

Board of Directors
Wednesday, January 13, 2021
1:00 pm
Zoom

Join Zoom Meeting

<https://zoom.us/j/92598788342?pwd=SkllZGtzcXp4ZlhUbys0dkl5WFplUT09>

Meeting ID: 925 9878 8342

Passcode: 099176

+17789072071

A G E N D A

1. Call to Order

2. Land Acknowledgement

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 January 13, 2021 meeting is presented.

Recommendation: Corporate Vote Unweighted

That the agenda for the Regional District of Kootenay Boundary Board of Directors January 13, 2021 meeting be adopted as presented.

4. Draft Minutes

- 4.a)** The draft minutes of the Regional District of Kootenay Boundary Board of Directors meeting held on December 9, 2020 are presented.

[Draft Minutes-Board of Directors-09 Dec 2020-BoD Jan 13 21 - Pdf](#)

Recommendation: Corporate Vote Unweighted

That the draft minutes of the Regional District of Kootenay Boundary Board of Directors meeting held December 9, 2020 be adopted as presented.

5. Consent Agenda

The items appearing on the Consent Agenda, which may present a conflict of interest for Directors and or items which the Board wishes to discuss, must be removed from the Consent Agenda and considered separately under agenda item 12.

5.a) Consent Agenda Highlights

- Receipt of Item 9-Communications (Information Only).
- Receipt of Items 10-10.b)-RDKB Committee Minutes and 10.c)-Recreation Commission Minutes (Electoral Area C/Christina Lake).
- Receipt of Item 11-Board Appointment Updates.

Recommendation: Corporate Vote Unweighted

That Consent Agenda items No. 9, 10 and 11 be received by general consent.

6. Presentations at the Request of the Board

There are no presentations.

7. Delegations

There are no delegations.

8. Applicants & Persons Attending to Speak to Agenda Items

There are no applicants and or other persons attending to speak to items on the agenda.

9. Communications (Information Only)-Consent Agenda

9.a) Agricultural Land Commission-Dec.11/20

Re: Rexin Decision-ALC Application 60989

[ALC Decision Letter - Rexin](#)

9.b) City of Vernon-Nov.30/20

Re: Request for Letter of Support for Universal No-cost Contraception

[Letter of request for Support from City of Vernon](#)

- 9.c) City of Rossland-Dec.16/20**
Re: Letter of Support for the City of Vernon request
[LOS for The City of Vernon request City of Rossland](#)

10. Reports-Consent Agenda

10.a) Monthly Cheque Register Summary

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

10.b) RDKB Committee Minutes

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

- Boundary Service Committee (Dec. 15/20).

[Minutes-15 Dec 2020-BSC-BoD Jan 13 21- Pdf](#)

10.c) Recreation Commission Minutes

Christina Lake Parks & Recreation Commission (Nov. 18/20)

[Final Minutes - Electoral Area C - Parks Recreation Commission - November 18, 2020](#)

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

Draft APC minutes will be presented at a future meeting.

11. Board Appointment Updates-Consent Agenda

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 *See Attached*

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

[20201203 CRT Monthly Update for the LGC Nov 2020](#)

[20200226 CRT Governance Webinar Summary](#)

12. Consideration of Consent Agenda Items

If necessary, consideration of matters removed from the Consent Agenda

13. Unfinished Business

13.a) Verbal Updates-COVID-19

M. Stephens, Manager of Emergency Programs

Re: COVID-19 Pandemic Emergency Operations

Director Worley, Emergency Preparedness Liaison

M. Andison, Chief Administrative Officer

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

Director McGregor, Finance Liaison

Recommendation: Corporate Vote Unweighted

That the verbal updates regarding the RDKB COVID-19 Pandemic Emergency Operations and the COVID-19 Pandemic Wage Continuation Policy, presented to the Board on January 13, 2021 be received.

14. Communications-RDKB Corporate Communications Officer

A written report will be provided at a future meeting.

15. Committee Recommendations to Board of Directors

Recommendations adopted by RDKB Committees during the month of January 2021 will be presented at the next meeting.

16. Final 2021 Work Plans-For Adoption and Draft 2021-2025 Financial Plans/Budgets for Review

16.a) M. Andison, Chief Administrative Officer

B. Ihlen, General Manager of Finance/Chief Financial Officer

Re: General Government Services/Administration (001)

Final 2021 Work Plan for Adoption and

Proposed 2021-2025 Five Year Financial Plan for Review

Director McGregor, Finance Liaison

A staff report from Barb Ihlen, General Manager of Finance/Chief Financial Officer regarding the final 2021 General Government/Administration (001) Work Plan and the proposed 2021-2025 Five Year Financial Plan is presented.

[Staff Report-001 Gen Government Admn-WorkPlan-2021-2025 Budget-BoD Jan 13 20](#)

[Final Work Plan-001Gen Gov Admn-Adopt-BoD Jan 13 21](#)

[5 YR-001Gen Gov Admn-Draft-2021-2025 Financial Plan-BoD Jan 13 20](#)

[Cost Allocations Policy-December 2020 v2-BoD Jan 13 21](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve the 2021 General Government/Administration Services (001) Work Plan as presented to the Board on January 13, 2021.

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors discuss the proposed General Government/Administration Services (001) 2021-2025 Financial Plan as presented to the Board on January 13, 2021. **FURTHER** that the Board provide direction to staff as to any changes to be made to the proposed Budget and refer it to a future meeting for further review.

**16.b) J. Dougall, General Manager of Environmental Services
Re: Regional Solid Waste Management Services (010)
Final 2021 Work Plan for Adoption and
Proposed 2021-2025 Five Year Financial Plan for Review**

Director McGregor, Finance Liaison

Director Morel, Environmental Services Liaison

A staff report from Janine Dougall, General Manager of Finance regarding the final 2021 Regional Solid Waste Management Services (010) Work Plan and the proposed 2021-2025 Five Year Financial Plan is presented.

[Staff Report-010-Regional Solid Waste-2021-2025 Budget-Work Plan-BoD Jan 13 21](#)

[Final 2021 Work Plan-010 Regional Solid Waste-Adpt-BoD Jan 13 21](#)

[5 YR-010-Regional Solid Waste-Draft 2021-2025 FinancialPlan-BoD Jan 13 20](#)

[5 YR-010-Regional Solid Waste-With Grants Version-Summary Pages Only-BoD Jan 13 20](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve the 2021 Regional Solid Waste Services (010) Work Plan as presented to the Board on January 13, 2021.

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors discuss the proposed Regional Solid Waste Services (010) 2021-2025 Financial Plan as presented to the Board on January 13, 2021.

FURTHER that the Board provide direction to staff as to any changes to be made to the proposed Budget and refer it to a future meeting for further review.

**16.c) J. Dougall, General Manager of Environmental Services
Re: Big White Solid Waste Management Services (064)
Final 2021 Work Plan for Adoption and
Proposed 2021-2025 Five Year Financial Plan For Review**

Director McGregor, Finance Liaison

Director Morel, Environmental Services Liaison

A staff report from Janine Dougall, General Manager of Finance regarding the final 2021 Big White Solid Waste Management Services (064) Work Plan and the proposed 2021-2025 Five Year Financial Plan is presented.

[Staff Report-064 BW Solid Waste-2021-2025 Budget-Work Plan-BoD Jan 13 21](#)

[Final 2021 Work Plan-064-BW Solid Waste-Adpt-Bod Jan 13 21](#)

[5 YR-064-Big White Solid Waste-Draft 2021-2025 Financial Plan-BoD Jan 13 20](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve the 2021 Big White Solid Waste Services (064) Work Plan as presented to the Board on January 13, 2021.

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors discuss the proposed Big White Solid Waste Service (064) 2021-2025 Financial Plan as presented to the Board on January 13, 2021.

FURTHER that the Board provide direction to staff as to any changes to be made to the proposed Budget and refer it to a future meeting for further review.

**16.d) D. Derby, Regional Fire Chief
Re: 9-1-1 Emergency Communications (015)
Final 2021 Work Plan for Adoption and
Proposed Draft 2021-2025 Five Year Financial Plan**

A staff report from Dan Derby, Regional Fire Chief regarding the final 2021 9-1-1 Emergency Communications (015) Work Plan and the proposed 2021-2025 Five Year Financial Plan is presented.

Director McGregor, Finance Liaison

Director Worley, Emergency Preparedness Liaison

[Staff report -015-9-1-1 Emergency Comm-2021-2025 Budget-Final Work Plan-BoD Jan 13 21](#)
[Final Work Plan-015-Emergency Comm-Adpt-Jan 13 21](#)
[5 YR-015-EM Comm 911-2021-2025 Draft Budget-BoD Jan 13 21](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve the 2021 9-1-1 Emergency Communications Service (015) Work Plan as presented to the Board on January 13, 2021.

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors discuss the proposed 9-1-1 Emergency Communications Services (015) 2021-2025 Financial Plan as presented to the Board on January 13, 2021. **FURTHER** that the Board provide direction to staff as to any changes to be made to the proposed Budget and refer it to a future meeting for further review.

16.e) M. Stephens, Manager of Emergency Programs
Re: Emergency Preparedness Service (012)
Final 2021 Work Plan for Adoption and
Proposed 2021-2025 Five Year Financial Plan For Review

Director McGregor, Finance Liaison

Director Worley, Emergency Preparedness Liaison

A staff report from Mark Stephens, Manager of Emergency Programs regarding the final 2021 Emergency Preparedness Service (012) Work Plan and the proposed 2021-2025 Five Year Financial Plan is presented.

[Staff report-012-EM-Final Work Plan-2021-2025 Budget-BoD Jan 13 21](#)
[Final 2021 Work Plan-012 Emergency Preparedness-Adpt-Jan 13 21](#)
[5 YR-012-EM Preparedness-Draft 2021-2025 Budget-BoD Jan 13 21](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve the 2021 Emergency Preparedness Service (012) Work Plan as presented to the Board on January 13, 2021.

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors discuss the proposed Emergency Preparedness Services (012) 2021-2025 Five Year Financial Plan as presented to the Board on January 13, 2021. **FURTHER** that the Board provide direction to staff as to any changes to be made to the proposed Budget and refer it to a future meeting for further review.

16.f) B. Champlain, Manager of Building Inspection

Re: Building Inspection Services (004)

Final 2021 Work Plan for Adoption and Proposed Draft 2021-2025 Five Year Financial Plan For Review

A staff report from Brian Champlin, Manager of Building Inspection Services regarding the final 2021 Building Inspection Services (004) Work Plan and the proposed 2021-2025 Five Year Financial Plan is presented.

[Staff Report-004-Building Inspection-2021-2025 Draft Budget-Final 2021 Work Plan -BoD Jan 13 21](#)

[Final 2021 Work Plan-004-Building Inspection-Adpt-BoD Jan 13 21](#)
[5 YR-004-Building Inspection-Draft 2021-2025 Budget-BoD Jan 13 21](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve the 2021 Building Inspection Services (004) Work Plan as presented to the Board on January 13, 2021.

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors discuss the proposed Building Inspection Services (004) 2021-2025 Financial Plan as presented to the Board on January 13, 2021.

FURTHER that the Board provide direction to staff as to any changes to be made to the proposed Budget and refer it to a future meeting for further review.

16.g) B. Ihlen, General Manager of Finance/Chief Financial Officer

Re: Feasibility Studies Service (006) 2021-2025 Five Year Financial Plan Feasibility

Director McGregor, Finance Liaison

A staff report from Barb Ihlen, General Manager of Finance/Chief Financial Officer regarding the draft proposed Feasibility Studies Service (006) 2021-2025 Five Year Financial Plan is presented.

[Staff Report-5 YR-006-Feasibility Studies-BoD Jan 13 21](#)

[5 YR-006-Feasibility Studies-Draft 2021-2025 Budget-BoD](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors discuss the draft Feasibility Studies Service (006) 2021-2025 Financial Plan as presented to the Board of Directors on January 13, 2020. **FURTHER** that the Committee provide direction to staff as to any changes to be made to the proposed Budget and refer it to a future meeting for further review.

16.h) B. Ihlen, General Manager of Finance/Chief Financial Officer

Re: Municipal Finance Authority (MFA) Debt (001MFA)

Proposed 2021-2025 MFA Debenture

Director McGregor, Finance Liaison

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve the proposed Municipal Finance Authority (MFA) Debt (001MFA) 2021-2025 Financial Plan as presented to the Board of Directors on January 13, 2021.

17. New Business

17.a) Expressions of Interest -Appointment to the Rural Development Institute (RDI)

Director Worley, Current RDKB Appointee

1-Year Term (January 2021 to December 31, 2021)

Director Worley's term as the RDKB RDI representative expired at the end of December 2020.

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors appoint a Director to represent the Board on the Rural Development Institute for the Year 2021.

**17.b) The Kelowna & District Society for People in Motion
Re: Application for West Boundary Recreation Grant
Baldy Bluejays Adaptive Snow Sports Program 2020-2021**
[Baldy Bluejays Adaptive Snow Sports West Boundary Recreation Grant Application](#)

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

That the Regional District of Kootenay Boundary Board of Directors approve the application for a West Boundary Recreation Grant from The Kelowna & District Society for People in Motion for \$3,000 to support the Baldy Bluejays Adaptive Snow Sports Program in 2020-2021.

**17.c) T. Dueck, Solid Waste Program Coordinator
Re: Licence of Occupation**

Director Morel, Environmental Services Liaison

A Staff Report from Tim Dueck, Solid Waste Program Coordinator asking the Board of Directors to approve a 30-year Licence of Occupation agreement with the Province of BC for tenure at the Big White Solid Waste Transfer Station is presented
[SR-Big White Transfer Station Lease \(RPT - 1603\) - Pdf](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors directs staff to enter into an agreement for a Licence of Occupation with the Province for the term of 30 years for waste transfer station purposes over the land described as: That unsurveyed portion of District Lot 2713, Similkameen Division Yale District, except Plans 42584 and A12042 and containing 0.40 hectares, more or less.

17.d) Grants in Aid - as of January 7, 2021:

[Grants in Aid-Board-January 13 2021](#)

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

That the following grants-in-aid be approved:

1. Christina Lake Arts and Artisans Society – Replacement of Revenue Lost to Covid-19 Cancellations – Electoral Area 'C'/Christina Lake - \$4,000.
2. Boundary Metis Community Association – Wilgress Lake Fishing Derby Family Day prizes – Electoral Area 'D'/Rural Grand Forks - \$500.
3. Phoenix Mountain Alpine Ski Society – Replacement of Hand Held Radio Devices and Snow Removal Mounting Equipment – Electoral Area 'D'/Rural Grand Forks - \$5,000.
4. Greenwood Community Association/Greenwood Board of Trade – Christmas Dinner Hampers and Take-Out Meals – Electoral Area 'E'/West Boundary - \$300.
5. Trails to the Boundary Society – Kettle River Echo Seed Money – Electoral Area 'E'/West Boundary - \$5,000.
6. West Boundary Community Services Co-op – Mileage for Economic Development Consultant, Sandy Mark, August to December, 2020 – Electoral Area 'E'/West Boundary - \$750.

**17.e) B. Ihlen, General Manager of Finance/Chief Financial Officer
Re: Early Retirement Incentive Program (ERIP) Policy**

A staff report from Barb Ihlen, General Manager of Finance/Chief Financial Officer regarding the RDKB ERIP Policy is presented.

[Staff Report - Management Early Retirement Incentive Program Policy-BoD Jan 13 21](#)

[ERIP Early Retirement Incentive Program Policy](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve the Management Early Retirement Incentive Program (ERIP) policy for employees of the Regional District who are members of the Municipal Pension Plan and who are described more particularly in the details of the ERIP policy (Schedule A: revised January 14, 2019. **FURTHER** that the Regional District of Kootenay Boundary Board of

Directors agree to pay one hundred percent (100%) of the total cost of the ERIP as determined by the Pension Corporation.

17.f) D. Dean, Manager of Planning and Development
Re: Steering Committee and Terms of Reference
Boundary Area Poverty Reduction Plan

A staff report from Donna Dean, Manager of Planning and Development regarding the Boundary Area Poverty Reduction Plan Steering Committee and Terms of Reference is presented.

[Staff Report-Boundary Area Poverty Reduction Plan BoD Jan 13 21](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors endorses the Terms of Reference and membership of the Boundary Area Poverty Reduction Plan steering Committee as presented to the Board on January 13 2021.

18. Bylaws

18.a) B. Champlin, Manager of Building Inspection
Re: Proposed Draft RDKB Building Bylaw No. 1741, 2020

First, Second and Third Reading and Adoption

A staff report from Brian Champlin, Manager of Building Inspection Services presenting a proposed revised bylaw for the administration of the *Building Code and Regulation of Construction* within the Electoral Areas of the Regional District and rescinding the previous Building Bylaw No. 449, 1985.

[Staff Report-Proposed Draft Building Bylaw 1741-BoD Jan 13 21](#)
[Proposed Building Bylaw No. 1741-Revisions to Jan 7 21-BoD Jan 13 21](#)

Recommendation: Stakeholder Vote
(Electoral Area Directors) Unweighted

That Regional District of Kootenay Boundary Building Bylaw No. 1741, 2020 be given First, Second and Third Readings.

Recommendation: Stakeholder Vote
(Electoral Area Directors) Unweighted

That Regional District of Kootenay Boundary Building Bylaw No. 1741, 2020 be Adopted.

18.b) RDKB Bylaw No. 1746
Amending Electoral Area C/Christina Lake
Official Community Plan Bylaw No. 1250

First and Second Reading and Set up Public Hearing

[Bylaw 1746-BoD Jan 13 21](#)

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

That Regional District of Kootenay Boundary Official Community Plan Amendment Bylaw No. 1746, 2021 be read a First and Second Time.

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

That staff arrange a public hearing for Regional District of Kootenay Boundary Official Community Plan Amendment Bylaw No. 1746, 2021. **FURTHER** that Director McGregor be appointed as the Public Hearing Chair with Alternate Director Tollis and Director Gee as Alternates.

**18.c) D. Dean, Manager of Planning and Development
Re: RDKB Bylaw Notice Enforcement Bylaw No. 1742, 2021**

First, Second and Third Readings and Adoption

[Bylaw 1742-BoD Jan 13 21](#)

Recommendation: Corporate Vote Unweighted

That Regional District of Kootenay Boundary Bylaw Notice Enforcement Bylaw No. 1742, 2021 be read a First, Second and Third time.

Recommendation: Corporate Vote Unweighted

That Regional District of Kootenay Boundary Bylaw Notice Enforcement Bylaw No. 1742, 2021 be Adopted.

19. Late (Emergent) Items

20. Discussion of Items for Future Meetings

21. Question Period for Public and Media

22. Closed Meeting

23. Adjournment



Board of Directors

Wednesday, December 9, 2020

ZOOM

Minutes

Board Members Present:

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

Staff Present:

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

Applicants and Other Persons Attending to Speak to Agenda Items

M. Maximenko, applicant Agenda Item 8a).

1. Call to Order

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

2. Land Acknowledgement

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)

The agenda for the Regional District of Kootenay Boundary Board of Directors meeting of December 9, 2020 was presented.

Agenda item 15.i)-Application to Amend the Electoral Area C/Christina Lake Official Community Plan Bylaw No. 1250 was moved to the front of the agenda under item 8.a) Applicants and Persons Attending to Speak to Agenda Items, and it was;

408-20

Moved / Seconded

Corporate Vote Unweighted

That the agenda for the Regional District of Kootenay Boundary Board of Directors meeting of December 9, 2020 be adopted as amended.

Carried.

4. Draft Minutes

The draft minutes of the Regional District of Kootenay Boundary Board of Directors meeting held November 26, 2020 were presented.

Agenda item 7a) on page 3 and agenda item 7b) on page 4 of the draft November 26, 2020 minutes will be amended to correct the names of applicants who attended the meeting, and it was;

409-20

Moved / Seconded

Corporate Vote Unweighted

That the draft minutes of the Regional District of Kootenay Boundary Board of Directors meeting held November 26, 2020 be adopted as amended.

Carried.

5. Consent Agenda

The items appearing on the Consent Agenda, which may present a conflict of interest for Directors and or items that the Board wishes to discuss must be removed from the Consent Agenda and considered separately.

5.a) Consent Agenda Highlights

- Receipt of Item 9-Communications (Information Only),
- Receipt of Items 10-Reports: 10.a) Monthly Cheque Register for the month of October 2020 for \$750,981.48 and the month of November 2020 for \$409,500.70, 10.c) Recreation Commission Minutes and 10.d) Draft Advisory Planning Commission (APC) Minutes.

410-20

Moved / Seconded

Corporate Vote Unweighted

That Consent Agenda items Nos. 9 and 10 be received by general consent. **FURTHER** that consent agenda item 9a) be considered separately.

Carried.

6. Presentations at the Request of the Board

There were no presentations.

7. Delegations

There were no delegations.

8. Applicants & Persons Attending to Speak to Agenda Items**8.a) D. Patterson, Planner****Re: Official Community Plan Amendment-Electoral Area C/Christina Lake**

Margaret Maximenko, applicant attended the meeting.

A staff report from Danielle Patterson, Planner regarding an application to amend the Electoral Area C/Christina Lake Official Community Plan Bylaw No. 1250 to remove a policy that prohibits the creation of additional commercial land along Kingsley Road was presented.

Director McGregor explained the application to amend the Official Community Plan. She advised that she did not support the original recommendation to deny the application and consider the proposed change as part of the OCP review, which is underway; and she provided her reasons. Margaret Maximenko, applicant was provided and opportunity to speak.

Staff provided additional information, and it was;

411-20

Moved/Seconded

Corporate Vote Unweighted

That the application submitted by John Maximenko and Margaret Maximenko to amend Section 2.1.3 of the Electoral Area C/Christina Lake Official Community Plan, Bylaw No. 1250, 2004 to remove Commercial Policy 15, be supported. **FURTHER** that staff be directed to draft an amendment bylaw for presentation to the RDKB Board of Directors for first and second readings, and to schedule and hold a public hearing.

Carried.

9. Communications (Information Only)-Consent Agenda**9.a) Fort St. John-Dec. 1/20****Re: UBCM Convention Schedule****10. Reports-Consent Agenda****10.a) Monthly Cheque Register Summary-Consent Agenda**

October 2020 for \$750,981.48 and November 2020 for \$409,500.70

10.b) RDKB Committee Minutes

Committee minutes were presented at the November 26, 2020 meeting.

10.c) Recreation Commission Minutes-Consent Agenda

Christina Lake Parks & Recreation Commission (Oct. 14/20)

10.d) Draft Advisory Planning Commission (APC) Minutes-Consent Agenda

The following draft APC minutes were presented: Electoral Area E/West Boundary-Big White (Nov. 24/20) and Electoral Area C/Christina Lake (Nov. 23/20).

11. Board Appointments Updates-Consent Agenda

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

12. Item(s) Removed from the Consent Agenda

12.a) Item 9a)-Fort St. John-Dec. 1/20

Re: UBCM Convention Schedule

The Board discussed correspondence regarding the scheduling of UBCM Ministers meetings and the process for submitting resolutions as presented in the correspondence received from Fort St. John. The UBCM is currently reviewing its current resolution process to streamline the number and content of resolutions submissions, which may result in a reduction in the number of resolutions overall.

It was agreed to send a letter to the UBCM regarding this matter, and it was;

412-20

Moved / Seconded

Corporate Vote Unweighted

That the UBCM be requested to provide an update to local governments on its members' responses to changes to the UBCM Convention process for submitting resolutions and to changes in the scheduling of Minister meetings.

Carried.

ACTION AGENDA

13. Unfinished Business

13.a) Verbal Updates-COVID-19 Pandemic

M. Stephens, Manager of Emergency Programs

Re: RDKB COVID-19 Emergency Operations

Staff provided an update regarding the current Public Health Order and restrictions, the number of active cases in Interior Health's jurisdiction and hospital occupancy. Preliminary information respecting the vaccine for use in Canada was also presented. The RDKB continues to monitor COVID-19 emergency operations.

M. Andison, Chief Administrative Officer

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

Staff advised that approximately one-half of the total cost of the Wage Continuation Policy was incurred during the first 6 weeks of the Pandemic. There was an increase in

costs during September when schools reopened, but the curve has flattened since then. To date, the total impact of the COVID-19 Pandemic Wage Continuation Policy is approximately \$4,600.

413-20

Moved / Seconded

That the verbal updates regarding the RDKB COVID-19 Pandemic Emergency Operations and the impacts of the RDKB COVID-19 Pandemic Wage Continuation Policy presented to the Board on December 9, 2020, be received.

Carried.

14. Communications-RDKB Corporate Communications Officer

14.a) F. Maika, Corporate Communications Officer

Re: Verbal Update-RDKB Communications and Engagement

Frances Maika, Corporate Communications Officer provided verbal updates on the 2021 Communications Strategy, the RDKB public engagement site, jointheconversation.com; and the revised RDKB website. She explained the four focus areas that make up the strategy and provided statistics on site visits.

Staff answered inquiries regarding board highlights, details regarding an online newsletters and the platform for the Electoral Area 2021 virtual town hall meetings, and it was;

414-20

Moved / Seconded

Corporate Vote Unweighted

That the verbal update regarding corporate communications, presented to the Board on December 9, 2020 be received.

Carried.

15. Committee Recommendations to Board of Directors

Recommendations from Committee meetings held during November were presented to the Board at the November 26, 2020 meeting.

16. New Business

16.a) B.Ihlen, Chief Financial Officer/General Manager of Finance

Re: Big White Fire Service – Equipment Financing for Aerial Ladder Truck

A staff report from B. Ihlen, Chief Financial Officer/General Manager of Finance requesting a resolution for a Liability Under Agreement with the Municipal Finance

Authority (MFA) to cover the purchase of an aerial ladder truck for Service 054 – Big White Fire was presented.

415-20

Moved / Seconded

Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors authorizes up to \$411,110.69 to be borrowed, under Section 403 of the *Local Government Act*, from the Municipal Finance Authority, for the purpose of the purchase of a Rosenbauer 78' Aerial Ladder truck for the Big White Fire service. **FURTHER** that the equipment financing be repaid within five (5) years, with no rights of renewal.

Carried.

16.b) Red Earth Medicine-Snow Medicine Trails

Re: Application for West Boundary Recreation Grant

Integrated Modules-Snowy Tribal Trails and Snowy Medicine Trails 2021

416-20

Moved / Seconded

Stakeholder Vote

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

That the Regional District of Kootenay Boundary Board of Directors approve the application for a West Boundary Recreation Grant from Red Earth Ways for \$1,825.00 to provide funds to assist the integrated modules of Snowy Tribal Trails 2021 and Snowy Medicine Trails 2021 and as presented to the Board on December 9, 2020.

Carried.

16.c) G. Denkovski, Manager of Infrastructure and Sustainability

Re: Gas Tax Funding Project Budget Amendment Application - Rock Creek & Boundary Fair Association Renovation Electoral Area E/West Boundary

A project budget amendment application for the disbursement of Electoral Area E/West Boundary Gas Tax funds to the Rock Creek & Boundary Fair Association was presented.

417-20

Moved / Seconded

Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors approves the Gas Tax project budget amendment application submitted to the Board by the Rock Creek & Boundary Fair Association on December 9, 2020 to increase Gas Tax funding from \$50,000 to \$60,500 from Electoral Area E/West Boundary for the costs associated with the renovations of the washroom and meeting room. **FURTHER** that the Board approves the RDKB authorized signatories to amend the current agreement.

Carried.

16.d) G. Denkovski, Manager of Infrastructure and Sustainability
Re: Application for Gas Tax Funding- Bridesville Community Club Community Hall Upgrades Electoral Area E/West Boundary

An application for the disbursement of Electoral Area E/West Boundary Gas Tax funds to the Bridesville Community Club was presented.

418-20

Moved / Seconded

Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors approves the Gas Tax application submitted to the Board on December 9, 2020 by the Bridesville Community Club and the allocation of Gas Tax funding for \$25,085.56 from Electoral Area E/West Boundary for the costs associated with upgrades at the community hall. **FURTHER** that the Board approves the RDKB authorized signatories to sign and enter into the agreement.

Carried.

16.e) G. Denkovski, Manager of Infrastructure and Sustainability
Re: Application for Gas Tax Funding- Beaverdell Community Club & Recreation Commission Baseball Park Upgrades Electoral Area E/West Boundary

An application for the disbursement of Electoral Area E/West Boundary Gas Tax funds to the Beaverdell Community Club & Recreation Commission was presented.

419-20

Moved / Seconded

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approves the Gas Tax application submitted to the Board on December 9, 2020 by the Beaverdell Community Club & Recreation Commission and the allocation of Gas Tax funding for \$12,864.14 from Electoral Area E/West Boundary for the costs associated with upgrading the baseball park. **FURTHER** that the Board approves the RDKB authorized signatories to sign and enter into the agreement.

Carried.

16.f) D. Patterson, Planner
Re: K. Flett-Parkland Provisions-Electoral Area E/West Boundary

A staff report from Danielle Patterson, Planner regarding parkland provisions for a subdivision in Electoral Area E/West Boundary was presented.

420-20

Moved / Seconded

Corporate Vote Unweighted

That the staff report regarding payment for parks purposes in the value of \$14,800, for the proposed subdivision of the parcel legally described as District Lot 1909s, Similkameen Division Yale Land District, in Electoral Area E/West Boundary located 8930 Highway 33, be received, and further, that staff forward comment to the Ministry of

Transportation and Infrastructure and land owner that the Regional Board approves the payment for parks purposes as presented.

Carried.

16.g) D. Patterson, Planner

Re: N. Tebrinke -Parkland Provisions-Electoral Area E/West Boundary

A staff report from Danielle Patterson, Planner regarding parkland provisions for a subdivision in Electoral Area E/West Boundary was presented.

Director Gee reviewed APC concerns regarding the setbacks as set out in the proposal and she advised that the APC has requested that the park dedication be configured as a linear park.

421-20

Moved / Seconded

Corporate Vote Unweighted

That the staff report regarding the 1.48 ha parkland dedication for the proposed subdivision of the parcel legally described as District Lot 1208s, Similkameen Division Yale Land District, except Plan DD 21998, Electoral Area E/West Boundary located at Beaverdell, shown in the document "Proposed Subdivision Plan of District Lot 1208s, SDYD, Except Plan Attached to DD 21998," with Plan Drawn date November 18, 2020 [associated file number 1-420000-SD_r2], be received. **FURTHER** that the proposal be referred back to staff to work with the applicant to change the park configuration to a linear park adjacent to the Kettle Valley Railway and that the reconfigured proposal be presented back to the Board for consideration at a future meeting.

Carried.

16.h) D. Patterson, Planner

Re: Application for Development Permit-Electoral Area E/ West Boundary-Big White

A staff report from Danielle Patterson, Planner regarding parkland provisions for a subdivision in Electoral Area E/West Boundary was presented.

422-20

Moved / Seconded

Corporate Vote Unweighted

That the staff report regarding 0980131 BC Ltd. DBA Monashee Ridge Alpine Environmentally Sensitive Landscape Development Permit on Proposed Strata Lot 10 of Block A, District Lot 4247, Similkameen Division of Yale Land District in Electoral Area E/West Boundary at Big White be received.

Carried.

16.i) T. Dueck, Solid Waste Program Coordinator

Re: Organics Collection-McKelvey Creek Wasteshed

A Staff Report from Tim Dueck, Solid Waste Program Coordinator regarding the Organics Collection Program in the McKelvey Creek Wasteshed was presented.

The purpose of the report is to provide information on a potential grant application and obtain authorization from the Board of Directors to utilize reserve funds from the Regional Solid Waste Service (010) to fund the project.

Janine Dougall, General Manager of Environmental Services noted that further information and recommendations will be presented to the Board at the next meeting, and it was;

423-20

Moved / Seconded

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors direct that the required contribution from the RDKB associated with the McKelvey Creek Wasteshed Curbside Collection Green Bin Project for the CleanBC Organic Infrastructure and Collection Program application be obtained from the use of reserve funds from the Regional Solid Waste Service (010). Further, that any shortfall amounts be obtained through short-term borrowing if required.

Carried.

16.j) Grants in Aid - as of December 3, 2020:

424-20

Moved / Seconded

Stakeholder Vote (Electoral Area Directors) Weighted

That the following grants-in-aid be approved:

1. King of Kings New Testament Church – The Bridge Drop-In Centre – Meals – Electoral Area E/West Boundary - \$500
2. King of Kings New Testament Church – Greenwood Food Bank – Electoral Area E/West Boundary - \$500
3. Midway Public Library – Area E Residents' Membership – Electoral Area E/West Boundary - \$4,000

Carried.

17. Bylaws

There were no bylaws to consider.

18. Late (Emergent) Items

There were no late emergent items.

19. Discussion of Items for Future Meetings

A discussion was not required.

20. Question Period for Public and Media

A question period was not necessary.

21. Closed Meeting

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

424-20

Moved / Seconded

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors proceed to a closed meeting pursuant to Section 90 (1) (a) of the *Community Charter* (time: 2:04 p.m.)

Carried.

The Board of Directors reconvened to the open meeting at 2:34 p.m.

22. Adjournment

There being no further business to discuss, the meeting was adjourned (time: 2:34 p.m.).

TL



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

December 11, 2020

ALC File: 60989

Catherine Rexin
DELIVERED ELECTRONICALLY

Dear Catherine Rexin:

Re: Reasons for Decision - ALC Application 60989

Please find attached the Reasons for Decision of the Kootenay Panel for the above noted application (Resolution #593/2020). As agent, it is your responsibility to notify the applicant accordingly.

Under section 33 of the *Agricultural Land Commission Act* (ALCA), a person affected by a decision (e.g. the applicant) may submit a request for reconsideration. Please be advised however that on March 12th, 2020 the ALC Amendment Act ([Bill 15 – 2019](#)) was brought into force and effect, changing the reconsideration process.

A request to reconsider must now meet the following criteria:

- No previous request by an affected person has been made, and
- The request provides evidence not available at the time of the original decision that has become available, and that could not have been available at the time of the original decision had the applicant exercised due diligence, or
- The request provides evidence that all or part of the original decision was based on evidence that was in error or was false.

The amendments also propose a change to limit the time period for requesting a reconsideration to 90 days from the date of this decision – this change has not been brought into force and effect yet. As a result, a person affected by this decision will have one year from the date of this decision's release as per [ALC Policy P-08: Request for Reconsideration](#) to request reconsideration of the decision or 90 days from the date the legislative change takes effect (date unknown at this time), whichever comes sooner.

Please refer to the ALC's [Information Bulletin 08 – Request for Reconsideration](#) for more information.

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

Yours truly,



Mike Bandy, Land Use Planner

Enclosure: Reasons for Decision (Resolution #593/2020)

cc: Regional District of Kootenay Boundary (RDKB) (File E-514-03133.200). Attention: Liz Moore

60989d1



**AGRICULTURAL LAND COMMISSION FILE 60989
REASONS FOR DECISION OF THE KOOTENAY PANEL**

Non-Adhering Residential Use Application Submitted Under s.20.1(2) of the Agricultural Land
Commission Act

Applicants: Kevin Rexin
Catherine Rexin

Agent: Catherine Rexin

Property: Parcel Identifier: 027-492-443
Legal Description: Lot 2, District Lots 514 and 804S,
Similkameen Division, Yale District, Plan KAP86510
Civic: 3230 Beadman Road, Rock Creek, BC
Area: 3.8 ha (2.5 ha within the ALR)

Panel: Richard Mumford, Kootenay Panel Chair
Jerry Thibeault
Ian Knudsen



OVERVIEW

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

- [2] Pursuant to s. 20.1(2) of the ALCA, the Applicants are applying to the Agricultural Land Commission (the "Commission") to use 0.75 ha of the 2.5 ha ALR portion of the Property to establish 10 RV campsites (the "Proposal"). The campsites would be serviced with electrical, septic, and water connections, and would be intended for year-round use. The RV sites would occupy ~0.2 ha, while the remaining area would be used for a septic field and grassy common area (the "Proposal Area").

- [3] The ALCA and ALR Use Regulation were amended on February 22, 2019 (Bill 52) to differentiate between non-farm uses and non-adhering residential uses. For clarity, while the application was submitted to the Commission as a non-farm use under s. 20(2) of the ALCA, the Proposal constitutes a non-adhering residential use in accordance with the ALR Use Regulation, and the Panel considered the application as a non-adhering residential use under s. 20.1(2) of the ALCA. In this case, the Panel's considerations under the ALCA are unaffected by the change to the application type.

- [4] The issue the Panel considered is whether the Proposal is an appropriate use of the ALR portion of the Property.

- [5] The Proposal was considered in the context of the purposes and priorities of the Commission set out in s. 6 of the ALCA:
 - 6 (1) The following are the purposes of the commission:
 - (a) to preserve the agricultural land reserve;
 - (b) to encourage farming of land within the agricultural land reserve in collaboration with other communities of interest; and,



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

(2) The commission, to fulfill its purposes under subsection (1), must give priority to protecting and enhancing all of the following in exercising its powers and performing its duties under this Act:

- (a) the size, integrity and continuity of the land base of the agricultural land reserve;
- (b) the use of the agricultural land reserve for farm use.

EVIDENTIARY RECORD

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

EVIDENCE AND FINDINGS

[7] The Application was submitted on June 28, 2020 and was forwarded to the Commission by the Regional District of Kootenay Boundary (RDKB) without a recommendation on September 15, 2020. On March 12, 2020, the ALCA was amended and changes were made to its regulations. The Applicants were given an opportunity to make written submissions relating to the amendment of the ALCA and changes to its regulations as it relates to this application.

Issue: Whether the Proposal is an appropriate use of the ALR portion of the Property.

[8] The Applicants currently operate a RV Park on the 1.3 ha non-ALR portion of the Property, consisting of 19 RV sites, a 3-unit rental apartment, and a pumphouse/office building. The ALR portion of the Property contains the Applicants' residence, a 0.05 ha garden, including a greenhouse, and 1 ha in mixed grass alfalfa hay production. The Application submits that there is strong demand for accommodations in the area and that



the existing accommodations on the Property are often full. The Application states that the Proposal will not interfere with the current hay production occurring on the Property. The Applicants' preferred location for the proposed 10 RV campsites is in the southwest corner of the Property.

- [9] To assess agricultural capability on the Property, the Panel referred to agricultural capability ratings. The ratings are identified using the Canada Land Inventory (CLI), 'Soil Capability Classification for Agriculture' system. The improved agricultural capability rating applicable to the Property is Class 3; more specifically (3MT).

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

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

- [10] Based on the agricultural capability ratings, the Panel finds that the ALR portion of the Property has agricultural capability and can support a wide range of crops. The Panel finds that the Property's agricultural utility is mainly limited by its size, but in its current configuration can support small-scale agricultural uses. The Panel finds that the Proposal would further erode the Property's utility by decreasing the already-limited area available for agricultural use.
- [11] The Panel then considered whether the Proposal would be beneficial to, or supportive of, agriculture on the Property. The Panel notes that there is minimal agricultural activity occurring on the Property, and that the existing RV park appears to be the Property's principal use. In this regard, the Panel finds that the Proposal would not serve to support or supplement the farm use of the Property.
- [12] The Panel finds that there is a sufficient (1.3 ha) portion of the Property that is outside of the ALR on which to conduct commercial uses. The Panel does not want to encourage the expansion of non-farm uses onto the Property's ALR area, particularly given the



Property's already-limited size and area available for agriculture. The Panel finds that the RV park use should remain on the non-ALR portion of the Property to ensure that the ALR portion remains available for farm use in the future.

DECISION

[13] For the reasons given above, the Panel refuses the Proposal to use 0.75 ha of the 2.5 ha ALR portion of the Property to establish 10 RV campsites.

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

[15] A decision of the Panel is a decision of the Commission pursuant to s. 11.1(3) of the ALCA.

[16] Resolution #593/2020
Released on December 11, 2020

A handwritten signature in black ink, appearing to read 'R. Mumford', is positioned above the printed name.

Richard Mumford, Panel Chair
On behalf of the Kootenay Panel

File: 0410-31

November 30, 2020



THE CORPORATION OF THE CITY OF VERNON

3400 - 30TH STREET VERNON, BRITISH COLUMBIA V1T 5E6

TELEPHONE (250) 545-1361 FAX (250) 545-4048

Premier John Horgan
Box 9041, STN PROV GOVT
Victoria, BC V8W 9E1

Selina Robinson, Minister of Finance
email: Fin.Minister@gov.bc.ca

OFFICE OF THE MAYOR

Adrian Dix, Minister of Health
PO Box 9050 ST PROV GOVT
Victoria, BC V8W 9E2

Harwinder Sandhu, MLA Vernon-Monashee
email: harwinder.sandhu@bcndp.ca

Council, at their Regular meeting held on Tuesday, October 13, 2020, passed the following resolution:

"WHEREAS cost is a significant barrier to people accessing contraception, particularly to people with low incomes, youth, and people from marginalized communities; and

WHEREAS providing free prescription contraception has been shown to improve health outcomes for parents and infants by reducing the risks associated with unintended pregnancy, and is likely to reduce direct medical costs on the provincial health system; and

WHEREAS contraceptive methods such as condoms or vasectomies are available at low cost, no cost, or are covered by BC's Medical Services Plan, whereas all contraceptive methods for people with uteruses (such as birth control pills, intrauterine devices, or hormone injections) have high up-front costs, making access to contraception unequal and gendered;

THEREFORE BE IT RESOLVED

THAT the City of Vernon write to the Provincial Minister of Finance, the Provincial Minister of Health, the Premier of BC, and the local MLA supporting universal no-cost access to all prescription contraception available in BC under the Medical Services Plan; and

THAT this letter be forwarded to all BC municipalities asking to write their support as well

CARRIED."

Thank you for your consideration.

Yours truly,


Victor I. Cumming
Mayor

Copy: Mayor & Council
W. Pearce, CAO
BC Municipalities

Theresa Lenardon

From: Rachel Newton <executive.assistant@rossland.ca>
Sent: December 17, 2020 3:51 PM
To: Rachel Newton
Subject: Letter of Support
Attachments: LOS for The City of Vernon request.pdf

Good afternoon:

For your information, please find attached a copy of the letter from Mayor Moore at The City of Rossland that were provided to Premier John Horgan and Minister of Health Adrian Dix, Selina Robinson, Minister of Finance and Katrine Conroy, MLA West Kootenays on December 16, 2020 in regard to a resolution passed at a recent council meeting in support of universal no-cost access to all prescription contraception available in BC under the Medical Services Plan.

Thank you.



Rachel Newton
Executive Assistant
City of Rossland
778.457.5032
2196 LeRoi Avenue
www.rossland.ca

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File No. 0110.05 (2020)
OFFICE OF THE MAYOR

December 16, 2020

Premier John Horgan
Box 9041, STN PROV GOVT
Victoria, BC V8W 9E1

Selina Robinson, Minister of Finance
Email: Fin.Minister@gov.bc.ca

Adrian Dix, Minister of Health
P.O. Box 9050, STN PROV GOVT
Victoria, BC V8W 9E1

Katherine Conroy, MLA Kootenay West
Email: katrine.conroy.mla@leg.bc.ca

Re: Letter of Support for The Corporation of The City of Vernon

The City of Rossland Council, at their Regular meeting held on Monday December 14, 2020, passed the following resolution:

"WHEREAS cost is a significant barrier to people accessing contraception, particularly to people with low incomes, youth, and people from marginalized communities; and

WHEREAS providing free prescription contraception has been shown to improve health outcomes for parents and infants by reducing the risks associated with unintended pregnancy, and is likely to reduce direct medical costs on the provincial health system; and

WHEREAS contraceptive methods such as condoms or vasectomies are available at low cost, no cost, or are covered by BC's Medical Services Plan, whereas all contraceptive methods for people with uterus (such as birth control pills, intrauterine devices, or hormone injections) have high up-front costs, making access to contraception unequal and gendered;

THEREFORE, BE IT RESOLVED

THAT the City of Rossland write to the Provincial Minister of Finance, the Provincial Minister of Health, the Premier of BC, and the local MLA supporting universal no-cost access to all prescription contraception available in BC under the Medical Services Plan; and

THAT this letter be forwarded to all BC municipalities asking to write their support as well

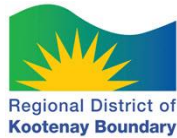
CARRIED."

Thank you for your consideration.

Best Regards,

Kathy Moore,
Mayor

Phone 250 362 7396
Email cityhall@rossland.ca Web rossland.ca
2196 Leroi Avenue, PO Box 1179, Rossland, BC V0G 1Y0, Canada



Boundary Services Committee

Minutes

Tuesday, December 15, 2020

Held via Zoom Online Video Conferencing

Committee members present:

Director G. McGregor, Chair
Director V. Gee
Director R. Dunsdon
Director C. Korolek
Director B. Noll
Alternate Director M. Tollis

Staff and others present:

M. Andison, Chief Administrative Officer
J. Chandler, General Manager of Operations/Deputy CAO
M. Forster, Executive Assistant/Recording Secretary
E. Burton, President & CEO - Factor 5 Group
L. Cannady - Factor 5 Group
S. Elzinga, Community Futures Boundary
J. Wetmore, Community Futures Boundary
S. Mark, Executive Director West Boundary Community Services Co-op
D. Wilchynski, Christina Gateway
L. Olson, Regional Manager, South Okanagan/Boundary - FLNRD

CALL TO ORDER

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

LAND ACKNOWLEDGEMENT

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

ADOPTION OF AGENDA (ADDITIONS/DELETIONS)

The agenda for the December 15, 2020 Boundary Services Committee meeting was presented.

The agenda was amended by a change in order of agenda items.

Moved / Seconded

That the agenda for the December 15, 2020 Boundary Services Committee meeting be adopted as amended.

Carried.

ADOPTION OF MINUTES

The minutes of the November 4 and November 23, 2020 Boundary Services Committee meetings were presented.

Director Gee requested that a revision be made to the Food Hub update on the November 4, 2020 minutes.

Moved / Seconded

That the minutes of the November 4, 2020 Boundary Services Committee meeting be adopted as amended and the minutes of the November 23, 2020 Boundary Services Committee meeting be adopted as presented.

Carried.

GENERAL DELEGATIONS

Eric Burton, President & CEO - Factor 5 Group

Lisa Cannady - Factor 5 Group

Sandy Elzinga, Community Futures Boundary

Jennifer Wetmore, Community Futures Boundary

Eric Burton and Lisa Cannady provided the Committee members with a presentation on Imagine Kootenay operations and an overview of:

- Vision/mission;
- Key factors in strategy and action planning of economic development;
- Alignment with community economic development strategies;
- Managing community partner relationships;
- Utilizing investor data;
- COVID recovery; and
- Next steps.

The Committee agreed to continue to meet with the delegates again in the New Year.

NEW BUSINESS

Kelly Galaski, Project Manager - TOTA Re: Monthly Tourism Update - November 2020

Kelly Galaski joined the meeting and provided the Committee with a review of current TOTA operations. She also reviewed the MRDT One-Year Tactical Plan Boundary Country 2021. Discussion ensued on the MRDT steering committee.

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

Moved / Seconded

That the Boundary Services Committee receive the monthly tourism update from TOTA as presented.

Carried.

OLD BUSINESS

Director Gee Sandy Mark, Executive Director West Boundary Community Services Co-op Re: New Organization to Serve Boundary

Director Gee and Sandy Mark provided the Committee members with information on a proposed coordinated approach for the development and management of Boundary-wide projects for community economic development. The proposal involved the creation of a new non-profit organization that would develop, administer, manage and promote Boundary-wide community economic development plans and activities to benefit the entire area. An outline was provided on organizing activities, which included name selection, incorporation, proposed membership and strategic planning. The Committee members were provided with a draft constitution and a draft of the vision, mission and values.

Concerns were raised around the number of already existing economic development organizations. Discussion ensued on the administration of the new organization. There was general support from the Committee members. Director Dunsdon will bring this forward to Council for consideration.

Moved / Seconded

That the Boundary Services Committee approves the creation of a new non-profit organization that would develop, administer, manage and promote Boundary-wide community economic development plans and activities to benefit the entire area. **FURTHER**, that participation of Boundary communities in the new organization will be reviewed.

Carried.

LATE (EMERGENT) ITEMS

There were no late (emergent) items for discussion.

DISCUSSION OF ITEMS FOR FUTURE AGENDAS

A discussion of items for future agendas was not required.

QUESTION PERIOD FOR PUBLIC AND MEDIA

A question period for public and media was not required.

CLOSED (IN CAMERA) SESSION

A closed (in camera) session was not required.

ADJOURNMENT

The meeting was adjourned at 11:16 am.



Electoral Area C - Christina Lake Parks & Recreation Commission
Regular Meeting
Wednesday, November 18th, 2020
Christina Lake Community Hall
8:00 AM
Minutes

Commission Members Present:

Adam Moore
 Brenda Auge
 Erica McCluney
 Joe Sioga
 Josh Strzelec
 Paul Beattie
 Tara Bobocel

Absent:**Area Director**

Grace McGregor

Staff Present:

Paul Keys
 Melina Van Hoogevest

Alternate Area Director

Donna Wilchynski

Others Attending**1. Call to Order**

- 1.a) The Chair called the meeting to order at 8:05am.

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 Okanagan, Ktunaxa, Secwepemc Peoples as well as the Sinixt and Metis Peoples whose footsteps have also marked these lands.

3. Consideration of the Agenda (additions/deletions)

- 3.a) The agenda for the November 18, 2020 Electoral Area C - Christina Lake Parks & Recreation Commission meeting was presented.

The agenda was amended with the addition of a New Business Item; 9a) Recreation Commission Recruitment and a Late (Emergent) Item; 10.a) Community Accessibility Update (T. Bobocel)

30-20

Moved: Joe Sioga Seconded: Adam Moore
 That the Agenda for the November 18, 2020 Electoral Area C - Christina Lake Parks & Recreation Commission meeting be adopted as amended.

Carried

4. Draft Minutes

- 4.a) The draft minutes of the Electoral Area C - Christina Lake Parks & Recreation Commission meeting held on October 14, 2020 were presented and it was;

31-20 Moved: Adam Moore Seconded: Tara Bobocel

That the draft minutes for the Electoral Area C - Christina Lake Parks & Recreation Commission meeting held on October 14, 2020 be adopted as presented.

Carried

5. Delegation

- 5.a) There were no delegations to be made.

6. Unfinished Business

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

7. Communications-Information Only

- 7.a) There were no communications for information to consider.

8. Reports**8.a) Financial Report****i. Budget Review**

The budget for next year is under review. All Members of the Electoral Area C - Christina Lake Parks & Recreation Commission were in agreement to schedule a meeting on December 9, 2020 to discuss the budget.

8.b) Project Updates**i. Staff Report on:**

- Court Development Project

A written Staff Report was included in the agenda package and staff followed up with a verbal report.

Outland Design Landscape Architecture was onsite October 28, 2020 for an initial planning meeting. Initial drafts will be presented to the Recreation Commission on December 9, 2020. Vector Geomatics has also been onsite conducting a geotechnical survey of the property. The geotechnical survey has been received, and will serve to better inform cost estimates for development moving forward. The goal is to have the design portion of this project completed in time to inform the 2021 budget.

- **Osoyoos Indian Band Meeting**
A written Staff Report was included in the agenda package and staff followed up with a verbal report.
The Osoyoos Indian Band (OIB) meeting scheduled for October 28, 2020 was cancelled. The main contact with OIB had a family commitment and was unable to attend. Staff will try to reschedule the meeting in the spring of 2021 to ensure that we can conduct the needed archeological studies as soon as possible.
- **Viewing Dock Request for Information**
A written Staff Report was included in the agenda package and staff followed up with a verbal report.
A report was submitted to the Canadian Department of Fisheries and Oceans prior to the November deadline. Staff has received notification that the report was received. A concern was noted in the report that there is an endangered grass species located in this area.
- **Dog Park Clean Up**
A written Staff Report was included in the agenda package and staff followed up with a verbal report.
BC Wildfire was onsite November 5, 2020 to burn some of the remaining deadfall. The small crew was not able to get to all piles, and identified that some of the piles will have to be moved so existing mature trees are not harmed in the process. Staff will connect with BC Wildfire again in the spring to complete the project.
- **BC Park Meeting**
A written Staff Report was included in the agenda package and staff followed up with a verbal report.
Staff has attempted to meet with BC Parks Area Supervisor for the East Okanagan, Jonathan Finlay, since April 2020. Jonathan has indicated that he would be available to meet with the Members of the Electoral Area C - Christina Lake Parks & Recreation Commission in 2021.

8.c)**Sub Committee Report**

J. Strzelec gave a verbal report on trails in Christina Lake for the 2020 season. It was noted that the Gladstone Trail needs to be cleared in 2021. Volunteers will acquire a permit to stay at the North End of Christina Lake for two days to accomplish the clearing. The goal is to avoid the transport of volunteers and equipment back and forth over several days. J. Sioga suggested asking Forestry to assist with this project. Staff will contact Forestry and enquire.

8.d) Staff Monthly Report

A written Staff Report was included in the agenda package and staff followed up with a verbal report.

B. Auge thanked staff for reinstating fitness classes at the Christina Lake Community Hall.

8.e) Community Events Report

There was nothing to report.

The Reports of the Electoral Area C - Christina Lake Parks & Recreation Commission held on November 18, 2020 were presented and it was;

29-20 Moved: Adam Moore Seconded: Tara Bobocel

That the Reports for the Electoral Area C - Christina Lake Parks & Recreation Commission meeting held on November 18, 2020 be adopted as presented.

Carried

9. New Business**9. a) Recreation Commission Recruitment**

Randy Gniewotta stepped down as a Member of the Electoral Area C - Christina Lake Parks & Recreation Commission as of October 14, 2020. Sandy Gniewotta will replace Randy and attend the December 9, 2020 meeting.

10. Late (Emergent) Items**10. a) Community Accessibility Update (Tara)**

T. Bobocel has received a quote for the mobi mat and mobi chair. The amount for both is approximately \$10,943 which is just over the \$10,000 maximum amount of Federal funding available. The challenges of purchasing the mobi chair is finding a suitable storage location for it, daily accessibility and determining who is responsible for liability. The mobi mat is a temporary structure secured by steel anchors. It requires approximately two days of maintenance per year to blow off the beach sand and ensure the anchors are securely in place. A permanent wood or acrylic paving structure could also be an option, however the pros and cons would need to be determined. T. Bobocel is pursuing the mobi mat for this year and will pursue the purchase of the mobi chair later on. T. Bobocel has been in contact with BC Parks Area Supervisor for the East Okanagan, Jonathan Finlay, and has shared all the information and installation requirements with him for the mobi mat. Jonathan is aware that this is time sensitive and will respond as soon as possible.

It was recommended that the Electoral Area C - Christina Lake Parks & Recreation Commission support the application that T. Bobocel is submitting and it was;

30-20

Moved: Paul Beattie

Seconded: Brenda Auge

That the Electoral Area C - Christina Lake Parks & Recreation Commission support the application that T. Bobocel is submitting.

Carried

11. Discussion of Items for Future Meetings

11. a) A discussion was not necessary.

12. Question Period for Public and Media

12. a) There weren't any questions from the public or media.

13. Adjournment

13. a) The next scheduled meeting will be held on December 9, 2020. There being no further business to discuss, the meeting was adjourned (time: 8:56am).

Melina Van Hoogevest,
Recording Secretary

Grace McGregor,
Chairperson



Columbia River Treaty Monthly Update for the Local Governments' Committee – November 2020

Issued December 4, 2020

Key Updates:

- Columbia River Treaty negotiations and Ecosystem Function studies
- Public engagement plans
- Columbia River Treaty-related community interest project updates

Treaty Negotiations

- There are no new updates regarding Columbia River Treaty negotiations. We will continue to keep you informed as and when possible.
- Premier John Horgan announced the new provincial Cabinet on November 26, 2020. In addition to her role as Minister of Forests, Lands, Natural Resource Operations and Rural Development, Katrine Conroy continues as the Minister Responsible for the Columbia River Treaty, Columbia Basin Trust and the Columbia Power Corporation.
- The Negotiations Advisory Team Governance Steering Committee, supported by the B.C. Treaty Team, has selected a proponent to facilitate the process of exploring domestic governance options for a modernized Treaty. The contract will begin in early January.
- Ongoing Ecosystem Function work:
 - The Indigenous-led Ecosystem Function Sub-Committee is conducting a number of studies to further explore how to achieve the goals and objectives to enhance ecosystem function.
 - Each Indigenous Nation (the Ktunaxa, Secwepemc and Syilx/Okanagan Nation) has a Cultural Values Team that is collecting Traditional Ecological Knowledge through literature review, interviews and community workshops. The knowledge gained from this work will be incorporated into the ecosystem studies mentioned above.
 - These studies, as well as power generation, flood risk management, and socio-economic objectives will support discussions on different potential Treaty dam operations.
 - The Ecosystem Function Sub-Committee presented an update on their work to CBRAC in September. View the presentation and summary notes on the [B.C. Treaty website](#) to learn more about how this work is progressing.



Public Engagement

- CBRAC will hold its final webinar of the year on December 14, 2020. The agenda will include an update from Global Affairs Canada, B.C. and the LGC on Treaty-related activities, an update on BC Hydro operations, and a group reflection on committee engagement in 2020, including what can be improved on.
- A Virtual Public Town Hall is being explored for early 2021 to provide an update on CRT negotiations and activities in lieu of in-person community meetings. Date and agenda TBD.
- The results of the Koocanusa Dam feasibility study are scheduled to be presented at the Regional District of East Kootenays Board meeting on January 8. A Virtual Public Town Hall on this subject is tentatively planned for the following Tuesday, January 12. The public meeting will be primarily targeted to residents in the Canadian Koocanusa region (e.g. Cranbrook and Jaffray) and, in particular, the “Build a Weir Committee”.
- The next CRT Newsletter will be published soon, and will feature stories on the 10th round of Treaty negotiations, CBRAC’s move to virtual meetings, the Nakusp marina and breakwater project, the development of aerial imagery products to support the Indigenous-led ecosystem function work, and a description of which organizations make up the Canadian negotiating delegation.
- The B.C. Treaty Team is planning further engagement activities for the new year and will share details with the LGC as they become available.

Community Interest Projects

The B.C. Treaty Team continues work on addressing community interests that have been raised throughout the Province’s public engagement on the Treaty. Progress updates on some of the projects are listed below.

Columbia Basin Agriculture

- A table was created matching agriculture interests expressed during Columbia River Treaty (CRT) community engagement with existing programs and services that address those interests, including federal, provincial and not-for-profit funding programs and services. Validation of the table through meetings with key regional experts and other stakeholders has begun. The table will be updated based on the feedback received and opportunities to address any gaps will be explored.
- Once the table is finalized, it will be posted on the CRT website and advertised through the newsletter, Facebook and Twitter.



Columbia River Treaty Heritage Project

- A Request for Proposals (RFP) for Columbia River Treaty Heritage Project lead organization is under development and will be posted in early December 2020, including on the Heritage BC website. The RFP closing date will be January 15.
- In addition to \$165,000 in operational funding committed by the B.C. Treaty Team, partnerships are under development for additional project funds that will be used for Indigenous Nation research and to cover expenses associated with the commemorative infrastructure.
- Funding opportunities for both Indigenous and non-Indigenous heritage projects will continue to be explored.

Connectivity/Broadband

- During a 2020 UBCM meeting between the Honourable Anne Kang, Minister of Citizen Services and the Regional District of East Kootenay, Minister Kang committed to working with the Ministry of Energy, Mines and Low Carbon Innovation (formerly Energy, Mines and Petroleum Resources) on connectivity and BC Hydro.
- A joint ministry working group has been formed and is exploring issues such as fiber connectivity and BC Hydro passive infrastructure such as poles. The issue is complex and includes exploring taxpayer and rate payer impacts.
- Getting high-speed internet to as many communities as possible is a BC Government priority and the working group is focussed on making this happen as quickly as possible.

Creston Valley Dikes Management

- A Creston Valley dikes workplan has been completed and implementation of the governance design phase is beginning.
- The governance design phase will explore governance structures to support collaborative and consensual processes to identify and prioritize flood mitigation measures that may include repair of existing dikes, construction of new dikes or alternative measures, and to coordinate funding applications of eligible applicant members.
- The governance structure – the working name is the Creston Valley Flood Management Partnership – will include representation from diking districts, landowners, residents, First Nations, and local, regional and provincial governments.
- The first stakeholder meeting, facilitated by John Cathro, is tentatively planned for mid-December 2020.



Ecosystem Enhancement: Data Acquisition

- Arrow and Kinbasket Reservoir spatial mapping data was given to Ian Parfitt at Selkirk College for the Columbia River Treaty (CRT) portal he and his team are developing as part of their [Rural Open Data](#) initiative.
- The CRT portal is being developed in two dimensions: 1) a search and discover site that will include the CRT reports as well as maps produced by the Indigenous-led CRT Ecosystem Function Sub-Committee and 2) a web map service tool that provides access to the mapping data.
- Refinement of public access to the CRT portal and other last steps are underway.

Kinbasket Recreational Opportunities

- During an October 2020 call, the B.C. Treaty Team and representatives from Golden, Columbia Shuswap Regional District, and Local Governments' Committee discussed possible linkages between the Province's and the Golden Community Coop, home of the Golden Community Economic Development governance model RFPs. The group concluded that the main link is the multi-stakeholder Kinbasket governance group that is to be created under the Golden Community Coop RFP.
- Also during the call, it was decided that the Golden Community Coop submit a funding proposal to the B.C. Treaty Treaty team for a project to update, expand, and amalgamate the Kinbasket Reservoir Commercial and Recreation Opportunities Study, prepared for Golden and Area Initiatives in 2009, and the Kinbasket Reservoir Impacts and Future Opportunities Report, prepared for the Village of Valemount in 2013.

Meadow Creek Mosquito Impacts

- The B.C. Treaty Team is drafting a report to be emailed to Aimee Watson, RDCK Chair.

Valemount Air Quality Project

- The B.C. Treaty Team and Ministry of Environment and Climate Change Strategy have formed a working group and are developing a project plan for a review of all available validated continuous PM10 and PM2.5 data collected in Valemount (March 2013 – December 2019) along with information such as local meteorological measurements, Kinbasket Reservoir levels, satellite imagery, and documented observed dust storms (e.g. photos).
- Once the project plan is finalized, it will be forwarded to the Valemount Clean Energy Task Force for review.
- The two ministries will work with the Village of Valemount on the data analysis contract, supported with funding from the Province.

Columbia River Treaty Governance Webinar

For the Columbia River Treaty Local Governments' Committee and the Columbia Basin Regional Advisory Committee

February 26, 2020

A follow up webinar to answer additional questions was held March 24, 2020

Background

The purpose of this webinar was to provide an explanation of the current Columbia River Treaty governance structure to the Columbia River Treaty Local Governments' Committee (LGC) and the Columbia Basin Regional Advisory Committee (CBRAC). Jeremy Benson, Manager, Planning & Licensing, Generation System Operations at BC Hydro, delivered the presentation. Jeremy has 11 years of experience working on Columbia River Operations. He also assists with current Canada-United States (U.S.) Treaty Negotiations. Prior to his current role, Jeremy was the Secretary to the Canadian Entity for the Columbia River Treaty.

Historical Context

In 1948, flooding devastated communities along the Columbia River in Canada and the U.S., which pushed the Canadian and U.S. governments to investigate co-operation on managing the river. The growing power demand in the Pacific Northwest and B.C.'s then-Premier W.A.C. Bennett's vision for affordable electricity to create economic benefits also helped to drive the process forward. Over the next decade, Canada and the U.S. collaborated to determine where storage should be built to prevent further flooding and increase power generation. Negotiations between the two countries began in 1960, with the Treaty being signed in 1961 and ratified in 1964.

In exchange for a one-time flood control payment and for an equal share of the incremental U.S. downstream power benefits, the Treaty required Canada to build and operate three storage dams – Duncan, Hugh L. Keenleyside and Mica – in British Columbia and allowed the U.S. to build a fourth dam, the Libby Dam, that flooded into Canada. The dams were built slightly differently than how they were laid out in the Treaty. Mica Dam was built higher to allow for additional storage outside of the Treaty, (currently managed through the Non-Treaty Storage Agreement), and a lock was built at the Hugh Keenleyside Dam to allow for transportation of forestry products along the Arrow Lakes Reservoir.

The B.C. government contended that, as all the Treaty obligations and impacts were the sole responsibility of B.C., all the benefits from the Treaty should also go to the people of B.C. This resulted in the 1963 Canada-British Columbia Agreement, whereby most of the Treaty rights, benefits and

obligations were transferred to the Province. British Columbia designated the newly established BC Hydro as the 'Canadian Entity' to implement the Treaty.

Under the terms of the Treaty, the U.S. pre-paid Canada \$64 million for 60 years of assured flood control operations, which resulted in reduced flood damage and increased safety for U.S. citizens. The U.S. also committed in the Treaty to paying Canada half of the incremental power potential that could be produced as a result of the new flow regimes made possible by the Treaty coordination.

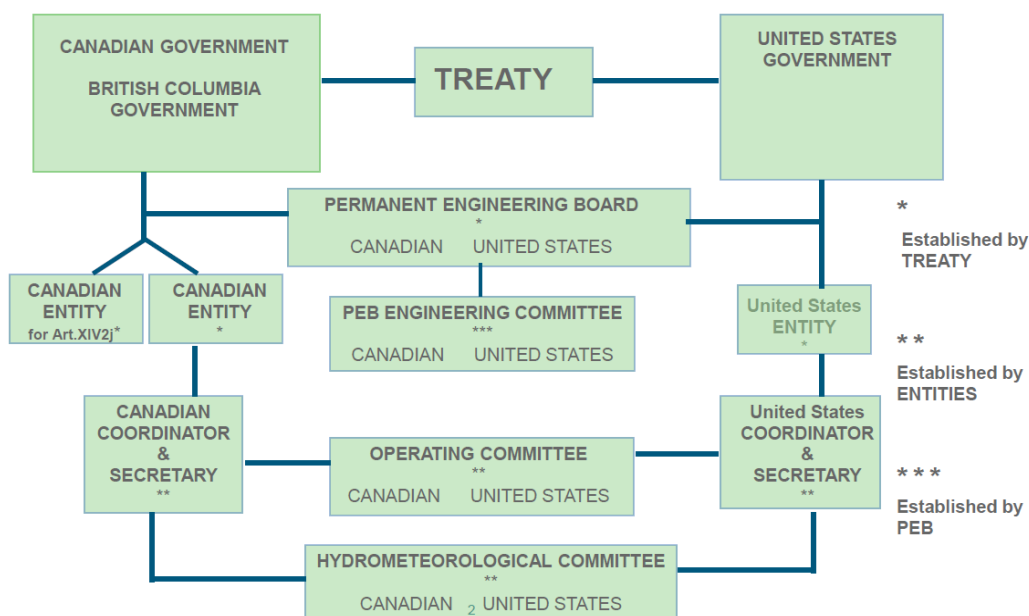
Under the Canada-British Columbia Agreement, the Canadian Entitlement benefits are owned by the Province of B.C. When the Treaty was ratified, B.C. pre-sold the first 30 years of the Entitlement to a consortium of utilities in the U.S. for \$254 million and used the money to partly finance the construction of the three Canadian Columbia River Treaty dams. Those sales agreements expired between 1998 and 2003, and the Province now receives all of the annual Canadian Entitlement.

The U.S. provides the Canadian Entitlement to B.C. in the form of energy and capacity, rather than money. Powerex then sells the Canadian Entitlement on the wholesale market to either BC Hydro or utilities in Alberta and the U.S. The Canadian Entitlement is currently worth approximately \$100-\$150 million each year, depending on power market prices, and that revenue goes into the Province of B.C.'s Consolidated Revenue Fund.

The Canadian Entitlement continues as long as the Columbia River Treaty is in place. If the Columbia River Treaty is terminated, the Canadian Entitlement ends. Canada is required to provide some flood protection for as long as the three Treaty dams exist, even if the Treaty is terminated. However, in 2024 the assured flood control provisions change to a more ad hoc "called upon" operation that takes effect only in extreme flooding years, whereby, unless Canada and the U.S. come to a new agreement, the U.S. must make effective use of its reservoirs before calling on Canada for additional storage. This "called upon" operation would remain in effect should the Treaty be terminated by either side.

Governance Structure for the Columbia River Treaty

Columbia River Treaty - Organization



This chart reflects the current Columbia River Treaty governance structure.

Description of Roles

The Canadian Government and the United States Government are parties to the Treaty. B.C. is listed in this chart along with the Canadian government because the 1963 Canada-British Columbia Agreement allocates most Treaty rights, benefits and obligations to the Province. Although this agreement retains Canada's constitutional jurisdiction for international treaties, it requires Canada to obtain the agreement of the Province before terminating or amending the Treaty. In the U.S., it is the responsibility of federal agencies to consult with state governments on Treaty matters. Decisions related to termination and amendments are made by the federal administration.

Appointees responsible: Prime Minister of Canada and President of the U.S.

The Treaty established Canadian and U.S. **Entities** and a **Permanent Engineering Board**.

The **Permanent Engineering Board (PEB)** was established by the Treaty to oversee the work of the Entities, to ensure they implement and operate the Treaty as originally envisioned. The PEB is not a decision-making body and does not have direct involvement in the day-to-day operations of the Treaty. If there is a dispute between Entities, they can bring it to the PEB for advice.

The PEB reports to the Canadian and U.S. governments, and primarily does so by issuing annual reports, all of which can be found on the U.S. Army Corps of Engineers website¹. The PEB handles tasks such as assembling flow records, assisting in settling differences that may arise between the Entities, and creating annual reports of the results being achieved. The PEB consists of four members, two appointed by Canada, and two by the U.S. The PEB has its own committee which consists of Canadian and American appointees who do day-to-day work and prepare for briefings.

Appointees: Two Canadian and two American representatives.

Entities

The Canadian and U.S. Entities were established to implement the Treaty

Canadian Entity – The Canadian Entity is composed of BC Hydro, which is responsible for hydroelectric operations, and the Province of B.C., which is responsible for the disposal of the Canadian Entitlement. The current Canadian Chair is Chris O’Riley, President and CEO of BC Hydro. The Coordinator is Heather Matthews, Director of Generation System Operations, BC Hydro. The Secretary is Chris Revell, Coordination Agreements Specialist Planning & Licensing, Generation System Operations, BC Hydro.

U.S. Entity – The U.S. Entity is composed of the Bonneville Power Administration (BPA), primarily responsible for management of the Columbia River system for hydroelectric power purposes, and the U.S. Army Corps of Engineers (USACE), primarily responsible for flood risk management. There is a Coordinator and Co-chair for each agency. There is one Secretary, who is a representative from BPA. The Coordinator is responsible for system operations. The Secretary is typically an engineer who works in the same department as the Coordinator. In the U.S., the Chairs rotate every two years, unlike in Canada where the Chairs are long-term.

¹ <https://www.nwd.usace.army.mil/CRWM/PEB/>

Committees

The Entities appoint representatives to the Operating and Hydrometeorological committees.

The **Hydrometeorological Committee (Hydromet Committee)** consists of Canadian and U.S. hydrologists and engineers, and reports to the Operating Committee. The Hydromet Committee is responsible for measuring the flows and reservoir elevations throughout the Columbia Basin as needed for Treaty purposes. They are also responsible for developing and maintaining a hydromet network across the basin that is used for weather and inflow forecasts for the region.

Appointees: Engineers from USACE, BPA and BC Hydro.

The **Operating Committee** is responsible for ensuring the operation of Treaty facilities meet the requirements specified by the Treaty. It plans the operation of storage which includes both downstream discharges and reservoir elevations.

On the Canadian side, the committee's Chair is Darren Sherbot, and the members are Gillian Kong, Doug D. Robinson and Herbert Louie, all from BC Hydro. The Operating Committee meets in person every two months and discusses current operations, events of the past two months and expected events in the upcoming months.

An Assured Operating Plan (AOP) is developed six years in advance using historical inflow data. The AOP contains the Treaty storage operating rules and the resulting downstream power benefit (half of which is the Canadian Entitlement). The AOP is published and signed by the Entities (BC Hydro, BPA and USACE).

Approximately one year in advance of the targeted operations, the Operating Committee develops a Detailed Operating Plan (DOP) that applies updated, more current data to the operating plan. The DOP is similar to the AOP but only focuses on operations. The Canadian Entitlement is not recalculated and all changes are by mutual agreement of the Entities. Historically, differences between the AOP and the DOP have been small.

The DOP also provides for parties to enter into supplemental operating agreements, such as the non-power use agreements, which allow BC Hydro to operate the Arrow Lakes Reservoir for whitefish and bull trout, and helps the U.S. meet flow requirements for various environmental and other interests downstream. The Treaty is sometimes criticized for focusing only on power and flood control, but the non-power uses agreement is one example of how the Treaty designers understood the uncertainty in future conditions and had the foresight to create mechanisms that could incorporate other interests.

Appointees: Representatives from BC Hydro, BPA, USACE.



**Regional District of
Kootenay Boundary**

STAFF REPORT

Date: January 6 2021 **File**
To: Chair Langman and the Board of Directors
From: Barb Ihlen, General Manager of Finance/CFO
Re: General Government (001) Final Work Plan and
 Draft Proposed 2021-2025 Draft Proposed Five
 Year Financial Plan

Issue Introduction

The purpose of this report is to provide an overview of the General Government/Legislative & Administrative Services (001) Draft Proposed Five Year Financial Plan.

History/Background Factors

The RDKB service budgets are developed by RDKB Managers during the annual budgeting process for review by committee prior to the adoption of the Five Year Financial Plan by the Board of Directors at the end of March. The budgets are also aligned with prioritized projects presented in the service work plans, where applicable. (Minor services do not have work plans).

This information presented in this report is generally intended to provide information on budget details, both capital and operational that may be considered a 'driver' to budgetary increases above a 2% threshold. Budget increases in the range +/- 2% are considered to be reasonable at this time without other factors to change the level of service provided. This increase allows us to maintain in most cases our contracted increases per our collective agreements, external provider's service contracts and general CPI increases for all other goods and services.

Additionally, recent amendments have been approved by the Policy and Personnel Committee on December 9th and will be included in the 2021 service budgets presented in January. These changes will have an impact to reduce the budget for some services while conversely increasing the budget for other services.

That the Policy and Personnel Committee refer the updated Cost Allocations Policy back to staff to incorporate the amendments discussed by the Committee on December 9, 2020. **FURTHER** that the calculated cost allocations be incorporated into each service budget for the January Committee meetings and that the draft policy, as amended by staff, be presented back to the Policy and Personnel Committee at the January 2021 Committee meeting.

Implications

Budget Summary

The budget for the General Government/Legislative & Administrative Services (001) Draft Proposed Five Year Financial Plan presents a 1.1% increase in tax requisition and an overall budget increase of 2.31% for 2021. The budget presented is considered a reasonable increase for 2021 to maintain the existing service levels, commitments and contracts and it is recommended for approval at a future meeting.

The following information identifies the elements of the budget that are key drivers for the increases in 2021.

Financial Summary for Budget Increase

- The internal recovery of administrative costs and other related common costs like building has been reviewed and it was determined that the current recovery model (i.e. board fee, common costs, office rent) did not fully cover all shared administrative and common costs. A cost allocation policy continues to be developed through the Policy and Personnel Committee. The draft policy presented at the December Policy and Personnel Committee is attached for general information.
- While these internal recoveries have increased, the Hydro Grant in Lieu has decreased and is now prorated amongst all active RDKB services who are allocated a share of administrative costs. Staff are recommending implementation of the policy over a two year period in order to smooth out the transition for services where allocated shared costs are increasing.
- The cost allocation and related hydro grant in lieu will be reviewed and refined over the month of January and updates to these amounts may occur.
- Miscellaneous revenue is increasing by 35.26% due to increases in grants for expected asset management and energy efficiency program engagement. Consulting fees is also increasing to the same projects.
- Transfers from Reserves is decreasing by 22.29% due to reduced need for taxation smoothing and staff are recommending a reserve transfer reduction from \$500,000 to \$335,000. The use of reserves for taxation smoothing will assist with the proposed two year implementation of the cost allocation policy and, not expected to be required in 2022.

Page 2 of 4

*Staff Report-202-20215 General Government/Legislative & Administrative Services (001)
Draft Proposed Five Year Financial Plan
Board of Directors, January 13, 2021*

- Director travel and expenses as well as staff related travel are decreasing due to the expectation of restrictions on travel to continue in the early part of 2021 due to the COVID-19 pandemic and related health authority orders.
- Director office supplies expenses are decreasing to reflect historical related costs and the related allowance provided to directors through the Director Remuneration policy.
- Salaries and benefits are increasing by 11.42% and primarily relate to negotiated staff increases, planned overlap of the Manager of Corporate Administration position, and a proposed Human Resources position. The business case for the proposed position will be presented to the Policy and Personnel Committee at the end of January. The costs for this position are included in the cost allocation model and will be recovered from services who have at least one RDKB employee. Please note that management salaries are still under review and any recommendations will be provided at a future Policy and Personnel Committee.
- Office equipment is increasing in order to update older office furniture where needed and comply with health and safety requirements.

Advancement of Strategic Planning Goals

We will review and measure service performance and we will continue to focus on good management and governance.

Background Information Provided

- 2021 General Government/Legislative & Administrative Services Work Plan
- 2021-2025 General Government/Legislative & Administrative Services draft proposed Five Year Financial Plan

Alternatives

1. The RDKB Board of Directors receive the 2021-2025 General Government/Legislative & Administrative Services (001) Five Year Financial Plan staff report for information and provide direction on the 2021 budget, and approve the related 2021 Work Plan.
2. The RDKB Board of Directors receive the 2021-2025 General Government/Legislative & Administrative Services (001) Five Year Financial Plan staff report for information and provide direction on the 2021 budget, and defer the related 2021 Work Plan and provide direction for adjustments.

Recommendation(s)

That the Regional District of Kootenay Boundary Board of Directors approve the 2021 General Government Services (Administration) (001) Work Plan as presented to the Board the of Directors on January 13, 2020 in the staff report titled "General Government Services (001) Final 2021 Work Plan and Draft Proposed 2021-2025 Five Year Financial Plan".

That the Regional District of Kootenay Boundary Board of Directors discuss the proposed 2021-2025 General Government/Legislative & Administrative Services (001) Five Financial Plan as presented to the Board on January 13, 2021 in the staff report titled "General Government Services (001) Final 2021 Work Plan and Draft Proposed 2021-2025 Five Year Financial Plan".

FURTHER that the Board of Directors provide direction to staff as to any changes to be made to the proposed Budget and refer it to a future meeting for further review.



General Government Services (Administration)

2021 Work Plan

(Final - To Board of Directors January 13, 2021)



2021

Mark Andison,
Chief Administrative Officer



General Government Services (Administration)

2021 Work Plan

Service Name: General Government Services

Service Number: 001

Committee Having Jurisdiction: Board

General Manager/Manager Responsible:
Mark Andison, CAO

Description of Service:

This service provides legislative and administrative support to the Board including the following functions and departments.

Legislative services includes all the broad legislative, legal and administrative support to the Board of Directors and the RDKB staff. This includes establishing Statutory Officer positions (LGA 234 (1)(a)). Corporate obligations include the duties of the 'clerk' such as ensuring meeting agendas and minutes are prepared, preparing and safe keeping of bylaws, paper and electronic records management, acting as Commissioner for taking Oaths and Affidavits, certifying documents and custody of the Corporate Seal, processing and managing official documents related to land transactions and property transfers, dealing with matters of conflict of interest and ethics, as well as legal issues and freedom of information requests. Additional functions are to support related elections and by-elections as well as referendums including the creation of new services.

