



Board of Directors

Wednesday, June 9, 2021 - 1:00 pm

**The Regional District of Kootenay Boundary
Board Room, Trail, BC**

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 June 9, 2021 is presented.

Recommendation: Corporate Vote Unweighted

That the agenda for the open regular meeting of June 8, 2021 be approved as presented.

4. Draft Minutes

- 4.a)** The minutes of the open regular Board meeting held May 27, 2021 are presented.

[DRAFT Board of Directors - 27 May 2021 - Minutes BOD June 9 2021](#)

Recommendation: Corporate Vote Unweighted

The minutes of the open regular Board meeting held May 27, 2021 are approved 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)
- Receipt of Items 10
 - 10.a) Monthly Cheque Register - May 2021
 - 10.b) RDKB Committee Minutes:
 - Grand Forks and District Recreation Commission - May 13, 2021
 - 10.c) Recreation Commission Minutes
 - 10.d) Draft Advisory Planning Commission (APC) Minutes

[Final Minutes- Grand Forks and District Recreation Commission - May 13 2021](#)

Recommendation: Corporate Vote Unweighted

That Consent Agenda items 9, 10 and 11 be received by general consent of the Board.

6. Presentations at the Request of the Board

None.

7. Delegations

None.

8. Applicants & Persons Attending to Speak to Agenda Items

None.

9. Communications (Information Only) - Consent Agenda

- 9.a)** The letter dated May 21, 2021 from UBCM Brian Frenkel advising that the RDKB will receive Community Works Fund monies in the amount of \$479,870.19.

[Letter from UBCM re Gas Tax Payment 2021-05-21 BOD June 9 2021](#)

- 9.b)** The letter dated June 2, 2021 from MLA Katrine Conroy, advising that the Province will be modernizing its forest policy.

[Modernizing Forest Policy Conroy BOD June 9 2021](#)

10. Reports - Consent Agenda

10.a) Monthly Cheque Register Summary - May 2021

10.b) RDKB Committee Minutes

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

[Boundary Services Committee - 05 May 2021 - Minutes - BOD June 9 21Pdf](#)

10.c) Recreation Commission Minutes

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

11. Board Appointments Updates-Consent Agenda

None (will be presented at June 24, 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 Updates

i) COVID-19 Pandemic Emergency Operations

M. Stephens, Manager of Emergency Programs

Recommendation: Corporate Vote Unweighted

That the verbal report provided by Mark Stephens, Manager of Emergency Programs, on June 9, 2021 be received.

14. Communications - RDKB Corporate Communications Officer

The Communications Officer will provide a verbal update on her activities.

14.a) Verbal Update - RDKB Communications Activities

Recommendation: Corporate Vote Unweighted

That the verbal update presented by Frances Maika, Corporate Communications Officer, on June 9, 2021 be received.

15. Committee Recommendations to Board of Directors

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

15.a) Policy and Personnel - Criminal Records Check Policy

[Criminal Records Check Policy - FINAL - BOD June 9 21](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors adopt the Criminal Record Check Policy as presented to, and approved by, the Policy and Personnel Committee on May 27, 2021. **FURTHER**, that the Policy be distributed accordingly.

15.b) Boundary Services Committee

P. Keys, Manager of Facilities and Recreation

[2021.06.02 Fee Review STAFF REPORT \(002\) - BOD June 9 21](#)

[Copy of 2021 Grand Forks Fees and Charges Review - BOD June 9 21](#)

Recommendation: Stakeholder Vote (Participants Only)

That the Regional District of Kootenay Boundary Board of Directors approve the 2021 – 2024 Grand Forks Recreation Fees and Charges as presented to the Boundary Services Committee on June 2, 2021.

16. New Business

16.a) Advisory Planning Commission Appointments (Electoral Area D/Rural Grand Forks)

Director O'Donnell

Recommendation: Corporate Vote Unweighted

That the following individuals be appointed to the Electoral Area D/Rural Grand Forks Advisory Planning Commission for term to expire December 31, 2021:

- Jan DeHaan
- Leanna Mehmäl
- Jason Markle.

16.b) Request for Sponsorship - LGMA Chapter Meeting

A. Winje, Manager of Corporate Administration

The report and the letter from Anitra Winje, Corporate Officer, requesting that the Board considering sponsoring the Rocky Mountain/West Kootenay Boundary Local Government Management Association chapter conference in October 2021 is presented.

[LGMA Chapter Mtg Sponsor Req Ltr BOD June 9 2021](#)

[Staff Report - LGMA Chapter Event Sponsorship](#)

[LGMA Conference 2021 Sponsorship Form BOD June 9 2021](#)

Recommendation: Corporate Vote Weighted

That the Board allocate the following funds from the General Government Service (001) to sponsor the 2021 Joint Chapter Conference of the Rocky Mountain/West Kootenay Boundary Local Government Management Association, to be held in Nelson from October 5—6th:

1. Breakfast \$1,000

Or

2. Lunch \$1,250

Or

3. Evening reception \$1,500

Or

4. Banquet activities \$2,000

16.c) COVID-19 Safe Restart Grant: Virtual Desktop Infrastructure (VDI)

B. Ihlen, General Manager of Finance/CFO

The staff report dated June 3, 2021 from Barb Ihlen, General Manager of Finance/CFO, providing a recommendation for the use of the COVID-19 Safe Restart Grant to improve information technology, is presented.

[Staff Report - COVID 19 Safe Restart Grant - IT Improvements BOD June 9 2021](#)

[COVID-19 Safe Restart Grant Letter Nov 20 BOD June 9 2021](#)

[COVID-19 Safe Restart Grant Letter addition Mar 22 BOD June 9 2021](#)

Recommendation: Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors approve the COVID-19 Safe Restart Grant allocation of \$175,000 for Information Technology Improvements as presented to the RDKB Board on June 9, 2021.

**16.d) M. Andison, Chief Administrative Officer
Re: Grant Funding Agreement - Trails to the Boundary Society**

A staff report from Mark Andison, Chief Administrative Officer, presenting a proposed grant funding agreement with the Trails to the Boundary Society relating to the funding of a Community Coordinator position for the West Boundary communities.

[Grant Funding Agreement TTTBS - Pdf](#)

Recommendation: That the Regional District of Kootenay Boundary Board of Directors approves the Grant Funding Agreement between the RDKB and the Trails to the Boundary Society, which establishes conditions, associated with RDKB funding of a Community Coordinator position for the West Boundary communities.

**16.e) Building Inspection Services Budget Request: Admin Support
B. Champlin, Manager of Building Inspection Services**

The staff report dated June 9, 2021 from Brian Champlin, Manager of Building Inspection Services, requesting additional funding for staffing in the Grand Forks office, is presented.

[Staff Report Building Inspection Services Service \(004\) Budget Request Admin Support - BOD - June 9 21](#)

Recommendation: Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors approve up to \$25,000 to be allocated from the reserve to the 2021- 2025 Budget for (004) Building Services, as per the staff report presented to the Board of Directors on June 9, 2021 from B, Champlin; Further, that staff be instructed to amend the 2021- 2025 Financial Plan accordingly.

16.f) Gas Tax Application: Electoral Area A and B

Recommendation: Corporate Vote Weighted

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 \$10,000 from Electoral Area A and B for costs associated with developing an Agricultural Plan.

16.g) Grants in Aid - as of June 3, 2021:
[Grants in Aid-Board-June 9 2021](#)

Recommendation: Stakeholder Vote (Electoral Area Directors) Weighted

That the following grants-in-aid be approved:

- Trails to the Boundary Society – First Aid for Non-Profits – Electoral Area E/West Boundary - \$1,000
- West Boundary Community Services Co-operative Association – Riverside Centre Site Management – Electoral Area E/West Boundary - \$7,000

17. Bylaws
None.

18. Late (Emergent) Items

19. Discussion of Items for Future Meetings

20. Question Period for Public and Media

21. Closed Meeting

21.a) 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)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

Recommendation: Corporate Vote Unweighted

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

22. Adjournment



Board of Directors

MINUTES

Thursday, May 27, 2021 • 1:00 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/Chief Financial Officer
 M. Forster, Executive Assistant
 J. Dougall, General Manager of Environmental Services
 D. Derby, Regional Fire Chief
 B. Champlin, Manager of Building Inspection
 F. Maika, Corporate Communications Officer

Alternate Director:

Arlene Parkinson, Village of Warfield

Guest:

Roly Russell, MLA – Boundary-Similkameen and Parliamentary Secretary for Rural Development

Property Owner:

Tara Manson, Electoral Area C/Christina Lake

1. Call to Order

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

2. Land Acknowledgement

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

3. Consideration of the Agenda (additions/deletions)

- 3.a)** The agenda for the open regular Board meeting of May 27, 2021 was presented.

Moved / Seconded: **273-21**

That the agenda for the open regular Board meeting held May 27, 2021 be adopted with the addition of three late items:

- East End Services Transit Annual Operating Agreement
- Discussion regarding north/south transportation corridor
- Discussion regarding information sharing;

and further, that the agenda be re-ordered to accommodate the meeting guests.

CARRIED.

4. Draft Minutes

- 4.a)** The minutes of the open regular Board meeting held May 12, 2021 were presented.

Moved / Seconded: **274-21**

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

CARRIED.

6. Presentations at the Request of the Board

This item was moved up in the agenda to accommodate the MLA

6.a) Roly Russell, MLA and Parliamentary Secretary for Rural Development

MLA Russell provided an update on his role as Parliamentary Secretary for Rural Development. He explained that he serves as a concierge between rural BC and the Provincial government. Key rural issues are connectivity, health and agriculture.

The MLA is supportive of having regular check-ins with the Kootenay Boundary elected officials. He also encouraged the Board to invite him to ministerial meetings at the UBCM convention.

Board members brought local issues to the MLA's attention, including: assisted living, the grant-based model of supporting rural communities, secondary housing in the Agricultural Land Reserve, support for substance users, active transportation, and old-growth logging.

MLA Russell left the meeting at 1:40 p.m.

16.c) Parkland Provision for Subdivision - Area C/Christina Lake

This item was moved up in the agenda to accommodate the landowner.

D. Patterson, Planner

T. Manson, Landowner

The staff report dated May 27, 2021 from Danielle Patterson, Planner, presenting options around a proposed parkland dedication in Area C, was presented.

Moved / Seconded: **275-21**

That the Regional District of Kootenay Boundary Board of Directors direct staff to send the application for a proposed subdivision of Lot 1, Plan KAP6813, District Lot 963, Similkameen Division of Yale Land District, Except Plan 29141 to the Ministry of Transportation and Infrastructure and BC Parks to enquire if the Province wishes to acquire the subject property.

CARRIED.

Moved / Seconded: **276-21**

That should the Province of BC choose not to acquire the property set aside for parkland dedication for the proposed subdivision of Lot 1, Plan KAP6813, District Lot 963, Similkameen Division of Yale Land District, Except Plan 29141, that the Regional District of Kootenay Boundary Board of Directors direct staff to request cash in lieu of a parkland dedication.

CARRIED.

Opposed: Directors Cacchioni and O'Donnell

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)
- Receipt of Items 10
 - 10.a) Monthly Cheque Register - None
 - 10.b) RDKB Committee Minutes
 - Solid Waste Management Plan Steering and Monitoring Committee - Nov. 12, 2020
 - Utilities Committee - Feb. 10, 2021
 - East End Services Committee - April 20, 2021

- Beaver Valley Regional Parks & Regional Trails Committee - April 28, 2021
- 10.c) Recreation Commission Minutes
 - Grand Forks District Recreation - April 8, 2021
 - Electoral Area C/Christina Lake Parks & Rec - April 14, 2021
- 10.d) Draft Advisory Planning Commission (APC) Minutes:
 - Area B - May 3, 2021
 - Area E - May 3, 2021
 - Big White - May 4, 2021
- Receipt of Item 11 - Board Appointment Updates

Moved / Seconded: **277-21**

That Consent Agenda items 9, 10 and 11 be received by general consent of the Board.

CARRIED.

12. Items Removed from the Consent Agenda for Consideration
Discussion of items brought forward from Consent Agenda Item 5

9a: The letter dated May 11, 2021 from Josie Osborne, Minister of Municipal Affairs, describing how the provincial government is supporting BC communities to achieve climate goals.

CAO Andison explained that the regional district will no longer receive CARIP funding.

7. Delegations

None.

8. Applicants & Persons Attending to Speak to Agenda Items

None (landowner spoke to item 16c.)

9. Communications - Consent Agenda

9.a) The letter dated May 11, 2021 from Josie Osborne, Minister of Municipal Affairs, describing how the provincial government is supporting BC communities to achieve climate goals.

9.b) The letter dated May 14, 2021 from Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs, providing a follow-up to the May 2021 Regional Calls with Ministers Josie Osborne and Lisa Beare.

9.c) The "Trails Strategy Review - What We Heard Report: Local Governments" received from the Ministry of Forests, Lands, Natural Resource Operations and Rural Development on May 20, 2021.

10. Reports - Consent Agenda

10.a) Monthly Cheque Register Summary

None.

10.b) RDKB Committee Minutes

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

- Solid Waste Management Plan Steering & Monitoring – Nov. 12, 2020
- Utilities - Feb. 10, 2021
- East End Services - Apr. 20, 2021
- BV Regional Park & Trails - Apr. 29, 2021

10.c) Recreation Commission Minutes

- Grand Forks and District – Apr. 8, 2021
- Electoral Area C – Apr. 14, 2021

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

- Area B – May 3, 2021
- Area E – May 3, 2021
- Big White – May 4, 2021

11. Board Appointments Updates-Consent Agenda

- 11.a)**
- Economic Trust of the Southern Interior (ETSI-BC) - Director McGregor
 - BC Rural Centre/Southern Interior Beetle Action Coalition (S.I.B.A.C.) - Director McGregor
 - Okanagan Film Commission - Director Gee

- Boundary Weed Stakeholders Committee - Director Gee
- Columbia River Treaty Local Government Committee (CRT LGC) - Directors Worley & Langman
- Columbia Basin Regional Advisory Committee (CBRAC) - Director Worley & Goran Denkovski, Manager of Infrastructure & Sustainability
- West Kootenay Regional Transit Committee - Directors Cacchioni & Worley, Alternate Director Parkinson
- Rural Development Institute (RDI) - Director Worley
- Chair's Update - Chair Langman

13. Unfinished Business

13.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 rate is 6.02%. In Trail: 1 new case; test positive rate is 0%; the number of adults 18+ who have been vaccinated is 69%. In Grand Forks and area: 1 new case; test positive rate is 2.9%; the number of adults 18+ who have been vaccinated is 62%. In the Kettle Valley: 0 cases; 0% test positive rate; the number of adults 18+ who have been vaccinated is 59%. BC has delivered 3 million doses of vaccines in the Province. As of May 15, there were 307 cases in the Interior Health region. The total number of deaths in BC to date is 1,690.

ii) Impacts of the RDKB Wage Continuation COVID-19 Pandemic Policy

M. Anderson, Chief Administrative Officer

CAO Anderson reported that paid leave costs continue to be low.

Moved / Seconded: **278-21**

That the COVID-19 verbal reports provided May 27, 2021 by Mark Stephens, Manager of Emergency Programs, and Mark Anderson, Chief Administrative Officer, be received.

CARRIED.

13.b) Appointments to Economic Trust of the Southern Interior (ETSI-BC) Regional Advisory Committee

Moved / Seconded: **279-21**

That the following elected officials be appointed to the Economic Trust of the Southern Interior's Regional Advisory Committee for 2021-2023:

1. Director Grace McGregor
2. Director Linda Worley
3. Director Steve Morissette

CARRIED.

13.c) Response from Interior Health Authority re: Integrated Treatment Teams

The letter dated May 13, 2021 from Susan Brown, President and CEO of Interior Health, in response to the RDKB's query about supports for substance users in the Kootenay Boundary, was presented.

Moved / Seconded: **280-21**

That the letter dated May 13, 2021 from Susan Brown, President and CEO of Interior Health, in response to the RDKB's query about supports for substance users in the Kootenay Boundary, be received.

CARRIED.

Moved / Seconded: **281-21**

That the Regional District of Kootenay Boundary respond to Susan Brown acknowledging her letter and reiterating its concerns about supports for substance users; and further, that the letter be copied to MLA Russell, MLA Conroy, the Regional District of Central Kootenay, the West Kootenay Boundary Regional Hospital District and the RDKB's member municipalities.

CARRIED.

13.d) Missing and Murdered Indigenous Women, Girls and Two-spirit People

A. Winje, Manager of Corporate Administration/Corporate Officer

The staff report dated May 17, 2021 from Anitra Winje, Corporate Officer, regarding Missing and Murdered Indigenous Women, Girls and Two-spirit People, was presented.

Moved / Seconded: **282-21**

That the staff report dated May 17, 2021 from Anitra Winje, Corporate Officer, regarding Missing and Murdered Indigenous Women, Girls and Two-spirit People, be received.

CARRIED.

Moved / Seconded: **283-21**

Whereas the National Inquiry into Missing and Murdered Indigenous Women and Girls concluded that the exact number of missing and murdered Indigenous women, girls and two spirit people in Canada is unknown, but that thousands of deaths and disappearances have gone unrecorded over the decades; and

Whereas this issue has been known for many decades and Indigenous families have long called for recognition and awareness; and

Whereas the REDress Project was first created by Manitoba artist Jaime Black as a way to break the silence around, and draw attention to, this violence against Indigenous women; and

Whereas support for the REDress Project and missing and murdered Indigenous women, girls and two spirit people has increased and gained visibility across Canada; and

Whereas you can help to raise awareness and show support by wearing red on May 5 and hanging a red dress in your window or yard leading up to May 5 (and for one week after) in honour and recognition of the thousands of Indigenous women, girls and two spirit people who have gone missing or been murdered;

Now Therefore, the Board of Directors proclaims that henceforth, May 5th shall be observed as a day of awareness for missing and murdered Indigenous women, girls and Two-spirit people in the Regional District of Kootenay Boundary.

