

Board of Directors
Wednesday, February 10, 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 footstep 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 February 10, 2021 is presented.

Recommendation: Corporate Vote Unweighted

That the agenda for the Regional District of Kootenay Boundary Board of Directors meeting of February 10, 2021 be adopted as presented.

4. Draft Minutes

The draft minutes of the Regional District of Kootenay Boundary Board of Directors meeting held January 28, 2021 are presented.

[Draft Minutes-Board of Directors-28 Jan-BoD Feb 10 21](#)

Recommendation: Corporate Vote Unweighted

That the draft minutes of the Regional District of Kootenay Boundary Board of Directors meeting held January 28, 2021 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.

5.a) Consent Agenda Highlights

- Receipt of Items Item 10.b)-RDKB Committee Minutes
- Receipt of Item 11-Board Appointment Updates.

Recommendation: Corporate Vote Unweighted

That Consent Agenda items 10.b) and 11) be received by general consent of the Board.

6. Presentations at the Request of the Board

There are no presentations for the Board to consider.

7. Delegations

7.a) Donna Wilchynski, Director, West Kootenay Boundary Community Investment Co-op (WKBCIC)

Tyler Rice, Director and Treasurer WKBCIC

Re: Investing Local and Becoming a Member of WKBCIC

[Delegation-Request Form-From WKBCIC-BoD Feb 10 21](#)

[WKBCIC Capital Raise 2021-BoD Feb 10 21](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors discuss the request from the West Kootenay Boundary Community Investment Co-op (WKBCIC) to invest in local communities by the RDKB becoming a member and investor of the WKBCIC and purchase \$10,000 to \$100,000 of membership shares.

8. Applicants & Persons Attending to Speak to Agenda Items

Staff have not received any requests from applicants to attend the meeting.

9. Communications (Information Only)-Consent Agenda

9.a) There aren't any communications for information to consider.

10. Reports-Consent Agenda

10.a) Monthly Cheque Register Summary

To be presented at a future meeting.

10.b) RDKB Committee Minutes

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

Policy & Personnel Committee (Dec. 9/20) and Boundary Services Committee (Jan 8/21).

[Minutes -P&P- 09 Dec 2020-BoD Feb 10 21 Pdf](#)

[Boundary Services Committee - 08 Jan 2021 - Minutes - Pdf](#)

10.c) Recreation Commission Minutes

Minutes of the RDKB Recreation Commission meetings will be presented at a future meeting.

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

The draft minutes of APC meetings for the month of February will be provided at a future meeting.

11. Board Appointments 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 (Report Attached)

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

[OK Film Commission-TVProduction-Jan14 21-Draft 1-BoD Feb 10 21](#)

12. Items Removed from Consent Agenda for Consideration

Discussion of any items brought forward from the Consent Agenda Item 5.

13. Unfinished Business

13.a) 2021-2025 Five Year Financial Plan General Government/Legislative & Administration Service (001)

A staff report from Barb Ihlen, General Manager of Finance/Chief Financial Officer regarding the General Government/Legislative & Administrative Services (001) proposed 2021-2025 Five Year Financial Plan is presented.

[Staff Report-Gen Gov \(001\)-2021-2025 Financial Plan-BoD Feb10 21](#)
[5 YR-001-For Approval-Gen Gov-2021-2025 Financial Plan-BoD Feb 10 21](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve the proposed General Government/Legislative & Administrative Services (001) 2021-2025 Five Year Financial Plan including minor changes for adjustments for year end totals as presented to the Board on February 10, 2021. **FURTHER** that the Financial Plan be included in the overall RDKB 2021-2025 Five Year Financial Plan.

13.b) 2021-2021 Five Year Financial Plan Reserve for Feasibility Studies Service (006)

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

[Staff Report-Feasibility \(006\) 2021-2025 Five Year Financial Plan-BoD-Feb 10 21](#)
[5 YR-006-For Approval-FeasibilityStudies-2021-2025 Financial Plan-BoD Feb 10 21](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve the Reserve for Feasibility Studies Service (006) 2021-2025 Five Year Financial Plan including minor changes for adjustments for year-end totals as presented to the Board on February 10, 2021. **FURTHER** that the Financial Plan be included in the overall RDKB 2021-2025 Five Year Financial Plan.

13.c) 2021-2021 Five Year Financial Plan Building Inspection Services (004)

A staff report from Brian Champlin, Manager of Building Inspection providing an overview of the Building Inspection Services (004) 2021-2025 Five Year Financial Plan is presented.

[Staff Report-Bldg Inspection \(004\)-2021-2025 Five Year Financial Plan-BoD Feb10 21](#)
[5 YR-004-For Approval-Bldg Inspection-2021-2025 Financial Plan-BoD Feb10 21](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve the Building Inspection Services (004) 2021-2025 Five Year Financial Plan including minor changes for adjustments for year-end totals as presented to the Board on February 10, 2021. **FURTHER** that the Financial Plan be included in the overall RDKB 2021-2025 Five Year Financial Plan.

**13.d) 2021-2021 Five Year Financial Plan
Regional Solid Waste Management Services (010)**

Director Morel, Environmental Services Liaison

A staff report from Janine Dougall, General Manager of Environmental Services providing an overview of the Regional Solid Waste Management (010) Service Draft 2021-2025 Five Year Financial Plan is presented.

[Staff Report-RegionalSolidWaste \(010\)-2021-2025 BudgetSummary-Approval BoD Feb10 21](#)
[5YR Plan 010-For Approval-Regional Solid Waste-BoD Feb 10 21](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve the Regionalized Solid Waste Management Service (010) 2021-2025 Five Year Financial Plan including minor changes for adjustments for year-end totals as presented to the Board on February 10, 2021. **FURTHER** that the Financial Plan be included in the overall RDKB 2021-2025 Five Year Financial Plan.

**13.e) 2021-2021 Five Year Financial Plan
Big White Solid Waste Management Services (064)**

Director Morel, Environmental Services Liaison

A staff report from Janine Dougall, General Manager of Environmental Services providing an overview of the Big White Solid Waste Management (064) Service Draft Proposed 2021-2025 Five Year Financial Plan is presented.

[Staff Report-BigWhite SolidWaste \(064\)-2021-2025 Budget Summary-Approval BoD Feb 10 21](#)
[5YR Plan-064-For Approval-BigWhite Solid Waste-BoD Feb 10- 21](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve the Big White Solid Waste Management Service (064) 2021-2025 Five Year Financial Plan including minor changes for

adjustments for year-end totals as presented to the Board on February 10, 2021. **FURTHER** that the Financial Plan be included in the overall RDKB 2021-2025 Five Year Financial Plan.

**13.f) 2021-2021 Five Year Financial Plan
Emergency Communications 9-1-1 Services (015)**

Director Wortley, Emergency Preparedness Liaison

A staff report from Dan Derby, Regional Fire Chief providing an overview of the 2021-2025 Five Year Financial Plan for the 9-1-1 Emergency Communications (015) Service 2021-2025 Five Year Financial Plan is presented.

[Staff report-9-1-1 EM COMM \(015\)-2021-2025 Budget-BoD Feb 10 21
5 YR Plan-015-For Approval-9-1-1 EM COMM-BoD Feb10 21](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve the Emergency Communications 9-1-1 Service (015) 2021-2025 Five Year Financial Plan including minor changes for adjustments for year-end totals as presented to the Board on February 10, 2021. **FURTHER** that the Financial Plan be included in the overall RDKB 2021-2025 Five Year Financial Plan.

13.g) COVID-19 Verbal Updates

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 RDKB Wage Continuation COVID-19 Pandemic Policy

Director McGregor, Finance Liaison

Recommendation: Corporate Vote Unweighted

That the verbal updates regarding the RDKB COVID-19 Pandemic Emergency Operations (EOC) and the RDKB Wage Continuation COVID-19 Pandemic Policy be received as presented to the RDKB Board of Directors on February 10, 2021.

13.h) Appointment to the Electoral Area E/West Boundary Advisory Planning Commission

Dave Anderson

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

That Dave Anderson be appointed to the Electoral Area E/West Boundary Advisory Planning Commission.

14. Communications-RDKB Corporate Communications Officer

A report regarding the RDKB's new website will be presented to the Board at future meeting.

15. Committee Recommendations to Board of Directors

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

15.a) Policy and Personnel Committee (Jan. 28/21)

*Director McGregor Committee Chair/Director Grieve, Vice-Chair
Human Resource Advisor*

[Staff Report-Position Description-HR Advisor-BoD Feb 10 21](#)

[HR Advisor Role-BoD Feb 10 21](#)

[HR Position vs Contract Out-BoD Feb 10 21](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve the inclusion of a Human Resource Advisor position in the 2021 fiscal year as presented to and approved by the Policy and Personnel Committee on January 28, 2021.

15.b) Boundary Services Committee-Jan. 27/21

*Director McGregor, Committee Chair/Director Dunsdon, Vice-Chair
National Disaster Mitigation Program (NDMP) Grant Funding*

[Staff Report-2021-01-27 Flood Map NDMP grant-BoD FEB 10 21](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors provide a resolution in support of the submission of a grant application to the National Disaster Mitigation Program (NDMP) Stream 2: Flood Mapping for \$553,500 for Flood and Geohazard Mapping for the Boundary Region.

15.c) Boundary Services Committee-Jan. 27/21

*Director McGregor, Committee Chair/Director Dunsdon, Vice-Chair
UBCM Community Emergency Preparedness Fund (CEPF)*

[Staff Report-2021-01-27 Flood Map CEPF grant-BoD Feb 10 21](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors provide a resolution in support of staff submitting a grant application for \$150,000 to conduct Flood and Geohazard Mapping for the Boundary Region to the UBCM Community emergency Preparedness Fund; and FURTHER should the grant application be successful, award the contract to Northwest Hydraulic Consultants (NHC).

16. Refreshment Break

17. New Business

17.a) D. Derby, Regional Fire Chief

Re: Emergency Services Communication (9-1-1) Agreement Contract Extension

Director Worley, Emergency Preparedness Liaison

A staff report from Dan Derby, Regional Fire Chief regarding a one-year contract extension for our emergency services communication (9-1-1) agreement between the Regional District of Central Okanagan (RDCO) and the Regional District Kootenay Boundary (RDKB) is presented.

[Staff Report-EM COMM-Service Contract Extension-RDCO-BoD Feb10 21 A14-149-RDCO-RDKB-Agreement Amendment No2 \(6JAN21\)-BoD Feb10 21](#)

[MIA Service Provider Agreement \(2019\)-RDKB EM COMM-BoD Feb10 21 911 Call Answer Service Agreement - 2014-RDKB EM COMM-BoD Feb10 21](#)

Recommendation: Corporate Vote Weighted

That the Regional District Kootenay Boundary Board of Directors approve the Emergency Services Communication (9-1-1) Agreement Extension No. 2 for the term commencing January 1, 2021 and ending December 31, 2021 between the Regional District Central Okanagan and the Regional District Kootenay Boundary based on the estimated fees outlined within the agreement (\$65,993 in 2021). **FURTHER** that the Board authorize the Municipal Insurance Association of British Columbia to add the Regional District Central Okanagan as an "Associate Member" to the Regional District Kootenay Boundary's policy for liability insurance purposes as set out in the Service Provider Agreement, related to the administration of the 9-1-1 Call Answer Centre Service Agreement and the Emergency Services Communication (9-1-1) Agreement – Amendment No.2.

17.b) J. Dougall, General Manager of Environmental Services

**Re: McKelvey Creek Wasteshed Curbside Collection
Green Bin Project-CleanBC Organic Infrastructure and
Collection Program (OICP) Application**

Director Morel, Environmental Services Liaison

A staff report from Janine Dougall, General Manager of Environmental Services regarding the McKelvey Creek Wasteshed Curbside Collection Green Bin Project is presented. The purpose of this report is to obtain the required resolution that formally authorizes staff to submit the application and outlines that the Board supports the project and commits to its share of the project, as well as cost overruns, is presented.

[Staff Report-McKelvey Creek Wasteshed Curbside Collection Green Bin Project Application Resolution\(Board-Feb10'21\)](#)
[RDKB detailed cost estimate-McKelvey Curbside Project - BoD Feb 10 21](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors direct staff to submit an application for grant funding for the McKelvey Creek Wasteshed Curbside Collection Green Bin Project through the CleanBC Organic Infrastructure and Collection Program.

FURTHER that the Regional District of Kootenay Boundary Board supports the project and commits to its share (\$351,453) of the project, as well as cost overruns.

17.c) 2021 AKBLG Resolutions

The RDKB's 2021 AKBLG resolutions must be submitted to the AKBLG by February 19, 2021.

On February 1, 2021, RDKB staff sent an email to the municipal Directors requesting them to bring forward "regional" advocacy issues to the February 10th Board meeting for consideration. The advocacy will be discussed by the Board will be referred to the Education and Advocacy Committee for further review and discussion at the February 17th Committee meeting. The recommendations adopted by the Committee, based on the Board's referrals from the February 10th meeting, will be forwarded to the AKBLG before the February 19th deadline and presented to the Board for endorsement on February 25th, 2021.

Some Directors have suggested the following issues:

1. Supporting 1% wealth-tax to assist with COVID costs and reduce gap between "the wealthy and the poor.
2. Advocating for current and future vaccines to be produced in Canada.
3. Control of long term care facilities to provincial governments.

4. Mental Health during a Pandemic.
5. COVID-19 Start-up Funds.
6. Strong Fiscal Futures.

[How to Pay for COVID-19-R. Cannings Trail Times-BoD July 30 20-BoD Feb 10-E&A Feb 17 21](#)

[Vaccines Made in Canada-The Globe & Mail-BoD Feb 10-E&A Feb 17 21](#)
[LongTermCare to Provinces-Council of Canadians-BoD Feb 10-E&A Feb 17 21](#)

[CTV News-OntarioTakeOver Long-Term CareFacilities-BoD Feb 10-E&A Feb 17 21](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors discuss advocacy issues they wish to be submitted to the 2021 AKBLG Resolutions sessions. **FURTHER** that the advocacy issues be referred to the Education and Advocacy Committee for further review and decision-making on February 17, 2021 with a recommendation to refer back to the Board of Directors for endorsement on February 25, 2021.

17.d) Appointments-RDKB 2021 Recreation Commissions

Grand Forks and District Recreation Commission

Electoral Area C/Christina Lake Parks & Recreation Commission

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

That the Regional District of Kootenay Boundary Board of Directors approve the following appointments to the RDKB Electoral Area C/Christina Lake Parks and Recreation Commission:

Paul Beattie, Chair, Brenda Auge, Vice Chair, Adam Moore, Erica McCluney, Joe Sioga, Josh Strzelec, Sandi Gniewotta, Ben Koppin and Tara Bobocel.

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

That the Regional District of Kootenay Boundary Board of Directors approve the following appointments to the RDKB Grand Forks and District Recreation Commission:

Bob MacLean, Cheryl Ahrens, Danna O'Donnell, Chris Moslin, Jaime Massey and Susan Routley.

17.e) Grants in Aid - as of February 4, 2021:

[Grants in Aid-Board-February 10 2021](#)

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

That the following grants-in-aid be approved:

1. Boundary Youth Soccer Association – Program Costs – Electoral Area 'D'/Rural Grand Forks - \$1,500
2. Boundary Youth Soccer Association – Program Costs – Electoral Area 'E'/West Boundary - \$1,500

18. Bylaws

18.a) B. Champlin, Manager of Building Inspection

Re: Proposed Draft RDKB Building Bylaw No. 1753, 2021

First, Second and Third Readings and Adoption

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 and building bylaw No. 1741, 2020.

[Staff Report-Proposed Draft RDKB Building Bylaw No. 1753, 2021-BoD Feb10 21](#)

[RDKB Building Bylaw No. 1753 2021](#)

[Building + Plumbing Bylaw 449 \(1985\) Changes Highlighted from new Bylaw](#)

Recommendation: Stakeholder Vote (Electoral Area Directors) Unweighted

That Regional District of Kootenay Boundary Building Bylaw No. 1753, 2021 be read a First, Second and Third time.

Recommendation: Stakeholder Vote (Electoral Area Directors) Unweighted

That Regional District of Kootenay Boundary Building Bylaw No. 1753, 2021 be Adopted.

18.b) G. Denkovski, Manager of Infrastructure and Sustainability

Re: Bylaw No. 1754, 2021-Beaver Valley Water Services Rates Bylaw

First, Second and Third Readings and Adoption

[Bylaw No. 1754 - BV Water User Rates \(2021\)-BoD Feb 10 21](#)

Recommendation: Stakeholder Vote (Electoral Area A & Village of Fruitvale) Weighted

That Regional District of Kootenay Boundary Beaver Valley Water Service Rates Bylaw No. 1754, 2021 be read a First, Second and Third time.

Recommendation: Stakeholder Vote

(Electoral Area A and Village of Fruitvale) Weighted

That Regional District of Kootenay Boundary Beaver Valley Water Service Rates Bylaw No. 1754, 2021 be Adopted.

**18.c) T. Lenardon, Manager of Corporate Administration
Corporate Officer**

**Re: RDKB Bylaw No. 1740, 2020-Electoral Area D/Rural
Grand Forks and City of Grand Forks**

**Mosquito Control Services-SLP Conversion and Increase
Requisition Limit**

Rescind Third Reading& Read a Third Time as Amended

A staff report from Theresa Lenardon, Manager of Corporate Administration/Corporate Officer regarding an amendment to RDKB Electoral Area D/Rural Grand Forks and City of Grand Forks Mosquito Control Service Establishment Bylaw No. 1740, 2020 is presented.

[Staff Reports-Bylaw1740-AreaD GF Mosquito-3rd RdngAsAmended-BoD Feb 10 21](#)

[Bylaw1740-MosquitoCtrl-D&GF-Rescind 3rd RDNG-3rd AsAmended BoD Feb10 21](#)

[2020 Revised RG734 - Net Taxable and Converted Values-GF & Area D-Bylaw1740-BoD Feb 10 21](#)

Recommendation: Corporate Vote Unweighted

That Regional District of Kootenay Boundary Electoral Area D/Rural Grand Forks and City of Grand Forks Mosquito Control Service Establishment Bylaw No. 1740, 2020 third reading be rescinded.

Recommendation: Corporate Vote Unweighted

That Regional District of Kootenay Boundary Electoral Area D/Rural Grand Forks and City of Grand Forks Mosquito Control Service Establishment Bylaw No. 1740, 2020 be read a third time as amended.

19. Late (Emergent) Items

20. Discussion of Items for Future Meetings

21. Question Period for Public and Media

22. Closed Meeting

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

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors proceed to a closed meeting pursuant to S. 90 (1)(c) of the *Community Charter*.

23. Adjournment



Board of Directors

Thursday, January 28, 2021

ZOOM

Minutes

Board Members Present:

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

Staff Present:

M. Andison, Chief Administrative Officer
T. Lenardon, Manager of Corporate Administration-Corporate Officer/Recording Secretary
B. Ihlen, General Manager of Finance/Chief Financial Officer
J. Chandler, General Manager of Operations/Deputy Chief Administrative Officer
J. Dougall, General Manager of Environmental Services
D. Dean, Manager of Planning and Development
M. Stephens, Manager of Emergency Programs
F. Phillips, Senior Energy Specialist
G. Denkovski, Manager of Infrastructure and Sustainability
F. Maika, Corporate Communications Officer
D. Derby, Regional Fire Chief

Applicants and Members of the Public Present

C. and J. McLean
C. and K. Penney
N. Homes-Smith
M. Steele

C. Kocsis
J. Barber
R. Schiesser
F. Marshall

Approximately nine other members of the public.

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.

The Chair explained the rules of engagement for the meeting and that the RDKB Board of Directors follow a Code of Conduct. The Chair also made the members of the public aware that the meeting was live and was being recorded. She noted that personal information disclosed during the meeting is collected by the RDKB under the *Freedom of Information and Protection of Privacy Act*.

3. Consideration of the Agenda (additions/deletions)

The agenda for the Regional District of Kootenay Boundary Board of Directors meeting of January 28, 2021 was presented.

33-21

Moved / Seconded

Corporate Vote Unweighted

That the agenda for the Regional District of Kootenay Boundary Board of Directors meeting of January 28, 2021 be adopted as presented.

Carried.

4. Draft Minutes

The draft minutes of the Regional District of Kootenay Boundary Board of Directors meeting held January 13, 2021 were presented.

34-21

Moved / Seconded

Corporate Vote Unweighted

That the draft minutes of the Regional District of Kootenay Boundary Board of Directors meeting held January 13, 2021 be adopted as presented.

Carried.

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 (Item 12).

5.a) Consent Agenda Highlights

- Receipt of Item 10 (Reports) 10.a) Monthly Cheque Register for the month of December 2020 for \$2,367,726.80, 10.b) RDKB Committee Minutes, 10.c) - Recreation Commission Minutes and 10.d) Draft Advisory Planning Commission (APC) Minutes.

35-21

Moved / Seconded

Corporate Vote Unweighted

That Consent Agenda item 10.a) to 10.d) be received by general consent of the Board.

Carried.

6. Presentations at the Request of the Board

There were no presentations.

7. Delegations

There were no delegations in attendance.

8. Applicants & Persons Attending to Speak to Agenda Items

8.a) Electoral Area Services Committee (Jan. 14/21)

D. Patterson, Planner

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

Director Grieve, Committee Chair/Director McGregor, Vice Chair

Attending: Carolin and Joseph McLean, applicants

A staff report from Danielle Patterson, Planner regarding an application for a Development Variance Permit in Electoral Area C/Christina Lake was presented.

The Chair welcomed Mr. McLean to the meeting and staff reviewed a letter in support of his application for a development variance permit, which had been submitted prior to the board meeting.

The Chair provided Mr. McLean with an opportunity to speak to his application. Mr. McLean reviewed his application noting he requires permission to increase the interior height of his garage to install a car lift and stack his cars on top of each other. He asked if there were any questions and hearing no further comments, it was;

36-21

Moved / Seconded

Stakeholder Vote (Electoral Area Directors) Unweighted

That the Development Variance Permit application submitted by Carolin McLean and Joseph McLean, to vary Section 402.8(b) of the Electoral Area C / Christina Lake Zoning Bylaw No. 1300, 2007 to increase the height of their garage addition from 4.6 m to 6.7 m – a variance of 2.1 m, for the construction of a garage containing a car lift on the property legally described as Lot 2, Plan KAP47883, District Lot 1020s, Similkameen Division of Yale Land District, Electoral Area C/Christina Lake be presented to the Regional District of Kootenay Boundary Board of Directors for consideration, with a recommendation to approve.

Carried.

Mr. McLean thanked the Board and he left the meeting.

8.b) Electoral Area Services Committee (Jan. 14/21)

D. Patterson, Planner

Re: FrontCounter BC Referral -Licences of Occupations-Powder Renegade Lodge Electoral Area D/Rural Grand Forks & Electoral Area E/West Boundary

Director Grieve, Committee Chair/Director McGregor, Vice Chair

Attending: Cassandra and Kerry Penney, Powder Renegade Lodge, Applicants and Nick Holmes-Smith, Consultant

Margaret Steele, Area D Resident

Donna Dean, Manager of Planning and Development introduced the proposal. She advised that the purpose for the Licences of Occupation is to permit a snowcat-skiing operation and she noted that the RDKB's role is to provide comments to FrontCounter BC and that the Board does not have decision-making authority.

The Chair advised that the proponents were requested to attend the meeting and she welcomed Cassandra and Kerry Penney and Nick Holmes-Smith, Consultant to the meeting.

Cassandra Penney thanked the Chair for the opportunity to speak. She advised they are aware of concerns expressed by individuals and environmental groups. She noted that the proposal includes a desktop environmental impact assessment report. Ms. Penney stated that the proposal has been submitted according to the provincial process and that they were attending the meeting to answer questions from the Board.

Director McGregor stated that she would like the proposal to include a complete environmental impact assessment. Director Gee noted her concerns with the staff recommending that the proponent undertake public consultation before the Province

makes a decision, given this is an application made directly to the Province and that the Province is currently conducting public consultation. Director Gee stated that she would like to see the Province require a complete independent environmental impact assessment prior to any decision-making.

Director O'Donnell thanked the applicants for attending the meeting. She explained that she has received numerous concerns and opposition to the proposal from private citizens and various groups. Director O'Donnell noted her own concerns regarding the dangers of fuel trucks competing with logging trucks while traveling on the road during winter and possible accidents that could lead to an environmental disaster in the watershed. She also noted her concerns with the use of diesel and would like to see the proposal revised to support green technologies and a safer way of operating.

37-21

Moved / Seconded

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors request FrontCounter BC to delay consideration of the application for an Adventure Tourism and Roads Licences of Occupations for Powder Renegade Lodge Inc. as presented to the Board on January 28, 2021, until the proponents have submitted a complete environmental impact assessment. **FURTHER** that staff be directed to forward FrontCounter BC the staff report, which contains comments from the Electoral Area E/West Boundary Advisory Planning Commission and the Electoral Area D/Rural Grand Forks Advisory Planning Commission and to also forward the comments and concerns expressed by some Board Directors regarding the negative impacts to the watershed, wildlife, recreation and the overall environment.

Carried.

As part of the RDKB's response to FrontCounter BC's referral, Director Gee requested that the following specific comments to be referred back to the Ministry along with the Board's motion:

1. Area E/West Boundary residents use the subject-area for different reasons including logging, hunting, snowmobiling and other recreational purposes. There are concerns around damage from flooding resulting in economic damage due to past logging practices in this area and resulting in challenges for the forest to grow back. There is a Ministry of Forests Cumulative Effects study, which evaluates activity in the watershed. It is important to pull this information into this proposal.
2. The applicants wish to commence construction in the summer of 2021. This is not enough time for an evaluation or to pull in other reports.
3. There are numerous concerns about the impacts on wildlife. Comments have stated that there are wildlife populations that were not identified in the current environmental impact assessment that was offered. The concerns include the effects of the proposal on wildlife being under pressure during winter months when nutrition is very low.
4. The size of the intensive-use area is 15 ha. Director Gee stated this seems very large in an alpine area.

5. The Electoral Area E/West Boundary APC is concerned about new road construction and stream-crossings
6. There are questions about the coexistence of ongoing forestry in the area.

8.c) Electoral Area Services Committee (Jan. 14/21)

D. Patterson, Planner

**Re: Agricultural Land Commission (ALC)-Subdivision Referral
Electoral Area E/West Boundary**

Attending: Colleen Kocsis, Applicant

Director Grieve, Committee Chair/Director McGregor, Vice Chair

A staff report from Danielle Patterson, Planner regarding an application for subdivision in the Agricultural Land Reserve (ALR), Electoral Area E/West Boundary near Greenwood was presented.

The Chair welcomed the applicant to the meeting. Director Gee requested staff to explain why the application will be sent to the ALC without a recommendation from the Board. Staff explained that in the absence of Official Community Plan (OCP) and Zoning bylaws in place for this area, there isn't any policy direction that would guide the Board in making a recommendation, and it was;

38-21

Moved / Seconded

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors direct staff to forward the staff report, without a recommendation, to the Agricultural Land Commission for the subdivision application submitted by Colleen Kocsis for the property legally described District Lot 1020, Similkameen Division of Yale Land District at 2725 Boundary Creek Road, Electoral Area 'E'/West Boundary.

Carried.

F. Marshall inquired whether there was an opportunity for outside comments respecting agenda item 8.b)-FrontCounter BC referral for Licences of Occupations in Electoral Areas D/Rural Grand Forks and Electoral Area E/West Boundary to permit a snowcat-skiing operation. The Chair advised that although the Board meeting was "public" that it was not an RDKB "public hearing" and that there was opportunity for questions and comments at the end of the meeting agenda.

8.d) D. Dean, Manager of Planning & Development

**Re: RDKB Bylaw No. 1747-Amending Electoral Area E/West Boundary-Big
White Zoning Bylaw No. 1166, 2001**

First and Second Readings and Set up Public Hearing

Attending: Jeff Barber and Trent Kitsch, applicants

The Chair introduced the item to the meeting and asked for comments. Hearing none, it was;

39-21

Moved / Seconded

Stakeholder (Electoral Area Directors) Vote Unweighted

That Regional District of Kootenay Boundary Zoning Amendment Bylaw No. 1747, 2021 be read a First and Second time.

Carried.

40-21

Moved / Seconded

Stakeholder (Electoral Area Directors) Vote Unweighted

That staff arrange a public hearing for Regional District of Kootenay Boundary Zoning Amendment Bylaw No. 1747, 2021. **FURTHER** that Director Gee be appointed as the Public Hearing Chair with Directors O'Donnell and McGregor as alternates.

Carried.

9. Communications (Information Only)-Consent Agenda

There were not communications for the Board to consider.

10. Reports-Consent Agenda

The following agenda items-10.a) to 10.d) were received in the Consent Agenda at item 5.

10.a) Monthly Cheque Register Summary

The Monthly Cheque Register Summary for December 2020 for \$2,367,726.80.

10.b) RDKB Committee Minutes

Minutes of RDKB Committee Meetings as adopted by the respective Committees were presented: Utilities Committee (Nov. 10/20), Electoral Area Services Committee (Nov. 20/20), East End Services Committee (Dec. 17/20), Beaver Valley Regional Parks and Regional Trails committee (Nov. 17/20).

10.c) Recreation Commission Minutes-Consent Agenda

The following minutes of the RDKB Electoral Area C/Christina Lake and the Grand Forks and District Recreation Commission meetings as adopted by the respective Commissions were presented: Electoral Area C/Christina Lake Parks & Recreation Commission (Nov. 18/20 and Dec. 9/20), Grand Forks and District Recreation Commission (Sept. 10/20, Oct. 8/20 and Nov. 12/20).

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

The following draft minutes of the Advisory Planning Commission (APC) meetings held during January 2021 were presented: Electoral Area A (Jan. 5/21), Electoral Area B/Lower Columbia-Old Glory (Jan. 4/21), Electoral Area D/Rural Grand Forks (Jan. 5/21), Electoral Area E/West Boundary (Jan. 4/21), and Electoral Area E/West Boundary (Big White) (Jan. 5/21).

11. Board Appointments Updates-Consent Agenda

The Board appointments update(s) will be presented at the next meeting.

Southern Interior Development Initiative Trust (S.I.D.I.T.)-Director McGregor

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

Okanagan Film Commission-Director Gee

Boundary Weed Stakeholders Committee-Director Gee

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

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

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

Rural Development Institute (RDI)-Director Worley Chair's Update-Chair Langman

12. Items Removed from the Consent Agenda for Consideration

Consideration of consent agenda items was not required.

13. Unfinished Business**13.a) M. Stephens, Manager of Emergency Programs****Re: Proposed Revised 2021-2025 Emergency Preparedness (012) Financial Plan**

Director Worley, Emergency Preparedness Liaison

A staff report from Mark Stephens, Manager of Emergency Programs presenting an updated 2021 Emergency Preparedness Service (012) Five Year Financial Plan.

Mark Stephens, Manager of Emergency Programs reviewed the updates made to the financial plan since the Board reviewed it on January 13th. He noted that staff require clear direction on the budget and the inclusion of the Emergency Programs Coordinator (EPC) position, given it is a critical point in time for recruiting and hiring before freshet. Since the last presentation, staff have reduced the overall budget requisition limit by just over 22% down to 25.17% while maintaining the EPC position.

Staff reviewed the allocation of grant funding to three local Search and Rescue (SAR) groups, which was put in place to assist bridging the funding gap while a sustainable SAR

funding model was secured. A sustainable funding agreement with the Province and the SAR groups was reached last summer. It was generally agreed to remove the funding allocation to the SAR groups from the budget. Staff provided options for the allocation of these funds within the RDKB budget.

Staff also reviewed options for reducing the budget further, under which circumstances reserves could be used and the 2020 projects where reserve funds were applied. After further discussion on the balance of reserves, and it was;

41-21

Moved / Seconded

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve Option A as the preferred Emergency Preparedness Service (012) 2021-2025 budget option as presented to the Board on January 28, 2021 and including minor changes for adjustments for year end totals. **FURTHER** that staff be directed to remove the budget allocation for the three local SAR grants and that the Emergency Preparedness Service (012) Financial Plan be included in the overall RDKB 2021-2025 Five Year Financial Plan.

Carried.

13.b) G. Denkovski, Manager of Infrastructure and Sustainability

F. Phillips, Senior Energy Specialist

Re: Kootenay Clean Energy Transition

Director Morel, Environmental Services Liaison

A staff report from Goran Denkovski, Manager of Infrastructure and Sustainability and Freya Phillips, Senior Energy Specialist regarding the Kootenay Clean Energy Transition pilot project with the Regional District of East Kootenay and Central Kootenay was presented.

Freya Phillips, Senior Energy Specialist reviewed the staff report and provided background information on the project including project activities, costs and grant funding applications. She advised that it is time to move forward with the immediate priority work plan activities and to confirm the RDKB's commitment to \$30,000 in funding, and it was;

42-21

Moved / Seconded

Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors direct staff to allocate \$30,000 during 2021 from the CARIP reserve fund to the General Administration (001) budget to implement the Kootenay Clean Energy Transition pilot work plan.

Carried.

13.c) Verbal Updates-COVID-19

M. Stephens, Manager of Emergency Programs

Re: COVID-19 Pandemic Emergency Operations

Director Worley, Emergency Preparedness Liaison

Mark Stephens, Manager of Emergency Programs provided a brief update on Interior Health's COVID-19 statistics as well as the COVID-19 cases linked to Big White Ski Resort. He provided an explanation as to how Interior Health Authority captures and communicates statistics on the number of active cases. Presently, the RDKB EOC is supporting two individuals at Big White. Case numbers remain low in the RDKB's jurisdiction.

M. Andison, Chief Administrative Officer

Re: Impacts of the COVID-19 Wage Continuation Policy

Director McGregor, Finance Liaison

Mark Andison, Chief Administration Officer reviewed graphics illustrating that to date, the total cost incurred from the policy is \$47,594. The quarantine numbers have stabilized since October when employees had to take time off work to be with their children who may have been sent home from school with symptoms. The COVID-19 Restart grant funds can be allocated towards policy expenses.

43-21

Moved / Seconded

Corporate Vote Unweighted

That the verbal updates regarding the RDKB COVID-19 Pandemic Emergency Operations (EOC) and the COVID-19 Pandemic Wage Continuation Policy presented to the Board on January 28, 2021 be received.

Carried.

14. Communications-RDKB Corporate Communications Officer

14.a) F. Maika, Corporate Communications Officer

Re: Verbal Update

Frances Maika, Corporate Communications Officer presented information regarding current communications activities. She reviewed the Christina Lake virtual town hall meeting that was held on January 25th and advised that it was a very active meeting.

Staff also explained how the RDKB has been promoting the 2021 virtual town hall meetings on the RDKB website and through the RDKB public engagement site, jointheconversation. The Board was provided with a snapshot of online engagement activities and statistics as well as information respecting social media participation since 2019. It was noted that participation on jointheconversation has increased substantially since 2019, and that staff will work to increase the RDKB's social media followers and posts.

A report regarding the new RDKB website will be provided at a future meeting, and it was;

44-21

Moved / Seconded

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors receive the verbal corporate communications update report as presented on January 28, 2021 by Frances Maika, Corporate Communications Officer.

Carried.

15. Committee Recommendations to Board of Directors

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

Final 2021 Work Plans - For Adoption

Boundary Services Committee work plans will be presented to the Board at a future meeting.

15.a) Final 2021 Work Plans-Utilities Committee (Jan. 13/21)

45-21

Moved / Seconded

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors adopt the 2021 Work Plans for the following Utilities services as approved by the Utilities Committee on January 13, 2021 and presented to the Board on January 28, 2021:

Beaver Valley Water (500), Rivervale Water Utility (650), Rivervale Oasis Sewer (800), Columbia Gardens Water Utility (600), Big White Street Lights (101), Beaverdell Street Lights (103), East End Regional Sewer (700), and Christina Lake Water Utility (550).

Carried.

15.b) Final 2021 Work Plans-Electoral Area Services Committee (Jan. 14/21)

46-21

Moved / Seconded

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors adopt the 2021 Work Plans for the following Electoral Area services as approved by the Electoral Area Services Committee on January 14, 2021 and presented to the Board on January 28, 2021:

Electoral Area Administration (002), Planning and Development (005) and House Numbering Electoral Areas A and C/Christina Lake (120).

Carried.

15.c) Final 2021 Work Plans-Beaver Valley Regional Parks & Regional Trails Committee (Jan. 19/21)

47-21

Moved / Seconded

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors adopt the 2021 Work Plans for the following Beaver Valley Regional Parks and Regional Trails services as approved by the Beaver Valley Regional Parks and Regional Trails Committee (Beaver Valley Recreation) on January 19, 2021 and presented to the Board on January 28, 2021: Beaver Valley Arena (011), Beaver Valley Recreation (013) and Beaver Valley Regional Parks and Regional Trails (019).

Carried.

15.d) Final 2021 Work Plans-East End Services Committee (Jan. 19/21)

Mark Anderson, Chief Administrative Officer answered questions regarding the allocation of \$125,000 for training grounds as set out in the budget section of the final work plan.

Staff clarified that the inclusion of the \$125,000 in the work plan does not mean this funding is not necessarily approved for inclusion in the overall budget. Staff will draft a report with information on how the \$125,000 for training grounds will be spent. The report will be presented to the East End Services Committee, and it was;

48-21

Moved / Seconded

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors adopt the 2021 Work Plans for the following East End Services Committee services as approved by the East End Services Committee on January 19, 2021 and presented to the Board on January 28, 2021: Victim Services (009), Electoral Area B/Lower Columbia-Old Glory Recreation (014), Greater Trail Community & Arts Centre (018), Kootenay Boundary Regional Fire Rescue (050), East End Animal Control (070), Invasive Plant Control Area A (090), House Numbering Electoral Area B/Lower Columbia-Old Glory (122) and East End Transit (900).

Carried.

16. New Business**16.a) 2021 APC Appointments-RDKB Electoral Areas A-E**

For Approval

49-21

Moved / Seconded

Stakeholder Vote (Electoral Area Directors) Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve the following appointments to the RDKB Electoral Areas A-E Advisory Planning Commissions for the Year 2021:

Electoral Area A

Fred Buckley
Linda Green
Rob Ironmonger
Shelley Levick

Craig Stemmler
Tyleen Underwood
Travis Mashford

Electoral Area B/Lower Columbia-Old Glory

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

Electoral Area C/Christina Lake

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

Electoral Area D/Rural Grand Forks

Della Mallette
Kathy Hutton
Brian Noble
Lynn Bleiler
John Thomas

Electoral Area E/West Boundary

Grant Harfman
Jamie Haynes
Fred Marshall
Florence Hewer
Michael Fenwick-Wilson
Lynne Storm

Electoral Area E/West Boundary (Big White)

Anastasia Byrne
Gerry Molyneaux
Paul Sulyma
Peter Hutchinson
John Lebrun
Rachelle Hawk

Carried.

16.b) D. Patterson, Planner**Re: Agricultural Land Commission (ALC) Referral of Non-Farm Use Application Electoral Area A**

A staff report from Danielle Patterson, Planner regarding an ALC application for Non-Farm Use in Electoral Area A was presented.

50-21

Moved / Seconded

Corporate Vote Unweighted

That Regional District of Kootenay Boundary Board of Directors defer the Agricultural Land Commission Non-Farm Use Application 61321, submitted by Brandon van Dyk on behalf of property owners Orest Leyland and Heather Price, for the property legally described as Lot 2, Plan NEP2675, Township 7A, Kootenay District, at 9128 Station Road in Electoral Area A, to allow the applicant an opportunity to submit a separate application to the Regional District of Kootenay Boundary to allow a distillery as a permitted use on the subject property.

Carried.

16.c) D. Patterson, Planner**Re: FrontCounter BC Referral-Application for an Adventure Tourism Temporary Licence**

A staff report from Danielle Patterson, Planner regarding a FrontCounter BC referral for a Temporary Adventure Tourism Licence for a 6-day mountain bike race in Electoral Area B/Lower Columbia-Old Glory was presented.

51-21

Moved / Seconded

Corporate Vote Unweighted

That Regional District of Kootenay Boundary Board of Directors direct staff to forward the FrontCounter BC Referral – Crown Land Adventure Tourism Temporary Licence Application for TransRockies Inc. report, which includes comment from the Advisory Planning Commission, for TransRockies Inc.'s 2021 "Single track 6" event near the City of Rossland in Electoral Area B/Lower Columbia-Old Glory, for consideration by FrontCounter BC.

Carried.

16.d) D. Patterson, Planner**Re: Ministry of Energy, Mines & Petroleum Resources Referral for Notice of Work-Sand & Gravel Pit Electoral Area B/Lower Columbia-Old Glory**

A staff report from Danielle Patterson, Planner regarding a referral from the Ministry of Energy, Mines & Petroleum Resources (MEMPR) for a Notice of Work-Sand and Gravel Pit (West K Sand and Gravel Ltd.) in Electoral Area B/Lower Columbia-Old Glory was presented.

52-21

Moved / Seconded

Corporate Vote Unweighted

That the staff report regarding the Ministry of Energy, Mines & Petroleum Resources – Notice of Work – Sand and Gravel Pit – West K Sand and Gravel Ltd. referral for works to take place on the property legally described as Lot 1, Plan NEP91135, District Lot 7163, Kootenay Land District, & District Lot 7187, in Genelle, Electoral Area B/Lower Columbia-Old Glory be received and that staff be directed to forward the Advisory Planning Commission's request to have the proponent post a blasting notice at the Genelle post office to the Ministry of Energy, Mines & Petroleum Resources.

Carried.

16.e) Danielle Patterson, Planner

**Re: Flett Environmental Services Referral-Small Scale Wood Salvage
Electoral Area D/Rural Grand Forks**

A staff report from Danielle Patterson, Planner presenting a referral from Flett Environmental Services regarding a small scale wood salvage operation in Electoral Area D/Rural Grand Forks.

53-21

Moved / Seconded

Corporate Vote Unweighted

That Regional District of Kootenay Boundary Board of Directors direct staff to forward this staff referral report to Flett Environmental Services Referral for the Small Scale Wood Salvage, which includes the recommendation of the Electoral Area D/Rural Grand Forks Advisory Planning Commission, to Flett Environmental Services for consideration.

Carried.

16.f) D. Patterson, Planner

**Re: Interfor Referral-Tree Farm Licence 8 Management Plan #11
Electoral Area E/West Boundary**

A staff report from Danielle Patterson, Planner regarding a referral from Interfor giving the RDKB the opportunity to provide comments on Interfor's Information Package for Tree Farm License 8 – Management Plan #11, version 2.2, located in Electoral Area E/West Boundary was presented.

Director Gee noted that this referral has been sent out in the past. She shared the concerns of the Electoral Area E/West Boundary APC, which are included in the staff report. She advised, and explained why the Area E/West Boundary APC members are disappointed and disheartened with Interfor's response to their concerns.

After further review, it was;

54-21

Moved / Seconded

Corporate Vote Unweighted

That Regional District of Kootenay Boundary Board of Directors direct staff to forward the staff report for Interfor Referral – Tree Farm License 8 – Management Plan #11 version

2.2 Information Package, which contains comments from the Electoral Area E/West Boundary and the Electoral Area E/West Boundary-Big White Advisory Planning Commissions, to Debbie Bhattacharya, on behalf of Interfor, for the Management Plan located in Electoral Area E/West Boundary.

Carried.

It was noted that the members of the Electoral Area Services Committee will review this matter further at a future Committee meeting

16.g) B. Ihlen, General Manager of Finance/Chief Financial Officer
Re: Asset Management Planning Grants

Director McGregor, Finance Liaison

A staff report from Barb Ihlen, General Manager of Finance/CFO, regarding application for Asset Management Planning grants from the BC Government Infrastructure Planning Grant Program and from the Federation of Canadian Municipalities (FCM) Municipal Asset Management Program (MAMP) was presented.

Staff reviewed the grant opportunities and explained how grant funding could be used for the RDKB's asset management program and processes, should the applications be accepted, and it was;

55-21

Moved / Seconded

Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors direct staff to apply for a grant opportunity from the BC Government Infrastructure Planning Grant Program for Building Asset Management Capacity Within the RDKB. **FURTHER** that the Regional District of Kootenay Boundary commits to conducting the following activities in its proposed project submitted to the BC Government Infrastructure Planning Grant Program to advance our asset management program:

- Employee training (asset register),
- Development of a user guide (asset register), and
- Continue to create and update the state of infrastructure dashboards.

FURTHER that the Regional District of Kootenay Boundary commits \$15,000 from its budget toward the costs of this initiative.

Carried.

56-21

Moved / Seconded

Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors direct staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for Building Asset Management Capacity – Development, Policies, and Strategy. **FURTHER** that the Regional District of Kootenay Boundary commits to conducting the following activities in its proposed project submitted to the Federation of

Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:

- Board and management development and understanding,
- Development of policies,
- Development of strategy, and
- Other areas to support the overall development of an asset management plan.

FURTHER that the Regional District of Kootenay Boundary commits \$12,500 from its budget toward the costs of this initiative.

Carried.

16.h) Grants in Aid - as of January 21, 2021:

57-21

Moved / Seconded

Stakeholder Vote (Electoral Area Directors) Weighted

That the following grants-in-aid be approved:

1. JL Crowe Secondary School – RDKB Area A Fallen Firefighters Memorial Award – Electoral Area A - \$750
2. The Village of Fruitvale – Candy Cane Lane Expenses – Electoral Area A - \$1,500
3. The Village of Fruitvale – Harvest Central Community Garden Tool Shed – Electoral Area A - \$3,000
4. The Village of Fruitvale – Remembrance Day Luncheon – Electoral Area A - \$500
5. JL Crowe Secondary School – RDKB Area B/Lower Columbia-Old Glory Fallen Firefighters Memorial Award – Electoral Area B/Lower Columbia-Old Glory - \$750
6. Boundary Multi 4-H Club – Program Costs – Electoral Area C/Christina Lake - \$500
7. Boundary Multi 4-H Club – Program Costs – Electoral Area D/Rural Grand Forks - \$500
8. Village of Fruitvale for BV Age Friendly Program-Electoral Area A-\$1,000.

Carried.

17. Bylaws

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

Re: 2021 Revenue Anticipation Borrowing Bylaw No. 1751, 2021

First, Second and Third Readings and Adoption

A staff report from Barb Ihlen, General Manager of Finance/CFO, presenting Year 2021 Revenue Anticipation Borrowing Bylaw No. 1751, 2021.

58-21

Moved / Seconded

Corporate Vote Weighted

That Regional District of Kootenay Boundary Year 2021 Revenue Anticipation Borrowing Bylaw No. 1751, 2021 be read a First, Second and Third time.

Carried.

59-21

Moved / Seconded

Corporate Vote Weighted

That Regional District of Kootenay Boundary Year 2021 Revenue Anticipation Borrowing Bylaw No. 1751, 2021 be Adopted.

Carried.

17.b) B. Ihlen, General Manager of Finance/Chief Financial Officer**Re: Financial Plan Amendment Bylaw No. 1749, 2021**

First, Second and Third Readings and Adoption

A staff report from Barb Ihlen, General Manager of Finance/CFO, presenting Financial Plan Amendment Bylaw No. 1749, 2021.

60-21

Moved / Seconded

Corporate Vote Weighted

That the Regional District of Kootenay Boundary Financial Plan Amendment Bylaw No. 1749, 2021 be read a First, Second and Third time.

Carried.

61-21

Moved / Seconded

Corporate Vote Weighted

That the Regional District of Kootenay Boundary Financial Plan Amendment Bylaw No. 1749, 2021 be Adopted.

Carried.

17.c) D. Dean, Manager of Planning & Development**Re: RDKB Bylaw No. 1748-Amending Electoral Area D/Rural Grand Forks Zoning Bylaw No. 1675**

First and Second Readings and Set up Public Hearing

62-21

Moved / Seconded

Stakeholder (Electoral Area Directors) Vote Unweighted

That Regional District of Kootenay Boundary Zoning Amendment Bylaw No. 1748, 2021 be read a First and Second time.

Carried.

63-21

Moved / Seconded

Stakeholder (Electoral Area Directors) Vote Unweighted

That staff arrange a public hearing for Regional District of Kootenay Boundary Zoning Amendment Bylaw No. 1748, 2021. **FURTHER** that Director O'Donnell be appointed as the Public Hearing Chair with Directors McGregor and Gee as alternates.

Carried.

18. Late (Emergent) Items

There were no late emergent items to discuss.

19. Discussion of Items for Future Meetings

- RDKB Board Chair, Board Vice-Chair and RDKB administration staff discuss the arranging of special separate meetings for only budget and work plan reviews and discussions before Board meetings.

20. Question Period for Public and Media**20.a) Comments Regarding Agenda Item 8.b)****Application for Licences of Occupations-Powder Renegade Lodge Inc.****Re: Snowcat-skiing Operations**

Roy Schiesser, Boundary Forest Watershed Stewardship Society was introduced to the meeting. Mr. Schiesser expressed his comments and concerns regarding this proposal overall and stated the negative impacts it may have on the land and plant and animal species.

Fred Marshall, member, Electoral Area E/West Boundary APC, noted his wish to speak at the beginning of the agenda when the proponents for item 8.b) presented their proposal. He stated that the applicants were afforded an opportunity to speak at the item, but he was not. The Chair clarified the rules of engagement, the flow of agenda items and the meeting speaking order as per provincial legislation and the RDKB Procedure Bylaw. She advised that the applicants were requested to attend the meeting to speak to their proposal. Other persons attending who are not applicants, applicant agents or who do not have an application on the agenda must speak at the end of the agenda under *Question Period for Public and Media*. Although the Board meeting was open to the public, it was not a "public hearing".

Mr. Marshall advised he sent written comments regarding this proposal to RDKB staff and to the Boundary Electoral Area Directors. He expressed his concerns with the Board's recommendation only requesting the proponents to submit more information (a complete independent environmental impact assessment) when the Electoral Area E/West Boundary APC rejected the proposal. Mr. Marshall stated that he is disappointed the Board did not follow up with the APC's recommendation at the Board meeting. He noted his views stating that recommendation adopted by the Board is misleading.

21. Closed Meeting

A closed meeting was not required.

22. Adjournment

There being no further business to discuss, the meeting was adjourned (time: 2:47 p.m.).

TL



Committee/Board Delegation and Presentation Form

Names of all persons who will be speaking & position titles (if relevant) must be included. Name of organization you are representing is also required.		Name(s): Donna Wilchynski, Director West Kootenay Boundary Community Investment Co-op - Doing Power Point Presentation Tyler Rice, Director and Treasurer West Kootenay Boundary Community Investment Co-op - Answer questions after Power Point										
Subject of delegation (What information will be presented?)		Power Point presentation relaying the good work of the local investment co-op and asking RDKB to become a member/investor to help support their local economy.										
What is the purpose of delegation? (Please check where appropriate):		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Information Only</td> <td style="width: 50%;"></td> </tr> <tr> <td>Letter of Support Request</td> <td></td> </tr> <tr> <td>Funding Request</td> <td></td> </tr> <tr> <td colspan="2"> Other (please provide details): WKBCIC is working on their second capital raise. We are asking that the RDKB become a member investor and purchase shares between \$10,000 and \$100,000. </td> </tr> </table>			Information Only		Letter of Support Request		Funding Request		Other (please provide details): WKBCIC is working on their second capital raise. We are asking that the RDKB become a member investor and purchase shares between \$10,000 and \$100,000.	
Information Only												
Letter of Support Request												
Funding Request												
Other (please provide details): WKBCIC is working on their second capital raise. We are asking that the RDKB become a member investor and purchase shares between \$10,000 and \$100,000.												
Contact Person		Donna Wilchynski										
Telephone:	250 408-4635	Email:	info@wkbinvestmentcoop.com									
Meeting Date Requested:		February 10, 2021										
Technical Requirements: Will you be using a power-point presentation?	YES Yes	NO	If yes, you are required to submit the presentation before the meeting as well as bringing it to the meeting on a memory stick.									
The Regional District is not responsible for software incompatibility. The Regional District utilizes Microsoft Office products. If you will be using power-point, you are requested to bring your own laptop and a VGA/9-pin or HDMI connection. If you do not have a laptop, contact the Manager of Corporate Administration to make alternative arrangements.												
<p style="text-align: center;">For more information, please contact:</p> <p style="text-align: center;">Manager of Corporate Administration 202-843 Rossland Avenue Trail, BC V1R 4S8</p> <p style="text-align: center;">Phone: 250-368-9148 Toll Free: 1-800-355-7352 Fax: 250-368-3990 Email: tlenardon@rdkb.com</p>												

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

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

To facilitate effective delegations:

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

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

Donna Wilchynski

Name of Delegate/Group Representative

February 2, 2021

Date

Signature

For Office Use Only

Attending at request of the Board _____

Requesting attendance to present information and or to request letter and or funding support. _____

Referred to Chair:

Date

Approved

Declined

If declined provide explanation:

Date of delegation (if applicable):

Applicant informed of decision:

Manager of Corporate Administration

Date

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

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



January 20, 2021

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

VIA EMAIL: tlenardon@rdkb.com
mandison@rdkb.com

Dear RDKB Chair and Board Members:

RE: LIVE LOCAL, INVEST LOCAL!
BE PART OF THE MOVEMENT TO TRANSFORM YOUR COMMUNITY'S ECONOMY!

The time for local investment is now! It is now more than ever that our local businesses and entrepreneurs need our support. We know you feel the same way and we request an opportunity to update your board members on the success of our first phase of implementation and startup of this unique co-op.

The **West Kootenay Boundary Community Investment Co-op** (WKBCIC) is member-owned, locally controlled, and governed by a volunteer Board of Directors. The newly formed co-op finances businesses located in the West Kootenay Boundary with the purpose of promoting economic, social, environmental and community impacts. The co-op believes in doing good while making a profit and will eventually see a return on its membership investment which will directly come back to our communities. **Talk about a win-win.**

The use of community investment co-ops is a new approach that will encourage local investment throughout the province. This new approach has also been heard at the 2019 **UBCM** and since that time **there are now a total of 12 investment co-ops in British Columbia** and several others in development. The initiative of community investment co-ops is also supported and advocated by the **BC Rural Centre**. The WKBCIC is gaining momentum and we are currently embarking on our second Capital Raise to continue working towards our goal of building strong local economies.

As a community investment organization, the West Kootenay Boundary Community Investment Co-op inspires investors and local ventures to make a positive impact in their communities. Diverting a small but substantial percentage of capital into the West Kootenay Boundary Investment Coop creates significant local investment power and keeping your investment circulating locally generates a significant impact right in the communities you serve. **We finance businesses located in the West Kootenay Boundary, except Creston who has their own investment co-op, including all areas of RDKB and RDCK, Grand Forks, Trail, Rossland, Nelson, Castlegar, Slocan, Nakusp, Arrow and Upper Kootenay Lakes, etc., and their surrounding communities.** By investing in local businesses, the WKBCIC aims to increase prosperity and financial security in the whole West Kootenay region.

Businesses within the WKBCIC region can apply for financing that works for their unique needs. The investment co-op works with **our main partners, the three regional Community Futures** who help with the due diligence on the loan application criteria and then leverages member investments with traditional financial institutions to provide the capital businesses needs to grow. Approved applicants also receive business development guidance, collaborative financing, and ongoing support to help their business succeed.

Continued...

