



Board of Directors

Wednesday, June 10, 2020

1:00 pm

Zoom Online Video Conferencing

A G E N D A

1. Call to Order

2. Land Acknowledgement

- 2.a)** We acknowledge and appreciate that the land on which we gather is the converging, traditional and unceded territory of the Syilx, Secwepemc, Sinixt and Ktunaxa Peoples as well as the Metis Peoples whose footsteps have also marked these lands.

3. Consideration of the Agenda (additions/deletions)

- 3.a)** The agenda for the Regional District of Kootenay Boundary Board of Directors meeting of June 10, 2020 is presented.

Recommendation: Corporate Vote Unweighted

That the agenda for the Regional District of Kootenay Boundary Board of Directors meeting of June 10, 2020 be adopted as presented.

4. Draft Minutes

- 4.a)** The draft minutes of the Regional District of Kootenay Boundary Board of Directors meeting held May 28, 2020 are presented.

[Minutes-Board of Directors-28 May-BoD May 28 20 - Pdf](#)

Recommendation: Corporate Vote Unweighted

That the draft minutes of the Regional District of Kootenay Boundary Board of Directors meeting held May 28, 2020 be adopted as presented.

5. Delegations

- 5.a) Dan Powell, Christina Lake Marina
Re: Request for Letter of Support**

[Delegation-Dan Powell-Request Ltr of Support-Retail LiquorLic-BoD June 10 20](#)

[Delegation-D. Powell CL Marina-Rural LiquorLice Appl-BoD June10-](#)

Recommendation: Corporate Vote Unweighted

That the information about, and request for a letter of support for a Retail Liquor Licence application presented by Dan Powell, Christina Lake Marina on June 10, 2020, be received and direction at the discretion of the Board.

6. Unfinished Business

6.a) C. Marsh & M. Stephens, Emergency Program Managers

Re: Verbal Updates-COVID-19 & Freshet

Director Worley, Emergency Preparedness Liaison

EM COVID-19 & Freshet Updates

Recommendation: Corporate Vote Unweighted

That the verbal updates regarding COVID-19 and freshet as presented to the Board of Directors on June 10, 2020 be received.

6.b) M. Andison, Chief Administrative Officer

Re: Impacts of the Wage Continuation COVID-19 Pandemic Policy

Director Cacchioni, Finance Liaison

Impacts of Wage Continuation COVID-19 Pandemic Policy

Recommendation: Corporate Vote Unweighted

That the information regarding the impacts of the RDKB Wage Continuation COVID-19 Pandemic Policy as presented to the Board of Directors on June 10, 2020 be received.

6.c) M. Andison, Chief Administrative Officer

Re: Draft RDKB Services Restoration Plan

Director Worley, Emergency Preparedness Services Liaison

A staff report from Mark Andison, CAO presenting the draft RDKB Services Restoration Plan which provides a high level framework for the resumption and continuation of RDKB services in the context of the current COVID-19 pandemic.

[RDKB Draft Services Restoration Plan - Pdf](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve the RDKB Services Restoration Plan which provides a high level framework for the resumption and continuation of RDKB services in the context of the current COVID-19 pandemic.

**6.d) Freya Phillips, Senior Energy Specialist and
Brian Champlin, Manager of Building Inspection Services
Re: BC Energy Step Code**

Director Russell, Environmental Services Liaison

A staff report from Freya Phillips, Senior Energy Specialist and Brian Champlin, Manager of Building Inspection Services regarding the BC Energy Step Code is presented.

[Staff Report - BC Energy Step Code - Board - June 10 2020 - Pdf](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors direct staff to engage key stakeholders on the three Energy Step Code implementation options. **FURTHER** that the report presents the Board with options for a recommendation.

**6.e) Appointment-Advisory Planning Commission
Electoral Area E/West Boundary-Big White**

Appoint Peter Hutchinson

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

That the Regional District of Kootenay Boundary Board of Directors approve the appointment of Peter Hutchinson to the Electoral Area E/West Boundary-Big White Advisory Planning Commission.

7. Communications-RDKB Corporate Communications Officer

7.a) An update on RDKB corporate communications will be provided at a future meeting.

8. Communications-Information Only

**8.a) Municipal Finance Authority of BC
Re: Report on Activities During 2019 & First Quarter of 2020
[MFA-Activities Report-2019 Year & 2020 1st Quarter-BoD June 10 20](#)**

Recommendation: Corporate Vote Unweighted

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

9. Reports

9.a) Monthly Cheque Register Summary

The monthly Cheque Register Summary will be provided at the next meeting.

9.b) RDKB Committee Minutes

Minutes of RDKB Committee Meetings as adopted by the respective Committees are presented.

[Minutes-BCDC-06 May-BoD June 10 20 - Pdf](#)

[Minutes-P&P-April 30-P&P May 28-BoD June 10 20-Pdf](#)

Recommendation: Corporate Vote Unweighted

That the following RDKB Committee meetings be received:

Boundary Community Development Committee (May 6/20) and
Policy and Personnel Committee (May 28/20).

9.c) Recreation Commission Minutes

The minutes of the May and June 2020 Christina Lake Parks and Recreation Commission and the Grand Forks and District Recreation Commission meetings will be presented at a future meeting.

9.d) Draft Advisory Planning Commission (APC) Minutes

Draft APC minutes will be presented at the June 25, 2020 meeting.

10. Committee Recommendations to Board of Directors

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

10.a) Policy & Personnel Committee-May 28/20

Director McGregor, Committee Chair/Director Grieve, Vice Chair

Chair & Board Appointment Policy

[Policy - Chair and Board Appointments - for Board approval - FINAL - BOD - June 10, 2020](#)

[Staff Report - Chair and Board Appointments Policy-BoD June 10 20 - Pdf](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors adopt the Chair and Board Appointments Policy as presented to, and approved by the Policy and Personnel Committee on February 27, 2020. **FURTHER**, that the Policy be distributed accordingly.

10.b) Policy & Personnel Committee-May 28/20

Director McGregor, Committee Chair/Director Grieve, Vice Chair

Closed Meeting Agendas & Information Policy

[Policy-Closed Meeting Agenda&Information Policy-Final-BoD June 10 20](#)

[Staff Report-Closed Mtg Agendas & Information Policy-Final-BoD June 20 20](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors adopt the Closed Meeting Agendas and Information Policy as presented to, and approved by the Policy and Personnel Committee on February 27, 2020. **FURTHER**, that the Policy be distributed accordingly.

10.c) Policy & Personnel Committee-May 28/20

Director McGregor, Committee Chair/Director Grieve, Vice Chair

Board Communication Protocol Policy

[Policy - Board Communication Protocol - for Board approval - FINAL - BOD - June 10, 2020](#)

[Staff Report-Board Communication Protocol Policy-Final-BoD June 10 20](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors adopt the Board Communication Protocol Policy as presented to, and approved by the Policy and Personnel Committee on February 27, 2020. **FURTHER**, that the Policy be distributed accordingly.

10.d) Policy & Personnel Committee-May 28/20

Director McGregor, Committee Chair/Director Grieve, Vice Chair

Contaminated Soils Policy

[Policy - Contaminated Soils - for Board approval - FINAL - BOD - June 10, 2020MF](#)

[Staff Report-Contaminated Soils-P&P May 28-BoD June 10 20](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors adopt the Contaminated Soils Policy as presented to, and approved by the Policy and Personnel Committee on February 27, 2020. **FURTHER**, that the Policy be distributed accordingly.

10.e) Policy & Personnel Committee-May 28/20

Director McGregor, Committee Chair/Director Grieve, Vice Chair

Remuneration Bylaw Redesign

[Staff Report-Director Remuneration-P&P May 28-BoD June 10 20](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors adopt the following recommendation for the redesign of the Director

Remuneration Bylaw as approved by the Policy and Personnel Committee on May 28, 2020:

1. Simplify the calculation of Director remuneration and allowances by making it as straightforward as possible, easy to explain, and easy to understand;
2. Maintain a distinction between base remuneration and expense allowances for eligible expenses such as travel, office and technology and/or those that are specific to the role and reflect the unique local conditions;
3. Ensure all stipends and allowances have an annual increase based on the December BC CPI and be increased starting January 1 the following year; and
4. Review stipends and allowances one year prior to the election using comparable regional district data similar to the Management Compensation policy and/or retain a consultant to provide recommendations.
5. Include an explicit list of the different meetings RDKB Directors attend over and above the RDKB Committee and Board meetings, such as Recreation Commission, APC etc. that includes the compensation to be provided.
6. That effective 2020 and moving forward, T2200-Declaration of Conditions of Employment forms be issued to all Directors.

10.f) Policy & Personnel Committee-May 28/20

Director McGregor, Committee Chair/Director Grieve, Vice Chair

Findings Regarding Board Remuneration

Recommendation: Corporate Vote Unweighted

That the findings with respect to Director Remuneration, provided from staff and as reviewed and discussed by the Policy and Personnel Committee, be presented to the Regional District of Kootenay Boundary Board of Directors for consideration.

10.g) Boundary Community Development Committee (June 3/20)

Director McGregor, Committee Chair/Director Russell, Vice Chair

Letter to FLNRORD Re. Kootenay-Boundary Land Use Plan

[FLNRORD Letter-BCDC June 3-BoD June 10 20](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors direct staff to send a letter to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) requesting that the Ministry conduct a review of the Kootenay-Boundary Land Use Plan.

11. New Business

11.a) F. Phillips, Senior Energy Specialist

Re: CARIP Reporting and Climate Action Update

Director Russell, Environmental Services Liaison

A Staff Report from Freya Phillips, Senior Energy Specialist regarding the 2019 Climate Action Revenue Incentive Program (CARIP) Report and associated contribution to the Climate Action Reserve Fund is presented.

[Staff Report - 2019 CARIP Report and Contribution to Climate Action Reserve Fund - Board - June 10 2020 - Pdf](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors direct staff to allocate \$18,165 to the RDKB Climate Action Reserve Fund to offset the RDKB's measurable corporate greenhouse gas emissions reported to the Province of BC for the 2019 fiscal year.

11.b) Grants in Aid - as of June 4, 2020:

[Grant in Aid-Board-June 10 2020](#)

Recommendation: Stakeholder Vote (Electoral Area Directors) Weighted

That the following grant-in-aid be approved:

1. Trails to the Boundary Society – 2020 Administration and Quick books – Electoral Area 'E' - \$862.00

11.c) J. Chandler, General Manager of Operations/Deputy Chief Administrative Officer

Re: Award of Construction Contract-Big White Fire Hall

A staff report from James Chandler, General Manager of Operations/Deputy Chief Administrative Officer seeking pre-approval for the award of the construction contract for the Big White Fire Hall-Bay Expansion project is presented.

[Staff report-BoD- June 4 2020-Fire Hall bay expansion construction award](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors authorize staff to award the construction contract for the Big White Fire Hall-Bay Expansion project in an amount over \$100,000 as per the June 3, 2020 staff report titled "Award of Construction Contract for the Big White Fire Hall-Bay Expansion Project" presented to the Board on June 10, 2020. **FURTHER** that any award issued remain within the approved 2020 Project Budget. **FURTHER** that the Board approve the RDKB authorized signatories to sign and execute the

construction contract in full with staff providing a report to the Board in July 2020 advising of the value of contract awarded.

12. Board Appointments Updates

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

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 & Goran Denkovski, Manager of Infrastructure & Sustainability

West Kootenay Regional Transit Committee (Directors Cacchioni & Worley, Alternate Director Parkinson)

Rural Development Institute (RDI)-Director Worley

Chair's Update-Chair Langman

13. Bylaws

There are no bylaws to consider.

14. Late (Emergent) Items

- 14.a) #DifferentTogether Pledge-Anti Racism Declaration**

Board consider and endorse the Province of B.C. #DifferentTogether Pledge

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors consider and endorse the following Province of B.C.

#DifferentTogether Pledge presented to the Board on June 10, 2020:

Our B.C. is inclusive and respects people of all ethnicities, cultures and faiths and their contributions to our collective well-being.

Our B.C. holds diversity as a fundamental value at the heart of the success, strength and resilience of our communities, workplaces, schools, public and private institutions.

I pledge to uphold and promote these values and I commit to speaking up to oppose racism and hate in all its forms.

15. Discussion of Items for Future Meetings

16. Question Period for Public and Media

17. Closed Meeting

18. Adjournment



Board of Directors

**Thursday, May 28, 2020
Via Zoom Online Video Conferencing
Minutes**

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 C. Korolek
Director G. Shaw
Director R. Dunsdon

Staff Present:

M. Andison, Chief Administrative Officer
T. Lenardon, Manager of Corporate Administration, Corporate Officer/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
G. Denkovski, Manager of Infrastructure and Sustainability
B. Champlin, Manager of Building Inspection
D. Green, Manager of Information Systems
M. Stephens, Interim Manager of Emergency Programs
D. Derby, Regional Fire Chief
F. Maika, Corporate Communications Officer

Other Individuals in Attendance:

B. Raby, Delegate, Nelson's Lets Get it Right Cannabis Forum
D. Redfearn, Chief Administrative Officer, City of Grand Forks
J. Edwards, Grand Forks Gazette

1. Call to Order

1.a) The Chair called the meeting to order at 1:00 p.m.

2. Land Acknowledgement

2.a) We acknowledge and appreciate that the land on which we gather is the converging, traditional and unceded territory of the Syilx, Secwepemc, Sinixt and Ktunaxa Peoples as well as the Metis Peoples whose footsteps have also marked these lands.

3. Consideration of the Agenda (additions/deletions)

3.a) The agenda for the Regional District of Kootenay Boundary Board of Directors meeting of May 28, 2020 was presented.

The Corporate Officer noted the following items added to Item 17-Late Emergent Items:

1. application for grant-in-aid-Electoral Area B/Lower Columbia-Old Glory, and
2. consideration of a request for reimbursement of Director expenses, and it was;

230-20 Moved: Director Grieve Seconded: Director Cacchioni

Corporate Vote Unweighted

That the agenda for the Regional District of Kootenay Boundary Board of Directors meeting of May 28, 2020 be adopted as amended.

Carried.

4. Draft Minutes

4.a) The draft minutes of the Regional District of Kootenay Boundary Board of Directors meeting held May 13, 2020 were presented.

231-20 Moved: Director Walsh Seconded: Director Cacchioni

Corporate Vote Unweighted

That the draft minutes of the Regional District of Kootenay Boundary Board of Directors meeting held May 13, 2020 be adopted as presented.

Carried.

5. Delegations

5.a) At the request of the delegates and with approval of Chair Langman, the Delegation item was moved to agenda item 9.a).

6. Unfinished Business

6.a) COVID-19 Updates

M. Stephens-Emergency Program Manager

Re: Verbal Update-COVID-19 and Freshet

Director Worley, Emergency Preparedness Liaison

Mark Stephens, Interim Manager of Emergency Programs gave an update on RDKB EOC COVID-19 activities noting that not much has changed since the last update 2 weeks ago. Staff continue to work with municipal partners and follow the Provincial Health Officer's restart requirements.

Mr. Stephens reviewed the Boundary and West Boundary EOC flooding activations and the river forecast models noting increases in the river levels causing some alarm. Additional resources and assets have been requested from Emergency Management BC. The EOC is preparing for forecasted temperature increases followed by a rain event over the upcoming weekend, which may increase already high river levels.

There was a discussion regarding EOC messaging and updates that would assist residents to read the full notice and then be able to make judgments about their own personal well-being and to be prepared without alarm. There was also a conversation on the EOC news releases. Staff continue to work on concise and up-front messaging overall, but also advised that there are certain pieces of all EOC communications which must be included.

Staff answered inquiries regarding the use of weather models from different sources and which, at times, give different forecasts causing confusion and anxiety. Director Russell expressed concern that the forecasts from the provincial weather modeling program are unlike others and this needs to be taken into account with possible changes to the conveyance of the information provided. Staff agreed noting it is difficult to get a balanced and coordinated forecast and will follow up with this matter and with articulating these concerns. For the next meeting, staff will report back to the Board with a proposed recommendation.

Frances Maika, Corporate Communications Officer described the complexities of risk communications and advised that staff continue to mature on how to communicate risk and to provide the public knowledge on how to use online tools.

Mark Andison, Chief Administrative Officer

Re: Impacts of the Wage Continuation COVID-19 Pandemic Policy and RDKB Services Restoration Plan

Mark Andison, Chief Administrative Officer advised that paid leave for COVID-19 quarantine has declined significantly since pay period 1. He reviewed the draft RDKB Services Restoration Plan advising that the final version will be presented to the Board at the next meeting.

The Plan is based on examples from other local governments and incorporates Provincial requirements and guidelines using Municipal Safety Authority templates and WorkSafe BC protocols. The RDKB Occupational Health and Safety Committee has created exposure control plans for each work site, which are tailored specifically for the various sites and which have been drafted according to aforementioned templates and protocols. The RDKB facilities' safety plans should be in place the week of June 1st.

Dan Derby, Regional Fire Chief gave an update on the Fire Department's Restart Plan and the use of the WorkSafe BC Risk Assessment Toolkit to resume fire operations. Some staffing will be staggered. He advised that the Plan meets all requirements and has been shared with RDKB member municipal fire departments.

232-20 Moved: Director Worley Seconded: Director Walsh

Corporate Vote Unweighted

That the verbal updates regarding COVID-19, Freshet and the impacts of the Wage Continuation COVID-19 Pandemic Policy as presented to the Board on May 28, 2020 be received.

Carried.

7. Communications-RDKB Corporate Communications Officer

7.a) F. Maika, Corporate Communications Officer

Re: Verbal Update on RDKB Corporate Communications

Staff provided an update on the RDKB website redesign project noting some work has been delayed due to EOC freshet and COVID-19 responsibilities, but that when possible, the work continues. She noted that she has reviewed the corporate communications strategy with respect to expected deliverables, such as the Board Highlights and the RDKB online newsletter and advised that work to complete the digital tools will recommence soon.

The Columbia Basin Trust Community Initiatives Funding program online engagement is complete and information has been posted on the RDKB public engagement site [jointheconversation](#).

233-20 Moved: Director McGregor Seconded: Director Korolek

Corporate Vote Unweighted

That the verbal update on RDKB corporate communications as presented to the Board on May 28, 2020 be received.

Carried.

8. Communications-Information Only**8.a) Dennis Schafer, Stick & Stone Cannabis Co. and****Assoc. of Canadian Cannabis Retailers (May 3/20)****Re: Public Safety Measures & Regulations Supporting Physical Distancing for Cannabis Retail Businesses-Request for Letter of Support**

Director Russell requested staff to provide further information as to possible risks this request may pose so that the Board can consider the matter further. Staff will present information on the how the proposed change to the regulation could impact the RDKB.

234-20

Moved: Director Russell

Seconded: Director McGregor

Corporate Vote Unweighted

That for the next meeting, staff provide a report on the implications, and potential risks of issuing a letter of support for online sales and direct delivery services for licensed cannabis retail stores as requested from Stick & Stone Cannabis Co. and the Association of Canadian Cannabis Retailers and as presented to the RDKB Board of Directors on May 28, 2020.

Carried.

8.b) City of Greenwood (May 13/20)**Re: Comments Regarding a Feasibility Study for Boundary Fire Services**

Mark Andison, Chief Administrative Officer clarified that the feasibility study for proposed Boundary fire services is not about Greenwood fire, but for a proposed fire service for the entire West Boundary. The study would illustrate how the region could possibly benefit from a shared regional service. He advised that there is a need for discussions with the City of Greenwood, given there is an existing contract between the RDKB and the City, where Greenwood provides fire services to portions of Electoral Area E located outside of municipal boundaries. The purpose of the study is to review options. The RDKB Deputy Chief Administrative Officer has been trying to arrange meetings with Midway and Greenwood CAOs.

Director Shaw reviewed the City of Greenwood's understanding of this matter and he noted the City's conversations with the Village of Midway and Director Gee, RDKB Electoral Area E/West Boundary, which clarify that Greenwood is not interested in participating in the Feasibility Study.

235-20

Moved: Director Grieve

Seconded: Director McGregor

Corporate Vote Unweighted

That Communication (information only) items 8.a)-8.b) be received.

Carried.

9. Delegation(s)

9.a) Brenton Raby & Sabin Donohoe, Nelson's Lets Get it Right Cannabis Forum Re: RDCK UBCM Resolution on BC Cannabis Regulation S. 37

The Chair introduced Mr. Brenton Raby, presenting for Nelson's Lets Get it Right Cannabis Forum. Mr. Raby thanked the Board for the opportunity to present information regarding RDCK's resolution lobbying against *B.C. Cannabis Control Regulation S. 37*, which prohibits the marketing, advertising or promoting of "any place as a place to consume cannabis or spend time after consuming cannabis".

Mr. Raby clarified that this matter is important to cannabis related businesses, but not necessarily to sales. The Regulation significantly reduces the ability for the cannabis industry to thrive and for potential business owners to operate at all.

Mr. Raby reviewed the local and provincial economic benefits of cannabis cafes and other businesses where cannabis that has been legally purchased and or grown is allowed to be consumed. He requested the RDCK Board of Directors to support the RDCK's resolution to remove S.37 and to allow for an opportunity to move the conversation forward with the province.

Director Russell advised Mr. Raby and the Board that the AKBLG has an online engagement process for all of its members to participate in the UBCM Convention resolution process. This process provides Directors with an opportunity to comment on this resolution in advance of the UBCM Convention.

236-20 Moved: Director Morissette Seconded: Director Grieve

Corporate Vote Unweighted

That the information from Brenton Raby, Let's Get it Right Cannabis Forum, as presented to the Board on May 28, 2020, be received.

Carried.

10. Reports

10.a) Monthly Cheque Register Summary

The monthly Cheque Register Summary will be provided at a future meeting.

10.b) RDCKB Committee Minutes

The minutes of RDCKB Committee Meetings as adopted by the respective Committees were presented.

237-20 Moved: Director Cacchioni Seconded: Director Korolek

Corporate Vote Unweighted

That the following RDCKB Committee minutes be received:

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RDCKB Board of Directors
May 28, 2020

Solid Waste Management Plan Steering and Monitoring (March 11/20), Boundary Community Development (April 7/20), Utilities (April 16/20), Electoral Area Services (April 16/20), Beaver Valley Regional Trails and Regional Parks (April 21/20), East End Services (April 21/20) and Policy & Personnel (April 30/20).

Carried.

10.c) Recreation Commission Minutes

The minutes of the Grand Forks and District Recreation Commission and the Electoral Area C/Christina Lake Parks and Recreation Commission meetings held during February, March and April, 2020 were presented.

238-20 Moved: Director McGregor Seconded: Director Dunsdon

Corporate Vote Unweighted

That the following minutes of the Grand Forks and District Recreation Commission and the Christina Lake Parks and Recreation Commission meetings be received:

Grand Forks and District Recreation Commission (Feb. 13/20, March 12/20 and April 9/20) and the Electoral Area C/Christina Lake Parks and Recreation Commission (Feb. 12/20, March 11/20 and April 8/20).

Carried.

10.d) Draft Advisory Planning Commission (APC) Minutes

The draft minutes of the Electoral Area Advisory Planning Commission meetings held during May 2020 were presented.

239-20 Moved: Director Grieve Seconded: Director Worley

Corporate Vote Unweighted

That the following draft minutes of the Electoral Area Advisory Planning Commission meetings be received:

Electoral Area B/Lower Columbia-Old Glory (May 4/20), Electoral Area C/Christina Lake (May 5/20), and Electoral Area E/West Boundary (May 4/20). **FURTHER** that the minutes of the Electoral Area A Advisory Planning Commission for the meeting held May 5, 2020 be amended by adding the word "proposed" to the reference of the "gas plant east of Fruitvale" so the minutes read "proposed" gas plant east of Fruitvale.

Carried.

11. Committee Recommendations to Board of Directors

11.a) Recommendations to the Board of Directors referred by the respective RDKB Committees are presented for consideration.

Electoral Area Services Committee (May 14/20)*Director Grieve, Committee Chair / Director McGregor, Vice Chair***240-20** Moved: Director McGregor Seconded: Director Grieve*Development Variance Permit – Electoral Area C/Christina Lake***Stakeholder Vote (Electoral Area Directors) Unweighted**

That the Development Variance Permit application submitted by Rod Bergum of Bergum Contracting Ltd., on behalf of Rowland Phillips and Marnie Jacobsen (Phillips), to reduce the front parcel boundary setback from 4.5m to 1.5m, a variance of 3.0m, and to increase the maximum height of an accessory building from 4.6m to 6.5m, a variance of 1.9m, for the construction of a detached garage on the parcel legally described as Lot 3, DL 1021s, SDYD, Plan KAP7440, Electoral Area C/Christina Lake, be presented to the Regional District of Kootenay Boundary Board of Directors for consideration, with a recommendation of support, conditional upon the issuance of a permit from the Ministry of Transportation and Infrastructure for the same variance.

Carried.

12. Refreshment Break**12.a)** The Chair adjourned the meeting for a refreshment break (time: 2:05 p.m.).

The Chair reconvened the meeting at 2:10 p.m.

13. First Quarter 2020 Work Plan Update Reports

The First Quarter 2020 Work Plan Update reports for Emergency Preparedness (012), General Government Services (001), 911 Emergency Communications (015), Building Inspection Services (004) Regional Solid Waste Management Services (010) and Big White Solid Waste Management Services (064) were presented.

13.a) Emergency Preparedness Service (012)*Director Worley, Emergency Preparedness Liaison*

Mark Stephens, Interim Manager of Emergency Programs reviewed COVID-19 and freshet planning EOC activities which have lasted for over the last 2 months resulting in delays to completion of a majority of the Emergency Preparedness Service work plan projects. He also provided an update on the 2020 emergency services grant applications.

13.b) General Government Services (001)**Administration-Finance-Information Services-Corporate Communications-Senior Energy Specialist**

Mark Andison, CAO reviewed the General Government/Administration Service (001) work plan updates noting some of the projects are on hold due to COVID-19.

Dale Green, Manager of Information Services gave a brief summary of the primary corporate storage replacement and the new super meeting owls which will provide enhanced video resolutions in the board rooms. He also gave an update on the progress of the electronic paper data management system.

Staff answered inquiries regarding the RDKB EOC org chart and EOC staffing and the purchase of meeting owls for community use (e.g. Christina Lake Welcome Centre, community halls).

Director Grieve requested a future discussion and brainstorming on EOC staffing.

13.c) 9-1-1 Emergency Communications Service (015)

Director Worley, Emergency Preparedness Liaison

Dan Derby, Regional Fire Chief updated the Board on the 9-1-1 Emergency Communications Services work plan and on the 9-1-1 emergency communications turnout gear. He advised that the turnout gear is on order and provided an update on the grant and the RDKB Grant in Aid top-up.

13.d) Building Inspection Services (004)

Brian Champlin, Manager of Building Inspection Services reviewed the work done to date on the energy step code project in collaboration with Freya Phillips, Senior Energy Specialist. A report on the energy step code will be provided at the next meeting. He also provided an update on the building department mentorship program advising that the RDKB building inspectors continue to advance their Building Officials Association of BC certification(s) with one inspector currently taking his Level 3, another completing Level 2 and a third inspector enrolled in BCIT courses.

13.e) Environmental Services Regional Solid Waste Management Services (010) and Big White Solid Waste Management Services (064)

Director Russell, Environmental Services Liaison

Janine Dougall, General Manager of Environmental Services reviewed the work plans for the Regional and the Big White Solid Waste Management services advising that a maintenance contract renewal for the Big White Transfer Station will be presented to the Board in the near future and that the community issues project is on hold. She also reviewed briefing notes on the Grand Forks Organics Infrastructure Expansion Project and the McKelvey Creek Landfill Upgrade Project.

241-20 Moved: Director Russell Seconded: Director Grieve

Corporate Vote Unweighted

That the following First Quarter 2020 Work Plan Update reports be received as presented to the Board on May 28, 2020:

Emergency Preparedness (012), General Government Services (001), 9-1-1 Emergency Communications (015), Building Inspection Services (004), Regional Solid Waste Management Services (010) and Big White Solid Waste Management Services (064).

Carried.

14. New Business

14.a) T. Dueck, Solid Waste Program Coordinator

Re: Commercial Recycling Processing Work

A staff report from Tim Dueck, Solid Waste Program Coordinator regarding the work of sorting and processing recyclable materials from Big White and Boundary commercial sources was presented.

Janine Dougall, General Manager of Environmental Services reviewed the report and provided an update noting the complexities of this matter. The report speaks to a contract between the RDKB and Cascades Recovery+ for commercial recycling and processing of materials from the Boundary and Big White Ski Resort. The contract expires at the end of June. Due to COVID-19 issues, the variable global markets, and other uncertainties, Cascades Recovery+ does not wish to enter into a formal contract, but would endorse a letter of understanding. Staff explained the risks for the RDKB and noted that this is the same issue for other regional districts in the Okanagan.

Staff also explained that there is a significant amount of contamination going into the recycling stream from the disposal of film-plastic and glass at Big White, resulting in difficulty for marketability. Removing these products would be difficult at Big White facilities, given the sites are not staffed resulting in a lack of oversight and no way to manage recycling of these products effectively.

242-20 Moved: Director Worley Seconded: Director Dunsdon

Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors direct staff to enter into a Letter of Understanding with Cascades Recovery+ for the processing of printed paper and packaging materials from commercial sources in the Boundary and Big White at a processing rate of \$190 per tonne and proceed with the strategy of eliminating film plastic and glass from Boundary/Big White recycling programs. **FURTHER** that the Board refer topics of increased oversight, elimination of containers in the recycling stream or changing from single-stream to dual-stream recycling systems to the Solid Waste Management Plan Steering and Monitoring Committee for further discussion.

Carried.

14.b) B. Champlin, Manager of Building Inspection

Re: Building Bylaw Contravention for the property described as: 1981 Old Salmo Road, Fruitvale, B.C.-Electoral Area 'A'

Parcel Identifier: 010-233-636-Lot B District Lot 1236 Kootenay District Plan 4481 Except Plan 17227

Owner: Katerina Manolis

243-20 Moved: Director Grieve Seconded: Director McGregor

Stakeholder Vote (Electoral Area Directors) Unweighted

That the Regional District of Kootenay Boundary Board of Directors invite the owner, Katerina Manolis, to appear before the Board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* against the property legally described as Lot B, District Lot 1236, Kootenay District, Plan 4481, Except Plan 17227.

Carried.

14.c) B. Champlin, Manager of Building Inspection

Re: Building Bylaw Contravention for the property described as: 1664 Westlake Drive, Christina Lake, B.C.-Electoral Area 'C' / Christina Lake Parcel Identifier: 025-988-697-Lot 1 District Lot 317 Similkameen Division Yale District Plan KAP75840

Owners: Sean, Megan and Susan McQuarrie

244-20 Moved: Director McGregor Seconded: Director Grieve

Stakeholder Vote (Electoral Area Directors) Unweighted

That the Regional District of Kootenay Boundary Board of Directors invite the owners, Sean, Megan and Susan McQuarrie, to appear before the Board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* against the property legally described as Lot 1, District Lot 317, Similkameen Division Yale District, Plan KAP75840.

Carried.

14.d) B. Champlin, Manager of Building Inspection

Re: Building Bylaw Contravention for the property described as: 4485 Boat Access East Side, Christina Lake, B.C.-Electoral Area 'C' / Christina Lake Parcel Identifier: 019-059-329-Block A District Lot 4075S Similkameen Division Yale District

Owner: Janet Arnell

245-20 Moved: Director Gee Seconded: Director McGregor

Stakeholder Vote (Electoral Area Directors) Unweighted

That the Regional District of Kootenay Boundary Board of Directors invite the owner, Janet Arnell, to appear before the Board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* against the property legally described as Block A, District Lot 4075S, Similkameen Division Yale District.

Carried.

14.e) B. Champlin, Manager of Building Inspection**Re: Building Bylaw Contravention for the property described as: 6870 Christian Valley Road, Westbridge, B.C.-Electoral Area 'E' / West Boundary****Parcel Identifier: 009-371-885-Lot 1 District Lot 3637 Similkameen District Yale District Plan 12818****Owner: Thomas Stoffel****246-20**

Moved: Director Gee

Seconded: Director McGregor

Stakeholder Vote (Electoral Area Directors) Unweighted

That the Regional District of Kootenay Boundary Board of Directors invite the owner, Thomas Stoffel, to appear before the Board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* against the property legally described as Lot 1, District Lot 3637, Similkameen Division Yale District, Plan 12818

Carried.

14.f) L. Moore, Senior Planner**Re: Village of Midway Requesting RDKB Comments on Midway's Official Community Plan**

A staff report from Liz Moore, Senior Planner regarding the Village of Midway's invitation for the RDKB to comment on their proposed Official Community Plan (OCP) was presented.

247-20

Moved: Director Grieve

Seconded: Director Russell

Corporate Vote Unweighted

That the staff report regarding the referral from the Village of Midway inviting the RDKB to comment on Midway's Draft Official Community Plan, including the comments from RDKB staff and the Electoral Area E/West Boundary Advisory Planning Commission be forwarded to the Village of Midway for their review.

Carried.

Director Gee inquired if it is too late to add comments and she pointed out that the Plan refers to Terasen Gas, which is now Fortis and that reference to work on the Trails Master Plan for the Boundary should be included.

14.g) C. Scott, Planner**Re: Referral from the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (MFLNRORD)-Private Moorage Electoral Area E/West Boundary**

A staff report from Corey Scott, Planner presenting a letter from the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (MFLNRORD) notifying the

RDKB of an application for Private Moorage under the *Water Sustainability Act* in Electoral Area E/West Boundary.

248-20 Moved: Director Gee Seconded: Director Grieve

Corporate Vote Unweighted

That the staff report regarding "Ministry of Forests, Lands, Natural Resource Operations and Rural Development (MFLNRORD) – Private Moorage" on DL 1920s, SDYD, Except Plan 28042 in Electoral Area E/West Boundary be received.

Carried.

14.h) C. Scott, Planner

**Re: Application for Subdivision in the Agricultural Land Reserve (ALR)
Electoral Area A**

A staff report from Corey Scott, Planner regarding an application for subdivision in the Agricultural Land Reserve was presented.

249-20 Moved: Director Grieve Seconded: Director Worley

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors directs staff to forward, with a recommendation of support, the Agricultural Land Commission application for the subdivision application submitted by Richard and Arleen Fillmore for the property legally described as Lot 2, DL 1236, KD, Plan 7883 Except Plans 9354 & 17488, Electoral Area A.

Carried.

14.i) C. Scott, Planner

**Re: FrontCounter BC Referral-Crown Land Interim Licence of Occupation
Electoral Area B/Lower Columbia-Old Glory**

A staff report from Corey Scott, Planner presenting a referral from FrontCounter BC and providing the RDKB an opportunity to provide comments on an application for a Crown Land Interim Licence of Occupation in Electoral Area B/Lower Columbia-Old Glory.

250-20 Moved: Director Worley Seconded: Director Grieve

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors advise Front Counter BC that the referral regarding the Crown Land Interim Licence of Occupation for Fortis BC on the unsurveyed Crown land on which the proposal is to take place in Electoral Area B/Lower Columbia-Old Glory is supported.

Carried.

14.j) C. Scott, Planner

**Re: FrontCounter BC Referral for Crown Land Tenure
Beaverdell Community Club and Recreation Commission
Electoral Area E/West Boundary**

251-20 Moved: Director McGregor Seconded: Director Gee

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors direct staff to forward this staff report "FrontCounter BC Referral-Crown Land Tenure" which includes the recommendations of the Electoral Area E/West Boundary Advisory Planning Commission to FrontCounter BC for consideration.

Carried.

14.k) Grants-in-Aid - as of May 21, 2020:

252-20 Moved: Director Grieve Seconded: Director Worley

Stakeholder Vote (Electoral Area Directors) Weighted

That the following grants-in-aid be approved:

1. Oasis Recreation Society – Storage Shed – Electoral Area 'B'/Lower Columbia-Old Glory - \$672.37
2. West Boundary Community Services Co-operative Association – Directors and Officers Insurance for the Board – Electoral Area 'E'/West Boundary - \$558
3. West Boundary Community Services Co-operative Association – Property Insurance for Riverside Centre – Electoral Area 'E'/West Boundary - \$4,520
4. West Boundary Community Services Co-operative Association – Top up of SIDIT grant for Riverside Centre furniture – Electoral Area 'E'/West Boundary - \$655.87

Carried.

15. Board Appointments Updates**15.a) Southern Interior Development Initiative Trust (S.I.D.I.T.)-Director McGregor**

S.I.D.I.T. held an emergency meeting. A new CAO has been recruited. Further S.I.D.I.T. information will be provided at a future meeting.

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

There is nothing new to report.

15.c) Okanagan Film Commission-Director Gee

A report was attached to the agenda.

15.d) Boundary Weed Stakeholders Committee-Director Gee

While practicing physical distancing, Committee members have been working out of the new Riverside Centre.

15.e) Columbia River Treaty Local Government Committee (CRT LGC)-Directors Worley & Langman

A report was attached to the agenda and Director Worley gave an update on the weekly Executive BC Hydro meetings.

15.f) Columbia Basin Regional Advisory Committee (CBRAC)-Director Worley & Goran Denkovski, Manager of Infrastructure & Sustainability

Director Worley reviewed upcoming online conferences and noted that a webinar will be held in June.

15.g) West Kootenay Regional Transit Committee (Directors Cacchioni & Worley, Alternate Director Parkinson)

Director Cacchioni advised that there is nothing new to report.

15.h) Rural Development Institute (RDI) -Director Worley

There was an online meeting held earlier in May. Research projects are being reviewed in collaboration with Selkirk College.

15.i) Chair's Update-Chair Langman

The Chair provided updates on COVID-19 and EOC freshet meetings and advised that last week, she attended her first Broadband meeting.

The Chair has been attending tri-regional district meetings with RDCK and RDEK with respect to COVID-19 restart/reopening plans and that bi-weekly meetings with the province and Minister Robinson, Ministry of Municipal Affairs and Housing respecting economic recovery continue.

Director Russell inquired if it would be possible to open up the bi-weekly meetings with the province to the full RDCK Board of Directors so that Board Members could listen to the updates via zoom.

253-20 Moved: Director Worley Seconded: Director Grieve

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors receive the Board Appointments Update as presented on May 28, 2020.

Carried.

16. Bylaws

16.a) There were no bylaws to consider

17. Late (Emergent) Items**17.a) Grant-in-Aid-May 25/20****Electoral Area B/Lower Columbia-Old Glory-Rossland Rotary**

254-20 Moved: Director Worley Seconded: Director Grieve

Stakeholder Vote (Electoral Area Directors) Weighted

That the following grant-in-aid be approved:

Rotary Club of Rossland-Cloth Face Masks-Electoral Area B/Lower Columbia-Old Glory
\$2,700.

Carried.

17.b) Director Grieve**Re: Requesting Approval of Expense-Thank You Gift**

255-20 Moved: Director Morissette Seconded: Director Shaw

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve the request from Director Grieve for reimbursement of \$17.99 for the purchase of a thank you gift, as per the RDKB Liquor and Cannabis Policy, and as presented to the Board on May 28, 2020. **FURTHER** that the overall matter of Directors acknowledging volunteers and community champions be referred to the Electoral Area Services Committee for further review.

Carried.

18. Discussion of Items for Future Meetings

18.a) Explore whether or not the province will assist the Regional District with COVID-19 deficits and how to bring this matter forward.

19. Question Period for Public and Media

19.a) There were no questions from the media.

20. Closed Meeting

20.a) A closed meeting was not required.

21. Adjournment

There being no further business to discuss, the meeting was adjourned at 3:24 p.m.

TL



Committee/Board Delegation and Presentation Form

Names of all persons who will be speaking & position titles (if relevant) must be included. Name of organization you are representing is also required.		Name(s): <u>Daniel Powell</u> <u>(Christina Lake Marina)</u>	
Subject of delegation (What information will be presented?)		<u>Retail Liquor License</u>	
What is the purpose of delegation? (Please check where appropriate):		Information Only	
		Letter of Support Request <input checked="" type="checkbox"/>	
		Funding Request	
		Other (please provide details): _____ _____ _____	
Contact Person		<u>Daniel Powell</u>	
Telephone:	<u>250 442 6413</u>	Email:	<u>powelldanielk@gmail.com</u>
Meeting Date Requested:	<u>JUNE 10, 2020</u>		
Technical Requirements: Will you be using a power-point presentation?	YES	NO <input checked="" type="checkbox"/>	If yes, you are required to submit the presentation before the meeting as well as bringing it to the meeting on a memory stick.
The Regional District is not responsible for software incompatibility. The Regional District utilizes Microsoft Office products. If you will be using power-point, you are requested to bring your own laptop and a VGA/9-pin or HDMI connection. If you do not have a laptop, contact the Manager of Corporate Administration to make alternative arrangements.			
<p>For more information, please contact:</p> <p>Manager of Corporate Administration 202-843 Rossland Avenue Trail, BC V1R 4S8</p> <p>Phone: 250-368-9148 Toll Free: 1-800-355-7352 Fax: 250-368-3990 Email: llenardon@rdkb.com</p>			
To facilitate effective delegations:			

Please note that this document will be included on a public agenda and therefore any personal information included will be visible to the public. Please contact the Manager of Corporate Administration/Corporate Officer with any questions or concerns regarding Freedom of Information and Protection of Privacy.

Board & Committee Delegation Request
(Excerpt from Board Presentation Policy) Page 1 of 2

1. The Manager of Corporate Administration will forward your request to the RDKB Board Chair for approval.
2. There may be a case where the Chair will not approve your delegation request and therefore, you may not be able to appear before the Board on the day requested. The Manager of Corporate Administration will confirm with you whether your request has been approved by the Board Chair.
3. Once your delegation request has been approved, you must submit your power-point presentation and or handouts to the Manager of Corporate Administration prior to the Board meeting. The Manager of Corporate Administration will provide you with the appropriate instructions.
4. A delegation may be comprised of numerous individuals, however only 1-2 members of your delegation will be allowed to speak. You should appoint a speaker(s) ahead of time and you must include this information on this form before you return it to the Manager of Corporate Administration.
5. You will be permitted 10-minutes to make your presentation. It does not matter how many people speak. The name of the person and or group appearing before the Board will be published in the agenda and available to the public.
6. Direct all comments to the RDKB Board Chair.
7. Do not expect an immediate answer. The Board may wish to have further investigation or time to consider the matter.
8. At no time will a delegation be allowed to present information regarding a bylaw which a Public Hearing has been held, or where a Public Hearing is required under an enactment as a prerequisite to the adoption of the bylaw.
9. At no time will a delegation be allowed to present a matter for the purpose of discussion that is to be dealt with as a grievance under a collective agreement.

