



Board of Directors

OPEN REGULAR

Wednesday, May 12, 2021

1:00 pm

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

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

3. Consideration of the Agenda (additions/deletions)

- 3.a)** The agenda for the open regular Board meeting of May 12, 2021 is presented.

Recommendation: Corporate Vote Unweighted

That the agenda for the open regular Board meeting of May 12, 2021 be adopted as presented.

4. Draft Minutes

- 4.a)** The minutes of the open regular Board meeting held April 29, 2021 are presented.

Recommendation: Corporate Vote Unweighted

That the minutes of the open regular Board meeting held April 29, 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 Item 9 - Communications (Information Only):
 - History of the Gilpin Ungulate Winter Range
- Receipt of Items 10:
 - 10.a) Monthly Cheque Register: April 2021
 - 10.b) RDKB Committee Minutes:
 - Policy & Personnel - March 31, 2021
 - Boundary Services Committee - April 7, 2021
 - 10.c) Recreation Commission Minutes:
 - Beaver Valley Rec - April 20, 2021
 - 10.d) Draft Advisory Planning Commission (APC) Minutes:
 - none
- Receipt of Item 11 - Board Appointment Updates: none (will appear on May 27 agenda)

Recommendation: Corporate Vote Unweighted

That Consent Agenda items 9 and 10 be received by general consent of the Board.

6. Presentations at the Request of the Board

None.

7. Delegations

7.a) Tourism Rossland Society

Spokesperson: Andras Lukacs, Executive Director

Re: Municipal & Regional District Tax (MRDT) Renewal

[RDKB - LOS Request Letter BOD May 12 21](#)

[Appendix 1.2 5-Year Strategic Business Plan - BOD May 12 21](#)

Recommendation: Corporate Vote Unweighted

That the letter dated May 4, 2021 from Andras Lukacs, Executive Director of Tourism Rossland, requesting that the Regional District of Kootenay Boundary confirm its support of Tourism Rossland's application to renew the Municipal and Regional District Tax for the next five years, be received.

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary send a letter to Tourism Rossland confirming its support of Tourism Rossland's application to renew the Municipal and Regional District Tax for the next five years.

8. Applicants & Persons Attending to Speak to Agenda Items

None.

9. Communications (Information Only)-Consent Agenda

- 9.a)** The communication from Barry Brandow Sr. asking that the RDKB request that the provincial government support a review of the 2014 Grand Forks ATV initiative and its possible impact on the Gilpin ungulate winter range.

[The History of Gilpin Ungulate Winter Range BOD May 12 21](#)

10. Reports - Consent Agenda

10.a) Monthly Cheque Register Summary - April 2021

[April Vendor Payments BOD May 12 21](#)

10.b) RDKB Committee Minutes

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

[Policy and Personnel Committee - 31 Mar 2021 - Minutes
BOD May 12 21](#)

[Boundary Services Committee - 07 Apr 2021 - Minutes BOD May
12 21](#)

10.c) Recreation Commission Minutes

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

None.

11. Board Appointments Updates-Consent Agenda

Reports will be provided at the May 27, 2021 Board meeting.

12. Items Removed from the Consent Agenda for Consideration

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

13. Unfinished Business

13.a) COVID-19 Verbal Update

i.) COVID-19 Pandemic Emergency Operations

M. Stephens, Manager of Emergency Programs

Recommendation: Corporate Vote Unweighted

That the COVID-19 verbal report provided by M. Stephens on May 12, 2021 be received.

14. Communications - RDKB Corporate Communications Officer

The Corporate Communications Officer will present a report to the Board at the May 27, 2021 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) Boundary Services Committee - May 5, 2021

Recommendation: Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors supports awarding \$10,000 to the Okanagan Nation Alliance from the BIWS grant to contribute to the Speckled Dace Monitoring and Habitat Assessment Project.

Recommendation: Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors supports awarding \$10,000 to the Christina Lake Stewardship Society from the BIWS grant to contribute to the Boundary Streamflow Monitoring Program (Phase 1).

16. New Business

16.a) Appointment to Advisory Planning Commission (Area E/West Boundary)

Director Gee

Recommendation: Corporate Vote Unweighted

That the following individual be appointed to the Area E/West Boundary Advisory Planning Commission for a term to expire December 31, 2021:

- Rod MacLeod

16.b) Boundary Food Hub: Plan and Budget **J. Chandler, General Manager of Operations/Deputy CAO**

The staff report dated May 6, 2021 from James Chandler, General Manager of Operations/Deputy CAO, providing an overview of the 2021 Food Hub plan and budget, is presented.

[Staff report-2021 Food Hub Plan and Budget](#)
[Boundary Food Hub Implementation Plan 2 BOD May 12 21](#)
[Food Hub Budget BOD May 12 21](#)

Recommendation: Corporate Vote Unweighted

That staff report dated May 6, 2021 from James Chandler, General Manager of Operations/Deputy CAO, providing an overview of the 2021 Food Hub plan and budget, be received.

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve the Food Hub plan and budget as presented to the Board of Directors on May 12, 2021.

16.c) Gas Tax Application: Electoral Area A

Recommendation: Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors approve the Gas Tax application submitted by Fruitvale Elementary School/School District No. 20 and the allocation of \$5,000 from Electoral Area A for costs associated with installing community benches at Fruitvale Elementary; FURTHER, that the Board approves the RDKB authorized signatories to sign the agreement.

16.d) Grants in Aid - as of May 6, 2021:

[Grants in Aid-Board-May 12 2021](#)

Recommendation: Stakeholder Vote (Electoral Area Directors) Weighted

That the following grants-in-aid be approved:

- Village of Fruitvale – Community Meals – Electoral Area A - \$1,000
- Shredology Association for Women – Workshops for Women Cyclists – Electoral Area B/Lower Columbia-Old Glory - \$2,000
- Christina Lake Stewardship Society – “Clean, Drain, Dry” Billboards – Electoral Area C/Christina Lake - \$2,436
- Christina Lake Stewardship Society – Lake Cleanup Day – Electoral Area C/Christina Lake - \$500

17. Bylaws

17.a) Bylaw No. 1764: "Columbia Gardens Industrial Park Specified Area Water Rates and Regulation Bylaw No. 1764, 2021"

3 Readings + Adoption

[Bylaw 1764 Columbia Gardens Industrial Park Water System Amendment](#)

Recommendation: Corporate Vote Unweighted

That "Columbia Gardens Industrial Park Specified Area Water Rates and Regulation Bylaw No. 1764, 2021" be read a FIRST, SECOND and THIRD time.

Recommendation: Corporate Vote Unweighted

That "Columbia Gardens Industrial Park Specified Area Water Rates and Regulation Bylaw No. 1764, 2021" be ADOPTED; **Further**, that the Chair and the Corporate Officer be authorized to sign the bylaw.

18. **Late (Emergent) Items**
19. **Discussion of Items for Future Meetings**
20. **Question Period for Public and Media**
21. **Closed Meeting**
None.
22. **Adjournment**



Board of Directors

MINUTES

Wednesday, April 29, 2021 • 1:01 p.m.
via ZOOM

Quorum was maintained throughout the meeting.

Board Members Present:

| | |
|----------------------------------|---------------------------------|
| Director D. Langman, Chair | Village of Warfield |
| Director G. McGregor, Vice-Chair | Area C/Christina Lake |
| Director A. Grieve | Area A |
| Director L. Worley | Area B/Lower Columbia-Old Glory |
| Director D. O'Donnell | Area D/Rural Grand Forks |
| Director V. Gee | Area E/West Boundary |
| Director S. Morissette | Village of Fruitvale |
| Director M. Walsh | Village of Montrose |
| Director R. Cacchioni | City of Trail |
| Director A. Morel | City of Rossland |
| Director C. Korolek | City of Grand Forks |
| Director B. Noll | City of Greenwood |
| Director R. Dunsdon | Village of Midway |

Staff Present:

M. Andison, Chief Administrative Officer
A. Winje, Manager of Corporate Administration/Corporate Officer/Recording Secretary
J. Chandler, General Manager of Operations/Deputy CAO
B. Ihlen, General Manager of Finance/CFO
C. Gillis, Financial Services Manager
J. Dougall, General Manager of Environmental Services
D. Dean, Manager of Planning and Development
M. Stephens, Manager of Emergency Programs
B. Champlin, Manager of Building Inspection
L. Moore, Senior Planner
D. Patterson, Planner
F. Phillips, Senior Energy Specialist
G. Denkovski, Manager of Infrastructure and Planning
F. Maika, Corporate Communications Officer

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Delegations:

Tara Howse, Research Assistant, Rural Development Institute
 Sarah Breen, BC Regional Innovation Chair in Rural Economic Development
 D. Catalano, Auditor, Grant Thornton
 J. Silva, Grant Thornton

1. Call to Order

Chair Langman called the meeting to order at 1 p.m.

2. Land Acknowledgement

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

3. Consideration of the Agenda (additions/deletions)

The agenda for the open regular Board meeting of April 29, 2021 was presented.

Moved/Seconded:

227-21 That the agenda for the April 29, 2021 open regular Board meeting be adopted with the order of business changed to move item 16.f immediately after receipt of the Consent Agenda (number 5).

Carried.

4. Draft Minutes

The draft minutes of the April 14, 2021 open regular Board meeting were presented.

Moved/Seconded:

228-21 That the minutes of the Regional District of Kootenay Boundary Board of Directors' open regular meeting of April 14, 2021 be adopted.

Carried.

5. **Consent Agenda**

- Receipt of Item 9 - Communications (Information Only)
- Receipt of Items 10:
 - 10.a)-Monthly Cheque Register - none
 - 10.b)-RDKB Committee Minutes
 - Electoral Area Services – March 11, 2021
 - Beaver Valley Rec – March 16, 2021
 - East End Services – March 16, 2021
 - Education & Advisory – March 23, 2021
 - 10.c)-Recreation Commission Minutes
 - Grand Forks & District Recreation - March 11, 2021
 - 10.d)-Draft Advisory Planning Commission (APC) Minutes
 - Area C/Christina Lake - April 6, 2021
 - Area D/Rural Grand Forks - April 6, 2021
 - Area E/West Boundary - April 5, 2021
 - Area E/West Boundary (Big White) - April 6, 2021
- Receipt of Item 11 - Board Appointment Updates - none

Moved/Seconded:

229-21 That Consent Agenda items 9 and 10 be received by general consent of the Board.

Carried.

CHANGE TO ORDER OF BUSINESS

The order of business was changed to accommodate the landowner of a property at Christina Lake who has applied for a Development Variance Permit.

Formerly item 16.f
Development Variance Permit - Peterson
Electoral Area C/Christina Lake
D. Patterson, Planner

The landowner was in attendance.

The report dated April 15, 2021 regarding a Development Variance Permit application to increase the height of an accessory building from 4.6 m to 5.1 m, for a property located at Christina Lake, was

presented.

Moved / Seconded:

230-21 That the Development Variance Permit application submitted by Chrissy Peterson and Michael Peterson, to

vary Section 404.8(b) of the Electoral Area C/Christina Lake Zoning Bylaw No. 1300, 2007 to increase the permitted height of an accessory building from 4.6 m to 5.2 m – a variance of 0.6 m, for the construction of a combined carport and enclosed storage accessory building on the property legally described as Lot 18, Plan KAP82119, District Lot 963, Similkameen Division of Yale Land District, Electoral Area C/ Christina Lake be approved.

Carried.

6. Presentations at the Request of the Board

a. Rural Development Institute

Re: Rural Market Housing & Disaster Recovery Housing

Spokespeople: Tara Howse, Research Assistant

*Sarah Breen, BC Regional Innovation Chair in
Rural Economic Development at Selkirk College*

Sarah Breen introduced herself as the new BC Regional Innovation Chair. Tara Howse presented a report titled "RDKB Housing Project" which looked at rural marketing housing challenges and opportunities, as well as seniors', affordable and disaster recovery housing.

The information will be posted on the RDI website for the public to read if the RDKB approves.

The letter dated April 28, 2021 from the Applied Research and Innovation Centre at Selkirk College introducing the new Regional Innovation Chair, was presented.

Moved/Seconded:

- 231-21** That the report titled "RDKB Housing Project" authored by the Rural Economic Development and presented at the April 29, 2021 Regional District of Kootenay Boundary Board of Directors' meeting, be released to the public.

Carried.

The delegation left the meeting at 1:56 p.m.

- b. Audited Financial Statements**
C. Gillis, Financial Services Manager
D. Catalano, Auditor, Grant Thornton
J. Silva, Grant Thornton

i. Financial Statements

The Financial Statements of the Regional District of Kootenay Boundary for the year ended December 31, 2020 were presented.

Carolyn Gillis, Financial Services Manager, presented the following reports: the Statement of Operations; the Statement of Financial Position as at December 31, 2020; Tangible Capital Assets; and Annual Surplus and Accumulated Surplus.

Ms. Gillis said the Financial Statements will be published to the RDKB website the first week of May 2021.

Moved/Seconded:

- 232-21** That the Financial Statements of the Regional District of Kootenay Boundary for the year ended December 31, 2020 be approved.

Carried.

ii. Auditor's Report

The Independent Auditor's Report dated April 29, 2021 from Grant

Thornton, was presented.

Mr. Catalano read out the Auditor's Report.

Moved/Seconded:

233-21 That the Independent Auditor's Report dated April 29, 2021 from Grant Thornton, be received.

Carried.

c. Proceed to Closed Meeting

i. Meeting Closed to the Public

In the opinion of the Board - and in accordance with Section 90 of the *Community Charter* - the public interest so requires that persons other than DIRECTORS, ALTERNATE DIRECTORS, DELEGATIONS AND STAFF be excluded from the meeting; AND FURTHER, in accordance with Section 90 of the *Community Charter*, the meeting is to be closed on the bases identified in the following subsection:

(1)(n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);

Moved/Seconded:

234-21 That the Regional District of Kootenay Boundary Board of Directors proceed to a closed meeting pursuant to Section 90(1)(2) and Section 91(2)(a)(i) of the *Community Charter*.

Carried.

RECESS The open meeting recessed in order to conduct the closed session at 2:29 p.m.

RECONVENE The open meeting reconvened at 3:15 p.m.

7. Delegations

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None.

8. Applicants & Persons Attending to Speak to Agenda Items

None.

9. Communications (Information Only) - Consent Agenda

a. Support for Laid-off Hotel and Tourism Industry Workers

The letter dated March 31, 2021 from Mayor Lisa Helps, City of Victoria, to Hon. Harry Bains, Minister of Labour, advising of the City's support for laid-off hospitality workers, was received.

b. Provincial Response to 2020 UBCM Resolution

The letter dated April 15, 2021 from Brian Fenkel, UBCM President, advising of the Province's response to the resolution the RDKB submitted to the 2020 UBCM Convention, was received.

10. Reports - Consent Agenda

a. Monthly Cheque Register Summary

The Monthly Cheque Register will be presented at the next Board meeting.

b. RDKB Committee Minutes

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

- | | |
|---------------------------|------------------|
| - Electoral Area Services | - March 11, 2021 |
| - Beaver Valley Rec | - March 16, 2021 |
| - East End Services | - March 16, 2021 |
| - Education & Advisory | - March 23, 2021 |

c. Recreation Commission Minutes

- Grand Forks & District Recreation - March 11, 2021

d. Draft Advisory Planning Commission (APC) Minutes

- | | |
|-------------------------|-----------------|
| - Area C/Christina Lake | - April 6, 2021 |
|-------------------------|-----------------|

- Area D/Rural Grand Forks - April 6, 2021
- Area E/West Boundary - April 5, 2021
- Area E/West Boundary (Big White) - April 6, 2021

11. Board Appointments Updates-Consent Agenda

(will be presented at the May 27, 2021 meeting)

- a.
- Economic Trust of the Southern Interior (ETSI-BC) - Director McGregor
 - B.C. Rural Centre/Southern Interior Beetle Action Coalition (S.I.B.A.C.) - Director McGregor
 - Association of Kootenay Boundary Local Governments - 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

No items were considered.

13. Unfinished Business

a. **COVID-19 Verbal Updates**

i.) COVID-19 Pandemic Emergency Operations

M. Stephens, Manager of Emergency Programs

Manager Stephens reported that the seven-day test positive average is 7.55%, which is down from last month. Cases are trending downward. As of April 24th, there are 659 active cases in the Interior Health Authority. Thirteen of those cases are in Trail and eight are in the Grand Forks area. The Kettle Valley has no reported cases. The Province has delivered 1.7 million doses of vaccine to date, which represents 30% of British Columbians. There has been a sharp reduction in hospitalizations and deaths among those who have received the vaccine.

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ii.) Impacts of the RDKB Wage Continuation COVID-19**Pandemic Policy****M. Andison, Chief Administration Officer**

CAO Andison reported that both quarantine and paid-leave costs are down. He explained that there does not appear to be significant changes from one Board meeting to the next so going forward, he will present his report once per month.

Moved/Seconded:

235-21 That the COVID-19 verbal reports provided by M. Andison and M. Stephens be received.

Carried.

b. Interior Health's Expanded Substance Use Treatment Program

Director Morissette

Director Morissette spoke about Interior Health's substance use program, which has four teams that provide community-based supports for people with addictions. However, those teams will not service the West Kootenay or Boundary regions.

Moved/Seconded:

236-21 That the Regional District of Kootenay Boundary write a letter to the Interior Health Authority and copied to the Regional District of Central Kootenay and the Minister of Health enquiring why the region has been overlooked and request that such a service be provided to RDKB residents.

Carried.

c. Organics Diversion Expansion Project - Grand Forks
J. Dougall, General Manager of Environmental Services

The report dated April 29, 2021 from Janine Dougall, General Manager of Environmental Services, regarding the results from the

procurement process for the construction and installation of supplied materials associated with the Organics Diversion Expansion Project – Grand Forks, was received.

Moved/Seconded:

- 237-21** That the RDKB Board of Directors award the Contract associated with the Grand Forks Organics Facility and General Works to Marwest Industries Ltd. at a contract value of \$1,861,302.00 (excluding GST); **Further**, that the RDKB Board of Directors authorize staff to sign and execute a Contract; **AND Further**, that the RDKB Board of Directors authorize staff to spend up to 10% of the contract value (\$186,130) in contingency to manage unforeseen costs encountered during construction.

Carried.

14. Communications - RDKB Corporate Communications Officer

- a.** The report dated April 22, 2021 from F. Maika, Corporate Communications Officer, was presented.

Ms. Maika presented data on attendance trends at the RDKB Town Halls. She recommended that the Board consider holding future Town Halls in a hybridized version to accommodate people who cannot attend the meetings in person.

Moved/Seconded:

- 238-21** That the report dated April 22, 2021 from Frances Maika, Corporate Communications Officer, be received.

Carried.

15. Committee Recommendations to Board of Directors

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

- a. Education and Advocacy Committee - April 22, 2021**

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Re: Resolution for 2021 UBCM Convention - Use of High Efficiency Appliances Incentives

Director Grieve, Committee Chair

Director Morel, Committee Vice Chair

Moved/Seconded:

- 239-21** That the Board direct staff to submit the following resolution to UBCM for consideration and debate at its 2021 Convention:

Whereas several Kootenay Boundary communities have committed to a transition to 100 percent renewable energy by 2050 and electricity generated in BC is considered a renewable energy source and carbon-free while natural gas is not;

And whereas the incentives available from suppliers for carbon-intensive energy sources (e.g. natural gas) in the province are greater than those available for carbon-free sources;

Therefore, be it resolved that UBCM urge the Government of BC to require all energy suppliers in the province, including Fortis BC and the Province of British Columbia to increase the carbon-free energy incentives available to all residents to support the use of high-efficiency carbon-free energy appliances and heating systems to the point where those incentives are at a minimum equalized to those currently provided by carbon-intensive energy suppliers.