CARRIED.

**13.e) Christina Lake Fire Protection Alternative Approval Process
A. Winje, Manager of Corporate Administration/Corporate Officer**

The staff report dated May 18, 2021 from Anitra Winje, Manager of Corporate Administration/Corporate Officer, requesting the Board amend the resolution establishing the deadline for elector response forms for the Christina Lake Fire Protection Alternative Approval Process, was presented.

Moved / Seconded: **284-21**

That Resolution 191-21, being:

That the Regional District of Kootenay Boundary Board of Directors approves **4:30 p.m., Monday, June 28, 2021** as the deadline for the RDKB Corporate Officer's receipt of submissions of the Electoral Area C/Christina Lake Local Service Fire Protection Area Elector Response Forms for the Alternate Approval Process conducted for the "Regional District of Kootenay Boundary Portion of Electoral Area C/Christina Lake Local Service Fire Protection Area Loan Authorization Bylaw No. 1758, 2021."

be amended to:

That the Regional District of Kootenay Boundary Board of Directors approves **4:00 p.m., Monday, July 12, 2021** as the deadline for

the RDKB Corporate Officer's receipt of submissions of the Electoral Area C/Christina Lake Local Service Fire Protection Area Elector Response Forms for the Alternate Approval Process conducted for the "Regional District of Kootenay Boundary Portion of Electoral Area C/Christina Lake Local Service Fire Protection Area Loan Authorization Bylaw No. 1758, 2021."

CARRIED.

**13.f) Agricultural Land Commission Referral (Transport, Utility and Recreation - Area E/West Boundary)
D. Patterson, Planner**

The staff report dated May 20, 2021 from Danielle Patterson, Planner, presenting a referral from the Agricultural Land Commission for road dedications, was presented.

Moved / Seconded: **285-21**

That the Regional District of Kootenay Boundary Board of Directors direct staff to forward, without a recommendation, the application to the Agricultural Land Commission the Transport, Utility, & Recreation 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.

CARRIED.

**13.g) Payment in in Lieu of Taxes Policy
B. Ihlen, General Manager of Finance/CFO**

The staff report dated May 21, 2021 from Barb Ihlen, General Manager of Finance/CFO, presenting Payment in Lieu of Taxes (PILT) policies from other regional districts and an initial recommendation regarding a policy for the RDKB, was presented.

Discussion ensued regarding whether or not the RDKB requires a PILT policy.

Moved / Seconded: **286-21**

That the Regional District of Kootenay Boundary NOT develop a Payment In Lieu of Taxes policy but rather, follow the guidelines set out by the Provincial government.

CARRIED.

Opposed: Directors McGregor, Gee, Korolek, Noll, O'Donnell and Dunsdon

14. Communications - RDKB Corporate Communications Officer

The Corporate Communications Officer will present a report to the Board at its June 9, 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) Electoral Area Services Committee - April 21, 2021
D. Patterson, Planner

The staff report dated May 13, 2021 from Danielle Patterson, Planner, presenting an application for a development variance permit in Electoral Area C/Christina Lake, was presented.

Moved / Seconded: **287-21**

That the Regional District of Kootenay Boundary Board of Directors approve the Development Variance Permit application submitted by WSA Engineering (2012) Ltd., on behalf of Darryl Hammond and Heather Hammond, to vary Section 403.6 of the Electoral Area C Zoning Bylaw No. 1300 to reduce the interior side parcel line setback from 1.5 to 0 metres – a variance of 1.5 metres; and vary the setback to the natural boundary of Christina Lake from 7.5 to 2.2 metres – a variance of 5.3 metres for the dwelling on the parcel legally described as Lot 10, District Lot 969, Similkameen Division of Yale District, Plan 9357, Electoral Area C/Christina Lake.

CARRIED.

15.b) Electoral Area Services Committee - April 21, 2021
D. Patterson, Planner

The staff report dated May 13, 2021 from Danielle Patterson, Planner, presenting an application for a floodplain bylaw exemption in Electoral Area C/Christina Lake, was presented.

Moved / Seconded: **288-21**

That the application for a Site-Specific Exemption the Floodplain Bylaw Section 5.b(iv) to reduce the setback from the natural boundary of any lake, marsh, or pond from 7.5 m to 2.2 m – a variance of 5.3 m, submitted by WSA Engineering (2012) Ltd., on behalf of Darryl Hammond and Heather Hammond, for the reconstruction of an existing deck on the property legally described as Lot 10, District Lot 969, Similkameen Division of Yale District, Plan 9357, Electoral Area C/Christina Lake, be granted, with the following conditions:

- 1)The property owners provide documentation that retaining wall construction is complete and meets the BC Ministry of Ministry of Forests, Lands, Natural Resource Operations' requirements;
- 2)The property owners follow the recommendations provided in the report provided by Ground Up Geotechnical Ltd.; and
- 3)The property owners register a standard floodplain covenant on title in favour of the Regional District of Kootenay Boundary.

CARRIED.

15.c) Policy & Personnel Committee - April 29, 2021
Policy Development & Review Policy

It was noted that both Directors and committees can make referrals as per past practice.

Moved / Seconded: **289-21**

That the Regional District of Kootenay Boundary Board of Directors adopt the Policy Development & Review Policy as presented to, and

approved by, the Policy and Personnel Committee on April 29, 2021; **FURTHER**, that the Policy be distributed accordingly.

CARRIED.

15.d) Policy & Personnel Committee - April 29, 2021
Management Hiring Policy

Moved / Seconded: **290-21**

That the Regional District of Kootenay Boundary Board of Directors adopt the Management Hiring Policy as presented to, and approved by, the Policy and Personnel Committee on April 29, 2021; **FURTHER**, that the Policy be distributed accordingly.

CARRIED.

15.e) Policy & Personnel Committee - April 29, 2021
Records Management Policy

Moved / Seconded: **291-21**

That the Regional District of Kootenay Boundary Board of Directors adopt the Records Management Policy as presented to, and approved by, the Policy and Personnel Committee on April 29, 2021. **FURTHER**, that the Policy be distributed accordingly.

CARRIED.

15.f) East End Services Committee - May 18, 2021
J. Chandler, General Manager of Operations/Deputy CAO

The staff report dated May 12, 2021 from James Chandler, General Manager of Operations/Deputy CAO, seeking approval of the East End Transit annual operating agreement, was presented.

Moved / Seconded: **292-21**

That the Regional District of Kootenay Boundary Board of Directors approve the 2021-2022 BC Transit Annual Operating Agreement, as presented on May 18, 2021; **FURTHER**, that staff be authorized to execute the agreement.

CARRIED.

15.g) East End Services Committee - May 18, 2021
Director Morel

Support for a North/South Transportation Corridor was discussed.

East end communities could benefit from an improved transportation system that would reduce greenhouse gas emissions and improve safety. The lifespan of the Old Waneta Bridge was mentioned. The concept is dependent on a new highway being built south of the border.

Moved / Seconded: **293-21**

That the Regional District of Kootenay Boundary refer the issue of a North/South Transportation Corridor to the Education and Advocacy Committee meeting on June 10, 2021.

CARRIED.

16. New Business

16.a) Appointment to Big White Advisory Planning Commission

Moved / Seconded: **294-21**

That the following individual be appointed to the Area E/Big White Advisory Planning Commission for a term to end December 31, 2021:

- Mike Figurski

CARRIED.

16.b) Agricultural Land Commission Referral (Subdivision) - Area E/West Boundary
D. Patterson, Planner

The staff report dated May 27, 2021 from Danielle Patterson, Planner, presenting a referral from the Agricultural Land

Commission for a subdivision application in Area E/West Boundary, was presented.

Moved / Seconded: **295-21**

That the Regional District of Kootenay Boundary Board of Directors direct staff to forward, without a recommendation, the application to the Agricultural Land Commission for a subdivision, submitted by Sage Environmental Consulting Ltd. on behalf of Rosegarden Holdings Ltd. for the parcel legally described as Lot 1, Plan KAP89123, District Lot 534s 1488s, Similkameen Division of Yale Land District, located in Electoral Area 'E'/West Boundary.

CARRIED.

**16.d) Food Primary Liquor License - Area E/West Boundary
D. Patterson, Planner**

The staff report dated May 27, 2021 from Danielle Patterson, Planner, regarding a referral request for a Food Primary Liquor License in Beaverdell, was presented.

Moved / Seconded: **296-21**

That the Regional Board of Kootenay Boundary Board of Directors direct staff to make arrangements to gather the views of the public for the Food Primary Liquor License with a Patron Participation Endorsement submitted by Alison Koch on behalf of Riverdell Adventures Ltd., for eating establishment on the property legally described as Lot 3, Plan EPP34890, District Lot 3307, Similkameen Division of Yale Land District, Beaverdell, Electoral Area 'E'/West Boundary. Further, that the method for gathering the views of the public take the form of a public notice for a request for written submissions, communicated as follows:

1. Posting of two signs on the subject property by the applicant;
2. Mail outs to properties within a 1.5 m radius of the subject property; and
3. Posting the request for written submissions on the RDKB website.

CARRIED.

16.e) Work Plan Update: Solid Waste Services
J. Dougall, General Manager of Environmental Services

The staff report dated May 27, 2021 from Janine Dougall, General Manager of Environmental Services, providing an update on the 2021 Solid Waste Service (010/064) was presented.

Moved / Seconded: **297-21**

That the Board of Directors receive the May 2021 - Work Plan update for Solid Waste Services (010/064), as presented to the Board of Directors on May 27, 2021.

CARRIED.

16.f) Work Plan Update: 9-1-1 Emergency Communications Service (015)
D. Derby, Regional Fire Chief

The staff report dated May 6, 2021 from Dan Derby, Regional Fire Chief, providing an update on the 2021 9-1-1 Emergency Service Work Plan, was presented.

Moved / Seconded: **298-21**

That the Regional District Kootenay Boundary Board of Directors receive the May 2021 - Work Plan update for the 9-1-1 Emergency Communications Service (015), as presented to the Board of Directors on May 27, 2021.

CARRIED.

16.g) Work Plan Update: Emergency Preparedness (012)
M. Stephens, Manager of Emergency Programs

The staff report dated May 27, 2021 from Mark Stephens, Manager of Emergency Programs, providing an update on the 2021 Emergency Preparedness Work Plan, was presented.

Moved / Seconded: **299-21**

That the Board of Directors receive the May 2021 – Work Plan update for Emergency Preparedness Service (012), as presented to the Board of Directors on May 27, 2021.

CARRIED.

**16.h) Work Plan Update - Building Inspection Services (004)
B. Champlin, Manager of Building Inspection Services**

The staff report dated May 27, 2021 from Brian Champlin, Manager of Building Inspection Services, providing an update on the 2021 Building Inspection Services Work Plan, was presented.

Moved / Seconded: **300-21**

That the Board of Directors receive the May 2021 – Work Plan update for Building Inspection Services (004), as presented to the Board of Directors on May 27, 2021.

CARRIED.

**16.i) Work Plan Update - General Government Service (001)
M. Andison, Chief Administrative Officer**

The staff report dated May 20, 2021 from Mark Andison, CAO, providing an update on the 2021 General Government Service Work Plan, was presented.

Moved / Seconded: **301-21**

That the Regional District of Kootenay Boundary Board of Directors receive the May 2021 – Work Plan update for the General Government Service (001), as presented to the Board of Directors on May 27, 2021.

CARRIED.

16.j) 2021 First Quarter Budget Variance Report
B. Ihlen, General Manager of Finance/CFO

The staff report dated May 21, 2021 from Barb Ihlen, General Manager of Finance/CFO, regarding the financial variance report for the first quarter of 2021, was presented.

Moved / Seconded: **302-21**

That the Regional District of Kootenay Boundary Board of Directors receive the 2021 First Quarter Budget Variance report.

CARRIED.

16.k) Grants in Aid

CONFLICT OF INTEREST DECLARATION

Director O'Donnell declared a possible conflict of interest at 3:32 pm regarding the next item of business as she serves on one of the societies that applied for funding.

DIRECTOR LEAVES MEETING: Director O'Donnell left the meeting at 3:32 p.m.

Moved / Seconded: **303-21**

That the following grants-in-aid be approved:

- Kidney Foundation, BC & Yukon – Kidney Walk Trail – Electoral Area A - \$500
- Montrose Recreation Commission – Village of Montrose – Family Day Treasure Hunt/Escape Room – Electoral Area A - \$500
- Kidney Foundation, BC & Yukon – Kidney Walk Trail – Electoral Area B/Lower Columbia-Old Glory - \$500
- Grand Forks and District Fall Fair – Aluminum Bleachers – Electoral Area D/Rural Grand Forks - \$4,500
- Big White Mountain Community Development Association – Community Garden Irrigation System – Electoral Area E/West Boundary - \$5,000
- Midway Fire and Rescue – Road Rescue Team – Hydraulic Ram – Electoral Area E/West Boundary - \$4,000.

CARRIED.

DIRECTOR REJOINS MEETING: Director O'Donnell rejoined the meeting at 3:33 p.m.

17. Bylaws

None.

18. Late (Emergent) Items

18.a) Information sharing

It was requested of staff that when a Director requests information that such information be shared with all members of that committee.

19. Discussion of Items for Future Meetings

20. Question Period for Public and Media

There being no members of the public or media present, no question period was held.

21. Closed Meeting

21.a) 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)(c) labour relations or other employee relations.

CONFLICT OF INTEREST DECLARATION

Chair Langman declared a possible conflict of interest at 3:35 pm regarding the item of business on the closed agenda due to pecuniary interest.

DIRECTOR LEAVES MEETING: Chair Langman left the meeting at
3:36 p.m.

Moved / Seconded: **304-21**

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

CARRIED.

RECESS: The open meeting recessed at 3:36 p.m. to conduct
the closed meeting.

RECONVENE: The open meeting reconvened at 3:47 p.m.

22. Item for Release from Closed Meeting

Moved / Seconded: **305-21**

That the following information from the May 27, 2021 closed Board
meeting be released into the open Board meeting:

IC-23-21

*That the Regional District of Kootenay Boundary Board of
Directors ratify a three-year Collective Agreement (January 1,
2020 - December 31, 2022) with the International Association of
Fire Fighters Local 941.*

CARRIED.

Adjournment

Moved / Seconded: **306-21**

That the meeting adjourn at 3:48 p.m.

CARRIED.

CERTIFIED CORRECT:

Diane Langman
Chair

Anitra Winje
Corporate Officer

Open Regular Board meeting—MINUTES
May 27, 2021
Page **22** of **22**



Grand Forks and District Recreation Commission

Minutes
Thursday, May 13, 2021
8:45am
ZOOM

Commission members:

B. MacLean – Chairperson
S. Routley – Vice Chairperson (absent)
C. Ahrens
L. Lewis (left meeting at 9:40 am)
J. Massey
C. Moslin
D. O'Donnell
T. Trithardt (technical difficulties joining)

Staff and others present:

P. Keys, Manager of Facilities & Recreation
M. Van Hoogevest, Recreation Program Services Supervisor/Recording Secretary
N. Macgregor, Grand Forks Curling Club Representative

Call to Order

The Chair called the meeting to order at 8:45 am.

Land Acknowledgement

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

Acceptance of the Agenda (additions/deletions)

The agenda for the May 13, 2021 Grand Forks and District Recreation Commission meeting was presented.

Moved / Seconded

That the agenda for the May 13, 2021 Grand Forks and District Recreation Commission meeting be adopted as presented.

Carried.

Minutes

The minutes of the Grand Forks and District Recreation Commission meeting held on April 8, 2020 were presented.

Moved / Seconded

That the minutes of the Grand Forks and District Recreation Commission meeting held on April 8, 2020 be adopted as presented.

Carried.

Delegations

Neil Macgregor attended the meeting as a representative of the Grand Forks Curling Club. Introductions were made amongst the members of Grand Forks & District Recreation Commission.

Election of Officers

Moved / Seconded

That Neil Macgregor serve as a Member at Large on the Grand Forks & District Recreation Commission.

Carried.

Unfinished Business

Subcommittee Report, Bylaw 927 Review - Proposed Bylaw 1763

The proposed Bylaw 1763 was included in the agenda package for review.

D. O'Donnell offered to edit the document for grammatical errors.

Moved / Seconded

That the Grand Forks & District Recreation Commission Members approve the edited proposed Bylaw 1763 and request that it be forwarded to the Boundary Services Committee.

Carried.

New Business

1. Monthly Recreation Commission Meeting Schedule

The Commission Members discussed moving the regularly scheduled Grand Forks and District Recreation Commission meetings from the second Thursday of each month to the first Thursday of each month at 8:45 am.

Moved / Seconded

That the regularly scheduled Grand Forks and District Recreation Commission meetings be rescheduled from the second Thursday of each month to the first Thursday of each month at 8:45 am.

Carried.

2. Decision Item - Grand Forks & District Recreation Fees and Charges Review – Staff Reports

The Fees and Charges Review Staff Report was included in the agenda package for review.

Moved / Seconded

That the Grand Forks and District Recreation Commission approve the 2021 – 2024 fees and charges as presented and request that it be forwarded to the Boundary Services Committee.

Carried.

3. Work Plan Updates

The Work Plan Updates Staff Report was included in the agenda package for review.

Moved / Seconded

That the Grand Forks and District Recreation Commission receive the Work Plan Updates as presented.

Carried.

