned to have the new engines installed and operational in time for the 2020 dive season.

Relationship to Board Priorities:

The strategic priorities related to this project are “Environmental Stewardship/Climate Preparedness” and “Exceptional Cost Effective and Efficient Services”. Replacement of the nearing end of life boat motors with new and appropriately sized engines will allow the dive boat to gain efficiencies in performance as well as achieve potential fuel savings.

**Project Name: Breathing Regulator Replacement***Project Description:*

The breathing regulators were originally purchased in 2017. In 2019, performance issues with the regulators were encountered which will require the replacement of the units. Part of the project will be evaluating the best options in moving forward to ensure that the replacement regulators are of high quality and will meet the needs of the dive crew.

Relationship to Board Priorities:

The strategic priority related to this project is “Exceptional Cost Effective and Efficient Services” as having faulty regulators that do not perform consistently impact the efficiency of the dive crew in performing milfoil removal.



Noxious Weed Control - Area 'D' & 'E'

2020 Work Plan



Noxious Weed Control - Areas 'D' and 'E'

2019

Janine Dougall, General Manager, Environmental Services



Noxious Weed Control - Area 'D' & 'E'

2020 Work Plan

Service Name: Noxious Weed Control - Area 'D' & 'E'

Service Number: 092

Committee Having Jurisdiction: Board of Directors

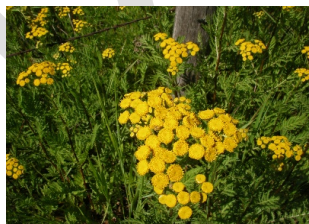
General Manager/Manager Responsible: Janine Dougall, General Manager of Environmental Services

Description of Service:

The service controls noxious weeds in Electoral Areas 'D' & 'E'. The species of weeds controlled is extensive, however a few species detrimental to agriculture and ecology comprise the majority of the control activities. Weeds are controlled on private, public and industrial lands. Targeted invasive species include common bugloss, common tansy, field scabious and leafy spurge.



Common Bugloss



Common Tansy



Field Scabious



Leafy Spurge

The monies collected through tax requisition for the service are utilized to provide invasive plant control on private properties as well as education and outreach programs. Control work completed on public and industrial land is paid for by the province and industry respectively and these costs are not included in the tax requisition for the service.

Taxpayer generated revenue is subsequently provided by the RDKB to the coordinating agency, Boundary Invasive Species Society. The following are the programs associated with the service:

- New Invaders Program – Provides treatment of up to 5 acres of priority invasive plants with herbicide at no charge to the landowner.
- Cost Share Program – Program for private landowners that will cover half the cost of herbicide treatment by an approved contractor up to 5 acres for treatment of widespread invasive plants. Program pays 50% of the costs up to a maximum of \$500.
- Equipment Loan-Out Program – Provides specialized spray equipment to landowners free of charge to encourage landowner treatment activities. The landowners provide the herbicide and operate the equipment. This service is delivered by a contractor based in Area 'D'.
- Education and outreach activities such as generating media releases, face-to-face meetings with landowners and liaison with other noxious weed agencies/committees including the Invasive Plant Council of BC and the Central Kootenay Invasive Species Society. The program also participates in the "Weeds Cross Borders" international weed control coordination program.

The main method of control is contracted herbicide spraying. Some manual control (hand pulling weeds) is done on private land for species with the regional goal of eradication or on properties where a coordinated management plan is in place for common bugloss. In some areas, bio-control agents (insects that kill targeted noxious species) have been utilized and success rates range from almost total eradication to little effect.

The program does not enforce noxious weed eradication requirements. Instead the focus has been on education and voluntary compliance.

Establishing Authority:

Authority to provide service is Bylaw 166 adopted October 28, 1976 and Supplementary Letters Patent dated April 13, 1978. The purpose of the bylaw is "*control of noxious weeds*" in the specified area.

Requisition Limit:

Tax requisition limit is \$0.129 per \$1000 on net taxable assessed value of assessments taxable for Hospital Purposes within Electoral Areas 'D' & 'E', (pre-converted), on Land and Improvements. Maximum tax requisition is \$206,235.

2019 Requisition / Budgeted Expenditures / Actual Expenditures:

Requisition - \$78,070 / Budgeted Expenditures - \$251,302 / Estimated Actual Expenditures - \$221,972

Reserve Balance Projections:

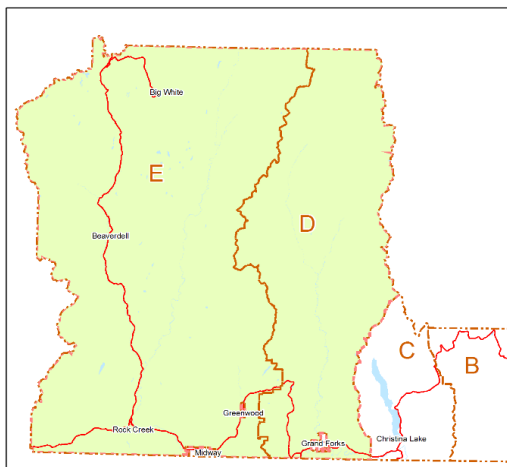
| | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
|-----------------|----------|----------|----------|---------|---------|---------|
| Opening Balance | \$10,091 | \$10,192 | \$10,294 | \$8,397 | \$6,481 | \$4,546 |
| Closing Balance | \$10,192 | \$10,294 | \$8,397 | \$6,481 | \$4,546 | \$2,591 |

Regulatory or Administrative Bylaws:

Not Applicable

Service Area / Participants:

Electoral Areas 'D'/Rural Grand Forks and 'E'/West Boundary

**Service Levels**

Weed control as needed within resource and time limitations.

Human Resources:

GM of Environmental Services (4.0% FTE) and contracted coordination through Boundary Invasive Species Society.

2019 Accomplishments:

In 2019 regular weed control activities were carried out, which included invasive plant control on private properties, coordination of work with adjacent jurisdictions, education, equipment loan-out program and a cost share program.

New invaders Program – approximately 61 separate sites were treated, totaling 58.35 ha. Work was completed on Hoary cress, Leafy spurge, Field Scabious, Scotch thistle, Nodding thistle and some common bugloss during the spring and summer. Fall work focused on common tansy in the Sidley area where conditions were good with fall green-up of the plants. Normally fall is a very good time to have work completed for creeping rooted perennials as treatment is more effective after the first frost (usually September). Unfortunately the program was not able to complete at least 10 days worth of treatment work on common bugloss due to the weather. Several herbicide trial plots were done this year to explore using 3 way mixes to gain more consistent and effective control of common bugloss.

Cost Share Program – approximately 32 different sites treated, totaling 25.4 ha. The number of sites treated in 2019 was a significant increase over previous years. Benefits of the cost share program are that the landowner takes some responsibility for treatment and limited financial resources are spread over as many properties as possible. It is anticipated based on the demand in 2019 that the cost share numbers will grow again in 2020.

Challenges encountered in 2019 included weather especially in August, September and October. In September alone there were over 20 days of rain which is highly unusual. In addition to the weather, there was a late start to invasive plant control activities on Crown Land due to the delayed renewal of the Provincial Pest Management Plan. Contract renewals with provincial partners was also delayed due to the inclusion of Prime Contractor wording in the agreements.

To address the delays to program, with approval of the two original hired contractors, a third contractor was hired. This however only partially allowed for additional treatment as the weather was a significant limiting factor in the fall months.

The education program attended 13 public events, interacting with over 500 people directly and handing out information to additional people. Twenty three articles were submitted to 6 different papers along with regular Facebook posts. Full details on the education program will be provided in the annual report.

Significant Issues and Trends:

Changes to Contract Language – Provincial and Industry Partners

The Area 'D' and 'E' Noxious Weed Control Program acts as a central funding program, receiving funds from various departments of the provincial government and industry partners which is then used to hire contractors and carry out control work. The funds are received under formal agreements. In recent years, the agreements have shifted greater levels of liability/administrative burden to the RDKB, to the point where some agreements have been rejected. In 2019, additional language was included in some agreements pertaining to Prime Contractor responsibilities. In essence the inclusion of the Prime Contractor language increases the liability for the Regional District as well as administrative duties. Should the trend continue with greater levels of liability to the RDKB, the RDKB will need to consider restructuring the program.

Herbicide Availability

It continues to be a challenge for landowners to purchase the most effective herbicide for hoary alyssum control, Dyvel DSP, since the herbicide suppliers in the Okanagan are not stocking it. There are other herbicide options for landowners with more than 5 acres to spray but this issue has made it more difficult particularly for landowners with less than 5 acres to conduct treatment activities themselves. In some cases, the landowners decided to use the cost share program instead, which has impacts to contractor availability.

An option for dealing with this issue is to establish a herbicide rebate program where landowners purchase herbicide, apply it to regional priority species (with very strict criteria for how and where and only on non-cropped areas) and then they can apply for a rebate for a portion of the herbicide cost. When treating common bugloss or common tansy the preferred herbicide costs about \$1,100 for a 10 litre jug to treat 20 acres. Very few landowners are willing to pay more than \$500 for a jug of herbicide and many only have a few acres to treat, not 20 acres. By cost sharing on the herbicide, landowners may be more willing to do more on their properties themselves. The liability associated with this option would have to be investigated in more detail before commencing with a herbicide rebate program.

Alternative Treatment Methodologies

In some areas of the Boundary, the use of chemicals to control weeds is viewed unfavourably. Some tests were done using alternate control methods, specifically, using goats trained to eat invasive weeds. The tests have proven marginally successful for smaller, contained areas; the feasibility of using the method for larger is untested.

The mite for field bindweed control that was purchased and released in 2016 had established at the site in Area 'E' but not in Area 'D'. In 2019, evidence of the same insect was found at a location in Rock Creek and a very healthy population was found in rural Grand Forks on private land. These may have spread from a historical release that researchers thought did not establish. It is likely present in more locations in rural Grand Forks so extent surveys will be done in 2020 and the insects will be moved to new locations since many ground crop farmers and gardeners could benefit from suppression of field bindweed. Other insects are moved to new locations on private land each year at the request of the land owners.

Enforcement

The Province of BC *Weed Control Act* is enabling legislation that provides Regional Districts with an option to assume legal powers to compel property owners to remove noxious weeds and allows the imposition of financial penalties for non-compliance. Enforcement has been discussed for many years and to date, no significant work has been carried out in this area, with the preference on voluntary control and education. There will be continued calls from some for the RDKB to begin enforcement, however to accomplish this will require new bylaw development as well as the hiring of additional resources including bylaw enforcement capabilities.

2020 Proposed Program

In 2020, similar service levels to those in 2019 are currently proposed. The RDKB website will be updated to ensure accurate and reliable information is presented.

A review and potential changes to the contractor hiring process will take place in 2020. A balance needs to be achieved that will provide hired contractors with sufficient levels of work but ensure that capacities are not over extended.



Regional District of
Kootenay Boundary

Beaver Valley Water

2020 Work Plan



RDKB ENVIRONMENTAL SERVICES DEPARTMENT
VERSION 2
JANUARY 10, 2020

Goran Denkovski, Manager of Infrastructure and Sustainability



Beaver Valley Water

2020 Work Plan

Service Name: Beaver Valley Water Service

Service Number: 500

Committee Having Jurisdiction: Utilities Committee

General Manager/Manager Responsible:

Goran Denkovski, Manager of Infrastructure and Sustainability

Description of Service:

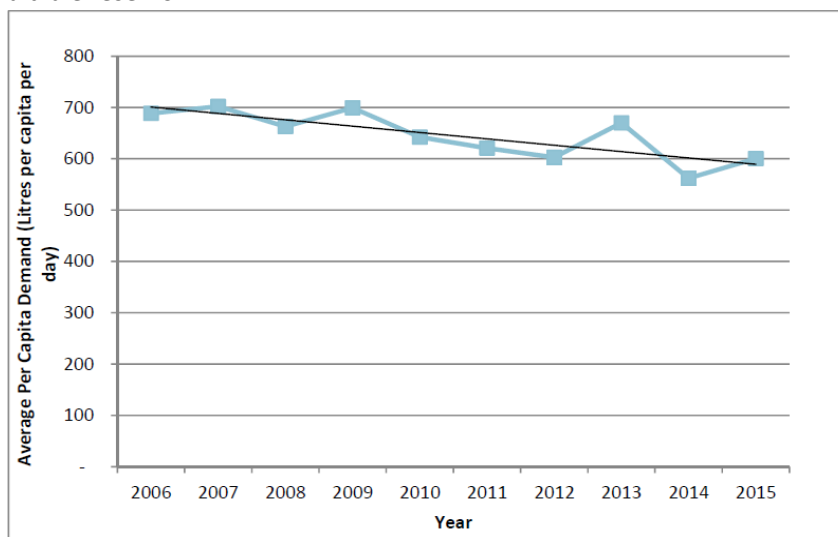
The BVWS has approximately twenty-seven (27) kilometers of water main within its service area. Based on the 2014 BVWS Annual Report, the water mains deliver potable water to approximately 2,850 residents, comprising 1,181 connections. As well, the BVWS has ninety-eight (98) fire hydrants for fire protection and numerous standpipes which are used for annual flushing of the water system. The Beaver Valley Water Service system is currently classified as a Level II water distribution system and a Level III water treatment system. The main water supply is from Kelly Creek. The Kelly Creek supply is often augmented by two wells that are located within the main part of the village. Water that is drawn from Kelly Creek is settled out in a 2.7 megalitre (ML) open reservoir before being pumped through the Kelly Creek water treatment plant. The plant, which was completed in 2002, treats the raw water by coagulation, media filtration and then ultra violet disinfection. Chlorine is injected prior to delivery of the treated water from the treatment plant into the downstream distribution system.

The two wells have traditionally been used for emergency backup situations and during the summer months when water demands are higher and when the Kelly Creek source has reduced capacity. Recently, chlorine injection was added at the two well stations. Chlorination injection at the well sites

has given the Village the operational flexibility of utilizing the Kelly Creek source and the two well sources, simultaneously, without the need to isolate sections of the service area.

The Village currently has three reservoirs that store the treated water. These are:

- The clearwell
- The Mill Road reservoir
- The Fruitvale reservoir



Establishing Authority:

Regional District of Kootenay Beaver Valley Water Service Establishment Bylaw No. 1491, 2011

Requisition Limit:

\$600,000

2019 Requisition / Budgeted Expenditures / Actual Expenditures:

\$479,250/\$878,268/tbd

Regulatory or Administrative Bylaws:

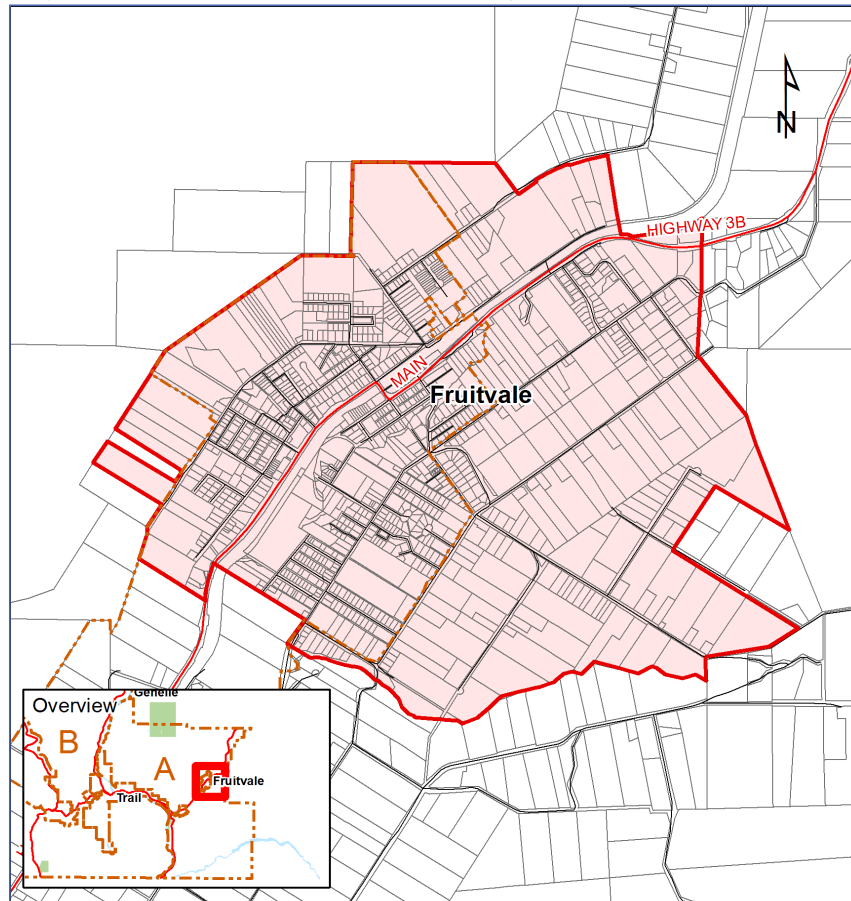
Beaver Valley User Rate and Regulation Bylaw No. 1591

Beaver Valley Cross Connection Control Bylaw No. 1494

Beaver Valley Development Cost Charge Bylaw No. 1492

Service Area / Participants:

Properties in Electoral Area 'A' and The Village of Fruitvale

**Service Levels**

The service is contract operated by the Village of Fruitvale under agreement.

Human Resources:

- CAO

2020 Staffing

| ES Staffing | Operational FTE | Operational Days | Project FTE | Project Days |
|--|-----------------|------------------|-------------|--------------|
| Manager of Infrastructure and Sustainability | 29% | 6 | 71% | 15 |

2019 Accomplishments:

These include:

- Provide general administration duties for the water service, prepare budgets and attend Committee meetings. Provide administrative support when and where required / appropriate.
- Regional / Collective Programs and Projects related to Infrastructure and Public Works
- Received and implemented Clean Water Wastewater grant for Davis Ave upgrade.
- Implementing significant Worksafe BC programs including: confined space, violence in the workplace, work alone, lock out, harassment and bullying, and orientation.

Significant Issues and Trends:

The Village of Fruitvale hired a new CAO in 2019. The service will do better job of having shovel ready projects for grant applications.

Grant timelines are becoming more restrictive and are difficult to foresee.



2019 Projects Outcomes:

Project: Water Utility Acquisition and Sustainability Policy

Project Description:

The Regional District of Kootenay Boundary (RDKB) currently owns and operates three water utilities, provides support to operation of the Warfield Water Treatment Plant, and has acquired the Christina Lake water system. There are additional water utilities which fall within the boundaries of RDKB which are not owned by the Regional District, yet may approach the local government in the coming years with a desire to be taken over. The RDKB would like to be fully prepared for this eventuality. The Board and staff at RDKB have undertaken some work in the areas of water utility acquisition and sustainability, and would like to formalize this as policy.

Project Timelines and Milestones:

| | 2018 | | | | | | | | | | |
|---------------------------|------|-----|-----|-----|-----|------|------|-----|------|-----|-----|
| | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov |
| Water Sustainability Plan | | | | | | | | | | | |

Project Risk Factors:

Dependent of the Strategic Priorities Fund Grant

Internal Resource Requirements: The project will be administered by the Manager of Infrastructure and Sustainability

Estimated Cost and Identified Financial Sources: \$30,000

Relationship to Board Priorities: It meets the strategic priorities of the RDKB's strategic plan which is "We will ensure we are responsible and proactive in funding our services"

Project Outcome: The RDKB received funding in June 2018 for this project through the UBCM Strategic Priorities Funding. The project completed March 2019.

2020 Projects:

Project: 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: 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 is directly related to the provision of “Exceptional Cost Effective and Efficient Services”. 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: Implement Long Term Strategy Plan

Project Description:

Implement plan that was completed in 2016. Implementation will be dependent on grant funding. Intake for ICIP Green Infrastructure grant closes February 2020

Project Timelines and Milestones:

| | 2020 | | | | | | | | | | | |
|--------|------|-----|-----|-----|-----|------|------|-----|------|-----|-----|-----|
| | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec |
| Bylaws | | | | | | | | | | | | |

Project Risk Factors:

Engineering not complete prior to closing of grant opportunities.

Internal Resource Requirements: The project will be administered by the Manager of Infrastructure and Sustainability



Estimated Cost and Identified Financial Sources: Total project \$3,700,000 with \$500,000 from current revenue and reserve.

Relationship to Board Priorities:



This project is directly related to the provision of “Exceptional Cost Effective and Efficient Services”.



| Strategic Priority | Project name | Days to Complete | Internal/External | Budget (Est) | Risk/Priority |
|---|-----------------------------------|------------------|-------------------|--------------|---------------|
|  | Asset Management | 5 | Both | N/A | High |
|  | Implement Long Term Strategy Plan | 10 | Both | \$3,700,000 | High |

| UTILITIES SERVICES | | | |
|--------------------|--|------------------------------|---|
| Initiation Date | Action / Issue | Staff Resources | Comments |
| Jan. 2016 | <u>Regional Water Management Plan</u> Staff will prepare a Regional Water Management Plan that encompasses the water system acquisition, climate change, balance water supply, public health and improved local service delivery. | Environmental Services Staff | Completed |
| Jan 2016 | <u>Regional Sewer – 2015-2019 Budget and Five-Year Financial Plan</u> Staff will create a reserve policy for the Committee's consideration. | Environmental Services Staff | The asset management plan is in progress. A capital reserve policy will be completed when the plan is complete. |
| September 2019 | <u>Development Costs Charge</u> Staff to report to committee how many times DCC charged and standardize when DCC is used | Environmental Services Staff | Ongoing |





Regional District of
Kootenay Boundary

Rivervale Water and Street Lighting Utility

2020 Work Plan



RDKB ENVIRONMENTAL SERVICES DEPARTMENT

Goran Denkovski, Manager of Infrastructure and Sustainability



Rivervale Water and Street Lighting Utility

2020 Work Plan

Service Name: Rivervale Water and Street Lighting Utility Service

Service Number: 650

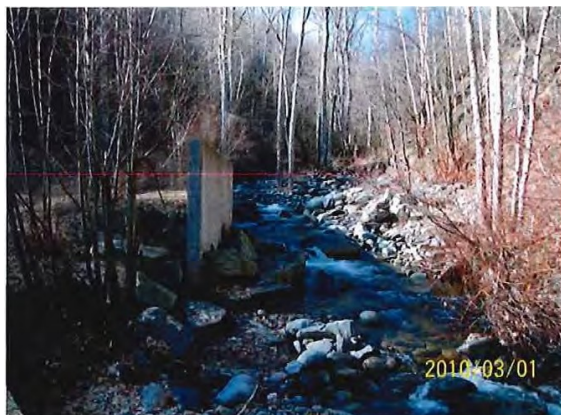
Committee Having Jurisdiction: Utilities Committee

General Manager/Manager Responsible:

Goran Denkovski, Manager of Infrastructure and Sustainability

Description of Service:

The Rivervale water system was constructed in the early 1950's, with its primary source of supply being an intake constructed on Hanna Creek. This intake is located to the west of Highway 22, above the Rivervale community and has almost 120 service connections



Additional supply sources were obtained from Dean/Durkin and McNally Springs in the 1960's and 1970's. Those springs were utilized until the late 1990's, at which time they were abandoned due to liability concerns of potential contamination by Teck Cominco's upland operations. In 2003, two new wells were drilled - with funding from Teck - in the vicinity of the Hanna Creek infrastructure.

Establishing Authority:

Regional District of Kootenay Boundary Rivervale Water and Street Light Service Area within Electoral Area 'B' / Lower Columbia – Old Glory Establishment Bylaw No. 1459, 2010.

Requisition Limit:

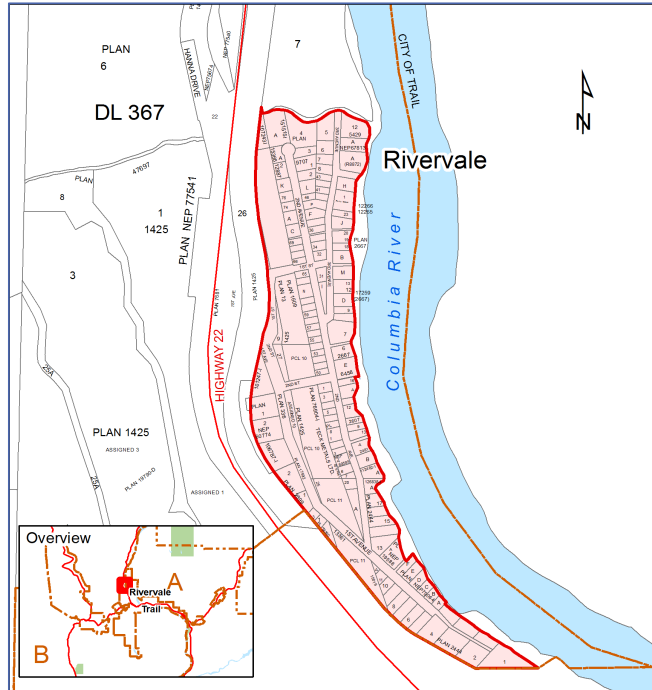
\$125,000

2018 Requisition / Budgeted Expenditures / Actual Expenditures:

This service is 100% user fee funded/\$208,114/tbd

Regulatory or Administrative Bylaws:

Rivervale Waterworks Regulations and Rates Bylaw No. 1592, 2016

Service Area / Participants:**Area 'B' / Lower Columbia Old Glory****Service Levels**

The water operator works eight hours a day, forty hours a week. The water service needs to have an operator on call 24 hours a day, operators may be required to work different shifts. They may rotate holiday and weekend work. In an emergency, such as an equipment failure, they often work overtime. The water operator operates the Warfield Water Treatment Plant under contract and the Columbia Gardens Industrial Park Water System.

Human Resources:**2020 Staffing**

| Environmental Services | Operational FTE | Operational Days | Project FTE | Project Days |
|--|-----------------|------------------|-------------|--------------|
| Manager of Infrastructure and Sustainability | 100% | 6 | 0% | 5 |
| Warfield Contract Manager of Infrastructure and Sustainability | 100% | 10 | 0% | 0 |
| Water Operator 2 | 100% | 78 | 0% | 0 |
| Water Operator 2 Warfield | 100% | 111 | 0% | 0 |

2019 Accomplishments:

These include:

- Creation and implementation of preventative maintenance plans, standard operating procedures and best management practices for all facilities.
- Implementing significant Worksafe BC programs including: confined space, violence in the workplace, work alone, lock out, harassment and bullying, and orientation.
- Extensive field work related to locating, mapping and identifying critical and sub-critical infrastructure related to the utility.
- Complete ERP for utility as per industry standards.
- Complete annual report for utility as per industry standards.
- Developed policies on water conservation.

**Significant Issues and Trends:**

Rivervale's current sources will meet long term water demands of the community. As is expected for many water systems throughout the province - longer/drier summers, lower aquifer levels, and smaller upland snowpacks will continue to result in years in which extreme water conservation measures (such as irrigation bans) will be necessary.

2020 Projects

Project: 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: 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".

| Strategic Priority | Project name | Days to Complete | Internal/External | Budget (Est) | Risk/Priority |
|---|------------------|------------------|-------------------|--------------|---------------|
|  | Asset Management | 5 | Both | N/A | High |

| UTILITIES SERVICES | | | |
|--------------------|--|------------------------------|---|
| Initiation Date | Action / Issue | Staff Resources | Comments |
| Jan. 2016 | <u>Regional Water Management Plan</u> Staff will prepare a Regional Water Management Plan that encompasses the water system acquisition, climate change, balance water supply, public health and improved local service delivery. | Environmental Services Staff | Completed |
| Jan 2016 | <u>Regional Sewer – 2015-2019 Budget and Five-Year Financial Plan</u> Staff will create a reserve policy for the Committee's consideration. | Environmental Services Staff | The asset management plan is in progress. A capital reserve policy will be completed when the plan is complete. |



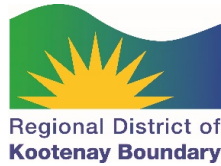
OASIS – RIVERVALE SEWER

2020 Work Plan



RDKB ENVIRONMENTAL SERVICES DEPARTMENT
VERSION 2
JANUARY 10, 2020

Goran Denkovski, Manager of Infrastructure and Sustainability



OASIS – RIVERVALE SEWER

2020 Work Plan

Service Name: Oasis – Rivervale Sewerage System

Service Number: 800

Committee Having Jurisdiction: Utilities Committee

General Manager/Manager Responsible:

Goran Denkovski, Manager of Infrastructure and Sustainability

Description of Service:

The Oasis – Rivervale Sewer system consists of approximately 108 connections. The collection system uses gravity to get to the wet well located at the pump house. The wastewater is then pumped into a forcemain that connects to the City of Trail collection system and then the effluent gets treated at the Columbia Pollution Control Center.

Establishing Authority:

Oasis – Rivervale Sewerage System Local Service Area Bylaw No. 1080. 1999

Requisition Limit:

- \$250,000

2019 Requisition / Budgeted Expenditures / Actual Expenditures:

\$30,534/\$66,018/tbd

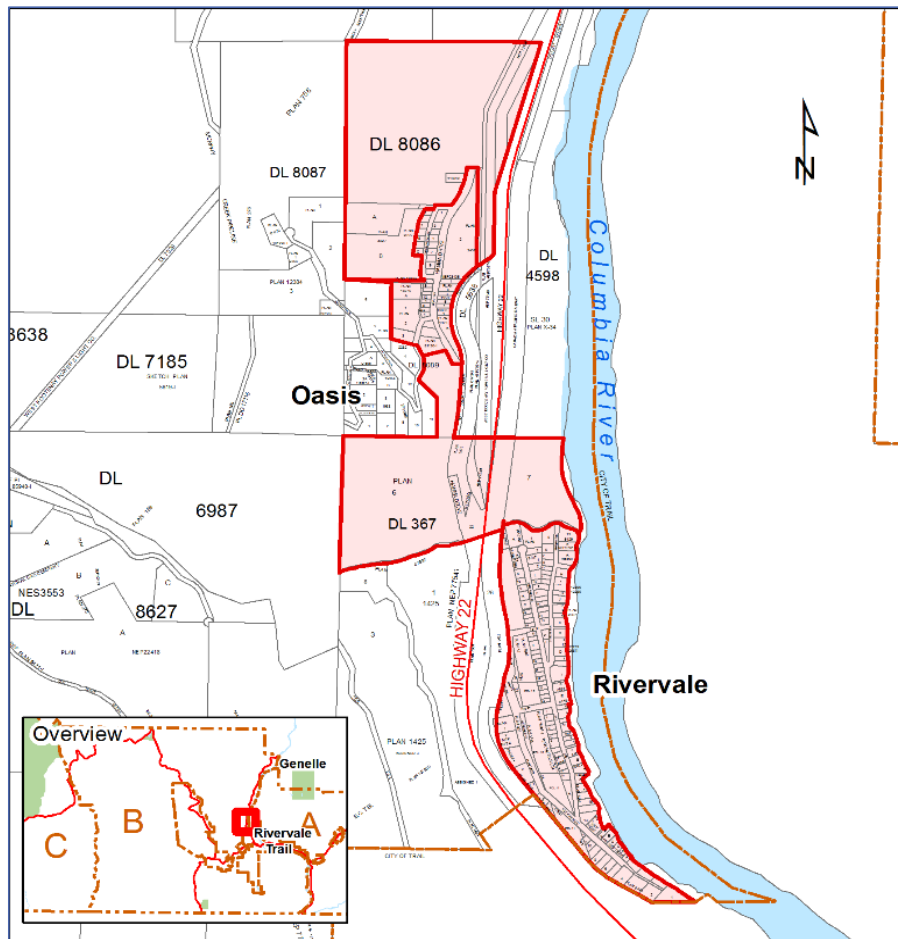
Regulatory or Administrative Bylaws:

Oasis – Rivervale Specified Area Sanitary Sewer Frontage Tax Bylaw No. 841, 1994

Oasis-Rivervale Sewer Regulations and Rates Bylaw No. 1569, 2015

Service Area / Participants:

1. Area 'B'/Lower Columbia- Old Glory

**Service Levels**

The service is operated with a Level 1 operator and is monitored 24 hours a day.

Human Resources:

- Manager of Infrastructure and Sustainability allocated through Board fee.

2020 Staffing

| Environmental Services | Operational FTE | Operational Days | Project FTE | Project Days |
|------------------------|-----------------|------------------|-------------|--------------|
| Operator 2 | 100% | 22 | 0% | 0 |

2019 Accomplishments:

These include:

- Flushing of collection system.
- Implementing significant Worksafe BC programs including: confined space, violence in the workplace, work alone, lock out, harassment and bullying, and orientation.

Significant Issues and Trends:

The service is required to enter into a new operations agreement with the 700 service. It is anticipated that the agreement will be based on actual flows.

2020 Projects

Project: 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: 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 is directly related to the provision of “Exceptional Cost Effective and Efficient Services”. 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”.

| Strategic Priority | Project name | Days to Complete | Internal/External | Budget (Est) | Risk/Priority |
|---|------------------|------------------|-------------------|--------------|---------------|
|  | Asset Management | 5 | Both | N/A | High |

| UTILITIES SERVICES | | | |
|--------------------|--|------------------------------|---|
| Initiation Date | Action / Issue | Staff Resources | Comments |
| Jan. 2016 | <u>Regional Water Management Plan</u> Staff will prepare a Regional Water Management Plan that encompasses the water system acquisition, climate change, balance water supply, public health and improved local service delivery. | Environmental Services Staff | Completed |
| Jan 2016 | <u>Regional Sewer – 2015-2019 Budget and Five-Year Financial Plan</u> Staff will create a reserve policy for the Committee's consideration. | Environmental Services Staff | The asset management plan is in progress. A capital reserve policy will be completed when the plan is complete. |



Columbia Gardens Industrial Park Water System

2020 Work Plan



RDKB ENVIRONMENTAL SERVICES DEPARTMENT
VERSION 2
JANUARY 10, 2020

Goran Denkovski, Manager of Infrastructure and Sustainability



Columbia Gardens Industrial Park Water System

2020 Work Plan

Service Name: Columbia Gardens Industrial Park Water System Service

Service Number: 600

Committee Having Jurisdiction: Utilities Committee

General Manager/Manager Responsible:

Goran Denkovski, Manager of Infrastructure and Sustainability

Description of Service:

The Columbia Gardens Industrial Park encompasses approximately 58 acres of land and is located in the Regional District of Kootenay Boundary (RDKB), Electoral Area 'A', southeast of the City of Trail. The service has expanded to include the City of Trail Airport.

Currently, the Industrial Park's Water System, which is owned and operated by the RDKB, provides potable water to 13 tenants of the industrial park, including businesses related to commercial/industrial recycling activities, metallurgy operations and general light industry.

The water infrastructure includes the following components:

- A 3.0 Million litre water reservoir, complete with all incidentals (i.e. access road, power feed for communications, etc.),
- Well and Pump House,
- New dedicated water supply and distribution mains (allowing for sufficient water flows for fire protection and future expansion of industrial activities in the Columbia Gardens Industrial Park).

Establishing Authority:

Regional District of Kootenay Boundary Columbia Gardens Industrial Park Water System Local Service Area Bylaw No. 985, 1997, and Amendment Bylaw No. 1618, 2016.

Requisition Limit:

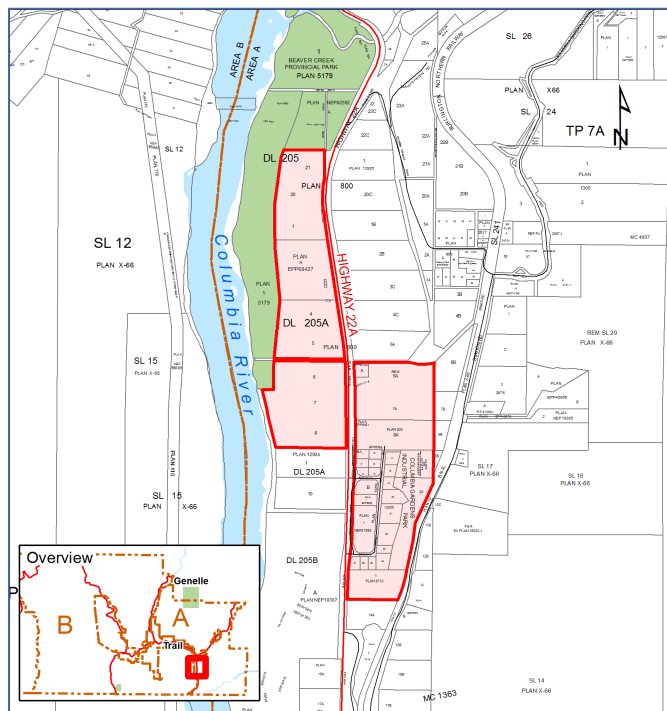
\$125,000

2018 Requisition / Budgeted Expenditures / Actual Expenditures:

\$19,752/69,520/tbd

Regulatory or Administrative Bylaws:

Columbia Gardens Industrial Park Specified Area Water Rates and Regulation Bylaw No. 1638, 2017

Service Area / Participants:**Area 'A'**

Service Levels

The water operator works eight hours a day, forty hours a week. The water service needs to have an operator on call 24 hours a day, operators may be required to work different shifts. They may rotate holiday and weekend work. In an emergency, such as an equipment failure, they often work overtime. The water operator operates the Warfield Water Treatment Plant under contract and the Columbia Gardens Industrial Park Water System.

Human Resources:

- Manager of Infrastructure and Sustainability allocated through Board Fee
24 on – call operations with
- Water Operator Level 2 0.15 FTE

2020 Staffing

| Environmental Services | Operational FTE | Operational Days | Project FTE | Project Days |
|------------------------|-----------------|------------------|-------------|--------------|
| Operator 2 Water | 100% | 33 | 0% | 0 |

2019 Accomplishments:

These include:

- Modernize charge and regulation bylaw.
- Develop policies on water conservation.
- Water Utility Acquisition and Sustainability Policy
- Received grant to complete user fee study
- Implementing significant Worksafe BC programs including: confined space, violence in the workplace, work alone, lock out, harassment and bullying, and orientation.

**Significant Issues and Trends:**

The current service funding levels for the Columbia Gardens Water Supply Utility are somewhat adequate for Staff to complete required and routine daily, monthly and yearly operating activities in order to supply domestic water to its users. Additionally, as the water distribution infrastructure in the service is aging (none of existing was upgraded in the 2010 project), continuing to advance budgets with minimal increases in either user fees or property taxes will not allow for the capital replacement of infrastructure or build-up of service reserves, both of which will be required to address proper future asset management aspects of the water system.

2020 Projects:

Project: 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: 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:

“Exceptional Cost Effective and Efficient Services”.

Project: Long Term Capitol Plan

Project Description:

Regional District of Kootenay Boundary (RDKB) with the purpose of providing the RDKB with an updated 25 year strategy for the supply, storage, treatment and distribution of water for potable water use, irrigation and fire protection for users of the Columbia Gardens Industrial Park Water System. The 25 year strategy will serve as a guiding document for the continued improvement and development of the water system to meet the current and future demands of the customers.

Project Timelines and Milestones:

| | 2020 | | | | | | | | | | | |
|-------------|------|-----|-----|-----|-----|------|------|-----|------|-----|-----|-----|
| | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec |
| Engineering | | | | | | | | | | | | |

Project Risk Factors:

Infrastructure planning grant.



Internal Resource Requirements: The project will be administered by the Manager of Infrastructure and Sustainability

Estimated Cost and Identified Financial Sources: \$15,000 Received grant

Relationship to Board Priorities:



“Exceptional Cost Effective and Efficient Services”.

| Strategic Priority | Project name | Days to Complete | Internal/External | Budget (Est) | Risk/Priority |
|---|------------------------|------------------|-------------------|--------------|---------------|
|  | Long Tern Capitol Plan | 20 | Both | \$15,000 | High |
|  | Asset Management | 10 | Both | N/A | High |

| UTILITIES SERVICES | | | |
|--------------------|--|------------------------------|---|
| Initiation Date | Action / Issue | Staff Resources | Comments |
| Jan. 2016 | <u>Regional Water Management Plan</u> Staff will prepare a Regional Water Management Plan that encompasses the water system acquisition, climate change, balance water supply, public health and improved local service delivery. | Environmental Services Staff | Completed |
| Jan 2016 | <u>Regional Sewer – 2015-2019 Budget and Five-Year Financial Plan</u> Staff will create a reserve policy for the Committee's consideration. | Environmental Services Staff | The asset management plan is in progress. A capital reserve policy will be completed when the plan is complete. |
| Jan 2019 | Draft Columbia Gardens Industrial Water Supply Utility (600) 2019-2023 Five Year Financial Plan and Workplan Send letters to water users explaining the reasons for the 56% cost increase. | Environmental Services Staff | Completed |



Regional District of
Kootenay Boundary

Christina Lake Water Utility

2020 Work Plan



RDKB ENVIRONMENTAL SERVICES DEPARTMENT
VERSION 2
JANUARY 10, 2020

Goran Denkovski, Manager of Infrastructure and Sustainability



Christina Lake Water Utility

2020 Work Plan

Service Name: Christina Lake Water Utility Service

Service Number: 550

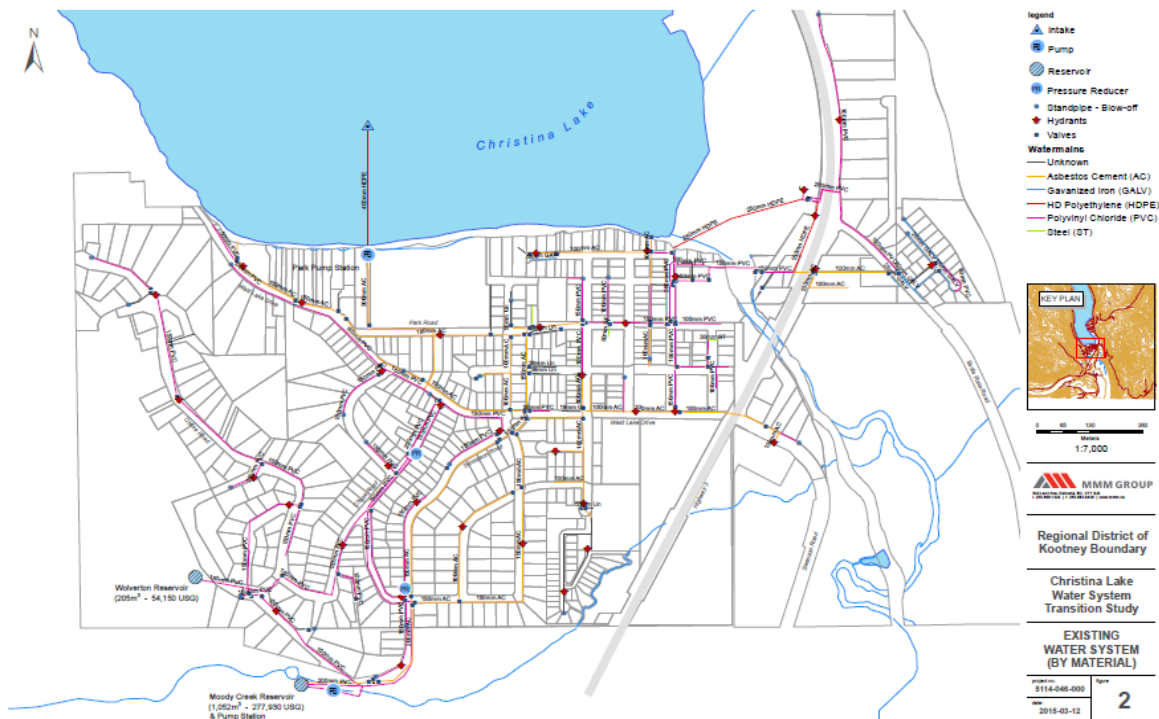
Committee Having Jurisdiction: Utilities Committee

General Manager/Manager Responsible:

Goran Denkovski, Manager of Infrastructure and Sustainability

Description of Service:

The area of Christina Lake is located on the Crowsnest Highway (Hwy 3) approximately 22 km east of Grand Forks within the Electoral Area 'C'/Christina Lake of the RDKB. The water system provides service to approximately 443 residential lots (1430 residents) and 23 commercial properties. It also provides water service for fire protection for the area. The community of Christina Lake is a popular tourist and vacation destination during the summer months. As such, the local population and water usage vary drastically throughout the year, with significantly higher consumption in the summer. Water supply is provided solely from Christina Lake where it is chlorinated in a wet well and then pumped to the Moody Creek Reservoir. From here, the lower town site distribution system of Christina Lake is fed by gravity. Additional water is pumped from the Moody Creek Reservoir to the Wolverton Reservoir which gravity feeds the distribution system to the upper town site of Christina Lake. There are 2 pressure zones within the upper town site which are controlled by 2 Pressure Reducing Valves (PRVs) at the intersection of Thompson Road and Olsen Road and at 25 Chase Road. There is also an area on Chase Road that is above the service elevation of the Wolverton Reservoir and is fed by pumping from the Moody Creek Reservoir.



Establishing Authority:

Regional District of Kootenay Boundary Christina Lake Water Utility Service Establishment Bylaw No. 1625, 2017

Requisition Limit: \$260,000

2019 Requisition / Budgeted Expenditures / Actual Expenditures:

\$204,400/\$431,322/tbd

Regulatory or Administrative Bylaws:

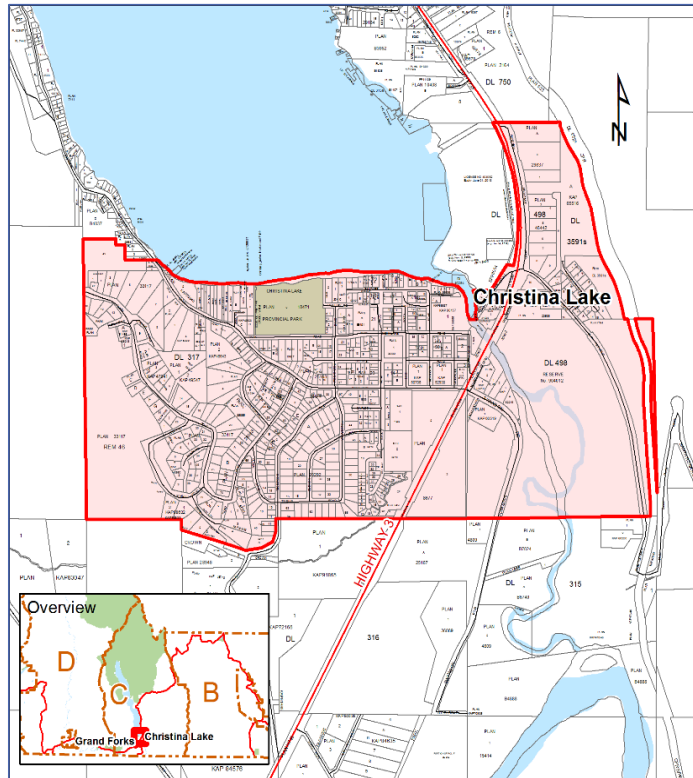
All bylaws under Christina Waterworks Improvement District are still valid under order in council. Until such time the RDKB develops bylaws for the service.

Regional District of Kootenay Boundary Christina Lake Water Utility Service Establishment Bylaw 1625
Jan 2017

Regional District of Kootenay Boundary Christina Lake Water Utility Parcel Tax Bylaw No. 1652, 2017

Service Area / Participants:

Area 'C' / Christina Lake



Service Levels

The water operator works three hours a day, 21 hours a week. The water service needs to have an operator on call 24 hours a day, operators may be required to work different shifts. They may rotate holiday and weekend work. In an emergency, such as an equipment failure, they often work overtime.