Carried.

16. New Business

a. Meat Production Modernization

Moved/Seconded:

- 240-21** That staff be directed to book an online meeting with the BC Ministry of Agriculture, Food and Fisheries to provide input on the proposed amendments to the Meat Inspection Regulation; Further, that Directors O'Donnell, Gee and Noll

be invited to participate in the meeting.

Carried.

b. Appointments to Boundary Community Ventures Association

Moved/Seconded:

241-21 That the following Directors be appointed to serve on the Boundary Community Ventures Association:

- Director Grace McGregor, Area C/Christina Lake
- Director Vicki Gee, Area E/West Boundary.

Carried.

Moved/Seconded:

242-21 That the following staff be appointed to serve on the Boundary Community Ventures Association in a non-voting, liaison capacity:

- James Chandler, General Manager of Operations/ Deputy CAO.

Carried.

c. Electric Vehicle Infrastructure Rebate Pledge

F. Phillips, Senior Energy Specialist

Director Morel, Environmental Services Liaison

A staff report dated April 29, 2021 from Freya Phillips, Senior Energy Specialist, regarding the RDKB electric vehicle infrastructure rebate pledge was presented.

Moved/Seconded:

243-21 That the Regional District of Kootenay Boundary Board of Directors pledge to commit that at least 10% of all new light duty fleet vehicles procured by 2025 will be zero

emissions vehicles (ZEV) and that the District will annually revisit the pledge to consider a higher ZEV procurement goal.

Carried.

**d. Agricultural Land Commission Referral (Transport, Utility & Recreation) - Uphill
Electoral Area E/West Boundary
D. Patterson, Planner**

The report dated April 29, 2021 from Danielle Patterson, Planner, providing information on a Transport, Utility, & Recreation referral from the Agricultural Land Commission (ALC) for property located in the Agricultural Land Reserve (ALR) in Electoral Area E/West Boundary, northeast of Rock Creek, was received.

Moved/Seconded:

244-21 That staff be directed to forward the Transport, Utility, & Recreation referral from the Agricultural Land for a proposal for a road dedication, submitted by McLeod & Schneiderat, Lawyers, on behalf of Allan Uphill and Evelyn Uphill for the parcel legally described as Plan KAP1186, Sublot 11, District Lot 2704, Similkameen Division of Yale Land District, Portion south 1/2, Except Plan 23484, located in Electoral Area E/West Boundary to the Advisory Planning Commission for review and comment.

Carried.

**e. Forestry Referral: BC Timber Sales Operating Plan 16
Electoral Areas C, D and E
D. Patterson, Planner**

The report dated April 29, 2021 from Danielle Patterson, Planner, presenting a referral from BC Timber Sales on its logging plans in Electoral Areas C, D and E, was presented.

Moved/Seconded:

- 245-21** That the Regional District of Kootenay Boundary Board of Directors direct staff to forward the staff report "Forestry Referral: BC Timber Sales (BCTS) Operating Plan 16," dated April 29, 2021, which includes comments from the Electoral Area C/Christina Lake, Electoral Area D/Rural Grand Forks, and Electoral Area E/West Boundary Advisory Planning Commissions and staff to British Columbia Timber Sales for consideration.

Carried.

f. Development Variance Permit - Peterson

Dealt with under agenda item 5.

g. Gas Tax Applications

G. Denkovski, Manager of Infrastructure and Sustainability

- i. Rock Creek & Boundary Fair Association: campground/ infrastructure development (\$33,999.25)
- ii. Beaver Valley Golf and Recreation Society: storage shed & surveillance system (\$5,000)
- iii. Black Jack Cross Country Ski Club Society: biathlon cross country ski area upgrade (\$10,000)
- iv. Regional District of Kootenay Boundary: develop the Nine Mile Creek drought management plan (\$12,564.35)
- v. Regional District of Kootenay Boundary (GTCC): Bailey Theatre rigging & upgrade project (\$64,000)

Moved/Seconded:

- 246-21** That the Regional District of Kootenay Boundary Board of Directors approve the Gas Tax application submitted by the Rock Creek and Boundary Fair Association and the allocation of \$33,999.25 from Electoral Area E for costs associated with the campground infrastructure

development; FURTHER, that the Board approves the RDKB authorized signatories to sign the agreement.

Carried.

Moved/Seconded:

- 247-21** That the Regional District of Kootenay Boundary Board of Directors approve the Gas Tax application submitted by the Beaver Valley Golf and Recreation Society and the allocation of \$5,000 from Electoral Area A for costs associated with the construction of a storage shed and installation of a surveillance system; FURTHER, that the Board approves the RDKB authorized signatories to sign the agreement.

Carried.

Moved/Seconded:

- 248-21** That the Regional District of Kootenay Boundary Board of Directors approve the Gas Tax application submitted by the Black Jack Cross Country Ski Club Society and the allocation of \$10,000 from Electoral Area B for costs associated with a biathlon cross country ski area upgrade; FURTHER, that the Board approves the RDKB authorized signatories to sign the agreement.

Carried.

Moved/Seconded:

- 249-21** That the Regional District of Kootenay Boundary Board of Directors approve the Gas Tax application submitted by the Regional District of Kootenay Boundary and the allocation of \$12,564.35 from Electoral Area E for costs associated with developing the Nine Mile Creek Drought Management Plan.

Carried.

Moved/Seconded:

- 250-21** That the Regional District of Kootenay Boundary Board of Directors approve the Gas Tax application submitted by the Regional District of Kootenay Boundary and the allocation from \$32,000 from Electoral Area A and \$32,000 for Area B for costs associated with the Bailey Theatre Rigging and Upgrade project.

Carried.

h. Recreation Grant - Electoral Area B/Lower Columbia-Old Glory

Director Worley

An application for an Electoral Area B/Lower Columbia-Old Glory Recreation Grant in the amount of \$30,000 from the Friends of the Rossland Range Society for trail work, was presented.

Moved/Seconded:

- 251-21** That the application for an Electoral Area B/Lower Columbia-Old Glory Recreation Grant in the amount of \$30,000 from the Friends of the Rossland Range Society for an accessible trail extension in the Rossland Range Rec Site at Strawberry Pass, and planning for a loop trail through Old Growth forest, be approved.

Carried.

i. Change to Grant-in-Aid

Director Grieve

Moved/Seconded:

- 252-21** That Board Resolution 197-21, being the approval of grants-in-aid, be AMENDED to change the allocation to PAC Fruitvale Elementary for Garibaldi Polished Stone and Concrete Benches from \$10,000 to \$5,000.

Carried.

j. **Grants in Aid**

Moved/Seconded:

253-21 That the following grants-in-aid be approved:

- Selkirk Mountain Music Society – Mobile Musical Stage – Electoral Area A - \$5,000
- Village of Fruitvale – Public Art for the FMC Rain Garden – Electoral Area A - \$6,000
- Kettle River Museum – Summer Position at Kettle River Museum – Electoral Area E/West Boundary - \$1,000
- Red Earth Medicine: Foundation of Indigenous Ways of Knowing – Start Up Costs – Electoral Area E/West Boundary - \$3,000
- Trails to the Boundary – Heritage Consulting at Historic School House – Electoral Area E/West Boundary - \$6,000

Carried.

17. Bylaws

None.

18. Late (Emergent) Items

None.

19. Discussion of Items for Future Meetings

No items were brought forward.

20. Question Period for Public and Media

No question period was held as no members of the public or the media were in attendance.

21. Closed Meeting

The Closed session was held earlier to accommodate the auditors.

22. Adjournment

Moved/Seconded:

254-21 That the meeting adjourn at 4:09 p.m.

Carried.

Certified correct:

Diane Langman, Chair

Anitra Winje, Corporate Officer



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

May 4, 2021

RE: Municipal and Regional District Tax (MRDT)

Dear Board of Directors,

On behalf of Tourism Rossland Society, I would like to ask for a letter to confirm that the Regional District of Kootenay Boundary supports Tourism Rossland's application to renew the Municipal and Regional District Tax (MRDT) for the next five years.

The MRDT is a 3% tax paid by the purchaser of the accommodation in Rossland. The tax provides funding for local and regional tourism marketing, programs and projects in order to grow tourism revenues, visitation, jobs and amplify our tourism marketing efforts.

Based on the Tourism Rossland Strategic Plan 2020-2025, our organization will leverage this funding to focus on the following three strategic objectives in the future:

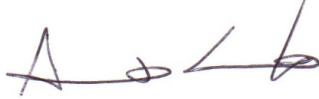
1. Increase visitation and spending in need periods through effective investments in destination sales and marketing
2. Continuously improve Rossland's visitor's servicing and experiential quality
3. Building a compelling and authentic destination

In the past, the MRDT has provided immense benefits to our communities. The majority of the Rossland accommodators and regional tourism businesses expressed support to continue the program. The funding is also the foundation of the post-Covid recovery and growth of our tourism industry.

While the MRDT is only collected within the City of Rossland, destination guests often access and enjoy the many amenities, services and recreational opportunities of the larger region. Our organization believes that the economic and social benefits our tourism are important for our whole region and would like to ask the Board of Directors of the Regional District of Kootenay Boundary to support our renewal application.

If you have any questions about Tourism Rossland Society, the MRDT program or our strategic plan, please do not hesitate to contact me.

Thank you for your support,

A handwritten signature in dark ink, appearing to read 'Andras Lukacs', with a stylized flourish at the end.

Andras Lukacs, PhD.
Executive Director
Tourism Rossland Society
250.387.7307 x2
andras@tourismrossland.com



Appendix 1.2 Five-Year Strategic Business Plan

A municipality, regional district or eligible entity interested in applying for the Municipal and Regional District Tax or a renewal of the Municipal and Regional District Tax must submit an application as set out in the MRDT Program Requirements. A Five-Year Strategic Business Plan is required **at time of application**. This Five-Year Strategic Business Plan must include a detailed One-Year Tactical Plan for the first year of program implementation. Each year (years two through five of the program), the One-Year Tactical Plan must be updated and resubmitted (by November 30th) to reflect current marketing activities for the year as part of the annual reporting obligations. A separate template has been provided to guide the development of these year two through five plans (refer to Appendix 2.3).

The Five-Year Strategic Business Plan must encompass the five-year period covered by the application and it **must** include the following elements:

Section 1: Five-year strategic overview with identified targets and actions for the five year period

Section 2: One-Year Tactical Plan with performance measures, and

Section 3: Detailed Budget for Year One

Your Five-Year Strategic Business Plan must adhere to the MRDT program principles.

Please ensure there is alignment between provincial tourism strategies and community tourism efforts. The applicant and designated recipients not subject to renewal applications are required to make their Five-year Strategic Business Plan available to tourism industry stakeholders and accommodation providers as part of the industry consultation and accommodation support requirements.

Your Five-Year Strategic Business Plan must identify marketing strategies, key markets and targets that the community will focus on to build its tourism business and the steps it needs to take to achieve desired results.

Your Five-year Strategic Business Plan should answer the following key questions:

- What business objectives related to tourism does your community expect to achieve?
- What type of growth does your community want to achieve (in the short and long term)?
- How will your community achieve these objectives?
- What type of tourism products will you need?
- What type of visitor are you hoping to attract?

Please contact Destination British Columbia at MRDT@destinationbc.ca for any questions.

For more information on tourism business planning, please visit Destination British Columbia's website (refer to www.destinationbc.ca/Resources/Developing-a-Tourism-Plan.aspx).

Quick Reference Guide

(from the MRDT Program Requirements):

- *The intention of the tax is to assist designated recipients to fund tourism marketing, programs and projects. Affordable housing was added as a permissible use of funds in Budget 2018.*
- *Funds from the MRDT program are intended to augment current funding and cannot be used to replace existing sources of tourism funding in a community.*
- *The MRDT program is intended to contribute to the increase of local tourism revenue, visitation, and economic benefits and should be supported by local government and tourism stakeholders.*

The MRDT program principles are:

- *Effective tourism marketing, programs and projects*
- *Effective local-level stakeholder support, and inter-community collaboration*
- *Marketing efforts that are coordinated and complementary to provincial marketing strategies and tactics*
- *Fiscal prudence and accountability.*



Five-Year Strategic Business Plan Template

Designated Recipient: Tourism Rossland Society _____
Community Name: Rossland, BC _____
Date Prepared: January 12, 2021 _____
MRDT Term Expiry Date: November 30, 2021 _____
Five Year Period: Dec 1, 2021 – Nov 30, 2026 _____

A description/instructions pertaining to each section is provided in grey text as a guide only. **The format of your Five-Year Strategic Business Plan may be developed specific to your community needs and resources, but must include all required sections of the Five-Year Strategic Business Plan listed below.** If using this template, please delete the grey text and provide your response accordingly.

| Section 1: Five-Year Strategic Overview | |
|---|--|
| Vision and Mission | <p>Rossland's Destination Vision: "“Rossland is well known and well loved by its target markets for genuine and sustainable adventures in all seasons.”</p> <p>Tourism Rossland's Vision: "Tourism Rossland inspires visitors to choose Rossland."</p> <p>Tourism Rossland's Mission: "Tourism Rossland works collaboratively and leverages its resources effectively to execute destination management, marketing and sales strategies that responsibly and respectfully grow Rossland's year-round visitor economy within the context of community values."</p> |



| | |
|--------------------------|---|
| Strategic Context | <p>Prior to the 2020 COVID-19 pandemic, Rossland's tourism economy was growing rapidly. Increased investment in infrastructure and marketing created the foundation for future growth. These foundations include:</p> <ul style="list-style-type: none"> • Continued development at the base of RED Mountain Resort, including The Josie boutique hotel and Nowhere Special Hostel • Tourism product development, including new and unique mountain biking, hiking and running trails built by the Kootenay Columbia Trails Society, new intermediate ski-area development with the installation of the Topping Chair at RED Mountain Resort and cross-country trail development at Black Jack Ski Club • Continued support and development for events filling non-peak capacity • Strong retail, food and beverage sector • Growing golf visitation • Downtown beautification and other infrastructure projects partially funded by the Resort Municipality Initiative (Rossland Museum renovation, signage program, etc.) • Vibrant arts, culture and heritage scene • Increased investment in marketing and sales and continued regional collaboration (significantly increased marketing budgets and collaboration with key industry partners, increase media coverage and media visits, joining the IKON ski pass program, etc.) <p>The global pandemic of 2020 significantly altered the financial outlook of the tourism industry and impacted our 2020/2021 season. However, if international travel can resume by December 2021, we anticipate a quicker than industry average recovery. The current prediction is that we will be able to return to 2019/2020 accommodation revenues by the end of the 2021/2022 ski season and continue to grow 10-15% annually.</p> |
|--------------------------|---|



| | |
|--|---|
| Overall Goals, Objectives and Targets | <p>Objective #1 – Increase visitation and spending in need periods through effective investments in destination sales and marketing.</p> <ul style="list-style-type: none"> Growth in baseline MRDT revenues of 10% per year outside of winter with revenues doubling by 2030 (as an indicator of occupancy/rate improvements at collecting accommodators) – NOTE: this target requires annual adjustment given significant MRDT declines caused by the Covid-19 pandemic. Several years might be required to even return to pre-COVID levels of MRDT collection. <p>Objective #2 – Continuously Improve Rossland’s Visitor Servicing and Experiential Quality</p> <ul style="list-style-type: none"> Increase in ‘net promoter score’ or similar rankings on various social scans that can be measured and consistently monitored. Increase average length of stay and average daily spend in Rossland as substantiated by an investment in primary market research. NOTE: this measure will require review as a result of the Covid-19 pandemic as the short-term focus on hyper-local and BC resident travel will most likely reduce average length of stays and spending given the proximity of these markets. <p>Objective #3 – Build a Compelling and Authentic Destination</p> <ul style="list-style-type: none"> Increase in experience satisfaction rankings and in baseline social scans, indicating that the perspective of the visitor/tourism industry has been considered in all significant public capital projects Successful implementation of annual RMI planned investments Regular participation by Tourism Rossland at various tables where destination development |
| Strategies - Key Actions | <ol style="list-style-type: none"> Invest in primary market research to understand current and potential visitors to Rossland, perception and motivations in key markets (current visitors as well as those not choosing to visit Rossland) and images/messages that would genuinely reflect Rossland’s brand personality and create urgency to visit Regularly monitor investment returns and effectiveness of campaigns and adjust to optimize Continue to invest in additional on-brand marketing assets/content (imagery, videography) aligned with Destination BC brand and reflective of Rossland’s unique selling proposition Review range of print collateral and create a branded and integrated family of print/downloadable collateral Support existing and/or create new events in non-peak season that have the potential to grow to a scope/scale that warrants visitation and multi-night stays NOTE: Timing of investments in this strategy should be revisited given public health restrictions on group gatherings Continue to actively engage in social media channels – grow following and follow others on Facebook, Twitter, Instagram using contests, intriguing images, stories Invest in select print and digital advertising (boosting, geo-targeted digital advertising) Identify, target and host key influencers in various target markets and proactively secure media coverage (online and print) to build awareness in all target markets highlighting key messages, positioning and unique selling proposition for Rossland Invest in direct sales to proactively target and secure additional sport hosting |



| | |
|--|---|
| | <p>opportunities and maximize associated length of stay/spending/repeat visitation. Target meetings and corporate groups, ski clubs and councils, weddings, family celebrations using a direct sales approach. Continue to create marketing partnerships with other organizations, communities/destinations in order to leverage resources and market penetration where multi-destination approach is more compelling to travellers (e.g. sport tournament hosting)</p> <ol style="list-style-type: none"> 10. Review transportation experience through the lens of the visitor and advocate for/invest in access improvements 11. Create 'one-stop' for easily accessed, easily consumed Rossland visitor information that showcases various possible itineraries at different times of year with different passion-based themes in order to ignite interest and move potential visitor along path to purchase (including a tool for custom itinerary building by traveller themselves) 12. Manage destination content on key sites such as Trip Advisor/Expedia/Google/Facebook 13. Assess experiential quality of businesses and act as a conduit for business service and training programs that will enhance visitor experience standards 14. Create opportunities for local tourism businesses to collaborate and network and to improve industry and market knowledge 15. Create opportunities to educate and engage residents on visitor experiences available in Rossland, on the needs of the visitors and on the value of the tourism economy (including a resident/visitor mutual code of conduct) 16. Advocate for amenity development – additional camping capacity, RV sites/services, all season camping, conference facility 17. Continue to successfully implement the Resort Development Strategy and invest RMI funds on behalf of the City of Rossland 18. Participate in various tables and discussions related to municipal, regional, provincial infrastructure (parks, highways, recreation sites/trails Highway 3 Mayors/Chairs Coalition, etc.) |
|--|---|



