

Regular Meeting of the Board of Directors

Thursday, November 26, 2015

4:00 pm

**White Crystal Inn Meeting Room
Big White Ski Resort, B.C.**

FINAL AGENDA

1. Call to Order

2. Consideration of the Agenda (Additions/Deletions)

2a) Items to be moved forward on the agenda if necessary.

2b) The agenda for the November 26, 2015 meeting of the Regional District of Kootenay Boundary Board of Directors is presented.

Recommendation: That the agenda for the November 26, 2015 meeting of the Regional District of Kootenay Boundary Board of Directors be adopted as presented.

3. Minutes

3a) The minutes of the Regional District of Kootenay Boundary Board of Directors meeting held October 29, 2015 are presented.

Recommendation: That the minutes of the Regional District of Kootenay Boundary Board of Directors meeting held October 29, 2015 be adopted as presented.

[Minutes-Regular Board Meeting-29 Oct 2015-Board-Nov 26, 2015 - Pdf](#)

4. Delegation(s)

5. Unfinished Business

5a) Memorandum of Board Resolutions

The Memorandum of Board Resolutions ending October 31, 2015 is presented.

Recommendation: Corporate Vote Unweighted

That the Memorandum of Board Resolutions ending October 31, 2015 be received.

[Memorandum of Board Resolutions-Ending October 31, 2015-Board-November 26, 2015](#)

6. Communications

7. Communications (Information Only)

7a) Ministry of Health-Minister T. Lake Response to RDKB Concerns re. Hazards from Radiofrequency

[Ministry of Health-Radiofrequency Hazards-Board-Nov 26, 2015](#)

7b) Ministry of Environment-Minister M. Polak UBCM Meeting

Recommendation: Corporate Vote Unweighted

That Communication Information Only Items a)-b) be received.

[Ministry of Environment-UBCM Meeting-Board-Nov 26, 2015](#)

8. Reports

8a) D. Derby-Presentation re: After Action Report-August 2015 Wildfire Experiences

D. Derby, Deputy Regional Fire Chief Kootenay Boundary Regional Fire Rescue/Emergency Preparedness Coordinator will provide information via a verbal discussion and a power-point presentation regarding lessons learned from the Rock Creek/Westbridge and Stickpin Fires.

[2015 Fire Season After Action Report-Board-Nov 26, 2015](#)

8b) Boundary Animal Control-October 2015 Monthly Report

The Commissionaires October 2015 Monthly Report for Boundary Animal Control is presented.

Recommendation: Corporate Vote Unweighted

That the Commissionaires October 2015 Monthly Report for Boundary Animal Control be received.

[Boundary Animal Control-Oct 2015 Report-Board-Nov 26, 2015](#)

8c) RDKB Draft Committee Minutes

The draft minutes of the following RDKB Committees are presented:

Electoral Area Services Committee (Nov 12), Boundary Economic Development Committee (Nov 3), Beaver Valley Recreation Committee (Nov 17) and Finance Committee (Oct 27 and Nov 17), **Environmental Services (Nov 18), Policy, Executive and Personnel (Nov 18) and East End Services (Nov 17).**

Recommendation: Corporate Vote Unweighted

That the draft minutes of the following RDKB Committees be received:

Electoral Area Services Committee (Nov 12), Boundary Economic Development Committee (Nov 3), Beaver Valley Recreation Committee (Nov 17) and Finance Committee (Oct 27 and Nov 17), **Environmental Services (Nov 18), Policy, Executive and Personnel (Nov 18) and East End Services (Nov 17).**

[Minutes-Electoral Area Services-12 Nov 2015-Board-Nov 26, 2015 Pdf](#)

[Minutes-Boundary Economic Development Committee - 03 Nov 2015 - Board-Nov 26, 2015 Pdf](#)

[Minutes-Beaver Valley Recreation Committee - 17 Nov 2015 - Board-Nov 26, 2015.Pdf](#)

[Minutes-Finance Committee - 27 Oct 2015 - Board - Nov 26, 2015.Pdf](#)

[Minutes-Finance Committee - 17 Nov 2015 - Board - Nov 26, 2015Pdf](#)

[**Minutes-Environmental Services - 18 Nov 2015 - Board-Nov 26, 2015 - Pdf**](#)

[**Minutes-PEP-18 Nov 2015 - Board-Nov 26, 2015 - Pdf**](#)

**Minutes-East End Services Committee - 17 Nov 2015 - Board
- Nov 26, 2015 Pdf**

**8d) RDKB Committee Recommendations
Electoral Area Services
Director Worley Chair of Committee**

Terry & Barb Hein-Development Variance Permit

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

That the Regional District of Kootenay Boundary Board of Directors supports the Development Variance Permit application submitted by Terry and Barb Hein, for the property legally described as Lot 1, Block 8, DL 700, Plan KAP38, SDYD, requesting a rear parcel line variance of 2.9 m (from 7.5 m to 4.6 m) to construct an accessory building.

Mary and Michael Hoffman-Development Variance Permit

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

That the Regional District of Kootenay Boundary Board of Directors supports the Development Variance Permit application submitted by their Agent, Andrea Van Neikerk of Edos Architecture Inc., to allow a variance to the rear parcel line where adjacent to a publicly owned ski trail of 0.29m from 2m to 1.71m and a siting exception variance of 0.22m from 0.6m to 0.82m to allow for roof overhands of a single family dwelling on the property legally described as Strata Lot 18, DL 4222, SDYD, Plan KAS3134, together with an interest in the common property in proportion to the unit entitlement of the strata lot as shown on Form.

Gas Tax Application-Jack Goddard Arena

**Recommendation: Stakeholder (City of Grand Forks and
Electoral Area 'D'/Rural Grand Forks) Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors approves the Gas Tax application as submitted in the amount of \$40,000 for the supply and installation of the 2015 LED Light Project at the Jack Goddard Memorial Arena in Grand Forks, BC.

FURTHER that the Board authorizes the RDKB signatories to sign and enter into the agreement.

[Staff Report-Hein-DVP-Board-Nov 26, 2015](#)

[Staff Report-Hoffman-DVP-Board-Nov 26, 2015](#)

[Staff Report-Gas Tax Application-J. Goddard Arena LED Lighting-Board-Nov 26, 2015](#)

8e) Committee Recommendations
Boundary Economic Development
Director Russell Chair of Committee

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors directs staff, based on information provided by the Agricultural Society, to submit a letter of intent as an applicant for the Community Food Action Initiatives to Interior Health on behalf of the Regional District of Kootenay Boundary.

[Background-BEDC-Community Food Action-Board-Nov 26, 2015](#)

8f) RDKB Committee Recommendations
East End Services – Director Grieve Chair of Committee

Recommendation: Stakeholder (East End Services) Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors approves the West Kootenay Transit Plan.

[Staff Report - EES - West Kootenay Transit Marketing Plan - November 2015 - Pdf](#)

8g) RDKB Committee Recommendations
Environmental Services
Director Russell Chair of Committee

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors direct Staff to initiate a communications plan and undertake the steps to close the downtown Grand Forks recycling depot

8g) Recommendation: Stakeholder (Entire Board) Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors approves the Garbage, Organics, Recycling and Yard Waste Collection Agreement between the Regional District of Kootenay Boundary and the City of Grand Forks. **FURTHER** that the Board ratify the agreement.

Recommendation: Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors authorizes the RDKB signatories to sign and enter into the Garbage, Organics, Recycling and Yard Waste Collection Agreement with the City of Grand Forks in the amount of \$156,466 (January 1, 2015) to be paid by the City for the collection of garbage, organics, recycling and yard waste commencing January 1, 2015 and expiring June 30, 2017.

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approves a purchasing policy for major solid waste equipment that directs staff to identify suitable used equipment and recommend purchase without issuing tenders.

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors deny the request from the City of Trail to waive fees for the waste generated from their bear-proof bins. **FURTHER** that staff be directed to prepare an information package showing how residents and businesses can secure their waste from wildlife and distribute this information to municipalities and via the RDKB website. **FURTHER** that a media release be prepared prior to distribution and that the release be issued to coincide with the next period when bears will be active.

Recommendation: Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors directs Staff to continue with a fee for service agreement with Kettle Valley Waste for the provision of a garbage bin service to residents of Sidley Mountain until the RDKB completes consultation with residents regarding solid waste service options.

8g) Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors direct staff to close the BCUOMA depot at the Beaverdell Solid Waste Transfer Station. **FURTHER** that the RDKB communicate with BCUOMA that they investigate and determine whether there is a service gap in their program. **FURTHER** that the RDKB communicate the closure with the residents of the service, options for used oil disposal and steps the RDKB is taking to advocate on behalf of residents

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors directs staff to discontinue the informal financial agreement with Columbia Recycle for the purposes of subsidizing the cost of Freon removal from ODS containing materials from appliances. **FURTHER** that Staff be directed to communicate with the Steward (Major Appliance Recycling Roundtable) for the purpose of identifying alternative depots for CFC containing materials in the West Boundary region.

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors direct Staff to develop and initiate a communications plan and close the Reuse Centres at the McKelvey Creek Landfill, the Grand Forks Landfill and the West Boundary Landfill. **FURTHER** that the Environmental Services Committee directs Staff to prepare an information package describing options for divestment of useable items.

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors direct staff to gather waste collection service information from municipalities and improvement districts in the Greater Trail Wasteshed for the purposes of planning an efficient organics collection and processing service. **FURTHER** that staff also be directed to gather waste collection service information from municipalities and contractors in the West Boundary for the purposes of planning an efficient organics collection and processing service.

[Staff Report - Environmental Services Committee - Nov 2015 - Grand Forks Recycling Depot - Pdf](#)
[Staff Report - Environmental Services Committee - Nov 2015 - RDKB GF Collection Agreement - Pdf](#)
[Staff Report - Environmental Services Committee Nov 2015 - Major Capital Equipment Purchase Alternative - Pdf](#)
[Staff Report - Environmental Services Committee Nov 2015 - CoT Bear Bin Fee Waiver Request - Pdf](#)
[Staff Report-Solid Waste Services-Sidley Mountain-Environmental Services - 18 Nov 2015-Board-Nov 26, 2015](#)
[Staff Report-Environmental Services-BCUOMA Beaverdell-18 Nov 2015-Board-Nov 26, 2015](#)
[Staff Report - Environmental Services Committee - Nov 2015 - Scrap Metal - Pdf](#)
[Staff Report - Environmental Services Committee - Nov 2015 - Reuse Centres at Regional Landfills - Pdf](#)
[Staff Report - Environmental Services Committee Nov 2015 - Greater Trail Collection Services Information \(RPT - 617\) - Pdf \(1\)](#)

**8h) Interim Schedule of Accounts-Ending October 31, 2015
Chair of Finance Committee - Director Rotvold**

The Interim Schedule of Accounts ending October 31, 2015 is presented

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approves payment of the Interim Schedule of Accounts ending October 31, 2015 as follows:

Cheque Nos. 51673-52252	\$ 1,951,745.55
Payroll	\$ 680,405.37
TOTAL Expenditures for October 2015	\$2,632,150.92

[Interim Schedule of Accounts-Ending Oct 31-Board-Nov 26, 2015](#)

**8i) Recreation Commission
Grand Forks and District Recreation Commission-Nov 12/15**

The draft minutes of the Grand Forks and District Recreation Commission (November 12) and the Christina Lake Recreation Commission meeting (November 18) are presented.

8i) Recommendation: Corporate Vote Unweighted

That the draft minutes of the Grand Forks and District Recreation Commission meeting held November 12, 2015 and the Electoral Area 'C'/Christina Lake meeting held November 18, 2015 be received.

[Minutes-Grand Forks and District Rec Commission-Nov 12-Board-Nov 26, 2015](#)

[Minutes-Area C Christina Lake-Nov 18-Board-Nov 26, 2015](#)

**8j) Recreation Commission Recommendations
Grand Forks and District Recreation Commission**

Recommendation: Stakeholder Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approves the appointments of Brian Noble (volunteer representing City of Grand Forks) and Terry Doody (volunteer representing Electoral Area 'D'/Rural Grand Forks) to the Grand Forks & District Recreation Commission as members at large.

[Staff Report-GF Rec Commission-Volunteer Reps-Board-Nov 26, 2015](#)

8k) Advisory Planning Commissions-Draft Minutes November 2015

The following Electoral Area Advisory Planning Commission Minutes are presented:

Electoral Area 'A' (Nov 3), Electoral Area 'C'/Christina Lake (Nov. 3) and Electoral Area 'D'/Rural Grand Forks (Nov 3).

Recommendation: Corporate Vote Unweighted

That the draft minutes of the Electoral Area 'A', Electoral Area 'C'/Christina Lake and Electoral Area 'D'/Rural Grand Forks Advisory Planning Commissions meetings held November 3, 2015 be received.

[Minutes-APC-Area-A-Nov 3-Board-Nov 26, 2015](#)

[Minutes-APC-Area C Christina Lake-Nov 3-Board-Nov 26, 2015](#)

[Minutes-APC-Area-D Rural GF-Nov 3-Board-Nov 26, 2015](#)

9. **Board Appointments Updates**

S.I.D.I.T. - Chair McGregor
S.I.B.A.C. - Chair McGregor
Okanagan Film Commission - Director Gee
Boundary Weed Stakeholders Committee - Director Gee
Columbia River Treaty Local Government Committee
Kootenay Booth
Chair's Update - Chair McGregor

10. **New Business**

10a) **M. Forster - SIBAC Membership and Funding Request**

A staff report from Maureen Forster, Executive Assistant, regarding a request from SIBAC for a written confirmation from RDKB to remain a member of SIBAC and further, that RDKB considers making a financial contribution of \$5,000 a year in funding for three years starting with the 2016/2017 fiscal year is presented.

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approves remaining a member of the Southern Interior Beetle Action Coalition (SIBAC). **FURTHER** that SIBAC be notified in writing of RDKB's intention to remain a member of SIBAC.

Recommendation: Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors approves providing SIBAC \$5,000 a year in funding for three years starting with the 2016/2017 fiscal year.

[SIBAC Membership & Funding Request - Pdf](#)

10b) **B. Burget**

Liability Under Agreement Application Approval

A staff report from Beth Burget, General Manager of Finance requesting approval of financing through Liability Under Agreement with the Municipal Finance Authority (MFA) to finance short term financing (under five years) for projects included in the 2015 Financial Plan is presented.

10b) Recommendation: Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors approves application the Municipal Finance Authority for short term financing pursuant to Section 819 of the *Local Government Act* for the Grand Forks Curling Rink - dehumidifier, Grand Forks Aquatic Centre - Ultraviolet Light Treatment System and Refuse Disposal Big White - Overhead Doors in a combined total of \$158,000.

[Staff Report-MFA LUA-BRD-Nov 26, 2015 - Pdf](#)

10c) C. Rimell

**Fortis BC Licence of Occupation
Electoral Area 'D'/Rural Grand Forks**

A staff report from C. Rimmel regarding an application submitted by Fortis BC for a license of occupation for utilities and electrical powerline purposes to legalize an existing aerial crossing over the former Columbia and Western Railway, now owned by the Crown and used as part of a trail system, near Ward Lake and legally described as, part of District Lot 606s, SDYD, Plan KAP531 is presented.

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors advise FrontCounter BC that the application submitted by Fortis BC for a license of occupation for utilities and electrical powerline purposes to legalize an existing aerial crossing over the former Columbia and Western Railway, now owned by the Crown and used as part of a trail system, near Ward Lake and legally described as, part of District Lot 606s, SDYD, Plan KAP531, is supported.

[Staff Report-Fortis Licence of Occupation-Board-Nov 26, 2015](#)

10d) J. MacLean-Application for Municipal Regional District Tax

A staff report from John M. MacLean, CAO regarding support for an application to apply to the Province for the imposition of a hotel room tax of 2% in support of tourism marketing in the Boundary (excluding Big White) is presented.

10d) Recommendation: Corporate Vote Weighted

That the Regional District of Kootenay Boundary requests that the Province of British Columbia levy a two (2) percent Municipal Regional District Tax on its behalf effective April 1 2016 or as soon as possible after that date. The funds will be used to improve the tourism sector of the area as per the guidelines in the corresponding provincial legislation and as per the marketing plan submitted with the application to the province. The designated accommodation area will include:

All parts of Electoral Areas C, D, and E and the municipalities therein except that part of Electoral Area E around the Big White Resort that is already collecting a MRDT.

Recommendation: Corporate Vote Unweighted

That the Board direct staff to coordinate the submission of the application with the Boundary Accommodators Steering Committee recognizing that the majority of the time and work will be performed by that group and that RDKB staff will be limited to reviewing the quality of the application, its alignment with RDKB policies, and other activities as required to correspond and submit the application to the province.

Recommendation: Corporate Vote Unweighted

That the Board direct staff to prepare a cost estimate of the RDKB costs that will be incurred in the administration of this program for the Board to consider as a possible recovery from the program.

Staff Report - Board - MRDT Boundary Area - November 2015 - Pdf

- 10e) J. MacLean-Liquor Use Policy - RDKB Christmas Dinners**
A staff report from John M. MacLean, CAO regarding the serving of liquor at the RDKB Christmas dinners is presented.

Recommendation: Corporate Vote Unweighted
That the Board discuss the matter and advise staff accordingly.

Staff Report - Board - Alcohol at Christmas Parties - November 2015 - Pdf

10f) Grant in Aid - Ending November 20, 2015

Recommendation: Stakeholder (Electoral Area Directors) Vote Weighted

That the following Grant in Aid applications be approved:

1. Griffin Tatangelo - \$150 - Electoral Area 'B'/Lower Columbia-Old Glory
2. Grand Forks Parade Committee/City of Grand Forks - \$250 - Electoral Area 'D'/Rural Grand Forks
3. Grand Forks Community Christmas Dinner - \$750 - Electoral Area 'D'/Rural Grand Forks
4. Beaverdell Community Club & Recreation - \$110 - Electoral Area 'E'/West Boundary
5. Midway Community Association - \$500 - Electoral Area 'E'/West Boundary
6. West Boundary Sustainable Foods 7 Resources Society - \$3,000 - Electoral Area 'E'/West Boundary
7. Bridesville Community Club - \$110 - Electoral Area 'E'/West Boundary
8. Bridesville WI - \$110 - Electoral Area 'E'/West Boundary
9. Midway RCMP Community Consultative Group - \$200 - Electoral Area 'E'/West Boundary
10. King of Kings new Testament Church - \$500 - Electoral Area 'E'/West Boundary
11. Greenwood Seniors Association - \$200 - Electoral Area 'E'/West Boundary
12. West Boundary Food Bank in Greenwood - \$500 - Electoral Area 'E'/West Boundary
13. Westbridge Recreation Society - \$55 - Electoral Area 'E'/West Boundary
14. Main River Women's Institute - \$110 - Electoral Area 'E'/West Boundary

15. Main River Women's Institute - \$242.98 - Electoral Area
'E'/West Boundary

16. Kettle River Seniors Association - \$55 - Electoral Area
'E'/West Boundary

[Grant in Aid-Ending Nov 20 - Board - Nov 26, 2015](#)

[Grant-in-Aid-Ending Nov 20 2015](#)

11. Bylaws

12. Late (Emergent) Items

13. Discussion of Items for Future Meetings

14. Question Period for Public and Media

15. Closed (Incamera) Session

16. Adjournment



Regular Meeting of the Board of Directors
Minutes
Thursday, October 29, 2015
Regional District of Kootenay Boundary Board Room
Grand Forks, B.C.
6:00 p.m.

Present

Director G. McGregor, Chair
Director M. Rotvold
Director L. Worley
Director P. Cecchini
Director A. Grieve
Director E. Smith
Director T. Pahl
Director M. Martin
Director L. McLellan
Director V. Gee
Director J. Danchuk
Director R. Russell

Staff Present

T. Lenardon, Manager of Corporate Administration/Recording Secretary
J. M. MacLean, Chief Administrative Officer

Others Present

Approximately 7 members of the public
Media-Grand Forks Gazette

Call to Order

The Chair called the meeting to order at 6:00 p.m. and she welcomed everyone in attendance.

Consideration of the Agenda (Additions/Deletions)

The agenda for the October 29, 2015 meeting of the Regional District of Kootenay Boundary Board of Directors was presented.

The Manager of Corporate Administration noted the following changes to the agenda:

Items to be moved forward to the front of the agenda:

- Item 11a); Bylaw 1585, amending Electoral Area 'C'/Christina Lake Official Community Plan Bylaw No. 1250.
- Item 11b); Bylaw 1586, amending Electoral Area 'C'/Christina Lake Zoning Bylaw No. 1300.
- Item 11d); Schedule Public Hearings for Bylaws 1585 and 1586.

Items added to Item 12; Late Emergent Items:

- 12a) Bylaw 1587-Big White Refuse Disposal Service Conversion & Establishment Bylaw – First, Second and Third Readings.
- 12b) Bylaw 1588 – RDKB Security Issuing Bylaw Sewer Pedestrian/Pipe-bridge – First, Second, Third Readings & Adoption.
- 12c) Discussion Item- Summarized Quarterly Financial Reporting (referred from October 27th Finance Committee meeting).
- 12d) Discussion Item – Review of General Government Financial Plan to find ways individual Committees / services can find cost savings (referred from October 27th Finance Committee meeting).
- 12e) Grant-in-Aid - Electoral Area 'A' - First BV Venturers attendance at Silver Duke of Edinburgh Award Ceremony in Victoria.
- 12f) Grant-in-Aid - Electoral Area 'B'/Lower Columbia-Old Glory – G. Tatangelo acceptance of award at Edinburgh Award Ceremony in Victoria.

388-15 Moved: Director Rotvold Seconded: Director Worley

That the agenda for the October 29, 2015 meeting of the Regional District of Kootenay Boundary Board of Directors be adopted as amended.

Carried.

Minutes

The draft minutes of the Regional District of Kootenay Boundary Board of Directors meeting held September 29, 2015 were presented.

389-15 Moved: Director Danchuk Seconded: Director Cecchini

That the draft minutes of the Regional District of Kootenay Boundary Board of Directors meeting held September 29, 2015 be adopted as presented.

Carried.

Delegation(s)

Neil Muth, President & CEO, Columbia Basin Trust (CBT)

**G. DeRosa, RDKB Representative, Board of Directors, Columbia Basin Trust
re: Overview of Trust's current initiatives and future plans**

The Chair welcomed the delegates to the meeting.

Mr. Muth introduced Mr. DeRosa, RDKB representative to the CBT Board of Directors.

Mr. DeRosa thanked the Board for the opportunity to attend with Mr. Muth to present the CBT's 2014/2015 Year in Review and he outlined Mr. Muth's presentation illustrating the CBT's 2015 activities, investments and other financial information.

Mr. Muth provided the following information via a power-point presentation:

1. CBT Mission Statement,
2. 2014/2015 Highlights: delivered \$22 million in programs and services to the Basin with a strong return on investments (10.7% in power projects, 4.7% in private placements and 12.1% in market securities),
3. Assessment of the Trust's effectiveness (Ipsos Reid: 80% residents and 97% partners),
4. Consolidated Statement of Financial Position as at March 31, 2015: 2015 Assets \$448,092 (2014: \$439,481) 2015 Liabilities \$28,962 (2014: \$24,835) Accumulated 2015 Surplus \$419,130 (2014: \$414,646),
5. Consolidated Statement of Operations,
6. Investments as of March 31, 2015: Total Asset Value of Investments Portfolio: \$710.6 Million,
7. Revenue and Disbursements,
8. Growth of Trust Assets,
9. Engagements,
10. 2016-2020 Basin Strategic Priorities (economic development, agriculture, affordable housing and the environment are in the top 13), and
11. Support Methods

Mr. Muth noted the extensive public consultation that has been undertaken motivated by the CBT 20 Year Anniversary (September 2015) and the results of strategic planning. He also provided information respecting future projects including the Power Purchase Agreement for the Arrow Lakes project which will come on stream in 2016. The most significant feedback is around activities of investments and financial returns. The CBT is focusing less on "reactive grant-making programs" and paying more attention to investing in other value-added initiatives such as broadband, climate-change etc.

Open houses were held throughout October to discuss strategic priorities and the tools to support residents and communities. Action plans for strategic priorities and a monitoring and evaluation framework will be developed and implemented.

Mr. Muth answered inquiries such as the impact of investment growth, the CBT's relationship with other related organizations such as the Columbia Basin Rural Development Institute, and the breakdown between investments and grants.

The Board thanked the delegates for the information and they were excused from the meeting.

Items Moved to the Front of the Agenda

Item 11a) RDKB Bylaw No. 1585

Amending Electoral Area 'C'/Christina Lake Official Community Plan Bylaw No. 1250

RDKB Official Community Plan Amendment Bylaw No. 1585 was presented.

390-15 Moved: Director Grieve Seconded: Director Russell

Electoral Area Directors Stakeholder Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors gives RDKB Official Community Plan Amendment Bylaw No. 1585, 2015 first and second readings.

Carried.

Item 11b) RDKB Bylaw No. 1586

Amending Electoral Area 'C'/Christina Lake Zoning Bylaw No. 1300

RDKB Zoning Amendment Bylaw No. 1586 was presented.

391-15 Moved: Director Worley Seconded: Director Grieve

Electoral Area Directors Stakeholder Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors gives RDKB Zoning Amendment Bylaw No. 1586 first and second readings.

Carried.

Item 11d) Schedule Public Hearing for Bylaws 1585 and 1586

392-15 Moved: Director Grieve Seconded: Director Russell

Electoral Area Directors Stakeholder Vote Unweighted

That staff schedule Public Hearing(s) for RDKB Bylaw Official Community Plan Amendment Bylaw No. 1585 (amending Electoral Area 'C'/Christina Lake OCP Bylaw No. 1250) and RDKB Zoning Amendment Bylaw No. 1586 (amending Electoral Area 'C'/Christina Lake Zoning Bylaw No. 1300). **FURTHER** that Director McGregor be appointed to attend with Directors Russell and Gee as Alternates.

Carried.

Unfinished Business**Memorandum of Board Resolutions**

The Memorandum of Board Resolutions ending September 30, 2015 was presented.

Director McLellan inquired whether the Board has discussed a procedure for the proceeds from the sale of the Airport to the City of Trail.

CAO MacLean, advised that the proceeds must be allocated 1) towards a regional capital project, 2) as a surplus or 3) transfer all to, or split the proceeds and transfer to other agreed-upon services through Administration so that all taxpayers who paid into the original purchase will receive a benefit back. The entire Board must agree on the allocation. Currently, the funds are in a reserve account collecting interest.

This matter will be reviewed further during the 2016 Budget deliberations.

393-15 Moved: Director Rotvold Seconded: Director Pahl

Corporate Vote Unweighted

That the Memorandum of Board Resolutions ending September 30, 2015 be received.

Carried.

Communications

There were no communications to discuss.

Communications (Information Only)

- a)** Agricultural Land Commission - Sept 18/15
re: Exclusion from Agricultural Land Reserve-Furniss
- b)** Agricultural Land Commission - Sept 24/15
re: Exclusion from Agricultural Land Reserve - Jensen
- c)** Agricultural Land Commission - Sept 18/15
re: Exclusion from Agricultural Land Reserve - Lawrence
- d)** Ministry of Health-Oct 15/15
re: Response to Electromagnetic Radiation Concerns
- e)** Ministry of Transportation & Infrastructure-Oct 22/15
re: Provincial Transit Services
- f)** Christina Lake Waterfront Property Owners' Society
re: Wildfire EOC-Thank You

The Chief Administrative Officer explained item e); letter from the Ministry of Transportation and Infrastructure. He noted that the Province has implemented a three-year funding freeze that will result in zero expansion to service hours, but continuation of the current levels of service. He also explained revenue generation through advertising.

394-15 Moved: Director Grieve Seconded: Director Martin

Corporate Vote Unweighted

That Communications Information Only Items a) - f) be received.

Carried.

Reports**Boundary Animal Control-September 2015 Monthly Report**

The Commissionaires September 2015 Monthly Report for Boundary Animal Control was presented.

395-15 Moved: Director Rotvold Seconded: Director Worley

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Board of Directors
October 29, 2015*

Corporate Vote Unweighted

That the Commissionaires September 2015 Monthly Report for Boundary Animal Control be received.

Carried.

Interim Schedule of Accounts-Ending September 30, 2015**Chair of Finance Committee - Director Rotvold**

The Interim Schedule of Accounts ending September 30, 2015 was presented.

396-15 Moved: Director Rotvold Seconded: Director Worley

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approves payment of the Interim Schedule of Accounts ending September 30, 2015 as follows:

Cheques Nos: 51108-51475	\$ 1,466,879.62
Payroll:	683,410.49
Total Expenditures for September 2015	\$ 2,150,290.11

Carried.

RDKB Committees - Draft Minutes

The draft minutes of the:

Boundary Economic Development Committee; September 8 and October 6, East End Sewerage Committee; September 8 and October 6, Policy, Executive and Personnel Committee; September 17 and October 15, East End Services Committee; September 20 and Electoral Area Services; October 22, 2015 were presented.

397-15 Moved: Director Smith Seconded: Director Danchuk

Corporate Vote Unweighted

That the following draft RDKB Committee Minutes be received:

Boundary Economic Development Committee; September 8 and October 6, East End Sewerage Committee; September 8 and October 6, Policy, Executive and Personnel Committee; September 17 and October 15, East End Services Committee; September 20 and Electoral Area Services Committee; October 22, 2015.

Carried.

RDKB Committee Recommendations**East End Sewerage Committee
Committee Chair-Director McLellan***Service Establishment Bylaw Amendment***398-15** Moved: Director McLellan Seconded: Director Martin**Stakeholder Vote Weighted**

That the Regional District of Kootenay Boundary Board of Directors directs staff to amend the East End Regional Sewerage Service Establishment Bylaw No. 1549 to include the divesting of sole and dual benefiting regional interceptor sewer assets to the service participants.

Carried.

*Sole and Dual Benefiting Agreements***399-15** Moved: Director McLellan Seconded: Director Pahl**Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors directs staff to proceed with drafting the necessary sole and dual benefiting agreements with the Cities of Trail and Rossland and with the Village of Warfield (the service participants). **FURTHER** that approval from the electorate of the individual service participants be obtained.

Carried.

Given the sole and dual benefiting agreements will divest utilities to the individual service participants; a vote to obtain electorate consent (in all three municipalities) will be required.

Staff explained the various methods to obtain electorate approval. Administration will be contacting the Province to determine and receive permission to undertake the most efficient method.

**Policy, Executive and Personnel Committee
Committee Chair-Director Worley***Alcohol in RDKB Fire Halls and Employee Recognition Policies***400-15** Moved: Director Worley Seconded: Director Cecchini**Corporate Vote Unweighted**

That the Regional District of Kootenay Boundary Board of Directors approves the Alcohol in RDKB Fire Halls Policy and the Staff Recognition Policy as presented.

Carried.

**East End Services Committee
Committee Chair - Director Grieve**

BC SPCA Animal Control Contract

401-15 Moved: Director Grieve Seconded: Director Cecchini

Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors recommends that the Regional District, with partner municipalities (Trail, Fruitvale and Montrose), enter into an agreement with the BC SPCA to continue to provide animal control service for an indefinite term but with a three-month termination clause under the terms of the 2013-2015 contract, beginning January 1, 2016.

Carried.

Kootenay Boundary Regional Fire Rescue Training Officer Position

402-15 Moved: Director Grieve Seconded: Director Martin

Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors approves the hiring of a full time Training Officer Position for Kootenay Boundary Regional Fire Rescue, as a three term. **FURTHER** that the Training Officer be responsible for implementation of the training requirements (competencies) applicable to the full Service Operations Level provided by Kootenay Boundary Regional Fire Rescue.

Carried.

(Director McLellan opposed)

**Advisory Planning Commissions - Draft Minutes
October 2015**

The draft minutes of the following Advisory Planning Commissions were presented:

Electoral Area 'A' (October 6), Electoral Area 'C'/Christina Lake (October 6), Electoral Area 'E'/West Boundary (October 5) and Electoral Area 'E'/Big White (October 6).

403-15 Moved: Director Grieve Seconded: Director Gee

Corporate Vote Unweighted

*Page 9 of 19
Board of Directors
October 29, 2015*

That the following draft minutes of the RDKB Advisory Planning Commissions be received:

Electoral Area 'A' (October 6), Electoral Area 'C'/Christina Lake (October 6), Electoral Area 'E'/West Boundary (October 5) and Electoral Area 'E'/Big White (October 6).

Carried.

Grand Forks and District Recreation Commission Draft Minutes October 15, 2015

The draft minutes of the Grand Forks and District Recreation Commission (October 15, 2015) were presented.

404-15 Moved: Director Russell Seconded: Director Rotvold

Corporate Vote Unweighted

That the draft minutes of the Grand Forks and District Recreation Commission (October 15, 2015) be received as presented.

Carried.

Public Hearing Minutes-Bylaw No. 1579 Amending Electoral Area 'D'/Rural Grand Forks Zoning Bylaw No. 1299

405-15 Moved: Director Cecchini Seconded: Director Pahl

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors receives the Public Hearing Minutes for RDKB Zoning Amendment Bylaw No. 1579.

Carried.

Board Appointments Updates

S.I.D.I.T. and S.I.B.A.C. - Chair McGregor

There will be a combination S.I.B.A.C. and S.I.D.I.T. meeting on November 2nd. An update will be provided after that meeting.

Okanagan Film Commission - Director Gee

The Film Fundamentals Course was very successful resulting in the possibility that it may be continued in the future.

Boundary Weed Stakeholders Committee - Director Gee

There is no news to report.

*Columbia River Treaty Local Government Committee (CRTLGC) and
Columbia Basin Regional Advisory Committee (CBRAC)*

Director Worley provided updates on activities of the CRTLGC and the CBRAC noting that on behalf of the CRTLGC, she and CAO MacLean attended a CBRAC meeting in Golden October 26-27. Some of the topics covered included flood control, the Columbia River Treaty arrangement, aboriginal title and rights, climate change, and a fish and wildlife compensation program.

Director Worley summarized the event and advised that she will distribute her full written report to the Board members via email.

CAO MacLean reported out on BC Hydro's flood control measures noting that he will gather the information and post it to the Directors Drive for review. He will also set up a meeting between the RDKB and the RDCK Boards of Directors with BC Hydro.

Kootenay Booth

There was no news to report.

Chair's Update - Chair McGregor

Chair McGregor provided a brief summary of the Strategic Planning Session and noted the Plan will be reviewed further and that there will be follow-up discussions once the Facilitator's Report has been received. She thanked the Board members for their feedback regarding the overall session.

Chair McGregor attended the Rural Advisory Meeting on October 15-16 noting that access to capital was the topic. Some short-term and long-term options were created and will be forwarded to the Province. Further information will be provided to the Board once Chair McGregor receives it.

New Business**M. Andison****re: Building Bylaw Contravention-Steinbach**

A staff report from Mark Andison, General Manager of Operations / Deputy CAO regarding a Building Bylaw Contravention for the property described as:

6297 College Road, Grand Forks, B.C.

Electoral Area 'D' / Rural Grand Forks

Parcel Identifier: 016-323-998
 Lot 1, D.L. 700, SDYD, Plan 43562
 Owners: Donald and Debra Steinbach was presented.

M. Andison

re: Building Bylaw Contravention-Newmarch

A staff report from Mark Andison, General Manager of Operations / Deputy CAO regarding a Building Bylaw Contravention for the property described as:

5857 Snow Pines Crescent, Big White, B.C.

Electoral Area 'E' / West Boundary

Parcel Identifier: 017-446-449

Strata Lot 67, D.L. 4176S, SDYD, Strata Plan KAS938

Owner: Greg Newmarch was presented.

406-15 Moved: Director Russell Seconded: Director Rotvold

Electoral Area Directors Stakeholder Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors directs the Chief Administrative Officer to file Notices in the Land Title Office pursuant to Section 695 of the *Local Government Act* and Section 57 of the *Community Charter* against properties legally described as:

- 1) Lot 1, D.L. 700, SDYD, Plan 43562 (Steinbach) and
- 2) Strata Lot 67, D.L. 4176S, SDYD, Strata Plan KAS938 (Newmarch).

Carried.

M. Andison October 21/15

re: Big White Security Contract

A staff report from Mark Andison, General Manager, Operations / Deputy CAO regarding the status of the RDKB's contract for the provision of security services at Big White and recommending that a new contract be signed for a six-month term was presented.

407-15 Moved: Director Gee Seconded: Director Worley

Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors approves the contract with Securiguard Services Ltd. for the provision of security services at Big White Ski Resort for a six-month period at a monthly cost of \$19,622.60. **FURTHER** that the Board of Directors authorizes the RDKB signatories to sign and enter into the contract.

Carried.

FrontCounter BC License of Occupation**Electoral Area 'E'/West Boundary-Central Okanagan Shotgun Sports Club**

A staff report from C. Rimell, Planner regarding an application submitted to FrontCounter BC for a License of Occupation for a ±24 ha Trap and Skeet Facility in Electoral Area 'E'/ West Boundary, east of Highway 33, off Big White Road, on unsurveyed Crown Land in the vicinity of District Lot 2713, SDYD was presented.

408-15 Moved: Director Gee Seconded: Director Danchuk

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors advise that while there is no land use planning for the lands that are the subject of the FrontCounter BC referral for a License of Occupation for a ±24 ha Trap and Skeet Facility in Electoral Area 'E'/ West Boundary, east of Highway 33, off Big White Road, on unsurveyed Crown Land in the vicinity of District Lot 2713, SDYD, that the comments from the Advisory Planning Commissions be forwarded to the Crown for consideration

Carried.

Medical Marihuana-Notification for Production Licence**Electoral Area 'E'/West Boundary-M&J Orchards Ltd.**

A staff report from Carly Rimell, Planner regarding the notification submitted by M&J Orchards to establish a federally licensed Marihuana for Medical Purposes Regulations (MMPR) Facility in Electoral Area 'E'/ West Boundary, off Myers Creek Road, east of Rock Creek, on the property legally described as DL 1549, except plan B4022 B7361 9525 28589 H1 sublots C&D was presented.

409-15 Moved: Director Gee Seconded: Director Smith

Corporate Vote Unweighted

That the staff report regarding the notification submitted by M&J Orchards to establish a federally licensed Marihuana for Medical Purposes Regulations (MMPR) Facility in Electoral Area 'E'/ West Boundary, off Myers Creek Road, east of Rock Creek, on the property legally described as DL 1549, except plan B4022 B7361 9525 28589 H1 sublots C&D, be received.

Carried.

Grant-in-Aid

Director Russell requested that the GIA application from the Grand Forks Figure Skating Club for \$3,000 towards rental costs be removed from the agenda.