I understand and agree with the terms and conditions of my request to appear as a delegation:

Daniel Powell

Name of Delegate/Group Representative

Date

May 21/2020

Signature

[Signature]

Attending at request of the Board		N/A		For Office Use Only	
Requesting attendance to present information and or to request letter		and or funding support.		✓	
Referred to Chair:		05/21/20		Date	
Yes	✓				
Approved	✓	Declined			
If declined provide explanation:					
Date of delegation (if applicable):		06/10/20			
Applicant informed of decision:		Yes		✓	
Theresa Lenardon		05/22/20		Date	
Manager of Corporate Administration					

Please note that this document will be included on a public agenda and therefore any personal information included will be visible to the public. Please contact the Manager of Corporate Administration / Corporate Officer with any questions or concerns regarding Freedom of Information and Protection of Privacy.

Board & Committee Delegation Request
(Excerpt from Board Presentation Policy) Page 2 of 2

Christina Lake Marina Rural Agency Program Submission

Section A-Overview

This Application is for the Christina Lake Marina grocery store at 173 Larson Road, Christina Lake BC. The marina has been in business for over 50 years and is open May for service Easter through Thanksgiving. There are approximately 175 “Boat Access Only” cottages that are located from the mid-lake location where the marina is to the north end of the lake which is approximately 12 kilometres away. This distinct community comprises of seasonal use residences used for the six month summer season. The total length of the lake is approximately 20 kilometres. There are another 400 waterfront homes on Christina Lake with road access and the Village of Christina Lake lies approximately 10 kilometres to the south of the marina. The marina currently supplies an array of goods including groceries (produce, meats, dairy, condiments, dry goods, sundries, first aid & drug store items, drinks, chips, candy, chocolate, tobacco products, gas and propane, water taxi, and limited marine supplies such as safety kits, rope, buoys, and tackle.

Section B-Distance

The marina is located approximately 7, 8, and 9 kilometres away from the three Rural Liquor Agency stores that service the south end village of Christina Lake. Those being Tempo Gas, Huckleberry Market, and Canoco Gas respectively. There is no public boat moorage access at or near the south end of the lake to access these facilities. The closest public moorage is the Christina Lake Marina which is a

7 kilometre drive to the nearest liquor sales facility. Boat Access Only residents must travel water borne 5-25 minutes , moor their boats at the marina at \$6.00/hr, then walk to adjacent and off road parking, followed by a ten minute drive to the nearest liquor facility.

Section C-Road Access

The Christina Lake “Boat Access Only Community” has no road access and is 100% reliant on water borne travel to access the community and shopping facilities.

Section D-Population

The population of the trading area within 5 kilometres of the community is approximately 1200 people; 800-1000 being boat access only. Christina Lake has a general population of 8000 in summer.

Section E-Shopping

There is one grocery store in the south end village along with two gas station/convenience stores and the Christina Lake Marina store for residents to do everyday shopping. Grand Forks BC is a 20 minute drive and some larger stores such as Extra Foods, Save On Foods, Buy-Lo.

Section F-Retail Percentage Breakdown

The percentage of linear feet proposed for the liquor area is 15%. The existing store breaks down to produce 10%, steak, chicken, pr-made skewers, etc. 10%, drinks 15%, first aid and drug store supplies 10%, dry and canned foods 15%, candy and chocolate 10%, sundries and marine supplies 10%, tackle and toys 5%.



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Revised: April 29, 2019

RURAL AGENCY STORE PROGRAM

Information Package

**Liquor Distribution Branch
3383 Gilmore Way
Burnaby, British Columbia V5G 4S1**



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RURAL AGENCY STORE PROGRAM INFORMATION PACKAGE

The *Rural Agency Store Program Information Package* provides interested parties with information about the Rural Agency Store Program, including the Program's Community and Business Criteria, General Operating Conditions, and *Authorization Terms and Conditions*.

If, after thoroughly reviewing the *Rural Agency Store Program Information Package*, you believe your community meets the Rural Agency Store Program criteria, please provide a written submission to the Manager, Store Operations - Corporate at the address noted below.

The submission should address the following points/questions:

- The driving distance from your business location to the nearest liquor outlet(s), including BC Liquor Stores, Licensee Retail Stores and Rural Agency Stores.
- Is there year round all weather road access to the community?
- What is the population of the trading area within 5 kilometres driving distance from the community?
- Can the residents do the majority of their shopping in the community?
- What is the percentage of linear feet of the proposed liquor area? Please provide a breakdown by product category of your store's area product mix (by percentage of linear feet).

Upon receipt of this information, the Liquor Distribution Branch will assess the community for eligibility for a Rural Agency Store.

Thank you for your interest in the Rural Agency Store Program. For more information about the program, please contact Store Operations - Corporate facsimile 604-252-6273, or e-mail: ras@bcliquorstores.com.

Store Operations - Corporate
Liquor Distribution Branch
3383 Gilmore Way
Burnaby, BC
V5G 4S1



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**RURAL AGENCY STORE PROGRAM
INFORMATION PACKAGE**

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**RURAL AGENCY STORE PROGRAM
INFORMATION PACKAGE**

Section I

Background



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RURAL AGENCY STORE PROGRAM INFORMATION PACKAGE

BACKGROUND

The LDB established a program where an independently-owned full-service general grocery store may operate a Rural Agency Store (RAS) for the retail sale of liquor (spirits, wine, beer, cider and coolers) in a community that is not currently served by a BC Liquor Store (BCLS), Licensee Retail Store (LRS) or Rural Agency Store. Only one Rural Agency Store can operate in a community.

Rural Agency Stores are full-service general grocery stores authorized by the LDB to sell liquor in communities where liquor service is not readily available.

Generally, the physical location of a Rural Agency Store must be a minimum of 10 kilometres driving distance from the nearest existing BCLS, LRS or RAS, where access is by all-weather road. Once a LRS application or relocation application has reached the pre-clearance stage of the licensing process, a competing RAS application in any stage of the process will be turned down.

A RAS established prior to 2004 is considered to have "grandparent status". Grandparent status allows RASs already in existence prior to 2004 to continue to operate, even though they may not meet the current program criteria. The grandparent status applies to the physical location of the RAS. Grandparent status will be terminated if the RAS moves to any other physical location. At the discretion of the General Manager of the LDB, a variance to the grandparent provision related to a relocation may be granted.

The RAS program is expected to deliver good customer service, economic benefits to the community, increased employment, overall broadening of the community's business base and promotion of small business in British Columbia.

The economic viability of a Rural Agency Store operation is secondary to its primary purpose as a full-service general grocery store. The policies and criteria of the Rural Agency Store program are designed to ensure that once a Rural Agency Store is authorized, liquor will be available, but it is not intended to be the core focus of the business.

The community is measured against the established Rural Agency Store criteria, as described below, to determine eligibility. If eligible, community support for a Rural Agency Store is determined in the following way:

- Placement of an advertisement in local newspapers inviting input from members of the community;
- Posting a notice in the proposed business in the area;
- Invitations for input are sent to local interest groups such as nearby First Nation Bands, local government and police.

The Liquor Distribution Branch will not consider written submissions for the establishment of a Rural Agency Store from business operators in other communities that are located within 10 kilometres of a community that is currently in the community input or applicant review stage.

- If there is evidence of community support, and there is no significant opposition to the establishment of a RAS, the Liquor Distribution Branch will provide an application package to potential businesses in the community. If significant opposition to the establishment of a RAS is expressed, the LDB will not proceed with the review further.

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INFORMATION PACKAGE**

- The Liquor Distribution Branch will post an expression of interest in the local newspaper, and interested applicants will have 30 days to submit an application.
- Applications are evaluated against the Rural Agency Store criteria and must meet the minimum store standards as set out for the Rural Agency Store Program, to be considered for a Rural Agency Store.

Persons (Operators) granted an Authorization to operate a Rural Agency Store must comply with all applicable laws or by-laws affecting the Operator's business (see *Authorization Terms and Conditions*). This includes complying with all local zoning bylaws.

No Authorization will be granted until the applicant satisfies the LDB that there is in place the appropriate zoning to sell beverage alcohol from the applicant's designated premises.

Authorized RAS Operators have access to all products that are available for sale in the province, including wholesale products available from the LDB, product supplied directly by British Columbia manufacturers (e.g. wineries, authorized distilleries and breweries) and all beer supplied directly by beer suppliers.

Authorized Operators are required to comply with their *RAS Authorization Terms and Conditions* which constitute the operating procedures for a RAS.



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**RURAL AGENCY STORE PROGRAM
INFORMATION PACKAGE**

Section II

Community and Business Criteria



I. COMMUNITY CRITERIA

The Rural Agency Store program is designed for two types of communities – rural communities and major tourist destination resorts.

Only one Rural Agency Store authorization in a community or tourist resort is permitted.

At the discretion of the General Manager, an exception to the community criteria may be granted in extenuating situations such as waterbound locations.

The Liquor Distribution Branch reserves the right to authorize the establishment of a Rural Agency Store in any community where a BC Liquor Store ceases to operate.

1. Criteria for Rural Communities:

Distance: The proposed location is a minimum of 10 kilometres driving distance from the nearest existing BC Liquor Store, Licensee Retail Store or Rural Agency Store, where access is by all-weather road.

At the discretion of the General Manager, an exception to the 10 kilometre distance criterion may be granted where the proposed location is less than 10 kilometres driving distance from the nearest existing BCLS, LRS or RAS, where access is by all-weather road, and the General Manager:

- Is satisfied the community being served by the proposed RAS is separate and distinct from the community served by the existing BCLS, LRS or RAS;
- Is satisfied the distance between the proposed RAS and the closest other existing liquor retailer(s) is sufficient to maintain the intent of the RAS Program; and
- Has received notice of resolution(s) in support of the RAS application passed by all local government(s) and/or First Nation(s) associated with the community in which the RAS is proposed to be located.

Size: The rural community is too small to warrant the establishment of a BC Liquor Store. The population being served by the trading area is a minimum of 200 persons [except for communities without all weather road access]. The trading area is defined as an area within 5 kilometres driving distance from the community.

Suitable business: There is a suitable business to accommodate a Rural Agency Store, that is an independently-owned full-service general grocery store, which has been in business for at least one year, not associated in any manner with a chain store operation, and that stocks a sufficient quantity and variety of food groups and staples to meet the basic shopping needs of the community.

Community support: The community must support the establishment of a Rural Agency Store.



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RURAL AGENCY STORE PROGRAM INFORMATION PACKAGE

2. Criteria for Major Tourist Destination Resorts:

Distance: The proposed location is a minimum of 10 kilometres driving distance from the nearest existing BC Liquor Store, Licensee Retail Store or Rural Agency Store, where access is by all-weather road.

At the discretion of the General Manager, an exception to the 10 kilometre distance criterion may be granted where the proposed location is less than 10 kilometres driving distance from the nearest existing BCLS, LRS or RAS, where access is by all-weather road, and the General Manager:

- Is satisfied the community being served by the proposed RAS is separate and distinct from the community served by the existing BCLS, LRS or RAS;
- Is satisfied the distance between the proposed RAS and the closest other existing liquor retailer(s) is sufficient to maintain the intent of the RAS Program; and
- Has received notice of resolution(s) in support of the RAS application passed by all local government(s) and/or First Nation(s) associated with the community in which the RAS is proposed to be located.

Size: The resort is too small to warrant the establishment of a BC Liquor Store.

Tourist services: The resort must have substantial accommodation for tourists.

Suitable business: There is a suitable business to accommodate a Rural Agency Store; i.e. an independently-owned full service general grocery store, which has been in business for at least one year, whose business is not associated in any manner with a chain store operation, and that stocks a sufficient quantity and variety of the basic food groups and staples to meet the basic shopping needs of the tourist destination resort.

Community support: The community must support the establishment of a Rural Agency Store.

II. BUSINESS ELIGIBILITY CRITERIA

Type of Business

In addition to meeting the community or tourist destination resort criteria, successful Rural Agency Store applicants must demonstrate that their business provides basic shopping services. An independently-owned full-service general grocery store would normally meet this condition, as residents can meet basic shopping needs without travelling outside their community.

A store that only stocks “convenience” type products (chips, pop, chocolate bars, etc.) would not be considered a suitable location for a Rural Agency Store.

Applications will not be accepted from any business presently listed for sale.

The criteria used to determine the suitability of a business for a Rural Agency Store Authorization include:

Groceries and Product Mix

- Dairy products
- Fresh/frozen meat/poultry/fish
- Fruits/Vegetables – fresh/frozen
- Grain products– bread/baked goods/pasta/rice



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RURAL AGENCY STORE PROGRAM INFORMATION PACKAGE

- Canned goods – soups, vegetables, etc.
- Household staples – flour, sugar, cleaning supplies, toiletries, pet food, etc.
- Frozen products
- Miscellaneous items

Additional Services

- Post office
- Lottery outlet
- Fishing/hunting licenses
- Propane/gas

Store Appearance and Layout

Interior

- Premises clean and well-maintained
- Fully stocked shelves
- Knowledgeable, helpful, courteous staff
- Store layout facilitates access to products
- Store hours posted at entrance
- Proposed area for liquor sales separate from other products sold and visible to customers
- Space and shelving adequate to display a suitable range of liquor products
- Refrigeration units available

Exterior

- Exterior of building in good condition
- Well-maintained/landscaped, free of debris
- Easy access to store
- On site parking

Business Location

- Facilitates one stop shopping
- Centrally located in the community



Section III

Definitions



LIQUOR DISTRIBUTION BRANCH

RURAL AGENCY STORE PROGRAM INFORMATION PACKAGE

Definitions

The following definitions apply to the terms and abbreviations used in this document:

<i>Applicant</i>	person, partnership or corporation applying for an Authorization
<i>Authorization</i>	an Authorization to operate a Rural Agency Store. An Authorization is personal in nature and cannot be sold, transferred or assigned by the Operator either directly or indirectly
<i>BCLS</i>	government liquor store
<i>BDL</i>	Brewers Distributor Ltd.
<i>Distribution Centre</i>	Vancouver Distribution Centre or Kamloops Distribution Centre
<i>general manager</i>	the General Manager of the Liquor Distribution Branch
<i>general grocery store</i>	commercial store offering basic food supplies to retail customers
<i>grandparent status</i>	a RAS established prior to the 2004 criteria is considered to have "grandparent status". Grandparent status allows RASs already in existence prior to 2004 to continue to operate, even though they may not meet the current program criteria. The grandparent status applies to the physical location of the RAS. Grandparent status will be terminated if the RAS moves to any other physical location
<i>independently-owned</i>	businesses not associated in any manner with a chain store operation (for example, Safeway, IGA, Thrifty Foods, etc.)
<i>LCLB</i>	Liquor Control and Licensing Branch
<i>LDB</i>	Liquor Distribution Branch
<i>licensed establishment</i>	establishment licensed under the <i>Liquor Control and Licensing Act</i> , such as a pub or a restaurant
<i>liquor</i>	beverage alcohol - spirits, wine, beer, cider and coolers
<i>Liquor Control and Licensing Act</i>	<i>Liquor Control and Licensing Act</i> , R.S.B.C. 1996, c.267, as amended or replaced from time to time
<i>Liquor Distribution Act</i>	<i>Liquor Distribution Act</i> , R.S.B.C. 1996, c.268 as amended or replaced from time to time
<i>Licensee Retail Store (LRS)</i>	private liquor store licensed under the <i>Liquor Control and Licensing Act</i>
<i>operator</i>	the individual, partnership or corporation responsible for operating the RAS
<i>physical location of RAS</i>	the street address of the store that the RAS is operating from



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<i>product</i>	all products that are available for sale in the province, including wholesale products available from the LDB, product supplied directly by British Columbia manufacturers (e.g. wineries, authorized distilleries and breweries) and all beer supplied directly by beer suppliers
<i>relocation</i>	at the discretion of the General Manager, a variance to the grandparent provision related to a relocation may be granted
<i>rural agency store (RAS)</i>	the business of selling liquor in conjunction with an independently owned full service general grocery store
<i>rural community</i>	a community that is generally 10 kilometres driving distance from the nearest existing BCLS, LRS or RAS, where access is by all weather road; the population being served by the trading area is a minimum of 200 persons (except for communities without all weather road access) and it is too small to warrant the establishment of a BCLS
<i>signage</i>	any publicly displayed information that is presented in the form of words, symbols and/or pictures
<i>site</i>	legal description of the Operator's physical location
<i>special event permit (SEP)</i>	authorization permitting the applicant to serve, sell and consume alcohol at a special event, celebration, or community festival
<i>special orders</i>	liquor product orders not sold in BCLSs and ordered through LDB permitted channels
<i>store</i>	the building, business, fixtures, machinery, equipment, materials, goods and chattels or part thereof at the site, owned or leased and used by the Operator for the retail sale of liquor as governed by the Authorization Terms and Conditions
<i>supplier</i>	a manufacturer (brewer, vintner or distiller), importer, distributor or bottler of liquor
<i>10 per cent shareholder</i>	a shareholder holding 10 per cent or more of the shares of a corporate applicant
<i>trading area</i>	an area within five kilometres driving distance from the community



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Section IV

Rural Agency Store Authorization Terms and Conditions



RAS AUTHORIZATION TERMS AND CONDITIONS

The *Authorization Terms and Conditions* describe the manner in which you (as an Operator) must conduct your Rural Agency Store ("RAS") business. Notwithstanding the lack of execution by you of this document or the date it was sent to you, these RAS Authorization Terms and Conditions will be effective as of October 25, 2017 and will replace any existing terms and conditions. By continuing to do business after October 25, 2017 you will be deemed to have accepted and have agreed to comply with the following terms and conditions:

Premises

1. The Authorization Certificate must be publicly displayed at all times in the retail store premises.
2. According to the [Liquor Distribution Act](#), all employees involved in the sale of liquor (including bagging) in the RAS must be at least nineteen (19) years of age (**NO EXCEPTIONS**). The following table clarifies who is required to be at least nineteen (19) years of age and complete Serving It Right certification for activities that may take place in the RAS premises:

Minimum Age and Serving It Right Requirements	Types of Activities
Minimum age 19 Serving It Right Certificate required	<ul style="list-style-type: none"> • Processing customer liquor sales • Taking customer liquor returns • Answering customer questions about liquor • Making customer recommendations regarding liquor • Conducting sampling of liquor • Supervising sale and service of liquor
Minimum age N/A Serving It Right Certificate not required	<ul style="list-style-type: none"> • Receiving liquor orders in storage room • Stocking shelves with liquor • Assembling liquor orders for pick up (excluding bagging) • Tidying up shelves containing liquor • Refunding deposits for returned liquor containers

3. Liquor inventory and/or displays cannot be co-mingled with any other products available for sale. The Operator must display liquor products for sale in a separate area of the store premises.
4. According to the [Liquor Distribution Act](#), the Operator's hours of sale of liquor in the RAS must be set between 9:00 a.m. and 11:00 p.m. The RAS may be open for business any day of the year (subject to municipal, regional or district bylaws).
5. Operators must comply with all federal, provincial, municipal or regional requirements; the *Liquor Distribution Act* and *Liquor Control and Licensing Act*, including the prohibition against sales to minors or intoxicated persons.



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Product Ordering and Payment

6. Operators have access to all products that are available for sale in the province, including wholesale products available from the LDB, product supplied directly by British Columbia manufacturers (e.g. wineries, authorized distilleries and breweries) and all beer supplied directly by beer suppliers.
7. Brewers Distributor Ltd. ("BDL") is able to service all customers in the Province of British Columbia that meet their minimum purchasing order requirement. This service is provided free of charge to the customers. To set up your BDL direct delivery account, contact:

BDL Contacts – Customer Service

Chelsey Gill, Customer Service Liaison

o. 1-800-661-2337 c. 604-679-3393 e. chelsey.gill@bdl.ca

8. All products must be paid for prior to taking possession of the product. The method of payment for purchases and ordering terms and conditions, and transportation if provided, should be arranged with the LDB, the manufacturer and BDL.
9. Subject to paragraph 10, Operators must purchase liquor at the LDB's established wholesale prices. The Operator must pay applicable taxes on all purchases.
10. Operators may buy from BCLSs at LDB established retail prices.
11. For RAS guidelines on product payment, pick-up from LDB Distribution Centre, delivery, breakage, returns and refunds, refer to the *Product Ordering Guide for Rural Agency Stores*.

Freight

12. Operators have access to one liquor delivery supplied by LDB weekly, or biweekly depending on volume, at a fee as set out in the *Product Ordering Guide for Rural Agency Stores*. The Operator will transport or arrange for the transportation of liquor to the RAS and his/her sole cost and risk for any deliveries exceeding this one delivery. Operators may opt to pick up their order from an LDB Distribution Centre but no reimbursement will be issued. Specific details are provided to each Operator. This will not affect the direct beer service you may currently be receiving from manufacturers, BDL or other beer suppliers.

Sale of Product

13. Operators may sell liquor at the prices set out in paragraphs 15 and 18 to:
 - retail customers;
 - establishments licensed under the *Liquor Control and Licensing Act* ("licensed establishments") with the prior written approval of the LDB;
 - special event permittees upon presentation of the permit with the prior written approval of the LDB.
14. All products must be paid for by cash, debit, or credit card prior to the customer taking possession of the product. No other forms of payment are accepted.
15. Operators may price the liquor according to the marketplace for retail customers and special event permittees subject to any minimum pricing rules that may be provided to the



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Operators by the Liquor Control and Licensing Branch. Prices must be posted in a visible location in the RAS.

16. Operators will be provided with wholesale pricing set by the LDB in accordance with the *Product Ordering Guide for Rural Agency Stores*.
17. As per the [Liquor Control and Licensing Branch](#) liquor delivery terms and conditions, Operators may deliver any liquor product to their retail customers.
18. Operators authorized to sell liquor to licensed establishments must sell at the LDB established retail price. Each order of liquor sold to a licensed establishment must be recorded and sent to Finance Data Management at the end of each financial period using the LDB Direct Sales Web Reporting System (the training documentation for online reporting and downloadable forms for paper submissions are available here: www.bcldb.com/direct-sales-web-reporting-user-guides). The Operator must maintain records and other reporting requirements to ensure sales to licensed establishments are properly accounted for.

If you sell liquor to a licensed establishment without the prior written consent of the LDB, your RAS Authorization will be suspended for 30 business days (first unauthorized sale) and 60 business days (second unauthorized sale). A third sale to a licensed establishment without prior written permission of the LDB will result in the termination of this Authorization.

19. In accordance with LCLB regulations, any RASs that supply liquor for a SEP event are required to accept returns of any unopened liquor left over after the special event ends.

Providing Safe and Responsible Service

20. It is against the law to sell, serve or supply liquor to a minor. It is expected that you and your staff will put in place effective systems to meet this objective. If you or an employee allows a minor to purchase liquor, your RAS Authorization privileges could be jeopardized. Operators must ensure all employees who are involved in the sale of liquor have taken all Serving It Right training required to be compliant with the *Liquor Control and Licensing Act*.
21. When you verify a customer's age, you and your employees must ask for **two** pieces of identification.

The first piece of identification must:

- be issued by a government agency (e.g. a passport or driver's license), and
- include the person's name, signature, birth date and picture.

The second piece must:

- include an imprint of the holder's name (e.g. a credit card or Care Card), and
- include the person's signature and/or picture.

If the person cannot produce two pieces of acceptable identification that proves they are 19 or older, you must refuse them service.

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22. You must not let a person who is intoxicated or apparently under the influence of alcohol or drugs enter or remain in your store. You must refuse the person service, have the person removed and see that he or she departs safely.
 23. You must not allow violent, quarrelsome, riotous or disorderly conduct or unlawful activities take place in your store. This includes behaviour that might cause a reasonable person to believe his or her safety is threatened.

If you know or suspect that this kind of behaviour has taken place, is currently taking place, or may take place, then you must notify the police immediately.



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Consumer Tastings

24. You and a liquor manufacturer or agent may agree to conduct tastings of products that are available for sale in your store.

When a consumer tasting event will take place, and how long it will run, is up to you and the manufacturer or agent. However, all tastings must end 30 minutes before your store closes, and you can only have one consumer tasting event going on in your store at a time.

You and the liquor manufacturer or agent may advertise the tasting within or outside the store, using promotional materials supplied by the liquor manufacturer or agent.

You may not charge the manufacturer or agent a rental fee for demonstration space.

Servers and/or employees conducting tastings must be at least 19 years of age.

You must make sure all servers are familiar with the rules governing consumer tastings at rural agency stores. Servers may not serve minors or anyone who is apparently under the influence of alcohol, and may not leave open containers unattended.

The liquor manufacturer or agent must purchase all products to be tasted from you. The price you charge must be no less than what you paid for the product and no more than the price you normally charge your retail customers.

You must issue (and the liquor manufacturer or agent must retain) a countersigned receipt for the dollar value of sampled product.

At the end of the consumer tasting:

- You or the liquor manufacturer/agent must destroy any poured samples.
- Unfinished and unopened bottles of liquor may be removed from the store after a tasting has been completed. The unfinished and unopened bottles may be used at another tasting event, subject to approval of the store in which the tasting is occurring.

Promotional items

25. You may accept promotional items of nominal value, such as posters, from a liquor manufacturer or agent, provided it does not appear that you are promoting a particular liquor product or the products of a particular manufacturer (brand-identified or corporately identified items of a particular liquor manufacturer must not predominate).

Maximum quantities that may be offered to customers:

	Single Product	Multiple Product
Wines	20 ml	45 ml
Spirits	10 ml	20 ml
Beer/cider/coolers	30 ml	60 ml

The quantities for multiple product tastings apply only where you are presenting more than one product at a single tasting. The quantity for multiple products is a total of all products offered. For example, if you present three kinds of wine, you may offer a maximum quantity of 15 ml of each wine to taste.



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You may buy clothing and novelties – such as shirts, caps, key chains, etc. – with the name or brand of a particular liquor or liquor manufacturer at fair market value, and re-sell them to your customers or employees. These items may display the name of your Rural Agency Store.

Value-added promotional items approved for BC Liquor Stores

26. If a liquor manufacturer or agent has received approval from the Liquor Distribution Branch to offer value-added promotional items in BC Liquor Stores, he or she may also provide those same promotional items to your store for the same promotion period.

All liquor on-packs must be attached to the base product that is being promoted prior to shipment to the Rural Agency Store. Liquor suppliers are not permitted to on-pack products in the Rural Agency Store.

Please note:

Other promotions that require the purchase of a liquor product as a condition of participation are not allowed. For example, you may not offer cigarettes at a reduced price when a customer buys a certain quantity of liquor.

All value-added promotions must follow the Liquor Distribution Branch guidelines outlined in the booklet, *In-Store Marketing Programs*.

Under the Liquor Distribution Branch guidelines, value-added promotional items must be of nominal value (they may not exceed 25 per cent of the retail price of the base product), and must be liquor or liquor-related or branded. Items may include:

- "on-packs," where a small bottle of liquor or an item such as a corkscrew is attached to a bottle or case of liquor
- "in-packs," where an item, such as a T-shirt, is included inside a case of liquor, and
- "near-packs," where an item, such as a bag of chips with a manufacturer's brand, is placed near or alongside a liquor product and is given away whenever that product is purchased.

Value-added promotions may also include third-party coupons attached to a liquor product by a neck tag or back label, or placed inside a case. These coupons may not be for a rebate or reduction on the purchase price of a liquor product, for a free liquor product of any kind, or for cash.

You may keep any leftover items at the end of the promotional period and continue to offer them to your customers until they are gone; however, you may not take any promotional items for personal use or future promotions.

Promotional items are not transferable. You may not transfer items to another Rural Agency Store, even if you own it.

You and the manufacturer or agent may advertise these promotions.



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Empty Containers Deposit and Refund

27. All brands of spirits, wines, beer, cider and coolers are sold in containers where a deposit fee must be charged at the time of sale, as per the regulations of the [Environment Management Act](#).
28. The Operator must refund to customers the deposit fee upon return of any empty containers of products that they sell. Operators are required to accept up to two dozen empties, per customer, per day of the brands of products that they sell. Operators must arrange, at their cost, for the delivery/collection and redemption of all other empty liquor containers, to a designated bottle depot or with authorization, to their local BCLS if there is no local bottle depot.

Records and Reports

29. The Operator must keep accurate financial records, prepared in accordance with generally accepted accounting principles, relative to the purchase and sale of liquor that are necessary, customary and appropriate for a like-sized retail business. All sales to licensed establishments must be recorded and documented as required by the LDB. Upon request, the Operator must be able to provide financial records to the LDB for inspection or audit to ensure compliance with these *Authorization Terms and Conditions*.
30. The Operator must separate and identify the sales of liquor (including empty container refunds) from the other sales of the business. The applicant must describe the method proposed to accomplish this separation.

Enforcement

31. Failure to:
 - (a) comply with these *Authorization Terms and Conditions*, or
 - (b) comply with any general provincial requirements concerning the sale of alcohol, including the sale of alcohol to minors or intoxicated persons, may result in any one or more of the following at the discretion of the General Manager, Liquor Distribution Branch:
 - (i) the LDB may give you reasonable notice to remedy the non-compliance;
 - (ii) the imposition of additional conditions for the operation for your RAS;
 - (iii) the suspension or termination of all or any part of these *Authorization Terms and Conditions*.

Failure to meet any requirement imposed under (i) and (ii) may result in the suspension or termination of your Authorization. Any costs associated with any investigation into compliance with these terms and conditions or any provincial requirements, as reasonably determined by the LDB, will be payable by you.

Advertising

32. As per the [Liquor Control and Licensing Branch](#) liquor advertising rules, the Operator may advertise:
 - the name and location of the store;
 - hours of sale;



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- names of liquor manufacturers or brands;
- liquor prices.

Advertisements may not:

- encourage people to drink liquor or drink irresponsibly;
- show people drinking liquor, or anyone who is either intoxicated or behaving irresponsibly or illegally;
- associate liquor with driving;
- be directed at minors or placed in locations used or visited mostly by minors, such as video arcades and playgrounds;
- depict liquor as:
 - one of life's necessities;
 - key to social acceptance or personal success;
 - central to the enjoyment of an activity;
 - a status symbol.

As indicated in the [Liquor Control and Licensing Branch](#) liquor advertising rules, advertisements may be placed in newspapers, magazines and periodicals, or on television, radio, or the Internet, and published in pamphlets and brochures.

Signage

33. Any signs, including the sign bearing the name of the business, must comply with local by-laws. Signs are considered to be advertisements and must comply with the advertising terms and conditions outlined in the [Liquor Control and Licensing Act](#).

All signs, whether inside or outside the RAS, must be approved by the LDB prior to use.

Authorization - Sale of RAS/Termination

34. The Authorization to sell liquor is personal in nature and cannot be sold, assigned, or transferred by the Operator, either directly or indirectly. A RAS Authorization will terminate upon the sale of the business, the change in partners, or the sale of 10 per cent of the shares of any company running the business. The purchaser may be granted a temporary Authorization to operate the RAS business upon the completion of the sale of the business.
35. A RAS Authorization will be terminated on the sale of the business conducted from the store premises. The LDB must be advised of any proposed sale as soon as a purchaser has been identified.
36. Operators must advise the LDB of any change(s) in their shareholders or partners.
37. Should a RAS Authorization be terminated for any reason, the Operator must sell to the LDB all the liquor inventory that the LDB considers in a saleable condition.
38. If a RAS Authorization terminates due to the closure of a business, any future requests for the establishment of a RAS in the community will be subject to the RAS criteria applicable at the time. If a BCLS or LRS is located in the community, the LDB will not consider a temporary or permanent RAS Authorization.



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Grandparent Status

39. A RAS established prior to 2004 is considered to have “grandparent status.” Grandparent status allows RASs already in existence prior to 2004 to continue to operate, even though they may not meet the current program criteria. The grandparent status applies to the physical location of the RAS. Grandparent status will be terminated if the RAS moves to any other physical location. At the discretion of the General Manager of the LDB, a variance to the grandparent provision related to a relocation may be granted. For further clarity, grandparent status applies to the establishment of a RAS but does not allow a RAS to depart from these *Authorization Terms and Conditions*.

General

40. These *Authorization Terms and Conditions* do not create a partnership or joint venture with the LDB. The LDB is:
- limited to acting as a supplier of liquor, and
 - responsible for establishing these Terms and Conditions and ensuring compliance with the Terms and Conditions, and is responsible for ensuring the public interest is served.



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I acknowledge that I fully understand the responsibilities and obligations with respect to the operation of the Rural Agency Store and agree to abide by these terms and conditions.

AGREED TO on this _____ day of _____, 20____, by the

Applicant (person, partnership, corporation in
whose name the authorization is to be issued)

(please print)

Signature (authorized signatory of
company)

Applicant (person, partnership, corporation in
whose name the authorization is to be issued)

(please print)

Signature (authorized signatory of
company)

Applicant (person, partnership, corporation in
whose name the authorization is to be issued)

(please print)

Signature (authorized signatory of
company)

Business Name: _____

Business Address: _____



1675 Highway 3 Christina Lake, BC V0H1E2
 Website: www.christinagateway.ca
 PH: +250 447 6165 EM: info@christinagateway.ca

June 7, 2020

BC Liquor Distribution Branch
 2625 Rupert Street
 Vancouver, BC V5M 3T5

Dear Liquor Distribution Branch:

RE: LETTER OF SUPPORT for CHRISTINA LAKE MARINA FOR LIQUOR LICENSE FOR RURAL AGENCY STORE

Christina Gateway Community Development Association ("Gateway") is a community economic development association whose members are the voice of our community stakeholders, including local businesses, non-profit societies, government agencies and service organizations who also support the Christina Lake Marina and their hard work in bringing recreation and economic benefit to our small community.

The Christina Lake Marina is extremely popular, and a huge draw for Christina Lake and area. The owner of the marina, Dan Powell's request for a community support letter to operate a Rural Agency (Liquor) Store was heard by the Gateway board of directors at their regular meeting of June 2nd where they voted in favour of supporting this application and providing this letter of support.

The Christina Lake Marina is a tremendous, valuable asset to our community and in fact, would be the only organization in this particular area of our rural community offering this service. Currently there are three other existing liquor agencies in our small town, the closest one being about 7 kilometers away from the Christina Lake Marina, however the uniqueness of Mr. Powell's application of also serving our "boat access only" residents would be a benefit in that currently if one of those residents were to visit the "in town" liquor agencies, it would entail a boat ride over to the Marina, securing their boat and paying for temporary moorage, getting into their vehicle and then driving over to the liquor agency, and then doing the same in reverse to get back to their residence. The service being proposed by the Christina Lake Marina with the opening of a rural agency store would in fact, be safer than what is currently available and would be an asset to our area.

Gateway wishes Christina Lake Marina every success in obtaining a successful outcome to their Rural Agency Store application and we thank you for your consideration of same.

If you require further information or clarification, please call Gateway at 250 447-6165 or email me at donna@christinagateway.ca

Sincerely,

A handwritten signature in black ink, appearing to read "Donna Wilchynski".

Donna Wilchynski
 Community and Economic Development Coordinator

Christina Gateway Community Development Association



Christina Lake Tourism Society
1675 Hwy #3
Christina Lake, BC
V0H 1E2
250-447-6161
Re: Support of Retail Liquor Agency

To Whom It May Concern,

Christina Lake Tourism Society passed a motion on May 26, 2020, to “support the Christina Lake Marina in their acquisition of a retail Rural Liquor Agency license.” Two thirds of the lakeshore properties are only accessible by boat. Having this option for this community creates a safe, convenient, and lifestyle enhancing service to all the residents who depend on waterborne transportation to and from their summer residences. As an isolated lake community without road access, our visitors and summer residents, depend on the services at the marina for everyday supplies and sundries. It is the only retail store at Christina Lake accessible by boat.

Sincerely,

A handwritten signature in cursive script that reads 'Cindy Alblas'.

Christina Lake Tourism Society
C/O Cindy Alblas
Christina Lake Tourism Manager
250-447-6161

To Whom It May Concern:

As a summer resident of the Christina Lake boat access only community, I am writing this letter in support of the acquisition of a retail Rural Liquor License by the Christina Lake Marina convenience store. I believe this will serve as a safe, convenient, and lifestyle enhancing service to all of the residents who depend on waterborne transportation to and from their summer residences. As an isolated lake community without road access, we depend on the services at the marina for everyday goods and sundries. It is the only retail service at Christina Lake accessible by boat

Name:

STANLEY DESSMORE

Occupation:

LAWYER

Winter Residence City:

KALOWNA

Signature:

P.S. We do our shopping at the marina and try to avoid using our car once we get to the cabin. We already have to travel 6 miles by boat to get to the marina, so a liquor license for the marina would be very helpful.

May 25, 2020

To Whom It May Concern:

As a summer resident of the Christina Lake boat access only community, I am writing this letter in support of the acquisition of a retail Rural Liquor License by the Christina Lake Marina convenience store. I believe this will serve as a safe, convenient, and lifestyle enhancing service to all of the residents who depend on waterborne transportation to and from their summer residences. As an isolated lake community without road access, we depend on the services at the marina for everyday goods and sundries. It is the only retail service at Christina Lake accessible by boat.

Name:

Janet Saare

Occupation:

Retired

Winter Residence City:

Trail BC

Signature:

Janet Saare

IMG_3325.JPG

MAY 25, 2020

To Whom It May Concern:

As a summer resident of the Christina Lake boat access only community, I am writing this letter in support of the acquisition of a retail Rural Liquor License by the Christina Lake Marina convenience store. I believe this will serve as a safe, convenient, and lifestyle enhancing service to all of the residents who depend on waterborne transportation to and from their summer residences. As an isolated lake community without road access, we depend on the services at the marina for everyday goods and sundries. It is the only retail service at Christina Lake accessible by boat.

Name:

JAMES GRAHAM

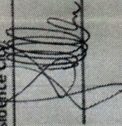
Occupation:

RETIRED FORESTER

Winter Residence City:

MIDWAY BC

Signature:




6/8/2020

<https://mail.google.com/mail/u/0/#label/Marina?projector=1>

May 25, 2020

To Whom It May Concern:

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Name: KENT PUGHOccupation: GENERAL CONTRACTORWinter Residence City: POULSBRO, WASignature: 

May 25, 2020

To Whom It May Concern:

As a summer resident of the Christina Lake boat access only community, I am writing this letter in support of the acquisition of a retail Rural Liquor License by the Christina Lake Marina convenience store. I believe this will serve as a safe, convenient, and lifestyle enhancing service to all of the residents who depend on waterborne transportation to and from their summer residences. As an isolated lake community without road access, we depend on the services at the marina for everyday goods and sundries. It is the only retail service at Christina Lake accessible by boat

Name: Gary Aiken

Occupation: Retired

Winter Residence City: Rossland, BC

Signature: Gary Aiken

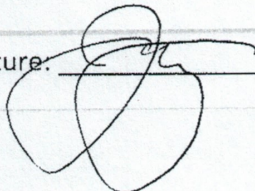
May 25, 2020

To Whom It May Concern:

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As an isolated lake community without road access, we depend on the services at the marina for everyday goods and sundries. It is the only retail service at Christina Lake accessible by boat

Name: John Stanley
Occupation: Surgeon
Winter Residence City: Bismarck, ND USA

Signature: 

May 25, 2020

To Whom It May Concern:

As a summer resident of the Christina Lake boat access only community, I am writing this letter in support of the acquisition of a retail Rural Liquor License by the Christina Lake Marina convenience store. I believe this will serve as a safe, convenient, and lifestyle enhancing service to all of the residents who depend on waterborne transportation to and from their summer residences. As an isolated lake community without road access, we depend on the services at the marina for everyday goods and sundries. It is the only retail service at Christina Lake accessible by boat

Name: Miranda Stanley
Occupation: Nurse Practitioner
Winter Residence City: Bismarck, North Dakota, USA

Signature: Miranda Stanley

May 25, 2020

To Whom It May Concern:

As a summer resident of the Christina Lake boat access only community, I am writing this letter in support of the acquisition of a retail Rural Liquor License by the Christina Lake Marina convenience store. I believe this will serve as a safe, convenient, and lifestyle enhancing service to all of the residents who depend on waterborne transportation to and from their summer residences. As an isolated lake community without road access, we depend on the services at the marina for everyday goods and sundries. It is the only retail service at Christina Lake accessible by boat

Name:

Janet Arnell

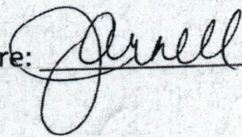
Occupation:

Stay-at-home Mom.

Winter Residence City:

Turner Valley, Alberta

Signature:



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Name: Helene and Merv Michaels
Occupation: Retired
Winter Residence City: West Vancouver, BC, Canada

Signature: Helene Michaels

Mervin & Helene Michaels
301 - 1930 Bellevue Avenue
West Vancouver, BC
V7V 1B5

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Name:

Peter Schutze

Occupation:

Retired.

Winter Residence City:

Rossland.

Signature:

P.M. Schutze

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Name:

Rebecca Schulze

Occupation:

Flight Attendant

Winter Residence City:

Rossland

Signature:

Rebecca Schulze



STAFF REPORT

Date: 04 Jun 2020 **File**
To: Chair Langman and Board of Directors
From: Mark Andison, CAO
Re: Draft RDKB Services Restoration Plan

Issue Introduction

A staff report from Mark Andison, CAO presenting the draft RDKB Services Restoration Plan which provides a high level framework for the resumption and continuation of RDKB services in the context of the current COVID-19 pandemic.

History/Background Factors

The COVID-19 pandemic has had an impact on the RDKB's ability to effectively deliver programs and services to its citizens. Several Regional District services have temporarily ceased or have been modified in response to COVID-19. These services are primarily in the parks, recreation and culture areas, but also include areas such as customer service at the RDKB administrative offices in Trail and Grand Forks. These services were stopped or modified to ensure the health and well-being of the community and staff and in response to requirements by public health authorities for physical distancing among individuals.

RDKB staff have drafted a RDKB Services Restoration Plan intended to inform the gradual reopening of facilities and the resumption of services, including at the two RDKB administration offices. The restoration of Regional District services will be a gradual process and decisions will be guided by information and advice from health authorities, other levels of government, WorkSafeBC, and other stakeholder groups such as the BC Recreation & Parks Association (BCRPA), Lifesaving Society of BC, and provincial and national sport governing bodies. There is also a desire for alignment in the restoration of services with member municipalities in order to ensure balanced provision across the region and to avoid any one local government taking excessive risk and/or the load of participation from another local government.