| Section 1: Five-Year Strategic Overview | |
|---|---|
| Brand Positioning | <p>Based upon a review of available market research, Rossland's current situation analysis and knowledge of the strengths, weaknesses, opportunities and threats for tourism in Rossland, the following elements of the visitor experience should be considered as foundational to Rossland's unique selling proposition:</p> <ul style="list-style-type: none"> • Uncrowded and unspoiled snow-based experiences – RED Resort; Big Red Cats; Black Jack Nordic trails; fat biking trails. • Uncrowded and unspoiled trail-based experiences – mountain biking; hiking; trail running; • These experiences are wrapped in a warm and welcoming community 'vibe' - Rossland offers the best of both small heritage town and big mountain adventure. Its residents have chosen a relaxed and simple lifestyle without hierarchies. As expressed by Red Mountain, Rossland offers 'an ageless desire to embrace and enjoy life in a light-hearted way' • Visitors to Rossland are welcomed as 'temporary locals' and while this welcome opens doors to exceptional experiences, this honorary status requires respectful and appropriate conduct by visitors while here – the care that one would take of one's own home. <p>It is important to note that these statements are not the narrative actually used for promotional purposes but rather serve to inform the creation of stories and associated imagery/videography that will continue to leverage this unique selling proposition in compelling ways that motivate travel to Rossland.</p> <p>The primary messaging can be accompanied by secondary messaging related to specific passion-based experiences or upcoming events.</p> |
| Target Markets | <p>Tourism Rossland's ability to achieve results against its three core objectives will require focus and understanding of travel markets that will respond to Rossland's destination experience. Growth markets are those that have exhibited historical strength and require continued investment to maintain momentum around conversion and intention to travel. Emerging markets also require investment but the nature of program investments weigh more heavily towards building awareness, intrigue and the provision of compelling information that leads to conversion. Mature markets require selective investments with careful assessment of returns anticipated.</p> <p>Growth markets: (continued investment to maintain momentum with a focus on conversion):</p> <ul style="list-style-type: none"> • Ski/snowboarding enthusiasts seeking big mountain experiences in an genuine down-to-earth mountain town – all geographic markets with a focus on BC |



| | |
|--|--|
| | <p>residents, AB residents, ON residents; American markets with direct connections to Spokane; international markets (AU, UK)</p> <ul style="list-style-type: none"> Mountain bike enthusiasts – all geographic markets with a focus on BC residents, AB residents, ON residents; American drive markets <p>Emerging Markets: (increased investment to grow returns from these markets with a focus on building awareness, intrigue leading to conversion):</p> <ul style="list-style-type: none"> Hiking enthusiasts seeking scenic hikes combined with interesting post-hike arts, culture, heritage and culinary experiences in an genuine and inviting small town setting Group business – meetings and events; ski clubs, weddings, family reunions/celebrations looking for a new destination that offers exceptional facilities, group activities in an welcoming and historic mountain town that has not become overly commercialized Corporate travelers (generally working in Trail and area) combining work and vacation or looking for a peaceful oasis close to business but ‘away’ Active seniors who enjoy travelling outside of peak summer and are seeking new and interesting experiences suited to their fitness level along with comfortable accommodation, dining and retail options Young families with pre-school aged children – active parents who enjoy outdoor recreation and bring their family along on their adventures Families with school aged children – seeking new summer vacation experiences to safely share with their children Touring travellers (private vehicles, RV’s, motorcycles, road biking) exploring the South Kootenays Sporting Events/Tournaments and their organizers looking for quality venues, enjoyable participant experiences outside of the event itself and a strong value proposition <p>Mature Markets (maintain investment and assess returns):</p> <ul style="list-style-type: none"> Golf enthusiasts seeking a 3-4 night golf getaway – BC resident market (Okanagan); AB market; Spokane/US drive markets |
|--|--|



| | |
|---|---|
| Management, Governance, and Administration | <p>Tourism Rossland is managed by a diverse Board of Directors, representing key tourism sectors and other stakeholders. By two-way communication, stakeholders provide input into the process of achieving the objectives of this strategic business plan.</p> <p>The Board of the Directors of Tourism Rossland is made up of the following:</p> <p>Black Jack Cross Country Club – 1 director Kootenay Columbia Trails Society – 1 director MRDT Accommodators – 3 directors Red Mountain Resort – 1 director Red Resort Association – 3 directors Redstone Golf Resort – 1 director Restaurants/Cafes and bars – 1 director Retail Sector – 1 director Rossland Arts Council – 1 director Rossland Museum & Discovery Centre – 1 director Trail and District Chamber of Commerce – 1 director</p> <p>The President of Tourism Rossland is elected by the Board of Directors. A treasurer is appointed by the board to administer and oversee the distribution of funds. The secretary oversees correspondence and takes meeting minutes.</p> <p>The City of Rossland also delegates a non-voting member to attend Board of Directors meetings to ensure increased collaboration between the city and the DMO.</p> |
| Sources of Funding | <ul style="list-style-type: none"> • Municipal and Regional District Tax • Red Resort Association • City of Rossland Annual Operating Grant • Co-op marketing opportunities with local and regional stakeholders • Destination BC Marketing Co-op Programs • Other Grants as available (Rural Dividend Fund, Columbia Basin Trust, etc.) • Resort Municipality Initiative (RMI) for capital projects and services <p>Tourism Rossland manages the RMI program on behalf of the City of Rossland. This is a separate program from our marketing projects and MRDT funding is not used towards capital projects.</p> |
| Affordable Housing (if applicable) | N/A |



Please provide a **Project Plan** for each major activity you will undertake in the year ahead using MRDT funds. Authorized purposes of MRDT funds are tourism marketing, programs and projects and any other prescribed purposes as set out by regulation.

Project plans should include the following information for each activity. The recipient can organize the plan in a manner that best reflects their individual approach. Please note that Destination BC may share relevant tactical information with applicable Destination BC program areas to facilitate increased collaboration and alignment.

1. The **major category** of the activity. Examples could include marketing, destination and product experience management, visitor services, etc.

Marketing, which may include:

- Media Advertising and Production (for example: print, radio, television, out-of-home, paper direct mail, email marketing, search engine marketing, paid social media, display, and native advertising)
- Website - Hosting, Development, Maintenance
- Social Media Management Platforms and Tools (i.e. Hootsuite)
- Consumer Shows and Events
- Collateral production and distribution
- Travel Media Relations (for example: story idea creation, media and influencer FAM hosting/support, attendance at media marketplaces, etc.)
- Travel Trade (for example: trade and FAM hosting/support, etc.)
- Consumer-focused asset development (for example: curation or production of written content, photography, videography)
- Other.

Destination and Product Experience Management, which may include:

- Industry Development and Training - Enhancing Education and Knowledge (for example: market readiness, digital readiness, industry conferences, packaging and tourism-related industry workshops, etc.)
- Product Experience Enhancement and Training (for example: Itinerary Development, Content Development and Key Experience Creation)
- Research, Evaluation and Analytics
- Other.

Visitor Services, which may include:

- Visitor Services Activities (for example: staff wage and benefits, visitor services via social media, digital tools, including mobile apps, kiosks, beacons, etc, roving/mobile visitor services, ambassador programs, FAMs)
- Other.

Meetings, Conventions, Events and Sport:

- Examples could include conferences, events, sales, sport, grant programs, etc.

Affordable Housing, which may include:

- Details on affordable housing projects (project description and rationale, authorizing documents, budget and applicable funding partners)
- Please complete and attach Appendix 1.8.

Other:

- Other activities not covered by the above categories, such as capital expenditures if **pre-approved by government** (prior to application), etc.

2. Please list and describe **the tactics** your community will use to achieve the strategies outlined in Section 1 of your Five-Year Strategic Business Plan. There may be several tactics for each activity.
3. Please provide an **implementation plan** that includes a short description, quantifiable objectives, rationale, action steps, potential partnerships, resources, sources of funding, responsibilities, timeframe, budget, and evaluation mechanism.



Project Plan Template

A description/instructions pertaining to each section is provided in grey text as a guide only. **The format of your Project Plan may be developed specific to your community needs and resources. If using this template, please delete the grey text and provide your response accordingly.**

Major Category: Marketing staff – wages and benefits

Activity Title: Executive Director, Marketing Coordinator and Summer Videographer wages and benefits

Tactics:

- Developing and implementing marketing projects
- Managing marketing contracts and contractors
- Managing consumer focused asset development (photo and video)
- Developing and implementing social media strategies
- Purchasing and creating ads and marketing campaigns



Implementation Plan:

Short Description: Creation of workplan after direction from Board of Directors and other key stakeholders.

Quantifiable Objectives: Creation and execution of annual marketing plan.

Rationale: The MRDT funding source is the largest revenue we can use for wages and benefits. A key priority for our organization is to maintain continuity. The recent addition of a full-time marketing coordinator was of strategic importance as we were able to increase our marketing output, efficiency and complete projects in-house during the pandemic.

Action Steps: Creation and implementation of our annual marketing plan and marketing campaigns to promote Rossland as a four-season destination. Our work plan will be based on the new Strategic Plan of Tourism Rossland adopted in September, 2020.

Potential Partnerships:

Resources: Potential revenue sources if MRDT revenues decline: City of Rossland Community Grant Funding, Red Resort Association, Canada Summer Jobs

Sources of Funding: Total budget: \$160,000. MRDT: \$140,000, Red Resort Association: \$15,000, Canada Summer Jobs: \$5,000

**Performance Measures:**

- Annual Accommodation Revenue
- Media Hosting: Number of media group and influencers hosted
- Social Media marketing: campaigns, activity and industry standard KPIs
- Print Advertising: Number of print ads created, placement, circulation and distribution
- Co-op Marketing: money leveraged through partnerships with local and regional stakeholders
- Photo and video asset development: total number of photos and videos developed


Section 3: MRDT Budget for Year One

Designated recipients **must** complete the budget table as provided below.

| Revenues | | Budget |
|---|-----------------------|-----------|
| Carry-forward from previous calendar year | | |
| MRDT | | \$120,000 |
| MRDT from online accommodation platforms | | \$20,000 |
| | MRDT Subtotal | \$140,000 |
| Local government contribution | | \$21,500 |
| Stakeholder contributions (i.e. membership dues) | | \$100,000 |
| Co-op funds received (e.g. DBC Coop; DMO-led projects) | | |
| Grants – Federal | | \$15,000 |
| Grants – Provincial | | \$90,000 |
| Grants/Fee for Service - Municipal | | |
| Retail Sales | | |
| Interest | | \$500 |
| Red Resort Association | | \$56,500 |
| | Total Revenues | \$533,500 |
| Expenses | | Budget |
| Marketing | | |
| Marketing staff – wage and benefits | | \$160,000 |
| Media advertising and production | | \$80,000 |
| Website - hosting, development, maintenance | | \$10,000 |
| Social media | | \$15,000 |
| Consumer shows and events | | |
| Collateral production and distribution | | \$40,000 |
| Travel media relations | | \$10,000 |
| Travel trade | | |
| Consumer-focused asset development (imagery, video, written content) | | \$75,000 |
| Other (please describe) | | |
| | Subtotal | \$390,000 |
| Destination & Product Experience Management | | |
| Destination & Product Experience Management Staff – wage and benefits | | |
| Industry development and training | | \$2,500 |
| Product experience enhancement and training | | |
| Research, evaluation, analytics | | |
| Other (please describe) | | \$20,000 |
| | Subtotal | \$22,500 |
| Visitor Services | | |
| Visitor services activities | | |
| Other (please describe) | | |
| | Subtotal | |
| Meetings, Conventions, Events and Sport | | |
| Meetings, conferences, conventions, sales, events, sport, and grant programs, etc. | | |
| | Subtotal | |
| Administration | | |
| Management and staff unrelated to program implementation – wages and benefits | | |
| Finance staff – wages and benefits | | |
| Human Resources staff – wages and benefits | | |
| Board of Directors costs | | \$3,000 |
| Information technology costs – workstation-related costs (i.e. computers, telephone, support, | | \$5,000 |



| Expenses cont'd. | Budget \$ |
|---|------------------|
| Office lease/rent | \$8,000 |
| General office expenses | \$5,000 |
| Subtotal | \$21,000 |
| Affordable Housing | |
| General MRDT revenues | |
| Revenues from online accommodation platforms | |
| Subtotal | |
| Other | |
| All other wages and benefits not included above | |
| RMI Expenses | \$100,000 |
| Subtotal | \$100,000 |
| Total Expenses: | \$533,500 |
| Balance or Carry Forward | |

Projected Spend by Market (broad estimate)

Add more rows as needed.

| Geographic Market | Total Marketing Budget by Market | % of Total \$ by Market |
|--------------------------------------|----------------------------------|-------------------------|
| BC | \$195,000 | 50% |
| Alberta | \$58,500 | 15% |
| Ontario | \$39,000 | 10% |
| Other Canada (please specify) | | |
| Washington State | \$39,000 | 10% |
| California | \$19,500 | 5% |
| Other USA (please specify) | \$11,700 | 3% |
| Mexico | | |
| China | | |
| UK | \$7,800 | 2% |
| Germany | \$7,800 | 2% |
| Australia | \$11,700 | 3% |
| Japan | | |
| Other International (Please specify) | | |
| Total | \$390,000 | 100% |

The History of the Gilpin Ungulate Winter Range

REQUEST

I am asking the RDKB Board of Directors to request the provincial government support a review of the 2014 Grand Forks ATV initiative that compromises the integrity of the Gilpin ungulate winter range on the north side of Highway #3 between Grand Forks and Christina Lake.

Gilpin has a long storied history because of it's south facing grassland slopes and adjoining ponderosa pine and interior Douglas fir zones critical to wintering ungulates.

PROBLEM

Stakeholders with a strong connection to wildlife and the land were excluded from the ATV agenda and Gilpin's storied history was totally ignored. Transparency and accountability the hallmark of good governance were a non-starter.

ACCESS MANAGEMENT OBJECTIVE

The scientific research states road density of .6 per square km or less is necessary or wildlife will leave the area.

The dramatic increase in road density and weak to non-existent access management are two of many reasons many B.C. wildlife populations are in serious crisis.

History of Wildlife Management Agendas on Gilpin Ungulate Winter Range

1. **Socred Government purchases** 1470 acre Boothman Ranch during the week of August 17, 1972. A meeting of bureaucrats connected to Gilpin met October 17, 1972 and proclaimed the primary management objective would be wildlife.

Boothman Ranch- 4 District Lots, two on both sides of Highway #3, the center piece of the Gilpin grassland Class A Provincial Park.

2. **Appendix 7- Description of Proposed Special Management Areas:** 1994 NDP -Kootenay/Boundary Commission on Resources and Environment.

The Gilpin area contains important representation of the grasslands and dry forest habitat found in the south Okanagan Highlands ecosystem: It provides critical habitat to several rare, endangered and threatened species .Also provides critical winter range for white-tailed deer, mule deer, bighorn sheep

and elk.

**An Open Letter to the People of the West Kootenay/Boundary Region
1994**

“ The plan recommends that 18.9 percent of the region be designated as Special Management Areas to manage for values such as biodiversity, water quality and support zones for protected areas. As an example, the plan recommends that the Gilpin Grassland area in the Southern Okanagan Highland be managed to emphasize conservation and restoration of the natural grasslands.”

**3. Gilpin Grasslands proclaimed a Class A Provincial Park (788 hectares)
May 2007**

Approvals: Scott Benton, Executive Director Parks and Protected Areas Division, Date Sept. 28, 2009. **Minister of Environment Barry Penner, B.C. Liberal Government.**

The park was designated to protect a distinctive grassland ecosystem and maintain essential habitat for known provincially- listed species at risk, including blue listed Bighorn Sheep. In addition, the park provides easily accessible recreational, educational and interpretive opportunities.

4. Draft Management Plan July, 2008 Proposed Gilpin-Morrissey Wildlife Management Area.

The Ministry of Environment is assessing the feasibility of establishing a Wildlife Management Area (encompassing approximately 3,890 hectares) on portions of Crown and leased land (i.e. The Nature Trust Property) referred to in this draft plan as the Gilpin-Morrissey.

The primary rationale for considering this WMA is the presence of: year-round wild sheep habitat, essential winter mule deer habitat, and species and ecological communities at risk.

Full marks to B.C. Liberal minister of Environment, Barry Penner and Ministry of Environment Stewardship Division Park Planner, Keith Baric the Draft Management Plan July, 2008 is the blue print for all 85 ungulate winter ranges in B.C. Unfortunately the Professional Reliance Model of Governance won the day in the BC Liberal Cabinet.

5. Feature Article front page of Grand Forks Gazette March 14, 1973, 470 acre Deer Range Purchased Here

In the Grand Forks area, deer have been threatened with starvation in late winter and early spring because in late winter and early spring there is too much competition with cattle on the same hillside.

The 470 acre land purchase on the Gilpin Ungulate Winter Range was the first land purchase by the 2nd Century Fund of BC renamed Nature Trust in 1984.

A picture of three men accompanied the article: Dr. Alistair McLean from the Federal Agriculture Station in Kamloops, Mr. Bert Hoffmeister chair of the Second Century Fund and Fred Russell, BC Forest Service, Grand Forks.

6. Southern Interior Land Trust in 2020 purchased two District Lots on the Gilpin Ungulate Winter Range.

- a. 269.9 acres)
-) Morrissey Creek Watershed
- b. 86 acres)

The two district lots are contiguous/ touch each other, and are also contiguous with two of the 4 district lots owned by Nature Trust on the Gilpin Ungulate Winter Range.

Barry Brandow Sr.