Page 2 of 2

January 20, 2021

Open Letter to Community Leaders - From West Kootenay Boundary Community Investment Co-op

LIVE LOCAL, INVEST LOCAL – BE PART OF THE MOVEMENT TO TRANSFORM YOUR COMMUNITY’S ECONOMY

The WKBCIC has already received several business loan applications that are in different stages of review and processing and we are extremely happy to report **two successfully completed applications supporting the community of Christina Lake resulting in the creation of a brand-new business and the resurrection of a derelict motel and RV that had been vacant for a number of years.** These two proponents are the first to have their loan application approved and are making a huge statement and impact to the community.

To this end, we are **asking that you to invest in the communities you serve** by becoming a member and investor of the West Kootenay Boundary Community Investment Co-op. As local government, you are defined as an accredited investor under National Securities Instrument 45-106. This means that there is no limit to the amount of membership shares you can purchase within the WKBCIC. Purchase of membership shares, which are \$1,000 for each share, capitalizes our local fund to invest into local businesses. We ask that you consider purchasing between \$10,000 to \$100,000 of membership shares, relevant to the size of your local government and assets available for investment.

We thank you for your consideration of directing investment dollars to WKBCIC in this initiative that will help build our regions communities and we look forward to communicating further with you in this regard and hope that you become part of this movement that will transform your community’s economy.

For more information, please visit wkbinvestmentcoop.com or email the co-op directly at info@wkbinvestmentcoop.com.

Until next, time, live local, invest local.

Sincerely,



Donna Wilchynski, Marketing Chair
West Kootenay Boundary
Community Investment Co-op

Email: info@wkbinvestmentcoop.com
Web: wkbinvestmentcoop.com



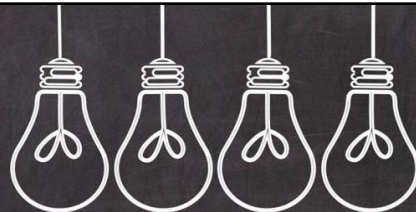
West Kootenay Boundary
COMMUNITY
INVESTMENT CO-OP

Community Investment
Co-ops allow you to invest
where you live, work and play



West Kootenay Boundary
COMMUNITY
INVESTMENT CO-OP

MAKE AN **IMPACT**



BUILDING
**CAPITAL &
CAPACITY**
IN OUR
COMMUNITIES

LIVE LOCAL, INVEST LOCAL!

BE PART OF THE MOVEMENT TO TRANSFORM
YOUR COMMUNITY'S ECONOMY!



LIVE LOCAL, INVEST LOCAL!

January 2021

DEAR COMMUNITY LEADERS :

THE TIME FOR LOCAL INVESTMENT IS NOW!



NOW MORE THAN EVER OUR LOCAL
BUSINESSES AND ENTREPRENEURS
NEED OUR SUPPORT.

The **West Kootenay Boundary
Community Investment Co-op**
(WKBCIC) is member-owned, locally
controlled, and governed by a
volunteer Board of Directors. Our
purpose is promoting economic,
social, environmental and
community impacts.

We finance businesses located within
the geographic boundaries of Regional
District Kootenay Boundary and the
Regional District Central Kootenay and
their surrounding communities.

By investing in local businesses, the
WKBCIC aims to increase prosperity
and financial security in the whole
West Kootenay region.



BE PART OF OUR ECOSYSTEM

- ✓ The world's investment and finance models are changing and we're a big part of this fundamental shift.
- ✓ We understand that partnerships breed innovation.
- ✓ We know that a collaborative local lending network allows our entrepreneurs to create new opportunities, solutions and jobs. This leads to strong and resilient local economies.

COMMUNITY INVESTMENT CO-OPS ALLOW
RESIDENTS AND ORGANIZATIONS TO INVEST
WHERE THEY LIVE, WORK AND PLAY

TALK ABOUT A WIN WIN

The use of community investment co-ops is a new approach that will encourage local investment throughout the province.

This new approach was showcased at the 2019 UBCM and since that time there are now a **total of 12 investment co-ops** in British Columbia and several others in development. It is also supported and advocated by **the BC Rural Centre**

The investment co-op works with our main partners, the **three regional Community Futures** who help with the due diligence on the loan application criteria and then leverages member investments with traditional financial institutions to provide the capital businesses needs to grow.

KNOW HOW YOUR MONEY IS WORKING

- ✓ Be the first to know about local investment opportunities.
- ✓ Stay connected to local investments through regular updates and meetings.
- ✓ Meet other local investors.
- ✓ Sit on the Board or the Investment Committee
- ✓ Mentor a business.
- ✓ Receive dividends when the Co-op profits.

WORK WITH US TO CREATE A THRIVING LOCAL
FINANCIAL ECOSYSTEM.

As a **community investment organization**, the West Kootenay Boundary Community Investment Co-op inspires investors and local ventures to make a positive impact by building capital and capacity in their communities.

The WKBCIC is gaining momentum and we are currently embarking on our second Capital Raise to continue working towards our goal of building strong local economies.

Diverting a small but substantial percentage of capital into the Investment Co-op creates significant local investment power and keeping your investment circulating locally generates a significant impact right in the communities you serve.





SUCCESS STORIES!



Businesses within our region can apply for financing that works for their unique needs. They also receive all the help and support they need to ensure their business succeeds.

Approved applicants also receive business development guidance, collaborative financing and ongoing support to help their business succeed.

The WKBCIC have received several business loan applications that are in different stages of review and we are extremely happy to **report two successfully completed applications** supporting the community of Christina Lake resulting in the creation of a brand-new landscaping business and the resurrection of a derelict motel and RV that had been vacant for several years.

These two proponents are the first to have their loan application approved and are making a huge statement and impact to the community.

INVEST IN THE COMMUNITIES YOU SERVE

- ✓ Make a positive impact in your community
- ✓ Create sustainable local economies
- ✓ Build Capital and Capacity in your community
- ✓ Community Investment Co-ops allow you to invest where you live, work and play
- ✓ Investment Co-ops believe in creating a strong local financial ecosystems.

BE PART OF THE MOVEMENT THAT TRANSFORMS YOUR COMMUNITY'S ECONOMY!
INVEST WHERE YOU LIVE WORK AND PLAY!

Purchase of membership shares, capitalizes our local fund to invest into local businesses.

To this end, we are **asking that you invest in the communities you serve** by becoming a member and investor of the WKBCIC

As local government, you are defined as an accredited investor under National Securities Instrument 45-106. This means that **there is no limit** to the amount of membership shares you can purchase within the WKBCIC.



We ask that you consider purchasing between **\$10,000 to \$100,000** of membership shares, relevant to the size of your local government and assets available for investment.



UNTIL
NEXT TIME,
LIVE LOCAL,
INVEST LOCAL!

Sincerely,

Donna Wilchynski

CHAIR, MARKETING AND COMMUNICATIONS COMMITTEE

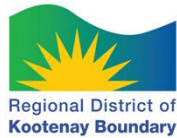


WE LOOK FORWARD TO COMMUNICATING FURTHER WITH YOU IN THIS REGARD.

We thank you for your consideration of directing investment dollars to WKBCIC in this initiative that will help build our regions communities.

For more information, please visit wkbinvestmentcoop.com
or email the co-op directly at info@wkbinvestmentcoop.com





Policy and Personnel Committee

Special Meeting

Wednesday, December 9, 2020

ZOOM

Minutes

Committee Members Present:

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

Staff Present

M. Andison, Chief Administrative Officer
T. Lenardon, Manager, Corporate Administration/Corp. Officer/Recording Secretary
B. Ihlen, General Manager of Finance/Chief Finance Officer
J. Dougall, General Manager of Environmental Services
C. Gillis, Financial Services Manager

CALL TO ORDER

The Chair called the meeting to order at 1:06 p.m.

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.

ADOPTION OF AGENDA (ADDITIONS/DELETIONS)

The agenda for the Policy and Personnel Committee special meeting of December 9, 2020 was presented.

Moved / Seconded

That the agenda for the Policy and Personnel Committee special meeting of December 9, 2020 be adopted as presented.

Carried.

ADOPTION OF MINUTES

The minutes of the Policy and Personnel Committee meeting held on November 26, 2020 were presented.

Moved / Seconded

That the minutes of the Policy and Personnel Committee meeting held on November 26, 2020 be adopted as presented.

Carried.

GENERAL DELEGATIONS

There were no delegations.

UNFINISHED BUSINESS

**B. Ihlen, General Manager of Finance/CFO
Re: Cost Allocations Policy - Updated**

A staff report from Barb Ihlen, General Manager of Finance/CFO, regarding the proposed and updated policy on Cost Allocations was presented.

Barb Ihlen, General Manager of Finance/Chief Financial Officer reviewed her report. She explained that in drafting the policy, focus was around fairness, transparency, reasonableness, equity and consistency.

There was a comprehensive review and discussion regarding the comparison by service of the allocated costs for each service as per the proposed draft Cost Allocation Policy.

Staff provided detailed information and answered several inquiries regarding the comparison of allocated costs, the formula, calculations and classifications used to decide the percentages charged, the BC Hydro grant-in-lieu allocation and the allocation to general government/administration.

The Committee members provided staff with direction for further edits to the policy, and it was;

Moved / Seconded

That the Policy and Personnel Committee refer the updated Cost Allocations Policy back to staff to incorporate the amendments discussed at the Committee meeting held 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 meeting.

Carried.

NEW BUSINESS

There was no new business to discuss.

LATE (EMERGENT) ITEMS

There were no late emergent items.

DISCUSSION OF ITEMS FOR FUTURE MEETINGS

A discussion was not necessary.

QUESTION PERIOD FOR PUBLIC AND MEDIA

A question period was not necessary.

CLOSED (IN CAMERA) SESSION

A closed meeting was not required.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned (time: 11:53 a.m.).

TL



Boundary Services Committee

Minutes

Friday, January 8, 2021

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
M. Forster, Executive Assistant/Recording Secretary
J. Chandler, General Manager of Operations/Deputy CAO
J. Dougall, General Manager of Environmental Services
B. Ihlen, General Manager of Finance
T. Lenardon, Manager of Corporate Administration
F. Maika, Corporate Communications Officer
P. Keys, Manager of Facilities and Recreation

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 January 8, 2021 Boundary Services Committee meeting was presented.

Page 1 of 10
Boundary Services Committee
January 8, 2021

The agenda was amended by the addition of a discussion regarding the application of revised Board fees.

Moved / Seconded

That the agenda for the January 8, 2021 Boundary Services Committee meeting be adopted as amended.

Carried.

ADOPTION OF MINUTES

The minutes of the December 15, 2020 Boundary Services Committee meeting were presented.

Moved / Seconded

That the minutes of the December 15, 2020 Boundary Services Committee meeting be adopted as presented.

Carried.

ELECTION OF VICE CHAIR

Committee Chair McGregor called a first time for nominations for the position of Vice-Chair of the Boundary Services Committee for the year 2021.

Moved

That Director Noll be nominated as Vice-Chair of the Boundary Services Committee for the year 2021.

Director Noll declined the nomination.

Committee Chair McGregor called a second time for the position of Vice-Chair of the Boundary Services Committee for the year 2021.

Moved

That Director Dunsdon be nominated as Vice-Chair of the Boundary Community Development Committee for the year 2021.

Director Dunsdon accepted the nomination.

Committee Chair McGregor called a third and final time for the position of Vice-Chair of the Boundary Services Committee for the year 2021.

Hearing no further nominations, Director Dunsdon was declared, by acclamation, Vice-Chair of the Boundary Services Committee for the year 2021.

GENERAL DELEGATIONS

There were no delegations present.

OLD BUSINESS

There was no old business for discussion.

NEW BUSINESS

James Chandler, General Manager of Operations/Deputy CAO Re: Introduction to Budgets

J. Chandler opened the meeting with a general discussion on the budgeting process. He highlighted the format of work plan and budget discussions and the Cost Allocation Policy as it applies to budgets. B. Ihlen, General Manager of Finance, informed the Committee that very few budgets have had the cost allocations attached to them.

The Committee members raised issues around board fees and the clarity of recommendations brought forward by staff. Discussion ensued on the appropriate recommendation for budget deferral to a future meeting. The Committee members provided staff with alternative formats for clarity and simplicity.

P. Keys, Manager of Facilities and Recreation Re: 2021 Recreation Program (021) Budget Summary

The purpose of this report was to provide an overview of the 2021 Recreation Program (021) budget.

Moved / Seconded

That the Boundary Services Committee approves the 2021 Recreation Program (021) Work Plan as presented to the Committee on January 8, 2021.

Carried.

Moved / Seconded

That the Boundary Services Committee refer the proposed Recreation Program (021) 2021-2025 Five Year Financial Plan to a future meeting for further review.

Carried.

P. Keys, Manager of Facilities and Recreation
Re: 2021 Christina Lake Program Service (023) Budget Summary

The purpose of this report was to provide an overview of the 2021 Christina Lake Program Service (023) budget.

Moved / Seconded

That the Boundary Services Committee approves the 2021 Christina Lake Program Service (023) Work Plan as presented to the Committee on January 8, 2021.

Carried.

Moved / Seconded

That the Boundary Services Committee refer the proposed Christina Lake Program Service (023) 2021-2025 Five Year Financial Plan to a future meeting for further review.

Carried.

P. Keys, Manager of Facilities and Recreation
Re: 2021 Christina Lake Recreation Facilities (024) Budget Summary

The purpose of this report was to provide an overview of the 2021 Christina Lake Recreation Facilities (024) budget.

Moved / Seconded

That the Boundary Services Committee approves the 2021 Christina Lake Recreation Facilities (024) Work Plan as presented to the Committee on January 8, 2021.

Carried.

Moved / Seconded

That the Boundary Services Committee refer the proposed Christina Lake Recreation Facilities (024) 2021-2025 Five Year Financial Plan to a future meeting for further review.

Carried.

P. Keys, Manager of Facilities and Recreation
Re: 2021 Christina Lake Regional Parks and Trails (027) Budget Summary

The purpose of this report was to provide an overview of the 2021 Christina Lake Regional Parks and Trails (027) budget.

Moved / Seconded

That the Boundary Services Committee approves the 2021 Christina Lake Regional Parks and Trails (027) Work Plan as presented to the Committee on January 8, 2021.

Carried.

Moved / Seconded

That the Boundary Services Committee refer the proposed Christina Lake Regional Parks and Trails (027) 2021-2025 Five Year Financial Plan to a future meeting for further review.

Carried.

P. Keys, Manager of Facilities and Recreation
Re: 2021 Grand Forks Arena (030) Budget Summary

The purpose of this report was to provide an overview of the 2021 Grand Forks Arena (030) budget.

Moved / Seconded

That the Boundary Services Committee approves the 2021 Grand Forks Arena (030) Work Plan as presented to the Committee on January 8, 2021.

Carried.

Moved / Seconded

That the Boundary Services Committee refer the proposed Grand Forks Arena (030) 2021-2025 Five Year Financial Plan to a future meeting for further review.

Carried.

P. Keys, Manager of Facilities and Recreation
Re: 2021 Grand Forks Curling Rink (031) Budget Summary

The purpose of this report was to provide an overview of the 2021 Grand Forks Curling Rink (031) budget.

Moved / Seconded

That the Boundary Services Committee approves the 2021 Grand Forks Curling Rink (031) Work Plan as presented to the Committee on January 8, 2021.

Carried.

Moved / Seconded

That the Boundary Services Committee refer the proposed Grand Forks Curling Rink (031) 2021-2025 Five Year Financial Plan to a future meeting for further review.

Carried.

P. Keys, Manager of Facilities and Recreation
Re: 2021 Grand Forks Aquatic Centre (040) Budget Summary

The purpose of this report was to provide an overview of the 2021 Grand Forks Aquatic Centre (040) budget.

Moved / Seconded

That the Boundary Services Committee approves the 2021 Grand Forks Aquatic Centre (040) Work Plan as presented to the Committee on January 8, 2021.

Carried.

Moved / Seconded

That the Boundary Services Committee refer the proposed Grand Forks Aquatic Centre (040) 2021-2025 Five Year Financial Plan to a future meeting for further review.

Carried.

J. Dougall, General Manager of Environmental Services
Re: 2021 Mosquito Control - Grand Forks/Area 'D' (080) Budget Summary

The purpose of this report was to provide an overview of the 2021 Mosquito Control - Grand Forks/Area 'D' (080) budget.

Moved / Seconded

That the Boundary Services Committee approves the 2021 Mosquito Control - Grand Forks/Area 'D' (080) Work Plan as presented to the Committee on January 8, 2021.

Carried.

Moved / Seconded

That the Boundary Services Committee refer the proposed Mosquito Control - Grand Forks/Area 'D' (080) 2021-2025 Five Year Financial Plan to a future meeting for further review.

Carried.

J. Dougall, General Manager of Environmental Services
Re: 2021 Mosquito Control - Christina Lake (081) Budget Summary

The purpose of this report was to provide an overview of the 2021 Mosquito Control - Christina Lake (081) budget.

Moved / Seconded

That the Boundary Services Committee approves the 2021 Mosquito Control - Christina Lake (081) Work Plan as presented to the Committee on January 8, 2021.

Carried.

Moved / Seconded

That the Regional District of Kootenay Boundary Board of Directors approve the Mosquito Control - Christina Lake (081) 2021-2025 Five Year Financial Plan including minor changes for adjustments to year-end totals. **FURTHER** that the Plan be included in the overall RDKB 2021-2025 Five Year Financial Plan.

Carried.

C. Cormack, Big White Fire Chief

Re: 2021 Big White Fire Department (054) Budget Summary

The purpose of this report was to provide an overview of the 2021 Big White Fire Department (054) budget.

Director Gee requested to have an item moved into the 2021 budget for Big White Fire regarding dealing with the situation on who pays for the fire hydrants. The work plan will reflect this amendment.

Moved / Seconded

That the Boundary Services Committee approves the 2021 Big White Fire Department (054) Work Plan as presented to the Committee on January 8, 2021.

Carried.

Moved / Seconded

That the Boundary Services Committee refer the proposed Big White Fire Department (054) 2021-2025 Five Year Financial Plan to a future meeting for further review.

Carried.

J. Chandler, General Manager of Operations/Deputy CAO

Re: 2021 Boundary Economic Development Service (008) Budget Summary

The purpose of this report was to provide an overview of the 2021 Boundary Economic Development Service (008) budget.

Moved / Seconded

That the Boundary Services Committee approves the 2021 Boundary Economic Development Service (008) Work Plan as presented to the Committee on January 8, 2021.

Carried.

Moved / Seconded

That the Boundary Services Committee refer the proposed Boundary Economic Development Service (008) 2021-2025 Five Year Financial Plan to a future meeting for further review.

Carried.

J. Chandler, General Manager of Operations/Deputy CAO
Re: 2021 Economic Development Service - Grand Forks/Area D (078)
Budget Summary

Sandy Elzinga - Community Futures Boundary
Re: Delivery of Economic Development Services - June 1, 2021

The purpose of this report was to provide an overview of the 2021 Economic Development Service - Grand Forks/Area D (078) budget.

Sandy Elzinga provided the Committee members with a presentation regarding the delivery of the Economic Development Service in the City of Grand Forks and Area D by Community Futures Boundary. The presentation included the background and an update on the current contract to deliver Economic Development Services for the City of Grand Forks and Area D. Community Futures Boundary was also seeking continued support for economic development services for Grand Forks beyond May 31, 2021. She left the meeting at 12:04 pm.

Moved / Seconded

That the Boundary Services Committee refer the proposed Economic Development Service - Grand Forks/Area D (078) 2021-2025 Five Year Financial Plan to a future meeting for further review.

Carried.

Director Gee
Re: Boundary Community Ventures - Update

The Committee was provided with a verbal update on the newly incorporated Society. The Society held its first meeting and Director McGregor was appointed Chair.

Director Gee

Re: Meat Processing - Update

The Committee was provided with a verbal update on the current situation regarding meat processing in the Boundary, which continues to be grim.

Director Gee

Re: Food Hub - Update

The Committee was provided with a verbal update on Food Hub activities as they related to grant funding.

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 12:12 pm.

2021 FILM & TV PRODUCTION IN OKANAGAN BEGINS AND CONTINUES TO EXPAND

For Immediate Release

Kelowna BC – January 14, 2021 – Film and television production has not slowed down from the stellar year of 2020, a year of economic impact that surpassed all previous years. And, the first production in 2021 is going to camera on January 25, the start of many non-stop films and television lined up to shot here in 2021.

Okanagan Film Commissioner, Jon Summerland, comments. “Not only are we already starting up production, but a lot of good projects are already lined up and coming. Hollywood is scouting here, bigger production companies are setting up in the Okanagan, and major studios are looking.”

Jon continues, “We have a slate of MOW’s (movies of the week) with Hallmark and Lifetime films that are booked and will be bringing significant production activity into the middle of the year.” The first Hallmark MOW, ***Christmas Au Pair***, goes to camera on January 25. It stars two Canadian actors, **Kayla Lauren Wallace** (*The Magicians, The Good Doctor*) and **Jeremey Guilbaut** (*A Harvest Wedding, Summer in the Vineyard*). The Executive Producer is Gilles LaPlante (Reel One Pictures Inc., Senior VP, Production in Vancouver) and the Producer is Costa Vassos (*Cats & Dogs, Fabula*). **Reel One Pictures** has set up a permanent production shop in the Okanagan in Rutland.

And, Jon adds, “A very substantial anchor in the film and tv industry in the Okanagan was announced in late November when Enderby Entertainment announced it was expanding its global operation in Canada with a feature film and television production office in Kelowna.”

CEO Rick Dugdale commented at that time, “I’m so proud to open our second office in Kelowna, British Columbia...We’ve fortunately been able to see the growth of the Okanagan region and all the work Jon Summerland has done with the film commission ...The groundwork for the large-scale film industry has been laid.”

Jon finalizes, “I am very pleased with the production activity already lined up in 2021, what is in development, and with the permanent structural foundations that are developing with the commitments to the area by both Enderby Entertainment and Reel One Pictures.”

30-

For more information on the Okanagan Film Commission visit okanaganfilm.com

Media Contact: Jon Summerland, jon.summerland@cord.bc.ca , 250-717-0087



**Regional District of
Kootenay Boundary**

STAFF REPORT

Date: February 4, 2021 **File**
To: Chair Langman and the Board of Directors
From: Barb Ihlen, General Manager of Finance/CFO
Re: General Government/Legislative &
 Administrative Services (001)
 Proposed 2021-2025 Five Year Financial Plan

Issue Introduction

A staff report from Barb Ihlen, General Manager of Finance/CFO, regarding the General Government/Legislative & Administrative Services (001) Proposed 2021-2025 Five Year Financial Plan.

History/Background Factors

There are some updates to the General Government/Legislative & Administrative Services (001) 2021-2025 Five Year Financial Plan, since last presented in January.

Implications

- *Property Tax Requisition* is set at a 1.37% (\$7,554) increase over the prior year.
- *Miscellaneous Revenue* is increasing and includes grants for asset management (\$60,000), energy efficiency (\$63,000), Big White Community Service Review (\$30,000), and the COVID Safe Restart funding (\$489,000).
- *Transfer from Reserves* is increasing to support electrical and office renovations and electrical upgrades in the administration buildings (\$100,000), climate action and energy efficiency projects (\$83,000), information technology projects (\$40,000), and taxation offset/smoothing (\$477,000).
- *Director travel and expenses* as well as *staff related travel* are decreasing due to the expectation that restrictions on travel will continue in the early part of 2021 due to the COVID-19 pandemic and related health authority orders.

Page 1 of 2
Staff Report-2021-2025 General Government/Legislative & Administrative Services (001)
Proposed Five Year Financial Plan
Board of Directors, February 10, 2021

- *Salaries and Benefits* are increasing by 10.54% and relate to negotiated staff increases including the management salary review, the planned overlap of the Manager of Corporate Administration position, the redistribution of Corporate Communications salary costs, and the proposed Human Resources Advisor position. The business case for the proposed HR Advisor position as well as the proposed management salary review was presented to the Policy and Personnel Committee on January 28, 2021.
- *Contingency* is increasing and includes the COVID Safe Restart grant, which will support a variety of initiatives including Virtual Desktop Infrastructure that will improve the ability for remote work. Staff will provide the Board of Directors with proposed projects at a future meeting.

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

- General Government/Legislative & Administrative Services (001) proposed 2021-2025 Five Year Financial Plan

Alternatives

1. Approve the proposed budget with minor changes for adjustments for year end totals.
2. Defer and provide direction on the proposed budget.

Recommendation(s)

THAT the Regional District of Kootenay Boundary Board of Directors approve the General Government/Legislative & Administrative Services (001) 2021-2025 Five Financial Plan as presented to the Board of Directors on February 10, 2021 including minor changes for adjustments for year end totals. **FURTHER** that the Plan be included in the overall RDKB 2021-2025 Five Year Financial Plan.



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

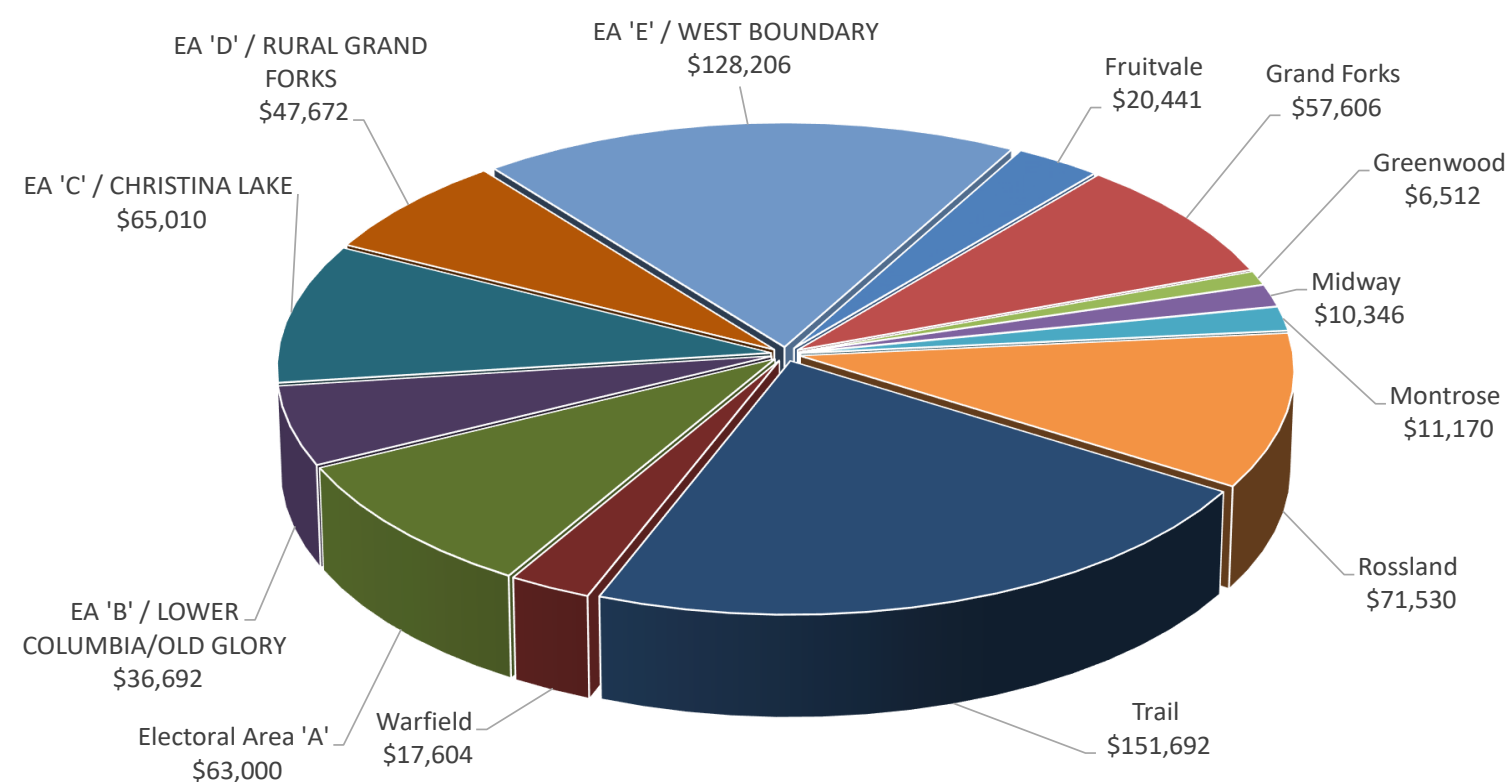
PARTICIPANTS: Grand Forks, Greenwood, Rossland, Trail, Fruitvale,
Midway, Montrose, Warfield, Electoral Areas 'A','B','C','D' & 'E'



	PAGE	2020 BUDGET	2021 BUDGET	Increase(Decrease) Between 2020 BUDGET and 2021 BUDGET		PRIMARY DRIVERS FOR CHANGE
				\$	%	
REVENUE:						
Property Tax Requisition	4	549,420	556,974	7,554	1.37	
Miscellaneous Revenue	12	193,001	738,067	545,066	282.42	Grants - Asset Management, Energy Efficiency, COVID Safe Restart
Previous Year's Surplus	23	153,639	17,265	(136,374)	(88.76)	
Transfer from Reserve	24	628,000	700,000	72,000	11.46	Administration building upgrades, IT projects, Taxation offset (smoothing), Climate action & energy efficiency projects
EXPENDITURE:						
Director Travel	27	54,060	25,000	(29,060)	(53.76)	Reduced due to COVID restrictions on travel
Directors Expenses	28	27,540	16,500	(11,040)	(40.09)	Reduced due to less in person meetings
Salaries and Benefits	30-31	1,855,848	2,051,371	195,522	10.54	Negotiated wage Increases, overlap of Corp Admin, HR position
Travel Expense	33	20,400	10,000	(10,400)	(50.98)	Reduced due to COVID restrictions on travel
Information Technology	40	260,201	216,257	(43,944)	(16.89)	Reduced operating costs
Office Equipment	41	7,700	25,000	17,300	224.68	Office furniture replacement program
Bank Service Charge	47	51,434	64,264	12,830	24.94	Increase merchant fees
Consultants Fees	50	226,612	321,384	94,772	41.82	Big White community service review; RDI;
Liability Insurance	52	50,148	59,903	9,754	19.45	Projects covered by grants (asset management, climate action, energy efficiency)
Contingencies	63	20,560	382,500	361,940	1,760.41	Municipal Insurance Association general increase COVID Safe Restart Grant

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	\$4,395,224.30
(@ December 31, 2020)	
Summary of Reserve Balances:	
Self Insurance Fund	496,713.30
Management ERIP Fund	140,045.93
Carbon Offset Fund	276,904.18
Education Committee	21,945.79
Information Technology	291,015.54
Taxation Offset (Smoothing)	1,332,714.42
Climate Action Fund	171,917.09
Audio Visual	100,000.00
Unrestricted	1,563,968.05

2021 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

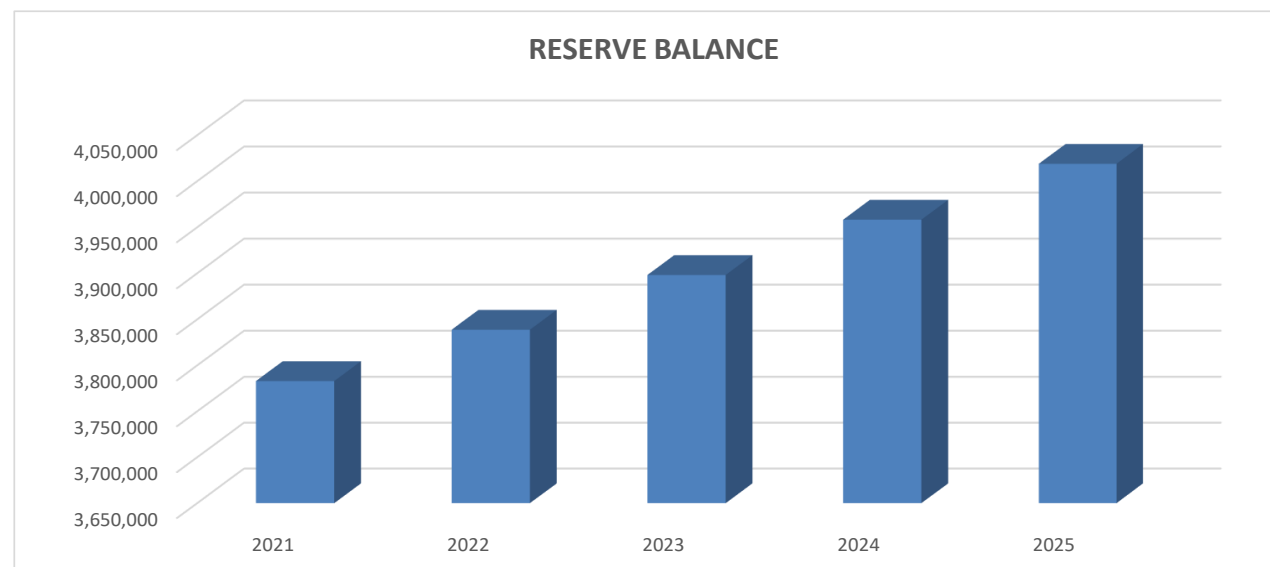
GENERAL GOVERNMENT / LEGISLATIVE & ADMINISTRATIVE SERVICES

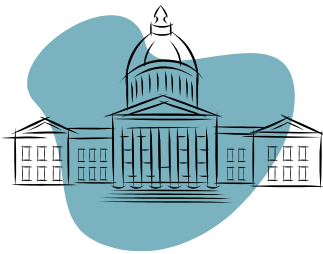


	PAGE	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE:						
11 921 205 Transfer from Reserve	24	700,000	3,000	0	0	0
EXPENDITURE:						
12 121 610 Capital	54	269,000	174,000	180,000	185,000	190,000
12 121 830 Debt - Principal Payments	56	0	0	0	0	0
12 121 741 Contribution to Reserve	61	87,744	58,759	59,398	60,050	60,715

2021 CAPITAL BUDGET

Project	Taxes	ST Debt	LT Debt	Reserves	Grants	Total
Admin Office Upgrades				100,000		100,000
Virtual Desktop Infrastructure (Remote Work)		-	-	-	129,000	129,000
Checkpoint HQ Gateway Replace		-	-	20,000	-	20,000
SQL Server Refresh		-	-	20,000	-	20,000





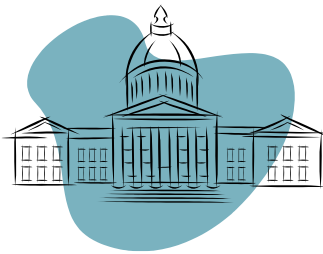
REGIONAL DISTRICT OF KOOTENAY BOUNDARY
FIVE YEAR FINANCIAL PLAN

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'

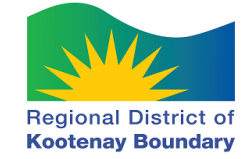


		PAGE	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	(OVER) UNDER	2021 BUDGET	Increase(Decrease) Between 2020 BUDGET and 2021 BUDGET		-15.40% 2022 BUDGET	2.63% 2023 BUDGET	1.44% 2024 BUDGET	2.87% 2025 BUDGET
								\$	%				
REVENUE:													
11 210 100	Property Tax Requisition	4	251,589	549,420	549,420	(0)	556,974	7,554	1.37	687,481	731,039	717,275	759,638
11 400 003	Federal Grant In Lieu	5	784	3,000	1,683	1,317	3,060	60	2.00	3,121	3,184	3,247	3,312
11 400 003	Rental - Trail Facilities	6	0	150	0	150	150	0	0.00	150	150	150	150
11 400 004	Rent GF Office - Planning	7	7,323	7,619	7,469	150	7,626	7	0.09	0	0	0	0
11 400 005	Rent GF Office - Building	8	22,680	22,680	22,680	0	23,157	477	2.10	0	0	0	0
11 550 100	Interest Earned	9	113,603	52,020	63,062	(11,042)	50,000	(2,020)	(3.88)	51,000	52,020	53,060	54,122
11 550 106	Woodstove Exchange - BC Lung	10	870	7,171	7,171	0	3,811	(3,360)	(46.85)	0	0	0	0
11 550 107	Woodstove Exchange - Other Income	11	500	0	0	0	0	0	0.00	0	0	0	0
11 590 159	Miscellaneous Revenue	12	104,067	193,001	146,858	46,143	738,067	545,066	282.42	11,688	2,844	2,901	2,959
11 590 400	Columbia Basin Trust	13	17,749	17,748	17,748	0	17,748	0	0.00	17,748	17,748	17,748	17,748
11 590 990	Recovery of Common Costs	14	108,347	113,514	113,517	(3)	103,831	(9,683)	(8.53)	711,488	725,717	740,232	755,036
11 592 001	Board Fee Revenue	15-18	683,639	696,145	696,145	0	682,627	(13,518)	(1.94)	687,052	700,793	714,808	729,105
11 621 100	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
11 621 150	Province of BC CARIP	20	41,783	36,113	41,783	(5,670)	46,255	10,142	28.08	47,180	48,124	49,086	50,068
11 759 159	Province of BC - Misc Revenue	21	0	0	0	0	0	0	0.00	0	0	0	0
11 759 940	Hydro Generation Grant in Lieu	22	1,499,946	1,304,165	1,389,650	(85,485)	1,389,650	85,485	6.55	1,427,443	1,465,992	1,505,312	1,545,418
11 911 100	Previous Year's Surplus	23	467,339	153,639	153,017	622	17,265	(136,374)	(88.76)	0	0	0	0
11 921 205	Transfer from Reserve	24	17,201	628,000	53,250	574,750	700,000	72,000	11.46	3,000	0	0	0
11 990 100	Hospital District Contract	25	0	0	0	0	0	0	0.00	0	0	0	0
Total Revenue			3,497,419	3,944,385	3,423,453	520,932	4,500,222	555,836	14.09	3,807,351	3,907,610	3,963,820	4,077,556
EXPENDITURE:													
12 110 130	Director Remuneration	26	322,528	341,297	305,295	36,001	339,598	(1,698)	(0.50)	346,390	353,318	360,385	367,592
12 110 210	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
12 110 211	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
12 110 251	Office Supplies - Directors	29	780	6,304	567	5,737	3,000	(3,304)	(52.41)	3,060	3,121	3,184	3,247
<i>Total Directors Remuneration</i>			410,547	429,200	335,377	93,823	384,098	(45,102)	(10.51)	427,762	436,288	444,983	453,853
12 121 111	Salaries and Benefits	30-31	1,618,733	1,855,848	1,725,895	129,953	2,051,371	195,522	10.54	2,085,287	2,157,738	2,169,393	2,212,781
12 121 190	Labour Relations	32	0	8,837	7,212	1,624	9,000	163	1.85	9,180	9,364	9,551	9,742
12 121 210	Travel Expense	33	24,368	20,400	5,082	15,318	10,000	(10,400)	(50.98)	21,224	21,649	22,082	22,523
12 121 239	Staff Development	34	28,688	36,482	13,121	23,361	38,218	1,736	4.76	38,488	39,258	40,043	40,844
<i>Total Salaries & Benefits</i>			1,671,788	1,921,567	1,751,310	170,256	2,108,589	187,022	9.73	2,154,180	2,228,008	2,241,069	2,285,890
12 121 212	Postage	35	9,276	20,400	11,529	8,871	15,000	(5,400)	(26.47)	15,300	15,606	15,918	16,236
12 121 213	Telephone	36	34,416	39,780	47,003	(7,223)	40,615	835	2.10	41,428	42,256	43,101	43,963
12 121 214	FCM Dues	37	6,763	7,458	6,491	967	7,500	42	0.57	7,650	7,803	7,959	8,118
12 121 221	Advertising	38	22,004	22,564	20,372	2,192	22,500	(64)	(0.28)	19,890	20,288	20,694	21,107
12 121 230	Carbon Offset & Climate Change Initiati	39	0	0	0	0	0	0	0.00	0	0	0	0
12 121 231	Information Technology	40	219,732	260,201	227,179	33,022	216,257	(43,944)	(16.89)	221,095	229,478	237,200	242,200
12 121 247	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
12 121 251	Office Supplies	42	38,716	37,740	27,266	10,474	38,533	793	2.10	39,303	40,089	40,891	41,709
12 121 252	Building Maintenance	43	154,359	180,383	139,816	40,567	160,333	(20,050)	(11.12)	158,440	161,608	164,841	168,137
12 121 253	Vehicle Operating	44	33,285	38,112	24,937	13,174	37,413	(699)	(1.83)	38,161	38,924	39,703	40,497
12 121 261	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
12 121 263	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
12 121 810	Bank Service Charge	47	61,955	51,434	61,554	(10,120)	64,264	12,830	24.94	65,549	66,860	68,197	69,561
12 121 995	Operating Grants Provided	48	10,000	10,000	10,000	0	10,000	0	0.00	0	0	0	0
<i>Total Operating</i>			602,671	693,347	576,904	116,443	654,804	(38,543)	(5.56)	660,253	677,419	694,100	708,238
										Continued on next page			



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

		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		-15.40%	2.63%	1.44%	2.87%
								\$	%	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
12 121 232	Legal Fees	49	70,800	71,400	102,276	(30,876)	71,400	0	0.00	72,828	74,285	75,770	77,286
12 121 233	Consultants Fees	50	161,694	226,612	90,511	136,101	321,384	94,772	41.82	25,941	14,262	20,487	14,717
12 121 234	External Audit	51	44,375	40,800	47,700	(6,900)	38,650	(2,150)	(5.27)	39,423	40,211	41,016	41,836
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	48,338	(8,196)	(14.50)	49,305	50,291	51,297	92,323
Total Professional Fees/Insurance			341,733	445,494	337,239	108,255	539,675	94,181	21.14	248,597	241,371	252,139	291,001
12 121 610	Capital	54	21,310	306,000	242,411	63,589	269,000	(37,000)	(12.09)	174,000	180,000	185,000	190,000
Total Capital			21,310	306,000	242,411	63,589	269,000	(37,000)	(12.09)	174,000	180,000	185,000	190,000
12 121 811	Interest Expense - Short Term	55	43,177	40,000	60,331	(20,331)	60,000	20,000	50.00	61,200	62,424	63,672	64,946
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	60,000	20,000	50.00	61,200	62,424	63,672	64,946
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	87,744	16,699	23.50	58,759	59,398	60,050	60,715
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	18,210	2,350	382,500	361,940	1,760.41	22,600	22,702	22,806	22,912
Total Other			241,180	91,605	89,255	2,350	470,244	378,639	413.34	81,359	82,100	82,856	83,627
Total Expenditure			3,343,780	3,944,385	3,406,188	538,197	4,500,222	555,836	14.09	3,807,351	3,907,610	3,963,820	4,077,556
Surplus/(Deficit)			153,639		17,265		-			-	-	-	-
Reserve Balance							3,782,968			3,838,727	3,898,125	3,958,175	4,018,890

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	16,561	3.0	20,441		21,736		21,327		22,587
46,351	11 830 200 001 Grand Forks	46,670	8.4	57,606		61,255		60,102		63,652
5,040	11 830 300 001 Greenwood	5,276	0.9	6,512		6,925		6,794		7,196
7,758	11 830 400 001 Midway	8,382	1.5	10,346		11,001		10,794		11,431
8,310	11 830 500 001 Montrose	9,050	1.6	11,170		11,878		11,654		12,342
55,047	11 830 600 001 Rossland	57,951	10.4	71,530		76,062		74,630		79,038
119,880	11 830 700 001 Trail	122,896	22.1	151,692		161,303		158,266		167,614
13,759	11 830 800 001 Warfield	14,263	2.6	17,604		18,720		18,367		19,452
60,856	11 830 901 001 Electoral Area 'A'	51,041	9.2	63,000		66,992		65,731		69,613
27,734	11 830 902 001 EA 'B' / LOWER COLUMBIA/OLD	29,726	5.3	36,692		39,016		38,282		40,543
52,027	11 830 903 001 EA 'C' / CHRISTINA LAKE	52,669	9.5	65,010		69,129		67,827		71,833
36,430	11 830 904 001 EA 'D' / RURAL GRAND FORKS	38,622	6.9	47,672		50,692		49,738		52,676
99,931	11 830 905 001 EA 'E' / WEST BOUNDARY	103,868	18.6	128,206		136,329		133,762		141,663
549,420	Sub	556,974	100.0	687,481		731,039		717,275		759,638
	This Year Requisition	556,974		687,481		731,039		717,275		759,638
	Total Requisition	556,974		687,481		731,039		717,275		759,638

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	0.06057	0.07476	0.07949	0.07800	0.08260	0.08260
\$ 13.24	Base cost for a home valued at \$200,000	\$ 12.11	\$ 14.95	\$ 15.90	\$ 15.60	\$ 16.52	\$ 16.52

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Federal Grant In Lieu	2020	2.00%	2.00%	2.00%	2.00%	2.00%
Account No	11 210 100 001	Prior Yr	2021	2022	2023	2024	2025
			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	1,683

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 Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 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	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Rental - Planning Dept	7,619	7,626	-	-	-	-
Annual Budget		7,619	7,626	-	-	-	-

Notes:		Previous Year Budget	7,619
		Actual to December 31, 2020	7,469
Item #1	Included in Shared Internal Costs starting in 2022		
	Contribution from Planning Function for use of Grand Forks		
	office space. Includes utilities, and maintenance.		

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Rental - GF Office - Building		2.00%	2.00%	2.00%	2.00%	2.00%
Account No	11 400 005 - 001	2020	2021	2022	2023	2024	2025
		Prior Year	Budget	Budget	Budget	Budget	Budget

Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Rental - GF Office	22,680	23,157	-	-	-	-
Annual Budget		22,680	23,157	-	-	-	-

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

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Interest Earned		2.00%	2.00%	2.00%	2.00%	2.00%
Account No	11 550 100 - 001	2020	2021	2022	2023	2024	2025
		Prior Year	Budget	Budget	Budget	Budget	Budget

Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Interest earned	52,020	50,000	51,000	52,020	53,060	54,122
Annual Budget		52,020	50,000	51,000	52,020	53,060	54,122

Notes:	Previous Year Budget	52,020
	Actual to December 31, 2020	63,062

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Five Year Financial Plan

Name **Woodstove Exchange - BC Lung**

Account No 11 550 106 - 001

2020
Prior Year

2021 Budget

2022 Budget

2023 Budget

2024 Budget

2025 Budget

Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
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	2020	2021	2022	2023	2024	2025
Account No	11 550 107 - 001	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Woodstove Exchange Top Up Income						
20	Area A (Top Up of \$100 per stove)						
10	Area B (Top Up of \$250 per stove)						
15	Area C (Top Up of \$100 per stove)						
20	Area D (Considering Top Up)						
16	Area E (Top Up of \$100 per stove)						
20	City of Midway						
10	City of Greenwood						
18	City of Grand Forks						
20	City of Rossland (\$100 top up)						
5	City of Warfield						
10	City of Trail (\$100 for 1st 15 exchanges)						
20	Village of Fruitvale (Top Up of \$100)						
	Estimate 30 x \$100						
	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)		

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Five Year Financial Plan

[illegible]

Notes:	Previous Year Budget	193,001
	Actual to December 31, 2020	146,858
Item #2	No Contributions to Self Insurance Fund 2018-20; Reviewed Prior to 2021	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Five Year Financial Plan

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

Item #1

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	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Use of Fleet Vehicles:						
005	Planning	13,133	13,395	-	-	-	-
010	Solid Waste	18,911	5,000	-	-	-	-
002	Electoral Administration - Directors	20,487	20,896	-	-	-	-
002	Electoral Administration - Bylaw	-	3,060	-	-	-	-
170	Boundary Integrated Watershed	3,000	3,060	-	-	-	-
	Sub-Total	55,530	45,412	-	-	-	-
2	Photocopiers:						
004	Building Inspection	2,075	2,116	-	-	-	-
005	Planning	9,684	9,878	-	-	-	-
010	Solid Waste	3,788	3,864	-	-	-	-
3	Heating: Sharing 50% of Total \$1,500	6,208	6,332	-	-	-	-
4	Power: Sharing 74% of Total \$28,000	35,519	36,229	-	-	-	-
5	HR Allocation		-	84,483	86,172	87,896	89,654
6	IT Allocation		-	515,979	526,298	536,824	547,561
7	Building Allocation			111,026	113,247	115,512	117,822
	Annual Budget	112,804	103,831	711,488	725,717	740,232	755,036

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

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Board Fee Revenue, Page 1 of 4	2020	2021	2.00%	2.00%	2.00%	2.00%
Account No	11 592 001 - 001	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
001	General Government	-	-	-	-	-	-
002	Electoral Area Administration	19,907	18,432	13,362	13,629	13,902	14,180
003	Grants in Aid	9,642	9,835	7,408	7,556	7,707	7,861
004	Building & Plumbing Inspection	28,313	27,898	23,403	23,871	24,348	24,835
005	Planning and Development	47,825	44,350	18,706	19,081	19,462	19,851
006	Feasibility Studies	1,616	1,492	578	590	601	613
008	Boundary Economic Development	4,497	4,587	4,274	4,360	4,447	4,536
009	Police Based Victims' Services	1,463	1,492	3,516	3,586	3,658	3,731
010	Regionalized Waste Management	54,545	56,345	101,533	103,564	105,635	107,748
012	Emergency Preparedness	5,572	4,497	10,697	10,911	11,129	11,352
014	Parks & Trails - Area 'B'	12,422	11,422	5,415	5,523	5,634	5,746
015	9-1-1 Emergency Communications	17,411	16,095	2,016	2,056	2,097	2,139
017	East End Economic Development	4,323	4,409	656	670	683	697
018	Culture Arts & Recreation in the Lower Columbia	17,542	16,149	36,241	36,965	37,705	38,459
019	Parks & Trails - Beaver Valley	12,422	11,422	20,113	20,515	20,925	21,344
020-011	Recreation - Beaver Valley Arena	13,396	13,628	13,956	14,235	14,519	14,810
020-013	Recreation - Beaver Valley Recreation	12,422	11,422	6,134	6,256	6,382	6,509
021	Rec. Commission - Gd Fks , Area D	12,422	11,533	12,408	12,657	12,910	13,168
022	Rec. Commission Grnwd, Midway, Area E	1,463	1,492	758	773	789	804
Page 1 Total		277,203	266,500	281,174	286,797	292,533	298,384

Notes:

2021 Budget - Carbon Offset Purchases	30,988
2021 Budget - Climate Change Initiatives	-
Included in above Shared Internal Cost	<u>\$ 30,988</u>

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name				2.00%	2.00%	2.00%	2.00%
Account No	11 592 001 - 001	2020 Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
023	Rec. Commission - Christina Lake	1,463	1,492	1,649	1,682	1,715	1,749
024	Rec. Facilities - Christina Lake	1,463	1,492	703	717	732	746
026	Boundary Museum Service		114	172	175	179	182
027	Area C Regional Parks & Trails	7,884	6,793	9,041	9,221	9,406	9,594
028	Beaverdell Community Club Service	-	-	117	119	122	124
030	Grand Forks Arena	12,080	12,429	13,901	14,179	14,462	14,752
031	Grand Forks Curling Rink	2,320	2,314	1,305	1,331	1,357	1,385
040	Grand Forks Aquatic Centre	16,206	17,803	20,347	20,754	21,169	21,593
045	Area 'D' Parks & Trails	1,463	1,492	1,844	1,881	1,919	1,957
047	Area 'D' Heritage Conservation	1,463	1,492	109	111	113	115
048	Area 'E' Heritage Conservation	-	1,492	109	111	113	115
050	Fire Protection - East End	120,583	123,204	113,191	115,455	117,764	120,120
051	Fire Protection - Christina Lake	14,723	13,717	10,728	10,943	11,162	11,385
053	Fire Protection - Beaverdell	1,463	1,494	1,571	1,602	1,634	1,667
054	Fire Protection - Area E - Big White	13,912	15,246	37,819	38,575	39,347	40,134
056	Fire Protection - Rural Greenwood	1,463	1,492	125	128	130	133
057	Fire Protection - Rural Grand Forks	14,680	14,974	6,431	6,559	6,691	6,824
058	Fire Protection - Kettle Valley Fire	5,306	5,412	2,969	3,029	3,089	3,151
064	Refuse Disposal - Big White	5,665	5,763	4,516	4,607	4,699	4,793
Page 2 Total		222,137	228,215	226,647	231,180	235,803	240,520

Notes:

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	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
065	Area 'E' Parks & Trails	1,463	1,492	172	175	179	182
070	Animal Control - East End	4,409	4,497	1,047	1,068	1,089	1,111
071	Animal Control - West End	4,409	4,497	1,665	1,698	1,732	1,766
074	Big White Security Services	4,919	4,497	2,305	2,351	2,398	2,446
075	Big white Noise Control Services	1,463	1,492				
077	Area 'C' Economic Development	1,463	1,492	844	861	878	896
078	Area 'D' & GF Economic Development	1,463	1,492	273	279	284	290
079	Area 'E' Economic Development	1,463	1,492	172	175	179	182
080	Mosquito Control - GD Fks, Area D	3,331	2,773	781	797	813	829
081	Mosquito Control - Christina Lake	2,075	1,492	258	263	268	274
090	Noxious Weed Control - Area A	1,463	1,492	281	287	293	299
091	Christina Lake Milfoil	1,991	1,823	7,532	7,683	7,837	7,993
092	Noxious Weed - Area D & E	1,463	1,492	2,875	2,933	2,992	3,051
101	Street Lighting - Big White	1,463	1,494	117	119	122	124
103	Beaverdell Street Lighting Service	-	-	109	111	113	115
120	House Numbering - Areas 'A' & 'C'	-	-	109	111	113	115
121	House Numbering - Area 'D'	-	-	109	111	113	115
122	House Numbering - Area 'B'	-	-	109	111	113	115
123	House Numbering - Area 'E'	-	-	109	111	113	115
	Page 3 Total	32,838	31,517	18,867	19,244	19,629	20,022

Notes:

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
Item No	Description	Amount	Amount	Budget	Budget	Budget	Budget
140	Library - Grand Forks, Areas D & C	4,022	4,102	2,313	2,359	2,406	2,454
141	Library - Specified Area 'E'	-	-	109	111	113	115
145	Greenwood, Area E' Cemetery Services	1,463	1,492	250	255	260	266
150	Cemeteries - East End	5,180	4,763	3,063	3,124	3,187	3,250
170	Boundary Integrated Watershed	1,463	1,492	3,212	3,276	3,341	3,408
500	Beaver Valley Water Supply	26,370	23,792	13,448	13,717	13,991	14,271
550	Christina Lake Water Supply Utility	8,079	8,134	18,105	18,467	18,836	19,213
600	Columbia Gardens Water Supply	2,264	2,209	1,547	1,578	1,610	1,642
650	Rivervale Water Supply Utility	8,075	8,065	3,930	4,009	4,089	4,171
700	East End Regionalized Sewer	47,999	47,198	83,061	84,723	86,417	88,145
800	Oasis/Rivervale Sewer	5,376	5,382	2,852	2,909	2,967	3,027
900	East End Transit	52,111	48,274	27,005	27,545	28,096	28,658
950	West End Transit	1,565	1,492	1,469	1,498	1,528	1,559
	Page 4 Total	163,967	156,395	160,364	163,571	166,843	170,179
	Annual Budget	696,145	682,627	687,052	700,793	714,808	729,105

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

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Five Year Financial Plan

Name	Local Government Act	2020	2021	2022	2023	2024	2025
Account No	11 621 100 - 001	Prior Year	Budget	Budget	Budget	Budget	Budget

