



**Board of Directors**  
**Thursday, August 27, 2020**  
**1:00 pm**  
**Via 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 August 27, 2020 is presented.

**Recommendation: Corporate Vote Unweighted**

That the agenda for the Regional District of Kootenay Boundary Board of Directors meeting of August 27, 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 July 30, 2020 are presented.

[Board of Directors - 30 Jul 2020 - Minutes - Pdf](#)

**Recommendation: Corporate Vote Unweighted**

That the draft minutes of the Regional District of Kootenay Boundary Board of Directors meeting held July 30, 2020 be adopted as presented.

**5. Presentations**

- 5.a)** There are no presentations for the August 27th Board meeting.

**6. Delegation(s)**

**6.a)** There are no delegations attending the meeting.

**7. Applicants and Others Attending to Speak to Agenda Items**

**7.a)** There are no applicants or other individuals attending the meeting and who would speak to applications and or agenda items.

**8. Closed Meeting**

**8.a)** Proceed to a closed meeting pursuant to Section 90 (2) (e) of the *Community Charter*.

**8.b) Reconvene to Open Meeting**

**D. Catalano, CPA, CA, Partner, Grant Thornton**  
**J. Silva, CPA, CA, Senior Manager, Grant Thornton**  
**Re: Audit Report Year Ended December 31, 2019**

*Director Cacchioni, Finance Liaison*

[Audit Report-Grant Thornton-2019-Final-BoD Aug 27 20](#)

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors receive the Audit Report on the Audited Financial Statements Year Ended December 31, 2019, including the deliverable(s) for the work from the Auditors, as presented to the Board on August 27, 2020.

**8.c) C. Gillis, Manager of Finance**

**Re: Management's Presentation of Financial Statements-Year Ended December 31, 2019 and**

**Adoption of the Financial Statements-Release**

**Recommendation from Closed Meeting of July 30, 2020**

*Director Cacchioni, Finance Liaison*

Carolyn Gillis, Manager of Finance will provide a power-point presentation on the Financial Statements Ended December 31, 2019.

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors receive the information provided in Management's presentation of the Financial Statements Ended December 31, 2019, as presented by Carolyn Gillis, Manager of Finance to the Board on August 27, 2020.



*Release Closed Meeting (July 30, 2020) Recommendation*

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors approve the Draft Financial Statements Year Ended December 31, 2019 as presented to the Board in closed meeting on July 30, 2020.

**FURTHER** that the draft financial statements now be reconsidered as the "RDKB Approved Financial Statements Year Ended December 31, 2019."

**9. Unfinished Business**

**9.a) M. Stephens, Interim Manager of Emergency Programs  
Re: Update COVID-19 Emergency Operations**

*Director Worley, Emergency Programs Liaison*

**M. Andison, Chief Administrative Officer  
Re: Impacts of the Wage Continuation  
COVID-19 Pandemic Policy**

*Director Cacchioni, Finance Liaison*

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors receive the verbal updates on COVID-19, Emergency Operations and the impacts of the Wage Continuation COVID-19 Pandemic Policy as presented to the Board on August 27, 2020.

**9.b) M. Stephens, Interim Manager of Emergency Programs  
Re: Progress of FireSmart Educational Outreach Plan**

*Director Worley, Protective Services Liaison*

A staff report from Mark Stephens, Interim Manager of Emergency Programs regarding the progress of the RDKB FireSmart Education Outreach Plan is presented.

[Staff Report - FireSmart Educational Outreach Plan Progress Report-BoD Aug 27 20](#)

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors receive the report titled "FireSmart Educational Outreach Plan Progress Report-August 19, 2020" as presented by Mark Stephens, Interim Manager of Emergency Programs on August 27, 2020.

**9.c) Ministry of Forests, Lands, Natural Resource Operations &  
Rural Development-July 28/20**

Re: Referral on Proposed BCTS Cut blocks & Roads in Okanagan Columbia Business Area & Response to RDKB Concerns

*Director Russell, Environmental Services Liaison*

[FLNORD To RDKB BCTS Response-BoD Aug 27 20](#)  
[RDKB To OK TimberSales-April 30 20 Response to BCTS Referral-BoD Aug 27 20](#)

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors receive the July 28, 2020 correspondence from the Ministry of Forests, Lands, Natural Resource Operations and Rural Development in response to the RDKB's concerns regarding proposed timber harvesting in BC Timber Sales (BCTS), Okanagan-Columbia Business Area.

**9.d) T. Dueck, Solid Waste Program Coordinator**  
**Re: Encorp Pacific Express & Go Recycling Station-Big White**

*Director Russell, Environmental Services Liaison*

A Staff Report from Tim Dueck, Solid Waste Program Coordinator, regarding the placement of an Encorp Pacific Express and Go recycling station at the Big White Waste Transfer Station is presented.

[Big White Express and Go \(RPT - 1564\) - Pdf](#)

**Recommendation: Corporate Vote Weighted**

That the Regional District of Kootenay Boundary Board of Directors approve the agreement with Encorp Pacific (Canada), to allow for the placement and operation of a "Return-It Express and Go" station at the Big White Transfer Station for the collection and recycling of beverage containers at no cost to the RDKB for a term of two (2) years. **FURTHER** that the Board approve the RDKB authorized signatories to sign and execute the Agreement.

**9.e) T. Lenardon, Manager of Corporate Administration/  
Corporate Officer**  
**Re: Results of Special Voting -Big White Fire Hall Bay  
Expansion Project**

A report from Theresa Lenardon, Manager of Corporate Administration/Corporate Officer, on behalf of Chair Langman, regarding the final results of an RDKB special vote for a budget amendment for the Big White Fire Hall Bay Expansion is presented.

[Staff Report-Spec Vote-BW FireHall BayExpansion-BoD Aug 27 20 - Pdf](#)

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors receive the staff report from Theresa Lenardon, Manager of Corporate Administration/Corporate Officer, titled "Regional District

Special Voting (Reg 41/91)-Budget Amendment for the Big White Fire Hall Bay Expansion" as presented to the Board, on behalf of Chair Langman, on August 27, 2020.

**10. Communications-RDKB Corporate Communications Officer**

**10.a) F. Maika, Corporate Communications Officer**

**Re: Verbal Update on RDKB Corporate Communications**

1. RDKB Communications Plan
2. Online Engagement Platform
3. Social Media Activity and Media Coverage
4. Proposed Beta Launch of New Website

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors receive the verbal update regarding RDKB Corporate Communications as presented to the Board by Frances Maika, Corporate Communications Officer on August 27, 2020.

**11. Communications-Information Only**

**11.a)** There are no communications for information to consider.

**12. Refreshment Break**

**13. Reports**

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

The Monthly Cheque Register Summary for July 2020 will be presented at a future meeting.

**13.b) RDKB Committee Minutes**

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

Minutes of RDKB Committee meetings will be presented at the next meeting.

**13.c) Recreation Commission Minutes**

Recent minutes of the Christina Lake Regional Parks, Trails and Recreation Commission and the minutes of the Grand Forks and District Recreation Commission will be presented at a future meeting.

**13.d) Draft Advisory Planning Commission (APC) Minutes**

Minutes of APC Meetings held during August 2020 are presented.  
[APC Minutes-Area E-Board-August 27 2020](#)

**Recommendation: Corporate Vote Unweighted**

That the draft minutes of the Electoral Area E/West Boundary Advisory Planning Commission meeting held August 3, 2020 be received.

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

Recommendations to the Board from the RDKB Committees will be presented once the Committees resume their monthly meeting schedules.

**15. New Business**

**15.a) B. Ihlen, General Manager of Finance/Chief Financial Officer  
Re: 2020 Second Quarter Budget Variance Report**

*Director Cacchioni, Finance Liaison*

A staff report from Barb Ihlen, General Manager of Finance/Chief Financial Officer regarding the Second Quarter Budget Variance report is presented.

[Staff Report-2020 2nd Quarter Budget Variance Report August 21 \(complete\)](#)

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors receive the 2020 Second Quarter Budget Variance report as presented to the Board on August 27, 2020 in the staff report titled "2020 Second Quarter Budget Variance Report".

**15.b) B. Ihlen, General Manager of Finance/Chief Financial Officer  
Re: Statement of Financial Information (SOFI)**

*Director Cacchioni, Finance Liaison*

[Staff Report-2019 Statement of Financial Information-BoD Aug27 20](#)

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors approve the Statement of Financial Information (SOFI) for the Year Ended December 31, 2019 as presented to the Board by Barb Ihlen, General Manager of Finance/Chief Financial Officer on August 27, 2020. **FURTHER** that the Board make the SOFI report available to the public by providing copies on request and by making the reports

available on the RKDB's website and that the Board of Directors waive the fee for the SOFI report as prescribed by the *Financial Information Act*.

**15.c) M. Andison, Chief Administrative Officer**

**Re: Approval to Lease RDKB-owned Lands-Little Red Schoolhouse in Kettle Valley, Electoral Area E/West Boundary**

A staff report from Mark Andison, CAO providing background information regarding a proposal for the Board of Directors to provide approval in principle to lease land owned by the RDKB to the Trails to the Boundary Society is presented.

[Proposed Lease Little Red Schoolhouse - Pdf](#)

**Recommendation: Corporate Vote Weighted**

That the Board of Directors approve, in principle, the long term lease of 3675 Kettle Valley South Road (also known as "The Little Red Schoolhouse") to Trails to the Boundary Society for \$1 per year, pending negotiation of terms of a contract.

**15.d) J. Dougall, General Manager of Environmental Services**

**Re: Supply & Installation of Compost Processing Equipment (Grand Forks)**

*Director Russell, Environmental Services Liaison*

A staff report from Janine Dougall, General Manager of Environmental Services regarding the results from the procurement process for the Grand Forks Organics Diversion Expansion Project is presented.

[Staff Report-OrganicsExpansion Project-GF-Equip Supply & Install-Contract Award-BoD Aug 27 20](#)

[RFP Evaluation-GF CompostFacility Upgrade-Equip Supply & Install-Aug27 20](#)

[RFP Doc-Supply&Install-GF CompostProces&Equip-Compost Facility-BoD Aug27 20](#)

**Recommendation: Corporate Vote Weighted**

That the Regional District of Kootenay Boundary Board of Directors award a Contract for the supply and installation of composting equipment associated with the RDKB Organics Diversion Expansion Project-Grand Forks to Sustainable Generation LL for a value not to exceed \$1,042,707 (includes all costs, CDN \$). **FURTHER** that the Board approve the RDKB authorized signatories to sign and execute the Contract.

**15.e) L. Moore, Sr. Planner**

**Re: Application for Non-Farm Use in the Agricultural Land Reserve (ALR)-Electoral Area E/West Boundary**

A staff report from Liz Moore, Senior Planner regarding an application for non-farm use in the Agricultural Land Reserve in Electoral Area E/West Boundary is presented.

[Staff Report Rexin-Schmidt ALC Board-August 27 2020](#)

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors direct staff to forward, without a recommendation, the application to the Agricultural Land Commission (ALC) for non-farm use submitted by Kevin Rexin and Catherine Schmidt for the property legally described as Lot 2, Plan KAP86510, DL 514 & DL 804s, SDYD.

**15.f) L. Moore, Senior Planner**

**Re: Site Specific Exemption to Floodplain Bylaw and Development Variance Permit-Electoral Area C/Christina Lake**

A staff report from Liz Moore, Senior Planner regarding an application for a site-specific exemption to RDKB Floodplain Bylaw No. 677 and a Development Variance Permit in Electoral Area C/Christina Lake is presented.

[Staff Report SummerMagicEstates FEX Board-August 27 2020](#)

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

That the Regional District of Kootenay Boundary Board of Directors approve the application for a Site Specific Exemption to the Floodplain Management Bylaw submitted by Summer Magic Estates, in order to construct a  $\pm 26\text{m}^2$  addition to the main cabin on the property legally described as Lot A, DL 1181s, SDYD, Plan 28414, subject to:

- adherence to all the recommendations included in the flood hazard assessment report titled "Flood Hazard Assessment Report for Proposed Addition to Existing Cabin 2586 Graham Road" and
  - the addendum letter titled: "Setback Adjustment for Proposed Addition to Existing Cabin 2586 Graham Road" prepared by Patrick Sails, P.Eng, of Ground Up Geotechnical; and
  - the owner registering a standard floodplain covenant on title in favour of the Regional District of Kootenay Boundary.
- FURTHER** the Regional District of Kootenay Boundary Board of Directors approves the Development Variance Permit application submitted by Summer Magic Estates to allow for a variance to the required setback from the natural boundary of Christina Lake from 7.5m to 1.83m, a variance of 5.67 to construct a  $\pm 26\text{m}^2$  addition to an existing cabin on the property legally described as Lot A, DL1181s, SDYD, Plan 28414, Electoral Area C/Christina Lake.

**15.g) Goran Denkovski, Manager of Infrastructure & Sustainability  
Re: Investing in Canada Infrastructure Program – BC  
Grant Opportunities**

A Staff Report by Goran Denkovski, Manager of Infrastructure & Sustainability regarding Investing in Canada Infrastructure Program – British Columbia – grant opportunities is presented.

[Staff Report - Investing in Canada Infrastructure Program BC Grant Opportunities - Board - August 27 2020](#)

**Recommendation: Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors receive the Staff Report titled "Investing in Canada Infrastructure Program, and regarding Investing in Canada Infrastructure Program – British Columbia – grant opportunities as presented to the Board by Goran Denkovski, Manager of Infrastructure & Sustainability, on August 27, 2020.

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

A staff report from James Chandler, General Manager of Operations / Deputy CAO, presenting information regarding a Building Bylaw Contravention for the property described as:

**35 Beacon Road, Carmi, B.C. Electoral Area 'E' / West  
Boundary-Parcel Identifier: 027-348-237  
Lot D, District Lot 472S, SDYD, Plan KAP85695  
Owner: John Morice**

[Staff Report-Bylaw Contravention Morice-Board-August 27, 2020 - Pdf](#)

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

That the Regional District of Kootenay Boundary Board of Directors invite the owner, John Morice, 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 D, District Lot 472S, Similkameen Division Yale District, Plan KAP85695.

**15.i) Grants-in Aid - as of Aug 17, 2020**

[Grants in Aid-Board-Aug 27 2020](#)

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

That the following Grant-in-Aids be approved:

1. Christina Lake Arts and Artisans Society - Offset lost revenue due to Covid-19 - Electoral Area 'C'/Christina Lake - \$3,500.

2. West Boundary Community Services Coop - Start up costs for Visitors Information Booth - Electoral Area 'E'/West Boundary-Big White - \$1,500.00.
3. West Boundary Community Services Coop - Blinds for boardroom at Riverside Centre in Rock Creek - Electoral Area 'E'/West Boundary-Big White - \$1,057.70.

## **16. Board Appointments Updates**

- 16.a)** Southern Interior Development Initiative Trust (S.I.D.I.T.)-Director McGregor  
 B.C. Rural Centre/Southern Interior Beetle Action Coalition (S.I.B.A.C.)-Director McGregor  
 Okanagan Film Commission-Director Gee  
 Boundary Weed Stakeholders Committee-Director Gee  
 Columbia River Treaty Local Government Committee (CRT LGC)-Directors Worley & Langman  
 Columbia Basin Regional Advisory Committee (CBRAC)-Director Worley & 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

## **17. Bylaws**

- 17.a) T. Lenardon, Manager of Corporate Administration/  
 Corporate Officer  
 Re: RDKB Bylaw No. 1738-2021 Permissive Taxation  
 Exemption Bylaw  
 First, Second & Third Reading, Reconsideration & Adoption**
- A staff report from Theresa Lenardon, Manager of Corporate Administration/Corporate Officer regarding presenting the 2021 Permissive Taxation Exemption Bylaw.
- [Staff Report & Bylaw 1738-2021 Tax Exemption-BoD-Aug 27 20](#)  
[Tax Exempt Policy & Estimated 2021 Taxation Forgone-Board-Aug 27 20](#)  
[2021 TaxExemption-Request & Completed Applications-BoD Aug 27 20](#)



**Recommendation: Corporate Vote Weighted**

That Regional District of Kootenay Boundary 2021 Permissive Taxation Exemption Bylaw No. 1738, 2020 be read a First, Second and Third time.

**Recommendation: Corporate Vote Weighted**

That Regional District of Kootenay Boundary 2021 Permissive Taxation Exemption Bylaw No. 1738, 2020 be Reconsidered and Adopted.

**17.b) Bylaw No. 1726-Amending Electoral Area C/Christina Lake Zoning Bylaw No. 1300**

**Adoption**

[Bylaw 1726 Zoning Amend Hicks -Board-August 27 2020](#)

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

That Regional District of Kootenay Boundary Zoning Amendment Bylaw No. 1726, 2020 be Reconsidered and Adopted.

**18. Late (Emergent) Items**

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

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

**21. Adjournment**



**Board of Directors  
Minutes  
Thursday, July 30, 2020  
Held Via Zoom Online Video Conferencing**

**Board members present:**

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

**Staff Present and others present:**

M. Andison, Chief Administrative Officer  
M. Forster, Executive Assistant/Recording Secretary  
J. Chandler, General Manager of Operations/Deputy CAO  
C. Gillis, Financial Services Manager  
T. Dueck, Solid Waste Program Coordinator  
M. Stephens, Interim Manager of Emergency Programs  
F. Maika, Corporate Communications Officer  
D. Buffett, CEO of Habitat Conservation Trust Foundation  
S. Kozuki, Executive Director of Forest Enhancement Society of BC  
I. Liepa, Contract Researcher - RDI  
T. Howse, Research Assistant (Alternate) - RDI  
M. DiBella, Development Permit  
J. Piorecky, General Manager - Martech Motor Winding Ltd.  
G. Dennis, Development Variance Permit  
D. Beaton, Christina Lake  
J. Edwards, Grand Forks Gazette  
R. Lynch, Grant Thornton Inc.

D. Catalano, Grant Thornton Inc.

**1. Call to Order**

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

**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 July 30, 2020 was presented.

**322-20** Moved: Director Grieve Seconded: Director Cacchioni

**Corporate Vote Unweighted**

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

Carried.

**4. Draft Minutes**

**4.a)** The draft minutes of the Regional District of Kootenay Boundary Board of Directors meeting held June 25, 2020 were presented.

**323-20** Moved: Director Cacchioni Seconded: Director Walsh

**Corporate Vote Unweighted**

That the draft minutes of the Regional District of Kootenay Boundary Board of Directors meeting held June 25, 2020 be adopted as presented.

Carried.

**5. Presenter(s)**

**5.a)** There were no presenters at the meeting.

**6. Delegation(s)**

**6.a) Dan Buffett, CEO of Habitat Conservation Trust Foundation (HCTF)  
Steve Kozuki, Executive Director of Forest Enhancement Society of BC  
(FESBC)**

**Re: HCTF & FESBC in Kootenay Boundary**

Dan Buffett, CEO of Habitat Conservation Trust Foundation and Steve Kozuki, Executive Director of Forest Enhancement Society of BC, attended the meeting and provided the Board of Directors with a presentation on:

1. HCTF background,
2. HCTF projects and education,
3. FESBC funding, priorities and projects in the RDKB,
4. FESBC/HCTF partnership, and
5. Cofunded projects.

**324-20** Moved: Director Dunsdon Seconded: Director Cacchioni

**Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors receive the information regarding the Habitat Conservation Trust Fund and Forest Enhancement Society of BC.

Carried.

D. Buffett and S. Kozuki left the meeting at 1:20 pm.

**6.b) Ingrid Liepa, Contract Researcher - RDI  
Tara Howse, Research Assistant (Alternate) - RDI  
Re: RDKB Rural Housing Research Project**

Ingrid Liepa, Contract Researcher - RDI and Tara Howse, Research Assistant (Alternate) - RDI, attended the meeting and provided a presentation and overview of the RDKB Housing Project to the Board of Directors.

**325-20** Moved: Director Worley Seconded: Director McGregor

**Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors receive the information regarding the RDKB Rural Housing Research Project in the Kootenays as presented to the Board of Directors on July 30, 2020 by Ingrid Liepa, Contract Researcher - RDI and Tara Howse, Research Assistant (Alternate) - RDI.

Carried.

**7. Applicants & Others Attending to Speak to Agenda Items**

**7.a) L. Moore, Senior Planner****Re: Development Permit - Martech Motor Winding Ltd. Electoral Area B/Lower Columbia-Old Glory***Director Grieve, Chair EAS Committee/Director McGregor, Vice Chair*

A staff report from L. Moore, Senior Planner regarding receipt of an Industrial Development Permit application from Jan Piorecky, on behalf of Martech Motor Winding Ltd. (MMW), for the construction of two new structures and associated property improvements in Electoral Area B/Lower Columbia-Old Glory, was presented.

Mario DiBella, owner, and Jan Piorecky, General Manager - Martech Motor Winding Ltd. attended the Board meeting to speak to the application and address any questions and concerns raised by the Board and general public.

M. Andison, CAO, clarified the process involved with development permits in the RDKB. He noted that staff is currently reviewing the letters of response received from the public in regards to the development. He advised that one of the APC's concerns was around the proposed buildings and their permanency. Staff will continue to work with the applicants on this development permit and review the comments to see if the concerns can be mitigated by the applicant. If staff does not approve the development permit application with the variance, the applicants have an opportunity to request in writing reconsideration by the Board of Directors.

Mr. DiBella spoke to the issues raised by the APC and provided additional clarification around the concerns.

M. Andison acknowledged that with this clarification from Mr. DiBella, the applicant was not seeking a variance which was a significant component described in the proposal. This information will be provided to the Planning and Development staff and the applicant was encouraged to work with staff to have this clarified.

Director Worley spoke to the work that was done by the APC and the concerns that were raised by the group.

**326-20** Moved: Director Worley Seconded: Director Russell

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

That the staff report regarding the Development Permit application submitted by Jan Piorecky, General Manager of Martech Motor Winding Ltd. on behalf of Mario DiBella to construct two pre-engineered fabric structures in the Industrial Development Permit area on the parcel legally described as Lot B, Plan EPP91512, DL 7187, Genelle, Electoral Area B/Lower Columbia-Old Glory, be received.

Carried.

Mr. DiBella and Mr. Piorecky left the meeting at 1:50 pm.

**7.b) L. Moore, Senior Planner****Re: Development Variance Permit - Dennis-Anthony**

A staff report from Liz Moore, Senior Planner, regarding an application from Glen Dennis for a development variance permit to vary the front parcel line setback in Electoral Area C/Christina Lake was presented.

Glen Dennis, owner, attended the Board meeting and spoke to the development variance permit. He provided a brief history of events leading up to the application.

**327-20** Moved: Director McGregor Seconded: Director Grieve

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

That the Regional District of Kootenay Boundary Board of Directors denies the Development Variance Permit application submitted by Glen Dennis, to allow for a variance in the front parcel line setback from 4.5m to 2.8 m - a variance of 1.7 m, to construct an accessory building on the property legally described as Lot 4, Block 9, DL 268, SDYD, Plan KAP8, Electoral Area C/Christina Lake.

Carried.

Mr. Dennis left the meeting at 2:00 pm.

**7.c) Public Hearing Minutes**

**Re: RDKB Bylaw No. 1724 Amending Electoral Area C/Christina Lake  
Official Community Plan and  
RDKB Bylaw No. 1726 Amending Electoral Area C/Christina Lake Zoning  
Bylaw**

The minutes of the Public Hearing for OCP Amendment Bylaw No. 1724 to amend the Electoral Area C/Christina Lake OCP Bylaw No. 1250 and Zoning Amendment Bylaw No. 1726 to amend the Electoral Area C/Christina Lake Zoning Bylaw No. 1300 held on July 21, 2020 were presented.

**328-20** Moved: Director McGregor Seconded: Director Grieve

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

That the minutes of the Public Hearing for RDKB Official Community Plan Amendment Bylaw No. 1724 and RDKB Electoral Area C/Christina Lake Zoning Bylaw No. 1726, held on July 21, 2020 be received.

Carried.

**7.d) RDKB Bylaw No. 1724, Amending Area C/Christina Lake Official  
Community Plan Bylaw No. 1250**

Third Reading & Adoption

**329-20** Moved: Director McGregor Seconded: Director Grieve

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

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

Carried.

**330-20** Moved: Director McGregor Seconded: Director Worley

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

That Regional District of Kootenay Boundary Official Community Plan Amendment Bylaw No. 1724, 2020 be read, Reconsidered and Adopted.

Carried.

**7.e) RDKB Bylaw No. 1726-Amending Electoral Area C/Christina Lake Zoning Bylaw No. 1300**

Third Reading

**331-20** Moved: Director Russell Seconded: Director McGregor

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

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

Carried.

**8. Closed Meeting**

**8.a)** The Board of Directors proceeded to a closed meeting pursuant to Section 90 (2)(e) of the *Community Charter*.

**332-20** Moved: Director Grieve Seconded: Director Walsh

Proceed to a closed meeting pursuant to Section 90 (2)(e) of the *Community Charter* at 2:03 pm.

Carried.

The Board of Directors reconvened to the open Board meeting at 2:27 pm.

## **9. Unfinished Business**

### **9.a) M. Stephens, Interim Manager of Emergency Programs Re: Update COVID-19 Emergency Operations**

Mark Stephens, Interim Manager of Emergency Programs, informed the Directors that the EOC remains activated for COVID-19 in a monitoring situation. The EOC remains in close contact with IHA and EMBC. The EOC is currently supporting two projects: 1. providing portable washrooms in the City of Trail for the vulnerable population, and 2. providing showers and washroom facilities in the City of Grand Forks for the vulnerable population.

### **M. Andison, Chief Administrative Officer Re: Impacts of the Wage Continuation COVID-19 Pandemic Policy**

M. Andison, CAO, provided the Board with a brief update on the impacts of the Wage Continuation COVID-19 Pandemic Policy. There was a small increase in the last pay period.

**333-20** Moved: Director Korolek Seconded: Director McGregor

That the verbal reports from M. Stephens, Interim Manager of Emergency Programs, and M. Andison, CAO, be received as presented.

Carried.

### **9.b) M. Andison, Chief Administrative Officer Re: Compliance with Ministerial Order Regarding Open Meetings During COVID-19 Pandemic**

A staff report from Mark Andison, CAO regarding compliance with the open meeting provisions of Ministerial Order 192, an order of the Minister of Public Safety and Solicitor General, was presented.

M. Andison, CAO, provided a review of Ministerial Order 192 as it applied to open meeting provision for the public. For those who do not have access to phone or computers to attend by Zoom, RDKB will provide for Boardroom access with the Zoom meeting shown onscreen. Future Board meetings will also be recorded and provided to the public on the RDKB website. Once these two issues are covered, RDKB would be in full compliance with the Ministerial Order 192.

**334-20** Moved: Director Cacchioni Seconded: Director Shaw

### **Corporate Vote Unweighted**



That the Regional District of Kootenay Boundary continues to provide web link and phone access to members of the public wishing to attend electronic meetings of the Board of Directors and committees. Further, that the RDKB Board of Directors approves access to the Trail RDKB Boardroom for members of the public to view and participate in Board and committee meetings if those members of the public are not able to otherwise access the meetings electronically and subject to adherence to physical distancing guidelines. **FURTHER**, that Board of Directors electronic meetings be recorded and meeting recordings be posted on the RDKB website.

Carried.

#### **10. Communications-RDKB Corporate Communications Officer**

**10.a)** An update report from the Corporate Communications Officer will be presented at the August meeting.

#### **11. Communications-Information Only**

##### **11.a) Agricultural Land Commission-July 14/20**

**Re: Reasons for Decision-ALC Application Electoral Area D/Rural Grand Forks**

##### **11.b) City of Rossland-June 18/20**

**Re: Global Covenant of Mayors for Climate & Energy Change**

##### **11.c) M. Farnworth, Minister of Public Safety and Solicitor General S. Robinson, Minister of Municipal Affairs**

**Re: COVID-19 Related Measures Act (Bill 19)**

##### **11.d) Dayle Hopp, BC Hydro Community Relations Manager - Thompson/Okanagan/Columbia**

**Re: BC Hydro Meetings Prior to 2020 UBCM Convention**

**335-20** Moved: Director Grieve Seconded: Director Cacchioni

#### **Corporate Vote Unweighted**

That Communication Information Only Items 11.a) - 11.d) be received.

Carried.

#### **12. Refreshment Break**

**12.a)** The Chair paused the meeting for a short break at 2:42 pm.

The Chair reconvened the meeting at 2:50 pm.

### **13. Reports**

#### **13.a) Monthly Cheque Register Summary**

*Director Cacchioni, Finance Liaison*

The Monthly Cheque Register Summary ending June 2020 was presented.

**336-20** Moved: Director Cacchioni Seconded: Director Morel

#### **Corporate Vote Unweighted**

That the Monthly Cheque Register Summary ending June 2020 in the amount of \$731,931.76 be received.

Carried.

#### **13.b) RDKB Committee Minutes**

Minutes of RDKB Committee Meetings as adopted by the respective Committees were presented: Liquid Waste Management Plan Steering Committee (March 5/20), Boundary Community Development Committee (June 3/20), Policy and Personnel Committee (May 28/20) and Electoral Area Services Committee (May 14/20).

**337-20** Moved: Director Grieve Seconded: Director Cacchioni

#### **Corporate Vote Unweighted**

That the minutes of the following Committee meetings be received: LWMP Stage 3 Committee (March 5/20), Boundary Community Development Committee (June 3/20), Policy and Personnel Committee (May 28/20) and Electoral Area Services Committee (May 14/20).

Carried.

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

Electoral Area C Parks and Recreation Commission (June 10/20)

**338-20** Moved: Director Worley Seconded: Director Grieve

#### **Corporate Vote Unweighted**

That the minutes of the Electoral Area C Parks and Recreation Commission meeting held June 10/20 be received.

Carried.

#### **13.d) Draft Advisory Planning Commission (APC) Minutes**

Electoral Area A, Electoral Area B/Lower Columbia-Old Glory, Electoral Area C/Christina Lake, Electoral Area E/West Boundary and Electoral Area E/West Boundary-Big White

**339-20** Moved: Director McGregor Seconded: Director Grieve

**Corporate Vote Unweighted**

That the draft minutes of the following Advisory Planning Commission meetings held during July 2020 be received: Electoral Area A (July 7/20), Electoral Area B/Lower Columbia-Old Glory (July 6/20), Electoral Area C/Christina Lake (July 7/20), Electoral Area E/West Boundary (July 6/20) and Electoral Area E/West Boundary-Big White (July 7/20).

Carried.

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

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

**14.a) Policy & Personnel Committee-June 25/20**

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

**340-20** Moved: Director Cacchioni Seconded: Director Dunsdon

**Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors adopt the Alcohol in Fire Halls Policy as presented to, and approved by the Policy and Personnel Committee on June 25, 2020. **FURTHER**, that the Policy be distributed accordingly.

Carried.

**14.b) Policy & Personnel Committee-June 25/20**

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

**341-20** Moved: Director Cacchioni Seconded: Director McGregor

**Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors adopt the Director Travel Reimbursement Policy with the changes approved by the Policy and Personnel Committee on June 25, 2020. **FURTHER**, that the Policy be distributed accordingly.

Carried.

**14.c) Liquid Waste Management Plan Stage 3 Steering Committee -July 2/20**

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Board of Directors  
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*Director Cacchioni, Committee Chair/Director Morel, Committee Vice Chair*

*Committee Terms of Reference*

**342-20** Moved: Director Cacchioni Seconded: Director Morel

**Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors approve in principle the terms of reference for the Liquid Waste Management Plan Steering and Monitoring Committee with the matter of the election of the Chair to be investigated further.

Carried.

**14.d) Boundary Community Development Committee - July 7, 2020**

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

In relation to First Nations engagement, Director Russell addressed the importance of inclusion of elected officials, wherever possible and appropriate, when there are interactions with senior levels of First Nations groups that are engaged with.

Director Gee suggested that a system be developed to identify which elected officials should be attending these engagements.

Moved: Director McGregor Seconded: Director Russell

**Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors direct staff to submit an application for Plan H Healthy Community Engagement Grant to support First Nations engagement. **FURTHER** if the grant application is successful, that the revenue is added to account 11-590-159-170.

After further discussion, Directors McGregor and Russell agreed to amend the resolution to read:

**343-20** Moved: Director McGregor Seconded: Director Russell

**Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors direct staff to submit an application for Plan H Healthy Community Engagement Grant to support First Nations engagement. **FURTHER** if the grant application is successful, that the revenue to the integrated watershed service be recorded as miscellaneous revenue.

Carried.

**14.e) Boundary Community Development Committee - July 7, 2020**

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

Director Gee requested to alter the motion. Discussion ensued on the exact area applied for in the application.

Moved: Director Gee Seconded: Director McGregor

**Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors advise Front Counter BC that the referral regarding the Crown land tenure application from Outback Snowmobile Tours Inc., on unsurveyed Crown land in Big White and Electoral Area E/West Boundary is supported subject to that the area being confined to trails themselves and that it would be non-exclusive. **FURTHER**, that the initial tenure be short-term.

After further discussion, the original recommendation was altered for clarity:

**344-20** Moved: Director Gee Seconded: Director McGregor

**Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors advise Front Counter BC that the referral regarding the Crown land tenure application from Outback Snowmobile Tours Inc., on unsurveyed Crown land in Big White and Electoral Area E/West Boundary is supported subject to the tenure being limited to the linear trail system identified in the application and not include the land surrounding the linear trail. **FURTHER**, that the initial tenure be short-term.

Carried.

**15. New Business**

**15.a) Discussion-Director Grieve**

**Re: Richard Cannings, MP, South Okanagan-West Kootenay, Opinion, Trail Times, July 7, 2020-Wealth Tax-How to Pay for COVID-19 Moving Forward**

Discussion and consideration of correspondence to local MLAs, MPs, FCM, UBCM and the Prime Minister of Canada expressing concerns around the widening wealth gap in Canada and also expressing RDKB Board support for legislation that going forward would implement a wealth tax as a means to fund an economic recovery from COVID-19.

After a brief discussion regarding writing letters to everyone, it was referred to the Education and Advocacy Committee for a fulsome discussion.

**345-20** Moved: Director Cacchioni Seconded: Director Morel

**Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors receive the opinion article by Richard Canning, MP, South Okanagan-West Kootenay, published in the Trail Times, July 7, 2020 regarding the widening wealth gap in Canada and the implementation of a wealth tax as a means to fund an economic recovery after the COVID-19 as presented to the Board on July 30, 2020. **FURTHER**, that the article be referred to the Education and Advocacy Committee for a fulsome discussion.

Carried.

**15.b) Columbia River Treaty Heritage Project Steering Committee-July 8/20****Re: Columbia River Treaty Local Government Committee (CRT LGC) Columbia River Treaty Heritage Project**

**346-20** Moved: Director McGregor Seconded: Director Dunsdon

**Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors receive the correspondence and project information from the Columbia River Treaty Heritage Project Steering Committee regarding the Columbia River Treaty Heritage Project.

Carried.

**15.c) M. Stephens, Interim Manager of Emergency Programs****Re: Emergency Management BC (EMBC) Funding for Formal After Action Review**

A staff report from Mark Stephens, Interim Manager of Emergency Programs, regarding funding for a formal after action review was presented.

Mark Stephens, Interim Manager of Emergency Programs informed the Board of Directors that the RDKB EOC was active for Freshet 2020 and COVID-19 for more than three months. EOC staff performed a number of new tasks given COVID-19 and changes at EMBC. These have resulted in a number of lessons learned that should be captured by a formal after action review (AAR) process that includes our agency partners.

**347-20** Moved: Director Russell Seconded: Director Cacchioni

**Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors direct staff to accept the EAF -030 approval for \$5000 and proceed with the planned AAR for \$10,000. **FURTHER**, that the Regional District of Kootenay Boundary Board of Directors approve a budget amendment of \$5,000 from reserves from the

Emergency Management service 012 budget to fund the remaining portion of the AAR. **FURTHER**, that the Regional District of Kootenay Boundary 2020-2024 Five Year Financial Plan Bylaw No. 1735, 2020 be amended accordingly.

Carried.

**15.d) B. Ihlen, General Manager of Finance/Chief Financial Officer  
Re: Municipal Finance Association (MFA) Short Term Borrowing  
Resolutions**

**Liabilities Under Agreements-Capital Financing**

A staff report from Barb Ihlen, General Manager of Finance/Chief Financial Officer regarding short-term borrowing from the MFA via Liabilities Under Agreements was presented.

**348-20** Moved: Director Russell Seconded: Director Cacchioni

**Corporate Vote Weighted**

That the Board of Directors of the Regional District of Kootenay Boundary (RDKB) authorizes up to \$214,577.59 to be borrowed, under Section 403 of the *Local Government Act*, from the Municipal Finance Authority, for the purpose of installing pool decking at the Grand Forks and District Aquatic Centre. **FURTHER** that the loan be repaid within five (5) of years, with no rights of renewal.

Carried.

**349-20** Moved: Director Cacchioni Seconded: Director McGregor

**Corporate Vote Weighted**

That the Board of Directors of the Regional District of Kootenay Boundary (RDKB) authorizes up to \$186,000 to be borrowed, under Section 403 of the *Local Government Act*, from the Municipal Finance Authority, for the purpose of the purchase of a t200LC Excavator for the RDKB Regionalized Waste Management Service. **FURTHER** that the loan be repaid within five (5) of years, with no rights of renewal.

Carried.

**350-20** Moved: Director Cacchioni Seconded: Director Worley

**Corporate Vote Weighted**

That the Board of Directors of the Regional District of Kootenay Boundary (RDKB) authorizes up to \$70,000 to be borrowed, under Section 403 of the *Local Government Act*, from the Municipal Finance Authority, for the purpose of the purchase of a Rescue and Command Vehicle for the RDKB Kootenay Boundary Regional Fire Rescue Deputy Fire Chief. **FURTHER** that the loan be repaid within five (5) years, with no rights of renewal.

Carried.

**15.e) T. Dueck, Solid Waste Program Coordinator**  
**Re: Changes to the BC Recycling Regulation**

A staff report from T. Dueck, Solid Waste Program Coordinator on the effect of amendments to the *BC Recycling Regulation* on RDKB programs resulting from the *Clean BC - Plastics Action Plan Policy* consultation was presented.

Tim Dueck explained to the Board that the most noteworthy implications for the RDKB would be what is not included in the regulatory amendments. The Printed Paper and Packaging (PPP) has not been expanded to the Industrial, Commercial and Institutional (ICI) sector. This means that, despite feedback from many local governments, the regulatory responsibility for managing recycling materials from Big White and RDKB waste facilities remains status quo.

**351-20** Moved: Director Russell Seconded: Director Grieve

**Corporate Vote Unweighted**

That the RDKB Board of Directors receive the staff report from Tim Dueck, Solid Waste Program Coordinator regarding the changes to the BC Recycling Regulation.

Carried.

Director Russell suggested that the Education and Advocacy Committee be asked to consider whether there is further action required given the importance of the ICI recycling piece to the RDKB.

**15.f) B. Champlin, Manager of Building Inspection Services**  
**Re: Building Bylaw Contraventions**

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

**6475 Highway 33, Carmi, B.C.**

**Electoral Area 'E' / West Boundary**

**Parcel Identifier: 030-104-858**

**Lot 2 District Lot 2360 Similkameen Division Yale District Plan EPP63586**

**Owners: Daniel and Michelle Kaufman**

**352-20** Moved: Director Gee Seconded: Director Grieve

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

That the Regional District of Kootenay Boundary Board of Directors direct the Chief Administration Officer to file a Notice in the Land Title Office pursuant to Section



302 of the *Local Government Act* and Section 57 of the *Community Charter* against the property legally described as Lot 2, District Lot 2360, Similkameen Division Yale District, Plan EPP63586.

Carried.

**15.g) L. Moore, Senior Planner**

**Re: FLNRORD Referral - Trails and Recreation Facility - Kettle River Mountain Bikers' Association**

A staff report from Liz Moore, Senior Planner, regarding a referral for a proposed trail on crown land in Electoral Area C/Christina Lake.

**353-20** Moved: Director Russell Seconded: Director McGregor

**Corporate Vote Unweighted**

That the staff report regarding the proposed mountain bike trail on unsurveyed crown land north of Stewart Creek Rd. in Electoral Area C/Christina Lake, be forwarded with a recommendation of support.

Carried.

**15.h) L. Moore, Senior Planner**

**Re: MOTI Referral - Proposed Subdivision Near Beaverdell**

A staff report from Liz Moore, Senior Planner, regarding a referral from MOTI for a proposed subdivision near Beaverdell.

**354-20** Moved: Director Gee Seconded: Director Russell

**Corporate Vote Unweighted**

That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed subdivision, for the parcel legally described as DL 1208s, SDYD, except Plan DD 21998, Electoral Area E/West Boundary, be received, **FURTHER**, request that the park land dedication be provided in the form of land, and direct staff to work with the applicant to provide a linear park dedication along the rail trail.

Carried.

**15.i) L. Moore, Senior Planner**

**Re: LCRB Referral -5 Point 9 Cannabis**

A staff report from Liz Moore, Senior Planner, regarding a referral from LCRB for a Non-Medical Cannabis Retail Store application from Taylor Hamm, on behalf of 5 Point 9 Cannabis.

**355-20** Moved: Director Russell Seconded: Director Grieve

**Corporate Vote Unweighted**

Be it resolved that the Regional District of Kootenay Boundary Board of Directors recommend the Non-Medical Retail Cannabis Retail Store license for 5 Point 9 Cannabis in Unit A on the property legally described as Lot 23, Plan NEP2016, DL 8392, KD, Electoral Area A be supported for the following reasons:

1. The Board's consideration to the location of the proposed store are as follows:  
A non-medical cannabis retail store was permitted on the subject property through a Temporary Use Permit with a three-year term, valid through to June 25, 2023.
2. The Board's consideration of the general impact on the community are as follows:
  - a. *The potential for noise:*
    - i. The subject property is adjacent to Highway 3B and is designated Commercial 1 and Manufactured Home Park. Further to this, the impacts of noise on the community would be mitigated by the business maintaining operating hours from Monday to Friday, 10am to 6pm, closed Saturday and Sunday.
  - b. *The impact on the community:*  
It is anticipated that the proposal would not negatively impact Electoral Area A.
3. The Board's comments on the views of the residents are as follows:
  - a. The Regional District solicited the views of residents through the Temporary Use Permit process. A 'Development Proposal' sign was posted on the property and letters were sent to adjacent property owners within 60m of the subject property. Comments received included concerns with the number of non-medical cannabis retail stores already in the area, traffic pulling on and off the highway, what the potential operating hours may be considering a potential increase in noise, damage to property values and impacts to a rural family area.

The Board considered that these concerns would be adequately addressed through provisions provided for by the applicant, including proposed hours of operation, as outlined above, and the discrete nature of the operations design, including frosted windows and not permitting product to be consumed on the premises.

Carried.

**15.j) L. Moore, Senior Planner****Re: Development Permit - Mallis and Zeman**

A staff report from Liz Moore, Senior Planner, regarding an application from Conrad Wiker, on behalf of Ragnar Mallis and Stacy Zeman for an Alpine Environmentally Sensitive Development Permit in Big White.

**356-20**      Moved: Director McGregor    Seconded: Director Worley

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

That the staff report regarding the Development Permit application submitted by Conrad Wiker, on behalf of owners Ragnar Mallis and Stacy Zeman to construct a single family dwelling in Big White on the parcel legally described as Strata Lot 4, DL 4222, SDYD, Plan KAS3398, Big White, Electoral Area E/West Boundary, be received.

Carried.

**15.k) L. Moore, Senior Planner****Re: Development Permit - Kimcho Pty Ltd. - Todd and Natalie Casten**

A staff report from Liz Moore, Senior Planner, regarding an application from Ernie Hurd, on behalf of Natalie and Todd Casten for an Alpine Environmentally Sensitive Development Permit in Big White.

**357-20** Moved: Director Gee Seconded: Director Russell

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

That the staff report regarding the Development Permit application submitted by Ernie Hurd, on behalf of owners Kimcho Pty Ltd. to construct a single family dwelling in Big White on the parcel legally described as Strata Lot 28, DL 4222, SDYD, Plan KAS3134, Big White, Electoral Area E/West Boundary, be received.

Carried.

**15.l) West Boundary Recreation Grant Application****Re: Greenwood Municipal Swimming Pool**

A West Boundary Grant application from the Greenwood Municipal Swimming Pool in the amount of \$3,500 to be put towards the cost of instructor wages in running Red Cross Swim Kids swimming lessons for the 2020 season was presented for the Regional District of Kootenay Boundary Board of Directors' approval.

**358-20** Moved: Director Shaw Seconded: Director Dunsdon

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

That the Regional District of Kootenay Boundary Board of Directors approve the West Boundary Recreation Grant application from the Greenwood Municipal Swimming Pool in the amount of \$3,500 to be put towards the cost of instructor wages in running Red Cross Kids swimming lessons for the 2020 season.

Carried.

**15.m) Grants in Aid - as of July 23, 2020**

**359-20** Moved: Director Grieve Seconded: Director Worley

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

That the following grants-in-aid be approved:

1. Rivervale Recreation – Rivervale Park Awning – Electoral Area 'B'/Lower Columbia-Old Glory - \$2,500
2. Christina Lake Boat Access Society – Annual Dump Day – Electoral Area 'C'/Christina Lake - \$400
3. Boundary Historical Society – Phoenix Pioneer Cemetery – Electoral Area 'D'/Rural Grand Forks - \$2,000
4. Kettle Valley Food Co-op – Local Food Producer Profiles – Electoral Area 'D'/Rural Grand Forks - \$1,500

Carried.

**16. Board Appointments Updates**

**16.a)** The Board Appointments Updates will be provided 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

Chair Langman provided the Directors with information on a provincial call with Minister Robinson on July 23, 2020 that M. Andison and herself participated on. The Province was seeking information on what the Regional Districts were doing and grant funding ideas. The opportunity was taken to speak about the Community Boundary Forest as well as CPCC upgrades. Food security, issues around broadband, and a few issues around public hearings being sabotaged by hackers were brought up by other RDs. All the RDs were lobbying for projects in their areas where grant funding was needed.

Director Russell expressed concerns in regards to the need for a formal engagement process for these meetings with the Province, which would allow for a

more genuine and holistic version of gathering priorities from local governments and then bringing the priorities forward to the Provincial government in a way that is open and transparent to everyone.

## **17. Bylaws**

### **17.a) B. Ihlen, General Manager of Finance**

#### **Bylaw No. 1737-Security Issuing (Rural Grand Forks Fire Hall and Fire Engine)**

#### **First, Second and Third Readings**

#### **Reconsideration and Adoption**

**360-20** Moved: Director Cacchioni Seconded: Director Korolek

#### **Corporate Vote Weighted**

That the Regional District of Kootenay Boundary Security Issuing (Rural Grand Forks Fire Hall and Fire Engine) Bylaw No. 1737, 2020 be read a First, Second and Third Time.

Carried.

**361-20** Moved: Director Cacchioni Seconded: Director McGregor

#### **Corporate Vote Weighted**

That the Regional District Security Issuing (Rural Grand Forks Fire Hall and Fire Engine) Bylaw No. 1737, 2000 be Reconsidered and Adopted.

Carried.

## **18. Late (Emergent) Items**

**18.a)** There were no late (emergent) items for discussion.

## **19. Discussion of Items for Future Meetings**

**19.a)** How does the RDKB keep consistency and keep a diverse group for Regional District representatives in First Nations engagements.

**19.b)** A system be developed to identify which elected officials should be attending First Nations engagements.

**19.c)** Discussion on where the RDKB should be focusing its energy in regards to economic and non-economic recovery from COVID-19 and what that would look like.

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

**20.a)** Jensen Edwards, Grand Forks Gazette, asked Director Russell about the after action review and what is hoped that such a review might look at. Director Russell spoke to the River Forecast Centre's critical services provided to the Regional District. More clarity is needed around what the balance of timely and responsive forecast updates is. The after action review would clarify for the Board on how to communicate to the River Forecast Centre to say there is a different way to present the same information publicly that would be more informative and less anxiety-inducing. The way in which the forecasts are communicated could be improved and how to present those forecasts in a more informative way. The after action review is needed to have a good sense from the EOC in terms of relative return of value on those forecasts and making sure that the content of those forecasts aligns with what the EOC needs to communicate and articulate in the right ways.

**21. Adjournment**

The meeting was adjourned at 4:00 pm.



## Independent Auditor's Report

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To the Board of Directors of the  
Regional District of Kootenay Boundary

### Opinion

We have audited the financial statements of the Regional District of Kootenay Boundary (the District), which comprise the statement of financial position as at December 31, 2019, and the statements of operations and accumulated surplus, statement of changes in net assets and the statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies and other explanatory information.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the District as at December 31, 2019, and its results of operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### Basis for opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the District in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Responsibilities of management and those charged with governance for the financial statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the District's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the the District or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the District's financial reporting process.

## Independent Auditor's Report (continued)

### Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the the District's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the the District's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the the District to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Trail, Canada  
July 30, 2020

*Grant Thornton LLP*

Chartered Professional Accountants





## Staff Report

**Date:** 19 Aug 2020

**File:**

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

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

**Re:** FireSmart Educational Outreach Plan Progress Report

### Issue Introduction

Presenting the RDKB FireSmart Education Outreach Plan progress to date.

### History/Background Factors

Activities to date:

In May of 2019 the RDKB Emergency Program was successful in receiving a CRI grant to develop a FireSmart Education Outreach Plan and to start the delivery of the educational materials.

In August of 2019 the EM Program selected Frontline Operations group through and open FRP process to create the outreach plan and deliver the material.

The consultant has completed the FireSmart Education Outreach Plan.

An extension was granted for this grant due to COVID-19 until December 2020.

The consultant has developed delivery methods of FireSmart activities during a pandemic.

Future activities:

Educational outreach will commence in September with COVID-19 protocol.

- This may include
  - Webinars
  - Mail outs
  - Online courses
  - Media engagement
  - FireSmart home assessments
  - Local FireSmart Representative training

**Implications**

FireSmart activities will be carried out across the RDKB with the remainder of the 2018 CRI FireSmart grant and will continue with the 2019 CRI FireSmart grant.

**Advancement of Strategic Planning Goals**

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

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

**Background Information Provided**

None

**Alternatives**

1. That the RDKB Board of Directors receive the FireSmart Educational Outreach Plan Progress Report.
2. That the RDKB Board of Directors not receive the FireSmart Educational Outreach Plan Progress Report.

**Recommendation(s)**

That the Regional District of Kootenay Boundary Board of Directors receive the August 19, 2020 staff report titled "FireSmart Educational Outreach Plan Progress Report"



File: 18046-30/BCTS FSP 771

July 28, 2020

Regional District of Kootenay Boundary  
c/o Diane Langman, Chair, RDKB Board of Directors  
202 - 843 Rossland Avenue  
Trail, BC V1R4S8

**Re: Referral on Proposed BCTS cut blocks and roads within the Okanagan Columbia Business Area.**

Thank you for your correspondence dated July 9, 2020 regarding proposed timber harvesting in BC Timber Sales, Okanagan-Columbia Business Area. I understand that commercial timber harvest proposals in proximity to communities has the potential to raise concerns about the long-term effects of those activities for local stakeholders. In response to your request, I hope that the following information in conjunction with the information that BCTS has previously forwarded to the Regional District Planning Department helps to address your concerns.

**Big White Area Development**

The planned harvest blocks in the Big White area that were included in the 2020 Referral are, in fact, considered substantially completed layout shapes subject to any amendments to be done as a result of feedback from the Referral and Consultation processes. The proposed cutblock that appears to have the greatest concern is block K85E. The shape originally referred for this cutblock was 143.4 hectares gross area, inclusive of reserve areas, but has subsequently had additional reserves designated to reduce the overall net harvest area to 130.3 hectares. The remainder of the blocks in the Big White area range in size from 6.6 to 21.8 hectares net harvest area.

Block K85E, as well as any of the other blocks that will be visible from Big White Ski Resort or the highway corridor are proposed to be harvested using a selection silviculture system to mitigate the impacts to the visual quality resource, wildlife, hydrological function and structural diversity in the area. Timber removal is proposed to be conducted by a combination of narrow strip-cut corridors and single-tree selection as the terrain and harvesting equipment limitations allow. The current proposal prescribes the retention of approximately 50% of the existing merchantable stand volume within the harvest area. Selection systems are not subject to typical adjacency or cutblock size restrictions under the Forest Planning and Practices Regulation, as many of the pre-harvest stand attributes will remain intact following

Ministry of Forests, Lands and  
Natural Resource Operations

BC Timber Sales  
Okanagan-Columbia  
Business Area

Mailing Address:  
2501-14<sup>th</sup> Avenue  
Vernon, BC V1T 8Z

Tel: (250) 558-1700  
Fax: (250) 549-5485  
Website:  
<https://www2.gov.bc.ca/gov/content/industry/forestry/bc-timber-sales>

completion of harvesting activities. Selection cutting of a substantial portion of the visible hillside in a single pass will allow the landform to retain a largely homogenous, although somewhat altered, appearance when viewed from Big White Resort and other significant public viewpoints, as opposed to being broken up into distinct areas with varying degrees of texture and tree density. This strategy, along with accommodating the recommended design principles for any possible future resort expansion, was one of the primary considerations leading to the decision to increase the size of block K85E to cover a larger area of the landform directly across from the Gem Lake Chairlift on Big White. BCTS has worked closely with the Big White Resort planning staff to develop a harvesting strategy that meets the Resort's requirements as a key stakeholder in the area.

### **Beaverdell Area Development**

Most of the referred cutblock proposals in the area to the west of Beaverdell are still preliminary planning shapes at this time. However, these shapes were planned with the aid of LiDAR terrain and timber modelling products, and it is anticipated that the final layout shapes will likely be somewhat smaller than referred, but still substantially similar in extent to those included in the referral. The maximum net harvest area of any of those individual proposed cutblocks is not expected to exceed 40 hectares in size. None of the proposed blocks in the Beaverdell area overlap any visually sensitive or designated scenic areas, so their effect on visual impact from any significant public viewpoints will be negligible.

BCTS will commit to forwarding updates on the proposed timber development areas to the Regional District of Kootenay Boundary as plans continue to be developed. The RDKB is encouraged to provide any additional feedback on these developments so that its input may be fully considered prior to plans being finalized.

If you have any additional comments, questions or concerns on how this proposed development may impact your interests, please contact Michael Kyler, BCTS Planning Forester at [Michael.Kyler@gov.bc.ca](mailto:Michael.Kyler@gov.bc.ca).

Yours truly,



Colin Johnston  
Timber Sales Manager, BC Timber Sales  
Okanagan-Columbia Timber Sales Office  
[Colin.Johnston@gov.bc.ca](mailto:Colin.Johnston@gov.bc.ca)  
(250) 558-1700

Enclosed:

*Visual Rendering Images from Preliminary Visual Impact Assessment for proposed BCTS cutblocks in vicinity of Big White Ski Resort*



*Viewpoint 5: Unharvested composite image of proposed development from Westridge Warming Hut facing SW*



*Viewpoint 5: Harvested image of proposed development from Westridge Warming Hut facing SW.*



*Viewpoint 5: Unharvested composite image of proposed development from Westridge Warming Hut facing NW*



*Viewpoint 5: Harvested image of proposed development from Westridge Warming Hut facing NW.*





*Viewpoint 1: Unharvested composite render looking at the BCTS Big White Operating area behind the Gem Lake Chairlift at Big White Resort.*



*Viewpoint 1: Harvested render looking at the BCTS Big White Operating area behind the Gem Lake Chairlift at Big White Resort.*



*Viewpoint 4: Unharvested composite render looking at the BCTS Big White Operating Area from the top of Black Jack at Big White Resort. The operating area is visible from different runs and along the Gem Lake Chairlift at Big White, this viewpoint was chosen as an average representation.*



*Viewpoint 4: Harvested render looking at the BCTS Big White Operating Area from the top of Black Jack at Big White Resort.*



July 9, 2020

Colin Johnston  
Timber Sales Manager  
Okanagan Columbia Timber Sales Office  
2501-14<sup>th</sup> Ave  
Vernon, BC V1T 8Z1

**RECEIVED**

**JUL 20 2020**

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

RE: BCTS Referral – File: 18046-30/BCTS FSP 771

Dear Mr. Johnston,

The Regional District of Kootenay Boundary Board of Directors addressed a letter to Minister Donaldson, Ministry of Forest, Lands, Natural Resource Operations and Rural Development, expressing concerns raised in RDKB communities with the size of cutblocks and requesting more opportunities to review plans for logging activity. We have enclosed that letter, dated April 22, 2020, for your reference.

Following this letter being sent, RDKB's Board of Directors reviewed the referral sent by your office at their April 30, 2020 meeting. They passed this resolution in response to that referral:

That the Regional District of Kootenay Boundary Board of Directors direct staff to send BC Timber Sales (BCTS) Okanagan Columbia Timber Sales Office a letter regarding the referral on proposed cut blocks and roads (file# 18046-30/BCTS FSP 71) expressing concerns with the large size of some of the proposed cut blocks as presented to the Board on April 30, 2020 and asking for a confirmation that these are preliminary planning areas and that there will be further engagement with the RDKB on operational plans prior to harvesting.

We respectfully request a confirmation of the Board's statements in the above resolution.

Yours truly,



Diane Langman  
Chair, RDKB Board of Directors

lm/dl

Enclosed:

Letter dated April 22, 2020 to Honorable Doug Donaldson, Minister FLNRORD, RE: Concerns Regarding British Columbia Timber Sales (BCTS) Cut Block Sizes



**RECEIVED****JUL 20 2020**Ministry of Forests, Lands, Natural Resource  
Operations and Rural Development  
Okanagan Shuswap

April 22, 2020

Ministry of Forests, Lands, Natural Resource Operations and Rural Development  
PO Box 9049  
STN PROV GOV  
Victoria, BC, V8W 9E2Attention: Honourable Doug Donaldson, Minister of Forests, Lands, Natural Resource  
Operations and Rural Development

RE: Concerns Regarding British Columbia Timber Sales (BCTS) Cut Block Sizes

Dear Minister Donaldson,

The Regional District of Kootenay Boundary would like to express our concerns with respect to the size of cutblocks within our area.

Each year we are referred Operating Plans from British Columbia Timber Sales (BCTS) and other forestry licence holders. Our understanding is that the Operating Plans we receive are designed to give stakeholders a general sense of the exploration of areas for future logging activity and an opportunity to voice concerns surrounding future logging activity early in the planning process.

We recognize the efforts of BCTS and other licence holders to be transparent with their plans and maintain good relationships with the communities in which they are harvesting timber. However, each year there are concerns that continually emerge in our communities around the actual size of cutblocks.

In only being given the opportunity to make comment on logging activities early in the process, we have struggled to manage the expectations of this industry in our communities. In light of these challenges, we are respectfully requesting to have more opportunities to review the plans associated with logging activity as they become more detailed.

Yours truly,



Diane Langman,  
Chair, RDKB Board of Directors

Cc: Tara DeCourcy, District Manager – MFLNRORD  
Ray Crampton, Regional Executive Director – MFLNRORD  
George Edney, Timber Sales Manager – BCTS MFLNRORD  
RDKB Board of Directors



**STAFF REPORT**

**Date:** 27 Aug 2020  
**To:** Chair Diane Langman and the  
 RDKB Board of Directors  
**From:** Tim Dueck - Solid Waste Program  
 Coordinator  
**Re:** Encorp Express and Go at Big White

**File** ES - Solid Waste

**Issue Introduction**

A Staff Report from Tim Dueck - Solid Waste Program Coordinator, regarding the placement of an Encorp Pacific Express and Go recycling station at the Big White Waste Transfer Station.

**History/Background Factors**

Since 2017, the RDKB has been in discussion with Encorp Pacific and the BC Brewers Recycled Container Collection Council (BRCCC) to resolve the issue of access to a reasonable program to recycle hundreds of thousands of beverage containers from residents, businesses and visitors at Big White.

These discussions have been frustrated by discussions as to how to divide the costs of this program between the two stewardship agencies who have regulatory responsibility for beer containers (BRCCC) and all other ready-to-drink containers (Encorp Pacific).

In July 2020, Encorp Pacific announced their intention to the Province to update their Stewardship Plan. This proposal includes some key changes to the beverage container deposit refund system which will directly impact our situation at Big White.

- 1) Encorp has proposed to expand their regulated responsibility to include beer containers previously managed by BRCCC, thus streamlining the system for both consumers and the recycling collection process.
- 2) Encorp will move towards automating the system of container collection/deposit return to include the unstaffed Express and Go drop off system whereby recyclers will receive payment for their containers electronically or 'on-account'.

These two changes represent a bold modern approach to beverage container recycling in BC and address some efficiency barriers of the present system. Encorp

Pacific is also the contracted logistics organization for several other stewardship programs. The RDKB will be working to bring these programs to the Big White Transfer Station as well.

### **Implications**

RDKB staff have been contacted by Encorp Pacific to determine the feasibility of placing an Express and Go recycling 'seacan' at the Big White Transfer Station. This model has been in operation for about a year at locations in Tofino and Simon Fraser University. (See attachment)

The placement of an Express and Go depot will allow for building managers, cleaning staff, businesses and residents opportunity to easily and conveniently redeem beverage deposits for ALL regulated containers. This will also provide a high profile example of other stewardship recycling opportunities at the Resort and in Kelowna.

The Environmental Services Workplan task to create a pad for seacans for bulky items, metal and other stewardship recycling programs has already been completed and will now be used by the Express and Go seacan.

Staff is planning designing an education alcove in the Transfer Station building which will display information on diversion opportunities and requirements for properly sorting garbage and recycling materials. Staff will also be assisting the Encorp Pacific communications team to educate users of the Express and Go depot on proper use.

Both the RDKB and Encorp Pacific are working to ensure that this depot is established before the start of the 2020/2021 ski season.

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

Increasing opportunities for diversion advances the strategic objective of focusing on "zero waste" initiatives for sustainability.

Collaborating with Stewardship recycling organizations shifts the costs of these programs to the appropriate regulated agency.

### **Background Information Provided**

\* Express and Go Power Point presentation from Encorp Pacific

### **Alternatives**

1) That the RDKB Board of Directors enter into an Agreement with Encorp Pacific (Canada) to allow for the placement and operation of a "Return-It Express and GO" station at the Big White Transfer Station for the collection and recycling of beverage containers. Further, that the RDKB Board of Directors authorize staff to sign and execute an Agreement with Encorp Pacific (Canada).

2) That the RDKB Board of Directors receive the Staff Report and provide direction to staff.

**Recommendation(s)**

That the RDKB Board of Directors enter into an Agreement with Encorp Pacific (Canada) to allow for the placement and operation of a "Return-It Express and GO" station at the Big White Transfer Station for the collection and recycling of beverage containers. Further, that the RDKB Board of Directors authorize staff to sign and execute an Agreement with Encorp Pacific (Canada).



## STAFF REPORT

**Date:** 07 Aug 2020

**File** ADMN Special Voting  
Reg. 41/91 BW Fire Hall  
Bay Expansion Project  
Budget Amendment

**To:** **Members of the RDKB Board of Directors**

**From:** Theresa Lenardon, Corporate Officer on  
Behalf of Board Chair Langman

**Re:** Special Voting-Budget Amendment for the Big  
White Fire Hall Bay Expansion

### Issue Introduction

A report from Theresa Lenardon, Manager of Corporate Administration/Corporate Officer on behalf of Chair Langman presenting the final results of an RDKB Board of Directors special vote approving a budget amendment for the Big White Fire Hall Bay Expansion.

### History/Background Factors

Board Chair Langman and Director Gee deemed obtaining a resolution from the RDKB Board of Directors approving a Financial Plan Budget amendment for the Big White Fire Hall Bay Expansion Project to be urgent and timely requiring immediate action before the regularly scheduled July 30, 2020 Board meeting.

Via email and the Regional District Special Voting Regulation 41/91 process, the RDKB Board of Directors considered the following resolution:

### **Recommendation: Corporate Vote Weighted**

That the Regional District of Kootenay Boundary Board of Directors approve an additional \$60,000 be utilized from the Big White Fire Service reserve, for a total project budget of \$260,000, as presented to the Board on July 9, 2020 in the staff report titled, Budget Amendment for the Big White Fire Hall Bay Expansion Project via the Regional District Special Voting Regulation 41/91 process. Further, that the construction contract be awarded to Weninger Construction and Design Ltd construction for a cost of \$215,000. Further that the Regional District of Kootenay Boundary 2020-2024 Five Year Financial Plan Bylaw No. 1735, 2020 be amended accordingly.

The Special Voting opportunity and staff report with project background information were circulated via e-mail to all Board Directors on July 9th, 2020. The Directors were provided time to consider the recommendation and reply with their vote until July 15, 2020.

**Results:** The resolution passed with 14 weighted votes in favour.

**Quorum:** 7 of 13 Directors made quorum. 11 Directors voted. All Directors voted in favour of the resolution.

**Voting Strengths (RD Weighted Voting):** With 11 Directors voting and using the weight allocated by the Province, the vote passes with a total of 14 weights/points (in favour) from a possible total of 19. This exceeds the 10 weighted votes in favour that is required for the resolution to pass.

#### **Individual Voting Weights:**

Fruitvale:	1	Warfield	1
Rossland	2	Grand Forks	2
Greenwood	1	Midway	1
Area A	1	Area B	1
Area C	1	Area D	2
Area E	1.		

#### **Implications**

- The implications of adopting or not adopting the recommendation for a budget amendment are included in the attached staff report.
- There are no implications, other than staff resources and time, with undertaking the Regional District Special Voting opportunity under Regulation 41/91.

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

Not Applicable. The process for voting under Regulation 41/91 is legislative.

#### **Background Information Provided**

1. Regional District Special Voting Regulation 41/91
2. Staff Report (July 1, 2020) titled "Budget Amendment for the Big White Fire Hall Bay Expansion Project", from James Chandler, General Manager of Operations/Deputy Chief Administrative Officer

#### **Alternatives**

Receive Report-The presentation of this report is a legislative requirement.

#### **Recommendation(s)**

That the Regional District of Kootenay Boundary Board of Directors receive the staff report from Theresa Lenardon, Manager of Corporate Administration/Corporate Officer, titled "Regional District Special Voting (Reg. 41/91)-Budget Amendment for the Big White Fire Hall Bay Expansion" as presented to the Board, on behalf of Chair Langman, on August 27, 2020.

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B.C. Reg. 41/91  
M21/91

Deposited February 6, 1991

***Local Government Act***  
**REGIONAL DISTRICT**

**SPECIAL VOTING REGULATION**

Note: Check the Cumulative Regulation Bulletin 2014  
for any non-consolidated amendments to this regulation that may be in effect.

[includes amendments up to B.C. Reg. 17/98]

***Contents***

- 1 Interpretation
- 2 Special vote may be taken on urgent matters
- 3 How special voting is to be conducted
- 4 Special vote must be reported at next regular meeting
- 5 Application of regulation

***Schedule***

**Interpretation**

- 1 In this regulation "**urgent**" means requiring immediate action as a result of unforeseen circumstances.

**Special vote may be taken on urgent matters**

- 2 (1) Subject to subsection (2), the voting by the directors of a regional district board, including voting on passing a resolution or on reading or adopting a bylaw, may be conducted in accordance with section 3 where the chairperson and one other director consider
  - (a) that the issue to be voted on is urgent, and
  - (b) that calling a regular or special meeting to conduct the voting is impractical.
- (2) Voting on the second or third reading of the following bylaws may not be conducted in accordance with section 3:
  - (a) annual budget bylaws;
  - (b) zoning bylaws;
  - (c) bylaws adopting official community plans;



(d) rural land use bylaws.

**How special voting is to be conducted**

- 3 (1) The secretary shall make all reasonable attempts in the circumstances to ensure that each director entitled to vote has the opportunity to do so.
- (2) Before a director votes, the secretary shall ensure that the resolution or bylaw to be voted on is communicated to the director either
- (a) orally, including by telephone or other means of telecommunication, or
  - (b) by delivery, including by delivery in writing, by facsimile transmission or other means of electronic transmission or by delivery in electronic form.
- (3) A director shall vote by informing the secretary, in any manner referred to in subsection (2), of the director's approval or disapproval of the resolution or bylaw and the secretary shall at that time record the director's vote.
- (4) Each director who votes shall have the number of votes that he or she would have had in voting on the matter at a regular meeting of the board.
- (5) The rules under section 791 of the Act regarding the counting of votes at meetings of the board, except section 791 (10), apply to the counting of votes taken in accordance with this section.
- (6) After ensuring that each director has an opportunity to vote as required by subsection (1), the secretary shall inform the chairperson of the results of the voting and the chairperson shall declare the vote to have passed or failed in accordance with those results.
- (7) At the time of the chairperson's declaration under subsection (6), the results of the voting shall have the same effect as if the voting had been conducted at a regular meeting of the board and shall then be recorded by the secretary as a minute of the board.
- (8) If the secretary is absent, ill or otherwise disabled, the chairperson may appoint another director to conduct voting under this section in the place of the secretary.

**Special vote must be reported at next regular meeting**

- 4 At the next regular meeting of the board following a vote under section 3, the chairperson shall report the results of the vote.

**Application of regulation**

- 5 This regulation applies only to the districts listed in the Schedule.

[en. B.C. Reg. 17/98.]