Human Resources:**2020 Staffing**

| Environmental Services | Operational FTE | Operational Days | Project FTE | Project Days |
|---|-----------------|------------------|-------------|--------------|
| Manager of Infrastructure and Sustainably | 31% | 10 | 69% | 22 |
| Operator 2 Lead hand | 100% | 20 | 0% | 0 |
| Operator 1 | 100% | 20 | 0% | 0 |

- Manager of Infrastructure and Sustainability 0.15 FTE
- 24 on – call operations with
- Water Operator Level 2 0.25 FTE
 - Water Operator Level 1 0.25 FTE

2019 Accomplishments:

These include:

- Establish operational guidelines inline with RDKB standards.
- Complete SCADA upgrade
- Completed source water protection
- Completed water conservation plan
- Full compliance with IHA condition of permit.
- Developing UV Second Barrier disinfection and applying for grant.
- Implementing significant Worksafe BC programs including: confined space, violence in the workplace, work alone, lock out, harassment and bullying, and orientation.

Significant Issues and Trends:

Christina Lakes current sources will meet long term water demands of the community. As is expected for many water systems throughout the province - longer/drier summers, lower aquifer levels, and smaller upland snowpacks will continue to result in years in which extreme water conservation measures (such as irrigation bans) will be necessary.

2020 Projects

Project: Complete transition including all bylaws

Project Description:

The transition to RDKB ownership has to be completed. This includes all bylaws.

Project Timelines and Milestones:

| | 2020 | | | | | | | | | | | |
|--------|------|-----|-----|-----|-----|------|------|-----|------|-----|-----|-----|
| | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec |
| Bylaws | | | | | | | | | | | | |

Project Risk Factors:

Not Applicable

Internal Resource Requirements: The project will be administered by the Manager of Infrastructure and Sustainability

Estimated Cost and Identified Financial Sources: There are no costs.

Relationship to Board Priorities:

This project is directly related to the provision of “Exceptional Cost Effective and Efficient Services”.

Project: Receive ICIP Grant for Design and Construction of Second Barrier Disinfection.

Project Description:

This the next capitol project as determined in the transition study and require engineering.

The water service received a filtration deferral that was based on Christina Lake water quality.

Project Timelines and Milestones:

| | 2020 | | | | | | | | | | | |
|--------------|------|-----|-----|-----|-----|------|------|-----|------|-----|-----|-----|
| | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec |
| Engineering | | | | | | | | | | | | |
| Consturction | | | | | | | | | | | | |

Project Risk Factors:

Second grant intake is open until February 2020. Should water quality change from source deferral would be cancelled and filtration would be required.

Internal Resource Requirements: The project will be administered by the Manager of Infrastructure and Sustainability

Estimated Cost and Identified Financial Sources: \$570,000 with \$140,000 from reserve.

Relationship to Board Priorities:



This project is directly related to the provision of "Exceptional Cost Effective and Efficient Services".

Project: Upgrade SCADA second phase 2 add chorine analyzer

Project Description:

This a regulatory requirement and allows for more effective operating.

Project Timelines and Milestones:

| | 2020 | | | | | | | | | | | |
|-------------|------|-----|-----|-----|-----|------|------|-----|------|-----|-----|-----|
| | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec |
| Engineering | | | | | | | | | | | | |

Project Risk Factors:

None at this time




Internal Resource Requirements: The project will be administered by the Manager of Infrastructure and Sustainability

Estimated Cost and Identified Financial Sources: \$20,000 from current revenue.

Relationship to Board Priorities:



This project is directly related to the provision of "Exceptional Cost Effective and Efficient Services".

| Strategic Priority | Project name | Days to Complete | Internal/External | Budget (Est) | Risk/Priority |
|---|--|------------------|-------------------|--------------|---------------|
|  | Complete transition including all bylaws | 5 | Both | N/A | High |
|  | Receive ICIP Grant for Design and Construction of Second Barrier Disinfection. | 10 | Both | \$570,000 | High |
|  | Upgrade SCADA second phase 2 add chorine analyzer | 7 | Both | \$20,000 | High |

UTILITIES SERVICES

| Initiation Date | Action / Issue | Staff Resources | Comments |
|-----------------|--|------------------------------|---|
| Jan. 2016 | <u>Regional Water Management Plan</u> Staff will prepare a Regional Water Management Plan that encompasses the water system acquisition, climate change, balance water supply, public health and improved local service delivery. | Environmental Services Staff | Completed |
| Jan 2016 | <u>Regional Sewer – 2015-2019 Budget and Five-Year Financial Plan</u> Staff will create a reserve policy for the Committee's consideration. | Environmental Services Staff | The asset management plan is in progress. A capital reserve policy will be completed when the plan is complete. |



Boundary Integrated Watershed Service

2020 Work Plan – Final



170

Prepared by: Donna Dean, Manager of Planning and Development



2020 Work Plan – Final

Service Name: Boundary Integrated Watershed Service (BIWS)

Service Number: 170

Committee Having Jurisdiction: Boundary Community Development Committee (BCDC)

General Manager/Manager Responsible:

James Chandler, General Manager of Operations

Donna Dean, Manager of Planning and Development

Description of Service:

The primary function of the Watershed Service is implementation of the goals and actions in the Kettle River Watershed Management Plan (KRWMP). Implementation of the plan is accomplished by:

- Communicating with the public
- Organizing and attending regular meetings with the Kettle River Watershed Advisory Council (KRWAC) and smaller working groups as required
- Liaising with industry, water suppliers, the public, the Province, and First Nations to implement the Drought Management Plan
- Liaising with the Okanagan Nation Alliance and member First Nations; the Okanagan Basin Water Board; the Boundary Stewards; other government and non-government organizations, and the Boundary Flood Recovery Team regarding watershed management projects and activities
- Providing input on development proposals and land use bylaws in the context of the Kettle River Watershed Management Plan and Christina Lake Watershed Management Plan
- Coordinating an occasional comprehensive review of the Kettle River Watershed Management Plan
- Seeking funding sources; applying for funds and coordinating special projects as opportunities arise
- Providing day to day oversight of consultants and contractors

Establishing Authority:

Bylaw No. 1678, adopted October 24, 2018.

Requisition Limit:

\$160,000

2019 Requisition/Budgeted Expenditures/Actual Expenditures

\$140,835/\$140,835/\$50,000 (estimate)

Regulatory or Administrative Bylaws:

Not Applicable

Service Area / Participants:

Entire Boundary Area including:

Electoral Area C/Christina Lake

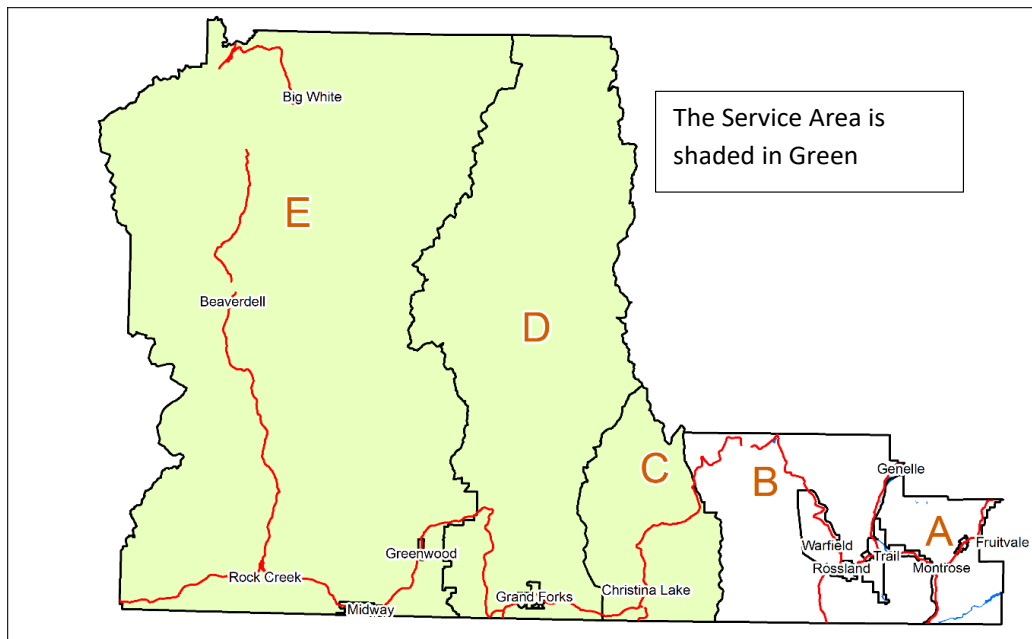
Electoral Area D/Rural Grand Forks

Electoral Area E/West Boundary

City of Grand Forks

City of Greenwood

Village of Midway



Service Levels

2019 was the first year with a dedicated full time regional district staff person working on management of the Boundary Area watersheds. Kristina Anderson, Watershed Planner, started in July. The primary duties of the Watershed Planner are to provide the services listed in the Description of Service section above.

Human Resources:

- General Manager of Operations
- Manager of Planning and Development
- Watershed Planner

The number of days per year available for operational and project work is based on the following assumptions: 260 potential working days; 12 'statutory' holidays; an average of 40 vacation/sick/training/workshop days resulting in approximately 208 days per year. Time spent by the General Manager has not been included in the table below since it is not included in the budget.

2020 Staffing

| BIWS Staff | Operational FTE | Operational Days | Project FTE | Project Days |
|------------------------|-----------------|------------------|-------------|--------------|
| Watershed Planner@100% | 75% | 156 | 25% | 52 |
| Manager of P&D @10% | 5% | 11 | 5% | 10 |

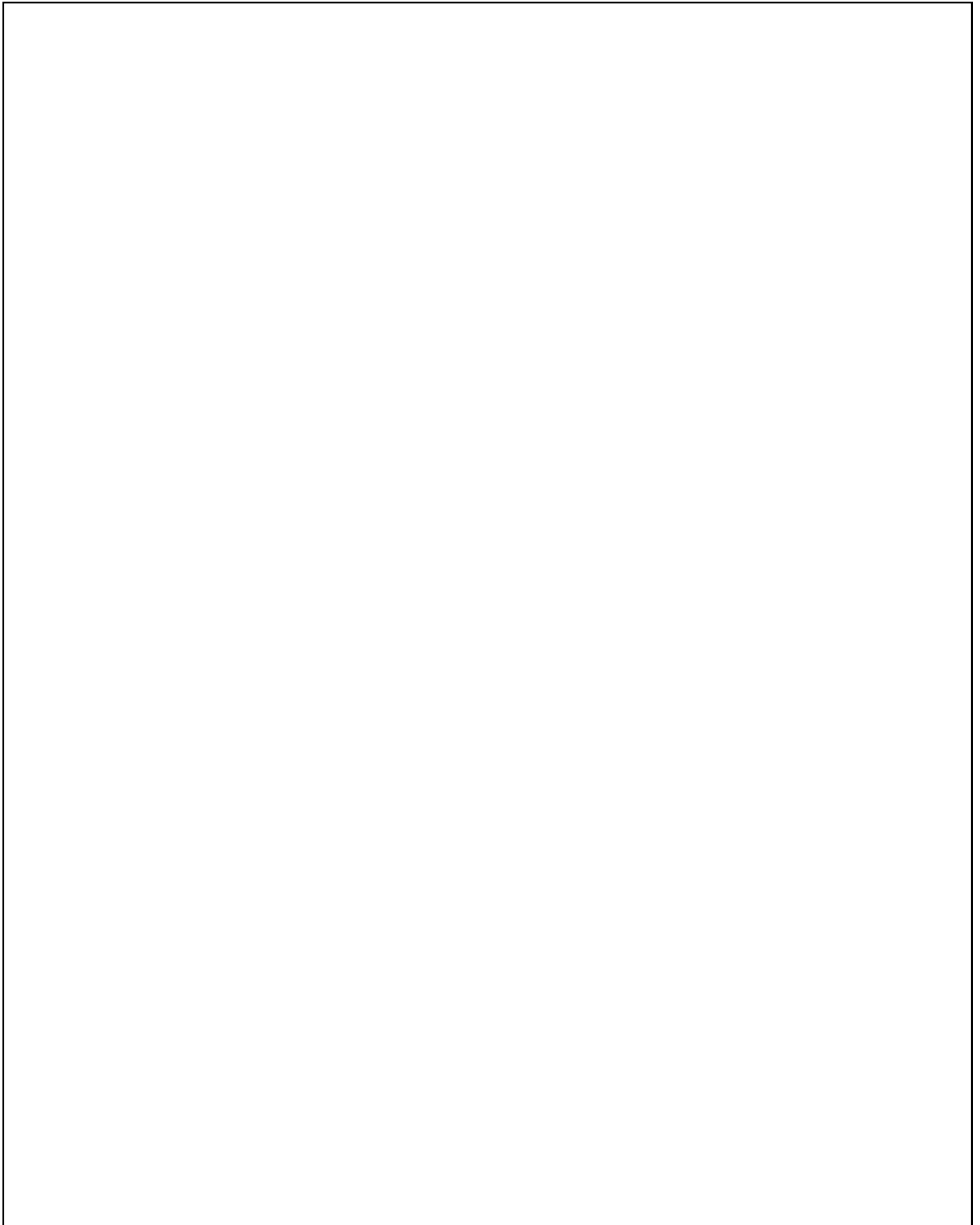
2019 Projects:

A significant accomplishment in 2019 was the Board's endorsement of the KRWAC terms of reference and membership list. The first meeting of the KRWAC was in September and a second meeting took place on November 27th.

The 2019 projects and their status:

| | |
|---|--|
| Develop and Begin Implementation of a Communications Strategy | <p>The Kettleriver.ca website was updated to reflect that the BIWS service is in place. The content will be incorporated into to the new RDKB website.</p> <p>Communication opportunities were investigated including both social media and non-social media options.</p> <p>The existing communications plan, including communications regarding drought management and response will be updated once the new site is up and running.</p> <p>A Science and Learning (SnL) event was held in December to provide residents with groundwater information using a model and assisting individuals with looking up on-line information about their well and wells in their neighbourhood.</p> |
|---|--|

| | |
|--|--|
| Identify Gaps in Water Quality and Quantity Data | <p>The gap analysis project is ongoing.</p> <p>Currently exploring opportunities to work with other levels of government to establish a long-term hydrometric station on Boundary Creek.</p> <p>We are also working with the Province to see how watershed modelling outputs can be produced in a manner to facilitate addressing other Boundary Area concerns and interests.</p> <p>This project also ties in with the work being done to submit a proposal to UBCM for a grant to update our flood hazard mapping and create new mapping.</p> <p>Additional work includes collaborating with the Boundary Flood Recovery Team to display flood elevations that were surveyed across the Boundary following the 2018 flood.</p> |
| Feasibility/Scoping for a Digital Map-based Watershed Information System | A Dynamic Map has been created and it is being populated with reports. This project is near completion and additional reports will be added over time. |
| Drought Management Plan | <p>The Drought Management Plan was split into three documents:</p> <ol style="list-style-type: none"> 1. Drought Response Plan is complete and was presented at the September 19th KRWAC meeting. 2. The overarching Drought Management Plan is in a draft form. 3. Drought Communications Plan is in a draft form as well. <ul style="list-style-type: none"> • \$8600 remains in the budget for this project. • Presentation to the water suppliers is pending. |
| Well Licensing Workshops – completed in February | This contract, with Collective Roots, was completed in February 2019. The \$10,000 budgeted for the project was used to deliver the project and reporting to the Province has been completed. |
| Public Outreach - Ongoing | <p>The production of two brochures is in progress: one regarding riparian areas and one with a list of suitable riparian plants.</p> <ul style="list-style-type: none"> • Approximately \$7000 remains in the budget for this project. The \$15,000 for this project was provided by the City of Grand Forks. |



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

The Watershed Planner has approximately 52 hours to dedicate to the follow projects. Given that the number of days required for the projects exceeds the number of days available, either projects will have to be removed from the list or additional human resources will have to be allocated. The additional resources could be internal part time employment or consultant services.

The table of projects follows on the next page.



**Regional District of
Kootenay Boundary**

Boundary Transit Service

2020 Work Plan – FINAL DRAFT



BOUNDARY TRANSIT SERVICE

2020

James Chandler, General Manager Operations/Deputy CAO

Update Jan 8th 2020



**Regional District of
Kootenay Boundary**

Boundary Transit Service

2020 Work Plan – FINAL DRAFT

Service Name: Boundary Transit Service

Service Number: 950

Committee Having Jurisdiction:
Boundary Community Development Committee

General Manager/Manager Responsible:
James Chandler, GM Operations /Deputy CAO

Description of Service:

The service provides scheduled and demand custom (Handi-Dart) transit services between Greenwood and Grand Forks.

Establishing Authority:
Grand Forks and District Transit Service Local Service establishment Bylaw No. 672, 1991, and amendments thereto (Bylaw No. 995, excluding Electoral Area C)

Requisition Limit:
\$50,000

2019 Requisition / Budgeted Expenditures / Actual Expenditures:

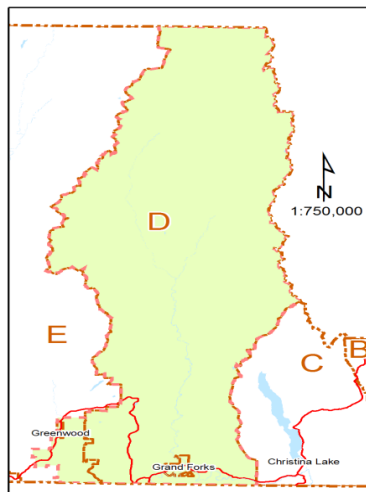
\$50,000 / \$86,343 / TBD year end 2019

Regulatory or Administrative Bylaws:

Not applicable.

Service Area / Participants:

Electoral Area 'D'/Rural Grand Forks, Electoral Area 'E'/West Boundary, Grand Forks, Greenwood

**Service Levels**

- 2,000 service hours annually;
- 7,000 passenger trips per year;
- 3.5 trips per service hour;
- Provides door-to-door service (people with disabilities) and curb-to-curb service to others;
- Local service Monday to Friday 8:30 AM to 3:30 PM;
- Friday scheduled service to Greenwood;

Human Resources:

- General Manager Operations

2019 Accomplishments: *(Year end data and statistics pending information at BC Transit review)*Return on InvestmentRevenuePerformance

NOTE: Interior Health Authority (IHA) has continued to provide service following the completion of their previous contract in March 2019, however in this temporary agreement with BC Transit they have limited their resources and have not provided data collection and statistics.

Significant Issues and Trends:

The current contract for the provision of transit services with the Interior Health Authority expired in March 2019, and IHA agreed to temporarily continue to provide service. There were limited respondents to the RFP issued from BC Transit and BC Transit have spent the majority of 2019 trying to coordinate an agreement with a single service provider. Regrettably there has not been a successful conclusion to a contract and BC Transit will again be seeking to issue an open RFP for the provision of transit services in the Boundary region.

Service and Budget Risk

The costs of transit service have remained an issue for the last few years and with limited funds available the service levels may be impacted through negotiation of any new procurement process in late 2019 early 2020. With the immediate requirements to find a new service provider (IHA withdraw from the service), pending changes and search for a new service provider, this poses unknown risks for the Boundary Service in 2020 in terms of budget and service levels at this time.

The current intent, through BC Transit is to ensure that there is a continuity of services. Public consultation is planned in early 2020 to be undertaken concurrent with internal RDKB staff. BC Transit will issue a new RFP for services and consider reduce service levels to meet the limits of the current funding available through taxation.

Future consideration maybe given to a referendum in 2020 to raise the budget levels based on public consultation and feedback.



**Regional District of
Kootenay Boundary**

Grand Forks Curling Rink

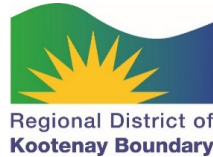
2020 Work Plan - DRAFT



GRAND FORKS CURLING RINK

2020

Paul Keys, Manager of Facilities & Recreation
(Updated Nov 25, 2019)



Grand Forks Curling Rink

2020 Work Plan - DRAFT

Service Name: Grand Forks Curling Rink

Service Number: 031

Committee Having Jurisdiction:

Lease Agreement with Grand Forks Curling Club – Regional District Board

General Manager/Manager Responsible:

James Chandler, General Manager of Operations / Deputy CAO

Paul Keys, Manager of Facilities & Recreation

Description of Service:

Service 031 funds Building Maintenance - general maintenance of the facility as required.

Maintenance includes service to the Refrigeration Plant, Fire Suppression System, Heating and Cooling & Security System.

The facility is leased to a Volunteer Curling Club Executive to operate. The Lessee agrees to provide the labour necessary to operate the facility, including ice maintenance, janitorial duties and supplies. The Covenant indicates the payment of utility costs at the facility including electricity, natural gas, water and sewer is the responsibility of the Lessee.

Establishing Authority:

Section 323 RSBC, Local Government Act (formerly Section 796)

Supplementary Letters Patent dated August 29, 1985

Bylaw 458 adopted March 26, 1985

Requisition Limit:

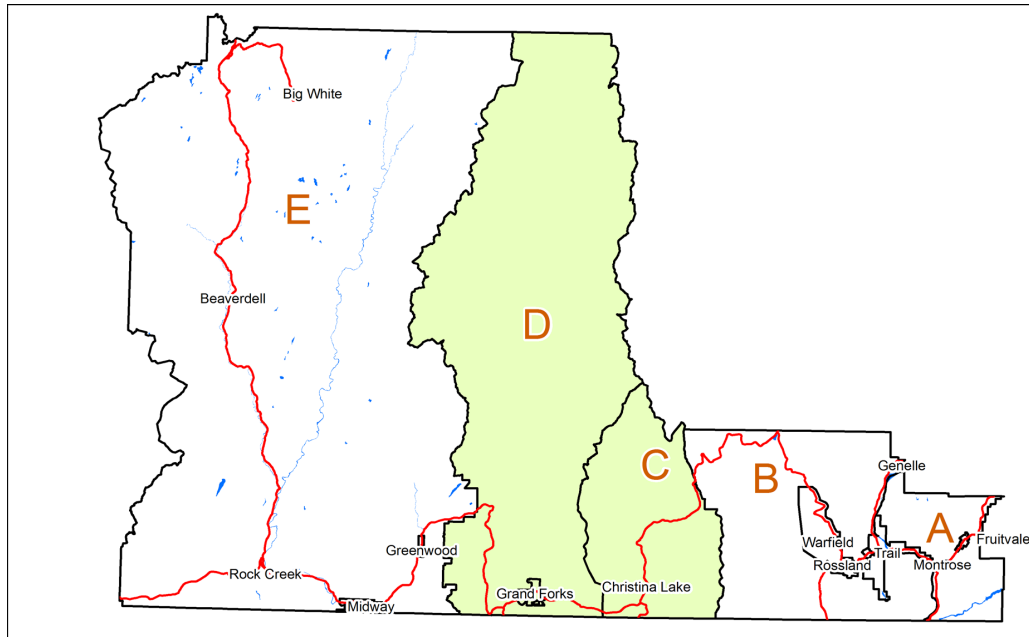
Annual cost not exceed \$43,750

Regulatory or Administrative Bylaws:

Not Applicable

Service Area / Participants:

All of Electoral Area 'C', all of Electoral Area 'D' and the Corporation of the City of Grand Forks.

**Service Levels**

The Curling Club provides seasonal sporting activity, year round meeting and social space rental.

Human Resources:

There is no RDKB staff directly employed by this service.

Paul Keys, Manager of Recreation and Facilities (oversight for budgeting and capital projects)

2019 Accomplishments:**Chiller replacement**

The chiller failed in March 2019 and was deemed unrepairable.

Short term financing was established and the budget amended to support borrowing \$35,000 to replace the chiller.

Successful procurement received affordable pricing and the installation was complete in August, just in time for ice production and the new 2019 curling season.

Significant Issues and Trends:

Lease agreement does not require or provide for any RDKB oversight of maintenance and operation of mechanical systems. There is no long range planning in place for facility upgrading.

The Curling Rink Facility Opened January 1979 - January 2019 indicates the age is at 40 years old. Current Building Codes/Fire Codes/BC Safety Authority, etc will require us to upgrade to current standards as they arise.

The financial capacity remains limited in supporting investment in long term improvements and repairs. Additional funding of \$7,000 was established in 2019 for the next 5 years to fund the replacement of the chiller.

Beginning in 2021, some funding capacity will be released as debt payments are completed for past capital projects and investment.

2020 Projects:**Project: Asset Management - Long term investment plans.****Project Description:**

Follow up to the Facility Lifecycle Assessment Report/Facility Condition Assessment reports and recommendations are summarized below:

The report provided a 20 year capital expenditures/evaluation period.

- Years - 2019 to 2023 up to \$721,400
- Years – 2024 to 2028 up to \$211,730
- Years – 2029 to 2038 up to \$166,710

Recommended immediately is the following:

| | |
|--|----------------|
| a) Fire-rated Doors for Service Room and Mechanical Room | \$2,600 |
| b) Install smoke Detectors | \$3,100 |
| c) Replace exterior utility doors | \$8,800 |
| d) Install appropriate fire escape diagrams | <u>\$1,000</u> |
| Total | \$15,500 |

Recommendations for Additional Investigation:

| | |
|---|----------------|
| a) Provide a Mechanical Study for ventilation and humidity | \$5,000 |
| b) Provide a study for Building Heat | \$3,500 |
| c) Provide a Barrier Free Study | \$3,000 |
| d) Provide a Destructive Test of ceiling in the curling rink ice area | \$5,000 |
| e) Hazmat Study/Asbestos study | <u>\$8,000</u> |
| Total | \$24,500 |

Project Timelines and Milestones:

Time lines for investment are not yet established as capital funding is limited in 2020.

Future investment plans will be planned in 2021 onwards.

Project Risk Factors:

There is minimal or no funding to support the capital investment in 2020.

Internal Resource Requirements:

Grand Forks Recreation Department

Estimated Cost and Identified Financial Sources:

Future costs will be identified in 2020 for 2021 investment and beyond as there is little or no financial capacity in 2020 for capital improvement.

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".





**Regional District of
Kootenay Boundary**

Grand Forks Aquatic Center

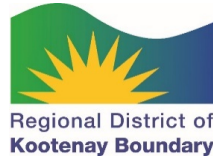
2020 Work Plan - DRAFT



GRAND FORKS AQUATIC CENTRE

2020

Paul Keys, Manager of Facilities & Recreation
(Updated Nov 28, 2019)



Grand Forks Aquatic Center

2020 Work Plan - DRAFT

Service Name: Grand Forks Aquatic Centre

Service Number: 040

Committee Having Jurisdiction:

Grand Forks & District Recreation Commission – Bylaw No. 927, 1996 - provides recommendations to Regional District of Kootenay Boundary Board of Directors

General Manager/Manager Responsible:

James Chandler, General Manager of Operations / Deputy CAO
Paul Keys, Manager of Facilities & Recreation

Description of Service:

The service provides for the maintenance and operations for the Grand Forks Aquatic Centre. The aquatic facility includes an Indoor 25 meter leisure swimming pool with four swimming lanes, lagoon area, swirl pool, sauna and physical exercise/fitness room.

The service delivers year round aquatic and active lifestyle programming. The aquatic facility provides for public swimming and is a venue for competitive team training and competitions.

This service embraces the goal that active, healthy lifestyle is “key” to quality of life in the community. The Aquatic Centre provides opportunity to all demographic sectors concentrating primarily on children and seniors.

Providing water safety knowledge to the surrounding community is paramount due to the abundance of lakes and rivers in the area. The ongoing partnership with School District #51 and the elementary school lesson program ensures every child has access to learning water safety skills.

Establishing Authority:

Section 323 RSBC, Local Government Act (formerly Section 796)

Supplementary Letters Patent dated September 24, 1986

Bylaw 685 adopted February 27, 1992 amending Bylaw 357

Bylaw 1251 adopted January 27, 2005 amending Bylaw 685

Bylaw 1361 adopted March 26, 2008 amending Bylaw 1251

Bylaw 1524 adopted March 27, 2013 amending Bylaw 1351

Bylaw 1682 adopted January 31, 2019 amending Bylaw 1524 (increase requisition by 25%)

Requisition Limit:

Bylaw 1682 adopted January, 2019 increase tax requisition to \$781,250

2019 Requisition / Budgeted Expenditures / Actual Expenditures:

\$709,299 / \$1,470,801 / \$953,904.60* (as of November 26, 2019)

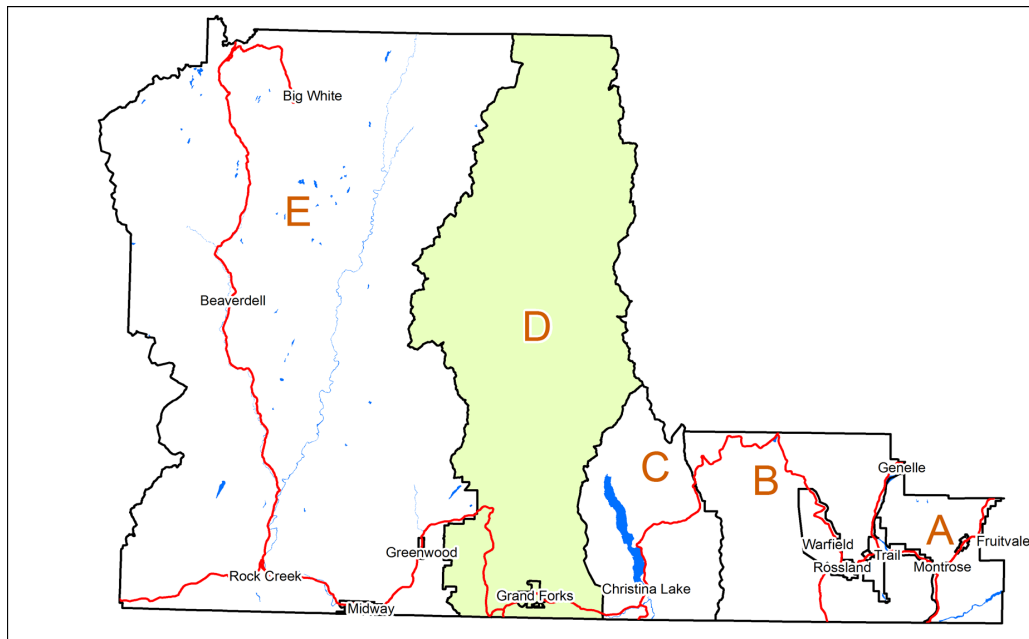
*The deck replacement project is significantly under budget, currently having spent \$214,280.45 out of \$624,167, with invoices of \$23,000 still outstanding.

Regulatory or Administrative Bylaws:

Not Applicable

Service Area / Participants:

All of Electoral Area 'D' of the Regional District of Kootenay Boundary and the Corporation of the City of Grand Forks.



Service Levels

Key Responsibilities Areas:

- Manage the day to day operations of the aquatic centre facilities to meet the customer needs and regulatory compliance
- Oversee programs delivered by leading a dynamic range of programs and services that are at the cutting edge of leisure provision.
- Plan, organise, direct, control, coordinate the activities of the aquatic services, including physical and human resources.
- Oversee the coordination and rostering staff.
- Prepare and monitor the aquatic services budget, maintain accurate financial records, provide operational, financial reports to the Grand Forks & District Recreation Commission.
- Facilitate the Grand Forks & District Recreation Commission, encouraging their involvement and support of the aquatic services to meet customer expectations.
- Prepare and provide accurate reports for legislative and regulatory compliance
- Manage union Contract to ensure terms are being met.

The Aquatic Centre is open to the public 50 weeks of the 2018 year. We close for two weeks for annual maintenance and for 12 statutory holidays. The pool schedule includes approximately 71.25 hours of public programming each week.

A weekly outline of the pool's 2018 operating public hours (September to end of June) is presented below:

| GRAND FORKS & DISTRICT AQUATIC CENTRE September to June 2018/2019 PUBLIC SWIM & FITNESS ROOM SCHEDULE | | | | | | |
|--|---|--|---|--|--|--|
| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| Public Swim | Public Swim | Public Swim | Public Swim | Public Swim | Public Swim | Public Swim |
| 6-12:30 pm | 8-12:30 pm | 6-12:30 pm | 8-12:30 pm | 6-12:30 pm | 1-5 pm | 1-5 pm |
| Lap Swim 6-8:45 am 11:15-12:30 pm Aquafit Advanced 9-10 am Aquafit Moderate 10:15-11 am | Lap Swim 8-10 am Aquafit Moderate 10:15-11 am Aquafit Therapy 11:15-12 pm | Lap Swim 6-8:45 am 11:15-12:30 pm Aquafit Advanced 9-10 am Aquafit Moderate 10:15-11 am | Lap Swim 8-10 am Aquafit Moderate 10:15-11 am Aquafit Therapy 11:15-12 pm | Lap Swim 6-8:45 am 11:15-12:30 pm Aquafit Advanced 9-10 am Aquafit Moderate 10:15-11 am | Lane Available 1-5 pm Fitness Room Available 1-5 pm | Lane Available 1-5 pm Fitness Room Available 1-5 pm |
| | | | | | Lap Lanes pulled 15 min. Prior to program start time | |
| School Lessons 12:30-3 pm | School Lessons 12:30-3 pm | School Lessons 12:30-3 pm | School Lessons 12:30-3 pm | Swim Lessons 12:30-3:30 pm | | |
| Swim Team Rental 3:45-5 pm | Swim Team Rental 3:45-5 pm | Swim Team Rental 3:45-5 pm | Swim Team Rental 3:45-5 pm | | | |
| Public Swim 5-8 pm | Public Swim 5-8 pm | Public Swim 5-8 pm | Public Swim 5-9 pm | Public Swim 5-9 pm | | |
| Lane Available 5-8 pm Aquafit Advanced 6-7 pm | Lane Available 5-8 pm | Lane Available 5-8 pm Aquafit Advanced 6-7 pm | Lane Available 5-9 pm Lap Lane may be pulled for Evening Aquafit classes | Lane Available 5-9 pm | | |

A weekly outline - 2018 operating public hours (July - August) is presented below:

The summer pool schedule includes approximately 44.25 hours of public programming each week.

| GRAND FORKS & DISTRICT AQUATIC CENTRE July & August 2018 PUBLIC SWIM & FITNESS ROOM SCHEDULE | | | | | | |
|---|---|--|---|--|---|-------------|
| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| Public Swim | Public Swim | Public Swim | Public Swim | Public Swim | Public Swim | Public Swim |
| 6-11 am | 8-11 am | 6-11 am | 8-11 am | 6-11 am | CLOSED | CLOSED |
| <i>Lap Swim</i> 6-8:45 am <i>Aquafit Advanced</i> 9-10 am | Swim Team Rental 7-8 am <i>Aquafit Therapy</i> 10-10:45 am | <i>Lap Swim</i> 6-8:45 am <i>Aquafit Advanced</i> 9-10 am | Swim Team Rental 7-8 am <i>Aquafit Therapy</i> 10-10:45 am | <i>Lap Swim</i> 6-8:45 am <i>Aquafit Advanced</i> 9-10 am | <i>Lap Lanes pulled 15 min. Prior to program start time</i> | |
| Swim Lessons 11-1 pm | Swim Lessons 11-1 pm | Swim Lessons 11-1 pm | Swim Lessons 11-1 pm | Swim Lessons 11-1 pm | | |
| Public Swim | Public Swim | Public Swim | Public Swim | Public Swim | | |
| 1-4 pm | 1-4 pm | 1-4 pm | 1-4 pm | 1-4 pm | | |
| Swim Team Rental 4-6 pm | Swim Team Rental 4-6 pm | Swim Team Rental 4-6 pm | Swim Team Rental 4-6 pm | | | |
| | Public Swim 6-8 pm | | Public Swim 6-8 pm | | | |

| AQUATIC FITNESS ROOM - PROGRAM SCHEDULE CIRCUIT WEIGHT TRAINING September to June 2018/19 | | | | | | |
|---|-----------------------------------|--|-----------------------------------|--|-----|-----|
| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| EarlyBird Circuit 6-7 am Moderate Circuit 8-9 am | | EarlyBird Circuit 6-7 am Moderate Circuit 8-9 am | | EarlyBird Circuit 6-7 am Moderate Circuit 8-9 am | | |
| | Morning Circuit 9-10 am | | Morning Circuit 9-10 am | | | |
| ARENA FITNESS ANNEX - THERAPY WEIGHT TRAINING | | | | | | |
| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| | Therapy Circuit 10:15-11 am | | Therapy Circuit 10:15-11 am | | | |

| AQUATIC FITNESS ROOM - PROGRAM SCHEDULE CIRCUIT WEIGHT TRAINING July & August 2018 | | | | | | |
|--|---------------------------------|----------------------------------|---------------------------------|----------------------------------|-----|-----|
| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| EarlyBird Circuit 6-7 am | | EarlyBird Circuit 6-7 am | | EarlyBird Circuit 6-7 am | | |
| Moderate Circuit 8-8:45 am | | Moderate Circuit 8-8:45 am | | Moderate Circuit 8-8:45 am | | |
| | Therapy Circuit 9-9:45 am | | Therapy Circuit 9-9:45 am | | | |

Human Resources:

- Manager of Facilities & Recreation: 1 fulltime (Allocated 15% to Aquatic)
- Recreation Program Services Supervisor: 1 fulltime (Allocated 15% to Aquatic)
- Accounts & Program Clerk: 1 fulltime (Allocated 15% to Aquatic)
- Aquatics Program Coordinator: 1 fulltime (Allocated 55% to Aquatic)
- Aquatics Maintenance Coordinator: 1 fulltime (Allocated 55% to Aquatic)
- Lifeguard Instructor 3 – 3 fulltime (Allocated 55% to Aquatic)
- Lifeguard/Instructor – up to 15 casual/part-time employees
- Maintenance – 2 part-time/2 casual employees
- Program Services Assistant/Cashier Receptionist – 1 fulltime, 5 casual/part-time

The service employs nine (9) full time employees and up to 15 part time/casual employees.

This service is administered by three employees on a cost share basis with the 021 and 030 services.

All programming/instructional wages are administered thru Service 021.

2019 Accomplishments:

- Pool Deck Replacement
- Fitness Equipment Upgrade
- Solar Retro Fit Mechanical Design
- Phase 1 of Locker Upgrade (family change room)

Grand Forks & District Aquatic Centre – Attendance & Revenue 2015 to 2018

| | 2015 | 2015 | 2016 | 2016 | 2017 | 2017 | 2018 | 2018 |
|---------------------------|---------------|---------------------|---------------|---------------------|---------------|---------------------|---------------|---------------------|
| DROP IN | Attendance | Revenue | Attendance | Revenue | Attendance | Revenue | Attendance | Revenue |
| Adult 19-55 | 1157 | 9497.70 | 1259 | 7799.50 | 1594 | 9837.10 | 1681 | 10755.24 |
| AD LA & I | 54 | 154.44 | 108 | 352.58 | 178 | 567.85 | 145 | 521.56 |
| Adult SPN | 269 | 1229.33 | 264 | 1229.05 | 210 | 972.15 | 504 | 2470.00 |
| Senior 55+ | 1017 | 4698.54 | 1151 | 5469.34 | 1338 | 5906.02 | 1268 | 6270.88 |
| SR LA & I | 24 | 51.36 | 15 | 53.96 | 11 | 38.72 | 20 | 79.05 |
| SR SPN | 145 | 507.64 | 223 | 783.99 | 335 | 1256.09 | 336 | 1281.87 |
| Youth 13 - 18 | 189 | 1184.90 | 203 | 850.60 | 378 | 1469.28 | 349 | 1304.70 |
| YTH LA & I | 33 | 85.85 | 30 | 61.35 | 56 | 147.74 | 18 | 38.88 |
| YTH SPN | 123 | 381.30 | 58 | 186.32 | 130 | 407.12 | 88 | 330.60 |
| Child 3 - 12 | 1968 | 5800.80 | 1552 | 4653.20 | 1863 | 5828.05 | 2287 | 7782.31 |
| CH LA & I | 203 | 290.29 | 188 | 285.65 | 282 | 502.31 | 207 | 343.24 |
| CH SPN | 21 | 48.09 | 22 | 74.47 | 30 | 219.15 | 66 | 173.44 |
| Family (5 max) | 240 | 3256.80 | 250 | 3426.70 | 340 | 4350.91 | 780 | 6778.78 |
| Toonie | 3308 | 6318.20 | 4079 | 7802.93 | 4563 | 8697.36 | 4577 | 8580.47 |
| Shower | 131 | 548.89 | 216 | 952.88 | 431 | 2117.29 | 423 | 1270.85 |
| BD Extra | 64 | 237.26 | 48 | 184.00 | 52 | 339.36 | 0 | 0.00 |
| Private Extra | 0 | 0.00 | 3 | 22.20 | 0 | 0.00 | 0 | 0.00 |
| Special Event | 0 | 0.00 | 179 | 750.00 | 589 | 0.00 | 608 | 1868.52 |
| Courtesy | 585 | 0.00 | 587 | 0.00 | 122 | 0.00 | 202 | 0.00 |
| Rev. Total: | | \$34,291.39 | | \$34,938.72 | | \$42,656.50 | | \$49,850.39 |
| Drop In Att: | 10,031 | | 10,435 | | 12,502 | | 13,559 | |
| PASSES | | | | | | | | |
| Adult | 2948 | 15182.20 | 2508 | 13503.36 | 2976 | 16035.24 | 2449 | 13167.92 |
| Adult SPN | 906 | 4212.90 | 759 | 3758.37 | 445 | 2191.72 | 369 | 1807.79 |
| Senior | 11048 | 43087.20 | 12262 | 50375.00 | 13249 | 54106.61 | 13736 | 55905.09 |
| SR SPN | 544 | 1909.44 | 819 | 3860.95 | 1130 | 4181.00 | 472 | 1732.70 |
| Youth | 31 | 1491.26 | 285 | 997.36 | 377 | 1277.64 | 44 | 149.24 |
| YTH SPN | 42 | 131.46 | 67 | 212.28 | 44 | 145.54 | 13 | 29.10 |
| Child | 1053 | 2590.38 | 743 | 2382.16 | 766 | 3400.50 | 579 | 1900.80 |
| CH SPN | 28 | 68.88 | 133 | 303.80 | 83 | 188.5 | 10 | 24.50 |
| Stocking Stuffer | 0 | 0 | 0 | 0 | 13 | 190.53 | 221 | 228.48 |
| Leadership Pass | 0 | 0 | 132 | 0 | 74 | 0.00 | 0 | 0.00 |
| Family | 171 | 1833.12 | 95 | 972.09 | 159 | 1567.45 | 221 | 2319.16 |
| Pass REV. Total: | | \$70,506.84 | | \$76,365.37 | | \$83,284.88 | | \$77,264.78 |
| Pass Att: | 17,171 | | 17,803 | | 19,316 | | 17,908 | |
| RENTALS | | | | | | | | |
| Piranha-Club | 1568 | 10966.31 | 3403 | 14500.50 | 3657 | 13024.37 | 4063 | 13182.12 |
| Special O | 56 | 1426.33 | 188 | 1626.31 | 60 | 1793.72 | 212 | 3064.60 |
| Schools | 2705 | 11235.95 | 1389 | 5116.80 | 1978 | 8228.70 | 1900 | 9978.81 |
| Private | 100 | 711.66 | 92 | 328.00 | 215 | 1844.56 | 170 | 917.16 |
| Birthday (10) | 135 | 1573.83 | 80 | 1673.72 | 100 | 1188.80 | 89 | 2466.39 |
| Private Lessons | 56 | 2269.14 | 36 | 1342.95 | 47 | 883.25 | 38 | 2485.10 |
| Rental Rev. Total: | | \$28,183.22 | | \$24,588.28 | | \$27,963.40 | | \$32,094.18 |
| Rental Att. Total: | 4620 | | 5188 | | 6057 | | 6472 | |
| Total REV: | | \$132,981.45 | | \$135,892.37 | | \$153,904.78 | | \$159,209.35 |
| Total ATT: | 31,822 | | 33,426 | | 37,875 | | 37,939 | |

| Summary Aquatic Cost Breakdown | 2014 | 2015 | 2016 | 2017 | 2018 |
|--------------------------------|------------------|------------------|------------------|------------------|------------------|
| • Services | \$45,553 | \$34,803 | \$44,600 | \$54,776 | \$48,458 |
| • Supplies | \$38,967 | \$35,956 | \$46,688 | \$42,825 | \$47,399 |
| • Utilities | \$98,674 | \$99,390 | \$95,550 | \$109,505 | \$107,386 |
| • Reserve Contribution | \$65,715 | \$10,000 | \$10,000 | \$15,000 | \$1,500 |
| • Debt Payment | \$153,480 | \$152,777 | \$165,161 | \$164,800 | \$160,767 |
| • Capital Projects | \$33,754 | \$62,967 | \$22,075 | \$8,482 | \$34,657 |
| • Previous Year Deficit | <u>\$0.00</u> | <u>\$7,963</u> | <u>\$0.00</u> | <u>\$0.00</u> | <u>\$0.00</u> |
| Sub-Total | \$436,143 | \$403,856 | \$384,074 | \$395,388 | \$400,167 |
| • Wages Aquatic | <u>\$385,146</u> | <u>\$383,227</u> | <u>\$372,404</u> | <u>\$414,009</u> | <u>\$441,727</u> |
| Sub-Total Aquatic | \$821,289 | \$787,083 | \$756,458 | \$809,297 | \$849,894 |

Grand Forks & District Aquatic Centre
Income Statement Year End - Revenue Comparison

As of March 22/19

| Revenue Acct | 2014 | 2015 | 2016 | 2017 | 2018 |
|----------------------|---------------------|---------------------|---------------------|---------------------|------------------|
| Admissions | \$108,705.01 | \$105,909.96 | \$111,705.14 | \$130,029.65 | \$142,927 |
| Facility Rental | \$23,613.82 | \$26,958.91 | \$28,790.72 | \$26,659.88 | \$31,679 |
| Retail Sales | \$6,136.58 | \$5,738.11 | \$6,299.43 | \$6,617.68 | \$6,463 |
| Total Revenue | \$138,455.41 | \$138,606.98 | \$146,795.29 | \$163,307.21 | \$181,069 |

Significant Issues and Trends:

- The Lifeguard wages will fluctuate year to year based on attendance. Lifeguard ratio is 2 lifeguards to 40 patrons (swimming or on deck including fitness room); at 40 patrons or more we are required to bring in another lifeguard. In 2018, attendance is slightly higher than 2017 - In 2017, the attendance increased by approximately 13.31% (4,449 people) this will impact the lifeguard wages by approximately 10% (\$30,000) [note increase in revenue admissions for 2018 is approximately 11.21% (\$18,294)]
- We require certified staff at the Aquatic Centre. Staff must re-certify their lifeguarding certificates (NL), Red Cross Instructors (WSI) and First Aid every two years and CPR every three years. (Service 021 requires staff to maintain certification as a registered Fitness Professional - as an established registered Fitness Professional, there is a requirement to renew registration every two years, and in addition, they are required to obtain 16 continuing education credits in each two year period.)
- Ever changing demographics will see a decrease in youth activity and a corresponding increase in adult and senior programming.
- The Aquatic Centre opened in June, 1987. Recent condition assessments highlight the need to develop a longer term asset management investment plan for the future of the building. This will guide our decisions and financial planning for long term capital improvements not only for the next 5 years, but consider our investment over the next 20 years to ensure the aquatic centre remains in good functional condition.
- Occupational Health and Safety
The RDKB is strongly committed to occupational health and safety and dedicates considerable staff and financial resources to fulfill our commitment. There is an active Joint Labour/Management OH&S Committee that meets and conducts inspections regularly. The OH&S Committee has participants from all departments. In addition, every department conducts regular safety meetings and inspections specific to the department. For each year, the Grand Forks Aquatic Centre will commit 150 man hours to OH&S responsibilities.