[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	46,255	47,180	48,124	49,086	50,068
	Climate Action Revenue Incentive Program						
	Carbon Tax Refunds based on actual volumes						
	Annual Budget	36,113	46,255	47,180	48,124	49,086	50,068

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]

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.
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REGIONAL DISTRICT OF KOOTENAY BOUNDARY Five Year Financial Plan

Name	Previous Year's Surplus	2020	2021	2022	2023	2024	2025
Account No	11 911 100 - 001	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Previous Year's Surplus	153,639	17,265	-	-	-	-
	Annual Budget	153,639	17,265	-	-	-	-

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	53,250
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

[illegible]

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	1.10%	2.00%	2.00%	2.00%	2.00%
Account No	12 110 130 - 001	Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Directors 13 x (\$960 x 12 months) (Base Rate)	141,830	149,760	152,755	155,810	158,927	162,105
2	Board Chair \$2,133 x 12 months	24,768	25,596	26,108	26,630	27,163	27,706
3	Vice-Chair \$372 x 12 Months	4,320	4,464	4,553	4,644	4,737	4,832
4	Regular Board Meetings 13 Dir. x 22 MTG x \$93	25,740	26,598	27,130	27,673	28,226	28,791
5	Special Board Meetings (2 per year X 13 Dir X \$93	2,340	2,418	2,466	2,516	2,566	2,617
6	Technical Allowance 13 x \$223 x \$12 Months	33,696	34,788	35,484	36,193	36,917	37,656
7		-					
8		-					
9		-					
	COMMITTEE MEETINGS REMUNERATION						
10	Committee Chair Remuneration @ \$124	10,800	10,919	11,137	11,360	11,587	11,819
11	Policy & Personnel	5,940	6,005	6,125	6,248	6,373	6,500
12	Finance - Liaison	650	657	670	684	697	711
13	Electoral Area Services Committee	5,400	5,459	5,569	5,680	5,794	5,909
14	Environmental Services - Liaison	650	657	670	684	697	711
15	Protective Services - Liaison	650	657	670	684	697	711
16	Other Authorized Board Committee Meetings	34,845	35,228	35,933	36,651	37,384	38,132
17	Meeting Travel Allow. Est. (\$55 & \$66 & \$82) MTG/TRV	15,000	15,165	15,468	15,778	16,093	16,415
18	Allowance for Absentee Director + Other Ad Hoc Meetings	5,000	5,055	5,156	5,259	5,364	5,472
19	Statutory Benefits @ 5.0%	13,418	16,171	16,495	16,825	17,161	17,504
20	ESTIMATE INCREASE	16,250	-	-	-	-	-
	Annual Budget	341,297	339,598	346,390	353,318	360,385	367,592

Notes:	Previous Year Budget	341,297
Director Ren	Actual to December 31, 2020	305,295
CPI increase of 1.1% included in rates 2021 and beyond		

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 Five Year Financial Plan

Name	Directors Meeting Expenses	2020	2.00%	2.00%	2.00%	2.00%	2.00%
Account No	12 110 211 - 001	Prior Year	Budget	Budget	Budget	Budget	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		2.00%	2.00%	2.00%	2.00%	2.00%
Account No	12 110 251 - 001	2020	2021	2022	2023	2024	2025
		Prior Year	Budget	Budget	Budget	Budget	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	Amount	Amount	Amount	Amount	Amount
1	Chief Administrative Officer	171,082	180,153	183,756	187,431	191,180	195,003
2	General Manager - Finance	122,962	136,553	139,284	142,069	144,911	147,809
3	Financial Services Manager	97,834	105,672	107,785	109,941	112,140	114,383
4	Manager of Corporate Administration (Plus 4 Months Overl	102,726	141,237	108,202	110,366	112,573	114,824
5	Executive Assistant	70,034	71,400	72,828	74,285	75,770	77,286
6	Manager of Information Services	89,030	100,388	102,396	104,444	106,533	108,664
7	Manager of Infrastructure and Sustainability	14,675	16,643	16,976	17,316	17,662	18,015
8	General Manager - Operations/Deputy CAO	95,122	101,745	103,780	105,855	107,973	110,132
9	Manager of Facilities & Recreation (Grand Forks)	4,892	5,019	5,120	5,222	5,327	5,433
10	Deputy Fire Chief's extra duties (Big White Fire)	1,767	2,000	2,040	2,081	2,122	2,165
11	Allowance for Retirement, Orientation and Other Cost Pres	33,457	10,000	10,200	35,000	10,500	10,710
12	Manager of Facilities & Recreation (Greater Trail)	9,783	10,039	10,240	10,444	10,653	10,866
13	Corporate Communications Officer	46,479	79,866	81,463	83,093	84,754	86,450
14	Deputy CAO Remuneration	15,300	-	-	-	-	-
15	Fortis BC Senior Energy Specialist	79,365	78,683	80,256	81,862	83,499	85,169
16	HR Manager	-	59,160	90,515	92,325	94,172	96,055
	Subtotal	954,508	1,098,559	1,114,841	1,161,734	1,159,768	1,182,964
	Benefits @	262,585	274,640	278,710	290,433	289,942	295,741
	Page 1 Total	1,217,093	1,373,198	1,393,551	1,452,167	1,449,711	1,478,705

Notes:	Previous Year Budget	1,855,848
Salaries & Benefits	Actual to December 31, 2020	1,725,895

Item #11	Cost pressure allowance - management compensation review

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Salaries & Benefits, Continued	2020	2.00%	2.00%	2.00%	2.00%	2.00%
Account No	12 121 111 - 001	Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Financial Analyst	65,970	68,358	69,725	71,120	72,542	73,993
2	Payroll & Accounts Payable Coordinator	65,970	68,358	69,725	71,120	72,542	73,993
3	Accounting Clerk Receptionist	56,149	58,179	59,343	60,529	61,740	62,975
4	Clerk/Steno/Receptionist (1.8 FTE)	54,687	102,032	104,072	106,154	108,277	110,442
5	Full Time IT support staff	58,714	60,847	62,064	63,305	64,571	65,862
6	Network Infrastructure Analyst	79,456	82,340	83,987	85,666	87,380	89,127
7	Engineering Technician (25% shared position)	17,143	17,766	18,121	18,484	18,853	19,230
8		-	-	-	-	-	-
9	Overtime allowance	10,000	16,768	17,104	17,446	17,795	18,151
10	Provision for unused Holidays (1wk/employee)	5,000	9,651	9,844	10,041	10,242	10,447
11	Finance Relief (Sick & Vacation Coverage)	9,607	10,763	10,978	11,197	11,421	11,650
12	Administration Relief (Sick & Vacation Coverage)	43,415	5,243	5,348	5,455	5,564	5,675
13	Document management - administrative support	25,911	26,964	27,503	28,053	28,614	29,187
14				-	-	-	-
15	Allowance for CUPE Contract Increase	7,202		-	-	-	-
	Subtotal	499,223	527,268	537,814	548,570	559,541	570,732
	Benefits @	139,533	150,904	153,922	157,001	160,141	163,344
	Page 2 Total	638,755	678,173	691,736	705,571	719,682	734,076
	Annual Budget	1,855,848	2,051,371	2,085,287	2,157,738	2,169,393	2,212,781

Notes:	Previous Year Budget	1,855,848
Salaries & Benefits	Actual to December 31, 2020	1,725,895
Item #7	Liquid Waste 25%, Solid Waste 50%, Administration 25%	
Item #12	Moved to Line #4	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name			2.00%	2.00%	2.00%	2.00%	2.00%
Account No	Labour Relations	2020	2021	2022	2023	2024	2025
12 121 190 - 001		Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Labour Relations	3,000	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	Travel Expense		2.00%	2.00%	2.00%	2.00%	2.00%
Account No	12 121 210 - 001	2020 Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 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	5,082

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	Budget	Budget	Budget	Budget	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 & Workshops	1,020	2,200	1,750	1,785	1,821	1,857
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					
6	GFOABC Annual Dues	734	793	809	825	842	858
7	GFOABC Annual Conference	1,632	1,500	1,530	1,561	1,592	1,624
8	Staff software training	2,122					
9	OH&S Training & Staff Development	12,000	12,000	12,240	12,485	12,734	12,989
10	CPA dues	3,300	3,000	3,060	3,121	3,184	3,247
11	CIP/PIBC - APEG dues	2,000	2,000	2,040	2,081	2,122	2,165
12	Payroll Association Dues	200	200	204	208	212	216
13	Int Assoc for Public Participation	300	300	306	312	318	325
14	Int Assoc of Business Communicators	375	375	383	390	398	406
15	IAP2 Conference (Communication)	800	800	816	832	849	866
	Annual Budget	36,482	38,218	38,488	39,258	40,043	40,844

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

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	Budget	Budget	Budget	Budget	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

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

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Telephone	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account No	12 121 213 - 001	Prior Year	2021	2022	2023	2024	2025
Item No	Description	Amount	Budget	Budget	Budget	Budget	Budget
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	47,003

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			2.10%	2.00%	2.00%	2.00%	2.00%
Account No	Advertising	2020	2021	2022	2023	2024	2025
12 121 221 - 001		Prior Year	Budget	Budget	Budget	Budget	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	20,372

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Five Year Financial Plan

[illegible]

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

[illegible]2021-02-05

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	Budget	Budget	Budget	Budget	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:	Previous Year Budget	37,740
Operating	Actual to December 31, 2020	27,266
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 (50% Recovered)	9,364	1,500	1,530	1,561	1,592	1,624
10	Power Costs - Electricity (74% Recovered)	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	139,816
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	

2021-02-05

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REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Five Year Financial Plan

[illegible]

Notes:	Previous Year Budget	38,112
Operating	Actual to December 31, 2020	24,937
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	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Equipment Lease - Photocopier		2.10%	2.00%	2.00%	2.00%	2.00%
Account No	12 121 261 - 001	2020	2021	2022	2023	2024	2025
		Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	IKON Service contract for Admin Photocopiers	2,100	2,144	2,187	2,231	2,275	2,321
2	IKON Service contract for ZGMIS component (above)	1,200	1,225	1,250	1,275	1,300	1,326
3	Maintenance Fees based on usage	20,000	20,420	20,828	21,245	21,670	22,103
4	Photocopier Replacement Plan (Administration)						
5							
Annual Budget		23,300	23,789	24,265	24,750	25,245	25,750

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	Equipment Lease - Mail		2.10%	2.00%	2.00%	2.00%	2.00%
Account No	12 121 263 - 001	2020	2021	2022	2023	2024	2025
		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			2.10%	2.00%	2.00%	2.00%	2.00%
Account No	Bank Service Charges	2020	2021	2022	2023	2024	2025
12 121 810 - 001		Prior Year	Budget	Budget	Budget	Budget	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:	Previous Year Budget	51,434
Operating	Actual to December 31, 2020	61,554
Item #1	Banking Agreement monthly service charge all accounts	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Operating Grants Provided	2020	2021	2022	2023	2024	2025
Account No	12 121 995 - 001	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Operating Grants Provided to Services	10,000	10,000	-	-	-	-
Annual Budget		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			2.00%	2.00%	2.00%	2.00%	2.00%
Account No	Legal Fees	2020	2021	2022	2023	2024	2025
12 121 232 - 001		Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Legal fees	70,000	71,400	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	102,276

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	80,560				
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	Kootenay Clean Energy Transition		30,000				
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	321,384	25,941	14,262	20,487	14,717

Notes:	Previous Year Budget	226,612
Professional Fees	Actual to December 31, 2020	90,511
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 #6/10	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	38,650	39,423	40,211	41,016	41,836
Annual Budget		40,800	38,650	39,423	40,211	41,016	41,836

Notes:	Previous Year Budget	40,800
Professional Fees	Actual to December 31, 2020	47,700

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name		2020	2.00%	2.00%	2.00%	2.00%	2.00%
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			2.00%	2.00%	2.00%	2.00%	2.00%
	Property Insurance	2020	2021	2022	2023	2024	2025
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	13,392	13,660	13,933	14,212	14,496
2	Building & Contents - GF Building Inspection	1,834	2,958	3,017	3,078	3,139	3,202
3	Extra Expense, Acct Rec, Valuable Papers, Business	2,136	2,588	2,640	2,693	2,746	2,801
4	Crime Insurance	3,570	3,850	3,927	4,006	4,086	4,167
5	Terrorism & Sabotage	2,792	25,550	26,061	26,582	27,114	27,656
6	Comprehensive insurance appraisal	40,000					40,000
Annual Budget		56,534	48,338	49,305	50,291	51,297	92,323

Notes:	Previous Year Budget	56,534
Professional Fees	Actual to December 31, 2020	47,570
Items #6 Comprehensive appraisal every five years		

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Capital	2020	2021	2022	2023	2024	2025
Account No	12 121 610 - 001	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Fleet Vehicle G8 (suv)	45,000					
2	Admin Office Upgrades	60,000	100,000				
3							
4	IT Projects	201,000	169,000	174,000	180,000	185,000	190,000
5							
Annual Budget		306,000	269,000	174,000	180,000	185,000	190,000

Notes:	Previous Year Budget	306,000
Capital	Actual to December 31, 2020	242,411
Items #1-3	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 Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Revenue Anticipation Loan Interest	40,000	60,000	61,200	62,424	63,672	64,946
Annual Budget		40,000	60,000	61,200	62,424	63,672	64,946

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	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY Five Year Financial Plan

Name **Debt - Principal Payments**

Account No 12 121 830 - 001

2020
Prior Year

2021 Budget

2022 Budget

2023 Budget

2024 Budget

2025 Budget

Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1							
	Annual 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	2020	2021	2022	2023	2024	2025
Account No	12 121 907 - 001	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
	Other Expenses Include:	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	2020	2021	2022	2023	2024	2025
Account No	12 121 908 - 001	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Woodstove Workshops, Public Education	-	-	-	-	-	-
	(includes wages)						
Annual Budget		-	-	-	-	-	-

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

Name	Contribution to Reserve	2020	2.00%	2.00%	2.00%	2.00%	2.00%
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	31,337	31,964	32,603	33,255	33,920
6	Build reserves						
7	CARIP Grant to Reserve (less staff component)	25,000	29,612	30,204	30,808	31,424	32,053
8	Audio Visual						
	Annual Budget	71,045	87,744	58,759	59,398	60,050	60,715

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)	

\$ 4,395,224.30	Balance in Reserve December 31, 20
	Accounts 34 700 001 and 34 701 001
\$ 496,713.30	Self Insurance Fund
\$ 140,045.93	Management ERIP Fund
\$ 276,904.18	Carbon Offset Fund
\$ 21,945.79	Education Committee
\$ 291,015.54	Information Technology
\$ 1,332,714.42	Taxation Offset (Smoothing)
\$ 171,917.09	Climate Action Fund
\$ 100,000.00	Audio Visual
\$ 1,563,968.05	Net Reserve (unrestricted)

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Five Year Financial Plan

[illegible]

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

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Contingencies/Miscellaneous	2020	2.00%	2.00%	2.00%	2.00%	2.00%
Account No	12 121 999 - 001	Prior Year	2021	2022	2023	2024	2025
			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
5	COVID Restart Grant (less IT-VPN upgrades)		360,000				
Annual Budget		20,560	382,500	22,600	22,702	22,806	22,912

Notes:	Previous Year Budget	20,560
Other	Actual to December 31, 2020	18,210



**Regional District of
Kootenay Boundary**

STAFF REPORT

Date: February 4, 2021 **File**
To: Chair Langman and the Board of Directors
From: Barb Ihlen, General Manager of Finance/CFO
Re: Feasibility Studies (006)
 Proposed 2021-2025 Five Year Financial Plan

Issue Introduction

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

History/Background Factors

The 2021-2025 Five Year Financial Plan for Feasibility Studies (006) has had some minor updates since last presented in January.

Implications

The Feasibility Studies (006) budget for 2021 presents a 20.96% (\$3,027) increase in tax requisition. The budget for potential feasibility studies is \$75,000 and provides for approximately two to three studies to take place during the year, if needed.

Advancement of Strategic Planning Goals

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

Page 1 of 2
Staff Report-2021-2025 Feasibility Studies (006) Proposed Five Year Financial Plan
Board of Directors, February 10, 2021

Background Information Provided

- Feasibility Studies (006) proposed 2021-2025 Five Year Financial Plan

Alternatives

1. Approve the proposed budget with minor changes for adjustments for year end totals.
2. Defer and provide direction on the proposed budget.

Recommendation(s)

THAT the Regional District of Kootenay Boundary Board of Directors approve the Feasibility Studies (006) 2021-2025 Five Financial Plan as presented to the Board of Directors on February 10, 2021 including minor changes for adjustments for year end totals. **FURTHER** that the Plan be included in the overall RDKB 2021-2025 Five Year Financial Plan.



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)	17,470	3,027	20.96
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)
11 911 100 Previous Year's Surplus	5	57,620	56,073	56,073	0	58,922	2,849	5.08
Total Revenue		80,575	90,616	90,538	78	76,492	(14,124)	(15.59)
EXPENDITURE								
12 821 230 Board Fee	6	1,587	1,616	1,616	0	1,492	(124)	(7.67)
12 821 233 Consultant Fees	7	0	0	0	0	75,000	75,000	0.00
Total Operating		1,587	1,616	1,616	0	76,492	74,876	4,633.42
12 821 990 Prior Year Deficit	8	0	0	0	0	0	0	0.00
12 821 999 Contingencies	9	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	76,492	(14,124)	(15.59)
Surplus (Deficit)		56,073		58,922		-		

-1.19% 2022 BUDGET	0.02% 2023 BUDGET	0.02% 2024 BUDGET	0.02% 2025 BUDGET
75,478	75,490	75,501	75,513
100	100	100	100
0	0	0	0
0	0	0	0
75,578	75,590	75,601	75,613
578	590	601	613
75,000	75,000	75,000	75,000
75,578	75,590	75,601	75,613
0	0	0	0
0	0	0	0
0	0	0	0
75,578	75,590	75,601	75,613
-	-	-	-

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	Amount	Amount	Amount	Amount	Amount
428	11 830 100 006 Fruitvale	519	2,244	2,245	2,245	2,245.26
1,218	11 830 200 006 Grand Forks	1,464	6,324	6,325	6,326	6,327
132	11 830 300 006 Greenwood	165	715	715	715	715
204	11 830 400 006 Midway	263	1,136	1,136	1,136	1,136
218	11 830 500 006 Montrose	284	1,226	1,227	1,227	1,227
1,447	11 830 600 006 Rossland	1,818	7,853	7,854	7,856	7,857
3,151	11 830 700 006 Trail	3,855	16,654	16,657	16,659	16,662
362	11 830 800 006 Warfield	447	1,933	1,933	1,933	1,934
1,600	11 830 901 006 Electoral Area 'A'	1,601	6,917	6,918	6,919	6,920
729	11 830 902 006 EA 'B' / Lower Columbia/Old Glory	932	4,028	4,029	4,030	4,030
1,368	11 830 903 006 EA 'C' / Christina Lake	1,652	7,137	7,138	7,140	7,141
958	11 830 904 006 EA 'D' / Rural Grand Forks	1,211	5,234	5,235	5,235	5,236
2,627	11 830 905 006 EA 'E' / West Boundary	3,258	14,076	14,078	14,080	14,082
14,443						
	This Year Requisition	17,470	75,478	75,490	75,501	75,513
	Total Requisition	17,470	75,478	75,490	75,501	75,513

Notes:

REGIONAL DISTRICT OF KOOTENAY BOUNDARY Five Year Financial Plan

Name	Federal Grant In Lieu	2020	2021	2022	2023	2024	2025
Account	11 210 100 006	Prior Year	Budget	Budget	Budget	Budget	Budget

Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Federal Grant In Lieu	100	100	100	100	100	100
	Current Year Budget	100	100	100	100	100	100

Notes:	Previous Year Budget	100
	Actual to December 31, 2020	22

REGIONAL DISTRICT OF KOOTENAY BOUNDARY Five Year Financial Plan

Name	Miscellaneous Revenue		0.00%	0.00%	0.00%	0.00%	0.00%
Account	11 590 159 006	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Recoveries from past studies	-					
2	Provincial Planning Grant	20,000					
	Current Year Budget	20,000	-	-	-	-	-

Notes:	Previous Year Budget	20,000
	Actual to December 31, 2020	20,000
Item #1	Reimbursement from Christina Waterworks - service established in 2017	
Item #2	Grant for Oasis and Deer Ridge, Grand Forks Irrigation and Bridesville transition studies	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Previous Year's Surplus	2020	2021	2022	2023	2024	2025
Account	11 911 100 006	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Previous Year's Surplus	57,620	58,922				
	Current Year Budget	57,620	58,922	-	-	-	-

Notes:	Previous Year Budget	56,073
	Actual to December 31, 2020	56,073

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Board Fee	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 821 230 006	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.)	1,463	1,492				
2	Carbon Offset & Climate Change Initiatives	153	-	-	-	-	-
3	Administration Support Allocation		-	1,626	1,658	1,692	1,725
4	General Admin Shared Credit		-	(1,048)	(1,069)	(1,090)	(1,112)
5	HR Allocation		-	-	-	-	-
6	IT Allocation		-	-	-	-	-
7	Building Allocation		-	-	-	-	-
	Current Year Budget	1,616	1,492	578	590	601	613

Operating	Previous Year Budget	1,616
Notes:	Actual to December 31, 2020	1,616

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Consultant Fees	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 821 233 006	Prior Year	2021	2022	2023	2024	2025
			Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Miscellaneous studies	-	75,000	75,000	75,000	75,000	75,000
2		-					
Current Year Budget		-	75,000	75,000	75,000	75,000	75,000

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

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Previous Year's Deficit	2020	2021	2022	2023	2024	2025
Account	12 821 990 006	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Previous Year's Deficit	-	-	-	-	-	-
Current Year Budget		-	-	-	-	-	-

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

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Contingencies	2020	0.00%	0.00%	0.00%	0.00%	0.00%
Account	12 821 999 006	Prior Year	2021	2022	2023	2024	2025
			Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Miscellaneous studies	59,000					
2	Big White Community Centre Feasibility Study						
3	Oasis, Deer Ridge and Grand Forks Irrigation						
4	Bridesville Irrigation	15,000					
5	Covert, Nursery, Deer Ridge	15,000					
Current Year Budget		89,000	-	-	-	-	-

Other	Previous Year Budget	89,000
Notes:	Actual to December 31, 2020	30,000
Item #2	Big White Community Centre Feasibility Study \$30k	
Item #3	Studies for Oasis, Deer Ridge and Grand Forks Irrigation \$45,000	



**Regional District of
Kootenay Boundary**

STAFF REPORT

Date: February 10 2021
To: Chair Langman and Board of Directors
From Brian Champlin, Manager of Building
: Inspection Services
Re: 2021 Building Inspection Services (004)
 2021-2025 Five Year Financial Plan and
 Budget

File

Issue Introduction

The purpose of this report is to provide an overview of the Building Inspection Services (004) 2021-2025 Five Year Financial Plan and 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.

Page 1 of 3

**Staff Report-2021 Building Inspection Services (004) 2021-2025 Five Year Financial Plan and Budget
February 10, 2021**

Implications

2021-2025 Five Year Financial Plan and Budget

The Five Year Financial Plan and budget for the Building Inspection Services (004) presents an increase of 2.0% for 2021.

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

Financial Summary for Budget Increase (or decrease)

- A 2% increase has been allocated for this year's budget over last year.
- The difference between the previous year's surplus and a \$30,000 contribution to reserves was used to offset the Tax Requisition, or the increase in would have exceeded 5% in the Electoral areas.

The budget presented at 2.0% 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 this meeting.

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) 2021-2025 Five Year Financial Plan and Budget.

Alternatives

1. That the RDKB Board of Directors receive the "**Building Inspection Services (004)**" 2021-2025 Five Year Financial Plan and Budget including minor changes for adjustments for year end totals for information, approve the Five Year Financial Plan and Budget and provide direction to staff for the 2021 budget.

Page 2 of 3

*Staff Report-2021 Building Inspection Services (004) 2021-2025 Five Year Financial Plan and Budget
February 10, 2021*

2. That the RDKB Board of Directors receive the "**Building Inspection Services (004)**" 2021-2025 Five Year Financial Plan and Budget including minor changes for adjustments for year end totals for information, do not approved the Five Financial Plan and Budget and provide direction to staff for the 2021 budget.

Recommendation(s)


That the Regional District of Kootenay Boundary Board of Directors approve the Building Inspection Service (004) 2021-2025 Five Year Financial Plan including minor changes for adjustments for year end totals as presented to the Board on February 10, 2021. **FURTHER** that the Plan be included in the overall RDKB 2021-2025 Five Year Financial Plan.



REGIONAL DISTRICT OF KOOTENAY BOUNDARY
SUMMARY INFORMATION

SERVICE NO 004
BUILDING INSPECTION

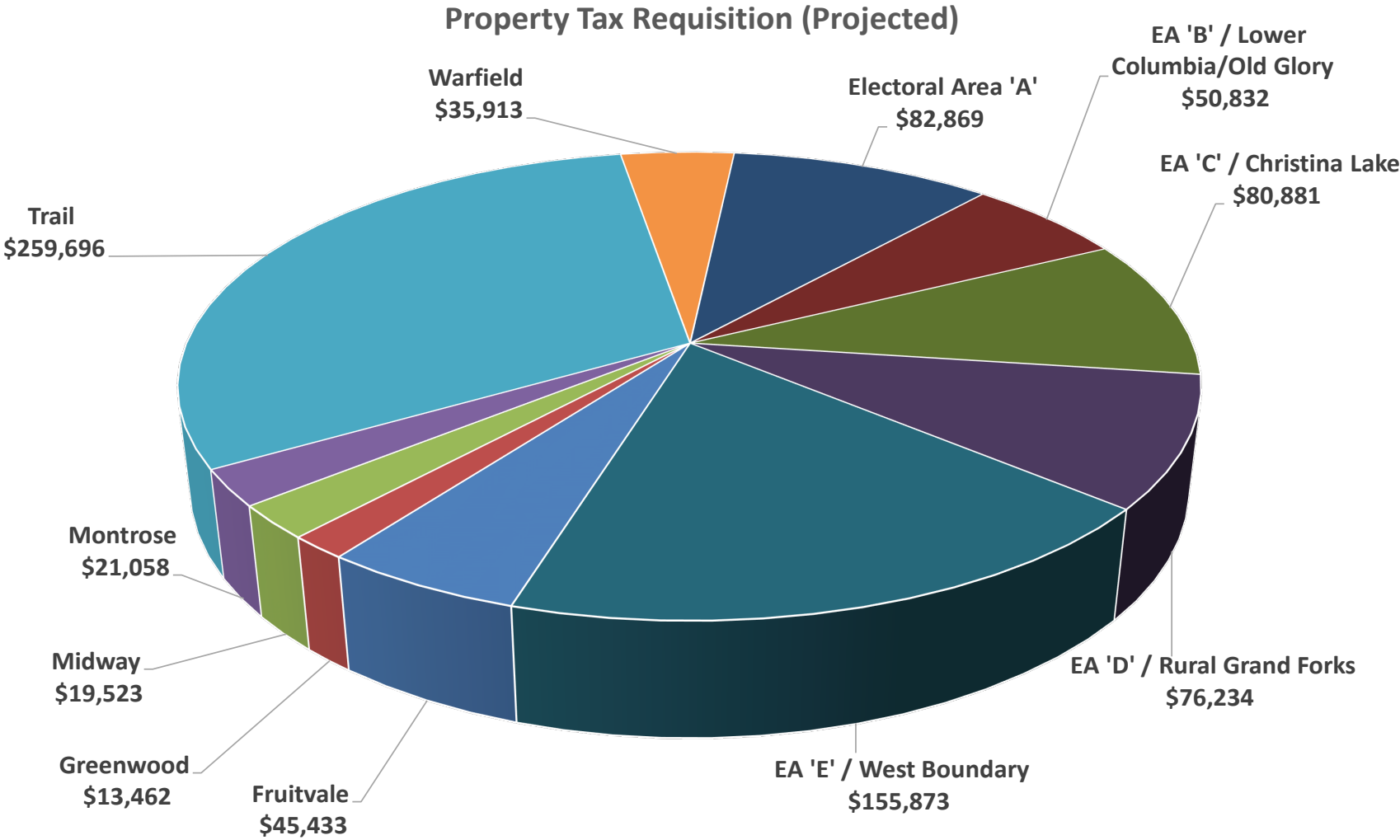
PARTICIPANTS: Electoral Areas 'A','B','C','D',& 'E',
CONTRACTS: Grand Forks, Greenwood, Midway, Warfield,
Montrose, Fruitvale, Trail



PAGE	2020 BUDGET	2021 BUDGET	Increase(Decrease) between 2020 BUDGET and 2021 BUDGET		PRIMARY DRIVERS FOR CHANGE	
			\$	%		
REVENUE:						
Tax Requisition - Municipalities	3	394,422	395,085	663	0.17	Combined Tax Requisition for Municipalities Line Item 3 and Electoral Areas + Line Item 4 for a total increase of 2.00%
Tax Requisition - Electoral Areas	4	607,185	626,597	19,413	3.20	
Transfer from Reserve	8	42,000	46,000	4,000	9.52	New Electric Vehicle Cost Difference up to \$4000.
Previous Year's Surplus	9	141,852	63,786	(78,065)	(55.03)	
EXPENDITURE:						
Salaries & Benefits	10	805,373	833,615	28,242	3.51	New Archive Record Storage Units in GF office to provide Worksafe Compliant shelving for our staff to access.
Building Expense	15	47,284	48,576	1,292	2.73	
Office Equipment	16	50,116	40,614	(9,502)	(18.96)	
Office Supplies	17	25,925	28,533	2,608	10.06	
Vehicle Maintenance	18	24,579	29,849	5,270	21.44	
Capital/Amortization	20	54,000	46,000	(8,000)	(14.81)	Our Goal is \$50,000 annually. The difference between the Previous Year's Surplus and a \$30,700 contribution to Reserve was used to offset the Tax Requisition, or the increase would have exceeded 5% in the Electoral Areas.
Equipment Reserve	21	104,250	30,700	(73,550)	(70.55)	

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
(@ December 31, 2020)	

ELECTORAL AREA REPATRIATION - NET REQUISITION			
ELECTORAL AREA	(A)	(B)	(C)
	2021 REQ	2020 REV	NET 2021 REQ
'A'	\$ 116,149	-33,279	\$ 82,869
'B' / Lower Columbia/Old Glory	\$ 70,214	-19,382	\$ 50,832
'C' / Christina Lake	\$ 115,222	-34,341	\$ 80,881
'D' / Rural Grand Forks	\$ 101,416	-25,182	\$ 76,234
'E' / West Boundary	\$ 223,597	-67,723	\$ 155,873
Total	\$ 626,597	-179,907	\$ 446,690
(A) - TOTAL BEFORE REPATRIATION OF REVENUE			
(B) - LESS: 2020 REVENUE RECOGNIZED IN 2021 (PERMITS & SEACH)			
(C) -TOTAL REQUISITION FROM MINISTRY 2021			



REGIONAL DISTRICT OF KOOTENAY BOUNDARY
FIVE YEAR FINANCIAL PLAN



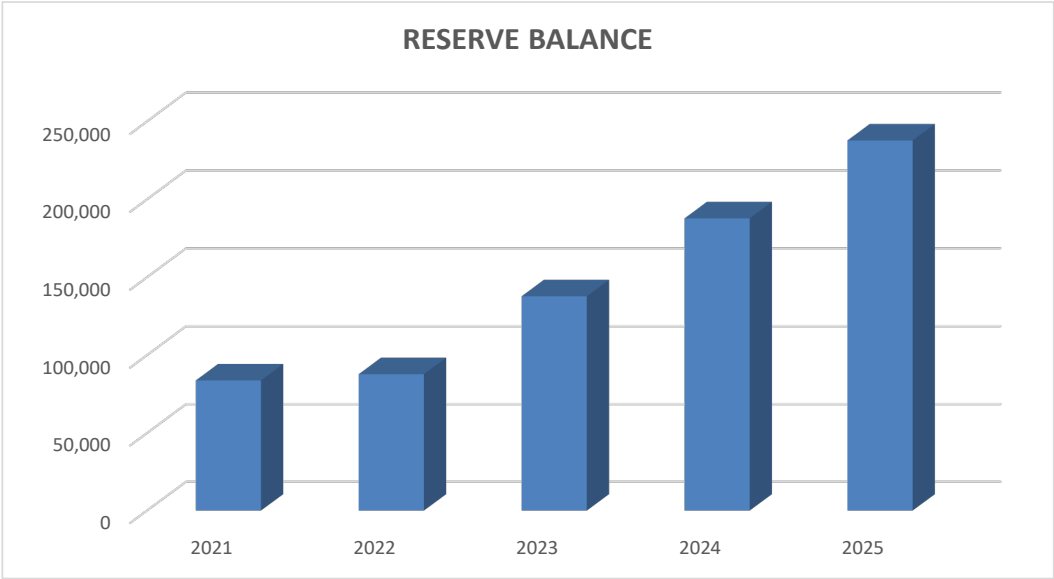
SERVICE NO 004
BUILDING INSPECTION

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	8	46,000	46,000	0	0	0
EXPENDITURE:							
12 292 610	Capital/Amortization	20	46,000	46,000	0	0	0

2021 CAPITAL BUDGET

Project	Taxes	ST Debt	LT Debt	Reserves	Grants	Total
2009 Ford Escape HYBRID 4x4 (Brian Z.	-	-	-	46,000	-	46,000
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-





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

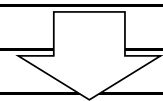
		PAGE	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	(OVER) UNDER	2021 BUDGET	Increase(Decrease) between 2020 BUDGET and 2021 BUDGET		7.58% 2022 BUDGET	-2.13% 2023 BUDGET	1.98% 2024 BUDGET	1.77% 2025 BUDGET
								\$	%				
REVENUE:													
	Tax Requisition - Municipalities	3	387,882	394,422	394,421	1	395,085	663	0.17	453,048	460,768	469,933	478,281
	Tax Requisition - Electoral Areas	4	572,433	607,185	607,185	(0)	626,597	19,413	3.20	718,525	730,769	745,305	758,545
11 210 100	Federal Grant In Lieu	5	2,227	1,500	1,497	3	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	5,098	(2,598)	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
11 921 205	Transfer from Reserve	8	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	9	60,441	141,852	140,055	1,797	63,786	(78,065)	(55.03)	0	0	0	0
Total Revenue			1,063,199	1,189,958	1,190,256	(298)	1,135,969	(53,989)	(4.54)	1,222,073	1,196,036	1,219,738	1,241,327
EXPENDITURE:													
12 292 111	Salaries & Benefits	10	710,753	805,373	743,436	61,936	833,615	28,242	3.51	850,287	867,293	884,639	902,332
	<i>Total Salaries & Benefits</i>		710,753	805,373	743,436	61,936	833,615	28,242	3.51	850,287	867,293	884,639	902,332
12 292 210	Travel Expense	11	11,725	22,546	10,000	12,546	22,063	(483)	(2.14)	22,504	22,954	24,752	23,999
12 292 213	Telephone	12	14,410	18,972	18,972	0	19,370	398	2.10	19,758	20,153	20,556	20,967
12 292 230	Board Fee	13	27,781	28,313	28,313	0	27,898	(415)	(1.47)	119,739	122,134	124,577	127,068
12 292 232	Legal	14	688	5,100	5,897	(797)	5,250	150	2.94	5,355	5,462	5,571	5,683
12 292 243	Building Expense	15	47,284	47,284	47,745	(461)	48,576	1,292	2.73	18,076	18,438	18,807	19,183
12 292 247	Office Equipment	16	17,985	50,116	67,442	(17,326)	40,614	(9,502)	(18.96)	26,908	27,326	27,753	28,188
12 292 251	Office Supplies	17	17,069	25,925	21,658	4,267	28,533	2,608	10.06	28,736	28,942	29,153	29,368
12 292 253	Vehicle Maintenance	18	30,364	24,579	21,257	3,322	29,849	5,270	21.44	31,209	29,833	30,430	31,039
12 292 262	Equipment Lease	19	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	224,784	1,551	225,654	(681)	(0.30)	275,786	278,743	285,099	288,995
12 292 610	Capital/Amortization	20	43,289	54,000	54,000	0	46,000	(8,000)	(14.81)	46,000	0	0	0
	<i>Total Capital</i>		43,289	54,000	54,000	0	46,000	(8,000)	(14.81)	46,000	0	0	0
12 292 741	Equipment Reserve	21	0	104,250	104,250	0	30,700	(73,550)	(70.55)	50,000	50,000	50,000	50,000
12 292 990	Previous Year's Deficit	22	0	0	0	0	0	0	0.00	0	0	0	0
12 292 999	Contingencies	23	0	0	0	0	0	0	0.00	0	0	0	0
	<i>Total Other</i>		0	104,250	104,250	0	30,700	(73,550)	(70.55)	50,000	50,000	50,000	50,000
Total Expenditure			921,348	1,189,958	1,126,470	63,488	1,135,969	(53,989)	(4.54)	1,222,073	1,196,036	1,219,738	1,241,327
Surplus(Deficit)			141,852		63,786		0			-	-	-	-
Reserve Balance							83,795			87,795	137,795	187,795	237,795

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Property Tax Requisition		2021 Budget		2022 Budget		2023 Budget		2024 Budget		2025 Budget		
2019 Actual	Description	Amount	%	Amount	%	Amount	%	Amount	%	Amount		GRAND FORKS
47,030	11 830 100 004 Fruitvale	45,433		52,099		52,986		54,040		55,000		1,785
-	11 830 200 004 Grand Forks (Withdraw June 3	-		-		-		-		-		-
13,123	11 830 300 004 Greenwood	13,462		15,437		15,700		16,012		16,297		629
18,351	11 830 400 004 Midway	19,523		22,387		22,769		23,222		23,634		1,010
23,500	11 830 500 004 Montrose	21,058		24,148		24,559		25,048		25,493		960
-	11 830 600 004 Rossland (Withdrew Aug 6, 200	-		-		-		-		-		-
257,268	11 830 700 004 Trail	259,696		297,796		302,870		308,895		314,382		14,208
35,150	11 830 800 004 Warfield	35,913		41,181		41,883		42,716		43,475		1,479
394,422	Sub Total	395,085		453,048		460,768		469,933		478,281		20,071
	This Year Requisition	395,085		453,048		460,768		469,933		478,281		20,071
	Total Requisition	395,085		453,048		460,768		469,933		478,281		20,071

Notes:						
395,085	Municipalities	395,085	453,048	460,768	469,933	478,281
626,597	Electoral Areas	626,597	718,525	730,769	745,305	758,545
1,021,682	TOTAL	1,021,682	1,171,573	1,191,536	1,215,238	1,236,827

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'	116,149	133,189	135,458	138,153	140,607
63,854	EA 'B' / Lower Columbia/Old Glory	70,214	80,515	81,887	83,516	85,000
110,189	EA 'C' / Christina Lake	115,222	132,126	134,377	137,050	139,485
93,209	EA 'D' / Rural Grand Forks	101,416	116,295	118,277	120,630	122,773
208,749	EA 'E' / West Boundary	223,597	256,400	260,770	265,957	270,681
607,185	Sub Total	626,597	718,525	730,769	745,305	758,545
	This Year Requisition	626,597	718,525	730,769	745,305	758,545
2021 Net						
	"NET" REQUISITION					
82,869	11 830 901 004 Electoral Area 'A'					
50,832	11 830 902 004 EA 'B' / Lower Columbia/Old Glory					
80,881	11 830 903 004 EA 'C' / Christina Lake					
76,234	11 830 904 004 EA 'D' / Rural Grand Forks					
155,873	11 830 905 004 EA 'E' / West Boundary					
446,690						
	Total Requisition	626,597	718,525	730,769	745,305	758,545

Notes:	A	B	C	D	E	TOTAL
SECTION 1 BASED ON POPULATION	14,258	10,873	10,081	24,317	16,249	75,777
SECTION 2 BASED ON ACTIVITY	28,910	16,837	29,832	21,876	58,831	156,286
SECTION 3 BASED ON THE BALANCE	72,981	42,504	75,309	55,224	148,517	394,535
TOTAL BEFORE REPATRIATION OF REVENUE	116,149	70,214	115,222	101,416	223,597	626,597
LESS: 2020 REVENUE RECOGNIZED IN 2021	(33,279)	(19,382)	(34,341)	(25,182)	(67,723)	(179,907)
TOTAL REQUISITION FROM MINISTRY 2021	82,869	50,832	80,881	76,234	155,873	446,690
NET REQUISITION IN 2020	55,724	29,465	45,678	48,037	84,839	263,742
CHANGE	27,146	21,368	35,203	28,197	71,035	182,949

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Five Year Financial Plan

Name		2020	2021	2022	2023	2024	2025
Account	Federal Grant In Lieu	Prior Year	Budget	Budget	Budget	Budget	Budget
11 210 100 004			0.00%	0.00%	0.00%	0.00%	0.00%

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	1,497

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Five Year Financial Plan

[illegible]

Notes:	Previous Year Budget	2,500
	Actual to December 31, 2020	5,098

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

[illegible]

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

[illegible]

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			Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Hours	Rate	Amount	Amount	Amount	Amount	Amount
1	Planning/Building General Manager	20,741	MID7	145,350	21,803	22,239	22,683	23,137	23,600
2	Building Inspector Manager	97,834	MID4	105,672	105,672	107,785	109,941	112,140	114,383
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 I	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		674,555	688,046	701,807	715,843	730,160
	Benefits @	150,119		24%	159,060	162,241	165,486	168,796	172,172
	Current Year Budget	805,373			833,615	850,287	867,293	884,639	902,332

Salaries & Benefits		Previous Year Budget	805,373
Notes:		Actual to December 31, 2020	743,436
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			

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Name	Travel Expense	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 292 210 004	Prior Year	2021	2022	2023	2024	2025
			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	10,000

Item #3: Training - Examination Fees Only - Fees will be reduced in 2022 due to less examinations to be written

Item #5: Regular Dues Increase Each Year by 2.5% until 2020. (See NOTE: below)

NOTE: Use funds from the Equipment Labor Reserve (GL Page 21) to pay additional membership fees

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
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Item #/	Code Change Seminar in 2024 estimated at \$400/1 person x 3
2021-02-05	Building Inspection

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	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	Board Fee	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 292 230 004	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.)	27,150	27,693	-			
2	Carbon Offset & Climate Change Initiatives	1,163	205	209	213	218	222
3	Administration Support Allocation		-	65,825	67,141	68,484	69,854
4	General Admin Shared Credit		-	(42,422)	(43,270)	(44,136)	(45,019)
5	HR Allocation		-	4,905	5,004	5,104	5,206
6	IT Allocation		-	69,330	70,717	72,131	73,574
7	Building Allocation		-	21,892	22,330	22,776	23,232
Current Year Budget		28,313	27,898	119,739	122,134	124,577	127,068

Operating	Previous Year Budget	28,313
Notes:	Actual to December 31, 2020	28,313

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Five Year Financial Plan

[illegible]

Operating	Previous Year Budget	5,100
Notes:	Actual to December 31, 2020	5,897

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	Budget	Budget	Budget	Budget	Budget

Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Boundary Office in Grand Forks:						
	Utilities - Heating (gas)	3,800	3,880	-			
	Utilities - Power (electricity, water)	3,800	3,880	-			
	Building & Grounds Maintenance	3,280	3,349	-			
	Janitorial Services (Contract VAB Enterprises)	7,200	7,351	-			
	Provision for Minor Repairs & Maintenance	4,600	4,697	-			
	Administration Recovery 11 400 004-001 Sub-Total	22,680	23,157	-	-	-	-
2	Trail Office:						
	Cost sharing for Inspection Office Space:						
	Heating - share of total cost	1,826	1,900	-			
	Power - share of total cost	5,683	5,797	-			
	Janitorial & Maintenance	17,095	17,722	18,076	18,438	18,807	19,183
	Sub-Total	24,604	25,419	18,076	18,438	18,807	19,183
	Current Year Budget	47,284	48,576	18,076	18,438	18,807	19,183

Operating	Previous Year Budget	47,284
Notes:	Actual to December 31, 2020	47,745

Five Year Financial Plan

2.00%
2025
Budget

[illegible]

50,116

67,442

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 #9 New Racking System for GF Archive Record Storage to provide safe working access to boxes for staff.

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		2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 292 251 004	2020	2021	2022	2023	2024	2025
		Prior Year	Budget	Budget	Budget	Budget	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	21,658
Item #7 Increase LTSA Title Search Charges Budget to \$1440 per year to reflect higher LTSA service fees		

Name	Vehicle Maintenance		2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 292 253 004	2020 Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Gas and oil, minor repairs for five vehicles	14,280	16,566	16,897	15,235	15,540	15,850
2	Insurance for five vehicles:						
761LFX	2009 Ford Escape HYBRID 4x4 (Dan S.)	915	907	2,613	2,665	2,718	2,773
BT612C	2008 Ford Escape 4x4 (Doug A.)	915	907	925	944	963	982
239SJJ	2009 Ford Escape HYBRID 4x4 (Spare)	915	2,562	2,613	2,665	2,718	2,773
HD646P	2009 Ford Escape HYBRID 4x4 (Spare) (Sell This V	915	907				
HD645P	2008 Ford Escape 4x4 (Sold to Mark Daines)	915	-				
HD639P	2018 Ford Escape 4x4 (Rob S.)	1,685	1,434	1,463	1,492	1,522	1,552
JV714P	2020 Hyundai Kona EV 4DR 2WD (B6 - Kevin S.)	2,509	2,398	2,446	2,495	2,545	2,596
LG575B	2021 Hyundai Kona EV 4DR 2WD (B7 - Brian Z.)	-	2,607	2,659	2,712	2,767	2,822
3	Replacement all-season/winter tires as needed	1,020	1,041	1,062	1,083	1,105	1,127
4	Mileage for personal vehicles	510	521	531	542	553	564
	Current Year Budget	24,579	29,849	31,209	29,833	30,430	31,039

Item #1	Purchase Winter Tires and Rims for Kona EV x 2 Yrs
Item #4	Includes insurance from personal to business use coverage (G.F.)

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Equipment Lease		2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 292 262 004	2020	2021	2022	2023	2024	2025
		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	2020	2021	2022	2023	2024	2025
Account	12 292 610 004	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
	Replace Vehicles as required:						
1	2009 Ford Escape HYBRID 4x4 (Mickey) (New Electric Car)			46,000			
2	2008 Ford Escape 4x4 (Rob.)						
3	2009 Ford Escape HYBRID 4x4 (Brian Z.)		46,000				
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	46,000	46,000	-	-	-

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

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	30,700	50,000	50,000	50,000	50,000
	Current Year Budget	104,250	30,700	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	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Five Year Financial Plan

[illegible]

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

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Five Year Financial Plan

[illegible]

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

RDKB Regional Building Inspection Services Contract

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

BUDGET YEAR - 2021**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	127,475
+ 40 % LOADING FACTOR	50,990
	<u>178,464</u>

MUNICIPALITY or AREA	POPULATION (2016 Census)	FACTOR	SERVICE FEE
FRUITVALE	1,920	0.081119	14,477
GRAND FORKS	0	0.000000	0
GREENWOOD	665	0.028096	5,014
MIDWAY	649	0.027420	4,893
MONTROSE	996	0.042080	7,510
ROSSLAND	0	0.000000	0
TRAIL	7,709	0.325700	58,126
WARFIELD	1,680	0.070979	12,667
13,619			\$ 102,687
AREA A	1,891	0.079894	14,258
AREA B / Lower Colum	1,442	0.060924	10,873
AREA C / Christina Lake	1,337	0.056487	10,081
AREA D / Rural Grand F	3,225	0.136254	24,317
AREA E / West Bounda	2,155	0.091047	16,249
10,050			\$ 75,777

23,669	1.000000	\$ 178,464	178,464
			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 2021 use 2019):

- \$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 2019

**CALCULATIONS
SECTION 6.2**

MUNICIPALITY/AREA	TOTAL VALUE	Calculated Service Fee
VILLAGE OF FRUITVALE		Fees
S.F.D. (Residential)	547,000	2,735
Mobile Home	169,975	850
Addition/Renovation	384,801	1,924
Garage/Carport	81,000	405
Commercial	28,000	56
Industrial	0	0
Institutional	1,307,300	1,307
TOTALS	2,518,076	7,277

CITY OF GREENWOOD		Fees
S.F.D. (Residential)	0	0
Mobile Home	0	0
Addition/Renovation	125,700	629
Garage/Carport	45,280	226
Commercial	5,000	10
Industrial	0	0
Institutional	39,000	39
TOTALS	214,980	904

RDKB Regional Building Inspection Services Contract

VILLAGE OF MIDWAY		Fees
S.F.D. (Residential)	100,000	500
Mobile Home	194,870	974
Multiple Family Units	0	0
Addition/Renovation	196,864	984
Garage/Carport	15,000	75
Commercial	54,000	108
Industrial	0	0
Institutional	3,500	4
TOTALS	564,234	2,645

VILLAGE OF MONTROSE		Fees
S.F.D. (Residential)	0	0
Mobile Home	0	0
Addition/Renovation	121,800	609
Garage/Carport	0	0
Commercial	0	0
Industrial	0	0
Institutional	0	0
TOTALS	121,800	609

CITY OF TRAIL		Fees
S.F.D. (Residential)	1,937,000	9,685
Mobile Home	0	0
Addition/Renovation	1,726,529	8,633
Garage/Carport	321,500	1,608
Commercial	2,270,575	4,541
Industrial	150,000	150
Institutional	1,230,977	1,231
TOTALS	7,636,581	25,847

VILLAGE OF WARFIELD		Fees
S.F.D. (Residential)	200,000	1,000
Mobile Home	0	0
Addition/Renovation	355,500	1,778
Garage/Carport	46,000	230
Commercial	21,300	43
Industrial	0	0
Institutional	-198,000	-198
TOTALS	424,800	2,852

TOTAL MUNICIPALITIES	40,134
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RDKB Regional Building Inspection Services Contract

ELECTORAL AREA A

S.F.D. (Residential)	0	0
Mobile Home	816,500	4,083
Addition/Renovation	89,600	448
Garage/Carport	117,337	587
Commercial	0	0
Industrial	646,310	646
Institutional	37,000	37
TOTALS	1,706,747	5,800

ELECTORAL AREA B / Lower Columbia/Old Glory

S.F.D. (Residential)	1,336,360	6,682
Mobile Home	1,153,791	5,769
Addition/Renovation	83,500	418
Garage/Carport	349,000	1,745
Commercial	111,775	224
Industrial	0	0
Institutional	12,000	12
TOTALS	3,046,426	14,849

ELECTORAL AREA C / Christina Lake

S.F.D. (Residential)	5,330,000	26,650
Mobile Home	943,060	4,715
Addition/Renovation	208,540	1,043
Garage/Carport	282,600	1,413
Commercial	696,000	1,392
Industrial	150,000	150
Institutional	78,500	79
TOTALS	7,688,700	35,442

ELECTORAL AREA D / Rural Grand Forks

S.F.D. (Residential)	1,640,880	8,204
Mobile Home	443,250	2,216
Addition/Renovation	905,967	4,530
Garage/Carport	123,220	616
Commercial	0	0
Industrial	0	0
Institutional	315,000	315
TOTALS	3,428,317	15,882

ELECTORAL AREA E / West Boundary

S.F.D. (Residential)	2,356,000	11,780
Mobile Home	840,040	4,200
Addition/Renovation	508,360	2,542
Garage/Carport	1,328,800	6,644
Commercial	2,035,600	4,071
Industrial	0	0
Institutional	590,000	590
TOTALS	7,658,800	29,827

RDKB Regional Building Inspection Services Contract

BIG WHITE SKI RESORT (Electoral Area E / West Boundary)

S.F.D. (Residential)	5,296,000	26,480
Mobile Home	2,500,000	12,500
Multiple Family Units	0	0
Addition/Renovation	725,200	3,626
Garage/Carport	0	0
Commercial	5,850,000	11,700
Industrial	0	0
Institutional	180,000	180
TOTALS	14,551,200	54,486

	Fees	Electoral Revenue
TOTAL ELECTORAL AREAS	156,286	179,907

	2021	Linked to Formulas	Calculated
(1) ALLOCATE ELECTORAL AREAS ON ASSESSED VALUES:			
AREA A	28,910	84,272,419	28,910
AREA B / Lower Columt	16,837	49,080,551	16,837
AREA C / Christina Lake	29,832	86,960,707	29,832
AREA D / Rural Grand F	21,876	63,768,534	21,876
AREA E / West Boundai	58,831	171,495,263	58,831
	156,286	455,577,474	0.00034305
			156,286

	2021	Linked to Formulas	Calculated
(2) ELECTORAL AREA REVENUE CREDIT			
AREA A	33,279	84,272,419	33,279
AREA B / Lower Columt	19,382	49,080,551	19,382
AREA C / Christina Lake	34,341	86,960,707	34,341
AREA D / Rural Grand F	25,182	63,768,534	25,182
AREA E / West Boundai	67,723	171,495,263	67,723
	179,907	455,577,474	0.00039490
			179,907
FINAL TOTAL - SECTION 6.2		196,420	

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	1,021,682		
LESS BLDG INSP + LOADED AMOUNT	178,464	102,687	75,777
	843,218		
AS PER CLAUSE 6.2 ABOVE	196,420	40,134	156,286
		142,821	232,063

BALANCE BASED ON ASSESSED VALUE **646,798** Linked to Total below for distribution

Municipality/Area	Completed Roll 2021 Calculated Amount	2021 Converted Values	2020
FRUITVALE	23,679	27,342,979	26,428,307
GRAND FORKS	0	0 Opted out July 2013	0
GREENWOOD	7,544	8,710,996	8,172,594
MIDWAY	11,985	13,838,815	12,579,917
MONTROSE	12,940	14,941,607	13,475,109
ROSSLAND	0	0 Opted out Aug 2008	0
TRAIL	175,723	202,911,222	194,401,972
WARFIELD	20,393	23,548,601	22,311,521
Total Municipalities		291,294,220	277,369,420
AREA A	72,981	84,272,419	98,687,018
AREA B / Lower Columbi	42,504	49,080,551	44,975,131
AREA C / Christina Lake	75,309	86,960,707	84,368,830
AREA D / Rural Grand F	55,224	63,768,534	59,076,874
AREA E / West Boundar	148,517	171,495,263	162,052,394
Total Electoral Areas		455,577,474	449,160,247
From C323 Formula	646,798	746,871,694	0.00086601
Check	646,798		726,529,667

RDKB Regional Building Inspection Services Contract

SUMMARY OF REQUISITIONS:

****These values are linked to the requisitions and services page**

TOTAL REQUISITIONS

FRUITVALE	45,433
GRAND FORKS	0
GREENWOOD	13,462
MIDWAY	19,523
MONTROSE	21,058
ROSSLAND	0
TRAIL	259,696
WARFIELD	35,913
Total Municipalities	395,085

		EA Credit	Net EA Req
AREA A	116,149	33,279	82,869
AREA B / Lower Columbi	70,214	19,382	50,832
AREA C / Christina Lake	115,222	34,341	80,881
AREA D / Rural Grand F	101,416	25,182	76,234
AREA E / West Boundar	223,597	67,723	155,873
Total Electoral Areas	626,597	179,907	446,690
		446,690	
Total Requisition	1,021,682		

Requisition Summary:

	Municipalities	Electoral Areas	Total
Section 6.1	102,687	75,777	178,464
Section 6.2	40,134	156,286	196,420
Section 6.3	252,264	394,535	646,798
Total	395,085	626,597	1,021,682



**Regional District of
Kootenay Boundary**

STAFF REPORT

Date: February 10 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)
Draft 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 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.