Reports

Financial Reports

The Financial Report was included in the Work Plan Update Staff Report.

Supervisor Reports

The following supervisor reports for the month of April 2021 were presented:

- Aquatic Maintenance Coordinator
- Aquatic Program Coordinator
- Arena Maintenance Chief Engineer
- Recreation Program Services Supervisor
- Guide to Leisure Activities
- Facility Schedules

Moved / Seconded

That the reports presented at the Grand Forks and District Recreation Commission meeting held on May 13, 2021 be adopted as presented.

Carried.

Round Table

School District #51

No report submitted.

Library and Arts Societies

The Grand Forks Library Annual Report was included in the Agenda Package.

City Council

The City of Grand Forks is moving towards a pedestrian-friendly, bike-free zone on Market Avenue and new bike racks will be installed this year around the downtown area. It was suggested that a map of the bike rack locations would be ideal for locals and those travelling through the city. Gratitude was expressed to Grand Forks and District Recreation for promoting the new Grand Forks Community Trails map in the Grand Forks Gazette.

Community Members at Large

No report submitted.

Late (Emergent) Items

There were no late (emergent) items for discussion.

Discussion of items for future agendas

Discussion of items for future agendas was not required.

Question Period for Public and Media

A question period for public and media was not required.

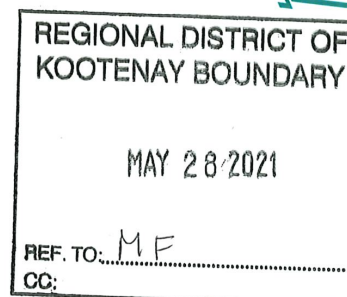
Closed (In camera) Session

A closed (in camera) session was not required.

Adjournment

The meeting was adjourned at 10:14 am.

May 21, 2021



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

Dear Diane Langman:

RE: GAS TAX AGREEMENT COMMUNITY WORKS FUND PAYMENT

I am pleased to advise that UBCM is in the process of distributing the Community Works Fund (CWF) payment for fiscal 2021/2022. An electronic transfer of \$479,870.19 is expected to occur the first week of June. This payment is made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

As announced by the Government of Canada, this CWF payment has been accelerated and delivered as a single payment, rather than two half-payments.

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement on the Federal Gas Tax Fund in British Columbia. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

Please note that this payment is less \$21,280.00 to recover for the Silver City Trap Club Snow Removal Assistance (project 20-0590), which was deemed ineligible. UBCM will continue to monitor CWF project eligibility within the RDKB and ensure that projects meet the eligibility requirements as set out in the CWF agreement between the RDKB and UBCM. Should additional projects be deemed ineligible, UBCM will consider further non-compliance measures.

The Government of Canada has further announced that there will be a one-time top-up of the Gas Tax Fund this year, subject to federal approval. Information on the timing and amount of this top-up will be communicated once details have been confirmed.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Gas Tax Agreement can be found on our website at www.ubcm.ca.

2

For further information, please contact Gas Tax Program Services by e-mail at gastax@ubcm.ca or by phone at 250-356-5134.

Yours truly,

A handwritten signature in black ink, appearing to read "B. Frenkel". The signature is fluid and cursive, with the first letter "B" being large and prominent.

Brian Frenkel
UBCM President

PC: Barb Ihlen, General Manager of Finance



June 2, 2021

VIA EMAIL: diane.langman@warfield.ca

Diane Langman, Chair
Kootenay Boundary Regional District

Re: Modernizing Forest Policy

Dear Chair Langman:

Yesterday, the Premier and I shared a plan to modernize forest policy with the release of an intentions paper - www.gov.bc.ca/modernforestpolicy. This work aligns with our continued efforts to implement the recommendations of the Old Growth Strategic Review and improve forest management through the *Forest and Range Practices Act*. I would like to update you on this work and our next steps.

Intentions Paper

Plans to modernize forest policy as outlined in the Intentions Paper stem from what we heard from Indigenous peoples, local governments, industry, stakeholders and the public in forestry-focused engagement initiatives over the past three years including the *Forest and Range Practices Act* Improvement Initiative, the Old Growth Strategic Review, Coast Forest Sector Revitalization, and Interior Forest Sector Renewal. Three principles emerged from these engagements to guide our work including a focus on strengthening sector diversity, enhancing sustainability and stewardship, and ensuring ongoing support of the forest sector, what we have called strengthening the social contract.

There are 20 policy intentions laid out in this paper with several directly connected to what we heard from community leaders. This includes ensuring the voices of your communities are considered in decisions, like tenure disposition, where our government brought in Bill 22 in 2019 on this topic and seek to make further improvements. Other topics include the need to prioritize greater access to community tenures if local jobs, particularly in manufacturing, can be demonstrated. I also want to highlight our intention to provide statutory decision makers with discretion in permit approvals if the forest management proposed as part of a permit could put forest values at risk of damage, and to have community perspectives considered in tenure replacement decisions. There is much to be excited about it in these intentions and I hope you will take the time to review them.

Page 1 of 3

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

Office of the Minister

Mailing Address:
PO BOX 9049 Stn Prov Govt
Victoria, BC V8W 9E2

Tel: 250 387-6240
Fax: 250 387-1040
Website: www.gov.bc.ca/for

Diane Langman, Chair

Old Growth Strategic Review

In 2019, my predecessor appointed a two-person panel to engage Indigenous and non-Indigenous communities, industry, and stakeholders on what a new path forward on managing old growth could include. They visited 45 communities, held over 200 meetings with close to 800 people, and received over 300 written submissions and more than 18,000 survey responses. The report they submitted in Spring 2020, along with the insight which informed it is included on our website at [Old Growth Forests - Province of British Columbia \(gov.bc.ca\)](https://www2.gov.bc.ca/gov/content/land/old-growth-forests).

The report and its 14 recommendations are complex and over the next two years policy options and implementation decisions will be developed into a new Old Growth Strategy for British Columbia. The immediate priorities are recommendations #1 and #6, that is to work with Indigenous Nations on a government-to-government basis, to identify if and where any further timber harvesting deferrals are needed where old growth is at a very high and near-term risk of irreversible biodiversity loss. Attached in Appendix 1 is a high-level roadmap for how the ministry plans to sequence the work on the recommendations going forward.

What's Next

Over the next several weeks, ministry staff will connect with you on a series of virtual town halls we would like to have you join. I have asked my Parliamentary Secretary Roly Russell to host these town halls as part of his role to hear from you on modernizing forest policy and how it affects your communities.

After several initiatives to better understand where we should start our modernization effort, I am pleased we are advancing this work. The experiences and insights your government can bring to the table on behalf of your community are most welcomed. I hope you can participate.

Sincerely,



Katrine Conroy
Minister

Enclosure

pc: Roly Russell, MLA, Parliamentary Secretary for Rural Development
Brian Frenkel, President, UBCM
Paul Rasmussen, ADM, South Area
Garth Wiggill, Regional Executive Director, Kootenay Boundary Region

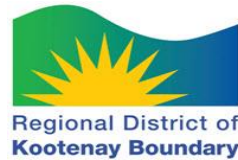
Diane Langman, Chair

Appendix 1:

Given the breadth and scope of the report, the province is recommending a phased approach to addressing the recommendations over the next two years. The diagram below illustrates recommendations #1, 5, 6, and 7 under the heading “Immediate Measures”. The center column titled “Elements Required for Change” outlines recommendations #2, 4, 9, 13, 14 which set up a framework of key changes and policy shifts that support change. The third column titled “The New Old Growth Strategy” are recommendations #3, 8, 10, 11, and 12 which are critical to implementing change.

Old Growth Strategic Review – The Path Forward





Boundary Services Committee

Minutes Wednesday, May 5, 2021 ZOOM

Committee members present:

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

Staff and others 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
J. Dougall	General Manager of Environmental Services
P. Keys	Manager of Facilities and Recreation
D. Dean	Manager of Planning and Development
G. Denkovski	Manager of Infrastructure & Sustainability
F. Maika	Corporate Communications Officer
K. Anderson	Watershed Planner
J. Geary	Christina Lake Fire Chief
K. Erickson	GIS Technician
H. Potter	Senior Planning Technician
R. Larsen	Ebbwater Consulting
L. Olson	Regional Manager, S Ok/Boundary-FLNRD
J. Wetmore	Community Futures Boundary
K. O'Malley	Chair, Kettle River Watershed Advisory Council
K. Forbes	Deputy Inspector of Dikes/Dam Inspector, Province of BC

CALL TO ORDER

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

LAND ACKNOWLEDGEMENT

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

ADOPTION OF AGENDA (ADDITIONS/DELETIONS)

The agenda for the May 5, 2021 Boundary Services Committee meeting was presented.

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

Moved / Seconded

That the agenda for the May 5, 2021 Boundary Services Committee meeting be adopted as amended.

Carried.

ADOPTION OF MINUTES

The minutes of the April 7, 2021 Boundary Services Committee were presented.

Director Gee requested an amendment to her discussion on Meat Processing. The minutes will reflect that an offer to purchase will be made on the property at Riverside Centre not a purchase.

Moved / Seconded

That the minutes of the April 7, 2021 Boundary Services Committee be adopted as amended.

Carried.

GENERAL DELEGATIONS

None.

OLD BUSINESS

None.

NEW BUSINESS

K. Anderson, Watershed Planner

*Page 2 of 9
Boundary Services Committee
May 5, 2021*

Rob Larsen - Hydrologist, Ebbwater Consulting**Re: Boundary Region Flood and Geohazard Risk Assessment - Presentation**

One of the final deliverables to the Boundary Region Flood and Geohazard Risk Assessment was for the consultant, Ebbwater Consulting, to complete a final presentation of findings to the RDKB staff and directors, and those from the engagement sessions. Robert (Rob) Larsen, Hydrologist, Project Manager, provided a presentation on the project and findings.

The Committee suggested that it would be beneficial to provide this presentation to the Board of Directors to raise awareness.

Moved / Seconded

That the presentation by Ebbwater Consulting on the Boundary Region Flood and Geohazard Risk Assessment for the Boundary be received as presented to the Boundary Services Committee on May 5, 2021.

Carried.

The presentation ended at 10:20 am.

K. Anderson, Watershed Planner**Re: Recommended Recipients for the BIWS 2021 Grant**

To present the submitted applications for the 2021 Boundary Integrated Watershed Service (BIWS) grant, and to provide the staff recommendations regarding the projects to be awarded the grant. This annual grant opportunity is provided through the BIWS to support the implementation of Boundary Watershed Management Plans, for consideration by the Committee.

Concerns were raised around the proposed watershed pavilion at Wilgress Lake. Discussion ensued on the type of project and there was general agreement that the project should involve actual groundwork or mitigation. It was suggested that gas tax, if eligible, might be more appropriate as a source of funding.

Moved / Seconded

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.

Carried.

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

Carried.

That \$5,000 in gas tax funding from each of Electoral Areas D/Rural Grand Forks and E/West Boundary, for a total of \$10,000 be used to fund the West Boundary Community Forest's proposed watershed pavilion, if eligible.

Carried.

Kelly Galaski, Project Manager, Symphony Tourism Services - TOTA
Re: Boundary Country Update - April 28, 2021

Moved / Seconded

That the Boundary Services Committee receive the information provided by K. Galaski on May 5, 2021.

Carried.

Joe Geary, Christina Lake Fire Chief
Re: May 2021 – Work Plan update Christina Lake Fire Rescue (051)

An update on the 2021 Christina Lake Fire Rescue work plan was provided.

Moved / Seconded

That the Boundary Services Committee receive the May 2021 – Work Plan update for Christina Lake Fire Rescue, as presented to the Committee on May 05, 2021.

Carried.

Paul Keys, Manager of Facilities and Recreation
Re: May 2021 – Grand Forks & District Work Plans updates
021 Recreation Program Services
027 Christina Lake Parks & Trails
030 Grand Forks Arena
031 Grand Forks Curling Rink
040 Grand Forks Aquatic Centre

An update on the 2021 Christina Lake and Grand Forks Recreation work plans for services 021, 027, 030, 031, and 040 was provided.

Moved / Seconded

That the Boundary Services Committee receive the May 2021 – Work Plan update for Grand Forks/Area 'D' and Christina Lake Area 'C' recreation services, as presented to the Committee on May 5, 2021.

Carried.

Donna Dean, Manager of Planning & Development
Re: May 2021 – Work Plan Update for Boundary Integrated Watershed Service (170)

An update on the 2021 Boundary Integrated Watershed Service (170) Work Plan was provided.

Moved / Seconded

That the Boundary Services Committee receive the May 2021 – Work Plan update for the Boundary Integrated Watershed Service as presented to on May 5th, 2021.

Carried.

Goran Denkovski, Manager of Infrastructure and Sustainability
Re: May 2021 – Work Plan update Area D / Rural Grand Forks – Regional Parks & Trails Service (045)

An update on the 2021 Area D / Rural Grand Forks – Regional Parks & Trails Service (045) work plan was provided.

Moved / Seconded

That the Boundary Services Committee receive the May 2021 – Work Plan update for Area D / Rural Grand Forks – Regional Parks & Trails Service (045), as presented to the Boundary Services Committee on May 5th 2021.

Carried.

Chris Cormack, Big White Fire Chief
Re: May 2021 – Work Plan update RDKB Big White Fire Department 054

An update on the 2021 RDKB Big White Fire Department Work Plan was provided.

Moved / Seconded

That the Boundary Services Committee receive the May 2021 – Work Plan update for the RDKB Big White Fire Department, as presented to the Committee on May 5, 2021.

Carried.

Janine Dougall, General Manager of Environmental Services
Re: May 2021 Work Plan Update – Mosquito Control (080/081) Services and Noxious Weed Control – Christina Lake Milfoil (091) Service

The purpose of this report was to provide an update on the 2021 Mosquito Control (080/081) Services and Noxious Weed Control – Christina Lake Milfoil (091) Service Work Plans.

Moved / Seconded

That the Boundary Services Committee receive the staff report titled “May 2021 Work Plan Update – Mosquito Control (080/081) Services and the Noxious Weed Control – Christina Lake Milfoil (091) Service” as presented to the committee on May 5, 2021.

Carried.

Janine Dougall, General Manager of Environmental Services
Re: Noxious Weed Control – Areas ‘D’ and ‘E’ Service (092) 2021 Work Plan

The purpose of this report was to provide an overview of the Noxious Weed Control – Areas ‘D’ and ‘E’ Service (092) 2021 Work Plan.

Moved / Seconded

That the Boundary Services Committee approve the 2021 Noxious Weed Control – Areas ‘D’ and ‘E’ Service (092) Work Plan as presented to the committee in the staff report on May 5, 2021.

Carried.

James Chandler, General Manager of Operations/Deputy CAO
Re: May 2021 – Work Plan update, Grand Forks Rural Fire Protection Services 057

An update on the 2021 057 Grand Forks Rural Fire Protection work plan was provided.

Moved / Seconded

That the Boundary Services Committee receive the May 2021 – Work Plan update for the 057 Grand Forks Rural Fire Service, as presented to the Committee on May 5th, 2021.

Carried.

James Chandler, General Manager of Operations/Deputy CAO
Re: May 2021 – Work Plan update, Kettle Valley Fire Protection Services 058

An update on the 2021 058 Kettle Valley Fire Protection Service work plan was provided.

Director Gee clarified information about the Fire Service Committee. The Committee is looking for a member of the public from Midway to participate on the Committee. Director Dunsdon will raise this at his council meeting.

Moved / Seconded

That the Boundary Services Committee receive the May 2021 – Work Plan update for the 058 Kettle Valley Fire Protection Service, as presented to the Committee on May 5th, 2021.

Carried.

James Chandler, General Manager of Operations/Deputy CAO
Re: May 2021 – Work Plan update, Beaverdell Fire Service 053

An update on the 2021 053 Beaverdell Fire Service work plan was provided.

Moved / Seconded

That the Boundary Services Committee receive the May 2021 – Work Plan update for the 053 Beaverdell Fire Service, as presented to the Committee on May 5th, 2021.

Carried.

James Chandler, General Manager of Operations/Deputy CAO
Re: May 2021 – Work Plan update, Boundary Animal Control Service 071

An update on the 2021 071 Boundary Animal Control Service work plan was provided.

Moved / Seconded

That the Boundary Services Committee receive the May 2021 – Work Plan update for the 071 Boundary Animal Control Service, as presented to the Committee on May 5th, 2021.

Carried.

James Chandler, General Manager of Operations/Deputy CAO
Re: May 2021 – Work Plan update, Boundary Transit Service 950

An update on the 2021 950 Boundary Transit work plan was provided.

Moved / Seconded

That the Boundary Services Committee receive the May 2021 – Work Plan update for the 950 Boundary Transit Service, as presented to the Committee on May 5th, 2021.

Carried.

James Chandler, General Manager of Operations/Deputy CAO

Re: May 2021 – Work Plan update, Boundary Economic Development Service 008

An update on the 2021 008 Boundary Economic Development Service work plan was provided.

Discussion ensued on community forests. Concerns were raised around the guiding principles and guidelines behind the proposed RDKB and Osoyoos Indian Band Community Forest Application. There was general agreement that community forests need to be part of a larger fulsome discussion.

Moved / Seconded

That the Boundary Services Committee receive the May 2021 – Work Plan update for the 008 Boundary Economic Development Service, as presented to the Committee on May 5th, 2021. **FURTHER**, that a future meeting be scheduled for a fulsome discussion around community forests. **FURTHER**, that Dan McMaster, Vaagen Brothers Lumber, will be invited to attend.

Carried.

James Chandler, General Manager of Operations/Deputy CAO

Re: BSC - Committee Terms of Reference

An updated and amended Terms of Reference for the Boundary Services Committee was provided.