Late Items 12e):

1. Grant in Aid - Electoral Area 'A' - First BV Venturers attendance at Silver Duke of Edinburgh Award Ceremony in Victoria and
2. Grant in Aid - Electoral Area 'B'/Lower Columbia-Old Glory – G. Tatangelo acceptance of award at Edinburgh Award Ceremony in Victoria were added to the agenda and it was;

410-15 Moved: Director Grieve Seconded: Director Worley

Stakeholder (Electoral Area Directors) Vote Weighted

That the following Grant in Aid applications be approved:

1. Genelle Recreation lawn mowing equipment-\$2,000-Electoral Area 'B'/Lower Columbia-Old Glory
2. Christina Lake Fire Fighters' Society Halloween Fireworks-\$1,500-Electoral Area 'C'/Christina Lake
3. P. Beattie for rat extermination in Gordon Keir cabin-\$500-Electoral Area 'C'/Christina Lake
4. Grand Forks and Boundary Regional Ag Society offset insurance costs-\$500-Electoral Area 'D'/Rural Grand Forks
5. Grand Forks Rotary Halloween fireworks -\$1,500-Electoral Area 'D'/Rural Grand Forks
6. Rock Creek Women's Institute food safe registration-\$110-Electoral Area 'E'/West Boundary
7. Rock Creek Women's Institute nonprofit series registration-\$140-Electoral Area 'E'/West Boundary
8. Bridesville Community Club expenses incurred to accommodate evacuees-\$300-Electoral Area 'E'/West Boundary
9. Trails to Boundary Society Board Development-\$600-Electoral Area 'E'/West Boundary
10. Trails to Boundary Society Trail Coordinator registration Aging in the Kootenays-\$75-Electoral Area 'E'/West Boundary
11. Trails to Boundary Society Trail Registration Bioengineering course-\$237.30-Electoral Area 'E'/West Boundary
12. Boundary Central Secondary School PAC student attendance at OK Film course-\$887.53-Electoral Area 'E'/West Boundary
13. 1st Beaver Valley Venturers attendance at Silver Duke of Edinburgh Award Ceremony in Victoria- \$300-Electoral Area 'A'
14. G. Tatangelo-Acceptance of award at Edinburgh Award Ceremony in Victoria \$300 - Electoral Area 'B'/Lower Columbia-Old Glory

Carried.

T. Martin-Oct 26/15**re: FortisBC Licence Agreement-Tower Site**

A staff report from Terry Martin, Fire Chief, Kootenay Boundary Regional Fire Rescue (KBRFR), regarding a Licence Agreement between the RDKB (KBRFR) and FortisBC Energy Inc. and the placement of the Kootenay Boundary Regional Fire Rescue communications equipment in FortisBC Energy Inc.'s communication tower and equipment shelter building was presented.

411-15 Moved: Director McLellan Seconded: Director Pahl

Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors approves the Licence Agreement for Tower Site between FortisBC Energy Inc. and the Regional District of Kootenay Boundary for the placement of the Kootenay Boundary Regional Fire Rescue communications equipment on and or in FortisBC Energy Inc.'s communication tower and equipment shelter building with a non-exclusive licence for this purpose for a term of five years commencing October 15, 2015 to and including October 14, 2020 with an option to renew the Agreement for a further one (1) five-year term commencing September 1, 2020 and ending February 2026 on the same terms as this current Agreement. **FURTHER** that the Regional District of Kootenay Boundary will make payment to FortisBC Energy Inc. a licence fee of \$200.00 for each month of the Agreement plus any applicable federal and or provincial sales tax according to the schedule set out in Appendix 'C' of the Agreement. **FURTHER** that the Board of Directors authorizes the RDKB's signatories to sign and enter into the Agreement.

Carried.

Bylaws**Bylaw No. 1579-Adoption**

**Regional District of Kootenay Boundary Zoning Amendment Bylaw
Amending Electoral Area 'D'/Rural Grand Forks Zoning Bylaw No. 1299**

RDKB Zoning Amendment Bylaw No. 1579 was presented for adoption.

412-15 Moved: Director Russell Seconded: Director Grieve

Electoral Area Directors Stakeholder Vote Unweighted

That Regional District of Kootenay Boundary Zoning Amendment Bylaw No. 1579 be reconsidered and adopted.

Carried.

Bylaw No. 1583-Adoption**RDKB East End Sewer (Aerial Crossing) Loan Authorization Amendment Bylaw**

RDKB Bylaw No. 1583 was presented for adoption.

413-15 Moved: Director McLellan Seconded: Director Pahl

Corporate Vote Weighted

That the Regional District of Kootenay Boundary East End Sewer (Aerial Crossing) Loan Authorization Amendment Bylaw No. 1583 be reconsidered and adopted.

Carried.

Late (Emergent) Items**J. MacLean-Oct. 28/15****re: Bylaw No. 1587-Big White Refuse Disposal**

A staff report from J. M. MacLean, CAO regarding Bylaw 1587; the Big White Refuse Disposal Service Conversion and Establishment Bylaw was presented.

Bylaw 1587 was presented for first, second and third readings.

414-15 Moved: Director Gee Seconded: Director Russell

Corporate Vote Unweighted

That the Big White Refuse Disposal Service Conversion and Establishment Bylaw No. 1587, 2015 be read a first, second and third time.

Carried.

J. MacLean-Oct. 28/15**re: Security Issuing Bylaw No. 1588**

A staff report from J. M. MacLean, CAO regarding Regional District of Kootenay Boundary Security Issuing (Sewer - Pedestrian/Pipe-bridge) Bylaw No. 1588 was presented.

Bylaw 1588 was presented for first, second and third readings and adoption

415-15 Moved: Director Gee Seconded: Director Russell

Corporate Vote Weighted

That Regional District of Kootenay Boundary Security Issuing (Sewer - Pedestrian/Pipe-bridge) Bylaw No. 1588, 2015 be read a first, second and third time.

Carried.

416-15 Moved: Director Martin Seconded: Director McLellan

Corporate Vote Weighted

That the Regional District of Kootenay Boundary Security Issuing (Sewer - Pedestrian/Pipe-bridge) Bylaw No. 1588, 2015 be reconsidered and adopted.

Carried.

Discussion Item-Summarized Quarterly Financial Reporting

Referred from Finance Committee at a meeting held October 27, 2015.

The Board discussed the requested Summarized Quarterly Financial Reports.

The first submission of the Quarterly Report will be provided for feedback and requested changes from the Board members.

It is the Board's intention that before the Summarized Quarterly Financial Reports are submitted to the Board, that they have been managed by the Service Managers and that any variances that may be out of step with what is expected be recorded. The reports are for review and not approval as at this point, the Budgets will be in draft form only and the Board needs to be cognizant of staff time in preparing the reports.

Board members can contact staff in the office to discuss any concerns and / or to receive additional budget details.

**Discussion Item-General Government Financial Plan
re: Ways to Find Cost-savings in RDKB Services**

Referred from Finance Committee at a meeting held October 27, 2015.

The Chair introduced the matter that was brought forward from a discussion at the October 27, 2015 Finance Committee. She noted that the purpose for the discussion is to review ways the Board and staff can work together to find cost-savings for the various RDKB services.

The Board members discussed what ways (partnering, cost-sharing on certain projects with other local governments) the Board can ensure that the budgets are being submitted with a high level of thought to cost-containment.

There was also a discussion regarding ways the individual Committees may be able to articulate service priorities to Services Managers so that the Manager can work off of the priorities and then make any amendments, as requested by an individual Committee, that may either increase or decrease the relevant budgets.

For the initial Committee Budget meetings, Managers will include the identification of services offered and current service levels (e.g. staff resources, hours of operation, required capital, and or O&M etc.) and what will be required to maintain the current service levels. They will also provide specific information identifying any key issues and or proposals that may expand or improve the current service levels, including any variances or changes that are out of step with what is expected.

Discussion of items for future meetings

1. RDKB 50th Year Anniversary - February 22, 2016

The Chair requested the Board members to think about a celebration and to submit any ideas or suggestions that may be appropriate to celebrate the RDKB's 50th Year of Incorporation.

Staff Direction and Other Information

The General Manager, Operations/Deputy Chief Administrative Officer was requested to send out the report regarding the new BC Building Inspection Act to the member municipalities. This report was included on the Electoral Area Services Committee October agenda.

The Manager of Corporate Administration provided a recap of the arrangements being made for the November 26 Board meeting being held at Big White Ski Resort.

Question Period for Public and Media

A question period was not required.

Closed (Incamera) Session

A closed meeting was not necessary.

Adjournment

There being no further business,

Moved: Director Pahl

That the meeting be adjourned (time: 7:25 p.m.).

Carried.

TL

**RDKB Board of Directors
Memorandum of Action Items**

Action Items Arising from Board Direction (Task List)

Updated on November 17, 2015

PENDING TASKS

Resolution #	Date	Item/Issue	Actions Required/Taken	Status
231-10	May 26/10	Sidley Mtn. Fire Protection	Staff met with Okanagan Similkameen Regional District in June re. Satellite Service in Area 'E' (Sidley Mountain/Anarchist)	Ongoing

Note: Staff met with RDOS in June to discuss Sidley Mtn. Fire Protection

232-10	May 26/10	Christian Valley Mosquito	1. Staff working with proponents	Ongoing
102-14	March 20/14	Control Service	2. Staff will research use of bat houses in proposed Feasibility Study	

Note: Staff and the Area Director are working towards a public meeting in late summer/early fall.

5-14	Jan 30/14	Carbon Emissions Reduction	Continue current partnership agreement subject to approved partnership funding contributions	Ongoing
N/A	May 1/14	Sale of Airport	Directors take time to consider future use of proceeds from sale of Trail Airport.	IP

Note: This item will be placed on upcoming Finance Committee agendas. Conversion and repeal/service discontinuation bylaws drafted and forwarded to member municipalities on Aug. 20th - Waiting for municipal responses. This topic will be addressed during 2016 budget deliberations.

TASKS FROM January 29, 2015 BOARD MEETING

Resolution #	Item/Issue	Actions Required/Taken	Status
n/a	Ground Water Monitoring	Staff will investigate and report back to Board regarding leaching and any consequences should this occur.	IP

To be discussed at the Nov 18/15 Environmental Services Committee mtg.

TASKS FROM February 26, 2015 BOARD MEETING

Resolution #	Item/Issue	Actions Required/Taken	Status
n/a	Financial Plan Amendment	During 2016, staff will compile a list of various Financial Plan amendments that are made to the 2015 Five Year Financial Plan during the year. The list and summary of total value of all amendments will be provided to the Finance Committee and Board.	Ongoing

TASKS FROM March 31, 2015 BOARD MEETING

Resolution #	Item/Issue	Actions Required/Taken	Status
145-15	2014 CARIP Report & Contribution to Climate Action Reserve Fund	Staff will provide a report identifying opportunities for further carbon reductions taking into consideration planned retrofits, renewals and staff resources. <i>Projects will be proposed in 2016 budgets.</i>	IP

TASKS FROM April 30, 2015 BOARD MEETING

Resolution #	Item/Issue	Actions Required/Taken	Status
182-15	Grand Forks Curling Club Flat Roof	The 2015 Financial Plan will be amended to include the expense of replacing the GF Curling Rink roof with a corresponding transfer from reserve.	C

TASKS FROM June 18, 2015 BOARD MEETING

Resolution #	Item/Issue	Actions Required/Taken	Status
247-15	International Waste at District Landfills	Staff will refer the matter of international waste at District landfills back to the Environmental Services Committee for further discussion. <i>To be discussed at the Nov 18/15 Environmental Services Committee meeting.</i>	IP
250-15	Policies	Staff will amend the Waive Tipping Fee Policy to include provisions for standing waivers for groups or individuals.	IP
258-15	Mussel Control	Staff will forward a letter to the Provincial Government regarding the responsibility of mussel control. <i>A presentation was made to the Minister on this matter, which included a briefing note, at UBCM.</i>	C

TASKS FROM July 30, 2015 BOARD MEETING

Resolution #	Item/Issue	Actions Required/Taken	Status
314-15	Boundary Animal Control Contract	Staff will provide the Board with the Commissionaires' Boundary Animal Control service reports.	IP

TASKS FROM August 31, 2015 BOARD MEETING

Resolution #	Item/Issue	Actions Required/Taken	Status
n/a	EOC Update	The Electoral Area Services Committee will be reviewing and discussing future communications and planning for, and management of, Electoral Area properties that are exposed to emergency response events. <i>After action report being presented at the November 26, 2015 meeting.</i>	C

TASKS FROM September 29, 2015 BOARD MEETING

Resolution #	Item/Issue	Actions Required/Taken	Status
353-15	Selkirk College Training/Programs	1. Staff/Directors will forward a letter to the Ministries of Health and Human Resources and Social Innovation advising that there is a need for lab technician programs and training in the WK region. <i>Letters sent on Nov 10/15.</i> 2. In consultation with Selkirk College, the Board will lobby the Province advocating for funding support and resources to build a lab and launch lab technician training and programs considering the Selkirk College Trail Campus as the location.	C C
n/a	BCSPCA	Staff will follow up on the matter of the City of Castlegar approaching the BCSPCA expressing interest in a proposed new SPCA facility to be built in the West Kootenays. <i>This matter has not yet been finalized.</i>	IP

366-15	Grand Forks & District Recreation Commission	The RDKB will accept applications to appoint an Electoral Area 'D'/Rural Grand Forks rep to the Grand Forks & District Recreation Commission. Recommendation will be presented at the November 18/15 Board meeting.	IP
371-15	Medical Marihuana-Notification for Production Licence	The notification to establish a federally licensed Marihuana for Medical Purposes Regulation Facility in Electoral Area 'E'/West Boundary, off Myers Creek Road, east of Rock Creek, be referred back to staff. Planning will follow-up.	C
378-15	Taxation Exemption Policy	1. The matter of the RDKB Taxation Exemption Bylaw be referred to the PEP Committee for the development of a policy for the granting of permissive tax exemptions. 2. This policy is to be drafted and presented to the RDKB Board for approval before the Board is presented with the 2017 Taxation Exemption Bylaw. March – April 2016.	IP
385-15	Organizational Review	1. The Consultant to undertake the review will be sought through a request for proposals. 2. The Terms of Reference for the Organizational/Governance Review Request for Proposals be drafted using Director Martin's report as the foundation document. 3. The Terms of Reference be presented to the Finance Committee for review and possible endorsement. Will come forward in January.	IP IP

TASKS FROM October 29, 2015 BOARD MEETING

Resolution #	Item/Issue	Actions Required/Taken	Status
398-15	Service Establishment Bylaw Amendment	Staff will amend the EE Regional Sewerage Service Establishment Bylaw No. 1549 to include divesting of sole and dual benefiting regional interceptor sewer assets to the service recipients.	IP
399-15	Sole and Dual Benefiting Agreements	1. Staff will proceed with drafting the necessary sole and dual benefiting agreements with the Cities of Trail and Rossland and with the Village of Warfield and approval from the electorate of the individual service participants be obtained. 2. Administration will contact the Province to determine and receive permission to undertake the most efficient method to obtain electorate consent.	IP IP
401-15	BC SPCA Animal Control Contract	The RDKB and partner municipalities will enter into an agreement with BC SPCA to continue to provide animal control service for an indefinite term but with a 3-month termination clause. Contract drafted.	C
402-15	KBRFR Training Officer	The Board approved the hiring of a full time Training Officer Position for the KBRFR, as a three year term.	C
n/a	CRTLGC and CBRAC	1. Staff will post information gathered on BC Hydro's flood control measures for the Directors. 2. Staff will set up a meeting between the RDKB and RDCK Boards with BC Hydro.	
407-15	Big White Security Contract	RDKB will enter into a contract with Securiguard Services Ltd. for the provision of security services at Big	C

White Ski Resort for a 6-month period.			
411-15	FortisBC Licence Agreement-Tower Site	Staff will renew the Agreement as per terms listed in the minutes and RDKB will make a licence fee payment to FortisBC as per the terms listed in the minutes.	C
n/a	Finding Cost Savings in RDKB Services	1. For initial Committee Budget meetings, managers will include the identification of services offered and current service levels and what will be required to maintain the current service levels. 2. They will also provide specific information identifying any key issues and/or proposals that may expand or improve the current service levels, including any variances or changes that are out of step with what is expected.	C
n/a	BC Building Inspection Act	Staff will send out the report regarding the new BC Building Inspection Act to the member municipalities.	C

Staff & Board Follow-Up – In Addition to Board Resolutions

Date Item/Issue for future meetings

Feb 26/15 – Board will discuss increasing the amount of sponsorship given to communities that host AKBLG conventions.

Mar 31/15 – Board will discuss the future use of proceeds from the sale of the airport during 2016 budget deliberations.

Mar 31/15 – Strategic priority-funding of gas tax and the January 2016 intake of proposals regarding a Boundary-scale Trails development for 2016.

Apr 30/15 – Rural Dividends – Rural Advisory Council

May 28/15 – Staff investigate Bio-waste solids on ALR lands and prepare report for future consideration.

May 28/15 – Staff explore possible changes to Improvement District legislation.

July 30/15 – Discussion respecting historical sites



OCT 26 2015

REGIONAL DISTRICT OF KOOTENAY BOUNDARY	
FILE #	OCT 26 2015
DOC #	
REF. TO:	RF
CC:	

1041004

Ms. Grace McGregor, Chair
Regional District of Kootenay Boundary
Board of Directors
202 – 843 Rossland Ave
Trail BC V1R 4S8

Dear Ms. McGregor:

Thank you for your letter to Honourable Christy Clark, Premier, dated September 8, 2015, regarding legislation or other measures the Province may have in place with respect to possible health hazards from radiofrequency (RF) electromagnetic fields – in particular, smart meters. I am pleased to respond on Premier Clark's behalf, and I apologize for the delay.

The BC *Public Health Act* defines a health hazard as:

- (a) a condition, a thing or an activity that
 - (i) endangers, or is likely to endanger, public health, or
 - (ii) interferes, or is likely to interfere, with the suppression of infectious agents or hazardous agents, or
- (b) a prescribed condition, thing or activity, including a prescribed condition, thing or activity that
 - (i) is associated with injury or illness, or
 - (ii) fails to meet a prescribed standard in relation to health, injury or illness.

Smart meters are not health hazards as defined by the *Public Health Act*. Although RF fields vary depending on the technology used, exposure from smart meters is very low. In fact, the components of a smart meter emit radio signals similar to those of common appliances, such as AM/FM radios and baby monitors.

For more information on smart meters and RF radiation, provided by Dr. Perry Kendall, Provincial Health Officer, please refer to this link:
<http://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/smart-meter-and-cancer-risk-statement>.

Also, see the links below this statement for additional information on smart meters. In particular, I recommend you read "VCH Response to Richmond City Council Reinvestigation into Smart Meters," at: <http://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/vch-response-to-richmond-city-council-re-investigation-into-smart-meters.pdf>. This letter was co-written by the Vancouver Coastal Health Authority's medical health officers and Dr. Kendall.

...2

Ministry of
Health

Office of the
Minister

Mailing Address:
PO Box 9050 Stn Prov Govt
Victoria BC V8W 9E2

Location:
Parliament Buildings
Victoria

- 2 -

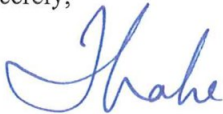
To ensure public RF exposures fall within acceptable guidelines, Industry Canada, the federal regulator responsible for the approval of RF equipment, has chosen the human exposure limits established by Health Canada as its regulatory exposure standard (Safety Code 6). Health Canada's Safety Code 6 guidelines were evaluated by an expert panel of the Royal Society of Canada and deemed to be an adequate representation of science currently available.

Safety Code 6 is reviewed regularly to ensure it continues to provide protection against all known adverse human health effects of RF fields. To learn more, see Health Canada's website entitled "2015 Revisions to Safety Code 6: Summary of Consultation Feedback," at: http://www.hc-sc.gc.ca/ewh-semt/consult/_2014/safety_code_6-code_securite_6/feedback_commentaires-eng.php.

The Ministry of Health works closely with Health Canada and the BC Centre for Disease Control to ensure it has access to the most up-to-date scientific information. Based on the current information and studies available, the typical levels of RF energy coming from smart meters are thousands of times below the limits for public exposure. As long as exposure is below these established limits, there is no convincing scientific evidence that this equipment is hazardous to human health.

Thank you again for writing. I appreciate the opportunity to respond.

Sincerely,

A handwritten signature in blue ink, appearing to read "T. Lake", written in a cursive style.

Terry Lake
Minister

pc: Honourable Christy Clark
Dr. Perry Kendall, Provincial Health Officer, Ministry of Health



REGIONAL DISTRICT OF KOOTENAY BOUNDARY	
FILE #	NOV -2 2015
DOC #	
REF. TO	
CC:	Jm Gm TL

Reference: 290746

October 27, 2015

Chair Grace McGregor
and Council representatives
Regional District of Kootenay Boundary
202 - 843 Rossland Avenue
Trail BC V1R 4S8

Dear Chair McGregor and Council representatives:

I am writing to follow up on my recent meeting with Regional District of Kootenay Boundary representatives at the 2015 Union of British Columbia Municipalities (UBCM) Convention.

The annual UBCM convention offers an important opportunity for local governments to have conversations and outline priorities with the provincial government. These meetings help to inform ministries on issues that matter most to communities in British Columbia. I was pleased to have the opportunity to meet with you and discuss issues of mutual importance.

Ministry staff have committed to following up on the issues raised at this meeting.

Thank you again for taking the time to meet. I look forward to continuing to work closely with you.

Sincerely,

Mary Polak
Minister

Ministry of
Environment

Office of the
Minister

Mailing Address:
Parliament Buildings
Victoria BC V8V 1X4

Telephone: 250 387-1187
Facsimile: 250 387-1356

**2015 Fire Season
After Action Report
for
Regional District of Kootenay Boundary (RDKB)**

**Prepared by
Rosanna von Sacken
Advanced Consulting and Facilitation Ltd.**



Oct. 27, 2015

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RDKB After Action Report, Fire Season, 2015

Acronyms

BCAS	BC Ambulance Service
CAO	Chief Administrative Officer
CRC	Canadian Red Cross
EMBC	Emergency Management BC
EOC	Emergency Operations Centre
EPC	Emergency Program Coordinator
ESS	Emergency Social Services or Emergency Support Services
GIS	Geographical Information System
IHA	Interior Health Authority
IO	Information Officer
IT	Information & Technology
MFLNRO	Ministry of Forests, Lands and Natural Resource Operations
MoAg	Ministry of Agriculture
MoTI	Ministry of Transportation and Infrastructure
OFC	Office of Fire Commissioner
RCMP	Royal Canadian Mounted Police
RDKB	Regional District of Kootenay Boundary
REOC	Regional EOC
WMB	Wildfire Management Branch

1.0 INTRODUCTION

1.1 The Regional District of Kootenay Boundary (RDKB) Emergency Planning Services

The Regional District of Kootenay Boundary (RDKB) is responsible for integrated emergency planning within the Regional District. Its mandate is outlined in Bylaw #1256, Establishing an Emergency Response and Recovery Plan(s) for the RDKB as amended from time to time. The service benefits the following partner communities:

- Electoral Areas A, B, C, D and E
- Village of Fruitvale
- Village of Montrose
- City of Trail
- Village of Warfield
- City of Grand Forks
- City of Greenwood and
- Village of Midway

The Emergency Program Coordinator, also the Deputy Regional Fire Chief, Mr. Dan Derby is responsible for the administration, oversight and implementation of the emergency planning services.

1.2 Background

August, 2015 was a busy month for the Regional District of Kootenay Boundary. RDKB supported the fire responses for a total of forty-four (44) fires in the region from Aug. 12 to Sept. 3, 2015. Some statistical data of five fires of note and the Stickpin Fire in Washington State is included in Appendix A. Figure 1 shows the locations of these six fires within RDKB.

Two of the fires demanded most of the RDKB's attention and resources – Rock Creek Fire and Stickpin Fire.

On Aug. 13, 2015, RDKB activated the Regional EOC (REOC) in response to the first fire, the Rock Creek interface fire, where tactical evacuation took place within hours of notification by the Trail Fire Dispatch. In anticipation of the fire growing with prevailing strong winds and dry conditions, the REOC self activated, quickly staffing up the REOC from 4 to 16 REOC members by day 2.

The Stickpin Fire, originated 30 km south of the Canada/US border in the State of Washington on Aug. 11, growing in size and magnitude to over 21,000 Ha. within 5 km of the border over the following week. Evacuation of Grand Forks and Christina Lake appeared a possibility, as was the need to receive and support potential evacuees from the US. In addition to planning for local evacuations, plans were put in place to coordinate the potential of a cross border evacuation.

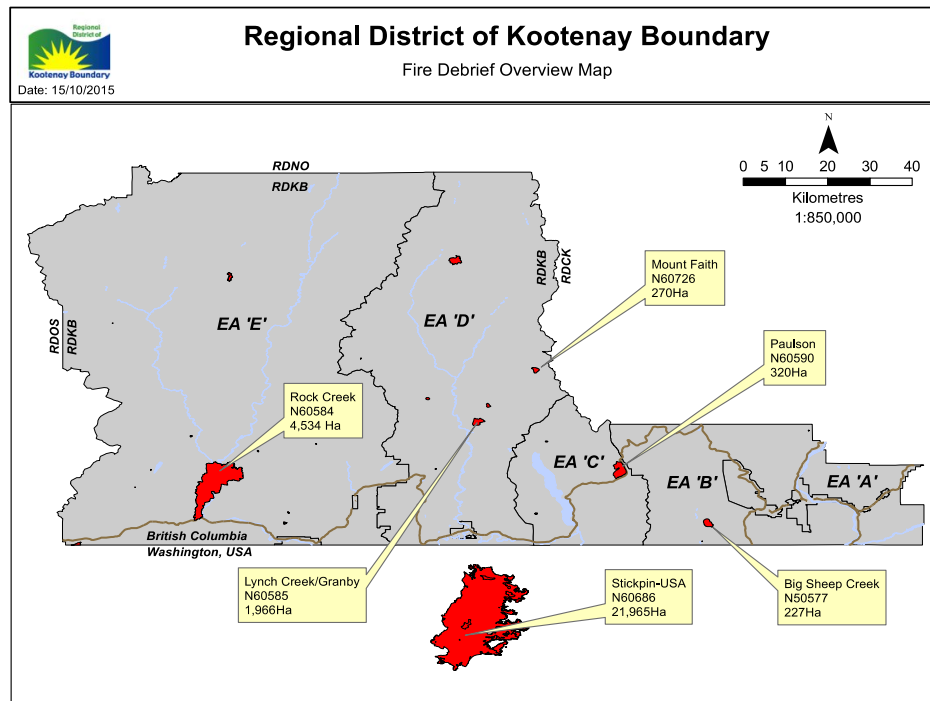


Fig. 1 – Locations of the five fires of note, and Stickpin Fire in the U.S. For visual comparison, the fires are shown by the relative sizes in red (source: RDKB).

Three reception centres were officially requested to activate for operations in three Regional Districts, in Midway (RDKB), Lumby (NORD) and in Kelowna (CORD). Two other unofficial facilities operated in Beaverdell and Bridesville. Besides people and homes being impacted, so were livestock and pets.

Throughout this period, multiple local fire departments from Midway, Greenwood, Grand Forks, Big White, Christina Lake and Kootenay Boundary Regional Fire and Rescue were also pressed into service for structural fire suppression and to support the responses led by BC Wildfire Management Branch (WMB). Additionally support for Strike Teams was provided by Creston, Kaslo, Pass Creek and Castlegar in support of the planning for the Stickpin Fire.

The REOC collaborated with the following agencies throughout the 22 days of operations (in alphabetical order):

- BC Ambulance Service (BCAS)
- Canadian Red Cross (CRC)
- Emergency Management BC (EMBC)
- Fortis BC
- Interior Health Authority (IHA)
- Ministry of Agriculture (MoAg)

- Ministry of Forest, Lands and Natural Resource Operations (MFLNRO), the Wildfire Management Branch (WMB) is part of BC Wildfire Service and this ministry, who has the lead response role in forest / wild fires
- Ministry of Transportation and Infrastructure (MoTI)
- Office of Fire Commissioner (OFC)
- RCMP
- Telus

2.0 DEBRIEFING SESSIONS AND RESULTS

RDKB contracted Advanced Consulting and Facilitation Ltd. to design and facilitate two in-person debriefing sessions (REOC operational reviews) on Sept. 30, 2015, one with external agencies and one with internal REOC staff. The results from these two workshops and recommendations, based on the author's review and understanding of documents provided, are presented in this After Action Report.

A Feedback form was designed and distributed to the invited agencies that could not participate in the debriefing session in-person. A separate and modified Feedback Form was designed and sent to the elected officials. See Appendix B for the two Feedback Forms used.

The debriefing sessions were designed to maximize engagement and interaction between the participants. Both workshops were conducted with the same purpose and desired outcomes.

Purpose:

To provide an in-person opportunity to share what was done well and lessons learned from the collective experiences of this summer's fires in RDKB.

Desired Outcomes:

- To recognize and harvest the "Kudos" (what was done well).
- To generate ideas for change, to capture and prioritize the "Do Betters" (what can be done better) for future REOC planning, response and recovery activities.

2.1 External Agencies Debriefing

A total of 22 participants, representing 13 agencies, were present at the External Agencies Debriefing (See Appendix C for the list of participants).

The session was tailored around two main activities, identifying the "Kudos" and "Do Betters". Both activities were designed to maximize the inclusion of all the participants' perspectives and voices. Participants were first invited to write down their own individual reflections of what went well on index cards, then they were asked to share them with their table mates in the small group work.

Each table group was invited to select the top 7 or so items and share them with the big group. All the "Kudos" were then posted on the wall, where participants were invited to move and cluster them and name the emerging themes (see also Appendix D).



Fig. 2 - External Agency Representatives in Debriefing Workshop

A similar process was used for the “Do Betters”, things that can be changed and improved. Further to the clustering and naming, the participants were asked to prioritize the posted items using the dot voting method (see also Appendix D).

2.1.1 Results from the External Agencies Debriefing

Participants identified a number of Kudos and clustered them into themes¹:

Themes	Supporting Kudos
Effective Management of Human Consequences	• Evacuation of the campground (Kettle River) • No criminal activity or loss reported • Nobody in the public was hurt • Infrastructure repaired and services restored rapidly along Hwy 33 • Effective road blocks by RCMP / Conservation Officers / MoTI • Excellent support for quick evacuation order expansion on Aug. 13 afternoon

¹ Except for clarity and grammatical purposes, the participants’ own words verbatim are used for all the Kudos and Do Betters presented in this report.

RDKB After Action Report, Fire Season, 2015

Themes	Supporting Kudos
	Neighbouring Fire Depts. response was quick and effective in supporting of structural group at Grand Forks and Christina Lake
Effective Logistical Support	- Early and continuous EOC activation - EOC team effective and sufficient staffing depth - Good working environment in EOC – high morale, excellent food, logistics and facilities - Received all the materials required from local logistics at the site level - Declarations of a Local State of Emergency, Evacuation Orders and Alerts were in place fast and appropriate
Amazing Pre-Planning	- Amazing evacuation zone mapping project and products - Excellent RDKB inventory of properties and plans available from the EOC - Just-in-time table top exercise for Stickpin Fire - Excellent worst case analysis for Stickpin Fire which enabled effective operations plan
Effective Inter-Agency Cooperation	- Collaboration of all stakeholders in the EOC and in the field - REOC staff and agency partners worked well together - Generally good and positive cooperation from the public - Good working relationship between structural and SPU at Grand Forks and Christina Lake - Good support, cooperation and involvement from South East Fire and Incident Commander Falcao and his team - Site Incident Management Team & REOC at Stickpin Fire was a huge success - We were able to utilize support and services from other Regional Districts - Amazing support from EOC for both Rock Creek and Stickpin Fires. - Total support and constant monitoring from Trail Fire Dispatch - Excellent sharing of resources in the EOC and in the field - Earnest ongoing efforts over fire duration by agency representatives (site and EOC)
Effective Internal and External Communications	- Good information sharing through daily 10:30 conference calls with agencies - EOC communications between agencies was respectful and cooperative - The format and content of the public meetings held for Stickpin met community needs - The people that you needed to get a hold of were easily accessible - Good communication between structural and ICs at Rock Creek – precise, direct, information, “bi-lateral”

RDKB After Action Report, Fire Season, 2015

Themes	Supporting Kudos
	- Physical presence of some agencies in the EOC - Full agency participation and communication
Planning and Implementation for Quality Care of Evacuees	- The activation of the Red Cross team in support of evacuations and evacuation planning - Partnership with Canadian Red Cross provided necessary support for evacuees - Highly effective, compassionate evacuee resources in the Reception Centre in Midway

The participants collectively identified these as the top five (5) priorities of “Do Betters”:

1. **Improve Communications** - Minimize loss of communications and technical problems, and better manage misinformation or no communication at all.
2. **Clarify Roles and Responsibilities** – Ensure consistency, sharing and common understanding of organizational charts and each other’s roles and responsibilities, especially with WMB, Local Governments, Structural Fire Departments and the Office of Fire Commissioner (OFC).
3. **Enhance EOC Staffing and Training to Build Relationships** - More practice by agencies in the spring prior to the fire season.
4. **Better Management of the Public Information Processes** – Better coordinate public messaging between all agencies to ensure consistency.
5. **Improve Data Management Strategy and Information Sharing between Agencies and Internally in the EOC** - Improve information timeliness and accuracy, social media management for sharing with the general public, particularly with those directly impacted by the event.

Words that the participants used to describe the debriefing session were:

- Engaging
- Smooth
- Focused
- Collaborative
- Beneficial
- Instructive
- Good starting point
- Detailed
- Build relationship
- Constructive
- Informative
- Hopeful
- Appreciative
- Needed
- Valued
- Worthwhile
- Networking

2.2 Internal REOC Staff Debriefing

20 REOC members participated in the Internal Debriefing (See Appendix C for the list of participants), six of those also participated in the External Agencies Debriefing earlier in the day.

This debriefing session was structured as three conversation tables, each with a focused question. A table host stayed at the same table while participants moved to a different table (a different focused question) after each round. The table host at each table was responsible for ensuring that all the participants had equal opportunities to contribute, to add their voices, ideas, thoughts and perspectives, and making sure that the contributions are recorded and recapped at the beginning of the second and third rounds.

The three focused questions were:

From your experience and perspective related to the EOC operations, what were the top 3 things you thought were very well done and should be recognized? Describe succinctly and clearly (the what, why and how).

From the perspective of your own EOC function or role, name the top 3 things that could be done better. Describe succinctly and clearly (your EOC function / role, the what, why and how).

What was your impression in terms of the level of collaboration, cooperation and coordination when working with different external agencies? What were some challenges and concerns that should be addressed?

Further more, participants were invited to write and post their personal top “Kudo” and “Do Better” during the working breaks.

When all three rounds of conversations were completed, the table hosts, with the help of the participants at their respective tables, prepared and presented to the big group a summary of the top three themes that emerged based on the patterns and discoveries harvested from the collective conversations.

Using the dot voting method, participants were invited to identify their top priorities of “Do Betters” based on the presented themes and supporting items shared at each table (see also Appendix E).

2.2.1 Results from the Internal REOC Staff Debriefing

During a working break, participants were invited to share one best Kudo from their own experience:

- Multi-tasked in a strange environment
- All EOC staff was positive and liaising with them was easy – very positive people
- #Twitter
- Web mapping (Bart)
- Great job on interactive mapping (Bart)
- The public meetings in Grand Forks and Christina Lake

- Strong, clear, concise direction
- Helped develop information management
- Ate a lot
- Answered / responded to distress calls in a professional, calm, compassionate and understanding manner
- Good working relationship with Rock Creek ICs
- Amazing leadership of EOC Directors
- Operations' EAF documentation
- Juggled many priorities at the same time
- Adapted to a new process and centre without prior knowledge or training
- EOC updates on conference calls by Director was all encompassing

The top five priorities of "Do Betters" identified by the REOC staff were:

1. Clarify roles and responsibilities, especially for the RCMP, OFC and Wildfire Management Branch.
2. Develop data sharing protocols before hand and better information flow (when, where, what and who?).
3. Continue the growth and evolution of the REOC Team.
4. Relationships Matter – they cannot be built at the time of a disaster, relationships need to be pre-established and refreshed.
5. Improve information management systems and tools.

At the conclusion of the debriefing, participants were asked to complete the sentence, "After this debriefing session, ..."

I feel:

- Confident (2x)
- We got comprehensive input from everyone (useful session)
- Proud and inspired (3x)
- Closure
- Have better relationships
- Part of a good team, it was well led
- The finance family has expanded
- Excited
- Admiration of the leadership

I learned:

- To move forward
- The full spectrum of a response
- More about each other
- More about the PREOC, different ministries and where the EOC fits
- That silence is OK
- The strength of our team
- That we have a good team
- About the short comings of our existing technology

I will:

- Help to move forward
- Sleep well tonight

- Be better prepared
- Just do it!
- Continue the momentum
- Improve the existing technology

2.3 Other Feedback Results

Individuals that were not able to participate in the debriefings in-person were invited to share their insights through the completion of a Feedback Form. Four (4) were received from external agency representatives.

Based on the four (4) completed Feedback Forms received from external agency representatives, the overall average score for the REOC operations was 8.75 out of 10. Although the sample was very small, the average overall score was exemplary. The overall sentiment and comments were very positive and constructive. The results of the received feedback were tabulated in Appendix F.

Furthermore, a member of the general public from Grand Forks community provided written comments to Mr. Roly Russell, Director for Electoral Area D, who in turn forwarded this as an email.

One (1) completed Feedback Form was received from one elected official. One elected official provided his feedback in an email, and another provided feedback via a phone conversation.

All feedback and comments, including those shared in other formats and not tabulated in Appendix G, were considered in this report.

3.0 CONCLUSIONS AND RECOMMENDATIONS

3.1 Recommendations

The recommendations in this section of the report reflect the:

- Feedback received through completed Feedback Forms, emails and phone conversations,
- Results from two in-person debriefing sessions held on Sept. 30, 2015, and
- Author's review, consideration and understanding of the materials provided by and conversations with Mr. Dan Derby, and those of the elected officials.

Some of these recommendations will not be entirely new to RDKB. Indeed, if the RDKB's Emergency Management Program probably has done some work related to some of these recommendations already, the intention is for RDKB to further grow and enrich the learning in those areas of potential change. In some situations, such as training and exercises, RDKB can invite and solicit participation. The shared responsibility and commitment has to come from the external agencies and partner communities that may have a role to play.

In anticipation that different readers will interpret this report differently, these reminders are offered:

- Start with conversations to establish common understanding before discussing implementation and tasks. Without common understanding and common goals, the end result may be different than anticipated or intended.
- Foster the stance of learning and change together.
- Approach with an open mind, acknowledge the differences in opinions and perspectives. Listen to understand and seek common ground.
- Empower people with trust and support to find possibilities and to move forward.

Recommendations contained in this section are intended for RDKB’s consideration, decision to implement the recommendations or not rests with RDKB and, where applicable, the identified external agencies. Where reasonable, recommendations are grouped based on some of the themes identified from the two debriefing sessions.

This following portion of the report is structured in a table format for ease of reading and references. Each recommendation has 4 columns:

1. Alpha-numeric references of the recommendations. The numbering system does not necessarily reflect numeric priorities, it is simply for the purpose of easy references and for RDKB to share the applicable portions with outside agencies (e.g. A.1 does not mean it was the #1 priority). See Appendix D for priorities identified in the debriefing session with external agencies and Appendix E for priorities identified in the debriefing with internal REOC staff.
2. The theme title (alphabetical reference), more detailed actionable items (numeric reference) and supporting rationale may be included in some cases;
3. The “lead” agency and/or internal RDKB positions; and
4. The target completion timeline, which is left empty and should be filled in by RDKB as part of the implementation process.