Year end actuals and other minor adjustments will influence the final budget.

Implications

Budget Summary

The budget for the Regional Solid Waste Management (010) Service presents a \$28,279 or 2.02% increase in tax requisition for 2021.

The budget presented at a 2.02% tax requisition increase for 2021 is to maintain the existing service levels, existing contracts and commitments for future projects and is recommended for approval.

Page 1 of 5

*Staff Report- 2021-2025 Regional Solid Waste Management (010) Financial Plan
Board February 10, 2021*

The significant changes to the draft budget from the one previously presented to the Board of Directors at the January 13, 2021 meeting are primarily related to the transition back to the Board Fee and refined actual projections to the end of 2020, which has influenced the amounts carried forward as surplus and amounts contributed to reserves. In addition, updates to the projected costs for the implementation of the curbside collection green bin program in the McKelvey Creek Wasteshed have been made for the 2022 year.

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 Submitted)
 - 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.

Revenue Changes (comparison of 2020 to 2021)

- Page 13 – 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 17 – 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 18 – Previous Year’s Surplus – projected surplus carryover from 2020 to 2021 is estimated at \$293,461. 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 \$0 for 2021 which represents that no borrowing for capital purchases are planned for 2021.
- Page 20 – Transfer from Reserve – has increased by \$566,607 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 \$103,254
 - Numbers have been updated to reflect costs associated with new collective agreement and management compensation. Approximately \$33,954.
 - 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 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.
- 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 31 – Site Maintenance West – Has been increased by approximately \$9,000 to more accurately reflect actual costs as well as add costs associated with maintenance of site fencing/gates and lighting.
- 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 environmental monitoring (sampling and analysis) requirements associated with RDKB landfills and transfer stations.
- Page 37 – Equipment Operations – has been reduced as cost for use of RDKB fleet vehicles has been reduced.
- Page 38 – Technology Equipment and Supplies – has been increased by \$18,000 to reflect required purchase of new computers for scale software upgrades.

- Page 49 – Capital – Recycling – has been increased by \$2,912,686 to reflect anticipated completion of Grand Forks Compost Facility Upgrade Project in 2021.
- Page 50 – Capital – Landfills – has been decreased by \$371,980 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 \$619,500 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 \$284,000.

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 Creek Wasteshed Curbside Collection Green Bin Project and McKelvey Creek Landfill Upgrade Project are not successful (worst-case scenario).

Should the RDKB be successful in receiving grants for the above mentioned projects, this will have budget implications primarily in 2022 and future years as the amount of reserve monies currently planned for use for these projects will be reduced.

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

- Regional Solid Waste Management (010) Service Draft 2021-2025 Five Year Financial Plan

Alternatives

1. That the Regional District of Kootenay Boundary Board of Directors approve the Regional Solid Waste Management Service (010) 2021-2025 Five Year Financial Plan as presented to the Regional District of Kootenay Boundary Board on February 10, 2021 and including minor changes for adjustments for year end totals. **FURTHER** that the Plan be included in the overall RDKB 2021-2025 Five Year Financial Plan.

Page 4 of 5

*Staff Report- 2021-2025 Regional Solid Waste Management (010) Financial Plan
Board February 10, 2021*

2. That the RDKB Board of Directors provide direction to staff for the 2021 budget and refer the budget to a future meeting.

Recommendation(s)

That the Regional District of Kootenay Boundary Board of Directors approve the Regional Solid Waste Management Service (010) 2021-2025 Five Year Financial Plan as presented to the Regional District of Kootenay Boundary Board on February 10, 2021 and including minor changes for adjustments for year end totals. **FURTHER** that the Plan be included in the overall RDKB 2021-2025 Five Year Financial Plan.



REGIONAL DISTRICT OF KOOTENAY BOUNDARY
SUMMARY INFORMATION
SERVICE NO 010
REGIONALIZED WASTE MANAGEMENT SERVICES

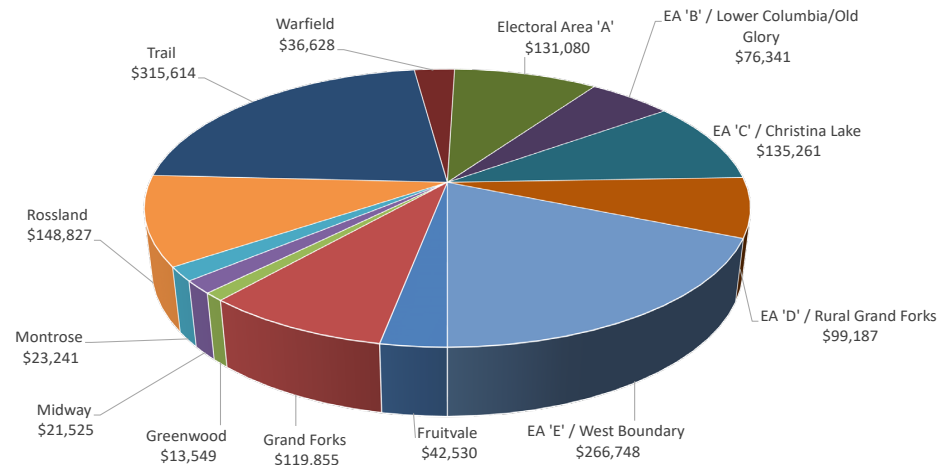
PARTICIPANTS: Grand Forks, Greenwood, Rossland, Trail, Fruitvale,
Midway, Montrose, Warfield, Electoral Areas 'A','B','C','D' & 'E'

	PAGE	2020 BUDGET	2021 BUDGET	Increase(Decrease) between 2020 BUDGET and 2021 BUDGET		PRIMARY DRIVERS FOR CHANGE
				\$	%	
REVENUE						
Property Tax Requisition	4	1,402,108	1,430,387	28,279	2.02	
Tipping Fees	6	2,443,000	2,469,000	26,000	1.06	Adjusted to reflect 5 yr averages, increases to tipping fees starting Jan 1, 2021
Materials Recovery	12	39,000	27,000	(12,000)	(30.77)	Adjusted to reflect actuals and less revenue from scrap metal and commercial PPP
Miscellaneous Revenue	16	220,300	2,129,624	1,909,324	866.69	Reflects grant monies for Grand Forks Compost Upgrade Project
Previous Year's Surplus	18	453,721	293,461	(160,260)	(35.32)	
Revenue From Capital Fund	19	186,000	0	(186,000)	(100.00)	Reflects no planned borrowing in 2021
Transfer From Reserve	20	562,700	1,129,307	566,607	100.69	Completion of Grand Forks Compost Upgrade Project and required contribution from DRFB
EXPENDITURE						
Salaries and Benefits	21	1,361,444	1,464,699	103,254	7.58	Increases to attendant hours at Grand Forks Landfill, Collective Agreement, McKelvey Sch
Consulting Fees	26	85,000	215,000	130,000	152.94	Reflects Planned work in 2021
Recycling Contract - Boundary	29	194,500	228,107	33,607	17.28	Increases reflect additional costs for scrap metal and commercial PPP
Recycling Contract - East	30	167,500	115,000	(52,500)	(31.34)	Represents transition out of provision of business recycling in Rossland and Beavery
Equipment Operations	37	131,022	119,465	(11,556)	(8.82)	Cost of use of RDKB fleet vehicles reduced
Technology Equipment & Supplies	38	21,963	40,140	18,178	82.77	Increased cost associated with new computer purchase for scale software upgrade project
Capital - Recycling	49	185,000	3,097,686	2,912,686	1,574.42	Reflects completion of Grand Forks Compost Upgrade Project
Capital - Landfills	50	561,000	189,020	(371,980)	(66.31)	Reflects planned capital work in 2021
Debt Interest	52	66,621	33,561	(33,060)	(49.62)	Reflects completion of payment for MFA #116 in April 2021
Equipment Reserves	58	1,017,000	397,500	(619,500)	(60.91)	Less contributed to reserves to minimize taxation increase. Future use of reserves will be influenced by grant success.

KEY FACTS

Establishment Bylaw No.	1090; 1999
Max Requisition	\$ 3,550,553
Last Increase Requisition Limit	November 1999
Next Review Requisition Limit	Available
Reserve Balance	\$ 2,406,399.22
(@ December 31, 2020)	
Projected Landfill Tipping Fee Revenue	\$ 2,579,000.00
Projected Property Tax Requisition	\$ 1,430,386.92
Ratio of Tipping Fees to Tax Requisition	1.8

2021 Property Tax Requisition (Projected)



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

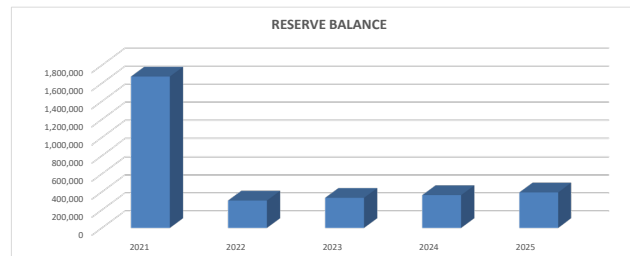


PARTICIPANTS: Grand Forks, Greenwood, Rossland, Trail, Fruitvale,
Midway, Montrose, Warfield, Electoral Areas 'A', 'B', 'C', 'D' & 'E'

		PAGE	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
REVENUE:							
REVENUE							
11 920 002	Revenue From Capital Fund	19	0	1,640,000	0	0	0
11 921 205	Transfer From Reserve	20	1,129,307	1,400,000	0	0	0
EXPENDITURE:							
12 433 609	Capital - Recycling	49	3,097,686	1,054,358	0	0	0
12 433 610	Capital - Landfills	50	189,020	2,215,000	275,000	0	0
12 433 611	Capital - Transfer Stations	51	37,000	0	0	0	0
12 433 820	Debt Interest	52	33,561	15,703	27,458	21,360	15,250
12 433 830	Debt Principal	53	161,877	37,393	365,852	366,313	363,504
12 433 840	Equipment Financing	54	0	0	0	0	0

2021 CAPITAL BUDGET

Project	Taxes	ST Debt	LT Debt	Reserves	Grants	Total
Compost Plant - Grand Forks		-	-	1,129,307	2,045,124	3,174,431
Big White Recycling Infrastructure	30,000	-	-	-	-	30,000
Grand Forks - General Infrastructure (2020 Roa	5,000	-	-	-	-	5,000
Mettler Toledo Scale Software Upgrade	82,000	-	-	-	-	82,000
Maintenance Truck	102,020	-	-	-	-	102,020
Mt. Baldy - General Infrastructure (concrete ets)	25,000	-	-	-	-	25,000
Enclosures for Recycle BC Glass Collection (CL	7,000	-	-	-	-	7,000
Road Sand Enclosure - RCTS	5,000	-	-	-	-	5,000





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		-3.32% 2022 BUDGET	-26.40% 2023 BUDGET	-3.90% 2024 BUDGET	0.18% 2025 BUDGET
REVENUE													
11 210 100	Property Tax Requisition	5	1,310,420	1,402,108	1,402,108	(0)	1,430,387	28,279	2.02	1,717,180	2,726,900	2,508,498	2,518,209
	Federal Grant In Lieu	6	4,085	2,000	4,296	(2,296)	2,000	0	0.00	2,000	2,000	2,000	2,000
11 550 500	Tipping Fees	7	2,656,670	2,443,000	2,476,295	(33,295)	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	8	12,857	10,000	10,335	(335)	10,000	0	0.00	56,250	135,000	135,000	135,000
11 550 502	RDKB Tipping Fees - Garbage	9	113,313	100,000	133,499	(33,499)	100,000	0	0.00	112,100	148,600	148,600	148,600
11 490 906	GF Garbage & Organics	10	151,208	140,000	150,488	(10,488)	140,000	0	0.00	70,000	70,000	70,000	70,000
11 490 907	GF Yard & Waste	11	56,584	55,000	56,315	(1,315)	55,000	0	0.00	55,000	55,000	55,000	55,000
	Total User Fees		2,990,633	2,748,000	2,826,932	-78,932	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	12	0	0	0	0	0	0	0.00	0	0	0	0
11 490 910	Materials Recovery	13	55,184	39,000	31,461	7,539	27,000	(12,000)	(30.77)	27,000	27,000	27,000	27,000
11 490 921	Product Care Commission	14	8,059	5,000	8,537	(3,537)	5,000	0	0.00	5,000	5,000	5,000	5,000
	Total Recoveries		63,243	44,000	39,998	4,002	32,000	(12,000)	(27.27)	32,000	32,000	32,000	32,000
11 550 100	Interest Earned on Investments	15	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	16	34,100	28,000	36,061	(8,061)	28,000	0	0.00	28,000	28,000	28,000	28,000
11 590 159	Miscellaneous Revenue	17	44,612	220,300	348,889	(128,589)	2,129,624	1,909,324	866.69	1,000	1,000	1,000	1,000
11 911 100	Previous Year's Surplus	18	0	453,721	453,307	413	293,461	(160,260)	(35.32)	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	562,700	0	1,129,307	566,607	100.69	1,400,000	0	0	0
	Total Other		358,624	1,510,721	1,660,895	-150,174	3,640,392	2,129,671	140.97	3,129,000	89,000	89,000	89,000
Total Revenue			4,727,005	5,706,828	5,934,229	(227,401)	7,878,779	2,171,950	38.06	7,617,530	5,606,500	5,388,098	5,397,809
EXPENDITURE													
12 433 111	Salaries and Benefits	21	1,334,846	1,361,444	1,347,954	13,490	1,464,699	103,254	7.58	1,493,993	1,523,872	1,554,350	1,585,437
12 433 210	Professional Devel./Safety Training	22	7,576	25,223	4,225	20,998	25,465	242	0.96	25,712	25,964	26,222	26,484
	Total Salaries & Benefits		1,342,421	1,386,667	1,352,179	34,488	1,490,164	103,497	7.46	1,519,705	1,549,837	1,580,571	1,611,921
12 433 216	Insurance	23	21,386	22,471	23,358	(887)	20,693	(1,778)	(7.91)	21,107	21,529	21,960	22,399
12 433 221	Public Education and Advertising	24	17,256	33,516	16,974	16,542	34,219	704	2.10	34,904	35,602	36,314	37,040
12 433 230	Board Fee	25	53,553	54,545	54,545	0	56,345	1,800	3.30	192,537	196,388	200,315	204,322
12 433 233	Consulting Fees	26	111,911	85,000	70,815	14,185	215,000	130,000	152.94	85,000	95,000	87,500	35,000
	Total Administrative		204,107	195,531	165,692	29,839	326,257	130,726	66.86	333,548	348,518	346,089	298,761
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	229,669	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	32,515	(3,198)	38,649	9,332	31.83	38,972	39,302	39,638	39,980
12 433 240	Site Maintenance - Central	32	36,742	32,444	22,000	10,444	33,349	905	2.79	33,839	34,236	34,746	35,267
12 433 241	Site Maintenance - East	33	18,293	21,942	12,622	9,320	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	83,000	5,000	6.41	83,000	83,000	83,000	83,000
	Total Site Maintenance Contracts		519,336	554,350	534,784	19,566	589,167	34,817	6.28	658,254	667,419	676,873	686,516
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	119,465	(11,556)	(8.82)	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	181,016	7,062	4.06	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		-3.32% 2022 BUDGET	-26.40% 2023 BUDGET	-3.90% 2024 BUDGET	0.18% 2025 BUDGET
12 433 252	Office Building Maintenance	40	18,969	19,309	19,309	(0)	19,583	274	1.42	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	154,091	3,041	2.01	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	10,000	4,822	15,133	311	2.10	15,436	15,744	16,059	16,380
12 433 264	Greenwood Landfill Operations	45	0	5,000	2,000	3,000	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	43,000	12,829	56,750	920	1.65	57,645	58,558	59,489	60,439
12 433 559	CFC Removal Program	48	6,977	8,000	7,402	598	8,000	0	0.00	8,000	8,000	8,000	8,000
	Total Transfer Station Operations		62,470	96,603	75,602	21,000	98,263	1,660	1.72	99,728	101,222	102,747	104,302
12 433 609	Capital - Recycling	49	0	185,000	478,334	(293,334)	3,097,686	2,912,686	1,574.42	1,054,358	0	0	0
12 433 610	Capital - Landfills	50	240,627	561,000	451,901	109,099	189,020	(371,980)	(66.31)	2,215,000	275,000	0	0
12 433 611	Capital - Transfer Stations	51	0	37,000	0	37,000	37,000	0	0.00	0	0	0	0
	Total Capital		240,627	783,000	930,235	-147,235	3,323,706	2,540,706	324.48	3,269,358	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	397,500	(619,500)	(60.91)	30,000	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	497	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	643,103	(614,684)	(48.87)	280,515	285,525	290,636	295,848
	Total Expenditure		4,273,284	5,706,828	5,640,768	66,060	7,878,779	2,171,950	38.06	7,617,530	5,606,500	5,388,098	5,397,809
	Surplus(Deficit)		453,721	0	293,461		0			0	0	0	0
	Reserve Balance						1,674,592			304,592	334,592	364,592	394,592

Current Year expense 5,640,768
Current Year Revenue 5,934,229
Current year surplus without i 293,461

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	42,530	51,057	81,080	74,586	74,874
118,288	11 830 200 010 Grand Forks	119,855	143,886	228,493	210,193	211,006
12,861	11 830 300 010 Greenwood	13,549	16,266	25,831	23,762	23,854
19,797	11 830 400 010 Midway	21,525	25,841	41,036	37,749	37,895
21,206	11 830 500 010 Montrose	23,241	27,900	44,306	40,757	40,915
140,479	11 830 600 010 Rossland	148,827	178,667	283,724	261,000	262,011
305,931	11 830 700 010 Trail	315,614	378,894	601,688	553,498	555,641
35,112	11 830 800 010 Warfield	36,628	43,972	69,828	64,236	64,484
155,304	11 830 901 010 Electoral Area 'A'	131,080	157,361	249,891	229,877	230,767
70,777	11 830 902 010 EA 'B' / Lower Columbia/Old Glory	76,341	91,648	145,537	133,881	134,399
132,771	11 830 903 010 EA 'C' / Christina Lake	135,261	162,381	257,863	237,210	238,128
92,969	11 830 904 010 EA 'D' / Rural Grand Forks	99,187	119,074	189,091	173,947	174,620
255,022	11 830 905 010 EA 'E' / West Boundary	266,748	320,232	508,531	467,802	469,613
1,402,108		1,430,387	1,717,180	2,726,900	2,508,498	2,518,209
	This Year Requisition	1,430,387	1,717,180	2,726,900	2,508,498	2,518,209
	Total Requisition	1,430,387	1,717,180	2,726,900	2,508,498	2,518,209

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	4,296	2,000	2,000	2,000	2,000	2,000
	Current Year Budget	2,000	4,296	2,000	2,000	2,000	2,000	2,000

Notes:	Previous Year Budget	2,000
	Actual to December 31, 2020	4,296

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	1,602,800	1,625,000	1,600,000	1,520,000	1,520,000	1,520,000
2	Grand Forks	636,000	651,195	656,000	656,000	640,000	640,000	640,000
3	Christina Lake	62,000	82,300	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	50,000	45,000	45,000	45,000	45,000	45,000
Current Year Budget		2,443,000	2,476,295	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 2,476,295
 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

[illegible]

Notes:	Previous Year Budget	10,000
	Actual to December 31, 2020	10,335
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
			33,499					
Current Year Budget		100,000	133,499	100,000	112,100	148,600	148,600	148,600

Notes:	Previous Year Budget	100,000
	Actual to December 31, 2020	133,499

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	150,488	140,000	70,000	70,000	70,000	70,000
	Garbage & Organics							
Current Year Budget		140,000	150,488	140,000	70,000	70,000	70,000	70,000

Notes:	Previous Year Budget	140,000
	Actual to December 31, 2020	150,488

Name				0.00%	0.00%	0.00%	0.00%	0.00%
Account	Grand Forks Recovery, Yard & Waste	2020	2020	2021	2022	2023	2024	2025
	11 490 907 010	Prior Year	Actual	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount	Amount
1	Grand Forks Contributed Services:	55,000	56,315	55,000	55,000	55,000	55,000	55,000
	Yard & Waste Program							
	Current Year Budget	55,000	56,315	55,000	55,000	55,000	55,000	55,000

2021-02-04

Name	Revenue From Sales	2020	2020	2021	2022	2023	2024	2025
Account		Prior Year	Actual	Budget	Budget	Budget	Budget	Budget

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

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Materials Recovery			0.00%	0.00%	0.00%	0.00%	0.00%
Account	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	10,000	5,000	5,000	5,000	5,000	5,000
2	Cascades - Recycling	5,000	2,382	2,000	2,000	2,000	2,000	2,000
3	MARR	24,000	19,079	20,000	20,000	20,000	20,000	20,000
Current Year Budget		39,000	31,461	27,000	27,000	27,000	27,000	27,000

Notes:	Previous Year Budget	39,000
	Actual to December 31, 2020	31,461

[illegible]

[illegible]

Name	Multi Material British Columbia 11 590 158 010			0.00%	0.00%	0.00%	0.00%	0.00%
Account		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	MMBC Incentives	28,000	36,061	28,000	28,000	28,000	28,000	28,000
	Current Year Budget	28,000	36,061	28,000	28,000	28,000	28,000	28,000

[illegible]

2021-02-04

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	-		293,461				
Current Year Budget		-	-	293,461	-	-	-	-

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

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Attachment # 13.13.a)

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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				1,400,000			
3	Grand Forks Infrastructure							
4	Composting Infrastructure - Grand Forks	52,700	52,700	1,129,307				
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	562,700	1,129,307	1,400,000	-	-	-

Notes:	Previous Year Budget	562,700
	Actual to December 31, 2020	562,700
	Transfer from Reserves (balance of MFA Issue #116	618,400

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
Item No	Description	Amount	Amount	Hours	Rate	Budget	Budget	Budget	Budget	Budget
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%	106,641	108,774	110,949	113,168	115,432
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		756,044	771,165	786,588	802,320	818,366
	Benefits @	189,183	189,183		27%	207,610	211,762	215,997	220,317	224,723.39
13	Allowance for CUPE Contract Increase (2%)	26,695	26,695							
14	Overtime Allowance									
			(13,492)							
	Current Year Budget	1,361,444	1,347,954			1,464,699	1,493,993	1,523,872	1,554,350	1,585,437

Salaries & Benefits

Previous Year Budget 1,361,444 Item # 2

Notes:	Actual to December 31, 2020	1,347,954
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	130,050.00
	Director of Environmental Services	

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	8,000	8,160	8,323	8,490	8,659
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	20,693	21,107	21,529	21,960	22,399

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	5,974	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	16,974	34,219	34,904	35,602	36,314	37,040

Operating	Previous Year Budget	33,516
Notes:	Actual to December 31, 2020	16,974

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[illegible]

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	RDKB Curbside Garbage	2020	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 433 235 010	Prior Year	Actual	2021	2022	2023	2024	2025
Item No	Description	Amount	Amount	Budget	Budget	Budget	Budget	Budget
	Combined With Previous Sheet (Page 27)							
Current Year 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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REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Operating Contracts	2020	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 433 242 010	Prior Year	Actual	2021	2022	2023	2024	2025
				Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount	Amount
1	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

Operating	Previous Year Budget	392,647
Notes:	Actual to December 31, 2020	392,647
Item #1	Contract with Alpine includes annual CPI adjustment	

[illegible]

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

[illegible]

[illegible]

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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[illegible]

[illegible]

Greenwood Landfill operations to be done by RDKB staff after 2010

[illegible]

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
			(12,830)					
	Current Year Budget	55,829	43,000	56,750	57,645	58,558	59,489	60,439

Operating	Previous Year Budget	55,829
Notes:	Actual to December 31, 2020	43,000

[illegible]

Operating	Previous Year Budget	8,000
Notes:	Actual to December 31, 2020	7,402
Item #1	Stewardship program subsidy discontinued	

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Capital	Previous Year Budget	185,000
Notes:	Actual to December 31, 2020	478,334
Item #1	McKelvey Creek Wasteshed Curbside Collection Green Bin Project	

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	12,676					
20	McKelvey Landfill Truck Replacement	45,000	48,125					
	Current Year Budget	561,000	451,901	189,020	2,215,000	275,000	-	-

Capital	Previous Year Budget	561,000
Notes:	Actual to December 31, 2020	451,901

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	-	37,000	-	-	-	-

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

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Debt	Previous Year Budget	154,865
Notes:	Actual to December 31, 2020	124,936
Item #1	MFA #116 completion date April 4, 2021	
Item #2	MFA ST - Green Bins @ 1.72% (\$900,000) - Final Payment 2027	
Item #3	Equip Loan #0021-0 - \$3,250.00/Month (Last Payment November 30, 2025)	
Item #4	MFA ST - McKelvey Creek Upgrade @ 1.72% (\$740,000) - Final Payment 2027	

Name Account	Equipment Financing 12 433 840 010	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	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 Account	Provision for Contaminated Site Clean-Up 12 433 267 010	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								
	Current Year Budget	-	-	-	-	-	-	-

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[illegible]

Other	Previous Year Budget	-
Notes:	Actual to December 31, 2020	-
Item #1	GL Accounts 34 700 060 and 34 701 060	
	<i>Revised Estimates for actual costs in 2011</i>	
Item #2	GL Accounts 34 700 064 and 34 701 064	
Item #3	GL Accounts 34 700 162 and 34 701 162	

\$ -	December 31 McKelvey Creek Closure
\$ -	December 31 Greenwood Closure
\$ -	December 31 Grand Forks Closure

[illegible]

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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Name	Previous Year's Deficit	2020	2020	2021	2022	2023	2024	2025
Account	12 433 990 010	Prior Year	Actual	Budget	Budget	Budget	Budget	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	-

Name	Contingencies	2020	2020	2021	2022	2023	2024	2025
Account	12 433 999 010	Prior Year	Actual	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount	Amount
1	Contingencies	-	5,041	-				
	Current Year Budget	-	5,041	-	-	-	-	-

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

GL Account Number:
34 700 163 & 34 701 163

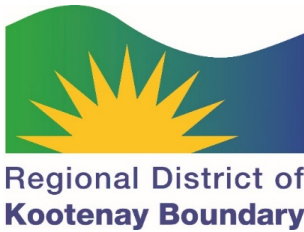
	PROJECTED							Accumulated
	2019	2020	2021	2022	2023	2024	2025	
Opening Balance	2,122,083.43	2,037,781.98	2,405,081.98	1,673,274.98	303,274.98	333,274.98	363,274.98	43,332.97
Add:								
Transfers In:								
General	33,500.00	900,000.00	367,500.00	0.00	0.00	0.00	0.00	2,476,502.48
Front End Loader 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	52,198.55	0.00	0.00	0.00	0.00	0.00	0.00	241,979.43
Total Additions	85,698.55	930,000.00	397,500.00	30,000.00	30,000.00	30,000.00	30,000.00	6,203,309.02
Less:								
Transfers Out								107,811.00
Front End Loader Buy-out								171,370.00
Other	170,000.00	562,700.00	1,129,307.00	1,400,000.00	0.00	0.00	0.00	5,530,853.04
Total Reductions	170,000.00	562,700.00	1,129,307.00	1,400,000.00	0.00	0.00	0.00	5,810,034.04
Closing Balance	2,037,781.98	2,405,081.98	1,673,274.98	303,274.98	333,274.98	363,274.98	393,274.98	
Projected Earned Interest Rate	1.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	

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

2021-02-04

5YR010.xlsx Reserve Projection



STAFF REPORT

Date: February 10 2021

File ES – Regional Solid Waste
Management

To: Chair Langman and Board of Directors

From: Janine Dougall, General Manager of
Environmental Services

Re: Big White Solid Waste Management (064)
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 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.

Year end actuals and other minor adjustments will influence the final budget.

Implications

Budget Summary

The budget for the Big White Solid Waste Management (064) Service presents a 0.00% increase in tax requisition for 2021 and is to maintain the existing service levels, existing contracts and it is recommended for approval.

Financial Summary for Budget Increase

The significant changes to the draft budget from the one previously presented to the Board of Directors at the January 13, 2021 meeting are primarily related to the transition back to the Board Fee and refined actual projections to the end of 2020, which has influenced the amounts carried forward as surplus.

Changes (comparison of 2020 to 2021)

- Page 5 – Previous Year’s Surplus – Reflects a carryover of \$39,185 from 2020 to 2021.
- Page 13 – Site Maintenance – Has been increased slightly as maintenance costs associated with the overhead door and building are projected to increase.
- Page 17 – Capital/Amortization – Has been increased by \$1,000 and reflects an estimated cost of \$10,000 to replace the site camera system that was vandalized in 2020.
- 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 – Due to the surplus carryover from 2020, this amount of contribution is \$20,545. Establishing a reasonable amount in reserves is seen as important due to cost increases associated with solid waste management and potential future changes to service levels.

Operational Service Level Impacts – COVID-19

Covid-19 impacts have potentially impacted the amount of waste generated in 2020 as tipping fees paid for disposal are projecting to be less than budgeted amounts. It is uncertain whether this pattern will continue for the full 2021 year, and as such costs have not been decreased for this specific line item.

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

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

Alternatives

1. That the Regional District of Kootenay Boundary Board of Directors approve the Big White Solid Waste Management Service (064) 2021-2025 Five Year Financial Plan as presented to the Regional District of Kootenay Boundary Board on February 10, 2021 and including minor changes for adjustments for year end totals. **FURTHER** that the Plan be included in the overall RDKB 2021-2025 Five Year Financial Plan.
2. That the RDKB Board of Directors provide direction to staff for the 2021 budget and refer the budget to a future meeting.

Page 2 of 3

*Staff Report- 2021-2025 Big White Solid Waste Management (064) Financial Plan
Board February 10, 2021*

Recommendation(s)

That the Regional District of Kootenay Boundary Board of Directors approve the Big White Solid Waste Management Service (064) 2021-2025 Five Year Financial Plan as presented to the Regional District of Kootenay Boundary Board on February 10, 2021 and including minor changes for adjustments for year end totals. **FURTHER** that the Plan be included in the overall RDKB 2021-2025 Five Year Financial Plan.

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
SUMMARY INFORMATION

PARTICIPANT: Big White Refuse Specified Area

SERVICE NO 064

REFUSE DISPOSAL SPECIFIED AREA - BIG WHITE



	PAGE	2020 BUDGET	2021 BUDGET	Increase(Decrease) between 2020 BUDGET and 2021 BUDGET		PRIMARY DRIVERS FOR CHANGE
				\$	%	
REVENUE						
Property Tax Requisition	3	271,055	271,055	(0)	(0.00)	
Miscellaneous Revenue	4	0	2,300	2,300	0.00	New Revenue Stream from Hosting of Encorp "Express and Go"
Previous Year's Surplus	6	28,376	39,185	10,809	38.09	
EXPENDITURE						
Operating Contracts (Transfer)	15	146,000	148,877	2,877	1.97	Waste Hauling & Site Maintenance Contract Increases
Tipping Fees - Kelowna	16	79,000	80,659	1,659	2.10	
Debt Principal	20	10,000	0	(10,000)	(100.00)	Reflects borrowing payment for overhead door replacement completed at end of 2020
Contribution to Reserve	21	5,000	20,545	15,545	310.90	Building reserves for future projects and unexpected contractor cost increases.

KEY FACTS	
Establishment Bylaw No.	330; 1981 & 1587; 2015
Max Requisition:	\$ 436,460
Last Increase Requisition Limit	October 2015
Next Review Requisition Limit	Available
Reserve Balance	\$ 5,000.00
(@ December 31, 2020)	

2021 Property Tax Requisition (Projected)





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		-8.54% 2022 BUDGET	1.82% 2023 BUDGET	1.82% 2024 BUDGET	1.82% 2025 BUDGET
							\$	%				
REVENUE												
11 831 064 Property Tax Requisition	3	262,588	271,055	271,055	(0)	271,055	(0)	(0.00)	283,543	288,739	294,039	299,445
11 590 159 Miscellaneous Revenue	4	0	0	0	0	2,300	2,300	0.00	2,300	2,300	2,300	2,300
11 911 100 Previous Year's Surplus	5	18,416	28,376	28,376	0	39,185	10,809	38.09	0	0	0	0
11 920 002 From General Capital Fund	6	0	0	0	0	0	0	0.00	0	0	0	0
11 921 205 Transfer From Reserve	7	0	0	0	0	0	0	0.00	0	0	0	0
Total Revenue		281,004	299,431	299,431	(0)	312,540	13,109	4.38	285,843	291,039	296,339	301,745
EXPENDITURE												
12 435 111 Wages & Benefits	8	7,085	7,933	7,488	446	8,323	390	4.92	8,490	8,660	8,833	9,010
<i>Total Salaries & Benefits</i>		7,085	7,933	7,488	446	8,323	390	4.92	8,490	8,660	8,833	9,010
12 435 210 Travel	9	0	250	24	226	255	5	2.10	260	266	271	276
12 435 216 Insurance	10	774	789	855	(66)	727	(62)	(7.91)	742	756	771	787
12 435 230 Board Fee	11	5,556	5,665	5,665	0	5,763	98	1.73	4,607	4,699	4,793	4,889
12 435 233 Consultant Fees	12	0	0	0	0	0	0	0.00	0	0	0	0
12 435 239 Site Maintenance	13	18,029	18,360	13,547	4,813	20,142	1,782	9.71	20,545	20,956	21,375	21,802
12 435 242 Operating Contracts (Transfer)	14	134,126	146,000	134,000	12,000	148,877	2,877	1.97	151,675	154,528	157,439	160,407
12 435 265 Tipping Fees - Kelowna	15	75,012	79,000	72,000	7,000	80,659	1,659	2.10	82,272	83,918	85,596	87,308
12 435 553 Utilities	16	1,650	2,040	1,445	595	2,040	0	0.00	2,040	2,040	2,040	2,040
<i>Total Operating</i>		235,147	252,104	227,536	24,568	258,463	6,359	2.52	262,141	267,163	272,285	277,510
12 435 611 Capital/Amortization - Transfer	17	0	24,000	10,095	13,905	25,000	1,000	4.17	10,000	10,000	10,000	10,000
<i>Total Capital</i>		0	24,000	10,095	13,905	25,000	1,000	4.17	10,000	10,000	10,000	10,000
12 435 811 Interest Expense - Short Term	18	395	189	127	62	0	(189)	(100.00)	0	0	0	0
12 435 830 Debt Principal	19	10,000	10,000	10,000	0	0	(10,000)	(100.00)	0	0	0	0
<i>Total Debt</i>		10,395	10,189	10,127	62	0	(10,189)	(100.00)	0	0	0	0
12 435 741 Contribution to Reserve	20	0	5,000	5,000	0	20,545	15,545	310.90	5,000	5,000	5,000	5,000
12 435 990 Previous Year's Deficit	21	0	0	0	0	0	0	0.00	0	0	0	0
12 435 999 Contingencies	22	0	204	0	204	208	4	2.00	212	216	221	225
<i>Total Other</i>		0	5,204	5,000	204	20,753	15,549	298.79	5,212	5,216	5,221	5,225
Total Expenditure		252,628	299,431	260,246	39,185	312,540	13,109	4.38	285,843	291,039	296,339	301,745
Surplus(Deficit)		28,376		39,185		-			-	-	-	-
Reserve Balance						25,545			30,545	35,545	40,545	45,545

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Property Tax Requisition		2021	2022	2023	2024	2025
11 831 064 064		Budget	Budget	Budget	Budget	Budget
2020 Actual	Description	Amount	Amount	Amount	Amount	Amount
271,055	Refuse Disposal Big White Specified Area	271,055	283,543	288,739	294,039	299,445
	Total Requisition	271,055	283,543	288,739	294,039	299,445

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	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	39,185	-	-	-	-
Current Year Budget		28,376	39,185	-	-	-	-

Notes:	Previous Year Budget	28,376
	Actual to December 31, 2020	28,376

[illegible]

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 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Director of Environmental Services	4,304	4,552	4,643	4,736	4,830	4,927
2	Benefits @ 22%	945	1,030	1,050	1,071	1,093	1,114
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	8,323	8,490	8,660	8,833	9,010

Salaries & Benefits	Previous Year Budget	7,933
Notes:	Actual to December 31, 2020	7,488
130,050	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	24

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	727	742	756	771	787
Current Year Budget		789	727	742	756	771	787

Operating	Previous Year Budget	789
Notes:	Actual to December 31, 2020	855

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Board Fee	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	5,674	-			
2	Carbon Offset & Climate Change Initiatives	102	89	91	93	94	96
3	Administration Support Allocation		-	12,703	12,957	13,216	13,481
4	General Admin Shared Credit		-	(8,187)	(8,350)	(8,517)	(8,688)
5	HR Allocation		-				
6	IT Allocation		-				
7	Building Allocation		-				
Current Year Budget		5,665	5,763	4,607	4,699	4,793	4,889

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			2.10%		2.00%		2.00%		2.00%
Account	Site Maintenance	2020	2021	2022	2023	2024	2025		
	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	4,000	4,080	4,162	4,245	4,330		
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	20,142	20,545	20,956	21,375	21,802		

Operating	Previous Year Budget	18,360
Notes:	Actual to December 31, 2020	13,547

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	134,000
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	72,000

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	1,445

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Five Year Financial Plan

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	10,095

<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	127
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	20,545	5,000	5,000	5,000	5,000
	Current Year Budget	5,000	20,545	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, 2020
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	25,545.00	30,545.00	35,545.00	40,545.00	0.00
Add:								
Transfers In:								
General	0.00	5,000.00	20,545.00	5,000.00	5,000.00	5,000.00	5,000.00	45,545.00
Other								0.00
Interest Earned	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Additions	0.00	5,000.00	20,545.00	5,000.00	5,000.00	5,000.00	5,000.00	45,545.00
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	25,545.00	30,545.00	35,545.00	40,545.00	45,545.00	45,545.00
Projected Earned Interest R:	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	

NOTES:

1 Reserve Established with 2020 Budget (Projected)

2021-02-04

5YR064.xlsx Reserve Projection



**Regional District of
Kootenay Boundary**

STAFF REPORT

Date: February 5 2021 **File**
To: Chair Langman and Board of Directors
From: Dan Derby, Regional Fire Chief
:
Re: 9-1-1 Emergency Communications service
 015 Final 2021-2025 Five Year Financial
 Plan

Issue Introduction

The purpose of this report is to provide an overview of the 2021-2025 Five Year Financial Plan for the 9-1-1 Emergency Communications service budget.

History/Background Factors

The 9-1-1 Emergency Communications Service 2021-2025 Five Year Financial Plan has been updated to reflect direction provided and include impacts of 2020 year end totals.

Implications

Budget Summary

The changes to the 9-1-1 Emergency Communications service presents a 2.45% increase for 2021.

The budget presented at 2.45% is considered to be a reasonable increase for 2021 to maintain the existing service levels, commitments and contracts and it is recommended for approval.

Financial Summary for Budget Increase (or decrease)

The changes to the budget include:

- Changes to reflect Board Fee/Cost Allocation Policy Board direction.
- Updated Salaries
- Updated actuals for year end & contributions to reserves.

Advancement of Strategic Planning Goals

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

Page 1 of 2

*Staff Report-2021 9-1-1 Emergency Communications service Budget Summary
January 13, 2021*

Background Information Provided

- 2021 9-1-1 Emergency Communications service (015) 2021-2025 Five Year Financial Plan

Alternatives

1. That the RDKB Board of Directors receive the 9-1-1 Emergency Communications service (015) 2021-2025 Five Year Financial Plan staff report for information, approve the 2021-2025 Five Year Financial Plan.
2. That the RDKB Board of Directors receive the 9-1-1 Emergency Communications service (015) 2021-2025 Five Year Financial Plan staff report for information, do not approve the 2021-2025 Five Year Financial Plan.

Recommendation(s)

That the Regional District of Kootenay Boundary Board of Directors approve the 9-1-1 Emergency Communications service (015) 2021-2025 Five Year Financial Plan as presented to the RDKB Board of Directors on February 10, 2021 and including minor changes for adjustments for year end totals. FURTHER that the Plan be included in the overall RDKB 2021-2025 Five Year Financial Plan.

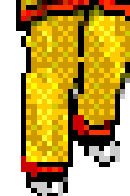


REGIONAL DISTRICT OF KOOTENAY BOUNDARY
SUMMARY INFORMATION

SERVICE NO 015
9-1-1 EMERGENCY COMMUNICATIONS



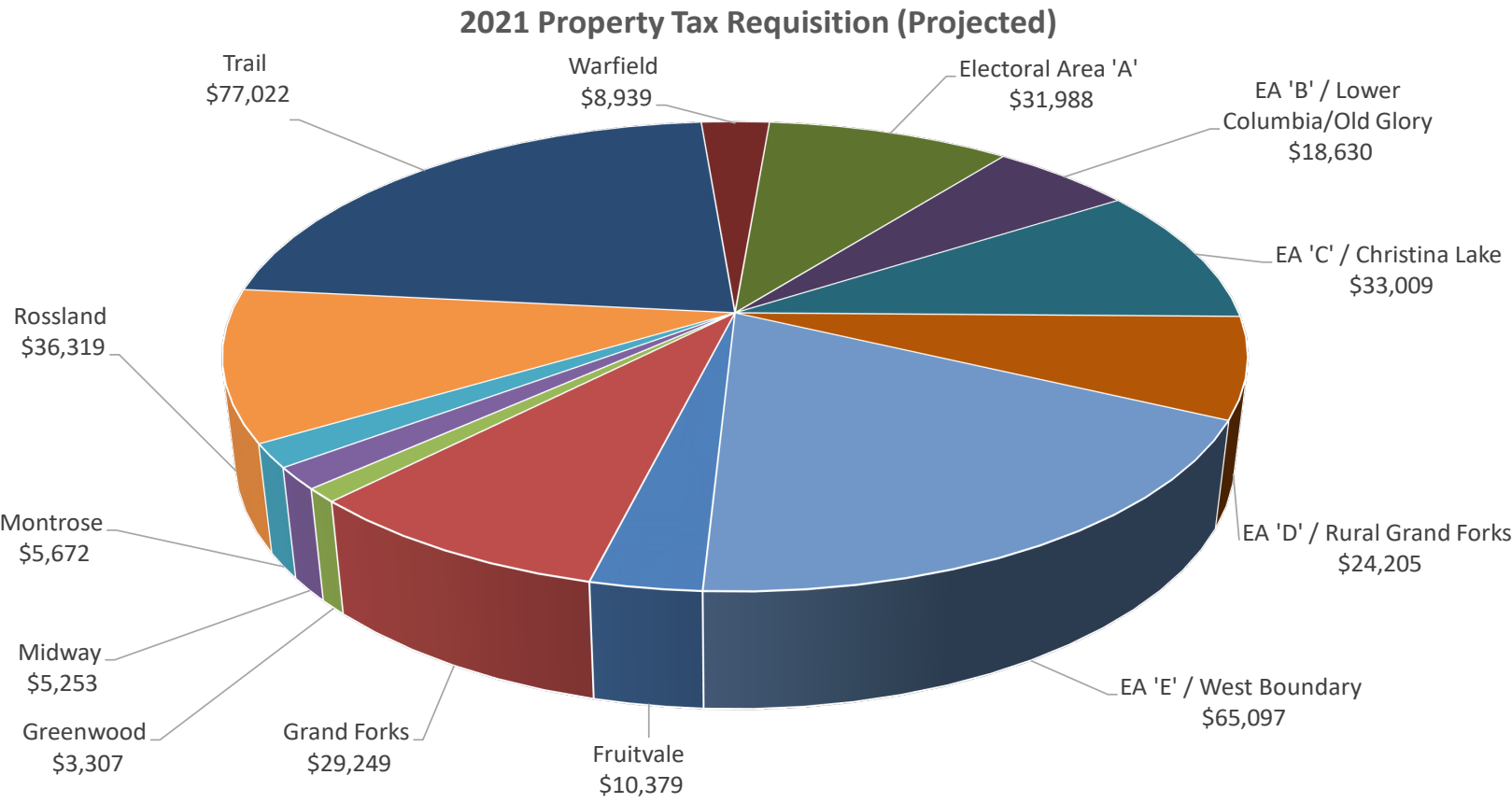
PARTICIPANTS: Grand Forks, Greenwood, Rossland, Trail, Fruitvale,
Midway, Montrose, Warfield, Electoral Areas 'A','B','C','D' & 'E'



911

			Increase(Decrease) between 2020 BUDGET and 2021 BUDGET		
	PAGE	2020 BUDGET	2021 BUDGET	\$	%
PRIMARY DRIVERS FOR CHANGE					
REVENUE					
Property Tax Requisition - RDKB	3	340,735	349,069	8,333	2.45
Previous Year's Surplus	6	32,722	21,301	(11,421)	(34.90)
EXPENDITURE					
Salaries & Benefits	7	43,448	40,762	(2,686)	(6.18)
Telephone	9	16,000	18,392	2,392	14.95
Board Fee	12	17,411	16,095	(1,316)	(7.56)
Consultant Fees	13	10,000	31,000	21,000	210.00
Operating Contracts	15	213,357	224,914	11,557	5.42
Capital/Amortization	18	10,000	0	(10,000)	(100.00)
Equipment Replacement Reserve	19	32,722	21,301	(11,421)	(34.90)

KEY FACTS	
Establishment Bylaw No.	1152; 2001
Max Requisition:	No Maximum
Last Increase Requisition Limit	Not Applicable
Next Review Requisition Limit	Not Applicable
Reserve Balance	\$ 34,331.12
(@ December 31, 2020)	





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		2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
							\$	%				
REVENUE												
Property Tax Requisition - RDKB	3	323,966	340,735	340,735	0	349,069	8,333	2.45	358,669	367,521	376,420	385,740
11 210 100 Federal Grant In Lieu/Misc Income	4	1,010	750	1,044	(294)	750	0	0.00	750	750	750	750
11 921 205 Transfer From Reserves	5	0	0	0	0	12,250	12,250	0.00	0	0	0	0
11 911 100 Previous Year's Surplus	6	44,975	32,722	32,722	0	21,301	(11,421)	(34.90)	0	0	0	0
Total Revenue		369,951	374,207	374,501	(294)	383,369	9,162	2.45	359,419	368,271	377,170	386,490
EXPENDITURE												
12 255 111 Salaries & Benefits	7	52,098	43,448	43,307	141	40,762	(2,686)	(6.18)	37,139	35,212	29,264	29,996
12 255 234 Staff Development	8	0	1,000	0	1,000	0	(1,000)	(100.00)	0	0	0	0
Total Salaries & Benefits		52,098	44,448	43,307	1,141	40,762	(3,686)	(8.29)	37,139	35,212	29,264	29,996
12 255 213 Telephone	9	12,216	16,000	18,839	(2,839)	18,392	2,392	14.95	18,760	19,135	19,518	19,908
12 255 215 Communications Equipment R&M	10	37,137	29,142	27,131	2,011	29,754	612	2.10	30,349	30,956	31,575	32,207
12 255 221 Advertising	11	0	750	0	750	766	16	2.10	781	797	813	829
12 255 230 Board Fee	12	17,102	17,411	17,411	0	16,095	(1,316)	(7.56)	2,016	2,056	2,097	2,139
12 255 233 Consultant Fees	13	0	10,000	0	10,000	31,000	21,000	210.00	0	0	0	0
12 255 237 Insurance	14	370	377	433	(56)	385	8	2.10	393	401	409	417
12 255 242 Operating Contracts	15	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	16	0	0	0	0	0	0	0.00	0	0	0	0
12 255 251 Office Supplies	17	0	0	0	0	0	0	0.00	0	0	0	0
Total Operating		272,877	287,037	277,171	9,866	321,306	34,269	11.94	284,180	305,059	309,906	310,994
12 255 610 Capital/Amortization	18	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	19	0	32,722	32,722	0	21,301	(11,421)	(34.90)	28,100	18,000	28,000	35,500
12 255 990 Previous Year's Deficit	20	0	0	0	0	0	0	0.00	0	0	0	0
12 255 999 Contingencies	21	0	0	0	0	0	0	0.00	0	0	0	0
Total Other		0	32,722	32,722	0	21,301	(11,421)	(34.90)	28,100	18,000	28,000	35,500
Total Expenditure		337,229	374,207	353,200	21,007	383,369	9,162	2.45	359,419	368,271	377,170	386,490
Surplus(Deficit)		32,722		21,301		-			-	-	-	-
Reserve Balance						43,382			71,482	89,482	117,482	152,982

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Property Tax Requisition - RDKB		2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
2020 Actual	Description	Amount	Amount	Amount	Amount	Amount
10,107	11 830 100 015 Fruitvale	10,379	10,664	10,928	11,192	11,469
28,746	11 830 200 015 Grand Forks	29,249	30,054	30,795	31,541	32,322
3,125	11 830 300 015 Greenwood	3,307	3,397	3,481	3,566	3,654
4,811	11 830 400 015 Midway	5,253	5,397	5,531	5,665	5,805
5,153	11 830 500 015 Montrose	5,672	5,828	5,971	6,116	6,267
34,139	11 830 600 015 Rossland	36,319	37,318	38,239	39,165	40,135
74,346	11 830 700 015 Trail	77,022	79,140	81,093	83,057	85,113
8,533	11 830 800 015 Warfield	8,939	9,184	9,411	9,639	9,878
37,741	11 830 901 015 Electoral Area 'A'	31,988	32,868	33,679	34,495	35,349
17,200	11 830 902 015 EA 'B' / Lower Columbia/Old Glory	18,630	19,143	19,615	20,090	20,587
32,266	11 830 903 015 EA 'C' / Christina Lake	33,009	33,917	34,754	35,595	36,477
22,593	11 830 904 015 EA 'D' / Rural Grand Forks	24,205	24,871	25,485	26,102	26,748
61,975	11 830 905 015 EA 'E' / West Boundary	65,097	66,887	68,538	70,197	71,935
340,735	Sub Total	349,069	358,669	367,521	376,420	385,740
	Annual Requisition	349,069	358,669	367,521	376,420	385,740
	Total Requisition	349,069	358,669	367,521	376,420	385,740

Notes:

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Five Year Financial Plan

Notes:	Previous Year Budget	750
	Actual to December 31, 2020	1,044

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		12,250				
	For Fire Dispatch, Consulting Fees for Transition and						
	New Repeater for Grand Forks Fire Rescue						
	Current Year Budget	-	12,250	-	-	-	-

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

[illegible]

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	31,640	28,828	27,332	22,716	23,283
	\$ 140,624.06						
2	Benefits @ 29%	9,767	9,122	8,311	7,880	6,549	6,713
	Current Year Budget	43,448	40,762	37,139	35,212	29,264	29,996

Salaries & Benefits	Previous Year Budget	43,448
Notes:	Actual to December 31, 2020	43,307
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

[illegible]

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 Account	Telephone 12 255 213 015	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	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	18,839

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

Name	Communications Equipment R&M		2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 255 215 015	2020 Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 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	27,131
Item #3	Lease Agreements for: Big White, Midway SBA Tower, Roderick Dhu, Observation Mtn., Santa Rosa, Granite Mtn (FortisBC & BV Communications), and Blizzard Mtn.	
Item #4	Radio Licensing Fees for the 9-1-1 Back Bone Equipment which provides connectivity to all RDKB Fire Halls	
Item #5	Estimated amount for the repair and maintenance of all 9-1-1 radio equipment	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Five Year Financial Plan

[illegible]

Operating	Previous Year Budget	750
Notes:	Actual to December 31, 2020	-

[illegible]

2021-02-05 9-1-1 Emergency Communications Page 12

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Five Year Financial Plan

Name	Consultant Fees	2020	2021	2022	2023	2024	2025
Account	12 255 233 015	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Consulting services fire dispatch radio communication	10,000	31,000				
	system evaluation						

Operating	Previous Year Budget	10,000
Notes:	Actual to December 31, 2020	-

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Insurance	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 255 237 015	Prior Year	2021	2022	2023	2024	2025
			Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Insurance - Property	377	385	393	401	409	417
2	Insurance - Liability (in General Government Exhibit)						
	Current Year Budget	377	385	393	401	409	417

Operating	Previous Year Budget	377
Notes:	Actual to December 31, 2020	433
Item #1	Insurance on repeater sites	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name Account	Operating Contracts 12 255 242 015	2020 Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 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	

Name	Office Equipment & Furniture	2020	2.10%	2.00%	2.00%	2.00%	2.00%
Account	12 255 247 015	Prior Year	Budget	Budget	Budget	Budget	Budget

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

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Five Year Financial Plan

[illegible]

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

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name Account	Capital 12 255 610 015	2020 Prior Year	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Allowance for Equipment Upgrades/Repairs For Fire Dispatch						
2	Installation of new repeater at Roderick Dhu for Grand Forks Fire Rescue						
3	Repeater Site - Upgrades	10,000	-	10,000	10,000	10,000	10,000
4	Kelowna Fire Dispatch - Capital Transition Costs Interconnection						
	Contingency						
	Telus - 9-1-1 ESZ Updates						
	Current Year Budget	10,000	-	10,000	10,000	10,000	10,000

Capital	Previous Year Budget	10,000
Notes:	Actual to December 31, 2020	-
Item #1	**For unanticipated equipment upgrades and replacements funded from the Equipment Replacement Reserves.	
**Only used if necessary (see page 6)		

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

[illegible]

Other	Previous Year Budget	32,722
Notes:	Actual to December 31, 2020	32,722

\$ 34,331.12 Balance in Reserve December 31, 2020
Account Number 34 700 015

Item #1	Required to meet all technological, hardware, and software changes
	Upgrading to accept future digital communications

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Five Year Financial Plan

[illegible]

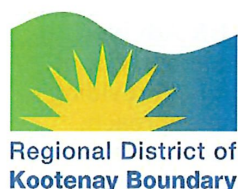
Other	Previous Year Budget	-
Notes:	Actual to December 31, 2020	-

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Five Year Financial Plan

[illegible]

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

**STAFF REPORT**

Date: 22 January 2021 **File**

To: **Chair McGregor and
Members of the Policy &
Personnel Committee**

From: Barb Ihlen,
General Manager of Finance/CFO

Re: Human Resource Advisor Position

Issue Introduction

A staff report from Barb Ihlen, General Manager of Finance/CFO, regarding the proposed position of a Human Resource Advisor.

History/Background Factors

The Regional District of Kootenay Boundary (RDKB) has an average of 175 employees with four distinct employee groups including two union contracts. However, there is no dedicated position focused on the human resource function. It is evident that without a dedicated resource, there continues to be significant strain on the organization, which is affecting its effective and efficient operation and, at times, causes strain with employee relations. By adding a Human Resource Advisor to the Finance & Administration team, the RDKB and its employees will benefit from this resource in a variety of ways.

Attached is the proposed draft job description of the Human Resource Advisor position for the Committee's consideration. This position is a key advisor on areas like recruitment including onboarding of new employee and benefit administration. The HR Advisor also supports the health and safety function including administering the WorkSafe BC claim process and employee return to work program, analyzing related data, and investigating incidents as required. This is a hands-on position, focusing on the administration of the Collective Agreements and other employee contracts, implementation and administration of HR programs, policies and procedures, and internal employee communication. Working with the Senior Management Team, this position fosters an attitude of collaboration and achieves good working relations among all staff.