Each RDKB program and service that has been affected by the COVID-19 pandemic is being evaluated on criteria, including workforce and workplace requirements, risk to vulnerable populations, ability to adhere to health protocols, financial impact, and more. The plan adopts a staged approach, and assumes that there is no setback in the collective societal progress to flatten the curve of infections within the province.

Implications

Stage 1 of the restoration plan, effective mid-May to mid-June, will see the RDKB administration office reinstate limited front counter service in mid-June for some simple, time-limited transactions such as transit passes, dog licences, courier deliveries and document drop-off. All other business, including public enquiries, development applications, site visits and inspections, will continue to be delivered electronically via phone, email or video conference. Also included in Stage 1 is the reopening of playgrounds, tennis/pickleball courts, sport courts, dog parks, skate park, disc golf, campground, and parks for public use with signage in place to denote maximum participant numbers and other use requirements.

Currently, staff is in the process of developing safety plans for each of the RDKB facilities and sites as Provincially mandated through WorksafeBC guidelines. These safety plans will further inform the process, timeline, and financial implications of the gradual restoration of RDKB services.

The Draft RDKB Services Restoration Plan is considered by management staff to be a living document, considering the fluidity of the current COVID-19 environment. As circumstances, regulations, and norms change, it is anticipated that the Plan will need to be revisited and revised by the Board of Directors to ensure that it remains timely and relevant.

Advancement of Strategic Planning Goals

The development of the RDKB Services Restoration Plan in response to the COVID-19 pandemic advances the Board of Directors strategic objectives of: providing exceptional cost effective and efficient services; and responding to demographic/economic/social change .

Background Information Provided

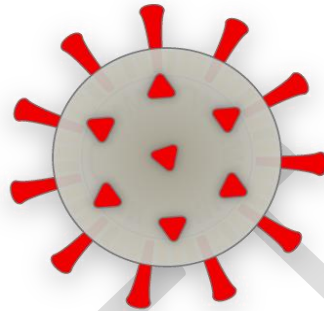
Draft RDKB Services Restoration Plan

Alternatives

1. Approve the RDKB Services Restoration Plan;
2. Amend the RDKB Services Restoration Plan and approve as amended;
3. Defer consideration of the Plan and refer to staff for further information.

Recommendation(s)

That the Board of Directors approve the RDKB Services Restoration Plan which provides a high level framework for the resumption and continuation of RDKB services in the context of the current COVID-19 pandemic.



Regional District of Kootenay Boundary Services Restoration Plan (V. 1)



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1 Executive Summary

The Regional District of Kootenay Boundary (RDKB) plan for the restoration of programs and services affected by the COVID-19 pandemic ("RDKB COVID-19 Services Restoration Plan") is a coordinated corporate strategy.

The restoration of Regional District services will be a gradual process and decisions will be guided by information and advice from health authorities, other levels of government, WorkSafeBC, and other stakeholder groups. Each program and service offered by the Regional District that has been affected by the COVID-19 pandemic will be evaluated on criteria to mitigate risks to the public, staff, and the Regional District.

The RDKB Services Restoration Plan supports four primary strategic objectives guiding the Regional District's collective efforts to respond to and overcome the COVID-19 pandemic. The plan is a living document, and will be updated as necessary to reflect emerging information and advice from public health authorities, other levels of government, WorkSafeBC, and member municipalities.

The restoration of services will have a financial impact. In some cases, new administrative controls and workspace modifications may be necessary to ensure current health guidelines are adhered to.

1.1 Acknowledgement

This plan has been developed based on the City of Richmond's *Plan for the Restoration of Services and Programs Affected by the Covid-19 Pandemic* and the *Cowichan Valley Regional District Services Restoration Plan* and the RDKB appreciates the opportunity to build on their excellent work.

2 Introduction

The COVID-19 pandemic has had an impact on the RDKB's ability to effectively deliver programs and services to its citizens. Several Regional District services have temporarily ceased or have been modified in response to COVID-19. These services are primarily in the parks, recreation and culture areas, but also include areas such as customer service at the RDKB administrative offices in Trail and Grand Forks. These services were stopped or modified to ensure the health and well-being of the community and staff and in response to requirements by public health authorities for physical distancing among individuals. A summarized list of the Provincial Health Orders can be found in Appendix A.

The RDKB activated its Emergency Operations Centre (EOC) on March 10, 2020 in response to the developing COVID-19 pandemic. The impacts to the affected Regional District services occurred beginning March 17, 2020, with facility closures and service curtailments, and are ongoing. While some facilities were forced to close, most RDKB services have continued to function, however under new modified operating protocols designed to meet Public Health Orders and recommendations.

In response to communication by senior levels of government that there has been some success in flattening the curve of COVID-19 and signals appropriate segments of the economy may begin a slow re-opening, the Regional District has begun planning for the eventual restoration of programs services for when the timing is appropriate to do so. There will be some flexibility and discretion by the Regional District in many of the decisions around the restoration of services. Some actions to stop or modify services were originally taken in direct response to orders or advice from health authorities and senior levels of government, while other actions were in response to the public health protection considerations for the community.

The RDKB plan for the restoration of programs and services affected by the COVID-19 pandemic ("RDKB Services Restoration Plan") is a coordinated corporate strategy to re-open facilities and restore program and service delivery.

The restoration of Regional District services will be a gradual process and decisions will be guided by information and advice from health authorities, other levels of government, WorkSafeBC, and other stakeholder groups such as the BC Recreation & Parks Association (BCRPA), Lifesaving Society of BC, and provincial and national sport governing bodies. There is also a desire for alignment in the restoration of services with member municipalities in order to ensure balanced provision across the region and to avoid any one local government taking excessive risk and/or the load of participation from another local government.

The restoration of services will have a financial impact. It is anticipated that there will be extraordinary costs (both one-time and ongoing) of offering these services in a modified manner in order to continue to ensure the safety of the community and staff.

It is to be noted that the RDKB Services Restoration Plan is a living document. Information is subject to change based on changing advice and information from public health authorities, other levels of government, WorkSafeBC, and other stakeholder groups.

3 Strategic Objectives

The RDKB Services Restoration Plan supports four primary strategic objectives guiding the Regional District's collective efforts to respond to and overcome the COVID-19 pandemic. These include:

- Protect the health and safety of both employees and the public while serving as an essential service second line of defense against the COVID-19 pandemic as mandated by the Provincial Government;
- Protect Regional District assets while also continuing to the full extent possible to deliver Regional District services needed by the community, while adhering to restrictions and limits prescribed by the Provincial Health Officer and as mandated by the Regional District Board;
- Do the necessary planning and complete all work needed to ensure that all facilities, programs, services and equipment will be in optimum condition and at operational status when re-opened for community use; and
- Ensure that the appropriate staff resources and remote work assignments are in place to provide the administrative support services that will be needed over the full duration of the crisis to support all staff who are continuing to work on sustaining services as described above and on the recovery.

4 Restoring Programs & Services Along a Continuum

The restoration of programs and services consists of a carefully staged approach along a continuum that takes into account level of risk, exposure, and ability to effectively mobilize service delivery with strict adherence to health and safety guidelines.

4.1 Criteria

Each program and service offered by the Regional District that has been affected by the COVID-19 pandemic has been evaluated on criteria to mitigate risk and determine the appropriate timing to restore program and service offerings.

Factors considered to determine risk and impact of each service, or in some cases, groups of services, included the following:

1. Workforce and workplace safe work requirements

This includes the level of staff training required, the level of exposure of staff members and/or the public to other staff members and/or members of the public, the need for personal protective equipment, and the need to adapt the physical infrastructure of the work environment in order to mitigate risks and exposure.

2. Ability to adhere to health protocols

This includes physical distancing, proper and frequent hand washing, not touching one's own face, and any additional health protocols and guidelines put forward by the BC Centre for Disease Control or public health officers.

3. Risks to vulnerable populations

This includes seniors, those with compromised immune systems and/or pre-existing health conditions. Implementation of protective measures for vulnerable populations may be required. This may include phasing in senior-specific programs to a later point along the service restoration continuum.

4. Nature of participation in program or activity

This includes the mode of delivery (indoor, outdoor, or virtual), the extent to which equipment and materials are shared, the level of physical exertion involved, and the level of contact with others.

5. Additional risk

This includes any insurance implications, contractual agreements, and agreements with other user groups.

6. Timelines

This includes the length of time that it is estimated to take to be able to implement any necessary risk mitigation measures, train staff in necessary protocols, and/or complete physical adaptations needed.

7. Assumptions and prerequisites

This includes any assumptions made or prerequisites necessary in order to restore services according to the estimated timelines. This may include lifting of current government restrictions, access to other programs and amenities, or any other contingencies and dependencies for a particular program or service.

8. Financial Impact

This includes an analysis of the additional costs that will be incurred to mitigate risks, above and beyond existing expenses, timing of revenues, and any additional capital costs that may be required to modify facilities and work spaces.

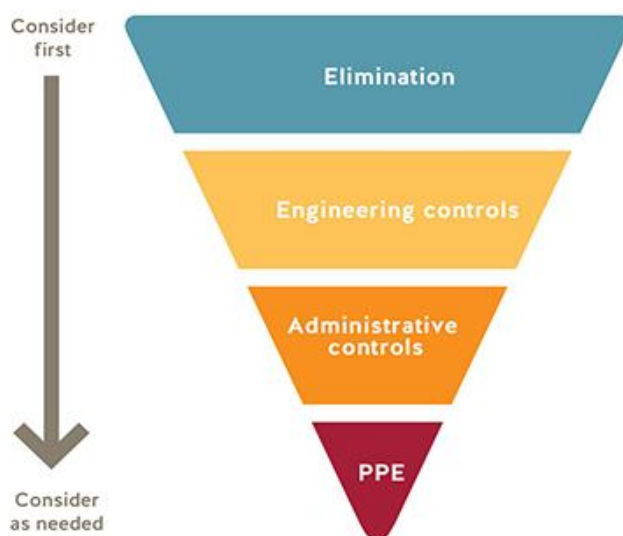
5 Staged Approach to Service Restoration

The Regional District Services Restoration Plan consists of stages. The timing of each stage, and the restoration of individual programs and services within each stage, is subject to change as the COVID-19 pandemic and Provincial direction evolves. This plan assumes that there is no setback in the collective societal progress to flatten the curve of infections.

The restoration of the Regional District's programs and services will necessitate changes in the way these services are conducted. A number of health and safety measures will be put in place across all facilities to ensure the safety of staff and the public.

WorksafeBC has provided the graphic below as a risk mitigation tool to be used as organizations consider operating protocols for workplaces. The WorksafeBC Occupational and Health Regulation requires organizations to implement infectious disease controls in the order shown below.

Note that different protocols offer different protection. Wherever possible, it is recommended that organizations use protocols that offer the highest level of protection and add additional protocols as required.



First level protection (elimination): Use policies and procedures to keep people at a safe physical distance from one another. Limit the number of people in your workplace at any one time, and implement protocols to keep workers at least 2 metres from other workers, customers, and members of the public. For example, this would include ensuring physical distancing is maintained where possible through more appointment-based service provision, holding virtual meetings, and ensuring service participants and staff stay home if they are sick.

Second level protection (engineering controls): If you cannot always maintain physical distancing, install barriers such as plexiglass to separate people.

Third level protection (administrative controls): Establish rules and guidelines, such as enhanced cleaning and disinfecting protocols, telling workers not to share tools/work stations, implementing one-way doors or walkways, and promoting high levels of handwashing and personal hygiene as a key preventative measure. This includes providing access to washroom facilities and hand sanitizing stations.

Fourth level protection (PPE): If the first three levels of protection are not enough to control the risk, consider the use of non-medical masks. Be aware of the limitation of non-medical masks to protect the wearer from respiratory droplets. Ensure workers are using masks appropriately.

6 Plan for Restoring Services

Mirroring the BC Restart Plan, the RDKB Service Restoration Plan envisions the resumption of regional services in a series of stages:

Stage 1 – (Mid-May – Mid-June) limited operations under enhanced protocols

Stage 2 – (Mid-June – September) expansion of operations to indoor facilities under enhanced protocols

Stage 3 – if transmission rates remain low or decline, further expanded service provision under enhanced protocols

Stage 4 – Return to normal operations, contingent upon: effective vaccination; “community” immunity; or broad successful treatments

6.1 Stage 1 (Mid-May Through Mid-June)

Characterized by the restoration of public access to most outdoor park amenities and outdoor programs with limits on group size. RDKB administrative offices re-opened, with limited hours and restrictions.

Parks & Trails Services

- Parks, playgrounds, dog park, disc golf, skate park re-opened with signage
- Sport courts with limited users and operating protocols for users
- Tennis courts/pickleball courts with limited users and operating protocols for users
- Campground at Beaver Valley Family Park
- Some washrooms open

Recreation Services

Some outdoor recreation programming where physical distancing can be maintained

RDKB Administrative Offices (Trail and Grand Forks)

- Following WorkSafeBC guidelines, front counter services limited to dog licenses, transit passes and drop-off of documents (simple, time-limited transactions)
- Public enquiries via email and phone
- Meetings with applicants via telephone or Zoom by appointment
- Site visits and inspections by appointment
- Development applications - electronic only
- Increased digital engagement including transition to web-based commission meetings and public hearings

6.2 Stage 2 (Late June Through September)

Characterized by the re-opening of recreation facilities with limited hours and/or restrictions. Registered programs are restored with modifications.

Recreation Services

- Outdoor programs
- Re-opening of RDKB recreation facilities (Grand Forks and District Aquatic Centre, Grand Forks and District Arena, Greater Trail Community Centre, Beaver Valley Arena)
- Indoor recreation programming where physical distancing can be maintained
- Indoor facility bookings where physical distancing can be maintained

RDKB Administrative Offices (Trail and Grand Forks)

- Continued modified service levels

6.3 Stage 3 (September & Beyond)

Characterized by expanded public access to programs and services.

Recreation Services

- Recreation programming and facility booking where physical distancing can not be maintained (hockey, football and other contact sports)

Theatre

- Bailey Theatre limited programming, no audiences (rehearsals, live streaming)

RDKB Administrative Offices (Trail and Grand Forks)

- Continued modified service levels

6.4 Stage 4

Characterized by full restoration of programs and services (return to normal operations)

Parks & Trails

- Lift restrictions on field bookings for sports tournaments
- Allow booking of park sites for third party special events

Recreation

- Events over 50 people

Theatre

- Bailey Theatre full programming with audiences

RDKB Administrative Offices (Trail and Grand Forks)

- Front counter services resume fully to pre-COVID levels (following applicable WorkSafeBC guidelines)
- Continued provision of web-based services and meetings to enhance overall service delivery
- In-person Board and Committee meetings, public hearings, public consultation, etc.

7 Financial Impact

The restoration of programs and services will have financial implications. It is anticipated that there will be extraordinary costs (both one-time and ongoing) of offering RDKB services in a modified manner in order to continue to ensure the safety of the community and staff. Further analysis will be required to consider these costs in the context of the Regional District's overall budget and quarterly reporting will be provided to the Board in this regard.

8 Concurrent Planning and Initiatives

While planning for the restoration of programs and services at an operational level, it is necessary to develop concurrent plans to support each stage and transition for the public and for employees. The following initiatives are recommended to be developed to support the RDKB Services Restoration Plan.

1. RDKB Exposure Control Plan: COVID-19

Just as the public will need clear information regarding the risk mitigation strategies that will be in place to protect the public, employees will need to understand their exposure risks and the resources that will be made available to them. RDKB employees may require additional support in the form of training, mental health services, or instruction on use of personal protective

equipment as they transition back to work or back to in-person service provision.

2. On-going Communications

As programs and services begin to open to the public, citizens will need to be informed about what is now available. They will also be looking to the Regional District for information to understand their risks and exposure, as well as to interpret the many, often ambiguous, guidelines provided by various authorities and the media. On-going communications during each Stage is recommended to support staff and the public as they navigate the various reactions that are to be expected as restrictions begin to ease and the economy begins to gradually expand in services. Public response to the COVID-19 pandemic locally has been commendable. Residents will need clear communication to understand and make decisions for themselves and their families about how to participate in programs and services as health authorities monitor the curve of transmission of COVID-19 on an ongoing basis.

3. A Cross-Functional Implementation

Upon approval of the RDKB Services Restoration Plan, the RDKB management team will continue ensure the Regional District is coordinated and cohesive throughout implementation of this plan. The management team will ensure that there is effective communication between departments and with senior management. As the plan is implemented, each stage will require careful review and monitoring to ensure it is current and relevant in light of any updates to health guidelines and other evolving factors

9 Appendix A: Provincial Health Orders & Guidelines

The RDKB Services Restoration Plan has been prepared following current Provincial Health Orders and guidelines and recommendations from local health authorities¹. The health and safety of RDKB employees and the public are at the forefront of any decisions regarding the restoration of programs and services. As Provincial Health Orders and guidelines and recommendations from health authorities and WorkSafeBC evolve, the plan will be evaluated to ensure current information and protocols are strictly adhered to.

The provision of in-person programs and services is planned following Provincial Health Orders and guidelines and advice received from Interior Health and WorkSafeBC. All plans will be updated according to new information available from local health authorities and WorkSafeBC. The following guidelines and recommendations pertain to the provision of RDKB programs and services.

9.1 Regarding Physical Distancing

- Ensure that when there are people on your premises there is sufficient space available to enable them to maintain a distance of two metres from one another.
- Encourage customers to maintain a two metre distance from one another in line-ups to entrances, washrooms and other places where line-ups may occur, by placing distance indicators.
- Install markers on the floor (two metres apart) to support physical distancing in locations such as reception desks.
- Install physical barriers (e.g. plexiglass sneeze guards) in locations such as reception desks.
- Must not host mass gatherings involving more than 50 people (but could have more than 50 people on site if physical distancing remains possible given the size of the facility).

9.2 Regarding Proper Hygiene & Sanitation

- Hand washing stations must be added if none currently exist.
- All common areas and surfaces should be cleaned at the end of each day. Examples include washrooms, shared offices, common tables, desks, light switches and door handles.

9.3 Regarding Signage & Communication

- Post signs encouraging people to maintain a two metre distance from one another throughout a space and ensure that there is sufficient space available for customers and staff to maintain that distance.

¹ <https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus>

- Post signs in your facility to encourage hand hygiene/regular hand washing among all staff and guests.
- Post signage that limits the number of occupants in any elevator to four people at a time.

9.4 Regarding the Handling of Equipment & Materials

- Do not provide eating facilities, such as picnic tables or tables with chairs.
- Encourage staff to avoid touching personal items of clients.
- Wherever possible, provide guests/clients with single-use personal items (e.g. pens, sugar packets, creamers).
- Follow routine cleaning practices with enhanced cleaning of high-touch surfaces or shared equipment.

9.5 Regarding Employee Interactions

- If an employee reports they are suspected or confirmed to have COVID-19 and have been at the workplace, clean and disinfect all areas where that person has worked.
- Reduce in-person meetings and other gatherings and hold shop meetings in open spaces or outside.
- Anyone with COVID-19-like symptoms, such as sore throat, fever, sneezing or coughing, must self-isolate at home for a minimum of 10 days from onset of symptoms, until their symptoms have completely resolved.

9.6 Regarding the Public

- Members of the public may be on your premises only for the time that it takes them to purchase and collect their purchase (simple, time-limited transactions).

9.7 Regarding the Handling of Food & Beverages

- Must NOT operate food or beverage services except for take-out or delivery service.

The Provincial Health Officer has not [explicitly] issued any orders requiring the closure of outdoor recreation facilities such as parks, dog parks, skate parks, playgrounds, picnic areas, walking, running and cycling trails, beaches, piers, boat launches, athletics fields, outdoor exercise equipment, tennis and basketball courts and golf courses as a result of the COVID-19 pandemic. The Provincial Health Officer believes that the risk of COVID-19 transmission in these environments is low and that it is possible to safely operate these facilities at this time.

There may be additional measures related to the type of facility that operators can implement to further reduce the risk of COVID-19 such as limiting the number of participants or modifying hours of operation.



STAFF REPORT

Date: 10 Jun 2020 **File**
To: Chair Langman and Board of Directors
From: Freya Phillips, Senior Energy Specialist
 and Brian Champlin, Manager of
 Building Inspection Services
Re: BC Energy Step Code

Issue Introduction

A staff report from Brian Champlin, Manager of Building Inspection Services and Freya Phillips, Senior Energy Specialist regarding the BC Energy Step Code.

History/Background Factors

At the Regular Meeting of the Board of Directors on August 29, 2019 staff presented a report the BC Energy Step Code and steps towards implementing a regional Energy Efficient Building Incentive Rebate Program. The resolution was "*That the staff report from Brian Champlin, Manager of Building Inspection Services regarding the Energy Step Code Discussion Paper be received. FURTHER that the Board of Directors discuss possible next steps and provide direction to staff.*"

BC Energy Step Code

The BC Energy Step Code is a provincial standard designed to help both local government and industry incrementally move toward a future in which all new construction across the province is "net-zero energy ready" by 2032. The Province has committed to requiring all new buildings to be 20% better than current building code by 2022. The BC Energy Step Code, a part of the BC Building Code, supports these efforts.

The Energy Step Code is a performance-based compliance path in the BC Building Code that is currently optional. It does not specify how to construct a building—instead, it identifies an energy-efficiency target that must be met and lets the designer/builder decide how to meet it. To comply with the Energy Step Code, builders must use energy modelling software and on-site testing to demonstrate that

both their design and the constructed building meet the requirements of the Energy Step Code.

Local Governments with jurisdiction over the BC Building Code can choose to require or incentivize builders to meet one or more steps of the BC Energy Step Code as an alternative to the code's prescriptive requirements.

In addition, beyond the regulatory context, builders and developers can adopt a given step to use across all of their projects, if they choose.

Implementation Options

The following three options for the implementation of BC Energy Step Code are being evaluated:

1. Wait for the Province to adopt through Building Code in 2022
2. Voluntary Compliance with Energy Step Code (ESC) with potential incentives
This allows for the option for ESC compliance path, but without any mandated requirement to do so. Additional incentives are generally offered to encourage builders to take the ESC compliance path, with graduated incentive values based on the step achieved. The objective is to build knowledge and skills both internally and for builders.
3. Early Mandatory Compliance with Energy Step Code
This would require either Part 9 or Part 9 & 3 buildings to meet a specified ESC step(s) in advance of the mandated adoption expected with the 2022 BC Building Code.

Proposed Engagement Approach

The below diagram outlines the approach to allow staff to develop and gather feedback on the proposed Energy Step Code implementation options. In addition, staff will gather the building industry and other key stakeholders views on tools and resources needed to support a smooth transition to Energy Step Code adoption.



To date, staff have undertaken research into other local governments' approaches, internal discussions and analysis. They have also undertaken the following engagement activities.

- Awareness and education with the Lower Columbia municipalities.
- Engagement with the building industry including co-hosting builders breakfast in Rossland and survey. The Grand Forks builders breakfast was cancelled due to COVID19.
- Survey to gather views Energy Step Code, training requirements from the building industry in Lower Columbia and the Boundary.

Implications

The implementation of the proposed approach will involve commitment of staff time. Energy Step Code forms part of:

1. The FortisBC agreement for the Senior Energy Specialist funding and part of the Energy and Climate Action project in 001 General Administration Service workplan.
2. 004 Building Inspection Service workplan.

Advancement of Strategic Planning Goals

Environmental Stewardship/Climate Preparedness

- We will plan for climate change adaptation and mitigation.

Background Information Provided

Number of Residential Building Permits

Alternatives

1. That the Regional District of Kootenay Boundary Board of Directors directs staff to engage key stakeholder on the three Energy Step Code implementation options FURTHER that the report presents the Board with options for a recommendation.
2. That the Regional District of Kootenay Boundary Board of Directors refer the Staff Report back to staff for further investigation as directed by Board.
3. That the Regional District of Kootenay Boundary Board of Directors do nothing further.

Recommendation(s)

That the Regional District of Kootenay Boundary Board of Directors directs staff to engage key stakeholder on the three Energy Step Code implementation options FURTHER that the report presents the Board with options for a recommendation.

Number of Residential Building Permits – New build

The below table outlines the number of residential building permits for RDKB electoral areas and the municipalities that the RDKB provides building inspection service to.

Area	2019 New Build Permits	Range over last 5 years
RDKB electoral areas	71	32 to 93
Fruitvale	2	2 to 8
Greenwood	0	0 to 1
Midway	3	1 to 4
Montrose	0	0 to 3
Trail	6	1 to 7
Warfield	1 (refunded)	0 to 2



**Municipal Finance
Authority of BC**

**REPORT FROM THE CHAIR and VICE-CHAIR
ON ACTIVITIES DURING THE 2019 YEAR AND FOR THE
FIRST QUARTER OF 2020 UP TO MAY 15, 2020**

PURPOSE

This report is intended to provide a summary of the activities of the Municipal Finance Authority of British Columbia ("MFA") during the 2019 year and the first quarter of 2020 up to May 15th, with a focus on the activities of the past six months.

GOVERNANCE

Board of Trustee Meetings

The Board of Trustees attended six meetings during the period of October 1, 2019 – May 15, 2020.

The Investment Advisory Committee, comprising all trustees, held two meetings. The purpose of these meetings is to receive reports from management and our pooled investment fund manager Phillips, Hager & North (PH&N), assess the performance of the pooled funds and authorize the creation of new funds.

Annual Business Resolutions for March 2020

On March 17, 2020, we implemented alternate arrangements to advance our annual business, as our Annual General Meeting was cancelled due to the COVID-19 crisis. We sent out a modified report package to Members asking for approval of four items by email reply.

This approach was possible for us as The Municipal Finance Authority Act, RSBC 1996 c 325, provides that a resolution that is approved in writing (including electronically) by a majority of the Members is as valid as if it were passed at a meeting of the Members properly called and constituted.

On March 25th, 2020 by 12:00pm we received a sufficient number of Member votes electronically, (34 of 39) in favor (none opposed), for all four items for which we were seeking approval.

On March 26, 2020, the Board of Trustees approved the Spring borrowing debenture to fund the loans that were authorized on March 25th under Authority Borrowing Resolution 156, 2020. MFA successfully issued a \$280 million offering of new 5-year public bond to fund all the spring loan requests. With this new issue, AAA-rated MFA was proud to be the first government issuer in Canada to successfully issue a fully publicly offered security since the significant market correction earlier in March.

As part of these alternative arrangements, it was agreed that our current Trustees and Chair Malcolm Brodie will continue to serve in their positions until an election can be held in-person. At present, and as mentioned in the Board package, we anticipate the election will be held during our Semi-Annual Meeting on September 22, 2020 in Victoria in conjunction with UBCM, though we recognize that this plan may need to change as circumstances evolve.

2019 IN REVIEW AND LOOKING FORWARD

Meetings of our Members were held March 28, 2019 (AGM) and September 24, 2019 (SAGM). The Board of Trustees attended six meetings during the six-month period of October 2019 – March 2020. The Investment Advisory Committee, comprising all trustees, held two meetings. In addition, the Board of Trustees held meetings of the Investment Advisory Committee which provides oversight for our Pooled Investment Funds, and Trustees and management made presentations on behalf of the MFA at various local government conferences during the year.

From a **program perspective**, staff continued their work on updating and modernizing the Pooled Investment Fund offerings. These improvements made it simpler for clients to transact within the funds and receive expanded information regarding each fund by creating industry standard Mandate Profiles for each. The work on establishing the MFA Pooled Mortgage Fund was completed in the Fall with the first subscriptions into the fund taking place on January 28th. The establishment a Pooled Fund Advisory Committee, comprised of 10 local government investment professionals from across the Province, has been invaluable to management in ensuring that the management and reporting of existing funds together with the development of new pooled fund ideas are meeting current and future local government needs.

RESULTS

Results from Operations – Year Ending December 31, 2019

The results for the year show a combined income from operations and interest earned on the Strategic Retention Fund of \$7.52 million, \$1.04 million favourable to budget. Revenues were unfavourable by \$165,428, which is attributed primarily to a reduced participation in pooled investment funds and a shift to pooled products with lower management fees along with less than budget investing within the sinking funds reducing the management fees on investments. Expenditures were under budget by \$252,857 with savings across most line items. The Strategic Retention Fund ended the year at \$83.6 million after unrealized fair market value gains and expected credit loss provisions.

Results from Operations – First Quarter 2020

Combined income from operations and interest earned on the Strategic Retention Fund for the first quarter is \$1.77 million, \$474,029 favourable to budget. Revenues were marginally higher than budget while expenses were favourable, which is mainly contributed to cancellations and cost delays during the year due to the COVID-19 pandemic.

Credit Rating Agency Update

On April 15th and 16th the MFA team (Malcolm Brodie, Al Richmond, Peter Urbanc, Matthew O’Rae, Shelley Hahn, Nikola Gasic, Sean Grant of MAH, and Dean Rear of Metro Vancouver) presented the annual MFA update virtually by video conference to the credit rating agencies (Moody’s, Standard & Poor’s (S&P), and Fitch Ratings).

The conversations were constructive and very positive overall. We are very pleased to announce that **all three rating agencies have confirmed MFA’s ratings at AAA (stable)**, despite the Province of BC itself being put on “watch negative” by one of these rating agencies. Unlike a Province, that can budget and borrow to fund deficits, all agencies noted that Local Governments cannot budget for deficits. Many other factors were taken into consideration, and the agencies cited that despite the significant fiscal impacts of COVID 19, local governments in BC entered the crisis from a position of strength, are tackling expenses in a revenue challenged environment and can draw from significant reserves. They also cite MFABC’s strong governance framework, prudent debt and risk management practices and forward-looking financial planning.

FINANCING

Capital Adequacy Update

In September 2019, the Board of Trustees adopted a policy and framework outlining a target for on-balance sheet risk capital, the retention of operating surplus, and the ongoing management of capital.

“Capital” for a financial institution represents the available equity on its balance sheet (assets less liabilities) that can buffer the institution against losses. It is among the most important metrics that bond investors and rating agencies look at to assess the risk of investment in a financial institution’s bonds and is also a heavily regulated area for deposit-taking institutions, assessed to protect depositors. MFA is not a regulated financial institution and has therefore “self-imposed” a definition at less stringent levels than depository institutions (banks and credit unions) as it possesses a less risky loan book and other investments (our loans are to local governments and our investments are predominantly in other governmental entities) than a traditional bank.

The \$84 million Strategic Retention Fund (SRF) and \$111 million Debt Reserve Fund (DRF) collectively form MFA’s total capital of \$195 million (as at December 31, 2019). The DRF is a statutory requirement comprised of 1% retained from each loan the MFA makes to its clients that is returned to the client once the loan is repaid. The DRF therefore increases or decreases

with the size of the loan book outstanding. The Strategic Retention Fund consists of retained profits from operations. Those profits are primarily earned through the spreads we earn on our lending and investment programs, and returns on surplus assets we manage.

Just like other financial institutions, the MFA has minimum capital requirements based on two traditional approaches, one based on “leverage” that MFA employs (amount of its own borrowings versus capital it holds) which is dubbed a “non-risk capital assessment”, and another based on measured risks the organization takes, the “risk-based capital assessment”. As at year end 2019, MFA’s Capital Adequacy Model targets a capital level to meet requirements of the greater of a non-risk capital assessment (\$187M) and a risk-based capital assessment (\$171M) as outlined below:

		2019
NON-RISK BASED CAPITAL ASSESSMENT		
Capital Leverage Ratio:		
Total Assets		\$9.4 billion
Target %		2.00%
Non-Risk Based Target Level		\$187 million
Current %		2.08%
RISK BASED CAPITAL ASSESSMENT		
Part A - Capital Adequacy Ratio:		
Total Risk Weighted Assets		\$1.7 billion
Target %		9.72%
Risk Based Target Level A (credit, operational & market risk)		\$165 million
Current %		11.44%
Part B - Key Internal Risks:		
Risk Based Target Level B (investment return & it debt refi risk)		\$6 million
Combined Risk Based Target Level (Part A + Part B)		\$171 million
Total Capital (SRF & DRF)		\$195 million

The primary purpose of capital is to provide a cushion to absorb losses should the Authority’s assets decline or its liabilities rise. Capital is used to cover material risks the organization is exposed to: credit, operational, market, liquidity, investment return, and refinancing risk. This layer of protection to debt holders helps ensure the AAA status is maintained resulting in value to Members by raising the lowest cost financing possible.

Capital remains a closely monitored aspect of the annual rating assessment. Management feels that it would be prudent to target and hold a capital buffer above our minimum requirements outlined in the Capital Adequacy Framework and Policy.

Holding a buffer will help with fluctuating requirements, in particular the capital required to be held against our loan book, which is forecasted to increase considerably over the next 3 years due to Metro Vancouver Regional District’s quickly-rising requirements. 1% collected through the DRF at the outset of new loans will not keep capital at the required level to satisfy rating

agencies. Unlike a commercial bank, MFA has limited levers by which to quickly increase capital through operational retained earnings if requirements quickly change.

Further pressuring capital over the next 3 years will be an increase in revenue anticipation lending to help municipalities through expected short-term cash flow shortfalls. Revenue anticipation loans are short-term loans which do not legislatively attract a 1% DRF collection. As a result, the short-term lending rate charged on these loans has been increased to help compensate for the capital requirements that the organization needs to hold given the risk associated with these loans. This action has been viewed favorably by the rating agencies.

Given the anticipated increased activity in our short- and long-term loan programs, it remains prudent for the Authority to build and hold an appropriate capital buffer over and above our minimum capital levels, given the aforementioned limited ability to quickly respond to shocks in required capital levels. Over the coming months and years, we will be discussing appropriate capital levels, in line with our ever-evolving operational footprint. This discussion will inform how much of our operational earnings need to be maintained on MFA's balance sheet versus returned to our Member-owners.

LENDING

Long-term Lending

On March 26th, 2020 at the height of the COVID-19 crisis, we reopened our 2.65% October 2025 debenture for \$280 million to fund new loan requests at a re-offer yield of 1.855%. The issue was 2x oversubscribed and well diversified between 17 investors. This was the first syndicated, widely distributed public sector transaction since the crisis began. Every other deal to date by other issuers (including large entities such as the Province of Ontario and Province of British Columbia) had been privately placed on behalf of the syndicate. Reopening of a 5-year bond was chosen in place of the typical 10-year bond given market volatility, investor sentiment and interest in shorter-dated securities.

Short-term Lending

The Commercial Paper Program continues to provide low-cost short-term and equipment financing to our clients. Our short-term lending rate is currently 1.54%. On May 1st, we increased our margin on the short-term lending rate by 35 basis points to reflect increased capital requirements and costs associated with expected Revenue Anticipation lending.

We continue to increase our commercial paper outstanding and as of May 12th (the last date we were in the market) we had \$610 million issued. We will continue to incrementally raise funds as required to bring our outstanding balance to \$700 million.

As at the end of April, there were 392 short-term loans outstanding with an aggregate outstanding balance of \$196.5 million.

We have been working towards having all the necessary authorizations in place in to increase our Commercial Paper program from its existing authorization of \$700 million to \$1 billion. This extra capacity will allow us to cover any Revenue Anticipation loans our clients need to help them manage potential taxation collection delays.

POOLED INVESTMENT FUNDS

As at	March 31, 2020	March 31, 2019	Change	1 Year Returns at March 31, 2020	
	\$ millions			Funds	Benchmark
Bond	555	545	10	3.20 %	3.00 %
Intermediate	259	218	41	2.05 %	2.78 %
Money Market	1,148	1,043	105	1.79 %	1.60 %
Mortgage Fund	79	-	79	N/A	N/A
Pooled High Interest Savings Account *	711	636	75	**	N/A
AUM	2,752	2,442	310		

** Rates as of March 31st on CIBC and NBC PHISA's were 0.90% and 0.82%, respectively

Intermediate Fund Update – (Now: Government Focused Ultra-short Bond Fund)

At the April 21st Meeting of the Board of Trustees, it was approved to “tilt” the current Intermediate Fund to a Government Focused Ultra-short Bond Fund (GFUS BF). MFA staff has communicated the expected changes to all unit holders in the Intermediate Fund by email, on our website and a direct message to the client interface. In addition, the GFUS BF will be a fossil fuel free option for Local Governments to complement the “Fossil Fuel Free Short-term Bond Fund” and will remain a staple to the MFA’s suite of Pooled Investment products.

Fossil Fuel Free Short-term Bond Fund

On May 4th, we opened the Fossil Fuel Free Short-term Bond Fund (FFF STBF) and received inaugural subscriptions totalling \$60 million. The fund employs a ‘fossil fuel free’ screen which will exclude securities of companies directly involved in the extraction, processing and transportation of coal, oil or natural gas. Although we had several local governments show interest during the run up to the launch of the fund (\$125 million in interest), during the uncertainty of these times, many are opting to keep their investments within a shorter duration. With the possibility of delayed revenues for local governments, many are waiting before investing. As an alternative, those local governments interested in shorter term more liquid investments can now access the newly created Government Focused Ultra-short Bond Fund as a fossil fuel free option.

Mortgage Fund

On January 28th, we called 75% of the Phase 1 requests totaling \$104 million (8 local governments). Currently we have the remaining 25% (\$25 mm) from Phase 1 still in the queue and have started a Phase 2 intake that currently has \$68 million (4 local governments). Given

the market volatility COVID 19 has caused, PH&N are taking an active approach to monitoring and protecting existing investments and will likely not be taking further intakes for several months.

2020 BUSINESS PLAN

In 2019, we made major progress towards our vision of a future-focussed MFA, including adding a new Pooled Fund Advisory Committee, beginning a major technology update, and re-imagining our brand. Over the last 5 years, the MFA has been on a transformational journey as we modernize and add even greater value for our clients.

The 2020 business plan is driven by our 5 key strategic focus areas of Stakeholder Engagement, Resilience & Capacity, Professional Financial Management, Program Development & Improvement, and Technology Support & Security.

Primary themes for 2020:

- Increasing education and sponsorship support as our third pillar of services we offer;
- Building resilience by strategically adding additional team members while increasing and formalizing cross-training;
- Implementing new tools and processes in our financial management systems to reduce risk and manual effort;
- Launching new investment products to meet evolving client needs and market changes;
- Updating our technology systems and increasing cybersecurity through cloud-based solutions.

Technology Support and Security

The information technology and systems work completed over the last 5 years allowed the entire MFA team to move quickly and easily to a work from home plan when we determined this was prudent. Although this move did cause some delays relating to contractor availability during the initial Covid-19 pandemic declaration, our work to enhance and strengthen our systems, practices, and architecture are making good progress. We are building in enhanced cybersecurity elements throughout this process and will re-evaluate our progress against the “Defensible Cybersecurity for Public Sector Organizations” standard early in Q3.

Sponsorship and Education Support

The MFA is proud to be a major, non-commercial supporter of BC’s local government elected officials and staff events and conferences each year. We primarily support financial education, in direct line with our own mandate. We also support training in management, leadership, and cybersecurity, which has become a major operational and financial issue in the Local Government sector globally. The total education and sponsorship contribution for 2019 was \$167,500, while our budget for 2020 is \$218,000.

In 2019, the MFA entered into a Strategic Education Alliance (SEA) with the Government Finance Officers Association of BC (GFOABC). This SEA will ensure we consistently contribute to

the delivery of comprehensive course offerings to Local Government team members in the same way we do with the Local Government Leadership Academy. The Government Finance Officers Association of BC has the most direct connection to our primary users.


The Covid-19 Global Pandemic has had an impact on the education programs, conferences, and events that the MFA supports. Funding was provided early in the year to several cancelled/postponed events. We have asked the majority to hold the funds to apply to 2021 events to avoid the struggle for these organizations to refund the monies and for our team to receive and deposit cheques. The GFOABC conference will still proceed in a virtual format and our team members will both attend and support the MFA by being available for client questions and interaction during the virtual 'tradeshow' presentations. UBCM has just announced the potential to move to a virtual format but they are waiting to see how Covid-19 restrictions play out closer to the event. When we know what UBCM plans to do, we can make plans for our Semi-Annual Meeting usually held in conjunction with this event. The Sponsorship and Education budget will not be fully spent in 2020.

SUMMARY / CONCLUSION

Additional information respecting the MFA Semi-Annual Meeting of members that is scheduled be held on the afternoon of Tuesday, September 22, 2020 will be forthcoming very soon.

The 2021 Annual General Meeting and Financial Forum event is currently set to take place in Victoria on March 24 and 25, 2021.

Submitted by:



Malcolm Brodie
Chair



Al Richmond
Vice-Chair



Boundary Community Development Committee

Minutes

Wednesday, May 6, 2020

Held Via Zoom Video Online Conferencing

Committee members present:

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

Staff present:

M. Andison, Chief Administrative Officer
J. Chandler, General Manager of Operations/Deputy CAO
M. Forster, Executive Assistant/Recording Secretary
J. Dougall, General Manager of Operations
P. Keys, Manager of Facilities and Recreation
D. Dean, Manager of Planning and Development
K. Anderson, Watershed Planner

CALL TO ORDER

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

ADOPTION OF AGENDA (ADDITIONS/DELETIONS)

The agenda for the May 6, 2020 Boundary Community Development Committee meeting was presented.

The agenda was amended with the addition of two late items: 7A) Electric Vehicle Charging Rates and 7B) Boundary Regional Chamber of Commerce Grant in Aid.

Moved: Director Russell Seconded: Director Gee

That the agenda for the May 6, 2020 Boundary Community Development Committee meeting be adopted as amended.

Carried.

ADOPTION OF MINUTES

The minutes of the April 7, 2020 Boundary Community Development Committee meeting were presented.

Moved: Director Korolek Seconded: Director Dunsdon

That the minutes of the April 7, 2020 Boundary Community Development Committee meeting be adopted as presented.

Carried.

GENERAL DELEGATIONS

There were no delegations present.

OLD BUSINESS

There was no old business for discussion.

NEW BUSINESS

J. Chandler, General Manager of Operations/Deputy CAO

Re: May 2020 Work Plan Update - Boundary Economic Development Service - 008

A staff report provided an update on the 2020 Boundary Economic Development Service work plan. Discussion ensued on the Trails Master Plan, timeline for communication and the development of an online public engagement plan. Staff will reach out to Cascade Environmental on timelines and report back to the Committee on the findings.

Moved: Director Korolek Seconded: Director Russell

That the Regional District of Kootenay Boundary Board of Directors receive the April 29th 2020 staff report titled "2020 Work Plan –May update – Boundary Economic Development 008".