Moved / Seconded

That the Boundary Services Committee receive the draft Terms of Reference as presented on May 5, 2021.

Carried.

Director V. Gee

Re: 2022 Budgets, Services and Taxation - Discussion

Staff will identify which services are due for a 25% increase in requisition in 2022.

VERBAL UPDATES

Director Gee

*Page 8 of 9
Boundary Services Committee
May 5, 2021*

Re: Boundary Community Ventures Association (BCVA)

The Committee was informed that administration work is progressing with the new food hub manager in place. A fifth director has been appointed to the BCVA board. Discussions with meat producers are ongoing.

LATE (EMERGENT) ITEMS

None.

DISCUSSION OF ITEMS FOR FUTURE AGENDAS

R. Russell, MLA, will be invited to the June BSC meeting.

QUESTION PERIOD FOR PUBLIC AND MEDIA

None.

CLOSED (IN CAMERA) SESSION

None.

ADJOURNMENT

The meeting was adjourned at 11:50 am.



Criminal Record Checks Policy

Policy:

The Regional District of Kootenay Boundary (the “**RDKB**”) requires Criminal Record Checks for applicants for Sensitive Positions.

Purpose:

Criminal Record Checks for applicants for Sensitive Positions with the RDKB demonstrate due diligence in protecting the interests and safety of the RDKB and its residents. Criminal history disclosed by a Criminal Record Check, or failure to provide a Criminal Record Check, may render an applicant ineligible for a Sensitive Position with the RDKB.

Definitions:

Criminal Record Check means a Certified Criminal Record Check obtained from the Royal Canadian Mounted Police (“**RCMP**”) pursuant to the application procedures established by the RCMP, as may be amended from time to time;

Pardon means an official document issued by the National Parole Board indicating a person with a criminal record is forgiven and that their record has been sealed, meaning that the person receiving the Pardon is not required to declare their previous criminal record;

Sensitive Position means:

- a) a position with an ongoing or significant relationship with Vulnerable Persons, where the nature of the position places the worker in a position of trust or care, or where the worker may have unsupervised access to Vulnerable Persons in the ordinary course of carrying out the duties of the position;
- b) a position with duties involving the handling, investing, and/or protection of significant capital assets and any monies belonging to the RDKB;
- c) a position with duties related to regulatory, emergency response and/or inspectional work to safeguard public health and safety and/or ensure bylaw compliance, which may include responsibilities to interface with the public, enter onto private property and/or generate revenue collection for the RDKB; and
- d) such other positions reasonably designated as a Sensitive Position based on additional written criteria deemed appropriate by the Manager responsible for Human Resources from time to time and appended to this policy as a schedule.

Vulnerable Person means:

- a) a person under 19 years of age

- b) a person 19 years or older who receives or may need community care services because of a disability, age or illness, or who is or may be unable to take care of themselves or protect themselves against significant harm, exploitation or abuse; and
- c) such other persons reasonably designated as Vulnerable Persons based on additional written criteria deemed appropriate by the Manager responsible for Human Resources (as designated from time to time by the Chief Administrative Officer) and appended to this policy as a schedule.

Policy Guidelines:

The *Criminal Records Review Act*, R.S.B.C. 1996, c. 86 (the "**CRRA**") does not impose a general duty on municipalities, including regional districts, to ensure that every person who is hired to work with children or work with vulnerable adults undergoes a criminal record check in accordance with the CRRA. Nevertheless, it is prudent for the RDKB to implement a Criminal Record Check Policy to protect the interests of the RDKB and its residents.

This policy applies to all persons who apply for or work in Sensitive Positions, whether such work is temporary, permanent, part-time, full-time, paid or unpaid.

A Criminal Record Check is satisfactory, and permits an applicant to be considered for a Sensitive Position if the Criminal Record Check discloses:

- a) no criminal convictions and no current criminal charges;
- b) pardons;
- c) one or more criminal convictions or current criminal charges which the Manager responsible for Human Resources (in consultation with others pursuant to clause 4.4 below) determines are unrelated to the proper performance of the duties of the Sensitive Position.

Applicants who fail to provide a Criminal Record Check as required under this policy are ineligible for Sensitive Positions.

The RDKB will not refuse a Sensitive Position to a person due solely to that person having been charged with or convicted of an offence that is unrelated to the proper performance of the duties of the Sensitive Position.

Procedures:

Candidates

Department Managers will determine whether a Criminal Record Check is required for each vacant position in their department by considering the definition of "Sensitive Position" set out above, including any additional written criteria appended to this policy as a schedule.

Department Managers will advise the Manager responsible for Human Resources of any vacant position, which in their determination requires a Criminal Record Check.

The Manager responsible for Human Resources will confirm if the positions identified by Department Managers require a Criminal Record Check.

In the event a Department Manager and the Manager responsible for Human Resources disagree on whether a vacant position requires a Criminal Record Check, final determination will be made by the Chief Administrative Officer.

Human Resources will post Sensitive Positions as requiring a Criminal Record Check.

Applicants interviewed for Sensitive Positions will be advised in the interview that any offer of employment or other engagement shall be conditional on receipt of a Criminal Record Check satisfactory to the RDKB in its sole discretion. Any costs incurred in obtaining the Criminal Record Check shall be reimbursed by the RDKB.

Applicants may withdraw their application at any time.

A Criminal Record Check that discloses one or more criminal convictions or current criminal charges will be referred as soon as practicable to the Manager responsible for Human Resources for consideration (see clause 4.4 below).

All information provided to the RDKB pursuant to this policy shall be sealed in the worker's personnel file or securely destroyed after the RDKB has determined whether such information relates to the performance of the duties of the Sensitive Position and what action, if any, ought to be taken in relation to the worker.

All information provided to the RDKB pursuant to this policy for applicants who are not offered a position with the RDKB shall be sealed and then destroyed as per the RDKB's records retention schedule.

Should the RCMP notify staff that there is information on file about the candidate, the candidate may be requested to authorize the release of the information.

Successful candidates

A successful candidate for a paid or unpaid position, which is deemed to be a Sensitive Position and requires a Criminal Record Check, during the entire term of work with the RDKB, shall immediately notify Human Resources when the employee is convicted of an offence under the Criminal Code, R.S.C. 1985, c. C-46 (the "Criminal Code"). Human Resources and other appropriate RDKB staff will review the conviction to determine what action, if any, ought to be taken in light of the worker's paid or unpaid position and the nature of the criminal conviction.

A successful candidate for a paid or unpaid position which is deemed to be a Sensitive Position and requires a Criminal Record Check, during the entire term of work with the RDKB, shall immediately notify Human Resources when charged with an offence under the Criminal Code, where the nature of the offence is such as to be potentially harmful or detrimental to the RDKB's reputation or capacity to deliver services to the public, will render the employee unable to properly perform some or all of their duties, may have a harmful effect on other employees of the RDKB, or for any other reason consistent with the purpose of designating the paid or unpaid position as a Sensitive Position.

Without restricting the generality of the foregoing, a worker must report a criminal charge under clause 3.11 when charged with the following offences:

- (i) any violent sexual offence under the Criminal Code;

- (ii) any offence under the Criminal Code involving children under 19 years of age;
- (iii) violent or predatory crimes involving a Vulnerable Person, including but not limited to threats, stalking, assault, and the use, possession or distribution of a weapon;
- (iv) any offence involving the making, possession or distribution of child pornography;
- (v) theft (over \$100) or fraud; and
- (vi) motor vehicle and/or driving offences.

All additional information pertaining to criminal convictions and/or charges shall be retained in the manner outlined in clause 3.9 above.

Responsibilities:

In the event that a Department Manager and the Manager responsible for Human Resources disagree on a Sensitive Position designation, it is the responsibility of the Chief Administrative Officer to determine whether or not a position should be designated as a Sensitive Position, using the criteria set out in this policy, including any additional written criteria appended to this policy as a schedule.

It is the responsibility of the Human Resources Department to maintain a list of Sensitive Positions, insert notification on postings, and advise candidates in the interview process if a Criminal Records Check is required.

It is the responsibility of the Manager responsible for Human Resources to ensure Criminal Record Checks are produced and are satisfactory prior to filling a vacant position and before the start date.

It is the responsibility of the Manager responsible for Human Resources to determine the impact of a positive Criminal Record Check on an individual's candidacy for a Sensitive Position in accordance with this policy. In fulfilling this responsibility, the Manager responsible for Human Resources may consult Departments Managers, the Chief Administrative Officer, and other appropriate RDKB staff on a need-to-know basis and otherwise as reasonably necessary.

It is the responsibility of prospective candidates in Sensitive Positions to comply with their obligations under this policy, including but not limited to obtaining, a Criminal Record Check to support their prospective candidacy for a Sensitive Position.

Review Schedule:

Original Approval Date:

- November 24, 2011;

Review by Policy and Personnel Committee:

- January 9, 2019;
- June 12, 2019;
- May 27, 2021

Adopted by the Board of Directors:

- June 27, 2019;
- June 9, 2021



STAFF REPORT

Date: June 2, 2021 **File**

To: **Boundary Services Committee**

From: Paul Keys, Manager of Facilities and Recreation, Grand Forks

Re: 2021-2024 Grand Forks Recreation Fees and Charges

Issue Introduction:

Grand Forks Recreation, the Jack Goddard Memorial Arena and the Grand Forks Aquatic Centre, have a myriad of fees associated with all matters of their use. Much of the philosophy used to establish the fees has been lost with time. Fees have been increased at a rate of 2% per year across the board for several years. They were not raised in 2020 due to the Covid-19 pandemic.

The proposed fees included in this report seek to establish a philosophy explaining why the rate is what it is. Most commonly, the fees are based on recovering our staffing costs. Administration has also surveyed comparable facilities from around British Columbia to see how the fees in Grand Forks compare to other municipal facilities to further assist in establishing our fees.

Commission Support:

The Grand Forks Recreation Commission reviewed the proposed fees and charges on Thursday, May 6, passing the following motion:

THAT the Grand Forks Recreation Commission approve the 2021-2024 Fees and Charges as presented, and recommend they be taken forward to the Boundary Services Committee as presented.

The Christina Lake Recreation Commission reviewed the proposed change in structure and fees related to the Fitness Program offered at Christina Lake, as passed the following motion on May 12, 2012:

THAT the Christina Lake Recreation Commission approve the 2021 – 2024 Fitness Program Fee Review as presented, and recommend they be taken forward to the Boundary Services Committee as presented.

Arena Fee Highlights:

1. Admissions
An increase is proposed for the 2021/22 season to bring rates in line with the Aquatic Centre admission rates, and better cover staffing costs associated with drop-in skating opportunities. Rates are then frozen over the following two years.
2. Skate Rentals - \$1.00 increase proposed, to \$5.
3. Ice Rentals
 - i. Youth hourly rate found to be competitive with other facilities. 2% annual increases proposed over the three years.
 - ii. Junior 'B' Hockey – in line with Youth Rate
 1. The Bruins are under new, private ownership
 2. Extra staff member brought in for Bruin games
 3. Last year made the move to afterschool practice time, and away from slower hours during the day
 4. Hard to compare with other facilities due to the many different ways of structuring Jr. Hockey rental rates along with the rest of their business.
 - iii. Recreation and Private Rental –No organization was being charged the private rental rate so we are proposing it be eliminated and replaced with the one "Adult" rate.
 - iv. School District - \$1 increase in skate rental to \$3. Still less than regular rates.
 - v. Meeting Room Rentals – rate increased to account for staff costs associated with setting up, tearing down, and clean up of the room.

Aquatic Centre Highlights:

The Grand Forks Aquatic Centre was found to have the highest admission rates for adults and seniors amongst aquatic centres surveyed.

	Grand Forks	Ranking	Average	Average Age
Adult Admission	\$7.25	1	\$5.90	
Senior	\$5.75	T-1 (Penticton)	\$4.69	61 yrs
Super Senior (80+)	FREE	T-10	\$3.13	78 yrs
Youth / Student	\$4.75	8	\$4.60	13.5 yrs
Child	\$3.75	T-6 (C'gar)	\$3.51	5.5 yrs
Tots	FREE	T-10	\$1.43	Under 5.5

- a. With that in mind, admission rates are proposed to stay steady for adults and seniors over the next 3 years

- b. Child and youth rates are increasing \$0.25 each in year 1, before being frozen for the next two years.
- c. Special Needs rates have been eliminated with former users referred to the Leisure Access and Inclusion Program.
- d. 10 Session punch passes are proposed at a discount of 10% off regular admission prices.
- e. 25 Session punch passes are proposed at a discount of 20% off regular admission prices.
- f. 50 Session punch passes are to be eliminated to discourage people from stockpiling passes. Passes like this don't expire and must be accounted for indefinitely, which can turn into an administrative issue.
- g. Monthly passes are priced to be equivalent to 10 regular admissions.
- h. 3 Month passes are priced to be equivalent to 24 regular admissions.
- i. SWIM LESSONS – rate of instruction per hour was compared with other facilities, and other internal lesson prices, while factoring in the number of students needed in the class to break even.
 - i. Pre-school – increase of about 35% in year 1, with \$2 increases in each of the following two years. Overall rate was found to be very low compared to other facilities, and instruction rate per hour was also very low. Instruction time has increased 33% to make for a more gentle learning curve, and a more robust program. By year 3, only 5 students will be needed to break even, vs 10 in years past years.
 - ii. Swim Kids 1 – 5 – priced slightly higher than pre-school lessons to allow for extra pool space required for classes, and a 4 student count to break even, which should allow more levels to run consistently.
 - iii. Swim Kids 6 – 10 – lessons are longer in duration than SK 1-5. Instruction rate per hour is in line with pre-school lessons, and lower than SK 1-5.
 - iv. Private Lessons – Grand Forks has the most expensive private lesson rate of the pools surveyed by far. The option remains popular, so rate is proposed to stay steady.
 - v. Leadership Course – Prices have been set based on our survey of other pools.
- j. POOL RENTALS
 - i. Private Rental per hour – proposed 2% annual increases.
 - ii. Birthday Party – rate increase of almost 50%. New rate based on 1 free adult admission, 9 child admissions at 25% off, 2 hrs of lifeguard leader, .5 hr administration time, .5 hr clean up time, and \$20 in party favors.
 - iii. New Basic Birthday Party available with no lifeguard leader
- k. SCHOOL RATES

Local schools are being offered a preferred 'cost recovery rate' yet to be negotiated with SD51, based on the previous community use agreement.

- i. Local Instructor rate decreases slightly to reflect LG3 wage + administration time for lesson prep.
 - ii. Local Lifeguard rate for non-teaching on deck guard
 - iii. High school swim team rate would be based on lifeguard rates.
 - iv. Rates for out of town schools reflect a 25% administration fee above the local rate.
- I. PIRANHAS SWIM CLUB
- i. Historic rate maintained, plus 2% annual increase
 - ii. Extra lifeguard at LG3 cost
 - iii. Swim meet rate to be determined based on hours of use of the pool and staffing requirements, including lifeguards, maintenance, and administration.

Programming:

Programming across Grand Forks Recreation is currently all drop-in. There were no preregistered or prepaid courses in non-Covid times. During Covid, every individual class has been treated as its own program, not requiring patrons to commit to multiple classes.

The drop-in model is very convenient for the user, but it places all the financial burden on the department. Staff wages are paid at the same rate whether 3 people show up or 12, or 30. For our very popular advanced aquafit program, this is a safe bet for us. For other programs, like our circuit classes, it is a much bigger gamble.

The alternative to drop-in classes is the registration model, like our swim lessons. In the registration model a class is advertised and patrons are asked to register in advance. If registrations do not hit a predetermined threshold by a certain date, the class and the staff member teaching it are cancelled. Thresholds are typically set to ensure profitability, or an acceptable level of subsidization.

The rates currently charged for programs are currently very low when compared with the private sector. Drop in rates at the pool are 63% of the Body Edge rates for access their gym equipment, and only 40% of the Humble Fitness classes.

a. Fitness Fees

Administration is proposing a move to registration based fitness programming outside of the Aquatic Centre. The gym located in the aquatic centre would be primarily used for drop-in, individual workouts. Instructor lead courses will be held in the fitness annex and viewing room at the arena with a price structure separate from the aquatic centre.

- i. 8 Session Fitness Class – pre-registration required, approximate 10 person cost recovery. 3 year increase in fees brings an 8 session fitness class in line with the rates charged for Swim Kids levels 5-10, at \$73.50 per course.
- ii. 6 person minimum pre-registered participants for class to go forward.
- iii. Fitness Punch Pass priced 10% higher than registering for the full 8 session class
- iv. Drop-In rates for fitness programs 20% higher than registering for the full 8 session class
- v. Aquafit would continue to be available with admission to the pool, as would access to the gym there for individual workouts.
- vi. Gisela's Therapy sessions rate increase of \$1 per year for each of the next 3 years, bringing it to \$5 per class.
- vii. Monthly passes will not be available for fitness classes due to the inconsistent scheduling and offering of these classes.

School Division User Agreement:

The joint use agreement between the RDKB and SD 51 has expired. Our records have the agreement last signed officially in 2016, expiring in October of 2017. The spirit of the agreement has carried on throughout the subsequent years. However, there is appetite from both sides to reformalize the agreement.

The agreement allows each organization to make use of community facilities when they are typically slow. For RDKB, that means evening access to athletic fields and school gymnasiums after school hours. For SD51, they are able to access RDKB facilities during the school day, when other community programming is not running. Use of the facilities is provided free of charge to the other organization excluding any costs associated with special equipment needs, instruction or supervision incurred as a result of the other organizations use.