Ref. #	Recommendation Descriptions	*RDKB Internal Lead & External Lead	Target Completion
A.	Clarify Roles and Responsibilities		
1.	<i>Clarify an agency's own roles and responsibilities and then educate other agencies.</i> • An agency should be able to describe its roles and responsibilities in various emergency situations and whether it has the "Lead Agency²" role or not in a given scenario. • Once the roles and responsibilities are defined and understood, the agency should share them internally to ensure common understanding amongst its own staff. • When the agency is ready, these roles and responsibilities can also be shared with other agencies. Preferably, the roles and responsibilities description is provided to others in writing, so that they can be incorporated into relevant emergency plans. Sharing can be delivered informally as dialogues or conversations, or more formally as workshops, training and/or exercises. The primary aim is to have common understanding of each others' roles and that the expectations of each other are reasonable and doable. This will minimize possible confusion during a response when time and resources might be limited. • While this is a valuable exercise for every agency, it was identified in the debriefing sessions as a priority particularly with and/or between the RCMP, Wildfire Management Branch, the Office of the Fire Commissioner and local governments.	*RDKB – CAO & EPC RCMP, WMB and OFC	

² Being the "Lead Agency" does not mean that an agency has to do all the work and make all the decisions. It is intended for that agency to facilitate the coordination and management of needed and appropriate activities with other agencies. Having a "Lead Agency" is important as it shows leadership and that someone is "in charge" in the eyes of the public. The determination of a "Lead Agency" is based on jurisdiction, authority and mandate. The "Lead Agency" role can be unified in nature and may be transitioned to another agency as a situation moves through different phases of a disaster.

Ref. #	Recommendation Descriptions	*RDKB Internal Lead & External Lead	Target Completion
2.	<i>Pre-identify and pre-assign REOC Roles / Functions.</i> - Depending on personnel resources and availability, it is understood that there is no guarantee that the people trained to take on a particular EOC function is available. It is prudent to pre-identify and pre-assign personnel to all key EOC functions and roles, even if this means one person may be assigned to multiple EOC functions and roles. - The pre-assignments will help to provide specific and necessary training for the identified staff so they can feel confident in those specific EOC functions. It is conceivable to cross-train RDKB and partner community staff for various EOC functions. This will also help to build capacity within and outside RDKB, and to build relationships with other partner community staff. - Ideally the pre-assignments would be 3 deep (i.e. a primary designated person, and as back ups, a secondary and tertiary designated persons). This way, staff members of the partner communities will also have benefit from the EOC training, exercises and real operational experiences³. - Pre-assignment of multiple personnel with multiple EOC roles / functions will minimize the guess work and possibility of having no trained people to take on a specific EOC role / function.	*RDKB – CAO & EPC	

³ This consideration requires commitment from all partner communities to provide the staffing required, not just for real operational responses, but also in training and exercises. While using volunteers in the EOC in key EOC functions is NOT recommended, it is understandable that in some communities volunteers may be used to help with general duties (i.e. not decision making, not committing local authority's resources, not handling confidential information). If volunteers are used in / for the EOC operations, consider implementing formal screening, interviewing and deployment processes and having the volunteers sign an agreement to protect RDKB for privacy, confidentiality and legal purposes. Specifying the scope and roles for the volunteers and clarifying the expectations of volunteers will be prudent.

Ref. #	Recommendation Descriptions	*RDKB Internal Lead & External Lead	Target Completion
3. repeated as B.6⁴	<i>Enhance common understanding and expectations of the Elected Officials' roles.</i>	<i>*RDKB CAO & Elected Officials</i>	
	- It would be ideal that all elected officials would commit to and participate in the Elected Officials Emergency Management training, beyond the post-election opportunity that typically occurs, so that they will have a thorough understanding of their roles and responsibilities before, during and after a disaster event, and a common understanding with staff. - Training and Workshop topics of interest may include: - Elected Officials' role as a spokesperson in their own communities so that they are more visible in their communities. - Understanding and acceptance of the Information Officer's role and responsibilities, the IO's support in providing key messages for public and media information releases, and other parameters to ensure messaging consistency and positive public perception. - Ensure consistency in the use of social media. If no social media policy exists, then consider having one will be helpful. - Training opportunities in public speaking and handling media interviews. - Addressing the concerns of and understanding the options for business continuity. - Providing pre-event education and preparedness information. - A "RDKB Elected Officials and Staff Quick Reference Guide" already exists. Work with the elected officials to regularly review and update to ensure common understanding and application. Use it for training and exercises purposes.		

⁴ This recommendation includes some aspects of communications. That is why it was repeated in the Recommendation theme B: Improve Communications.

Ref. #	Recommendation Descriptions	*RDKB Internal Lead & External Lead	Target Completion
B.	Improve Communications		
1.	<i>Maximize messaging consistency and minimize rumors or misinformation.</i> • Where possible, work with the “Lead Agency” to develop common key messages that can be used by either and/or all agencies to optimize messaging consistency. • Ensure external agencies’ contacts and links are up to date to re-direct for information at source. • Know who the “Lead Agency” is. • When a situation is very dynamic (i.e. changing very fast), consider establishing scheduled times with the IO’s of the other agencies to share public and media messaging. • In this year’s event, particularly with external agencies such as the RCMP, OFC and WMB, co-determine how often, what information and with whom RDKB needs to communicate and share messaging. These stakeholders may vary depending on the emergency.	<i>*RDKB IO & External Agencies</i>	
2.	<i>Create opportunities for and participate in joint training and exercises related to communications equipment and protocols.</i> • Identify equipment and protocols needed for communication between different agencies and/or partner communities, including using radio channels available through EMBC, OFC and WMB. • Determine alternatives if the power is out or if equipment or infrastructure (e.g. radio antenna, internet or network) is not available or accessible. • Test equipment and protocols regularly to ensure functionality and effectiveness.	<i>*RDKB IO & External Agencies</i>	

Ref. #	Recommendation Descriptions	*RDKB Internal Lead & External Lead	Target Completion
	- Establish ways to document and share communiqués, especially when using radio communications. - Develop training and exercises with external agency representatives to maximize users know-how of the equipment and common understanding of roles and expectations (see also recommendations under A.1 above.		
3.	<i>Establish and monitor the official RDKB presence in the public and media realms.</i> - It is not uncommon to have misinformation or little information in a community, especially in the early stages of an event. That is because every situation is unique and dynamic, and in the early stages, the responding agencies themselves are gathering their own data. - The biggest source of misinformation or inaccurate information (e.g. rumors) tends to come from un-confirmed information, unofficial and/or social media channels, and it may also come from unclear wording in the messages. The most effective remedy is monitoring of what is being shared in the public and media realms. - Ensure RDKB's website emergency information is updated frequently and in a timely manner. - Ensure RDKB has identifiable official presence if social media sites are used. Regardless which social media platform is used, make sure the RDKB identity / brand is known in both the public and media circles so the target audiences know what is official and what is not from RDKB. - If social media are used, monitoring is a must in order to catch significant inaccuracies, missing information and/or rumors that may spread quickly, to watch for patterns and trends of information gaps so that the IO can fill the identified information needs, if any. - Encourage re-posting or re-tweets as a re-direct to RDKB's own sites and information.	*RDKB IO	

Ref. #	Recommendation Descriptions	*RDKB Internal Lead & External Lead	Target Completion
4.	<i>Develop a RDKB Information Officer (Disaster Communications) Plan.</i> - Similar to other emergency plans, develop a RDKB Information Officer Plan, a comprehensive document that outlines all the emergency communications processes, structure, authority, expectations and protocols, etc. The development of such a plan is typically led by the Information Officer, with input from others as required. - This plan then becomes an operational guide for those that have roles and responsibilities in the Information Officer function. - The plan may include radio communications components, but if the plan becomes too much, then a separate radio communication plan may be required. - As with all emergency plans, annual reviews and updates, regular training and exercises must follow after the Information Officer Plan development is completed.	<i>*RDKB IO</i>	
5.	<i>Build an Information Officer Team.</i> - In large scale or prolonged disasters or emergency events, it is impossible for only one person to be responsible for all the IO related activities and responsibilities. - Consider recruiting appropriate personnel to build a strong and trained IO Team. Members of this team may come from other partner communities. IO Team members will report to the Sr. Information Officer at the REOC. - IO Team members may be sent to various locations. This may help to address the need of having trained liaisons on the ground to speak on behalf of RDKB, to share information with evacuees at reception centres or with officials in the affected communities or at incident sites.	<i>*RDKB IO & Partner Communities</i>	

Ref. #	Recommendation Descriptions	*RDKB Internal Lead & External Lead	Target Completion
	- This will also help to build capacity within the partner communities, and provide direct linkage to the elected officials. - Provide joint training and exercises opportunities related to the IO function. Once the IO Plan is developed, training and exercises should be conducted using the plan content.		
6. repeated as A.3.	<i>Enhance common understanding and expectations of the Elected Officials' roles.</i>	<i>*RDKB CAO & Elected Officials</i>	
	- It would be ideal that all elected officials would commit to and participate in the Elected Officials Emergency Management training, beyond the post-election opportunity that typically occurs, so that they will have a thorough understanding of their roles and responsibilities before, during and after a disaster event, and a common understanding with staff. - Training and Workshop topics of interest may include: - Elected Officials' role as a spokesperson in their own communities so that they are more visible in their communities. - Understanding and acceptance of the Information Officer's role and responsibilities, the IO's support in providing key messages for public and media information releases, and other parameters to ensure messaging consistency and positive public perception. - Ensure consistency in the use of social media. If no social media policy exists, then consider having one will be helpful. - Training opportunities in public speaking and handling media interviews. - Addressing the concerns of and understanding the options for business continuity. - Providing pre-event education and preparedness information. - A "RDKB Elected Officials and Staff Quick Reference Guide" already exists.		

Ref. #	Recommendation Descriptions	*RDKB Internal Lead & External Lead	Target Completion
	Work with the elected officials to regularly review and update to ensure common understanding and application. Use it for training and exercises purposes.		
C.	Improve REOC Information Management.		
1.	<i>Continue to explore and evolve the use and application of GIS.</i> • It was evident that the evacuation zoning maps were well used and appreciated by the users in this year's fire season. GIS can be a powerful tool to search, track, display, analyze and convey information and updates besides creating maps and using demographic or planning data. • If pre-design and pre-tailoring can occur prior to an event, GIS can provide near real time and analytical information, which can also be linked to relevant EOC reports (e.g. Incident Report, Resource Requests, etc.) if they were available electronically. • Discussions and agreement amongst agencies need to occur to address potential issues associated with the full use and application of GIS, such as: ○ The sensitivity, privacy and confidentiality nature of data and information. ○ The ownership and propriety of the data and information (e.g. utilities). ○ Different platforms or software being used by different agencies, so which to use during an event? ○ Identification and agreement on what the processes and protocols are, what is realistic to share between agencies. ○ How might a centralized "steward" work in a multi-stakeholder event such as the 2015 fires?	<i>*RDKB GIS Staff & EPC and other GIS data providers</i>	

Ref. #	Recommendation Descriptions	*RDKB Internal Lead & External Lead	Target Completion
2.	<i>Enabling external agencies to access their own data and information while working in the REOC.</i> - There may be two different issues when external agencies are working in the REOC: - External agencies cannot access their own data or information on their own computer system. - External agencies working in the REOC are working and representing RDKB's overall interests and voice (such as CRC providing ESS services to evacuees on behalf of RDKB). - To address the first issue, there may be a couple of options: - As long as internet service access is available, external agencies can ask their own IT experts to establish and provide Virtual Private Network (VPN) for them to access their own data and IT systems while working remotely, such as in the REOC. In this case, secured internet access in the REOC is recommended, if not already available. - Put the anticipated and needed information onto USB flash drives so that they can bring the information with them. - To address the latter issue of an external agency working in the REOC, both the external agency and RDKB must be clear as to whom the external agency is accountable and what purpose their role serves. If an external agency is indeed representing RDKB's interests and voice, then they should be treated, even temporarily, as part of the RDKB EOC staff. This means that they should: - Use the REOC email address, not their normal email address, so that all email communications are saved, stored, retrievable and archived as part of the RDKB's records. The emails can also be accessed by others replacing them when they are off duty.	<i>*RDKB IT Staff, EPC & External agencies</i>	

Ref. #	Recommendation Descriptions	*RDKB Internal Lead & External Lead	Target Completion
	○ Ideally, use a computer provided by the REOC so that they can have access to the REOC IT and electronic filing systems; all the documents they produce during the REOC operation can be saved, stored, retrievable and archived as part of the RDKB's EOC documents. Note that these computers can be "pre-scrubbed" to offer certain software applications and limited access to the RDKB server or all the RDKB files. ○ Bring their own separate agency computer for accessing the agency's own files and information if needed.		
3.	<i>Establish and use standardized documentation processes for EOC operations and ensure proper usage.</i> • Website information ○ Ensure the RDKB emergency web page is updated regularly and frequently to maximize consistency of shared information (provide links to source agencies). ○ All authorized and approved media releases, public information releases, social media messages, evacuation routes or maps, signed declarations / extensions / cancellation of Local State of Emergency and evacuation orders / alerts / rescinds can all be copied and posted on the emergency web page. • External Agency Representatives in REOC ○ Consider security and how to provide access to RDKB EOC documents via the shared drive (see also Recommendation C.2 above) • It is desirable to design and conduct documentation specific training and exercises for REOC personnel. This is important because documentation serves as historical memory of an event, references and/or supporting	*RDKB EPC	

Ref. #	Recommendation Descriptions	*RDKB Internal Lead & External Lead	Target Completion
	documents, and it may serve as evidence, should a document be used in a court of law. ○ Ensure documentation of meeting notes or minutes, a record of the EOC displays and other working documents (e.g. tracking of resources requests). ● It is important to train EOC personnel on which documents to use and how to complete them properly so that there is consistency, clarity and accountability (e.g. authorization signatures), and know where to save and find them. ● To establish REOC processes to build consistency, including but not limited to the following: ○ Agree on a file naming convention for files on the shared drive for ease of searching, saving and archiving event related documents within the REOC. ○ Ensure the Planning Section, Documentation Unit staff are trained so that they can train other people in a just-in-time manner if needed. ○ Insist all REOC personnel use the EOC email addresses that reflect the EOC functions based on their EOC assigned roles (e.g. eocdir@rdkb.com, pln-chf@rdkb.com, ops-fire@rdkb.com, etc.) for continuity, consistency and shift transitions. ○ Review and update EOC Start-Up checklists (reference position checklists) for initial activities when the REOC is operational. This can be expanded to help newer EOC staff members to get started quickly. ○ Collect and collate resource providers' information using a spread sheet (e.g. inventory of available or commonly needed resources).		
4.	Enhance EOC displays to keep all REOC personnel up to date.	*RDKB EPC & EOC PLN	

Ref. #	Recommendation Descriptions	*RDKB Internal Lead & External Lead	Target Completion
	- The main EOC display boards should contain both static (S) and dynamic (D) information for REOC personnel use only. This includes, but is not limited to the following types of information: - Task Number (S) - EOC contact information, public inquiry line(s) (S) – can be distributed as a list - EOC organization chart – who is taking on which EOC function(s) (D) per shift changes - EOC priorities per current and next operational periods (D) - Situation map as the bigger picture (D) - Situation progress and chronological updates per incident(s) (D) - The Planning Section is usually responsible for the EOC displays. Planning staff should be trained and exercised for this role. - Factors such as how to maximize the visibility, ease of finding the information needed quickly and enabling permanent records of the displays to be made should be considered before determining how the EOC displays will be structured and laid out in the REOC. This will be unique and need customization depending on the EOC facility being used. Once this is determined, exercise this element of the EOC operations to make continuing improvements.	<i>Section staff</i>	
D.	Continue to build relationships with partner communities and external agencies.		
1.	<i>Host or offer joint training and exercises opportunities to partners and external agencies to build relationships and enhance integrated capacity for larger scale events.</i>	<i>*RDKB EPC & External Agencies</i>	

Ref. #	Recommendation Descriptions	*RDKB Internal Lead & External Lead	Target Completion
	- This event has provided an opportunity for multiple agencies to meet in-person, to learn about each other's roles and capabilities, but under stressful circumstances. There was much consensus from the debriefing that sharing learning (training), practices (exercises) or even informal conversations pre-season will be helpful to strengthen these relationships. - Prior to flood and fire seasons will be a good time to host or offer joint training or exercise opportunities. - All REOC personnel should take the EOC Essentials Course (2 day course) as a minimum to gain an overview of how an EOC is structured, how the various EOC functions may work together, and the relationships between the site level and the EOC. Additional training beyond the EOC Essentials are available through EMBC and the Justice Institute of BC for: - EOC Operations (1 day) - EOC Planning (1 day) - EOC Logistics (1 day) - EOC Finance (1 day) - Information Officer (2 days) - As Operations and Planning are inter-dependent, personnel identified for either section should take both the Operations (1 day) and Planning (1 day) courses. Similarly for Logistics and Finance.		

3.2 Conclusions

Every emergency situation is unique and no matter how knowledgeable or experienced, there is always room for growth. RDKB had the foresight and leadership to hire an external neutral facilitator and hosted two face-to-face debriefing sessions on Sept. 30, 2015, taking advantage of people's momentum, memories and motivation to learn before the people involved settled back into their daily priorities and routines.

This report highlights the many lessons learned and the possible changes based on the many feedback and insights received. RDKB now has to decide on if and which recommendations to implement and how it might continue to transform its organization and emergency management team to an even better and more effective one.

The saying of "An EOC is a place where unfamiliar people work together in an uncomfortable space, playing unaccustomed roles, making unpopular decisions with insufficient time and resources" rang true for the RDKB EOC this summer.

For a first time activation on a large scale, the RDKB EOC team did extraordinarily well in its REOC operation in response to the numerous fires. Acknowledgement and credits should be given for:

- Effective team work where the REOC staff members stepped up to do whatever was needed.
- Creating a safe environment for learning, for some, there was a lot of just-in-time learning during the three weeks of operation between Aug. 13 to Sept. 3.
- Showing great leadership by a number of people, who guided, supported and encouraged collaboration, cooperation and coordination.
- The successful Canadian Red Cross – Personal Disaster Assistance Team / ESS pre-planning and implementation to support evacuees despite a huge geographic area.
- Respectful communications internally and externally in times of stress, limited resources and significant pressures to share information.

RDKB should be proud of its focus on people before all else, whether they are staff, evacuees, stakeholders or volunteers. One of the ultimate achievements was that everyone that needed to get out of harm's way from the fires did.

APPENDIX A

Statistical Data of Fires of Note from 2015

There were 44 wildfires burning within the Regional District of Kootenay Boundary between Aug. 12 and Sept. 3, 2015. Six of the fires of note occurred between Aug. 13 and Sept. 3.

The Rock Creek Fire (N60584) had the largest single day fire growth in the South East Fire Centre zone in over 30 years. This fire grew to 4,000 Ha. in six hours – 88% of total fire size of 4,534 Ha.

Other fires of note within RDKB are:

- Big Sheep Fire (N50577) – 227 Ha.
- Lynch Creek / Granby Fire (N60585) – 1,966 Ha.
- Paulson Fire (N60590) – 320 Ha.
- Mount Faith Fire (N60726) – 270 Ha.

A total of 7,397 Ha. were impacted from the 44 fires.

The Stickpin Fire (N60686) in Washington State was 21,965 Ha. in size. As of Sept. 29, 2015, 82% was contained.

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APPENDIX B

B.1 Feedback Form used for External Agencies

B.2 Feedback Form used for Elected Officials

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Regional District of Kootenay Boundary (RDKB) 2015 Fires
DEBRIEFING FEEDBACK FORM (please PRINT)
(for those who cannot participate in-person)
Sept. 30, 2015

OPTIONAL (helpful if clarification is needed)	
Name: _____ Agency: _____ Your Role: _____	Phone: _____ Email: _____

1. **How well would you rate your overall experience with the RDKB EOC operation?**

1
2
3
4
5
6
7
8
9
10

very poor
Excellent

2. **What was your / your agency's involvement?**
☐ Site response ☐ in RDKB EOC ☐ Both

Which Fire(s) were you / your agency involved in?
☐ Rock Creek Fire ☐ Stickpin Fire ☐ Both

 Other: _____

3. **From your experience, was the RDKB EOC adequately set up and resourced to support the fire response(s)? (e.g. staffing, equipment, facility, etc.)**
☐ Yes ☐ No
If no, please briefly explain why.

4. **How effective was the RDKB EOC in the following areas? Check all that apply.**

☒ Use check mark - Worked effectively
☒ Use cross mark – Could be improved

☐ Communications / information flow with external agencies
☐ Communications / information flow within the EOC
☐ Access to authority / authorization within the EOC
☐ Access to authority / authorization from the PREOC or other agencies
☐ Resource management to support site activities

☐ Timeliness and thoroughness of information sharing between EOC and site(s)
☐ Timeliness and thoroughness of information sharing with the affected population and media
☐ Completion of EOC paper work
☐ EOC Displays
☐ Other _____

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4a. Additional Comments

- 5. Was the RDKB EOC Plan and/or other relevant emergency plans pulled out and used?**
☐ Yes ☐ No
 If no, please briefly explain why.

- 6. What RDKB EOC documents were the most useful for you / your agency?**
 Internally within EOC:

- ☐ Incident Reports
☐ Resource Request Forms
☐ EOC Status Reports
☐ EOC Action Plans
☐ Emergency Plans – specify: _____

Shared with outside agencies:

- ☐ EOC Situation Reports
☐ Authorized Media / Public Information Releases
☐ Declaration / Extension / Cancellation of a State of Local Emergency

What could be improved?

- 7. How effective was the use of social media by RDKB and its EOC?**

- 8. Other Comments**

Name: _____

Role: _____

Phone: _____

☐ Check if you wish a follow up phone chat with Dan Derby and Rosanna von Sacken

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5. How effective was the RDKB EOC in the following areas? Check all that apply.

- ☒ Use check mark - Worked effectively
☒ Use cross mark – Could be improved

- | | |
|---|--|
| ☐ Communications / information flow with external agencies | ☐ Timeliness and thoroughness of information sharing between EOC and site(s) |
| ☐ Communications / information flow within the EOC | ☐ Timeliness and thoroughness of information sharing with the affected population and media |
| ☐ Access to authority / authorization within the EOC | ☐ Completion of EOC paper work |
| ☐ Access to authority / authorization from the PREOC or other agencies | ☐ EOC Displays |
| ☐ Resource management to support site activities | ☐ Other _____ |

5a. Additional Comments

6. Are you aware of the elected officials' specific roles and responsibilities with respect to disaster or emergency management?

- ☐ Yes ☐ No

If No, please identify which of the following educational opportunities you would like to commit to and participate in as they become available. Check all that apply.

- ☐ EM for Elected Officials or Senior Executives (in-person, 1 day)
☐ Other request: _____

7. Other Comments

APPENDIX C

Participant Lists

External Agencies Debriefing Session, Sept. 30, 2015

Last Name	First Name	Agency
Andison	Mark	RDKB
Dean	Donna	RDKB
Derby	Daniel	RDKB
Fyffe	Bart	RDKB
Haas	Irene	RDKB
MacLean	John	RDKB
Heriot	Dale	City of Grand Forks
Stephens	Mark	City of Trail
Dempsey	Elysia	CRC
McAllister	Dave	FortisBC
Kuhn	Ryan	IHA
Martin	Terry	KBRFR
Rexin	Dennis	BC Wildfire Service
Walters	Jean	BC Wildfire Service
Westerhaug	Art	BC Wildfire Service
Kurylowich	Dennis	MOTI
Roy	Tom	RCMP
Leanne	Tuchscherer	RCMP
Ellison	Clint	MAG
Brigl	Gundula	EMBC
Linda	Harfman	EMBC
Osellame	Walt	Midway VFD

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Participant List
Internal REOC Debriefing Session, Sept. 30, 2015

Last Name	First Name	Agency
Andison	Mark	RDKB
Burget	Beth	RDKB
Dean	Donna	RDKB
Derby	Daniel	RDKB
Fyffe	Bart	RDKB
Gaudry	Mitchell	RDKB
Green	Dale	RDKB
Haas	Irene	RDKB
Johnston	Ian	RDKB
Lenardon	Theresa	RDKB
MacLean	John	RDKB
Rimell	Carly	RDKB
Sidhu	Amrinderdeep	RDKB
Stanley	Alan	RDKB
Stephens	Mark	City of Trail
Abenante	Larry	City of Trail
Dempsey	Elysia	CRC
Martin	Terry	KBRFR
Teasdale	Bryan	Village of Montrose
Feist	Penny	Midway

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APPENDIX D

RDKB External Agencies Debriefing Results

(in no particular order except where prioritized, see numbers in brackets)

KUDOs

Themes	Supporting Kudos
Effective Management of Human Consequences	• Evacuation of the campground (Kettle River) • No criminal activity or loss reported • Nobody in the public was hurt • Infrastructure repaired and services restored rapidly along Hwy 33 • Effective road blocks by RCMP / Conservation Officers / MoTI • Excellent support for quick evacuation order expansion on Aug. 13 afternoon • Neighbouring Fire Depts response was quick and effective in supporting of structural group at Grand Forks and Christina Lake
Effective Logistical Support	• Early and continuous EOC activation • EOC team effective and sufficient staffing depth • Good working environment in EOC – high morale, excellent food, logistics and facilities • Received all the materials required from local logistics at the site level • Declarations of a Local State of Emergency, Evacuation Orders and Alerts were in place fast and appropriate
Amazing Pre-Planning	• Amazing evacuation zone mapping project and products • Excellent RDKB inventory of properties and plans available from the EOC • Just-in-time table top exercise for Stickpin Fire • Excellent worst case analysis for Stickpin Fire which enabled effective operations plan
Effective Inter-Agency Cooperation	• Collaboration of all stakeholders in the EOC and in the field • REOC staff and agency partners worked well together • Generally good and positive cooperation from the public • Good working relationship between structural and SPUs at Grand Forks and Christina Lake • Good support, cooperation and involvement from South East Fire and Incident Commander Falcao and his team • Site Incident Management Team & REOC at Stickpin Fire was a huge success • We were able to utilize support and services from other Regional Districts • Amazing support from EOC for both Rock Creek and Stickpin Fires.

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	• Total support and constant monitoring from Trail Fire Dispatch • Excellent sharing of resources in the EOC and in the field • Earnest ongoing efforts over fire duration by agency representatives (site and EOC)
Effective Internal and External Communications	• Good information sharing through daily 10:30 conference calls with agencies • EOC communications between agencies was respectful and cooperative • The format and content of the public meetings held for Stickpin met community needs • The people that you needed to get a hold of were easily accessible • Good communication between structural and ICs at Rock Creek – precise, direct, information, “bi-lateral” • Physical presence of some agencies in the EOC • Full agency participation and communication
Planning and Implementation for Quality Care of Evacuees	• The activation of the Red Cross team in support of evacuations and evacuation planning • Partnership with Canadian Red Cross provided necessary support for evacuees • Highly effective, compassionate evacuee resources in the Reception Centre in Midway

DO BETTERs

Themes	Supporting Kudos (Priority # Identified by Participants)
Clarify Roles and Responsibilities between OFC and Fire Agencies	• We need to work out command structure for initial action period between wildfire and structure in interface situations. • Consistency in org. chart, roles and responsibilities between Wildfire Services, Local Governments, Fire Depts., and OFC. (2) • No communication from OFC Team to Structural IC. • Improve engagement at all levels by OFC. (6) • EOC org. chart not communicated to site teams.
Improve Data Management Strategy and Information Sharing between Agencies and Internally in the EOC	• Establish and cultivate network of Inter-agency GIS data stewards. Identify who holds what and establish SOP for data sharing and use. (7) • Develop internal data and information management SOPs, standardize and educate all staff (e.g. fire structure, naming conventions, etc.) • Some of the evacuation zones could be modified to be more practical for future events • Have a central secure website to post situation reports so everyone has timely access to them. (7) • Improve real time and information accuracy for sharing, social media management and reporting with the general

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	public, and those persons directly impacted by the event. Possibly an EOC responsibility. (5) Centralize utility / infrastructure mapping / data prior to event (e.g. cell towers / gas / power / fiber optic)
Improve Livestock & Animal Management, including Re-Entry for Animal Care	Quicker recognition and issuing of re-entry passes for agriculture producers for sheltering livestock in place within an evacuation order area.
Improve all Aspects of Communications	- Minimize loss of communications and technical problems, and better manage misinformation or no communication at all. (1) - There was no communication from MoF IC to structural IC in Rock Creek. It was good in Grand Forks. - Utility companies need to let EOC know of loss of service before a crew makes the cut. - Contact list for all agency leads (or org. chart) involved in the event should be disseminated ASAP to decision makers at the start of an event. - Need a local base communication channel for all agencies, as cell phone coverage was limited. - Agencies that are directly involved need to be in the EOC or PREOC to allow for quick and more accurate information sharing. - Make use of the EMBC (PEP) coordinated Radio Channel (simplex). - Be more sensitive in scheduling VIP visits to not interfere with operational priorities. - Initially in the EOC, sharing of relevant websites did not occur. It did later (1-2 days) but everyone was very busy.
Better Management of Public Information Processes	- Need to establish a public information hotline earlier. - Do a better job in promoting the benefits of "fire Smart" to the general public. - Better manage unauthorized release of information by those who did not have the authority. - Establish event information boards in the community sooner. - We need to coordinate public messaging between all agencies better. (4) - Place a REOC liaison in Reception Centre(s).
Improve EOC Staffing and Training to Build Relationships	- Better focus weather reports on the events to make meetings more efficient. - Provide ability for stakeholders to access resources and tools in the EOC. - Provide EOC staff with better orientation and situation awareness when they arrive in the EOC. - Better prepare EOC staff before site tours (e.g. packing list, cell phone charger, passport, etc.) - Better utilization of available trained staff from all local

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	authority partners. • EOC was too far away from the event – may not be able to grasp what is actually happening with event and communities. • Develop strategy to relieve staff in leadership positions. (7) • More practice by agencies in the spring. (3) • Have a room ready for EOC staff to go and have a calm place to rest. • Be prepared to provide restoration priorities for mass utility damage events. • RDKB EOC training could include more external agencies to develop relationships. We have a shared responsibility for trained staff • Better understanding of claims process and money transfers [sic]
Lack of BCAS Response	• No ambulance response to injured fire fighter in Rock Creek. He was transported to hospital in a supervisor's pick up truck.

FEEDBACK ON HOW THE DEBRIEFING WENT

- Engaging
- Smooth
- Focused
- Collaborative
- Beneficial
- Instructive
- Good starting point
- Detailed
- Build relationship
- Constructive
- Informative
- Hopeful
- Appreciative
- Needed
- Valued
- Worthwhile
- Networking

APPENDIX E

RDKB Internal EOC Staff Debriefing Results

(in no particular order except where prioritized, see numbers in brackets)

QUESTION:

What was your impression in terms of the level of collaboration, cooperation and coordination when working with different external agencies? What were some challenges and concerns that should be addressed?

Themes that emerged from participant feedback (priority) [leader to oversee implementation]:

- *Clarity of roles and responsibilities, especially for the RCMP, OFC and Wildfire Management Branch (1) [CAO and EPC]*
- *An ounce of preparation = a pound of cure! – Develop data sharing protocols before hand and better information flow (when, where, what and who?) (2) [Planning / GIS and EPC]*
- *Relationships Matter – cannot be built at the time, need to be pre-established and refreshed (4) [EPC]*

These 3 themes were supported by these participants' feedback:

- GIS fire boundary data not initially clear as to who to go to
- Having org. chart updated internally
- Challenges to providing IT support for outside agencies to access their own agency domains / sites.
- Build better browser capabilities
 - Directory structure
 - Naming conventions for EOC staff and outside agencies within the EOC
- PREOC was good, supportive and helpful
- OFC liaison came into the EOC with good intentions but perhaps not ready for that environment.
- Terry Swan – within 24 hours had list of apparatus (pumps). Some trucks were not all properly prepared. Tried to go local first.
- CDART Team – if they didn't get the answer they wanted, they would phone other people in the EOC. Need a plan for animal response.
- Media having dedicated IO with streamlined messaging
 - Social media was a crucial element
 - Facebook page: may be use to disseminate information but disable commentary
 - Is there value for dedicated resources in providing info. to media and other agencies?
- Radio – important when power or phone or internet is unavailable
- Structure Protection Branch (for SPU's) from OFC:
 - This was a reactive event
 - Had minimal cooperation, except for the WMB Info. Officers, who were up to speed and consistent
 - Changes in ICs and personnel on the first 2 days was a challenge

- Stickpin Fire communication was very effective, REOC participated in the development
 - This was a planning event
- Clarify process and education needed for elected officials' requests for public information and distribution.
- EOC lead role – in what? Has to be clear – clarity of jurisdiction is “sticky” stuff, who is in charge?
- Protocol agreement needed where there is no service in place – who is in charge? Who will take the lead?
- RCMP – lack of coordination / communication; EOC was not aware of RCMP duties or roles. Need to have better understanding on both sides.
- Nicholson evacuation – lack of coordination / cooperation in the early days.
 - Lack of / mis-communication between WMB, RCMP and structural Fire Depts.
- BC Housing wanted to participate in Table Top Exercise, they were not happy that the REOC indicated that their assistance was not needed. What is their role in the EOC? During disaster? There was pressure for them to be more involved and it was difficult for CRC to mitigate and discuss when dealing with other EOC matters.
- Positive aspects for Red Cross dealing with other agencies (e.g. suppliers, business communities, Salvation Army, SPCA, Lions Club)
- External GIS data - Identify who holds what data, who will steward during an event, how to share data and the minutiae prior to an event, who/how to develop SOPs for free exchange of data, maintenance, etc.

QUESTION:

From your experience and perspective related to the EOC operations, what were the top 3 things you thought were done very well and should be recognized? Describe succinctly and clearly (the what, why and how).

Themes that emerged from participant feedback (priority) [leader to oversee implementation]:

- *Continue the growth and evolution of the Team (3) [EPC]*
- *Recognition of the RDKB Integrated Emergency Planning function in servicing the partner agencies, including staffing and succession planning, facilities, relationships and planning [EPC and Leadership Management Team]*
- *Continue to fulfill the needs of the community by executing the BCERMS roles and responsibilities, including media, agencies and site [EPC and EOC staff]*

These 3 themes were supported by these participants' feedback:

- Egos were not a factor
- Good documentation
- EOC Dir. was a good leader
- Social media was well used
- Experience / senior staff useful in IO role
- EOC was well set up with computers, manuals, but need dedicated space for EOC
- Very welcoming environment
- Stayed positive and fun
- Inter-agencies working well even with the rush of the Rock Creek fire
- Everyone willing to pitch in to find a solution

- Great experience to learn EOC operations
- Trained staff and commitments to do a good job
- Planning ahead worked well
- Evolved to improve as time went along:
 - Posting info for everyone in EOC
 - Posting info on RDKB website
 - Situation Reports became ready without asking
- Disaster Psycho-Social Services for EOC personnel
- Twitter feed was good to keep updated
- Food was good and plentiful
- Strong leadership was evident and useful to set tone and direction
- “skinny” staff flow
- would have been a challenge to work out of Grand Forks
- Hard to be away from home
- Team work – improvise, adapt, and overcome – everyone stepped up to meet the needs
- Recognition of the importance of emergency planning and training
- Built strong relationships and teams
- Anticipated the needs “on the ground”
- Never had such frequency of 911 calls – within 20 minutes, it became a multi-agency event and confirmation of Rank 5 fire
- No hesitation to self activate the EOC, no need to come from the SE Fire Centre

QUESTION:

From the perspective of your own EOC function or role, name the top 3 things that could be done better. Describe succinctly and clearly (your EOC function / role, the what, why and how)

Themes that emerged from participant feedback (priority) [leader to oversee implementation]:

- *Infrastructure improvement (phones, plotter, chairs, external agency IT compatibility, better labeling and centralized info. display in EOC for everyone to see) [EPC, IT and Facilities]*
- **Information management (6)**
 - *file structures, naming conventions, open GIS channels of communication between agencies [EPC]*
 - *EOC liaison in Reception Centres, contact in EOC is the ESSD*
 - *Messaging for staff in RDKB office [IO and Fire Dispatch]*
 - *Review public updates to remove stale info. [IO]*
 - *Someone to monitor media coverage [IO]*
 - *Keep up to date of media contact list [IO]*
 - *Ensure EOC members have accurate and up to date info as they start their EOC shifts [everyone]*
 - *Train for “softer” people skills for crisis [EPC]*
 - *EOC orientation re: roles / where things are [LOG]*
 - *Better oversight in OPS section – less “delegation”, be more situation aware of who is doing what in the OPS section [OPS CHIEF]*
 - *Increase understanding for all when to transition to a more formalized EOC structure and reporting [CAO & EPC]*
- *Clarify Roles and Responsibilities [CAO & EPC]*

- *Update internal and external org charts*
- *Flexibility in roles and in training*
- *Planning section needs to be in EOC sooner (alerts / orders)*
- *Clarify org. chart between BC Wildfire, OFC and RDKB*
- *Earlier activation of structural fire fighters*

KUDOs

- Multi-tasked in a strange environment
- All EOC staff was positive and liaising with them was easy – very positive people
- #Twitter
- Web mapping (Bart)
- Great job on interactive mapping (Bart)
- The public meetings in Grand Forks and Christina Lake
- Strong, clear, concise direction
- Helped develop information management
- Ate a lot
- Answered / responded to distress calls in a professional, calm, compassionate and understanding manner
- Good working relationship with Rock Creek ICs
- Amazing leadership of EOC Directors
- Operations' EAF documentation
- Juggled many priorities at the same time
- Adapted to a new process and centre without prior knowledge or training
- EOC updates on conference calls by Director was all encompassing

DO BETTERs (priorities as identified by participants)

- Need better chairs in the EOC **(6)**
- Purple chair for AI
- Staff orientation when activated **(6)**
- More than one main phone line and more phones
- RDKB finish and formalize the phone system
- Better monitors and computers for GIS
- Better computers (desktop or laptops), pre-routed to and with printer / scanner capability
- More dessert
- Better two way communication up and down
- More mature information management techniques **(5)**
- System for contact information, better phones
- Upgrade / better printer
- More power outlets
- Bigger tables **(6)**
- Expand and leverage on GIS capability for the future
- External stakeholder access to IT tools and systems
- More training and rehearsals, courses and exercises

FEEDBACK ON THE DEBRIEFING**I feel:**

- Confident (2x)
- We got comprehensive input from everyone (useful session)
- Proud and inspired (3x)
- Closure
- Have better relationships
- Part of a good team, it was well led
- The Finance family has expanded, closer relationship with all staff
- Excited
- Admiration of the leadership

I learned:

- To move forward
- The full spectrum of a response
- More about each other
- More about PREOC, different ministries and where the EOC fits
- That silence is OK
- The strength of our team
- That we have a good team
- About the short comings of existing technology

I will:

- Help to move forward
- Sleep well tonight
- Be better prepared
- Just do it!
- Continue the momentum
- Improve the existing technology

RDKB After Action Report, Fire Season, 2015

APPENDIX F

Summary of Feedback Forms Received from External Agencies

Q#	Questions	External Agencies Responses	AVG / Total
1	How well would you rate your overall experience with the RDKB EOC operation?	8	8,75
2	What was your / your agency's involvement? .. Site Response only .. In RDKB EOC .. Both .. Other Which fire(s) were you / your agency involved in? .. Rock Creek Fire .. Stickpin Fire .. Both	Y Y Y Y	1 Y 1 Y 1 Y 1 Y 3 Y
3	From your experience, was the RDKB EOC adequately set up and resourced to support the fire response(s)? (e.g. staffing, equipment, facility, etc.) - Yes or No	Y	3 Y
4	How effective was the RDKB EOC in the following areas? Check all that apply. ✓ means it worked effectively X means could be improved .. Communications / information flow with external agencies .. Communications / information within the EOC .. Access to authority / authorization within the EOC .. Access to authority / authorization from the PREOC or other agencies .. Resource management to support site activities .. Timeliness and thoroughness of information sharing between EOC and site(s) .. Timeliness and thoroughness of information sharing with the affected population and media .. Completion of EOC paper work .. EOC displays .. Other	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	4 ✓ 3 ✓ 4 ✓ 2 ✓ 2 X 3 ✓ 3 ✓ 4 ✓ 3 ✓ 2 ✓
4a	Additional Comments	Excellent communications with site	The RDKB EOC and PREOC developed the effectiveness throughout the event. In the beginning, there was more back and forth and probably greater time that needed to be spent on approvals (EAF). However, by the end of the event, systems and communications improved.
5	Was the RDKB EOC Plan and/or other relevant emergency plans pulled out and used? - Yes or No	Y	Y
6	What RDKB EOC documents were the most useful for you / your agency? Internally within the EOC: .. Incident Reports .. Resource Request Forms .. EOC Status Reports .. EOC Action Plans .. Emergency Plans (specify) Shared with Outside Agencies: .. EOC Situation Reports .. Authorized Media / Public Information Releases .. Declaration / Extension / Cancellation of a State of Local Emergency What could be improved?	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

7	How effective was the use of social media by RDKB and its EOC?	The public appeared to be well informed by both social media and public info. meetings. .. The use of social media was excellent. .. The information was distributed in an effective and timely manner. .. The public and corresponding agencies were kept up to date and informed. .. For a first time major activation I felt the EOC operated at a professional level, all members involved were engaged and worked the positions to the best of their abilities. .. Everyone had a clear understanding of the daily goals and objectives within each department. .. I marked a few x's in Q.4 only because there is always room for improvement. I felt the language between the PREOC and the EOC could be better understood as to what is required when processing EAF. .. I also felt that we could improve on the information flow with external agencies, this could be done by some pre-planning and set up. .. Most organized and effective EOC activation that I have been involved with. .. Jurisdictional issues were addressed early and a coordinated structure developed to protect values at risk. .. A unified branch in my view was effective in coordinating regional and wildfire management resources and allowed for a high level of personal accountability.	Highly One suggestion as a legacy for future RDKB EOC would be that each department give a "pointers list". For example, in the operations file, I would provide these suggestions that the EOC staff would quickly read at the beginning of the activation: .. provide as much detail as possible when submitting EAFs to PREOC in Nelson. Demonstrate that the resource request is above and beyond any normal expenses. .. a contact list from the interface fire in 2015 is on the M drive under contacts. This details government, fire, resources and many other contacts. .. the location of blank EAF forms on the M drive. .. There is a template for structure fire protection costs tracking on the M drive under responses which include an index for EAF tracking	unknown .. Concern with staff fatigue - consider rotating in other EOC personnel. Good opportunity to regionalize capacity building. .. Q5 assumed Yes because everything seemed well organized and attended to. .. Very good pre-planning done on Stickpin. Previous planning done by RDKB proved highly beneficial to operational response planning in Grand Forks area. Consider this a best practice.
8	Other Comments		.. the type of RDKB fire service equipment with corresponding OFC type is also listed in the Interface Fire 2015 folder (it may also be in the template mentioned earlier)... Planning, Finance, Logistics etc. will have different advice they may wish to pass along. My thought here is that these lists would be something staff could read first to help orient them in that initial hectic response period. .. One other item I would note is that PREOC only reimburses Blue Book values thus whenever Ops or Log. is speaking with services / goods providers, it is good to mention this point.	