Project: IT Capital Work (2019)**Project Description:**

Layer 1 physical infrastructure overhaul – GFREC Arena/Aquatic Centre has never had proper digital wiring or switching infrastructure. It's a mixture of contracted installs and some placed as needed by staff over time. All is at least one generation out of date. As a minimum, the north Admin office and the pool area need to be wired with structured data cabling according to some industry standard. AMP Netconnect is the standard specified elsewhere by the RDKB when performing Layer 1 installs. Many services like modern phones and payment card terminals now rely on IP service, so require structured cable. This also implies a centralized distribution rack (or several) for this cabling and supporting equipment, like modern switching. Any existing switching @ GFREC Arena/Aquatic Centre is likely at least one generation out of date and therefore adds a layer of vulnerable attack surface for modern digital exploits.

- b. **IP phones** – ShoreTel IP phones are the standard at many other WAN-connected RDKB facilities and could be at the Arena/Aquatic site with the proper infrastructure. Handsets are roughly \$300 each and one time port licensing costs about \$60. Connecting to the ShoreTel PBX @ 2140 (GF Administration Building) makes possible local dialling to all the sites in Trail, almost certainly cheaper TELUS bills since we're just spreading an existing cost over more budgets. IS can support ShoreTel phones, which we can't do with your existing TELUS service.

Projects for future consideration

- a. **WiFi** – other RDKB sites use Aerohive hardware for WiFi. Up to you how widely you'd want to deploy WiFi, but one for the Admin side and maybe two for the pool would probably be enough. These rigs range between \$650-2000, depending on range, environmental ratings, etc. Not sure if we want to offer publicly available WiFi for all pool patrons, but a staff SSID simplifies lots of staff functions.
- b. **Security cameras** – with modern IP infrastructure in place, you can start to think about more advanced stuff, like IP video surveillance. Mark Daines will have a FLIR system in place at the GTCC sometime this spring, so you can quiz him about that.
- c. **IP environmental controls** – this isn't my area of specialization, but just about every building subsystem can be run off TCP/IP. You might quiz a pool controls contractor about this, but it all starts with building wiring and IP switching.

Project Timelines and Milestones: December 2019 – January 2020 (carried forward from 2019)

Project Risk Factors: Availability of RDKB IT Department staff and area IT contractors.

The trend of increasing Emergency Operations Centre (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

Internal Resource Requirements: Request the RDKB IT Department to assist with preparing the Request for Proposals and awarding project and overseeing the project, with input from the Manager of Facilities and Recreation.

Estimated Cost and Identified Financial Sources: 1/3 of \$50,000 cost shared with 021 Program Service and 030 Arena Service. Requesting \$16,667.00

Relationship to Board Priorities:

Providing improve technology and IT capacity/connection to the Trail office will lead to more efficient service and better connection with the corporate office, directly supporting the following pillars of the strategic plan:



Improve and Enhance Communication



Exceptional Cost Effectiveness and Efficient Services

Project: Locker Replacement Phase 2/3 – Women’s Change Area (2020)

Project Description: Women’s Change Area – Replace Existing Double Tier Lockers with Powder Coated Coin Lockers.

Project Timelines and Milestones: Summer/Fall - 2020

Project Risk Factors:

The timing of installation of the new lockers to minimize or eliminate the impact on users during the installation of the new lockers will be of the utmost importance.

Internal Resource Requirements: Manager of Facilities & Recreation with Aquatic Maintenance Coordinator to source and purchase new lockers and direct maintenance crew to remove old lockers and install new lockers.

Estimated Cost and Identified Financial Sources:

\$30,000 supply only – Staff to Install

Relationship to Board Priorities:

While not directly supporting goals of the strategic plan, the project can be considered best practice in effective ‘maintenance’ and upkeep of facilities and can be related to cost effectiveness and efficiencies, when considering best practice:



Exceptional Cost Effectiveness and Efficient Services

Project: Floor Machine Purchase**Project Description:**

Purchase of a new floor machine to clean the new aquatic deck. Staff is finding that the tile does hold dirt more than the old floor, and extra scrubs are needed to keep it clean. The new floor machine will greatly reduce the amount of staff time required to do those scrubs.

Project Timelines and Milestones: Spring 2020**Project Risk Factors:**

This is a very low risk project, with very little staff training required to operate the new machine. The quick availability of a machine is the lone factor of note.

Internal Resource Requirements:

Manager of Facilities & Recreation with Aquatic Maintenance Coordinator.

Estimated Cost and Identified Financial Sources:

\$15,000 for purchase and delivery.

Relationship to Board Priorities:

It meets the strategic priority of cost effectiveness and efficient service by lowering the amount of staff time required to get the job of cleaning the deck done.



Exceptional Cost Effectiveness and Efficient Services

Project: Solar Heating System Heat Exchanger

Project Description:

Projects Identified for 2020

- Exterior lighting facility condition assessment

Project Timelines and Milestones: Summer/Fall - 2020

Project Risk Factors:

The availability of engineering contractors to conduct the assessment.

Internal Resource Requirements: Manager of Facilities & Recreation with Aquatic Maintenance Coordinator.

Estimated Cost and Identified Financial Sources:

\$50,000

Relationship to Board Priorities:

It meets the strategic priorities of Environmental Stewardship and Exceptional Cost Effectiveness, in fully utilizing the solar heating system to capacity.



Environmental Stewardship/Climate Preparedness



Exceptional Cost Effectiveness and Efficient Services

Project: Asset Management – studies and development of a long term plan

Project Description:

Projects Identified for 2020

- Exterior lighting facility condition assessment

Project Timelines and Milestones: Summer/Fall – 2020

Project Risk Factors:

The availability of engineering contractors to conduct the assessment.

Internal Resource Requirements: Manager of Facilities & Recreation with Aquatic Maintenance Coordinator

Estimated Cost and Identified Financial Sources:

\$20,000

Relationship to Board Priorities:

It meets the strategic priority of responding to demographic and social change in working to provide a safe, well lit space for community residents.



Responding to Demographic/Economic/Social Change



**Regional District of
Kootenay Boundary**

Grand Forks Arena

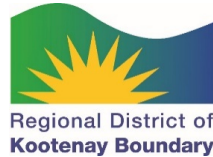
2020 Work Plan - DRAFT



JACK GODDARD MEMORIAL ARENA IN GRAND FORKS, BC

2020

Paul Keys, Manager of Facilities & Recreation
(Updated Nov 28, 2019)



Grand Forks Arena

2020 Work Plan - DRAFT

Service Name: Grand Forks Arena

Service Number: 030

Committee Having Jurisdiction:

Grand Forks & District Recreation Commission – Bylaw No. 927, 1996 - provides recommendations to Regional District of Kootenay Boundary Board of Directors

General Manager/Manager Responsible:

James Chandler, General Manager of Operations / Deputy CAO

Paul Keys, Manager of Facilities & Recreation

Description of Service:

Jack Goddard Memorial Arena Operations – an indoor ice facility primarily for ice skate training where people assemble and participate in a wide variety of:

- Organized sports
- Recreational activities
- Fitness and wellness programs
- Artistic, theatrical, and social events

The service funds the maintenance and operation of the ice arena facility, meeting rooms, weight training room, program spaces and administrative offices. The service provides subsidized ice rental to local minor hockey, Jr. B hockey, adult recreation hockey and figure skating club. Department sponsored recreation programs both on and off the ice are also supported by this service.

Administrative and accounting services provided through cost share with services 021 (Recreation Program Service) and 040 (Grand Forks Aquatic Centre).

Establishing Authority:

Section 323 RSBC, Local Government Act (formerly Section 796)

Supplementary Letters Patent dated November 4, 1976

Bylaw 146 adopted August 19, 1976

Requisition Limit:

There are no limitations – Apportioned on the basis of 68% to City of Grand Forks and 32% to Electoral Area 'D'

2019 Requisition / Budgeted Expenditures / Actual Expenditures:

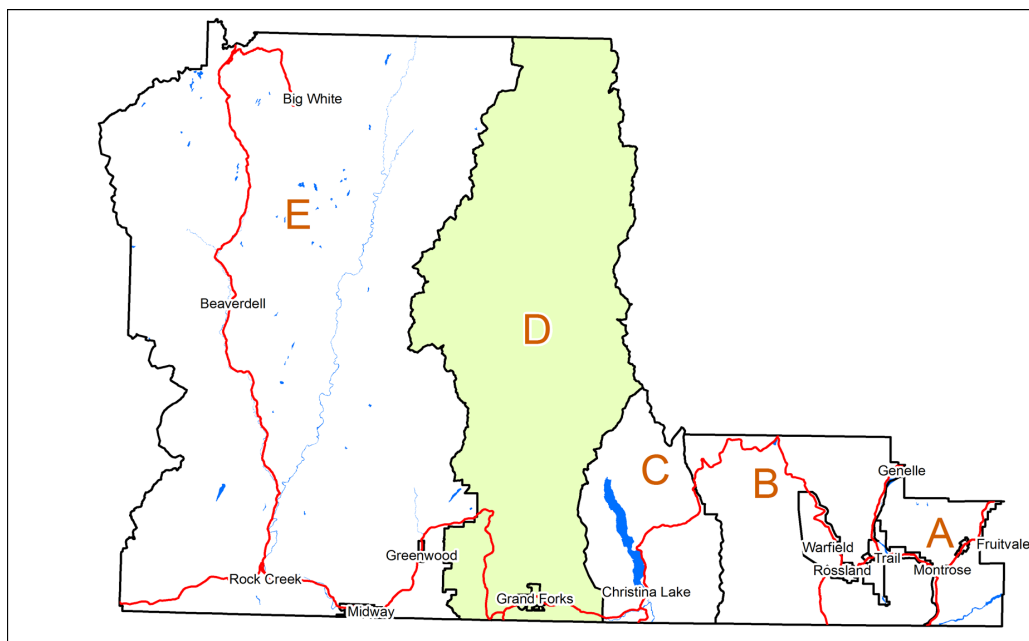
\$468,548 / \$639,085 / \$511,516.20 (80%) of November 20, 2019

Regulatory or Administrative Bylaws:

Bylaw No. 927 – “Electoral Area ‘D’ and City of Grand Forks Recreation Commission Bylaw No. 927, 1996.”

Service Area / Participants:

All of Electoral Area 'D' of the Regional District of Kootenay Boundary and the Corporation of the City of Grand Forks.



Service Levels

Arena Maintenance Staff return each year in August and work into May. Ice plant start up for 2019 was August 13, 2019 and the ice had its first skaters on August 22, 2019. The arena is available 7 days per week between 6:30 am to 11:00 pm from August 22 to the end of March, 2019. The 2019/2020 Jack Goddard Memorial Arena Weekly (at a glance) Ice Schedule is noted below:

| MON | TUE | WED | THU | FRI | SAT | SUN |
|---|---|---|--|--|---------------------------------------|---|
| 65+ Drop-in Hockey 9 to 10am | 55+ Drop-in Hockey 9 to 10am | 65+ Drop-in Hockey 9 to 10am | 55+ Drop-in Hockey 9 to 10am | | Minor Hockey 9:30-4:45pm | Minor Hockey 10-2:45 |
| Parent & Tot Skate 10:15 -11:15 | School/Public Rentals 10:15-11:15 | Parent & Tot Skate 10:15 -11:15 | School/Public Rentals 10:15 to 11:15 | Kids Casual Drop-in Hockey 11:15-12:15 | | |
| Grand Forks Border Bruins 11:30-1pm | Grand Forks Border Bruins 11:30-1pm | Grand Forks Border Bruins 11:30-1pm | Grand Forks Border Bruins 11:30-1pm | Adult Casual Drop-in Hockey 12:30-1:30 | Call for Available Rental Ice | Jr. B Games As Scheduled 1-4:30 |
| School/Public Rentals 1:15-3:30 | School/Public Rentals 1:15-3:30 | School/Public Rentals 1:15-3:30 | Adult Skate 2:30-3:30 | Toonie Skate 1:45 -3:30 | | Public Skating 3-5pm |
| Figure Skating 3:45-5:30pm | Toonie Skate 3:45 to 4:45 pm | Figure Skating 3:45-5:30pm | | Sticks and Pucks 5-6pm | Family Drop-in Hockey 5-6pm | Adult Casual Drop-in Hockey 5:15-6:15 |
| Minor Hockey 5:45-9:00 pm | Minor Hockey 5:00-8:15 pm | Minor Hockey 5:45 – 8:30 pm | Minor Hockey 5:15 -7:30 pm | Jr. B Games As scheduled 6 -9:15 | Jr. B Games As scheduled 6-9:15 | League Hockey 6:30-9:30 |
| | League Hockey 8:30-9:45 pm | League Hockey 8:45:10:00 pm | Black Betty's 8:15-9:30 | | | |

Jack Goddard Memorial Arena 2019/2020 Special Events

| | |
|------------------------|--|
| August 26, 2019 | Start of Regular Ice Season |
| September 13, 2019 | Regular Home Bruins Game Opener |
| October 14, 2019 | Thanksgiving - (Ice available by request- Please call office to Book) |
| Nov. 11, 2019 | Remembrance Day-(Ice available by request- Please call office to Book) |
| Nov. 15 to 17, 2019 | Adult Recreational Tournament- Black Betty's |
| Nov. 29 to Dec 1, 2019 | Minor Hockey Tournament- Bantam |
| Dec. 6 to 8, 2019 | Minor Hockey Tournament - Atom |
| Dec. 12, 2019 | Old Fashioned Christmas - 6:00 to 8:30 pm |
| Christmas Break - | Ice Request available (Dec21 to Jan 6, 2019) |
| Jan. 10 to 12, 2020 | Minor Hockey Tournament- Peewee |
| Feb. 7 to 9, 2020 | Minor Hockey Tournament- Novice |
| Feb. 17, 2020 | Family Day Weekend - Sponsored Public Skate Event |
| March 13, 2020 | Last Day of Season- Plant shut down (playoff dependant) |
| Feb. to Mar. 2020 | Men's League Playoffs |
| Feb. to Mar. 2020 | Bruins Playoffs |

Human Resources:

- Manager of Facilities & Recreation: 1 Fulltime (Allocated 45% to Arena)
- Recreation Program Services Supervisor: 1 Fulltime (Allocated 30% to Arena)
- Accounts & Program Clerk: 1 Fulltime (Allocated 30% to Arena)
- Chief Operator/RFA 3: 1 Full Time Seasonal Employee
- RFA 2: 1 Full Time Seasonal Employee
- RFA 2: 1 part-time year round/1 part-time seasonal
- Part-time RFA 2: 2 employees
- Skate Patrollers – 3 Students

2019 Accomplishments:

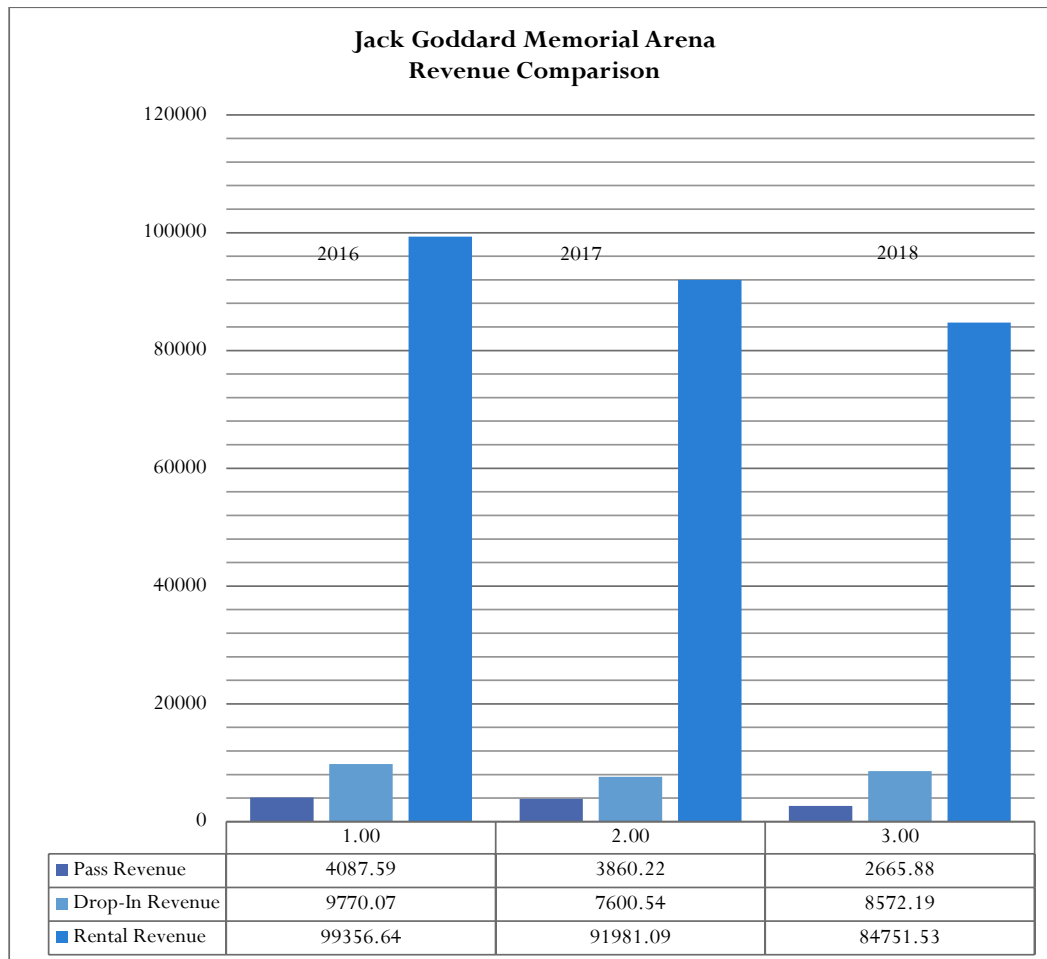
- Accessible Wheel Chair Ramp Repaired
- Dressing Room #4 Shower Walls Tile Project
- Pump House Removal – Phase 1 – Hazardous Material & Asbestos Management Survey
- Facility Condition Assessment Projects:
 - Fire Rated interior door for electrical room
 - Cracked wood beams studied and repaired
 - Parking lot asphalt paving

Summary Actual Grand Forks Arena Operating Cost Breakdown

| | 2015 | 2016 | 2017 | 2018 | 2019 |
|------------------------|------------------|------------------|------------------|------------------|-------------|
| • Services | \$45,936 | \$58,030 | \$56,231 | \$102,986 | |
| • Supplies | \$64,236 | \$75,920 | \$56,796 | \$48,472 | |
| • Utilities | \$78,144 | \$77,154 | \$84,549 | \$81,303 | |
| • Reserve Contribution | \$17,000 | \$25,000 | \$15,000 | \$15,000 | |
| • Debt Payment | \$56,446 | \$15,069 | \$14,904 | \$14,736 | |
| • Capital Projects | <u>\$41,180</u> | <u>\$22,913</u> | <u>\$25,106</u> | <u>\$36,069</u> | |
| • Sub-Total | \$303,942 | \$274,086 | \$252,586 | \$298,566 | |
| • Wages GF Arena | <u>\$279,233</u> | <u>\$308,524</u> | <u>\$308,813</u> | <u>\$318,100</u> | |
| Total | \$583,175 | \$582,611 | \$561,399 | \$616,666 | |

Hours of group use

| User Groups | 2015 | 2016 | 2017 | 2018 | 2019 |
|--------------------|----------------|----------------|----------------|----------------|-------------|
| Jr B Hockey | 204.00 | 257.00 | 207.75 | 185.25 | |
| Commercial Hockey | 144.50 | 164.00 | 178.50 | 175.75 | |
| Minor Hockey | 425.00 | 349.50 | 357.25 | 428.50 | |
| Figure Skating | 209.00 | 168.75 | 132.50 | 37.50 | |
| Public Skating | 197.50 | 209.50 | 219.50 | 226.00 | |
| Kids Hockey | 31.00 | 28.00 | 28.00 | 29.00 | |
| Casual Hockey | 67.00 | 72.00 | 56.00 | 57.00 | |
| Seniors Hockey | 104.00 | 107.00 | 103.00 | 104.00 | |
| School | 58.75 | 46.75 | 45.75 | 65.00 | |
| Tournament Ice | 131.50 | 102.00 | 51.75 | n/a | |
| Misc Ice Rental | 32.00 | 52.75 | 59.50 | 34.00 | |
| Total Hours | 1604.25 | 1557.25 | 1439.50 | 1342.00 | |



Jack Goddard Memorial Arena
Drop-in/Program/Rental - Attendance/Hours/Revenue

| | 2017 | | 2018 | | 2019 | |
|----------------------------|----------------|------------------|----------------|------------------|----------|--|
| | Year End | | Year End | | Year End | |
| DROP IN | ATT | REV | ATT | REV | | |
| Seniors Hockey | 383 | 2370.77 | 351 | 2256.93 | | |
| Casual Hockey | 268 | 1594.60 | 303 | 1875.57 | | |
| Skating Adult | 122 | 554.90 | 141 | 738.84 | | |
| Skating Senior | 23 | 93.15 | 35 | 150.15 | | |
| Skating Youth | 34 | 116.62 | 35 | 133.35 | | |
| Skating Child | 363 | 969.21 | 326 | 932.36 | | |
| Skating Family | 33 | 274.89 | 37 | 317.09 | | |
| Toonie Skate | 854 | 1622.60 | 1141 | 2167.90 | | |
| LA&I Loonie Skate | 4 | 3.80 | 0 | 0.00 | | |
| | | | | | | |
| Drop-in Rev Total: | | 7,600.54 | | 8,572.19 | | |
| <i>Drop in Att:</i> | <i>2084</i> | | | | | |
| PASSES | ATT | Rev | ATT | Rev | | |
| Seniors Hockey | 633 | 3860.22 | 435 | 2653.50 | | |
| Youth 5 Pass | | | | | | |
| Child 5 Pass | | | 1 | 12.38 | | |
| Pass Rev Total: | | 3,860.22 | | 2,665.88 | | |
| <i>Pass Att:</i> | <i>633</i> | | <i>436</i> | | | |
| Drop-in Att Total: | 2717 | | 2805 | | | |
| RENTALS | Hours | REV | Hours | REV | | |
| Jr B Hockey | 207.75 | 14251.52 | 185.25 | 14858.44 | | |
| Commercial Hockey | 178.50 | 27063.22 | 175.75 | 26927.45 | | |
| Minor Hockey | 357.25 | 28262.09 | 428.50 | 34512.57 | | |
| Figure Skating | 132.50 | 8743.79 | 37.50 | 2788.25 | | |
| Special Event | 0.00 | 0.00 | 0.00 | 0.00 | | |
| School | 45.45 | 0.00 | 65 | 0.00 | | |
| Tournament Ice | 51.75 | 5807.64 | n/a | n/a | | |
| Misc Ice Rental | 59.50 | 3318.22 | 34.00 | 3124.80 | | |
| Mtg Room Rental | 273.00 | 2348.89 | 264.50 | 2206.67 | | |
| Arena Dry Floor | 36.25 | 2185.72 | 5 | 333.35 | | |
| Rental Rev Total: | | 91,981.09 | | 84,751.53 | | |
| Rental Hours Total: | 1341.95 | | 1190.50 | | | |

Continue to next page

Jack Goddard Memorial Arena
Drop-in/Program/Rental - Attendance/Hours/Revenue

| | 2017 | | 2018 | | 2019 | |
|-------------------------------|---------------|-------------------|---------------|------------------|----------|--|
| | Year End | | Year End | | Year End | |
| Retail Sales | Units | Rev | Units | Rev | | |
| Skate Rentals | 485 | 1731.45 | 501 | 1908.81 | | |
| School Skate Rental | 696 | 1322.40 | 756 | 1443.69 | | |
| Skate Sharpening | 84 | 540.12 | 29 | 193.43 | | |
| Retail Revenue Total: | | 3,593.97 | | 3,545.93 | | |
| Units Sold Total: | 1265 | | | | | |
| Combined Rev. Total: | | 107,035.82 | | 99,535.53 | | |
| PROGRAMS | Hrs | | Hrs | | | |
| Public Skating | 148.50 | | 144.00 | | | |
| Adult Skate | 23.00 | | 25.00 | | | |
| Kids Hockey | 28.00 | | 29.00 | | | |
| Casual Hockey | 56.00 | | 57.00 | | | |
| Seniors Hockey | 103.00 | | 104.00 | | | |
| Parent & Tot Skate | 48.00 | | 57 | | | |
| Power Skating | 26 | | 7 | | | |
| Programming Hrs Total: | 432.50 | | 423.00 | | | |

Significant Issues and Trends:

The Jack Goddard Memorial Arena (ammonia ice plant) is certified by BC Safety Authority as “Risk Assessed.” When the ice plant is in operation a certified Refrigeration Operator (RO) is required to be onsite for no less than 7 hours per day/very day. Remaining operating hours can be monitored by a staff person possessing an Ice Facility Operators Certificate (IFO) or a Refrigeration Safety Awareness Certificate (RSA). NOTE: Anytime the ice plant is in operation access to the arena facility is prohibited unless an RO, IFO or an RSA certified person is present.

The Recreation Department currently employs 2 Refrigeration Operators (RO), 2 IFO and 3 RSA certified staff. Recertification and ongoing training is required to maintain employee qualifications. Scheduling to meet the necessary requirements is complicated and time consuming and will likely continue to increase operational budgets and training costs as staff are often required to travel out of the area to complete the training.

The arena facility opened in 1965 and is over 50 years of age. Recent condition assessments highlight the need to develop a longer term asset management investment plan for the future of the building. This will guide our decisions and financial planning for long term capital improvements not only for the next 5 years, but consider our investment over the next 20 years to ensure the arena remains in functional condition.

Occupational Health and Safety

The RDKB is strongly committed to occupational health and safety and dedicates considerable staff and financial resources to fulfill our commitment. There is an active Joint Labour/Management OH&S Committee that meets and conducts inspections regularly. The OH&S Committee has participants from all departments. In addition, every department conducts regular safety meetings and inspections specific to the department. For each year, the Grand Forks Arena will commit 150 man hours to OH&S responsibilities.

2020 Projects:

Project: IT Capital Work - carry over project from 2019.

Project Description:

Layer 1 physical infrastructure overhaul – GFREC Arena/Aquatic Centre has never had proper digital wiring or switching infrastructure. It's a mixture of contracted installs and some placed as needed by staff over time. All is at least one generation out of date. As a minimum, the north Admin office and the pool area need to be wired with structured data cabling according to some industry standard. AMP Netconnect is the standard specified elsewhere by the RDKB when performing Layer 1 installs. Many services like modern phones and payment card terminals now rely on IP service, so require structured cable. This also implies a centralized distribution rack (or several) for this cabling and supporting equipment, like modern switching. Any existing switching @ GFREC Arena/Aquatic Centre is likely at least one generation out of date and therefore adds a layer of vulnerable attack surface for modern digital exploits.

- b. **IP phones** – Shoretel IP phones are the standard at many other WAN-connected RDKB facilities and could be at the Arena/Aquatic site with the proper infrastructure. Handsets are roughly \$300 each and one time port licensing costs about \$60. Connecting to the Shoretel PBX @ 2140 (GF Administration Building) makes possible local dialling to all the sites in Trail, almost certainly cheaper TELUS bills since we're just spreading an existing cost over more budgets. IS can support Shoretel phones, which we can't do with your existing TELUS service.

Projects for future consideration

- a. **WiFi** – other RDKB sites use Aerohive hardware for WiFi. Up to you how widely you'd want to deploy WiFi, but one for the Admin side and maybe two for the pool would probably be enough. These rigs range between \$650-2000, depending on range, environmental ratings, etc. Not sure if we want to offer publicly available WiFi for all pool patrons, but a staff SSID simplifies lots of staff functions.
- b. **Security cameras** – with modern IP infrastructure in place, you can start to think about more advanced stuff, like IP video surveillance. Mark Daines will have a FLIR system in place at the GTCC sometime this spring, so you can quiz him about that.
- c. **IP environmental controls** – this isn't my area of specialization, but just about every building subsystem can be run off TCP/IP. You might quiz a pool controls contractor about this, but it all starts with building wiring and IP switching.

Project Timelines and Milestones: December 2019 – January 2020 (carried forward from 2019)

Project Risk Factors: Availability of RDKB IT Department staff and area IT contractors

The trend of increasing Emergency Operations Centre (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.

Internal Resource Requirements: Request the RDKB IT Department to assist with preparing the Request for Proposals, awarding and overseeing the project, with input from the Manager of Facilities and Recreation.

Estimated Cost and Identified Financial Sources: 1/3 of \$50,000 cost shared with 021 Program Service and 030 Arena Service. Requesting \$16,667.00

Relationship to Board Priorities:

Providing improve technology and IT capacity/connection to the Trail office will lead to more efficient service and better connection with the corporate office, directly supporting the following pillars of the strategic plan:



Improve and Enhance Communication



Exceptional Cost Effectiveness and Efficient Services

Project: Pump House Removal - Phase 2

Project Description: Phase 1 requires a Hazardous Material & Asbestos Management Survey. Phase 2 – develop plan for removal of abandoned Water Pump House in arena Parking Lot for year 2020.

Project Timelines and Milestones: Summer/Fall – 2019 for survey completion and 2020 for removal of building.

Project Risk Factors:

The project requires coordination and input from City of Grand Forks resources to facilitate.

Internal Resource Requirements: Manager of Facilities & Recreation

Estimated Cost and Identified Financial Sources: \$12,000 for demolition and removal

Relationship to Board Priorities:

This work will remove redundant infrastructure, while not directly supporting goals of the strategic plan, the project can be considered best practice in effective 'maintenance' and upkeep (or removal) of unused assets and can be related to the following, when considering best practice:



Exceptional Cost Effectiveness and Efficient Services

Project: Dehumidifier Project

Project Description: To replace the dehumidifier in the arena

Project Timelines and Milestones: Summer/Fall 2020

Project Risk Factors:

The project requires the organization and availability of contractors to do the work within the budget.

Internal Resource Requirements: Manager of Facilities and Recreation with RFA Chief Operator.

Estimated Cost and Identified Financial Sources: up to \$70,000

Relationship to Board Priorities:

Dehumidification within the arena is essential to ensure long term viability of the structure. In that sense, the project will meet the Cost Effective and Efficient strategic priority through long term sustainability.



Exceptional Cost Effectiveness and Efficient Services

Project: Dressing Room #1 & 2 Shower Walls Tile Project.

Project Description: The shower shared by Dressing Rooms # 1 & 2 requires replacing the vinyl sheeting with tile or plastic sheeting. The wall behind the vinyl sheeting will need a new base plate and may require new plywood sheeting, as we suspect water has been penetrating the wall under where the vinyl sheeting is currently installed.

Project Timelines and Milestones: Spring/Summer - 2019

Project Risk Factors:

The extent to which water has been able to penetrate behind the existing vinyl sheeting has the potential to increase the scope of the project. As work will be done by facility staff, the impact in that scenario would be felt in extra staff time to complete the project.

Internal Resource Requirements: Manager of Facilities & Recreation with RFA3 Chief Operator to source and materials and other staff to provide labour.

Estimated Cost and Identified Financial Sources: Up to \$10,000

Relationship to Board Priorities:

While not directly supporting goals of the strategic plan, the project can be considered best practice in effective 'maintenance' and upkeep of facilities and can be related to cost effectiveness and efficiencies, when considering best practice:



Exceptional Cost Effectiveness and Efficient Services

Project: Asset Management – studies and development of long term plan

Project Description:

Follow up from the Facility Condition Assessment completed in October of 2018, with actions recommended within those assessments to ensure long term viability of the facility, including:

- Arc Flash Study \$5000
- Site Drainage Study \$12,000

An arc flash study is the evaluation of a workplace facility by an electrical safety expert to determine hazards and risks in relation to electrical systems. The on-site study results in arc flash equipment labeling, fault current and coordination analysis, recommendations for improvements and requirements for proper personal protective equipment (PPE). A review and analysis of the facilities written electrical safety program can also be included.

Project Timelines and Milestones: Summer/Fall 2020

Project Risk Factors:

The availability of engineering and electrical contractors to complete the study within the budget are the largest risks associated with these projects.

Internal Resource Requirements: Manager of Facilities & Recreation with RFA Chief Operator.

Estimated Cost and Identified Financial Sources: \$17,000

Relationship to Board Priorities:

The Arc Flash Study can be considered best practice, and in line with providing cost effective and efficient services. The Site Drainage Study supports climate preparedness and environmental stewardship, preparing the site to deal with higher levels of water than in the past.



Environmental Stewardship/Climate Preparedness



Exceptional Cost Effectiveness and Efficient Services

Project: Exterior doors replacement

Project Description:

This is a multi-year project to replace the exterior doors and safety hardware throughout the arena.

Project Timelines and Milestones: Multi-year project for 2020 - 2021

Project Risk Factors:

The unknown part of the project is the structural integrity of the door frames, and the staff time and ability to do the work required.

Internal Resource Requirements: Manager of Facilities & Recreation with RFA3 Chief Operator to source and materials and other staff to provide labour.

Estimated Cost and Identified Financial Sources: \$40,000 is allocated over the next two years in annual budgets

Relationship to Board Priorities:

While not directly supporting goals of the strategic plan, the project can be considered best practice in effective 'maintenance' and upkeep of facilities and can be related to cost effectiveness and efficiency, when considering best practice in meeting long term goals:



Exceptional Cost Effectiveness and Efficient Services





Regional District of
Kootenay Boundary

Recreation Program

2020 Work Plan - DRAFT



AQUA-FIT CLASS

2020

Paul Keys, Manager of Facilities & Recreation
(Updated Nov 25 2019)



Recreation Program

2020 Work Plan - DRAFT

Service Name: Recreation Program Services – Grand Forks & Area 'D'

Service Number: 021

Committee Having Jurisdiction:

Grand Forks & District Recreation Commission – Bylaw No. 927, 1996 - provides recommendations to Regional District of Kootenay Boundary Board of Directors

General Manager/Manager Responsible:

James Chandler, General Manager of Operations / Deputy CAO
Paul Keys, Manager of Facilities & Recreation

Description of Service:

This is a dedicated program delivery service for the Aquatic Centre, Jack Goddard Memorial Arena and it is a very flexible and workable service in that it provides for the use of contracted employees to deliver specialty services to the public. This service is administered by three employees on a cost share basis with the 030 and 040 services. It is also the core administrative service for the Recreation Department.

Establishing Authority:

Section 323 RSBC, Local Government Act (formerly Section 796)
Supplementary Letters Patent dated July 16, 1971
Amended by Supplementary Letters Patent dated May 15, 1978
Bylaw 768 adopted September 30, 1993

Requisition Limit:

Bylaw 768 adopted September 30, 1993 (Limitations - \$0.50/1000 of net taxable assessed values)
(\$523,214 - December 31, 2018)

2020 Requisition / Budgeted Expenditures / Actual Expenditures:

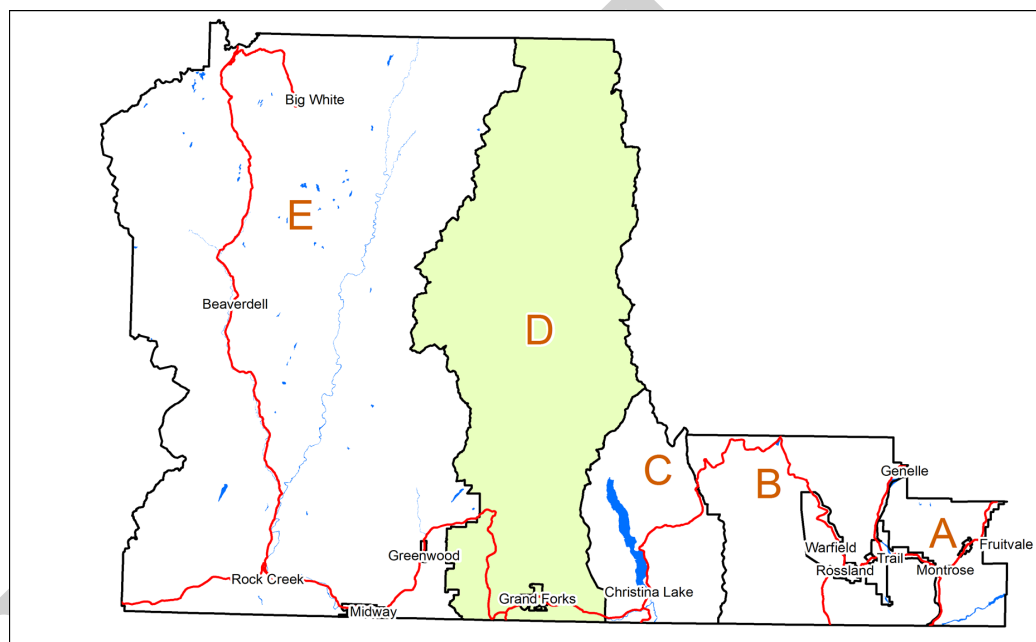
\$473,135 / \$547,082 / \$578,523 as of Nov 20, 2019

Regulatory or Administrative Bylaws:

N/A

Service Area / Participants:

All of Electoral Area 'D' of the Regional District of Kootenay Boundary and the Corporation of the City of Grand Forks.



Service Levels

As per Bylaw No. 927 – The role of the Commission is to encourage, assist and advise on the development of Community Recreation. Under the guidance of the Commission, the Recreation Department staff is empowered with the following responsibilities:

- a) administrative powers, including employment of staff, with respect to operation and maintenance, equipping, and future construction or renovation of, but not limited to, the aquatic centre and arena and with respect to organizing and conducting a recreation program, provided however that the costs incurred are within the annual budget as approved by the Regional District of Kootenay Boundary. And without limiting the foregoing;
- b) to prepare job descriptions, establish hours of work, advertise staff vacancies, interview candidates and recommend to the Regional Board all hiring's. However, before advertising vacancies or interviewing candidates, it shall be the responsibility of the Staff to first contact the Regional District to confirm working conditions, pay rates, employee benefits and related matters that may be subject to personnel policies of the Regional District Board;
- c) to sign, authorize any designated employee to sign, on behalf of the Regional District Board, Rental Contracts. However, such authority does not extend to contracts exceeding a period of 365 days, nor does it extend to leasing of property;
- d) to organize and conduct a recreation program;
- e) to establish scales of admission charges;
- f) may conduct or have cause to conduct surveys of recreational facilities, areas and programs for the future;
- g) may establish and appoint advisory or selected Committees, which shall serve without remuneration;
- h) to ensure collection of all revenues accruing to the said operations and transmit said collections to the Regional District;
- i) to ensure payment of all commitments, liabilities, and accounts in accordance with the annual budget approved by the Board of the Regional District;
- j) to determine operational rules and procedures;
- k) any other responsibilities that may be delegated by resolution of the Regional District Board with respect to the aquatic centre and ice arena.

Administration services for the Commission are also provided including – Keeping of Minutes and Preparing Budgets.

Human Resources:

- Manager of Facilities & Recreation: 1 Fulltime (Allocated 35% to Recreation Programs)
- Recreation Program Services Supervisor: 1 Fulltime (Allocated 55% to Recreation Programs)
- Accounts & Program Clerk: 1 Fulltime (Allocated 55% to Recreation Programs)
- Aquatics Program Coordinator: 1 Fulltime (Allocated 45% to Recreation Programs)
- Aquatics Maintenance Coordinator: 1 Fulltime (Allocated 45% to Recreation Programs)
- Lifeguard Instructor 3 – 3 fulltime (Allocated 45% to Recreation Programs)
- Lifeguard/Instructor – up to 15 casual/part-time employees (8 active – 7 away)
- Maintenance – 2 part-time/2 casual employees
- Program Services Assistant/Cashier Receptionist – 1 fulltime, 5 casual/part-time
- Dance Program Contractors - 4



Frosty the Snow Man & Santa Visit – Aquatic Center (Elks Sponsor Swim)

2019 Accomplishments:**Program Attendance – Aquatic**

| Drop-In Program | 2015 | 2016 | 2017 | 2018 |
|----------------------|-------|--------|--------|--------|
| CWT Early Bird | 653 | 549 | 589 | 634 |
| CWT Moderate M/W/F | 856 | 1160 | 1307 | 1295 |
| CWT Moderate T/TH | 485 | 476 | 559 | 691 |
| CWT Therapy | 656 | 575 | 626 | 1013 |
| Adult Learn to Swim | 6 | 22 | 20 | 0 |
| AquaFit Advance | 3193 | 3913 | 3668 | 3041 |
| AquaFit Gentle Fit | 454 | 868 | 1142 | 1133 |
| Aqua fit Max PM | 480 | 426 | 333 | 141 |
| AquaFit Moderate | 2286 | 2150 | 2321 | 2164 |
| P & T Swim & Play | 238 | 168 | 364 | 127 |
| Attendance Sub Total | 9,307 | 10,307 | 10,929 | 10,239 |

Register Programs – Aquatic Attendance

| | 2015 | 2016 | 2017 | 2018 |
|--------------------------|--------|--------|--------|--------|
| Parent & Tot Lessons | 91 | 68 | 60 | 150 |
| Preschool Lessons 1/2 | 298 | 285 | 308 | 330 |
| Preschool Lessons 3/4 | 178 | 195 | 261 | 205 |
| Preschool Lessons 5/6 | 181 | 92 | 115 | 45 |
| Preschool Lessons 7/8 | 32 | 0 | 0 | 0 |
| Swim kids 1/2 | 307 | 231 | 406 | 260 |
| Swim kids 3/4 | 286 | 267 | 390 | 190 |
| Swim kids 5 | 127 | 126 | 85 | 65 |
| Swim kids 6/7 | 143 | 56 | 110 | 70 |
| Swim kids 8/9/10 | 111 | 55 | 25 | 0 |
| Polly Wogs | 325 | 184 | 170 | 184 |
| Scuba | 46 | 7 | 184 | 0 |
| Swim Patrol | 158 | 108 | 0 | 110 |
| Bronze Med/Cross | 0 | 50 | 45 | 65 |
| WSI Course | 16 | 6 | 42 | 96 |
| NL Course | 6 | 45 | 50 | 36 |
| Attendance Sub Total | 2305 | 1795 | 2251 | 1866 |
| Total Program Attendance | 11,612 | 12,102 | 13,180 | 12,105 |

Aquatic Yearly Rental Hours

| Groups/Hours | 2015 | 2016 | 2017 | 2018 |
|-----------------------------|--------|--------|--------|--------|
| Private Pool Rentals Hours | 268.75 | 288.25 | 240.50 | 290 |
| School Rental/Lessons Hours | 58.5 | 45.5 | 52.0 | 61.25 |
| Private Lessons Hours | 16.5 | 21 | 20.5 | 35 |
| Birthday Parties Hours | 58.5 | 49.5 | 55.50 | 69 |
| Total Hours | 402.25 | 404.25 | 368.50 | 455.25 |

Grand Forks & District Aquatic Centre

Aquatics Programming Participation Attendance by Percentage of Use

| Groups | 2016 Attendance | 2016 % | 2017 Attendance | 2017 % | 2018 Attendance | 2018 % |
|--------------------------|--------------------|-----------|--------------------|-----------|--------------------|-----------|
| Special Needs | 2345 | 15.07% | 2407 | 14.74% | 1858 | 11.98% |
| Income Assistance | 341 | 2.19% | 527 | 3.23% | 416 | 2.68% |
| Adult Learn to Swim | 2 | 0.14% | 20 | 0.12% | 0.0 | 0.0 |
| Child Learn to Swim | 1727 | 11.10% | 1944 | 11.91% | 1715 | 11.06% |
| Private Lessons | 39 | 0.25% | 25 | 0.15% | 30 | 0.19% |
| Parties | 480 | 3.09% | 550 | 3.37% | 340 | 2.19% |
| Leadership Programs | 236 | 1.52% | 307 | 1.88% | 355 | 2.29% |
| Therapy exercise Classes | 1443 | 9.27% | 1768 | 10.83% | 2146 | 13.84% |
| Exercise Classes | 8925 | 57.37% | 8777 | 53.76% | 8651 | 55.78% |
| Total | 15,558 | | 16,325 | | 15,511 | |



Old Fashion Christmas Event

Jack Goddard Memorial Arena

Yearly Hours of Ice Use

Programming/Facilitate Groups

| User Groups | 2015 Hours | 2016 Hours | 2017 Hours | 2018 Hours |
|-------------------|----------------|----------------|----------------|----------------|
| Jr B Hockey | 204.00 | 257.00 | 156.75 | 185.25 |
| Commercial Hockey | 144.50 | 164.00 | 178.50 | 175.75 |
| Minor Hockey | 425.00 | 349.50 | 357.25 | 428.50 |
| Figure Skating | 209.00 | 168.75 | 132.50 | 37.50 |
| Public Skating | 197.50 | 219.75 | 219.50 | 226.00 |
| Kids Hockey | 31.00 | 28.00 | 28.00 | 29.00 |
| Casual Hockey | 67.00 | 72.00 | 56.00 | 57.00 |
| Seniors Hockey | 104.00 | 107.00 | 103.00 | 104.00 |
| Schools | 58.75 | 45.75 | 45.50 | 65.00 |
| Tournament Ice | 131.50 | 102.00 | 51.75 | n/a |
| Misc Ice Rental | 32.00 | 52.75 | 59.50 | 34.00 |
| Total Ice Hours | 1604.25 | 1566.50 | 1388.25 | 1342.00 |

Significant Issues and Trends:

The Department is in need of certified staff at the Aquatic Centre and Jack Goddard Memorial Arena.

Aquatic Centre - As an established registered Fitness Professional, there is a requirement to renew registration every two years, and in addition, they are required to obtain 16 continuing education credits in each two year period. Plus staff must re-certify their lifeguarding certificates (NLS), Red Cross Instructors (WSI) and First Aid every two years and CPR every three years. Due to a lack of certified staff, current staffs are required to work, (Multiple Classes back to back), they are required to work split shifts (sometimes up to 3 splits). Staffs feel overloaded due to the lack of fully certified employees.

The budget and costs to support training and maintain the required staffing levels and standards may continue to increase. 2019 saw costs for training above previous years and exceed the annual planned budget.

2020 Projects:

There are no capital and investment projects planned from this service for 2020.

DRAFT



Mosquito Control - Grand Forks, Area 'D'

2020 Work Plan



Mosquito Control - Grand Forks, Area 'D'

2019

Janine Dougall, General Manager, Environmental Services



Mosquito Control - Grand Forks, Area 'D'

2020 Work Plan

Service Name: Mosquito Control - Grand Forks, Area 'D'

Service Number: 080

Committee Having Jurisdiction: Board of Directors

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

Description of Service:

The Service is associated with the control of nuisance mosquitos in Electoral Area 'D'/Rural Grand Forks and Grand Forks. Activities completed are contracted out to a specialist contractor. Control methods include aerial and ground based applications of larvaecide to kill mosquitos in the larvae stage. Contract work also includes monitoring, mapping as well as public education and response to complaint calls.