Carried.

J. Chandler, General Manager of Operations/Deputy CAO
Re: May 2020 Work Plan Update - Grand Forks Rural Fire Protection Service - 057

A staff report provided an update on the 2020 Grand Forks Rural Fire Protection Service work plan. The project for the Carson Fire Hall will be made a significant priority.

Moved: Director Russell Seconded: Director Korolek

That the Regional District of Kootenay Boundary Board of Directors receive the April 29th 2020 staff report titled "2020 Work Plan –May update – Grand Forks Rural Fire Protection Service 057".

Carried.

J. Chandler, General Manager of Operations/Deputy CAO
Re: May 2020 Work Plan Update -Kettle Valley Fire Protection Service - 058

A staff report provided an update on the 2020 Kettle Valley Fire Protection Service work plan.

Moved: Director Gee Seconded: Director Russell

That the Regional District of Kootenay Boundary Board of Directors receive the April 29th 2020 staff report titled "2020 Work Plan –May update – Kettle Valley Fire Protection Service 058".

Carried.

J. Chandler, General Manager of Operations/Deputy CAO
Re: May 2020 Work Plan Update - Boundary Animal Control Service - 071

A staff report provided an update on the 2020 Boundary Animal Control Service work plan. A request was made to provide regular monthly reports from the Commissionaires.

Moved: Director Korolek Seconded: Director Russell

That the Regional District of Kootenay Boundary Board of Directors receive the April 29th 2020 staff report titled "2020 Work Plan – May update – Boundary Animal Control Service 071".

Carried.

J. Chandler, General Manager of Operations/Deputy CAO
Re: May 2020 Work Plan Update - Boundary Transit Service - 950

A staff report provided an update on the 2020 Boundary Transit Service work plan. The BC Transit's RFP is currently in the review process and feedback will be provided on recommendations. Discussion ensued on the status of launching the online public engagement platform.

Moved: Director Korolek Seconded: Director Dunsdon

That the Regional District of Kootenay Boundary Board of Directors receive the April 29th 2020 staff report titled "2020 Work Plan –May update – Boundary Transit 950".

Carried.

J. Dougall, General Manager of Environmental Services
Re: May 2020 Work Plan Update - Mosquito Control Services - 080/081

A staff report provided an update on the 2020 Mosquito Control Service (080/081) Work Plans.

Moved: Director Russell Seconded: Director Korolek

That the Regional District of Kootenay Boundary Board of Directors receive the May 6, 2020 staff report titled "May 2020 Work Plan Update – Mosquito Control Services 080/081".

Carried.

P. Keys, Manager of Facilities and Recreation

Re: May 2020 Work Plan Update - Grand Forks & Christina Lake Recreation 021/023/024/027/030/031/040

A staff report provided an update on the 2020 Grand Forks and Christina Lake Work Plans, including Program Services, Christina Lake Parks and Trails, Grand Forks Aquatic Centre and Arena. Discussion ensued on facilities and programs affected by COVID-19 and transitioning to open facilities based on directives from the government.

Moved: Director Korolek Seconded: Director Russell

That the Regional District of Kootenay Boundary Board of Directors receive the "April 30, 2020" staff report titled "2020 Work Plan Update - Grand Forks and Christina Lake Recreation 021/023/024/027/030/031/040".

Carried.

S. Carlysle-Smith

Re: TOTA Tourism Monthly Update - April 2020

A tourism monthly update from S. Carlysle-Smith, TOTA, was attached for information. To ensure good representation, Director Gee will inquire as to another possible engagement for operators to join the MRDT Advisory Committee and report back to the Committee.

K. Anderson, Watershed Planner

Re: Freshet Planning - Verbal Update

K. Anderson, Watershed Planner, provided the Committee members with a verbal report on current conditions related to freshet planning and EOC. Concerns were raised about EOC staff resources, their work plans related to regular business and what those would look like. There was general agreement that a fulsome discussion was needed around what services would be affected. It was suggested to raise these issues at Emergency Management meetings and to encourage staff from other municipalities to train for EOC activations

to meet the challenges around the frequency and magnitude of emergency situations.

Moved: Director Korolek Seconded: Director Dunsdon

That the Boundary Community Development Committee receive the Freshet Planning verbal report from K. Anderson, Watershed Planner as presented.

Carried.

G. McGregor

Re: Food Security - Discussion

Director McGregor spoke to food security in the region and initiatives other organizations in the Columbia Basin are taking to address different components of food security. Director McGregor informed the Committee members that the Central Kootenay Food Policy Council is seeking a letter of support for obtaining funding from Columbia Basin Trust for a basin-wide food security plan driven by COVID-19. Further discussion on the letter of support will be brought to the RDKB Board of Directors.

G. McGregor

Re: Golf Course/Aquifer - Discussion

Director McGregor informed the Committee members about the Christina Lake Golf Course drawing water from the aquifer. Discussion ensued and questions were raised about water licensing, commercial water usage and water restrictions.

G. McGregor

Re: Removal of Crown Land Trees in Christina Lake - Discussion

Director McGregor informed the Committee members of issues around tree removal on crown land in Christina Lake.

R. Russell

Re: Post Pandemic Economic Recovery - Discussion

The Committee members discussed planning for economic recovery post COVID-19 and what it might look like.

V. Gee

Re: Update on Meat Processing Project

Director Gee provided the Committee members with an update on funding and work being done in this regard.

LATE (EMERGENT) ITEMS

V. Gee

Re: Boundary Regional Chamber of Commerce - Grant in Aid

Director Gee informed the Committee members that she will not support the requested grant in aid. There will be a conversation with the applicant in regards to what targeting can be done in the West Boundary.

V. Gee

Re: Electric Vehicle Charging Stations

Director Gee discussed rates for electric vehicle charging stations. The Coop will be charging users and are recommending cost recovery plus extras.

DISCUSSION OF ITEMS FOR FUTURE AGENDAS

A discussion of items for future agendas was not required.

QUESTION PERIOD FOR PUBLIC AND MEDIA

A question period for public and media was not required.

CLOSED (IN CAMERA) SESSION

A closed (in camera) session was not required.

ADJOURNMENT

The meeting was adjourned at 12:16 pm.



Policy and Personnel Committee

**Thursday, April 30, 2020
RDKB Board Room, Trail, BC**

Minutes

Committee Members Present:

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

Staff Present

M. Andison, Chief Administrative Officer
T. Lenardon, Manager of Corporate Administration/Corporate Officer
B. Ihlen, General Manager of Finance
J. Dougall, General Manager of Environmental Services

CALL TO ORDER

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

ADOPTION OF AGENDA (ADDITIONS/DELETIONS)

The agenda for the April 30, 2020 Policy and Personnel Committee meeting was presented.

Moved: Director Morissette Seconded: Director Grieve

That the agenda for the April 30, 2020 Policy and Personnel Committee meeting be adopted as presented.

Carried.

ADOPTION OF MINUTES

The minutes of the February 12 and February 27, 2020 Policy and Personnel Committee meetings were presented.

Moved: Director Dunsdon Seconded: Director Grieve

That the minutes of the February 12 and the February 27, 2020 Policy and Personnel Committee meetings be adopted as presented.

Carried.

GENERAL DELEGATIONS

There were no delegations in attendance.

UNFINISHED BUSINESS

**J. Dougall, General Manager of Environmental Services
Re: Contaminated Soils Policy**

A Staff Report from Janine Dougall, General Manager of Environmental Services regarding proposed updates to the Contaminated Soil Policy specifically associated with setting applicable fees, was presented.

Staff reviewed the report and provided history on the Committee's decisions and direction given at meetings held in November 2019 and in January and February 2020. The Committee reviewed the soil questionnaire and the application document as well as the Notice Requirements and Procedures for Elected Officials and waste disposal fees and staff answered inquiries regarding soils generated from within the McKelvey Creek Wasteshed.

Moved: Director Worley Seconded: Director Morissette

That the Policy and Personnel Committee approve the Draft Contaminated Soil Policy as presented to the Committee on April 30, 2020 and refer it to the Directors for comment.

Carried.

NEW BUSINESS

**B. Ihlen, General Manager of Finance/CFO
Re: Director Remuneration**

A staff report from Barb Ihlen, General Manager of Finance/CFO, regarding Director remuneration and the related remuneration increase with the removal of the one-third tax exemption, was presented.

Staff provided a summary of the financial impacts of the federal government's removal of the one-third tax exemption for local government elected officials, what increases did occur over the last few years, and the best practices for Director remuneration provided by the UBCM Guide.

Staff recommended that the calculation of Director remuneration and allowances be simplified and easier to understand by including all remuneration in one bylaw and ensuring all stipends and allowances have an annual increase based on the BC CPI with inclusion of allowances for eligible expenses such as vehicle, office and technology.

The Committee discussed the Statements of Financial Information (SOFI) details from other regional districts and for a future meeting, staff was requested to provide a report that adds information regarding the average SOFI to the remuneration comparisons with other Regional Districts. In addition, the Committee requested specific information regarding whether the recent increases in remuneration had a positive or negative impact on the Directors when the federal government removed the one-third tax exemption for local government elected officials.

Moved: Director Grieve Seconded: Director Worley

That for a future meeting and as per discussions held at the April 30, 2020 Committee meeting, that staff provide a report that includes information from the Statement of Financial Income (SOFI) reports from comparison regional districts and specific information as to whether the recent increases in remuneration had a positive or negative impact on the Directors when the federal government removed the one-third tax exemption for local government elected officials.

Carried.

Discussion Item - Best Practices for Building Relationships with First Nations. What is the RDKB's role in Reconciliation?

The Committee discussed the current territorial acknowledgement that is delivered by the Chair at the beginning of RDKB Board meetings and in the near future will be delivered by Committee Chairs at Committee meetings. It was agreed that this is a good first start to building relationships with First Nations.

Mark Andison, Chief Administrative Officer provided a summary on staff discussions regarding First Nation relationships as it relates to UNDRIP and how to manage relationships in anticipation of forthcoming guidelines. Director McGregor and staff met with the Osoyoos Indian Band to discuss the RDKB Boundary Community Forests initiative as well as First Nations projects that are located at Christina Lake.

Director Gee advised that conversations and relationship building, based on RDKB projects have commenced in the West Boundary and that the Lower Similkameen Indian Band has reached out to have a Band representative sit on the new Meat Strategy Steering Committee for the "Scaling up the Meat Sector in the Boundary Country" project.

Discussion Item-Structure of Future Work Plans

There was a discussion regarding the structure of the current workplans and the inclusion of references to financial information other than the maximum requisition limits. It was agreed that beginning with the 2021 work plans, future plans will only include figures on the requisition limit.

Discussion Item-Re: Process for Grant Applications Gas Tax, Grant-in-Aid, West Boundary Recreation, etc.

The Committee members discussed the current workflows with respect to the approval process for RDKB grant applications such as Gas Tax, Grant-in-Aid and Recreation Grants (West Boundary, Electoral Area B-Lower Columbia/Old Glory).

It was agreed that these applications will be referred directly to the Board of Directors rather than presented first to the Committee. It was noted that these applications are vetted by the Electoral Area Directors and staff before they are included on a meeting agenda.

LATE (EMERGENT) ITEMS

There were no late emergent items to discuss.

DISCUSSION OF ITEMS FOR FUTURE MEETINGS

- Process for review of the RDKB Solid Waste Management Plan budget.

QUESTION PERIOD FOR PUBLIC AND MEDIA

A question period was not required.

CLOSED (IN CAMERA) SESSION

A closed meeting was not necessary.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned (time: 11:34 a.m.).

TL



POLICY TITLE: Chair and Board Appointments Policy

ORIGINAL APPROVAL DATE: Sept 2016

REVIEWED BY P&P COMMITTEE: Sept 2016; Feb 27/2020; May 28/2020

ADOPTED BY BOARD OF DIRECTORS: Sept 2016; June 10, 2020

Policy: The Regional District of Kootenay Boundary shall ensure a clear and transparent process for the Board and the Board Chair to make appointments to Boards, Committees and Commissions, whether such appointments are part of the RDKB or to outside agencies.

Purpose: To establish the process for the Board and the Board Chair to make such appointments

Procedure: There are two types of appointments made at the Regional District of Kootenay Boundary (RDKB): those that are made utilizing the sole discretion of the Board Chair, and those that are made by the Board of Directors.

Chair Appointments

The Chair, through his/her election, has the independent authority to make certain appointments. The corresponding ability to rescind such an appointment also rests solely with the Chair.

The Chair has the sole authority to make and rescind the following appointments:

- Membership on all Board Standing Committees that are not stakeholder based, such as the Policy and Personnel Committee.
- The Chair of all RDKB Standing Committees, including those that are stakeholder based.
- RDKB representation on the following outside agencies:

- The BC Rural Centre Advisory Committee (formerly Southern Interior Beetle Action Committee (SIBAC))
- The Okanagan Film Commission
- The Boundary Invasive Species Committee
- Ktunaxa Treaty Advisory Committee
- Westbank Treaty Advisory Committee

The Board has the sole authority to name representatives to the following Boards, Committees and Commissions:

- The Southern Interior Development Initiative Trust (SIDIT)
- Municipal Finance Authority
- Municipal Insurance Association
- Advisory Planning Commissions
- Parks and Recreation Committees/Commissions
- Columbia River Treaty Local Government Committee
- Columbia Basin Regional Advisory Committee
- West Kootenay Transit Committee
- Rural Development Institute (RDI)

The Board of Directors also holds the right to re-appoint incumbents, regardless of this policy, as it deems appropriate based on the Board's satisfaction with the representation and actions of that (those) individual(s).

Appointments to the above Committees or agencies shall be according to the following:

Committee/Agency	Process	Term
SIDIT	<p>The SIDIT appointments (to the Regional Advisory Committee) for the RDKB shall be open to all elected officials within the region. Elected local government officials will be asked to express their interest in writing, and the Board shall select the members via a secret ballot.</p> <p>The Board will strive for some balance between east and west, and rural and municipal.</p> <p>One member must represent a community with a</p>	Two years, or until the appointee resigns or the Board decides to make a change.

	population greater than 4,000.	
Municipal Finance Authority	The Chair is the appointee, with the Vice Chair being the alternate.	One year, the appointment shall be made yearly at the Inaugural meeting.
Municipal Insurance Association	The Chair is the appointee. The alternate shall be selected by the Board. Staff are eligible for appointment.	One year, the appointment shall be made yearly at the Inaugural meeting.
Advisory Planning Commissions	The Board will make the appointments based on the advice of the Local Electoral Area Director.	One year, with the appointments being made in January.
Parks And Recreation Committees/Commissions	The Board will make the appointments based on the bylaws that are applicable and based on the advice of the stakeholder Directors.	As per the appropriate bylaw.
Columbia River Treaty Local Government Committee	The appointments will be open to all elected local government officials within the East End of the RDKB (Lower Columbia). Interested parties shall be required to submit their names and the Board shall make the selection via a secret ballot.	Three years, or until the appointee resigns or the Board decides to make a change.
Columbia Basin Regional Advisory Committee	Appointments open to elected or non-elected officials	Minimum two-year commitment with unspecified term.
West Kootenay Transit Committee	The appointment is open to the members of the East End Services Committee, who shall recommend three nominees to the Board.	As per the Terms of Reference of the West Kootenay Transit Committee.
Rural Development Institute	The appointment is open to members of the Board of Directors	Annual appointment, to be made in

		December
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When an appointment is open to all elected local government officials from the region, Councilors shall be notified of the opening by way of a letter sent to each member municipality CAO.

Rwvd by P&P- Feb 27/20; For Directors Comments-May 4/20; Final P&P Rvw May 28/20; BOD Final approval June 10/20



STAFF REPORT

Date: 21 Feb 2020
To: **Director McGregor and Members of the Policy and Personnel Committee**
From: Mark Andison, Chief Administrative Officer
Re: Policy Review - Chair and Board Appointments Policy

File Policies

Issue Introduction

A staff report from Mark Andison, CAO reviewing the Chair and Board Appointments Policy.

History/Background Factors

The RDKB Chair and Board Appointments Policy is intended to provide clarity with respect to the appointments made to various internal and external committees. It ensures that there is clarity as to which appointments are made by the Chair and which are made by the Board of Directors.

Implications

There are a number of changes/updates that staff is proposing to the policy as identified in the attached marked-up document.

Specifically:

1. The reference to the Policy and Personnel Committee has been updated, from Personnel, Executive and Policy Committee;
2. The new name for the the Southern Interior Beetle Action Committee (SIBAC) has been included - the BC Rural Centre Advisory Committee;
3. The Columbia Basin Regional Advisory Committee has been removed as a Chair appointment and included as a Board appointment;
4. The Lower Columbia Initiatives Corporation has been removed as an appointment, as there is no longer a seat at that table for local elected officials;

5. The West Kootenay Regional Airport Advisory Committee has been removed as an appointment, as the RDKB no longer participates on that committee;
6. The Rural Development Institute has been added as an appointment;
7. The term for SIDIT appointments has been changed from three years to two years;
8. The term length for the Columbia Basin Regional Advisory Committee has been added; and
9. Details regarding the Rural Development Institute appointment have been added.

With those changes and additions, staff feel the policy is up-to-date and continues to be relevant.

Advancement of Strategic Planning Goals

Regular review of the Chair and Board Appointments Policy advances the Board's strategic priority to provide exceptional cost effective and efficient services.

Background Information Provided

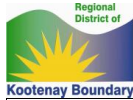
Marked-up version of Chair and Board Appointments Policy showing proposed changes/additions

Alternatives

1. Receipt
2. Deferral
3. Approval and referral to the Directors for comment.

Recommendation(s)

That the Policy and Personnel Committee approve the updated Chair and Board Appointments Policy and that it be referred to Directors for comment.



POLICY TITLE: Chair and Board Appointments

PEP COMMITTEE REVIEW DATE: June 15, 2016; ~~February 27, 2020~~

BOARD APPROVAL DATE: March 27, 2013
September 22, 2016

Policy: The Regional District of Kootenay Boundary shall ensure a clear and transparent process for the Board and the Board Chair to make appointments to Boards, Committees and Commissions, whether such appointments are part of the RDKB or to outside agencies.

Purpose: To establish the process for the Board and the Board Chair to make such appointments

Procedure: There are two types of appointments made at the Regional District of Kootenay Boundary (RDKB): those that are made utilizing the sole discretion of the Board Chair, and those that are made by the Board of Directors.

Chair Appointments

The Chair, through his/her election, has the independent authority to make certain appointments. The corresponding ability to rescind such an appointment also rests solely with the Chair.

The Chair has the sole authority to make and rescind the following appointments:

- Membership on all Board Standing Committees that are not stakeholder based, such as the ~~Personnel, Executive and~~ Policy and Personnel Committee.
- The Chair of all RDKB Standing Committees, including those that are stakeholder based.
- RDKB representation on the following outside agencies:
 - The BC Rural Centre Advisory Committee (formerly Southern Interior Beetle Action Committee (SIBAC))
 - The Okanagan Film Commission

- The Boundary Invasive Species Committee
- Ktunaxa Treaty Advisory Committee
- Westbank Treaty Advisory Committee
- ~~Columbia Basin Regional Advisory Committee~~

The Board has the sole authority to name representatives to the following Boards, Committees and Commissions:

- The Southern Interior Development Initiative Trust (SIDIT)
- Municipal Finance Authority
- Municipal Insurance Association
- Advisory Planning ~~Commission~~~~tees~~
- Parks and Recreation Committees/Commissions
- ~~Lower Columbia Initiatives Corporation~~
- ~~The West Kootenay Regional Airport Advisory Committee~~
- Columbia River Treaty Local Government Committee
- Columbia Basin Regional Advisory Committee
- West Kootenay Transit Committee
- Rural Development Institute (RDI).

The Board of Directors also holds the right to re-appoint incumbents, regardless of this policy, as it deems appropriate based on the Board's satisfaction with the representation and actions of that (those) individual(s).

Appointments to the above Committees or agencies shall be according to the following:

Committee/Agency	Process	Term
SIDIT	The SIDIT appointments (to the Regional Advisory Committee) for the RDKB shall be open to all elected officials within the region. Elected local government officials will be asked to express their interest in writing, and the Board shall select the members via a secret ballot. The Board will strive for some balance between east and west, and rural and municipal. One member must represent a community with a population greater than 4,000.	Two three years, or until the appointee resigns or the Board decides to make a change.
Municipal Finance Authority	The Chair is the appointee, with the Vice Chair being the alternate.	One year, the appointment shall be

		made yearly at the Inaugural meeting.
Municipal Insurance Association	The Chair is the appointee. The alternate shall be selected by the Board. Staff are eligible for appointment.	One year, the appointment shall be made yearly at the Inaugural meeting.
Advisory Planning Commissions	The Board will make the appointments based on the advice of the Local Electoral Area Director.	One year, with the appointments being made in January.
Parks And Recreation Committees/Commissions	The Board will make the appointments based on the bylaws that are applicable and based on the advice of the stakeholder Directors.	As per the appropriate bylaw.
Lower Columbia Initiatives Corporation	The appointments will be open to members at large (non-elected) residents of the East End of the RDKB (Lower Columbia). The parties expressing interest shall be considered by the East End Services Committee, who shall recommend the required appointments to the Board.	Three years, or until the appointee resigns or the Board decides to make a change.
The West Kootenay Regional Airport Advisory Committee	The appointment is open to the members of the East End Services Committee, who shall recommend a nominee to the Board.	Three years, or until the appointee resigns or the Board decides to make a change.
Columbia River Treaty Local Government Committee	The appointments will be open to all elected local government officials within the East End of the RDKB (Lower Columbia). Interested parties shall be required to submit their names and the Board shall make the selection via a secret ballot.	Three years, or until the appointee resigns or the Board decides to make a change.
<u>Columbia Basin Regional Advisory Committee</u>	<u>Appointments open to elected or non-elected officials</u>	<u>Minimum two-year commitment with unspecified term.</u>
West Kootenay Transit Committee	The appointment is open to the members of the East End Services Committee, who shall recommend three nominees to the Board.	As per the Terms of Reference of the W est Kootenay Transit Committee.
<u>Rural Development Institute</u>	<u>The appointment is open to members of the Board of Directors</u>	<u>Annual appointment to be made in December</u>

When an appointment is open to all elected local government officials from the region, Councilors shall be notified of the opening by way of a letter sent to each member municipality CAO.



POLICY TITLE: Closed Meeting Agendas and Information Policy

ORIGINAL APPROVAL DATE: Sept 22/2016

REVIEWED BY P&P COMMITTEE: June 2016; Feb 27/2020; May 28/2020

ADOPTED BY BOARD OF DIRECTORS: March 2011; Sept 2016; June 10, 2020

Policy: The Regional District of Kootenay Boundary has the legislative authority to have meetings that may or must be closed to the public. In order to ensure that the Board or Committee members have the necessary information to effectively consider the matter before them procedures shall be established to ensure they have information in a timely manner.

Purpose: To establish a process for the circulation of in camera agendas and information to the Board of Directors.

Procedure: The circulation of in camera agendas and information shall follow the following procedure:

- A notice of meeting shall be sent to the Directors at least 48 hours before the meeting.
- The agenda and available background information, wherever possible shall be delivered to the Directors (via paper or electronically) at least 48 hours before the meeting.
- Delivery of the agenda electronically shall be password protected.
- Notwithstanding this policy, the Board or a Committee may consider a matter even if the terms of this policy have not been met.
- Elected Officials and staff shall not divulge, disclose, provide or disseminate in camera information to any third party unless it is approved by the Board of Directors. Further, it is the recipient's obligation to keep in camera information confidential.



STAFF REPORT

Date: 20 Feb 2020 **File**

To: **Director McGregor and Members of the Policy and Personnel Committee**

From: Mark Andison, Chief Administrative Officer

Re: Policy Review: Closed Meeting Agendas and Information Policy

Issue Introduction

A staff report from Mark Andison, CAO introducing the Closed Meeting Agendas and Information Policy to the Policy and Personnel Committee for review.

History/Background Factors

When the Closed Meeting Agendas and Information Policy was last reviewed in 2016, it was changed to reflect the delivery of closed agendas via electronic means using the ICompass software platform. When the policy was originally developed in 2012, it was designed to reflect the distribution of paper copies of closed meeting agendas by hand at the beginning of meetings. With the changes made in 2016, staff feel that the policy continues to be relevant today and continues to meet the needs of the organization.

Implications

Staff do not recommend any changes to the policy at this time.

Advancement of Strategic Planning Goals

Review of the Closed Meeting Agendas and Information Policy advances the Board's strategic priority to provide effective and efficient services.

Background Information Provided

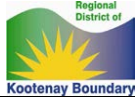
Closed Meeting Agendas and Information Policy

Alternatives

1. Receipt
2. Deferral
3. Approval and referral to the Directors for comment.

Recommendation(s)

That the Policy and Personnel Committee approve the Closed Meeting Agendas and Information Policy and refer it to the Directors for comment.



POLICY TITLE:	Closed Meeting Agendas and Information Policy
PEP COMMITTEE REVIEW DATE:	July 26, 2012 June 15, 2016
BOARD APPROVAL DATE:	March 31, 2011 September 22, 2016

Policy: The Regional District of Kootenay Boundary has the legislative authority to have meetings that may or must be closed to the public. In order to ensure that the Board or Committee members have the necessary information to effectively consider the matter before them procedures shall be established to ensure they have information in a timely manner.

Purpose: To establish a process for the circulation of in camera agendas and information to the Board of Directors.

Procedure: The circulation of in camera agendas and information shall follow the following procedure:

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- Elected Officials and staff shall not divulge, disclose, provide or disseminate in camera information to any third party unless it is approved by the Board of Directors. Further, it is the recipient's obligation to keep in camera information confidential.



Regional District of
Kootenay Boundary

POLICY TITLE: Board Communications Protocol Policy

ORIGINAL APPROVAL DATE: Sept 2016

REVIEWED BY P&P COMMITTEE: Sept 2016; Feb 27/2020; May 28/2020

ADOPTED BY BOARD OF DIRECTORS: Sept 2016; June 10, 2020

Policy: The Regional District of Kootenay Boundary shall share information with the public and media in a manner that is efficient, effective and accountable to the responsibilities of the Board and its Directors.

Purpose: To establish a protocol guiding how decisions and information are shared with the media and public.

Procedure: Communications with the Press and Public

The Chair of the Board speaks for the Board when dealing with the press or public. All official communications of the RDKB shall be undertaken in concert with, and with the approval of, the Chair. The Chair shall have the freedom to communicate the Board's political thoughts on any decision made by the Board. At no time will the Chair allow personal political opinions on a decision supersede the opinions of the Board in making a decision that is reported to the press or public.

The Chair of a Board Committee, not the Committee members, has the authority to report out or comment on decisions made by that Committee. When sharing information regarding Committee decisions the Committee Chair must be careful to point out that Committee decisions must be ratified by the Board.

Directors should refer any questions by the media regarding information about Committee recommendations to the CAO or Committee Chair.

Directors retain the right to speak on Board decisions. However, when dealing with the press or public they must be careful to express their individual opinions only, and that Board decisions, once made, supersede that individual opinion. Directors should refer questions related to factual or technical information to Staff or request that Staff prepare a briefing note to assist them while conversing with the media.

The Chief Administrative Officer (CAO) or the Senior Managers of the Regional District may be required, from time to time, to share information with the press or public regarding Board decisions. Such comments should be restricted to factual or technical descriptions of the decisions reached by the Board. The CAO and Senior Managers should make every effort to avoid making any comment that is political in nature, or could be perceived as such.

Press Releases

Press releases shall be done when the Chair, and or Board feels that the matter or decision is of such importance that special efforts to inform the public should be undertaken.

When a press release is undertaken, Staff shall:

- Ensure that the press release includes comments from the Chair of the Board.
- The release can, when appropriate, include comments from Committee Chairs and/or individual Directors involved in the issue.
- Ensure that the release is approved by the Chair, or in his/her absence, the Vice-Chair.
- Ensure that the press release is sent to the appropriate media outlets serving the Regional District of Kootenay Boundary.
- Email a copy of the issued press release to the Board of Directors.
- Copy all Press Release's to the Member Municipalities.



STAFF REPORT

Date: 20 Feb 2020 **File** Policies

To: **Director McGregor and Members of the Policy and Personnel Committee**

From: Mark Andison, Chief Administrative Officer

Re: Policy Review: Board Communication Protocol Policy

Issue Introduction

A staff report from Mark Andison, CAO presenting the Board Communication Protocol Policy for review by the Policy and Personnel Committee.

History/Background Factors

The Board Communication Protocol was originally adopted in June of 2013. It was subsequently reviewed again in June 2016 with no changes made to the original iteration of the policy. Reviewing the policy, staff feel that it continues to be relevant and appropriate to our needs. With the addition of a Corporate Communications Officer to the staff in 2017, the RDKB is now undertaking a broader range of communications with the media and public than it did when the policy was originally adopted. However, considering that the intended scope of the policy is limited to how decisions and information are shared with the media and public, the policy appears to continue to meet the needs of the organization.

Implications

Staff is not recommending any changes to the existing policy/protocol.

Advancement of Strategic Planning Goals

Review of the Board Communication Protocol Policy advances the Board's strategic priority to improve and enhance communication.

Background Information Provided

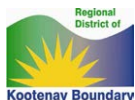
Board Communication Protocol Policy

Alternatives

1. Receipt
2. Deferral
3. Approval and referral to the Directors for comment.

Recommendation(s)

That the Policy and Personnel Committee approve the Board Communication Protocol Policy and refer it to the Directors for comment.



POLICY TITLE: Board Communication Protocol

**PEP COMMITTEE
REVIEW DATE:** June 15, 2016

**BOARD
APPROVAL DATE:** July 25, 2013
September 22, 2016

Policy: The Regional District of Kootenay Boundary shall share information with the public and media in a manner that is efficient, effective and accountable to the responsibilities of the Board and its Directors.

Purpose: To establish a protocol guiding how decisions and information are shared with the media and public.

Procedure: Communications with the Press and Public

The Chair of the Board speaks for the Board when dealing with the press or public. All official communications of the RDKB shall be undertaken in concert with, and with the approval of, the Chair. The Chair shall have the freedom to communicate the Board's political thoughts on any decision made by the Board. At no time will the Chair allow personal political opinions on a decision supersede the opinions of the Board in making a decision that is reported to the press or public.

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technical information to Staff or request that Staff prepare a briefing note to assist them while conversing with the media.

The Chief Administrative Officer (CAO) or the Senior Managers of the Regional District may be required, from time to time, to share information with the press or public regarding Board decisions. Such comments should be restricted to factual or technical descriptions of the decisions reached by the Board. The CAO and Senior Managers should make every effort to avoid making any comment that is political in nature, or could be perceived as such.

Press Releases

Press releases shall be done when the Chair, and or Board feels that the matter or decision is of such importance that special efforts to inform the public should be undertaken.

When a press release is undertaken Staff shall:

- Ensure that the press release includes comments from the Chair of the Board.
- The release can, when appropriate, include comments from Committee Chairs and/or individual Directors involved in the issue.
- Ensure that the release is approved by the Chair, or in his/her absence, the Vice-Chair.
- Ensure that the press release is sent to the appropriate media outlets serving the Regional District of Kootenay Boundary.
- Email a copy of the issued press release to the Board of Directors.
- Copy all Press Release's to the Member Municipalities.



POLICY TITLE: Contaminated Soil Policy

ORIGINAL APPROVAL DATE: June 2002

REVIEWED BY P&P COMMITTEE: Nov 2016; Feb 27/2020; April 30/20; May 28/2020

ADOPTED BY BOARD OF DIRECTORS: Sept 2016; June 10, 2020

1. **Purpose:** To establish criteria and procedures for the acceptance of contaminated soil at Regional District of Kootenay Boundary Landfills (Grand Forks, West Boundary, and McKelvey Creek).

2. **Definitions:**

"Applicant"

means the owner or official representative of the Source Site from which soil is to be relocated.

"Approval Number"

means the number provided by the RDKB to the owner of Waste Soil, granting the owner permission to dispose of the soil at an approved RDKB landfill.

"Cover Soil"

means soil, sediment or fill material containing contamination in concentrations less than the lowest applicable industrial (IL) land use standard in the Contaminated Sites Regulation, Schedule 3.1, or material that has been determined by the Manager to be suitable Cover Soil based on the Soil Questionnaire.

"Contaminated Sites Regulation"

means BC Regulation 375/96 and all amendments.

"Director of Waste Management"

means an individual employed by the Provincial Government and designated in writing by the minister as a director of waste management or as an acting, deputy or assistant director of waste management.

"Environmental Management Area"

An Environmental Management area is a type of contaminated site designated by a Director of Waste Management (a Director) under section 14 of the Contaminated Sites Regulation (CSR). An Environmental Management area contains many properties covering an extensive geographic area that have been contaminated by one or more specified sources from an identified responsible person(s).

"Hazardous Waste Regulation"

means B.C. Regulation 63/88 and all amendments.

"Hydrocarbon Contaminated Soil"

means soil, sediment or fill material contaminated with a petroleum product, including but not limited to, gasoline, diesel, fuel oil, hydraulic oil and lubricating oil. Hydrocarbon Contaminated Soil must not have concentrations that would classify the soil to be a hazardous waste, including but not limited to:

1. Soil contains Waste Containing Polycyclic Aromatic Hydrocarbon (PAH),
2. Soil contains Waste Oil
3. Soil parameters are Leachable Waste.

Odorous soil should be analyzed for soil vapour in accordance with CSR Technical Guidance 4 and the Science Advisory Board for Contaminated Sites in BC (SAB) Soil Vapour Guidance¹. Should the soil vapour concentrations be greater than CSR Schedule 3.3 IL standards, the soil is considered to be hydrocarbon contaminated soil even if the soil concentrations are less than CSR schedule 3.1 IL standards.

"Hydrocarbon Contaminated – Section 41.1 HWR Soil"

means soil, sediment or fill material containing

1. A waste oil concentration between 3% and 10% by weight, or
2. Have Benzene, Toluene, Ethylbenzene, or Xylene (BTEX) at a concentration determined to be Leachable Waste and a concentration less than the standards specified in Hazardous Waste Regulation, Section 41.1 table, Column II.

"Leachable Waste"

means soil that is classified as Hazardous Waste and (is) prohibited from disposal as determined by the Toxicity Characteristic Leaching Procedure (TCLP) referenced in US EPA 40 CFR261 Appendix II Method 1311. Metals and Hydrocarbon contaminant concentrations in the extract produced by the TCLP must not exceed those identified in the Hazardous Waste Regulation, Schedule 4, Part 3, Table 1, Column 2.

The total contaminant concentration may be used as a screening tool for determining when leachability testing is required:

¹ SAB, Guidance on Site Characterization for Evaluation of Soil Vapour Intrusion in Buildings, May 2011.

Using Mercury as an example:

0.1 mg/L (Mercury TCLP criteria) x 20 L/kg (TCLP extraction ratio) =
2 mg/kg total mercury

If the total concentration of a parameter exceeds the leachate quality standards by a factor of 20, then TCLP leachability testing is required. This is also referred to as the TCLP trigger concentration.

"Manager"

means the General Manager of Environmental Services of the Regional District of Kootenay Boundary, or his or her designate.

"Metals Contaminated Soil"

means soil, sediment or fill material which contains metals contamination in concentrations exceeding the lowest applicable industrial (IL) land use standard in the Contaminated Sites Regulation, Schedule 3. Metals Contaminated Soil must not have concentrations that would classify the soil to be a leachable waste (hazardous waste).

"Qualified Professional" or "QP"

means a person who is an applied scientist or technologist, who is registered in British Columbia with a professional organization's code of ethics and is subject to disciplinary action by that organization, and through suitable education, experience, accreditation, and knowledge respecting soil and sediment management, may reasonably be relied on to provide advice within their area of expertise. For the purpose of this Policy, appropriate designations are P. Ag., P. Eng, P. Geo, PTech, RTMgr, ASCT, and CTech.

"Small Load"

means one regular sized, pick-up truckload (less than 1.5m³) of Uncontaminated Soil per customer per day. Self-dumping vehicles are not considered Small Loads. RDKB site staff will determine acceptability.

"Soil Questionnaire"

means the series of pre-determined questions asked by the RDKB to determine the necessity of a Waste Soil Disposal Application.

"Source Site"

means the originating location of the Uncontaminated Soil, Cover Soil or Waste Soil.

"TCLP Trigger Concentration"

Should concentrations of a parameter be greater than a factor of 20 from the Table 1 Leachate Quality Standards, Schedule 4, Part 3 of

the BC Hazardous Waste Regulation, then TCLP leachability testing is required.

"Uncontaminated Soil"

means native or clean soil with no signs or indications of contamination, typically sourced from a non-commercial, residential site, or undisturbed land, and which if analyzed for contaminants would yield results in concentrations less than the lowest applicable residential (RL) land use standard in the Contaminated Sites Regulation, Schedule 3.1.

"Waste Containing Polycyclic Aromatic Hydrocarbon"

means waste containing polycyclic aromatic hydrocarbons (PAH) in a total concentration greater than 100 parts per million calculated from adding the products of the measured concentrations of each listed PAH in Column 1 of Schedule 1.1 of the Hazardous Waste Regulation, multiplied by the toxicity equivalency factor (TEF). The concentration of the PAH constituents multiplied by the TEF summed together is also referred to as the PAH Toxicity Equivalence Quotient (PAH TEQ).

"Waste Oil"

means any refined petroleum based oil or synthetic oil where the oils are in the waste in a total concentration greater than 3% by weight as determined by the Special Waste Oil and Grease (SWOG) analysis, and the oils through use have become unsuitable for their original purpose. As a screening tool, when the summation of the concentration for light extractable petroleum hydrocarbons (LEPH) and heavy extractable petroleum hydrocarbons (HEPH) in soil is greater than 30,000 ug/g then a SWOG analysis must be completed to determine if the soil will be classified as waste oil. A waste oil concentration up to 10% may be permitted for on-site treatment should prior written notification of treatment be provided to the Director of Waste Management and the treatment be carried out in accordance with the BC HWR hydrocarbon contaminated soil treatment requirements.

"Waste Soil"

means contaminated soil, Hydrocarbon Contaminated Soil or Metals Contaminated Soil, that is not suitable for any land use specified in the Contaminated Sites Regulation. Soil that meets specifications defined by the Hazardous Waste Regulation is Hazardous Waste and not Waste Soil.

"Waste Soil Disposal Application" or "Application"

means the document by which an owner of soil requests disposal of the soil, communicates information about the soil for disposal, and receives information back from the RDKB regarding its acceptance or rejection for disposal. The document must be completed in full and signed by the owner, a Qualified Professional, and the RDKB Manager.

"Wide Area Remediation Plan"

A plan for remediating Environmental Management areas that are approved by the Director. This may include the relocation of soil within the Environmental Management areas to areas that pose a lower Risk to potential receptors.

Based on the above definitions, soils accepted at RDKB landfills are summarized in the following table:

Soil Type	Description	Site Destination/Use
Uncontaminated Soil	Soil has been determined to meet the definition of Uncontaminated Soil from answers resulting from the Soil Questionnaire or by analysis resulting from the completion of the Waste Soil Disposal Application.	Accepted at West Boundary, Grand Forks, McKelvey Creek Landfills. Uncontaminated Soil may be stockpiled for final cover or placed as needed on site.
Cover Soil	Soil has been determined to meet the definition of Cover Soil from answers resulting from the Soil Questionnaire or by analysis resulting from the completion of the Waste Soil Disposal Application.	Accepted at West Boundary, Grand Forks, and McKelvey Creek Landfills. Cover Soil may be placed where needed on site.
Metals Contaminated Soil	Soil has been determined to contain metals greater than CSR IL standards, but metals are not leachable waste. Leachability may be assumed from Total Metals results; if Total Metals are less than 20x the BC HWR Leachate Quality Standards, non-leachability may be assumed.	Not accepted.
Hydrocarbon Contaminated Soil	Hydrocarbon Contaminated Soil, found to have parameters in concentrations meeting or	Accepted at Grand Forks and West Boundary Landfills.

	exceeding CSR IL standards but less than Hazardous Waste.	To be used as daily cover.
Waste Soil	Soil is determined through analysis provided with a Waste Soil Disposal Application to be Hydrocarbon Contaminated Soil or Metals Contaminated Soil.	Soil may be rejected or used as daily cover. Soils could be characterized as Metals Contaminated or Hydrocarbon Contaminated Soils – See above tables.
Hydrocarbon Contaminated – Section 41.1 HWR Soil	Soil is determined through Waste Disposal Application to have concentrations of contaminants that meet Section 41.1 Column II standards of the Hazardous Waste Regulation, and are eligible for biocell remediation.	Only accepted at facilities with bioremediation technology. Once remediated to below Hazardous Waste Levels may be used as daily cover.
Hazardous Waste Soil	Soil is determined through a Waste Disposal Application to be Hazardous Waste.	Not accepted (other than Hydrocarbon Contaminated – Section 41.1 HWR Soil – see above)
Leachable Waste	Metals Contaminated Soil that creates leachable waste.	Not accepted.

3. **Policy:**

- 3.1. All Waste Soil disposal requests shall be directed to the Manager or designate.
- 3.2. Acceptable materials are dictated by legislation and RDKB policy. The RDKB shall accept only soils that are proven to be Uncontaminated Soil, Cover Soil, or Hydrocarbon Contaminated Soil, Hydrocarbon Contaminated – Section 41.1 HWR Soil as outlined in this Policy.
- 3.3. Uncontaminated Soil, Cover Soil and Waste Soil originating outside of RDKB boundaries shall not be accepted unless approved by the Manager.
- 3.4. The RDKB reserves the right to reject any soil for any reason.