KBAC MONTHLY REPORT

FROM : 1 Oct 15

TO : 31 Oct 15

<u>COMPLAINTS</u>	<u>GRAND FORKS</u>	<u>GREENWOOD</u>	<u>AREA C</u>	<u>AREA D</u>
CALLS	14	4	0	
WRITTEN	5	3		
DOGS	14	4	0	
LIVESTOCK				
OTHER				
IMPOUNDS				
TICKETS				
WARNING	1	1		
LICENCE	2	1		

* OTHER includes but is not limited to feline, wildlife, and birds.

<u>Violation Occurrences</u>	
First Warning:	1
Second Warning:	
Third Warning:	1

NOTES:

Note: Grand Forks numbers include Area D



**Electoral Area Services
Minutes**

Thursday, November 12, 2015, 5:00 p.m.
RDKB Board Room, 843 Rossland Ave., Trail, BC

Directors Present:

Director Linda Worley, Chair
Director Ali Grieve
Director Grace McGregor
Director Roly Russell
Director Vicki Gee

Other Directors Present:

Director Joe Danchuck

Staff Present:

Mark Andison, General Manager of Operations/Deputy CAO
Donna Dean, Manager of Planning and Development
Maria Ciardullo, Recording Secretary

1. CALL TO ORDER

Chair Worley called the meeting to order at 5:00 p.m.

2. ACCEPTANCE OF AGENDA (ADDITIONS/DELETIONS)

November 12, 2015

3 additional items were added to the agenda:

6K) Westbridge Site Visits
6L) Firesmart Grant Application
6M) APC Appreciation Dinners

Moved: Director Grieve

Seconded: Director Russell

That the November 12, 2015 Electoral Area Services Agenda be adopted as amended.

Carried.

3. MINUTES

October 22, 2015

Moved: Director Grieve

Seconded: Director Rusell

That the October 22, 2015 Electoral Area Services Minutes be received.

Carried.

4. DELEGATIONS

There were no delegations in attendance.

5. UNFINISHED BUSINESS

A Memorandum of Action Items and their status

Moved: Director McGregor

Seconded: Director Gee

That the Memorandum of Action Items be received.

Carried.

6. NEW BUSINESS

A. Terry and Barb Hein

RE: Development Variance Permit

3145 1st Road, Electoral Area 'D'/Rural Grand Forks

RDKB File: D-700-03662.100

Donna Dean, Manager of Planning and Development reviewed the application with the Committee Members.

Moved: Director Russell

Seconded: Director Gee

That the Development Variance Permit application submitted by Terry and Barb Hein, for the property legally described as Lot 1, Block 8, DL 700, Plan KAP38, SDYD, requesting a rear parcel line variance of 2.9m (from 7.5m to 4.6m) to construct an accessory building, be presented to the Board for consideration, with a recommendation of support.

Carried.

B. John Dedels and Michelle Boyd

RE: Development Permit

Between West Lake Drive and Sunflower Road,
Electoral Area 'C'/Christina Lake
RDKB File: C-1021s-04547.045

It was mentioned that a wastewater treatment study was done in 1991.

Moved: Director McGregor

Seconded: Director Russell

That the staff report regarding the application for a Development Permit submitted by John Dedels and Michelle Boyd to construct a single family dwelling and accessory building with a secondary suite in the Waterfront Environmentally Sensitive Development Permit Area fronting Christina Lake, on the parcel legally described as Lot 9, Plan KAP 85268, DL 1021S, SDYD, be received.

Carried.

C. Waneta Expansion General Partner

RE: Ministry of Transportation and Infrastructure Subdivision

9120 Highway 22A, Electoral Area 'A'
RDKB File: A-205A-00941.000

There was a brief discussion on the possible reasoning for subdivision.

Moved: Director Grieve

Seconded: Director McGregor

That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed conventional subdivision for the parcel legally described as Lot 6A, DL 205A, Plan NEP800, KD, Except plan 15510, in Electoral Area 'A', be received.

Carried.

D. Jarrett Mason & Megan Wilson**RE: Ministry of Transportation and Infrastructure Subdivision**

330 Mill Road, Electoral Area 'A'

RDKB File: A-1236-05428.100

There were no issues with this application.

Moved: Director Grieve

Seconded: Director McGregor

That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed conventional subdivision for the parcel legally described as Lot 240, DL 1236, Plan NEP785B, KD, Except Plan 17157, in Electoral Area 'A', east of Fruitvale, be received.

Carried.

E. Pow Samnah Property Inc.**RE: Ministry of Transportation and Infrastructure Subdivision**

Richie Road, near Highway 3B,

Electoral Area 'B'/Lower Columbia-Old Glory

RDKB File: B-Twp28-10968.200

Donna Dean reviewed the application with the Committee Members. No issues were noted.

Moved: Director Grieve

Seconded: Director Gee

That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed subdivision, an interior lot line adjustment, of the parcels legally described as Lot 2, Lot 3 and Lot 4 Township 28, KD, Plan EPP25686, located in the Black Jack region of Electoral Area 'B'/ Lower Columbia-Old Glory, be received.

Carried.

F. Dwight Wilson**RE: Ministry of Transportation and Infrastructure Subdivision**

3390 East Lake Drive, Electoral Area 'C'/Christina Lake

RDKB File: C-2104-05065.040/.050

This application was reviewed with the Committee Members. It was noted that the proposed subdivision will resolve the issue of the residence placement on the property.

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Electoral Area Services

November 12, 2015

Moved: Director McGregor

Seconded: Director Gee

That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed subdivision, an interior lot line adjustment, on the parcels legally described as Lot 4, DL 2104, KAP33473, SDYD and Lot 5, DL 2104, KAP33473, SDYD, Electoral Area 'C'/Christina Lake, be received.

Carried.

G. APC Guide & Agenda/Minute Templates

Donna Dean discussed the draft APC Guide and Agenda/Minute template. She explained the proposed changes to each one. General discussion included meeting dates; the general public speaking at APC meetings; move 'delegations' item forward on the Agenda; table of applications; processing of APC minutes; giving consideration to appointing APC Vice-Chairs; and staff attendance at APC meetings to present the proposed new APC guide and Agenda/Minute template.

Moved: Director Russell

Seconded: Director Gee

That the staff report regarding the draft revised Advisory Planning Commission Guidelines and draft agenda and minute templates be received.

Carried.

H. Gas Tax Application

RE: LED Lighting Project - Grand Forks Arena

Moved: Director Russell

Seconded: Director McGregor

That the Electoral Area Services Committee recommends to the Regional District Board of Directors to support the \$40,000 Gas Tax Grant Application for the supply and installation of the 2015 LED Light project at the Jack Goddard Memorial Arena in Grand Forks.

Carried.

I. Grant in Aid Report

Moved: Director Grieve

Seconded: Director Russell

That the Grant in Aid report be received.

Carried.

J. Gas Tax Report

Moved: Director McGregor

Seconded: Director Gee

That the Gas Tax report be received.

Carried.

K. Westbridge Site Visits

Director Gee expressed her interest in having a representative from IHA, and the RDKB attend meetings in Westbridge for those affected by the wildfires. She would like to have information available such as who to contact regarding wells/drinking water and septic systems, the process of rebuilding, and floodplain regulations.

L. Firesmart Grant Applications

Director Gee inquired if this grant application can be processed at the November Board of Directors meeting.

M. APC Appreciation Dinner

Director Grieve addressed the topic of having alcohol provided at her APC appreciation dinner. Discussion evolved around whether tax payers should pay for alcohol at RDKB functions. The general feeling was that each Electoral Area Director can provide alcohol if they so wish, but not using taxpayer's money.

7. LATE (EMERGENT) ITEMS

A. EAS Budgeting

Director McGregor would like the Committee Members to start thinking about the EAS Budget and the possibility of a new Communications Officer for the RDKB.

8. DISCUSSION OF ITEMS FOR FUTURE AGENDAS

Director Gee inquired about the Building Inspection Report. Mark Andison, General Manager of Operations/Deputy CAO, advised that the report is an item on the upcoming Finance meeting agenda.

9. CLOSED (IN CAMERA) SESSION

An in-camera session was not required.

10. ADJOURNMENT

There being no further business to discuss, Chair Worley adjourned the meeting at 5:57 p.m.



**Boundary Economic Development Committee
Minutes
Tuesday, November 3, 2015 – 10:00 am
RDKB Grand Forks Boardroom**

Committee members present:

Director R. Russell, Chair
Director M. Rotvold
Director V. Gee
Director N. Krog
Director E. Smith
Director G. McGregor

Staff and others present:

J. MacLean, Chief Administrative Officer
M. Forster, Executive Assistant/Recording Secretary
W. McCulloch, Community Futures Boundary
S. Elzinga, Community Futures Boundary
C. Gates, Christina Gateway Community Development Association
L. Olson, Regional Economic Development Manager
C. Postnikoff, Library Director, Grand Forks & District Public Library

Call to Order

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

Consideration of the Agenda (additions/deletions)

The agenda for the November 3, 2015 meeting of the Boundary Economic Development Committee was presented.

The agenda was amended with changes to the order of agenda items. Item 6C, Presentation - Cari Lynn Postnikoff, Library Director, Grand Forks & District Public Library, was moved to Delegations. A presentation from Larry Olson, Regional Economic Development Manager, was added to the agenda. Late (emergent) items were added:

7A: Recap of the October 6, 2015 TOTA meeting, 7B: Booths at tradeshow, and 7C: Recap of the forestry tour on November 2, 2015.

Moved: Director Rotvold Seconded: Director Gee

That the agenda for the November 3, 2015 meeting of the Boundary Economic Development Committee be adopted as amended.

Carried.

Consideration of the Minutes

The minutes of the Boundary Economic Development Committee meetings held on September 8, 2015 and October 6, 2015 were presented.

Moved: Director Rotvold Seconded: Director Smith

That the minutes of the Boundary Economic Development Committee meetings held on September 8, 2015 and October 6, 2015 be adopted as presented.

Carried.

Delegations

Cavan Gates - Christina Gateway Community Development Association Re: Municipal and Regional District Tax Program

Cavan Gates, Christina Gateway Community Development Association, provided the Committee members with an update on a recent Boundary Tourism Advisory Sub Committee meeting held to discuss the Municipal and Regional District Tax Program (MRDT). The Committee was informed that 72% of accommodators and 68% of rooms were in support of implementing the 2% MRDT. The Sub Committee is still looking for an eligible entity and a service provider to administer the program. The Sub Committee has approached various organizations who may be interested in becoming a service provider and proposed that the RDKB become the eligible entity. The Committee members expressed interest in moving forward with the MRDT but a service provider will need to be clearly identified first before the RDKB can consider becoming an eligible entity.

Moved: Director Krog Seconded: Director Gee

That, pending the identification of an appropriate service provider, the Boundary Economic Development Committee hereby supports the notion of the RDKB becoming the eligible entity for the Municipal & Regional District Tax program.

Carried.

Larry Olson - Regional Economic Development Manager

Larry Olson, Regional Economic Development Manager, attended the BEDC meeting to introduce himself as the replacement for Richard Topeczer in the Okanagan Boundary region. He informed the Committee members that his mandate is to build and develop regional commerce.

Cari Lynn Postnikoff - Library Director, Grand Forks & District Public Library

Cari Lynn Postnikoff attended the Boundary Economic Development Committee meeting to introduce herself to the Committee members as the new library director for the Grand Forks & District Public Library. J. MacLean, CAO, extended an invitation to Ms. Postnikoff to attend the Boundary Stakeholders meeting in Grand Forks on November 30, 2015.

Unfinished Business

Boundary Economic Development Committee Memorandum of Action Items - Ending October 31, 2015

The Boundary Economic Development Committee Memorandum of Action Items for the period ending October 31, 2015 was presented.

The Committee members were informed that there is funding available to revise the Boundary Agricultural Plan and the Planning Department is working on this. The Committee members were also informed that Selkirk College recently held a course for non-profit organizations on various topics to help non-profit organizations become more effective. The sessions were well attended. Committee Chair Russell hoped to engage in discussion on education support and development funding in the future.

Moved: Director Smith Seconded: Director Krog

That the Boundary Economic Development Committee Memorandum of Action Items for the period ending October 31, 2015 be received.

Carried.

J. MacLean, CAO

Re: Community Forest Review Sub-Committee - Proposed Terms of Reference

The Community Forest Review Sub-Committee proposed Terms of Reference were presented for the Boundary Economic Development Committee's consideration.

At an earlier meeting, the Committee members requested that staff develop Terms of Reference (TOR) for a Sub-Committee to explore potential models to advance the community forest issues. A question was raised regarding a stipend to those Directors who would sit on the sub-committee. Staff will include an item in the TOR which would address stipends. The issue of staff time involved was also discussed. Directors Gee and McGregor expressed their interest in sitting on this sub-committee. Staff will also add the risks and responsibilities to the RDKB under the Duties section, bullet #4, should it become involved in Community Forests.

Moved: Director Gee Seconded: Director Krog

That the proposed Community Forest Review Sub-Committee's Terms of Reference include an item addressing stipends paid to Committee members and the addition of risks and responsibilities of the RDKB, under the Duties section, bullet #4, should it become involved in Community Forests.

Carried.

Moved: Director Rotvold Seconded: Director Gee

That the Boundary Economic Development Committee approves the proposed Community Forest Review Sub-Committee's Terms of Reference as amended.

Carried.

New Business**Community Futures Monthly Report - October 2015**

The Boundary Economic Development Committee Monthly report for October 2015, as prepared by Community Futures Boundary was presented.

Committee Chair Russell provided the Committee members with an update on the Business Advisory Table meeting held on October 29, 2015. The meeting was well attended by 28 businesses and organizations. These meetings will be held every six months.

Moved: Director Rotvold Seconded: Director Smith

That the Boundary Economic Development Committee Monthly report for October 2015, as prepared by Community Futures Boundary be received as presented.

Carried.

Presentation**Re: Viacom Design Inc.**

A presentation from Viacom Design Inc. regarding an update and the securement of fees for 2016.

Due to confusion on the BEDC meeting date and time, no one from Viacom Design Inc. attended the meeting. The Committee members discussed advertising in the Kettle Valley Express. There was general consensus that, in addition to an ad in the magazine, the Committee would provide the Kettle Valley Express with content focusing on motorized and non-motorized trails in the Boundary.

Moved: Director Rotvold Seconded: Director Krog

That the Boundary Economic Development Committee supports advertising for up to \$3,500 and 2 pages in the Kettle Valley Express for 2016.

Carried.

Moved: Director Rotvold Seconded: Director Gee

That the Boundary Economic Development Committee will request that content be added on motorized and non-motorized trails in the Boundary in the next issue of the Kettle Valley Express.

Carried.

Presentation

Re: Cari Lynn Postnikoff - Library Director, Grand Forks & District Public Library

An introduction of Ms. Postnikoff to the Boundary Economic Development Committee members. This presentation was made under the Delegation section of the agenda.

Director Russell

Re: Discussion on Food Security

Committee Chair Russell provided the Committee members with correspondence received from Interior Health regarding requests for letters of intent for Community Food Action Initiatives multi-year funding for April 1, 2016 - March 31, 2019. Interior Health has funding available to support communities within the Interior Health region to improve community food security. The goal of this funding is to support community food security planning and plan implementation by local governments and their communities. Director Russell recommended that the RDKB submit a letter of intent for this initiative.

Moved: Director Gee Seconded: Director Rotvold

That the Boundary Economic Development Committee recommends that the Board of Directors, based on information provided by the Agricultural Society, directs staff to submit a letter of intent, as an applicant for the Community Food Action Initiatives, to Interior Health on behalf of the Regional District of Kootenay Boundary.

Carried.

Director Russell

Re: Discussion on BEDC December 2015 Meeting

The December BEDC meeting will be called at the discretion of the Committee Chair.

Late (Emergent) Items**Review of October 6, 2015 TOTA Meeting**

Due to time constraints, this item was deferred to a future meeting.

Booths at Tradeshows

There was a brief discussion on participation at tradeshows in Vancouver and Seattle. There was general consensus that participation would be too costly at this time.

Review of November 2, 2015 Forestry Tour

Due to time constraints, this agenda item was deferred to a future meeting.

Discussion of items for future agendas

1. Public Learning Garden - invite group to a future meeting
2. Invite various trails groups to a meeting in January-February 2016
3. Have a strategic discussion on what direction the BEDC wants to take with trails development

Question Period for Public and Media

A question period for public and media was not required.

Closed (In camera) Session

A closed (in camera) session was not required.

Adjournment

The meeting was adjourned at 12:07 pm.



**Beaver Valley Recreation, Parks and Trails Committee
Minutes**

**Tuesday, November 17, 2015
Trail RDKB Board Room, Trail, BC**

Committee members present:

Director A. Grieve, Chair
Director J. Danchuk
Director P. Cecchini

Staff members present:

M. Daines, Manager of Facilities and Recreation
M. Forster, Executive Assistant/Recording Secretary

CALL TO ORDER

The Chair called the meeting to order at 3:30 pm.

ACCEPTANCE OF THE AGENDA (additions/deletions)

The agenda for the November 17, 2015 Beaver Valley Recreation, Parks and Trails Committee meeting was presented.

The agenda was amended with the addition of discussion on a \$5,000 allocation from the Beaver Valley Bowling Lanes to the Fruitvale Seniors Gym.

Moved: Director Cecchini Seconded: Director Danchuk

That the agenda for the November 17, 2015 Beaver Valley Recreation, Parks and Trails Committee meeting be adopted as amended.

Carried.

ADOPTION OF MINUTES

The minutes of the Beaver Valley Recreation, Parks and Trails Committee meeting held on October 20, 2015 were presented.

Moved: Director Danchuk Seconded: Director Cecchini

That the minutes of the Beaver Valley Recreation, Parks and Trails Committee meeting held on October 20, 2015 be adopted as presented.

Carried.

DELEGATIONS

There were no delegations present.

UNFINISHED BUSINESS**Beaver Valley Recreation, Parks and Trails Committee Memorandum of Action Items - ending October 31, 2015**

The Beaver Valley Recreation, Parks and Trails Committee Memorandum of Action Items for the period ending October 31, 2015 was presented.

M. Daines, Manager of Facilities and Recreation, will continue to follow up by sending a letter to D. Bedin, President, BV Nitehawks Hockey Club, on the status of the development of a Security Policy and an Event Safety Plan.

Director Danchuk informed the Committee members that he will contact the owner of the Montrose gym to discuss the possibility of leasing it.

Director Cecchini informed the Committee members that there has been an interest in acquiring a golf simulator and people were willing to donate money towards it.

Moved: Director Danchuk Seconded: Director Cecchini

That the Beaver Valley Recreation, Parks and Trails Committee Memorandum of Action Items for the period ending October 31, 2015 be received as presented

Carried.

NEW BUSINESS**Discussion Item****Re: Trails Development Town Hall Meeting**

A draft agenda of November 24, 2015 Trails Development Town Hall Meeting was presented. The Committee members reviewed the order of the agenda as presented.

Moved: Director Cecchini Seconded: Director Danchuk

That the Trails Development Town Hall Meeting agenda be received.

Carried.

M. Daines**Re: Disk Golf Course Update**

M. Daines, Manager of Facilities and Recreation, provided the Committee members with a verbal update on the status of the disk golf course. Staff will work on organizing an open house for the disk golf course.

M. Daines**Re: Review of Strategic Goals and Measurables**

M. Daines, Manager of Facilities and Recreation, provided the Committee members with a Strategic Plan Measurables and Targets quarterly report ending October 2015. The Committee members were informed that measurables and targets are being met.

Moved: Director Danchuk Seconded: Director Cecchini

That the Strategic Plan Measurables and Targets quarterly report ending October 2015 be received.

Carried.

M. Daines**Re: School District #24 Gym Rental Rates**

M. Daines, Manager of Facilities and Recreation, informed the Committee members that School District #24 will now start charging users gym rental fees. The amount of rental

fees will be specified once the School District holds its public meeting next week. Staff will inquire about renting the Tae Kwon Do Hall.

LATE (EMERGENT) ITEMS

Discussion on a \$5,000 allocation from the Beaver Valley Bowling Lanes to the Fruitvale Seniors Gym.

Director Cecchini requested that the current \$5,000 allocation to the Beaver Valley Bowling Lanes be repurposed to the Fruitvale Seniors Gym as age friendly programming. Discussion ensued on the need to have councils' approval if it will be developed as a new service. The Committee will review the Beaver Valley Recreation, Parks and Trails Changes in Service Delivery Policy before making a decision on this request.

DISCUSSION OF ITEMS FOR FUTURE MEETINGS

The next regularly scheduled meeting will be held on December 8, 2015 at 4:30 pm at the Beaver Valley Arena.

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 4:15 pm.



Finance Committee

Minutes

Tuesday, October 27, 2015
RDKB Board Room-Grand Forks, BC
6:00 p.m.

Directors Present

Director M. Rotvold, Chair
Director N. Krog
Director E. Smith
Director M. Martin
Director P. Cecchini
Director L. McLellan
Director G. McGregor
Alternate Director B. Edwards
Director D. Danchuk
Director T. Pahl
Director R. Russell
Director V. Gee
Director A. Grieve

Staff Present:

B. Burget, General Manager of Finance
T. Lenardon, Manager of Corporate Administration/Recording Secretary

CALL TO ORDER

The Chair called the meeting to order at 6:00 p.m.

ADOPTION OF AGENDA (ADDITIONS/DELETIONS)

The agenda for the October 27, 2015 meeting of the Finance Committee was presented.

Page 1 of 6
Finance Committee
October 27, 2015

Moved: Director Pahl Seconded: Alternate Director Edwards

That the agenda for the October 27, 2015 meeting of the Finance Committee be adopted as presented.

Carried.

ADOPTION OF MINUTES

The minutes of the RDKB Finance Committee meeting held March 19, 2015 were presented.

Moved: Director McGregor Seconded: Director Danchuk

That the minutes of the RDKB Finance Committee meeting held March 19, 2015 be adopted as presented.

Carried.

DELEGATIONS

There were no delegations in attendance.

UNFINISHED BUSINESS

Finance Committee Memorandum of Action Items - Ending March 31, 2015

The Finance Committee Memorandum of Action Items for the period ending March 31, 2015 was presented.

Moved: Director Martin Seconded: Director Grieve

That the Finance Committee Memorandum of Action Items for the period ending March 31, 2015 be received.

Carried.

The Committee reviewed the March 19, 2015 Action Item directing a discussion on ways the individual Board Committees can work together to find cost-savings for each RDKB (Committee) service.

It was agreed at the recent Strategic Planning Session that the best initial discussion forum would be at the Board table with the matter being referred to the Policy, Executive and Personnel Committee or directly to the individual RDKB Committees.

NEW BUSINESS**B. Burget-Oct 18/15-re: Financial Plan Policy**

A staff report from B. Burget, General Manager of Finance regarding a revised Financial Plan Policy was presented.

There was a review of the instruction that has been given to staff on the direction that the budgets should take during the 2016 budget deliberations. The Committee discussed cost containment and working with service managers with the intent to finding cost-savings in the various services.

There was a review of amendments to the proposed revised policy to provide clarification on some points, and it was;

Moved: Director McGregor

Seconded: Director Krog

That the Finance Committee recommends that the proposed revised Financial Plan Policy be amended as follows: 1) Page 1 under Procedure: add the word "draft" before the text "Five Year Financial Plan" (first sentence of the third paragraph), 2) Page 2 under Non-election point #3: delete the text "in the Town Hall Meetings" and 3) Page 4 Stakeholder Committee Listing table: remove the text "City of Grand Forks" as a participant in the RDKB Building and Plumbing inspection service. **FURTHER** that the draft revised policy be referred to the Policy, Executive and Personnel Committee as amended. **FURTHER** that the matter of budget constraints and ways to find cost-savings in the RDKB services be referred to the Board of Directors for a discussion at the Board meeting on October 29, 2015.

Carried.

B. Burget-Oct 21/15**re: 2016-2020 Financial Plan**

A staff report from B. Burget, General Manager of Finance regarding the draft 2016-2020 Financial Plan was presented.

There was a discussion regarding staffing levels for Building and Plumbing Inspection, Regional Fire, General Government and Regional Waste Management.

At a future meeting, staff will provide information regarding the ability of some of the individual Regional District services to cover costs that were incurred from the Rock Creek and Westbridge Wildfire, but which are not covered by Emergency Management

BC. This information will include the level in which RDKB services were impacted by the Wildfires.

There was also a discussion respecting the reimbursement from Multi Material BC (MMBC) for packaging, the role of MMBC, MMBC's collection system and the local government resources required. Director Russell requested that this matter be referred to the Environmental Services Committee for further discussion.

Moved: Director Russell

Seconded: Director Grieve

That the draft 2016-2020 Five Year Financial Plans be referred to the RDKB Committees for review and direction to staff.

Carried.

It was noted that the individual Committee/service budgets and financial plans should be drafted and reviewed with a high level of intent to find cost-savings.

B. Burget-Oct 21/15 - re: Purchasing Policy

A staff report from B. Burget, General Manager of Finance regarding a replacement to the existing Purchasing Policy was presented.

The Committee reviewed Article #9 on page 2 under Guiding Principles (e.g. giving preference to local suppliers of goods and services). Staff will add language to this section to clarify that the "preference given to local suppliers" provides a return in social value and improvements to a community, but is subject to keeping all requirements of Trade Agreements and or any relevant legislation.

The policy will always be amended with implementation of new legislation or Trade Agreements. Staff will also provide the original policy (without the proposed changes), and it was;

Moved: Director McLellan

Seconded: Director Smith

That the Finance Committee recommends that Article #9 under Guiding Principles on page 2 of the draft Purchasing Policy be amended with the addition of language that clarifies "preference given to local suppliers" provides a return to communities via community improvements and social values and benefits. **FURTHER** that the policy be referred to the Policy, Executive and Personnel Committee as amended.

Carried.

There was an inquiry regarding petty cash procedures and checks and balances/reconciliation (Article #19, under Responsibilities and Authority on page 6 of the Purchasing Policy).

The General Manager of Finance advised that petty cash is small but is still within the scope of the annual audit. This inquiry will be communicated to the auditors with a request that a petty cash explanation also be included with the Auditor's presentation.

B. Burget-Oct 21/15 - re: Management Response to Audit Deficiencies

A staff report from Beth Burget, General Manager of Finance regarding L. Soligo & Associates Ltd. audit deficiencies letter was presented.

The General Manager of Finance reviewed the staff report and explained the one identified deficiency in internal control regarding limited financial information being provided to the Board.

It was agreed that a quarterly financial report or summary would assist the Board manage financial matters and will include summarized budget comparisons to actuals for each service. If possible, the quarterly financial report will be presented at the November meeting.

Moved: Director McGregor

Seconded: Director Russell

That the Finance Committee recommends that staff be directed to present summarized quarterly financial reporting.

Carried.

LATE (EMERGENT) ITMES

There were no late items to review.

DISCUSSION OF ITEMS FOR FUTURE AGENDAS

1. Continue to review service budgets from the Committees with a view to find cost-savings.
2. Financial impact of the Summer Wildfires to RDKB services.
3. Petty Cash.

QUESTION PERIOD FOR PUBLIC AND MEDIA

A question period was not required.

CLOSED (INCAMERA) SESSION

A closed meeting was not required.

ADJOURNMENT

There being no further business, it was;

Moved: Danchuk

That the meeting be adjourned (time: 6:45 p.m.).

Carried.

TL



**Finance Committee
Minutes**

**Tuesday, November 17, 2015
RDKB Board Room, Trail, BC**

6:30 p.m.

Directors Present

Director M. Rotvold, Chair
Director G. McGregor
Director L. Worley
Director R. Russell
Director A. Grieve
Director M. Martin
Director L. McLellan
Director T. Pahl
Director E. Smith
Director N. Krog
Director P. Cecchini
Director J. Danchuk
Director V. Gee via teleconference

Staff Attending:

B. Burget, General Manager of Finance
T. Lenardon, Manager of Corporate Administration/Recording Secretary
M. Andison, General Manager Operations/Deputy Chief Administrative Officer

Others Attending:

B. Edwards, Alternate Director, Electoral Area 'B'/Lower Columbia-Old Glory

CALL TO ORDER

The Chair called the meeting to order at 6:30 p.m.

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Finance Committee
November 17, 2015***

ADOPTION OF AGENDA (ADDITIONS/DELETIONS)

The agenda for the November 17, 2015 meeting of the Regional District of Kootenay Boundary Finance Committee was presented.

Moved: Director McGregor Seconded: Director Pahl

That the agenda for the November 17, 2015 meeting of the Regional District of Kootenay Boundary Finance Committee be adopted as presented.

Carried.

ADOPTION OF MINUTES

The minutes of the Regional District of Kootenay Boundary Finance Committee meeting held October 27, 2015 were presented.

Moved: Director Krog Seconded: Director Worley

That the minutes of the Regional District of Kootenay Boundary Finance Committee meeting held October 27, 2015 be adopted as presented.

Carried.

DELEGATIONS

There were no delegations in attendance.

UNFINISHED BUSINESS

Finance Committee Memorandum of Action Items

The Finance Committee Memorandum of Action items ending October 31, 2015 was presented.

Moved: Director McGregor Seconded: Director Smith

That the Finance Committee Memorandum of Action Items ending October 31, 2015 be received.

Carried.

Staff will be meeting with the Auditors on December 7th and will request that an explanation regarding petty cash be included with the Auditors presentation and report.

A. Stanley**re: Impact of Summer 2015 Wildfires**

A Staff Report from Alan Stanley, General Manager of Environmental Services regarding service area costs incurred as a result of wildfires but which were not covered by Emergency Management BC (EMBC) was presented.

Moved: Director McLellan

Seconded: Director Krog

That the Staff Report from Alan Stanley, General Manager of Environmental Services regarding service area costs incurred as a result of wildfires but which were not covered by Emergency Management BC (EMBC) be received.

Carried.

The Committee members discussed the report and the fire-related costs to Environmental Services.

Director Gee referred to the report's reference of \$44,387 in lost tipping fee revenues and inquired whether this revenue can be considered as a loss when initially a fire was not expected. Staff explained that this is the amount of the tipping fees that would have been charged for landfill material therefore it should be included in the accounting related to the event.

There are no opportunities to recover any portion of these costs as they are not expenses covered by Emergency Management BC.

It was agreed to discuss this matter further at the next Environmental Services Committee meeting.

B. Burget**re: Summarized Quarterly Financial Reporting**

A staff report from B. Burget, General Manager of Finance regarding the financial results for the year-to-date ending September 30, 2015 was presented.

Moved: Director Russell

Seconded: Director Grieve

That the staff report from B. Burget, General Manager of Finance regarding the financial results for the year-to-date ending September 30, 2015 be received.

Carried.

NEW BUSINESS**B. Burget****re: Service 001-General Government 2016-2020 Financial Plan**

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Finance Committee
November 17, 2015*

A staff report from B. Burget, General Manager of Finance presenting the proposed Service 001 General Government Services 2016-2020 Financial Plan was presented.

The Committee members discussed the contributions made to the Board Fee.

Director Grieve expressed concerns regarding the method used to determine contributions to the Board Fee. Some services use more staff time than other services leaving some projects unfinished or delayed, but yet these services do not pay more into the Board Fee.

Staff explained the current method for contributions to the Board Fee. Chair McGregor advised that this matter will be reviewed in the future by the Policy, Executive and Personnel Committee.

The Committee also discussed the BC Hydro Grant, surplus accounts, funds allocated for the Organizational Review and a possible adjustment to Directors Remuneration, given the 2016 Committee of the Whole structure.

Moved: Director McGregor Seconded: Director Pahl

That the proposed General Government Services 2016-2020 Financial Plan be received. **FURTHER** that the Financial Plan be referred to a future meeting for further review that will include a discussion regarding the allocation of funds for the Organizational Review.

Carried.

B. Burget

re: MFA Debenture 2016-2020 Financial Plan

A staff report from B. Burget, General Manager of Finance presenting the proposed MFA Debenture Debt 2016-2020 Financial Plan was presented.

Moved: Director Worley Seconded: Director Russell

That the proposed MFA Debenture Debt 2016-2020 Financial Plan be received. **FURTHER** that the Financial Plan be referred to a future meeting for further review.

Carried.

M. Andison

Building Inspection Service proposed 2016 Budget and 2016-2020 Financial Plan

A staff report from Mark Andison, General Manager, Operations / Deputy CAO outlining the background and implications associated with the Building Inspection Service Provisional 2016 Budget and Five-Year Financial Plan was presented.

The General Manager, Operations / Deputy CAO reviewed his report. He explained the Building Inspection service contract that the RDKB has with the member municipalities, reviewed fees for service structure and provided information regarding the reduction of a number of expenditures in the 2016 Budget.

There is an increase in the requisition due to the depletion of the reserve account which has been used over the years to maintain the requisition.

Moved: Director Grieve Seconded: Director McLellan

That the proposed Building Inspection 2016-2020 Financial Plan be received. **FURTHER** that the Budget be referred to a future meeting for further review.

Carried.

B. Burget

re: Proposed Feasibility Study Reserve 2016-2020 Financial Plan

A staff report from B. Burget, General Manager of Finance presenting the proposed Feasibility Study Reserve 2016-2020 Financial Plan was presented.

Moved: Director McGregor Seconded: Director Worley

That the proposed Feasibility Study Reserve 2016-2020 Five Year Financial Plan be approved. **FURTHER** that it be referred to the Regional District of Kootenay Boundary Board of Directors with a recommendation that it be included in the overall Regional District 2016-2020 Five Year Financial Plan.

Carried.

LATE (EMERGENT) ITEMS

In the future, staff will use a different font for the budgets.

DISCUSSION OF ITEMS FOR FUTURE AGENDAS

1. Allocation of funds for the Organizational Review
2. Refer discussion on contributions to the Board Fee to PEP
3. Refer Committee of the Whole structure and Board remuneration to the Board
4. Proceeds from the sale of the Airport to the City of Trail

QUESTION PERIOD FOR PUBLIC AND MEDIA

A question period was not required.

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Finance Committee
November 17, 2015***

CLOSED (INCAMERA) SESSION

A closed meeting was not necessary.

ADJOURNMENT

There being no further business, it was;

Moved: Director Pahl

That the meeting be adjourned (time: 7:10 p.m.)

Carried.

TL



Environmental Services

Minutes

Wednesday, November 18, 2015
RDKB Board Room, Grand Forks, BC

Directors Present

Director R. Russell, Chair
Director N. Krog
Director M. Martin
Director P. Cecchini
Director G. McGregor
Director L. Worley
Director M. Rotvold
Director V. Gee
Director A. Grieve (teleconference)
Director L. McLellan

Staff Present:

Alan Stanley, General Manager of Environmental Services
Tim Dueck, Solid Waste Program Coordinator (Recording Secretary)
Doug Allin, CAO City of Grand Forks
Dale Herriot, Fire Chief City of Grand Forks

CALL TO ORDER

Committee Chair Russell called the meeting to order at 6:01

ACCEPTANCE OF AGENDA (ADDITIONS/DELETIONS)

November 18, 2015

MINUTES

June 10, 2015 Environmental Services Committee meeting minutes.

Moved: Director Cecchini Seconded: Director McLellan

November 18, 2015

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That the minutes of the June 10, 2015 Environmental Services Committee meeting be received.

Carried.

DELEGATIONS

UNFINISHED BUSINESS

- A. The Environmental Services Memorandum of Committee Action Items for the period ending October 2015 was presented.

Moved: Director McGregor Seconded: Director Martin

That the Environmental Services Memorandum of Committee Action Items for the period ending October 2015 be received.

Carried.

- B. A Staff report from Alan Stanley, General Manager of Environmental Services regarding a request from the City of Grand Forks for changes to the downtown Grand Forks recycling depot.

Discussion:

Doug Allin has identified City of Grand Forks staff to work with RDKB staff to create a communications plan.

Director Cecchini liked the stop signs/education in place when Fruitvale depot was closed.