Finance services is primarily responsible for compliance with the financial reporting requirements of various levels of government, including the budget and financial plan, the annual tax requisition and parcel taxes, the annual preparation of the audited Financial Statements, Statement of Financial Information Act and additional reporting required by the Ministry. Additional responsibilities include investments, risk management, insurance, asset management, payroll and employee benefits, accounts receivable/customer billings, and accounts payable/supplier payments.

Information technology performs the primary functions of service desk, infrastructure, and mobile/wireless services for the organization. This function supports all services that use technology including waste management, recreation, building inspection, planning and development, fire and emergency services as well as all corporate and administrative services.

Corporate communications function is also included under General Government Services, however the costs of corporate communications are shared between two services (General Government Services 90%; Emergency Preparedness 10%). This function supports all services as and when needed.

Climate action and sustainability functions and initiatives as well as the organization wide occupational health and safety program also fall under the General Government Services area of responsibility.

Other items included are legal support, liability insurance, human resources, and health and safety, and other related support.

Establishing Authority:

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

Requisition Limit:

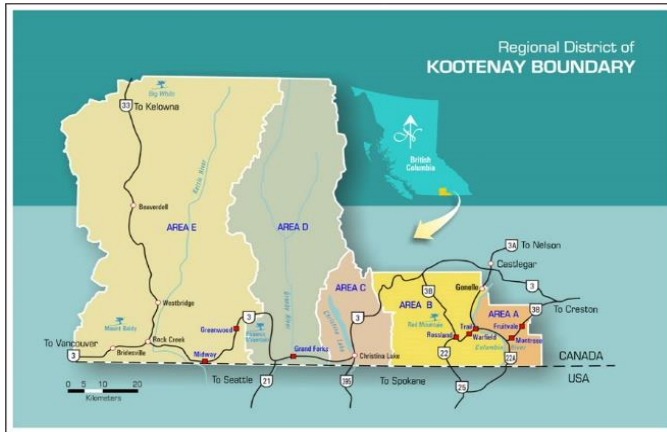
Not Applicable

2020 Requisition:	\$521,653
2020 Budget Expenditures:	\$3,944,385
2020 Q4 Actual Expenditures (not final):	\$3,118,000

Regulatory or Administrative Bylaws:

RDKB Procedure Bylaw No. 1720, 2020

Service Area Map



Service Area / Participants:

All Electoral Areas and Municipalities within the Regional District

Service Levels:

The service levels are maintained to provide the core services of corporate and administrative activities as described above for the entire Regional District and all related services. At this time, the number of active services is 69.

Human Resources:

Administration:

- CAO
- General Manager, Operations / DCAO (70%)
- Manager of Corporate Administration
- Executive Assistant
- Clerk/Secretary/Receptionists (1.8 full time equivalents)
- Corporate Communications Officer (90%)
- Manager of Infrastructure and Sustainability (15%)
- Engineering Technician (Health & Safety) (25%)
- Manager of Facilities and Recreation (East End) (10%)
- Manager of Facilities and Recreation (Grand Forks) (5%)
- Senior Energy Specialist

Finance:

- General Manager of Finance/CFO
- Financial Services Manager
- Financial Analyst
- Payroll & Accounts Payable Coordinator
- Accounting Clerk/Receptionist

Human Resources:

- position proposed

Information Technology:

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

2020 Accomplishments:

Significant headway has been made in the development of an Asset Management Plan for the Regional District. Staff is continuing to work with the consultants to complete detailed data collection for remaining facilities. Staff has worked with the consultants on the development of dashboards for each service that will lead to financial strategies and an Asset Management and Investment Plan Report. Along with a property appraisal that was undertaken for all RDKB properties in the fall, we have been provided with third party condition assessments for our assets, which will add value to our asset management plan.

For the Big White Community Issues Assessment project, Urban Systems Ltd. continues work on the project doing background research and those components of the project that do not entail public engagement due to COVID restrictions. The timeline for completion of the project has been extended into 2021 to allow an opportunity for public consultation during the winter operating season. Early closure of the resort in March due to COVID 19 concerns required the original consultation plan to be re-vamped. Ministry of Municipal Affairs and Housing staff have reviewed the new project plan/timeline and have approved the changes.

Implementation of the Corporate Communications Plan was on-going through 2020 with a focus on completion of the RDKB Website Redesign, and launch of the RDKB Online Newsletter, both being implemented in the fall of 2020.

Board room audio-video upgrades were completed in early 2020, with 1080p cameras being deployed.

Work on implementing the new Cityview software suite continued through 2020 with cutover to the live suite occurring in the fall of 2020.

With respect to the new primary corporate data storage replacement project, a request for proposals process resulted in the selection of a new Nutanix hyperconverged suite of storage products, including a Cloud disaster recovery service, which will greatly enhance the capacity of the RDKB to recover from site disasters. The equipment has arrived under budget and live cutover will be completed by Q1 2021.

Work on Freedom of Information and Protection of Privacy Act inquiries has continued to intensify over 2020. A new RDKB *Administration of the Freedom of Information and Protection of Privacy Act Bylaw* was developed and subsequently adopted at the October 29th Board meeting.

After months of bylaw development work by staff and multiple reviews by the Board, the RDKB adopted a new *Procedure Bylaw* at the June 25th meeting of the Board of Directors.

Lease assignment transfers for the rural Grand Forks fire halls was completed during 2020 with assistance from the RDKB's solicitors.

Work has continued through 2020 to install electric vehicle charging infrastructure at both the Trail and Grand Forks RDKB administration buildings and a Low Carbon Fleet Management Plan has been drafted.

Considerable work has been completed in reviewing BC Energy Step Code options for the RDKB with the Board selecting a path forward in late 2020. Related to that work, work was initiated on Community Energy Retrofit Plan options.

A preliminary petition process has demonstrated an interest from the Anaconda community in pursuing a RDKB service establishment process for their water system. Consultation with the Anaconda community about parcel consolidations as a precursor to service establishment has been delayed due to COVID-19 restrictions.

Significant Issues and Trends:

Over the past couple of years, human resource issues have escalated in number and complexity. This represents a significant challenge for the RDKB, considering the size of the organization and the lack of any dedicated human resource staff positions.

The cost of providing the administration service is distributed to services through a Board Fee. A review of the Board Fee is expected to continue into 2021 and form part of the 2021 budget and five-year financial plan deliberations. Staff determined that the Board Fee amount did not sufficiently cover the shared administrative costs. The Policy and Personnel Committee has been reviewing alternative options presented by staff as a new Cost Allocation Policy.

Access to information requests continue to increase which has a significant time and resource impact on all departments. Multiple requests are now processed on a weekly basis.

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

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

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

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

There will continue to be a significant amount of time required of all management staff related to Asset Management. The plan, once developed, will require continuous attention and revisions moving forward.

Legend:



Responding to Climate Change Impacts



Cost Effective and Efficient Services



Responding to Demographic / Economic / Social Change



Improve and Enhance Communication

2021 Project Summary

Relationship to Board Strategic Priorities	Project	Internal / External Resources	Risk/Priority
	Asset Management – develop a corporate plan and training of staff to maintain database, etc.	Led by GM Finance, with GM Operations and GM Environmental Services as sub-leads. Consultant services utilized with further anticipated grant funding.	High
	Big White Community Issues Assessment	Led by GM Operations / Deputy CAO, with involvement by multiple departments and utilizing consultant services	High
	RDKB Photo Refresh Project	Led by Corporate Communications Officer with assistance from photo consultants.	High
	Digital Maturity Mapping	Led by Corporate Communications Officer with assistance from consultants.	Medium
	Public Engagement Policy and Framework	Led by Corporate Communications Officer with assistance from consultants.	Medium
	Completion of rdkb.com Website Re-design	Led by Corporate Communications Officer with input from all departments, utilizing external consultant specialists	High
	Communications Plan Update	Led by Corporate Communications Officer	Medium
	RDKB Brand Refresh Project	Led by Corporate Communications Officer with assistance from consultants.	Medium

Relationship to Board Strategic Priorities	Project	Internal / External Resources	Risk/Priority
	Internal Communications Plan	Led by Corporate Communications Officer	Medium
	Online Engagement Continuity	Led by Corporate Communications Officer with input from all departments, utilizing external consultant specialists. utilizing external online engagement platform	High
	Digital Strategy	Led by Corporate Communications Officer	Medium
	Security Gateway Replacement – installing new higher capacity digital gateways to enable improved remote work and access	Manager of Information Technology and IT staff	High
	Server Services Rebuild – to modernize data centre operations	Manager of Information Technology and IT staff	Medium
	Virtual Desktop Infrastructure Virtual private network (VPN) upgrades to enable more functional remote work	Manager of Information Technology with input from other departments	High
	Electronic and Paper Records Management (RDKB Internal Filing Systems)	Jointly led by the Manager of Corporate Administration and Manager of Information Technology, with assistance from Administration staff	Medium
	Primary Corporate Storage Replacement	Led by Manager of Information Technology, with Network Infrastructure Analyst	High

Relationship to Board Strategic Priorities	Project	Internal / External Resources	Risk/Priority
	Development of Annual Report with summary of achievements along with anticipated GFOA award submission	Led by GM Finance with input from all departments.	High
	Operational Reviews and Implementation of Best Practices / Restructure	This could be a 1-3 year project for a dedicated human resource position, focusing on solid waste management and Grand Forks Aquatic Centre worksites first.	High
	Energy and Climate Change Project – Fortis BC Agreement	Led by Senior Energy Specialist	High
	Community and Corporate Climate Plan	Led by Senior Energy Specialist with input from all departments, utilizing external consultant specialists	High
	Energy and Climate Change Project – Part 2	Led by Senior Energy Specialist	High
	Anaconda Community Water Service Establishment Review	Led by Environmental Services with assistance of multiple departments	High
	Work with Non-Profit Organizations in the Boundary to Assist Facilitation of Community Meat Processing and Food Hub Projects	Largely Finance Department staff involved in receiving, dispersing and ensuring reporting on grant funds from the provincial government	High



REGIONAL DISTRICT OF KOOTENAY BOUNDARY
SUMMARY INFORMATION
GENERAL GOVERNMENT / LEGISLATIVE & ADMINISTRATIVE SERVICES
SERVICE NO 001

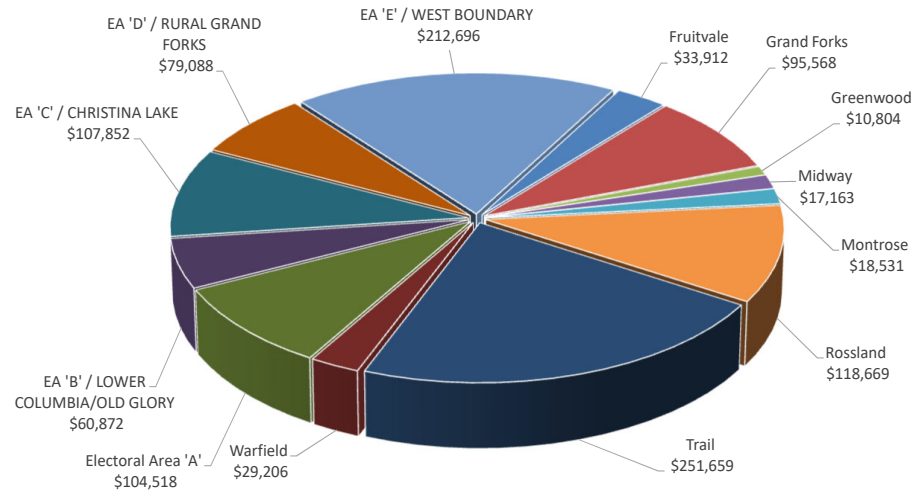
PARTICIPANTS: Grand Forks, Greenwood, Rossland, Trail, Fruitvale,
Midway, Montrose, Warfield, Electoral Areas 'A','B','C','D' & 'E'



	PAGE	2020 BUDGET	2021 BUDGET	Increase(Decrease) Between 2020 BUDGET and 2021 BUDGET		PRIMARY DRIVERS FOR CHANGE
				\$	%	
REVENUE:						
Property Tax Requisition	4	549,420	555,466	6,046	1.10	
Miscellaneous Revenue	12	193,001	261,055	68,054	35.26	Grants - Asset Management, Energy Efficiency
Recovery of Common Costs	14	113,514	193,852	80,338	70.77	Adjusted to reflect proposed cost allocation policy
Recovery of Administrative Costs	15-18	696,145	1,925,615	1,229,470	176.61	Adjusted to reflect proposed cost allocation policy
Hydro Generation Grant in Lieu	22	1,304,165	168,845	(1,135,320)	(87.05)	Adjusted to reflect proposed cost allocation policy
Previous Year's Surplus	23	153,639	171,196	17,558	11.43	
Transfer from Reserve	24	628,000	488,000	(140,000)	(22.29)	Reduction in taxation smoothing
EXPENDITURE:						
Salaries and Benefits	30-31	1,855,848	2,067,835	211,987	11.42	Negotiated wage Increases, overlap of Corp Admin, HR position
Office Equipment	41	7,700	25,000	17,300	224.68	Office furniture replacement

KEY FACTS	
Establishment Bylaw No.	1549; 2014
Max Requisition	No Maximum
Last Increase Requisition Limit	Not Applicable
Next Review Requisition Limit	Not Applicable
Reserve Balance Total	\$ 4,448,474.30
Summary of Reserve Balances:	
Self Insurance Fund	496,713.30
Management ERIP Fund	137,000.93
Carbon Offset Fund	258,904.18
Education Committee	21,945.79
Information Technology	266,015.54
Taxation Offset (Smoothing)	1,332,714.42
Climate Action Fund	155,167.09
Audio Visual	100,000.00
Unrestricted	1,680,013.05

2020 Property Tax Requisition (Projected)



REGIONAL DISTRICT OF KOOTENAY BOUNDARY
FIVE YEAR FINANCIAL PLAN

PARTICIPANTS: Grand Forks, Greenwood, Rossland, Trail, Fruitvale,
Midway, Montrose, Warfield, Electoral Areas 'A','B','C','D' & 'E'



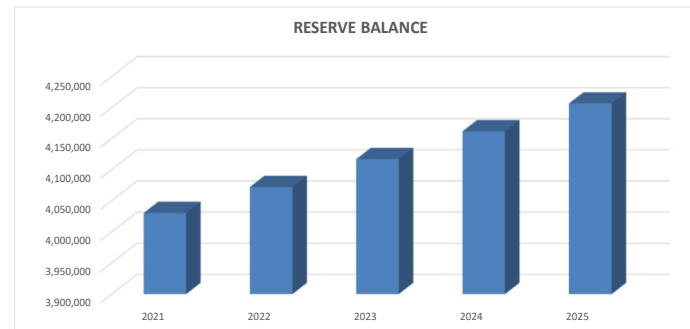
SERVICE NO 001

GENERAL GOVERNMENT / LEGISLATIVE & ADMINISTRATIVE SERVICES

	PAGE	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE:						
11 921 205 Transfer from Reserve	24	488,000	3,000	0	0	0
EXPENDITURE:						
12 121 610 Capital	54	246,000	174,000	180,000	185,000	190,000
12 121 811 Interest Expense - Short Term	55	40,000	40,800	41,616	42,448	43,297
12 121 830 Debt - Principal Payments	56	0	0	0	0	0
12 121 741 Contribution to Reserve	61	69,795	44,795	44,795	44,795	44,795

2021 CAPITAL BUDGET

Project	Taxes	ST Debt	LT Debt	Reserves	Grants	Total
Virtual Desktop Infrastructure (Remote Work Tech)	106,000	-	-	-	-	106,000
Checkpoint HQ Gateway Replace	20,000	-	-	-	-	20,000
SQL Server Refresh	20,000	-	-	-	-	20,000





REGIONAL DISTRICT OF KOOTENAY BOUNDARY
FIVE YEAR FINANCIAL PLAN

SERVICE NO 001
GENERAL GOVERNMENT / LEGISLATIVE & ADMINISTRATIVE SERVICES

PARTICIPANTS: Grand Forks, Greenwood, Rossland, Trail, Fruitvale,
Midway, Montrose, Warfield, Electoral Areas 'A','B','C','D' & 'E'



GENERAL GOVERNMENT / LEGISLATIVE & ADMINISTRATIVE SERVICES							Increase(Decrease)		Kootenay Boundary			
	PAGE	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	(OVER) UNDER	2021 BUDGET	Between 2020 BUDGET and 2021 BUDGET \$ %		-6.48% 2022 BUDGET	1.79% 2023 BUDGET	2.24% 2024 BUDGET	1.85% 2025 BUDGET
REVENUE:												
Property Tax Requisition	4	251,589	549,420	549,420	(0)	555,466	6,046	1.10	1,140,539	1,161,392	1,187,324	1,198,679
Federal Grant In Lieu	5	784	3,000	1,355	1,645	3,060	60	2.00	3,121	3,184	3,247	3,312
Rental - Trail Facilities	6	0	150	0	150	150	0	0.00	150	150	150	150
Rent GF Office - Planning	7	7,323	7,619	7,469	150	0	(7,619)	(100.00)	0	0	0	0
Rent GF Office - Building	8	22,680	22,680	22,680	0	0	(22,680)	(100.00)	0	0	0	0
Interest Earned	9	113,603	52,020	61,588	(9,568)	50,000	(2,020)	(3.88)	51,000	52,020	53,060	54,122
Woodstove Exchange - BC Lung	10	870	7,171	7,171	0	3,811	(3,360)	(46.85)	0	0	0	0
Woodstove Exchange - Other Income	11	500	0	0	0	0	0	0.00	0	0	0	0
Miscellaneous Revenue	12	104,067	193,001	137,652	55,349	261,055	68,054	35.26	17,009	8,165	8,222	8,280
Columbia Basin Trust	13	17,749	17,748	17,748	0	17,748	0	0.00	17,748	17,748	17,748	17,748
Recovery of Common Costs	14	108,347	113,514	113,517	(3)	193,852	80,338	70.77	197,729	201,684	205,718	209,832
Recovery of Administrative Costs	15-18	683,639	696,145	696,145	0	1,925,615	1,229,470	176.61	1,964,127	2,003,410	2,043,478	2,084,348
Local Government Act - Grant	19	160,000	160,000	160,000	0	160,000	0	0.00	160,000	160,000	160,000	160,000
Province of BC CARIP	20	41,783	36,113	41,783	(5,670)	36,835	722	2.00	37,572	38,324	39,090	39,872
Province of BC - Misc Revenue	21	0	0	0	0	0	0	0.00	0	0	0	0
Hydro Generation Grant in Lieu	22	1,499,946	1,304,165	1,389,650	(85,485)	168,845	(1,135,320)	(87.05)	182,222	195,867	209,784	223,980
Previous Year's Surplus	23	467,339	153,639	153,017	622	171,196	17,558	11.43	0	0	0	0
Transfer from Reserve	24	17,201	628,000	0	628,000	488,000	(140,000)	(22.29)	3,000	0	0	0
Hospital District Contract	25	0	0	0	0	0	0	0.00	0	0	0	0
Total Revenue		3,497,419	3,944,385	3,359,196	585,189	4,035,634	91,249	2.31	3,774,218	3,841,942	3,927,821	4,000,321
EXPENDITURE:												
Director Remuneration	26	322,528	341,297	305,295	36,001	337,007	(4,290)	(1.26)	343,747	350,622	357,634	364,787
Director Travel	27	45,970	54,060	18,092	35,968	25,000	(29,060)	(53.76)	51,000	52,020	53,060	54,122
Directors Expenses	28	41,269	27,540	11,422	16,118	16,500	(11,040)	(40.09)	27,312	27,828	28,355	28,892
Office Supplies - Directors	29	780	6,304	567	5,737	3,000	(3,304)	(52.41)	3,060	3,121	3,184	3,247
Total Directors Remuneration		410,547	429,200	335,377	93,823	381,507	(47,693)	(11.11)	425,119	433,591	442,233	451,048
Salaries and Benefits	30-31	1,618,733	1,855,848	1,608,533	247,315	2,067,835	211,987	11.42	2,107,758	2,149,914	2,192,911	2,236,769
Labour Relations	32	0	8,837	7,212	1,624	9,000	163	1.85	9,180	9,364	9,551	9,742
Travel Expense	33	24,368	20,400	5,076	15,324	10,000	(10,400)	(50.98)	21,224	21,649	22,082	22,523
Staff Development	34	28,688	36,482	13,121	23,361	40,625	4,143	11.36	40,814	41,018	41,838	42,675
Total Salaries & Benefits		1,671,788	1,921,567	1,633,942	287,625	2,127,460	205,893	10.71	2,178,976	2,221,944	2,266,382	2,311,709
Postage	35	9,276	20,400	11,529	8,871	15,000	(5,400)	(26.47)	15,300	15,606	15,918	16,236
Telephone	36	34,416	39,780	44,855	(5,075)	40,615	835	2.10	41,428	42,256	43,101	43,963
FCM Dues	37	6,763	7,458	6,491	967	7,500	42	0.57	7,650	7,803	7,959	8,118
Advertising	38	22,004	22,564	15,086	7,478	22,500	(64)	(0.28)	19,890	20,288	20,694	21,107
Board Fee	39	0	0	0	0	349	349	0.00	356	363	370	378
Information Technology	40	219,732	260,201	197,977	62,224	225,057	(35,144)	(13.51)	218,895	227,278	235,000	240,000
Office Equipment	41	7,395	7,700	5,314	2,386	25,000	17,300	224.68	25,500	26,010	26,530	27,061
Office Supplies	42	38,716	37,740	26,588	11,152	38,533	793	2.10	39,303	40,089	40,891	41,709
Building Maintenance	43	154,359	180,383	134,158	46,226	160,333	(20,050)	(11.12)	158,440	161,608	164,841	168,137
Vehicle Operating	44	33,285	38,112	23,634	14,478	37,413	(699)	(1.83)	38,161	38,924	39,703	40,497
Equipment Lease Photocopier	45	11,337	23,300	5,444	17,856	23,789	489	2.10	24,265	24,750	25,245	25,750
Equipment Lease Postage Machine	46	3,434	4,276	0	4,276	3,600	(676)	(15.81)	3,672	3,745	3,820	3,897
Bank Service Charge	47	61,955	51,434	56,645	(5,211)	64,264	12,830	24.94	65,549	66,860	68,197	69,561
Operating Grants Provided	48	10,000	10,000	10,000	0	10,000	0	0.00	10,000	10,000	10,000	10,000
Total Operating		602,671	693,347	527,719	165,628	663,953	(29,394)	(4.24)	658,409	675,582	692,271	706,416
Continued, page 2												
Legal Fees	49	70,800	71,400	95,654	(24,254)	71,400	0	0.00	72,828	74,285	75,770	77,286
Consultants Fees	50	161,694	226,612	85,065	141,547	280,824	54,212	23.92	25,941	14,262	20,487	14,717
External Audit	51	44,375	40,800	10,253	30,547	41,616	816	2.00	42,448	43,297	44,163	45,046

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REGIONAL DISTRICT OF KOOTENAY BOUNDARY
FIVE YEAR FINANCIAL PLAN

SERVICE NO 001
GENERAL GOVERNMENT / LEGISLATIVE & ADMINISTRATIVE SERVICES

PARTICIPANTS: Grand Forks, Greenwood, Rossland, Trail, Fruitvale,
Midway, Montrose, Warfield, Electoral Areas 'A','B','C','D' & 'E'



		PAGE	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	(OVER) UNDER	2021 BUDGET	Between 2020 BUDGET and 2021 BUDGET		-6.48% 2022 BUDGET	1.79% 2023 BUDGET	2.24% 2024 BUDGET	1.85% 2025 BUDGET
								\$	%				
12 121 237	Liability Insurance	52	48,655	50,148	49,182	966	59,903	9,754	19.45	61,101	62,323	63,569	64,841
12 121 238	Property Insurance	53	16,210	56,534	47,570	8,964	16,864	(39,669)	(70.17)	17,202	17,546	17,897	18,255
Total Professional Fees/Insurance			341,733	445,494	287,723	157,771	470,607	25,113	5.64	219,519	211,712	221,886	220,144
12 121 610	Capital	54	21,310	306,000	242,411	63,589	246,000	(60,000)	(19.61)	174,000	180,000	185,000	190,000
Total Capital			21,310	306,000	242,411	63,589	246,000	(60,000)	(19.61)	174,000	180,000	185,000	190,000
12 121 811	Interest Expense - Short Term	55	43,177	40,000	60,331	(20,331)	40,000	0	0.00	40,800	41,616	42,448	43,297
12 121 830	Debt - Principal Payments	56	0	0	0	0	0	0	0.00	0	0	0	0
Total Debt			43,177	40,000	60,331	-20,331	40,000	0	0.00	40,800	41,616	42,448	43,297
12 121 905	Woodstove - Coordinator	57	-21	908	860	48	48	(860)	(94.69)	0	0	0	0
12 121 906	Woodstove - Rebates Paid	58	1,250	5,500	2,500	3,000	3,000	(2,500)	(45.45)	0	0	0	0
12 121 907	Woodstove - Other Expenses	59	144	763	0	763	763	0	0.00	0	0	0	0
12 121 908	Woodstove - Workshops	60	0	0	0	0	0	0	0.00	0	0	0	0
Total Woodstove Exchange Program			1,374	7,171	3,360	3,811	3,811	(3,360)	(46.85)	0	0	0	0
12 121 741	Contribution to Reserve	61	205,658	71,045	71,045	0	69,795	(1,250)	(1.76)	44,795	44,795	44,795	44,795
12 121 990	Previous Year's Deficit	62	0	0	0	0	0	0	0.00	0	0	0	0
12 121 999	Contingencies	63	35,522	20,560	16,090	4,470	22,500	1,940	9.44	22,600	22,702	22,806	22,912
Total Other			241,180	91,605	87,135	4,470	92,295	690	0.75	67,395	67,497	67,601	67,707
Total Expenditure			3,343,780	3,944,385	3,188,000	756,386	4,035,634	91,249	2.31	3,774,218	3,841,942	3,927,821	4,000,321
Surplus/(Deficit)			153,639		171,196		-			-	-	-	-
Reserve Balance							4,030,269			4,072,064	4,116,859	4,161,654	4,206,449

3,811 Woodstove Income
3,811 Woodstove Expense
0

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan



Property Tax Requisition		2021		2022		2023		2024		2025
		Budget		Budget		Budget		Budget		Budget
2020	Description	Amount	%	Amount		Amount		Amount		Amount
Actual										
16,297	11 830 100 001 Fruitvale	16,516	3.0	33,912		34,532		35,303		35,641
46,351	11 830 200 001 Grand Forks	46,544	8.4	95,568		97,316		99,488		100,440
5,040	11 830 300 001 Greenwood	5,262	0.9	10,804		11,001		11,247		11,354
7,758	11 830 400 001 Midway	8,359	1.5	17,163		17,477		17,868		18,038
8,310	11 830 500 001 Montrose	9,025	1.6	18,531		18,870		19,291		19,476
55,047	11 830 600 001 Rossland	57,794	10.4	118,669		120,839		123,537		124,718
119,880	11 830 700 001 Trail	122,563	22.1	251,659		256,260		261,982		264,487
13,759	11 830 800 001 Warfield	14,224	2.6	29,206		29,740		30,404		30,695
60,856	11 830 901 001 Electoral Area 'A'	50,902	9.2	104,518		106,429		108,806		109,846
27,734	11 830 902 001 EA 'B' / LOWER COLUMBIA/OLD	29,646	5.3	60,872		61,985		63,369		63,975
52,027	11 830 903 001 EA 'C' / CHRISTINA LAKE	52,526	9.5	107,852		109,824		112,276		113,350
36,430	11 830 904 001 EA 'D' / RURAL GRAND FORKS	38,518	6.9	79,088		80,534		82,333		83,120
99,931	11 830 905 001 EA 'E' / WEST BOUNDARY	103,587	18.6	212,696		216,584		221,420		223,538
549,420	Sub	555,466	100.0	1,140,539		1,161,392		1,187,324		1,198,679
	This Year Requisition	555,466		1,140,539		1,161,392		1,187,324		1,198,679
	Total Requisition	555,466		1,140,539		1,161,392		1,187,324		1,198,679

Notes: Allocations based on most recent property assessment values (2020 Completed Roll, Dec, 2019)

TOTAL							
829,879,333	Converted Assessment Base	919,610,036	919,610,036	919,610,036	919,610,036	919,610,036	919,610,036
0.06620	Cost per \$1,000	0.06040	0.12402	0.12629	0.12911	0.13035	0.13035
\$ 13.24	Base cost for a home valued at \$200,000	\$ 12.08	\$ 24.80	\$ 25.26	\$ 25.82	\$ 26.07	\$ 26.07

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Federal Grant In Lieu		2.00%	2.00%	2.00%	2.00%	2.00%
Account No	11 210 100 001	2020	2021	2022	2023	2024	2025
		Prior Yr	Budget	Budget	Budget	Budget	Budget

Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Grants in Lieu	3,000	3,060	3,121	3,184	3,247	3,312
	Federal & Provincial Gov't - Properties						
Annual Budget		3,000	3,060	3,121	3,184	3,247	3,312

Notes:	Previous Year Budget	3,000
	Actual to December 31, 2020	1,355

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Rental - Trail Facilities		0.00%	0.00%	0.00%	0.00%	0.00%
Account No	11 400 003 - 001	2020	2021	2022	2023	2024	2025
		Prior Year	Budget	Budget	Budget	Budget	Budget

Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Board Room Rentals	150	150	150	150	150	150
2							
Annual Budget		150	150	150	150	150	150

Notes:	Previous Year Budget	150
	Actual to December 31, 2020	-
Item #1	Estimate for User Group Charges collected for meeting rooms	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Rental GF Office - Planning	2020	2.00%	2.00%	2.00%	2.00%	2.00%
Account No	11 400 004 - 001	Prior Year	2021	2022	2023	2024	2025
		Budget	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Rental - Planning Dept	7,619	-	-	-	-	-
Annual Budget		7,619	-	-	-	-	-

Notes:		Previous Year Budget	7,619
		Actual to December 31, 2020	7,469
Item #1	Included in Shared Internal Costs starting in 2021		
	Contribution from Planning Function for use of Grand Forks		
	office space. Includes utilities, and maintenance.		

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Five Year Financial Plan

[illegible]

Notes:	Previous Year Budget	22,680
	Actual to December 31, 2020	22,680
Item #1	Included in Shared Internal Costs starting in 2021	
	includes recovery of heating, electricity, water, bldg and ground mntc, janitorial, etc.	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

[illegible]

Notes:	Previous Year Budget	52,020
	Actual to December 31, 2020	61,588

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Name **Woodstove Exchange - BC Lung**

Account No 11 550 106 - 001

2020
Prior Year

2021 Budget

2022 Budget

2023 Budget

2024 Budget

2025 Budget

	Description	Amount	Amount	Amount	Amount	Amount	Amount
Item No							
1	BC Lung Association						
	2020 Funding from BC Lung Association						
	Basic Grants 10 x \$250 & 5 x \$400	4,500					
	Support for Administration Costs	1,500					
	Sub Total	6,000					
2	Remaining Funding from Prior Years						
	Basic Grant Portion (12 @ \$250)	1,000	3,000				
	Administration Portion	171	811				
	Annual Budget	7,171	3,811	-	-	-	-

Notes:

Previous Year Budget

7,171

Actual to December 31, 2020

7,171

Item #1

Item #2

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name **Woodstove Exchange - Other Income**
Account No 11 550 107 - 001

		2020	2021	2022	2023	2024	2025
		Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Woodstove Exchange Top Up Income						
20	Area A (Top Up of \$100 per stove)						
10	Area B (Top Up of \$250 per stove)						
15	Area C (Top Up of \$100 per stove)						
20	Area D (Considering Top Up)						
16	Area E (Top Up of \$100 per stove)						
20	City of Midway						
10	City of Greenwood						
18	City of Grand Forks						
20	City of Rossland (\$100 top up)						
5	City of Warfield						
10	City of Trail (\$100 for 1st 15 exchanges)						
20	Village of Fruitvale (Top Up of \$100)						
	Estimate 30 x \$100						
	Annual Budget	-	-	-	-	-	-

Notes:

Previous Year Budget	-
Actual to December 31, 2020	-
Top-up varies from zero to \$250 (average used for this estimate is 41 @ \$250)	

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REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Name	Miscellaneous Revenue	2020	2.00%	2.00%	2.00%	2.00%	2.00%
Account No	11 590 159 - 001	Prior Year	2021	2022	2023	2024	2025
			Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Miscellaneous Revenue	2,680	2,734	2,788	2,844	2,901	2,959
2	Self Insurance Fund (ICBC Invoice)	-	-	-	-	-	-
3	Asset Management Grant - UBCM	15,000	10,000				
4	MIA Dividend	5,321	5,321	5,321	5,321	5,321	5,321
5	Fortis BC - Funding for Senior Energy Specialist	100,000	100,000				
6	FCM Electric Vehicle Study (50/50)	15,000					
7	Energy Efficiency Program Engagement - General	25,000	63,000	8,900			
8	BW Community Service Review Grant - Prov BC	30,000	30,000				
9	Asset Management Grant - FCM		50,000				
	Annual Budget	193,001	261,055	17,009	8,165	8,222	8,280

Notes:	Previous Year Budget	193,001
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Actual to December 31, 2020	137,652
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Item #2	No Contributions to Self Insurance Fund 2018-20; Reviewed Prior to 2021
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REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Columbia Basin Trust (Revenue)		0.00%	0.00%	0.00%	0.00%	0.00%
Account No	11 590 400 - 001	2020	2021	2022	2023	2024	2025
		Prior Year	Budget	Budget	Budget	Budget	Budget

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

Notes:	Previous Year Budget	17,748
	Actual to December 31, 2020	17,748

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Recovery of Common Costs	2020	2.00%	2.00%	2.00%	2.00%	2.00%
Account No	11 590 990 - 001	Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Use of Fleet Vehicles:						
005	Planning	13,133	-	-	-	-	-
010	Solid Waste	18,911	-	-	-	-	-
007	Economic Development	-	-	-	-	-	-
002	Electoral Administration	20,487	-	-	-	-	-
170	Boundary Integrated Watershed	3,000	-	-	-	-	-
	Sub-Total	55,530	-	-	-	-	-
2	Photocopiers:						
004	Building Inspection	2,075	-	-	-	-	-
005	Planning	9,684	-	-	-	-	-
010	Solid Waste	3,788	-	-	-	-	-
3	Heating: Sharing 50% of Total \$1,500	6,208	-	-	-	-	-
4	Power: Sharing 74% of Total \$28,000	35,519	-	-	-	-	-
5	HR Allocation		82,826	84,483	86,172	87,896	89,654
6	IT Allocation		-	-	-	-	-
7	Building Allocation		111,026	113,247	115,512	117,822	120,178
	Annual Budget	112,804	193,852	197,729	201,684	205,718	209,832

Notes:	Previous Year Budget	113,514
	Actual to December 31, 2020	113,517

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REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Account No	2020 Prior Year	2021 Budget	2.00% 2022 Budget	2.00% 2023 Budget	2.00% 2024 Budget	2.00% 2025 Budget
Administrative Recovery, Page 1 of 4	11 592 001 - 001						
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
001	General Government - Carbon Offset	-	349	356	363	370	378
002	Electoral Area Administration	19,907	36,846	37,583	38,335	39,101	39,883
003	Grants in Aid	9,642	20,427	20,836	21,252	21,677	22,111
004	Building & Plumbing Inspection	28,313	64,739	66,034	67,354	68,702	70,076
005	Planning and Development	47,825	51,584	52,616	53,668	54,741	55,836
006	Feasibility Studies	1,616	1,594	1,626	1,658	1,692	1,725
008	Boundary Economic Development	4,497	11,786	12,022	12,262	12,507	12,758
009	Police Based Victims' Services	1,463	9,696	9,890	10,088	10,289	10,495
010	Regionalized Waste Management	54,545	284,718	290,412	296,221	302,145	308,188
012	Emergency Preparedness	5,572	29,498	30,088	30,690	31,304	31,930
014	Parks & Trails - Area 'B'	12,422	14,932	15,231	15,535	15,846	16,163
015	9-1-1 Emergency Communications	17,411	5,559	5,670	5,784	5,899	6,017
017	East End Economic Development	4,323	1,810	1,846	1,883	1,921	1,959
018	Culture Arts & Recreation in the Lower Columbia	17,542	104,662	106,755	108,890	111,068	113,290
019	Parks & Trails - Beaver Valley	12,422	55,462	56,571	57,703	58,857	60,034
020-011	Recreation - Beaver Valley Arena	13,396	40,689	41,503	42,333	43,179	44,043
020-013	Recreation - Beaver Valley Recreation	12,422	16,914	17,252	17,597	17,949	18,308
021	Rec. Commission - Gd Fks , Area D	12,422	34,328	35,015	35,715	36,429	37,158
022	Rec. Commission Grnwd, Midway, Area E	1,463	2,090	2,132	2,174	2,218	2,262
Page 1 Total		277,203	787,683	803,437	819,505	835,896	852,613

Notes:

2021 Budget - Carbon Offset Purchases	31,337
2021 Budget - Climate Change Initiatives	-
Included in above Board Fee	\$ 31,337

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REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Board Fee Revenue, Page 2 of 4	2020	2021	2.00%	2.00%	2.00%	2.00%
Account No	11 592 001 - 001	Prior Year	Budget	2022	2023	2024	2025
				Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
023	Rec. Commission - Christina Lake	1,463	4,546	4,637	4,730	4,824	4,921
024	Rec. Facilities - Christina Lake	1,463	1,939	1,978	2,017	2,058	2,099
026	Boundary Museum Service		588	600	612	624	636
027	Area C Regional Parks & Trails	7,884	24,930	25,429	25,937	26,456	26,985
028	Beaverdell Community Club Service	-	323	329	336	343	350
030	Grand Forks Arena	12,080	39,339	40,126	40,928	41,747	42,582
031	Grand Forks Curling Rink	2,320	4,420	4,508	4,599	4,691	4,784
040	Grand Forks Aquatic Centre	16,206	62,490	63,740	65,015	66,315	67,641
045	Area 'D' Parks & Trails	1,463	5,085	5,187	5,290	5,396	5,504
047	Area 'D' Heritage Conservation	1,463	300	306	312	318	325
048	Area 'E' Heritage Conservation	-	-				
050	Fire Protection - East End	120,583	317,121	323,463	329,933	336,531	343,262
051	Fire Protection - Christina Lake	14,723	30,307	30,913	31,531	32,162	32,805
053	Fire Protection - Beaverdell	1,463	4,333	4,420	4,508	4,598	4,690
054	Fire Protection - Area E - Big White	13,912	106,540	108,671	110,844	113,061	115,322
056	Fire Protection - Rural Greenwood	1,463	345	352	359	366	373
057	Fire Protection - Rural Grand Forks	14,680	17,733	18,088	18,449	18,818	19,195
058	Fire Protection - Kettle Valley Fire	5,306	8,188	8,352	8,519	8,689	8,863
064	Refuse Disposal - Big White	5,665	12,543	12,794	13,050	13,311	13,577
	Page 2 Total	222,137	641,070	653,891	666,969	680,309	693,915

Notes:

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REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Board Fee Revenue, Page 3 of 4	2020	2021	2.00%	2.00%	2.00%	2.00%
Account No	11 592 001 - 001	Prior Year	Budget	2022	2023	2024	2025
				Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
065	Area 'E' Parks & Trails	1,463	474	483	493	503	513
070	Animal Control - East End	4,409	2,887	2,945	3,004	3,064	3,125
071	Animal Control - West End	4,409	4,590	4,682	4,775	4,871	4,968
074	Big White Security Services	4,919	6,356	6,483	6,613	6,745	6,880
075	Big white Noise Control Services	1,463	-				
077	Area 'C' Economic Development	1,463	2,327	2,374	2,421	2,469	2,519
078	Area 'D' & GF Economic Development	1,463	754	769	784	800	816
079	Area 'E' Economic Development	1,463	474	483	493	503	513
080	Mosquito Control - GD Fks, Area D	3,331	2,155	2,198	2,242	2,287	2,333
081	Mosquito Control - Christina Lake	2,075	711	725	740	755	770
090	Noxious Weed Control - Area A	1,463	776	792	807	823	840
091	Christina Lake Milfoil	1,991	20,771	21,186	21,610	22,042	22,483
092	Noxious Weed - Area D & E	1,463	7,929	8,088	8,249	8,414	8,583
101	Street Lighting - Big White	1,463	325	332	338	345	352
103	Beaverdell Street Lighting Service	-	300	306	312	318	325
120	House Numbering - Areas 'A' & 'C'	-	300	306	312	318	325
121	House Numbering - Area 'D'	-	300	306	312	318	325
122	House Numbering - Area 'B'	-	300	306	312	318	325
123	House Numbering - Area 'E'	-	300	306	312	318	325
Page 3 Total		32,838	52,029	53,070	54,131	55,214	56,318

Notes:

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REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Board Fee Revenue, Page 4 of 4	2020	2021	2.00%	2.00%	2.00%	2.00%
Account No	11 592 001 - 001	Prior Year	Budget	2022	2023	2024	2025
				Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
140	Library - Grand Forks, Areas D & C	4,022	6,378	6,506	6,636	6,768	6,904
141	Library - Specified Area 'E'	-	300	306	312	318	325
145	Greenwood, Area E' Cemetery Services	1,463	690	704	718	732	747
150	Cemeteries - East End	5,180	8,446	8,615	8,787	8,963	9,142
170	Boundary Integrated Watershed	1,463	8,856	9,033	9,214	9,398	9,586
500	Beaver Valley Water Supply	26,370	37,099	37,841	38,598	39,370	40,157
550	Christina Lake Water Supply Utility	8,079	49,941	50,940	51,959	52,998	54,058
600	Coumbia Gardens Water Supply	2,264	4,270	4,355	4,443	4,531	4,622
650	Rivervale Water Supply Utility	8,075	10,838	11,055	11,276	11,501	11,731
700	East End Regionalized Sewer	47,999	231,629	236,262	240,987	245,807	250,723
800	Oasis/Rivervale Sewer	5,376	7,868	8,025	8,186	8,350	8,517
900	East End Transit	52,111	74,467	75,956	77,475	79,025	80,605
950	West End Transit	1,565	4,051	4,132	4,215	4,299	4,385
	Page 4 Total	163,967	444,833	453,730	462,804	472,060	481,502
	Annual Budget	696,145	1,925,615	#####	#####	#####	#####

Notes:	Previous Year Budget	696,145
	Actual to December 31, 2020	696,145

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REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Five Year Financial Plan

[illegible]

Notes:	Previous Year Budget	160,000
	Actual to December 31, 2020	160,000

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Province of BC CARIP		2.00%	2.00%	2.00%	2.00%	2.00%
Account No	11 621 150 - 001	2020	2021	2022	2023	2024	2025
		Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Province of BC	36,113	36,835	37,572	38,324	39,090	39,872
	Climate Action Revenue Incentive Program						
	Carbon Tax Refunds based on actual volumes						
	Annual Budget	36,113	36,835	37,572	38,324	39,090	39,872

Notes:	Previous Year Budget	36,113
	Actual to December 31, 2020	41,783

Name	Province of BC - Misc Revenue	2020	2021	2022	2023	2024	2025
Account No	11 759 159 - 001	Prior Year	Budget	Budget	Budget	Budget	Budget

Notes:	Previous Year Budget	1,304,165
	Actual to December 31, 2020	1,389,650

[illegible]

Notes:	Previous Year Budget	1,304,165
	Actual to December 31, 2020	1,389,650

Yr 2007 +	Enhanced funding model adopted by the province for Crown Corporations Grant In Lieu
	Grant payments must be indexed annually based on year-over-year changes in
	total municipal property tax revenue in the province.

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Five Year Financial Plan

[illegible]

Notes:	Previous Year Budget	153,639
	Actual to December 31, 2020	153,017

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Five Year Financial Plan

[illegible]

Notes:	Previous Year Budget	628,000
	Actual to December 31, 2020	-

Item #2	Upgrade GF Admin Office Electrical System; Review GF Admin Office HVAC; Admin Office Conversions
Item #6&8	From Climate Action Reserve

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name **Hospital District Contract**
Account No 11 990 100 - 001

		2020 Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Administrative Fee - KBRHD						-
2	Administrative Fee - WKBHRD						
Annual Budget		-	-	-	-	-	-

Notes: Previous Year Budget -
Actual to December 31, 2020 -

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

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Directors Remuneration	2020	2.00%	2.00%	2.00%	2.00%	2.00%
Account No	12 110 130 - 001	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Directors 13 x (\$949 x 12 months) (Base Rate)	141,830	148,045	151,006	154,026	157,107	160,249
2	Board Chair \$2,109 x 12 months	24,768	25,814	26,330	26,857	27,394	27,942
3	Vice-Chair \$368 x 12 Months	4,320	4,504	4,594	4,686	4,780	4,876
4	Regular Board Meetings 13 Dir. x 22 MTG x \$92	25,740	26,838	27,375	27,923	28,481	29,051
5	Special Board Meetings (2 per year X 13 Dir X \$92	2,340	2,440	2,489	2,538	2,589	2,641
6	Technical Allowance 13 x \$221 x \$12 Months	33,696	35,166	35,869	36,586	37,318	38,064
7		-					
8		-					
9		-					
	COMMITTEE MEETINGS REMUNERATION						
10	Committee Chair Remuneration @ \$123	10,800	11,016	11,236	11,461	11,690	11,924
11	Policy & Personnel	5,940	6,059	6,180	6,304	6,430	6,558
12	Finance - Liaison	650	663	676	690	704	718
13	Electoral Area Services Committee	5,400	5,508	5,618	5,731	5,845	5,962
14	Environmental Services - Liaison	650	663	676	690	704	718
15	Protective Services - Liaison	650	663	676	690	704	718
16	Other Authorized Board Committee Meetings	34,845	35,542	36,252	36,978	37,717	38,471
17	Meeting Travel Allow. Est. (\$54 & \$65 & \$81) MTG/TRV	15,000	15,300	15,606	15,918	16,236	16,561
18	Allowance for Absentee Director + Other Ad Hoc Meetings	5,000	5,100	5,202	5,306	5,412	5,520
19	Statutory Benefits @ 5.0%	13,418	13,686	13,960	14,239	14,524	14,815
20	ESTIMATE INCREASE	16,250	-	-	-	-	-
	Annual Budget	341,297	337,007	343,747	350,622	357,634	364,787

Notes:	Previous Year Budget	341,297
Director Ren	Actual to December 31, 2020	305,295
CPI increase of 2% included in rates 2021 and beyond		

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REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Director Travel	2020	2.00%	2.00%	2.00%	2.00%	2.00%
Account No	12 110 210 - 001	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Mileage Board & Committee Meetings	54,060	25,000	51,000	52,020	53,060	54,122
Annual Budget		54,060	25,000	51,000	52,020	53,060	54,122

Notes:	Previous Year Budget	54,060
Director Remuneration	Actual to December 31, 2020	18,092
Reimbursement rate established by Policy - Provincial Government Rate		
Covers mileage claims only for Directors to attend Board		
and committee meetings, workshops, seminars etc.		

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Name	Directors Meeting Expenses		2.00%	2.00%	2.00%	2.00%	2.00%
Account No	12 110 211 - 001	2020 Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Meals & Accommodation	20,808	15,000	20,400	20,808	21,224	21,649
2	FCM Conference: 1 Director	5,202	-	5,412	5,520	5,631	5,743
3	Professional Development - Chair (e,g, COFI)	1,530	1,500	1,500	1,500	1,500	1,500
	Conference Location & Dates:						
2021	June 3 - 6, 2021, Montreal, QC						
	Annual Budget	27,540	16,500	27,312	27,828	28,355	28,892

Notes:	Previous Year Budget	27,540
Director Remuneration	Actual to December 31, 2020	11,422
Covers all other expenses of Directors.		
Mileage & Remuneration coded in other Budgets		

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Office Supplies - Directors	2020	2.00%	2.00%	2.00%	2.00%	2.00%
Account No	12 110 251 - 001	Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Business purposes Vehicle Insurance Coverage	3,152	3,000	3,060	3,121	3,184	3,247
2	Allowance for satellite internet service where basic not a	3,152					
Annual Budget		6,304	3,000	3,060	3,121	3,184	3,247

Notes:	Previous Year Budget	6,304
Director Remuneration	Actual to December 31, 2020	567
Item #1	Extra cost for Business Use Vehicle Insurance coverage reimbursed	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Salaries & Benefits	2020			2.00%	2.00%	2.00%	2.00%	2.00%
Account No	12 121 111 - 001	Prior Year			2021	2022	2023	2024	2025
					Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Hours	Rate	Amount	Amount	Amount	Amount	Amount
1	Chief Administrative Officer	171,082			179,881	183,479	187,148	190,891	194,709
2	General Manager - Finance	122,962		6 MID	125,421	127,930	130,488	133,098	135,760
3	Financial Services Manager	97,834		4 MID	99,791	101,787	103,823	105,899	108,017
4	Manager of Corporate Administration (Plus 4 Months Over	102,726		4 MID	141,121	108,896	111,074	113,295	115,561
5	Executive Assistant	70,034		1 MID	71,435	72,864	74,321	75,807	77,324
6	Manager of Information Services	89,030		4 STEP 2	90,810	92,627	94,479	96,369	98,296
7	Manager of Infrastructure and Sustainability	14,675	15.0%	99,791	14,969	15,268	15,573	15,885	16,203
8	General Manager - Operations/Deputy CAO	95,122	70.0%	141,781	99,246	101,231	103,256	105,321	107,428
9	Manager of Facilities & Recreation (Grand Forks)	4,892	5.0%	99,791	4,990	5,089	5,191	5,295	5,401
10	Deputy Fire Chief's extra duties (Big White Fire)	1,767			1,802	1,838	1,875	1,912	1,950
11	Allowance for Retirement, Orientation and Other Cost Pres	33,457			34,126	34,809	35,505	36,215	36,939
12	Manager of Facilities & Recreation (Greater Trail)	9,783	10.0%	99,791	9,979	10,179	10,382	10,590	10,802
13	Corporate Communications Officer	46,479	90.0%	87,794	79,015	80,595	82,207	83,851	85,528
14	Deputy CAO Remuneration	15,300			-	-	-	-	-
15	Fortis BC Senior Energy Specialist	79,365			82,527	84,177	85,861	87,578	89,330
16	HR Manager	-		4 MID	66,527	101,787	103,823	105,899	108,017
	Subtotal	954,508			1,101,640	1,122,555	1,145,006	1,167,906	1,191,264
	Benefits @	257,615		28%	310,442	316,336	322,663	329,116	335,698
	Page 1 Total	1,212,123			1,412,083	1,438,891	1,467,669	1,497,022	1,526,962

Notes:	Previous Year Budget	1,855,848
Salaries & Benefits	Actual to December 31, 2020	1,608,533
Item #7		
Item #11	Cost pressure allowance - management compensation review	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Salaries & Benefits, Continued	2020	2020		2.00%	2.00%	2.00%	2.00%	2.00%
Account No	12 121 111 - 001	Prior Year	Hours		2021	2022	2023	2024	2025
					Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Hours	Rate	Amount	Amount	Amount	Amount	Amount
1	Financial Analyst	65,970	1,892	36.13	68,358	69,725	71,120	72,542	73,993
2	Payroll & Accounts Payable Coordinator	65,970	1,892	36.13	68,358	69,725	71,120	72,542	73,993
3	Accounting Clerk Receptionist	56,149	1,892	30.75	58,179	59,343	60,529	61,740	62,975
4	Clerk/Steno/Receptionist (1.8 FTE)	54,687	3,406	29.96	102,032	104,072	106,154	108,277	110,442
5	Full Time IT support staff	58,714	1,892	32.16	60,847	62,064	63,305	64,571	65,862
6	Network Infrastructure Analyst	79,456	1,892	43.52	82,340	83,987	85,666	87,380	89,127
7	Engineering Technician (25% shared position)	17,143	1,892	37.56	17,766	18,121	18,484	18,853	19,230
8		-			-	-	-	-	-
9	Overtime allowance	10,000			10,000	10,200	10,404	10,612	10,824
10	Provision for unused Holidays (1wk/employee)	5,000	375	30.00	5,000	5,100	5,202	5,306	5,412
11	Finance Relief (Sick & Vacation Coverage)	9,607	325	30.75	9,994	10,194	10,397	10,605	10,818
12	Administration Casual staffing	43,415	-	29.96	-	-	-	-	-
13	Document management - administrative support	25,911	900	29.96	26,964	27,503	28,053	28,614	29,187
14						-	-	-	-
15	Allowance for CUPE Contract Increase (4% Includes 2% R	7,202				-	-	-	-
	Subtotal	499,223	16,358		509,837	520,034	530,434	541,043	551,864
	Benefits @	129,868		28.6%	145,915	148,834	151,810	154,847	157,943
	Page 2 Total	629,090			655,752	668,867	682,245	695,889	709,807
	Annual Budget	1,841,213			2,067,835	2,107,758	2,149,914	2,192,911	2,236,769

Notes:	Previous Year Budget	1,855,848
Salaries & Benefits	Actual to December 31, 2020	1,608,533
Item #7	Liquid Waste 25%, Solid Waste 50%, Administration 25%	
Item #12	Moved to Line #4	
	Benefits Updated for 1.95% Employer Health Tax In 2019 & End of MSP Premiums in 2020	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Labour Relations	2020	2.00%	2.00%	2.00%	2.00%	2.00%
Account No	12 121 190 - 001	Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Labour Relations	3,000	2,000	2,040	2,081	2,122	2,165
2	Employee and family assistance program	5,837	7,000	7,140	7,283	7,428	7,577
Annual Budget		8,837	9,000	9,180	9,364	9,551	9,742

Notes:	Previous Year Budget	8,837
Salaries & Benefits	Actual to December 31, 2020	7,212
Item #1		
Item #2	EFAP contract with Homewood (Capri Insurance)	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name			2.00%	2.00%	2.00%	2.00%	2.00%
Account No	Travel Expense	2020	2021	2022	2023	2024	2025
12 121 210 - 001		Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Travel expense for Administrative staff:	20,400	10,000	21,224	21,649	22,082	22,523
	Annual Budget	20,400	10,000	21,224	21,649	22,082	22,523

Notes:	Previous Year Budget	20,400
Salaries & Benefits	Actual to December 31, 2020	5,076

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Staff Development	2020	2.00%	2.00%	2.00%	2.00%	2.00%
Account No	12 121 239 - 001	Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
1	Municipal Officers Association:		Amount	Amount	Amount	Amount	Amount
	LGMA Dues (West Kootenay Chapter)	153	150	153	156	159	162
	LGMA Membership	918	900	918	936	955	974
	LGMA Annual Convention	1,040	1,000	1,020	1,040	1,061	1,082
	LGMA - Kootenay Boundary Chapter conferences	728	1,000	1,020	1,040	1,061	1,082
2	CPA Professional Development	1,000	5,000	5,100	5,202	5,306	5,412
3	Payroll Rractitioner Training		1,200	600	-		
4	Prov for continuing education for work related applicat	7,650	7,000	7,140	7,283	7,428	7,577
5	VADIM Annual Conference	510	500	510	520	531	541
6	GFOABC Annual Dues	734	700	714	728	743	758
7	GFOABC Annual Conference	1,632	1,500	1,530	1,561	1,592	1,624
8	Staff software training	2,122	2,000	2,040	2,081	2,122	2,165
9	Payroll Association Workshops	1,020	1,000	1,020	1,040	1,061	1,082
10	OH&S Training & Staff Development	12,000	12,000	12,240	12,485	12,734	12,989
11	CPA dues	3,300	3,000	3,060	3,121	3,184	3,247
12	CIP/PIBC - APEG dues	2,000	2,000	2,040	2,081	2,122	2,165
13	Payroll Association Dues	200	200	204	208	212	216
14	Int Assoc for Public Participation	300	300	306	312	318	325
15	Int Assoc of Business Communicators	375	375	383	390	398	406
16	IAP2 Conference (Communication)	800	800	816	832	849	866
17							
18							
	Annual Budget	36,482	40,625	40,814	41,018	41,838	42,675

Notes:	Previous Year Budget	36,482
Salaries & Benefits	Actual to December 31, 2020	13,121

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REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Postage	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account No	12 121 212 - 001	Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Postage	20,400	15,000	15,300	15,606	15,918	16,236
Annual Budget		20,400	15,000	15,300	15,606	15,918	16,236

Notes: Previous Year Budget 20,400
Operating Actual to December 31, 2020 11,529

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

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Telephone	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account No	12 121 213 - 001	Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Telephone call time charges	27,540	28,118	28,681	29,254	29,839	30,436
2	Cellular System air time	12,240	12,497	12,747	13,002	13,262	13,527
Annual Budget		39,780	40,615	41,428	42,256	43,101	43,963

Notes:	Previous Year Budget	39,780
Operating	Actual to December 31, 2020	44,855

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	FCM Annual Dues		2.10%	2.00%	2.00%	2.00%	2.00%
Account No	12 121 214 - 001	2020	2021	2022	2023	2024	2025
		Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Federation of Canadian Municipalities Annual Dues	6,898	7,000	7,140	7,283	7,428	7,577
2	Travel Fund	560	500	510	520	531	541
Annual Budget		7,458	7,500	7,650	7,803	7,959	8,118

Notes:	Previous Year Budget	7,458
Operating	Actual to December 31, 2020	6,491

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Advertising	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account No	12 121 221 - 001	Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Positions vacant	5,202	5,000	5,100	5,202	5,306	5,412
2	Promotional Items	5,100	5,500	5,610	5,722	5,837	5,953
3	Town Hall Meeting Costs	5,202	2,000	2,040	2,081	2,122	2,165
4	Contingency	3,060	3,000	3,060	3,121	3,184	3,247
5	CBT Advertising	4,000	4,000	4,080	4,162	4,245	4,330
6	Banners - printing & hardware		3,000				
Annual Budget		22,564	22,500	19,890	20,288	20,694	21,107

Notes:	Previous Year Budget	22,564
Operating	Actual to December 31, 2020	15,086

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Board Fee		2.10%	2.00%	2.00%	2.00%	2.00%
Account No	12 121 230 - 001	2020	2021	2022	2023	2024	2025
		Prior Year	Budget	Budget	Budget	Budget	Budget

Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Carbon Offset & Climate Change Initiatives		349	356	363	370	378
Annual Budget		-	349	356	363	370	378

Notes:	Previous Year Budget	-
Operating	Actual to December 31, 2020	-

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Information Technology	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account No	12 121 231 - 001	Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	IT Summary	260,201	225,057	218,895	227,278	235,000	240,000
Annual Budget		260,201	225,057	218,895	227,278	235,000	240,000

Notes:	Previous Year Budget	260,201
Operating	Actual to December 31, 2020	197,977
Capital Portion of Items Included Under Capital		

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Office Equipment	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account No	12 121 247 - 001	Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Contingency for Computer Failure	2,200	5,000	5,100	5,202	5,306	5,412
2	Allowance for Furnishings, Office Equipment	5,500	10,000	10,200	10,404	10,612	10,824
3	Filing Cabinet - Fire Proof for Personnel Files		5,000	5,100	5,202	5,306	5,412
4	Computers & Monitors		5,000	5,100	5,202	5,306	5,412
Annual Budget		7,700	25,000	25,500	26,010	26,530	27,061

Notes:	Previous Year Budget	7,700
Operating	Actual to December 31, 2020	5,314
Item #2	Corporate officer, HR Manager	
Item #4	HR Manager	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Office Supplies	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account No	12 121 251 - 001	Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Office supplies, printer/copier cartridges, photo copier paper	37,740	38,533	39,303	40,089	40,891	41,709
	Annual Budget	37,740	38,533	39,303	40,089	40,891	41,709

Notes:

Operating	Previous Year Budget	37,740
	Actual to December 31, 2020	26,588

Board policy of using recycled products when available

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name			2.10%	2.00%	2.00%	2.00%	2.00%
Account No	Building Maintenance	2020	2021	2022	2023	2024	2025
	12 121 252 - 001	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Contracted Janitorial/Maintenance	38,749	39,383	40,171	40,974	41,794	42,629
2	Snow clearing	3,121	3,500	3,570	3,641	3,714	3,789
3	Miscellaneous Maintenance Supplies & Repairs	3,500	7,500	7,650	7,803	7,959	8,118
4	Water & Sewer Utility	2,081	3,600	3,672	3,745	3,820	3,897
5	Bldg maint, electrical, mechanical, plumbing	4,162	7,500	7,650	7,803	7,959	8,118
6	Annual test of Fire alarm system	2,081	2,500	2,550	2,601	2,653	2,706
7	Canadian Waste - Pickup at Trail Office	2,081	2,000	2,040	2,081	2,122	2,165
8	Elevator Maintenance	1,144	1,850	1,887	1,925	1,963	2,002
9	Heating Costs - Gas	9,364	1,500	1,530	1,561	1,592	1,624
10	Power Costs - Electricity	47,858	28,000	28,560	29,131	29,714	30,308
11	Service HVAC	3,152	7,000	7,140	7,283	7,428	7,577
12	Alpine Disposal - Mixed Paper Recycle	1,632	2,000	2,040	2,081	2,122	2,165
13	Exterior xeriscaping/office conversion	15,000	5,000				
14	Liebert UPS System Annual Service	5,745	7,000	7,140	7,283	7,428	7,577
	Grand Forks Office Expenses:						
15	Utilities - Heating (gas)	4,162	2,500	2,550	2,601	2,653	2,706
16	Utilities - Power (electricity, water)	4,162	6,500	6,630	6,763	6,898	7,036
17	Building & Grounds Maintenance	3,641	4,000	4,080	4,162	4,245	4,330
18	Janitorial Services (Contract VAB Enterprises)	8,500	8,000	8,160	8,323	8,490	8,659
19	Exterior and Interior upgrades to Building	20,000	20,000	20,400	20,808	21,224	21,649
20	Counterforce Security Services	250	1,000	1,020	1,040	1,061	1,082
	Annual Budget	180,383	160,333	158,440	161,608	164,841	168,137

Notes:	Previous Year Budget	180,383
Operating	Actual to December 31, 2020	134,158
Item #1	Contracted with GTCC Janitorial Staff	
Item #3	Misc \$3060, additional cubicle for building inspection manager \$10,000, communication panel \$5,000, admin security gates \$6,500	
Item #11	Western Canada Contract Annual Agreement \$1,942.78 plus tax	
Item #13	xeriscaping exterior building \$10,000; conversion of storage room to office \$5,000	
1-20	UPDATE TO ACTUALS WITH 2% INCREASE	

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REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Name	Vehicle Operating	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account No	12 121 253 - 001	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Insurance - 2009 Ford Escape (G2)	915	907	925	944	963	982
2	Insurance - 2013 Ford Escape (G5)	964	956	975	995	1,015	1,035
3	Insurance - 2012 Subaru Impreza Tour - 312SLG (G4)	915	907	925	944	963	982
4	Insurance - 2018 Ford Escape - GX223P (G7)	1,734	1,483	1,513	1,543	1,574	1,605
5	Insurance - 2021 Hyundai Kona EV - LG577B (G8)		2,607	2,659	2,712	2,767	2,822
6	Gas & Oil	12,529	9,000	9,180	9,364	9,551	9,742
7	Misc Repairs & Service	6,722	6,500	6,630	6,763	6,898	7,036
8	EV Vehicle Charging		1,000	1,020	1,040	1,061	1,082
9	Special Excess Thrid party Liability Policy	868	853	870	887	905	923
10	Stericycle and Geotrac (Work Alone \$1.100 per Month)	13,464	13,200	13,464	13,733	14,008	14,288
	Annual Budget	38,112	37,413	38,161	38,924	39,703	40,497

Notes:	Previous Year Budget	38,112
Operating	Actual to December 31, 2020	23,634
Item #9	Excess Insurance Limit \$5,000,000 to "top-up" coverage of all employees and elected officials driving their own vehicles on Regional District business	

Name	Equipment Lease - Photocopier	2020	2021	2022	2023	2024	2025
Account No	12 121 261 - 001	Prior Year	Budget	Budget	Budget	Budget	Budget

Notes:	Previous Year Budget	23,300
Operating	Actual to December 31, 2020	5,444
Item #1,#2	IKON Service agreement Shared between Admin 44%, BV Recreation, 21% and Building Inspection 35%	
Item #4	MFA Five Year Lease @ 2% \$692.99 per month x 12 = \$8,316 Lease #9210 2012 - 2017	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name			2.10%	2.00%	2.00%	2.00%	2.00%
Account No	Equipment Lease - Mail	2020	2021	2022	2023	2024	2025
12 121 263 - 001		Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1a	Automatic Mailer SM58A (Included)						
1b	5 Key Interfaced Scale SE50	3,652	3,000	3,060	3,121	3,184	3,247
2	Meter Rental Model 9839 @ \$50 per month	624	600	612	624	637	649
Annual Budget		4,276	3,600	3,672	3,745	3,820	3,897

Notes:	Previous Year Budget	3,500
Operating	Actual to December 31, 2020	-

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Bank Service Charges	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account No	12 121 810 - 001	Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Account Service Fees @ \$306 (CIBC) & \$6 (KSCU)	5,640	3,744	3,819	3,895	3,973	4,053
2	Payroll & AP EFT Processing Fees @ \$210 x 12 m	1,873	2,520	2,570	2,622	2,674	2,728
3	Mechant Fees, Rental Interac	40,800	55,500	56,610	57,742	58,897	60,075
4	Other Misc Charges, Wire, NSF, Stop Pay, EDI, CM	3,121	2,500	2,550	2,601	2,653	2,706
Annual Budget		51,434	64,264	65,549	66,860	68,197	69,561

Notes:

Operating	Previous Year Budget	51,434
Item #1	Actual to December 31, 2020	56,645
Banking Agreement monthly service charge all accounts		

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name **Operating Grants Provided**
Account No 12 121 995 - 001

		2020 Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Operating Grants Provided to Services	10,000	10,000	10,000	10,000	10,000	10,000
	Annual Budget	10,000	10,000	10,000	10,000	10,000	10,000

Notes:

	Previous Year Budget	10,000
Operating	Actual to December 31, 2020	10,000
Board motion 2014 to provide grant to Columbia Gardens Water Supply of up to \$10,000		

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Legal Fees		2.00%	2.00%	2.00%	2.00%	2.00%
Account No	12 121 232 - 001	2020	2021	2022	2023	2024	2025
		Prior Year	Budget	Budget	Budget	Budget	Budget

Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Legal fees	70,000	71,400	72,828	74,285	75,770	77,286
Annual Budget		70,000	71,400	72,828	74,285	75,770	77,286

Notes:	Previous Year Budget	71,400
Professional Fees	Actual to December 31, 2020	95,654

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Consultants Fees	2020	2.00%	2.00%	2.00%	2.00%	2.00%
Account No	12 121 233 - 001	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Miscellaneous	10,612	10,824	11,041	11,262	11,487	11,717
2	Post-Employment Benefit Calculation	3,000	9,000	3,000	3,000	9,000	3,000
3	Management Compensation Review	15,000					
4	Communication Plan (digital maturity mapping workshop)		5,000				
5	Asset Management Plan Consultant & Training	30,000	70,000				
6	Community & Corporate Climate Change Project		50,000				
7	Development of RDKB Area Photo Library		15,000				
8	CBT & FCM Electric Vehicle Study	30,000					
9	Energy Efficiency Program Engagement	30,000	63,000	8,900			
10	Communication Brand Refresh						
11	HR Consultant	40,000					
12	Graphic Design re Communication		5,000				
13	Rural Development Institute - Selkirk College	20,000	20,000				
14	Board Strategic Plan Development						
15	Website Redesign	15,000					
16	BW Community Service Review	30,000	30,000				
17	Climate Action Initiative - Agricultural Adaptation Project	3,000	3,000	3,000			
	Annual Budget	226,612	280,824	25,941	14,262	20,487	14,717

Notes:	Previous Year Budget	226,612
Professional Fees	Actual to December 31, 2020	85,065
Item #2	Audit Requirement: MERCER (CANADA) LTD (Every 3 years there is a detailed update to the annual calculations)	
Item #5	Partially Paid Through Grant	
Item #6	Funded Through CARIP	
Item #9	Funded Through Grants (Incl. Indoor Conservation Kits)	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	External Audit		2.00%	2.00%	2.00%	2.00%	2.00%
Account No	12 121 234 - 001	2020	2021	2022	2023	2024	2025
		Prior Year	Budget	Budget	Budget	Budget	Budget

Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Annual External Audit Fee	40,800	41,616	42,448	43,297	44,163	45,046
Annual Budget		40,800	41,616	42,448	43,297	44,163	45,046

Notes:	Previous Year Budget	40,800
Professional Fees	Actual to December 31, 2020	10,253

Five Year Financial Plan

Name	Liability Insurance	2020	2021	2022	2023	2024	2025
Account No	12 121 237 - 001	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No		Amount	Amount	Amount	Amount	Amount	Amount
1	Board Corporate Liability Insurance	49,628	59,372	60,559	61,771	63,006	64,266
1a	Experience Adjustment (Experience Factor Adjustment)	-					
2	Group Travel Insurance - Elected Officials	520	531	541	552	563	574
	Annual Budget	50,148	59,903	61,101	62,323	63,569	64,841

Notes:		Previous Year Budget	50,148
Professional Fees		Actual to December 31, 2020	49,182
Item #1a	Adjustment for our experience in relation to MIA "averages" MAX 30% of premium		
Yr 2020	Our Experience rating factor is a -5.00% surcharge. Last year the factor was -10.00%		

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Five Year Financial Plan

Name	Property Insurance	2020	2.00%	2.00%	2.00%	2.00%	2.00%
Account No	12 121 238 - 001	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Building & Contents - Trail Office	6,202	6,326	6,452	6,581	6,713	6,847
2	Building & Contents - GF Building Inspection	1,834	1,871	1,908	1,946	1,985	2,025
3	Extra Expense, Acct Rec, Valuable Papers, Business Interruption	2,136	2,179	2,222	2,267	2,312	2,358
4	Crime Insurance	3,570	3,641	3,714	3,789	3,864	3,942
5	Terrorism & Sabotage	2,792	2,848	2,905	2,963	3,022	3,083
6							
7	Comprehensive insurance appraisal	40,000					
	Annual Budget	56,534	16,864	17,202	17,546	17,897	18,255

Notes:	Previous Year Budget	56,534
Professional Fees	Actual to December 31, 2020	47,570
Item #3	Included in Business Interruption (Item #8)	
Items #6-7	Comprehensive appraisal every five years	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Five Year Financial Plan

[illegible]

Notes:	Previous Year Budget	306,000
Capital	Actual to December 31, 2020	242,411
Items #1	Decision to replace fleet vehicles based on mileage and general condition	
	All Vehicle purchases shown as net of trade-in values	
Item #2	GF Admin Office Electrical System Upgrade; HVAC Review/Improvements/ Trail Admin Office Conversion	

Sources of Funding Capital Projects:
D = Debenture Borrowing
R = Reserves
C = Current Revenues
S = Short Term Borrowing
G = Gas Tax Grant

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Interest Short Term		2.00%	2.00%	2.00%	2.00%	2.00%
Account No	12 121 811 - 001	2020	2021	2022	2023	2024	2025
		Prior Year	Budget	Budget	Budget	Budget	Budget

Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Revenue Anticipation Loan Interest	40,000	40,000	40,800	41,616	42,448	43,297
Annual Budget		40,000	40,000	40,800	41,616	42,448	43,297

Notes:	Previous Year Budget	40,000
Debt	Actual to December 31, 2020	60,331

Item #1	Cost of borrowing pending the receipt of tax requisition
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Name	Debt - Principal Payments	2020	2021	2022	2023	2024	2025
Account No	12 121 830 - 001	Prior Year	Budget	Budget	Budget	Budget	Budget

Notes:	Previous Year Budget	-
Debt	Actual to December 31, 2020	-

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name **Woodstove Exchange - Coordinator** **2020** **2021** **2022** **2023** **2024** **2025**
 Account No 12 121 905 - 001 **Prior Year** **Budget** **Budget** **Budget** **Budget** **Budget**

Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Coordinator's Fees	1,000	-	-	-	-	-
2	Carry Forward from Prior Year	(92)	48				
Annual Budget		908	48	-	-	-	-

Notes: Previous Year Budget 908
 Woodstove Actual to December 31, 2020 860
 Item #1 BC Lung has extended the program to December 2020

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name **Woodstove Exchange - Rebates Paid** **2020** **2021** **2022** **2023** **2024** **2025**
Account No 12 121 906 - 001 **Prior Year** **Budget** **Budget** **Budget** **Budget** **Budget**

Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Rebates Paid 25 @ \$250)	4,500	-	-	-	-	-
2	Top Ups provided by Local Government						
	Carry Forward from Prior Year (12 @ \$250.00)	1,000	3,000				
Annual Budget		5,500	3,000	-	-	-	-

Notes: Previous Year Budget 5,500
Woodstove Actual to December 31, 2020 2,500
Item #1 BC Lung has extended the program to December 2020
Item #2 Average top up \$100 each

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name **Woodstove Exchange - Other Expenses**
Account No 12 121 907 - 001

		2020	2021	2022	2023	2024	2025
		Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
	Other Expenses Include:	500	-	-	-	-	-
1	Telephones, Internet and Communication						
2	Advertising and Promotions						
3	Travel and Mileage						
4	Carry Forward from Prior Year	263	763				
	Annual Budget	763	763	-	-	-	-

Notes:

	Previous Year Budget	763
Woodstove	Actual to December 31, 2020	-
Item #1	BC Lung has extended the program to December 2020	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name **Woodstove Exchange - Workshops**
Account No 12 121 908 - 001

		2020 Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Woodstove Workshops, Public Education (includes wages)	-	-	-	-	-	-
Annual Budget		-	-	-	-	-	-

Notes:

	Previous Year Budget	-
Woodstove	Actual to December 31, 2020	-
Item #1	BC Lung has extended the program to December 2015	
	Included in other expenses	

2021-01-08

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REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Contribution to Reserve	2020	2021	2022	2023	2024	2025
Account No	12 121 741 - 001	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Contribution to Reserve - Information Technology	25,000	25,000	25,000	25,000	25,000	25,000
2	Management Early Retirement Incentive Plan	3,045	1,795	1,795	1,795	1,795	1,795
3	Self Insurance Fund (ICBC Invoice)	-	-	-	-	-	-
4	Airport sale transfer to reserve						
5	Carbon offset contribution to reserve	18,000	18,000	18,000	18,000	18,000	18,000
6	Build reserves						
7	CARIP Grant to Reserve (less staff component)	25,000	25,000	25,000	25,000	25,000	25,000
8	Audio Visual						
	Annual Budget	71,045	69,795	44,795	44,795	44,795	44,795

Notes:	Previous Year Budget	71,045
Other	Actual to December 31, 2020	71,045
item #1	General Contribution for Building Upgrades	
Item #2	Andison \$1,795 & Lenardon \$1,250 = \$3,045	
Item #3	Recommend that future Fleet Vehicle purchases are financed from Self-Insurance Fund	
Item #3	No Contributions to Self Insurance Fund 2018-20; Reviewed Prior to 2021	
Item #5	Carbon offset	
Item #7	Climate Action Reserve Infrastructure Plan (Reduce GHG Emissions)	

#####	Balance in Reserve Account Deceml
	Accounts 34 700 001 and 34 701 001
#####	Self Insurance Fund (included in abo
#####	Management ERIP Fund (included in
#####	Carbon Offset Fund (included in abo
\$ 21,945.79	Education Committee (included in abo
#####	Information Technology
#####	Taxation Offset (Smoothing)
#####	Climate Action Fund
#####	Audio Visual
#####	Net Reserve (unrestricted)

2021-01-08

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REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Five Year Financial Plan

Name	Previous Year's Deficit
Alison	\$100
Brian	\$100
Cathy	\$100
Dan	\$100
Eve	\$100
Fred	\$100
Gina	\$100
Helen	\$100
Ivan	\$100
Jane	\$100
Karen	\$100
Larry	\$100
Mary	\$100
Nancy	\$100
Oscar	\$100
Peter	\$100
Rachel	\$100
Sam	\$100
Tina	\$100
Victor	\$100
Wendy	\$100
Xavier	\$100
Yvonne	\$100
Zoe	\$100

Account No 12 121 990 - 001

2020
Prior Year

2021 Budget

2022 Budget

2023 Budget

2024 Budget

2025 Budget

Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Previous Year's Deficit	-	-	-	-	-	-
	Annual Budget	-	-	-	-	-	-

Notes:

Previous Year Budget	-
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Other

Actual to December 31, 2020 -

2021-01-08

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REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name **Contingencies/Miscellaneous** 2.00% 2.00% 2.00% 2.00% 2.00%
Account No 12 121 999 - 001 **2020** **2021** **2022** **2023** **2024** **2025**
 Prior Year **Budget** **Budget** **Budget** **Budget** **Budget**

Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Allowance for unforeseen events	3,060	5,000	5,100	5,202	5,306	5,412
2	Contribution to SIBAC	5,000	5,000	5,000	5,000	5,000	5,000
3	Xmas party - Trail/Boundary	10,000	10,000	10,000	10,000	10,000	10,000
4	Community Energy Association Membership	2,500	2,500	2,500	2,500	2,500	2,500
Annual Budget		20,560	22,500	22,600	22,702	22,806	22,912

Notes: Previous Year Budget 20,560
Other Actual to December 31, 2020 16,090


POLICY TITLE: Cost Allocations
ORIGINAL APPROVED BY BOARD OF DIRECTORS:
REVISED APPROVED BY BOARD OF DIRECTORS:

Policy: The Regional District of Kootenay Boundary (RDKB) shall allocate costs to services in a fair and transparent way.

Scope: This policy provides a framework for the annual allocation of costs to services and departments related to administrative governance, support services, and other costs. This policy does not include director remuneration or expenses.

Allocation Principles:

The support services allocation policy is based on a set of guiding principles. They are as follows:

- *Fairness* – General administration functions cost allocation flows should reflect actual consumption patterns by the diverse range of direct service functions.
- *Transparency* - Allocation rationale, formulae and resulting cost flows should be transparent. Clear and easy to understand by Board, administration, and service participants.
- *Reasonableness* - Not exceed the estimated cost of the administration if the service contracted for administrative services independently.
- *Consistent and equitable application* - The cost allocation is applied in the same way to all services.
- *Stability* - Cost allocation flows should be relatively stable on a short term year over year basis.
- *Ease of Administration* – To the extent that consumption based cost allocation flows are maintained as paramount, ease of administration and formulae simplification are positive allocation model attributes.

Support Services:

The support service charge will include all costs relating to corporate service activities, (i.e. legislative services and corporate administration; finance; corporate building; human resources; corporate communications; information systems and fiscal services proposed budgets) will be allocated to departments (i.e. functions, services) as follows below

If the support service dollar allocation is \$299 or less, a minimum amount of \$300 will be allocated to that service. A service that is inactive will not be charged any support services.

Administration (legislative services and corporate administration, corporate communications, finance and fiscal services)

1. (1) Existing services – allocation formula:

Service operating budget from prior year (less debt servicing costs, support services and transfers to capital)

PLUS

Average of the actual capital expenditure for past five years

EQUALS

Service Delivery Cost

MULTIPLIED BY

Service level variance based on the following:

- 100% - full range of services: AP/AR/Payroll/GL/special reporting
- 75% - substantial services: one or more of above excluding payroll and journal entries
- 50% - limited services: typically monthly payments/parcel taxes
- 25% - minimal services: limited to quarterly or yearly payments.