Establishing Authority:

Authority to provide service under Supplementary Letters Patent dated April 22, 1969, amended April 30, 1981.

Requisition Limit:

\$0.50 per 1000 of assessed value based on assessments. The maximum calculated tax requisition is \$60,841.

2019 Requisition / Budgeted Expenditures / Actual Expenditures:

Requisition - \$55,656 / Budgeted Expenditures = \$71,038 / Estimated Actual Expenditures - \$64,708

Reserve Balance Projections:

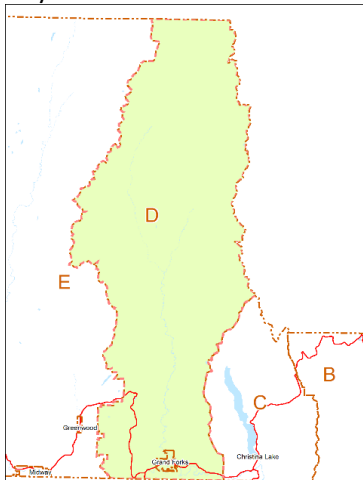
| | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
|-----------------|----------|----------|----------|--------|--------|-------|
| Opening Balance | \$55,883 | \$48,066 | \$32,049 | 22,370 | 12,594 | 7,720 |
| Closing Balance | \$48,066 | \$32,049 | \$22,370 | 12,594 | 7,720 | 2,797 |

Regulatory or Administrative Bylaws:

Not Applicable

Service Area / Participants:

City of Grand Forks and Electoral Area 'D'

**Service Levels:**

Control nuisance mosquitos at Grand Forks and Area 'D' as resources, time and conditions permit.

Human Resources:

GM of Environmental Services (5.2% FTE), contracted control work (Morrow Bioscience Ltd.).

2019 Accomplishments:

The 2019 mosquito control season was initiated in early April primarily due to a regional warming trend that impacted contributing snow basins. Between April 5 and July 18, a total of 692 hectares were treated by ground and helicopter (aerial treatment). The two aerial treatment events during the season targeted the foreshore areas of the Granby and Kettle Rivers.

Weather patterns and river levels in 2019 thankfully did not mimic those of 2018. Due to this, all known mosquito sites received treatment in 2019.

A real-time monitoring and treatment data dashboard was provided by Morrow Bioscience Ltd. (MBL) to allow RDKB contract administration to view up to date treatment information on an as needed basis.

Public relations efforts included in-person communications with members of the public, responding to emails and calls to the Mosquito hotline and the continuance of social media presence by MBL. The total number of calls to the Mosquito Hotline were 13, with 8 of these calls of an inquiry nature and the remaining 5 complaint calls. All calls were responded to, at minimum, within a 24 hour period. In addition, MBL staff hosted an information booth at the Grand Forks Farmer's Market on June 18.



GROUND TREATMENT SITE ALONG DYKE ROAD (MAY 2019)
PHOTO COURTESY OF MORROW BIOSCIENCE LTD.

The use of drone technology as a methodology for aerial application of larvaecide has still not received approval from the Pest Management Regulatory Agency. It is hoped that the approval will be coming in the near future.

Significant Issues and Trends:

Over the last 5 years extremely variable weather patterns have impacted the mosquito control programs significantly. For example the flooding in 2018 significantly changed water flow paths and sites that had not been previously identified as mosquito habitat were flooded and dormant eggs hatched. The changes in and more frequent occurrences of extreme weather patterns suggest that the flooding of mosquito habitats is becoming less predictable and this will result in greater challenges in conducting control work. Effective mapping and monitoring of mosquito flood habitat will assist in pre-season planning and help in mitigating the impacts of unpredictable weather patterns.

As of September 19, 2019 there has been one confirmed human case of West Nile Virus in BC. It is suspected that the individual was infected outside of the province. In addition, although no mosquito pools or birds have tested positive, five horses did test positive. It is believed that the horses were infected outside of the province. It is anticipated that monitoring and surveillance work by the Government of Canada will continue in future years.




2020 Program

The 2020 mosquito control program will be dependent on the weather patterns. The budget has assumed a similar levels of effort as that in 2018 and will incorporate the results from the procurement

process (late 2019/early 2020) associated with the contracting of a specialist to implement the program.

2020 Projects

Project: Renewal of Regional District of Kootenay Boundary Pest Management Plan

| Strategic Priority | Project name | Days to complete | Internal/External | Budget (Est) | Risk/priority | Status |
|---|------------------------------|------------------|-------------------|--------------|---------------|--------|
|    | Pest Management Plan Renewal | 20 | Both | \$3,000 | High | |

Project Description:

The RDKB Pest Management Plan will expire in May 2021. As such a project identified for 2020 will be initiating the process for the renewal of the Pest Management Plan. This renewal process will require stakeholder consultation including First Nations and is anticipated to be accomplished over a 1 year period. Funds have been allocated in the 2020/2021 Budgets to allow for the hiring of a consultant to assist RDKB Staff in the completion of the work.

Relationship to Board Priorities:



The renewal of the Pest Management Plan is essential to allow the mosquito control program to continue and as such the project can be related to the provision of “Exceptional Cost Effective and Efficient Services”.



As the occurrence of extreme weather events can significantly impact mosquito populations and program implementation the project is also related to “Responding to Climate Change Impacts”.



Due to the stakeholder consultation that will be conducted the project can also be considered to be contributing to the strategic priority of “Improve and Enhance Communication”.



Mosquito Control - Christina Lake

2020 Work Plan



Mosquito Control - Christina Lake

2019

Janine Dougall, General Manager, Environmental Services



Mosquito Control - Christina Lake

2020 Work Plan

Service Name: Mosquito Control - Christina Lake

Service Number: 081

Committee Having Jurisdiction: Board of Directors

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

Description of Service:

The Service is associated with the control nuisance mosquitos in Electoral Area 'C'. Activities completed are contracted out to a specialist contractor. Control methods include aerial and ground based applications of larvaecide to kill mosquitos in the larvae stage. Contract work also includes monitoring, mapping as well as public education and response to complaint calls.

Establishing Authority:

Bylaw 766 adopted November 25, 1993. Bylaw 766 was established *"for the purpose of funding a mosquito and pest control service"*.

Requisition Limit:

Maximum tax requisition included in Bylaw 766 is \$25,000 or \$0.20/1000 of Net Taxable assessed value of Land and Improvements taxable for Hospital Purposes within Electoral Area 'C', (pre-converted), whichever is greater. The maximum calculated tax requisition is \$134,744.

2019 Requisition / Budgeted Expenditures / Actual Expenditures:

Requisition - \$19,022 / Budgeted Expenditures - \$24,691 / Estimated Actual Expenditures - \$18,341

Reserve Balance Projections:

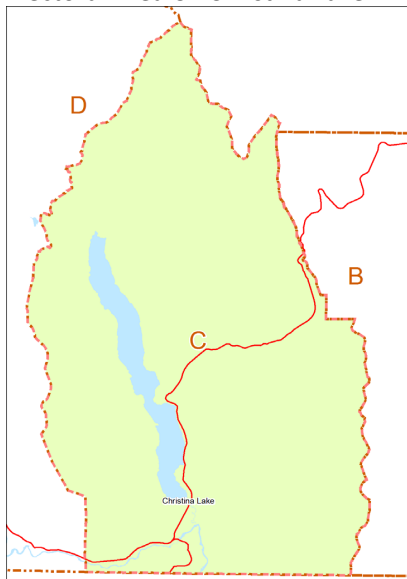
| | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
|-----------------|--------|--------|-------|-------|-------|-------|
| Opening Balance | 10,091 | 10,192 | 7,294 | 5,367 | 3,420 | 1,455 |
| Closing Balance | 10,192 | 7,294 | 5,367 | 3,420 | 1,455 | 1,469 |

Regulatory or Administrative Bylaws:

Not Applicable

Service Area / Participants:

Electoral Area C - Christina Lake

**Service Levels:**

Control nuisance mosquitos at Christina Lake as resources, time and conditions permit.

Human Resources:

GM of Environmental Services (0.9% FTE), contracted control work (Morrow Bioscience Ltd.).

2019 Accomplishments:

The 2019 mosquito control season was initiated in early April primarily due to a regional warming trend that impacted contributing snow basins. Between April 6 and July 17, a total of 78 hectares were treated by ground and helicopter (aerial treatment). The one aerial treatment event during the season targeted the foreshore area of the Kettle River and seepage sites.

Weather patterns and river levels in 2019 thankfully did not mimic those of 2018. Due to this, all known mosquito sites received treatment in 2019.

A real-time monitoring and treatment data dashboard was provided by Morrow Bioscience Ltd. (MBL) to allow RDKB contract administration to view up to date treatment information on an as needed basis.

Public relations efforts included in-person communications with members of the public. Only one call was received to the Mosquito hotline. The call was classified as a complaint and was responded to within 24 hours by phone and also in person. No emails were received, however MBL continued with

social media presence. MBL staff hosted an information booth at the Traveling Rainbow Market in Christina Lake on June 23.



GROUND TREATMENT SITE ALONG THE KETTLE RIVER NEAR CASCADE (APRIL 2019)
PHOTO COURTESY OF MORROW BIOSCIENCE LTD.

The use of drone technology as a methodology for aerial application of larvaecide has still not received approval from the Pest Management Regulatory Agency. It is hoped that the approval will be coming in the near future.

Significant Issues and Trends:




Over the last 5 years extremely variable weather patterns have impacted the mosquito control programs significantly. For example the flooding in 2018 significantly changed water flow paths and sites that had not been previously identified as mosquito habitat were flooded and dormant eggs hatched. The changes in and more frequent occurrences of extreme weather patterns suggest that the flooding of mosquito habitats is becoming less predictable and this will result in greater challenges in conducting control work. Effective mapping and monitoring of mosquito flood habitat will assist in pre-season planning and help in mitigating the impacts of unpredictable weather patterns.

As of September 19, 2019 there has been one confirmed human case of West Nile Virus in BC. It is suspected that the individual was infected outside of the province. In addition, although no mosquito pools or birds have tested positive, five horses did test positive. It is believed that the horses were infected outside of the province. It is anticipated that monitoring and surveillance work by the Government of Canada will continue in future years.

2020 Program:

The 2020 mosquito control program will be dependent on the weather patterns. The budget has assumed a similar program and level of effort as that in 2018 and will incorporate the results from the procurement process (late 2019/early 2020) associated with the contracting of a specialist to implement the program.

2020 Projects**Project: Renewal of Regional District of Kootenay Boundary Pest Management Plan**

| Strategic Priority | Project name | Days to complete | Internal/External | Budget (Est) | Risk/priority | Status |
|---|------------------------------|------------------|-------------------|--------------|---------------|--------|
|    | Pest Management Plan Renewal | 20 | Both | \$2,000 | High | |

Project Description:

The RDKB Pest Management Plan will expire in May 2021. As such a project identified for 2020 will be initiating the process for the renewal of the Pest Management Plan. This renewal process will require stakeholder consultation including First Nations and is anticipated to be accomplished over a 1 year period. Funds have been allocated in the 2020/2021 Budgets to allow for the hiring of a consultant to assist RDKB Staff in the completion of the work.

Relationship to Board Priorities:

The renewal of the Pest Management Plan is essential to allow the mosquito control program to continue and as such the project can be related to the provision of "Exceptional Cost Effective and Efficient Services".



As the occurrence of extreme weather events can significantly impact mosquito populations and program implementation the project is also related to "Responding to Climate Change Impacts".



Due to the stakeholder consultation that will be conducted the project can also be considered to be contributing to the strategic priority of "Improve and Enhance Communication".



**Regional District of
Kootenay Boundary**

Boundary Economic Development

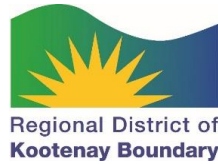
2020 Work Plan - FINAL DRAFT



BOUNDARY ECONOMIC DEVELOPMENT SERVICE

2020

James Chandler, General Manager, Operations / Deputy CAO



Boundary Economic Development

2020 Work Plan - FINAL DRAFT

Service Name: Boundary Economic Development Service

Service Number: 008

Committee Having Jurisdiction: Boundary Community Development Committee

General Manager/Manager Responsible:

James Chandler, General Manager, Operations / DCAO

Description of Service:

Provides regional economic development services to the communities in the Boundary, excluding Electoral Area 'C'/Christina Lake. Electoral Area "C"/Christina Lake does participate in regional projects as a non voting partner. Focus in recent years has been promotion, tourism, forestry and agriculture.

Establishing Authority:

Regional District of Kootenay Boundary Economic Development (Boundary) Service Establishment Bylaw No. 1389, 2008, and amendments thereto (Bylaw No. 1517, excluding Electoral Area C), amended with Bylaw No:1699 to include Electoral Area C.

Requisition Limit: No limit

2019 Requisition / Budgeted Expenditures / Actual Expenditures:

\$158,322/\$273,823/TBD year end 2019

Regulatory or Administrative Bylaws:

Not applicable.

Service Area / Participants:

City of Grand Forks; Electoral Area 'C' / Electoral Area 'D' / Rural Grand Forks ; Electoral Area 'E'; City of Greenwood and Village of Midway.

Service Levels

N/A

Human Resources:

- Contracted service to Boundary Community Futures
- General Manager, Operations / DCAO
- Executive Assistant to CAO

2019 Accomplishments:**New Initiatives:**Community Forests

The committee re-energised interest to develop plans to establish a 'Boundary' community forest. The Province was contacted to express interest from the BCDC committee. Staff attended the annual BC Community Forest Association (BCCFA) conference to assist in understanding the process and challenges in establishing a community forest. BCDC held a workshop with participation from BCCFA senior staff to establish goals and direction to move the initiative forwards.

Other long terms programs continued to be funded including:

- Imagine Kootenay membership
- Community Futures - Insider Project
- Thompson Okanagan Tourism Association (TOTA) program
- Agriculture – Food security plan

Projects

- Funding support to local society disc golf project

Significant Issues and Trends:

The future priorities of the service is a key priority for review and consideration moving to 2020.

The impacts from the 2018 flooding continues to impact the recovery of business through the Grand Forks area. Related to this service, the City of Grand Forks and Electoral Area 'D' establish a new economic development service and with input from Community Future Boundary, have successfully been award a Rural Dividend grant in early 2019 to fund a specific economic development officer position to assist more directly with Grand Forks and rural area projects. This may take much of the priority focus in economic development for the Grand Forks areas in 2020.

Following the completion of the term of the funding, identified for mid 2021, some of the work may be under consideration to transfer to this service, rather than remain within only The City and Area 'D'.

As Community Forests continue to be of interest to the Region, challenges may lie ahead in progression of the project, with recent information received from the Province indicating that no new applications will be considered in 2020.

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: Regional Trails Master Plan**Project Description:**

To undertake various public open houses and develop a strategy for the direction and possible priorities for the future of trail systems and usage in the Boundary region.

Project Timelines and Milestones:

Schedule to be determined with consultant on initiation of work and contract, planned for January 2020.

Project Risk Factors:

Financial risk: An application for Provincial supporting funding remains outstanding, until confirmed the full project costs (estimated at \$50k) will be funded by the Regional District.

Internal Resource Requirements:

CAO, General Manager of Operation, Corporate Officer, Executive Assistant to CAO.

Estimated Cost and Identified Financial Sources:

\$50,000. Provincial grant support – pending.

Relationship to Board Priorities:

Developing plans towards improve trails and Regional connections supports the following pillars of the RDKB strategic plan:



Environmental Stewardship/Climate Preparedness



Responding to Demographic/Economic/Social Change

Project: Community Forest Development

Project Description:

To continue the planning and development to establish a Boundary Community Forest.

Project Timelines and Milestones:

There is no current planned schedule or committed scope of work for 2020

Project Risk Factors:

First Nations partnership

Provincial support

Partnerships to be developed with existing Forestry tenure holders. Resource/Financial:

Aligning expectations for human resources requirements with financial funding.

Internal Resource Requirements:

CAO, General Manager of Operation, Corporate Officer, Executive Assistant to CAO.

Estimated Cost and Identified Financial Sources:

\$15,000 estimate for consultants costs and engagement

Relationship to Board Priorities:

Developing plans to establish, long term a community forest, supports the following pillars of the RDKB strategic plan:



Exceptional Cost Effectiveness and Efficient Services

Potential to provide funding back to regional community projects



Environmental Stewardship/Climate Preparedness

Develop best practices in sustainable forestry and environmental management



Boundary Animal Control Service

2020 Work Plan - DRAFT



BOUNDARY ANIMAL CONTROL SERVICE

2020

James Chandler, General Manager, Operations / Deputy CAO



Boundary Animal Control Service

2020 Work Plan - DRAFT

Service Name: Boundary Animal Control Service

Service Number: 071

Committee Having Jurisdiction: Boundary Community Development Committee

General Manager/Manager Responsible:

James Chandler, General Manager, Operations / DCAO

Description of Service:

The Boundary Animal Control Service provides animal control services to the City of Grand Forks, the City of Greenwood, Electoral Area 'C' / Christina Lake, and Electoral Area 'D' / Rural Grand Forks. The service is delivered by a contractor – currently the Commissionaires BC (until 2018). The service is responsible for the capital and maintenance costs associated with the RDKB Grand Forks Animal Control Building, located on Donaldson Dr., Grand Forks.

Establishing Authority:

Supplementary Letters Patent No. 23, 1976 and Supplementary Letters Patent No. 30, 1980 (added Electoral Area 'C' to the service)

Requisition Limit: 0.145/\$1,000 (\$224,314.86)

2019 Requisition / Budgeted Expenditures / Actual Expenditures:

\$138,068/ \$149,035/ **tbd year end 2019**

Regulatory or Administrative Bylaws:

Boundary Animal Control Bylaw No. 1550, 2014

Service Area / Participants:

City of Grand Forks; Electoral Area 'D' / Rural Grand Forks ; Electoral Area 'C' / Christina Lake; City of Greenwood

Service Levels

N/A

Human Resources:

- General Manager, Operations / DCAO
- Manager of Recreation and Facilities – Grand Forks (re: building-related issues)
- Animal Control Contractor (Commissionaires BC)

2019 Accomplishments:

The animal control contractor, the Commissionaires BC, have provided continuity of services throughout 2019 accommodating and supporting impacts and operational changes from the flooding events in May 2018, with the continued operation of the vet services from the building. Service continued without disruption for the Commissionaires and no reportable concerns were identified as an impact to pets and animals from the flooding events.

Significant Issues and Trends:

With the temporary relocation of the vet services to the animal control building, ongoing maintenance and building renewal works has been put on hold. Linked to our longer-term asset management planning, further work to the building may be required and will be revisited in 2020. At the time of writing, the vet has been provided notice to leave the building at the end of October 2019. This may be reconsidered as a business proposition is currently under review.

Unrelated to the vet operations at the building the septic field and sewer lines partially failed in early 2019. The sewer line will require repairs and some re-construction of the septic field. As the vet currently has her trailer located on site, access to the sewer is not practical. The repair has been planned for completion following the vet leaving the property. The full scope of work and costs are not determined until excavation works can be completed to establish the extent of repairs required.

In October 2019, The Village of Midway formally requested that the RDKB consider extending animal control service to the Village of Midway. RDKB will be formally requested a quote from the Commissionaires to consider the provision of services in the 2020 budget. Depending on the level of service this would require a contract amendment as the existing contract continues until 2021.

Project: Asset Management Planning

Project Description:

Participation in the corporate-wide asset management planning process. The animal control building will require further condition assessment and maintenance plans as this relates to the continued longer-term use as an animal control building.

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, particularly considering that the Boundary Animal Control Service is operated on a contract basis. The corporate asset management plan is being led by the Finance Department, with participation by all other departments.

Estimated Cost and Identified Financial Sources:

A small budget, (approximately \$6,000 per annum) for short term costs in building maintenance is established in the 5 year financial plan. Longer-term building maintenance renewal costs are not yet known and will be developed with the asset management plans.

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".

| BOUNDARY ANIMAL CONTROL | | | |
|-------------------------|--|----------------------|---|
| Initiation Date | Action / Issue | Staff Resources | Comments |
| Apr. 2018 | <u>Public Information:</u> The BCDC direct staff to develop a distillation of the Animal Control Bylaw, as it pertains to dogs, that will be provided to residents when they purchase dog licenses. | Administration Staff | A distillation of the regulations applying to dog owners has been provided to the RDKB Corporate Communications Officer for production of a document. |



Culture, Arts and Recreation for the Lower Columbia Service

2020 Work Plan Draft



CULTURE, ARTS AND RECREATION FOR THE LOWER COLUMBIA SERVICE

Mark Daines, Manager of Facilities and Recreation
Service Number 018
Updated January 2, 2020



Culture, Arts and Recreation for the Lower Columbia Service

Service Name: Culture, Arts and Recreation for the Lower Columbia

Service Number: 018

Committee Having Jurisdiction: East End Services Committee

General Manager/Manager Responsible:

James Chandler, General Manager of Operations/DCAO
Mark Daines, Manager of Facilities and Recreation

Description of Service:

Provides capital asset management and operations support to cultural, arts and recreation services to the communities in the Kootenay Boundary.

Establishing Authority:

Regional District of Kootenay Boundary Establishment Bylaw No. 1446, 2010.

Requisition Limit:

Limit of \$0.2987/\$1000 of net taxable value of land and improvements or \$913,537 whichever is greater.

2019 Requisition / Budgeted Expenditures:

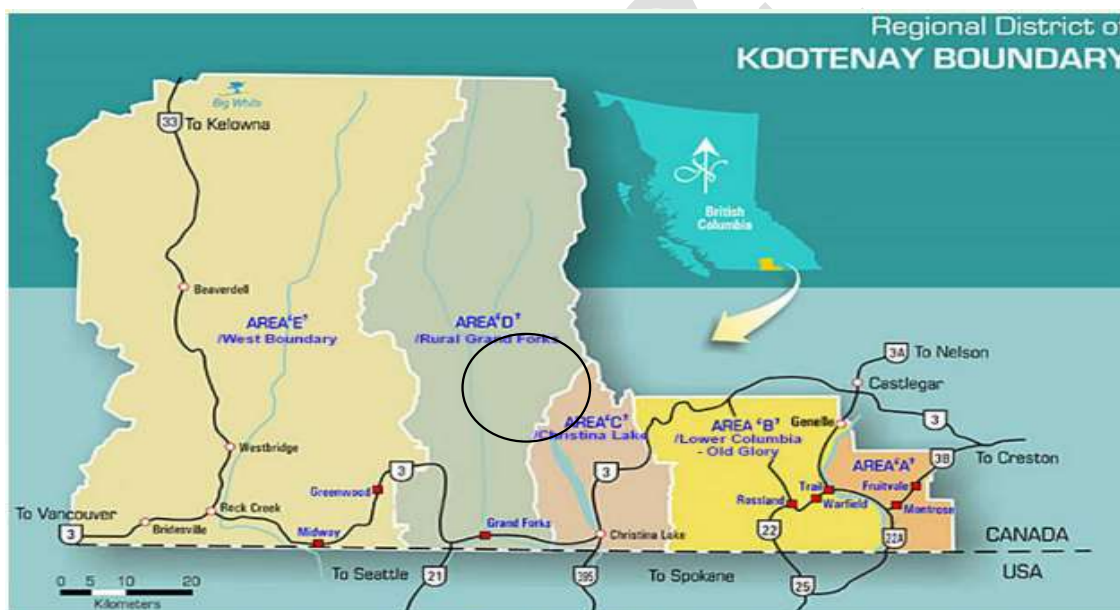
The 2019 Requisition is \$731,645 and the Expenditures are \$1,697,073

Regulatory or Administrative Bylaws:

Regional District of Kootenay Boundary Establishment Bylaw No. 1389, Bylaws 2008, and amendments thereto (Bylaw No. 1517, excluding Electoral Area C)

Service Area / Participants:

Electoral Area A, Electoral Area B (Lower Columbia), Fruitvale, Montrose, Rossland, Trail, Warfield.

**Service Levels:**

The Greater Trail Community Arts Centre provides a facility for Selkirk College, RDKB Emergency Operations Centre, Visac, Charles Bailey Theatre, Seniors Centre, Trail Gymnastics Club. In addition, this service oversees asset management, maintenance of the RDKB Administration Building, and assisting the Regional Fire Rescue Service with maintenance of the fire stations. The service operates 7 days a week except statutory holidays and Christmas break. In managing the service, the Manager is responsible for overseeing human resources, budgeting, Occupational Health and Safety, project coordination, maintenance coordination, fulfilling tenant requests for maintenance and small projects, communications, RDKB staff inquiries, public inquiries, and emergency services for equipment and building failures.

Human Resources:**2020 Staffing**

| Culture Arts & Recreation 018 | Operational FTE | Operational Days | Project FTE | Project Days |
|--------------------------------------|-----------------|------------------|-------------|--------------|
| Manager of Facilities and Recreation | 27% | 60 | 27% | 60 |
| Recreation Secretary | 20% | 45 | 0% | 0 |
| Custodian 3 (Electrician) | 33% | 75 | 67% | 150 |
| Custodian 3* (Plumber) | 33% | 75 | 67% | 150 |
| Custodian 1 | 100% | 225 | 0% | 0 |
| Custodian 1 | 100% | 225 | 0% | 0 |
| Custodian 1 (Admin) | 100% | 225 | 0% | 0 |
| Custodian 1 PT | 41% | 92 | 0% | 0 |
| Custodian 1 Casual | 40% | 89 | 0% | 0 |

* This position was recently upgraded from a Custodian 2 to Custodian 3 and is reflected in 2020 budget.

Manager's salary split 54% GTCC, 27% BV Arena, 9% Recreation, 10% General Admin, + Area B
Rec Secretary salary split 20% GTCC, 50% BV Arena, 30% Recreation

2019 Accomplishments:

- Replacement of compressor for sprinkler dry system in Greater Trail Community Centre.
- Completed phase two of elevator upgrade in GTCC.
- Assisted Regional Fire Rescue with capital and maintenance projects.
- Lighting upgrade and visual improvement to load in area in GTCC.
- Assisted Area B with capital and maintenance projects.
- Asset Management Planning

Significant Issues and Trends:**Emergency Operations Centre**

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

Occupational Health and Safety

The RDKB is strongly committed to occupational health and safety and dedicates considerable staff and financial resources to fulfill our commitment. There is an active Joint Labour/Management OH&S Committee that meets and conducts inspections regularly. The OH&S Committee has participants from all departments. In addition, every department conducts regular safety meetings and inspections specific to the department

GTCC Roof Condition

The torch on roofing has exceeded its life expectancy of 20 years and is showing significant signs of wear and tear in certain areas.



Project Timelines and Milestones:

It is recommended that this project starts no later than the spring of 2021 as long as it is aligned with the 2020-25 financial plan to fund the project. This project should not be delayed beyond 2021.

Project Risk Factors:

The existing torch on roofing could leak and cause interior water damage in the building. The longer that we wait to replace the roof could also have financial implications.

Internal Resource Requirements:

- Corporate Administration
- Finance Department
- Facilities and Recreation
- RDKB maintenance staff

Estimated Cost and Identified Financial Sources:

Both Trail Roofing and Heritage Roofing submitted quotes in June of 2018, with Trail Roofing coming in at \$474,000.00 (not including duct work or drain work), and Heritage Roofing coming in at \$507,607.00 (including the coordination of duct work and drain work). In addition, West Kootenay Mechanical provided an estimate of \$33,000 to crane the Chiller off the roof and disconnect and re-connect it.

There is currently \$360,000 in the Capital Reserve fund for the 018 Service.

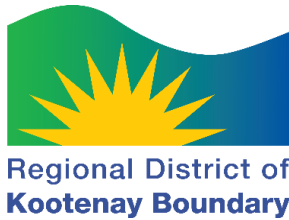
There is a projected \$150,000 surplus to carry over from 2019 to 2020 which could potentially increase the contribution to the Reserve to \$510,000 in 2020. With an additional contribution to the reserves in 2021 of \$50,000 the project could potentially go ahead without an increase to the requisition.

Relationship to Board Priorities:

It meets the strategic priorities of the RDKB's strategic plan which is to "Develop plans to address aging infrastructure in services to ensure sustainable services", and that "We will ensure we are pro-active in funding our service".

| 2020 Projects | | | | | | |
|--------------------|--|------------------|-------------------|--------------|---------------|--------|
| Strategic Priority | Project name | Days to complete | Internal/External | Budget (Est) | Risk/priority | Column |
| 9 | Theater Rigging - GTCC | 30 | Both | \$175,000 | High | |
| 9 | Elevator Upgrade - GTCC | 7 | Both | \$25,193 | Medium | |
| 9 | Storage Room Conversion - Admin Building | 21 | Internal | \$2,500 | Medium | |
| 9 | Meeting Room Upgrade - Admin Building | 21 | Internal | \$3,000 | Medium | |
| 9 | Bathroom Relocation - Station 374 | 10 | Internal | \$3,000 | Low | |
| 9 | Asset Management Planning | 11 | Internal | N/A | Low | |

| Future Projects | | | | | | | |
|--------------------|--|--------------------------------------|------------------|-------------------|----------------------|----------------------|---------------|
| Strategic Priority | Facility | Project name | Days to complete | Internal/External | Contract Labour Cost | In-house labour cost | Risk/priority |
| 9 | Beaver Valley Arena | Public Washroom Upgrade | 20 | Both | \$28,000 | \$13,293 | Medium |
| 9 | | LED Lighting Upgrade | 10 | Internal | \$16,000 | \$6,646 | Low |
| 9 | Beaver Valley Family Park | Public Washroom Upgrade | 20 | Internal | \$28,000 | \$13,293 | Medium |
| 9 | | Kitchen Upgrade | 5 | Internal | \$7,000 | \$3,323 | Low |
| 9 | | Electrical Upgrade | 10 | Internal | \$8,000 | \$3,443 | Low |
| 9 | Kootenay Boudnary Regional Fire Rescue | Kitchen Reno- Stn 371 | 5 | Internal | \$7,000 | \$3,323 | Medium |
| 9 | | LED Lighting Upgrade Stn 373 | 10 | Internal | \$8,000 | \$3,443 | Low |
| 9 | Christina Lake Fire Department | Boiler and LED lighting upgrade | 15 | Internal | | | Low |
| 9 | RDKB Administration Building | Bathroom faucets | 1 | Internal | \$1,200 | \$664 | Low |
| 9 | | Electrical for signage lighting | 3 | Internal | \$2,400 | \$1,032 | Low |
| 9 | Environmental Services | Maintenance | 20 | Internal | | | Low |
| 9 | Grand Forks Administration Building | Electrical Upgrade and plumbing work | 10 | Internal | \$8,000 | \$3,443 | Low |
| TOTAL | | | | | \$113,600 | \$51,903 | |



Kootenay Boundary Regional Fire Rescue Service

2020 Work Plan



KOOTENAY BOUNDARY REGIONAL FIRE RESCUE SERVICE

Dan Derby, Regional Fire Chief / Fire Dispatch Manager

Service Number 050

Updated: January 23, 2020



Kootenay Boundary Regional Fire Rescue Service

2020 Work Plan

Service Name: Kootenay Boundary Regional Fire Rescue (KBRFR)

Service Number: 050

Committee Having Jurisdiction:
East End Services Committee

General Manager/Manager Responsible:
James Chandler, General Manager Operations / DCAO
Dan Derby, Regional Fire Chief / Fire Dispatch Manager

Description of Service:

Kootenay Boundary Regional Fire Rescue Service (the “Department” or “KBRFR”) is a full service department created in 1982 as a regional fire service with six fire halls. The six fire halls provide overlapping coverage for our large fire protection area protecting approximately 20,000 residents. We averaged a call for service within the communities we protect once every five hours in 2018.

The department is a composite fire service made up of paid-on-call and career firefighters that provide fire prevention, fire suppression, rescue and first responder medical services. Our fire prevention program includes public safety education for our local schools, fire and life safety inspection of all public buildings and fire investigations. Our firefighters train to full service NFPA 1001 Level II based on the British Columbia Structure Firefighters Competency and Training Playbook standards (as mandated by the Office of the Fire Commissioner), wildland firefighting and first responder medical services. Some members have specialty training in high angle rope rescue, auto extrication and swift water rescue services. Working together with the Justice Institute of BC and

other training providers, in house trainers continue to be developed, allowing for flexible, cost effective and local training of our members.

The Regional Fire Chief, aided by the Fire and Emergency Administrative Assistant, are responsible for all aspects of departmental payroll, human resource management for 100 paid-on-call and 15 career firefighters, occupational health & safety, procurement, accounts payable, meeting agendas / minutes and records management. The Fire and Emergency Administrative Assistant position is a shared resource with the Emergency Preparedness service.

Establishing Authority:

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

The Department was established pursuant to Supplementary Letters Patent of the Regional District of Kootenay Boundary, Division XXV – Fire Protection (23 January 1982) (the “Supplementary Letters Patent”) and Regional Fire Services Fire Protection Bylaw No. 537 (23 July 1987) (the “Establishment Bylaw”).

Requisition Limit: N/A

2019 Requisition / Budgeted Expenditures:

\$3,710,147/ \$6,122,582

Regulatory or Administrative Bylaws:

Regional District of Kootenay Boundary Fire Safety & Prevention Bylaw No. 560 (1988).

Legislation & Regulations:

Provides authority for and governs operations and service delivery.

- Local Government Act
- Community Charter
- BC Fire Safety Act
- Workers’ Compensation Act
- Emergency Health Services Act
- Emergency Program Act
- Motor Vehicle Act
- Societies Act
- Employment Standards Act
- Bill C-45 (Criminal Code sec. 217.1)
- Industry Canada regulations (communications)

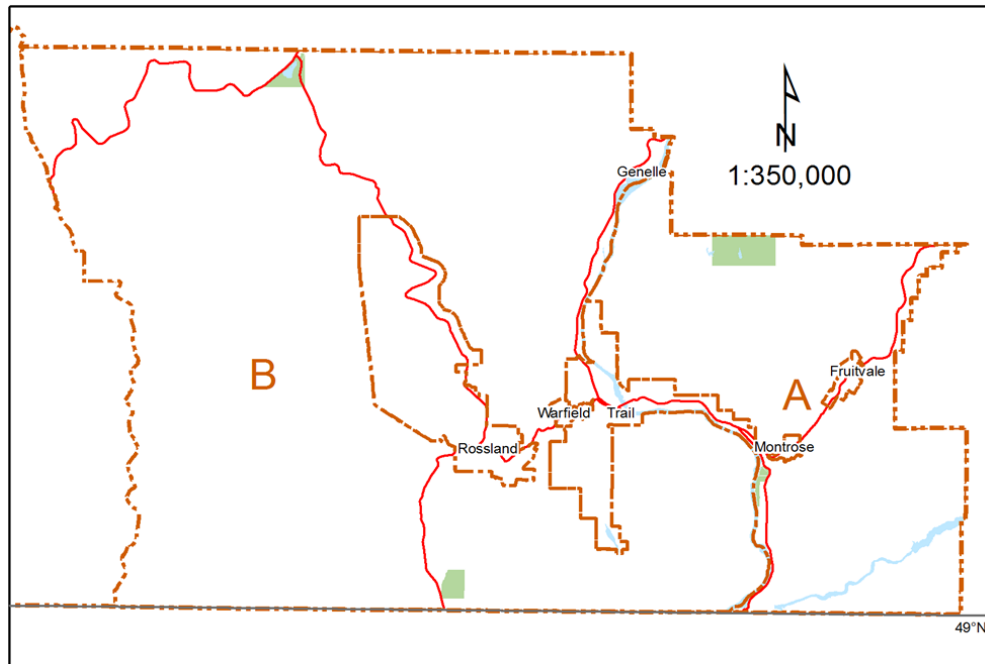
Codes & Standards:

Govern operations and service delivery.

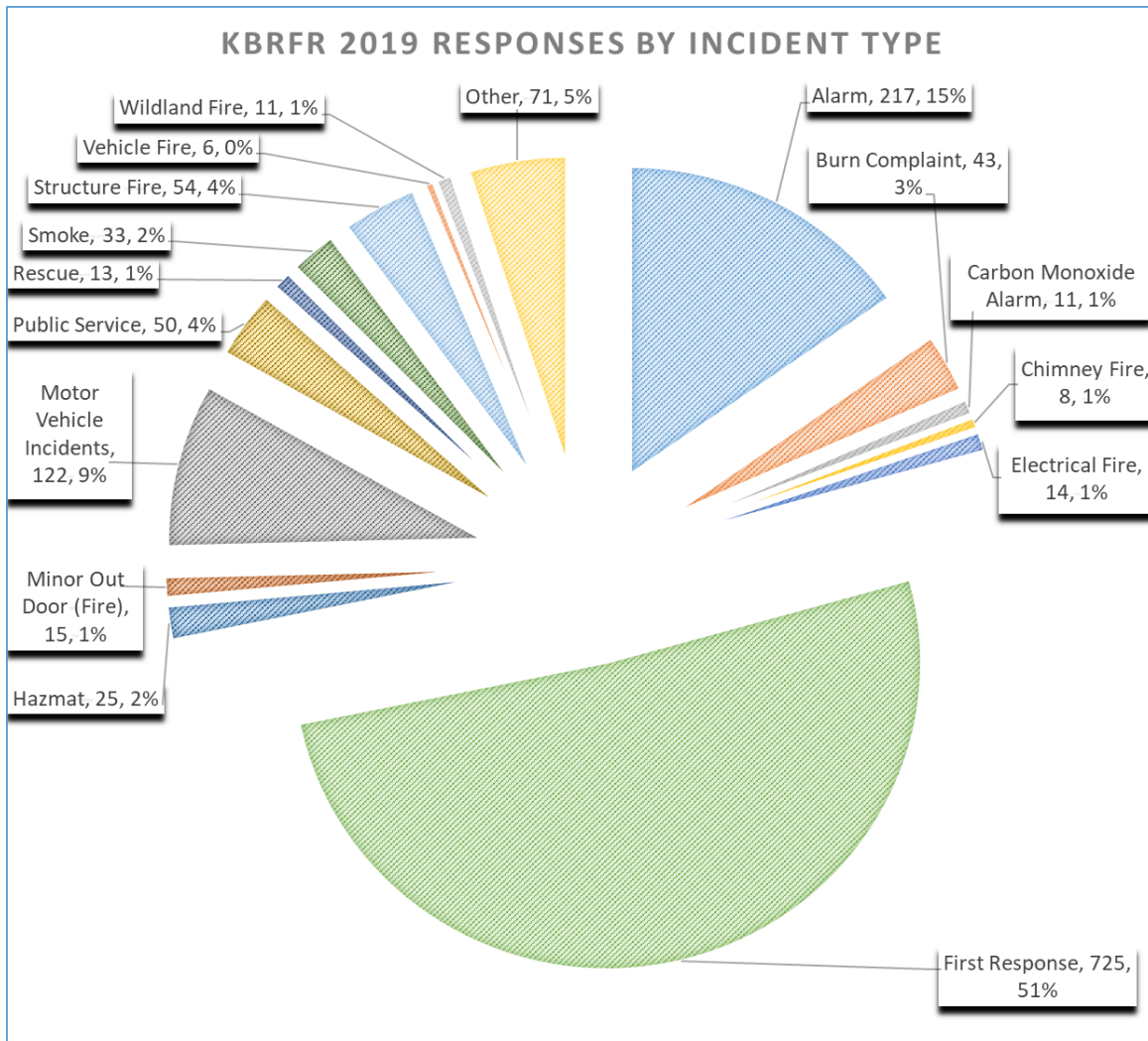
- BC Fire Code
- BC Building Code
- NFPA Standards
- Labour Relations Code
- British Columbia Fire Service Minimum Training Standards: Structure Firefighters Competency and Training Playbook

Service Area / Participants:

Electoral Area A, Electoral Area 'B'/Lower Columbia-Old Glory, City of Rossland, Village of Warfield, City of Trail, Village of Montrose and Village of Fruitvale.

**Service Levels**

Full Service as per RDKB Board resolution (British Columbia Structure Firefighters Competency and Training Playbook)



***KBRFR responded to 1,418 calls in 2019, down 130 calls over 2018.**

Human Resources:

- General Manager, Operations / DCAO
- Regional Fire Chief
 - Interim Manager of Emergency Programs
 - Fire & Emergency Services Administrative Assistant
 - 5 – Career Captains
 - 3 – Paid-on-call District Fire Chiefs
- 10 – Career Firefighters
- 100 – Paid-on-call Firefighters

Note: The Regional Fire Chief has 13 direct reports (Paid-on-call District Chiefs/Captains, Career Captains, the Fire & Emergency Services Administrative Assistant, Manager of Emergency Programs).

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

| Strategic Priority | Project name | Days to complete | Internal/External | Budget (Est) | Risk/priority |
|--------------------|--|------------------|-------------------|--------------|---------------|
| | Engine 373 Replacement | 20 | Both | \$450,000 | High |
| | Post Traumatic Stress Disorder and Critical Incident Stress Management | 30 | Both | N/A | High |
| | Recruitment of Deputy Fire Chief | 10 | Internal | \$1,000 | High |
| | Update KBRFR Bylaw & Service Area (Fire Prevention & Burning) | 30 | Both | \$5,000 | High |
| | Asset Management Planning | | Both | N/A | Medium |
| | Mobile CAD Implementation | | Both | | Medium |
| | Ladder 374 Replacement | | Both | N/A | Medium |
| | Apparatus replacement Schedule | | Both | | High |
| | Operational Guidleine Review | | Both | | High |
| | OH&S Requirements | | Both | | Medium |
| | Training Grounds | | Both | | High |
| | Pump Test Pit | | Both | | High |
| | Paid-on-call firefighter retention, recognition and recruitment strategy | | Both | | Medium |
| | Mission Statement / Core Values | | Internal | | Low |
| | Emergency Medical Responder | | Both | | Medium |
| | Safe Homes / Smoke Alarm Program | | Both | | Low |
| | Updating and Digitizing Pre-Fire Plans | | Internal | | Low |
| | Hazardous Materials Response Capacity | | Both | | High |
| | Superior Tanker Shuttle Accreditation | | Both | | Low |
| | Fire Service Master Plan | | Internal | | Low |
| | Fire Underwriters Survey | | Both | | Low |
| | Fire Hall Building Maintenance - Replacement Strategy | | Both | | Low |
| Total | | 90 | | | |

2019 Training and Response Photos



2019 Accomplishments:

- Completed KBRFR Service Review
- Public Engagement of Service Review Outcomes
- Delivery of Engine 374
- Training
 - Continued focus on NFPA1001 Level II for paid-on-call members
 - Confined Space Rescue Training
 - Wildfire Training
 - Fire Investigation NFPA 1033 Certification
 - Incident Command Training
 - Traffic Control Training

Significant Issues and Trends:

- Ongoing Recovery Support
- Paid-on-call recruitment and retention
- Deputy Chief Recruitment

Firefighter training will always be a corner stone of our work. Thirty percent of our paid-on-call firefighters have now completed their Fire Fighting Practices Level I & II NFPA 1001 certification. The challenge is to maintain their skills through recurrency training while we recruit and train new paid-on-call firefighters. The recruitment and retention of paid-on-call firefighters is a growing challenge with the competing demands on people's time and the commitment required in today's fire services.

When the new Fire Safety Act is enacted, it will result in considerable change in our legislated fire prevention duties. It is expected that the current Fire Services Act will be replaced by the new Fire Safety Act providing local governments with the means to introduce a risk-based compliance monitoring system and a means to recover costs. The Fire Commissioner's powers and duties have been reviewed/rewritten and they now include establishing a Provincial standard for investigators and inspectors, as well as for training. The new Act also provides us with the means for "tactical" as well as "preventive" evacuations along with power to order these structures to be secured by the owner. If the owner does not comply local governments will have the mechanism to secure the property with the owner liable for the costs. When this change takes place it will require our bylaws to be updated, and will require all members who conduct inspections to obtain additional training in fire inspections and investigations.

The RDKB is strongly committed to occupational health and safety and dedicates considerable staff and financial resources to fulfill our commitment. In 2018, KBRFR amalgamated into the RDKB's Joint Labour / Management OH&S Committee, leading to increasing challenges to meet our OH&S obligations.

Another significant trend affecting fire service resources is emergency medical services. Fire services provide first responder medical services as determined and dispatched by BCEHS (British Columbia Emergency Health Services) and BCAS (British Columbia Ambulance Service). 2018 was a year of change for emergency medical services dispatch protocols that originally resulted in a decrease of first responder medical calls, more recently call volumes have been on the increase again. There is a positive relationship between fire services response to first responder medical calls and improved patient outcomes.

There are significant issues and trends affecting the management and oversight of our fire and emergency services. KBRFR is the largest fire department in the southeast. With only one chief officer, staff recommend consideration for the deputy fire chief position be included in 2020 budget deliberations.

Future Projects

Future projects have been identified to convey the longer-term needs of the department. The projects listed below are over and above staff's day to day administration, training, fire prevention and response requirements. Individually these projects require significant leadership, time, resources and collective input from stakeholders to complete, implement and sustain. Prioritization of these projects involves working together with elected officials, staff and our firefighters. They include:

1. Pump Test Pit – currently the department only receives 80% credit for our apparatus due to the fact we do not conduct annual pump testing. This has a direct correlation with insurance rates within our fire service area. In addition to the insurance benefits, a pump test pit is a valuable tool in training our members to be proficient operators of fire apparatus. A pump test pit would also be a revenue generator for the department, charging outside departments to use the facility.
2. Training Grounds – since the 2014 Mitchell report, the department has been pursuing the need for a local fire training facility. There have been ongoing conversations with Teck and the East End Services Committee in regards to need, location, capital and operating costs. The B.C. Structural Firefighters Competency and Training Playbook requires authorities having jurisdiction over fire services to establish a level of service, and ensure resources are provided to train and evaluate each firefighter in all applicable competencies. This includes theoretical classroom and hands-on practical skills, which are required by the service level. Having the ability to provide local hands-on skills training reduces long term training costs while ensuring a coordinated response capacity.
3. Fees – for the most part fees will be addressed in the updated fire service bylaw. The new Fire Safety Act allows for administrative enforcement penalties.
4. Paid-on-call Firefighter retention, recognition and recruitment strategy – attracting and retaining paid-on-call firefighters continues to be a national challenge. We need to attract women and men who understand the commitment to training and can respond to fires and emergencies, and support the communities we live, work and play in. Developing a strategy to maximize our retention, recognition and recruitment of paid-on-call firefighters is necessary to safeguard our investment in our firefighters and the survivability of our composite fire service.
5. OH&S Requirements – the department requires a robust OH&S program that is integrated with the RDKB's OH&S Health and Safety program. The health and safety of all employees, compliance with the Workers Compensation Act and the Occupational Health and Safety Regulations and integral to safe fire department operations.
6. Operational Guidelines – are required to be updated on a frequent basis. These policies are meant to provide guidance when dealing with fire department-specific issues and situations, and

to help ensure department activities are consistent, effective, efficient and safe. Creating an electronic format going forward ensures ease of access to all members.