Director Rotvold: wants to make sure the options are clearly identified for recyclers

Director Gee: Not in support of closing all unattended recycling bins.

Director Krog: Wondered about City Ratepayers paying for the bins alone.

Director Russell: Wants to be clear that the removal of the recycling bins is a joint City/RDKB decision.

Moved: Director McLellan Seconded: Director McGregor

That the Environmental Services Committee recommend that the RDKB Board of Directors direct Staff to initiate a communications plan and undertake the steps to close the downtown Grand Forks recycling depot.

Carried.

- C. A staff report from Jordan McIsaac, Engineering and Safety Coordinator, providing information on the process and potential consequences of landfill leachate.

Discussion:

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Director Rotvold: Report identifies 3 landfills that need well upgrades. Is Grand Forks okay?
(Yes)

Director McLellan: Is the \$50,000 figure set? (No. Projects are not allowed to exceed budgeted amounts. If all bids exceed budget then the project is not done.)

Moved: Director Krog Seconded: Director McGregor

That the Environmental Services Committee approve the addition of \$50,000 to the 2016 Water Monitoring budget for completing the installation of additional groundwater monitoring wells at the McKelvey Creek, Rock Creek and West Boundary solid waste facilities.

Carried.

- D. A Staff Report from Alan Stanley, General Manager of Environmental Services regarding a waste collection agreement between the Regional District of Kootenay Boundary and the City of Grand Forks.

Moved: Director McGregor Seconded: Director Krog

That the Environmental Services Committee recommends that the RDKB Board of Directors approve a waste collection agreement between the Regional District of Kootenay Boundary and the City of Grand Forks.

Carried.

- E. A Staff Report from Alan Stanley, General Manager of Environmental Services regarding changes to the regulatory approval process for Solid Waste Management Plans (SWMPs).

Moved: Director Rotvold Seconded: Director Martin

That the Environmental Services Committee direct Staff to continue working on the technical elements of the Solid Waste Management Plan and continue to seek other funding sources.

Carried.

- F. A Staff Report from Alan Stanley, General Manager of Environmental Services regarding International Waste.

Moved: Director McGregor Seconded: Director Worley

That the Environmental Services Committee direct staff to take no further action regarding the receipt of International Waste at RDKB landfills.

Carried.

NEW BUSINESS

- A. A staff report from Jordan McIsaac, Engineering and Safety Coordinator regarding scrap metal recycling.

Moved: Director McGregor Seconded: Director Rotvold

That the Environmental Services Committee advise Staff to enter into a scrap metal recycling service contract with Alpine Disposal as per the attached proposal.

Carried.

Moved: Director Cecchini Seconded: Director Krog

Carried

That the Environmental Services Committee advise Staff to proceed with amending the User Fee Schedules for “Scrap Metal (including appliances)” in Schedule ‘A’ of Bylaw No. 1573 as follows: increase Weight Based User Fee from \$15.00 to \$30.00 per tonne; increase Volume Based User Fee from \$5.00 to \$10.00 per cubic meter; and introduce a minimum charge of \$3.00 in both the Weight Based and Volume Based User Fee Schedules.

Carried.

- B. A Staff report from Alan Stanley, General Manager of Environmental Services regarding capital equipment purchases for solid waste management operations.

Discussion:

Director McLellan: Is there trade in value for an old compactor? (Not much)

Directors McGregor/Cecchini: We can't expect staff to find a used compactor on the market and then wait for the Board to approve the purchase. We need to streamline this process to let staff make informed decisions.

Moved: Director Cecchini Seconded: Director McGregor

That the Environmental Services Committee recommend that the RDKB Board of Directors approve a purchasing policy for major solid waste equipment that directs staff to identify suitable used equipment and recommend purchase without issuing tenders.

Carried.

- C. A Staff Report from Alan Stanley, General Manager of Environmental Services regarding the status of Multi Material BC (MMBC) programs in the RDKB.

Discussion:

Directors Martin/Grieve: We know that the Trail Bottle Depot is doing an awesome job but congestion is already a problem.

Moved: Director Martin Seconded: Director Rotvold

That the Environmental Services Committee direct Staff to explore the feasibility of moving Multi Material BC (MMBC) depot work in Trail and Grand Forks to private sector operators.

Carried.

- D. A Staff Report from Alan Stanley, General Manager of Environmental Services regarding a request from the City of Trail to waive tipping fees for materials deposited in a bear-proof bin in the City of Trail.

Discussion:

Director Martin corrected statements/figures in the Staff Report. \$5800 is the total cost of the program not just tipping fees.

Several Directors: Important that we have a good communications/information package

Moved: Director McGregor Seconded: Director McLellan

That the Environmental Services Committee recommends to the RDKB Board of Directors that they not grant the City of Trail request to waive fees for the waste generated from their bear-proof bins.

Further that the Environmental Services Committee direct staff to prepare an information package showing how residents and businesses can secure their waste from wildlife and distribute this information to municipalities and via the RDKB website.

Further, that a media release be prepared prior to distribution and that the release be issued to coincide with the next period when bears will be active.

Carried.

- E. A staff report from Tim Dueck, Solid Waste Program Coordinator regarding the efficacy of the BC Used Oil Management Association (BCUOMA) depot at the Beavercreek Solid Waste Transfer Station.

Discussion:

Director Gee: There are obviously problems with this but we might be setting ourselves up for other problems if we close this site

Director Russell: We are exposing ourselves to risk by accepting BCUOMA's materials.

Director McGregor: It is up to BCUOMA to find a suitable place for this material

Moved: Director McGregor Seconded: Director Cecchini

That the Environmental Services Committee recommend that the RDKB Board of Directors direct staff to close the BCUOMA depot at the Beaverdell Solid Waste Transfer Station.

Further that the RDKB communicate with BCUOMA that they investigate and determine whether there is a now a service gap in their program.

Carried.

Moved: Director Gee Seconded: Director Rotvold

That the RDKB communicate with residents about the reasons for this closure, options for used oil and steps the RDKB has taken to lobby BCUOMA about this issue.

Carried.

- F. A Staff Report from Tim Dueck, Solid Waste Program Coordinator regarding the provision of solid waste services for residents of Sidley Mountain/Anarchist Summit/Bridesville.

Discussion

General Manager of Environmental Services, Alan Stanley: The amount of the invoices is approaching the benchmark in the RDKB Purchasing Policy for a requirement for soliciting bids for this work. We need to make the RDKB Board of Directors aware that the \$10,000 threshold may be reached this year.

Director Gee: Before we go too far we should have discussion with residents about what the service options are.

Moved: Director Gee Seconded: Director Worley

That the Environmental Services Committee recommends that the RDKB Board of Directors direct Staff to continue with a fee for service agreement with Kettle Valley Waste for the provision of a garbage bin service to residents of Sidley Mountain until the RDKB completes a consultation with residents regarding solid waste service options.

Carried.

- G. A Staff Report from Alan Stanley, General Manager of Environmental Services regarding Regional District illegal dumping prevention and enforcement authorities.

Chair Russell: I think there is value in getting signs and budgeting for cameras

Director Gee: Is there a budget for clean up? (No, the RDKB has a policy that waives tipping fees to support community clean up groups.)

Moved: Director Martin Seconded: Director Rotvold

That Staff be directed to bring forth a report to identify the costs of signs and cameras.

Carried.

- H. A Staff Report from Tim Dueck, Solid Waste Program Coordinator regarding the financial subsidies for the removal of Ozone Depleting Substances (ODS) from air conditioners, refrigerators and freezers.

Moved: Director Cecchini Seconded: Director Krog

That the Environmental Services Committee recommends to the RDKB Board of Directors that Staff be directed to discontinue the informal financial agreement with Columbia Recycle for the purposes of subsidizing the cost of Freon removal from Ozone Depleting Substances containing materials from appliances.

Further that Staff be directed to communicate with the Steward (Major Appliance Recycling Roundtable) for the purpose of identifying alternative depots for CFC containing materials in the West Boundary region.

Carried.

- I. A Staff Report from Alan Stanley, General Manager of Environmental Services regarding Reuse Centre's at Regional Landfills.

Chair Russell: Against this motion. The landfill serves as a niche for materials that thrift stores don't want but still have value to some. Those most affected by this are the most vulnerable people in our community.

Director Krog: In favour. There are lots of other options in the community. Not a lot of stuff is actually pulled out of the waste stream

General Manager of Environmental Services, Alan Stanley: As these facilities are a major cause of conflict at landfills, a Violence Prevention policy will be presented at the next meeting

Moved: Director McGregor Seconded: Director Worley

That the Environmental Service Committee recommend to the RDKB Board of Directors that they direct Staff to develop and initiate a communications plan and close the Reuse Centre's at the McKelvey Creek Landfill, the Grand Forks Landfill and the West Boundary Landfill.

Further that the Environmental Services Committee direct Staff to prepare an information package describing options for divestment of useable items.

Carried.

Opposed: Directors Russell, Martin and McLellan

- J. A Staff Report from Tim Dueck, Solid Waste Program Coordinator regarding the collection of information about the solid waste collection services in the Greater Trail Wasteshed.

Moved: Director Rotvold Seconded: Director Worley

That the Environmental Services Committee recommends to the RDKB Board of Directors that they direct Staff to gather waste collection service information from municipalities and improvement districts in the Greater Trail Wasteshed for the purposes of planning an efficient organics collection and processing service.

Carried.

Moved: Director Martin Seconded: Director Cecchini

That the Environmental Services Committee recommends to the RDKB Board of Directors that they direct Staff to gather waste collection service information from municipalities and contractors in the West Boundary for the purposes of planning an efficient organics collection and processing service.

Carried.

- K. A Staff Report from Alan Stanley, General Manager of Environmental Services regarding the Big White Solid Waste Management 2016-2020 Five Year Financial Plan.

Moved: Director Worley Seconded: Director Rotvold

That the Environmental Services Committee direct Staff to update the Big White Solid Waste Management 2016-2020 Five Year Financial Plan to include updated year-end financial results.

Carried.

- L. A Staff Report from Alan Stanley regarding the Regional Solid Waste Management 2016-2020 Five Year Financial Plan.

Moved: Director Martin Seconded: Director Grieve

That the Environmental Services Committee direct Staff to update the Regional Solid Waste Management 2016-2020 Five Year Financial Plan to include financial implications of policy decisions and updated year-end financial results.

Carried.

Director Martin asked that Staff create a background document for consideration at the next budget meeting that describes the function and looks at staffing levels, hours of operation, tipping fees etc.

LATE (EMERGENT) ITEMS

Rock Creek Fire costs

Discussion about including 'revenue not earned' by waiving tipping fees as a cost to the RDKB of the Rock Creek fire.

DISCUSSION OF ITEMS FOR FUTURE MEETINGS

There was no discussion of items for future meetings.

QUESTION PERIOD FOR PUBLIC AND MEDIA

There was no question period for public and media.

CLOSED (IN CAMERA) SESSION

There was a closed session pursuant to Section 90(1)(k) of the *Community Charter*.

Moved: Director Worley Seconded: Director Rotvold

That the Environmental Services Committee meeting be closed.
(7:56 pm)

Carried.

The Environmental Services Committee reconvened at 8:11 pm

ADJOURNMENT

There being no further business, Chair Russell adjourned meeting at 8:11



**Policy, Executive and Personnel Committee
Minutes**

**Wednesday, November 18, 2015
RDKB Board Room, Grand Forks, BC
3:30 p.m.**

Committee Members Present:

Director L. Worley, Chair
Director G. McGregor
Director R. Russell
Director P. Cecchini
Director V. Gee
Director M. Martin

Staff Present:

T. Lenardon, Manager of Corporate Administration/Recording Secretary
J. M. MacLean, Chief Administrative Officer

CALL TO ORDER

The Chair called the meeting to order at 3:30 p.m.

ADOPTION OF AGENDA (ADDITIONS/DELETIONS)

The agenda for the November 18, 2015 meeting of the Policy, Executive and Personnel Committee was presented.

The following items were added to the agenda:

- Discussion on the Liquor Use Policy as Item 5b)
- Update on Strategic Plan as Item 5c) and
- Discussion regarding the proceeds from the sale of the Airport as Item 5d)

Moved: Director Cecchini Seconded: Director McGregor

That the agenda for the November 18, 2015 meeting of the Policy, Executive and Personnel Committee be adopted as amended.

Carried.

ADOPTION OF MINUTES

The minutes of the Policy, Executive and Personnel Committee meeting held October 15, 2015 were presented.

Moved: Director McGregor Seconded: Director Gee

That the minutes of the Policy, Executive and Personnel Committee meeting held October 15, 2015 be adopted as presented.

Carried.

GENERAL DELEGATIONS

There were no delegations in attendance.

UNFINISHED BUSINESS

Policy, Executive and Personnel Committee Memorandum of Action Items

The Policy, Executive and Personnel Committee Memorandum of Action Items for the period ending October 31, 2015 was presented.

The Committee discussed the level of public involvement during the 2015 community wildfires.

Director Gee noted that in relation to the Rock Creek/Westbridge fire, some residents and members of the public in the West Boundary have experience fighting wildfires and that there are also individuals who have equipment as well as some suggestions that may be useful for use in a future event.

The Chief Administrative Officer explained that the Provincial Emergency Preparedness legislation sets out the authority as to who and which groups are involved in emergencies. In terms of planning and preparedness, it is strictly the local government

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that is delegated responsibility. However, there may be ways for involving the public and communities during future emergency response situations.

The BC Wildfire Management Branch has strict and specific training and equipment regulations for planning, preparing and responding to emergencies.

At future meetings, the Committee will discuss ways to improve EOC communications.

Moved: Director McGregor Seconded: Director Gee

That the Policy, Executive and Personnel Committee Memorandum of Action Items for the period ending October 31, 2015 be received.

Carried.

Item Added to Agenda-RKB Liquor Use Policy

The Committee reviewed the Liquor Use Policy, which restricts the use of public funds to purchase liquor subject to full approval by the RDKB Board of Directors.

Director Cecchini inquired about the Policy in relation to the upcoming RDKB 2015 Christmas Dinner and at what point the Board will review this matter.

Staff advised that the Board of Directors will have an opportunity to review a report and make a decision on this matter at the November 26, 2015 Board meeting.

Item Added to Agenda-Update on Strategic Plan

Director Martin inquired about the timeline and process for reviewing the feedback that Chair McGregor received from Board members with respect to the recent strategic planning session and the lessons learned.

Chair McGregor advised that the feedback and other strategic planning information will be distributed to the Board once the Consultant who guided the session has submitted the follow-up information and a completed report.

The Board will review the Consultant's report and have a further discussion on the strategic planning session, including feedback and staff follow-up action items in the New Year.

Item Added to Agenda-Proceeds from the Sale of the Airport

The Chief Administrative Officer provided an update with regards to how the proceeds from the sale of the Regional Airport to the City of Trail must be used.

The proceeds must be used for a capital project that would benefit the entire region. The Chief Administrative Officer provided a few examples of regional capital projects that could be considered.

The Committee members inquired as to whether or not the individual communities would receive their share of the funds back should a regional project not be workable.

Staff was instructed to prepare a staff report for a future meeting that includes options for regional projects as well as information as to whether or not the individual communities can receive funds back should a regional project not be doable.

NEW BUSINESS

J. MacLean-Committee and Board Agenda Delivery Timelines

A staff report from John M. MacLean, CAO regarding a discussion held during the recent strategic planning session regarding Committee and Board agenda delivery timelines was presented.

The Committee reviewed options for delivering Board and Committee agendas in a timely manner that would afford the Directors enough time to examine and discuss issues prior to a meeting. Staff explained the current requirements as set out in the RDKB Procedure Bylaw.

There was a discussion regarding the proposed schedule, structure and Chairing of the Committee of the Whole (COW) which will be comprised of Environmental Services, Finance and Protective Services.

It was agreed that COW meetings would be constituted as one meeting and that there would be three independent Chairs; one for each of the three subject matters/services. This procedure will be assessed over time.

At future meetings, the Committee will examine alternatives to the current method used for delivering electronic agendas with the Manager of Information Services.

There was a brief discussion regarding the use of CivicWeb for closed meeting agendas and minutes and it was agreed that in the future, Staff will test the use of CivicWeb for closed meetings.

Moved: Director Russell Seconded: Director McGregor

That the Policy, Executive and Personnel Committee direct staff to prepare a policy proposal with the following elements (all days calendar):

- That the current practice of delivering preliminary Board agendas 6 days prior to the scheduled day with the final agenda going out no later than 2 days prior to the meeting.
- That the current practices of delivering committee agendas three business days prior to the meeting be maintained. **FURTHER** that when the third business day falls on a weekend or a statutory holiday, that the agenda be delivered on the previous business day.
- That the agendas for the future Committee of the Whole be delivered 5 days prior to the meeting. **FURTHER** that when the fifth business day falls on a weekend or a statutory holiday, that the agenda be delivered on the previous business day.

That the Committee recommend that the above practices be adopted in the interim until a proper policy is in place.

Carried.

Moved: Director Russell Seconded: Director Martin

That the Policy, Executive and Personnel Committee endorses that for the purposes of interpreting the RDKB Remuneration Bylaw No. 1548, 2014, that in the interim, the Committee of the Whole meeting will be considered one meeting for Environmental Services, Financial Services and Protective Services.

Carried.

Moved: Director Russell Seconded: Director Martin

That staff be directed to bring forth an amendment to the RDKB Procedure Bylaw No. 1534, 2013 reflecting the decision of the Board in relation to the structure, schedule and number of Chairs of the Committee of the Whole.

Carried.

Moved: Director Martin Seconded: Director Gee

That the Policy, Executive and Personnel Committee recommends to the Chair of the Regional District of Kootenay Boundary Board of Directors that in following the RDKB Chair and Board Appointments Policy that the Board Chair retain and appoint three independent Chairs; one per each of the three subject matters/services. **FURTHER** that this practice be reassessed over time.

Carried.

J. MacLean-Use of Fire-halls

A staff report from John M. MacLean, CAO regarding the use of the fire-halls for private third party events was presented.

The matter of using RDKB Fire-halls by the firemen for private functions (eg. family-related celebrations such as birthday parties etc.) was reviewed.

The relevant Staff have discussed this matter and note that they do not feel there is a risk. Conditions would be in place. Users would be required to follow the Alcohol in Fire Halls Policy and obtaining a Special Occasion License should alcohol be used; only fire-fighters and their direct families would be permitted to use the halls and a fire-fighter must be at the event to supervise.

There has been a request to also permit outside (non fire-fighter) community groups who require meeting space to be allowed to meet in the fire-halls. This would assist the smaller communities which do not have community halls or other locations for holding community meetings.

There was a lengthy discussion and it was agreed to refer this matter to staff to draft a report that will provide further information and options and that the report be presented to the Committee at a future meeting.

Discussion Item-Chief Administrative Officer Installation of Broadband in the Grand Forks Offices

The Chief Administrative Officer provided a verbal update regarding the installation of broadband in the RDKB Grand Forks office advising that the project is complete subject to some final adjustments which will be made in the near future.

Discussion Item-Electronic Meetings Practices and Procedures

The Committee discussed procedures that need to be developed for electronic meetings.

In relation to Committee meetings and pursuant to the Board and Committee Cancellation Policy, it was agreed that staff and the Chair of a Committee will always attend the meeting in person in the originally scheduled location, which would be the location that public and or applicants would attend.

Should a Chair not be able to attend the meeting location in person, the Vice Chair will attend and Chair the meeting. Should the Vice Chair not be able to attend in person, the Committee members would elect a Chair for that meeting.

There was a further discussion regarding this matter in relation to Board meetings and Committee of the Whole meetings. There was agreement that subject to an unreasonable circumstance that Board meetings will always be held face-to-face in the scheduled location.

There will be a further discussion regarding whether the Committee of the Whole meetings will be held electronically or face-to-face.

Staff will develop options and procedures regarding this matter including available opportunities for the public and applicants to attend electronic meetings.

Staff suggested that electronic meetings be tested commencing in January.

LATE (EMERGENT) ITEMS

Electronic Devices for Municipal Directors

The Chief Administrative Officer reviewed some choices in relation to electronic devices for municipal directors that would help with receiving agendas and other RDKB communications.

Staff will continue to work on this item and provide further information in the future.

DISCUSSION OF ITEMS FOR FUTURE MEETINGS

1. EOC communications and public involvement during emergencies.
2. Strategic Plan-review and feedback.
3. Proceeds from the sale of the Airport.
4. Reassess the use of independent Chairs for the COW.
5. Options and procedures for electronic meetings including opportunities for the public and applicants to attend.

6. Electronic or face-to-face meetings for Committee of the Whole.
7. Alternatives for delivering electronic agendas.
8. Use of fire-halls for fire-fighter's private family celebrations and for community meeting places.
9. Discussion regarding options for electronic devices for the Municipal Directors.

QUESTION PERIOD FOR PUBLIC AND MEDIA

A question period was not necessary.

CLOSED (IN CAMERA) SESSION

A closed meeting was not required.

ADJOURNMENT

There being no further business, it was;

Moved: Director Cecchini

That the meeting be adjourned (time: 5:10 p.m.)

Carried.

TL



**East End Services Committee
Minutes**

**Tuesday, November 17, 2015
Trail Board Room
4:30 PM**

Committee Members:

Director A. Grieve - Chair
Director L. Worley
Director P. Cecchini
Director J. Danchuk
Director M. Martin
Director L. McLellan
Director T. Pahl

Staff Present:

J. M. MacLean, Chief Administrative Officer
T. Lenardon, Manager of Corporate Administration/Recording Secretary
T. Martin, Regional Fire Chief/Dispatch Manager,
Kootenay Boundary Regional Fire Rescue
M. Daines, Manager of Facilities and Recreation
C. Goldsbury, Victim Services Program Manager
M. Andison, General Manager, Operations/Deputy Chief Administrative Officer
B. Burget, General Manager, Finance

Call to Order

The Chair called the meeting to order at 4:30 p.m.

Acceptance of the Agenda (additions/deletions)

The agenda for the November 17, 2015 East End Services Committee meeting was presented.

Moved: Director Worley Seconded: Director Cecchini

That the agenda for the November 17, 2015 East End Services Committee meeting be adopted as presented.

Carried.

Minutes

The minutes of the East End Services Committee meeting held on October 20, 2015 were presented.

Moved: Director Pahl Seconded: Director Danchuk

That the minutes of the East End Services Committee meeting held on October 20, 2015 be adopted as presented.

Carried.

Delegations

There were no delegations in attendance.

Unfinished Business**East End Services Committee Memorandum of Action Items
Ending October 31, 2015**

The East End Services Committee Memorandum of Action Items for the period ending October 31, 2015 was presented.

There was a discussion regarding the Columbia Basin Trust (CBT) Community Initiative Fund (CIF) Action Item and the current funding allocation to the member municipalities, the use of funds and the process for assessing applications.

Director McLellan expressed concerns regarding the current process where funds flow through the RDKB and he stated that he would like the Committee to consider reviewing possible options for streamlining the process.

The Chief Administrative Officer explained that the CBT prefers to have the funds pass through the Regional Districts. The CBT is willing to make a presentation to the Committee after first meeting with the participating Regional District CAO's for clarification around this matter and around operational projects and projects that may improve local government infrastructure.

The Committee also reviewed the Kootenay Boundary Regional Fire Rescue Service Cost Sustainability Action Item and discussed the stakeholders and who, representing the East End Services Committee, would formally participate at the table at the meeting scheduled for November 25th.

Given this is the first meeting, most of the Directors agreed to keep it informal and keep the number of formal participants appropriate to an initial discussion. Alternate Directors can observe from the gallery.

Moved: Director Worley Seconded: Director Danchuk

That the East End Services Committee Memorandum of Action Items for the period ending October 31, 2015 be received.

Carried.

New Business

City of Rossland-CBT Community Initiative Fund Project

A staff report from John M. MacLean, CAO regarding a request from the City of Rossland to alter an approved project under the Columbia Basin Trust (CBT) Community Initiative Fund (CIF) was presented.

Staff explained the report noting that Rossland Visions for Small Schools (Seven Summits) was approved funding for a CBT CIF project. However, the organization has approached the City of Rossland advising it wishes to alter the CBT CIF Agreement and change the project from what was approved. The City has requested that this change in the project be approved.

There was general agreement by the Committee members that this request is not timely, does not meet the CBT parameters in the Agreement and that approving the request will set a precedent for future applicants.

Director McLellan provided additional information regarding the request and expressed his concerns with the Committee's discussion, given that the City of Rossland supports the request and that the amount of funding is insignificant.

After further discussion it was;

Moved: Director Worley

Seconded: Director Pahl

That the East End Services Committee denies the request of the City of Rossland, made on behalf of the Visions for Small Schools Society, to re-allocate the approved Community Initiative Fund grant approval from a Clothing Transfer Machine to a survey on attracting international students.

Carried.

(Director McLellan opposed)

J. MacLean-Transit Marketing Plan

A staff report from John M. MacLean, CAO regarding the proposed Transit Marketing Plan was presented.

The Committee discussed the staff report, and it was;

Moved: Director McLellan

Seconded: Director Pahl

That the East End Services Committee recommends to the Regional District of Kootenay Boundary Board of Directors that the West Kootenay Transit Plan be approved.

FURTHER that Staff be directed to include \$2,000 in the 2016 Five Year Financial Plan for the cost sharing of the proposal to allow the redemption of monthly bus passes for participation in drop-in services at recreation centres.

The Committee reviewed the proposed Marketing Plan further and the possibility that the Expired Bus Pass Exchange Program could apply for drop-in activities at all recreation centres within the Lower Columbia (e.g. in addition to those located in Trail, Castlegar and Nelson etc.). However, it was noted that the intent of the Exchange Program is to promote the use of transit services.

Direction from the Committee was required and after further discussion, it was;

Moved: Director Worley

Seconded: Director Danchuk

That the resolution be amended to include the following text at the end of the second sentence:(centres) *that are located within the Lower Columbia.*

Defeated

In further discussions the Committee members agreed to a friendly amendment (to the original resolution) that would include the City of Trail being presented with a proposal that would permit individuals with expired bus passes to exchange the bus pass for a one-time drop-in visit at the Trail Aquatic Centre where the City will only charge the Regional District the Trail Resident Fee.

Moved: Director Pahl

Seconded: Director Worley

That the original resolution be amended to delete "for participation in drop-in services at recreation centres" at the end of the second sentence and add the following new sentences after the text "monthly bus passes": **FURTHER** that the City of Trail be presented with a proposal permitting individuals with expired bus passes to exchange the bus pass for a one-time visit to the Trail Aquatic Centre to participate in drop-in services. **FURTHER** that the City will only charge the Regional District the Trail Resident Fee for reimbursement.

Voting on the original motion with the friendly amendment - **Carried**.

(Director McLellan opposed)

Staff will provide the details of the resolution to the City of Trail.

Monthly Statistical Report-Kootenay Boundary Regional Fire Rescue Service

The Kootenay Boundary Regional Fire Rescue Service Monthly Statistical Report for the period ended October 31, 2015 was presented.

Moved: Director Pahl

Seconded: Director Cecchini

That the Kootenay Boundary Regional Fire Rescue Service Monthly Statistical Report for the period ended October 31, 2015 be received.

Carried.

Staff will distribute the Fire Training Officer training schedule and will provide information respecting the training dates and the approximate number of trainees expected to attend.

East End Services Committee - Five Year Financial Plans

The Five Year Financial Plans for the following services were presented:

- Kootenay Boundary Regional Fire Rescue Services
- Police Based Victims Assistance

- Culture, Arts and Recreation in the Lower Columbia
- Cemeteries - East End
- Transit - East End
- East End Economic Development

Director McLellan requested that Staff use actual numbers when making comparisons. Staff explained and clarified the current RDKB process in relation to actual figures.

Kootenay Boundary Regional Fire Rescue

The Chair welcomed Terry Martin, Fire Chief/911 Dispatch Manager, Kootenay Boundary Regional Fire Rescue to the meeting.

Mr. Martin reviewed the highlights of the proposed 2016 Budget and Five Year Financial Plan including the process for a Request for Proposals to determine the actual costs to replace Engine #4, renovations to some of the RDKB fire halls and the capital purchase of an ATV partnering with the City of Trail.

The Committee asked questions regarding the transfer from reserve for capital, reconciliation of the Fire Training Officer and other fire-fighter salaries, the overall decrease in the budget, benefits, the cost and amount of training seminar materials and fire-fighter management compensation.

Moved: Director Pahl

Seconded: Director Cecchini

That the East End Services Committee receive the proposed Kootenay Boundary Regional Fire Rescue Service 2016-2020 Financial Plan. **FURTHER** that the Financial Plan be referred to a future meeting for further review.

Carried.

Police Based Victim Services

The Chair welcomed Corrie Goldsbury, Program Manager, Greater Trail Victim Services and Mark Andison, General Manager, Operations/Deputy Chief Administrative Officer to present the Financial Plan.

Mrs. Goldsbury reviewed the proposed Budget noting that it includes the basic operating costs and most items are status quo, except for a request to convert the case worker position from casual status to permanent, part-time status and she introduced a Business Case for the conversion.

Mr. Andison, General Manager Operations/Deputy Chief Administrative Officer reviewed the business case noting that the current casual case worker position is funded up to 10 hours per week. Conversion of the position to permanent, part-time would offer 18 hours of scheduled work per week. With the recent retirement of a longstanding casual employee, the service is challenged to continue to provide the same level of service as it is difficult to completely staff the program on a week-to-week basis with qualified and security-cleared staff.

Mr. Andison reviewed the issues and the long-term implications with offering only the current casual status and there was a discussion regarding the risks and benefits and the impact to the tax requisition with increasing the hours.

After further review, there was support for the conversion of the position from casual to permanent, part-time, and it was;

Moved: Director Worley Seconded: Director Martin

That the East End Services Committee recommends that the Victims Service case worker position be converted from casual status with 10 hours of work per week to permanent, part-time status with 18 hours of scheduled work per week. **FURTHER** that the appropriate funds be allocated in the Financial Plan accordingly.

Carried.

For the January meeting, and prior to the Committee approving the inclusion of the Victims Service Financial Plan in the overall RDKB Five Year Financial Plan, Staff will provide additional financial information regarding the cost implications of a permanent, half-time position from 10 hours per week to 18 hours per week as well as a cost estimate if the status of the part-time position was to be increased from 18 hours to 20 hours.

Culture, Arts and Recreation in the Lower Columbia

Mark Daines, Manager of Facilities and Recreation was welcomed to the meeting.

Mr. Daines provided a review of the main items and capital projects that are included in the draft Budget noting the attempts made to maintain the current requisition without impacting the level of service that is presently provided.

Mr. Daines summarized the proposed capital projects, noted the increase in the number of entertainment events and productions at the Charles Bailey Theatre and he summarized staff time and resources.

For the next meeting, Staff will provide a report regarding the status and activities, including successes etc. of the Marketing position at the Charles Bailey Theatre.

Moved: Director Pahl Seconded: Director Worley

That the East End Services Committee receive the proposed Culture, Arts and Recreation for the Lower Columbia 2016-2020 Financial Plan. **FURTHER** that the Financial Plan be referred to a future meeting for further review.

Carried.

East End Cemeteries

The Chief Administrative Officer introduced the proposed East End Cemeteries 2016-2020 Financial Plan noting that the Cities of Rossland and Trail have submitted their budget requests and that the Village of Fruitvale's request will be included on the agenda for the January meeting.

Moved: Director Martin Seconded: Director McLellan

That the East End Services Committee receive the proposed East End Cemeteries 2016-2020 Financial Plan. **FURTHER** that the Financial Plan be referred to a future meeting for further review.

Carried.

East End Transit

The Chief Administrative Officer provided a brief summary regarding improved services that were instituted in the spring with the expansion of hours to the Saturday service to Castlegar. To date, this project has been successful. He also reviewed the RDKB's participation in the BC Transit Service Review, which will include all aspects of the service and ways to reduce or contain costs and how the RDKB can best serve its community as a whole.

There will be no expansion of service hours and the number and sizes of buses are being discussed. BC Transit has approved the Terms of Reference with the Committee's changes and additions. All participants and stakeholders have been invited to attend a meeting with BC Transit on November 24th at the Muriel Griffith Room (Greater Trail Community and Arts Centre). More information regarding the Service Review will be provided at future Committee meetings when it becomes available.

The Committee reviewed the issues around the current location of the BC Transit Bus Exchange Station in downtown Trail. Director Martin noted the concerns expressed by downtown business owners with the location and the Committee discussed the challenges faced by passengers due to the location.

After further review, it was;

Moved: Director Martin Seconded: Director Danchuk

That the East End Services Committee receive the proposed East End Transit 2016-2020 Financial Plan. **FURTHER** that the Financial Plan be referred to a future meeting for further review.

Carried.

East End Economic Development

Staff explained the flow of funds in the East End Economic Development Budget and the contract with the Lower Columbia Community Development Team Society for services delivered by the Lower Columbia Initiatives Corporation, and it was;

Moved: Director Worley Seconded: Director Pahl

That the East End Services Committee receive the proposed East End Economic Development 2016-2020 Financial Plan. **FURTHER** that the Financial Plan be referred to a future meeting for further review.

Carried.

East End Annual Requisition and Budget Summary

The Committee reviewed the Annual Requisition and Budget Summary, and it was;

Moved: Director Cecchini Seconded: Director Danchuk

That the East End Annual Requisition and Budget Summary be received. **FURTHER** that the Summary be referred to a future meeting for further review.

Carried.

Late (Emergent) Items

There were no late items to review.

Discussion of items for future agendas

1. Cost implications of increasing Victims Services casual case worker from 10 hours to 18 hours and from 18 hours to 20 hours
2. Update on activities, achievements and challenges of the Charles Bailey Theatre Marketing position

Question Period for Public and Media

A question period was not necessary.

Closed (In camera) Session

A closed meeting was not required.

Adjournment

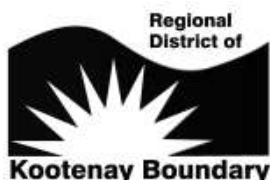
There being no further business, it was;

Moved: Director Danchuk

That the meeting be adjourned (time: 6:10 p.m.)

Carried.

TL



Electoral Area Services Committee Staff Report

Prepared for meeting of November 2015

Development Variance Permit			
Owner: Terry and Barb Hein		File No: D-700-03662.100	
Location: 3145 1st Road, Electoral Area 'D'/Rural Grand Forks			
Legal Description: Lot 1, Block 8, Plan KAP38, DL 700, SDYD		Area: 0.73 acres (2954 m ²)	
OCP Designation: Estate Lot Residential	Zoning: Estate Lot Residential 3 (R3)	ALR status: No	DP Area: No
Contact Information: Terry and Barb Hein 3145 1st Road RR 2 Grand Forks, BC, V0H 1H2 250.442.0550 suncountry97@shaw.ca			
Report Prepared by: Carly Rimell, Planner			

ISSUE INTRODUCTION

Terry and Barb Hein have applied for a Development Variance Permit to construct an accessory building for storage on their residential property in Area 'D'/Rural Grand Forks. They seek a rear parcel line variance of 2.9 meters (from 7.5m to 4.6m).

HISTORY / BACKGROUND FACTORS

The subject property is located at 3145 1st Road (*see Site Location Map; Applicant's Submission; Site Photos*). The property is designated 'Estate Lot Residential' in the Electoral Area 'D'/Rural Grand Forks Official Community Plan and zoned 'Estate Lot Residential 3' (R3) in the Electoral Area 'D'/Rural Grand Forks Zoning Bylaw.

On the property there is a single family dwelling fronting 1st Road, and a detached garage in the northeast corner.

PROPOSAL

The applicants propose to construct an accessory building on the northwest corner of their property for indoor storage. The proposed accessory building is 16 ft x 12 ft (4.9m x 3.7m) To site the proposed building where the applicants would like will require a Development Variance Permit. The accessory building will meet the required 3.5 m setback from an interior side parcel line siting it at 3.6 meters. To site the building where the applicants would like will require a Development Variance Permit to modify the setback from the rear parcel line. The variance requested is;

- Rear parcel line variance of 2.9m (from 7.5m to 4.6m).

IMPLICATIONS

In considering applications for Development Variance Permits, the RDKB generally considers whether the proposed variance will:

- a) Resolve a hardship;
- b) Improve the development;
- c) Cause negative impacts to the neighbouring properties.

The applicants have underground irrigation which would have to be modified if they were to place the building 7.5m from the rear lot line. The applicants also have landscaping of both gravel and grass. If the variance was approved they would be able to use the existing gravel pad to place the accessory building as opposed to the grassy area of their yard which they would prefer to leave intact.

The applicants suggests the addition will be an improvement to the development as it would be an aesthetically pleasing new structure on their property and would provide additional storage to keep things orderly and tidy.

The applicant further suggests the development will not have adverse impacts on neighbouring properties or obstruct views. The subject property has screening around the perimeter of the yard. The applicants also noted the adjoining 3 properties already have accessory buildings in this corner of their respective lots.

If the application proceeds further, letters will be sent to neighbouring property owners advising them of the proposal and providing opportunity for comment.

ADVISORY PLANNING COMMISSION COMMENTS

The Electoral Area 'D'/Rural Grand Forks Advisory Planning Commission support the application for the Development Variance Permit.

RECOMMENDATION

That the Development Variance Permit application submitted by Terry and Barb Hein, for the property legally described as Lot 1, Block 8, DL 700, Plan KAP38, SDYD, requesting a rear parcel line variance of 2.9m (from 7.5m to 4.6m) to construct an accessory building, be presented to the Board for consideration, with a recommendation of support.