Regional District of Kootenay Boundary

Cheque Register Summary for month of April 2021

| Cheque Date | Supplier | Name | Amount |
|-------------|----------|--|---------------|
| 2021-04-16 | 1040215 | 1040215 BC LTD CHRISTINA LAKE CANCO | \$ 716.27 |
| 2021-04-09 | ACE010 | A.C.E. COURIER SERVICES | \$ 158.89 |
| 2021-04-01 | ACE010 | A.C.E. COURIER SERVICES | \$ 305.56 |
| 2021-04-23 | ACE010 | A.C.E. COURIER SERVICES | \$ 255.42 |
| 2021-04-09 | AFD001 | AFD PETROLEUM LTD. | \$ 1,921.72 |
| 2021-04-09 | ALB020 | ALBERTA FIRE CHIEFS ASSOCIATION | \$ 1,468.00 |
| 2021-04-16 | ALP002 | ALPINE SIGNS & GRAPHICS | \$ 537.60 |
| 2021-04-09 | AND002 | ANDERSON, KRISTINA | \$ 354.03 |
| 2021-04-23 | ANN030 | ANNUVA SOLUTIONS | \$ 37.43 |
| 2021-04-01 | AON001 | AON REED STENHOUSE INC. | \$ 10,067.00 |
| 2021-04-23 | ASS040 | ASSOCIATED FIRE SAFETY | \$ 1,762.25 |
| 2021-04-23 | ATS001 | AT SOURCE RECYCLING SYSTEMS CORP. | \$ 761.60 |
| 2021-04-16 | BFR001 | B.F. ROOFING LTD. | \$ 7,560.00 |
| 2021-04-23 | BAB020 | BA BENSON & SONS | \$ 1,059.40 |
| 2021-04-01 | BAB020 | BA BENSON & SONS | \$ 250.84 |
| 2021-04-23 | BAL020 | BALDY BOBCAT SERVICES | \$ 273.00 |
| 2021-04-23 | BAR150 | BARTLETT EXCAVATING | \$ 4,641.00 |
| 2021-04-09 | BAR150 | BARTLETT EXCAVATING | \$ 378.00 |
| 2021-04-08 | LAN030 | BC LAND TITLE & SURVEY AUTHORITY | \$ 3,000.00 |
| 2021-04-01 | BCT030 | BC TRANSIT | \$ 186,560.65 |
| 2021-04-23 | BEA020 | BEAVER FALLS MACHINING LTD | \$ 2,912.00 |
| 2021-04-23 | BEA400 | BEAVER VALLEY CURLING CLUB | \$ 11,250.00 |
| 2021-04-01 | BEA130 | BEAVER VALLEY LIBRARY | \$ 17,326.50 |
| 2021-04-16 | BEL070 | BELL MEDIA INC. | \$ 222.85 |
| 2021-04-23 | BEN015 | BENEFITS BY DESIGN | \$ 2,852.40 |
| 2021-04-01 | BIG130 | BIG WHITE ELECTRICAL LTD. | \$ 382.42 |
| 2021-04-23 | BIG060 | BIG WHITE SKI RESORT LTD. | \$ 4,641.00 |
| 2021-04-16 | BIG060 | BIG WHITE SKI RESORT LTD. | \$ 23.10 |
| 2021-04-16 | BIG025 | BIG WHITE UTILITIES | \$ 10,144.64 |
| 2021-04-09 | BIG025 | BIG WHITE UTILITIES | \$ 12,121.91 |
| 2021-04-23 | BLA050 | BLACK PRESS GROUP LTD. | \$ 1,690.05 |
| 2021-04-08 | BMO001 | BMO | \$ 7,049.30 |
| 2021-04-30 | BMO001 | BMO | \$ 10,877.64 |
| 2021-04-01 | BOR010 | BORSATO, ANDREW | \$ 90.00 |
| 2021-04-16 | BOR006 | BORSATO, BRUNO | \$ 20.20 |
| 2021-04-01 | BOU640 | BOUNDARY COMMUNITY VENTURES ASSOCIATION | \$ 20,500.00 |
| 2021-04-23 | BOU640 | BOUNDARY COMMUNITY VENTURES ASSOCIATION | \$ 40,000.00 |
| 2021-04-01 | BOU010 | BOUNDARY ELECTRIC(1985) LTD. | \$ 168.00 |
| 2021-04-09 | BOU650 | BOUNDARY HELPING HANDS FELINE RESCUE SOCIETY | \$ 500.00 |
| 2021-04-16 | BOU070 | BOUNDARY HOME BUILDING CENTRE | \$ 31.50 |
| 2021-04-09 | BOU009 | BOUNDARY HORSE ASSOCIATION | \$ 2,500.00 |
| 2021-04-16 | BOW070 | BOWCOCK, MICHAEL | \$ 140.50 |
| 2021-04-23 | BRA050 | BRADLEY, SARA | \$ 50.00 |
| 2021-04-23 | BUI020 | BUILDING OFFICIAL'S ASSOC. OF BC | \$ 4,041.66 |
| 2021-04-23 | BVT010 | BV TOOL RENTALS (2011) LTD. | \$ 125.09 |
| 2021-04-23 | CAN170 | CANADA POST CORP | \$ 1,067.17 |
| 2021-04-16 | CAN014 | CANADA SAFETY EQUIPMENT LTD. | \$ 205.05 |
| 2021-04-09 | CAN014 | CANADA SAFETY EQUIPMENT LTD. | \$ 54.93 |
| 2021-04-23 | CAN560 | CANADIAN LINEN AND UNIFORM SERVICE | \$ 137.83 |
| 2021-04-01 | CAN560 | CANADIAN LINEN AND UNIFORM SERVICE | \$ 73.17 |
| 2021-04-16 | CAN110 | CANADIAN RED CROSS SOCIETY | \$ 108.00 |
| 2021-04-09 | CAN049 | CANADIAN SAFETY SUPPLIES | \$ 125.08 |
| 2021-04-23 | CAN035 | CANADIAN SPRINGS | \$ 85.47 |

Regional District of Kootenay Boundary

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| Cheque Date | Supplier | Name | Amount |
|-------------|----------|---|--------------|
| 2021-04-23 | CAN150 | CANADIAN TIRE ASSOCIATE STORE #665 | \$ 39.24 |
| 2021-04-01 | CAN150 | CANADIAN TIRE ASSOCIATE STORE #665 | \$ 123.68 |
| 2021-04-16 | CAN150 | CANADIAN TIRE ASSOCIATE STORE #665 | \$ 63.79 |
| 2021-04-23 | CAR012 | CARO ANALYTICAL SERVICES | \$ 1,865.33 |
| 2021-04-16 | CAR015 | CARVELLO LAW CORPORATION | \$ 2,233.78 |
| 2021-04-16 | RAI060 | CASCADE RAIDER HOLDINGS LTD. | \$ 604.78 |
| 2021-04-01 | CAS016 | CASCADES RECOVERY INC. | \$ 4,992.00 |
| 2021-04-01 | CAS040 | CASINO RECREATION SOCIETY | \$ 13,000.00 |
| 2021-04-09 | CAS040 | CASINO RECREATION SOCIETY | \$ 5,000.00 |
| 2021-04-23 | CEN025 | CENTRALSQUARE CANADA SOFTWARE INC. | \$ 236.25 |
| 2021-04-23 | CHA110 | CHAMPLIN, BRIAN | \$ 50.00 |
| 2021-04-23 | CHM010 | CHMECHANICAL | \$ 715.68 |
| 2021-04-01 | CHM010 | CHMECHANICAL | \$ 1,743.60 |
| 2021-04-16 | CHM010 | CHMECHANICAL | \$ 1,562.03 |
| 2021-04-16 | CHR010 | CHRISTINA LAKE COMMUNITY ASSOCIATION | \$ 660.00 |
| 2021-04-23 | CIE020 | CI EXCAVATING | \$ 606.38 |
| 2021-04-16 | CIE020 | CI EXCAVATING | \$ 1,470.00 |
| 2021-04-23 | CIA120 | CIARDULLO, FRANK, A. | \$ 209.95 |
| 2021-04-23 | CIN001 | CINTAS THE UNIFORM PEOPLE | \$ 69.00 |
| 2021-04-01 | GRA010 | CITY OF GRAND FORKS | \$ 1,417.26 |
| 2021-04-16 | GRA010 | CITY OF GRAND FORKS | \$ 2,000.00 |
| 2021-04-16 | NAN010 | CITY OF NANAIMO | \$ 420.00 |
| 2021-04-01 | NAN010 | CITY OF NANAIMO | \$ 420.00 |
| 2021-04-01 | CIV040 | CIVIC LEGAL LLP | \$ 9,533.44 |
| 2021-04-01 | CIV020 | CIVICINFO BC | \$ 446.25 |
| 2021-04-09 | CLA006 | CLARKE, PAUL | \$ 20.00 |
| 2021-04-23 | COL240 | COLUMBIA FILTER LTD. | \$ 353.48 |
| 2021-04-16 | COL026 | COLUMBIA WIRELESS INC. | \$ 610.40 |
| 2021-04-09 | COM020 | COMMISSIONAIRES BRITISH COLUMBIA | \$ 10,059.07 |
| 2021-04-09 | COM060 | COMPLETE CLIMATE CONTROL INC. | \$ 8,118.38 |
| 2021-04-16 | COM060 | COMPLETE CLIMATE CONTROL INC. | \$ 2,666.07 |
| 2021-04-09 | CON006 | CONCEPT CONTROLS INC. | \$ 525.28 |
| 2021-04-23 | COO003 | COOPERWILLIAMS LAW | \$ 2,106.74 |
| 2021-04-09 | CRA006 | CRAWFORD TRUCK & EQUIPMENT REPAIR | \$ 135.65 |
| 2021-04-09 | CRE040 | CREM HOLDINGS LTD | \$ 2,257.64 |
| 2021-04-07 | CRU001 | CRUSHFTP LLC | \$ 900.00 |
| 2021-04-16 | CUS020 | CUSTOM DOZING LTD. | \$ 1,525.15 |
| 2021-04-01 | DDS010 | D&D SERVICE CENTRE & STORAGE INC. | \$ 105.00 |
| 2021-04-01 | DAI001 | DAINES, MARK | \$ 60.00 |
| 2021-04-23 | DAV003 | DAVIES, RICK | \$ 75.00 |
| 2021-04-23 | DAW150 | DAWSON INTERNATIONAL TRUCK CENTRES LTD. | \$ 20.42 |
| 2021-04-23 | DEL080 | DE LAGE LANDEN FINANCIAL SERVICES CANADA INC. | \$ 682.85 |
| 2021-04-16 | DHC010 | DHC COMMUNICATIONS INC. | \$ 4,096.89 |
| 2021-04-23 | DOM030 | DOMINION GOVLAW LLP | \$ 1,678.96 |
| 2021-04-23 | DOR030 | DORMAR CONSTRUCTION MANAGEMENT | \$ 3,536.40 |
| 2021-04-16 | DUE020 | DUECK, TIM | \$ 60.00 |
| 2021-04-16 | DWD010 | DWD THEATRE DESIGN + CONSULTING | \$ 297.68 |
| 2021-04-16 | EAR020 | EARTH MANAGEMENT LTD. | \$ 9,396.45 |
| 2021-04-23 | EBB010 | EBBWATER CONSULTING INC | \$ 2,373.00 |
| 2021-04-23 | ECO030 | ECO-CLEAN DRY CLEANING CENTRES | \$ 42.08 |
| 2021-04-23 | ECO090 | ECOFITT | \$ 381.65 |
| 2021-04-23 | ELL001 | ELLIS, LYNN | \$ 130.60 |
| 2021-04-23 | ENT003 | ENTANDEM | \$ 614.98 |

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| Cheque Date | Supplier | Name | Amount |
|-------------|----------|--|---------------|
| 2021-04-23 | ESR010 | ESRI CANADA LTD. | \$ 5,768.00 |
| 2021-04-23 | FAW020 | FAWLEY, GREG AND/OR GAIL | \$ 70.00 |
| 2021-04-23 | FIR060 | FIRE PREVENTION OFFICERS ASSOCIATION OF BC | \$ 78.75 |
| 2021-04-16 | FLE015 | FLEETCOR CANADA MASTERCARD | \$ 1,454.26 |
| 2021-04-09 | FORGRA | FORTIS BC - FINANCIAL ACCOUNTING | \$ 498.75 |
| 2021-04-23 | FORGRA | FORTIS BC - FINANCIAL ACCOUNTING | \$ 498.75 |
| 2021-04-23 | FOR040 | FORTIS BC - NATURAL GAS | \$ 1,843.15 |
| 2021-04-01 | FOR040 | FORTIS BC - NATURAL GAS | \$ 212.00 |
| 2021-04-09 | FOR040 | FORTIS BC - NATURAL GAS | \$ 7,734.38 |
| 2021-04-16 | FOR040 | FORTIS BC - NATURAL GAS | \$ 2,475.43 |
| 2021-04-16 | FOR010 | FORTISBC - ELECTRICITY | \$ 210.95 |
| 2021-04-09 | FOR010 | FORTISBC - ELECTRICITY | \$ 13,853.75 |
| 2021-04-01 | FOR010 | FORTISBC - ELECTRICITY | \$ 937.14 |
| 2021-04-23 | FOR010 | FORTISBC - ELECTRICITY | \$ 4,071.30 |
| 2021-04-16 | FOU080 | FOUR STAR COMMUNICATIONS INC. | \$ 189.49 |
| 2021-04-23 | FRI015 | FRIESEN, RICHARD | \$ 375.00 |
| 2021-04-23 | FRU020 | FRUITVALE CO-OP | \$ 64.00 |
| 2021-04-23 | FRU020 | FRUITVALE CO-OP | \$ 149.53 |
| 2021-04-01 | FRU020 | FRUITVALE CO-OP | \$ 141.23 |
| 2021-04-01 | FRU070 | FRUITVALE FIRE DEPT | \$ 450.00 |
| 2021-04-09 | FRU006 | FRUITVALE PAC | \$ 10,000.00 |
| 2021-04-09 | FUE001 | FUELPRO SYSTEMS INC. | \$ 132.12 |
| 2021-04-23 | FUN010 | FUNK, DARRYL ALLAN | \$ 60.38 |
| 2021-04-23 | MAG040 | FVBS MAGLIO TRAIL | \$ 39.72 |
| 2021-04-01 | MAG040 | FVBS MAGLIO TRAIL | \$ 247.08 |
| 2021-04-09 | MAG040 | FVBS MAGLIO TRAIL | \$ 162.43 |
| 2021-04-16 | MAG040 | FVBS MAGLIO TRAIL | \$ 43.28 |
| 2021-04-09 | GGW010 | G&G WOODWORK | \$ 273.00 |
| 2021-04-16 | GAR003 | GARLINGE, KATHERINE | \$ 14.30 |
| 2021-04-01 | GAU050 | GAUDRY, MITCHELL | \$ 1,071.00 |
| 2021-04-16 | GEE020 | GEE, VICKI LYNN | \$ 853.40 |
| 2021-04-09 | GEN003 | GENELLE GENERAL STORE | \$ 62.27 |
| 2021-04-01 | GEN020 | GENELLE RECREATION COMMISSION | \$ 37,000.00 |
| 2021-04-01 | GEN040 | GENELLE VOLUNTEER FIRE DEPT | \$ 450.00 |
| 2021-04-01 | GEO020 | GEOTRAC SYSTEMS INC. | \$ 412.16 |
| 2021-04-23 | GEO020 | GEOTRAC SYSTEMS INC. | \$ 412.16 |
| 2021-04-23 | GES010 | GESCAN - Division of Sonepar | \$ 422.41 |
| 2021-04-09 | GES010 | GESCAN - Division of Sonepar | \$ 2,551.84 |
| 2021-04-09 | GFL001 | GFL ENVIRONMENTAL INC 2020 | \$ 646.28 |
| 2021-04-16 | GFL001 | GFL ENVIRONMENTAL INC 2020 | \$ 86,267.04 |
| 2021-04-01 | GFL001 | GFL ENVIRONMENTAL INC 2020 | \$ 84,298.60 |
| 2021-04-16 | GLE040 | GLENMERRY GLASS LTD. | \$ 538.65 |
| 2021-04-01 | GRA170 | GRAND FORKS & DISTRICT PUBLIC LIBRARY | \$ 103,401.50 |
| 2021-04-01 | GRA100 | GRAND FORKS GLASS LTD. | \$ 35.29 |
| 2021-04-23 | GRA100 | GRAND FORKS GLASS LTD. | \$ 22.40 |
| 2021-04-01 | GRA050 | GRAND FORKS HOME HARDWARE | \$ 7.96 |
| 2021-04-16 | GRA050 | GRAND FORKS HOME HARDWARE | \$ 23.94 |
| 2021-04-09 | GRA056 | GRANT THORNTON LLP | \$ 28,638.75 |
| 2021-04-23 | GRE075 | GREENOUGH, IAN | \$ 687.60 |
| 2021-04-01 | HAC020 | HACH SALES AND SERVICE CANADA LP | \$ 1,481.76 |
| 2021-04-16 | HAI001 | HAINES, TOM | \$ 178.78 |
| 2021-04-16 | HAL010 | HALL PRINTING | \$ 152.88 |
| 2021-04-01 | HAL010 | HALL PRINTING | \$ 415.48 |

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|-------------|----------|---|--------------|
| 2021-04-23 | HAL010 | HALL PRINTING | \$ 1,769.15 |
| 2021-04-23 | HEA020 | HEAVY METAL CO. | \$ 694.05 |
| 2021-04-09 | HIP010 | HI-PRO SPORTING GOODS LTD. | \$ 1,352.91 |
| 2021-04-01 | HIR010 | HIRAM, JANICE | \$ 325.00 |
| 2021-04-23 | HOM010 | HOME DEPOT CREDIT SERVICES | \$ 47.52 |
| 2021-04-16 | HOM002 | HOMWOOD HEALTH INC. | \$ 464.89 |
| 2021-04-23 | HOO004 | HOODLE, ISABELLA | \$ 294.00 |
| 2021-04-01 | HUB020 | HUB FIRE ENGINES & EQUIPMENT LTD. | \$ 3,238.33 |
| 2021-04-16 | HUB020 | HUB FIRE ENGINES & EQUIPMENT LTD. | \$ 489.34 |
| 2021-04-09 | HUB020 | HUB FIRE ENGINES & EQUIPMENT LTD. | \$ 262.83 |
| 2021-04-23 | HUM100 | HUMMELL, BRENT AND/OR OLIVE | \$ 70.00 |
| 2021-04-09 | ICE010 | ICESOFT TECHNOLOGIES LTD | \$ 10,500.00 |
| 2021-04-23 | INL070 | INLAND ALLCARE | \$ 4,732.82 |
| 2021-04-09 | INN020 | INNERSPACE WATERSPORTS INC. | \$ 1,472.01 |
| 2021-04-09 | INN010 | INNOV 8 DS DIGITAL SOLUTIONS | \$ 108.44 |
| 2021-04-01 | INT140 | INTERIOR HEALTH | \$ 400.00 |
| 2021-04-01 | IRI010 | IRIDIA MEDICAL INC. | \$ 735.00 |
| 2021-04-23 | IRI010 | IRIDIA MEDICAL INC. | \$ 797.44 |
| 2021-04-09 | IRW010 | IRWIN AIR LTD. | \$ 553.06 |
| 2021-04-01 | ISL030 | ISL ENGINEERING AND LAND SERVICES LTD. | \$ 2,100.00 |
| 2021-04-01 | JJH010 | J.J.H. ENTERPRISES | \$ 2,279.51 |
| 2021-04-23 | JJH010 | J.J.H. ENTERPRISES | \$ 100.47 |
| 2021-04-23 | JES001 | JESSE JAMES BOBCAT & LANDSCAPING | \$ 157.50 |
| 2021-04-23 | JOH030 | JOHNNY'S MUFFLER SHOP | \$ 904.96 |
| 2021-04-23 | JOH240 | JOHNSON, ROSANNE | \$ 16.50 |
| 2021-04-01 | JOH310 | JOHNSON, ROSANNE, IN TRUST | \$ 165.60 |
| 2021-04-23 | KAL040 | KAL TIRE | \$ 58.24 |
| 2021-04-09 | KET016 | KETTLE RIVER FOOD SHARE SOCIETY | \$ 1,689.00 |
| 2021-04-01 | KOK020 | KOKIW, DAVID | \$ 60.00 |
| 2021-04-01 | KON001 | KONE INC. | \$ 763.09 |
| 2021-04-23 | KON001 | KONE INC. | \$ 446.12 |
| 2021-04-16 | KON001 | KONE INC. | \$ 57,117.92 |
| 2021-04-09 | KOO100 | KOOTENAY COLUMBIA LEARNING CENTRE | \$ 750.00 |
| 2021-04-23 | KOO250 | KOOTENAY PAINT PROTECTION | \$ 5,040.00 |
| 2021-04-23 | KOO210 | KOOTENAY VALLEY WATER & SPAS | \$ 40.60 |
| 2021-04-01 | KOO210 | KOOTENAY VALLEY WATER & SPAS | \$ 15.90 |
| 2021-04-16 | KOO210 | KOOTENAY VALLEY WATER & SPAS | \$ 56.50 |
| 2021-04-01 | KUC040 | KUCHER, MARK | \$ 90.00 |
| 2021-04-01 | LAF002 | LAFRENIERE, BRADEN | \$ 60.00 |
| 2021-04-16 | LAK060 | LAKESIDE GENERAL STORE | \$ 55.07 |
| 2021-04-09 | LEB030 | LEBER, ASHLEY | \$ 145.58 |
| 2021-04-23 | LEB030 | LEBER, ASHLEY | \$ 500.00 |
| 2021-04-01 | LES005 | LES HALL FILTER | \$ 1,220.52 |
| 2021-04-16 | LEV030 | LEVELUP PLANNING & CONSULTING | \$ 16,734.38 |
| 2021-04-09 | LIN002 | LINDE CANADA INC. | \$ 104.90 |
| 2021-04-16 | LIN002 | LINDE CANADA INC. | \$ 296.29 |
| 2021-04-16 | LOR010 | LORDCO PARTS LTD. | \$ 80.17 |
| 2021-04-09 | LOR010 | LORDCO PARTS LTD. | \$ 288.73 |
| 2021-04-01 | LOR010 | LORDCO PARTS LTD. | \$ 495.01 |
| 2021-04-23 | LOR010 | LORDCO PARTS LTD. | \$ 190.67 |
| 2021-04-01 | LOW020 | LOWER COLUMBIA COMMUNITY DEVELOPMENT TEAM SOC | \$ 35,250.00 |
| 2021-04-16 | LOW020 | LOWER COLUMBIA COMMUNITY DEVELOPMENT TEAM SOC | \$ 10.00 |
| 2021-04-16 | MIP010 | M.I. PETRO MAINTENANCE INC. | \$ 115.01 |