The last negotiated School District fees were:

Custodial Charges – Friday - 4 hour minimum @ \$26.30 per hour
Custodial Charges – Weekends – 4 hour minimum @ \$39.45per hour,
and \$52.59 per hour past 4 hours.

Proposed fees for RDKB to negotiate included in the spreadsheet for your reference, along with explanations for how numbers those numbers were established within the "spirit of the agreement".

Alternatives:

- 4. That** the Boundary Services Committee approve the 2021 – 2024 Grand Forks Recreation Fees and Charges as presented.

- 5. That** the Boundary Services Committee Commission do not approve the 2021-2024 Grand Forks Recreation Fees and Charges as presented and provide direction to staff to be brought back to a future Boundary Services Committee meeting for review.

Recommendation:

That the Regional District of Kootenay Boundary Board of Directors approve the 2021 – 2024 Grand Forks Recreation Fees and Charges as presented to the Boundary Services Committee on June 2, 2021.

FEES & CHARGES - GRAND FORKS ARENA - Proposed Rate Increase for 2019
January 1 to December 31, 2019

	GST	Total	2% Increase	Amount	GST	TOTAL	Rounded							
ADMISSIONS														
Public Skating - Adult	5.24	0.26	5.50	0.1	5.34	0.26	5.60	5.75	\$ 6.00	\$ 5.71	\$ 0.29	\$ 7.25	\$ 6.90	\$ 0.35
Public Skating - Youth	3.81	0.19	4.00	0.08	3.89	0.19	4.08	4.00	\$ 4.00	\$ 3.81	\$ 0.19	\$ 5.00	\$ 4.76	\$ 0.24
Public Skating - Child	2.86	0.14	3.00	0.06	2.92	0.15	3.06	3.00	\$ 3.00	\$ 2.86	\$ 0.14	\$ 4.00	\$ 3.81	\$ 0.19
Public Skating - Senior	4.29	0.21	4.50	0.09	4.38	0.22	4.59	4.75	\$ 5.25	\$ 5.00	\$ 0.25	\$ 5.75	\$ 5.48	\$ 0.27
Public Skating - Family (max 5)	8.57	0.43	9.00	0.17	8.74	0.44	9.18	9.25	\$ 9.25	\$ 8.81	\$ 0.44	\$ 16.00	\$ 15.24	\$ 0.76
Parent & Tot Skate (Tots Free)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Casual Hockey	6.19	0.31	6.50	0.12	6.31	0.32	6.63	6.75	\$ 7.00	\$ 6.67	\$ 0.33	\$ 7.50	\$ 7.14	\$ 0.36
Senior's Hockey	6.43	0.32	6.75	0.13	6.56	0.33	6.89	7.00	\$ 7.25	\$ 6.90	\$ 0.35	\$ 7.50	\$ 7.14	\$ 0.36
EQUIPMENT RENTALS														
Skate Rental	3.81	0.19	4.00	0.08	3.89	0.19	4.08	4.00	\$ 4.00	\$ 3.81	\$ 0.19	\$ 5.00	\$ 4.76	\$ 0.24
Helmet Rental									FREE			FREE		
FREE, in an effort to encourage them to be worn!														
Skate Sharpening	6.67	0.33	7.00	0.13	6.80	0.34	7.14	7.25	\$ 7.50	\$ 7.14	\$ 0.36	\$ 7.50	\$ 7.14	\$ 0.36
ICE RENTALS														
Youth Rate: Minor Hockey/Figure Skate/Youth Parties														
Hourly Rate	81.43	4.07	85.50	1.63	83.06	4.15	87.21	87.00	\$ 89.00	\$ 84.76	\$ 4.24	\$ 91.00	\$ 86.67	\$ 4.33
Junior "B" Hockey														
Hourly Rate	81.43	4.07	85.50	1.63	83.06	4.15	87.21	87.00	\$ 89.00	\$ 84.76	\$ 4.24	\$ 91.00	\$ 86.67	\$ 4.33
Recreation Hockey														
Hourly Rate	154.29	7.71	162.00	3.09	157.38	7.87	165.24	165.25	\$ 168.50	\$ 160.48	\$ 8.02	\$ 172.00	\$ 163.81	\$ 8.19
Private Rental														
Hourly Rate	210.95	10.55	221.50	4.22	215.17	10.76	225.93	226.00	\$ 168.50	\$ 160.51	\$ 8.03	\$ 172.00	\$ 163.81	\$ 8.19
Over time Rental Charge	79.05	3.95	83.00	1.58	80.63	4.03	84.66	85.00	\$ 86.70	\$ 82.57	\$ 4.13	\$ 89.50	\$ 86.90	\$ 4.35
Staff Overtime Rate (RFA3 x 2, plus benefits, plus 15% admin fee)									\$ 101.95	\$ 99.00	\$ 4.95	\$ 106.05	\$ 101.00	\$ 5.05
Party Package									\$ 185.00	\$ 176.19	\$ 8.81	\$ 189.00	\$ 180.00	\$ 9.00
(lights, music, 2 hr viewing room, 1 hr ice)														
SCHOOL DISTRICT #51														
Skate Rental									\$ 2.00	\$ 1.90	\$ 0.10	\$ 3.00	\$ 2.86	\$ 0.14
MEETING ROOM RENTALS (minimum 2 hour rental)														
Per Hour Rate	42.86	2.14	45.00	0.86	43.72	2.19	45.90	46	\$ 46.00	\$ 43.81	\$ 2.19	\$ 58.00	\$ 55.24	\$ 2.76
(based off 2 hour minimum that covers RFA 3 wage for 3 hours to allow for set-up, tear down, and cleaning)														
Local Non-profit per Hour*	19.05	0.95	20.00	0.38	19.43	0.97	20.40	20.5	\$ 21.00	\$ 20.00	\$ 1.00	\$ 29.00	\$ 27.62	\$ 1.38
*available during hockey season only when building is already staffed, half per hour rate														
ARENA FLOOR RENTALS														
Daily (Max. 12 Hours)														
Commercial or Non-resident	1162.86	58.14	1221.00	23.26	1186.12	59.31	1245.42	1245.5	\$ 1,270.50	\$ 1,210.00	\$ 60.50	\$ 1,340.00	\$ 1,085.71	\$ 57.54
(New hourly rate based on RFA3 x 2, plus 20% Facility Fee)														
Local Non-profit (67% of Commercial Rate)	783.81	39.19	823.00	15.68	799.49	39.97	839.46	839.5	\$ 856.25	\$ 815.48	\$ 40.77	\$ 765.00	\$ 728.57	\$ 36.43
Non-Profit Hourly Rental (minimum 2 hrs)														
ARENA FLOOR - Graduation Rates														
Open/Close (2 hour for staff on either side of Grad)	66.67	3.33	70.00	1.33	68.00	3.40	71.40	71.5	\$ 45.00	\$ 42.86	\$ 2.14	\$ 45.25	\$ 43.08	\$ 2.15
School Graduation Ceremony per Hour	66.67	3.33	70.00	1.33	68.00	3.40	71.40	71.5	\$ 45.00	\$ 42.86	\$ 2.14	\$ 45.25	\$ 43.10	\$ 2.15
Grad Preparations per Hour									\$ 45.00	\$ 42.86	\$ 2.14	\$ 45.25	\$ 43.10	\$ 2.15
Arena Preparations and Restore per Hour (2 RFA's)									\$ 81.50	\$ 77.62	\$ 3.88	\$ 86.00	\$ 81.90	\$ 4.10
(Charge for removal of glass, arena boards, clean floor, hang backdrop, before and after Grad. Estimated at a total of 18 man hours @ Arena Prep & Restore / hr)														
CONCESSION CONTRACT														
Annual Fee	3023.81	151.19	3175.00	60.48	3084.29	154.21	3238.50	3238.5	\$ 3,303.25	\$ 3,145.95	\$ 157.30	\$ 3,369.32	\$ 3,208.87	\$ 160.44
MAINTENANCE TO AD BOARD														
Material Fee for Repairs														
Reper Mount Labour Charge	76.19	3.81	80.00	1.52	77.71	3.89	81.60	81.5	\$ 81.50	\$ 77.62	\$ 3.88	\$ 86.00	\$ 81.90	\$ 4.10
(Based on rate of pay for RFA 1 + RFA2)														

RFA 2 \$38.80 plus GST

RFA 3 \$ 43.08 plus GST



Fees & Charges - Grand Forks & District Aquatic Centre - 2019												
January 1 to December 31, 2019												
PUBLIC SWIMMING ADMISSIONS												
2018 Fees and Charges		2018 GST	Actual	Total	2018 Increase	Amount	2018 GST	2018 Rounded	2018 Rate	2018 Actual	2018 GST	2018 Total
Adult (19 - 54)	6.43	0.32	6.75	0.13	6.56	0.33	7.00	7.00	\$ 7.25	\$ 6.90	\$ 0.35	\$ 7.25
Senior (55+)	5	0.25	5.25	0.10	5.10	0.26	5.50	5.50	\$ 5.75	\$ 5.48	\$ 0.27	\$ 5.75
Youth (13 to 18)	4.29	0.21	4.50	0.09	4.38	0.22	4.50	4.50	\$ 4.75	\$ 4.52	\$ 0.23	\$ 4.75
Child (12 & under)	3.33	0.17	3.50	0.07	3.40	0.17	3.50	3.50	\$ 3.75	\$ 3.57	\$ 0.18	\$ 3.75
Family (Max 5)	14.29	0.71	15.00	0.29	14.58	0.73	15.50	15.50	\$ 15.75	\$ 15.00	\$ 0.75	\$ 15.75
2 adult + 1.50, 1 adult + 2 Child-0.75			18.50	2.78	15.73	0.79						
SN Adult	5	0.25	5.25	0.10	5.10	0.26	5.60	5.60	\$ 5.75	\$ 5.48	\$ 0.27	\$ 5.75
SN Senior	3.81	0.19	4.00	0.08	3.89	0.19	4.40	4.40	\$ 4.50	\$ 4.29	\$ 0.21	\$ 4.50
SN Youth	3.33	0.17	3.50	0.07	3.40	0.17	3.50	3.50	\$ 3.75	\$ 3.57	\$ 0.18	\$ 3.75
SN Child	2.62	0.13	2.75	0.05	2.67	0.13	2.75	2.75	\$ 3.25	\$ 3.10	\$ 0.15	\$ 3.25
2 & Under	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -
Shower	4.52	0.23	4.75	0.09	4.61	0.23	4.75	4.75	\$ 5.00	\$ 4.76	\$ 0.24	\$ 5.00
PASSES												
10 Session												
Adult	57.14	2.86	60.00	1.14	58.28	2.91	61.2	61.2	\$ 62.50	\$ 59.52	\$ 2.98	\$ 62.50
Senior	43.33	2.17	45.50	0.87	44.20	2.21	46.4	46.4	\$ 47.50	\$ 45.24	\$ 2.26	\$ 47.50
Youth	38.1	1.90	40.00	0.76	38.86	1.94	40.8	40.8	\$ 42.00	\$ 40.00	\$ 2.00	\$ 42.00
Child	28.57	1.43	30.00	0.57	29.14	1.46	30.6	30.6	\$ 32.50	\$ 30.95	\$ 1.55	\$ 32.50
Family (Max 5)	305	5.25	110.25	2.10	107.10	5.36	112.45	112.45	\$ 114.75	\$ 109.29	\$ 5.46	\$ 114.75
25 Session												
Adult	138.1	6.90	145.00	2.76	140.86	7.04	147.9	147.9	\$ 151.00	\$ 143.81	\$ 7.19	\$ 151.00
Senior	104.8	5.24	110.00	2.10	106.86	5.34	112.2	112.2	\$ 114.25	\$ 108.81	\$ 5.44	\$ 114.25
Youth	92.62	4.63	97.25	1.85	94.47	4.72	99.2	99.2	\$ 102.00	\$ 97.14	\$ 4.86	\$ 102.00
Child	70	3.50	73.50	1.40	71.40	3.57	74.95	74.95	\$ 76.50	\$ 73.86	\$ 3.64	\$ 76.50
50 Session												
Adult	263.8	13.19	277.00	5.28	269.09	13.45	282.55	282.55	\$ 288.15	\$ 274.43	\$ 13.72	\$ 288.15
Senior	200	10.00	210.00	4.00	204.00	10.20	214.2	214.2	\$ 218.30	\$ 207.90	\$ 10.40	\$ 218.30
Youth	176.9	8.85	185.75	3.54	180.44	9.02	189.45	189.45	\$ 193.25	\$ 184.00	\$ 9.25	\$ 193.25
Child	125.7	6.29	132.00	2.51	128.22	6.41	134.65	134.65	\$ 137.35	\$ 130.81	\$ 6.54	\$ 137.35
Monthly Passes												
Adult	66.67	3.33	70.00	1.33	68.00	3.40	71.40	71.40	\$ 73.45	\$ 69.95	\$ 3.50	\$ 73.45
Senior	51.43	2.57	54.00	1.03	52.46	2.62	55.10	55.10	\$ 56.50	\$ 53.81	\$ 2.69	\$ 56.50
Youth	46.67	2.33	49.00	0.93	47.60	2.38	50.00	50.00	\$ 51.00	\$ 48.57	\$ 2.43	\$ 51.00
Child	33.33	1.67	35.00	0.67	34.00	1.70	35.70	35.70	\$ 37.25	\$ 35.48	\$ 1.77	\$ 37.25
3 Month Passes												
Adult	157.1	7.86	165.00	3.14	160.28	8.01	168.30	168.30	\$ 169.30	\$ 160.29	\$ 8.01	\$ 169.30
Senior	121.9	6.10	128.00	2.44	124.34	6.22	130.55	130.55	\$ 133.25	\$ 126.90	\$ 6.35	\$ 133.25
Youth	111.4	5.57	117.00	2.23	113.66	5.68	119.35	119.35	\$ 121.75	\$ 115.95	\$ 5.80	\$ 121.75
Child	80	4.00	84.00	1.60	81.60	4.08	85.70	85.70	\$ 87.50	\$ 83.31	\$ 4.17	\$ 87.50
SWIM LESSONS												
Preschool and School Age Lessons												
Pre-School Lessons		0.00	32.75	0.66	33.41		33.00	33.00	\$ 33.50	\$ 31.90	\$ 1.60	\$ 33.50
7 x 3/4 Hr. Classes		0.00	57.75	1.16	58.91		58.00	58.00	\$ 59.00	\$ 56.19	\$ 2.81	\$ 59.00
7 x 1 Hr. Classes		0.00	71.75	1.44	73.19		73.00	73.00	\$ 73.25	\$ 69.76	\$ 3.49	\$ 73.25
Adult Lessons												
4 X 1 Hr. Classes	48.33	2.42	50.75	1.01	51.76		51.00	51.00	\$ 51.75	\$ 49.29	\$ 2.46	\$ 51.75
Private Lessons		4.00	42.00	0.84	42.84		43.00	43.00	\$ 44.00	\$ 41.90	\$ 2.10	\$ 44.00
30 minute lesson + 1 hr wages										41.9	2.1	
Top Charge averaged pools surveyed	738	0.37	7.75	0.15	7.90		8.00	8.00	\$ 8.25	\$ 7.86	\$ 0.39	\$ 8.25
Up to 2 additional participants												
LEADERSHIP COURSES												
BRONZE STAR / JR. LIFEGUARD												
10 hour program									\$ 114.00	\$ 108.57	\$ 5.43	\$ 114.00
Bronze Medalion (includes Manual)									\$ 205.00	\$ 195.24	\$ 9.76	\$ 205.00
Bronze Cross									\$ 180.00	\$ 171.43	\$ 8.57	\$ 180.00
National Lifeguard									\$ 445.00	\$ 423.81	\$ 21.19	\$ 445.00
Water Safety Instructor (N. Recert)									\$ 425.00	\$ 404.76	\$ 20.24	\$ 425.00
Includes manual, whistle, and kit of instruction (8 hours below average)									\$ 120.00	\$ 114.29	\$ 5.71	\$ 120.00
WSS Recert									\$ 105.00	\$ 100.00	\$ 5.00	\$ 105.00
POOL RENTALS												
Private Rental per hour	241	12.05	253.00	4.82	257.82	12.89	270.00	270.00	\$ 270.00	\$ 257.14	\$ 12.86	\$ 270.00
(Minimum 2 hour rental)												
Price based on usage for 2 lifeguards, 1 pool maint, 1 leader, 1 hr admin, plus 25%												
Open/Close Charge	60.95	3.05	64.00	1.22	65.22	3.26	68.00	68.00	\$ 68.50	\$ 65.24	\$ 3.26	\$ 68.50
(If opened special for the rental. Would apply to open the pool and to close the pool)												
Extra Guard Charge	60.95	3.05	64.00	1.22	65.22	3.26	68.00	68.00	\$ 68.50	\$ 65.24	\$ 3.26	\$ 68.50
(Over cost to wage 25%, for 10 3 is \$20.00/hr. Rate is double the cost of a lifeguard to allow for set-up time, clean up time, and associated administration)												
Birthday Party (Max 100)	71.43	3.57	75.00	1.43	76.43	3.82	80.00	80.00	\$ 80.25	\$ 76.43	\$ 3.82	\$ 80.25
(Includes 1 leader, and up to 10 admissions, 500 party favors)												
Birthday Party Extra Leader	38.1	1.90	40.00	0.76	40.76	2.04	42.80	42.80	\$ 42.80	\$ 40.76	\$ 2.04	\$ 42.80
Birthday Party 840C (John 10)												
(1hr leader, up to 10 admissions)									\$ 86.75	\$ 82.62	\$ 4.13	\$ 86.75
SCHOOL DISTRICT #51												
GRAND FORKS SCHOOLS under Community Usage Agreement												
Instructor / Hr	55.71	2.79	58.50	1.11	59.61	2.98	59.00	59.00	\$ 61.00	\$ 58.10	\$ 2.90	\$ 61.00
(Minimum 2 hour call out)												
Lifeguard / Hr									\$ 37.80	\$ 36.00	\$ 1.80	\$ 37.80
(Minimum 2 hour call out)												
Pool Prep Time (15 minutes/guard and instructor at the lifeguard hourly rate)	66.67	3.33	70.00	1.33	71.34	3.57	72.00	72.00	\$ 73.00	\$ 69.52	\$ 3.48	\$ 73.00
High School Swim Team (See above rates for school usage)												
OTHER SCHOOL DIVISION 61 SCHOOLS not covered under Community Usage Agreement												
Instructor / Hr	90.48	4.52	95.00	1.81	96.81	4.84	97.00	97.00	\$ 99.00	\$ 94.29	\$ 4.71	\$ 99.00
Lifeguard / Hr									\$ 69.56	\$ 66.25	\$ 3.31	\$ 69.56
Pool Prep Time (15 minutes/guard and instructor at the lifeguard hourly rate)									\$ 47.25	\$ 45.00	\$ 2.25	\$ 47.25
PENNANS SWIM CLUB												
Swim Club Hourly	55.71	2.79	58.50	1.11	59.61	2.98	59.00	59.00	\$ 61.00	\$ 58.10	\$ 2.90	\$ 61.00
Lane Charge (Public Time)	26.67	1.33	28.00	0.53	28.54	1.43	28.50	28.50	\$ 29.00	\$ 27.62	\$ 1.38	\$ 29.00
(Based on LGS cost to guard)												
Extra Lifeguard									\$ 37.80	\$ 36.00	\$ 1.80	\$ 37.80
NOTE: Swim Teams will be charged for two guards at the set rate if they fail to provide backup												
Swim Meet 2019	1035	51.76	1087.00	20.70	1107.71	55.39	1108.00	1108.00	\$ 1,130.50	\$ 1,076.67	\$ 53.83	\$ 1,130.50
Hourly rates of lifeguards + hourly rate of maintenance + administration												
ADVERTISING												
Initial Year 2' x 6'	481.9	24.10	506.00	9.64	515.63	25.78	515.00	515.00	\$ 526.50	\$ 501.43	\$ 25.07	\$ 526.50
Renewal Annually	296.6	14.83	313.50	5.97	319.47	15.97	319.00	319.00	\$ 326.15	\$ 310.82	\$ 15.33	\$ 326.15
STAFF COSTS												
Flat												
STAFF COSTS		\$ 27.14	\$ 536									
STAFF COSTS		\$ 23.82	\$ 531									