ATTACHMENTS

Site Location Map
Applicant's Submission
Site Photos



2015/10/20

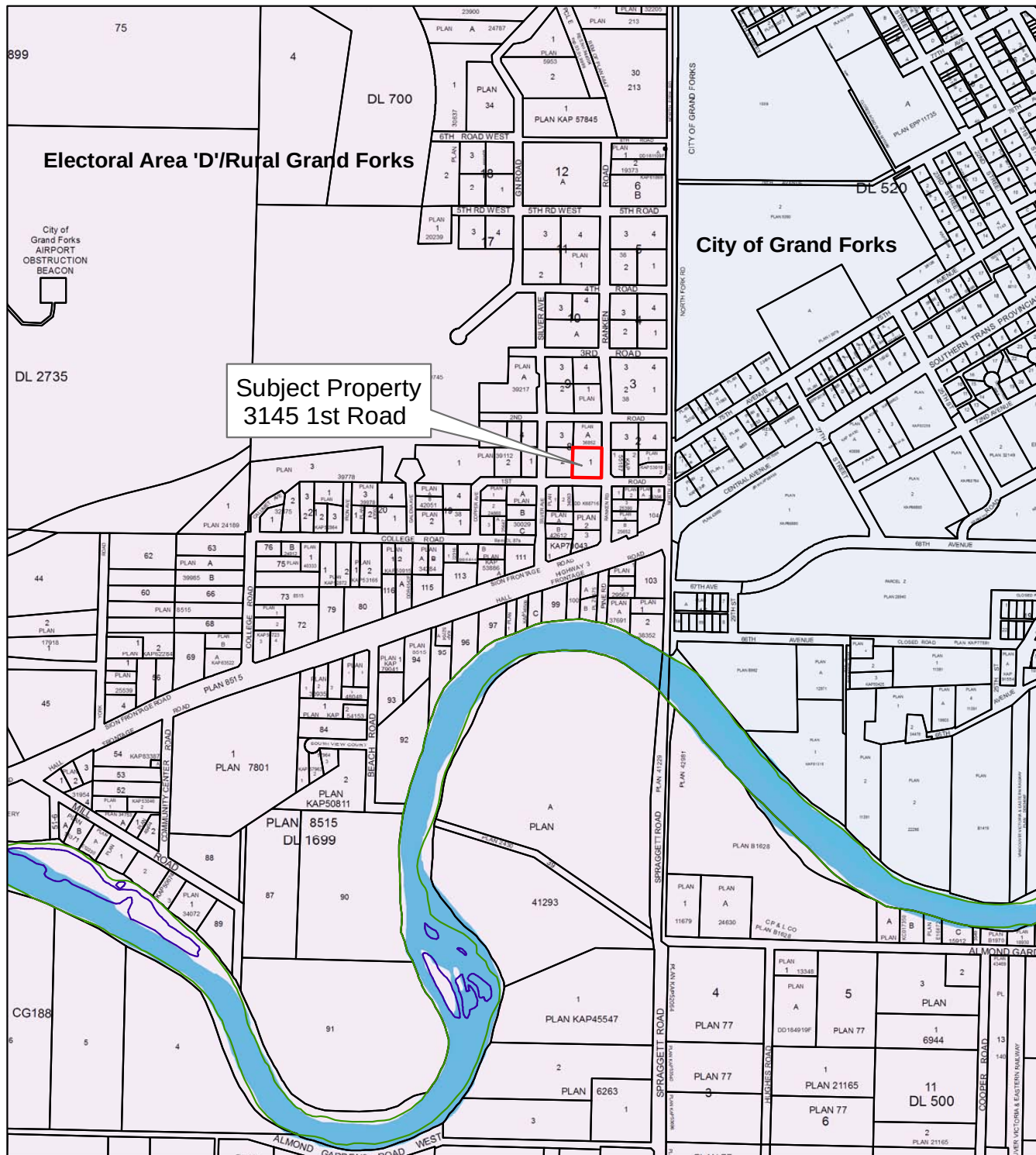
Site Location Map

Scale 1:10,000



0 50100 200 300 400 500

Meters

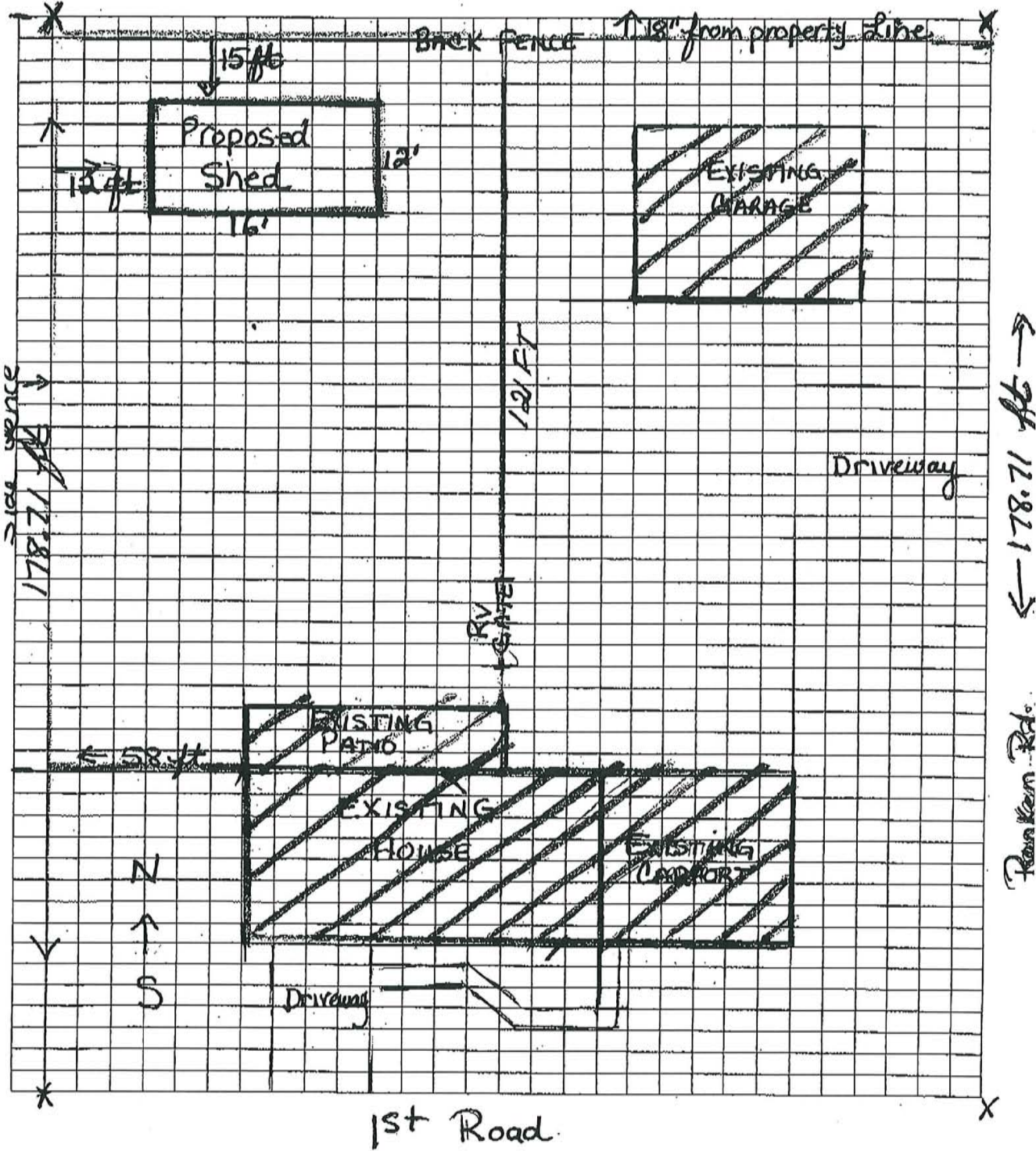


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Pg 4 of 4

BUILDING SITE PLAN

- 1. Draw proposed location of home or building on space provided below, and show distances to all PROPERTY LINES. Also, show north arrow.
- 2. Show location of street access and names of streets.
- 3. Show location and distances of any water courses.



Site Photos



Northwest corner of the property facing west



Northwest corner of the property facing north



Electoral Area Services Committee Staff Report

Prepared for meeting of October 2015

Development Variance Permit			
Owners: Mary and Michael Hoffman		File No: BW-4222-07500.690	
Agent: Andrea Van Niekerk, Eidos Architecture Inc.			
Location: 725 Feathertop Way, Big White, Electoral Area 'E'/West Boundary			
Legal Description: Strata Lot 18, DL 4222, SDYD, Plan KAS3134, Together with an interest in the common property in proportion to the unit entitlement of the strata lot as shown on Form V		Area: 0.235 acres (951 m ²)	
OCP Designation: Medium Density Residential	Zoning: Chalet Residential 3 (R3)	ALR status: N/A	DP Area: Alpine Environmentally Sensitive DP2/Commercial & Multi Family DP1
Contact Information: Andrea Van Niekerk, Architect Eidos Architecture Inc. 201-3935 Lakeshore Road Kelowna, BC V1W 1V3 250.980.4510. Ext. 108 avanniekerk@eidosarchitecture.ca			
Prepared by: Carly Rimell, Planner			

ISSUE INTRODUCTION

Mary and Michael Hoffman, through their agent Andrea Van Niekerk, of Eidos Architecture Inc., have applied for a Development Variance Permit to build a single family dwelling on Strata Lot 18, Feathertop Way at Big White Ski Resort (*see Site Location Map; Applicants' Submission*). They are requesting variances to the interior side parcel line and rear parcel line to allow for roof overhang into the required setbacks.

HISTORY / BACKGROUND FACTORS

The subject property is an undeveloped residential parcel located on Feathertop Way. The property is designated as 'Medium Density Residential' in the Big White Official Community Plan Bylaw No. 1125, 2001 and zoned 'Chalet Residential 3' in the Big White Zoning Bylaw No. 1166, 2001. The property is within the 'Big White Alpine Environmentally Sensitive/Commercial & Multiple Family Development Permit Area.' The proposed development, of a single family dwelling, only requires the Alpine Environmentally Sensitive Landscape Reclamation Development Permit. The applicants applied for and received a Development Permit in July. When the agent applied for a building permit the encroachment issues were discovered by the building inspector. The applicants would like to keep the original site plan and proposal, hence the application before you for a Development Variance Permit.

PROPOSAL

The applicants are requesting a Development Variance Permit to construct a single family dwelling on Strata Lot 18, Feathertop Way at Big White as depicted in their Site Plan. They are seeking a Development Variance Permit to relax the setbacks on the rear parcel line and the north-east interior side parcel line in order to allow for roof overhang.

The following variances are requested;

- Siting exception variance for roof eaves into an interior side yard setback of 0.22m (increase from 0.6m to 0.82m)
- Rear parcel line variance of 0.29m (from 2m to 1.71) where adjacent to a publicly owned ski trail

IMPLICATIONS

In considering applications for Development Variance Permits, the policy is to consider whether the proposed variance will:

- a) Resolve a hardship;
- b) Improve the development;
- c) Cause negative impacts to the neighbouring properties.

A hardship generally is considered a physical hardship, something that creates an impediment on the property requiring that a structure be placed within a setback. Some examples are steep terrain, wet or boggy areas, and bedrock outcrops, which limit development in that area.

The applicants assert that there is a hardship due to the topography and irregular shape of the parcel. The parcel is pie shaped and slopes by 5 meters. In order to reduce the overhang so the corner of the roof would not project into the setback would mean a loss of living area of the proposed single family dwelling.

Improving the development is construed as an improvement to property that enhances the neighbourhood and is consistent with and supplements other developments in the

area. Currently this lot is undeveloped, whereas a developed lot with a single family dwelling with a landscape plan would be more aesthetically pleasing than its current state. As for the size of the dwelling it conforms with parcel coverage, the walls of the dwelling meet the setbacks, and the variance is only for the roof corners. The proposed dwelling would not disrupt the continuity of the Feathertop subdivision.

Concerning negative impacts to neighbouring properties, the applicants assert as it is only the roof corners encroaching and negative impacts would be minimal. The rear corner projection interfaces with the ski hill where no development is anticipated to ever occur.

ADVISORY PLANNING COMMISSION COMMENTS

The Big White Advisory Planning Commission supports the Development Variance Permit application.

ATTACHMENTS

Site Location Map

Applicants' Submission

RECOMMENDATION

That the Development Variance Permit application for Mary and Michael Hoffman, submitted by their agent, Andrea Van Neikerk of Eidos Architecture Inc., to allow a variance to the rear parcel line where adjacent to a publicly owned ski trail of 0.29m from 2m to 1.71m and a siting exception variance of 0.22m from 0.6m to 0.82m to allow for roof overhangs of a single family dwelling on the property legally described as Strata Lot 18, DL 4222, SDYD, Plan KAS3134, together with an interest in the common property in proportion to the unit entitlement of the strata lot as shown on Form V, be presented to the Board for consideration, with a recommendation of support.



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Applicants' Submission



Carly Rimell
Regional District of Kootenay Boundary
843 Rossland Ave.
Trail, BC V1R 4S8

September 8, 2015

Re: 725 Feathertop Way - Application for Development Variance Permit

Dear Carly,

Please find attached the application and supporting documents submitted for Development Variance Permit.

The variance being requested is an overhang projection which is marginally beyond the allowed zoning into the side and rear yard setbacks. Specifically it is the corner of the overhang, not the entire length, which exceeds by 8 1/16" into the side yard and 11 7/16" into the rear yard. This variance is to resolve the hardship caused by the pie shape configuration and the 5 meter sloping topography of the lot. To reduce the overhang so the corner will fit would take significant area out of the proposed building. Considering it's the corner of the overhang, this should not cause negative impacts to the side property. The rear corner projection interfaces with the ski hill where no development is anticipated to ever occur.

If you have any questions or concerns please don't hesitate to call.

Sincerely,

Andrea van Niekerk

T 250-980-4510 F 250-764-2116 201-3935 Lakeshore Rd, Kelowna BC V1W 1V3
www.eidosarchitecture.ca

**STAFF REPORT**

Meeting Date: November 12, 2015

Date:	November 5, 2015	File:	
To:	RDKB - Electoral Area Services Committee		
From:	Tom Sprado, Manager of Facilities and Recreation – Grand Forks and District Recreation		
RE:	GAS TAX APPLICATION – LED LIGHTING PROJECT – GF ARENA		

Issue Introduction: The Regional District Board has no record of approving the application.

Background:

Please see attached grant application dated November 21, 2014 with the Capital Project Request.

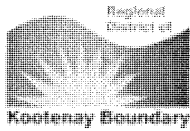
I understand that the committee that reviews the grant application has no record of receiving the application. It was requested that we re-submit the grant application.

Financial Implications: The funds requested for the supply and installation of LED Lights was for \$40,000.00

The 2015 operating budget indicates that a grant is to be received in the amount of \$40,000 and expensed for \$40,000.

Recommendation: that the Electoral Area Services Committee recommends to the Regional District Board to support the \$40,000 Gas Tax Grant Application for the supply and installation of the 2015 LED Light project at the Jack Goddard Memorial Arena in Grand Forks.

Respectfully submitted:



Gas Tax Application

Application to (please check where appropriate):

☐	Electoral Area A Director Ali Grieve	☐	Electoral Area B Director Linda Worley	☐	Electoral Area C Director Grace McGregor	☒	Electoral Area D Director Irene Perepolkin	☐	Electoral Area E Director Bill Baird
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Application by:

Applicant:	Tom Sprado		
Address:	PO BOX 1486, 2020 CENTRAL AVE GRAND FORKS BC V0H 1H0		
Phone:	250-442-2202	Fax:	250-442-2878
Email:	tsprado@rdkb.com		
Representative:			

Where will the project take place:

JACK GODDARD MEMORIAL ARENA
IN GRAND FORKS BC.

Is your organization a (please check where appropriate):

☐	Not-For-Profit/Charity	☐	Society	☒	Community Organization
--------------------------	------------------------	--------------------------	---------	-------------------------------------	------------------------

Project Description:

SUPPLY AND INSTALL - NEW LED LIGHTING FIXTURES
THE NEW LED FIXTURES WILL REPLACE 29 OBSOLETE
1080 WATT METAL HALIDE FIXTURES WHILE PROVIDING
SIGNIFICANTLY HIGHER LIGHTING LEVELS, OVERALL VIEWING
CLARITY AND REDUCE POWER CONSUMPTION.
PROJECT COST \$140,000 FUNDS REQUESTED \$40,000

Project outcomes (please check where appropriate):

The Project will ultimately lead to:

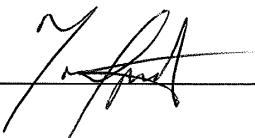
☐	Cleaner Air	☐	Cleaner Water	☒	Less Greenhouse Gas Emissions
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Please provide a narrative as to the outcomes to be reached, including any energy savings expressed in the appropriate energy unit (i.e. KWH, GJ, Litres):

THE CURRENT METAL HALIDE SYSTEM USES
26.97 KW PER HOUR. THE LED SYSTEM WILL USE
7.52 KW PER HOUR.
THE GRAND FORKS ARENA CAN EXPECT ELECTRICAL
SAVINGS OF \$ 2.16 PER KW HOUR
PLEASE SEE ATTACHED CAPITAL PROJECT
REQUEST AND PROPOSAL.

Please attach any documentation, prices or proposals to support your application.

Date: Nov 21, 2014

Signature: 

Print name: Tom Sprado

**Regional District of Kootenay Boundary
Grand Forks & District
CAPITAL PROJECT REQUEST**

DEPARTMENT: Grand Forks & District Recreation	
CAPITAL/PROJECT TITLE: GF Arena Lighting Upgrade to LED	
PROJECT MANAGEMENT: Manager of Facilities & Recreation	
PROJECT SCHED: Spring/Summer 2015	PROJECT COST: \$40,000
SOURCE OF FUNDS:	
Operations	\$ Carry Forward \$
Borrowing	\$
Grants	\$40,000 (Gas Tax)
Reserves	\$
Useful Life	18 to 30 yrs
PROJECT DESCRIPTION: The primary objective of this project is for the supply and installation of new LED lighting fixtures to illuminate the ice surface at the Jack Goddard Memorial Arena in Grand Forks. The new LED fixtures will replace the 29 obsolete metal halide fixtures (1080watt reduce to 830watt bulbs) while providing significantly higher lighting levels, over all viewing clarity and reduce power consumption. The second part of this project is to remove 280 fluorescent – 32 watt bulbs to a 12.5 watt fluorescent LED bulb. JUSTIFICATION: The average Kilowatt rating for the existing Metal Halide system for 29 fixtures x 830watts + 100 watts for ballast (original 1080 watts) = 26,970 watts or 26.97KW. The average kilowatt rating for the new LED system for 22 fixtures x 240 watts plus 7 fixtures x 320 watts = 7520 watts / 1000 = 7.520KW The City of Grand Forks invoices the arena for power consumption @ \$0.11069000 per Kilowatt Hour. Current rate for 26.97kw x \$0.110690 = \$2.99 per kwhr The rate with LED is 7.520 kw x \$0.110690 = <u>\$0.83 per kwhr</u> Saving \$2.16 per kwhr Should we operate 12 hrs per day the savings would amount to <u>\$25.92 per day</u> x 30 days in a month would save <u>\$777.60 per month</u>. ***** The 2nd part of this project is to replace 280 – 32 watt fluorescent (T-8's) bulbs with a 12.5 watt LED fluorescent bulb. The existing lamps are 32 watt and most are in 2-lamp fixtures and with electronic instant ballasts with an input = 59watts. The new LED lamps are 12.5 watts per and with the ballast the input = 30 watts - so then the difference between the two systems = 29 watts. We would save approximately 50% when we operate with LED fluorescents.	
DEPT HEAD SIGNATURE: _____	



Cascade Pro Electric Inc.
7770 GN Road Grand Forks BC V0H 1H2
250-442-7573
greg@cascadepro.ca

Quote 14-137-01

September 24th 2014

Grand Forks and District Ice Arena
2020 Central Avenue
Grand Forks BC

The following quote is for the supply and installation of new LED lighting fixtures to illuminate the ice surface at the Jack Goddard Memorial Arena located in Grand Forks BC. The new LED fixtures will replace the 29 obsolete 1000Watt Metal Halide fixtures while providing significantly higher lighting levels, overall viewing clarity, and reduced power consumption.

The average existing lighting levels are around 450LUX or 45 Foot Candles. With the new upgraded lighting system the levels will be around 750 LUX or 75 Foot Candles utilizing 1 to 1 replacement of the fixtures over the ice surface. Attached with this quote is the Luminaire data sheet showing the layout and summary of the lighting levels.

The average Kilowatt rating for the existing system is 29 fixtures x 1050 watts/fixture(with losses) = 30450 Watts
The average Kilowatt rating for the new system is 22 fixtures x 240 watts + 7 fixtures x 320 Watts = 7520 Watts
The approximate savings per day based on 10hrs and the rate of 8c/kwhr would be: \$20 per day energy savings.

Below is the outline of the work to be completed and is covered under this quote:

Ballast Room

- De energization and removal of the existing ballasts.
- Conduit modifications from the lower splitter box to upper splitter box to accommodate new wiring.
- Splicing of conductors from control contactor to upper junction box
- Converting of feeds to new lights to 240V. The upgrade of voltage will help offset line losses to the far lights on the west end for the ice surface.
- Adding jumper bars to the power panels to existing breakers. This will convert the breakers to 240V
- Relabeling of equipment and breakers.
- The existing control switches in the rink attendants shack will remain the same.

Ice Surface

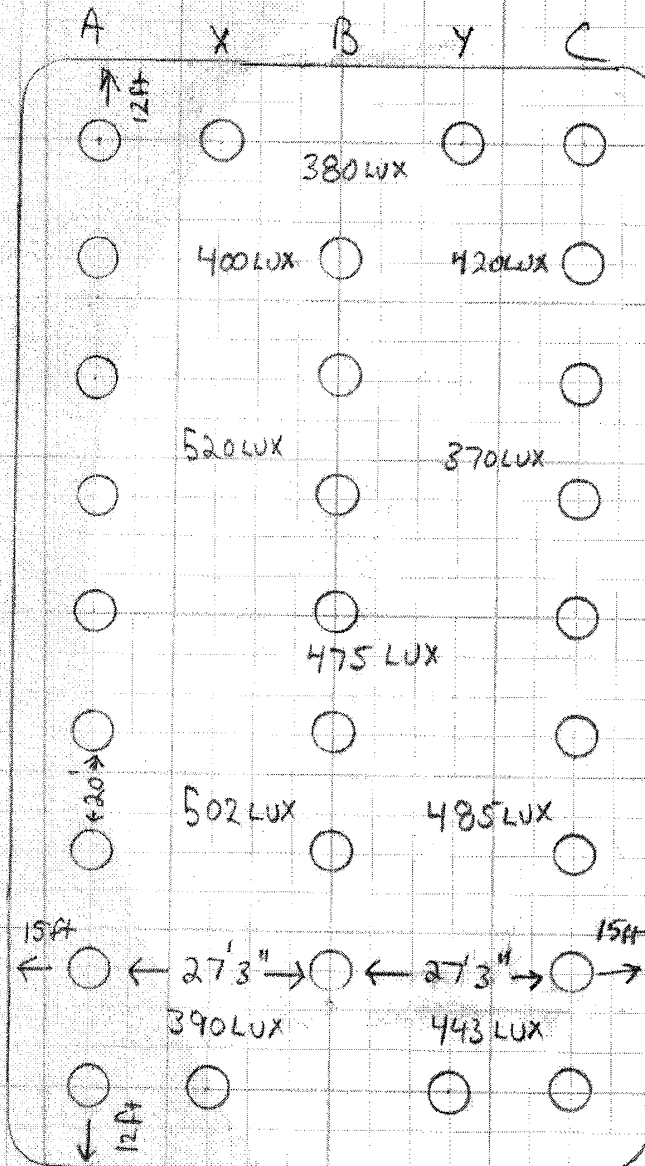
- Removal of existing light fixtures.
- Installation of 29 new lighting fixtures as per the DIALux summary sheet. 1 to 1 replacement of each fixture in the same location.
- Total of 29 fixtures to be changed replaced and chain hung from the wooden rafters.
- New wiring to be installed to the existing junction box locations from the new fixtures.

<u>Labour:</u>	\$5000.00
<u>22 ea Titan HB240 watt LED Fixtures:</u>	\$21184.02
<u>7 ea Titan HB320 watt LED Fixtures:</u>	\$7706.79
<u>Misc. Parts: Chain,connectors,conduit etc...:</u>	\$800.00
<u>Manlift Rental:</u>	\$800.00
<u>Electrical Permit:</u>	\$850.00
<u>Total Cost:</u>	<u>\$36340.81 plus GST</u>



GRAND FORKS BC
ARENA
CASCADE PRO ELECTRIC

CANADA
SOUTH AMERICA
ISO 9001



NOTES

Row A @ 17'4" above ice
Row B @ 29' above ice
Row C @ 17'4" above ice
Row X @ 26' above ice
Row Y @ 26' above ice

COLUMNS ARE 20' Apart
ROWS ARE 27'3" Apart

ICE SURFACE

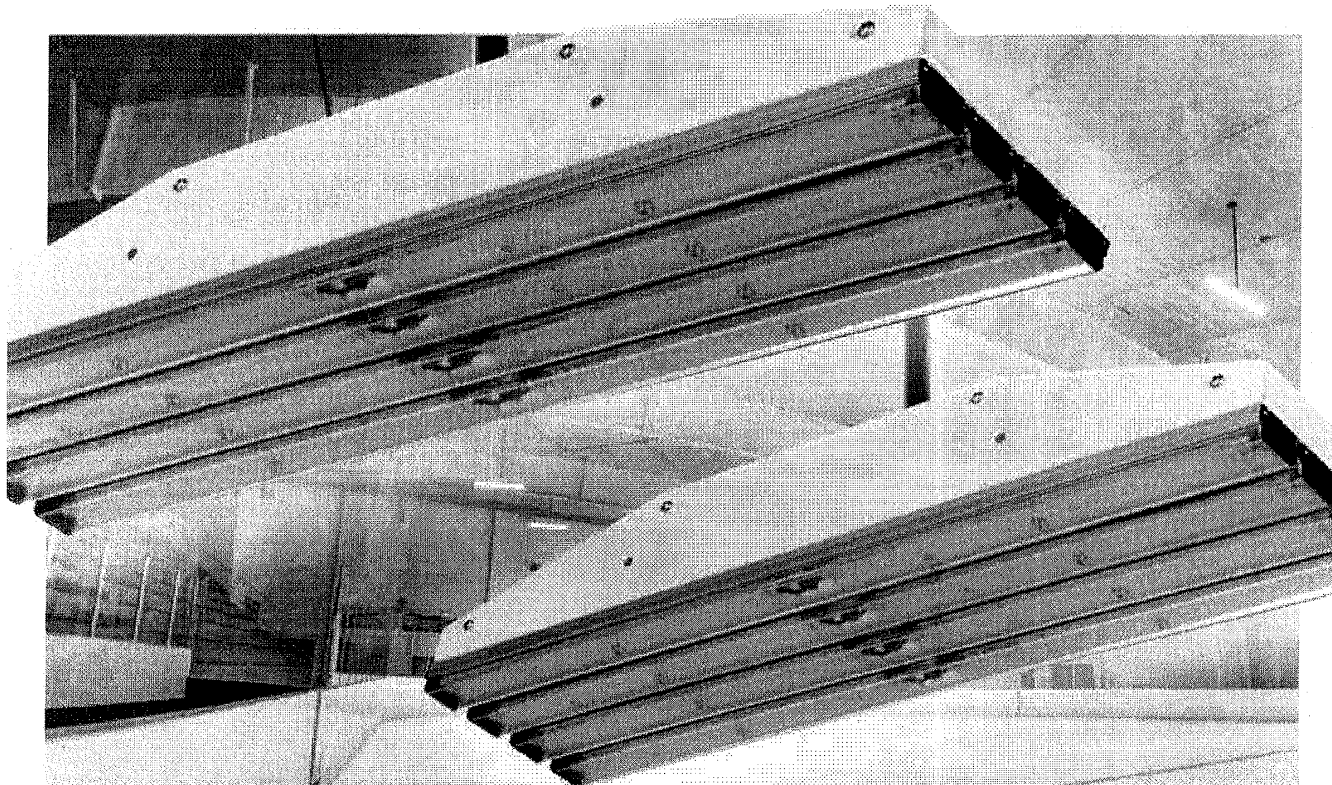
80' x 185'

29 LIGHTS TOTAL
1000W METAL HALIDE

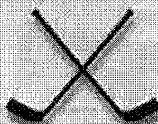
CONVERT TO LED

EXISTING FIXTURES
ATTACHED TO EXPOSED
WOOD BEAMS

UTILIZE EXISTING
WIRING BUT UPGRADE
SUPPLY VOLTAGE FOR
NEW FIXTURES TO
240V TO ACCOMMODATE
LINE LOSSES.



delviro energy



Scotiabank

Delviro Energy has partnered with Scotiabank Hockey where Scotiabank will donate back 10% of any Arena lighting retrofit project up to and not beyond \$50,000.

This incentive is only offered to any non-profit facilities run by the city, town or other municipalities.

delviro energy inc.

31 City View Drive, Toronto, Ontario, M9W 5A5 | Office: 416.502.3434 | Toll-Free: 877.502.3434

info@delviro.com | www.delviroledlighting.ca



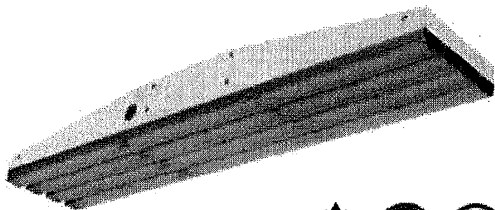
The Delviro Energy series of LED luminaires was designed and built with high performance, efficiency, and cost-effectiveness in mind. Delviro Energy products provide higher efficacy, longer lifetime, and more reliable light than conventional lighting products. Our fixtures have been designed and built to exceed the performance of CFL and HID light sources while using less power. Our proprietary board designs are extremely well-equipped for all types of light-on-demand applications. Unlike traditional CFL and HID luminaires, Delviro Energy products can be instantaneously and smoothly dimmed without affecting the life of the fixture. Delviro Energy fixtures are solid state solutions for the commercial and industrial lighting markets.

Project:
Type:
Date:
Product:

TITAN LED High Bay

SPECIFICATIONS/FEATURES

TITAN HIGH BAY LED FIXTURE

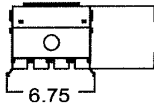


MODEL	DESC	LENGTH	WATTS	LUMENS	VOLTS
TitanHB80	Titan High Bay	24"	80	9,500	120/277 347
TitanHB120	Titan High Bay	36"	120	14,325	120/277 347
TitanHB160	Titan High Bay	48"	160	19,298	120/277 347
TitanHB240	Titan High Bay	36"	240	27,996	120/277 347
TitanHB320	Titan High Bay	48"	320	36,647	120/277 347

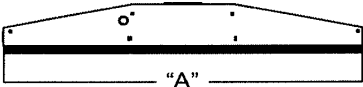
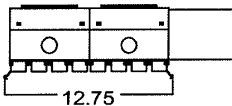
- Proprietary LED Board provides individual LED monitoring for uniform power and full lifespan.
- Efficiency: LED 151 lpw
Delivered 120 lpw
- L70 200,000 hours
- ETL/cETL certified and DLC listed
- Damp Rated
- WiFi Smart Dimmable(Optional)
- Occupancy Sensor Control(Optional)
- 5,000K colour temperature
- Polycarbonate protective LED lens
- Temperature rating: -40°C - + 50°C
- Dimming Capable
- Natatorium Option Available
- 10 year warranty
- Made in Canada

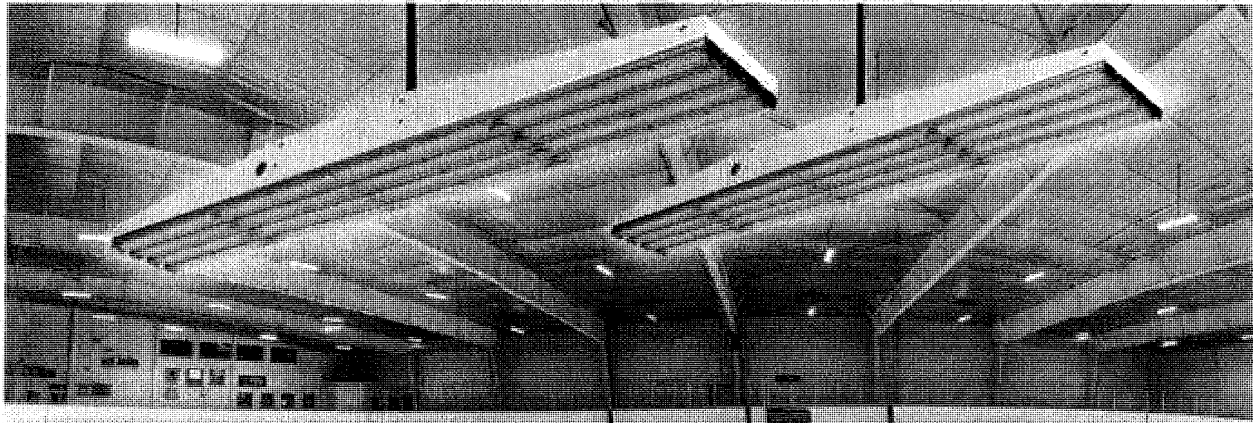
PHYSICAL DIMENSIONS

MODEL	TitanHB80	TitanHB120	TitanHB160
"A" Dimension (Approximate)	24"	36"	48"
Weights (lb)	9	13	15



MODEL	TitanHB240	TitanHB320
"B" Dimension (Approximate)	36"	48"
Weights (lb)	30	34





 delviro energy
ARENAS

Westwood Arena - Rinks 1,2,3,4

Chesswood Arena - Rinks 1,2

Milliken Mills - City of Markham

Redball Internet Centre - Moncton, NB (4 Rinks)

Campus Ice Centre (Nustadia Group) - Durham College, U of Ontario, (2 Rinks)

Joshua Creek - City of Oakville (2 Rinks)

Appleby - City of Burlington (2 Rinks)

George Bell Arena - City of Toronto

Town of Georgina - (Keswick 2 Rinks, Sutton 1 Rink)

Memorial Arena - Town of Milton

Milton Sports Arena - (2 Rinks)

Rotary Complex, City of Stratford - (2 Rinks)

Allman Arena, Stratford (Oldest Operating Arena in Canada)

Quinte West, Frankford - (3 Rinks)

Fort McMurray, Alberta

delviro energy inc. 31 City View Drive, Toronto ON M9W 5A5 | 416.502.3434 | TF: 1.877.502.3434

www.delviroledlighting.ca | info@delviro.com

Grand Forks Arena

DIALux

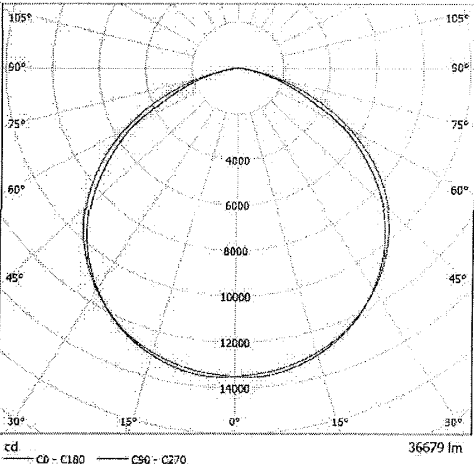
09 / 24 / 2014

Operator
Telephone
Fax
e-Mail

DELVIRO ENERGY INC. TORONTO, ONTARIO TITAN HB320 U5K530CE-XX-YY-ZZ
DELVIRO ENERGY LINEAR 4FT LED FIXTURE WITH CLEAR LENS / Luminaire Data
Sheet

See our luminaire catalog for an image of the luminaire.

Luminous emittance 1:



Luminaire classification according to CIE: 100
CIE flux code: 50 83 98 100 100

Luminous emittance 1:

Glare Evaluation According to UGR												
Room Size X Y		Viewing direction at right angles to lamp axis					Viewing direction parallel to lamp axis					UGR
		70	50	30	10	0	70	50	30	10	0	
2H	2H	25.0	26.3	25.3	25.5	25.6	24.6	23.9	24.9	26.1	26.3	27.1
	3H	26.3	27.9	28.6	27.7	28.0	25.6	26.7	25.9	27.0	27.2	27.3
	4H	26.6	27.7	27.0	26.0	26.3	25.9	26.5	26.2	27.2	27.3	27.5
	6H	26.6	27.8	27.1	26.1	26.4	25.9	26.9	26.3	27.2	27.3	27.5
	8H	26.8	27.7	27.1	26.0	26.4	25.9	26.5	26.3	27.2	27.3	27.5
4H	2H	25.0	26.7	25.9	26.9	27.2	25.2	26.3	25.6	26.6	26.9	27.9
	3H	27.0	27.9	27.3	26.2	26.5	26.3	27.2	26.7	27.5	27.6	28.2
	4H	27.4	28.2	27.8	26.3	26.9	26.7	27.5	27.0	27.8	28.2	28.3
	6H	27.6	28.3	28.0	26.7	26.9	26.8	27.5	27.2	27.9	28.3	28.3
	12H	27.6	28.2	28.0	26.6	29.1	26.8	27.4	27.2	27.9	28.3	28.3
8H	2H	27.5	28.1	27.9	26.5	28.9	26.8	27.4	27.2	27.9	28.2	28.2
	4H	27.7	28.2	28.2	26.7	29.1	27.0	27.5	27.4	27.9	28.4	28.4
	6H	27.8	28.2	28.2	26.7	29.1	27.0	27.5	27.4	27.9	28.4	28.4
	8H	27.8	28.1	28.2	26.6	29.1	27.0	27.4	27.3	27.9	28.4	28.4
	12H	27.7	28.0	27.9	26.4	28.9	26.8	27.3	27.2	27.9	28.2	28.2
12H	4H	27.7	28.2	28.2	26.6	29.1	27.0	27.4	27.3	27.9	28.4	28.4
	6H	27.7	28.1	28.2	26.6	29.1	27.0	27.4	27.3	27.9	28.4	28.4
	8H	27.5	28.0	27.9	26.4	28.9	26.8	27.3	27.2	27.9	28.2	28.2
Values of UGR values parallel to the lamp axis are 0.5												
S = 1.0H		+0.2 / -0.2					+0.2 / -0.3					Standard table
S = 1.5H		+0.3 / -0.5					+0.4 / -0.6					
S = 2.0H		+0.7 / -1.1					+0.9 / -1.5					
Standard table		B004					B003					Correction
Correction		10.4					9.2					
Corrected glare values according to IESNA 1993 Table 4.1 are given												

Grand Forks Arena

DIALux

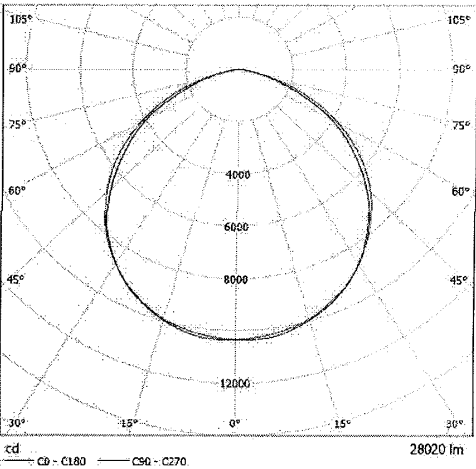
09 / 24 / 2014

Operator
Telephone
Fax
e-Mail

DELVIRO ENERGY INC. TORONTO, ONTARIO TITAN HB240 U5K530CE-XX-YY-ZZ
DELVIRO ENERGY LINEAR 3FT LED FIXTURE WITH CLEAR LENS / Luminaire Data
Sheet

See our luminaire catalog for an image of the luminaire.