**Schedule**

[en. B.C. Reg. 17/98.]

the Cariboo Regional District  
the Central Coast Regional District  
the Regional District of Central Kootenay  
the Columbia-Shuswap Regional District  
the Regional District of East Kootenay  
the Regional District of Fraser-Fort George  
the Fraser Valley Regional District  
the Regional District of Kitimat-Stikine  
the Regional District of Kootenay Boundary  
the Regional District of Mount Waddington  
the Skeena-Queen Charlotte Regional District  
the Squamish-Lillooet Regional District  
the Thompson-Nicola Regional District

[Provisions of the [Local Government Act](#), R.S.B.C. 1996, c. 323, relevant to the enactment of this regulation: section 793 (8)]

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**STAFF REPORT**

<b>Date:</b>	<b>July 1, 2020</b>	<b>File:</b>	
<b>To:</b>	<b>Chair Langman and Board of Directors</b>		
<b>From:</b>	<b>James Chandler, General Manager of Operations/Deputy CAO</b>		
<b>RE:</b>	<b>BUDGET AMENDMENT FOR THE BIG WHITE FIRE HALL BAY EXPANSION PROJECT</b>		

**Issue Introduction:**

To seek approval from the Board of Directors to use additional funding from the Big White Fire Service reserve to support the project for expansion and envelope renewal work.

**Background:**

With the purchase planned for the new ladder truck the expansion of one vehicle bay had been planned along with the renewal of the front building envelope. Much of the front exterior is original and has been planned for renewal to have consistent lifespan and appearance with the two existing additions made to the original building.

In addition the requirements for the current ladder apparatus were coordinated with plans to expand the truck bays to accommodate the larger size vehicle.

The original plans included extending the front of the building to add additional length to bay 1 and 2. After initial design work this option was not pursued as the necessary construction work would conflict with an existing water main in the front of the building.

The alternate design option targets the work to the interior of bay 3, already a longer vehicle bay, but requires increased clearance / headroom. The existing ceiling will be removed and the roof trusses modified to provide additional clearance. Additionally, the external doorway heights will be increased, leading to renew the front exterior and canopy that extends over the bay doors.

The original project budget was set at \$200,000.

Given the scope of work for the project changing to the interior, staff still anticipated pricing to be close, but under \$200,000.

**Tendering Process**

The Regional District Purchasing policy requires that we seek three formal bids for construction work up to \$200,000 and above that threshold we would complete an open public bid process that any contractor may bid on. Given the nature of the project, location and past challenges in seeking construction interest, the process to solicit specific interest from three companies with proven and successful experience constructing at Big White was followed. The companies invited were:

- TKI Construction Ltd
- West Bay Construction
- Weninger Construction & Design Ltd.

Each company was asked to respond and confirm their interest and commitment to provide a bid for this project. With three companies positively responding to the request, the tender package was issued on May 29<sup>th</sup>,

2020 to all three companies. Regrettably, the Regional District received only one bid from Weninger Construction & Design Ltd.

The single bid was quoted at \$242,000 and received on June 11<sup>th</sup> 2020. Given the previous agreement with the Board of Directors at the meeting on June 10<sup>th</sup> 2020, the intent was to award the contract and start work on June 16<sup>th</sup>, 2020.

With only one bid and no competitive pricing staff could not qualify that pricing received represented fair market value. To validate the pricing staff have sought the estimating services of a cost consultant who have completed an independent assessment of the scope of work and provided their estimate of what the work may costs. This estimate and report is included as an attachment with this report.

The costs consultants have experience with construction of a similar scope and estimated the costs to be \$222,000. Cost consultant estimators utilize the same construction estimating tools as contractors and have access to trades and industry pricing for all divisions of construction. It is considered a normal range to received contractor bids with variances up to 10-15%. The bid price received is approximately 9% above the estimate from the cost consultant. With this information staff consider the price to be a fair and reasonable market value.

Following receipt of the bid and estimate staff have continued to explore options to reduce scope and alternate products, negotiating with the contractor to a price of \$215,000. The main saving has focused on utilizing an alternate bay door system. This reduces the purchase price of the doors, associated mechanical and electrical changes and general construction work to install the door. The quality and function will still meet the required specifications.

#### **Implications:**

As the immediate implementation of the work is critical for the completion before the end of the summer season an immediate approval is requested to authorize the release of additional funding from the Big White Fire Service reserve.

To further expedite the schedule of work, staff have authorize initiation of the work up as currently approved by the Board of Directors, at \$130,000. A further \$85,000, totaling \$215,000 is required to complete the scope of work in full, which includes the complete envelope of the building. Without the additional funding only a small portion of the building exterior will be renewed aligned with bay 3. If this work is not completed at this time, the work will be re-planned following winter 2020-21. There will be additional work to finish and transition between new and old exterior and additional costs above that quoted now if the work is planned at a separate time and later date. This will also include the mobilization and demobilization costs of the contractor.

Considering the background as provided, staff are confident that the scope of work is priced at a fair value. The contractor has demonstrated success working on projects at Big White and has demonstrated an open approach to explore reasonable alternatives, while maintaining the standards and scope essential for the project.

Staff are requesting an additional \$60,000 be approved from the reserve to support the progression of the project in full this season. This will provide a total project budget of \$260,000. At this time and considering the unknown mix of demolishing some of the existing structure a construction contingency closer to 20% of the construction cost would be prudent. The request and contract is summarized in the table below:

Original Project Budget	Contract Price	Contingency	Amended Project Budget	Reserve Requested
\$200,00	\$215,000	\$45,000	\$260,000	\$60,000

**Financial**

The following table summarises the reserve for the current five year financial plan. The table indicates that from 2020-2023 there are no current planned draws from the reserve. The budget targets building the reserve to support the purchase of the main rescue engine, scheduled for replacement in 2024. From a risk and asset management perspective, maintaining a reserve of at least \$250,000 is considered prudent for this service as any issues with all equipment, vehicles and the building must be immediately actioned.

	Reserve Contribution	Planned Reserve Expenditure	Reserve Balance \$ 305,144	Capital Project & vehicle Expenditure
2020	30,000	0	335,144	270,000
2021	100,000	0	435,144	265,000
2022	130,000	0	565,144	25,000
2023	130,000	0	695,144	0
2024	100,000	400,000	395,144	750,000
	490,000	400,000	395,144	1,310,000

Considering the reserve table above, with an additional \$60,000 approved from the reserve. The remaining balance for 2020 in the reserve would be \$245,144. In the unlikely situation that no further adjustments to capital or the reserve are made in the next 5 years and amendments are not made to add back the \$60,000, the estimated reserve balance at the end of five years will be \$335,144.

We do not anticipate that the budget will remain static without change over the next five years, however, the intention of the table summary and this analysis is to indicate that the current five year plan shows a healthy reserve balance, matched again planned expenditure for vehicles and capital projects.

**Alternate Options:**

Do not approve the additional funding, limiting the work in 2020 for completion in 2021.

This option is not recommended as the work proposed is necessary for the total completion of the project and would have to be funded next year, likely at additional cost.

**Recommendation: Corporate Vote Weighted**

That the Regional District of Kootenay Boundary Board of Directors approve an additional \$60,000 be utilized from the Big White Fire Service reserve, for a total project budget of \$260,000, as presented to the Board on July 9, 2020 in the staff report titled, *Budget Amendment for the Big White Fire Hall Bay Expansion Project* via the *Regional District Special Voting Regulation 41/91* process. **Further**, that the construction contract be awarded to Weninger Construction and Design Ltd construction for a cost of \$215,000. **Further** that the Regional District of Kootenay Boundary 2020-2024 Five Year Financial Plan Bylaw No. 1735, 2020 be amended accordingly.



Regional District of  
Kootenay Boundary

## ELECTORAL AREA 'E'/WEST BOUNDARY

### ADVISORY PLANNING COMMISSION

#### MINUTES

Monday, August 3, 2020 @ Riverside Centre, 3990 Highway 3, Rock Creek, commencing at 6:00 p.m.

<b>PRESENT:</b>	In person: Florence Hewer, Fred Marshall, Jamie Haynes. Via Zoom: Lynne Storm, Randy Trerise. Via phone: Frank Van Oyen
<b>ABSENT</b> with notification	Michael Fenwick-Wilson, Grant Harfman
<b>Absent</b> without notification	none
<b>RDKB DIRECTOR:</b>	Vicki Gee
<b>RDKB STAFF:</b>	None
<b>GUEST:</b>	None

1. **CALL TO ORDER** The meeting was called to order at 6:05 PM.

2. **ADOPTION OF AGENDA**

**Recommendation:** That the August 3, 2020 Electoral Area 'E'/West Boundary Planning Commission Agenda be adopted as presented. Moved by Flo and seconded by Jamie. Motion carried.

3. **ADOPTION OF MINUTES**

**Recommendation:** That the July 6, 2020 Electoral Area 'E'/West Boundary Planning Commission Minutes be adopted as presented. Moved by Randy and seconded by Lynne. Motion carried.

4. **DELEGATIONS** None

5. **UPDATES TO APPLICATIONS AND REFERRALS**

Vicki updated us on the meeting of the Boundary Community Development Committee regarding the snowmobile application. The applicant attended the BCDC meeting by phone. The board supported use of only the trails and not the whole 30,000 ha area. Regarding the Beavertell subdivision the board supported Vicki's motion for staff to negotiate linear parkland dedication along the rail trail.

Electoral Area E' APC Minutes  
August 3, 2020  
Page 1 of 2

**6. NEW BUSINESS****Kevin Rexin and Catherine Schmidt****RE: ALC Non-Farm Use**

3230 &amp; 3232 Beadman Rd.

RDKB File: E-514-03133.200

Discussion/Observations:

**Recommendation:**

Concerns were expressed about proper water delivery and sewage disposal to ensure that it is properly taken care of and no damage is going to occur to local water sources and the environment. It was suggested that the sites could perhaps be moved to an area nearer the house. There were concerns that the demographic in this park is one that is older and not necessarily able to purchase a house. Concerns were raised about the removal of farmland from the ALR and setting a precedent for the next similar application. It was suggested that if the ALC does not support this application the applicants should reconfigure their plans to include sites outside the ALR.

It was moved by Frank and seconded by Randy and resolved that the APC recommends to the Regional District that the application be:

Supported with conditions (state the conditions): The applicants must provide a detailed plan for water lines and sewage disposal and submit these to the proper authorities for approval. Motion carried.

**7. FOR INFORMATION**

BCTS Cutblocks in Okanagan/Columbia Business Area – Email. We remain concerned about the larger blocks and the lack of a strong commitment by BCTS to addressing our concerns. Vicki will ask the chair of the BCDC to invite them to the next meeting to discuss their response to the issues we have raised.

**8. FOR DISCUSSION None****9. ADJOURNMENT Adjourned 6:50 PM**



## STAFF REPORT

**Date:** 21 August 2020 **File**  
**To:** **Chair Langman, and**  
**Members of the Board**  
**From:** Barb Ihlen,  
 General Manager of Finance/CFO  
**Re:** 2020 Second Quarter Budget Variance Report

### Issue Introduction

A staff report from Barb Ihlen, General Manager of Finance/CFO, regarding the financial variance report for the second quarter of 2020.

### Background Factors

June 30<sup>th</sup> represents the end of the second quarter of the Regional District of Kootenay Boundary (RDKB) fiscal year. Attached is a high level summary of each service showing their approved amended budget, revenue received and/or accrued, and costs expensed to the end of June 2020. While the tax requisition amounts from the province and the municipalities have not been received by this time period, they have been accrued and are reflected as revenue received in this summary.

At this point in time, most expenses should be tracking at around 50% since the RDKB is half way through their fiscal year. Most services are tracking as expected and overall, revenue is at 68% received and expenses are at 31%. The exceptions include Emergency Preparedness. Additional expenses have been incurred due to the current emergency responses (COVID-19; Boundary Freshet), which are recoverable from the Province, and grant projects that were not included in the budget. The grant projects are funded through the Community Emergency Preparedness Fund administered by UBCM and all costs will be covered.

Additional analysis continues to determine the impact of closing some facilities and programs due to the pandemic, COVID-19. As at June 30<sup>th</sup>, there are no major changes from the first quarter. The services impacted are the recreation services offered in the Beaver Valley, Grand Forks, and Christina Lake as well as the closure of the arts, culture and recreation facility in Trail. The analysis focused on the assumption that the facilities will not reopen for the remainder of the fiscal year. In every case, where revenue is anticipated to decrease, there are opportunities to mitigate the impact by reducing costs. These cost reductions include expenses such as related program costs (e.g. contract wages, supplies,



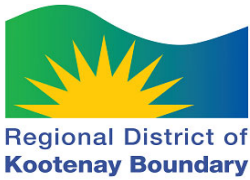
equipment, advertising), maintenance costs, capital projects, and planned reserve contributions.

### **Implications**

Overall, the RDKB financial variance is positive with the expectation that the facility and program closures due to the pandemic will be mitigated with minimal financial impact. Staff will continue to monitor the situation and report any significant variances.

### **Recommendation**

That the Regional District of Kootenay Boundary Board of Directors receive the 2020 Second Quarter Budget Variance report.



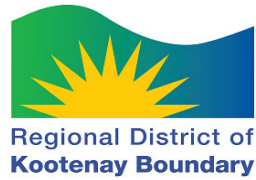
2020 SECOND QUARTER BUDGET VARIANCE  
REVENUE & EXPENSES Listed by COMMITTEE  
As at June 30, 2020

		Revenue				Expenses				Surplus (Deficit)	Comments
Reporting Committee		Budget (\$)	YTD Actual (\$)	Variance (\$)	Received (%)	Budget (\$)	YTD Actual (\$)	Variance (\$)	Spent (%)	(\$)	Fiscal Year Progress: 50%
<b>Board of Directors/Committee of the Whole</b>											
General Government Services	001	3,944,385	1,746,087	2,198,298	44%	3,944,385	1,701,457	2,242,928	43%	44,629	
MFA Debenture Debt	001MFA	2,403,635	1,237,432	1,166,203	51%	2,403,635	1,237,432	1,166,203	51%	-	
Building & Plumbing Inspection	004	1,189,958	1,143,033	46,925	96%	1,189,958	441,510	748,448	37%	701,523	
Reserve for Feasibility Studies	006	90,616	69,286	21,330	76%	90,616	11,405	79,211	13%	57,881	
Regionalized Waste Management	010	5,706,828	3,287,689	2,419,139	58%	5,706,828	1,786,393	3,920,435	31%	1,501,296	
Emergency Preparedness	012	590,582	494,210	96,372	84%	590,582	537,097	53,485	91%	(42,887)	Expenses - includes flood response (recoverable)
911 Emergency Communications	015	374,207	373,457	750	100%	374,207	64,542	309,665	17%	308,915	Expenses - billing occurs after June 30th
Refuse Disposal - Big White	064	299,431	299,431	0	100%	299,431	105,209	194,222	35%	194,222	
<b>Total Board</b>		<b>14,599,642</b>	<b>8,650,625</b>	<b>5,949,017</b>		<b>14,599,642</b>	<b>5,885,046</b>	<b>8,714,596</b>		<b>2,765,579</b>	
<b>Beaver Valley Recreation Committee</b>											
Beaver Valley Recreation & Arena	020	896,505	793,805	102,700	89%	896,505	336,665	559,840	38%	457,139	
Beaver Valley Parks & Trails	019	987,985	987,068	917	100%	987,985	144,477	843,508	15%	842,591	Expenses - payments occur in August
<b>Total BV Rec</b>		<b>1,884,490</b>	<b>1,780,873</b>	<b>103,617</b>		<b>1,884,490</b>	<b>481,142</b>	<b>1,403,348</b>		<b>1,299,730</b>	
<b>East End Services Committee</b>											
Police Based Victims' Assistance	009	160,690	121,086	39,604	75%	160,690	62,405	98,285	39%	58,681	
East End Economic Development	017	129,273	129,273	(0)	100%	129,273	82,899	46,374	64%	46,374	
Culture Arts & Rec in the Lower Columbia	018	1,838,164	1,226,271	611,893	67%	1,838,164	463,007	1,375,157	25%	763,264	Expenses - payments occur after June 30th
Kootenay Boundary Regional Fire Rescue	050	4,726,679	4,042,251	684,428	86%	4,726,679	1,673,128	3,053,551	35%	2,369,124	
Animal Control - East End	070	95,258	94,499	759	99%	95,258	47,546	47,712	50%	46,953	
Cemeteries - East End	150	594,120	593,120	1,000	100%	594,120	2,588	591,532	0%	590,532	Expenses - payments occur in August
East End Transit	900	1,777,536	1,433,216	344,320	81%	1,777,536	526,057	1,251,479	30%	907,159	
<b>Total EES</b>		<b>9,321,720</b>	<b>7,639,718</b>	<b>1,682,002</b>		<b>9,321,720</b>	<b>2,857,630</b>	<b>6,464,090</b>		<b>4,782,088</b>	



2020 SECOND QUARTER BUDGET VARIANCE  
REVENUE & EXPENSES Listed by COMMITTEE  
As at June 30, 2020

Reporting Committee		Revenue				Expenses				Surplus (Deficit)	Comments
		Budget (\$)	YTD Actual (\$)	Variance (\$)	Received (%)	Budget (\$)	YTD Actual (\$)	Variance (\$)	Spent (%)	(\$)	Fiscal Year Progress: 50%
<b>Boundary Community Development Committee</b>											
Boundary Economic Development	008	253,414	141,740	111,674	56%	253,414	35,940	217,474	14%	105,800	Expenses - planned projects not yet started
Recreation - Grand Forks & Area 'D'	021	589,607	542,292	47,315	92%	589,607	265,859	323,748	45%	276,433	
Recreation - Greenwood, Midway , 'E'	022	67,783	67,783	(0)	100%	67,783	17,741	50,042	26%	50,042	Expenses - grants paid in August
Recreation - Christina Lake	023	85,771	70,009	15,763	82%	85,771	23,268	62,503	27%	46,740	Expenses - most costs occur during summer months
Recreation Facilities - Christina Lake	024	54,304	54,304	(0)	100%	54,304	802	53,502	1%	53,503	Expenses - grants paid in August
Boundary Museum Service	026	30,000	30,000	(0)	100%	30,000	-	30,000	0%	30,000	Expenses - grant paid in August
Area 'C' Regional Parks & Trails	027	2,351,152	341,708	2,009,444	15%	2,351,152	80,427	2,270,725	3%	261,281	Revenues/Expenses - planned Pedestrian Bridge
Grand Forks Arena	030	710,907	557,270	153,637	78%	710,907	276,873	434,034	39%	280,396	
Grand Forks Curling Rink	031	46,387	43,750	2,637	94%	46,387	7,755	38,632	17%	35,995	Expenses - debt repayments (\$19.8k) later in year
Grand Forks Aquatic Centre	040	980,116	852,535	127,581	87%	980,116	278,573	701,543	28%	573,962	Expenses - debt repayments (\$112k) later in year
Fire Protection - Grand Forks Rural	057	1,713,746	473,746	1,240,000	28%	1,713,746	360,590	1,353,156	21%	113,156	Revenues/Expenses - capital (fire hall reno & engine)
Animal Control - Boundary	071	159,363	157,299	2,065	99%	159,363	41,649	117,714	26%	115,650	Expenses - debt repayments (\$27k) later in year
Area 'C' Economic Development	077	150,463	150,463	0	100%	150,463	731	149,732	0%	149,732	Expenses - delay in contract payments
Area 'D' & GF Economic Development	078	56,463	51,133	5,330	91%	56,463	731	55,732	1%	50,402	Expenses - occur later in year
Area 'E' Economic Development	079	41,463	546,793	(505,330)	1319%	41,463	731	40,732	2%	546,062	Revenues - unbudgeted \$500k grant (meat packing)
Mosquito - Grand Forks, Area 'D'	080	88,885	65,996	23,765	74%	88,885	42,251	46,634	52%	23,745	Expenses - occur later in year
Mosquito Control - Chistina Lake	081	29,752	26,752	3,000	90%	29,752	10,619	19,133	36%	16,134	
Library - Grand Forks, Area 'C' & 'D'	140	417,628	416,628	1,000	100%	417,628	208,815	208,813	50%	207,813	
Greenwood, Area 'E' Cemetery Service	145	30,363	20,363	10,000	67%	30,363	7,631	22,732	25%	12,732	Expenses - projects occur over summer months
Boundary Integrated Watershed	170	328,741	208,347	120,394	63%	328,741	53,563	275,178	16%	154,783	Expenses - raparian area project
Boundary Transit	950	90,803	53,614	37,189	59%	90,803	26,899	63,904	30%	26,715	
Total BCDC		8,277,111	4,872,524	3,405,463		8,277,111	1,741,449	6,535,662		3,131,076	
<b>Utilities Committee</b>											
Street Lighting - Big White	101	31,201	31,201	0	100%	31,201	7,202	23,999	23%	23,999	Expenses - contribution to reserve at end of year
Street Lighting - Beaverdell	103	3,163	3,163	(0)	100%	3,163	632	2,531	20%	2,531	Expenses - contribution to reserve at end of year
Beaver Valley Water Supply	500	2,607,691	1,062,551	1,545,140	41%	2,607,691	197,770	2,409,921	8%	864,781	Expenses - driven by strategy project \$1.8M
Christina Lake Water Supply Utility	550	429,375	365,963	63,412	85%	429,375	143,066	286,310	33%	222,897	
Columbia Gardens Water Supply Utility	600	54,033	22,921	31,112	42%	54,033	10,528	43,505	19%	12,393	Expenses - unspent professional fees
Rivervale Water & Street Lighting Utility	650	229,696	130,451	99,245	57%	229,696	79,082	150,614	34%	51,369	
East End Regionalized Sewer Utility	700	2,232,000	1,946,347	285,653	87%	2,232,000	799,709	1,432,291	36%	1,146,638	
Oasis-Rivervale Sewer Utility	800	75,384	71,641	3,743	95%	75,384	23,062	52,322	31%	48,579	
Total Utilities Comm		5,662,543	3,634,238	2,028,305		5,662,543	1,261,051	4,401,492		2,373,188	



2020 SECOND QUARTER BUDGET VARIANCE  
REVENUE & EXPENSES Listed by COMMITTEE  
As at June 30, 2020

Reporting Committee		Revenue				Expenses				Surplus (Deficit)	Comments
		Budget (\$)	YTD Actual (\$)	Variance (\$)	Received (%)	Budget (\$)	YTD Actual (\$)	Variance (\$)	Spent (%)	(\$)	Fiscal Year Progress: 50%
<b>Electoral Area Services Committee</b>											
Electoral Area Administration	002	663,921	447,058	216,863	67%	663,921	195,490	468,431	29%	251,568	Expenses - Gas Tax projects
Electoral Grant - in - Aid	003	359,354	359,354	0	100%	359,354	148,573	216,494	41%	210,781	
Planning & Development	005	1,131,485	1,018,941	112,544	90%	1,131,485	465,783	665,702	41%	553,158	
Parks & Trails - Electoral Area 'B'	014	402,680	307,951	94,729	76%	402,680	200,362	202,318	50%	107,588	
Beaverdell Community Club Service	028	19,950	19,950	-	100%	19,950	-	19,950	0%	19,950	Expenses - grants paid in August
Area 'D' Regional Parks & Trails	045	205,721	73,221	132,500	36%	205,721	28,223	177,498	14%	44,998	Revenues/Expenses - Saddle Lake Dam rip rap project
Heritage Conservation - Area 'D'	047	10,229	10,229	(0)	100%	10,229	3,085	7,144	30%	7,144	
Fire Protection - Christina Lake	051	851,706	550,679	301,027	65%	865,106	307,980	557,126	36%	242,699	
Fire Protection - Beaverdell	053	79,830	79,830	0	100%	66,430	26,799	39,631	40%	53,030	
Big White Fire - Specified Area	054	2,171,159	1,512,034	659,125	70%	2,171,159	446,095	1,725,064	21%	1,065,940	Expenses - payment of Ladder Truck outstanding
Rural Greenwood Fire Service	056	23,463	23,463	-	100%	23,463	731	22,732	3%	22,732	Expenses - contract paid in August
Kettle Valley Fire Protection	058	178,283	178,283	0	100%	178,283	35,389	142,894	20%	142,893	Expenses - contract paid in August
Area 'E' Regional Parks & Trails	065	86,463	86,463	(0)	100%	86,463	731	85,732	1%	85,732	Expenses - billing occurs after June 30th
Big White Security Services	074	233,721	233,615	106	100%	233,721	74,607	159,114	32%	159,008	
Big White Noise Control Service	075	1,463	1,463	-	100%	1,463	731	732	50%	732	
Weed Control - 'A' - Columbia Gardens	090	27,670	27,645	25	100%	27,670	1,232	26,438	4%	26,413	Expenses - billing occurs after June 30th
Weed Control - Christina Lake Milfoil	091	360,812	328,188	32,624	91%	360,812	71,597	289,215	20%	256,590	Expenses - billing occurs after June 30th
Noxious Weed Control - Area 'D' & 'E'	092	266,131	225,060	41,071	85%	266,131	49,642	216,489	19%	175,419	Expenses - billing occurs after June 30th
House Numbering - Areas 'A' & 'C'	120	6,000	6,000	(0)	100%	6,000	3,000	3,000	50%	3,000	
House Numbering - Area 'D'	121	3,000	3,000	0	100%	3,000	1,494	1,506	50%	1,506	
House Numbering - Area 'B'	122	3,000	3,000	(0)	100%	3,000	1,494	1,506	50%	1,506	
House Numbering - Area 'E'	123	3,000	3,000	-	100%	3,000	1,494	1,506	50%	1,506	
Library - Specified Area 'E'	141	3,750	3,750	-	100%	3,750	-	3,750	0%	3,750	Expenses - grant paid in August
Total EAS		7,092,791	5,502,177	1,590,614		7,092,791	2,064,533	5,033,971		3,437,643	
Total Amended Bud		46,838,298	32,080,154	14,759,018	68%	46,838,297	14,290,851	32,553,159	31%	17,789,303	



## STAFF REPORT

**Date:** 20 August 2020 **File**  
**To:** **Chair Langman,**  
**and Members of the Board**  
**From:** Barb Ihlen,  
 General Manager of Finance/CFO  
**Re:** 2019 Statement of Financial Information

### Issue Introduction

A staff report from Barb Ihlen, General Manager of Finance/CFO, regarding the 2019 Statement of Financial Information (SOFI).

### History/Background Factors

An annual report on the Regional District finances is required by Section 376 of the *Local Government Act* and the SOFI report is a requirement of Section 2 of the *Financial Information Act*.

The SOFI report includes the 2019 Financial Statements and related Auditor's Report dated July 30, 2020. The 2019 Financial Statements received approval by the Board of Directors at the July 30, 2020 Closed Board meeting. Additional schedules are included in the SOFI report as prescribed by the *Financial Information Act*.

### Implications

Required for compliance with legislation. The Financial Information Act prescribes a fee to be paid of the requester of the SOFI report is a member of the public. However, the Board of Directors has the option to waive this fee.

### Advancement of Strategic Planning Goals

Supports all primary goals.

**Alternatives**

None

**Recommendations**

That the Regional District of Kootenay Boundary Board of Directors approve the SOFI report for the year ended December 31, 2019; and

That the Regional District of Kootenay Boundary Board of Directors make the SOFI report available to the public by providing copies on request and by making the reports available on the Regional District's web site; and

That the Regional District of Kootenay Boundary Board of Directors waive the fee for the SOFI report as prescribed by the Financial Information Act.

## **Regional District of Kootenay Boundary**

# **STATEMENT OF FINANCIAL INFORMATION**

**DECEMBER 31, 2019**

DRAFT



## **CONTENTS**

- Approval
- Schedule of Debt
- Schedule of Guarantees and Indemnities
- Schedule of Payments to Suppliers of Goods & Services
- Schedule of Elected Official Remuneration & Expenses
- Schedule of Employee Compensation & Expenses
- Schedule of Severance Agreements Paid
- Financial Statements for the year ending December 31, 2019

DRAFT





**APPROVAL**

FOR THE YEAR ENDING DECEMBER 31, 2019

The following schedules of Debt, Guarantees and Indemnities, Remuneration and payments to suppliers for goods and services have been prepared by the staff of the Regional District of Kootenay Boundary from the accounting records of the District in compliance with the requirements of the Financial Information Act its associated regulations and directives. These schedules have been reviewed and approved by the Board of Directors of the Regional District of Kootenay Boundary.

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, produced under the *Financial Information Act*.

\_\_\_\_\_  
Barbara Ihlen, MBA, CPA, CGA  
General Manager of Finance, CFO

\_\_\_\_\_  
Diane Langman  
Board of Directors Chair

August 27, 2020



**SCHEDULE OF DEBT**  
FOR THE YEAR ENDING DECEMBER 31, 2019

The schedule of debt obligations of the Regional District of Kootenay Boundary is presented in the 2019 Annual Financial Statements as Schedule 5. The 2019 Annual Financial Statements are included in and comprise a component of the Statement of Financial Information.

The schedule of debt obligations contains debentures issued on behalf of municipalities throughout the Regional District. The listed municipalities and Regional District of Kootenay Boundary are severally liable for the debentures issued on behalf of the municipalities; however, the Regional District of Kootenay Boundary is ultimately jointly liable for the debenture issues.

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Barbara Ihlen, MBA, CPA, CGA  
General Manager of Finance, CFO



**SCHEDULE OF GUARANTEES AND INDEMNITIES**  
FOR THE YEAR ENDING DECEMBER 31, 2019

The Regional District of Kootenay Boundary has not extended any guarantees nor extended any security either implied or stated for any liability except for debentures issued as presented in the schedule of debts. Municipalities within the Regional District of Kootenay Boundary are severally liable for debentures issued on their behalf through the Regional District; however, the Regional District of Kootenay Boundary is ultimately jointly liable for these issues.

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Barbara Ihlen, MBA, CPA, CGA  
General Manager of Finance, CFO



**SCHEDULE OF PAYMENTS TO  
SUPPLIERS OF GOODS AND SERVICES**  
FOR THE YEAR ENDING DECEMBER 31, 2019

The schedule of amounts paid to suppliers of goods and services is presented on a cash basis. This schedule may not reconcile to the financial statements of the Regional District of Kootenay Boundary which are produced using accrual accounting.

This schedule lists amounts of \$ 25,000 or more paid to suppliers of goods and services as well as grants and expenditures relating to debt servicing during 2019.

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Barbara Ihlen, MBA, CPA, CGA  
General Manager of Finance, CFO



**Regional District of Kootenay Boundary  
Schedule of Payments to Suppliers of Goods and Services  
For the year ended December 31, 2019**

<b>Code</b>	<b>Supplier Name</b>	<b>Reported</b>
AFD001	AFD PETROLEUM LTD.	\$ 31,331
ALP030	ALPINE DISPOSAL & RECYCLING	1,039,350
AON002	AON CANADA INC.	189,530
ARI001	ARISE CONTRACTING INC	164,265
ARR020	ARROW PROFESSIONAL LANDSCAPING	26,250
ASS040	ASSOCIATED FIRE SAFETY	26,924
AUS020	AUSTIN ENGINEERING LTD	36,197
BAR150	BARTLETT EXCAVATING	90,579
BCT030	BC TRANSIT	1,462,469
BEA014	BEAVERDELL COMMUNITY CLUB & RECREATION COMMISSION	30,441
BEA055	BEAVER VALLEY DYNAMIC AGING SOCIETY	25,189
BEA130	BEAVER VALLEY LIBRARY	201,862
BEA640	BEAVER VALLEY MANOR SOCIETY	35,000
BFR001	B.F. ROOFING LTD.	81,637
BIG025	BIG WHITE UTILITIES	121,603
BIG055	BIG WHITE MOUNTAIN COMMUNITY DEVELOPMENT	26,200
BIG060	BIG WHITE SKI RESORT LTD.	25,144
BLA050	BLACK PRESS GROUP LTD.	36,192
BOU017	BOUNDARY INVASIVE SPECIES SOCIETY	54,896
BOU060	BOUNDARY FAMILY & INDIVIDUAL SERVICES	56,210
BOU460	BOUNDARY EXCAVATING	154,091
BRE020	BRENNTAG CANADA INC.	59,055
BVC001	BV COMMUNICATIONS LTD.	58,242
CAM070	CAM CAMPBELL HOLDINGS LTD.	26,828
CAN060	CANADIAN RED CROSS	55,789
CAR012	CARO ANALYTICAL SERVICES	53,331
CAS016	CASCADES RECOVERY INC.	67,789
CAS024	CASTLEGAR HYUNDAI	45,686
CHA080	CHAMPION LAKES GOLF AND COUNTRY CLUB	47,250
CHM010	CHMECHANICAL	60,713
CHR002	CHRISTINA LAKE STEWARDSHIP SOCIETY	48,700
CHR010	CHRISTINA LAKE COMMUNITY ASSOCIATION	36,960
CHR440	CHRISTINA GATEWAY DEVELOPMENT ASSOCIATION	219,437
CIE020	CI EXCAVATING	30,064
CIV040	CIVIC LEGAL LLP	34,768
CLE050	CLEARTECH INDUSTRIES	31,174
COL390	COLUMBIA BASIN BROADBAND CORPORATION	53,738
COL420	COLLECTIVE ROOT CONSULTING LTD	97,942
COM003	COMMERCIAL AQUATIC SUPPLIES	45,309
COM020	COMMISSIONAIRES BRITISH COLUMBIA	106,358

**Regional District of Kootenay Boundary  
Schedule of Payments to Suppliers of Goods and Services  
For the year ended December 31, 2019**

<b>Code</b>	<b>Supplier Name</b>	<b>Reported</b>
COM060	COMPLETE CLIMATE CONTROL INC.	69,800
COM070	COMMUNITY FUTURES DEVELOPMENT CORP. -	75,540
DEL070	DELL CANADA INC	37,274
DHC010	DHC COMMUNICATIONS INC.	27,407
ESR010	ESRI CANADA LTD.	45,455
FAI030	FAIRBANK ARCHITECTS LTD	33,670
FLE015	FLEETCOR CANADA - HUSKY	38,837
FOR010	FORTISBC - ELECTRICITY	345,747
FOR040	FORTIS BC - NATURAL GAS	148,959
FRI025	FRIENDS OF THE ROSSLAND RANGE SOCIETY	25,000
FRU010	THE VILLAGE OF FRUITVALE	213,339
GEN020	GENELLE RECREATION COMMISSION	44,475
GLA060	GLACIER HEIGHTS REFRIGERATON INC.	28,037
GRA010	CITY OF GRAND FORKS	503,384
GRA056	GRANT THORNTON LLP	37,669
GRA170	GRAND FORKS & DISTRICT PUBLIC LIBRARY	397,630
GRE010	THE CITY OF GREENWOOD	49,721
GUI001	GUILLEVIN INTERNATIONAL INC.	25,083
HAB030	HABITAT SYSTEMS INCORPORATED	45,196
HUB020	HUB FIRE ENGINES & EQUIPMENT LTD.	829,866
IGO010	IGOR'S CONSTRUCTION LTD	164,614
IMP160	IMPERIAL MOTEL	69,739
INL070	INLAND ALLCARE	73,583
INS010	INSURANCE CORPORATION OF BC	103,549
JER050	JERRY BERRY CONSULTANTS INC	28,339
KEL030	CITY OF KELOWNA	74,007
KIW020	KIWANIS CLUB OF TRAIL	45,202
KOO015	KOOTENAY COLUMBIA TRAILS SOCIETY	101,097
KOO026	0782508 BC Ltd dba KOOTENAY WEED CONTROL	101,325
KOO610	KOOTENAY BOUNDARY REGIONAL HOSPITAL &	34,551
LAZ020	LAZY FD RANCHES	33,380
LIG010	LIGHTSHIP WORKS INC.	28,728
LOR010	LORDCO PARTS LTD.	26,079
LOW020	LOWER COLUMBIA COMMUNITY DEVELOPMENT TEAM SOCIET	132,472
MET001	METTLER-TOLEDO INC.	52,114
MID010	VILLAGE OF MIDWAY	84,733
MIL160	MILLS OFFICE PRODUCTIVITY	33,784
MIN030	MINISTER OF FINANCE	66,375
MON010	VILLAGE OF MONTROSE	114,622

**Regional District of Kootenay Boundary  
Schedule of Payments to Suppliers of Goods and Services  
For the year ended December 31, 2019**

<b>Code</b>	<b>Supplier Name</b>	<b>Reported</b>
MOR015	MORROW BIOSCIENCE LTD.	71,683
MOU210	MOUNTAIN STATION CONSULTANTS INC	79,678
MUN002	MUNICIPAL PENSION PLAN 50151-FIREFIGHTERS	341,295
MUN003	MUNICIPAL PENSION PLAN 00151-GENERAL	502,498
MUN050	MUNICIPAL INSURANCE ASSOC. OF B. C.	54,085
OPU010	OPUS INTERNATIONAL CONSULTANTS (CANADA) LTD.	92,097
PAC020	PACIFIC BLUE CROSS	447,782
PAL005	PALADIN SECURITY GROUP LTD.	187,103
PAT030	PATHWISE SOLUTIONS INC	38,136
PET010	PETRO CANADA	77,403
PHO002	PHOENIX MOUNTAIN ALPINE SKI SOCIETY	25,000
PHO030	PHOENIX BENEFITS SOLUTIONS	27,482
PRO065	PROVINCE OF BRITISH COLUMBIA	104,792
RAD030	RADIUS INDUSTRIAL WORKS INC.	27,783
RAM003	MAHAL ENTERPRISES INC. DBA RAMADA GRAND FORKS	103,416
REC010	RECEIVER GENERAL FOR CANADA	447,287
RED190	RED DRAGON CONSULTING	133,903
REG070	REGIONAL DISTRICT OF CENTRAL OKANAGAN	56,365
REG080	REGIONAL DISTRICT OF EAST KOOTENAY	71,139
RIC010	RICOH CANADA INC.	44,229
RID010	RIDGETOP MEAT PIES	61,405
ROC030	ROCKY MOUNTAIN PHOENIX	1,586,340
ROC050	ROCKY MOUNTAIN ENERGY	33,367
SEI030	SEIB CONTRACTING LTD.	59,800
SEL040	SELKIRK COLLEGE (CASTLEGAR)	34,676
SIL040	SILVER CITY TRAP CLUB	41,216
SOF020	SOFTCHOICE LP	60,776
SOU015	SOUTHERN FRONTIER FORESTRY SERVICES	62,612
SPC010	SOCIETY FOR PREVENTION OF CRUELTY TO ANIMALS	89,244
SPS020	SPS INNOVATION LTD	26,748
SUP170	SUPER SAVE DISPOSAL INC.	153,829
TEL001	TELUS COMMUNICATIONS (B.C.) INC.	105,753
TEL002	TELUS MOBILITY	56,437
TER010	TERUS CONSTRUCTION LTD DBA SELKIRK PAVING	75,409
TET010	TETRA TECH CANADA INC.	45,635
THO130	THOMPSON OKANAGAN TOURISM ASSOCIATION	107,859
THO160	HAPPY HOMESTEAD HOLDINGS LTD.	179,003
TRA010	THE CITY OF TRAIL	587,308
TRA038	TRAILS TO THE BOUNDARY SOCIETY	37,398

**Regional District of Kootenay Boundary  
Schedule of Payments to Suppliers of Goods and Services  
For the year ended December 31, 2019**

<b>Code</b>	<b>Supplier Name</b>	<b>Reported</b>
TRA190	TRAIL & DISTRICT ARTS COUNCIL	83,750
URB040	URBAN MATTERS CCC LTD.	63,000
VIV001	VIVID CONSULTING	27,550
WAR020	VILLAGE OF WARFIELD	18,187
WES016	WESTBRIDGE RECREATION SOCIETY	33,687
WES025	WESTEK CONTROLS LTD.	95,493
WES029	WEST BOUNDARY COMMUNITY SERVICES COOPERATIVE	122,828
WIL007	ADAM WILLIAMS	29,969
WOR010	WORKER'S COMPENSATION BOARD OF BC	261,467
WSA010	WSA ENGINEERING LTD.	59,322
WSP020	WSP CANADA GROUP LTD.	472,322
<b>Total Suppliers Equal and Over \$25,000</b>		<b>\$17,090,420</b>
<b>Other Suppliers Under \$25,000</b>		<b>3,204,098</b>
<b>Total</b>		<b>\$20,294,518</b>



**SCHEDULE OF ELECTED OFFICIAL  
REMUNERATION & EXPENSES**  
FOR THE YEAR ENDING DECEMBER 31, 2019

The schedule of Director Remuneration and expenses is presented on a cash basis. This schedule does not reconcile to the financial statements of the Regional District of Kootenay Boundary which are based on accrual accounting.

This schedule lists all amounts paid to individuals holding elected office on the Board of Directors of the Regional District of Kootenay Boundary during 2019.

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Barbara Ihlen, MBA, CPA, CGA  
General Manager of Finance, CFO



**Regional District of Kootenay Boundary**  
**Schedule of Remuneration and Expenses: Elected Officials**  
**For the year ended December 31, 2019**

<b>Elected Official</b>	<b>Position</b>	<b>Remuneration</b>	<b>Expenses</b>	<b>Total Remuneration &amp; Expenses</b>
BERRIAULT, DON	(Alternate)	\$ 90	\$ -	\$ 90
CACCHIONI, ROBERT	Trail Director	21,393	4,340	25,733
DUNSDON, RICHARD	Midway Director	18,936	5,434	24,370
EDWARDS, BILL	Columbia-Old Glory Director (Alternate)	1,928	316	2,244
GEE, VICKI	Electoral Area 'E'/West Boundary Director	41,932	15,961	57,893
GRIEVE, ALI	Electoral Area 'A' Director	41,079	7,571	48,650
KOROLEK, CATHY	(Alternate)	556	442	998
KROG, NEIL	Forks	3,142		3,142
LANGMAN, DIANE Δ	Warfield Director	24,158	4,838	28,996
MCGREGOR, GRACE**	Electoral Area 'C'/Christina Lake Director	50,111	14,770	64,881
MOREL, ANDY	Rossland Director	17,970	5,546	23,516
MORISSETTE, STEVE	Fruitvale Director	19,988	2,011	21,999
PARKINSON, ARLENE	(Alternate)	2,070	1,685	3,755
PASIN, LISA	Trail Director (Alternate)	270	-	270
RUSSELL, ROLY *	Electoral Area 'D'/Rural Grand Forks Director	61,559	14,814	76,373
SHAW, GERRY	Greenwood Director	17,425	4,440	21,865
TAYLOR, BRIAN	(Alternate)	16,451	2,976	19,427
WALSH, MICHAEL	(Alternate)	18,076	1,534	19,610
WILCHYNSKI, DONNA	Electoral Area 'C'/Christina Lake Director (Alternate)	376	91	467
WORLEY, LINDA	Columbia-Old Glory Director	41,836	18,366	60,202
<b>Total</b>		<b>\$ 399,345</b>	<b>\$ 105,134</b>	<b>\$ 504,479</b>

Δ Denotes Chair November - December & present

\* Denotes Chair January - November

\*\* Denotes Vice-Chair

**SCHEDULE OF EMPLOYEE REMUNERATION  
& EXPENSES**

FOR THE YEAR ENDING DECEMBER 31, 2019

The schedule of remuneration is presented on a cash basis. This schedule does not reconcile to the financial statements of the Regional District of Kootenay Boundary which are based on accrual accounting.

This schedule lists amounts over \$ 75,000 paid to individuals providing employment services for the Regional District of Kootenay Boundary during 2019.

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Barbara Ihlen, MBA, CPA, CGA  
General Manager of Finance, CFO



**Regional District of Kootenay Boundary  
Schedule of Remuneration and Expenses: Employees  
For the year ended December 31, 2019**

<b>Employee</b>	<b>Title</b>	<b>Remuneration</b>	<b>Expenses</b>	<b>Total Remuneration &amp; Expenses</b>
AHMED, ATIQUE	Network Infrastructure Analyst	\$ 77,367	\$ 578	\$ 77,945
ALDERSON, CLAYTON	Firefighter 10 Year	116,273	57	116,330
ANDISON, MARK	Chief Administrative Officer	171,196	11,835	183,031
BOUTIN, KYLE	Firefighter 1st Class	120,610	808	121,418
BURGET, BETH	General Manager of	122,876	1,990	124,866
CHAMPLIN, BRIAN	Manager of Building Inspection Services	97,898	3,906	101,804
CHANDLER, JAMES	General Manager-Operations & Deputy CAO	138,288	8,626	146,914
COMO, DAVID	Firefighter 1st Class	107,718	736	108,454
CORMACK,	Fire Chief: Big White	90,162	5,482	95,644
CROSSMAN, STEVEN	Landfill Supervisor	78,899	1,927	80,827
DAINES, MARK	Manager of Facilities & Recreation, and District Deputy Fire Chief	101,003	912	101,915
DEAN, DONNA	Manager of Planning & Development	97,521	3,847	101,368
DENKOVSKI, GORAN	Manager of Infrastructure & Sustainability	97,972	977	98,948
DEPELLEGRIN, LEE	Firefighter 10 Year	139,221	947	140,167
DERBY, DANIEL	Regional Fire Chief	134,496	8,347	142,843
DOUGALL, JANINE	General Manager of Environmental Services	122,152	721	122,873
FERRABY, GREGORY	Firefighter Captain	159,456	3,355	162,811
GALLAMORE, GLEN	Fire Training Officer	128,421	2,602	131,023
GEARY, JOE	Fire Chief: Christina Lake	79,234	7,811	87,045
GILLIS, CAROLYN	Financial Services Manager	97,836	8,937	106,773
GREEN, DALE	Manager of Information Services	88,352	3,456	91,808
HENDERSON, DEREK	Deputy Fire Chief	81,278	4,964	86,242
KOVACS, MARGARET	Aquatic Maintenance Coordinator	75,315	970	76,285
LANGMAN, JASON	Firefighter 10 Year	130,666	736	131,402
LARMOUR, MATTHEW	Firefighter 1st Class	115,810	1,400	117,210
LENARDON, THERESA	Manager of Corporate Administration	101,071	9,452	110,523
LENARDUZZI, MIKE	Firefighter 10 Year	122,002	679	122,681
MAIKA, FRANCES	Corporate Communications Officer	85,860	3,440	89,300
MARSH, CHRISTOPHER	Deputy Emergency Recovery Manager	86,313	3,784	90,097
MCGREGOR, ROBERT	Operations Coordinator (Landfill)	88,708	1,876	90,585
MILNE, JASON	Firefighter Captain	132,447	2,552	135,000

**Regional District of Kootenay Boundary  
Schedule of Remuneration and Expenses: Employees  
For the year ended December 31, 2019**

<b>Employee</b>	<b>Title</b>	<b>Remuneration</b>	<b>Expenses</b>	<b>Total Remuneration &amp; Expenses</b>
MORRIS, RICHARD	Firefighter 10 Year	129,136	1,036	130,172
PAKKUNAINEN, JEFF	Chief Operator Utilities	94,461	1,141	95,602
PARSONS, MICHAEL	Firefighter 1st Class	120,982	838	121,820
RUSSELL, LUKE	Firefighter 1st Class	115,915	736	116,651
SILVA, ROBERT	Building & Plumbing Official Level III	85,911	1,112	87,023
SMYTH, RYAN	Firefighter Captain	133,951	210	134,162
SPRADO, TOMAS	Manager of Facilities & Recreation	92,016	226	92,242
STEPHENS, MARK	Interim Manager of Emergency Programs	81,772	2,267	84,038
SVENDSEN, JAMES	Fire Chief: Big White	87,030	3,321	90,351
TAYLOR, CODY	Water/Wastewater Operator I	85,391	665	86,056
TYSON, GRANT	Firefighter Captain	143,208	945	144,153
<b>Total Employees earning greater than \$75,000</b>		<b>\$4,556,192</b>	<b>\$ 120,208</b>	<b>\$ 4,676,401</b>
<b>Total for Employees earning less than \$75,000</b>		<b>4,691,105</b>	<b>97,424</b>	<b>4,788,529</b>
<b>Total</b>		<b>\$9,247,298</b>	<b>\$ 217,632</b>	<b>\$ 9,464,930</b>

**SCHEDULE OF SEVERANCE AGREEMENTS**  
FOR THE YEAR ENDING DECEMBER 31, 2019

There was no severance agreement under which payment commenced between the Regional District of Kootenay Boundary and its non-unionized employees during the fiscal year ending December 31, 2019.

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Barbara Ihlen, MBA, CPA, CGA  
General Manager of Finance  
Regional District of Kootenay Boundary



**REGIONAL DISTRICT OF KOOTENAY BOUNDARY**

**Financial Statements**

*December 31, 2019*

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## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

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## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

### MANAGEMENT'S RESPONSIBILITY

For the year ended December 31, 2019

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To the Board of Directors of the Regional District of Kootenay Boundary,

Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian public sector accounting standards and ensuring that all information in the annual report is consistent with the statements. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

The Board of Directors is composed entirely of individuals who are neither management nor employees of the Regional District. The Board of Directors is responsible for overseeing management in the performance of its financial reporting responsibilities, and for approving the financial information included in the annual report. The Board of Directors fulfill these responsibilities by reviewing the financial information prepared by management and discussing relevant matters with management and external auditors. The Board of Directors is also responsible for appointing the Regional District's external auditors.

Grant Thornton LLP, an independent firm of Chartered Professional Accountants, is appointed by the Board of Directors to audit the financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically with, both the Board of Directors and management to discuss their audit findings.

[redacted for digital copy]

Mark Andison

Chief Administrative Officer

[redacted for digital copy]

Barb Ihlen, MBA, CPA, CGA

General Manager of Finance, CFO

July 30, 2020  
Trail, British Columbia

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## Independent Auditor's Report

**Grant Thornton LLP**  
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To the Board of Directors of the  
Regional District of Kootenay Boundary

### Opinion

We have audited the financial statements of the Regional District of Kootenay Boundary (the District), which comprise the statement of financial position as at December 31, 2019, and the statements of operations and accumulated surplus, statement of changes in net assets and the statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies and other explanatory information.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the District as at December 31, 2019, and its results of operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### Basis for opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the District in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Responsibilities of management and those charged with governance for the financial statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the District's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the the District or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the District's financial reporting process.

## Independent Auditor's Report (continued)

### Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the the District's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the the District's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the the District to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Trail, Canada  
July 30, 2020

*Grant Thornton LLP*

Chartered Professional Accountants

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

### STATEMENT OF FINANCIAL POSITION

As at December 31	2019	2018
<b>FINANCIAL ASSETS</b>		
Cash and cash equivalents	\$ 2,291,910	\$ 501,083
Short-term investments (Note 2)	23,920,905	21,061,838
Accounts receivable (Note 3)	2,393,820	4,208,213
Municipal Finance Authority debt reserve fund (Note 4)	1,934,959	2,011,336
Debenture debt recoverable from member municipalities (Note 5)	32,222,762	31,914,756
	<u>\$ 62,764,356</u>	<u>\$ 59,697,226</u>
<b>FINANCIAL LIABILITIES</b>		
Accounts payable	\$ 1,962,131	2,094,935
Accounts payable to other governments	950,215	858,962
Municipal Finance Authority debt reserve fund (Note 4)	1,934,959	2,011,336
Debenture debt (Note 5, Schedule 1)	41,600,259	41,711,494
Temporary borrowing (Note 6, Schedule 2)	2,321,949	1,202,495
Other long-term debt (Note 7)	46,439	70,175
Deferred revenue (Note 8)	3,799,402	3,068,185
Landfill closure and post-closure (Note 9)	5,238,074	5,002,124
Employment benefits (Note 10)	212,800	197,000
	<u>\$ 58,066,228</u>	<u>\$ 56,216,706</u>
<b>NET ASSETS (DEBT)</b>	<u>\$ 4,698,128</u>	<u>\$ 3,480,520</u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (Schedule 3)	\$ 52,705,011	51,641,882
Inventory	2,596	10,212
Prepaid expenses	222,677	171,526
	<u>\$ 52,930,284</u>	<u>\$ 51,823,620</u>
<b>Accumulated surplus (Note 11)</b>	<u>\$ 57,628,412</u>	<u>\$ 55,304,140</u>

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General Manager of Finance

The accompanying notes and schedules are an integral part of these financial statements.

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

### STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS

For the year ended December 31	Budget 2019	2019	2018
<b>REVENUE</b>			
Grants in lieu of taxes	\$ 2,073,042	\$ 1,855,909	\$ 2,086,777
Services provided to other governments	335,714	340,338	421,886
Sale of services	4,534,534	5,026,039	5,576,438
(Loss) gain on disposal of assets	-	(60,905)	347,165
Other revenue	1,419,100	1,956,737	2,164,011
Transfers from:	-		
Electoral area tax levy	11,440,486	11,448,545	10,566,766
Member municipalities	9,689,653	9,682,405	9,322,945
Other governments	1,027,209	2,257,082	4,787,061
	-		
	<u>\$ 30,519,738</u>	<u>\$ 32,506,150</u>	<u>\$ 35,273,049</u>
<b>EXPENSES</b>			
General government services	\$ 3,674,897	\$ 3,277,321	3,108,903
Protective services	8,030,609	9,163,853	10,327,382
Transportation services	1,723,307	1,650,304	1,677,004
Environmental health services	7,955,067	8,537,746	8,160,628
Development services	1,547,741	1,361,696	1,282,203
Recreation and cultural services	6,188,459	6,190,958	6,816,727
	<u>\$ 29,120,080</u>	<u>\$ 30,181,878</u>	<u>\$ 31,372,847</u>
<b>Annual surplus (Note 12)</b>	1,399,658	2,324,272	3,900,202
<b>Accumulated surplus, beginning of year</b>	55,304,140	55,304,140	51,403,938
<b>Accumulated surplus, end of year</b>	<u>\$ 56,703,798</u>	<u>\$ 57,628,412</u>	<u>\$ 55,304,140</u>

The accompanying notes and schedules are an integral part of these financial statements.



## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

### STATEMENT OF CHANGES IN NET ASSETS

For the year ended December 31	Budget 2019	2019	2018
Annual surplus	\$ 1,399,658	\$ 2,324,272	\$ 3,900,202
Acquisitions of tangible capital assets	\$ (6,531,823)	\$ (3,831,457)	\$ (4,704,988)
(Gain) loss on disposal of tangible capital assets	-	60,905	(347,165)
Proceeds on disposal of tangible capital assets	-	43,500	1,134,327
Amortization	-	2,663,923	2,764,764
	\$ (6,531,823)	\$ (1,063,129)	\$ (1,153,062)
Inventory	\$ -	\$ 7,616	\$ (1,268)
Prepaid expenses	-	(51,151)	(63,262)
	\$ -	\$ (43,535)	\$ (64,530)
Change in net assets	\$ (5,132,165)	\$ 1,217,608	\$ 2,682,610
Net assets (debt), beginning of the year	3,480,520	3,480,520	797,910
<b>Net assets, end of the year</b>	<b>\$ (1,651,645)</b>	<b>\$ 4,698,128</b>	<b>\$ 3,480,520</b>

The accompanying notes and schedules are an integral part of these financial statements.

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

### STATEMENT OF CASH FLOWS

For the year ended December 31	2019	2018
<b>OPERATING ACTIVITIES</b>		
Annual surplus	\$ 2,324,272	\$ 3,900,202
Non-cash items:		
Amortization	2,663,923	2,764,764
Loss (gain) on disposal of tangible capital assets	60,905	(347,165)
Actuarial reduction of debt	(167,021)	(176,566)
Landfill closure and post-closure liability	235,950	128,672
Employment benefits	15,800	3,400
Change in financial assets		
Accounts receivable	1,814,393	(2,276,239)
Change in non-financial assets		
Inventory	7,616	(1,268)
Prepaid expenses	(51,151)	(63,262)
Change in financial liabilities		
Accounts payable	(41,551)	87,256
Deferred revenue	731,217	(51,700)
	<u>\$ 7,594,353</u>	<u>\$ 3,968,094</u>
<b>FINANCING ACTIVITIES</b>		
Principal repayments of debt	\$ (1,423,143)	(1,200,265)
Advances of debt	2,266,641	165,904
Change in short-term investments	(2,859,067)	92,978
	<u>\$ (2,015,569)</u>	<u>\$ (941,383)</u>
<b>CAPITAL ACTIVITIES</b>		
Acquisitions of tangible capital assets	(3,831,457)	(4,704,988)
Proceeds on disposal of tangible capital assets	43,500	1,134,327
	<u>\$ (3,787,957)</u>	<u>\$ (3,570,661)</u>
(Decrease) increase in cash and cash equivalents	\$ 1,790,827	\$ (543,950)
Cash and cash equivalents, beginning of the year	501,083	1,045,033
<b>Cash and cash equivalents, end of the year</b>	<u>\$ 2,291,910</u>	<u>\$ 501,083</u>

The accompanying notes and schedules are an integral part of these financial statements.

# REGIONAL DISTRICT OF KOOTENAY BOUNDARY

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2019

The Regional District of Kootenay Boundary ("RDKB", "Regional District") was incorporated in 1966 under the provisions of the British Columbia Municipal Act. Its principal activities are the provision of district-wide local government services to the residents of the eight municipalities and the five unincorporated electoral areas within its boundaries.

### 1. SIGNIFICANT ACCOUNTING POLICIES

#### a) Basis of presentation

The financial statements of the Regional District are prepared in accordance with Canadian generally accepted accounting principles for local government as recommended by the Public Sector Accounting Board ("PSAB") of CPA Canada.

#### b) Fund balances

The Regional District of Kootenay Boundary has segregated various funds used for specific activities or to meet certain objectives. The basic funds are briefly described as follows:

- *General Revenue Fund* - This fund is the main fund of the Regional District and is used to reflect the normal operating activities including collection of revenues, administering operations and servicing general debt.
- *Water and Sewer Funds* - The water and sewer system funds have been established as self-liquidating funds to cover the costs of operating these utilities. The capital funds hold the capital assets and long-term debt related to these functions.
- *Transit Fund* - This fund provide for the operation of the conventional and special needs public transit systems.
- *Capital Funds* - These funds are used to reflect capital assets and work-in-progress offset by the related long-term debt and investment in capital assets.
- *Reserve Fund* - This fund have been created to hold assets in the manner of a trust, and to provide monies for specific future capital and operational requirements.

#### c) Assets

Assets are recognized when the following criteria are met:

- A future economic benefit exists that involves a capacity, singly or in combination with other assets, to provide goods and services, to provide future cash inflows, or to reduce cash outflows.
- The Regional District controls the economic resource and access to the future economic benefit.
- The transaction giving rise to the Regional District's control has already occurred.

#### d) Cash and cash equivalents

Cash and cash equivalents consist of cash, highly liquid money market investments and investments that can be converted to cash within 90 days of inception.

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2019

#### 1. SIGNIFICANT ACCOUNTING POLICIES (continued)

##### e) Short term investments

Short term investments are recorded at cost, however when there has been a loss in value that is other than a temporary decline, the investment is written down to recognize the loss.

##### f) Inventory

Inventory is recorded at the lower of cost or replacement cost on a first in first out basis.

##### g) Tangible capital assets

Tangible capital assets are recorded at cost less accumulated amortization. Cost includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less the residual value, of the tangible capital asset is amortized on a straight-line basis over its estimated useful life as follows:

Type	Estimated useful life
Land	Not amortized
Building	15 - 50 years
Machinery & Equipment	3 - 40 years
Land Improvements	12 - 90 years
Water Infrastructures	5 - 80 years
Sewer Infrastructures	5 - 50 years

Contributed or donated assets are capitalized and recorded at their estimated fair value upon acquisition, with a corresponding entry to revenue in the period received. Work-in-progress are projects that are currently under planning, development, or construction that will result in a tangible capital asset at a future date. These costs are not amortized until the asset is available and ready for productive use. Interest incurred on borrowed funds used during construction is not capitalized.

##### h) Revenues

Taxes and grants in lieu of taxes are recognized as revenue in the year they are levied. Services provided to other governments, sales of services, user fees and other revenues are recognized in the year that the related service is provided. Conditional grant revenue is recognized in the year in which the imposed conditions are met. Unconditional grant revenue is recognized in the year when the monies are received. Grants for the acquisition of tangible capital assets are recognized in the period when the expenditure is made.

Government transfers are the transfer of monetary assets or tangible capital assets from other levels of government that are not the result of an exchange transaction, not expected to be repaid in the future, and not expected to generate a financial return to the transferor. Government transfers are recognized as revenue in the period that the transfer is authorized, eligibility criteria, if any, have been met, and a reasonable estimate of the amount to be received can be made.

# REGIONAL DISTRICT OF KOOTENAY BOUNDARY

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2019

### 1. SIGNIFICANT ACCOUNTING POLICIES (continued)

#### i) Use of estimates

The preparation of financial statements in accordance with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period.

Significant items subject to such estimates and assumptions include the valuation of accounts receivable, accrued liabilities, valuation of the landfill closure and post closure costs, liabilities for contaminated sites, and useful lives of tangible capital assets. Actual results could differ from management's best estimates as additional information becomes available in the future.

#### j) Contaminated sites

Liabilities for remediation of contaminated sites are recognized when an environmental standard exists, contamination exceeds the standard, the Regional District has responsibility for remediation of the site, future economic benefits will be given up, and a reasonable estimate of the amount can be made.

#### k) Related parties

Related parties include (i) key management personnel, who are individuals responsible for planning, directing and controlling the activities of the Regional District, (ii) members of the Board of Directors, (iii) close family members of key management personnel and members of the Board of directors, and (iv) entities that are controlled, subject to common control, and/or subject to significant influence by any of the previously listed parties.

Transactions with a related party that occurred at a value different from that which would have been arrived at if the parties were unrelated are disclosed.

No transactions require disclosure for the two years ended December 31, 2019.

### 2. SHORT TERM INVESTMENTS

	2019	2018
Short term investments	<b>23,920,905</b>	<b>21,061,838</b>

Short term investments are comprised of guaranteed income certificates of various dates not exceeding 12 months maturity, and various investment funds held with Municipal Finance Authority of British Columbia.

### 3. ACCOUNTS RECEIVABLE

	2019	2018
Local governments	<b>359,203</b>	383,084
Provincial government	<b>1,204,675</b>	3,058,903
Federal government	<b>246,951</b>	209,737
	<b>1,810,829</b>	3,651,724
Trade and other receivables	<b>582,991</b>	556,489
	<b>2,393,820</b>	4,208,213

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2019

#### 4. MUNICIPAL FINANCE AUTHORITY DEBT RESERVE FUND

The Municipal Finance Authority of British Columbia ("MFA") provides capital financing for regional districts and their member municipalities. The Authority is required to establish a debt reserve fund into which each regional district and member municipality, who share in the proceeds of debt issued through the Regional District, are required to pay certain amounts set out in the debt agreements.

These reserves consist of cash deposits and demand notes as security for default on MFA debenture debt. The cash portion of the reserves and the interest earned each year (less administration expenses) becomes an obligation of MFA to the Regional District. The Authority must then use this fund, if at any time there are insufficient funds, to meet payments on its obligations. If this occurs, the Regional District may be called upon to restore the fund. The reserves will be used or cancelled upon maturity of the related MFA debenture.

	<b>Demand notes</b>	<b>Cash deposits</b>	<b>2019</b>	<b>2018</b>
Regional District	307,445	139,789	<b>447,234</b>	531,732
Member municipalities	940,177	547,548	<b>1,487,725</b>	1,479,604
	<b>1,247,622</b>	<b>687,337</b>	<b>1,934,959</b>	2,011,336

#### 5. DEBENTURE DEBT

Debenture debt consists of borrowing from MFA. The details of debenture debt are provided in Schedule 1.

Pursuant to the Local Government Act, the Regional District acts as the agency through which its member municipalities borrow funds from MFA. The annual cost of servicing this municipal debt is recovered entirely from the borrowing member municipality. However, in the event of default the regional district is contingently liable to MFA for this debt.

	<b>2019</b>	<b>2018</b>
Debenture debt recoverable from member municipalities		
City of Grand Forks	<b>3,318,575</b>	1,549,115
City of Greenwood	<b>22,754</b>	48,736
City of Rossland	<b>9,070,041</b>	9,451,794
City of Trail	<b>16,590,348</b>	17,468,222
Village of Fruitvale	<b>2,393,327</b>	2,447,452
Village of Midway	<b>120,492</b>	139,690
Village of Warfield	<b>707,225</b>	809,747
	<b>32,222,762</b>	31,914,756
Regional District	<b>9,377,497</b>	9,796,738
	<b>41,600,259</b>	41,711,494

Payments of principal on issued debt of the Regional District for the following five years, excluding member municipality issuances, are as follows:

2020	<b>469,598</b>
2021	<b>469,598</b>
2022	<b>344,661</b>
2023	<b>344,661</b>
2024	<b>344,661</b>
Thereafter	<b>7,404,318</b>

Interest incurred on the issued debt of the Regional District during the year was \$365,084 (2018- \$423,178).

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2019

#### 6. TEMPORARY BORROWING

The Regional District has temporary borrowing for equipment financing and short-term financing through MFA. Equipment financing agreements have terms of one to five years with principal and interest payable monthly. Short-term financing agreements provide cash flow for ongoing projects, with a maximum term of five years during which regular principal payments are not required and must either repaid or converted to long term borrowing through a debenture issue at maturity, with interest at a variable rate calculated daily and payable monthly.

Payments of principal on temporary borrowing for the following five years are as follows:

2020	<b>457,749</b>
2021	<b>332,226</b>
2022	<b>309,126</b>
2023	<b>1,106,962</b>
2024	<b>115,887</b>

Interest incurred on temporary borrowing during the year was \$32,437 (2018- \$33,779). As at December 31, 2019, the interest rate for equipment financing agreements was 2.54% (2018- 2.63%) and the interest rate for short-term financing agreements was 2.58% (2018- 2.80%).

The details of temporary borrowing are provided in Schedule 2.

#### 7. OTHER LONG-TERM DEBT

In 2010, the Regional District agreed to purchase land and buildings from the City of Grand Forks through the Regional District's Boundary Animal Control Service for \$246,138. This agreement has a term of 12 years ending in 2021, with a fixed payment of \$27,001 payable annually on August 1, including interest of 4.65%.

	<b>2019</b>	2018
Opening principal balance outstanding	<b>70,175</b>	92,857
Less principal paid during the year	<b>(23,737)</b>	(22,682)
	<b>46,438</b>	70,175

Interest incurred on other long-term debt during the year was \$3,263 (2018- \$4,319).

#### 8. DEFERRED REVENUE

	<b>2019</b>	2018
Deferred revenue	<b>680,880</b>	605,816
Gas Tax Agreement: Community Works Fund	<b>3,118,521</b>	2,462,369
	<b>3,799,401</b>	3,068,185

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2019

#### 8. DEFERRED REVENUE (Continued)

##### Gas Tax Agreement: Community Works Fund

Community Works Fund is a component of the Gas Tax Agreement funding provided by the Government of Canada, and administered through the Union of British Columbia Municipalities (UBCM).

	2019	2018
Opening balance	2,462,369	2,353,263
Add: Amounts received during the year	965,777	487,616
Interest earned	60,213	44,118
Less: Project funding disbursements	(369,837)	(422,628)
	<b>3,118,522</b>	<b>2,462,369</b>

#### 9. LANDFILL CLOSURE AND POST-CLOSURE

The costs of landfill closure and post-closure have been defined in accordance with industry standards and the Canadian generally accepted accounting principles for local government as recommended by the Public Sector Accounting Board ("PSAB") of CPA Canada.

The liability for landfill closure and post-closure costs have been based upon the estimated remaining years, the estimated total volumetric capacity of each site and the cumulative capacity used to December 31, 2019.

	2019	2018
Grand Forks landfill site	2,342,555	2,243,633
Greenwood landfill site	1,285,803	1,237,896
McKelvey Creek landfill site	1,609,716	1,520,595
	<b>5,238,074</b>	<b>5,002,124</b>

The total estimated landfill closure and post-closure care costs in the Regional District are calculated in present dollars as follows. Actual costs may vary due to future fluctuations in inflation and interest rates.

Site	Estimated remaining capacity (m <sup>3</sup> )	Estimated remaining years	Estimated total closure and post closure costs (present value)	Estimated future liability	Total recognized liability
Grand Forks landfill site	282,243	27	6,275,142	3,932,587	2,342,555
Greenwood landfill site	131,726	60	2,688,557	1,402,754	1,285,803
McKelvey Creek landfill site	887,228	62	8,734,148	7,124,432	1,609,716
			<b>17,697,847</b>	<b>12,459,773</b>	<b>5,238,074</b>

As at December 31, 2019, a total of \$5,238,074 has been designated for settling closure and post-closure liabilities. The estimated length of time required for post-closure care for each phase of each landfill site is 25 years.



## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2019

#### 10. EMPLOYMENT BENEFITS

##### Pension liability

The Regional District and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2018, the plan has about 205,000 active members and approximately 101,000 retired members. Active members include approximately 40,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent valuation for the Municipal Pension Plan as at December 31, 2018, indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

In 2019, the Regional District paid \$830,535 for employer contributions to the plan (2018 - \$783,058).

The next valuation will be as at December 31, 2021, with results available in 2022.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

##### Post employment benefits

Employees are entitled to earned benefits related to non-vested accumulating sick leave. The liability and expense for these post-employment benefits and compensated absences is recognized in the financial statements in the period in which employees render services and on the basis that the benefits are expected to be provided when the employees are no longer providing active service. A complete actuarial valuation was performed in December 2018 with the following assumptions:

	<b>2019</b>	<b>2018</b>
Discount rate	<b>2.70%</b>	3.30%
Inflation rate	<b>2.50%</b>	2.50%
Compensation increase rate	<b>2.58%-4.63%</b>	2.58%-4.63%

# REGIONAL DISTRICT OF KOOTENAY BOUNDARY

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2019

### 10. EMPLOYMENT BENEFITS (Continued)

The continuity of the Regional District's employee benefit liabilities are as follows:

	2019	2018
Benefit liability, beginning of year	197,000	193,600
Current service cost	13,200	13,500
Interest cost	6,800	5,900
Benefits paid	(16,200)	(12,600)
Actuarial (gain)/loss	12,000	(3,400)
	<u>212,800</u>	<u>197,000</u>

### 11. ACCUMULATED SURPLUS

	2019	2018
General equity	3,257,720	1,891,539
Reserves	13,411,565	12,840,126
	<u>16,669,285</u>	<u>14,731,665</u>
Equity in tangible capital assets	40,959,127	40,572,475
	<u>57,628,412</u>	<u>55,304,140</u>

### 12. ANNUAL BUDGET

The budget data presented in these financial statements is based on the 2019-2023 Financial Plan Bylaw 1715 as approved and adopted by the Board of Directors on March 20, 2019.