EQUALS

Adjusted Service Delivery Cost

DIVIDED BY

Total 'Adjusted Service Delivery Cost' for all services

MULTIPLIED BY

Proposed administration budget for the new year (legislative services and corporate administration; finance, corporate communications and fiscal services)

EQUALS

Administration Cost Allocation Amount for the Service

Example of calculation:

		Service X	Service Y	Service Z
	Operating budget from prior year (less exceptions above)	\$5,000,000	\$500,000	\$100,000
PLUS	Average 5 year capital expenditures	\$1,000,000	\$50,000	\$0
EQUALS	Total Service Delivery Cost	\$6,000,000	\$550,000	\$100,000
MULTIPLY BY	Service Level Variance	100%	50%	25%
EQUALS	Adjusted Service Delivery Cost	\$6,000,000	\$275,000	\$25,000
DIVIDED BY	Total Adjusted Service Delivery Cost for all services	\$50,000,000	\$50,000,000	\$50,000,000
EQUALS	Adjusted Service Delivery Cost Percentage	12.00%	0.55%	0.05%
MULTIPLY BY	Proposed Administration Budget	\$700,000	\$700,000	\$700,000
EQUALS	Administration Cost Allocation for Service	\$84,000	\$3,850	\$350

(2) New Services - a new service with no base year will be allocated a support services charge based on a projected budget amount or a charge as set by the General Manager of Finance/CFO.

(3) The Hydro Grant in Lieu received by the RDKB will be prorated based on the allocation of the administration support fee and applied to the service as revenue to offset the cost of the administration support fee for that service.

Building

2. (1) Corporate office space costs are charged directly to each department that occupies the corporate office space. The allocation is based on square footage. Building costs for governance positions will follow the set allocation described above.

Human resources

3. (1) Allocated to departments based on number (head count) of full-time, part-time, and casual staff. There is a head count allocation for Directors of .4 for each director. The Directors' apportionment is based on the ratio of human resource services that are provided to board members as compared to staff.

Information services

4. (1) Allocated to departments or services based on the number of computers.

Other Cost Allocations:

Personnel costs

5. (1) Allocated directly to services based on the following guiding principles:
 - (a) Accountability – allocation of time reflects responsibility for service delivery.
 - (b) Validation – time tracking system assists with learning from the past and determining allocations.
 - (c) Consultation – budget managers' work plans reviewed with the Chief Administrative Officer assists with determining allocations.
- (2) Reviewed by budget managers, manager of human resources, general managers and approved by chief administrative officer.

Fleet vehicles

6. Fleet vehicles are accounted for as direct costs based on the distribution of actual vehicles and usage of shared vehicles across RDKB functions.

Property insurance

7. (1) Allocated directly to departments based on:
 - (a) Property value of program (i.e. buildings, contents and mobile equipment); DIVIDED BY
 - (b) Total property value all programs; MULTIPLIED BY
 - (c) Total policy cost.

Liability insurance

8. (1) Allocated directly to services based on:
 - (a) Service group rating percentage multiplied by total annual assessment cost, apportioned to each department within the 'group' by prior years approved budget total (as defined in the support services % of budget in 1(1) (a) of this policy).
 - (2) The service group rating is based on a combination of Municipal Insurance Association's (MIA) incident/cost percentages and regional district service delivery knowledge.

Service group rating percentages (example for illustrative purposes)

GENERAL GOVERNMENT SERVICES	
Administration	5%
PROTECTIVE SERVICES	
Bylaw Enforcement	4%
Fire Protection	10%
Building Inspection	16%
ENVIRONMENTAL DEVELOPMENT SERVICES	
Planning & Development Services	5%
ENVIRONMENTAL SERVICES & UTILITIES	
Solid Waste	6%
Sewer	6%
Water	6%
Streetlights	1%
TRANSPORTATION SERVICES	
Transit	1%
RECREATION & CULTURAL SERVICES	
Parks & Trails	10%
Recreation Facilities	20%
Recreation/Cultural	3%
VARIOUS	
Various > \$100,000 budget	3%
Various < \$100,000 budget	4%
TOTAL SERVICE GROUPS	
	100%



STAFF REPORT

Date: January 13 2021

File ES – Regional Solid Waste Management

To: Chair Langman and Board of Directors

From: Janine Dougall, General Manager of Environmental Services

Re: Regional Solid Waste Management (010) Final 2021 Work Plan and Draft Proposed 2021-2025 Five Year Financial Plan

Issue Introduction

The purpose of this report is to provide an overview of the Regional Solid Waste Management (010) Service Draft Proposed 2021-2025 Five Year Financial Plan.

History/Background Factors

The RDKB service budgets are developed by RDKB Managers during the annual budgeting process for review by committee prior to the adoption of the Financial Plan by the Board of Directors at the end of March. The budgets are also aligned with prioritised projects presented in the service work plans, where applicable. (Minor services do not have work plans).

This information presented in this report is generally intended to provide information on budget details, both capital and operational that may be considered a 'driver' to budgetary increases above a 2% threshold. Budget increases in the range +/- 2% are considered to be reasonable at this time without out other factors to change the level of service provided. This increase allows us to maintain in most cases our contracted increases per our collective agreements, external provider's service contracts and general CPI increases for all other goods and services.

Additionally, recent amendments have been approved by the Policy and Personnel Committee on December 9th and will be included in the 2021 service budgets presented in January. These changes will have an impact to reduce the budget for some services while conversely increasing the budget for other services.

That the Policy and Personnel Committee refer the updated Cost Allocations Policy back to staff to incorporate the amendments discussed by the Committee on December 9, 2020. **FURTHER** that the calculated cost allocations be incorporated

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*Staff Report- 2021-2025 Regional Solid Waste Management (010) Budget Summary
Board January 13, 2021*

into each service budget for the January Committee meetings and that the draft policy, as amended by staff, be presented back to the Policy and Personnel Committee at the January 2021 Committee meeting.

Please note that the shared internal cost and related hydro grant in lieu will be reviewed and refined over the month of January and updates to these amounts may occur. In addition, year end actuals and other minor adjustments will influence future budget versions.

Implications

Budget Summary

The budget for the Regional Solid Waste Management (010) Service presents a \$57,359 or 4.09% increase in tax requisition for 2021.

The following information identifies the elements of the budget that are key drivers for the increases in 2021.

The budget presented at 4.09% is a tax requisition increase for 2021 to maintain the existing service levels, existing contracts and commitments for future projects and it is recommended for approval at a future meeting.

Financial Summary for Budget Increase

- The Regionalized Solid Waste Management Service has a number of projects planned in the years 2021-2023 that have implications to budget and taxation requirements. Some of these projects have been successful in receiving grant funding, while others have had grant applications submitted or applications are pending submission. The success in receiving grant monies will have significant implications to future taxation requirements.
 - Grand Forks Composting Facility Upgrade Project (Grant Application Successful)
 - McKelvey Creek Landfill Upgrades (Grant Application Submitted)
 - Expansion of Green Bin Programs – McKelvey Creek Wasteshed/Boundary Wasteshed (Grant Application Pending Submission)
 - West Boundary Landfill – Regulatory Investigations (Grant Opportunity Not Available)
- It should be noted that even with success in grant funding opportunities, and good project management, that the costs of project implementation can exceed anticipated costs. This is due to things such as variability in the value of the Canadian dollar and procurement (eg. Tender) pricing. Any project costs incurred greater than grant award values are the full responsibility of the RDKB.
- Notwithstanding the projects listed above, costs of solid waste management will continue to increase in future years, due inflationary adjustments as well as increased regulatory requirements.
- Given the levels of uncertainty in future costs it is recommended that reserve balances for the 010 budget do not decrease below \$300,000.

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*Staff Report- 2021-2025 Regional Solid Waste Management (010) Budget Summary
Board January 13, 2021*

Revenue Changes (comparison of 2020 to 2021)

- Page 12 – Materials Recovery – revenue has been decreased to more closely reflect actuals and changes to commodity revenues from scrap metal and commercial packaging and printed paper materials.
- Page 16 – Miscellaneous Revenue
 - Revenue from sale of surplus equipment has been shifted to 2021
 - Grant monies associated with Grand Forks Compost Facility Upgrade project have been updated to reflect project progress.
- Page 17 – Hydro Generation Grant in Lieu – line added to budget and is currently at a value of \$180,441 which offsets the Shared Internal Costs on expenditure Page 25.
- Page 18 – Previous Year's Surplus – projected surplus carryover from 2020 to 2021 is estimated at \$249,853. This compares to a surplus of \$453,307 which was carried over from 2019 to 2020. Approximately \$100,000 of this surplus is a result of the service truck not being delivered before the end of 2020. This cost has been carried over to 2021.
- Page 19 – Revenue from Capital Fund - has been decreased by \$186,000 for 2021 which represents that no borrowing for capital purchases are planned for 2021.
- Page 20 – Transfer from Reserve – has increased by \$460,129 to represent the anticipated amount required for the Grand Forks Compost Facility Upgrade Project.

Expenditure Changes (comparison of 2020 to 2021)

- Page 21 – Salaries and Benefits – Has increased by \$98,417
 - Numbers have been updated to reflect costs associated with new collective agreement. Approximately \$29,200.
 - Additional staffing at the Grand Forks Landfill is included (4hrs/day for 6 days per week). Approximately \$44,500.
 - McKelvey Creek Landfill – Review of current staffing and scheduling is underway. Budget currently reflects an additional 10hrs/week for supervisor position. Approximately \$24,800.
- Page 25 – Shared Internal Costs – has been increased by \$247,666, which is offset partially by the revenue on Page 17 Hydro Generation Grant in Lieu at a value of \$180,441.
- Page 26 – Consulting Fees – Has increased by \$130,000 to reflect work planned in 2021.
- Page 29 Recycling Contract Boundary – Has been increased by \$33,607 primarily to reflect costs of recycling scrap metal and commercial packaging and printed paper.

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Board January 13, 2021*

- Page 30 – Recycling Contract East – has been reduced by \$52,500 which represents the transition out of providing business curbside recycling collection in Rossland and Beaver Valley.
- Page 33 – Site Maintenance East – Has been increased by \$10,000 to allow for upgrades of on-site lighting and cameras at the McKelvey Creek Landfill.
- Page 35 – Water Monitoring – has been increased to reflect additional sampling and analysis requirements at the West Boundary Landfill.
- Page 37 – Equipment Operations – has been reduced by \$16,556 as cost for use of RDKB fleet vehicles has been removed.
- Page 38 – Technology Equipment and Supplies – has been increased by \$18,000 to reflect required purchase of new computers for scale software upgrades.
- Page 40 – Office Building Maintenance – has been reduced by \$8,479 due to shift in cost sharing allocation costs.
- Page 49 – Capital – Recycling – has been increased by \$2,916,558 to reflect anticipated completion of Grand Forks Compost Facility Upgrade Project in 2021.
- Page 50 – Capital – Landfills – has been decreased by \$479,000 and reflects the landfill scale software upgrade project planned for 2021.
- Page 52-53 – Debt Interest/Debt Principal – allocations have been adjusted to reflect actual timing of purchase of new excavator in 2020.
- Page 58 – Equipment Reserves – have been reduced by \$723,500 in 2021.
 - There is a base level of addition to reserves every year of \$30,000.
 - Revenue from surplus equipment sale is automatically placed into reserve.
 - \$870,000 was added to reserves in 2020 to fund upcoming projects in future years. In 2021, this amount has been decreased to \$130,000.

Operational Service Level Impacts – COVID-19

Covid-19 impacts were not significant in 2020 and therefore are not anticipated to be of concern for the 2021 year.

Future Project Cost Considerations

As identified previously the RDKB has a number of projects planned for completion in 2021-2023 that will have budget implications, the significance of which will depend on grant application success. The presented draft budget is assuming that grant applications for the McKelvey Wasteshed Green Bin Project and McKelvey Creek Landfill Upgrade Project are not successful (worst-case scenario).

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*Staff Report- 2021-2025 Regional Solid Waste Management (010) Budget Summary
Board January 13, 2021*

An alternative Summary Page Financial Plan is also included which shows how success in the grant applications will impact the budget and more specifically the amounts of reserve balances that could be available to “phase in” projected required taxation increases. Specific budget pages that have been modified include Page 16 (Miscellaneous Revenue), Page 20 (Transfer From Reserve), Page 49 (Capital – Recycling), Pages 52/53 (Debt Interest/Debt Principal).

Advancement of Strategic Planning Goals

We will review and measure service performance and we will continue to focus on good management and governance.

Background Information Provided

- 2021 Regional Solid Waste Management (010) Service Work Plan
- Regional Solid Waste Management (010) Draft Proposed 2021-2025 Five Year Financial Plan
- Regional Solid Waste Management (010) Draft Proposed 2021-2025 Five Year Financial Plan – With Grant Version (Summary Pages Only)

Alternatives

1. That the RDKB Board of Directors receive the Regional Solid Waste Management (010) Service staff report for information, approve the 2021 Work Plan and provide direction to staff for the 2021 budget.
2. That the RDKB Board of Directors receive the Regional Solid Waste Management (010) Service staff report for information, do not approve the 2021 Work Plan and provide direction to staff for the 2021 budget.

Recommendation(s)

That the Regional District of Kootenay Boundary Board of Directors approve the 2021 Regional Solid Waste Management (010) Service Work Plan as presented in the staff report titled “Regional Solid Waste Management (010) Final 2021 Work Plan and Draft Proposed 2021-2025 Five Year Financial Plan” on January 13, 2021.

That the Regional District of Kootenay Boundary Board of Directors discuss the proposed Regional Solid Waste Management (010) Service 2021-2025 Financial Plan as presented to the Regional District of Kootenay Boundary Board of Directors in the staff report titled “Regional Solid Waste Management (010) Final 2021 Work Plan and Draft Proposed 2021-2025 Five Year Financial Plan” on January 13, 2021. **FURTHER** that the Regional District of Kootenay Boundary Board of Directors provide direction to staff as to any changes to be made to the proposed Budget and refer it to a future meeting for further review.



Regional Solid Waste Management

2021 Work Plan



REGIONAL SOLID WASTE MANAGEMENT

2021

Janine Dougall, General Manager, Environmental Services

Draft Version: Board Jan 13, 2021



Regional Solid Waste Management

2021 Work Plan

Service Name: Regional Solid Waste Management

Service Number: 010

Committee Having Jurisdiction: Board of Directors

General Manager/Manager Responsible: Janine Dougall, General Manager of Environmental Services

Description of Service:

Regionalized Solid Waste Management Services is one of the few fully integrated region-wide services in the RDKB providing solid waste management services to every person, business or organization in the RDKB daily, either directly or indirectly.

Solid waste disposal services are provided to all residents and businesses through landfills and transfers stations. The RDKB operates three regional landfills, three staffed transfer stations, 4 unstaffed transfer stations, as well as curbside organics and garbage collection in the Boundary.

Disposal facilities are regulated by the province and the RDKB must comply with operating certificates and permits that specify responsibilities including but not limited to environmental monitoring, types and quantities of materials buried and site security.

Waste diversion programs, which are an integral component in achieving “zero waste”, include curbside collection, depot operations and partnerships with Extended Producer Responsibility (Stewardship) programs such as RecycleBC and Product Care Recycling.

Establishing Authority:

Bylaw 1090, the service establishment bylaw that created the fully regionalized integrated solid waste management service area states that the purpose of the function is to, “*undertake and carry out, or cause to be carried out solid waste management in and for the local service area (the entire RDKB including all municipalities and electoral areas) and do all things necessary or convenient in connection therewith including, but not limited to, collection, removal, recycling, treatment and disposal of waste and noxious, offensive or unwholesome substances*”.

Bylaw 1090 was established in 2000 to regionalize solid waste management services partly in response to provincial legislation adopted in the early 1990's which delegated responsibility for solid waste management to regional districts.

Requisition Limit:

Bylaw 1090 limits the annual tax requisition to the greater of either \$1,000,000 or \$0.50 of net taxable value of land and improvements in the RDKB, which calculated out sets the current tax requisition ceiling at \$3,348,512.

2020 Requisition / Budgeted Expenditures / Actual Expenditures:

Requisition - \$1,402,108 / Budgeted Expenditures - \$5,706,828 / Projected Actual Expenditures - \$5,712,980

The majority of revenue is generated from user fees. In 2020, user fee revenue is projected to be approximately \$2,465,000.

Regulatory or Administrative Bylaws:

RDKB Bylaw 1744, 2020 - A Bylaw to regulate and set fees for the use of Solid Waste Management Facilities in the Regional District of Kootenay Boundary.

Service Area / Participants:

Electoral Area 'A', Electoral Area 'B'/Lower Columbia/Old Glory, Electoral Area 'C'/ Christina Lake, Electoral Area 'D'/Rural Grand Forks, Electoral Area 'E'/West Boundary, Fruitvale, Montrose, Trail, Warfield, Rossland, Grand Forks, Greenwood and Midway.

Service Levels:

The RDKB operates six staffed disposal facilities as follows:

Facility	Location	Hours of Operation	Total Number of Hours Open Per Week
Beaverdell Transfer Station	40 Beaverdell Dump Rd.	Open: Wednesday, Sunday: 10am to 2pm. Closed: Monday, Tuesday, Thursday, Friday, Saturday and Statutory Holidays.	8
Rock Creek Transfer Station	1610 Rock Creek Dump Rd.	Open: Monday, Thursday, Saturday: 10am - 3pm, Sunday: 10am - 5pm. Closed: Tuesday, Wednesday, Friday and Statutory Holidays.	22
Christina Lake Transfer Station	834 Cascade Dump Rd.	<i>September-June:</i> Open: Saturday to Monday, Thursday: 10am to 3pm.	20

		Closed: Tuesday, Wednesday, Friday and Statutory Holidays. <i>July-August:</i> Open: Saturday to Tuesday, Thursday: 10am to 3pm. Closed: Wednesday, Friday and Statutory Holidays.	25
West Boundary Regional Landfill	2050 Motherlode Rd.	Open: Tuesday, Friday, Saturday: 9am to 4pm. Closed: Monday, Wednesday, Thursday, Sunday and Statutory Holidays.	21
Grand Forks Regional Landfill	8798 Granby Rd.	Open: Tuesday to Saturday: 8:30am to 4pm, Sunday: 12pm to 4pm. Closed: Monday and Statutory Holidays.	41.5
McKelvey Creek Regional Landfill	1900 Hwy 3B, Trail	Open: Monday to Friday: 7am-5pm. Saturday, Sunday: 10am-5pm. Closed: Statutory Holidays	64

Unattended RDKB transfer stations are located at:

- Big White
- Idabel Lake
- Christian Valley – garbage only
- Mount Baldy

In addition, green bin (organic food waste) and garbage collection is provided across all electoral areas and municipalities in the Boundary region with the exception of Greenwood and Big White.

Residential packaging and printed paper recycling is provided by RecycleBC, which is a non-profit stewardship organization that was formed and is funded by brand holders in response to packaging and printed paper being added to the BC Recycling Regulation. RecycleBC provides recycling collection programs bi-weekly to about 95% of households in the RDKB. Recycling depots funded by RecycleBC and operated by the RDKB provide recycling services to those households not serviced by curbside and are also utilized by households serviced by curbside collection. The RDKB operate recycling bins at 6 staffed facilities plus provide 3 unattended recycling bins (see table below).

Packaging and Printed Paper Depot Facilities Operated by the RDKB:

Location	Residential Drop Off	Residential Funded by RecycleBC	ICI Drop Off
Rock Creek Transfer Station	Yes	Yes	Yes
Christina Lake Transfer Station	Yes	Yes	Yes
Beaverdell Transfer Station	Yes	No	Yes
Big White Transfer Station (Unattended)	Yes	No	Yes
Idabell Lake Transfer Station (Unattended)	Yes	No	Yes
Mount Baldy Transfer Station (Unattended)	Yes	No	Yes
West Boundary Landfill	Yes	Yes	Yes
Grand Forks Landfill	No*	No*	Yes
McKelvey Creek Landfill	Yes	Yes	Yes

Note: *The Grand Forks residential depot was transitioned to the Grand Forks Bottle Depot in October 2018.

Human Resources:

Staff: GM of Environmental Services (80% FTE), Operations Coordinator, Landfill Supervisor, Program Coordinator (95%), Engineering and Safety Coordinator (50% FTE), Clerk (50% FTE), Chief Operator, 2 Drivers, Landfill Operator, 11 Site Attendants.

Contractors: Collections in the Boundary, heavy equipment operations in Trail, various consulting firms retained (groundwater monitoring, volume measurements).

2020 Accomplishments:**Planning Projects***McKelvey Creek Landfill Upgrade Project*

As the RDCK was successful in receiving an Organics Infrastructure Grant for the construction of a processing facility near Salmo, BC, this will enable the RDKB to move forward with implementation of a green bin (food waste) curbside collection program in 2022 for residents in the McKelvey Creek Wasteshed.

To facilitate the transport of collected food waste from residential and commercial sources to the RDCK facility, the RDKB will be proceeding with the construction of a transfer station facility at the McKelvey Creek Landfill. Tetra Tech Canada Ltd. was retained to complete preliminary design work in 2020.

The following includes the areas to be investigated/considered during the Project:

- Establishment of new Organic Material Transfer Station Infrastructure;
- Site servicing for water/sewer/fiber optic (eg. tying into Columbia Basin Broadband Corporation Infrastructure);
- Addition of second weigh scale;
- Optimized traffic flow with minimized health and safety issues;
- Potential relocation of existing recycling infrastructure;
- Minimizing impacts to available landfill space;

- Consideration for snow removal/stock pile areas;
- Stormwater collection and drainage.

On September 17, 2020 Tetra Tech Canada Inc. presented two conceptual design options along with Class D cost estimates for the upgrades to the McKelvey Creek Landfill. The purpose of providing the conceptual designs was to receive approval from the Board to proceed with one design, for which preliminary design was to be completed and a grant application submitted with Class C cost estimates to the Investing in Canada Infrastructure Program - Rural and Northern Communities Infrastructure (ICIP-RNC) by October 22, 2020.

At the September 17, 2020 Board meeting the Board selected Option 2, which includes a 50mm water service, on-site septic and two new scales as the preferred conceptual design for the McKelvey Creek Landfill Upgrade Project.

The final report from Tetra Tech Canada Inc., which included Class C cost estimates for the project, was received on October 19, 2020 and subsequently a grant application was submitted on October 21, 2020. Grant announcements regarding successful projects are not anticipated until the fall of 2021. As such, the RDKB will be proceeding with the completion of detailed design in 2021 to allow for construction to occur in 2022.

Green Bin Curbside Collection Program Expansion:

As significant planning and coordination with municipal partners will be required to successfully launch curbside collection programs to approximately 8,000 households, the RDKB formed the East End Curbside Collection Working Group. The Working Group reports to the Solid Waste Management Plan Steering and Monitoring Committee and is comprised of the elected representatives from the City of Roseland, Village of Warfield, City of Trail, Village of Montrose, Village of Fruitvale and Electoral Areas A and B (Lower Columbia/Old Glory).

Landfill Design Operations Closure Plan Updates:

The RDKB has updated the DOC Plan for the West Boundary Landfill. The project was completed in late 2019 and a copy of the Plan was submitted to the Ministry of Environment for review and approval. The RDKB received approval for the plan in the fall of 2020, with additional requirements at the facility that will have to be addressed over the coming years. These issues include:

- Additional environmental monitoring (water sampling and analysis) on Motherloade Creek
- Installation of landfill gas probe/detection system
- Completion of hydrogeological conceptual site model
- Addressing long term issue of bear access to facility
- Testing and assessment of old mining related soils for use as cover material

Operational Based Projects

In 2020 a number of contracts associated with solid waste and recycling operations were either renewed or a procurement process completed.

Boundary Processing Recycling Contract Renewal

The Agreement for the Processing of Certain Materials (Recyclables) contract with Cascades Recovery was renewed in 2020. The RDKB provides the opportunity for businesses to drop off their cardboard, rigid plastic, tin cans and office paper for free at all our staffed Boundary facilities: Christina Lake Waste Transfer Station, Grand Forks Landfill, West Boundary (Greenwood) Regional Landfill, Rock Creek Waste Transfer Station, and Beaverdell Waste Transfer Station. The RDKB also provides drop off through bins at three other unstaffed locations: Mt. Baldy Waste Transfer Station, Big White Waste Transfer Station and Idabel Lake resort community. Materials from the Boundary (except for Big White) are transported by RDKB staff to Cascades Recovery in Kelowna for processing and marketing.

The contamination rate in the recyclable materials collected from Big White has increased in recent years, based on waste audit data. From 2013-2018 the garbage percentage was between 15-17%. In 2019, the value increased to 21% and this is seen as a significant issue.

Under the renewal terms with Cascades Recovery, the RDKB must take actions to decrease the contamination rate to below 10%. Should the RDKB not be able to reduce the contamination levels in collected materials, by the end of February 2021, the pricing for processing may be increased substantially. New signage was installed at the Transfer Station and it is hoped that further engagement with the community of the importance of recycling properly that the additional costs can be avoided.

McKelvey Creek Wasteshed Commercial Recycling Contract Renewal

The Recycling Services Provision Contract - McKelvey Creek Wasteshed is was to expire on April 30, 2020. This work included the provision of a drop off bin at the McKelvey Creek Landfill, the weekly curbside collection services for approximately 50 businesses in Beaver Valley and 80 businesses Rossland and the processing/marketing of the materials (cardboard, rigid plastic, tin cans and office paper).

The provision of curbside collection to business is not provided consistently across the RDKB. Following extensive discussions by the Solid Waste Management Plan Steering and Monitoring Committee and the Board of Directors, a decision was made to discontinue the business curbside collection services provided in the Rossland and Beaver Valley areas. Depot collection services are to remain at the McKelvey Creek Landfill. This transition will occur in 2021 and will make recycling service provision to business more fair and equitable across the RDKB.

Based on the direction from the RDKB Board, a new contract for the provision of depot (bin) drop off services at the McKelvey Creek Landfill was completed.

Capital Projects*Grand Forks Organics Composting Facility Upgrade Project*

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. The total project cost is estimated at \$3,546,020. Of this total, \$2,364,012 are grant monies with the remaining RDKB required portion (\$1,182,008) from reserve funds.

The upgrades to the Grand Forks composting operation will include the installation of impermeable surfaces, leachate collection and control, surface and storm water diversion, in-trench active aeration of composting bunkers, and enhanced odour control via GORE membrane covers. Estimate of organic waste processing capacity (tonnes/year): 4,000

In 2020, the consulting firm of Tetra Tech Canada Ltd. was retained to complete required design work for the upgrades for the facility. The supply of the membrane covered composting technology is a critical path activity, and therefore a procurement process was completed for the equipment in advance of the general construction contract. Sustainable Generation was awarded the work associated with supply of materials including GORE membrane covers, monitoring system and blower systems. Sustainable Generation also contributed their knowledge and expertise in the design process for the overall facility.

It is planned to have design work for the project completed by the end of 2020 to allow for a procurement process in early 2021 for general construction activities, which are anticipated to begin in April/May 2021.

Big White Transfer Station Recycling Infrastructure Upgrades

RDKB staff have been engaging with Stewards representing provincially regulated extended producer responsibility programs to see if improved access to recycling can be achieved for items such as beverage containers, large appliances, small appliances and household hazardous waste. The intent behind the conversations has been to obtain a commitment from the Stewards to pick up collected products and determine what infrastructure upgrades would be required at the Big White Transfer Station. To date positive conversations have been had with representatives of the large appliance, small appliance, lighting and household hazardous waste programs.

Encorp has initiated an Express and Go pilot program which entails the placement of a customized container (along with power) in which can be stored bags of collected beverage containers. At a separate location a kiosk exists to which people interested in collecting beverage containers sign up for an account and then are printed labels that can be attached to the bags. A local Bottle Depot then removes the collected bags from the container, processes the bottles and distributes the deposit refund to the account holder through electronic means. This type of collection program is seen as a model with significant potential for implementation at Big White and in 2020 Encorp moved forward with establishing an Express and Go bin system at Big White. An agreement was signed with the RDKB to allow the location of the Express and Go bin at the Big White Transfer Station. Upgrades at the transfer station facility to address on-site drainage issues and allow for the potential placement of seacans for collection of stewardship materials had been completed earlier in 2020 and ultimately this

work facilitated the quick placement of the Express and Go bin. Other smaller modifications to the inside of the transfer station were also completed to provide the kiosk and label printing system as well as a “Waste Reduction Information Zone”.



Equipment/Truck Replacement:

A new excavator was purchased to replace an existing piece of equipment in the fall of 2019. Delivery of the new excavator occurred in early 2020 (see picture below). The excavator that was replaced in early 2020 was put up for bid, however no bids were received. A new bid process will be completed in 2020 for this surplus excavator.



In 2020, there were a number of vehicles in the Environmental Service Department that required replacement. In the Boundary, the Service Truck, which was originally planned for replacement in 2019 was replaced following a procurement process. The new Service truck is anticipated to arrive in early of 2021 and as such the existing surplus unit will be auctioned off through bid in 2021.

Also in the budget for 2020 was the replacement of the 2004 Ford Ranger that was in use at the McKelvey Creek Landfill and a new vehicle for use by Environmental Services Staff out of the main RDKB office in Trail. As the use of the truck at the McKelvey Creek Landfill is limited, the 2015 full-size truck that was being utilized by the Operations Supervisor (Boundary) was transferred for use to McKelvey Creek. One of the new vehicles purchased will be for the Operations Supervisor. Two new trucks were purchased in 2020 following a procurement process, both of which arrived in 2020. The now surplus Ford Ranger will be disposed of in 2021.



Fuel/Oil Storage Upgrades - Grand Forks Landfill

The current fuel/oil storage infrastructure requires upgrading to meet current regulatory standards such as double wall liners and spill containment system. A procurement process was initiated in the fall of 2020 to purchase the storage infrastructure. Pending delivery of equipment the project will be completed in late 2020 or early 2021.



2020 Projects Not Completed:

The projects that were included in the 2020 Work Plan but not completed included:

- Mount Baldy - General Infrastructure Upgrades – The planned installation of concrete slabs for the placement of the bins servicing Mount Baldy was deferred to 2021.

Significant Issues and Trends:*Vandalism and Theft:*

Incidences of vandalism and theft from Solid Waste facilities continued 2020 with multiple occurrences. The primary target of thieves was auto batteries from the heavy equipment in the Boundary. For each incident, the RCMP was contacted and where possible, camera footage was provided. Additional steps are being taken such as installation of additional lights and cameras as well as blocking roads that provide perimeter access to the sites.

Increasing Regulatory Requirements:

The Province of BC continues to impose stricter operating requirements on disposal facilities. There is the potential for these new regulatory requirements to significantly change the design and development requirements for landfills operated by the RDKB. At minimum, these requirements will require greater utilization of third-party qualified professionals for design, testing, analysis and reporting and will increase costs in future years.

In 2019, the Ministry of Environment, Compliance and Enforcement Branch began conducting site visits at RDKB Solid Waste Management Facilities. The last time these types of inspections were conducted was in 2012. The results of the inspections have shown some deficiencies at RDKB facilities, primarily associated with annual reporting and has also highlighted that some of the language in the existing Operational Certificates are outdated and ideally will be changed in the future.

Marketability of Recyclable Materials:

There are new export restrictions on mixed recyclables. Most of the recyclable material collected in BC is the responsibility of RecycleBC however the materials collected from small business and the few unstaffed depots in the RDKB will have a very difficult time meeting the low contamination levels demanded. Efforts to minimize contamination rates or sort products after collection will increase the cost of these programs.

2021 Projects:

The following projects have been identified for 2021 and have been included in the 2021-2025 financial plan for the Regional Solid Waste (010) Service.

Strategic Priority	Project name	Days to Complete	Internal/External	Budget (Est)	Risk/Priority
  	Big White Recycling Infrastructure Upgrades	15	Both	\$30,000	Medium
	Mount Baldy - General Infrastructure Upgrades	10	Both	\$25,000	Medium
 	Rossland, Beaver Valley Commercial Curbside Collection Program Transition	10	Internal	N/A	High
	Big White/Idabel Lake Garbage and Recycling Collection Contract Renewal	15	Both	Unknown	High
	Weigh Scale Software Upgrades and associated Computer Hardware Upgrades	20	Both	\$100,000	High
 	West Boundary Landfill – Additional Site Investigations	15	Both	\$50,000	High
  	Grand Forks Landfill – Organics Infrastructure Upgrade	25	Both	\$3,071,558	High
  	Boundary Wasteshed - Organics Diversion Expansion	10	Internal	N/A	High
  	McKelvey Creek Landfill – Upgrades	25	Both	\$130,000	High
  	McKelvey Creek Wasteshed Curbside Organics Collection	20	Internal	N/A	High
  	Asset Management Planning	Ongoing	Internal	N/A	High

Project: Big White Transfer Station Recycling Infrastructure Upgrades

Project Description:

Current recycling opportunities for items such as large appliances, small appliances and lighting products are limited at Big White. Generators of these products are requested to return these items to depots in Kelowna. Unfortunately, many of these items are inappropriately left at the Big White Transfer Station. Due to this, RDKB staff have been working with Stewardship Organizations for products covered under the BC Recycling Regulation to improve recycling opportunities at the Big White Transfer Station. These discussions are progressing and the potential addition of recycling infrastructure is planned for 2021. The proposed infrastructure currently includes the installation of modified sea containers for the collection and storage of products. As similar recycling infrastructure is located at other solid waste management facilities, this project has been included in the Regional Solid Waste Management Service rather than the Big White Solid Waste Management Service.

Relationship to Board Priorities:



Continuation of recycling products directly supports the goal of landfill extension by “zero waste” under the “Environmental Stewardship/Climate Preparedness” strategic priority area.



This project is also directly related to the provision of “Exceptional Cost Effective and Efficient Services”.



The project is anticipated to result in the need for additional education and engagement at Big White to ensure appropriate use of the infrastructure.

Project: Mount Baldy Transfer Station General Infrastructure Upgrades

Project Description:

The RDKB has unattended garbage and recycling bins located to serve Mount Baldy. Currently the bins are on gravel pads that are impacted when the bins are picked up and replaced. The result is bins that are constantly shifting and tilting. A project that has been identified for a number of years is the construction of a concrete pad to place the bins onto to make the user experience better and minimize ongoing gravel pad maintenance activities.

Relationship to Board Priorities:



This project is directly related to the provision of “Exceptional Cost Effective and Efficient Services”.

Project: Rossland, Beaver Valley Commercial Recycling Curbside Collection Program Transition

Project Description:

The provision of curbside collection to business is not provided consistently across the RDKB. Following extensive discussions by the Solid Waste Management Plan Steering and Monitoring Committee and the Board of Directors, a decision was made to discontinue the business curbside collection services provided in the Rossland and Beaver Valley areas. Depot collection services are to remain at the McKelvey Creek Landfill. This transition will occur in April 2021 and will make recycling service provision to business more fair and equitable across the RDKB.

Relationship to Board Priorities:



This project is directly related to the provision of “Exceptional Cost Effective and Efficient Services”.



The project will require the RDKB to engage with impacted businesses to assist in the transition process.

Project: Big White/Idabel Lake Garbage and Recycling Collection Contract Renewal

Project Description:

The contract with SuperSave Disposal for the provision of garbage and recycling services to residents of Idabel Lake as well as businesses in Big White and at the Big White Transfer Station expires on August 31, 2021. It is anticipated that the work completed during the Community Issues Analysis Project may influence the service levels requested by the community and as such will have impacts to the renewal/procurement process associated.

Relationship to Strategic Priorities:



This project is directly related to the provision of “Exceptional Cost Effective and Efficient Services”.

Project: Weigh Scale Software Upgrades and associated Computer Hardware Upgrades

Project Description:

Current weigh scale software support will cease at the end of December 2021 (originally installed 2016), therefore upgrading of the scale software is required. Scale software and hardware upgrades to be completed at Rock Creek Transfer Station, West Boundary Landfill, Grand Forks Landfill, Christina Lake Transfer Station and McKelvey Creek Landfill.

Relationship to Board Priorities:

This project is directly related to the provision of “Exceptional Cost Effective and Efficient Services”.

Project: West Boundary Landfill – Additional Site Investigations*Project Description:*

The Ministry of Environment and Climate Change Strategy is requiring the completion of additional hydrogeological studies associated with leachate migration potential. In 2021, additional surface water sampling along Motherload Creek will be initiated. In addition, work will commence on completing a hydrogeological conceptual site model for the site to further assess landfill leachate migration potential.

Bears accessing the waste at the active face of the landfill is becoming a significant issue at the facility. An electric fence has been installed around the site perimeter, however ongoing vandalism which impacts the proper functioning of the fence is resulting in the need to investigate alternative models of operation. The RDKB will be proceeding with an investigation into the construction of an internal transfer station (similar to that at the Grand Forks and McKelvey Creek Landfills) as well as the use of an alternative cover system called an Iron Grizzly.

Relationship to Board Priorities:

The further investigations into environmental impacts and changes to operations is related to the “Environmental Stewardship/Climate Preparedness” strategic priority area.



This project is related to the provision of “Exceptional Cost Effective and Efficient Services”.

Project: Grand Forks Landfill Organics Infrastructure Upgrade*Project Description:*

Work will continue in 2021 associated with the completion of the upgrades to the composting facility at the Grand Forks Landfill.

The remaining components of the project that will be completed in 2021 include the following items:

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

It is anticipated that the project will be completed in the fall of 2021, which will then allow the expansion of material processed at the facility to include commercial organics, residential green bin from the Village of Greenwood as well as biosolids from the City of Grand Forks.

Relationship to Board Priorities:



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



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



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.

Project: Boundary Wasteshed - Expansion of Organics Diversion

Project Description:

Once the infrastructure upgrades at the Grand Forks Landfill Composting facility are complete, this will then allow the expansion of material processed at the facility to include commercial organics, residential green bin from the Village of Greenwood as well as biosolids from the City of Grand Forks.

Implementing curbside green bin programs to the residents of Greenwood will be completed in conjunction with the Village of Greenwood. An educational program will be developed for the commercial sector to encourage implementation of organic diversion. One of the key messages associated with these programs will be to stress the importance of keeping any and all plastic materials out of the collected organics materials.

Relationship to Board Priorities:



The expansion of organic waste collection 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 has implications to cost effective and efficient services as the benefits will include extending landfill life and minimizing regulatory requirements surrounding landfill gas emissions.



The project will entail public and stakeholder engagement in initiating curbside collection programs. Communications will also be required for the commercial sector to maximize participation and educate on acceptable materials to be diverted.

Project: McKelvey Creek Landfill Upgrades

Project Description:

In October 2020 the RDKB submitted an application to the Investing in Canada Infrastructure Program - Rural and Northern Communities Infrastructure (ICIP-RNC) for upgrades to the McKelvey Creek Landfill. The upgrades to the facility are required to facilitate the transport of collected food waste from residential and commercial sources to the RDCK composting facility located near Salmo, BC.

As the project is tying in directly with the initiation of curbside green bin programs in late 2022, the RDKB will be proceeding with detailed design, cost estimates and tender development in 2021 to enable required construction activities to be initiated in early 2022.

Relationship to Board Priorities:



The initiation of food waste collection and diversion from landfill is a significant opportunity for the RDKB to minimize green house gas emissions from landfill.



The project has implications to cost effective and efficient services as the benefits will include extending landfill life and minimizing regulatory requirements surrounding landfill gas emissions. In addition, changes to traffic flow and the addition of a second scale will improve wait times and reduce congestion.



The project will entail public engagement in infrastructure development/construction timing as well as initiating curbside collection programs.

Project: McKelvey Creek Wasteshed – Residential Green Bin Program

Project Description:

Work will continue in 2021 to develop and plan for the implementation of residential curbside collection programs for green bin (food waste) in the McKelvey Creek Wasteshed. A grant opportunity under the Organics Infrastructure Program – Collection/Facility was announced in the fall of 2020, with an intake deadline of January 12, 2021. The RDKB will be moving forward with submitting a grant application for the supply of green bins for residential programs as well as educational programs.

Following grant application submission further work on the project will include:

- Educational Roll-Out Planning
- Procurement process for contract work associated with residential curbside green bin program.

Relationship to Board Priorities:

The initiation of food waste collection and diversion from landfill is a significant opportunity for the RDKB to minimize green house gas emissions from landfill.



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



The project will entail public engagement associated with initiating curbside collection programs.

Project: Asset Management Planning*Project Description:*

Participation in the corporate-wide asset management planning process.

Relationship to Board Priorities:

Due to the high costs of solid waste infrastructure such as landfill phase development, leachate collection and treatment, landfill closure and heavy equipment replacement, long term visioning of anticipated costs is critical in the provision of “Exceptional Cost Effective and Efficient Services”. Appropriate long term visioning will also take into consideration changes to demographics as well as environmental and regulatory changes.

Action Item List

REGIONAL SOLID WASTE MANAGEMENT SERVICE			
Initiation Date	Action / Issue	Staff Resources	Comments
Oct. 2016	<u>Solid Waste Management Plan:</u> That staff proceed with the Solid Waste Management Plan (SWMP) process with the new Provincial Guidelines in place. As part of the planning process, the Solid Waste Management Plan Steering Committee (SWMPSC) is requested to look at ongoing collection systems and a plan for the introduction or organics recovery in the east end, the problem of illegal dumping, and the possibility of developing prevention programs.	Environmental Services Staff	On-going work, eastern communities organic diversion planning activities underway. The matter is being considered by the SWMP Steering Committee. No change to status, longer term project, should refer action item to Solid Waste Management Plan Steering Committee.
May 2017	<u>Organics Collection:</u> Analyze existing collection programs and determine steps to add organics.		Work in progress.



REGIONAL DISTRICT OF KOOTENAY BOUNDARY
FIVE YEAR FINANCIAL PLAN
SERVICE NO 010
REGIONALIZED WASTE MANAGEMENT SERVICES

		PAGE	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	(OVER) UNDER	2021 BUDGET	Increase(Decrease) between 2019 BUDGET and 2020 BUDGET		-3.97% 2022 BUDGET	-24.98% 2023 BUDGET	-3.78% 2024 BUDGET	0.22% 2025 BUDGET
								\$	%				
REVENUE													
11 210 100	Property Tax Requisition	4	1,310,420	1,402,108	1,402,108	(0)	1,459,467	57,359	4.09				
	Federal Grant In Lieu	5	4,085	2,000	3,459	(1,459)	2,000	0	0.00	1,642,546	2,655,259	2,435,464	2,443,755
										2,000	2,000	2,000	2,000
11 550 500	Tipping Fees	6	2,656,670	2,443,000	2,465,000	(22,000)	2,469,000	26,000	1.06	2,444,000	2,348,000	2,348,000	2,348,000
11 550 501	RDKB Tipping Fees - Organics	7	12,857	10,000	10,000	0	10,000	0	0.00	56,250	135,000	135,000	135,000
11 550 502	RDKB Tipping Fees - Garbage	8	113,313	100,000	100,000	0	100,000	0	0.00	112,100	148,600	148,600	148,600
11 490 906	GF Garbage & Organics	9	151,208	140,000	140,000	0	140,000	0	0.00	70,000	70,000	70,000	70,000
11 490 907	GF Yard & Waste	10	56,584	55,000	55,000	0	55,000	0	0.00	55,000	55,000	55,000	55,000
	Total User Fees		2,990,633	2,748,000	2,770,000	-22,000	2,774,000	26,000	0.95	2,737,350	2,756,600	2,756,600	2,756,600
11 490 902	Revenue From Sales	11	0	0	0	0	0	0	0.00	0	0	0	0
11 490 910	Materials Recovery	12	55,184	39,000	20,000	19,000	23,000	(16,000)	(41.03)	23,000	23,000	23,000	23,000
11 490 921	Product Care Commission	13	8,059	5,000	7,665	(2,665)	5,000	0	0.00	5,000	5,000	5,000	5,000
	Total Recoveries		63,243	44,000	27,665	16,335	28,000	(16,000)	(36.36)	28,000	28,000	28,000	28,000
11 550 100	Interest Earned on Investments	14	109,912	60,000	73,938	(13,938)	60,000	0	0.00	60,000	60,000	60,000	60,000
11 590 158	Multi Material British Columbia	15	34,100	28,000	31,895	(3,895)	28,000	0	0.00	28,000	28,000	28,000	28,000
11 590 159	Miscellaneous Revenue	16	44,612	220,300	346,466	(126,166)	2,133,229	1,912,929	868.33	1,000	1,000	1,000	1,000
11 759 940	Hydro Generation Grant in Lieu	17	0	0	0	0	180,441	180,441	0.00	184,049	187,730	191,485	195,315
11 911 100	Previous Year's Surplus	18	0	453,721	453,307	413	249,853	(203,868)	(44.93)	0	0	0	0
11 920 002	Revenue From Capital Fund	19	0	186,000	186,000	0	0	(186,000)	(100.00)	1,640,000	0	0	0
11 921 205	Transfer From Reserve	20	170,000	562,700	667,996	(105,296)	1,022,829	460,129	81.77	1,300,000	0	0	0
	Total Other		358,624	1,510,721	1,759,602	-248,881	3,674,351	2,163,631	143.22	3,213,049	276,730	280,485	284,315
Total Revenue			4,727,005	5,706,828	5,962,833	(256,005)	7,937,818	2,230,990	39.09	7,622,946	5,718,589	5,502,549	5,514,669
EXPENDITURE													
12 433 111	Salaries and Benefits	21	1,334,846	1,361,444	1,361,446	(2)	1,459,861	98,417	7.23	1,489,058	1,518,839	1,549,216	1,580,200
12 433 210	Professional Devel./Safety Training	22	7,576	25,223	5,000	20,223	25,465	242	0.96	25,712	25,964	26,222	26,484
	Total Salaries & Benefits		1,342,421	1,386,667	1,366,446	20,221	1,485,326	98,659	7.11	1,514,770	1,544,804	1,575,438	1,606,684
12 433 216	Insurance	23	21,386	22,471	23,358	(887)	25,585	3,114	13.86	26,096	26,618	27,151	27,694
12 433 221	Public Education and Advertising	24	17,256	33,516	16,000	17,516	34,219	704	2.10	34,904	35,602	36,314	37,040
12 433 230	Shared Internal Costs	25	53,553	54,545	54,545	0	302,211	247,666	454.06	308,256	314,421	320,709	327,123
12 433 233	Consulting Fees	26	111,911	85,000	77,649	7,351	215,000	130,000	152.94	85,000	95,000	87,500	35,000
	Total Administrative		204,107	195,531	171,552	23,979	577,016	381,484	195.10	454,256	471,641	471,674	426,857
12 433 234	RDKB Curbside Organics/Garbage	27	514,780	524,400	524,400	0	534,467	10,067	1.92	593,507	691,442	701,627	712,015
12 433 235	RDKB Curbside Garbage	28	0	0	0	0	0	0	0.00	0	0	0	0
12 433 236	Recycling Contract - Boundary	29	161,095	194,500	204,500	(10,000)	228,107	33,607	17.28	229,689	231,262	232,887	234,545
12 433 238	Recycling Contract - East	30	138,138	167,500	180,000	(12,500)	115,000	(52,500)	(31.34)	271,000	747,900	747,900	747,900
	Total Recycling Activities		814,013	886,400	908,900	-22,500	877,574	(8,826)	(1.00)	1,094,175	1,670,604	1,682,414	1,694,460
12 433 239	Site Maintenance - West	31	30,384	29,317	30,000	(683)	33,649	4,332	14.78	33,972	34,302	34,638	34,980
12 433 240	Site Maintenance - Central	32	36,742	32,444	32,562	(118)	33,349	905	2.79	33,839	34,236	34,746	35,267
12 433 241	Site Maintenance - East	33	18,293	21,942	15,000	6,942	33,277	11,335	51.66	23,532	23,793	24,059	24,330
12 433 242	Operating Contracts	34	360,394	392,647	392,647	(0)	400,893	8,246	2.10	478,910	487,089	495,430	503,939
12 433 243	Water Monitoring	35	73,524	78,000	75,000	3,000	82,000	4,000	5.13	82,000	82,000	82,000	82,000
	Total Site Maintenance Contracts		519,336	554,350	545,209	9,141	583,167	28,817	5.20	652,254	661,419	670,873	680,516
12 433 244	Safety Equipment & Consumables	36	20,391	20,970	18,000	2,970	21,410	440	2.10	21,839	22,275	22,721	23,175
12 433 245	Equipment Operations	37	125,708	131,022	126,981	4,041	114,465	(16,556)	(12.64)	116,754	119,089	121,471	123,901
12 433 251	Technology Equipment & Supplies	38	17,566	21,963	21,962	1	40,140	18,178	82.77	22,313	22,489	22,669	22,853
12 433 612	Equipment Replacement	39	100	0	0	0	0	0	0.00	0	0	0	0
	Total Equipment		163,766	173,954	166,943	7,011	176,016	2,062	1.19	160,906	163,854	166,861	169,929

PARTICIPANTS: Grand Forks, Greenwood, Rossland, Trail, Fruitvale,
Midway, Montrose, Warfield, Electoral Areas 'A', 'B', 'C', 'D' & 'E'

Continued, page 2



REGIONAL DISTRICT OF KOOTENAY BOUNDARY
FIVE YEAR FINANCIAL PLAN
SERVICE NO 010
REGIONALIZED WASTE MANAGEMENT SERVICES

PARTICIPANTS: Grand Forks, Greenwood, Rossland, Trail, Fruitvale,
Midway, Montrose, Warfield, Electoral Areas 'A', 'B', 'C', 'D' & 'E'

		PAGE	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	(OVER) UNDER	2021 BUDGET	Increase(Decrease) between 2019 BUDGET and 2020 BUDGET		-3.97% 2022 BUDGET	-24.98% 2023 BUDGET	-3.78% 2024 BUDGET	0.22% 2025 BUDGET
								\$	%				
12 433 252	Office Building Maintenance	40	18,969	19,309	19,309	(0)	10,830	(8,479)	(43.91)	11,047	11,268	11,493	11,723
12 433 253	Equipment Maintenance	41	73,283	130,212	123,360	6,852	132,946	2,734	2.10	135,605	138,317	141,083	143,905
12 433 261	Equipment Rentals	42	1,600	1,530	0	1,530	1,562	32	2.10	1,593	1,625	1,658	1,691
Total Maintenance & Repairs			93,851	151,050	142,669	8,381	145,338	(5,712)	(3.78)	148,245	151,210	154,234	157,319
12 433 262	Beaverdell Trsfer Stn Operations	43	1,052	6,932	6,898	34	7,077	146	2.10	7,219	7,363	7,511	7,661
12 433 263	Rock Creek Trsfer Stn Operations	44	8,983	14,822	14,780	42	15,133	311	2.10	15,436	15,744	16,059	16,380
12 433 264	Greenwood Landfill Operations	45	0	5,000	5,000	0	5,000	0	0.00	5,000	5,000	5,000	5,000
12 433 266	Transfer Station Operations	46	4,591	6,020	6,302	(282)	6,302	282	4.69	6,428	6,557	6,688	6,822
12 433 553	Utilities	47	40,867	55,829	55,830	(1)	56,750	920	1.65	57,645	58,558	59,489	60,439
12 433 559	CFC Removal Program	48	6,977	8,000	8,000	0	8,000	0	0.00	8,000	8,000	8,000	8,000
Total Transfer Station Operations			62,470	96,603	96,810	-208	98,263	1,660	1.72	99,728	101,222	102,747	104,302
12 433 609	Capital - Recycling	49	0	185,000	474,462	(289,462)	3,101,558	2,916,558	1,576.52	900,000	0	0	0
12 433 610	Capital - Landfills	50	240,627	561,000	464,225	96,775	184,020	(376,980)	(67.20)	2,215,000	275,000	0	0
12 433 611	Capital - Transfer Stations	51	0	37,000	12,000	25,000	25,000	(12,000)	(32.43)	0	0	0	0
Total Capital			240,627	783,000	950,687	-167,687	3,310,578	2,527,578	322.81	3,115,000	275,000	0	0
12 433 820	Debt Interest	52	63,000	66,621	63,000	3,621	33,561	(33,060)	(49.62)	15,703	27,458	21,360	15,250
12 433 830	Debt Principal	53	124,936	154,865	124,936	29,928	161,877	7,012	4.53	37,393	365,852	366,313	363,504
12 433 840	Equipment Financing	54	0	0	0	0	0	0	0.00	0	0	0	0
Total Debt			187,936	221,485	187,936	33,549	195,438	(26,047)	(11.76)	53,096	393,310	387,673	378,754
12 433 256	Provision for Closure/Post-Closure	55	235,950	240,787	240,787	0	245,603	4,816	2.00	250,515	255,525	260,636	265,848
12 433 267	Provision for Contaminated Site Clean-up	56	0	0	0	0	0	0	0.00	0	0	0	0
12 433 741	Closure Reserves	57	0	0	0	0	0	0	0.00	0	0	0	0
12 433 742	Equipment Reserves	58	33,500	1,017,000	930,000	87,000	243,500	(773,500)	(76.06)	80,000	30,000	30,000	30,000
12 433 990	Previous Year's Deficit	59	374,810	0	0	0	0	0	0.00	0	0	0	0
12 433 999	Contingencies	60	487	0	5,041	(5,041)	0	0	0.00	0	0	0	0
Total Other			644,756	1,257,787	1,175,828	81,959	489,103	(768,684)	(61.11)	330,515	285,525	290,636	295,848
Total Expenditure			4,273,284	5,706,828	5,712,980	(6,152)	7,937,818	2,230,990	39.09	7,622,946	5,718,589	5,502,549	5,514,669
Surplus(Deficit)			453,721	0	249,853		0			0	0	0	0
Reserve Balance							1,521,774			301,774	331,774	361,774	391,774

Current Year expense 5,712,980
Current Year Revenue 5,962,833
Current year surplus without i 249,853

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Property Tax Requisition		2021	2022	2023	2024	2025
2020		Budget	Budget	Budget	Budget	Budget
Actual	Description	Amount	Amount	Amount	Amount	Amount
41,590	11 830 100 010 Fruitvale	43,395	48,838	78,949	72,414	72,661
118,288	11 830 200 010 Grand Forks	122,292	137,633	222,490	204,073	204,768
12,861	11 830 300 010 Greenwood	13,825	15,559	25,152	23,070	23,148
19,797	11 830 400 010 Midway	21,963	24,718	39,958	36,650	36,775
21,206	11 830 500 010 Montrose	23,713	26,688	43,142	39,571	39,706
140,479	11 830 600 010 Rossland	151,852	170,901	276,270	253,402	254,264
305,931	11 830 700 010 Trail	322,030	362,427	585,881	537,383	539,213
35,112	11 830 800 010 Warfield	37,373	42,061	67,994	62,365	62,578
155,304	11 830 901 010 Electoral Area 'A'	133,745	150,522	243,326	223,184	223,944
70,777	11 830 902 010 EA 'B' / Lower Columbia/Old Glory	77,893	87,664	141,714	129,983	130,426
132,771	11 830 903 010 EA 'C' / Christina Lake	138,011	155,323	251,088	230,304	231,088
92,969	11 830 904 010 EA 'D' / Rural Grand Forks	101,204	113,899	184,124	168,882	169,457
255,022	11 830 905 010 EA 'E' / West Boundary	272,172	306,313	495,171	454,182	455,728
1,402,108		1,459,467	1,642,546	2,655,259	2,435,464	2,443,755
	This Year Requisition	1,459,467	1,642,546	2,655,259	2,435,464	2,443,755
	Total Requisition	1,459,467	1,642,546	2,655,259	2,435,464	2,443,755

Notes:

Bylaw # 1090; 2000	
Annual Tax Requisition Not to Exceed the Greater of:	
\$1,000,000 or \$0.5/1000 of net taxable values -->	3,550,553

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Federal Grant In Lieu	2020	2020	0.00%	0.00%	0.00%	0.00%	0.00%
Account	11 210 100 010	Prior Year	Actual	2021	2022	2023	2024	2025
				Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount	Amount
1	Federal Grant In Lieu	2,000	-	2,000	2,000	2,000	2,000	2,000
	Current Year Budget	2,000	-	2,000	2,000	2,000	2,000	2,000

Notes:	Previous Year Budget	2,000
	Actual to December 31, 2020	3,459

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Tipping Fees	2020	2020	2021	2022	2023	2024	2025
Account	11 550 500 010	Prior Year	Actual	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount	Amount
1	McKelvey Creek	1,611,000	1,602,000	1,625,000	1,600,000	1,520,000	1,520,000	1,520,000
2	Grand Forks	636,000	647,000	656,000	656,000	640,000	640,000	640,000
3	Christina Lake	62,000	74,000	62,000	62,000	62,000	62,000	62,000
4	Greenwood	70,000	70,000	65,000	65,000	65,000	65,000	65,000
5	Beaverdell	16,000	20,000	16,000	16,000	16,000	16,000	16,000
6	Rock Creek	48,000	52,000	45,000	45,000	45,000	45,000	45,000
Current Year Budget		2,443,000	2,465,000	2,469,000	2,444,000	2,348,000	2,348,000	2,348,000

Notes: Previous Year Budget 2,443,000
 Actual to December 31, 2020 2,465,000
 Item #1 2021 - Fees increase from \$110 to \$120/tonne HHG, \$40-\$55/tonne SSO
 2022/2023 - Fees decrease at McKelvey/GF due to implementation of SSO program

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	RDKB Tipping Fees - Curside Organics	2020	2020	2021	2022	2023	2024	2025
Account	11 550 501 010	Prior Year	Actual	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount	Amount
1	Boundary - Excluding Grand Forks	10,000	10,000	10,000	30,000	30,000	30,000	30,000
2	McKelvey				26,250	105,000	105,000	105,000
Current Year Budget		10,000	10,000	10,000	56,250	135,000	135,000	135,000

Notes: Previous Year Budget 10,000
 Actual to December 31, 2020 10,000
 Item #1 Starting 2022 Adjusted to Include Grand Forks

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	RDKB Tipping Fees - Curbside Garbage	2020	2020	2021	2022	2023	2024	2025
Account	11 550 502 010	Prior Year	Actual	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount	Amount
1	RDKB Garbage Collection Tipping Fees - Boundary	25,000	25,000	25,000	25,000	25,000	25,000	25,000
2	Sale of Garbage Tags - Boundary (Exclud Greenwood)	75,000	75,000	75,000	75,000	75,000	75,000	75,000
3	Sale of Garbage Tags - McKelvey (Area A and B)				9,100	36,400	36,400	36,400
4	RDKB Garbage Collection Tipping Fees - McKelvey	-			3,000	12,200	12,200	12,200
Current Year Budget		100,000	100,000	100,000	112,100	148,600	148,600	148,600

Notes:	Previous Year Budget	100,000
	Actual to December 31, 2020	100,000

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Grand Forks Recovery, Garbage & Organics	2020	2020	0.00%	0.00%	0.00%	0.00%	0.00%
Account	11 490 906 010	Prior Year	Actual	2021	2022	2023	2024	2025
Item No	Description	Amount	Amount	Budget	Budget	Budget	Budget	Budget
1	Grand Forks Contributed Services:	140,000	140,000	140,000	70,000	70,000	70,000	70,000
	Garbage & Organics							
Current Year Budget		140,000	140,000	140,000	70,000	70,000	70,000	70,000

Notes:

Previous Year Budget	140,000
Actual to December 31, 2020	140,000

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Grand Forks Recovery, Yard & Waste	2020	2020	0.00%	0.00%	0.00%	0.00%	0.00%
Account	11 490 907 010	Prior Year	Actual	2021	2022	2023	2024	2025
Item No	Description	Amount	Amount	Budget	Budget	Budget	Budget	Budget
1	Grand Forks Contributed Services:	55,000	55,000	55,000	55,000	55,000	55,000	55,000
	Yard & Waste Program							
Current Year Budget		55,000	55,000	55,000	55,000	55,000	55,000	55,000

Notes:	Previous Year Budget	55,000
	Actual to December 31, 2020	55,000

[illegible]

07/01/2021

Name				0.00%	0.00%	0.00%	0.00%	0.00%
Account	Materials Recovery 11 490 910 010	2020 Prior Year	2020 Actual	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount	Amount
1	Sale of scrap metal	10,000	-	1,000	1,000	1,000	1,000	1,000
2	Cascades - Recycling	5,000	2,000	2,000	2,000	2,000	2,000	2,000
3	MARR	24,000	18,000	20,000	20,000	20,000	20,000	20,000
	Current Year Budget	39,000	20,000	23,000	23,000	23,000	23,000	23,000

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REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Product Care Commission	2020	2020	0.00%	0.00%	0.00%	0.00%	0.00%
Account	11 490 921 010	Prior Year	Actual	2021	2022	2023	2024	2025
Item No	Description	Amount	Amount	Budget	Budget	Budget	Budget	Budget
1	Product Care Commission Recoveries	5,000	7,665	5,000	5,000	5,000	5,000	5,000
Current Year Budget		5,000	7,665	5,000	5,000	5,000	5,000	5,000

Notes:	Previous Year Budget	5,000
	Actual to December 31, 2020	7,665

[illegible]

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Multi Material British Columbia	2020	2020	0.00%	0.00%	0.00%	0.00%	0.00%
Account	11 590 158 010	Prior Year	Actual	2021	2022	2023	2024	2025
Item No	Description	Amount	Amount	Budget	Budget	Budget	Budget	Budget
1	MMBC Incentives	28,000	31,895	28,000	28,000	28,000	28,000	28,000
Current Year Budget		28,000	31,895	28,000	28,000	28,000	28,000	28,000

Notes:	Previous Year Budget	28,000
	Actual to December 31, 2020	31,895

[illegible]

07/01/2021

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Hydro Generation Grant in Lieu	2020	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	11 759 940 010	Prior Year	Actual	2021	2022	2023	2024	2025
Item No	Description	Amount	Amount	Budget	Budget	Budget	Budget	Budget
1	Hydro Grant in Lieu Allocation			180,441	184,049	187,730	191,485	195,315
Current Year Budget		-	-	180,441	184,049	187,730	191,485	195,315

Notes:

	Previous Year Budget	-
	Actual to December 31, 2020	-

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Previous Year's Surplus	2020	2020	2021	2022	2023	2024	2025
Account	11 911 100 010	Prior Year	Actual	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount	Amount
1	Previous Year's Surplus	-		249,853				
Current Year Budget		-	-	249,853	-	-	-	-

Notes:	Previous Year Budget	453,721
	Actual to December 31, 2020	453,307

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Revenue From Capital	2020	2020	2021	2022	2023	2024	2025
Account	11 920 002 010	Prior Year	Actual	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount	Amount
1	200 LC Excavator	186,000	186,000					
2	Compost Bins - McKelvey Wasteshed				900,000			
3	McKelvey Creek Upgrade Project				740,000			
4								
5								
Current Year Budget		186,000	186,000	-	1,640,000	-	-	-

Notes:	Previous Year Budget	186,000
	Actual to December 31, 2020	186,000

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Transfer From Reserve	2020	2020	2021	2022	2023	2024	2025
Account	11 921 205 010	Prior Year	Actual	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount	Amount
1	Screener							
2	McKelvey Upgrades				1,300,000			
3	Grand Forks Infrastructure							
4	Composting Infrastructure - Grand Forks	52,700	157,996	1,022,829				
5	Scale hardware/install							
6	Roll-off Truck							
7	Transfer Station Infrastructure							
8	Recycling Containers Purchase/Refurbish							
9	Wood Grinder							
10	GF Shop							
11	Compactors							
12	Maintenance Truck							
13	200 LC Excavator	160,000	160,000					
14	Mt. Baldy - General Infrastructure							
15	Fuel/oil storage GF Landfill							
16	644K Loader							
17	GF Water System							
18	Deficit Reduction/Taxation Smoothing	350,000	350,000					
19	Boundary Curbside Equipment							
20	Passenger Vehicle							
Current Year Budget		562,700	667,996	1,022,829	1,300,000	-	-	-

Notes:

Previous Year Budget	562,700
Actual to December 31, 2020	667,996

Transfer from Reserves (balance of MFA Issue #116	618,400
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REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Salaries & Benefits	2020	2020			2.00%	2.00%	2.00%	2.00%	2.00%
Account	12 433 111 010	Prior Year	Actual			2021	2022	2023	2024	2025
						Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Hours	Rate	Amount	Amount	Amount	Amount	Amount
1	Landfill Attendants:									
1.1	- McKelvey Creek (112 Hr /Week x 52 weeks)	146,299	146,299	5,824.0	26.13	152,181	155,225	158,329	161,496	164,726
1.2	- Grand Forks (79.5.5 Hr / Week x 52 weeks)	72,496	72,496	4,134.0	26.13	108,021	110,182	112,385	114,633	116,926
1.3	- Christina Lake (22 Hr for 10 Mo, and 27.5 Hr for 2 Mo.)	27,632	27,632	1,100.0	26.13	28,743	29,318	29,904	30,502	31,112
1.4	- West Boundary (22.5.5 Hr/Week x 52 weeks)	29,390	29,390	1,170.0	26.13	30,572	31,184	31,807	32,443	33,092
1.5	- Beaverdell Transfer (9 Hr/week x 52 weeks)	11,756	11,756	468.0	26.13	12,229	12,473	12,723	12,977	13,237
1.6	- Rock Creek Transfer (24 Hr/week x 52 weeks)	31,350	31,350	1,248.0	26.13	32,610	33,262	33,928	34,606	35,298
	- Landfill Attendants Vacation/Sick Coverage	27,632	27,632	1,100.0	26.13	28,743	29,318	29,904	30,502	31,112
	Total Landfill Attendants	346,556	346,555	15,044.0		393,100	400,962	408,981	417,161	425,504
	Benefits @	92,842	92,842		27%	107,945.18	110,104	112,306	114,552	116,843
2	Gen Mgr of Environmental Services	100,829	100,829	6-Mid	82.0%	102,846	104,902	107,000	109,140	111,323
3	McKelvey Creek Landfill Supervisor (80 Hrs/Week - Plus 54	150,898	150,898	4,700.0	37.56	176,532	180,063	183,664	187,337	191,084
4	Operations Coordinator (40 Hrs/Week)	81,765	81,765	2,080.0	40.90	85,072	86,773	88,509	90,279	92,085
5	Chief Operator Equipment & Maintenance (40 Hrs/Week)	66,248	66,248	2,080.0	33.14	68,931	70,310	71,716	73,150	74,613
6	Recycling Program Driver (40 Hr/Week)	59,842	59,842	2,080.0	29.94	62,275	63,521	64,791	66,087	67,409
7	Waste Transfer Driver (40 Hr/Wk)	59,842	59,842	2,080.0	29.94	62,275	63,521	64,791	66,087	67,409
8	Landfill Operator (40 Hr/Wk)	59,842	59,842	2,080.0	29.94	62,275	63,521	64,791	66,087	67,409
9	Operators/Coordinator - Relief/On-Call	12,947	12,947	450.0	29.94	13,473	13,742	14,017	14,298	14,584
10	Solid Waste Program Coordinator	66,515	66,515	1,842.5	37.56	69,205	70,589	72,001	73,441	74,910
11	Admin. Clerical (7.5 or 8.75 Hr/Wk)	13,157	13,157	457.0	29.96	13,692	13,966	14,245	14,530	14,820
12	Engineering & Safety Coordinator	34,286	34,286	1900	37.56	35,673	36,386	37,114	37,856	38,613
	Total Admin & Operators	706,169	706,171	19,749.0		752,248	767,293	782,639	798,292	814,258
	Benefits @	189,183	189,183		27%	206,567	210,699	214,913	219,211	223,595.24
13	Allowance for CUPE Contract Increase (2%)	26,695	26,695							
14	Overtime Allowance									
	Current Year Budget	1,361,444	1,361,446			1,459,861	1,489,058	1,518,839	1,549,216	1,580,200

Salaries & Benefits

Previous Year Budget 1,361,444 Item # 2

Notes:	Actual to December 31, 2020	1,361,446
Item #10	Solid Waste Program Coordinator (97% Waste, & 3% Waste - BW)	
Item #11	Admin Clerical (0.45FTE - 50% Waste & 50% Sewer)	
Item #12	Engineering & Safety Coordinator (25% Admin, 50% Waste, & 25% Sewer)	
Item #1.2	Increased by 24 hours per week (4 Hrs /day X 6 Days) - Was 55.5 Hrs / Wk	Total Wage
Item #3	Increase 2nd Supervisor from 30Hrs to 40Hrs/Wk Director of Environmental Services	125,421.34

82.00	Regional Solid Waste
5.20	Mosquitos D
0.90	Mosquitos Ch Lake
0.70	Weeds A
4.20	Weeds Ch Lake
4.00	Weeds E & E
3.00	Solid Waste - Big White
100.00	

[illegible]

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Insurance	2020	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 433 216 010	Prior Year	Actual	2021	2022	2023	2024	2025
Item No	Description	Amount	Amount	Budget	Budget	Budget	Budget	Budget
	Property Insurance:							
1	East - McKelvey Creek Landfill							
2	Central - Grand Forks							
3	Central - Christina Lake	12,627	12,627	12,892	13,150	13,413	13,681	13,954
4	West - Greenwood							
5	West - Beavertell Gatehouse							
6	West - Rock Creek Gatehouse							
	Automobile Insurance:							
7	2021 - New Service Truck			1,500	1,530	1,561	1,592	1,624
8	Central - loaders	259	259	255	260	265	271	276
9	West/Central - Recycling/Transfer Trucks/Tag	3,056	3,056	2,954	3,013	3,073	3,135	3,198
10	2008 - Dodge Ram 3500 - AL5978	915	915	907	925	944	963	982
11	2007 Green Beast Wood Grinder	223	223	233	238	242	247	252
12	2004 GMC Sierra - EF1839	552	552	539	550	561	572	583
13	2004 Ford Ranger 4x4 - 6583HH	552	552	539	550	561	572	583
14	2009 Black Box Comm. Trailer - 80008C	223	223	233	238	242	247	252
15	2015 Ford F150 Supercab (McKelvey)	552	1,039	539	550	561	572	583
16	2017 Honda HR-V - EF248A	1,512	1,512	907	925	944	963	982
17	2020 Toyota Tacoma Sport - PT3986	2,000	1,200	2,590	2,642	2,695	2,749	2,803
	2020 Ford F150 CC XLT (Coordinator) - PT3975		1,200	1,497	1,527	1,557	1,589	1,620
	Current Year Budget	22,471	23,358	25,585	26,096	26,618	27,151	27,694

Operating	Previous Year Budget	22,471
Notes:	Actual to December 31, 2020	23,358

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Public Education & Advertising	2020	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 433 221 010	Prior Year	Actual	2021	2022	2023	2024	2025
Item No	Description	Amount	Amount	Budget	Budget	Budget	Budget	Budget
1	Newspaper & magazine advertising	2,122	3,500	2,167	2,210	2,255	2,300	2,346
2	Radio and TV advertising	5,306	2,000	5,417	5,526	5,636	5,749	5,864
3	Brochures, newsletters, calendar, etc.	20,163	5,000	20,586	20,998	21,418	21,846	22,283
4	Promotions and Advertising	2,693	2,500	2,749	2,804	2,860	2,918	2,976
5	Web site enhancements	1,077	1,000	1,100	1,122	1,144	1,167	1,190
6	Reuse web site and newspaper insert	2,154	2,000	2,199	2,243	2,288	2,334	2,381
7	SWMP Expenses (meeting rooms, meals)							
8	6 - Trail Cams to Monitor Illegal Dumping							
9	Illegal Dumping Prevention Signage							
Current Year Budget		33,516	16,000	34,219	34,904	35,602	36,314	37,040

Operating	Previous Year Budget	33,516
Notes:	Actual to December 31, 2020	16,000

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Shared Internal Costs	2020	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 433 230 010	Prior Year	Actual	2021	2022	2023	2024	2025
Item No	Description	Amount	Amount	Budget	Budget	Budget	Budget	Budget
1	Board Fee (2% increase for C.P.I.)	50,598	50,598	-	-	-	-	-
2	Carbon Offset & Climate Change Initiatives	3,947	3,947	4,735	4,830	4,926	5,025	5,125
3	Administration Support Allocation			279,983	285,583	291,294	297,120	303,063
4	HR Allocation			13,893	14,171	14,455	14,744	15,039
5	IT Allocation			-	-	-	-	-
6	Building Allocation			3,600	3,672	3,745	3,820	3,897
Current Year Budget		54,545	54,545	302,211	308,256	314,421	320,709	327,123

Operating	Previous Year Budget	54,545
Notes:	Actual to December 31, 2020	54,545

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Operating	Previous Year Budget	85,000
Notes:	Actual to December 31, 2020	77,649
Item #11	2021 Hydrogeo Work, Well Installation and Rock Analysis	
Item #11	2022 Design for Internal Transer Station Contruction	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	RDKB Curbside Organics & Garbage	2020	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 433 234 010	Prior Year	Actual	2021	2022	2023	2024	2025
Item No	Description	Amount	Amount	Budget	Budget	Budget	Budget	Budget
1	Boundary Organics and Garbage	431,460	431,460	440,521	449,331	458,318	467,484	476,834
2	Grand Forks Yard Waste	47,940	47,940	48,947	49,926	50,924	51,943	52,982
3	New Contract Start-Up - Bin Delivery							
4	Garbage Tipping Fees - Boundary	25,000	25,000	25,000	25,000	25,000	25,000	25,000
5	Organics Tipping Fees - Boundary	10,000	10,000	10,000	30,000	30,000	30,000	30,000
6	Christina Lake Boat Access - Garbage/Recycling	10,000	10,000	10,000	10,000	10,000	10,000	10,000
7	Garbage Tipping Fees - McKelvey				3,000	12,200	12,200	12,200
8	Organics Tipping Fees - McKelvey				26,250	105,000	105,000	105,000
Current Year Budget		524,400	524,400	534,467	593,507	691,442	701,627	712,015

Operating	Previous Year Budget	524,400
Notes:	Actual to December 31, 2020	524,400

				2.10%	2.00%	2.00%	2.00%	2.00%
Name	RDKB Curbside Garbage	2020	2020	2021	2022	2023	2024	2025
Account	12 433 235 010	Prior Year	Actual	Budget	Budget	Budget	Budget	Budget

Operating	Previous Year Budget	-
Notes:	Actual to December 31, 2020	-

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REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Recycling Contract - East	2020	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 433 238 010	Prior Year	Actual	2021	2022	2023	2024	2025
Item No	Description	Amount	Amount	Budget	Budget	Budget	Budget	Budget
1	Non-MMBC Recycling Services (Curbside/Depot Busin	150,000	150,000	85,000	55,000	55,000	55,000	55,000
2	Scrap Metal (Alpine) - MC	17,500	30,000	30,000	30,000	30,000	30,000	30,000
3	Organics Tipping Fees to RDCK				21,000	82,900	82,900	82,900
4	Organics Hauling - McKelvey to Salmo (RDCK)				30,000	40,000	40,000	40,000
5	Organics Collection Contract				135,000	540,000	540,000	540,000
Current Year Budget		167,500	180,000	115,000	271,000	747,900	747,900	747,900

Operating		Previous Year Budget	167,500
Notes:		Actual to December 31, 2020	180,000
Item #1	Board Elimated Curbside Business Collection April 2021		
Item #3-5	Assume start date of October 15, 2022		

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Name	Operating Contracts	2020	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 433 242 010	Prior Year	Actual	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount	Amount
1	Contract with Alpine Disposal to operate McKelvey Creek Landfill (Jan 1 to Dec 31)	392,647	392,647	400,893	408,910	417,089	425,430	433,939
2	Waste Transfer (as per contract Alpine Disposal)			-	-	-	-	-
3	McKelvey/Grand Forks Organics Operations				70,000	70,000	70,000	70,000
	Current Year Budget	392,647	392,647	400,893	478,910	487,089	495,430	503,939

Name		2020	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	Water Monitoring 12 433 243 010	Prior Year	Actual	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount	Amount
1	All Sites Combined Under New 3 Year Contract	78,000	75,000	82,000	82,000	82,000	82,000	82,000
2	Monitoring Well Installation and Surveying							
	Current Year Budget	78,000	75,000	82,000	82,000	82,000	82,000	82,000

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Safety Equipment & Consumables	2020	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 433 244 010	Prior Year	Actual	2021	2022	2023	2024	2025
Item No	Description	Amount	Amount	Budget	Budget	Budget	Budget	Budget
1	Minor Equipment & Consumables	7,140	7,000	7,290	7,436	7,584	7,736	7,891
2	Shop Supplies	5,280	2,700	5,391	5,499	5,609	5,721	5,835
3	Safety clothing and uniforms	7,283	7,000	7,436	7,584	7,736	7,891	8,049
4	Video Surveillance Cameras	-	-	-	-	-	-	-
5	Drinking Water	1,267	1,300	1,294	1,320	1,346	1,373	1,400
6	Hand Tool Replacement - McKelvey Creek Landfill							
7	Light Plant - McKelvey Creek Landfill							
Current Year Budget		20,970	18,000	21,410	21,839	22,275	22,721	23,175

Operating	Previous Year Budget	20,970
Notes:	Actual to December 31, 2020	18,000

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REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name Account	Equipment Replacement 12 433 612 010	2020 Prior Year	2020 Actual	2.10% 2021 Budget	2.00% 2022 Budget	2.00% 2023 Budget	2.00% 2024 Budget	2.00% 2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount	Amount
1	Sweeper - East							
Current Year Budget		-	-	-	-	-	-	-

Operating Previous Year Budget -
Notes: Actual to December 31, 2020 -

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Greenwood Landfill operations to be done by RDKB staff after 2010

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Transfer Station Operations	2020	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 433 266 010	Prior Year	Actual	2021	2022	2023	2024	2025
Item No	Description	Amount	Amount	Budget	Budget	Budget	Budget	Budget
1	Sidley Mtn. - (kvw)							
2	Idabel Lake Refuse Collection @ \$525.20/mo	6,020	6,302	6,302	6,428	6,557	6,688	6,822
3	Alpine Texas Point Seasonal Transfer June 15 to Oc	-		-	-	-	-	-
Current Year Budget		6,020	6,302	6,302	6,428	6,557	6,688	6,822

Operating _____ Previous Year Budget 6,020
 Notes: _____ Actual to December 31, 2020 6,302
 Item #2 Contractor: Super Save

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Utilities	2020	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 433 553 010	Prior Year	Actuals	2021	2022	2023	2024	2025
Item No	Description	Amount	Amount	Budget	Budget	Budget	Budget	Budget
1	Electricity	1,292	1,292	1,319	1,346	1,373	1,400	1,428
2	Telephone	7,070	7,070	7,219	7,363	7,510	7,661	7,814
3	Toilet (pumping)	553	553	564	575	587	599	611
4	Interac Terminal	553	553	564	575	587	599	611
5	Network Connectivity	12,000	12,000	12,000	12,000	12,000	12,000	12,000
6	Electricity - gate houses, shop	4,895	4,895	4,998	5,098	5,200	5,304	5,410
7	Phones - 4 cell, landline X 3	9,246	9,246	9,440	9,629	9,821	10,018	10,218
8	Portable toilets (pumping etc.)	1,088	1,088	1,111	1,133	1,155	1,179	1,202
9	Propane (heating shop)	1,088	1,088	1,111	1,133	1,155	1,179	1,202
10	Internet and e-mail	5,618	5,618	5,736	5,851	5,968	6,087	6,209
11	Interac Terminal	1,088	1,088	1,111	1,133	1,155	1,179	1,202
12	Electricity - Greenwood	397	397	405	413	422	430	439
13	Satellite internet/Interac Greenwood Landfill	1,705	1,705	1,741	1,776	1,811	1,848	1,885
14	Portable toilet (Pumping etc.)	544	544	555	566	578	589	601
15	Electricity - Big White Transfer Station	3,807	3,807	3,887	3,965	4,044	4,125	4,207
16	Electricity - Beaverdell Transfer	870	870	888	906	924	943	962
17	Telephone/Interac - Beaverdell	1,275	1,275	1,302	1,328	1,355	1,382	1,410
18	Electricity - Rock Creek Transfer	883	883	902	920	938	957	976
19	Telephone/Interac - Rock Creek	1,858	1,858	1,897	1,935	1,973	2,013	2,053
Current Year Budget		55,829	55,830	56,750	57,645	58,558	59,489	60,439