While not inclusive, the below table lists some of the areas that are straining the efficient and effective operations of the organization and how the addition of an HR Advisor will benefit the RDKB:

Attachment # 8.c)

Areas of Strain	Benefits of the HR Advisor
Delays in recruitment of vacant position, which significantly affects service levels negatively.	<ul style="list-style-type: none"> ➤ Focused support on recruitment of new employees including providing a consistent onboarding approach. ➤ This will alleviate strain on Managers and on the Executive Assistant and provide a consistent approach to hiring and onboarding new employees that supports the reasons why the RDKB is great place to work.
<p>Delays in benefit and disability administration.</p> <p>The Finance department performs these functions, which has added strain to these already stretched resources.</p> <p>There are instances when paperwork is not followed up on and therefore, not submitted in a timely manner, which negatively impacts the affected employee.</p>	<ul style="list-style-type: none"> ➤ Focused support in this area of benefit and disability administration will ensure the process of applying for benefits is timely and seamless. ➤ There will also be focused and confidential support for employees requiring support navigating benefits including disability situations. ➤ The Finance department will benefit and be in a better position to focus on finance related tasks and projects providing better and more timely services to the RDKB.
<p>While the RDKB has a Return to Work Program for both WorkSafe BC and disability claims, it is up to each service Manager to support this function with little to no support from administrative staff. This leads to inconsistent practice and potentially delays in a positive return to work experience for employees.</p>	<ul style="list-style-type: none"> ➤ Focused support assisting employees with their return to work will have a very positive affect on the service operations. ➤ Managers will be supported and guided through the process alleviating the need to reinvent the process each time an employee returns to work in a different department. ➤ This focus will ensure a positive experience for both the employee and manager and improve the overall work environment. ➤ A successful and timely return to work program will have positive benefits on premiums for both short term and long term disability as well as with WorkSafe BC.
Delays with required forms regarding WorkSafe BC claims, which has put the RDKB in a non-	<ul style="list-style-type: none"> ➤ Focused support with the WorkSafe BC claim process will ensure that paperwork is filed on time reducing

Attachment # 8.c)

compliance situation on several occasions.	<p>the chance of the RDKB to be in a non-compliance situation.</p> <ul style="list-style-type: none"> ➤ A focus on any 'lost days' claims will keep managers up to date with how the claim is progressing and the ability to prepare for the employee's return.
Delays to move investigations forward and respond to employee grievances in a timely manner. Currently, operational and general managers are spending countless hours doing this work, which significantly affects service levels negatively.	<ul style="list-style-type: none"> ➤ Focused support for managers regarding employee complaints, investigations, and grievances will ensure a consistent approach and improve employee relations. ➤ With a focus on scheduling meetings and supportive participation in meetings will reduce the number of hours spent by management's time on these tasks and provide opportunities for quicker resolutions to issues raised. ➤ The ability for managers to focus on day-to-day service will improve knowing that there is support for them when employee issues arise.
Delays in responding to employee concerns in a timely manner due to the lack of support regarding topics as it relates to Collective Agreement interpretation, for example.	<ul style="list-style-type: none"> ➤ Focused support on Collective Agreement interpretation with the aim to resolve issues in a timely manner will improve employee relations and improve service levels.

Implications

There will be minimal financial impact to the 2021 budget for General Administration and is currently included in the draft 2021-2025 Five Year Financial Plan. Going forward, the ability to share the costs with services who have employees will create a sustainable model into the future.

There will continue to be significant strain on the management and finance resources within the RDKB if this position is not approved in 2021.

Senior management considers that the strain on management and finance resources far outweighs the minimal financial impact and there is concern that without a focus on the human resources of the RDKB, employee relations will inevitably deteriorate.

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Attachment # 8.c)

Background Information Provided

Human Resource Advisor Job Description

Alternatives

Refer to the Board of Directors for approval

Defer to a later date

Recommendation(s)

That the Policy and Personnel Committee receive the staff report as it relates to the proposed Human Resource Advisor position and refer to the Board of Directors for approval in the 2021 fiscal year.

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Attachment # 8.c)

Position Title: Human Resources Advisor
Employee Group: Management/Exempt
Reports to: General Manager of Finance/CFO
Division: Finance & Administration
Date: January 20, 2021

Job Purpose/Summary:

The Human Resources Advisor is responsible for supporting the human resources (HR) and employee relations functions of the Regional District of Kootenay Boundary (RDKB). This position is a key advisor on areas like recruitment including onboarding of new employee and benefit administration. The HR Advisor also supports the health and safety function including administering the WorkSafe claim process and employee return to work program, analyzing related data, and investigating incidents as required. This is a hands-on position, focusing on the administration of the Collective Agreements and other employee contracts, implementation and administration of HR programs, policies and procedures, and internal employee communication. Working with the Senior Management Team, this position fosters an attitude of collaboration and achieves good working relations among all staff.

Duties and Responsibilities**General Administration**

Supports the day-to-day operations of the Human Resources function and ensures completeness and accuracy of related work.

Acts as a resource person (stay current with the latest HR laws and regulations), advising Supervisors and Managers on human resource matters. Keeps management apprised of legislative changes and impact of same on HR programs with recommendations on an appropriate course of action.

Supports the effective implementation of HR policies, procedures and programs, through program administration and consultative advice to the management team. Develops and recommends changes to ensure policies, procedures and programs reflect the current organizational needs.

Provides research and analysis concerning collective agreements, employment contracts, health and safety and associated legal matters.

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Attachment # 8.c)

Contributes to the establishment and maintenance of an effective and productive employee relations climate through dialogue with Union representatives, brings major issues and concerns to the attention of senior management, and makes recommendations on resolution of labour relations issues. This includes conducting employee related investigations and providing recommendations for resolving complaints.

Ensures appropriate employee file documentation is maintained and safe guards are in place regarding sensitive and private information.

Prepares and implements employee related internal communications.

Performs related work, analysis, report writing, special projects, and other duties as assigned.

Recruitment

Ensures that employee recruitment functions for all departments are processed in a productive and consistent manner.

Supports the recruitment and selection process including coordination of job applications, interviewing, reference checks, and new employee orientation. This includes assistance with the recruitment of volunteer and paid-on-call fire fighters and personnel required to work at the Emergency Operations Centre during times of emergency.

Prepares and maintains consistent and accurate job descriptions for all employees groups.

Prepares job postings and arranges related advertising.

Accepts all applications for posted jobs and assists managers with the selection of candidates.

Assists managers with preparation of interview and reference-check questions and participates in most interviews.

Prepares employment offer letters for approval by reporting manager and supports the hiring process to completion.

Establishes and maintains job descriptions for all positions in consultation with managers and union when required.

Supports the compensation program by ensuring job profiles are kept current, preparing job evaluations for review, and by assisting with development of salary and benefit guidelines.

Attachment # 8.c)

Administers and participates on any job classification committees.

Benefit Administration

Administers benefit plans, including short and long-term disability programs.

Develops and recommends policies and practices to administer contracts and commitments regarding employee benefits, pensions, and wellness initiatives.

Liaises with employee benefit and insurance providers.

Processes and approves employee enrollment in benefit programs.

Provides information to staff regarding the various benefits available to employees and supports the employee's application process when necessary.

Approves all invoices related to the benefit programs.

Health & Safety

Supports the RDKB occupational health and safety program, with particular emphasis on development of the training, policies and procedures that support the program.

Sits as a management representative on the Joint Health and Safety Committee.

Recommends improvements to the health and safety program, promotes the program to staff, and ensures that related policies are implemented.

Administers the work-related injury claim process and liaises with WorkSafe BC.

Develops and maintains return to work programs for ill, disabled or injured workers and ensures provision of case management services.

Recommends and promotes wellness initiatives.

Labour Relations

Supports the administration of the CUPE and IAFF Collective Agreements.

Builds good employee relations by supporting managers and employees in the resolution of work related issues.

Acts as a labour relations advisor, including participating in collective bargaining, conducting labour relations research, and interpreting and administering the collective agreement.

Supports the grievance handling and liaises with all RDKB departments.

Attachment # 8.c)

Assists in formulating Management's Collective Bargaining position by preparing negotiation information and documenting follow-up communications.

Participates in any union/employer committees as directed by manager (e.g. Joint Labour Management, job classification).

Education, Training, Experience

Completion of a post-secondary degree in a Human Resources discipline and two years of progressively more responsible relevant experience in a unionized environment.

OR

Completion of other recognized post secondary education, such as a diploma in a human resources discipline, with five years of progressively more responsible relevant experience in a unionized environment.

Chartered Professional in Human Resources (CPHR) designation preferred.

Certificate in Local Government Management of Local Government Administration is an asset.

Valid BC Driver's Licence (Class 5 minimum).

Ability to obtain and maintain a clear Police Record Check for offences related to this position.

Knowledge, Abilities, Skills

Thorough knowledge of human resource administration functions, policies, best practices, and objectives, including recruitment, benefit administration, collective agreement administration, and health and safety.

Significant knowledge of the Labour Relations Code, Human Rights Code, Employment Standards Act, Workers' Compensation Act, and other applicable legislation and related provincial and federal regulations, and their application to the RDKB.

Considerable knowledge of local government and the functions and operations of RDKB departments.

Superior ability to solve problems, resolve conflict and communicate understanding of human resources programs, policies and procedures.

Page 28 of 36

Attachment # 8.c)

Excellent verbal and written communications skills, especially the ability to write job descriptions, policies and procedures, and the ability to design and deliver verbal presentations.

Proficiency in the operation of personal computers and software, preferably Microsoft Office (Word, Access, Excel and Outlook).

Ability to deal courteously, tactfully and diplomatically with elected officials, managers, employees, and the general public.

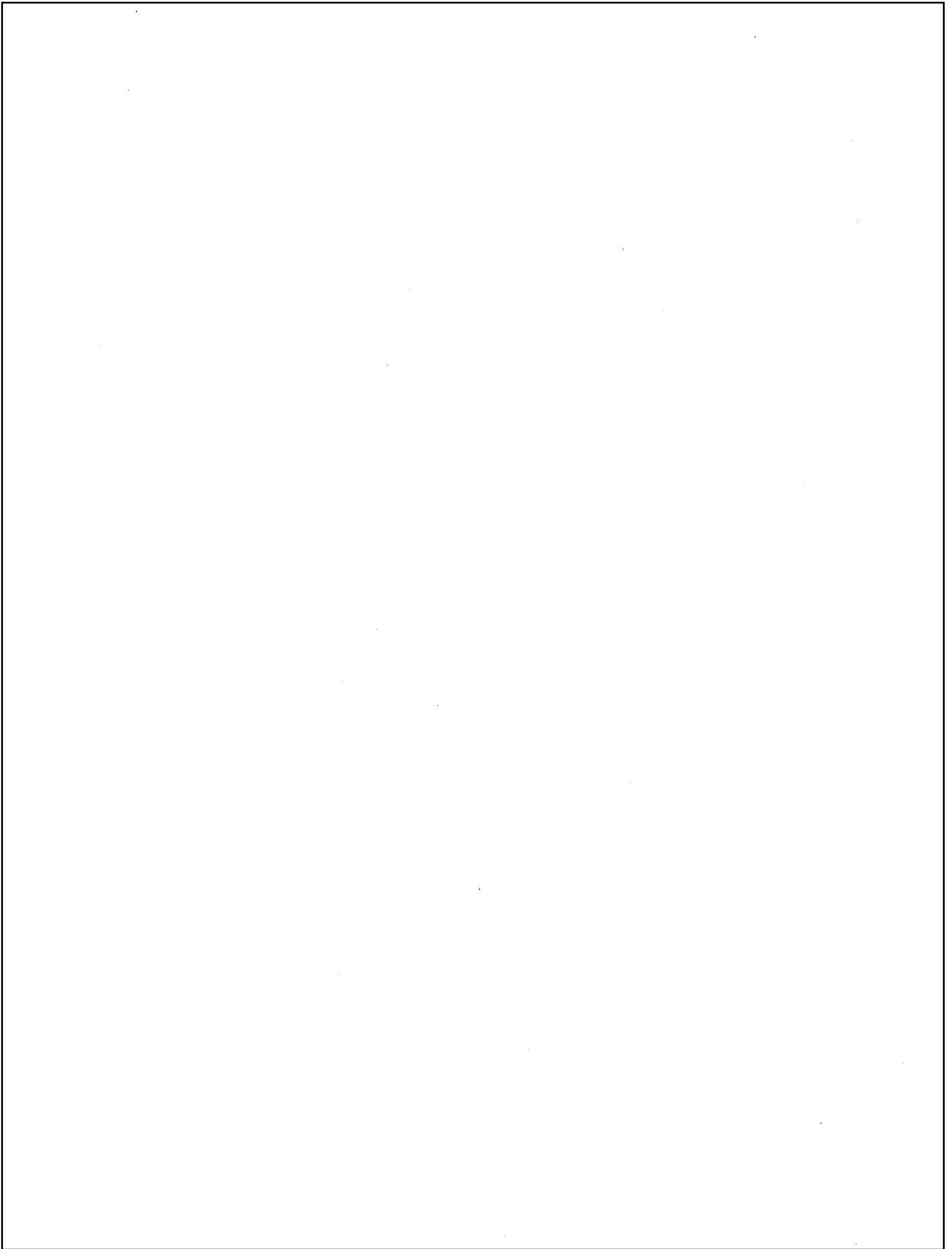
Ability to handle highly confidential and sensitive issues with skill, tact, and diplomacy.

Ability to prepare clear and concise analysis and reports.

Ability to work independently.

Ability to organize work schedule and manage time to meet deadlines and priorities.

Ability to drive on roads and highways, day or night, in all types of weather.



FUNCTIONS OF HR AND CONTRACTING OUT

Employee Engagement/Emotional Connection – leads to higher service & customer satisfaction

PARTS OF THE HR FUNCTION

HR tasks that lend themselves to be contracted out are in ORANGE.

Elements of each task that can be supported by contractors are in GREEN.

HR Advisor tasks

- **Recruitment of Employees**
 - Draft job postings
 - Job description updates
 - Long list candidates
 - Set up interviews
 - Participate in interviews
 - Draft hiring letter
- **Onboarding of Employees**
 - Orientation to workplace & administrative policies
 - Ensure enrollment in benefits
 - Support employee transition
 - Initiate IT related access
- **Compensation & Benefits**
 - Administer benefit program
 - Support employee's access to benefits
 - Support return to work program
 - Wage/Salary market analysis
- **Human resources information**
 - Maintain and update employee related files & data base
 - Supports the payroll function
 - Skills inventory list requirements
- **Employee engagement/Emotional commitment**
 - Internal communication
 - Employee environment scans
 - Employee interactions
- **Employee & Labour Relations**
 - Grievances - assist
 - Investigations - assist
 - Collective agreement & policy compliance - assist
 - Disciplinary process
 - Negotiations
- **Labour law compliance – Legal support**
 - Employment Standards Act
 - Labour Relations Code
 - Workers' Compensation Act
 - Freedom of Information & Privacy Act
 - Human Rights Code
- **Organizational development & Organizational structure**
 - Assist overarching mission and goals
 - Process flow
 - Develop career paths
 - Performance improvement
- **Employee Training & Development**
 - Professional development programs
 - Various training programs (i.e. customer service/communication)
 - On the job training
- **Workplace safety**
 - Liaison with WorksafeBC
 - Investigations
 - Support return to work program
 - Manage Safety Program



FUNCTIONS OF HR AND CONTRACTING OUT

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 - **Various training programs (i.e. customer service/communication)**
 - On the job training
- **Workplace safety**
 - Liaison with WorksafeBC
 - **Investigations**
 - Support return to work program
 - Manage Safety Program





Boundary Services Committee Staff Report

RE:	Grant application submitted to the NDMP: Flood Mapping for Boundary Region		
Date:	January 27, 2021	File #	BIWS-BSC
To:	Chair McGregor and members of the Boundary Services Committee		
From:	Kristina Anderson, Watershed Planner		

Issue Introduction

A staff report to seek support from the Boundary Services Committee and the RDKB Board of Directors to submit a grant application to the National Disaster Mitigation Program (NDMP) Stream 2: Flood Mapping.

Background

With the Flood and Geohazard Risk Assessment for the Boundary Region to be completed this spring, the Boundary Region is now in the position to apply for grant funding to develop and update Boundary region flood mapping.

The NDMP grant program (Provincial and Federal funding) can pay for 100% of the cost of flood mapping if awarded. Given that the deadline for submissions was early in January 2021, and staff did not want to miss the opportunity, an application was submitted prior to receiving formal direction to do so. The grant request totals \$553,500 with additional in-kind contributions identified as RDKB (\$21,891) and the City of Grand Forks (\$10,000).

Recommendation

That the Regional District of Kootenay Boundary Board of Directors provide a resolution in support of the submission of a grant application to the National Disaster Mitigation Program (NDMP) Stream 2: Flood Mapping for \$553,500 for Flood and Geohazard Mapping for the Boundary Region.



Boundary Services Committee Staff Report

RE:	Grant application to be submitted to UBCM CEPF: Flood Mapping for the Boundary Region		
Date:	January 27, 2021	File #	BIWS-BSC
To:	Chair McGregor and members of the Boundary Services Committee		
From:	Kristina Anderson, Watershed Planner		

Issue Introduction

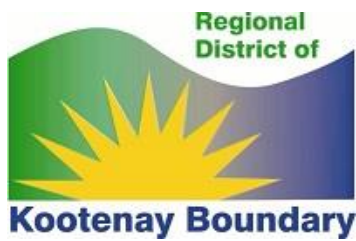
A staff report to seek support from the Boundary Services Committee to submit a grant application to the UBCM Community Emergency Preparedness Fund (CEPF) in support of Flood and Geohazard Mapping for the Boundary Region.

Background

With the Flood and Geohazard Risk Assessment for the Boundary Region to be completed this spring, the Boundary Region is now in the position to apply for grant funding to develop and update Boundary region flood and geohazard mapping. A Request for Proposal (RFP) was issued early December, for a consultant to manage the flood mapping for our region. The contract has been awarded to Northwest Hydraulic Consultants (NHC), a company that has completed many flood maps throughout the Southern Interior of BC. The UBCM CEPF grant program (Provincial funding) can pay for 100% of the cost, up to \$150,000, of flood mapping if awarded. With a closing date of the end of February, the RDKB would like to apply for this funding with support from NHC and, should we be successful, award the contract to NHC. The grant request will total \$150,000.

Recommendation

That the Regional District of Kootenay Boundary Board of Directors provide a resolution in support of staff submitting a grant application for \$150,000 to conduct Flood and Geohazard Mapping for the Boundary Region to the UBCM Community emergency Preparedness Fund; and FURTHER should the grant application be successful, award the contract to Northwest Hydraulic Consultants (NHC).

**STAFF REPORT****Date:** January 25, 2021**File**

**To: Chair Diane Langman and
Members of the Regional District
Kootenay Boundary Board of
Directors**

From: Dan Derby, Regional Fire Chief

Re: Emergency Services Communication
(9-1-1) Agreement Contract
Extension

Issue Introduction

A staff report from Dan Derby, Regional Fire Chief regarding a one year contract extension for our emergency services communication (9-1-1) agreement between the Regional District of Central Okanagan (RDCO) and the Regional District Kootenay Boundary (RDKB).

History/Background Factors

In the fall of 2019 the RDKB Board agreed to a 14 month extension of our emergency services communication (9-1-1) agreement between the Regional District Central Okanagan and the Regional District Kootenay Boundary, this is a second one year contract extension.

The RDKB is one of nine regional districts that have formed a partnership for the provision of 9-1-1 Public Safety Answer Point (PSAP) services for our communities. The PSAP services are provided through a partnership agreement with the RDCO for the provision of primary 911 PSAP services to the RDKB through a third party agreement with E-Comm 9-1-1.

The agreement with E-Comm 9-1-1 expired December 31, 2020 and a contract extension has been agreed upon for twelve (12) months, to the end of 2021 with the same terms, conditions and cost allocation as the current contract. This contract extension is intended to provide E-COMM 9-1-1 the time it needs to confirm technological requirements and costs associated with the Next Generation

9-1-1 upgrades and negotiate a new five (5) year agreement with the RDCO prior to the end of 2021.

Base on assessment the estimated fees payable under the extension by the RDKB are consistent with the existing agreement as follows:

Year	2015	2016	2017	2018	2019	2020	2021
RDKB	\$60,521	\$63,534	\$66,412	\$69,419	\$74,408	\$61,005	\$65,993

As part of the contract extension a resolution of the board is required to add the RDCO as an "Associate Member" to the RDKB policy for liability insurance purposes.

Implications

It is important to note that the costs associated with Next Generation 9-1-1 upgrades that have been mandated by the Canadian Radio-television Telecommunications Commission could increase PSAP costs in our next contract.

Most 911 systems were originally built using analog phone technology. PSAP's are required to be upgraded to a digital or Internet Protocol (IP)-based 911 system, commonly referred to as Next Generation 911 by 2022. These dates continue to be effected by response to the pandemic.

The success and reliability of 9-1-1 will be greatly improved with the implementation of Next Generation 9-1-1, as it will enhance emergency number services to create a faster, more resilient system that allows voice, photos, videos and text messages to flow seamlessly from the public to the 9-1-1 network. Next Generation 9-1-1 will also improve PSAP ability to help manage call overload, natural disasters, and transferring of 9-1-1 calls and proper jurisdictional responses based on location tracking.

By adding the RDCO as an Associate member, if any claims were to arise from their services, it would be subject to the RDKB's \$10,000 deductible and could affect the RDKB's claims experience rating and future premiums. This is why we require a board resolution.

Advancement of Strategic Planning Goals

Exceptional Cost Effective and Efficient Services – Ensure responsible and proactive funding for core services.

Background Information Provided

- Emergency Services Communication (9-1-1) Agreement – Amendment No.2 (contract extension) – attached
- Emergency Services Communication (9-1-1) Agreement – attached
- MIA Service Provider Agreement (2019)

Alternatives

1. Approve the emergency services communication (9-1-1) agreement extension No. 2 between the Regional District Central Okanagan and the Regional District Kootenay Boundary.
Further authorize that the Municipal Insurance Association of British Columbia add the Regional District Central Okanagan as an "Associate Member" to the Regional District Kootenay Boundary's policy for liability insurance purposes.
2. Provide alternate direction to staff.

Recommendations

That the Regional District Kootenay Boundary Board of Directors approve the emergency services communication (9-1-1) agreement extension No. 2 for the term commencing January 1, 2021 and ending December 31, 2021 between the Regional District Central Okanagan and the Regional District Kootenay Boundary based on the estimated fees outlined within the agreement (\$65,993 in 2021). Further that the Regional District Kootenay Boundary Board authorizes the Municipal Insurance Association of British Columbia to add the Regional District Central Okanagan as an "Associate Member" to the Regional District Kootenay Boundary's policy for liability insurance purposes as set out in the Service Provider Agreement, related to the administration of the 9-1-1 Call Answer Centre Service Agreement and the Emergency Services Communication (9-1-1) Agreement – Amendment No.2.

9-1-1 Call Answering Service Agreement
A14-148 (Amendment No.2)

**EMERGENCY SERVICES COMMUNICATION (9-1-1) AGREEMENT –
AMENDMENT NO.2**

THIS AGREEMENT AMENDMENT NO.2 (the “Agreement Amendment”) is made as of the ____ day of January, 2021

BETWEEN:

REGIONAL DISTRICT OF CENTRAL OKANAGAN

(the “RDCO”)

AND:

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

(the “RDKB”)

WHEREAS:

- A. The RDCO and the RDKB entered into a 9-1-1 Call Answer Centre Service Agreement (reference number A14-148) dated July 1, 2014, as amended and extended by Amendment No.1 dated October 28, 2019 (the “Agreement”); and
- B. Pursuant to the Agreement, the parties have reached mutual agreement to extend the Agreement for a further term, as further provided for in this Agreement Amendment.

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the promises and of the sum of \$10 and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties covenant and agree as follows:

- 1.1** The Agreement is further extended for the term commencing January 1, 2021 and ending December 31, 2021 (the “Second Extension Term”).
- 1.2** During the Second Extension Term, the RDCO will negotiate in good faith the terms of a new *E-Comm Contract* with *E-Comm*, for provision of a new 9-1-1 call answer centre service contract for all *Regional District Partners*.
- 1.3** The Agreement is amended by deleting *Appendix B - Fees, Invoices & Payments* in its entirety, and replacing it with *Appendix B – Fees, Invoices & Payments (Revised in Amendment No.2)*, attached hereto.
- 1.4** The terms of this Agreement Amendment are expressly made part of the Agreement to the same extent as if incorporated therein, and both the RDCO and the RDKB agree that all agreements, covenants, conditions, and provisos contained in the Agreement, except as amended or altered by this Agreement Amendment, shall be and remain unaltered and in full force and effect during the Second Extension Term. The RDCO and the RDKB both acknowledge and agree to perform and observe, respectively, the obligations of the RDCO and the RDKB under the Agreement as extended and modified hereby. The RDCO and the RDKB hereby confirm and ratify the Agreement as hereby extended and amended.
- 1.5** All terms capitalized herein and not otherwise defined in this Agreement Amendment shall have the same meaning as the Agreement.
- 1.6** The provisions of this Agreement Amendment shall enure to the benefit of and be binding upon the parties’ respective successors and permitted assigns.

IN WITNESS WHEREOF this Agreement Amendment has been executed and delivered by the parties as of the day and year first above written.

**REGIONAL DISTRICT OF CENTRAL
OKANAGAN**

Per: _____

Name:

Title:

Per: _____

Name:

Title:

**REGIONAL DISTRICT OF KOOTENAY
BOUNDARY**

Per: _____

Name:

Title:

Per: _____

Name:

Title:

**APPENDIX B
FEES, INVOICES & PAYMENTS (REVISED IN AMENDMENT NO.2)**

D1 9-1-1 Fees.

Pursuant to Section 4.1, the 9-1-1 fees payable by RDKB to RDCO are to be the RDKB's Apportionment (as per the definition under D.1.1) of the sum of the budgeted annual cost calculated each year for:

- a) the "Total Annual Estimated Cost" as budgeted each year (except for the "Capital / Equipment Upgrade Cost in Year 1"*) detailed in D1.2 E-Comm Contract Pricing herein;
- b) the Operating Contingency for the E-Comm Contract, as per D1.3 Operating Contingency herein;
- c) the "Total RDCO Direct Costs", as per D1.4 RDCO Direct Costs herein; and
- d) the Administration Overhead charge, as per D1.5 herein.

*Note: The Capital / Equipment Upgrade Costs for Year 1 detailed in D1.2 E-Comm Contract Pricing will be paid from existing Capital Reserve Funds which the parties along with all Regional District Partners currently hold.

Using the methodology described above, upon the date of execution of this agreement, the estimated 9-1-1 Fees payable by RDKB to RDCO in each calendar year are as follows:

	2015	2016	2017	2018	2019	2020	2021
Regional District of							
Kootenay Boundary	\$ 60,521	\$ 63,534	\$ 66,412	\$ 69,419	\$ 74,408	\$ 61,005	\$ 65,993

Note: the actual amounts will be calculated each year.

D1.1 Cost Apportionment

The parties hereby agree that all costs outlined in D1.2 to D1.5 herein shall be shared by all the Regional District Partners, pro rata, in proportions equivalent to the percentage that each Regional District Partner's respective converted assessed value of improvements for hospital purposes using the annual completed assessment roll, bears to the total converted assessed value of improvements of all Regional District Partners (the "Apportionment").

These proportions shall be determined on an annual basis, on or before March 1st in each year of this Agreement and shall apply to the current calendar year.

D1.2 E-Comm Contract Pricing

a) Original Term Pricing:

	A	B	C	D	E
	Contract Year	Project Management Costs	Capital / Equipment Upgrade Costs	Operating Costs	Total Annual Estimated Cost (Sum of Columns B, C, D)
1	Year 1 (Nov 18, 2014 - Nov 17, 2015)	\$ 50,000	\$ 287,870	\$ 865,140	\$ 1,203,010
2	Year 2 (Nov 18, 2015 - Nov 17, 2016)	\$ -	\$ 19,190	\$ 908,540	\$ 927,730
3	Year 3 (Nov 18, 2016 - Nov 17, 2017)	\$ -	\$ 19,190	\$ 953,760	\$ 972,950
4	Year 4 (Nov 18, 2017 - Nov 17, 2018)	\$ -	\$ 19,190	\$ 1,001,040	\$ 1,020,230
5	Year 5 (Nov 18, 2018 - Nov 17, 2019)	\$ -	\$ 19,190	\$ 1,050,000	\$ 1,069,190
6	Total Contract Price over 5 Year Term (Sum of rows E1, E2, E3, E4, E5)				\$ 5,193,110

b) Extension Term Pricing:

	A	B	C	D	E
	Contract Year	Project Management Costs	Capital / Equipment Upgrade Costs	Operating Costs	Total Annual Estimated Cost (Sum of Columns B, C, D)

1st Extension Term:

Nov 18, 2019 - Dec 31, 2019	\$ -	\$ 2,239	\$ 116,548	\$ 118,787
Jan 1, 2020 - Dec 31, 2020	\$ -	\$ 19,190	\$ 1,028,949	\$ 1,048,139
			Total	\$ 1,166,926

2nd Extension Term:

Jan 1, 2021 - Dec 31, 2021	\$ -	\$ 19,190	\$ 1,075,250	\$ 1,094,440
			Total	\$ 1,094,440

Notes:

* E-Comm operates under a cost-recovery model which is based on budgeted costs.
Assumptions with respect to the above costs have been included below.

- (a) % targeted average service 95%/5 seconds for 9-1-1 Call Answer.
- (b) 1st Extension estimates based on the 2019 Budget Approved by the E-Comm Board of Directors.
2nd Extension estimates for January 1, 2021 - December 31, 2021.
- The 2021 Budget increase of 4.5% was approved by the E-Comm Board of Directors on November 26, 2020.
- (c) **Excluded costs:**
- Next generation 9-1-1 (NG911) costs are excluded
- Technology life cycle replacement costs are excluded (the District had chosen to pay for initial capital and implementation costs upfront). Refer to contract for additional details on "additional services" (ex. NG911) and/or changes.
- (d) The above estimated rates are based on the District's metrics as follows:
- For the 2018 calendar year: 260,135 inbound 911 calls were received
- For the 2019 calendar year: 271,498 inbound 911 calls were received
- Should the District's metrics increase by 3% or more over the prior year, or term of the agreement, the 9-1-1 Call Taking Fee may be subject to increases higher than the rates for 2021 noted above.
- The above assumes that all abandoned 9-1-1 calls will be down-streamed to the Police of Jurisdiction for call-back, investigation and any additional further action, consistent with the standard practice established for the regional districts and other communities that we currently provide PSAP services to.
- (e) Billing will be based on the estimated call volume; call volumes will be reviewed and assessed annually, in arrears, for staffing and service level impacts. Future year estimates and billings may be adjusted subject to the above.
- (f) Costs for the language translation services included from a third party provider will be billed back to the regional district.

D1.3 Operating Contingency

For each Contract Year noted in the E-Comm Contract Pricing under D1.2, the RDCO shall budget \$50,000 to specifically cover potential changes to the E-Comm Contract Pricing annual estimated costs, as per the notes under the E-Comm Contract Pricing in D.12.

D1.4 RDCO Direct Costs

In each calendar year, the RDCO Direct Costs are estimated to be as per the table below. (Note: these are estimates only, and actual costs incurred will be shared as per D1.1):

	2019	2020	2021
Salaries - Full Time	29,871	30,468	31,157
Payroll Overhead	8,065	8,226	8,412
Travel	2,250	2,295	2,250
Meetings / Communication/Education	1,500	1,530	1,500
Telephone	1,000	1,020	1,000
Insurance	8,116	8,278	10,500
Office Supplies	400	408	400
Technology/Upgrades			150,000
Legal	2,000	2,040	2,000
Consulting			10,000
Total RDCO Direct Costs (\$):	53,202	54,265	217,219

Note: Any surplus/deficit will be carried forward to the next year's budget. Any future surpluses may be put into an operating reserve or used to reduce the requisition for the following year.

D1.5 Administration Overhead

An administration overhead charge in accordance with the RDCO Administration Overhead Policy 7.19, to be calculated each year, will be applied to all costs in D1.2 to D1.4 above. In 2020, that % was 9.67%.

D2 Other Fees.

The following are not included in the 9-1-1 Fees detailed in D1, and will be extra fees payable upon consultation between the parties: (admin charges will also apply):

- Other potential fee, which are not definable and /or could become payable during the term
- Fees for Material Compliance change, as per section 4.2 of the E-Comm Contract
- Next Generation N911 costs
- Additional 9-1-1 Services, where it expressly states and additional cost may be charged, as per Schedule B of the E-Comm Contract
- Any costs associated with early termination, as per section 7.
- Staffing for a Planned Major Event, as per Schedule B (e) of the E-Comm Contract.

D3 Payment Terms.

Fees for each contract year shall be requisitioned in April and payment received no later than August 31st of that year.



SERVICE PROVIDER AGREEMENT

This Service Provider Agreement (the “Agreement”) is made and entered into this ____ day of _____, _____ by and in between _____ (the “Local Government”) and _____ (the “Service Provider”).

The Service Provider agrees to provide the following services for or on behalf of the Local Government:

- ☐ The Service Provider has not caused or contributed to any insured or uninsured losses in the past 5 years.
- ☐ The term of the Agreement is from the ____ day of _____, _____ and the ____ day of _____, _____.
- ☐ The term of the Agreement is perpetual commencing the ____ day of _____, _____.
- ☐ As the Service Provider may attract errors and omissions claims, the Local Government agrees to maintain commercial general liability coverage from the MIABC beyond the termination of the Agreement, specifically until the ____ day of _____, _____.

While providing the agreed service, the Service Provider agrees to comply with: all applicable laws, rules and regulations; the practices, procedures and policies of the Local Government; and any special instructions given to the Service Provider by representative(s) of the Local Government. By entering into this agreement, the Service Provider confirms they have the necessary training, experience and knowledge to provide the services as set out above.

The Local Government agrees to obtain commercial general liability and errors and omissions insurance coverage from the Municipal Insurance Association of British Columbia (MIABC) naming the Service Provider as an Additional Named Insured entitled to full coverage in the amount of \$5,000,000 with

respect to third party liability claims arising from the provision of the agreed service. The Service Provider agrees to carry its own statutory worker's compensation insurance and automobile liability insurance, if appropriate.

The Service Provider agrees to indemnify, defend and hold harmless the Local Government, its agents, servants, employees, trustees, officers and representatives from any liability, loss or damage which the Local Government may suffer as a result of any claims, demands, costs, actions, causes of actions, or judgments, including legal fees, asserted against or incurred by the Local Government arising out of, during, or as a result of the provision of services outlined in the Agreement except such liability, loss, or damage which is the result of, or arising out of, the sole negligence of the Local Government or that is covered by the MIABC liability insurance policy.

- ☐ The Local Government agrees to be responsible for any and all deductible amounts including any claim expenses incurred and policy premium payments.
- ☐ The Service Provider agrees to be responsible for any and all deductible amounts including any claim expenses incurred and policy premium payments.

The Local Government reserves the right to terminate this Agreement and the associated commercial general liability insurance coverage provided to the Service Provider by the MIABC at any time upon written notification to the Service Provider of the termination.

ON BEHALF OF <LOCAL GOVERNMENT>

Name:

Title:

Signature:

Date:

ON BEHALF OF <SERVICE PROVIDER>

Name:

Title:

Signature:

Date:

9-1-1 Call Answering Service Agreement
A14-148

EMERGENCY SERVICES COMMUNICATION (9-1-1) AGREEMENT

THIS AGREEMENT is made effective July 1st, 2014

BETWEEN:

REGIONAL DISTRICT OF CENTRAL OKANAGAN
1450 KLO Road
Kelowna, British Columbia
V1W 3Z4
(the "RDCO")

AND:

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
202-843 Rossland Avenue
Trail, British Columbia
V1R 4S8
(the "RDKB")

WHEREAS:

- A. The RDKB and TELUS Communications Inc. ("Telus") entered into an "Agreement to Provide Provincial 9-1-1 Service" on March 10, 2003;
- B. Upon execution of this Agreement and the other Agreements listed in Recital C, the RDCO will enter into a 9-1-1 Call Answer Centre Service Contract with E-Comm Emergency Communications for Southwest British Columbia Incorporated ("E-Comm") for the provision of Call Answer Services and Additional 9-1-1 Services by E-Comm to the RDCO and the Regional District Partners (as defined in Recital C) and a copy of that Contract is attached to this Agreement as Appendix A (in this Agreement, that Contract, as amended from time to time, is referred to as the "E-Comm Contract");
- C. The RDCO is entering into this same Emergency Services Communication (9-1-1) Agreement with each of the Regional District of Okanagan-Similkameen, the Regional District of North Okanagan, the Regional District of Kootenay Boundary, the Regional District of Central Kootenay, the Regional District of East Kootenay, Columbia Shuswap Regional District, Thompson Nicola Regional District, and the Squamish Lillooet Regional District (North) (the "Regional District Partners"), under which the RDCO will enter into the contract detailed under Recital B to provide Call Answer services and Additional 9-1-1 Services, for the RDCO and all Regional District Partners.
- D. The parties wish to enter into this Agreement to set forth the terms and conditions by which the RDCO will engage E-Comm under the E-Comm Contract to provide Call Answer services and Additional 9-1-1 Services to RDKB and RDKB will pay to RDCO a share of the fees payable to E-Comm under the E-Comm Contract and an administration fee and other amounts to RDCO.

9-1-1 Call Answering Service Agreement
A14-148

- E. The parties hereby agree that the Contract for Enhanced 9-1-1 Emergency Telephone Number Service between RDCO and RDKB, dated January 1st 2010, (which via Amendment No.2 to that contract was due to expire on December 31st, 2014), will terminate upon commencement of the Term of this Agreement defined in section 7 hereto.

NOW THEREFORE THIS AGREEMENT WITNESSES that, in consideration of the mutual covenants and agreements set forth in this Agreement and for other good and valuable consideration (the receipt and sufficiency of which are hereby acknowledged by each of the parties), the parties hereby agree as follows:

9-1-1 Call Answering Service Agreement
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1. INTERPRETATION:

1.1 Defined Terms. In this Agreement:

- a) "Additional 9-1-1 Services" means the functions described in Schedule "B" of the E-Comm Contract hereto;
- b) "Call Answer" means the process of answering 9-1-1 calls, determining the type of emergency required, and directing the call to an Emergency Response Agency;
- c) "Call Answer Centre" means the communications facility operated by E-Comm, 24 hours a day, 365 days a year, and directing the call to an Emergency Response Agency.
- d) "9-1-1 Agreements" means the separate agreements between Telus and each of the RDCO and the Regional District of Okanagan-Similkameen, the Regional District of North Okanagan, the Regional District of Kootenay Boundary, the Regional District of Central Kootenay, the Regional District of East Kootenay, Columbia Shuswap Regional District, Thompson Nicola Regional District, and the Squamish Lillooet Regional District (North), under which Telus provides Provincial 9-1-1 Service to each of the said Regional District Partners, as listed in Schedule "F" of the E-Comm Contract.
- e) "ERA" or "Emergency Response Agency" means the communications centre to which 9-1-1 calls are transferred from the Call Answer Centre and which is the agency responsible for dispatching emergency medical, fire or law enforcement personnel;
- f) "Serving Area" means the geographic area of the RDKB; and
- g) "Term" has the meaning set out in Section 7.1 hereof.

2. E-COMM SERVICE CONTRACT :

2.1 E-COMM Service Contract. The RDCO will enter into and administer the E-Comm Contract pursuant to which E-Comm will, in accordance with the terms and conditions of the E-Comm Contract:

- a) provide Call Answer services to the RDKB throughout and for the benefit of the Serving Area in accordance with the terms of this Agreement and any relevant terms of the 9-1-1 Agreements.
- b) Provide Additional 9-1-1 Services to the RDKB in accordance with the terms of the E-Comm Contract; and
- c) Recommend to the RDKB optional services that could be provided under this Agreement at additional cost to the RDKB at the discretion of the RDKB, along with a reasonable estimate of the annual incremental cost of such services.

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3. E-COMM PAYMENT:

- 3.1 RDCO will pay E-Comm. RDCO will pay to E-Comm all fees and other amounts from time to time payable by RDCO pursuant to the E-Comm Contract in accordance with the terms and conditions of the E-Comm Contract.

4. RDKB PAYMENTS:

- 4.1 9-1-1 Fees. For each year of the Term the RDKB will pay to RDCO the amounts set out in Appendix B to this Agreement, in the manner and at the time specified in Appendix B.
- 4.2 9-1-1 Fee Adjustments. Should any of the Regional District Partners participating in this service terminate this Agreement before the completion of the full term, the RDKB acknowledges that fees payable to E-Comm under the E-Comm Contract may have to be revised to reflect the lower call volume and increased costs to the remaining Regional District Partners, with corresponding adjustment to the fees payable by the RDKB to the RDCO under Appendix B.

5. TELUS:

- 5.1 E-Comm Authority to Deal with Telus. Subject to the prior approval of Telus, the RDKB hereby agrees that the RDCO's service provider E-Comm may contact and deal directly with Telus with respect to those matters listed in Schedule A to the E-Comm Contract.
- 5.2 Communication of Authority. Immediately after its execution of this Agreement, the RDKB will deliver to Telus written confirmation of the authority granted to RDCO's service provide E-Comm, pursuant to section 5.1 in relation to the 9-1-1 Agreement between RDKB and Telus.

6. ADDITIONAL 9-1-1 SERVICES:

- 6.1 Scope. If with the agreement of RDKB, E-Comm is requested to provide any Additional 9-1-1 Services (other than an Additional 9-1-1 Service listed in Schedule "B" to the E-Comm Contract as of the date of that Contract's execution, unless Schedule "B" expressly refers to the fact that an additional cost may be charged to the RDKB for that Additional 9-1-1 Service) then the RDKB will pay additional charges for such services at such rates as the parties may agree in writing.

7. TERM AND RENEWAL:

- 7.1 Term. Subject to Section 7.2, the term of this Agreement (the "Term") will commence on November 18, 2014 and shall terminate on November 17, 2019.
- 7.2 Extension. The parties may, upon mutual agreement, extend the Term of this Agreement for five (5) additional years provided all Regional District Partners and the RDCO have agreed to extend all of the agreements referred to in Recital C, and the RDCO and E-Comm have agreed to extend the E-Comm Contract, at least one (1) year prior to the end of the Term in section 7.1. The extension term will be on the same terms and conditions contained in this Agreement with the exception of the payments by RDKB detailed in Section 4.

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7.3 Early Termination.

- (a) During the Term, either party will have the right to terminate this Agreement by giving not less than 18 months' written notice to the other party.
- (b) This Agreement will automatically terminate in the event that the E-Comm Contract is terminated for any reason (including if the RDCO terminates the E-Comm Contract). The RDCO will provide to the RDKB a copy of any notice of termination under the E-Comm Contract within 10 days of receiving or delivering such notice from or to E-Comm as the case may be.
- (c) RDCO will have the right to terminate this Agreement by giving not less than 90 days' written notice to the RDKB in the event that the RDKB fails to pay the 9-1-1 Fees described in accordance with Schedule B and the RDKB does not pay such amount within 14 days following notice from RDCO.

7.4 Obligations Upon Termination. In addition to any other obligations of the RDKB upon termination specified in or required under this Agreement, the following provisions apply upon any termination of this Agreement :

- (a) Within 14 days after the effective date of termination, the RDKB will pay to the RDCO all amounts owing under this Agreement for the period up to and including the effective date of termination.
- (b) The RDKB will pay to the RDCO its portion, according to the portions defined in Appendix B, of the reasonable costs incurred by E-Comm in developing and implementing the plan contemplated by Section 7.4(b) of the E-Comm Contract and, if applicable, in winding down costs as contemplated by section 7.4(c) of the E-Comm Contract.

8. INDEMNIFICATION AND INSURANCE

8.1 Acknowledgements Respecting RDCO Function. The RDKB acknowledges and agrees with the RDCO that:

- (a) the RDCO has, at the request of RDKB and the other Regional District Partners, engaged E-Comm to perform the services under the E-Comm Contract for the benefit of RDKB, RDCO and the rest of the Regional District Partners and that aside from entering into and administering the E-Comm Contract, the RDCO is not providing any services to the RDKB or the other Regional District Partners;
- (b) given the circumstances set out in paragraph (a) of this section but subject to RDCO's obligation to indemnify the RDKB under section 8.2(a), the RDCO shall have no liability to the RDKB in respect the provision of the services under the E-Comm Contract and the RDKB hereby releases the RDCO from all liability to the RDKB in connection with the provision of such services, including, without limiting the foregoing, where in any way arising from, connected with or attributable to any acts or omissions, negligent, willful or otherwise, of E-Comm or any of its directors, officers, shareholders, employees, contractors or agents and the RDKB hereby releases the RDCO in respect of such liability;

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- (c) pursuant to the provisions of the *Emergency Communications Corporations Act*, E-Comm and certain other persons in relation to E-Comm have immunity from certain legal action in relation to the provision of or failure to provide emergency communications services; and
- (d) the liability of E-Comm (and its directors, officers, shareholders, employees and agents) to the RDCO in connection the provision of services under the E-Comm Contract is limited pursuant to the terms of the E-Comm Contract.

8.2 Indemnities.

- (a) The RDCO shall indemnify and save harmless the RDKB from and against any and all manner of actions, causes of action, proceedings, claims, debts, suits, losses, liabilities, costs, demands and expenses whatsoever in any way arising from, connected with or attributable to Call Answer services provided for 9-1-1 calls that originate within the boundaries of the RDCO.
- (b) The RDKB shall indemnify and save harmless the RDCO from and against any and all manner of actions, causes of action, proceedings, claims, debts, suits, losses, liabilities, costs, demands and expenses whatsoever in any way arising from, connected with or attributable to Call Answer services provided for 9-1-1 calls that originate within the RDKB's Serving Area, including, for clarity and without limiting the foregoing, where arising from, connected with or attributable to, in whole or in part, any act or omission, negligent, willful or otherwise, of E-Comm or any of its directors, officers, shareholders, employees, contractors or agents.
- (c) Notwithstanding paragraph (b) of this section, if, in the event of a specific action, cause of action, proceeding, claim, debt, suit, loss, liability, cost, demand or expense (in this section, a "Matter"), E-Comm would be required pursuant to section 3.6 of the E-Comm Contract to indemnify the RDCO for RDCO liability, costs or expenses in relation to the Matter and the RDCO would, but for this paragraph (c), also be entitled to be indemnified in respect of such liability, cost or expense by the RDKB pursuant to paragraph (b) of this section, the amount for which the RDKB is required to indemnify the RDCO under paragraph (b) in respect of such liability shall be reduced by the amount that E-Comm is required to indemnify the RDCO in respect of such liability under section 3.6 of the E-Comm Contract. For clarity, the intent of this paragraph (c) is to provide that where, but for this paragraph, the RDCO would have overlapping indemnity coverage, the RDKB indemnity shall operate so as to not to provide indemnity coverage to the extent of such overlap, but only to that extent.

8.3 Insurance.

The parties agree to each obtain and maintain a comprehensive general liability insurance policy against claims for bodily injury, including death, property damage or other loss arising out of the operation of the Call Answer service. All Regional District Partners are to be included as additional insureds on all policies. Each policy shall be written on a comprehensive basis with inclusive limits of no less than \$5,000,000 per occurrence or such higher limit as the parties may agree from time to time. If this Agreement is terminated prior to the expiration of the Term, the

9-1-1 Call Answering Service Agreement
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parties agree to maintain the respective policies for two (2) years after the date of such termination.

9. CONFIDENTIAL INFORMATION:

- 9.1 Access to Information Requests and Protection of Privacy. The RDCO and RDKB acknowledge and agree that the printed, electronic, and other records produced and maintained by E-Comm, for the purpose of, or in connection with, the provision of the services provided under the E-Comm Contract are records that for the purpose of the Freedom of Information and Protection of Privacy Act (B.C.) ("FIPPA") are in the custody and under control of the RDCO and/or one or more of the Regional District Partners, depending on the place of origin of the 9-1-1 call to which the record relates, and that the RDKB shall be responsible to process any request for access to those records under FIPPA that are received from third parties by the RDCO or E-Comm if where the place of origin of the 9-1-1 call to which the record relates is located within the boundaries of the RDKB. The RDCO and RDKB will comply with all federal and provincial legislation applicable with respect to the protection of privacy as is in effect from time to time, including without limitation the provision of the Emergency Communication Corporations Act (B.C.), and FIPPA. Without limiting the foregoing, the RDKB and the RDCO both acknowledge and agree that the records referred to in this section 8.3 include personal information (as defined in FIPPA) and that such personal information shall be collected, maintained, used and disclosed only as permitted by and in accordance with the provisions of FIPPA.

10. DISPUTE RESOLUTION:

- 10.1 Should there be a disagreement or dispute between the parties hereto with respect to this Agreement or the interpretation thereof, the same shall be referred to a single arbitrator pursuant to the Arbitration Act [R.S.B.C. 1996] chapter 55, the costs of which shall be borne equally by the parties hereto and the determination of the arbitrator shall be final and binding upon the parties.

11. GENERAL PROVISIONS:

- 11.1 No Third Party Beneficiaries. Nothing contained in this Agreement will create a duty or liability on the part of the RDCO, the RDKB or their respective employees or agents, to any member of the public and there are no third party beneficiaries to this Agreement.
- 11.2 Assignment. Neither party will have the right to assign, transfer (whether directly or indirectly by way of a change of control) or otherwise dispose of any of its interest in all or any part of the Agreement, whether gratuitously or for consideration, without the prior written consent of the other party.
- 11.3 Notices. Any notice required pursuant to this Agreement will be in writing and delivered personally, by courier or sent by registered mail (with proper postage) to the addresses listed hereafter. In the event of a strike or other disruption of postal service, delivery personally or by courier only will be effective.

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A. The RDCO.

Manager of Corporate Services
Regional District of Central Okanagan
1450 KLO Road
Kelowna, B.C. V1W 3Z4

Phone: (250) 763-4918
Fax: (250) 763-0606

B. The RDKB

Chief Administrative Officer
Regional District of Kootenay Boundary
202-843 Rossland Ave
Trail, B.C. V1R 4S8

Phone: (250) 368-9148
Fax: (250) 368-3990

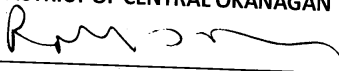
Or to such other address or contact person as either party may indicated in writing to the other.

- 11.4 Benefit. This Agreement will enure to the benefit of and be binding upon the parties and their respective successors and assigns.
- 11.5 Entire Agreement. This Agreement constitutes the entire agreement of the parties relating to the Call Answer Centre, the Call Answer services and the Additional 9-1-1 Services and supersedes any previous agreement between the parties, whether written or verbal.
- 11.6 Severability. If any provision of this Agreement is held to be unenforceable, then such provision will be severed from this Agreement and the remaining provisions will remain in full force and effect. The parties will in good faith negotiate a mutually acceptable and enforceable substitute for the unenforceable provision, which substitute will be as consistent as possible with the original intent of the parties.
- 11.7 Waiver. The failure of either party to require the performance of any obligation hereunder, or the waiver of any obligation in a specific instance, will not be interpreted as a general waiver of any of the obligations hereunder, which will remain in full force and effect.
- 11.8 Relationship of Parties. This Agreement will not create nor will it be interpreted as creating any association, partnership or agency relationship between the parties.
- 11.9 Governing Law. This Agreement will be governed by the laws of British Columbia and the laws of Canada applicable therein. The parties attorn to the exclusive jurisdiction of the courts of British Columbia.
- 11.10 Counterparts. This Agreement may be executed in counterpart, both of which together will constitute one and the same instrument, and either party may deliver its counterpart page by facsimile transmission.
- 11.11 Termination of Regional District Partner Agreements. Notwithstanding any other provision of this Agreement, in the event any of the other Regional District Partners described in Recital C terminate their 9-1-1 Agreements with the RDCO or Telus (or an affiliate, successor or assign of Telus) or have such 9-1-1 Agreements terminated, then the RDCO will be entitled to terminate the E-Comm Contract or enter into good faith negotiations with RDKB to review the pricing and adjust the 911 Fees accordingly in order to fairly and reasonably reflect the reduction in the level of services provided under the E-Comm Contract.

9-1-1 Call Answering Service Agreement
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IN WITNESS WHEREOF the parties have executed this Agreement as of the date first set forth on page one.

REGIONAL DISTRICT OF CENTRAL OKANAGAN

Signature: 

Name: ROBERT HOBSON
CHAIR

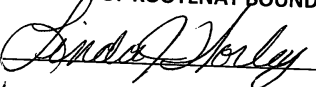
Title: _____

Signature: 

Name: MARILYN RILKOFF
DEPUTY CHIEF ADMINISTRATIVE OFFICER
REGIONAL DISTRICT OF CENTRAL OKANAGAN

Date: July 8, 2014

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Signature: 

Name: Linda Worley

Title: Vice Chair

Signature: 

Name: John M. MacLean

Title: CAO

Date: June 30, 2014

9-1-1 Call Answering Service Agreement
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**APPENDIX A
COPY OF ECOMM SERVICE CONTRACT**

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APPENDIX A – "E-COMM CONTRACT"

9-1-1 CALL ANSWER CENTRE SERVICE CONTRACT

THIS AGREEMENT is made effective _____, 2014

BETWEEN:

REGIONAL DISTRICT OF CENTRAL OKANAGAN

(the "District")

AND:

E-COMM EMERGENCY COMMUNICATIONS FOR SOUTHWEST BRITISH COLUMBIA INCORPORATED

("E-Comm")

WHEREAS:

- A. The District and TELUS Communications Inc. ("Telus") entered into an "Agreement to Provide Provincial 9-1-1 Service";
- B. The District has entered into Emergency Services Communication (9-1-1) Agreements with each of the Regional District of Central Okanagan, the Regional District of Okanagan-Similkameen, the Regional District of North Okanagan, the Regional District of Kootenay Boundary, the Regional District of Central Kootenay, the Regional District of East Kootenay, Columbia Shuswap Regional District, Thompson Nicola Regional District, and the Squamish Lillooet Regional District (North), under which the District provides emergency communications services, including primary safety answering point services provided from the 9-1-1 Operational Communications Centre located in Kelowna. The District administers the general operations of the Communications Centre in partnership with the Royal Canadian Mounted Police (RCMP);
- C. The RCMP has functioned as the Call Answer Centre for the purposes of the 9-1-1 Agreement between the District and Telus, and under the Emergency Services Communication (9-1-1) Agreements referred to in Recital B, has also functioned as the Call Answer Centre for each of the Regional District of Central Okanagan, the Regional District of Okanagan-Similkameen, the Regional District of North Okanagan, the Regional District of Kootenay Boundary, the Regional District of Central Kootenay, the Regional District of East Kootenay, Columbia Shuswap Regional District, Thompson Nicola Regional District, and the Squamish Lillooet Regional District (North);
- D. The parties wish to enter into this Agreement to set forth the terms and conditions by which E-Comm will provide Call Answer services and Additional 9-1-1 Services (as defined in Schedule "B") to the District, and through the District to each of the Regional District of Central Okanagan, the Regional District of Okanagan-Similkameen, the Regional District of North Okanagan, the Regional District of Kootenay Boundary, the Regional District of Central Kootenay, the Regional District of East Kootenay, Columbia Shuswap Regional District, Thompson Nicola Regional District, and the Squamish Lillooet Regional District (North);

NOW THEREFORE THIS AGREEMENT WITNESSES that, in consideration of the mutual covenants and agreements set forth in this Agreement and for other good and valuable consideration (the receipt and sufficiency of which are hereby acknowledged by each of the parties), the parties hereby agree as follows:

APPENDIX A – "E-COMM CONTRACT"

1. **INTERPRETATION**1.1 **Defined Terms.** In this Agreement:

- (a) **"95/5 Service Level"** has the meaning set out in Section 3.2(a) hereof;
- (b) **"Additional 9-1-1 Services"** means the functions described in Schedule "B" hereto;
- (c) **"9-1-1 Call Taking Fee"** has the meaning set out in Schedule "D" hereto;
- (d) **"Call Answer"** means the process of answering 9-1-1 calls, determining the type of emergency service required, and directing the call to an Emergency Response Agency;
- (e) **"Call Answer Centre"** means the communications facility operated by E-Comm 24 hours a day, 365 days a year, that provides Call Answer services;
- (f) **"9-1-1 Agreements"** means the separate Agreements between Telus and each of the District, the Regional District of Central Okanagan, the Regional District of Okanagan-Similkameen, the Regional District of North Okanagan, the Regional District of Kootenay Boundary, the Regional District of Central Kootenay, the Regional District of East Kootenay, Columbia Shuswap Regional District, Thompson Nicola Regional District, and the Squamish Lillooet Regional District (North), under which Telus provides Provincial 9-1-1 Service to each of the said regional districts, as listed in Schedule "F" to this Agreement;
- (g) **"9-1-1 Operations Manual"** means the manual maintained by E-Comm with respect to Call Answer Centre operations;
- (h) **"ERA" or "Emergency Response Agency"** means the communication centre to which 9-1-1 calls are transferred from the Call Answer Centre and which is the agency responsible for dispatching emergency medical, fire or law enforcement personnel;
- (i) **"Force Majeure Event"** has the meaning set out in Section 3.2(g) hereof;
- (j) **"Material Call Volume Increase"** has the meaning set out in Section 3.2(c) hereof;
- (k) **"Material Call Volume Increase Notice"** has the meaning set out in Section 3.2(c) hereof;
- (l) **"Material Compliance Change"** means a change to operations of E-Comm in connection with the services described in 2.1(a) and (b) hereof which are required or mandated by a change in applicable law or order of a court, board, regulator or tribunal of competent jurisdiction during the Term hereof, which are of general application to emergency communications corporations or public service answer points, and which results in a material change to E-Comm operations in fulfillment of this agreement;
- (m) **"Service"** means the enhanced 9-1-1 emergency telephone system service of the District;
- (n) **"Serving Area"** means the portion of the geographic area of the District and the geographic areas of the other Regional Districts listed in Schedule "E" hereto; and

APPENDIX A – "E-COMM CONTRACT"

- (o) "Term" has the meaning set out in Section 7.1 hereof.