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| 2021-04-01 | MAG050 | MAGAW MOTORS | \$ 13,098.85 |
| 2021-04-16 | MAI120 | MAIKA, FRANCES | \$ 50.00 |
| 2021-04-23 | MAK010 | MAKI, PHILLIP | \$ 221.89 |
| 2021-04-23 | MAR006 | MARINO WHOLESALE LTD. | \$ 8.95 |
| 2021-04-01 | MAR006 | MARINO WHOLESALE LTD. | \$ 73.35 |
| 2021-04-01 | MCG020 | MCGREGOR, ROBERT D. | \$ 423.02 |
| 2021-04-23 | MER120 | MERIDIAN ONECAP CREDIT CORP | \$ 477.89 |
| 2021-04-09 | MER120 | MERIDIAN ONECAP CREDIT CORP | \$ 477.89 |
| 2021-04-09 | MID070 | MIDWAY PUBLIC LIBRARY | \$ 4,000.00 |
| 2021-04-09 | MIL160 | MILLS OFFICE PRODUCTIVITY | \$ 1,001.75 |
| 2021-04-01 | MIL160 | MILLS OFFICE PRODUCTIVITY | \$ 133.31 |
| 2021-04-23 | MIL160 | MILLS OFFICE PRODUCTIVITY | \$ 971.63 |
| 2021-04-23 | MIN040 | MINISTER OF FINANCE | \$ 1,052.14 |
| 2021-04-01 | MIN040 | MINISTER OF FINANCE | \$ 21.44 |
| 2021-04-16 | MIN040 | MINISTER OF FINANCE | \$ 81.09 |
| 2021-04-09 | MIN040 | MINISTER OF FINANCE | \$ 510.72 |
| 2021-04-01 | MKT010 | MK TECHNOLOGIES LTD | \$ 3,448.26 |
| 2021-04-01 | MON040 | MONTROSE FIRE DEPARTMENT | \$ 450.00 |
| 2021-04-16 | MOR010 | MORRISSEY CREEK BUILDING SUPPLIES (1992) LTD. | \$ 27.42 |
| 2021-04-09 | MUN050 | MUNICIPAL INSURANCE ASSOC. OF B. C. | \$ 1,372.08 |
| 2021-04-30 | MUN003 | MUNICIPAL PENSION PLAN 00151-GENERAL | \$ 39,236.72 |
| 2021-04-30 | MUN002 | MUNICIPAL PENSION PLAN 50151-FIREFIGHTERS | \$ 24,058.92 |
| 2021-04-16 | NOR030 | NOR-MAR INDUSTRIES LTD. | \$ 5,962.11 |
| 2021-04-23 | NUR010 | NURNDY-FORFIRE EMERGENCY GRAPHICS LTD | \$ 1,432.03 |
| 2021-04-01 | OAS010 | OASIS RECREATION SOCIETY | \$ 7,566.00 |
| 2021-04-23 | OKA120 | OKANAGAN AUDIO LAB LTD. | \$ 2,514.75 |
| 2021-04-09 | OKA210 | OKANAGAN NATION ALLIANCE | \$ 221.76 |
| 2021-04-23 | OKA080 | OKANAGAN VALLEY NEWSPAPER GROUP | \$ 1,622.88 |
| 2021-04-23 | OTR001 | ON THE RUN MOBILE AUTO DETAILING | \$ 520.00 |
| 2021-04-23 | PAA010 | PAKKUNAINEN, JEFF | \$ 209.95 |
| 2021-04-09 | PAC020 | PACIFIC BLUE CROSS | \$ 37,111.00 |
| 2021-04-23 | PAL005 | PALADIN SECURITY GROUP LTD. | \$ 20,738.08 |
| 2021-04-16 | PAR120 | PART EVIL CUSTOM AUTOS LTD. | \$ 663.27 |
| 2021-04-01 | PEA060 | PEAK SNOW REMOVAL AND LANDSCAPING | \$ 1,874.25 |
| 2021-04-01 | PEN015 | PENNEY, JENNIFER | \$ 255.21 |
| 2021-04-16 | PEN015 | PENNEY, JENNIFER | \$ 66.55 |
| 2021-04-16 | PET010 | PETRO CANADA | \$ 9,915.70 |
| 2021-04-16 | PHI005 | PHILLIPS, FREYA | \$ 50.00 |
| 2021-04-01 | PON010 | PONY ESPRESSO | \$ 593.25 |
| 2021-04-09 | POP020 | POPOFF, LOUISE T. | \$ 245.00 |
| 2021-04-09 | PRA010 | PRACTICA | \$ 344.80 |
| 2021-04-23 | QUI030 | QUINTECH FIRE SERVICES | \$ 4,996.37 |
| 2021-04-01 | RAL010 | RALCOMM LTD. | \$ 1,347.09 |
| 2021-04-23 | RAL010 | RALCOMM LTD. | \$ 15,328.27 |
| 2021-04-09 | RAL010 | RALCOMM LTD. | \$ 374.87 |
| 2021-04-16 | RAM010 | RAMCO ELECTRIC | \$ 1,808.16 |
| 2021-04-23 | RAM010 | RAMCO ELECTRIC | \$ 563.50 |
| 2021-04-01 | REC002 | RECEIVER GENERAL | \$ 767.17 |
| 2021-04-16 | REC002 | RECEIVER GENERAL | \$ 757.40 |
| 2021-04-16 | REC010 | RECEIVER GENERAL FOR CANADA | \$ 123,261.31 |
| 2021-04-09 | REC510 | RECEIVER GENERAL FOR CANADA | \$ 112.00 |
| 2021-04-01 | REC010 | RECEIVER GENERAL FOR CANADA | \$ 116,183.26 |
| 2021-04-01 | REC510 | RECEIVER GENERAL FOR CANADA | \$ 1,438.77 |

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| 2021-04-23 | REC045 | RECEIVER GENERAL FOR CANADA | \$ 224.00 |
| 2021-04-23 | REC110 | RECREATION FACILITIES ASSOC. OF B.C. | \$ 60.38 |
| 2021-04-01 | RED190 | RED DRAGON CONSULTING | \$ 5,250.00 |
| 2021-04-23 | RIC010 | RICOH CANADA INC. | \$ 502.01 |
| 2021-04-23 | RID010 | RIDGETOP MEAT PIES | \$ 3,125.79 |
| 2021-04-01 | RIV020 | RIVERVALE RECREATION | \$ 6,700.00 |
| 2021-04-23 | RJA010 | RJAMES MANAGEMENT GROUP | \$ 6.58 |
| 2021-04-09 | RJA010 | RJAMES MANAGEMENT GROUP | \$ 74.17 |
| 2021-04-01 | ROC050 | ROCKY MOUNTAIN ENERGY | \$ 1,929.31 |
| 2021-04-01 | ROC030 | ROCKY MOUNTAIN PHOENIX | \$ 2,781.70 |
| 2021-04-23 | ROC030 | ROCKY MOUNTAIN PHOENIX | \$ 12,607.98 |
| 2021-04-09 | ROC030 | ROCKY MOUNTAIN PHOENIX | \$ 1,716.96 |
| 2021-04-23 | ROM030 | ROMAINE INDUSTRIES LTD. | \$ 3,393.92 |
| 2021-04-01 | ROS140 | ROSSLAND FIRE DEPT. | \$ 450.00 |
| 2021-04-16 | RPM010 | RPM AUTOMOTIVE | \$ 217.06 |
| 2021-04-23 | SAN130 | SANTORI, KEVIN | \$ 50.00 |
| 2021-04-01 | SAV040 | SAVE-ON-FOODS | \$ 82.04 |
| 2021-04-23 | SAV040 | SAVE-ON-FOODS | \$ 15.70 |
| 2021-04-16 | SAV040 | SAVE-ON-FOODS | \$ 20.14 |
| 2021-04-01 | SAV030 | SAVOY EQUIPMENT LTD KELOWNA | \$ 662.71 |
| 2021-04-01 | SBA001 | SBA CANADA | \$ 5,058.02 |
| 2021-04-09 | SCP010 | SCP DISTRIBUTORS INC. | \$ 654.89 |
| 2021-04-23 | SEL010 | SELECT OFFICE PRODUCTS | \$ 42.34 |
| 2021-04-01 | SEL010 | SELECT OFFICE PRODUCTS | \$ 34.39 |
| 2021-04-23 | SEL040 | SELKIRK COLLEGE (CASTLEGAR) | \$ 4,788.00 |
| 2021-04-23 | SEL160 | SELKIRK SECURITY SERVICE LTD | \$ 35.70 |
| 2021-04-23 | SHA030 | SHAW CABLE | \$ 162.16 |
| 2021-04-01 | SHA030 | SHAW CABLE | \$ 144.29 |
| 2021-04-09 | SHA030 | SHAW CABLE | \$ 339.30 |
| 2021-04-01 | SIL003 | SILVA, ROBERT | \$ 50.00 |
| 2021-04-16 | SIM004 | SIMINOFF, DANIEL | \$ 50.00 |
| 2021-04-23 | SIM004 | SIMINOFF, DANIEL | \$ 50.00 |
| 2021-04-01 | SIM070 | SIMM, LARRY | \$ 90.00 |
| 2021-04-01 | SPC010 | SOCIETY FOR PREVENTION OF CRUELTY TO ANIMALS | \$ 7,437.00 |
| 2021-04-09 | SPE030 | SPEEDPRO SIGNS (TRAIL) | \$ 44.58 |
| 2021-04-23 | SPE030 | SPEEDPRO SIGNS (TRAIL) | \$ 140.00 |
| 2021-04-16 | STU002 | STUDIO 9 ARCHITECTURE + PLANNING LTD. | \$ 1,554.02 |
| 2021-04-01 | SUP170 | SUPER SAVE DISPOSAL INC. | \$ 13,110.91 |
| 2021-04-09 | TEL001 | TELUS COMMUNICATIONS (B.C.) INC. | \$ 8,136.22 |
| 2021-04-23 | TEL001 | TELUS COMMUNICATIONS (B.C.) INC. | \$ 71.91 |
| 2021-04-16 | TRA010 | THE CITY OF TRAIL | \$ 174.00 |
| 2021-04-23 | THO130 | THOMPSON OKANAGAN TOURISM ASSOCIATION | \$ 5,594.21 |
| 2021-04-01 | TIG020 | TIGERTEL | \$ 903.82 |
| 2021-04-23 | TIL010 | TILLER, MEGAN | \$ 130.60 |
| 2021-04-23 | PRE160 | TOM PREMIER MILLWORK + DESIGN | \$ 7,875.00 |
| 2021-04-23 | TRA020 | TRAIL CLEANERS & LAUNDRY LTD. | \$ 29.70 |
| 2021-04-09 | TRA029 | TRAIL COFFEE CO. | \$ 110.00 |
| 2021-04-09 | TRA046 | TRAIL HAMMER AND BOLT CO. LTD. | \$ 1,400.00 |
| 2021-04-01 | TRA046 | TRAIL HAMMER AND BOLT CO. LTD. | \$ 194.26 |
| 2021-04-16 | TRA240 | TRAIL HOME HARDWARE BUILDING CENTRE | \$ 88.48 |
| 2021-04-09 | TRA038 | TRAILS TO THE BOUNDARY SOCIETY | \$ 13,125.00 |
| 2021-04-23 | TRO040 | TROPHY DEN & GIFT SHOP | \$ 418.15 |
| 2021-04-09 | TRO010 | TROWELEX RENTALS AND SALES | \$ 267.75 |

Regional District of Kootenay Boundary
Cheque Register Summary for month of April 2021

| Cheque Date | Supplier | Name | Amount |
|------------------------------------|-----------------|-----------------------------------|------------------------|
| 2021-04-16 | TWI020 | TWIN RIVERS CONTROLS | \$ 10,377.33 |
| 2021-04-01 | ULI010 | ULINE CANADA CORPORATION | \$ 1,782.89 |
| 2021-04-23 | ULI010 | ULINE CANADA CORPORATION | \$ 930.86 |
| 2021-04-16 | UNI007 | UNION OF BC MUNICIPALITIES | \$ 6,655.83 |
| 2021-04-09 | URB040 | URBAN MATTERS CCC LTD. | \$ 16,630.32 |
| 2021-04-01 | URB030 | URBAN SYSTEMS | \$ 6,673.73 |
| 2021-04-01 | VAL130 | VALLEN | \$ 439.76 |
| 2021-04-23 | VAL130 | VALLEN | \$ 1,475.53 |
| 2021-04-23 | VER080 | VERSA-TASK SERVICES | \$ 925.00 |
| 2021-04-23 | VIC007 | VICOM DESIGN INC. | \$ 420.00 |
| 2021-04-01 | VIS060 | VISSERS SALES CORP | \$ 425.25 |
| 2021-04-16 | VIS050 | VISTA RADIO LTD. | \$ 802.20 |
| 2021-04-23 | VIT001 | VITALAIRE | \$ 419.28 |
| 2021-04-01 | WAJ010 | WAJAX INDUSTRIAL COMPONENTS LP | \$ 430.89 |
| 2021-04-01 | WAR040 | WARFIELD FIRE DEPT. SOCIAL CLUB | \$ 450.00 |
| 2021-04-23 | WEB070 | WEBB, STANLEY | \$ 179.54 |
| 2021-04-23 | WES025 | WESTEK CONTROLS LTD. | \$ 1,403.65 |
| 2021-04-09 | WHO010 | WHOLESALE FIRE & RESCUE LTD. | \$ 616.29 |
| 2021-04-16 | WHO010 | WHOLESALE FIRE & RESCUE LTD. | \$ 5,320.42 |
| 2021-04-01 | WIE030 | WIEBE, GABRIEL | \$ 50.00 |
| 2021-04-16 | WIE030 | WIEBE, GABRIEL | \$ 50.00 |
| 2021-04-09 | WOR010 | WORKER'S COMPENSATION BOARD OF BC | \$ 77,188.55 |
| 2021-04-16 | WOR100 | WORLEY, LINDA | \$ 123.75 |
| 2021-04-23 | ZAN010 | ZANUSSI, BRIAN | \$ 50.00 |
| Total Accounts Paid | | | \$ 1,729,722.03 |
| Number of Supplier Payments | | | 342 |

NB: Payments greater than \$100,000 related to Provincial Emergency Program (service 012) are marked with an asterisk.



Policy and Personnel Committee

MINUTES

Wednesday, March 31, 2021
10 a.m.
ZOOM

Committee members present:

| | |
|--------------------------------|--------------------------------|
| Director G. McGregor, Chair | Area C/Christina Lake |
| Director A. Grieve, Vice-Chair | Area A |
| Director L. Worley | Area B/Columbia-Old Glory |
| Director V. Gee | Area E/West Boundary-Big White |
| Director S. Morissette | Village of Fruitvale |
| Director D. Langman | Village of Warfield |
| Director R. Dunsdon | Village of Midway |

Staff present:

M. Andison, Chief Administrative Officer
A. Winje, Manager of Corporate Administration Corp. Officer/Recording Secretary

1. CALL TO ORDER

Chair McGregor called the meeting to order at 10 a.m.

2. LAND ACKNOWLEDGEMENT

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

3. ADOPTION OF AGENDA (ADDITIONS/DELETIONS)

The agenda for the Policy and Personnel Committee meeting on March 31, 2021 was presented.

Moved / Seconded

That the agenda for the Policy and Personnel Committee meeting on March 31, 2021 be adopted with the following additions:

March 31, 2021

Page 1 of 6

1. Questions around processes on the Board agenda
2. Pronunciation of Indigenous names.

Carried.

4. ADOPTION OF MINUTES

The minutes of the Policy and Personnel Committee meeting held on February 25, 2021 were adopted as presented.

Moved / Seconded

That the minutes of the Policy and Personnel Committee meeting held on February 25, 2021 be adopted as presented.

Carried.

5. GENERAL DELEGATIONS

There were no delegations.

6. UNFINISHED BUSINESS

a) M. Andison, Chief Administrative Officer
Re: Board Delegation/Presentation Policy (Draft 2)

A staff report from Mark Andison, Chief Administrative Officer, presenting for review the Regional District of Kootenay Boundary Board Delegation/Presentation Policy, was received.

The Policy was sent out to Directors for comments on March 22, 2021. No comments were received. CAO Andison explained some of the recommended changes.

Moved / Seconded

That the Regional District of Kootenay Boundary Board of Directors adopt the Board Delegation/Presentation Policy as presented to, and approved by, the Policy and Personnel Committee on March 31, 2021; **FURTHER**, that the Policy be distributed accordingly.

Carried.

b) M. Andison, Chief Administrative Officer
Re: Correspondence Policy (Draft 2)

A staff report from Mark Andison, CAO presenting the Correspondence Policy to the Policy and Personnel Committee for further review, was presented.

The Policy was sent out to Directors for comments on March 22, 2021. No comments were received. CAO Andison explained the recommended changes.

It was recommended by the Committee that:

- "Manager of Corporate Administration" be changed to "Corporate Officer"
- the policy doesn't speak to outgoing correspondence (how can Directors see outgoing correspondence). CAO Andison explained that the Regional District sends out a large volume of correspondence. Discussion ensued around which pieces of correspondence Directors wish to see. It was clarified that advocacy letters drafted by staff could be sent to the Board. Directors will provide this direction in pertinent motions.

Moved / Seconded

That the Regional District of Kootenay Boundary Board of Directors adopt the Correspondence Policy as presented to, and approved by, the Policy and Personnel Committee on March 31, 2021; **FURTHER**, that the Policy be distributed accordingly.

Carried.

c) M. Andison, Chief Administrative Officer
Re: Management Hiring Policy (Draft 2)

A staff report from Mark Andison, CAO presenting an updated draft of the Management Hiring Policy to the Policy and Personnel Committee for review, was presented.