Operating	Previous Year Budget	55,829
Notes:	Actual to December 31, 2020	55,830

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Operating	Previous Year Budget	8,000
Notes:	Actual to December 31, 2020	8,000
Item #1	Stewardship program subsidy discontinued	

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REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name Account	Capital - Landfills 12 433 610 010	2020 Prior Year	2020 Actual	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount	Amount
1	McKelvey Creek Upgrades				2,040,000			
2	McKelvey Creek Paving							
3	Rock Creek Closure Completion and Paving							
4	Beaverdell Infrastructure and Paving							
5	950E Loader							
6	Used Compactors							
7	644K Loader							
8	Solid Waste Coordinator's Pick-up Truck							
9	Grand Forks - General Infrastructure (2020 Road San	5,000	5,000			75,000		
10	West Boundary - Upgrades					200,000		
11	West Boundary - Security/Communications							
12	ES Truck	45,000	45,100					
13	Wood Grinder							
14	Metler Toledo Scale Software Upgrade			82,000				
15	Grand Forks Shop Renovations				175,000			
16	200 LC Excavator	346,000	346,000					
17	Maintenance Truck	95,000		102,020				
18	Groundwater monitoring wells (Trail, GF)							
19	Fuel/oil storage GF Landfill	25,000	20,000					
20	McKelvey Landfill Truck Replacement	45,000	48,125					
	Current Year Budget	561,000	464,225	184,020	2,215,000	275,000	-	-

Capital	Previous Year Budget	561,000
Notes:	Actual to December 31, 2020	464,225

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name Account	Capital - Transfer Stations 12 433 611 010	2020 Prior Year	2020 Actual	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount	Amount
1	Mt. Baldy - General Infrastructure (concrete ets)	25,000		25,000				
2	Truck Scales (Christina Lake, Rock Creek, Beaverdell)							
3	Enclosures for Recycle BC Glass Collection (CL,RC)	7,000	7,000					
4	Passenger Vehicle							
5	Road Sand Enclosure - RCTS	5,000	5,000					
Current Year Budget		37,000	12,000	25,000	-	-	-	-

Capital	Previous Year Budget	37,000
Notes:	Actual to December 31, 2020	12,000

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Debt - Interest	2020	2020	2021	2022	2023	2024	2025
Account	12 433 820 010	Prior Year	Actual	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount	Amount
1	MFA #116 Due Apr 4th	31,500	31,500	31,500				
2	MFA #116 Due Oct 4th	31,500	31,500					
3	MFA ST - Green Bins				7,735	14,438	11,344	8,250
4	200 LC Excavator	3,621		2,061	1,608	1,149	688	216
5	MFA ST - McKelvy Creek Upgrade				6,360	11,871	9,328	6,784
6								
Current Year Budget		66,621	63,000	33,561	15,703	27,458	21,360	15,250

Debt	Previous Year Budget	66,621
Notes:	Actual to December 31, 2020	63,000
Item # 1,2 MFA #116 completion date April 4, 2021		
Item # 3 MFA ST - Green Bins @ 1.72% (\$900,000) - Final Payment 2027		
Item #4 Equip Loan #0021-0 - \$3,250.00/Month (Last Payment November 30, 2025)		
Item #5 MFA ST - McKelvey Creek Upgrade @ 1.72% (\$740,000) - Final Payment 2027		

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Name	Equipment Financing	2020	2020	2021	2022	2023	2024	2025
Account	12 433 840 010	Prior Year	Actual	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount	Amount
1	200 LC Excavator	-		-	-	-	-	-
	Current Year Budget	-	-	-	-	-	-	-

Notes:	Actual to December 31, 2020	-
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REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Provision for Closure/Post-Closure Liability	2020	2020	2.00%	2.00%	2.00%	2.00%	2.00%
Account	12 433 256 010	Prior Year	Actual	2021	2022	2023	2024	2025
Item No	Description	Amount	Amount	Budget	Budget	Budget	Budget	Budget
1	McKelvey Creek Landfill	96,457	96,457	98,386	100,354	102,361	104,408	106,496
2	Greenwood Landfill	46,400	46,400	47,328	48,275	49,240	50,225	51,229
3	Grand Forks Landfill	97,930	97,930	99,889	101,886	103,924	106,003	108,123
	Available Funds							
4	McKelvey Creek Landfill Phase 1 Closure							
5	McKelvey Creek Closure/Post-Closure Liability Reduction							
	Current Year Budget	240,787	240,787	245,603	250,515	255,525	260,636	265,848

Other Previous Year Budget 240,787

Notes: Actual to December 31, 2020 240,787

Item #4 McKelvey Creek Landfill Phase 1 Closure Expected in 2020 (Estimated Cost - \$1,000.000)

Name	Provision for Contaminated Site Clean-Up	2020	2020	2021	2022	2023	2024	2025
Account	12 433 267 010	Prior Year	Actual	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount	Amount
1								
	Current Year Budget	-	-	-	-	-	-	-

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Name	Equipment Reserves	2020	2020	2021	2022	2023	2024	2025
Account	12 433 742 010	Prior Year	Actual	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount	Amount
1	Equipment Reserve -Transfer	10,000	10,000	10,000	10,000	10,000	10,000	10,000
2	Equipment Reserve - Landfill	10,000	10,000	10,000	10,000	10,000	10,000	10,000
3	Equipment Reserve - Recycling	10,000	10,000	10,000	10,000	10,000	10,000	10,000
4	Equipment Replacement Reserve	-		-	-	-	-	-
5	Organics Management Infrastructure Reserve	-		-	-	-	-	-
6	Transfer to Reserve	870,000	870,000	130,000	50,000	-	-	-
7	Proceeds from Sale of Maintenance Truck/Ranger	22,000	-	23,500				
8	Proceeds from sale of Excavator	75,000		60,000				
9	Proceeds from sale of ES Truck	20,000	30,000					
	Current Year Budget	1,017,000	930,000	243,500	80,000	30,000	30,000	30,000

Other	Previous Year Budget	1,017,000
Notes:	Actual to December 31, 2020	930,000
Item #4	ERIP Funds transferred to Administration Reserve	
	GL Account Number 34 700 001	
Note:	In 2011 a total of \$618,400 from Unspent MFA Issue #116 was transferred to Reserves for future capital projects	

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REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name Account	Previous Year's Deficit 12 433 990 010	2020 Prior Year	2020 Actual	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount	Amount
1	Previous Year's Deficit	374,505		-	-	-	-	-
Current Year Budget		374,505	-	-	-	-	-	-

Other	Previous Year Budget	-
Notes:	Actual to December 31, 2020	-

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Other	Previous Year Budget	-
Notes:	Actual to December 31, 2020	5,041

Regional District of Kootenay Boundary - Reserve Fund **Regional Refuse Equipment**

GL Account Number:
34 700 163 & 34 701 163

	PROJECTED							
	2019	2020	2021	2022	2023	2024	2025	Accumulated
Opening Balance	2,122,083.43	2,032,902.44	2,507,531.46	1,753,277.78	550,810.56	586,318.66	622,181.85	43,332.97
Add:								
Transfers In:								
General	33,500.00	987,000.00	213,500.00	50,000.00	0.00	0.00	0.00	2,459,502.48
Front End Loader Buy-out								154,640.00
Equipment Reserve - Transfer		10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	110,000.00
Equipment Reserve - Landfill		10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	110,000.00
Equipment Reserve - Recycling		10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	130,000.00
Equipment Replacement Reserve			0.00	0.00	0.00	0.00	0.00	106,275.00
Organics Management Infrastructure			0.00	0.00	0.00	0.00	0.00	120,820.00
Recycling Plant Disposal Proceeds								359,225.83
Airport Sales Proceeds - Due Surplus to General								1,273,032.91
Greenwood Equipment								8,000.00
Other								1,069,500.40
Interest Earned	47,319.01	20,329.02	25,075.31	17,532.78	5,508.11	5,863.19	6,221.82	317,630.12
Total Additions	80,819.01	1,037,329.02	268,575.31	97,532.78	35,508.11	35,863.19	36,221.82	6,261,959.71
Less:								
Transfers Out								107,811.00
Front End Loader Buy-out								171,370.00
Other	170,000.00	562,700.00	1,022,829.00	1,300,000.00	0.00	0.00	0.00	5,324,375.04
Total Reductions	170,000.00	562,700.00	1,022,829.00	1,300,000.00	0.00	0.00	0.00	5,603,556.04
Closing Balance	2,032,902.44	2,507,531.46	1,753,277.78	550,810.56	586,318.66	622,181.85	658,403.67	658,403.67
Projected Earned Interest Rate	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	

NOTES:

- 1 2003 purchased Compactor total cost \$81,770
- 2 Front End Loader buy-out December 2004 Net \$171,370
- 3 In May, 2004 the Board decided to invest in the Castlegar Savings Credit Union (Greenwood Branch)
- 4 2004 \$40,000 transferred to Operating for pick-up replacement - Residual Management Coordinator
- 5 2006 Transferred \$46,041 for Loader Tires
- 6 2009 Transferred \$60,000 for land purchase McKelvey Creek Entrance
- 7 2011 Balance of Proceeds from MFA Issue #116. To be used for Capital Plan

07/01/2021

5YR010.xlsx Reserve Projection



REGIONAL DISTRICT OF KOOTENAY BOUNDARY
FIVE YEAR FINANCIAL PLAN
SERVICE NO 010
REGIONALIZED WASTE MANAGEMENT SERVICES

		PAGE	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	(OVER) UNDER	2021 BUDGET	Increase(Decrease) between 2019 BUDGET and 2020 BUDGET		PARTICIPANTS: Grand Forks, Greenwood, Rossland, Trail, Fruitvale, Midway, Montrose, Warfield, Electoral Areas 'A', 'B', 'C', 'D' & 'E'			
								\$	%	-0.36% 2022 BUDGET	-32.17% 2023 BUDGET	-3.92% 2024 BUDGET	0.34% 2025 BUDGET
REVENUE													
11 210 100	Property Tax Requisition	4	1,310,420	1,402,108	1,402,108	(0)	1,459,467	57,359	4.09	1,628,451	2,300,950	2,086,792	2,100,721
	Federal Grant In Lieu	5	4,085	2,000	3,459	(1,459)	2,000	0	0.00	2,000	2,000	2,000	2,000
11 550 500	Tipping Fees	6	2,656,670	2,443,000	2,465,000	(22,000)	2,469,000	26,000	1.06	2,444,000	2,348,000	2,348,000	2,348,000
11 550 501	RDKB Tipping Fees - Organics	7	12,857	10,000	10,000	0	10,000	0	0.00	56,250	135,000	135,000	135,000
11 550 502	RDKB Tipping Fees - Garbage	8	113,313	100,000	100,000	0	100,000	0	0.00	112,100	148,600	148,600	148,600
11 490 906	GF Garbage & Organics	9	151,208	140,000	140,000	0	140,000	0	0.00	70,000	70,000	70,000	70,000
11 490 907	GF Yard & Waste	10	56,584	55,000	55,000	0	55,000	0	0.00	55,000	55,000	55,000	55,000
	Total User Fees		2,990,633	2,748,000	2,770,000	-22,000	2,774,000	26,000	0.95	2,737,350	2,756,600	2,756,600	2,756,600
11 490 902	Revenue From Sales	11	0	0	0	0	0	0	0.00	0	0	0	0
11 490 910	Materials Recovery	12	55,184	39,000	20,000	19,000	23,000	(16,000)	(41.03)	23,000	23,000	23,000	23,000
11 490 921	Product Care Commission	13	8,059	5,000	7,665	(2,665)	5,000	0	0.00	5,000	5,000	5,000	5,000
	Total Recoveries		63,243	44,000	27,665	16,335	28,000	(16,000)	(36.36)	28,000	28,000	28,000	28,000
11 550 100	Interest Earned on Investments	14	109,912	60,000	73,938	(13,938)	60,000	0	0.00	60,000	60,000	60,000	60,000
11 590 158	Multi Material British Columbia	15	34,100	28,000	31,895	(3,895)	28,000	0	0.00	28,000	28,000	28,000	28,000
11 590 159	Miscellaneous Revenue	16	44,612	220,300	346,466	(126,166)	2,133,229	1,912,929	868.33	2,637,000	1,000	1,000	1,000
11 759 940	Hydro Generation Grant in Lieu	17	0	0	0	0	180,441	180,441	0.00	184,049	187,730	191,485	195,315
11 911 100	Previous Year's Surplus	18	0	453,721	453,307	413	249,853	(203,868)	(44.93)	0	0	0	0
11 920 002	Revenue From Capital Fund	19	0	186,000	186,000	0	0	(186,000)	(100.00)	0	0	0	0
11 921 205	Transfer From Reserve	20	170,000	562,700	667,996	(105,296)	1,022,829	460,129	81.77	604,000	0	0	0
	Total Other		358,624	1,510,721	1,759,602	-248,881	3,674,351	2,163,631	143.22	3,513,049	276,730	280,485	284,315
Total Revenue			4,727,005	5,706,828	5,962,833	(256,005)	7,937,818	2,230,990	39.09	7,908,851	5,364,280	5,153,877	5,171,635
EXPENDITURE													
12 433 111	Salaries and Benefits	21	1,334,846	1,361,444	1,361,446	(2)	1,459,861	98,417	7.23	1,489,058	1,518,839	1,549,216	1,580,200
12 433 210	Professional Devel./Safety Training	22	7,576	25,223	5,000	20,223	25,465	242	0.96	25,712	25,964	26,222	26,484
	Total Salaries & Benefits		1,342,421	1,386,667	1,366,446	20,221	1,485,326	98,659	7.11	1,514,770	1,544,804	1,575,438	1,606,684
12 433 216	Insurance	23	21,386	22,471	23,358	(887)	25,585	3,114	13.86	26,096	26,618	27,151	27,694
12 433 221	Public Education and Advertising	24	17,256	33,516	16,000	17,516	34,219	704	2.10	34,904	35,602	36,314	37,040
12 433 230	Shared Internal Costs	25	53,553	54,545	54,545	0	302,211	247,666	454.06	308,256	314,421	320,709	327,123
12 433 233	Consulting Fees	26	111,911	85,000	77,649	7,351	215,000	130,000	152.94	85,000	95,000	87,500	35,000
	Total Administrative		204,107	195,531	171,552	23,979	577,016	381,484	195.10	454,256	471,641	471,674	426,857
12 433 234	RDKB Curbside Organics/Garbage	27	514,780	524,400	524,400	0	534,467	10,067	1.92	593,507	691,442	701,627	712,015
12 433 235	RDKB Curbside Garbage	28	0	0	0	0	0	0	0.00	0	0	0	0
12 433 236	Recycling Contract - Boundary	29	161,095	194,500	204,500	(10,000)	228,107	33,607	17.28	229,689	231,262	232,887	234,545
12 433 238	Recycling Contract - East	30	138,138	167,500	180,000	(12,500)	115,000	(52,500)	(31.34)	271,000	747,900	747,900	747,900
	Total Recycling Activities		814,013	886,400	908,900	-22,500	877,574	(8,826)	(1.00)	1,094,175	1,670,604	1,682,414	1,694,460
12 433 239	Site Maintenance - West	31	30,384	29,317	30,000	(683)	33,649	4,332	14.78	33,972	34,302	34,638	34,980
12 433 240	Site Maintenance - Central	32	36,742	32,444	32,562	(118)	33,349	905	2.79	33,839	34,236	34,746	35,267
12 433 241	Site Maintenance - East	33	18,293	21,942	15,000	6,942	33,277	11,335	51.66	23,532	23,793	24,059	24,330
12 433 242	Operating Contracts	34	360,394	392,647	392,647	(0)	400,893	8,246	2.10	478,910	487,089	495,430	503,939
12 433 243	Water Monitoring	35	73,524	78,000	75,000	3,000	82,000	4,000	5.13	82,000	82,000	82,000	82,000
	Total Site Maintenance Contracts		519,336	554,350	545,209	9,141	583,167	28,817	5.20	652,254	661,419	670,873	680,516
12 433 244	Safety Equipment & Consumables	36	20,391	20,970	18,000	2,970	21,410	440	2.10	21,839	22,275	22,721	23,175
12 433 245	Equipment Operations	37	125,708	131,022	126,981	4,041	114,465	(16,556)	(12.64)	116,754	119,089	121,471	123,901
12 433 251	Technology Equipment & Supplies	38	17,566	21,963	21,962	1	40,140	18,178	82.77	22,313	22,489	22,669	22,853
12 433 612	Equipment Replacement	39	100	0	0	0	0	0	0.00	0	0	0	0
	Total Equipment		163,766	173,954	166,943	7,011	176,016	2,062	1.19	160,906	163,854	166,861	169,929

Continued, page 2



REGIONAL DISTRICT OF KOOTENAY BOUNDARY
FIVE YEAR FINANCIAL PLAN
SERVICE NO 010
REGIONALIZED WASTE MANAGEMENT SERVICES

PARTICIPANTS: Grand Forks, Greenwood, Rossland, Trail, Fruitvale,
Midway, Montrose, Warfield, Electoral Areas 'A', 'B', 'C', 'D' & 'E'

		PAGE	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	(OVER) UNDER	2021 BUDGET	Increase(Decrease) between 2019 BUDGET and 2020 BUDGET \$ %	-0.36% 2022 BUDGET	-32.17% 2023 BUDGET	-3.92% 2024 BUDGET	0.34% 2025 BUDGET
12 433 252	Office Building Maintenance	40	18,969	19,309	19,309	(0)	10,830	(8,479) (43.91)	11,047	11,268	11,493	11,723
12 433 253	Equipment Maintenance	41	73,283	130,212	123,360	6,852	132,946	2,734 2.10	135,605	138,317	141,083	143,905
12 433 261	Equipment Rentals	42	1,600	1,530	0	1,530	1,562	32 2.10	1,593	1,625	1,658	1,691
	<i>Total Maintenance & Repairs</i>		93,851	151,050	142,669	8,381	145,338	(5,712) (3.78)	148,245	151,210	154,234	157,319
12 433 262	Beaverdell Trsfer Stn Operations	43	1,052	6,932	6,898	34	7,077	146 2.10	7,219	7,363	7,511	7,661
12 433 263	Rock Creek Trsfer Stn Operations	44	8,983	14,822	14,780	42	15,133	311 2.10	15,436	15,744	16,059	16,380
12 433 264	Greenwood Landfill Operations	45	0	5,000	5,000	0	5,000	0 0.00	5,000	5,000	5,000	5,000
12 433 266	Transfer Station Operations	46	4,591	6,020	6,302	(282)	6,302	282 4.69	6,428	6,557	6,688	6,822
12 433 553	Utilities	47	40,867	55,829	55,830	(1)	56,750	920 1.65	57,645	58,558	59,489	60,439
12 433 559	CFC Removal Program	48	6,977	8,000	8,000	0	8,000	0 0.00	8,000	8,000	8,000	8,000
	<i>Total Transfer Station Operations</i>		62,470	96,603	96,810	-208	98,263	1,660 1.72	99,728	101,222	102,747	104,302
12 433 609	Capital - Recycling	49	0	185,000	474,462	(289,462)	3,101,558	2,916,558 1,576.52	1,200,000	0	0	0
12 433 610	Capital - Landfills	50	240,627	561,000	464,225	96,775	184,020	(376,980) (67.20)	2,215,000	275,000	0	0
12 433 611	Capital - Transfer Stations	51	0	37,000	12,000	25,000	25,000	(12,000) (32.43)	0	0	0	0
	<i>Total Capital</i>		240,627	783,000	950,687	-167,687	3,310,578	2,527,578 322.81	3,415,000	275,000	0	0
12 433 820	Debt Interest	52	63,000	66,621	63,000	3,621	33,561	(33,060) (49.62)	1,608	1,149	688	216
12 433 830	Debt Principal	53	124,936	154,865	124,936	29,928	161,877	7,012 4.53	37,393	37,852	38,313	35,504
12 433 840	Equipment Financing	54	0	0	0	0	0	0 0.00	0	0	0	0
	<i>Total Debt</i>		187,936	221,485	187,936	33,549	195,438	(26,047) (11.76)	39,001	39,001	39,001	35,720
12 433 256	Provision for Closure/Post-Closure	55	235,950	240,787	240,787	0	245,603	4,816 2.00	250,515	255,525	260,636	265,848
12 433 267	Provision for Contaminated Site Clean-up	56	0	0	0	0	0	0 0.00	0	0	0	0
12 433 741	Closure Reserves	57	0	0	0	0	0	0 0.00	0	0	0	0
12 433 742	Equipment Reserves	58	33,500	1,017,000	930,000	87,000	243,500	(773,500) (76.06)	80,000	30,000	30,000	30,000
12 433 990	Previous Year's Deficit	59	374,810	0	0	0	0	0 0.00	0	0	0	0
12 433 999	Contingencies	60	487	0	5,041	(5,041)	0	0 0.00	0	0	0	0
	<i>Total Other</i>		644,756	1,257,787	1,175,828	81,959	489,103	(768,684) (61.11)	330,515	285,525	290,636	295,848
	Total Expenditure		4,273,284	5,706,828	5,712,980	(6,152)	7,937,818	2,230,990 39.09	7,908,851	5,364,280	5,153,877	5,171,635
	Surplus(Deficit)		453,721	0	249,853		0		0	0	0	0
	Reserve Balance						1,521,774		997,774	1,027,774	1,057,774	1,087,774

Current Year expense 5,712,980
Current Year Revenue 5,962,833
Current year surplus without 249,853



STAFF REPORT

Date: January 13 2021

File ES – Refuse Disposal Big
White

To: Chair Langman and Board of Directors

From: Janine Dougall, General Manager of
Environmental Services

Re: Big White Solid Waste Management (064)
Final 2021 Work Plan and Draft Proposed
2021-2025 Five Year Financial Plan

Issue Introduction

The purpose of this report is to provide an overview of the Big White Solid Waste Management (064) Service Draft Proposed 2021-2025 Five Year Financial Plan.

History/Background Factors

The RDKB service budgets are developed by RDKB Managers during the annual budgeting process for review by committee prior to the adoption of the Financial Plan by the Board of Directors at the end of March. The budgets are also aligned with prioritised projects presented in the service work plans, where applicable. (Minor services do not have work plans).

This information presented in this report is generally intended to provide information on budget details, both capital and operational that may be considered a 'driver' to budgetary increases above a 2% threshold. Budget increases in the range +/- 2% are considered to be reasonable at this time without out other factors to change the level of service provided. This increase allows us to maintain in most cases our contracted increases per our collective agreements, external provider's service contracts and general CPI increases for all other goods and services.

Additionally, recent amendments have been approved by the Policy and Personnel Committee on December 9th and will be included in the 2021 service budgets presented in January. These changes will have an impact to reduce the budget for some services while conversely increasing the budget for other services.

That the Policy and Personnel Committee refer the updated Cost Allocations Policy back to staff to incorporate the amendments discussed by the Committee on December 9, 2020. **FURTHER** that the calculated cost allocations be incorporated

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*Staff Report- Draft 2021-2025 Big White Solid Waste Management (064) Budget Summary
Board January 13, 2021*

into each service budget for the January Committee meetings and that the draft policy, as amended by staff, be presented back to the Policy and Personnel Committee at the January 2021 Committee meeting.

Please note that the shared internal cost and related hydro grant in lieu will be reviewed and refined over the month of January and updates to these amounts may occur. In addition, year end actuals and other minor adjustments will influence future budget versions.

Implications

Budget Summary

The budget for the Big White Solid Waste Management (064) Service presents a \$3,229 or 1.19% increase in tax requisition for 2021.

The following information identifies the elements of the budget that are key drivers for the increases in 2021.

The budget presented at 1.19% is a tax requisition increase for 2021 to maintain the existing service levels, existing contracts and it is recommended for approval at a future meeting.

Financial Summary for Budget Increase

- Costs of solid waste management will continue to increase in future years, due to inflationary adjustments as well as increased regulatory requirements.
- Given the levels of uncertainty in future costs it is recommended that reserve balances be gradually increased.

Changes (comparison of 2020 to 2021)

- Pages 18/19 – Debt Interest/Debt Principal – has been reduced to reflect payment of borrowing associated with overhead door replacement has been paid in full at the end of 2020.
- Page 20 – Contribution to Reserve – amount contributed to reserve has been decreased by \$2,000 to limit taxation increase to less than 2%.

Operational Service Level Impacts – COVID-19

Covid-19 impacts were not significant in 2020 and therefore are not anticipated to be of concern for the 2021 year.

Advancement of Strategic Planning Goals

We will review and measure service performance and we will continue to focus on good management and governance.

Background Information Provided

- 2021 Big White Solid Waste Management (064) Service Work Plan
- Big White Solid Waste Management (064) Draft Proposed 2021-2025 Five Year Financial Plan

Alternatives

1. That the RDKB Board of Directors receive the Big White Solid Waste Management (064) Service staff report for information, approve the 2021 Work Plan and provide direction to staff for the 2021 budget.
2. That the RDKB Board of Directors receive the Big White Solid Waste Management (064) Service staff report for information, do not approve the 2021 Work Plan and provide direction to staff for the 2021 budget.

Recommendation(s)

That the Regional District of Kootenay Boundary Board of Directors approve the 2021 Big White Solid Waste Management (064) Service Work Plan as presented in the staff report titled "Big White Solid Waste Management (064) Final 2021 Work Plan and Draft Proposed 2021-2025 Five Year Financial Plan" on January 13, 2021.

That the Regional District of Kootenay Boundary Board of Directors discuss the proposed Big White Solid Waste Management (064) Service 2021-2025 Financial Plan as presented to the Regional District of Kootenay Boundary Board of Directors in the staff report titled "Big White Solid Waste Management (064) Final 2021 Work Plan and Draft Proposed 2021-2025 Five Year Financial Plan" on January 13, 2021. **FURTHER** that the Regional District of Kootenay Boundary Board of Directors provide direction to staff as to any changes to be made to the proposed Budget and refer it to a future meeting for further review.



Big White Solid Waste Management

2021 Work Plan



Big White Solid Waste Management

2021

Janine Dougall, General Manager, Environmental Services

Draft Version: Board Jan 13, 2021



Big White Solid Waste Management

2021 Work Plan

Service Name: Big White Solid Waste Management

Service Number: 064

Committee Having Jurisdiction: Board of Directors

General Manager/Manager Responsible: Janine Dougall, General Manager of Environmental Services

Description of Service:

Provides solid waste management services to Big White.

The Big White Refuse Disposal (BWRD) function provides garbage handling services to all properties in the specified area. The function is unique in that all commercial facility solid waste services are provided by the RDKB contractor which is why the function is separate from the Regionalized Solid Waste Management Function (RSWM). The BWRD function only manages Big White garbage; collecting and transporting recyclables is funded by the RSWM function.

BWRD pays the contractor collecting from commercial facilities and the Big White Transfer Station (BWTS). The garbage and recyclable materials from non-commercial sources, generally single-family dwellings or townhouse type facilities is self-hauled by residents to the BWTS.

The BWTS contains a compactor for garbage and a compactor for recycling. The compactors are operated by Big White residents and hauled to Kelowna by the RDKB hauling contractor. The BWTS is maintained under a separate service contract.

Establishing Authority:

Service is established by Bylaws 330 dated June 25, 1981 and Big White Refuse Disposal Service Conversion, Establishment and Amending Bylaw No. 1587, 2015.

Requisition Limit:

As outlined in Bylaw No. 1587, 2015, the maximum tax requisition is the greater of:

- a) Two Hundred and twenty thousand dollars (\$220,000); or
- b) An amount equal to the amount that could be raised by a property value tax of forty four point three cents (\$0.443) per one thousand (\$1,000.00) dollars applied to the net taxable value of land and improvements (calculated maximum is \$410,715).

2020 Requisition / Budgeted Expenditures / Actual Expenditures:

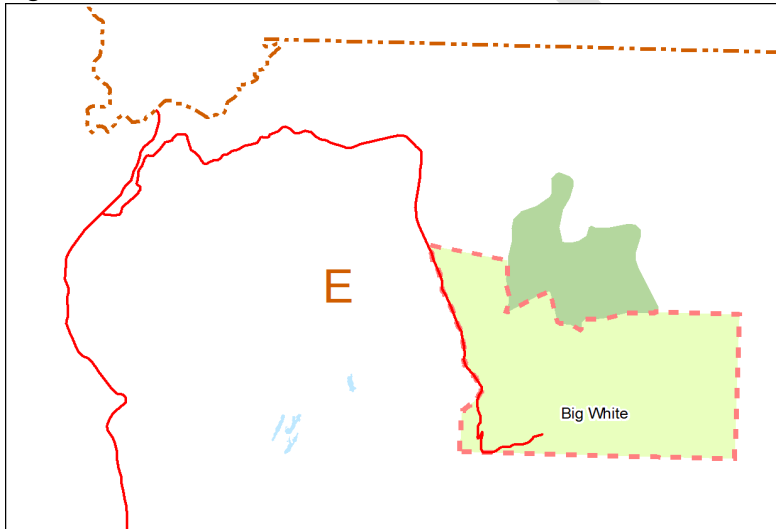
Requisition - \$271,055 / Budgeted Expenditures - \$299,431 / Actual Projected Expenditures - \$283,782

Regulatory or Administrative Bylaws:

Not Applicable

Service Area / Participants:

Big White

**Service Levels**

Weekly collection from commercial operators, transfer station open 24/7.

Human Resources:

GM of Environmental Services (3.5% FTE), Solid Waste Program Coordinator (3% FTE), contracted collection and transfer station maintenance.

2020 Accomplishments:

RDKB staff have been engaging with Stewards representing provincially regulated extended producer responsibility programs to see if improved access to recycling can be achieved for items such as beverage containers, large appliances, small appliances and household hazardous waste. The intent behind the conversations has been to obtain a commitment from the Stewards to pick up collected

products and determine what infrastructure upgrades would be required at the Big White Transfer Station. To date positive conversations have been had with representatives of the large appliance, small appliance, lighting and household hazardous waste programs.

Encorp has initiated an Express and Go pilot program which entails the placement of a customized container (along with power) in which can be stored bags of collected beverage containers. At a separate location a kiosk exists to which people interested in collecting beverage containers sign up for an account and then are printed labels that can be attached to the bags. A local Bottle Depot then removes the collected bags from the container, processes the bottles and distributes the deposit refund to the account holder through electronic means. This type of collection program is seen as a model with significant potential for implementation at Big White and in 2020 Encorp moved forward with establishing an Express and Go bin system at Big White. An agreement was signed with the RDKB to allow the location of the Express and Go bin at the Big White Transfer Station. Upgrades at the transfer station facility to address on-site drainage issues and allow for the potential placement of seacans for collection of stewardship materials had been completed earlier in 2020 and ultimately this work facilitated the quick placement of the Express and Go bin. Other smaller modifications to the inside of the transfer station were also completed to provide the kiosk and label printing system as well as a “Waste Reduction Information Zone”.



The Big White Transfer Station Maintenance Contract was extended for an additional year with the existing contractor, to allow for a better understanding of operational needs at the site given the changes associated with the establishment of collection for stewardship materials.

2020 Projects Not Completed:

The Community Issues Analysis Project was delayed due to the challenges associated with the Covid-19 Pandemic. It is anticipated that this project will now be completed in early 2021.

Significant Issues and Trends:*Recycling Contamination Rates:*

The BWTS is currently an unattended transfer station which is open 24/7. This operational model creates challenges with inappropriately dumped materials as well as maintaining a clean and tidy facility that meets the expectations of local area residents. To properly screen waste and recyclables the transfer station would need to be controlled which means restricting open hours and having an attendant on duty when the site is open.

An audit of the composition of the recycling stream collected in the unattended bin at the Big White Transfer Station as well as from buildings/commercial business with waste rooms was completed in February 2019. The audit material was gathered between January 31st, 2019 and February 25th, 2019. The audit occurred on February 28th, 2019. The total weight of audited material was 23,082 kgs. The composition of the material in the recycling stream is indicating significant amounts of non-recyclable materials (garbage) are being placed in the bin. Although signs are located at the facility to try and educate residents on what is to go into the bins, the fact that the site is unattended is not helping matters.

The results from the 2019 recycling stream audit are as follows:

Material Type	Percentage Based on Weight
Cardboard (OCC)	40
Garbage	21
Mixed Paper	20
PCF Plastics	11
Glass	4
Tin	3
Plastic Film	1

For the years from 2013-2018 the garbage percentage was between 15-17%. The increase to 21% is seen as a significant issue.

In 2020, the company processing the collected recyclables from the Big White indicated that the amount of contamination must decrease to below 10%. Should the RDKB not be able to reduce the contamination levels in collected materials, by the end of February 2021, the pricing for processing may be increased substantially. New signage was installed at the Transfer Station and it is hoped that further engagement with the community of the importance of recycling properly that the additional costs can be avoided.

Bear Aware:

Another emerging challenge is the increased use of the mountain during the summer months, which is changing the needs for solid waste collection in the community. In 2018, a “pilot” program was initiated by Big White to provide cart collection for garbage and recyclables during a major mountain biking event. Future conversations will need to be had regarding bear proofing the community and having more Bear Aware public education programs.

2021 Proposed Projects:

Strategic Priority	Project name	Days to Complete	Internal/External	Budget (Est)	Risk/priority
	Big White/Idabel Lake Garbage and Recycling Collection Contract Renewal Current Contract Expires August 31, 2021	15	Internal	N/A	High
	Big White Transfer Station Maintenance Contract Renewal	10	Internal	N/A	High
	Camera System Replacement	15	Both	\$10,000	High
   	Community Issues Analysis	15	Internal	N/A	High

Project: Big White/Idabel Lake Garbage and Recycling Collection Contract Renewal*Project Description:*

The contract with SuperSave Disposal for the provision of garbage and recycling services to residents of Idabel Lake as well as businesses in Big White and at the Big White Transfer Station expires on August 31, 2021. It is anticipated that the work completed during the Community Issues Analysis Project may influence the service levels requested by the community and as such will have impacts to the renewal/procurement process associated.

Relationship to Strategic Priorities:

This project is directly related to the provision of “Exceptional Cost Effective and Efficient Services”.

Project: Big White Transfer Station Maintenance Contract Renewal*Project Description:*

The contract for conducting maintenance activities at the unattended Big White Transfer Station facility expires at the end of June 2021. Work associated with the current contract includes:

- Attending the site on a regular basis to conduct clean-up activities;
- Liaising with building managers, Big White Staff and collection contractor;
- Transporting stewardship and bulky items to Kelowna for appropriate recycling or disposal.

Relationship to Strategic Priorities:

This project is directly related to the provision of “Exceptional Cost Effective and Efficient Services”.

Project: Camera System Replacement*Project Description:*

In 2020, an incident of vandalism and theft occurred at the Big White Transfer Station which impacted the effectiveness of the camera system at the site. As the facility is unattended, a functioning and effective camera system is important to allow staff to view facility conditions and provide oversight to the maintenance contractor.

Relationship to Strategic Priorities:

This project is directly related to the provision of “Exceptional Cost Effective and Efficient Services”.

Project: Community Issues Analysis*Project Description:*

It is planned that RDKB Environmental Services staff will be active participants in a community issues analysis for Big White, as it is anticipated that solid waste services will be a topic of interest for the community.

Relationship to Strategic Priorities:

Participation in this project will allow for a greater understanding of community concerns and needs which will contribute to the potential future development of solid waste infrastructure to support the goal of landfill extension by “zero waste” under the “Environmental Stewardship/Climate Preparedness” strategic priority area.



This project is also directly related to the provision of “Exceptional Cost Effective and Efficient Services” as well as “Responding to Demographic/Economic/Social Change”.



Given that direct communication will take place with community stakeholders, the strategic priority area of “Improve and Enhance Communication” is also related to this project.

Action Item List

BIG WHITE SOLID WASTE SERVICE			
Initiation Date	Action / Issue	Staff Resources	Comments
Feb. 2016	<u>Solid Waste Removal Policy:</u> That the Committee of the Whole (Environmental Services) direct Staff to carry out community consultation and create a Draft Big White Solid Waste Removal Policy. FURTHER, that the draft policy be presented to the COW at a future meeting for consideration, approval, and incorporation into the tender documents for the Big White Solid Waste Service.	Environmental Services Staff	Big White waste management service has since been tendered and contracted for a 5-year term. The overall policy regarding service levels is under development.



REGIONAL DISTRICT OF KOOTENAY BOUNDARY
FIVE YEAR FINANCIAL PLAN
SERVICE NO 064
REFUSE DISPOSAL SPECIFIED AREA - BIG WHITE

PARTICIPANT: Big White Refuse Specified Area

	PAGE	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	(OVER) UNDER	2021 BUDGET	Increase(Decrease) between 2020 BUDGET and 2021 BUDGET		-2.59% 2022 BUDGET	1.82% 2023 BUDGET	1.83% 2024 BUDGET	1.83% 2025 BUDGET
							\$	%				
REVENUE												
11 831 064 Property Tax Requisition	3	262,588	271,055	271,055	(0)	274,284	3,229	1.19	281,996	287,161	292,430	297,804
11 590 159 Miscellaneous Revenue	4	0	0	0	0	2,300	2,300	0.00	2,300	2,300	2,300	2,300
11 759 940 Hydro Generation Grant in Lieu	5	0	0	0	0	8,026	8,026	0.00	8,187	8,350	8,517	8,688
11 911 100 Previous Year's Surplus	6	18,416	28,376	28,376	0	15,649	(12,727)	(44.85)	0	0	0	0
11 920 002 From General Capital Fund	7	0	0	0	0	0	0	0.00	0	0	0	0
11 921 205 Transfer From Reserve	8	0	0	0	0	0	0	0.00	0	0	0	0
Total Revenue		281,004	299,431	299,431	(0)	300,259	828	0.28	292,483	297,812	303,247	308,792
EXPENDITURE												
12 435 111 Wages & Benefits	9	7,085	7,933	7,933	0	8,125	192	2.42	8,287	8,453	8,622	8,795
<i>Total Salaries & Benefits</i>		7,085	7,933	7,933	0	8,125	192	2.42	8,287	8,453	8,622	8,795
12 435 210 Travel	10	0	250	100	150	255	5	2.10	260	266	271	276
12 435 216 Insurance	11	774	789	855	(66)	806	17	2.10	822	839	855	873
12 435 230 Shared Internal Costs	12	5,566	5,665	5,665	0	12,543	6,878	121.41	12,794	13,050	13,311	13,577
12 435 233 Consultant Fees	13	0	0	0	0	0	0	0.00	0	0	0	0
12 435 239 Site Maintenance	14	18,029	18,360	17,000	1,360	18,746	386	2.10	19,120	19,503	19,893	20,291
12 435 242 Operating Contracts (Transfer)	15	134,126	146,000	146,000	0	148,877	2,877	1.97	151,675	154,528	157,439	160,407
12 435 265 Tipping Fees - Kelowna	16	75,012	79,000	79,000	0	80,659	1,659	2.10	82,272	83,918	85,596	87,308
12 435 553 Utilities	17	1,650	2,040	2,040	0	2,040	0	0.00	2,040	2,040	2,040	2,040
<i>Total Operating</i>		235,147	252,104	250,660	1,444	263,926	11,821	4.69	268,984	274,142	279,405	284,772
12 435 611 Capital/Amortization - Transfer	18	0	24,000	10,000	14,000	25,000	1,000	4.17	10,000	10,000	10,000	10,000
<i>Total Capital</i>		0	24,000	10,000	14,000	25,000	1,000	4.17	10,000	10,000	10,000	10,000
12 435 811 Interest Expense - Short Term	19	395	189	189	0	0	(189)	(100.00)	0	0	0	0
12 435 830 Debt Principal	20	10,000	10,000	10,000	0	0	(10,000)	(100.00)	0	0	0	0
<i>Total Debt</i>		10,395	10,189	10,189	0	0	(10,189)	(100.00)	0	0	0	0
12 435 741 Contribution to Reserve	21	0	5,000	5,000	0	3,000	(2,000)	(40.00)	5,000	5,000	5,000	5,000
12 435 990 Previous Year's Deficit	22	0	0	0	0	0	0	0.00	0	0	0	0
12 435 999 Contingencies	23	0	204	0	204	208	4	2.00	212	216	221	225
<i>Total Other</i>		0	5,204	5,000	204	3,208	(1,996)	(38.35)	5,212	5,216	5,221	5,225
Total Expenditure		252,628	299,431	283,782	15,649	300,259	828	0.28	292,483	297,812	303,247	308,792
Surplus(Deficit)		28,376		15,649								
Reserve Balance						8,000			13,000	18,000	23,000	28,000

REGIONAL DISTRICT OF KOOTENAY BOUNDARY Five Year Financial Plan

	Property Tax Requisition	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
2020 Actual	11 831 064 064					
	Description	Amount	Amount	Amount	Amount	Amount
271,055	Refuse Disposal Big White Specified Area	274,284	281,996	287,161	292,430	297,804
	Total Requisition	274,284	281,996	287,161	292,430	297,804

Notes:	Previous Year Budget	271,055
	Bylaw #1587; 2015	
Limit:	Annual Tax Requisition Not to Exceed the Greater of:	
	\$220,000 or \$0.443/1000 of net taxable values -->	436,460

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Miscellaneous Revenue	2020	2021	2022	2023	2024	2025
Account	11 590 159 064	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Encorp Express and Go - Maint Contribution	-	2,300	2,300	2,300	2,300	2,300
Current Year Budget		-	2,300	2,300	2,300	2,300	2,300

Notes:

Previous Year Budget	-
Actual to December 31, 2020	-

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Hydro Generation Grant in Lieu	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	11 759 940 064	Prior Year	2021	2022	2023	2024	2025
			Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Hydro Grant in Lieu Allocation		8,026	8,187	8,350	8,517	8,688
Current Year Budget		-	8,026	8,187	8,350	8,517	8,688

Notes:

Previous Year Budget	-
Actual to December 31, 2020	-

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Previous Year's Surplus	2020	2021	2022	2023	2024	2025
Account	11 911 100 064	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Previous Year's Surplus	28,376	15,649	-	-	-	-
Current Year Budget		28,376	15,649	-	-	-	-

Notes:	Previous Year Budget	28,376
	Actual to December 31, 2020	28,376

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

[illegible]

Notes:	Previous Year Budget	-
	Actual to December 31, 2020	-
Item #1		

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Transfer From Reserve	2020	2021	2022	2023	2024	2025
Account	11 921 205 064	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1							
Current Year Budget		-	-	-	-	-	-

Notes:	Previous Year Budget	-
	Actual to December 31, 2020	-
Item #1		

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Wages & Benefits	2020	2.00%	2.00%	2.00%	2.00%	2.00%
Account	12 435 111 064	Prior Year	2021	2022	2023	2024	2025
		Budget	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Director of Environmental Services	4,304	4,390	4,478	4,567	4,658	4,752
2	Benefits @ 22%	945	993	1,013	1,033	1,054	1,075
3	Solid Waste Program Coordinator	2,057	2,132	2,175	2,218	2,262	2,308
4	Benefits @ 28%	575	610	622	635	647	660
5	Allowance for CUPE Contract	53					
Current Year Budget		7,933	8,125	8,287	8,453	8,622	8,795

Salaries & Benefits	Previous Year Budget	7,933
Notes:	Actual to December 31, 2020	7,933
125,421	Based on 3.5% Dirctor of Environmental Service Salary	
	Based on 3.0% Solid Waste Program Coordinator	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Travel	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 435 210 064	Prior Year	2021	2022	2023	2024	2025
		Budget	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1		250	255	260	266	271	276
Current Year Budget		250	255	260	266	271	276

Operating	Previous Year Budget	250
Notes:	Actual to December 31, 2020	100

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Insurance	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 435 216 064	Prior Year	2021	2022	2023	2024	2025
			Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Annual premium property insurance	789	806	822	839	855	873
Current Year Budget		789	806	822	839	855	873

Operating	Previous Year Budget	789
Notes:	Actual to December 31, 2020	855

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Shared Internal Costs	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 435 230 064	Prior Year	2021	2022	2023	2024	2025
			Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Board Fee (2% increase for C.P.I.)	5,563	-				
2	Carbon Offset & Climate Change Initiatives	102	89	91	93	94	96
3	Administration Support Allocation		12,454	12,703	12,957	13,216	13,481
4	HR Allocation		-				
5	IT Allocation		-				
6	Building Allocation		-				
Current Year Budget		5,665	12,543	12,794	13,050	13,311	13,577

Operating	Previous Year Budget	5,665
Notes:	Actual to December 31, 2020	5,665

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Consultant Fees	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 435 233 064	Prior Year	2021	2022	2023	2024	2025
			Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Site Layout Design						
Current Year Budget		-	-	-	-	-	-

Operating	Previous Year Budget	-
Notes:	Actual to December 31, 2020	-

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Name	Site Maintenance	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 435 239 064	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Signage	2,040	2,083	2,124	2,167	2,210	2,255
2	Door and Building Maintenance	2,550	2,604	2,656	2,709	2,763	2,818
3	Plumbing and Electrical	1,530	1,562	1,593	1,625	1,658	1,691
4	Hazardous Waste Removal	1,530	1,562	1,593	1,625	1,658	1,691
5	Painting						
6	General Site Maintenance	4,080	4,166	4,249	4,334	4,421	4,509
7	Snow Removal	6,630	6,769	6,905	7,043	7,184	7,327
	Current Year Budget	18,360	18,746	19,120	19,503	19,893	20,291

Operating	Previous Year Budget	18,360
Notes:	Actual to December 31, 2020	17,000

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Operating Contracts (Transfer)	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 435 242 064	Prior Year	2021	2022	2023	2024	2025
			Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Waste Hauling - Contracted	75,000	76,575	78,107	79,669	81,262	82,887
2	Transfer Station Equipment Rental	9,000	9,000	9,000	9,000	9,000	9,000
3	Site Maintenance - Contracted	62,000	63,302	64,568	65,859	67,177	68,520
Current Year Budget		146,000	148,877	151,675	154,528	157,439	160,407

Operating	Previous Year Budget	146,000
Notes:	Actual to December 31, 2020	146,000
Item #1	Waste Hauling (Supersave) - Contract Expires July 31, 2021	
Item #2	Transfer Station Equipment Rental - Compactor Bins (At Source Recycling) - No contract expiry date	
Item #3	Site Maintenance (Ridgetop Meat Pies) - Contract Expires June 30, 2019	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name		2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account		Prior Year	Budget	Budget	Budget	Budget	Budget
Tipping Fees - Kelowna							
12 435 265 064							
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Tipping Fees Glenmore Landfill	79,000	80,659	82,272	83,918	85,596	87,308
Current Year Budget		79,000	80,659	82,272	83,918	85,596	87,308

Operating	Previous Year Budget	79,000
Notes:	Actual to December 31, 2020	79,000

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Utilities	2020	2021	2022	2023	2024	2025
Account	12 435 553 064	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Electricity - Transfer Station	2,040	2,040	2,040	2,040	2,040	2,040
Current Year Budget		2,040	2,040	2,040	2,040	2,040	2,040

Operating	Previous Year Budget	2,040
Notes:	Actual to December 31, 2020	2,040

Name	Capital - Transfer Stations	2020	2021		2022		2023		2024		2025	
Account	12 435 611 064	Prior Year	Budget		Budget		Budget		Budget		Budget	
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount	
1	Re-Grade Site - Improve Drainage/Recycling Infrastructure	24,000										
2	General Site Upgrades		15,000		10,000		10,000		10,000		10,000	
3	New Camera System		10,000									
	Current Year Budget	24,000	25,000		10,000		10,000		10,000		10,000	

Capital	Previous Year Budget	24,000
Notes:	Actual to December 31, 2020	10,000

<i>Sources of Funding Capital Projects:</i>
D = Debenture Borrowing
R = Reserves
C = Current Revenues
S = Short Term Borrowing
G = Gas Tax Grant

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Interest Expense - Short Term	2020	2021	2022	2023	2024	2025
Account	12 435 811 064	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	MFA LUA - Overhead Door Replacement	189					
Current Year Budget		189	-	-	-	-	-

Debt	Previous Year Budget	189
Notes:	Actual to December 31, 2020	189
Item #1	Overhead Door Replacement (Estimated Project Cost \$50,000, Interest at 2%)	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Debt Principal	2020	2021	2022	2023	2024	2025
Account	12 435 830 064	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	MFA LUA - Overhead Door Replacement	10,000					-
Current Year Budget		10,000	-	-	-	-	-

Debt	Previous Year Budget	10,000
Notes:	Actual to December 31, 2020	10,000
Item #1	Overhead Door Replacement (Estimated Project Cost \$50,000, Interest at 2%)	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name Account	Contribution to Reserve 12 435 741 064	2020 Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1		5,000	3,000	5,000	5,000	5,000	5,000
Current Year Budget		5,000	3,000	5,000	5,000	5,000	5,000

Other	Previous Year Budget	5,000
Notes:	Actual to December 31, 2020	5,000

\$ 5,000.00 Balance in Reserve Account December 31, 2019
Accounts 34 700 064

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Previous Year's Deficit	2020	2021	2022	2023	2024	2025
Account	12 435 990 064	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Previous Year's Deficit	-	-	-	-	-	-
	Current Year Budget	-	-	-	-	-	-

Other	Previous Year Budget	-
Notes:	Actual to December 31, 2020	-

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Contingencies	2020	2.00%	2.00%	2.00%	2.00%	2.00%
Account	12 435 999 064	Prior Year	2021	2022	2023	2024	2025
			Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Contingencies	204	208	212	216	221	225
Current Year Budget		204	208	212	216	221	225

Other	Previous Year Budget	204
Notes:	Actual to December 31, 2020	-

Regional District of Kootenay Boundary - Reserve Fund Refuse Disposal Specified Area - Big White

GL Account Number:
34 700 064

	PROJECTED							Accumulated
	2019	2020	2021	2022	2023	2024	2025	
Opening Balance	0.00	0.00	5,000.00	8,050.00	13,130.50	18,261.81	23,444.42	0.00
Add:								
Transfers In:								
General	0.00	5,000.00	3,000.00	5,000.00	5,000.00	5,000.00	5,000.00	28,000.00
Other								0.00
Interest Earned	0.00	0.00	50.00	80.50	131.31	182.62	234.44	678.87
Total Additions	0.00	5,000.00	3,050.00	5,080.50	5,131.31	5,182.62	5,234.44	28,678.87
Less:								
Transfers Out								
General	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other								0.00
Total Reductions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Closing Balance	0.00	5,000.00	8,050.00	13,130.50	18,261.81	23,444.42	28,678.87	28,678.87
Projected Earned Interest R:	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	

NOTES:

1 Reserve Established with 2020 Budget (Projected)

07/01/2021

5YR064.xlsx Reserve Projection



**Regional District of
Kootenay Boundary**

STAFF REPORT

Date: January 8 2021
To: Chair Langman and Board of Directors
From: Dan Derby, Regional Fire Chief
Re: 9-1-1 Emergency Communications service 015
 Final 2021 Work Plan and Draft Proposed
 2021-2025 Five Year Financial Plan

File

Issue Introduction

The purpose of this report is to provide an overview of the 2021 9-1-1 Emergency Communications service budget.

History/Background Factors

The RDKB service budgets are developed by RDKB Managers during the annual budgeting process for review by the committee prior to the adoption of the Financial Plan by the Board of Directors at the end of March. The budgets are also aligned with prioritised projects presented in the service work plans, where applicable. (Minor services do not have work plans).

This information presented in this report is generally intended to provide information on budget details, both capital and operational that may be considered a 'driver' to budgetary increases above a 2% threshold. Budget increases in the range +/- 2% are considered to be reasonable at this time without out other factors to change the level of service provided. This increase allows us to maintain in most cases our contracted increases per our collective agreements, external provider's service contracts and general CPI increases for all other goods and services.

Additionally, recent amendments have been approved by the Policy and Personnel Committee on December 9th and will be included in the 2021 service budgets presented in January. These changes will have an impact to reduce the budget for some services while conversely increasing the budget for other services.

That the Policy and Personnel Committee refer the updated Cost Allocations Policy back to staff to incorporate the amendments discussed by the Committee on December 9, 2020. **FURTHER** that the calculated cost allocations be incorporated into each service budget for the January Committee meetings and that the draft policy,

as amended by staff, be presented back to the Policy and Personnel Committee at the January 2021 Committee meeting.

Implications

Budget Summary

The budget for the 9-1-1 Emergency Communications service presents a 2.49% increase for 2021.

The budget presented at 2.49% is considered to be a reasonable increase for 2021 to maintain the existing service levels, commitments and contracts and it is recommended for approval at a future meeting.

Financial Summary for Budget Increase (or decrease)

- **Fire Dispatch Network Radio Coverage Assessment** **\$35,000**
The 9-1-1 Emergency Communications Service is planning to carry out a radio communications system evaluation for the fire dispatch repeater network across the RDKB.

Advancement of Strategic Planning Goals

We will review and measure service performance and we will continue to focus on good management and governance.

Background Information Provided

- 2021 9-1-1 Emergency Communications service Work plan
- 2021 9-1-1 Emergency Communications service 015 2021-2025 Five Year Financial Plan

Alternatives

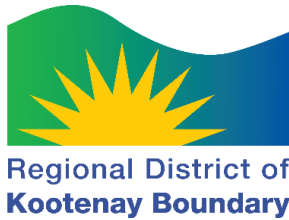
1. That the RDKB Board of Directors receive the 2021 9-1-1 Emergency Communications service budget summary staff report for information, approve the 2021 Work Plan and provide direction to staff for the 2021 budget
2. That the RDKB Board of Directors receive the 2021 9-1-1 Emergency Communications service budget summary staff report for information, do not approve the 2021 Work Plan and provide direction to staff for the 2021 budget

Recommendation(s)

That the Regional District of Kootenay Boundary Board of Directors approve the 2021 9-1-1 Emergency Communications service 015 Work Plan as presented to the Board on January 13,

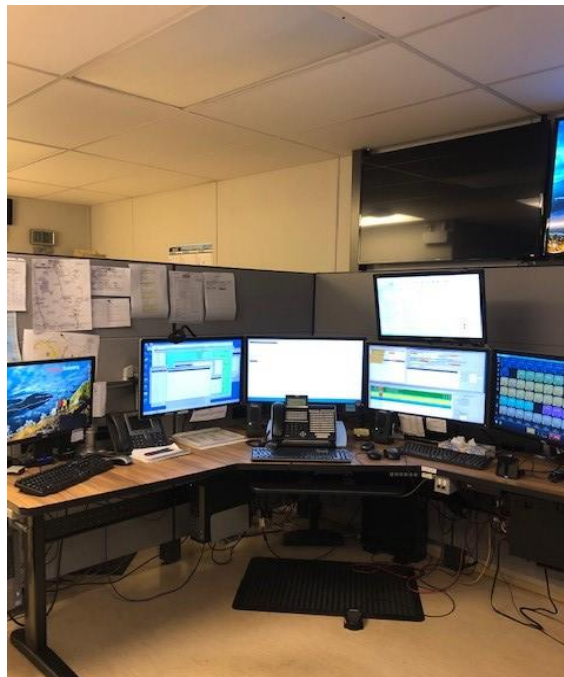
2021 in the staff report titled "9-1-1 Emergency Communications service 015 Final 2021 Work Plan and Draft Proposed 2021-2025 Five Year Financial Plan".

That the Regional District of Kootenay Boundary Board of Directors discusses the proposed 9-1-1 Emergency Communications service 015 2021-2025 Five Year Financial Plan as presented to the Board on January 13, 2021, in the staff report titled "9-1-1 Emergency Communications service 015 Final 2021 Work Plan and Draft Proposed 2021-2025 Five Year Financial Plan". **FURTHER** that the Board provides direction to staff as to any changes to be made to the proposed Budget and refer it to a future meeting for further review.



9-1-1 Emergency Communications Service

2021 Work Plan



9-1-1 EMERGENCY COMMUNICATIONS SERVICE

Dan Derby, Regional Fire Chief/Fire Dispatch Manager
Service Number 015
As of January 8, 2021



9-1-1 Emergency Communications Service

2021 Work Plan

Service Name: 9-1-1 Emergency Communications Service

Service Number: 015

Committee Having Jurisdiction: Board of Directors – Protective Services Committee

General Manager/Manager Responsible:

James Chandler, General Manager Operations / Deputy CAO
Dan Derby, Regional Fire Chief

Description of Service:

The RDKB's 9-1-1 Emergency Communications service provides both public safety answering point (PSAP) and secondary service answer point services. Our PSAP service are provided by E-Comm 9-1-1 in Vancouver under contract in partnership with the Regional District Central Okanagan (RDCO). They provide PSAP services for 25 regional districts and communities across British Columbia. A PSAP call center is responsible for answering calls to an emergency telephone number (9-1-1) for police, fire and ambulance services, where they are transferred to the requested agency. Our secondary service answering point services are provided by Kelowna Fire Dispatch, under contract between the City of Kelowna and the Regional District Kootenay Boundary. Their dispatchers are supported by a computer aided dispatch system that allows for swift and easy access to a wide range of information critical to efficient dispatch of fire rescue services.

Establishing Authority:

Section 332, *Local Government Act, RSBC 2015* (formerly Section 796, LGA, RSBC 1996, ch. 323)

Bylaw No. 1152 adopted 26th day of July, 2001

Requisition Limit: N/A

2020 Requisition / Budgeted Expenditures/Actual to end of December:

\$340,735 / \$374,207 / \$317,657

Regulatory or Administrative Bylaws: Not Applicable

Service Area / Participants: All Electoral Areas and Municipalities within the Regional District.



Service Levels: E-COMM 9-1-1(public-safety answering point) and Kelowna Fire Dispatch (secondary safety answering point)

Human Resources:

- General Manager Operations / Deputy CAO
- Regional Fire Chief
 - 1 – Fire & Emergency Services Administrative Assistant
- Kelowna Fire Dispatch
 - Deputy Chief, Communications and Emergency Management
 - Fire Dispatch Supervisor
 - 12 Fire Dispatchers (minimum staffing of 2 at all times)

2021 Staff Time Allocation for Public Safety Services

Position	KBRFR	Emergency Management	9-1-1 Emergency Communications
Regional Fire Chief	55%	22.5%	22.5%
Deputy Fire Chief	100%		
Fire & Emergency Services Administrative Assistant	50%		50%

Fire Dispatch Services History (2020 Accomplishments):

In May 2018, Trail Fire Dispatch closed and fire dispatch services were transitioned to the City of Kelowna's Fire Dispatch, under a 5-year contract (April 30, 2018 – December 31, 2022) . In September the RDKB, board approved the extension of 9-1-1 agreement with the Regional District Central Okanagan (November 18, 2019 – December 31, 2020).

Operationally all repeater sites have preventative maintenance and repairs completed annually. Renewal of repeater site and network agreements continues to be a priority to ensure the long-term reliability of our fire dispatch network.

September 2020 9-1-1 Emergency Communications Service Workplan Update

Service Name	Project	Budget	Status
911 Emergency Communications Service	Fire Dispatch Network Radio Coverage Assessment	\$10,000	Project did not proceed in 2020. Looking to carry over to 2021.

Significant Issues and Trends:

The transition to Kelowna Fire Dispatch has taken far longer than forecasted by the City of Kelowna in their proposal. This is a result of their underestimating the scope and complexity of the services provided by Trail Fire Dispatch and management staffing changes within the Kelowna Fire Department. Transition projects that were scheduled to be completed by the first quarter of 2019 are still ongoing. Additionally, the time and effort to address operational issues with the dispatch services has continued to utilise department staff time in excess of the anticipated level of effort and continued throughout 2020, effecting staff resource and time for other work plan projects.



While four of the seven departments serviced by our dispatch network upgraded to a fibre network connection through the transition process in 2018. The other three fire departments (Greenwood,

Midway & Beaverdell) will need to be upgraded to a fibre connection when the appropriate fibre connectivity is available to Kelowna Fire Dispatch.

Upgrades to our repeater site and dispatch centres radio networks will provide significant cost pressures moving forward (2022) to meet fire service operational needs and federal Next Gen911 standards. The planned Fire Dispatch Network Radio Coverage Assessment will address the January 2017 Board Action Item, “Greenwood Area Communications Gap”.

Our contract with Kelowna Fire Dispatch terminates on December 31, 2022. On or before December 31st, 2021, either party is required to communicate to the other their interest in negotiating terms of a subsequent agreement.

2021 Projects

Strategic Priority	Project name	Internal/External	Budget (Est)	Risk/priority
  	Fire Dispatch Network Radio Coverage Assessment	Both	\$35,000	High

Legend – RDKB Board Strategic Priorities



Environmental Stewardship/Climate Preparedness



Exceptional Cost Effectiveness and Efficient Services



Responding to Demographic/Economic/Social Change



Improve and Enhance Communication



REGIONAL DISTRICT OF KOOTENAY BOUNDARY
FIVE YEAR FINANCIAL PLAN

SERVICE NO 015
9-1-1 EMERGENCY COMMUNICATIONS

911



PARTICIPANTS: Grand Forks, Greenwood, Rossland, Trail, Fruitvale,
Midway, Montrose, Warfield, Electoral Areas 'A','B','C','D' & 'E'

	PAGE	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	(OVER) UNDER	2021 BUDGET	Increase(Decrease) between 2020 BUDGET and 2021 BUDGET		-3.10% 2022 BUDGET	2.47% 2023 BUDGET	2.45% 2024 BUDGET	2.47% 2025 BUDGET
							\$	%				
REVENUE												
Property Tax Requisition - RDKB	3	323,966	340,735	340,735	0	349,228	8,492	2.49	357,934	366,824	375,841	385,146
11 210 100 Federal Grant In Lieu/Misc Income	4	1,010	750	840	(90)	750	0	0.00	750	750	750	750
11 759 940 Hydro Generation Grant in Lieu	5	0	0	0	0	3,583	3,583	0.00	3,654	3,727	3,802	3,878
11 921 205 Transfer From Reserves	6	0	0	0	0	0	0	0.00	0	0	0	0
11 911 100 Previous Year's Surplus	7	44,975	32,722	32,722	0	20,365	(12,357)	(37.76)	0	0	0	0
Total Revenue		369,951	374,207	374,297	(90)	373,925	(282)	(0.08)	362,338	371,301	380,393	389,774
EXPENDITURE												
12 255 111 Salaries & Benefits	8	52,098	43,448	43,448	(0)	39,955	(3,492)	(8.04)	36,404	34,515	28,685	29,402
12 255 234 Staff Development	9	0	1,000	0	1,000	0	(1,000)	(100.00)	0	0	0	0
Total Salaries & Benefits		52,098	44,448	43,448	1,000	39,955	(4,492)	(10.11)	36,404	34,515	28,685	29,402
12 255 213 Telephone	10	12,216	16,000	18,561	(2,561)	18,392	2,392	14.95	18,760	19,135	19,518	19,908
12 255 215 Communications Equipment R&M	11	37,137	29,142	28,000	1,142	29,754	612	2.10	30,349	30,956	31,575	32,207
12 255 221 Advertising	12	0	750	0	750	766	16	2.10	781	797	813	829
12 255 230 Shared Internal Costs	13	17,102	17,411	17,411	0	5,559	(11,852)	(68.07)	5,670	5,784	5,899	6,017
12 255 233 Consultant Fees	14	0	10,000	0	10,000	31,000	21,000	210.00	0	0	0	0
12 255 237 Insurance	15	370	377	433	(56)	385	8	2.10	393	401	409	417
12 255 242 Operating Contracts	16	206,052	213,357	213,357	0	224,914	11,557	5.42	231,881	251,714	255,494	255,494
12 255 247 Office Equipment & Furniture	17	0	0	0	0	0	0	0.00	0	0	0	0
12 255 251 Office Supplies	18	0	0	0	0	0	0	0.00	0	0	0	0
Total Operating		272,877	287,037	277,762	9,275	310,770	23,733	8.27	287,834	308,786	313,708	314,872
12 255 610 Capital/Amortization	19	12,255	10,000	0	10,000	0	(10,000)	(100.00)	10,000	10,000	10,000	10,000
Total Capital		12,255	10,000	0	10,000	0	(10,000)	(100.00)	10,000	10,000	10,000	10,000
12 255 216 Equipment Replacement Reserve	20	0	32,722	32,722	0	23,200	(9,522)	(29.10)	28,100	18,000	28,000	35,500
12 255 990 Previous Year's Deficit	21	0	0	0	0	0	0	0.00	0	0	0	0
12 255 999 Contingencies	22	0	0	0	0	0	0	0.00	0	0	0	0
Total Other		0	32,722	32,722	0	23,200	(9,522)	(29.10)	28,100	18,000	28,000	35,500
Total Expenditure		337,229	374,207	353,932	20,275	373,925	(282)	(0.08)	362,338	371,301	380,393	389,774
Surplus(Deficit)		32,722		20,365		-			-	-	-	-
Reserve Balance						57,531			85,631	103,631	131,631	167,131

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Property Tax Requisition - RDKB		2021	2022	2023	2024	2025
		Budget	Budget	Budget	Budget	Budget
2020 Actual	Description	Amount	Amount	Amount	Amount	Amount
10,107	11 830 100 015 Fruitvale	10,384	10,643	10,907	11,175	11,452
28,746	11 830 200 015 Grand Forks	29,263	29,992	30,737	31,493	32,272
3,125	11 830 300 015 Greenwood	3,308	3,391	3,475	3,560	3,648
4,811	11 830 400 015 Midway	5,255	5,386	5,520	5,656	5,796
5,153	11 830 500 015 Montrose	5,674	5,816	5,960	6,107	6,258
34,139	11 830 600 015 Rossland	36,336	37,242	38,167	39,105	40,073
74,346	11 830 700 015 Trail	77,057	78,978	80,939	82,929	84,982
8,533	11 830 800 015 Warfield	8,943	9,166	9,393	9,624	9,862
37,741	11 830 901 015 Electoral Area 'A'	32,003	32,801	33,616	34,442	35,295
17,200	11 830 902 015 EA 'B' / Lower Columbia/Old Glory	18,639	19,103	19,578	20,059	20,556
32,266	11 830 903 015 EA 'C' / Christina Lake	33,024	33,847	34,688	35,540	36,420
22,593	11 830 904 015 EA 'D' / Rural Grand Forks	24,217	24,820	25,437	26,062	26,707
61,975	11 830 905 015 EA 'E' / West Boundary	65,126	66,750	68,408	70,089	71,825
340,735	Sub Total	349,228	357,934	366,824	375,841	385,146
	Annual Requisition	349,228	357,934	366,824	375,841	385,146
	Total Requisition	349,228	357,934	366,824	375,841	385,146

Notes:

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Federal Grant In Lieu		0.00%	0.00%	0.00%	0.00%	0.00%
Account	11 210 100 015	2020 Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Federal Grant In Lieu	750	750	750	750	750	750
Current Year Budget		750	750	750	750	750	750

Notes:	Previous Year Budget	750
	Actual to December 31, 2020	840

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Hydro Generation Grant in Lieu	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	11 759 940 015	Prior Year	2021	2022	2023	2024	2025
			Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Hydro Grant in Lieu Allocation		3,583	3,654	3,727	3,802	3,878
Current Year Budget		-	3,583	3,654	3,727	3,802	3,878

Notes:	Previous Year Budget	-
	Actual to December 31, 2020	-

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Transfer From Reserves	2020	2021	2022	2023	2024	2025
Account	11 921 205 015	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Allowance for Equipment Upgrades/Repairs						
	For Fire Dispatch, Consulting Fees for Transition and						
	New Repeater for Grand Forks Fire Rescue						
Current Year Budget		-	-	-	-	-	-

Notes:		Previous Year Budget	-
		Actual to December 31, 2020	-
Item #1	For unanticipated equipment failures funded from Reserves		
	See page 18 for specific details		

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Previous Year's Surplus	2020	2021	2022	2023	2024	2025
Account	11 911 100 015	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Previous Year's Surplus	44,975	20,365	-	-	-	-
Current Year Budget		44,975	20,365	-	-	-	-

Notes:	Previous Year Budget	32,722
	Actual to December 31, 2020	32,722

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Salaries Wages & Benefits	2020	2.50%	2.50%	2.50%	2.50%	2.50%
Account	12 255 111 015	Prior Year	2021	2022	2023	2024	2025
			Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Regional Fire Chief - 22.5% (2020 - 25%)	33,681	31,014	28,257	26,791	22,266	22,822
	\$ 137,840.05						
2	Benefits @ 29%	9,767	8,941	8,147	7,724	6,419	6,580
Current Year Budget		43,448	39,955	36,404	34,515	28,685	29,402

Salaries & Benefits	Previous Year Budget	43,448
Notes:	Actual to December 31, 2020	43,448

Item #1	2021 - 55% - KBRFR, 22.5% - Emergency Preparedness, & 22.5% - 911 Communications
	2022 - 60% - KBRFR, 20% - Emergency Preparedness, & 20% - 911 Communications
	2023 - 65% - KBRFR, 18.5% - Emergency Preparedness, & 18.5% - 911 Communications
	2024 - 70% - KBRFR, 15% - Emergency Preparedness, & 15% - 911 Communications
Item #2	Benefits Updated for 1.95% Employer Health Tax In 2019 & End of MSP Premiums in 2020

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Staff Development	2020	0.00%	0.00%	0.00%	0.00%	0.00%
Account	12 255 234 015	Prior Year	2021	2022	2023	2024	2025
			Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Training for Fire Dispatch	-					
2	Provincial 911 Users Group Meeting	1,000	-	-	-	-	-
Current Year Budget		1,000	-	-	-	-	-

Salaries & Benefits	Previous Year Budget	1,000
Notes:	Actual to December 31, 2020	-
Item #1	Continuation of CAD and RMS Training	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Telephone	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 255 213 015	Prior Year	2021	2022	2023	2024	2025
			Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Telus link to KFD - Beaverdell, Midway & Greenwood	3,600	3,676	3,749	3,824	3,901	3,979
2	Cell backup to KFD - KBRFR, Christina Lake, Grand Forks, Greenwood, Midway, Beaverdell & Big White	4,200	4,288	4,374	4,461	4,551	4,642
3	ROIP Agreement with RDEK	2,100	4,200	4,284	4,370	4,457	4,546
4	Grand Forks fibre costs for Grand Forks & Christina lake	3,600	3,676	3,749	3,824	3,901	3,979
5	CBBC Fibre/Internet	2,500	2,553	2,604	2,656	2,709	2,763
Current Year Budget		16,000	18,392	18,760	19,135	19,518	19,908

Operating	Previous Year Budget	16,000
Notes:	Actual to December 31, 2020	18,561
Item #3	ROIP Agreement with RDEK	
Item #4	Grand Forks fibre costs for Grand Forks & Christina lake	
Item #5	CBBC Fibre/Internet	
	Big White Fibre - no cost part of their Telus Business Connect package	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Name			2.10%	2.00%	2.00%	2.00%	2.00%
Account	Communications Equipment R&M	2020	2021	2022	2023	2024	2025
		Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	FDM Maintenance Agreement						
2	Oasys Systems Maintenance Agreement						
3	Mountain Top Repeater Lease Agreements	18,840	19,236	19,620	20,013	20,413	20,821
4	Industry Canada Radio Licence Fees	5,100	5,207	5,311	5,417	5,526	5,636
5	Radio Equipment Repairs & Maintenance	5,202	5,311	5,417	5,526	5,636	5,749
		-	-	-	-	-	-
	Current Year Budget	29,142	29,754	30,349	30,956	31,575	32,207

Operating	Previous Year Budget	29,142
Notes:	Actual to December 31, 2020	28,000

Item #3	Lease Agreements for: Big White, Midway SBA Tower, Roderick Dhu, Observation Mtn., Santa Rosa, Granite Mtn (FortisBC & BV Communications), and Blizzard Mtn.
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Item #4	Radio Licensing Fees for the 9-1-1 Back Bone Equipment which provides connectivity to all RDKB Fire Halls
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Item #5	Estimated amount for the repair and maintenance of all 9-1-1 radio equipment
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REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Advertising	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 255 221 015	Prior Year	2021	2022	2023	2024	2025
			Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Public Awareness	750	766	781	797	813	829
Current Year Budget		750	766	781	797	813	829

Operating	Previous Year Budget	750
Notes:	Actual to December 31, 2020	-

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Shared Internal Costs	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 255 230 015	Prior Year	2021	2022	2023	2024	2025
			Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Board Fee (2% increase for C.P.I.)	15,779	-				
2	Carbon Offset & Climate Change Initiatives	1,632	-				
3	Administration Support Allocation		5,559	5,670	5,784	5,899	6,017
4	HR Allocation		-				
5	IT Allocation		-				
6	Building Allocation		-				
Current Year Budget		17,411	5,559	5,670	5,784	5,899	6,017

Operating	Previous Year Budget	17,411
Notes:	Actual to December 31, 2020	17,411

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Consultant Fees	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 255 233 015	Prior Year	2021	2022	2023	2024	2025
			Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Consulting services fire dispatch radio communications system evaluation	10,000	31,000				
Current Year Budget		10,000	31,000	-	-	-	-

Operating	Previous Year Budget	10,000
Notes:	Actual to December 31, 2020	-

[illegible]

Item #1	Insurance on repeater sites
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REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Operating Contracts	2020	2021	2022	2023	2024	2025
Account	12 255 242 015	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Central Okanagan RD - PSAP Services	60,246	68,922	71,661	75,105	75,105	75,105
2	Kelowna Fire Dispatch Operating	140,410	143,291	147,519	163,908	167,688	167,688
3	Kelowna Fire Dispatch FDM	12,701	12,701	12,701	12,701	12,701	12,701
Current Year Budget		213,357	224,914	231,881	251,714	255,494	255,494

Operating	Previous Year Budget	213,357
Notes:	Actual to December 31, 2020	213,357
Item #1	Primary Service Answering Point - "Police, Fire, Ambulance, How Can I Help You?"	
	Extension Expires December 31, 2022	
Item #2/3	Agreement Expires December 31, 2022	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Office Equipment & Furniture	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 255 247 015	Prior Year	2021	2022	2023	2024	2025
		Budget	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Office Equipment & Furniture	-	-	-	-	-	-
Current Year Budget		-	-	-	-	-	-

Operating	Previous Year Budget	-
Notes:	Actual to December 31, 2020	-

Name		2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	Office Supplies	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Office Supplies	-	-	-	-	-	-
	Current Year Budget	-	-	-	-	-	-

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[illegible]

G = Gas Tax Grant

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name Account	Equipment Replacement Reserve 12 255 216 015	2020 Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Equipment Replacement Reserve	32,722	23,200	28,100	18,000	28,000	35,500
2							
Current Year Budget		32,722	23,200	28,100	18,000	28,000	35,500

Other	Previous Year Budget	32,722
Notes:	Actual to December 31, 2020	32,722

\$ 34,331.12 Balance in Reserve December 31, 2019
Account Number 34 700 015

Item #1	Required to meet all technological, hardware, and software changes
	Upgrading to accept future digital communications

Name	Previous Year's Deficit	2020	2021	2022	2023	2024	2025
Account	12 255 990 015	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Previous Year's Deficit	-	-	-	-	-	-
	Current Year Budget	-	-	-	-	-	-

Other	Previous Year Budget	-
Notes:	Actual to December 31, 2020	-

Name	Contingencies						
Account	12 255 999 015	2020 Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Contingencies	-	-	-	-	-	-
2	RDCK Portion of Reserve (50%)						
	Current Year Budget	-	-	-	-	-	-

Other	Previous Year Budget	-
Notes:	Actual to December 31, 2020	-



**Regional District of
Kootenay Boundary**

STAFF REPORT

Date: January 7 2021
To: Chair Langman and Board of Directors
From: Mark Stephens, Manager of Emergency Programs
Re: Emergency Preparedness Service 012 Final
 2021 WorkPlan and Draft Proposed 2021-2025
 Five Year Financial Plan

File

Issue Introduction

The purpose of this report is to provide an overview of the 2021 Emergency Preparedness Service 012 budget.

History/Background Factors

The RDKB service budgets are developed by RDKB Managers during the annual budgeting process for review by the committee prior to the adoption of the Financial Plan by the Board of Directors at the end of March. The budgets are also aligned with prioritised projects presented in the service workplans, where applicable. (Minor services do not have work plans).

This information presented in this report is generally intended to provide information on budget details, both capital and operational that may be considered a 'driver' to budgetary increases above a 2% threshold. Budget increases in the range +/- 2% are considered to be reasonable at this time without out other factors to change the level of service provided. This increase allows us to maintain in most cases our contracted increases per our collective agreements, external provider's service contracts and general CPI increases for all other goods and services.

Additionally, recent amendments have been approved by the Policy and Personnel Committee on December 9th and will be included in the 2021 service budgets presented in January. These changes will have an impact to reduce the budget for some services while conversely increasing the budget for other services.

That the Policy and Personnel Committee refer the updated Cost Allocations Policy back to staff to incorporate the amendments discussed by the Committee on December 9, 2020. **FURTHER** that the calculated cost allocations be incorporated

*Page 1 of 3
 Staff Report-2021 Emergency Preparedness Service 012 Budget Summary
 January 13, 2021*

into each service budget for the January Committee meetings and that the draft policy, as amended by staff, be presented back to the Policy and Personnel Committee at the January 2021 Committee meeting.

Implications

Budget Summary

The budget for the Emergency Preparedness Service 012 presents a 47.11% increase for 2021.

The following information identifies the elements of the budget that are key drivers for the increases in 2021.

The budget presented at 47.11% is considered to be a reasonable increase for 2021 to maintain the existing service levels, commitments and contracts and it is recommended for approval at a future meeting.

It has been the practice in previous years to use the surplus and or reserves to reduce the requisition level. This has led to the true cost of the service not being requisitioned. Upon review, staff feel that maintaining a reserve balance of no less than \$100,000 is appropriate given the assets held by the service.

Financial Summary for Budget Increase (or decrease)

- **ESRI GIS Software (\$7,000)**
Prior to 2021, the Emergency Preparedness Service purchased GIS software from a different vendor for an annual cost of \$14,000. In 2020 the Planning department entered into a new licensing agreement with ESRI for the provision of GIS software. This new license gives the planning department the ability to fully support the needs of the Emergency Preparedness Service while allowing the RDKB to maintain one GIS software.
- **EOC activation consulting fees (not fundable by EMBC) \$20,000**
The Emergency Preparedness Service has experienced during our most recent EOC activations that EMBC's guidelines for funding a consultant have resulted in unrealistic timelines, where a consultant can not be "funded" until the risk is "imminent". In our experience, if we can have the consultants on-site in a timely manner we can reduce the site uptime of assets and therefore reduce the overall costs.
- **Increase to EOC Staff Training Budget \$5,000**
Training more staff from our municipal partners will ensure that we are response ready

from a staffing stand point, while making sure that government services are not interrupted.

- **Cost Allocation – Board Fee \$26,703**

As noted above, at the December 9, 2020 Policy and Personnel committee meeting, the Cost Allocation Policy was approved. The net impact on the Emergency Preparedness service is \$7,692 when the Hydro Generation Grant in lieu is factored in. The cost allocation and related hydro grant in lieu will be reviewed and refined over January and updates to these amounts may occur.