Budgeted cash inflows and outflows include transfers to and from reserves and other funds, and prior year surplus/deficits carried forward and principal repayments on debt. These transactions are not recognized as revenues and expenses on the Statement of Operations as they do not meet the inclusion requirements under public sector accounting standards.

	2019	2018
Budgeted annual surplus (deficit)	1,399,658	3,821,276
Deduct outflows for:		
Capital expenditures	(6,531,823)	(8,923,298)
Principal repayments of debt	(1,447,075)	(1,227,811)
Transfers to reserves	(1,294,020)	(2,122,361)
Add inflows for:		
Proceeds from borrowing	3,660,064	2,368,000
Transfers from reserves	2,273,058	3,012,635
Prior year net surplus	1,940,138	1,795,254
Financial plan surplus (deficit)	<u>-</u>	<u>(1,276,305)</u>

## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2019

#### 13. CONTINGENT LIABILITIES

##### Liability risk coverage

The Regional District is a subscribed member of the Municipal Insurance Association of British Columbia (The "Exchange") as provided by Section 3.02 of the Insurance Act of the Province of British Columbia. The main purpose of the Exchange is to pool the risks of liability so as to lessen the impact upon any Subscriber. Under the Reciprocal Insurance Exchange Agreement the Regional District is assessed a premium and specific deductible for its claims based on population. The obligation of the Regional District with respect to the Exchange and/or contracts and obligations entered into by the Exchange on behalf of its Subscribers in connection with the Exchange are in every case several, and not joint and several. The Regional District irrevocably and unconditionally undertakes and agrees to indemnify and save harmless the other Subscribers against liability losses and costs which the other Subscriber may suffer.

##### Insurance and legal claims

From time to time, the Regional District is brought forth as defendant in various lawsuits. The Regional District reviews its exposure to any potential litigation for which it would not be covered by insurance, and assesses whether a successful claim against the Regional District would significantly affect the financial statements. At the date of the financial statements, Management, together with the Municipal Insurance Association, has determined that potential liabilities, if any, arising from these claims will not be significant to the financial statements. The Regional District's insurance deductible for any claim is \$10,000.

#### 14. CONTAMINATED SITES

The Regional District evaluated all sites for which an environmental standard exists and for which it is directly responsible, and has concluded that no contamination exists that exceeds an environmental standard. Accordingly, no amount has been accrued in the financial statements as a liability for the environmental remediation of a contaminated site.

#### 15. SUBSEQUENT EVENTS

In March 2020, the COVID-19 outbreak caused governments worldwide to enact emergency measures to combat the spread of the virus. These measures, which include the implementation of facility closures, travel restrictions, self-isolation periods, and social and physical distancing, will have a significant impact on the local and global economy. At this time, it is not possible to reliably estimate the length and severity of the COVID-19 outbreak and how it may impact the Regional District's financial results for 2020.

#### 16. SEGMENTED INFORMATION

The services of the Regional District are segmented as follows, with operational results in Schedule 4.

##### General government services

This segment comprises the following services: general government administration, electoral area administration, and grants-in-aid. General government includes corporate services, information systems, and financial services. Corporate services involves staff and management working closely with the Board and community partners to coordinate the delivery of a wide range of functions and services. Financial services is responsible for the requisition of tax revenues from the Province and member municipalities, and all treasury and accounting functions. Information systems includes management of computer databases and communication systems used by the Regional District.

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## REGIONAL DISTRICT OF KOOTENAY BOUNDARY

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2019

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#### 16. SEGMENTED INFORMATION (Continued)

##### **Protective services**

This segment includes electoral area fire protection, regional fire rescue, 911 services, victims' services, building inspection, animal control, and mosquito control. These services are designed to provide a safe environment to the community.

##### **Transportation services**

This segment includes street light improvements and transit services.

##### **Environmental health services**

This segment includes effluent disposal, solid waste management services of recycling, collection, transfer stations, and management, water services, invasive species, and noise control. The mandate of these programs is to coordinate delivery of the many day-to-day services required for community living.

##### **Development services**

This segment includes planning and development, and economic development services. The planning function is responsible for developing land use policies that provide guidance to elected officials, developers, the public and other decision makers.

##### **Recreation and cultural services**

This segment includes services of community halls, recreational complexes, parks, and libraries. Facilities managed within this area include parks and playgrounds, arenas, swimming pools, as well as community centers.

# REGIONAL DISTRICT OF KOOTENAY BOUNDARY

## SCHEDULE 1 TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2019

### SCHEDULE 1: DEBENTURE DEBT

MFA issue	Recipient	Term in years	Date of maturity	Interest rate	2019 Principal outstanding	2018 Principal outstanding
141	Village of Fruitvale	30	April 7, 2047	2.80%	2,393,327	2,447,452
70	City of Grand Forks	20	June 1, 2019	2.10%	-	14,698
106	City of Grand Forks	10	October 13, 2019	4.13%	-	59,275
112	City of Grand Forks	15	October 6, 2025	3.73%	33,004	37,788
126	City of Grand Forks	20	September 26, 2033	3.85%	1,365,571	1,437,355
149	City of Grand Forks	25	October 9, 2044	2.24%	425,000	-
149	City of Grand Forks	25	October 9, 2044	2.24%	1,495,000	-
75	City of Greenwood	20	December 1, 2021	1.75%	22,754	33,324
106	City of Greenwood	10	October 13, 2019	4.13%	-	15,411
81	Village of Midway	20	April 22, 2024	2.85%	57,322	67,202
95	Village of Midway	20	October 13, 2025	1.80%	63,170	72,488
66	City of Rossland	25	November 5, 2022	2.25%	62,217	81,013
66	City of Rossland	25	November 5, 2022	2.25%	57,966	75,477
68	City of Rossland	25	March 24, 2023	2.65%	503,188	614,374
117	City of Rossland	20	October 12, 2031	3.25%	1,003,640	1,067,866
127	City of Rossland	30	April 7, 2044	3.30%	3,613,706	3,697,140
142	City of Rossland	30	October 4, 2047	3.15%	3,829,324	3,915,923
74	City of Trail	25	June 1, 2026	1.75%	307,918	343,936
77	City of Trail	25	June 1, 2027	1.75%	1,238,168	1,361,657
95	City of Trail	20	October 13, 2025	1.80%	821,365	942,521
104	City of Trail	20	November 20, 2028	2.90%	930,078	1,014,584
126	City of Trail	20	September 26, 2033	3.85%	1,929,298	2,030,714
137	City of Trail	25	April 19, 2041	2.60%	4,523,952	4,659,155
141	City of Trail	25	April 7, 2042	2.80%	5,937,893	6,115,534
141	City of Trail	10	April 7, 2027	2.80%	901,676	1,000,122
112	Village of Warfield	15	October 6, 2025	3.73%	707,225	809,747
Debenture debt recoverable from member municipalities					32,222,762	31,914,756
81	Regional District	15	April 22, 2019	2.40%	-	165,158
104	Regional District	20	November 20, 2028	2.90%	820,657	895,221
110	Regional District	25	April 8, 2035	4.50%	160,366	167,431
116	Regional District	10	April 4, 2021	4.20%	348,808	513,215
118	Regional District	15	April 11, 2027	3.40%	211,943	234,060
137	Regional District	25	April 19, 2041	2.60%	6,625,805	6,823,824
141	Regional District	10	April 7, 2027	2.80%	600,509	666,073
145	Regional District	20	April 23, 2038	3.15%	319,409	331,756
147	Regional District	20	April 9, 2039	2.66%	290,000	-
Regional District					9,377,497	9,796,738
					41,600,259	41,711,494

# REGIONAL DISTRICT OF KOOTENAY BOUNDARY

## SCHEDULE 2 TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2019

### SCHEDULE 2: TEMPORARY BORROWING

Purpose	Maturity	2019	2018
Equipment Financing			
Fire Rescue, Vehicle	March 31, 2021	113,452	197,197
Water Utility, Vehicle	July 31, 2021	12,080	19,112
Fire Rescue, Equipment	January 31, 2019	-	9,033
Recreation, Vehicle	May 31, 2019	-	1,978
Recreation, Equipment	August 31, 2019	-	16,648
Recreation, Equipment	August 31, 2019	-	7,250
Administration, Equipment	September 30, 2019	-	11,841
Administration, Equipment	October 31, 2019	-	10,834
Fire Rescue, Vehicle	June 30, 2020	41,764	118,450
Fire Rescue, Vehicle	March 31, 2022	32,260	45,395
Fire Rescue, Vehicle	May 31, 2022	-	401,129
Environmental Services, Vehicle	December 31, 2022	43,177	56,910
Recreation, Vehicle	December 31, 2023	31,648	39,142
Fire Rescue, Vehicle	April 30, 2024	378,724	-
Fire Rescue, Equipment	May 31, 2024	491,408	-
Fire Rescue, Vehicle	November 30, 2024	305,316	-
		<b>1,449,829</b>	<b>934,919</b>
Short-term financing			
Recreation, Equipment	December 11, 2019	-	59,614
Recreation, Equipment	December 10, 2020	30,000	62,000
Recreation, Equipment	December 20, 2022	14,400	19,200
Fire Rescue, Vehicle	December 21, 2023	827,720	126,762
		<b>872,120</b>	<b>267,576</b>
		<b>2,321,949</b>	<b>1,202,495</b>

# REGIONAL DISTRICT OF KOOTENAY BOUNDARY

## SCHEDULE 3 TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2019

### SCHEDULE 3: TANGIBLE CAPITAL ASSETS

	Land	Building	Machinery & Equipment	Land Improve- ments	Work in Progress	Engineered Structures			2019 Total	2018 Total
						Water	Sewer	Work in Progress		
<b>Cost</b>										
Opening balance	4,878,037	28,448,712	25,516,426	3,741,299	272,460	11,403,632	16,058,825	1,378,078	<b>91,697,469</b>	88,029,356
Additions	170,503	340,900	1,741,812	369,526	896,926	71,994	118,366	248,633	<b>3,958,660</b>	5,632,789
Disposals	-	-	(600,231)	-	(127,203)	-	-	-	<b>(727,434)</b>	(1,964,676)
Closing balance	<b>5,048,540</b>	<b>28,789,612</b>	<b>26,658,007</b>	<b>4,110,825</b>	<b>1,042,183</b>	<b>11,475,626</b>	<b>16,177,191</b>	<b>1,626,711</b>	<b>94,928,695</b>	91,697,469
<b>Accumulated amortization</b>										
Opening balance	-	12,197,489	15,825,102	1,529,784	-	2,892,460	7,610,743	-	<b>40,055,578</b>	37,540,530
Additions	-	735,649	1,143,798	106,542	-	313,961	363,974	-	<b>2,663,924</b>	2,764,764
Disposals	-	-	(495,826)	-	-	-	-	-	<b>(495,826)</b>	(249,707)
Closing balance	-	<b>12,933,138</b>	<b>16,473,074</b>	<b>1,636,326</b>	-	<b>3,206,421</b>	<b>7,974,717</b>	-	<b>42,223,676</b>	40,055,587
<b>Net book value, 2019</b>	<b>5,048,540</b>	<b>15,856,474</b>	<b>10,184,933</b>	<b>2,474,499</b>	<b>1,042,183</b>	<b>8,269,205</b>	<b>8,202,474</b>	<b>1,626,711</b>	<b>52,705,019</b>	
Net book value, 2018	4,878,038	16,251,223	9,691,315	2,211,516	272,460	8,511,171	8,448,081	1,378,078		<u>51,641,882</u>

# REGIONAL DISTRICT OF KOOTENAY BOUNDARY

## SCHEDULE 4 TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2019

### SCHEDULE 4: SEGMENTED INFORMATION

	General Government Services	Protective Services	Transportation Services	Environmental Health Services	Development Services	Recreation and Cultural Services	2019 Total
<b>REVENUE</b>							
Grants in lieu of taxes	1,501,434	319,301	3,800	13,544	2,989	14,841	1,855,909
Services provided to other governments	253,557	16,781	-	70,000	-	-	340,338
Sale of services	-	23,738	470,726	3,740,624	15,540	775,411	5,026,039
Gain (loss) on disposal of assets	-	(94,405)	-	33,500	-	-	(60,905)
Other revenue	349,522	171,151	36,678	510,383	135,829	753,174	1,956,737
Transfers from:							
Electoral area tax levies and parcel taxes	630,035	4,238,808	356,725	2,059,372	1,112,444	3,051,161	11,448,545
Member municipalities	132,000	3,573,296	859,695	2,639,404	257,061	2,220,949	9,682,405
Other governments	242,653	1,433,930	-	580,126	373	-	2,257,082
	<b>3,109,201</b>	<b>9,682,601</b>	<b>1,727,624</b>	<b>9,646,953</b>	<b>1,524,236</b>	<b>6,815,536</b>	<b>32,506,150</b>
<b>EXPENDITURE</b>							
Salaries and benefits	1,657,771	4,668,910	-	2,156,687	634,331	2,238,274	11,355,973
Office and supplies	77,272	113,041	-	68,349	112,803	147,146	518,611
Debt charges - interest	43,177	67,761	-	286,007	-	49,113	446,058
Insurance	64,865	98,560	-	70,168	-	81,027	314,620
Director remuneration and expense	544,131	-	-	-	-	-	544,131
Board fee (recovery of)	(653,046)	229,357	54,153	178,438	61,355	129,743	-
Utilities	34,416	130,785	16,792	211,066	-	381,928	774,987
Professional fees	283,632	18,626	-	223,473	20,692	-	546,423
Equipment rentals	14,771	-	-	28,990	-	-	43,761
Repairs and maintenance	351,310	437,140	-	1,185,356	42,894	304,076	2,320,776
Vehicle	33,285	251,653	-	44,023	1,137	26,692	356,790
Contracted services	28,702	2,001,179	1,577,309	1,989,624	432,904	598,396	6,628,114
Travel and training	99,280	321,216	-	25,982	9,317	20,835	476,630
Grants to other programs	467,481	25,750	-	-	-	1,244,075	1,737,306
Miscellaneous	121,972	8,226	542	15,500	11,916	25,711	183,867
Amortization expense	108,302	707,651	1,508	1,285,825	34,347	526,290	2,663,923
Transfers to other governments	-	83,997	-	532,309	-	417,652	1,033,958
Provision for landfill closure and post closure	-	-	-	235,950	-	-	235,950
	<b>3,277,321</b>	<b>9,163,853</b>	<b>1,650,304</b>	<b>8,537,747</b>	<b>1,361,696</b>	<b>6,190,958</b>	<b>30,181,878</b>
<b>Annual surplus (deficit)</b>	<b>(168,120)</b>	<b>518,747</b>	<b>77,320</b>	<b>1,109,206</b>	<b>162,540</b>	<b>624,578</b>	<b>2,324,272</b>



# REGIONAL DISTRICT OF KOOTENAY BOUNDARY

## SCHEDULE 4 TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2019

### SCHEDULE 4: SEGMENTED INFORMATION (Continued)

	General Government Services	Protective Services	Transportation Services	Environmental Health Services	Development Services	Recreation and Cultural Services	2018 Total
<b>REVENUE</b>							
Grants in lieu of taxes	1,722,937	323,191	4,366	15,378	3,504	17,401	2,086,777
Services provided to other governments	336,172	15,714	-	70,000	-	-	421,886
Sale of services	-	20,990	455,837	3,998,278	17,695	1,083,638	5,576,438
Gain (loss) on disposal of assets	-	74,523	-	273,087	-	(445)	347,165
Other revenue	222,258	433,851	31,744	663,045	85,717	727,396	2,164,011
Transfers from:							
Electoral area tax levies and parcel taxes	591,568	3,819,897	361,592	2,008,210	926,022	2,859,477	10,566,766
Member municipalities	151,817	3,409,955	876,171	2,601,341	212,011	2,071,650	9,322,945
Other governments	240,376	2,795,657	-	1,741,048	9,980	-	4,787,061
	<b>3,265,128</b>	<b>10,893,778</b>	<b>1,729,710</b>	<b>11,370,387</b>	<b>1,254,929</b>	<b>6,759,117</b>	<b>35,273,049</b>
<b>EXPENDITURE</b>							
Salaries and benefits	1,448,642	4,531,517	-	2,120,446	567,656	2,191,693	10,859,954
Office and supplies	157,774	98,147	-	76,051	108,306	149,619	589,897
Debt charges - interest	39,590	61,283	-	323,500	-	75,358	499,731
Insurance	70,717	93,886	-	60,620	-	74,038	299,261
Director remuneration and expense	460,891	-	-	-	-	-	460,891
Board fee (recovery of)	(637,140)	225,091	53,187	175,220	56,020	127,622	-
Utilities	38,923	205,352	16,590	224,112	-	397,437	882,414
Professional fees	203,922	19,821	-	39,916	26,562	-	290,221
Equipment rentals	25,468	-	-	24,993	-	-	50,461
Repairs and maintenance	312,558	531,299	-	1,113,243	38,268	425,934	2,421,302
Vehicle	29,935	226,592	-	57,049	-	30,392	343,968
Contracted services	38,330	3,046,858	1,589,538	1,954,428	404,679	866,334	7,900,167
Travel and training	93,448	301,539	-	22,936	14,700	20,461	453,084
Grants to other programs	522,532	25,000	-	-	-	1,372,881	1,920,413
Miscellaneous	155,039	116,999	16,250	27,060	31,505	85,540	432,393
Amortization expense	148,274	653,327	1,439	1,421,482	34,507	505,735	2,764,764
Transfers to other governments	-	190,671	-	390,900	-	493,683	1,075,254
Provision for landfill closure and post closure	-	-	-	128,672	-	-	128,672
	<b>3,108,903</b>	<b>10,327,382</b>	<b>1,677,004</b>	<b>8,160,628</b>	<b>1,282,203</b>	<b>6,816,727</b>	<b>31,372,847</b>
<b>Annual surplus (deficit)</b>	<b>156,225</b>	<b>566,396</b>	<b>52,706</b>	<b>3,209,759</b>	<b>-27,274</b>	<b>(57,610)</b>	<b>3,900,202</b>

**REGIONAL DISTRICT OF KOOTENAY BOUNDARY**  
**Supplementary Information to the Financial Statements**

*December 31, 2019*  
*(Unaudited)*

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**REGIONAL DISTRICT OF KOOTENAY BOUNDARY****STATEMENT OF RESERVE FUND SOURCES AND APPLICATIONS**

For the year ended December 31, 2019

(Unaudited)

	Opening Balance	Interest Earned	Transfers from Operations	Transfers to Operations	Closing Balance
<b>General Government &amp; Others</b>					
General Government & Administration	\$ 4,089,964	\$ 99,008	\$ 205,658	\$ (17,201)	\$ 4,377,429
Electoral Area Administration	41,650	1,043	-	-	42,693
Boundary Economic Development	25,577	640	-	(20,000)	6,217
East End Economic Development	8,520	213	-	-	8,733
Area 'C' Economic Development	22,466	562	-	-	23,028
Planning & Development	20,777	520	5,000	-	26,297
Big White Street Lighting	27,140	679	10,940	-	38,759
Beaverdell Street Lighting	4,840	121	1,551	-	6,512
<b>Protective Services</b>					
Beaverdell Fire Protection	30,320	759	5,000	-	36,079
Big White Fire Protection	219,646	5,499	80,000	-	305,145
Building Inspection	73,299	1,835	-	(38,289)	36,845
Christina Lake Fire Protection	178,671	4,473	149,465	(54,984)	277,625
Emergency Communications (9-1-1)	1,570	39	-	-	1,609
Emergency Preparedness	208,238	5,213	60,554	-	274,005
Grand Forks Rural Fire Service	592,879	14,842	130,000	(123,000)	614,721
Greenwood Rural Fire Service	9,402	235	-	-	9,637
Kettle Valley Fire Protection	18,224	456	48,108	-	66,788
Police Based Victims' Assistance	48,689	1,219	-	-	49,908
Kootenay Boundary Regional Fire & Rescue	935,505	16,105	231,088	(416,483)	766,215
<b>Recreation &amp; Culture</b>					
Area 'B' Parks & Trails	128,174	3,209	-	-	131,383
Area 'C' Parks & Trails	196,356	4,916	20,000	(15,000)	206,272
Area 'D' Parks & Trails	62,825	1,573	365	-	64,763
Area 'E' Parks & Trails	129,007	3,230	50,000	-	182,237
Beaver Valley Parks & Trails	75,170	1,882	12,000	-	89,052
Beaver Valley Arena	19,600	491	-	-	20,091
Boundary Area Recreation	2,239	56	-	-	2,295
Christina Lake Recreation	18,488	463	4,983	-	23,934
Christina Lake Recreation Facilities	33,420	837	8,500	-	42,757
Grand Forks Aquatic Centre	132,423	3,315	20,000	(11,630)	144,108
Grand Forks Arena	179,357	4,490	32,000	(10,000)	205,847
Grand Forks Curling Rink	12,854	322	-	(12,700)	476
Greater Trail Community & Arts Centre	360,007	9,013	-	-	369,020
<b>Environmental Health Services</b>					
Big White Noise Control	62,572	1,566	-	-	64,138
Mosquito Control Area D & GF	55,884	1,399	-	(8,070)	49,213
Mosquito Control Area C	10,091	253	-	-	10,344
Christina Lake Milfoil Control	65,417	1,638	5,000	-	72,055
Noxious Weed Control Areas D & E	10,091	253	-	-	10,344
Composting Facility Operation	1,285	32	-	-	1,317
East End Cemeteries	202,861	5,078	-	-	207,939
Greenwood, Area 'E' Cemeteries	28,805	721	-	(9,963)	19,563
Regional Refuse	2,122,084	52,199	33,500	(170,000)	2,037,783
<b>Water &amp; Sewer Utilities</b>					
Beaver Valley Water Utility	457,933	11,464	105,950	-	575,347
Christina Lake Water Utility	701,668	15,757	1,789	-	719,214
Columbia Gardens Water Utility	16,919	424	-	(1,751)	15,592
East End Regionalized Sewer	515,549	12,906	5,000	(86,880)	446,575
East End Sewer - Rossland & Warfield	1,520	38	2,000	-	3,558
Oasis/Rivervale Sewer	27,514	689	1,281	-	29,484
Rivervale Water & Street Lighting Utility	147,073	3,682	29,644	-	180,399
<b>Transit Services</b>					
East End Transit Services	505,528	12,656	-	-	518,184
Boundary Transit	35	1	-	-	36
	<u>\$ 12,840,126</u>	<u>\$ 308,014</u>	<u>\$ 1,259,376</u>	<u>\$ (995,951)</u>	<u>13,411,565</u>

# REGIONAL DISTRICT OF KOOTENAY BOUNDARY

## STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND

For the year ended December 31, 2019

(Unaudited)

	Budget General Government Services 001	Actual General Government Services 001	Budget Electoral Area Administration 002
<b>REVENUE</b>			
Grants in lieu of taxes	\$ 1,737,735	\$ 1,500,730	\$ 500
Services provided to other governments	-	-	250,000
Sale of services	30,299	30,003	-
Proceeds from sale of assets	-	-	-
Other revenue	284,988	344,266	-
Transfers from:	-	-	-
Electoral area tax levy	124,190	124,071	261,226
Member municipalities	127,399	127,518	-
Other governments	198,925	202,653	40,000
Reserve fund	71,000	17,201	10,000
Capital fund	-	-	-
Equity account	-	108,302	-
	<u>\$ 2,574,536</u>	<u>\$ 2,454,744</u>	<u>\$ 561,726</u>
<b>EXPENDITURE</b>			
Salaries and benefits	\$ 1,773,954	\$ 1,619,334	\$ 83,668
Office and supplies	89,900	77,391	10,500
Debt charges - principal	-	-	-
Debt charges - interest	40,000	43,177	-
Insurance	65,375	64,865	-
Director remuneration and expense	411,227	410,547	159,959
Board fee (recovery of)	(683,639)	(683,639)	19,553
Utilities	39,000	34,416	-
Professional fees	275,437	283,632	-
Equipment rentals	27,492	14,771	-
Repairs and maintenance	452,208	374,091	-
Vehicle	34,565	33,285	20,085
Contracted services	3,392	1,394	-
Travel and training	59,658	53,056	55,841
Grants to other programs	10,000	10,000	250,000
Miscellaneous	87,096	97,477	-
Expenditures capitalized	169,500	21,310	-
Amortization expense	-	108,302	-
Transfers to:	-	-	-
Reserve fund	188,045	205,658	-
Other governments	-	-	-
	<u>\$ 3,043,210</u>	<u>\$ 2,769,067</u>	<u>\$ 599,606</u>
<b>EXCESS REVENUE (EXPENDITURE)</b>	(468,674)	(314,323)	(37,880)
<b>SURPLUS (DEFICIT) BEGINNING OF YEAR</b>	468,674	467,339	37,880
<b>SURPLUS (DEFICIT) END OF YEAR</b>	<u>\$ -</u>	<u>\$ 153,016</u>	<u>\$ -</u>

# REGIONAL DISTRICT OF KOOTENAY BOUNDARY

## STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND

For the year ended December 31, 2019

(Unaudited)

Actual Electoral Area Administration 002	Budget Electoral Area Grant-in-Aid 003	Actual Electoral Area Grant-in-Aid 003	Budget Building and Plumbing Inspection 004	Actual Building and Plumbing Inspection 004
\$ 676	\$ -	\$ -	\$ 1,500	\$ 2,227
397,645	-	-	-	-
-	-	-	2,500	1,927
-	-	-	-	-
-	-	-	500	-
-	-	-	-	-
261,226	240,353	240,353	572,432	572,433
-	-	-	387,882	387,882
40,000	-	-	-	-
-	-	-	42,000	38,289
-	-	-	-	-
-	-	-	-	31,251
<u>\$ 699,547</u>	<u>\$ 240,353</u>	<u>\$ 240,353</u>	<u>\$ 1,006,814</u>	<u>\$ 1,034,009</u>
\$ 38,437	\$ -	\$ -	\$ 800,629	\$ 712,550
(119)	-	-	30,230	17,069
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
133,584	-	-	-	-
19,553	9,452	9,453	27,781	27,781
-	-	-	18,600	14,410
-	-	-	5,000	688
-	-	-	3,500	-
-	-	-	96,144	65,269
20,085	-	-	22,131	30,364
27,808	-	-	-	-
46,224	-	-	23,635	11,725
369,837	321,347	231,732	-	-
1,581	-	-	-	-
-	-	-	42,000	43,289
-	-	-	-	31,251
-	-	-	-	-
-	-	-	-	-
<u>\$ 656,990</u>	<u>\$ 330,799</u>	<u>\$ 241,185</u>	<u>\$ 1,069,650</u>	<u>\$ 954,396</u>
42,557	(90,446)	(832)	(62,836)	79,613
37,880	90,446	90,445	62,836	60,441
<u>\$ 80,437</u>	<u>\$ -</u>	<u>\$ 89,613</u>	<u>\$ -</u>	<u>\$ 140,054</u>

# REGIONAL DISTRICT OF KOOTENAY BOUNDARY

## STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND

For the year ended December 31, 2019

(Unaudited)

	Budget Planning and Development 005	Actual Planning and Development 005	Budget Feasibility Studies 006
<b>REVENUE</b>			
Grants in lieu of taxes	\$ 1,000	\$ 1,393	\$ 100
Services provided to other governments	-	-	-
Sale of services	33,000	30,540	-
Proceeds from sale of assets	-	-	-
Other revenue	9,060	20,125	35,000
Transfers from:	-	-	-
Electoral area tax levy	683,744	683,645	4,377
Member municipalities	107,942	108,040	4,490
Other governments	-	-	-
Reserve fund	-	-	-
Capital fund	-	-	-
Equity account	-	34,347	-
	<u>\$ 834,746</u>	<u>\$ 878,090</u>	<u>\$ 43,967</u>
<b>EXPENDITURE</b>			
Salaries and benefits	\$ 599,645	\$ 584,140	\$ -
Office and supplies	30,289	20,940	-
Debt charges - principal	-	-	-
Debt charges - interest	-	-	-
Insurance	-	-	-
Director remuneration and expense	-	-	-
Board fee (recovery of)	46,972	46,972	1,587
Utilities	-	-	-
Professional fees	10,000	3,442	-
Equipment rentals	-	-	-
Repairs and maintenance	66,891	69,621	-
Vehicle	12,875	13,012	-
Contracted services	71,270	54,168	-
Travel and training	13,000	7,891	-
Grants to other programs	-	-	-
Miscellaneous	2,000	7,086	100,000
Expenditures capitalized	-	-	-
Amortization expense	-	34,347	-
Transfers to:	-	-	-
Reserve fund	5,000	5,000	-
Other governments	-	-	-
	<u>\$ 857,942</u>	<u>\$ 846,619</u>	<u>\$ 101,587</u>
<b>EXCESS REVENUE (EXPENDITURE)</b>	(23,196)	31,471	(57,620)
<b>SURPLUS (DEFICIT) BEGINNING OF YEAR</b>	23,196	22,314	57,620
<b>SURPLUS (DEFICIT) END OF YEAR</b>	<u>\$ -</u>	<u>\$ 53,785</u>	<u>\$ -</u>

# REGIONAL DISTRICT OF KOOTENAY BOUNDARY

## STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND

For the year ended December 31, 2019

(Unaudited)

Actual Feasibility Studies 006	Budget Boundary Economic Development 008	Actual Boundary Economic Development 008	Budget Police Based Victims' Services 009	Actual Police Based Victims' Services 009
\$ 28	\$ 100	\$ 358	\$ 150	\$ 226
-	-	-	-	-
-	-	-	-	-
14,060	116,000	113,768	12,985	4,543
-	-	-	-	-
4,385	87,520	87,590	19,225	19,212
4,482	28,289	28,219	52,726	52,739
-	-	373	52,237	52,326
-	20,000	20,000	-	-
-	-	-	-	-
-	-	-	-	-
\$ 22,955	\$ 251,909	\$ 250,308	\$ 137,323	\$ 129,046
\$ -	\$ -	\$ -	\$ 128,657	\$ 115,539
-	12,500	12,750	1,995	1,533
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
1,587	4,409	4,409	1,434	1,434
-	-	-	2,880	2,446
-	-	-	-	-
-	-	-	-	-
-	-	-	12,200	13,276
-	-	-	-	-
-	235,000	236,566	-	-
-	-	-	6,950	3,340
22,914	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
\$ 24,501	\$ 251,909	\$ 253,725	\$ 154,116	\$ 137,568
(1,546)	-	(3,417)	(16,793)	(8,522)
57,620	-	-	16,793	16,793
\$ 56,074	\$ -	\$ (3,417)	\$ -	\$ 8,271

# REGIONAL DISTRICT OF KOOTENAY BOUNDARY

## STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND

For the year ended December 31, 2019

(Unaudited)

	Budget Solid Waste Management 010	Actual Solid Waste Management 010	Budget Emergency Preparedness 012
<b>REVENUE</b>			
Grants in lieu of taxes	\$ 2,000	\$ 4,085	\$ 800
Services provided to other governments	-	-	-
Sale of services	2,552,000	3,053,875	-
Proceeds from sale of assets	-	-	-
Other revenue	53,000	154,524	-
Transfers from:	-	-	-
Electoral area tax levy	646,857	646,214	127,905
Member municipalities	663,563	664,206	131,206
Other governments	28,000	34,100	100,000
Reserve fund	510,000	170,000	60,000
Capital fund	250,000	-	-
Equity account	-	330,293	-
	<u>\$ 4,705,420</u>	<u>\$ 5,057,297</u>	<u>\$ 419,911</u>
<b>EXPENDITURE</b>			
Salaries and benefits	\$ 1,249,093	\$ 1,335,259	\$ 200,464
Office and supplies	55,663	34,822	11,900
Debt charges - principal	124,937	124,936	-
Debt charges - interest	80,784	63,000	-
Insurance	22,464	21,386	-
Director remuneration and expense	-	-	-
Board fee (recovery of)	53,553	53,553	5,486
Utilities	54,970	40,867	2,920
Professional fees	179,500	111,911	15,000
Equipment rentals	22,059	21,991	-
Repairs and maintenance	384,458	303,479	7,000
Vehicle	-	-	5,552
Contracted services	1,271,153	1,269,534	155,300
Travel and training	25,985	7,576	9,921
Grants to other programs	-	-	25,750
Miscellaneous	-	497	5,000
Expenditures capitalized	540,000	240,627	-
Amortization expense	-	330,293	-
Transfers to:	-	-	-
Reserve fund	22,000	33,500	119,865
Other governments	-	-	-
	<u>\$ 4,086,619</u>	<u>\$ 3,993,231</u>	<u>\$ 564,158</u>
<b>EXCESS REVENUE (EXPENDITURE)</b>	618,801	1,064,066	(144,247)
Provision for landfill closure and post-closure	(244,296)	(235,950)	
<b>SURPLUS (DEFICIT) BEGINNING OF YEAR</b>	(374,505)	(374,810)	144,247
<b>SURPLUS (DEFICIT) END OF YEAR</b>	<u>\$ -</u>	<u>\$ 453,306</u>	<u>\$ -</u>



# REGIONAL DISTRICT OF KOOTENAY BOUNDARY

## STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND

For the year ended December 31, 2019

(Unaudited)

Actual Emergency Preparedness 012	Budget Area 'B' Parks and Trails 014	Actual Area 'B' Parks and Trails 014	Budget 9-1-1 Emergency Communications 015	Actual 9-1-1 Emergency Communications 015
\$ 808	\$ 450	\$ 364	\$ 750	\$ 1,010
-	-	-	-	-
-	-	-	-	-
14,940	13,500	27,522	-	-
-	-	-	-	-
127,773	232,023	232,023	159,919	159,797
131,338	-	-	164,047	164,169
1,381,604	-	-	-	-
-	-	-	-	-
-	-	-	-	-
14,834	-	16,671	-	19,289
<u>\$ 1,671,297</u>	<u>\$ 245,973</u>	<u>\$ 276,580</u>	<u>\$ 324,716</u>	<u>\$ 344,265</u>
\$ 430,466	\$ -	\$ -	\$ 42,467	\$ 52,098
7,698	-	-	750	-
-	-	-	-	-
-	6,684	2,597	-	-
-	-	-	370	370
-	-	-	-	-
5,486	12,202	12,202	17,102	17,102
2,370	780	653	16,900	12,216
17,938	-	-	10,000	-
-	-	-	-	-
3,366	-	-	49,801	37,137
8,311	-	-	-	-
1,224,559	-	-	201,301	206,052
10,862	-	-	1,000	-
25,750	306,035	251,506	-	-
-	-	-	-	-
-	-	-	30,000	12,255
14,834	-	16,671	-	19,289
-	-	-	-	-
60,554	-	-	-	-
-	-	-	-	-
<u>\$ 1,812,194</u>	<u>\$ 325,701</u>	<u>\$ 283,629</u>	<u>\$ 369,691</u>	<u>\$ 356,519</u>
(140,897)	(79,728)	(7,049)	(44,975)	(12,254)
140,659	79,728	79,727	44,975	44,975
<u>\$ (238)</u>	<u>\$ -</u>	<u>\$ 72,678</u>	<u>\$ -</u>	<u>\$ 32,721</u>

# REGIONAL DISTRICT OF KOOTENAY BOUNDARY

## STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND

For the year ended December 31, 2019

(Unaudited)

	Budget East End Economic Development 017	Actual East End Economic Development 017	Budget Greater Trail Community Centre 018
<b>REVENUE</b>			
Grants in lieu of taxes	\$ -	\$ 262	\$ 1,700
Services provided to other governments	-	-	-
Sale of services	-	-	380,552
Proceeds from sale of assets	-	-	-
Other revenue	-	-	490,316
Transfers from:	-	-	-
Electoral area tax levy	54,658	54,644	196,992
Member municipalities	63,602	63,616	540,274
Other governments	-	-	-
Reserve fund	-	-	-
Capital fund	-	-	-
Equity account	-	-	-
	<u>\$ 118,260</u>	<u>\$ 118,522</u>	<u>\$ 1,609,834</u>
<b>EXPENDITURE</b>			
Salaries and benefits	\$ -	\$ -	\$ 522,583
Office and supplies	-	-	18,360
Debt charges - principal	-	-	40,169
Debt charges - interest	-	-	755
Insurance	-	-	37,246
Director remuneration and expense	-	-	-
Board fee (recovery of)	4,238	4,238	17,322
Utilities	-	-	122,352
Professional fees	6,300	6,000	-
Equipment rentals	-	-	-
Repairs and maintenance	-	-	95,064
Vehicle	-	-	6,789
Contracted services	105,540	105,540	75,000
Travel and training	-	-	5,500
Grants to other programs	-	-	572,645
Miscellaneous	-	-	17,748
Expenditures capitalized	-	-	176,356
Amortization expense	-	-	-
Transfers to:	-	-	-
Reserve fund	-	-	-
Other governments	-	-	-
	<u>\$ 116,078</u>	<u>\$ 115,778</u>	<u>\$ 1,707,889</u>
<b>EXCESS REVENUE (EXPENDITURE)</b>	2,182	2,744	(98,055)
<b>SURPLUS (DEFICIT) BEGINNING OF YEAR</b>	(2,182)	(2,182)	98,055
<b>SURPLUS (DEFICIT) END OF YEAR</b>	<u>\$ -</u>	<u>\$ 562</u>	<u>\$ -</u>

**REGIONAL DISTRICT OF KOOTENAY BOUNDARY****STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND**

For the year ended December 31, 2019

*(Unaudited)*

<b>Actual Greater Trail Community Centre 018</b>	<b>Budget Beaver Valley Parks &amp; Trails 019</b>	<b>Actual Beaver Valley Parks &amp; Trails 019</b>	<b>Budget Beaver Valley Arena 020-011</b>	<b>Actual Beaver Valley Arena 020-011</b>
\$ 2,312	\$ 900	\$ 1,100	\$ 500	\$ 579
-	-	-	-	-
380,679	-	-	166,989	140,473
-	-	-	-	-
332,836	68,000	39,359	2,000	1,530
-	-	-	-	-
196,865	571,576	571,511	301,087	301,053
540,401	281,476	281,542	148,271	148,304
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
141,384	-	73,006	-	58,678
<u>\$ 1,594,477</u>	<u>\$ 921,952</u>	<u>\$ 966,518</u>	<u>\$ 618,847</u>	<u>\$ 650,617</u>
\$ 519,352	\$ -	\$ -	\$ 306,630	\$ 338,070
19,410	-	-	29,906	24,599
40,169	-	-	-	-
587	8,388	8,388	-	-
37,245	1,425	625	12,926	10,656
-	-	-	-	-
17,322	12,202	12,202	13,176	13,176
103,655	-	-	87,010	79,500
-	-	-	-	-
-	-	-	-	-
63,574	26,226	7,656	81,737	75,426
5,643	-	-	7,292	4,092
77,923	269,862	241,221	12,942	6,721
2,170	-	-	1,921	50
411,584	20,000	15,000	-	-
17,749	-	-	-	-
34,638	203,500	169,070	-	-
141,384	-	73,006	-	58,678
-	-	-	-	-
-	12,000	12,000	-	-
-	382,142	382,142	-	-
<u>\$ 1,492,405</u>	<u>\$ 935,745</u>	<u>\$ 921,310</u>	<u>\$ 553,540</u>	<u>\$ 610,968</u>
102,072	(13,793)	45,208	65,307	39,649
97,643	13,793	13,793	(65,307)	(65,307)
<u>\$ 199,715</u>	<u>\$ -</u>	<u>\$ 59,001</u>	<u>\$ -</u>	<u>\$ (25,658)</u>

# REGIONAL DISTRICT OF KOOTENAY BOUNDARY

## STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND

For the year ended December 31, 2019

(Unaudited)

	Budget Beaver Valley Recreation 020-013	Actual Beaver Valley Recreation 020-013	Budget Rec. Comm. Grand Forks & Area 'D' 021
<b>REVENUE</b>			
Grants in lieu of taxes	\$ 250	\$ 309	\$ 1,166
Services provided to other governments	-	-	-
Sale of services	36,000	35,533	69,354
Proceeds from sale of assets	-	-	-
Other revenue	2,139	3,100	2,000
Transfers from:	-	-	-
Electoral area tax levy	160,744	160,726	214,351
Member municipalities	79,159	79,176	279,169
Other governments	-	-	-
Reserve fund	-	-	-
Capital fund	-	-	-
Equity account	-	-	-
	<u>\$ 278,292</u>	<u>\$ 278,844</u>	<u>\$ 566,040</u>
<b>EXPENDITURE</b>			
Salaries and benefits	\$ 192,329	\$ 188,530	\$ 439,619
Office and supplies	25,261	30,765	35,650
Debt charges - principal	-	-	8,017
Debt charges - interest	-	-	151
Insurance	-	-	69
Director remuneration and expense	-	-	-
Board fee (recovery of)	12,202	12,202	12,202
Utilities	4,761	4,432	8,880
Professional fees	-	-	-
Equipment rentals	-	-	-
Repairs and maintenance	27,150	22,774	5,000
Vehicle	5,585	7,310	5,531
Contracted services	-	-	-
Travel and training	1,500	(555)	11,100
Grants to other programs	-	-	20,000
Miscellaneous	-	-	-
Expenditures capitalized	-	-	16,667
Amortization expense	-	-	-
Transfers to:	-	-	-
Reserve fund	-	-	-
Other governments	-	-	-
	<u>\$ 268,788</u>	<u>\$ 265,458</u>	<u>\$ 562,886</u>
<b>EXCESS REVENUE (EXPENDITURE)</b>	9,504	13,386	3,154
<b>SURPLUS (DEFICIT) BEGINNING OF YEAR</b>	(9,504)	(9,504)	(3,154)
<b>SURPLUS (DEFICIT) END OF YEAR</b>	<u>\$ -</u>	<u>\$ 3,882</u>	<u>\$ -</u>

# REGIONAL DISTRICT OF KOOTENAY BOUNDARY

## STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND

For the year ended December 31, 2019

(Unaudited)

Actual Rec. Comm. Grand Forks & Area 'D' 021	Budget Rec. Comm. Greenwood, Midway & Area 'E' 022	Actual Rec. Comm. Greenwood, Midway & Area 'E' 022	Budget Rec. Comm. Area 'C' Christina Lake 023	Actual Rec. Comm. Area 'C' Christina Lake 023
\$ 1,938	\$ -	\$ 447	\$ 200	\$ 166
-	-	-	-	-
64,218	-	-	16,000	14,322
-	-	-	-	-
1,000	-	-	1,500	6,230
-	-	-	-	-
215,925	44,871	44,726	52,700	52,700
277,595	22,032	22,177	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
3,692	-	-	-	-
<u>\$ 564,368</u>	<u>\$ 66,903</u>	<u>\$ 67,350</u>	<u>\$ 70,400</u>	<u>\$ 73,418</u>
\$ 435,854	\$ -	\$ -	\$ 19,266	\$ 15,173
40,527	20,100	8,396	18,361	10,793
8,017	-	-	-	-
117	-	-	-	-
69	-	-	-	-
-	-	-	-	-
12,202	1,434	1,434	1,434	1,434
12,330	-	-	-	-
-	-	-	-	-
-	-	-	-	-
5,509	-	-	-	-
4,101	-	-	-	-
-	-	-	33,354	33,354
19,170	-	-	500	-
20,000	10,000	10,000	-	-
-	-	-	-	-
-	-	-	-	-
3,692	-	-	-	-
-	-	-	-	-
-	-	-	4,983	4,983
-	35,510	35,510	-	-
<u>\$ 561,588</u>	<u>\$ 67,044</u>	<u>\$ 55,340</u>	<u>\$ 77,898</u>	<u>\$ 65,737</u>
2,780	(141)	12,010	(7,498)	7,681
(3,154)	141	141	7,498	7,498
<u>\$ (374)</u>	<u>\$ -</u>	<u>\$ 12,151</u>	<u>\$ -</u>	<u>\$ 15,179</u>

# REGIONAL DISTRICT OF KOOTENAY BOUNDARY

## STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND

For the year ended December 31, 2019

(Unaudited)

	Budget Rec. Facilities Area 'C' & Christina Lake 024	Actual Rec. Facilities Area 'C' & Christina Lake 024	Budget Boundary Museum Service 026
<b>REVENUE</b>			
Grants in lieu of taxes	\$ -	\$ 88	\$ -
Services provided to other governments	-	-	-
Sale of services	-	-	-
Proceeds from sale of assets	-	-	-
Other revenue	-	-	-
Transfers from:	-	-	-
Electoral area tax levy	40,000	40,000	29,888
Member municipalities	-	-	-
Other governments	-	-	-
Reserve fund	-	-	-
Capital fund	-	-	-
Equity account	-	3,520	-
	<u>\$ 40,000</u>	<u>\$ 43,608</u>	<u>\$ 29,888</u>
<b>EXPENDITURE</b>			
Salaries and benefits	\$ -	\$ -	\$ -
Office and supplies	-	-	-
Debt charges - principal	-	-	-
Debt charges - interest	-	-	-
Insurance	825	925	-
Director remuneration and expense	-	-	-
Board fee (recovery of)	1,434	1,434	-
Utilities	-	-	-
Professional fees	-	-	-
Equipment rentals	-	-	-
Repairs and maintenance	-	-	-
Vehicle	-	-	-
Contracted services	-	-	30,000
Travel and training	-	-	-
Grants to other programs	39,867	25,550	-
Miscellaneous	-	-	-
Expenditures capitalized	-	-	-
Amortization expense	-	3,520	-
Transfers to:	-	-	-
Reserve fund	8,500	8,500	-
Other governments	-	-	-
	<u>\$ 50,626</u>	<u>\$ 39,929</u>	<u>\$ 30,000</u>
<b>EXCESS REVENUE (EXPENDITURE)</b>	(10,626)	3,679	(112)
<b>SURPLUS (DEFICIT) BEGINNING OF YEAR</b>	10,626	10,626	112
<b>SURPLUS (DEFICIT) END OF YEAR</b>	<u>\$ -</u>	<u>\$ 14,305</u>	<u>\$ -</u>

# REGIONAL DISTRICT OF KOOTENAY BOUNDARY

## STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND

For the year ended December 31, 2019

(Unaudited)

Actual Boundary Museum Service 026	Budget Area 'C' Parks & Trails 027	Actual Area 'C' Parks & Trails 027	Budget Beaverdell Community Club 028	Actual Beaverdell Community Club 028
\$ 72	\$ 972	\$ 935	\$ -	\$ -
-	-	-	-	-
-	-	-	-	-
-	100,000	78,488	-	-
-	-	-	-	-
29,888	297,078	297,078	19,950	19,950
-	-	-	-	-
-	65,000	15,000	-	-
-	-	-	-	-
-	-	25,507	-	-
\$ 29,960	\$ 463,050	\$ 417,008	\$ 19,950	\$ 19,950
\$ -	\$ 66,303	\$ 64,798	\$ -	\$ -
-	-	-	-	-
-	-	-	-	-
-	2,029	1,104	-	-
-	-	-	-	-
-	7,753	7,753	-	-
-	-	-	-	-
-	-	-	-	-
-	29,963	18,911	-	-
-	4,811	5,546	-	-
30,000	155,886	83,773	-	-
-	-	-	-	-
-	85,106	84,805	19,950	19,950
-	-	-	-	-
-	115,000	94,253	-	-
-	-	25,507	-	-
-	-	-	-	-
-	20,000	20,000	-	-
-	-	-	-	-
\$ 30,000	\$ 486,851	\$ 406,450	\$ 19,950	\$ 19,950
(40)	(23,801)	10,558	-	-
112	23,801	24,153	-	-
\$ 72	\$ -	\$ 34,711	\$ -	\$ -

# REGIONAL DISTRICT OF KOOTENAY BOUNDARY

## STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND

For the year ended December 31, 2019

(Unaudited)

	Budget Grand Forks & District Arena 030	Actual Grand Forks & District Arena 030	Budget Grand Forks Curling Rink 031
<b>REVENUE</b>			
Grants in lieu of taxes	\$ 1,300	\$ 2,018	\$ 137
Services provided to other governments	-	-	-
Sale of services	113,426	112,382	2,500
Proceeds from sale of assets	-	-	-
Other revenue	3,500	5,119	-
Transfers from:	-	-	-
Electoral area tax levy	149,935	149,935	28,629
Member municipalities	318,613	318,613	15,121
Other governments	-	-	-
Reserve fund	10,000	10,000	12,700
Capital fund	-	-	-
Equity account	-	86,574	-
	<u>\$ 596,774</u>	<u>\$ 684,641</u>	<u>\$ 59,087</u>
<b>EXPENDITURE</b>			
Salaries and benefits	\$ 324,791	\$ 349,575	\$ -
Office and supplies	7,500	7,446	-
Debt charges - principal	-	-	26,228
Debt charges - interest	-	-	921
Insurance	14,417	14,416	6,664
Director remuneration and expense	-	-	-
Board fee (recovery of)	11,860	11,860	2,291
Utilities	86,300	79,188	-
Professional fees	-	-	-
Equipment rentals	-	-	-
Repairs and maintenance	95,550	81,765	8,082
Vehicle	-	-	-
Contracted services	50,000	32,706	-
Travel and training	-	-	-
Grants to other programs	-	-	-
Miscellaneous	-	-	-
Expenditures capitalized	16,667	-	-
Amortization expense	-	86,574	-
Transfers to:	-	-	-
Reserve fund	32,000	32,000	-
Other governments	-	-	-
	<u>\$ 639,085</u>	<u>\$ 695,530</u>	<u>\$ 44,186</u>
<b>EXCESS REVENUE (EXPENDITURE)</b>	(42,311)	(10,889)	14,901
<b>SURPLUS (DEFICIT) BEGINNING OF YEAR</b>	42,311	42,311	(14,901)
<b>SURPLUS (DEFICIT) END OF YEAR</b>	<u>\$ -</u>	<u>\$ 31,422</u>	<u>\$ -</u>



# REGIONAL DISTRICT OF KOOTENAY BOUNDARY

## STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND

For the year ended December 31, 2019

(Unaudited)

Actual Grand Forks Curling Rink 031	Budget Grand Forks Aquatic Center 040	Actual Grand Forks Aquatic Center 040	Budget Area 'D' Parks & Trails 045	Actual Area 'D' Parks & Trails 045
\$ 159	\$ 2,000	\$ 2,785	\$ -	\$ 94
-	-	-	-	-
2,500	148,991	153,630	-	-
-	-	-	-	-
(111)	-	10,113	202,500	190,000
-	-	-	-	-
28,713	308,070	310,239	45,779	45,779
15,037	401,229	399,060	-	-
-	-	-	-	-
12,700	150,000	11,630	-	-
33,839	450,000	214,578	-	-
37,409	-	72,989	-	4,910
<u>\$ 130,246</u>	<u>\$ 1,460,290</u>	<u>\$ 1,175,024</u>	<u>\$ 248,279</u>	<u>\$ 240,783</u>
\$ -	\$ 459,207	\$ 455,248	\$ -	\$ -
-	4,937	5,210	-	-
26,228	86,300	62,373	-	-
943	50,500	43,975	-	-
6,664	7,086	7,086	782	782
-	-	-	-	-
2,291	15,986	15,986	1,434	1,434
-	110,738	102,145	-	-
-	-	-	-	-
-	-	-	-	-
11,017	47,956	43,711	-	-
-	-	-	-	-
-	43,924	54,407	32,000	12,924
-	-	-	-	-
-	-	-	12,000	-
-	-	280	22,500	7,682
33,839	624,167	233,302	190,000	196,389
37,409	-	72,989	-	4,910
-	-	-	-	-
-	20,000	20,000	365	365
-	-	-	-	-
<u>\$ 118,391</u>	<u>\$ 1,470,801</u>	<u>\$ 1,116,712</u>	<u>\$ 259,081</u>	<u>\$ 224,486</u>
11,855	(10,511)	58,312	(10,802)	16,297
(14,901)	10,511	10,511	10,802	10,802
<u>\$ (3,046)</u>	<u>\$ -</u>	<u>\$ 68,823</u>	<u>\$ -</u>	<u>\$ 27,099</u>

# REGIONAL DISTRICT OF KOOTENAY BOUNDARY

## STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND

For the year ended December 31, 2019

(Unaudited)

	Budget	Actual	Budget
	Heritage	Heritage	Regional
	Conservation	Conservation	Fire Protection
	047	047	East End
	050		
<b>REVENUE</b>			
Grants in lieu of taxes	\$ -	\$ 9	\$ 308,086
Services provided to other governments	-	-	15,714
Sale of services	-	-	12,384
Proceeds from sale of assets	-	-	-
Other revenue	-	-	11,151
Transfers from:	-	-	-
Electoral area tax levy	4,178	4,178	991,323
Member municipalities	-	-	2,718,825
Other governments	-	-	-
Reserve fund	-	-	515,455
Capital fund	-	-	1,343,680
Equity account	-	1,950	-
	<u>\$ 4,178</u>	<u>\$ 6,137</u>	<u>\$ 5,916,618</u>
<b>EXPENDITURE</b>			
Salaries and benefits	\$ -	\$ -	\$ 2,690,724
Office and supplies	-	-	34,665
Debt charges - principal	-	-	-
Debt charges - interest	-	-	792,879
Insurance	1,455	1,455	42,107
Director remuneration and expense	-	-	-
Board fee (recovery of)	1,434	1,434	118,311
Utilities	1,257	1,330	95,494
Professional fees	-	-	50,000
Equipment rentals	-	-	-
Repairs and maintenance	-	-	277,716
Vehicle	-	-	65,063
Contracted services	5,000	1,000	-
Travel and training	-	-	267,586
Grants to other programs	-	-	-
Miscellaneous	1,000	-	5,000
Expenditures capitalized	-	-	1,451,949
Amortization expense	-	1,950	-
Transfers to:	-	-	-
Reserve fund	-	-	231,088
Other governments	-	-	-
	<u>\$ 10,146</u>	<u>\$ 7,169</u>	<u>\$ 6,122,582</u>
<b>EXCESS REVENUE (EXPENDITURE)</b>	(5,968)	(1,032)	(205,964)
<b>SURPLUS (DEFICIT) BEGINNING OF YEAR</b>	5,968	5,968	205,964
<b>SURPLUS (DEFICIT) END OF YEAR</b>	<u>\$ -</u>	<u>\$ 4,936</u>	<u>\$ -</u>

# REGIONAL DISTRICT OF KOOTENAY BOUNDARY

## STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND

For the year ended December 31, 2019

(Unaudited)

Actual Regional Fire Protection East End 050	Budget Christina Lake Fire Protection 051	Actual Christina Lake Fire Protection 051	Budget Beaverdell Fire Service 053	Actual Beaverdell Fire Service 053
\$ 311,636	\$ 900	\$ 1,483	\$ -	\$ -
16,781	-	-	-	-
12,384	-	-	-	-
-	-	-	-	-
50,596	100	2,500	-	-
-	-	-	-	-
990,683	437,516	437,516	60,209	60,209
2,719,464	-	-	-	-
-	-	-	-	-
416,483	56,700	54,984	-	-
1,275,680	-	-	-	-
386,116	-	25,624	-	13,456
<u>\$ 6,179,823</u>	<u>\$ 495,216</u>	<u>\$ 522,107</u>	<u>\$ 60,209</u>	<u>\$ 73,665</u>
\$ 2,601,748	\$ 204,863	\$ 193,403	\$ 1,500	\$ 496
18,840	42,096	43,693	9,900	6,226
-	17,480	17,479	5,163	5,163
706,079	11,900	11,900	9,675	9,675
40,969	45,625	27,573	7,164	5,469
-	-	-	-	-
118,311	14,473	14,473	1,434	1,434
55,899	15,550	13,343	-	-
-	-	-	-	-
-	-	-	-	-
195,521	24,703	29,691	9,000	6,146
51,609	41,226	54,702	9,000	10,614
-	-	-	-	-
199,624	52,300	60,883	10,500	5,983
-	-	-	-	-
936	10,000	2,167	6,127	-
1,392,529	-	-	-	-
386,116	-	25,624	-	13,456
-	-	-	-	-
231,088	149,465	149,465	5,000	5,000
1,852	-	-	-	-
<u>\$ 6,001,121</u>	<u>\$ 629,681</u>	<u>\$ 644,396</u>	<u>\$ 74,463</u>	<u>\$ 69,662</u>
178,702	(134,465)	(122,289)	(14,254)	4,003
199,955	134,465	134,465	14,254	14,254
<u>\$ 378,657</u>	<u>\$ -</u>	<u>\$ 12,176</u>	<u>\$ -</u>	<u>\$ 18,257</u>

# REGIONAL DISTRICT OF KOOTENAY BOUNDARY

## STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND

For the year ended December 31, 2019

(Unaudited)

	Budget Big White Fire Service 054	Actual Big White Fire Service 054	Budget Midway/Beaverdell Emergency Resp. Area 'E' 055
<b>REVENUE</b>			
Grants in lieu of taxes	\$ -	\$ -	\$ -
Services provided to other governments	-	-	-
Sale of services	-	-	-
Proceeds from sale of assets	-	-	-
Other revenue	7,000	49,040	-
Transfers from:	-	-	-
Electoral area tax levy	1,130,330	1,130,330	-
Member municipalities	-	-	-
Other governments	-	-	-
Reserve fund	-	-	-
Capital fund	1,117,465	700,958	-
Equity account	-	103,460	-
	<u>\$ 2,254,795</u>	<u>\$ 1,983,788</u>	<u>\$ -</u>
<b>EXPENDITURE</b>			
Salaries and benefits	\$ 567,908	\$ 562,610	\$ -
Office and supplies	21,192	17,422	-
Debt charges - principal	-	-	-
Debt charges - interest	121,585	4,743	-
Insurance	4,567	4,567	-
Director remuneration and expense	-	-	-
Board fee (recovery of)	13,662	13,662	-
Utilities	52,300	46,795	-
Professional fees	-	-	-
Equipment rentals	-	-	-
Repairs and maintenance	118,907	112,993	-
Vehicle	79,832	96,053	-
Contracted services	2,500	-	-
Travel and training	47,550	29,551	-
Grants to other programs	-	-	-
Miscellaneous	11,891	1,023	-
Expenditures capitalized	1,137,465	705,258	-
Amortization expense	-	103,460	-
Transfers to:	-	-	-
Reserve fund	80,000	80,000	-
Other governments	94,567	82,145	-
	<u>\$ 2,353,926</u>	<u>\$ 1,860,282</u>	<u>\$ -</u>
<b>EXCESS REVENUE (EXPENDITURE)</b>	(99,131)	123,506	-
<b>SURPLUS (DEFICIT) BEGINNING OF YEAR</b>	99,131	99,014	-
<b>SURPLUS (DEFICIT) END OF YEAR</b>	<u>\$ -</u>	<u>\$ 222,520</u>	<u>\$ -</u>

# REGIONAL DISTRICT OF KOOTENAY BOUNDARY

## STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND

For the year ended December 31, 2019

(Unaudited)

Actual Midway/Beaverdell Emergency Resp. Area 'E' 055	Budget Greenwood Rural Fire Service 056	Actual Greenwood Rural Fire Service 056	Budget Grand Forks Rural Fire Protection 057	Actual Grand Forks Rural Fire Protection 057
\$ -	\$ -	\$ -	\$ -	\$ 1,019
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	23,434	23,434	457,052	457,052
-	-	-	-	-
-	-	-	398,000	123,000
-	-	-	490,000	-
-	-	-	-	77,683
<u>\$ -</u>	<u>\$ 23,434</u>	<u>\$ 23,434</u>	<u>\$ 1,345,052</u>	<u>\$ 658,754</u>
\$ -	\$ -	\$ -	\$ -	\$ -
-	-	-	-	-
-	-	-	-	-
-	-	-	14,292	14,292
-	-	-	-	-
-	1,434	1,434	14,392	14,392
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	22,000	22,000	297,000	289,651
-	-	-	-	-
-	-	-	10,000	-
-	-	-	940,000	186,668
-	-	-	-	77,683
-	-	-	-	-
-	-	-	130,000	130,000
-	-	-	-	-
<u>\$ -</u>	<u>\$ 23,434</u>	<u>\$ 23,434</u>	<u>\$ 1,405,684</u>	<u>\$ 712,686</u>
-	-	-	(60,632)	(53,932)
-	-	-	60,632	60,632
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 6,700</u>

# REGIONAL DISTRICT OF KOOTENAY BOUNDARY

## STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND

For the year ended December 31, 2019

(Unaudited)

	Budget Kettle Valley Rural Fire Protection 058	Actual Kettle Valley Rural Fire Protection 058	Budget Refuse Collection Big White 064
<b>REVENUE</b>			
Grants in lieu of taxes	\$ -	\$ -	\$ -
Services provided to other governments	-	-	-
Sale of services	-	-	-
Proceeds from sale of assets	-	-	-
Other revenue	-	-	-
Transfers from:	-	-	-
Electoral area tax levy	150,808	150,808	262,588
Member municipalities	-	-	-
Other governments	-	-	-
Reserve fund	-	-	-
Capital fund	8,919	290,000	-
Equity account	-	30,134	-
	<u>\$ 159,727</u>	<u>\$ 470,942</u>	<u>\$ 262,588</u>
<b>EXPENDITURE</b>			
Salaries and benefits	\$ -	\$ -	\$ 7,753
Office and supplies	-	-	-
Debt charges - principal	12,347	12,347	10,000
Debt charges - interest	14,801	16,061	471
Insurance	7,037	1,818	774
Director remuneration and expense	-	-	-
Board fee (recovery of)	5,202	5,202	5,556
Utilities	-	-	2,000
Professional fees	-	-	-
Equipment rentals	-	-	-
Repairs and maintenance	-	-	18,000
Vehicle	-	-	-
Contracted services	90,090	57,894	212,000
Travel and training	-	-	250
Grants to other programs	-	-	-
Miscellaneous	3,000	4,101	200
Expenditures capitalized	9,000	16,649	24,000
Amortization expense	-	30,134	-
Transfers to:	-	-	-
Reserve fund	48,108	48,108	-
Other governments	-	-	-
	<u>\$ 189,585</u>	<u>\$ 192,314</u>	<u>\$ 281,004</u>
<b>EXCESS REVENUE (EXPENDITURE)</b>	(29,858)	278,628	(18,416)
<b>SURPLUS (DEFICIT) BEGINNING OF YEAR</b>	29,858	(251,323)	18,416
<b>SURPLUS (DEFICIT) END OF YEAR</b>	<u>\$ -</u>	<u>\$ 27,305</u>	<u>\$ -</u>

**REGIONAL DISTRICT OF KOOTENAY BOUNDARY****STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND**

For the year ended December 31, 2019

*(Unaudited)*

<b>Actual Refuse Collection Big White 064</b>	<b>Budget Area 'E' Parks &amp; Trails 065</b>	<b>Actual Area 'E' Parks &amp; Trails 065</b>	<b>Budget Animal Control East End 070</b>	<b>Actual Animal Control East End 070</b>
\$ -	\$ -	\$ 2	\$ 155	\$ 275
-	-	-	-	-
-	-	-	1,785	648
-	-	-	-	-
-	-	-	-	-
262,588	81,231	81,231	22,258	22,258
-	-	-	66,773	66,773
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
<u>\$ 262,588</u>	<u>\$ 81,231</u>	<u>\$ 81,233</u>	<u>\$ 90,971</u>	<u>\$ 89,954</u>
\$ 7,085	\$ -	\$ -	\$ -	\$ -
-	-	-	306	231
10,000	-	-	-	-
395	-	-	-	-
774	-	-	638	638
-	-	-	-	-
5,556	1,434	1,434	4,323	4,323
1,650	-	-	-	-
-	-	-	-	-
18,029	-	-	-	-
-	-	-	-	-
209,138	29,800	24,800	89,244	89,577
-	-	-	-	-
-	-	-	816	-
-	-	-	-	-
-	-	-	-	-
-	50,000	50,000	-	-
-	-	-	-	-
<u>\$ 252,627</u>	<u>\$ 81,234</u>	<u>\$ 76,234</u>	<u>\$ 95,327</u>	<u>\$ 94,769</u>
9,961	(3)	4,999	(4,356)	(4,815)
18,416	3	3	4,356	4,356
<u>\$ 28,377</u>	<u>\$ -</u>	<u>\$ 5,002</u>	<u>\$ -</u>	<u>\$ (459)</u>

# REGIONAL DISTRICT OF KOOTENAY BOUNDARY

## STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND

For the year ended December 31, 2019

(Unaudited)

	Budget Animal Control Boundary 071	Actual Animal Control Boundary 071	Budget Security Services Big White 074
<b>REVENUE</b>			
Grants in lieu of taxes	\$ 104	\$ 617	\$ 104
Services provided to other governments	-	-	-
Sale of services	10,697	8,779	-
Proceeds from sale of assets	-	-	-
Other revenue	-	750	-
Transfers from:	-	-	-
Electoral area tax levy	87,096	87,303	185,112
Member municipalities	51,138	50,931	-
Other governments	-	-	-
Reserve fund	-	-	-
Capital fund	-	-	-
Equity account	-	5,804	-
	<u>\$ 149,035</u>	<u>\$ 154,184</u>	<u>\$ 185,216</u>
<b>EXPENDITURE</b>			
Salaries and benefits	\$ -	\$ -	\$ 2,500
Office and supplies	2,040	329	-
Debt charges - principal	23,737	23,739	-
Debt charges - interest	3,264	3,263	-
Insurance	1,527	2,864	-
Director remuneration and expense	-	-	-
Board fee (recovery of)	4,323	4,323	4,833
Utilities	-	-	-
Professional fees	-	-	-
Equipment rentals	-	-	-
Repairs and maintenance	5,765	5,991	-
Vehicle	-	-	-
Contracted services	103,200	111,446	188,524
Travel and training	-	-	-
Grants to other programs	-	-	-
Miscellaneous	-	-	9,000
Expenditures capitalized	-	-	-
Amortization expense	-	5,804	-
Transfers to:	-	-	-
Reserve fund	-	-	-
Other governments	-	-	-
	<u>\$ 143,856</u>	<u>\$ 157,759</u>	<u>\$ 204,857</u>
<b>EXCESS REVENUE (EXPENDITURE)</b>	5,179	(3,575)	(19,641)
<b>SURPLUS (DEFICIT) BEGINNING OF YEAR</b>	(5,179)	(5,179)	19,641
<b>SURPLUS (DEFICIT) END OF YEAR</b>	<u>\$ -</u>	<u>\$ (8,754)</u>	<u>\$ -</u>



**REGIONAL DISTRICT OF KOOTENAY BOUNDARY****STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND**

For the year ended December 31, 2019

*(Unaudited)*

<b>Actual Security Services Big White 074</b>	<b>Budget Big White Noise Control 075</b>	<b>Actual Big White Noise Control 075</b>	<b>Budget Area 'C' Economic Development 077</b>	<b>Actual Area 'C' Economic Development 077</b>
\$ -	\$ -	\$ -	\$ -	\$ 340
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
185,112	1,434	1,434	108,090	108,090
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
<u>\$ 185,112</u>	<u>\$ 1,434</u>	<u>\$ 1,434</u>	<u>\$ 108,090</u>	<u>\$ 108,430</u>
\$ 2,735	\$ -	\$ -	\$ -	\$ -
-	-	-	89,000	77,000
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
4,833	1,434	1,434	1,434	1,434
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
179,937	-	-	-	-
-	-	-	-	-
4,000	-	-	58,000	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
<u>\$ 191,505</u>	<u>\$ 1,434</u>	<u>\$ 1,434</u>	<u>\$ 148,434</u>	<u>\$ 78,434</u>
(6,393)	-	-	(40,344)	29,996
19,641	-	-	40,344	40,690
<u>\$ 13,248</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 70,686</u>

# REGIONAL DISTRICT OF KOOTENAY BOUNDARY

## STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND

For the year ended December 31, 2019

(Unaudited)

	Budget Area 'D' & Grand Forks Econ Dev 078	Actual Area 'D' & Grand Forks Econ Dev 078	Budget Area 'E' Economic Development 079
<b>REVENUE</b>			
Grants in lieu of taxes	\$ -	\$ 175	\$ -
Services provided to other governments	-	-	-
Sale of services	-	-	-
Proceeds from sale of assets	-	-	-
Other revenue	-	-	-
Transfers from:	-	-	-
Electoral area tax levy	21,036	25,685	31,434
Member municipalities	27,398	22,749	-
Other governments	-	-	-
Reserve fund	-	-	-
Capital fund	-	-	-
Equity account	-	-	-
	<u>\$ 48,434</u>	<u>\$ 48,609</u>	<u>\$ 31,434</u>
<b>EXPENDITURE</b>			
Salaries and benefits	\$ -	\$ -	\$ -
Office and supplies	-	-	-
Debt charges - principal	-	-	-
Debt charges - interest	-	-	-
Insurance	-	-	-
Director remuneration and expense	-	-	-
Board fee (recovery of)	1,434	1,434	1,434
Utilities	-	-	-
Professional fees	-	-	-
Equipment rentals	-	-	-
Repairs and maintenance	-	-	-
Vehicle	-	-	-
Contracted services	47,000	800	30,000
Travel and training	-	-	-
Grants to other programs	-	-	-
Miscellaneous	-	-	-
Expenditures capitalized	-	-	-
Amortization expense	-	-	-
Transfers to:	-	-	-
Reserve fund	-	-	-
Other governments	-	-	-
	<u>\$ 48,434</u>	<u>\$ 2,234</u>	<u>\$ 31,434</u>
<b>EXCESS REVENUE (EXPENDITURE)</b>	-	46,375	-
<b>SURPLUS (DEFICIT) BEGINNING OF YEAR</b>	-	-	-
<b>SURPLUS (DEFICIT) END OF YEAR</b>	<u>\$ -</u>	<u>\$ 46,375</u>	<u>\$ -</u>