4 hours lesson
1 hour admin (25%)
5 min set up time
5 min take down time

In-House Fitness Costs

Staff Wage	\$35.28 per hour
Class Length	1 hour
Set Up / Clean	0.5 hour
<hr/>	
	\$52.92 Total Wages per 1 hour class

Fitness Class Cost			<u>Additional Expenses</u>
\$	52.92	Instructor Wage	Administration (program creation, staff scheduling)
\$	30.00	Facility Rental (our facility)	Cashier Wage
\$	82.92	Cost Per Class	Advertising

\$ 7.25 Current Adult Admission
11.5 Participants needed to recoup costs

8 Class Set	\$	663.36	\$	402.86
			\$	423.36

Fitness Fees

Grand Forks Fitness Classes	Rate	Current			2021/22			2022/23			2023/24		
		Actual	GST		Rate	Actual	GST	Rate	Actual	GST	Rate	Actual	GST
Drop-In Fitness classes	\$ 7.25	\$ 6.90	\$ 0.35		\$ 10.50	\$ 10.00	\$ 0.50	\$ 10.75	\$ 10.24	\$ 0.51	\$ 11.00	\$ 10.48	\$ 0.52
8 Session Fitness Class					\$ 70.50	\$ 67.14	\$ 3.36	\$ 72.00	\$ 68.57	\$ 3.43	\$ 73.50	\$ 70.00	\$ 3.50
Fitness Class Punch Pass					\$ 77.50	\$ 73.81	\$ 3.69	\$ 79.25	\$ 75.48	\$ 3.77	\$ 81.00	\$ 77.14	\$ 3.86
AquaFit	\$ 7.25	\$ 6.90	\$ 0.35		\$ 7.25	\$ 6.90	\$ 0.35	\$ 7.25	\$ 6.90	\$ 0.35	\$ 7.25	\$ 6.90	\$ 0.35
Yoga	\$ 7.25	\$ 6.90	\$ 0.35		\$ 7.25	\$ 6.90	\$ 0.35	\$ 7.25	\$ 6.90	\$ 0.35	\$ 7.25	\$ 6.90	\$ 0.35
Aquatic Centre Punch Pass	\$ 6.25	\$ 5.95	\$ 0.30		\$ 65.25	\$ 62.14	\$ 3.11	\$ 65.25	\$ 62.14	\$ 3.11	\$ 65.25	\$ 62.14	\$ 3.11
Gisela / Therapy*	\$ 2.00	\$ 1.90	\$ 0.10		\$ 3.00	\$ 2.86	\$ 0.14	\$ 4.00	\$ 3.81	\$ 0.19	\$ 5.00	\$ 4.76	\$ 0.24
1 month	\$ 73.45	\$ 69.95	\$ 3.50										
3 month	\$ 168.30	\$ 160.29	\$ 8.01										

*Gisela's Therapy classes are subsidized under a grant program through Interior Health.

Fitness Fee Comparables

CITY OF KELOWNA				BODY EDGE (gym)				HUMBLE FITNESS (classes)				Red Brick Yoga			
8 Session Yoga Class				\$	90.00										
					Drop In	\$	11.43	Drop In	\$	18.00		Drop In	\$	15.00	
					Punch Pass	\$	10.00	Punch	\$	14.00		Punch	\$	13.00	
												30 Punch	\$	11.00	
					1 month	\$	65.00								
					3 month	\$	180.00								
					1 year	\$	525.00								

June 1, 2021

Chair Langman and Board of Directors
Regional District of Kootenay Boundary
202—843 Rossland Avenue
Trail, BC V1R 4S8

Dear Chair Langman and Directors:

Re: Sponsorship request—2021 LGMA Chapter Conference in Nelson

The Rocky Mountain/West Kootenay Boundary Local Government Management Association is seeking sponsors for its 2021 Conference, to be held in Nelson from October 5—6th. This event is an important opportunity for local government staff from around the region to network, brainstorm, share ideas and resources, keep abreast of current trends in local government, and develop professionally so that we may best serve our local governments and citizens.

This year's program includes the following topics:

- Grant opportunities
- Indigenous panel
- Change management
- The post-COVID world (how to re-start and adapt, mental health)
- Personality assessments for self development and team building

We will also hear from leaders in local government law, the Municipal Insurance Association, and the Local Government Management Association.

Should the Regional District of Kootenay Boundary sponsor the event, we would display your logo on event materials.

Should you have any questions, please do not hesitate to contact the undersigned at corporate@rdkb.com or 250.368.9148 or Chapter President Sarah Winton at swinton@nelson.ca or 250.352.8120.

Thank you for your consideration and your support of local government staff. We look forward to hearing from you.

Sincerely,



Anitra Winje
Corporate Officer
Regional District of Kootenay Boundary

Attachment (1) – Sponsorship Form

cc: Sarah Winton, WKB LGMA President

Main

202 – 843 Rossland Avenue
Trail, BC V1R 4S8
T: 250.368.9148
T/F: 1.800.355.7352
F: 250.368.3990

Grand Forks

2140 Central Avenue
Grand Forks, BC V0H 1H0
T: 250.442.2708
T/F: 1.877.520.7352
F: 250.442.2688

rdkb.com





Staff Report

Date: 01 Jun 2021

File

To: Chair Langman and Board of Directors

From: Anitra Winje, Manager of Corporate Administration/Corporate Officer

Re: Sponsorship Request from Rocky Mountain/West Kootenay Boundary Local Government Management Association

Issue Introduction

The staff reported dated June 1, 2021 from A. Winje, Manager of Corporate Administration/Corporate Officer, requesting the Board sponsor the 2021 Joint Chapter Conference of the Rocky Mountain/West Kootenay Boundary Local Government Management Association, is presented.

History/Background Factors

Chapters of the Local Government Management Association meet annually to network, collaborate and support one another. This is a valuable event for professional development and regional relationship building.

The LGMA's mission is: "LGMA is dedicated to supporting excellence in local government by providing high quality, practical training and resources; encouraging the development of professional networking and connections; and facilitating the exchange of ideas and best practices among members." The LGMA has been supporting local governments since 1919.

Advancement of Strategic Planning Goals



Exceptional Cost Effective and Efficient Services



Respond to Demographic / Economic / Social Change



Improve and Enhance Communication

By networking and collaborating with local government professionals across the region, RDKB staff have the opportunity to learn and share best practices, strategies and resources that can result in cost efficiencies and improved services. This event supports collaboration and professional development of local government managers, which can benefit their organizations and ultimately, citizens. The program for this year's event will focus on grant opportunities, change management, navigating the post-COVID world (adapting, mental health), collaborating with Indigenous peoples, and using personality assessments to foster self-understanding and team building. Lawyers with expertise in local government, as well as representatives from LGMA and the Municipal Insurance Association will provide updates on current trends in local government.

Background Information Provided

The RDKB does not have a policy regarding sponsorships.

In 2019, the RDKB allocated \$2,000 from General Government Services (001) to sponsor the AKBLG convention, an annual event of similar size.

An LGMA Chapter meeting was not held in 2020 due to COVID-19; therefore, the RDKB did not allocate any monies for sponsorship.

Alternatives

1. That the Board sponsor the 2021 Joint Chapter Conference of the Rocky Mountain/West Kootenay Boundary Local Government Management Association.
2. That the Board not sponsor the 2021 Joint Chapter Conference of the Rocky Mountain/West Kootenay Boundary Local Government Management Association.

Recommendation

That the Board allocate the following funds from the General Government Service (001) to sponsor the 2021 Joint Chapter Conference of the Rocky Mountain/West Kootenay Boundary Local Government Management Association, to be held in Nelson from October 5—6th:

- | | |
|--------------|---------|
| 1. Breakfast | \$1,000 |
|--------------|---------|

Or

- | | |
|----------|---------|
| 2. Lunch | \$1,250 |
|----------|---------|

Or

3. Evening reception \$1,500

Or

4. Banquet activities \$2,000



**ROCKY MOUNTAIN/WEST KOOTENAY BOUNDARY LOCAL GOVERNMENT
MANAGEMENT ASSOCIATION**

2021 JOINT CHAPTER CONFERENCE ~OCTOBER 5-6, 2021

The Prestige Lakeside Resort – Nelson BC

SPONSORSHIP & TRADE SHOW CONFIRMATION

- ☐ Yes! Our Organization is pleased to be a sponsor of the 2021 Joint Fall Conference
☐ Thank you for your invitation but we are unable to be a sponsor this year.

ORGANIZATION INFORMATION

Organization name:					
Sponsorship Opportunity:					
Keynote Speaker (\$5,000) <small>Multiple sponsors encouraged</small>	Banquet Activities (\$2,000)	Evening Reception (\$1,500)	Lunch (\$1,250)	Breakfast (\$1,000)	Other
Contact Name:					
Contact Email:					
Contact Phone:					
Mailing Address:					
Logo Recognition: Please send a high-quality version of organization logo to swinton@nelson.ca					

PAYMENT

Sponsorship Total	
Will you require a space for a display table/exhibit?	Yes No
Total Payable	

- ☐ **Payment Enclosed** ☐ **Payment to Follow**

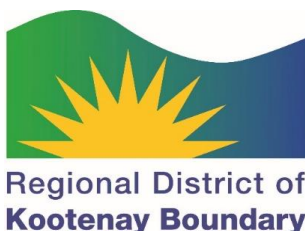
Please make cheques payable to **West Kootenay Boundary Chapter of LGMA Standing Committee** and mail to 710A-880 Douglas Street, Victoria, B.C. V8W 2B7

Please return form via email to swinton@nelson.ca

Inquiries about sponsorship can be directed to:

Sarah Winton, WKBLGMA Chapter President at swinton@nelson.ca or 2.250.352.8120

2021 JOINT LGMA CHAPTER CONFERENCE – NELSON, BC



STAFF REPORT

Date: May 5, 2021
To: Chair Langman and the Board of Directors
From: Barb Ihlen, General Manager of Finance/CFO
Re: COVID-19 Safe Restart Grant Allocation
 Recommendations

File

Issue Introduction

A staff report from Barb Ihlen, General Manager of Finance/CFO, regarding the priority areas and recommendations for the use of the COVID-19 Safe Restart Grant provided by the BC Government. This report focuses on the proposed use of the funds to improve the access to and security of RDKB digital information, and therefore, improving the delivery of services to the communities and people served by the RDKB.

History/Background Factors

On November 2, 2020, the Regional District of Kootenay Boundary (RDKB) received a letter from the BC Government regarding the COVID-19 Safe Restart Grant to help address challenges as it relates to the COVID-19 pandemic. The Province of BC announced nearly \$2 billion in joint federal/provincial spending, including \$540 million for local governments. The allocation is described in the letter and the RDKB's allocation is \$489,000. An additional amount of \$173,000 was provided to the RDKB on March 22, 2021 bringing the grant total **\$662,000**. The grant can be used for the following purposes:

- Addressing revenues shortfalls;
- Facility reopening and operating costs;
- Emergency planning and response costs;
- Bylaw enforcement and protective services like fire protection and policy;
- Computer and other electronic technology costs (to improve interconnectivity and virtual communications);
- Services for vulnerable persons; and
- Other related costs.

The grant allocation letter describes the reporting requirements and states that the Board of Directors must fully allocate the grant to the appropriate services before December 31, 2021, but the spending can happen in future years. The annual reporting continues until

the funds are fully drawn down. Appendix A summarizes what projects have been approved by the Board to date.

Information Technology Improvements (\$175,000)

It is proposed that a portion of the COVID Safe Restart Grant be allocated toward the establishment of a Virtual Desktop Infrastructure (VDI) service to replace the RDKB's current Virtual Private Network (VPN), which has proven to be ineffective in addressing the organization's remote network access needs over the past year due to the increased demands imposed by the pandemic. Improved remote access to the RDKB network will enhance the effectiveness of all the RDKB's primary services and improve overall service delivery to the communities that the RDKB serves.

A VDI service enables virtual Windows desktops to be accessed by users as if they were working on the local RDKB network. VDI can be thought of as an evolution of Virtual Private Networking (VPN), which is a technology that precedes virtualization and has changed very little in the last 30 years. The critical advantage VDI has over VPN is that all work happens on Windows virtual desktops within the walls of the RDKB and users simply see a view of the virtual desktop from any location with an internet connection or hot spot. VPN, on the other hand, requires the work on a remote device to transmit to the corporate network. With VDI, the work never leaves the boundaries of the corporate network.

There are significant advantages to VDI in allowing for seamless service delivery to RDKB residents from remote locations during a pandemic, at a time when the staff delivering those services are required to be widely distributed out of medical necessity and network information is otherwise difficult to access. There will be additional benefits realized post-pandemic from the establishment of a VDI service. For example during future EOC activations, VDI will allow EOC personnel from various agencies, local governments, and consultants improved and secured access to RDKB network-based information. Also, VDI will provide access to information stored on the RDKB network during community meetings and meetings with other agencies. VDI will also provide opportunities in the future, in combination with the RDKB's document management initiative, to make a library of commonly requested documents readily available to directors on a dedicated network drive.

Ultimately, the key improvement to the communities and people the RDKB serves will be the organization's improved ability to access digital information from any location providing fast and efficient service to the region. For example, Building Inspectors will be able to access the building data base from the field. The new 'CityView' (Building Permit management system) implemented in the spring of 2021 has limited access remotely and without further improved IT infrastructure such as VDI, staff are unable to process permits and files without being directly in the office. This limitation was identified in a recent updated from Building Services in May work plans. It is expected that having improved access to the digital information will improve the process of issuing permits and onsite inspections, creating an improved experience for the property owners.

In addition to implementing VDI technology, a comprehensive security review of all RDKB digital systems will be completed. This will ensure that as the RDKB moves into a virtual desktop environment, the digital information of the RDKB is secure and safe from cyber attacks.

The overall Information Technology Improvements project will be a significant infrastructure legacy for the RDKB and will improve the delivery of services to the communities and people served by the RDKB. The costs can be broken down into two categories. Initial one time capital cost is approximately \$41,000 for hardware. In addition, there will be an annual operating cost of approximately \$50,000. The cost for the comprehensive security review will be approximately \$25,000. Therefore, the proposal for the use of COVID Safe Restart funds is for \$175,000, which will include the comprehensive security review, one time VDI hardware costs, and two years of the annual VDI costs as well as any unexpected minor costs as well as. These costs will be captured in the General Government/Legislative & Administrative Services (001) budget. By using the grant funds, the RDKB will reduce the impact to the tax payers as the organization works towards improving services to the people and communities with the RDKB using a leading edge VDI service.

Implications

If the IT Improvements of \$175,000 is approved, the remaining amount to be allocated will be **\$287,000**. Additional information regarding the remaining funding recommendations will be forthcoming at a future Board meeting.