Advancement of Strategic Planning Goals

We will review and measure service performance and we will continue to focus on good management and governance.

Background Information Provided

- 2021 Emergency Preparedness Service 012 Workplan
- 2021 Emergency Preparedness Service 012 Budget

Alternatives

1. That the RDKB Board of Directors receive the 2021 Emergency Preparedness service Budget Summary staff report for information, approve the 2021 Work Plan and provide direction to staff for the 2021 budget
2. That the RDKB Board of Directors receive the 2021 Emergency Preparedness service Budget Summary staff report for information, do not approve the 2021 Work Plan and provide direction to staff for the 2021 budget

Recommendation(s)

That the Regional District of Kootenay Boundary Board of Directors approve the 2021 Emergency Preparedness Service 012 Work Plan as presented to the Board on January 13 2021 in the staff report titled "Emergency Preparedness Service 012 Final 2021 WorkPlan and Draft Proposed 2021-2025 Five Year Financial Plan".

That the Regional District of Kootenay Boundary Board of Directors discusses the proposed Emergency Preparedness Service 012 2021-2025 Financial Plan as presented to the Board on January 13, 2021, in the staff report titled "Emergency Preparedness Service 012 012 Final 2021 Work Plan and Draft Proposed 2021-2025 Five Year Financial Plan". **FURTHER** that the Board provides direction to staff as to any changes to be made to the proposed Budget and refer it to a future meeting for further review.



Regional District of
Kootenay Boundary

Emergency Preparedness Service

2021 Work Plan



CARMI WILDFIRE AUGUST 19, 2020

EMERGENCY PREPAREDNESS SERVICE

Mark Stephens, Manager of Emergency Programs

Service Number 012

As of November 26, 2020



Emergency Preparedness Service

2021 Work Plan

Service Name: Emergency Preparedness

Service Number: 012

Committee Having Jurisdiction: Board of Directors – Protective Services Committee

General Manager/Manager Responsible:

James Chandler, General Manager Operations / DCAO

Dan Derby, Regional Fire Chief / Fire Dispatch Manager

Mark Stephens, Manager of Emergency Programs

Description of Service:

The Emergency Preparedness Service has been established to provide an integrated and effective approach to emergency preparedness, response, recovery, and mitigation within all municipalities and electoral areas of the Regional District of Kootenay Boundary (RDKB). An Emergency Management Program Agreement has been implemented to facilitate the cooperation between the Regional District and participating municipalities. The Agreement outlines the process by which resources are shared and how joint or Regional Emergency Operation Centers are established. Under the agreement, everyone adheres to one Regional Emergency Plan (the Plan).

The Plan provides the policies and procedures as the framework to guide Regional District activities before, during and after an emergency event. Based on the BC Emergency Management System, the plan is intended to meet the requirements of all applicable Provincial legislation and regulations. The RDKB works cooperatively with other internal and external Emergency Plan Holders, Agency Partners and Emergency Responders to ensure a state of readiness should an emergency or disaster occur. In addition to reviewing the Plan along with its policies and procedures on an on-going basis, Emergency Program staff participate in annual exercises and training to further advance the ability of the RDKB and partner municipalities to effectively coordinate the response to any emergency or disaster that

occurs within the Region. Additionally, individuals and families within the Regional District must also take the necessary steps to prepare for emergencies and disasters.

A strong, well-resourced and well-supported Emergency Preparedness Service will ensure that the RDKB's response to, resiliency during, and recovery from emergency events within the District will be greatly enhanced.

Establishing Authority:

Section 332, Local Government Act, RSBC 2015 (formerly Section 796, LGA, RSBC 1996, ch. 323)

Bylaw No. 1256 Electoral Areas 'A', 'B', 'C', 'D' & 'E' for the purpose of establishing an Emergency Response and Recovery Plan(s) for the RDKB, adopted January 27, 2005.

Bylaw No. 1286 amending Bylaw No. 1256 to include all municipalities within the RDKB, adopted November 24, 2005.

Bylaw No. 1613 RDKB Emergency Planning Service Establishment Amendment Bylaw approving the City of Rossland's re-entry to the service as a participant.

Requisition Limit: Not Applicable

2020 Requisition / Budgeted Expenditures / Actual to end of December 2020:

\$266,894/ \$590,582 / \$906,599.63

Regulatory or Administrative Bylaws:

Bylaw No. 1312 A bylaw to regulate the RDKB Emergency Management Organization as a service of the RDKB, adopted May 4, 2006.

Legislation & Regulations:

Provides authority for and governs operations and service delivery.

- Local Government Act
- Community Charter
- Emergency Preparedness Act
- Emergency Program Management Regulation
- Local Authority Emergency Management Regulation
- Compensation and Disaster Financial Assistance Regulation

Service Area / Participants: All Electoral Areas and Municipalities within the Regional District.



Service Levels

Emergency planning, preparedness, response, mitigation, and recovery services.

Human Resources:

- General Manager, Operations / DCAO
- Regional Fire Chief
 - Manager of Emergency Programs
 - Emergency Program Coordinator
 - Fire & Emergency Services Administrative Assistant

2021 Staff Time Allocation for Emergency Preparedness Service

EM Staff	Operational FTE	Operational Days	Project FTE	Project Days
Manager of Emergency Programs	76%	171	24%	54
Emergency Program Coordinator - 2 year term	76%	171	24%	54
Fire & Emergency Services Administrative Assistant	50%	112.5		0
Regional Fire Chief / Fire Dispatch Manager	22.5%	50		0

The staffing table above shows the configuration of staffing for 2021. In September the Deputy Flood Recovery Manager/ Manager of Emergency Programs resigned from his position creating a 1.0 FTE vacancy for two years that will be filled as outlined in the 2020-2025 five year financial plan. Staff are currently working to recruit to this position for the two year term.

2020 Events:

The RDKB Regional EOC was first activated on March 10th at a level one for freshet monitoring. This was followed by a further level 1 EOC activation of March 18, 2020 in response to COVID-19. For the first time in RDKB history we were asked to be a host community for the RDCK for up to 187 households that were being placed on evacuation order due to flooding concerns. The RDKB EOC team performed incredibly well given the short amount of notice they were given and the high level of stress in the situation. The EM program saw two responses due to extreme weather, these types of responses are becoming more and more common as our region is affected by climate change.

Below is a list of events within the RDKB in 2020.

- Extreme cold, January 2020, 2 days, Planning/ Monitoring
- COVID-19 March 2020, 45 Days, Level 1 Activation
- Snow Ghost Inn roof collapse, April 2020, 3 days, Level 2 ESS Response
- Freshet, March-July 2020, 105 days, Level 3 Activation
- Salmo/Ymer Evacuation, May 2020, 2 Days, Level 3 Activation
- Extreme weather, June 2020, 2 days, Level 1 Activation
- Wildfire, August 20, 10 days, Level 2 Activation

Total days in response for 2020: 167 days

A ratio of response to recovery work that is widely used in the Emergency Management field is 1:50. This means that for every one day the EOC is active, there will be 50 days of recovery work. A response is defined as an event that requires the activation of the EOC.

In 2020 the following projects were completed.

- Evacuation Route Planning, grant - complete
- Boundary ESS/ Canadian Red Cross Mobile Office and Storage, grant –Complete
- ESS/CRC Technology Kits, grant – Complete
- Emergency Program Act Modernization consultation - ongoing
- 2018 CRI FireSmart Project, grant – 90% complete
- Flood Response plan review – 50 % Complete
- EOC Technology and training grant – 25 % complete
- 2018 Freshet Response claim process Completed
- 2018 Freshet Recovery Completion

Significant Issues and Trends:

In 2020 the EM program returned to a trend that is dominated by Emergency Operation Centre (EOC) Activations, with over 165 days spent in the EOC. This trend puts enormous pressure on the Emergency Management program as well as other departments within the RDKB. 2021 will be the first year that the EM program has 2.0 FTE available for response and project work. This is partly due to the completion of the 2018 Freshet response financial claims and recovery activities that have required considerable program resources. It is hoped that this should result in the

easing of pressure on other RDKB departments by being able to handle smaller emergencies with little assistance from other departments. This coupled with a larger number of RDKB and member municipal staff being trained should allow for better business continuity during larger emergencies.



Climate change remains a large threat to the over all operation of the EM program. In the past five years the EM program has responded to two devastating wildfire season, three devastating freshets and a growing number of extreme weather events. The increased volume of events puts a strain on the daily and regulatory operation of the Emergency Program and this pattern also highlights the need for significant application of resources to Emergency Management functions within local government.

The Province of BC is undergoing a modernization of the Emergency Program Act with an aggressive timeline of consultation in 2020 and implementation in 2021. The EM program has provided feedback during the two opportunities which have be given. The latest information on the process is that the Province will be in a position to table legislation in the spring of 2021, EMBC is currently saying that there will be a “phased in approach” to the legislation to help local authorities cope with the changes. From the information that has been shared there is likely to be significant downloading of responsibilities and tasks on the local emergency programs.

The Work Plan projects as detailed below represents roughly 398 days of staff time to complete. Given the five-year average event workload and Emergency Program administrative workload of 171 days, the total time available in 2020 for Work Plan projects is **54 days**.

The list of projects below is roughly ordered based on what the Emergency Management staff see as Board priorities, funding availability and best use of staff time.

Project time cutoff line

Normal Activation		54 day project time given 5 year EOC activation average.
No Activation		If 2021 has no EOC activations an additional 68 days will be available for project work. The Emergency Program will update the Board of Directors as to this status during the quarterly updates.

Legend – RDKB Board Strategic Priorities



Environmental Stewardship/Climate Preparedness



Exceptional Cost Effectiveness and Efficient Services




Responding to Demographic/Economic/Social Change



Improve and Enhance Communication

2021 Project list

Strategic Priority	Project name	Days to complete	Internal/External	Budget (Est)	Risk/priority
   	Update Regional HRVA	40	Both	\$1,000	High
   	Update Regional Emergency Plan	40	Both	\$1,000	High
   	RDKB FireSmart Program	20	Both		High
   	RDKB EOC Activation Business continuity planning	40	Both		High
   	Pet & Livestock Plan	30	Internal	\$1,000	High
   	EOC Staff Training/ Orientation / Exercise	20	Internal		High
  	Development of an RDKB wide community wildfire risk and prevention plan	15	External	\$50,000.00	High
 	Public Education and Community Outreach	20	Both	\$4,000	High
  	Flood Fighting Trailer Grant Request	15	Internal	N/A	Medium
	Records management of EM files	10	Internal	N/A	Medium
 	Analysis and recommendation of best practices re: emergency evacuations	15	Both		Medium
 	Analysis of the rapid damage assessment process used in 2018, identify best practices	3	Internal		Medium
  	Remote river monitoring system	40	Both		Medium
  	Scoping for a stand-alone EOC for Grand Forks	10	Both		Low
 	Pre-positioning emergency management supplies across the Boundary region	20	Internal		Low
 	Development of a common IT operating platform for EOC operations	20	Internal		Low
  	Regional weather station network	40	Both		Low
Total		398			



REGIONAL DISTRICT OF KOOTENAY BOUNDARY SUMMARY INFORMATION

SERVICE NO 012 EMERGENCY PREPAREDNESS

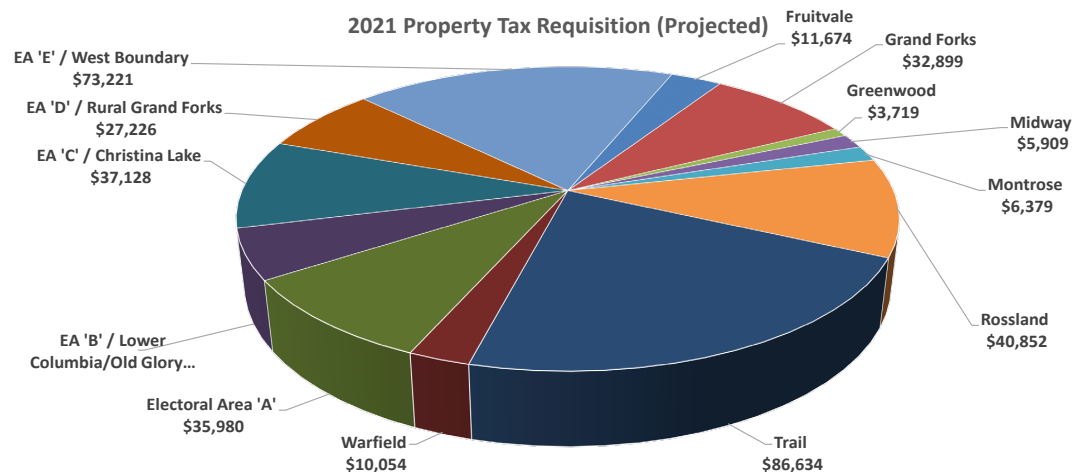


PARTICIPANTS: Grand Forks, Greenwood, Trail, Fruitvale, Midway, Montrose, Warfield, Rossland, Electoral Areas 'A', 'B', 'C', 'D', & 'E'

	PAGE	2020 BUDGET	2021 BUDGET	Increase(Decrease) between 2020 BUDGET and 2021 BUDGET		PRIMARY DRIVERS FOR CHANGE
				\$	%	
REVENUE						
Property Tax Requisition	3	266,894	392,631	125,737	47.11	
PEP Grants	6	179,209	100,000	(79,209)	(44.20)	
Hydro Generation Grant in Lieu	7	0	19,011	19,011	0.00	
Previous Year's Surplus	9	0	64,559	64,559	0.00	
Revenue From Reserve	11	143,679	85,174	(58,506)	(40.72)	50% of the EPC Poistion, EOC Flooring
EXPENDITURE						
Salaries & Benefits	12	232,005	315,022	83,016	35.78	50% of the New EPC Position
Wages - Recovery	14	79,209	0	(79,209)	(100.00)	
Board Fee	22	5,572	32,275	26,703	479.24	
Consulting Fees	23	5,000	25,105	20,105	402.10	Consulting During EOC Activation Not EMBC Fundable. Will be maintained at \$20,000.
Staff Education & Training	24	10,513	5,513	(5,000)	(47.56)	Increase for additions EOC staff training for member Municipalities
EOC Center Site Costs	26	57,300	50,552	(6,748)	(11.78)	New GIS supplier.
SPU - Maintenance & Repairs	27	39,100	5,597	(33,503)	(85.69)	
Contribution To Reserve	31	0	64,555	64,555	0.00	

KEY FACTS

Establishment Bylaw No.	1613; 2016
Max Requisition	No Maximum
Last Increase Requisition Limit	Not Applicable
Next Review Requisition Limit	Not Applicable
Reserve Balance	\$ 130,326.12





REGIONAL DISTRICT OF KOOTENAY BOUNDARY
FIVE YEAR FINANCIAL PLAN

SERVICE NO 012
EMERGENCY PREPAREDNESS



PARTICIPANTS: Grand Forks, Greenwood, Trail, Fruitvale,
Midway, Montrose, Warfield, Rossland, Electoral Areas 'A', 'B',
'C', 'D', & 'E'

					Increase/Decrease between 2020 BUDGET and 2021 BUDGET			-7.41% 2022 BUDGET		-18.93% 2023 BUDGET		1.91% 2024 BUDGET		13.23% 2025 BUDGET		
PAGE					2019 ACTUAL	2020 BUDGET	2020 ACTUAL	(OVER) UNDER	2021 BUDGET	\$	%					
REVENUE																
Property Tax Requisition					3	259,111	266,894	266,894	(0)	392,631	125,737	47.11	417,655	376,484	385,587	452,219
11 590 159 Miscellaneous Revenue					4	14,940	0	119,579	(119,579)	0	0	0.00	0	0	0	0
11 759 080 Emergency Planning Grant					5	0	0	0	0	0	0	0.00	0	0	0	0
11 759 083 PEP Grants					6	1,381,604	179,209	473,057	(293,848)	100,000	(79,209)	(44.20)	100,000	100,000	100,000	100,000
11 759 940 Hydro Generation Grant in					7	0	0	0	0	19,011	19,011	0.00	19,391	19,779	20,174	20,578
11 210 100 Federal Grant In Lieu					8	808	800	658	142	800	0	0.00	800	800	800	800
11 911 100 Previous Year's Surplus					9	140,659	0	0	0	64,559	64,559	0.00	0	0	0	0
11 920 002 Capital - Borrowing					10	0	0	0	0	0	0	0.00	0	0	0	0
11 921 205 Revenue From Reserve					11	0	143,679	143,679	0	85,174	(58,506)	(40.72)	75,280	0	0	0
Total Revenue						1,797,121	590,582	1,003,867	(413,286)	662,174	71,592	12.12	613,125	497,062	506,561	573,597
EXPENDITURE																
12 258 111 Salaries & Benefits					12	205,253	232,005	232,005	0	315,022	83,016	35.78	316,907	204,936	202,488	206,538
12 258 224 O.T. Wages - Emergency F					13	545	0	76,524	(76,524)	0	0	0.00	0	0	0	0
12 258 227 Wages - Recovery					14	224,639	79,209	80,452	(1,243)	0	(79,209)	(100.00)	0	0	0	0
Total Salaries & Benefits						430,437	311,215	388,982	-77,767	315,022	3,807	1.22	316,907	204,936	202,488	206,538
12 258 210 Travel & Conference					15	5,660	6,744	1,621	5,124	6,886	142	2.10	7,024	7,164	7,308	7,454
12 258 211 Vehicle Operating					16	8,311	6,532	4,022	2,510	6,669	137	2.10	6,803	6,939	7,078	7,219
12 258 213 Telephone					17	2,370	4,598	1,204	3,394	4,927	329	7.16	5,026	5,127	5,229	5,334
12 258 214 Radio - Communications					18	214	3,948	0	3,948	4,031	83	2.10	4,112	4,194	4,278	4,363
12 258 216 Equipment Replacement					19	2,931	2,040	21	2,019	2,083	43	2.10	3,124	2,167	2,210	3,255
12 258 221 Advertising & Promotion					20	1,855	3,060	34	3,026	3,124	64	2.10	3,187	3,250	3,315	3,382
12 258 225 PEP Task Claims					21	1,168,987	100,000	343,797	(243,797)	100,000	0	0.00	100,000	100,000	100,000	100,000
12 258 230 Shared Internal Costs					22	5,486	5,572	5,572	0	32,275	26,703	479.24	32,921	33,579	34,251	34,936
12 258 233 Consulting Fees					23	17,938	5,000	49,551	(44,551)	25,105	20,105	402.10	25,207	25,311	25,417	25,526
12 258 234 Staff Education & Training					24	5,202	10,513	501	10,012	5,513	(5,000)	(47.56)	10,623	15,736	25,850	15,967
12 258 251 Office Supplies					25	5,629	4,000	819	3,181	4,084	84	2.10	4,166	4,249	4,334	4,421
12 258 252 EOC Center Site Costs					26	55,572	57,300	42,549	14,751	50,552	(6,748)	(11.78)	50,797	41,047	41,302	41,562
12 258 253 SPU - Maintenance & Repa					27	435	39,100	33,227	5,873	5,597	(33,503)	(85.69)	5,709	5,823	5,940	6,058
12 258 716 Grants to SARS/ESS Group					28	25,750	25,750	67,171	(41,421)	26,750	1,000	3.88	32,520	32,540	32,561	32,582
Total Operating						1,306,340	274,157	550,088	-275,931	277,597	3,440	1.25	291,218	287,126	299,073	292,058
12 258 610 Capital/Amortization					29	0	0	0	0	0	0	0.00	0	0	0	70,000
Total Capital						0	0	0	0	0	0	0.00	0	0	0	70,000
12 258 840 Vehicle Financing					30	0	0	0	0	0	0	0.00	0	0	0	0
Total Debt						0	0	0	0	0	0	0.00	0	0	0	0
12 258 741 Contribution To Reserve					31	60,554	0	0	0	64,555	64,555	0.00	0	0	0	0
12 258 990 Previous Year's Deficit					32	0	210	239	(29)	0	(210)	(100.00)	0	0	0	0
12 258 999 Contingencies					33	0	5,000	0	5,000	5,000	0	0.00	5,000	5,000	5,000	5,000
Total Other						60,554	5,210	239	4,971	69,555	64,345	1,235.07	5,000	5,000	5,000	5,000
Total Expenditure						1,797,331	590,582	939,309	(348,727)	662,174	71,592	12.12	613,125	497,062	506,561	573,597
Surplus (Deficit)						(210)		64,559		-			-	-	-	-
Reserve Balance									109,708				34,428	34,428	34,428	34,428

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Property Tax Requisition		2021	2022	2023	2024	2025
2020		Budget	Budget	Budget	Budget	Budget
Actual	Description	Amount	Amount	Amount	Amount	Amount
7,917	11 830 100 012 Fruitvale	11,674	12,418	11,194	11,465	13,446
22,516	11 830 200 012 Grand Forks	32,899	34,996	31,546	32,309	37,892
2,448	11 830 300 012 Greenwood	3,719	3,956	3,566	3,652	4,284
3,768	11 830 400 012 Midway	5,909	6,285	5,666	5,803	6,805
4,037	11 830 500 012 Montrose	6,379	6,786	6,117	6,265	7,348
26,740	11 830 600 012 Rossland	40,852	43,456	39,172	40,119	47,052
58,234	11 830 700 012 Trail	86,634	92,155	83,071	85,079	99,782
6,684	11 830 800 012 Warfield	10,054	10,695	9,641	9,874	11,580
29,562	11 830 901 012 Electoral Area 'A'	35,980	38,274	34,501	35,335	41,441
13,473	11 830 902 012 EA 'B' / Lower Columbia/Old	20,955	22,291	20,093	20,579	24,135
25,273	11 830 903 012 EA 'C' / Christina Lake	37,128	39,495	35,601	36,462	42,763
17,697	11 830 904 012 EA 'D' / Rural Grand Forks	27,226	28,961	26,107	26,738	31,358
48,544	11 830 905 012 EA 'E' / West Boundary	73,221	77,887	70,209	71,907	84,333
266,894	Subtotal	392,631	417,655	376,484	385,587	452,219
	This Year Requisition	392,631	417,655	376,484	385,587	452,219
		392,631	417,655	376,484	385,587	452,219

Notes:

Bylaw No. 1286 Sept 22, 2005 to include all RDKB participants

ROSSLAND OPTED BACK IN THE SERVICE IN 2016

08/01/2021

Emergency Preparedness

Page 3

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name Account	Miscellaneous Revenue 11 590 159 012	2020 Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1		-	-	-	-	-	-
Current Year Budget		-	-	-	-	-	-

Notes:	Previous Year Budget	-
	Actual to December 31, 2020	119,579

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Emergency Planning Grant	2020	2021	2022	2023	2024	2025
Account	11 759 080 012	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1							-
Current Year Budget		-	-	-	-	-	-

Notes:	Previous Year Budget	-
	Actual to December 31, 2020	-

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name Account	PEP Grants 11 759 083 - 012	2020 Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Emergency Incident #1 - Response	30,000	30,000	30,000	30,000	30,000	30,000
	Emergency Incident #1 - Recovery	20,000	20,000	20,000	20,000	20,000	20,000
2	Emergency Incident #2 - Response	30,000	30,000	30,000	30,000	30,000	30,000
	Emergency Incident #2 - Recovery	20,000	20,000	20,000	20,000	20,000	20,000
3	Interim Manager of Emergency Programs - EMBC F	79,209					
Current Year Budget		179,209	100,000	100,000	100,000	100,000	100,000

Notes:	Previous Year Budget	179,209
	Actual to December 31, 2020	473,057
Response costs recovered 100%		
Recovery costs recovered at 80% less \$1,000		
See Page 17 & 18		

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name		2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	Hydro Generation Grant in Lieu	Prior Year	Budget	Budget	Budget	Budget	Budget
	11 759 940 - 012						
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Hydro Grant in Lieu Allocation		19,011	19,391	19,779	20,174	20,578
Current Year Budget		-	19,011	19,391	19,779	20,174	20,578

Notes:

	Previous Year Budget	-
	Actual to December 31, 2020	-

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name			0.00%	0.00%	0.00%	0.00%	0.00%
Account	Federal Grant In Lieu	2020	2021	2022	2023	2024	2025
	11 210 100 012	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Federal Grant In Lieu	800	800	800	800	800	800
Current Year Budget		800	800	800	800	800	800

Notes:	Previous Year Budget	800
	Actual to December 31, 2020	658

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name Account	Previous Year's Surplus 11 911 100 012	2020 Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Previous Year's Surplus	144,247	64,559	-	-	-	-
Current Year Budget		144,247	64,559	-	-	-	-

Notes:	Previous Year Budget	-
	Actual to December 31, 2020	-

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name Account	Capital - Short Term Borrowing 11 920 002 012	2020 Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1		-					
Current Year Budget		-	-	-	-	-	-

Notes:	Previous Year Budget	-
	Actual to December 31, 2020	-

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Five Year Financial Plan

[illegible]

Notes:		Previous Year Budget	143,679
		Actual to December 31, 2020	143,679
Item #2	New EPC Position with 2 Year Term (50% Reserve Redemption)		

Item #2	New EPC Position with 2 Year Term (50% Reserve Redemption)
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REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Five Year Financial Plan

Name	Salaries & Benefits	2020			2.00%	2.00%	2.00%	2.00%	2.00%
Account	12 258 111 012	Prior Year			Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Hours	Rate	Amount	Amount	Amount	Amount	Amount
1	Corporate Communications Officer	8,607	10.0%	87,794	8,779	8,955	9,134	9,317	9,503
2	Manager of Emergency Programs	23,173	100.0%	87,794	87,794	89,550	91,341	93,168	95,031
3	Interim Emergncy Program Coordinator	86,073	100.0%	87,794	87,794	89,550			
4	Benefits @ 25.9% - Mgr Emer Prog/Comm Off	30,559		26.6%	49,042	50,023	26,726	27,261	27,806
5	Fire & Emergency Services Administration (20	31,773	983	33.15	32,567	33,218	33,883	34,561	35,252
6	Benefits @ 27.2% - Emer Serv Admin	8,655		27.9%	9,089	9,271	9,457	9,646	9,839
7	Regional Fire Chief - KBRFRS (2020 - 25%)	33,681			31,014	28,207	26,698	22,150	22,593
8	Benefits @ 27.2% - Regional Fire Chief	9,484		28.8%	8,941	8,132	7,697	6,386	6,514
	Current Year Budget	232,005			315,022	316,907	204,936	202,488	206,538

Salaries & Benefits	Previous Year Budget	232,005
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Notes:	Actual to December 31, 2020	232,005
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Item #1	54% - Admin, 36% - Electoral Area Admin, & 10% - Emergency Preparedness
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Item #3 New Position 2 Year Term: Full Year 2021, and Year 2022

Item #5/6 50% - Emergency Preparedness, & 50% - Regional Fire Services

Item #7/8 2021 - 55% - KBRFR, 22.5% - Emergency Preparedness, & 22.5% - 911 Communications

2022 - 60% - KBRFR, 20% - Emergency Preparedness, & 20% - 911 Communications

2023 - 65% - KBRFR, 18.5% - Emergency Preparedness, & 18.5% - 911 Communications

2024 - 70% - KBRFR, 15% - Emergency Preparedness, & 15% - 911 Communications

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name Account	O.T. Wages - Emergency Response 12 258 224 012	2020 Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Emergency Incident #1 - Response	-	-	-	-	-	-
	Emergency Incident #1 - Recovery	-	-	-	-	-	-
2	Emergency Incident #2 - Response	-	-	-	-	-	-
	Emergency Incident #2 - Recovery	-	-	-	-	-	-
Current Year Budget		-	-	-	-	-	-

Salaries & Benefits	Previous Year Budget	-
Notes:	Actual to December 31, 2020	76,524
Response costs recovered 100%		
Recovery costs recovered at 80% less \$1,000		
See Page 5		

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Name	Wages - Recovery	2020			2021	2022	2023	2024	2025
Account	12 258 227 012	Prior Year			Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Hours	Rate	Amount	Amount	Amount	Amount	Amount
1	Deputy Recovery Manager	62,899							
2	Benefits @ 27% - Deputy Recovery Manager	16,310							
	Current Year Budget	79,209			-	-	-	-	-

Salaries & Benefits	Previous Year Budget	79,209
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Notes:	Actual to December 31, 2020	80,452
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Item #1	EAF 72 Estimated to be Depleted PP#19/20 2020
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REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Five Year Financial Plan

[illegible]

Operating	Previous Year Budget	6,744
Notes:	Actual to December 31, 2020	1,621
Item #1/2	Two Attendees To EP Conference	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Five Year Financial Plan

Name	Vehicle Operating		2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 258 211 012	2020 Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Mileage and Other Operating Expenses	3,168	3,235	3,299	3,365	3,433	3,501
2	Insurance for SPU Trailers	520	531	542	552	563	575
3	Insurance of Emergency Preparedness Vehicle	2,844	2,904	2,962	3,021	3,081	3,143
4							
	Current Year Budget	6,532	6,669	6,803	6,939	7,078	7,219

Operating	Previous Year Budget	6,532
Notes:	Actual to December 31, 2020	4,022

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name Account	Telephone 12 258 213 012	2020 Prior Year	2.10% 2021 Budget	2.00% 2022 Budget	2.00% 2023 Budget	2.00% 2024 Budget	2.00% 2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Telephone Cost						
2	Trail EOC (250-368-9127)	1,020	1,041	1,062	1,083	1,105	1,127
3	Trail EOC Fax (250-368-9128)	-					
4	Toll Free (888-747-9119)						
5	Grand Forks EOC (250-442-3628)						
6	Cell Phone @ \$93 per month	1,958	2,232	2,277	2,322	2,369	2,416
7	Data Plan for three SPU iPads	1,620	1,654	1,687	1,721	1,755	1,790
Current Year Budget		4,598	4,927	5,026	5,127	5,229	5,334

Operating	Previous Year Budget	4,598
Notes:	Actual to December 31, 2020	1,204

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Radio - Communications	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 258 214 012	Prior Year	2021	2022	2023	2024	2025
Item No	Description	Amount	Budget	Budget	Budget	Budget	Budget
1	Radio Communications - Preventative Maintenance	1,500	1,532	1,562	1,593	1,625	1,658
	On EOC radios/battery						
2	Communications Equipment	2,448	2,499	2,549	2,600	2,652	2,705
Current Year Budget		3,948	4,031	4,112	4,194	4,278	4,363

Operating	Previous Year Budget	3,948
Notes:	Actual to December 31, 2020	-
Item # 2	This is funded from reserve	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Equipment Replacement	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 258 216 012	Prior Year	2021	2022	2023	2024	2025
Item No	Description	Amount	Budget	Budget	Budget	Budget	Budget
1	EOC Computer Replacement	2,040	2,083	2,124	2,167	2,210	2,255
2	EM Program Cell Phones			1,000			1,000
Current Year Budget		2,040	2,083	3,124	2,167	2,210	3,255

Operating Previous Year Budget 2,040

Notes: Actual to December 31, 2020 21

Item #1 Information Services to replace one computer workstation annually. Funded from reserve.

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Advertising & Promotion	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 258 221 012	Prior Year	2021	2022	2023	2024	2025
			Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Community Promotion & Awareness	3,060	3,124	3,187	3,250	3,315	3,382
Current Year Budget		3,060	3,124	3,187	3,250	3,315	3,382

Operating	Previous Year Budget	3,060
Notes:	Actual to December 31, 2020	34

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name Account	PEP Claims (Provincial Emergency Preparedness) 12 258 225 012	2020 Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Emergency Incident #1 - Response	30,000	30,000	30,000	30,000	30,000	30,000
	Emergency Incident #1 - Recovery	20,000	20,000	20,000	20,000	20,000	20,000
2	Emergency Incident #2 - Response	30,000	30,000	30,000	30,000	30,000	30,000
	Emergency Incident #2 - Recovery	20,000	20,000	20,000	20,000	20,000	20,000
	Current Year Budget	100,000	100,000	100,000	100,000	100,000	100,000

Operating	Previous Year Budget	100,000
Notes:	Actual to December 31, 2020	343,797
Response costs recovered 100%		
Recovery costs recovered at 80% less \$1,000		
See Page 5		

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Shared Internal Costs	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 258 230 012	Prior Year	2021	2022	2023	2024	2025
			Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Board Fee (2% increase for C.P.I.)	4,409	-				
2	Carbon Offset & Climate Change Initiatives	1,163	-				
3	Administration Support Allocation		29,498	30,088	30,690	31,304	31,930
4	HR Allocation		1,069	1,090	1,112	1,134	1,157
5	IT Allocation		-				
6	Building Allocation		1,708	1,743	1,777	1,813	1,849
Current Year Budget		5,572	32,275	32,921	33,579	34,251	34,936

Operating	Previous Year Budget	5,572
Notes:	Actual to December 31, 2020	5,572

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Consulting Fees	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 258 233 012	Prior Year	2021	2022	2023	2024	2025
Item No	Description	Amount	Budget	Budget	Budget	Budget	Budget
1	Consulting Fees	5,000	5,105	5,207	5,311	5,417	5,526
2	Consulating During EOC Activation Not EMBC Fundable		20,000	20,000	20,000	20,000	20,000
Current Year Budget		5,000	25,105	25,207	25,311	25,417	25,526

Operating	Previous Year Budget	5,000
Notes:	Actual to December 31, 2020	49,551
Item # 1	Fees to Cover Consultant Support.	
Item # 2	Consulating During EOC Activation Not EMBC Fundable. Will be maintained at \$20,000.	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Staff Education & Training	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 258 234 012	Prior Year	2021	2022	2023	2024	2025
			Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	EOC Staff Development and Recertification	5,513	5,513	5,623	5,736	5,850	5,967
2	EOC Exercise Plan	5,000		5,000	10,000	20,000	10,000
Current Year Budget		10,513	5,513	10,623	15,736	25,850	15,967

Operating	Previous Year Budget	10,513
Notes:	Actual to December 31, 2020	501
Item #1	Training cost for Emergency Operations Center staff	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Office Supplies	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 258 251 012	Prior Year	2021	2022	2023	2024	2025
			Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Includes Report Printing & supplies	4,000	4,084	4,166	4,249	4,334	4,421
Current Year Budget		4,000	4,084	4,166	4,249	4,334	4,421

Operating	Previous Year Budget	4,000
Notes:	Actual to December 31, 2020	819
Item #1	2020 amount includes allocation to produce EM plans, if needed	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Five Year Financial Plan

Name	EOC Operations Centre Site Costs		2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 258 252 012	2020 Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Greater Trail Community Centre office space	15,300	15,300	15,300	15,300	15,300	15,300
2	EOC Generator Repairs & Maintenance	2,000	2,042	2,083	2,124	2,167	2,210
3	EOC Generator Fuel	1,000	1,000	1,000	1,000	1,000	1,000
4	EOC Monitors / Wall Displays /Technology Upgrade	5,000	5,000	5,000	5,000	5,000	5,000
5	Trail EOC Flooring	10,000	10,000	10,000			
6	Public Alerting System (Email & Phone Notifications	10,000	10,210	10,414	10,622	10,835	11,052
	Emergencies)						
7	Lightship Agreement	14,000					
8	ESRI Agreement		7,000	7,000	7,000	7,000	7,000
	Charges calculated at 1,912 sq ft x \$8.00 per year						
	Current Year Budget	57,300	50,552	50,797	41,047	41,302	41,562

Operating	Previous Year Budget	57,300
Notes:	Actual to December 31, 2020	42,549
Item #1	Includes rental charges and janitorial services	
	GL Transfer to Misc Revenue Culture Arts & Recreation Lower Columbia	11 590
	Generators in Trail & Grand Forks	159 - 018
Item #2	GF Generator Service 2019 = \$1900 / 2 = \$950 x 2 units (GF and Trail) = \$1900	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Sprinkler Protection Units - Repair & Maintenance	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 258 253 012	Prior Year	2021	2022	2023	2024	2025
Item No	Description	Amount	Budget	Budget	Budget	Budget	Budget
1	Maintenance & Repairs and Operating Costs	5,100	5,207	5,311	5,417	5,526	5,636
2	Upgrades to 2 SPUs to meet OFC deployment requi	34,000					
3	Avenza Pro App		390	398	406	414	422
Current Year Budget		39,100	5,597	5,709	5,823	5,940	6,058

Operating	Previous Year Budget	39,100
Notes:	Actual to December 31, 2020	33,227
Item #1	OFC has increased the amout of equipment needed to deploy a SPU	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Grants to SARS/ESS Groups	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 258 716 012	Prior Year	2021	2022	2023	2024	2025
			Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	South Columbia Search & Rescue - Operating Grant	5,250	5,250	5,500	5,500	5,500	5,500
2	Rossland Search & Rescue - Operating Grant	5,250	5,250	5,500	5,500	5,500	5,500
3	Grand Forks Search & Rescue - Operating Grant	5,250	5,250	5,500	5,500	5,500	5,500
4	Emergency Social Service Director West Side	-	-	-	-	-	-
5	ESS/Red Cross	10,000	10,000	15,000	15,000	15,000	15,000
6	ESS/CRC Supplies- Tech Kits, Reception Centre kits		1,000	1,020	1,040	1,061	1,082
Current Year Budget		25,750	26,750	32,520	32,540	32,561	32,582

Operating	Previous Year Budget	25,750
Notes:	Actual to December 31, 2020	67,171
Item #1-5	Grants are intended to supplement SARS operations (a retainer)	
Item #5	Agreement good through Dec 2021; increase forecast.	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name Account	Capital 12 258 610 012	2020 Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	EM Truck	-	-				70,000
Current Year Budget		-	-	-	-	-	70,000

Capital	Previous Year Budget	-
Notes:	Actual to December 31, 2020	-
Item #1	EM Truck- The truck will not meet the replacement criteria as per policy until at least 2025, baring any maintenance issues.	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name Account	Vehicle Financing 12 258 840 012	2020 Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1		-	-	-	-	-	-
Current Year Budget		-	-	-	-	-	-

Debt	Previous Year Budget	-
Notes:	Actual to December 31, 2020	-

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Contribution To Reserve	2020	2021	2022	2023	2024	2025
Account	12 258 741 012	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Contribution To Reserve		64,555				
2							
	Current Year Budget	-	64,555	-	-	-	-

Other	Previous Year Budget	-
Notes:	Actual to December 31, 2020	-
Item #1	Annual Contribution to Reserve	

\$130,326.12	Balance in Reserve December 31, 2019
	Account Numbers 34 700 012
\$ -	Restricted - Unmet Needs Committee Donations (Included in above)
\$130,326.12	Net Reserve (Unrestricted)

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

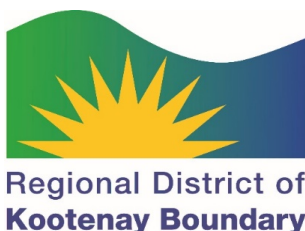
Name Account	Previous Year's Deficit 12 258 990 012	2020 Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Previous Year's Deficit	-	-	-	-	-	-
Current Year Budget		-	-	-	-	-	-

Other	Previous Year Budget	210
Notes:	Actual to December 31, 2020	239

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name Account	Contingencies 12 258 999 012	2020 Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Miscellaneous	5,000	5,000	5,000	5,000	5,000	5,000
2							
Current Year Budget		5,000	5,000	5,000	5,000	5,000	5,000

Other	Previous Year Budget	5,000
Notes:	Actual to December 31, 2020	-

**STAFF REPORT**

Date: January 13 2021
To: Chair Langman and Board of Directors
From Brian Champlin, Manager of Building
: Inspection Services
Re: 2021 Building Inspection Services (004)
 Budget Summary

File**Issue Introduction**

The purpose of this report is to provide an overview of the 2021 Building Inspection Services (004) budget.

History/Background Factors

The RDKB service budgets are developed by RDKB Managers during the annual budgeting process for review by committee prior to the adoption of the Financial Plan by the Board of Directors at the end of March. The budgets are also aligned with prioritised projects presented in the service work plans, where applicable. (Minor services do not have work plans).

This information presented in this report is generally intended to provide information on budget details, both capital and operational that may be considered a 'driver' to budgetary increases above a 2% threshold. Budget increases in the range +/- 2% are considered to be reasonable at this time without out other factors to change the level of service provided. This increase allows us to maintain in most cases our contracted increases per our collective agreements, external provider's service contracts and general CPI increases for all other goods and services.

Additionally, recent amendments have been approved by the Policy and Personnel Committee on December 9th and will be included in the 2021 service budgets presented in January. These changes will have an impact to reduce the budget for some services while conversely increasing the budget for other services.

That the Policy and Personnel Committee refer the updated Cost Allocations Policy back to staff to incorporate the amendments discussed by the Committee on December 9, 2020. **FURTHER** that the calculated cost allocations be incorporated into each service budget for the January Committee meetings and that the draft policy, as amended by staff, be presented back to the Policy and Personnel Committee at the January 2021 Committee meeting.

Implications

Budget Summary

The budget for the Building Inspection Services (004) presents an increase of 1.56% for 2021.

Financial Summary for Budget Increase (or decrease)

- A modest increase has been allocated for this year's budget over last year.
- Our operating costs have decreased slightly during the year as several of our budget services were not fully utilized, such as travel, accommodation and other associated expenses due to travel restrictions within the province.
- Also wages once again were not fully utilized due to a vacancy partway through the year, which reflected a lower wage expenditure in 2020 in relation to the funds allocated in the 2020 budget.

Operational Service Level Impacts – COVID-19 (if applicable)

No anticipated operational impacts are anticipated due to Covid-19 as we continue to provide building inspection services in 2021.

Advancement of Strategic Planning Goals

We will review and measure service performance and we will continue to focus on good management and governance.

Background Information Provided

- 2021 Building Inspection Services (004) Workplan
- 2021 Building Inspection Services (004) Budget

Alternatives

1. That the RDKB Board of Directors receive the 2021 "**Building Inspection Services (004)**" Budget Summary staff report for information, approved the 2021 Work Plan and provide direction to staff for the 2021 budget
2. That the RDKB Board of Directors receive the 2021 "**Building Inspection Services (004)**" Budget Summary staff report for information, do not approved the 2021 Work Plan and provide direction to staff for the 2021 budget

Recommendation(s)

That the Regional District of Kootenay Boundary Board of Directors approve the 2021 Building Inspection Services (004) Work Plan as presented to the Board on January 13, 2021.

That the Regional District of Kootenay Boundary Board of Directors discuss the proposed Building Inspection Services (004) 2021-2025 Financial Plan as presented to the Board on January 13, 2021 in the staff report titled. **FURTHER** that the Board provide direction to staff as to any changes to be made to the proposed Budget and refer it to a future meeting for further review.



2021 Work Plan - Draft **BUILDING INSPECTION SERVICES**





BUILDING INSPECTION SERVICES

Service Name: Building Inspection Services

Service Number: 004

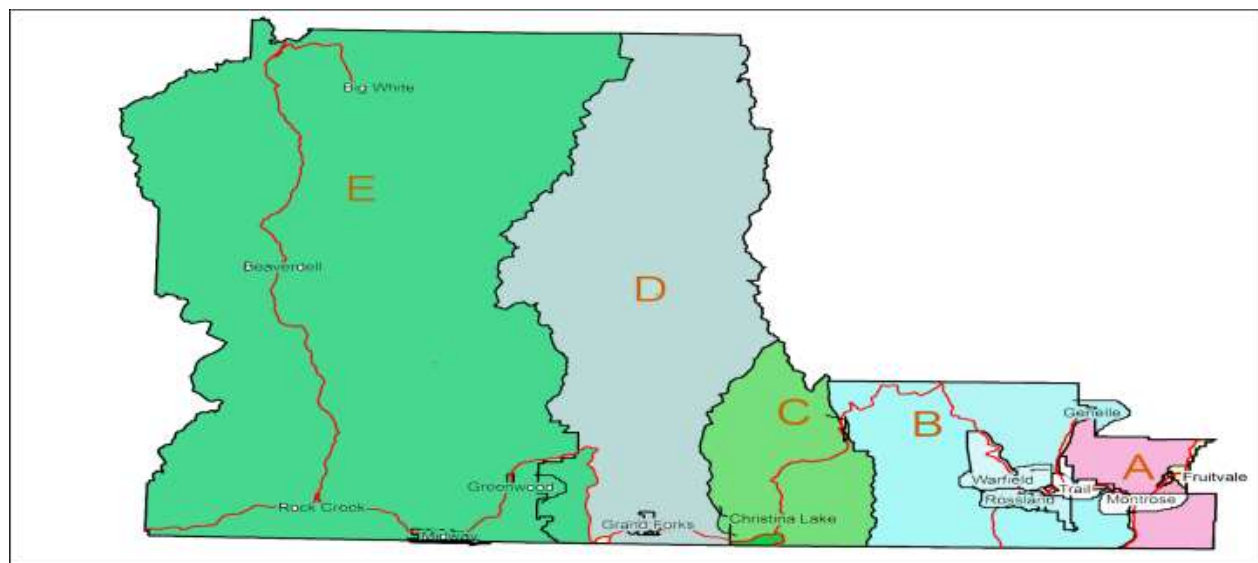
Committee Having Jurisdiction: Committee of the Whole – Finance

General Manager/Manager Responsible:

J. Chandler, General Manager Operations/DCAO / B. Champlin, Manager of Building Inspection Services

Description of Service:

Building Inspection Services provides building and plumbing inspection throughout all electoral areas. The service also provides building and plumbing inspection services to six municipalities on a contract basis.



Structure of Building Inspection Services

RDKB Building Inspection Services is considered to be an electoral area service. It was one of the RDKB's first services established upon incorporation, under Letters Patent. RDKB Bylaw No. 1, 1966 was the original regulatory building bylaw for the electoral areas. It has since been replaced by Bylaw No. 449, 1985 and amendments thereto, as the regulatory bylaw that currently applies to all of the electoral areas. The service was converted in 1989 to an extended service established by bylaw (Bylaw No. 619, 1989).

Municipal Contracts

Over the years, the RDKB established contracts with several member municipalities for the purpose of providing building inspection services to municipal partners. This contract arrangement recognizes the economies of scale associated with sharing building inspection service among the participating jurisdictions. The current contracts with the municipalities were originally developed in 1994. At that time each of the eight municipalities signed contracts for building inspection service. Since then, two municipalities have used the termination provisions in the contract to withdraw from the contractual arrangement. The City of Rossland terminated its contract with the Regional District in 2008; but has since approached the Regional District to engage in a new contract to provide vacation relief services for the City of Rossland's Building and Plumbing Official. Discussions are underway, but the details of the contract have not been finalized. The City of Grand Forks terminated its contract in 2013.

The contracts with municipalities have been reviewed twice since they were originally signed in 1994 with no resulting changes to the structure of the service or the contracts themselves.

The contract outlines the elements of the building inspection service for which each party is responsible. Each participating municipality contributes to the costs of operating the service based upon a formula that is contained within the contract. The formula for determining each participant's financial contribution to the service utilizes three methods of apportionment:

1. Each participating member municipality and electoral area contributes a basic service fee determined by apportioning the costs of the Manager of Building Inspection Services salary plus a 40% administration fee among the participants, on the basis of population;
2. Based upon the actual value of permits issued two years previous, each member municipality and electoral area pays an additional fee as follows:
 - i. \$5.00/\$1,000 of residential permit value;
 - ii. \$2.00/\$1,000 of commercial permit value;
 - iii. \$1.00/\$1,000 of industrial permit value;
 - iv. \$1.00/\$1,000 of institutional permit value;
3. Additional funding requirements for the operation of the service after the above-described fees have been allocated are apportioned among the participating municipalities and electoral areas on the basis of Hospital District Assessment.

Under the terms of the contract, all building permit fees generated from within a municipality are returned to that municipality.

Because one of the apportionment considerations is the actual value of permits issued two years previous (i.e. apportionment in 2020 is based upon each participant's respective construction values in 2018), there has been some variability in the requisition paid by participating members from year to year. Significant requisition increases in any given year have generally been associated with increased construction values within that municipality, so building permit fee revenues returned to the municipality tend to offset requisition increases - to varying degrees.

Establishing Authority:

Section 332, *Local Government Act, RSBC 2015* (formerly Section 796, LGA, RSBC 1996, Ch. 323)
Building and Plumbing Inspection Extended Service Establishment Bylaw No. 619, 1989

Requisition Limit: No requisition limit

2020 Requisition / Budgeted Expenditures / Actual Expenditures:

\$1,086,485 / \$1,189,958 / \$804,944 (Year to date Actuals, current to the end of September 2020)

Regulatory or Administrative Bylaws:

RDKB Building and Plumbing Amendment Bylaw No. 1741, and amendments thereto

Service Area / Participants:

Throughout all electoral areas; and the following municipalities, on a contract basis:

- City of Trail
- City of Greenwood
- Village of Fruitvale
- Village of Montrose
- Village of Warfield
- Village of Midway

Human Resources:

The Manager of Building Inspection Services is responsible for operational management of the Building Inspection Service, along with the other services within his mandate. The department is currently staffed with nine employees plus the manager. All employees report directly to the Manager of Building Inspection Services.

Staffing for the department is composed of:

- Two Building and Plumbing Officials – Grand Forks
- Three Building and Plumbing Officials - Trail
- 1 Clerk/Secretary/Receptionist – Grand Forks
- 1 Clerk/Secretary/Receptionist – Trail
- Manager of Building Inspection Services – Trail
- 2 (*Relief coverage/casual Clerk/Secretary/Receptionists*) – Trail and Grand Forks

The Building Inspection Department's staff contingent is split between two work sites. In the Trail office, there are currently two Level 1 Building and Plumbing Officials, 1 Level in training, and 1 Level 3 Building and Plumbing Official (Manager) and 1 full time Clerk/Secretary/Receptionist, with 1 Vacation Relief Clerk/Secretary/Receptionist that serve all of the Lower Columbia communities in Electoral areas A and B, except Rossland.

In the Grand Forks office there are two full time Building and Plumbing Officials once again, as we have hired a level 1 building official to fulfill our vacant position. We also have one Clerk/Secretary/Receptionist, one Vacation Relief Clerk/Secretary/Receptionist, all serving Electoral Areas 'C' - Christina Lake, 'D' – Rural Grand Forks and 'E' – West Boundary.

2020 Accomplishments:

Building Permit Applications

The primary goal of the Building Inspection Department is to provide the most effective and efficient building inspection services possible on a day-to-day, operational basis for all of our clients that the department serves within our electoral boundaries and regional communities. Accordingly, one of the goals of the 2020 departmental work plan was to *“Continue to provide prompt and effective building and plumbing inspection services”* for home owners, contractors, developers and other industry stakeholders throughout our region”. With the onset of the Covid-19 Pandemic and the closing of our offices to the public, we have adapted relatively well to using other platforms such as zoom, WebEx and face time to host meetings, conduct building and plumbing inspections, complete plan reviews, issued permits and provide other services associated with building inspection department. In addition to learning how to become more versatile using other electronic platforms to conduct our business, we also purchased two new laptops for our clerk, secretary, receptionists in both the Trail and Grand Forks offices, in order to make our operations more mobile in the event that unforeseen circumstances cause us to relocate to another building in the future. Throughout the year we have received several comments from our industry stakeholders regarding our customer service, promptness of inspections and issuance of building permits, which during this Pandemic has been very positive, as our building department staff are very conscious about the customer service they provide and are always concerned about meeting the needs of homeowners, contractor and other industry stakeholders in the building community. Inspections are conducted on the day they are requested, unless the day is full, then they are conducted on the following day. Building Permits are normally issued within 10 working days once all the information has been submitted by the homeowner or contractor; however, in the past few months, we have

experienced some delays in receiving the required information from the applicants which in turn has increased the wait times for our clients to receive their finalized building and plumbing permits.

Operations of the building department are largely reactive in nature, responding to applications for building projects with professional plan reviews, a series of inspections for each project, and required documentation.

While the number of building permits is down slightly for 2020 from 2019 totals, the value of construction decreased significantly in 2020.

The detailed statistics, with building permit numbers and values of construction to **September 2020** are broken down by electoral area and municipality in the table below:

Total Permits in September 2020 was **365** versus **393** in September of 2019.

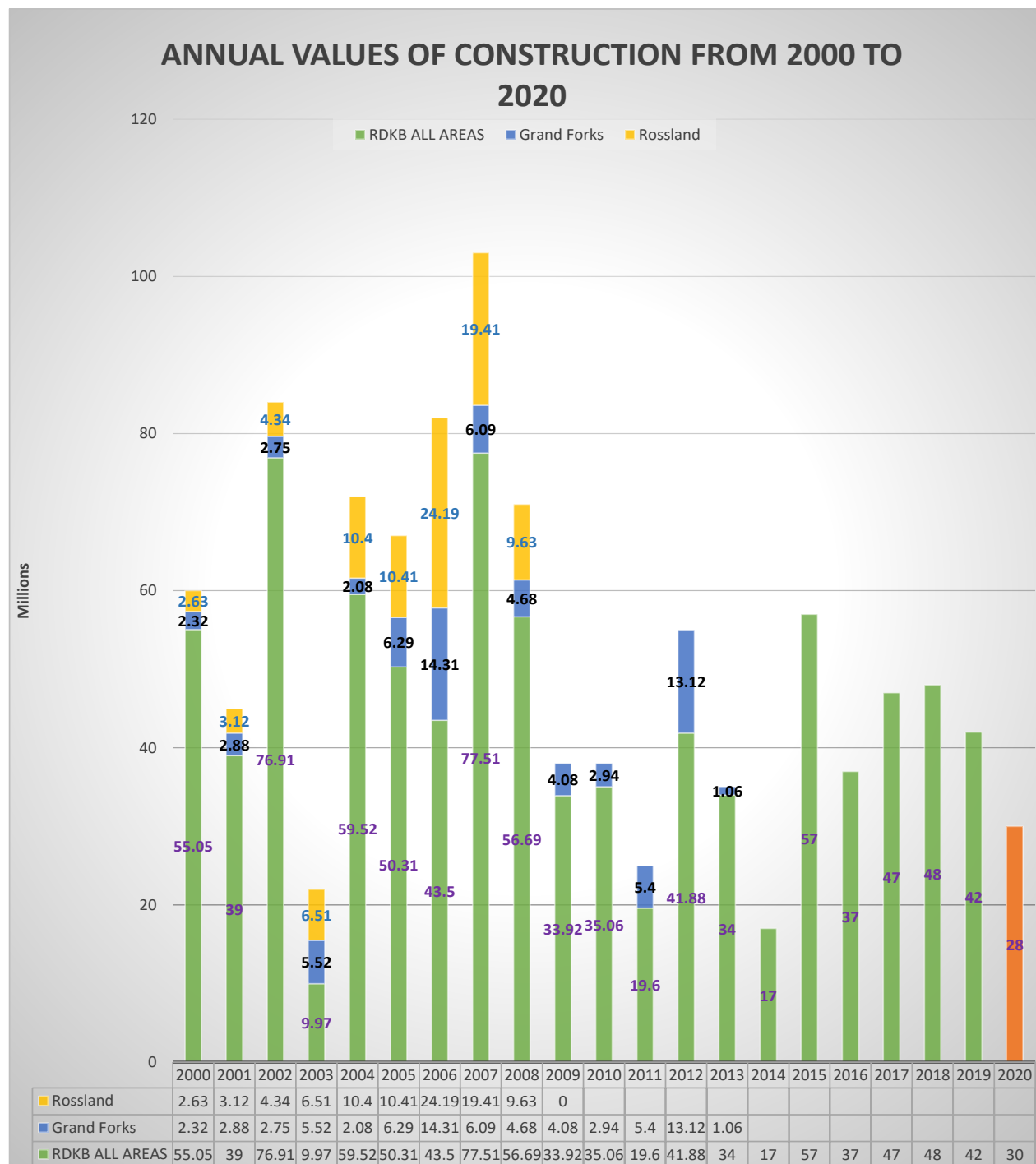
Revenue in construction value of permits for 2020 = **\$27, 815,146** versus **\$42,079,124** in 2019.

A difference of – \$14,263,978 less than in 2019.

COMPARISON BUILDING REPORT FOR 2019 AND 2020 (TO END OF SEPTEMBER 2020)

AREA	# PERMITS	# UNITS	TOTAL VALUE
FRUITVALE			
Year Ending 2020	28	4	\$1,421,515
Year Ending 2019	34	3	\$2,450,976
GREENWOOD			
Year Ending 2020	3	1	\$162,000
Year Ending 2019	10	0	\$189,980
MIDWAY			
Year Ending 2020	8	1	\$670,500
Year Ending 2019	8	3	\$441,734
MONTROSE			
Year Ending 2020	14	0	\$431,980
Year Ending 2019	8	0	\$117,800
TRAIL			
Year Ending 2020	119	13	\$6,856,736
Year Ending 2019	127	6	\$7,114,139
WARFIELD			
Year Ending 2020	16	2	\$2,012,450
Year Ending 2019	13	1	\$385,000
AREA 'A'			

Year Ending 2020	28	3	\$1,872,745
Year Ending 2019	22	4	\$1,656,147
AREA 'B'			
Year Ending 2020	18	2	\$627,650
Year Ending 2019	31	8	\$2,791,931
AREA 'C'			
Year Ending 2020	32	7	\$3,218,040
Year Ending 2019	44	16	\$5,868,700
AREA 'D'			
Year Ending 2020	40	7	\$3,120,280
Year Ending 2019	39	11	\$2,998,317
AREA 'E'			
Year Ending 2020	31	9	\$2,721,500
Year Ending 2019	31	12	\$4,978,200
AREA 'BIG WHITE'			
Year Ending 2020	28	11	\$4,699,750
Year Ending 2019	26	11	\$13,086,200
TOTAL YEAR ENDING 2020	365	60	\$27,815,146
TOTAL YEAR ENDING 2019	393	75	\$42,079,124



The above graph represents the fluctuations in the Annual Values of Construction in Millions, for all areas from 2000 to 2020 including Rossland until 2008, and Grand Forks until 2013. The orange column represents the actual values of construction to the end of September 2020.

Significant Issues and Trends:

Building Activity

While the increased building activity over the past couple of years, economic projections, and local anecdotal information, are now showing that building activity in 2021 will continue to decline at the beginning of the year and may continue with lower permit numbers and revenue throughout the year.

If we look at the graph above showing the variables in construction values measured along a timeline of 20 years, we can see that in every five and six years or so, the value of construction is fairly consistent then drops down for a year or two then back up for the next five or six years and continues along this path in a relatively consistent cycle.

New Inspection Checklist Procedures

During 2020, the Building Inspection Department further refined the building and plumbing inspection checklists that we have been using to ensure that each inspection on a project is conducted and documented uniformly and consistently with the requirements of the respective building bylaws.

During the course of the year it was identified that the inspection checklist is being used more consistently by all inspectors and ongoing consistency is imperative to our operations in order to reduce our risk of liability. Moving forward, our goal for 2021 is still 100% compliance which is achievable once we move to an electronic inspection software program.

We purchased the mobile inspection software through CityView this year and training will begin in December 2020 with the use of this program coming online in January of 2021. The benefits of electronic inspection software in addition to being simple and easy to use, is the consistency that is automatically achieved when a user enters data into the inspection program; leaving no room for complacency. In addition to this, once the report is filed, a copy of the inspection is automatically sent to the Contractor, Owner or both, and Building Department along with any photographs of deficiencies that were taken during the inspection.

Building Bylaw Review

Another goal identified in the 2020 departmental work plan was to review and develop a new building bylaw. The Building Inspection Department has revised the current building bylaw that applies to the electoral areas (Bylaw 449, 1985) as the Municipal Insurance Association of BC has now produced an updated "Core Building Bylaw" for local governments to use as a model bylaw to minimize their liability exposures. It was expected that the new building bylaw would be ready for adoption by the Board in late February or early March of 2020; however, we chose to delay adoption of this bylaw until we had explored all of the provisions of the Provincial Energy Step Code that will come into force in the new BC Building Code in 2022. After significant research and review by staff, the board decided to proceed with voluntary compliance and no additional language is required to be written into our proposed Building Bylaw No. 1741, 2020 which is currently in the process of being vetted by our lawyers and being made ready for introduction at the RDKB Board of Directors meeting being held on December 9, 2020.

Asbestos Exposure Control Safe Work Procedure Implementation – Ongoing

All Building Officials are currently complying with the Asbestos Exposure Control Safe Work Procedure plan implemented by the department back in 2016 and this will continue to be a departmental goal from year-to-year. In addition to this, we have written requirements for building owners, contractors and developers to submit to our office in advance, or have copies of the hazardous materials assessment report on the building site for older buildings built prior to 1990 and undergoing renovations where hazardous materials could affect the health and safety of building officials and others.

Prior to entering a building site, we require access to a copy of the hazardous materials assessment report and follow up report, confirming that the site has been made safe and any asbestos or other hazardous materials that had previously been identified in the hazardous materials assessment, have been removed and the building is now safe for entry.

We have also developed a written notice for identifying the WorkSafe BC OHS regulations for asbestos and hazardous materials and have included this handout inside all of our building permit application forms, which provides the basic requirements and contact information for WorkSafe BC.

Enforcement

Ongoing enforcement of the various building bylaws administered by the department throughout the RDKB was also a goal of the 2020 work plan and will continue to be a departmental goal from year-to-year. Staff reports to the Board recommending enforcement action against property-owners in contravention of the Building Bylaw were prepared and acted upon throughout the year relating to rural properties. Similar reports were prepared and sent to municipal staff for properties located within the participating municipalities for Council consideration.

Continuation of the Mentorship Program for RDKB Building and Plumbing Officials to achieve Level Qualifications

Annual Review and Update:

The mentorship program is on track, with all building officials working towards higher levels of qualification and we continue to support their efforts through supplementary educational course, while advancing their levels of certification as well by providing a combination of experience and training to meet their needs.

2021 PROJECTS

Legend – RDKB Board Strategic Priorities



Environmental Stewardship/Climate Preparedness



Exceptional Cost Effectiveness and Efficient Services



Responding to Demographic/Economic/Social Change



Improve and Enhance Communication

Project: New Provincial Building Official in Training Program – Trainee Class & Reliance Class Building Official Endorsement

Project Description:

This program is for all Building and Plumbing Officials in the Province who currently do not meet the Provincial Qualification requirements to regulate Building and Plumbing codes and will not have achieved the required qualifications prior to the Provincial Qualifications coming into force under the BC Building Act on February 28, 2021 and those persons with no qualifications wishing to enter into this profession.

Members of the Trainee Class are registered Officials who are temporarily allowed to make Code compliance decisions on buildings or plumbing systems for which they would not otherwise be qualified for. These individuals are permitted to do this because they are actively pursuing the skills and knowledge needed to successfully pass the qualification exams for that level.

Initially this program was developed as an introductory program for unqualified persons to enter the profession, except that it became clear that there was also a need for those persons with some qualifications to be able to further develop their careers, through additional ongoing training as well.

Under the current system building and plumbing officials must pass qualification exams within a certain period of time, which ends on February 28, 2021. After this date holding the appropriate qualifications to conduct plan reviews and inspections becomes a prerequisite for employment, meaning that whatever level these individuals are currently qualified to practice at is the level of inspections they will be qualified to work at. As we have several building and plumbing officials below level 3, we have the option to enroll them into this new program to develop their current skills further to reach level 3 building and level 2 plumbing, which will permit them to make limited decisions at these higher levels under the direction of their manager or supervisor.

Project Timelines and Milestones:

This new program will begin on or before February 28, 2021 and will continue for up to two years for those pursuing the Building Official Level 3 in-Training program.

Project Risk Factors:

There is a significant risk to the ability of the department to conduct plan reviews and building inspection after February 28, 2021 if these goals are not achieved, and this program provides an opportunity to achieve a higher level of qualification, and reduces the risk of liability for local governments as their members are being mentored and trained to meet best practices guidelines throughout this process.

Internal Resource Requirements:

The project will be administered by the Building Inspection Department and the program will be supplemented by courses at BCIT for Level 3 Education and Camosun College for Levels 1 and 2 Plumbing Education.

Estimated Cost and Identified Financial Sources:

The primary source of funding would be the annual tax requisition and it is anticipated that no additional revenue will be required over and above those resources previously allocated in 2021 budget, as much of this training will be in-house. Training allowances are found in GL Page 11 of the budget under "Travel Expenses" and includes Technical Seminars, Technical Conferences, and Training and Examinations.

Relationship to Board Priorities:

This project supports the following categories for the RDKB's strategic plan:



Exceptional Cost Effectiveness and Efficient Services

Project: Asset Management Planning

Project Description:

Participation in the corporate-wide asset management planning process.

Project Timelines and Milestones:

Throughout 2020-2021.

Project Risk Factors:

Departmental work will be guided by external sources (Corporate/Board plans for completion of Asset Management Plan)

Internal Resource Requirements:

The corporate asset management plan is being led by the Finance Department, with participation by all other departments.

Estimated Cost and Identified Financial Sources: N/A

Relationship to Board Priorities:

This project supports the following categories for the RDKB's strategic plan:



Exceptional Cost Effectiveness and Efficient Services





REGIONAL DISTRICT OF KOOTENAY BOUNDARY SUMMARY INFORMATION

SERVICE NO 004
BUILDING INSPECTION

PARTICIPANTS: Electoral Areas 'A','B','C','D',& 'E',
CONTRACTS: Grand Forks, Greenwood, Midway, Warfield,
Montrose, Fruitvale, Trail

PAGE	2020 BUDGET	2021 BUDGET	Increase(Decrease) between 2020 BUDGET and 2021 BUDGET		PRIMARY DRIVERS FOR CHANGE
			\$	%	
REVENUE:					
Tax Requisition - Municipalities	3	394,422	401,051	6,629	1.68
Tax Requisition - Electoral Areas	4	607,185	616,157	8,972	1.48
Hydro Generation Grant in Lieu	8	0	41,590	41,590	0.00
Transfer from Reserve	9	42,000	46,000	4,000	9.52
Previous Year's Surplus	10	141,852	87,399	(54,453)	(38.39)
EXPENDITURE:					
Salaries & Benefits	11	805,373	825,686	20,313	2.52
Board Fee	14	28,313	91,011	62,698	221.44
Office Equipment	17	50,116	28,614	(21,502)	(42.90)
Office Supplies	18	25,925	28,533	2,608	10.06
Vehicle Maintenance	19	24,579	26,652	2,073	8.43
Capital/Amortization	21	54,000	47,500	(6,500)	(12.04)
Equipment Reserve	22	104,250	50,000	(54,250)	(52.04)

KEY FACTS

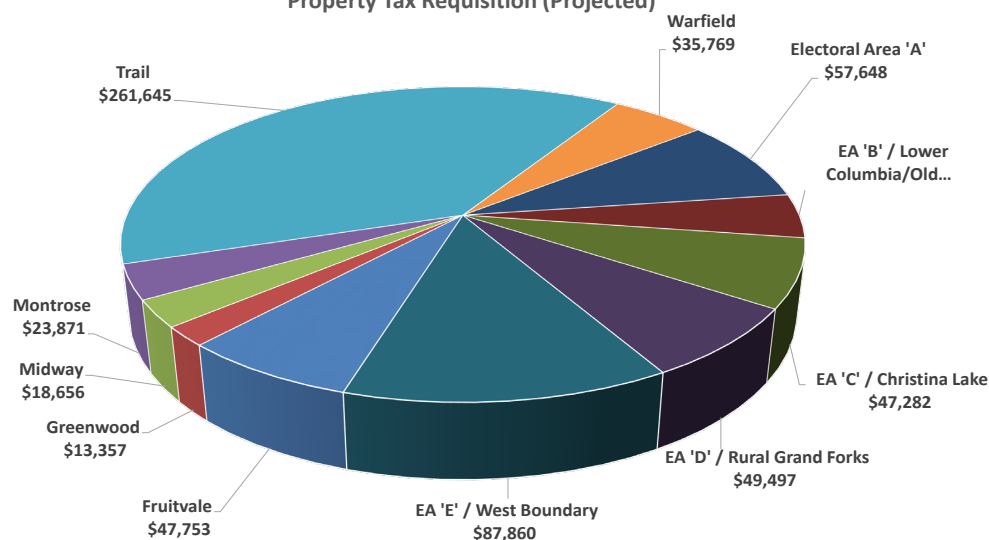
Establishment Bylaw No.	619; 1989
Max Requisition:	No Maximum
Last Increase Requisition Limit	Not Applicable
Next Review Requisition Limit	Not Applicable
Reserve Balance	\$ 99,094.65

ELECTORAL AREA REPATRIATION - NET REQUISITION

ELECTORAL AREA	(A) 2020 REQ	(B) 2019 REV	(C) NET 2020 REQ
'A'	\$ 133,108	-75,459	\$ 57,648
'B' / Lower Columbia/Old Glory	\$ 64,816	-34,390	\$ 30,427
'C' / Christina Lake	\$ 111,793	-64,511	\$ 47,282
'D' / Rural Grand Forks	\$ 94,669	-45,172	\$ 49,497
'E' / West Boundary	\$ 211,770	-123,911	\$ 87,860
Total	\$ 616,157	-343,443	\$ 272,714

(A) - TOTAL BEFORE REPATRIATION OF REVENUE
(B) - LESS: 2019 REVENUE RECOGNIZED IN 2020 (PERMITS & SEARCH)
(C) - TOTAL REQUISITION FROM MINISTRY 2020

Property Tax Requisition (Projected)



REGIONAL DISTRICT OF KOOTENAY BOUNDARY
FIVE YEAR FINANCIAL PLAN



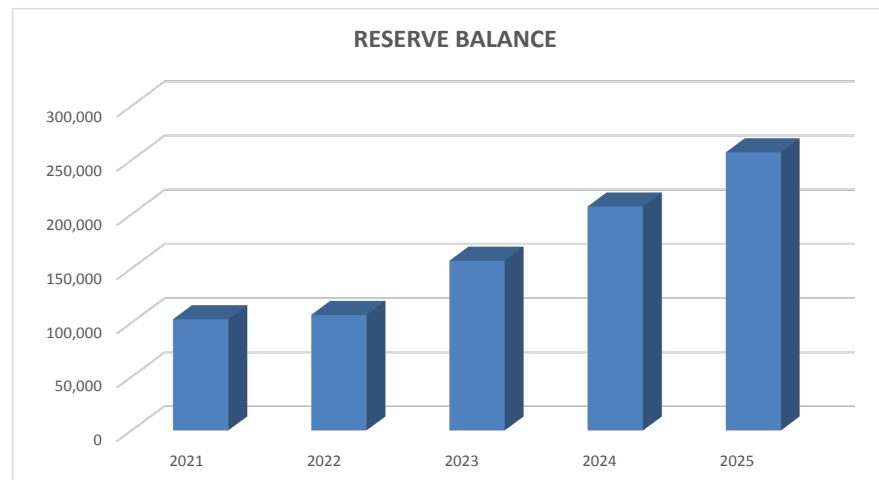
SERVICE NO 004
BUILDING INSPECTION

PARTICIPANT: Electoral Areas 'A', 'B', 'C', 'D', & 'E',
CONTRACTS: Grand Forks, Greenwood, Midway, Warfield,
Montrose, Fruitvale, Trail

	PAGE	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE:						
11 921 205 Transfer from Reserve	9	46,000	46,000	0	0	0
EXPENDITURE:						
12 292 610 Capital/Amortization	21	47,500	47,500	0	0	0

2021 CAPITAL BUDGET

Project	Taxes	ST Debt	LT Debt	Reserves	Grants	Total
2009 Ford Escape HYBRID 4x4 (Brian Z.	1,500	-	-	46,000	-	47,500
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-





REGIONAL DISTRICT OF KOOTENAY BOUNDARY
FIVE YEAR FINANCIAL PLAN

SERVICE NO 004
BUILDING INSPECTION

PARTICIPANTS: Electoral Areas 'A','B','C','D' & 'E';
CONTRACTS: Grand Forks, Greenwood, Midway, Warfield,
Montrose, Fruitvale, Trail

		PAGE	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	(OVER) UNDER	2021 BUDGET	Increase(Decrease) between 2020 BUDGET and 2021 BUDGET		1.85% 2022 BUDGET	-2.10% 2023 BUDGET	1.98% 2024 BUDGET	1.77% 2025 BUDGET
								\$	%				
REVENUE:													
	Tax Requisition - Municipalities	3	387,882	394,422	394,421	1	401,051	6,629	1.68	443,929	451,626	460,608	468,749
	Tax Requisition - Electoral Areas	4	572,433	607,185	607,185	(0)	616,157	8,972	1.48	682,034	693,858	707,657	720,165
11 210 100	Federal Grant In Lieu	5	2,227	1,500	61	1,439	1,500	0	0.00	1,500	1,500	1,500	1,500
11 517 100	Bldg and Plumbing Permits	6	1,927	2,500	1,666	834	2,500	0	0.00	2,500	2,500	2,500	2,500
11 590 159	Miscellaneous Revenue	7	0	500	0	500	500	0	0.00	500	500	500	500
11 759 940	Hydro Generation Grant in Lieu	8	0	0	0	0	41,590	41,590	0.00	42,422	43,270	44,136	45,019
11 921 205	Transfer from Reserve	9	38,289	42,000	42,000	0	46,000	4,000	9.52	46,000	0	0	0
11 911 100	Previous Year's Surplus	10	60,441	141,852	140,055	1,797	87,399	(54,453)	(38.39)	0	0	0	0
Total Revenue			1,063,199	1,189,958	1,185,388	4,570	1,196,697	6,739	0.57	1,218,885	1,193,255	1,216,901	1,238,433
EXPENDITURE:													
12 292 111	Salaries & Benefits	11	710,753	805,373	723,562	81,811	825,686	20,313	2.52	842,199	859,043	876,224	893,749
	<i>Total Salaries & Benefits</i>		710,753	805,373	723,562	81,811	825,686	20,313	2.52	842,199	859,043	876,224	893,749
12 292 210	Travel Expense	12	11,725	22,546	17,855	4,691	22,063	(483)	(2.14)	22,504	22,954	24,752	23,999
12 292 213	Telephone	13	14,410	18,972	18,972	0	19,370	398	2.10	19,758	20,153	20,556	20,967
12 292 230	Shared Internal Costs	14	27,781	28,313	28,313	0	91,011	62,698	221.44	92,831	94,688	96,581	98,513
12 292 232	Legal	15	688	5,100	4,800	300	5,250	150	2.94	5,355	5,462	5,571	5,683
12 292 243	Building Expense	16	47,284	47,284	47,284	0	48,518	1,234	2.61	49,489	50,478	51,488	52,518
12 292 247	Office Equipment	17	17,985	50,116	55,248	(5,132)	28,614	(21,502)	(42.90)	29,066	29,528	29,998	30,478
12 292 251	Office Supplies	18	17,069	25,925	18,750	7,175	28,533	2,608	10.06	28,736	28,942	29,153	29,368
12 292 253	Vehicle Maintenance	19	30,364	24,579	21,455	3,124	26,652	2,073	8.43	27,947	28,506	29,077	29,658
12 292 262	Equipment Lease	20	0	3,500	3,500	0	3,500	0	0.00	3,500	3,500	3,500	3,500
	<i>Total Operating</i>		167,305	226,335	216,177	10,158	273,511	47,176	20.84	279,186	284,212	290,677	294,684
12 292 610	Capital/Amortization	21	43,289	54,000	54,000	0	47,500	(6,500)	(12.04)	47,500	0	0	0
	<i>Total Capital</i>		43,289	54,000	54,000	0	47,500	(6,500)	(12.04)	47,500	0	0	0
12 292 741	Equipment Reserve	22	0	104,250	104,250	0	50,000	(54,250)	(52.04)	50,000	50,000	50,000	50,000
12 292 990	Previous Year's Deficit	23	0	0	0	0	0	0	0.00	0	0	0	0
12 292 999	Contingencies	24	0	0	0	0	0	0	0.00	0	0	0	0
	<i>Total Other</i>		0	104,250	104,250	0	50,000	(54,250)	(52.04)	50,000	50,000	50,000	50,000
Total Expenditure			921,348	1,189,958	1,097,989	91,969	1,196,697	6,739	0.57	1,218,885	1,193,255	1,216,901	1,238,433
Surplus(Deficit)			141,852		87,399		(0)			-	-	-	-
Reserve Balance							103,095			107,095	157,095	207,095	257,095

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Property Tax Requisition				2021		2022		2023		2024		2025		GRAND FORKS
2019				Budget		Budget		Budget		Budget		Budget		
Actual	Description			Amount	%	Amount	%	Amount	%	Amount	%	Amount		
47,030	11 830 100 004	Fruitvale		47,753		52,859		53,775		54,845		55,814		
-	11 830 200 004	Grand Forks (Withdraw June 30		-		-		-		-		-		
13,123	11 830 300 004	Greenwood		13,357		14,785		15,041		15,340		15,612		
18,351	11 830 400 004	Midway		18,656		20,651		21,009		21,426		21,805		
23,500	11 830 500 004	Montrose		23,871		26,423		26,881		27,416		27,901		
-	11 830 600 004	Rossland (Withdrew Aug 6, 200		-		-		-		-		-		
257,268	11 830 700 004	Trail		261,645		289,619		294,640		300,499		305,811		
35,150	11 830 800 004	Warfield		35,769		39,593		40,280		41,081		41,807		
394,422	Sub Total			401,051		443,929		451,626		460,608		468,749		
	This Year Requisition			401,051		443,929		451,626		460,608		468,749		
	Total Requisition			401,051		443,929		451,626		460,608		468,749		

Notes:

401,051	Municipalities	401,051	443,929	451,626	460,608	468,749
616,157	Electoral Areas	616,157	682,034	693,858	707,657	720,165
1,017,207	TOTAL	1,017,207	1,125,963	1,145,485	1,168,265	1,188,914

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Property Tax Requisition		2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
2020 Actual	Description	This Year	Amount	Amount	Amount	Amount
131,183	Electoral Area 'A'	133,108	147,339	149,894	152,875	155,577
63,854	EA 'B' / Lower Columbia/Old Glory	64,816	71,746	72,990	74,442	75,758
110,189	EA 'C' / Christina Lake	111,793	123,746	125,891	128,395	130,664
93,209	EA 'D' / Rural Grand Forks	94,669	104,791	106,607	108,728	110,649
208,749	EA 'E' / West Boundary	211,770	234,412	238,476	243,219	247,518
607,185	Sub Total	616,157	682,034	693,858	707,657	720,165
This Year Requisition		616,157	682,034	693,858	707,657	720,165
2021 Net						
"NET" REQUISITION						
57,648	11 830 901 004 Electoral Area 'A'					
30,427	11 830 902 004 EA 'B' / Lower Columbia/Old Glory					
47,282	11 830 903 004 EA 'C' / Christina Lake					
49,497	11 830 904 004 EA 'D' / Rural Grand Forks					
87,860	11 830 905 004 EA 'E' / West Boundary					
272,714						
Total Requisition		616,157	682,034	693,858	707,657	720,165

Notes:	A	B	C	D	E	TOTAL
SECTION 1 BASED ON POPULATION	13,540	10,325	9,574	23,093	15,431	71,963
SECTION 2 BASED ON ACTIVITY	28,891	13,167	24,699	17,295	47,442	131,494
SECTION 3 BASED ON THE BALANCE	90,676	41,324	77,520	54,281	148,898	412,700
TOTAL BEFORE REPATRIATION OF REVENUE	133,108	64,816	111,793	94,669	211,770	616,157
LESS: 2019 REVENUE RECOGNIZED IN 2020	(75,459)	(34,390)	(64,511)	(45,172)	(123,911)	(343,443)
TOTAL REQUISITION FROM MINISTRY 2020	57,648	30,427	47,282	49,497	87,860	272,714
NET REQUISITION IN 2021	44,327	27,107	42,852	44,833	77,236	236,354
CHANGE	13,322	3,320	4,430	4,664	10,624	36,360

REGIONAL DISTRICT OF KOOTENAY BOUNDARY Five Year Financial Plan

Name	Federal Grant In Lieu
Account	11 210 100 004

2020
Prior Year

0.00%
2021
Budget

0.00%
2022
Budget

0.00%
2023
Budget

0.00%
2024
Budget

0.00%
2025
Budget

Item No.	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Federal Grant In Lieu	1,500	1,500	1,500	1,500	1,500	1,500
	Current Year Budget	1,500	1,500	1,500	1,500	1,500	1,500

Notes:

Previous Year Budget

1,500

Actual to December 31, 2020

61

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Permit Fees	2020	0.00%	0.00%	0.00%	0.00%	0.00%
Account	11 517 100 004	Prior Year	2021	2022	2023	2024	2025
			Budget	Budget	Budget	Budget	Budget
Item No.	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Building permit fees - Electoral areas only	-	-	-	-	-	-
2	Search Fee for Municipalities	2,500	2,500	2,500	2,500	2,500	2,500
	Note: Revenue from Electoral Area Permit fees collected are used to decrease the amount of tax requisitioned from the Surveyor of Taxes.						
	Revenues not shown in this exhibit						
	Current Year Budget	2,500	2,500	2,500	2,500	2,500	2,500

Notes:	Previous Year Budget	2,500
	Actual to December 31, 2020	1,666

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Five Year Financial Plan

Name	Miscellaneous Revenue
Account	11 590 159 004

2020
Prior Year

0.00%
2021
Budget

0.00%
2022
Budget

0.00%
2023
Budget

0.00%
2024
Budget

0.00%
2025
Budget

Item No.	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Miscellaneous Revenue	500	500	500	500	500	500
	Current Year Budget	500	500	500	500	500	500

Notes:	Previous Year Budget	500
	Actual to December 31, 2020	-

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name **Transfer from Reserve**
Account 11 921 205 - 004

		2020 Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No.	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Replace Building Official's vehicle	42,000	46,000	46,000	-		
2							
3	Offset Impact of Withdrawal						
4	Transfer from Reserve - Operations Offset						
Current Year Budget		42,000	46,000	46,000	-	-	-

Notes:

Previous Year Budget	42,000
Actual to December 31, 2020	42,000

Item #1: Purchase 1 new vehicle for Building Dept.