7. Post Traumatic Stress Disorder and Critical Incident Stress Management Strategy – currently the department takes care of firefighters impacted by Post Traumatic Stress Disorder on a case by case basis. A long term strategy with supporting policies and procedures to assist our members affected by Post Traumatic Stress Disorder would include a holistic Critical Incident Stress Management program. This provides our firefighters the best tools to cope with the experiences and stressors we are exposed to as public safety responders.
8. Burning Bylaws – currently there are a mix of burning bylaws and regulations that create confusion and issues between local area residents. Working to standardize these bylaws ensures fewer nuisance calls, consistency of application, as well as reduces the risk of a fire escape causing an interface / wildfire in one of our service area communities.
9. Fire Hall Location / Rationalization / Building Maintenance & Replacement Study –determines the long-term location, maintenance and replacement of fire stations. Listing all the major building components, such as windows, doors, siding, roofs, heating systems, and flooring, provides an estimate for the remaining useful life of the components, and their replacement cost. With this information, reserve planning can be calculated to meet future repair and replacement needs. Additionally, a maintenance plan is also a useful tool for focussing on yearly maintenance items, such as painting, cleaning, minor building repairs and upkeep.
10. Fire Underwriters Survey – to establish appropriate fire insurance rates for residential and commercial properties, insurance companies need reliable, up-to-date information about a community's fire-protection services. Fire Underwriters Survey provides that information through the Public Fire Protection Classification (PFPC) and Dwelling Protection Grades (DPG) insurance grading systems. Communities are assessed and PFPC and DPG grades are calculated. This information is then published on the online Fire Insurance Grading Index used by insurers to determine their underwriting capacities and to help set property insurance rates. When a community improves its PFPC or DPG, insurance rates may be reduced, and underwriting capacities may increase. Our last full survey was completed in 2007.
11. Apparatus replacement Schedule – in 1998 the department initiated an apparatus replacement schedule. Since that time all apparatus in the fleet has been replaced. An updated schedule is required to ensure future apparatus meet the needs of the community and maintain or improve our PFPC and DPG ratings. The schedule also needs to factor in maintenance, cost of ownership and appropriate timing / spacing of apparatus to balance the financial impact of major capital purchases.
12. Mobile CAD Implementation - CAD systems provide real time response mapping and property record management data. The CAD system automatically identifies the response property on GIS

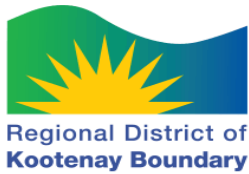
mapping complete with hydrant locations, GPS co-ordinates, preplans and property information. The mapping will ensure an accurate un-delayed response, which provides an efficiency over the reliance on driver local knowledge. The related property data will assist Incident Commander's in decision making and specific risk assessments associated with the property. The new technology essentially provides response, decision making and safety benefits and efficiencies.

13. Updating and Digitizing Pre-Fire Plans - By understanding in advance the construction, occupancy and layout of a burning building, the decision-making process of Fire Officers becomes streamlined and more efficient. An effective pre-fire plan involves the fire department, building owner and occupants of a building.
14. Superior Tanker Shuttle Accreditation - accredited superior tanker shuttle service to areas that are not serviced with fire hydrants. An accredited superior tanker shuttle service is recognized by the insurance industry as a same protection value or rating as a hydrant protected area. An accredited superior tanker service would provide a significant insurance premium savings, for all residents affected. This new improved service would create significant performance, service and monetary efficiencies / savings. In Electoral Area A alone with approximately 500 homes within 8 km of a fire hall an average of over \$1,000.00 per dwelling or \$500,000 annually could be saved in insurance costs. Demonstrating the significant monetary value, the fire service has on our community.
15. Emergency Medical Responder - EMR license protocols outline the roles and responsibilities of firefighters and paramedics who respond to a medical emergency on-scene. The goal of the protocols is to quickly identify and respond to any potential life threatening medical emergency. Firefighters are often the first emergency response personnel on the scene of an emergency. When there are BC Ambulance Service delays or firefighters find themselves in remote rescue scenarios, it is beneficial to the patient if firefighters have the skills to assist patients to use life-saving protocols, medical devices and medications. However, responding fire fighters must work within the scope of their license and within their level of training. For this reason, support for first responders transitioning from an EMA-FR to an Emergency Medical Responder (EMR) license level should be considered.
16. Fire Services Master Plan - Master Planning provides a fire department's governing bodies with the direction needed to meet the present and future fire protection needs for the communities we protect, given available, and potential future, resources. The Fire Master Plan would be developed based on stakeholder and public input, community needs as well as current research and best practice. Including strategies and recommendations that are consistent with fire services legislative and regulatory requirements. Once completed, the plan would guide the delivery of Administration, Training, Fire Prevention and Public Education, Fire Suppression and Emergency Response over a ten to fifteen-year period.
17. Mission Statement / Core Value – a mission statement is a clear and direct way to communicate to our members and the community our sworn responsibility to protect the lives and property of

our residents and visitors. Instilling a set of core values into our organization that drives the way our firefighters act, live and lead a value-based organization would become the foundation of department.

18. Safe Homes / Smoke Alarm Program – provides single family residential fire safety inspections for “at risk” homes. With criteria for the inspections conducted by the local fire department, which shall also include; an option for the installation of up to two smoke detectors per residence.
19. FireSmart – Fuel Management Program – working with the emergency management program there are two streams that could be implemented, education and fuel treatment. FireSmart is a national initiative to help property owners and communities understand the ways in which wildfire might threaten structures and property located in, and close to, forested and wildland areas, and the steps individuals and communities can take to reduce the susceptibility of buildings and property to fire. Fuel treatment can reduce wildfire risks around communities by reducing the amount of dead wood and other flammable vegetation.
20. Hazardous Materials Response Capacity – the impact of acid spills in 2018 has necessitated a review of hazardous materials response capacity within the service area. Such a review would look at best practices, the Teck Metals Ltd/RDKB (Trail & Warfield) mutual aid agreement, needs of the community, training and equipment needs to determine the appropriate program requirements.

Fire services provide a multi-million-dollar monetary benefit to our communities. Simply put there is a direct correlation between our Public Fire Protection Classification and Dwelling Protection Grades, the level of services provided and insurance costs for residents and businesses. It is one of the only services I am aware of that provides such a high degree of efficiency of revenues relative to expenses. In some instances, the insurable benefit created by the presence of the fire department represents some property owner’s total municipal tax assessment. If one factors in value added programs and services such as first responder, all hazards rescue, fire prevention and public education, the benefits and efficiencies generated from our fire services are unrivaled.



Beaver Valley Arena Service

2020 Work Plan



BEAVER VALLEY ARENA SERVICE

2020

Mark Daines, Manager of Facilities and Recreation

Service Number 011

Updated October 24, 2019



Beaver Valley Arena Service

Service Name: Beaver Valley Arena

Service Number: 011

Committee Having Jurisdiction: Beaver Valley Recreation Committee

General Manager/Manager Responsible:

James Chandler, General Manager Operations/DCAO

Mark Daines, Manager of Facilities and Recreation

Description of Service:

Provides for operations and maintenance of the Beaver Valley Arena for the communities in the Kootenay Boundary including Electoral Area A, Fruitvale and Montrose.

Establishing Authority:

Regional District of Kootenay Boundary Establishment Bylaw No. 1393, January 9, 2009.

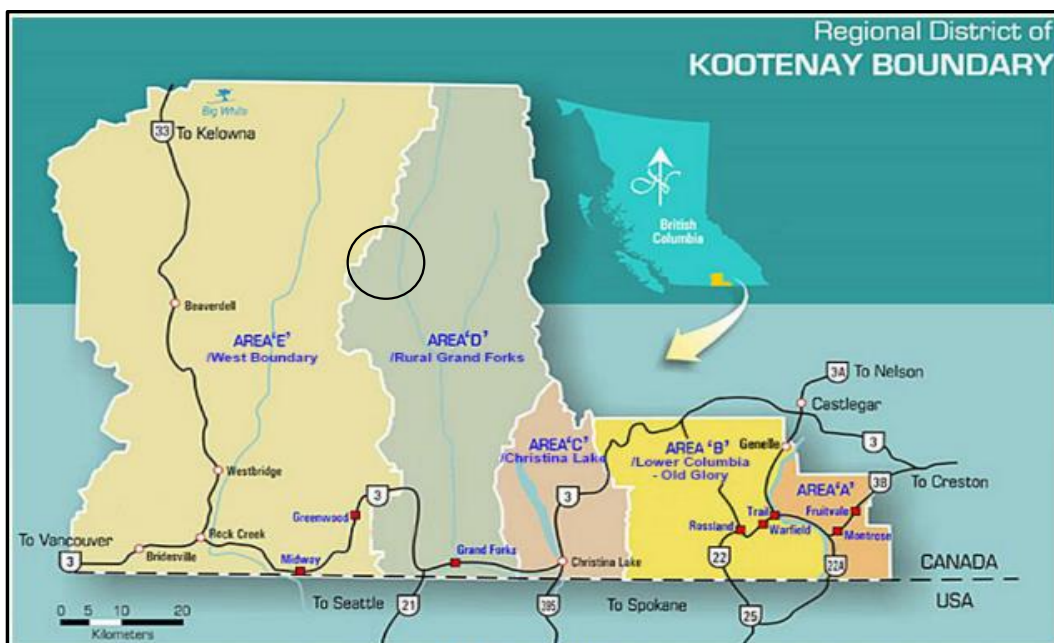
Requisition Limit: \$1,750,000

2019 Requisition / Budgeted Expenditures:

The Requisition is \$455,902 and the Expenditures are \$625,391

Regulatory or Administrative Bylaws: N/A

Service Area/ Participants: Electoral Area A, Village of Fruitvale, Village of Montrose.



Service Levels:

Ice Facility Operations: September to May, 7am-11pm, 7 days per week.

In managing the service, the Manager is responsible for overseeing human resource management, Occupational Health and Safety, project management, maintenance coordination, operations, communications, RDKB staff inquiries and public inquiries.

Human Resources:

2020 Staffing

| Beaver Valley Arena 011 | Operational FTE | Operational Days | Project FTE | Project Days |
|--------------------------------------|-----------------|------------------|-------------|--------------|
| Manager of Facilities and Recreation | 13% | 30 | 13% | 30 |
| Recreation Secretary | 50% | 112 | 0% | 0 |
| RFA 3 | 60% | 135 | 0% | 0 |
| RFA 2 | 60% | 135 | 0% | 0 |
| RFA 1B | 60% | 135 | 0% | 0 |
| RFA 1B | 60% | 135 | 0% | 0 |
| RFA 1B Casual | 26% | 59.25 | 0% | 0 |
| RFA 1A | 27% | 60.25 | 0% | 0 |
| Secretary Relief | 27% | 61.25 | 0% | 0 |

Manager's salary split 54% GTCC, 27% BV Arena, 9% Recreation, 10% General Admin

Rec Secretary salary split 20% GTCC, 50% BV Arena, 30% Recreation

Ice User Fees and Charges

- Adult Prime \$122.00/hr
- Youth Prime \$67.00/hr
- Youth Non-Prime \$46.00/hr
- JR B HOCKEY RATES: \$364.00/game
Practice is \$46.00 per hour (morning ice) or \$64.00 per hour (evening ice)

Regulations and compliance

Technical Safety BC, Work Safe, Municipal Insurance Association.

2019 Accomplishments:

A number of Capital Improvements were made to the Beaver Valley Arena in 2019. These Capital Improvements were planned projects as part of the 2018-2022 financial plan.



Mechanical Hoist \$3,500



(2) Compressors: \$25,000



Main Power Upgrade \$23,000



Nitehawk's Dressing Room

Significant Issues and Trends:

Beaver Valley Arena was built in 1974 and the components and functionality of the building have outlived its needs and requirements by user groups of the Beaver Valley. Typically, Arenas have a life expectancy of 35 years.

During the Nitehawk playoffs, there is not enough seating capacity. Beaver Valley staff have to bring in extra seating to accommodate the overflow.

In addition, there is not enough parking to handle the capacity of automobiles. Vehicles are parked on both side of Green road making it tight for emergency vehicles to travel through. The RDKB has provided overflow parking on the Village of Fruitvale lot behind the middle school.

Minor Hockey Prime and non-prime bookings were down in 2019 because there are less games and tournaments scheduled by the league. Nitehawk's Prime and non-prime time bookings were down because they only made it through one round of playoffs last year. The longer the Nitehawk's are in the playoffs, the more they will book morning and evening ice and games.

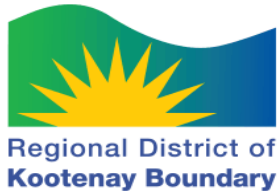
The Nitehawk's management have expressed interest in seeing the Spud Shack merge with the Concession on the ground floor which would create efficiencies.

Occupational Health and Safety

The RDKB is strongly committed to occupational health and safety and dedicates considerable staff and financial resources to fulfill our commitment. There is an active Joint Labour/Management OH&S Committee that meets and conducts inspections regularly. The OH&S Committee has participants from all departments. In addition, every department conducts regular safety meetings and inspections specific to the department.

2020 PROJECTS

| 2020 Projects | | | | | | | |
|--------------------|---|------------------|-------------------|--------------|---------------|--------|--|
| Strategic Priority | Project name | Days to complete | Internal/External | Budget (Est) | Risk/priority | Column | |
| | Propane Tank Replacement - Beaver Valley Arena | 7 | Both | \$30,000 | High | | |
| | Electical Supply upgrade - Beaver Valley Arena | 14 | External | \$30,000 | High | | |
| | Rubber Flooring Replacement - Beaver Valley Arena | 14 | Both | \$70,000 | Medium | | |
| | Facility Upgrades - Beaver Valley Family Park | 21 | Internal | \$15,000 | Medium | | |
| | Asset Management Planning | 10 | Internal | N/A | Low | | |



Beaver Valley Recreation Service

2020 Work Plan



BEAVER VALLEY RECREATION SERVICE

Mark Daines, Manager of Facilities and Recreation

Service Number 013

Updated: October 30, 2019



Beaver Valley Recreation Service

2020 Work Plan

Service Name: Beaver Valley Recreation

Service Number: 020-013

Committee Having Jurisdiction: Beaver Valley Recreation Committee

General Manager/Manager Responsible:

James Chandler, General Manager of Operations/DCAO

Mark Daines - Manager of Facilities and Recreation

Description of Service:

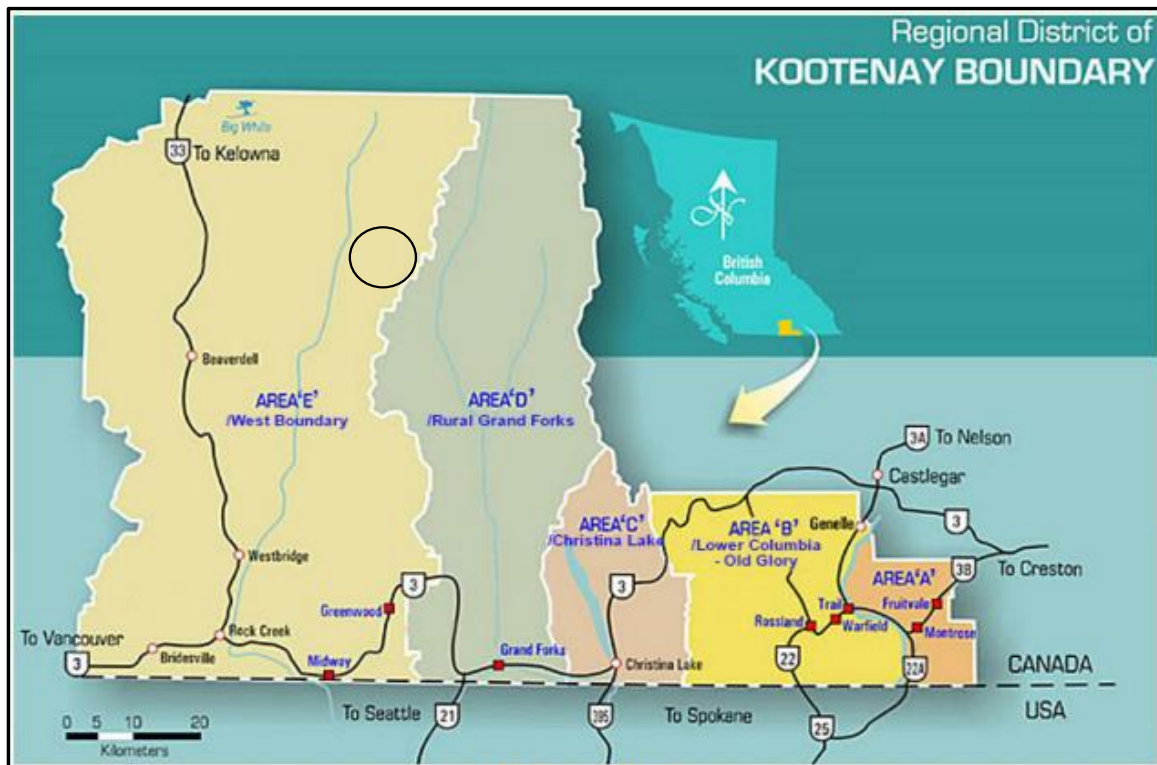
Beaver Valley Recreation provides recreation and special event programming services and facilities maintenance to the communities in the Kootenay Boundary including Electoral Area A, Fruitvale and Montrose.

The Beaver Valley Recreation Service was established in 1971 by the Village Councils of Montrose, Fruitvale, and Area A. The objectives of the Service are to strengthen community groups and organizations, improve the quality of community life, to co-ordinate programs and events, develop quality leadership, to provide facilities and the opportunity for people to use them and to equalize recreational opportunities among the communities.

Establishing Authority:

Regional District of Kootenay Boundary Establishment Bylaw No. 1393, January 9, 2009.

Service Area/Participants: Electoral Area A, Fruitvale and Montrose.



Requisition Limit: \$1,750,000

2019 Requisition / Budgeted Expenditures: \$239,902/\$278,292

Regulatory or Administrative Bylaws:

N/A

Service Levels:

The Beaver Valley Recreation Committee meets once per month. The role of the committee is to encourage, assist and advise on the development of community recreation.

This department is responsible for the recreation programming for youth, adult and seniors for Beaver Valley.

Human Resources:**2020 Staffing**

| Beaver Valley Recreation 013 | Operational FTE | Operational Days | Project FTE | Project Days |
|--------------------------------------|-----------------|------------------|-------------|--------------|
| Manager of Facilities and Recreation | 18% | 41 | 18% | 40 |
| Recreation Secretary | 30% | 68 | 0% | 0 |
| RFA 3 | 44% | 99 | 0% | 0 |
| RFA 2 | 44% | 99 | 0% | 0 |
| RFA 1B | 44% | 99 | 0% | 0 |
| RFA 1B | 44% | 99 | 0% | 0 |
| RFA 1B Casual | 26% | 59.25 | 0% | 0 |
| RFA 1A | 27% | 60.25 | 0% | 0 |
| Secretary Relief | 27% | 61.25 | 0% | 0 |

Manager's salary split 54% GTCC, 27% BV Arena, 9% Recreation, 10% General Admin

Rec Secretary salary split 20% GTCC, 50% BV Arena, 30% Recreation

2019 Accomplishments:

- The Beaver Valley Recreation Service Completed a survey on Recreation and conducted the 5 year Service Review.

Significant Issues and Trends:

2020 will see the continuation and completion of existing service levels. The emerging trends we are seeing in participation among user groups justifies where we are going in recreation.

The recreation survey of residents in the Beaver Valley in 2019 revealed that residents felt that these recreation facilities were most important:

- Ice Arena
- Public Parks
- Trails
- Campgrounds
-

The recreation survey of residents in the Beaver Valley in 2019 revealed that residents felt that these recreation activities were most important:

- Adventure Activities
- Outdoor Fitness
- Outdoor Sports

Emerging trends in BV rec. programming are seeing increased interest in Box Kick, Yoga and Zumba Gold among the adult demographic between the ages of 25-50. (See chart below)

| | 2018 | | | 2017 | | | 2016 | | | 2015 | | | 2014 | | |
|---|-------------|-------|---------------|-------------------------|-------|---------------|-------------------------|-------|---------------|-------------------------|-------|---------------|-------------------------|-------|---------------|
| YEAR: | 2018 | | | 2017 | | | 2016 | | | 2015 | | | 2014 | | |
| PROGRAM: | REVENUE | USERS | TIMES OFFERED | REVENUE | USERS | TIMES OFFERED | REVENUE | USERS | TIMES OFFERED | REVENUE | USERS | TIMES OFFERED | REVENUE | USERS | TIMES OFFERED |
| ADULT | | | | | | | | | | | | | | | |
| BELLYDANCE | | | | | | | | | | \$264.00 | 5 | 1 | \$352.00 | 9 | 2 |
| BOAT PRO | \$300.00 | 5 | 1 | \$300.00 | 6 | 1 | | | 1-1/2 cld | \$380.00 | 7 | 1 | | | 1-1/2 cld |
| CROSS COUNTRY SKI LESSONS | | | | | | | | | | | | | | | |
| FITNESS (BOX KICK ETC) | \$1,690.25 | 39 | 8-3x cld | \$1,093.75 | 21 | 3 | | | | \$613.75 | 20 | 2 | \$3,399.50 | 63 | 6 |
| FOOD SAFE | | | | Revenue through Selkirk | | | Revenue through Selkirk | | | Revenue through Selkirk | | | Revenue through Selkirk | | |
| GARAGE SALE | \$80.00 | 8 | 1 | \$120.00 | 12 | 2 | \$230.00 | 17 | 2 | \$30.00 | 3 | 1 | \$80.00 | 8 | 1 |
| LINE DANCE | \$180.00 | 180 | 18 | \$180.00 | 180 | 18 | \$170.00 | 170 | 17 | \$80.00 | 80 | 8 | \$160.00 | 160 | 16 |
| MOSAIC STEPPING STONE | | | | | | | | | | | | | | | |
| TAICHI | | | | | | | | | | \$379.00 | 25 | 4 | \$103.00 | 34 | 1-1/2 cld |
| YOGA | \$13,049.00 | 1044 | 25 | \$4,473.50 | 242 | 11-4x cld | \$890.00 | 71 | 2 | \$1,495.00 | 119 | 4 | \$1,834.00 | 147 | 4 |
| ZUMBA | \$5,511.00 | 551 | year round | \$2,574.75 | 257 | year round | \$5,698.75 | 569 | year round | \$6,747.40 | 674 | year round | \$6,393.65 | 635 | year round |
| ZUMBA GOLD | | | | \$438.35 | 7 | 3-1/2 cld | \$582.50 | 42 | 5-1/2 cld | \$548.00 | 15 | 2 | \$157.00 | 9 | 3-1/2 cld |
| MUSIC(GUITAR/HARMONICA) | \$390.00 | 6 | 3-1/2 cld | \$1,158.00 | 12 | 4-2x cld | \$360.00 | 4 | 2-2x cld | | | | | | |
| REALISTIC PENCIL DRAWING | | | | | | | | | | | | | | | |
| PERSONAL TRAINING | \$828.00 | 3 | | \$1,006.00 | 4 | | \$2,360.00 | 9 | | | | | | | |
| STEP AEROBICS | | | | | | | \$107.00 | 13 | 1 | | | | | | |
| AEROBICS-VIOLET | \$155.00 | 31 | | \$55.00 | 31 | | \$370.00 | 74 | | \$255.00 | 51 | | \$690.00 | 138 | |
| SENIORS PICNIC | | | | | | | | | 1-1/2 cld | \$900.00 | 81 | 1 | | | 1-1/2 cld |
| SENIORS DINNER | \$3,415.13 | 206 | 1 | \$3,195.05 | 225 | 1 | \$2,320.80 | 220 | 1 | \$2,026.80 | 192 | 1 | | | 1-1/2 cld |
| MISC | | | | \$837.77 | | | | | | | | | \$55.00 | | |
| TAXES (5%), 2011 AND 2012 WAS 12% CASH PAYMENT TO INSTRUCTORS | \$1,347.29 | | | \$897.49 | | | \$683.48 | | | \$683.77 | | | \$559.20 | | |
| TOTAL REVENUE: | \$26,945.67 | | | \$16,349.66 | | | \$14,352.53 | | | \$14,402.72 | | | \$13,843.35 | | |

In youth programming BV Rec. saw the number of registrants in Hot Shots Hockey and Soccer steadily increase from 2016 to 2018.

| | 2018 | | | 2017 | | | 2016 | | | 2015 | | | 2014 | | |
|-------------------------------|------------|-------|---------------|------------|-------|---------------|------------|-------|---------------|-------------|-------|---------------|-------------|-------|---------------|
| YEAR: | 2018 | | | 2017 | | | 2016 | | | 2015 | | | 2014 | | |
| PROGRAM: | REVENUE | USERS | TIMES OFFERED | REVENUE | USERS | TIMES OFFERED | REVENUE | USERS | TIMES OFFERED | REVENUE | USERS | TIMES OFFERED | REVENUE | USERS | TIMES OFFERED |
| YOUTH | | | | | | | | | | | | | | | |
| HOT SHOTS HOCKEY | \$895.00 | 31 | 3 | \$535.00 | 22 | 3-1/2 cld | \$520.00 | 13 | 3-2x cld | \$780.00 | 20 | 1 | \$1,240.00 | 31 | 2 |
| DROP IN HOCKEY/KIDS TIME WITH | \$240.00 | 124 | | \$417.00 | 238 | | \$639.00 | 320 | 2-2x cld | \$364.00 | 162 | | \$193.00 | 96 | |
| BABYSITTING | \$1,430.00 | 22 | 3 | \$1,365.00 | 21 | 3 | | | | \$1,149.00 | 17 | 3-1/2 cld | \$1,300.00 | 20 | 2 |
| COOKING WITHOUT MOM | | | | | | 1-1/2 cld | \$1,329.50 | 22 | 7-2x cld | \$3,508.50 | 53 | 10 | \$1,325.00 | 11 | 3-1/2 cld |
| DANCE | | | | | | 3-3x cld | | | | | | | | | 5-5x cld |
| HOME ALONE | \$1,140.00 | 38 | 3 | \$820.00 | 30 | 3 | \$400.00 | 16 | 3-1/2 cld | \$940.00 | 47 | 4 | \$435.00 | 29 | 2 |
| KARATE | | | | \$468.00 | 4 | 1 | \$1,552.00 | 11 | 4-1/2 cld | \$4,119.00 | 23 | 19-8x cld | \$4,050.25 | 38 | 7-1x cld |
| KIDS SPORTS | \$1,398.00 | 19 | 8-3x cld | \$530.00 | 19 | 6-4x cld | \$455.00 | 13 | 4-2x cld | \$1,247.00 | 93 | 6-2x cld | \$2,417.00 | 76 | 6 |
| SOCCER | \$902.00 | 44 | 5-1x cld | \$895.00 | 41 | 6-2x cld | \$917.00 | 38 | 10-6x cld | \$1,048.00 | 47 | 10-6x cld | \$1,145.00 | 57 | 7-2x cld |
| TINY TOT SKATING | \$255.00 | 7 | 3-1x cld | \$340.00 | 11 | 3-1x cld | \$80.00 | 4 | 10-9x cld | \$380.00 | 10 | 5-3x cld | \$840.00 | 24 | 8-3x cld |
| ZUMBA KIDS | | | | \$588.00 | 23 | 4-2x cld | \$705.00 | 23 | 4 | \$702.00 | 25 | 4 | \$2,054.00 | 42 | 10-1x cld |
| MUSIC(GUITAR/HARMONICA) | | | 1-1/2 cld | | | 3-3x cld | \$450.00 | 5 | 2-1/2 cld | | | | | | |
| REALISTIC PENCIL DRAWING | | | 2-2x cld | | | 5-5x cld | \$320.00 | 8 | 4-3x cld | | | | | | |
| KIDS LIGHT TOUR | \$120.00 | 24 | 1 | \$190.00 | 38 | 1 | \$210.00 | 42 | 1 | \$160.00 | 32 | 1 | | | 1-1/2 cld |
| PARK PROGRAM-TRAIL RESIDENTS | \$750.00 | | | \$640.00 | | | \$906.00 | | | | | | | | |
| PARKS PROGRAM- FIELDTRIPS | \$1,457.00 | | | \$890.00 | | | | | | | | | | | |
| CASH PAYMENT TO INSTRUCTORS | | | | | | | | | | | | | | | |
| TOTAL REVENUE: | \$8,595.00 | | | \$7,678.00 | | | \$8,483.50 | | | \$14,377.50 | | | \$14,999.25 | | |

ICE

- Beaver Valley Family Park saw a decrease in revenue from \$2045 in 2012, to \$5025 in 2019.
- Disc Golf sales in the office increased from \$777.00 in 2017 to \$877.00 in 2018.

Changes for BV Rec Programming












Beaver Valley Recreation will be taking over management of the Age Friendly Program in 2020.

Occupational Health and Safety

The RDKB is strongly committed to occupational health and safety and dedicates considerable staff and financial resources to fulfill our commitment. There is an active Joint Labour/Management OH&S Committee that meets and conducts inspections regularly. The OH&S Committee has participants from all departments. In addition, every department conducts regular safety meetings and inspections specific to the department. For 2018, the Facilities and Recreation Department will commit up to 3 full-time equivalent staff to OH&S responsibilities.

Projects:

2020 Projects

| Strategic Priority | Project name | Days to complete | Internal/External | Budget (Est) | Risk/priority | Column |
|---|---|------------------|-------------------|--------------|---------------|--------|
|   | Propane Tank Replacement - Beaver Valley Arena | 7 | Both | \$30,000 | High | |
|  | Electrical Supply upgrade - Beaver Valley Arena | 14 | External | \$30,000 | High | |
|   | Rubber Flooring Replacement - Beaver Valley Arena | 14 | Both | \$70,000 | Medium | |
|     | Facility Upgrades - Beaver Valley Family Park | 21 | Internal | \$15,000 | Medium | |
|   | Asset Management Planning | 10 | Internal | N/A | Low | |



Beaver Valley Regional Parks and Regional Trails Service

2020 Work Plan



BEAVER VALLEY REGIONAL PARKS AND REGIONAL TRAILS SERVICE

Mark Daines, Manager of Facilities and Recreation

Service Number 019

Updated: October 21, 2019



Beaver Valley Regional Parks and Regional Trails Service

2020 Work Plan

Service Name: Beaver Valley Regional Parks and Regional Trails

Service Number: 019

Committee Having Jurisdiction: Beaver Valley Recreation Committee

General Manager/Manager Responsible:

James Chandler, General Manager of Operations/DCAO
Mark Daines, Manager of Facilities and Recreation

Description of Service:

Provides capital asset management, maintenance and operations of the recreation facilities for the communities in the Kootenay Boundary including Electoral Area A, Fruitvale and Montrose.

Establishing Authority:

Regional District of Kootenay Boundary Establishment Bylaw No. 1393, January 9, 2009.

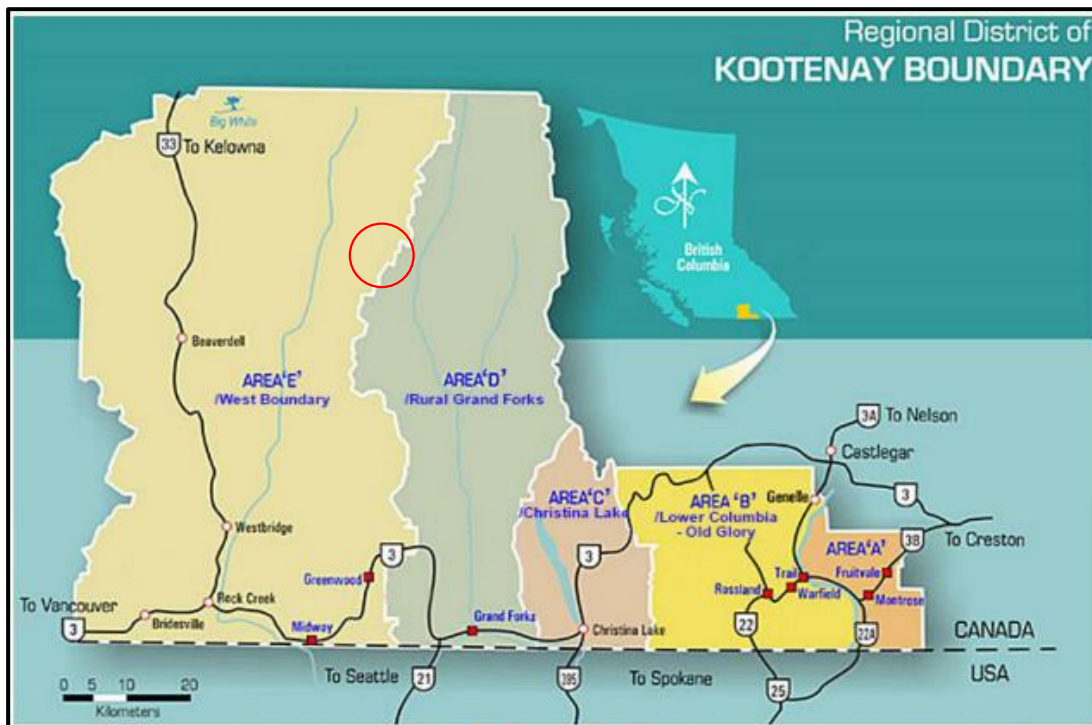
Requisition Limit: \$1,750,000.00 for Parks and Trails, BV Rec and BV Arena.

2019 Parks and Trails Requisition / Budgeted Expenditures:

\$853,052/\$935,745

Regulatory or Administrative Bylaws:

N/A

Service Area Map / Participants: Electoral Area A, Fruitvale and Montrose.

Service Levels

Provides maintenance and/or operations and asset management for the following facilities:



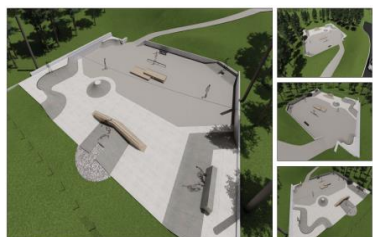
Mazzochi Park



Beaver Valley Family Park



Beaver Valley Library



Beaver Valley Skatepark



Park Siding School



Pend d'Oreille Cemetery



Beaver Valley Trails



Beaver Valley Arena



First Nations Arbor

Mazzochi Park is open from May until the end of October. It houses 2 soccer pitches, a playground and washroom facilities. BVR maintains the fields and coordinates soccer games and practice times.

Beaver Valley Arena operates from August to May. It's hours of operation run 7am-11pm Monday through Sunday.

Beaver Valley Family Park is open from May long weekend to Labour Day long weekend. An on site Park Attendant collects fees and maintains the sites and washroom facilities. The Recreation department takes care of bookings and operations staff look after the maintenance of the park.

Park Siding School House is open from June 1 to Labour Day Long weekend for tours. The Recreation Department schedules and provides tours which are free to the public.

Pend d'Oreille Cemetery is open year round to those who wish to pay their respects or do genealogy work. It is in inactive site. The recreation department provides landscaping upkeep in the spring and the fall as well as monthly inspections of the property.

Beaver Valley Skatepark located in Montrose is open from May to November. BV Rec oversees operations and maintenance of the park.

BV Library located in Fruitvale serves the residents of Fruitvale, Montrose and Area A. and is open Monday, Tuesday, Wednesday 11am-8pm, Thursday and Friday 11am-5pm, Saturday 1-5pm, and from November through March and are open Sunday 1-5pm

First Nations Arbor located in Beaver Creek Provincial Park is open May through to the end of September. BV Parks and Trails service oversees maintenance of the Arbor.

| 2020 Staffing | | | | | |
|--------------------------------------|-----------------|------------------|-------------|--------------|--|
| Beaver Valley Recreation | Operational FTE | Operational Days | Project FTE | Project Days | |
| Manager of Facilities and Recreation | 16% | 41 | 18% | 40 | |
| Recreation Secretary | 80% | 200 | 0% | 0 | |
| RFA 3 | 100% | 250 | 0% | 0 | |
| RFA 2 | 100% | 250 | 0% | 0 | |
| RFA 1B | 100% | 250 | 0% | 0 | |
| RFA 1B | 100% | 250 | 0% | 0 | |
| RFA 1B Casual | 24% | 59.25 | 0% | 0 | |
| RFA 1A | 24% | 60.25 | 0% | 0 | |
| Secretary Relief | 25% | 61.25 | 0% | 0 | |

2019 Accomplishments:

2019 saw the continuation of existing service levels and major capital improvements including:

- Installation of (2) new Compressors in Refrigeration Plant at Beaver Valley Arena
- Renovation of main office in Beaver Valley Arena
- Renovation of Nitehawk's dressing room
- Sealcoating of roof and gutters at Beaver Valley Arena
- Replacement of utility poles for main electrical upgrade at Beaver Valley Arena
- Installation of new playground in Beaver Valley Family Park
- Construction of new extension of hiking trail on Webster Rd.
- Completed a community survey on Recreation.
- Completion of the 5 year service review.

Significant Issues and Trends:

2020 will see the continuation and completion of existing service levels, and in addition, the RDKB will be embarking on a region wide asset management plan process.

| 2020 Projects | | | | | | | |
|---|---|------------------|-------------------|--------------|---------------|--------|--|
| Strategic Priority | Project name | Days to complete | Internal/External | Budget (Est) | Risk/priority | Column | |
|  | Propane Tank Replacement - Beaver Valley Arena | 7 | Both | \$30,000 | High | | |
|  | Electical Supply upgrade - Beaver Valley Arena | 14 | External | \$30,000 | High | | |
|  | Rubber Flooring Replacement - Beaver Valley Arena | 14 | Both | \$70,000 | Medium | | |
|  | Facility Upgrades - Beaver Valley Family Park | 21 | Internal | \$15,000 | Medium | | |
|  | Asset Management Planning | 10 | Internal | N/A | Low | | |



Regional District of
Kootenay Boundary

Staff Report

| | | | |
|--------------|--|----------------|-------------------|
| RE: | FrontCounter BC Referral – Crown Land Aggregate and Quarry Materials Application | | |
| Date: | January 30, 2020 | File #: | E-878s-temp Crown |
| To: | Chair Langman and members of the Board of Directors | | |
| From: | Corey Scott, Planner | | |

Issue Introduction

We have received a referral from FrontCounter BC regarding the License of Occupation application for aggregate and quarry materials for rip rap purposes in Electoral Area E/West Boundary (see attachments).

| Property Information | |
|---------------------------------|---|
| Owner(s): | Crown Provincial |
| Applicant: | Ken Fillmore |
| Agent: | Del Ferguson (Aztec Geoscience Inc.) |
| Location: | Lat: 49.29220°N; Long: 119.03600°W (Highway 33) |
| Electoral Area: | Electoral Area E/West Boundary |
| Legal Description(s): | Unsurveyed Crown Land, DL878s |
| Area: | 2.12 ha (5.22 acre) |
| Current Use(s): | Vacant |
| Land Use Bylaws | |
| OCP Bylaw: | NA |
| DP Area: | NA |
| Zoning Bylaw: | NA |
| ALR: | NA |
| Other | |
| Waterfront / Floodplain: | NA |
| Service Area: | NA |
| Planning Agreement Area: | NA |

History / Background Information

The subject property is located on the west side of the West Kettle River and Highway 33, approximately 14 km north of Westbridge. The area under application is a portion of

the parcel that is an approximate 2.12 ha talus slope that runs along an existing forestry service road (FSR), adjacent to the Kettle Valley Rail Trail.

Proposal

The applicant is requesting a 30-year License of Occupation to excavate rock from the talus slope on the site to use as rip-rap for flood abatement along the West Kettle River. The excavations would take place intermittently on an as-needed basis.

The applicant proposes to extract approximately 200m³ of aggregate material per year in 20m x 10m segments. The excavation faces are anticipated to be less than 6 m. Works would take place from early spring to late fall, while the site is free from snow. Additional information can be found in the applicant's submission (see attachments).

Implications

The proposed activities would involve the use of excavators and dump trucks on the site, utilizing the existing FSR for access. The applicant will have to apply to the Province (either BC Timber Sales or the Ministry of Forests, Lands, Natural Resource Operations and Rural Development) for an access permit or road use agreement. The existing FSR appears to have been used extensively for past logging activity and crosses over a section of the Kettle Valley Rail Trail. The applicant is proposing to install warning signage along the access to notify trail users in the area of active industrial use of the road.

The area appears to be buffered from both the Rail Trail and the West Kettle River by the FSR and a small bench with an approximately 30 m wide strip of vegetation that is anticipated to remain undisturbed throughout the extraction activities. No further disturbance is anticipated to create access to the site, aside from clearing of vegetation at the base of the slope. The applicant notes that no impacts to the watershed or River are anticipated, as the activity would involve excavation of an existing talus slope and the site is over 60 m from the River.

Aggregate extraction is expected to require the removal of existing vegetation noted as "small shrubs" in the application. More information of the exact areas of disturbance with respect to the existing vegetation has been requested from the applicant.

Noise is considered to be a potential impact to the immediate surroundings of the site. However, the nearest adjacent land uses are farms that are approximately:

- 1km north, separated by the West Kettle River; and,
- 2.5km south of the site.

As there is no Official Community Plan or Zoning Bylaw in Electoral Area E/West Boundary, there are no policies or regulations to base a resolution for support or non-support off of.

Advisory Planning Commission (APC)

The application was presented to the Electoral Area E/West Boundary APC at their January 6, 2020 meeting. The APC provided the following comments in their discussion of the application:

"We were concerned about impacts on the rail trail. We do not want to see any trees cut along the rail trail or between the rail trail and the quarry, and we do not want any hauling to take place on the rail trail. We discussed the length of the lease and whether a 30-year lease is too long."

The APC recommended support of the application conditional upon:

- no use of the rail trail;
- no crossing of the rail trail except at the existing Chenier Road crossing;
- the lease be set at a term of 10 years;
- the lease can be renewed at 10 years after a review of performance;
- the back slope be always at least 1.5 to 1;
- the trees remaining be retained for a visual screen between the Forest Service Road (FSR) and the rail trail, and;
- the FSR be maintained in good condition at all times.

Staff Comments

The application was also reviewed by our Watershed Planner. Concern around whether the applicant has provided chemical testing to prove out the rock's suitability as rip-rap material. The applicant has not done chemical testing that would confirm this yet but is willing to do it as part of a Provincial approval.

Planning Staff discussed the APC's concerns and suggested conditions with the applicant to obtain additional information. The applicant confirmed that, although the Provincial referral states a 30-year term of proposal, they would only need a 5-year term in order to carry out the proposed activities.

With respect to the slope's angle of repose, the applicant has noted that 1.5 to 1 is suitable for loose till material and small aggregates. Because this material is large angular rock it would not be typical to impose such a requirement. The applicant confirmed that the final angle of repose will be consistent with the Provincial guidelines laid out in the *Forest Road Engineering Guidebook*. They also reiterated that only brush clearing at the toe of the slope is required for the proposed activity and that no mature trees between the Rail Trail and the area will be removed.

Recommendation

That the staff report regarding the FrontCounter BC referral for mineral extraction on a portion of unsurveyed Crown land within DL878s, West Boundary, Electoral Area E, be received; and,

Further, that the Regional District of Kootenay Boundary Board of Directors provide comments to the Province, respectfully requesting that approval of the application be conditional upon:

- a five to ten-year term of proposal that reflects the applicant's needs;
- the applicant completing chemical testing prior to excavation to ensure the rock is suitable for instream works; and,
- all works following Provincial and Federal legislation and best management practices.