**REGIONAL DISTRICT OF KOOTENAY BOUNDARY****STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND**

For the year ended December 31, 2019

*(Unaudited)*

<b>Actual Area 'E' Economic Development 079</b>	<b>Budget Mosquito Control Area'D' &amp; Grand Forks 080</b>	<b>Actual Mosquito Control Area'D' &amp; Grand Forks 080</b>	<b>Budget Mosquito Control Area 'C' 081</b>	<b>Actual Mosquito Control Area 'C' 081</b>
\$ 1	\$ -	\$ 217	\$ -	\$ 60
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
31,434	24,554	24,742	19,022	19,022
-	31,102	30,914	-	-
-	-	-	-	-
-	14,872	8,070	2,000	-
-	-	-	-	-
-	-	-	-	-
<u>\$ 31,435</u>	<u>\$ 70,528</u>	<u>\$ 63,943</u>	<u>\$ 21,022</u>	<u>\$ 19,082</u>
\$ -	\$ 8,060	\$ 7,811	\$ 1,395	\$ 1,352
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
1,434	3,278	3,278	2,046	2,046
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
25,350	59,500	53,370	21,000	14,900
-	-	-	-	-
-	200	-	250	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
<u>\$ 26,784</u>	<u>\$ 71,038</u>	<u>\$ 64,459</u>	<u>\$ 24,691</u>	<u>\$ 18,298</u>
4,651	(510)	(516)	(3,669)	784
-	510	509	3,669	3,670
<u>\$ 4,651</u>	<u>\$ -</u>	<u>\$ (7)</u>	<u>\$ -</u>	<u>\$ 4,454</u>

# REGIONAL DISTRICT OF KOOTENAY BOUNDARY

## STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND

For the year ended December 31, 2019

(Unaudited)

	Budget Noxious Weed Control Columbia Gardens 090	Actual Noxious Weed Control Columbia Gardens 090	Budget Christina Lake Milfoil Control 091
<b>REVENUE</b>			
Grants in lieu of taxes	\$ 25	\$ 38	\$ 75
Services provided to other governments	-	-	-
Sale of services	-	-	-
Proceeds from sale of assets	-	-	-
Other revenue	-	-	2,500
Transfers from:	-	-	-
Electoral area tax levy	22,215	22,215	293,375
Member municipalities	-	-	-
Other governments	3,000	3,000	-
Reserve fund	-	-	-
Capital fund	-	-	-
Equity account	-	-	-
	<u>\$ 25,240</u>	<u>\$ 25,253</u>	<u>\$ 295,950</u>
<b>EXPENDITURE</b>			
Salaries and benefits	\$ 1,085	\$ 1,052	\$ 244,376
Office and supplies	-	-	-
Debt charges - principal	-	-	-
Debt charges - interest	-	-	15,000
Insurance	-	-	-
Director remuneration and expense	-	-	-
Board fee (recovery of)	1,434	1,434	1,956
Utilities	-	-	-
Professional fees	-	-	-
Equipment rentals	-	-	9,087
Repairs and maintenance	-	-	25,000
Vehicle	-	-	5,715
Contracted services	23,500	23,339	-
Travel and training	-	-	3,000
Grants to other programs	-	-	-
Miscellaneous	-	-	100
Expenditures capitalized	-	-	-
Amortization expense	-	-	-
Transfers to:	-	-	-
Reserve fund	-	-	5,000
Other governments	-	-	-
	<u>\$ 26,019</u>	<u>\$ 25,825</u>	<u>\$ 309,234</u>
<b>EXCESS REVENUE (EXPENDITURE)</b>	(779)	(572)	(13,284)
<b>SURPLUS (DEFICIT) BEGINNING OF YEAR</b>	779	779	13,284
<b>SURPLUS (DEFICIT) END OF YEAR</b>	<u>\$ -</u>	<u>\$ 207</u>	<u>\$ -</u>

# REGIONAL DISTRICT OF KOOTENAY BOUNDARY

## STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND

For the year ended December 31, 2019

(Unaudited)

Actual Christina Lake Milfoil Control 091	Budget Noxious Weed Control Area 'D' & 'E' 092	Actual Noxious Weed Control Area 'D' & 'E' 092	Budget Big White Street Lighting 101	Actual Big White Street Lighting 101
\$ 923	\$ 20	\$ 45	\$ -	\$ -
-	70,000	70,000	-	-
-	26,500	26,500	-	-
-	-	-	-	-
3,409	50	4,000	-	-
-	-	-	-	-
293,375	78,070	78,070	26,444	26,444
-	-	-	-	-
-	53,000	57,517	-	-
-	2,000	-	-	-
-	-	-	-	-
10,143	-	247	-	1,508
<u>\$ 307,850</u>	<u>\$ 229,640</u>	<u>\$ 236,379</u>	<u>\$ 26,444</u>	<u>\$ 27,952</u>
\$ 228,037	\$ 6,200	\$ 6,008	\$ -	\$ -
-	-	-	-	-
-	-	-	-	-
15,000	-	-	-	-
-	-	-	-	-
-	-	-	-	-
1,956	1,434	1,434	1,434	1,434
-	-	-	20,000	13,994
-	-	-	-	-
6,999	-	-	-	-
18,115	-	-	-	-
2,581	-	-	-	-
-	243,668	214,413	-	-
1,575	-	-	-	-
-	-	-	-	-
90	-	-	-	-
-	-	-	-	1,249
10,143	-	247	-	1,508
-	-	-	-	-
5,000	-	-	10,940	10,940
-	-	-	-	-
<u>\$ 289,496</u>	<u>\$ 251,302</u>	<u>\$ 222,102</u>	<u>\$ 32,374</u>	<u>\$ 29,125</u>
18,354	(21,662)	14,277	(5,930)	(1,173)
13,284	21,662	21,662	5,930	5,930
<u>\$ 31,638</u>	<u>\$ -</u>	<u>\$ 35,939</u>	<u>\$ -</u>	<u>\$ 4,757</u>

# REGIONAL DISTRICT OF KOOTENAY BOUNDARY

## STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND

For the year ended December 31, 2019

(Unaudited)

	Budget Beaverdell Street Lighting 103	Actual Beaverdell Street Lighting 103	Budget House Numbering Area 'A' & 'C' 120
<b>REVENUE</b>			
Grants in lieu of taxes	\$ -	\$ -	\$ -
Services provided to other governments	-	-	-
Sale of services	-	-	-
Proceeds from sale of assets	-	-	-
Other revenue	-	-	-
Transfers from:	-	-	-
Electoral area tax levy	2,853	2,853	5,973
Member municipalities	-	-	-
Other governments	-	-	-
Reserve fund	-	-	-
Capital fund	-	-	-
Equity account	-	-	-
	<u>\$ 2,853</u>	<u>\$ 2,853</u>	<u>\$ 5,973</u>
<b>EXPENDITURE</b>			
Salaries and benefits	\$ -	\$ -	\$ -
Office and supplies	-	-	-
Debt charges - principal	-	-	-
Debt charges - interest	-	-	-
Insurance	-	-	-
Director remuneration and expense	-	-	-
Board fee (recovery of)	-	-	-
Utilities	1,800	1,490	-
Professional fees	-	-	4,500
Equipment rentals	-	-	-
Repairs and maintenance	-	-	-
Vehicle	-	-	-
Contracted services	-	-	-
Travel and training	-	-	-
Grants to other programs	-	-	-
Miscellaneous	-	-	1,500
Expenditures capitalized	-	-	-
Amortization expense	-	-	-
Transfers to:	-	-	-
Reserve fund	1,551	1,551	-
Other governments	-	-	-
	<u>\$ 3,351</u>	<u>\$ 3,041</u>	<u>\$ 6,000</u>
<b>EXCESS REVENUE (EXPENDITURE)</b>	(498)	(188)	(27)
<b>SURPLUS (DEFICIT) BEGINNING OF YEAR</b>	498	498	27
<b>SURPLUS (DEFICIT) END OF YEAR</b>	<u>\$ -</u>	<u>\$ 310</u>	<u>\$ -</u>

# REGIONAL DISTRICT OF KOOTENAY BOUNDARY

## STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND

For the year ended December 31, 2019

(Unaudited)

Actual House Numbering Area 'A' & 'C' 120	Budget House Numbering Area 'D' 121	Actual House Numbering Area 'D' 121	Budget House Numbering Area 'B' 122	Actual House Numbering Area 'B' 122
\$ 13	\$ -	\$ 6	\$ -	\$ 5
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
5,973	2,993	2,993	2,992	2,992
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
<u>\$ 5,986</u>	<u>\$ 2,993</u>	<u>\$ 2,999</u>	<u>\$ 2,992</u>	<u>\$ 2,997</u>
\$ -	\$ -	\$ -	\$ -	\$ -
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
4,500	2,250	2,250	2,250	2,250
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
1,500	750	750	750	750
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
<u>\$ 6,000</u>	<u>\$ 3,000</u>	<u>\$ 3,000</u>	<u>\$ 3,000</u>	<u>\$ 3,000</u>
(14)	(7)	(1)	(8)	(3)
27	7	7	8	8
<u>\$ 13</u>	<u>\$ -</u>	<u>\$ 6</u>	<u>\$ -</u>	<u>\$ 5</u>

# REGIONAL DISTRICT OF KOOTENAY BOUNDARY

## STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND

For the year ended December 31, 2019

(Unaudited)

	Budget House Numbering Area 'E' 123	Actual House Numbering Area 'E' 123	Budget Grand Forks & Areas 'C' & 'D' Library 140
<b>REVENUE</b>			
Grants in lieu of taxes	\$ -	\$ -	\$ 1,000
Services provided to other governments	-	-	-
Sale of services	-	-	-
Proceeds from sale of assets	-	-	-
Other revenue	-	-	-
Transfers from:	-	-	-
Electoral area tax levy	2,999	2,999	264,492
Member municipalities	-	-	139,693
Other governments	-	-	-
Reserve fund	-	-	-
Capital fund	-	-	-
Equity account	-	-	-
	<u>\$ 2,999</u>	<u>\$ 2,999</u>	<u>\$ 405,185</u>
<b>EXPENDITURE</b>			
Salaries and benefits	\$ -	\$ -	\$ -
Office and supplies	-	-	-
Debt charges - principal	-	-	-
Debt charges - interest	-	-	-
Insurance	-	-	-
Director remuneration and expense	-	-	-
Board fee (recovery of)	-	-	3,943
Utilities	-	-	-
Professional fees	2,250	2,250	-
Equipment rentals	-	-	-
Repairs and maintenance	-	-	-
Vehicle	-	-	-
Contracted services	-	-	-
Travel and training	-	-	-
Grants to other programs	-	-	402,180
Miscellaneous	750	750	-
Expenditures capitalized	-	-	-
Amortization expense	-	-	-
Transfers to:	-	-	-
Reserve fund	-	-	-
Other governments	-	-	-
	<u>\$ 3,000</u>	<u>\$ 3,000</u>	<u>\$ 406,123</u>
<b>EXCESS REVENUE (EXPENDITURE)</b>	(1)	(1)	(938)
<b>SURPLUS (DEFICIT) BEGINNING OF YEAR</b>	1	1	938
<b>SURPLUS (DEFICIT) END OF YEAR</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>



# REGIONAL DISTRICT OF KOOTENAY BOUNDARY

## STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND

For the year ended December 31, 2019

(Unaudited)

Actual Grand Forks & Areas 'C' & 'D' Library 140	Budget Greenwood & Specified Area 'E' 141	Actual Greenwood & Specified Area 'E' 141	Budget Greenwood & Area 'E' Cemeteries 145	Actual Greenwood & Area 'E' Cemeteries 145
\$ 1,464	\$ -	\$ -	\$ -	\$ 63
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
265,141	3,500	3,500	18,064	18,049
139,044	-	-	2,368	2,384
-	-	-	-	-
-	-	-	24,000	9,963
-	-	-	-	-
-	-	-	-	-
<u>\$ 405,649</u>	<u>\$ 3,500</u>	<u>\$ 3,500</u>	<u>\$ 44,432</u>	<u>\$ 30,459</u>
\$ -	\$ -	\$ -	\$ -	\$ -
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
3,943	-	-	1,434	1,434
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	43,000	29,027
402,180	3,500	3,500	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
<u>\$ 406,123</u>	<u>\$ 3,500</u>	<u>\$ 3,500</u>	<u>\$ 44,434</u>	<u>\$ 30,461</u>
(474)	-	-	(2)	(2)
938	-	-	2	2
<u>\$ 464</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

# REGIONAL DISTRICT OF KOOTENAY BOUNDARY

## STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND

For the year ended December 31, 2019

(Unaudited)

	Budget Boundary Integrated Watershed 150	Actual Boundary Integrated Watershed 150	Budget Boundary Integrated Watershed 170
<b>REVENUE</b>			
Grants in lieu of taxes	\$ 1,000	\$ 1,360	\$ -
Services provided to other governments	-	-	-
Sale of services	-	-	-
Proceeds from sale of assets	-	-	-
Other revenue	-	-	-
Transfers from:	-	-	-
Electoral area tax levy	115,880	115,805	106,432
Member municipalities	317,814	317,889	34,403
Other governments	-	-	-
Reserve fund	-	-	-
Capital fund	-	-	-
Equity account	-	-	-
	<u>\$ 434,694</u>	<u>\$ 435,054</u>	<u>\$ 140,835</u>
<b>EXPENDITURE</b>			
Salaries and benefits	\$ -	\$ -	\$ 89,101
Office and supplies	-	-	7,300
Debt charges - principal	-	-	-
Debt charges - interest	-	-	-
Insurance	-	-	-
Director remuneration and expense	-	-	-
Board fee (recovery of)	5,088	5,088	1,434
Utilities	-	-	-
Professional fees	-	-	-
Equipment rentals	-	-	-
Repairs and maintenance	-	-	11,000
Vehicle	-	-	6,000
Contracted services	-	-	20,000
Travel and training	-	-	3,000
Grants to other programs	-	-	-
Miscellaneous	-	-	3,000
Expenditures capitalized	-	-	-
Amortization expense	-	-	-
Transfers to:	-	-	-
Reserve fund	-	-	-
Other governments	532,309	532,309	-
	<u>\$ 537,397</u>	<u>\$ 537,397</u>	<u>\$ 140,835</u>
<b>EXCESS REVENUE (EXPENDITURE)</b>	(102,703)	(102,343)	-
Provision for landfill closure and post-closure			
<b>SURPLUS (DEFICIT) BEGINNING OF YEAR</b>	102,703	102,703	-
<b>SURPLUS (DEFICIT) END OF YEAR</b>	<u>\$ -</u>	<u>\$ 360</u>	<u>\$ -</u>

# REGIONAL DISTRICT OF KOOTENAY BOUNDARY

## STATEMENT OF FINANCIAL ACTIVITIES: GENERAL FUND

For the year ended December 31, 2019

(Unaudited)

Actual Boundary Integrated Watershed 170	Budget 2019 Total	Actual 2019 Total	Actual 2018 Total
\$ 436	\$ 2,065,679	\$ 1,845,356	\$ 2,075,479
-	335,714	484,426	654,843
-	3,602,977	4,068,393	4,627,031
-	-	-	-
-	1,417,789	1,471,707	2,649,012
-	-	-	-
106,399	10,721,066	10,728,371	9,848,209
34,437	7,206,004	7,198,699	6,862,347
-	475,162	1,771,573	3,135,688
-	1,963,727	907,320	1,071,211
-	3,660,064	2,515,055	165,904
-	-	1,718,781	1,686,022
\$ 141,272	\$ 31,448,182	\$ 32,709,681	\$ 32,775,746
\$ 65,191	\$ 11,034,770	\$ 10,931,951	\$ 10,483,436
2,113	610,301	485,084	553,015
-	354,378	330,451	355,525
-	1,157,758	929,900	643,486
-	296,864	266,612	258,359
-	571,186	544,131	460,891
1,434	(149,112)	(149,111)	(146,436)
-	744,492	623,129	717,720
-	562,487	434,861	252,823
-	62,138	43,761	50,461
2,723	1,975,521	1,585,791	1,721,149
1,000	332,052	348,308	323,773
10,480	4,272,950	5,055,772	6,318,314
1,426	600,697	460,551	444,339
-	2,098,380	1,881,394	2,038,385
1,080	356,678	172,413	398,244
-	5,686,271	3,381,325	2,274,188
-	-	1,718,781	1,686,022
-	-	-	-
-	1,143,910	1,113,712	2,572,989
-	1,044,528	1,033,958	1,075,254
\$ 85,447	\$ 32,756,249	\$ 31,192,774	\$ 32,481,937
55,825	(1,308,067)	1,516,907	293,809
-	(244,296)	(235,950)	(128,672)
-	1,552,363	1,256,838	1,091,701
\$ 55,825	\$ -	\$ 2,537,795	\$ 1,256,838

**REGIONAL DISTRICT OF KOOTENAY BOUNDARY****STATEMENT OF FINANCIAL ACTIVITIES: WATER FUND**

For the year ended December 31, 2019

(Unaudited)

	Budget Beaver Valley Water Supply 500	Actual Beaver Valley Water Supply 500	Budget Christina Lake Waterworks 550
<b>REVENUE</b>			
Grants in lieu of taxes	\$ 463	\$ 453	\$ -
Sale of services	339,354	343,157	165,000
Proceeds from sale of assets	-	-	-
Other revenue	500	94,426	8,000
Transfers from:	-	-	-
Electoral area tax levy	137,250	137,700	204,400
Other governments	342,000	342,000	37,942
Reserve fund	-	-	14,033
Capital fund	-	-	-
Equity account	-	236,838	-
	<u>\$ 819,567</u>	<u>\$ 1,154,574</u>	<u>\$ 429,375</u>
<b>EXPENDITURE</b>			
Salaries and benefits	\$ 59,838	\$ 12,507	\$ 90,424
Debt charges - principal	83,417	83,416	63,655
Debt charges - interest	21,600	13,315	20,433
Insurance	11,276	11,276	3,721
Board fee	25,913	25,913	7,923
Utilities	3,078	2,982	23,500
Professional fees	-	-	25,000
Repairs and maintenance	333,877	392,031	31,100
Vehicle	2,203	2,203	4,068
Contracted services	21,420	31,840	-
Travel and training	-	-	5,000
Miscellaneous	44,984	1,780	-
Expenditures capitalized	198,000	58,988	116,975
Amortization expense	-	236,838	-
Transfers to:	-	-	-
Reserve fund	72,662	105,950	39,523
	<u>\$ 878,268</u>	<u>\$ 979,039</u>	<u>\$ 431,322</u>
<b>EXCESS REVENUE (EXPENDITURE)</b>	(58,701)	175,535	(1,947)
<b>SURPLUS (DEFICIT) BEGINNING OF YEAR</b>	58,701	58,701	1,947
<b>SURPLUS (DEFICIT) END OF YEAR</b>	<u>\$ -</u>	<u>\$ 234,236</u>	<u>\$ -</u>

**REGIONAL DISTRICT OF KOOTENAY BOUNDARY****STATEMENT OF FINANCIAL ACTIVITIES: WATER FUND**

For the year ended December 31, 2019

*(Unaudited)*

<b>Actual Christina Lake Waterworks 550</b>	<b>Budget Columbia Gardens Water Supply 600</b>	<b>Actual Columbia Gardens Water Supply 600</b>	<b>Budget Rivervale Water Supply 650</b>	<b>Actual Rivervale Water Supply 650</b>
\$ -	\$ -	\$ -	\$ -	\$ -
159,576	4,920	4,922	172,162	172,589
-	-	-	-	-
2,753	32,500	10,000	-	-
-	-	-	-	-
204,760	19,752	19,752	-	-
(28,158)	50	-	11,100	10,724
-	12,298	1,751	-	-
-	-	-	-	-
103,450	-	52,754	-	16,510
<u>\$ 442,381</u>	<u>\$ 69,520</u>	<u>\$ 89,179</u>	<u>\$ 183,262</u>	<u>\$ 199,823</u>
\$ 89,752	\$ -	\$ -	\$ 106,806	\$ 46,167
63,655	-	-	-	-
20,432	-	-	7,431	7,431
3,721	8,501	8,501	826	826
7,923	2,222	2,222	7,920	7,920
23,270	7,650	7,674	3,457	2,384
22,014	29,000	-	13,600	10,824
35,233	7,140	4,969	22,850	47,165
2,564	-	-	8,480	6,617
-	13,012	6,166	-	-
4,455	-	-	-	-
-	-	-	7,100	6,851
65,748	-	-	-	-
103,450	-	52,754	-	16,510
-	-	-	-	-
1,789	-	-	29,644	29,644
<u>\$ 444,006</u>	<u>\$ 67,525</u>	<u>\$ 82,286</u>	<u>\$ 208,114</u>	<u>\$ 182,339</u>
(1,625)	1,995	6,893	(24,852)	17,484
1,547	(1,995)	(1,995)	24,852	24,852
<u>\$ (78)</u>	<u>\$ -</u>	<u>\$ 4,898</u>	<u>\$ -</u>	<u>\$ 42,336</u>

**REGIONAL DISTRICT OF KOOTENAY BOUNDARY****STATEMENT OF FINANCIAL ACTIVITIES: WATER FUND**

For the year ended December 31, 2019

(Unaudited)

	Budget 2019 Water Supply Utility Total	Actual 2019 Water Supply Utility Total	Actual 2018 Water Supply Utility Total
<b>REVENUE</b>			
Grants in lieu of taxes	\$ 463	\$ 453	\$ 471
Sale of services	681,436	680,244	682,446
Proceeds from sale of assets	-	-	-
Other revenue	41,000	107,179	217,284
Transfers from:	-	-	-
Electoral area tax levy	361,402	362,212	355,730
Other governments	391,092	324,566	755,081
Reserve fund	26,331	1,751	102,414
Capital fund	-	-	-
Equity account	-	409,552	418,747
	<u>\$ 1,501,724</u>	<u>\$ 1,885,957</u>	<u>\$ 2,532,173</u>
<b>EXPENDITURE</b>			
Salaries and benefits	\$ 257,068	\$ 148,426	\$ 251,767
Debt charges - principal	147,072	147,071	184,145
Debt charges - interest	49,464	41,178	78,174
Insurance	24,324	24,324	21,099
Board fee	43,978	43,978	43,183
Utilities	37,685	36,310	37,554
Professional fees	67,600	32,838	15,976
Repairs and maintenance	394,967	479,398	388,843
Vehicle	14,751	11,384	13,385
Contracted services	34,432	38,006	33,545
Travel and training	5,000	4,455	1,532
Miscellaneous	52,084	8,631	20,379
Expenditures capitalized	314,975	124,736	923,557
Amortization expense	-	409,552	418,747
Transfers to:	-	-	-
Reserve fund	141,829	137,383	105,981
	<u>\$ 1,585,229</u>	<u>\$ 1,687,670</u>	<u>\$ 2,537,867</u>
<b>EXCESS REVENUE (EXPENDITURE)</b>	(83,505)	198,287	(5,694)
<b>SURPLUS (DEFICIT) BEGINNING OF YEAR</b>	83,505	83,105	88,796
<b>SURPLUS (DEFICIT) END OF YEAR</b>	<u>\$ -</u>	<u>\$ 281,392</u>	<u>\$ 83,102</u>

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**REGIONAL DISTRICT OF KOOTENAY BOUNDARY****STATEMENT OF FINANCIAL ACTIVITIES: SEWER FUND**

For the year ended December 31, 2019

*(Unaudited)*

	Budget East End Regionalized Sewer Utility 700	Actual East End Regionalized Sewer Utility 700	Budget Mill Road Sewer Collection 710
<b>REVENUE</b>			
Grants in lieu of taxes	\$ 4,000	\$ 6,300	\$ -
Sale of services	-	-	(1)
Proceeds from sale of assets	-	-	-
Other revenue	45,437	31,949	-
Transfers from:	-	-	-
Electoral area tax levy	-	-	-
Member municipalities	1,624,011	1,624,011	-
Other governments	160,955	160,943	-
Reserve fund	283,000	86,880	-
Capital fund	-	-	-
Equity account	-	482,926	-
	<b>\$ 2,117,403</b>	<b>\$ 2,393,009</b>	<b>\$ (1)</b>
<b>EXPENDITURE</b>			
Salaries and benefits	\$ 460,420	\$ 409,818	\$ -
Office and supplies	28,437	33,527	-
Debt charges - principal	184,854	184,853	-
Debt charges - interest	187,200	187,200	-
Insurance	22,049	22,049	-
Board fee	47,141	47,141	-
Utilities	165,520	126,604	-
Professional fees	163,884	78,724	-
Repairs and maintenance	497,749	369,358	-
Vehicle	29,478	30,058	-
Travel and training	18,500	12,376	-
Miscellaneous	5,000	-	-
Expenditures capitalized	530,577	325,396	-
Amortization expense	-	482,926	-
Transfers to:	-	-	-
Reserve fund	7,000	7,000	-
	<b>\$ 2,347,809</b>	<b>\$ 2,317,030</b>	<b>\$ -</b>
<b>EXCESS REVENUE (EXPENDITURE)</b>	(230,406)	75,979	(1)
<b>SURPLUS (DEFICIT) BEGINNING OF YEAR</b>	230,406	230,065	1
<b>SURPLUS (DEFICIT) END OF YEAR</b>	<b>\$ -</b>	<b>\$ 306,044</b>	<b>\$ -</b>



**REGIONAL DISTRICT OF KOOTENAY BOUNDARY****STATEMENT OF FINANCIAL ACTIVITIES: SEWER FUND**

For the year ended December 31, 2019

*(Unaudited)*

Actual Mill Road Sewer Collection 710	Budget Oasis Rivervale Sewer 800	Actual Oasis Rivervale Sewer 800
\$ -	\$ -	\$ -
-	30,510	30,104
-	-	-
-	-	-
-	30,534	30,534
-	-	-
-	-	-
-	-	-
-	-	52,664
<u>\$ -</u>	<u>\$ 61,044</u>	<u>\$ 113,302</u>
\$ -	\$ 9,104	\$ 9,104
-	-	-
-	-	-
-	1,635	1,635
-	5,273	5,273
-	5,988	5,635
-	-	-
-	40,237	29,044
-	-	-
-	2,500	2,282
-	-	-
-	-	52,664
-	-	-
-	1,281	1,281
<u>\$ -</u>	<u>\$ 66,018</u>	<u>\$ 106,918</u>
-	(4,974)	6,384
1	4,974	4,974
<u>\$ 1</u>	<u>\$ -</u>	<u>\$ 11,358</u>

# REGIONAL DISTRICT OF KOOTENAY BOUNDARY

## STATEMENT OF FINANCIAL ACTIVITIES: SEWER FUND

For the year ended December 31, 2019

(Unaudited)

	Budget Total Sewer Utility	Actual 2019 Total Sewer Utility	Actual 2018 Total Sewer Utility
<b>REVENUE</b>			
Grants in lieu of taxes	\$ 4,000	\$ 6,300	\$ 6,461
Sale of services	30,509	30,104	29,827
Proceeds from sale of assets	-	-	-
Other revenue	45,437	31,949	132,511
Transfers from:			
Electoral area tax levy	30,534	30,534	30,534
Member municipalities	1,624,011	1,624,011	1,584,427
Other governments	160,955	160,943	896,292
Reserve fund	283,000	86,880	281,336
Capital fund	-	-	-
Equity account	-	535,590	659,995
	<u>\$ 2,178,446</u>	<u>\$ 2,506,311</u>	<u>\$ 3,621,383</u>
<b>EXPENDITURE</b>			
Salaries and benefits	\$ 469,524	\$ 418,922	\$ 381,594
Office and supplies	28,437	33,527	36,882
Debt charges - principal	184,854	184,853	184,853
Debt charges - interest	187,200	187,200	187,200
Insurance	23,684	23,684	19,803
Board fee	52,414	52,414	51,472
Utilities	171,508	132,239	143,370
Professional fees	163,884	78,724	21,422
Repairs and maintenance	537,986	398,402	472,879
Vehicle	29,478	30,058	39,770
Travel and training	18,500	12,376	7,213
Miscellaneous	7,500	2,282	2,282
Expenditures capitalized	530,577	325,396	1,507,243
Amortization expense	-	535,590	659,995
Transfers to:			
Reserve fund	8,281	8,281	233,815
	<u>\$ 2,413,827</u>	<u>\$ 2,423,948</u>	<u>\$ 3,970,608</u>
<b>EXCESS REVENUE (EXPENDITURE)</b>	(235,381)	82,363	(349,225)
<b>SURPLUS (DEFICIT) BEGINNING OF YEAR</b>	235,381	235,038	563,446
<b>SURPLUS (DEFICIT) END OF YEAR</b>	<u>\$ -</u>	<u>\$ 317,401</u>	<u>\$ 214,221</u>

DRAFT

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# REGIONAL DISTRICT OF KOOTENAY BOUNDARY

## STATEMENT OF FINANCIAL ACTIVITIES: TRANSIT FUND

For the year ended December 31, 2019

(Unaudited)

	Budget East End Transit 900	Actual East End Transit 900	Budget Boundary Transit 950
<b>REVENUE</b>			
Grants in lieu of taxes	\$ 2,800	\$ 3,566	\$ 100
Sale of services	407,801	459,053	10,140
Proceeds from sale of assets	-	-	-
Other revenue	-	-	23,221
Transfers from:	-	-	-
Electoral area tax levy	303,841	303,645	23,643
Member municipalities	833,320	833,516	26,318
Other governments	-	-	-
Reserve fund	-	-	-
Capital fund	-	-	-
Equity account	-	-	-
	<u>\$ 1,547,762</u>	<u>\$ 1,599,780</u>	<u>\$ 83,422</u>
<b>EXPENDITURE</b>			
Board fee	51,183	51,183	1,536
Utilities	1,346	1,308	-
Contracted services	1,540,184	1,497,320	84,807
Miscellaneous	21,017	542	-
Expenditures capitalized	-	-	-
Amortization expense	-	-	-
Transfers to:	-	-	-
Reserve fund	-	-	-
Other governments	-	-	-
	<u>\$ 1,613,730</u>	<u>\$ 1,550,353</u>	<u>\$ 86,343</u>
<b>EXCESS REVENUE (EXPENDITURE)</b>	(65,968)	49,427	(2,921)
<b>SURPLUS (DEFICIT) BEGINNING OF YEAR</b>	65,968	65,968	2,921
<b>SURPLUS (DEFICIT) END OF YEAR</b>	<u>\$ -</u>	<u>\$ 115,395</u>	<u>\$ -</u>

# REGIONAL DISTRICT OF KOOTENAY BOUNDARY

## STATEMENT OF FINANCIAL ACTIVITIES: TRANSIT FUND

For the year ended December 31, 2019

(Unaudited)

Actual Boundary Transit 950	Budget Total Transit Services	Actual 2019 Total Transit Services	Actual 2018 Total Transit Services
\$ 234	\$ 2,900	\$ 3,800	\$ 4,366
11,673	417,941	470,726	455,837
-	-	-	-
23,221	23,221	23,221	22,945
-	-	-	-
23,783	327,484	327,428	332,293
26,179	859,638	859,695	876,171
-	-	-	-
-	-	-	-
-	-	-	-
<u>\$ 85,090</u>	<u>\$ 1,631,184</u>	<u>\$ 1,684,870</u>	<u>\$ 1,691,612</u>
1,536	52,719	52,719	51,781
-	1,346	1,308	1,216
79,989	1,624,991	1,577,309	1,589,538
-	21,017	542	11,488
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
<u>\$ 81,525</u>	<u>\$ 1,700,073</u>	<u>\$ 1,631,878</u>	<u>\$ 1,654,023</u>
3,565	(68,889)	52,992	37,589
2,921	68,889	68,889	31,300
<u>\$ 6,486</u>	<u>\$ -</u>	<u>\$ 121,881</u>	<u>\$ 68,889</u>



## STAFF REPORT

**Date:** 20 Aug 2020 **File**  
**To:** **Chair Langman and Board of Directors**  
**From:** Mark Andison, Chief Administrative Officer  
**Re:** Agreement in Principle to Lease RDKB Property to Trails to the Boundary Society

### Issue Introduction

A staff report from Mark Andison, CAO providing background information regarding a proposal for the Board of Directors to provide approval in principle to lease land owned by the RDKB to the Trails to the Boundary Society.

### History/Background Factors

Attached to this staff report is correspondence from the President of the Trails to the Boundary Society requesting agreement in principle from the RDKB to lease a property in Kettle Valley owned by the Regional District for the purpose of restoring a heritage building on the property, providing amenities to travellers on the rail trail and supporting local food security through the establishment of a community garden and as a possible future site for Food Share. Also attached is a draft motion prepared by Director Gee to provide the requested agreement in principle, along with some supporting information.

The property was originally acquired by the RDKB in 1988 through a subdivision of a School District property for the purpose of recreation use. The RDKB's "Recreation Commission #2" requested that the Regional District purchase the property from the School District. There has been very little formal recreational use of the property since that time. Currently, the property contains an old school house / community hall building and an old, unused skating ring (photo attached).

### **Implications**

If the Board of Directors provides approval in principle to lease the property to the society, it will provide the society with some indication that it can begin looking into possible uses of the property, and grants to support those uses, more seriously. Ultimately, a lease would be drafted for the Board's consideration.

The property is 0.521 acres in area and has not been actively used for many years. There are no RDKB land use regulations that apply to the property, but it is located within the Agricultural Land Reserve, so the society would have to seek the ALC's approval of any proposed non-farm uses of the site.

Staff see this an opportunity to support a local non-profit groups's plans to provide additional services to the community on lands that otherwise have been very much under-utilized over the past many years.

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

By supporting a local non-profit groups's plans to provide additional services to the community, the leasing of the old schoolhouse property at Kettle Valley will support the Board's strategic objective to provide exceptional cost effective and efficient services.

### **Background Information Provided**

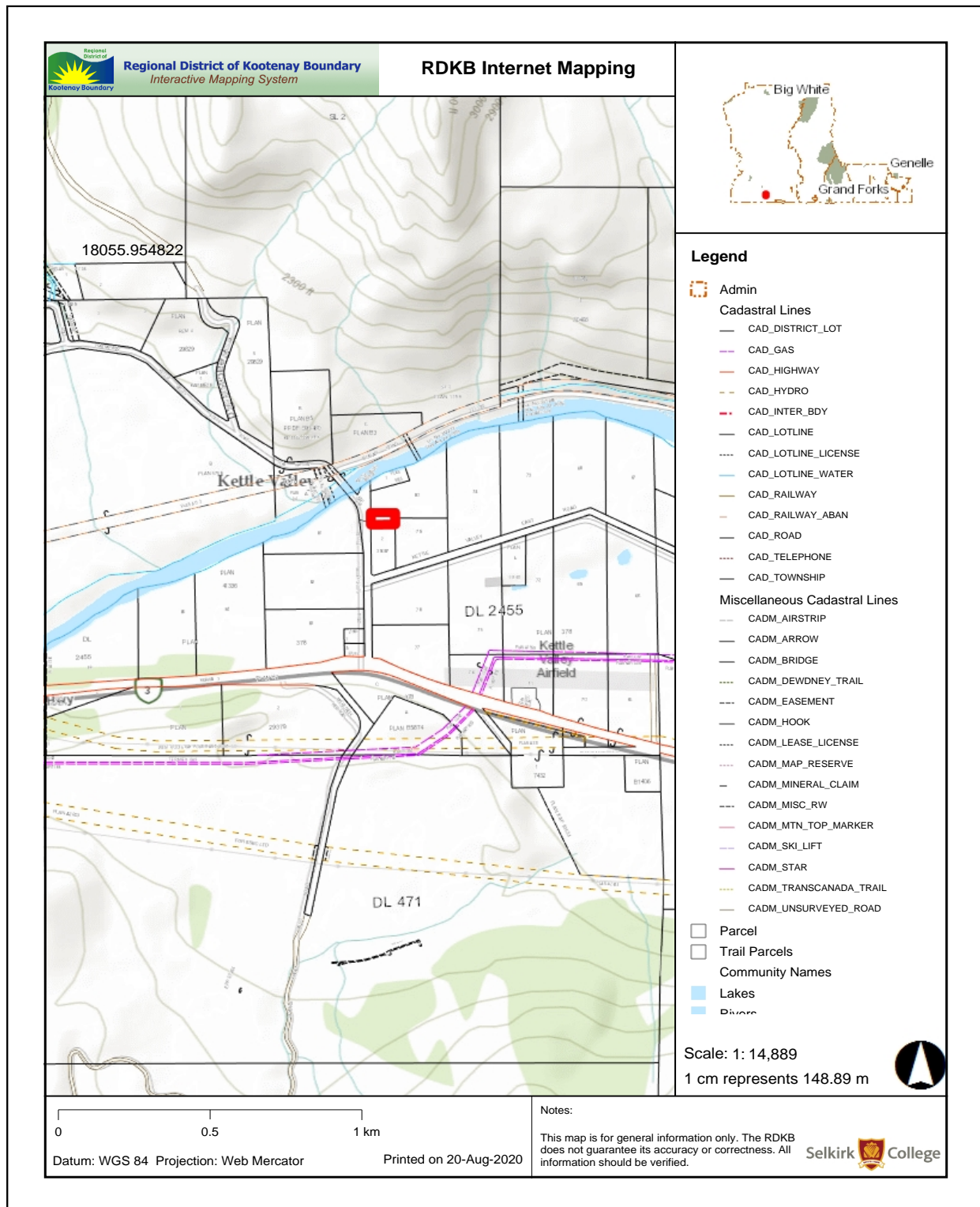
1. Draft motion provided by Director Gee, and supporting information
2. Letter of request from Trails to the Boundary Society

### **Alternatives**

1. That the Board of Directors approve, in principle, the long term lease of 3675 Kettle Valley South Road (also known as "The Little Red Schoolhouse") to Trails to the Boundary Society for \$1 per year, pending negotiation of terms of a contract.
2. That the Board of Directors provide alternative direction.

### **Recommendation(s)**

That the Board of Directors approve, in principle, the long term lease of 3675 Kettle Valley South Road (also known as "The Little Red Schoolhouse") to Trails to the Boundary Society for \$1 per year, pending negotiation of terms of a contract.







August 27, 2020 Board Meeting

Motion from Director Gee

Motion: That the Board approve, in principle, the long term lease of 3675 Kettle Valley South Road (also known as "The Little Red Schoolhouse") to Trails to the Boundary Society for \$1 per year, pending negotiation of terms of a contract.

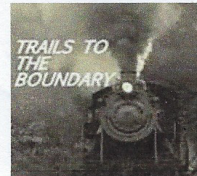
Trails to the Boundary Society wants to develop this parcel for public use for the following purposes:

- Restoration of the historic schoolhouse
- Public washrooms & rest area for travellers on rail trail
- Development of a heritage community garden
- Potential location for Food Share services

They are applying for a number of grants that would assist in developing the property and the schoolhouse for public use. A letter from the RDKB indicating a willingness to negotiate lease of the property is necessary in order to apply for the grants.

Attachments:

- Letter from Trails to the Boundary Society
- Photo of the property
- Owner Report



Trails to the Boundary Society  
3990 Highway 3  
Rock Creek, BC V0H1Y0

August 17, 2020

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

To Whom It May Concern:

We would like to negotiate the long term lease of the Little Red Schoolhouse property in Kettle Valley from the Regional District. We are interested in developing the property for a variety of public uses to meet multiple needs in the community.

This would include restoration of a much loved heritage building, creating amenities for travellers on the rail trail and supporting local food security with a community garden and possible future site for Food Share.

We are pursuing a number of grants that would assist us in developing the property. We need something from the Regional District to indicate a willingness, in principle, to negotiate a lease. We recognize that there are many issues to be laid out and that this won't happen immediately.

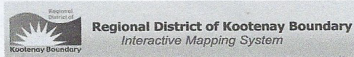
We are working with multiple non profits in the West Boundary, and we feel we have community support for our plans.

Thank you,

A handwritten signature in black ink, appearing to read "Patricia Henley". The signature is written in a cursive, flowing style.

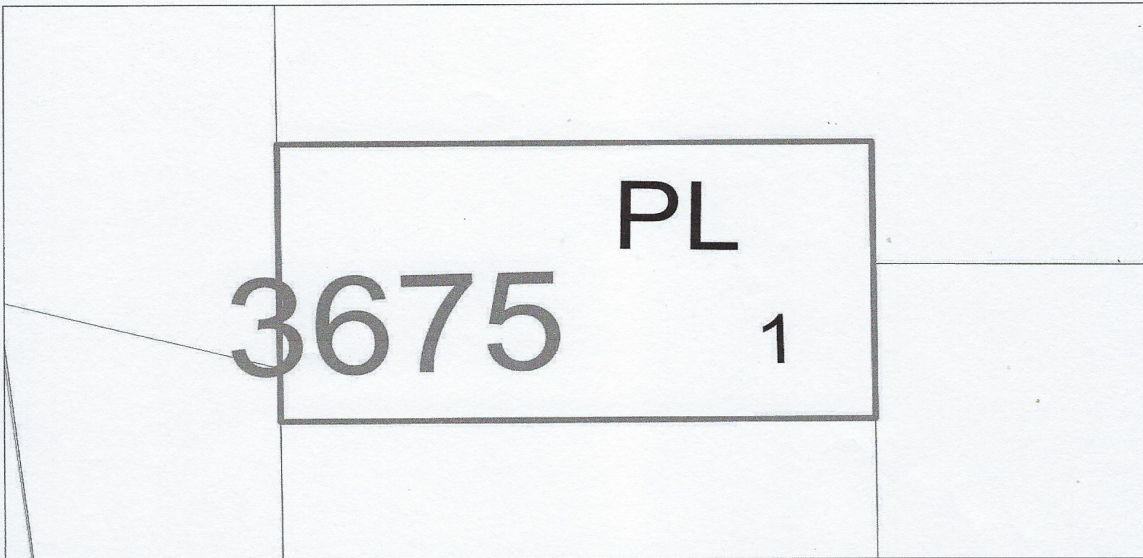
Patricia Henley, President





## Owner Report

Sunday, August 16, 2020



Scale 1: 564

### Legal Informations

<b>Plan:</b> KAP39087	<b>Section:</b>	<b>Jurs:</b> 713	<b>Lot Area:</b> 0.521
<b>Block:</b>	<b>Township:</b>	<b>Roll:</b> 3119110	<b>Area Unit:</b> acr
<b>Lot:</b> 1	<b>Land District:</b> 54	<b>PID:</b> 009442642	<b>Width (ft):</b>
<b>District Lot:</b> 2455	<b>Electoral Area:</b> Electoral Area E		<b>Depth (ft):</b>
<b>Street:</b> 3675 KETTLE VALLEY SOUTH RD			
<b>Description:</b> Lot 1, Plan KAP39087, District Lot 2455, Similkameen Div of Yale Land District			

### Owner Information:

KOOTENAY BOUNDARY (REGIONAL DISTRICT)      202-843 ROSSLAND AVE  
 TRAIL BC V1R 4S8  
 V1R4S8

**CONFIDENTIAL**

This report and map is for general information only. The RDKB does not guarantee its accuracy or correctness. All information should be verified. This ownership information should be used for internal government use only and is to be kept confidential.

Page 1 of 1



Kettle Valley Rd S - Google Maps

<https://www.google.ca/maps/place/3675+Kettle+Valley+Rd+S,+Ro...>

Google Maps Kettle Valley Rd S



Image capture: Sep 2012 © 2020 Google

Rock Creek, British Columbia

Google

Street View



1 of 1

2020-08-16, 1:54 p.m.



## **STAFF REPORT**

<b>Date:</b>	27 August 2020	<b>File</b>	ES – Solid Waste
<b>To:</b>	<b>Chair Langman and Board of Directors</b>		
<b>From:</b>	Janine Dougall, General Manager of Environmental Services		
<b>Re:</b>	Organics Diversion Expansion Project – Grand Forks – Supply and Install Compost Equipment - Recommendation to Award Contract		

### **Issue Introduction**

A Staff report from Janine Dougall, General Manager of Environmental Services regarding the results from the procurement process for the supply and installation of compost equipment associated with the Organics Diversion Expansion Project – Grand Forks.

### **History/Background Factors**

The intention of this project is to upgrade the composting operation at the Grand Forks Landfill to expand the RDKB's organics processing capacity to include food waste materials from the ICI sector throughout the Boundary region and initiate food waste collection for residents from the City of Greenwood. The upgraded facility will primarily process food waste, wood and yard & garden waste but also septage and biosolids from the City of Grand Forks. The facility will create a Class A product for use in landscaping, erosion control, and agricultural applications throughout the RDKB.

This project has been funded in part by the Government of Canada and the Province of British Columbia through the Low Carbon Economy Leadership Fund - Organics Infrastructure Program. As such project procurement and expenditures as well as reporting structures must meet grant program requirements.

The supply of the membrane covered composting technology is a critical path activity, and therefore a procurement process has been completed for the equipment in advance of the general construction contract. General construction activities are anticipated to begin in April/May 2021.

A Request for Proposals (RFP) document was issued on July 28, 2020 to solicit priced proposals from equipment vendors to supply equipment and associated assistance for use in a membrane fabric covered positive aeration pile composting process. The RFP was posted to BC Bid and had a closing date of August 17, 2020.

The key features of the systems that are of interest include process performance, meet BC Organic Matter Recycling Regulation (OMRR) requirements for achieving appropriate Pathogen Reduction Processes (PRP) for a Class A compost, odour and emissions, operations in a relatively arid and cold climate on the southern interior of British Columbia, Canada. Services associated with technical support, composting know-how, on-going support and cost information are required.

Two options have been developed to accommodate the estimated composition and tonnage of the feedstocks, either four long bunkers in series or five slightly shorter bunkers in series on an impermeable composting pad. Each option needs to consider the operational capabilities and flexibility required for handling of two separate feedstock streams.

### **Implications**

Prior to the closing date, a total of 1 submission was received in response to the Request for Proposals. The company providing the response was Sustainable Generation LLC, which includes the "Gore" membrane technology.

The Proposal was evaluated by Tetra Tech representatives with a recommendation provided to the RDKB. The attached report from Tetra Tech outlines the evaluation process completed on the single proposal received and outlines the rationale for why the pricing is greater than that included in the OIP Grant application.

Through discussions between Tetra Tech and RDKB staff, it was determined that although a slightly higher cost, the 5 bunker design would provide the RDKB with better operational flexibility in producing two distinct and separate end products. Therefore the recommendation is to proceed with pricing associated with the 5 bunker design.

Overall, with the composting equipment coming in higher than anticipated and using a significant component of the available contingencies, it is possible that the overall costing for the project will exceed the total estimated of \$3,546,020. It should be noted that any cost overruns will have to be paid for in full by the RDKB and are not eligible for grant funding.

The remaining components of the project primarily includes the following items:

- Design/Engineering Fees

- General Contractor Construction Works
- Mobile Equipment Supply of Wood Grinder, Mixer, Screener
- Regulatory Permitting

The recommendation is to proceed with awarding the Contract for the supply and installation of compost equipment associated with the RDKB Organics Diversion Expansion Project – Grand Forks to Sustainable Generation LLC for the 5 bunker design.

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



The expansion of organic waste collection and composting operations is a significant opportunity for the RDKB to minimize green house gas emissions from landfill. In addition, the upgrades to the Grand Forks Composting facility will result in improvements to leachate collection and management, as well as odour management.



The project will entail significant public and stakeholder engagement in infrastructure development as well as initiating curbside collection programs. Communications will also be required in the marketing of finished compost products.



The projects have implications to cost effective and efficient services as the benefits will include extending landfill life and minimizing regulatory requirements surrounding landfill gas emissions.

### **Background Information Provided**

Tetra Tech – Evaluation Letter (August 19, 2020)

RFP – Supply and Install of Compost Processing Equipment for the Grand Forks Compost Facility Upgrade

### **Alternatives**

1. That the RDKB Board of Directors award a Contract for the supply and installation of compost equipment associated with the RDKB Organics Diversion Expansion Project – Grand Forks to Sustainable Generation LLC for a value not to exceed \$1,042,707 (includes all costs, CDN \$). Further, that the RDKB Board of Directors authorize staff to sign and execute a Contract.
2. That the Board of Directors not award a Contract and ask staff to negotiate with the Preferred Proponent.
3. That the Board of Directors provide alternate direction to staff.



**Recommendation(s)**

That the RDKB Board of Directors award a Contract for the supply and installation of composting equipment associated with the RDKB Organics Diversion Expansion Project – Grand Forks to Sustainable Generation LLC for a value not to exceed \$1,042,707 (includes all costs, CDN \$). Further, that the RDKB Board of Directors authorize staff to sign and execute a Contract.



August 19, 2020

Regional District of Kootenay Boundary  
202 - 843 Rossland Ave.  
Trail, BC V1 4S8

ISSUED FOR USE  
FILE: 704-SWM.SWOP04249-01  
Via Email: jdougall@rdkb.com

**Attention:** Janine Dougall, General Manager of Environmental Services

**Subject:** RFP Evaluation – RDKB-20ES-GFCPE – Supply and Install of Compost Processing Equipment for the Grand Forks Compost Facility Upgrade

## 1.0 INTRODUCTION

Tetra Tech Canada Inc. (Tetra Tech) is pleased to present the Regional District of Kootenay Boundary (RDKB) with a summary of results of Request for Proposal (RFP) # RDKB-20ES-GFCPE – Supply and Install of Compost Processing Equipment for the Grand Forks Compost Facility Upgrade, that closed at 10:00 a.m. on Monday, August 17, 2020. The following summary of the proposal results is based upon the evaluation criteria indicated in Section 4.2 Proposal Evaluation.

## 2.0 SUMMARY OF RESULTS

A valid proposal was received from only one proponent by the submission deadline of 10:00 a.m. on Monday August 17, 2020. No questions or clarifications were requested by any proponent's during the RFP process. Question and Proposal Submissions were directed to occur electronically, so there is no concern that mail delivery time or other logistical concerns impacted potential submissions.

Following the submission deadline, Tetra Tech confirmed with RDKB staff the number and identification of submitted proposals to ensure that all valid submissions were received and accessible to both parties. Subsequently, proposals were opened and assessed to determine if mandatory submission requirements were met.

The following table outlines the Mandatory Submission Requirements described in Section 6.0 General Proposal Content and compliance of submitted proposals.

Requirement	Sustainable Generation LLC
Completed Appendix B – Pricing Form	Yes
Completed Appendix C – Specifications Form	Yes
References (three Canadian including at least one installation in British Columbia)	Yes
Warranty Information	Yes

Following assessment of mandatory submission requirements, proposals were evaluated based on the following criteria outlined in Section 4.2 Proposal Evaluation.

- Experience/References;
- Demonstrated ability to meet compost technology performance and warranty requirements;

**Tetra Tech Canada Inc.**  
Suite 1000 – 10th Floor, 885 Dunsmuir Street  
Vancouver, BC V6C 1N5 CANADA  
Tel 604.685.0275 Fax 604.684.6241

- Performance/scheduling guarantee;
- Pricing (Points for Price = (lowest cost Proposal divided by Proposal being evaluated) x (25% weight)); and
- Innovation/Value Added.

Sustainable Generation LLC (SG) met mandatory submission requirements and scored 95 out of a total of 100. However, as SG was the only proponent to submit a valid proposal, additional considerations were made to identify impacts that the proposed scope of services and price may have on the overall project. The source of funding for the Grand Forks Compost Facility Upgrade is the Organics Infrastructure Program Grant. The successful grant application estimated \$705,000 CAD for compost equipment supply and installation of a four bunker aerated static pile heap system.

The proposal price submitted by SG is \$964,617.00 for a four bunker aerated static pile bunker system or \$1,042,707.00 for a five bunker aerated static pile bunker system. The following factors should be considered when assessing the significant increase in cost from the original grant application to the proposal submitted by SG:

- The bunker system proposed by SG differs from the heap system described in the grant application, as it includes concrete walls on three sides of each static pile. The bunker design is more expensive than the heap design. However, advantages to the bunker system include increased volume per pile and significantly improved operability of piles and membrane covers during winter months.
  - Due to the cold winters typical in the RDKB, there is a significant risk that membrane covers will freeze to the ground in the heap configuration, whereas the bunker configuration removes this risk.
- In the original grant application, the inclusion of a power winder to roll-up and store static pile membrane covers was not included. It was understood after the grant application that a power winder is a critical piece of equipment, as manipulating membrane covers with loaders or other heavy equipment reduces membrane lifespan. SG has included the provision of a power winder in their proposal at \$123,300 CAD for a total of approximately \$150,000 with shipping, taxes, and duties included.
- SG's proposal includes value-added components of onsite staff training, training materials, and staged visits during the first year of operation to assist operators in determining feedstock balances, troubleshooting issues and ensuring that the facility begins operation smoothly.
- The grant application was submitted early 2019 during a period of relative economic stability compared to the present. As such USD conversion was estimated at 1.30 CAD to USD in the original grant. Exchange rates have fluctuated in the past several months with the lowest rate at 1.32 and highest at 1.40 CAD to USD.

It is for the above reasons that Tetra Tech considers the proposal submitted by Sustainable Generation LLC to be fair. The increased price compared to the grant is reflective of added design components, mobile equipment, and services beneficial to the RDKB, as well as international economic considerations.

### 3.0 LIMITATIONS OF REPORT

This report and its contents are intended for the sole use of Regional District of Kootenay Boundary and their agents. Tetra Tech Canada Inc. (operating as Tetra Tech) does not accept any responsibility for the accuracy of any of the data, the analysis, or the recommendations contained or referenced in the report when the report is used or relied upon by any Party other than the Regional District of Kootenay Boundary, or for any Project other than the proposed development at the subject site. Any such unauthorized use of this report is at the sole risk of the user. Use of this document is subject to the Limitations on the Use of this Document attached in the Appendix or Contractual Terms and Conditions executed by both parties.



RFP EVALUATION – GRAND FORKS COMPOST FACILITY UPGRADE EQUIPMENT SUPPLY AND INSTALL  
FILE: 704-SWM.SWOP04249-01 | AUGUST 19, 2020 | ISSUED FOR USE

## 4.0 CLOSURE

We trust this document meets your present requirements. If you have any questions or comments, please contact the undersigned.

Respectfully submitted,  
Tetra Tech Canada Inc.

  
FILE: 704-SWM.SWOP04249-01  
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FILE: 704-SWM.SWOP04249-01  
FILE: 704-SWM.SWOP04249-01

Prepared by:  
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Reviewed by:  
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Solid Waste Management Practice  
Direct Line: 403.723.1557  
Mohamed.Shaath@tetrattech.com



**Regional District of  
Kootenay Boundary**

## Request for Proposals

FOR:

### Supply and Install of Compost Processing Equipment for the Grand Forks Compost Facility Upgrade RFP # RDKB-20—ES-GFCPE

Request Issued: July 28, 2020

Closing Time: Monday, August 17, 2020

10:00AM local time

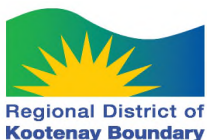
There will be no extensions considered for this RFP.

Closing Location: Online

Contact: Jeremy Reid

604.916.3902

Jeremy.Reid@Tetrattech.com



GRAND FORKS LANDFILL COMPOSTING FACILITY UPGRADE  
REQUEST FOR PROPOSALS  
Issued: July 28, 2020

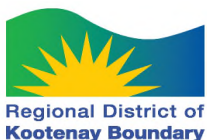
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GRAND FORKS LANDFILL COMPOSTING FACILITY UPGRADE  
REQUEST FOR PROPOSALS  
Issued: July 28, 2020

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## 1.0 INTRODUCTION

### 1.1 Purpose

The Regional District of Kootenay Boundary (the Regional District) has issued this Request for Proposals to solicit priced proposals from equipment vendors to supply equipment and associated assistance for use in a membrane fabric covered positive aeration pile composting process. Proponent's are encouraged to review the Regional District's Organics Management Strategy which can be accessed by the following link:

[https://rdkb.com/Portals/0/RDKBOrganicsManagementStrategy-FinalDocument\\_IFU.pdf](https://rdkb.com/Portals/0/RDKBOrganicsManagementStrategy-FinalDocument_IFU.pdf)

The key features of the systems that are of interest include process performance, meeting BC Organic Matter Recycling Regulation (OMRR) requirements for achieving appropriate Pathogen Reduction Processes (PRP) for a Class A compost, odour and emissions, and operations. The location is in a relatively arid and cold climate in the southern interior of British Columbia, Canada. Services associated with technical support, composting know-how, on-going support and cost information are also required.

Two options have been developed to accommodate the estimated composition and tonnage of the feedstocks, either four long bunkers in series or five slightly shorter bunkers in series on an impermeable composting pad. Each option needs to consider the operational capabilities and flexibility required for handling of two separate feedstock streams. The alternatives are as follows:

Option One is a four-bunker system, with each approximately 25 metres long. One bunker would be devoted to biosolids and three bunkers will be devoted to food and yard and garden waste. Option Two is a five-bunker system, with each approximately 20 metres long per bunker. Two bunkers would be devoted to biosolids and three bunkers will be devoted to food and yard and garden waste. Proponents should note the Regional District is considering either option and is seeking cost proposals for both bunker options.

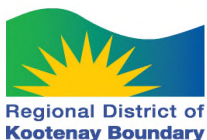
### 1.2 Background

The Regional District has retained Tetra Tech Canada Inc. (the Regional District's Engineer) to design an upgrade of the existing composting operations at the Grand Forks Landfill. The purpose is to enable the expansion of the capacity for organics processing.

The upgraded facility will receive up to 4,000 tonnes per year (t/yr) of organic material. It is to be designed to accommodate the composting of food waste, wood and yard and garden waste. The facility is to also be capable of composting septage and biosolids from the City of Grand Forks and other municipalities within the Boundary watershed. The Regional District intends to produce two distinct Class A end products including a compost with food scraps and yard waste and a separate compost product with the septage and biosolids feedstock.

The RDKB has composted yard and garden waste at the Grand Forks Landfill for more than 25 years using turned windrows. In 2013, as a result of an expanded organics diversion program in the region,





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residential food waste was added to the windrows. The feedstock has not previously included septage or biosolids. The required composting technology for the Grand Forks Landfill compost facility is an aerated membrane covered compost system. This technology was selected by the Regional District because of its effective odour and nuisance control measures, its moderate composting processing time, and low maintenance costs.

Time shall be of the essence for supply of the membrane covered compost system and the subsequent construction/installation contract with anticipated general construction beginning April/May 2021. The supply of the membrane covered composting technology is a critical path activity, therefore the Regional District has elected to procure the equipment in advance of the Construction Contract.

### 1.3 RFP Timeline

The proposed timeline for this RFP is as below. No extensions will be granted, as there are rigid time constraints regarding the grant funding of this project.

Date	Action
July 28, 2020	Release of RFP
<b>Monday, August 17, 10:00am (local time)</b>	RFP Closing Time
August 17 – August 27, 2020	Proposal evaluation, selection of Preferred Proponent and any backup Proponents and commencement of any negotiations leading to a completed Agreement
August 28, 2020	Award of Contract

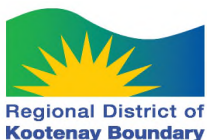
## 2.0 INSTRUCTIONS TO PROPONENTS

### 2.0 Submission of Proposals

Proposals, rather than Tenders, have been requested in order to afford the proponents a more flexible opportunity to employ their expertise and innovation to fully satisfy the needs of the Regional District cost effectively. Proposals should be based on these instructions and the attached specifications. Deviations from the specifications may be accepted provided that information that adequately justifies the reason(s) for the deviation(s) is provided and satisfy the Regional District's requirements.

Proposals must be submitted by email until the Closing Time specified. It is the Proponent's sole responsibility to ensure its Proposal is received at the email outlined below by the Closing Time.

The Proposals should indicate the name and address of the Proponent, the RFP project title, and be



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addressed to the following contacts:

<b>Janine Dougall</b> General Manager of Environmental Services Regional District of Kootenay Boundary jdougall@rdkb.com	<b>Jeremy Reid</b> Project Engineer Tetra Tech Canada Inc. Jeremy.Reid@tetrattech.com
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The Proposals **must** be e-mailed to the following:

Janine Dougall at jdougall@rdkb.com

**AND**

Jeremy Reid at Jeremy.Reid@tetrattech.com

Proposals must be received on or before the Closing Time of:

TIME: 10:00am local time, Trail, BC

DATE: Monday, August 17, 2020

Proposals will not be opened publicly. The Proponent bears all risk associated with delivering its Proposal by electronic submission, including but not limited to delays in transmission between the Proponent's computer and the Regional District's mail system.

Proponents wishing to make changes to their Proposals after submission but prior to the Closing Time may do so by submitting the revisions by email to the email addresses above. Any revisions must be clearly indicated as to which section the revision applies. It also is the Proponent's sole responsibility to ensure their revisions were received at the e-mail addresses set out above prior to the Closing Time.

Proposals received after the Closing Time will not be considered or evaluated.

## **2.1 RFP Documents**

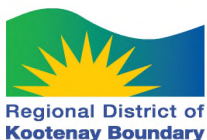
The RFP document for this contract include the following:

RFP No. RDKB-20-ES-GFCPE

Any Addenda, if applicable.

## **2.2 Enquiries and Addenda**

All enquiries related to this RFP are to be directed, in writing, to both of the following persons, no later than five (5) business days prior to the closing time. Information obtained from any other source



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is not official and should not be relied upon. Any enquires that are not directed to both persons will not be addressed and included within any Addenda.

Jeremy Reid, Project Engineer  
Email: Jeremy.Reid@tetrattech.com

**AND**

Janine Dougall, General Manager of Environmental Services  
Email: jdougall@rdkb.com

Addenda may be issued during the Proposal period in response to queries received. Addenda will be in written form and posted to BC Bid. All Addenda become part of the RFP document and must be considered when responding to this RFP. It is the sole responsibility of the Proponent to check for Addenda on BC Bid. Proponents are strongly encouraged to subscribe to BC Bid's email notification service to receive notices of Addenda. Verbal answers are binding only when confirmed by written addenda.

Proponents shall carefully examine the RFP documents and shall fully inform themselves as to the intent, existing conditions and limitations which may affect their Proposal submission. No consideration will be given after submission of a Proposal to any claim that there was any misunderstanding with respect to the conditions imposed.

Proponents finding discrepancies or omissions in the Contract or RFP, or having doubts as to the meaning or intent of any provision, should immediately notify the above listed project contact. If there are any changes, additions, or deletions to the Proposal scope, conditions, or closing date, Proponents will be advised by means of the issuance of an Addenda.

**Receipt of Addenda must** be acknowledged by the Proponent in the submission.

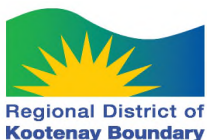
Verbal discussion between the Regional District directors, staff or their consultants and a Proponent shall not become a part of the RFP or modify the RFP unless confirmed by written Addendum. The Regional District shall not be responsible for Proponents adjusting their Proposals based only on oral instructions by any representative of the Regional District.

### **2.3 Site Meeting or Pre-Proposal Meeting**

There is no site meeting or pre-proposal meeting scheduled for this project. Proponents are free to arrange to view the site to satisfy themselves of site conditions. Please note that prior to any site visits, proponents must review and follow all COVID-19 safety precautions recommended by the Province of British Columbia.

## **3.0 GENERAL TERMS OF PROPOSAL**

### **3.1 Definitions**



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The following words and terms, unless the context otherwise requires, in all Contract Documents, shall have the meanings set out below.

**“Addenda”** means all additional information regarding this RFP including amendments to the RFP.

**“Agreement”** or **“Contract”** means a contract that is issued to formalize the Work with the successful Proponent based on the proposal submitted and incorporate by reference the Request for Proposal, any addenda issued, the Proponent’s response and acceptance by the Regional District.

**“General Contractor”** means the person(s), firm(s) or corporations(s) that will be appointed by the Regional District to carry out construction of the compost facility. The General Contractor will be selected through a Request for Tender process to be completed in early 2021.

**“must”** or **“mandatory”** or **“shall”** means a requirement that must be met.

**“OMRR”** means the Organic Matter Recycling Regulation in British Columbia.

**“Pathogen Reduction Process (PRP)”** means a process to reduce pathogens in a composting process to produce a Class A compost as specified in Section 4, Schedule 1 of the BC Organic Material Recycling Regulation (B.C. Reg. 18/2002 as amended)

**“Proponent”** means the person(s), firm(s) or corporation(s) appointed by the Regional District to carry out all duties, obligations, work and services first contemplated in the Request for Proposal and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal.

**“Proposal”** means a written response to the RFP that is submitted by a Proponent.

**“Regional District”** or **“RDKB”** means the Regional District of Kootenay Boundary.

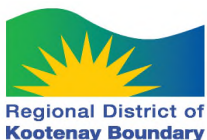
**“Regional District’s Engineer”** refers to Tetra Tech Canada Inc.

**“Request for Proposals”** or **“RFP”** means the solicitation described in this document, including any attached or referenced appendices, schedules or exhibits and as may be modified in writing from time to time by the Regional District.

**“Services”** means and includes the provision by the successful Proponent of all services, duties and expectations as further described in this RFP.

**“should”** or **“may”** means a requirement having a significant degree of importance to the objectives of the RFP but is not a mandatory requirement.

**“Work”** means and includes anything and everything required to be done for fulfillment and completion of the project in accordance with this RFP and Proposal.



### **3.2 Acceptance of Terms and Conditions**

Submitting a proposal indicates acceptance of all the terms and conditions set out in the RFP, including those that follow and that are included in all appendices and any Addenda. The Proponent shall provide a brief listing of all proposed modifications and /or deletions to the terms and conditions set out in the RFP, or it will be deemed that every clause will be strictly adhered to.

A Proposal must be signed by a person authorized to sign on behalf of the Proponent with the intent to bind the Proponent to the RFP and to the statements and representations in the Proponent's Proposal.

### **3.3 Proposal Preparation Costs**

All expenses incurred by the Proponent in preparation and submission of this Proposal are to be borne by the Proponent, with the express understanding that no claims for reimbursements against the Regional District, or any of its member municipalities, will be accepted. The Regional District shall not be responsible for any costs involved in or associated with any meetings, discussion or negotiation following submission that could lead to acceptance of the Proposal and award of a contract.

### **3.4 Errors, Omissions, and Clarifications**

All questions and requests for clarifications relating to the RFP process and/or identification of any errors or omissions in the RFP documents, shall be in writing and made to:

- Janine Dougall, General Manager of Environmental Services, via [jdougall@rdkb.com](mailto:jdougall@rdkb.com) and
- Jeremy Reid, Project Engineer, via [Jeremy.Reid@tetrattech.com](mailto:Jeremy.Reid@tetrattech.com)

no later than five (5) days business days prior to the closing time.

### **3.5 Proposal Contents**

All proposals shall provide all detailed information as requested in the RFP document. Failure to be fully responsive in accordance with the RFP request for all detailed information may result in rejection of a proposal, without further consideration by the Regional District.

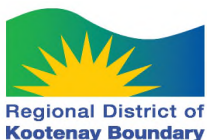
### **3.6 Late Proposals**

Proposals received after the Closing Time will not be considered or evaluated.

### **3.7 Signed Proposals**

The proposal must be signed by a person authorized to sign on behalf of the Proponent, binding the Proponent to statements made in response to this RFP. Proposals shall be open for acceptance for at least 45 days after the closing date.

### **3.8 Proposal Amendments and Withdrawals**



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By submission of a clear and detailed written notice, the Proponent may amend or withdraw its proposal prior to the closing date and time. Any amendment should clearly indicate which part of the proposal the amendment is intended to amend or replace.

To withdraw a submitted proposal, a notice of withdrawal must be signed by an authorized representative of the Proponent.

### **3.9 Irrevocability of Proposals**

Upon closing time, all proposals become irrevocable. By submission of a proposal, the Proponent agrees that should the proposal be successful, they will enter into a Contract with the RDKB.

### **3.10 Pricing**

All pricing shall be entered in Canadian Dollars (CAD) in Appendix B. The Proponent is required to fill out both payment schedules listed in Appendix B to reflect the two bunker configuration options. Proponents shall refer to the proposed payment schedule orientation included in Section 5.7.

### **3.11 No Contract**

This RFP is not a tender and does not commit the Regional District in any way to select a preferred Proponent. By submitting a Proposal and participating in the process as outlined in this RFP, Proponents expressly agree that no contractual, tort or other legal obligation of any kind is formed under or imposed on the Regional District by this RFP or submissions prior to the completed execution of a formal written Contract.

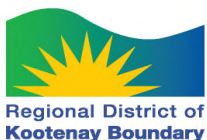
### **3.12 Acceptance of Proposal**

The acceptance of a Proposal for the Work will be made in writing from the Regional District, and will be addressed to the successful Proponent at the address given in the submitted Proposal. Following acceptance and approval to proceed with the Proposal, the Proponent is expected to enter into a contract with the Regional District to perform the works or services set out and agreed upon in the Proposal.