Item #2 Reserves used to off-set impact of losing a participating member

Item #3 Reserves used to off-set impact of losing a participating member

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Previous Year's Surplus	2020	2021	2022	2023	2024	2025
Account	11 911 100 004	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Previous Year's Surplus	62,836	87,399	-	-	-	-
	Current Year Budget	62,836	87,399	-	-	-	-

Notes:	Previous Year Budget	141,852
	Actual to December 31, 2020	140,055

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Salaries & Benefits	2020			2.00%	2.00%	2.00%	2.00%	2.00%
Account	12 292 111 004	Prior Year			2021	2022	2023	2024	2025
					Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Hours	Rate	Amount	Amount	Amount	Amount	Amount
1	Planning/Building General Manager	20,741	MID6	141,781	21,267	21,692	22,126	22,569	23,020
2	Building Inspector Manager	97,834	MID4	99,791	99,791	101,787	103,823	105,899	108,017
3	Building Inspector III	-	1892.0	43.44	-				
4	Building Inspector I (Doug A.)	82,536	1892.0	40.91	77,402	78,950	80,529	82,139	83,782
5	Building Inspector III (Robert S.)	82,536	1892.0	45.19	85,499	87,209	88,954	90,733	92,547
6	Building Inspector I (Dan S.)	72,580	1892.0	40.91	77,402	78,950	80,529	82,139	83,782
7	Building Inspector II (Kevin S.)	74,708	1892.0	45.19	85,499	87,209	88,954	90,733	92,547
8	Building Inspector II (Brian Z.)	74,708	1892.0	40.91	77,402	78,950	80,529	82,139	83,782
9	Clerk Steno/Receptionist (GF)	54,701	1892.0	29.96	56,684	57,818	58,974	60,154	61,357
10	Clerk/Reception (Trail)	54,701	1892.0	29.96	56,684	57,818	58,974	60,154	61,357
11	Vac Relief for Receptionist (40 days @ 7.0 Hr) Grand	8,061	280.0	29.96	8,389	8,557	8,728	8,902	9,080
12	Vac Relief for Receptionist (40 days @ 7.0 Hr) Trail	8,061	280.0	29.96	8,389	8,557	8,728	8,902	9,080
13	Allotment for Overtime	5,202			5,202	5,306	5,412	5,520	5,631
14	Provision for unused Holidays (1wk/employee)	4,800	160.0	30.00	4,800	4,896	4,994	5,094	5,196
15	Lead Hand premium	1,900	1892.0	1.00	1,892	1,930	1,968	2,008	2,048
16	Cost Pressures/increase in levels	1,836			1,836	1,873	1,910	1,948	1,987
17	Allowance for CUPE Contract Increase (2%)	10,348							
	Subtotal	655,254	15856.0		668,139	681,501	695,131	709,034	723,215
	Benefits @	150,119		24%	157,547	160,698	163,912	167,190	170,534
	Current Year Budget	805,373			825,686	842,199	859,043	876,224	893,749

Salaries & Benefits		Previous Year Budget	805,373
Notes:		Actual to December 31, 2020	723,562
Item #1	Planning/Building Director's Salary Shared 15% Planning, 15% Building & 70% Administration		
Item #2	Building Inspector Manager - new position in 2018 budget for 8 months		
Item #4	Rate Increased from Level 1 to Level 2 Building Official Rate		
Item #6	Rate Increase from Level 1 to Level 2 Building Official Rate		
Item #7	Rate Increase from Level 2 to Level 3 Building Official Rate		
Item #12	Proposed - Vacation Relief Clerk Steno Receptionist Position for Trail Office		
Benefits Updated for 1.95% Employer Health Tax In 2019 & End of MSP Premiums in 2020			

Name	Travel Expense	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 292 210 004	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Technical Seminars	6,834	6,978	7,117	7,259	7,405	7,553
2	Technical Conferences	2,917	2,978	3,038	3,099	3,161	3,224
3	Training - Examinations (Exams Fees Only)	3,264	3,333	3,399	3,467	3,537	3,607
4	Administration training	500	511	521	531	542	553
5	Membership fees (Increasing by 2.5%) Plus a \$200	3,895	3,977	4,056	4,137	4,220	4,305
6	Boat Rental	260	600	612	624	637	649
7	Building Code Training	2,244	1,000	1,020	1,040	2,400	1,200
8	Overnight accomodation (BW Inspectors)	510	521	531	542	553	564
9	Management Training	2,122	2,167	2,210	2,254	2,299	2,345
	Current Year Budget	22,546	22,063	22,504	22,954	24,752	23,999

Operating	Previous Year Budget	22,546
Notes:	Actual to December 31, 2020	17,855
Item #3:	Training - Examination Fees Only - Fees will be reduced in 2022 due to less exam	
Item #5:	Regular Dues Increase Each Year by 2.5% until 2020. (See NOTE: below)	
	NOTE: Use funds from the Equipment Labor Reserve (GL Page 21) to pay additi	
Item #6:	Boat Rental Rates \$60 Per Hour - Current Projects on East Shore	
Item #7	Code Change Seminar in 2024 estimated at \$400/ Person x 6	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Telephone	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 292 213 004	Prior Year	2021	2022	2023	2024	2025
			Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Other Building Inspection lines	5,100	5,207	5,311	5,417	5,526	5,636
2	Annual cost of six cellular phones	9,792	9,998	10,198	10,402	10,610	10,822
3	Online data communications GF and Trail Office	4,080	4,166	4,249	4,334	4,421	4,509
4							
Current Year Budget		18,972	19,370	19,758	20,153	20,556	20,967

Operating	Previous Year Budget	18,972
Notes:	Actual to December 31, 2020	18,972
Item #2 One (1) Additional cell phone plan for new Building Services Manager		

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Shared Internal Costs	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 292 230 004	Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Board Fee (2% increase for C.P.I.)	27,150	-				
2	Carbon Offset & Climate Change Initiatives	1,163	205	209	213	218	222
3	Administration Support Allocation		64,534	65,825	67,141	68,484	69,854
4	HR Allocation		4,809	4,905	5,004	5,104	5,206
5	IT Allocation		-				
6	Building Allocation		21,462	21,892	22,330	22,776	23,232
Current Year Budget		28,313	91,011	92,831	94,688	96,581	98,513

Operating	Previous Year Budget	28,313
Notes:	Actual to December 31, 2020	28,313

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Legal	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 292 232 004	Prior Year	2021	2022	2023	2024	2025
			Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Legal costs	5,100	5,250	5,355	5,462	5,571	5,683
Current Year Budget		5,100	5,250	5,355	5,462	5,571	5,683

Operating	Previous Year Budget	5,100
Notes:	Actual to December 31, 2020	4,800

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Building Expense	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 292 243 004	Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Boundary Office in Grand Forks:						
	Utilities - Heating (gas)	3,800	3,880	3,957	4,037	4,117	4,200
	Utilities - Power (electricity, water)	3,800	3,880	3,957	4,037	4,117	4,200
	Building & Grounds Maintenance	3,280	3,349	3,416	3,484	3,554	3,625
	Janitorial Services (Contract VAB Enterprises)	7,200	7,351	7,498	7,648	7,801	7,957
	Provision for Minor Repairs & Maintenance	4,600	4,675	4,768	4,863	4,961	5,060
	Administration Recovery 11 400 004-001 Sub-Total	22,680	23,134	23,597	24,069	24,550	25,041
2	Trail Office:						
	Cost sharing for Inspection Office Space:						
	Heating - share of total cost	1,826	1,862	1,899	1,937	1,976	2,015
	Power - share of total cost	5,683	5,800	5,916	6,034	6,155	6,278
	Janitorial & Maintenance	17,095	17,722	18,076	18,438	18,807	19,183
	Sub-Total	24,604	25,384	25,892	26,410	26,938	27,476
	Current Year Budget	47,284	48,518	49,489	50,478	51,488	52,518

Operating Previous Year Budget 47,284

Notes: Actual to December 31, 2020 47,284

[illegible]

Operating	Previous Year Budget	50,116
Notes:	Actual to December 31, 2020	55,248
Item #1	Municipal Software (MUN030) CityView Annual Software Maintenance agreement	
Item #3	Cost shared with Building Inspection 27%, Adm 73% (ICO010)	
Item #4	City View Inspection Software purchase - Fund Difference from Equipment Reserve - GL 21	
Item #7	Building Inspection share of Photocopy Use (Trail Office)	
Item #8	Replace all computers in Building Department - Fund Difference from Equipment Reserve - GL 21	
Item #10	May include digital cameras, printers, or other equipment	
Item #11	Additional Technical Support & 3G Tablets for CV Inspection Program for 5 Users in 2019 {Actual TBD}	
Item #12	Trail Office New Work Station & Furniture for Building Receptionist, as the current building inspector' work station will be moved into this space.	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Office Supplies	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 292 251 004	Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Paper, pens, stationary, computer accessories	6,324	6,457	6,586	6,718	6,852	6,989
2	BCBC / CSA / ULC / NRC Resource Manuals	3,000	3,000	3,000	3,000	3,000	3,000
3	Protective clothing and crestring; safety shoes, coveralls, uniform jackets and identifying crests	2,040	2,083	2,124	2,167	2,210	2,255
4	Safety equipment for vehicles	520	531	542	553	564	575
5	Environment Canada Climatic Data Values for five other locations within the RDKB.	1,040	1,062	1,083	1,105	1,127	1,150
6	Advertisements for Vacant Positions	1,000	1,000	1,000	1,000	1,000	1,000
7	LTSA Title Search Charges	12,000	14,400	14,400	14,400	14,400	14,400
Current Year Budget		25,925	28,533	28,736	28,942	29,153	29,368

Operating	Previous Year Budget	25,925
Notes:	Actual to December 31, 2020	18,750
Item #7 Increase LTSA Title Search Charges Budget to \$14,400 per year to reflect higher LTSA service fees		

[illegible]

Item #4	Includes insurance from personal to business use coverage (G.F.)
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REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Equipment Lease	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 292 262 004	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	IKON Copier Maintenance Agreement	3,500	3,500	3,500	3,500	3,500	3,500
Current Year Budget		3,500	3,500	3,500	3,500	3,500	3,500

Operating	Previous Year Budget	3,500
Notes:	Actual to December 31, 2020	3,500
Item #1	Share of RICOH Maintenance Agreement	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name **Capital**
Account 12 292 610 004

		2020 Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget	
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount	
	Replace Vehicles as required:							
1	2009 Ford Escape HYBRID 4x4 (Mickey) (New Electric Car)			47,500				
2	2008 Ford Escape 4x4 (Rob.)							
3	2009 Ford Escape HYBRID 4x4 (Brian Z.)		47,500					
4	2009 Ford Escape HYBRID 4x4 (Don)	42,000						
5	2008 Ford Escape 4x4 (Ken)							
6	Cityview Software	7,000						
7	Computer replacement and System Upgrade	5,000						
Current Year Budget		54,000	47,500	47,500	-	-	-	

Capital	Previous Year Budget	54,000
Notes:	Actual to December 31, 2020	54,000
Item #1	Replacement cost shown at "net" of any trade-in allowance (Electric Car) incl Winter Tires/Rims	
Item #3	Replacement cost shown at "net" of any trade-in allowance (Electric Car) incl Winter Tires/Rims	
Item #6	Electronic City View Inspection Software purchase	
Item #7	Computer Replacement and System Upgrade from Windows 7 to 10	

Sources of Funding Capital Projects:
D = Debenture Borrowing
R = Reserves
C = Current Revenues
S = Short Term Borrowing
G = Gas Tax Grant

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Five Year Financial Plan

Name	Contribution to Reserve	2020	2021	2022	2023	2024	2025
Account	12 292 741 004	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Contribution to Reserve	95,250	-	-	-	-	-
2	Management Early Retirement Incentive Plan	-	-	-	-	-	-
3	Equipment Reserve						
4	Labor Reserve	9,000	50,000	50,000	50,000	50,000	50,000
	Current Year Budget	104,250	50,000	50,000	50,000	50,000	50,000

Other	Previous Year Budget	104,250
Notes:	Actual to December 31, 2020	104,250
Item #2	ERIP Funds transferred to Administration Reserve	
	GL Account Number 34 700 001	
Item #3.	Computer replacement, software upgrades, Electronic inspection software, etc.	
Item #4	Labor Reserve - Goal 2 yrs wages for 2 Building Officials	

\$ 99,094.65 Balance in Reserve December 31, 2019
Account Numbers 34 700 004 and 34 701 004

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Five Year Financial Plan

Name	Previous Year's	Deficit
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Account 12 292 990 004

2020
Prior Year

2021 Budget

2022 Budget

2023 Budget

2024 Budget

**2025
Budget**

Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Previous Year's Deficit	-	-		-		-		-		-
	Current Year Budget	-	-		-		-		-		-

Other	Previous Year Budget	-
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Notes:	Actual to December 31, 2020	-
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REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Name	Contingencies		2020	2021	2022	2023	2024	2025			
Account	12 292 999 004		Prior Year	Budget	Budget	Budget	Budget	Budget			
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1											
										</	

Other	Previous Year Budget	-
Notes:	Actual to December 31, 2020	-

RDKB Regional Building Inspection Services Contract

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

BUDGET YEAR - 2020**FORMULA USED FOR APPORTIONMENT OF BUILDING INSPECTION ANNUAL REQUISITION****NOTE: City of Rossland not participating in the services as of August 6, 2008**

SECTION 6	The annual cost attributed to the building and plumbing function of the Regional District including operation, maintenance, capital and debt charges, shall be apportioned among the participating member municipalities and electoral areas on the following formulae: <i>inspection</i>
SECTION 6.1 Population	- each member municipality and electoral area will pay a basic service fee based on per capita x Senior Building Inspector annual salary plus 40% loading factor.
SECTION 6.2 Activity	- each member municipality and electoral area will pay a further fee based on actual value of permits two years previously, using the following rates. The Building Inspection Department issues annual activity reports. RATES: - \$5.00/1000 of residential permit value - \$2.00/1000 of commercial permit value - \$1.00/1000 of industrial permit value - \$1.00/1000 of institutional permit value
SECTION 6.3 Assessed Values	Additional funding requirements will be apportioned on the basis of Hospital District Assessment amongst the participating municipalities and electoral areas.

SECTION 6.1 - each member municipality and electoral area will pay a basic service fee based on per Senior Building Inspector annual salary plus 40% loading factor, allocated by population statistics.

SR BLDG INSP SALARY	121,058
+ 40 % LOADING FACTOR	48,423
	<u>169,481</u>

MUNICIPALITY or AREA	POPULATION (2016 Census)	FACTOR	SERVICE FEE
FRUITVALE	1,920	0.081119	13,748
GRAND FORKS	0	0.000000	0
GREENWOOD	665	0.028096	4,762
MIDWAY	649	0.027420	4,647
MONTROSE	996	0.042080	7,132
ROSSLAND	0	0.000000	0
TRAIL	7,709	0.325700	55,200
WARFIELD	1,680	0.070979	12,030
13,619			\$ 97,519
AREA A	1,891	0.079894	13,540
AREA B / Lower Columt	1,442	0.060924	10,325
AREA C / Christina Lake	1,337	0.056487	9,574
AREA D / Rural Grand F	3,225	0.136254	23,093
AREA E / West Boundar	2,155	0.091047	15,431
10,050			\$ 71,963
	23,669	1.000000	\$ 169,481

169,481
Check

RDKB Regional Building Inspection Services Contract

SECTION 6.2 - each member municipality and electoral area will pay a further fee based on actual value of permits issued two years previously. (ie for 2020 use 2018):

- \$5.00/1000 of residential permit value
- \$2.00/1000 of commercial permit value
- \$1.00/1000 of industrial permit value
- \$1.00/1000 of institutional permit value

Building Permit Values 2018

**CALCULATIONS
SECTION 6.2**

MUNICIPALITY/AREA	TOTAL VALUE	Calculated Service Fee
VILLAGE OF FRUITVALE		Fees
S.F.D. (Residential)	1,698,000	8,490
Mobile Home	0	0
Addition/Renovation	218,464	1,092
Garage/Carport	10,000	50
Commercial	100	0
Industrial	0	0
Institutional	89,775	90
TOTALS	2,016,339	9,722

CITY OF GREENWOOD		Fees
S.F.D. (Residential)	0	0
Mobile Home	168,000	840
Addition/Renovation	40,750	204
Garage/Carport	4,500	23
Commercial	0	0
Industrial	0	0
Institutional	20,000	20
TOTALS	233,250	1,086

RDKB Regional Building Inspection Services Contract

VILLAGE OF MIDWAY		Fees
S.F.D. (Residential)	300,000	1,500
Mobile Home	149,000	745
Multiple Family Units	0	0
Addition/Renovation	21,000	105
Garage/Carport	10,000	50
Commercial	0	0
Industrial	0	0
Institutional	50,000	50
TOTALS	530,000	2,450

VILLAGE OF MONTROSE		Fees
S.F.D. (Residential)	650,000	3,250
Mobile Home	0	0
Addition/Renovation	175,087	875
Garage/Carport	45,500	228
Commercial	0	0
Industrial	0	0
Institutional	5,450	5
TOTALS	876,037	4,358

CITY OF TRAIL		Fees
S.F.D. (Residential)	400,000	2,000
Mobile Home	193,000	965
Addition/Renovation	1,187,233	5,936
Garage/Carport	169,562	848
Commercial	1,027,763	2,056
Industrial	179,192	179
Institutional	15,839,490	15,839
TOTALS	18,996,240	27,823

VILLAGE OF WARFIELD		Fees
S.F.D. (Residential)	0	0
Mobile Home	0	0
Addition/Renovation	320,103	1,601
Garage/Carport	19,500	98
Commercial	371,774	744
Industrial	0	0
Institutional	797,565	798
TOTALS	1,508,942	3,239

TOTAL MUNICIPALITIES	48,678
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RDKB Regional Building Inspection Services Contract

ELECTORAL AREA A

S.F.D. (Residential)	180,000	900
Mobile Home	0	0
Addition/Renovation	278,000	1,390
Garage/Carport	111,020	555
Commercial	98,000	196
Industrial	29,400	29
Institutional	113,000	113
TOTALS	809,420	3,184

ELECTORAL AREA B / Lower Columbia/Old Glory

S.F.D. (Residential)	1,937,000	9,685
Mobile Home	809,000	4,045
Addition/Renovation	144,158	721
Garage/Carport	498,000	2,490
Commercial	130,000	260
Industrial	0	0
Institutional	40,000	40
TOTALS	3,558,158	17,241

ELECTORAL AREA C / Christina Lake

S.F.D. (Residential)	3,272,000	16,360
Mobile Home	716,300	3,582
Addition/Renovation	756,000	3,780
Garage/Carport	136,000	680
Commercial	10,000	20
Industrial	70,000	70
Institutional	50,000	50
TOTALS	5,010,300	24,542

ELECTORAL AREA D / Rural Grand Forks

S.F.D. (Residential)	2,090,000	10,450
Mobile Home	225,000	1,125
Addition/Renovation	941,100	4,706
Garage/Carport	1,033,300	5,167
Commercial	100,000	200
Industrial	0	0
Institutional	100,000	100
TOTALS	4,489,400	21,747

ELECTORAL AREA E / West Boundary

S.F.D. (Residential)	586,500	2,933
Mobile Home	381,200	1,906
Addition/Renovation	159,000	795
Garage/Carport	720,500	3,603
Commercial	97,000	194
Industrial	2,000,000	2,000
Institutional	310,000	310
TOTALS	4,254,200	11,740

RDKB Regional Building Inspection Services Contract

BIG WHITE SKI RESORT (Electoral Area E / West Boundary)

S.F.D. (Residential)	2,000,000	10,000
Mobile Home	3,250,000	16,250
Multiple Family Units	0	0
Addition/Renovation	2,058,000	10,290
Garage/Carport	0	0
Commercial	8,250,000	16,500
Industrial	0	0
Institutional	0	0
TOTALS	15,558,000	53,040

	Fees	Electoral Revenue
TOTAL ELECTORAL AREAS	131,494	343,443

	2020		Linked to Formulas	
(1) ALLOCATE ELECTORAL AREAS ON ASSESSED VALUES:			Calculated	
AREA A	28,891	98,687,018		28,891
AREA B / Lower Columt	13,167	44,975,131		13,167
AREA C / Christina Lake	24,699	84,368,830		24,699
AREA D / Rural Grand F	17,295	59,076,874		17,295
AREA E / West Boundai	47,442	162,052,394		47,442
	131,494	449,160,247	0.00029276	131,494

	2020		Linked to Formulas	
(2) ELECTORAL AREA REVENUE CREDIT			Calculated	
AREA A	75,459	98,687,018		75,459
AREA B / Lower Columt	34,390	44,975,131		34,390
AREA C / Christina Lake	64,511	84,368,830		64,511
AREA D / Rural Grand F	45,172	59,076,874		45,172
AREA E / West Boundai	123,911	162,052,394		123,911
	343,443	449,160,247	0.00076463	343,443
FINAL TOTAL - SECTION 6.2			180,172	

Section 6.3 Follows...

RDKB Regional Building Inspection Services Contract

SECTION 6.3

Additional funding requirements will be apportioned on the basis of Hospital District Assessment amongst the participating municipalities and electoral areas.

		Municipalities	Electoral Areas
TOTAL REQUISITION	1,017,207		
LESS BLDG INSP + LOADED AMOUNT	169,481	97,519	71,963
	847,726		
AS PER CLAUSE 6.2 ABOVE	180,172	48,678	131,494
		146,197	203,457

BALANCE BASED ON ASSESSED VALUE

667,554	Linked to Total below for distribution
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Municipality/Area	Completed Roll 2020 Calculated Amount	2020 Converted Values		2019
FRUITVALE	24,283	26,428,307		24,981,694
GRAND FORKS	0	0	Opted out July 2013	0
GREENWOOD	7,509	8,172,594		8,159,559
MIDWAY	11,559	12,579,917		12,747,936
MONTROSE	12,381	13,475,109		12,802,045
ROSSLAND	0	0	Opted out Aug 2008	0
TRAIL	178,621	194,401,972		187,843,307
WARFIELD	20,500	22,311,521		19,501,423
Total Municipalities		277,369,420		266,035,964
AREA A	90,676	98,687,018		76,725,518
AREA B / Lower Colum	41,324	44,975,131		42,237,925
AREA C / Christina Lake	77,520	84,368,830		82,222,326
AREA D / Rural Grand F	54,281	59,076,874		56,089,232
AREA E / West Bounda	148,898	162,052,394		152,375,069
Total Electoral Areas		449,160,247		409,650,070
From C323 Formula	667,554	726,529,667	0.00091883	675,686,034
Check	667,554			

RDKB Regional Building Inspection Services Contract

SUMMARY OF REQUISITIONS:

****These values are linked to the
requisitions and services page**

TOTAL REQUISITIONS

FRUITVALE	47,753
GRAND FORKS	0
GREENWOOD	13,357
MIDWAY	18,656
MONTROSE	23,871
ROSSLAND	0
TRAIL	261,645
WARFIELD	35,769

Total Municipalities	401,051
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		EA Credit	Net EA Req
AREA A	133,108	75,459	57,648
AREA B / Lower Colum	64,816	34,390	30,427
AREA C / Christina Lake	111,793	64,511	47,282
AREA D / Rural Grand F	94,669	45,172	49,497
AREA E / West Bounda	211,770	123,911	87,860
Total Electoral Areas	616,157	343,443	272,714
		272,714	

Total Requisition	1,017,207
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Requisition Summary:

	Municipalities	Electoral Areas	Total
Section 6.1	97,519	71,963	169,481
Section 6.2	48,678	131,494	180,172
Section 6.3	254,854	412,700	667,554
Total	401,051	616,157	1,017,207



**Regional District of
Kootenay Boundary**

STAFF REPORT

Date: January 7 2021 **File**
To: Chair Langman and the Board of Directors
From: Barb Ihlen, General Manager of Finance/CFO
Re: 2021-2025 Feasibility Studies (006)
 Draft Proposed Five Year Financial Plan

Issue Introduction

The purpose of this report is to provide an overview of the 2021-2025 Feasibility Studies (006) Draft Five Year Financial Plan.

History/Background Factors

The RDKB service budgets are developed by RDKB Managers during the annual budgeting process for review by committee prior to the adoption of the Five Year Financial Plan by the Board of Directors at the end of March. The budgets are also aligned with prioritized projects presented in the service work plans, where applicable. This information presented in this report is generally intended to provide information on budget details, both capital and operational that may be considered a 'driver' to budgetary increases above a 2% threshold. Budget increases in the range +/- 2% are considered to be reasonable at this time without out other factors to change the level of service provided. This increase allows us to maintain in most cases our contracted increases per our collective agreements, external provider's service contracts and general CPI increases for all other goods and services.

Additionally, recent amendments have been approved by the Policy and Personnel Committee on December 9th and will be included in the 2021 service budgets presented in January. These changes will have an impact to reduce the budget for some services while conversely increasing the budget for other services.

That the Policy and Personnel Committee refer the updated Cost Allocations Policy back to staff to incorporate the amendments discussed by the Committee on December 9, 2020. **FURTHER** that the calculated cost allocations be incorporated into each service budget for the January Committee meetings and that the draft policy, as amended by staff, be presented back to the Policy and Personnel Committee at the January 2021 Committee meeting.

Implications

Page 1 of 2

*Staff Report-2021-2025 Feasibility Studies (006) Draft Proposed Five Year Financial Plan
Board of Directors, January 13, 2021*

Budget Summary

The budget for the service 006 Feasibility Studies presents a 14.28% (\$2,063) increase in tax requisition and an overall budget decrease of 16.62% for 2021. The draft budget presented is considered a reasonable increase for 2021 to maintain the existing service commitments and it is recommended for approval at a future meeting.

The following information identifies the elements of the budget that are key drivers for the increases in 2021.

Financial Summary for Budget Increase

- The budget for potential feasibility studies is \$75,000 and provides for approximately two to three studies to take place in the year, if needed.
- The budget expense has moved to Consultant Fees from Contingency to better reflect anticipated costs associated with this service.
- The cost allocation and related hydro grant in lieu will be reviewed and refined over the month of January and updates to these amounts may occur.

Advancement of Strategic Planning Goals

We will review and measure service performance and we will continue to focus on good management and governance.

Background Information Provided

- 2021-2025 Feasibility Studies (006) Draft Proposed Five Year Financial Plan

Alternatives

1. That the RDKB Board of Directors receive the 2021-2025 Feasibility Studies (006) Draft Proposed Five Year Financial Plan staff report for information and provide direction to staff for the 2021 budget.

Recommendation(s)

That the Board of Directors discuss the proposed Feasibility Studies service (006) 2021-2025 Financial Plan as presented to the Board of Directors on January 13, 2020 in the staff report titled "Feasibility Studies (006) Draft Proposed 2021-2025 Five Year Financial Plan". **FURTHER** that the Committee provide direction to staff as to any changes to be made to the proposed Budget and refer it to a future meeting for further review.



REGIONAL DISTRICT OF KOOTENAY BOUNDARY
FIVE YEAR FINANCIAL PLAN

SERVICE NO 006
FEASIBILITY STUDIES

PARTICIPANTS: Grand Forks, Greenwood, Rossland, Trail, Fruitvale,
Midway, Montrose, Warfield, Electoral Areas 'A','B','C','D' & 'E'

	PAGE	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	(OVER) UNDER	2021 BUDGET	Increase(Decrease) between 2020 BUDGET and 2021 BUDGET	
							\$	%
REVENUE								
Property Tax Requisition	2	8,867	14,443	14,443	(0)	16,506	2,063	14.28
11 210 100 Federal Grant In Lieu	3	28	100	22	78	100	0	0.00
11 590 159 Miscellaneous Revenue	4	14,060	20,000	20,000	0	0	(20,000)	(100.00)
11 759 940 Hydro Generation Grant in	5	0	0	0	0	1,027	1,027	0.00
11 911 100 Previous Year's Surplus	6	57,620	56,073	56,073	0	58,922	2,849	5.08
Total Revenue		80,575	90,616	90,538	78	76,555	(14,061)	(15.52)
EXPENDITURE								
12 821 230 Board Fee	7	1,587	1,616	1,616	0	1,555	(61)	(3.77)
12 821 233 Consultant Fees	8	0	0	0	0	75,000	75,000	0.00
Total Operating		1,587	1,616	1,616	0	76,555	74,939	4,637.31
12 821 990 Prior Year Deficit	9	0	0	0	0	0	0	0.00
12 821 999 Contingencies	10	22,914	89,000	30,000	59,000	0	(89,000)	(100.00)
Total Other		22,914	89,000	30,000	59,000	0	(89,000)	(100.00)
Total Expenditure		24,501	90,616	31,616	59,000	76,555	(14,061)	(15.52)
Surplus (Deficit)		56,073		58,922		-		

0.04% 2022 BUDGET	0.04% 2023 BUDGET	0.04% 2024 BUDGET	0.04% 2025 BUDGET
76,486	76,518	76,550	76,583
100	100	100	100
0	0	0	0
0	0	0	0
0	0	0	0
76,586	76,618	76,650	76,683
1,586	1,618	1,650	1,683
75,000	75,000	75,000	75,000
76,586	76,618	76,650	76,683
0	0	0	0
0	0	0	0
0	0	0	0
76,586	76,618	76,650	76,683
-	-	-	-



**Regional District of
Kootenay Boundary**

STAFF REPORT

Date: January 7 2021 **File**
To: Chair Langman and the Board of Directors
From: Barb Ihlen, General Manager of Finance/CFO
Re: 2021-2025 Municipal Finance Authority
 Debt (001MFA) Draft Proposed Five Year
 Financial Plan

Issue Introduction

The purpose of this report is to provide an overview of the 2021-2025 Municipal Finance Authority Debt (001MFA) Draft Five Year Financial Plan.

History/Background Factors

This budget is driven by the municipalities throughout the Regional District of Kootenay Boundary, who carry long term debt obligations with the Municipal Finance Authority (MFA). Therefore, there is no ability for the Board of Directors to provide recommendations regarding the Five Year Financial Plan since the amounts are determined through agreements between the MFA and the municipalities.

Background Information Provided

- 2021-2025 Municipal Finance Authority Debt (001MFA) Draft Proposed Five Year Financial Plan

Recommendation(s)

That the Board of Directors approve the proposed Municipal Finance Authority Debt (001MFA) 2021-2025 Five Year Financial Plan as presented to the Board of Directors on January 13, 2020 in the staff report titled "Municipal Finance Authority (001MFA) Draft Proposed 2021-2025 Five Year Financial Plan".



REGIONAL DISTRICT OF KOOTENAY BOUNDARY
FIVE YEAR FINANCIAL PLAN
SERVICE NO 001
GENERAL GOVERNMENT SERVICES - MFA DEBENTURE DEBT



Municipal Finance
Authority of BC

		2019	2020	2020	(OVER)	2021	Increase(Decrease) between 2020 BUDGET and 2021 BUDGET		2022	2023	2024	2025
		PAGE	ACTUAL	BUDGET	ACTUAL	UNDER	BUDGET	\$ %	BUDGET	BUDGET	BUDGET	BUDGET
REVENUE:												
13 250 100	MFA due from Fruitvale	2	122,548	122,548	122,548	0	122,548.15	0 0.00	122,548.15	122,548.15	122,548.15	122,548.15
13 250 200	MFA due from Grand Forks	3	203,597	228,418	228,418	0	226,965.09	-1,453 -0.64	226,965.09	226,965.09	226,965.09	226,965.09
13 250 300	MFA due from Greenwood	4	23,478	7,281	7,281	0	7,280.75	0 0.00	-	-	-	-
13 250 400	MFA due from Midway	5	18,368	18,739	18,739	0	17,927.52	-812 -4.33	17,927.52	17,927.52	15,576.27	8,234.99
13 250 500	MFA due from Montrose	6	0	0	0	0	-	0 0.00	-	-	-	-
13 250 600	MFA due from Rossland	7	631,370	631,370	631,370	0	631,369.70	0 0.00	631,369.70	577,842.27	509,437.36	509,437.36
13 250 700	MFA due from Trail	8	1,264,418	1,264,418	1,264,418	0	1,253,864.16	-10,553 -0.83	1,253,864.16	1,253,864.16	1,253,864.16	1,253,864.16
13 250 800	MFA due from Warfield	9	130,862	130,862	130,862	0	99,722.31	-31,139 -23.80	99,722.31	99,722.31	99,722.31	99,722.31
Total Revenue			2,394,640	2,403,635	2,403,635	0	2,359,677.68	-43,958 -1.83	2,352,396.93	2,298,869.50	2,228,113.34	2,220,772.06
EXPENDITURE:												
MFA for Debenture Members		10 - 12	2,394,640	2,403,635	2,403,635	0	2,359,677.68	(43,958) (1.83)	2,352,396.93	2,298,869.50	2,228,113.34	2,220,772.06
Total Expenditure			2,394,640	2,403,635	2,403,635	0	2,359,677.68	(43,958) (1.83)	2,352,396.93	2,298,869.50	2,228,113.34	2,220,772.06
SUMMARY OF ANNUAL PAYMENTS:												
Total Interest Paid							1,141,194.98		1,138,526.22	1,098,031.22	1,069,179.97	1,066,828.72
Total Principal Paid							1,218,482.70		1,213,870.71	1,200,838.28	1,158,933.37	1,153,943.34
Total Annual Payments							2,359,677.68		2,352,396.93	2,298,869.50	2,228,113.34	2,220,772.06

mfa-bc

REGIONAL DISTRICT OF KOOTENAY BOUNDARY Five Year Financial Plan

[illegible]

Notes:	SUMMARY:						
	Total Interest Paid	70,000.00	70,000.00	70,000.00	70,000.00	70,000.00	70,000.00
	Total Principal Paid	52,548.15	52,548.15	52,548.15	52,548.15	52,548.15	52,548.15
	Total Paid	\$ 122,548.15	\$ 122,548.15	\$ 122,548.15	\$ 122,548.15	\$ 122,548.15	\$ 122,548.15

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Five Year Financial Plan

[illegible]

Notes:	SUMMARY:						
	Total Interest Paid	113,260.42	111,545.42	<u>111,545.42</u>	111,545.42	111,545.42	111,545.42
	Total Principal Paid	115,157.85	115,419.67	<u>115,419.67</u>	115,419.67	115,419.67	115,419.67
	Total Paid	\$ 228,418.27	\$ 226,965.09	<u>\$ 226,965.09</u>	\$ 226,965.09	\$ 226,965.09	\$ 226,965.09

REGIONAL DISTRICT OF KOOTENAY BOUNDARY Five Year Financial Plan

Name	MFA due from the City of Greenwood	2020	2021	2022	2023	2024	2025
Account	13 250 300	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	MFA Issue #75 June 1st	1,334.38	1,334.38				
	Final Year 2021 December 31st	5,946.37	5,946.37				
2							
	Current Year Budget	7,280.75	7,280.75	-	-	-	-

Notes:	SUMMARY:					
	Total Interest Paid	2,668.76	2,668.76	-	-	-
	Total Principal Paid	4,611.99	4,611.99	-	-	-
	Total Paid \$	7,280.75	\$ 7,280.75	\$ -	\$ -	\$ -

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

[illegible]

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

[illegible]

Notes: SUMMARY:

Total Interest Paid	-	-	-	-
Total Principal Paid	-	-	-	-
Total Paid \$ - \$ -	\$ -	\$ -	\$ -	\$ -

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name Account	MFA due from the City of Rossland 13 250 600		2020 Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount	Amount
1	MFA Issue # 66 May 5th	6,997.50	6,997.50	6,997.50				
	Final Year 2022 November 5th	20,029.93	20,029.93	20,029.93				
2	MFA Issue # 68 March 24th	68,404.91	68,404.91	68,404.91	68,404.91			
	Final Year 2023 September 24th	26,500.00	26,500.00	26,500.00				
3	MFA Issue # 117 April 12th	23,616.94	23,616.94	23,616.94	23,616.94	23,616.94	23,616.94	23,616.94
	Final Year 2031 October 12th	72,422.98	72,422.98	72,422.98	72,422.98	72,422.98	72,422.98	72,422.98
4	MFA Issue # 127 April 7th	137,320.40	137,320.40	137,320.40	137,320.40	137,320.40	137,320.40	137,320.40
	Final Year 2044 October 7th	66,000.00	66,000.00	66,000.00	66,000.00	66,000.00	66,000.00	66,000.00
5	MFA Issue # 142 April 4th	63,000.00	63,000.00	63,000.00	63,000.00	63,000.00	63,000.00	63,000.00
	Final Year 2047 October 4th	147,077.04	147,077.04	147,077.04	147,077.04	147,077.04	147,077.04	147,077.04
	Current Year Budget	631,369.70	631,369.70	631,369.70	577,842.27	509,437.36	509,437.36	509,437.36

Notes:	SUMMARY:							
Item #2	Total Interest Paid	372,228.88	372,228.88	372,228.88	331,733.88	305,233.88	305,233.88	
	Total Principal Paid	259,140.82	259,140.82	259,140.82	246,108.39	204,203.48	204,203.48	
	Total Paid	\$ 631,369.70	\$ 631,369.70	\$ 631,369.70	\$ 577,842.27	\$ 509,437.36	\$ 509,437.36	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

[illegible]

Notes:	SUMMARY:						
	Total Interest Paid	578,463.30	559,346.10	<u>559,346.10</u>	<u>559,346.10</u>	<u>559,346.10</u>	<u>559,346.10</u>
	Total Principal Paid	685,954.23	694,518.06	<u>694,518.06</u>	<u>694,518.06</u>	<u>694,518.06</u>	<u>694,518.06</u>
	Total Paid \$	1,264,417.53	\$ 1,253,864.16	<u>\$ 1,253,864.16</u>	<u>\$ 1,253,864.16</u>	<u>\$ 1,253,864.16</u>	<u>\$ 1,253,864.16</u>

REGIONAL DISTRICT OF KOOTENAY BOUNDARY Five Year Financial Plan

[illegible]

Notes:	SUMMARY:						
	Total Interest Paid	55,950.00	19,200.00	19,200.00	19,200.00	19,200.00	19,200.00
	Total Principal Paid	74,911.65	80,522.31	80,522.31	80,522.31	80,522.31	80,522.31
	Total Paid \$	130,861.65	\$ 99,722.31	\$ 99,722.31	\$ 99,722.31	\$ 99,722.31	\$ 99,722.31

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name **MFA Debenture for Members - Summary**
Page 1

			2020	2021	2022	2023	2024	2025
			Prior Year	Budget	Budget	Budget	Budget	Budget
Issue No	Description		Amount	Amount	Amount	Amount	Amount	Amount
66	City of Rossland	May 5th	6,997.50	6,997.50	6,997.50			
	Final Year 2022	November 5th	20,029.93	20,029.93	20,029.93			
68	City of Rossland	March 24th	68,404.91	68,404.91	68,404.91	68,404.91		
	Final Year 2023	September 24th	26,500.00	26,500.00	26,500.00			
74	City of Trail	June 1st	22,276.84	22,276.84	22,276.84	22,276.84	22,276.84	22,276.84
	Final Year 2026	December 1st	6,562.50	6,562.50	6,562.50	6,562.50	6,562.50	6,562.50
75	City of Greenwood	June 1st	1,334.38	1,334.38				
	Final Year 2021	December 1st	5,946.37	5,946.37				
77	City of Trail	June 1st	80,196.63	80,196.63	80,196.63	80,196.63	80,196.63	80,196.63
	Final Year 2027	December 1st	23,625.00	23,625.00	23,625.00	23,625.00	23,625.00	23,625.00
81	Village of Midway	April 22nd	7,341.28	7,341.28	7,341.28	7,341.28	7,341.28	
	Final Year 2024	October 22nd	2,351.25	2,351.25	2,351.25	2,351.25	-	
95	City of Trail	April 13th	19,332.00	9,773.40	9,773.40	9,773.40	9,773.40	9,773.40
	Final Year 2025	October 13th	98,296.18	97,301.41	97,301.41	97,301.41	97,301.41	97,301.41
95	Village of Midway	April 13th	1,486.80	751.66	751.66	751.66	751.66	751.66
	Final Year 2025	October 13th	7,559.84	7,483.33	7,483.33	7,483.33	7,483.33	7,483.33
104	City of Trail	May 20th	24,650.00	24,650.00	24,650.00	24,650.00	24,650.00	24,650.00
	Final Year 2029	November 20th	81,738.98	81,738.98	81,738.98	81,738.98	81,738.98	81,738.98
112	City of Grand Forks	April 6th	1,305.50	448.00	448.00	448.00	448.00	448.00
	Final Year 2025	October 6th	4,801.38	4,205.70	4,205.70	4,205.70	4,205.70	4,205.70
	Total Page 1		510,737.27	497,919.07	490,638.32	437,110.89	366,354.73	359,013.45

Notes:

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name		MFA Debenture for Members - Summary		2020	2021	2022	2023	2024	2025
		Page 2		Prior Year	Budget	Budget	Budget	Budget	Budget
Issue No	Description	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
112	Village of Warfield	April 6th	27,975.00	9,600.00	9,600.00	9,600.00	9,600.00	9,600.00	9,600.00
	Final Year 2025	October 6th	102,886.65	90,122.31	90,122.31	90,122.31	90,122.31	90,122.31	90,122.31
117	City of Rossland	April 12th	23,616.94	23,616.94	23,616.94	23,616.94	23,616.94	23,616.94	23,616.94
	Final Year 2031	October 12th	72,422.98	72,422.98	72,422.98	72,422.98	72,422.98	72,422.98	72,422.98
126	City of Trail	March 26th	47,782.35	47,782.35	47,782.35	47,782.35	47,782.35	47,782.35	47,782.35
	Final Year 2033	September 26th	131,138.97	131,138.97	131,138.97	131,138.97	131,138.97	131,138.97	131,138.97
126	City of Grand Forks	March 26th	33,820.71	33,820.71	33,820.71	33,820.71	33,820.71	33,820.71	33,820.71
	Final Year 2033	September 26th	92,821.16	92,821.16	92,821.16	92,821.16	92,821.16	92,821.16	92,821.16
127	City of Rossland	April 7th	137,320.40	137,320.40	137,320.40	137,320.40	137,320.40	137,320.40	137,320.40
	Final Year 2044	October 7th	66,000.00	66,000.00	66,000.00	66,000.00	66,000.00	66,000.00	66,000.00
137	City of Trail	April 19th	190,121.56	190,121.56	190,121.56	190,121.56	190,121.56	190,121.56	190,121.56
	Final Year 2041	October 19th	63,908.00	63,908.00	63,908.00	63,908.00	63,908.00	63,908.00	63,908.00
141	Village of Fruitvale	April 7th	87,548.15	87,548.15	87,548.15	87,548.15	87,548.15	87,548.15	87,548.15
	Final Year 2047	October 7th	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00
141	City of Trail	April 7th	110,918.27	110,918.27	110,918.27	110,918.27	110,918.27	110,918.27	110,918.27
	Final Year 2027	October 7th	15,339.80	15,339.80	15,339.80	15,339.80	15,339.80	15,339.80	15,339.80
141	City of Trail	April 7th	260,498.45	260,498.45	260,498.45	260,498.45	260,498.45	260,498.45	260,498.45
	Final Year 2042	October 7th	88,032.00	88,032.00	88,032.00	88,032.00	88,032.00	88,032.00	88,032.00
	Total Page 2		1,587,151.39	1,556,012.05	1,556,012.05	1,556,012.05	1,556,012.05	1,556,012.05	1,556,012.05

Notes:

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Name	MFA Debenture for Members - Summary Page 3		2020 Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Issue No	Description		Amount	Amount	Amount	Amount	Amount	Amount
142	City of Rossland	April 4th	63,000.00	63,000.00	63,000.00	63,000.00	63,000.00	63,000.00
	Final Year 2047	October 4th	147,077.04	147,077.04	147,077.04	147,077.04	147,077.04	147,077.04
149	City of Grand Forks	April 9th	4,760.00	4,760.00	4,760.00	4,760.00	4,760.00	4,760.00
	Final Year 2044	October 9th	16,416.85	16,416.85	16,416.85	16,416.85	16,416.85	16,416.85
149	City of Grand Forks	April 9th	16,744.00	16,744.00	16,744.00	16,744.00	16,744.00	16,744.00
	Final Year 2044	October 9th	57,748.67	57,748.67	57,748.67	57,748.67	57,748.67	57,748.67
	Total Page 3		305,746.56	305,746.56	305,746.56	305,746.56	305,746.56	305,746.56
	Total Pages 1 & 2		2,097,888.66	2,053,931.12	2,046,650.37	1,993,122.94	1,922,366.78	1,915,025.50
	Current Year Budget		2,403,635.22	2,359,677.68	2,352,396.93	2,298,869.50	2,228,113.34	2,220,772.06

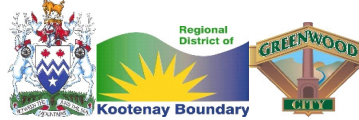
Notes:	Previous Year Budget	2,403,635.22
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2020

mfa-bc

Issue # MUNICIPAL MFA of BC Issues:		Amount Due	
68	City of Rossland	March 24, 2020	68,404.91
126	City of Grand Forks	March 26, 2020	33,820.71
126	City of Trail	March 26, 2020	47,782.35
			81,603.06
142	City of Rossland	April 4, 2020	63,000.00
112	City of Grand Forks	April 6, 2020	1,305.50
112	Village of Warfield	April 6, 2020	27,975.00
141	Village of Fruitvale	April 7, 2020	87,548.15
141	City of Trail	April 7, 2020	110,918.27
141	City of Trail	April 7, 2020	260,498.45
127	City of Rossland	April 7, 2020	137,320.40
149	City of Grand Forks	April 9, 2020	4,760.00
149	City of Grand Forks	April 9, 2020	16,744.00
			21,504.00
117	City of Rossland	April 12, 2020	23,616.94
95	City of Trail	April 13, 2020	19,332.00
95	Village of Midway	April 13, 2020	1,486.80
137	City of Trail	April 19, 2020	190,121.56
81	Village of Midway	April 22, 2020	7,341.28
66	City of Rossland	May 5, 2020	6,997.50
104	City of Trail	May 20, 2020	24,650.00
74	City of Trail	June 1, 2020	22,276.84
75	City of Greenwood	June 1, 2020	1,334.38
77	City of Trail	June 1, 2020	80,196.63
			103,807.85
68	City of Rossland	September 24, 2020	26,500.00
126	City of Grand Forks	September 26, 2020	92,821.16
126	City of Trail	September 26, 2020	131,138.97
			223,960.13
142	City of Rossland	October 4, 2017	147,077.04
112	City of Grand Forks	October 6, 2020	4,801.38
112	Village of Warfield	October 6, 2020	102,886.65
141	Village of Fruitvale	October 7, 2020	35,000.00
141	City of Trail	October 7, 2020	15,339.80
141	City of Trail	October 7, 2020	88,032.00
127	City of Rossland	October 7, 2020	66,000.00
149	City of Grand Forks	October 9, 2019	16,416.85
149	City of Grand Forks	October 9, 2019	57,748.67
			74,165.52
117	City of Rossland	October 12, 2020	72,422.98
95	City of Trail	October 13, 2020	98,296.18
95	Village of Midway	October 13, 2020	7,559.84
137	City of Trail	October 19, 2016	63,908.00
81	Village of Midway	October 22, 2020	2,351.25
			105,856.02
66	City of Rossland	November 5, 2020	20,029.93
104	City of Trail	November 20, 2020	81,738.98
74	City of Trail	December 1, 2020	6,562.50
75	City of Greenwood	December 1, 2020	5,946.37
77	City of Trail	December 1, 2020	23,625.00
			36,133.87


Total 2020	\$2,403,635.22
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West Boundary Recreation Grant Application

The purpose of this grant is to facilitate and foster recreation programs, with a focus on physical activity, for the residents of the West Boundary.

Applicant/Requesting Group	The Kelowna & District Society for People In Motion (Baldy Bluejays Adaptive Snow Sports Program)
Mailing Address:	<u>#23- 1720 Ethel Street, Kelowna, BC V1Y 2Y7</u>
Phone:	250-861-3302
Email:	info@pimbc.ca
Contact Person (Representative)	Louise Abbott - Executive Director
Amount of grant request?	\$3,000.00
What is the purpose of the grant?	<p>Baldy Bluejays Adaptive Snow Sports is a program of (People In Motion) that is in it's third season and is located at Mt. Baldy Ski Resort, Oliver, BC. The purpose for the grant is to allow People In Motion to pay for and put into action the further training of the 3 new program volunteer adaptive ski instructors for the 2020/2021 season.</p> <p><u>To pay for some fuel for the volunteer ski instructors to car pool up to the ski hill to give lessons to participants in the program. As well as pay the program coordinator and volunteer scheduler as well as provide the participants and volunteers PPE and Sanitizing products that are suitable for Participants, Volunteers and Equipment. Along with a portion of the cost for Volunteer instructor training costs.</u></p>
Who will the grant benefit?	<p>The grant will benefit any individual who is in need of adaptive ski instruction and will receive adaptive ski instruction throughout the Mt. Baldy Ski season of 2020/2021. Many individuals who require adaptive instruction benefit from having CADS level 1 and 2 adaptive ski instructors. The skilled instructors will guide them in learning new skills while enjoying the freedom and excitement of either sit skiing or learning to ski with an adaptive approach that will be designed for each participants specific needs. This program will also benefit the participants families in having the ability to join their family members on the ski hill and family recreational activities and quality time together that is inclusive for all family members. People In Motion has established Return to Sport protocol for our Adaptive Snow Sports program along with the BCAS and People In Motion protocol that we have implemented. Please see attached COVID - 19 documentation for this program.</p>

What are the other funding sources for this program/event?	<u>We have had some donated funds already for some of the materials and uniforms that we have had to purchase as well as adding some of the equipment required to be fully functional. Please see attached 2020-2021 budget for the program. We have received some funding from the Osoyoos Credit Union and Community Gaming Grant for the 2020-2021 season.</u>		
Are the participants being charged to participate?	<p style="text-align: center;">Yes _____ No _____</p> <p>Yes _____ No _____</p> <p>If yes, how much? <u>\$15.00 per session to a maximum of \$60.00 for the season</u></p> <p>Mt. Baldy will be offering a 50% discount for participants ski passes and equipment rental as well as a free lift ticket for the support person or parent.</p>		
Estimated # of benefiting participants?	Depending on the ski season but we are estimating about 15 participants for the our third year of full operation and of course there will be some limitations of how we manage the client volume this season.		
Where will the program/event be held?	<u>The program will take place at Mt. Baldy Ski Resort</u>		
When will the program/event be held?	<u>The program will run for the entire ski season approximately (January 2020 to the end of March 2021)</u>		
Signature of Authorized Representative		Date	December 15, 2020

Completed forms should be sent to: Regional District of Kootenay Boundary
 202-842 Rossland Avenue
 Trail, BC V1R 4S8
 Email: westboundaryrec@rdkb.com

Office Use Only	
Date Received	
Date Presented to the Boundary Community Development Committee	
Approved	Denied
Amount approved	



ADAPTIVE SPORTS AT MT. BALDY

Baldy Mountain Bluejays Adaptive Sports offers unique skiing, snowboarding and snowshoeing opportunities for individuals with physical, cognitive and sensory challenges at Baldy Mountain Resort. Our program consists of a team of certified volunteer instructors who are trained to be innovative and creative in adapting teaching methods for our students. Whether our students are stand-up skiers/snowboarders or sit skiers, we are prepared to "see the ability" and adapt to their needs.

We expect to expand to 4 seasons of programs as we grow, so let us know if you're ready and wanting more mountain sport programs.



REMOVING BARRIERS FOR PEOPLE WITH PHYSICAL AND COGNITIVE DISABILITIES IN ACCESSING MOUNTAIN SPORTS

PARTNERS



"WE ARE SO GRATEFUL SIT SKIING IS NOW AN OPTION AT MT. BALDY, SO ONE OF OUR FAMILY OF FIVE IS NOT LEFT BEHIND. THE INSTRUCTOR WAS VERY SUPPORTIVE IN INTRODUCING OUR SON TO IT AS GRADUALLY AS HE NEEDED." -LISA NEEDOBA

ABOUT US

REGISTER

CONTACT

The Kelowna & District Society For People In Motion
Baldy Bluejays Adaptive Snow Sports
Program Revenue/Expenses
Budget for program fiscal year

2020-2021		
Adaptive Snow Sports		
		WBRG
Revenues	Potential	
Membership Fees	\$720.00	
Donations	\$1,000.00	
West Boundary Recreation Grant	\$3,000.00	\$3,000.00
Osoyoos Credit Union	\$5,000.00	
Additional Grants for 2021	\$2,000.00	
Sub-Total	\$11,720.00	
"In-Kind" Income		
Auto (Fuel)	\$500.00	
Labour (Volunteer) @ 15.00 per hour	\$3,840.00	
Equipment/Repairs	\$500.00	
Facility/Space at Mountain	\$600.00	
Tickets Discount Volunteers	\$2,500.00	
Total	\$19,660.00	
		WBRG
Expenses	Total Pending	
Auto (Gas, Oil)	\$600.00	\$250.00
Sit Skis Upgrades x 2	\$1,000.00	
Material & Supplies includes (COVID-19)	\$1,000.00	\$250.00
Participant Supports	\$2,000.00	\$250.00
Professional Fees	\$2,000.00	\$1,250.00
Lift Tickets for Volunteers	\$2,500.00	
Training	\$1,400.00	\$1,000.00
Volunteer Appreciation	\$500.00	
Storage	\$720.00	
Sub-Total	\$11,720.00	
"In-Kind" Expenses		
Auto (Fuel)	\$500.00	
Labour (Volunteer) @ 15.00 per hour	\$3,840.00	
Equipment/Repairs	\$500.00	
Tickets Discount Volunteers	\$2,500.00	
Facility/Space at Mountain	\$600.00	
Total	\$19,660.00	\$3,000.00
Surplus/Deficit	\$0.00	\$0.00



STAFF REPORT

Date: 13 Jan 2021 **File** ES - Solid Waste
To: **Chair Langman and the Board of Directors**
From: Tim Dueck - Solid Waste Program Coordinator
Re: Licence of Occupation - Big White Waste Transfer Station

Issue Introduction

A Staff Report from the Solid Waste Program Coordinator asking the Board of Directors to approve a 30-year Licence of Occupation agreement with the Province of BC for tenure at the Big White Solid Waste Transfer Station.

History/Background Factors

The Regional District of Kootenay Boundary has occupied a parcel of land at the intersection of Big White Road and Horsefly Road since (at least) 1991 for the purpose of collecting refuse/solid waste and recycling from the businesses and residents of the Resort of Big White.

The current Licence of Occupation will expire on January 14, 2021.

The RDKB has made application to renew this Licence but requires a resolution from the Board of Directors to endorse this Agreement.

Implications

The one-time cost of the Licence of Occupation is \$210 for a 30-year period.

Costs associated with the Recycling program at Big White are covered by the regional Solid Waste (010) budget.

Costs associated with garbage removal are covered by the Big White Solid Waste (064) budget.

As the Transfer Station is a general RDKB asset, the cost of renewing this tenure will come from the regional Solid Waste budget.

Advancement of Strategic Planning Goals

Securing a long-term - 30-year Licence of Occupation provides security of tenure for the proper management of solid waste at Big White.

Background Information Provided

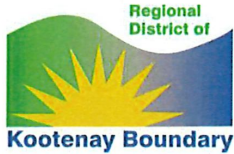
- * Licence of Occupation
- * Notice of Final Review of Application

Alternatives

- 1) That the Board directs staff to enter into an agreement for a Licence of Occupation with the Province for the term of 30 years for waste transfer station purposes over the land described as: That unsurveyed portion of District Lot 2713, Similkameen Division Yale District, except Plans 42584 and A12042 and containing 0.40 hectares, more or less.
- 2) That the Board not approve a tenure agreement with the Province for the property of the Big White Waste Transfer Station.

Recommendation(s)

- 1) That the Board directs staff to enter into an agreement for a Licence of Occupation with the Province for the term of 30 years for waste transfer station purposes over the land described as: That unsurveyed portion of District Lot 2713, Similkameen Division Yale District, except Plans 42584 and A12042 and containing 0.40 hectares, more or less.



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.

This application must include a complete mailing address. Incomplete address fields will result in delays in processing GIA funds and your request sent back to the RDKB Director.

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 checked="" 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:	* Christina Lake Arts and Artisans Society			
FULL Mailing Address: Including Postal Code	* 1675 Highway 3, Christina Lake, BC V0H 1E2			
Phone:	* 250-447-6161	Fax:		E-Mail: * donna@christinagateway.ca
Representative:	* Raimund Wege			
Make Cheque Payable To:	* Christina Lake Arts and Artisans Society			

*Starred items, including contact information, must be completed in full.

****GIA Requests of \$5,000.00 or more may require official receipt. The Electoral Area Director may ask for additional information.

What is the total Cost of the Project? \$ 4000 What amount are you requesting from this RDKB Director(s)? \$ 4000 *Approved*

What is the Grant-in-Aid for? (attach an extra sheet if necessary) *Director McGregor January 7, 2021*

Because of COVID-19 the Gallery on 3 arts gallery run by the Christina Lake Arts and Artisans Society is in peril. The cost of running the gallery is normally off-set by concerts, art workshops and classes which have not taken place because of the corona virus. These funds are need to complete the first quarter of the new year. The Christina Lake Arts and Artisans Society is working hard looking for other ways to pivot to be able to stay open as the arts are part of our rich tapestry here at the Lake.

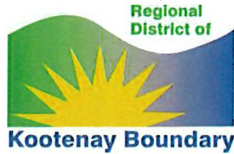
Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

Name of Organization _____	Amount Requested: \$ _____	Amount Secured: \$ _____
Name of Organization _____	Amount Requested: \$ _____	Amount Secured: \$ _____
Name of Organization _____	Amount Requested: \$ _____	Amount Secured: \$ _____
Date: _____	Applicant Signature _____	Print Name _____

Office Use Only

Grant approved by Electoral Area Director: _____

Approved by Board: _____



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Please check all Electoral Area Boxes You Are Making Application To:

<input type="checkbox"/> Electoral Area 'A' Director Ali Grieve	<input type="checkbox"/> Electoral Area 'B' Lower Columbia-Old Glory Director Linda Worley	<input type="checkbox"/> Electoral Area 'C' Christina Lake Director Grace McGregor	<input checked="" type="checkbox"/> Electoral Area 'D' Rural Grand Forks Director Roly Russell	<input type="checkbox"/> Electoral Area 'E' West Boundary Director Vicki Gee
---	--	--	--	--

Applicant:	* Boundary Metis Community				
FULL Mailing Address: Including Postal Code	* Box 1215 Grand Forks BC V0H 1H0				
Phone:	* 2506660074	Fax:		E-Mail:	* boundarymetiscommunity@gmail.com
Representative:	* Doug Arnott				
Make Cheque Payable To:	* Boundary Metis Community Assotiation				

*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? \$ 5000 What amount are you requesting from this RDKB Director(s)? \$ 500

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

Purchase Prizes for the Wilgress Lake Fishing Derby Family Day event. This year will be different then previous years as we want to promote getting out on the lake and fishing. It will be more Virtual over the period of a month. Prizes will be awarded in a sence based on participation and going on the lake with family or solo and being outside. Via pictures sent in due to covid. Our costs will be less this year than previously as we won't be selling food etc. All funds raised are used to assist less fortunate youth in the boundary.

Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

Name of Organization Rock Wool
Amount Requested: \$ 500.00 Amount Secured: \$ _____

Name of Organization Interfor
Amount Requested: \$ 500.00 Amount Secured: \$ _____

Name of Organization Grand forks Credit union
Amount Requested: \$ 250.00 Amount Secured: \$ _____

Date: Dec 31 2020 Applicant Signature Doug Arnott

Digitally signed by Doug Arnott
Date: 2020.12.31 14:30:25 -0800

Print Name Doug Arnott

Office Use Only

Grant approved by Electoral Area Director: _____

Approved by Board: _____

Jennifer Kuhn

From: is@rdkb.com
Sent: January 6, 2021 9:59 AM
To: Theresa Lenardon; Information Services; Jennifer Kuhn; Melissa Zahn
Subject: Grant-in-Aid Form submitted by Phoenix Mountain Alpine Ski Society, email address - skiphoenix@gmail.com

Online Grant-in-Aid Application**Electoral Area(s) Applied to:**

Electoral Area 'D' / Rural Grand Forks Director Roly Russell

Applicant Information:

Applicant: Phoenix Mountain Alpine Ski Society
 Address: P.O. Box 2428, Grand Forks, BC V0H 1H0
 Phone: 250 444 1049
 Fax:
 Email: skiphoenix@gmail.com

Representative: Jocelyn Nega

Make Cheque Payable To: Phoenix Mountain Alpine Ski Society

Other Expenses:

Total Cost of Project: \$6141.71

Amount Requested from
 RDKB Director(s):

\$5000.00

*Approved alternate Director Jolies
 January 6, 2021*

What is the Grant-in-Aid for?

We will be using this Grant-in-Aid for a twofold purpose. Firstly, the replacement of our hand held radio communication devices. Phoenix Ski Hill suffered a break in to our property this past summer and although we have insurance, our deductible left us with a shortfall to replace these items. Secondly, we will be using

the balance of the grant fund to put Snow removal mounting equipment on to a vehicle which was very generously donated to us. This Grant-in-Aid will help defray some of costs of snow removal in our parking lot as well as replace our much needed communication devices. We have attached our quotations for your reference.

List of Other Organizations Applied to for Funding

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Documents uploaded with Submission?

["Boss plow Quote.pdf", "Omega Radio Quote.pdf"]

I:\Portals\0\Documents\GIA-Attachments\



100-1751 Harvey Avenue, Kelowna BC V1Y 6G4
Ph: (888)860-8016 Fx: (250)860-7477

QUOTATION No. 20867

Date: January 04, 2021
Quoted By: Graydon Walsh

graydonw@omegacom.ca

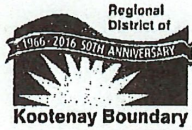
NEW ICOM PORTABLE RADIOS

For: GREG	At: PHOENIX MOUNTAIN
Phone: (250)498-9672	
Fax: (250)	KELOWNA, BC V1Y 6G4

Description	Qty	Unit Price	Amount
F1000 ICOM 16CH VHF WATERPROOF PORTABLE / 136-174 MHZ, 1-5W, 12.5/25KHZ, ANTENNA, BATTERY	10	325.00	3,250.00
2 YEAR FACTORY PARTS AND LABOUR WARRANTY FOB NEAREST OMEGA FACILITY			0.00
SPEAKER MIC I7PRSMHD3WP IMPACT / ICOM F1000/2000/3031/3041, W/3.5 MM JACK	10	95.00	950.00
RADIO PROGRAMMING/CONFIGURATION	1		0.00
DISCOUNT: QUANTITY PURCHASE	-1	1000.00	-1,000.00
		Subtotal	\$3,200.00
		PST	\$224.00
		GST	\$160.00
		Total Price	\$3,584.00



[illegible]



Grant-in-Aid Request

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Please check all Electoral Area Boxes You Are Making Application To:

<input type="checkbox"/> Electoral Area 'A' Director Ali Grieve	<input type="checkbox"/> Electoral Area 'B/' Lower Columbia-Old Glory Director Linda Worley	<input type="checkbox"/> Electoral Area 'C/' Christina Lake Director Grace McGregor	<input type="checkbox"/> Electoral Area 'D/' Rural Grand Forks Director Roly Russell	<input checked="" type="checkbox"/> Electoral Area 'E/' West Boundary Director Vicki Gee
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Applicant:	* Greenwood Community Association/Greenwood Board of Trade			
Address:	* PO Box 556 Greenwood BC V0H 1J0			
Phone:	* 250-445-6511	Fax:		E-Mail: * ddurban@heritagecu.ca
Representative:	* Donna Durban			
Make Cheque Payable To:	* Greenwood Board of Trade			

*Starred items, including contact information, must be completed in full.

****GIA Requests of \$5,000.00 or more may require official receipt. The Electoral Area Director may ask for additional information.

What is the total Cost of the Project? \$ _____ What amount are you requesting from this RDKB Director(s)? \$ 300⁰⁰

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

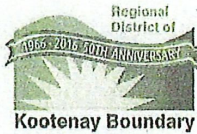
Christmas turkey hampers and take-out turkey & ham dinners

Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

Name of Organization	CFDC	Amount Requested: \$ _____	Amount Secured: \$ 1000.00
Name of Organization	West Boundary Community Forests	Amount Requested: \$ _____	Amount Secured: \$ 500.00
Name of Organization	Heritage Credit Union	Amount Requested: \$ _____	Amount Secured: \$ 500.00
Date:	11-Dec-2020	Applicant Signature	<u>Donna Durban</u> Print Name Donna Durban

Office Use Only
Grant approved by Electoral Area Director: <u>V. Gee</u>
Approved by Board: _____

SUBMIT



Grant-in-Aid Request

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Please check all Electoral Area Boxes You Are Making Application To:

<input type="checkbox"/> Electoral Area 'A' Director Ali Grieve	<input type="checkbox"/> Electoral Area 'B' Lower Columbia-Old Glory Director Linda Worley	<input type="checkbox"/> Electoral Area 'C' Christina Lake Director Grace McGregor	<input type="checkbox"/> Electoral Area 'D' Rural Grand Forks Director Roly Russell	<input checked="" type="checkbox"/> Electoral Area 'E' West Boundary Director Vicki Gee
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Applicant:	* Trails to the Boundary Society			
Address:	* 3990 Hwy 3 Rock Creek BC V0H 1Y0			
Phone:	* 250-528-0227	Fax:		E-Mail: * rags-relics@hotmail.com
Representative:	* Pat Henley, President			
Make Cheque Payable To:	* Trails to the Boundary Society			

*Starred items, including contact information, must be completed in full.

****GIA Requests of \$5,000.00 or more may require official receipt. The Electoral Area Director may ask for additional information.

What is the total Cost of the Project? \$ \$5,000.00 What amount are you requesting from this RDKB Director(s)? \$ \$5,000.00

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

Seed money for Kettle River Echo.

Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

Name of Organization	n/a	Amount Requested: \$	Amount Secured: \$
Name of Organization		Amount Requested: \$	Amount Secured: \$
Name of Organization		Amount Requested: \$	Amount Secured: \$

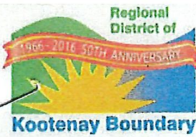
Date: January 6 2021 Applicant Signature Patricia Henley Print Name Pat Henley

Office Use Only

Grant approved by Electoral Area Director: V. Gee

Approved by Board: _____

SUBMIT



Grant-in-Aid Request

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Please check all Electoral Area Boxes You Are Making Application To:

<input type="checkbox"/> Electoral Area 'A' Director Ali Grieve	<input type="checkbox"/> Electoral Area 'B/' Lower Columbia-Old Glory Director Linda Worley	<input type="checkbox"/> Electoral Area 'C/' Christina Lake Director Grace McGregor	<input type="checkbox"/> Electoral Area 'D/' Rural Grand Forks Director Roly Russell	<input checked="" type="checkbox"/> Electoral Area 'E/' West Boundary Director Vicki Gee
---	---	---	--	--

Applicant:	* West Boundary Community Services Co-op		
Address:	* 3990 Hwy 3		
Phone:	* 250-446-2975	Fax:	
Representative:	* Kelly Davison		
Make Cheque Payable To:	* West Boundary Community Services Co-op		

*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? \$ 750⁰⁰ What amount are you requesting from this RDKB Director(s)? \$ 750⁰⁰

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

Mileage for Sandy Mark, Economic Development consultant, for the months of August to December 2020.

Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

Name of Organization _____	Amount Requested: \$ _____	Amount Secured: \$ _____
Name of Organization _____	Amount Requested: \$ _____	Amount Secured: \$ _____
Name of Organization _____	Amount Requested: \$ _____	Amount Secured: \$ _____

Date: Dec 30, 2020 Applicant Signature K Davison Print Name Kelly Davison

Office Use Only
Grant approved by Electoral Area Director: <u>V. Gee</u>
Approved by Board: _____

SUBMIT



**Regional District of
Kootenay Boundary**

STAFF REPORT

Date: January 7 2021 **File**
To: Chair Langman and the Members of the Board
From: Barb Ihlen, General Manager of Finance/CFO
Re: Management Early Retirement Incentive
 Program Policy

Issue Introduction

A staff report from Barb Ihlen, General Manager of Finance/CFO requesting approval to renew the Early Retirement Incentive Program (ERIP) policy for a period of January 1, 2021 to December 31, 2022.

History/Background Factors

The Regional District of Kootenay Boundary Board of Directors first approved an ERIP for management staff effective 2005. This program was consented to as a result of concession to other aspects of the Management Group's benefit package. Management staff hired after the original program approval date are not eligible to participate in the ERIP program. There are currently two eligible staff. A copy of the policy is included for Board's information.

The ERIP will provide an unreduced pension for employees of the RDKB who are members of the Municipal Pension Plan and who are at least 55, by waiving the "rule of 90" (normal age plus contributory service) and substituting the "rule of 80". The member is eligible to apply for an unreduced pension under the terms of the ERIP during the period from January 1, 2021 to December 31, 2022. There is an alternative option of a payout entitlement which is described within the policy.

Implications

There are no new financial implications.

Advancement of Strategic Planning Goals

Not applicable

Background Information Provided

- RDKB Management Early Retirement Incentive Program Policy

Alternatives

- Receive
- Defer
- Approve

Recommendation(s)

That the Regional District of Kootenay Boundary Board of Directors approve the Management Early Retirement Incentive Program (ERIP) policy for employees of the Regional District who are members of the Municipal Pension Plan and who are described more particularly in the details of the ERIP policy (Schedule A: revised January 14, 2019 AND FURTHER that the Regional District of Kootenay Boundary Board of Directors agree to pay one hundred percent (100%) of the total cost of the ERIP as determined by the Pension Corporation.

Regional District of Kootenay Boundary Management Early Retirement Incentive Program Policy

PURPOSE

To provide exempt management employees with an opportunity to elect an early retirement package, which offers more favourable retirement terms than those provided upon retirement at the normal retirement age.

POLICY

1. Eligible Employees

An employee is eligible to apply for the Early Retirement Incentive Program ("ERIP") if:

- (a) he/she occupies an exempt management position.
- (b) he/she is a 55 to 60 years of age, or 50 to 55 years of age is he/she is a fire fighter;
- (c) In respect to option 1, he/she qualifies for a pension under the Municipal Pension Plan and his/her age and years of contributory service add up to the factor (rule) of 80 or greater, or 75 or greater if he/she is a fire fighter.
- (d) he/she has a minimum of five years full time service with the Regional District of Kootenay Boundary (Regional District).
- (e) he/she is not on long term disability.

2. ERIP Package

The ERIP Package consists of two mutually exclusive options:

Option 1

Pension Benefit

The plan benefit is to provide eligible exempt management employees an unreduced pension benefit for employees age 55 to 60 and 50 to 55 for Fire Fighters.

The benefit is a change in the unreduced pension benefit formula from the factor (rule) of 90 to the factor (rule) of 80, and a change in the unreduced pension benefit formula for fire fighters from the factor (rule) of 80 to the factor (rule) of 75.

Option 2

Retirement Allowance

Should an eligible employee chose to not apply or does not qualify for a purchase of an annuity to result in an unreduced pension benefit then they are entitled to receive a payout of a retirement allowance upon retirement.

The amount of the payout entitlement is 50% of the accumulated savings in benefit costs as specified in Schedule 'A'. An example for an eligible employee who provides a monthly saving in benefit costs of \$100.00 per month and is in the plan for 24 months would be: $(\$100.00 \times 24) \times 0.5 = \$1,200.00$.

This entitlement can be taken as cash, contribution to a registered retirement savings plan, a registered pension plan or as leave with pay, or any combination of forms subject to *the Income Tax Act* and pension plan restrictions.

Regional District of Kootenay Boundary Management Early Retirement Incentive Program Policy

POLICY (continued)

2. ERIP Package (continued)

Other Entitlements

Payment of vacation, banked time, sick leave, probationary period payout (RDKB Board resolution 109-02) and/or gratuity pay in accordance with legacy entitlement from the I.A.F.F. collective agreement, or any entitlements from other exempt staff policies, whichever may be applicable, is not effected by the E.R.I.P.

3. Purchase of Period of Non-Contributory Employment

An eligible employee who has applied for the ERIP may, at his or her election, purchase a period of non-contributory employment while in the employ of the Regional District in order to increase his or her pension benefit upon retirement. The total cost of such purchase shall be shared between the employee and the Regional District, and the employee's share of the cost shall be deducted from the amount referred to in Section 2.

The same purchase practice applied in the policy directive of Board resolution 109-02 (purchase of probationary period) is to apply to the purchase of any other non contributory employment period while in the employ of the Regional District.

4. Purchase of Pension Reduction

Where the early retirement of an employee would result in the employee receiving a reduced pension the ERIP will buy out the full reduction, by paying a sum or sums of money to the Municipal Pension Plan, the amount of which will be determined by the Pension Corporation. The full cost of such buyout will be paid by the Regional District. The buyout is subject to approval by the Pension Corporation.

5. Applying for the ERIP

- (a) An eligible employee interested in participating in the ERIP shall submit his or her expression of interest in writing to the Regional District's Chief Administrative Officer six months prior to their expected date of retirement. The Regional District reserves the right to waive this requirement due to unusual or unique circumstances. The submission of interest does not commit the employee to retire.
- (b) The Chief Administrative Officer will, upon receipt of an expression of interest, obtain pension information in respect of the employee and see that the information conveyed to the employee. This information will include an explanation of the Early Retirement Incentive Program package, as described in Section 2, an explanation of the pension distribution and buyout options available to the employee under the Municipal Pension Plan, pension benefit levels and calculations based on the options available, information on group health and welfare benefits, and other related information.

The pension information provided by the employer is of a preliminary nature and may be modified or adjusted by the Pension Corporation. It is the responsibility of the employee to obtain confirmation directly from the Pension Corporation of any pension information provided by the employer.

Regional District of Kootenay Boundary Management Early Retirement Incentive Program Policy

POLICY (continued)

- (c) If, upon reviewing the information provided by the employer and the Pension Corporation, the employee wishes to retire, the employee shall submit a letter of intent to the Chief Administrative Officer stating his or her intent to retire, the intended date of retirement, and whether he/she wishes to purchase period(s) of non-contributory service. The submission of a letter of intent does not commit the employee to retire.

5. Applying for the ERIP (continued)

- (d) The Chief Administrative Officer will review the letter of intent and will finalize the pension benefit calculations with the employee and the Pension Corporation will determine the amount payable to the employee under Section 2 of this policy. The Regional District will provide the employee with a formal written offer of early retirement containing the details of the early retirement package.
- (e) The employee will be given two weeks to accept the offer. Upon acceptance of the offer, it is the responsibility of the employee to complete all necessary forms required to be submitted to the Pension Corporation.

6. Funding

The Regional District of Kootenay Boundary is funding the Early Retirement Incentive Program. The Regional District reserves the right to fund the program from reserves or current revenues.

7. Plan Amendment

The Early Retirement Incentive Program shall remain in effect subject to *the Income Tax Act* and pension plan restrictions for the employees listed in Schedule 'A'. Regional District of Kootenay Boundary reserves the right to apply for an amendment to the ERIP for subsequent eligible employees should conditions become materially unfavourable.

8. Counseling and Financial Planning

The Pension Corporation offers informational services to assist plan members in assessing the relative merits of the various pension options available to the member. The Regional District takes no roll or responsibility in personal financial and retirement planning and it is the responsibility of the employee to seek professional financial planning services if desired.

Regional District of Kootenay Boundary
Management Early Retirement Incentive Program Policy

SCHEDULE 'A'

Management (union exempt) Group Employees
Early Retirement Incentive Program

Revised: January 14, 2019

Name	Position
Mark Andison	CAO
Theresa Lenardon	Manager of Corporate Administration



Regional District of
Kootenay Boundary

Staff Report

RE:	Boundary Area Poverty Reduction Plan		
Date:	January 13, 2020	File #:	P-7
To:	Chair Langman and members of the Board of Directors		
From:	Donna Dean, Manager of Planning and Development		

Issue Introduction

Our grant application to UBCM to create a poverty reduction plan for the Boundary Area was successful. A contract has been awarded to LevelUp Planning and Consulting to create the Plan. Staff is seeking approval for the Steering Committee members and terms of reference.

History / Background Information

The Board of Directors directed staff to apply for UBCM funding for the creation of a Poverty Reduction Plan for the Boundary Area at the January 30, 2020 meeting. Work has started and the consultant anticipates that the Plan will be complete by this spring.

The following individuals are potential steering committee members for the duration of the project:

Name	Affiliation
Tammy Battersby	Blessings Boutique; initiated Food Security Network in 2015 – post Rock Creek wildfire
Vivien Browne	Started Food Share; Foods and Resources Society (seed to table), President; Trails to the Boundary Society director; Energy kinesiologist working with low-income individuals impacted by brain injury, general health and mental health issues; music therapist.
Vicki Gee	RDKB Director, Electoral Area E/West Boundary
Louise Heck	Whispers of Hope, Director; Child Care Resource & Referral Society; Food Security Network
Lynda Hynes	Food bank Board member, inventory coordinator
Kady Hunter	Community Health Facilitator, Interior Health Healthy Communities Program
Suzanne Lee	Interior Health, Director, Clinical Operations Boundary & Primary Care Lead; lifelong Boundary resident
Judy Letendre	Kootenay Boundary Aboriginal Health Collaborative; retired paramedic; Director Red Earth Society

Page 1 of 2

P:\PD\General Files\P-7 Poverty Reduction\Boundary Area PRP\Board Reports\2021-01-13_Poverty_Reduction_Plan_Board.docx

Joyce Ricioppo	Big White Community Development Association Director; Food Security Network; Big White community garden
Gary Smith	Executive Director, Phoenix Foundation
Rose Zitko	School Trustee Board Chair; Beaverdell Post Master; lifelong Boundary resident; volunteer

Implications

The proposed steering committee members represent the Boundary area both geographically and their knowledge of poverty.