Attachments

Site Location Map
Subject Property Map
Applicant Submission

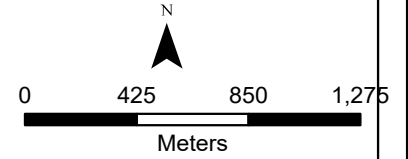


Regional District of
Kootenay Boundary

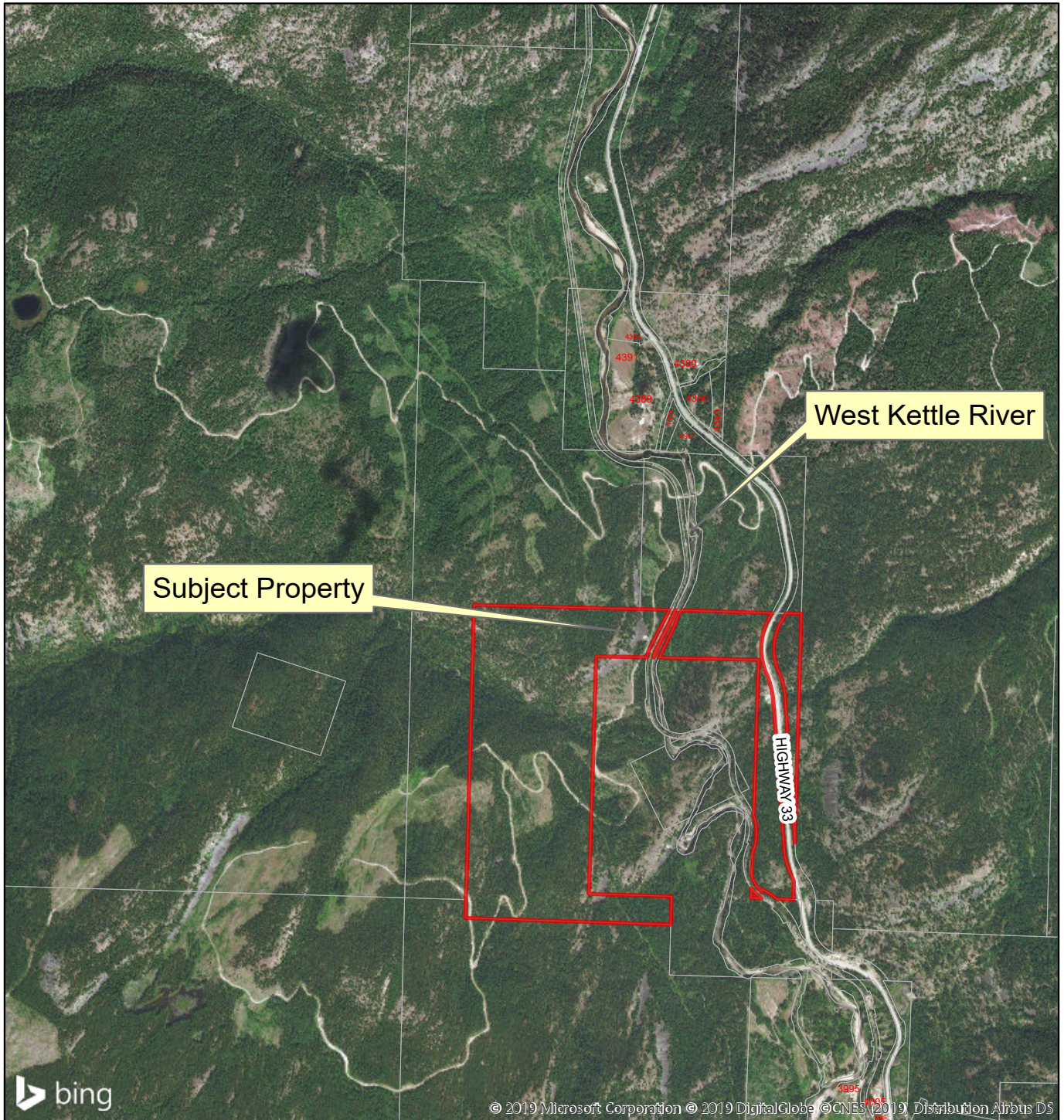
Date: 17-Dec-2019

Site Location Map

DL 878s,
Crown Land



1:25,000



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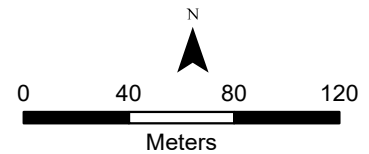


Regional District of
Kootenay Boundary

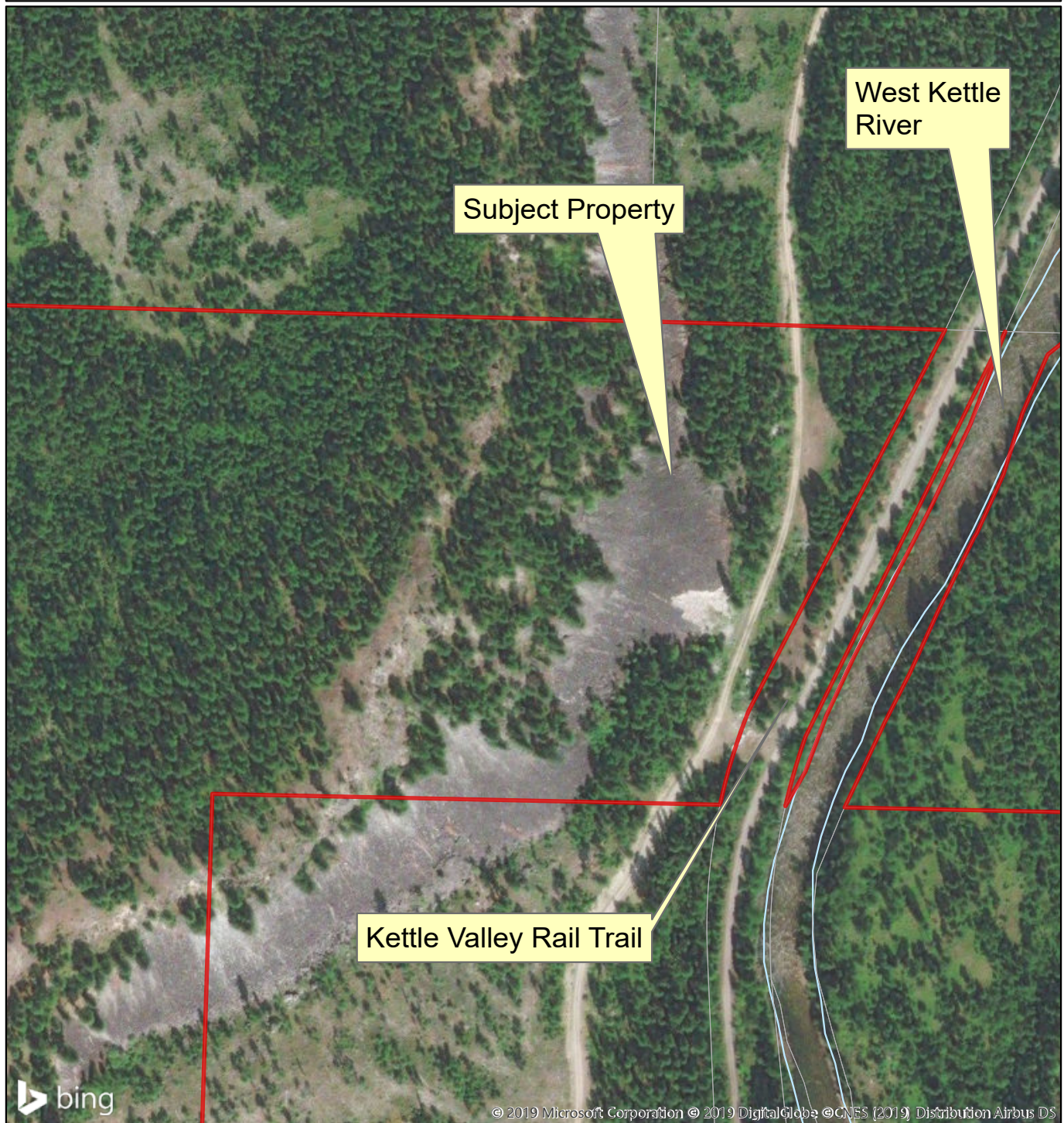
Date: 17-Dec-2019

Subject Property Map

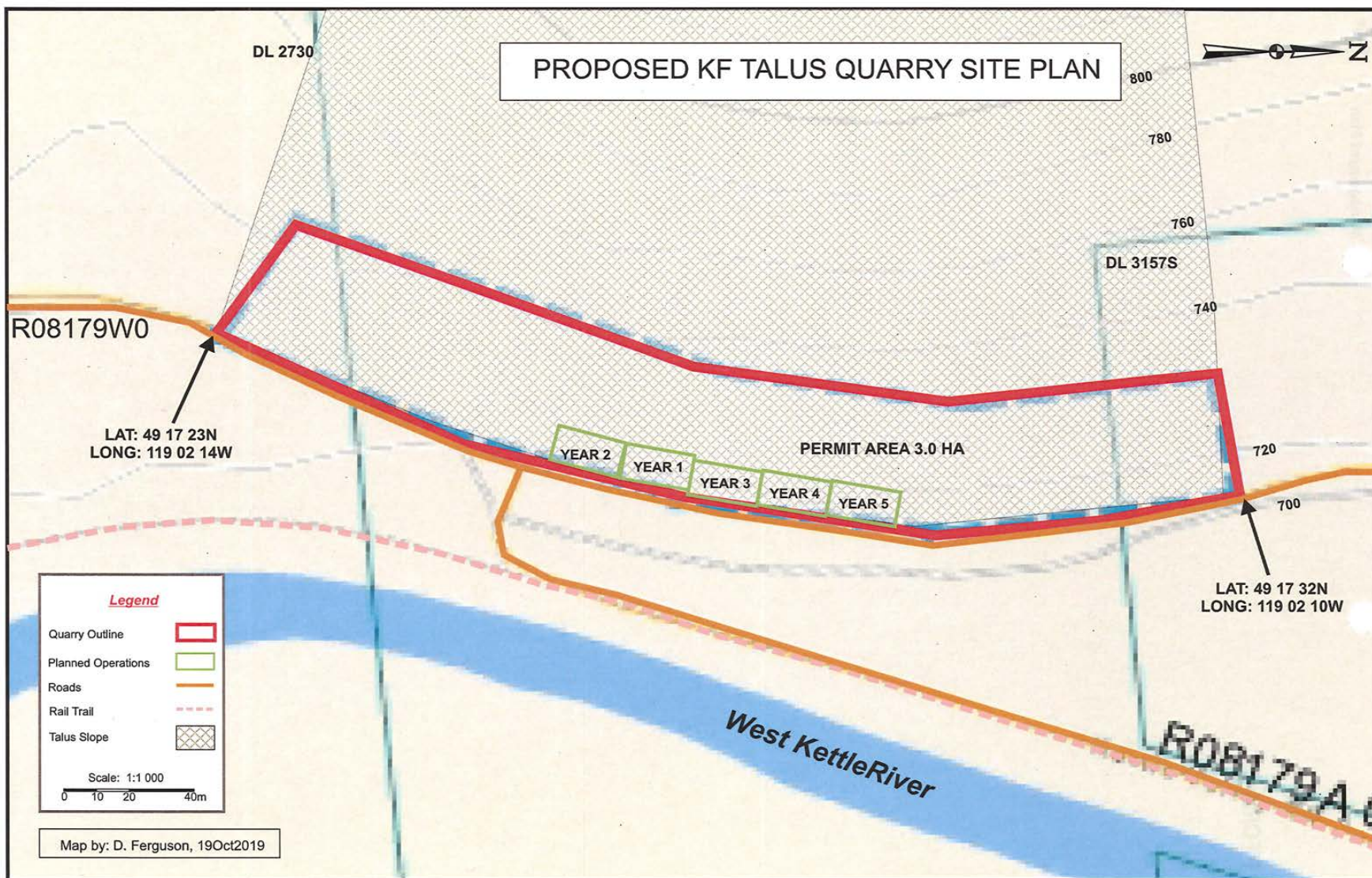
DL 878s
Crown Land



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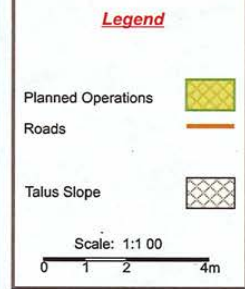
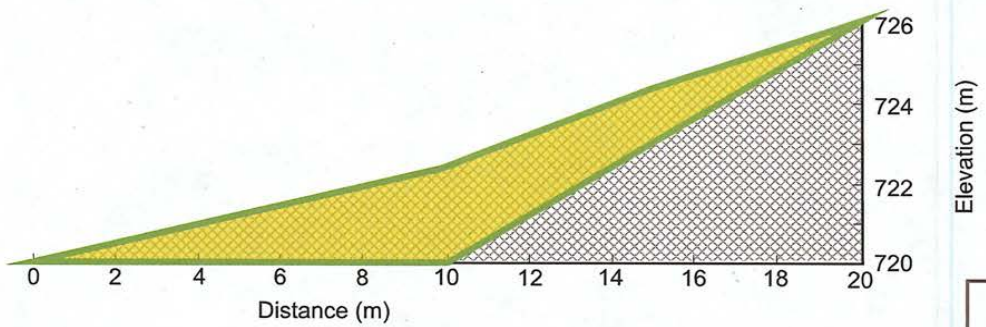


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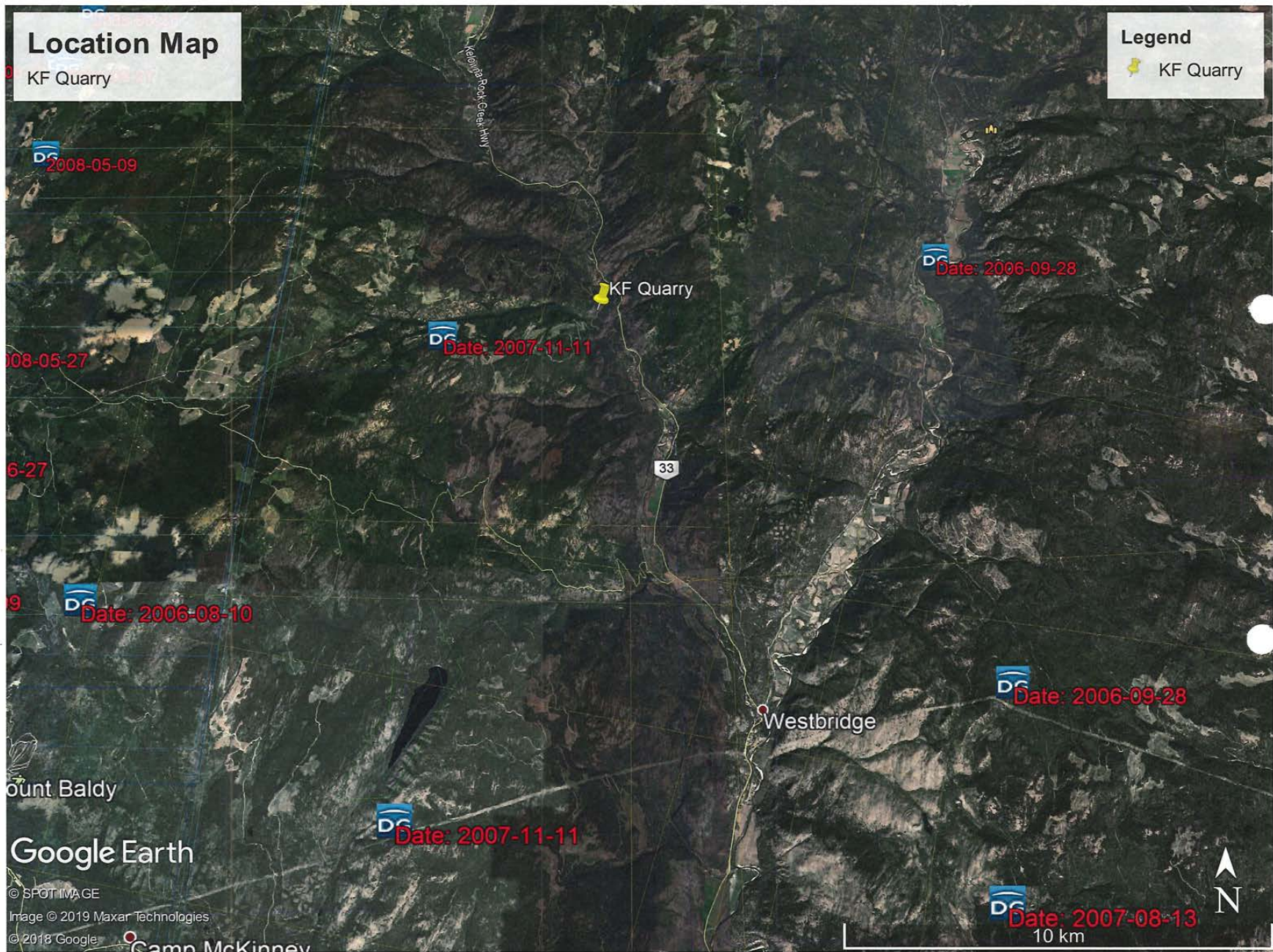


PROPOSED KF TALUS QUARRY CROSS-SECTION

R08179W0



Map by: D. Ferguson, 3Nov2019



Untitled Map

Write a description for your map.

Legend

DL
8785.
UNSURVEYED CL.

← 49.29200°N
119.03600°W

Google Earth

© 2018 Google
Image © 2019 Maxar Technologies

N

200 m

Management Plan

Please describe the details of your project to the extent known. Consult the guidance document for further information on regulatory requirements, rational for why the information is required, and how to find required information.

The scope and the timing for response will be provided. If information is requested and not received, it may result in the disallowance of the application.

Information on these topics may be required as part of the application processing and if further detail is necessary that is not part of the application and management plan received, you will be contacted and requested to provide additional information. In some circumstances, the use of a qualified professional to complete the plan may be required.

1.0 Background

1.1 Project Overview

Describe project for which authorization is requested, including construction and/or phased development details:

Excavation of rock from toe of talus slope along west side of forestry road. No road construction, buildings or storage areas required. Will excavate material as and when it is required for rip-rap purposes along the West Kettle River. The current estimate is 200 cubic metres annual production (approximately 300 to 500 tonnes). All working excavation faces are to be < 6m. The talus consists of grey granitic rock and is competent resulting in block sizes in order of 0.5 to 1 metre. No sulphides are present and the rock is not acid rock generating.

The plan is to excavate approximately a 20 m long by 10 m wide area each year (1 m thickness) and move along the toe of the talus slope for the following year (see site plan map and cross-section).

1.2 Investigative Work

If any preliminary investigative work has been carried out, with or without an investigative authorization, provide details on work completed, incomplete or on-going from previous term.



| Activity | Brief Description of Activity | Status (e.g. Complete, incomplete, ongoing) | Comments / Milestones |
|---|-------------------------------|---|-----------------------|
| No investigative work done, but locals have been drawing rock from this site in the past. | | | |

Add Row

1.4 First Nations Consultation

Describe any contact you may have had, including the name of the First Nation(s) and representatives contacted.



No contact with First Nations to date.

2.0 Location

2.1 Description

Provide a general description of the location of the project:



The proposed excavation (KF Quarry) is on the west side of the Forest Service Road (west of the West Kettle River) between Latitudes 49 degrees 17 minutes 32 seconds N and 49 degrees 17 minutes 23 seconds N, a distance of 300m. It is situated between Beaverdell and Westbridge (Highway 33), approximately 14 km northwest (342 degrees) of the village of Westbridge, on the west side of the river from the highway.

2.2 Location Justification

Provide your reasons/justification of the need for this type of project at this location:



The toe of an extensive talus slope is suitable for the provision of rip-rap material for flood protection along the West Kettle River.

2.3 Seasonal Expectations of Use

When will the Project require use of the land? Include information on key works during construction phases as well as operations phase. Please reference [reduced risk fish windows](#) as required by DFO:



| Project Phase (Construction / Operations) | Brief Description of Activity / Works | Season |
|---|---|--|
| Rock Excavation | Rock is to be excavated from the toe of the talus slope, which will be reclaimed from recontouring the talus slope. | Operations will be from early spring to late fall (snow free seasons). There are no streams on the site and the quarry is buffered from the West Kettle River by the forestry road, flat benches and the Kettle Valley Rail Trail. |
| Add Row | | |

3.0 Infrastructure and Improvements

3.1 Facilities and Infrastructure

Detail any new and existing facilities, infrastructure or processes proposed and any ancillary uses. Provide details of planned construction methods and materials, and construction scheduling.

| Facility/Infrastructure/Process | Construction Methods/Materials | Construction Schedule |
|--|---|--|
| No facilities or infrastructure on site either currently or in the future. | Rock to be excavated with an excavator and loaded into dump trucks. | As and when rip-rap is needed for flood control. |
| Add Field | | |

3.2 Access

Identify existing and proposed roads used for access and their use by season. Include any proposed connections to public or Forest Service Roads; traffic information including volume of traffic during construction/operation and phase or season that the traffic is expected:



| Roadway/Proposed Connection | Existing/Proposed | Existing Road Classification | Road Permittee Information and Road Use Agreements | Traffic Volume | | Mitigation of Traffic Effects |
|--------------------------------|--|------------------------------|--|--------------------|--|---|
| | | | | Construction Phase | Operations Phase | |
| No new roads to be constructed | Forest service road accesses the site and bounds it on the east, | FSR | either BCTS or MFLNRORD | Not Applicable | Forestry operations, hauling and public access (low volumes anticipated) | Install warning signs of "Active Operations" in both directions when active forestry hauling in progress. |
| Add Field | | | | | | |

3.3 Utility Requirements and Sources

Describe utility requirements and sources, include agreements in place or underway allowing access to utilities.



No utility requirements on site.

| |
|--|
| |
|--|

3.4 Water Supply

Identify water requirements for construction and operation phases (e.g. surface water and/or groundwater), including sources, location, volume and a general description of infrastructure planned to meet water supply requirements, include any agreements outside of Water Act Authorizations identified above (Section I, Authorizations, Permits or Approvals), such as Municipal water supply.

| Project Phase (Construction/ Operation) | Water Requirement (e.g. Surface water or ground water, etc) | Source/location | Volume | Infrastructure Description | Agreements |
|---|---|-----------------|--------|----------------------------|------------|
| No water required for operations | None | NA | NA | NA | NA |
| Add Field | | | | | |

3.5 Waste Collection Treatment and Disposal

Identify any waste disposal (note septic system required), sewage, sanitation facilities and refuse disposal proposed.



| Project Phase (Construction/ Operation) | Is there a water requirement (e.g. Surface water or ground water, etc) | Discharge distance to closest body of water (well, lake, etc.) | Volume of daily discharge | Infrastructure Description | Existing Agreements |
|---|--|--|---------------------------|----------------------------|---------------------|
| No refuse to be disposed of on site | No water requirement | NA | NA | NA | NA |
| Add Field | | | | | |

4.0 Environmental

Describe any significant impacts and proposed mitigation for the following environmental classes:

4.1 Land Impacts

4.1.1 Vegetation Removal

Is any timber removal required?

☐ Yes ☒ No

Are any areas of vegetation to be cleared, outside of timber removal?

☒ Yes ☐ No

| Removal Type | Impacts | Proposed Mitigation |
|---|--|---|
| immature deciduous and coniferous trees/shrubs to be removed from toe of scree slopes | Site is 98% exposed talus so impact of small shrub removal is minimal. | No mitigation proposed as non-plantable site. |

Add Field

4.1.2 Soil Disturbance

Will there be any areas of soil disturbance, including clearing, grubbing, excavation and levelling?

☐ Yes ☒ No

Is the area to be excavated a Brownfield site or has the potential to be contaminated?

☐ Yes ☒ No

Is there potential for disturbance of archaeological, paleontological fossils or historical artifacts?

☐ Yes ☒ No

4.1.3 Riparian Encroachment

Will any works be completed within or adjacent to the riparian zone of any water body?

☐ Yes ☒ No



4.1.4 Pesticides and Herbicides

Will there be any use of pesticides or herbicides during construction, operations and/or maintenance?

☐ Yes ☒ No

4.1.5 Visual Impacts

Will there be any adverse effects of the projects, and any potential adverse effects on sight lines to the project area from surrounding areas likely to be used for scenic viewing by residents or other users?

☐ Yes ☒ No

4.1.6 Archaeological Sites

Are there any known or high potential (Arch Procedure) archaeological sites within the project area?

☐ Yes ☒ No

Have you conducted an AIA or engaged an archaeologist to assist with your investigations?

☐ Yes ☒ No

4.1.7 Construction Methods and Materials

Identify the types of construction materials, the methods used, their impacts, and any mitigations:

| Construction Material/Method | Impacts | Mitigations |
|------------------------------|---------|-------------|
| No construction to be done. | NA | NA |
| Add Field | | |

4.2 Atmospheric Impacts

4.2.1 Sound, Odor, Gas or Fuel Emissions

Will the project construction or operation cause any of the following to disturb wildlife or nearby residents:

Sound? ☒ Yes ☐ No

Explain the current conditions, source, type and range of emission. Provide a description of atmospheric effects from proposed construction, operation, and decommissioning phases. Also include proposed mitigation measures to manage or mitigate adverse effects.

| Emission Source | Current Conditions | Project Impacts | Proposed Mitigations / Management |
|-----------------|--------------------|---|--|
| Excavator | Diesel engine | Noise in immediate quarry area and possible along rail trail. | Only operating as and when. Not a full time operation. |
| Add Field | | | |

Odor? ☒ Yes ☐ No

Explain the current conditions, source, type and range of emission. Provide a description of atmospheric effects from proposed construction, operation, and decommissioning phases. Also include proposed mitigation measures to manage or mitigate adverse effects.

| Emission Source | Current Conditions | Project Impacts | Proposed Mitigations / Management |
|-----------------|--------------------|-------------------|-----------------------------------|
| Excavator | Diesel Smell | Localized to site | |
| Add Field | | | |

Gas? ☐ Yes ☒ No

Fuel Emissions? ☒ Yes ☐ No

Explain the current conditions, source, type and range of emission. Provide a description of atmospheric effects from proposed construction, operation, and decommissioning phases. Also include proposed mitigation measures to manage or mitigate adverse effects.

| Emission Source | Current Conditions | Project Impacts | Proposed Mitigations / Management |
|-----------------|--------------------|--------------------|-----------------------------------|
| Excavator | Fumes | Localized to site. | |
| Add Field | | | |

4.3 Aquatic Lands

4.3.1 Drainage Effects

Will the project result in changes to land drainage?

☐ Yes ☒ No

4.3.2 Public Access

Will the project result in changes to public access?

☐ Yes ☒ No

4.3.3 Flood Potential

Will the project result in a potential for flooding?

☐ Yes ☒ No

4.4 Fish and Wildlife Habitat

4.4.1 Disturbance to Fish/Wildlife and Fish/Wildlife Habitat

Will the project result in adverse effects to wildlife or wildlife habitat?

[\(BC Wildlife Act\)](#)

☐ Yes ☒ No

Will the project (construction or operations phase) occur in and around streams, lakes, estuarine or marine environments?

☐ Yes ☒ No

Is the project (construction or operations phase) likely to increase erosion or sedimentation?

☐ Yes ☒ No

Will the project (construction or operations phase) require water diversion?

☐ Yes ☒ No

Will the project threaten or endanger species at risk in the area?

[Species At Risk Act](#)

☐ Yes ☒ No

5.0 Socio-Community

5.1 Land Use

Describe the current community setting on or near the project area, including the location of non-aboriginal and aboriginal communities or known use areas.

Rhone is a farming community approximately 7 km south of the quarry. The closest farms are approximately 1 km north and 2.5 km south of the quarry.

5.1.1 Land Management Plans and Regional Growth Strategies

Are there any land and resource management plans, coastal plans, provincial, regional growth strategies or local government plans with zoning, or management policies or use restrictions in place that could limit or preclude your proposed use of the land? (Please refer to the [Union of BC Municipalities \(UBCM\)](#), and check the websites of the municipality, regional district or other organization with jurisdiction including your project area.)

☐ Yes ☒ No

5.2 Socio-Community Conditions

5.2.1 Adjacent Users or Communities

Is the project likely to restrict public access, or the ability, or the ability of adjacent land owners or tenure holder to access their property or tenures?

☐ Yes ☒ No

5.2.2 Existing Services

Provide a description any increased demand on fire protection and other health facilities and emergency services arising from your Project, including proposed management or mitigation measures.



No increased demand on fire protection, health facilities or emergency services anticipated. This would be a 1 or 2 person operation.

Management Plan

Page 11 of
11

END OF FORM



Regional District of
Kootenay Boundary

Staff Report

| | | | |
|--------------|--|----------------|------------------------|
| RE: | FrontCounter BC Referral – Crown Land Industrial Application | | |
| Date: | January 30, 2020 | File #: | E-2351-05129.250 Crown |
| To: | Chair Langman and members of the Board of Directors | | |
| From: | Corey Scott, Planner | | |

Issue Introduction

We have received a referral from FrontCounter BC regarding the sale of Crown land for continued use as a lumber mill in Electoral Area E/West Boundary (see attachments).

| Property Information | |
|---------------------------------|---|
| Owner(s): | Crown Provincial |
| Applicant | Graff's Contracting Ltd. (current licensee) |
| Location: | 5705 Highway 33 |
| Electoral Area: | Electoral Area E/West Boundary |
| Legal Description(s): | Lot 1, Plan KAP29856, DL 2351, SDYD |
| Area: | 1.02ha (2.52acr) |
| Current Use(s): | Sawmill |
| Land Use Bylaws | |
| OCP Bylaw: | NA |
| DP Area: | NA |
| Zoning Bylaw: | NA |
| ALR: | NA |
| Other | |
| Waterfront / Floodplain: | NA |
| Service Area: | NA |
| Planning Agreement Area: | NA |

History / Background Information

The subject property is located on the west side of Highway 33, approximately one kilometre south of Beaverdell in Electoral Area E/West Boundary. The applicant currently has a 10-year License of Occupation with the Province to operate a small band saw mill to process purchased timbers and lumber.

Page 1 of 3

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Proposal

The applicant is requesting a Crown Grant from the Province to buy the property.

Implications

The referral stated that in the last five years, three structures have been constructed on the property. The applicant has noted that the structures do not have permits. We have followed up with the Building Department on this item. They have determined that no permits were ever applied for but that a permit should have been required for the construction of the large shelter structure at the very least.

Further, the referral noted that the property was previously known as the "Beaverdell Dump". However, the site was not a legitimate landfill. It was used as an illegal dumping site. Prior to receiving the original 10-year license of occupation, the licensee was responsible for the removal of accumulated debris and two trailers on the property. Based on our orthoimagery, it appears that this debris has been removed from the site. The application also notes that other portions of the 'dump' area have been covered in fill and vented.

As there is no Official Community Plan or Zoning Bylaw in Electoral Area E/West Boundary, there are no policies or regulations to base a resolution for support or non-support off of. However, the property's current use as a hobby mill for the applicant is preferable to its historical use as an illegal dumping site.

Advisory Planning Commission (APC)

The application was presented to the Electoral Area E/West Boundary APC at their January 6, 2020 meeting. The APC provided the following comments in their discussion of the application:

"We discussed whether the lease could be extended but were not sure if this could happen. We also wonder whether there could be contaminants on an old dump site and if so whether the lease holder would be required to clean up any contaminated areas. It was mentioned that perhaps the sale would contribute to the local tax base and add to provincial revenues through the sale of the property."

The APC recommended support of the application.

Staff Comments

We are unaware of whether contaminants are present on the land as a result of the previous illegal dumping activity. Enforcement of such illegal activities on Crown land is managed through the Ministry of Environment and Climate Change Strategy. Typically, contaminated sites are identified and managed through the completion of a Site Profile.

Recommendation

That the staff report regarding the FrontCounter BC Crown Land Industrial referral for the private purchase of a piece of Crown land, for a portion of the parcel legally described as Lot 1, Plan KAP29856, DL 2351, SDYD, West Boundary, Electoral Area E, be received;

Further, that the following comments be provided to the Province:

- The applicant must complete a Site Profile to ensure the lands are free of contaminants; and,
- The applicant must ensure that all of the necessary Building Permits have been issued prior to the finalization of the purchase and sale of the subject property.

Attachments

Site Location Map
Subject Property Map
Applicant Submission

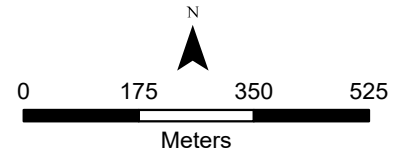


Regional District of
Kootenay Boundary

Date: 09-Dec-2019

Site Location Map

DL3228s, SDYD,
Portion FR N ½



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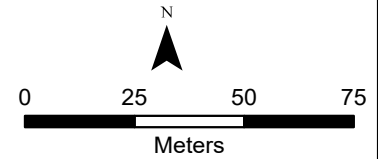


Regional District of
Kootenay Boundary

Date: 09-Dec-2019

Subject Property Map

Lot 1, Plan KAP29856,
DL 2351, SDYD



1:1,500



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Site Plan 2019
5705 Hwy 33
License of Occupation 404136
File 4404825





**Regional District of
Kootenay Boundary**

STAFF REPORT

| | | | |
|--------------|--|--------------|----|
| Date: | January 30, 2020 | File: | P7 |
| To: | Chair Langman and RDKB Board of Directors | | |
| From: | Donna Dean, Manager of Planning and Development | | |
| Re: | Request for resolution to submit an application to UBCM for a Poverty Reduction Plan | | |

Issue Introduction

A staff report from Donna Dean, Manager of Planning and Development, presenting the opportunity to apply for the UBCM Poverty Reduction Grant – Stream 1 – Plans and Assessments.

History/Background Factors

In March 2019 the Province of BC released their poverty reduction strategy which targets to reduce the overall poverty rate in British Columbia by 25% by 2024 and reduce the child poverty rate by 50% by 2024.

The Province has made UBCM grant funding available to help achieve the reduction targets. Since the Boundary Area does not have a poverty reduction plan, we are eligible for Stream 1 funding to hire a consultant to prepare a plan. Given that the project could apply to the three Boundary municipalities and three electoral areas, we could be granted up to \$100,000: \$25,000 for each municipality and \$25,000 for the three electoral areas combined.

The grant opportunity was discussed at the Boundary Community Development Committee (BCDC) on January 8, 2020 and the member municipalities expressed support for the regional district submitting a Boundary area application. The Planning and Development Department Work Plan, which was adopted at the January 16 Electoral Area Services (EAS) Committee meeting, includes the submission of an application to UBCM and project management if the application is successful. Councils of the member municipalities will be considering resolutions in support of the application at upcoming meetings.

Implications

If successful in obtaining the grant staff time, including the Planning and Development Department and Finance Departments, will be required to manage the project and submit the final reports to UBCM.

Page 1 of 2

P:\PD\General Files\P-7 Poverty Reduction\2020-01-30_Board_UCBM_Poverty_Reduction_Grant.docx

Advancement of Strategic Planning Goals

If we are successful in receiving the grant, the project will advance the Board's strategic priorities regarding:

- Exceptional cost effective and efficient services,
- Responding to Demographic/Economic/Social Change and
- Improve and enhance communications.

Recommendation

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 a Poverty Reduction Plan for the Boundary area including the municipalities of Midway, Greenwood and Grand Forks; and Electoral Areas C/Christina Lake, D/Rural Grand Forks, and E/West Boundary to a maximum of \$100,000 and FURTHER if the grant is approved amend the 2020 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.



Regional District of
Kootenay Boundary

Staff Report

| | | | |
|--------------|--|----------------|-----------------|
| RE: | Liquor and Cannabis Regulation Branch – Retail Cannabis Referral: Lake Life Cannabis Co. | | |
| Date: | January 30, 2020 | File #: | C-750-04057.000 |
| To: | Chair Langman and Members of the Board of Directors | | |
| From: | Corey Scott, Planner | | |

Issue Introduction

We have received a referral from the Liquor Cannabis Regulation Branch (LCRB) referral for a proposed non-medical cannabis retail store (CRS) in Electoral Area C/Christina Lake (see Attachments).

| Property Information | |
|---------------------------------|--------------------------------------|
| Owner(s): | Lynda Turner |
| Applicant: | Michael Paul |
| Location: | 1885 Bakery Frontage Road |
| Electoral Area: | Electoral Area C/Christina Lake |
| Legal Description(s): | Lot 1, Plan KAP6204, DL 750, SDYD |
| Area: | 0.147ha (0.362acr) |
| Current Use(s): | Commercial |
| Land Use Bylaws | |
| OCP Bylaw: 1250 | Neighbourhood Commercial |
| DP Area: | Neighbourhood Highway Commercial |
| Zoning Bylaw: 1300 | Neighbourhood Commercial 4 |
| Other | |
| Waterfront / Floodplain: | NA |
| Service Area(s): | Sutherland Creek Waterworks District |

History / Background Information

The subject property is located along Bakery Frontage Road, adjacent to Highway 3 in Electoral Area C/Christina Lake. It is designated for "Neighbourhood Commercial" land use in the Electoral Area C/Christina Lake Official Community Plan (OCP) Bylaw No. 1250 and zoned "Neighbourhood Commercial 4" (C4) in the Electoral Area C/Christina Lake Zoning Bylaw No. 1300. It also falls within the OCP's "Neighbourhood Highway Commercial" Development Permit Area.

The subject property is surrounded by the following land uses:

- North – Single Family Residential and Neighbourhood Commercial;

Page 1 of 5

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- South – Neighbourhood Commercial, Waterfront Commercial and Single Family Residential;
- East – Single Family Residential; and,
- West – Single Family Residential.

Proposal

The applicant has submitted an application to the LCRB to operate a non-medical cannabis retail store (CRS) in an existing building on the subject property.

The proposal does not involve any major alterations or additions to the existing structure; only minor tenant improvements are required.

Implications

Once an application has been made to the LCRB, Section 33(1) of the *Cannabis Control and Licensing Act* prevents the LCRB from issuing a license without a positive recommendation from the local government regarding the CRS license application. If a local government or Indigenous nation submit a poor recommendation, or decide not to send any recommendation, the LCRB will not consider the application any further.

Land Use Considerations

The proposal is consistent with the goals, objectives and policies in the OCP for commercially designated lands.

A development permit is not required for the proposal, as the request does not involve any new structures or additional floor area. Development permits are required for new buildings and additions to existing buildings in the "Neighbourhood Highway Commercial" Development Permit Area (DPA).

Retail stores are a permitted use in the C4 zone. We do not differentiate types of retail in Zoning Bylaw No. 1300 (e.g. cannabis, tobacco, or liquor). As such, a CRS is permitted wherever retail stores are permitted.

Public Notification Considerations

If the RDKB wants to provide comment, *The Cannabis Control and Licensing Act* requires the local government to consider the following criteria:

- the potential for noise if the amendment is approved;
- the impact on the community; and
- whether the amendment may result in the establishment being operated in a manner contrary to its primary purpose.

If the amendment may affect nearby residents, the local government must gather the views of residents in accordance with provisions of the Act. The options for this are:

- i. receiving written comments in response to a public notice of the application,

- ii. conducting a public hearing in respect of the application,
- iii. holding a referendum, or
- iv. any other similar method determined by the local government.

The RDKB solicits the views of nearby residents and the larger community by requiring the applicant to place a sign or signs on the property, visible at or near the front of the building, by the main entrance, and other conspicuous spots where residents, patrons and members of the community can easily see it and have an opportunity to comment. We have provided the applicant with signage to display on the property; similar to what is typically required for liquor license applications.

Our current fees and procedures bylaw does not include public consultation requirements for cannabis retail store referrals. However, we can require or carry out more consultation than the placement of a sign. For example, at Big White Ski Resort a public hearing and online survey were used to gather input from the public in addition to the signage. There are no time constraints on the public consultation process.

Any comments generated from residents, the community, and the APC will be provided to the Board for their consideration, as well as LCRB for their review. Should the Board wish to provide comment to the LCRB, a response must:

- be in writing
- show that the local government has considered the location
- include the views of the local government on the general impact on the community if the application is approved
- include the views of residents and a description of how they were gathered
- include the local government's recommendation as to whether the application should be approved or rejected and provide reasons upon which the recommendation is based.

Advisory Planning Commission (APC)

The Christina Lake APC considered the LCRB referral at their January 7, 2020 meeting. The APC recommended support of the application, conditional upon the parking requirements on the site being met. No additional public consultation was recommended.

Staff Comments

Parking

The applicant has noted that the other commercial space on the property, "Smoochies Brewing Co.", has 18 seats. Eating and drinking establishments require 1 parking stall per 3 seats, resulting in 6 required parking stalls for Smoochies Brewing Co. Lake Life Cannabis Co. has approximately 45m² of retail space. The Zoning Bylaw requires 5 stalls per 100m² of retail gross floor area, or 1 stall per 20m², or remaining fraction thereof, for proposals less than 100m² in gross floor area. As the retail space is 45m², 3 parking stalls are required. 9 total parking stalls are required for the site.

Page 3 of 5

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The applicant has submitted a Site Plan (see attachments) that demonstrates the parking requirements for the site have been met. The Fire Department noted that access between the two commercial buildings should be preserved and that adequate signage should be installed on the property to ensure access lanes on the property are not blocked. These comments have been raised with the applicant and will form part of our comments to the Province.

Additional Public Consultation

The proposal is currently meeting the minimum requirements for public consultation under the *Cannabis Control and Licensing Act*. Additionally, the APC did not request consultation beyond displaying signage for the proposal in the storefront's window. When the new cannabis legislation was introduced, staff was given direction to draft an amendment to the Fees and Procedures Bylaw No. 1231 to adequately address these referrals. Due to staffing shortages and changes, the amendments are still being drafted; however, as part of the forthcoming amendments, additional public consultation is being proposed.

While we recognize that the APC did not provide a recommendation for additional public consultation, staff recommend a mail-out notification to property owners within 60m of the subject property. At the EAS Committee Meeting on March 14, 2019 the EAS Committee recommended adding this requirement to the Fees and Procedures Bylaw. The rationale for requiring additional consultation is:

- It is currently common practice to have some form of additional public consultation beyond the minimum required by legislation;
- This is the first license for a non-medical cannabis retail store in Christina Lake and second in the RDKB; and,
- Additional consultation would make the process consistent with our forthcoming amendments. Mail out notification is recommended opposed to a public hearing in recognition of the APC's recommendation of requiring no additional consultation.

Recommendation

That the Regional District of Kootenay Boundary Board of Directors defer consideration of the Non-Medical Retail Cannabis Retail Store license for Lake Life Cannabis Co. on the property legally described as Lot 1, Plan KAP6204, DL 750, SDYD, Electoral Area C/Christina Lake until the Regional District has solicited the views of residents through a mail notification to property owners within 60 metres of the subject property.

Alternate Recommendation (Support)

Be it resolved that the Regional District of Kootenay Boundary Board of Directors recommend the Non-Medical Retail Cannabis Retail Store license for Lake Life Cannabis Co. on the property legally described as Lot 1, Plan KAP6204, DL 750, SDYD, Electoral Area C/Christina Lake be supported for the following reasons:

1. The Board's consideration to the location of the proposed store are as follows:

- a. The Electoral Area C/Christina Lake Official Community Plan (OCP) Bylaw No. 1250 and Zoning Bylaw No. 1300 consider the retail sale of non-medical cannabis to be a 'retail' use, which is permitted on the subject property.
2. The Board's consideration of the general impact on the community are as follows:
 - a. It is anticipated that the proposal would not negatively affect the Christina Lake community.
 - i. The subject property is adjacent to Highway 3 and is designated for Neighbourhood Commercial land use.
 - ii. Upon community consultation for the legalization of cannabis in 2018, it was determined that non-medical retail sales would be considered suitable as a retail use. This direction did not receive concern or opposition from the community.
3. The Board's comments on the views of residents are as follows:
 - a. The Regional District solicited the views of residents by providing the applicant with a 'Notice of Proposal' sign for the property. No comments were received from the community.
 - b. The local Advisory Planning Commission considered the application at their January 7, 2020 meeting and were given the opportunity to recommend further community consultation. No additional consultation was recommended to further solicit the views of residents.

Attachments

Site Location Map
 Subject Property Map
 Applicant Submission

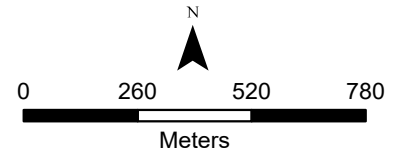


Regional District of
Kootenay Boundary

Date: 17-Dec-2019

Site Location Map

Lot 1, Plan KAP6204,
DL 750, SDYD



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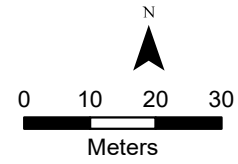


Regional District of
Kootenay Boundary

Date: 17-Dec-2019

Subject Property Map

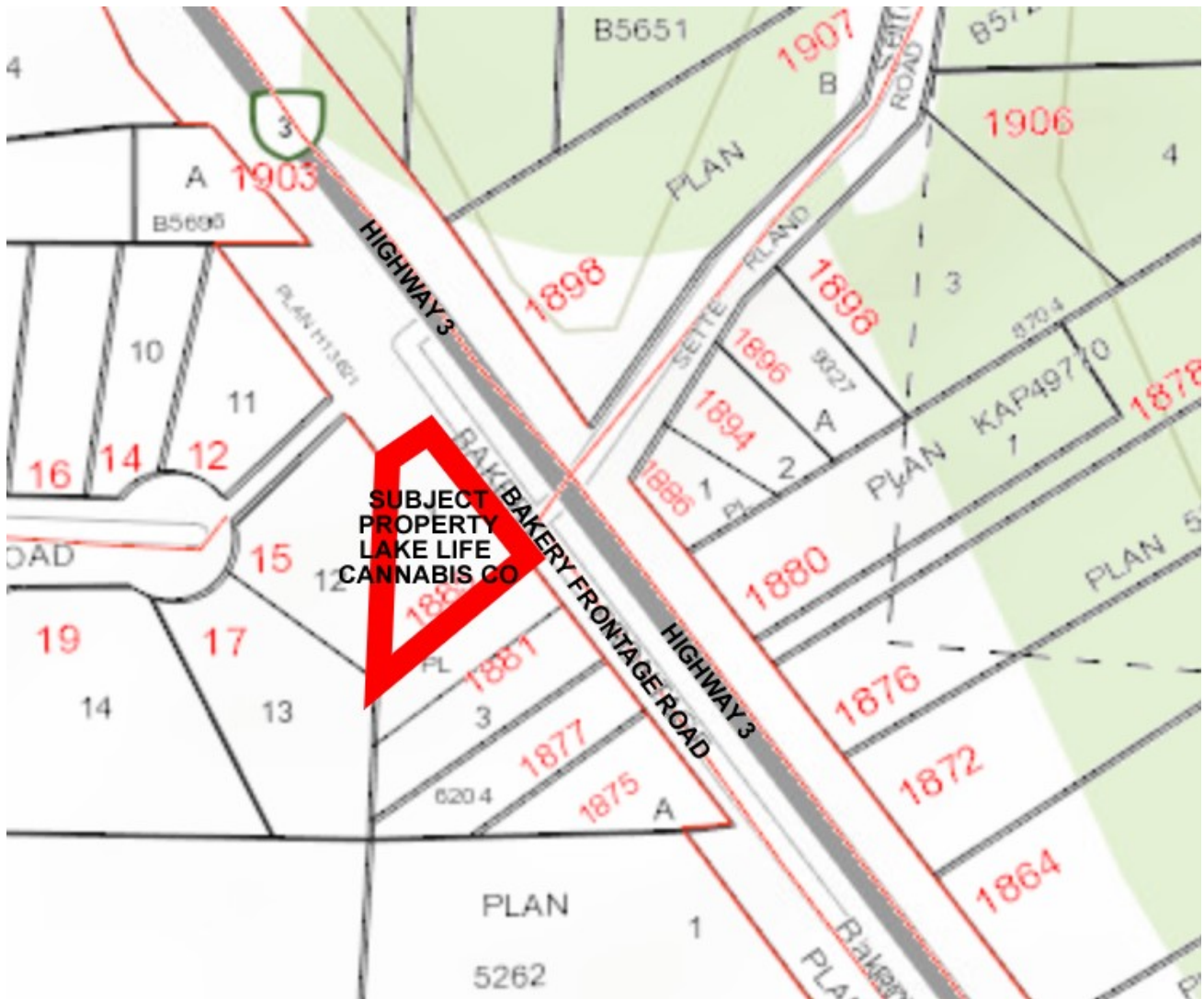
Lot 1, Plan KAP6204,
DL 750, SDYD



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Jennifer Kuhn

From: is@rdkb.com
Sent: January 9, 2020 7:51 PM
To: Theresa Lenardon; Information Services; Jennifer Kuhn; Melissa Zahn
Subject: Grant-in-Aid Form submitted by BEAVER VALLEY MAY DAYS SOCIETY, email address - catherine.ellison12@gmail.com

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

Electoral Area 'A' Director Ali Grieve

Applicant Information:

Applicant: BEAVER VALLEY MAY DAYS SOCIETY

Address: BOX 218, FRUITVALE, BC VOG 1L0

Phone: 250-231-3608

Fax:

Email: catherine.ellison12@gmail.com

Representative: CATHERINE ELLISON, SECRETARY TREASURER

Make Cheque Payable To: BEAVER VALLEY MAY DAYS SOCIETY

Other Expenses:

Total Cost of Project: \$40,000.00

Amount Requested from
RDKB Director(s):

\$4,000.00

Approved Director Grieve
January 10, 2020

What is the Grant-in-Aid for?

Beaver Valley May Days Events including: Parade, Fireworks, Kids Events, Ball Tournament, Pancake

Breakfast, Bingo, Citizen of the Year, Senior Tea.
Days to be Held: May 22, 23 & 24, 2020

List of Other Organizations Applied to for Funding

Name of Organization COLUMBIA BASIN TRUST

Amount Requested 1500.00

Amount Secured 0.00

Name of Organization TECK

Amount Requested 1500.00

Amount Secured 0.00

Name of Organization COLUMBIA POWER

Amount Requested 1000.00

Amount Secured 0.00

Documents uploaded with Submission?