The agreement that the successful Proponent will be expected to execute with the Regional District will contain terms similar to those contained in the sample Equipment Design and Supply Agreement provided in Appendix A. The agreement attachments will include the entire RFP, the Proponent's total Proposal submission, and any mutually agreed upon modifications, changes, or negotiated adjustments. Any agreement arising from this RFP will be governed in accordance with the laws of the Province of British Columbia.

### **3.13 Liability for Errors**

While the Regional District has expended considerable efforts to ensure an accurate representation of information in this Request for Proposal, the information contained in this Request for Proposal is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Regional District, nor is it comprehensive or exhaustive. Nothing in this Request for



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Proposals is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in the Scope of Work.

### **3.14 Laws, Regulations, and Permits**

The Proponent shall comply with all applicable bylaws and regulations of the Regional District, all applicable laws of the Province of British Columbia and the Government of Canada, and all applicable orders of any level of government made pursuant to legislation. Without restricting the generality of the foregoing, the Proponent shall abide by all provisions of the Workers' Compensation Act of British Columbia or equivalent and upon request by the Regional District shall supply proof that all assessments have been paid.

### **3.15 Insurance**

The Proponent must have the ability to comply with the insurance requirements of the Contract Documents. The Proponent must further comply with the Workers' Compensation Act of British Columbia or equivalent and must be in good standing during the term of the Contract. The Proponent must supply a WCB Clearance Letter or equivalent to the Regional District upon Proposal award and acceptance. The costs attributed to providing all insurances shall be included in the total Schedule of Prices.

The Proponent shall obtain and maintain, at its own expense, the insurance set out below until all conditions of the Contract have been fully met:

#### **Comprehensive General Liability Insurance**

- In the amount of no less than \$5,000,000 must be obtained on an occurrence basis affording coverage for public liability and/or death and/or damage to property. Each policy shall provide for non-cancellation or material change without giving at least thirty (30) days' notice to the Regional District. The Regional District shall be listed as a "Additional Insured".

#### **Motor Vehicle**

- In the amount of no less than \$2,000,000 on an occurrence basis on any licensed motor vehicles of any kind used to carry out the Works affording coverage for bodily injury and/or death and/or damage to property.

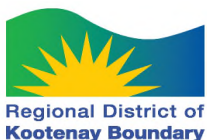
### **3.16 Warranty**

Proponents must include materials warranty information with their submission. Failure to provide a warranty and warranty information during proposal submission will receive no further consideration.

For information on materials warranty requirements, refer to Section 7.8.

### **3.17 Confidentiality and Proprietary Information**

All submissions become the property of the Regional District and will not be returned to the Proponent after the closing date. The Regional District will consider all Proposals submitted as



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confidential but reserves the right to make copies of all Proposals received for its internal review and for review by its financial, accounting, legal, and technical consultants.

Proponents should be aware that the Regional District is a “public body” as defined in and subject to the provisions of the Freedom of Information and Protection of Privacy Act.

If the Proponent believes any of the information requested in this RFP and provided by them is confidential, then they should identify it as such and provide a rationale as to why it should not be released under “Freedom of Information” legislation.

The rationale for keeping information confidential under this legislation includes:

- a) Trade secrets of the Proponent;
- b) Financial, commercial, scientific or technical information, the disclosure of which could reasonably be expected to result in material financial loss or gain or could reasonably be expected to prejudice the competitive position of the Proponent; or
- c) Information the disclosure of which could be reasonably expected to interfere with contractual or other negotiations of the Proponent.

### **3.18 Conflict of Interest**

A Proponent shall disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with the Regional District, its elected or appointed officials or employees, any property ownership direct or indirect in the Regional District jurisdiction. The Regional District may rely on such disclosure.

### **3.19 Joint Venture**

Each party of the joint venture shall execute the Proposal under their respective seals in a manner appropriate to such party.

### **3.20 No Collusion**

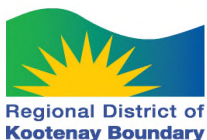
Except as otherwise specified or as arising by reason of the provision of the contract documents, no person whether natural, or body corporate, other than the Proponent has or will have any interest or share in this Proposal or in the proposed contract which may be completed in respect thereof.

There is no collusion or arrangement between the Proponent and any other actual or prospective Proponents in connection with Proposals submitted for this project and the Proponent has no knowledge of the contents of other Proposals and has made no comparison of figures or agreement or arrangement, express or implied, with any other party in connection with the making of the Proposal.

### **3.21 Not an Employee**

The successful Proponent will acknowledge and agree that neither the Proponent nor any person employed by or associated with the successful Proponent in the performance of the services or





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otherwise, is an employee of, or has an employment relationship of any kind with the Regional District or is in any way entitled to terms or conditions of employment or employment benefits of any kind whatsoever from the Regional District under any collective agreement or otherwise including but not limited to private programs or coverages and statutory programs and coverages, whether under the Employment Standards Act of British Columbia (as amended from time to time), the Workers Compensation Act of British Columbia (as amended from time to time), the Employment Insurance Act of Canada (as amended from time to time), health pay contributions or otherwise.

### **3.22 Litigation**

Proponents who, either directly or indirectly through another corporation or entity, have been or are in litigation, or who have served notice with intent to proceed with court action against the Regional District in connection with any contract for works or services, may be considered ineligible Proponents. Receipt of Proposals from such Proponents may be disqualified from the evaluation process.

### **3.23 Contract Time**

Time shall be of the essence. The Proponent shall supply the Goods in accordance with the Contract Documents. The Proponent acknowledges that the schedule for supply of the Goods as set out in the Contract Documents is reasonable.

### **3.24 Bonding and Performance Guarantees**

Although a bid bond is **not** required for the Proposal, the Regional District will require a performance bond or letter of irrevocable credit in the amount of fifty percent (50%) of the total contract sum, from the successful Proponent, to be delivered prior to signing the Agreement.

## **4.0 PROPOSAL EVALUATION AND SELECTION PROCESS**

### **4.1 Proposal Review**

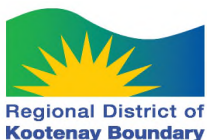
All proposals will be reviewed following receipt by the Regional District and the Regional District's Engineer after the deadline for RFP responses closes.

### **4.2 Proposal Evaluation**

All proposals will be initially evaluated by the Regional District's Engineer to assess the qualifications and capabilities of Proponents to meet the minimum standards specified in the RFP. The Regional District's Engineer will provide a recommendation to the Regional District to inform a final evaluation and decision.

Throughout the evaluation process, the Regional District's Engineer and Regional District, at their sole discretion, may request additional written clarifications and/or supplemental information from selected Proponents, as part of the initial proposal evaluation process.

Proposals that meet all mandatory requirements will be evaluated as follows:



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Criteria	Available Points
Experience/References	25
Demonstrated ability to meet compost technology performance and	25
Performance/scheduling guarantee	20
Pricing (Points for Price = (lowest cost Proposal divided by Proposal being evaluated) x (25% weight))	25
Innovation/Value Added	5
<b>TOTAL</b>	<b>100</b>

#### 4.3 Successful Proponent

The successful Proponent will be responsible for working collaboratively with the Regional District and the Regional District's Engineer and the General Contractor to ensure successful project completion.

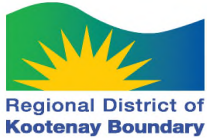
### 5.0 CONTRACT AWARD

#### 5.1 Notice of Award

A Proponent who is awarded the Contract is required to accept and execute the Contract within ten (10) working days following receipt of the Notice of Award. If notice is sent by mail, it will be considered received by Proponent five (5) working days after mailing.

Failure to do so shall constitute a breach of agreement. The Regional District may, at its sole discretion at any time thereafter, terminate discussions with that Proponent and either commence finalization of a Contract with the next qualified Proponent or choose to terminate the RFP process and not enter into a Contract with any of the Proponents.

The Regional District reserves the right, at its discretion, to cancel, award all or part of the Works described in this document to a single Proponent or may split the award with multiple Proponents. The Regional District reserves the right, at its discretion, to negotiate with any Proponent that the Regional District believes has the most advantageous Proposal, or with any other Proponent or Proponents concurrently. In no event will the Regional District be required to offer any modified terms to another Proponent prior to entering into a Contract with the successful Proponent and Regional District shall incur no liability to any other Proponent as a result of such negotiations or modifications.



## **5.2 Work Commencement**

The Proponent shall begin work within fifteen (15) calendar days following receipt of Notice to Proceed and will achieve substantial completion of all the Works required by the Contract within ninety (90) calendar days of receipt of Notice to Proceed.

## **5.3 Submittals**

The Proponent is required to provide the Regional District with the following documents within five (5) working days of the Contract execution:

- Signed Executed Contract Agreement;
- WCB Clearance or equivalent; and
- Insurances.

## **5.4 Demonstration of Compliance with Contract Requirements**

The services provided by the Proponent will be subject to satisfactory performance. Should unsatisfactory performance be determined, and dispute resolution as described in Section 5.5 not be achieved, the Regional District reserves the right in its sole discretion to terminate the Contract entered into with the Proponent at any stage of the project.

Information regarding Contract termination can be referenced in Section 5.6

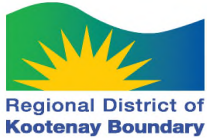
## **5.5 Dispute Resolution**

A dispute occurs between the RDKB and the Proponent where there is a difference between the parties as to the interpretation, application, or administration of the Contract.

Except as otherwise specifically provided, questions regarding interpretation, application or administration of the Contract shall be referred by the Proponent in writing to the Regional District and Regional District's Engineer for its decision. The matter shall be reviewed, and a response will be provided to the Proponent in writing with the decision within 21 days after receipt of written notice from the Proponent.

If the Proponent disputes a decision or instruction of the RDKB or the Regional District's Engineer (the "Disputed Decision") or considers that the Disputed Decision requires extra work, the Proponent shall give a detailed written notice of the dispute to the RDKB and the Regional District's Engineer within 21 days of the date that the Proponent received the Disputed Decision. The written notice must set out the nature of the dispute, the circumstances which gave rise to the dispute, the date on which these circumstances arose and the estimated cost of the work.

The Proponent shall be conclusively deemed to have accepted a decision or instruction of the RDKB or the Regional District's Engineer if the Proponent does not dispute the Disputed Decision by giving the required written notice within the required time and providing the required information.



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If the Disputed Decision is not resolved promptly in the sole discretion of the RDKB, the Regional District's Engineer shall give any instructions as may be necessary for the supply of the Goods and to prevent delay in delivery of the Goods pending resolution of the dispute. The Proponent shall comply immediately with the Regional District's Engineer's instructions. If it is subsequently determined that the instructions were contrary to the Contract Documents, the RDKB shall pay the costs incurred by the Proponent in carrying out those instructions beyond what the Contract Documents required.

All claims, disputes or Disputed Decisions between the RDKB and the Proponent that are not resolved shall be decided by arbitration if the parties agree, or failing agreement, in a Court of competent jurisdiction within the Province of British Columbia.

### **5.6 Termination and Suspension**

If the Proponent is in default in the performance of any aspect of the Contract, then the Regional District may, by written notice to the Proponent, require such default to be remedied. Such default may constitute the following:

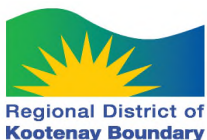
- (a) has breached a fundamental term of the Contract or is in substantial breach of the terms of the Contract;
- (b) has failed to supply the goods and/or services, within the time specified in the Contract;
- (c) has failed or is failing to furnish or to maintain a detailed schedule;
- (d) has become in any way unable to supply the goods and/or services or any part thereof; or
- (e) has repeatedly failed to make prompt payments to sub-Proponents, suppliers or others for labour, materials or equipment;

If, within thirty (30) days after delivery of such notice, such default shall not have been corrected or reasonable steps to correct such default have not been taken, the Regional District may, without limiting any other right or remedy the Regional District may have, immediately terminate this Agreement and discharge its obligations under the Contract by paying for the cost of the services rendered and disbursements incurred by the Proponent and remaining unpaid as of the effective date of the termination.

If the Regional District decides for any reason not to proceed with the Project, the Regional District may terminate the Contract by giving not less than thirty (30) days written notice to the Proponent. The Agreement may also be terminated in a shorter period of time as may be mutually agreed upon in writing by the parties. Upon receipt of such written notice, the Proponent shall perform no further services other than those reasonably necessary to close out the Project.

In such event, the Proponent shall be paid by the Regional District for all services performed and all disbursements incurred pursuant to the Contract and remaining unpaid as of the effective date of such termination. Upon payment of such amounts no other amounts will be owed by the Regional District to the Proponent and, for certainty, no amount will be owing on account of lost profits relating to the portion of the Services not performed.

If the Regional District is shown to be in default in performance of any of its material obligations set forth in the Contract, then the Proponent may, by written notice to the Regional District, require such



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default to be corrected. If, within thirty (30) days after receipt of such notice such default shall not have been corrected, or reasonable steps have not been taken to correct such default, the Proponent may, without limiting any other right or remedy he may have, immediately terminate the Contract. In such an event, the Proponent shall be paid by the Regional District for all services performed and disbursements incurred pursuant to the Contract and remaining unpaid as of the effective date of such termination.

### 5.7 Payment Schedule

The payment schedule for the described scope of work is proposed to be made as depicted in the table below. The proponent is required to provide pricing information for **both** bunker configuration options as based on this Schedule of Prices in Appendix B. Pricing information shall be provided in Canadian Dollars (CAD). Further information regarding anticipated price breakdown is described in Section 6.3.

Milestone	Percent Payable	
	This Milestone	Cumulative
Detailed Design and Engineering Services (including designer modifications and Shop Drawing acceptance by Regional District's Engineer)	5	5
Equipment Delivery to Site	25	30
Completion of Satisfactory Installation of All Equipment/Materials	30	60
Completion of Process Performance Testing	25	85
Completion of Satisfactory Training for all Equipment/Materials	10	95
End of Warranty Inspection & Final Acceptance Certificate Issued	5	100

Payments due to the Proponent will be subject to holdbacks and deductions identified in the Contract Agreement. Specifically, payments to the Proponent will be subject to ten percent (10%) holdback under the Builders' Lien Act.

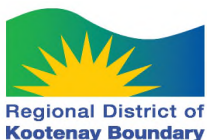
## 6.0 GENERAL PROPOSAL CONTENT

Content to be included in the Proposal at minimum is described in the following subsections.

Proponents must ensure that the following are included within their Proposal submission:

- Completed Appendix B – Pricing Form;
- Completed Appendix C – Specifications Form;
- References (3 Canadian including at least 1 installation in BC); and
- Warranty Information.

Failure to include the above in their submission will receive no further consideration.



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## 6.1 Proponent Information

**Corporate Overview:** Full name, address telephone number of the submitting office of the Proponent and where applicable, the name, address and telephone number of any branch office, affiliate or sub-Proponent(s) that will be involved in the project. The Proponent must indicate its corporate experience with membrane covered facilities and the number of years the corporation has been involved in the manufacturing of components and installation of membrane covered compost facilities.

**Project Manager:** The Proposal shall confirm the proposed project manager who will be the single point of contact, and responsible for direct interaction with the Regional District and Regional District's Engineer. Describe the work to be performed by the project manager and his/ her qualifications and substantive experience directly related to the proposed Work.

**Proposed Project Team:** The Proposal shall list key individuals including the project manager and sub-Proponent(s) who will have major responsibilities for the performance of the work. Describe the work to be performed by each listed individual and their qualifications, in terms of education and substantive experience directly related to the proposed Work. Capacity and ability of the Project Manager and Project Team to deliver the services within the defined timeframe must be discussed.

The Proposal should include the following endorsement: *"Identified Key Project Team members shall only be replaced with written approval of the Regional District."*

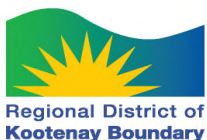
**Experience:** The Proposal shall include a minimum of five (5) project profile summaries for compost facilities completed and have operated in Canada for three (3) years or more. It is the Proponent's responsibility to demonstrate that they possess the required knowledge, understanding, and capacity to carry out the Work as outlined in this RFP within the project schedule.

**References:** The Proposal shall provide no less than three (3) reference facilities, with at least one (1) of the three references facilities located in British Columbia. The following information per each reference facility must be included:

- Name and location of the facility worked on;
- Date completed and commissioned;
- Contact person, including position title, phone number, and email address;
- Facility description with summary of equipment supplied; and
- Description of feedstocks and throughput volumes.

**Quality Assurance and Control:** The Proponent must indicate the quality assurance and quality control measures taken when supplying equipment and materials to the site, installation of equipment, testing of equipment (e.g. covers, blowers, control systems), and support following construction.

**Performance Measures:** The Proponent must include information or data to support the performance claims made by the Proponent of the membrane covered compost system. Information and data should be included to address the equipment specifications outlined in Section 7.3.



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**Team Resiliency and Covid-19 Precautions:** The Proponent must describe how they will manage challenges/delay posed by the ongoing covid-19 pandemic. At a minimum this should discuss team resiliency for detailed design support, equipment manufacturing, equipment supply, and attendance of on-site activities.

## 6.2 Technology Description

In their own words, the Proponent must provide a description of the technology and a list of all components that will be supplied by the Proponent. Proponents should identify requirements for installation of the various components, including electrical power requirements, aeration system installations, or other components that are not provided by the Proponent.

The Proponent must include information on services that will be provided by the Proponent during the facility construction and equipment installation, training of operators and commissioning of the system, and post-commissioning of the system. Proponents should identify a typical timeline for supply of replacement components.

Proponent should include information that demonstrates the performance of their membrane cover system including:

- Ability to achieve required PRP.
- Ability to monitor and maintain appropriate moisture content, aeration, and temperature of composting material within the covered system.

The Proponent should include their understanding of the project's critical issues and how their products and services relate to these issues.

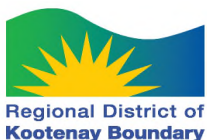
The Proponent must include what services and interaction are required from/with the Regional District, the Regional District's Engineer, and the General Contractor.

## 6.3 Pricing (Fees and Disbursements)

The Proponent must clearly identify and specify the fees required to satisfy the terms of reference for the project, work plan, and methodology. Proponents shall refer to the payment schedule in Section 5.7 when disclosing their fees. Proponents must include Appendix B within their proposal submission. The Proponent is required to fill out pricing information for **both** bunker configuration options within their submission. The Total Proposal Amount provided by the Proponent in the Schedule of Prices must be provided in Canadian Dollars (CAD) and inclusive of shipping, applicable taxes, and duties to supply equipment to the Grand Forks Landfill, Grand Forks, British Columbia.

The Proponent must also provide in the proposal the latest date that the Quoted Price will be held.

Proponents must obtain their own information on all matters and things that may in any way influence them in making their Proposal and fixing the rates entered by them in the Schedule of Prices.



#### **6.4 Scheduling**

The anticipated project timeline that Proponents are able to reference for preparation of their Proposal is defined in Section 7.5.

The supply of the membrane covered composting technology is a critical path activity, therefore the Regional District has elected to procure the equipment in advance of the Construction Contract. The Construction Contract will include the construction of one of the selected options.

The Proposal shall include a proposed schedule for design of facility equipment, equipment delivery, installation, and commissioning.

Proponents should ensure that all proposed personnel, materials, equipment, etc. will be available for scheduled commencement of the Works. In the event of scheduling conflicts or any other event of unavailability, the Proponent must advise the Regional District in writing of any proposed alternatives as well in advance in possible. The Proponent shall not use any alternatives without the written approval from the Regional District. The Regional District is under no obligation to approve any proposed alternatives.

#### **6.5 Specifications**

The Proponent is required to fill out the detailed specifications form for selected materials, attached as Appendix C, and include within their proposal submission.

For information on equipment and material requirements, refer to Section 7.3.

#### **6.6 Sub-Contractors**

The Proposal shall include the company name of all sub-contractors to be used in the performance of the Work with a description of the work they would be performing.

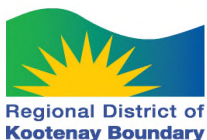
The sub-contractors listed in the Proposal may not be changed without the written consent of the Regional District. If the Regional District so requires, the Proponent shall be prepared to confirm to the Regional District the competence of sub-contractors prior to acceptance of the Proposal.

#### **6.7 Proposal Innovation**

The Proponent shall address in the Proposal submission, all the information as requested in the RFP documentation. The Proponent is also encouraged to provide innovative or unique applications of the aerated membrane covered compost system that have been demonstrated at other facilities in Canada.

### **7.0 SUMMARY OF WORK**





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### 7.1 Scope of Work

The Regional District has retained Tetra Tech Canada Inc. (the "Regional District's Engineer") to upgrade the composting operations at the Grand Forks Landfill to enable the expansion of the Regional District's organics processing capacity.

The upgraded facility will receive up to 4,000 tonnes per year (t/yr) of organic material. It is to be designed to accommodate the composting of food scraps, wood and yard and garden waste. The facility is to also accept and compost septage and biosolids from the City of Grand Forks and other municipalities in the Boundary watershed in the future.

The Regional District intends to process the biosolids and septage separately from the curbside food waste to produce two distinct end products. This will include a Class A compost with food scraps and yard waste and a separate Class A compost with biosolids and yard waste.

For the expansion, the desired composting technology for the Grand Forks Landfill is a membrane covered compost system with positive aeration. This technology was selected by the Regional District because of its effective odour and nuisance control measures, a moderate composting processing time, and low maintenance costs.

Two options have been developed to accommodate the estimated composition and tonnage of the feedstocks, either four long bunkers in series or five slightly shorter bunkers in series on an impermeable composting pad. Each option needs to consider the operational capabilities and flexibility required for handling of two separate feedstock streams.

- **Option One** is a four-bunker system, with each approximately 25 metres long. One bunker would be devoted to biosolids and three bunkers will be devoted to food and yard and garden waste.

or

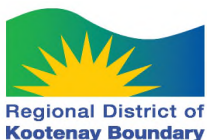
- **Option Two** is a five-bunker system, with each approximately 20 metres long per bunker. Two bunkers would be devoted to biosolids and three bunkers will be devoted to food and yard and garden waste.

Proponents should note the Regional District is considering either option and seeking cost proposals for both bunker options.

### 7.2 Services Required

The following services are expected of the Proponent during execution of the Works:

- Compost facility detailed design guidance and support;
- Project planning and permitting support;
- Coordination with the General Contractor for on-site supply and installation of composting equipment, including, but not limited to blowers, control systems, temperature and oxygen probes, membrane covers, aeration channels and covers, and other equipment necessary for the facility to operate optimally;



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- On-site software configuration and functional testing;
- On-site classroom and hands-on operator training;
- On-site visits to assist with the initial recipe mix and building piles for each phase of the process;
- Provide technical support throughout the duration of the project and warranty period;
- Attend progress meetings with the Regional District and Regional District's Engineer on an as needed basis (minimum 1 meeting every 6 weeks for the project duration); and
- Reporting (progress reports, final reports).

Proponents must take into consideration that the above services will be aligned with the milestones as described in Section 5.7 when preparing their submissions.

Proponents shall ensure that their corporation and personnel have the capability and previous experience to conduct the above services.

### 7.3 Equipment Specifications

The following subsections describe the specific equipment specifications required for this facility. The construction of the facility will be completed by a General Contractor under the direction of the Regional District.

The Proponent is required to fill out their own equipment specification information in the form presented in Appendix C and include within their proposal submission. The following information is provided to inform of the Proponent of the minimum requirements for all supplied equipment and materials. The Proponent must ensure that the supplied equipment and materials meet or exceed these requirements. Failure to meet these requirements will result in no further consideration.

Proponents shall note that the proposed bunker dimensions are 25 metres per bunker in the four-bunker system, and 20 metres per bunker in the five-bunker system.

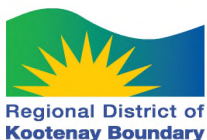
Proponent's must describe the performance and reliability of their systems in cold weather conditions (-30 °C)

#### Fabric Cover

The Proponent shall provide a description of its fabric cover composting process including the components listed in the following table.

When disclosing the specifications for characteristics 6 through 9, the proponent is required to provide test results proving that the new cover material meets or exceeds the required values for a cover being in service for a minimum of four years.

#	Cover Characteristic	Requirement	Proponent's Technology
1	Fabric Material (Top Fabric)	100% Polyester (PES)	



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2	Fabric Material (Functional Layer)	ePTFE (expanded Polytetrafluoroethylene) Membrane	
3	Fabric Material (Bottom Fabric)	100% Polyester (PES)	
4	Perimeter Rim Material	Polyvinylchloride (PVC) coated Polyester (PES) or Silicon.	
5	Dry Weight	477 +/- 20 g/m2	
6	Burst Strength	≥1500 N	
7	Water Entry Pressure	≥50,000 Pa	
8	Air Permeability	2.0 – 6.0 m3/m2 /hour	
9	Resistance Against Water Vapour Transmission	≤ 19.5 m2Pa/W	

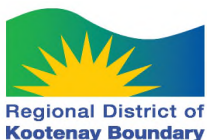
#### Blowers and Process Controls

The respondent shall provide a description of its blowers and process controls, including the following components:

- All blowers must be within the horsepower (HP) range of 1.5 HP to 3 HP. The Proponent is to provide an estimated power consumption per unit.
- Blowers and controls need to be enclosed and lockable to deter vandalism and theft.
- The Proponent is required to provide probes capable of capturing accurate temperature and oxygen data.
  - Temperature and oxygen probes must be fitted with armoured cables to deter vandalism of equipment. Alternate methods of protecting cables and probes will be considered.
- The Proponent is required provide details of all temperature and oxygen feedback controls and means of storing data.
- Electrical connections and conduit are to be enclosed and adequately secured to prevent unauthorized access and vandalism.
- Control software is to have remote capability via internet connectivity. The software is to be capable of providing regulatory reporting for temperature by date, time, and bunker.

#### Air Distribution

- The RDKB desires the composting systems to be constructed for positive aeration. Negative aeration processes will not be considered. Positive aerated static pile systems using a compost or wood waste cover will not be considered.
- The Proponent is required to provide a description of their air distribution ducting requirements.
- Air channels are to be designed to be integrated into, and built within a structural concrete pad and run the length of each composting bunker.
- The air channels are to be fitted with steel covers with aeration openings. The Proponent is required to provide a description of the aeration channels and covers and their installation. The Regional District's Engineer will be responsible for design of concrete foundations for the aeration channels.
- The Proponent is also required to describe the processes for leachate collection within the



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bunkers. The Regional District's Engineer will be responsible for designing a system to consolidate and store the leachate.

Proponent's shall fill out the following table in Appendix C.

#	Characteristic	Proponent's Technology
1	Blower Horsepower (HP)	
2	Estimated Blower Power Consumption per Unit	
3	Estimated Bunker Dimensions	Length
4	(Option 1)	Width
5		Height
6	Estimated Bunker Dimensions	Length
7	(Option 2)	Width
8		Height

#### 7.4 Reporting Requirements

In addition to any documents and deliverable dates proposed by the Proponent, all documents including but not limited to memos, reports, photographs, video, drawings, manuals, spreadsheets, project management information and tracking, assessments and other documents created for the purpose of this project, will be provided on a memory stick to the Regional District prior to the conclusion of the project. The expected reporting required for this scope of work will include at a minimum:

- Equipment Specification, Operation, and Maintenance Manuals for Software, Electrical Equipment, and Mechanical Equipment supplied.
- Training manuals for compost facility operators.

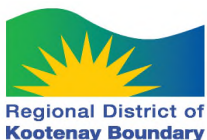
The Regional District's Engineer will require draft documents in formats that are compatible with the software available at the Regional District's Engineer's Office (e.g. Microsoft Word and Excel, PDF files). The files are not to be password protected to allow for comments and mark-ups to be made by Regional District's Engineer during the review process.

All finalized documents must be submitted in two (2) hard copies as well as provided electronically. Draft documents can be reviewed electronically and do not require hard copies.

#### 7.5 Project Timeline

The anticipated project timeline is included in the following table for the Proponent's reference. Milestones that are depicted in the grey highlighted boxes correspond with our proposed fee schedule orientation.

Milestone/Deliverable	Timeline
60% Detailed Design Completion	September 25, 2020
60% Design Conference Call	October 2, 2020
90% Design Completion	November 13, 2020
90% Design Conference Call	November 20, 2020



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Detailed Design Completion and Acceptance	December 11, 2020
Pre-Construction Kickoff and Site Meeting	March 15, 2021 to March 31, 2021
Equipment Supply	May 1, 2021 to May 15, 2021
Equipment Installation	May 15, 2021 – August 31, 2021
Facility Commissioning and Testing	September 1, 2021 to September 15, 2021
Staff Training	September 15, 2021 to September 30, 2021
Post-Construction Activities Completion	November 31, 2021

**All tasks subject under the Proponent's responsibility must be completed in full by November 31, 2021. No extensions will be provided.**

### 7.6 Drawings

Drawings shall meet standards acceptable to the Regional District's Geographical Information Systems (GIS) department and be prepared and presented in SI units and use Geodetic datum and UTM NAD 83 coordinates. All drawings shall also be drawn, saved and provided in AutoCAD and PDF format.

The Proponent shall work with the Regional District's Engineers to ensure that sufficient specification and drawings is provided for Detailed Design of the equipment included in this Scope of Work. All drawings shall be reviewed and approved by a Professional Engineer registered in the Province of British Columbia.

Two paper copies of the record drawings shall be provided in large-scale format.

### 7.7 Equipment Installation

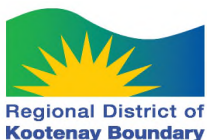
The Proponent shall be responsible for the supply of equipment to the Grand Forks Landfill, aligned with the timeline of the General Contractor. The Proponent will be responsible for the loading, unloading, and storage of the equipment as required.

The Proponent will work with the General Contractor, the Regional District, and Regional District's Engineer to assist with the construction and installation of equipment of the composting facility. The Proponent will be on-site as required and conduct detailed inspections of the installation including alignment, electrical connections, workmanship, and all other items as required to ensure successful operation of the equipment.

Following construction and installation of equipment, the Proponent will work with the General Contractor, the Regional District, and Regional District's Engineer to test and commission the facility. Demonstrations, running tests, and performance tests will be conducted as required. The Proponent will conduct all necessary checks to the equipment and advise on any additional work if necessary.

### 7.8 Materials Warranty

Proponents shall provide a minimum four (4) year warranty against failure of the fabric covers due to



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loss of material strength and must include warranty information with their submission.

Proponents shall provide a minimum one (1) year warranty against the failure of blower systems due to loss of material strength, material defect, or malfunction.

Proponents shall provide a minimum one (1) year warranty against the failure of the monitoring probes and control systems due to loss of material strength, material defect, or malfunction.

Failure to provide a warranty and warranty information during proposal submission will receive no further consideration.

### **7.9 Performance Guarantee**

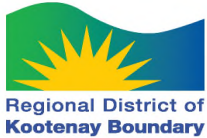
Proponents are to provide performance guarantees in an appropriate format within their proposals that includes:

- Minimum throughput of feedstocks;
- A performance statement that the compost system will achieve OMRR Pathogen Reduction Process requirements for a Class A Compost Facility; and
- A performance statement to meet VOC and NH<sub>3</sub> emissions.

Provided performance guarantees will be tied to a performance bond or letter of irrevocable credit in the amount of fifty percent (50%) of the total contract sum, from the successful Proponent, to be delivered prior to signing the Agreement.

### **7.10 Training**

Proponents are to provide a description of the operator training they will provide. This description should include any documentation, manuals, presentations, and on-site teaching that will occur over the duration of the project.



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## APPENDIX A – SAMPLE EQUIPMENT DESIGN AND SUPPLY AGREEMENT

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

BETWEEN:

**REGIONAL DISTRICT OF KOOTENAY BOUNDARY**

202-843 Rossland Avenue  
Trail, British Columbia, V1R 4S8

(hereinafter called the “Regional District”)

OF THE FIRST PART

AND:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(hereinafter called the “Proponent”)

OF THE SECOND PART

WHEREAS the Proponent has agreed to provide certain professional services to the Regional District in connection with a certain project described as follows:

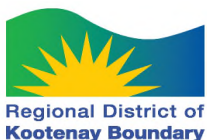
\_\_\_\_\_ **(the “Project”).**

AND WHEREAS the parties hereto wish to set out herein their respective rights and obligations.

NOW THEREFORE, the Regional District and the Proponent in consideration of their mutual rights and obligations as hereinafter set forth do hereby agree as follows:

### **Article 1 General Proponent’s Duties**

- 1.1 The Proponent shall provide to the Regional District all labour, equipment, and materials (the Services) within the required time to complete the Works set out in the Request for Proposal (attached hereto as Schedule “A”), and the Proponent’s Proposal (attached hereto as Schedule “B”), both of which form part of this Agreement. The equipment and materials shall generally consist of compost processing equipment.
- 1.2 The Proponent agrees to be bound by the terms of the Contract and retains all the rights and obligations set out in this Agreement. The Proponent accepts that the General Contractor selected by the Regional District and Regional District’s engineer will assume rights and



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obligations under the Regional District and will look to the General Contractor when applicable.

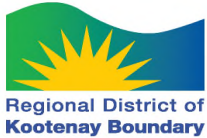
- 1.3 In performing the Services under this Agreement, the Proponent shall, at all times, act in the best interests of the Regional District and exercise that degree of professional skill, care and diligence required according to generally accepted professional science and engineering standards applicable to the performance of such services similar in scope, nature and complexity to the Services at the time and place the Services are performed.
- 1.4 It is agreed that in awarding the professional services encompassed within this Agreement to the Proponent, the Regional District has relied upon the Proponent's representations concerning the experience of certain identified personnel in the employ of the Proponent. It is agreed that, in performing the services under this Agreement, the Proponent shall assign such identified personnel to the Project.
- 1.5 The Proponent shall request of the Regional District any information or data contained in Regional District files which the Proponent requires in order to perform the services. The Regional District is only obligated to provide to the Proponent information and data that is pertinent to the terms of reference and work program set out in Schedules "A" and "B". The Proponent may rely on such information or data as may be provided by the Regional District without independent verification.
- 1.6 The Proponent shall begin work within fifteen (15) calendar days following receipt of Notice to Proceed and will achieve substantial completion of all the Works required by the Contract within ninety (90) calendar days of receipt of Notice to Proceed. If notice is sent by mail, it will be considered received by Proponent five (5) working days after mailing.
- 1.7 To ensure that the Project is processed in a timely manner, the Proponent and the Regional District will apply their best efforts to meeting the following deadlines:
  - a) Phone call and written enquiries from the Regional District and/or Regional District's Engineer will be returned within 24 hours;
  - b) Phone call and written enquiries from the Proponent will be returned within 24 hours;
  - c) Public enquiries to the Proponent on technical issues will be returned within 48 hours;
  - d) Meetings will be scheduled within 5 working days from date of request;
  - e) Review comments for material submitted by the Proponent will be processed by the Regional District within 14 days of receipt.

**Article 2 Client and Proponent Representatives**

- 2.1 The Regional District representative and contact information for the Contract is:

Janine Dougall, General Manager of Environmental Services  
Regional District of Kootenay Boundary  
202 – 843 Rossland Avenue  
Trail, BC, V1R 4S8





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E-mail: [jdougall@rdkb.com](mailto:jdougall@rdkb.com)

The Regional District's Engineer representative and contact information for the Contract is:

Jeremy Reid, Project Engineer  
Tetra Tech Canada Inc.  
Suite 1000, 10<sup>th</sup> Floor, 885 Dunsmuir St  
Vancouver, BC, V6C 1N5  
Email: [Jeremy.Reid@tetrattech.com](mailto:Jeremy.Reid@tetrattech.com)

The Proponent representative and contact information is:

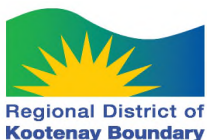
Contact Name, Role:  
Company:  
Address:  
E-mail:

### **Article 3      Term of Contract**

- 3.1 The parties hereto agree that the Term of this Contract will begin on \_\_\_\_\_, 2020 and end on \_\_\_\_\_, 2021 ("Term"), unless it is terminated earlier in accordance with the terms of the Contract or otherwise by operation of law.
- 3.2 The awarding of the Work will be subject to satisfactory performance and acceptance of this engagement, as well as the approval of subsequent budget, and successful negotiation of deliverables and fees.
- 3.3 The Regional District reserves the right in its sole discretion to terminate the Contract entered into with the Proponent at any stage of the project and the Proponent acknowledges and agrees the Regional District is not obligated to enter into any subsequent agreement or to retain the Proponent for any subsequent work of the project.

### **Article 4      Fees and Disbursements**

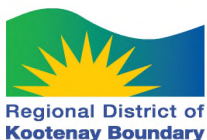
- 4.1 The Regional District shall pay the Proponent the Contract Price, as required by the Agreement.
- 4.2 Subject to Section 5.7, the maximum fee payable to the Proponent, under the terms of this Agreement, is \$\_\_\_\_\_, excluding only Goods and Services Tax, unless mutually agreed to by the parties in writing in advance. The maximum fee payable is in Canadian Dollars.
- 4.3 The maximum fee payable shall be the entire compensation owing to the Proponent by the Regional District for the Services and shall cover and include necessary costs including but not limited to all supervision, labour, Proponent's equipment and materials, overhead, profit,



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financing costs, shipping charges, fabrication and finishing, conveyance and delivery, packing, crating, freight cartage, drafting charges, tariffs, provincial sales tax, excise taxes, warranty and all other costs and expenses whatsoever incurred in performing the Contract.

- 4.4 Payments to the Proponent by the Regional District shall follow the payment schedule as described within the Contract Documents.
- 4.5 Invoices may be rendered subject to milestone completion according the payment schedule outlined in 5.7 and shall be delivered to the Regional District of Kootenay Boundary, 843 Rossland Avenue, Trail BC V1R 4S8. Verified and approved invoices shall be payable by the Regional District within thirty (30) days of receipt.
- The Proponent shall provide all necessary and sufficient substantiation to the Regional District in order to verify any invoice upon request. If the Regional District is unable to verify any invoice within the said period, any payment by the Regional District either may be withheld or may be made and treated as an advance pending verification of the invoice.
- 4.6 Payments to the Proponent will be subject to ten percent (10%) holdback under the Builders' Lien Act.
- 4.7 A two percent (2%) holdback will occur for the duration of the warranty period.
- 4.8 No payment shall be made by the Regional District to the Proponent in addition to the maximum fee payable on account of any extra expense, loss or damage incurred by or sustained by the Proponent for any reason unless the Proponent has given written notice of a claim to the Regional District and Regional District's Engineer within thirty (30) days of the date the Proponent first became aware of the circumstances which gave rise to the claim.
- 4.9 Any necessary adjustments which have not been made prior to payment of an invoice may be made by the Regional District at the time of a later payment. If the Regional District is shown to have overpaid, the Regional District may deduct the amount from any other sums due to the Proponent from the Regional District or the Proponent shall pay the amount to the Regional District within thirty (30) days of the amount being agreed upon or otherwise established.
- 4.10 The Regional District may request the Proponent to submit prior to payment of the final invoice a statutory declaration or other proof that there are no outstanding costs, assessments, liens or claims in connection with the provision of the Services during the invoice period.
- 4.11 Payments may be withheld until relevant operating, training, and maintenance manuals and materials along with all warranties have been delivered to the Regional District and Regional District's Engineer.
- 4.12 In addition to any other remedy the Regional District may have in the Contract or law, the Regional District may refuse of make payment because of subsequent discovered evidence or



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test result, and shall be compensated for any payment previously made to the Proponent to such extent necessary to protect the Regional District from loss as a result of:

- a) Defective or damaged equipment and materials;
- b) Failure of the Proponent to supply the Services in accordance with the Contract Documents;
- c) Disregard by the Proponent of the authority of the Regional District, Regional District's Engineer, or the laws of any public body having jurisdiction.

#### **Article 5 Insurance**

- 5.1 At the time of signing the Contract, the Proponent shall provide, maintain, and pay for Commercial General Liability Insurance on an occurrence basis for the Proponent with insurance limits of not less than \$5,000,000.00 inclusive per occurrence for bodily injury and property damage and shall include coverage for:

- a) premises, activities and operations liability
- b) blanket contractual liability
- c) cross liability
- d) contingent employer's liability
- e) owners and Proponent's protective liability
- f) employees as additional insureds
- g) personal injury
- h) broad form loss of use
- i) owned and non-owned automobile liability
- j) the Regional District as an additional insured

The Regional District shall be listed as a "Additional Insured" under the Commercial General Liability Insurance.

- 5.2 The Proponent shall, at their own expense, continuously maintain in force during the term of this Agreement, Motor Vehicle Insurance, including bodily injury, death and property damage in an amount no less than \$2,000,000 per occurrence from the Insurance Corporation of British Columbia on any licensed motor vehicles of any kind used to carry out the Work.
- 5.3 The Proponent shall provide the Regional District a Certificate of Insurance verifying the Proponent has such Insurances.

The Certificate of Insurance shall indicate that notice will be given or sent by registered mail to the Regional District at least thirty (30) days in advance of cancellation of this insurance.

The Proponent shall provide the Regional District at least thirty (30) days written notice in advance of any material change or amendment to such Insurances restricting coverage. Notice shall be given or sent by registered mail to the Regional District.

- 5.4 The Proponent shall, at all times, indemnify and save harmless the Regional District and its



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officers, directors, agents, and employees from and against all claims, damages, losses and expenses arising from personal injury, death, or damage, inclusive of claims made by third parties, to the extent directly attributable to the negligent acts, errors, or omissions of the Proponent.

The Regional District shall, at all times, indemnify and save harmless the Proponent and its officers, directors, agents, and employees from and against all claims, damages, losses and expenses arising from personal injury, death, or damage, inclusive of claims made by third parties, to the extent directly attributable to the negligent acts, errors, or omissions of the Regional District.

5.5 The Proponent will be responsible for deductible amounts under the insurance policies.

5.6 The provisions of this Article will survive termination of this Agreement.

#### **Article 6 Deliverables and Timelines**

6.1 Deliverables include the labour, equipment and materials, services, and final products the Regional District is expecting to receive from the Proponent as described in the Contract Documents.

6.2 The Proponent shall furnish at its own expense and cost any and all necessary labour, machinery, equipment, tools, transportation, permits, materials, and whatever else is necessary in the performance and completion of the Deliverables other than such items that the Regional District specifically agrees to furnish.

6.3 The Proponent accepts that time shall be of the essence. The Proponent shall supply the Services in accordance with the Contract Documents and acknowledges that the schedule for the supply of Services as set out in the Contract Documents is reasonable.

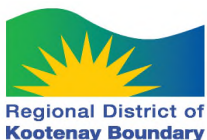
Timeline extensions, if any, shall only be granted by the Regional District in writing to the Proponent. The failure of the Proponent to comply with this requirement shall entitle the Regional District to terminate the Proponent's right to continue with the supply of services or delay payments as described in Article 4.

#### **Article 7 Equipment and Materials**

7.1 The Proponent shall be responsible to deliver and supply all equipment and materials needed to and during the execution of the Work unless stated otherwise in the Contract Documents. All selected equipment and materials shall be new and chosen for optimal compatibility, ease of construction, and efficient maintenance.

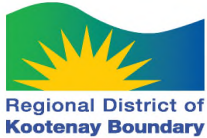
All equipment and materials shall bear the Canadian Standards Association seal.

7.2 The Proponent shall diligently attend to the delivery and supply of the equipment and materials so that they are delivered faithfully, expeditiously, and in accordance with the Agreement. The Proponent shall:



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- 
- a) Deliver all equipment and materials to the Grand Forks Regional Landfill, located at 8798 Granby Road, Grand Forks, British Columbia;
  - b) Ensure the supplied equipment and materials are in of condition and quality for installation and performance; and
  - c) Ensure the delivery of equipment and materials is conducted on time and aligned with the Regional District and Regional District's Engineer schedule. Delivery and handling shall be conducted in a manner to prevent damage, undue stress, or weather to equipment and materials.
    - a. The Proponent shall send the Regional District a Notice of Shipment at least two (2) weeks prior to the equipment and materials being shipped. The Notice of Shipment shall state the number of the order, the kind of goods, the Proponent's name, and the carrier and route by which the shipment is being made. The Notice of Shipment shall indicate appropriate instructions, considerations or other information regarding proper storage, handling, transfer, and off-loading.
    - b. All equipment and materials delivered to the Grand Forks Regional Landfills must be arranged for delivery between 8:30am and 3:30pm Tuesday to Friday, statutory holidays excepted. The Regional District shall not be responsible for equipment and materials delivered outside the acceptable time for deliveries.
    - c. The Proponent shall bear all risks and responsibility for the equipment and materials, including but not limited to any loss or damage to the equipment and materials from any cause, up to and including the delivery of the equipment and materials. Upon loss or damage, the Proponent shall immediately repair or replace any equipment and materials necessary.
- 7.3 The Proponent shall provide sufficient installation and commissioning support for the equipment and materials. The Proponent shall conduct detailed inspections of the installation including alignment, electrical connections, rotations, clearances, lubrication, workmanship, and all other items as required to ensure successful operation of the equipment.
- Any outstanding deficiencies in the installation must be identified and rectified by the Proponent.
- The Proponent shall conduct demonstrations, running tests, and performance tests as needed or when prompted by the Regional District after the installation has been verified and any identified deficiencies have been remedied. The Proponent shall conduct all necessary checks to the equipment and advise the Regional District of any further checking or other work needed prior to confirming the equipment is ready to run.
- 7.4 If upon inspection, testing or otherwise the equipment and materials or any portion are found to be non-conforming, unsatisfactory, defective, or inferior quality, or fail to meet any guarantee of operating or other specifications, the Regional District or Regional District's Engineer may give notice of its dissatisfaction to the Proponent either verbally or in writing and the Proponent shall immediately perform necessary actions to meet the expected satisfaction.



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- 7.5 The Proponent acknowledges that the acceptance or deemed acceptance of equipment and materials by the Regional District shall not prejudice any rights or remedies regarding any non-conformance, unsatisfaction, defections, or failure of meeting specifications as stated in the Contract Documents.

**Article 8 Warranty**

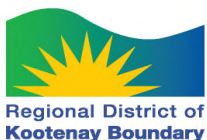
- 8.1 The Proponent warrants and guarantees that the equipment and materials are free from all defects from the date of Work commencement, unless specified otherwise in the Contract. Defects, faulty materials, and failures, which occur during the warranty period, shall be rectified to the satisfaction of the Regional District at the Cost of the Proponent.
- 8.2 Proponents shall provide a four (4) year warranty against failure of the fabric covers due to loss of material strength.
- 8.3 Proponents shall provide a minimum one (1) year warranty against the failure of blower systems due to loss of material strength, material defect, or malfunction.
- 8.4 Proponents shall provide a minimum one (1) year warrant against the failure of the monitoring probes and control systems due to loss of material strength, material defect, or malfunction.
- 8.5 A two percent (2%) holdback will occur for the duration of the warranty period.

**Article 9 Specifications and Drawings**

- 9.1 Submittals are required to determine whether the specified equipment and materials are furnished and installed in accordance with design intent.
- Make submittals far enough in advance to allow adequate time for coordination, reviews, revisions, and resubmittals, and for supply and delivery in time for the scheduled installation of the compost processing equipment.
- 9.2 Drawings shall meet standards acceptable to the Regional District's Geographical Information Systems (GIS) department.
- 9.3 The Proponent shall ensure that sufficient specifications and drawings are provided for the Detailed Design of the equipment. Drawings shall be accurately drawn to a scale sufficient enough to show all pertinent features and be submitted to the Regional District and Regional District's Engineer for review with reasonable promptness and in orderly sequence so as to cause no delay in the Works. All specifications and drawings are intended to be explanatory of each other. Any equipment and materials specified on the drawings and not in the specifications, or vice versa, shall be executed as if specified in both.

**Article 10 Site Safety Requirements and Workers Compensation**

- 10.1 The Proponent shall be responsible for following health and safety within the working areas and for compliance with the British Columbia *Occupational Health and Safety Act* and



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Regulations.

- 10.2 The Proponent, at its own expense, shall obtain Workers Compensation Board coverage or equivalent and shall provide evidence of good standing for all its employees working on this Agreement.
- 10.3 The Proponent will be responsible for following developed Health and Safety Plans developed by the General Contractor while onsite for any activities related to the Works. The Proponent shall also adhere to any health and safety procedures developed by the Regional District specific to the site.
- 10.4 The Proponent is required to follow any COVID-19 procedures in place when on site.
- 10.5 The Proponent is responsible for its employees and any sub-Proponent that it hires.

**Article 11 Specific Provisions**

- 11.1 Should extra work be required, the Proponent shall submit to the Regional District for approval, a fully itemized quotation listing any sub-Proponent's and Proponent's own work showing labour, material, and mark ups separately.

The percentage mark up on work by the Proponent shall be 10% and include costs for profit, bonds, permits, and administration costs. Administration costs include all estimating, investigating, quoting, safety, general costs, general expenses, indirect labour, etc.

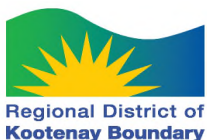
- 11.2 Upon achieving what it asserts to be total performance of the Contract, the Proponent may make written application to the Regional District for a final inspection. This application must state that all Work is complete, all systems have been tested and are operating correction, and the facility is in a ready to use condition.

The Proponent is responsible for making all arrangements for a mutually agreeable time for the final inspection as well as coordination of all parties required to attend the inspection. The Proponent is required to demonstrate the proper operation of any systems pre-designated by the Regional District. The Regional District will carry out this inspection accompanied by the Proponent. During the final inspection, the Regional District will endeavour to advise the Proponent of all deficiency requiring correction.

Following the final inspection, the Regional District will promptly provide an all-inclusive list of deficiencies to the Proponent. Upon correcting deficiency, the Proponent will submit a written statement attesting to the completion to the Regional District.

**Article 12 Dispute Resolution**

- 12.1 Disputes occurs between the Regional District and the Proponent when there is a difference between the parties as to the interpretation, application, or administration of the Contract.
- 12.2 Except as otherwise specifically provided, questions regarding interpretation, application or



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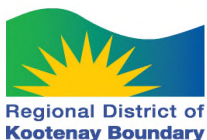
administration of the Contract shall be referred by the Proponent in writing to the Regional District and Regional District's Engineer for its decision. The matter shall be reviewed, and a response will be provided to the Proponent in writing with the decision within twenty-one (21) days after receipt of written notice from the Proponent.

- 12.3 If the Proponent disputes a decision or instruction of the Regional District or the Regional District's Engineer (the "Disputed Decision") or considers that the Disputed Decision requires extra work, the Proponent shall give a detailed written notice of the dispute to the Regional District and Regional District's Engineer within twenty-one (21) days of the date that the Proponent received the Disputed Decision. The written notice must set out the nature of the dispute, the circumstances which gave rise to the dispute, the date on which these circumstances arose and the estimated cost of the work.
- 12.4 The Proponent shall be conclusively deemed to have accepted a decision or instruction of the Regional District or Regional District's Engineer if the Proponent does not dispute the Disputed Decision by giving the required written notice within the required time and providing the required information.
- 12.5 If the Disputed Decision is not resolved promptly in the sole discretion of the Regional District, the Regional District's Engineer shall give any instructions as may be necessary for the supply of the Services and to prevent delay in delivery of the Services pending resolution of the dispute. The Proponent shall comply immediately with the Regional District's Engineer's instructions. If it is subsequently determined that the instructions were contrary to the Contract Documents, the Regional District shall pay the costs incurred by the Proponent in carrying out those instructions beyond what the Contract Documents required.
- 12.6 All claims, disputes or Disputed Decisions between the Regional District and the Proponent that are not resolved shall be decided by arbitration if the parties agree, or failing agreement, in a Court of competent jurisdiction within the Province of British Columbia.

**Article 13 Termination and Suspension**

- 13.1 The Regional District may terminate the Contract if the Proponent is in default in the performance of any aspect of the Contract. Such termination shall be effective upon the Regional District giving notice.
- 13.2 Such default may constitute the following:
- a) Has breached a fundamental term of the Contract or is in substantial breach of the terms of the Contract;
  - b) Has failed to supply the Services, within the time specified in the Contract;
  - c) Has failed or is failing to furnish or to maintain a detailed schedule;
  - d) Has become in any way unable to supply Services or any part thereof; or
  - e) Has repeatedly failed to make prompt payments to sub-Proponents, suppliers or others for labour, materials or equipment;





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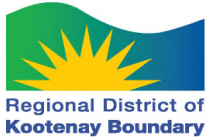
- 13.3 The Regional District may give the Proponent, in writing, of default or defaults notice to be remedied. Proponents have thirty (30) days after delivery of any notice of default to correct or take reasonable steps to correct such default. If after thirty (30) days such default or defaults are not remedied, the Regional District may, without limiting any other right or remedy the Regional District may have, immediately terminate this Agreement and discharge its obligations under the Contract by paying for the cost of the services rendered and disbursements incurred by the Proponent and remaining unpaid as of the effective date of the termination.
- 13.4 If the Regional District is shown to be in default in performance of any of its material obligations set forth in the Contract, then the Proponent may, by written notice to the Regional District, require such default to be corrected. If, within thirty (30) days after receipt of such notice such default shall not have been corrected, or reasonable steps have not been taken to correct such default, the Proponent may, without limiting any other right or remedy he may have, immediately terminate the Contract. In such an event, the Proponent shall be paid by the Regional District for all services performed and disbursements incurred pursuant to the Contract and remaining unpaid as of the effective date of such termination.

**Article 14 Confidentiality, Ownership, and Use of Documents and Materials**

- 14.1 The Proponent shall act in a confidential manner and make his best efforts to keep confidential all communications, plans, specifications, reports or other information used in connection with the Project unless the same are stated by the Regional District to be in the public domain except as required by law; or by prior written consent of the Regional District. The Proponent shall instruct all his employees and agents of the obligations under this Article.
- 14.2 All studies, reports, drawings, plans, designs, specifications, models, photographs, software; i.e. custom applications, digital data, etc., and other intellectual properties and materials developed for the Regional District are the property of the Regional District regardless of whether the Project proceeds and the Regional District reserves the copyright, patent and trademark therein and in the work executed there from and they shall not be used on any other work without the prior written agreement of the Regional District.
- 14.3 The Regional District acknowledges and agrees that the Agreement has been provided for a specific purpose. Any reuse, modification, or misuse of the Proponent's studies, reports, drawings, plans, designs, specifications, models, software, processes, documents, or other information by the Regional District or third parties shall be at the Regional District's sole risk and responsibility.
- 14.4 The provisions of this Article will survive termination of this Agreement.

**Article 15 Compliance with Laws**

- 15.1 The Proponent shall comply with all applicable bylaws and regulations of the Regional District, all applicable laws of the Province of British Columbia and the Government of Canada, and all applicable orders of any level of government made pursuant to legislation. Without restricting



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the generality of the foregoing, the Proponent shall abide by all provisions of the Workers' Compensation Act of British Columbia and upon request by the Regional District shall supply proof that all assessments have been paid.

- 15.2 The laws of the Province of British Columbia shall govern this Agreement and any arbitration or litigation in respect thereof.

**Article 16 Waiver**

- 16.1 Any failure of the Regional District at any time to enforce or require strict compliance with any of the terms of this Agreement shall not constitute a waiver or relinquishment of any such terms and the same shall remain at all times in full force and effect.

**Article 17 Records and Audits**

- 17.1 The Proponent shall keep reasonable and proper records, accounts, statements and other relevant documents for a period of not less than twelve (12) months after completion of the Project or for such extended period as the Regional District may request in advance and in writing.
- 17.2 The Proponent shall permit the Regional District to inspect, audit and copy all records, accounts, statements and other relevant documents of the Proponent relating to the Project at all reasonable business hours in the offices of the Proponent unless otherwise agreed in writing by the parties.

**Article 18 Successors and Assigns**

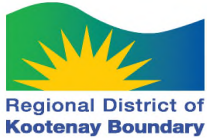
- 18.1 This Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective executors, heirs, administrators, successors and assigns.
- 18.2 Neither party may assign this Agreement without the prior consent in writing of the other, which consent shall not be unreasonably withheld.

**Article 19 Notices**

- 19.1 All notices, requests, demands and other communications required or permitted to be given under this Agreement shall be in writing and delivered by hand, e-mail or prepaid registered mail (return receipt requested) to the party to which it is to be given as follows:

- a) To the Regional District:

Janine Dougall, General Manager of Environmental Services  
Regional District of Kootenay Boundary  
202 – 843 Rossland Avenue  
Trail, BC, V1R 4S8  
E-mail: [jdougall@rdkb.com](mailto:jdougall@rdkb.com)



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b) To the Regional District's Engineer:

Jeremy Reid, Project Engineer  
Tetra Tech Canada Inc.  
Suite 1000, 10<sup>th</sup> Floor, 885 Dunsmuir St  
Vancouver, BC, V6C 1N5  
Email: [Jeremy.Reid@tetrattech.com](mailto:Jeremy.Reid@tetrattech.com)

c) To the Proponent:

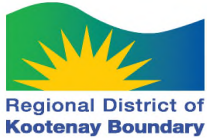
Contact Name, Role:  
Company:  
Address:  
E-mail:

or at such other address as the party to whom the notice is sent may specify by notice given in accordance with the provisions of this section. Any such notice, request, demand or other communication given as aforesaid will be deemed to have been given, in the case of delivery by hand, when delivered, in the case of e-mail, when a legible e-mail is received by the recipient if received before 5:00 p.m. on a Business Day, or on the next Business Day if such e-mail is received on a day which is not a Business Day or after 5:00 p.m. on a Business Day, and in the case of delivery by prepaid registered mail, as aforesaid, on the date received. In the event of discontinuance of postal service due to strike, lockout, labour disturbance or otherwise, notice, demands, requests and other communications shall be delivered by hand or e-mail. For the purpose of this notice provision, "Business Day" means any day except Saturday, Sunday and statutory holidays recognized in British Columbia.

**Article 20 Entire Agreement**

- 20.1 This Agreement constitutes the sole and entire Agreement between the Regional District and the Proponent relating to the Project and supersedes all prior agreements and communications between them whether written or oral respecting the subject matter hereof and no other terms, conditions or warranties whether expressed or implied shall form a part hereof.
- 20.2 The Proponent, by signing this Agreement agrees to cooperatively work with the Regional District, Regional District's Engineer, and General Contractor. This includes working with the requirements set out by the Prime Contractor (which will be the General Contractor) during equipment installation, testing, and commissioning activities.
- 20.3 Wherever the masculine gender is used in this Agreement it includes the feminine and body corporate where the context so requires.

**Article 21 Survival**



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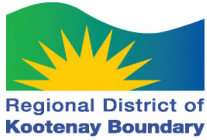
- 21.1 All obligations of each of the parties which expressly or by their nature survive termination or expiration of this Agreement, will continue in full force and effect subsequent to and notwithstanding such termination or expiration or assignment and until they are satisfied or by their nature expire.

**Article 22 Counterpart**

- 22.1 This Agreement may be executed by the parties in counterparts and may be executed and delivered by e-mail and all such counterparts and e-mails together constitute one and the same agreement.

**Article 23 Bonding and Performance Guarantees**

- 23.1 The Proponent, together with a surety company, approved by the Regional District and authorized by law to carry on business in the British Columbia, shall furnish a Performance Bond to the Regional District
- 23.2 The Performance Bond shall be in the amount of 50% of the Contract Price.
- 23.3 The Proponent may also provide a letter of irrevocable credit in the amount of fifty percent (50%) of the Contract Price.
- 23.4 An acceptable Performance Bond shall be submitted to the Regional District as a condition of the Regional District awarding the Contract to the Proponent.
- 23.5 The Performance Bond shall remain valid until the end of the warranty period.



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IN WITNESS WHEREOF the parties hereto have executed this Agreement on the day and year first above written.

The signatures of the Signing  
Authority of the  
**REGIONAL DISTRICT OF  
KOOTENAY BOUNDARY**  
was hereto affixed:

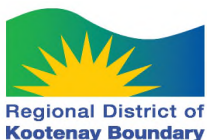
\_\_\_\_\_  
*Theresa Lenardon, Manager of Corporate Administration*

**PROPONENT**  
by its authorized signatories:

\_\_\_\_\_  
*Authorized Signatory*

\_\_\_\_\_  
*Authorized Signatory*

*Corporate seal*



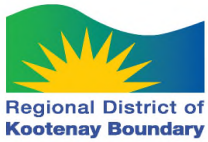
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## APPENDIX B – SCHEDULE OF PRICES

The Proponent is required to fill out the schedule of pricing for **Option 1 and Option 2**. Prices must be provided in Canadian Dollars (CAD) to facilitate comparison between submitted proposals. Total Prices are to be inclusive of all taxes, duties, tariffs, shipping, and other costs related to supplying equipment to the Grand Forks Landfill.

Proponent's shall also provide a detailed cost budget including an itemized list of all equipment and services the proponent will provide to meet the described scope of work. A sample table is provided, but Proponent's are encouraged to display their information as clearly as possible.

Item	Description	Qty	Unit Price	Extended Total
<b>Option 1 – 4 Bunker</b>				
1	Detailed Design and Engineering Services (including designer modifications and Shop Drawing acceptance by Regional District's Engineer)	1		
2	Equipment Delivery to Site	1		
3	Completion of Satisfactory Installation of All Equipment/Materials	1		
4	Completion of Process Performance Testing	1		
5	Completion of Satisfactory Training for all Equipment/Materials	1		
<b>Sub-Total</b>				
<b>GST, PST, Duties, Shipping, Etc.</b>				
<b>Total</b>				
<b>Option 2 – 5 Bunker</b>				
6	Detailed Design and Engineering Services (including designer modifications and Shop Drawing acceptance by Regional District's Engineer)	1		
7	Equipment Delivery to Site	1		
8	Completion of Satisfactory Installation of All Equipment/Materials	1		
9	Completion of Process Performance Testing	1		
10	Completion of Satisfactory Training for all	1		
<b>Sub-Total</b>				
<b>GST, PST, Duties, Shipping, Etc.</b>				



GRAND FORKS LANDFILL COMPOSTING FACILITY UPGRADE  
REQUEST FOR PROPOSALS  
Issued: July 28, 2020

<b>Total</b>					
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**Detailed Cost Budget Table**

Item #	Equipment/Service	Unit Price	Quantity	Subtotal	GST, PST, Duties, Shipping, Etc.	Total
1						
2						
3						
4						
5						
6						
...						



GRAND FORKS LANDFILL COMPOSTING FACILITY UPGRADE  
REQUEST FOR PROPOSALS  
Issued: July 28, 2020

## APPENDIX C – EQUIPMENT SPECIFICATIONS FORM

### Cover Parameters

#	Characteristic	Minimum Requirement	Proponent's Technology
1	Fabric Material (Face Fabric)	100% Polyester (PES)	
2	Fabric Material (Functional Layer)	ePTFE (expanded Polytetrafluoroethylene) Membrane	
3	Fabric Material (Back Fabric)	100% Polyester (PES)	
4	Perimeter Rim Material	Polyvinylchloride (PVC) coated Polyester (PES) or Silicon.	
5	Dry Weight	477 +/- 20 g/m2	
6	Burst Strength	≥1500 N	
7	Water Entry Pressure	≥50,000 Pa	
8	Air Permeability	2.0 – 6.0 m3/m2 /hour	
9	Resistance Against Water Vapour Transmission	≤ 19.5 m2Pa/W	

### Other Parameters

#	Characteristic	Proponent's Technology
1	Blower Horsepower (HP)	
2	Estimated Blower Power Consumption per Unit	
3	Estimated Bunker Dimensions	Length
4	(Option 1)	Width
5		Height
6	Estimated Bunker Dimensions	Length
7	(Option 2)	Width
8		Height





Regional District of  
Kootenay Boundary

## Staff Report

<b>RE:</b>	Agricultural Land Commission Referral - Non-Farm Use Application – Rixin-Schmidt		
<b>Date:</b>	August 27, 2020	<b>File #:</b>	E-514-03133.200
<b>To:</b>	Chair Langman and members of the Board of Directors		
<b>From:</b>	Liz Moore, Senior Planner		

### Issue Introduction

We have received a referral from the Agricultural Land Commission (ALC) for a non-farm use application (see attachments).

Property Information	
<b>Owner(s):</b>	Kevin Rixin and Catherine Schmidt
<b>Location:</b>	3230 & 3232 Beadman Rd.
<b>Electoral Area:</b>	Electoral Area E/West Boundary
<b>Legal Description(s):</b>	Lot 2, Plan KAP86510, DL 514 & DL 804s, SDYD
<b>Area:</b>	3.85 ha (9.51 acres)
<b>Current Use(s):</b>	Single family dwelling, three-unit multi-family dwelling and RV Park
Land Use Bylaws	
<b>OCP Bylaw No.: 1125</b>	NA
<b>DP Area:</b>	NA
<b>Zoning Bylaw No.: 1166</b>	NA
Other	
<b>ALR:</b>	Partial – south-eastern part of property
<b>Waterfront / Floodplain:</b>	NA
<b>Service Area:</b>	NA
<b>Planning Agreement Area:</b>	NA

### History / Background Information

The subject property is located on Beadman Rd, to the south-east of Rock Creek, south of Highway 3 and west of the Kettle River. The property currently has a three-unit apartment building and an RV park with 19 seasonal RV sites on the portion of the property that is not in the Agricultural Land Reserve (ALR). The single family dwelling is in the ALR. Approximately 2/3 of the parcel is in the ALR (see attachments).

Page 1 of 3

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In 2013, the property owners applied to subdivide the subject property into two lots along the ALR boundary. The subdivision received preliminary layout approval; however, it was not completed.

### **Proposal**

The current application is for non-farm use to expand the RV Park into a 0.75ha portion of the property in the southeast corner of the parcel. That portion of the property is entirely in the ALR. The proposed expansion would provide 10 full serviced year-round RV sites. Their stated intention to increase agricultural productivity will be to put in place a community garden for residents of the RV Park.

### **Implications**

The applicant states that of the proposed 0.75 ha proposed for the RV Park expansion, only 0.2 ha will be used for the actual sites; the remainder of the requested area will be used for a septic field and a grassy common area.

The applicant asserts that there is a high demand for this type of business in the Kettle Valley. They also mention that their property is a good location as it is outside the floodplain for the Kettle River.

They state that there is little available land not in the ALR in the area for this type of development as the Kettle Valley is mostly in the ALR.

As this part of Electoral Area E/West Boundary does not have land use bylaws, there is no policy direction with regard to how to assess non-farm use applications.

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

The Electoral Area E/West Boundary APC discussed the application at their August 3, 2020 meeting. The APC recommended support for the application subject to providing detailed plans for water lines and sewage disposal to the proper authority(s).

The APC expressed a number of concerns and suggestions including the following:

- Ensuring proper water delivery and sewage disposal to ensure that it is property maintained and there's no impact to local water sources and the environment
- Concerns about removal of farmland and precedent setting
- It was suggested that the sites be moved closer to the house

The APC suggested that if the ALC does not support this application, the owners should reconfigure their plans to include sites outside the ALR.

### **Planning Staff Comments**

Since there are no land use policies or regulations in this portion of Electoral Area E/West Boundary, there is nothing to guide a staff recommendation regarding support or non-support.

Staff reports and meeting minutes are all forwarded to the Agricultural Land Commission for consideration.

### **Recommendation**

That the Regional District of Kootenay Boundary Board of Directors directs staff to forward, without a recommendation, the application to the Agricultural Land Commission for non-farm use submitted by Kevin Rexin and Catherine Schmidt for the property legally described as Lot 2, Plan KAP86510, DL514 & DL 804s, SDYD.