- 3.5. Waste Soil shall be accepted for disposal only with advance permission in the form of issuance of an Approval Number from the RDKB Manager after satisfactory environmental documentation is submitted.
- 3.6. Small Loads of Uncontaminated Soil shall be exempt from the requirement to obtain advance written permission.
- 3.7. The RDKB reserves the right to refer Waste Soil Disposal Applications to its own Qualified Professional for verification of results.
- 3.8. Loads of material not meeting the definition of a Small Load shall not be accepted at RDKB Solid Waste Facilities without a completed Questionnaire or Waste Soil Disposal Application.
- 3.9. The Waste Soil Disposal Application fee is established in the RDKB's Solid Waste Facilities Regulatory Bylaw (as amended from time to time), to be submitted with the Application to RDKB Head Office. As of March 2020, the Waste Disposal Application Fee to be included in the RDKB Solid Waste Facilities Regulatory Bylaw is \$100.
- 3.10. The tipping fees for all soil types are established in the RDKB's Solid Waste Facilities Regulatory Bylaw (as amended from time to time). As of March 2020, the tipping fees for acceptable soil types, to be included in the RDKB Solid Waste Facilities Regulatory Bylaw are:
 - 3.10.1. Soils Classified up to Cover Soil (Metals or Hydrocarbon IL-) - \$20/tonne (McKelvey Creek), \$10/tonne (Grand Forks, West Boundary).
 - 3.10.2. Soils Classified as Waste Soil (Hydrocarbon IL+ but less than Hazardous Waste) - \$20/tonne (Grand Forks, West Boundary).
 - 3.10.3. Soils Classified as Hydrocarbon Contaminated – Section 41.1 HWR - \$40/tonne (Operational Biocells at Grand Forks, West Boundary).
- 3.11. The RDKB shall attempt to accommodate soil disposal at the landfill nearest the source of the soil, subject to operational needs and RDKB policy.
- 3.12. Any information submitted in relation to the Waste Soil Disposal Application will become part of the public record and may be made available to the public through a Freedom of Information request.

4. Procedure:

- 4.1. The Applicant shall request approval for disposal of soil from the RDKB.
- 4.2. The RDKB will ask a series of pre-set questions (Soil Questionnaire) to determine if a Waste Soil Disposal Application will be required.
 - 4.2.1. If any questions from the Questionnaire result in a "yes" response, then a Waste Soil Disposal Application must be completed. The Applicant will be

advised that the Waste Soil Disposal Application fee will be payable at time of Application submission.

- 4.2.2. If all questions from the Questionnaire result in a "no" response, then no additional investigation is necessary, an Approval Number will be assigned, and the RDKB will advise the receiving landfill of the approval and expected delivery date. Upon arrival at the receiving landfill, the Applicant will present the Approval Number to the landfill attendant, who will document the number on the scale ticket.

IF A WASTE SOIL DISPOSAL APPLICATION IS REQUIRED

- 4.3. The Applicant shall complete Part I of the Application, including detailed information regarding sampling and analysis activities to characterize the potentially contaminated Soil.
- 4.4. Sampling of soil shall be in accordance with Ministry of Environment Technical Guidance on Contaminated Sites No. 1: Site Characterization and Confirmation Testing dated January 2009. Chemical analysis must be sufficient in quantity and scope to represent all of the material to be disposed of and all of the suspected contaminants. Samples must be collected, preserved, and submitted for laboratory analysis following standard protocols provided in the BC Field Sampling Manual. Samples must be analyzed by a Canadian Association for Laboratory Accreditation (CALA) or Standards Council of Canada (SCC) accredited laboratory. The Applicant must provide the sampling plan and an explanation of how it assures the laboratory analytical report provided is representative of the Waste Soil to be disposed of.
- 4.5. The Applicant shall retain a Qualified Professional to review the technical aspects of Part I and determine conformity with RDKB criteria. The Qualified Professional shall create a report showing the contaminant analytical results compared to the appropriate criteria (i.e. the lowest applicable Contaminated Sites Regulation Schedule 3.1, Industrial Lands (IL) Column and, in the case of Hydrocarbon Contaminated Soils exceeding these criteria, the Hazardous Waste Regulation Section 41.1 Table Column II, the waste oil content, the PAH Toxicity Equivalency Quotient as applicable). Where hydrocarbon or metal concentrations are greater than TCLP trigger concentration, then the result must be highlighted for TCLP analysis. The Qualified Professional must complete Part II.
- 4.6. The Applicant shall sign the Source Site Owner section of Part IV and the Qualified Professional shall sign the Qualified Professional section of Part IV.
- 4.7. The Applicant shall submit the Application and the application fee to the RDKB.
- 4.8. If the Application is complete and the soil is for cover or disposal, the Manager shall finalize the Waste Soil Disposal Application by signing the Receiving Site Owner/Operator section of Part IV and assigning an Approval Number.

- 4.9. If the Soil requested for disposal is unacceptable or rejected for any reason, the Manager shall inform the Applicant in writing.
- 4.10. Upon finalization, a copy of the agreement and an Approval Number shall be forwarded to the Applicant and the Qualified Professional.
- 4.11. The Applicant shall provide the Approval number with the delivery of the Soil at the designated landfill. RDKB site staff shall reject any Soil, which is not accompanied by a Waste Soil Disposal Approval number, unless the load qualifies as a Small Load of Uncontaminated Soil.

IF SOIL IS DETERMINED TO BE HYDROCARBON CONTAMINATED – SECTION 41.1 HWR SOIL

- 4.12. Hydrocarbon Contaminated – Section 41.1 HWR Soil may only be accepted for treatment at locations where bioremediation cells are in operational condition.
- 4.13. Prior to disposal of Hydrocarbon Contaminated – Section 41.1 HWR Soil, approval will be sought from the Company under contract with the RDKB to manage and treat Hydrocarbon Contaminated Soils in the bioremediation cell.
- 4.14. Disposal in the bioremediation cell must be supervised by the Manager or designate.
- 4.15. Soil with a Special Waste Oil and Grease (SWOG) content of greater than 3% and less than 10%, in addition to BTEX constituents that may be Leachable Waste but have a concentration less than BC HWR Section 41.1 Column II standards must be treated with a maximum soil height of 0.3 m unless there exists a satisfactory operation plan that would allow for up to a 3.0 m soil height.
- 4.16. Soil with a SWOG content of less than 3% and have BTEX constituents that are not Leachable Waste must be treated with a maximum soil height of 3 m.
- 4.17. Once the soil has been treated to levels that would characterize the soil as Hydrocarbon Contaminated, the Company will provide the RDKB with a follow-up independent analysis of the material proving that the soil has been successfully remediated prior to being removed from the cell and used on site.

RDKB DIRECTOR NOTIFICATION

- 4.18. Soil acceptance in compliance with this Policy generally will not require notification of RDKB Directors.
- 4.19. RDKB Directors will receive notification of soil acceptance prior to delivery of soils:
 - 4.19.1. When volumes of soil will result in significant increase in truck traffic to a disposal site.

4.19.2. When soil is being accepted from outside RDKB boundaries.

4.19.3. Notification will include details of anticipated volumes (tonnages), soil characterization and source site location.

5. Soils Generated from within McKelvey Creek Wasteshed:

5.1. It is noted that historic operations of Teck Trail Operations has influenced the levels of certain metals in local area soils.

5.2. The Environmental Management Area associated with Teck Trail Operations was established based on concentration limits determined for arsenic, cadmium, lead and zinc in surficial soils attributable to historical Trail smelter emissions.

5.3. The RDKB, through this Policy wishes to encourage soil remediation efforts and proper soil disposal in the area. However, the RDKB will not accept liability in the acceptance of contaminated soils that are the ultimate responsibility of Teck.

5.4. All requests for soil disposal from source locations within the Environmental Management Area will require the completion of a Waste Soil Disposal Application.

5.5. The McKelvey Creek Landfill is located within the Environmental Management Area. The intention however is to not change the soil acceptance conditions as outlined in this Policy. For example, soil acceptance at the McKelvey Creek Landfill will continue to be restricted to soils characterized as Uncontaminated Soil or Cover Soil.

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\$20/tonne (Grand Forks, West Boundary)

- *Soils Classified as Section 41.1 HWR soils (Hydrocarbon) - \$40/tonne (Biocells at Grand Forks, West Boundary)*

Further that, the Policy and Personnel Committee direct staff to update the Contaminated Soil Policy to include direction received at prior meetings and bring a final draft of the Policy back to the Committee for review at a future meeting.

Implications

The directions received from the Policy and Personnel Committee over the last number of months have been integrated into the attached final Draft Contaminated Soil Policy. Changes to the document have been highlighted yellow for easier review. In addition, the Soil Questionnaire and Waste Soil Disposal Application are attached.

At this time, staff are seeking guidance on any further requested changes or clarifications required.

Advancement of Strategic Planning Goals

The work associated with review and updating of the Contaminated Soil Policy is related to the strategic goal of "Exceptional Cost Effective and Efficient Services".

Background Information Provided

- Draft Updated Contaminated Soil Policy
- Soil Questionnaire
- Waste Soil Disposal Application
- Original Contaminated Soil Policy

Alternatives

1. That the Policy and Personnel Committee approve the Draft Contaminated Soil Policy and refer it to the Directors for comment.
2. That the Policy and Personnel Committee provide alternative suggested wording.
3. That the Policy and Personnel Committee decide to not change the current Contaminated Soil Policy.

Recommendation(s)

That the Policy and Personnel Committee approve the Draft Contaminated Soil Policy and refer it to the Directors for comment.



POLICY TITLE: Contaminated Soil Policy

APPROVAL DATE: June 27, 2002

DATE OF REVIEW: ?????????, 2020

1. **Purpose:** To establish criteria and procedures for the acceptance of contaminated soil at Regional District of Kootenay Boundary Landfills (Grand Forks, West Boundary, McKelvey Creek).

2. **Definitions:**

"Applicant"

means the owner or official representative of the Source Site from which soil is to be relocated.

"Approval Number"

means the number provided by the RDKB to the owner of Waste Soil, granting the owner permission to dispose of the soil at an approved RDKB landfill.

"Cover Soil"

means soil, sediment or fill material containing contamination in concentrations less than the lowest applicable industrial (IL) land use standard in the Contaminated Sites Regulation, Schedule 3.1, or material that has been determined by the Manager to be suitable Cover Soil based on the Soil Questionnaire.

"Contaminated Sites Regulation"

means BC Regulation 375/96 and all amendments.

"Director of Waste Management"

means an individual employed by the Provincial Government and designated in writing by the minister as a director of waste management or as an acting, deputy or assistant director of waste management.

"Environmental Management Area"

An Environmental Management area is a type of contaminated site designated by a Director of Waste Management (a Director) under section 14 of the Contaminated Sites Regulation (CSR). An Environmental Management area contains many properties covering an extensive geographic area that have been contaminated by one or more specified sources from an identified responsible person(s).



“Hazardous Waste Regulation”

means B.C. Regulation 63/88 and all amendments.

“Hydrocarbon Contaminated Soil”

means soil, sediment or fill material contaminated with a petroleum product, including but not limited to, gasoline, diesel, fuel oil, hydraulic oil and lubricating oil. Hydrocarbon Contaminated Soil must not have concentrations that would classify the soil to be a hazardous waste, including but not limited to:

1. Soil contains Waste Containing Polycyclic Aromatic Hydrocarbon (PAH),
2. Soil contains Waste Oil
3. Soil parameters are Leachable Waste.

Odorous soil should be analyzed for soil vapour in accordance with CSR Technical Guidance 4 and the Science Advisory Board for Contaminated Sites in BC (SAB) Soil Vapour Guidance¹. Should the soil vapour concentrations be greater than CSR Schedule 3.3 IL standards, the soil is considered to be hydrocarbon contaminated soil even if the soil concentrations are less than CSR schedule 3.1 IL standards.

“Hydrocarbon Contaminated – Section 41.1 HWR Soil”

means soil, sediment or fill material containing

1. A waste oil concentration between 3% and 10% by weight, or
2. Have Benzene, Toluene, Ethylbenzene, or Xylene (BTEX) at a concentration determined to be Leachable Waste and a concentration less than the standards specified in Hazardous Waste Regulation, Section 41.1 table, Column II.

“Leachable Waste”

means soil that is classified as Hazardous Waste and (is) prohibited from disposal as determined by the Toxicity Characteristic Leaching Procedure (TCLP) referenced in US EPA 40 CFR261 Appendix II Method 1311. Metals and Hydrocarbon contaminant concentrations in the extract produced by the TCLP must not exceed those identified in the Hazardous Waste Regulation, Schedule 4, Part 3, Table 1, Column 2.

The total contaminant concentration may be used as a screening tool for determining when leachability testing is required:

Using Mercury as an example:

$0.1 \text{ mg/L (Mercury TCLP criteria)} \times 20 \text{ L/kg (TCLP extraction ratio)} = 2 \text{ mg/kg total mercury}$

If the total concentration of a parameter exceeds the leachate quality standards by a factor of 20, then TCLP leachability testing is required. This is also referred to as the TCLP trigger concentration.

¹ SAB, Guidance on Site Characterization for Evaluation of Soil Vapour Intrusion in Buildings, May 2011.

“Manager”

means the General Manager of Environmental Services of the Regional District of Kootenay Boundary, or his or her designate.

“Metals Contaminated Soil”

means soil, sediment or fill material which contains metals contamination in concentrations exceeding the lowest applicable industrial (IL) land use standard in the Contaminated Sites Regulation, Schedule 3. Metals Contaminated Soil must not have concentrations that would classify the soil to be a leachable waste (hazardous waste).

“Qualified Professional” or “QP”

means a person who is an applied scientist or technologist, who is registered in British Columbia with a professional organization's code of ethics and is subject to disciplinary action by that organization, and through suitable education, experience, accreditation, and knowledge respecting soil and sediment management, may reasonably be relied on to provide advice within their area of expertise. For the purpose of this Policy, appropriate designations are P. Ag., P. Eng, P. Geo, PTech, RTMgr, ASCT, and CTech.

“Small Load”

means one regular sized, pick-up truck load (less than 1.5m³) of Uncontaminated Soil per customer per day. Self-dumping vehicles are not considered Small Loads. RDKB site staff will determine acceptability.

“Soil Questionnaire”

means the series of pre-determined questions asked by the RDKB to determine the necessity of a Waste Soil Disposal Application.

“Source Site”

means the originating location of the Uncontaminated Soil, Cover Soil or Waste Soil.

“TCLP Trigger Concentration”

Should concentrations of a parameter be greater than a factor of 20 from the Table 1 Leachate Quality Standards, Schedule 4, Part 3 of the BC Hazardous Waste Regulation, then TCLP leachability testing is required.

“Uncontaminated Soil”

means native or clean soil with no signs or indications of contamination, typically sourced from a non-commercial, residential site, or undisturbed land, and which if analyzed for contaminants would yield results in concentrations less than the lowest applicable residential (RL) land use standard in the Contaminated Sites Regulation, Schedule 3.1.

“Waste Containing Polycyclic Aromatic Hydrocarbon”

means waste containing polycyclic aromatic hydrocarbons (PAH) in a total concentration greater than 100 parts per million calculated from adding the products of the measured concentrations of each listed PAH in Column 1 of Schedule 1.1 of the Hazardous Waste Regulation, multiplied by the toxicity equivalency factor (TEF). The concentration of the PAH constituents

multiplied by the TEF summed together is also referred to as the PAH Toxicity Equivalence Quotient (PAH TEQ).

“Waste Oil”

means any refined petroleum based oil or synthetic oil where the oils are in the waste in a total concentration greater than 3% by weight as determined by the Special Waste Oil and Grease (SWOG) analysis, and the oils through use have become unsuitable for their original purpose. As a screening tool, when the summation of the concentration for light extractable petroleum hydrocarbons (LEPH) and heavy extractable petroleum hydrocarbons (HEPH) in soil is greater than 30,000 ug/g then a SWOG analysis must be completed to determine if the soil will be classified as waste oil. A waste oil concentration up to 10% may be permitted for on-site treatment should prior written notification of treatment be provided to the Director of Waste Management and the treatment be carried out in accordance with the BC HWR hydrocarbon contaminated soil treatment requirements.

“Waste Soil”

means contaminated soil, Hydrocarbon Contaminated Soil or Metals Contaminated Soil, that is not suitable for any land use specified in the Contaminated Sites Regulation. Soil that meets specifications defined by the Hazardous Waste Regulation is Hazardous Waste and not Waste Soil.

“Waste Soil Disposal Application” or “Application”

means the document by which an owner of soil requests disposal of the soil, communicates information about the soil for disposal, and receives information back from the RDKB regarding its acceptance or rejection for disposal. The document must be completed in full and signed by the owner, a Qualified Professional, and the RDKB Manager.

“Wide Area Remediation Plan”

A plan for remediating Environmental Management areas that are approved by the Director. This may include the relocation of soil within the Environmental Management areas to areas that pose a lower Risk to potential receptors.

Based on the above definitions, soils accepted at RDKB landfills are summarized in the following table:

Soil Type	Description	Site Destination/Use
Uncontaminated Soil	Soil has been determined to meet the definition of Uncontaminated Soil from answers resulting from the Soil Questionnaire or by analysis resulting from the completion of the Waste Soil Disposal Application.	Accepted at West Boundary, Grand Forks, McKelvey Creek Landfills. Uncontaminated Soil may be stockpiled for final cover or placed as needed on site.

Cover Soil	Soil has been determined to meet the definition of Cover Soil from answers resulting from the Soil Questionnaire or by analysis resulting from the completion of the Waste Soil Disposal Application.	Accepted at West Boundary, Grand Forks, McKelvey Creek Landfills. Cover Soil may be placed where needed on site.
Metals Contaminated Soil	Soil has been determined to contain metals greater than CSR IL standards, but metals are not leachable waste. Leachability may be assumed from Total Metals results; if Total Metals are less than 20x the BC HWR Leachate Quality Standards, non-leachability may be assumed.	Not accepted.
Hydrocarbon Contaminated Soil	Hydrocarbon Contaminated Soil, found to have parameters in concentrations meeting or exceeding CSR IL standards but less than Hazardous Waste.	Accepted at Grand Forks and West Boundary Landfills. To be used as daily cover.
Waste Soil	Soil is determined through analysis provided with a Waste Soil Disposal Application to be Hydrocarbon Contaminated Soil or Metals Contaminated Soil.	Soil may be rejected or used as daily cover. Soils could be characterized as Metals Contaminated or Hydrocarbon Contaminated Soils – See above tables.
Hydrocarbon Contaminated – Section 41.1 HWR Soil	Soil is determined through Waste Disposal Application to have concentrations of contaminants that meet Section 41.1 Column II standards of the Hazardous Waste Regulation, and are eligible for biocell remediation.	Only accepted at facilities with bioremediation technology. Once remediated to below Hazardous Waste Levels may be used as daily cover.
Hazardous Waste Soil	Soil is determined through a Waste Disposal Application to be Hazardous Waste.	Not accepted (other than Hydrocarbon Contaminated – Section 41.1 HWR Soil – see above)

Leachable Waste	Metals Contaminated Soil that creates leachable waste.	Not accepted.
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3. **Policy:**

- 3.1. All Waste Soil disposal requests shall be directed to the Manager or designate.
- 3.2. Acceptable materials are dictated by legislation and RDKB policy. The RDKB shall accept only soils that are proven to be Uncontaminated Soil, Cover Soil, or Hydrocarbon Contaminated Soil, Hydrocarbon Contaminated – Section 41.1 HWR Soil as outlined in this Policy.
- 3.3. Uncontaminated Soil, Cover Soil and Waste Soil originating outside of RDKB boundaries shall not be accepted unless approved by the Manager.
- 3.4. The RDKB reserves the right to reject any soil for any reason.
- 3.5. Waste Soil shall be accepted for disposal only with advance permission in the form of issuance of an Approval Number from the RDKB Manager after satisfactory environmental documentation is submitted.
- 3.6. Small Loads of Uncontaminated Soil shall be exempt from the requirement to obtain advance written permission.
- 3.7. The RDKB reserves the right to refer Waste Soil Disposal Applications to its own Qualified Professional for verification of results.
- 3.8. Loads of material not meeting the definition of a Small Load shall not be accepted at RDKB Solid Waste Facilities without a completed Questionnaire or Waste Soil Disposal Application.
- 3.9. The Waste Soil Disposal Application fee is established in the RDKB's Solid Waste Facilities Regulatory Bylaw No. ### (as amended from time to time), to be submitted with the Application to RDKB Head Office. **As of March 2020, the Waste Disposal Application Fee is \$100.**
- 3.10. **The tipping fees for all soil types are established in the RDKB's Solid Waste Facilities Regulatory Bylaw No. ### (as amended from time to time). As of March 2020, the tipping fees for acceptable soil types are:**
 - 3.10.1. **Soils Classified up to Cover Soil (Metals or Hydrocarbon IL-) - \$20/tonne (McKelvey Creek), \$10/tonne (Grand Forks, West Boundary).**
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- 3.11. The RDKB shall attempt to accommodate soil disposal at the landfill nearest the source of the soil, subject to operational needs and RDKB policy.

- 3.12. Any information submitted in relation to the Waste Soil Disposal Application will become part of the public record and may be made available to the public through a Freedom of Information request.

4. Procedure:

- 4.1. The Applicant shall request approval for disposal of soil from the RDKB.
- 4.2. The RDKB will ask a series of pre-set questions (Soil Questionnaire) to determine if a Waste Soil Disposal Application will be required.
- 4.2.1. If any questions from the Questionnaire result in a "yes" response, then a Waste Soil Disposal Application must be completed. The Applicant will be advised that the Waste Soil Disposal Application fee will be payable at time of Application submission.
- 4.2.2. If all questions from the Questionnaire result in a "no" response, then no additional investigation is necessary, an Approval Number will be assigned, and the RDKB will advise the receiving landfill of the approval and expected delivery date. Upon arrival at the receiving landfill, the Applicant will present the Approval Number to the landfill attendant, who will document the number on the scale ticket.

IF A WASTE SOIL DISPOSAL APPLICATION IS REQUIRED

- 4.3. The Applicant shall complete Part I of the Application, including detailed information regarding sampling and analysis activities to characterize the potentially contaminated Soil.
- 4.4. Sampling of soil shall be in accordance with Ministry of Environment Technical Guidance on Contaminated Sites No. 1: Site Characterization and Confirmation Testing dated January 2009. Chemical analysis must be sufficient in quantity and scope to represent all of the material to be disposed of and all of the suspected contaminants. Samples must be collected, preserved, and submitted for laboratory analysis following standard protocols provided in the BC Field Sampling Manual. Samples must be analyzed by a Canadian Association for Laboratory Accreditation (CALA) or Standards Council of Canada (SCC) accredited laboratory. The Applicant must provide the sampling plan and an explanation of how it assures the laboratory analytical report provided is representative of the Waste Soil to be disposed of.
- 4.5. The Applicant shall retain a Qualified Professional to review the technical aspects of Part I and determine conformity with RDKB criteria. The Qualified Professional shall create a report showing the contaminant analytical results compared to the appropriate criteria (i.e. the lowest applicable Contaminated Sites Regulation Schedule 3.1, Industrial Lands (IL) Column and, in the case of Hydrocarbon Contaminated Soils exceeding these criteria, the Hazardous Waste Regulation Section 41.1 Table Column II, the waste oil content, the PAH Toxicity Equivalency Quotient as applicable). Where hydrocarbon or metal concentrations are greater than TCLP trigger concentration, then the result must be highlighted for TCLP analysis. The Qualified Professional must complete Part II.

4.6. The Applicant shall sign the Source Site Owner section of Part IV and the Qualified Professional shall sign the Qualified Professional section of Part IV.

4.7. The Applicant shall submit the Application and the application fee to the RDKB.

4.8. If the Application is complete and the soil is for cover or disposal, the Manager shall finalize the Waste Soil Disposal Application by signing the Receiving Site Owner/Operator section of Part IV and assigning an Approval Number.

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Attachment # 5.A)

Soil Disposal Request - Soil Questionnaire

Date:

Approval Number

Property Owner Name/Contact Information**Property address from which soil is to be removed****Current site use****Purpose of excavation/Have soils been tested****Historical site use****Requested Receiving Landfill**

Please provide details for any Yes responses to the following questions:

Areas of potential concern

<i>Is there currently, or to the best of your knowledge has there previously been on the site any:</i>		Yes	No
<input type="checkbox"/>	Petroleum, solvent or other polluting substance spills	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	residual left after removal of piled materials such as chemicals, coal	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	discarded barrels, drums, or tanks	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	contamination resulting from migration of substances from other properties	<input type="checkbox"/>	<input type="checkbox"/>

Fill materials

<i>Is there currently, or to the best of your knowledge has there previously been on the site any:</i>		Yes	No
<input type="checkbox"/>	fill dirt, soil, gravel, sand or similar materials from a contaminated site or from a source used for any industrial activities? (full list of activities available in Schedule 2 of the CSR)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	discarded or waste granular materials such as sand blasting grit, asphalt paving or roofing material, spent foundry casting sands, mine or, waste rock or float?	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	dredged sediments, or sediments and debris material originating from locations adjacent to forshore industrial activities, or municipal sanitary or stormwater discharges?	<input type="checkbox"/>	<input type="checkbox"/>

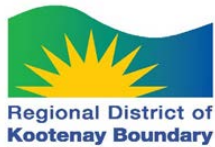
Attachment # 5.A)

Waste Disposal			
<i>Is there currently, or to the best of your knowledge, has there previously been any landfilling, deposit, spillage or dumping of the following material:</i>		Yes	No
	materials such as household garbage, mixed municipal refuse, or demolition debris		
	waste or byproducts from industrial processes or wastewater treatment		
	waste products from smelting or mining activities, such as smelter slag, mine tailings, or cull materials from coal processing		
	waste products from natural gas and oil well drilling activities, such as drilling fluids and muds		
	waste products from agricultural use such as fertilizer, pesticides, or rodenticides		
	waste products from photographic developing or finishing laboratories; asphalt tar manufacturing; boilers, incinerators or other thermal facilities; appliance, small equipment or engine repair or salvage; dry cleaning operations; from the cleaning or repair of parts of boats, automobiles, including sandblasting grit or paint scrapings		

Tanks or containers used or stored			
<i>Are there currently or to the best of your knowledge have there been previously on the site any:</i>		Yes	No
	Underground or above ground fuel or chemical storage tanks		

Hazardous wastes or hazardous substances			
<i>Are there currently, or to the best of your knowledge have there been previously on the site any:</i>		Yes	No
	PCB-containing electrical transformers or capacitors		
	waste asbestos or asbestos containing materials such as pipe wrapping, insulation, or panelling		
	spilled or leaked containers of oil, paints, solvents, mineral spirits or waste pest control products		

Legal or regulatory actions or constraints			
<i>To the best of your knowledge, are there currently any of the following pertaining to the site:</i>		Yes	No
	Government orders or other notifications pertaining to environmental conditions or quality of soil, water, groundwater, or other environmental media		
	Leases to recover costs, restrictive covenants on land use, or other charges or encumbrances, stemming from contaminants or wastes remaining on site or from other environmental conditions		
	Government notifications relating to past or recurring environmental violations at the site or any facility located on the site		



WASTE SOIL DISPOSAL APPLICATION

Attachment # 5.A)

Notes:

1. All information submitted in relation to this Waste Soil Disposal Application will become part of the public record and may be made available to the public through a Freedom of Information request.
2. Applicant should review the RDKB Contaminated Soil Policy prior to submitting the Waste Soil Disposal Application.
3. Applicant must complete ALL applicable sections of the Waste Soil Disposal Application or provide an explanation as to why section was not completed.
4. Allow a minimum of one week for application processing before the expected disposal date.
5. \$100.00 application fee applies.

PART I – SOURCE INFORMATION

To be completed by or for the OWNER of the source site from which soil is to be relocated.

SECTION A – SOURCE SITE CONTACT INFORMATION

Source Site Owner or Official Representative

Last Name

First Name

Company Name

Telephone

Email

Source Site Contact Person (if different from above)

Last Name

First Name

Company

Telephone

Email

Mailing Address

Address

City

Province

Postal Code

Attachment # 5.A)

SECTION B – SOURCE SITE LOCATION***Attach a map of appropriate scale showing the boundaries of the site.****Attach additional sheet(s) as necessary to describe the site location(s).**Provide one of the following:*

- *the complete street address of the legally titled, registered property*
- *BC parcel identification number(s) and associated legal description(s)*
- *Ministry of Environment Contaminated Site Identification Number.*

Legally Titled, Registered Property

 Street address

 City

 Province

 Postal Code
PID number(s) and Associated Legal Description(s)

 PID

 Legal Description

 PID

 Legal Description

 PID

 Legal Description
Ministry of Environment Contaminated Site Identification Number (if available)

Attachment # 5.A)

SECTION C – SOIL INFORMATION

Provide brief summary below.

Attach supporting documentation (may be in report form):

1. Site Plan showing sample locations relative to site features
2. Tables with sample locations, depths and analytical results
3. Analytical lab results

Site History

List the current use of the site as well as all known historical uses of the site.

Contaminants of Concern

Identify and classify all Contaminants of Concern (with respect to standards set forth in the BC Contaminated Sites Regulation and the BC Hazardous Waste Regulation)

Sampling Plan

Describe the sampling plan and provide an explanation of how it assures the analytical report provided is representative of the soil to be relocated.

Attachment # 5.A)

Current Location of Soil☐ Stockpiled☐ In-Situ**Soil Volume**Estimated soil volume to be relocated in cubic metres(m³): _____

Estimated number of truck loads: _____

Estimated number of days required to complete relocation: _____

Desired start date for relocation: _____

SECTION D – Preferred Landfill for Disposal☐ West Boundary Landfill
2050 Motherload Road
Greenwood, BC☐ McKelvey Creek Landfill
1900 Highway 3B
Trail, BC☐ Grand Forks Landfill
8798 Granby Road
Grand Forks, BC

The RDKB will attempt to accommodate soil disposal at the landfill nearest the source of the waste soil, subject to operational needs and RDKB policy.

Attachment # 5.A)

PART II – EVALUATION BY QUALIFIED PROFESSIONAL

To be completed a Qualified Professional as defined in the RDKB's Soil Acceptance Policy.

Soil Characterization (eg. Hydrocarbon IL+ but less than Hazardous Waste)

Soil Acceptability as defined in the RDKB's Soil Acceptance Policy.

- ☐ Soil Suitable for use as Cover Soil
- ☐ Hydrocarbon Contaminated Soil Requiring Remediation (*if service available*)
- ☐ Other (i.e. reclassification of remediated soil)

☐ Not Acceptable

Qualified Professional Contact Information

<hr/>		<hr/>	
Last Name		First Name	
<hr/>			
Company Name			
<hr/>			
Address		City	Province
<hr/>		<hr/>	<hr/>
Telephone		Fax	Email
<hr/>		<hr/>	<hr/>

Attachment # 5.A)

PART III – ACCEPTANCE INFORMATION*To be completed by the RDKB.***SECTION A – Application Status****Application Fee**☐ Paid**Application Status**☐ Accepted: Approval Number _____☐ Rejected**SECTION B – Receiving Location****Receiving Landfill**☐ West Boundary (Greenwood)☐ McKelvey Creek Landfill☐ Grand Forks Landfill**Destination at Receiving Landfill**☐ Cover Soil Stockpile☐ Other _____☐ Disposal to Bioremediation Cell**SECTION C – Receiving Site Contact Information****Receiving Site Owner**

Regional District of Kootenay Boundary
 202- 843 Rossland Ave.
 Trail, BC, V1R 4S8
 1-800-355-7352
 250-368-3990 (fax)

Receiving Site Contact Person_____
Last Name_____
First Name_____
Telephone_____
Email

Updated: March 2020

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Attachment # 5.A)

PART IV – SOIL ACCEPTANCE AGREEMENT

Source Site Owner or Official Representative

The above information accurately reflects the volume and quality of the soil to be relocated from the Site indicated in Part I Section B. I know of no regulation, bylaw or other legal restriction which might prohibit the relocation of the soil, as described in Part I Section C, to the indicated receiving site. Further, I will ensure that all permits, manifests and other regulatory and safety requirements that may apply are met. I understand that the RDKB may reject soil for any reason at its discretion.

Signature of Source Site Owner

Print name

Date (yy/mm/dd)

Qualified Professional

I have reviewed the information in Part I and recommend that the RDKB receive the soil as described in Part I Section C from the site described in Part I, Section B at the RDKB facility described in Part 2, Section D. I know of no regulation, bylaw or other legal restriction which might prohibit the relocation of this soil to this site. The recommendation provided in Part II is accurate to the best of my knowledge.

Stamp

Signature of Qualified Professional

Print name

Date (yy/mm/dd)

Receiving Site Owner (RDKB)

The soil described in Part I Section C on the indicated Site described in Part I Section B is approved for Acceptance at the _____ Landfill. The designated area for disposal is _____.

Signature of Receiving Site Owner

Print name/Title

Date (yyyy/mm/dd)

Updated: March 2020

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POLICY TITLE: **Contaminated Soil Policy**

APPROVAL DATE: **June 27, 2002**

DATE OF REVIEW: **November 26, 2009**

Policy: The Board of Directors of the Regional District of Kootenay Boundary (RDKB) hereby establishes criteria and procedures for the acceptance of contaminated soils at Regional District landfills.

Purpose: To establish criteria for the acceptance of contaminated soil at Regional District of Kootenay Boundary landfills (Grand Forks, West Boundary)

Procedure:

- Contaminated soil below the level of special waste will be accepted at any RDKB landfill where a bioremediation cell is in operation (Grand Forks, West Boundary).
- Prior to acceptance, the waste management company must provide the RDKB with the following information:
 - A chemical analysis of the material including the TCLP test results and a verbal narrative describing the nature of the contamination;
 - The source of the contaminated material;
 - The amount of the shipment in tonnes and;
 - The expected date of the shipment.
- Remediable Section 41.1 soils will be accepted for treatment at Hazco's cells at West Boundary and Grand Forks Landfills.
- The tipping fee for metals contaminated soils (non-remediable) and all materials from outside the RDKB is \$10.00 per tonne.
- The tipping fee for hydrocarbon contaminated soils is \$7.50 per tonne.
- Once soil has been treated in the cells the company will provide the RDKB with a follow up independent chemical analysis of the material proving that it has been successfully remediated prior to being removed from the cell and used for landfill cover.
- The RDKB will approve which analytical laboratories' work will be acceptable.
- We will accept only materials handled by the company with whom we have contracts (Hazco).
- All Directors and Councils will be notified 3 days prior to receipt of any shipments.

Attachment # 5.A)

The above procedure will be communicated in writing to Hazco.

That the companies with whom the RDKB have contractual arrangements for the operations of bioremediation sites, or disposal of metals contaminated soils submit an application for the transportation of soils to one of the sites.

The RDKB Director of Environmental Services reviews the application, and if the application meets the criteria above, will grant a provisional permission to transport the soil no sooner than 3 days from the date of application and notifies all Directors and Municipalities of the provisional approval. If no objection is received, the soil can be transported 3 days later.



STAFF REPORT

Date: 21 May 2020 **File**
To: **Chair McGregor,**
and Members of the Policy & Personnel
Committee
From: Barb Ihlen,
 General Manager of Finance/CFO
Re: Director Remuneration

Issue Introduction

A staff report from Barb Ihlen, General Manager of Finance/CFO, regarding Director remuneration and the related remuneration increase with the removal of the one-third tax exemption. Attached, for the Committee's reference, is the first report from April 23, 2020 (Attachment 3).

History/Background Factors

At the last Policy and Personnel meeting, the Committee requested additional information.

- Include Statement of Financial Information (SOFI) Director remuneration in the regional district comparison summary; and
- Determine whether the increases to Director remuneration in 2018 and 2019 were enough to ensure that after tax compensation did not decrease as a result of the elimination of the one-third tax exemption.

Regional District Director Remuneration Comparison:

SOFI information has been added to Attachment 1 (Director Remuneration & Expense Comparison). Most of the 2019 SOFI reports have not been released to the public. Therefore, the information is based on 2018 reports. Please note that the 2018 information also reflects a transition in directors due to 2018 being an election year.

Additionally, some SOFI reports did not separate municipal directors from electoral area directors, which made it difficult to analyze. Therefore, the information is incomplete. The comparison information included in the analysis came from the RDEK, RDCK, CSRD and RDNO. The total remuneration for the Chair was also included where it was easily identifiable.

To summarize, based on the 2018 SOFI reports, the average RDKB municipal director remuneration was near the bottom end of the comparison and the average RDKB electoral area director and Chair was paid near the high end of the comparison.

Loss of the One-Third Tax-Free Exemption:

To further determine whether the increases to Director remuneration in 2018 and 2019 was enough to ensure that after tax compensation did not decrease as a result of the elimination of the one-third tax exemption, an average of the remuneration was determined for both 2018 and 2019. This average was based on the remuneration and expense allowances paid to each electoral area and municipal director. The after tax compensation comparison is detailed in Attachment 2. The following represents a summary of the results, which shows that a sufficient increase occurred to ensure that there was no negative affects to Directors' after tax compensation:

After Tax Compensation Summary		
	Director Electoral Area	Director Municipal
2019	33,725.66	14,918.58
2018	31,572.10	13,281.63
Increase	2,153.57	1,636.95
% Increase - After Tax Compensation	6.8%	12.3%
% Increase - Before Tax Compensation	17.6%	23.3%

Recommendations

The staff recommendations remain the same other than the third point. On further research, maintaining a distinction between remuneration and expense allowances ensures transparency and a clearer understanding of the allowances for expenses related to the unique local conditions like travel, office, and technology requirements. This will also allow a Director to claim the actual costs in performing their duties and potentially reduce their tax burden through the RDKB's issuance of a T2200-Declaration of Conditions of Employment.

That the Regional District of Kootenay Boundary Policy & Personnel Committee recommend the following to the Board of Directors while redesigning the Director Remuneration Bylaw:

- Simplify the calculation of Director remuneration and allowances by making it as straightforward as possible, easy to explain, and easy to understand;
- Define what meetings are core to the role of a Director (i.e. Board Meetings, Committee meetings) and include in the base remuneration (all non-core as supplemental);
- Maintain a distinction between base remuneration and expense allowances for eligible expenses such as travel, office and technology and/or those that are specific to the role and reflect the unique local conditions;
- Ensure all stipends and allowances have an annual increase based on the December BC CPI and be increased starting January 1 the following year; and
- Review stipends and allowances one year prior to the election using comparable regional district data similar to the Management Compensation policy and/or retain a consultant to provide recommendations.

ATTACHMENT 1
Director Remuneration & Expenses Comparison - Updated April 2020
RDKB / RDEK / RDCK / RDOS / CSRD / CRD / RDCO / RDNO / RDFFG / TNRD

	RDKB	RDEK	RDCK	RDOS	CSRD	CRD	RDCO	RDNO	RDFFG	TNRD	Notes		Low	High	Average	
Base Remuneration (per year):	Annual \$															
Directors - Municipal - Stipend Only	11,148	13,983	15,408	7,148	15,330	11,436	23,176	14,460	13,400	17,573	13,17	*	7,148	23,176	14,306	
Stipend and Regular Meeting (BOD/COW) Pay Combined	13,356	17,823	15,408	12,137	15,330	16,380	25,516	14,460	14,840	19,493	16		12,137	25,516	16,474	
Directors - Electoral Areas - Stipend Only	26,700	27,964	39,720	24,725	23,506	11,436	23,176	22,260	20,680	28,757	1,13,17	*	11,436	39,720	24,892	
Stipend and Regular Meeting (BOD/COW) Pay Combined	28,908	31,804	39,720	29,713	23,506	16,380	25,516	22,260	22,120	30,677	16		16,380	39,720	27,060	
Chair - Stipend Only	24,768	20,664	37,788	37,079	22,484	17,154	47,671	21,420	18,500	23,120	12, 18		17,154	47,671	27,065	
Stipend and Regular Meeting (BOD/COW) Pay Combined	27,648					8,577	50,011									
Vice-Chair - Stipend Only	4,320	3,444	7,488	6,757	3,270	2,859		4,920	3,190	4,600			2,859	7,488	4,539	
Chair of Standing, Select or Other Specified Committee			3,288										3,288	3,288	3,288	
SOFI (Statement of Financial Information) - 2018 average Municipal Director	15,650	18,071	18,593		15,512			18,918					15,512	18,918	17,349	
SOFI (Statement of Financial Information) - 2018 average for EA Directors	37,202	31,729	38,541		25,830			25,517					25,517	38,541	31,764	
SOFI (Statement of Financial Information) - 2018 average for Chair	59,215	48,929	42,669	63,964	56,342		41,475	41,775	35,525				35,525	63,964	48,737	
	EA Chair		Mun. Chair		EA Chair			EA Chair								
Meeting Allowance (per meeting)																
Board Meeting	91.98	210		239		206	65/130				2, 14		92	239	187	
Committee Meetings	91.98	110		80 / 177 / 59		206	65/130		120	160	3, 7, 9		92	206	138	
Public Hearing	91.98	85			50	83				160			50	160	94	
Appointed Committee/Commission Meeting	91.98	100	149	80 / 177 / 59	110	83			120	160	4, 8		83	160	116	
Chair's Meeting Allowance	120						25						25	120	73	
Resource Recovery Meeting			254								5		254	254	254	
Alternates - Board Meeting	91.98	director rate	404	director rate	215/270	206	90	200	240	165-315	6, 19		90	404	205	
Alternates - Committee Meetings	91.98	director rate		director rate	215/270	206	90	200	240	165-315	19		90	240	166	
Alternates - Additional Meetings Approved by Board		director rate		director rate	215/270	83			120	165-315	19		83	120	102	
Alternates - Rural Affairs Meetings			254									254	254	254		
Director Liaison Allowance (per month)	780															
Technology/Supply Allowances:																
Director Technology/Office Supplies Allowance (per month)	2592			208		125										
Technical/Hardware Allowance (each Electoral Area Director) - Annual	540			incl in above												
Cell Phone Allowance - Monthly	972															
Other Tech Requirements Allowance - Monthly	1296															
Annual Adjustments	As per bylaw	As per bylaw	BC CPI	As per bylaw	BC CPI	BC CPI	CPI-Greater Vancouver	BC CPI	BC CPI	BC CPI	**					
Expense Reimbursement and Travel Allowance	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	10,11,15					
Reimbursement of ICBC Insurance From Personal to Business Use	yes	no	no	no	yes	yes	no	no	no	no						
Windshield Replacement Deductible- Damaged on RD Business	yes	no	no	no	no	yes 1 claim	no	no	no	no	no					
Population	33,149	64,004	62,668	88,545	55,465	65,312	197,000	84,354	100,359	142,299						
District Size (km2)	8,096	27,534	22,131	10,414	28,929	80,609	3,140	7,714	50,676	44,448						
Total Budget (2020)	46,838,298	46,106,639	49,129,549	57,852,412	49,133,615	50,100,000	55,990,000	89,870,135	71,443,798	58,290,327						
# of Services	70	100 +	170	150 +	100 +	100 +	76	70	90 +	115 +						

- Notes:
- RDCK base remuneration includes maintaining a home office and necessary travel
 - TNRD Board meetings, RDCK, RDFFG & CSRD board and standing committee meetings included in monthly base remuneration. CSRD deducts \$270 (EA Directors) & \$215 Municipal Directors per meeting missed.
 - RDEK pays a maximum of three committee meetings in a day
 - RDCK committee stipend per approved meeting
 - RDCK Resource Recovery Meetings discuss landfills, organics programs, household hazardous waste programs, recycle depots, etc.
 - RDCK & TNRD Director's base remuneration deducted for alternates pay
 - RDOS pays \$80 for committee meeting on same day as board, \$177 for meetings on separate days as Board and \$59 for electronic attendance. Max \$319 for full day of Board and Committee meetings
 - CSRD pays a maximum of two Appointed committee meetings in a day
 - RDFFG only pays for meetings held other than on the day of a regular Board meeting
 - TNRD has an annual max claim for communication purposes of \$1500 for EA Directors and \$750 for Municipal Directors
 - TNRD pays travel with the indemnity on a predetermined bases to each director based on a precalculated distance. IE each director has a different "Total Indemnity". This has not been reflected in the numbers above for a better comparison.
 - RDCO Chair does not receive any other stipend
 - RDCO Director base stipend is \$18,540.93 and there is an adjustment on the first 5,000 constituents (\$18,540.93 x 25% = \$23,176.16); there is an increase of 5% for an additional 1,000 constituents above 5,000 (\$18,540.93 x 5%)
 - RDCO meeting stipend is \$65 for meetings that are less than 4 hours and \$130 for meetings that are more than 4 hours
 - RDNO pays a \$650 montly vehicle allowance for all travel within the regional boundaries; expense reimbursement for all others
 - ALL 24 regular meetings per year (12 BOD and 12 COW);Exceptions: CRD is predetermined; RDNO & CSDR no additional amount for meetings
 - TNRD Director base stipends reflect the highest amount paid (there are varying amounts listed for each area and municipality)
 - TNRD Chair does not receive meeting stipend
 - TNRD various rates for alternates depending on the area and municipality
 - * Minimums, maximums and averages include base and meeting remunerations
 - ** Most regional districts have CPI on base remuneration and not on other allowances

ATTACHMENT 2

After Tax Compensation Comparison 2018 vs 2019

		2018 (2/3 earnings)	
		Director Electoral Area	Director Municipal
100% Earnings		\$ 37,202.00	\$ 15,650.00
2/3 Earnings		\$ 24,801.33	\$ 10,433.33
2018			
Threshold (\$)	Fed Tax Rate		
46,605.00	15.0% *	3,720.20	1,565.00
93,208.00	20.5%	-	-
		3,720.20	1,565.00
Threshold (\$)	Prov Tax Rate		
39,676.00	7.7% *	1,909.70	803.37
79,353.00	10.5%	-	-
91,107.00	12.3%	-	-
		1,909.70	803.37
Total Taxes Paid		5,629.90	2,368.37
After Tax Compensation **		\$ 31,572.10	\$ 13,281.63

		2019 (100% earnings)	
		Director Electoral Area	Director Municipal
		\$ 43,739.42	\$ 19,299.59
		-	-
2019			
Threshold (\$)	Fed Tax Rate		
47,630.00	15.0% *	6,560.91	2,894.94
95,259.00	20.5%	-	-
		6,560.91	2,894.94
Threshold (\$)	Prov Tax Rate		
40,707.00	7.7% *	3,134.44	1,486.07
81,416.00	10.5%	318.40	-
93,476.00	12.3%	-	-
		3,452.84	1,486.07
		10,013.76	4,381.01
		\$ 33,725.66	\$ 14,918.58

After Tax Compensation Summary

	Director Electoral Area	Director Municipal
2019	33,725.66	14,918.58
2018	31,572.10	13,281.63
Increase	2,153.57	1,636.95
% Increase - After Tax Compensation	6.8%	12.3%
% Increase - Before Tax Compensation	17.6%	23.3%

*not including personal tax exemption

**not including other deductions

ATTACHMENT 3

**STAFF REPORT**

Date: 23 April 2020 **File**
To: **Chair McGregor,**
and Members of the Personnel & Policy
Committee
From: Barb Ihlen, General Manager of
 Finance/CFO
Re: Director Remuneration

Issue Introduction

A staff report from Barb Ihlen, General Manager of Finance/CFO, regarding Director remuneration and the related remuneration increase with the removal of the one-third tax exemption.