Recommendation

That the Regional District of Kootenay Boundary Board of Directors endorses the terms of reference and membership of the Boundary Area Poverty Reduction Plan Steering Committee.

Attachment

Steering Committee Terms of Reference



**Regional District of
Kootenay Boundary**

Terms of Reference for the Boundary Poverty Reduction Plan Steering Committee

Overview

The Regional District of Kootenay Boundary (RDKB) is undertaking a Poverty Reduction Plan (Plan) for the Boundary Area that will include each of the three electoral areas and three municipalities. A consultant will be engaged to conduct research and produce a final Plan. Implementation of the strategies in the Plan will support the Province's strategy and path to reduce overall poverty in BC by 25% and child poverty by 50% by 2024.

Purpose

A steering committee is required to guide the consultant's work and provide important local context to their research and reporting.

To that end, the composition of the steering committee should be regionally representative in order to provide local context to the diverse needs of the communities and have experience with vulnerable populations.

Tasks

The primary tasks of the steering committee are to:

- Review and provide input on these Terms of Reference;
- Provide suggestions for potential key informants in the community;
- Review the consultant's progress reports and provide feedback; and
- Review the draft Plan and provide feedback to be incorporated into the final Plan.

Resources

A grant from the Union of BC Municipalities is funding the project. These funds will provide the consultant with the budget required to undertake the work.

The consultant will be responsible for preparing a work plan, providing progress reports, and producing the draft and final Plan.

The RDKB's Manager of Planning and Development will provide overall project management support and will be available to assist the Steering Committee in its work and to ensure that the process unfolds in a timely manner.

Composition of the Steering Committee

The steering committee, which will be endorsed by the RDKB Board of Directors, will consist of the following members in addition to others:

- Member(s) of RDKB's Board of Directors;
- Member(s) of local non-profits with experience working with vulnerable populations;
- Member(s) of the public who have an interest or expertise in poverty reduction; and
- Member(s) of the business community.

Ideally, the number of members will range from 8 to 10.

Timeframe

The projected time line for completion of the Plan is March 31, 2020 and the steering committee will be dissolved at that time.



**Regional District of
Kootenay Boundary**

STAFF REPORT

Date: January 13, 2020
To: Chair Langman and Board of Directors
From: Brian Champlin, Manager of Building Inspection Services
Re: Proposed Draft Regional District of Kootenay Boundary *Building Bylaw No. 1741, 2020.*

File Building-Bylaw 1741

Issue Introduction

A staff report from Brian Champlin, Manager of Building Inspection Services presenting a proposed revised bylaw for Administration of the Building Code and Regulation of Construction within the Electoral Areas of the Regional District and rescinding the previous building bylaw No. 449, 1985.

History/Background Factors

In the spring of 2015 the Province of BC passed new legislation known as the Building Act. The intent of this Act was to limit the variations in the way the Building Code was applied within the Province to bring more consistency and remove the ability for local government to include legislation in their building bylaws inconsistent with the BC Building Code. In the spring of 2018 the Building Act came into force. Accordingly, any portion of a local bylaw that is inconsistent with the Building Act is now unenforceable.

For this reason and in attempt to ease this process, the Municipal Insurance Association of BC drafted a new core bylaw template that could be modified and adapted by local governments to replace their existing bylaws and comply with this new legislation. Staff have taken the core bylaw for Regional Districts and have adapted it to suit the Regional District.

New Building Bylaw Changes: The New Building Bylaw includes the following notable changes:

- **Part 1, Regulation Change:** Sections 734 and 740 of the Municipal Act are no longer the referenced statutes providing the authority for the regional district to regulate construction in the region. The new building bylaw only references the Local Government Act and the Building Act and leaves out the referenced sections as they are subject to change periodically.

- **Part 2, Purpose of the Bylaw:** Expanded explanation of the purpose of the bylaw and limitations on the expectations of what the regional district can and should do. This section is crucial for moderating those expectations and the first clause states that the rest of the "bylaw must be interpreted in accordance with this part".
- **Part 3, Scope and Exemptions:** While both Bylaws regulate construction and identify when a building permit is required, as well as what is exempted under each bylaw, the purpose of this section is to enforce the Building Code, so much of the language in the new bylaw mirrors the language in the Building Code. In addition to this, the new bylaw expands on the limited application of the Building Code with respect to existing buildings in sections 3.5 to 3.8 in the new bylaw.
- **Part 4, Prohibitions:** Relocated from Part 7 in the old bylaw and now in Part 4 of the new bylaw. This is the part of the bylaw that from which we derive justification to issue a stop work order.
- In the old bylaw the prohibitions stated "No Person shall: Commence any work, occupy a building, deface or remove a notice, do work that is at variance to the plans or permit issued, interfere with the entry of the authority having jurisdiction and no person shall occupy a building unless they provide written proof that all construction waste has been legally disposed of.
- The new bylaw includes all of these, except for the legal disposition of construction waste, plus a person must not construct on a parcel unless the civic address is posted on the front of the premises, or on a sign, and a person must not contravene an administrative requirement of a building official made under Section 6.6 or any other provision of this bylaw, and finally, a person must not change the use of a building or structure without first applying for and obtaining a building permit under this bylaw.
- **Part 5, Conditions:** This section identifies that a permit is required if work regulated under this bylaw is to be undertaken and is also found in Part 11 of the old bylaw.
- As with Part 2, this part is intended to limit expectations. It is the Owner's responsibility to ensure that the building complies with the building code. The main idea of this part, is to communicate that the regional district is not taking away that responsibility from the owner by issuing a permit.
- **Part 6, Powers of a Building Official:** Similar to Part 9 of the old bylaw, much of the authority for a building official to do their job comes from this part of the bylaw. A significant change in the wording is that it has changed to the use of more permissive language, such as "A building official may ...", as opposed to "A building official must or shall ...".

- It is important to recognize that the Powers of a Building Official are powers, not duties and the first sentence in the new bylaw identifies in 6.1 "Words defining the authority of a building official are to be construed as internal administrative powers and not as creating a duty".
- Part 6 in the new bylaw expands the scope of power of building officials and breaks this part into the following sections: Administration, Refusal and Revocation of Permits, Right of Entry and Powers, while the entire section in the old bylaw is summed up in 4 sentences.
- Part 7, Owner's Responsibility: This Part of the new bylaw addresses duties of owners with respect to Permit Requirements, Owner's Obligations, and Damage to Municipal Works, Demolition and Notice of how and when an owner is required to provide notice for inspections. See also the owner's responsibilities in Part 11 of the old bylaw.
- Part 8, Obligations of Owner's Constructor: This Part is new and is not found in the old bylaw. This part is in addition to Part 7 of the new bylaw and addresses the responsibilities of the Builder or Contractor, having the same meaning as Constructor and the same responsibilities of the owner with respect to the building code, this bylaw and other applicable codes, standards and enactments. These clauses are partly redundant in Part 7, but are useful in that they give the building official power to direct the contractor when the owner is out of the country or otherwise unreachable.
- Part 9, Registered Professional's Responsibilities: This is Clause 10.5 in old bylaw. Most of the provisions in Clause 9.3 reiterate requirements already set out in the BC Building Code and are only repeated in the bylaw as a measure to assist owners and contractors who lack the necessary building code knowledge to find and apply these specific provisions of the code to their respective projects.
- Clause 9.4 allows the building official to check the credentials of the registered professional, and Clause 9.7 is very important as it invokes an immunity under section 743 of the Local Government Act.
- Part 10, Building Application Requirements: Also Part 10 of old building bylaw. Both of these bylaws provide a fairly comprehensive list of permit requirements that a building official may ask for as a prerequisite prior to issuance of a building permit for both Part 9 and Part 3 buildings. The most notable difference between the two bylaws is the expanded scope of requirements grouped into categories in the new bylaw starting with Clauses 10.1 to 10.5 - Permit Requirements, Clause 10.6 – Site and Location Information, Clauses 10.7 to 10.18 – Fees and Deposits, Clause 10.19 – Issuance of a Building Permit, Clause 10.20 – Withholding a Building Permit, Clauses 10.21 to 10.23 Home Protection Act, Clauses 10.28 to 10.35 – Inspections, Clauses 10.36 to 10.43 – Stop Work and Do Not Occupy, Clauses 10.52 to 10.56 – Occupancy,

Clauses 10.60 to 10.63 Temporary Buildings, Clause 10.64 Siting Permit and finally Clauses 10.65 to 10.66 Inspections for Temporary Buildings and Siting Permits.

- Parts 11 – 14: Miscellaneous Provisions
- Parts 11, Retaining Walls and Grades: While this bylaw does not regulate retaining walls on property supporting soils, it is applicable if the retaining walls form part of the building foundation, or support the ground beneath a retaining wall that supports a building or other structure above the wall.
- Part 12, Building Move: Part 15 in the old bylaw. New bylaw requires a registered professional to monitor the process, whereas the old bylaw was silent in this regard.
- Part 13, Numbering of Buildings: Not in old bylaw.
- Part 14, Energy Conservation and GHG Emissions Reduction: Not found in old bylaw. Energy Step Code. No language has been introduced into our building bylaw as the Board of Directors has chosen to permit voluntary compliance until the "Energy Step Code" becomes law in the next building code.
- Part 15, Demolition Permits: Part 3, Clause 3.2 (c.) in old bylaw. Expanded scope of responsibility for owner.
- Part 16, Plumbing Permits: Part 3.2 in old bylaw. In the new bylaw there is an expanded scope of requirements, including drawings for separate plumbing permits not associated with a building permit.
- Part 17, Climatic Data: Part 16 in old bylaw. National Building Code of Canada is no longer referenced, but instead it is the BC Building Code.
- Part 18, Offences: Part 18 in old bylaw. Expanded scope of authority. New section referencing the Bylaw Notice Enforcement Bylaw, being 18.5 – Offences, and 18.6 – persons designated to enforce the Bylaw Notice Enforcement Bylaw.
- Part 19, Interpretation: Part 2.1 in old bylaw. Clauses 19.1 to 19.7 – Definitions. Expanded list of definitions in new bylaw.
- Part 20, Repeal: Part 20 in old bylaw.
- Part 21, Effective Date: Part 20 in old bylaw.
- Part 22, In Force: Part 20 of old bylaw.
- Appendices: Part 19 in old bylaw. Language change from Appendix to Appendices in new bylaw. Also the old bylaw had two (2) appendixes' A & B. In the new bylaw it includes Appendices A to F.

- Appendix A – Fees: Minor changes. The minimum inspection fee was increase from \$50.00 to \$75.00 to coincide with the fee charged for Re-inspections and a new fee of \$100 was included to reflect the cost of calculating occupant loads for buildings.
- Appendix B – Value of work: These amounts were increased slightly to reflect construction costs across the region. We also included a new category for the quality of construction to account for a basic (low quality) building, whether it was built on a full basement, crawlspace or slab on grade, in addition to our existing fair/average quality and good quality building construction costs. The maximum increase was \$25.00.
- Appendix C – Letter of Authorization: Owner’s representative form allows someone else to act for the owner as their agent to apply for a permit.
- Appendix D – Owner’s Undertaking: As above, only a registered professional is acting as the agent in place of the owner to apply for a permit.
- Appendix E – Confirmation of Professional Liability Insurance: Assurance that all registered professionals have errors and omissions insurance to protect the regional district from liability.
- Appendix F – Confirmation of Required information: Checklist for registered professionals to ensure that they have included the appropriate information prior to the pre-final sign off of the permit and prior to a final inspection and occupancy of a building.

Implications

A local government bylaw that administers the building code and regulates construction within the Electoral boundaries of the Regional District of Kootenay Boundary.

The benefits of adopting the new Building Bylaw is that it conforms to current provincial legislation and ensures that it is enforceable.

Advancement of Strategic Planning Goals

Adopting a bylaw to administer the building code and regulate construction within the electoral boundaries of the regional district meets the RDKB’s strategic objective to

- Improve and enhance RDKB communication with the bylaw providing a clear message as to the rules around construction within the Electoral boundaries of the RDKB.

Background Information Provided

Old Building and Plumbing Amendment Bylaw No. 449, 1985 with noted changes in the new building bylaw.

New RDKB Building Bylaw No. 1741, 2020 – Draft Version

Alternatives

1. Receive the staff report with no action.
2. Refer back to staff for changes.
3. Give RDKB *Building Bylaw No. 1741, 2020* First, Second and Third Readings and Adoption.

Recommendation(s)

That the Regional District of Kootenay Boundary *Building Bylaw No. 1741, 2020* be given First, Second and Third Readings.

That the Regional District of Kootenay Boundary *Building Bylaw No. 1741, 2020* be Adopted.

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

BUILDING BYLAW NO. 1741, 2020

A Bylaw for the Administration of the Building Code and Regulation of Construction

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Regional District of Kootenay Boundary

BUILDING BYLAW NO. 1741, 2020

A Bylaw for Administration of the Building Code and Regulation of Construction

GIVEN that

- A. The Regional District provides a building regulation service in Electoral Area ‘A’, Electoral Area ‘B’/Lower Columbia-Old Glory, Electoral Area ‘C’/Christina Lake, Electoral Area ‘D’/Rural Grand Forks, and Electoral Area ‘E’/West Boundary;
- B. The Regional Board may by bylaw regulate, prohibit and impose requirements in respect to buildings and structures for the following:
 - (a) the provision of access to a building or other structure, or to part of a building or other structure, for a person with disabilities;
 - (b) the conservation of energy or water;
 - (c) the reduction of greenhouse gas emissions;
 - (d) the health, safety or protection of persons or property;
- C. The Regional Board is enacting this bylaw to regulate construction and administer the British Columbia *Building Code* in the Regional District in accordance with the *Local Government Act* and the *Building Act*;
- D. The Regional District has employed trained building officials for the purposes of this bylaw;

NOW THEREFORE the Regional Board of the Regional District of Kootenay Boundary enacts as follows:

PART 1: TITLE

Citation

- 1.1 This bylaw may be cited as the “Regional District of Kootenay Boundary Building Bylaw No. 1741, 2020”

PART 2: PURPOSE OF BYLAW

- 2.1 Despite any other provision in this bylaw, this bylaw must be interpreted in accordance with this Part.
- 2.2 Every permit issued under this bylaw is issued expressly subject to the provisions of this Part.
- 2.3 This bylaw is enacted to regulate, prohibit and impose requirements in regard to *construction* in the Regional District in the public interest.
- 2.4 The purpose of this bylaw does not extend to
 - (a) the protection of *owners, designers* or *constructors* from economic loss;
 - (b) the assumption by the Regional District or any *building official* of any responsibility for ensuring the compliance by any *owner*, his or her representatives or any employees, *constructors* or *designers* retained by the *owner*, with the *building code, building regulation, plumbing code*, the requirements of this bylaw, or other applicable enactments, codes or standards;
 - (c) providing any person a warranty of design or workmanship with respect to any *building* or *structure* for which a *building permit* or *occupancy permit* is issued under this bylaw;
 - (d) providing any person a warranty or assurance that *construction* undertaken under *building permits* issued by the Regional District is free from latent, or any, defects; or
 - (e) the protection of adjacent real property from incidental damage or nuisance.

PART 3: SCOPE AND EXEMPTIONS

Application

- 3.1 This bylaw **applies to** the geographical area of Electoral area ‘A’, Electoral Area ‘B’/Lower Columbia-Old Glory, Electoral Area ‘C’/Christina Lake, Electoral Area ‘D’/Rural Grand Forks, and Electoral Area ‘E’/West Boundary; of the Regional District and to land, the surface of water, air space, *buildings* or *structures* in the Electoral Areas.
- 3.2 This bylaw applies to the design, construction and *occupancy* of new *buildings* and *structures*, and the *alteration*, reconstruction, demolition, removal, relocation or change of use or *occupancy*, of *existing buildings* and *structures*.

- 3.3 This bylaw applies to the installation and alteration of any *plumbing system*, except for the repair or replacement of a valve, faucet, plumbing fixture or any water heating appliance and the repair of leaks in the plumbing system, provided that such fixtures and installation conform with all requirements of this bylaw and the *plumbing code*.
- 3.4 This bylaw **does not** apply to
- (a) a fence;
 - (b) swimming pools, or
 - (c) *retaining walls*, except as set out in Part 11;
 - (d) a *garden shed* with a floor area of less than 10 square metres, as long as
 - i. the *garden shed* does not exceed 3 meters in height, measured vertically from the lowest finished ground level to the peak of the roof, and the roof overhang is not greater than 0.3 m measured from the wall to the outer edge of the roof;
 - ii. the *garden shed* is not used for the shelter or accommodation of persons and animals;
 - iii. the location of the *garden shed* complies with the *Zoning Bylaw*; and
 - iv. only one *garden shed* is permitted to be exempted from this bylaw per legal parcel, and in accordance with this regulation;
 - (e) a trellis, an arbour, or other similar landscape *structures*;
 - (f) a *building* or *structure* commonly known as “Canadian Standards Association Z240 MH (Mobile Home) series, Z241 PMT (Park Model Trailer) series, or a Z240 RV (Recreational Vehicle) Series, except as regulated by the *building code* and *building regulation* and does not extend to the onsite preparations such as foundations, connections to services and installation of HVAC Equipment or appliances;
 - (g) a *building* that is less than 46 m² in area and not more than one storey in building height, and used or intended for
 - i. agricultural or horticultural purposes,
 - ii. animal raising, or
 - iii. Poultry raising;

- (h) Non-structural repairs valued at less than one thousand (\$1000) dollars as determined by the Building Official made to buildings used or intended for:
 - i. Single family homes;
 - ii. Private garages or residential accessory buildings;
 - iii. Agricultural or horticultural purposes;
 - iv. Animal raising; or
 - v. Poultry raising;
- (i) a fixture, valve or faucet, where it is repaired or replaced, nor a stoppage cleared or a leak repaired if no change in the plumbing piping is required.

Limited Application to Existing Buildings

- 3.5 Except as provided in the *building code* and *building regulation* or to the extent an *existing building* is under *construction* or does not have an *occupancy permit*, when an *existing building* has been *constructed* before the enactment of this bylaw, the enactment of this bylaw is not to be interpreted as requiring that the *building* must be *reconstructed* and *altered*, unless it is expressly so provided by this or another bylaw, regulation or statute.
- 3.6 This bylaw applies if the whole or any part of an *existing building* is moved either within or into the Regional District, including relocation relative to parcel lines created by subdivision or consolidation. Part 12 applies to *building* moves.
- 3.7 If an *alteration* is made to an *existing building* the *alteration* must comply with this bylaw, *building code*, *building regulation* and *plumbing code* and the entire building must be made to comply with this bylaw, the *building code*, *building regulation* and *plumbing code* but only to the extent necessary to address any new infractions introduced in the remainder of the building as a result of the *alteration*.
- 3.8 If an *alteration* creates an *addition* to an *existing building*, the *alteration* or *addition* must comply with this bylaw and the *building code*, *building regulation*, and *plumbing code* and the entire building must be made to comply with this bylaw, *building code*, *building regulation*, and *plumbing code* but only to the extent necessary to address any new infractions introduced in the remainder of the building as a result of the *alteration* or *addition*.

PART 4: PROHIBITIONS

- 4.1 A person must not commence or continue any *construction, alteration, excavation, reconstruction, demolition, removal, relocation* or change the use or *occupancy* of any *building* or *structure, plumbing system*, including other work related to construction
- (a) except in conformity with the requirements of the *building code, building regulation, plumbing code* and this bylaw; and
 - (b) Unless a *building official* has issued a valid and subsisting *permit* for the work under this bylaw.
- 4.2 A person must not *occupy* or permit the *occupancy* of any *building* or *structure* or part of any *building* or *structure*
- (a) unless a subsisting *final inspection notice* has been issued by a *building official* for the *building* or *structure* or the part of the *building* or *structure*; or
 - (b) contrary to the terms of any *permit* issued or any notice given by a *building official*.
- 4.3 A person must not knowingly submit false or misleading information to a *building official* in relation to any *permit* application or construction undertaken pursuant to this bylaw.
- 4.4 Except in accordance with this bylaw, including acceptance of revised plans or supporting documents, a person must not erase, alter or modify plans and supporting documents after the same have been reviewed by the *building official*, or plans and supporting documents which have been filed for reference with the *building official* after a *permit* has been issued.
- 4.5 A person must not, unless authorized in writing by a *building official*, reverse, alter, deface, cover, remove or in any way tamper with any notice, *permit* or certificate posted or affixed to a *building* or *structure* pursuant to this bylaw.
- 4.6 A person must not do any work that is substantially at variance with the *accepted* design or plans of a *building, structure* or other works for which a *permit* has been issued, unless that variance has been authorized in writing by a *building official*.
- 4.7 A person must not interfere with or obstruct the entry of a *building official* or other authorized official of the Regional District on property in the administration of this bylaw.
- 4.8 A person must not *construct* on a *parcel* unless the civic address is conspicuously posted on the front of the premises or on a sign post so it may be easily read from the public highway from which it takes its address.

- 4.9 A person must not contravene an administrative requirement of a *building official* made under section 6.5 or any other provision of this bylaw.
- 4.10 A person must not change the use, *occupancy* or both of a *building* or *structure* or a part of a *building* or *structure* without first applying for and obtaining a *permit* under this bylaw.

PART 5: CONDITIONS

- 5.1 A *permit* is required if work regulated under this bylaw is to be undertaken.
- 5.2 Neither the issuance of a *permit* under this bylaw, nor the acceptance or review of plans, drawings, specifications or supporting documents, nor any inspections made by or on behalf of the Regional District will in any way
- (a) relieve the *owner* (and if the *owner* is acting through an *agent*, the *agent* of the *owner*) from full and sole responsibility to perform the work in respect of which the *permit* was issued in strict compliance with this bylaw, the *building code*, *building regulation*, *plumbing code* and all other applicable codes, standards and enactments;
 - (b) constitute a representation, warranty, assurance or statement that the *building code*, this bylaw or any other applicable enactments respecting safety, protection, land use and zoning have been complied with; or
 - (c) constitute a representation or warranty that the *building or structure* meets any standard of materials or workmanship.
- 5.3 No person shall rely on any *permit* as establishing compliance with this bylaw or assume or conclude that this bylaw has been administered or enforced according to its terms.
- 5.4 Without limiting section 5.2 (a), it is the full and sole responsibility of the *owner* (and if the *owner* is acting through a representative, the representative of the *owner*) to carry out the work in respect of which the *permit* was issued in compliance with the *building code*, *building regulation*, *plumbing code*, this bylaw and all other applicable codes, standards and enactments.

PART 6: POWERS OF A BUILDING OFFICIAL

Administration

- 6.1 Words defining the authority of a *building official* are to be construed as internal administrative powers and not as creating a duty.
- 6.2 A *building official* may
- (a) administer this bylaw, but owes no public duty to enforce or administer this bylaw;
 - (b) keep records of applications received, *permits*, notices and orders issued, inspections and tests made, and may retain copies of all papers and documents connected with the administration of this bylaw;
 - (c) establish or require an *owner* to establish whether a method or type of construction or material used in the construction of a *building* or *structure* complies with the requirements and provisions of this bylaw and the *building code*, *building regulation* and *plumbing code*; and
 - (d) direct that tests of materials, equipment, devices, construction methods, structural assemblies or *foundations* be carried out, or that sufficient evidence or proof be submitted by the *owner*, at the *owner's* sole expense, where such evidence or proof is necessary to determine whether the material, equipment, device, construction or *foundation* condition complies with this bylaw, *building code*, *building regulation* and *plumbing code*.

Refusal and Revocation of Permits

- 6.3 A *building official* may refuse to issue a *permit*:
- (a) if the proposed work will contravene the requirements of the *building code*, *building regulation*, *plumbing code* or the provisions of this bylaw or any other bylaw of the Regional District;
 - (b) the information submitted with the application for the permit is not correct;
 - (c) for any other lawful reason; and
- the *building official* must state the reason in writing.

Right of Entry

- 6.4 Subject to applicable enactments, a *building official* may enter on property at any reasonable time to ascertain whether the requirements of this bylaw are being met, or the building official has any reason to believe that an unsafe condition exists.

Powers

- 6.5 Subject to applicable enactments, a *building official* may by notice in writing require
- (a) a person who contravenes any provision of this bylaw to comply with that provision within the time ordered;
 - (b) an *owner* to stop work on a *building* or *structure*, or any part of a *building* or *structure*, if the work is proceeding in contravention of this bylaw, the *building code*, or any other enactment of the Regional District or other applicable enactments, or if there is deemed to be an *unsafe building condition*, and may enter on property to affix or post a stop work order in the form prescribed by the *building official*, and shall also post written notice on site instructing the owner or contractor to correct the *unsafe building condition* prior to leaving the site;
 - (c) an *owner* to remove or prevent any unauthorized encroachment on the Regional District's land, including public parcels and park land, a statutory right of way or easement, or a setback or yard required under an enactment;
 - (d) an *owner* to remove any *building* or *structure*, or any part of a *building* or *structure*, *constructed* in contravention of a provision of this bylaw;
 - (e) an *owner* to have work inspected by a *building official* prior to covering;
 - (f) an *owner* to uncover any work that has been covered without inspection contrary to this bylaw or an order issued by a *building official*;
 - (g) a person to cease any *occupancy* in contravention of a provision of this bylaw;
 - (h) a person to cease any *occupancy* if any *unsafe building condition* exists because of work being undertaken but not complete and where the *building official* has not issued a final inspection notice for the work;
 - (i) an *owner* to correct any *unsafe building condition*; and
 - (j) an *owner* to correct any work that contravenes this bylaw, the *building code*, *building regulation*, *plumbing code* or any other applicable enactments respecting the health, safety or protection of persons and property.
- 6.6 Every reference to “*owner*” in section 6.5 includes a reference to the *owner's* agent or *constructor*.
- 6.7 Every person served with a notice under this Part must comply with that notice
- (a) within the time ordered, or

- (b) if no time is ordered, immediately.

PART 7: OWNER'S RESPONSIBILITIES

Permit Requirements

- 7.1 Subject to Part 10 of this bylaw, every *owner* must apply for and obtain a *permit*, prior to
- (a) *constructing*, repairing or *altering* a *building* or *structure* or *plumbing system*;
 - (b) moving a *building* or *structure* into or within the Regional District;
 - (c) demolishing a *building* or *structure*;
 - (d) *occupying* a new *building* or *structure*;
 - (e) *constructing* a masonry fireplace or installing a wood-burning appliance or chimney, whether attached to, part of or detached from a *building*.
 - (f) changing the use or *occupancy* of a *building*, unless the works are the subject of another valid and subsisting *building permit*.
- 7.2 Every *owner* must ensure that plans submitted with a *permit* application bear the name, phone number, address and email address of the *designer* of the *building* or *structure*.

Owner's Obligations

- 7.3 Every *owner* must
- (a) comply with the *building code*, *building regulation*, *plumbing code*, the requirements of this bylaw and the conditions of a *permit*, and must not omit any work required by the *building code*, *building regulation*, *plumbing code*, this bylaw or the conditions of a *permit*;
 - (b) ensure that all *permits*, all plans and specifications and supporting documents on which a *permit* was based, all municipal inspection certificates, and all professional *field reviews* are available at the site of the work for inspection during working hours by the *building official*, and that all *permits* are posted conspicuously on the site during the entire execution of the work; and
 - (c) prior to the issuance of a *building permit*, execute and submit to the Regional District an *owner's* undertaking in the form attached as Appendix D, where required by the *building official*.

- 7.4 Every *owner* and every *owner's agent*, must carry out *construction* or have the *construction* carried out in accordance with the requirements of the *building code*, *building regulation*, *plumbing code*, this bylaw and other bylaws of the Regional District and none of the issuance of a *permit* under this bylaw, the review of plans and supporting documents, or inspections made by a *building official* or a *registered professional* shall relieve the *owner*, or his or her *agent*, from full and sole responsibility to perform the work in strict accordance with this bylaw, the *building code*, *building regulation*, *plumbing code* and all other applicable codes, standards and enactments.
- 7.5 Every *owner* must allow a *building official* to enter any *building* or premises at any reasonable time to administer and enforce this bylaw. Every *owner* to whom a *permit* is issued must, during construction,
- (a) post the civic address on the property so that it may be easily read from the public highway from which the property takes its address; and
 - (b) post the *permit* on the property so that it may be easily read from the public highway;
 - (c) provide building officials with safe access to the work site and all areas requiring inspection.

Damage to Municipal Works

- 7.6 Every *owner* to whom a *permit* is issued is responsible for the cost to repair any damage to municipal works or land that occurs during and arises directly or indirectly from the work authorized by the *permit*.
- 7.7 Every *owner* must pay a security deposit to the Regional District, within 30 days of receiving an invoice for same from the Regional District, for the cost to repair any damage to public property or works located on public property arising directly or indirectly from work for which a *permit* was issued.

Demolition

- 7.8 Prior to obtaining a *permit* to demolish a *building* or *structure*, the *owner* must
- (a) provide to the Regional District a vacancy date;
 - (b) pay capping and inspection chamber installation fees as set out in the Regional District's bylaws governing waterworks and sewer; and
 - (c) ensure that all municipal services and other services are capped and terminated at the property line in a Regional District standard inspection chamber and valve arrangement.

- 7.9 Every *owner* must ensure that, on completion of all demolition procedures:
- (a) all debris and fill are cleared;
 - (b) the *site* is levelled or graded, or made safe if levelling and grading are not possible; and
 - (c) the site of the demolition will be left in a neat condition and compatible with the form and character of the neighbouring properties to the satisfaction of the *building official*

Notice

- 7.10 Every *owner* must, at least 2 business days prior to commencing work at a *building site*, give written or online notice to a *building official* of the date on which the *owner* intends to begin such work.
- 7.11 Every *owner* must give written or online notice to a *building official* of any change in or termination of engagement of a *registered professional*, including a *coordinating registered professional*, during construction, within 2 business days of when the change or termination occurs.
- 7.12 If an *owner* or a *registered professional* terminates the engagement of a *registered professional*, including a *coordinating registered professional*, the *owner* must terminate all work under a *building permit* until the *owner* has engaged a new *registered professional*, including a *coordinating registered professional*, and has delivered to a *building official* new letters of assurance.
- 7.13 Without limiting sections 10.26 to 10.39, every *owner* must give at least 2 business days of notice, by telephone, online or written notice to a *building official*
- (a) of intent to do work that is required or ordered to be corrected during *construction*;
 - (b) of intent to cover work that is required under this bylaw to be, or has been ordered to be inspected prior to covering; and
 - (c) when work has been completed so that a final inspection can be made.
- 7.14 Every *owner* must give notice in writing to a *building official* and pay to the Regional District the non-refundable fee set out in Appendix A immediately and prior to the date of any change in ownership of the property that is the subject of a *permit* or change in the address of the *owner* which occurs prior to the issuance of an *occupancy permit*.
- 7.15 Every *owner* must give such other notice to a *building official* as may be required by the *building official* or by a provision of this bylaw.

PART 8: OBLIGATIONS OF OWNER'S CONSTRUCTOR

- 8.1 Every *constructor* must ensure that all *construction* is done in compliance with all requirements of the *building code*, this bylaw and all other applicable, codes, standards and enactments.
- 8.2 Every *constructor* must ensure that no *excavation* or other work is undertaken on public property, including the Regional District's land, including public parcels and park lands, and that no public is disturbed, no *building* or *structure* erected, and no materials stored thereon, in whole or in part, without first having obtained approval in writing from the appropriate authority over such public property.
- 8.3 For the purposes of the administration and enforcement of this bylaw, every *constructor* is responsible jointly and severally with the *owner* for all work undertaken.

PART 9: REGISTERED PROFESSIONAL'S RESPONSIBILITIES

Professional Design and Field Review

- 9.1 The *owner* shall submit to the Regional District the final letters of assurance in accordance with the format prescribed in the *building code* prior to
 - (a) the pre-occupancy site review coordinated by the *coordinating registered professional* or other *registered professional* for a *complex building*, or
 - (b) a final inspection for a *simple building* in circumstances where letters of assurance have been required in accordance with the requirements of the *building code*, in which case the *owner* must provide the Regional District with letters of assurance in the form of Schedules C-A or C-B, as appropriate, referred to in subsection 2.2.7, Division C, of the *building code*.
- 9.2 If a *registered professional* provides letters of assurance in accordance with the *building code*, they must also provide proof of professional liability insurance to the *building official* in the form and amount set by Appendix E to this bylaw.

Requirement for a Registered Professional

- 9.3 The *building official* shall require the *owner* to retain a *registered professional* to provide a *professional design* and plan certification and letters of assurance in the form of Schedules A, B, C-A and C-B referred to in subsection 2.2.7, Division C, of the *building code*, in respect of a *permit* application

- (a) prior to issuance of a building permit, or prior to the pre-occupancy site review coordinated by the *coordinating registered professional* or other *registered professional* for a *complex building*, or
- (b) prior to a final inspection for a *simple building* in circumstances where letters of assurance have been required in accordance with the requirements of the *building code*, in which case the *owner* must provide the Regional District with letters of assurance in the form of Schedules C-A or C-B, as appropriate, referred to in subsection 2.2.7, Division C, of the *building code*;
- (c) A *registered professional of record* or *coordinating registered professional* who is responsible for a *field review* shall keep a record of the *field review* and of any corrective action taken as a result of the *field review*, and shall make the record available to the *authority having jurisdiction* on the request of that authority, as required by subsection 2.2.7, Division C, of the *building code*;
- (d) except for garages, carports and garden structures, *foundation* and *excavation* components of new *simple buildings* and *additions* not more than 55 square metres to *simple buildings* in accordance with the *building code*;
- (e) a *building* that is designed with common egress systems for the occupants and requires the use of *firewalls* in accordance with the *building code*;
- (f) prior to *alterations* to a *building*, or to a structural component of a *building* described in paragraph (b);
- (g) for a *building* in respect of which the *building official* determines that site conditions, size or complexity so warrant in the interests of safety of persons or protection of property under the *building code*;
- (h) if the *building* envelope components of the *building* fall under Division B Part 3 of the *building code*, the *building* contains more than two dwellings, or if the *building* envelopes do not comply with the prescriptive requirements of Division B Part 9 of the *building code*; and
- (i) for a parcel of land on which a *building* or *structure* is proposed if the *building official* believes the parcel is or is likely to be subject to flooding, mud flows, debris flows, debris torrents, erosion, land slip, rock falls, subsidence or avalanche, and the requirement for a *professional design* is in addition to a requirement under Division 8 of Part 3 of the *Community Charter*:
 - i. for a report certified by a professional engineer with experience in geotechnical engineering that the parcel may be used safely for the use intended, and

- ii. that the plans submitted with the application comply with the relevant provisions of the *building code*, *building regulation*, *plumbing code* and applicable bylaws of the Regional District, including the *Zoning Bylaw*, *Official Community Plan* and *Floodplain Management Bylaw*.
- 9.4 The *building official* may require any *registered professional* carrying out *professional design* and *field review* required under section 9.3 to provide evidence that they have experience and expertise in respect of the *professional design* and *field review* of the context and scope required.
- 9.5 Without limiting sections 9.3(a) through (h) and 9.4 of this bylaw, when a *building official* considers the size, conditions or complexity of a development or an aspect of a development warrants it, the *building official* may require that an owner provide to the Regional District *written certification*.

Professional Plan Certification

- 9.6 The letters of assurance in the form of Schedules A and B as referred to in subsection 2.2.7, Division C, of the *building code* referred to in sections 9.1 and 9.3 and if applicable, *written certification*, are relied upon by the Regional District and its *building officials* as certification that the design and plans to which the letters of assurance refer and if applicable, the items addressed in the *written assurance*, comply with the *building code*, *building regulation*, *plumbing code*, this bylaw and other applicable enactments.
- 9.7 Letters of assurance must be in the form of Schedules A and B referred to in subsection 2.2.7, Division C, of the *building code*.
- 9.8 For a building permit issued for the construction of a *complex building*, the building official shall provide the *owner* with a notice that the *building permit* is issued in reliance on *written certification*, if applicable, and the certification of the *registered professional*, *registered professional of record* and *coordinating registered professional* that the *professional design* and plans submitted in support of the application for the *building permit* comply with the *building code*, *building regulation* and other applicable enactments. Any failure on the part of the building official to provide the *owner* with the notice will not diminish or invalidate the reliance by the Regional District or its *building officials* on the *registered professionals* and *qualified professional*.
- 9.9 If a *building permit* is issued for a construction of a *complex building*, the *permit fee* is reduced by 5% of the fees payable under Appendix A to this bylaw, up to a maximum reduction of \$500.00 (five hundred dollars).

Alternative Solutions

- 9.10 An *Owner* who wishes to provide alternative solutions to satisfy one or more of the requirements of the *Building Code* or this bylaw, must submit sufficient evidence, certified by a registered professional engineer or architect, to demonstrate that the proposed alternative solutions will provide the level of performance required by the *Building Code* or this bylaw and pay the fee specified in Schedule A of this bylaw.

PART 10: BUILDING APPLICATION REQUIREMENTS

Requirements before Applying for a Building Permit

- 10.1 Prior to issuance of a *building permit*, the *owner* must satisfy the following requirements or conditions:
- (a) the *owner* must apply for and obtain a development permit if the *building* or *structure* is in an area designated by the *Official Community Plan* as a development permit area;
 - (b) the *owner* must ensure that the proposed *building* or *structure* complies with all bylaws of the Regional District, except to the extent a variance of a bylaw is authorized by a development *permit*, development variance permit or order of the Board of Variance;
 - (c) an approving officer must have approved the subdivision plan that, once registered, would create the parcel on which the proposed *building* or *structure* will be *constructed*, and the subdivision plan must have been registered in the Land Title Office;
 - (d) the *owner* must provide evidence to the *building official* showing that the person applying for the *building permit* is either the *owner* of the parcel that is the subject of the proposed *building permit*, or is the *agent* of the *owner*, in which case, the *agent* must provide the name and contact information of the *owner*;
 - (e) the *owner* must determine that the building site is safe and will not be affected by flooding water caused by surface run-off or otherwise, or by other hazards; and
 - (f) the *owner* must, if applicable, obtain elevation and construction requirements relative to provincial floodplain restrictions from the Ministry of Environment;
 - (g) the *owner* must ensure that the design and construction of *buildings* and *structures* in the Regional District complies with the snow load and climatic data posted on the

Regional District's website, and as amended from time to time, in place of the corresponding datum in Division B of Appendix C of the *building code*;

- (h) if the parcel that is the subject of the *building permit* application is not intended to be connected to the Regional District's sewage disposal system, the *owner* must apply for and obtain approval from the Regional District and other applicable public authorities for an alternate *private sewage disposal system*;
- (i) if the parcel that is the subject of the *building permit* application is not intended to be connected to the Regional District's waterworks system, the *owner* must apply for and obtain approval from the Regional District and other applicable public authorities for an alternate water supply system;
- (j) if the parcel that is the subject of the *building permit* application is not intended to be connected to The Regional District's storm water drainage system, the *owner* must apply for and obtain approval from the Regional District and other applicable public authorities for the alternate storm water drainage and detention system; and
- (k) if all on site and off site works and services required by a Regional District bylaw or other enactment have not been completed in accordance with the enactments, the *owner* must enter into a completion agreement with the Regional District and deliver to the Regional District letters of credit or cash security for completion of the works and service.

Building Permit Applications for Complex Buildings

10.2 An application for a *building permit* with respect to a *complex building* must

- (a) be made in the form attached as Appendix A to this bylaw and signed by the *owner*, or a signing officer if the *owner* is a corporation or a society;
- (b) be accompanied by the *owner's* acknowledgement of responsibility and undertaking made in the form attached as Appendix D to this bylaw and signed by the *owner*, or a signing officer if the *owner* is a corporation;
- (c) include a copy of a title search for the relevant property made within 30 days of the date of the *permit* application;
- (d) include a *building code* compliance analysis summary including the applicable edition of the *building code*, such as without limitation whether the building is designed under Part 3 or Part 9 of the *building code*, *major occupancy* classification(s) of the *building*, *building area* and *building height*, number of streets the *building* faces, and *accessible* entrances, work areas, washrooms, firewalls and facilities;

- (e) include a copy of a survey plan prepared by a British Columbia land surveyor;
- (f) include a site plan prepared by a *registered professional* showing
 - (i) the bearing and dimensions of the parcel taken from the registered subdivision plan;
 - (ii) the legal description and civic address of the parcel;
 - (iii) the location and dimensions of *existing* and proposed statutory rights of way, easements and setback requirements, adjacent street and lane names;
 - (iv) the location and dimensions of *existing* and proposed *buildings* or *structures* on the parcel;
 - (v) as applicable, setbacks to the natural boundary of any lake, swamp, pond or watercourse;
 - (vi) north arrow;
 - (vii) as applicable, the location of an approved *existing* or proposed private or other alternative sewage disposal system, water supply system or storm water drainage system;
 - (viii) zoning compliance summary;
 - (ix) the location, dimensions and gradient of parking and parking access;
 - (x) proposed and *existing* setbacks to property lines;
 - (xi) natural and finished grade at *building* corners and significant breaks in the building plan and proposed grade around the *building* faces in order to ascertain *foundation* height;
 - (xii) first storey floor elevation;
 - (xiii) location, setbacks and elevations of all *retaining walls*, steps, stairs and decks;
 - (xiv) line of upper floors;
 - (xv) location and elevation of curbs, sidewalks, manholes, and service poles;
 - (xvi) location of *existing* and proposed service connections;
 - (xvii) location and species of all trees greater than 10 centimetres in diameter;

- (xviii) location of top bank and water courses;
- (xix) access routes for firefighting;
- (xx) *accessible* paths of travel from the street to the *building*;
- (xxi) geodetic elevation of the underside of a wood floor system or the top of a finished concrete slab of a *building* or *structure* where the Regional District's land use regulations or provincial flood mapping regulations establish siting requirements related to minimum floor elevation,

except that the *building official* may waive, in whole or in part, the requirements for a site plan, if the *permit* is sought for the repair or *alteration* of an *existing building* or *structure*;

- (g) include floor plans showing the dimensions and uses and *occupancy* classification of all areas, including: the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; fire separations; plumbing fixtures; structural elements; and stair dimensions;
- (h) include a cross-section through the *building* or *structure* in sufficient detail and locations to illustrate *foundations*, drainage, ceiling heights and constructions systems;
- (i) include elevations of all sides of the *building* or *structure* showing finish details, roof slopes, windows, doors, natural and finished *grade*, spatial separations and ridge height to comply with the *building code* and to illustrate that the *building* or *structure* conforms with the *Zoning Bylaw* and development permit areas;
- (j) include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the *building* conforms to the *building code*, *building regulation* and other applicable enactments respecting safety;
- (k) include all other requirements of sections 2.2.1, 2.2.3, 2.2.4, 2.2.5, 2.2.6 and 2.2.9, Division C of the *building code*;
- (l) include copies of approvals required under any enactment relating to health or safety, including, without limitation, sewage disposal *permits*, highway access *permits* and ministry of health approvals;
- (m) include a letter of assurance in the form of Schedule A referred to in subsection 2.2.7 Division C, of the *building code*, signed by the *owner*, or a signing officer if the *owner* is a corporation or a society, and the *coordinating registered professional*;

- (n) include letters of assurance in the form of Schedule B referred to in subsection 2.2.7 Division C, of the *building code*, each signed and sealed by such *registered professionals* as the *building official* or *building code* may require to prepare the design for and conduct *field reviews* of the construction of the *building*;
 - (o) include two sets of British Columbia registered professional sealed drawings at a suitable scale of the design prepared by each *registered professional* containing the information set out in section 10.2(g) to 10.2(k); and
 - (p) include illustration of any slopes on the subject parcel that exceed 30%.
- 10.3 In addition to the requirements of section 10.2 of this bylaw, a *building official* may require the following to be submitted with a *permit* application for the construction of a *complex building* if the complexity of the proposed *building* or *structure* or siting circumstances warrant:
- (a) a section through the site showing grades, *buildings*, *structures*, parking areas and driveways; and
 - (b) *written certification* and any other information required by the *building official* or the *building code* to establish substantial compliance with this bylaw, the *building code*, *building regulation*, *plumbing code* and other bylaws, including the *Zoning Bylaw*, *Official Community Plan* and Regional District's *Floodplain Management Bylaw*, and enactments relating to the *building* or *structure*.

Building Permit Applications for Simple Buildings

- 10.4 An application for a *building permit* with respect to a *simple building* must
- (a) be made in the form prescribed by the *building official* and signed by the *owner*, or a signing officer if the *owner* is a corporation or a society;
 - (b) be accompanied by the *owner's* acknowledgment of responsibility and undertaking made in the form attached as Appendix D and signed by the *owner*, or a signing officer if the *owner* is a corporation or a society;
 - (c) include a copy of a title search for the relevant property made within 30 days of the date of the *permit* application;
 - (d) include a copy of a survey plan prepared by a British Columbia land surveyor except that the *building official* may waive the requirement for a survey plan, in whole or in part, where conditions warrant;
 - (e) include a site plan drawn to scale showing the following, as applicable:

- (i) the bearing and dimensions of the parcel taken from the registered subdivision plan;
- (ii) the legal description and civic address of the parcel;
- (iii) the location and dimensions of *existing* and proposed statutory rights of way, easements and setback requirements, adjacent street and lane names;
- (iv) the location and dimensions of *existing* and proposed *buildings* or *structures* on the parcel;
- (v) setbacks to the natural boundary of any lake, swamp, pond or watercourse;
- (vi) north arrow;
- (vii) the location of an approved *existing* or proposed alternative private or other sewage disposal system, water supply system or storm water drainage system;
- (viii) the location, dimensions and gradient of parking and parking access;
- (ix) proposed and *existing* setbacks to property lines;
- (x) natural and finished grade at *building* corners and datum determination points;
- (xi) *first storey* floor elevation;
- (xii) location, setbacks and elevations of all *retaining walls*, steps, stairs and decks;
- (xiii) line of upper floors;
- (xiv) location and elevation of curbs, sidewalks, manholes and service poles;
- (xv) location of *existing* and proposed service connections;
- (xvi) location and species of all trees greater than 10 centimetres in diameter;
- (xvii) location of the top of a bank and water courses;
- (xviii) access routes for firefighting;
- (xix) *accessible* paths of travel from the street to the *building*;
- (xx) zoning compliance summary; and

- (xxi) the geodetic elevation of the underside of a wood floor system or the top of a finished concrete slab of a *building* or *structure* where the Regional District's land use regulations or provincial flood mapping regulations establish siting requirements related to minimum floor elevation,

except that for a *simple building* the *building official* may waive, in whole or in part, the requirements for a site plan, if the *permit* is sought for the repair or *alteration* of an *existing building*;

- (f) include floor plans showing the dimensions and uses of all areas, including: the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; plumbing fixtures; structural elements; and stair dimensions;
- (g) include a cross-section through the *building* illustrating *foundations*, drainage, ceiling heights and construction systems;
- (h) include elevations of all sides of the *building* showing finish details, roof slopes, windows, doors, the *grade*, the maximum *building height* line, ridge height, spatial separations and natural and finished *grade* to comply with the *building code*, *building regulation* and to illustrate that the *building* or *structure* conforms with the Regional District zoning and development permit areas;
- (i) include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the *building* or *structure* substantially conforms to the *building code*, *building regulation* and other applicable enactments respecting safety;
- (j) include copies of approvals required under any enactment relating to health or safety, including, without limitation, sewage disposal *permits*, highway access *permits* and Ministry of Health approvals;
- (k) except for garages, carports and garden structures located on land, include a *foundation* and *excavation* design prepared by a *registered professional* in accordance with the *building code*;
- (l) include geotechnical letters of assurance, in addition to a required geotechnical report, if the *building official* determines that the site conditions so warrant;
- (m) include two sets of drawings at a suitable scale of design including the information set out in section 10.4(f) to 10.4(i); and
- (n) include a *building code* and *building regulation* compliance summary including the applicable edition of the *building code*, such as, without limitation, whether the

building is designed under Part 3 or Part 9 and compliance with article 2.2.2.1(2), Division C of the *building code*.

10.5 In addition to the requirements of section 10.4 of this Part, if a *project* involves

- (a) two or more *buildings*, the gross floor areas of which in the aggregate total more than 1000 square metres;
- (b) two or more *buildings* that will contain four or more dwelling units; or
- (c) otherwise if the complexity of the proposed *building* or *structure* or siting circumstances warrant,

a *building official* may require the following be submitted with a *permit* application for the construction of each *simple building* in the *project*:

- (d) a section through the site showing grades, *buildings*, *structures*, parking areas and driveways;
- (e) a roof plan and roof height calculations;
- (f) architectural, structural, mechanical, plumbing, fire suppression system, electrical, geotechnical and civil drawings prepared and sealed by a *registered professional*;
- (g) letters of assurance in the form of Schedule B referred to in Division C of the *building code*, signed and sealed by a *registered professional*; and
- (h) *written certification* and any other information required by the *building official* or the *building code* to establish substantial compliance with this bylaw, the *building code*, *building regulation*, *plumbing code* and other bylaws, including the *Zoning Bylaw*, *Official Community Plan* and Regional District's *Floodplain Management Bylaw*, and enactments relating to the *building* or *structure*.

10.6 The Building Official may waive requirements of this section in whole or in part, where the permit is sought for a project of limited scope.

Site and Location Information

10.7 Without limiting sections 10.2(f) or 10.4(e), the *building official* may in writing require an *owner* to submit an up-to-date plan or survey prepared by a registered British Columbia land surveyor which contains sufficient information respecting the site and location of any *building* to:

- (a) establish, before *construction* begins, that all the provisions of this bylaw in relation to this information will be complied with;

- (b) verify, on completion of the *construction*, that all provisions of this and other applicable bylaws have been complied with;
- (c) in relation to an *existing building*, substantiate its location, size, including appurtenances whether above, at or below ground level, relative to the site or its relationship to neighbouring grades; and
- (d) in relation to *construction* of a new *building*, or *addition* to an *existing building*, prior to and after the placement of concrete for *foundations* and footings, show the *elevation* at proposed top of concrete on all *building* elevations and at all significant changes of elevation to substantiate its size, location and elevation,

and every person served with a written requirement under this section must comply with the requirement.

Building Permit Fee

- 10.8 Before receiving a *building permit* for a *building* or *structure*, the *owner* must first pay to the Regional District
- (a) a non-refundable plan-processing fee in accordance with Schedule A of this bylaw. If a permit is issued the plan processing fee shall be credited to the building permit fee; and
 - (b) the *building permit* fee prescribed in Appendix A of this bylaw; and
 - (c) any fees, charges, levies or taxes imposed by the Regional District and payable under an enactment at the time of issuance of the *building permit*.

Permit Fee Refunds

- 10.9 No fee or part of a fee paid to the Regional District may be refunded if construction of the *building* has started. The building official may approve a refund of an application fee or portion thereof only if plan checking has not commenced.
- 10.10 A *building permit* or other *permit* fee may be partially refunded as set out in Appendix B, only if
- (a) the *owner* has submitted a written request for a refund;
 - (b) the *building official* has certified a start has not been made on the construction of the *building* or *structure*; and
 - (c) the *permit* has not expired.

- 10.11 A *building permit* or other *permit* fee is not refundable after the *permit* has been extended under section 10.46.

Design Modification

- 10.12 If an issued *building permit* or other *permit* is active and the *owner* proposes modification to the *building* design whereby the value of the work does not increase or the value of the work decreases, the *owner* must pay to the Regional District a *building permit* fee based on the plan review hourly rate set out in Appendix A.

Construction Before Permit Issued

- 10.13 The *building permit* or other *permit* fee is doubled for every *permit* application if construction commenced before the *building official* issued a *permit*, to a maximum of \$10,000.00.

Expiration of Application for a Permit

- 10.14 A *building permit* or a mechanical *permit* application expires on the date indicated in the permit, and if there is no such date, 180 days from the date a complete application is received under this Part if the *building permit* or mechanical *permit* is not issued by the application expiration date, unless the *permit* is not issued only due to delays caused by the Regional District.

Issuance of a Building Permit

- 10.15 Each building, structure or part thereof constructed on a site requires a separate permit and shall be assessed as a separate permit fee based on the value of that building, structure or part thereof.
- 10.16 If:
- (a) a completed application in compliance with sections 10.1, 10.2, 10.3 and 10.7 or sections 10.4 ,10.5 and 10.7, including all required supporting documentation, has been submitted;
 - (b) the *owner* has paid all applicable fees set out in sections 10.8 and 10.13 and Appendix C;
 - (c) the *owner* or his or her representative has paid all charges and met all requirements imposed by any other statute or bylaw;
 - (d) the *owner* has retained a professional engineer or geoscientist if required under this bylaw;
 - (e) the *owner* has retained an architect if required under this bylaw;

- (f) the owner has provided a hazardous materials assessment and remediation compliance letter or clearance letter for additions, alterations or demolitions to buildings constructed prior to 1990; and
- (g) no covenant, agreement, resolution or regulation of the Regional District requires or authorizes the *permit* to be withheld,

the *building official* must issue the *permit*, in the form prescribed by the *building official*, for which the application is made, and the date of issuance is deemed to be the date the Regional District gives written notice to the *owner* that the *permit* is ready to be picked up by the *owner*.

Issuance of Partial Permits

- 10.17 The *Building Official* may issue a permit for a portion of a *building* or *structure* before the design, plans and supporting documents for the entire *building* or *structure* have been reviewed provided sufficient information has been provided to the Regional District to demonstrate to the *Building Official* that the portion authorized to be constructed substantially complies with this and any other applicable Regional District bylaws and the permit fee applicable to that portion of the *building* or *structure* has been paid. Notwithstanding the issuance of the permit, the requirements of this bylaw shall apply to the remainder of the *building* or *structure* as if the permit for the portion of the *building* or *structure* had not been issued.

Refusal to Issue a Building Permit

- 10.18 Despite sections 10.15 and 10.17 the *building official* may refuse to issue a *permit* when the *owner* has been notified of a violation of this bylaw about the construction of another *building* or *structure* by the *owner*.

Compliance with the Homeowner Protection Act

- 10.19 If the application is in respect of a *building* that includes, or will include, a *residential occupancy* governed by the *Homeowner Protection Act*, the *building permit* must not be issued unless the *owner* provides evidence under section 30(1) of the *Homeowner Protection Act*, that the proposed *building*
- (a) is covered by home warranty insurance; and
 - (b) the *constructor* is a licensed “residential builder” as defined in the *Homeowner Protection Act*.
- 10.20 Section 10.19 of this Part does not apply if the *owner* is not required to be licensed and to obtain home warranty insurance in accordance with sections 20(1) or 30(1) of the *Homeowner Protection Act*.

- 10.21 Every *permit* is issued subject to the *owner* and *constructor* maintaining compliance with the *Homeowner Protection Act* and negotiations under it during the term of the *permit*.

Partial Construction

- 10.22 If a site has been *excavated* under a *building permit* for *excavation* issued under this bylaw and a *building permit* is not subsequently issued or a subsisting *building permit* has expired under section 10.44, but without the construction of the *building* or *structure* for which the *building permit* was issued having commenced, the *owner* must fill in the *excavation* to restore the original gradients of the site within 60 days of being served notice by the Regional District to do so.
- 10.23 If a *building permit* has expired and partial construction has progressed, with no extension requested of the *building official* under section 10.46, permanent type fencing with privacy screen complying with the *Zoning Bylaw*, must be erected around the *building* site for protection of the public.

Conditions of a Building Permit

- 10.24 A *building permit* or an application for a *building permit* that is in process may not be transferred or assigned until the *owner* has notified the *building official* in writing, the *building official* has authorized the transfer or assignment in writing and the *owner* has paid the non-refundable fee required under Appendix B. The transfer or assignment of a *building permit* is not an extension of the expiration date of a *building permit*.
- 10.25 The review of plans and supporting documents and issuance of a *building permit* do not prevent the *building official* from subsequently requiring the correction of errors in the plans and supporting documents, or from prohibiting *building* construction or *occupancy* being carried on when in violation of this or another bylaw.

Inspections

- 10.26 If a *qualified professional* provides *written certification* and *registered professional* provides letters of assurance in accordance with this Part, the Regional District will rely solely on *field reviews* undertaken by the *registered professional* for the scope of work being addressed by the *registered professional* and the letters of assurance submitted pursuant to this bylaw and the *building code*, *building regulation* and *plumbing code*, and *written certification*, if applicable, as assurance that the construction substantially conforms to the design, plans and specifications and that the construction complies with the *building code*, *building regulation*, *plumbing code*, this bylaw and other applicable enactments respecting health, safety and protection of persons and property.

- 10.27 Despite section 10.26 of this Part, a *building official* may attend the site from time to time during the course of construction to ascertain that the *field reviews* are taking place and to monitor the *field reviews* undertaken by the *registered professionals*.
- 10.28 A *building official* may attend periodically at the site of the construction of *simple buildings* or *structures* to ascertain whether the work is being carried out in substantial conformance with the *building code*, *building regulation*, *plumbing code*, this bylaw and any other applicable enactments concerning health, safety and protection of persons and property.
- 10.29 For all work in respect of *simple buildings* the *owner* must give at least 2 business days notice to the Regional District when requesting an inspection and must obtain an inspection and receive a *building official's* written acceptance of the following aspects of the work prior to concealing them
- (a) after demolition, the grading of and removal of debris from the site;
 - (b) *foundation* and footing forms, before concrete is poured or the placement permanent wood foundations;
 - (c) prior to inspection under section 10.29(e), installation of a radon mitigation system, as applicable and underslab plumbing located below the finished slab level;
 - (d) the preparation of ground, including a drainage layer and underslab poly when required, and perimeter insulation on the concrete *foundation* walls;
 - (e) installation of above slab rough-in plumbing before it is covered;
 - (f) after installation of foundation drains, dampproofing and drain rock, but prior to backfilling against the foundation. Approvals for installation of perimeter drains are subject to completion of backfilling within 24 hours of inspection;
 - (g) when any pipes in a *plumbing system* or when plumbing appurtenances are installed in a location where they could be covered at a later stage of construction;
 - (h) framing, sheathing, fire stopping (including drywall in fire separations), bracing, rough-in factory built chimneys, fireplaces and solid fuel burning appliances, chimney and ductwork, rough wiring, rough plumbing, rough heating, gas venting, exterior doors and windows, but prior to the installation of insulation, interior finishes, sheathing paper or exterior finishes which would conceal such work;
 - (i) interior insulation and vapor barrier and/or the installation of wall sheathing membrane, externally applied vapor or air barrier, stucco wire or lath, and flashings, but prior to the installation of exterior finishes which could conceal such work; and

- (j) the *health, safety and accessibility aspects of the work* when the *building or structure* is substantially complete, ready for *occupancy* but prior to *occupancy*.
- 10.30 A *building official* may only carry out an inspection under section 10.29 if the *owner* or the *owner's agent* has requested the inspection by telephone, by email or in writing in accordance with this bylaw.
- 10.31 Despite the requirement for the *building official's* acceptance of the work outlined in section 10.29, if a *registered professional* provides letters of assurance, the Regional District will rely solely on *field reviews* undertaken by the *registered professional* and the letters of assurance submitted pursuant to this bylaw as assurance that the aspects of the construction referenced by those letters of assurance substantially conform to the *design*, plans and specifications and that the construction complies with the *building code, building regulation, plumbing code*, this bylaw and other applicable enactments respecting safety.
- 10.32 No person may conceal any aspect of the work referred to in section 10.29 of this bylaw until a *building official* has *accepted* it in writing.
- 10.33 If any aspect of work described in section 10.29 cannot be inspected due to a contravention of section 10.32:
- (i) the owner must pay the re-inspection fee specified in Appendix "A" and expose the aspect of the work requiring inspection to the satisfaction of the *building official* prior to the conduct of the relevant inspection; and
 - (ii) the Regional District may require the owner to provide a survey certificate prepared by a British Columbia land surveyor, at the time of conducting any of the inspections referred to in this Bylaw, showing that building footings and foundation walls or formwork for footings and foundation walls have been located properly in relation to approved building plans and *Zoning Bylaw* prior to the placing of any concrete.
- 10.34 For work in respect of *complex buildings*, the *owner* must
- (a) give at least 2 business days notice by email or written notice to the Regional District when requesting a preconstruction meeting with the *building official* prior to the start of construction, and the *owner* or his or her representative must ensure that the *coordinating registered professional*, the *constructor*, as well as representatives of major trades, are in attendance;
 - (b) give at least 2 business days notice by email or written notice to the Regional District when requesting a pre-occupancy coordinated by the *coordinating registered professional* or other *registered professional* to have the *owner*, the

constructor and the *registered professionals* demonstrate to the *building official* and Fire Services the compliance with *the health and safety aspects of the work*, the coordination and integration of the fire and life safety system, applicable Regional District requirements and other enactments respecting safety and *accessibility* aspects of the work; and

- (c) cause the *coordinating registered professional* to provide, at least 2 business days notice prior to the pre-occupancy coordinated site review coordinated by the *coordinating registered professional*, to deliver to the *building official* the Confirmation of Required Documentation described in Appendix F, complete with all documentation in a hard covered three ring binder and in digital pdf format on a memory stick.

Stop Work Order

- 10.35 The *building official* may direct the immediate suspension or correction of all or a portion of the construction on a *building* or *structure* by attaching a stop work order notice in the form described in Appendix J on the premises whenever it is found that the work is not being performed in accordance with the requirements of the *building code*, *building regulation*, *plumbing code*, any applicable bylaw of the Regional District, including the *Zoning Bylaw*, *Official Community Plan* and the *Floodplain Management Bylaw*, or the applicable provisions of the *Homeowner Protection Act*.
- 10.36 The *coordinating registered professional* may request, in writing, that the *building official* order the immediate suspension or correction of all or a portion of the construction on a *building* or *structure* by attaching a stop work order notice on the premises. The *building official* must consider such a request and, if not acted upon, must respond, in writing, to the *coordinating registered professional* and give reasons.
- 10.37 If a *registered professional's* services are terminated, the *owner* must immediately stop any work that is subject to his or her *design* or *field review* and the *building official* is deemed to have issued a stop work order under section 10.35.
- 10.38 The *owner* must immediately, after the posting of a notice under section 10.35, secure the construction and the lands and premises surrounding the construction in compliance with the safety requirements of every statute, regulation or order of the Province or of a provincial agency and of every applicable bylaw of the Regional District.
- 10.39 Subject to section 10.35, no work other than the required remedial measures may be carried out on the parcel affected by the notice referred to in section 10.35 until the stop work order notice has been removed by the *building official* and the stop work order and the *building official* rescinds in writing the stop work order notice.

- 10.40 The notice referred to in section 10.35 must remain posted on the premises until that which is contrary to the enactments has been remedied.

Do Not Occupy Notice

- 10.41 If a person occupies a *building* or *structure* or part of a *building* or *structure* in contravention of this bylaw, a *building official* may post a Do Not Occupy Notice in the form prescribed by the *building official* on the affected part of the *building* or *structure*.
- 10.42 If a notice is posted under section 10.41, the *owner* of a parcel on which a Do Not Occupy Notice has been posted, and every other person, must cease *occupancy* of the *building* or *structure* immediately and refrain from further *occupancy* until all applicable provisions of the *building code* and this bylaw have been substantially complied with and the Do Not Occupy Notice has been rescinded in writing by a *building official*.

Inspection and Other Fees

- 10.43 In addition to the fees required under other provisions of this bylaw, the *owner* must pay the non-refundable fee set out in Appendix A for
- (a) each subsequent re-inspection where it has been determined by the *building official* that due to non-compliance with the provisions of this bylaw or due to non-complying work, more than one site visit is required for any required inspection;
 - (b) a special inspection during the Regional District's normal business hours to establish the condition of a *building*, or if an inspection requires special arrangements because of time, location or construction techniques; and
 - (c) an inspection that requires transportation other than by Regional District vehicles or other than during regular hours and the owner shall make arrangements in advance for such inspections and shall pay the Regional District's actual costs.

Permit Expiration

- 10.44 Every *permit* is issued on the condition that the *permit* expires and the rights of the *owner* under the *permit* terminate if
- (a) the work authorized by the *permit* is not commenced by the date set out in the *permit*, and if there is no such date, 180 days from the date of issuance of the *permit*;
 - (b) work is discontinued for a period of time set out in the permit, and if there is no such date, 180 days; or

- (c) the work is not completed by the date set out in the permit, and if there is no such date, within two years of the date of issuance of the *permit*.

10.45 When a permit has expired, no *construction* or other work may continue or commence until a valid permit authorizes the work.

Permit Extension

10.46 A *building official* may extend the period set out under section 10.44 for only one period, which may be less than but is not to exceed twelve months, if construction has not been commenced or has been discontinued due to adverse weather, strikes, material or labour shortages, other similar hardship beyond the *owner's* control, or if the size and complexity of the construction warrants, if

- (a) application for the extension is made at least 30 days prior to the date of *permit* expiration; and
- (b) the non-refundable fee set out in Appendix B has been paid.

10.47 If a permit has been extended once, or a new *building code* or *building regulation* or *plumbing code* comes into force after extending the permit for 12 months, the existing permit will lapse and cannot be renewed a second time. Any outstanding work from the original permit will have to be completed under a new permit and in compliance with the *building code*, *building regulation* and *plumbing code* in effect at the time of application for a new building permit.

Building Permit Revocation

10.48 The *building official* may revoke a building permit if

- (a) there is a violation of
 - (i) a condition under which the permit was issued; or
 - (ii) the requirements of the *building code*, *building regulation*, *plumbing code*, this bylaw, other bylaws of the Regional District, including the *Zoning Bylaw*, *Official Community Plan* and *Floodplain Management Bylaw*, or any other applicable enactment related to health or safety;
- (b) in the *building official's* opinion, the *building official* determines that the permit was issued in error;
- (c) the *building official* determines that an owner, or his or her agent, has provided incorrect or misleading information on the application or otherwise obtained the permit fraudulently;

- (d) in the *building official's* opinion the results of tests on materials, devices, construction methods, structural assemblies or *foundation* conditions contravene the *building code*, *building regulation* and *plumbing code*;
- (e) if all permits under this bylaw have not been obtained;
- (f) if any person has prevented or obstructed or sought or attempted to prevent or obstruct the entry of the *building official* onto or into the land, building or structure or premises in the course of carrying out work in relation to the administration of this bylaw;
- (g) any other lawful reason; and

such *permit* revocation must be in writing and sent to the *permit* holder or to the registered owner of the land by registered mail to or by personal service on the *permit* holder or registered owner of the land.

Building Permit Cancellation

- 10.49 A *building permit*, or a *building permit* application, may be cancelled by the *owner*, or his or her *agent*, on delivery of written notification of the cancellation to the *building official*.
- 10.50 On receipt of the written cancellation notice, the *building official* must mark on the application, and a *permit* if applicable, the date of cancellation and the word "cancelled".
- 10.51 If the *owner*, or his or her *agent*, submits changes to an application after a *permit* has been issued and the changes, in the opinion of the *building official*, substantially alter the scope of the work, design or intent of the application in respect of which the *permit* was issued, the *building official* may cancel or amend the *permit* and mark on the *permit* the date of cancellation or amendment and the word "cancelled" or "amended".
- 10.52 If a *building permit* application or *permit* is cancelled, and construction has not commenced under the *permit*, the *building official* must return to the *owner* any fees deposited under Appendix A, less any non-refundable portion of the fee.

Occupancy

- 10.53 No person may occupy a *building* or *structure* or part of a *building* or *structure* until a final inspection notice has been issued by a *building official* for
- (a) the first occupancy of a building or structure or part thereof after completion of construction; or

(b) any change of class of occupancy of any building or structure or part thereof.

10.54 A final inspection notice will not be issued unless

- (a) all letters of assurance have been submitted when required in accordance with this bylaw;
- (b) all aspects of the work requiring inspection and acceptance pursuant to sections 7.10 to 7.15 of Part 7 of this bylaw have both been inspected and *accepted* or the inspections and acceptance are not required in accordance with this bylaw;
- (c) the *owner* has delivered to the Regional District as-built plans of works and *services* in digital format as required by the Regional District;
- (d) the *owner* has provided to the Regional District a *building* survey prepared by a British Columbia Land Surveyor showing the *building* height, size, location and elevation determined in accordance with the Regional District's land use regulations;
- (e) all other documentation required under applicable enactments has been delivered to the Regional District; and
- (f) the *owner* has delivered to the Regional District as-built drawings of the *building* or *structure* in digital format as required by the Regional District.

10.55 When a registered professional, registered professional of record and coordinating registered professional provides letters of assurance, and if applicable, a qualified professional provides *written certification* or provides professional certification or a geotechnical report respectively under sections 55 and 56 of the *Community Charter*, the Regional District will rely solely on the letters of assurance, and if applicable, *written certification* and professional certification and a geotechnical report when issuing a final report authorizing occupancy as assurance that the items identified in the *written assurance*, if applicable, and items identified in the letters of assurance, professional certification and geotechnical report substantially comply with the design, the *building code*, *building regulation*, this bylaw, and other applicable Regional District Bylaws, including the *Floodplain Management Bylaw*, and other applicable enactments respecting health, safety and protection of persons and property.

10.56 A *building official* may issue a final inspection notice for partial *occupancy* of a portion of a *building* or *structure* under construction when

- (a) that portion of the *building* or *structure* is self-contained and provided with essential services respecting *health and safety aspects* of the work, and if applicable, accessibility, GHG emissions and conservation; and
- (b) the requirements set out in section 10.54 have been met with respect to it.

10.57 A final inspection notice may not be issued unless

- (a) all letters of assurance, and if applicable, *written assurance*, and professional certification and geotechnical report, and the Confirmation of Required Documentation described in Appendix H have been submitted when required in accordance with the requirements of this bylaw;
- (b) all aspects of the work requiring inspection and review pursuant to Part 9 and sections 10.26 through 10.34 of this bylaw have both been inspected and *accepted*;
- (c) the *owner* has executed and delivered to the Regional District every agreement, instrument or form required by the Regional District in relation to the work or the site; and
- (d) all required offsite works respecting safety have been completed.

Temporary Buildings

10.58 Subject to the bylaws and orders of the Regional District, the *building official* may issue a *building permit* for the erection or placement of a *temporary building* or *structure* for occupancy if

- (a) the *permit* is for a period not exceeding one year; and
- (b) the *building* or *structure* is located in compliance with the Regional District's bylaws, including the *Floodplain Management Bylaw*, *Zoning Bylaw* and *Official Community Plan*, and the building or structure is built in compliance with the *building code*, *building regulation*, *plumbing code* and this bylaw, and connected, as required by enactments, to Regional District utility services.

10.59 An application for a *building permit* for the erection or placement of a *temporary building* or *structure* must be made in the form of a temporary *permit* application in the form prescribed by the *building official*, signed by the *owner* or *agent*, and must include

- (a) plans and supporting documents showing the location and *building height* of the *building* or *structure* on the parcel;
- (b) plans and supporting documents showing construction details of the *building* or *structure*;
- (c) a statement by the *owner* indicating the intended use and duration of the use;
- (d) plans and supporting documents showing the proposed parking and loading space;
- (e) a written description of the *project* explaining why the *building* is temporary;

- (f) a copy of an issued development *permit*, if required;
- (g) in the case of a manufactured *building*, a CSA label in respect of manufacture and, without limitation, a Quonset or other steel *building* must be certified in accordance with CSA Standard A660;
- (h) a report or drawing by an engineer, architect or designer confirming compliance with the *building code*, *building regulation*, this bylaw, *Zoning Bylaw* and other applicable bylaws; and
- (i) in the case of a *temporary building*, information to comply with article 1.1.1.1(2)(f), Division C of the *building code*.

10.60 Before receiving a *building permit* for a *temporary building* or *structure* for occupancy, the *owner* must pay to the Regional District the applicable *building permit* fee set out in Appendix C.

10.61 A permit fee for a temporary building or structure is not refundable.

Siting Permit

10.62 Subject to the bylaws and orders of the Regional District, the *building official* may issue a *building permit* for the erection or placement of a portable self-contained container. The application must be made in the prescribed form and signed by the *owner* or *agent*, or a signing officer if the owner is a corporation and must include:

- (a) Plans and supporting documents showing the location and *building height* of the *building* or *structure* on the parcel;
- (b) Plans and supporting documents showing construction details of the *building* or *structure*;
- (c) A statement by the *owner* indicating the intended use;
- (c) Plans and supporting documents showing the proposed parking and loading space (if applicable);
- (d) Be accompanied by the *owner's* acknowledgement of responsibility and undertaking made in the prescribed form and signed by the *owner*, or a *signing officer* if the owner is a corporation;
- (e) A copy of an issued development *permit*, if required; and
- (f) Include a copy of a title search for the relevant property made within 30 days of the date of the *permit* application;

Inspections for Temporary Buildings and Siting Permits

- 10.63 Despite section 10.31, the *owner* must give at least 2 business days notice to the Regional District when requesting an inspection and must obtain an inspection and receive a *Building Official's* written *acceptance* of the following aspects of the work prior to concealing them:
- (a) Verification of siting – before concrete is poured or construction commences; and
 - (b) Verification of use when the *building* or *structure* is substantially complete.
- 10.64 A *Building Official* may attend periodically at the site of the construction to ascertain whether the work is being carried out in substantial conformance with this bylaw and the *building permit*.

PART 11: RETAINING WALLS AND GRADES

- 11.1 No person may construct, or structurally repair, a *retaining wall* greater than 1.22 m in height, without engaging the services of a registered professional to review such work.
- 11.2 Except as certified by a professional engineer with expertise in geotechnical engineering registered in the province of British Columbia, fill material placed on a parcel, unless restrained by permitted *retaining walls*, must not have a surface slope exceeding a ratio of one linear unit vertically to two linear units horizontally.
- 11.3 Without limiting section 11.2, no person may occupy a *building* unless the finished *grade* complies with all applicable enactments.
- 11.4 If a *building official* determines that an unsafe condition exists as a result of the construction of a retaining wall requiring a building permit, a guard or fence may be required in addition to compliance with the applicable requirements of this bylaw and all other Regional District's bylaws, including the *Floodplain Management Bylaw*, *Zoning Bylaw* and *Official Community Plan* and all other applicable codes, standards and enactments.

PART 12: BUILDING MOVE

- 12.1 No person may move a *building* or *structure* into or within the Regional District building regulation service areas:

- (a) except where certified by a *registered professional* that the *building*, including its *foundation*, will substantially comply with the current version of the *building code*; and
- (b) a *building permit* has been issued for the *building* or *structure*; and
- (c) the parcel is left in a clean and safe condition after relocation and removal of the *building* or *structure*.

Part 13: NUMBERING OF BUILDINGS

- 13.1 Immediately upon issuance of a *building permit* governing the *construction*, *alteration* or repair of a *building*, or prior to and during the *occupancy* of a *building*, the *owner* or occupant must display the address number assigned to it by the Regional District
- (d) on or over the entrance to the *building* or where landscaping or *structures* obscure the visibility of a *building* entrance from the adjacent highway, on the *building* property within sight of the adjacent highway; and
 - (e) until such time as the *building* is removed from the site or has been demolished.
- 13.2 Despite section 13.1, the Regional District may renumber or alter the assigned numbers in respect of any *building* on any parcel, including those already in existence or numbered.
- 13.3 Without limiting sections 13.1 or 13.2, the *building official* must, on the issuance of a *building permit*, designate a house number or set of house numbers related to the *building* authorized by the *permit*. The *owner* or occupier must post the number or numbers on the site immediately after obtaining the *building permit* and keep the numbers posted in a conspicuous location at all times during construction.
- 13.4 Without limiting sections 13.1 through 13.3, on issuance of an *occupancy permit*, the *owner* or occupier of the parcel must affix the numbers permanently in a conspicuous place on the *building* such that the number is visible from an adjacent highway that is not a lane.

PART 14: ENERGY CONSERVATION AND GHG EMISSION REDUCTION

- 14.1 [Reserved]

Part 15: DEMOLITION PERMITS

- 15.1 Without limiting section 7.8 of this bylaw, a person must not demolish or partially demolish a *building* or *structure* without making application and receiving a valid permit.

Application Requirements

- 15.2 An application for a demolition permit must:

- (a) be made in the prescribed form and signed by the *owner*, or a signing officer if the owner is a corporation;
- (b) Pay applicable fees pursuant to Schedule A of this bylaw;
- (c) Provide a site plan showing all *buildings* and *structures* and servicing locations;
- (d) Provide a vacancy date;
- (e) Provide a hazardous materials assessment and clearance letter for *buildings* or *structures* constructed prior to 1990;
- (f) Include a Waste Disposal Plan or a Waste Disposal application for Demolition and Renovation Waste in a form prescribed by the Regional District; and
- (g) Include a site profile under the *Environmental Management Act* and regulations thereunder if the proposed demolition is a demolition or partial demolition of a *building* or *structure* on land used for commercial or industrial activity.

- 15.3 Applications for demolition permits will not be processed until the Disposal Plan or Waste Disposal Application is approved by the Regional District.

Demolition Sites

- 15.4 The demolition of buildings and structures shall be in accordance with Part 8 of the Building Code “Safety Measures at Construction and Demolition Sites”.
- 15.5 The demolition of a *building* or *structure* on land used for commercial or industrial activity must be undertaken pursuant to the requirements of the *Environmental Management Act* and regulations thereunder as amended from time to time and all other enactments respecting health and safety.

PART 16: PLUMBING PERMITS

- 16.1 Without limiting section 5.1 of this bylaw, a person must not install, replace or alter a *plumbing system* that is not included as part of a building permit, without making application and receiving a valid plumbing permit.
- 16.2 An application for a plumbing permit shall
- (a) Be made in the prescribed form and signed by the *owner, agent* or a signing officer if the owner a corporation;
 - (b) Include the applicable fee as set out in Schedule A of this bylaw;
 - (c) Include two (2) isometric drawings
- 16.3 The design, installation and maintenance of *plumbing systems* shall conform to the *plumbing code*.

PART 17: CLIMATIC DATA

- 17.1 The climatic data for the design of *buildings* and *structures* are set out in the attached Appendix A. The *building official* shall determine the applicable zone in respect of any particular *building* location.

PART 18: OFFENCES

Violations

- 18.1 Without limiting Part 4 of this bylaw, every person who contravenes, violates or fails to comply with any provision of this bylaw, or who suffers or permits any act or thing to be done in contravention or violation of this bylaw, or who fails or neglects to do anything required by this bylaw, commits an offence and shall be liable upon conviction of a fine of not more than \$10,000 (Ten Thousand Dollars) and subject to any other penalty or order imposed or remedies available to the Regional District pursuant to the *Local Government Act, Community Charter, Offence Act and Local Government Bylaw Notice Enforcement Act*. Each day during which a violation, contravention or breach of this bylaw continues is deemed to be a separate offence. Every person who fails to comply with any order or notice issued by a *building official*, or who allows a violation of this bylaw to continue, contravenes this bylaw.
- 18.2 Every person who commences work requiring a *building permit* without first obtaining such a *permit* must, if a Stop Work notice is issued and remains

outstanding for 30 days, pay an additional fee as outlined in Appendix A of this bylaw.