2. CONTRACT FOR SERVICES

- 2.1 Contract for Services. The District and E-Comm hereby enter into a contract for services under which E-Comm will:

- (a) provide Call Answer services to the District throughout and for the benefit of the Serving Area in accordance with the terms of this Agreement and any relevant terms of the 9-1-1 Agreements;
- (b) provide Additional 9-1-1 Services to the District in accordance with the terms of this Agreement and any relevant terms of the 9-1-1 Agreements; and
- (c) recommend to the District optional services that could be provided by E-Comm under this Agreement at additional cost to the District at the discretion of the District, along with a reasonable estimate of the annual incremental cost of such services.

3. E-COMM RESPONSIBILITIES

- 3.1 E-Comm Responsibilities. E-Comm will, in addition to its other obligations and responsibilities under this Agreement, provide personnel and a workplace to operate the Call Answer Centre to the extent and at the 95/5 Service Level (as defined in Section 3.2) in order to:

- (a) answer 9-1-1 calls received at the Call Answer Centre;
- (b) determine to which ERA each 9-1-1 call is to be transferred; and
- (c) transfer the 9-1-1 call to the appropriate ERA.

3.2 Service Level.

- (a) Subject to the terms of this Agreement, E-Comm will provide a level of Call Answer service in the Serving Area such that at least 95% of all 9-1-1 calls originating within the Serving Area and received on the primary enhanced 9-1-1 answering service at the Call Answer Centre are answered by a Call Answer Centre operator within five (5) seconds after the time that the call is received by the Call Answer Centre and before being redirected to a recorded answering service (the "95/5 Service Level"). The 95/5 Service Level will be measured on a quarterly basis during the Term. E-Comm is only required to achieve a 95/5 Service Level if the equipment and systems supplied by Telus are reasonably capable of reaching such a level of service and if the response or lack of response of the ERAs, including any ERA located within or contracted through E-Comm, does not impede or interfere with the function of the primary enhanced 9-1-1 answering service.
- (b) If E-Comm determines that either: (i) the equipment and systems used by one or more ERAs or (ii) the level of service by, or response or lack of response of, one or more ERAs impedes or interferes with the function of the primary enhanced 9-1-1 answering service, or impairs the ability of E-Comm to achieve the 95/5 Service Level, then E-Comm will provide the District with prompt notice thereof.
- (c) E-Comm will not be required to achieve or maintain a 95/5 Service Level if, in any six (6) month period during a calendar year, the number of 9-1-1 calls received at

APPENDIX A – “E-COMM CONTRACT”

the Call Answer Centre from the Serving Area increases by more than 5% over the greater of (i) the annual call volume of 9-1-1 calls from the Serving Area for the preceding calendar year or (ii) the 2013 annual call volume for the Serving Area of 230,000 9-1-1 calls inflated and compounded by 2% for each subsequent year (a “**Material Call Volume Increase**”). Upon identifying that a Material Call Volume Increase will not enable E-Comm to meet the 95/5 Service Level, E-Comm will give written notice (a “**Material Call Volume Increase Notice**”) to the District:

- (i) stating that there has been a Material Call Volume Increase, including the number of 9-1-1 calls fanning part of such increase;
 - (ii) the estimated level of Call Answer service that E-Comm is able to provide as a result of the Material Call Volume Increase; and
 - (iii) the estimated period of time that such other level of Call Answer service will remain in effect.
- (d) Any Material Call Volume Increase Notice delivered under Section 3.2(c) will remain in effect until the earlier of (i) 11:59 p.m. on December 31 in the year such notice was delivered and (ii) the date of written notice from E-Comm to the District that it is again able to achieve a 95/5 Service Level.
- (e) E-Comm will provide the District with quarterly reports regarding its service level commitments under this Agreement, substantially in the forms attached as Schedule C hereto.
- (f) E-Comm will ensure that the Call Answer services provided by it under this Agreement meet the quality standards generally accepted in North America for such services, except that if there is any conflict with or inconsistency between such generally accepted quality standards and the terms of this Agreement, including the 95/5 Service Level, then the terms of this Agreement will prevail to the extent of such conflict or inconsistency.
- (g) E-Comm will not be responsible or liable in any way for any delays or inability to achieve 95/5 Service Levels caused by (a) Acts of God; (b) restrictions, regulations or orders of any governmental authority or agency or subdivision thereof or delays caused by such authorities or agencies; (c) strikes or labour disputes; (d) fires or other loss of facilities; (e) the Districts, TELUS', or an ERA's material breach or delay or delay under the 911 Agreement of this Agreement; (f) utility, communication (excluding communication delays caused by the negligence of E-Comm) or transportation delays or failures; (g) acts of war (whether declared or undeclared), terrorism, sabotage or the like; (h) any events referred to in subsections 3.2(b) or (d) hereof; (i) systemic abuse by a member of the public of the 911 emergency telephone system or (j) any other causes beyond the reasonable control, and not the result of the fault or neglect, of E-Comm (collectively, a “**Force Majeure Event**”) provided that E-Comm shall take reasonable commercial efforts to avoid or limit the duration or impact of a Force Majeure Event; and provided further that nothing herein shall be interpreted to affect or detract from the immunities provided for in the *Emergency Communications Corporations Act (B.C.)*.

APPENDIX A – "E-COMM CONTRACT"

3.3 Methods and Procedures

- (a) The methods and procedures to be used by E-Comm in providing Call Answer services at the Call Answer Centre from the time a 9-1-1 call is received until that 9-1-1 call is either "transferred" or "conferenced" will be as set forth from time to time in the 9-1-1 Operations Manual.
- (b) The methods and procedures to be used by ERAs in responding to 9-1-1 calls transferred to them from the Call Answer Centre are the responsibility of the ERAs and are outside the scope of the Call Answer service.
- (c) E-Comm may change the methods and procedures under Subsection 3.3(a) above (including, changes to the 9-1-1 Operations Manual) from time to time, and will give the District written notice of any such change, provided that in accordance with section (d) of Schedule B any material adverse changes to the 9-1-1 Operations Manual are subject to approval by the District, which approval will not be unreasonably withheld or delayed.

3.4 Personnel. All 9-1-1 operators providing Call Answer services will be employees of E-Comm, and not the District, and, as such, will be subject to E-Comm human resources policies and practices, as determined by E-Comm from time to time.

3.5 Compliance with Laws. In the performance of its obligations hereunder, E-Comm will comply with the provisions of any statute, regulation, bylaw or other enactment that may from time to time apply to E-Comm and the services provided by E-Comm under this Agreement.

3.6 Indemnification.

- (a) E-Comm Indemnity: Subject to the immunities provided for in the *Emergency Communications Corporations Act* [SBC 1997] Chapter 47 ("ECC Act"), E-Comm shall indemnify, defend and save harmless the District from and against all expenses, claims, losses, damages, actions, causes of action, costs or proceedings by third parties arising from or caused by the negligence of E-Comm and its directors, officers, employees, agents and contractors in providing Call Answer services or Additional 9-1-1 Services under the terms of this Agreement.
- (b) District Indemnity: The District agrees to indemnify and save harmless E-Comm from any loss, cost, liability or expense relating to a breach of a provision of this Agreement by the District, but in no event will the District be liable to E-Comm for incidental, indirect, special or consequential damages suffered or incurred by E-Comm.
- (c) Limitations on Liability: In no event will E-Comm be liable to the District for incidental, indirect, special or consequential damages suffered or incurred by the District, including but not limited to such damages resulting from:
 - (i) loss of use, loss of anticipated revenue and/or savings, cost of capital, down-time costs, costs of substitute products, facilities, services or replacement power, loss of time or any other similar losses incurred by the District;

APPENDIX A – “E-COMM CONTRACT”

- (ii) any action taken or permitted to be taken by E-Comm in good faith in reliance upon instructions, orders or information received from or on behalf of District;
- (iii) the District failing to perform its responsibilities under this Agreement;
- (iv) E-Comm's compliance with the District's specifications for the services to be provided herein;
- (v) any property damage external to any services provided pursuant to this Agreement, and loss arising out of such damage; or
- (vi) a Force Majeure Event,

whether a claim for such liability is asserted on the basis of contract, tort (including negligence or strict liability) or otherwise, in all cases even if E-Comm knew or should have known of the possibility or likelihood of such loss, liability or damage. For the purposes of this Section, “E-Comm” is defined as E-Comm and its directors, officers, shareholders, employees and agents.

- (d) Limitations on Damages: The entire liability of E-Comm to District for any loss or damage suffered or incurred by the District as a result of the negligence or other fault of E-Comm in providing services under this Agreement, will not exceed, in the aggregate for all claims in a fiscal year during the Term, an amount equal to the annual fees for all services provided herein.

- 3.7 Insurance: E-Comm will obtain performance liability insurance providing coverage for any liability resulting from errors and omissions in E-Comm's performance of any and all services under this Agreement. In addition, E-Comm shall obtain comprehensive general liability insurance providing coverage against third party bodily injury, personal injury and/or property damage. E-Comm will provide evidence of such insurance at the request of the District.

4. DISTRICT RESPONSIBILITIES

- 4.1 District Responsibilities. Notwithstanding the foregoing nor anything contained elsewhere in this Agreement, the District may at any time and in its sole discretion amend the Service, or discontinue the Service either in part or in its entirety.
- 4.2 9-1-1 Call Taking Fee. For each year of the Term, the District will pay to E-Comm the amounts set out in Schedule “D” hereto (the “**9-1-1 Call Taking Fee**”) in consideration of E-Comm providing Call Answer services for the District or carrying out its other responsibilities under this Agreement, including the Additional 9-1-1 Services listed in Schedule “B” as of the date of this Agreement's execution (other than where Schedule “B” expressly refers to the fact that an additional cost may be charged to the District for a specific Additional 9-1-1 Service). The District will pay the 9-1-1 Call Taking Fee to E-Comm in the manner and at the time specified in Schedule “D” attached hereto.
- 4.3 Material Compliance Change. In the event of a Material Compliance Change the District will pay to E-Comm additional fees reasonably estimated by E-Comm to be the cost to E-Comm of compliance with the requirements of the Material Compliance Change in respect

APPENDIX A – “E-COMM CONTRACT”

of the services set out in paragraphs 2.1(a) and (b) hereof. E-Comm will provide the District with written notice of and explanatory material on such fees.

5. TELUS

5.1 E-Comm Authority to Deal with Telus. Subject to the prior approval of Telus, and subject to the prior approval of each of the Regional District of Central Okanagan, the Regional District of Okanagan-Similkameen, the Regional District of North Okanagan, the Regional District of Kootenay Boundary, the Regional District of Central Kootenay, the Regional District of East Kootenay, Columbia Shuswap Regional District, Thompson Nicola Regional District, and the Squamish Lillooet Regional District (North) in relation to the 9-1-1 Agreement to which each of those regional districts is a party, the District agrees that E-Comm may contact and deal directly with Telus with respect to those matters listed in Schedule A hereto.

5.2 Communication of Authority. Immediately after its execution of this Agreement, the District will deliver to Telus written confirmation of the authority granted to E-Comm pursuant to Section 5.1 in relation to the 9-1-1 Agreement between the District and Telus, and upon receipt from each of the Regional District of Central Okanagan, the Regional District of Okanagan-Similkameen, the Regional District of North Okanagan, the Regional District of Kootenay Boundary, the Regional District of Central Kootenay, the Regional District of East Kootenay, Columbia Shuswap Regional District, Thompson Nicola Regional District, and the Squamish Lillooet Regional District (North), will deliver to Telus written confirmation of the authority granted to E-Comm in relation to the 9-1-1 Agreement to which each such regional district is a party.

5.3 Amendments to Schedule A. The terms of Schedule A may be amended or replaced from time to time with the consent of both parties, such consent to be conclusively determined by the signature of an authorized signatory of each party on the amended or replacement Schedule “A”. Upon being signed by both parties, such amended or replacement Schedule “A” will supersede the then-current Schedule “A” and will become an integral part of this Agreement.

6. ADDITIONAL 9-1-1 SERVICES

6.1 Scope. In addition to E-Comm's other rights and obligations under this Agreement, E-Comm will be responsible for carrying out the Additional 9-1-1 Services. If E-Comm is requested by the District in writing to provide any Additional 9-1-1 Services (other than an Additional 9-1-1 Service listed in Schedule “B” to this Agreement as of the date of this Agreement's execution, unless Schedule “B” expressly refers to the fact that an additional cost may be charged to the District for that Additional 9-1-1 Service) then the District will pay additional charges for such services at such rates as the parties may agree in writing.

6.2 Amendments to Schedule “B”. The terms of Schedule “B” may be amended or replaced from time to time with the consent of both parties, such consent to be conclusively determined by the signature of an authorized signatory of each party on the amended or replacement Schedule “B”. Upon being signed by both parties, such amended or replacement Schedule “B” will supersede the then-current Schedule “B” and will become an integral part of this Agreement.

7. TERM AND RENEWAL

7.1 Term. Subject to Section 7.2, the term of this Agreement will (the “Term”) commence on November 18, 2014 and shall terminate on November 17, 2019.

APPENDIX A – "E-COMM CONTRACT"

- 7.2 Right of Extension. E-Comm hereby grants to the District the right to extend the Term of this Agreement for five (5) additional years provided the District has given notice in writing at least one (1) year prior to the end of the Term to E-Comm of its exercise of such right of extension, and provided that the District has paid all 9-1-1 Call Taking Fees taxes and other sums or charges due or payable by virtue of this Agreement and is not in default of any other term or condition herein. The extension term will be on the same terms and conditions contained in this Agreement with the exception of the 9-1-1 Call Taking Fee, which shall be negotiated at the time of extension.
- 7.3 Termination Rights.
- (a) During the Term, either party will have the right to terminate this Agreement by giving not less than 18 months' written notice to the other party.
 - (b) Despite any other provision of this Agreement:
 - (i) the District will have the right to terminate this Agreement by giving not less than 60 days written notice to E-Comm in the event that E-Comm fails to observe or satisfactorily perform any of its material obligations under this Agreement, and such failure continues for a period of 30 days after the giving of written notice to E-Comm specifying in reasonable detail the nature of the failure or unsatisfactory performance and requiring the same to be remedied;
 - (ii) E-Comm will have the right to terminate this Agreement by giving not less than 90 days written notice to the District in the event that E-Comm is unable to perform its fundamental obligations under this Agreement due to any of the following causes:
 - A. substantial damage or destruction of the Call Answer Centre or its equipment or systems;
 - B. withdrawal by the Greater Vancouver Regional District from the Call Answer services provided by E-Comm; or
 - C. cancellation, termination or expiration of a mandatory permit, licence or approval required from any governmental authority to lawfully operate the Call Answer Centre or provide Call Answer services where, despite commercially reasonable efforts by E-Comm, such permit, licence or approval can not be renewed, obtained or maintained.
 - (iii) E-Comm will have the right to terminate this Agreement by giving not less than 90 days written notice to the District in the event that the District fails to pay the 9-1-1 Call Taking Fees described in Schedule "D" within thirty (30) days of receiving a notice to pay and threat of termination of Agreement.
- 7.4 Obligations Upon Termination. In addition to any other obligations of the District upon termination specified in or required under the 9-1-1 Agreement, the following provisions apply upon any termination of this Agreement:
- (a) Within 14 days after the effective date of termination, the District will pay to E-Comm all amounts owing under this Agreement for the period up to and including the effective date of termination.

APPENDIX A – “E-COMM CONTRACT”

- (b) The parties will cooperate fully with each other and with Telus in developing and implementing a plan for the orderly transition of the management and operation of the Call Answer Centre and the provision of Call Answer services and Additional 9-1-1 Services to any successor service provider.
- (c) The District will pay to E-Comm the reasonable costs incurred by E-Comm in developing and implementing the plan contemplated by Section 7.4(b) and, if applicable, in winding down operations of the Call Answer Centre.

8. CONFIDENTIAL INFORMATION

- 8.1 Confidentiality. Subject to applicable law, any information, including any and all written documentation provided to E-Comm by the District or by Telus, or by their respective employees, servants, agents, assigns and/or contractors pertaining to the design, development, implementation, operation and maintenance of the Service is confidential, and will be provided only by E-Comm to such persons who have a need to know for the purposes of this Agreement. E-Comm will not permit any of its employees, servants, agents, assigns and/or contractors to duplicate, reproduce or otherwise copy any such confidential information for any purpose whatsoever, except as may be required by any such employees, servants, agents, assigns and/or contractors with a need to do so for the purposes of this Agreement.
- 8.2 ANI/ALI Information. Confidential automatic number identification (“ANI”) and automatic location identification (“ALI”) and associated information are the property of the District, but will be provided to the Call Answer Centre and ERAs by Telus as directed by the District solely for the purpose of enabling the Call Answer Centre and ERAs to verify the location from which a 9-1-1 call is placed and for the purpose of associating a 9-1-1 call with a physical address. E-Comm must retain all confidential ANI/ALI and associated information in confidence and will treat the confidential information with the same degree of care that it employs for the protection of its own confidential information and, at a minimum, a reasonable degree of care, and will not use or copy such information, except to employees, servants, agents and assigns and/or contractors, including the Call Answer Centre and Emergency Response Agencies (provided such employees, servants, agents, assigns and/or contractors are bound in writing by similar confidentiality obligations as contained in this Agreement) where there is a need to know for the purposes of this Agreement.
- 8.3 Access to Information Requests and Protection of Privacy. The District and E-Comm both acknowledge and agree that the printed, electronic, and other records produced and maintained by E-Comm for the purpose of, or in connection with, the provision of the Call Answer services are records that for the purpose of the *Freedom of Information and Protection of Privacy Act (B.C.) (“FIPPA”)* are in the custody and under the control of the District and/or one or more of the Regional District of Central Okanagan, the Regional District of Okanagan-Similkameen, the Regional District of North Okanagan, the Regional District of Kootenay Boundary, the Regional District of Central Kootenay, the Regional District of East Kootenay, Columbia Shuswap Regional District, Thompson Nicola Regional District, or the Squamish Lillooet Regional District (North), depending on the place of origin of the 9-1-1 call to which the record relates, and that the District (or as determined by the District upon receipt of a request for access to such records, the Regional District of Central Okanagan, the Regional District of Kootenay Boundary, the Regional District of Central Kootenay, the Regional District of East Kootenay, Columbia Shuswap Regional District, Thompson Nicola Regional District, or the Squamish Lillooet

APPENDIX A – “E-COMM CONTRACT”

Regional District (North) shall be responsible to process any request for access to those records under *FIPPA* that are received from third parties by the District or E-Comm. E-Comm and the District will comply with all federal and provincial legislation applicable with respect to the protection of privacy as is in effect from time to time, including without limitation the provisions of the *Emergency Communication Corporations Act (B.C.)*, and *FIPPA*. Without limiting the foregoing, the District and E-Comm both acknowledge and agree that the records referred to in this section 8.3 include personal information (as defined in *FIPPA*) and that such personal information shall be collected, maintained, used and disclosed only as permitted by and in accordance with the provisions of *FIPPA*.

9. DISPUTE RESOLUTION

- 9.1 Procedure. If there is any dispute arising out of or relating to this Agreement, then the parties will use reasonable good faith efforts to resolve such dispute, first by direct negotiation and then, if that is not successful, by mediation with a neutral third party mediator acceptable to both parties. Each party will bear its own costs and expenses in connection with any mediation and all costs and expenses of the mediator will be shared equally by the parties. Any dispute arising out of or relating to the Agreement that is not settled by agreement between the parties or mediation within a reasonable time will be settled exclusively by binding arbitration by a single arbitrator. The location of any arbitration proceeding will be at the British Columbia International Commercial Arbitration Centre or its successor in Vancouver, British Columbia. The arbitration will be governed by the *Arbitration Act [RSBC 1996] Chapter 55* (British Columbia). The arbitrator will be selected and the arbitration conducted in accordance with the British Columbia International Commercial Arbitration Rules, except that the provisions of this Agreement will control over such rules. The parties will share equally in the fees and expenses of the arbitrator and the cost of the facilities used for the arbitration hearing, but will otherwise each bear their respective costs incurred in connection with the arbitration. The parties will use their best efforts to ensure that an arbitrator is selected promptly and that the arbitration hearing is conducted no later than 3 months after the arbitrator is selected. The arbitrator must decide the dispute in accordance with the substantive law which would govern the dispute if it were litigated in court. This requirement does not, however, mean that the award is reviewable by a court for errors of law or fact. Following the arbitration hearing, the arbitrator will issue an award and a separate written decision which summarizes the reasoning behind the award and the legal basis for the award. The arbitrator will not:

- (a) award damages in excess of the amount limited by the terms of the Agreement; or
- (b) require one party to pay the other party's legal costs and expenses.

The award of the arbitrator will be final and binding on each party. Judgement upon the award may be entered in any court of competent jurisdiction.

- 9.2 Exception. The dispute resolution procedures set forth in Section 9.1 are the sole and exclusive procedures for resolving any dispute under this Agreement, except that either party may seek preliminary or temporary injunctive relief from a court if, in that party's sole judgment, such action is necessary to avoid irreparable harm or to preserve the status quo. If a party seeks judicial injunctive relief as described in this Section, then the parties will continue to participate in good faith in the dispute resolution procedures described in Section 9.1. The parties agree that no court which a party petitions to grant the type of

APPENDIX A – “E-COMM CONTRACT”

preliminary or temporary injunctive relief described in this Section may award damages or resolve the dispute.

10. GENERAL PROVISIONS

- 10.1 No Third Party Beneficiaries. Nothing contained in this Agreement will create a duty or liability on the part of E-Comm, the District or their respective employees or agents, to any member of the public. Except for any other government authority that forms a part of the Serving Area from time to time, there are no third party beneficiaries to this Agreement.
- 10.2 Further Agreements. The parties will enter into such further agreements and will execute such further documents with respect to the Call Answer Centre and the provision of Call Answer services and Additional 9-1-1 Services in the Serving Area, all in a form satisfactory to the parties acting reasonably, as are necessary in order to address modifications or alterations to the 9-1-1 Agreement or to address matters relating to the Call Answer Centre or the provision of Call Answer services and Additional 9-1-1 Services in the Serving Area that the parties wish to address but which are not addressed in the 9-1-1 Agreement or in this Agreement.
- 10.3 Assignment. Neither party will have the right to assign, transfer (whether directly or indirectly by way of a change of control) or otherwise dispose of any of its interest in all or any part of the Agreement, whether gratuitously or for consideration, without the prior written consent of the other party and any attempt to do so will be void, except that: (a) E-Comm will have the right at any time without prior consent to assign, transfer or otherwise dispose of the whole of this Agreement to any subsidiary or affiliate company, provided that E-Comm provides notice to the District within a reasonable time before the effective date thereof and such subsidiary or affiliate company assumes all of the obligations of E-Comm under this Agreement in a form satisfactory to the District; and (b) the District will have the right at any time without prior consent to assign, transfer or otherwise dispose of the whole of this Agreement to one or more member municipalities or to a wholly-owned corporation of the District, or a corporation formed by the District together with other Regional Districts currently receiving service from E-Comm.
- 10.4 Notices. Any notice required pursuant to this Agreement will be in writing and delivered personally, by courier or sent by registered mail (with proper postage) to the addresses listed hereafter. In the event of a strike or other disruption of postal service, delivery personally or by courier only will be effective,

A. The District

Manager of Corporate Services
Regional District of Central Okanagan
1450 K.L.O. Road
Kelowna, B.C. V1W 3Z4

Phone: (250) 763-4918
Fax: (250) 763-0606

B. E-Comm

Doug Watson
VP of Operations
E-Comm Emergency Communications
for Southwest British Columbia Inc.
3301 East Pender Street
Vancouver, BC V5K 5J3
Phone: (604) 215-5006
Fax: (604) 215-4933

or to such other address or contact person as either party may indicate in writing to the other.

- 10.5 Benefit. This Agreement will enure to the benefit of and be binding upon the parties and their respective successors and assigns.

APPENDIX A – "E-COMM CONTRACT"

- 10.6 Entire Agreement. This Agreement constitutes the entire agreement of the parties relating to the Call Answer Centre, the Call Answer services and the Additional 9-1-1 Services and supersedes any previous agreement between the parties, whether written or verbal.
- 10.7 Severability. If any provision of this Agreement is held to be unenforceable, then such provision will be severed from this Agreement and the remaining provisions will remain in full force and effect. The parties will in good faith negotiate a mutually acceptable and enforceable substitute for the unenforceable provision, which substitute will be as consistent as possible with the original intent of the parties.
- 10.8 Waiver. The failure of either party to require the performance of any obligation hereunder, or the waiver of any obligation in a specific instance, will not be interpreted as a general waiver of any of the obligations hereunder, which will remain in full force and effect.
- 10.9 Relationship of Parties. This Agreement will not create nor will it be interpreted as creating any association, partnership or any agency relationship between the parties.
- 10.10 Governing Law. This Agreement will be governed by the laws of British Columbia and the laws of Canada applicable therein. The parties attorn to the exclusive jurisdiction of the courts of British Columbia.
- 10.11 Counterparts. This Agreement may be executed in counterpart, both of which together will constitute one and the same instrument, and either party may deliver its counterpart page by facsimile transmission.
- 10.12 Termination of Individual 9-1-1 Agreements. Notwithstanding any other provision of this Agreement, in the event any of the applicable regional districts described herein terminate their 9-1-1 Agreements with the District or Telus (or an affiliate, successor or assign of Telus) or have such 9-1-1 Agreements terminated, then E-Comm will be relieved of its contractual obligation to provide such services to the relevant geographic region of the Serving Area. At such time, E-Comm will provide written notice to the District of the cancellation of the applicable service under this Agreement and will enter into good faith negotiations to review the pricing and adjust the fee structure accordingly in order to fairly and reasonably reflect the reduction in the level of services provided.

IN WITNESS WHEREOF the parties have executed this Agreement as of the date first set forth on page one.

**REGIONAL DISTRICT OF CENTRAL
OKANAGAN**

**E-COMM EMERGENCY
COMMUNICATIONS FOR SOUTHWEST
BRITISH COLUMBIA INCORPORATED**

Per: _____	Per: _____
Name: _____	Name: _____
Title: _____	Title: _____
Per: _____	Per: _____

APPENDIX A – "E-COMM CONTRACT"

SCHEDULE "A"

E-COMM RIGHTS AND AUTHORITY WITH RESPECT TO TELUS

E-Comm will be authorized to contact and deal with Telus with respect to all day-to-day matters and technical issues arising with respect to the primary enhanced 9-1-1 service provided by Telus to the District, including:

- (a) Statistical reports for the Call Answer Centre and all ERAs within the Serving Area with the understanding that they are to be used exclusively as permitted by Article 8 of the Agreement.
- (b) Access to the Master Street Address Guide (MSAG) as it relates to the performance of the call-answer function, provided however that E-Comm will not disclose any MSAG information except as permitted by Article 8 of the Agreement and except in connection with E-Comm's support of CAD and RMS systems.
- (c) Service transitions for ERAs, including additional trunk quantities, etc., for agencies moving their call-taking and dispatch functions into the Call Answer Centre. These changes are to be communicated to the District in sufficient time in order to inform all ERAs of the changes. Changes at ERAs not located at the Call Answer Centre will be coordinated through the District and communicated to E-Comm as appropriate.

The District will use commercially reasonable efforts to obtain on E-Comm's behalf similar authorizations from each of the Regional District of Central Okanagan, the Regional District of Okanagan-Similkameen, the Regional District of North Okanagan, the Regional District of Kootenay Boundary, the Regional District of Central Kootenay, the Regional District of East Kootenay, Columbia Shuswap Regional District, Thompson Nicola Regional District, or the Squamish Lillooet Regional District (North), in relation to the primary enhanced 9-1-1 service provided by Telus to those regional districts under their respective 9-1-1 Agreements.

Acknowledged and agreed effective _____, 2014 by the District, on behalf of the Regional District of Central Okanagan, Regional District of Okanagan-Similkameen, the Regional District of North Okanagan, the Regional District of Kootenay Boundary, the Regional District of Central Kootenay, the Regional District of East Kootenay, Columbia Shuswap Regional District, Thompson Nicola Regional District, and the Squamish Lillooet Regional District (North).

**REGIONAL DISTRICT OF CENTRAL
OKANAGAN**

**E-COMM EMERGENCY
COMMUNICATIONS FOR SOUTHWEST
BRITISH COLUMBIA INCORPORATED**

Per: _____ Per: _____

Name: _____ Name: _____

Title: _____ Title: _____

Per: _____ Per: _____

APPENDIX A – "E-COMM CONTRACT"

SCHEDULE "B"

ADDITIONAL 9-1-1 SERVICES

- (a) Support the operational and technical implementation and testing of future 9-1-1 services, with the caveat that for new services requiring significant technological enhancements, the parties will meet and engage in good faith discussions on the method and payment by which all costs for such new services are to be allocated and recovered.
- (b) Liaise with all ERAs on all 9-1-1 related announcements (e.g., service outages, changes to 10 digit trunk equivalents, consolidations of ERAs, backup services, wireless implementations).
- (c) Accommodate test calls for competitive local exchange carriers, wireless service providers and voice over internet protocol suppliers as required.
- (d) Maintain the 9-1-1 Operations Manual for the Serving Area in conjunction with the affected ERAs, provided that any material adverse changes to the 9-1-1 Operations Manual are subject to approval by the District, which approval will not be unreasonably withheld or delayed. It is understood and accepted that standardization of the policies and procedures covering other PSAPs is beneficial and will be implemented wherever possible and practical.
- (e) Provide an estimate of the costs for additional staff for Planned Major Events to handle a temporary increase in volume of 9-1-1 calls. A **"Planned Major Event"** is a special extraordinary major event generally requiring an enhanced policing response. Notification of these events (e.g. Regattas, Music festivals) will be provided to E-Comm with as much advance notice as possible, preferably 30 days advance notice (when available), to ensure appropriate staff planning.
- (f) Provide Language Translation Services when required to handle 9-1-1 PSAP calls. The charges for these Translation Services will be billed back to the District at cost.


Acknowledged and agreed effective _____, 2014.

**REGIONAL DISTRICT OF CENTRAL
OKANAGAN**

**E-COMM EMERGENCY
COMMUNICATIONS FOR SOUTHWEST
BRITISH COLUMBIA INCORPORATED**

Per: _____	Per: _____
Name: _____	Name: _____
Title: _____	Title: _____
Per: _____	Per: _____

APPENDIX A – “E-COMM CONTRACT”

					
911 Performance Report (Year 2014)					
Hour	Service Level	Calls Offered	Calls Ans	Avg Speed to Ans (s)	Outbound Calls
0:00					
1:00					
2:00					
3:00					
4:00					
5:00					
6:00					
7:00					
8:00					
9:00					
10:00					
11:00					
12:00					
13:00					
14:00					
15:00					
16:00					
17:00					
18:00					
19:00					
20:00					
21:00					
22:00					
23:00					
911 Total					
Data source: AACCS and Genesis Admin for Outbound calls					

APPENDIX A – "E-COMM CONTRACT"

**911 Performance Report (Year 2014)**

Hour	Service Level	Calls Offered	Calls Ans	Calls Aban	Avg Speed to Ans (s)	Outbound Calls
0:00						
1:00						
2:00						
3:00						
4:00						
5:00						
6:00						
7:00						
8:00						
9:00						
10:00						
11:00						
12:00						
13:00						
14:00						
15:00						
16:00						
17:00						
18:00						
19:00						
20:00						
21:00						
22:00						
23:00						
911 Total						

Data source: Telus database for Calls Offered, Genesis Admin for Outbound calls, and AACCG for all other metrics

SCHEDULE "D"
FEES, INVOICING AND PAYMENTS

Schedule D
Pricing

	A	B	C	D	E
	Contract Year	Project Management Costs	Capital / Equipment Upgrade Costs	Operating Costs	Total Annual Estimated Cost (Sum of Columns B, C, D)
1	Year 1 (Nov 18, 2014 - Nov 17, 2015)	\$ 50,000	\$ 287,870	\$ 865,140	\$ 1,203,010
2	Year 2 (Nov 18, 2015 - Nov 17, 2016)	\$ -	\$ 19,190	\$ 908,540	\$ 927,730
3	Year 3 (Nov 18, 2016 - Nov 17, 2017)	\$ -	\$ 19,190	\$ 953,760	\$ 972,950
4	Year 4 (Nov 18, 2017 - Nov 17, 2018)	\$ -	\$ 19,190	\$ 1,001,040	\$ 1,020,230
5	Year 5 (Nov 18, 2018 - Nov 17, 2019)	\$ -	\$ 19,190	\$ 1,050,000	\$ 1,069,190
6	Total Contract Price over 5 Year Term (Sum of rows E1, E2, E3, E4, E5)				\$ 5,193,110

Notes:

* E-Comm operates under a cost-recovery model which is based on budgeted costs.

Assumptions with respect to the above costs have been included below.

(a) Based on the 2014 Budget. Approved by the E-Comm Board of Directors.

E-Comm's budget (fiscal) year is the calendar year and the RDCO has requested the RDCO contract year to be November 18 to November 17th. We would propose completing our analysis of 12 months of actual call metrics by September 30th of each year (except in the first year), in time to be provided to the RDCO for review and approval by October 31 and to be included in the E-Comm annual budget for Board of Directors approval expected in late November.

(b) % targeted average service 95%/5 seconds for 9-1-1 Call Answer.

(c) Year 2 through Year 5 estimates based on assumptions as provided by the RDCO in the NRFP and E-Comm's Approved Strategic Financial Plan. Please also refer to note (f) below.

The % impact on RDCO Operating Costs in Year 2 through Year 5 due to all factors (except those factors in notes d), e) and f) will be applied fairly and equitably where ever possible but for further certainty will be no greater than the annual consumer price index (CPI)*, as published by Statistics Canada for the previous calendar year (the "Base Year"), as compared to the CPI for the calendar year immediately preceding the Base Year; or 3% per year, whichever is greater.

(d) Staffing and related assumptions include:

(1) The staffing component takes into account the efficiency of joining a consolidated 9-1-1 PSAP call answer centre.

(2) The total staffing component is based on a total call volume of 230,000 calls with an average handle time (across all defined call types: Regular, Trouble not Known, Abandoned - Data Only, and does not include Text-with-911 for the DHHSI Community) as specified in the pricing assumption by the RDCO as requiring 46 seconds.

(3) The staffing component assumes a 2% growth rate in call volume each year over the course of the five years as specified by the RDCO.

(4) The staffing component is based on downstreaming all abandoned calls, comprised of 16% of the provided call volume of 230,000 calls annually, which assumes a 2% annual increase.

(5) If call-backs are to be made from the PSAP versus the RCMP OCC, then pricing will be adjusted accordingly.

APPENDIX A – “E-COMM CONTRACT”

Schedule D
PricingNotes (continued):

(e) Abandoned Call Time Assumptions:

- Trouble Not Known Calls
 - All calls are downstreamed to The RCMP OCC.
- Unknown - Data Only Calls
 - The assumption used in the price quote is 5 seconds (not the 29 seconds in the NRFP) as the description provided and detailed in the NRFP indicates that insufficient data is provided to make a call back.

(f) Each year, should any of the following conditions be met, staffing levels will be impacted, and a pricing change may be triggered for the following year.

- Call volumes increase by 3% or more in any given year.
- The average call handling time across all call types exceeds 65 seconds.
- If a Call volume decrease of a minimum of 10% is sustained over a minimum of two consecutive years, a review of the staffing requirement will be initiated taking into account call volume and related call handling metrics. If one or more regular full time staff reductions are determined, the levy will be reduced accordingly in the following contract year.

(g) Specific items related to transition that may require funding will be determined during project planning. The estimates above relates to one time project management and related costs.

(h) The above excludes any and all costs directly attributable to any future implementation of NG 9-1-1 during the contract term as defined by the NRFP Addendum No. 1.

(i) As part of the governance of E-Comm, our proposal is subject to approval by our Board of Directors. This will take place once the Service Agreement has been finalized.

(j) As requested in NI14-125 Clarification/Amendment Request No. 2, we have adjusted the above table to reflect the Capital/Equipment Upgrade costs that are specific to RDCO and that can be paid up front in Year 1, thereby eliminating the related built-in financing costs.

The portion remaining in Years 2 through 5 is an allocation for the use of shared infrastructure by the RDCO and therefore is not eligible to be paid up front but is an annual capital component.

SCHEDULE "E"**SERVING AREA**

The Serving Area of the District includes all municipalities and electoral areas of the Regional District of Central Okanagan, the Regional District of Okanagan-Similkameen, the Regional District of North Okanagan, the Regional District of Kootenay Boundary, the Regional District of Central Kootenay, the Regional District of East Kootenay, Columbia Shuswap Regional District, Thompson Nicola Regional District, and the Squamish Lillooet Regional District (North).

APPENDIX A – "E-COMM CONTRACT"

SCHEDULE "F"

9-1-1 AGREEMENTS BETWEEN THE DISTRICT AND TELUS AND BETWEEN EACH OF THE REGIONAL DISTRICT OF Central Okanagan, the Regional District of Okanagan-Similkameen, the Regional District of North Okanagan, the Regional District of Kootenay Boundary, the Regional District of Central Kootenay, the Regional District of East Kootenay, Columbia Shuswap Regional District, Thompson Nicola Regional District, and the Squamish Lillooet Regional District (North) AND TELUS

- 1) Regional District of Central Okanagan: Agreement to Provide Provincial 9-1-1 Service, dated _____;
- 2) Regional District of Okanagan-Similkameen: Agreement to Provide Provincial 9-1-1 Service, dated _____;
- 3) Regional District of North Okanagan: Agreement to Provide Provincial 9-1-1 Service, dated _____;
- 4) Regional District of Kootenay Boundary: Agreement to Provide Provincial 9-1-1 Service, dated _____;
- 5) Regional District of Central Kootenay: Agreement to Provide Provincial 9-1-1 Service, dated _____;
- 6) Regional District of East Kootenay: Agreement to Provide Provincial 9-1-1 Service, dated _____;
- 7) Columbia Shuswap Regional District: Agreement to Provide Provincial 9-1-1 Service, dated _____;
- 8) Thompson Nicola Regional District: Agreement to Provide Provincial 9-1-1 Service, dated _____; AND
- 9) Squamish Lillooet Regional District (North): Agreement to Provide Provincial 9-1-1 Service, dated _____.

Receipt of a copy of each of the Agreements referred to in this Schedule "F" is hereby acknowledged effective _____, 2014

**E-COMM EMERGENCY
COMMUNICATIONS FOR SOUTHWEST
BRITISH COLUMBIA INCORPORATED**

Per: _____

Per: _____

APPENDIX B **FEES, INVOICES & PAYMENTS**

D1 9-1-1 Fees.

Pursuant to Section 4.1, the 9-1-1 fees payable by RDKB to RDCO are to be the RDKB's Apportionment (as per the definition under D.1.1) of the sum of the budgeted annual cost calculated each year for:

- a) the "Total Annual Estimated Cost" as budgeted each year (except for the "Capital / Equipment Upgrade Cost in Year 1"*) detailed in D1.2 E-Comm Contract Pricing herein;
- b) the Operating Contingency for the E-Comm Contract, as per D1.3 Operating Contingency herein;
- c) the "Total RDCO Direct Costs", as per D1.4 RDCO Direct Costs herein; and
- d) the Administration Overhead charge, as per D1.5 herein.

*Note: The Capital / Equipment Upgrade Costs for Year 1 detailed in D1.2 E-Comm Contract Pricing will be paid from existing Capital Reserve Funds which the parties along with all Regional District Partners currently hold.

Using the methodology described above, upon the date of execution of this agreement, the estimated 9-1-1 Fees payable by RDKB to RDCO in each calendar year are as follows:

	2015	2016	2017	2018	2019
Regional District of Kootenay Boundary	\$ 60,521	\$ 63,534	\$ 66,412	\$ 69,419	\$ 74,408

Note: the actual amounts will be calculated each year.

D1.1 Cost Apportionment

The parties hereby agree that all costs outlined in D1.2 to D1.5 herein shall be shared by all the Regional District Partners, pro rata, in proportions equivalent to the percentage that each Regional District Partner's respective converted assessed value of improvements for hospital purposes using the annual completed assessment roll, bears to the total converted assessed value of improvements of all Regional District Partners (the "Apportionment").

These proportions shall be determined on an annual basis, on or before March 1st in each year of this Agreement and shall apply to the current calendar year.

9-1-1 Call Answering Service Agreement
A14-148

D1.2 E-Comm Contract Pricing

	A	B	C	D	E
	Contract Year	Project Management Costs	Capital / Equipment Upgrade Costs	Operating Costs	Total Annual Estimated Cost (Sum of Columns B, C, D)
1	Year 1 (Nov 18, 2014 - Nov 17, 2015)	\$ 50,000	\$ 287,870	\$ 865,140	\$ 1,203,010
2	Year 2 (Nov 18, 2015 - Nov 17, 2016)	\$ -	\$ 19,190	\$ 908,540	\$ 927,730
3	Year 3 (Nov 18, 2016 - Nov 17, 2017)	\$ -	\$ 19,190	\$ 953,760	\$ 972,950
4	Year 4 (Nov 18, 2017 - Nov 17, 2018)	\$ -	\$ 19,190	\$ 1,001,040	\$ 1,020,230
5	Year 5 (Nov 18, 2018 - Nov 17, 2019)	\$ -	\$ 19,190	\$ 1,050,000	\$ 1,069,190
6	Total Contract Price over 5 Year Term (Sum of rows E1, E2, E3, E4, E5)				\$ 5,193,110

Notes:

* E-Comm operates under a cost-recovery model which is based on budgeted costs.

Assumptions with respect to the above costs have been included below.

(a) Based on the 2014 Budget Approved by the E-Comm Board of Directors.

(b) % targeted average service 95%/5 seconds for 9-1-1 Call Answer.

(c) Year 2 through Year 5 estimates based on assumptions as provided by the RDCO in the NRFP and E-Comm's Approved Strategic Financial Plan. Please also refer to note (f) below.

(d) Staffing and related assumptions include:

- (1) The staffing component takes into account the efficiency of joining a consolidated 9-1-1 PSAP call answer centre.
- (2) The total staffing component is based on a total call volume of 230,000 calls with an average handle time (across all defined call types: Regular, Trouble not Known, Abandoned - Data Only, and does not include Text-with-911 for the DPHSI Community) as specified in the pricing assumption by the RDCO as requiring 45 seconds.
- (3) The staffing component assumes a 2% growth rate in call volume each year over the course of the five years as specified by the RDCO.
- (4) The staffing component is based on downstreaming all abandoned calls, comprised of 16% of the provided call volume of 230,000 calls annually, which assumes a 2% annual increase.
- (5) If call-backs are to be made from the PSAP versus the RCMP OCC, then pricing will be adjusted accordingly.

9-1-1 Call Answering Service Agreement
A14-148

Notes (continued):

- (e) Abandoned Call Time Assumptions:
- Trouble Not Known Calls
 - All calls are downstreamed to The RCMP OCC.
 - Unknown - Data Only Calls
 - The assumption used in the price quote is 5 seconds (not the 29 seconds in the NRFP) as the description provided and detailed in the NRFP indicates that insufficient data is provided to make a call back.
- (f) Each year, should any of the following conditions be met, staffing levels will be impacted, and a pricing change may be triggered for the following year.
- Call volumes increase by 3% or more in any given year.
 - The average call handling time across all call types exceeds 65 seconds.
- (g) Specific items related to transition that may require funding will be determined during project planning. The estimates above relates to one time project management and related costs.
- (h) The above excludes any and all costs directly attributable to any future implementation of NG 9-1-1 during the contract term as defined by the NRFP Addendum No. 1.
- (i) As part of the governance of E-Comm, our proposal is subject to approval by our Board of Directors. This will take place once the Service Agreement has been finalized.
- (j) As requested in N114-125 Clarification/Amendment Request No. 2, we have adjusted the above table to reflect the Capital/Equipment Upgrade costs that are specific to RDCO and that can be paid up front in Year 1, thereby eliminating the related built-in financing costs.
- The portion remaining in Years 2 through 5 is an allocation for the use of shared infrastructure by the RDCO and therefore is not eligible to be paid up front but is an annual capital component.

D1.3 Operating Contingency

For each Contract Year noted in the E-Comm Contract Pricing under D1.2, the RDCO shall budget \$50,000 to specifically cover potential changes to the E-Comm Contract Pricing annual estimated costs, as per the notes under the E-Comm Contract Pricing in D.12.

D1.4 RDCO Direct Costs

In each calendar year, the RDCO Direct Costs are estimated to be as per the table below. (Note: these are estimates only, and actual costs incurred will be shared as per D1.1):

9-1-1 Call Answering Service Agreement
A14-148

	2015	2016	2017	2018	2019
Salaries - Full Time	20,000	20,400	20,808	21,224	21,649
Payroll Overhead	4,900	4,998	5,098	5,200	5,304
Travel	2,000	2,040	2,081	2,122	2,165
Meetings / Communication	1,000	1,020	1,040	1,061	1,082
Insurance	12,076	12,318	12,564	12,815	13,071
Consulting	5,000				30,000
Total RDCO Direct Costs:	44,976	40,776	41,591	42,423	73,271

Note: The 2014 surplus/deficit will be carried forward to the 2015 budget. Any future surpluses may be put into an operating reserve or used to reduce the requisition for the following year.

D1.5 Administration Overhead

An administration overhead charge in accordance with the RDCO Administration Overhead Policy 7.19, to be calculated each year, will be applied to all costs in D1.2 to D1.4 above. In 2015, that % is estimated to be 12%.

D2 Other Fees.

The following are not included in the 9-1-1 Fees detailed in D1, and will be extra fees payable upon consultation between the parties: (admin charges will also apply):

- Other potential fee, which are not definable and /or could become payable during the term
- Fees for Material Compliance change, as per section 4.2 of the E-Comm Contract
- Next Generation N911 costs
- Additional 9-1-1 Services, where it expressly states and additional cost may be charged, as per Schedule B of the E-Comm Contract
- Any costs associated with early termination, as per section 7.
- Staffing for a Planned Major Event, as per Schedule B (e) of the E-Comm Contract.

D3 Payment Terms.

Fees for each contract year shall be requisitioned in April and payment received no later than August 31st of that year.



STAFF REPORT

Date: 10 Feb 2021

File

ES – Solid Waste

To: Chair Langman and Board of Directors

From: Janine Dougall, General Manager of Environmental Services

Re: McKelvey Creek Wasteshed Curbside Collection Green Bin Project – CleanBC OICP – Application

Issue Introduction

A staff report from Janine Dougall, General Manager of Environmental Services regarding the McKelvey Creek Wasteshed Curbside Collection Green Bin Project. The purpose of this report is to obtain the required resolution that formally authorizes staff to submit the application and outlines that the Board supports the project and commits to its share of the project, as well as cost overruns.

History/Background Factors

Diverting organic material from landfills has long been a priority project, and the 2005 Solid Waste Management Plan commits the RDKB to implement organics diversion programs throughout the region.

In 2013, the RDKB began to expand organics diversion in the Boundary portion of the region to include green bin (food) waste, and now provides curbside collection to approximately 5,546 households.

The RDKB Board has provided direction that for the organic waste generated in the McKelvey Creek Wasteshed a partnership with the RDCK is the preferred option. As such, in May 2019 a letter of support and commitment was provided to supply and/or direct collected organic food waste to the Central Landfill facility near Salmo, BC once the organics processing infrastructure is constructed and operational and by no later than the end of 2022.

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. Preliminary design work for the project was completed in 2020. Detailed design work is to occur in 2021 to allow for

construction to be initiated in the spring of 2022.

The CleanBC Organic Infrastructure and Collection Program (OICP) invites local governments to partner to fund the cost of establishing organics diversion infrastructure and collection programs.

The OICP grant funding allocation is 66% from Federal/Province of BC and the remaining 33% is required to be funded by the applicant. The application deadline was extended to February 2, 2021. Staff submitted the formal application on February 1, 2021.

The grant program allows for the submission of the required RDKB Board resolution up to two weeks after the February 2, 2021 submission deadline.

Implications

A staff report including estimated costs for this project was originally provided to the RDKB Board in December 2020 and from that meeting the following resolution was passed.

423-20

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.

Since the December 9, 2020 Board Meeting, RDKB staff have refined the project components, number of households to be serviced and costs.

The scope of project for the grant application includes the RDKB initiating a green bin curbside collection program to the majority of residential homes (8,322) in the McKelvey Creek Wasteshed. Project components include:

- Purchasing standard 80L green bins and "bear resistant" 120L green bins (curbside collection);
- Purchasing countertop collection bins (kitchen catchers);
- Purchasing cellulose lined paper bag bin liners;
- Distributing curbside green bins/countertop collection bins/bin liner materials to residents.
- Creation and dissemination of education and promotional materials;
- Conducting waste audits before and after program implementation;
- Bear Aware education.

The total cost for the McKelvey Creek Wasteshed Curbside Collection Green Bin Project is \$1,054,358. This includes a 15% contingency allowance. The contribution amount required from the RDKB in support of the project equates to \$351,453. A

copy of the detailed cost estimate that was submitted with the grant application has been attached to this staff report for additional information.

The projected reserve balance for the 010 Service to the end of December 31, 2020 is approximately \$2.3 million. Please note however, that approximately \$1.3 million of this reserve has already been allocated to the Grand Forks Composting Facility Upgrade Project. In addition, reserves have been designated to be used to fund the McKelvey Creek Landfill Upgrade Project (\$203,906) assuming a grant application submitted under the Investing in Canada Infrastructure Program - Rural and Northern Communities Infrastructure is successful. The total costs for the McKelvey Creek Landfill Upgrade Project are estimated at \$2.04 million.

In addition, costs associated with meeting regulatory requirements at the West Boundary Landfill and other solid waste facilities will require the future use of reserve funds, so the success in receiving a CleanBC OICP grant for the McKelvey Creek Wasteshed Curbside Collection Green Bin Project will be of significance.

Relationship to Board Priorities



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



The project will entail significant public and stakeholder engagement in infrastructure development as well as initiating curbside collection programs.



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.

Background Information Provided

CleanBC OICP – McKelvey Curbside Project - Detailed Cost Estimate (Jan29'21)

Alternatives

1. That the Regional District of Kootenay Boundary Board of Directors direct staff to submit an application for grant funding for the McKelvey Creek Wasteshed Curbside Collection Green Bin Project through the *CleanBC Organic Infrastructure and Collection Program*; and
THAT the Regional District of Kootenay Boundary Board supports the project and commits to its share (\$351,453) of the project, as well as cost overruns.
2. That the Regional District of Kootenay Boundary Board of Directors direct staff to not submit an application through the *CleanBC Organic Infrastructure and Collection Program* for the McKelvey Creek Wasteshed Curbside Collection Green Bin Project.

Recommendation(s)

That the Regional District of Kootenay Boundary Board of Directors direct staff to submit an application for grant funding for the McKelvey Creek Wasteshed Curbside Collection Green Bin Project through the *CleanBC Organic Infrastructure and Collection Program*; and

THAT the Regional District of Kootenay Boundary Board supports the project and commits to its share (\$351,453) of the project, as well as cost overruns.

CleanBC Organic Infrastructure and Collection Program

Detailed Cost Estimate

Applicant Name:Regional District of Kootenay Boundary

Project Number:L33101 (produced by LGIS)

Project Title:McKelvey Creek Wasteshed Curbside Collection Green Bin Project

Funding Stream:Curbside Collections (Infrastructure or Curbside Collections)

Cost Estimate Developed By:Janine Dougall, GM of Environmental Services

Date of Cost Estimate:29-01-2021 (DD-MM-YYYY)

Cost Estimate Class:Class B (A,B,C,D) Refer to guidance at bottom of sheet

BRITISH COLUMBIA

Important information:

- Please complete one Cost Estimate per project.

- Please complete one Cost Estimate per phase of project, if applicable.

- Please make sure the Cost Estimate is complete and correct. Funding allocations for successful applicants will be based off of this Cost Estimate.

- Please align Cost Estimate closely with project timelines, in order for the Ministry to forecast fiscal year spending of claims.

- Totals must match totals in the Project Finances section of the LGIS Application Form.

- Eligible expenditures must cease by March 31, 2024.

- Additional information on eligible and ineligible costs is included in the Program Guide (section 2.4 and 2.5). A reference list of costs is provided as a guide only. It does not need to be used.