History/Background Factors**Board Remuneration Bylaws:**

In 2018, the federal government announced that they were removing the on-third tax exemption for local government elected officials. Staff reviewed this impact to directors and in August 2018, recommended an increase of 8% to all stipends and allowances (some were above the 8% due to rounding) (Bylaw 1684). In March 2019, the recommendation of an additional increase of 14.69% was approved, which was only applied to the basic monthly stipend for all directors (Bylaw 1714). In total, the basic monthly allowance increased by 23.87% since August 2018.

There are only two allowances that require an increase based on the annual consumer price index (CPI) change: the meeting allowance and the SIDIT reading allowance. The CPI used is for British Columbia. While reviewing the history of the Director Remuneration bylaws and corresponding director claim forms, it was determined that neither the meeting allowance nor the SIDIT reading allowance was increased over the time prior to August 2018. Every time the bylaw was reviewed and approved, both allowances remained at the original amount. As of January 1, 2020, the meeting allowance has increased by 10.82% and the SIDIT reading allowance has increased by 12.84% since August 2018.

Loss of the One-Third Tax-Free Exemption:

The Finance staff reviewed the Director remuneration increases since 2018 in relation to the removal of the one-third tax exemption. The analysis used 2018 data including the 2018 tax thresholds and the director remuneration received by all directors. The Director remunerations were averaged in order to provide examples of 2018 director earnings (Attachment 1 – 2018 Tax Rates & Earnings Examples).

There are three scenarios: 100% taxation, 2/3 taxation, and adjusted earnings, which show the required adjustment in order to have a zero net change to take home pay. It is evident that the required adjustment increase is dependent on the amount of total remuneration. For example, a Chair receiving \$60,000 would require a 14.1% increase while all other positions averaged a required 10% increase. At this time, there is no recommendation to increase the stipend and allowance amounts and staff will wait for specific direction from the Board to prepare a new Director Remuneration bylaw.

Regional District Director Remuneration Comparison:

Attachment 2 (Director Remuneration & Expenses Comparison) represents a comparison chart of regional district remuneration and allowances for 10 local governments including RDKB. As described in the UBCM Remuneration Guide described in the next section, comparing Director remuneration against other regional districts is a best practice. This is similar to the RDKB Management Compensation policy. This comparison includes all the regional districts listed in this policy as well as others.

It is very difficult to compare one regional district to another since many have very complicated structures. Therefore, some assumptions were made on the number of regular meetings and numerous notes added to ensure much of the detail was summarized. Most regional districts had one bylaw addressing all Director remuneration.

Key findings include that almost all regional districts other than the RDKB no longer have separate allowance amounts. The two exceptions in this chart are the Regional District of Okanagan-Similkameen and Cariboo Regional District (monthly technology/office supply allowance). If the monthly allowances were to be added to the Director stipend and regular meeting pay, the annual amount for an RDKB Director is as follows:

Director Municipal	\$18,216
Director Electoral Area	\$34,308

Both amounts are above the average pay of all 10 regional districts.

UBCM Council & Board Remuneration Guide:

In September 2019, the Union of BC Municipalities (UBCM) published the *Council & Board Remuneration Guide (the Guide)* (Attachment 3). The following summarizes the best practices.

Section	Topic	Best Practices
Section 3: Timing and Frequency	Implementation of Changes	> Local governments should consider allowing for immediate implementation of annual cost-of-living adjustments.
Section 4: Setting Remuneration	Bases of Comparison	> Local governments should consider using remuneration paid to elected officials in similar local government jurisdictions as the preferred basis for determining remuneration.
	Comparison Group	> Local governments should consider establishing comparison groups using population, combined — as deemed necessary — with other factors that influence elected official workload and level of responsibility. > Local governments should consider including at least five jurisdictions (preferably more) in the comparison groups.
	Using the Data	> Local governments should consider using simple formulas that make the calculation of remuneration levels as straightforward as possible, easy to explain, and easy to understand.
	Regional District Supplemental Payments	> Local governments should consider targeting supplemental payments to non-core meetings, and structuring base remuneration levels to include attendance at board and committee of the whole meetings.
	Eligible Expenses	> Local governments should consider including in their expense policies and/or bylaws the principle that elected officials should not themselves be expected to pay expenses that are incurred in order to perform their roles. > Local governments should recognize that the range of legitimate expenses incurred to perform the roles of mayor and board chair will be greater than that incurred to perform the roles of councillor and board director.

Section 4: Setting Remuneration	Eligible Expenses	<ul style="list-style-type: none"> > Local governments should provide clarity in regional district expense policies/bylaws to ensure that municipal expenses incurred by municipal directors are reimbursed by the appropriate municipal governments. > Local governments should ensure that lists of eligible expenses reflect unique local conditions. > Local governments should periodically re-examine decisions on eligibility to ensure that lists of eligible expenses evolve to reflect changing needs and to reduce barriers to participation.
	Benefits	<ul style="list-style-type: none"> > Local governments should consider providing access to extended health, dental, vision and insurance to all local elected officials. > Local governments should consider contributing to the cost of benefit premiums on a pro-rated basis, in accordance with the full- or part-time nature of elected positions. > Local governments should consider extending benefits to family members of elected officials, provided that the elected officials themselves pay the full incremental cost of such coverage. > Local governments should periodically re-examine the range of benefits provided to ensure that benefits programs reflect changing needs, and reduce barriers to participation.
Section 5: Communications	Information to Communicate	<ul style="list-style-type: none"> > Local governments should consider including in their communications programs information on the nature of elected official roles, the purposes of remuneration, principles to guide the setting of remuneration, details on remuneration levels, remuneration reviews, and expenditures made.
	Methods of Communication	<ul style="list-style-type: none"> > Local governments should consider using a range of tools to communicate information, including written materials, presentations, and information meetings.

Recommendations

That the Regional District of Kootenay Boundary Policy & Personnel Committee recommend the following to the Board of Directors while developing a new Director Remuneration Bylaw:

- Simplify the calculation of Director remuneration and allowances by making it as straightforward as possible, easy to explain, and easy to understand (e.g. Regional District of North Okanagan; include all remuneration in one bylaw);
- Define what meetings are core to the role of a Director (i.e. Board Meetings, Committee meetings) and include in the base remuneration (all non-core as supplemental);
- Include in base remuneration allowances for eligible expenses such as travel, office and technology and/or those that are specific to the role and reflect the unique local conditions;
- Ensure all stipends and allowances have an annual increase based on the December BC CPI and be increased starting January 1 the following year;
- Review stipends and allowances one year prior to the election using comparable regional district data similar to the Management Compensation policy and/or retain a consultant to provide recommendations.

ATTACHMENT 1
2018 - Tax Rates & Earnings Examples

			Chair Electoral Area	Chair Municipal	Vice Chair Electoral Area	Vice Chair Municipal	Director Electoral Area	Director Municipal
100% Earnings			\$ 60,000.00	\$ 42,000.00	\$ 40,000.00	\$ 22,000.00	\$ 35,000.00	\$ 17,000.00
Threshold (\$)	Fed Tax Rate							
46,605.00	15.0%		6,990.75	6,300.00	6,000.00	3,300.00	5,250.00	2,550.00
93,208.00	20.5%		2,745.98	-	-	-	-	-
144,489.00	26.0%		-	-	-	-	-	-
			9,736.73	6,300.00	6,000.00	3,300.00	5,250.00	2,550.00
Threshold (\$)	Prov Tax Rate							
39,676.00	7.7%		3,055.05	3,055.05	3,055.05	1,694.00	2,695.00	1,309.00
79,353.00	10.5%		2,134.02	244.02	34.02	-	-	-
91,107.00	12.3%		-	-	-	-	-	-
110,630.00	14.7%		-	-	-	-	-	-
			5,189.07	3,299.07	3,089.07	1,694.00	2,695.00	1,309.00
Total Taxes Paid			14,925.80	9,599.07	9,089.07	4,994.00	7,945.00	3,859.00
Take Home (not including CPP, etc.)			\$ 45,074.20	\$ 32,400.93	\$ 30,910.93	\$ 17,006.00	\$ 27,055.00	\$ 13,141.00
2/3 Earnings			\$ 40,000.00	\$ 28,000.00	\$ 26,666.67	\$ 14,666.67	\$ 23,333.33	\$ 11,333.33
Threshold (\$)	Fed Tax Rate							
46,605.00	15.0%		6,000.00	4,200.00	4,000.00	2,200.00	3,500.00	1,700.00
93,208.00	20.5%		-	-	-	-	-	-
144,489.00	26.0%		-	-	-	-	-	-
			6,000.00	4,200.00	4,000.00	2,200.00	3,500.00	1,700.00
Threshold (\$)	Prov Tax Rate							
39,676.00	7.7%		3,055.05	2,156.00	2,053.33	1,129.33	1,796.67	872.67
79,353.00	10.5%		34.02	-	-	-	-	-
91,107.00	12.3%		-	-	-	-	-	-
110,630.00	14.7%		-	-	-	-	-	-
			3,089.07	2,156.00	2,053.33	1,129.33	1,796.67	872.67
Total Taxes Paid			9,089.07	6,356.00	6,053.33	3,329.33	5,296.67	2,572.67
Take Home (not including CPP, etc.)			\$ 50,910.93	\$ 35,644.00	\$ 33,946.67	\$ 18,670.67	\$ 29,703.33	\$ 14,427.33
Adjusted Earnings			\$ 68,459.00	\$ 46,353.10	\$ 44,074.80	\$ 24,153.50	\$ 38,426.05	\$ 18,664.05
Percentage Increase			14.10%	10.36%	10.19%	9.79%	9.79%	9.79%
Threshold (\$)	Fed Tax Rate							
46,605.00	15.0%		6,990.75	6,952.97	6,611.22	3,623.03	5,763.91	2,799.61
93,208.00	20.5%		4,480.07	-	-	-	-	-
144,489.00	26.0%		-	-	-	-	-	-
			11,470.82	6,952.97	6,611.22	3,623.03	5,763.91	2,799.61
Threshold (\$)	Prov Tax Rate							
39,676.00	7.7%		3,055.05	3,055.05	3,055.05	1,859.82	2,958.81	1,437.13
79,353.00	10.5%		3,022.22	701.10	461.87	-	-	-
91,107.00	12.3%		-	-	-	-	-	-
110,630.00	14.7%		-	-	-	-	-	-
			6,077.27	3,756.15	3,516.93	1,859.82	2,958.81	1,437.13
Total Taxes Paid			17,548.09	10,709.11	10,128.15	5,482.84	8,722.71	4,236.74
Take Home (not including CPP, etc.)			\$ 50,910.91	\$ 35,643.99	\$ 33,946.65	\$ 18,670.66	\$ 29,703.34	\$ 14,427.31

ATTACHMENT 2

Director Remuneration & Expenses Comparison - Updated April 2020
RDKB / RDEK / RDCK / RDOS / CSRD / CRD / RDCO / RDNO/ RDFFG / TNRD

	RDKB	RDKB	RDEK	RDCK	RDOS	CSRD	CRD	RDCO	RDNO	RDFFG	TNRD	Notes	Low	High	Average
Base Remuneration (per year):	\$	Annual \$													
Directors - Municipal - Stipend Only	11,148	11,148	13,983	15,408	7,148	15,330	11,436	23,176	14,460	13,400	17,573	13,17	7,148	23,176	14,306
Stipend and Regular Meeting (BOD/COW) Pay Combined	13,356	13,356	17,823	15,408	12,137	15,330	16,380	25,516	14,460	14,840	19,493	16	* 12,137	25,516	16,474
Directors - Electoral Areas - Stipend Only	26,700	26,700	27,964	39,720	24,725	23,506	11,436	23,176	22,260	20,680	28,757	1,13,17	11,436	39,720	24,892
Stipend and Regular Meeting (BOD/COW) Pay Combined	28,908	28,908	31,804	39,720	29,713	23,506	16,380	25,516	22,260	22,120	30,677	16	* 16,380	39,720	27,060
Chair - Stipend Only	24,768	24,768	20,664	37,788	37,079	22,484	17,154	47,671	21,420	18,500	23,120	12, 18	17,154	47,671	27,065
Stipend and Regular Meeting (BOD/COW) Pay Combined	27,648	27,648					8,577	50,011							
Vice-Chair - Stipend Only	4,320	4,320	3,444	7,488	6,757	3,270	2,859		4,920	3,190	4,600		2,859	7,488	4,539
Chair of Standing, Select or Other Specified Committee				3,288									3,288	3,288	3,288
Meeting Allowance (per meeting)															
Board Meeting	91.98	91.98	210		239		206	65/130				2, 14	92	239	187
Committee Meetings	91.98	91.98	110		80 / 177 / 59		206	65/130		120	160	3, 7, 9	92	206	138
Public Hearing	91.98	91.98	85			50	83				160		50	160	94
Appointed Committee/Commission Meeting	91.98	91.98	100	149	80 / 177 / 59	110	83			120	160	4, 8	83	160	116
Chair's Meeting Allowance	120	120						25					25	120	73
Resource Recovery Meeting				254								5	254	254	254
Alternates - Board Meeting	91.98	91.98	director rate	404	director rate	215/270	206	90	200	240	165-315	6, 19	90	404	205
Alternates - Committee Meetings	91.98	91.98	director rate		director rate	215/270	206	90	200	240	165-315	19	90	240	166
Alternates - Additional Meetings Approved by Board			director rate		director rate	215/270	83			120	165-315	19	83	120	102
Alternates - Rural Affairs Meetings				254									254	254	254
Director Liaison Allowance (per month)	65	780													
Technology/Supply Allowances:															
Director Technology/Office Supplies Allowance (per month)	216	2592			208		125								
Technical/Hardware Allowance (each Electoral Area Director) - Annual	540	540		incl in above											
Cell Phone Allowance - Monthly	81	972													
Other Tech Requirements Allowance - Monthly	108	1296													
Annual Adjustments	As per bylaw	As per bylaw	As per bylaw	BC CPI	As per bylaw	BC CPI	BC CPI	CPI-Greater Vancouver	BC CPI	BC CPI	BC CPI	**			
Expense Reimbursement and Travel Allowance	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	10,11,15			
Reimbursement of ICBC Insurance From Personal to Business Use	yes	yes	no	no	yes	yes	yes	no	no	no	no				
Windshield Replacement Deductible- Damaged on RD Business	yes	yes	no	no	no	no	yes 1 claim	no	no	no	no				
Population	33,149	33,149	64,004	62,668	88,545	55,465	65,312	197,000	84,354	100,359	142,299				
District Size (km2)	8,096	8,096	27,534	22,131	10,414	28,929	80,609	3,140	7,714	50,676	44,448				
# of Services	70	70	100 +	170	150 +	100 +	100 +	76	70	90 +	115 +				

Notes:

- 1 RDCK base remuneration includes maintaining a home office and necessary travel
- 2 TNRD Board meetings, RDCK, RDFFG & CSRD board and standing committee meetings included in monthly base remuneration. CSRD deducts \$270 (EA Directors) & \$215 Municipal Directors per meeting missed.
- 3 RDEK pays a maximum of three committee meetings in a day
- 4 RDCK committee stipend per approved meeting
- 5 RDCK Resource Recovery Meetings discuss landfills, organics programs, household hazardous waste programs, recycle depots, etc.
- 6 RDCK & TNRD Director's base remuneration deducted for alternates pay
- 7 RDOS pays \$80 for committee meeting on same day as board, \$177 for meetings on separate days as Board and \$59 for electronic attendance. Max \$319 for full day of Board and Committee meetings
- 8 CSRD pays a maximum of two Appointed committee meetings in a day
- 9 RDFFG only pays for meetings held other than on the day of a regular Board meeting
- 10 TNRD has an annual max claim for communication purposes of \$1500 for EA Directors and \$750 for Municipal Directors
- 11 TNRD pays travel with the indemnity on a predetermined bases to each director based on a precalculated distance. IE each director has a different "Total Indemnity". This has not been reflected in the numbers above for a better comparison.
- 12 RDCO Chair does not receive any other stipend
- 13 RDCO Director base stipend is \$18,540.93 and there is an adjustment on the first 5,000 constituents (\$18,540.93 x 25% = \$23,176.16); there is an increase of 5% for an additional 1,000 constituents above 5,000 (\$18,540.93 x 5%)
- 14 RDCO meeting stipend is \$65 for meetings that are less than 4 hours and \$130 for meetings that are more than 4 hours
- 15 RDNO pays a \$650 montly vehicle allowance for all travel within the regional boundaries; expense reimbursement for all others
- 16 ALL 24 regular meetings per year (12 BOD and 12 COW);Exceptions: CRD is predetermined; RDNO & CSDR no additional amount for meetings
- 17 TNRD Director base stipends reflect the highest amount paid (there are varying amounts listed for each area and municipality)
- 18 TNRD Chair does not receive meeting stipend
- 19 TNRD various rates for alternates depending on the area and municipality
- * Minimums, maximums and averages include base and meeting remunerations
- ** Most regional districts have CPI on base remuneration and not on other allowances

ATTACHMENT 3



UNION OF BC MUNICIPALITIES

COUNCIL & BOARD REMUNERATION GUIDE

FIRST EDITION
SEPTEMBER, 2019

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INTRODUCTION

In British Columbia, local governments are responsible for providing a broad range of local services to address infrastructure needs, regulate land use, move people and goods, tackle challenging social issues, promote active living, protect the natural environment, and deal with a host of other issues. The elected officials that sit on the municipal councils and regional district boards collectively make, and accept responsibility for, the funding, policy, and service delivery decisions that are required in order for local government to work. Local elected officials also have responsibility for ensuring that the councils and regional district boards themselves function effectively as democratic, representative governing bodies.

Effective governance requires the elected officials to make decisions regarding the structure and operation of the governing bodies. One of the more difficult decisions that must be made by the officials involves the setting of their own remuneration.

Local elected officials in BC endorsed a resolution at the 2018 Union of BC Municipalities (UBCM) Convention that tasked UBCM with developing a resource to support local decision makers in the development of remuneration packages that are defensible and fair. This *Council & Board Remuneration Guide* presents best practices for local governments to consider.

Development of Guide

The *Guide* was developed through a five-stage process:

- > *Stage 1: Background Research* — Research was conducted to identify and understand the challenges faced by local governments in setting remuneration levels for council members and board directors. Remuneration approaches for elected officials in other orders of government were briefly explored as part of the research.
- > *Stage 2: Survey* — A survey was sent to every municipality and regional district in the province to understand elected official remuneration policies and practices in place today, to learn about approaches that appear to work well, and to understand lessons learned. A total of 75 local governments responded to the survey, which translates into a response rate of 39%. Included in the list of respondents were eleven of the twenty largest municipalities (by population), five

LOCAL GOVERNMENT AUTONOMY

The best practices set out in the Guide recognize that local governments have autonomy to develop approaches to remuneration that reflect local needs and circumstances. The Guide offers practical advice, based on research findings and the experiences of municipalities and regional districts, for local governments to consider. Each local government will need to determine, based on its own review of the information, its preferred course of action.

of the smallest municipalities, and twelve regional districts. All regions of the province were well represented (see sidebar).

- > *Stage 3: Interviews* — Approximately twenty follow-up interviews were conducted with a subset of the municipalities and regional districts that responded to the survey. Written materials from these local governments were obtained and reviewed; materials from other places identified through the research were also reviewed.
- > *Stage 4: Best Practices* — Based on the background research, survey results, and discussions with individual local governments, a set of best practices was developed for the *Guide*.
- > *Stage 5: Guide* — The UBCM Executive approved the scope and approach for the *Guide*. The final draft, complete with recommended best practices, was reviewed by UBCM's Presidents Committee. Input provided by the Presidents Committee was used to finalize the document.

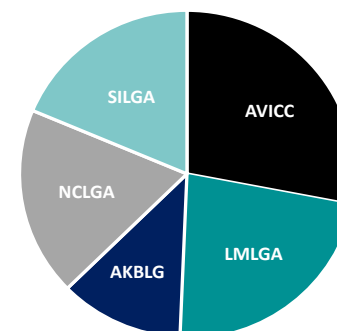
Organization of Guide

The *Council & Board Remuneration Guide* is organized into six separate sections. Section 1 sets the stage by exploring why remuneration for elected officials is important, and why local governments need to review remuneration levels periodically. Sections 2, 3, and 4 then focus on remuneration reviews themselves. Section 2 begins by considering who should conduct such reviews. Three options are identified and assessed. Section 3 addresses the question of "when" — specifically, when to review remuneration, and when to implement the results of a review. The distinction between a full review and an adjustment is explained in this section. Section 4 examines how to conduct a review. The development of comparison groups, the collection of data, and the use of simple formulas are all topics that are addressed the text. Advice on expenses and benefits is also provided. Section 5 addresses the importance of communication. Information to communicate, audiences to reach, and methods of communication to consider are outlined.

Best practices for local governments to consider in addressing remuneration for elected officials are presented throughout the *Guide*. Section 6 brings the practices together into one summary table.

SURVEY OF LOCAL GOVERNMENTS

In total, 75 municipalities and regional districts participated in the survey on elected official remuneration. As illustrated in the accompanying chart, all regions of the province (identified using UBCM Area Associations) were represented.



Use by Local Governments

It is important to emphasize that the *Guide* does not prescribe or suggest specific levels of remuneration or particular expense and benefits packages for local elected officials. The *Guide* is focused, instead, on helping local governments develop approaches that can be used by decision-makers to establish compensation programs that are fair both for elected officials and local taxpayers.

It should be noted, as well, that the *Guide* recognizes the autonomy of local governments in the development of approaches that reflect local needs and circumstances. The *Guide* offers practical advice for local governments to consider, based on research findings and the experiences of municipalities and regional districts around the province. Each local government, however, will need to determine, based on its own review of the information, its preferred course of action.

On a related note, the *Guide* recognizes that there is significant variability among local governments in British Columbia. Considerable differences in population, area, scope of services, size of administration, location, growth rate, local economy, and other factors mean that local governments will need to apply the best practices in ways that respond to local needs and are sensitive to local conditions. To assist local governments in this task, care has been taken to provide advice that can be applied in a variety of local settings.

Key Terms

Certain terms are used repeatedly throughout the *Guide*. Key terms and their meanings are presented in Figure I.1 in alphabetical order.

VARIABILITY AMONG LOCAL GOVERNMENTS

Considerable differences among local governments in population, area, scope of services, size of administration, location, economy, growth rate, and other factors mean that jurisdictions will need to apply the best practices in ways that respond to local needs and are sensitive to local conditions. Care has been taken to provide advice that can be applied in a variety of local settings.

**Figure I.1
Key Terms in the Guide**

Term	Meaning
Benefits	Benefits are the incentives, services and protections provided to local government elected officials during their time in office.
Expenses	Expenses are charges incurred by local government officials in the course of their duties, and are necessary in order to perform their duties.
Local Governments	Local governments include municipalities, governed by councils, and regional districts, governed by boards of directors.
Local Government Elected Officials	Local government elected officials include members of municipal councils, and directors of regional district boards. Members of council include mayors and councillors. Regional district directors include chairs and vice chairs.
Remuneration	In a narrow sense, the term remuneration in the <i>Guide</i> refers specifically to money that is paid to local elected officials as compensation for the duties they perform. Remuneration in this sense includes base salaries, but also supplemental payments that typically take the form of per-meeting stipends. Remuneration is also used in a broader sense to include expenses and benefits packages, in addition to money. The exact usage of the term throughout the text is context-specific.
Remuneration Adjustment	This term refers to increases that are automatically applied, usually on an annual basis, to an elected official's base salary. The level of adjustment is determined by a pre-determined index (e.g., consumer price index), or combination of indices.
Remuneration Review	A remuneration review is a formal assessment of existing remuneration provided to elected officials. In most cases, reviews include a consideration of pay, expenses, and benefits.

SECTION 1

IMPORTANCE OF REMUNERATION

Most people who seek election to a municipal council or regional district board are driven, first and foremost, by a strong sense of public service and a desire to make their communities better. Remuneration is not, in most cases, an important motivating factor. Individuals who do make the commitment to serve as local elected officials, however, should be able to expect fair and reasonable compensation. This section of the *Guide* explains why remuneration is both warranted and important.

FACTORS TO CONSIDER

Time Commitment

Local government elected officials are expected to commit considerable time (and energy) to their roles on municipal councils and regional district boards. In larger municipalities and in some regional districts, the roles of mayor and chair are full-time positions in which incumbents typically work more than full-time hours. Even in places where such positions are part-time in nature, the time requirements can be significant, as they are for councillors and directors. Time must be spent reviewing comprehensive agenda packages, attending council or board meetings and public hearings, engaging with residents, participating in civic events, and handling a variety of other tasks. For elected officials who serve on more than one governing body, on committees and commissions, and as appointees to external agencies and associations, the time commitment is even greater.

Councils and boards need people who are willing and able to commit the time needed to serve. Remuneration reflects and compensates individuals for the time they must spend to do the job.

Employment and Financial Impacts

The time required to serve on a municipal council or regional district board will reduce the amount of time available to spend on other paid work. For individuals who are mid-career, this reality can negatively impact their current employment situation, as well as their total earned income. In some cases the impact may extend to affect future career development and earning potential, since time spent on a council or board translates into less time available to apply to building a career path.

TIME COMMITMENT

“Municipal politics is different than the rest in that Council members are always on the clock. Businesses close at the end of a day, people go home from work and provincial and federal politicians have staff and deputies to assist with their very demanding schedules. City Council members are on their own and take ownership of all issues and concerns from the community. They are never off the clock.”

*Remuneration Task Force
City of Kamloops*

Remuneration for local elected officials will not fully offset the employment and financial impacts experienced in every case. In keeping with the public service motivation of people who choose to run for local office, there is arguably a tacit acceptance by those in office of some level of sacrifice. Remuneration should, however, be fair as well as sufficient in order to mitigate any sacrifice required. Unfair and insufficient remuneration may render elected office off-limits to a variety of prospective candidates.

Responsibility

Municipal councils and regional district boards are responsible for increasingly broad and complex portfolios of local government services. The elected officials who sit on these governing bodies contribute to and accept responsibility for funding, policy, and service delivery decisions that are taken to meet infrastructure needs, promote land use goals, tackle social issues, provide opportunities for sport and recreation, protect sensitive environments, regulate activities, and deal with a host of other issues. These decisions, which even in small jurisdictions can be weighty and contentious, affect the lives of residents and the long-term prosperity of communities. Fair remuneration for persons who are willing to accept such responsibility is warranted.

Representative Government

As representative governing bodies, it is important that municipal councils and regional district boards reflect, to the extent possible, the diversity of the communities they serve. Inadequate remuneration, either in terms of pay and/or benefits, stands as a potential barrier to participation for people who are without other sources of income. Fair remuneration is important in helping to reduce barriers, and in attracting capable people from a variety of backgrounds, demographic groups, socio-economic classes, and employment types.

IMPORTANCE OF REVIEWS

The factors outlined thus far help to explain why remuneration for local government elected officials is both warranted and important. The factors also highlight the need for local governments to regularly review their elected official remuneration programs in order to ensure that they remain fair over time as expectations and circumstances change. Remuneration levels that are left static in the face of changing circumstances, including shifts in the cost-of-living, risk becoming barriers to participation.

GOVERNING BODY DIVERSITY

Municipal councils and regional district boards are representative governing bodies. Their legitimacy is strengthened when they reflect the diversity of the communities they serve. Inadequate remuneration is a potential barrier to participation for individuals who may wish to serve, but who lack other sources of income and/or benefits. In these cases, diversity in the membership of local governing bodies may be difficult to achieve.

SECTION 2

WHO SHOULD CONDUCT REVIEWS?

In an effort to ensure that remuneration levels for local elected officials remain fair over time, local governments undertake remuneration reviews. Reviews are the focus of Sections 2, 3, and 4 of the *Guide*. Section 2 — this section — begins by exploring who should conduct a review.

OPTIONS TO CONSIDER

In some jurisdictions, elected official remuneration is reviewed by the municipal council or regional district board itself, or by a committee of the council or board. In most places, however, reviews are assigned to other parties in order to relieve elected officials from the difficult task of having to develop their own levels and terms of compensation. The three most common options are local government staff, an independent task force, and experienced consultants.

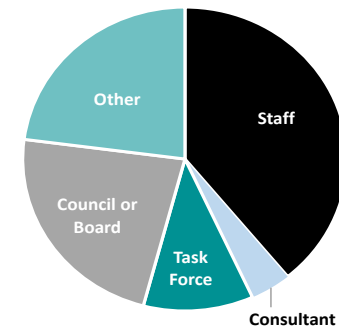
- > *Local Government Staff* — According to the survey of local governments that was conducted for the *Guide*, the use of local government staff to review elected official remuneration is the most popular option.¹ Most of the jurisdictions that reported using their own staff, it is worth noting, are small in size.
- > *Experienced Consultant* — This decision to assign a review to an outside, external consultant is less common, but is used in certain communities. Under the approach, a consultant is hired to conduct the relevant research, examine options, and recommend remuneration and benefit levels.
- > *Independent Task Force* — This option of an independent task force, comprised largely or entirely of local residents, is used by some local governments across the province, including large cities, small villages and towns, and regional districts.² The size and composition of the task force are important points to consider; so, too, is the mandate of the committee, its methodology, and the support it is provided.

¹ In all, 39% of responding local governments reported using local government staff to conduct reviews.

² The body is referred to as a Working Group, Advisory Group, Panel, Task Force, or Committee.

ASSIGNMENT OF REVIEWS

The accompanying chart based on the survey results shows that many jurisdictions today assign local elected official remuneration reviews to local government staff.



Pros & Cons

The choice of option may be informed by past experiences, and by local expectations and views regarding elected official compensation. The choice will also be influenced, however, by an assessment of the pros and cons that are associated with each of the alternatives. Figure 2.1 presents some of the key pros and cons that local governments may wish to consider.

Figure 2.1
Options to Consider

Options	Pros	Cons
Local Government Staff	<ul style="list-style-type: none"> > understand roles, responsibilities, and workload of elected officials > understand local context > easy access to data from other communities, particularly where benchmark group exists > cost effective 	<ul style="list-style-type: none"> > perceived as being less-than-independent from governing body > may be perceived or actual conflict of interest in cases where linkage (formal or informal) between elected official and staff remuneration
Experienced Consultant	<ul style="list-style-type: none"> > independent from elected officials > familiar with use of data and metrics, and with local government practices > option enables decision-makers to point to and rely on expert advice 	<ul style="list-style-type: none"> > may not understand or be sensitive to local context > may be costly
Independent Task Force	<ul style="list-style-type: none"> > independent from elected officials > places in hands of community (members from community) > understands local context > cost effective > different perspectives involved > potential to raise profile of local government, and importance of remuneration 	<ul style="list-style-type: none"> > may lack understanding of the roles, responsibilities, and workload of elected officials > relies on credibility of committee members > governing body may have difficulty rejecting recommendations

INDEPENDENT TASK FORCE

The use of an independent task force provides for a high degree of separation for elected officials from the development of their own remuneration packages.

PREFERRED APPROACH

The independent task force emerges in Figure 2.1 as the preferred option for undertaking elected official remuneration reviews. The task force's independence from decision-makers, as well as staff, enables it to operate in a way that is free of local government involvement and — more importantly — *perceived* to be free of such involvement. This freedom adds to the credibility of recommendations that come forward, and protects elected officials and their staff from conflict of interest issues and other controversies. The independence also allows the task force to speak to the roles, responsibilities and expectations of elected officials, and the importance of appropriate remuneration, in ways that the elected officials and staff would find difficult to do.

It is worth noting that the use of independent task forces and panels to determine elected official remuneration is widespread at the provincial and federal government levels in Canada. These jurisdictions recognize the value of the approach in protecting elected officials from challenges related to conflict of interest that inevitably arise in the development of their own remuneration.

SUCCESS FACTORS

The choice of the independent task force option will not, on its own, guarantee a successful outcome. Careful attention needs to be given to the appointment of members to the task force, the development of task force terms of reference, and the provision of support to the task force's work.

Membership

To the extent possible, diversity in the membership of the task force is important. A common practice is to include, at a minimum, representation from the local business community, as well as the non-profit or public sector. Many governments also find the appointment of an individual with past experience in local government as an elected official or senior staff person to be advantageous. These individuals bring a local government perspective, and can help ensure a clear understanding on the task force of the roles and responsibilities of elected officials. Individuals with human resources experience or a legal background are considered to add value in some places. Citizens-at-large are included on many task forces.

SUCCESS FACTORS

The choice of the independent task force option will not, on its own, guarantee a successful outcome. Careful attention needs to be given to the appointment of members to the task force, the development of task force terms of reference, and the provision of support to the task force's work.

Other considerations related to membership are as follows:

- > *Size* — Some places (e.g., Tofino, Metro Vancouver, Alberni-Clayoquot Regional District) limit the number of members to three; others (e.g., Abbotsford) allow for a maximum of five; still others (e.g., Kamloops) appoint seven. Larger bodies allow for greater diversity and a broader range of perspectives; smaller groups may be more nimble and able to reach consensus more easily. In relatively small jurisdictions, smaller task forces may be more practical to assemble given the smaller number of candidates relative to the situation in larger centres.
- > *Appointment* — In most jurisdictions that use independent task forces, members are appointed by the Chief Administrative Officer of the local government. This approach reinforces the group's independence from the governing body whose remuneration the task force is reviewing.

Terms of Reference

As with any advisory body, formal terms of reference for the task force are important. Task force terms should set out:

- > the purpose of the task force
- > the task force's membership, including number and qualifications of members, and the designation of a chair
- > the method and term of appointment
- > the task force's mandate, or scope of review, including the specific items (e.g., base remuneration, expenses, benefits, annual adjustments) on which the task force is expected to provide recommendations
- > a methodology to guide the task force, including any specific factors, bases of comparison, and criteria for the task force to consider in developing its recommendations
- > expectations regarding consultation, including consultation with the public
- > the expected number of task force meetings, and the meeting procedures to follow
- > support resources available to the task force in conducting its work
- > the task force's reporting schedule

GUIDANCE TO TASK FORCE

Even when task forces are free to choose their own approaches, it is useful for jurisdictions to provide guidance on methodology, and identify specific items for task forces to consider in their work.

The terms of reference for Abbotsford's Council Remuneration Citizen Task Force state that "the Task Force will research and consider all aspects of compensation that it believes are relevant to making its recommendations, but will specifically consider [certain] matters..."

- > policies, bylaws, and other documents of the local government that govern the task force's work and conduct

To underscore the importance of autonomy, some jurisdictions allow their task forces to themselves choose the data, factors, and criteria to use in developing recommendations. Even in these cases, however, jurisdictions will provide guidance on methodology or, more commonly, identify specific items for task forces to consider in addition to any others that the task forces determine to use.

Task Force Support

The primary value of a remuneration task force is its independence from the local government. The elected officials who receive and who are affected by the task force's recommendations benefit from this independence. The task force is not expected, however, to conduct its work completely on its own, without assistance from the organization. Indeed, for the task force to succeed, it must be able to rely on staff to collect and analyze data, organize meetings, conduct research, and draft the task force's report. It is important for local governments to assign a senior manager as a liaison to the task force, and sufficient staff resources to give the task force the support it needs to fulfill its mandate.

Another form of support for the task force is education. To make meaningful recommendations that reflect the duties, workload, and expectations of elected officials, task force members need to have a good understanding of local government, and of the roles and responsibilities of mayors/chairs, and councillors/directors. Local government staff can assist by providing an orientation to task force members at the beginning of their mandate. Alternatively, or in addition, task force members can be given reference materials such as the booklet available online at the Ministry of Municipal Affairs, titled *Thinking About Running for Local Office?*

BEST PRACTICE

- > *Local governments should consider establishing an independent task force to conduct reviews of elected official remuneration.*

TASK FORCE SUPPORT

*"The District Chief
Administrative Officer and
Director of Financial Services
shall serve as non-voting
resources to the [citizen]
Advisory Group."*

*Council Remuneration
Advisory Group
District of Tofino*

SECTION 3

TIMING AND FREQUENCY OF REVIEWS

Local governments interviewed for the *Guide* highlighted the need to consider timing and frequency in the review of elected official remuneration. These issues are explored in this section of the text. Also explored is the question of timing as it relates to the implementation of the outcomes of reviews.

TIMING OF REVIEWS

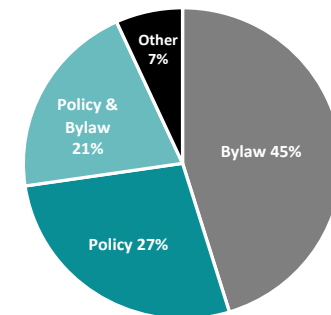
Local governments do not follow a single common practice with respect to the timing of remuneration reviews. An examination of existing approaches over the past decade shows that some councils and boards (e.g., Vancouver) have conducted reviews early in their terms, whereas others (e.g., Comox Valley Regional District, Oak Bay, Esquimalt, Prince George) wait until the final year of their mandate. Some local governments (e.g., Kamloops, Abbotsford, Metro Vancouver) initiate reviews closer to the middle of their terms. In general, most councils and boards that undertake reviews initiate them in the second half of their terms.

The preferred timing for a review will depend on a number of factors, including local economic conditions, reliance on established policy, the election cycle, and tax system changes over which local governments have no control. Each of these points is considered, as follows:

- > *Local Conditions* — In all of their initiatives, remuneration reviews included, councils and boards need to be sensitive to local economic conditions. Elected officials' compensation and benefits, it is important to remember, are paid for by local taxpayers. In times of economic growth and optimism, when local employment is strong and consumer confidence is high, news of a remuneration review for elected officials will be greeted much differently than during periods of economic stress. A council or board would be well-advised, for example, to postpone a review, no matter how warranted one may be, in a single-industry community that is dealing with the loss of a major employer.
- > *Established Policy* — The survey conducted for the *Guide* found that 27% of responding local governments have a formal policy in place on elected official remuneration, 45% have a remuneration bylaw, and 21% have both (see sidebar). Several of these policies and bylaws

ESTABLISHED POLICY

Most local governments that responded to the survey have either a formal policy in place on elected official remuneration, a bylaw, or both. Several policies and some bylaws address the timing and frequency of reviews.



speak to the timing of future remuneration reviews. When such schedules are applied consistently, local governments are perceived to have less discretion over the question of when to review. The issue of timing in these cases tends to attract less attention than it would otherwise.