Deemed Offence

- 18.3 An *owner* is deemed to have knowledge of and be liable under this bylaw in respect of any construction on the parcel the *owner* owns and any change in the use, *occupancy* or both of a building or structure or part of a *building* or *structure* on that parcel.
- 18.4 No person is deemed liable under section 18.3 who establishes, on a balance of probabilities, that the construction or change of use or *occupancy* occurred before he or she became the *owner* of the parcel.
- 18.4 Nothing in section 18.4 affects
- (a) the Regional District's right to require and the *owner*'s obligation to obtain a *permit*; and
 - (b) the obligation of the *owner* to comply with this bylaw.

PART 19: INTERPRETATION

Definitions

- 19.1 In this bylaw

accepted means reviewed by the *building official* under the applicable provisions of the *building code* and this bylaw;

addition means an *alteration* to any building which will increase the total aggregate floor area or the *building height* (in storeys), and includes the provision of two or more separate *buildings* with openings between each other for intercommunication;

agent includes a firm, corporation or other person representing the *owner*, by written designation or contract, and includes a hired tradesperson or *constructor* who may be granted a *permit* for work within the limitations of his or her licence;

alternative solution means an alternative solution authorized under the *building code*;

alteration means a change, repair or modification of the *construction* or arrangement of or use of any *building* or *structure*, or to an *occupancy* regulated by this bylaw;

Architects Act means the *Architects Act* RSBC 1996, c. 17;

building code means the *British Columbia Building Code* as adopted by the Minister responsible under provincial legislation, as amended or re-enacted from time to time;

building energy label means information about a buildings' energy use, efficiency ratings, how the rating was calculated and where energy is consumed in the building which is posted in a location that is protected from moisture and damage;

building official means the person designated in or appointed to that position by the Regional District, and includes a building inspector, plan checker, plumbing inspector, gas inspector, or electrical inspector designated or appointed by the Regional District, and for certainty the *building official* is the "building inspector" referred to in the *Community Charter* and *Local Government Act*;

building regulation has the same meaning as defined under the *Building Act*, SBC 2015, c. 2, which as of the date of enactment of this bylaw includes the *British Columbia Building Code* established by the order of the Minister of Municipal Affairs and Housing numbered BA 2018 1 and dated July 16, 2018, effective December 10, 2018;

complex building means:

(a) a *building* used for ~~a~~ *major occupancies* classified as:

- (i) *post-disaster buildings*,
- (ii) *Group A, assembly occupancies Group B, care, treatment, or detention occupancies, or*
- (iii) *Group F, high hazard industrial occupancies*;

(b) a *building* exceeding 600 square metres in *building area* or exceeding three storeys in *building height* used for a *major occupancy* classified as:

- (i) *residential occupancy*;
- (ii) *business and personal services occupancy*;
- (iii) *mercantile occupancy*; or
- (iv) *medium and low hazard industrial occupancy*;

coordinating registered professional means a *registered professional* retained pursuant to the *building code* to coordinate all design work and field reviews of *the registered professionals* required for a development;

construct includes build, erect, install, repair, alter, add, enlarge, move, locate, relocate, reconstruct, demolish, remove, *excavate* or shore;

constructor means a person who *constructs*;

Engineers and Geoscientists Act means the *Engineers and Geoscientists Act* RSBC 1996, c. 116;

existing, in respect of a *building*, means that portion of a *building constructed* prior to the submission of a *permit* application required under this bylaw;

farm building means a building or part thereof that does not contain a residential occupancy and that is associated with livestock, or the production, storage or processing of agricultural and horticultural produce or feeds.

Floodplain Management Bylaw means the *Regional District of Kootenay Boundary Floodplain Management Bylaw No. 677, 1994*, as re-enacted and amended from time to time;

foundation means a system or arrangement of *foundation* units through which the loads from a *building* are transferred directly to supporting soil or rock and includes any portion of the exterior walls of a building that lie below the finished grade immediately adjacent to the building;

garden shed has the same meaning as provided in section 3.4(d) of this bylaw;

GHG means greenhouse gas;

health and safety aspects of the work means design and construction regulated by Parts 3, 4, 5, 6, 7, 8, 9 and 10, Division B, of the *building code*; and subject to Parts 1 and 2 in relation to Parts 3 through 10, Division B;

Official Community Plan means whichever of the following applies in relation to the *building* or *structure*: *Regional District of Kootenay Boundary's Electoral Area 'A' Official Community Plan Bylaw No. 1410, 2010; Electoral Area 'B'/Lower Columbia-Old Glory Official Community Plan Bylaw No. 1470, 2012; Electoral Area 'C'/Christina Lake Official Community Plan Bylaw No. 1250; Electoral Area 'E' Big White Ski Resort Official Community Plan Bylaw No. 1125, 2001; and Electoral Area 'E'/Mt. Baldy Ski Resort OCP Bylaw No. 1335, 2007, all as replaced and amended from time to time.*

owner means the registered *owner* in fee simple, or an *agent* duly authorized by the *owner* in writing in the form attached as Appendix C;

permit means permission or authorization in writing by the *building official* to perform work regulated by this bylaw and, in the case of a final inspection notice, to occupy a *building* or part of a *building*;

plumbing code has the same meaning as defined in the *Building Act General Regulation*, BC Reg. 131/2016;

professional design means the plans and supporting documents bearing the date, seal or stamp, and signature of a *registered professional*;

project means any construction operation;

qualified professional has the same meaning as defined in section 55 of the *Community Charter*, SBC 2003, c. 26;

referenced documents means the documents referred to in section 1.5 (Division A) and section 1.3 (Division B) of the *building code*;

retaining wall means a *structure* exceeding 1.22 metres in height that holds or retains *soil* or other material behind it;

simple building means a *building* of three storeys or less in *building height*, having a *building area* not exceeding 600 square metres and used for a *major occupancy* classified as:

- (a) *residential occupancy*;
- (b) *business and personal services occupancy*;
- (c) *mercantile occupancy*;
- (d) *medium hazard industrial occupancy*; or
- (e) *low hazard industrial occupancy*,

structure means a *construction* or portion of *construction*, of any kind, whether fixed to, supported by or sunk into land or water, except landscaping, fences, paving and retaining *structures* less than 1.22 meters in height;

Shipping Container or *Sea Can* means a steel dry storage container with lockable doors used primarily in the shipping industry to temporarily store or move materials from one location to another;

Temporary building includes a sales office, construction office or a *structure* in which tools are stored during construction of a *building* or other *structure*

Unsafe Building Condition means any condition that could cause undue hazard or risk to life, limb or health of any person authorized, expected, or anticipated to be on or about a premise or a building or construction;

Value of the work means that amount that is calculated as follows:

- (a) for construction of a *building* containing a *residential occupancy* that is served by only one stove, or two stoves if permitted as an auxiliary and secondary *residential occupancy*, the greater of
 - (i) the declared *value of the work*; or
 - (ii) the value calculated using Appendix B; or
- (b) for all other construction, the greater of
 - (i) the declared *value of the work*; or
 - (ii) the value calculated using a method stipulated in the “Marshall Valuation Service”.

written certification means a written report from a *qualified professional* in the form as is appropriate in the circumstances and the *building official* may consider is warranted, other than or in addition to letters of assurance, which are in the form of Schedules A, B, C-A and C-B referred to in section 2.2.7 (Division C) of the *building code*, that the plans submitted with a *permit* application, or specified aspects of those plans, with respect to the site conditions, complexity of developments, or aspects of development comply with the *building code*, including design according to good engineering practices as such practices are provided and described in *referenced documents*, including documents referenced within those *referenced documents*, the then current *building code*, *building regulation* and other applicable statutes and regulations respecting health, safety and protection of persons and property.

Zoning Bylaw means whichever of the following applies in relation to the *building* or *structure*: the Regional District of Kootenay Boundary’s *Electoral Area ‘A’ Zoning Bylaw No. 1460, 2014*; *Electoral Area ‘B’/Lower Columbia – Old Glory Zoning Bylaw No. 1540, 2015*; *Electoral Area ‘C’/Christina Lake Zoning Bylaw No. 1300, 2007*; *Electoral Area ‘D’/Rural Grand Forks Zoning Bylaw No. 1675, 2019*; *Electoral Area ‘E’/Big White Ski Resort Zoning Bylaw No. 1166, 2001*; *Electoral Area ‘E’/Mt. Baldy Ski Resort Zoning Bylaw No. 1340, 2010*; *Electoral Area ‘E’/Jewel Lake Zoning Bylaw No. 855, 1995*; and *Electoral Area ‘E’/Bridesville Townsite Land Use Bylaw No. 1485, 2012*, all as re-enacted and amended from time to time.

19.2 In this bylaw the following words and terms have the meanings

- (a) set out in section 1.4.1.2 of the *building code* as of the date of the adoption of this bylaw: *accessible, assembly occupancy, authority having jurisdiction, building, building area, building height, business and personal services occupancy, care occupancy, constructor, coordinating registered professional, designer, detention occupancy, excavation, field review, firewall, first storey, grade, high-hazard industrial occupancy, industrial occupancy, low hazard industrial occupancy, major occupancy, medium-hazard industrial occupancy, mercantile occupancy, occupancy, plumbing system, post disaster occupancy, private sewage disposal system, registered professional, registered professional of record, residential occupancy, treatment occupancy or unsafe condition*;
- (b) subject to this bylaw, set out in the Schedule to the *Community Charter*: *assessed value, highway, land, occupier, parcel, public authority, service and soil*; and
- (c) subject to this bylaw, set out in section 29 of the *Interpretation Act*: *may, must, obligation, person, property, writing, written and year*.

19.3 Every reference to this bylaw in this or another bylaw of the Regional District is a reference to this bylaw as amended to the date of the reference.

19.4 Every reference to

- (a) the *building code* is a reference to the current edition as of the date of issuance of the *building permit*; and
- (b) a section of the *building code* is a reference to the applicable successor sections, as the code or section may be amended or re-enacted from time to time.

19.5 Every reference to a statute or a statutory provision shall be construed as a reference to the same as it may have been, or may from time to time be, amended, modified or re-enacted and shall include any subordinate legislation made from time to time under that provision.

19.6 Definitions of words and phrases used in this bylaw that are not included in the definitions in this Part have the meanings commonly assigned to them in the context in which they are used in this bylaw, considering the specialized use of terms with the various trades and professions to which the terminology applies.

Appendices

19.7 Appendices A through F are attached to and form part of this bylaw.

Severability

- 19.8 If a section, subsection, paragraph, subparagraph or phrase of this bylaw is for any reason declared invalid by a court of competent jurisdiction, the decision will not affect the validity of the remaining portions of this bylaw.

20 REPEAL

- 20.1 BUILDING REGULATION BYLAW NO. 449, 1985 AS AMENDED, IS REPEALED.

21 EFFECTIVE DATE

- 21.1 Despite the repeal of the Regional District Building Regulation Bylaw No. 449, 1985, as amended, a building or occupancy permit may be issued pursuant to that bylaw in relation to a complete permit application that was made prior to coming into force of this Bylaw.

22 IN FORCE

This bylaw comes into force on JANUARY 13, 2020.

READ A FIRST TIME this ____ day of _____, 2020.

READ A SECOND TIME this ____ day of _____, 2020.

READ A THIRD TIME this ____ day of _____, 2020.

ADOPTED this ____ day of _____, 2020.

Chair _____ Corporate Officer _____

Regional District of Kootenay Boundary

BUILDING BYLAW No. 1741, 2020

Appendix A - SCHEDULE 'A' Fees

A. BUILDING PERMIT FEES

The Schedule of fees to be charged for the issuance of a permit under this Bylaw is as follows:

Declared or Assessed Value

The permit fee for the construction, reconstruction, addition, extension, alteration and repair of any buildings or any other work requiring a permit and not specifically listed here;

*Minimum fee: \$50.00

*\$10.00 per \$1,000 or portion thereof.

The fee for each plumbing fixture, which includes all traps and hot water tanks shall be:

\$10.00 per fixture when issued in conjunction with a Building Permit or

\$10.00 per fixture plus \$75.00 flat rate when issued separately from a building permit.

B. NON-REFUNDABLE PLAN PROCESSING FEE

Every permit application shall include a non-refundable application fee:

Actual Permit Fee up to \$10,000.00 of construction cost;

- \$ 50.00 for each application \$10,000.00 to \$50,000.00;
- \$150.00 for each application valued over \$50,000.00.

**This fee will be applied against the cost of the permit.

C. RELATED BUILDING PERMIT FEES

Building Permit Renewal (June 8, 2006)

- Construction Value up to \$50,000.00 \$50.00
- Construction Value in excess of \$50,000.00 \$2.00 / \$1,000

Re-inspection Fee \$75.00

Demolition Fee \$50.00

Moving Permit \$75.00

Temporary Building Permit \$75.00**

Mobile Home or Modular Home Placement \$75.00**

Minimum Inspection Fee \$75.00

Occupant Load Calculation \$100.00

**Plus construction values of new on-site work such as foundations, basements, additions and plumbing.

D. BUILDING PERMIT REFUNDS

Where a permit has been issued pursuant to this bylaw and construction has not commenced:

- 75% of the permit fee may be refunded upon application for cancellation of the permit;
- No refund in the amount of less than \$50 shall be made;
- Applications for refunds must be received within 12 months of the issuance of the permit.

E. NOTICE ON TITLE

Administration charge to remove notice on title \$200.00

Adopted by the Board of Directors, March 31, 2005

*** Amending Bylaw No. 1601, Adopted February 25, 2016**

Regional District of Kootenay Boundary

BUILDING BYLAW No. 1741, 2020

Appendix B – Formula for Estimated Value of Construction

Residential Construction

This Appendix applies to single family dwellings, row housing, semi-detached and duplex residences and mobile homes, commercial, industrial and institutional buildings

The Value of residential construction will be calculated as per the contract cost if provided, or calculated using estimating values of construction whatever is the greater amount.

The following values are to be used in calculating the *value of the work* as per s. 2.3 of this Bylaw:

1 Floor Finished (Good Quality) Full Basement Unfinished	\$150.00 Psf
1 Floor Finished (Fair/Average Quality) Full Basement Unfinished	\$125.00 Psf
1 Floor Finished (Low Quality) Full Basement Unfinished	\$100.00 Psf
1 Floor Finished – Crawl Space (Not used for mechanical appliances or storage)	\$100.00 Psf
1 Floor Finished – Slab on Grade	\$100.00 Psf
Basement (For relocation of residence)	\$ 25.00 Psf
Residential Addition on a crawl space or slab (No kitchen or bathrooms)	\$ 60.00 Psf
Finished Basement	\$ 25.00 Psf
Finished 2 nd and 3 rd Storey	\$ 70.00 Psf
Sundeck	\$ 20.00 Psf
Sundeck with a roof	\$ 25.00 Psf
Attached Garage	\$ 40.00 Psf
Detached Garage	\$ 30.00 Psf
Carport	\$ 25.00 Psf
Accessory Building up to 55 square meters	\$ 25.00 Psf
Farm Building	\$ 10.00 Psf

Mobile Home Costs

Blocking of Mobile Home	\$ 10.00 Psf
Crawl Space under Mobile Home	\$ \$15.00 Psf
Basement under Mobile Home	\$ 25.00 Psf
Roof over Mobile Home	\$ 25.00 Psf
Mobile Home Additions	\$ 60.00 Psf

OTHER

Fire Place	\$4,000.00
Wood-Burning Appliance	\$4,000.00

The Value of Construction for Commercial, Industrial or Institutional Buildings will be calculated as per **Contract** or **Tendered** costs. Where there is no contract or tendered price, the value shall be calculated using the following schedule:

Commercial Construction

Commercial Building (Shell Only)	\$100.00 Psf
Commercial Building – Interior Finish	
(Restaurants)	\$ 40.00 Psf
(Office Buildings)	\$ 30.00 Psf
(Other)	\$ 25.00 Psf

Industrial Construction

Industrial Buildings (Shell Only)	\$100.00 Psf
Industrial Buildings (Interior Finish)	\$ 25.00 Psf

Institutional Construction

Institutional Buildings (Shell Only)	\$100.00 Psf
Institutional Buildings (Interior Finish)	\$ 40.00 Psf

Regional District of Kootenay Boundary**BUILDING BYLAW No. 1741, 2020****Appendix C – Owner’s Representative Form****Property owner’s agreement:**

As owner(s) of the land described in this application, as defined in the current “Building Bylaw”, I/we hereby consent to the submission of this building application, and hereby authorize the following person to act as the applicant in regard to this application:

Name of Authorized Agent: _____

Agent’s Business Name (If Applicable): _____

Agent’s Contact Information: Tel. No.: _____ Cell No.: _____

Fax No.: _____ Email: _____

I have examined the contents of the application, certify that the information submitted with it is correct insofar as I have knowledge of these facts, and concur with the submission of the application. I acknowledge that it is my legal responsibility as the Property Owner to ensure full compliance with the Building Code, the Zoning Bylaw, Building Bylaw and other applicable legislation.

Property Address: _____

Legal Description: _____

Please check where applicable.

To represent me in an application for:

- ☐ Building Permit Application
- ☐ (If Registered Professional is involved, use Appendix D, Owner’s Undertaking)
- ☐ Demolition Permit Application
- Sub-trade Permit

To obtain copies of:

- ☐ Building Permit Plans (Archive Copies)

Owner’s Information:

Name: _____

Building Bylaw No. 1741, 2020

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(PRINT)

Address: _____

Tel. No.: _____ Cell No.: _____ Fax No.: _____

E-mail: _____

Date: _____ Signature: _____

This form may be faxed, mailed or delivered in person.

Regional District of Kootenay Boundary

BUILDING BYLAW No. 1741, 2020

Appendix D – Owner’s Undertaking

Property Address: _____

Legal Description: _____

Building Permit #: _____

1. This undertaking is given by the undersigned, as the owner of the property described above, with the intention that it be binding on the owner and that the Regional District will rely on same.
2. I confirm that I have applied for a building permit pursuant to “Regional District Building Bylaw 1741, 2020” (the “Bylaw”) and that I have carefully reviewed and fully understand all of the provisions of the Bylaw and in particular, understand, acknowledge and accept the provisions describing the purpose of the Bylaw, the conditions under which permits are issued, the disclaimer of warranty or representation and the limited extent of the scope of the Bylaw and inspections thereunder.
3. Without in any way limiting the foregoing, I acknowledge fully that it is my responsibility to ensure compliance with the *building code*, *building regulation*, *plumbing code*, the Bylaw, and other Regional District bylaws, including the *Zoning Bylaw*, *Official Community Plan*, and *Floodplain Management Bylaw*, and all other applicable enactments, codes and standards whether any work to be performed pursuant to the permit applied for is done by me, a contractor or a registered professional.
4. I am not in any way relying on the Regional District or its building officials, as defined under the Bylaw, to protect the owner or any other persons as set out in Part 2 of the Bylaw and I will not make any claim alleging any such responsibility or liability on the part of the Regional District or its building officials.
5. I hereby agree to indemnify and save harmless the Regional District and its employees from all claims, liability, judgments, costs and expenses of every kind which may result from negligence or from the failure to comply fully with all bylaws, statutes and regulations relating to any work or undertaking in respect of which this application is made.
6. I am authorized to give these representations, warranties, assurance and indemnities to the Regional District.

Owner's Information:

Name: _____

(PRINT)

Address: _____

Tel. No.: _____ Cell No.: _____ Fax No.: _____

Email: _____

This undertaking is executed by the owner this _____ day of _____, _____.

(Day) (Month) (Year)

1. Where owner is an individual:

Owner's Signature

Owner's Name

(PRINT)

Signed, sealed and delivered in the presence
of:

Witness's Signature

Witness's Name

(PRINT)

Witness's Address

2. Where owner is a corporation:

Name of Corporation

Per:

Authorized Signatory

Name

(PRINT)

Signed, sealed and delivered in the presence
of:

Witness's Signature

Witness's Name

(PRINT)

Witness's Address

3. Where owner is a partnership:

Name of Partnership

Per:

Authorized Signatory

Name

(PRINT)

Signed, sealed and delivered in the presence
of:

Witness's Signature

Witness's Name

(PRINT)

Witness's Address

4. Where owner is a society:

Name of Society

Per:

Signed, sealed and delivered in the presence
of:

Witness's Signature

Witness's Name

Authorized Signatory	(PRINT)
_____	Witness's Address
Name	_____

(PRINT)	

Regional District of Kootenay Boundary

BUILDING BYLAW No. 1741, 2020

Appendix E – Confirmation of Professional Liability Insurance

1. *This Confirmation letter must be submitted along with each BC Building Code Schedule A and Schedule B before issuance of a building permit. A separate Confirmation Letter must be submitted for each registered professional.*
2. *This Confirmation Letter must be submitted with each BC Building Code Schedule C after completion of the building but before a final inspection is made by the building official. A separate Confirmation Letter must be submitted for each registered professional.*
3. *Only an original Confirmation Letter, printed by the Regional District or an unaltered photocopy of this document is to be completed and submitted.*

Attention: Manager, Inspections

Property Address: _____

Legal Description: _____

The undersigned hereby gives assurance that:

- a) I have fulfilled my obligation for insurance coverage as outlined in the Regional District Building Bylaw No. 1741, 2020;
- b) I am insured by a policy of insurance covering liability to third parties for errors and omissions in respect to the above project, in the amount of at least One Million Dollars (\$1,000,000.00);
- c) I have enclosed a copy of my certificate of insurance coverage indicating the particulars of such coverage;
- d) I am a registered professional; and
- e) I will notify the building official in writing immediately if the undersigned's insurance coverage is reduced or terminated at any time during construction.

Name (PRINT)

Signature

Date

Address (PRINT)

(Affix professional seal here)

Phone

(If the registered professional is a member of a firm, complete the following)

I am a member of this firm:

Name of Firm (PRINT)

Address (PRINT)

I sign this letter on behalf of myself and the firm.

Note: This Confirmation letter must be signed by a registered professional. The BC Building Code defines a registered professional as a person who is registered or licensed to practice (a) as an architect under the Architects Act, or (b) as a professional engineer under the Engineers and Geoscientists Act

Regional District of Kootenay Boundary

BUILDING BYLAW No. 1741, 2020

Appendix F – Confirmation of Required Documentation

Building Permit Number: _____

Note:

1. *The Confirmation of Required Documentation and all required documentation must be submitted to the Chief Building Inspector 48 hours prior to the Pre-Occupancy Coordinated Review.*
2. *The Confirmation of Required Documentation and all required documentation must be submitted in a tabbed ringed binder, with tab sections as per this Appendix.*

	Provided N/A	
TAB 1	<input type="checkbox"/> <input type="checkbox"/>	CONFIRMATION OF REQUIRED DOCUMENTATION
TAB 2	<input type="checkbox"/> <input type="checkbox"/>	DIRECTORY OF PRINCIPALS (Role/Firm/Name/Telephone)
	<input type="checkbox"/> <input type="checkbox"/>	Owner
	<input type="checkbox"/> <input type="checkbox"/>	Co-ordinating Registered Professional
	<input type="checkbox"/> <input type="checkbox"/>	Registered Professionals
	<input type="checkbox"/> <input type="checkbox"/>	Warranty Provided
	<input type="checkbox"/> <input type="checkbox"/>	Licensed Builder
	<input type="checkbox"/> <input type="checkbox"/>	Sub-Contractors
TAB 3	<input type="checkbox"/> <input type="checkbox"/>	LETTERS OF ASSURANCE (A, B, C-A, C-B)
	<input type="checkbox"/> <input type="checkbox"/>	Co-ordinating Registered Professional
	<input type="checkbox"/> <input type="checkbox"/>	Architectural
	<input type="checkbox"/> <input type="checkbox"/>	Structural
	<input type="checkbox"/> <input type="checkbox"/>	Mechanical
	<input type="checkbox"/> <input type="checkbox"/>	Plumbing
	<input type="checkbox"/> <input type="checkbox"/>	Electrical
	<input type="checkbox"/> <input type="checkbox"/>	Geotechnical Temporary
	<input type="checkbox"/> <input type="checkbox"/>	Geotechnical Permanent
	<input type="checkbox"/> <input type="checkbox"/>	Fire Suppression

- TAB 4 ☐ ☐ _____ (other)
☐ ☐ PROFESSIONAL REVIEW LETTERS
☐ ☐ Alternative Solution (Confirmation of Field Review – sealed)
☐ ☐ Site Services – Civil Engineer
☐ ☐ Building Envelope Specialist
☐ ☐ Roofing Consultant
☐ ☐ Generator Test Report / Certificate
☐ ☐ (Other - specify) _____
☐ ☐ (Other - specify) _____
- TAB 5 ☐ ☐ FIRE ALARM
☐ ☐ Fire Alarm Verification Certificate & Report (include field work sheets)
☐ ☐ Letter of Signed Contract from ULC Listed Monitoring Agency
- TAB 6 ☐ ☐ SPRINKLER SYSTEMS
☐ ☐ Material and Test Certificate – Above ground piping
☐ ☐ Material and Test Certificate – Underground piping
☐ ☐ Fire Pump Test Report
- TAB 7 ☐ ☐ PROVINCIAL APPROVALS
☐ ☐ Certificate to Operate Elevating Device (one per each device)
☐ ☐ Health Approval (on-site sewage disposal)
☐ ☐ Health Approval (food services)
- TAB 8 ☐ ☐ REGIONAL DISTRICT APPROVALS
☐ ☐ Sprinkler Permit – Pre-occupancy Co-ordinated Review
☐ ☐ Fire Department Acceptance (Fire Safety Plan)
☐ ☐ Final Inspection (Building Inspector– pre-occupancy review)
☐ ☐ Developmental Engineering Final Inspection
☐ ☐ Planning Technicians Final Inspection
- TAB 9 ☐ ☐ DEFICIENCY LIST

Submitted by Coordinating Registered Professional

Name (PRINT)

Signature

Address (PRINT)

Date

Phone

**REGIONAL DISTRICT OF KOOTENAY BOUNDARY
BYLAW NO. 1746**

A Bylaw to amend Electoral Area 'C'/Christina Lake Official Community Plan Bylaw No. 1250, 2004 of the Regional District of Kootenay Boundary

WHEREAS the Regional District of Kootenay Boundary may amend the provisions of its Official Community Plans pursuant to the provisions of the *Local Government Act*;

AND WHEREAS the Regional District of Kootenay Boundary has considered the requirements under Section 475 of the *Local Government Act* with respect to early and ongoing consultation;

NOW THEREFORE the Regional District of Kootenay Boundary Board of Directors, in open and public meeting assembled, hereby enacts as follows:

1. CITATION:

- 1.1. This Bylaw may be cited as "Regional District of Kootenay Boundary Official Community Plan Amendment Bylaw No. 1746, 2021" and takes effect as of the date of adoption.

2. ADMINISTRATIVE PROVISION:

- 2.1. If any section, subsection, sentence, clause or phrase in this bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the decision shall not affect the validity of the remaining portion of the bylaw.

3. TEXT AMENDMENT:

- 3.1. That Section 2.1.3 of the Regional District of Kootenay Boundary Electoral Area 'C'/Christina Lake Official Community Plan Bylaw No. 1250, 2004 is amended by replacing Commercial Policy 15 in its entirety, to read as follows:

15. Deleted.

READ A FIRST AND SECOND TIME this ____ day of _____.

PUBLIC HEARING held on this ____ day of _____.

READ A THIRD TIME this ____ day of _____.

ADOPTED this ____ day of _____.

Theresa Lenardon
Manager of Corporate Administration

Diane Langman
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. 1746, cited as ""Regional District of Kootenay Boundary Official Community Plan Amendment Bylaw No. 1746, 2021"".

Manager of Corporate Administration

Bylaw 1746, 2021



Regional District of
Kootenay Boundary

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

BYLAW NO. 1742

WHEREAS pursuant to section 415(1) of the *Local Government Act* and the *Local Government Bylaw Notice Enforcement Act* and subsequent to Lieutenant Governor in Council enacting Order in Council No. 753, made under section 29 of *Local Government Bylaw Notice Enforcement Act* by adding the Regional District of Kootenay Boundary, the Regional Board of the Regional District of Kootenay Boundary may enforce the *Local Government Bylaw Notice Enforcement Act*;

AND WHEREAS, excerpts from the *Local Government Bylaw Notice Enforcement Act* and are included in this Bylaw for convenience, and this Bylaw is intended to reflect and implement the requirements contained in the *Local Government Bylaw Notice Enforcement Act*;

NOW THEREFORE the Regional District of Kootenay Boundary Board of Directors, in open and public meeting assembled, enacts the following:

1. Title

This Bylaw may be cited as Regional District of Kootenay Boundary's Bylaw Notice Enforcement Bylaw, No. 1742, 2021.

2. Definitions

In this Bylaw:

"Act" means the *Local Government Bylaw Notice Enforcement Act*, as amended or replaced from time to time.

"Bylaw Enforcement Officer" means those persons listed in section 10 of this Bylaw.

"Bylaw Notice" means a bylaw notice referred to in section 4 of the Act and issued under this Bylaw;

"Regional District" means the Regional District of Kootenay Boundary.

"Regional District Board" means the Regional District of Kootenay Boundary Board of Directors.

"Registry" means the Regional District Bylaw Notice Adjudication Registry established pursuant to this Bylaw.

"Screening Officer" means those persons listed in section 8 of this Bylaw.

"This Bylaw" means Regional District of Kootenay Boundary Bylaw Notice Enforcement Bylaw No. 1742.

3. Terms

The terms in this Bylaw have the same meaning as the terms defined in the Act.

4. Bylaw Contraventions

The bylaws and bylaw contraventions designated in Schedule "A" attached to this Bylaw and forming part of this Bylaw may be enforced by Bylaw Notice in addition to and without limiting other enforcement options available to the Regional District under the *Local Government Act*, *Community Charter* and all other applicable legislation, including legislation referenced within the *Local Government Act* and *Community Charter*.

5. Offence and Penalty

(1) The penalty for a contravention referred to in section 4 is as follows:

- (a) Subject to subsection 5(1)(b) and 5(1)(c), the penalty amount set out in the "Penalty" column of Schedule "A";
- (b) If received by the Regional District within 14 days of the person receiving or being presumed to have received the Bylaw Notice, the early payment reduced penalty set out in the "Early Payment Reduced Penalty" column of the Schedule "A";
- (c) If more than 28 days has passed after the person received or is presumed to have received the Bylaw Notice, the penalty is that set out in the "Late Payment Penalty" column of Schedule "A"; and

(2) Each day that a contravention referred to in section 4 of this Bylaw continues or existed is deemed to be a separate and distinct offence.

6. Paying or Disputing a Bylaw Notice

(1) A Bylaw Notice may be delivered by any or more of the followings options:

- (a) delivery to the named person;
- (b) if the named person is a corporation or a business, by delivery of the bylaw notice to a director, manager or other executive officer of the corporation or business, or of a branch of it;
- (c) if the named person is an extraprovincial company as defined in the *Business Corporations Act*, by delivery of the bylaw notice to the attorney for the extraprovincial company; or
- (d) if the bylaw notice is in respect of a particular parcel of real property or an improvement on a particular parcel of real property, by delivery to a person who appears to be at least 16 years old at that parcel;
- (e) by mailing a copy of the Bylaw Notice by any or more of the following options:

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- (i) if the Bylaw Notice is in respect of a contravention involving a vehicle, to the address for each registered owner of the vehicle as contained in the records of the government or a person responsible for maintaining records of vehicle registrations in British Columbia or in another province of Canada;
 - (ii) to the actual or last known address of the named person; or
 - (iii) if the named person is a corporation of a business to the registered office or head office as set out in the records of the Registrar of Companies; and
- (2) A Bylaw Notice delivered under section 6(b), (c) or (d), the bylaw notice is presumed to have been received by:
 - (a) the named person, if delivered personally, on the date of delivery; and,
 - (b) otherwise, on the 7th day after mailing.
- (3) A Bylaw Notice delivered under section 6(e) is presumed to have been received by the person to whom it is addressed on the 7th day after mailing.
- (4) A person who receives a Bylaw Notice, or their authorized agent, must, within 14 days of the date on which the person received or is presumed to have received the Bylaw Notice
 - (a) pay the penalty, or
 - (b) request dispute adjudication in strict accordance with the instructions within the Bylaw Notice.
- (5) A person may pay the appropriate penalty after 14 days of receiving a Bylaw Notice [section 5 and Schedule "A"], but no person may dispute a Bylaw Notice after 14 days of receiving the Bylaw Notice.

7. Bylaw Notice Dispute Adjudication Registry

- (1) The Registry is established as bylaw notice dispute adjudication system in accordance with the Act to resolve disputes in relation to Bylaw Notices.
- (2) The civic address of the Registry is 202-843 Rossland Avenue, Trail, BC V1R 4S8.
- (3) All processes, procedures, hearings and determinations will be in accordance with the Act. In the event of inconsistency between the Act and this Bylaw, the Act will apply to the extent of the inconsistency.
- (4) The Registry will administer the dispute adjudication system. A bylaw notice

adjudicator will hear disputes in the circumstance prescribed in the Act and authorizing bylaws.

- (5) The Regional District will enter into a contract with the Attorney General to provide an adjudicator from the provincial roster of adjudicators who will be assigned to individual disputes in the manner prescribed by the Bylaw Notice Enforcement Regulation and regulations under the *Act*, as may be amended from time to time.
- (6) Every person who is unsuccessful in a dispute adjudication in relation to a bylaw notice or a compliance agreement under the dispute adjudication system established under this section must pay the Registry an additional fee of \$25 for the purpose of recovering the costs of the adjudication system.

8. Screening Officers

- (1) The position of Screening Officer is established.
- (2) The following are designated classes of persons that may be appointed by the Regional District Board as Screening Officers:
 - (a) Chief Administrative Officer;
 - (b) Manager of Corporate Administration;
 - (c) General Manager of Operations;
 - (d) Manager of Planning and Development;
 - (e) Manager of Building Inspection;
 - (f) General Manager of Environmental Services;
 - (g) Senior Planner;
 - (h) Planner
 - (i) Building Official;
 - (j) Fire Chief; and
 - (k) Any other person appointed by the Regional District Board as a screening officer from time to time.
- (3) The Screening Officer reviewing the Bylaw Notice must be a different person from the Bylaw Enforcement Officer who issued that Bylaw Notice.

9. Powers and Duties of Screening Officers

The powers, duties and functions of screening officers are as set out in the Act and include the following powers:

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- (a) Where requested by the person against whom a contravention is alleged, communicate information respecting the nature of the contravention, the provision of the bylaw contravened, the facts on which the contravention allegation is based, the penalty for a contravention, the opportunity to enter into a compliance agreement, the opportunity to proceed to the bylaw notice dispute adjudication system and the fee or fees payable in relation to the bylaw notice enforcement process;
- (b) To communicate with any of the following for the purpose of performing their functions under this Bylaw or the Act:
 - (i) The person against whom a contravention is alleged or his or her representative;
 - (ii) The officer issuing the Bylaw Notice;
 - (iii) The complainant or his or her representative;
 - (iv) The Regional District's staff and records regarding the disputant's history of bylaw compliance;
- (c) To prepare and enter into the Compliance Agreement for a maximum duration of one year and substantially in the format as set out in Schedule "B" attached to and forming part of this Bylaw; and
- (d) To cancel Bylaw Notices in accordance with the Act or Regional District policies and guidelines.

Local Government Bylaw Notice Enforcement Act Excerpts Included for Convenience – Screening Officers and Compliance Agreements

Screening officer

- 10 (1) If a local government establishes a screening officer position and appoints a screening officer, a bylaw notice issued to enforce a bylaw of the local government must be reviewed by the screening officer before a dispute adjudication in respect of the bylaw notice may be scheduled.
- (2) A screening officer, after reviewing a bylaw notice, may
- (a) cancel the notice if, in the screening officer's opinion,
 - (i) the contravention did not occur as alleged,
 - (ii) the bylaw notice does not comply with section 4 (4) [bylaw notice — required information], or
 - (iii) a ground for cancellation authorized by the local government is satisfied,
 - (b) confirm the bylaw notice and refer it to an adjudicator unless the request for dispute adjudication is withdrawn, or
 - (c) if authorized by bylaw, enter into a compliance agreement with the person.

Compliance agreements

- 11 (1) A person who enters into a compliance agreement with a screening officer is conclusively deemed to have accepted liability for the contravention as alleged in the bylaw notice.
- (2) A compliance agreement must set out the amount of any reduction authorized by a bylaw under section 2 (3) (d) [application of Act] and may include the terms and conditions the screening officer considers necessary or advisable.
- (3) A local government that authorizes compliance agreements must establish the maximum duration of compliance agreements by bylaw under section 2 (3) (c) [application of Act].

Effect of compliance agreement

- 12 (1) If a person who has received a bylaw notice
- (a) enters into a compliance agreement with a screening officer in respect of the contravention alleged in the notice, and

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(b) observes or performs all the terms of the compliance agreement, the amount of the penalty set out in the bylaw notice is deemed to have been paid.

(2) If, in the opinion of the screening officer, a person who has entered into a compliance agreement breaches a term of the agreement or otherwise fails to observe or perform the terms of the compliance agreement, the screening officer may rescind the agreement.

10. Bylaw Enforcement Officers

Persons acting as any of the following are designated as Bylaw Enforcement Officers for the purposes of this Bylaw and the Act:

- (a) Special constables, officers, members or constables of:
 - (i) The provincial police force as defined in section 1 of the *Police Act*, or
 - (ii) A municipal police force;
 - (iii) Members of the Royal Canadian Mounted Police;
- (b) Local Assistants to the Fire Commissioner under the *Fire Services Act*; and
- (c) Bylaw enforcement officers, building inspectors, animal control officers, planners or other persons acting in another capacity on behalf of the Regional District for the purpose of enforcement of one or more of the Regional District's bylaws.

11. Form of Bylaw Notice

The Regional District may from time to time provide for the form or forms of the Bylaw Notice, provided the Bylaw Notice complies with section 4 of the Act.

12. Severability

If any portion of this Bylaw is held to be invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of this Bylaw is deemed to have been adopted with the severed section, subsection, paragraph, subparagraph, clause or phrase, and such invalidity will not affect the validity of the remaining portions of this Bylaw.

13. Citation

This Bylaw may be cited as Regional District of Kootenay Boundary Bylaw Notice Enforcement Bylaw No. 1742, 2021.

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READ A FIRST, SECOND AND THIRD TIME this 13th day of January 2021.

RECONSIDERED AND ADOPTED this 13th day of January 2021.

Manager of Corporate Administration

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. 1742, cited as "Regional District of Kootenay Boundary Bylaw Notice Enforcement Bylaw No. 1742" as reconsidered and adopted by the Regional District of Kootenay Boundary Board of Directors this 13th day of January 2021.

Chair

Manager of Corporate Administration

Schedule “A” – Appendices Index**Designated Bylaw Contraventions and Penalties**

Appendix	Bylaw
1	Electoral Area A Zoning Bylaw No. 1460, 2014
2	Electoral Area B/Lower Columbia-Old Glory Zoning Bylaw No. 1540, 2015
3	Electoral Area C Zoning Bylaw No. 1300, 2007
4	Electoral Area D/Rural Grand Forks Zoning Bylaw No. 1299, 2005
5	Big White Zoning Bylaw No. 1166, 2001
6	Mount Baldy Ski Resort Zoning Bylaw No. 1340, 2010
7	Jewel Lake Rural Land Use Bylaw No. 855, 1995
8	Bridesville Townsite Land Use Plan Bylaw No. 1485, 2012
9	Regional District of Kootenay Boundary Floodplain Management Bylaw No. 677, 1995
10	Regional District of Kootenay Boundary Electoral Area A and B Dog Control and Licensing Bylaw No. 1117, 2000
11	Regional District of Kootenay Boundary Animal Control Bylaw No. 1550, 2014
12	Big White Noise Control Bylaw No. 1431, 2009
13	Regional District of Kootenay Boundary Mobile Home Park Bylaw No. 97, 1975
14	Solid Waste Management Facilities Regulatory Bylaw No. 1744, 2020
15	Building Bylaw No. 1741, 2020

Schedule "A" APPENDIX "1" Electoral Area A Zoning Bylaw No. 1460, 2014				
Section	Description	Penalty Amount	Early Payment Reduced Penalty	Late Penalty Payment
202 and 402(1), 402(2), 403(1), 403(2), 404(1), 404(2), 405(1), 405(2), 406(1), 406(2), 407(1), 407(2), 408(1), 408(2), 409(1), 409(2), 410(1), 410(2), 411(1), 411(2), 412(1), 412(2), 413(1), 413(2), 414(1), 414(2), 415(1), 415(2), 416(1), 416(2), 417(1), 417(2), 418(1), 418(2), 419(1), 419(2), 420(1), 420(2), 421(1), 421(2), 422(1), 422(2), 423(1), 423(2), 424(1) or 424(2)	Unlawful Use of Land, Building, or Structure			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
303(3)	Unlawful Storage of Derelict Vehicle			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
303(4)	Unlawful Residential Occupancy			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" APPENDIX "1" Electoral Area A Zoning Bylaw No. 1460				
Section	Description	Penalty Amount	Early Payment Reduced Penalty	Late Penalty Payment
303(5)	Unlawful Cannabis Retail Store			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
303(6)	Unlawful Cannabis Production Bunker			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
304	Unlawful Secondary Suites			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
305	Unlawful Home-Based Business			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" APPENDIX "1" Electoral Area A Zoning Bylaw No. 1460				
Section	Description	Penalty Amount	Early Payment Reduced Penalty	Late Penalty Payment
411(4), 412(6), 413(7), 415(7), 416(7), 417(7), 418(6), 419(5), 420(6), 421(5), 422(5)	Exceeds Number of Dwelling Units			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
402(4), 403(4), 404(5), 406(4), 407(4)(a), 408(4)(a), 409(4)(a),	Exceeds Number of Single Family Dwelling and Secondary Suite			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
402(5), 403(6)	Exceeds Minimum Dwelling Width			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" APPENDIX "1" Electoral Area A Zoning Bylaw No. 1460				
Section	Description	Penalty Amount	Early Payment Reduced Penalty	Late Penalty Payment
408(4)(b), 409(4)(b), 410(4)(a),	Exceed Number of Bedrooms for a Bed and Breakfast			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
408(4)(c), 409(4)(c)	Exceeds Number of Guest Cabins			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
412(4), 413(4), 414(4), 415(4), 416(4), 417(4), 418(4), 419(3)	Exceeds Maximum Site/Lot coverage			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" APPENDIX "1" Electoral Area A Zoning Bylaw No. 1460				
Section	Description	Penalty Amount	Early Payment Reduced Penalty	Late Penalty Payment
307 and 402(5), 403(5), 404(5), 406(5), 407(5), 409(5), 410(5), 411(5), 412(5), 413(5), 414(5), 415(5), 416(5), 417(5), 418(5), 419(4), 420(5), 421(3), 422(3), 423(4), or 424(3)	Unlawful Sited Building or Structure			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
308	Unlawful Sited Pit Privies			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
309(a) and 407(4), 412(7), 413(6), 415(6), 416(5), 421(4) or 424(5)	Unlawful Height Building or Structure			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
313	Visibility at Intersection Obstructed			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" APPENDIX "1" Electoral Area A Zoning Bylaw No. 1460				
Section	Description	Penalty Amount	Early Payment Reduced Penalty	Late Penalty Payment
314	Unlawful Fence			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
315 and 412(8), 414(7), 415(9), 416(9), 417(9), 418(7), 419(6)	Unlawful Screening			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
316	Unlawful Sign			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
412(9), 413(9), 415(8)(c), 416(8)(c), 417(8)(c)	Sign Exceeding Visible Surface Area			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
415(8)(a), 416(8)(b), 417(8)(a)	Exceeding Number of Free-Standing Sign			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" APPENDIX "1" Electoral Area A Zoning Bylaw No. 1460				
Section	Description	Penalty Amount	Early Payment Reduced Penalty	Late Penalty Payment
415(8)(b), 416(a), 417(8)(b)	Exceeding Number of Fascia Signs			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
414(8)	Unlawful Ore Storage			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
317 and 402(7), 403(7), 405(6), 406(6), 408(6), 409(6), 410(6), 411(6), 412(10), 413(9), 414(9), 415(10), 416(9), 417(10), 418(8), 419(7), 420(7), 421(6), 422(6), 423(5) or 424(7)	Unlawful Parking			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" APPENDIX "2" Electoral Area B/Lower Columbia-Old Glory Zoning Bylaw No. 1540, 2015				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
202, 302 and 602(1), 602(2), 603(1), 603(2), 604(1), 604(2), 605(1), 605(2), 605(3), 605(4), 606(1), 606(2), 607(1), 607(2), 608(1), 608(2), 609(1), 609(2), 610(1), 610(2), 611(1), 611(2), 612(1), 612(2), 613(1), 613(2), 614(1), 614(2), 615(1), 615(2), 616(1), 616(2), 617(1), 617(2), 618(1), 618(2), 618A(1), 618A(2), 619(1), 619(2), 620(1), 620(2), 621(1), 621(2), 622(1), 622(2), 623(1), 623(2), 624(1), 624(2), 625(1), 625(2), 627(1), 627(2), 628(1), 628(2)	Unlawful Use of Land, Building, Structure			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
302(1)(e)	Unlawful Storage of Derelict Vehicle			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" APPENDIX "2" Electoral Area B/Lower Columbia-Old Glory Zoning Bylaw No. 1540, 2015				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
302(1)(f)	Unlawful Residential Occupancy			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
302(1)(g)	Unlawful Cannabis Cultivation or Cannabis Retail Store			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
302(1)(h)	Unlawful Cannabis Production Bunker			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
602(7), 603(6), 605(8), 606(5), 607(5), 608(5), 609(5), 610(5), 611(4), 612(5), 613(5), 614(5), 615(5), 616(4), 617(5), 618(5), 618A(5), 619(5), 620(5), 621(5), 622(5), 623(5), 624(5), 625(4), 627(4), 628(5)	Unlawful Sited Building or Structure			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" APPENDIX "2" Electoral Area B/Lower Columbia-Old Glory Zoning Bylaw No. 1540, 2015				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
303(3)	Unlawful Sited Pit Privy			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
303(5)	Visibility at Intersection Obstructed			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
304(1) and 602(9), 603(8), 605(10), 606(7), 607(7), 608(7), 624(3), 625(4), 626(5), 627(6)	Unlawful Height of Building or Structure			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
304(3) and 602(6), 603(6)	Unlawful Dwelling Width			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" APPENDIX "2" Electoral Area B/Lower Columbia-Old Glory Zoning Bylaw No. 1540, 2015				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
305(2) and 602(5), 603(4), 605(7), 606(4), 607(4), 608(4), 609(4), 610(4), 612(4), 613(4), 614(4), 615(4), 618A(4)	Exceeds Number of Single Family Dwelling and Secondary Suites			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
305(2) and 618A(4)	Exceeds Number of Guest Cabins and Dormitory Space for Guests Within Retreat Campground			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
305(2) and 605(6), 620(4)(a), 621(4)(a), 622(4)(a), 623(4)(a), 624(4)(a), 626(3)	Exceeds Number of Dwelling Units			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" APPENDIX "2" Electoral Area B/Lower Columbia-Old Glory Zoning Bylaw No. 1540, 2015				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
620(4)(b), 621(4)(b), 622(4)(b), 623(4)(b), 624(4)(b)	Gross Floor Area of Dwelling Unit Exceeded			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
306(2)	Unlawful Frontage			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
401	Unlawful Home- Based Business			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
402 and 605(11)	Unlawful Secondary Suites			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
605(13)	Unlawful Common Storage and Maintenance Facility			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" APPENDIX "2" Electoral Area B/Lower Columbia-Old Glory Zoning Bylaw No. 1540, 2015				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
403	Bed and Breakfast Operating Unlawfully			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
404 and 618(7), 618A(8), 619(7), 620(7), 621(7)	Unlawful Screening and Fencing			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
405	Unlawful Sign			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
Part 5 and section 602(11), 603(9), 604(10), 605(14), 606(8), 607(8), 608(8), 609(7), 610(7), 611(6), 612(7), 613(7), 614(7), 615(7), 616(6), 617(7), 618(8), 619(8), 620(8), 621(7), 622(7), 623(7), 624(7), 625(6), 626(6), 627(7), 628(7)	Unlawful Parking or Off-Street Loading			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" APPENDIX "2" Electoral Area B/Lower Columbia-Old Glory Zoning Bylaw No. 1540, 2015				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
602(10), 603(10)	Unlawful Large Vehicle and Recreational Vehicle Parking			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" APPENDIX "3" Electoral Area C Zoning Bylaw No. 1300, 2007				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
202, 303 and 402(1), 402(2), 402A(1), 402A(2), 403(1), 403(2), 404(1), 404(2), 405(1), 405(2), 406(1), 406(2), 407(1), 407(2), 407(3), 408(1), 408(2), 409(1), 409(2), 410(1), 410(2), 411(1), 411(2), 411A(1), 411A(2), 412(1), 412(2), 413(1), 413(2), 414(1), 414(2), 415(1), 415(2), 416(1), 416(2), 417(1), 417(2), 418(1), 418(2), 419(1), 419(2), 420(1), 420(2), 421(1), 421(2), 422(1), 422(1), 422(2), 423(1), 423(2), 424(1), 424(2)	Unlawful Use of Land, Building or Structure			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
303(4)	Unlawful Unloading, Loading or Storage of Hazardous Wastes or Products			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" APPENDIX "3" Electoral Area C Zoning Bylaw No. 1300, 2007				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
419(9)	Unlawful Discharge of Hazardous Waste			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
303(5)	Unlawful Storage of Prohibited Goods			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
411(8), 411A(8), 412(8), 413(8), 414(8), 417(9)	Unlawful Outdoor Storage Area			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
303(6), 418(3)	Unlawful Junkyard or Wrecking, Salvage or Storage of Derelict Vehicle			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" APPENDIX "3" Electoral Area C Zoning Bylaw No. 1300, 2007				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
303(7)	Unlawful Occupancy for Commercial Purposes			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
303(8)	Unlawful Residential Occupancy of Houseboats and Floating Homes			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
303(9)	Unlawful Houseboat Storage			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
305 and 402(8), 402A(8), 403(8), 404(8), 405(7), 406(15), 407(5), 408(7), 411(7), 411A(7), 412(7), 413(7), 414(7), 415(8), 416(7), 417(8), 418(7), 419(8), 420(4), 422(4), 423(6), 424(6)	Unlawful Height Building or Structure			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" APPENDIX "3" Electoral Area C Zoning Bylaw No. 1300, 2007				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
402(5), 402A(5), 403(4), 404(5), 406(8)	Unlawful Building Width			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
405(8)	Unlawful Gross Floor Area for a Dwelling Unit			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
412(6)	Exceeds Gross Floor Area for Motel			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
406(3), 406(7), 411(4), 411A(4), 412(4), 413(4), 414(4), 415(4), 416(4), 417(4), 419(5), 420(5)	Exceed Number of Dwelling Units			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" APPENDIX "3" Electoral Area C Zoning Bylaw No. 1300, 2007				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
402(4), 402A(4), 403(4), 404(4), 405(4), 407(4), 408(4)(a), 408(4)(b), 408(4)(c), 409(4)	Exceeds Number of Single Family Dwellings, Secondary Suites, Sleeping Quarters			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
414(9), 415(5)(a), 417(5)(b)	Exceeds Number of Recreational Vehicles, Camp Sites or Cabins			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
415(5)	Unlawful Resort Campground			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
406(9)	Unlawful Recreation Centre			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" APPENDIX "3" Electoral Area C Zoning Bylaw No. 1300, 2007				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
402(6), 402A(6), 403(6), 404(6), 405(5), 406(10), 406(11), 408(5), 409(5), 411(6), 411A(6), 412(6), 413(6), 414(6), 415(7), 416(6), 417(7), 418(6), 419(7), 420(3), 422(3), 423(5), 424(5)	Unlawful Siting of Building or Structure			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
402(7), 402A(7), 403(7), 404(7), 405(6), 406(5), 408(6), 409(6), 411(5), 411A(5), 413(5), 416(5), 417(6), 418(5), 419(6), 423(4)	Exceed Parcel Coverage			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
408(8)	Exceeds Animal Restrictions			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
406(13)	Unlawful Storage			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" APPENDIX "3" Electoral Area C Zoning Bylaw No. 1300, 2007				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
406(14)	Failure to Include Recreation Area			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
309	Unlawful Home- Based Business			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
310	Unlawful Bed and Breakfast or Boarding			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
312	Unlawful Use of Property for Community Sewer System			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" APPENDIX "3" Electoral Area C Zoning Bylaw No. 1300, 2007				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
312	Insufficient Setback from Bodies of Water			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
313	Unlawful Sited Pit Privie			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
314	Unlawful Siting, Encroachment into Crown Foreshore			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
316	Visibility at Intersection Obstructed			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
317, 406(12)	Unlawful Landscape Screen			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" APPENDIX "3" Electoral Area C Zoning Bylaw No. 1300, 2007				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
318 and 402(9), 402A(9), 403(9), 404(9), 405(9), 406(16), 407(6), 408(9), 409(8), 410(4), 411(9), 411A(10), 412(9), 413(9), 414(10), 415(9), 416(8), 417(10), 418(8), 419(10), 422(5), 423(7), 424(7)	Unlawful Sign			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
319 and 402(10), 402A(10), 403(10), 404(10), 405(10), 406(17), 408(10), 409(9), 410(4), 411(10), 411A(10), 412(10), 413(10), 414(11), 415(10), 416(9), 417(11), 418(9), 419(11), 420(7), 421(4), 422(6), 423(8), 424(8)	Unlawful Parking			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" APPENDIX "3" Electoral Area C Zoning Bylaw No. 1300, 2007				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
320 and 402(10), 402(10), 403(10), 404(10), 405(10), 406(17), 408(10), 409(9), 410(4), 411(10), 411A(10), 412(10), 413(10), 414(11), 415(10), 416(9), 417(11), 418(9), 419(11), 420(7), 421(4), 422(6), 423(8), 424(8)	Unlawful Off- Street Loading			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
321	Unlawful Parking or Storage of Large Vehicles			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
406(17)	Failure to Meet Parking Requirements in Recreation Centre			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" APPENDIX "3" Electoral Area C Zoning Bylaw No. 1300, 2007				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
324, 408(4)(d)	Unlawful Secondary Suite			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" APPENDIX "4" Electoral Area D/Rural Grand Forks Zoning Bylaw No. 1299, 2005				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
202, 301(1)(a) and 602(1), 602(2), 603(1), 603(2), 604(2), 604(3), 605(1), 605(2), 605(8)(a), 606(1), 606(2), 607(1), 607(2), 608(1), 608(2), 609(1), 609(2), 610(1), 610(2), 611(1), 611(2), 612(1), 612(2), 613(1), 613(2), 614(1), 614(2), 615(1), 615(2), 616(1), 616(2), 617(1), 617(2), 618(1), 618(2), 619(1), 619(2), 620(1), 620(2), 621(1), 621(2), 622(1), 622(2), 623(1), 623(2), 624(1), 624(2), 624(1), 624(2), 625(1), 625(2)	Unlawful Use of Land, Building or Structure			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
301(1)(e)	Unlawful Storage of Derelict Vehicles			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" APPENDIX "4" Electoral Area D/Rural Grand Forks Zoning Bylaw No. 1299, 2005				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
301(f)	Unlawful Residential Occupancy			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
301(g)	Unlawful Unloading, Storage and Loading of Special Wastes and Hazardous Wastes			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
302(1), 302(2), 602(5), 603(5), 604(7), 605(5), 606(5), 607(5), 608(5), 609(5), 610(5), 611(5), 612(5), 613(4), 614(4), 615(5), 616(5), 616(5), 617(5), 618(6), 619(6), 620(5), 622(3), 623(5), 624(3), 625(5)	Unlawful Siting of Building or Structure			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
617(7)	Unlawful Siting of Outdoor Storage			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" APPENDIX "4" Electoral Area D/Rural Grand Forks Zoning Bylaw No. 1299, 2005				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
602(6), 603(6), 605(6), 606(5), 606(6), 607(6), 608(6), 609(6), 610(6), 611(6), 612(6), 613(5), 615(6), 616(6), 617(6), 618(5), 619(5), 620(6), 625(6)	Exceeds Parcel Coverage			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
302(3)	Unlawful Sited Pit Privie			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
302(5)	Visibility at Intersection Obstructed			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
303 and 602(7), 603(7), 605(7), 624(5)	Unlawful Height or Width of Building or Structure			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" APPENDIX "4" Electoral Area D/Rural Grand Forks Zoning Bylaw No. 1299, 2005				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
304 and 602(5), 603(4), 604(6), 606(4), 606(4), 607(4), 608(4), 609(4), 610(4), 611(4), 612(4), 615(4), 616(4), 617(4), 618(4), 619(4), 620(4), 621(4), 623(3)	Exceeds Number of Secondary Suites, Single Family Dwellings, Manufactured Home, Season Farm Labour Dwelling or Convenience Store			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
625(4)	Exceeds Number of Units for Community Care Facility			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
605(8)(b)	Exceeds Animal Unit Restrictions			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
305(1)	Unlawful Parcel Area			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" APPENDIX "4" Electoral Area D/Rural Grand Forks Zoning Bylaw No. 1299, 2005				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
401	Unlawful Home- Based Business			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
402	Unlawful Secondary Suite			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
403	Unlawful Bend and Breakfast and Boarding			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
404	Unlawful Campground			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
405	Unlawful Guest Ranch Density			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
406	Unlawful Seasonal Farm Labour Dwelling			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" APPENDIX "4" Electoral Area D/Rural Grand Forks Zoning Bylaw No. 1299, 2005				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
407, 616(7), 617(8), 618(7), 619(7)	Unlawful Screening and Fencing			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
408	Unlawful Sign			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
Part 5 and 602(8), 603(8), 604(8), 605(9), 606(7), 607(7), 608(7), 609(7), 610(7), 611(7), 612(7), 613(6), 615(7), 616(8), 617(9), 618(8)(a), 619(8), 620(7), 621(5), 623(6), 624(6), 625(7)	Unlawful Parking or Off-Street Loading			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
618(8)(b)	Failure to Surface Off- Street Parking and Loading and Storage Area with Clean Gravel			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A"- APPENDIX "5" Big White Zoning Bylaw No. 1166, 2001				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
202 and 402(1), 402(2), 402A(1), 402A(2), 403(1), 403(2), 403A(1), 403A(2), 404(2), 404A(2), 405(2), 406(2), 406A(2), 406B(1), 406B(2), 407(2), 407A(2), 408(2), 409(2), 410(2), 411(2), 411A(2), 412(2)	Unlawful Use of Land, Building or Structure			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
303(b), 303(c), 402(7), 402A(7), 403(6), 403A(6), 404(6), 404A(6), 405(5), 406(6), 406A(8), 406(6), 406A(8), 406B(6), 407(5), 407(7), 407A(5), 408(6), 409(6), 410(5), 411(5), 411A(5), 412(4)	Unlawful Siting of Building and Structures			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
320	Unlawful Setback Adjacent to Publicly Owned Ski Trail			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
402(9), 402A(9), 403(8), 403A(9), 404(8), 404A(8), 405(7), 406(8), 406A(9), 406B(8), 407A(7), 408(7), 409(7), 411(6), 412(6)	Unlawful Height of Building or Structure			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" APPENDIX "5" Big White Zoning Bylaw No. 1166, 2001				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
402(8), 402A(8), 403(7), 403A(7), 404(7), 404A(7), 405(6), 406(5), 406A(6), 406B(5), 407(6), 407A(6), 408(6), 409(6), 411(4), 411A(4), 412(5)	Exceeds Parcel Coverage			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
304	Unlawful Height of Radio, Television Antennas, Monuments, Chimney Stacks, Flag Poles, Lighting Poles, and Elevator Shafts			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
305	Unlawful Home Occupation Use			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
308	Visibility at Intersection Obstructed			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" APPENDIX "5" Big White Zoning Bylaw No. 1166, 2001				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
309	Unlawful Screening and Closed Fencing			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
310	Unlawful Junkyard, Wrecking or Storage of Derelict Vehicle			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
311	Unlawful Bed and Breakfast or Boarding			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
312	Unlawful Floor Area			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" APPENDIX "5" Big White Zoning Bylaw No. 1166, 2001				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
314	Unlawful Sign			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
315(1)	Unlawful Residential Occupancy			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
315(2)	Unlawful Accessory Building or Structure			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
402(5), 402A(5), 403(5), 403A(5), 406A(5)(a), 406(5)(c), 406A(7), 408(3)	Exceeding Number of Buildings, Guest Rooms, Dwelling Units, Habitation Units or Single Family Dwellings			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" APPENDIX "5" Big White Zoning Bylaw No. 1166, 2001				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
406B(9)(1)	Exceeds Area of Dwelling Unit of Multi Family Dwelling			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
402(11), 402A(11), 403(11), 403A(11)	Exceeding Number of Bedrooms or Sleeping Units for Bed and Breakfast or Lodgers			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
406A(5)(d)	Exceeding Number of Seats in Eating and Drinking Establishment			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" APPENDIX "5" Big White Zoning Bylaw No. 1166, 2001				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
406(5)(e)	Exceeding Number of Seats in Neighbourhood Pub			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
402(6), 402A(6)	Unlawful Dwelling Unit or Accessory Unit Building on a Common Lot Access			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
406A(5)(a)	Exceeds Number of Guest Rooms for a Hotel, Motel or Motor Inn			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" APPENDIX "5" Big White Zoning Bylaw No. 1166, 2001				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
409(5)(a)	Exceeding Number of Guest Bedrooms in a Pension			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
409(5)(b)	Exceeding Number of Beds within a Pension Bedroom			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
409(5)(c)	Exceeding Number of Seats in Pension Restaurant			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
409(5)(d)	Exceeding Occupancy Rating for Pension Drinking Establishment			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" APPENDIX "5" Big White Zoning Bylaw No. 1166, 2001				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
316	Failure to Connect to Community Water System and Community Sewer System			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
317 and 402(11), 402(12), 402A(12), 403(12), 403A(13), 404(12), 404A(12), 405(12), 406(9), 406A(10), 406B(11)(1), 407(8), 407A(8)(a), 408(8), 409(8), 410(6), 411(7), 411A(7), 412(7)	Unlawful Parking			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
318 and 404(12), 404A(12), 406(9), 406A(10), 406B(11)(2), 407(9), 408(8), 409(8), 410(6), 411(7), 411A(7)	Unlawful Off-street Loading Facilities			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" APPENDIX "6" Mount Baldy Ski Resort Zoning Bylaw No. 1340, 2010				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
202, 303 and 304(b), 402(1), 402(2), 403(1), 403(2), 404(1), 404(2), 405(1), 405(2), 406(1), 406(2), 407(1), 407(2), 407A(1), 407A(2), 408(1), 408(2), 409(1), 409(2), 410(1), 410(2)	Unlawful Use of Land, Building or Structure			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
402(5), 403(7), 404(7), 405(6), 406(5), 407(6), 407A(5), 408(4), 409(5)	Unlawful Siting of Building or Structure			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
402(7), 403(9) 404(9), 405(8), 406(7), 407(7), 407A(6), 408(5), 409(6), 410(6)	Unlawful Height of Building or Structure			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

Schedule "A" APPENDIX "6" Mount Baldy Ski Resort Zoning Bylaw No. 1340, 2010				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
305(b)	Unlawful Height of Radio, Television Antennas, Monuments, Chimney Stacks, Flag Poles, Lighting Poles, Elevator Shafts and Towers for Ski Lifts and Recreational Infrastructure			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
402(6), 403(8), 404(7), 405(5), 406(6), 407(5), 407A(4), 409(4), 410(4)	Exceeds Parcel Coverage			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
308	Unlawful Floor Area			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
309	Unlawful Bed and Breakfast and Boarding			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" APPENDIX "6" Mount Baldy Ski Resort Zoning Bylaw No. 1340, 2010				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
310	Unlawful Home-Based Business			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
311	Visibility at Intersection Obstructed			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
312	Unlawful Fencing			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
313, 402(8)	Unlawful Sign			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
402(4), 403(5), 404(5)	Exceeding Number of Dwelling Units, Single Family Dwelling or Two Family Dwelling			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" APPENDIX "6" Mount Baldy Ski Resort Zoning Bylaw No. 1340, 2010				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
403(6)(a), 403(6)(b), 404(6)(a), 404(6)(b)	Exceeds Area of Dwelling Unit			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
314	Failure to Connect to Community Water System and Community Sewer System			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
315 and 403(11), 404(11), 405(9), 406(8), 407(8), 407A(7), 408(6), 409(7), 410(7)	Unlawful Parking			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
316 and 405(9), 406(8), 407(8), 408(6), 409(7), 410(7)	Unlawful Off-Street Loading			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

Schedule "A" APPENDIX "7" Jewel Lake Rural Land Use Plan Bylaw No. 855, 1995				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
5.2.3 and 7.1 8.1, 9.1, 10.1, 11.1, 12.1, 13.1, 14.1, 15.1	Unlawful Use of Land, Building or Structure			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
5.2A	Unlawful Cannabis Cultivation, Cannabis Retail Store and Cannabis Bunker			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
5.3	Unlawful Home Occupation			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
8.4, 9.4, 10.4, 12.3, 14.4	Unlawful Siting of Building or Structure			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

Schedule "A" APPENDIX "7" Jewel Lake Rural Land Use Plan Bylaw No. 855, 1995				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
5.6	Unlawful Siting of Building or Structure to Natural Boundary of Jewel Lake			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
8.6, 9.6, 10.6, 11.4, 12.5	Unlawful Height of Building or Structure			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
8.5, 9.5, 10.5, 12.4	Exceeds Parcel Coverage			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
8.3, 9.3, 10.3, 11.3, 14.3	Exceeds Number of Dwelling Units			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" APPENDIX "7" Jewel Lake Rural Land Use Plan Bylaw No. 855, 1995				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
5.10	Unlawful Screening and Fencing			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
5.11	Unlawful Junkyard or Dismantling, Wrecking or Storage of Derelict Vehicle			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
5.12	Unlawful Borders and Lodgers			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" APPENDIX "8" Bridesville Townsite Land Use Plan Bylaw No. 1485, 2012				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
3.1.2, 3.2.3 and 3.3.1.1, 3.3.1.2, 3.3.2.1, 3.3.2.2, 3.3.3.1, 3.3.3.2, 3.3.3A.1, 3.3.4.1, 3.3.4.2	Unlawful Use of Land, Building or Structure			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
3.3.16, 3.3.2.6, 3.3.3.5, 3.3.3A.2, 3.3.3A.5, 3.3.4.4	Unlawful Siting of Building or Structure			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$374	\$475
3.2.4	Unlawful Home Occupation			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
3.3.1.4, 3.3.2.4, 3.3.3.4, 3.3.3A.4	Exceeds Number of Single Family Dwellings or Dwellings			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" APPENDIX "8" Bridesville Townsite Land Use Plan Bylaw No. 1485, 2012				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
3.3.1.5, 3.3.2.5	Unlawful Keeping of Roosters and Number of Animals			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
3.2.6, 3.3.3.6, 3.3.3A.6	Unlawful Screening and Fencing			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" APPENDIX "9" Regional District of Kootenay Boundary Floodplain Management Bylaw No. 677, 1995				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
9 and 5(b)(i), 5(b)(ii)	Unlawful Siting of Building or Structure within Floodplain Setback to Pend d'Oreille			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
9 and 5(b)(iii)	Unlawful Siting of Building or Structure within Floodplain Setback to Columbia River			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
9 and 5(b)(iv)	Unlawful Siting of Building or Structure within Floodplain Setback to Kettle or Granby Rivers			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" APPENDIX "9" Regional District of Kootenay Boundary Floodplain Management Bylaw No. 677, 1995				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
9 and 5(b)(v)	Unlawful Siting of Building or Structure within Floodplain Setback to Watercourse			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
9 and 5(b)(vi)	Unlawful Siting of Building or Structure within Floodplain Setback to Lake, Marsh or Pond			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
9 and 5(b)(vii)	Unlawful Siting of Building or Structure within Floodplain Setback to Standard Dyke right-of way or Flood Protection or Seepage Control Structure			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

Schedule "A" APPENDIX "9" Regional District of Kootenay Boundary Floodplain Management Bylaw No. 677, 1995				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
9 and 6(a)(i)	Failure to Meet Floodplain Specifications for Underside of Floor System or Top of Any Pad			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
9 and 6(a)(ii)	Landfill Supporting Floor System or Pad Exceeds Watercourse Setback			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
9 and 6(a)(iii)	Failure to Protect Structural Support or Fill from Erosion or Scour			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" - APPENDIX "10" Regional District of Kootenay Boundary Electoral Area 'A' and 'B' Dog Control and Licensing Bylaw No. 1117, 2000				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
7(a)	Dog at large on public lands			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
7(b)	Dog at large on private lands			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
8(a)	Diseased or Vicious Dog at Large			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
8(b)	Pit Bull Not Leashed and Muzzled in Public			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
8(c)	Operating Kennel without Fence and Confinement of Pitbulls			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

Schedule "A" APPENDIX "11" Regional District of Kootenay Boundary Animal Control Bylaw No. 1550, 2014				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
3	Failure to License Dog			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
5(1)	Unleashed Dog at Large in Public Place			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
5(3)	Uncontrolled Dog			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
5(5)	Failure to Remove Dog Excrement			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
6	Noisy Dog Causing Nuisance			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" APPENDIX "11" Regional District of Kootenay Boundary Animal Control Bylaw No. 1550, 2014				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
7	Dog or Animal At Large in Control Area			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
10(1)	Vicious Dog Within Prohibited Area			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
10(2)	Failure to Comply With Duties of Owner or Person in Control of Vicious Dog			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
11(1)	Improperly Having Animal With Incurable Disease			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
14	Obstruction of Animal Control Officer			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" APPENDIX "11" Regional District of Kootenay Boundary Animal Control Bylaw No. 1550, 2014				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
15	Keeping More Than 3 Dogs			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" APPENDIX "12" Big White Noise Control Bylaw No. 1431, 2009				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
1	Noise That Disturbs			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
2	Noise Emanating From Property That Disturbs			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
3(a)	Amplification Equipment That Disturbs			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
3(b)	Animal Sound That Disturbs			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
4(a)	Amplified Music or Audible Speech Within Prohibited Time			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" APPENDIX "12" Big White Noise Control Bylaw No. 1431, 2009				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
4(b)	Amplified Music or Speech in Prohibited Area			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
4(c)	Animal Sound Outside Premises Within Prohibited Time			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
4(d)	Machine or Equipment Noise or Sounds Within Prohibited Time in Residential Area			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
4(e)	Construction Noises Within Prohibited Time in Residential or Industrial Area			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" APPENDIX "13" Regional District of Kootenay Boundary Mobile Home Park Bylaw No. 97, 1975				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
2.1	Failure to Obtain Permit			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
6.1	Unlawful Mobile Home Park			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
6.2	Obstruction of Building Inspector			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
9.1.2	Unlawful Siting of Building or Mobile Home Space to Lake, Watercourse or Above Flood Level or Flood Hazard Area			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" APPENDIX "13" Regional District of Kootenay Boundary Mobile Home Park Bylaw No. 97, 1975				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
9.3, 9.5, 9.12, 15.2, 15.3	Unlawful Siting of Mobile Home Park or Mobile Home or Addition			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
17.1, 17.3, 18.3	Unlawful Storage of Boats, Recreational Vehicles, Trucks Camping Units or Heavy Equipment or Park Maintenance Equipment			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
17.4	Insufficient Screening or Fencing of Storage Area			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" APPENDIX "13" Regional District of Kootenay Boundary Mobile Home Park Bylaw No. 97, 1975				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
9.2.2	Prohibited Sewage Disposal Treatment System or Ground Water Source			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
9.7	One Family Use of Mobile Home Exceeding			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
9.10	Insufficient Landscaping			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
11.1	Insufficient Buffer Area			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
11.2(1)	Unlawful Siting of Mobile Home Space in Buffer Area			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

Schedule "A" APPENDIX "13" Regional District of Kootenay Boundary Mobile Home Park Bylaw No. 97, 1975				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
11.2(3)	Unlawful Siting of Garbage Disposal in Buffer Area			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
11.3(4)	Unlawful Siting of Private Sewage Disposal System in Buffer Area			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
11.2(5)	Unlawful Removal of Plant Material in Buffer Zone			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
11.3.1	Unlawful Road or Access from Public Highway or Secondary Road in Buffer Zone to Mobile Home Space			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" APPENDIX "13" Regional District of Kootenay Boundary Mobile Home Park Bylaw No. 97, 1975				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
12.2	Insufficient Access for Mobile Home Park			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
12.3	Failure to Surface Roadway			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
12.4	Insufficient Road Width			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
12.5	Insufficient Turning Circle Radius			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
12.6	Insufficient Gradient or Drainage of Road			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" APPENDIX "13" Regional District of Kootenay Boundary Mobile Home Park Bylaw No. 97, 1975				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
12.7	Insufficient Access to Mobile Home Space, Storage Areas and Buildings			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
13.1, 13.3	Unlawful Off- Street Parking and Parking Spaces or Bays			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
13.2	Unlawful Location of Parking Space			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
14.2	Insufficient Landscaping in Recreation Area			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" APPENDIX "13" Regional District of Kootenay Boundary Mobile Home Park Bylaw No. 97, 1975				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
15.1.1, 15.1.2	Unlawful Amount, Area, Width and Frontage of Mobile Home Spaces for Single Wide Mobile Homes			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
15.1.3	Unlawful Amount, Area, Frontage and Width of Double Wide Mobile Homes			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
19.2	Insufficient Screening or Protection of Garbage			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
19.3	Unlawful Disposal of Garbage or Refuse			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" APPENDIX "13" Regional District of Kootenay Boundary Mobile Home Park Bylaw No. 97, 1975				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
19.5	Insufficient Lighting			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
19.8	Insufficient Fire Extinguishing Equipment			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
19.9	Unlawful Fires			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475
19.11	Failure to Maintain and Prevent Vermin			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$375	\$475

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Schedule "A" APPENDIX "14" Solid Waste Management Facilities Regulatory Bylaw No. 1744, 2020				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
3.2	Unlawful Disposal of Waste at Unauthorized Location of Solid Waste Management Facility			
	1 st & 2 nd Offence	\$100	\$75	\$150
	3 rd & Subsequent Offence	\$200	\$175	\$275
3.3	Unlawful Deposit of Refuse or Entry Within Prohibited Time			
	1 st & 2 nd Offence	\$250	\$200	\$350
	3 rd & Subsequent Offence	\$450	\$375	\$500
3.7	Failure to Pay Fees			
	1 st & 2 nd Offence	\$100	\$75	\$150
	3 rd & Subsequent Offence	\$200	\$175	\$275
3.8	Unlawful Deposit of Municipal Solid Waste			
	1 st & 2 nd Offence	\$250	\$200	\$350
	3 rd & Subsequent Offence	\$450	\$375	\$500

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Schedule "A" APPENDIX "15" Regional District of Kootenay Boundary Building Bylaw No. 1741, 2020				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
4.1	Failure to Obtain a Permit			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$275	\$475
4.2	Occupy Without a Permit			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$275	\$475
4.3	Submit False/Misleading Information			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$275	\$475
4.4	Modification of Plans and Documents After Permit Issued			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$275	\$475

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Schedule "A" APPENDIX "15" Regional District of Kootenay Boundary Building Bylaw No. 1741, 2020				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
4.5	Tamper with Notice, Permit or Certificate			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$275	\$475
4.6	Doing Construction that is at Variance with Design or Plans			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$275	\$475
4.7	Obstruct Entry of Building Official			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$275	\$475
4.8	Fail to Post Civic Address on Property During Construction			
	1 st Offence & Second Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$275	\$475

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Schedule "A" APPENDIX "15" Regional District of Kootenay Boundary Building Bylaw No. 1741, 2020				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
4.9, 6.5(a)	Failure to Comply with Notice by Deadline			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$275	\$475
4.9, 6.5(b)	Continuing Work after Stop Work Order			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$275	\$475
4.9, 6.5(c)	Failure to Remove Unauthorized Encroachment			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$275	\$475
4.9, 6.5(d)	Failure to Remove Unauthorized Building or Structure of Part Thereof			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$275	\$475

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Schedule "A" APPENDIX "15" Regional District of Kootenay Boundary Building Bylaw No. 1741, 2020				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
4.9, 6.5(e)	Failure to Obtain Inspection and Acceptance Prior to Concealing			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$275	\$475
4.9, 6.5(f)	Failure to Uncover Improperly Concealed Work			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$275	\$475
4.9, 6.5(g)	Failure to Comply with Do Not Occupy Notice			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$275	\$475
4.9, 6.5(h)	Failure to Cease Occupancy When Unsafe Building Condition Exists			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$275	\$475

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Schedule "A" APPENDIX "15" Regional District of Kootenay Boundary Building Bylaw No. 1741, 2020				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
4.9, 6.5(i)	Failure to Correct Unsafe Building Condition			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$275	\$475
4.9, 6.5(j)	Failure to Correct Building and Plumbing Deficiencies			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$275	\$475
4.10	Change of Use, Occupancy or Use and Occupancy Without Permit			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$275	\$475
7.3(a)	Failure to Comply with Permit Conditions			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$275	\$475

Schedule "A" APPENDIX "15" Regional District of Kootenay Boundary Building Bylaw No. 1741, 2020				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
7.3(b)	Failure to have Permit and Supporting Documents at Site			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$275	\$475
7.9(a)	Failure to Clear Debris After Demolition			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$275	\$475
7.9(b)	Failure to Level, Grade and Make Site Safe After Demolition			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$275	\$475
7.9(c)	Failure to Leave Site in Neat Condition After Demolition			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$275	\$475

Schedule "A" APPENDIX "15" Regional District of Kootenay Boundary Building Bylaw No. 1741, 2020				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
7.11	Failure to Stop Work after Termination of Registered Professional			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$275	\$475
7.13(b)	Failure to Obtain Building Official's Written Acceptance Prior to Concealing			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$275	\$475
10.22	Failure to Fill in Unused Excavation			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$275	\$475
10.23	Failure to Fence and Screen Partial Construction After Permit Expired			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$275	\$475

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Schedule "A" APPENDIX "15" Regional District of Kootenay Boundary Building Bylaw No. 1741, 2020				
Section	Description	Penalty	Early Payment Reduced Penalty	Late Penalty Payment
12.1(b)	Moving Building or Structure Without a Permit			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$275	\$475
15.1	Demolition Without a Permit			
	1 st & 2 nd Offence	\$200	\$175	\$275
	3 rd & Subsequent Offence	\$400	\$275	\$475

Compliance agreement pursuant to the Regional District of Kootenay Boundary Bylaw Notice
Enforcement Bylaw No. 1742

acknowledge receipt of Bylaw Offence Notice(s) # _____ (the "Bylaw Notice"), and wish to enter into this Compliance Agreement whereby I agree to fulfill the conditions below, in exchange for a reduced penalty which shall be one half of the penalty identified on the face of the Bylaw Offence Notice.

1. On or before _____ I will: _____

2. On or before _____ I will: _____

I also understand that if I breach a term of this Agreement, or fail to observe or perform the above terms and conditions, the Regional District's Screening Officer may rescind this Agreement.

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the full penalty stated in the Bylaw Notice(s) of \$_____ will be immediately due and payable and subject to all fees and penalties as if the Bylaw Notice was not disputed.

Signature of Bylaw Notice Recipient

Signature of Screening Officer

Date

Date