Luminous emittance 1:



Luminaire classification according to CIE: 100
CIE flux code: 50 83 98 100 100

Luminous emittance 1:

Glare Evaluation According to UGR																
		at Ceiling						at Walls					at Floor			
		70	70	50	50	30	30	70	70	50	50	30	30			
		20	20	20	20	20	20	20	20	20	20	20	20			
Room Size	Y	Viewing direction at right angles to lamp axis						Viewing direction parallel to lamp axis								
2H	2H	35.0	26.3	25.3	26.3	26.7	24.8	26.0	25.1	26.3	28.3	27.5	27.5			
	3H	28.2	27.4	26.5	27.4	27.9	23.8	26.9	26.1	27.2	27.2	27.5	27.5			
	4H	26.6	27.6	28.9	27.8	26.2	26.1	27.2	26.4	27.4	27.4	27.7	27.7			
	6H	26.7	27.7	27.0	28.0	28.3	26.2	27.2	26.5	27.9	27.8	27.8	27.8			
	8H	26.9	27.9	27.0	27.9	28.3	26.2	27.1	26.3	27.4	27.4	27.8	27.8			
4H	2H	25.6	25.6	25.9	26.9	27.2	25.4	28.4	25.7	26.7	27.0	27.0	27.0			
	3H	26.9	27.8	27.3	28.1	26.3	26.5	27.4	26.9	27.8	28.1	28.1	28.1			
	4H	27.3	28.1	27.7	28.3	28.6	26.9	27.7	27.3	28.1	28.4	28.4	28.4			
	6H	27.5	28.1	27.9	28.4	29.0	27.1	27.5	27.5	28.1	28.5	28.5	28.5			
	12H	27.5	28.1	27.9	28.5	28.9	27.1	27.5	27.5	28.0	28.3	28.3	28.3			
6H	4H	27.4	28.1	27.8	28.4	28.9	27.0	27.7	27.5	28.1	28.5	28.5	28.5			
	6H	27.6	28.2	28.1	28.6	29.0	27.2	27.8	27.7	28.2	28.6	28.6	28.6			
	8H	27.7	28.1	28.2	28.6	29.0	27.3	27.7	27.7	28.2	28.6	28.6	28.6			
	12H	27.7	28.0	28.2	28.5	29.0	27.2	27.6	27.7	28.1	28.6	28.6	28.6			
	2H	27.4	28.0	27.8	28.4	28.8	27.0	27.5	27.5	28.0	28.4	28.4	28.4			
12H	4H	27.6	28.1	28.1	28.5	29.0	27.2	27.7	27.7	28.1	28.6	28.6	28.6			
	6H	27.7	28.1	28.2	28.5	29.0	27.3	27.6	27.6	28.1	28.6	28.6	28.6			
	8H	27.7	28.1	28.2	28.5	29.0	27.3	27.6	27.6	28.1	28.6	28.6	28.6			
Methodology of the calculations according to the British Standard BS EN 12464-2																
S = 1.0H		+0.3 / -0.3						+0.2 / -0.3								
S = 1.5H		+0.3 / -0.5						+0.3 / -0.6								
S = 2.0H		+0.0 / -1.1						+0.0 / -1.4								
Standard table		B003						B001								
Correction																
Summation		9.8						9.4								
Corrected Glare Index according to EN 12464-2 Table 1 (average Glare)																

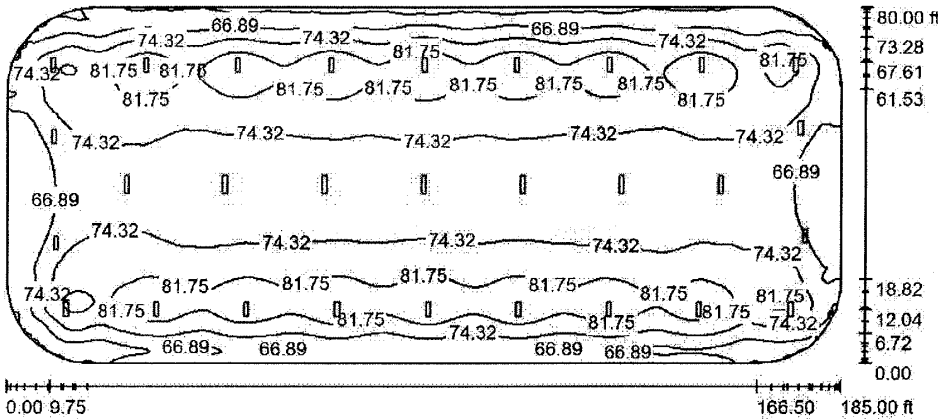
Grand Forks Arena

DIALux

09 / 24 / 2014

Operator
Telephone
Fax
e-Mail

Arena / Summary



Height of Room: 30.000 ft, Light loss factor: 0.95

Values in Footcandles, Scale 1:404

Surface	ρ [%]	E_{av} [fc]	E_{min} [fc]	E_{max} [fc]	u0
Workplane	/	75	55	88	0.739
Floor	80	75	56	88	0.741
Ceiling	70	47	35	53	0.741
Walls (40)	50	54	33	97	/

Workplane:

Height: 0.000 ft
Grid: 128 x 128 Points
Boundary Zone: 0.000 ft

Illuminance Quotient (according to LG7): Walls / Working Plane: 0.726, Ceiling / Working Plane: 0.629.

Luminaire Parts List

No.	Pieces	Designation (Correction Factor)	Φ (Luminaire) [lm]	Φ (Lamps) [lm]	P [W]
1	22	DELVIRO ENERGY INC. TORONTO, ONTARIO TITAN HB240 U5K530CE-XX-YY- ZZ DELVIRO ENERGY LINEAR 3FT LED FIXTURE WITH CLEAR LENS (1.000)	28020	28020	242.0
2	7	DELVIRO ENERGY INC. TORONTO, ONTARIO TITAN HB320 U5K530CE-XX-YY- ZZ DELVIRO ENERGY LINEAR 4FT LED FIXTURE WITH CLEAR LENS (1.000)	36679	36679	320.3

Total: 873201 Total: 873201 7566.1

Specific connected load: 0.52 W/sq ft = 0.07 W/sq ft/10 fc (Ground area: 14497.85 sq ft)

Grand Forks Arena

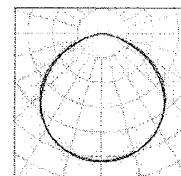
DIALux

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Operator
Telephone
Fax
e-Mail**Arena / Luminaire parts list**

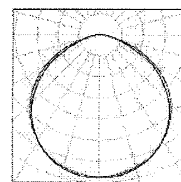
22 Pieces DELVIRO ENERGY INC. TORONTO, ONTARIO
TITAN HB240 U5K530CE-XX-YY-ZZ DELVIRO
ENERGY LINEAR 3FT LED FIXTURE WITH
CLEAR LENS
Article No.: TITAN HB240 U5K530CE-XX-YY-ZZ
Luminous flux (Luminaire): 28020 lm
Luminous flux (Lamps): 28020 lm
Luminaire Wattage: 242.0 W
Luminaire classification according to CIE: 100
CIE flux code: 50 83 98 100 100
Fitting: 1 x 3x8 LED STRIPS (36 LEDS EACH).
LUMEN OUTPUT = 27996 LMS. (Correction
Factor 1.000).

See our luminaire
catalog for an image of
the luminaire.



7 Pieces DELVIRO ENERGY INC. TORONTO, ONTARIO
TITAN HB320 U5K530CE-XX-YY-ZZ DELVIRO
ENERGY LINEAR 4FT LED FIXTURE WITH
CLEAR LENS
Article No.: TITAN HB320 U5K530CE-XX-YY-ZZ
Luminous flux (Luminaire): 36679 lm
Luminous flux (Lamps): 36679 lm
Luminaire Wattage: 320.3 W
Luminaire classification according to CIE: 100
CIE flux code: 50 83 98 100 100
Fitting: 1 x 4x8 LED STRIPS (36 LEDS EACH).
LUMEN OUTPUT = 36647 LMS. (Correction
Factor 1.000).

See our luminaire
catalog for an image of
the luminaire.



Grand Forks Arena

DIALux

09 / 24 / 2014

Operator
Telephone
Fax
e-Mail**Arena / Photometric Results**

Total Luminous Flux: 873201 lm
 Total Load: 7566.1 W
 Light loss factor: 0.95
 Boundary Zone: 0.000 ft

Surface	Average illuminances [fc]			Reflection factor [%]	Average luminance [cd/m ²]
	direct	indirect	total		
Workplane	44	31	75	/	/
Floor	44	31	75	80	205
Ceiling	0.00	47	47	70	113
Wall 1	14	38	52	50	89
Wall 2	14	38	52	50	88
Wall 3	14	38	53	50	90
Wall 4	15	37	52	50	89
Wall 5	16	38	54	50	92
Wall 6	16	38	54	50	92
Wall 7	15	38	53	50	91
Wall 8	14	38	52	50	88
Wall 9	13	37	50	50	86
Wall 10	12	42	54	50	93
Wall 11	12	37	49	50	84
Wall 12	13	39	52	50	88
Wall 13	15	39	54	50	92
Wall 14	17	37	54	50	93
Wall 15	18	39	56	50	97
Wall 16	18	38	56	50	96
Wall 17	17	38	55	50	94
Wall 18	15	38	53	50	92
Wall 19	14	38	52	50	89
Wall 20	17	41	59	50	100
Wall 21	17	39	56	50	96
Wall 22	17	39	56	50	97
Wall 23	19	38	57	50	97
Wall 24	19	38	57	50	98
Wall 25	19	38	57	50	98

Grand Forks Arena

DIALux

09 / 24 / 2014

Operator
Telephone
Fax
e-Mail

Arena / Photometric Results

Surface	Average illuminances [fc]			Reflection factor [%]	Average luminance [cd/m ²]
	direct	indirect	total		
Wall 26	16	38	54	50	93
Wall 27	14	38	52	50	88
Wall 28	12	38	50	50	85
Wall 29	11	38	49	50	84
Wall 30	11	42	53	50	91
Wall 31	11	37	48	50	82
Wall 32	12	37	49	50	84
Wall 33	13	38	52	50	89
Wall 34	16	38	54	50	93
Wall 35	18	38	55	50	95
Wall 36	19	39	58	50	99
Wall 37	18	39	57	50	97
Wall 38	17	38	55	50	94
Wall 39	15	39	54	50	93
Wall 40	15	40	55	50	95

Uniformity on the working plane

u₀: 0.739 (1:1)

E_{min} / E_{max}: 0.628 (1:2)

Illuminance Quotient (according to LG7): Walls / Working Plane: 0.726, Ceiling / Working Plane: 0.629.

Specific connected load: 0.52 W/sq ft = 0.07 W/sq ft/10 fc (Ground area: 14497.85 sq ft)

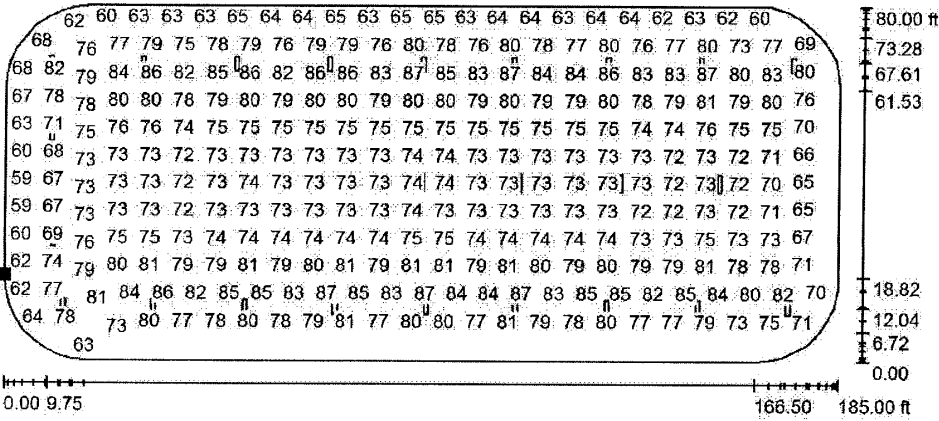
Grand Forks Arena

DIALUX

09 / 24 / 2014

Operator
Telephone
Fax
e-Mail

Arena / Workplane / Value Chart (E)



Not all calculated values could be displayed.

Values in Footcandles, Scale 1 : 404

Position of surface in room:
Marked point:
(0.000 ft, 18.823 ft, 0.000 ft)



Grid: 128 x 128 Points

E_{av} [fc]	E_{min} [fc]	E_{max} [fc]	u_0	E_{min} / E_{max}
75	55	88	0.739	0.628

ITEM ATTACHMENT # D



Oct. 1, 2015

RE: Requests for Letters of Intent for Community Food Action Initiatives (CFAI) multi-year funding for April 1, 2016 – March 31, 2019

Dear Applicant,

We are pleased to inform you that Interior Health has funding available to support communities within the Interior Health region to improve community food security. The goal of this funding is to support community food security planning and plan implementation by local governments and their communities, or bands and Aboriginal organizations and their communities.

There is a two-stage process for Funding Requests (Please see appropriate guide attached for either local governments, or bands and Aboriginal organizations, for application details)

Stage 1: submit a 2-page Letter of Intent (LoI).

Stage 2: after an internal review process to review LoI, the full application will be forwarded to select applicants.

Objectives of the funding are:

1. Development of a food security plan for implementation; or
2. Implementation of an existing food security plan; and
3. The process is guided by a multi-stakeholder group from the community.

Funding Available

Interior Health will fund up to three local governments and one band or Aboriginal organization. Each will receive up to \$15,000 per year for a maximum of three years*. The expectation is that food security plans will be incorporated into broader community planning processes to achieve results that are meaningful and sustainable.

Please submit your Letter of Intent electronically by 4 pm, Friday, Dec. 11, 2015 via email to rose.soneff@interiorhealth.ca. If you have any questions about the guidelines, please contact Rose Soneff, Public Health Dietitian, by email or by phone (250-851-7417).

We look forward to continuing our work with communities and organizations throughout the Interior Health region in pursuit of increasing community food security. Thank you for your continued interest and efforts in this important field of work.

Kind regards,

A handwritten signature in black ink, appearing to read 'Heather Deegan', is written over a horizontal line.

Heather Deegan, MSc, RD
Manager, Population Health Services

*Please note that on-going financial support for multi-year funded food security initiatives is dependent upon the delivery of provincial funds to the Interior Health Authority and projects meeting agreed-upon deliverables.

Bus: (250) 868-7887
Email: heather.deegan@interiorhealth.ca
Web: www.interiorhealth.ca

INTERIOR HEALTH
Manager, Population Health Services
1340 Ellis Street
Kelowna, BC V1Y 9N1

ITEM ATTACHMENT # D



Interior Health

The Community Food Action Initiative Funding Guide for Local Government

Objectives of Funding

- Development of a food security plan (1,2) and adoption of the plan for implementation; or
- Implementation of an existing food security plan.

Eligible Applicants

A local government such as a municipality or regional district located in the Interior Health Region is eligible to apply. Collaboration between two or more local governments is acceptable but one should be designated as the lead. Communities that have received multi-year Community Food Action Initiative funding in the past can apply but preference will be given to new applicants.

Funding Available

Three successful projects will each receive up to \$15,000 annually between April 1, 2016-March 31, 2019 for a total of not more than \$45,000. Annual funding is contingent upon two conditions:

1. Delivery of provincial funds to the Interior Health.
2. Satisfactory completion of all requirements in the Letter of Agreement and Annual Reports

Eligible Uses for Funds

- Funding human resources or a contractor to undertake the development or implementation of a food security plan.
- Costs associated to engage multiple sectors of the community to provide input and guide the development or implementation of the plan, eg. Formation of an advisory group, such as a Food Policy Council or Food Action group

Ineligible Uses of Funds

Funds are not to be used for the operation or creation of a food action project. For example, establish a Community Garden, operate a Community Kitchen, fund emergency food aid or meal programs, or personnel costs to coordinate or operate a food action project.

Letter of Intent (LoI)

After reviewing this guide, submit your Letter of Intent electronically. Submit no more than **2-pages** and no smaller than 11 point font.

Your LoI should contain the following information:

- Name of the local government (Municipality or Regional District). The local government must be located within Interior Health's region
- Purpose of the project, goal(s) and expected outcome(s)
- The contact information for the person taking the lead for the local government
- Brief description of food security work/planning that has been previously undertaken to build upon
- List of organizations in the community who will be involved or partnered in this project
- Project budget identifies expenditures, in-kind contributions, committed and uncommitted revenue

ITEM ATTACHMENT # D



Interior Health

The Community Food Action Initiative Funding Guide for Local Government

- The amount requested and how it will be used
- If multiple local governments are submitting an application, provide examples of successful collaboration.
- Concise description of the activities to be undertaken over the three year period and start up and completion dates with estimated timeline of major milestones. For example,

Objectives	Activities	Timeframes	Deliverables
E.g. Engage Community	Recruit and Form a Food Policy Council	April -June	Council to help guide the development of FS plan & project

Selection Criteria

LoI with the following components will be given priority:

1. Outlines a clear process of how a food security plan will be developed.
2. If a plan or strategy already exists, a clear process of how implementation will be undertaken.
3. Local government provides matching investment for the duration of the project. Reasonable in-kind contributions are acceptable but committed monetary contribution is preferred.
4. A multi-sector community group is formed to help guide the development or implementation and community input will be sought.
5. The development and implementation of the plan will be embedded in a local government planning process, eg. a Regional Sustainability Plan, or Official Community Plan, or Social Plan.
6. The plan will build upon work done in the community.
7. Projects applying for development of the food security plan will be expected to commence the implementation process prior to the end of the CFAI funding period. Projects applying to implement an existing food security plan will be expected to meet targets in the implementation process submitted.

Application Process

The deadline for the electronic submission of the LoI is **4 pm, Friday, Dec. 11, 2015**. An email will be sent to confirm receipt of the LoI. Contact Rose Soneff, at 250-851-7417 if no confirmation is received.

An Interior Health Review Committee will review LoI submissions. By Thursday, January 8, 2016, select applicants will be invited to submit a full CFAI application. All successful and unsuccessful applicants will be notified if they will be or will not be invited to submit a full application. Full CFAI applications will be due Feb. 5, 2016. Interior Health reserves the right not to release CFAI funds if no applicant meets the selection criteria.

If you are interested in joining a webinar explaining this funding, please contact Rose Soneff for dates and times. We encourage applicants to contact Rose to discuss eligibility or vet draft LoI for completeness. Rose is not part of the IH Review Committee.



Interior Health

The Community Food Action Initiative Funding Guide for Local Government

Please submit your Letter of Intent electronically by 4 pm, Friday, Dec. 11, 2015.
via email to rose.soneff@interiorhealth.ca. If you have any questions about the guidelines, please
contact Rose Soneff by email or by phone (250-851-7417).

Definitions

- (1) **Food Security**, Everyone is able to get food that is safe, healthy and fits their culture through a sustainable food system. The food system supports self-reliance and locally grown food.
- (2) A **Food Security Plan** takes a food systems approach to achieve Food Security for all community members, not just a plan to get food to those who may need food the most.

A food systems approach can include but are not limited to:

- a. How and where is food grown in the community?
- b. What public and private land is available to grow food now and in the future?
- c. How can existing and new food growers be helped?
- d. Do places exist that can process and prepare food locally?
- e. Can the public purchase or get food in different ways and locations within the community.
- f. How are local agriculture and food production promoted culturally, environmentally and economically?
- g. Can food waste be reduced or used?
- h. Can resources such as fuel, water or soil used to grow food be conserved or recycled?
- i. How will education about the importance of the food system to the community, businesses and organizations be undertaken?
- j. What activities can build individual community members' food skills?
- k. How can businesses and organizations support the use of local food?
- l. What policies can be adopted to support a sustainable food system?

These questions are seen as linked within a food security plan.

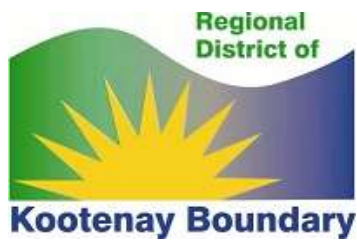
A plan is guided by ongoing input from a multi-stakeholder group from the community that involves people involved in the different areas above. In addition to this group, input with the wider community is undertaken during the development of the plan. The plan needs to be adopted for implementation within an existing planning process of local government.

For examples of Food Security plans, see examples on the following community websites:

[Kamloops Food Security Page](#), see Kamloops Food and Urban Agriculture Plan – Harvesting our Future

[Vancouver Food Strategy](#), see complete Vancouver Food Strategy

[Revelstoke Food Security Section](#) to see their Food Charter and Food Security Strategy



STAFF REPORT

Date: 13 Nov 2015 **File**
To: Chair Grieve and Members, East End Services Committee
From: John MacLean, CAO
Re: Transit Marketing Plan

Issue Introduction

A staff report from John M. MacLean, CAO regarding the proposed Transit Marketing Plan.

History/Background Factors

A short while ago we sent the proposed transit Marketing Plan to each member of the East End Services Committee. The plan, prepared by BC Transit is designed to raise awareness of transit and to encourage people to use it. There is no additional cost to the RDKB, with on possible exception, which we will go over in detail later.

The comments received from the East End Services members were positive.

The one area where there may be an additional cost is around a proposal to allow people who hold an expired monthly pass one free use of the local recreation center. In Central Kootenay this proposal has been approved. However it must be noted that the recreation facilities in Castlegar and Nelson are owned and operated by the Regional District.

In the Lower Columbia the most logical recreation facility for this initiative is the Trail Aquatic Centre, which is owned and operated by the City of Trail. The City of Trail responded positively to the initiative, and has requested that the East End services Committee cost share.

We issue approximately 160 monthly passes each month. if 20% of the transit users were to take up the offer (a number we feel is high but appropriate for this purpose) the cost would be:

$160 * 20\% * \$5.00$ (average drop in rate to Trail Aquatic Centre) * 12 months = \$1,920.00.

If we were to proceed we would ask that the City accept the expired passes, collect them at the time of redemption and bill the Regional District as is appropriate.

Implications

The overall marketing plan is a positive step in efforts to increase ridership, and generally is a little or no cost to the Regional District.

The request of the City of Trail to cost share in the the one small element should not be more than \$2,000 per year.

Advancement of Strategic Planning Goals

This plan represents a partnership between BC Transit, the City of Nelson, the RDCK and the RDKB. Partnerships are a strategic priority for the Regional District.

Background Information Provided

- Proposed Marketing Plan

Alternatives

1. Receipt only
2. Deferral
3. Approval of the Transit marketing Plan and direction to staff to include a \$2,000.00 allowance in the 2016 Transit Financial Plan to cost share with the City of Trail on the redemption of passes for a visit to the Trail Aquatic Centre.

Recommendation(s)

That the East End Services Committee approve the West Kootenay Transit Plan, further that Staff be directed to include \$2,000 in the 2016 Five Year Financial Plan for the cost sharing of the proposal to allow the redemption of monthly bus passes in recreation centres.



Marketing Plan

West Kootenay Transit

September 2015

5116-06

Regional District of
Kootenay Boundary
Regional District of
Central Kootenay
City of Nelson



Purpose

Traditional advertising is used to sell products by creating a preference for one brand over another. Marketing transit is a much more complex task because it is not just about selling a product but rather about changing perceptions and behaviours. Under this plan BC Transit, together with our local partners, will implement new marketing strategies to change perceptions and behaviours, attract new customers, and increase ridership by promoting transit as part of a healthy, socially responsible lifestyle.

Consultation

Local consultation to solicit input to this plan was done in early July 2015. Local government staff, operators, Chambers of Commerce and Selkirk College representatives were consulted.

Roles and Responsibilities

Funding for your local transit system including marketing is cost-shared between the Regional District of Central Kootenay, Regional District of Kootenay Boundary, City of Nelson and BC Transit.

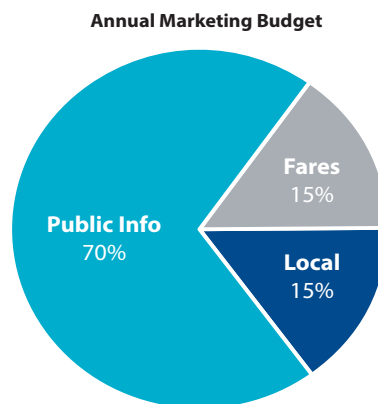
Decisions on fares, routes and service levels are made by local governments based on recommendations by the West Kootenay Transit Committee (made up of local government representatives), resulting from public feedback and information provided by BC Transit. Buses are operated by Trail Transit Services, Arrow & Slocan Lakes Community Services and the City of Nelson.

The marketing budget is identified as an annual line item in the Annual Operating Agreement Schedule C. The marketing budget is cost-shared between the local government partners and BC Transit, and is administered by BC Transit's marketing department. For the fiscal year 2015/16 the marketing budget is \$44,280.

Transit marketing is categorized into three areas: Public Information, Fares and Programs. The Public Information category is integral to the operating information of WKT and includes all service information, Rider's Guides, service change advertising and on-street information (bus stop signs and transit information posters). The fares, another integral piece, includes fare products and fare product promotions. Programs provide added awareness of the transit system through local and provincial campaigns.

Approximately 70% of the marketing budget goes towards Rider's Guides and associated service change promotions and bus stop signs. The remaining 30% is split between fare products and provincial / local promotions.

BC Transit takes the lead, in consultation with all local partners, for marketing transit service changes. The local partners integrate transit marketing activities into local community events and targets messages at potential riders, further raising awareness of transit services.



Marketing Plan Objectives

The objectives of this marketing plan are:

1. To increase awareness of the benefits of using transit, with the aim of growing transit ridership.
2. To increase awareness of changes to the system by providing accurate information prior to a service change.
3. To strengthen partnerships with local government, operating companies and BC Transit.
4. To promote the purchase and use of various fare products in order to increase revenues.

Strategies

The strategies derive from the objectives and drive the actions:

1. Promote transit use with messages focused on financial, social and environmental benefits
2. Foster strong working relationships with current partners and work with them to identify new partnerships to leverage greater awareness of WKT. New local community partnerships for ongoing mutual promotions would include Selkirk College, Chambers of Commerce, local businesses, recreation centres and senior centres.
3. Maximize opportunities to communicate with existing riders on board and move occasional customers to pre-paid fare products.
4. Leverage existing relationships with vendors in promoting fare products.
5. Leverage BCT and local use of traditional and social media to promote transit to existing riders on the bus, at vendor locations, bus stops and media

BC Transit Provincial Marketing Plan

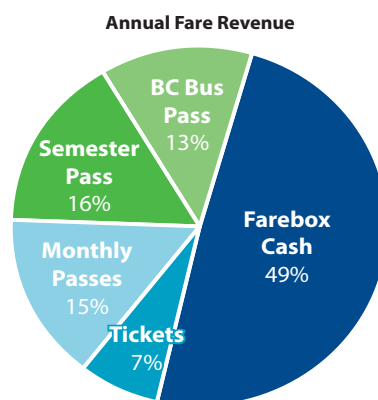
Throughout the year, the BC Transit Marketing department promotes transit through province-wide campaigns. Communities can participate by taking advantage of these ready-to-use resources and leverage the campaign for their community's transit system through sharing on social media (YouTube, Twitter and Facebook), onboard advertising, radio or newspaper ads. (see Appendix 1)

Fare Product Promotions

One of the keys to promoting fare products is leveraging existing relationships with vendors. Vendors benefit from the partnership by increased sales and having their business name and location promoted. Vendor tent cards should be displayed prominently at each location to inform customer of fare product options.

On board the bus are Riders Guides, Fare Box Cards listing cash fares and Ticket and Pass Interior Bus Cards listing all fares, other than cash, and vendor locations in each zone.

Provincial vendor campaigns are scheduled for early December, highlighting fare products as holiday gifts, and March, highlighting tax credits.



Local Marketing Programs: 2015 – 2017

On July 7, 2015, the West Kootenay Transit Committee members along with staff representatives of local governments, operating company and BC Transit participated in a facilitated workshop to address local campaign opportunities. Five campaign areas were identified. See Appendix 2 for the full list.

2 FOR 1 TUESDAY

OBJECTIVE	To educate non-riders on the use and benefits of WKT.
STRATEGY	Invite current transit customers to mentor a potential transit customer and local businesses to offer discounts to transit customers on selected days
LAUNCH	February 2016
BUDGET	\$1200

Task	Responsibility	Timeline
Liaise with Chambers to select participating businesses (on bus routes)	LGP contact	Nov/Dec
Develop and implement Promotion materials: media release, social media, interior bus cards, participating business point of sale info.	Marketing, local contact	Dec/Jan
Promote word of mouth, record "guests" on farebox	Operating Partners	Feb

CUSTOMER REWARDS PROGRAM

OBJECTIVE	To reward regular transit users
STRATEGY	Recreational Centres to offer a one-time free admission with an expired monthly transit pass (Nelson & District Community Complex, Castlegar & District Recreational & Aquatic Centre, Trail Aquatic and Leisure Centre). NOTE: Rec Centres to mark the pass in order for the customer to keep the pass for tax credit purposes.
LAUNCH	December 2015
BUDGET	\$400

Task	Responsibility	Timeline
Local government partners to confirm with rec centres	LGP contact	October
Develop and implement Promotion materials: media release, social media, interior bus cards, posters	Marketing, local contacts	Nov

SENIORS RIDE THE BUS

OBJECTIVE	To introduce seniors to the use and benefits of WKT.
STRATEGY	1. Celebrate National Seniors Day (October 1) and invite elected officials to ride buses 2. Develop partnerships with Senior Activity Centres to promote service to various destinations 3. Explore a Transit ABLE program to introduce seniors to the benefits of WKT.
LAUNCH	October 2015 (Seniors Week) and summer 2016 (partnerships)
BUDGET	\$500

Task	Responsibility	Timeline
NATIONAL SENIORS DAY, OCT 1: partner with local campaign (Age Friendly Community Initiative) to participate in Trade Show	Gerry Tennant / BCT Marketing	July/ August
Offer free rides to seniors (65+ with valid ID), invite elected officials to ride the bus	Marketing, local contacts	July/ August
SENIOR ACTIVITY CENTRE PARTNERSHIPS: develop template built on successful CAS program to help orient seniors to use transit. Work with Corrine Youngie, Nelson CARES Society (MOVING TOGETHER report) to identify potential partnerships.	Sharman Thomas / BCT Marketing	Spring 2016
Identify senior centres throughout region that are on transit routes. Partner with them to support the program and encourage staff to act as ambassadors.	Operators / BCT Marketing	Summer 2016
Transit ABLE: research programs similar to DriveABLE to support seniors and others to be comfortable using transit.	BCT Marketing	Fall 2016

SAINTS RIDE THE BUS

OBJECTIVE	To promote regional destinations on WKT.
STRATEGY	Use social media to showcase Saints players riding WKT to popular destinations throughout the region. Partner with Selkirk College Saints, (BC Intercollegiate Hockey League member).
LAUNCH	Spring 2016
BUDGET	\$1500

Task	Responsibility	Timeline
Develop partnership with Selkirk College (Saints, and Communications dept for audio visual)	BCT Marketing	Sept 2015
Develop storyboards, shoot video, edit	Marketing, local contact	Sept-Jan 2016

EARTH DAY

OBJECTIVE	To promote region-wide environment and social sustainability through benefits of WKT
STRATEGY	Partner with local groups promoting Earth Day / Week. Invite local elected officials and business champions to ride the buses
LAUNCH	April (annual)
BUDGET	\$300

Task	Responsibility	Timeline
Confirm local groups promoting Earth Day.	LGP Staff	Dec 2015
Confirm partnership agreement with local groups promoting. Identify promo support, invite elected officials and business champions to ride the bus	Marketing, local contact	Feb 2016

Action Plan

Your marketing coordinator will provide individual action plans for Service Changes, to the local partners, Senior Regional Transit Manager (RTM), planning, and scheduling within two weeks of the internal meeting for a new BC Transit Internal Work Notice (IWN), or upon receipt of confirmed implementation date.

Your marketing coordinator is responsible for delivery of the approved Action Plan in conjunction with the RTM and the WKT Committee and local government contacts. Please note that the West Kootenay Transit Marketing Plan is a working document and timeframes and priorities may shift with agreement from all parties.

Legend

	Programs: Provincial Awareness Campaigns
	Programs: Local Awareness Promotions
	Fares
	Public Information

	Action Plan	Marketing Lead	Local Leads	Budget	Completion
1	Annual Promotional Product Order Promotional items for giveaways at local events	Paula	LGP/OP	\$400	February
2	Provincial Campaign – ICBC Safe Pedestrian	Anita	Operators	\$100	October - March
3	Provincial Campaign – Video Series Skier – Fall 2013 Mountain Biker – Spring 2015 Rock Climbing – Fall 2015 Multisport – Summer 2016	Anita	LGP	\$535	Summer 2016
4	Provincial Campaign – Bike to Work Week	Anita	LGP/OP	\$66	May
5	GradPASS 2 days free service in June to grade 12 students	Paula	Operators	\$100	June
6	Candy Cane Order for Dec promotions	Kealey	Operators	\$100	September
7	Provincial Campaign – School Program	Anita	LGP/OP	\$535	Fall

Legend

	Programs: Provincial Awareness Campaigns
	Programs: Local Awareness Promotions
	Fares
	Public Information

	Action Plan	Marketing Lead	Local Leads	Budget	Completion
8	LOCAL: SENIORS RIDE THE BUS Seniors Day – Oct 1 – Free Rides	Kealey	LGP/OP	\$500	October 1 2015
9	LOCAL: CUSTOMER AWARDS REC Centre Pass	Kealey	LGP	\$1,500	Dec-15
10	LOCAL: BUSINESS PARTNERSHIP 2 for 1 Tuesday	Anita/Kealey	LGP/OP	\$2,400	Feb-16
11	LOCAL: REGIONAL DESTINATIONS Saints Ride the Bus	Anita	LGP/OP	\$1,500	Mar-16
12	LOCAL: EVENT – Earth Day	Kealey	LGP/OP	\$500	Apr 22 2016
13	LOCAL: SENIORS RIDE THE BUS Senior Centre Partnerships	Kealey	Operators	\$250	Spring 2016
14	LOCAL: SENIORS RIDE THE BUS TransitABLE Research	Kealey		\$0	Fall 2016
15	LOCAL: STUFF A BUS Contributions to local charities led by local operating companies	Kealey	Sharman, Martin, Gerry	\$500	Dec-15
16	Vendor Campaign Vendor outlets promo – Green Gifts	Paula	LGP	\$850	December
17	Vendor Campaign Vendor outlets promo – Tax Credit	Paula	LGP	\$850	March
18	Annual Fare Product Order (includes BC Bus Passes)	Sarah	LGP	\$5,000	August
19	Service Changes/Updates Rider's Guide (reprint) possible* Rider's Guide NEW • ADS: print, radio, facebook, twitter • On board: IBC • Web: customer alert • On-street signage: notice to riders, bus stop signs • Media Advisory	Kealey	LGP/OP	\$4,000 \$11,000	Mar-16 Summer '16
20	Trail Transit Review Public consultation, BCT planning	Kealey	LGP/OP	\$3,000	Winger 2015 / Spring 2016
21	Bus Stop Sign Review Replace bus stop signs as needed. Include STOP-ID numbers on all signs in preparation for Transit Trip Planner.	Anita	LGP/OP	\$1,000	Ongoing

*See Appendix for Rider's Guide distribution.

Evaluation

The following measures will be used to evaluate the success of this plan in meeting its objectives to increase awareness of service changes and to solicit input.

1. **Customer feedback** through commendations and a minimal number of complaints received through email, web comments, phone calls and anecdotes
2. There is **increased ridership** within the region
3. Results of **Annual Partner Survey**

West Kootenay Demographics

The total population served by the West Kootenay Transit System (conventional, custom, and paratransit systems) is approximately 106,955 (BC Transit stats, 2013-14). The service area includes the municipalities of Nelson, Castlegar, Trail, and Rossland, as well as areas of the Regional District of Central Kootenay (Electoral Areas D through J) and the Regional District of Kootenay Boundary (Areas A and B). The population is mainly concentrated in the cities of Nelson (population 10,230), Castlegar (7,816), and Trail (7,681). Other communities with larger populations include Rossland (3,556), Fruitvale (2,016), Nakusp (1,569), Salmo (1,139), Montrose (1,030), and Kaslo (1,026).

The population of the Kootenay Boundary has generally remained stable. While the population change has been positive on the whole for the Kootenays, the region has lagged in comparison with the provincial trends. Similarly to the population decline experienced in the late 1990s and early 2000s, there was a net loss in migration at that time. Briefly in the mid- 2000s there was an increase in migration, which has since trended downwards to present day.

Finally, in terms of demographic transition, is the aspect of aging. In 2010 dependent seniors accounted for 27.2% of the population, which was higher than the provincial average of 22.6% (BC Stats, 2010a). Within the Kootenays, this number is expected to increase to 40.9% by 2020, at which point the provincial average is projected to be only 29.9% (BC Stats, 2010a).

Major Milestones

1899	Nelson launches third transit system in British Columbia.
1977	Trail Conventional Service begins
1979	Kootenay Boundary District conventional launch
1989	Kootenay Boundary handyDART launch
2013	Amalgamation of Kootenay Boundary, Castlegar, Nelson, Kootenay Lake West
2013/14	3.5% increase in ridership over previous year
2015	New BC Transit website
2014/15	1.3% increase in ridership over previous year

Resources

BC Transit Strategic Plan

<http://bctransit.com/comox-valley/corporate-reports/strategic-plan-2030>

West Kootenay Master Plan: Phase 1 – Concept Plan

<http://bctransit.com/servlet/documents/1403640770720>

A Profile of the Kootenay Region

http://cdnregdev.ruralresilience.ca/wp-content/uploads/2013/03/KootenayRegional-Profile_FINAL-20130120.pdf

BC Transit Marketing Resource Centre

<http://hub.bctransit.com/marketing/>

Contributors

Special thanks to the following individuals who contributed to developing this plan:

West Kootenay Transit partners

Randy Matheson, Research Analyst, Regional District of Central Kootenay

Kevin Cormack, City Manager, City of Nelson

Sharman Thomas, Trail Transit Services Inc.

Martin Gould, Arrow & Slocan Lakes Community Services

Gerry Tennant, Transit Lead hand, City of Nelson

West Kootenay Transit Committee

Lawrence Chernoff, Mayor, City of Castlegar - CHAIR

Linda Worley, Director, Electoral Area B/Lower Columbia-Old Glory

Patricia Cecchini, Mayor, Village of Fruitvale

Joe Danchuk, Mayor, Village of Montrose

Leah Main, Director, RDCK-Silverton

Hans Cunningham, Director, RDCK-Area G

Valerie Warmington, Councilor, City of Nelson

Michael Dailly, Councilor, City of Nelson (alternate)

Ann Bunka, Director, RDCK-New Denver (alternate)

BC Transit

Anita Wasiuta, Marketing Manager, BC Transit

Daniel Pizarro, Senior Regional Transit Manager, BC Transit

Kealey Pringle, Marketing Coordinator, BC Transit

Appendix 1: Provincial Campaigns

BC Transit's marketing department creates annual provincial campaigns to promote transit in unique ways.

Video Adventure Series

Purpose: To break the stereotype of who uses transit.

The video series shows high energy sports enthusiasts take the bus. Skier and Mountain Biker videos are complete with Rock Climber and Multisport video to launch in 2015/16. Over 35,000 video views were received in the first week of the Mountain Biker video launch.



Leverage: post on your website, use social media to promote

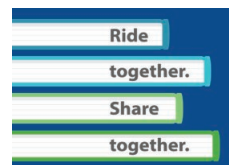
<https://www.youtube.com/watch?v=-iYx94ia4Ts&list=PL9C0BCE95194AA283&index=1>

Ride Together Share Together

Purpose: to foster connecting people and communities.

Share Together is a Twitter campaign inviting people to share what they are reading or listening to on the bus – demonstrates free time when taking the bus. Our partner, ABE Books, provides books each week for the winning entry.

Leverage: promote on your local government websites and through social media (twitter, Facebook). Campaign ends December 2015.



Bike to Work Week

Purpose: links transportation modes, transit bike racks with bike riding.

Interior bus cards promoting cycling. Cycling groups in various communities promote cycling and busing. Partnership secured with Provincial Bike to Work Society.



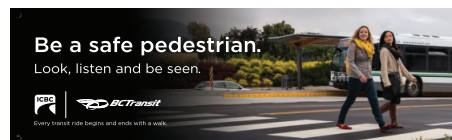
Leverage: identify your local cycling groups and invite them to promote transit. Promote on your website and social media outlets.

Pedestrian Safety

Purpose: pedestrian safety is everyone's value.

October launch. Use Partnership with ICBC through interior bus cards. Various regional ICBC offices host local events to promote pedestrian safety.