ELIGIBLE COSTS						
	Eligible costs, as per section 2.4 of the Program Guide.	Description	Quantity	Per Unit Amount	Total Cost	
Project Planning						
For example, costs associated with environmental assessment and consultation. Eligible planning costs are those that are considered fundamental to decisions required that will allow the project to proceed.						
Add more rows as required.						
Planning Sub-Total:					\$0	
Design / Engineering						
Items should reflect major aspects in your project without going into specific detail. (Note max 15% of construction project costs should be engineering/consulting fees)	Not Applicable					
Add more rows as required.						
Design / Engineering Sub-Total:					\$0	
Construction / Materials						
Items should reflect the major components in your project without going into specific detail.	Material and supplies costs.	Curbside Collection Standard Green Bins (80 L)	7,022	50	351,100	
	Material and supplies costs.	Curbside Collection Bear Resistant Bin (120L)	1,300	200.00	260,000	
	Material and supplies costs.	Countertop Collection Bins (Kitchen Catchers)	8,322	6.50	54,093	
	Material and supplies costs.	Cellulose Lined Paper Bin Liners - countertop bin: 10 per household	85,000	0.20	17,000	
	Material and supplies costs.	Cellulose Lined Paper Bin Liners - curbside bin: 2 per household	17,000	0.60	10,200	
	Material and supplies costs.	Educational/Promotional Materials (Design and Production)	8,322	5.00	41,610	
Add more row cells as required.						
Construction / Materials Sub-Total:					\$734,003	
Other Eligible Costs						
For example (communications, outreach, accounting, testing)						
	Initial distribution costs of funded curbside collection program materials, such as collection bins, and communication and educational outreach packages and/or programs to resident	Distribution of Green Bins/Countertop Collection and Educational Materials	8,322	15.00	124,830	
	Contractors required to perform activities related to the project components	Bear Aware Education	2	14,000.00	28,000	
	Other costs associated with successful implementation of Project.	Waste Audit	2	15,000.00	30,000	
Add more rows as required.						
Other Eligible Costs Sub-Total:					\$182,830	
Contingency						
	Class B Cost Estimate 15% of Total Eligible Costs				137,525	
Contingency Sub-Total:					\$137,525	
TOTAL ELIGIBLE COSTS*:					\$1,054,358	
INELIGIBLE COSTS						
	Ineligible costs, as per section 2.5 of Program Guide:	Description	Quantity	Per Unit Amount	Total Cost	
Ineligible Costs						
Ineligible costs cannot be used towards the recipient's required contribution.	Costs incurred prior to contract being signed with Province for funding.					
	Amounts previously reimbursed under other federal and/or provincial funding programs.					
	Costs incurred for withdrawn or cancelled project components					
	Land acquisition, leasing land, buildings and other facilities, leasing equipment other than equipment directly related to the construction of a project, real estate fees and related costs.					
	Financing charges, legal fees, and loan interest payments, including those related to easements (e.g. surveys).					
	PST and GST/HST, for which the recipient is eligible for a rebate and any other cost eligible for rebates.					
	Any good or service received as a donation or in-kind contribution					
	Insurance.					
	Professional membership dues or licenses.					
	Depreciation / amortization expenses.					
	Office rent, maintenance expenses, utilities.					
	Business meeting expenses.					
	Travel costs.					
	Vehicle rental, purchasing, operation, maintenance, and repair costs.					
	Facility and/or residential organic curbside collection program operational, maintenance and/or repair costs.					
	Feasibility studies and pilot projects.					
	Eligible costs incurred after March 31, 2024.					
	Other					
	TOTAL INELIGIBLE COSTS*:					\$0
	TOTAL GROSS PROJECT COSTS (Eligible + Ineligible)*:					\$1,054,358
* Totals must match totals in the Project Finances section of the Application Form.						
Cost Estimate Comments						
The following have been used to determine Project Cost Estimates: Standard Green Bin - Quote from Ecotaliner (Jan 2021); Bear Resistant Bins - Quote from Enviroworld (Nov 2020); Kitchen Catchers - Quote from Busch Systems (Jan 2021); Cellulose Lined Paper Bin Liners - Quote from Bag to Earth Inc. (Jan 2021); Bear Aware Program - Discussions with WildSafeBC (email Jan 2021); Bin and Educational Material Distribution Costs - Based on actual cost incurred by RDKB in 2017 for distribution to 1550 households in Boundary plus inflationary adjustments; Waste Audit - Based on conversations with other RD's to obtain overall cost estimate, prorated to reflect only residential data collection; Educational/Promotional Materials - Estimated based on previous experience of RDKB in launch of similar program in Boundary.						

RDKB detailed_cost_estimate (McKelvey Curbside Project - Jan29'21)

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Opinion-Trail Times-July 7, 2020

Wealth tax needed as gap between rich and poor grows

Cannings: Disparity between super-wealthy and the rest is much greater than previously estimated

By Richard Cannings

Imagine a country where the top one percent of the population owned one quarter of all the wealth and the bottom 40 per cent together owned only one per cent. Sounds outrageous? That country is Canada.

The source of those figures is the latest report of the Parliamentary Budget Officer. The disparity between the super-wealthy and the rest of us is much greater than previously estimated and the gap between rich and poor in Canada has been growing for decades.

There is also growing support for actions that would turn that trend around, including a wealth tax on the richest of the rich.

While this inequity is obviously unfair and some would argue unethical, it is also a drag on our economy. The more that wealth is concentrated at the top, the less it is recycled through local economies, helping to stimulate family incomes across the country. Instead it is squirrelled away in offshore bank accounts or spent on real estate and businesses outside Canada. I remember the vice-president of ScotiaBank saying at a breakfast meeting in Penticton a few years ago that the thing that really kept him awake at night was the widening wealth gap in Canada. I assume he's sleeping even less well now.

This divergence began several decades ago as governments bought into the discredited theory of "trickle-down" economics—that lowering taxes on wealthy individuals and big corporations would spur investments and create jobs, raising everyone's standard of living. After years of data, there is absolutely no evidence that these benefits ever materialized, and plenty of evidence that the opposite is true. Wages across the continent stagnated as corporate profits continued to soar.

So, what can we do?

Well, the obvious step is to increase taxes on the wealthiest Canadians to ensure that they pay their fair share. A wealth tax of 1 per cent on those who have more than \$20 million in assets would bring in about \$9 billion per year according to the Parliamentary Budget Officer. Naysayers point out that wealthy people have highly paid accountants and would try to find ways to avoid paying any taxes at all. The easiest avenue for that—moving assets out of the country—could be closed off with a hefty exit tax for money headed offshore. And we should move quickly to close down offshore tax havens. I've already written about that in a recent column.

What do Canadians think about a wealth tax? A recent poll by Abacus Data found that 75 per cent of Canadians support a wealth tax, while only 13 per cent are opposed. The same poll found that 81 per cent of Canadians think that government supports should not go to

companies hiding profits in offshore tax havens, nor should they go to executive bonuses or stock buy-backs.

With governments around the world looking for ways to fund an economic recovery after the COVID-19 pandemic, more and more economists are talking about a wealth tax. The impact of such a tax would depend on the details of its implementation, but however it rolls out it could play an important role in making the wealthiest of Canadians pay their fair share.

Richard Cannings is MP for the South Okanagan-West Kootenay riding.

OPINION

The Globe and Mail
Tuesday, February 2, 2021

Editorials-Opinion-The Editorial Board

Canadians woke up on Groundhog Day to a scene that keeps repeating itself over and over in 2021: Prime Minister Justin Trudeau announcing a new COVID-19 initiative that's a day late and a loonie short.

First there was Ottawa's announcement in early January that anyone flying to Canada would have to produce a negative COVID-19 test in order to board their flight – a rule that should have been introduced long ago.

Then came the news last week that people flying into Canada will have to pay for COVID-19 testing on their arrival, hole up in a hotel at their expense while awaiting the results, and then do a supervised 14-day quarantine at home if they test negative. Good idea, but months too late.

And now comes the announcement that Canada has signed a deal with U.S. pharma company Novavax to start producing doses of a yet-to-be-approved COVID-19 vaccine at a yet-to-be-completed federal facility in Montreal.

It has a familiar ring to it, doesn't it? Had Ottawa implemented its latest border controls last year, there is a good chance that, combined with provincial public-health measures, they would have reduced the spread of COVID-19 in Canada. Early border measures would also have greatly reduced the importation of several more contagious variants of the COVID-19 virus first discovered in Britain, Brazil and South Africa, which have now been imported here.

But Ottawa didn't act to bring in effective travel restrictions until last month. It's as if the Trudeau government can't grapple with the problem in front of it, until it's too late.

Tuesday's vaccine announcement is the same. It comes so late in the game – it is essentially a plan to deliver vaccines after the game is supposed to be over – that it will have more of an impact on the next pandemic, should one ever occur, than on the current one.

That's not to say it has no long-term value. Given the repeated delays from manufacturers Pfizer and Moderna, and the European Union's threat to block exports, it's clear that Canada needs to be able to produce its own vaccines. It's a matter of national security, and national health.

But when it comes to addressing the current emergency, what the Trudeau government announced on Tuesday is meaningless.

The National Research Council (NRC) lab in Montreal where the Novavax vaccine is to be made won't be up and running until December. That's too late to address the current shortage of vaccines. And it's too late to help fulfill Mr. Trudeau's promise to vaccinate every Canadian who wants a shot by September.

In response to a crisis in 2021, Mr. Trudeau has put forward a plan for action in 2022.

And the PM's Tuesday announcement was even more disingenuous than that. He ignored the fact that his government once promised to have at least some domestic vaccine production rolling in Canada by last December, and that the NRC said last year that its Montreal facility would be fully operational by July.

There have also been questions about why Ottawa declined to use an existing private manufacturing facility in Montreal, the president of which said last year could have been put into action quickly; why it insisted on going with a public lab that is still under construction; why it took until this month to find a partner to work with that lab; and why it has not reached licensing deals with other manufacturers to produce vaccines domestically.

In fact, there has been no transparency about the government's vaccine manufacturing strategy. All anyone can say for sure is that Tuesday's announcement will have zero impact on the critical period between now and the end of September – which Ottawa needs to focus on.

There are 240 days between Feb. 2 and Sept. 30. To put two doses in every Canadian arm in that timeframe means the country will have to deliver more than 300,000 vaccines per day, every day.

Last week, Canada averaged fewer than 20,000 vaccinations a day – a pace that will likely continue for some time, thanks to delayed deliveries from Pfizer and Moderna, and the fact no other vaccine has been approved here yet.

The country's early vaccination rollout is collapsing. Mr. Trudeau's announcement about possible domestic production, in some very distant future, is nothing but a distraction.

The Council of Canadians-People Planet Democracy

Jan Malek, Time to Make a National Strategy for Long-Term Care 8 months ago

The COVID-19 pandemic is showing that we must change how we care for our seniors – and we need to act quickly with a coordinated national response.

The Council of Canadians recently launched a petition, which has already garnered thousands of signatures, calling on the federal government to work with provinces to bring all long-term care homes into public hands under the same principles of the Canada Health Act. We are also calling on the federal government to work with provinces to create a coordinated seniors' care strategy that puts protections and standards of care in place for seniors and workers in these homes.

Several people have written to the Council to ask why we have included the federal government at all since long-term care homes fall under the jurisdiction of provincial governments.

Here's why.

On Tuesday, in his daily address, Prime Minister Justin Trudeau stated that, "COVID-19 has exposed some uncomfortable truths about our society, including how we care for seniors in Canada."

Sadly, this is true.

"Right across the country long-term care homes and seniors' homes have been the most hard hit by the pandemic, exposing the failures of a system that must be strengthened," he said.

This is also correct – but one of the "uncomfortable truths" is that this situation didn't just happen recently – it has been there for decades, allowed to grow in varying proportions in different provinces and entrench so deeply that the COVID-19 pandemic has caused nothing short of a national tragedy for many vulnerable seniors, their families and their caregivers.

Simply put, it's a national tragedy that requires – and deserves – national attention and action.

Who pays for it trap

For decades, caring for seniors has fallen into the "who pays for it?" trap. Provinces provide the oversight and some funding, which is supplemented by co-payments from seniors and their families in these long-term care homes. But when provincial budgets are squeezed by other priorities, seniors have often been left behind.

By tying federal funding transfers to specific and coordinated standards, we can ensure seniors in long-term care homes are getting the care they need.

Most provinces have turned to for-profit providers, many of them large corporations that are in the business of running seniors' homes. According to the CBC, just under 40 per cent of long-term care homes in Canada are run by for-profit businesses. The rest are public, non-profit or a mix. This ratio changes depending on where you live. For example, in Ontario, the province with the highest number of long-term care homes, 57 per cent of them are for-profit.

Who administers the homes is important. History continues to show that for-profit delivery of services means worse care. A recent Toronto Star article reported that seniors in for-profit long-term care homes in Ontario are far more likely to be infected with COVID-19 and die than those who live in non-profit and municipally-run homes.

Aging facilities

When you look at the facilities themselves, many are aging and designed in a way that made it harder to contain the spread of COVID-19. The Canadian Long-Term Care Association, an organization representing long-term care homes across Canada, has lobbied for years for federal infrastructure funding to improve and update homes across the country, making them safer for seniors. When you have two and four seniors sharing a room, often with only a curtain to separate them, as well as shared bathrooms and common areas, keeping those who are sick isolated is difficult. When you factor in that a high percentage of the seniors in the homes have cognitive impairments such as Alzheimer's or dementia and would have difficulty following hygiene protocols such as regular hand-washing, ensuring infection control is nearly impossible.

In a recent press release the association said, "containing the spread of infection is proving difficult due to the chronic underfunding of long-term care infrastructure by successive federal governments." Even now, as the federal government considers infrastructure projects as a way to help rebuild the economy, seniors' homes are still not a priority, the group added.

Family members barred from long-term homes

It has been widely reported that staffing shortages in homes have been in crisis proportions for years before the pandemic hit. Funding cuts meant fewer staff having less time to provide care. We have heard from many seniors' family members who would go to the homes to supplement the care provided to their loved one. Now, with visitors barred from entering long-term care homes to help stop the spread of COVID-19, seniors have been left isolated and alone without their family supports and with even less care.

Provincial governments are scrambling to provide the short-term responses needed to curb the COVID-19 outbreaks. Under-staffed homes are being helped by military personnel – even education support staff are being asked to help. Some provinces have given frontline workers in the homes wage increases or one-time "risk payments," and calls are escalating to ensure everyone working in the homes has access to personal protective equipment.

To date, more than 4,600 seniors have died in 279 different long-term care homes across the country, according to research being done by freelance journalist Nora Loreto. Eighty-five per cent of all COVID-19 deaths in Canada have happened in residential care.

This is a national tragedy that requires national attention and action. Every senior and worker who has died, their families and those still living and working in long-term care homes deserve no less.

Toronto News**Wednesday, May 28, 2020****Katherine DeClerq, Multi-Platform Writer, CTV News Toronto**

TORONTO -- The Ontario government is taking over the management of five additional long-term care homes following a scathing military report detailing what the premier called "gut-wrenching" conditions in the facilities.

Four of the five privately-owned homes-- Orchard Villa in Pickering, Altamont Care Community in Scarborough, Eatonville Care Centre in Etobicoke, Hawthorne Place in North York--were the subject of the Canadian Armed Forces (CAF) report that was released on Tuesday and made severe claims in terms of cleanliness, aggressive behavior of staff and general care of patients.

Some of the most starting allegations included bug infestations, incidents of force feeding leading to "audible choking," and patients who were heard "crying for help with staff not responding."

The fifth is Camilla Care Centre in Mississauga, where at least 61 residents have died after contracting COVID-19, according to provincial data.

Ontario Premier Doug Ford made the announcement alongside Minister of Long-Term Care Merrilee Fullerton and the Minister of Health Christine Elliott at Queen's Park on Wednesday.

"We've already taken over two homes because we had concerns and now we are moving to take over these five homes because in the face of those accusations, in the face of these problems, we will use every tool at our disposal," Ford told reporters on Wednesday afternoon.

"We need boots on the ground. I want eyes and ears in the homes that we're most worried about keeping close watch."

Earlier this week, [the province ordered two hospitals](#) to oversee the management of two long-term care homes struggling to deal with outbreaks. As of May 25, Southlake Regional Health Centre was appointed to temporarily manage River Glen Haven Nursing Home, operated by ATK Group Limited, in Sutton, Ont. for 90 days. Humber River Hospital was ordered to manage Downsview Long-Term Care Home, operated by GEM Health Care Group, in North York.

Wednesday's announcement marks the second time in which the province has availed itself of an emergency order allowing the government to manage these facilities.

'Rigorous inspections' will be conducted over next 21 days

Six teams of two inspectors will be sent to each of the homes highlighted in the military report as well as Camilla Care Centre in order to conduct an "expanded and rigorous inspection" of the facilities over a period of two weeks. Ford said that at least one of the inspectors will stay at the home for the entire duration of the assessment.

"They will conduct in-depth interviews with staff and residents, review charts and records, and report back with their findings," Ford said.

Thirteen other facilities in Ontario that are facing challenges in managing outbreaks will also be subject to "rigorous inspections." Ford added that he has asked the ministry to conduct random "spot checks" at these homes as well as others across the province.

"The reality is these problems are isolated," Ford said. "What we saw yesterday is the worst of the worst."

"We are fully prepared to take over more homes if necessary. We are fully prepared to pull licences, to shut down facilities, if it is necessary. We will do whatever it takes for as long as it takes."

Fullerton told reporters that about 3,000 inspections have been conducted in Ontario long-term care homes since June 2018 and dozens were specifically done at the five homes now under provincial management.

At the same time, the minister said the last inspections conducted at the homes were done by the Ministry of Labour over the phone.

"Some of those obstacles were due to understanding how COVID-19 spreads and the risks even to the inspectors so let's be clear about that piece," she said.

Fullerton faced intense questioning inside the legislature ahead of the announcement, for the most part by Ontario New Democratic Party Leader Andrea Horwath who called for her immediate resignation following the release of the CAF report.

"Families who read devastating reports yesterday of ongoing abuse and institutional neglect deserve so much more from their government. Instead of acknowledging the role that the cuts and the neglect played in creating this crisis, the Premier and his minister offered excuses," Horwath said.

"Seniors are suffering abuse and literally dying—dying—in long-term-care homes, where they are supposed to be protected. If that's not grounds for dismissal or for an immediate resignation by this minister, my question is, exactly what is grounds?"

The premier said that he stands behind Fullerton "100 per cent" and touted her experience at Queen's Park.

"There is no one who stays awake at night time, who is worried more about the patients, that is pushing the table every single day and I count my blessings that I have Dr. Fullerton as a minister and Minister Christine Elliott as health."

In mid-May the province said it would be [launching an independent commission](#) to examine Ontario's long-term care homes and the circumstances surrounding the COVID-19 outbreaks and deaths. On Wednesday, Ford renewed this call for an "open, transparent and independent commission" and even said he would appear as a witness if necessary.

"Absolutely I'd appear," he said when asked by a reporter. "They have the full authority to investigate our government, my office, the ministry's office. We want this to happen, we have been working 24-7, around the clock. I have two incredible ministers that are doing everything they can to fix a problem that we inherited—decades of neglect. We're going to fix the problem that's our job."

Advocates and members of the opposition have called for a public inquiry instead of an independent commission, which would be governed under the Public Inquiries Act. Ford has previously argued that a public inquiry would take too much time to deliver recommendations.

The commission was scheduled to begin in September, but the Progressive Conservative government said on Wednesday that it will now start in July.

Jennifer Kuhn

From: is@rdkb.com
Sent: January 22, 2021 12:06 PM
To: Theresa Lenardon; Information Services; Jennifer Kuhn; Melissa Zahn
Subject: Grant-in-Aid Form submitted by Boundary Youth Soccer Association, email address - Boundarysoccer@gmail.com

Online Grant-in-Aid Application**Electoral Area(s) Applied to:**

Electoral Area 'C' / Christina Lake Director Grace McGregor, Electoral Area 'D' / Rural Grand Forks
 Director Roly Russell, Electoral Area 'E' / West Boundary Director Vicki Gee
Danna O'Donnell

Applicant Information:

Applicant: Boundary Youth Soccer Association

Address: Box 121, Grand Forks, BC V0H1H0

Phone: 12504441900

Fax:

Email: Boundarysoccer@gmail.com

Representative: Nikki Stooshinoff

Make Cheque Payable To: Boundary Youth Soccer Association

Other Expenses:

Total Cost of Project: \$\$36,500

Amount Requested from RDKB Director(s): ~~\$\$4500~~ *\$1,500 Approved Director O'Donnell February 4, 2021*

What is the Grant-in-Aid for?

Operational expenses, uniforms, equipment, insurance, Coach and Ref training, COVID supplies etc.

List of Other Organizations Applied to for Funding

Name of Organization BC Gaming Grant

Amount Requested \$14000.00

Amount Secured In progress

Name of Organization DCT Trucking

Amount Requested \$300

Amount Secured In progress

Name of Organization Royal Canadian Legion

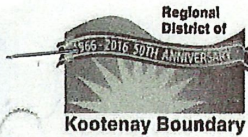
Amount Requested \$300

Amount Secured In progress

Documents uploaded with Submission?

☐

I:\Portals\0\Documents\GIA-Attachments\



Grant-in-Aid Request

The personal information you provide on this RDKB document is being collected in accordance with the Freedom of Information and Protection of Privacy Act and will be used only for the purpose of processing RDKB business. This document may become public information. If you have any questions about the collection of your personal information, please contact Theresa Lenardon, Manager of Corporate Administration/Corporate Officer and Freedom of Information Protection of Privacy Officer at 250-368-9148 or foi@rdkb.com.

Please check all Electoral Area Boxes You Are Making Application To:

<input type="checkbox"/> Electoral Area 'A' Director All Grieve	<input type="checkbox"/> Electoral Area 'B' Lower Columbia-Old Glory Director Linda Worley	<input type="checkbox"/> Electoral Area 'C' Christina Lake Director Grace McGregor	<input type="checkbox"/> Electoral Area 'D' Rural Grand Forks Director Roly Russell	<input checked="" type="checkbox"/> Electoral Area 'E' West Boundary Director Vicki Gee
---	--	--	---	---

Applicant:	* Boundary Youth Soccer Association			
Address:	* Box 121 Grand Forks, BC, V0H1H0			
Phone:	* 2504441900	Fax:		E-Mail: * boundarysoccer@gmail.com
Representative:	* Nikki Stooshinoff			
Make Cheque Payable To:	* Boundary Youth Soccer Association			

*Starred items, including contact information, must be completed in full.

***GIA Requests of \$5,000.00 or more may require official receipt. The Electoral Area Director may ask for additional information.

What is the total Cost of the Project? \$36,500 What amount are you requesting from this RDKB Director(s)? \$ 1500.00

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

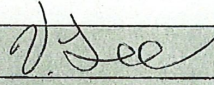
Operational expenses, uniforms, equipment, insurance, Coach and Ref training, COVID supplies etc.

Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

Name of Organization	BC Gaming Grant
Amount Requested: \$	\$14,000
Amount Secured: \$	In progress
Name of Organization	DCT Trucking
Amount Requested: \$	\$300
Amount Secured: \$	In progress
Name of Organization	Royal Canadian Legion
Amount Requested: \$	300
Amount Secured: \$	In progress

Date: Jan 26/21 Applicant Signature  Print Name Vicki Gee

Office Use Only

Grant approved by Electoral Area Director: 

Approved by Board: _____

SUBMIT



**Regional District of
Kootenay Boundary**

STAFF REPORT

Date: February 10, 2021
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. 1753, 2021.*

File Building-Bylaw 1753

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 and building bylaw No. 1741, 2020.

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 H.

- 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 and a Design Modification fee at \$75 per hour was introduced to cover the cost of a second plan review when new drawings were introduced after a complete plan review had already taken place. Also a new fee was introduced to cover the cost of reviewing Alternative Solutions submitted for permits that do not follow the prescriptive path outlined in the BC Building Code.
- Appendix A – Climatic Design Data
- 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.
- Appendix G – Stop Work Oder: Same as in previous bylaw.
- Appendix H – Do Not Occupy Notice – New.

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. 1753, 2021 – Draft Version

Alternatives

1. Receive the staff report with no action.
2. Refer back to staff for changes.
3. Give RDKB *Building Bylaw No. 1753, 2021* First, Second and Third Readings and Adoption.

Recommendation(s)

That the Regional District of Kootenay Boundary *Building Bylaw No. 1753, 2021* be given First, Second and Third Readings.

That the Regional District of Kootenay Boundary *Building Bylaw No. 1753, 2021* be Adopted.

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

BUILDING BYLAW NO. 1753, 2021

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. 1753, 2021

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. 1753, 2021”

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 provide a site survey from a British Columbia Land Surveyor ** showing the existing ground elevations on sloping lots and the average of such existing ground elevations where the zoning bylaw specifically indicates that the height of a proposed *building* shall be determined from “the level of ground in existence prior to construction or grading”; and
 - (c) when the proposed building height is within one metre of the maximum height permitted under the zoning bylaw or the building is in excess of two storeys or a height variance has been approved or in the opinion of the *building official*, the elevation of the plans submitted do not accurately reflect the natural ground elevations of a sloped lot, a British Columbia Land Surveyor must prepare and submit a site plan which shows the average of the existing ground elevations and the elevations at the perimeter of the foundation that were used to establish the average of the existing ground elevations; and
 - (d) ** a British Columbia Land Surveyor must survey the elevations again on completion of a framing inspection and must submit a Height Survey Verification form certifying that the building is below the maximum height permitted;
 - (e) 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;

- (f) 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;
- (g) 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*;
- (h) 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
- (i) the *owner* must, if applicable, obtain elevation and construction requirements relative to provincial floodplain restrictions from the Ministry of Environment;
- (j) 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*;
- (k) 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*;
- (l) 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;
- (m) 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
- (n) 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; and
- (f) when required to establish the building height of a building as referenced in Subsection 10.1.(b)(c) a British Columbia Land Surveyor must submit a Height Survey Verification Form certifying that the building is below the maximum height permitted;
- (g) 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*;

- (h) 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;

- (i) include a cross-section through the *building* or *structure* in sufficient detail and locations to illustrate *foundations*, drainage, ceiling heights and constructions systems;
 - (j) 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;
 - (k) 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;
 - (l) 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*;
 - (m) 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;
 - (n) 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*;
 - (o) 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*;
 - (p) 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
 - (q) 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 A. 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 G 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 in Appendix H 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 A 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 F 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;

Average Existing Ground Elevation means the level of ground in existence prior to construction or site grading, averaged at the perimeter of a proposed exterior foundation of a proposed building;

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’/Bridgesville 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.

20.2 . Building Bylaw No. 1741, 2020, as amended is repealed.

21 EFFECTIVE DATE

21.1 Despite the repeal of the Regional District Building Regulation Bylaw No. 449, 1985, as amended, and Regional District Building Regulation Bylaw No.1741, 2020, as amended, a building or occupancy permit may be issued pursuant to those bylaws 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 February 10, 2021.

Read a First, Second and Third time this 10th day of February 2021.

I, Theresa Lenardon, Manager of Corporate Administration/Corporate Officer of the Regional District of Kootenay Boundary, do hereby certify the foregoing to be a true and correct copy of Bylaw No. 1753 cited as “Regional District of Kootenay Boundary Building Bylaw No. 1753, 2021” as read a Third time this 10th day of February 2021.

Chair

Manager of Corporate Administration/Corporate Officer

Adopted this 10th day of February, 2021.

I, Theresa Lenardon, Manager of Corporate Administration/Corporate Officer of the Regional District of Kootenay Boundary, do hereby certify the foregoing to be a true and correct copy of Bylaw No. 1753 cited as “Regional District of Kootenay Boundary Building Bylaw No. 1753, 2021” as Adopted this 10th day of February 2021.

Chair

Manager of Corporate Administration/Corporate Officer

Regional District of Kootenay Boundary

BUILDING BYLAW No. 1753, 2021

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 under \$10,000.00;
- \$ 75.00 for each application \$10,000.00 to \$50,000.00;
- \$200.00 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 (February 10, 2021)

- | | |
|---|------------------|
| • Construction Values less than \$10,000.00 | \$50.00 |
| • Construction Values from \$10,000.00 to \$50,000.00 | \$75.00 |
| • Construction Value in excess of \$50,000.00 | \$2.00 / \$1,000 |

Re-inspection Fee	\$75.00
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Demolition Fee	\$75.00
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Moving Permit	\$75.00
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Temporary Building Permit	\$75.00**
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Mobile Home or Modular Home Placement	\$75.00**
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Minimum Inspection Fee	\$75.00
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Occupant Load Calculation	\$100.00
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Alternative Solutions	\$200.00
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Design Modification Fee	\$75.00 per Hour
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**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
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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. 1753, 2021

Appendix A – Climatic Design Data

REGIONAL DISTRICT OF KOOTENAY BOUNDARY CLIMATIC DESIGN DATA

(Revised November 03, 2020)

Location	Area	Elevation Approx. ft.(m)	Degree- Days Below 18°C	GSL (S _s) (1/50)		Hourly Wind Pressures (kPa)		Min. Footing Depth
				Psf	kPa	1/10	1/50	
Beaverdell	E	2592 (790)	4700	69	3.3	0.24	0.38	30"
Beaver Falls	A	2034 (620)	3750	88	4.2	0.24	0.38	30"
Big White	E	5810 (1771)	4800	209	10	0.36	0.48	36"
Big Sheep Creek	B	2231 (680)	3800	97	4.6	0.25	0.38	30"
Bridesville	E	3412 (1040)	4850	92	4.4	0.29	0.46	30"

Carmi	E	2772 (845)	4750	84	4.0	0.29	0.38	30"
Casino Elev. Midpoint	B	2510 (765)	4000	109	5.2	0.24	0.34	30"
Christian Valley	E	2231 (680)	4600	69	3.3	0.27	0.38	30"
Christina Lake	C	1493 (455)	4000	69	3.3	0.26	0.41	30"
Eholt	E	3084 (940)	5000	99	4.7	0.28	0.39	30"
Fife	C	1962 (598)	4100	82	3.9	0.26	0.41	30"
Fruitvale		2001 (610)	3750	86	4.1	0.24	0.38	30"
Genelle	B	1552 (473)	3700	80	3.8	0.26	0.35	30"
Grand Forks-Rural	D	1854 (565)	3820	59	2.8	0.31	0.40	30"
Greenwood		2444 (745)	4100	84	4.0	0.31	0.40	30"
Idabel Lake	E	4069 (1240)	5550	104	5.0	0.28	0.40	36"
Jewel Lake	E	3741 (1140)	5500	115	5.5	0.28	0.39	30"
Jolly Lake	E	3840 (1170)	5400	94	4.5	0.31	0.40	30"
Marsh Creek	A	2057 (627)	4150	111	5.3	0.22	0.34	30"
Midway		1903 (580)	4000	69	3.3	0.29	0.44	30"
Montrose		2018 (615)	3700	86	4.1	0.22	0.35	30"
Mt. Baldy Tin Horn Rd	E	5896 (1797)	5600	159	7.6	0.29	0.46	36"
Nicholson Creek	E	3544 (1080)	5650	92	4.4	0.30	0.44	30"
Nine Mile Pass	A	2822 (860)	4000	111	5.3	0.22	0.34	30"
Park Siding	A	2100 (640)	4150	111	5.3	0.22	0.34	30"
Patterson	B	2200 (670)	3900	84	4.0	0.26	0.41	30"
Phoenix Ski Hill Base	D	4200 (1280)	5500	146	7.0	0.29	0.44	36"
Red Mtn. Base	B	3806 (1160)	4700	161	7.7	0.26	0.35	36"
Rock Creek	E	2034 (620)	4000	69	3.3	0.31	0.45	30"

Rossland		3400 (1036)	4600	159	7.6	0.26	0.41	36"
Timber Wolf	E	4350 (1325)	5200	111	5.3	0.31	0.40	30"
Trail		1444 (440)	3600	86	4.1	0.27	0.35	30"
28 Mile Bridge	D	2100 (640)	4800	82	3.9	0.26	0.36	30"
Waneta Landing	A	1400 (427)	3700	80	3.8	0.26	0.35	30"
Warfield		2001 (610)	3700	86	4.1	0.26	0.41	30"
Westbridge	E	2057 (627)	4250	76	3.6	0.33	0.48	30"
Wilgress Lake	D	3281 (1000)	5000	99	4.7	0.26	0.40	30"

Rain Load (S_r) (1/50)

Areas A, B, C, D and Municipalities 2 psf/0.1 kPa

Area E, 28 Mile Bridge, Marsh Crk. Nine Mile Pass, Park Siding 5 psf/0.2 kPa

Big White, Mt. Baldy 7 psf/0.3 kPa

Regional District of Kootenay Boundary

BUILDING BYLAW No. 1753, 2021

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. 1753, 2021****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. 1753, 2021

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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. 1753, 2021

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 1753, 2021” (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. 1753, 2021

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. 1753, 2021;
- 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. 1753, 2021

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

BUILDING BYLAW No. 1753, 2021

Appendix G – STOP WORK ORDER

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

BUILDING INSPECTION DEPARTMENT

STOP WORK ORDER

**YOU ARE HEREBY ORDERED TO CEASE
WORK ON THIS SITE IMMEDIATELY**

FOR THE FOLLOWING REASONS:

THIS CARD ONLY TO BE REMOVED BY BUILDING OFFICIAL

DATE

BUILDING & PLUMBING OFFICIAL

Regional District of Kootenay Boundary

BUILDING BYLAW No. 1753, 2021

Appendix H – DO NOT OCCUPY NOTICE

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

BUILDING INSPECTION DEPARTMENT

DO NOT OCCUPY

**YOU ARE HEREBY ORDERED TO CEASE
OCCUPANCY OF THIS BUILDING IMMEDIATELY**

Address: _____

FOR THE FOLLOWING REASONS:

Building Bylaw No. 1753, 2021

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THIS CARD ONLY TO BE REMOVED BY BUILDING OFFICIAL

DATE

BUILDING & PLUMBING OFFICIAL

REGIONAL DISTRICT OF KOOTENAY BOUNDARY**BUILDING AND PLUMBING AMENDMENT BYLAW**

Bylaw No. 449 passed on the 26th day of September, 1985
together with Amendment Bylaws

CONSOLIDATED FOR CONVENIENCE ONLY

<u>Bylaw No.</u>	<u>Date of Adoption</u>
849 - RDKB	February 23, 1995
839 - RDKB	November 30, 1995
973 - RDKB	July 31, 1997
997 - RDKB	February 26, 1998
934 - RDKB (Bylaw to amend Fee Schedule)	October 31, 1996
1002	March 26, 1998
1188	July 25, 2002
1313	May 30, 2006
1332	February 22, 2007

REGIONAL DISTRICT OF KOOTENAY BOUNDARY**BYLAW NO. 449**

A Bylaw for the administration and enforcement of the "Building Code" as established by the Minister of Municipal Affairs pursuant to Section 740 of the "Municipal Act", R.S.B.C. 1979, being Chapter 290.

=====

WHEREAS Section 734 of the "Municipal Act" empowers the Board of Directors of the Regional District of Kootenay Boundary to enact a Bylaw to provide for and enforce conditions and regulations for the health, safety and protection of persons and property within the Regional District of Kootenay Boundary;

AND WHEREAS the Minister of Municipal Affairs has enacted regulations pursuant to Section 740 of the "Municipal Act";

NOW THEREFORE, the Board of Directors of the Regional District of Kootenay Boundary, in open meeting assembled, enacts as follows:

TITLE **Regulation Change: Municipal Act no longer referenced in the new building bylaw.**

- 1.1** This bylaw may be cited for all purposes as the "Regional District of Kootenay Boundary Building and Plumbing Amendment Bylaw No. 449, 1985".
- 1.2** This Bylaw is enacted under the authority of **Section 734 of the "Municipal Act"** for the purpose of enforcing the subjects contained in sub-sections (a), (b), (f), (g), (j) and (k) along with the regulations established by the Minister of Municipal Affairs pursuant to **Section 740 of the "Municipal Act"** being Chapter 290 of the Revised Statutes of British Columbia, 1979.

DEFINITIONS **Part 19, Clauses 19.1 to 19.7 in the new bylaw.**

- 2.1** "ACCESSORY" means customarily incidental the permitted use of land, buildings, or structures located on the same lot;
- "AGENT" includes a person, firm or corporation representing the owner, by designation or contract; and interalia includes a hired tradesman and contractor who may be granted permits for work within the limitation of his licence.
- "A.C.N.B.C." means the Associate Committee on the National Building Code.

"AUTHORITY HAVING JURISDICTION" means the Board of Directors of the Regional District of Kootenay Boundary and the employees authorized by the Board of Directors, that have the authority over the subject that is regulated.

"BOARD" means the Board of Directors of the Regional District of Kootenay Boundary.

"BUILDING" means any structure used or intended for supporting or sheltering any use or occupancy.

"BUILDING CODE" means the regulations and any amendments thereto enacted by the Minister of Municipal Affairs pursuant to Section 740 of the "Municipal Act". These regulations include - Part 1, Parts 3 to 6 inclusive and Parts 8 and 9 of the National Building Code of Canada, 1980; the British Columbia Plumbing Code, 1980; British Columbia Building Code Section 3.7 Building Requirements for persons with disabilities 1984; and all amendments added to or varied from time to time by said regulations.

"CONSTRUCT" means erect, repair, alter, add, demolish, remove, excavate and shore.

"CONSTRUCTION" means erection, repair, alteration, enlargement, addition, demolition, removal and excavation.

"LAND TITLE OFFICE" means the Land Title Office situated in Nelson and Kamloops, Province of British Columbia.

"OWNER" means any person, firm, or corporation controlling the property under consideration.

"MEDICAL HEALTH OFFICER" means the Medical Health Officer appointed pursuant to the Health Act;

"MOBILE HOME" means a transportable, factory built, single family dwelling unit designed to provide year round living accommodation, be connected to service utilities, be transported on its own wheels and chassis, capable of being supported on wheels, jacks, posts, piers, or by a permanent foundation, and is a minimum of 2.4 m. (8 ft.) in width and contains a minimum gross floor area of 28 m² (300 sq.ft.).

"MODULAR HOME" means construction in which the superstructure of a building is fabricated fully in a factory, transported to the site and connected together to form a complete building;

"NATURAL BOUNDARY" means the visible high-water mark of any lake, river, or stream, or other body of water where the presence and action of the water are so common and usual, and so long continued in all ordinary years, as to

mark upon the soil of the bed of the lake, river, stream or other body of water a character distinct from that of the banks thereof, in respect to vegetation, as well as in respect to the nature of the soil itself.

"PERSON" means and includes any individual, corporation, partnership, firm, association, society or party.

"REAL PROPERTY" means real property as defined in the "Municipal Act".

"REGIONAL DISTRICT" means the Regional District of Kootenay Boundary.

PROVISIONS

- 3.1 Part 1, Scope and Definitions - [Now in Part 3 of new bylaw. Also Expanded definitions are in the back of the new bylaw.](#)
 Part 3, Use and Occupancy
 Part 4, Design
 Part 5, Wind, Water and Vapour Protection
 Part 6, Heating, Ventilating and Air-conditioning
 Part 8, Construction Safety Measures
 Part 9, Housing and Small Buildings
 Appendix A, Explanatory Material for the National Building Code
 Appendix B, Imperial Conversion of Metric Values in Text
 Part C, Imperial Conversion of Metric Values in Tables.

Of the National Building Code 1980, British Columbia Building Code Section 3.7 Building Requirements for persons with disabilities 1984, British Columbia Plumbing Code 1980, and any future edition, revisions, amendments and supplements as ordered by provincial regulation, are incorporated into and form part and parcel of this Bylaw.

- 3.2 Except as otherwise provided in Subsection 3.3 where: [Part 3, Clause 3.1 of the new bylaw.](#)
- (a) a building is built, this Bylaw applies to the design and construction of the building;
 - (b) the whole or part of a building is moved, this Bylaw applies to the part moved and to any remaining part affected by the change; [Part 12 in new bylaw.](#)
 - (c) the whole or part of a building is demolished, this Bylaw applies to the demolition and to any remaining part affected by the change; [Part 15 in new bylaw.](#)
 - (d) a building is altered, this Bylaw applies to the alterations and to all parts of the building affected by the change;
 - (e) repairs are made to a building, this Bylaw applies to such repairs;
 - (f) the class of use or occupancy of a building or part thereof is changed, this Bylaw applies to all parts of the building affected by this change;

- (g) a building or structure is damaged by fire, flood, earthquake or other causes, this bylaw applies to the repair or demolition of all parts of the building or structure whether damaged or not;
 - (h) a plumbing system is constructed, extended, altered, renewed, or a connection made to a sewer or sewage disposal system, this Bylaw shall apply; [Part 16 in new bylaw.](#)
 - (i) a heating system is connected to a chimney or flue, this Bylaw shall apply;
 - (j) a support structure under the Condominium Act is to be constructed, this Bylaw applies to the design and construction of the support structure;
 - (k)
 - (l) where a mobile home or double wide is placed on property within the Regional District of Kootenay Boundary this Bylaw applies to on-site preparations (foundations, basements, additions, interconnection of modules, connections of services and installation of other components such as chimneys, fireplaces, and wood burning appliances);
 - (ii) all other aspects of the mobile home are exempt from the requirements of this Bylaw provided the mobile home is certified as complying with the Canadian Standards Association, Standard Z240. This exemption also applies to factory built housing certified by the Canadian Standards Association prior to placing on-site, as complying with the Canadian Standards Association, Standard A277.
- 3.3 a) This Bylaw does not apply to one-storey buildings less than 46 m² (500 sq.ft.) in round area used or intended for: [Part 3, Clause 3.4 in the new bylaw.](#)
- (i) agricultural or horticultural purposes, or
 - (ii) animal raising, or;
 - (iii) poultry raising.
- (b) This Bylaw does not apply to non-structural repairs valued at less than eight hundred (800) dollars as determined by the Building Inspector made to buildings used or intended for:
- (i) single family houses;
 - (ii) private garages or residential accessory buildings;
 - (iii) agricultural or horticultural purposes;
 - (iv) animal raising, or;
 - (v) poultry raising.
- (c) This Bylaw does not apply:
- (i) when a fixture, valve or faucet is repaired or replaced, a stoppage cleared or a leak repaired if no change in the piping is required.

******(d) This Bylaw does not apply to storage sheds provided that:

- (i) The storage shed does not exceed 10 m² in floor area;
- (ii) The storage shed is one storey;
- (iii) The storage shed does not exceed 3 m to peak in height;
- (iv) The location of the storage shed complies with the applicable Zoning Bylaw;
- (v) One storage shed per legal parcel is permitted in accordance with this regulation.

GENERAL PROVISIONS

- 4.1 Metric units are used for all measurements in this Bylaw with the approximate equivalent of those units in currently used units of Canadian measures are shown in brackets following each metric measurement and such bracketed figures are included for convenience only and do not form part of this Bylaw.
- 4.2 The use, siting, and size of all buildings shall conform to any Zoning Bylaw applicable to the land on which the building is to be situated, constructed, repaired, altered, or moved.
- *4.3 a), b), c)
- *4.4
- 4.5 No building permit shall be issued if the work is in contravention of any statute, regulation, or bylaw in effect for the location.
- ***4.6 All water closets installed within the Mt. Baldy Plan Area shall have a maximum flush cycle of six (6) litres per flush.

SEVERABILITY [Part 19, Clause 19.9.](#)

- 5.1 If any section, subsection, sentence, clause, or phrase of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Bylaw.

APPLICATION

- 6.1 This Bylaw shall apply to Electoral Areas 'A', 'B', 'C', 'D', and 'E' of the Regional District of Kootenay Boundary. [Part 3, Clause 3.1 in the new bylaw.](#)

- * **Section 4.3 a), b) and c) and Section 4.4 (floodproofing and setback provisions) deleted by Amending Bylaw No. 839, Adopted November 30, 1995**
- ** Amending Bylaw No. 1002, Adopted March 26, 1998
- *** Amending Bylaw No. 1332, Adopted February 22, 2007

PROHIBITION

- 7.1 No person shall commence or continue any work provided for in Section 3.2 or related to building unless he has a valid and subsisting permit issued by the authority having jurisdiction.
- 7.2 No person shall occupy or use any building or part thereof contrary to the terms of any permit, notice or certificate given by the authority having jurisdiction.
- 7.3 No person shall, unless authorized by the authority having jurisdiction, alter, deface, cover, remove or in any way tamper with any notice or certificate posted upon or affixed to any building pursuant to any provisions of this Bylaw.
- 7.4 No person shall do any work that is at variance with the description, plans and specifications for the building, structure, work or thing for which a permit has been issued, unless such change has been approved by the authority having jurisdiction.
- 7.5 No person shall interfere with or obstruct the entry of the authority having jurisdiction acting in the conduct of administration of this Bylaw.
- *7.6 No person shall occupy or use any building or part thereof for which a permit has been issued pursuant to this bylaw unless written proof is provided that all waste construction material has been legally disposed of.

DUTIES

- 8.1 The authority having jurisdiction may:
 - (a) administer this Bylaw;
 - (b) keep records of any application received, permits and orders issued, inspections and test made, and shall retain copies of all papers and documents connected with the administration of this Bylaw;
 - (c) establish whether or not any method or type of construction or material used in the construction of any building conforms with the requirements and provisions of the Building Code;
 - (d) issue occupancy permits as set out in "Appendix B" or issue final inspection reports in lieu of when he is satisfied construction is in substantial compliance with this Bylaw.

POWERS

- 9.1 The authority having jurisdiction may: [Part 6 in the new bylaw.](#)
 - (a) ensure that employees or persons charged with administration of this Bylaw carry proper identification;

* Amending Bylaw No. 1188, adopted July 25, 2002.

- (b) enter at all reasonable times, upon any property subject to the regulations of the Board of Directors, in order to ascertain whether such regulations or directions are being obeyed.
- (c) direct that tests of materials, devices, construction methods, structural assemblies or foundation conditions be made, or sufficient evidence or proof be submitted, at the expense of the owner, where such evidence or proof is necessary to determine whether the material, devices, construction of foundation meets the requirements of this Bylaw. The records of such tests shall be kept available for inspection during the construction of the building.
- (d) direct written notice, or by attaching a placard to the premises, the correction of any condition, where in the opinion of the authority having jurisdiction, such condition violates the provisions of this Bylaw, order the cessation of work that is proceeding in contravention of this Bylaw.

PERMITS [Part 10 in the new bylaw.](#)

10.1 Where:

- (a) an application has been made; and,
- (b) the proposed work set out in the application conforms with this Bylaw and all other applicable Bylaws of the authority having jurisdiction and further, does not contravene any Provincial or Federal statute or regulation; and,
- (c) the applicant for a permit has paid the fee prescribed and as set out in "Appendix A" attached hereto;

the authority having jurisdiction may issue the permit for which the application is made.

10.2 Every permit is issued upon the condition that:

- (a) the work is to be started within six months from the date of issuing the permit;
- (b) the work is not to be discontinued or suspended for a period of more than one year;
- (c) the permit shall lapse in the event that either of the conditions in (a) or (b) above is not met;
- (d) an additional fee as set out in "Appendix A", shall be paid if the permit is renewed;

10.3 The application referred to in Subsection 10.0 shall:

- (a) be made in the form prescribed by the authority having jurisdiction;
- (b) be signed by the owner;
- (c) state the intended use of the building;
- (d) include as exhibits, copies in duplicate of the specifications and scale drawings of the building with respect to which work is to be carried out, showing:

- (i) dimensions of the building;
- (ii) the proposed use of each room or floor area;
- (iii) the dimensions and the legal description of the land on which he building is situated or is to be situated;
- (iv) the grades and elevations of the streets and sewers abutting the land referred to in clause (iii), when required by the authority having jurisdiction;
- (v) the position, height, and horizontal dimensions of all buildings on the land referred to in clause (iii);
- (vi) a survey of the building site by a British Columbia Land Surveyor, when required by the authority having jurisdiction;
- (vii) the technical information specified in other parts of this Bylaw required to be included on the drawings relating to those parts;
- (viii) such other information as is necessary to illustrate all essential features of the design of the building;
- (ix) plot plan showing location of all buildings and their distances from all property lines, other buildings, any water courses or lakes, location of septic tank and tile field, and location of highway access.

10.4 When required by the authority having jurisdiction, the application shall also be accompanied by;

- (a) a plan that shows the locations and size of every building drain and of every trap or inspection piece that is on a building drain, and of every soil or waste pipe, trap and vent pipe;
- (b) the plans and specifications shall be submitted in the form and quantities required by the authority having jurisdiction and shall have this information available for examination and bear the name and address of the designer; and
- (c) contain any and all other information necessary to establish compliance with this Bylaw.

Part 9, Registered Professional's Responsibilities - In new Building Bylaw

10.5 (a) Every application submitted for a permit to erect a building subject to the provisions of Part 3 of the National Building Code shall conform to the following, before a permit is issued: Part 10, Clause 10.2 new bylaw.

- (i) all drawings for the project shall bear the seal and signature of a member of the Architectural Institute of British Columbia and/or Association of Professional Engineers of British Columbia;
- (ii) the individual drawings shall have the professional seal affixed thereto and shall be qualified as to architectural, structural, civil, mechanical and electrical, so that it is clearly understood which professional disciplines have been properly designed and detailed;
- (iii) a letter shall be provided to the authority having jurisdiction prior to issuing a building permit, certifying that members of the appropriate professional disciplines have been retained to provide professional services during construction. A standard form letter is available for this purpose;

- (iv) during construction, copies of inspection reports prepared by the Professional Engineer and/or the Architect shall be sent to the authority having jurisdiction if requested.
 - (b) The authority having jurisdiction may require of any plans submitted, regardless of building code classifications as to use and occupancy, the seal and signature of a member of the Architectural Institute of British Columbia or the Association of Professional Engineers of British Columbia before they are accepted for a building permit, if: [Part 10, Clause 10.3 in new bylaw.](#)
 - (i) the site conditions require special foundation design, drainage design or other engineering consideration;
 - (ii) the proposed building is not of standard wood frame construction;
 - (iii) the proposed building or structure is of a category requiring professional design, such as reinforced concrete and masonry, structural steel, heavy timber, tilt up or other special construction.
- 10.6 The authority having jurisdiction may revoke a permit and issue a "stop work order" where there has been a violation of: [Part 10, Clause 10.37 in new bylaw.](#)
- (a) any condition under which the permit is issued;
 - (b) any provision of the Building Code;
 - (c) any breach of this Bylaw or other applicable Bylaws of the authority having jurisdiction.
- The revocation and "stop work order" shall be in writing and shall be transmitted to the holder of the permit by registered mail and shall be deemed to have been received by the permit holder three (3) days after posting. [Part 6, Clauses 6.3 - 6.4 in new bylaw](#)
- 10.7 The authority having jurisdiction may issue a permit for the construction of a phase of a building before the plans and specifications for the whole building have been submitted or approved, provided adequate information and detailed statements have been filed complying with all pertinent requirements of the Bylaw. The issuance of the permit, notwithstanding, the requirements of this Bylaw, apply to the remainder of the building, as if the permit had not been issued.
- 10.8 It shall be unlawful for any permit holder under this Bylaw, to depart from the plans and specifications without the approval of the authority having jurisdiction, who may require the submission of amended plans and specifications showing such departure. The approval of the authority having jurisdiction must also be obtained for any addition to or replacement of, any plumbing in the case of the alteration or repair of any existing building.
- 10.9 The authority having jurisdiction may issue a permit for the erection or placement of a temporary building, structure or shelter, and such permit shall specify when the temporary building, structure or shelter shall be removed. The application for such permit shall contain the information required by this Bylaw or such additional information as required by the authority having jurisdiction. [Part 10, Clauses 10.60 to 10.63.](#)

- 10.10 Where a building permit has been issued for a single family residence, the owner may apply for a permit to occupy the building prior to completion of construction, which permit may be withheld until the building or part thereof complies with this Bylaw and with the health and safety requirements of the Bylaws of the authority having jurisdiction or the provisions of any Provincial or Federal statutes.

RESPONSIBILITY OF THE OWNER [Parts 5 and 7 in the new bylaw.](#)

- 11.1 Neither the granting of a permit nor the approval of the drawings and specifications nor inspections made by the authority having jurisdiction during the erection of the building shall in any way relieve the owner from full responsibility for carrying out the work in accordance with the requirements of this Bylaw, the application for permit, the plans, specifications and materials filed therewith and in accordance with good and proper building practice.
- 11.2 The issuance of a building permit does not in any way relieve the owner from the responsibility of determining that the building site is safe and will not be affected from flooding water (caused by surface run-off or otherwise).
- 11.3 The owner shall determine, before construction commences and incorporate within the building plans submitted, the property climatic information for building design as included in "Climatic Information for Building Design in Canada", Supplement #1 to the National Building of Canada 1980, referred to in Subsection 16.1. [Part 17 in new Bylaw.](#)
- 11.4 Any owner of property for which a permit is issued shall be responsible for the costs of repair of any damage to Regional District of Kootenay Boundary property that occurs as a result of the work covered by the permit. [Part 7, Clause 7.6 in new bylaw.](#)

DUTIES OF THE OWNER [Part 7 in new Bylaw.](#)

- 12.1 Every owner shall:
- (a) permit the authority having jurisdiction to enter any building or premises at any reasonable time for the purpose of administering this Bylaw; [Clause 7.5 in the new bylaw.](#)
 - (b) obtain where applicable from the authority having jurisdiction, permits relating to demolition, excavation, building, repair of buildings, zoning, change in classification of occupancy, sewers, water, plumbing, signs, canopies, awnings, marquees, blasting, street occupancy, electricity, buildings to be moved, and all other permits required in connection with the proposed work prior to the commencement of such work;
 - (c) in all cases where it is proposed to conduct the waste from plumbing fixtures, trade waste or surface or roof water to a public sewer, ascertain such public sewer is at a sufficient depth and of a capacity to receive such discharge and also to arrange the plumbing to suit the location of the connection provided for the lot by the owner of the sewer facility having jurisdiction.

- * (d) where the sanitary sewer facilities are not available, no permit shall be issued until a sewage disposal permit has been granted by the Ministry of Health.
- (e) where it is desired to connect a building or storm sewer with any building or storm sewer extension, furnish such information as the authority having jurisdiction may require to show that the proposed sewers will be laid at such depth and in such a position as to connect the property with the building or storm sewer extension;
- (f) obtain where applicable, highway or street access permit to the property;
- (g) determine Agricultural Land Reserve limitations and Provincial Flood Plain restrictions.
- (h) give at least 72 hours notice to the authority having jurisdiction and request his inspection of the work: [Part 10, Clause 10.28.](#)
 - (i) after the forms for footings and foundations are complete, but prior to placing of any concrete therein;
 - (ii) after removal of formwork from a concrete foundation and installation of perimeter drain tiles and damp-proofing, but prior to back-filling against foundation;
 - (iii) when framing and sheathing of the building are complete including fire-stopping, bracing, chimney, duct work, plumbing, but before any insulation, lath or other interior or exterior finish is applied which would conceal such work;
 - (iv) before a building drain, sanitary or storm sewer is covered, and if any part of a plumbing system is covered before it is inspected it shall be uncovered if the authority having jurisdiction so directs, and when considered necessary, underground building drains, branches, storm drains, and sewers shall be re-tested after the completion of all back-filling and grading by heavy equipment;
 - (v) after the building or portion thereof is complete and ready for occupancy, but before occupancy takes place of the whole or a portion of the building.

DOCUMENTS ON SITE

13.1 The owner or applicant to whom a permit is issued shall, during construction, keep:

- (a) posted in a conspicuous place on the property in respect of which the permit is issued, the building permit or copy in lieu thereof, and;

* Amending Bylaw No. 973, Adopted July 31, 1997

- (b) a copy of the drawings and specifications on the property in respect of which the permit was issued.