Moved / Seconded

That the Draft RDKB Management Hiring Policy be referred to directors for comment, as per the Policy Development and Review Policy.

Carried.

7. NEW BUSINESS**a) Anitra Winje, Manager of Corporate Administration/Corporate Officer****Re: Policy & Personnel Committee Terms of Reference Review**

Questions arose regarding the following points: Majority of the Board; public relations program; compensation; discipline. CAO Andison explained that the Committee would be tasked primarily with the discipline and termination of the CAO or a manager in an extraordinary situation. Also, discussion ensued around whether or not the Chair should be an observer or should be entitled to a vote (Chair will sit as a non-voting ex officio member). The Committee decided that the Committee need not vote on motions but rather escalate suggestions to the Board.

Moved / Seconded

That the Policy and Personnel Committee review and discuss its Terms of Reference and provide direction to staff.

Carried.

b) Anitra Winje, Manager of Corporate Administration/Corporate Officer**Re: Proposed Records Management Policy**

The staff report dated March 24, 2021 from A. Winje, Manager of Corporate Administration/Corporate Officer, presenting a records management policy for review and discussion, was presented.

CO Winje explained the purpose of the policy, which will work in concert with a records management bylaw to establish and initiate a corporate-wide records management system.

CO Winje was asked to provide a demonstration of the system at a future Board meeting.

Moved / Seconded

That the proposed Records Management Policy be referred to directors for comment as per the Policy Development and Review Policy.

Carried.

**c) M. Andison, Chief Administrative Officer
Re: Policy Development and Review Policy**

A staff report from Mark Andison, Chief Administrative Officer, introducing for review the Regional District of Kootenay Boundary Policy Development and Review Policy, was presented.

CAO Andison spoke to the minor changes being suggested.

Moved / Seconded

That the Draft Policy Development and Review Policy, as amended, be referred to directors for comment as per the Policy Development and Review Policy.

Carried.

8. LATE (EMERGENT) ITEMS

a) Process Issues

The question was asked as to why un-adopted Electoral Area Services committee minutes appeared with Development Variance Permit Applications on the Board agenda. It was decided that such minutes will not be placed on Board agendas moving forward.

Staff was asked why public hearing minutes are placed on the agenda when bylaws are being presented for third reading. CAO Andison explained that as public hearings are delegated to elected officials, the Board needs to read them before third reading of a bylaw.

b) Pronunciation of Indigenous Names

It was suggested that elected officials learn the correct pronunciation of Indigenous names. CO Winje stated that she is currently working on a document that will assist with that.

9. DISCUSSION OF ITEMS FOR FUTURE MEETINGS

Nothing.

10. QUESTION PERIOD FOR PUBLIC AND MEDIA

None.

11. CLOSED (IN CAMERA) SESSION

None.

12. ADJOURNMENT

The meeting adjourned at 11:11 a.m.



Boundary Services Committee

Minutes Wednesday, April 7, 2021 ZOOM

Committee members present:

Director G. McGregor, Chair - Area C/Christina Lake
Director R. Dunsdon, Vice-Chair - Village of Midway
Director V. Gee, Area E/West Boundary-Big White
Director C. Korolek, City of Grand Forks
Director B. Noll, City of Greenwood
Director D. O'Donnell, Area D/Rural Grand Forks

Staff present:

M. Andison, Chief Administrative Officer
J. Chandler, General Manager of Operations/Deputy CAO
M. Forster, Executive Assistant/Recording Secretary
B. Ihlen, General Manager of Finance/CFO
D. Dean, Manager of Planning and Development
K. Anderson, Watershed Planner
F. Maika, Corporate Communications Officer
Alternate Director E. Baker, City of Grand Forks
S. Elzinga, Community Futures Boundary
K. Galaski, Symphony Tourism Services/TOTA

CALL TO ORDER

The meeting was called 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 April 7, 2021 Boundary Services Committee meeting was presented.

The agenda was amended with an addition to 7i) - a discussion on Front Counter processes.

Moved / Seconded

That the agenda for the April 7, 2021 Boundary Services Committee meeting be adopted as amended.

Carried.

ADOPTION OF MINUTES

The minutes of the March 3, 2021 Boundary Services Committee meeting were presented.

The minutes were amended with an addition to the discussion under 7c) Monthly Tourism Update - TOTA - February 2021 to read: that \$15,000 that is required to move and set up the commercial kitchen trailer in Greenwood will come from budget reserves.

Moved / Seconded

That the minutes of the March 3, 2021 Boundary Services Committee meeting be adopted as amended.

Carried.

GENERAL DELEGATIONS

There were no delegations present.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

J. Chandler, GM of Operations/Deputy CAO
S. Elzinga - Community Futures Boundary
Re: Economic Development Service Contract

To seek approval from the Boundary Services Committee for the Area D/Grand Forks Economic Development contract, providing continued economic development services for 2021-2022 with Community Futures.

Sandy Elzinga, Community Futures, attended the meeting and provided the Committee activity service breakdown for the year. The plan is to continue to build on the foundational pieces that have been developed over the past 1 1/2 years with the rural dividend funding received. This included developing a work plan action strategy and the development of an economic development website specifically for Grand Forks.

Moved / Seconded

That the Regional District of Kootenay Boundary Board of Directors approved the award of the contract for the provision of Economic Development Services for the City of Grand Forks/Electoral Area D-Rural Grand Forks as proposed by Community Futures Boundary for the term June 1st 2021 to May 31st 2022 for a total cost of \$70,150 as presented to the Boundary Services Committee at the meeting on April 7th 2021; **FURTHER** that RDKB staff be authorized to execute the contract.

Carried.

Sandy Elzinga left the meeting at 10:06 am.

K. Galaski, Project Manager, Symphony Tourism Services/TOTA
Re: Monthly Tourism Update - March 25, 2021

Kelly Galaski attended the meeting and provided the Committee with an update on operations.

Moved / Seconded

That the Boundary Services Committee receive the Monthly Tourism Update as presented at the April 7, 2021 meeting.

Carried.

Kelly Galaski left the meeting at 10:17 am.

D. Dean, Manager of Planning and Development
Re: Kettle River Watershed Advisory Council (KRWAC) Terms of Reference (TOR)

The Committee reviewed the TOR and discussion ensued on the reference made to the Ktunaxa Nation under non-voting members. Staff will review and confirm whether the Ktunaxa Nation should be deleted. The Committee also requested to have the TOR address or make reference to a staff delegate on the Council.

Moved / Seconded

That the Boundary Services Committee recommends approval of the Kettle River Watershed Advisory Council Terms of Reference, with amendments as discussed on April 7, 2021.

Carried.

D. Dean, Manager of Planning and Development
Re: Boundary Area Food and Agriculture Advisory Council (BAFAAC) Terms of Reference (TOR)

D. Dean informed the Committee that the TOR was drafted a number of years ago and was based on the Vancouver model for advisory committees. They are not

being used at this time, as the Advisory Council is no longer active. There was general agreement to rescind these Terms of Reference.

Moved / Seconded

That the Boundary Services Committee directs staff to rescind the Boundary Area Food and Agriculture Advisory Council Terms of Reference as discussed on April 7, 2021.

Carried.

K. Anderson, Watershed Planner

Re: Riparian Threat Assessment as a resource for the RDKB

A staff report, following a request by the Kettle River Watershed Advisory Council, to request that the Boundary Services Committee recommends that the Regional District of Kootenay Boundary Board of Directors and municipalities accept the report entitled "Threat Assessment of Riparian Areas in the Kettle River Watershed" and include it as a resource to support informed dialogue and collaborative action with stakeholders, and as a resource which can be referenced during the development of land-use planning and decisions.

Moved / Seconded

That the Regional District of Kootenay Boundary Board of Directors recommends RDKB and Municipal staff to use the document entitled "Threat Assessment of Riparian Areas in the Kettle River Watershed" as a resource when developing land use and management decisions for areas containing riparian landscapes.

Carried.

K. Anderson, Watershed Planner

Re: Review of Draft Flood and Geohazard Risk Assessment for the Boundary

A staff report to advise that the draft "Flood and Geohazard Risk Assessment for the Boundary Region" is available for review over the next few weeks, and can be provided to members of the BSC upon request.

Moved / Seconded

That the staff report regarding Review of Draft Flood and Geohazard Risk Assessment for the Boundary be received as presented to the Boundary Services Committee on April 7, 2021.

Carried.

J. Chandler, General Manager of Operations**Re: Boundary Services Committee - Terms of Reference (TOR) Review**

The TOR was presented for discussion. The following amendments were made:

1. The term of the TOR will be changed to four years to coincide with elected officials' terms.
2. Staff will review the wording of the first paragraph under "Duties" for relevancy.
3. Area E Heritage Service will be added.
4. To broaden the scope of the Committee.

Staff will add a statement to the TOR that allows the Committee to bring forward topics and points for discussion that are related to Boundary services and potential services under consideration. The Committee was cautioned to not expand the TOR that would overlap the jurisdiction of other Committees of the Board. Staff will make the amendments as discussed, provide suggested wording and bring back the draft TOR to the next meeting for further review.

Moved / Seconded

That the Boundary Services Committee directs staff to make the amendments to the draft Terms of Reference as discussed on April 7, 2021 and bring back to the next meeting for the Committee's review.

Carried.

Moved / Seconded

That the Boundary Services Committee directs staff to change the term of review of the Terms of Reference for the Boundary Service Committee from every 3 years to every 4 years to coincide with elected officials' terms.

Carried.

J. Chandler, GM of Operations/Deputy CAO**Re: Boundary Trails Master Plan - Project Update**

The Boundary Service Committee was provided with an update on the implementation of the phase 2 Boundary Trails Master Plan project. The Committee was informed that there is still a lot of work to be done on Phase 2 of the plan.

RDKB's "Join the Conversation" will be used to solicit public input.

Moved / Seconded

That the Boundary Services Committee receive the staff report titled "Boundary Trails Master Plan – Project update April 2021" as presented at the meeting on April 7th 2021.

Carried.

Information

Re: Possible Restructuring of Lands & Natural Resources Operations.

Re: Discussion on Front Counter processes

The Committee was informed that a resolution was sent to the AKBLG on land use planning on crown lands and having a more collaborative and early approach with local governments.

Director Gee spoke to the application approval and assessment process by FrontCounter BC and expressed concerns especially around Crown land tenure applications.

Roly Russell, Boundary MLA, will be invited to the next Committee meeting to discuss concerns and comments raised at the meeting.

Director McGregor invited comments from the Committee regarding moving forward with discussions around community forests. Dan McMaster, Vaagen Fibre Canada, will be invited to a future meeting.

Moved / Seconded

That the Boundary Services Committee receive the information provided at the meeting on April 7, 2021.

Carried.

VERBAL UPDATES

Director Gee

Re: Boundary Community Ventures Society (BCVS)/Food Hub

Director Gee provided the Committee members with a verbal update. BCVS and RDKB staff continue to work on the contribution agreement. A food hub manager has been hired pending contract signing. \$20,500 has been released to BCVS to start up. She requested direction from staff for the release of the next portions of funding, \$25,000 for the purchase of the building and \$15,000 moving and set up, from the Economic Development budget. The Committee was also informed that the BCVS has received \$200,000 from a grant application from the Food Supply Chain Resiliency Program for the purchase of a reefer truck and related operational costs.

Moved / Seconded

That the Boundary Services Committee directs staff to release \$40,000 to Boundary Community Ventures Society for the purchase, moving and set up of the mobile kitchen trailer in Greenwood.

Carried.

Director Gee
Re: Meat Processing

Director Gee provided the Committee members with a verbal update. Another grant has been applied for by BCVS from ETSI-BC, formally SIDIT. An offer will be made for the property at Riverside Centre where the meat processing plant will be located. The Committee was informed that there has been some progress made regarding processing chickens at an existing abattoir.

LATE (EMERGENT) ITEMS

There were no late (emergent) items to discuss.

DISCUSSION OF ITEMS FOR FUTURE AGENDAS

Discussions around community forests and an overview of where the Committee left off in these discussions.

QUESTION PERIOD FOR PUBLIC AND MEDIA

A question period for public and media was not required.

CLOSED (IN CAMERA) SESSION

A closed (in camera) session was not required.

ADJOURNMENT

The meeting was adjourned at 11:23 am.



Beaver Valley Regional Parks and Regional Trails Committee

**Minutes
Tuesday, April 20, 2021
ZOOM**

Committee members present:

Director A. Grieve, Chair, Area A
Director S. Morissette, Vice-Chair, Village of Fruitvale
Director M. Walsh, Village of Montrose

Staff present:

M. Daines, Manager of Facilities and Recreation
M. Forster, Executive Assistant/Recording Secretary
J. Kuhn, Clerk Secretary/Receptionist
M. Zahn, Clerk/Secretary/Receptionist

CALL TO ORDER

The Chair called the meeting to order at 8:30 am.

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.

ACCEPTANCE OF THE AGENDA (additions/deletions)

The agenda for the April 20, 2021 Beaver Valley Regional Parks and Regional Trails Committee meeting was presented.

The agenda was amended to add a discussion on the Age Friendly Program.

Moved / Seconded

That the agenda for the April 20, 2021 Beaver Valley Regional Parks and Regional Trails Committee meeting be adopted as amended.

Carried.

ADOPTION OF MINUTES

The minutes from the March 16, 2021, Beaver Valley Regional Parks and Regional Trails Committee meeting are presented.

Moved / Seconded

That the minutes from the March 16, 2021 Beaver Valley Regional Parks and Regional Trails Committee meeting be adopted as presented.

Carried.

DELEGATIONS

None.

UNFINISHED BUSINESS

**M. Daines, Manager of Facilities and Recreation
Re: Committee Action Items Update**

Mark Daines provided the Committee with an update on action items. The Beaver Valley Historical Society Memorandum of Understanding has been deferred.

The Committee was informed that a reply was received from Scouts Canada on March 3, 2021. A new lease agreement between the RDKB and Scouts Canada will be drafted to allow Mazzochi Park to be used for a pump park.

Moved / Seconded

That the Beaver Valley Regional Parks and Regional Trails Committee receive the Committee Action Items memo as presented.

Carried.

**Director Grieve
Re: Fenced Dog Park - Update**

The Committee will inform Tim Simmons, by email and letter, that the Beaver Valley Regional Parks and Regional Trails Committee will not be pursuing the potential of siting a fenced dog park.

M. Daines, Manager of Facilities and Recreation
Re: Lease Agreement with BNSF Update

Director Grieve informed the Committee that a 99-year lease with BNSF should be preferable.

Discussion
Re: Future Trail Plans

The Committee expressed its interest in holding discussions around future trail development in the area. Staff will work with Kootenay Columbia Trails Society in advance of 2022 work plan development to include possible future trails around Beaver Falls and expansion of the Webster Trail loop.

Moved / Seconded

That the Committee directs staff to work with the Village of Fruitvale on accessing Beaver Falls from the Columbia Gardens Road side.

Carried.

Moved / Seconded

That the Committee directs staff to write a letter to KCTS expressing the Committee's interest in pursuing the Webster Trail loop as well as accessing Beaver Falls from Columbia Gardens Road side. **FURTHER** that this proposal be included in the 2022 Work Plan.

Carried.

Staff will notify the KCTS of the Committee's interest in moving forward with the Webster Trail loop in 2022 and ask for information on costs.

M. Daines, Manager of Facilities and Recreation
Re: Train Station Design Update

M. Daines informed the Committee that a final design of the train station was sent to everyone for comment.

NEW BUSINESS

Director Grieve
Re: Direction: Health Arts Society - Annual CBT CIP Requests

Moved / Seconded

That the Beaver Valley Regional Parks and Regional Trails Committee requests that RDKB staff send a letter to Ms. Nicola Everton, Health Arts Society, to request the group to play to a wider audience in the Beaver Valley such as the Fruitvale and Montrose Community Halls on a rotational basis so that more seniors can enjoy the investment that is made on their behalf.

Carried.

Discussion

Re: Replica Train Station - Public Use Space

The Committee discussed proposed public use of the replica train station.

Staff will work on developing a policy and criteria addressing public use of the train station, damage deposits, rentals, etc.

Discussion

Re: Purpose Statement - Review

Mark Daines, Manager of Facilities and Recreation, reviewed the purpose statement with the Committee members.

Newsletter Additions

No discussion.

LATE (EMERGENT) ITEMS

Director M. Walsh

Re: Age Friendly Program

Director Walsh informed the Committee that the Age Friendly Program should fall under the RDKB jurisdiction and not the Village of Fruitvale. A fulsome discussion will be scheduled for the September Committee meeting.

M. Daines, Manager of Facilities and Recreation

Re: Summer Programs

Moved / Seconded

That the Beaver Valley Regional Parks and Regional Trails Committee directs staff to cancel all summer programs in 2021 due to Covid-19.

Carried.

M. Daines, Manager of Facilities and Recreation
Re: Beaver Valley Family Park

The Committee was informed of fires that were intentionally set around the Park. Staff will discuss the situation with the RDKB Fire Department on how to move forward.

DISCUSSION OF ITEMS FOR FUTURE MEETINGS

1. Age Friendly Program
2. Trails expansions

QUESTION PERIOD FOR PUBLIC AND MEDIA

None.

CLOSED (IN CAMERA) SESSION

None.

ADJOURNMENT

The meeting was adjourned at 10:00 am.



**Regional District of
Kootenay Boundary**

STAFF REPORT

Date: May 6 2021
To: Chair Langman and Board of Directors
From: J. Chandler, General Manager Operations
Re: 2021 Food Hub plan and budget summary

File

Issue Introduction

The purpose of this report is to provide an overview of the 2021 Food Hub plan and budget.

History/Background Factors

The Regional District was awarded a Boundary Food Hub grant in 2020 for \$750,000. The program and intended project were developed through community partnerships and originally funded through economic development resources in electoral area 'E'.

Further successful grants have been achieved that will compliment food hub activities such as:

- Meat processing
- Food Chain Resiliency

In total, these additional grants will provide a further \$700,000 funding in support of the food hub program.

To ensure the effective implementation and integration of these projects and programs, a non-profit organisation, Boundary Community Ventures Assn. (BCV) was established in early 2021. The Board of Directors appointed Directors Gee and McGregor to serve on the Board of BCV. James Chandler was also appointed as the RDKB staff representative in a non-voting position

The RDKB has established a contract with BCV for the implementation of the Food Hub program and will allocate the funding from the grant to BCV as per the contract, which was approved by the RDKB Board of Directors at its April 29th, 2021 meeting. This contract will require periodic reporting to the Board of Directors. Further, the combined Boundary Economic Development Services (#008) has supported up to \$45,000 in additional administration and project funding.

*Page 1 of 2
 Staff Report – Food Hub Plan and Budget Summary
 May 12th 2021*

Implications

The schedule of work and activities over the course of 2021 and 2022 is significant and as with all projects, the work plan and schedule will evolve and may be adapted as work continues within the parameter of the contract and the Provincial granting requirements.

A key deliverable and early milestone has already completed—the launch and public opening of the Food Hub in March. Additionally, a Food Hub manager was hired in early April for a term position.