### **Attachments**

Site Location Map  
Subject Property Map  
Site Plan  
Applicant Submission

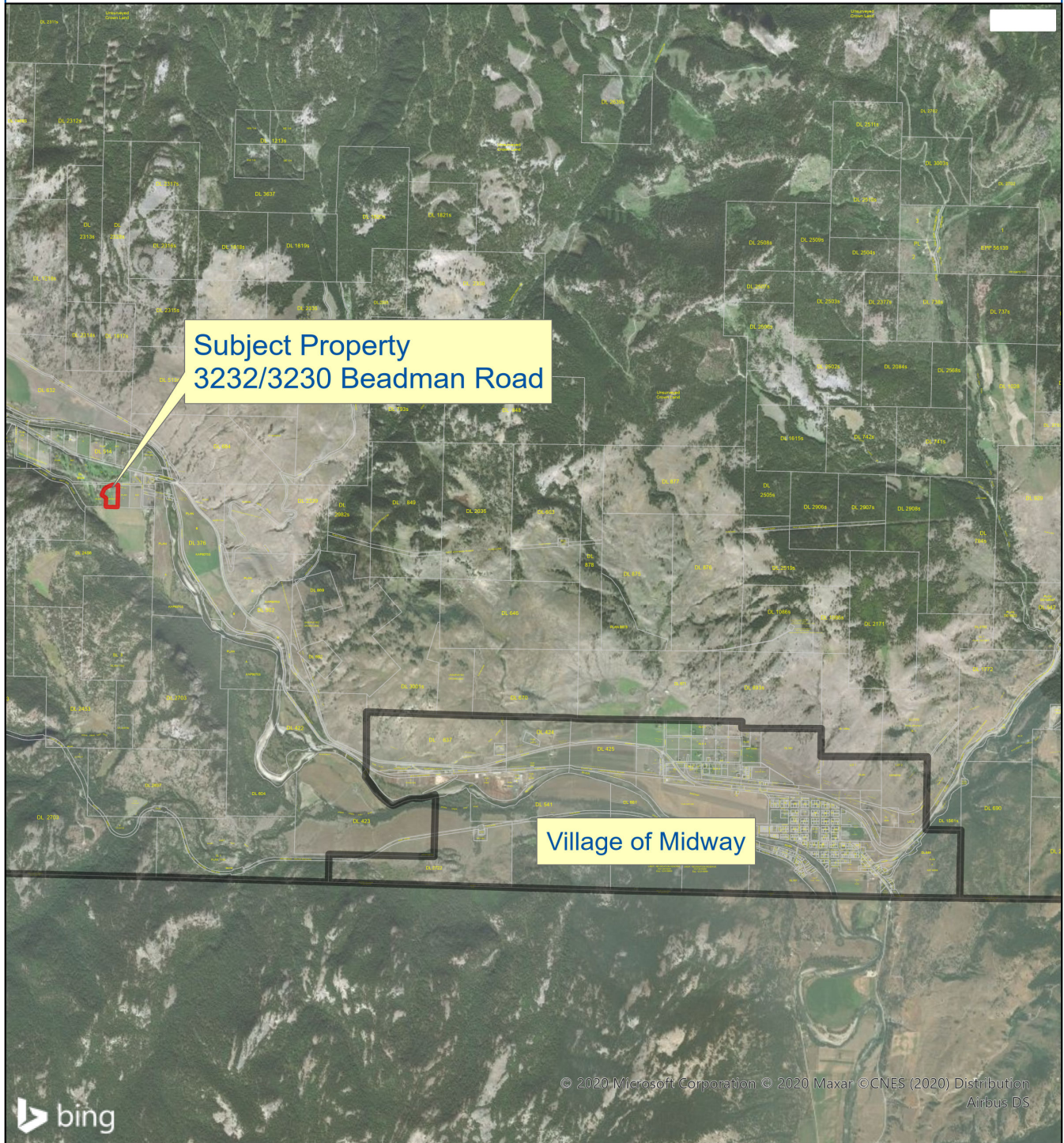
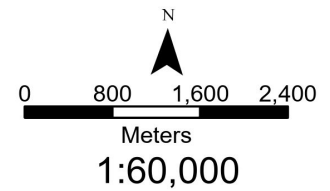


Regional District of  
Kootenay Boundary

Date: 2020-07-23

# Site Location Map

Lot 2, Plan KAP86510,  
District Lot 514,  
Similkameen Div of Yale Land District, & DL 804S



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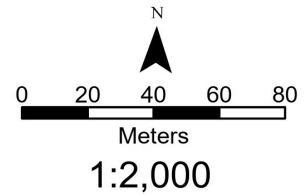


Regional District of  
Kootenay Boundary

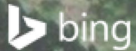
Date: 2020-07-23

## Subject Property Map

Lot 2, Plan KAP86510,  
District Lot 514,  
Similkameen Div of Yale Land District, & DL 804S



Subject Property  
3232/3230 Beaman



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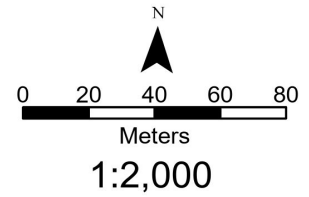


Regional District of  
Kootenay Boundary

Date: 2020-08-18

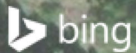
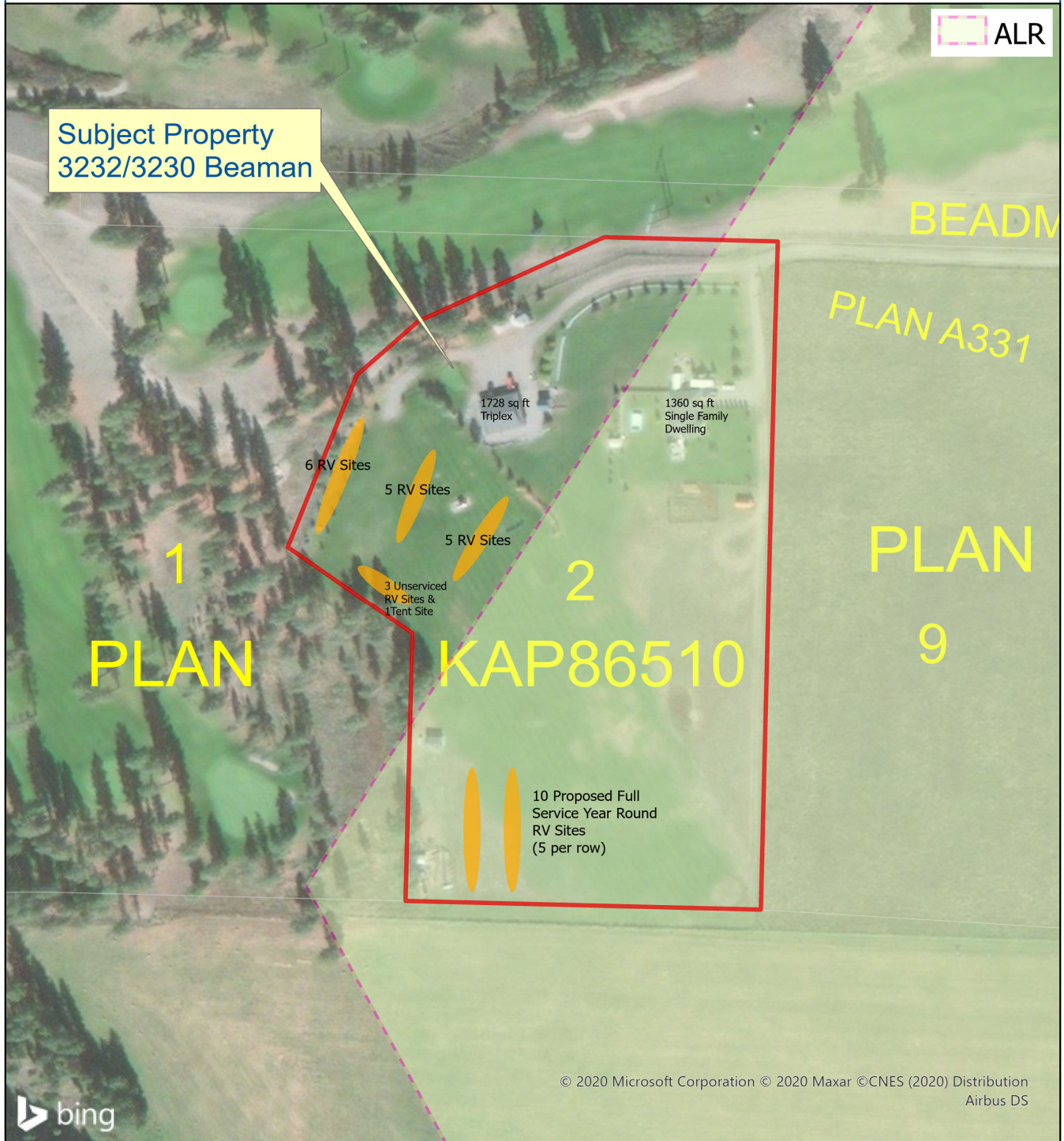
## Site Plan

Lot 2, Plan KAP86510,  
District Lot 514,  
Similkameen Div of Yale Land District, & DL 804S



ALR

Subject Property  
3232/3230 Beaman



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Applicant Submission

## Provincial Agricultural Land Commission - Applicant Submission

**Application ID:** 60989

**Application Status:** Under LG Review

**Applicant:** Kevin Rexin , Catherine Rexin

**Agent:** Catherine Rexin

**Local Government:** Kootenay Boundary Regional District

**Local Government Date of Receipt:** 06/28/2020

**ALC Date of Receipt:** This application has not been submitted to ALC yet.

**Proposal Type:** Non-Farm Use

**Proposal:** We are requesting permission to conduct non farm use within the ALR. The parcel of land that we are inquiring about has 1.3 ha that is not within the ALR boundary. We have been operating a small RV park and rental accommodations for almost 11 years on this portion of the property. The existing business consist of a three unit mini apartment and 19 seasonal RV sites. We would like to expand the park to include 10 full serviced year round sites. Our property is situated next to Kettle Valley Golf Club, one of the oldest and most beautiful golf courses in British Columbia. We are also just a short walk to the Kettle River and easy access to the #3 highway. This has made us a favorite destination for many travelers. In recent years there has been an overwhelming demand from seniors looking for a safe and comfortable location to live. Many of these retired people have sold their homes and are purchasing RVs to live in full time. Our property has been the ideal location. We never have to worry about flooding from the Kettle River. We have taken in evacuees from neighboring RV parks during the flood in May of 2018 that destroyed homes and damaged many RVs. Once again this year we had evacuees come to our park when flood alerts were put in place for the Kettle River. During the fire of August 2015 we were also used as a safe location for local evacuees to stay. British Columbia Wildfire service has used our facility numerous times over the years as well to accommodate fire fighters. Unfortunately many times I am full and have very limited vacancy available.

This year the Covid-19 pandemic is causing many people to change their travel plans. Many of the snowbirds that would normally be heading south for the winter, will now be forced or choose to stay in Canada. We have many seniors inquiring to see if they could stay on our property for the winter months. Unfortunately our existing RV sites are not set up for year round use. Also many of them are already rented by seasonal customers or contractors that are working in the area. Overall there is such a demand for more accommodations in this area.

We realize the importance of conserving our very precious agricultural land in this area. We will have a fenced and irrigated community garden for the residence of our park. This will provide fresh fruits and vegetables for the community as well as giving them a great hobby tending to a portion of the garden. Any extra produce will be donated to the local food share organizations. We have planted trees and grass in our existing RV park and will keep the same park like theme in the new development. The soil on our property is very sandy, so very little road development would be needed.

Out of the 0.75 ha needed to do the project, only 0.2173 ha will be the actual sites. Each site will be 36 ft x 65 ft. They will be serviced with 50 amps, septic and water. The remainder of the 0.75 ha will be used for septic field and a grassy common area.

The retired customers that will be attracted to this development will be contributing to the local community as well. Many will be purchasing golf memberships, buying locally and volunteering for many organizations as well.

### Agent Information

**Applicant:** Kevin Rexin , Catherine Rexin

## Applicant Submission

**Agent:** Catherine Rixin**Mailing Address:**  
3230 Beadman Road  
Rock Creek, BC  
V0H 1Y0  
Canada**Primary Phone:** [REDACTED]**Email:** [REDACTED]**Parcel Information****Parcel(s) Under Application****1. Ownership Type:** Fee Simple**Parcel Identifier:** 027-492-443**Legal Description:** L 2 DLS 514 & 804S SIMILKAMEEN DIVISION YALE DISTRICT PL  
KAP86510**Parcel Area:** 3.8 ha**Civic Address:** 3230 Beadman Road**Date of Purchase:** 10/22/2010**Farm Classification:** Yes**Owners****1. Name:** Kevin Rixin**Address:**3230 Beadman Road  
Rock Creek, BC  
V0H 1Y0  
Canada**Phone:** [REDACTED]**Email:** [REDACTED]**2. Name:** Catherine Rixin**Address:**3230 Beadman Road  
Rock Creek, BC  
V0H 1Y0  
Canada**Phone:** [REDACTED]**Email:** [REDACTED]**Current Use of Parcels Under Application****1. Quantify and describe in detail all agriculture that currently takes place on the parcel(s).***Currently there is approximately 1 ha in mixed grass alfalfa hay land. Vegetable and fruit garden that covers 0.05 ha.***2. Quantify and describe in detail all agricultural improvements made to the parcel(s).***Property is fenced with no climb fence on three sides and barbwire on one side. Garden is fenced with no climb deer fence and has a 12 ft x 24 ft greenhouse. Garden and greenhouse has drip and sprinkler irrigation. Hay land and grassland can be irrigated with portable sprinklers.***3. Quantify and describe all non-agricultural uses that currently take place on the parcel(s).***The portion of the property that is not in the ALR is 1.3 ha. We have been operating a RV Park and a***Applicant:** Kevin Rixin , Catherine Rixin



**Applicant Submission**

*three unit mini apartment for 11 years. Currently there are 19 RV sites. Our home is situate on ALR portion of the property. The driveway and yard uses approximately 0.75 ha. Our pump house is on the non ALR portion and it is also used as an office.*

**Adjacent Land Uses****North**

**Land Use Type:** Recreational

**Specify Activity:** Kettle Valley Golf Course

**East**

**Land Use Type:** Unused

**Specify Activity:** Vacant

**South**

**Land Use Type:** Agricultural/Farm

**Specify Activity:** Hayland

**West**

**Land Use Type:** Recreational

**Specify Activity:** Kettle Valley Golf Course

**Proposal****1. How many hectares are proposed for non-farm use?**

*0.7 ha*

**2. What is the purpose of the proposal?**

*We are requesting permission to conduct non farm use within the ALR. The parcel of land that we are inquiring about has 1.3 ha that is not within the ALR boundary. We have been operating a small RV park and rental accommodations for almost 11 years on this portion of the property. The existing business consist of a three unit mini apartment and 19 seasonal RV sites. We would like to expand the park to include 10 full serviced year round sites. Our property is situated next to Kettle Valley Golf Club, one of the oldest and most beautiful golf courses in British Columbia. We are also just a short walk to the Kettle River and easy access to the #3 highway. This has made us a favorite destination for many travelers. In recent years there has been an overwhelming demand from seniors looking for a safe and comfortable location to live. Many of these retired people have sold their homes and are purchasing RVs to live in full time. Our property has been the ideal location. We never have to worry about flooding from the Kettle River. We have taken in evacuees from neighboring RV parks during the flood in May of 2018 that destroyed homes and damaged many RVs. Once again this year we had evacuees come to our park when flood alerts were put in place for the Kettle River. During the fire of August 2015 we were also used as a safe location for local evacuees to stay. British Columbia Wildfire service has used our facility numerous times over the years as well to accommodate fire fighters. Unfortunately many times I am full and have very limited vacancy available.*

*This year the Covid-19 pandemic is causing many people to change their travel plans. Many of the snowbirds that would normally be heading south for the winter, will now be forced or choose to stay in Canada. We have many seniors inquiring to see if they could stay on our property for the winter months. Unfortunately our existing RV sites are not set up for year round use. Also many of them are already rented by seasonal customers or contractors that are working in the area. Overall there is such a demand*

**Applicant:** Kevin Rexin , Catherine Rexin

**Applicant Submission**

*for more accommodations in this area.*

*We realize the importance of conserving our very precious agricultural land in this area. We will have a fenced and irrigated community garden for the residence of our park. This will provide fresh fruits and vegetables for the community as well as giving them a great hobby tending to a portion of the garden. Any extra produce will be donated to the local food share organizations. We have planted trees and grass in our existing RV park and will keep the same park like theme in the new development. The soil on our property is very sandy, so very little road development would be needed.*

*Out of the 0.75 ha needed to do the project, only 0.2173 ha will be the actual sites. Each site will be 36 ft x 65 ft. They will be serviced with 50 amps, septic and water. The remainder of the 0.75 ha will be used for septic field and a grassy common area.*

*The retired customers that will be attracted to this development will be contributing to the local community as well. Many will be purchasing golf memberships, buying locally and volunteering for many organizations as well.*

**3. Could this proposal be accommodated on lands outside of the ALR? Please justify why the proposal cannot be carried out on lands outside the ALR.**

*The Kettle Valley is mostly in the ALR. There is very little land available in this area that is not in the land reserve. There are many businesses operating in this area that were grandfathered in. Unfortunately there is very little housing available in this area. Our property is unique since it has a portion that was out of the ALR already so we were able to set up accommodations. We have full time renters in my villas and I seldom have any available for short stay contractors working in the area. The existing RV park on the property has very little vacancy available.*

**4. Does the proposal support agriculture in the short or long term? Please explain.**

*With the community garden in place it will increase the productivity that is taking place now. The development will not interfere with the hay production on the 1 ha that takes place now. In the future it is still possible to develop an orchard on around the RV park.*

**5. Do you need to import any fill to construct or conduct the proposed Non-farm use?**

*No*

**Applicant Attachments**

- Agent Agreement - Catherine Rexin
- Proposal Sketch - 60989
- Other correspondence or file information - ALR map bdy
- Other correspondence or file information - Certificate of marriage
- Certificate of Title - 027-492-443

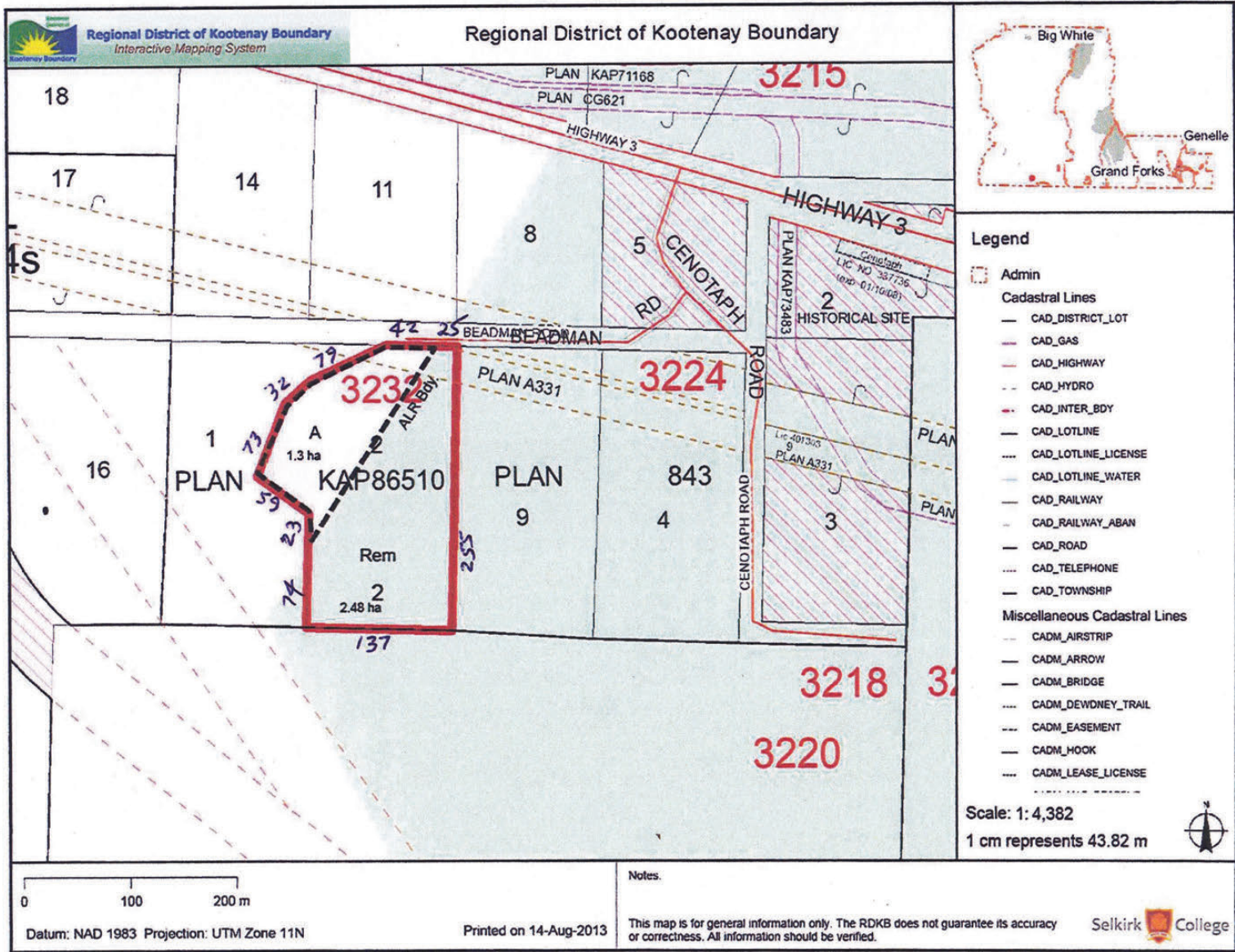
**ALC Attachments**

None.

**Decisions**

None.

**Applicant:** Kevin Rexin , Catherine Rexin





Regional District of  
Kootenay Boundary

## Staff Report

<b>RE:</b>	Site-Specific Exemption to Floodplain Bylaw and Development Variance Permit – Summer Magic Estate		
<b>Date:</b>	August 27, 2020	<b>File #:</b>	C-1181s-04644.000
<b>To:</b>	Chair Langman and members of the Board of Directors		
<b>From:</b>	Liz Moore, Senior Planner		

### Issue Introduction

We have received an application for a site-specific exemption to the floodplain bylaw from Summer Magic Estate Corp. for the construction of a  $\pm 26\text{m}^2$  addition on a cabin in Electoral Area C/Christina Lake (see Site Location Map, Subject Property Map and Applicant's Submission and Addendum).

Property Information	
<b>Owner(s):</b>	Summer Magic Estate Corp.
<b>Location:</b>	2586 Graham Road
<b>Electoral Area:</b>	Electoral Area C/Christina Lake
<b>Legal Description(s):</b>	Lot A, DL 1181s, SDYD, Plan 28414
<b>Area:</b>	3.05ha (7.54acr)
<b>Current Use(s):</b>	Cabins
Land Use Bylaws	
<b>OCP Bylaw: 1250</b>	Waterfront Residential
<b>DP Area:</b>	Waterfront Environmentally Sensitive
<b>Zoning Bylaw: 1300</b>	Waterfront Residential 2 (R2)
Other	
<b>Waterfront / Floodplain:</b>	Partial
<b>Service Area:</b>	NA
<b>Planning Agreement Area:</b>	NA

### History / Background Information

The subject property is located along Graham Road, just off West Lake Drive and approximately 450 metres south of Lighthouse Point in Electoral Area C/Christina Lake. It is a hooked parcel, split into three sections by Graham Road and West Lake Drive.

Page 1 of 4

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The property has a "Waterfront Residential" Official Community Plan (OCP) land use designation and is zoned "Waterfront Residential 2" (R2). Christina Lake abuts the eastern boundary of the property. As such, it is partially within the floodplain as well as the Environmentally Sensitive Waterfront Development Permit Area.

The property was the subject of a natural boundary adjustment by the Surveyor General in fall of 2019. It has three small cabins and a boat house that are approximately 60 years old. All of the structures are situated on the easternmost portion of the parcel adjacent to the lake.

The RDKB Board of Directors approved a development variance permit for the proposed addition at their March 31, 2020 meeting as follows:

- The 7.5 metre setback requirement to the natural boundary of Christina Lake in the Zoning Bylaw was reduced to 2.69 metres – a variance of 4.81m.

## **Proposal**

While the Development Variance Permit was approved, an exemption to our floodplain bylaw is also required. In preparing the application for the exemption, a new site plan was prepared. The new site plan indicates that the proposed structure is actually closer to the natural boundary by 0.86 metres.

The applicant is proposing to vary the floodplain setback from the natural boundary of Christina Lake from 7.5m to 1.83m, a variance of 5.67m, for the construction of a  $\pm 26\text{m}^2$  ( $\pm 280\text{ft}^2$ ) addition to the main cabin. The addition would include a bedroom, bathroom, foyer and small porch (see attachments).

## **Implications**

Our *Floodplain Bylaw for Certain Lands with the RDKB, Bylaw No. 677*, allows applications for site-specific exemptions to the floodplain. With these applications we request that they follow the direction given in *Section 524* of the *Local Government Act*. Under subsection (7), the local government may exempt a parcel of land or a use, building, or other structure on the parcel of land from their floodplain bylaw, if the government considers it advisable and either:

- (a) considers that the exemption is consistent with the Provincial guidelines, or
- (b) has received a report that the land may be safely used for the use intended, which report is certified by a person who is
  - i. a professional engineer or geoscientist and experienced in geotechnical engineering, or

- ii. a person in a class prescribed by the environment minister under subsection (9).

The Provincial "Flood Hazard Area Land Use Management Guidelines" provides direction for local governments contemplating modifications to floodplain bylaws implemented under Section 524 of the *Local Government Act*. The guidelines state that a "local government may alter any bylaw condition to best match the flood hazard provided the level of protection is not altered."

The Guidelines advise that floodplain bylaw modifications may be permissible where a serious hardship exists and no other reasonable option is available. They state that:

"a valid hardship should only be recognized where the physical characteristics of the lot (e.g., exposed bedrock, steep slope, the presence of a watercourse, etc.) and size of the lot are such that building development proposals, consistent with land use zoning bylaws, cannot occur unless the requirements are reduced."

The flood hazard assessment report submitted with the application (see Applicant Submission) notes that the level of protection currently on the property is suitable for the intended use and structures will be safe from flood hazards.

The applicants have stated that there are several challenges with regard to options for building sites on the property, including a steep drop to Christina Lake to the east, as well as steep slopes to the south, and a large rock outcrop to the west. They assert that the only logical location to build is in their proposed location to the north of the current cabin site.

The flood hazard report assesses that the location of the proposed addition would have a potential elevation of 449m geodetic, or approximately 0.8m above the flood construction level. The report also speaks to the potential for lakeshore erosion with regard to the encroachment of the addition into the floodplain setback. The report indicates that the retaining wall in place at the present natural boundary provides protection against potential lakeshore erosion. From their assessment, they are uncertain as to whether this wall can withstand a 200-yr flooding event or the lifetime of the proposed addition. With that in consideration, they recommend that the foundations for the proposed addition be placed directly upon clean bedrock or non-erodible subgrade surface. The engineer asserts in the report that the proposed addition could be done in a safe manner at the proposed location and in compliance with their recommendations.

The report recommends the registration of a legal covenant on the property's land title, which aligns with our requirements. The covenant

would ensure future restriction of development within the floodplain and indemnify the regional district from any damages suffered as a result of flooding.

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

The Electoral Area C/Christina Lake APC considered this application for a reduction in the setback to the natural boundary from 7.5m to 1.83m at their July 7, 2020 meeting. The APC provided a recommendation to support the application.

### **Recommendation**

That the Regional District of Kootenay Boundary Board of Directors approves the application for a Site Specific Exemption to the Floodplain Management Bylaw submitted by Summer Magic Estates, in order to construct a  $\pm 26\text{m}^2$  addition to the main cabin on the property legally described as Lot A, DL 1181s, SDYD, Plan 28414 be approved, subject to: adherence to all the recommendations included in the flood hazard assessment report titled "*Flood Hazard Assessment Report for Proposed Addition to Existing Cabin 2586 Graham Road*" and the addendum letter titled: "*Setback Adjustment for Proposed Addition to Existing Cabin 2586 Graham Road*" prepared by Patrick Sails, P.Eng, of Ground Up Geotechnical; and the owner registering a standard floodplain covenant on title in favour of the Regional District of Kootenay Boundary; and further that the Regional District of Kootenay Boundary Board of Directors approves the Development Variance Permit application submitted by Summer Magic Estates to allow for a variance to the required setback from the natural boundary of Christina Lake from 7.5m to 1.83m, a variance of 5.67 to construct a  $\pm 26\text{m}^2$  addition to an existing cabin on the property legally described as Lot A, DL1181s, SDYD, Plan 28414, Electoral Area C/Christina Lake, be approved.

### **Attachments**

Site Location Map  
 Subject Property Map  
 Applicant's Submission  
 Addendum to Applicant's Submission



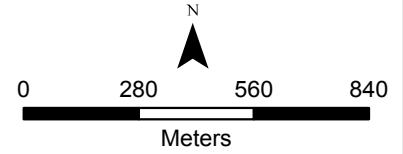


Regional District of  
Kootenay Boundary

Date: 21-Jan-2020

## Site Location Map

Lot A, DL 1181s,  
SDYD, Plan 28414



1:16,000



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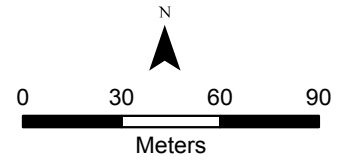


Regional District of  
Kootenay Boundary

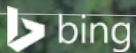
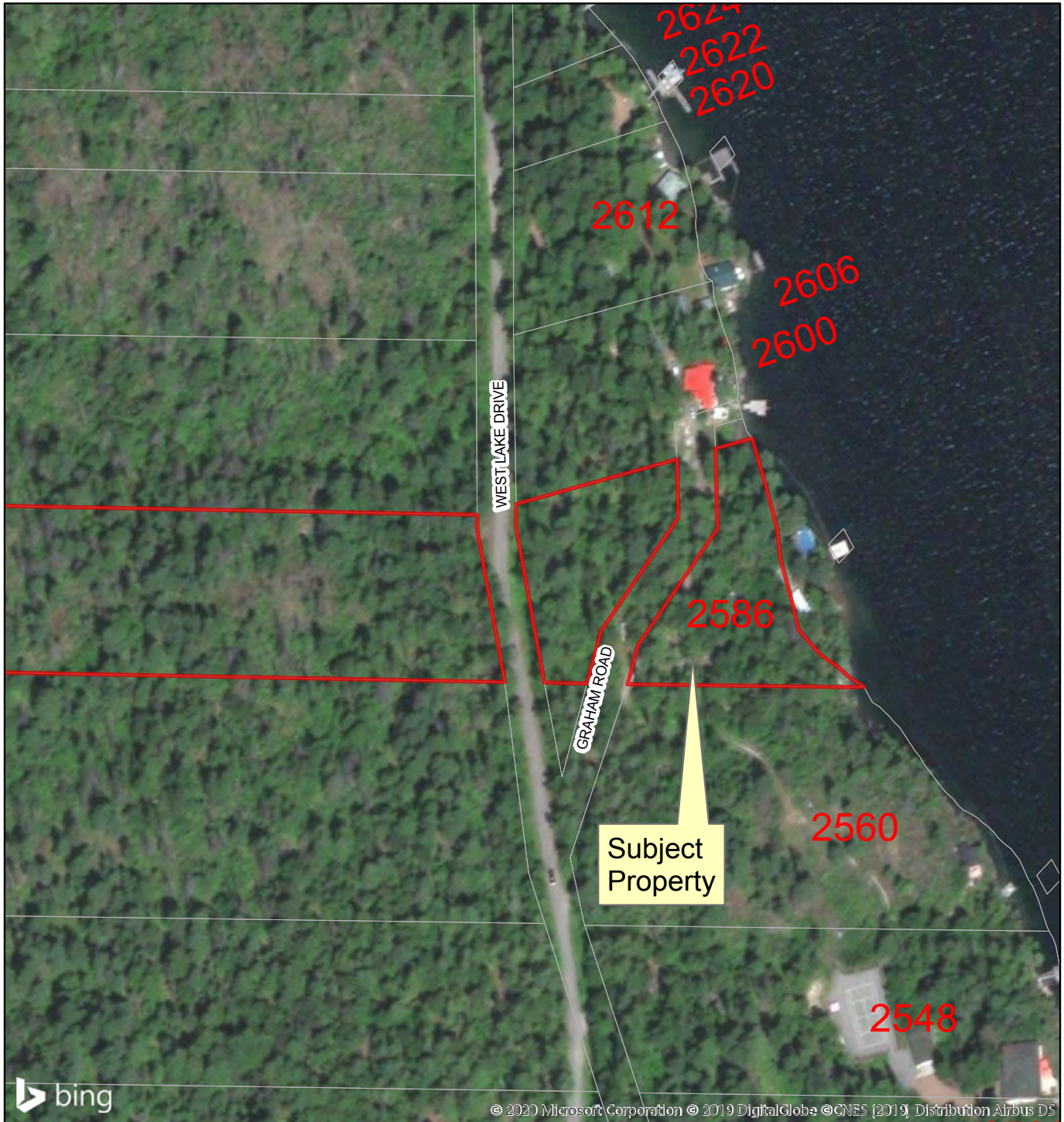
Date: 21-Jan-2020

## Subject Property Map

Lot A, DL 1181s,  
SDYD, Plan 28414



1:2,000



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Document Path: P:\PD\EA\_C\C-1181s-04644.000 Summer Magic Estate\2020-01 DVP\2020 - Mapping\2020-02-04\_SummerMagicEstates\_SLM-SPM.aprx

Applicant Submission

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The space below is provided to describe the proposed development. Additional pages may be attached.

To whom it may concern:

Thank you for receiving and reviewing our application for a site specific Flood Plain Exemption. In March of 2020 we received approval for our Variance Permit for a reduction of the required setback from 7.5 m to 2.69 m for a proposed addition at the above noted property. Please refer to the RDKB File #: C-1181s-04644.000, a copy of which has been attached to this application. In accordance with the requirements for a building permit to allow us to proceed with the proposed addition, we are required to submit the application for a Floor Plain Exemption to be accompanied with a report from a registered professional engineer in accordance with section 524 of the Local Government Act (LGA).

We have reviewed the property and discussed the challenges with the KBRD board of directors. We have several challenges on this property as it relates to the location options for the proposed addition, and have determined that this location is the only logical location to build - (steep drop to the lake to the east and south, and a large rock outcropping (cliff) to the west).

We have prepared a site plan, showing the location of the current building and the proposed addition. We have prepared a survey of the property showing the building, the natural boundary and elevations. We have retained a professional engineer, as required, to complete a flood plain assessment for the proposed addition.

A copy of each has been attached to this application.

Enclosed with this application are the following:

Site Surveys showing building, property lines, natural boundary, right of way, elevations

Site plan showing proposed addition

Flood Plain Assessment Report

Visa payment for application will be called in on May 25th

KBRD Variance Approval - April 15 2020

Page 3 of 4

Applicant Submission

REFERENCE PLAN OF LOT A DISTRICT LOT  
1181S SIMLKAMEEN DIVISION YALE  
DISTRICT PLAN 28414.

Pursuant to Section 100(1)(a) of the Land Title Act.  
BCGS 82E.009

The intended plot size of this plan is  
560mm in width by 864mm in height  
(D size) when plotted at a scale of 1:1500



LEGEND

Bearings are derived from GNSS observations and are referred to the central meridian of UTM Zone 11 North.  
The UTM coordinates and estimated absolute accuracy achieved are derived from Natural Resources Canada's Precise Point Positioning (PPP) service.  
This plan shows horizontal ground-level distances, unless otherwise specified. To compute grid distances, multiply ground-level distances by the combined scale factor of 0.9999301.  
The combined scale factor has been determined based on an ellipsoidal elevation of 448 metres.

Note: This plan shows ties to a Natural Boundary which are perpendicular to traverse lines unless otherwise noted.

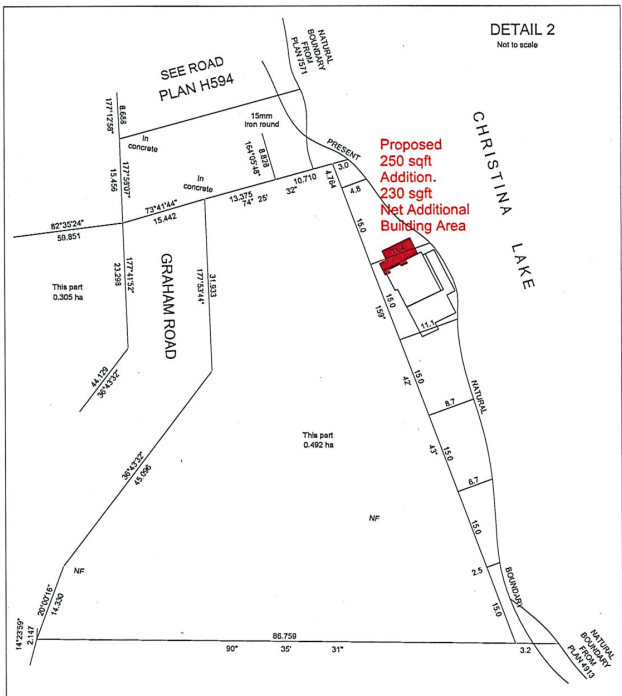
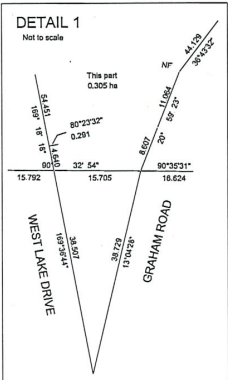
Note: This plan shows one or more witness posts (shown Ws.) which are not set on the true corner(s).

BT Bearing tree  
S.M. Stone mound  
Mp Metal reference post  
Found Set  
Standard iron post  
Non-standard iron post  
Standard capped post (CP)

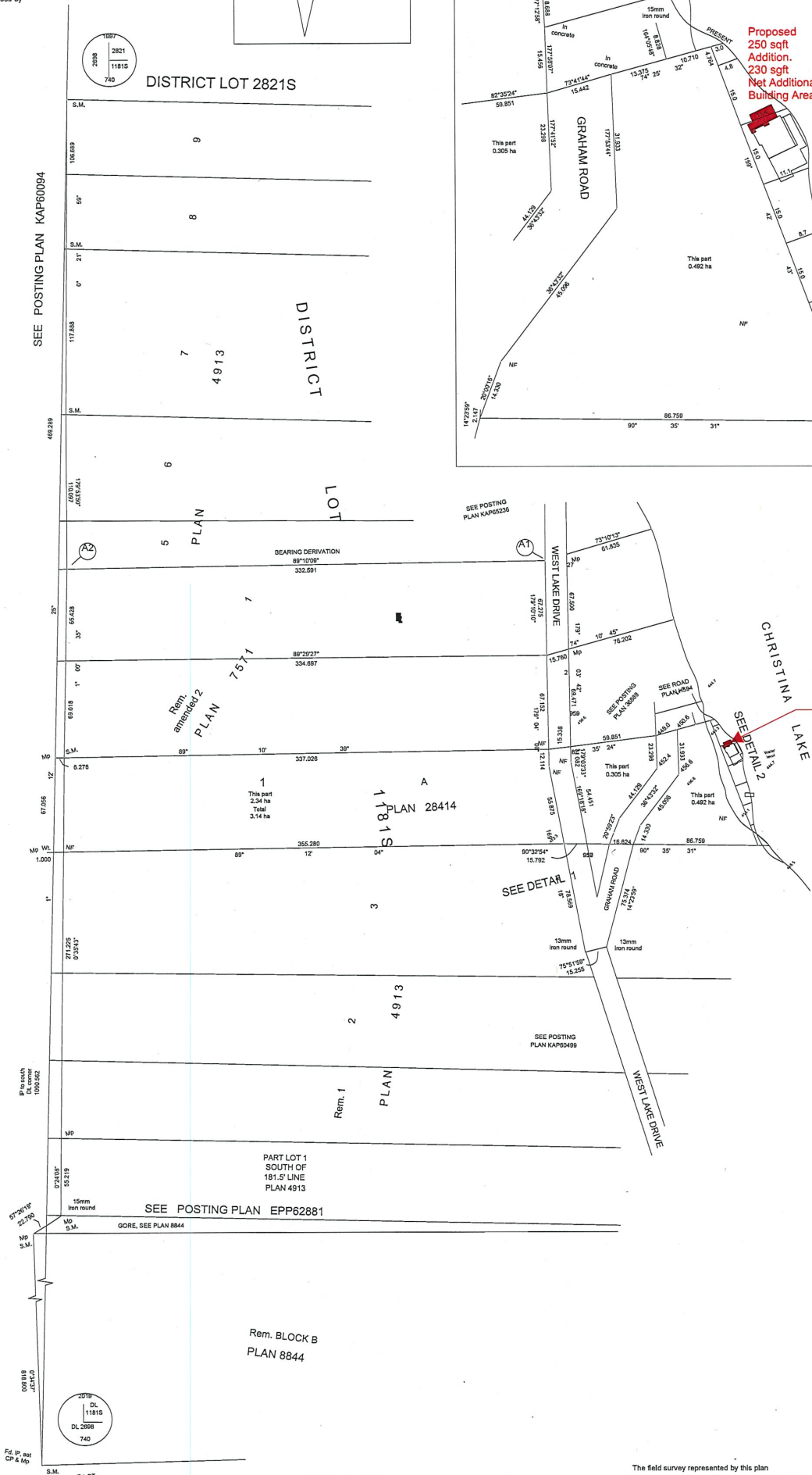
Bearings to bearing trees are grid.

UTM NAD83 (CSRS) 2002.0 Zone 11

IP A1 N 5437774.860 E 409525.531  
Point combined factor: 0.9999301  
Absolute accuracy: 0.04  
IP A2 N 5437770.038 E 409193.097  
Point combined factor: 0.9999302  
Absolute accuracy: 0.01



DISTRICT LOT 2698



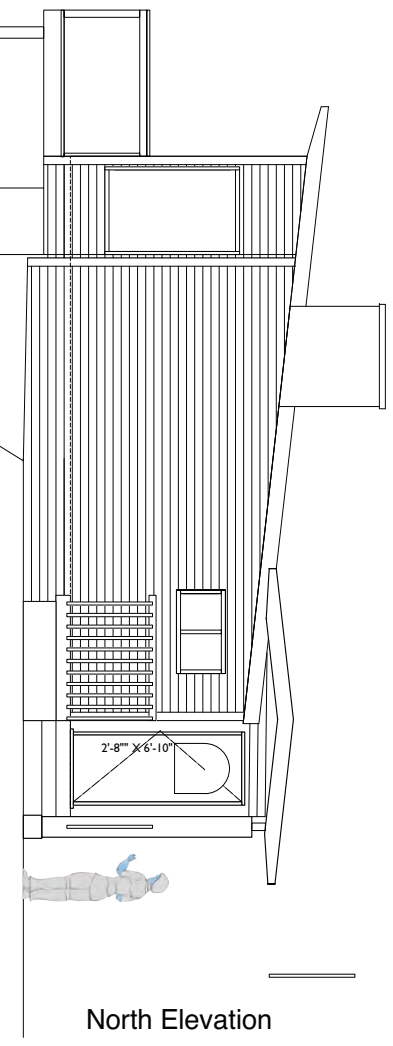
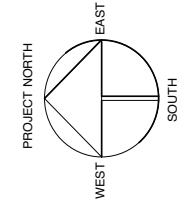
The water boundary shown hereon is the natural boundary as defined in the Land Act.

This plan lies within the Regional District of Kootenay Boundary.

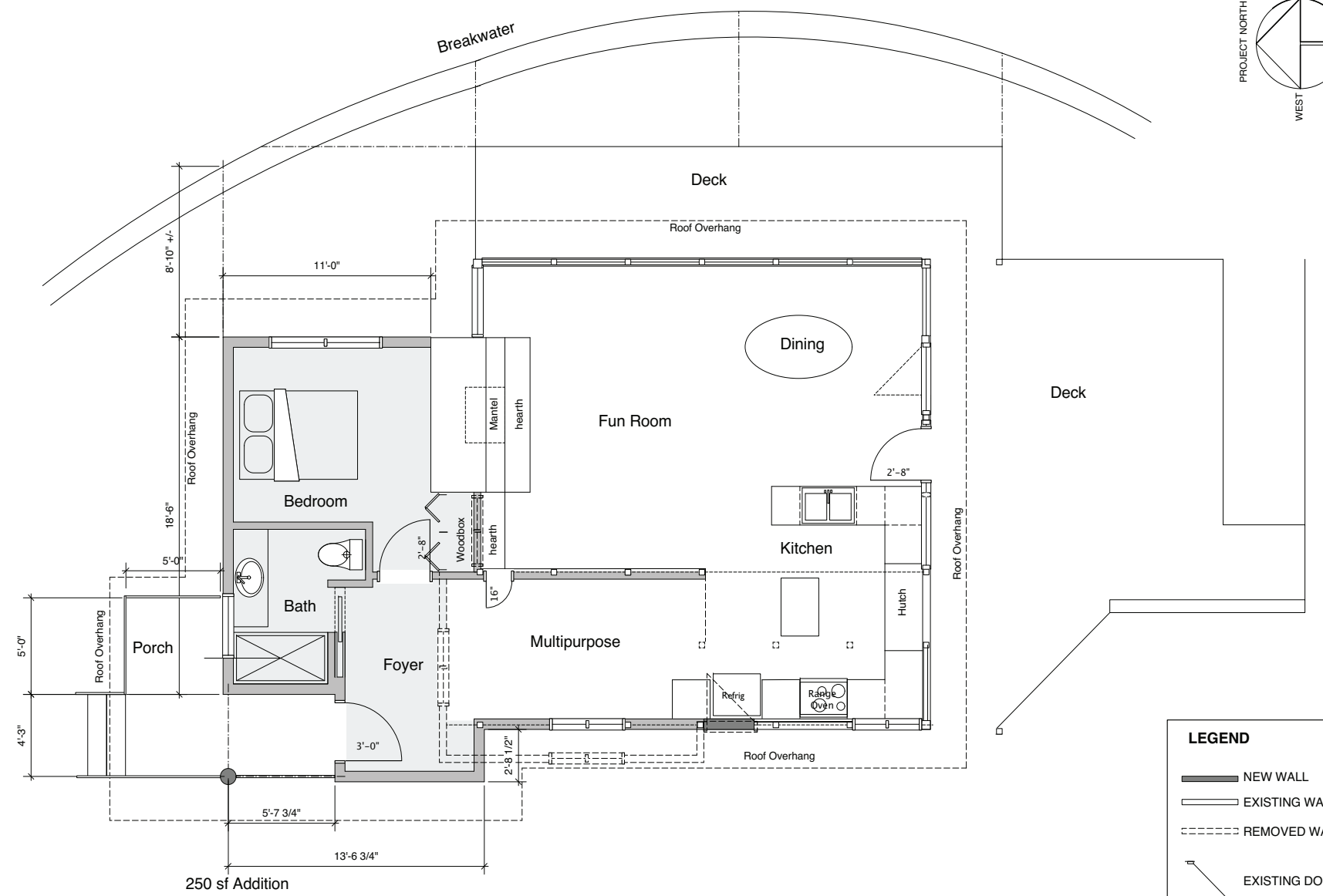
The field survey represented by this plan was completed on the 15th day of December, 2019  
Jerome P. Hange, BCLS 740.

2513-REF

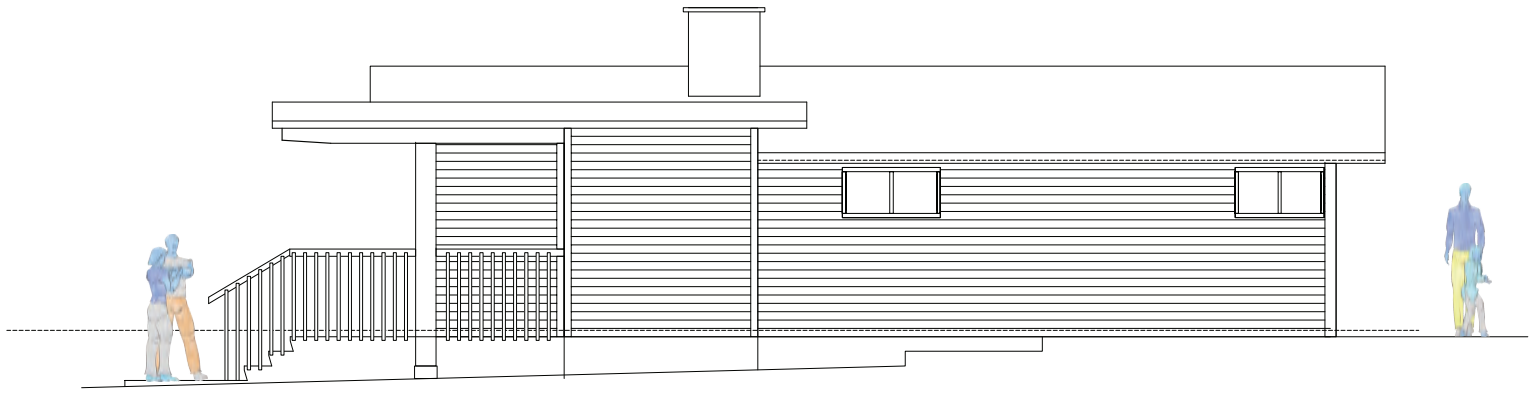
1 5 10 20 50 ft



North Elevation



Main Floor Plan



West Elevation

**LEGEND**

- NEW WALL
- EXISTING WALL
- REMOVED WALL
- EXISTING DOOR
- REMOVED DOOR
- NEW DOOR

**SUMMER MAGIC CABIN  
CHRISTINA LAKE, BC  
MAIN FLOOR PLAN  
EXTERIOR ELEVATIONS  
DRAWING # SK-2  
#1945 : DECEMBER 4, 2019**



Applicant Submission



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Call: 778.678.7654 Email: [info@groundupgeo.ca](mailto:info@groundupgeo.ca) Visit: [www.groundupgeotechnical.ca](http://www.groundupgeotechnical.ca)  
Box 151 Garibaldi Highlands, Squamish BC V0N 1T0

April 29, 2020  
Project #: GUG 20-173-1

Summer Magic Estate Corp.  
986 Tudor Avenue,  
North Vancouver, BC  
V7R1X7  
By Email: [tthies@shaw.ca](mailto:tthies@shaw.ca)  
**Attention: Terry & Julie Thies**

Re: Flood Hazard Assessment Report for Proposed Addition to Existing Cabin  
2586 Graham Road, Christina Lake, Regional District of Kootenay Boundary, BC  
*LOT A, DISTRICT LOT 1181S, SIMILKAMEEN DIVISION, YALE DISTRICT, PLAN EPP99344*

## 1.0 INTRODUCTION

Ground Up Geotechnical Ltd. was engaged by Summer Magic Estate Corp. (SMEC) to complete a Flood Hazard Assessment to determine if the proposed addition's encroachment into the lakefront floodplain setback is feasible and safe. Accordingly, we have completed our Flood Hazard Assessment at the above property for support of a Site-Specific Floodplain Exemption (Exemption) application (completed by others). This report summarizes our flood hazard assessment while also providing conditions and design recommendations to allow for safe encroachment into the floodplain setback at the subject property. Our services and this report have been provided in accordance with, and are subject to, the attached Terms of Engagement.

The Exemption would be to allow encroachment of the proposed addition into the lakefront floodplain setback of Christina Lake. The existing cabin dwelling and lakeshore retaining wall were constructed in the late 1950s/early 1960s, decades prior to the creation of the '*Regional District of Kootenay Boundary Floodplain Management Bylaw No. 677, 1994.*' (Floodplain Bylaw) and the cabin structure currently encroaches into the prescribed 7.5m setback by approximately 3.5 to 4.5m. According to the Floodplain Bylaw, encroachment into the floodplain setback is not permitted without a Site-Specific Floodplain Exemption. We understand that, as the landowner, you intend to apply for the Site-Specific Floodplain Exemption for the proposed addition.

Our work has included review of the following background information: dozens of photographs of the current site and historical site preparation & cabin construction, current satellite imagery from the RDKB WebMap & Google Earth, the '*Regional District of Kootenay Boundary Floodplain Management Bylaw No. 677, 1994.*' (the Floodplain Bylaw), the '*BC Ministry of Environment's Floodplain Mapping for Christina Lake – DWG # 89-1-4*' dated September 30, 1991, a preliminary architectural drawing (Architectural Drawing) prepared by Fairbank Architects Ltd. and dated December 4, 2019 (attached), as well as a surveyors '*Reference Plan*' (Survey Plan) prepared by Hango Land Surveying Inc. and dated December 16, 2019 (attached).

Summer Magic Estate Corp.  
2586 Graham Road, Christina Lake, BC

Applicant Submission  
April 29, 2020

## 2.0 PROPOSED DEVELOPMENT

As shown on the attached Architectural Drawing, the proposed 250 sq. ft. addition would be added to the north side of the existing cabin and include a bedroom, bathroom, entrance foyer and porch constructed at the same floor level as the existing cabin. The northeast corner (closest to lakeshore) of the addition would be setback at least 2.69m from the Present Natural Boundary (PNB) of Christina Lake (currently represented by the front face of the existing lakeshore retaining wall). We understand that a variance has been granted by the RDKB to permit a reduced setback of 2.69m from the PNB of Christina Lake (DVP# 639-20V). From the drawings, it appears the floor elevation of the proposed addition would be situated approximately 2.5m above the top of the lakeshore retaining wall.

## 3.0 EXISTING SITE CONDITIONS & OBSERVATIONS

As shown on the attached Location Plan & Survey Plan, the subject property is situated on the western shore of Christina Lake, and is bordered by similar lakefront residential properties to the north and south. Mountainous crown land extends to the west. The property is roughly rectangular shaped, with approximate dimensions of 70m north south, and 470m east west and is transected by Graham Road as well as West Lake Drive. The shoreline is approximately 110m long extending along a slight northwest southeast direction. The lakeshore (PNB) adjacent the existing cabin and proposed addition site is represented by an existing rock and mortar retaining wall. The retaining wall is approximately 1 to 1.5m tall by 20m long. The wall appears to be built upon coarse angular boulder debris as well and possible bedrock outcroppings. The wall appears to be in good condition.

The existing cabin dwelling is setback approximately 3 to 4m from the lakeshore, with a deck extending off the east and south sides with several deck support posts situated 1 to 2m behind the lakeshore retaining wall. The site terrain slopes moderately upwards from the lakeshore moving west before rising abruptly immediately behind the cabin where an approximately 3m high steep bedrock slope is present. Continuing westwards for hundreds of meters the terrain is gently to moderately sloped and covered by dense forest.

## 4.0 FLOOD HAZARD ASSESSMENT

Situating residential dwellings close to lakeshores can introduce a risk of flooding due to fluctuations in lake water levels, as well as erosion of foundation support. To help protect buildings and their inhabitants against flooding, Regional and Provincial governments have produced floodplain mapping which models and displays potential flood depths in the form of Flood Construction Levels (FCL). The FCL represents the minimum elevation that habitable space can be constructed at. The FCL is typically comprised of a modelled 200 year return period floodwater elevation plus a freeboard element (typically 0.6m for freshwater floods).

The prescribed Flood Construction Level (FCL) for Christina Lake from the 'BC Ministry of Environment's Floodplain Mapping for Christina Lake – DWG # 89-1-4' is 448.2m geodetic. We understand that based on your discussions with the land surveyor, the top of the existing lakeshore retaining wall is at an approximate elevation of 446.5m geodetic. Based on site photographs and the



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Summer Magic Estate Corp.  
2586 Graham Road, Christina Lake, BC

Applicant Submission  
April 29, 2020

architectural drawing, it appears the proposed floor elevation within the addition would be situated approximately 2.5m above the top of the wall, at a potential elevation of around 449m geodetic, or, 0.8m above the FCL.

As proposed, the northeast corner (closest to lakeshore) of the addition would be setback a minimum of 2.69m from the PNB of Christina Lake (currently represented by the front face of the existing lakeshore retaining wall). From the Floodplain Bylaw, the minimum allowable setback from the PNB of a lake is 7.5m: this equates to a potential encroachment of up to 4.3m for the addition as proposed. Placing foundations this close to the lakeshore can make them susceptible to erosion depending on how erosion resistant the lakeshore and foundation subgrade soil are. The existing rock and mortar retaining wall lines the shoreline adjacent the proposed addition and currently provides protection against possible lakeshore erosion. We cannot be certain that this wall will remain intact and structurally sound for the lifetime of the addition or during a 200 year return period design flood event. Accordingly, given the proposed encroachment, the addition should be founded upon either bedrock or erosion resistant soil/engineered fill in order to ensure adequate foundation support in the event that the existing lakeshore wall is no longer present in the future.

Our work has not included assessment of any existing buildings on the property.

## 5.0 CONCLUSIONS

Based upon our observations and flood hazard assessment, and given adherence to our recommendations contained herein, it is our professional opinion that the lives of inhabitants of the proposed addition would not be put at risk by lake floods with return periods of 200 years or less. Further, we believe permanent encroachment of the proposed addition structure into the floodplain setback could be done so in a geotechnically safe manner.

It should be noted that during extreme flood events, the lake level can be expected to rise up to the noted FCL elevation and may cause some flooding damage to the addition structure. As the owner of the property and proponent for the proposed development, the risk of lake flood damage is for you alone to accept and be responsible for. Ground Up Geotechnical will not be responsible for any future damages to the proposed addition that may occur as a result of lake flooding.

As required by *Section 56 of BC's Community Charter* and *Section 910 of BC's Local Government Act*, it is our professional opinion that the proposed addition site (the 'land') may be used safely for the use intended, that being permanent residential habitation, if the land is used in accordance with the recommendations and conditions provided in this report. Our definition of 'safe use' in the context of our assessment and this report means that inhabitants of the proposed addition, if constructed in accordance with the *BC Building Code* and the recommendations and conditions within this report, would be safe from naturally caused lake floods with return periods of 200 years or less.



**GROUND UP GEOTECHNICAL**  
SOIL | FOUNDATIONS | ROCK | WATER

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Summer Magic Estate Corp.  
2586 Graham Road, Christina Lake, BC

Applicant Submission  
April 29, 2020

## 6.0 RECOMMENDATIONS & DEVELOPMENT CONDITIONS

In order to protect the proposed addition from possible lake flooding and lakeshore erosion, the following floodproofing measures must be considered and incorporated into the design and construction:

1. The underside of the proposed addition's wooden floor system supporting habitable space must be situated at an elevation no lower than the **Flood Construction Level (FCL) of 448.2 meters Geodetic Datum** (from **Section 4.0** above). Such must be confirmed at time of construction by a BC Land Surveyor or Ground Up Geotechnical.
2. Foundations for the proposed addition must be setback from the Present Natural Boundary of the lake by at least 2.69 meters.
3. Foundations for the proposed addition must be placed directly upon clean bedrock or a non-erodible subgrade surface deemed acceptable by Ground Up Geotechnical at time of construction.
4. Unfinished crawlspaces with a maximum ceiling height of 1.5m are permitted below the FCL.
5. Flood sensitive goods must not be stored or installed below the FCL.
6. Major fixed equipment including, but not limited to: major electrical switchgear, furnaces, ventilation systems, hot water tanks and hot water heaters that are integral to and necessary for the functioning of a building according to the *BC Building Code* must be built above the FCL.

The conclusions and recommendations contained within this report rely on the assumption that the proposed addition will be supported by foundations poured upon bedrock or non-erodible soil/engineered fill, therefore, for our conclusions and recommendations to be valid, Ground Up Geotechnical must review the foundation subgrade at time of construction and certify such will be unaffected by any possible future lakeshore erosion.

We recommend that at your earliest convenience you have your land surveyor confirm on site that the underside of the proposed addition floor will be above the prescribed FCL.

We recommend that prior to receiving a building permit, a standard save harmless covenant be registered on the land title which absolves Ground Up Geotechnical and the Approving Authority of all liability and responsibility associated with any future lake flood damage to the proposed addition.

## 7.0 CLOSURE

This report was prepared in accordance with current geotechnical engineering practice and principles in British Columbia. This Flood Hazard Assessment has considered Engineers & Geoscientists BC's '*Professional Practice Guidelines – Legislated Flood Assessments in a Changing Climate in BC*' as well as '*Flood Hazard Area Land Use Management Guidelines*' prepared by the Ministry of Water, Land



**GROUND UP GEOTECHNICAL**  
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Applicant Submission

Summer Magic Estate Corp.  
2586 Graham Road, Christina Lake, BC

April 29, 2020

and Air Protection - Province of British Columbia. Our completed 'Appendix J: Flood Hazard and Risk Assurance Statement' is attached.

The conclusions and recommendations in this report are provided on the assumption that proposed structures will be designed and constructed in accordance with the *BC Building Code* and local bylaws as applicable and that all contractors will be suitably qualified and experienced.

This report has been prepared to support applications on behalf of the property owner to the Regional District of Kootenay Boundary as a pre-condition to the issuance of a Site-Specific Floodplain Exemption from the provisions of the 'Regional District of Kootenay Boundary Floodplain Management Bylaw No. 677, 1994' under Section 910 of the *Local Government Act*.

This report has been prepared for and at the expense of the owner of the subject property and Ground Up Geotechnical has not acted for or as an agent of the Regional District of Kootenay Boundary in the preparation of this report.

This report has been prepared exclusively for our client(s), their agents, and their design and construction team, yet remains the property of Ground Up Geotechnical Ltd. The Regional District of Kootenay Boundary and the BC Ministry of Transportation and Infrastructure are considered authorized users of this report.

Any use of this report by third parties, or any reliance on or decisions made based on it, are the responsibility of such third parties. Ground Up Geotechnical Ltd. does not accept responsibility for damages suffered, if any, by a third party as a result of their use of or reliance on this report.

We trust that this report provides you with the information you require at this time, please do not hesitate to contact us if you have any questions or require anything further.

Sincerely,  
Ground Up Geotechnical Ltd.

Patrick Sails, P.Eng.  
Geotechnical Engineer



Attachments - Terms of Engagement  
Location Plan  
Survey Plan - Prepared by Hango Land Surveying Inc. & dated December 16, 2019  
Preliminary Architectural Drawing - Prepared by Fairbank Architects Ltd. & dated December 4, 2019  
EGBC APPENDIX J: Flood Hazard & Risk Assurance Statement



GROUND UP GEOTECHNICAL  
ADVANCEMENT IN GEOTECHNICAL ENGINEERING

Page 5


**GROUND UP GEOTECHNICAL**

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 Box 151 Garibaldi Highlands, Squamish BC V0N 1T0

Addendum

 July 30, 2020  
 Project #: GUG 20-173-1

 Summer Magic Estate Corp.  
 986 Tudor Avenue,  
 North Vancouver, BC  
 V7R1X7  
 By Email: [tthies@shaw.ca](mailto:tthies@shaw.ca)  
**Attention: Terry & Julie Thies**

 Re: Setback Adjustment for Proposed Addition to Existing Cabin  
 2586 Graham Road, Christina Lake, Regional District of Kootenay Boundary, BC  
 LOT A, DISTRICT LOT 1181S, SIMILKAMEEN DIVISION, YALE DISTRICT, PLAN EPP99344

We were recently notified that the proposed setback from Christina Lake of 2.69m we had assumed in our April 29, 2020 report for the above property was incorrectly measured onsite by others, and that the actual proposed setback is 1.83m, a difference (reduction) of 0.86m. Attached is a plan sketch displaying existing and proposed setback measurements from the existing rock and mortar retaining wall present along the lake shore (labelled as "breakwater" on the architectural plan). We consider the front face of the existing rock and mortar retaining wall, or "breakwater", to represent the Present Natural Boundary (PNB) of Christina Lake. Measurements were taken by the land owner, who we understand completed them on site using a tape measure and a long straight piece of '2x4' lumber held level (to ensure the measurements were taken in the horizontal plane), and placed between the proposed corner of the addition and the front edge of the rock and mortar retaining wall (PNB).

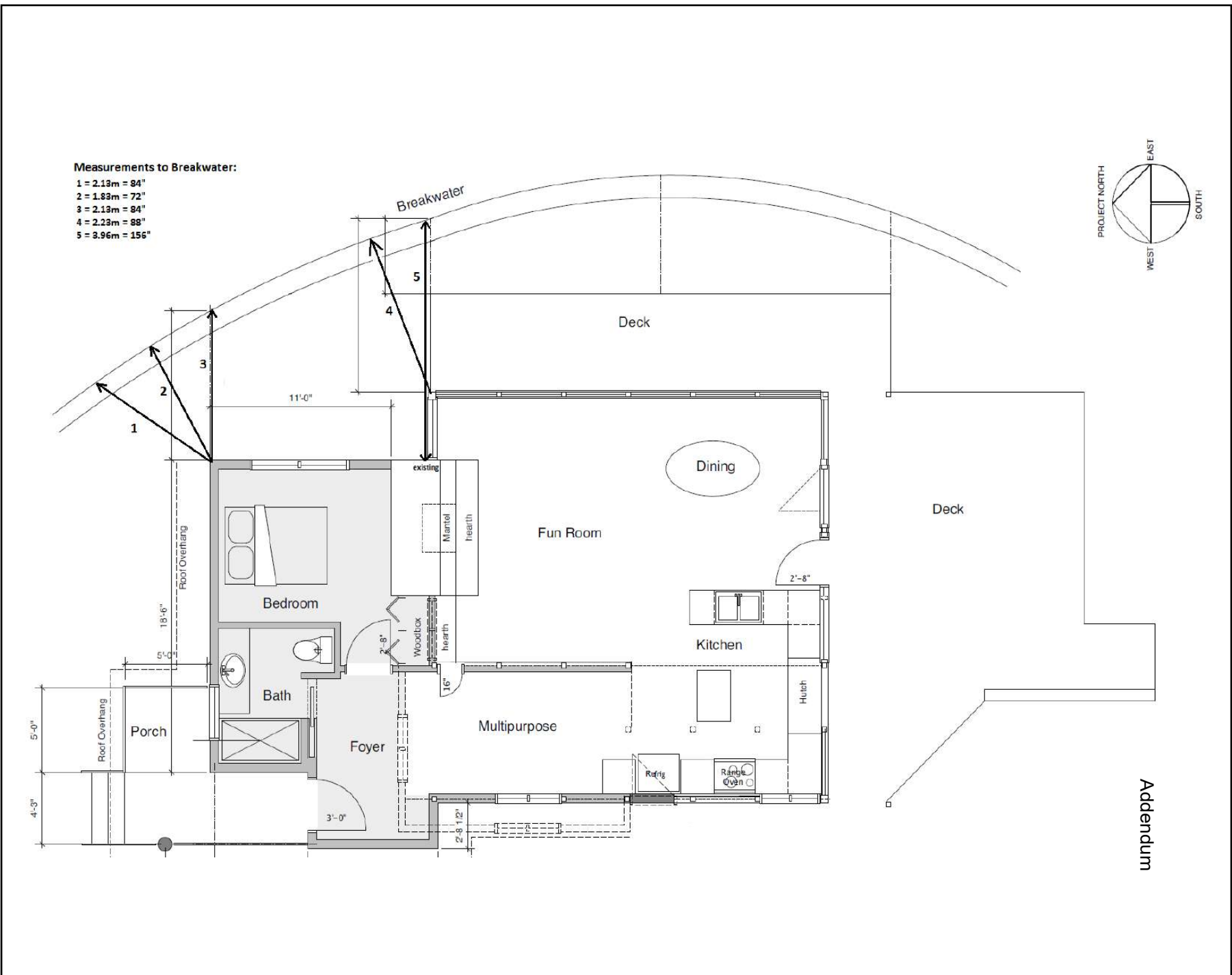
After reviewing potential impacts of this reduced setback on our flood hazard assessment, we hereby confirm that the conclusions and recommendations within our April 29, 2020 Flood Hazard Assessment Report remain unchanged, except that all conditions and recommendations shall now adhere to a setback of 1.83m, rather than the 2.69m quoted in our report. The Regional District of Kootenay Boundary and the BC Ministry of Transportation and Infrastructure are considered authorized users of this letter and may rely upon its contents.

 Sincerely,  
 Ground Up Geotechnical Ltd.

 Patrick Sails, P.Eng.  
 Geotechnical Engineer


Attachments - Existing &amp; Proposed Setback Measurements (by Others)

 cc. Elizabeth Moore, RDKB Senior Planner - [srplanner@rdkb.com](mailto:srplanner@rdkb.com)





## Staff Report

**Date:** 27 Aug 2020

**File**

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

**From:** Goran Denkovski, Manager of Infrastructure & Sustainability

**Re:** Investing in Canada Infrastructure Program - BC – Grant Opportunities

### Issue Introduction

A Staff Report by Goran Denkovski, Manager of Infrastructure and Sustainability regarding Investing in Canada Infrastructure Program – British Columbia – grant opportunities.

### History/Background Factors

Investing in Canada Infrastructure Program - British Columbia cost-shares infrastructure investments between the governments of Canada and British Columbia, local governments and other partners.

The Canadian government will invest \$3.917 billion in B.C. infrastructure over 10 years in four key areas:

1. Community, Culture and Recreation Infrastructure - Open Intake until October 1, 2020
2. Rural and Northern Communities Infrastructure - Open Intake until October 22, 2020
3. Green Infrastructure
  - CleanBC Communities Fund - Open Intake until November 12, 2020
  - Environmental Quality Program
4. Public Transit

On June 25, 2020, the Canadian and British Columbian governments committed up to \$100.6 million towards the second intake of the Community, Culture, and Recreation Program to support cost-sharing of infrastructure projects in communities across the Province.

The Rural and Northern Communities (RNC) Program was established to ensure the unique needs of British Columbia's small, rural and remote communities are met – supporting their wide range of infrastructure priorities. On June 25, 2020, the Canadian and British Columbian governments committed up to \$58.7 million towards the second intake of the RNC Program to support cost-sharing of infrastructure projects in communities across the province.

The CleanBC Communities Fund supports cost-sharing of infrastructure projects in communities across the province. These projects will focus on the management of renewable energy, access to clean-energy transportation, improved energy efficiency of buildings and the generation of clean energy. On August 12, 2020, the Canadian and British Columbian governments committed up to \$47 million towards a second intake of the Green Infrastructure - CleanBC Communities Fund (CCF) to support cost-sharing of infrastructure projects in communities across the Province.

Regional Districts may submit one application for each community. A community is defined as a settlement area within a regional district electoral area or an established or proposed service area. Staff are proposing to submit the following projects:

Grant Name	Staff Responsible	2020 Service Workplan	Project Description	RDKB Area or Municipality	Service % for Funding	Issues or Comments
The Community, Culture, and Recreation (CCR)	Paul Keys	Yes	Christina Lake Bridge	Area 'C'	27%	Project previously not approved under RNC
CCR	Mark Daines	Yes	Greater Trail Community Center	Trail	27%	This needs to be verified by committee
Rural and Northern Communities (RNC)	Janine Dougall	Yes	McKelvey Creek Transfer Station Upgrade	Trail	10%	Proceeding with grant application would delay green bin program by 6 months
RNC	Goran	Yes	Christina Lake Water Utility UV Upgrade	Area 'C'	0%	N/A

RNC	Goran	Yes	Beaver Valley Water System Upgrades	Fruitvale and Area 'A'	10%	N/A
RNC	Goran	No	Anaconda Water Upgrades and Service Establishment	Area 'E'	0%	If approved service must be established.
RNC	Goran	No	Oasis Water District Transition to RDKB Ownership	Area 'B'	0%	If approved District would transition to RDKB ownership
RNC	Goran	Yes	Saddle Lake Dam Phase 2 Rip Rap	Area 'D'	0%	Would not have to use gas tax

At this time, Staff is reviewing projects for potential submission to CleanBC Communities Fund.