Advancement of Strategic Plan

- Environmental Stewardship/Climate Preparedness – improving our digital capabilities and reduce our reliance on paper documents
- Exceptional Cost Effective and Efficient Services – services become more effective and efficient with digital information being available from any location
- Respond to Demographic/Economic/Social Change – responding to the expectations of the public in the digital age
- Improve and Enhance Communication – ability to find and communicate information in a more expedient manner

Background Information Provided

- COVID-19 Safe Restart Grant Letters

Alternatives

Page 3 of 5
Staff Report-COVID-19 Safe Restart Grant – IT Allocation Recommendation
Board of Directors, June 9, 2021

1. Approve the recommended allocation of the COVID-19 Safe Restart Grant for IT improvements.
2. Defer and provide direction on the allocation of the COVID-19 Safe Restart Grant.

Recommendation

THAT the Regional District of Kootenay Boundary Board of Directors approve the COVID-19 Safe Restart Grant allocation of \$175,000 for Information Technology Improvements as presented to the RDKB Board on June 9, 2021.

APPENDIX A

At this time, the Board of Directors has approved the following:

➤ **Wage Continuation (\$95,000)**

These funds will be used to offset any costs incurred in 2021 to support the Wage Continuation policy approved in March 2020. Therefore, no service with employee wages will bear the cost of this policy. For the services who incurred a cost in 2020 due to the Wage Continuation policy (approximately \$45,000), they will receive the same amount of money as a credit in their 2021 service budget. For costs related to 2021 (estimated at \$50,000), all costs will be captured in the General Government/Legislative & Administrative Services (001) budget.

➤ **Grand Forks Aquatic Centre (\$45,000)**

The Boundary Services Committee has made a recommendation to the Board of Directors to allocate \$45,000 to the Grand Forks Aquatic Centre service (040) in 2021. Due to the restrictions placed on gatherings of people in recreational facilities, this service has had to limit the amount of people in the facility during their regular operating hours. However, there is a greater community need for the pool that is not being met. Therefore, these funds will support the service's ability to extend operating hours to meet the needs of the community. These costs will be captured in the Grand Forks Aquatic Centre service (040) budget.

➤ **2021 Unknown Operational Needs/Contingency (\$60,000)**

These funds have been set aside for any unknown operational needs for 2021. This can be considered as a contingency with the needs for the funds identified and brought to the Board of Directors for approval and possible amendment to the Five Year Financial Plan. The attached grant allocation letter states that the Board of Directors must fully allocate the grant to the appropriate services before December 31, 2021. Unknown operational needs may include revenue shortfalls, facility reopening and operating costs, emergency planning and response costs, bylaw enforcement and protective services, or other related costs. These funds will be allocated to the General Government/Legislative & Administrative Services (001) budget until allocated.

The remaining amount of funds to be allocated is **\$462,000**.



November 2, 2020

Ref: 257735

Mark Andison
Chief Administrative Officer
Regional District of Kootenay Boundary
202 - 843 Rossland Ave
Trail BC V1R 4S8

Dear Mark Andison:

The provincial government understands the fiscal impacts that COVID-19 has placed on local service providers. To help address these challenges, in September the Province of British Columbia announced nearly \$2 billion in joint federal/provincial spending, including: \$540 million for local governments, \$418 million for community infrastructure, and \$1 billion for transit, TransLink and ferries.

The \$540 million for local governments was further divided into three funding streams. Two streams ("Development Services" for \$15 million and "Strengthening Communities" for \$100 million) will be application-based funding. More information on these funding streams will be forthcoming.

The third stream will provide direct grants to local governments. This funding stream is called the "COVID-19 Safe Restart Grants for Local Governments" and will provide up to \$425 million for local operations impacted by COVID-19. This funding will support local governments as they deal with increased operating costs and lower revenue due to COVID-19. It will also ensure local governments can continue to deliver the services people depend on in their communities. Eligible costs will include:

- addressing revenues shortfalls;
- facility reopening and operating costs;
- emergency planning and response costs;
- bylaw enforcement and protective services like fire protection and police;
- computer and other electronic technology costs (to improve interconnectivity and virtual communications);
- services for vulnerable persons (e.g. persons living with disabilities, mental illness or addictions, persons experiencing homelessness or other vulnerabilities); and
- other related costs.

.../2

**Ministry of Municipal Affairs
and Housing**

Office of the
Deputy Minister

Mailing Address:
PO Box 9490 Stn Prov Govt
Victoria BC V8W 9N7
Phone: 250 387-9108
Fax: 250 387-7973

Location:
6th Floor, 800 Johnson Street
Victoria BC V8W 9N7
<http://www.gov.bc.ca/mah>

Mark Andison

Page 2

As you may recall, during the early months of COVID-19, the provincial government required all municipalities to fully remit requisitions to regional districts by August 1, 2020, despite any shortfalls in municipal tax collection. This was designed to ensure regional district requisitions were kept whole in 2020. Because of this earlier action, the COVID-19 Safe Restart Grant for Local Governments will place a funding emphasis on municipalities. However, there is still considerable funding under this grant program for regional districts.

I am pleased to advise you that **Kootenay Boundary** is the recipient of a **\$489,000** grant under the COVID-19 Safe Restart Grant for Local Governments. This amount will be directly transferred to your regional district in the coming days.

Under section 36 of the Local Government Grants Regulation, the amount of the grant to each local government is set by Minister of Municipal Affairs and Housing. The determination of this amount was based on a formula that applies to all regional districts. The funding formula for regional districts is based on three components: a flat funding amount plus two per capita amounts. The flat amount will be \$300,000 to each regional district.

The first per capita amount will be based on the total regional district population (rural and municipal). This will provide \$3.10 per person. There will be a funding limit on this first per capita amount. The limit is \$1.8 million for Metro Vancouver and \$900,000 for all other regional districts. The higher limit for Metro Vancouver is in recognition of their larger population. The overall purpose of these limits is to ensure that the very largest regional districts do not receive a disproportionate share of funding compared to smaller and mid-sized regional districts.

The second per capita amount will be based on the rural population of a regional district (i.e. the population outside the boundaries of an incorporated municipality). This second per capita amount will provide \$8.13 per rural population. This second per capita amount is in recognition of the additional burden on regional districts because they are the primary local service provider in rural parts of British Columbia.

This overall formula is designed to ensure that larger regional districts receive more money than smaller ones, but that smaller and rural regional districts receive higher per capita funding than larger ones. This is in recognition that small regional districts often lack a diverse revenue base and the economies-of-scale to easily restart their operations.

An example of the funding formula (for a regional district of 65,000 people) is provided as an attachment to this letter. If you wish, you can apply this formula to your 2018 total population of **33,208** and rural population of **10,599** to determine your total funding amount. 2018 population data was used because it is the last year in which we have complete financial and demographic data for each regional district.

.../3

Mark Andison

Page 3

Before December 31, 2021, (a little over a year from this letter) the regional board must fully allocate the grant funds to the appropriate services. This allocation will be entirely at the discretion of the board. Ministry staff are available to assist regional district staff should they have any questions on allocation.

To ensure optimal transparency on the use of funds, there are two reporting requirements for regional districts. **First**, as part of the 2021 audited financial statements, the regional district must provide a report on how the funds were allocated to various regional and local services.

The **second** reporting requirement is an annual report on how the grant funds were spent in that year. This will be a schedule to your audited financial statements, under section 377 of the Local Government Act. The schedule will include the amount of funding received, the use of those funds, and the year-end balance of unused funds. This report may be consolidated for the entire regional district, rather than reporting on a service-by-service level. Your regional district must continue to annually report on the use of grant money until the funds are fully drawn down.

If you have questions or comments regarding this letter, please feel free to contact Jennifer Richardson, Grants Analyst, Local Government Infrastructure and Finance Branch, by email at: Jennifer.Richardson@gov.bc.ca, or by phone at: 778-698-3243.

The provincial government welcomes this opportunity to support COVID-19 restart and recovery throughout British Columbia. We believe that this funding will contribute to the long-term recovery of local governments who are both critical service providers and crucial drivers in the British Columbia economy.

Sincerely,



Kaye Krishna
Deputy Minister

Attachment

pc: Jennifer Richardson, Grants Analyst, Local Government Infrastructure and Finance Branch
Beth Ihlen, Chief Financial Officer, Regional District of Kootenay Boundary

Mark Andison
Page 4

Attachment 1: Example Calculation for a Regional District with 65,000 People

Rockridge Regional District

Variables:

	Population	Per Capital Amount	Funding Limit	Flat Funding Amount
Total RD	65,000	\$3.10	\$900,000	n/a
Rural Part of RD	20,000	\$8.13	n/a	n/a
Other	n/a	n/a	n/a	\$300,000

Calculation:

	A	B	C=AxB	D	E=min(C or D)
Cost Item	Population	Per Capital Amount	Pop-Based Funding	Ceiling	Funding
Total Population	65,000	\$3.10	201,500	900,000	201,500
Rural Population	20,000	\$8.13	162,600	n/a	162,600
Flat Amount	-----				300,000

TOTAL

664,100

Funding is based on a flat amount (\$300,000) plus two per capita amounts.

One per capita amount is based on total RD population times \$3.10 per person. This first per capita amount is subject to a funding ceiling of \$0.9M (or \$1.8M for Metro). In the above example, this amount equals **\$201,500**.

The second per capital amount is based on the rural population (i.e. outside municipal boundaries) times \$8.13 per person. In the above example, this equals **\$162,600**.

The total funding is the sum of these three amounts. In the above example, this equals **\$664,100**.

The RD population data is for 2018 (from BC Stats as at Oct 1, 2020)
<https://www2.gov.bc.ca/gov/content/data/statistics/people-population-community/population/population-estimates>
"Municipal and sub-provincial areas population, 2011 to 2019.xls"



March 22, 2021

Ref: 265703

Mark Andison
Chief Administrative Officer
Regional District of Kootenay Boundary
202-843 Rossland Ave
Trail BC V1R 4S8

Dear Mark Andison:

The provincial government understands the fiscal impacts that COVID-19 has placed on local service providers. To help address these challenges, the Province of British Columbia announced nearly \$2 billion in joint Federal/Provincial spending, including: \$540 million for local governments, \$418 million for community infrastructure, and \$1 billion for transit, TransLink, and ferries.

The \$540 million for local governments was further divided into three funding streams. Two of the streams (Development Services for \$15 million and Strengthening Communities for \$100 million) are application-based funding. For more information on these two funding streams, please visit the following program webpages:

- **Development Services** – <https://www.ubcm.ca/EN/main/funding/lgps/local-government-development-approvals.html>
- **Strengthening Communities** – <https://www.ubcm.ca/EN/main/funding/lgps/strengthening-communities-services.html>

The third stream provides direct grants to local governments. This funding stream is called the "COVID-19 Safe Restart Grant for Local Governments" and provides \$425 million for local operations impacted by COVID-19. This funding supports local governments as they deal with increased operating costs and lower revenue due to COVID-19.

Of this \$425 million, \$415 million was paid out in November 2020 to local governments and the Province is now in a position to allocate the remaining \$10 million to continue to support local service providers. Of the \$415 million allocated to local governments in November, \$21 million was allocated to regional districts. This amount was relatively small (compared with the allocation to municipalities) because municipalities faced revenue risks and expenses, and the Province and municipalities ensured that regional requisitions would be fully remitted in 2020.

.../2

Ministry of Municipal Affairs

Office of the
Deputy Minister

Mailing Address:
PO Box 9490 Stn Prov Govt
Victoria BC V8W 9N7
Phone: 250 387-9108
Fax: 250 387-7973

Location:
6th Floor, 800 Johnson Street
Victoria BC V8W 9N7
<http://www.gov.bc.ca/muni>

Mark Andison
Page 2

While the regional tax base was kept whole in 2020, the Province acknowledges that regional districts have developed other COVID-related financial shortfalls and pressures. For this reason, the Province has decided to allocate the \$10 million holdback to the 27 regional districts.

Under section 36 of the *Local Government Grants Regulation*, the amount of the grant to each regional district is set by the Minister of Municipal Affairs. The determination of this amount was based on an allocation formula that applies equally to all regional districts. The allocation is as follows: 20 percent of the holdback will be allocated on total regional population, and the remaining 80 percent was allocated on rural population (i.e. population in electoral areas). This was done in recognition of the additional costs associated with servicing remote rural areas.

For the Regional District of Kootenay Boundary, the Province provided **\$489,000** in November 2020. The Province is providing an additional **\$173,000** in March 2021, which represents a **35 percent** increase over the initial installment. The total of both installments is **\$662,000**.

Like the November payment, this funding will also ensure regional districts can continue to deliver the services people depend on in their communities. COVID related eligible costs will include:

- addressing revenues shortfalls;
- facility reopening and operating costs;
- emergency planning and response costs;
- bylaw enforcement and protective services like fire protection and police;
- computer and other electronic technology costs (to improve interconnectivity and virtual communications);
- services for vulnerable persons (e.g. persons living with disabilities, mental illness or addictions, persons experiencing homelessness or other vulnerabilities); and
- other related costs.

To ensure optimal transparency on the use of funds, there are two reporting requirements for regional districts. First, as part of the 2021 audited financial statements, the regional district must provide a report on how the funds were allocated to various regional and local services.

The second reporting requirement is an annual report on how the grant funds were spent in that year. This will be a schedule to your audited financial statements, under section 377 of the *Local Government Act*. The schedule will include the amount of funding received, the use of those funds, and the year-end balance of unused funds. This report may be consolidated for the entire regional district, rather than reporting on a service-by-service level. Your regional district must continue to annually report on the use of grant money until the funds are fully drawn down.

For the purpose of reporting, the two payments (November 2020 and March 2021) may be treated as one pooled grant. Thus, a regional district is **not** required to report on the two payments separately.

If you have a questions or comments regarding this letter, please feel free to contact Jennifer Richardson, Grants Analyst, Local Government Infrastructure and Finance Branch, by email at: Jennifer.Richardson@gov.bc.ca, or by telephone at: 778 698-3243.

.../3

Mark Andison
Page 3

The provincial government welcomes this opportunity to support COVID-19 restart and recovery throughout British Columbia.

Sincerely,



Okenge Yuma Morisho
Deputy Minister

pc: Barb Ihlen, Chief Financial Officer, Regional District of Kootenay Boundary
Jennifer Richardson, Grants Analyst, Local Government Infrastructure and Finance Branch



STAFF REPORT

Date: 02 Jun 2021 **File**
To: **Chair Langman and Members of the Board of Directors**
From: Mark Andison, Chief Administrative Officer
Re: Funding Agreement with Trails to the Boundary Society

Issue Introduction

A staff report from Mark Andison, Chief Administrative Officer, presenting a proposed grant funding agreement with the Trails to the Boundary Society relating to the funding of a Community Coordinator position for the West Boundary communities.

History/Background Factors

Director Gee has been in discussions with members of the Trails to the Boundary Society about the establishment of a funding agreement to formalize the RDKB's provision of funding support to the Society for a Community Coordinator position to: support the Board of Directors of the Society; manage services at the Riverside Centre; participate in economic and community development strategies; and build regional capacity throughout the West Boundary. An allocation of \$12,000 is included in the Electoral Area 'E' /West Boundary Economic Development Service (079) 2021 budget to cover the costs associated with the provision of the proposed funding assistance.

Implications

Section 2 of the attached grant funding agreement describes in some detail the intended purpose of the funding contribution and the role that the Community Coordinator will be playing in the community. While Director Gee envisions the funding being provided to the Trails to the Boundary Society on an ongoing, annual basis to support a Community Coordinator position in the West Boundary, the agreement includes a provision (Sec. 1) that the Society will be required to apply for funding on an annual basis with no obligation for the RDKB to provide the funding in future years.

Advancement of Strategic Planning Goals

The development of a funding agreement between the RDKB and the Trails to the Boundary Society which clearly establishes the purpose of the funding and the administrative requirements associated with the funding advances the Board of Directors' strategic objective to provide cost effective and efficient services.

Background Information Provided

Draft Grant Funding Agreement between the RDKB and the Trails to the Boundary Society

Alternatives

1. That the RDKB Board of Directors approve the Grant Funding Agreement;
2. Amend the draft Grant Funding Agreement and the Board of Directors approve the amended Grant Funding Agreement;
3. Defer consideration of the draft Grant Funding Agreement pending further information.

Recommendation(s)

That the Regional District of Kootenay Boundary Board of Directors approves the Grant Funding Agreement between the RDKB and the Trails to the Boundary Society which establishes conditions associated with RDKB funding of a Community Coordinator position for the West Boundary communities.

GRANT FUNDING AGREEMENT

This Agreement dated for reference the ____ day of _____, 2021

Between:

Regional District of Kootenay Boundary, a local government incorporated pursuant to the *Local Government Act* and having an office at 202 – 843 Rossland Avenue, Trail, B.C. V1R 4S8 (“RDKB”)

And:

Trails to the Boundary Society, S-0063972, a society incorporated pursuant to the *Society Act* and having its registered office at 3990 Hwy 3, Rock Creek, BC V0H 1Y0 (the “Society”)

Witnesses that in consideration of the payment of \$1 each to the other, and other good and valuable consideration the sufficiency of which is acknowledged and agreed by both parties, the parties covenant as follows:

Grant Funding

1. On application by the Society in any calendar year the RDKB may, but is not obliged to, provide one or more grants to the Society for the purposes set out in this Agreement. The Society must make application prior to February 1 to the RDKB Finance Department in order to be included in the current year budget. Included with the application will be:
 - a. an annual report to the RDKB, in a form satisfactory to the RDKB, setting out the amounts expended and unexpended by the Society in the previous twelve month period (January 1 to December 31) from grants provided to the Society by the RDKB, including the purposes of any expenditure;
 - b. a plan outlining its anticipated activities for the upcoming year; and
 - c. the grant amount requested from the RDKB.
2. The Society will only use any grant or portion thereof provided by the RDKB under this contract for the purposes of funding an economic development Community Coordinator position for the West Boundary communities, whose responsibilities will include:
 - a. Support the Board of Directors of the Society by:
 - i. Acting as primary contact for all non-trail communication
 - ii. Organizing meetings
 - iii. Being responsible for corporate records and filings
 - iv. Managing IT services for the organization and for public use of Riverside Centre
 - v. Undertaking project management
 - b. Manage the public facing services at Riverside Centre by:
 - i. Training and coordinating Visitor Information Counsellors

2

- ii. Developing merchandise and local art/consignment sales
- c. Participate in economic and community development strategies as directed by the Board of Directors of the Society, including:
 - i. Grant writing
 - ii. Support for (westboundaryconnect.com, westboundary.com and Kettle River Echo
 - iii. Managing the relationship with Destination BC for Visitor Services Centre
- d. Build regional capacity throughout the West Boundary by:
 - i. Participating in Boundary Country Tourism
 - ii. Managing PNP (Provincial Nominee Program-Regional Pilot)
 - iii. Empowering non-profits in the West Boundary
 - iv. Developing strategies for regional development
- e. And for certainty, will not use any grant funds provided by the RDKB under this contract for Society administration costs, director remuneration, or other purposes not contemplated in this Section 2.