Key upcoming priorities in the next quarter include:

- Seek contract services for a food scientist
- Complete bakery renovation
- Order and source remaining key bakery equipment and install
- Develop training and outreach plan for 'users'
- Final plans for meat processing facility and relevant equipment purchasing
- Further develop IT/Business systems model for product management

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 Food Hub Plan
- 2021 Food Hub Budget

Alternatives

There are no alternate options recommended with this report.

Recommendation(s)

That the Regional District of Kootenay Boundary Board of Directors approve the Food Hub plan and budget as presented to the Board of Directors on May 12th, 2021.

Boundary Food Hub Implementation Plan: updated March 22, 2021

Key: brown=completed. Green=ongoing and/or updated target

| Goal | Task | 20-21 | 2021-22 | | | | 2022-23 | | | |
|-------------------|---|---------------|---------------|---------------|----------------|---------------|---------------|---------------|----------------|---------------|
| | | Q4 3/31/21 | Q1 6/30/21 | Q2 9/30/21 | Q3 12/31/21 | Q4 3/31/22 | Q1 6/30/22 | Q2 9/30/22 | Q3 12/31/22 | Q4 3/31/23 |
| Website | Create BFH website with booking capacity | | | | | | | | | |
| Bakery kitchen | | | | | | | | | | |
| | Design/build out renovation plan HACCP approved | | | | | | | | | |
| | Surplus equipment moved | | | | | | | | | |
| | Building permit applied for | | | | | | | | | |
| | Work completed | | | | | | | | | |
| | IH permit applied for—Food Premises | | | | | | | | | |
| | Business license applied for | | | | | | | | | |
| | Arrange for utility billing | | | | | | | | | |
| Bakery Equipment | Research/identify needed equipment in the Bakery | | | | | | | | | |
| | Order Bakery equipment | | | | | | | | | |
| | Install and test equipment | | | | | | | | | |
| | Training and equipment SOP development | | | | | | | | | |
| Bakery Operations | Users' HACCP plans completed | | | | | | | | | |
| | Lease agreements for users | | | | | | | | | |
| | Booking plan in place | | | | | | | | | |
| | Handbook for users prepared | | | | | | | | | |
| | Outreach to potential users | | | | | | | | | |
| | First cookies | | | | | | | | | |
| | First pies | | | | | | | | | |
| Grand Opening | Submit plan March 1 | | | | | | | | | |
| | Opening Plan completed | | | | | | | | | |
| | Report to MoA re event plan | | | | | | | | | |
| | Arrange event promotion | | | | | | | | | |
| | Interview dignitaries/prepare video, set up Facebook page | | | | | | | | | |
| | Hold virtual event March 20,2021 | | | | | | | | | |
| | Hold Bakery official opening and sampling of first products | | | | | | | | | |
| | Marketing plan complete | | | | | | | | | |

| Goal | Task | 20-21 | 2021-22 | | | | | 2022-23 | | | |
|-----------------------------|--|---------------|---------------|---------------|----------------|---------------|---------------|---------------|----------------|---------------|--|
| | | Q4 3/31/21 | Q1 6/30/21 | Q2 9/30/21 | Q3 12/31/21 | Q4 3/31/22 | Q1 6/30/22 | Q2 9/30/22 | Q3 12/31/22 | Q4 3/31/23 | |
| Meat Shop plan | | | | | | | | | | | |
| | Design draft completed | | | | | | | | | | |
| | HACCP approval of design and build out | | | | | | | | | | |
| Meat V/A equipment | Equipment Plans finalized | | | | | | | | | | |
| Meat VA producer engagement | Social media and outreach | | | | | | | | | | |
| | Recipe development and biz/HACCP plans for meat products | | | | | | | | | | |
| Meat plant construction | Supervise construction | | | | | | | | | | |
| | Order equipment for meat shop | | | | | | | | | | |
| | Contract with Magnum signed | | | | | | | | | | |
| | Meat shop set up | | | | | | | | | | |
| | HACCP plans in place | | | | | | | | | | |
| | SOPS and GMPs in place | | | | | | | | | | |
| Staffing | | | | | | | | | | | |
| | Interim Manager Jan-Apr | | | | | | | | | | |
| | Contract Food Scientist Jan-April- | | | | | | | | | | |
| | Food Hub Manager in place | | | | | | | | | | |
| | Food processing biz coach contract | | | | | | | | | | |
| | Part time cleaner-bakery | | | | | | | | | | |
| IT /ADMIN | | | | | | | | | | | |
| | Office furniture/equipment purchased | | | | | | | | | | |
| | Liability insurance in place | | | | | | | | | | |
| | Office set up | | | | | | | | | | |
| | Tracking/Traceability | | | | | | | | | | |
| Food Metrics Lab | | | | | | | | | | | |
| | Set up | | | | | | | | | | |
| | Training | | | | | | | | | | |
| | | | | | | | | | | | |

| | Apr 21 | May 21 | Jun 21 | Jul 21 | Aug 21 | Sep 21 | Oct 21 | Nov 21 | Dec 21 | Jan 22 | Feb 22 | Mar 22 | Total |
|-------------------------------------|--------|--------|--------|--------|--------|--------|---------|--------|--------|--------|--------|--------|----------------|
| Operations | | | | | | | | | | | | | |
| Lease-kitchen & lab | 600 | 600 | 600 | 600 | 600 | 600 | 600 | 600 | 600 | 600 | 600 | 600 | 7,200 |
| Estimated utilities-kitchen & lab | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 2,400 |
| Cleaner-kitchen & lab | 0 | 500 | 500 | 600 | 800 | 800 | 800 | 800 | 800 | 800 | 800 | 800 | 8,000 |
| Board Room Rental-Riverside | 0 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 1,100 |
| Interim Food Hub Manager | 5,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5,000 |
| Food Hub Manager | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 60,000 |
| Expenses-Food Hub Manager | 400 | 400 | 400 | 400 | 400 | 400 | 400 | 400 | 400 | 400 | 400 | 400 | 4,800 |
| Administration | 4,000 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | 20,500 |
| Consultants | | | | | | | | | | | | | |
| Food Scientist-HACCP planning | 6,000 | 2,000 | 2,000 | 2,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 12,000 |
| Food Business Planner | 0 | 0 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 0 | 0 | 0 | 0 | 30,000 |
| IT & software | 0 | 3,000 | 3,000 | 30,000 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 | 1,000 | 1,000 | 50,000 |
| Startup Costs | | | | | | | | | | | | | |
| Computer equipment, printer | 0 | 2,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,000 |
| Website | 0 | 0 | 2,500 | 2,500 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5,000 |
| Renovations & Equipment | | | | | | | | | | | | | |
| Renovations to Bakery Kitchen | 0 | 30,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 30,000 |
| Bakery Equipment | | 47,000 | 0 | 0 | 99,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 146,000 |
| Purchase kitchen trailer & set up | 25,000 | 15,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 40,000 |
| Meat processing equipment | 0 | 0 | 0 | 0 | 0 | 0 | 186,000 | 0 | 0 | 0 | 0 | 0 | 186,000 |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | 610,000 |
| highlighted = other funding sources | | | | | | | | | | | | | |



Federal/Provincial Gas Tax Funding Application

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 purposes of processing RDKB business. This document may become public information. If you have any questions about the collection of your personal information, please contact our Freedom of Information and Protection of Privacy Officer at 250-368-9148 or foi@rdkb.com.

Application Date

Project Title

Applicant Contact Information:

| | | | |
|----------------------|--|---------|--|
| Name of Organization | | | |
| Address | | | |
| Phone No. | | Fax No. | |
| Email Address | | | |

Director(s) in Support
Of Project

Area

Amount Required \$

Is your organization a (please check where appropriate): **N/A School District**

| | | |
|---|---|---|
| <input type="checkbox"/> Not-For-Profit/Charity | <input type="checkbox"/> Society # <input type="text"/> | <input type="checkbox"/> Community Organization |
|---|---|---|

Land Ownership – Please check one of the following:

- ☐ The applicant is the owner of the property
- ☐ The property is Crown Land. Tenure/license number

Do you have the Landowner's written approval to complete the works on the land(s)?

- ☐ Yes (include copies of permits)
- ☐ No

Ownership and Legal Description details are required for all parcels of land on which the proposed works will occur.


| Registered Owners of Land | Legal Description of land(s) |
|---------------------------|------------------------------|
| <input type="text"/> | <input type="text"/> |

Application Contents – must include all of the following:

1. Description of the project including management framework
2. Project Budget including project costs (E.g. employee, equipment, etc.)
3. Outline of project accountability including Final Report and financial statements

1. Eligible Project Description including timeline:

1.1 Project Impact:

A large, empty rectangular box with a thin black border, intended for the user to provide details about the project's impact. It occupies the majority of the page area below the section header.

1.2 Project Outcomes:

1.3 Project Team and Qualifications:

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

2. Project Budget:

Eligible costs for this project are outlined below. These include all direct costs that are reasonably incurred and paid by the Recipient under the contract for goods and services necessary for the implementation of the Eligible Project. **Schedule B** outlines Eligible Costs for Eligible Recipients (see attached). **Attach supporting quotes and estimates.**

| Items | Details | Cost (\$) |
|-------|---------|-----------|
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| | | |
| Total | | \$ |

Additional Budget Information

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

3. Accountability Framework:

The Eligible Recipient will ensure the following:

- Net incremental capital spending is on infrastructure or capacity building
- Funding is used for Eligible Projects and Eligible Costs
- Project is implemented in diligent and timely manner
- Provide access to all records
- Comply with legislated environmental assessment requirements and implement environmental impact mitigation measures
- **Provision of a Final Report including copies of all invoices**

Schedule of Payments

The RDKB shall pay the Proponent in accordance with the following schedule of payments:

- (a) 75% upon signing of the Contract Agreement;
- (b) 25% upon receipt of progress report indicating 75% completion of the Project and a statement of income and expenses for the Project to that point.

By signing below, the recipient agrees to prepare and submit a summary final report outlining project outcomes that were achieved and information on the degree to which the project has contributed to the objectives of cleaner air, cleaner water or reduced greenhouse gas emissions. This must also include financial information such as revenue and expenses.

In addition, an annual report (for 5 years) is to be submitted to the RDKB prior to October 31st of each year detailing the impact of the project on economic growth, a clean environment, and/or strong cities and communities.

| Signature | Name | Date |
|----------------------|------|------|
| <i>Colin Adamson</i> | | |

SCHEDULE B- Eligible Costs for Eligible Recipients

1. Eligible Costs for Eligible Recipients

1.1 Project Costs

Eligible Costs, as specified in this Agreement, will be all direct costs that are in the Parties' opinion properly and reasonably incurred, and paid by an Eligible Recipient under a contract for goods and services necessary for the implementation of an Eligible Project. Eligible Costs may include only the following:

- a) the capital costs of acquiring, constructing or renovating a tangible capital asset and any debt financing charges related thereto;
- b) the fees paid to professionals, technical personnel, consultants and contractors specifically engaged to undertake the surveying, design, engineering, manufacturing or construction of a project infrastructure asset, and related facilities and structures;
- c) for capacity building category only, the expenditures related to strengthening the ability of Local Governments to improve local and regional planning including capital investment plans, integrated community sustainability plans, life-cycle cost assessments, and Asset Management Plans. The expenditures could include developing and implementing:
 - i. studies, strategies, or systems related to asset management, which may include software acquisition and implementation;
 - ii. training directly related to asset management planning; and,
 - iii. long-term infrastructure plans.

1.1.1 Employee and Equipment Costs

Employee or equipment may be included under the following conditions:

- a) the Ultimate Recipient is able to demonstrate that it is not economically feasible to tender a contract;
- b) the employee or equipment is engaged directly in respect of the work that would have been the subject of the contract; and
- c) the arrangement is approved in advance and in writing by UBCM.

2. Ineligible Costs for Eligible Recipients

Costs related to the following items are ineligible costs:

- a) Eligible Project costs incurred before April 1, 2005;
- b) services or works that, in the opinion of the RDKB, are normally provided by the Eligible Recipient or a related party;
- c) salaries and other employment benefits of any employees of the Eligible Recipient, except as indicated in Section 1.1
- d) an Eligible Recipient's overhead costs, its direct or indirect operating or administrative costs, and more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its applicant's staff

- e) costs of feasibility and planning studies for individual Eligible Projects;
- f) taxes for which the recipient is eligible for a tax rebate and all other costs eligible for rebates;
- g) costs of land or any interest therein, and related costs;
- h) cost of leasing of equipment by the recipient, except as indicated in section 1.1 above;
- i) routine repair and maintenance costs;
- j) legal fees;
- k) audit and evaluation costs.

Jennifer Kuhn

From: is@rdkb.com
Sent: April 30, 2021 8:39 AM
To: Anitra Winje - Corporate Officer; Information Services; Jennifer Kuhn; Melissa Zahn
Subject: Grant-in-Aid Form submitted by Village of Fruitvale, email address - Ktuttle@village.Fruitvale.bc.ca

Online Grant-in-Aid Application**Electoral Area(s) Applied to:**

Electoral Area 'A' Director Ali Grieve

Applicant Information:

Applicant: Village of Fruitvale
 Address: Box 370 Fruitvale BC
 Phone: 2503677551
 Fax:
 Email: Ktuttle@village.Fruitvale.bc.ca
 Representative: Vickie Fitzpatrick
 Make Cheque Payable To: Village of Fruitvale

Other Expenses:

Total Cost of Project: \$2000

Amount Requested from
 RDKB Director(s): \$1000 *Approved Director Grieve
 April 30, 2021*

What is the Grant-in-Aid for?

Meals on Wheels ceased in our community. This is a great need in our community and with support from Area A we can continue to provide a similar service to those most vulnerable in our community.

List of Other Organizations Applied to for Funding

Name of Organization Village of Fruitvale

Amount Requested 1000

Amount Secured 1000

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Documents uploaded with Submission?

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Jennifer Kuhn

From: is@rdkb.com
Sent: April 27, 2021 1:09 PM
To: Anitra Winje - Corporate Officer; Information Services; Jennifer Kuhn; Melissa Zahn
Subject: Grant-in-Aid Form submitted by Shredology Association for Women , Lauren Powers - Co-Founder, email address - shredologyevents@gmail.com

Online Grant-in-Aid Application**Electoral Area(s) Applied to:**

Electoral Area 'A' Director Ali Grieve, Electoral Area 'B' / Lower Columbia- Old Glory Director Linda Worley

Applicant Information:

Applicant: Shredology Association for Women , Lauren Powers - Co-Founder

Address: 603 Carbonate Street, Nelson BC

Phone: 2508081620

Fax:

Email: shredologyevents@gmail.com

Representative: Lauren Powers

Make Cheque Payable To: Lauren Powers

Other Expenses:

Total Cost of Project: \$7000

Amount Requested from
RDKB Director(s):

~~\$4000~~

*\$2,000 Approved Director Worley
April 28, 2021*

What is the Grant-in-Aid for?

We are a non profit society that provides equal opportunity for all women and womxn by providing educational and inspirational workshops that focus on mountain bike mechanics, freeride skills progression,

and community connection in both in the summer and winter months. We are unique in that we strive to bring women closer together in the hopes strengthen our roots to our community, while empowering women to get the most out of their sport.

This summer we wish to run 3 separate workshops from June - September with a focus on mechanics, freeride progression, and gear knowledge. We hire local instructors and mentors who are the best in industry to ensure we are providing up-to-date knowledge by certified coaches.

The grant money will be used for marketing, social media, photography and video content, website development, instruction, prizes, rentals (if someone needs), transportation, and safety equipment (ie helmets)

List of Other Organizations Applied to for Funding

Name of Organization Shredology Association For Women

Amount Requested 4000

Amount Secured 2000

Name of Organization Shredology

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Documents uploaded with Submission?

["Shredology who we are what we do.pdf"]

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SHREDOLOGY was created as a passion project between Stephanie

Dupont and Lauren Powers with the aim to inspire and educate women to hone their skills and push their edge in both freestyle/freeride mountain biking and snowboarding/skiing, while connecting and creating a strong community of women who do all things shred.

The workshops run four seasons, with a focus on freestyle progression, gear knowledge and mechanics. The foundation of the company is community-minded and aims to provide high quality, fair cost opportunities to women. Currently we operate as a non-profit while our goal is to become registered as such.

OUR TEAM

LAUREN POWERS is a backcountry ski photographer, certified trail guide and snowboard instructor, with a strong background in anatomy and physiology. She shoots for Weston Backcountry, Whitewater Ski Resort, Powgals, Ripping Giraffe Board Shop, and other backcountry companies. She is an RMT year-round, and hosts Blending The Lines, a collective backcountry artist exhibit in Nelson BC.

STEPHANIE DUPONT is a Norco ambassador, launched the Muddbunnies women's mountain bike group, Rossland chapter and is on the Muddbunnies BC board of directors. She's an engineer by trade, and is a master communicator and community liaison. She strives to grow women's cycling and spreads the stoke in the local community. She organizes local groups rides, hosts events and skill clinics, and motivates and supports women to get ride, push their limits, and feel empowered. Her main goal this season is to become a certified mountain bike coach.

We only partner with the best to educate and inspire women through our workshops. Our extended family include:

CALI PENNER, founder of PowGals, certified Freestyle snowboard coach

MIKE PACKHAM, Lead ski guide, avalanche consultant, and operates an avalanche education business in Rossland BC.

MATT ZUKOWSKY, bike/ski/snowboard tech, enduro racing coach, and 17 years of bike mechanic experience

SUPPORTING COMMUNITY

With community being one of the keystone pieces to our company, we partner with other local businesses to support the local economy. Our partners and sponsors include Gerick's Ski n' Cycle in Trail, The Rossland Beer Co., Big Red Cats, Pallas Snowboards, The Exit Workshop, Powgals, Ripping Giraffe Board Shop, Packham Consulting, The Steam Shovel, and Betty Go Hard.

We believe that communities who work together become stronger and more successful, which is why we collaborate with like-minded businesses who share the same values and vision as we do with the hopes to create a stronger network and move away from competition.



OUR VISION

We want to become a well known staple company in the Kootenay's that attracts and welcomes women from all over B.C. and beyond. Our goal is to provide outstanding workshops from incredible instructors who are passionate about their craft, whether it's riding bikes, shredding pow, photography, mechanics, or coaching. We dream to bring our workshops all over BC and travel throughout the world and have a special interest in partnering with a Japan outfitter.

We aim to create a strong brand backed by incredible brands who believe in inspiring women in their sport. We want to support the right companies through our gear when educating women on top of the line equipment.

OUR WORKSHOPS

We run both summer and winter workshops.

CURRENT WORKSHOPS:

SUMMER: Bike Mechanics 101 (beginner - advanced)

Shred n' Shoots : Freestyle coaching with Photography

Freeride coaching at Silverstar

WINTER: Freeride coaching series with Photography with Big Red Cats, Cat Skiing Co

FUTURE: Winter freeride and guided backcountry clinics in Japan



WHY PARTNER WITH US

We started Shredology because we felt that women did not have enough support in the backcountry/on the trails to push their edge and have often heard that many women feel a lack of connection to other ladies in the shred community. Along with this, we often hear that women are interested in learning tricks and mechanics but do not feel confident to try unless there are other women present.

Through running workshops we know that women want to be supported with women's specific clinics as it is a "safe" place to learn and not feel intimidated.

The female sector is growing exponentially in both the bike and snowboard industry. Women want to progress, they want to experience, and they want to be confident in their passions.