### Implications

As with most grants Local Governments are required to demonstrate that their share of funding has been, or is secured, and that a plan is in place to cover any cost overruns beyond budgeted contingencies. Services would be responsible for 100% of any cost overruns. This is a risk that needs to be carefully managed especially for larger projects over one million dollars. Further, we also have to show how funds have been committed to operate, maintain and plan for replacement within the application.

The McKelvey Creek transfer station upgrade is estimated at 1.5 million dollars and applying for the grant could potential cover 90% of the cost for design and construction. However, due to the proposed timing of the grant approvals and associated announcements the green bin program in the east end can be delayed an estimated 6 months.

### Advancement of Strategic Planning Goals



Exceptional Cost Effective and Efficient Services

### Background Information Provided

N/A

**Alternatives**

1. That the Regional District of Kootenay Boundary receive the Staff Report regarding Investing in Canada Infrastructure Program – British Columbia – grant opportunities. Further, that the Board of Directors provide any direction to Staff on any of the proposed projects.
2. That the Regional District of Kootenay Boundary not receive the report.

**Recommendation(s)**

That the Regional District of Kootenay Boundary receive the Staff Report regarding Investing in Canada Infrastructure Program – British Columbia – grant opportunities. Further, that the Board of Directors provide any direction to Staff on any of the proposed projects.



**STAFF REPORT**

**Date:** 19 Aug 2020 **File**  
**To:** **Chair Langman and Board of Directors**  
**From:** James Chandler, General Manager of Operations / Deputy CAO  
**Re:** Building Bylaw Contravention

**Issue Introduction**

A staff report from James Chandler, General Manager of Operations / Deputy CAO, regarding a Building Bylaw Contravention for the property described as:

**35 Beacon Road, Carmi, B.C.**

**Electoral Area 'E' / West Boundary**

**Parcel Identifier: 027-348-237**

**Lot D District Lot 472S Similkameen District Yale District Plan KAP85695**

**Owner: John Morice**

**History/Background Factors**

The owner, John Morice, has constructed an accessory building without a building permit.

The Regional District of Kootenay Boundary Building and Plumbing Amendment Bylaw No. 449 states:

Duties of the Owner

12.1 Every owner shall:

b) obtain where applicable from the authority having jurisdiction, permits relating to demolition, excavation, building, repair of buildings, zoning, change in classification of occupancy, sewers, water, plumbing, signs, canopies, awnings, marquees, blasting, street occupancy, electricity, buildings to be moved, and all other permits required in connection with the proposed work prior to the commencement of such work.



**Implications**

The Regional District of Kootenay Boundary Board of Directors has dealt with a number of Bylaw Contraventions by Filing a Notice on Title. The effect of this Notice is to alert future Purchasers of the property that the building(s) are in contravention of the B.C. Building Code and/or regulatory bylaws. The above action does not preclude the Regional District of Kootenay Boundary from taking such steps as may be further authorized by Bylaw, *Local Government Act* and *Community Charter* to enforce compliance with regulations.

**Advancement of Strategic Planning Goals**

Not applicable.

**Background Information Provided**

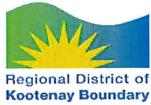
- History / Background Factors;
- Registered letter dated April 28, 2020;
- Registered letter dated March 2, 2020;
- Registered letter dated January 7, 2020.

**Alternatives**

1. Once all deficiencies are rectified, the Owner may request that the Regional District of Kootenay Boundary Board of Directors remove the Notice on Title upon receipt of \$200.00 (Administration fee for removal of the Notice).

**Recommendation(s)**

1. That the Regional District of Kootenay Boundary Board of Directors invite the owner, John Morice, 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 D, District Lot 472S, Similkameen Division Yale District, Plan KAP85695.

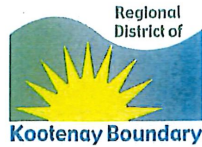
**STAFF REPORT ATTACHMENT**

<b>Date:</b>	<b>August 19, 2020</b>	<b>File:</b>	
<b>To:</b>	<b>Chair Langman and Board of Directors</b>		
<b>From:</b>	<b>Brian Champlin, Manager of Building Inspection Services</b>		
<b>RE:</b>	<b><u>BUILDING BYLAW CONTRAVENTION</u></b> <b>35 BEACON ROAD, CARMÍ, B.C.</b> <b>ELECTORAL AREA 'E' / WEST BOUNDARY</b> <b>PARCEL IDENTIFIER: 027-348-237</b> <b>LOT D DISTRICT LOT 472S SIMILKAMEEN DIVISION YALE DISTRICT PLAN</b> <b>KAP85695</b> <b>OWNER: JOHN MORICE</b>		

**History/Background Factors**

The owner, John Morice, has constructed an accessory building without a building permit.

Dec. 19, 2019	Stop Work Order posted;
Jan. 7, 2020	<b>First registered letter</b> mailed to owner, requesting a response by February 7, 2020;
Jan. 16, 2020	Canada Post confirmation that the letter was delivered;
March 2, 2020	<b>Second registered letter</b> mailed to owner, requesting a response by April 2, 2020;
March 11, 2020	Canada Post confirmation that the letter was delivered;
April 28, 2020	<b>Third registered letter</b> mailed to owner, requesting a response by May 28, 2020;
April 30, 2020	Canada Post confirmation that the notice card was left for owner – new Covid protocol;
Aug. 19, 2020	To date, we have received no further response from the owner.



April 28, 2020

REGISTERED

John Morice  
P.O. Box 146  
Beaverdell, BC  
VOH 1A0

**Re: STOP WORK ORDER**  
**Construction of an Accessory Building without a Building Permit**  
**35 Beacon Road, Carmi B.C.**  
**Lot D, D.L. 472S, Plan KAP 85695**

A review of the above referenced file indicates that we have not received the documentation requested in our letter dated January 7, 2020 and March 2, 2020. A **Stop Work Order** was posted on December 19, 2019 for **construction of an accessory building** without a building permit.

To date, no response has been received by this office as requested.

We will now be recommending to the Regional District of Kootenay Boundary Board of Directors that a notice be registered on title pursuant to Section 302 of the Local Government Act and Section 57 of the Community Charter (copies attached). This notice will refer to a building bylaw contravention on the above referenced property and does not limit further action being taken.

If you have any questions or wish to discuss this notice, please contact the undersigned by **May 28, 2020**.

The above action does not preclude the Regional District of Kootenay Boundary from taking such steps as may be further authorized by Bylaw, Local Government Act and Community Charter to enforce compliance with regulations. Your attention to this matter is appreciated.

Respectfully,

A handwritten signature in cursive script that reads "R. Silva".

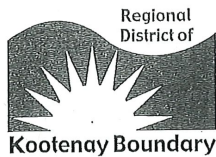
Robert Silva, RBO  
Building & Plumbing Official

Attachment  
RS:rj

Cc: Brian Champlin, RBO, CRBO | Manager of Building Inspection Services

2140 Central Ave Box 1965 Grand Forks, British Columbia Canada V0H 1H0  
toll-free: 1 877 520-7352 • tel: 250 442-2708 • fax: 250 442-2688  
email: gfbldg@rdkb.com • web: www.rdkb.com





March 2, 2020

REGISTERED

John Morice  
P.O. Box 146  
Beaverdell, BC  
V0H 1A0

**Re: STOP WORK ORDER**  
**Construction of an Accessory Building without a Building Permit**  
**35 Beacon Road, Carmi B.C.**  
**Lot D, D.L. 472S, Plan KAP 85695**

A review of the above referenced file indicates that we have not received the documentation requested in our letter dated January 7, 2020. A **Stop Work Order** was posted on December 19, 2019 for **construction of an accessory building without a building permit**.

No building permit has been issued as required by the Regional District of Kootenay Boundary Building Bylaw No. 449

Section 7.1 No person shall commence or continue any work provided for in Section 3.2 or related to building unless he has a valid and subsisting permit issued by the authority having jurisdiction.

Section 12.1 b) Every owner shall:  
obtain where applicable from the authority having jurisdiction, permits relating to demolition, excavation, **building**, repair of buildings, zoning, change in classification of occupancy, sewers, water, plumbing, signs canopies, awnings, marquees, blasting, street occupancy, electricity, buildings to be moved, and all other permits required in connection with the proposed work prior to the commencement of such work;

To apply for a permit, please fill out the enclosed application form and submit the relevant documentation listed on the "How to Obtain a Building Permit" checklist to our office by **April 2, 2020**. Failure to comply may result in legal action.

If you have any questions, please contact the undersigned.

Respectfully,

A handwritten signature in dark ink, appearing to read "R Silva".

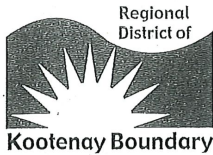
Robert Silva, RBO  
Building & Plumbing Official

Attachment  
RS:rj

Cc: Brian Champlin, RBO, CRBO | Manager of Building Inspection Services

2140 Central Ave Box 1965 Grand Forks, British Columbia Canada V0H 1H0  
toll-free: 1 877 520-7352 • tel: 250 442-2708 • fax: 250 442-2688  
email: gfbldg@rdkb.com • web: www.rdkb.com





January 7, 2020

REGISTERED

John Morice  
P.O. Box 146  
Beaverdell, BC  
V0H 1A0

**Re: STOP WORK ORDER**  
**Construction of an Accessory Building without a Building Permit**  
**35 Beacon Road, Carmi B.C.**  
**Lot D, D.L. 472S, Plan KAP 85695**

This letter confirms the posting of a **Stop Work Order** on December 19, 2019 for **Construction of an Accessory Building** without a Building Permit at the above referenced property.

No building permit has been issued as required by the Regional District of Kootenay Boundary Building Bylaw No. 449,

Section 7.1 No person shall commence or continue any work provided for in Section 3.2 or related to building unless he has a valid and subsisting permit issued by the authority having jurisdiction.

Section 12.1 b) Every owner shall:  
obtain where applicable from the authority having jurisdiction, permits relating to demolition, excavation, building, repair of buildings, zoning, change in classification of occupancy, sewers, water, plumbing, signs canopies, awnings, marquees, blasting, street occupancy, electricity, buildings to be moved, and all other permits required in connection with the proposed work prior to the commencement of such work;

To apply for a permit, please fill out the enclosed application form and submit the relevant documentation listed on the "How to Obtain a Building Permit" checklist to our office by **February 7, 2020**. Failure to comply may result in legal action.

If you have any questions, please contact the undersigned.

Respectfully,

A handwritten signature in dark ink, appearing to read "R Silva", is written over a faint, larger signature.

Robert Silva, RBO  
Building & Plumbing Official

RS:mc

Cc: Brian Champlin, RBO, CRBO | Manager of Building Inspection Services

Attachment

2140 Central Ave. Box 1965 Grand Forks, British Columbia Canada V0H 1H0  
toll-free: 1 877 520-7352 • tel: 250 442-2708 • fax: 250 442-2688  
email: gfbldg@rdkb.com • web: www.rdkb.com



**From:** [is@rdkb.com](mailto:is@rdkb.com)  
**To:** [Theresa Lenardon](#); [Information Services](#); [Jennifer Kuhn](#); [Melissa Zahn](#)  
**Subject:** Grant-in-Aid Form submitted by Christina Lake Arts and Artisans Society, email address - donna@christinagateway.ca  
**Date:** August 20, 2020 3:58:00 PM

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## Online Grant-in-Aid Application

### Electoral Area(s) Applied to:

Electoral Area 'C'/ Christina Lake Director Grace McGregor

### Applicant Information:

Applicant: Christina Lake Arts and Artisans Society

Address: 1675 Highway 3

Phone: 2504476165

Fax:

Email: [donna@christinagateway.ca](mailto:donna@christinagateway.ca)

Representative: Bob Dupee

Make Cheque Payable To: Christina Lake Arts and Artisans Society

### Other Expenses:

Total Cost of Project: \$3500.00

Amount Requested  
 from RDKB \$3500.00  
 Director(s):

What is the Grant-in-Aid for?

Operating the Arts on 3 Gallery has been a challenge during this difficult time of Covid-19, with sales down and public events, concerts, workshops etc, on hold for the time being because of social distancing rules we are unable to count on our revenue from these sources that pay for our operating expenses. We are seeking other funding that may be available however, need immediate assistance,

**List of Other Organizations Applied to for Funding**

Name of Organization	Christina Lake Arts and Artisans Society
Amount Requested	3500.00
Amount Secured	

Name of Organization	
Amount Requested	
Amount Secured	

Name of Organization	
Amount Requested	
Amount Secured	

Documents uploaded with Submission?

[]

I:\Portals\0\Documents\GIA-Attachments\





## Grant-in-Aid Request

The personal information you provide on this RDKB document is being collected in accordance with the Freedom of Information and Protection of Privacy Act and will be used only for the purpose of processing RDKB business. This document may become public information. If you have any questions about the collection of your personal information, please contact Theresa Lenardon, Manager of Corporate Administration/Corporate Officer and Freedom of Information Protection of Privacy Officer at 250-368-9148 or [foi@rdkb.com](mailto:foi@rdkb.com).

Please check all Electoral Area Boxes You Are Making Application To:

<input type="checkbox"/> Electoral Area 'A' Director Ali Grieve	<input type="checkbox"/> Electoral Area 'B' Lower Columbia-Old Glory Director Linda Worley	<input type="checkbox"/> Electoral Area 'C' Cristina Lake Director Grace McGregor	<input type="checkbox"/> Electoral Area 'D' Rural Grand Forks Director Roly Russell	<input type="checkbox"/> Electoral Area 'E' West Boundary Director Vicki Gee
---	--	---	---	--

Applicant:	* WEST BOUNDARY COMMUNITY SERVICES COOP		
Address:	* 3990 HIGHWAY 3 ROCK CREEK, BC V0H 1Y0		
Phone:	* 250 446-2975	Fax:	E-Mail: * rags-relics@hotmail.com
Representative:	* SECRETARY		
Make Cheque Payable To:	* WEST BOUNDARY COMMUNITY SERVICES COOP		

\*Starred items, including contact information, must be completed in full.

\*\*\*GIA Requests of \$5,000.00 or more may require official receipt. The Electoral Area Director may ask for additional information.

What is the total Cost of the Project? \$1,500 What amount are you requesting from this RDKB Director(s)? \$ 1,500

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

start up costs for Visitors Information booth

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: Aug 17 2000 Applicant Signature: *Patricia Henley* Print Name: PATRICIA HENLEY

Office Use Only
Grant approved by Electoral Area Director: <i>D. Gee</i>
Approved by Board: _____

**SUBMIT**





## Grant-in-Aid Request

The personal information you provide on this RDKB document is being collected in accordance with the Freedom of Information and Protection of Privacy Act and will be used only for the purpose of processing RDKB business. This document may become public information. If you have any questions about the collection of your personal information, please contact Theresa Lenardon, Manager of Corporate Administration/Corporate Officer and Freedom of Information Protection of Privacy Officer at 250-368-9148 or [foi@rdkb.com](mailto:foi@rdkb.com).

Please check all Electoral Area Boxes You Are Making Application To:

<input type="checkbox"/> Electoral Area 'A' Director Ali Grieve	<input type="checkbox"/> Electoral Area 'B' Lower Columbia-Old Glory Director Linda Worley	<input type="checkbox"/> Electoral Area 'C' Christina Lake Director Grace McGregor	<input type="checkbox"/> Electoral Area 'D' Rural Grand Forks Director Roly Russell	<input type="checkbox"/> Electoral Area 'E' West Boundary Director Vicki Gee
---	--	--	---	--

Applicant:	* West Boundary Community Services Coop		
Address:	* 3990 Highway 3 Rock Creek BC V0H1Y0		
Phone:	Fax:	E-Mail:	* rags-relies@hotmail.com
Representative:	* PATRICIA HENLEY (SECRETARY)		
Make Cheque Payable To:	* WEST BOUNDARY COMMUNITY SERVICES COOP		

\*Starred items, including contact information, must be completed in full.

\*\*\*\*GIA Requests of \$5,000.00 or more may require official receipt. The Electoral Area Director may ask for additional information.

What is the total Cost of the Project? \$1,057.70 What amount are you requesting from this RDKB Director(s)? \$ 1,057.70

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

- blinds for board room at Riverside Centre in Rock Creek

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: \$ \_\_\_\_\_

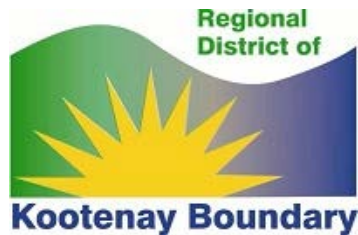
Date: Aug 17 2020 Applicant Signature: *Patricia Henley* Print Name: PATRICIA HENLEY

### Office Use Only

Grant approved by Electoral Area Director: *V. Lee*

Approved by Board: \_\_\_\_\_

**SUBMIT**

**STAFF REPORT**

**Date:** August 19, 2019 **File** ADMN Bylaw 1738  
**To:** **Chair Langman and Members of the RDKB Board of Directors**  
**From:** Theresa Lenardon, Manager of Corporate Administration/Corporate Officer  
**Re:** Bylaw No. 1738-2021 Permissive Tax Exemption Bylaw

**Issue Introduction**

A staff report from Theresa Lenardon, Manager of Corporate Administration/Corporate Officer regarding proposed Regional District of Kootenay Boundary 2021 Permissive Property Taxation Exemption Bylaw No. 1738, 2020.

**History/Background Factors**

For approximately 30 years, the RDKB has adopted a "permissive" bylaw exempting from taxation, certain properties located within RDKB Electoral Areas A-E. This exemption is not advertised within the District and is subject to statutory provisions in the *Local Government Act* and the *Taxation (Rural Area) Act*. The exemption is also subject to each Electoral Area Director permitting an exemption and to the RDKB Permissive Property Taxation Exemption Policy and application procedure.

The Permissive Property Tax Exemption Bylaw must be adopted no later than October of each year so that BC Assessment has the information to exempt the properties from taxation in the next calendar year.

*Legislation:* Section 391 of the *Local Government Act* grants authority to Regional Districts to exempt properties (lands and improvements) from taxation through the adoption of a bylaw. Section 392 of the *Local Government Act* provides exemption for heritage properties. This local government authority is considered "permissive" based on permission from the Electoral Area Director. When exempting properties from taxation, the RDKB relies on *Local Government Act* statutory requirements. For properties exempted via the *Taxation (Rural Area) Act*, the Surveyor of Taxes (SOT) relies on BC Assessment to manage and apply the appropriate exemption.

The properties (lands and improvements - improvements being structures, buildings etc.) listed on the proposed 2021 Permissive Property Tax Exemption Bylaw are non-profit, not-for-profit and charities and meet all the requirements of the *Local Government Act* Sections 391 and or 392.

The proposed 2021 Permissive Property Tax Exemption Bylaw does not include any additional new properties. However, the Rossland Trail-Country Club-Birchbank Golf Course has been removed from the Bylaw and from tax exemption status due to new ownership, which is a not non-profit business. The current 2020 taxation exemption for the golf course greens, as set out in the 2020 Bylaw, Bylaw No. 1721 (adopted in 2019), continues for the remaining 2020 tax year.

In order for each of the organizations/properties listed in the proposed bylaw to remain exempt from taxation in 2021, they are required to submit a letter requesting an exemption. Staff has received letters from all of the properties listed on the proposed exemption bylaw. Further, beginning in 2018 and pursuant to the RDKB Permissive Property Taxation Exemption Policy the organizations must also complete and submit an application for exemption along with financial information (e.g. copy of the most recent reviewed or audited financial statements, a copy of the most recent Property Tax Assessment Notice or Rural Property Tax Notice). All organizations included in the proposed 2021 Permissive Property Tax Exemption Bylaw No. 1738, have submitted completed applications and the required documentation noted above.

The Board is also presented with financial information regarding the estimated tax rates and the estimated overall taxation. Should the Board approve and adopt the proposed 2021 Permissive Property Taxation Exemption Bylaw, staff will forward it to the appropriate Assessment Offices before the October deadline.

*Recovery of Taxes:* The Surveyor of Taxes (SOT) is a billing agent for the RDKB and requisitions the amount of taxation that a regional district must submit to SOT for each service area. The SOT bills and collects and then finally disburses the requested requisition amounts back to the RDKB. Taxable properties within RDKB Electoral Areas and taxable properties within RDKB member municipalities bear the tax burden for those entities that are exempt from taxation as there is no ability to tax an exempt entity. Likewise, when member municipalities exempt properties from taxation; the taxable properties not only within the member municipality, but also within the RDKB Electoral Areas, bear the tax burden for exempted entities that lie within incorporated municipalities.

To put this another way with a focus on "services", BC Assessment confirms that any property which receives a permissive exemption will be exempt from property taxes. The assessed value in BC Assessment will reflect a nil assessment. Therefore, the impact on taxation for an electoral area exemption is the same as a municipal exemption. Properties in both situations would impact on all applicable services within the regional district that either the municipality participates in or the electoral area participates in. This would have to be reviewed service by service to determine the tax implication, which is not practical.

### **Implications**

1. Taxation exemption in the electoral areas provides societies and other non-profit organizations some financial relief so that they can continue to operate. These groups provide recreational, cultural, educational and tourism amenities, aesthetic value and other benefits to tourists and to residents of our rural communities.
2. Taxable properties within the RDKB Electoral Areas and member municipalities bear the tax burden for entities exempted from taxation.
3. Due to the redistribution of the exempted taxes as noted above, there is no shortfall in the amount of money that the SOT disburses back to the regional district.

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

Adoption of the proposed 2021 Permissive Taxation Exemption Bylaw meets the following RDKB Strategic Goals:

#### ***Improve and Enhance Communication:***

- We will continue to advocate on issues that affect our Region.
- We will continue to focus on partnerships that advance the interests of the Region.

**Background Information Provided**

1. Proposed Bylaw No. 1738,
2. RDKB Permissive Taxation Exemption Policy & tax rates, estimated RDKB taxes,
3. 2021 applicant requests & completed applications.

**Alternatives**

1. Give proposed Bylaw 1738 First, Second and Third Readings and Reconsider and Adopt.
2. Refer matter back to staff.
3. Receive the staff report (only) with no recommendation for any action.

**Recommendation(s)**

**Corporate Vote Weighted**

That Regional District of Kootenay Boundary 2021 Permissive Property Taxation Exemption Bylaw No. 1738, 2020 be read a First, Second and Third Time.

**Corporate Vote Weighted**

That Regional District of Kootenay Boundary 2021 Permissive Property Taxation Exemption Bylaw No. 1738, 2020 be Reconsidered and Adopted.



**RDKB  
BYLAW NO. 1738**

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A bylaw to Exempt Certain Lands and Improvements from Taxation  
in the Regional District of Kootenay Boundary.

**WHEREAS** by Section 391 of the *Local Government Act*, a Regional District Board of Directors is authorized to exempt from taxation certain lands, improvements, or both for a period of one calendar year;

**NOW THEREFORE BE IT RESOLVED**, that the Board of Directors of the Regional District of Kootenay Boundary in open meeting assembled enacts as follows:

1. That the lands and improvements located on the following described properties are hereby exempt from taxation for the 2021 calendar year:

**Christina Lake Golf & Country Club (Penticton Area 17)**

Parcel Z, DL 269, 313, Except Plan KAP72739, Lot 2, Block 19, Plan KAP8, DL 269, SDYD

Lot 3, Block 19, Plan KAP8, DL 269, SDYD

Lot 1, Plan KAP27907, DL 269 313, SDYD

275 2<sup>nd</sup> Avenue (Roll No. 712/00210.100);

Block A, DL 268, and DL 269, Except Plan KAP81037, L.D. 54, S.D.Y.D.

275 2<sup>nd</sup> Avenue (Roll No. 712/00170.000)

Except any lands and improvements located thereon used for private commercial undertakings.

**Kettle Valley Golf Club – Village of Midway (Penticton Area 17)**

Plan KAP843, Lot 11, DL 514, LD 54, SDYD

Except Plan H1 Lot 18, Plan KAP843, DL 514, SDYD

Except Plan H1 Lot 22, Plan KAP843 DL 514, SDYD

Except Plan H1 Lot 21, Plan KAP843, DL 514, SDYD, Lot 14

3280 Highway 3 (Roll No. 713/03133.000).

Except any lands and improvements located thereon used for private commercial undertakings.

**Champion Lakes Golf & Country Club**

**Beaver Valley Golf & Recreation Society (Cranbrook Area 22 & Nelson Area 21)**

NEP X67, DL 1236, LD 26

Subsidy Lot 25, Except Plan 7883, Plan X67

111 Champion Park Road (Roll No. 711/05538.010)

Except any lands and improvements located thereon used for private commercial undertakings.

~~**Rossland Trail Country Club-Birchbank Golf Club  
(Cranbrook Area 22 & Nelson Area 21)**~~

~~DL 7179, Except PT Outlined in Red on PL DD 11805, DL 7188, KD  
Except PT outlined in Red on PL DD 11805, 1605, RW13 6711 NEP65123 NEP65124  
5500 Highway 22 (Roll No. 711/08761.001).~~

~~Except any lands and improvements located thereon used for private commercial undertakings.~~

**Christina Lake Community Association (Penticton Area 17)**

DL 317, Plan KAP5491B, LD 54, Parcel A  
90 Park Road Roll No. 712/02580.000

Plan KAP50, Block 21, Lot 2, DL 317, LD 54  
Lot 3, Block 21, Plan KAP50, DL 317, SDYD, LD 54,  
Lot 4, Block 21, Plan KAP50, DL 317, SDYD, LD 54'  
Lot 5, Block 21, Plan KAP50, DL 317, SDYD, LD 54, Lot 6  
Park Road (Roll No. 712/00306.000).

**Phoenix Mountain Alpine Ski Society (Penticton Area 17)**

255s, LD 54  
8000 Phoenix Ski Hill Road (Roll No. 712/02100.000);

DL 2701, Lease/Permit/Licence #340472 Surface of Parts of DL 2701, W/I Lots 1811 976 977 975  
and 915 As shown on map attached to License for operation and maintenance of Ski Hill purposes  
Phoenix Ski Hill Road (Roll No. 712/10431.000);

Except any lands and improvements located thereon used for private commercial undertakings.

**Boundary Stock Horse Association (Penticton Area 17)**

DL 2007, LD 54  
Lease/Permit/Licence #404836 Covering that Part of DL 2007 Together with that Part of DL 332 Plan  
B847 Except Plans B12368 and KAP57445 For Community Facility and Community event purposes.  
(Roll No. 712/02613.500)

Plan KAP847B, D.L. 332, LD 54,  
Lease/Permit/Licence #404836 Except Plan B12368 KAP57445 and Except Portion shown on Licence  
No. 403933 As "proposed gravel pit"  
Issued for community recreation purposes.  
8640 North Fork Road (Roll No. 712/02612.101)

**Grand Forks Wildlife Association (Penticton Area 17)**

DL 2700, LD 54  
Lease/Permit/Licence #403755 Firearms Range & Clubhouse Special Use Permit 6970 8810 Granby  
Road (Roll No. 712/10386.050).

**Beaverdell Community Club & Recreation Commission (Penticton Area 17)**

Lot A, Plan KAP13542, D.L. 1545, S.D.Y.D.  
5896 Highway 33 (Roll No. 713/00119.005).

**Mountain Medical Services Society (Penticton Area 17)**

D.L. 4183s Block C LD 54  
4970 Berezan Way (Roll No. 713/07905.265).

**Rock Creek Community Medical Society (Penticton Area 17)**

Lot B, Plan KAP34311, District Lot 352, LD 54  
100 Rock Creek Cutoff (Roll No. 713/02643.045).

**Okanagan Auto Sports Club  
Operating as Thunder Mountain Raceway (Penticton Area 17)**

Lease/Permit/Licence # 344863  
170.503 ac in the vicinity of DL 2729s for motorsport complex purposes  
9525 Okanagan Falls For (Roll No. 713/10394.666)

**Kettle Wildlife Association (Penticton Area 17)**

Lease/Permit/Licence #404699 PT of SL 5 PL 1186 DL 2704  
Except PL 12233; PT DL 568S and DL 862 As shown B06162 on map attached to License #issued for  
Trap Skeet & Shooting Range purposes, Manufactured Home Reg #B06162  
1635 Rock Creek Dump Road (Roll No. 713/10243.000)

**Bridestville Community Club (Penticton Area 17)**

Plan KAP58882, Lot 2, DL 491, LD 54  
5724 Bridesville Townsite Road (Roll No. 713/00176.005)

**Christina Lake Welcome Centre (Penticton Area 17)**

DL 498, LD 54  
Lease/Permit/Licence #404063, for a Portion Except 6.29 acres Except Plan 2710 13142 13192 29837  
37989 38106 Un-surveyed portion of DL issued for centre for ecological interpretation tourist  
information art gallery/studio purposes.  
1675 Kimura Rd and Highway 3 (Roll No. 712/02994.016)

**Teck Metals Ltd. in Licence of Occupation with Trail Wildlife Association  
(Trail Wildlife Association Society Registration No. S-0007729– Licensee)  
(Cranbrook Area 22 and Nelson Area 21)****Licensed Area:**

Lots 76, Twp 8A, KD, Plan 941 (PID 015-969-231)	(Roll No. 711/10530.375)
Lots 77, Twp 8A, KD, Plan 941 (PID 015-969-258)	(Roll No. 711/10530.380)
Lots 78, Twp 8A, KD, Plan 941 (PID 015-969-266)	(Roll No. 711/10530.385)
Lots 79, Twp 8A, KD, Plan 941 (PID 015-969-274)	(Roll No. 711/10530.390)
Lots 84, Twp 8A, KD, Plan 941 (PID 015-969-908)	(Roll No. 711/10530.415)
Lots 85, Twp 8A, KD, Plan 941 (PID 015-970-230)	(Roll No. 711/10530.420)
Lots 86, Twp 8A, KD, Plan 941 (PID 015-970-370)	(Roll No. 711/10530.425)
Lots 87, Twp 8A, KD, Plan 941 (PID 015-970-566)	(Roll No. 711/10530.430)
Lots 88, Twp 8A, KD, Plan 941 (PID 015-970-574)	(Roll No. 711/10530.435)

Lots 89, Twp 8A, KD, Plan 941 (PID 015-970-612 (Roll No. 711/10530.440)

Lots 90, Twp 8A, KD, Plan 941 (PID 015-970-621 (Roll No. 711/10530.445)

Licence of Occupation Agreement (Aug 1, 2016 – July 31, 2019)

Casino Rifle Range, Casino Road, RDKB Electoral Area 'B'/Lower Columbia-Old Glory

**Carolynn R. Cheney and Jimmy D. Harrison**

**Protection District - Grand Forks Rural Fire**

Lot 8, Block 2, Plan KAP567, DL 184, LD 54

Lease/Permit/Licence # P70778 Portion OUTLINED ON PL B2088, Except Plan 18868 LEASED PORTION FOR FIRE HALL PURPOSES

Lease/Permit/Licence # P70778 Lot 7 Block 2 Plan KAP567 District Lot 184 Similkameen Div of Yale Land District Portion OUTLINED ON PL B2088 LEASED PORTION FOR FIRE HALL

490 Starchuk Road

(Roll No. 712/1864.500)

2. Regional District of Kootenay Boundary 2020 Permissive Property Taxation Exemption Bylaw No. 1721, 2019, is hereby repealed.
3. This bylaw may be cited for all purposes as "Regional District of Kootenay Boundary 2021 Permissive Property Taxation Exemption Bylaw No. 1738, 2020".

Read a First, Second and Third time this 27<sup>th</sup> day of August, 2020.

I, Theresa Lenardon, Manager of Corporate Administration/Corporate Officer of the Regional District of Kootenay Boundary, do hereby certify the foregoing to be a true and correct copy of Regional District of Kootenay Boundary Bylaw No. 1738 cited as "Regional District of Kootenay Boundary 2021 Permissive Property Taxation Exemption Bylaw No. 1738, 2020" as a Read a Third time this 27<sup>th</sup> day of August, 2020.

\_\_\_\_\_  
Manager of Corporate Administration/Corporate Officer

Reconsidered and Adopted this 27<sup>th</sup> day of August, 2020.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Manager of Corporate Administration/Corporate Officer

I, Theresa Lenardon, Manager of Corporate Administration/Corporate Officer of the Regional District of Kootenay Boundary, do hereby certify the foregoing to be a true and correct copy of Regional District of Kootenay Boundary Bylaw No. 1738 cited as "Regional District of Kootenay Boundary 2021 Permissive Property Taxation Exemption Bylaw No. 1738, 2020" as Adopted this 27<sup>th</sup> day of August, 2020.

\_\_\_\_\_  
Manager of Corporate Administration/Corporate Officer





<b>POLICY TITLE:</b>	<b>Permissive Property Taxation Exemption</b>
<b>APPROVAL DATE (PEP Committee):</b>	<b>Oct. 11/17</b>
<b>REVIEWED BY PEP COMMITTEE:</b>	<b>June/16, Jan. 26/17, July/17 Oct./17</b>
<b>ADOPTED BY BOARD OF DIRECTORS:</b>	<b>Jan. 25/18</b>

**Policy:** The *Local Government Act* provides that on or before October 31 in any year, Regional District Boards of Directors may, by bylaw, exempt land and or improvements from regional district property taxes.

The Regional District of Kootenay Boundary (RDKB) Board of Directors herewith establishes a policy to stipulate and clarify the conditions to permit a permissive tax exemption within the RDKB Electoral Areas A, B/Lower Columbia-Old Glory, C/Christina Lake, D/Rural Grand Forks and E/West Boundary.

A permissive tax exemption is a means for the Board to support community organizations, which further the Board's objectives and priorities and which enhance the quality of life (economic, social/cultural, recreational and educational).

**Purpose:** To specify the parameters within which the RDKB Electoral Area Directors will consider taxation exemption applications from organizations which are eligible under the *Local Government Act* via authority in the *Taxation (Rural Area) Act* and which will be reviewed and approved by the overall RDKB Board of Directors.

The parameters will provide impartial and consistent treatment and consideration for all applications which provide charitable or not-for-profit services, facilities and or amenities within the RDKB Electoral Areas.

**Procedure:**

**1. Application Process**

The RDKB Electoral Area Directors will consider applications for permissive tax exemptions annually.

Upon request and or with direction from the Electoral Area Director, the Manager of Corporate Administration will make Permissive Taxation Exemption application forms available via: Canada Post, electronically (e.g. e-mail and online at [www.rdkb.com](http://www.rdkb.com)) and in person from the RDKB office, 843 Rossland Avenue, Trail, BC V1R 4S8 - 250-368-9148 or 1-800-355-7352.

**1a) Submission of Completed Application**

Using the prescribed application form, completed applications must be submitted to the Manager of Corporate Administration before July 31<sup>st</sup> of each year to be considered exempt from taxation in the following calendar year. The Manager of Corporate Administration will review the applications for completeness and then forward completed applications to the RDKB Electoral Area Directors for their consideration and for support for inclusion of the property in the annual Taxation Exemption Bylaw. The annual Taxation Exemption Bylaw is presented to the Board of Directors in August or September of each year. Should an Electoral Area Director not approve an exemption application for inclusion in the bylaw, the applicant(s) will be notified accordingly.

Late applications will not be accepted.

Application submissions must include the following proof of financial responsibility and accountability:

- Copy of reviewed or audited financial statements for the most recent fiscal year,
- In lieu of above, a financial statement signed by two Directors of the organization will be considered;
- Copy of most recent Property Tax Notice or Property Assessment Notice,
- Description of your program/services/amenities and who and how these will benefit the Electoral Area community,
- Description of the extent of volunteer involvement in your organization.

Tax exemption applications will only be accepted and considered when completed in full.

**1b) Taxation Exemption Bylaw**

Upon endorsement by the Electoral Area Directors, the Manager of Corporate Administration will prepare a Taxation Exemption Bylaw that will include only properties that have been supported by the Electoral Area Directors through the application process. The Taxation Exemption Bylaw will be presented to the RDKB Board of Directors for review, final approval and adoption at the August or September RDKB Board meeting.

Once the RDKB Board of Directors adopts the annual exemption bylaw, the Manager of Corporate Administrative forwards a copy to the relevant BC Assessment Authority to ensure land and or improvements are not taxed in the next calendar year.

**2. RDKB Discretion**

There is no obligation to give an exemption. A permissive tax exemption is strictly at the discretion of each individual Electoral Area Director after careful consideration of all applications within their respective jurisdiction. With direction from the Electoral Area Directors and via adoption of the annual RDKB Taxation

Exemption Bylaw, the Board of Directors may approve a full e.g. (land and buildings), partial (e.g. only land or only buildings) or no exemption for each application.

The Electoral Area Directors may support a tax exempt designation of only a portion, rather than full, of the land/improvements where the following circumstances exist:

- A portion of the land/improvements is used by the private sector and or organizations not meeting the RDKB's exemption criteria,
- The applicant/organization receives annual grant-in-aid from the Electoral Area Director and or other RDKB grant funding, and
- A portion of the land/improvements is used to generate income from the organization seeking taxation exemption (e.g. only that portion of the private property that is entirely used for the charitable, philanthropic, non-profit, etc. purposes will be considered for exemption, such as the golf course greens, but not the clubhouse).

### **3. RDKB Conditions, Restrictions and Requirements**

As a condition of taxation exemption, the Electoral Area Directors may direct the RDKB Board of Directors to impose restrictions on the use of the property and may require the applicant to:

- If, because of a change in the use or ownership of exempted property, the property no longer meets the requirements for exemption, the RDKB Taxation Exemption Bylaw ceases to apply to that property and the property is therefore liable to taxation effective from the time of the change.

### **4. Criteria**

**4a) The Organization must provide services or programs that are compatible or complimentary to those offered by the Regional District, such as a service that fulfills some basic need or otherwise improves the quality of life for residents of the Regional District.**

**The organization must:**

- qualify for an exemption under the provisions of the *Local Government Act*,
- be in compliance with RDKB policies, bylaws, plans and regulations,
- be a not-for-profit/non-profit or charitable/philanthropic organization, such as: a place of worship/spiritual gathering (eg church, church hall), an athletic, recreational, educational, cultural, or a social/service club, a care facility/licensed private hospital or clinic.

**4b) Subject Property must be one of:**

- Land and or improvements owned or held by the RDKB within the RDKB's boundaries when used for its own purposes,

- Land or improvements that are owned by a municipality, regional district or other local authority that the Board considers are used for a purpose of the local authority,
- Land and or improvements owned or held by, or held in trust by the owner for, an athletic or service club organization (includes cultural, social) and used principally for public athletic or recreational purposes,
- Land and or improvements used or occupied by a church, as tenant or licensee for the purpose of public worship or for the purpose of a church hall that the Board considers necessary to the church,
- An interest held by a non-profit organization in school buildings that the organization uses or occupies as tenant or licensee or a board of school trustees,
- An interest held by a francophone education authority in school buildings that the francophone education authority uses or occupies as licensee of a board of school trustees,
- An interest held by a non-profit organization in school buildings that the organization uses or occupies as tenant or licensee of a francophone education authority, and
- Land that is owned and used exclusively by an agricultural or horticultural society and that is in excess of the area exemption under Section 15 (1) (j) of the *Taxation (Rural Area) Act*.

- 4c)** In evaluating applications, the Electoral Area Directors will consider the ability of the organization to raise its own funds.
- 4d)** The level of support and endorsement for a tax exemption application will be measured against other RDKB funding received (e.g. the applicant's successful receipt of other RDKB funding contributions, funding partnerships, Grant-in-Aid, Columbia Basin Trust Community Initiatives etc.) that an organization has received in the same year as the tax exemption is applied for.
- 4e)** Taxation exemptions will not be considered where the Board believes that an exemption will result in a shift of other levels of governments' responsibilities and or costs to local taxpayers.
- 4f)** Only applications from non-profit organizations seeking an exemption on property that is utilized to provide services for and/or support to all residents, without discrimination, will be considered.
- 4g)** The operations of the applicant on the property must be consistent with RDKB policies, plans, bylaws, codes and regulations.
- 4h)** Organizations must meet the guidelines of Sections 391 of the *Local Government Act* and this Policy.

## **5. Applicant's Acknowledgement of Taxation Exemptions**

When submitting an application for taxation exemption, all recipients of past exemptions are required to publicly acknowledge the exemption. This acknowledgement can be in the form of a letter to the RDKB Board of Directors which will be placed on the public Board meeting agenda.

The Manager of Corporate Administration will provide guidance to all applicants who wish to apply for permissive taxation exemption.

## Regional District of Kootenay Boundary

### Permissive Tax Exemptions for the 2021 Year

			Estimated Property Taxes Foregone - RDKB Portion	Estimated Property Taxes Foregone - Total
Row Labels	Electoral Area	Owner and Folio		
Golf & Country Clubs	A	Champion Lakes Golf & Country Club		
		711 05538.010	\$ 3,939	\$ 6,158
	C	Christina Lake Golf & Country Club		
		712 00170.000	\$ 2,925	\$ 5,742
		712 00210.100	\$ 8,161	\$ 15,852
	E	Kettle Valley Golf Club		
		713 03133.000	\$ 3,360	\$ 6,523
Golf & Country Clubs Total			\$ 18,385	\$ 34,275
Other	B	Teck Metals Ltd. In Licence of Occupation with Trail Wildlife Association		
		711 10530.375	\$ 252	\$ 452
		711 10530.380	\$ 288	\$ 516
		711 10530.385	\$ 309	\$ 555
		711 10530.390	\$ 304	\$ 545
		711 10530.415	\$ 375	\$ 668
		711 10530.420	\$ 317	\$ 569
		711 10530.425	\$ 255	\$ 457
		711 10530.430	\$ 689	\$ 1,218
		711 10530.440	\$ 278	\$ 497
		711 10530.445	\$ 269	\$ 482
		711.10530.435	\$ 756	\$ 1,334
	C	Christina Lake Community Club		
		712 00306.000	\$ 80	\$ 154
		712 02580.000	\$ 3,223	\$ 6,248
		Christina Lake Community Club (RDKB)		
		712 00274.110	\$ 1,122	\$ 2,187
		712 00306.900	\$ 325	\$ 639
	Christina Lake Welcome Centre (RDKB)			
		712 02994.016	\$ 1,938	\$ 3,744
D	Boundary Stock Horse Association			

## Regional District of Kootenay Boundary

### Permissive Tax Exemptions for the 2021 Year

			Estimated Property Taxes Foregone - RDKB Portion	Estimated Property Taxes Foregone - Total	
Row Labels	Electoral Area	Owner and Folio			
	D	712 02612.101	\$ 589	\$ 1,029	
		712 02613.500	\$ 876	\$ 1,538	
		Grand Forks Rural Fire Prot Dist			
		712 01864.500	\$ 2,155	\$ 3,715	
		Grand Forks Wildlife Association			
		712 10386.050	\$ 1,033	\$ 1,810	
		Phoenix Mountain Alpine Ski Society			
		712 02100.000	\$ 3,259	\$ 5,635	
		712 10431.000	\$ 1,663	\$ 2,889	
	E	Beaverdell-Carmi Curling Club			
		713 00119.005	\$ 1,309	\$ 3,546	
		Bridesville Community Club			
		713 00176.005	\$ 1,012	\$ 1,942	
		Kettle Wildlife Association			
		713 10243.000	\$ 1,481	\$ 2,882	
Mountain Medical Services Society					
713 07905.265	\$ 5,193	\$ 10,302			
	Road Runner Okanagan Auto Sports Club				
	713 10394.666	\$ 1,217	\$ 3,351		
	Rock Creek Community Medical Society				
	713 02643.045	\$ 2,398	\$ 4,602		
Other Total			\$ 32,965	\$ 63,506	
Grand Total			\$ 51,350	\$ 97,781	

J:\Property Tax\Tax Exemption Bylaws\[2021 Tax Exemptions BCA.xlsx]Report Taxes by Folio



## *Christina Lake Golf Club*

PO Box 268, Christina Lake, British Columbia V0H 1E0  
Phone (250) 447-6104

June 24, 2020

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

Attention: Theresa Lenardon  
Manager of Corporate Administration

**Re: RDKB Permissive Taxation Exemption - 2021**

Christina Lake Golf and Country Club is presently included on the RDKB's Taxation Exemption Bylaw.

We respectfully request that Christina Lake Golf and Country Club be included in the 2021 Taxation Exemption Bylaw and we thank our Electoral Director and the Board of Directors for considering this request.

It is important to us that your careful consideration and decision-making of this matter result in assisting us to manage our endeavours, which promote and support participation and enthusiasm for the betterment of our community and for the general public overall.

Yours truly,

Christina Lake Golf and Country Club

A handwritten signature in black ink, which appears to read 'Pheigh Newton'.

Pheigh Newton  
Administrator





## REGIONAL DISTRICT OF KOOTENAY BOUNDARY (RDKB)

843 Rossland Avenue, Trail, BC V1R 4S8

250-368-9148    1-800-355-7352 (in BC)    Fax: 250-368-3990

Email: [tlenardon@rdkb.com](mailto:tlenardon@rdkb.com)

### APPLICATION FOR PERMISSIVE PROPERTY TAX EXEMPTION

*Local Government Act Section 391-RDKB Permissive Taxation Policy*

**DEADLINE FOR SUBMISSION- JULY 31 EACH YEAR**

#### PART 1 – APPLICANT INFORMATION

**Organization Name:** Christina Lake Golf and Country Club

**Contact Person:** Pheigh Newton

**Title:** Administrator

**Mailing Address:** Box 268, Christina Lake, BC V0H 1E0

**Phone:** 250-447-6104

**Email:** [clgolf@nethop.net](mailto:clgolf@nethop.net)

**Society #:** S0006198

**Purpose of organization and services provided (attach separate sheet if necessary):**

The purpose of Christina Lake Golf and Country Club is to manage and provide a Regional Golf Course Facility.

**Has your organization received any of the following from the RDKB in the previous year?:**

	NO	YES		
RDKB Grant-in-Aid and or other RDKB grants or funding (e.g. funding for core operations not programs)?	NO		Amount \$	Year
			Purpose:	
Permissive Tax Exemption		YES		
External Funding (other than RDKB )	NO		Amount \$	Year
			Purpose:	

**Describe how a permissive tax exemption will benefit the community (attach separate sheet if necessary):**

The permissive tax exemption will assist this organization in providing a world-class golf facility for the members and the public to enjoy, that also contributes to the economic well being of the community.

Describe the extent of volunteer involvement in your organization (attach a separate sheet if necessary)

**The Society known as the Christina Lake Golf and Country Club is run by a Board of Directors consisting solely of volunteer members in good standing. The club also has several members who volunteer their help and support during tournaments and events and other special projects.**

## PART 2 – PROPERTY INFORMATION FROM TAX OR ASSESSMENT NOTICE

Property Owner:		Phone:
Property Address:		
Legal Description:		
Folio Number:	PID:	TAXATION YEAR:
<input type="checkbox"/> Initial Application <input checked="" type="checkbox"/> Renewal Application		<input checked="" type="checkbox"/> This property is leased or rented to the organization <input checked="" type="checkbox"/> This property is owned by the organization

## PART 3 – REQUIRED DOCUMENTATION

Please include with your application copies of the following:

- ☐ Copy of the most recent reviewed or audited financial statements or a financial statement signed by two Directors of your organization
- ☐ Copy of most recent Property Tax Assessment Notice or Rural Property Tax Notice.
- If you are a past recipient of taxation exemption, please include a letter to the RDKB Board of Directors which publicly acknowledges the exemption. This letter will be placed on a public RDKB Board of Directors' agenda.

## PART 4 – CERTIFICATION

I certify that I am authorized to submit this application on behalf of the organization, and that the information provided on this application form and on the attachments is true and accurate to the best of my knowledge. I understand that additional information may be requested prior to consideration for a Permissive Tax Exemption.

Applicant: <b>Pheigh Newton</b>	Signature: 	Date: June 24, 2020
<input checked="" type="checkbox"/> Copies of the required documents noted in Part 3 above are attached to this application.		

**IF YOU HAVE ANY QUESTIONS PLEASE PHONE: 250-368-0225 or 1-800-355-7352**

**To be considered for tax exemption, submit this application before July 31<sup>st</sup>**

## FOR RDKB USE ONLY

Application Supported by Electoral Area Director	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
Approval by the RDKB Board of Directors-Bylaw No.	<hr/> Manager of Corporate Administration	Date

2021 Taxation Exemption Bylaw Request Letter

Date: August 14, 2020

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

Attention: Theresa Lenardon  
Manager of Corporate Administration

**Re: RDKB Permissive Taxation Exemption - 2021**

Kettle Wildlife Association is presently included on the RDKB's Taxation Exemption Bylaw.

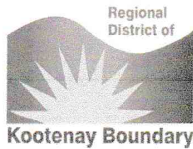
We respectfully request that Kettle Wildlife Association be included in the 2021 Taxation Exemption Bylaw and we thank our Electoral Director and the Board of Directors for considering this request.

It is important to us that your careful consideration and decision-making of this matter result in assisting us to manage our endeavours, which promote and support participation and enthusiasm for the betterment of our community and for the general public overall.

Yours truly,



Candice Hesketh  
KWA Treasurer



## REGIONAL DISTRICT OF KOOTENAY BOUNDARY (RDKB)

843 Rossland Avenue, Trail, BC V1R 4S8

250-368-9148    1-800-355-7352 (in BC)    Fax: 250-368-3990

Email: [tlenardon@rdkb.com](mailto:tlenardon@rdkb.com)

### APPLICATION FOR PERMISSIVE PROPERTY TAX EXEMPTION

*Local Government Act Section 391-RDKB Permissive Taxation Policy*

**DEADLINE FOR SUBMISSION: JULY 31 EACH YEAR**

#### PART 1 – APPLICANT INFORMATION

**Organization Name:** Kettle Wildlife Association

**Contact Person:** Candice Hesketh

**Title:** Treasurer

**Mailing Address:** 1635 Rock Creek Dump Rd. Rock Creek BC V0H1Y0

**Phone:** 250-446-2645

**Email:** mc\_cd@hotmail.com

**Society #:** S-17156

**Purpose of organization and services provided (attach separate sheet if necessary):**

Provide support for wildlife, land and conservation issues in the Boundary. Provide a firearms and archery range for the area, including law enforcement. Provide a meeting room for the community and community organizations. Provide after school archery and evening archery instruction for the youth and adults of the area.

**Has your organization received any of the following from the RDKB in the previous year?:**

	NO	YES		
RDKB Grant-in-Aid and or other RDKB grants or funding (e.g. funding for core operations not programs)?		X	Amount \$7514.33	Year 2019
			Purpose: Upgrade electrical and lighting to meet current standards	
Permissive Tax Exemption		X		
External Funding (other than RDKB )	X		Amount \$	Year
			Purpose:	

**Describe how a permissive tax exemption will benefit the community (attach separate sheet if necessary):**

Our operating budget is very low. This exemption will help us maintain our programs and facilities to provide recreation and meeting space for the residents of the Boundary area.



Describe the extent of volunteer involvement in your organization (attach a separate sheet if necessary)

We are a 100% volunteer run organization; from our caretaker to Board of Directors to all of the members that help put on our programs and functions.

## PART 2 – PROPERTY INFORMATION FROM TAX OR ASSESSMENT NOTICE

Property Owner: Crown – Province		Phone:
Property Address: 1635 Rock Creek Dump Rd. Rock Creek BC V0H1Y0		
Legal Description: Similkameen Division of Yale District PT of SL5PL1186 DL 2		
Folio Number:	PID:	TAXATION YEAR:
<input type="checkbox"/> Initial Application <input checked="" type="checkbox"/> Renewal Application		<input checked="" type="checkbox"/> This property is leased or rented to the organization <input type="checkbox"/> This property is owned by the organization

## PART 3 – REQUIRED DOCUMENTATION

Please include with your application copies of the following:

- ☐ Copy of the most recent reviewed or audited financial statements or a financial statement signed by two Directors of your organization
- ☐ Copy of most recent Property Tax Assessment Notice or Rural Property Tax Notice.
- If you are a past recipient of taxation exemption, please include a letter to the RDKB Board of Directors which publicly acknowledges the exemption. This letter will be placed on a public RDKB Board of Directors' agenda.

## PART 4 – CERTIFICATION

I certify that I am authorized to submit this application on behalf of the organization, and that the information provided on this application form and on the attachments is true and accurate to the best of my knowledge. I understand that additional information may be requested prior to consideration for a Permissive Tax Exemption.

Applicant: <u>Candice Hesketh</u>	Signature: <u>C Hesketh</u>	Date: <u>Aug 16 2020</u>
<input type="checkbox"/> Copies of the required documents noted in Part 3 above are attached to this application.		

**IF YOU HAVE ANY QUESTIONS PLEASE PHONE: 250-368-0225 or 1-800-355-7352**

**To be considered for tax exemption, submit this application before July 31<sup>st</sup>**

## FOR RDKB USE ONLY

Application Supported by Electoral Area Director	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
Approval by the RDKB Board of Directors-Bylaw No.	<hr/> Manager of Corporate Administration	Date



REGIONAL DISTRICT OF  
KOOTENAY BOUNDARY

JUN 26 2020

REF. TO: T.L.  
CC:

P.O. Box 158  
Fruitvale, BC V0G 1L0  
Tel: (250) 367-7001  
Fax: (250) 367-6699

Date: June 25, 2020  
To: Regional District Kootenay Boundary  
202-843 Rossland Ave  
Trail, BC, V1R 4S8

Attention: Theresa Lenardon  
Manager of Corporate Administration

Re: RDKB Permissive Taxation Exemption - 2021

Champion Lakes Golf & Country Club is presently included on the RDKB's Taxation Exemption Bylaw.

We respectfully request that Champion Lakes Golf & Country Club be included in the 2021 Taxation Exemption Bylaw and we thank our Electoral Director and the Board of Directors for considering this request.

It is important to us that your consideration and decision-making of this matter result in assisting us to manage our endeavours, which promote and support participation and enthusiasm for the betterment of our community and for the general public overall.

Thank you.

Sincerely,

Kevin Nesbitt, General Manager  
Champion Lakes Golf & Country Club



## REGIONAL DISTRICT OF KOOTENAY BOUNDARY (RDKB)

843 Rossland Avenue, Trail, BC V1R 4S8

250-368-9148    1-800-355-7352 (in BC)    Fax: 250-368-3990

Email: tlenardon@rdkb.com

### APPLICATION FOR PERMISSIVE PROPERTY TAX EXEMPTION

*Local Government Act Section 391-RDKB Permissive Taxation Policy*

**DEADLINE FOR SUBMISSION- JULY 31 EACH YEAR**

#### PART 1 – APPLICANT INFORMATION

Organization Name: <i>CHAMPION LAKES GOLF &amp; COUNTRY CLUB</i>			
Contact Person: <i>KEVIN NESBITT</i>		Title: <i>GENERAL MANAGER</i>	
Mailing Address: <i>PO. Box 158 FRUITVALE, BC, V0G 1L0</i>			
Phone: <i>250-367-7001</i>	Email: <i>staff@golfchampionlakes.com</i>	Society #: <i>S-25734</i>	
Purpose of organization and services provided (attach separate sheet if necessary): <i>A RECREATIONAL FACILITY THAT PROVIDES GOLF &amp; LEISURE TO THE GREATER COMMUNITY</i>			
Has your organization received any of the following from the RDKB in the <b>previous year</b> ?:			
	NO	YES	
RDKB Grant-in-Aid <b>and or other</b> RDKB grants or funding (e.g. funding for core operations not programs)?  <i>RDKB TAX GRANT RDKB- TEE BOX MEN'S LADIES' NIGHT</i>		✓	Amount \$ <i>\$15,000 GAS GRANT \$200 - SIGN \$1152 - BILLS MEN'S &amp; LADIES' 2 YRS</i> Year <i>2019</i> Purpose: <i>ROOF REPLACEMENT \$15000 TEE BOX SIGN AD - \$200 SPONSOR MEN'S &amp; LADIES' NIGHT \$1152</i>
Permissive Tax Exemption		✓	
External Funding (other than RDKB) <i>CBT</i>		✓	Amount \$ <i>\$32,250.23</i> Year <i>2019</i> Purpose: <i>ROOF REPLACEMENT</i>
Describe how a permissive tax exemption will benefit the community (attach separate sheet if necessary): <i>IT WILL GIVE A PLACE FOR ANYONE IN THE COMMUNITY TO ENJOY A LEISURE ACTIVITY OR A PLACE TO COME AND ENJOY THE SCENERY OF OUR AREA IN A PEACEFUL SETTING</i>			



Describe the extent of volunteer involvement in your organization (attach a separate sheet if necessary)

THE FACILITY WAS BUILT & CONTINUES TO GROW WITH VOLUNTEERS

PART 2 – PROPERTY INFORMATION FROM TAX OR ASSESSMENT NOTICE		
Property Owner: <u>BEAVER VALLEY GOLF &amp; RECREATION SOCIETY</u> <u>CHAMPION LAKES GOLF &amp; COUNTRY CLUB</u>	Phone: <u>250-367-7001</u>	
Property Address: <u>111 CHAMPION PARK RD, FRUITVALE, BC, V0G 1L1</u>		
Legal Description: <u>PLAN NEPY 67, SUBLOT 25, DISTRICT LOT 1236, KOOTENAY LAND DISTRICT</u>		
Folio Number: <u>209465</u>	PID: <u>009-215-715</u>	TAXATION YEAR: <u>2020</u> <sup>EXCEPT PLAN 7883</sup>
<input type="checkbox"/> Initial Application <input checked="" type="checkbox"/> Renewal Application		<input type="checkbox"/> This property is leased or rented to the organization <input checked="" type="checkbox"/> This property is owned by the organization

PART 3 – REQUIRED DOCUMENTATION
Please include with your application copies of the following:
<ul style="list-style-type: none"> <li>• Copy of the most recent reviewed or audited financial statements or a financial statement signed by two Directors of your organization</li> <li>• Copy of most recent Property Tax Assessment Notice or Rural Property Tax Notice.</li> <li>• If you are a past recipient of taxation exemption, please include a letter to the RDKB Board of Directors which publicly acknowledges the exemption. This letter will be placed on a public RDKB Board of Directors' agenda.</li> </ul>

PART 4 – CERTIFICATION		
I certify that I am authorized to submit this application on behalf of the organization, and that the information provided on this application form and on the attachments is true and accurate to the best of my knowledge. I understand that additional information may be requested prior to consideration for a Permissive Tax Exemption.		
Applicant: <u>KEVIN NESBITT</u>	Signature: <u>[Signature]</u>	Date: <u>JUNE 25/20</u>
<input type="checkbox"/> Copies of the required documents noted in Part 3 above are attached to this application.		

IF YOU HAVE ANY QUESTIONS PLEASE PHONE: 250-368-0225 or 1-800-355-7352

To be considered for tax exemption, submit this application before July 31<sup>st</sup>

FOR RDKB USE ONLY		
Application Supported by Electoral Area Director	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
Approval by the RDKB Board of Directors-Bylaw No.	_____ Manager of Corporate Administration	Date





REGIONAL DISTRICT OF  
KOOTENAY BOUNDARY

JUN 26 2020

REF. TO: T.L  
CC:

P.O. Box 158  
Fruitvale, BC V0G 1L0  
Tel: (250) 367-7001  
Fax: (250) 367-6699

Date: June 25, 2020  
To: Regional District Kootenay Boundary  
202-843 Rossland Ave  
Trail, BC, V1R 4S8

Attention: Theresa Lenardon  
Manager of Corporate Administration

Re: RDKB Permissive Taxation Exemption - 2021

Champion Lakes Golf & Country Club is presently included on the RDKB's Taxation Exemption Bylaw.

We respectfully request that Champion Lakes Golf & Country Club be included in the 2021 Taxation Exemption Bylaw and we thank our Electoral Director and the Board of Directors for considering this request.

It is important to us that your consideration and decision-making of this matter result in assisting us to manage our endeavours, which promote and support participation and enthusiasm for the betterment of our community and for the general public overall.

Thank you.

Sincerely,

Kevin Nesbitt, General Manager  
Champion Lakes Golf & Country Club



## REGIONAL DISTRICT OF KOOTENAY BOUNDARY (RDKB)

843 Rossland Avenue, Trail, BC V1R 4S8

250-368-9148    1-800-355-7352 (in BC)    Fax: 250-368-3990

Email: tlenardon@rdkb.com

### APPLICATION FOR PERMISSIVE PROPERTY TAX EXEMPTION

*Local Government Act Section 391-RDKB Permissive Taxation Policy*

**DEADLINE FOR SUBMISSION- JULY 31 EACH YEAR**

#### PART 1 – APPLICANT INFORMATION

Organization Name: <u>CHAMPION LAKES GOLF &amp; COUNTRY CLUB</u>			
Contact Person: <u>KEVIN NESBITT</u>		Title: <u>GENERAL MANAGER</u>	
Mailing Address: <u>PO. BOX 158 FRUITVALE, BC, V0G 1L0</u>			
Phone: <u>250-367-7001</u>	Email: <u>staff@golfchampionlakes.com</u>	Society #: <u>S-25734</u>	
Purpose of organization and services provided (attach separate sheet if necessary): <u>A RECREATIONAL FACILITY THAT PROVIDES GOLF &amp; LEISURE TO THE GREATER COMMUNITY</u>			
Has your organization received any of the following from the RDKB in the <b>previous year</b> ?:			
	NO	YES	
RDKB Grant-in-Aid <b>and or other</b> RDKB grants or funding (e.g. funding for core operations not programs)?  <u>RDKB TAX GRANT</u> <u>RDKB- TEE BOX</u> <u>MEN'S LADIES' NIGHT</u>		✓	Amount \$ <u>\$15,000 GAS GRANT</u> <u>\$200 - SIGN</u> <u>\$1152 - BILLS MEN'S &amp; LADIES' 2 YRS</u> Purpose: <u>ROOF REPLACEMENT \$15000</u> <u>TEE BOX SIGN AD - \$200</u> <u>SPONSOR MEN'S &amp; LADIES' NIGHT \$1152</u>
Permissive Tax Exemption		✓	
External Funding (other than RDKB) <u>CBT</u>		✓	Amount \$ <u>\$32,250.23</u> Year <u>2019</u> Purpose: <u>ROOF REPLACEMENT</u>
Describe how a permissive tax exemption will benefit the community (attach separate sheet if necessary): <u>IT WILL GIVE A PLACE FOR ANYONE IN THE COMMUNITY TO ENJOY A LEISURE ACTIVITY OR A PLACE TO COME AND ENJOY THE SCENERY OF OUR AREA IN A PEACEFUL SETTING</u>			

Describe the extent of volunteer involvement in your organization (attach a separate sheet if necessary)

THE FACILITY WAS BUILT & CONTINUES TO GROW WITH VOLUNTEERS

PART 2 – PROPERTY INFORMATION FROM TAX OR ASSESSMENT NOTICE		
Property Owner: <u>BEAVER VALLEY GOLF &amp; RECREATION SOCIETY</u> <u>CHAMPION LAKES GOLF &amp; COUNTRY CLUB</u>	Phone: <u>250-367-7001</u>	
Property Address: <u>111 CHAMPION PARK RD, FRUITVALE, BC, V0G 1L1</u>		
Legal Description: <u>PLAN NEPY 67, SUBLOT 25, DISTRICT LOT 1236, KOOTENAY LAND DISTRICT</u> <u>EXCEPT PLAN 7883</u>		
Folio Number: <u>209465</u>	PID: <u>009-215-715</u>	TAXATION YEAR: <u>2020</u>
<input type="checkbox"/> Initial Application <input checked="" type="checkbox"/> Renewal Application		<input type="checkbox"/> This property is leased or rented to the organization <input checked="" type="checkbox"/> This property is owned by the organization

PART 3 – REQUIRED DOCUMENTATION
Please include with your application copies of the following:
<ul style="list-style-type: none"> <li>• Copy of the most recent reviewed or audited financial statements or a financial statement signed by two Directors of your organization</li> <li>• Copy of most recent Property Tax Assessment Notice or Rural Property Tax Notice.</li> <li>• If you are a past recipient of taxation exemption, please include a letter to the RDKB Board of Directors which publicly acknowledges the exemption. This letter will be placed on a public RDKB Board of Directors' agenda.</li> </ul>

PART 4 – CERTIFICATION		
I certify that I am authorized to submit this application on behalf of the organization, and that the information provided on this application form and on the attachments is true and accurate to the best of my knowledge. I understand that additional information may be requested prior to consideration for a Permissive Tax Exemption.		
Applicant: <u>KEVIN NESBITT</u>	Signature: <u>[Signature]</u>	Date: <u>JUNE 25/20</u>
<input type="checkbox"/> Copies of the required documents noted in Part 3 above are attached to this application.		

IF YOU HAVE ANY QUESTIONS PLEASE PHONE: 250-368-0225 or 1-800-355-7352

To be considered for tax exemption, submit this application before July 31<sup>st</sup>

FOR RDKB USE ONLY		
Application Supported by Electoral Area Director	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
Approval by the RDKB Board of Directors-Bylaw No.	_____ Manager of Corporate Administration	Date

**Purpose of the organization:**

1. The purposes of the Christina Lake Community Association are:
  - a. To provide a public amenity by administering and maintaining a multi-use facility in Christina Lake, including:
    - i. a community hall for use by non-profit community groups and community members for public events, health care drives, meetings, community programs, etc.
    - ii. adjacent grounds with ballfield and multi-sport concrete slab
  - b. To provide a public amenity by establishing and maintaining a memorial garden for the public

**Services provided to the community include:**

Free use of the hall for:

Brownies /Guides

Christina Lake Elementary School year-end pancake breakfast

Interior Health Flu Clinic and Mammogram Clinic

Reduced rental of the hall for:

Public exercise programs

Use by non-profit organizations

Other hall uses:

Weddings, memorials

Community gathering location for public meetings

**Benefits to the community:**

The permissive tax exemption will benefit the community, by allowing the Community Association to focus funds on programs at the community hall and maintenance of the hall for use by the community.

**Volunteer involvement:**

Our organization relies entirely on volunteers for administering and managing the maintenance of the hall. This includes fundraising activities to supplement the income generated by the rental of the hall, through such events as community dinners, breakfasts, bingos, auctions, etc. to pay for utilities, upkeep, and programs.

**Legal Description & PID:****90 PARK RD**

PARCEL A, PLAN KAP5491B, DISTRICT LOT 317, SIMILKAMEEN DIV OF YALE

LAND DISTRICT

PID: 014-717-522

**PARK RD**

LOT 2, BLOCK 21, PLAN KAP50, DISTRICT LOT 317, SIMILKAMEEN DIV OF YALE LAND

DISTRICT; LOT 3, BLOCK 21, PLAN KAP50, DISTRICT LOT 317, SIMILKAMEEN DIV OF YALE

LAND DISTRICT; LOT 4, BLOCK 21, PLAN KAP50, DISTRICT LOT 317, SIMILKAMEEN DIV OF

YALE LAND DISTRICT; LOT 5, BLOCK 21, PLAN KAP50, DISTRICT LOT 317, SIMILKAMEEN

DIV OF YALE LAND DISTRICT; LOT 6, BLOCK 21, PLAN KAP50, DISTRICT LOT 317,

SIMILKAMEEN DIV OF YALE LAND DISTRICT; LOT 1, BLOCK 21, PLAN KAP50, (ET CETERA)

PID: 012-514-578 012-514-594 012-514-608 012-514-616 (ET CETERA)





# REGIONAL DISTRICT OF KOOTENAY BOUNDARY (RDKB)

843 Rossland Avenue, Trail, BC V1R 4S8

250-368-9148 1-800-355-7352 (in BC) Fax: 250-368-3990

Email: tlenardon@rdkb.com

## APPLICATION FOR PERMISSIVE PROPERTY TAX EXEMPTION

Local Government Act Section 391-RDKB Permissive Taxation Policy

DEADLINE FOR SUBMISSION: **JULY 31 EACH YEAR**

### PART 1 – APPLICANT INFORMATION

Organization Name: <b>CHRISTINA LAKE COMMUNITY ASSOCIATION</b>			
Contact Person: <b>DON THOMSON</b>		Title: <b>TREASURER</b>	
Mailing Address: <b>PO BOX 331 CHRISTINA LAKE B.C V0H 1E0</b>			
Phone: <b>250-447-2622</b>	Email: <b>CLCA@GMAIL.COM</b>	Society #: <b>50003310</b>	
Purpose of organization and services provided (attach separate sheet if necessary):			

**SEE ATTACHED**

Has your organization received any of the following from the RDKB in the **previous year**?:

	NO	YES		
RDKB Grant-in-Aid <b>and or other</b> RDKB grants or funding (e.g. funding for core operations not programs)?		<input checked="" type="checkbox"/>	Amount \$ <b>25,000</b>	Year <b>2019</b>
			Purpose: <b>CAPITAL PROJECTS</b>	
Permissive Tax Exemption				
External Funding (other than RDKB )	<input checked="" type="checkbox"/>		Amount \$	Year
			Purpose:	

Describe how a permissive tax exemption will benefit the community (attach separate sheet if necessary):

**SEE ATTACHED**

Describe the extent of volunteer involvement in your organization (attach a separate sheet if necessary)

SEE ATTACHED

#### PART 2 – PROPERTY INFORMATION FROM TAX OR ASSESSMENT NOTICE

Property Owner:	CHRISTINA LAKE COMMUNITY CLUB & RES	Phone:
Property Address:	90 PARK RD	CHRISTINA LAKE
Legal Description:	SEE ATTACHED	
Folio Number:	712-02580.000 712-00306.000	PID: SEE ATTACHED
<input type="checkbox"/> Initial Application <input checked="" type="checkbox"/> Renewal Application		<input type="checkbox"/> This property is leased or rented to the organization <input checked="" type="checkbox"/> This property is owned by the organization
		TAXATION YEAR: 2020

#### PART 3 – REQUIRED DOCUMENTATION

Please include with your application copies of the following:

- Copy of the most recent reviewed or audited financial statements or a financial statement signed by two Directors of your organization
- Copy of most recent Property Tax Assessment Notice or Rural Property Tax Notice.
- If you are a past recipient of taxation exemption, please include a letter to the RDKB Board of Directors which publicly acknowledges the exemption. This letter will be placed on a public RDKB Board of Directors' agenda.