- > *Election Cycle* — Change to elected officials' remuneration is an item of interest and discussion in many communities across the province. It is important for local governments to recognize remuneration as a legitimate issue for scrutiny and discussion, and to allow opportunities for discussion to occur. It may not be useful, however, for remuneration to dominate public discourse, particularly in the lead-up to an election when other important issues also deserve attention. To avoid this situation, local governments should consider conducting reviews, and reporting results, at least one year before the next election.
- > *Tax System Changes* — Changes to the *Federal Income Tax Act* were introduced by the federal government in 2017 to eliminate a long-standing federal tax exemption for local government elected officials, effective January 1, 2019. This change resulted in substantial changes to the after-tax income for elected officials, and prompted many local governments to adjust elected officials' 2019 pre-tax compensation in order to maintain after-tax 2018 remuneration. The need to review remuneration and change base amounts to maintain after-tax compensation was driven by changes that were beyond local government control. The timing of the review to initiate the changes was also driven by events outside of local government.

BEST PRACTICE

- > *Local governments should consider conducting remuneration reviews, and reporting the results, at least one year before the next election.*

FREQUENCY OF REVIEWS

Regular reviews of elected official remuneration levels should be undertaken in order to ensure that remuneration remains fair over time as job conditions, expectations, and circumstances change.

ELECTION CYCLE

Change to elected officials' remuneration is a legitimate issue for public scrutiny and discussion. To avoid having remuneration dominate public discourse in the lead-up to elections, however, at the expense of other important issues, local governments should consider conducting reviews, and reporting results, at least one year before the next election.

Failure to do so may undervalue the time spent by elected officials, and the level of responsibility associated with the job. Failure could also result in remuneration becoming a barrier to participation, and make it difficult for a diverse range of individuals to stand for election.

As noted earlier, several local governments that responded to the survey have policies or bylaws that set out schedules for formal reviews of base remuneration levels. In some of these documents the frequency of reviews is set out — once-per-term appears to be the most commonly prescribed schedule in these documents. Regular adherence to these schedules ensures that reviews happen on a regular basis, and helps to ensure that remuneration does not become a barrier to elected office. Local governments with policies and/or bylaws that do not identify a specific frequency typically experience longer intervals between reviews.

Relying on policies and bylaws to automatically trigger a review, in keeping with a prescribed frequency, is a useful practice to follow. It relieves councils and boards — as well as their individual members — from having to take the politically-difficult decision to request a review.

BEST PRACTICES

- > *Local governments should consider conducting remuneration reviews once per term.*
- > *Local governments should consider setting out the timing for subsequent reviews in remuneration policies or bylaws.*

Annual Adjustments

Local governments undertake remuneration reviews to assess the fairness of elected officials' pay, expenses, and benefit packages. When done properly, reviews take time, energy, and other resources to complete. A best practice, identified earlier, is to conduct a full review once per term — it is neither necessary nor reasonable to schedule reviews more frequently.

In the years between reviews, it is common for councils and boards with policies and/or bylaws in place to automatically adjust elected official pay to reflect changes in the cost of living. In almost

ANNUAL ADJUSTMENTS

It is common for municipalities and regional districts with policies and/or bylaws in place to automatically adjust remuneration to reflect changes in the cost of living. The year-over-year change to the consumer price index is the default adjustment factor.

every case, the previous year's Consumer Price Index (CPI) for British Columbia, Vancouver, or Victoria is the adjustment factor applied by local governments, depending on their location within the province.³ Automatic adjustments, defined and set out in policies and/or bylaws, ensure that the real value of elected officials' remuneration remains stable between formal reviews, and can help to reduce the need for more significant increases at the time of review. Failure to make annual adjustments may place a burden on future councils and boards to address remuneration levels that have been left to stagnate in the face of regular cost-of-living increases. For these reasons, annual adjustments using a CPI index is a best practice.

BEST PRACTICE

- > *Local governments should consider including in their policies or bylaws provision for an automatic cost-of-living adjustment, using the CPI, to elected officials' base remuneration.*

IMPLEMENTATION OF CHANGES

When considering the issue of timing as it relates to the implementation of changes, it is important to distinguish among the types of changes being put forward. The three key types include: changes to base remuneration that emerge from full reviews; changes that are prompted by shifts in the tax system; and annual adjustments to reflect increases in the cost of living.

- > *Base Remuneration* — Councils and boards have full control over the timing of their remuneration reviews, even in cases where timing is prescribed by policy and/or bylaw. Similarly, councils and boards have full authority to choose when to implement any changes that emerge from reviews. In general, it is preferable to have such changes take effect at the beginning of the following term. This best practice is particularly important to follow when reviews conclude that significant increases to base pay and/or benefit packages are warranted. A decision to implement changes immediately, or even during the existing term, can create perceived conflicts of interest.

³ Other indices include annual increases to general wages in BC, and increases to unionized or exempt staff wages.

IMPLEMENTATION

It is preferable for councils and boards to implement the outcomes of remuneration reviews at the beginning of the following council or board term. A decision to implement changes earlier, during the existing term, can easily create perceived conflicts of interest.

There will be some cases where implementation during the existing council or board term is considered necessary, perceptions of conflict notwithstanding. Consider the situation in which a council or board entered office following an election in which stagnant compensation was portrayed as a barrier to participation. The council or board could decide that implementation of changes that emerged from a review conducted early in the new term is necessary.

- > *Tax System* — Councils and boards have no control over changes to the income tax system — the elimination of the federal tax exemption for local government elected officials that took effect on January 1, 2019, is an example of one such change. In anticipation of this change — it was announced in 2017 — some local governments designed remedies, before the 2018 local general election, to take effect on January 1, 2019, in the new term. Several local governments, however, delayed taking action until after the federal tax change came into force. Immediate implementation of changes designed to protect elected officials from financial loss is considered reasonable and defensible by most.
- > *Annual Adjustments* — As explained earlier, annual adjustments to remuneration are designed to protect base rates from erosion as a result of inflation. These adjustments, which result in nominal rather than real increases, are expected to be implemented immediately.

BEST PRACTICES

- > *Local governments should consider having changes to base levels, determined through remuneration reviews, take effect at the beginning of the following term.*
- > *Local governments should consider allowing for immediate implementation of changes to remuneration that are designed to protect elected officials from financial loss that would otherwise occur as a result of tax system shifts.*
- > *Local governments should consider allowing for immediate implementation of annual cost-of-living adjustments.*

FEDERAL TAX SYSTEM

Local governments have no control over shifts in the federal income tax system. Offsetting changes to base remuneration levels that are designed to protect council and board members from financial loss are reasonable. Local governments should consider implementing such changes immediately.

SECTION 4

SETTING REMUNERATION

On a regular or periodic basis, local governments undertake remuneration reviews to determine the remuneration, expense payments, and benefits to provide to elected officials. The previous two sections of the *Guide* tackled a number of issues related to remuneration reviews, including:

- > who should conduct the reviews
- > when, during an elected body's term of office, reviews should be initiated
- > how frequently reviews should occur
- > when changes to remuneration that result from reviews should be implemented

This section of *Guide* — Section 4 — explores the factors that local governments should consider using in their reviews to determine remuneration levels that are fair and defensible. The text deals separately with the three main components of a complete remuneration package, namely remuneration (i.e., pay), expenses, and benefits.

REMUNERATION

Remuneration consists, first and foremost, of a base amount of pay for mayors, board chairs, councilors, municipal directors, and electoral area directors. Base amounts are intended to reflect the expectations and duties associated with the specific roles, and for that reason are expected to differ by role. Remuneration also includes any payments that are made to elected officials, on top of base pay, for attending different types of meetings, leading committees, sitting as appointees on external bodies, performing the roles of deputy mayor or deputy chair, and undertaking other duties. These supplemental payments, where offered, recognize differences in workload and responsibility among elected officials in the same role.

Bases of Comparison

For many jobs in our economy, wages and salaries are set through a process of comparison — that is, a process that takes into account remuneration associated with other jobs that are deemed to be comparable. The approach to setting remuneration for local elected officials is no different. The most common basis of comparison used by local governments across the province is remuneration paid to

elected officials in other, similar local governments. Some councils and boards, however, look to additional bases for guidance. Four bases to consider, including remuneration paid in similar jurisdictions, are as follows:

- > *Similar Jurisdictions* — Remuneration levels paid to elected officials across a set of other, similar local governments can be used to approximate an "industry rate". The use of comparable remuneration data, as noted, is widespread across municipalities and regional districts, and is considered a defensible approach. The challenge faced by those who use the approach, however, comes in choosing jurisdictions that are truly comparable. Population, the most common factor, goes some way toward establishing similarity, but may not be adequate on its own. Other factors may need to be combined with population to establish a more valid comparison group. Such factors could include location, geographic size, scope of services provided, growth rate, the urban (vs. suburban or rural) nature of a jurisdiction, economic make-up, tax base, average house price, size of operating budget, and number of staff (full-time equivalents).
- > *Local Labour Force* — A few jurisdictions in the province determine remuneration for council and board members using local earnings data collected by Statistics Canada — specifically, the average employment income earned by individuals aged 15 and over, who work year-round and full-time.
- > *Provincial MLAs* — Only one of the local governments in the survey pointed to remuneration paid to Members of the Legislative Assembly as a basis for determining local elected official pay. A few other jurisdictions, however, believe the comparison may be useful.
- > *Local Government Staff* — Changes to staff pay are used in some jurisdictions as an index to adjust council and board pay each year. Base pay for staff, however, is not generally used to help set elected official pay.

Each of the four bases identified here — as well as others not identified — has both strengths and shortcomings. Figure 4.1 highlights some of the pros and cons.

COLLECTING DATA

It is important to ensure that data on other local governments are comparable. Care must be taken to confirm that data have been collected using similar methodologies, and that data sets measure the same factors. Sources of data include CivicStats (accessed through CivicInfo), and Statistics Canada. Direct contact with comparison group local governments may be warranted in some cases to produce "apples to apples" comparisons.

Figure 4.1
Pros and Cons of Alternative Bases

Alternative Bases	Pros	Cons
Similar Jurisdictions	<ul style="list-style-type: none"> > jobs of local elected officials in similar jurisdictions, while not identical, are comparable ("apples to apples") > large enough comparison set can neutralize outliers 	<ul style="list-style-type: none"> > difficult to establish truly comparable set of jurisdictions (may be subject to accusations of "cherry picking") > potential for salary escalation if other places in comparison set initiate significant increases
Local Labour Force	<ul style="list-style-type: none"> > attempts to create strong linkage to local community that pays elected body's remuneration > sensitive to local economic conditions 	<ul style="list-style-type: none"> > jobs of elected officials not comparable to majority of other jobs in the community in terms of time commitment, duties, responsibility > not clear that average salary of entire workforce reflects value of elected officials' work
Provincial MLAs	<ul style="list-style-type: none"> > remuneration reflects need in both orders of government to attract diversity of people to serve in elected office 	<ul style="list-style-type: none"> > role of MLA considerably different than roles of mayor and chair (much different than councillor/director) > invites linkage to full MLA remuneration and benefits package
Local Government Staff	<ul style="list-style-type: none"> > both groups (elected officials and staff) involved in same organization > comparison to staff used in other orders of government to help set elected official remuneration 	<ul style="list-style-type: none"> > roles of staff considerably different than roles of elected officials > perceived conflict on part of elected officials who approve staff salaries > invites linkage to full staff remuneration and benefits package

Arguably, there may be no single best basis of comparison to use in setting council and board remuneration. As suggested in Figure 4.1, however, some bases are better than others.

Remuneration levels paid to elected officials in similar local government jurisdictions represents the preferred basis, and the best practice for local governments.

BEST PRACTICE

- > *Local governments should consider using base remuneration paid to elected officials in similar local government jurisdictions as the preferred basis for determining remuneration.*

Comparison Group

In establishing a valid comparison group of similar jurisdictions, local governments will need to give careful thought to the most important measures to use. Population is a good starting point in every case — it is a useful proxy for elected official workload, and is easy to explain. As well, data on population are easy to obtain. Other measures can be combined with population to make the comparison set more defensible. Factors that influence elected officials' workload and level of responsibility are particularly useful to consider. The list of such factors will vary by jurisdiction, but may include:

- > location
- > geographic size
- > scope of services
- > growth rate
- > operating budget

Finally, local governments will need to give some thought to the number of jurisdictions to include in the comparison set. Larger sets will allow for a more robust comparison, and will make it easier to neutralize the impact of outliers (i.e., jurisdictions that have significantly high or low pay levels, relative to those of other places). If the set is too large, however, it may be difficult to obtain the necessary comparative data, especially in cases where a range of measures, in addition to population, are used. Given these points, a practicable and defensible minimum size is five to seven jurisdictions. The maximum size will depend on the number of factors being considered, and the capacity of the body conducting the remuneration review. Comparison set sizes vary considerably across local

SIZE OF COMPARISON GROUP

The size of comparison groups that are used to help determine elected official remuneration varies considerably across local governments. The City of Prince George uses a peer review group of ten municipalities for the purposes of its quadrennial review. The group includes cities with similar populations — Chilliwack, Kelowna, Saanich, Langley Township, Delta, Kamloops, North Vancouver District, Nanaimo, Victoria, and Coquitlam.

governments. Kamloops has used 14 municipalities; Comox Valley Regional District recently used nine. Metro Vancouver bases the salary of its Chair on the median salary of mayors in 21 municipalities (all Metro municipal jurisdictions).

BEST PRACTICE

- > *Local governments should consider establishing comparison groups using population, combined — as deemed necessary — with other factors that influence elected official workload and level of responsibility.*
- > *Local governments should consider including at least five jurisdictions (preferably more) in the comparison groups.*

Using the Data

Once the remuneration data from comparable jurisdictions have been obtained, local governments need to determine how to best use the data to determine pay levels for the range of elected officials in place. It is useful at this stage to make the exercise as straightforward as possible so that it can be undertaken easily (and relatively quickly), and so that it is easy to explain and understand. Simple formulas can be effective in meeting these goals.

For municipal councils, the following formula-based approach — or variations of it — is used in a number of places:

- > Set the salary for the mayor as the median value of all mayors' salaries from the comparison set of municipalities. Calculate the salary for councillors as a percentage (e.g., 40%) of the mayor's salary to reflect the part-time nature of the councillor position, as well as its lower workload and level of responsibility relative to those of the mayor.

Figure 4.2 illustrates, using hypothetical data from a comparison set of seven municipalities, how this formula works in practice. To be clear, all numbers, including the percentage factor, are hypothetical examples only, presented solely for the purpose of illustration.

SIMPLICITY

When determining how to use comparison data to calculate remuneration levels, it is preferable to apply simple formulas. Formulas allow the exercise to be undertaken easily and relatively quickly. Approaches based on formulas are easy to explain, easy to understand, and defensible.

Figure 4.2
Sample Formula for Municipal Elected Officials

Comparison Set		Subject Municipality		
Mayors	Median Value	Mayor's Salary	%	Councillor Salary
\$ 101,000 \$ 92,000 \$ 100,500 \$ 90,000 \$ 72,500 \$ 93,000 \$ 83,000	\$ 92,000	\$ 92,000	40	\$ 36,800

In applying the formula, local governments should consider the following points:

- > *Percentage Factor* — The percentage factor that is applied to identify an appropriate councillor salary needs to be set after careful consideration of the position's workload, time commitment, and level of responsibility relative to those of the mayor. In municipalities where the mayor's role is full-time (or greater), the difference between the positions may be greater, and the percentage factor may be lower than 40%. Jurisdictions that use this formula (or variations of it) tend to apply percentages that range from 30% to 50%, depending on local conditions. Forty percent is a reasonable starting point.
- > *Median Value* — The median value effectively neutralizes low and high outliers, and is therefore preferable to the average value.
- > *Applying the Outcome* — It is possible, particularly if a new comparison set is used, that the resulting, recommended salaries for mayor and councillor will be lower than the actual salaries being paid. If the difference is significant, local governments may choose to "red circle" existing salaries for a period of time. In the calculated salaries are higher than those being paid, either a one-time adjustment, or a phased increase may be required.

- > *Alternative Percentile* — The median value represents the 50th percentile in the comparison set. Some local governments may determine, based on local circumstances, that remuneration should be set higher — for example, at the 75th percentile. In this situation, careful thought would need to be given to the rationale for such an approach.

While less common among regional districts, formulas may be just as useful in providing a relatively simple, easy to understand, defensible approach. In developing a formula for regional boards, provision needs to be made for a greater number of elected roles. In most cases, four specific roles should be considered, including the chair, vice chair, electoral area director, and municipal director. The distinction between electoral area and municipal directors is particularly important to recognize. Regional districts are the local government for electoral areas, responsible for providing all basic local services. Electoral area directors are accountable directly to their local electors, and are expected to consult directly with electors on local service and other topics. Many electoral area directors represent vast geographic areas, often with numerous small communities or settlements to serve. The time commitment required to provide proper contact and representation can be considerable. Electoral area directors' full local government salary comes from their regional districts.

The role of municipal director is also important and can be demanding. Municipal directors, however, are accountable to their councils and do not face the same expectations as their electoral area counterparts regarding consultation with residents on regional district matters. Residents of municipalities receive most of their local services from their municipal councils. Municipal directors sit on these councils, and are paid separately as council members to perform municipal duties.

A reasonable formula that takes into account the differences between electoral area and municipal directors, as well as the unique duties, expectations, and responsibilities of the chair and vice chair, is as follows:

- > Set the salary for municipal director based on the median value of all municipal directors' salaries from the comparison set of regional districts. Calculate the salary for electoral area director by applying a multiplier (e.g., 2.0). Calculate a stipend for the chair by applying a multiplier (e.g., 2.5) to the municipal director salary. Use a separate multiplier (e.g., 0.5) to determine a stipend for vice chair.

Figure 4.3 illustrates how this formula works in practice, using hypothetical data for a comparison set of seven regional districts. All numbers, including the multipliers, are examples only.

Figure 4.3
Sample Formula for Regional District Elected Officials

Comparison Set		Subject Regional District				
Municipal Director	Median Value	Mun Director Base Salary	X	EA Director Base Salary	Chair Stipend*	Vice Chair Stipend*
\$ 17,000 \$ 11,000 \$ 12,200 \$ 9,000 \$ 12,500 \$ 15,000 \$ 16,500	\$ 12,500	\$ 12,500	2.0 2.5 0.5	\$ 25,000	\$ 31,250	\$ 6,250

* These stipends would be paid in addition to the base director pay.

The considerations raised for municipal council remuneration formulas regarding percentage factor, median value, applying the outcome, and alternative percentile apply to the regional board formula as well. In addition, it is important in the regional district context to consider the need for supplemental payments, over and above the base salary amounts.

BEST PRACTICE

- > *Local governments should consider using simple formulas that make the calculation of remuneration levels as straightforward as possible, easy to explain, and easy to understand.*

Regional District Supplemental Payments

On a municipal council, the expectations on a councillor in terms of workload, time commitment, and responsibilities, are, in general, the same for all councillors. Almost all councils, as a consequence, pay councillors the same base salary without additional payments for committee meetings. Supplemental fees may be paid in some cases to councillors who participate in external agencies on behalf of council; however, these payments are the exception rather than the rule. Approximately 25% of municipalities that responded to the survey pay stipends to council members for time spent as deputy mayor or acting mayor. In most cases, these stipends tend to be nominal in value.

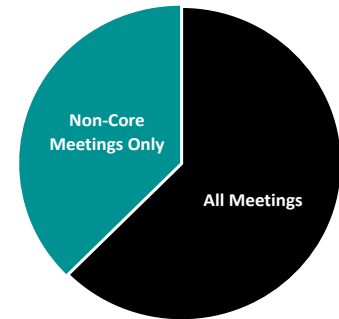
The situation for regional district directors is different. As noted already, the base remuneration for role of electoral area director is typically greater than the base remuneration paid to the municipal director role — the gap is intended to reflect the inherent differences in the roles. Differences in workload, time commitment, and level of responsibility, and level of interest also exist, however, among individual directors. Some directors may represent large jurisdictions that participate in a broad range of regional district services, some of which may have committees or commissions in place. These directors may be compelled to play, or be interested in playing, an especially active role in regional district service governance. Other directors will represent jurisdictions that are less involved in, or reliant on, their regional districts. These directors may not be involved in regional district matters to the same degree as others.

To account for differences among individual directors, regional districts may choose to provide supplemental payments, over and above base remuneration levels. Where provided, payments take the form of per-meeting stipends that are paid to directors who attend specified regional district meetings, as well as external meetings to which directors are sent to represent their local governments. The amounts of the supplemental payments vary; most regional districts, however, pay between \$75 and \$200 per meeting.⁴

⁴ An exception is Metro Vancouver, which pays \$397 to each director for every board, committee and other approved meeting attended. For all Metro Vancouver directors other than the (sole) electoral area director, board chair, board vice chair, committee chairs, and committee vice-chairs, however, the meeting stipend constitutes the entire remuneration (i.e., there is no base amount). Central Coast Regional District and Peace River Regional District also pay higher per-meeting rates in lieu of base salaries for directors.

SUPPLEMENTAL PAYMENTS

Fifteen of the 24 regional districts that pay base remuneration to directors also provide supplemental payments for board, committee of the whole, and all other meetings. Nine of the regional districts provide supplemental payments for non-core meetings only.



The use of supplemental, per-meeting payments is not uniform across regional districts. A review of the 24 regional districts in the province that pay base remuneration to directors shows that, while almost all provide payments to attend meetings of external agencies, 15 of the 24 also provide payments to attend board and committee of the whole meetings. Nine (9) regional districts provide no supplemental payments for these "core" regional district meetings — remuneration for attendance at these meetings is included in the directors' base salaries.⁵

Supplemental payments are intended to reflect workload differences among individual directors. It is not clear that such payments are also intended, however, to provide additional compensation to directors for attending core regional district meetings of the board, including committee of the whole meetings. Indeed, it may be argued that all board members are expected to attend these meetings as a basic requirement of their roles as directors.

In setting regional district board remuneration, careful attention needs to be given to the use of supplemental payments. Regional districts may wish to consider targeting such payments to non-core meetings, and structuring base levels to include attendance at board, committee of the whole, and any other core meetings.

BEST PRACTICE

- > *Local governments should consider targeting supplemental payments to non-core meetings, and structuring base remuneration levels to include attendance at board and committee of the whole meetings.*

Alternate Directors

It is important to note that all regional districts use per-meeting payments to remunerate alternate directors for attendance at all meetings, including core meetings, that the director would normally

⁵ Travel expenses for all meetings are paid (see later).

attend. These payments are the only form of remuneration for alternate directors; alternates do not receive a base salary.

EXPENSES

Local government elected officials regularly incur expenses to travel to meetings, attend conferences and sanctioned events, communicate with residents and the local government office, and deal with the broad variety of other duties associated with the job. It is both important and legitimate that expenses which are incurred by council and board members on the job, and in order to do the job, be reimbursed by the local government. Policies and bylaws on expenses are used to set out the types of expenses that are eligible for reimbursement, the conditions under which reimbursements will be made, and the procedures that must be followed to obtain reimbursement.

A guiding principle for councils and boards on the matter of expenses is as follows:

- > Local elected officials should not themselves be expected to pay expenses that are incurred in order to perform their roles.

A related principle, however, is that compensation paid to elected officials for expenses incurred on the job should not be viewed as an additional source of remuneration. This point requires local governments, first, to identify the specific types of expenses for which elected officials can expect reimbursement.

Eligible Expenses

Local governments have similar, but not identical, lists of expenses that are eligible for reimbursement. In the case of municipalities, expenses that are reimbursed by councils tend to be limited to those that are incurred by members on out-of-town business. Such expenses include:

- > travel by personal automobile (paid as a rate per kilometre) to out-of-town meetings
- > travel by taxi, bus, train, ferry, rental car, or air to out-of-town meetings
- > accommodation
- > conference fees
- > per diem payments for meals and incidentals

GUIDING PRINCIPLES (EXPENSES)

Local elected officials should not themselves be expected to pay expenses that are incurred in order to perform their roles. Compensation paid to elected officials for expenses incurred on the job should not, however, be considered or pursued as an additional source of remuneration.

Some councils also provide funding for a smartphone, tablet, and/or computer (or provide the hardware itself), and the associated communications plan. Some will provide transportation costs within the municipality, including a mileage rate for personal car use, taxi and/or transit fees, and parking. Monthly car allowances for mayors are common; similar allowances for councillors are less common but do exist in some centres.

Regional district boards, similar to councils, reimburse members for smartphones and for attendance at out-of-town meetings. Most regional districts also, however, pay for travel, travel time, meals, and accommodation for attendance regional district board and committee meetings. These additional items reflect the large geographic size of many regional districts, and the need for directors to spend considerable time to travel to core meetings. Monthly transportation allowances provided by some regional districts to electoral area directors also reflect geographic realities.

Most local governments provide additional expense amounts for their mayors or chairs. A monthly car allowance, noted earlier, is standard for mayors and is becoming common for chairs. Hosting allowances are also recognized by several jurisdictions.

Regional district expense policies should anticipate and provide special direction to municipal directors to avoid instance of "double dipping". In some cases, expenses that are incurred by municipal directors can and should be reimbursed by the directors' municipal councils, not charged to the regional district. An example of such an expense is attendance at the UBCM annual conference. Council members who serve as municipal directors attend the annual conference, first and foremost, as representatives of their municipalities.

Local Considerations

Lists of eligible expenses are common across most jurisdictions, as noted earlier. When developing expense policies and bylaws for a specific local government, however, it may be important to explore particular types of expenses that, while less widespread, are appropriate given the local context. Some regional districts (e.g., Squamish Lillooet) provide differential mileage rates to account for travel on unpaved roads. Others (e.g., Cariboo) provide reimbursement to replace car windshields that are damaged during regional district travel on winter roads. Parking in many urban centres is expensive.

FEDERAL TAX SYSTEM

Changes to the Federal Income Tax Act were introduced by the federal government in 2017 to eliminate a long-standing federal tax exemption for local government elected officials, effective January 1, 2019. The exemption was in place to recognize that, in the course of their duties, elected officials incur various expenses for which they may not be reimbursed (e.g., home office costs, meals while meeting with constituents, etc.). This change resulted in substantial changes to the after-tax income for elected officials, and prompted many local governments to adjust elected officials' 2019 pre-tax compensation in order to maintain after-tax 2018 remuneration.

Municipalities and regional districts in these centres may feel it necessary to reimburse parking costs to elected officials.

Evolving Lists

Finally, local governments should not view eligible expense lists as static documents. Indeed, in order to ensure that costs do not become barriers to participation, it is incumbent on local governments to periodically consult elected officials and review eligibility considerations. One potential expense that stands out is childcare. Councils and boards that have, or that seek to attract, young parents as members may find it both fair and necessary to reimburse child care expenses that are incurred to attend council and board meetings.

BEST PRACTICES

- > *Local governments should provide clarity in regional district expense policies/bylaws to ensure that municipal expenses incurred by municipal directors are reimbursed by the appropriate municipal governments.*
- > *Local governments should consider including in their expense policies and/or bylaws the principle that elected officials should not themselves be expected to pay expenses that are incurred in order to perform their roles.*
- > *Local governments should recognize that the range of legitimate expenses incurred to perform the roles of mayor and board chair will be greater than that incurred to perform the roles of councillor and board director.*
- > *Local governments should ensure that lists of eligible expenses reflect unique local conditions.*
- > *Local governments should periodically re-examine decisions on eligibility to ensure that lists of eligible expenses evolve to reflect changing needs and to reduce barriers to participation.*

BENEFITS

Medical services plan premiums, extended health and dental plans, employee and family assistance programs, and life and accidental death insurance are common examples of benefits that local governments may choose to make available to all or some of their elected officials. Current practices across the province vary with respect to the provision of benefits. Some local governments provide full benefits to all elected officials at no cost to the members. In a number of places, benefits are made available only to the mayor, since this position is the only one considered full-time. Councillors and directors in some of these places may opt-in to packages, but only at their own cost, or on a cost-share basis with the municipality. Certain regional districts provide benefit packages at the local government's cost to electoral area directors, but require municipal directors to pay all premiums. Other regional districts pay 50% of the cost of packages for all directors who opt-in. Family members of elected officials are entitled to join benefit programs in some jurisdictions, but must pay the full cost. Almost all local governments provide personal accident insurance to elected officials who are traveling on local government business.

Provision of Benefits

The provision of benefits to elected officials is becoming an increasingly important topic of consideration in local governments, particularly because of the potential barriers — real or perceived — that a lack of benefits pose for some. In an effort to avoid this situation, local governments may wish to consider making benefits available. Eligibility and responsibility for cost are two factors to include in any such consideration.

- > *Eligibility* — There is a strong rationale for providing benefits to mayors, and to other elected officials who occupy what are considered to be full-time positions. Many individuals who may wish to put their names forward for these positions would need, upon election to office, to leave other full-time employment in which they may receive benefits coverage. The prospect of giving up such coverage, and facing four or more years without replacement benefits, would prevent some from running.

The argument for benefits may not be as strong for elected positions that are structured and paid as part-time roles. In these cases, there is an assumption that individuals with access to benefits through their employment will be able to retain at least some access to those benefits

simply because they will not be need to leave their existing employment entirely. This reasoning fails in cases where existing benefits would be lost as a result of an individual being converted to part-time status with their employer after being elected to office.

An additional point in the discussion on eligibility concerns the position of municipal director on regional district boards. Municipal directors are, first and foremost, municipal councillors. The municipalities, as the local governments to which the councillors are elected to serve, should be responsible for addressing the benefits issue with these elected officials. Electoral area directors, by contrast, are directly elected to the regional district boards. Electoral area directors should look to these bodies for benefits.

- > *Responsibility for Cost* — Local governments should consider paying for elected official benefits on a pro-rated basis. Using this approach, municipalities would pay 100% of the benefit premiums for mayors, and 50% of the premiums for councilors. Regional districts would pay 50% of the cost of benefits for electoral area directors. Regional districts could also choose to pay 100% of the cost of premiums for regional district chairs who are deemed to occupy full-time roles, irrespective of whether the chairs are also electoral area or municipal directors.

In all, the principle governing the provision of benefits is that, in an effort to reduce barriers to participation, local governments should make benefits available to their elected officials, and should contribute to the cost of associated premiums on a pro-rated basis, in accordance will the full- or part-time nature of the positions.

Smaller Jurisdictions

Smaller local governments who wish to provide some level of benefits coverage for their elected officials may have concerns regarding the cost of premiums. In an effort to minimize costs, local governments may consider extending existing staff programs to include elected officials, or joining with other local governments to create larger beneficiary pools. To that end, UBCM offers comprehensive group insurance coverage to all local government elected officials in the province. To join the plan, however, at least three officials from a local government must opt-in to the coverage.

Evolving Range of Benefits

Finally, as with expenses, the list of benefits provided to local elected officials will change over time in response to local needs, societal trends, and other forces. In many jurisdictions today, standard benefits such as extended health and dental coverage, counselling services, and accidental death and dismemberment insurance will address needs. Some other local governments, however, may be under pressure to provide some form of parental leave, RRSP contributions, education allowances, and other benefits that prospective candidates for election receive in their existing careers. In the coming years, the number of local governments that will need to consider these types of benefits is likely to increase. And, to the extent that failure to provide them creates barriers to participation, local governments may need to consider taking action.

► Transition Payments

One specific benefit that may receive greater attention in the coming years is a transition allowance for local elected officials who leave office at the end of a term, either through their own choice, or as the result of an unsuccessful re-election bid. This benefit, which may be referred to as a retirement allowance, a separation payment, a pension, deferred remuneration, or a retraining and adjustment payout, is not offered in many jurisdictions today in the province — indeed, there are only eight municipalities that provide the benefit, and all of them are within Metro Vancouver. The benefit is provided to local elected officials on a broader basis, however, in other parts of Canada, namely Quebec and Ontario.

In some of the BC jurisdictions that offer a transition allowance, the benefit is intended as a bridge to help individuals re-enter the workforce, either in a new occupation, or back into a career that may have been placed on hold. In other cases, the benefit is presented in lieu of pension contributions that would have been paid by an employer if the elected officials had been considered employees and eligible for the existing municipal pension plan. Some transition allowances are intended to achieve both purposes. Consider some current examples:

- The City of Vancouver provides one week of salary for every year of office served (provided that the departing council member served his or her full term). This benefit translates to 1.9% of the member's annual salary, and is intended to help facilitate the member's return to the workforce.

TRANSITION ALLOWANCES

Elected official transition allowances — referred to in some places as retirement allowances, separation payments, pensions, deferred remuneration, or adjustment payouts — are not common in British Columbia's local government system today. Experiences in other provinces and in the Metro Vancouver area, however, suggest that the benefit may become a matter for greater attention, at least for larger cities, in the coming years. The lack of transition and pension-like benefits could be a barrier to participation for different groups of individuals (e.g., mid-career professionals).

- > The City of Port Coquitlam provides one month of salary for every year in office to the departing mayor (persons who served as councillors are not eligible). The benefit payment is capped at six months.
- > The City of New Westminster provides the equivalent of 10% of the annual indemnity for each year of service, to a maximum of 12 years of service. This benefit is a form of pension.
- > The City of Burnaby structures its benefits as an ongoing, annual payment to service council members. The payments reflect the employer contributions to the municipal pension plan that would be made if the council members were eligible for the plan. Payments can be invested by members as annual RRSP contributions.

Transition allowances may be most relevant and defensible in local governments with elected officials in roles that require a *de facto* full-time commitment (even though some roles may be paid at part-time rates). Individuals in these positions place their existing careers and jobs on hold while in office, and may not, as a consequence, be able to participate in a work-related pension or savings program. Individuals in full-time elected positions may also have more difficulty than others in transitioning back into the workforce following their time in elected office.

Experience in Ontario and Quebec supports the view that such benefits may be of most interest to positions that require significant time commitments. In Ontario, the majority of municipalities with populations over 100,000 offer pensions to elected officials, whereas only 7% of centres with populations under 10,000 provide the benefit.⁶ It is generally the case that elected positions in larger centres are more demanding in terms of time than the same positions in smaller centres. In Quebec, the municipal pension plan is made available to all municipalities; however, local governments in centres with populations under 20,000 may choose to provide the benefit to the position of mayor only — the one position that typically requires a greater time commitment than others.

⁶ Metro Vancouver, *Board Remuneration Review Findings and Recommendations*, Board Remuneration Independent Review Panel, April 17, 2019, Page 9.

This *Guide* does not provide advice to local governments on whether or not to provide a transition allowance to departing, or serving, elected officials. The *Guide* recognizes, however, that the lack of such a benefit may discourage some individuals from considering public office, and may become more of a barrier in future years, at least in some centres. Local governments that wish to explore the development of a transition allowance, may want to consider the following questions:

- > Does the lack of a transition benefit stand as a significant barrier to participation? Which groups of individuals may view the benefit as being particularly important?
- > What is the primary purpose of the benefit? Is it to provide a bridge for departing elected officials to re-enter the workforce? Or is it to provide pension contributions in lieu of contributions that elected officials could earn outside of office?
- > What is a reasonable cap on the benefit, expressed either in terms of benefit paid, or eligible service time?
- > Is there any rationale for regional districts to provide the benefit to municipal directors, or should the issue of transition allowance to municipal elected officials be addressed directly by the local governments (i.e., the municipalities) to which the officials are elected?

BEST PRACTICES

- > *Local governments should consider providing access to extended health, dental, vision and insurance benefits to all local elected officials.*
- > *Local governments should consider contributing to the cost of benefit premiums on a pro-rated basis, in accordance with the full- or part-time nature of elected positions.*
- > *Local governments should consider extending benefits coverage to family members of elected officials, provided that the elected officials themselves pay the full incremental cost of such coverage.*
- > *Local governments should periodically re-examine the benefits provided to ensure that benefits programs reflect changing needs, and reduce barriers to participation.*

SECTION 5 COMMUNICATION

Local governments in British Columbia have long recognized the importance of strong communication in local governance. Municipalities and regional districts regularly communicate in proactive ways with their communities on a broad range of public policy, service, and governance matters. Remuneration for elected officials is one additional item on which clear communication is necessary. This section of the *Guide* highlights information that is important to communicate, identifies audiences with which to communicate, and provides advice on how to communicate.

As in all communication efforts, information on elected official remuneration is provided, in part, as a way to report on actions and decisions that are underway or that have been taken. Communication is also undertaken, however, to explain why initiatives are important to take, and to promote transparency in local government.

INFORMATION TO COMMUNICATE

The pieces of information that are important to communicate have been identified in the earlier sections of the *Guide*. In all, the key pieces are as follows:

- > *Nature of Elected Official Roles* — The level of knowledge in communities on the roles of local elected officials is not uniformly high across the province. Information to help residents understand the duties and responsibilities of the roles, the expectations on council members and regional board directors, and the time required to perform the jobs properly may provide important context for reviews of remuneration, and may help to pave the way for broad acceptance of their outcomes.
- > *Purpose of Remuneration* — The reasons for providing remuneration to elected officials, and the factors that inform the setting of remuneration levels, are important to communicate. Residents and prospective candidates, in particular, may find it helpful to understand the importance of representative decision-making bodies, and the need to identify and reduce barriers to participation that some groups in the community may encounter.

EXPLAINING IMPORTANCE

The Cariboo Regional District opens its Directors' Remuneration and Expenses Bylaw with a statement of principles. The statement begins as follows:

"It is important for local governments to ensure their elected official positions are compensated fairly and equitably to attract and encourage a variety of citizens from different economic and demographic backgrounds... to run for office and represent their communities..."

- > *Guiding Principles* — The communication of principles to guide council and board decisions on remuneration can help to speak to the purpose of remuneration, and can also minimize any suggestion of arbitrariness in the remuneration levels selected.
- > *Remuneration Details* — Clear and complete listings of base remuneration levels, supplemental payments, the situations in which supplemental payments are made, annual adjustments, eligible expenses and the process for claiming them, and benefit programs are important to communicate. Such details bolster transparency.
- > *Remuneration Reviews* — Where determined, the process and timing of remuneration reviews, along with any guiding principles for reviews to follow, can help to de-politicize the efforts. Details on reviews underway, as well as the results of such reviews, are also important.
- > *Expenditures Made* — Finally, efforts above and beyond basic statutory reporting requirements to make available information on remuneration received and expenses claimed can enhance transparency and build trust.

AUDIENCES TO REACH

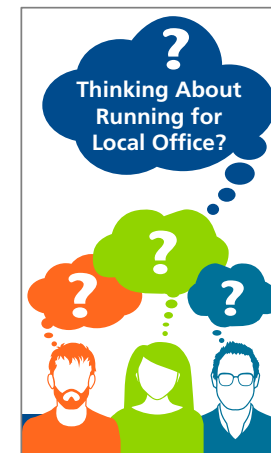
Residents in the community constitute the primary audience for communication efforts on elected official remuneration. Other audiences that may be targeted in communication strategies include ratepayer associations, business associations, and any other defined group that has expressed, or that may express, strong views on remuneration. An additional audience is the pool of prospective candidates for upcoming local government elections. This group should clearly understand the nature and level of the work involved, and the remuneration that is provided for the work.

COMMUNICATION TOOLS

Many local governments regularly make use of a range of different tools to connect with different audiences. For information on remuneration, councils and boards may find a combination of written materials, presentations, and information meetings to be most effective. Consider the following points:

UNDERSTANDING ROLES

Prospective candidates for local government elected office should clearly understand the nature and level of the work involved, and the remuneration that is provided for the work. Resources such as "Thinking About Running for Local Office?" can help.



- > *Written Materials* — Providing information in writing is a useful way to ensure accuracy of message, and to promote transparency. Written materials can also be made available in a number of formats in order to allow for distribution to various audiences. Examples of written materials to provide include:

- remuneration policies and bylaws, complete with user-friendly introductions to explain the purpose and contents of the documents
- information pamphlets on the reasons for, importance of, and principles in place to guide elected official remuneration
- education booklets on the duties and responsibilities of local elected officials, as well as the time commitment involved
- terms of reference to guide remuneration reviews
- reports on the outcomes of remuneration reviews
- regular disclosure of remuneration and expenses paid

Public surveys represent an additional written item that can be used not only to solicit public views on remuneration, but also to communicate the reasons for remuneration, and the existing remuneration, expense, and benefit programs in place.

- > *Presentations* — Public presentations (i.e., at open council and board meetings) of the results of remuneration reviews are effective communication methods, particularly when reviews have been completed by an independent panel, and presentations are made by the panel chair.
- > *Information Meetings* — Information meetings are used in several local governments to help prospective candidates understand the duties and responsibilities of the elected official jobs. Where not already the case, these meetings could include a component on remuneration. The reasons for remuneration, and the principles guiding remuneration, would be important to communicate in addition to the remuneration levels.

PUBLIC INVOLVEMENT

Kamloops' Council Remuneration Task Force solicited input from the public through a carefully-constructed and -implemented engagement program. Five community events were attended by Task Force members. A survey was also provided for all interested residents.

Information meetings can also be used as part of remuneration reviews. Such meetings are held in some centres to educate audiences on elected official remuneration, and to solicit views on appropriate packages to provide.

BEST PRACTICES

- > *Local governments should consider including in their communications programs information on the nature of elected official roles, the purposes of remuneration, principles to guide the setting of remuneration, details on remuneration levels, remuneration reviews, and expenditures made.*
- > *Local governments should consider using a range of tools to communicate information, including written materials, presentations, and information meetings.*

SECTION 6

BEST PRACTICES SUMMARY

This *Guide* has presented a series of best practices to assist local governments in setting elected official remuneration. Figure 6.1 pulls the best practices together into one table.

Figure 6.1
Remuneration Best Practices

Section	Topic	Best Practices
Section 2: Conducting Reviews	Independent Task Force	<ul style="list-style-type: none"> > Local governments should consider establishing an independent task force to conduct reviews of elected official remuneration.
Section 3: Timing and Frequency	Timing of Reviews	<ul style="list-style-type: none"> > Local governments should consider conducting remuneration reviews, and reporting the results, at least one year before the next election.
	Frequency of Reviews	<ul style="list-style-type: none"> > Local governments should consider conducting remuneration reviews once per term. > Local governments should consider setting out the timing for subsequent reviews in remuneration policies or bylaws.
	Annual Adjustment	<ul style="list-style-type: none"> > Local governments should consider including in their policies or bylaws provision for an automatic cost-of-living adjustment, using the CPI, to elected officials' base remuneration.
	Implementation of Changes	<ul style="list-style-type: none"> > Local governments should consider having changes to base levels, determined through remuneration reviews, take effect at the beginning of the following term. > Local governments should consider allowing for immediate implementation of changes to remuneration that are designed to protect elected officials from financial loss that would otherwise occur as a result of tax system shifts.