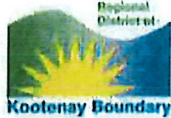
["FUNDING APPLIED FOR.docx"]

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

From the desk of

Catherine Ellison
 Secretary/Treasurer
 Beaver Valley May Days Society
 Box 218, Fruitvale, BC V0G 1L0
 250-231-3608

| Organizations Where Funding will be applied for: | 2020 |
|---|------------|
| 1. Teck | \$1,500.00 |
| 2. Regional District of Kootenay Boundary (RDKB) | \$4,000.00 |
| 3. Beaver Valley Lion Club | \$500.00 |
| 4. Fruitvale Co-op | \$100.00 |
| 5. Western Financial Group | \$200.00 |
| 6. Joanna Linardis – Registered Massage Therapist | \$100.00 |
| 7. Fruitvale Kitchen | \$20.00 |
| 8. Beaver Valley Medical Centre | \$100.00 |
| 9. Better Health Therapeutics | \$100.00 |
| 10. Fortis | \$1,000.00 |
| 11. Columbia Power | \$1,000.00 |
| 12. Rona – Trail | \$250.00 |
| 13. Beaver Valley Dental Clinic | \$100.00 |
| 14. Columbia Basin Trust | \$1,500.00 |
| 15. Kootenay Savings Credit Union | \$500.00 |



Grant-in-Aid Request

Application to (please check where appropriate):

| | | | | |
|---|--|--|--|--|
| <input checked="" type="checkbox"/> Electoral Area A Director Ali Grieve | <input type="checkbox"/> Electoral Area B Director Linda Worley | <input type="checkbox"/> Electoral Area C Director Grace McGregor | <input type="checkbox"/> Electoral Area D Director Irene Perepolkin | <input type="checkbox"/> Electoral Area E Director Bill Baird |
|---|--|--|--|--|

| | | | |
|-------------------------|--|------|--------------|
| Applicant: | BV RECREATION | | |
| Address: | 1777 GREEN ROAD BOX 880 FRUITVALE, BC V0G 1L0 | | |
| Phone: | 250 367-9319 | Fax: | 250 367-9397 |
| Email: | KWAIKERA@rdkb.com | | |
| Representative: | KELLY WALKER | | |
| Make cheque payable to: | BV RECREATION | | |

What is the Grant-in-Aid for:

| |
|---|
| FEBRUARY 11 SENIORS DINNER AND DANCE, TO HELP COVER SOME OF THE COST OF THE CATERER (\$6485.00), I TRY TO KEEP TICKET COST LOW FOR THE SENIORS. |
|---|

Amount Requested: \$1600.00 Approved by Director Grieve Jan 23/20

Date: JANUARY 22/20

Signature: Kelly Walker

Print name: KELLY WALKER

Office Use Only

Grant approved by Director: _____

Approved by Board: _____

Jennifer Kuhn

From: is@rdkb.com
Sent: January 13, 2020 1:48 PM
To: Theresa Lenardon; Information Services; Jennifer Kuhn; Melissa Zahn
Subject: Grant-in-Aid Form submitted by LCCDTS/Sustainable Agriculture Committee - Trail's Incredible Farmers Market, email address - incredibletrail@gmail.com

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

Electoral Area 'A' Director Ali Grieve

Applicant Information:

Applicant: LCCDTS/Sustainable Agriculture Committee - Trail's Incredible Farmers Market

Address: Box 125 - 1143 Christie Rd Montrose, BC V0G 1P0

Phone: 2502318671

Fax:

Email: incredibletrail@gmail.com

Representative: Gina Ironmonger

Make Cheque Payable To: Trail's Incredible Farmers Market

Other Expenses:

Total Cost of Project: \$\$7500

Amount Requested from
RDKB Director(s):~~\$\$1000~~\$700 Approved Director Grieve
January 14, 2020

What is the Grant-in-Aid for?

Pre-valentine fundraiser event with proceeds to the Farmers Market Nutrition Coupon Program which provides coupons to low-income seniors, families and expectant Mom's in the LColumbia to purchase fresh

food at the farmers market. This program also supports local agriculture as type of food includes veggies, fruit, meat, dairy, eggs, poultry, & fresh-cut herbs. The event invites people to shop for valentine gifts for friends & family from local artisans, winery, chocolatier and bakers while enjoying fashion show of local businesses & designers. Supports those in need, local agriculture & business. We are all volunteers. We are hoping that you would like to be the event sponsor and thus requesting \$1,000 but are thankful and appreciative for a lesser amount. The funds we are requesting from Electoral Area A will be specifically used for advertising plus any incidental expenses. Ticket sales will be done through the Charles Bailey Theatre. We estimate 400 ticket sales. The cost is \$2.00 each plus credit and debit card fees for a possible total of \$800. Charles Bailey electronic board advertising is \$50, poster service is \$100.00 Press releases we estimate at \$250. There is also Radio Advertising but don't have that cost confirmed yet. There is also newspaper advertising with a budget of \$200. Facebook boosts \$100. We will also promote on community boards which are free and social media. Thank you for your consideration

List of Other Organizations Applied to for Funding

Name of Organization Kootenay Savings Credit Union

Amount Requested \$500

Amount Secured \$500

Name of Organization Pharmasave

Amount Requested \$250

Amount Secured \$250

Name of Organization Hall Printing (in kind - they will be doing printed materials; posters, tickets, etc. Riverbelle also donated venue.

Amount Requested

Amount Secured

Documents uploaded with Submission?

☐

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All About Heart

Shop - Sip - Support + Fashion Show

February 9, 2020

Sponsorship Opportunities

Trail's Incredible Farmer's Market, is hosting a Pre-Valentine's Day Event on Feb 9th, to raise money for the Farmers Market Nutrition Coupon Program. The day highlights two fashion shows from clothing, accessories, shoe stores and designers within our region and Valentine Day gifts from artisans, bakers and pampering services. Tickets to the event will be presold and include refreshments and hors d'oeuvres.

Proceeds from the event will support the Farmers Market Nutrition Coupon Program. This healthy eating initiative supports local agriculture while strengthening our local food systems. From June thru October, 2019, this initiative, regularly helped more than 160 low-income seniors, families and expectant moms in the Lower Columbia region to purchase fresh and nutritious local food at Trail's Incredible Farmers Market. Even so, there was still a shortage. The coupon program contributes immensely to our agriculture sector as coupons are used to purchase veggies, fruit, meat, poultry, eggs and herbs from our market vendors.

Trail's Incredible Farmers' Market is an **"award winning, family-friendly market - with heart"** that gives back to the communities we serve. As an initiative of the Sustainable Local Agriculture Committee of the Lower Columbia Development Team Society, our primary purpose is to promote local agriculture while supporting local business. We operate our markets and events to serve our communities with a team of passionate volunteers. We educate, engage and inspire people to create a vibrant farming sector that nourishes and supports our communities and natural environment.

On February 14, many of us take time to show a little extra love to the special people in our lives. This year, we invite you to share the love with farmers, artisans, local business and, particularly, those in need behind your favourite Valentine's Day gifts.

Why Consider Event Sponsorship?

Partners/sponsors are the utmost importance to us and wish you to gain value from your association with us and from the event.

Marketing Area: Our target area includes, but is not limited to:

"Rossland, Warfield, Trail, Montrose, Fruitvale and Areas A & B of the Regional District of Kootenay Boundary."

Event Promotion: Marketing will comprise Eblast Marketing, Radio Ads and Interview, Community Calendars, Social Media including Facebook and Instagram, Signage prior to and during the event, printed materials, press releases.

- ♦ **Benefits:** Your visibility is essential in our marketing campaign and believe that sponsorship will increase your organization and brand exposure to local business, residents, market vendors and patrons. This event is a unique opportunity to increase exposure by stretching your marketing dollars.

Sponsorship Opportunities

| Event Sponsor | Fashion Show Sponsor | Appetizer Wine Sponsor | Gold Sponsor | Silver Sponsor | Business in Support | Sponsorship Benefits |
|---------------|----------------------|------------------------|--------------|----------------|---------------------|--|
| \$1,000 | \$700 | \$700 | \$500 | \$250 | \$100 | |
| x | | | | | | Speaking Opportunity |
| x | | | | | | Signage/Banner placement at Fashion Show |
| x | x | x | x | x | | Podium Recognition at Fashion Show |
| x | x | x | x | x | | Logo on print promotion |
| x | x | x | x | x | | Logo on banner at front entrance |
| X6 | X4 | X4 | X3 | X2 | | Complimentary event tickets |
| x | x | x | x | x | x | Linked Logo on Event Page |
| x | x | x | x | x | x | Brochures & Business info at event & swag bags |
| x | x | x | x | x | x | Opportunity for flyer placement in 400 swag bags |
| x | x | x | x | x | x | Thank You Recognition on Event Page |

Event Support Sponsors – In Kind Services

Restricted category for those businesses whose services are applied as volunteer contribution to the “All About Heart” Event prior to and/or during the event.

Prominent placement of company logo included on:

All print promotions (time consideration)

Electronic promotions (Facebook, Instagram, E-Blasts)

Event promotions include:

Lets talk

Donation of an Item or Service for Draw

We will kindly accept donations of an item or a service for the fundraising gift basket. The basket will be displayed at the event with all the donors and gifts. We will also promote on our facebook event page. The draw will be broadcast on a live facebook post.

Please let us know if you have any questions or interest in sponsoring!

Contact:

Gina Ironmonger: 250.231.8671

Kay Bouma: 250. 231.1060

Email: trailsincrediblefarmersmarket@gmail.com



Jennifer Kuhn

From: is@rdkb.com
Sent: January 13, 2020 2:46 PM
To: Theresa Lenardon; Information Services; Jennifer Kuhn; Melissa Zahn
Subject: Grant-in-Aid Form submitted by LCCDTS/Sustainable Local Agriculture Committee, email address - incredibletrail@gmail.com

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

Electoral Area 'B' / Lower Columbia- Old Glory Director Linda Worley

Applicant Information:

Applicant: LCCDTS/Sustainable Local Agriculture Committee

Address: 1143 Christie Rd

Phone: 2502318671

Fax:

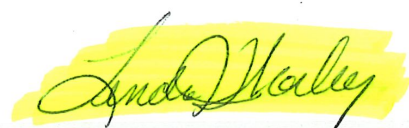
Email: incredibletrail@gmail.com

Representative: Gina Ironmonger

Make Cheque Payable To: Trail's Incredible Farmers Market

Other Expenses:

Total Cost of Project: \$\$7500

Amount Requested from
RDKB Director(s): ~~\$1000~~ \$700


What is the Grant-in-Aid for?

First, please note that I applied but did not check off Electoral Area B, just A. I would like this under 1 application. I apologize for the confusion. Pre-valentine fundraiser event with all proceeds to the Farmers Market Nutrition Coupon Program which provides coupons to low-income seniors, families and expectant

Mom's to purchase fresh food at Trail's Incredible Farmers Market. Last year helped over 160 people purchase food. This program also supports local agriculture as type of food includes veggies, fruit, meat, dairy, eggs, poultry, & fresh-cut herbs. The event invites people to shop for valentine gifts for friends & family from local artisans, winery, chocolatier and bakers while enjoying fashion show of local businesses & designers. Supports those in need, local agriculture & business. We are all volunteers. The request is for our advertising budget plus miscellaneous expenses. Ticket sales will be done through the Charles Bailey Theatre. We estimate 400 ticket sales. The cost is \$2.00 each plus credit and debit card fees for a possible total of \$800. Charles Bailey electronic board advertising is \$50, poster service is \$100.00 Press releases we estimate at \$250. Radio Advertising but hope that we may get a partial in-kind donation so estimate at \$250, Newspaper advertising \$200. Facebook boosts \$100. We will also promote on community boards which are free and social media.

List of Other Organizations Applied to for Funding

Name of Organization KSCU

Amount Requested \$500

Amount Secured \$500

Name of Organization Pharmasave

Amount Requested \$250

Amount Secured 250

Name of Organization In Kind - Hall Printing for printing and Riverbelle has donated the venue.

Amount Requested

Amount Secured

Documents uploaded with Submission?

["All About Heart - Sponsorship Package.pdf"]

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All About Heart

Shop - Sip - Support + Fashion Show

February 9, 2020

Sponsorship Opportunities

Trail's Incredible Farmer's Market, is hosting a Pre-Valentine's Day Event on Feb 9th, to raise money for the Farmers Market Nutrition Coupon Program. The day highlights two fashion shows from clothing, accessories, shoe stores and designers within our region and Valentine Day gifts from artisans, bakers and pampering services. Tickets to the event will be presold and include refreshments and hors d'oeuvres.

Proceeds from the event will support the Farmers Market Nutrition Coupon Program. This healthy eating initiative supports local agriculture while strengthening our local food systems. From June thru October, 2019, this initiative, regularly helped more than 160 low-income seniors, families and expectant moms in the Lower Columbia region to purchase fresh and nutritious local food at Trail's Incredible Farmers Market. Even so, there was still a shortage. The coupon program contributes immensely to our agriculture sector as coupons are used to purchase veggies, fruit, meat, poultry, eggs and herbs from our market vendors.

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Why Consider Event Sponsorship?

Partners/sponsors are the utmost importance to us and wish you to gain value from your association with us and from the event.

Marketing Area: Our target area includes, but is not limited to:

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Event Promotion: Marketing will comprise Eblast Marketing, Radio Ads and Interview, Community Calendars, Social Media including Facebook and Instagram, Signage prior to and during the event, printed materials, press releases.

- ♦ **Benefits:** Your visibility is essential in our marketing campaign and believe that sponsorship will increase your organization and brand exposure to local business, residents, market vendors and patrons. This event is a unique opportunity to increase exposure by stretching your marketing dollars.

Sponsorship Opportunities

| Event Sponsor | Fashion Show Sponsor | Appetizer Wine Sponsor | Gold Sponsor | Silver Sponsor | Business in Support | Sponsorship Benefits |
|---------------|----------------------|------------------------|--------------|----------------|---------------------|--|
| \$1,000 | \$700 | \$700 | \$500 | \$250 | \$100 | |
| X | | | | | | Speaking Opportunity |
| X | | | | | | Signage/Banner placement at Fashion Show |
| X | X | X | X | X | | Podium Recognition at Fashion Show |
| X | X | X | X | X | | Logo on print promotion |
| X | X | X | X | X | | Logo on banner at front entrance |
| X6 | X4 | X4 | X3 | X2 | | Complimentary event tickets |
| X | X | X | X | X | X | Linked Logo on Event Page |
| X | X | X | X | X | X | Brochures & Business info at event & swag bags |
| X | X | X | X | X | X | Opportunity for flyer placement in 400 swag bags |
| X | X | X | X | X | X | Thank You Recognition on Event Page |

Event Support Sponsors – In Kind Services

Restricted category for those businesses whose services are applied as volunteer contribution to the “All About Heart” Event prior to and/or during the event.

Prominent placement of company logo included on:

All print promotions (time consideration)

Electronic promotions (Facebook, Instagram, E-Blasts)

Event promotions include:

Lets talk

Donation of an Item or Service for Draw

We will kindly accept donations of an item or a service for the fundraising gift basket. The basket will be displayed at the event with all the donors and gifts. We will also promote on our facebook event page. The draw will be broadcast on a live facebook post.

Please let us know if you have any questions or interest in sponsoring!

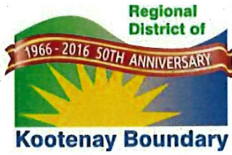
Contact:

Gina Ironmonger: 250.231.8671

Kay Bouma: 250. 231.1060

Email: trailsincrediblefarmersmarket@gmail.com





Grant-in-Aid Request

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

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

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

| | | | | | |
|-------------------------|--|------|--|---------|----------------------|
| Applicant: | * Rossland Society for Environmental Action | | | | |
| Address: | * Box 1091, Rossland, BC V0G 1Y0 | | | | |
| Phone: | * 250-512-9955 | Fax: | | E-Mail: | * whowardc@gmail.com |
| Representative: | * William (Bill) Coedy, Rossland Streamkeepers | | | | |
| Make Cheque Payable To: | * Rossland Society for Environmental Action | | | | |

**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)? \$ 500

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

The project is to fabricate a 3D portable model of the Cambridge Wetland/Violin Lake area. The model will be used in public outreach sessions organized by the Rossland Streamkeepers to illustrate what the semi-wilderness area could look like if the City of Trail were to decommission the Cambridge Reservoir dams. Trail no longer relies on this area for their water source. Rossland Streamkeepers will collaborate with instructor Jason Taylor and his students at Selkirk College in the model building and the City of Trail for digital mapping information. The model and outreach would represent the first phase of the potential decommissioning/restoration and subsequent regional park discussions and planning.

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

| | | | | | |
|----------------------|--------------------------------------|----------------------|-----|--------------------|-----|
| Name of Organization | CIP-City of Trail | Amount Requested: \$ | 500 | Amount Secured: \$ | 500 |
| Name of Organization | CIP-City of Rossland | Amount Requested: \$ | 500 | Amount Secured: \$ | |
| Name of Organization | RBC Innovation Technology for Nature | Amount Requested: \$ | 500 | Amount Secured: \$ | |

Date: Jan 21, 2020 Applicant Signature William Coedy Digitally signed by William Coedy Date: 2020.01.21 09:39:40 -08'00' Print Name William Coedy

Office Use Only

Grant approved by Electoral Area Director: Linda Worley

Approved by Board: _____

SUBMIT

Jennifer Kuhn

From: is@rdkb.com
Sent: December 14, 2019 9:52 AM
To: Theresa Lenardon; Information Services; Jennifer Kuhn; Melissa Zahn
Subject: Grant-in-Aid Form submitted by Christina Lake Community Association, email address - clcarental@gmail.com

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

Electoral Area 'C' / Christina Lake Director Grace McGregor

Applicant Information:

Applicant: Christina Lake Community Association
Address: PO Box 331 Christina Lake BC V0H 1E0
Phone: 604-809+6654
Fax:
Email: clcarental@gmail.com
Representative: Don Thomson - Treasurer

Make Cheque Payable To: Christina Lake Community Association

Other Expenses:

Total Cost of Project: \$\$1500.00

**Amount Requested from
RDKB Director(s):**

\$\$1500.00

*Approved Director McGregor
January 17, 2020*

What is the Grant-in-Aid for?

This grant-in-aid request is to fund rental of the Christina Lake Community hall for non-profit groups to use for community fund raising, meetings etc.

List of Other Organizations Applied to for Funding

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Documents uploaded with Submission?

☐

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Jennifer Kuhn

From: is@rdkb.com
Sent: January 2, 2020 1:47 PM
To: Theresa Lenardon; Information Services; Jennifer Kuhn; Melissa Zahn
Subject: Grant-in-Aid Form submitted by Little Lakers Learning Centre Society, email address - littlelakerstreasurer@gmail.com

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

Electoral Area 'C' / Christina Lake Director Grace McGregor

Applicant Information:

Applicant: Little Lakers Learning Centre Society

Address: 1680B Santa Rosa Rd

Phone: 250-447-6336

Fax:

Email: littlelakerstreasurer@gmail.com

Representative: Melissa Klingler (Board Member)

Make Cheque Payable To: Little Lakers Learning Centre Society

Other Expenses:

Total Cost of Project: \$3500

Amount Requested from
RDKB Director(s):

\$3500

*Approved Director McGregor
January 17, 2020*

What is the Grant-in-Aid for?

To cover day care expenses, administrative and operating costs.

List of Other Organizations Applied to for Funding

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Documents uploaded with Submission?

["2019FinancialReport.pdf"]

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LITTLE LAKERS LEARNING CENTRE SOCIETY

FINANCIAL STATEMENTS
(Unaudited - See Notice to Reader)

JUNE 30, 2019

Lia Azhure Inc.
Chartered Professional Accountant

LITTLE LAKERS LEARNING CENTRE SOCIETY

JUNE 30, 2019**CONTENTS**

| | <u>Page</u> |
|------------------------------------|-------------|
| NOTICE TO READER | 1 |
| FINANCIAL STATEMENTS | |
| Statement of Financial Position | 2 |
| Statement of Operation | 3 |
| Statement of Changes in Net Assets | 4 |
| Notes to Financial Statements | 5 |

LITTLE LAKERS LEARNING CENTRE SOCIETY

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

AS AT JUNE 30, 2019

ASSETS

| | 2019 | 2018 |
|------------------------------|------------------|------------------|
| CURRENT | | |
| Cash and short term deposits | \$ 11,615 | \$ 9,031 |
| Accounts receivable | 1,931 | 2,633 |
| Prepaid expenses | 2,375 | 2,817 |
| GST receivable | 715 | 360 |
| | <u>\$ 16,636</u> | <u>\$ 14,841</u> |

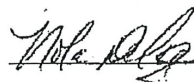
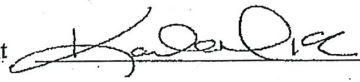
LIABILITIES

| | | |
|--|---------------|---------------|
| CURRENT | | |
| Accounts payable and accrued liabilities | \$ 1,727 | \$ 1,621 |
| Wages and payroll liabilities | 4,827 | 2,785 |
| | 6,554 | 4,406 |
| Loan payable | 11,250 | 12,750 |
| | <u>17,804</u> | <u>17,156</u> |

NET ASSETS

| | | |
|----------------|------------------|------------------|
| DEFICIT | (1,168) | (2,315) |
| | <u>\$ 16,636</u> | <u>\$ 14,841</u> |

ON BEHALF OF THE BOARD:

 President
  Treasurer

The accompanying notes are an integral part of these financial statements

Lia Azhure Inc.
Chartered Professional Accountant

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

LITTLE LAKERS LEARNING CENTRE SOCIETY

NOTICE TO READER

On the basis of information provided by management, I have compiled the statement of financial position of Little Lakers Learning Centre Society as at June 30, 2019 and the statements of operation and changes in net assets for the year then ended.

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

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



Grand Forks, BC
November 20, 2019

Chartered Professional Accountant

LITTLE LAKERS LEARNING CENTRE SOCIETY

STATEMENT OF OPERATION (Unaudited - See Notice to Reader)

FOR THE YEAR ENDED JUNE 30, 2019

| | 2019 | 2018 |
|--|-----------------|-----------------|
| REVENUES | | |
| Daycare and registration fees | \$ 33,662 | \$ 32,455 |
| Subsidy - CCOF | 6,623 | 7,512 |
| Subsidy - Other | 10,623 | 5,483 |
| Grants | | |
| R.D.K.B. | 3,500 | 6,000 |
| BC Gaming | 5,600 | 5,600 |
| Canada Wage Subsidy | 1,734 | 3,351 |
| Donations | 5,166 | 2,099 |
| Fundraising | 1,324 | 11,442 |
| Membership fees | 2 | 70 |
| Other revenue | 272 | 432 |
| | <u>68,506</u> | <u>74,444</u> |
| EXPENSES | | |
| Advertising and promotion | 386 | 169 |
| Bank charges | 131 | 110 |
| Bad debts | 34 | 834 |
| Insurance | 2,036 | 2,018 |
| Interest on debt | 289 | 389 |
| Licenses and dues | 200 | - |
| Office expenses | 184 | 307 |
| Equipment and furnishings | - | 329 |
| Professional fees | 3,475 | 2,880 |
| Rent | 10,763 | 10,455 |
| Repairs and maintenance | 76 | 30 |
| Supplies | 1,048 | 907 |
| Telephone | 227 | 411 |
| Utilities | 1,574 | 1,714 |
| Wages and payroll costs | 46,936 | 45,237 |
| | <u>67,359</u> | <u>65,790</u> |
| EXCESS REVENUES OVER EXPENSES | <u>\$ 1,147</u> | <u>\$ 8,654</u> |

The accompanying notes are an integral part of these financial statements

LITTLE LAKERS LEARNING CENTRE SOCIETY

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

FOR THE YEAR ENDED JUNE 30, 2019

| | 2019 | 2018 |
|--------------------------------------|-------------|-------------|
| DEFICIT, beginning of year | \$ (2,315) | \$ (10,969) |
| EXCESS REVENUES OVER EXPENSES | 1,147 | 8,654 |
| DEFICIT, end of year | \$ (1,168) | \$ (2,315) |

The accompanying notes are an integral part of these financial statements

4.

LITTLE LAKERS LEARNING CENTRE SOCIETY

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

JUNE 30, 2019

1. JURISDICTION

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

2. CAPITAL EXPENDITURES

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

| | Cost 2019 | Cost 2018 |
|--------------------------------|--------------|--------------|
| Furnishings and equipment | \$ - | \$ 329 |
| Renovations on leased premises | - | - |
| | \$ - | \$ 329 |

The accompanying notes are an integral part of these financial statements

5.

Jennifer Kuhn

From: is@rdkb.com
Sent: December 5, 2019 1:52 PM
To: Theresa Lenardon; Information Services; Jennifer Kuhn; Melissa Zahn
Subject: Grant-in-Aid Form submitted by Grand Forks Community Christmas Dinner, email address - staceyod1979@gmail.com

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

Electoral Area 'D' / Rural Grand Forks Director Roly Russell

Applicant Information:

Applicant: Grand Forks Community Christmas Dinner

Address: PO BOX 1286

Phone: 250-444-0713

Fax:

Email: staceyod1979@gmail.com

Representative: Stacey O'Donnell

Make Cheque Payable To: GF Community Christmas Dinner

Other Expenses:

Total Cost of Project: \$\$4000.00

Amount Requested from
RDKB Director(s):

\$\$1000.00

*Approved Director Russell
January 17, 2020*

What is the Grant-in-Aid for?

This will be our 38th annual Grand Forks, Community Christmas Dinner. This is a free, hot, traditional Christmas dinner, served on Christmas day, to anyone who wishes to attend. In the previous years we have provided 350 meals, which includes 100 of them were delivered. This event is prepared and hosted all by

volunteers, 60 volunteers in total.

We are requesting \$1000.00 grant in aid to help with the cost of groceries. All our food orders go through Buy Low in Grand Forks.

Thank you very much for your time and consideration.

Sincerely,

Stacey O'Donnell

List of Other Organizations Applied to for Funding

Name of Organization CIBC

Amount Requested NA

Amount Secured 0

Name of Organization GFCU

Amount Requested NA

Amount Secured 300.00

Name of Organization Rockwool

Amount Requested NA

Amount Secured 0

Documents uploaded with Submission?

☐

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

Jennifer Kuhn

From: is@rdkb.com
Sent: January 17, 2020 9:16 AM
To: Theresa Lenardon; Information Services; Jennifer Kuhn; Melissa Zahn
Subject: Grant-in-Aid Form submitted by Grand Forks Figure Skating Club, email address - gfskatingclub@gmail.com

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

Electoral Area 'D' / Rural Grand Forks Director Roly Russell

Applicant Information:

Applicant: Grand Forks Figure Skating Club

Address: PO Box 1044

Phone: 2504420215

Fax:

Email: gfskatingclub@gmail.com

Representative: Sandy MacKelir, Treasurer

Make Cheque Payable To: Grand Forks Figure Skating Club

Other Expenses:

Total Cost of Project: \$\$1000

Amount Requested from
RDKB Director(s):

\$1000

Approved Director Russell
January 17, 2020

What is the Grant-in-Aid for?

The GF Skating Club is looking to the RDKB to aid in year- end expenses, primarily ice costs. It has been a very challenging couple years to: 1)recruit a coach who is both accredited and affordable, 2) populate a skilled and dedicated board of directors and 3) sign up skaters who have many other after- school options. A

concerted effort was made in the fall to keep the program going and a temporary coach stepped up to carry a small program forward until Christmas. Since then, a stunningly skilled coach and Grand Forks native, Diana Tubrett (nee Koftinoff) has come onboard. Already the membership of Canskaters is growing and a number of adult figure skaters are returning to the ice. Crucial volunteers have also started volunteering in the children's programs. The Board deemed it important to keep the registration costs as low as possible in the fall as we did not have an experienced coach at that time and there was plenty of competition for participants including dance and gymnastic classes. Our coaching costs for the second half of the season have doubled, but registration fees remain low. The goal is to create energy and enthusiasm for future skating programs and to hopefully bring back Star Skate opportunities for advanced and competitive skaters. A RDKB grant-in-aid will make a big difference in balancing our accounts and allowing the board to put energy into stabilizing a community organization that has been incorporated for 55 years. The ongoing support of the RDKB, Grand Forks Recreation and arena staff is hugely appreciated.

List of Other Organizations Applied to for Funding

Name of Organization BC Gaming Community Grant

Amount Requested \$12,000

Amount Secured \$7700

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Documents uploaded with Submission?

☐

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From: is@rdkb.com
To: [Theresa Lenardon](#); [Information Services](#); [Jennifer Kuhn](#); [Melissa Zahn](#)
Subject: Grant-in-Aid Form submitted by Kettle Valley Food Coop, email address - info@kettlevalleyfoodcoop.org
Date: January 20, 2020 11:53:59 AM

Online Grant-in-Aid Application

Electoral Area(s) Applied to:

Electoral Area 'D' / Rural Grand Forks Director Roly Russell

Applicant Information:

Applicant: Kettle Valley Food Coop

Address: 125 A Market Ave

Phone: 2505844521

Fax:

Email: info@kettlevalleyfoodcoop.org

Representative: Mike Tollis

Make Cheque
 Payable To: Kettle Valley Food Coop

Other Expenses:

Total Cost of Project: \$5,000.00

Amount Requested
 from RDKB \$5,000.00
 Director(s):

*Approved by Director
R. Russell Jan 21/19*

What is the Grant-in-Aid for?
 Commercial Refrigeration/Freezer units

List of Other Organizations Applied to for Funding

Name of
Organization Kettle Valley Food Coop

Amount Requested

Amount Secured

Name of
Organization

Amount Requested

Amount Secured

Name of
Organization

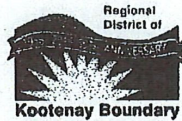
Amount Requested

Amount Secured

Documents uploaded with Submission?

☐

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Grant-in-Aid Request

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

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

| | | | | |
|---|---|---|--|--|
| <input type="checkbox"/> Electoral Area 'A' Director All Grievé | <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: | * Rock Creek Community Medical Society | | | |
| Address: | * 100 Cut Off Road, Rock Cree, BC V0H 1Y0 | | | |
| Phone: | * 250-449-5423 | Fax: | | E-Mail: * secretary@rockcreekmedical.ca |
| Representative: | * Gail McLean (Director/Bookkeeper) | | | |
| Make Cheque Payable To: | * RCCMS | | | |

*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? \$ 599.48 What amount are you requesting from this RDKB Director(s)? \$ 599.48

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

| |
|---|
| Canada Day Community Celebration. - BARBECUE 2019 |
| |
| |
| |
| |
| |
| |

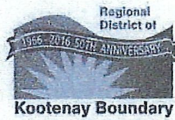
Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

| | | |
|----------------------|----------------------|--------------------|
| Name of Organization | Amount Requested: \$ | Amount Secured: \$ |
| Name of Organization | Amount Requested: \$ | Amount Secured: \$ |
| Name of Organization | Amount Requested: \$ | Amount Secured: \$ |

Date: Jan/20, 2020 Applicant Signature GmLean Print Name Gail McLean

| |
|--|
| Office Use Only |
| Grant approved by Electoral Area Director: <u>V. Gee</u> |
| Approved by Board: _____ |

SUBMIT



Grant-in-Aid Request

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

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

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

| | | | | |
|-------------------------|--|------|--|---|
| Applicant: | * Rock Creek Community Medical Society | | | |
| Address: | * 100 Cut Off Road, Rock Creek, BC V0H 1Y0 | | | |
| Phone: | * 250-449-5423 | Fax: | | E-Mail: * secretary@rockcreekmedical.ca |
| Representative: | * Gail McLean (Director/Bookkeeper) | | | |
| Make Cheque Payable To: | * RCCMS | | | |

*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? \$ 200.00 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 Room Rentals - 2019 |
| |
| |
| |
| |
| |
| |

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

| | | |
|----------------------|----------------------|--------------------|
| Name of Organization | Amount Requested: \$ | Amount Secured: \$ |
| Name of Organization | Amount Requested: \$ | Amount Secured: \$ |
| Name of Organization | Amount Requested: \$ | Amount Secured: \$ |

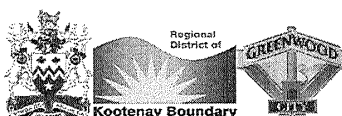
Date: Jan. 20, 2020 Applicant Signature Gmclan Print Name Gail McLean

Office Use Only

Grant approved by Electoral Area Director: V. Gee

Approved by Board: _____

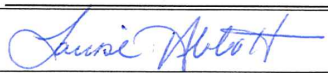
SUBMIT



West Boundary Recreation Grant Application

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

| | |
|--|--|
| Applicant/Requesting Group | The Kelowna & District Society for People In Motion (Baldy Bluejays Adaptive Snow Sports Program) |
| Mailing Address: | #23- 1720 Ethel Street, Kelowna, BC V1Y 2Y7 |
| Phone: 250-861-3302 | Email: info@pimbc.ca |
| Contact Person (Representative) | Louise Abbott - Executive Director |
| Amount of grant request? | \$3,000.00 |
| What is the purpose of the grant? | <p><u>Baldy Bluejays Adaptive Snow Sports is a program of (People In Motion) that is in its second season and is located at Mt. Baldy Ski Resort, Oliver, BC. The purpose for the grant is to allow People In Motion to pay for and put into action the further training of the new program volunteer adaptive ski instructors.</u></p> <p><u>To pay for some fuel for the volunteer ski instructors to car pool up to the ski hill to give lessons to participants in the program. As well as pay the program coordinator and volunteer scheduler as well as provide volunteer appreciation awards as a token of appreciation for the time spent with the participants at the end of the season.</u></p> |
| Who will the grant benefit? | <p><u>The grant will benefit any individual who is in need of adaptive ski instruction and will receive adaptive ski instruction throughout the Mt. Baldy Ski season of 2019-2020. Many individuals who require adaptive instruction benefit from having CADS level 1 and 2 adaptive ski instructors. The skilled instructors will guide them in learning new skills while enjoying the freedom and excitement of either sit skiing or learning to ski with an adaptive approach that will be designed for each participants specific needs. This program will also benefit the participants families in having the ability to join their family members on the ski hill and y family recreational and quality time together that is inclusive for all family members.</u></p> |
| What are the other funding sources for this program/event? | <p><u>We have had some donated funds already for some of the materials and uniforms that we have had to purchase as well as adding some of the equipment required to be fully functional. Please see attached 2019-2020 budget for the program. We have received some funding from a Community Gaming Grant dedicated to this program for 2020.</u></p> |

| | | |
|--|---|-------------------------|
| Are the participants being charged to participate? | <u>Yes</u> Yes _____ No _____ If yes, how much? <u>\$15.00 per session to a maximum of \$60.00 for the season</u> Mt. Baldy will be offering a 50% discount for participants ski passes and equipment rental as well as a free lift ticket for the support person or parent. | |
| Estimated # of benefiting participants? | Depending on the ski season but we are estimating about 12 to 15 participants for the our second year of full operation. | |
| Where will the program/event be held? | <u>The program will take place at Mt. Baldy Ski Resort</u> | |
| When will the program/event be held? | <u>The program will run for the entire ski season approximately (December 2019 to the end of March 2020)</u> | |
| Signature of Authorized Representative |  | Date <u>Jan 21/2020</u> |

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

| Office Use Only | |
|--|--------|
| Date Received | |
| Date Presented to the Boundary Community Development Committee | |
| Approved | Denied |
| Amount approved | |

The Kelowna & District Society For People In Motion
Baldy Bluejays Adaptive Snow Sports
Program Revenue/Expenses
Budget for program fiscal year 2019-2020

| | | Adaptive Snow Sports |
|-------------------------------------|--------------------|-----------------------------|
| | | |
| Revenues | Total Pending | |
| | | |
| | | |
| Membership Fees | \$720.00 | |
| Donations | \$1,000.00 | |
| West Boundary Recreation Grant | \$3,000.00 | |
| Community Gaming Grant | \$2,000.00 | |
| | | |
| Sub-Total | \$6,720.00 | |
| "In-Kind" Income | | |
| Auto (Fuel) | \$500.00 | |
| Labour (Volunteer) @ 15.00 per hour | \$3,840.00 | |
| Equipment/Repairs | \$500.00 | |
| Storage/Rent | \$400.00 | |
| Season Passes | \$2,056.00 | |
| Facility/Space | \$200.00 | |
| Day Tickets | \$1,260.00 | |
| Total | \$15,476.00 | |
| | | |
| Expenses | Total Pending | |
| Auto (Gas, Oil) | \$250.00 | |
| Material & Supplies | \$300.00 | |
| Participant Supports | \$2,000.00 | |
| Professional Fees | \$1,940.00 | |
| Training | \$1,730.00 | |
| Volunteer Appreciation | \$500.00 | |
| Sub-Total | \$6,720.00 | |
| "In-Kind" Expenses | | |
| Auto (Fuel) | \$500.00 | |
| Labour (Volunteer) @ 15.00 per hour | \$3,840.00 | |
| Equipment/Repairs | \$500.00 | |
| Storage/Rent | \$400.00 | |
| Season Passes | \$2,056.00 | |
| Facility/Space | \$200.00 | |
| Day Tickets | \$1,260.00 | |
| Total | \$15,476.00 | |
| | | |
| Surplus/Deficit | \$0.00 | |



ADAPTIVE SPORTS AT MT. BALDY

Baldy Mountain Bluejays Adaptive Sports offers unique skiing, snowboarding and snowshoeing opportunities for individuals with physical, cognitive and sensory challenges at Baldy Mountain Resort. Our program consists of a team of certified volunteer instructors who are trained to be innovative and creative in adapting teaching methods for our students. Whether our students are stand-up skiers/snowboarders or sit skiers, we are prepared to "see the ability" and adapt to their needs.

We expect to expand to 4 seasons of programs as we grow, so let us know if you're ready and wanting more mountain sport programs.



REMOVING BARRIERS FOR PEOPLE WITH PHYSICAL AND COGNITIVE DISABILITIES IN ACCESSING MOUNTAIN SPORTS

PARTNERS



"WE ARE SO GRATEFUL SIT SKIING IS NOW AN OPTION AT MT. BALDY, SO ONE OF OUR FAMILY OF FIVE IS NOT LEFT BEHIND. THE INSTRUCTOR WAS VERY SUPPORTIVE IN INTRODUCING OUR SON TO IT AS GRADUALLY AS HE NEEDED." -LISA NEEDOBA

ABOUT US

REGISTER

CONTACT



**REGIONAL DISTRICT OF KOOTENAY BOUNDARY
BYLAW NO. 1724**

A Bylaw to amend Electoral Area 'C' Official Community Plan
Bylaw No.1250, 2004 of the Regional District of Kootenay Boundary

WHEREAS the Regional District of Kootenay Boundary may amend the provisions of its Official Community Plans pursuant to the provisions of the *Local Government Act*;

AND WHEREAS the Regional District of Kootenay Boundary Board of Directors intends to amend the Official Community Plan to re-designate a portion of the property legally described as Lot 5, Plan KAP2164, DL 750, SDYD from 'Natural Resource' to 'Rural';

AND WHEREAS the Regional District of Kootenay Boundary has considered the requirements under Section 475 of the *Local Government Act* with respect to early and ongoing consultation;

NOW THEREFORE the Regional District of Kootenay Boundary Board of Directors, in open and public meeting assembled, enacts the following:

1. This Bylaw may be cited as Regional District of Kootenay Boundary Official Community Plan Amendment Bylaw No. 1724, 2020.
2. That Schedule B (Land Use Map) of the Electoral Area 'C' Official Community Plan Bylaw No. 1250, 2004 be amended to re-designate a portion of the following property from the current 'Natural Resource' to 'Rural':

Lot 5, Plan KAP2164, DL 750, SDYD as shown outlined in red on the attached Schedule X attached hereto and forming part of this bylaw.

READ A FIRST AND SECOND TIME this 30th day of January, 2020.

PUBLIC HEARING held on this ____ day of _____, 2020.

READ A THIRD TIME this ____ day of _____, 2020.

I, Theresa Lenardon, Manager of Corporate Administration hereby certify the foregoing to be a true and correct copy of Bylaw No. 1724, cited as "Regional District of Kootenay Boundary Official Community Plan Amendment Bylaw No. 1724, 2020" as read a third time by the Regional District of Kootenay Boundary Board of Directors this ____ day of _____, 2020.

Manager of Corporate Administration

RECONSIDERED AND FINALLY ADOPTED this _____ day of _____, 2020.

Manager of Corporate Administration

Chair

I, Theresa Lenardon, Manager of Corporate Administration of the Regional District of Kootenay Boundary, hereby certify that this is a true and correct copy of Bylaw No. 1724, cited as "Regional District of Kootenay Boundary Official Community Plan Amendment Bylaw No. 1724, 2020".

Manager of Corporate Administration



**REGIONAL DISTRICT OF KOOTENAY BOUNDARY
BYLAW NO. 1726**

A Bylaw to amend Electoral Area 'C' Zoning
Bylaw No.1300, 2007 of the Regional District of Kootenay Boundary

WHEREAS the Regional District of Kootenay Boundary may amend the provisions of its Zoning Bylaws pursuant to the provisions of the *Local Government Act*;

AND WHEREAS the Regional District of Kootenay Boundary Board of Directors intends to rezone two portions of the property legally described as Lot 5, Plan KAP2164, DL 750, SDYD from 'Manufactured Home Park 6' to 'Single Family Residential 1'; and, 'Natural Resource 1' to 'Rural 1';

NOW THEREFORE the Regional District of Kootenay Boundary Board of Directors, in open and public meeting assembled, enacts the following:

1. This Bylaw may be cited as Regional District of Kootenay Boundary Zoning Bylaw Amendment No. 1726, 2020.
2. That Schedule 2 (South Map) of the Electoral Area 'C' Zoning Bylaw No. 1300, 2007 be amended to rezone two portions of the following property from the current 'Manufactured Home Park 6' and 'Natural Resource 1' to 'Single Family Residential 1' and 'Rural 1', respectively:

Lot 5, Plan KAP2164, DL 750, SDYD as shown outlined in red on the attached Schedule Z attached hereto and forming part of this bylaw.

READ A FIRST AND SECOND TIME this 30th day of January, 2020.

PUBLIC HEARING held on this ___ day of _____, 2020.

READ A THIRD TIME this ___ day of _____, 2020.

I, Theresa Lenardon, Manager of Corporate Administration hereby certify the foregoing to be a true and correct copy of Bylaw No. 1726, cited as "Regional District of Kootenay Boundary Zoning Amendment Bylaw No. 1726, 2020" as read a third time by the Regional District of Kootenay Boundary Board of Directors this ___ day of _ _____, 2020.

Manager of Corporate Administration

APPROVED BY THE MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE
APPROVING OFFICER this ____ day of _____, 2020.

Approving Officer

RECONSIDERED AND FINALLY ADOPTED this ____ day of _____, 2020.

Manager of Corporate Administration

Chair

I, Theresa Lenardon, Manager of Corporate Administration of the Regional District of Kootenay Boundary, hereby certify that this is a true and correct copy of Bylaw No. 1726, cited as "Regional District of Kootenay Boundary Zoning Amendment Bylaw No. 1726, 2020".

Manager of Corporate Administration

Subject: FW: Columbia Basin Broadband: Connecting BC/CRTC Application Letter of Support

From: [Dave Lampron](#)

Sent: January 24, 2020 12:05 PM

To: [Ali Grieve - Area 'A' Director](#)

Cc: [Kaleigh Buchanan](#)

Subject: FW: Columbia Basin Broadband: Connecting BC/CRTC Application Letter of Support

Importance: High

Hello Ali,

Hope this note finds you well

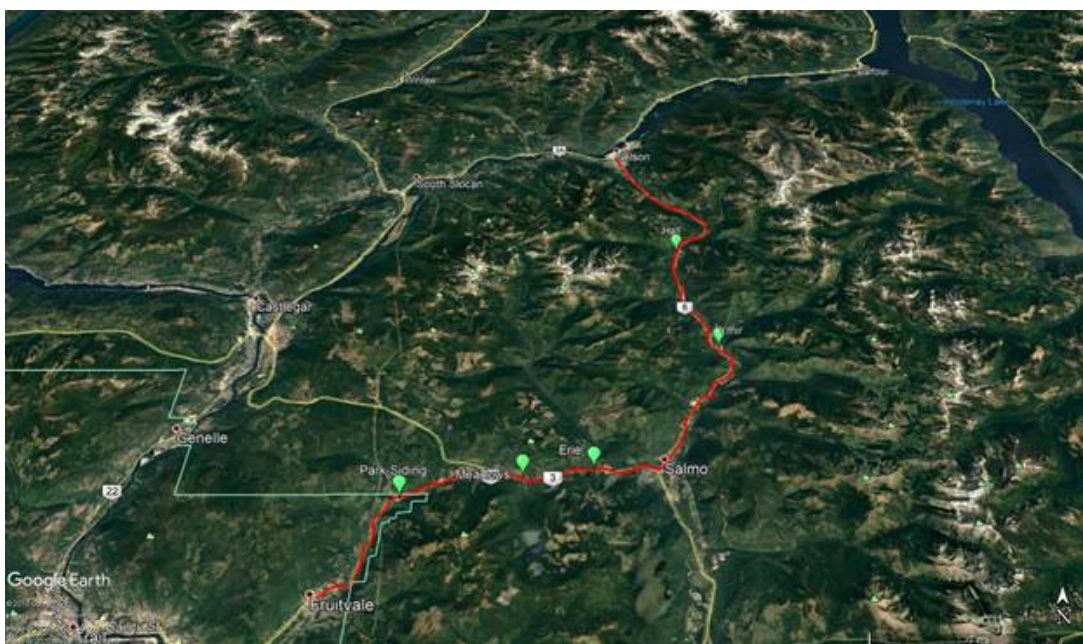
Wanted to reach out to you to make you aware of some emerging plans that Columbia Basin Trust via Columbia Basin Broadband has for some connectivity grant opportunities. Columbia Basin Broadband (CBBC) is actively compiling a submission to both the Connecting BC and CRTC Broadband Fund programs. While both of the programs are administered separately and require completely separate submissions, they are designed to work in a complementary fashion (e.g. approved funding from Connecting BC can be used as matching for the CRTC program).

Both Programs have very aggressive deadlines:

- Connecting BC submission deadline: **February 15, 2020** (formal decisions by March 27, 2020)
- CRTC submission Deadline: **March 27, 2020**

CBBC Plans to submit an application to both programs for 2 backbone builds in the Columbia Basin region:

- **Fruitvale to Nelson:**
 - o ~70 KM of backbone, following parts of Highways 3b, 3 and 6, linking to CBBC's existing network – commencing in the Village of Fruitvale and terminating in Nelson;
 - o 5 Points of Presence in program in CRTC 'eligible' communities (Park Siding, Meadows, Erie, Ymir and Hall Siding);



The benefits of this project are that the CBBC network will now have a presence in communities that are underserved (e.g. Park Siding). We will be able to provide better services to Internet Service Providers who serve the surrounding area. Further, the CBBC backbone network will gain further resilience (e.g. network will have a 'ring' pathway to the north as well as the south in the event of a fibre cut).

Last week, RDCK passed a resolution supporting the project and have committed up to \$400K in funding (see attached).

We're hoping that RDKB might be willing to provide a letter of support for the project. I've attached a template letter to assist in getting the process going. Given the tight application timelines, wanted to get this note into your inbox for consideration. I'll follow up next week with a phone call to discuss further.

Cheers and thanks for considering!

Here is a link to a map CBBC's existing network: <https://broadband.ourtrust.org/our-network-map/>

Dave Lampron | Chief Operating Officer
Columbia Basin Broadband Corporation
a subsidiary of **Columbia Basin Trust**

Direct 1.250.304.1672 | 1.800.505.8998
Mobile 1.778.677.0288 | broadband.ourtrust.org





STAFF REPORT

Date: 29 Jan 2020

File

Advocacy Strategy
2020

To: Chair Langman and Board of
Directors

From: Mark Andison, Chief Administrative
Officer

Re: Education and Advocacy Committee
Recommended Options Relating to
Advocacy on Incentives for Electrical
Use

Issue Introduction

A staff report from Mark Andison, CAO presenting two options to be considered for Board endorsement relating to the Education and Advocacy Committee's discussions on advocating for increased incentives for electricity use.