#### PART 4 – CERTIFICATION

I certify that I am authorized to submit this application on behalf of the organization, and that the information provided on this application form and on the attachments is true and accurate to the best of my knowledge. I understand that additional information may be requested prior to consideration for a Permissive Tax Exemption.

Applicant:	Don Tidman	Signature:	[Signature]	Date:	July 6/2020
<input checked="" type="checkbox"/> Copies of the required documents noted in Part 3 above are attached to this application.					

IF YOU HAVE ANY QUESTIONS PLEASE PHONE: 250-368-0225 or 1-800-355-7352

To be considered for tax exemption, submit this application before July 31<sup>st</sup>

#### FOR RDKB USE ONLY

Application Supported by Electoral Area Director	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
Approval by the RDKB Board of Directors-Bylaw No.	_____ Manager of Corporate Administration	Date



**July 30 2020**

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

**Re: RDKB Permissive Taxation Exemption – 2021**

The Phoenix Mountain Alpine Ski Society is presently included on the RDKB's Taxation Exemption Bylaw.

We wish to thank our Electoral Area Director and the Regional District of Kootenay Boundary Board of Directors for permitting our organization for this exemption.

We respectfully request that Phoenix Mountain Alpine Ski Society be included in the 2020 Taxation Exemption Bylaw.

It is important to us that your careful consideration and decision-making of this matter result in assisting us to manage our endeavours, which promote and support participation and enthusiasm for the betterment of our community and for the general public overall.

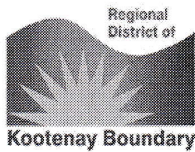
**Sincerely,**

**Jocelyn Nega  
Administrator, Phoenix Mountain Alpine Ski Society**

---

\* Phoenix Mountain \* Box 2428, Grand Forks, BC, V0H 1H0 \* [www.skiphoenix.com](http://www.skiphoenix.com) \*  
\* ph (250) 442-5870 \* fax (250) 442-5090 \* [skiphoenix@gmail.com](mailto:skiphoenix@gmail.com) \*





# REGIONAL DISTRICT OF KOOTENAY BOUNDARY (RDKB)

843 Rossland Avenue, Trail, BC V1R 4S8

250-368-9148 1-800-355-7352 (in BC) Fax: 250-368-3990

Email: tlenardon@rdkb.com

## APPLICATION FOR PERMISSIVE PROPERTY TAX EXEMPTION

Local Government Act Section 391-RDKB Permissive Taxation Policy

**DEADLINE FOR SUBMISSION: JULY 31 EACH YEAR**

### PART 1 – APPLICANT INFORMATION

Organization Name: <i>Phoenix Mountain Alpine Ski Society</i>			
Contact Person: <i>Jocelyn</i>		Title: <i>Admin</i>	
Mailing Address: <i>Box 2428 Grand Forks BC</i>			
Phone: <i>444 1049</i>	Email: <i>skiphoenix@gmail</i>	Society #: <i>5-16693</i>	
Purpose of organization and services provided (attach separate sheet if necessary): <i>Per constitution - the purpose of the society are to</i> <i>a - operate &amp; provide ski/snowboard facilities @ phoenix mtn</i> <i>b promote winter safety &amp; fraternal spirit see attached</i>			
Has your organization received any of the following from the RDKB in the previous year?:			
	NO	YES	
RDKB Grant-in-Aid and or other RDKB grants or funding (e.g. funding for core operations not programs)?		/	Amount \$ <i>27,000</i>
			Year <i>2019-20</i>
			Purpose: <i>see attached</i>
Permissive Tax Exemption		/	
External Funding (other than RDKB)		/	Amount \$ <i>35,200</i>
			Year <i>2019-20</i>
			Purpose: <i>Program &amp; special event promo</i>
Describe how a permissive tax exemption will benefit the community (attach separate sheet if necessary):  <i>attached.</i>			



Describe the extent of volunteer involvement in your organization (attach a separate sheet if necessary)

## PART 2 – PROPERTY INFORMATION FROM TAX OR ASSESSMENT NOTICE

Property Owner: <i>Phoenix Mountain Alpine</i>		Phone: <i>250 444 1049</i>
Property Address: <i>3000 Phoenix Skitall Rd</i>		
Legal Description: <i>Lots 2555 Similkameen div of Yale</i>		
Folio Number:	PID: <i>014638754</i>	TAXATION YEAR: <i>2020</i>
<input type="checkbox"/> Initial Application <input checked="" type="checkbox"/> Renewal Application		<input type="checkbox"/> This property is leased or rented to the organization <input type="checkbox"/> This property is owned by the organization

## PART 3 – REQUIRED DOCUMENTATION

Please include with your application copies of the following:

- Copy of the most recent reviewed or audited financial statements or a financial statement signed by two Directors of your organization
- Copy of most recent Property Tax Assessment Notice or Rural Property Tax Notice.
- If you are a past recipient of taxation exemption, please include a letter to the RDKB Board of Directors which publicly acknowledges the exemption. This letter will be placed on a public RDKB Board of Directors' agenda.

## PART 4 – CERTIFICATION

I certify that I am authorized to submit this application on behalf of the organization, and that the information provided on this application form and on the attachments is true and accurate to the best of my knowledge. I understand that additional information may be requested prior to consideration for a Permissive Tax Exemption.

Applicant: <i>Jm Heger</i>	Signature: <i>Jm Heger</i>	Date: <i>July 30, 2020</i>
<input type="checkbox"/> Copies of the required documents noted in Part 3 above are attached to this application.		

**IF YOU HAVE ANY QUESTIONS PLEASE PHONE: 250-368-0225 or 1-800-355-7352**

**To be considered for tax exemption, submit this application before July 31<sup>st</sup>**

## FOR RDKB USE ONLY

Application Supported by Electoral Area Director	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
Approval by the RDKB Board of Directors-Bylaw No.	_____ Manager of Corporate Administration	Date

## PHOENIX MOUNTAIN BENEFITS TO THE COMMUNITY

- With an operating season from mid-December to the end of March, we employ a total of 30 full-time and part-time workers. We purchase approximately 50% of our goods and services locally and do so whenever possible. We anticipate spending approximately \$100,000 at local businesses during the 2020-21 ski season, and that our payroll will put another 100,000 into the local economy -- all in a 4 month period
- We provide an affordable family recreational facility, 30 minutes from town, with approximately 12,000 skier visits per year. The ski hill has broad spectrum appeal with its proximity to x-country ski and snowshoeing facilities, and the opportunities it offers to spectators, or those who might want to come up for lunch and a beverage.
- Our growing Nancy Greene Ski League Jr. Racing Program served approximately 30 families last year, and we anticipate an increase in participation this year with our plan to broaden the scope of the program.
- Our events, such as the zone race, draw participants from out of town, who spend an estimated \$10,000 on motels, gas and meals in Grand Forks.
- By providing every school age child in Grand Forks & Christina Lake with the opportunity to learn to ski and/or snowboard, we are enhancing the physical fitness of every child in the community, at a time when physical education programs are experiencing cutbacks at the provincial and school board levels, and childhood obesity is reaching levels never before seen in our society. Each child gains from this program a new or improved physical recreational skill which they can enjoy and share with their family, in the outdoors, for the rest of their lives.
- Our Snow School learn to ski program for children ages 3 and up, and skill improvement lesson program for older children build a strong base for our Nancy Greene and School programs.
- Our Night Ski, sponsored by local business, attracted 100 + skiers and boarders each Saturday night last season. Many participants are new to the sport or are reacquainting themselves with it after years of winter inactivity. This is a great example of community support.
- We support community programs and events with donations of lift tickets and passes.
- We serve as a "Feeder Hill" for large resorts in the Regional District, such as Big White.



8640 North Fork Road Grand Forks, BC V0H 1H2

July 12, 2020

Regional District of Kootenay Boundary  
843 Rossland Avenue  
Trail, B.C. V1R 4S8

**Attention: Theresa Lenardon**  
**Manager of Corporate Administration/Corporate Officer**

**Re: RDKB Permissive Taxation Exemption - 2021**

The Boundary Horse Association is presently included in the RDKB's Taxation Exemption Bylaw.

We wish to thank our Regional Area Director and the Regional District of Kootenay Boundary Board of Directors for permitting our organization this exemption.

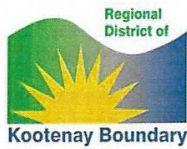
As a non-profit organization, our members appreciate this assistance very much. Being that our needs are many, taxation exemption helps us to continue to undertake activities that benefit our local community.

It is important to us that your careful consideration and decision-making of this matter result in assisting us to manage our endeavours which promote and support participation and enthusiasm for the betterment of our community and the general public overall.

Sincerely,

Madalene Espenhain, President  
Boundary Horse Association





## REGIONAL DISTRICT OF KOOTENAY BOUNDARY (RDKB)

843 Rossland Avenue, Trail, BC V1R 4S8

250-368-9148    1-800-355-7352 (in BC)    Fax: 250-368-3990

Email: tlenardon@rdkb.com

### APPLICATION FOR PERMISSIVE PROPERTY TAX EXEMPTION

*Local Government Act Section 391-RDKB Permissive Taxation Policy*

**DEADLINE FOR SUBMISSION- JULY 31 EACH YEAR**

#### PART 1 – APPLICANT INFORMATION

Organization Name: <u>Boundary Horse Association</u>					
Contact Person: <u>Madalene Espenhein</u>				Title: <u>Club President</u>	
Mailing Address: <u>8640 North Fork Rd, Grand Forks, BC V0H 1H2</u>					
Phone: <u>250 443 3191</u>		Email: <u>kmespenhein@telus.net</u>		Society #:	
Purpose of organization and services provided (attach separate sheet if necessary): <u>A community based group that focuses on equestrian sports, learning &amp; athletic development. Open to all ages, genders, abilities and interests within the equestrian community.</u>					
Has your organization received any of the following from the RDKB in the <b>previous year</b> ?: <u>Yes</u>					
	NO	YES			
RDKB Grant-in-Aid <b>and or other</b> RDKB grants or funding (e.g. funding for core operations not programs)?	✓		Amount \$	Year	
			Purpose:		
Permissive Tax Exemption		✓			
External Funding (other than RDKB)	✓		Amount \$	Year	
			Purpose:		
Describe how a permissive tax exemption will benefit the community (attach separate sheet if necessary): <u>Tax exemption will reduce or club costs significantly, therefore allowing us to keep membership costs low.</u>					

Describe the extent of volunteer involvement in your organization (attach a separate sheet if necessary)  
 We average 50-60 members per year (incl. children/families).  
 Approx 1/2 of those members are active members and volunteer  
 many hours to the operations of our club.

### PART 2 – PROPERTY INFORMATION FROM TAX OR ASSESSMENT NOTICE

Property Owner: (See Attached)		Phone:
Property Address:		
Legal Description:		
Folio Number:	PID:	TAXATION YEAR:
<input type="checkbox"/> Initial Application <input checked="" type="checkbox"/> Renewal Application		<input checked="" type="checkbox"/> This property is leased or rented to the organization <input type="checkbox"/> This property is owned by the organization

### PART 3 – REQUIRED DOCUMENTATION

Please include with your application copies of the following:

- Copy of the most recent reviewed or audited financial statements or a financial statement signed by two Directors of your organization
- Copy of most recent Property Tax Assessment Notice or Rural Property Tax Notice.
- If you are a past recipient of taxation exemption, please include a letter to the RDKB Board of Directors which publicly acknowledges the exemption. This letter will be placed on a public RDKB Board of Directors' agenda.

### PART 4 – CERTIFICATION

I certify that I am authorized to submit this application on behalf of the organization, and that the information provided on this application form and on the attachments is true and accurate to the best of my knowledge. I understand that additional information may be requested prior to consideration for a Permissive Tax Exemption.

Applicant: Madeline Espenbain	Signature: MEspenbain	Date: July 15, 2020
<input checked="" type="checkbox"/> Copies of the required documents noted in Part 3 above are attached to this application.		

IF YOU HAVE ANY QUESTIONS PLEASE PHONE: 250-368-0225 or 1-800-355-7352

To be considered for tax exemption, submit this application before July 31<sup>st</sup>

### FOR RDKB USE ONLY

Application Supported by Electoral Area Director	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
Approval by the RDKB Board of Directors-Bylaw No.	_____ Manager of Corporate Administration	Date



June 25, 2020

Regional District of Kootenay Boundary  
843 Rossland Avenue  
Trail, BC V1R 4S8

Attn: Theresa Lenardon,  
Manager of Corporate Administration/Corporate Officer

The Grand Forks Wildlife Association (GFWA) is presently included on the RDKB's  
Taxation Exemption Bylaw.

We request that the GFWA be included in the 2020 Taxation Exemption Bylaw. As a  
non-profit organization, our needs are many, and the taxation exemption helps us to  
continue to undertake activities, and maintain facilities that benefit our local community.

It is important to us that your careful consideration and decision-making of this matter  
result in assisting us to manage our endeavors, which promote and support participation  
and enthusiasm for the betterment of our community and for the the general public  
overall.

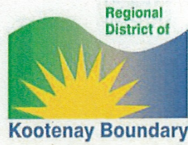
Sincerely,

A handwritten signature in black ink, appearing to read 'B Hancock', with a long horizontal line extending to the right.

Brian Hancock, President,

Grand Forks Wildlife Association





# REGIONAL DISTRICT OF KOOTENAY BOUNDARY (RDKB)

843 Rossland Avenue, Trail, BC V1R 4S8

250-368-9148 1-800-355-7352 (in BC) Fax: 250-368-3990

Email: tlenardon@rdkb.com

## APPLICATION FOR PERMISSIVE PROPERTY TAX EXEMPTION

Local Government Act Section 391-RDKB Permissive Taxation Policy

DEADLINE FOR SUBMISSION **JULY 31 EACH YEAR**

### PART 1 – APPLICANT INFORMATION

Organization Name: <i>Grand Forks Wildlife Association</i>			
Contact Person: <i>Brian Hancock</i>		Title: <i>President</i>	
Mailing Address: <i>Po Box 21, Greenwood B.C. V0H 1J0</i>			
Phone: <i>250-445-2118</i>	Email: <i>bhancock@hotmail.com</i>	Society #: <i>S0010836</i>	
Purpose of organization and services provided (attach separate sheet if necessary): <i>To provide a facility and recreational opportunities for hunters, anglers, and shooters.</i>			
Has your organization received any of the following from the RDKB in the <b>previous year</b> ?:			
	NO	YES	
RDKB Grant-in-Aid <b>and or other</b> RDKB grants or funding (e.g. funding for core operations not programs)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Amount \$
			Year
			Purpose:
Permissive Tax Exemption	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
External Funding (other than RDKB)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Amount \$
			Year
			Purpose:
Describe how a permissive tax exemption will benefit the community (attach separate sheet if necessary): <i>a tax exemption would benefit the community by financially helping our non profit society to exist and provide our facility and opportunities for the community</i>			



Describe the extent of volunteer involvement in your organization (attach a separate sheet if necessary)

Meetings, banquets, habitat restoration projects and recreational events can involve up to 50 volunteers at times.

#### PART 2 – PROPERTY INFORMATION FROM TAX OR ASSESSMENT NOTICE

Property Owner: <u>GRAND FORKS WILDLIFE ASSOCIATION</u>		Phone: <u>250-445-2118</u>
Property Address: <u>8810 GRANBY ROAD, GRAND FORKS BC</u>		
Legal Description: <u>DL 2700, Similkameen Div of Yale Land District</u>		
Folio Number:	PID:	TAXATION YEAR: <u>2021</u>
<input type="checkbox"/> Initial Application <input checked="" type="checkbox"/> Renewal Application		<input type="checkbox"/> This property is leased or rented to the organization <input checked="" type="checkbox"/> This property is owned by the organization

#### PART 3 – REQUIRED DOCUMENTATION

Please include with your application copies of the following:

- Copy of the most recent reviewed or audited financial statements or a financial statement signed by two Directors of your organization
- Copy of most recent Property Tax Assessment Notice or Rural Property Tax Notice.
- If you are a past recipient of taxation exemption, please include a letter to the RDKB Board of Directors which publicly acknowledges the exemption. This letter will be placed on a public RDKB Board of Directors' agenda.

#### PART 4 – CERTIFICATION

I certify that I am authorized to submit this application on behalf of the organization, and that the information provided on this application form and on the attachments is true and accurate to the best of my knowledge. I understand that additional information may be requested prior to consideration for a Permissive Tax Exemption.

Applicant: <u>Brian Hancock</u>	Signature: <u>[Signature]</u>	Date: <u>June 24 2020</u>
<input checked="" type="checkbox"/> Copies of the required documents noted in Part 3 above are attached to this application.		

IF YOU HAVE ANY QUESTIONS PLEASE PHONE: 250-368-0225 or 1-800-355-7352

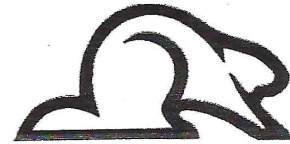
To be considered for tax exemption, submit this application before July 31<sup>st</sup>

#### FOR RDKB USE ONLY

Application Supported by Electoral Area Director	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
Approval by the RDKB Board of Directors-Bylaw No.	_____ Manager of Corporate Administration	Date

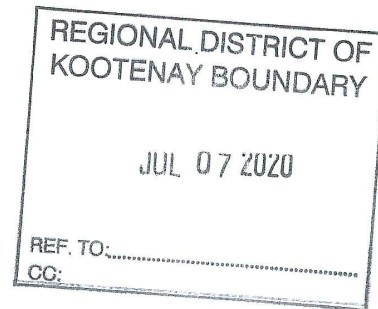


**Beaverdell Community Club & Recreation Commission**  
5841 Highway 33 P.O. Box 114 Beaverdell, BC V0H 1A0  
Email: beaverdellcommunityclub@gmail.com  
Phone: 250-484-5623



June 16, 2020

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



Attention: Theresa Lenardon  
Manager of Corporate Administration

**Re: RDKB Permissive Taxation Exemption – 2021**

Beaverdell Community Club & Recreation Commission is presently included on the RDKB's Taxation Exemption Bylaw.

We wish to thank our Electoral Area Director and the RDKB Board of Directors for permitting our organization for this exemption.

We respectfully request that Beaverdell Community Club and Recreation Commission be included in the 2021 Taxation Exemption Bylaw.

It is important to us that your careful consideration and decision-making of this matter result in assisting us to manage our endeavors, which promote and support, participation and enthusiasm for the betterment of the community and for the public overall.

Yours truly,

Jerry Goodkey

Treasurer

Beaverdell Community Club & Recreation Commission



# REGIONAL DISTRICT OF KOOTENAY BOUNDARY (RDKB)

843 Rossland Avenue, Trail, BC V1R 4S8

250-368-9148 1-800-355-7352 (in BC) Fax: 250-368-3990

Email: tlenardon@rdkb.com

## APPLICATION FOR PERMISSIVE PROPERTY TAX EXEMPTION

Local Government Act Section 391-RDKB Permissive Taxation Policy

DEADLINE FOR SUBMISSION: **JULY 31 EACH YEAR**

### PART 1 – APPLICANT INFORMATION

Organization Name: <u>BEAVERDELL COMMUNITY CLUB + RECREATION COMMISSION</u>		
Contact Person: <u>NERRY GOODKEY</u>	Title: <u>TREASURER</u>	
Mailing Address: <u>PO BOX 114 BEAVERDELL, BC V0H 1A0</u>		
Phone: <u>250-484-5211</u>	Email: <u>-</u>	Society #: <u>50009776</u>
Purpose of organization and services provided (attach separate sheet if necessary):		

LIBRARY, MEAL PROGRAM, COMMUNITY SOCIAL EVENTS

Has your organization received any of the following from the RDKB in the **previous year**?:

	NO	YES	Amount \$	Year
RDKB Grant-in-Aid <b>and or other</b> RDKB grants or funding (e.g. funding for core operations not programs)?		<input checked="" type="checkbox"/>	<u>33,990.54</u>	<u>2020</u>
			Purpose: <u>CEMENTAL FENCE, OPERATING BUDGET MEAL PROGRAM RECREATION</u>	
Permissive Tax Exemption		<input checked="" type="checkbox"/>		
External Funding (other than RDKB)	<input checked="" type="checkbox"/>		Amount \$	Year
			Purpose:	

Describe how a permissive tax exemption will benefit the community (attach separate sheet if necessary):

AS A NON PROFIT SOCIETY WE DEPEND ON ALL SOURCES OF INCOME OR NON PAYMENT OF FEES / TAXES TO HELP US SUSTAIN OUR ORGANIZATION PROVIDING SERVICES TO OUR COMMUNITY MEMBERS

Describe the extent of volunteer involvement in your organization (attach a separate sheet if necessary)		
OUR ORGANIZATION IS RUN TOTALLY BY 100% VOLUNTEER INVOLVEMENT.		
<b>PART 2 – PROPERTY INFORMATION FROM TAX OR ASSESSMENT NOTICE</b>		
Property Owner:	BEAVERDEN COMMUNITY CLUB + REC	Phone:
Property Address:	5896 Hwy 33 + 3841 Hwy 33 BEAVERDEN BC	
Legal Description:		
Folio Number:	PID: 009-191-088 028-582-175	TAXATION YEAR: 2020
<input type="checkbox"/> Initial Application <input checked="" type="checkbox"/> Renewal Application		<input type="checkbox"/> This property is leased or rented to the organization <input checked="" type="checkbox"/> This property is owned by the organization

<b>PART 3 – REQUIRED DOCUMENTATION</b>
Please include with your application copies of the following:
<ul style="list-style-type: none"> <li>• Copy of the most recent reviewed or audited financial statements or a financial statement signed by two Directors of your organization</li> <li>• Copy of most recent Property Tax Assessment Notice or Rural Property Tax Notice.</li> <li>• If you are a past recipient of taxation exemption, please include a letter to the RDKB Board of Directors which publicly acknowledges the exemption. This letter will be placed on a public RDKB Board of Directors' agenda.</li> </ul>

<b>PART 4 – CERTIFICATION</b>
I certify that I am authorized to submit this application on behalf of the organization, and that the information provided on this application form and on the attachments is true and accurate to the best of my knowledge. I understand that additional information may be requested prior to consideration for a Permissive Tax Exemption.
Applicant: JERRY GOODEY    Signature: [Signature]    Date: JUNE 23/2020
<input checked="" type="checkbox"/> Copies of the required documents noted in Part 3 above are attached to this application.

IF YOU HAVE ANY QUESTIONS PLEASE PHONE: 250-368-0225 or 1-800-355-7352

To be considered for tax exemption, submit this application before July 31<sup>st</sup>

FOR RDKB USE ONLY		
Application Supported by Electoral Area Director	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
Approval by the RDKB Board of Directors-Bylaw No.	_____ Manager of Corporate Administration	Date:

(2021 Taxation Exemption Bylaw Request Letter)

Date July 20,2020

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

Attention: Theresa Lenardon  
Manager of Corporate Administration

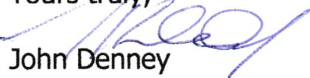
**Re: RDKB Permissive Taxation Exemption - 2021**

Mountain Medical Services Society is presently included on the RDKB's Taxation Exemption Bylaw.

We respectfully request that Mountain Medical Services Society be included in the 2021 Taxation Exemption Bylaw and we thank our Electoral Director and the Board of Directors for considering this request.

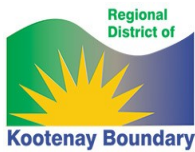
It is important to us that your careful consideration and decision-making of this matter result in assisting us to manage our endeavours, which promote and support participation and enthusiasm for the betterment of our community and for the general public overall.

Yours truly,



John Denney  
President  
Mountain Medical Services Society





## REGIONAL DISTRICT OF KOOTENAY BOUNDARY (RDKB)

843 Rossland Avenue, Trail, BC V1R 4S8

250-368-9148 1-800-355-7352 (in BC) Fax: 250-368-3990

Email: [tlenardon@rdkb.com](mailto:tlenardon@rdkb.com)

### APPLICATION FOR PERMISSIVE PROPERTY TAX EXEMPTION

*Local Government Act Section 391-RDKB Permissive Taxation Policy*

**DEADLINE FOR SUBMISSION- JULY 31 EACH YEAR**

#### PART 1 – APPLICANT INFORMATION

**Organization Name:** Mountain Medical Services Society

**Contact Person:** John Denney

**Title:** President

**Mailing Address:** Box 658, 101-1865 Dilworth Dr Kelowna BC V1Y 9T1

**Phone:** 250-870-4129

**Email:** [president@mmsbigwhite.com](mailto:president@mmsbigwhite.com)

**Society #:**

**Purpose of organization and services provided (attach separate sheet if necessary):**

**Has your organization received any of the following from the RDKB in the **previous year**?:**

	NO	YES		
RDKB Grant-in-Aid <b>and or other</b> RDKB grants or funding (e.g. funding for core operations not programs)?	No		Amount \$	Year
			Purpose:	
Permissive Tax Exemption		Yes		
External Funding (other than RDKB )			Amount \$	Year
			Purpose:	

**Describe how a permissive tax exemption will benefit the community (attach separate sheet if necessary):**

Describe the extent of volunteer involvement in your organization (attach a separate sheet if necessary)

## PART 2 – PROPERTY INFORMATION FROM TAX OR ASSESSMENT NOTICE

<b>Property Owner: Mountain Medical Services Society</b>		<b>Phone: 250-870-4129</b>
<b>Property Address: 4970 Berezan Way</b>		
<b>Legal Description: Block 3 District Lot 4183S Simikameen Biv of Yale Land District</b>		
<b>Folio Number:</b>	<b>PID:018-319-238</b>	<b>TAXATION YEAR: 20/21</b>
<input type="checkbox"/> <b>Initial Application</b> <input checked="" type="checkbox"/> <b>X Renewal</b>		<input type="checkbox"/> <b>This property is leased or rented to the organization</b> <input type="checkbox"/> <b>This property is owned by the organization</b>

## PART 3 – REQUIRED DOCUMENTATION

**Please include with your application copies of the following:**

- Copy of the most recent reviewed or audited financial statements or a financial statement signed by two Directors of your organization
- Copy of most recent Property Tax Assessment Notice or Rural Property Tax Notice.
- If you are a past recipient of taxation exemption, please include a letter to the RDKB Board of Directors which publicly acknowledges the exemption. This letter will be placed on a public RDKB Board of Directors' agenda.

## PART 4 – CERTIFICATION

I certify that I am authorized to submit this application on behalf of the organization, and that the information provided on this application form and on the attachments is true and accurate to the best of my knowledge. I understand that additional information may be requested prior to consideration for a Permissive Tax Exemption.

<b>Applicant:</b>	<b>Signature:</b>	<b>Date:</b>
<input type="checkbox"/> Copies of the required documents noted in Part 3 above are attached to this application.		

**IF YOU HAVE ANY QUESTIONS PLEASE PHONE: 250-368-0225 or 1-800-355-7352**

**To be considered for tax exemption, submit this application before July 31<sup>st</sup>**

## FOR RDKB USE ONLY

Application Supported by Electoral Area Director	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
Approval by the RDKB Board of Directors-Bylaw No.	_____ Manager of Corporate Administration	Date

**Purpose of organization and services provided:**

Mountain Medical Services Society provides a medical and first responder training facility at Big White Ski Resort. We provide a training facility for the Canadian Ski Patrol as well as provide a facility for the Search and Rescue volunteer group to train for back country avalanche control and rescue. We provide a facility for an on hill doctor to perform first aid to injured skiers. In the event of a "natural disaster" our building will provide accommodation to search and rescue volunteers and we are able to provide space for a command center. We also provide an area to BC Ambulance medical personnel while on call at the ski resort.

**Describe how a permissive tax exemption will benefit the community**

Our building is considered a community building at Big White Ski Resort so we provide a meeting area for ski hill strata's, community race clubs, and on hill volunteer groups. We providing space in our building for a summer kids camp for local kids. In previous years this kids camp did not have a facility to meet at in the morning or use on poor weather days. Because of this tax exemption, we do not have to charge these groups when they use our building/facility.

**Describe the extent of volunteer involvement in your organization**

We are 100% volunteer based.

# ROCK CREEK COMMUNITY MEDICAL SOCIETY



June 25, 2020  
Regional District of Kootenay Boundary  
202 – 843 Rossland Avenue  
Trail, BC V1R 4S8

Attn: Theresa Lenardon  
Manager of corporate Administration/Corporate Officer

## **Re: RDKB Permissive Taxation Exemption – 2021**

The Rock Creek Community Medical Society is presently included on the RDKB's taxation exemption Bylaw.

We wish to thank our Electoral Area Director and the Regional District of Kootenay Boundary Board of directors for permitting our organization for this exemption.

As a non-profit organization our members appreciate this assistance very much. Being that our needs are many, taxation exemption helps us to undertake activities that benefit our local community.

We respectfully request that the Rock Creek Community Medical Society be included in the 2021 taxation Exemption Bylaw and we thank our Electoral director and the Board of Directors for considering this request.

It is important to us that your careful consideration and decision-making of this matter result in assisting us to manage our endeavours, which promote and support participation and enthusiasm for the betterment of our community and for the general public overall.

Yours sincerely,



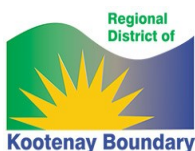
Harald Zinner  
President, Rock Creek Community Medical Society

Box #9, Rock Creek, BC V0H 1Y0

Phone: 250-446-2517

Email President: [hgzinner@gmail.com](mailto:hgzinner@gmail.com) Email Secretary: [viviensplace@hotmail.com](mailto:viviensplace@hotmail.com)





## REGIONAL DISTRICT OF KOOTENAY BOUNDARY (RDKB)

843 Rossland Avenue, Trail, BC V1R 4S8

250-368-9148 1-800-355-7352 (in BC) Fax: 250-368-3990

Email: [tlenardon@rdkb.com](mailto:tlenardon@rdkb.com)

### APPLICATION FOR PERMISSIVE PROPERTY TAX EXEMPTION

*Local Government Act Section 391-RDKB Permissive Taxation Policy*

**DEADLINE FOR SUBMISSION- JULY 31 EACH YEAR**

#### PART 1 – APPLICANT INFORMATION

**Organization Name:** Rock Creek Community Medical Society

**Contact Person:** Harald Zinner

**Title:** President

**Mailing Address:** PO box 9, Rock Creek, BC V0H 1Y0

**Phone:** 250-446-2517

**Email:** hgzinner@gmail.com

**Society #:** S-002912

**Purpose of organization and services provided (attach separate sheet if necessary):**

1. To act as stewards for the Rock Creek Health Centre building and the Society owned property at 100 Cut-off Road, Rock Creek, BC and assure its responsible management, maintenance and stability.
2. To assist in the maintaining of a community health clinic which places emphasis on the complete physical, mental, and social well-being of individuals. Work with other health services to assure the Rock creek clinic remains open to provide general family care for the area residents.
3. To operate and manage various programs for Children and Families, Seniors and the general public.
4. To provide affordable meeting and event space.
5. To work with other community organizations and clubs on shared annual community events and promote the health and well-being of rural life.

**Has your organization received any of the following from the RDKB in the **previous year**?**

	NO	YES	
<i>RDKB Grant-in-Aid <b>and or other</b> RDKB grants or funding (e.g. funding for core operations not programs)?</i>		Yes	<div>Amount \$799.48      Year Jan. 2020</div> <div>Purpose: <ul style="list-style-type: none"> <li>• \$599.48 for Canada Day, July 1, 2019, celebrations.</li> <li>• \$200.00 for rental by Area Director.</li> </ul> </div>
<i>Permissive Tax Exemption</i>		Yes	
<i>External Funding (other than RDKB )</i>			<div>Amount \$87,419 operating      Year: Apr. 1, 2019 to Mar. 31, 2020</div> <div>\$49,236 for our capital improvement projects      2018 to 2020</div> <div>Purpose: <p>Operating the Medical Centre, country Kids Playschool program. The capital funds received were used to upgrade the facility and purchase equipment.</p> </div>

**Describe how a permissive tax exemption will benefit the community (attach separate sheet if necessary):**

- The Rock Creek community Medical society is a non-profit charitable organization. A permissive tax exemption benefits the community by enabling the continuing provision of health care and mental health services in the Rock Creek region of west boundary area E.
- The Medical Center provides meeting space for other community organizations such as the Lions and Senior's Society and this past year some district functions such as the APC and other community groups that may need meeting space.

- The Medical Centre is also used for community Events such as the annual Canada Day celebrations.
- It also provides space to offer educational opportunities in the form of seminars such as Food Save, first Aid courses, etc.

Describe the extent of volunteer involvement in your organization (attach a separate sheet if necessary)

- The Rock Creek Community Medical Society which operates the Rock Creek medical Centre is run by volunteers. Our current membership in the Society is over 60 people.
- The Medical Centre is the home for the Kettle River Seniors Society.
- The Kettle River Lions operate from the Medical Centre.
- The annual Canada Day barbeque at the Medical Center is all done by volunteers from the Lions, the Women's Institute, the 4H Club and the rock Creek community Medical Society.

## PART 2 – PROPERTY INFORMATION FROM TAX OR ASSESSMENT NOTICE

<b>Property Owner: Rock Creek Community Medical Society</b>		<b>Phone: 250-446-2272</b>
<b>Property Address: 100 Rock Creek Cutoff Road, Rock Creek, BC V0H 1Y0</b>		
<b>Legal Description: Lot B, Plan KAP 34311, District Lot 352, Similkameen Division of Yale Land Division</b>		
<b>Folio Number:</b>	<b>PID: 002-997-151</b>	<b>TAXATION YEAR: 2020</b>
<input type="checkbox"/> <b>Initial Application</b> <input checked="" type="checkbox"/> <b>Renewal Application</b>		<input type="checkbox"/> <b>This property is leased or rented to the organization</b> <input checked="" type="checkbox"/> <b>This property is owned by the organization</b>

## PART 3 – REQUIRED DOCUMENTATION

**Please include with your application copies of the following:**

- ☐ Copy of the most recent reviewed or audited financial statements or a financial statement signed by two Directors of your organization
- ☐ Copy of most recent Property Tax Assessment Notice or Rural Property Tax Notice.
- If you are a past recipient of taxation exemption, please include a letter to the RDKB Board of Directors which publicly acknowledges the exemption. This letter will be placed on a public RDKB Board of Directors' agenda.

## PART 4 – CERTIFICATION

I certify that I am authorized to submit this application on behalf of the organization, and that the information provided on this application form and on the attachments is true and accurate to the best of my knowledge. I understand that additional information may be requested prior to consideration for a Permissive Tax Exemption.

Applicant: Harald Zinner	Signature: See attached for signature.	Date: June 25, 2020
<input type="checkbox"/> Copies of the required documents noted in Part 3 above are attached to this application.		

**IF YOU HAVE ANY QUESTIONS PLEASE PHONE: 250-368-0225 or 1-800-355-7352**

**To be considered for tax exemption, submit this application before July 31<sup>st</sup>**

### FOR RDKB USE ONLY

Application Supported by Electoral Area Director	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
Approval by the RDKB Board of Directors-Bylaw No.	_____ Manager of Corporate Administration	Date



Okanagan Falls Forest Service Road

Kelowna, BC

V0H 1A0

Telephone: See website for numbers

Date: June 30, 2020

Regional District of Kootenay Boundary

202 – 843 Rossland Avenue

Trail, BC

V1R 4S8

Attention: Theresa Lenardon-Manager of Corporate Administration

**Re: RDKB Permissive Taxation Exemption - 2021**

Okanagan Auto Sports Club ( Thunder Mountain Raceway ) is presently included on the RDKB's Taxation Exemption Bylaw.

We respectfully request that Okanagan Auto Sports Club be included in the 2021 Taxation Exemption Bylaw and we thank our Electoral Director and the Board of Directors for considering this request.

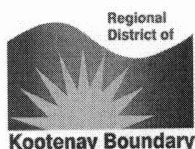
It is important to us that your careful consideration and decision-making of this matter result in assisting us to manage our endeavours, which promote and support participation and enthusiasm for the betterment of our community and for the general public overall.

Yours truly,

Allen Barclay

President – O.A.S.C.

A handwritten signature in blue ink, appearing to be 'Allen Barclay', is written over the printed name and title.



## REGIONAL DISTRICT OF KOOTENAY BOUNDARY (RDKB)

843 Rossland Avenue, Trail, BC V1R 4S8

250-368-9148    1-800-355-7352 (in BC)    Fax: 250-368-3990

Email: [tlenardon@rdkb.com](mailto:tlenardon@rdkb.com)

### APPLICATION FOR PERMISSIVE PROPERTY TAX EXEMPTION

*Local Government Act Section 391-RDKB Permissive Taxation Policy*

**DEADLINE FOR SUBMISSION- JULY 31 EACH YEAR**

#### PART 1 – APPLICANT INFORMATION

**Organization Name:** Okanagan Auto Sports Club ( O.A.S.C. )

**Contact Person:** Sue Barclay

**Title:** Treasurer

**Mailing Address:** PO Box 2467, Kelowna, BC V1X 6A5

**Phone:** 250-488-8076

**Email:**  
kelownathundermountainraceway  
@gmail.com

**Society #:** S0005108

**Purpose of organization and services provided (attach separate sheet if necessary):** To promote drag racing and all forms of auto sports competition in a safe, organized, legal and responsible manner. At the same time, promoting and encouraging family participation, agreements, partnerships or other forms of cooperative endeavours with respect to auto sports.

**Has your organization received any of the following from the RDKB in the previous year?:**

	NO	YES		
RDKB Grant-in-Aid and or other RDKB grants or funding (e.g. funding for core operations not programs)?	X		Amount \$	Year
			Purpose:	
Permissive Tax Exemption		X		
External Funding (other than RDKB )	X		Amount \$	Year
			Purpose:	

**Describe how a permissive tax exemption will benefit the community (attach separate sheet if necessary):**

Will enable club to hold property, buildings, leases and all manner of equipment and furnishings, which will contribute to the successful operation of the Society, in its endeavors to promote all motor sports activities and events. As a non-profit society, the fees we collect from participants, sponsors, advertisers and spectators to into running, improving and maintaining the track and area. This is the only way we could run safely and keep fees low. With the property tax exemption our fees would remain reasonable and provides an avenue for racers to race and keep them off the street.

**Describe the extent of volunteer involvement in your organization (attach a separate sheet if necessary)** All 5 executive people are voted in by members annually and volunteer to accept position. The executive are responsible for race dates, posters, advertising, booking special events, etc. The tower volunteers are 2 people, starter/staging are 3 people, gate is 5 people, safety crew is 10 people, tech shack is 5 people, security is 4 people, track prep is 2 people, membership is 2 people, burn out box is 4 people min. All members contribute to the success of O.A.S.C. and participate in the running of the track/events and projects for the future.

## PART 2 – PROPERTY INFORMATION FROM TAX OR ASSESSMENT NOTICE

<b>Property Owner:</b> Her Majesty the Queen in Right of the Province of BC		<b>Phone:</b> 250-828-4289
<b>Property Address:</b> 9525 Okanagan Falls Forest Service Rd.		
<b>Legal Description:</b> All that unsurveyed Crown Land in the vicinity of District Lot 2729s, Similkameen Division of Yale District, containing 69.00 hectares, more or less		
<b>Folio Number:</b> N/A	<b>PID:</b> N/A	<b>TAXATION YEAR:</b> N/A
<input type="checkbox"/> Initial Application <input checked="" type="checkbox"/> Renewal Application		<input checked="" type="checkbox"/> This property is leased or rented to the organization <input type="checkbox"/> This property is owned by the organization

## PART 3 – REQUIRED DOCUMENTATION

**Please include with your application copies of the following:**

- ☒ Copy of the most recent reviewed or audited financial statements or a financial statement signed by two Directors of your organization
- ☒ Copy of most recent Property Tax Assessment Notice or Rural Property Tax Notice.
- If you are a past recipient of taxation exemption, please include a letter to the RDKB Board of Directors which publicly acknowledges the exemption. This letter will be placed on a public RDKB Board of Directors' agenda.

## PART 4 – CERTIFICATION

I certify that I am authorized to submit this application on behalf of the organization, and that the information provided on this application form and on the attachments is true and accurate to the best of my knowledge. I understand that additional information may be requested prior to consideration for a Permissive Tax Exemption.

<b>Applicant:</b> O.A.S.C. per Sue Barclay	<b>Signature:</b> <i>[Signature]</i>	<b>Date:</b> June 30, 20
<input checked="" type="checkbox"/> Copies of the required documents noted in Part 3 above are attached to this application.		

**IF YOU HAVE ANY QUESTIONS PLEASE PHONE: 250-368-0225 or 1-800-355-7352**

**To be considered for tax exemption, submit this application before July 31<sup>st</sup>**

## FOR RDKB USE ONLY

<b>Application Supported by Electoral Area Director</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Date:</b>
<b>Approval by the RDKB Board of Directors-Bylaw No.</b>	_____ Manager of Corporate Administration	<b>Date</b>



2021 Taxation Exemption Bylaw Request Letter

Date: August 14, 2020

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

Attention: Theresa Lenardon  
Manager of Corporate Administration

**Re: RDKB Permissive Taxation Exemption - 2021**

Kettle Wildlife Association is presently included on the RDKB's Taxation Exemption Bylaw.

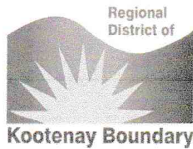
We respectfully request that Kettle Wildlife Association be included in the 2021 Taxation Exemption Bylaw and we thank our Electoral Director and the Board of Directors for considering this request.

It is important to us that your careful consideration and decision-making of this matter result in assisting us to manage our endeavours, which promote and support participation and enthusiasm for the betterment of our community and for the general public overall.

Yours truly,



Candice Hesketh  
KWA Treasurer



## REGIONAL DISTRICT OF KOOTENAY BOUNDARY (RDKB)

843 Rossland Avenue, Trail, BC V1R 4S8

250-368-9148    1-800-355-7352 (in BC)    Fax: 250-368-3990

Email: [tlenardon@rdkb.com](mailto:tlenardon@rdkb.com)

### APPLICATION FOR PERMISSIVE PROPERTY TAX EXEMPTION

*Local Government Act Section 391-RDKB Permissive Taxation Policy*

**DEADLINE FOR SUBMISSION: JULY 31 EACH YEAR**

#### PART 1 – APPLICANT INFORMATION

**Organization Name:** Kettle Wildlife Association

**Contact Person:** Candice Hesketh

**Title:** Treasurer

**Mailing Address:** 1635 Rock Creek Dump Rd. Rock Creek BC V0H1Y0

**Phone:** 250-446-2645

**Email:** mc\_cd@hotmail.com

**Society #:** S-17156

**Purpose of organization and services provided (attach separate sheet if necessary):**

Provide support for wildlife, land and conservation issues in the Boundary. Provide a firearms and archery range for the area, including law enforcement. Provide a meeting room for the community and community organizations. Provide after school archery and evening archery instruction for the youth and adults of the area.

**Has your organization received any of the following from the RDKB in the previous year?:**

	NO	YES		
RDKB Grant-in-Aid and or other RDKB grants or funding (e.g. funding for core operations not programs)?		X	Amount \$7514.33	Year 2019
			Purpose: Upgrade electrical and lighting to meet current standards	
Permissive Tax Exemption		X		
External Funding (other than RDKB )	X		Amount \$	Year
			Purpose:	

**Describe how a permissive tax exemption will benefit the community (attach separate sheet if necessary):**

Our operating budget is very low. This exemption will help us maintain our programs and facilities to provide recreation and meeting space for the residents of the Boundary area.



Describe the extent of volunteer involvement in your organization (attach a separate sheet if necessary)

We are a 100% volunteer run organization; from our caretaker to Board of Directors to all of the members that help put on our programs and functions.

## PART 2 – PROPERTY INFORMATION FROM TAX OR ASSESSMENT NOTICE

Property Owner: Crown – Province		Phone:
Property Address: 1635 Rock Creek Dump Rd. Rock Creek BC V0H1Y0		
Legal Description: Similkameen Division of Yale District PT of SL5PL1186 DL 2		
Folio Number:	PID:	TAXATION YEAR:
<input type="checkbox"/> Initial Application <input checked="" type="checkbox"/> Renewal Application		<input checked="" type="checkbox"/> This property is leased or rented to the organization <input type="checkbox"/> This property is owned by the organization

## PART 3 – REQUIRED DOCUMENTATION

Please include with your application copies of the following:

- ☐ Copy of the most recent reviewed or audited financial statements or a financial statement signed by two Directors of your organization
- ☐ Copy of most recent Property Tax Assessment Notice or Rural Property Tax Notice.
- If you are a past recipient of taxation exemption, please include a letter to the RDKB Board of Directors which publicly acknowledges the exemption. This letter will be placed on a public RDKB Board of Directors' agenda.

## PART 4 – CERTIFICATION

I certify that I am authorized to submit this application on behalf of the organization, and that the information provided on this application form and on the attachments is true and accurate to the best of my knowledge. I understand that additional information may be requested prior to consideration for a Permissive Tax Exemption.

Applicant: <u>Candice Hesketh</u>	Signature: <u>C Hesketh</u>	Date: <u>Aug 16 2020</u>
<input type="checkbox"/> Copies of the required documents noted in Part 3 above are attached to this application.		

**IF YOU HAVE ANY QUESTIONS PLEASE PHONE: 250-368-0225 or 1-800-355-7352**

**To be considered for tax exemption, submit this application before July 31<sup>st</sup>**

## FOR RDKB USE ONLY

Application Supported by Electoral Area Director	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
Approval by the RDKB Board of Directors-Bylaw No.	<hr/> Manager of Corporate Administration	Date

Wednesday, July 8, 2020

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

**Attn: Theresa Lenardon**  
**Manager of Corporate Administration**

**RE: RDKB Permissive Taxation Exemption - 2021**

The Bridesville Community Club is presently included on the RDKB's Taxation Exemption Bylaw.

We wish to thank our Electoral Area Director and the Regional District of Kootenay Boundary Board of Directors for permitting our organization for this exemption.

As a non-profit organization, our members appreciate this assistance very much. Being that our needs are many, taxation exemption helps us to continue to undertake activities that benefit our local community.

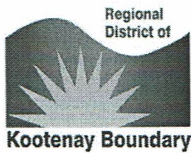
We respectfully request that the Bridesville Community Club be included in the 2021 Taxation Exemption Bylaw.

It is important to us that your careful consideration and decision-making of this matter result in assisting us manage our endeavours, which promote and support participation and enthusiasm for the betterment of our community and for the general public overall.

Sincerely,



Ed Brouwer  
President - Bridesville Community Club



## REGIONAL DISTRICT OF KOOTENAY BOUNDARY (RDKB)

843 Rossland Avenue, Trail, BC V1R 4S8

250-368-9148    1-800-355-7352 (in BC)    Fax: 250-368-3990

Email: [tlenardon@rdkb.com](mailto:tlenardon@rdkb.com)

### APPLICATION FOR PERMISSIVE PROPERTY TAX EXEMPTION

*Local Government Act Section 391-RDKB Permissive Taxation Policy*

**DEADLINE FOR SUBMISSION- JULY 31 EACH YEAR**

#### PART 1 – APPLICANT INFORMATION

**Organization Name:** Bridesville Community Club

**Contact Person:** Ed Brouwer

**Title:** President

**Mailing Address:** 5724 Bridesville Townsite Road, Bridesville, BC V0H 1Y0

**Phone:** 250-495-4877

**Email:** aka-opa@hotmail.com

**Society #:** 6011

**Purpose of organization and services provided (attach separate sheet if necessary):**

Running of the community hall (maintenance/rentals)

Fundraisers

Plan community Events

Provide an avenue for weddings/funerals/other celebrations

**Has your organization received any of the following from the RDKB in the previous year?:**

	NO	YES		
RDKB Grant-in-Aid and or other RDKB grants or funding (e.g. funding for core operations not programs)?		X	Amount	Year
			\$2000.00	2019
			\$17,500.00	2019
			Purpose: Operating & Maintenance 2 <sup>nd</sup> instalment of Gas Tax for building addition	
Permissive Tax Exemption		X		
External Funding (other than RDKB )	X		Amount \$	Year
			Purpose:	

**Describe how a permissive tax exemption will benefit the community (attach separate sheet if necessary):**

Helps with the running/maintenance of the hall

Helps us provide a place for people in the community to get together



Describe the extent of volunteer involvement in your organization (attach a separate sheet if necessary)

**Fundraisers**  
**Take care of two cemeteries**  
**Emergency Preparedness**  
**Plan/run events**  
**Take care of hall maintenance and helped with the construction of our new kitchen, bathrooms, meeting room and storage room**

## PART 2 – PROPERTY INFORMATION FROM TAX OR ASSESSMENT NOTICE

Property Owner: Bridesville Community Club		Phone: 250-495-4877
Property Address: 5724 Bridesville Townsite Road, Bridesville, BC V0H 1Y0		
Legal Description: Lot 2, Plan KAP58882, District Lot 491, Similkameen Div of Yale Land District		
Folio Number: 00176.005	PID: 023-724-307	TAXATION YEAR: 2020
<input type="checkbox"/> Initial Application	<input checked="" type="checkbox"/> Renewal Application	<input type="checkbox"/> This property is leased or rented to the organization
		<input checked="" type="checkbox"/> This property is owned by the organization

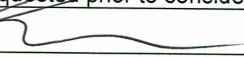
## PART 3 – REQUIRED DOCUMENTATION

Please include with your application copies of the following:

- ☒ Copy of the most recent reviewed or audited financial statements or a financial statement signed by two Directors of your organization
- ☒ Copy of most recent Property Tax Assessment Notice or Rural Property Tax Notice.
- If you are a past recipient of taxation exemption, please include a letter to the RDKB Board of Directors which publicly acknowledges the exemption. This letter will be placed on a public RDKB Board of Directors' agenda.

## PART 4 – CERTIFICATION

I certify that I am authorized to submit this application on behalf of the organization, and that the information provided on this application form and on the attachments is true and accurate to the best of my knowledge. I understand that additional information may be requested prior to consideration for a Permissive Tax Exemption.

Applicant: Ed Brouwer	Signature: 	Date: July 8, 2020
<input checked="" type="checkbox"/> Copies of the required documents noted in Part 3 above are attached to this application.		

**IF YOU HAVE ANY QUESTIONS PLEASE PHONE: 250-368-0225 or 1-800-355-7352**

**To be considered for tax exemption, submit this application before July 31<sup>st</sup>**

## FOR RDKB USE ONLY

Application Supported by Electoral Area Director	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
Approval by the RDKB Board of Directors-Bylaw No.	<hr/> Manager of Corporate Administration	Date



1675 Highway 3 Christina Lake, BC V0H1E2  
Website: [www.christinagateway.ca](http://www.christinagateway.ca)  
PH: +250 447 6165 EM: [info@christinagateway.ca](mailto:info@christinagateway.ca)

July 24, 2020

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

Attention: Theresa Lenardon  
Manager of Corporate Administration

Dear RDKB Chair and Board of Directors:

**Re: RDKB Permissive Taxation Exemption - 2021**

Christina Gateway Community Development Association on behalf of the Christina Lake Welcome Centre is presently included on the RDKB's Taxation Exemption Bylaw.

We wish to thank our Electoral Area Director Grace McGregor and the Regional District of Kootenay Boundary Board of Directors for permitting our organization this exemption.

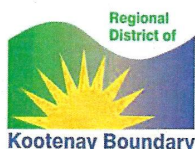
We respectfully request that Christina Gateway Community Development Association be included in the 2021 Taxation Exemption Bylaw.

We thank you very much as it is extremely important to us that your careful consideration and decision-making of this matter result in assisting us to manage our endeavours, which promote and support participation and enthusiasm for the betterment of our community and for the general public overall.

Sincerely,

A handwritten signature in black ink, appearing to read "Donna Wilchynski", with a small mark to the right.

Donna Wilchynski  
Christina Lake Community and  
Economic Development Coordinator



## REGIONAL DISTRICT OF KOOTENAY BOUNDARY (RDKB)

843 Rossland Avenue, Trail, BC V1R 4S8

250-368-9148 1-800-355-7352 (in BC) Fax: 250-368-3990

Email: tlenardon@rdkb.com

### APPLICATION FOR PERMISSIVE PROPERTY TAX EXEMPTION

Local Government Act Section 391-RDKB Permissive Taxation Policy

DEADLINE FOR SUBMISSION- **JULY 31 EACH YEAR**

#### PART 1 – APPLICANT INFORMATION

Organization Name: <b>CHRISTINA GATEWAY COMMUNITY DEVELOPMENT ASSOCIATION</b>		
Contact Person: <b>DONNA WILCHYNSKI</b>	Title: <b>COMMUNITY + ECONOMIC DEVELOPMENT COORDINATOR</b>	
Mailing Address: <b>1675 HIGHWAY 3, CHRISTINA LAKE, BC V0H 1E0</b>		
Phone: <b>250 447-6165</b>	Email: <b>donna@christinagateway.ca</b>	Society #:
Purpose of organization and services provided (attach separate sheet if necessary): <b>COMMUNITY + ECONOMIC DEVELOPMENT OPERATION + MAINTENANCE OF THE CHRISTINA LAKE WELCOME CENTRE.</b>		

Has your organization received any of the following from the RDKB in the **previous year**?:

	NO	YES		
RDKB Grant-in-Aid <b>and or other</b> RDKB grants or funding (e.g. funding for core operations not programs)?			Amount \$	Year
			<b>125,117.00</b>	<b>2020</b>
			Purpose:	
Permissive Tax Exemption				
External Funding (other than RDKB)			Amount \$	Year
			Purpose:	

Describe how a permissive tax exemption will benefit the community (attach separate sheet if necessary):

**THE CHRISTINA LAKE WELCOME CENTRE IS A COMMUNITY SPACE WHICH ALSO HOUSES OR VISITOR INFO CENTRE, LAKE STEWARD SOCIETY, ARTS + ARTISANS SOCIETY ART GALLERY + GATEWAY COMMUNITY DEV. ALL NON PROFITS. THE SPACE ALSO HAS A BISTRO (INDEPENDANTLY RUN, FOR PROFIT) THAT PROVIDES YEAR ROUND SERVICE + SUPPORT AT THE LAKE, ENJOYED BY VISITORS + RESIDENTS ALIKE, THE C.L. WELCOME CENTRE IS THE "HUB" OF THE COMMUNITY AND IS OPEN YEAR ROUND.**



Describe the extent of volunteer involvement in your organization (attach a separate sheet if necessary)

3000 + VOLUNTEER HOURS HELP RUN THE  
CHRISTINA LAKE WELCOME CENTRE.

## PART 2 – PROPERTY INFORMATION FROM TAX OR ASSESSMENT NOTICE

Property Owner: <u>RDKB (LICENCE OF OCCUPATION)</u>		Phone:
Property Address: <u>1675 HIGHWAY 3 CHRISTINA LAKE BC.</u>		
Legal Description:		
Folio Number:	PID:	TAXATION YEAR: <u>2020</u>
<input type="checkbox"/> Initial Application <input checked="" type="checkbox"/> Renewal Application		<input checked="" type="checkbox"/> This property is leased or rented to the organization <input type="checkbox"/> This property is owned by the organization

## PART 3 – REQUIRED DOCUMENTATION

Please include with your application copies of the following:

- Copy of the most recent reviewed or audited financial statements or a financial statement signed by two Directors of your organization
- Copy of most recent Property Tax Assessment Notice or Rural Property Tax Notice. *\*BISTRO SPACE ONLY*
- If you are a past recipient of taxation exemption, please include a letter to the RDKB Board of Directors which publicly acknowledges the exemption. This letter will be placed on a public RDKB Board of Directors' agenda.

## PART 4 – CERTIFICATION

I certify that I am authorized to submit this application on behalf of the organization, and that the information provided on this application form and on the attachments is true and accurate to the best of my knowledge. I understand that additional information may be requested prior to consideration for a Permissive Tax Exemption.

Applicant: DONNA WILCHYNSKI Signature: [Signature] Date: JULY 24, 2020

☐ Copies of the required documents noted in Part 3 above are attached to this application.

IF YOU HAVE ANY QUESTIONS PLEASE PHONE: 250-368-0225 or 1-800-355-7352

To be considered for tax exemption, submit this application before July 31<sup>st</sup>

## FOR RDKB USE ONLY

Application Supported by Electoral Area Director	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
Approval by the RDKB Board of Directors-Bylaw No.	_____ Manager of Corporate Administration	Date



## TRAIL WILDLIFE ASSOCIATION

P.O. BOX 266  
TRAIL, BRITISH COLUMBIA  
V1R 4L5

July 24, 2020

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

Attention: Theresa Lenardon  
Manager of Corporate Administration

### **Re: RDKB Permissive Taxation Exemption – 2021**

The Trail Wildlife Association is presently included on the RDKB's Taxation Exemption Bylaw.

We wish to thank our Electoral Area Director and the Regional District of Kootenay Boundary Board of Directors for permitting our organization this exemption.

We respectfully request that the Trail Wildlife Association be included in the 2021 Taxation Exemption Bylaw.

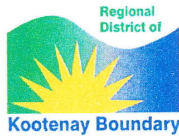
It is important to us that your careful consideration and decision-making of this matter result in assisting us to manage our endeavours, which promote and support and enthusiasm for the betterment of our community and for the general public overall.

Yours truly,

A handwritten signature in dark ink, appearing to read 'John Harmston', is written over a horizontal line.

John Harmston  
Secretary / Treasurer  
Trail Wildlife Association  
Box 266  
Trail, BC V1R 4L5





## REGIONAL DISTRICT OF KOOTENAY BOUNDARY (RDKB)

843 Rossland Avenue, Trail, BC V1R 4S8

250-368-9148    1-800-355-7352 (in BC)    Fax: 250-368-3990

Email: [tlenardon@rdkb.com](mailto:tlenardon@rdkb.com)

### APPLICATION FOR PERMISSIVE PROPERTY TAX EXEMPTION

*Local Government Act Section 391-RDKB Permissive Taxation Policy*

**DEADLINE FOR SUBMISSION: JULY 31 EACH YEAR**

#### PART 1 – APPLICANT INFORMATION

<b>Organization Name:</b> Trail Wildlife Association				
<b>Contact Person:</b> John Harmston		<b>Title:</b> Secretary Treasurer		
<b>Mailing Address:</b> Box 266, Trail, BC V1R 4L5				
<b>Phone:</b> 250.367.6546	<b>Email:</b> harmst01@telus.net	<b>Society #:</b> S0007729		
<b>Purpose of organization and services provided (attach separate sheet if necessary):</b> In part: To encourage organized sport fishing, pistol, rifle and gun shooting among the residents of Trail and district with a view towards a better knowledge of safe handling and proper care of firearms along with improved marksmanship. The Association acts as the governing body of the Casino Gun range and manages the activities at the facility.				
<b>Has your organization received any of the following from the RDKB in the previous year?:</b>				
	NO	YES		
RDKB Grant-in-Aid and or other RDKB grants or funding (e.g. funding for core operations not programs)?	X		Amount \$	Year
			Purpose:	
Permissive Tax Exemption		X		
External Funding (other than RDKB )  Not for the gun range.	X		Amount \$	Year
			Purpose:	
<b>Describe how a permissive tax exemption will benefit the community (attach separate sheet if necessary):</b> In addition to the Trail Wildlife Assoc the gun range is used by the West Kootenay Marksmen, West Kootenay Archers and Royal Canadian Air Cadets. All are non-profit and provide recreational and educational opportunities. As well, the RCMP West Kootenay Detachments, the Canada Border Services Agency and the 44 <sup>th</sup> Field Engineer Squadron use the range for training and qualification purposes.				

Describe the extent of volunteer involvement in your organization (attach a separate sheet if necessary)  
 All maintenance and improvement work at the gun and archery ranges is done by volunteers from the Trail Wildlife Assoc., West Kootenay Marksmen and West Kootenay Archers. Trail Wildlife Assoc. members volunteer on fish and wildlife habitat improvement projects and various committees and organizations working on environmental stewardship.

### PART 2 – PROPERTY INFORMATION FROM TAX OR ASSESSMENT NOTICE

Property Owner: <u>Teck Metals Ltd.</u>		Phone: <u>250.364.4222</u>
Property Address: <u>3430 Casino Road</u>		
Legal Description: <u>see attached sheet</u>		
Folio Number: <u>see attached sheet</u>	PID: <u>see attached sheet</u>	TAXATION YEAR: <u>2021</u>
<input type="checkbox"/> Initial Application <input checked="" type="checkbox"/> Renewal Application		<input checked="" type="checkbox"/> This property is leased or rented to the organization <input type="checkbox"/> This property is owned by the organization

### PART 3 – REQUIRED DOCUMENTATION

Please include with your application copies of the following:

- ☒ Copy of the most recent reviewed or audited financial statements or a financial statement signed by two Directors of your organization
- ☒ Copy of most recent Property Tax Assessment Notice or Rural Property Tax Notice.
- If you are a past recipient of taxation exemption, please include a letter to the RDKB Board of Directors which publicly acknowledges the exemption. This letter will be placed on a public RDKB Board of Directors' agenda.

### PART 4 – CERTIFICATION

I certify that I am authorized to submit this application on behalf of the organization, and that the information provided on this application form and on the attachments is true and accurate to the best of my knowledge. I understand that additional information may be requested prior to consideration for a Permissive Tax Exemption.

Applicant: <u>John Harmston</u>	Signature: <u>John Harmston</u>	Date: <u>July 24, 2020</u>
<input checked="" type="checkbox"/> Copies of the required documents noted in Part 3 above are attached to this application.		

IF YOU HAVE ANY QUESTIONS PLEASE PHONE: 250-368-0225 or 1-800-355-7352

To be considered for tax exemption, submit this application before July 31<sup>st</sup>

FOR RDKB USE ONLY		
Application Supported by Electoral Area Director	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
Approval by the RDKB Board of Directors-Bylaw No.	_____ Manager of Corporate Administration	Date



**REGIONAL DISTRICT OF KOOTENAY BOUNDARY  
BYLAW NO. 1726**

A Bylaw to amend Electoral Area 'C' Zoning  
Bylaw No.1300, 2007 of the Regional District of Kootenay Boundary

**WHEREAS** the Regional District of Kootenay Boundary may amend the provisions of its Zoning Bylaws pursuant to the provisions of the *Local Government Act*;

**AND WHEREAS** the Regional District of Kootenay Boundary Board of Directors intends to rezone three portions of the property legally described as Lot 5, Plan KAP2164, DL 750, SDYD from 'Manufactured Home Park 6' to 'Single Family Residential 1'; from 'Manufactured Home Park 6' to 'Rural 1'; and from 'Natural Resource 1' to 'Rural 1';

**NOW THEREFORE** the Regional District of Kootenay Boundary Board of Directors, in open and public meeting assembled, enacts the following:

1. This Bylaw may be cited as Regional District of Kootenay Boundary Zoning Bylaw Amendment No. 1726, 2020.
2. That Schedule 2 (South Map) of the Electoral Area 'C' Zoning Bylaw No. 1300, 2007 be amended to rezone two portions of the following property from the current 'Natural Resource 1' to 'Rural 1', one portion from the current 'Manufactured Home Park 6' to 'Rural 1'; and one portion from the current 'Manufactured Home Park 6' to 'Single Family Residential 1':
3. **Lot 5, Plan KAP2164, DL 750, SDYD** as shown outlined in red on the attached Schedule Z attached hereto and forming part of this bylaw.

**READ A FIRST AND SECOND TIME** this 30<sup>th</sup> day of January, 2020.

**SECOND READING RESCINDED** this 25<sup>th</sup> day of June, 2020.

**READ A SECOND TIME AS AMENDED** the 25<sup>th</sup> day of June, 2020

**PUBLIC HEARING** held on this 21<sup>st</sup> day of July, 2020.

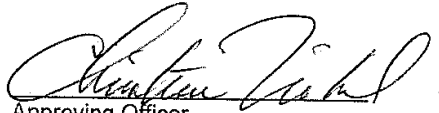
**READ A THIRD TIME** this 30<sup>th</sup> day of July, 2020.

I, Theresa Lenardon, Manager of Corporate Administration hereby certify the foregoing to be a true and correct copy of Bylaw No. 1726, cited as "Regional District of Kootenay Boundary Zoning Amendment Bylaw No. 1726, 2020" as read a third time by the Regional District of Kootenay Boundary Board of Directors this 30<sup>th</sup> day of July, 2020.

  
 Manager of Corporate Administration

APPROVED BY THE MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE

APPROVING OFFICER this 20 day of August, 2020.

  
 Approving Officer

RECONSIDERED AND FINALLY ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
 Manager of Corporate Administration

\_\_\_\_\_  
 Chair

I, Theresa Lenardon, Manager of Corporate Administration of the Regional District of Kootenay Boundary, hereby certify that this is a true and correct copy of Bylaw No. 1726, cited as "Regional District of Kootenay Boundary Zoning Amendment Bylaw No. 1726, 2020".

\_\_\_\_\_  
 Manager of Corporate Administration

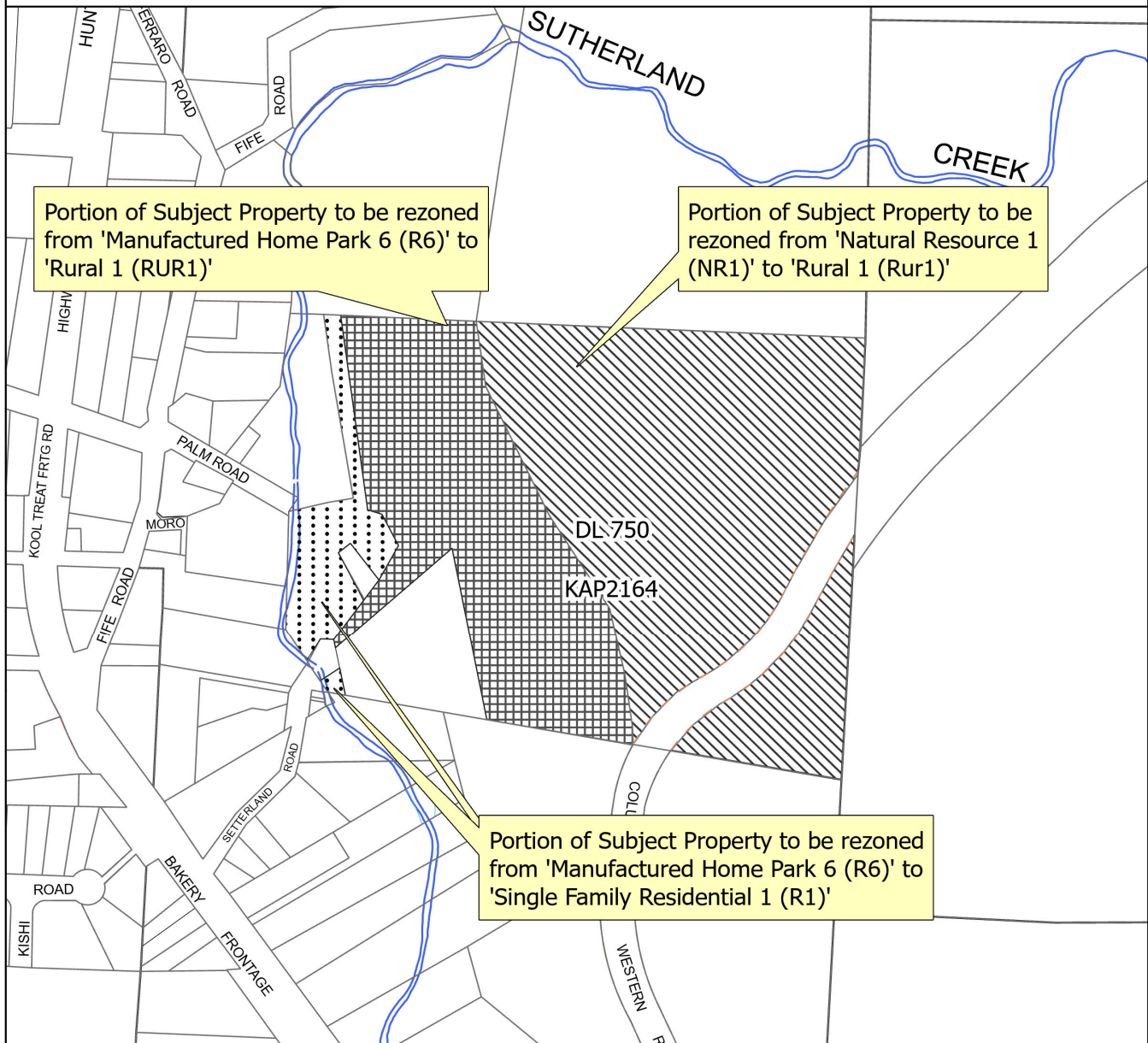
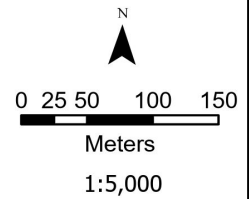




2020-06-18

## Schedule Z

Lot 5,  
Plan KAP2164,  
DL 750, SDYD



I hereby certify this Schedule Z to be a true and correct and that this Schedule Z correctly outlines the property to be rezoned by "Regional district of Kootenay Boundary Bylaw No. 1726."

Manager of Corporate Administration

Date \_\_\_\_\_