Through inspirational and educational freestyle workshops were helping women become their strongest selves by helping them gain confidence to ride harder, and ultimately change their mindset about what it means to be a woman in the backcountry.

WHY WE WANT TO PARTNER WITH YOU

We want to gain legitimacy as a solid company through sponsorship with the brands we believe in most. We feel that through our community presence, workshops, and media capabilities we are an excellent company to back as we are able to promote brands to everyone we interact with through our workshops and our social media channels. We want to ride the best equipment and in turn hype up the positive attributes that we love about those products, and can provide demo opportunities to those who are interested. We would like to streamline Shredology so that we can successfully and confidently promote sponsored events and work more closely with our favourite brand's goals and values.



Currently MuddBunnies has over 600 members (200 in Rossland), and Shredology has served 60 clients in our first year in operation. Our Instagram handles collectively reach over 2100 followers, with another 1966 followers from Muddbunnies, and exponentially more reach when in collaboration with our listed partners during events.

We believe that we have the potential to be a staple as an all female workshop in B.C. as we have a unique skillset combination between our founders and extended crew, and are tapping in to a four seasons niche market that is still very much in its infancy for growth opportunity, and are one of the very few companies in the West Kootenay's who offer what we do.

Please feel free to view our social media handles at @stephaniemuddbunnies, @muddbunnies, @laurenpowers.photography, @shredologyevents to gain a greater understanding of our company as a whole and what we represent.

We would absolutely love to connect to discuss collaboration!

Thank you and All the Best,

SHREDOLOGY

LAUREN POWERS & STEPHANIE DUPONT



Jennifer Kuhn

From: is@rdkb.com
Sent: April 12, 2021 2:31 PM
To: Anitra Winje - Corporate Officer; Information Services; Jennifer Kuhn; Melissa Zahn
Subject: Grant-in-Aid Form submitted by Christina Lake Stewardship Society, email address - clss@shaw.ca

Online Grant-in-Aid Application**Electoral Area(s) Applied to:**

Electoral Area 'C' / Christina Lake Director Grace McGregor

Applicant Information:

Applicant: Christina Lake Stewardship Society

Address: Box 373, 1675 Highway 3, Christina Lake, BC

Phone: 250-447-2504

Fax:

Email: clss@shaw.ca

Representative: Suzanne Adrain-Vincent, Stewardship Coordinator

Make Cheque Payable To: Christina Lake Stewardship Society

Other Expenses:

Total Cost of Project: \$4872.00

Amount Requested from
RDKB Director(s):

\$2436.00

Approved Director McGregor
May 4, 2021

What is the Grant-in-Aid for?

A full size billboard (10' x 20') with the message "CLEAN, DRAIN, DRY" Aquatic Invasive Species (AIS) was installed in the spring of 2018. The location is 0.5 km west of Whitehall Road on the left hand side heading east. All traffic travelling this corridor heading to Christina Lake and beyond can see the sign. The

GIA funds that we are requesting are to pay for half of the cost of the billboard rental. The other half will be paid for by the Boundary Invasive Species Society. We are grateful that our Area C director Grace McGregor supports this project and this very important message about protecting our waters from invasive aquatic species (such as the zebra and quagga mussels).

List of Other Organizations Applied to for Funding

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Documents uploaded with Submission?

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Jennifer Kuhn

From: is@rdkb.com
Sent: April 22, 2021 11:55 AM
To: Anitra Winje - Corporate Officer; Information Services; Jennifer Kuhn; Melissa Zahn
Subject: Grant-in-Aid Form submitted by Christina Lake Stewardship Society, email address - clss@shaw.ca

Online Grant-in-Aid Application**Electoral Area(s) Applied to:**

Electoral Area 'C' / Christina Lake Director Grace McGregor

Applicant Information:

Applicant: Christina Lake Stewardship Society

Address: Box 373, Christina Lake, BC, V0H 1E0

Phone: 2504472504

Fax:

Email: clss@shaw.ca

Representative: Suzanne Adrain-Vincent

Make Cheque Payable To: Christina Lake Stewardship Society

Other Expenses:

Total Cost of Project: \$\$7250 (estimate includes staff time, volunteer time as inkind, lunch, trailer rental etc).

Amount Requested from RDKB Director(s): \$500.00 *Approved Director McGregor April 23, 2021*

What is the Grant-in-Aid for?

The Christina Lake Stewardship Society organizes an annual Lake Cleanup Day every spring (this will be the 21st year). LCUD is an event where volunteers pick litter from the town of Christina Lake as well as

areas surrounding. Each year we bring a trailer full of garbage to the Waste Transfer site, if not picked up, this waste would continue to contaminate the environment around in and our beautiful town. In the past we have held a barbeque to say thankyou to the many volunteers, however with current health restrictions we are unable to gather, therefor the Grant in Aid request would allow us to purchase a bagged lunch (from local businesses) instead.

All Lake Cleanup Day activities can be done following current health restrictions (volunteers pre-register for their routes and work within their 'bubbles' and can drop off bags without gathering.

List of Other Organizations Applied to for Funding

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Documents uploaded with Submission?

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BYLAW NO. 1764

A Bylaw to regulate the operation of the Columbia Gardens Industrial Park 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 Columbia Gardens Industrial Park Specified Area.

WHEREAS the *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 Regional District of Kootenay Boundary bylaw cited as "Columbia Gardens Industrial Park Water System Specified Area Establishment Bylaw No. 1618, 2016" has been validated by the Province of British Columbia pursuant to the *Local Government Act* thereby conferring the establishment of the Columbia Gardens Industrial Park Water System;

AND WHEREAS the *Local Government Act* gives a Regional District the right to authorize its agents or servants to enter on, break up, take or enter into possession of and use real and personal property without the consent of the owners of the property;

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 set different fees and charges on different classes of persons, classes of property or types of land use 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 Columbia Gardens Industrial Park Waterworks System within the Columbia Gardens Industrial Park Specified Area, and the Secretary shall classify each consumer in accordance with the

- categories set out in Schedule 'B', attached to and forming part of this bylaw.
2. The Columbia Gardens Industrial Park Waterworks local 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. 1713 cited as the "Columbia Gardens Industrial Park Specified Area Water Rates and Regulations Bylaw No. 1713, 2019" is hereby rescinded.
 5. This bylaw may be cited for all purposes as the "Columbia Gardens Industrial Park Specified Area Water Rates and Regulation Bylaw No. 1764, 2021".

READ a **FIRST** and **SECOND** time this 12th day of May, 2021.

READ a **THIRD** time this 12th day of May, 2021.

I, Anitra Winje, Manager of Corporate Administration/Corporate Officer, do hereby certify the foregoing to be a true and correct copy of Bylaw No. 1764 cited as "Columbia Gardens Industrial Park Specified Area Water Rates and Regulation Bylaw No. 1764, 2021" as read a third time by the Regional District of Kootenay Boundary Board of Directors on May 12th, 2021.

Manager of Corporate Administration/Corporate Officer

RECONSIDERED AND ADOPTED this 12th day of May, 2021.

Chair

Manager of Corporate Administration/
Corporate Officer

I, Anitra Winje, Manager of Corporate Administration/Corporate Officer, do hereby certify the foregoing to be a true and correct copy of Bylaw No. 1764 cited as "Columbia Gardens Industrial Park Specified Area Water Rates and Regulation Bylaw No. 1764, 2021" which was adopted by the Regional District of Kootenay Boundary Board of Directors on May 12th, 2021.

Manager of Corporate Administration/Corporate Officer

SCHEDULE 'A

PART 1 - DEFINITIONS

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"

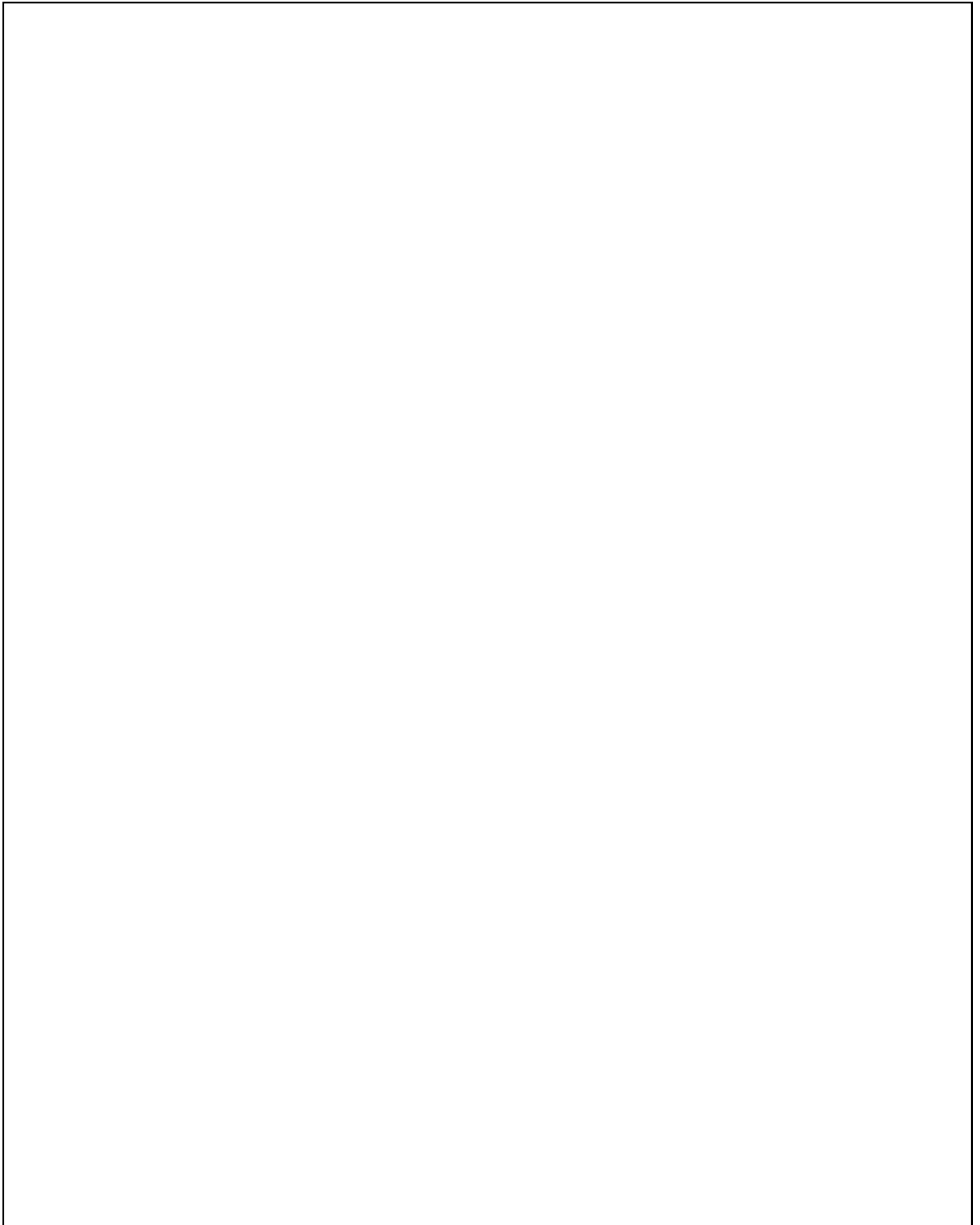
means a shut off valve installed by the Regional District or its Operator on a service connection with a protective housing to the ground surface. The curb stop is located on the main side of the property line.

"Disconnection"

means the turning off, or complete removal of a water connection.

"District"

means the Regional District of Kootenay Boundary.



"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.

"Due Date"

means the final and last day as printed on the utility bill on which the prompt payment discount shall apply.

"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.

"Occupier"

shall have the meaning assigned to it by the British Columbia Community Charter.

"Operator"

means the person or persons, corporation or agency to whom the Regional District of Kootenay Boundary contracts, instructs, or appoints to operate the Columbia Gardens Industrial Park Waterworks.

"Owner"

shall have the meaning assigned to it by the British Columbia Community Charter.

"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 Connection"

means a connection to a main supply line and extending to the property line of the consumer for the purpose of conveying water to the said consumer, and may or may not include a water meter but shall include a shutoff valve and shall be the property of the Regional District.

"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 Columbia Gardens Industrial Park Specified Area 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

- a) 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 on his premises or elsewhere.
- b) No pump, booster or other device shall be employed by any consumer without permission in writing from the Regional District, for the purpose of, or having the effect of, increasing water pressure in service lines to a higher pressure than the normal water pressure in the said service lines, and the Regional District may, without notice, discontinue service to any customer employing such pump, booster or other device.
- c) No work of any kind connected with the water system, either for the laying of new or repair of old service pipes shall be done on or under any street or lane within the Columbia Gardens Industrial Park Specified Area by any other person or persons than employees of the Regional District except such person or persons as shall be authorized by the Regional District.

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.

2.1 Termination of Water Supply

The Regional District may order the termination of the water supply to any consumer on thirty (30) day's written notice or without notice for violation of

any of the provisions of this Bylaw, for failure to maintain the water service pipe, fittings, valves, tanks or appliances in good condition without any leaks, or the possibility of 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 for unnecessary or wasteful use of water, or violation of regulations concerning watering or sprinkling, or when, in the opinion of the Board, the public interests require such action.

2.1 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.

2.1 Water Use Restrictions

- a) The Regional District may, whenever in its discretion the public interest so requires, suspend or limit the consumption of water from the water system of the Columbia Gardens Industrial Park Specified Area or may regulate the hours of use, or may further prescribe the manner in which such water may be used.
- b) 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, 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.
- c) 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. Each application shall be an agreement whereby the applicant, consumer and owner agrees to abide by the terms and conditions of this Bylaw. Shall be an agreement whereby the applicant, consumer and owner agrees to abide by the terms and conditions of this Bylaw.

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 curb stops at the property line or where practical as determined by the Regional District or the Operator. That portion of the water service between the curb stop and property line is the responsibility of the owner of the property receiving the water service. 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 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 or the amount specified in Schedule B, whichever is greater. In the event the property owner refuses or neglects to carry out repairs within the specified time, the Operator may, by his workers 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 in writing 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. The Regional District or the Operator may require the owner to sign a waiver absolving the Regional District and Operator of any

and all liability in this procedure.

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 Check Valves

All water tanks are to be equipped with check valves.

4.8 Shut Off Valves

Property owners are responsible for keeping shut off valves visible.

4.9 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.

4.10 Plumbing Standard

- a) 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.
- b) All persons shall keep the service pipes, stop cocks, fixtures and fittings on their own premises in good order and repair, and protect them from frost at their own risk and expense, and when a premises is vacated the stop cock shall be turned off.

4.11 Service Interruption

Nothing contained in the Bylaw shall be construed to impose any liability on the Regional District to give a continuous supply of water to any person or premises and the Regional District hereby reserves the right at any time to shut off the water from any premises without giving notice to any person from whose premises the water may be shut off.

PARTV- 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.

5.1 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.

5.2 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'.

5.1 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, turn on, turn off or abandonment fees not paid on or before the thirty first 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.

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 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 District, Operator, Fire Chief, 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.

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 shall install, place or maintain in any premises any water connection, fixture or fitting not in accordance with the requirements of this

Bylaw shall be guilty of an infraction thereof.

Every person who offends against any of the provisions of this Bylaw or suffers or permits any act or thing to be done in contravention of or violation of any of the provisions of this Bylaw, or neglects to do or refrains from doing anything required to be done under this Bylaw or who does any act or thing which violates any of the provisions of this Bylaw, shall be deemed to have committed an offense under this Bylaw and shall be liable on summary conviction to a fine and penalty of not less than \$25.00 nor more than \$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.

SCHEDULE 'B'**1. Unmetered Accounts** user rates shall be as follows:**Water Rates****Rate Class**

- | | |
|---------------------------------|---|
| a) <u>Domestic</u> | C |
| Caretaker dwelling unit | |
| b) <u>Commercial/industrial</u> | |

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:

| | |
|---|---|
| Small business, store or office with no more than two (2) toilets and/or two (2) basins | C |
| - for each additional facility (plumbing fixture) | A |

OR the rate specified below for actual property use whichever rate is greater

Property Use

| | |
|--|---|
| Animal shelters, kennels and veterinary clinics | D |
| Autobody repair shops | C |
| Automobile and truck service stations | C |
| Automobile and truck wash stations | E |
| Automobile wrecking and salvage yards | C |
| Building supply and lumber yards | C |
| Eating and drinking establishments including take-out and drive-in restaurants whether in conjunction with a hotel or motel or separate building | D |
| Greenhouses, nurseries, feedlots and other similar intensive agricultural operations | D |
| Hotel or motel, for owner/managers residence | C |
| - For each room with toilet and/or bathing facility | B |
| Laboratories | D |
| Laundries and laundromats | E |
| Machinery and heavy equipment repair, sale and rental establishment | C |
| Manufacturing, assembly, fabrication, packaging and bottling plants | D |
| Rental service store | C |

| | |
|-------------------------------------|---|
| Salvage and/or recycling facilities | C |
| Warehouses and wholesale supplies | C |

| c) <u>Rate Class</u> | <u>Amount per Month</u> | <u>Amount Per Year</u> |
|----------------------|-------------------------|------------------------|
| A | 8.33 | 100.00 |
| B | 16.75 | 201.00 |
| C | 33.50 | 402.00 |
| D | 50.16 | 602.00 |
| E | 83.67 | 1004.00 |

2. Metered Accounts - user rates shall be as follows:

All metered accounts are subject to a minimum monthly charge of \$20.00. 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.) \$3.35 per 100 cubic feet of water consumed

| | |
|-----------------------------|----------------------|
| On NEXT 9000 cu.ft./min. | \$3.35 per 100 cu.ft |
| On NEXT 90,000 cu.ft./min. | \$3.35 per 100 cu.ft |
| On NEXT 100,000 cu.ft./min. | \$3.35 per 100 cu.ft |

The monthly rate for metered accounts shall be the monthly minimum rate or the monthly minimum rate plus the product of the amount of water consumed applied to the appropriate rate whichever is greater.

3. Opening and Cessation of Supply

A charge, minimum of \$50.00 or actual costs incurred, will be imposed to shut off or turn on a service during regular working hours. The fee shall be a minimum of \$100.00 or actual costs incurred 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 seven hundred 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. Billing Procedure

- a) Bills may be rendered by the Regional District or its appointed agent on a regular basis (either periodic or annual) or as is convenient to the District;
- b) All unmetered account payments shall become due and payable on presentation;
- c) All metered account payments shall become due and payable on presentation.

6. Penalty

A late penalty of 10% shall be charged on all accounts outstanding after the thirty- first day of October.

7. On-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.

8. 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.

9. 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.

10. 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 rent payments, excluding a vacancy created by a vacation or holidays of the tenant.

All classes of customers will be eligible for a rate reduction for any vacant unit to which the user fee in Section 1 or 2 of Schedule 'B' has been applied if the vacancy has been in excess of two (2) continuous months.

Minimum payment for a year for each unit will be required. The minimum payment shall be the equivalent of two (2) months user fees.

All applications for rate reductions must be made in writing on or before February 28th of the year following the year in which the user rate was applied.

All rate reduction requests must be supported by another utility company's disconnection receipt and reconnecting receipt or the landlord's tenant record, certified by a licensed accountant as to the period each unit for which the reduction is applied for has been vacant, or such other documents acceptable to the Regional District.