Section	Topic	Best Practices
Section 3: Timing and Frequency	Implementation of Changes	<ul style="list-style-type: none"> > Local governments should consider allowing for immediate implementation of annual cost-of-living adjustments.
Section 4: Setting Remuneration	Bases of Comparison	<ul style="list-style-type: none"> > Local governments should consider using remuneration paid to elected officials in similar local government jurisdictions as the preferred basis for determining remuneration.
	Comparison Group	<ul style="list-style-type: none"> > Local governments should consider establishing comparison groups using population, combined — as deemed necessary — with other factors that influence elected official workload and level of responsibility. > Local governments should consider including at least five jurisdictions (preferably more) in the comparison groups.
	Using the Data	<ul style="list-style-type: none"> > Local governments should consider using simple formulas that make the calculation of remuneration levels as straightforward as possible, easy to explain, and easy to understand.
	Regional District Supplemental Payments	<ul style="list-style-type: none"> > Local governments should consider targeting supplemental payments to non-core meetings, and structuring base remuneration levels to include attendance at board and committee of the whole meetings.
	Eligible Expenses	<ul style="list-style-type: none"> > Local governments should consider including in their expense policies and/or bylaws the principle that elected officials should not themselves be expected to pay expenses that are incurred in order to perform their roles. > Local governments should recognize that the range of legitimate expenses incurred to perform the roles of mayor and board chair will be greater than that incurred to perform the roles of councillor and board director.

Section	Topic	Best Practices
Section 4: Setting Remuneration	Eligible Expenses	<ul style="list-style-type: none"> > Local governments should provide clarity in regional district expense policies/bylaws to ensure that municipal expenses incurred by municipal directors are reimbursed by the appropriate municipal governments. > Local governments should ensure that lists of eligible expenses reflect unique local conditions. > Local governments should periodically re-examine decisions on eligibility to ensure that lists of eligible expenses evolve to reflect changing needs and to reduce barriers to participation.
	Benefits	<ul style="list-style-type: none"> > Local governments should consider providing access to extended health, dental, vision and insurance to all local elected officials. > Local governments should consider contributing to the cost of benefit premiums on a pro-rated basis, in accordance with the full- or part-time nature of elected positions. > Local governments should consider extending benefits to family members of elected officials, provided that the elected officials themselves pay the full incremental cost of such coverage. > Local governments should periodically re-examine the range of benefits provided to ensure that benefits programs reflect changing needs, and reduce barriers to participation.
Section 5: Communications	Information to Communicate	<ul style="list-style-type: none"> > Local governments should consider including in their communications programs information on the nature of elected official roles, the purposes of remuneration, principles to guide the setting of remuneration, details on remuneration levels, remuneration reviews, and expenditures made.
	Methods of Communication	<ul style="list-style-type: none"> > Local governments should consider using a range of tools to communicate information, including written materials, presentations, and information meetings.



Reference: 255566

May 7, 2020

Chair Diane Langman
Regional District of Kootenay Boundary
202 - 843 Rossland Avenue
Trail, British Columbia
V1R 4S8

Dear Diane Langman:

On behalf of the Ministry of Forests, Lands, Natural Resource Operations and Rural Development, I wish to respond to your letter of April 22, 2020, regarding BC Timber Sales' (BCTS) forest management practices, specifically cut block size in the Boundary area.

Thank you for voicing your concerns regarding the BCTS practice of referral of blocks at the Operating Plan stage. It is true that BCTS typically refers larger shapes at the planning stage. The intent of this practice is to gain as much public and stakeholder input as possible before deciding on a final cut block shape. BCTS staff recognize the concerns raised regarding an ineffective review and comment because the shapes are not final and there is a lack of detail for these larger planning units.

Cut block size is governed by legislation, the Kootenay-Boundary Land Use Plan, and the BC Timber Sales Forest Stewardship Plan. These documents stipulate a maximum block size of 40 hectares (ha), but allow larger blocks for fire damage, windthrow or forest health reasons. The legislation also allows larger blocks where the resulting opening mimics a natural disturbance such as a wildfire, but this is typically not used. Analysis of block sizes in the Boundary over the last five years has shown blocks (except for the stated exceptions) to be less than 40 ha. The blocks proposed in the current Operating Plan are scheduled to be less than 40 ha, except for two fire damaged blocks, which potentially could be bigger if detailed surveys show significant bark beetle incidence.

BC Timber Sales staff will contact you to arrange a meeting to discuss specific plans regarding cut block size, both in relation to the two blocks mentioned above, and with regard to all Operating Plan blocks in order to determine a process that will allow the Regional District of Kootenay Boundary an opportunity to more effectively review and comment on BC Timber Sales' future plans.

Page 1 of 2

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

BC Timber Sales
Headquarters


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PO Box 9507 Stn Prov Govt
Victoria, BC V8W 9C2

Tel: 250 356-1918
Fax: 250 356-6209
Website:
<https://www2.gov.bc.ca/gov/content/industry/forestry/bc-timber-sales>

Regional District of Kootenay Boundary

Again, thank you for sharing your concerns. In the meantime, if you have additional concerns, please contact George Edney, Acting Timber Sales Manager, by phone at 250 825-1120 or by email at George.Edney@gov.bc.ca.

Sincerely,

A handwritten signature in black ink, appearing to read 'G. Wiggill', written in a cursive style.

Garth Wiggill
Regional Executive Director

pc: George Edney, RPF, BC Timber Sales Manager, Kootenay Business Area
Scott Leslie, RPF, Woodlands Supervisor, Boundary Field Team



STAFF REPORT

Date: 10 Jun 2020 **File**
To: Chair Langman and Board of Directors
From: Freya Phillips, Senior Energy Specialist
Re: 2019 CARIP Report and Contribution to Climate Action Reserve Fund

Issue Introduction

A Staff Report from Freya Phillips, Senior Energy Specialist regarding the 2019 Climate Action Revenue Incentive Program (CARIP) Report and associated contribution to the Climate Action Reserve Fund.

History/Background Factors

In 2008, the Province of BC announced the Climate Action Reporting Incentive Program (CARIP) to offset the carbon tax paid by BC local governments that have committed to becoming carbon neutral within their corporate operations under the BC Climate Action Charter.

To be eligible for the CARIP conditional grant, local governments are required to sign on to the BC Climate Action Charter, report to the Province and publicly on their progress towards meeting their climate action corporate and community goals.

Climate and Energy Actions

In 2019, RDKB undertook a range of corporate and community-wide climate actions along with climate change adaptation actions. These include but not limited to:

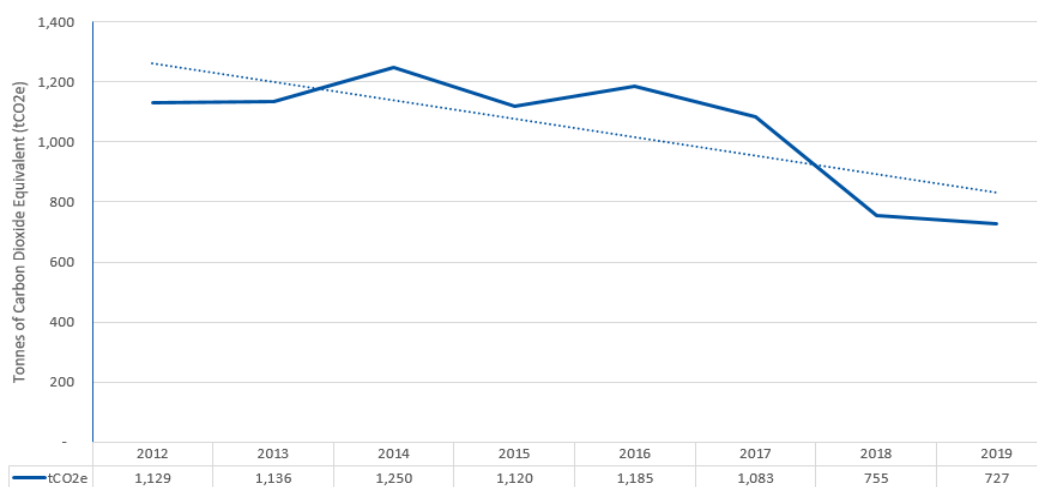
- Updated the 2019 Corporate Greenhouse Reduction Action Plan
- Electric Vehicle Pilot
- Office waste management program in the Trail headquarters
- Completed a study into the expansion of the existing organic waste diversion program
- Commenced community energy and climate action activities and outreach
- Developed water conservation plan and protection plans

- Commenced State of Climate Adaptation Regional District of Kootenay Boundary Area A report
- Climate preparedness activities e.g. flood response plan for the boundary
- Developed new communication tools to assist with emergency management e.g. RDKB Emergency Management Website and Alert App

Greenhouse Gas Emissions

In 2019, RDKB net greenhouse gas emissions were 727 tonnes of carbon dioxide equivalent (tCO₂e). That equals a 36% decrease from our 2012 emissions.

Greenhouse Gas Emissions 2012 to 2019



The RDKB year over year tonnes of carbon dioxide equivalent (tCO₂e) emissions has decreased. Staff expect RDKB corporate emissions to decrease even further as organics diversion is implemented throughout the RDKB and further climate and energy action.

Climate Action Reserve Fund

In 2013, the RDKB created a Climate Action Reserve Fund for allocation towards the completion of local energy reduction projects, operational reviews and/or audits of energy intensive services, or to invest into future capital infrastructure towards regional emissions reduction projects. This approach satisfies the BC Climate Action Charter's requirements to be considered "working towards carbon neutrality" and allows the RDKB to receive annual CARIP revenues for future years.

The RDKB Voluntarily Allocate to Reserve is in Lieu of Purchasing Offsets for 2019. The RDKB Board of Directors adopted Bylaw #1537 - RDKB Climate Action Reserve Fund that calls for yearly funding contributions of \$25/tonne of RDKB calculated CO₂e emissions commencing in the corresponding fiscal year. In 2019, the proposed

contribution to offset the 2018 calculated CO₂e emissions of 755 tonnes was \$18,874. In 2020, the proposed contribution to offset the 2019 calculated CO₂e emissions of 727 tonnes is \$18,165.

Implications

The current 2020-2024 Budget and Five-Year Financial Plan have resources to allocate the required funds to the RDKB Climate Action Reserve Fund to offset the RDKB's 2019 measurable greenhouse gas emissions reported to the Province of BC.

Advancement of Strategic Planning Goals

The allocation of funds to the Climate Action Reserve Fund supports the Board's overall mandate for promoting Environmental Stewardship/Climate Preparedness and that we will plan for climate change adaptation and mitigation.

Background Information Provided

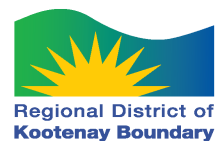
1. 2019 Climate Action Reporting Incentive Program Report
2. 2019 Climate Action Revenue Incentive Program - Climate Actions

Alternatives

1. That the Regional District of Kootenay Boundary Board of Directors direct staff to allocate \$18,165 to the RDKB Climate Action Reserve Fund to offset the RDKB's measurable corporate greenhouse gas emissions reported to the Province of BC for the 2019 fiscal year.
2. That the Regional District of Kootenay Boundary Board of Directors do not to receive the Staff Report.

Recommendation(s)

That the Regional District of Kootenay Boundary Board of Directors direct staff to allocate \$18,165 to the RDKB Climate Action Reserve Fund to offset the RDKB's measurable corporate greenhouse gas emissions reported to the Province of BC for the 2019 fiscal year.



2019 Climate Action Revenue Incentive Program (CARIP) Survey

May 28, 2020

2019 Climate Action Revenue Incentive Program (CARIP) Survey Overview

INTRODUCTION:

The 2019 CARIP survey highlights and celebrates local government climate action in British Columbia.

Local governments are required to submit the 2019 CARIP/ Carbon Neutral Progress Survey by June 1, 2020.

Detailed survey instructions, FAQs and definitions can be found in the CARIP Program Guide for 2019 Claims.

Once the survey is complete, please download a copy of your responses (you will be given the download link at the end of the survey).

SURVEY CONTENT:

Section 1: Local Government Information

Section 2: Narrative Focus

2019 Corporate Climate Action

2019 Community-wide Climate Action

2019 Climate Change Adaptation Action

Section 3: 2019 Carbon Neutral Reporting

Section 1 – Local Government Information

Name of Local Government:

- Regional District of Kootenay Boundary

Name of Regional District:

- Kootenay Boundary (Regional District)

Does your region have a Regional Growth Strategy (RGS):

- ☐ Yes
- ☒ No
- ☐ Don't know

Population:

- ☐ 0-4,999
- ☐ 5,000 to 9,999
- ☒ 10,000 to 49,999
- ☐ 50,000 to 99,999
- ☐ 100,000+

Submitted by:

Name

Freya Phillips

Position

Senior Energy Specialist

Email Address

fphillips@rdkb.com

Phone Number

2503680280

Section 2 - Narrative Focus

Local government signatories to the B.C. Climate Action Charter have committed to taking climate action by:

Working towards achieving corporate carbon neutrality;
Measuring and reporting on their community-wide GHG emissions; and
Creating complete, compact, energy-efficient communities.

A key part of the 2019 CARIP survey is to highlight and celebrate successful climate actions undertaken by local governments in British Columbia.

In 2019, what actions has your local government taken to support the creation of compact, complete, and energy efficient communities?

The RDKB Strategic Priorities 2019-2022 clearly identifies environmental stewardship/climate preparedness as a strategic priority with a focus on climate change mitigation and adaptation as one of four environmental topics listed.

On October 30, 2019 the current Board of Directors reiterated its commitment to climate action by declaring a climate action imperative. Staff are required to report back to the RDKB Board on the status of current climate change actions and identify additional short, medium and long term actions the district could take to further reduce greenhouse gas emissions.

2019 CORPORATE CLIMATE ACTION:

Corporate climate actions refer to actions that reduce the GHG emissions produced as a result of a local government's delivery of "traditional services", including fire protection, solid waste management, recreational/cultural services, road and traffic operations, water and wastewater management, and local government administration.

In 2019, when it comes to corporate climate action, did your local government undertake any of the following (PLEASE SELECT ALL THAT APPLY):

- ☒ Building and Lighting Actions
- ☒ Energy Generation Actions
- ☒ Greenspace Actions
- ☒ Planning Actions
- ☒ Solid Waste Actions
- ☒ Transportation Actions
- ☒ Water and Wastewater Actions
- ☐ Other Climate Actions (PLEASE SPECIFY)
- ☐ Don't know

Please specify 'Other Climate Actions'

When it comes to corporate Building and Lighting Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

- ☒ New or upgraded energy-efficient lighting systems
- ☐ New or upgraded energy-efficient heating systems
- ☐ New or upgraded building envelope initiatives
- ☐ Upgrades to amenities in recreation facilities
- ☒ Studies related to building and/or lighting energy efficiency
- ☐ Other (PLEASE SPECIFY)
- ☐ Don't know

Please specify 'Other'

When it comes to corporate Energy Generation Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

- ☐ Solar power projects
- ☐ Heat recovery or heat reclamation projects
- ☐ Biomass or bio-gas projects
- ☐ Geo-exchange or geothermal projects
- ☒ Studies related to energy generation
- ☐ Other (PLEASE SPECIFY)
- ☐ Don't know

Please specify 'Other'

When it comes to corporate Greenspace Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

- ☐ Tree planting

☐ Greenspace acquisition

☒ New or upgraded amenities in parks

☒ Invasive species management

☒ Plans or strategies related to greenspace

☐ Other (PLEASE SPECIFY)

☐ Don't know

Please specify 'Other'

When it comes to corporate Planning Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

☒ Energy/Emissions Management Plan (New or Updated)

☐ Asset Management Plan (New or Updated)

☒ Corporate Climate Action Plan (New or Updated)

☒ Strategic Plan (New or Updated)

☐ Other (PLEASE SPECIFY)

☐ Don't know

Please specify 'Other'

When it comes to corporate Solid Waste Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

☒ Introduction, expansion or improvement of recycling initiatives at corporate facilities

☒ Introduction, expansion or improvement of composting initiatives at corporate facilities

☒ Communication or education for staff related to corporate solid waste initiatives

☐ Studies or research related to corporate solid waste initiatives

☐ Plans or strategies related to corporate solid waste initiatives

☐ Other (PLEASE SPECIFY)

☐ Don't know

Please specify 'Other'

When it comes to corporate Transportation Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

☒ Fleet replacement or upgrades

☒ New or improved electric vehicle initiatives

☐ New or improved active transportation infrastructure for staff

☒ Communication or outreach for staff related to corporate transportation initiatives

☐ New or improved public transportation initiatives for staff

☐ Other (PLEASE SPECIFY)

☐ Don't know

Please specify 'Other'

When it comes to corporate Water and Wastewater Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

☐ New or improved water or wastewater infrastructure

☒ Studies or research related to water conservation

☒ Plans or strategies related to water or wastewater

☐ Water reduction initiative(s)

☐ Other (PLEASE SPECIFY)

☐ Don't know

Please specify 'Other'

As mentioned, a key part of the 2019 CARIP survey is to highlight and celebrate successful climate actions undertaken by local governments in British Columbia. This question provides local governments the opportunity to demonstrate leadership and innovative approaches to reduce corporate GHG emissions.

When it comes to the corporate climate action, please highlight up to three significant actions focused on reducing GHG emissions that your local government undertook in 2019:

Corporate Plan – RDKB Board of Directors approved the updated 2019 Corporate Greenhouse Reduction Action Plan and new interim greenhouse gas reduction target of 34% below the 2008 levels by 2024. This combined with the appointment of the senior energy specialist to implement combined corporate and community energy workplan sets out RDKB corporate actions to reduce greenhouse gas emissions and make significant steps towards carbon neutrality.

Corporate Action #2

Electric Vehicle Pilot - RDKB is one of the few rural regional district in the British Columbia to purchase a battery electric vehicle. It also installed a level 2 charging station at its headquarters in Trail. As part of the pilot, the vehicle is used as both building inspection and general fleet vehicle with regular trips lengths varying between 5 km to 400 km. Prior to the purchase, RDKB ran an EV awareness and engagement session with employees. This involved an introduction to EV presentation and the opportunity to test drive a battery electric vehicle.

Corporate Action #3

In 2019, RDKB implemented an office waste management program in the Trail headquarters. The program includes waste segregation of different waste streams – recyclable, organics, paper and garbage. Designated bins were installed allowing employees to segregate waste, recycle and divert organics. The program include an employee awareness campaign, battery recycling where employees can bring batteries from home as well, and the removal of disposal coffee pods to reusable pods. Progress towards zero waste to landfill from the office is being monitored.

2019 COMMUNITY-WIDE CLIMATE ACTION:

Community-wide actions refer to actions that reduce GHG emissions across the community (i.e. actions not related to “traditional services” in corporate operations).

When it comes to community-wide climate action in 2019, did your local government undertake any of the following (PLEASE SELECT ALL THAT APPLY):

☒ Building and Lighting Actions

☐ Energy Generation Actions

☒ Greenspace Actions

☒ Planning Actions

☒ Solid Waste Actions

☐ Transportation Actions

☒ Water and Wastewater Actions

☐ Other Climate Actions (PLEASE SPECIFY)

☐ Don't know

Please specify 'Other Climate Actions'

When it comes to community-wide Building and Lighting Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

☐ New or upgraded energy-efficient lighting systems

☐ New or upgraded energy-efficient heating systems

☒ BC Energy Step Code related projects

☐ Incentives/rebate programs related to energy-efficient building or lighting

☒ Outreach, education or communication related to energy-efficient building or lighting

☐ Other (PLEASE SPECIFY)

☐ Don't know

Please specify 'Other'

When it comes to community-wide Greenspace Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

- ☐ Tree planting
- ☒ Greenspace restoration or maintenance
- ☐ Greenspace acquisition
- ☒ Invasive species management
- ☒ Plans or strategies related to greenspace
- ☐ Other (PLEASE SPECIFY)
- ☐ Don't know

Please specify 'Other'

When it comes to community-wide Planning Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

- ☒ Official Community Plan (New or Updated)
- ☒ Climate Action Plan (New or Updated)
- ☐ Regional Growth Strategy (New or Updated)
- ☐ New or updated bylaw(s) or zoning addressing climate issues
- ☐ Other (PLEASE SPECIFY)
- ☐ Don't know

Please specify 'Other'

When it comes to community-wide Solid Waste Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

- ☐ Introduction, expansion or improvement of recycling initiatives

☐ Introduction, expansion or improvement of composting initiatives

☐ Community clean-up initiatives

☒ General waste reduction initiative (including landfill diversion strategies)

☒ Outreach, education or communication related to solid waste

☐ Other (PLEASE SPECIFY)

☐ Don't know

Please specify 'Other'

When it comes to community-wide Water and Wastewater Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

☐ Water restrictions

☐ Incentives/rebate programs related to water or wastewater

☒ Outreach, education or communication related to water or wastewater

☒ Studies or research related to water or wastewater

☒ Plans or strategies related to water or wastewater

☐ Other (PLEASE SPECIFY)

☐ Don't know

Please specify 'Other'

As mentioned, a key part of the 2019 CARIP survey is to highlight and celebrate successful climate actions undertaken by local governments in British Columbia. This question provides local governments the opportunity to demonstrate leadership and innovative approaches to reduce community-wide GHG emissions.

When it comes to the community-wide climate action, please highlight up to three significant actions focused on reducing GHG emissions that your local government undertook in 2019:

Composting Facility and Organics diversion - RDKB completed a study into the options for expanding of the existing organic waste diversion program. The proposed strategy includes the upgrade of the Grand Forks composting facility infrastructure to accommodate industrial, commercial, and institutional (ICI) organics and the introduction of green bin composting program in the Lower Columbia. The strategy and funding for both the Boundary and Lower Columbia was presented and approved by the RDKB Board.

Community-Wide Action #2

The RDKB has commenced a number of community energy and climate action activities including:

- community outreach on home energy efficiency
- a study into home energy efficiency programs for the region
- engagement with building industry and regional municipalities on BC Energy Step Code.

Community-Wide Action #3

RDKB completed the following water management actions:

- Developed water conservation plan for the Christina Lake Water Utility and Rivervale Water Utility
- Developed Source Water Protection for Christina Lake Water Utility

2019 CLIMATE PREPAREDNESS AND ADAPTATION ACTION:

This section of the CARIP survey is designed to collect information related to the types of climate impacts local governments are experiencing and how they are being addressed.

Please identify the climate impacts that are most relevant to your local government (PLEASE SELECT ALL THAT APPLY):

- ☒ Increased temperatures increasing wildfire activity
- ☒ Extreme weather events contributing to urban and overland flooding
- ☒ Changes to temperature and precipitation causing seasonal drought
- ☐ Warmer winter temperatures reducing snowpack
- ☐ Sea level rise and storms causing coastal flooding and/or erosion
- ☐ Other (PLEASE SPECIFY)
- ☐ Don't know

Please specify 'Other'

In 2019, did your local government take any of the following actions in an effort to consider or address the impacts of climate change? (PLEASE SELECT ALL THAT APPLY)

- ☒ Emergency response planning
- ☒ Asset management
- ☒ Infrastructure upgrades
- ☒ Public education and awareness
- ☒ Strategic and financial planning
- ☐ Risk and vulnerability assessments
- ☐ Risk reduction strategies
- ☒ Official Community Plan policy changes
- ☐ Other (PLEASE SPECIFY)
- ☐ Don't know

Please specify 'Other'

In 2019, did your local government partnered with any of the following organizations to prepare for, and adapt to, a changing climate? (PLEASE SELECT ALL THAT APPLY)

- ☐ Adaptation to Climate Change Team (SFU)
- ☒ Columbia Basin Trust
- ☐ Community Emergency Preparedness Fund (UBCM)
- ☒ Federation of Canadian Municipalities
- ☐ Fraser Basin Council
- ☒ Pacific Institute for Climate Solutions (UVIC)
- ☐ Other (PLEASE SPECIFY)

☐ Don't know

Please specify 'Other'

As mentioned, a key part of the 2019 CARIP survey is to highlight and celebrate successful climate actions undertaken by local governments in British Columbia. This question provides local governments the opportunity to demonstrate leadership and innovative approaches to adapting to a changing climate.

When it comes to climate preparedness and adaptation actions, please highlight up to three significant actions/initiatives that your local government undertook in 2019:

RDKB undertook the following climate preparedness activities:

- Completed the Boundary flood response plan which includes floodplain maps for some areas in the Boundary,
- Commenced preparation of drought management plan and drought response plan, and
- Updated wildfire protection plans.

Adaptation Action #2

RDKB partnered with Columbia Basin Rural Development Institute and Selkirk College to develop the State of Climate Adaptation Regional District of Kootenay Boundary Area A. The baseline report for the State of Climate Adaptation and Resilience in the Basin (SoCARB) indicator suite measures community progress on climate adaptation across five climate impact pathways. It is intended to highlight trends and impacts related to the local climate and surrounding environment, and to inform local planning and decision-making. The final report was released March 2020.

Adaptation Action #3

Communication and Tools - RDKB developed a new RDKB Emergency Management Website that provides updates on current emergencies within the region, latest conditions, alerts and information on emergency preparedness on issues relevant to the region e.g. fires, floods and landslides. In addition, RDKB has implemented a regional Emergency Alert Update App.

Section 3: 2019 Carbon Neutral Reporting

Local governments are required to report on their progress in achieving their corporate carbon neutral goal under the B.C. Climate Action Charter. Working with B.C. local governments, the joint Provincial-UBCM Green Communities Committee has established a common approach to determining corporate carbon neutrality for the purposes of the

Charter, including a Carbon Neutral Framework and supporting guidance for local governments on how to become carbon neutral.

Prior to completing this portion of the survey, please ensure that you are familiar with guidance available on the B.C. Climate Action Toolkit website, specifically the Workbook and Becoming Carbon Neutral: A Guide for Local Governments in British Columbia.

Please note: As a result of the BC Recycling Regulation, local governments are no longer required to account for GHG emissions from vehicles, equipment and machinery required for the collection, transportation and diversion of packaging and printed paper, in their annual Climate Action Revenue Incentive Program (CARIP) reports.

2019 CARBON EMISSIONS

Did your local government measure corporate GHG emissions for 2019?

- ☒ Yes
- ☐ No
- ☐ Don't Know

If your local government measured 2019 corporate GHG emissions, please report the number of corporate GHG emissions (in tonnes of carbon dioxide equivalent (tCO₂e)) from:

Service Delivery Type	2019 Corporate GHG Emissions
Services Delivered Directly by your Local Government	1274
Contracted Services	131

TOTAL A - CORPORATE GHG EMISSIONS (DIRECT + CONTRACTED) FOR 2019:

TOTAL A - CORPORATE GHG EMISSIONS (DIRECT + CONTRACTED) FOR 2019:

1405

2019 CARBON REDUCTIONS

To be carbon neutral, a local government must balance their TOTAL corporate GHG emissions generated in 2019 by one or a combination of the following actions:

- Undertake Green Communities Committee-supported Option 1 Project(s)
- Undertake Green Communities Committee-supported Option 2 Project(s)
- Purchase carbon offsets from a credible offset provider

For more information about options to balance or offset corporate GHG emissions please refer to Becoming Carbon Neutral: A Guidebook for Local Governments in British Columbia.

If applicable, please report the 2019 GHG emissions reductions (in tonnes of carbon dioxide equivalent (tCO₂e)) being claimed from any of the following Option 1 GHG Reduction Projects:

Option 1 GHG Reduction Projects	2019 GHG Emissions Reductions
1A Energy Efficiency Retrofits	
1B Solar Thermal	
1C Household Organic Waste	678
1D Low Emission Vehicles	
1E Avoided Forest Conversion	
1F Trenchless Technology	

TOTAL B - REDUCTIONS FROM ALL OPTION 1 PROJECTS FOR 2019:

TOTAL B - REDUCTIONS FROM ALL OPTION 1 PROJECTS FOR 2019:

678

If applicable, please report the names and 2019 GHG emissions reductions (in tonnes of carbon dioxide equivalent (tCO₂e)) being claimed from Option 2 GHG Reduction Projects:

	Names of Option 2 GHG Reduction Projects	2019 GHG Emissions Reductions
1.		
2.		
3.		
4.		
5.		
6.		

TOTAL C - REDUCTIONS FROM ALL OPTION 2 PROJECTS FOR 2019:

TOTAL C - REDUCTIONS FROM ALL OPTION 2 PROJECTS FOR 2019:

0

2019 CARBON OFFSETS

If applicable, please report the name of the offset provider, type of project and number of offsets purchased (in tonnes of carbon dioxide equivalent (tCO₂e)) from an offset provider for the 2019 reporting year:

	Name of Offset Provider	Name of Project	2019 GHG Emissions Reductions
1.			
2.			
3.			
4.			
5.			
6.			

TOTAL D - OFFSETS PURCHASED FOR 2019:

TOTAL D - OFFSETS PURCHASED FOR 2019:

0

TOTAL REDUCTIONS AND OFFSETS FOR 2019 (Total B+C+D):

TOTAL REDUCTIONS AND OFFSETS FOR 2019 (Total B+C+D):

678

Corporate GHG Emissions Balance for 2019

Your local government's corporate GHG emissions balance is the difference between total corporate offsetable GHG emissions (direct + contracted emissions) and the GHG emissions reduced through Green Communities Committee Option 1 and Option 2 projects and/or the purchase of offsets.

CORPORATE GHG EMISSIONS BALANCE FOR 2019 = (Total A – (B+C+D))

CORPORATE GHG EMISSIONS BALANCE FOR 2019 (Total A – (B+C+D))

727

If your corporate GHG emissions balance is negative or zero, your local government is carbon neutral. CONGRATULATIONS!

If your local government was carbon neutral in 2019, please record any emissions reductions you will be carrying over for future years and the source of the reductions, including the year they were earned (e.g. organics diversion, 2019 100 tCO₂e):

	Source of Carryover Emission Reduction	Year Earned	GHG Emissions Reductions
1.			
2.			
3.			
4.			
5.			
6.			

TOTAL E - BALANCE OF REDUCTIONS ELIGIBLE FOR CARRY OVER TO NEXT YEAR

TOTAL E - BALANCE OF REDUCTIONS ELIGIBLE FOR CARRY OVER TO NEXT YEAR

0

GREEN COMMUNITIES COMMITTEE CLIMATE ACTION RECOGNITION PROGRAM:

The joint Provincial-UBCM Green Communities Committee is pleased to be continuing the Climate Action Recognition Program again this year. This multi-level program provides the Green Communities Committee with an opportunity to review and publicly recognize the progress and achievements of each Climate Action Charter (Charter) signatory.

Recognition is provided on an annual basis to local governments who demonstrate progress on their Charter commitments, according to the following:

Level 1 – Demonstrating Progress on Charter Commitments: For local governments who demonstrate progress on fulfilling one or more of their Charter commitments.

Level 2 – Measuring GHG Emissions: For local governments that achieve Level 1, who measure their corporate GHG emissions for the reporting year and demonstrate that they are familiar with their community's energy and emissions inventory (i.e. CEEI).

Level 3 – Accelerating Progress on Charter Commitments: For those local governments who have achieved Level 1 and 2 and demonstrate significant action (corporately or community-wide) in reducing GHG emissions in the reporting year (e.g. through undertaking a GHG reduction project, purchasing offsets, establishing a reserve fund).

Level 4 - Achievement of Carbon Neutrality: For local governments who achieve corporate carbon neutrality in the reporting year.

Based on your local government's 2018 CARIP Climate Action/Carbon Neutral Progress Survey, please check the Green Communities Committee Climate Action Recognition Program level that best applies:

- ☐ Level 1 – Demonstrating Progress on Charter Commitments
- ☐ Level 2 – Measuring GHG Emissions
- ☒ Level 3 – Accelerating Progress on Charter Commitments
- ☐ Level 4 - Achievement of Carbon Neutrality
- ☐ Don't know

Related to Level 3 recognition, if applicable, please identify any new or ongoing corporate or community-wide GHG reduction projects (other than an Option 1 or Option 2 project) undertaken by your local government that reflects a significant investment of time and/or financial resources and is intended to result in significant GHG reductions:

Achieving organics diversion for all residents of the RDKB including municipalities and rural.

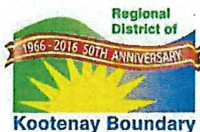
Does your local government set aside funds in a climate reserve fund or similar?

- ☒ Yes
- ☐ No
- ☐ Don't know

2019 Climate Action Revenue Incentive Program - Climate Actions

	Climate Action	Implemented 2019	Planned 2020
	Building and Lighting - Corporate		
1	Convert to LED lighting for Sewer Treatment Plant.	2019	
2	Lighting upgrade to LED at Big White Transfer Station	2019	
3	LED lighting for Rock Creek Transfer Station		2020
4	Genelle Fire Hall - Apparatus Bays Heater(s) upgrade & controls		2020
5	Trail Fire Hall - Energy Assessment		2020
6	Fruitvale Fire Hall - Energy Assessment		2020
7	Genelle Fire Hall - Energy Assessment		2020
8	Christina Lake Fire Hall - Energy Assessment		2020
9	Big White Fire Hall - Energy Assessment		2020
10	Rosland Fire Hall - Energy Assessment		2020
11	Grand Forks Admin Office - Energy Assessment		2020
12	Beaver Valley Arena - Energy Assessment		2020
13	Grand Forks Aquatics external lighting upgrade		2020
	Energy Generation - Corporate		
14	Study into utilizing excess solar thermal heat at Grand Forks Aquatics	2019	
15	Study into utilizing heat exchanger at the GF Arena		2020
	Planning - Corporate		
16	Incorporate emissions tracking requirements into agreements with RDKB service providers		2020
17	RDKB 2019-2022 Strategic Priorities - Environmental Stewardship / Climate Preparedness	2019	
18	Approval of updated 2019 Corporate GHG Reduction Action Plan	2019	
19	Updated GHG reduction target	2019	
20	Implementation of Senior Energy Specialist work plan	2019	2020
	Greenspace - Corporate		
21	Construct Saddle Lake dam spillway	2019	
22	Construct Pickle ball courts in Oasis	2019	
23	Support Disc golf course in Grand Forks	2019	
24	Construct disc golf course in Oasis		2020
25	Construct multi sport courts in Genelle		2020
	Solid Waste - Corporate		
26	Implementation of Office Waste Management Program (segregation, organics) - Trail	2019	
27	Removal of disposal coffee pods to reusable pods	2019	
28	Completed feasibility study on organics composting facility	2019	
29	Submit grant application for composting plant at Grand Forks	2019	
30	Commence upgrade of the Boundary organics composting facility		2020
31	Commence the McKelvey Creek landfill upgrade project		2020
	Transport - Corporate		
32	Purchase electric vehicles for fleet	2019	
33	Installation of EV level 2 charger at Trail headquarters	2019	
34	Employee Engagement - Employee awareness and EV test drive	2019	
35	EV infrastructure design for fleet vehicles - Trail & GF office		2020
36	Installation of additional EV level 2 charger at Trail headquarters and Grand Forks office		2020
37	Purchase of 2 electric vehicles for fleet		2020
38	Held Staff Active Transport workshop		2020
	Water & Wastewater - Corporate		
39	Complete feasibility study for Sewer Plant effluent power generation.		2020
40	Completed design for Sewer Plant upgrade to include heat recovery and water recycling.	2019	
41	Complete feasibility for bio gas from sewer plant for either power generation or sell to FortisBC.	2019	
42	Develop Water Acquisition and Sustainability Policies.	2019	
43	Design complete and includes climate resiliency in detailed design of sewer plant.		2020
44	Design complete and includes Reclaimed Water in detailed design of sewer plant.	2019	
45	Feasibility study into flow power generation		2020
46	Complete capitol plans to reduce water demand and repair leaks.	2019	
	Building and Lighting - Community		
47	Commenced study into BC Energy Step Code	2019	
48	Commenced engagement with building industry and regional municipalities BC Energy Step Code	2019	
49	Complete study and engagement into preparing for implementation of BC Energy Step Code		2020

	Climate Action	Implemented 2019	Planned 2020
50	Information and awareness on Energy Step Code via RDKB website		2020
51	Commenced community outreach on Home Energy Efficiency with an initial focus on income-qualified households		2020
52	Commenced study into home energy efficiency programs for the region	2019	
53	Continue study into home energy efficiency programs for the region		2020
54	Wood Stove Exchange Program	2019	
	Planning - Community		
55	Continue drafting Rural Bridesville Land Use Plan	2019	
56	Complete Rural Bridesville Land Use Plan.		2020
57	Continue drafting revised Electoral Area 'C'/Christina Lake OCP.	2019	
58	Complete Electoral Area 'C'/Christina Lake OCP.		2020
	Greenspace - Community		
59	Updated Pest management plan for Area C, D and Grand Forks		2020
60	Annual Milfoil Removal program at Christina Lake (aquatics invasive species)	2019	2020
61	Mosquito management for Area C, D and Grand Forks	2019	
62	2019 Invasive species management Area A, C (private) & Area D (agencies) preventing public spaces	2019	
63	2020 Invasive species management Area A, C (private) and Area D (gov agencies)		2020
64	Constructed of Pickle ball courts in Christina Lake	2019	
65	Implementation of the Food and Agriculture Plan with limited funding	2019	
66	Completed pavilion in Beaver Creek Park	2019	
67	Webster Road Trail Construction	2019	
68	Study & planning of new trails in Christina Lake		2020
69	Study and planning natural park viewing desk and board walk at Christina Lake		2020
	Solid Waste - Community		
70	Partner with other regional districts to develop green bin composting program	2019	
71	Initiate the design of the East Side curbside organics diversion project		2020
	Water & Wastewater - Community		
72	Completed water conservation plan Christina Lake Water Utility	2019	
73	Completed water conservation plan Rivervale Water Utility	2019	
74	Completed Liquid Waste Management Plan	2019	
75	Develop Source Water Protection Christina Lake Water Utility	2019	
76	Water conservation incentive / rebate program		2020
77	Commence implementation of water conservation plans		2020
78	Develop Water Conservation Plan	2019	
	Climate Change Adaptation		
79	Climate Change Adaptation Actions Proposed for 2019	2019	
80	Develop Climate adaptation plan for Area 'A'	2019	
81	Updated and implemented the fire smart program for RDKB	2019	
82	Developed a new RDKB Emergency Management Website that provides updates and information on emergency preparedness	2019	
83	Implemented a regional Emergency Alert Update App	2019	
84	Update wildfire protection plans	2019	
85	Completed flood response plan for Boundary.	2019	
86	Implementation of the Climate adaptation plan for Area 'A'		2020
87	Completing Drought Management Plan and Drought Response Plan		2020



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
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Applicant:	* Trails to the Boundary Society			
Address:	* 3990 Hwy 3 Rock Creek BC V0H 1Y0			
Phone:	* 250-444-7547	Fax:		E-Mail: * trailstotheboundary@gmail.com
Representative:	* Pat Henley, President			
Make Cheque Payable To:	* Trails to the Boundary Society			

*Starred items, including contact information, must be completed in full.

****GIA Requests of \$5,000.00 or more may require official receipt. The Electoral Area Director may ask for additional information.

What is the total Cost of the Project? \$ _____ What amount are you requesting from this RDKB Director(s)? \$ 8627.70

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

2020 administration and Quick books

Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

Name of Organization _____
Amount Requested: \$ _____ Amount Secured: \$ _____

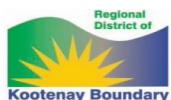
Name of Organization _____
Amount Requested: \$ _____ Amount Secured: \$ _____

Name of Organization _____
Amount Requested: \$ _____ Amount Secured: \$ _____

Date: _____ Applicant Signature: Patricia Henley Print Name: PATRICIA HENLEY

Office Use Only
Grant approved by Electoral Area Director: <u>V. Gee</u>
Approved by Board: _____

SUBMIT

**STAFF REPORT**Meeting Date: June 10th 2020

Date:	June 3rd, 2020	File:	
To:	Chair Langman and Board of Directors		
From:	James Chandler, General Manager of Operations/Deputy CAO		
RE:	AWARD OF CONSTRUCTION CONTRACT FOR THE BIG WHITE FIRE HALL-BAY EXPANSION PROJECT		

Issue Introduction:

To seek a pre-approval from the Board of Directors for the subsequent award of the construction contract for the Big White Fire Hall-Bay Expansion project.

Background:

The Big White Fire Rescue Service has planned an expansion to one bay within the existing fire hall and an upgrade to the existing building envelope replacing the original front building cladding and new bay doors. The envelope upgrades follow good practice in asset management, maintaining the building in good order. Additionally, energy performances will be gained with improved 'R-ratings' (insulation properties) of the new doors that will be installed.

The expansion of bay 3 work includes all internal renovations to raise the existing ceiling height to accommodate the new ladder truck, due to arrive later in July 2020.

Implications:

The new ladder truck is due to arrive in July 2020 and the building modifications must be completed within the summer months of 2020. The Regional District and Big White Fire Department have collaborated to follow a procurement plan, seeking contractors who are regularly completing construction work at Big White and have demonstrated access to local trades with proven successes. Time is of the essence and surety to the completion of the project in the prescribed schedule is essential. Three contractors were selected with confirmation provided of their interest in the project and capacity to complete the work as described.

As per the RDKB purchasing policy three formal quotations are required and a formal contract for service will be established. The anticipated construction value is expected to be above \$100,000

Schedule

The tendering documents were issued to contractors on May 29th. The tender period closes on June 12th, 2020 and the award of contract is planned for June 16th, 2020. Construction work is anticipated to start in the week of June 22nd 2020.

As time is of the essence to award the contract and initiate construction, staff are seeking a 'pre-approval' from the Board of Directors to award the contract to the successful bidder.

Financial

The anticipated award of contract will only be made within the total approved 2020 budget of \$200,000 allowing for all other associated project costs and contingency.

It is expected that the single contract award for the construction work will be over \$100,000 and as such, per RDKB purchasing policy, any contracts above \$100,000 require approval from the Board of Directors.

Options:

There are no alternate options presented with this report as the project is deemed essential to proceed.

Recommendation:

That as per the staff report, titled, 'Award of Construction Contract for the Big White Fire Hall-Bay Expansion project', dated June 3rd 2020, the Regional District Board of Directors approve staff to award the construction contract above \$100,000 and that any award remain within the approved 2020 budget for the project;

Further, that staff be authorized to sign and execute the construction contract in full;

Further, that staff will provide a report to the Board of Directors to advise the value of contract awarded in July 2020.