History/Background Factors

At its January 28th meeting the Education and Advocacy Committee considered two possible resolutions to be forwarded to the AKBLG Convention for consideration relating to incentives in BC for increased use of electricity as compared to those available for natural gas use. Currently, natural gas use incentives are far greater in BC than those available for use of electricity. Considering that electricity is a renewable resource and natural gas is not, the Education and Advocacy Committee considered two approaches to advocating on this issue, one focusing on de-incentivizing natural gas use while also increasing incentives for electricity use, and another approach that would advocate for increasing electrical incentives to a level that is more equitable with those for natural gas use. The two resolution options are as follows:

OPTION 1 – Recommending that natural gas use be de-incentivized and use of electricity be further incentivized

Whereas several Kootenay Boundary communities have committed to a transition to 100% renewable energy by 2050; and

Whereas natural gas is not considered a renewable energy source; and

*Whereas the incentives available from suppliers for natural gas use in the province are considerably greater than those currently available for use of electricity;
Therefore be it resolved that the Province require all natural gas suppliers including Fortis BC to shift away from incentivizing natural gas appliances for residential heating, hot water and cooking needs. And further, that incentives for replacement of greener, electrically operated, high efficiency appliances be prioritized.*

OPTION 2 – Recommend that the incentives for use electricity be increased to a point where the incentive levels provided by electricity suppliers are equitable with the incentives currently available for natural gas use

Whereas several Kootenay Boundary communities have committed to a transition to 100% renewable energy by 2050; and

Whereas electricity is considered a renewable energy source while natural gas is not; and

Whereas the incentives available from suppliers for natural gas use in the province are considerably greater than those currently available for use of electricity;

Therefore be it resolved that the Province require all electricity suppliers in the province, including Fortis BC, to increase the incentives available to the public to support use of electricity to a point where the incentives available are at level equal to those currently provided by natural gas suppliers.

Implications

The Education and Advocacy Committee would like the Board of Directors to review the two resolution options shown above and select the preferred approach to pursue in forwarding a resolution to AKBLG for consideration.

Advancement of Strategic Planning Goals

Consideration of this advocacy strategy advances the Board's strategic objective to concentrate on issues related to environmental stewardship and climate preparedness.

Background Information Provided

Draft resolution provided by City of Rossland

Alternatives

N/A

Recommendation(s)

That the Board of Directors review the two resolution options included in the staff report from Mark Andison CAO developed by the Education and Advocacy Committee for forwarding to AKBLG and provide direction as to which option the RDKB should sponsor.

City of Rossland Draft Resolution Related to Natural Gas and Electricity Incentives

Whereas Rossland, and several other Kootenay Boundary communities have committed to a transition to 100% renewable energy by 2050 and,

Whereas natural gas is not considered a renewable energy source.

Therefore be it resolved that the Province requires all natural gas suppliers including Fortis BC to shift away from incentivizing natural gas appliances for residential heating, hot water and cooking needs.

And be it further resolved that incentives for replacement of greener, electrically operated, high efficiency appliances be prioritized along with incentives for the production of residential micro-electric generation (solar, wind, other).

Background: in the current incentive landscape, more than half of the FortisBC incentives available are to subsidize a transition towards efficient natural gas appliances and infrastructure, away from less efficient and electric appliances. While on the face of it this would seem wise to transition to more efficient methods of heating and cooling our homes and water, the pressure to transition towards natural gas now exacerbates the pressures that will be felt as we transition, collectively, away from natural gas and other non-renewable resources as energy. Incentives are a powerful way to guide transitions, and incentivizing a transition towards our long-term goal now will greatly assist that transition in the decades to come.

RDKB Advocacy Strategies Discussion Paper – 2020

Education and Advocacy Committee Meeting
January 28, 2020

Columbia Pollution Control Centre ICIP Grant

With the deadline for the second application intake for the Investing in Canada Infrastructure Program Green Infrastructure grant being February 26, 2020, there has been discussion at the Liquid Waste Management Committee, Utilities Committee, and elsewhere about the Board and staff taking a more proactive role in promoting the merits of the RDKB application for replacement of the Columbia Pollution Control Centre (CPCC).

Two suggestions have been made: 1) to send a delegation to Victoria to speak with the Minister of Municipal Affairs and Housing and senior Ministry staff about the merits of the application; and 2) inviting the Minister of Municipal Affairs and Housing and senior Ministry staff to Trail to see the facility and environment first hand.

With respect to the first approach, a delegation travelling to Victoria, there has been more general discussion among Board members about the merits of travelling to Victoria to advocate for two or three key issues affecting the RDKB. Given the importance and scale of the CPCC replacement project, it should clearly be one of the RDKB's key advocacy topics for discussion in Victoria, if the Board wishes to pursue sending a delegation to discuss the key issues. Meeting with the Minister and the relevant Ministry staff may serve to elevate the profile of the project and will give RDKB delegates an opportunity to directly communicate the benefits of the project and answer any questions that Ministry officials may have.

The second approach, inviting Ministry representatives to Trail to view the facility and project area in person, would also have merit. However, an invitation to the Minister to consider a project that is currently under application may not be accepted. But, there may be a benefit, and a greater likelihood of acceptance of an invitation, if the invitation is extended to the key Ministry staff involved in the application review process. Those staff that are scoring the individual applications will likely develop a more thorough understating of the project if they've had any opportunity to view the area first-hand.

Given that the ICIP grant application for replacement of CPCC is specific to the RDKB and is in competition with other projects around the province, this is not an issue to be considered for a resolution to AKBLG and UBCM. Rather, staff suggest that shortly after the application submission deadline the RDKB pursue two courses of advocacy action regarding the application:

- 1) Send a meeting request to the Minister of Municipal Affairs and Housing and key Ministry staff to discuss the merits of the of the CPCC ICIP grant application in Victoria; and
- 2) Send a request for key Ministry staff involved in the review of ICIP grant applications to travel to Trail to view to project area first-hand.

Education and Advocacy Committee Recommendation

That staff draft a letter to the Minister of Municipal Affairs and Housing and Ministry staff requesting a meeting in Victoria to discuss the merits of the ICIP Green Infrastructure Program grant application relating to the replacement of the Columbia Pollution Control Centre; and

Further, that that the letter include an invitation to the Minister of Municipal Affairs and Housing and Ministry staff to travel to Trail to view the Columbia Pollution Control Centre project area first-hand.

Boundary Community Forest

Much like the CPCC ICIP grant application, advocacy for the establishment of a Boundary Community Forest is specific to the RDKB and does not lend itself to resolution for AKBLG and UBCM consideration. This is a relatively longstanding issue that will likely require some sustained lobbying of the Provincial government to advance. In the past year, the Province has indicated that there isn't any available timber supply in the Boundary area for an additional community forest license and, as a result, they're not willing to consider a license application at this time.

As noted above, there has been general discussion among Board members about the merits of travelling to Victoria to advocate for two or three key issues affecting the RDKB. This seems to be one of those issues that is substantial enough to warrant a RDKB delegation travelling to Victoria to discuss with the Minister of Forests, Lands and Natural Resource Operations and Rural Development, along with senior Ministry staff.

In late 2019, a meeting was held with representatives of the Osoyoos Indian Band in Oliver to discuss how a partnership might evolve around a Community Forest in the Boundary. This was met with a positive response with some actions arising. It is suggested that a follow up meeting with the OIB to discuss advocacy might also be an important step in the advocacy strategy for this project.

Staff suggest that a letter be written to the Minister requesting a meeting in Victoria, the date of which would coincide with the date proposed for the meeting(s) dealing with the CPCC ICIP grant application.

Education and Advocacy Committee Recommendation

That a letter be written to the Minister of Forests, Lands and Natural Resources Operations and Rural Development requesting a meeting in Victoria to discuss the merits of establishing a Boundary Community Forest tenure, the date of which would coincide with the meeting regarding the Columbia Pollution Control Centre ICIP Green Infrastructure Program grant application.

Expanded Cell Coverage in Paulson Summit / Nancy Greene Summit Area

During discussion about the 911 Emergency Communications Service Work Plan, which occurred at a recent meeting of the Board, the gaps in cell service in the Paulson Summit/Nancy Greene Summit areas were identified as a significant problem for first responders. At that meeting, Board members discussed taking this on as an advocacy issue.

There are a number of stakeholders that may need to be involved in an advocacy campaign associated with improved cell service in the identified area. At the Provincial government level, it is the Ministry of Citizens Services, and more specifically Network BC, that coordinates the Province's role in expanding the availability of cell and internet services in BC. Where the private sector has not seen a business case for expanding cell service to specific areas of the province, the Provincial government, through the Connecting British Columbia Program, has provided funding to municipal governments, First Nations, regional districts, regional internet providers and community advocates to expand cell and internet services. The program is funded by the Province of British Columbia and is administered by the Northern Development Initiative Trust.

RDCK has identified similar problems associated with lack of cell service in the Slocan Valley and Kootenay Pass areas. According to the RDCK CAO, the RDCK has been lobbying for improved cell service in these areas with little progress to date.

Given the nature of the issue, and the predominant role that the private sector provides in providing cell service in the province, staff feel that this issue may require some additional time to develop an advocacy strategy. An introductory meeting with the Minister may be a worthwhile start, but we anticipate that would not likely result in a simple resolution of the issue. Staff suggest that further work be done in developing a strategy for pursuing improved cell service in the Paulson Summit and Nancy Greene Summit areas. This would likely include discussion with RDCK staff and directors to determine if there's an opportunity or potential benefit in a joint campaign. Also, staff suggest that CBT's Columbia Basin Broadband program staff be brought into the conversation as they will likely have some important insight as to how the RDKB might effectively pursue improved cell coverage in the area.

Education and Advocacy Committee Recommendation

That the RDKB develop an advocacy strategy for pursuing improved cell service in the Paulson / Nancy Greene Summit areas, including: discussions with the RDCK determine if there's an opportunity or potential benefit in a joint campaign; discussions with CBT's Columbia Basin Broadband program staff; solicitation of support from emergency response organizations including the RCMP, BC Ambulance Service; Fire Departments, regional emergency program managers, and search and rescue organizations and from Worksafe BC.

Inadequacy of the Public Transportation System in the West Kootenays

Concerns on this issue relate to the transit schedule and location of bus stops within the East End Transit Service area.

With respect to the location of bus stops, as part of the 2020 Work Plan for the East End Transit Service, the East End Services Committee has committed to undertaking a bus shelter study to review the adequacy of current shelters and bus stops within the service area. As part of that process, the RDKB can broaden the scope of the shelter study project to include a review of the locations of those bus stops in terms of safety and convenience for riders.

With respect to a review of the schedule, the RDKB can make a request to BC Transit to review the current schedule within the service area. Staff would anticipate, given the complexity of the process and other project commitments that BC Transit staff have, that BC Transit would respond that a scheduling review would take a considerable amount of time to get to. However, if the current schedule is a concern, it will be beneficial to get that concern registered on BC Transit's radar so that they are able to consider where that project might fit in their project queue looking forward. Staff suggest that the Board make a request to BC Transit that the transit schedule for the RDKB's East End Transit Service be reviewed with the East End Services Committee at the next available opportunity.

Education and Advocacy Committee Recommendation

That the East End Services Committee consider broadening the scope of the bus shelter study included in the 2020 Work Plan for the East End Transit Service area to include a review of the locations of bus stops with respect to safety and convenience. And further, that the East End Services Committee submit a request to BC Transit for a review of the transit schedule for the East End Transit Service at the next available opportunity.

UNDRIP – How do Local Governments Support UNDRIP and Incorporate It Into Our Work

In late 2019, the Province introduced *Bill 41 – 2019 Declaration on the Rights of Indigenous Peoples Act*. The legislation is intended to establish a process to implement the UN Declaration on the Rights of Indigenous Peoples (UNDRIP). The legislation states that “the government must take all measures necessary to ensure the laws of British Columbia are consistent with UNDRIP.” As part of the legislation, the Province would be allowed to negotiate and enter into agreements with Indigenous governing bodies. When negotiating such agreements, the Province would be required to make “a public summary of the local governments and other persons the member intends to consult before or during the negotiation.”

UBCM membership has voiced its support for UNDRIP through a resolution in 2015 (2015-B106) calling the Province and Federal Government to respond to the Truth and Reconciliation recommendations, and through more recent resolutions referencing and supporting work toward specific elements of UNDRIP (2018-B149, 2018-B150) (UBCM resolutions attached below).

At the 2019 UBCM Convention, a further UNDRIP-related resolution was endorsed by the membership. That resolution states:

Whereas the Province of British Columbia has announced introduction of legislation to implement United Nations Declaration on the Rights of Indigenous People (UNDRIP);

And whereas the announcement did not specify details in relation to framework and process implementation;

And whereas local governments require a clear delineation of their responsibilities where the implementation of Provincial legislation is concerned:

Therefore be it resolved that the Province of British Columbia provide clarity to local governments regarding implementation of United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) processes and framework;

And be it further resolved that the Province of British Columbia provide a clear delineation of the responsibilities of local governments in relation to the implementation of these processes.

At this point, it does not appear that there is a Provincial response available in relation to this UBCM endorsed resolution.

In addition to the UBCM endorsed resolutions on this issue, the UBCM signed a Memorandum of Understanding with the Province in September 2018 regarding “*Engagement with UBCM and Local Governments on Treaty Agreements, Non-Treaty Agreements and Indigenous Initiatives (attached)*”. That MOU states:

This MOU reflects the continued commitments of the Parties for sincere and honest engagement on a range of Indigenous relationships including:

- *continuing a process of local government participation in the negotiation and implementation of treaties;*
- *consulting and exchanging information with local governments on other agreements and Indigenous Initiatives outside the BC treaty process;*
- *engaging on matters of mutual interest including those matters that will impact local government jurisdiction; and,*
- *engaging on Indigenous Initiatives and agreements that have the potential to broadly impact local governments.*

Considering that the 2019 UBCM resolution appears to mirror the concern raised at the last Education and Advocacy meeting, staff do not recommend drafting a similar resolution for AKBLG and UBCM consideration. Between the 2019 UBCM endorsed resolution and the MOU signed in late 2018 between UBCM and the Province, it appears that the UBCM engagement with the Province on support for local government issues associated with UNDRIP is already underway. Rather than considering a further resolution on the issue at this point, the RDKB may gain more value from continued efforts to proactively engage with regional First Nations on issues of mutual interest (eg. Kettle River watershed management; Boundary community forest proposal; Christina Lake trail and boardwalk proposals/archeological assessments, OCP reviews, etc.). By working to develop those relationships in advance of new, more formalized Provincial or UBCM supports being established, the RDKB may eventually be better positioned to undertake future UNDRIP-related obligations more effectively.

Education and Advocacy Committee Recommendation

That the RDKB proactively engage with regional First Nations on issues of mutual interest (eg. Kettle River watershed management; Boundary community forest proposal; Christina Lake trail and boardwalk proposals / archeological assessments, OCP reviews, etc.) to develop stronger relationships with those First Nations in advance and anticipation of new, more formalized Provincial or UBCM supports being established to better position the RDKB to undertake future UNDRIP-related obligations effectively.

Background Information - UBCM Resolutions Re: UNDRIP

2019 UBCM Endorsed Resolution

A4 United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) Logan Lake

Whereas the Province of British Columbia has announced introduction of legislation to implement United Nations Declaration on the Rights of Indigenous People (UNDRIP);

And whereas the announcement did not specify details in relation to framework and process implementation;

And whereas local governments require a clear delineation of their responsibilities where the implementation of Provincial legislation is concerned:

Therefore be it resolved that the Province of British Columbia provide clarity to local governments regarding implementation of United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) processes and framework;

And be it further resolved that the Province of British Columbia provide a clear delineation of the responsibilities of local governments in relation to the implementation of these processes.

Endorsed by the Southern Interior Local Government Association

UBCM Resolutions Committee recommendation: Endorse

UBCM Resolutions Committee comments:

The Resolutions Committee advises that the UBCM membership has not previously considered a resolution asking the Province to provide clarity to local governments regarding the implementation of UNDRIP processes and framework, nor the delineation of responsibility of local governments in relation to implementation of UNDRIP processes.

However, the Committee notes that the membership has endorsed resolution 2018-B150 which calls on the provincial and federal governments to provide revenue solutions for local governments to support implementing commitments called for in UNDRIP.

In addition, UBCM in 2018 re-signed an MOU with the Province that includes a clause that "Provincial Officials will consult and exchange information in a timely manner with UBCM on issues that have the potential to broadly affect local governments, including, but not limited to:

...the adoption and implementation of the United Nations Declaration on the Rights of Indigenous Peoples"

Members have also endorsed policy to help define the Province's response to UNDRIP: resolution 2018-B149 calls for the equitable treatment of Indigenous peoples in urban areas through policies, programs and funding.

Year

2018

Number

B149

Resolution Title

Need for Equitable Recognition and Support for Urban Indigenous Communities in Policy, Programs, Funding and Consultation

Sponsor

Vancouver

Resolution Text

Whereas the United Nations (UN) Declaration on the Rights of Indigenous Peoples recognizes rights to self-determination, language, culture, and health as well as rights connected to equity, justice and access and the Truth and Reconciliation Commission (TRC) calls to action recognize the needs of the 70 per cent of Indigenous people in British Columbia that live off reserve in urban centres, largely to pursue work, education, access to amenities, to be closer to loved ones, and to create a good life for themselves and their children;

And whereas urban Indigenous peoples are over represented across health and social inequities, yet current provincial government programs have failed to acknowledge urban Indigenous peoples in significant policies, programs and funding opportunities linked to social health determinants including poverty reduction, housing, training and education, heritage and culture, child care and health:

Therefore be it resolved that the Province recognize and treat Indigenous people equitably in provincial policies and regulation, programs and funding initiatives, and consultations that are tied to root causes of inequities and improved social determinants of health including housing, access and connection to culture, education and training, child and family services and income generation.

Provincial Response

Ministry of Indigenous Relations and Reconciliation

The Ministry of Indigenous Relations and Reconciliation (MIRR) recognizes and acknowledges that reconciliation extends to all Indigenous people living in British Columbia.

Based on the 2016 census, approximately 78 percent of Indigenous people live off reserve. This includes status First Nation, non-status First Nation, Inuit and nearly 90,000 self-identifying as Métis people.

In 2011, B.C. established the Off-Reserve Aboriginal Action Plan (ORAAP) to work with urban Indigenous people and all three levels of government (Federal, Provincial and municipal) to improve socio-economic outcomes for off-reserve Indigenous people in B.C.

This commitment has been reaffirmed in the mandates of all provincial ministries with a commitment to uphold and adopt the values and principles outlined in the Truth and Reconciliation Commission "Calls to Action" and United Nations Declaration on the Rights of Indigenous People.

Transformative reconciliation initiatives must include urban Indigenous peoples in significant policies, programs and funding opportunities linked to social determinants of health including poverty reduction, housing, training and education, heritage and culture, child care and health.

MIRR is currently working with the Union of BC Municipalities to explore and advance opportunities for "Reconciliation Dialogues" between urban Indigenous and Metis people and local governments.

Convention Decision

Endorsed as Amended

Year

2018

Number

B150

Resolution Title

Financing Reconciliation: Solutions for Local Communities

Sponsor

Central Coast RD

Resolution Text

Whereas local governments and First Nations have inherited a problematic public service delivery regime that poorly finances on and off reserve local government service delivery;

And whereas local governments experience revenue deficits that impact shared and overlapping public service delivery to the entire local population, including First Nation populations, that are not fairly addressed through property tax requisition;

And whereas the federal government is constitutionally committed to providing "essential public services of reasonable quality to all Canadians" (Constitution Act, 1982 s.36), implemented in part through federal transfer payments;

Therefore be it resolved that UBCM request the Province of BC and the Government of Canada work with First Nations and local governments to explore and implement revenue solutions such as federal transfer payments, thereby supporting implementation of the Truth and Reconciliation Calls to Action and the commitments in UNDRIP;

And be it further resolved that to ensure First Nation participation in the management of said payments, UBCM request British Columbia, in consultation with First Nations, amend the Local Government Act accordingly.

Provincial Response

Ministry of Municipal Affairs and Housing

The Provincial Government is interested in supporting local governments and First Nations in finding ways to work on shared goals and interests including partnering to provide quality services to residents in communities.

Ministry staff are undertaking a preliminary review of this resolution in collaboration with staff from the Ministry of Indigenous Relations and Reconciliation and UBCM. Any changes that may be contemplated to the Local Government Act would have province wide implications and would need to be considered carefully. This will take time and engagement with key stakeholders.

Work to date has included the Minister of Indigenous Relations and Reconciliation providing a copy of this resolution to his counterpart at the federal level. As well, at a staff level MIRR has agreed to reach out to the Federal Government to bring them into the conversation with MAH and UBCM about this.

Convention Decision

Endorsed

Finally, membership has endorsed resolution 2015-B106 that calls on the Province and federal government to respond to the Truth and Reconciliation (TRC) recommendations. This is notable in the present context because UBCM 2019 Resolutions Book 101 TRC call to action #43 calls upon all orders of government to fully adopt and implement UNDRIP as the framework for reconciliation.

Conference decision: _____

Year

2015

Number

B106

Resolution Title

Action on Truth & Reconciliation Commission Recommendations

Sponsor

Vancouver

Resolution Text

Whereas the Truth and Reconciliation Commission (TRC) was created as part of the settlement agreement between the federal government, the churches and survivor parties to the Indian Residential Schools Class Action Settlement Agreement to determine the truth about Canada's Indian residential schools and establish a reconciliation process;

And whereas over the course of the last six years, the TRC researched official records and visited communities across Canada to hear from thousands of residential school survivors and their families about the impacts of residential schools and colonization;

And whereas the findings of these investigations are summarized in the TRC's Final Report, released June 2, 2015, and include 94 recommendations for action by all levels of government;

And whereas the City of Vancouver was the first city in Canada to establish a Year of Reconciliation, starting on National Aboriginal Day, 2013, prompting similar action from other Canadian cities representing millions of Canadians;

And whereas at the end of the Year of Reconciliation, City Council committed to create a City of Reconciliation to find a new pathway forward that is forged in truth and justice, respect and partnership with our First Nation and Aboriginal communities;

And whereas the TRC has put a call to action to government stating "that knowing the truth about what happened in residential schools in and of itself does not necessarily lead to reconciliation" and many of the recommendations in the TRC final report are actionable by the City and our local government partners:

Therefore be it resolved that the Union of British Columbia Municipalities and Federation of Canadian Municipalities urge the governments of British Columbia and Canada respectively, to undertake a review of the recommendations and provide a response to the Truth and Reconciliation Commission on how they intend to move forward no later than December 31, 2015.

Provincial Response

Ministry of Aboriginal Relations & Reconciliation

BC takes the Truth and Reconciliation Commission's calls to action seriously, including reconciliation that addresses objectives in the UN Declaration on the Rights of Indigenous Peoples.

The BC government has long been committed to reconciliation in partnership with First Nations. With the guidance of First Nations leaders and Aboriginal people, the Province contributes to meaningful reconciliation in areas such as health, education, post-secondary and skills training, revenue and benefit sharing and economic opportunities.

In education, government is working to ensure the history and legacy of residential schools is thoroughly covered in B.C.'s K-12 education curriculum. As well, one professional development day for teachers will be focused on improving Aboriginal student learning.

Convention Decision

Endorsed

Moratorium on Commercial Water Bottling Exports From The Region

Advocating for a moratorium on commercial water bottling exports from the region was raised as an issue for consideration at the last Education and Advocacy Committee Meeting. This issue was also raised provincially through a recent UBCM resolution.

At the 2019 UBCM Convention, the following resolution was endorsed by the membership:

Whereas water is an essential resource upon which all life, including all ecosystems and all local communities depend;

And whereas water is a public heritage and a public trust for present and future generations and access to water must not be compromised by commercial operations relating to commercial water bottling or commercial bulk water exports:

Therefore be it resolved that the Premier of British Columbia and the Minister of Forests, Lands and Natural Resources Operations and Rural Development be requested to immediately cease the licensing and extraction of groundwater for commercial water bottling and/or bulk water exports from aquifers.

A similar, although more general resolution, was endorsed at the 2012 UBCM Convention:

...that the Ministry of Environment be requested to respect and defer to local government and First Nations recommendations on commercial water license application referrals.

Given the recently endorsed UBCM resolution on this topic, drafting a very similar resolution for AKBLG consideration at this time may not contribute additional value provincially. Other courses of action may generate more immediate benefits. For example, the RDKB through its ability to establish land use restrictions throughout the region utilizing its OCP and zoning powers, has the capacity to take some control of this issue by restricting as a permitted use commercial water bottling. The RDKB can include “commercial water bottling facilities” as a restricted use in all zones. The use of zoning regulations, however, is limited to those areas of the region where zoning bylaws have been adopted. The RDKB has historically opted to not establish zoning regulations for large parts of Electoral Area ‘E’/West Boundary (including an area in which an existing water bottling facility is located). Also, land use regulations would have limited authority to restrict the bulk export of groundwater or surface water to other jurisdictions for bottling.

Direct lobbying of the Provincial government by the RDKB Board, to support the resolution adopted by the UBCM in 2019, is another option to that may be considered in an effort to advance Provincial action on this issue.

Education and Advocacy Committee Recommendation

That the RDKB's Electoral Area Services Committee consider amending the region's zoning bylaws to restrict in all zones the use of land for "commercial water bottling facilities". And further, that the RDKB write a letter to the Minister of Forests, Lands and Natural Resource Operations and Rural Development and the Premier requesting that Provincial action be taken to immediately cease the licensing and extraction of groundwater for commercial water bottling and/or bulk water exports from aquifers, as per the 2019 UBCM endorsed resolution B154 on Groundwater Extraction sponsored by Strathcona Regional District.

Background Information - UBCM Resolutions Re: Commercial Water Bottling**Year: 2019****B154 Groundwater Extraction Strathcona RD**

Whereas water is an essential resource upon which all life, including all ecosystems and all local communities depend;

And whereas water is a public heritage and a public trust for present and future generations and access to water must not be compromised by commercial operations relating to commercial water bottling or commercial bulk water exports:

Therefore be it resolved that the Premier of British Columbia and the Minister of Forests, Lands and Natural Resources Operations and Rural Development be requested to immediately cease the licensing and extraction of groundwater for commercial water bottling and/or bulk water exports from aquifers.

Endorsed by the Association of Vancouver Island and Coastal Communities

UBCM Resolutions Committee recommendation: No Recommendation

UBCM Resolutions Committee comments:

The Resolutions Committee notes that the UBCM membership has endorsed Resolution 2012-B119, which called on the Province to defer to local government and First Nations recommendations on commercial water license applications.

The Resolutions Committee also notes that the UBCM membership has endorsed resolutions expressing opposition to the bulk export of BC's water (2006-B147, 2003-B31). More generally, the membership has endorsed several resolutions calling for more oversight and control over groundwater extraction (2018-B34, 2011-B43, 2008-B78, 2003-B22)

UBCM Decision: Endorsed

Year

2012

Number

B119

Resolution Title

Commercialization of Water

Sponsor

Sunshine Coast RD

Resolution Text

WHEREAS the extraction of water for commercial bottling purposes is objectionable;

AND WHEREAS commercial water extraction applications have been approved by the Province despite the opposition of surrounding local governments and First Nations:

THEREFORE BE IT RESOLVED that the Ministry of Environment be requested to respect and defer to local government and First Nations recommendations on commercial water license application referrals.

Provincial Response

Ministry of Forests, Lands and Natural Resource Operations

The Ministry of Forests, Lands and Natural Resource Operations (FLNR) has a responsibility to consider all applications under the Land Act and Water Act for the use of Crown resources, including water bottling. Through its review process, FLNR consults with local government, First Nations and the public. Decisions are aimed at finding a balance of environmental, economic and social interests.

The use of Crown land is subject to the authority vested in local governments by the Local Government Act and Community Charter. Through the zoning process, local governments are able to influence land use in the context of local values.

The Province is committed to working collaboratively with local governments and First Nations through its referral and consultation processes.

Convention Decision

Endorsed

Encourage Fortis to Focus Incentives on Electricity Use Rather Than the Current Focus on Natural Gas Use

Staff suggest that the RDKB's new Senior Energy Specialist be tasked with looking into the rationale for Fortis' current energy incentive program priorities. By engaging with Fortis staff on this issue, RDKB staff will likely develop a better understanding of the basis for Fortis' current incentive programs. By developing a better understanding of the issue, staff will presumably become better able to develop a coherent advocacy strategy for engaging with Fortis and other possible stakeholders, such as the BCUC. It is suggested, then, that staff be directed to investigate this issue and report back to the Education and Advocacy Committee on possible advocacy approaches to be considered in relation to Fortis' incentive programs.

Education and Advocacy Committee Recommendation (1)

That the Regional District of Kootenay Boundary submit one of the two draft resolutions below to the AKBLG for consideration by the membership at the 2020 convention:

OPTION 1 – Recommending that natural gas use be de-incentivized and use of electricity be further incentive

Whereas several Kootenay Boundary communities have committed to a transition to 100% renewable energy by 2050; and

Whereas natural gas is not considered a renewable energy source.

Therefore be it resolved that the Province require all natural gas suppliers including Fortis BC to shift away from incentivizing natural gas appliances for residential heating, hot water and cooking needs. And further, that incentives for replacement of greener, electrically operated, high efficiency appliances be prioritized.

OPTION 2 – Recommend that the incentives for use electricity be increased to a point where the incentive levels provided by electricity suppliers are equitable with the incentives currently available for natural gas use

Whereas several Kootenay Boundary communities have committed to a transition to 100% renewable energy by 2050; and

Whereas electricity is considered a renewable energy source while natural gas is not; and

Whereas the incentives available from suppliers for natural gas use in the province are considerably greater than those available for use of electricity;

Therefore be it resolved that the Province require all electricity suppliers in the province, including Fortis BC, to increase the incentives available to the public to support use of electricity to a point where the incentives available are at level equal to those currently provided by natural gas suppliers.

Education and Advocacy Committee Recommendation (2)

That the Regional District of Kootenay Boundary submit the following resolution to the AKBLG for consideration by the membership at the 2020 convention:

Whereas several Kootenay Boundary communities have committed to a transition to 100% renewable energy by 2050; and

Whereas electricity is considered a renewable energy source that should be further incentivized.

Therefore be it resolved that the Province require all electricity suppliers in the province, including Fortis BC, to provide additional incentives for the production of residential micro-electric generation (solar, wind, other)

Private Sector Housing Issues, Specifically Airbnb Short-Term Rentals vs. Long-Term Rental Availability

The increasing presence of Airbnb accommodation, and other short-term rental models, and the resulting displacement of long-term rental options within a community is ultimately a land use issue that can be controlled through the establishment of restrictive land use regulations and dogged enforcement of those regulations. Locally, the City of Rossland has implemented a short-term rental regulatory program that includes: OCP short-term rental policy direction; short-term rental zoning requirements; a requirement to rezone to allow short-term rentals; a business licensing application requirement for short-term rentals; and information to educate residents about the regulatory steps required to operate approved short-term rental accommodation (information below on the City of Rossland program). In order to be effective, though, such regulations require a significant municipal commitment to bylaw enforcement.

There has been a resolution adopted by the UBCM related to short-term rentals in 2017, presented by the District of Tofino. That resolution, however, related to the Province refining the tax classification system to allow split classifications for building utilized for short-term rental purposes:

resolved that the Province amend legislation so that all residential properties used for short-term overnight accommodation be eligible to be split-classified between Class 1 and Class 6, and that classification methodology for short-term rentals be developed in consultation with stakeholders.

The Province provided the following response to that resolution:

Ministry of Municipal Affairs & Housing

The Province understands that the issue of new types of accommodation businesses such as short term rental (STR) has property tax revenue and equity implications for local governments and particularly for some small resort municipalities. There are also unintended consequences from STRs including the loss of affordable long-term rental housing.

Local governments can regulate STRs through zoning requirements, bylaws, permitting (e.g., requiring business licences) and inspection.

The current split classification methodology for strata accommodation properties (SAPs) was introduced in 2007 after significant consultations. These properties are located primarily in resort municipalities and have multiple ownership structures. The classification methodology is based on the actual use of the property for residential or commercial rental purposes.

The Province is moving forward with legislative and regulatory changes to allow Airbnb to collect provincial sales taxes, helping to fund housing affordability for British Columbians

Considering that local governments have regulatory powers under their zoning bylaws, business licensing bylaws, and building bylaws to control the proliferation of short-term rentals, lobbying the Provincial government on this issue may not prove to be effective. Given the number of resort communities in the broader Kootenay/Boundary region that have been experiencing challenges with this issue, a suggestion to the AKBLG executive to include a workshop at the 2020 AKBLG Convention in

Radium Hot Springs to present case studies and best practices relating to the regulation of short-term rentals from the various resort municipalities in the region may prove to be beneficial.

Education and Advocacy Committee Recommendation

That UBCM be requested to include a workshop at the 2020 UBCM Convention to present case studies and best practices relating to the regulation of short-term rentals from the various resort municipalities in the province.

Background Information - UBCM Resolutions Re: Airbnb / Short Term Rental Accommodation**Year**

2017

Number

B20

Resolution Title

Split Classification for Short Term Commercial Accommodation

Sponsor

Tofino

Resolution Text

Whereas the Prescribed Classes of Property Regulation enables BC Assessment to split-classify two specific Short Term Overnight Commercial Accommodation Properties (strata accommodation properties and 'bed and breakfast' residential properties) between Class 1 and Class 6 to reflect the dual residential and commercial use of these properties;

And whereas the regulation does not capture residential properties that are also used commercially for short-term overnight accommodation (known as "short term rentals" or "vacation rentals"), creating a tax fairness issue:

Therefore be it resolved that the Province amend legislation so that all residential properties used for short-term overnight accommodation be eligible to be split-classified between Class 1 and Class 6, and that classification methodology for short-term rentals be developed in consultation with stakeholders.

Provincial Response

Ministry of Municipal Affairs & Housing

The Province understands that the issue of new types of accommodation businesses such as short term rental (STR) has property tax revenue and equity implications for local governments and particularly for some small resort municipalities. There are also unintended consequences from STRs including the loss of affordable long-term rental housing.

Local governments can regulate STRs through zoning requirements, bylaws, permitting (e.g., requiring business licences) and inspection.

The current split classification methodology for strata accommodation properties (SAPs) was introduced in 2007 after significant consultations. These properties are located primarily in resort municipalities and have multiple ownership structures. The classification methodology is based on the actual use of the property for residential or commercial rental purposes.

The Province is moving forward with legislative and regulatory changes to allow Airbnb to collect provincial sales taxes, helping to fund housing affordability for British Columbians.

Background Information - City of Rossland Short Term Rental Information

It is the policy of Council to regulate short term rental accommodations in the City (i.e. less than 30 days) to allow residents to conduct short-term rental of a property / unit in their principal residence and to ensure those activities are properly conducted, have appropriate zoning in place and a current Business Licence.

POLICY BACKGROUND:

Council struck a Committee in 2016 to review the effects, impacts and issues related to unlicensed short term rental units with the City. Major concerns focused on the amount of short term rental accommodations currently listed/marketed in the City, low rental vacancy rates in the area and increasing accommodation demands from tourists/seasonal employees/etc. The intent of the regulations are to protect the integrity and make-up of Rossland as a sustainable, full service, year-round community with a healthy mix of residents and tourists.

POLICY OBJECTIVES:

1. To ensure that all short term rental accommodations within the City are fully regulated and licensed pursuant to City Bylaws in order to create a minimum standard of requirements for all types of accommodators.
2. To set a maximum amount of short term rental Units in the City to 5% of total dwellings within the City at the time of a specific units approval.
3. To consider maximum density of short term rental units as "one per block" in the "Old Rossland" and "Redstone" Areas (i.e. not the Red Mountain Area and a part of Redstone close to the clubhouse).
4. Consider applications pursuant to Objective #3 on a first come, first served basis.
5. When reviewing rezoning proposals for short term rentals, the City shall consider the following criteria in determining the appropriateness of the proposal:
 - i. The density of short term rentals in the vicinity of the property which is being proposed to be rezoned for this use;
 - ii. The road network and parking issues that may exist or arise in the vicinity of the property which is being proposed to be rezoned for Guest Home use;
 - iii. The presence of a suite does not detract from the quality of life of nearby residents and is not intrusive in the neighbourhood;
 - iv. Proximity to commercial, recreational, public/institutional centres, or parks and major collectors; and
 - v. Impact on affordable housing and long term rentals.
6. Except for the "Red Mountain Area" of the City, all operators of a short term rental accommodations **must** be the permanent residents of the property being used and **shall** be engaged in the management of the Short-Term Rental.

7. All existing properties currently zoned either Guest House or B&B have been rezoned R1STR – Single Detached Short Term Rental and are exempt from the permanent resident requirement. In order to limit the impact on neighbourhoods in the “old town” and to try to preserve a long term rental market, no new properties should be given this zoning. If these properties do not obtain a business license then the property will be rezoned back to R1 – Residential zoning.
8. To revoke short term rental zoning on current approved properties if the owners fails to obtain and/or renew their appropriate business licence after a two-year period from the time of its initial approval.
9. To revoke short term rental business licence approvals on current approved properties if the owner fails to comply with any current/future City Bylaws or Policies. Non-compliance will result in the City barring the property from holding a short term rental licence for a minimum of two years and also result in the inability of the property to obtain their refundable deposit.
10. To fully enforce all applicable Bylaws and their regulations to ensure compliant short term rental accommodation activities within the City.

More Sustainable and Reliable Provincial Funding Model for Local Governments
– Transitioning from Grant Funded Programs to a More Secure and Less
Administratively Onerous Approach

Over the years there have been many, many resolutions considered at the UBCM convention related to the funding of specific programs and issues. There don't appear to have been many resolutions, though, advocating for the Provincial government to re-consider in a more general way how it provides funding to local governments to undertake programs and projects. One such resolution was considered in 2018. That resolution (below) , proposed by the City of Quesnel, requested that the Provincial government consider restructuring their grant programs to mirror the federal gas tax allocation to local governments to ensure that each local government has a secure and stable source of Provincial funding to pursue its initiatives, rather than being reliant on discretionary grant application processes.

The Provincial response (below) identified the problem of it having finite amounts of program funding to direct toward individual projects and programs that most warrant that funding. With finite amounts of funding available, presumably distributing that funding to all local governments across the Province, based upon a population allocation formula, would dilute the funding benefit to communities to the point that those communities with the greatest demonstrated need for a project would not have sufficient funding allocation to allow their projects to be viable.

The approach suggested at the last Education and Advocacy Committee was to request the Provincial government to consider a more sustainable funding model for local governments, moving away from requiring individual grant applications. While the Quesnel resolution made a specific suggestion relating to the allocation of funding to local governments in a manner similar to the Gas Tax model, the suggestion presented at the last Education and Advocacy Committee meeting would represent a more general approach.

Given the challenges associated with grant-based funding (funding insecurity, grant administration challenges, etc.) this is likely an issue that will resonate with other local governments across the province. Certainly on an issue like this, a larger AKBLG and UBCM voice would garner more attention from the Province than a request from the RDKB alone.

Staff feel that this is an issue that the Education and Advocacy Committee may wish to recommend for a resolution to AKBLG for consideration.

A RDKB resolution to AKBLG on this issue might look something like:

Whereas the Provincial government has an interest in local governments actively participating in, or delivering, many of its initiatives, priorities, and programs, and has developed a broad range of grant programs to provide funding assistance to local governments to facilitate such work;

And whereas, grants provide a valuable source of revenue for capital projects and other major one-time expenditures, but discretionary grant programs constitute an insecure funding stream for on-going program work undertaken by local governments, such as emergency management

and fire protection programs, requiring a significant administrative commitment relating to application submissions and financial reporting;

And whereas, both local and the Provincial governments benefit from having more secure, less administratively onerous Provincial funding streams available to facilitate local government participation in Provincially supported programs, such as the existing, ongoing funding that is provided through annual operating agreements for BC Transit partnerships and Victim Services partnerships;

Therefore be it resolved that the Provincial government review its funding model to local governments to consider moving away from one-time, grant-based funding models for ongoing local government programs, such as emergency management and fire protection, to a more secure on-going and sustainable funding model based upon annual operating agreements in support of Provincial initiatives, priorities, and programs.

In addition to drafting a resolution for AKBLG consideration on this issue, this may represent a good, constructive suggestion to form the basis of a meeting with the Minister of Finance at the 2020 UBCM Convention.

Education and Advocacy Committee Recommendation

That the following resolution be forwarded to the AKBLG for consideration:

Whereas the Provincial government has an interest in local governments actively participating in, or delivering, many of its initiatives, priorities, and programs, and has developed a broad range of grant programs to provide funding assistance to local governments to facilitate such work;

And whereas, grants provide a valuable source of revenue for capital projects and other major one-time expenditures, but discretionary grant programs constitute an insecure funding stream for on-going program work undertaken by local governments, such as emergency management and fire protection programs, requiring a significant administrative commitment relating to application submissions and financial reporting;

And whereas, both local and the Provincial governments benefit from having more secure, less administratively onerous Provincial funding streams available to facilitate local government participation in Provincially supported programs, such as the existing, ongoing funding that is provided through annual operating agreements for BC Transit partnerships and Victim Services partnerships;

Therefore be it resolved that the Provincial government review its funding model to local governments to consider moving away from one-time, grant-based funding models for ongoing local government programs, such as emergency management and fire protection, to a more secure on-going and sustainable funding model based upon annual operating agreements in support of Provincial initiatives, priorities, and programs.

Further, that the Board of Directors request a meeting with the Minister of Finance at the 2020 UBCM Convention to discuss the resolution above.

Background Information - UBCM Resolutions Re: Review of Provincial Funding Model to Local Governments

Year

2018

Number

B111

Resolution Title

Grant Funding

Sponsor

Quesnel

Resolution Text

Whereas local governments are accountable and autonomous orders of government;

And whereas local governments have legally mandated obligations to prepare official community plans, multi-year budgets, long term capital plans based on more and more sophisticated asset management systems, and a variety of other strategic plans for their communities;

And whereas local governments must be able to focus on implementing their publicly approved budgets and strategic plans rather than expending their limited staff and financial resources on grant applications and unnecessary reporting requirements:

Therefore be it resolved that the provincial and federal governments restructure all their infrastructure and social and economic grant programs to mirror the federal gas tax allocation to local governments in order to provide ease of access to year over year incremental funding.

Provincial Response

Ministry of Municipal Affairs and Housing

The Province of British Columbia appreciates local governments' concerns with respect to application based infrastructure grant programs. The Ministry continues to work on developing and delivering funding programs that meet the diverse needs of communities throughout the province.

With a finite amount of program funding available, the Ministry tries to balance the financial, as well as capacity, challenges faced by some local governments with the need to maximize the benefits of infrastructure programs to as many local governments as possible.

The approach in British Columbia is to provide funding through a suite of different delivery models; per capita allocations, unconditional grants and application based grants. Application based programs provide local governments the opportunity to access funding amounts, particularly for those that support regulatory driven projects, that would not be achievable through a per capita or direct allocation model.

In March 2018 the Province of British Columbia entered into a bilateral agreement with the Government of Canada to establish the Investing in Canada Infrastructure Program. This 10 year program has a defined cost share model and does not support a direct allocation model. It does provide local government with the option to submit an application for a wide variety of eligible capital project.

Lack of Availability of Public Transportation to Medical Appointments in Larger Centres

The issue of “better transit solutions for those needing medical care in larger centres” was discussed with BC Transit staff at the UBCM Convention in 2019, along with two other issues. They were: “regional transit solutions for the Interior” and “standardized approach to bus stops and exchanges.”

In retrospect, BC Transit did not prove to be the best organization with which to discuss the challenges associated with transporting those needing medical care to larger centres. BC Transit’s mandate is limited to those areas where they provide transit service in partnership with a local government. Inter-regional transportation, for example transporting Boundary residents to Kelowna or Trail for medical appointments, is outside the BC Transit mandate.

It may prove more effective to raise this issue with the Interior Health Authority and the Ministry of Health, particularly if the focus of the issue is on improved transportation for medical care. A resolution on this issue was considered and endorsed by UBCM in 2012 (below).

In response to the 2012 resolution, the Provincial government identified the BC Travel Assistance Program (TAP) as a program that is available to residents of rural areas to facilitate their travel to larger communities for non-emergency medical services. The TAP program continues to exist and details of the program are available here: <https://www2.gov.bc.ca/gov/content/health/accessing-health-care/tap-bc/travel-assistance-program-tap-bc>

Another program which is separate from, but complimentary to, the Travel Assistance Program is the Health Connections Program. Health Connections is an IHA based regional travel assistance program that offers subsidized transportation options to help defray costs for rural residents who must travel to obtain non-emergency, physician-referred medical care outside their home communities. Health Connections is operated as a partnership between IHA and BC Transit, whereas the Travel Assistance Program is a corporate partnership between the Ministry of Health and private transportation carriers.

From an advocacy perspective, staff is not aware of the level of participation in these two programs within the RDKB or challenges that members of the public may be having in accessing the services, nor is staff familiar with the level of awareness of these services within RDKB communities.

If this is an advocacy issue that the Education and Advocacy Committee would like to pursue, staff suggests that the RDKB consider scheduling a meeting with IHA and/or Ministry of Health representatives to discuss currently available options for transportation of residents to medical appointments in larger centres. This will allow directors and staff an opportunity to better understand the nature of the issue and to become better informed about any potential advocacy role that the RDKB may wish to assume once we have better understanding of current programs and challenges.

Education and Advocacy Committee Recommendation

That the RDKB schedule a meeting(s) with IHA, the Ministry of Health, and BC Transit representatives to discuss currently available options for transportation of residents to medical appointments in larger centres.

Background Information - UBCM Resolution Re: Lack of Availability of Public Transportation to Medical Appointments in Larger Centres

Year

2012

Number

B38

Resolution Title

Medical Transportation in Rural BC

Sponsor

Stewart

Resolution Text

WHEREAS there is a current lack of adequate medical transportation for people who need access to regular specialized medical services located in hub communities throughout the NCLGA Region;

AND WHEREAS accessible transportation is key to the effective treatment and recovery of British Columbians in small rural and remote communities:

THEREFORE BE IT RESOLVED that UBCM lobby the provincial government to provide additional medical transportation services that meet the needs of all rural British Columbians.

Provincial Response

Ministry of Health

The Travel Assistance Program (TAP) is available to eligible B.C. residents who are required to travel outside their home community to obtain non-emergency, physician-referred specialist medical care. The program is a corporate partnership between the Ministry of Health and private transportation carriers who agree to waive or discount their regular fees for patients presenting an approved TAP confirmation form.

TAP assists patients who are being referred by a General Practitioner to the closest site for non-emergency, medical specialist services which are not available locally. An escort is eligible for TAP only when accompanying a patient who is 18 years of age and under, or incapable of travelling independently for medical reasons. It does not offer subsidies for family members.

Health Connections is a health authority based regional travel assistance program that offers subsidized transportation options to help defray costs for rural residents who must travel to obtain non-emergency, physician-referred medical care outside their home communities. Northern Health (NH) Connections retains a contractor to provide low-cost bus transportation for patients needing to travel for out-of-town medical appointments in northern BC, Vancouver, Kamloops and Grande Prairie, Alberta. NH has also negotiated preferred rates with several hotels throughout the province (as well as Grande Prairie and Edmonton) to offer low-cost options for patients who must stay overnight outside of their home communities.

The BC Family Residence Program provides assistance to enable families to stay together when their child requires medical care at BC Children's Hospital, including premature babies and newborns with other health concerns. Enhanced travel assistance is also provided through improved ground transportation for children and air transportation for patients of all ages.

Additional information on these programs is available at:

<http://www.health.gov.bc.ca/tapbc/index.html>