EQUIVALENTS [Part 9, Clause 9.10. in new bylaw.](#)

- 14.1 The provisions of this Bylaw are not intended to limit the appropriate use of materials, equipment or methods of construction not specifically authorized herein. An owner desirous of providing an equivalent material, equipment or methods of construction not specifically authorized herein must present to the authority having jurisdiction sufficient evidence to satisfy the authority having jurisdiction that the proposed equivalent will provide the level of performance required by this Bylaw.

MOVING PERMITS [Part 12 in new bylaw.](#)

- 15.1 Moving buildings:
- (a) the moving of any building into or within the Regional District of Kootenay Boundary requires a permit to do so;
 - (b) on receipt of an application to move, the building shall be inspected to ensure it will comply with all applicable codes and Bylaws. No moving permit shall be issued where a building, in its new location, because of age and/or appearance, may downgrade surrounding property values.

CLIMATIC DATA [Part 17 in new Bylaw.](#)

- 16.1 Climatic data used for the design of buildings in the Regional District of Kootenay Boundary referring to Design Temperature, Degree days below 18EC (65EF), Maximum 15 minute rainfall, maximum one day rainfall, annual total precipitation, maximum snow load on the ground, wind pressures and seismic zone, shall be as found in AC.N.B.C. Climatic Information for Building design in Canada 1980, supplement No. 1 to National Building Code of Canada.

RIGHT OF APPEAL

- 17.1 Appeals to any decision made pursuant to this Bylaw shall be governed under the provisions of Section 741 of the "Municipal Act".

PENALTY [Also Part 18, Offences in new bylaw.](#)

- *18.1 Any person who violates the provisions of this Bylaw or the Building and Plumbing Code is liable on summary conviction, to the maximum penalty prescribed by the *Local Government Act* and also to the cost of prosecution.
- 18.2 Each day during which such violation is continued shall be deemed to constitute a new and separate violation, except where the court otherwise orders.

- * Amending Bylaw No. 1313, Adopted May 30, 2006.

- *18.3 If any construction for which a building permit is required by this bylaw has commenced before a permit is issued by the Building Inspector, the owner of the real property on which the construction is being done shall pay to the Regional District of Kootenay Boundary **double the fee prescribed as set out in Schedule 'A' or amendments thereto and attached hereto."

APPENDIX **Part 19, Clause 19.8 in new bylaw.**

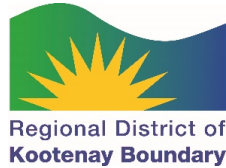
- 19.1 Appendix A and B are attached to and form part of this Bylaw.

REPEAL **Part 20 in new bylaw.**

- 20.1 (a) Bylaw No. 106, 1975 cited as the Regional District of Kootenay Boundary Building Bylaw;
 (b) Bylaw No. 141 being a bylaw to amend the Regional District of Kootenay Boundary Building Bylaw No. 106, 1975;
 (c) Plumbing Bylaw No. 56, 1972 cited as the Regional District of Kootenay Boundary Plumbing Bylaw;
 (d) Bylaw No. 195, 1972 being amendment No. 1 to the Regional District of Kootenay Boundary Plumbing Bylaw No. 56, 1972;
 are hereby repealed upon adoption of this Bylaw.

* Amending Bylaw No. 997, Adopted February 26, 1998

** Amending Bylaw No. 1313, Adopted May 30, 2006. (18.3 deleted maximum additional fee shall not exceed \$500.00).



RDKB

BYLAW NO. 1754

A Bylaw to regulate the operation of the Beaver Valley Waterworks and to provide for the imposition of a charge against the owner or occupier of real property for the use of or ability to use the water system within the Beaver Valley Water Service area.

WHEREAS the Regional District of Kootenay Boundary has adopted "Beaver Valley Water Service Establishment Bylaw No. 1491, 2011" which establishes the Beaver Valley Water Service serving the Village of Fruitvale and a portion of Electoral Area "A";

AND WHEREAS *Local Government Act* gives a Regional District the authority to establish and operate a local service for the supply, treatment, conveyance, storage and distribution of water;

AND WHEREAS *Local Government Act* gives a Regional District all necessary power to do anything incidental or conducive to the exercise or performance of its power;

AND WHEREAS the *Local Government Act* authorizes a Regional District to recover annual servicing costs of a local service by the imposition of fees and other charges;

AND WHEREAS the *Local Government Act* authorizes a Regional District to base a fee or charge on any factor, and to set different fees and charges on different classes of persons, classes of property or types of land use and to establish terms and conditions of payment as specified by bylaw;

NOW THEREFORE BE IT RESOLVED that the Board of the Regional District of Kootenay Boundary, in open meeting assembled, enacts as follows:

1. There is hereby imposed and levied a water user charge against the owner or occupier of land or real property whose property is connected to the Beaver Valley Service within the Beaver Valley Service area and the Manager of Corporate Administration shall classify each consumer in accordance with the categories set out in Schedule 'A', attached to and forming part of this bylaw.
2. The Beaver Valley Water Service shall be regulated as specified in Schedule 'A' as attached and forming part of this bylaw.

3. User charges, consumption rates, payment terms and conditions may be imposed as set out in Schedule 'B' as attached and forming part of this bylaw.
4. Bylaw No. 1712 cited as the "Beaver Valley Water Service Rates Bylaw No. 1591, 2019" is hereby repealed.
5. This bylaw may be cited for all purposes as the "Beaver Valley Water Service Rates Bylaw No. 1754, 2021".
6. This Bylaw shall come into full force and effect on January 1, 2021

Read a First, Second and Third time this 10th day of February 2021.

I, Theresa Lenardon, Manager of Corporate Administration/Corporate Officer of the Regional District of Kootenay Boundary, do hereby certify the foregoing to be a true and correct copy of Bylaw No. 1754 cited as "Beaver Valley Water Service Rates Bylaw No. 1754, 2021" as read a third time by the Regional District of Kootenay Boundary Board of Directors this 10th day of February 2021.

Manager of Corporate Administration/Corporate Officer

Adopted this 10th day of February 2021.

Chair

Manager of Corporate Administration/
Corporate Officer

I, Theresa Lenardon, Manager of Corporate Administration/Corporate Officer, do hereby certify the foregoing to be a true and correct copy of Regional District of Kootenay Boundary Bylaw No. 1754 cited as the "Beaver Valley Water Service Rates Bylaw No. 1754, 2021" as adopted this 10th day of February 2021.

Manager of Corporate Administration/Corporate Officer

BEAVER VALLEY WATER SERVICE RATES BYLAW NO. 1754, 2021

SCHEDULE 'A'

In this Bylaw unless the context other requires:

"Applicant"

Means an owner or his agent making application for a water service connection and from whom the Regional District may expect to receive revenue on a continuing basis for this service.

"Board"

Means the Board of Directors of the Regional District of Kootenay Boundary.

"Building Inspector"

Means the Building Inspector of the Regional District of Kootenay Boundary and his duly authorized representatives.

"Capable of Connection"

Means that the parcel of land abuts a street, lane, public right-of-way or easement upon or under which there is a water main of a size and capacity acceptable to the Regional District or the Operator for the proposed use and if, in the opinion of the Regional District, no other physical or topographical conditions make the connection impossible or uneconomical.

"Collector"

Means the Collector of the Regional District duly appointed pursuant to the provisions of the *Local Government Act* or the duly appointed agent for the Regional District.

"Consumer"

Means any person to whom water is supplied by the Regional District.

"Curb Stop"

Means a shut off valve installed by the Regional District or its Operator on a service connection with a protective housing to the ground surface. The curb stop is located on the main side of the property line.

"Distribution System"

Means all mains and appurtenances thereto including fire hydrants, pumping stations, reservoirs, pressure reducing stations, meters and service connections installed within any highway, Regional District right-of-way or easement or Regional District property.

"Discount Date"

Means the final and last day on which the prompt payment discount shall apply.

"Manager of Corporate Administration"

Means the employee of the Regional District appointed by the Board to the position of Manager of Corporate Administration.

"Dwelling Unit"

Means one or more rooms consisting of a unit of living accommodation used or intended to be used for living and sleeping purposes and containing a sink and cooking facilities.

"Fire Chief"

Means the Regional Fire Services Chief of the Regional District of Kootenay Boundary or his duly authorized representative.

"Fire Hydrant"

Means a device equipped with special threaded connections installed by the Regional District or its Operator within a highway, road or street, right-of-way, easement or on Regional District or municipal property and connected to a water main to supply water for fire protection purposes.

"Main"

Means a pipe including valves, fittings and other appurtenances other than a service connection, pumping station, treatment plant or reservoir in the water distribution system.

"Meter"

Means a device used to measure and indicate the volume of water passing through the device.

"Metered Accounts"

Means those accounts billed monthly or for any other period established from time to time and of which the water consumption is measured through a device commonly known as a water meter.

"Non Profit / Affordable Housing Unit"

Means rental housing unit complexes that are owned and operated by community-based non-profit societies, where the mandate of these societies are to provide safe, secure, affordable accommodation to households with low-to-moderate incomes. All Non Profit / Affordable Housing Units must be approved by the Beaver Valley Water Committee.

"Occupant"

Shall have the meaning assigned to it by the *Local Government Act*.

"Operator"

Means the person or persons, corporation or agency to whom the Regional District of Kootenay Boundary contracts, instructs, or appoints to operate the Beaver Valley Waterworks.

"Owner"

Shall have the meaning assigned to it by the *Local Government Act*.

"Person"

Means and shall include not only a natural person but also a Corporation, Firm or Partnership.

"Regional District"

Means the Regional District of Kootenay Boundary.

"Service Connection"

Means a pipe and the necessary valves and protective boxes, connections, thaw wires, and any other materials necessary to and actually used to connect the water main to a curb stop.

"Sprinkling"

Means the pouring of water by means of any hose, sprinkling device, water pot or other utensil upon or under the surface of gardens, lawns and all other grounds or upon any roof.

"Water Service"

Means a pipe including all valves, connections, taps and meters connecting a curb stop to the house or building.

"Waterworks"

Means the entire waterworks system of Beaver Valley Waterworks Local Service including, but not limited to, the intake, purification and treatment, transmission and distribution, pumping and storage systems and further including subterranean and surface vessels, structures, buildings, fixtures and stationary and mobile equipment.

PART II - USE OF WATERWORKS SYSTEM

2.1 Tampering with the Waterworks

No person shall make any connection to the waterworks or in any way tamper with, operate, remove, or make any alteration to any hydrant, meter, curb stop, valve, pumping station, reservoir, chamber or other fixture or appurtenance connected with the waterworks without first obtaining written permission from the Regional District or its Operator, or for the use of a hydrant, written permission from the Fire Chief. No person shall, without lawful excuse, break, damage, destroy, uncover, deface, mar or tamper with any part of the waterworks.

2.2 Liability

It is a condition of the supply of water that:

- (a) In the event that the supply of water to any consumer shall fail, whether from natural causes or accident or from any other causes whatsoever, the Regional District shall not be liable for damage by reason of such failure.

- (b) The Regional District shall not be liable for any injury or damage to any person or property arising or occurring from the use of water from the waterworks.
- (c) The Regional District does not guarantee that water supplied by it is free of any impurity that would affect a manufacturing process or any other use of equipment and devices.

2.3 Termination of Water Supply

The Regional District may order the termination of the water supply to any consumer on thirty (30) days' written notice for violation of any of the provisions of this Bylaw, for failure to maintain the water service pipe in good condition without any leaks, for the non-payment of rates or rents when due, or for refusing to provide for the proper installation of a water meter, or when, in the opinion of the Board, the public interests require such action.

2.4 Sale of Water

It shall be unlawful for any consumer to sell, waste, dispose of or give away Regional District water for use other than on his premises or permit it to be taken or carried away by any person or persons unless such consumer is on a metered account and is conducting a business from the premises concerned in compliance with the Bylaws of the Regional District or permission in writing has been granted by the Regional District.

2.5 Water Use Restrictions

- (a) In the event of a water supply shortage, due to any reason whatsoever, the Regional District or the Regional District's Operator may issue a notice prohibiting, restricting, or limiting the use of water by any or all of the consumers or fixing the days and hours upon or during which sprinkling shall be allowed or to prohibit such sprinkling. Such notice shall be sufficiently given if delivered in writing, direct mail out, or broadcast by the local radio or television station, or advertised in at least two consecutive issues of a newspaper circulated in the service area. Any person who refuses or fails to abide by such prohibition, restriction or limitation contained in the notice shall be deemed to have contravened this Bylaw.
- (b) No person shall use water for cooling in air conditioning units until application has been made in writing to the Regional District and permission in writing has been granted to do so. The use of such equipment will not be permitted unless a water cooling tower is installed to prevent waste of water and a meter has been installed where such was not the case before application was made.

PART III - SERVICE CONNECTIONS

3.1 Illegal Connections

No person shall connect or attempt to connect, or allow to be connected, or allow to remain connected to the waterworks any property or premises otherwise than in accordance with the provisions of this Bylaw.

3.2 Connection Application

Each application for a service connection shall be made to the Regional District or its Operator by the owner or his authorized agent in the form prescribed. Such applicant shall, on making application, pay to the Regional District the applicable connection fee prescribed in Schedule 'B'. If the connection is practicable, the Regional District or its Operator shall, within ninety (90) days, weather permitting, provide and install a service connection to the applicant's property. If such connection is not practicable, the Regional District or its Operator shall so notify the applicant within sixty (60) days and the Regional District shall refund the charges or fees paid by the applicant.

3.3 Connection Location

Where possible, the service connection will be located at the location requested by the applicant. In the event the applicant's preferred location is not practicable due to the existence of installed surface improvements or is in conflict with installed underground utilities, the Regional District shall designate the location of each service connection to each parcel of land or premises.

3.4 Size of Service Connection

The minimum inside diameter of a service connection shall be as specified by the Provincial Plumbing Code. The sizes of service connection for any premises shall be approved by the Building Inspector. If the requested service connection exceeds the then available capacity of the waterworks, the Regional District may limit the size of the connection.

3.5 Depth of Bury

The minimum depth of bury of the service connection below finished ground elevation shall be four (4) feet unless specifically authorized to the contrary by the Regional District.

3.6 Maintenance of Service Connection

In the event a defect is suspected in the service connection or water service, the consumer shall immediately notify the Operator and the Operator will, as soon as practicable, operate the curb stop and determine thereby if the defect

exists in the water service or in the service connection. If the defect is determined to be located in the service connection, the Operator shall repair the defect at no cost to the consumer.

If the defect is determined to be in the water service, the property owner shall effect the necessary repairs within ten (10) days. Should the consumer insist that the defect is in the service connection and not in his water service, he shall deposit with the Regional District a sum of money equal to fifty percent (50%) of the cost of a new connection to cover the cost of excavation and backfilling for inspection purposes. In the event the defect is found in the service connection, the Operator shall carry out repairs and return the deposit to the consumer. If there is no fault or defect found in the service connection, the consumer shall forfeit that portion of the deposit in the amount equal to the actual cost of the work, any surplus being returned to the consumer.

PART IV - WATER SERVICES

4.1 Plumbing Code

Water services on private property shall be installed in accordance with the Provincial Plumbing Code and shall be constructed by and at the expense of the owner, and shall be approved by the Building Inspector prior to connection being made to the water service at the property line. The Regional District shall install that portion of the water service between the curb stop and property line. Any fittings required to join the water pipe to the applicant's shall be the applicant's responsibility.

The Regional District may disconnect service to plumbing that does not conform to the Provincial Plumbing Code or any Regional District or Municipal Plumbing Bylaw.

4.2 Maintenance

The water service shall be maintained by the property owner at his sole expense. In the event any defect is suspected in the service connection or water service, the consumer shall immediately notify the Operator and the Operator will, as soon as practicable, arrange to operate the curb stop and determine thereby if the defect exists in the water service or in the service connection. If the defect is determined to be in the water service, the property owner shall effect repairs within ten (10) days.

In order to facilitate repairs to the water service, the Operator will upon request and at its earliest convenience, during normal working hours, open or close the curb stop and the fee for such turn on or turn off shall be as provided in Schedule 'B' of this Bylaw. If the property owner requires a curb stop to be operated during hours when the Operator's waterworks personnel are not normally on duty, the owner shall be billed the actual costs involved in calling out crews and operating the valve. In the event the property owner refuses

or neglects to carry out repairs within the specified time, the Operator may, by his workmen or others, have the work done at the expense of the owner, and the Regional District may recover the cost thereof with interest at a similar rate as that charged for user charges in arrears as provided in Schedule 'B' of this Bylaw.

4.3 Initiation and Cessation of Supply

When an owner wishes the water supply turned on or off at the curb stop, the owner shall advise the Operator and the Operator will carry out the work at the Operator's convenience and the fee for such turn on or turn off shall be as provided in Schedule 'B' of this Bylaw.

4.4 Abandonment

When any water service is abandoned, the owner or his agent shall notify the Regional District or its Operator and the Operator shall cut off the service connection at the junction with the main. The owner shall be liable for the abandonment charge specified in Schedule 'B' of this Bylaw.

4.5 Frozen Service

Pursuant to Section 4.2 if it is determined that the defect is a frozen water service, it is the owner's responsibility to thaw the pipe. On further application to the Regional District and with the approval of the Provincial Inspector of Electrical Energy, the owner or his agent may connect a source of electricity to the curb stop in order to complete an electrical circuit to thaw his water service. The consumer shall be fully responsible for any damage caused by this thawing method.

The Operator may, at his convenience, and following the owner's application, thaw the water service at the rate specified in Schedule 'B' of this Bylaw. Priority shall always be given to thawing any frozen service connections before any water services.

4.6 Alternate Water Supply

In the event an owner has an alternate or auxiliary water supply source other than the Waterworks service connection, he shall not connect or in any way cause to be connected any portion of the alternate or auxiliary water supply distribution system with the distribution system supplied by the service connection. On application to the Regional District in writing, special permission may be given to cross connect the two systems provided all requirements of the Regional District with respect to water quality, disinfection procedures and equipment, back flow protection devices and maintenance of such devices and equipment are met.

In the event an owner has more than one Waterworks service connection from different distribution system pressure zones, the owner shall install back flow

prevention devices satisfactory to the Regional District on each service connection and shall maintain said devices.

4.7 Swimming Pools

Swimming pools must be filled prior to June 15 of the current year.

4.8 Check Valves

All water tanks are to be equipped with check valves.

4.9 Shut off Valves

Property owners are responsible for keeping shut off valves visible.

4.10 Back Flow Prevention

Underground irrigation systems shall be equipped with back flow prevention devices. The installation of an underground irrigation system shall be approved by the Building Inspector prior to connection to the waterworks.

4.11 Plumbing Standard

The Regional District shall at all times retain the right to disconnect service without notice to plumbing that it is not in compliance with the Provincial Plumbing Code, is not of sufficient quality or standard or represents a possible hazard to health or safety, or a possible danger to the waterworks.

PART V - METERS

5.1 Installation of Meters

If instructed by the Regional District, all commercial, industrial, residential and institutional consumers shall install at their expense a water meter and strainer complete with bypass and isolation valves if required in a location easily accessible to the Operator for inspection and reading of the meter. Where the service is to be a single building, the meter may be located within the building as close as possible to the entrance point of the water service into the building and before any take off points.

If the water service is a distribution system to more than one building or structure, the meter shall be located upstream of any distribution point and as close as possible to the property line, and the water supply should go through one of the buildings to be metered. If no building or structure exists at the location where the meter is to be installed, the property owner shall be responsible for constructing the meter vault in accordance with the standard issued by the Regional District.

5.2 Meter Size and Supply

The Regional District shall determine the size of meter required and the Regional District shall supply the meter and strainer, with the meter remaining the property of the Regional District.

5.3 Access to Meter

The consumer shall supply access to the water meter for the purpose of reading the meter and for maintenance during the Operator's normal working hours. Failure to provide this access for meter reading shall result in an extra charge per call.

In the event convenient access cannot be supplied, the Operator shall, by its workmen or others, install suitable remote reading equipment at the expense of the owner. On failure to pay such costs within thirty (30) days of invoice, the Regional District shall recover the expense thereof with interest at a similar rate as that charged user charges in arrears as provided in Schedule 'B'.

5.4 Operation of Bypass

No person shall in any way tamper with, operate or remove the water meter or sealed bypass valves after installation without first obtaining the permission of the Regional District.

PART VI - CHARGES FOR SERVICE**6.1 Connection and Abandonment Fees**

The owner or his agent shall, on making application for a service connection, a turn on or turn off or the abandonment of a service connection, pay to the Regional District applicable fee prescribed in Schedule 'B' attached hereto and forming part of this Bylaw.

6.2 Fee Added to Taxes

Connection, water user, penalties, turn on, turn off or abandonment fees not paid on or before the thirty-first (31st) day of December in any year shall be deemed to be taxes in arrears in respect of the parcels of land served by the said service connection and such sum shall be recoverable under the *Local Government Act*.

6.3 User Rate

The owner or occupier of real property shall pay in addition to all other rates, charges and fees for the use of the waterworks the amounts specified in Schedule 'B' of this Bylaw. The several rates enumerated in Schedule 'B'

hereto are hereby imposed and levied by the Regional District and all such rates shall be payable at the office of the Regional District or its duly appointed agent or any other place authorized and designated by the Board on or before the date specified in Schedule 'B' and shall form a charge on the lands and improvements to or upon which the service connection is made and if the rates imposed during any one calendar year remain unpaid after the thirty-first (31st) day of December, they shall be entered upon the tax roll as taxes in arrears.

The user rates as specified shall be applied on the date the water turn on or turn off is made and in the case of unmetered accounts the rate charged for the first and the final billing period shall be prorated to the nearest full month of service.

PART VII - WATERWORKS EXTENSIONS

7.1 Extension Application

- (a) All applications for distribution system extensions shall be made in writing to the Regional District by the owner or owners of the property to be served by such extensions.
- (b) Notwithstanding anything in this Bylaw contained, the Board may refuse any application for a waterworks extension should it consider the Regional District share of costs to be excessive, or should the existing waterworks trunks or mains be inadequate to supply the area in question, or if it is considered technically necessary to install a second water main thereby causing the Regional District share of the costs to be excessive. The option, however, shall be open to the applicant to pay whatever extra costs may be involved and, if deemed equitable by the Board, it may then approve such application.

PART VIII - INSPECTION

8.1 Right of Entry

The owner of every parcel of land and the occupier of every premises shall at all reasonable times allow, suffer and permit the Operator, Building Inspector or Meter Reader to enter into or upon lands and premises for the purpose of inspecting the premises and water piping system, meter location, meter connection and bypass facilities in order to ascertain whether or not the provisions of this Bylaw are being obeyed.

8.2 Inspection

Water Service pipes on private property shall have passed inspection by the Building Inspector prior to connection being made at the property line.

- 8.3** No person shall obstruct at any time or in any manner the access to any hydrant, valve, stop-clock, meter, mains or any other appurtenances connected to the waterworks, and should any person do so by placing thereon or near thereto any brick, stone, timber, or any other material or structure or thing, the Operator or any other authorized agent of the Regional District may remove such obstruction at the expense of the offending person.

PART IX - PENALTIES

9.1 Penalties

Any person who violates any of the provisions of this Bylaw shall be guilty of an offence and shall be liable on summary conviction to a fine not exceeding the sum of Five Hundred Dollars (\$500.00) together with costs for each offence and each day during which any violation, contravention or breach shall continue shall be deemed as a separate offence

BEAVER VALLEY WATER SERVICE RATES BYLAW NO. 1712, 2019**SCHEDULE 'B'**

1. **Unmetered Accounts** user rates shall be as follows:

WATER RATES				
Year		2021	2022	2023
Percentage Increase		2%	3%	3%
DOMESTIC				
W01	Single family dwelling unit	298.79	307.75	316.98
W01	Duplex, triples or apartment building units with individual plumbing, independent of other units within the same structure	298.79	307.75	316.98
W01	For each of the first six (6) units	298.79	307.75	316.98
W02	For each additional unit in excess of six (6)	153.81	158.42	163.17
W01	Registered mobile home park, owner/manager's residence	298.79	307.75	316.98
W01	For each mobile home space	298.79	307.75	316.98
W14	Non-Profit / Affordable Housing Individual Unit (first 6)	144.98	149.33	153.81
W14	For each additional Non-Profit / Affordable Housing Individual Unit in excess of six (6)	74.38	76.61	78.91

COMMERCIAL				
All commercial and industrial establishments shall be put on water consumption meters UNLESS the Board of Directors of the Regional District of Kootenay Boundary is satisfied that the total quantity of water does not warrant this, in which case the user rate shall be as follows:				
Year		2021	2022	2023
Percentage Increase		2%	3%	3%
W13	Small business, store or office with no more than	298.79	307.75	316.98
W13	Curling Rink, Arena, Fire Hall	298.79	307.75	316.98
W04	For each additional plumbing fixture	68.07	70.12	72.22
W03	Retail Store, Financial Office	324.64	334.37	344.41
W03	Grocery Store	324.64	334.37	344.41
W03	Public Lounge (liquor licensed premises)	324.64	334.37	344.41
W05	Commercial, hotel/motel for managers residence	298.79	307.75	316.98
W06	For each room with plumbing fixture suite in hotel/motel	153.81	158.42	163.17
W07	Church of Church Hall, not in daily use	153.81	158.42	163.17
W03	Public Hall or place of amusement with two separate washroom facilities	324.64	334.37	344.41
W08	Cafe, restaurant, or drive-in, whether in conjunction with a hotel or motel or separate building	392.16	403.92	416.04
W08	Garage, service station, mechanic or body shop	392.16	403.92	416.04

W09	School	1058.37	1090.12	1122.83
W10	Non-occupied school premises	1058.37	1090.12	1122.83
W11	Car Wash	563.54	580.45	597.86
W12	Sawmill	1215.33	1251.79	1289.34

2. **Metered Accounts** - user rates shall be as follows:

All metered accounts are subject to a minimum monthly charge of:

Year	2021	2022	2023
Percent Increase	2%	3%	3%
Rate	24.89	25.64	26.41

The charge for the quantity of water used each month shall be calculated at the following rates:

Monthly Rates:

On FIRST 1000 cubic feet per minute (cu.ft./min.)

Year	2021	2022	2023
Percent Increase	2%	3%	3%
Rate	1.92	1.98	2.04

per 100 cubic feet of water consumed.

On NEXT 9,000 cu.ft./min. Additional

Year	2021	2022	2023
Percent Increase	2%	3%	3%
Rate	0.14	0.15	0.16

per 100 cu.ft. from above,

On NEXT 90,000 cu.ft./min. Additional

Year	2021	2022	2023
Percent Increase	2%	3%	3%
Rate	0.28	0.29	0.30

per 100 cu.ft. from above

On NEXT 100,000 cu.ft./min. Additional

Year	2021	2022	2023
Percent Increase	2%	3%	3%
Rate	0.34	0.35	0.31

per 100 cu.ft. from above**3. Commencement and Cessation of Supply**

A charge of **\$50.00** will be imposed to shut off or turn on a service during regular working hours. The fee shall be **\$100.00** when the service is performed outside of regular working hours. This charge must be paid prior to the work being performed.

4. Water Connection Charges

In the case of a connection being made during any year, the charge imposed shall begin with the month following which the final inspection of the water connection was made.

Service connections rate shall be two thousand dollars (**\$2,000.00**) or the actual cost of effecting the connection whichever is greater. Connection cost shall include but is not limited to: debris removal, road bed replacement, road surface replacement, asphalt replacement, sidewalk replacement, curbing and gutter replacement, landscaping and re-seeding incurred at the time of connection or at a time subsequent.

5. Payment Due Date and Billing Procedure

- a) All unmetered account payments shall become due and payable on the thirty-first day of October.
- b) All metered account payments shall become due and payable on presentation of billing or the thirty-first day of October whichever is earlier.
- c) Bills may be rendered by the Regional District or its appointed agent on a regular basis or as is convenient to the District;

6. Discounts

A prompt payment discount of 5% shall be allowed, if full payment is received by the thirty-first **(31)** day of March.

7. Penalty

A late penalty of 10% shall be charged on all accounts outstanding after the thirty-first **(31)** day of October.

8. Non-Payment of Rates

In case of non-payment of rates for thirty (30) days after they shall have become due and payable, the Board or its agent shall give notice, at its convenience, to the consumer, that the rates have not been paid and if the same remains unpaid for a period of seven (7) days after the date of notice, the operator may cut off the supply of service in respect to which such rates are due, without any further notice.

Any rate remaining unpaid on the thirty-first day of December shall be deemed to be taxes in arrears in respect of the property on which the consumer dwells and shall be forthwith entered on the real property tax roll by the collector of taxes in arrears.

9. Abandonment Fee

The fee for disconnecting an abandoned water service connection at the water main shall be based on the actual cost to the Regional District.

10. Service Fee

Where the Regional District has been requested to provide other water supply service including but not limited to service connection, alteration and thawing private water service and the Regional District has agreed to perform the requested service, the fee for the service shall be the actual cost to the Regional District as determined by the Regional District.

11. Rate Reduction

For the purpose of this section, "vacant" means not occupied by persons for the purpose of habitation and where the owner has received no rental payments, excluding any vacancy created by vacation or temporary absence of the tenant.

- a. Customers defined under Schedule "B" Section 1 Unmetered Accounts as "Domestic, single family dwelling unit" will be eligible for a rate reduction for any vacant rental dwelling to which the user fee has been applied if the vacancy has been in excess of two (2) continuous months.

The rate reduction shall be effected by "shut off" and "turn on" service as per "Schedule "B" Section 3 Commencement and Cessation of Supply and regular charges for same will apply.

A minimum payment for the year, equivalent to six (6) months user charges, will be required for each unit. At year end, any excess due to vacancy rate reduction will be refunded to the customer.

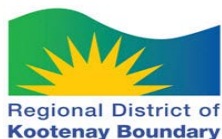
- b. Customers defined under Schedule "B" Section 1 Unmetered Accounts as "Duplex, triples or apartment building units with individual plumbing, independent of other units within the same structure" will be eligible for a rate reduction for any vacant rental dwelling to which the user fee has been applied if the vacancy has been in excess of two (2) continuous months.

A minimum payment for the year, equivalent to six (6) months user charges, will be required for each unit.

Other customers defined under Schedule "B" Section 1 Unmetered Accounts will also be eligible for a rate reduction for any vacant rental dwelling to which the user fee has been applied if the vacancy has been in excess of two (2) continuous months

A minimum payment for the year, equivalent to six (6) months user charges, will be required for each customer.

- c. Application for any rate reduction must be made in writing to the Regional District on or before February 28th of the year following the year in which the user rate was applied. Applications must be supported by the landlord's tenancy records, verified accurate by a Chartered Accountant (CA) or a Certified General Accountant (CGA) as to the period of vacancy for which a reduction has been requested, or by such other documents deemed acceptable by the Regional District.



STAFF REPORT

Date: February 3, 2021

File ADMN
Bylaw No. 1740

To: Chair Langman & Members of
the RDKB Board of Directors

From: Theresa Lenardon, Manager of Corporate
Administration/Corporate Officer

Re: RDKB Bylaw No. 1740-Mosquito Control
Area D & City of Grand Forks SLP Conversion
& Increase Requisition Limit-Amend Third
Reading-Read a Third Time as Amended

Issue Introduction

A staff report from Theresa Lenardon, Manager of Corporate Administration/Corporate Officer regarding the third reading of RDKB Bylaw No. 1740, 2020, which converts the Electoral Area D/Rural Grand Forks and City of Grand Forks Mosquito Control Service Supplementary Letters Patent to a service establishing bylaw and increases the maximum requisition limit.

History/Background Factors

The Electoral Area D/Rural Grand Forks and City of Grand Forks Mosquito Control (080) Service was created for a portion of Electoral Area D and all of the City of Grand Forks by Supplementary Letters Patent (SLP) April 22, 1969. The SLP was amended April 30, 1981 by adding the remaining portions of Electoral Area D/Rural Grand Forks into the service area boundaries. The taxation limit has not been increased since the SLP was issued in 1969.

RDKB Bylaw No. 1740, 2020 converts the SLP to a service establishing bylaw and increases the requisition limit from \$65,996 to \$110,000. The bylaw was read a first, second and third time November 26, 2020 and was sent to the Inspector of Municipalities for statutory approval. The bylaw must receive statutory approval before the Board can adopt it and include it into the RDKB Five Year Financial Plan.

The Inspector of Municipalities has sent the Bylaw back to staff to update the tax rate based on using the pre-converted hospital net taxable values. The revised rate is \$0.095145/\$1,000 to the net taxable of land and improvements (from \$0.8334/\$1,000). Using the revised apportionment figures with the rate of \$0.095145/\$1,000 does not change the overall requisition limit. The overall requisition limit remains at \$110,000. However, using this rate will reduce the City of Grand Fork's requisition amount by \$4,032 and increase the Electoral Area D's requisition amount by \$4,031.

Page 1 of 2

Staff Report-Area D/Rural Grand Forks & Grand Forks Mosquito Control
Bylaw No. 1740-Rescind 3rd Reading-3rd Reading as Amended
Board of Directors-February 10, 2021

The bylaw must be resubmitted to the Inspector for statutory approval as soon as possible. Third reading must be rescinded and the bylaw read a third time as amended on February 10, 2021. Once statutory approval has been issued, staff will reach out to the Board of Directors to adopt the Bylaw using the Regional District Special Voting Regulation via email. This process will commence in the very near future and the Board will be notified accordingly.

Implications

Adoption of proposed service establishing Bylaw No. 1740, including the proposed increase to the level of taxation would increase participants taxes, however would allow the service to continue to provide existing service levels.

Advancement of Strategic Planning Priorities



"Exceptional Cost Effective and Efficient Services" (assess how the RDKB funds services).



"Responding to Climate Change Impacts"

Background Information Provided

1. Proposed RDKB Electoral Area D/Rural Grand Forks and City of Grand Forks Mosquito Control Service Establishment Bylaw No. 1740.
2. Staff report (November 4th-Boundary Community Development Committee) from Janine Dougall, General Manager of Environmental Services.
3. BC Assessment Hospital Taxable and Converted Values-Basis of Apportionment and Assessments Taxable.

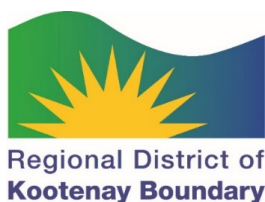
Alternatives

1. Receive staff report with no action.
2. Refer bylaw back to staff.
3. Rescind 3rd reading and read a 3rd as amended.

Recommendation(s)

That third reading of Regional District of Kootenay Boundary Electoral Area D/Rural Grand Forks and City of Grand Forks Mosquito Control Service Establishment Bylaw No. 1740, 2020 be rescinded.

That Regional District of Kootenay Boundary Electoral Area D/Rural Grand Forks and City of Grand Forks Mosquito Control Service Establishment Bylaw No. 1740, 2020 be read a Third time as amended.



STAFF REPORT

Date: November 4, 2020
To: Chair McGregor and Boundary Community Development Committee
From: Janine Dougall, General Manager of Environmental Services
Re: **Service 080 - Conversion to Service Establishment Bylaw and Increase in Requisition Limit**

File ES – Mosquito Control

Issue Introduction

To provide background information and request approval to proceed with a Conversion to Service Establishment Bylaw and increase in maximum requisition limit for the Grand Forks/Area D (Rural Grand Forks) Mosquito Control Service 080.

History/Background Factors

Over the last 5 years extremely variable weather patterns have impacted the mosquito control programs significantly. For example the flooding in 2018 significantly changed water flow paths and sites that had not been previously identified as mosquito habitat were flooded and dormant eggs hatched. The 2020 year saw low level flooding over a prolonged period, which influenced control activities. The changes in and more frequent occurrences of extreme weather patterns suggest that the flooding of mosquito habitats is becoming less predictable and this will result in greater challenges in conducting control work. Effective mapping and monitoring of mosquito flood habitat will assist in pre-season planning and help in mitigating the impacts of unpredictable weather patterns. This unpredictability will also influence the projections for costs for the program.

Implications

The Service for mosquito control for the Grand Forks/Area D-Rural Grand Forks area was originally established by Supplementary Letters Patent in 1969 and further amended in 1981. Based on the wording in the Supplementary Letters Patent, the current maximum taxation requisition limit is \$0.50 per 1000 of assessed value based on assessments, which equates to a maximum calculated tax requisition of \$67,121 as of 2020.

Over the last number of years, the cost for the mosquito control service has increased primarily due to increases in contractor costs as well as extreme/variable weather which impacts flooding levels and time/effort for mosquito control. Based on budgetary projections for the years 2021-2025, the annual cost of service provision is estimated to be from \$92,000-\$96,000. This cost

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*Staff Report-2020 "Mosquito Control Service (080) – Bylaw Conversion and Tax Requisition Increase
 BCDC Meeting November 4, 2020*

value is based on historical service levels and does not take into account extreme flooding events as this is too difficult to predict. To address extreme weather impacts, sufficient reserves are to be maintained. The recommendation by RDKB staff is to increase the maximum requisition limit from the existing value of \$67,121 to a value not to exceed the amount raised by applying a tax rate of \$0.8334/\$1000 to the net taxable values of lands and improvements or \$110,000, whichever is greater. Please note that is a maximum value proposed and unless absolutely necessary, efforts will be made to minimize the actual taxation amount while still providing desired service levels.

RDKB Administrative staff have confirmed that the required process to convert the existing Supplementary Letters Patent to a Service Establishment Bylaw and increasing the maximum requisition limit will be undertaken using a "consent" process as set out in the Local Government Act, Sections 346 and 347. This entails:

- Take a Draft Bylaw to the Board of Directors to receive first, second and third readings;
- Then proceed to obtain the "consents" from the City of Grand Forks and Area D to adopt the Bylaw. Information will be sent to the City of Grand Forks including a template Council resolution "consenting to adopt the bylaw". A letter will also be obtained from the RDKB Electoral Area Director, which gives consent to adopt the bylaw. During this component of the process any additional information required by either the City of Grand Forks or the Electoral Area Director will be provided by Staff as best as possible;
- After "consents" are received a package is sent to the Inspector for Statutory Approval. The package includes Corp. Officer application for certificate of approval along with the bylaw as at third reading, the City of Grand Forks resolution consenting to adopt the bylaw and the letter signed by the Electoral Area Director as well as other required documents. It will take approximately 4-6 weeks to receive approval back from the Inspector, which is required before the bylaw can be finally adopted;
- Board of Directors adopts the Bylaw.
- 1 month quashing period (period to challenge the bylaw) and final submission to the Ministry of Municipal Affairs and Housing.

The successful completion of a Bylaw conversion process and increase in tax requisition in conjunction with the approval of the 2021-2025 Financial Plan is required to allow appropriate budgeting to meet contract payment terms and establish suitable reserve funds to accommodate required expenditures due to variable weather patterns impacting mosquito control work.

Alternatively, should the tax requisition not be increased, contractor services associated with mosquito control activities will have to be limited to available budget amounts and all reserve funds will most likely be utilized fully in 2021/2022.

Advancement of Strategic Planning Goals



The transition to a Service Establishment Bylaw and Increase in Requisition Limit is essential to allow the mosquito control program to continue to provide existing service levels and as such the project can be related to the provision of "Exceptional Cost Effective and Efficient Services".



As the occurrence of extreme weather events can significantly impact mosquito populations and program implementation the project is also related to “Responding to Climate Change Impacts”.

Background Information Provided

None

Alternatives

1. That the Boundary Community Development Committee approve staff moving forward with the process to convert the Supplementary Letters Patent to a Service Establishment Bylaw for the Mosquito Control – Grand Forks/Area D (Rural Grand Forks) Service (080).
2. That the Boundary Community Development Committee approve the maximum amount that can be requisitioned annually shall not exceed the amount raised by applying a tax rate of \$0.8334/\$1000 to the net taxable values of lands and improvements or \$110,000 (One Hundred Ten Thousand Dollars) whichever is greater for the Mosquito Control – Grand Forks/Area D (Rural Grand Forks) Service (080).
3. That the Boundary Community Development Committee not support the process to convert the Supplementary Letters Patent.
4. That the Boundary Community Development Committee not support an increase to the maximum tax requisition limit.

Recommendation(s)

1. That the Boundary Community Development Committee approve staff moving forward with the process to convert the Supplementary Letters Patent to a Service Establishment Bylaw for the Mosquito Control – Grand Forks/Area D (Rural Grand Forks) Service (080).
2. That the Boundary Community Development Committee approve the maximum amount that can be requisitioned annually shall not exceed the amount raised by applying a tax rate of \$0.8334/\$1000 to the net taxable values of lands and improvements or \$110,000 (One Hundred Ten Thousand Dollars) whichever is greater for the Mosquito Control – Grand Forks/Area D (Rural Grand Forks) Service (080).



RDKB

Bylaw No. 1740

A Bylaw of the Regional District of Kootenay Boundary in the Province of British Columbia to convert Supplementary Letters Patent to establish a Mosquito Control Service and to increase the requisition limit for Electoral Area D/Rural Grand Forks and the City of Grand Forks Mosquito Control Service

WHEREAS pursuant to Supplementary Letter Patent the Province of British Columbia established a Mosquito Control service to serve RDKB Electoral Area D/Rural Grand Forks and the Corporation of the City of Grand Forks;

AND WHEREAS the Board of Directors has deemed it in the best interests of the taxpayers of RDKB Electoral Area D/Rural Grand Forks and the City of Grand Forks to convert from supplementary letters patent to a service establishing bylaw pursuant to the *Local Government Act*;

AND WHEREAS the RDKB Board of Directors deemed it appropriate to amend the conditions related to the service by raising the requisition limit from \$65,996 to \$110,000 in order to meet the rising costs in the service;

AND WHEREAS the Regional District of Kootenay Boundary Board of Directors has obtained the approval of the electors across the entire service area through consent of the participants as set out in the *Local Government Act*;

NOW THEREFORE BE IT RESOLVED that the Regional District of Kootenay Boundary Board of Directors, in an open meeting assembled enacts as follows:

1. Citation

This Bylaw may be cited for all purposes as "Regional District of Kootenay Boundary Electoral Area D/ Rural Grand Forks and City of Grand Forks Mosquito Control Service Establishment Bylaw No. 1740, 2020."

2. Conversion and Service Establishment

The service established under Electoral Area D/Rural Grand Forks and the Corporation of the City of Grand Forks Supplementary Letter Patent as provided by the Province of British Columbia on April 21, 1969 and as amended on April 30, 1981, is hereby converted and established as a service, which shall be known as the "RDKB Electoral Area D/Rural Grand Forks and City of Grand Forks Mosquito Control Service".

3. Purpose

The Regional District of Kootenay Boundary Board of Directors hereby establishes a service to provide mosquito control to Regional District of Kootenay Boundary Electoral Area D/Rural Grand Forks and to the City of Grand Forks.

4. Service Area Boundaries

The boundaries of the service area are defined as all of Regional District of Kootenay Boundary Electoral Area D/Rural Grand Forks and all of the City of Grand Forks as illustrated on Schedule 'A' of Bylaw 1740, 2020.

5. Participating Area

The participating area for the service described in Section 2 is all of the Regional District of Kootenay Boundary Electoral Area D/Rural Grand Forks and all of the City of Grand Forks.

6. Method of Cost Recovery

The annual cost of providing this service shall be recovered through:

- a. Property value taxes fixed for the current year and requisitioned and collected on the basis of the net taxable value of land and improvements in the service area.

7. Maximum Requisition

The maximum amount that can be requisitioned annually shall not exceed the amount raised by applying a tax rate of \$0.095145/\$1,000 to the net taxable values of lands and improvements or \$110,000 (One Hundred Ten Thousand Dollars) whichever is greater.

8. Amendment to Rescind 3rd Reading

Bylaw No. 1740, 2020 was read a First, Second and Third time by the RDKB Board of Directors on November 26, 2020. The Board of Directors deems it necessary to rescind third reading and read Bylaw No. 1740, 2020 a third time as amended with a revised tax rate of \$0.095145/\$1,000 and with the consent of the service participants.

Read a First and Second Time this 26th day of November, 2020.

Read a Third Time this 26th day of November, 2020.

The Alternate Director for Regional District of Kootenay Boundary Electoral Area D/Rural Grand Forks consented to the adoption of Bylaw No. 1740, 2020 in a letter dated November 27, 2020.

The Corporation of the City of Grand Forks consented to the adoption of Bylaw No. 1740, 2020 by way of a resolution adopted on November 27, 2021.

Third Reading Rescinded this 10th day of February 2021.

Read a Third Time as amended this 10th day of February 2021.

I, Theresa Lenardon, Manager of Corporate Administration of the Regional District of Kootenay Boundary, do hereby certify the foregoing to be a true and correct copy of Bylaw No. 1740 cited as "Regional District of Kootenay Boundary Electoral Area D/Rural Grand Forks and City of Grand Forks Mosquito Control Service Establishment Bylaw No. 1740, 2020." as read a Third time as amended this 10th day of February 2021.

 Manager of Corporate Administration/Corporate Officer

APPROVED by the Inspector of Municipalities this day of

Adopted this day of

 Chair

 Manager of Corporate Administration/Corporate Officer

I, Theresa Lenardon, Manager of Corporate Administration/Corporate Officer of the Regional District of Kootenay Boundary, do hereby certify the foregoing to be a true and correct copy of Bylaw No. 1740 cited as "Regional District of Kootenay Boundary Electoral Area D/Rural Grand Forks and City of Grand Forks Mosquito Control Service Establishment Bylaw No. 1740, 2020" as reconsidered and adopted this day of

 Manager of Corporate Administration/Corporate Officer

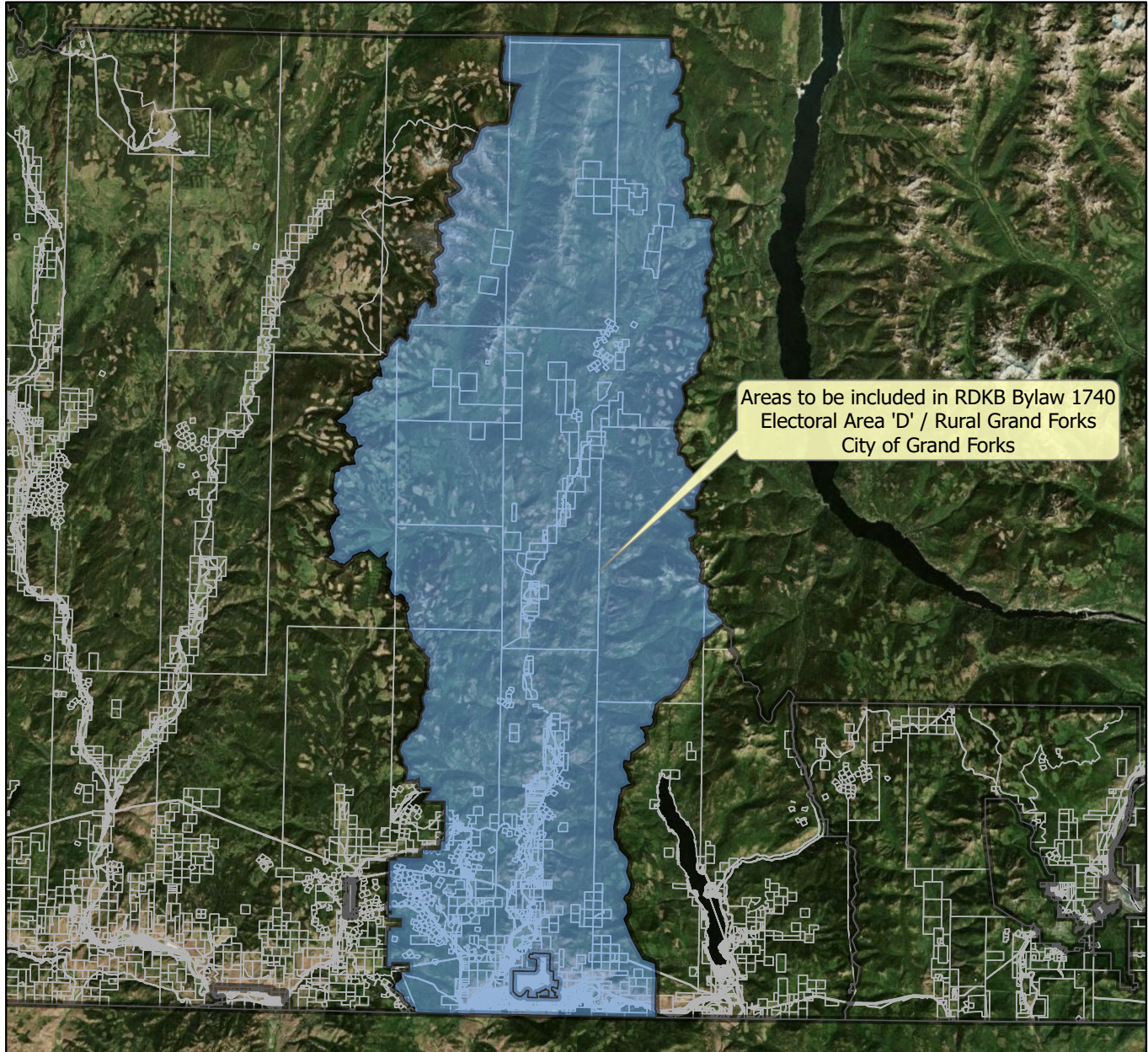
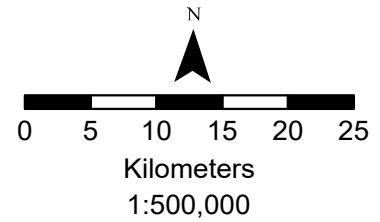


Regional District of
Kootenay Boundary

04 November 2020

Schedule A

Regional District of Kootenay Boundary
Bylaw 1740



I hereby certify this Schedule A to be a true and correct copy and that this
Schedule A correctly outlines the properties to be included in the
Regional District of Kootenay Boundary Bylaw No. 1740

Manager of Corporate Administration

Date

2020 NET TAXABLE AND CONVERTED VALUES FOR MUNICIPALITIES
- Per Sec 383(1)(a) & (b) Local Government Act
Revised Roll

Processed Date: 19/Mar/2020
Printed Date: 20/Mar/2020

Regional District: 16 - Kootenay-Boundary
Municipality: 210 - City of Grand Forks

(AA17)

GENERAL PURPOSE NET TAXABLE VALUES

Prop	Class	Occurrences	Land	Converted Land	Improvements	Converted Impr	Total	Converted Total	Conv %
01	Residential	2,170	147,107,336	14,710,733	334,424,700	33,442,470	481,532,036	48,153,203	10.00
02	Utilities	25	535,460	187,411	867,315	303,560	1,402,775	490,971	35.00
04	Major Industry	7	3,088,800	1,050,192	15,891,300	5,403,042	18,980,100	6,453,234	34.00
05	Light Industry	10	1,714,600	582,964	1,910,000	649,400	3,624,600	1,232,364	34.00
06	Business And Other	225	21,636,629	5,300,974	46,536,521	11,401,447	68,173,150	16,702,421	24.50
08	Rec/Non Profit	3	73,100	7,310	204,000	20,400	277,100	27,710	10.00
09	Farm	6	107,071	10,707			107,071	10,707	10.00
Total		2,446	174,262,996	21,850,291	399,833,836	51,220,319	574,096,832	73,070,610	

HOSPITAL PURPOSE NET TAXABLE VALUES

Prop	Class	Occurrences	Land	Converted Land	Improvements	Converted Impr	Total	Converted Total	Conv %
01	Residential	2,170	144,020,336	14,402,033	334,424,700	33,442,470	478,445,036	47,844,503	10.00
02	Utilities	30	535,460	187,411	7,581,215	2,653,425	8,116,675	2,840,836	35.00
04	Major Industry	7	3,088,800	1,050,192	15,891,300	5,403,042	18,980,100	6,453,234	34.00
05	Light Industry	10	1,714,600	582,964	1,910,000	649,400	3,624,600	1,232,364	34.00
06	Business And Other	225	21,636,629	5,300,974	46,536,521	11,401,447	68,173,150	16,702,421	24.50
08	Rec/Non Profit	3	73,100	7,310	204,000	20,400	277,100	27,710	10.00
09	Farm	6	53,534	5,353			53,534	5,353	10.00
Total		2,451	171,122,459	21,536,237	406,547,736	53,570,184	577,670,195	75,106,421	
Total (Less S.644LGA/398VC)				21,536,237		51,220,319		72,756,556	

**2020 HOSPITAL NET TAXABLE AND CONVERTED VALUES
FOR REGIONAL DISTRICT ELECTORAL AREAS
- Per Sec 383(1)(a) & (b) Local Government Act
Revised Roll**

Processed Date: 19/Mar/2020
Printed Date: 20/Mar/2020

Regional District: 16 - Kootenay-Boundary
Electoral Area: C
Jurisdiction: 712 - Grand Forks Rural

Prop	Class	Occurrences	Land	Converted Land	Improvements	Converted Impr	Total	Converted Total	Conv %
01	Residential	2,241	430,824,801	43,082,480	237,508,813	23,750,881	668,333,614	66,833,361	10.00
02	Utilities	55	2,160,660	756,231	32,935,000	11,527,250	35,095,660	12,283,481	35.00
05	Light Industry	10	1,927,700	655,418	1,028,600	349,724	2,956,300	1,005,142	34.00
06	Business And Other	69	5,644,942	1,383,010	7,877,808	1,930,062	13,522,750	3,313,073	24.50
07	Managed Forest Land	1	145,000	43,500			145,000	43,500	30.00
08	Rec/Non Profit	28	6,888,900	688,890	63,600	6,360	6,952,500	695,250	10.00
09	Farm	6	30,116	3,011			30,116	3,011	10.00
Total Total (Less S.644LGA/398VC)		2,410	447,622,119	46,612,540 46,612,541	279,413,821	37,564,277 37,564,278	727,035,940	84,176,818 84,176,819	

**2020 HOSPITAL NET TAXABLE AND CONVERTED VALUES
FOR REGIONAL DISTRICT ELECTORAL AREAS
- Per Sec 383(1)(a) & (b) Local Government Act
Revised Roll**

Processed Date: 19/Mar/2020
Printed Date: 20/Mar/2020

Regional District: 16 - Kootenay-Boundary
Electoral Area: D
Jurisdiction: 712 - Grand Forks Rural

Prop	Class	Occurrences	Land	Converted Land	Improvements	Converted Impr	Total	Converted Total	Conv %
01	Residential	2,728	163,918,411	16,391,841	312,411,610	31,241,161	476,330,021	47,633,002	10.00
02	Utilities	104	2,367,976	828,791	23,441,300	8,204,455	25,809,276	9,033,246	35.00
04	Major Industry	1	25,100	8,534	971,000	330,140	996,100	338,674	34.00
05	Light Industry	37	1,502,025	510,688	1,175,000	399,500	2,677,025	910,188	34.00
06	Business And Other	26	1,162,050	284,702	1,733,200	424,634	2,895,250	709,336	24.50
08	Rec/Non Profit	2	239,000	23,900			239,000	23,900	10.00
09	Farm	258	2,721,673	272,167			2,721,673	272,167	10.00
Total Total (Less S.644LGA/398VC)		3,156	171,936,235	18,320,623 18,320,624	339,732,110	40,599,890 40,599,890	511,668,345	58,920,513 58,920,514	