Accountability and Reporting

- 3. The Society will make available for review by the RDKB any records, receipts or other documents which support the amounts and purposes described in its annual report, which the RDKB may request.
- 4. The Society will provide the RDKB with current copies of its constitution and all bylaws of the Society at the time of signing of this Agreement and notify the RDKB immediately upon any changes to said constitution or bylaws.
- 5. In any given year, the funding will be released between April 1 and December 31 and the timing may vary dependent upon the RDKB's ability to pay.

Default and Termination

- 6. The Society will be in default of its obligations under this Agreement if
 - a. Any grant funds provided by the RDKB are used in a manner contrary to Section 2;
 - b. The Society ceases to be a corporation in good standing;
 - c. The Society is adjudged bankrupt or files for protection from its creditors;
 - d. The Society fails to submit the annual report described in Section 1 or the other supporting documentation described in Sections 1 and 3.
- 7. If the Society, as determined by the RDKB in its sole discretion, acting reasonably, is in default under Section 6, the Society will reimburse the RDKB, within 30 days of receiving notice of the default from the RDKB, any unexpended grant funds then in the Society's possession.
- 8. Nothing in Section 7 limits the RDKB from pursuing any other remedy available at law or equity in the event of a default by the Society.

3

9. The RDKB may, with notice, immediately terminate this agreement in the event the Society is in default pursuant to Section 7. In that event, the obligations of the Society under Sections 7 and 8 will survive such termination.

Term

10. This Agreement will continue in full force and effect so long as the Society receives one or more grants from the RDKB, unless earlier terminated pursuant to Section 9.

No Agency or Partnership

11. Nothing in this Agreement creates either an agency or partnership relationship between the RDKB and the Society, and no act of the Society legally binds or affects the RDKB.

In witness whereof the parties have executed this Agreement as of the date first above written:

Trails to the Boundary Society

Authorized Signatory

Regional District of Kootenay Boundary

Authorized Signatory



**Regional District of
Kootenay Boundary**

STAFF REPORT

Date: June 9, 2021
To: Chair Langman and Board of Directors
From: Brian Champlin, Manager of Building Inspection Services
Re: Building Inspection Services, Service (004)
 Budget Request, Admin Support

File

Issue Introduction

To seek approval from the Board of Directors for additional funding to support temporary resources for building administrative staff at the Grand Forks office.

History/Background Factors

The RDKB Building Department in the Grand Forks administration office is currently staffed with two full time building officials, a full time building services clerk.

At the Board meeting on the 27th of May, staff provided the work plan update and at this time, highlighted the current impact in customer service levels.

- Currently we have a higher number of building permits than in previous years, with 242 permits in 2021 verses 186 permit in 2020 for the period ending May 31, 2021.
- Construction values have also increased in 2021 with over 30 million this year verses 15 million last year during the same period.
- Freedom of Information Requests are up over last year with 37 FOI requests processed during January and May 2021 verses 21 FOI requests processed during the same period in 2020.
- We have come close to finalizing the CityView Workspace program implemented in the spring of 2021, and with all new software and systems there is a learning curve, and delays are expected as staff continue to work towards higher proficiencies using these new programs.
- We continue to be impacted with the Covid-19 Pandemic and staff periodically working from home have limited access to the necessary software programs to complete incoming permits and balance current workloads.

Page 1 of 3

**Staff Report, Building Inspection Services,
Service (004) Budget Request, Admin Support**

With these current demands and impacts, we have notified the public that permit processing times may take up to 6 weeks, but so far we have been issuing building permits within 3 to 4 weeks.

Historically, permits have been turned around in approximately 2 weeks. Achieving this goal was straight forward, as key staff members have been performing in their roles for many years and there were very few change in the regulations that affected the day-to-day operations with little to no impact on the level of customer service that we provided to the public, regardless of the time of year.

Additionally, access to the new CityView software is only functional in the office further limiting efficiencies in remote or working from home. Improved virtual office access and IT infrastructure upgrades are being addressed separately.

Implications

The primary goal of the building inspection department is to provide exceptional customer service to the public within the regional district, while balancing workloads to maintain a high level of efficiency within the department to meet these goals.

Staff are proposing the use of reserve funds to provide additional part-time administrative support for up to 6 months. This will allow more time for existing staff to learn new software programs, help with lead times for building permits and provide further resources for FOI requests.

Financial Considerations

The current balance in our reserves is \$95,000 and we are requesting up to \$25,000 to be allocated to our 2021-2025 budget. There are no other significant demands on the reserve and the 5-year budget allows for annual contributions to ensure that the reserve is maintained at this level in the 5-year financial plan. Using the additional \$25,000 at this time poses no financial risk to the service.

Up to \$25,000 will provide financial capacity for approximately 2.5 days per week for 6 months and include any equipment, supplies and minor training for Vadim and CityView software programs. (Note: The hours of work per week will be based on workflow and availability of our existing casual support staff persons). The demands for the additional support hours will be monitored monthly by the Service Manager and General Manager of Operations and adjusted accordingly if the workload decreases from a level that is apparent today.

We currently have a casual person on call who provides up to 40 days of the 43 days of combined vacation and sick time relief that our full time building services clerk is entitled to and therefore, have not included these funds in this proposal. These support hours will be maintained as normal for absences through the remaining months of the year.

Benefits and Improvements to Service Levels

The additional hours for the administrative support position in the Grand Forks office will ensure that our goals to provide exceptional customer service are being met, and:

- Allow key staff to focus on work priorities without having to jump back and forth between other assigned tasks;

Page 2 of 3

**Staff Report, Building Inspection Services,
Service (004) Budget Request, Admin Support**

- Quicker turn around times for processing building, plumbing and demolition permits;
- Increase response times for staff to address emails, send letters and answer incoming calls and book inspections;
- Complete monthly reports in a timely manner with greater focus on the task at hand while limiting the potential for inaccurate reporting;
- Ability for our staff to find balance between their work and home life, results in reduced stress and better mental health overall.

Advancement of Strategic Planning Goals

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

Relationship to Board Priorities

The above noted Project supports the following categories for the RDKB's strategic plan:



Exceptional Cost Effectiveness and Efficient Services

Alternatives

No alternatives presented at this time.

Recommendation(s)

That the Regional District of Kootenay Boundary Board of Directors approve up to \$25,000 to be allocated from the reserve to the 2021- 2025 Budget for (004) Building Services, as per the staff report presented to the Board of Directors on June 9, 2021. **FURTHER**, that staff be instructed to amend the 2021- 2025 Financial Plan.



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	Regional District of Kootenay Boundary		
Address	202-843 Rossland Avenue		
Phone No.	250-368-9148	Fax No.	
Email Address	ddean@rdkb.com		

Director(s) in Support
Of Project

Area

Amount Required

Is your organization a (please check where appropriate):

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

Land Ownership – Please check one of the following:

<input type="checkbox"/>	The applicant is the owner of the property	<input type="text" value="not applicable"/>
<input type="checkbox"/>	The property is Crown Land. Tenure/license number	

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

<input type="checkbox"/>	Yes (include copies of permits)
<input type="checkbox"/>	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)

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:

Creation of an Agricultural Area Plan(AAP) for the Lower Columbia Region (LCR) has widespread interest and support from the RDKB, member municipalities, Ministry of Agriculture, Food and Fisheries; and local economic development organizations. The LCR, also known as the Kootenay part of the RDKB, includes Electoral Areas A and B/Lower Columbia-Old Glory and five municipalities including Rossland, Warfield, Trail, Montrose and Fruitvale. The combined population of the area is approximately 18,000.

The LCR is one of the only portions of south western BC that does not have an AAP. An AAP would determine agriculture's contribution to the local economy, the challenges producers face and how are farmers and potential new farmers can use the existing lands to produce food. The AAP would also help the RDKB and municipalities align their Official Community Plans and other policy documents with an agricultural lense.

The project's start date would be July 5, 2021 with a planned end date of October 29, 2022.

1.1 Project Impact:

There are approximately 54 owners that have property(s) that are assessed for farm use in the LCR. The majority of the production takes place in the two electoral areas and within Rossland. Production includes: fruits and vegetables; eggs and grapes. A large portion of the population also have backyard gardens that supplement their food consumption although it is harder to quantify. Electoral Area A and Electoral Area B/Lower Columbia-Old Glory have approximately 1940 and 2745 hectares of land in the Agricultural Land Reserve, while the municipalities of Rossland and Trail have small areas in the ALR. The Agricultural Land Use Inventory conducted in 2016 showed that 1730 hectares of land is available for farming, and 62% of that available land is privately owned.

Like many areas of BC, historically there were a number of dairy producers and local fruits and vegetables in the area. While local food production declined as transportation systems improved; there has been a resurgence in the desire for locally produced food in recent years. The ongoing success of Trail's IncrEDIBLE Market is evidence of the desire for locally produced food.

The project will identify the needs and challenges of both farm operators and consumers in producing and sourcing local food.

Project Objectives:

1. To create an AAP that is action oriented and does not sit on the shelf.
2. To create cohesiveness for our communities regarding local food production and supporting our producers.
3. To identify challenges and potential solutions for local food production.

1.2 Project Outcomes:

It is anticipated that the actions that will be identified in the plan will inform current and future Official Community Plan development, as well as zoning bylaws. The AAP will help create a common understanding of the importance of agriculture in our communities and how it can be supported. It will also support our local farmer's markets by potentially increasing the number and variety of vendors. The AAP may also help develop and align policy regarding the keeping of backyard chickens, which is increasing in popularity but is not without challenges. It is anticipated that the AAP could also help inform policy direction for the RDKB and municipalities with ALR exclusion applications since individuals can no longer apply. The AAP could also help inform policy direction regarding second dwelling and agri-tourism activities in the ALR.

1.3 Project Team and Qualifications:

If we are successful in grant applications to the Investment Agriculture Foundation, Columbia Basin Trust and Gas Tax, we anticipate hiring Upland Agricultural Consulting to develop the AAP. Upland Agricultural Consulting Ltd is well-suited to conduct this planning project, with expertise in the development of over a dozen agricultural plans, agricultural land use inventories, and analysis of best land use practices, policies, and regulations for agriculture. Upland Agricultural Consulting prepared the revised Boundary Area Agricultural Plan, which was completed in 2018 and was well received in the community.

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 (\$)
Consultant	See attached project plan	\$49,986
RDKB in-kind	Project management, GIS	\$5751
Ministry of Agriculture in-kind	Land use inventory & Agricultural Water Demand Model	\$3000
Total		\$ \$58,647

Additional Budget Information

Additional sources of funding:

Investment Agriculture Foundation (pending): \$29,232

Columbia Basin Trust (pending): \$19,323

The project cannot proceed without funding approval from IAF, CBT and gas tax.

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
	Donna Dean	June 1, 2021

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.



May 16, 2021

To:
Donna Dean
Manager of Planning and Development
Regional District of Kootenay Boundary
250-368-9148 | ddean@rdkb.com

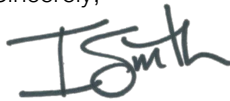
Re: Request for Quote – Development of a Regional Agricultural Strategy- RDKB

The Regional District of Kootenay Boundary (RDKB) has requested a quote for the development of a Regional Agricultural Strategy for the eastern part of the region, which encompasses the communities of Rossland, Fruitvale, Trail, and the surrounding rural areas.

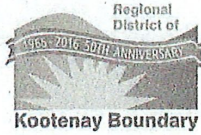
Upland Agricultural Consulting Ltd is well-suited to conduct this planning project, with expertise in the development of over a dozen agricultural plans, agricultural land use inventories, and analysis of best land use practices, policies, and regulations for agriculture. We have robust working knowledge of agriculture in the Okanagan region, having conducted the *Regional District of Kootenay Boundary Agriculture and Food Security Plan (western portion)* (2018), *Columbia Valley Agriculture Network Feasibility Study* (2019); *City of Kelowna Agriculture Plan* (2017), *Regional District of North Okanagan Regional Agricultural Plan* (2015), and most recently the *District of Lake Country's Agricultural Plan* (2020).

Please accept the attached quote on behalf of Upland Agricultural Consulting. We have included Janine de la Salle, Urban Food Strategies, to round out our team. I would be happy to discuss any aspects of the proposed workplan and budget.

Sincerely,



Ione Smith, BSc, MSc, PAg
Upland Agricultural Consulting
5688 Upland Rd
Sechelt, BC, V0N 3A4
778-999-2149
ione@uplandconsulting.ca



Grant-in-Aid Request

The personal information you provide on this RDKB document is being collected in accordance with the Freedom of Information and Protection of Privacy Act and will be used only for the purpose of processing RDKB business. This document may become public information. If you have any questions about the collection of your personal information, please contact Theresa Lenardon, Manager of Corporate Administration/Corporate Officer and Freedom of Information Protection of Privacy Officer at 250-368-9148 or foi@rdkb.com.

Please check all Electoral Area Boxes You Are Making Application To:

<input type="checkbox"/> Electoral Area 'A' Director Ali Grieve	<input type="checkbox"/> Electoral Area 'B' Lower Columbia-Old Glory Director Linda Worley	<input type="checkbox"/> Electoral Area 'C' Christina Lake Director Grace McGregor	<input type="checkbox"/> Electoral Area 'D' Rural Grand Forks Director Roly Russell	<input checked="" type="checkbox"/> Electoral Area 'E' West Boundary Director Vicki Gee
---	--	--	---	---

Applicant:	* Trails To The Boundary Society		
Address:	* 3990 Hwy 3, Rock Creek, BC		
Phone:	* 250 444-7547	Fax:	
Representative:	* President		
E-Mail:	trails.to.the.boundary@gmail.com		
Make Cheque Payable To:	* Trails To The Boundary Society		

*Starred items, including contact information, must be completed in full.

***GIA Requests of \$5,000.00 or more may require official receipt. The Electoral Area Director may ask for additional information.

What is the total Cost of the Project? \$1,000 What amount are you requesting from this RDKB Director(s)? \$4,000

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

- first aid for non profits

Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

Name of Organization _____
Amount Requested: \$ _____ Amount Secured: \$ _____

Name of Organization _____
Amount Requested: \$ _____ Amount Secured: \$ _____

Name of Organization _____
Amount Requested: \$ _____ Amount Secured: \$ _____

Date: June 1, 2021

Applicant Signature: Patricia Henley

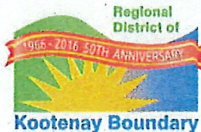
Print Name: PATRICIA HENLEY

Office Use Only

Grant approved by Electoral Area Director: J. Gee

Approved by Board: _____

SUBMIT



Grant-in-Aid Request

The personal information you provide on this RDKB document is being collected in accordance with the Freedom of Information and Protection of Privacy Act and will be used only for the purpose of processing RDKB business. This document may become public information. If you have any questions about the collection of your personal information, please contact Theresa Lenardon, Manager of Corporate Administration/Corporate Officer and Freedom of Information Protection of Privacy Officer at 250-368-9148 or foi@rdkb.com.

Please check all Electoral Area Boxes You Are Making Application To:

<input type="checkbox"/> Electoral Area 'A' Director All Grieve	<input type="checkbox"/> Electoral Area 'B' Lower Columbia-Old Glory Director Linda Worley	<input type="checkbox"/> Electoral Area 'C' Christina Lake Director Grace McGregor	<input type="checkbox"/> Electoral Area 'D' Rural Grand Forks Director Roly Russell	<input checked="" type="checkbox"/> Electoral Area 'E' West Boundary Director Vicki Gee
---	--	--	---	---

Applicant:	* West Boundary Community Services Co-operative Association				
Address:	* 3990 Hwy 3, Rock Creek BC, V0H1Y0				
Phone:	* 7789690003	Fax:		E-Mail:	* riversidecentrerc@gmail.com
Representative:	* Amber Way				
Make Cheque Payable To:	* WBCSCA				

**Starred items, including contact information, must be completed in full.*

***GIA Requests of \$5,000.00 or more may require official receipt. The Electoral Area Director may ask for additional information.

What is the total Cost of the Project? \$ 7000.00 What amount are you requesting from this RDKB Director(s)? \$ 7000

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

Site Management of riverside Centre, including janitorial, snow removal, water testing and landscape maintenance.

Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

Name of Organization	Amount Requested: \$	Amount Secured: \$
Name of Organization	Amount Requested: \$	Amount Secured: \$
Name of Organization	Amount Requested: \$	Amount Secured: \$

Date June 1, 2021 Applicant Signature *Patricia Healey* Print Name *PATRICIA HEALEY*

Office Use Only
Grant approved by Electoral Area Director: <i>V. Gee</i>
Approved by Board: _____

SUBMIT