Leverage: post on your website, use social media to promote. Contact your regional ICBC office and express interest in partnering with their local promotions.



Upcoming 2016/17 – Elementary School Program

Purpose: to educate elementary age children on bus etiquette and using transit. First section will focus on K-grade 3.

Appendix 2: WKT Marketing Workshop

At the July 7, 2015 WKT Committee meeting, the committee members along with local operators and staff participated in a marketing workshop to develop local transit marketing campaigns.

The Committee members identified several innovative ideas and selected the ideas highlighted in green to include in the West Kootenay Transit marketing plan.

	Idea	Description	Ratings
1	2 for 1 Tuesday I	Mentorship program encourages passengers to bring a friend on board the bus. Involve local grocery stores and businesses to offer discounts for seniors	7
2	Discount Tuesdays	Value added program where businesses offer discounts to customers on feeder days (Tues/Thurs). Liaise with Chambers to encourage businesses to participate.	4
3	Rec Centres Discount	Recreational centres offer discount to passengers with monthly pass. (Nel, Tra, Cas)	6
4	Seniors Day	Introduce seniors to WKT by: 1) developing partnerships with Senior Centres to promote service to various destinations (Sharman to develop CAS template) 2) celebrating Seniors Week (October) - elected officials ride the bus (Barry Tennant)	6
5	Transit ABLE – Seniors	Develop Transit Able campaign, eg DriveABLE	6
6	Bikes on Buses	allow bikes inside buses when space allows	3
7	Free Swim	Free swim at Rec Centres with expired bus pass	2
8	Social Media	more utilization with social media (with local governments)	2
9	Elected Officials	Ride along with elected officials	2
10	Shambala Event	Additional transit service to Shambala Music Festival	2
11	Bus to Work Week	Develop bus to work week /month campaign	2
12	Destinations Promotion	Promote Parks within area via WKT transit (Millenium Park-CAS, Gyro Park Beach-TRA, Lakeside Park-NEL), offer coupon for free hot dogs	2
13	Selkirk Saint Promo	Region wide. Video of Selkirk students and College Hockey team members to travel throughout region and showcase destinations by bus. Selkirk communications class may do the video shoot. Social media promotes the video.	2
14	Pass Promotion	Competition to win monthly bus pass (eg social media, radio)	1
15	Tech Park Event	2015 Family Day at Tech Park, special group buses provided trips for 4 hours, with 1100 people attending.	1
16	Events Calendars	Use local events calendars to promote the bus to events	1
17	Coupon Books	Value-added benefit where passengers receive a coupon book when they buy a monthly pass	0
18	Earth Day	Region wide, create a win a pass or discount on fares vs free fares.	0

	Idea	Description	Ratings
19	Employer promotions	Main employers promote transit to employees, and receive recognition	0
20	Sponsor Transit	Invite businesses to sponsor a day of free transit service	0
21	Music on the Bus	Invite local musicians to play on the bus for value added	0
22	Fleet Ads	City fleet vehicles promote local transit through ads on the vehicles	0
23	Destinations Promotion	Sculpture / Art walk promotion featuring "summer outings".	0

Appendix 3: Contacts

Business Contacts	Contact	Email	Phone
RDCK	Randy Matheson	rmatheson@rdck.bc.ca	250-352-8153
Selkirk College	Maggie Keczan		250-352-6601 ext 11398
Chamber of Commerce: Castlegar & District	Tammy Verigin-Burk	cdcoced@castlegar.com	250-365-6313
Chamber of Commerce: Nelson & District	Tom Tompson	tom@discovernelson.com	250-352-3433
Chamber of Commerce: Trail	Christa Munn (exec assistant), ED is vacant	tcocm@netidea.com	250-368-3144
Trail Transit	Sharman Thomas	sharman.trailtransit@shawlink.ca	250-368-7966 (cell)
Nelson Transit	Gerry Tennant	GTennant@nelson.ca	250-352-8224
Arrow Lakes	Martin Gould	martin.gould@aslcs.com	250-352-0621
nelson CARES society	Corrine Younie	seniorsproject@nelsoncares.ca	250-352-6011

Appendix 4: Public Information Product Samples

Rider's Guide

Fares subject to change

	Slocan Zone	Columbia/Kootenay Zones	Multi-Zone
Cash			
Adult	\$2.00	\$2.00	\$3.50
Student/Senior	2.00	2.00	3.50
Child, 4 or under	Free	Free	Free
Tickets (10)			
Adult	18.00	18.00	31.50
Student/Senior*	15.75	15.75	27.50
Monthly Pass			
Adult	—	50.00	90.00
Student/Senior*	—	35.00	75.75
Semester Pass			
Student**	—	125.00	225.00

* Reduced fare with valid I.D. for students 65 or over and students in full-time attendance in Grade 12 and post-secondary students.
** Reduced fare with valid I.D. for students in full-time attendance in Grade 12 and post-secondary students.

Fares for Routes 51-58 (Nakusp and Kaslo Local Transfers) listed on schedule page.

Health Connections

Nakusp and Kaslo	\$4.00
Saturo	3.50

Transfers
A transfer allows one-directional travel to any connecting route within one zone, or in all zones if multi-zone fare is paid. Transfers are valid for up to one hour. The transfer is not valid for a return trip. Request a transfer when you board and pay your fare. Show your transfer to the driver, face up, with date and time showing.

**BE PART OF THE SOLUTION.
REUSE YOUR RIDER'S GUIDE.**

Transit Info 1-855-993-3100
www.bctransit.com

This guide is printed on environmentally responsible paper.

West Kootenay Transit
RIDER'S GUIDE
Effective March 16, 2015

Regional District of Kootenay Boundary
Regional District of Central Kootenay
City of Nelson

Vendor Tent Card

ON SALE HERE

TICKET
BC Transit

Effective July 2013

	Adult	Senior	Student
Monthly Pass	\$50.00	\$35.00	\$35.00
Multi-zone Pass	90.00	78.75	78.75
Tickets (10)	18.00	15.75	15.75
Multi-zone Tickets	31.50	27.50	27.50

Monthly pass not available in Slocan Zone.

Regional District of Kootenay Boundary
Regional District of Central Kootenay
City of Nelson

www.bctransit.com

Ticket and Pass Interior Bus Card

Tickets and Passes Effective July 2, 2013

	Slocan Zone	Columbia/Kootenay Zones	Multi-Zone
Tickets (10)			
Adult	18.00	18.00	31.50
Student/Senior*	15.75	15.75	27.50
Monthly Pass			
Adult	—	50.00	90.00
Student/Senior*	—	35.00	75.75
Semester Pass**	—	125.00	225.00

* Child, 4 or under free.
** Reduced fare with valid I.D. for students aged 65 or over and students in full-time attendance in Grade 12 and post-secondary students.
* Reduced fare with valid I.D. for students in full-time attendance in Grade 12 and post-secondary students.

Transit Info
1-855-993-3100 • www.bctransit.com

Regional District of Kootenay Boundary
Regional District of Central Kootenay
City of Nelson

Ticket and Pass Outlets

Kootenay Zone
Nelson: City of Nelson, Regional District of Central Kootenay, Wal-Mart
Slocan Zone
Village of Slocan, Mountain Valley Gas Station
Columbia Zone
Castlegar: City Hall, Suburb College
Tase: Tase City Hall, Regional District of Kootenay Boundary, Shoppers Drug Mart
Fruitvale, Midtown, Roseland and Wildfield municipal halls
Saskatchewan College Campus (Student parking and semester passes only)
Subject to change. Watch for more vendor locations, visit www.bctransit.com

Accessible Transit Services Rack card

Kootenay and Columbia Zone

West Kootenay Transit
Columbia Zone
(Greater Trail and Castlegar)

Accessible Transit Services

West Kootenay Transit has two types of service for you:

Fixed-route service is scheduled service to major destinations and residential areas.

handyDART is shared, door-to-door service for people with a disability that prevents them from using fixed-route service independently.

Regional District of Kootenay Boundary
Regional District of Central Kootenay
City of Nelson

handyDART User Guide

Kootenay and Columbia Zone

West Kootenay Transit
Kootenay Zone
(Nelson, Bulkley, Brewitt)

handyDART User Guide

Welcome to West Kootenay Transit handyDART (Kootenay Zone)

handyDART is accessible, door-to-door shared transit service for people with permanent or temporary disabilities that prevent them from using fixed-route transit without assistance from another person. handyDART picks you up at your accessible door and drops you off at the accessible door of your destination.

Regional District of Kootenay Boundary
Regional District of Central Kootenay
City of Nelson

Appendix 5: Distribution

With transit's commitment to economical and environment sustainability, we are encouraging transit customers to reuse their Rider's Guide throughout the year and to use the up-to-date features such as the website, www.bctransit.com, and transit information at 1.855.993.3100.

Rider's Guides

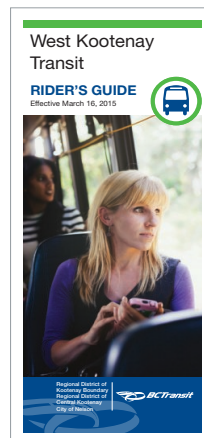
For a printed schedule, customers can pick up a Rider's Guide from the following locations:

- on board the buses
- at key locations such as:
 - ✓ Libraries
 - ✓ Municipal Recreation Centres and Municipal Hall or Regional District office
 - ✓ major malls
 - ✓ Transit Office

If customers insist on receiving additional copies of the Rider's Guides, the quantity is limited to 10 per person.

Reducing our paper consumption depends on changing our habits. We appreciate our customers who take transit and thank them for reusing "their transit schedules and using the website or transit information line.

BC Transit Marketing 2015



WELCOME / ORIENTATION / CONFERENCES

We do not provide **Rider's Guides** for groups to use in orientation or welcome packages. Our experience has demonstrated that the delegates do not use the Guides and the Guides are usually thrown away.

For Conference delegates, we support Green Conferences where the registration desk has a copy of the Rider's Guide for reference and encourages delegates to consult the web and to pick up a schedule on the bus. In most cases the event will be within a block of a bus stop.

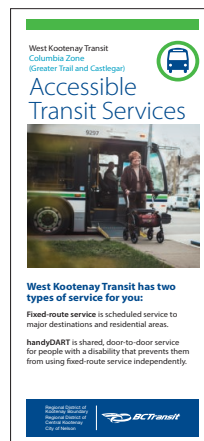
Accessible Transit Rack Card

All of BC Transit's handyDART systems have copies of this Accessible Transit Services rack card.

The purpose of this rack card is to inform potential and existing customers of the accessible features of conventional and custom transit services. The rack card also promotes the use of conventional fixed-route transit in conjunction with handyDART service.

Locations to distribute:

- ✓ on board handyDART buses
- ✓ Health Centres
- ✓ Libraries
- ✓ Municipal Recreation Centres
- ✓ Municipal Hall or Regional District office
- ✓ Transit Office



Appendix 6: Public Engagement

BC Transit developed a spectrum of public participation to assist with the outcome and expectations of public engagement. The input of public engagement drives service change planning and implementation.

The graphic identifies the spectrum and the goal of each level. This spectrum was modified from the IAP2 standard public engagement document.

SPECTRUM OF PUBLIC PARTICIPATION FOR TRANSIT				
INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
Operations Planning		Transit Future Planning		Future Planning
To provide the public with balanced and objective information to assist them in understanding the transit service changes and the rationale of the changes.	To obtain public feedback on proposed service changes and/or decision for transit service.	To work directly with the public throughout the process to ensure that public concerns are considered for transit planning.	To partner with the stakeholder public in each aspect of the decision including the development of alternatives and the identification of the preferred solution for transit.	To place final transit decision-making in the hands of the local government.

Our promise to the public is:

Inform – We will keep you informed on your local transit service.

Consult – We will keep you informed, listened to and acknowledge concerns and provide feedback on how public input influenced the transit service decision.

Involve – We will work with you to ensure that your concerns are reflected in the alternatives developed and provide feedback on how public input influenced the transit decision.

West Kootenay – Trail region public consultation is currently planned for calendar 2016.

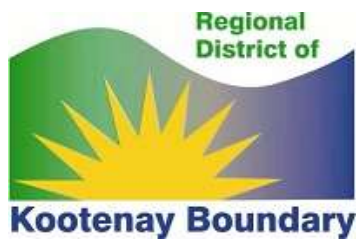
We can help you with Social Media

For major campaigns, BC Transit will provide Twitter and Facebook copy and images that you can post and share.

Check out the new Marketing Resource Centre for tips on social media to promote your local system.

hub.bctransit.com





STAFF REPORT

Date: 08 Nov 2015

File

ES Administration -
Solid Waste

To: Chair Russell and Members,
Environmental Services
Committee

From: Alan Stanley - General Manager of
Environmental Services

Re: Downtown Grand Forks Recycling
Depot

Issue Introduction

A Staff report from Alan Stanley, General Manager of Environmental Services regarding a request from the City of Grand Forks for changes to the downtown Grand Forks recycling depot.

History/Background Factors

At the June Environmental Services Committee meeting the Committee considered a Staff Report with the recommendation that the site be permanently closed and that a communications plan be developed and implemented to inform impacted residents of the changes.

The Committee directed staff to "discuss the possible removal of unmanned downtown recycling bins with the City of Grand Forks, including associated costs".

Staff have had a number of conversations with Grand Forks RDKB Director Krog. Director Krog indicated that Grand Forks City Council have discussed the issue and concluded that no appropriate alternate sites are currently available.

The operators of the Grand Forks Bottle Depot expressed interest in hosting a depot for Multi Material BC (MMBC) packaging and printed paper. It is likely that MMBC will only support one depot in Grand Forks therefore this likely becomes a choice between hosting the depot at the Grand Forks Landfill or at the Grand Forks Bottle depot. This issue is also discussed in a separate report.

Information presented at the June 2015 Environmental Services Committee Meeting:

The RDKB operates a recycling depot in downtown Grand Forks for packaging and printed paper located directly behind the Grand Forks Fire Hall on City of Grand Forks property.

The depot does not qualify for Multi Material BC (MMBC) subsidies and is operated at the sole expense of the RDKB. The depot is serviced by RDKB Staff and equipment. The depot is well used and as with all unstaffed depots presents a significant challenge in maintaining a clean and tidy site. The depot has been referred to by City of Grand Forks staff as an eyesore.

When the RDKB Board considered the MMBC subsidies in 2013, the direction to Staff was to maximize cost savings through either turning work over to MMBC or accepting subsidies where applicable. At the same time, since much information about the transition was not known, the Board also directed Staff to maintain the existing network of services and facilities even though some facilities would not qualify for subsidies. The objective was to minimize potential disruption, work for a time under the new protocols and then review the various levels of service. This process is ongoing.

The RDKB was informed by the Grand Forks Fire Chief that due to equipment acquisitions the space occupied by the depot would be needed by the Fire Department. Grand Forks City Council has expressed reservations regarding closure of the site and the Fire Chief, acting on behalf of Grand Forks City Council, requested information on relocating the depot to another site in the downtown core of Grand Forks. The Fire Chief did not identify any potential alternate sites.

Due to ongoing and previously documented problems with unstaffed waste management sites the RDKB Board adopted a Solid Waste Management Facilities Siting Policy. The objectives of the policy include directing the majority of solid waste facilities customers to staffed facilities, rationalizing service levels through identification of service overlap and establishing reasonable travel times to solid waste facilities at 30 minutes. Since the policy was adopted six unstaffed facilities have been closed. Unstaffed recycling depots have been closed in Rossland, Genelle and Fruitvale.

All residential users of the downtown Grand Forks depot receive curbside recycling collection with the exception of a small number of multi-family units. There is a depot at the Grand Forks Landfill specifically designed for commercial customers. The landfill depot duplicates the downtown depot services and recycling services delivered by other means. As noted earlier, the downtown depot does not qualify for

MMBC subsidies. The residential section of depot at the landfill qualifies for subsidies and is funded by MMBC.

According to online mapping software, the nearest staffed recycling facility at the Grand Forks Landfill is four minutes from the current site. There are no commercial or residential users in the Grand Forks area farther than 30 minutes from the nearest staffed facility.

Considering the close proximity to a staffed facility and the duplication of service, the recycling depot at the Grand Forks Landfill easily meets policy requirements and provides adequate depot service to the Grand Forks area.

Based on the policy and service provision requirements Staff recommend that the downtown Grand Forks recycling depot activity be shifted to the depot at the Grand Forks Landfill or the Grand Forks Bottle Depot and that the downtown depot be permanently closed.

Implications

Currently, the time required to service the Grand Forks depot is about 6 hours per week. Removing the depot would reduce equipment and fuel use and reduce the number of operator hours. Closing the depot would mean that more operator time would be required at the Grand Forks Landfill depot due to expected increases in volume. In addition, as the organics management program continues to expand (without additional Staff time assigned), operator time freed up would be reassigned to organics.

The RDKB contracts out cleaning of the depot to a private individual at an annual cost of \$6,000. The contractor requested an additional \$300/month due to the higher than expected time required to keep the site clean. If the increase were to be granted, the annual clean-up cost would be \$9,600.

Depot closure would require a communications plan and Staff suggest that the communications plan follow the same steps contained in the plan that was implemented prior to the Fruitvale recycling depot closure that occurred May 1, 2015.

Advancement of Strategic Planning Goals

The strategic objectives supported include cost effective service delivery, responsible funding of services and the focus on efficient waste management.

Background Information Provided

n/a

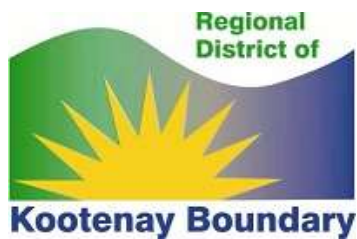
Alternatives

1. That the Environmental Services Committee receive the Staff Report regarding the downtown Grand Forks recycling depot.
2. That the Environmental Services Committee recommend that the Board of Directors direct Staff to initiate a communications plan and undertake the steps to close the downtown Grand Forks recycling depot.
3. That the Environmental Services Committee direct Staff to investigate alternate locations for a downtown Grand Forks depot.
4. That the Environmental Services Committee direct Staff to maintain the current depot.

Recommendation(s)

That the Environmental Services Committee receive the Staff Report regarding the downtown Grand Forks recycling depot.

That the Environmental Services Committee recommend that the Board of Directors direct Staff to initiate a communications plan and undertake the steps to close the downtown Grand Forks recycling depot.

**STAFF REPORT****Date:** 02 Nov 2015**File**ES Administration -
Solid Waste**To:** Chair Russell and Members,
Environmental Services
Committee**From:** Alan Stanley - General Manager of
Environmental Services**Re:** Waste Collection Agreement between
the RDKB and the City of Grand Forks**Issue Introduction**

A Staff Report from Alan Stanley, General Manager of Environmental Services regarding a waste collection agreement between the Regional District of Kootenay Boundary and the City of Grand Forks.

History/Background Factors

In 2011 the RDKB entered into a contract with Kettle Valley Waste (KVV) to carry out organics and garbage collection for the City of Grand Forks and Electoral Areas C, Christina Lake and D, Rural Grand Forks. Recycling collection is part of the contract but is paid for by Multi Material BC.

Initially, the work was done in the City of Grand Forks and over time expanded to include the electoral areas.

After the RDKB Board of Directors approved the contract, the City of Grand Forks, through council resolution agreed to pay the RDKB to do the collections work.

At that time, RDKB and City of Grand Forks staff agreed that a formal agreement should be drafted and City of Grand Forks staff agreed to draft the document. The City of Grand Forks went through a number of staff changes and the agreement did not get drafted. Early 2015, RDKB staff drafted an agreement and sent it to the City of Grand Forks. After a few minor changes, the City of Grand Forks approved the agreement and sent it to the RDKB who received it in early August.

The agreement is quite simple; it describes the work the RDKB does for the City of Grand Forks, includes annual adjustment based on changes to house counts and a Consumer Price Index formula in the contract, and applies a fee based on the contract cost plus 10% administration.

The agreement formalizes the arrangement the RDKB and the City of Grand Forks have enjoyed since 2011; the arrangement is mutually beneficial and has significantly increased waste diversion from the Grand Forks Landfill.

Implications

Based on current house counts (1,679) and per unit charges, the City of Grand Forks will pay the RDKB \$156,466. This covers the cost of the City of Grand Forks portion of the KVV contract and some administration overhead and provides the full suite of collection services to the City of Grand Forks for \$93.19 per unit.

Advancement of Strategic Planning Goals

The waste collection agreement between the RDKB and the City of Grand Forks advance the strategic goals of cost effective services, environmental stewardship/good waste management practices and a focus on partnerships that advance the interests of the region.

Background Information Provided

- RDKB/City of Grand Forks Waste Collection Agreement

Alternatives

1. That the Environmental Services Committee receive the Staff Report regarding a waste collection agreement between the Regional District of Kootenay Boundary and the City of Grand Forks.
2. That the Environmental Services Committee recommend that the RDKB Board of Directors approve a waste collection agreement between the Regional District of Kootenay Boundary and the City of Grand Forks.
3. That the Environmental Services Committee recommend that the RDKB Board of Directors not approve a waste collection agreement between the Regional District of Kootenay Boundary and the City of Grand Forks and direct Staff to prepare a different agreement.

Recommendation(s)

That the Environmental Services Committee receive the Staff Report regarding a waste collection agreement between the Regional District of Kootenay Boundary and the City of Grand Forks, and,

That the Environmental Services Committee recommend that the RDKB Board of Directors approve a waste collection agreement between the Regional District of Kootenay Boundary and the City of Grand Forks.

GARBAGE, ORGANICS, RECYCLING and YARD WASTE COLLECTION AGREEMENT**(Waste Collection Services)**THIS AGREEMENT made as of the 23 day of July, 2015

BETWEEN:

REGIONAL DISTRICT OF KOOTENAY BOUNDARY, a municipal corporation pursuant to the *Local Government Act* and having its offices at 202-843 Rossland Avenue, Trail, BC V1R 4S8

("Regional District")

AND:

CITY OF GRAND FORKS, a municipal corporation pursuant to the *Local Government Act* and having its offices at 7217 4th Street, Grand Forks, BC, V0H 1H0

(the "City")

WHEREAS:

- A. The Regional District established a regional solid waste management service, pursuant to the Waste Collection Service Bylaw to service electoral areas within the jurisdiction of the Regional District of Kootenay Boundary and entered into an agreement with Kettle Valley Waste Ltd. (the "**Contractor**"), dated October 6, 2011, for the provision of such services on behalf of the Regional District (the "**Contract**");
- B. Pursuant to the Contract, the Contractor is also required to provide solid waste collection services to the City of Grand Forks;
- C. The City's receipt of solid waste collection services from the Regional District has, to date, been through an informal agreement with the Regional District;
- D. The Regional District wishes to provide to the City, and the City wishes to receive from the Regional District, continued waste collection services pursuant to the Contract and the parties wish to formalize the terms and conditions of such arrangement;
- E. The City and the Regional District wish to enter in this Agreement to record their respective rights and obligations with respect to the Regional District's provision of waste collection services and the City's receipt of such services, all in accordance with the terms and conditions set out in this Agreement.

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the premises and of the sum of \$10.00 and other good and valuable consideration from one party to the other, the receipt and sufficiency of which is hereby acknowledged by both parties, the parties covenant and agree as follows:

1. INTERPRETATION**1.1 Definitions**

In this Agreement:

- (a) "**Agreement**" means this agreement including the Schedule to this agreement, as amended from time to time by written agreement of the parties;
- (b) "**Commencement Date**" means January 1, 2015;
- (c) "**Contract**" means the agreement between the Regional District and the Contractor for the Contractor's provision of the Services, dated October 6, 2011;

- (d) **"Contractor"** means Kettle Valley Waste Ltd., Incorporation Number BC0910267;
- (e) **"Monthly Fee"** has the meaning given in section 2.3;
- (f) **"Services"** means the Contractor's supply of all labour, materials, supervision, machines, tools, plant, equipment and any incidentals necessary for the Contractor to collect and remove:
 - (i) yard & garden waste, on a monthly basis, from March to November;
 - (ii) recyclable material, on a bi-weekly basis;
 - (iii) residual waste, on a bi-weekly basis; and
 - (iv) organic waste, on a weekly basis;
- (g) **"Term"** means the term of years and months as set out in Section 2.1 of this Agreement;
- (h) **"Termination Date"** means June 30, 2017;
- (i) **"Unit"** means a unique residence receiving Services regardless of whether the residence is part of a larger complex containing multiple Units; and
- (j) **"Waste Collection Service Bylaw"** means the Regional District of Kootenay Boundary solid waste collection service establishment bylaw, no. 1090, as may be amended or replaced from time to time.

1.2 Headings

The division of this Agreement into sections and subsections and the insertion of the recitals and headings are for convenience of reference only and will not affect the construction or interpretation of the Agreement.

1.3 Currency

All transactions referred to in this Agreement will be made in lawful currency of Canada.

1.4 Singular, Plural, Gender and Person

Wherever in this Agreement the context so requires the singular number will include the plural number and vice versa and any gender used will be deemed to include the feminine, masculine or neuter gender.

1.5 Statutes

Each reference to a statute is deemed to be reference to that statute and to the regulations made under that statute as amended or re-enacted from time to time.

1.6 Schedules

The following attached schedules are incorporated in this Agreement and are deemed to be part of this Agreement:

Schedule A – Service Fee Schedule

2. SERVICE DELIVERY AND PAYMENT

2.1 Services

The Regional District will, at its cost, for the duration of the Term:

- (a) subject to section 0, deliver the Services to the City in accordance with this Agreement;
- (b) administer the Services with respect to managing the activities of the Contractor; and
- (c) assume the obligation of and administer all costs under the Contract.

2.2 Term

The term of this Agreement (the "**Term**") will commence on the Commencement Date and end on the Termination Date, subject to the following:

- (a) earlier termination in accordance with the terms of this Agreement; and
- (b) renewal or extension of the Term on such terms as the parties agree to in writing. If the parties agree to an extension of the Term, then:
 - (i) the parties will mutually agree on new terms under section 2.3;
 - (ii) all other terms and conditions of this Agreement not mutually amended will remain the same; and
 - (iii) the Term will be extended for the period(s) agreed to by the parties.

2.3 Fees and Payment to Regional District

In consideration for the Regional District's delivery of the Services, the City will pay to the Regional District each month during the Term, an amount ("**Monthly Fee**") equal to that amount requested by the Regional District in the monthly invoices submitted under section 3.1.

2.4 Terms of Payment

The City's payment to the Regional District under section 2.3 will be made within fourteen (14) days of the City's receipt of the completed monthly invoice submitted by the Regional District in accordance with section 3.1.

3. INVOICING

3.1 Monthly Invoicing

The Regional District will, within 15 days after the end of each month during the Term, deliver to the City an invoice for the immediately preceding month which includes a statement of:

- (a) the number of Units receiving Services for the preceding month; and
- (b) the extended Unit costs as per Schedule A.

3.2 Unit Counts

The City will, no later than May 1 of each year during the Term, deliver to the Regional District a Unit count report which includes, but is not limited to a count of all Units receiving Services.

3.3 Tax Remittance

The Regional District will be responsible for goods and services taxes and any other sales tax or similar tax required to be collected and remitted with respect to the delivery of the Services.

4. CITY'S OBLIGATIONS

4.1 City's Obligations

Notwithstanding any other provision herein, the City will at its cost, for the duration of the Term:

- (a) provide annual Unit counts to the Regional District on or before May 1 each year;

- (b) promptly provide all relevant information that may impact delivery of the Services within the City of Grand Forks including, but not limited to, planned road closures, emergency or other community-wide events and weather-related events; and
- (c) enact and support bylaws which describe the resident's obligations for receiving the Services.

5. REGIONAL DISTRICT'S OBLIGATIONS

5.1 Control and Direction of Employees

The Regional District acknowledges that the Regional District is responsible for the control and direction of the Services and the Contractor and the control and direction of the Regional District's employees.

5.2 Statutory and Other Payments

The Regional District will be liable and responsible for payment to the proper authorities of all income tax payments, employment insurance premiums, WorkSafeBC premium, Canada Pension Plan contributions, Workers Compensation premiums and assessments, and all other employment expenses, statutory or otherwise in relation to the Services provided under this Agreement by the Regional District's employees and will require the Contractor to likewise be liable and responsible for such payment in respect of the Contractor's employees.

5.3 WCB Compliance

The Regional District will:

- (a) require the Contractor to comply with and conform to all health and safety laws, by-laws and regulations of the Province of British Columbia, including without limitation the *Workers Compensation Act* and Regulations pursuant thereto in delivering the Services;
- (b) without limiting the generality of any other indemnities granted by the Regional District in this Agreement, indemnify and save harmless the City from and against all claims, demands, causes of action, suits, losses, damages, costs, liabilities, expenses, judgements, penalties and proceedings (including all actual legal costs) which the City incurs, suffers or is put to arising out of or in any way related to unpaid assessments owing from any person or corporation engaged in the performance of this Agreement or arising out of or in any way related to the failure to observe safety rules, regulations and practices of the *Workers Compensation Act*, including penalties levied by the *Workers Compensation Act*. This indemnity will survive termination of the Agreement.

6. INDEMNIFICATION

6.1 Indemnity by the Regional District

The Regional District will indemnify and save harmless the City, its elected officials, officers, employees, servants and agents from and against any and all losses, claims, demands, damages, actions, causes of action, fines, penalties, liens, costs and expenses the City may sustain or incur at any time, either before or after the expiration or termination of this Agreement, arising directly or indirectly by reason of:

- (a) any breach of the Agreement by the Regional District, or any agent, employee, director or officer of the Regional District;
- (b) any act, omission, negligence, delay or misrepresentation by the Regional District, or those for whom the Regional District is responsible, in delivering the Services and observing and performing the obligations under this Agreement;
- (c) any personal injury (including death) or damage to property caused by the Regional District or those for whom the Regional District is responsible, in delivering the Services.

6.2 Indemnity by the City

The City will indemnify and save harmless the Regional District, its elected officials, officers, employees, servants and agents from and against any and all losses, claims, demands, damages, actions, causes of action, fines, penalties, liens, costs and expenses the Regional District may sustain or incur at any time, either before or after the expiration or termination of this Agreement, arising directly or indirectly by reason of any breach of the Agreement by the City, or any agent, employee, director or officer of the City.

6.3 Survival

The provisions of the indemnity in section 6.1 and 6.2 will survive termination of the Agreement.

7. SUSPENSION AND TERMINATION

7.1 City's Right to Terminate

The City may terminate this Agreement, in the event that the Regional District fails to perform any of its obligations under this Agreement and continues to be in default of its obligations for a period of 5 days after receipt of notice in writing of such failure from the City, immediately upon the expiry of such 5 day period unless the failure of default cannot be remedied within such period with reasonable diligence in which case this Agreement may be terminated by the City if the Regional District fails to diligently proceed to remedy the default.

7.2 Payment Upon Termination

In the event the City gives notice of termination pursuant to section 7.1, the City will within 30 days of termination being effected, reconcile all records and books of account and pay to the Regional District any amounts owing to the Regional District under this Agreement for Services delivered up to and including the effective date of termination. For certainty, no amount will be owing by the City to the Regional District for any loss or damage of any kind whatsoever flowing from early termination or on account of lost profits relating to early termination.

7.3 Survival

The provisions of termination in section 7.1 and 7.2 will survive termination of the Agreement.

7.4 Regional District's Right to Suspend or Terminate

- (a) The Regional District may terminate this Agreement, in the event that the City fails to perform any of its obligations under this Agreement and continues to be in default of its obligations for a period of 5 days after receipt of notice in writing of such failure from the Regional District, immediately upon the expiry of such 5 day period unless the failure of default cannot be remedied within such period with reasonable diligence in which case this Agreement may be terminated by the Regional District if the City fails to diligently proceed to remedy the default.
- (b) The Regional District may suspend the delivery of the Services whenever the Regional District is unable to fulfill its obligations hereunder in respect of the delivery of such Services by reason of the Contractor's termination under the Contract, the Contractor's failure to provide the Services in accordance with the Contract, any labour dispute, law or regulation, landslides, floods, earthquakes, fires, washouts and any similar causes that prevent the Contractor from providing the Services or by reason of any other cause beyond the Regional District's reasonable control.
- (c) If the Regional District suspends the delivery of the Services under section (b) then the Regional District will be entitled to extend the time for fulfillment of its obligation by a time equal to the duration of the delay or restriction, as the case may be, provided however that if the delivery of the Services is delayed for a period of 20 Business Days or more, the Regional District may, without prejudice to any other right of remedy the Regional District may have, terminate the Agreement by giving the City written notice to that affect.

8. NOTICES

8.1 Notices

All notices, requests, documents, communications or tender of monies, ("**Notices**") required or permitted to be given under this Agreement will be validly given when delivered, faxed, emailed or mailed in British Columbia by prepaid registered post, as the case may be, to the party to which it is to be given as follows:

(a) If to the Regional District:

202-843 Rossland Avenue
Trail, BC
V1R 4S8
Fax: 250-368-3990
Email:

(b) If to the City:

7217 4th. Street
Grand Forks, BC
VOH 1H0
Fax: 250-442-8000
Email:

or at such other address as the party to whom the notice is sent may specify by notice given in accordance with the provisions of this section. The date of receipt of any Notice will be deemed to be the date of delivery if delivered by 4:30 pm Mountain Standard Time on a Business Day in the place of the recipient, and if otherwise delivered, on the next Business Day following the date of such delivery. For clarity, "**Business Day**" means a day other than a Saturday, Sunday or statutory holiday in the Province of British Columbia or Canada.

9. GENERAL

- 9.1 Successors and Assigns.** This Agreement enures to the benefit of and binds the parties and their respective successors and permitted assigns.
- 9.2 Written Waivers.** No indulgence or forbearance by the City will be deemed to constitute a waiver of its rights to insist on performance in full and in a timely manner of all covenants of the Regional District and any such waiver must be in writing and signed by the City and then such waiver will only be effective in a specific instance and for the specific purpose for which it is given.
- 9.3 Further Assurances.** Each party will execute and deliver promptly all further documents and take all further action reasonably necessary or appropriate to give effect to the provisions of this Agreement.
- 9.4 Remedies Cumulative.** The rights and remedies under the Agreement are cumulative and are not in addition to and not in substitution for any other rights and remedies available at law or in equity or otherwise.
- 9.5 Amendment.** This Agreement may not be amended except by a written instrument signed by the Regional District and the City.
- 9.6 Entire Agreement.** This Agreement and all documents contemplated by or delivered under or in connection with this Agreement constitute the entire agreement between the parties and supersede all prior agreements, negotiations, discussions, undertakings, representations, warranties and understandings whether written or oral, express or implied, or otherwise.
- 9.7 Governing Law.** This Agreement and any dispute arising out of or in connection with this Agreement will be governed exclusively by and will be enforced, construed and interpreted exclusively in accordance with the

laws of British Columbia and the laws of Canada applicable in British Columbia which will be deemed to be the proper law of this Agreement.

- 9.8 Attornment.** The parties agree to submit to and hereby attorn to the exclusive jurisdiction of the courts of the Province of British Columbia for any action arising out of or in connection with this Agreement.
- 9.9 Severability.** Each provision of this Agreement is intended to be severable and if any provision is determined by a court of competent jurisdiction to be illegal or invalid or unenforceable for any reason whatsoever such provision will be severed from this Agreement and will not affect the legality, validity or enforceability of the remainder of or any other provision of this Agreement.
- 9.10 Time of Essence.** Time will be of the essence of this Agreement.
- 9.11 No Derogation.** The parties acknowledge and agree that nothing contained or implied in this Agreement will be construed as limiting or prejudicing the rights and powers of the Regional District in the exercise of its functions pursuant to the *Local Government Act and the Community Charter, or any other right or power* under any public or private statutes, bylaws, orders or regulations, all of which may be fully exercised as if this Agreement had not been entered into.
- 9.12 Counterparts.** This Agreement may be executed by the parties in counterparts and may be executed and delivered by e-mail or fax and all such counterparts and e-mails and faxes together constitute one and the same agreement.
- 9.13 Survival.** All obligations of each of the parties which expressly or by their nature survive termination of expiration of this Agreement, will continue in full force and effect subsequent to and notwithstanding such termination or expiration or assignment and until they are satisfied or by their nature expire.
- 9.14 Assignment.** The Regional District will not assign or transfer this Agreement without the City's prior written consent, which consent may be unreasonably withheld.

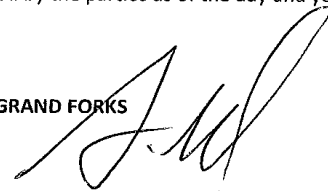
IN WITNESS WHEREOF this Agreement has been executed and delivered by the parties as of the day and year first above written.

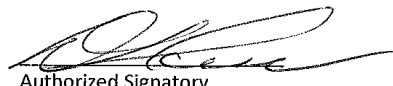
REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Per: _____
Authorized Signatory

Per: _____
Authorized Signatory

CITY OF GRAND FORKS

Per: 
Authorized Signatory

Per: 
Authorized Signatory

**SCHEDULE A
FEE SCHEDULE**

January 1, 2015

Organics and Garbage Collection - \$77.42 per Unit per year

Yard and Garden Waste Collection - \$15.77 per Unit per Year

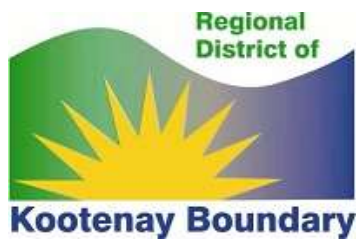
Recycling Collection – no charge

The fees will be adjusted annually on July 1 according to the following formulae:

The percentage of the change in the CPI British Columbia Transportation Index for the period ending May 31st, times the extended Unit cost or previous year's price.

Number of Units as at January 1, 2015 – 1,821

The Unit count will be adjusted annually based on a May 1 City Unit count report and verified by the Regional District.

**STAFF REPORT****Date:** 06 Nov 2015**File**ES Administration -
Solid Waste**To:** Chair Russell and Members,
Environmental Services
Committee**From:** Alan Stanley - General Manager of
Environmental Services**Re:** Capital Equipment Purchases - Solid
Waste**Issue Introduction**

A Staff report from Alan Stanley, General Manager of Environmental Services regarding capital equipment purchases for solid waste management operations.

History/Background Factors

The 2015 solid waste budget included \$450,000 for a new compactor for the Grand Forks Landfill. The current compactor is 15 years old and parts are difficult to find. The budget was based on known equipment costs. The money was available through our equipment replacement reserve fund.

A tender was issued in June and the RDKB received two bids for a compactor that met specifications. The low bid was \$520,000CA. The equipment is sold out of the US and exchange rate on the Canadian dollar accounted for the large difference between budget and bid price. We have updated all future equipment purchase budgets to recognize the exchange rate.

In the case of the current procurement, as per standard RDKB tender language, all bids were rejected as none met budget. Staff recommend an alternative approach to major equipment purchases for Boundary solid waste operations based on used equipment. Landfill compactors are not a high-volume item so finding good used equipment can be a lengthy process. Staff estimate a \$200,000 to \$250,000 purchase price.

The old Grand Forks compactor was slated to be redeployed to the West Boundary Landfill which would have significantly improved our compaction performance.

Based on staff findings, two new (used) compactors can be purchased staying within the original budget of \$450,000 with some small returns on the existing equipment.

Although the used equipment strategy will provide the highest value to the RDKB, the methods to buy used equipment often are inconsistent with purchasing policy; it is difficult to have a truly specifications-based competitive bid and the state of the equipment (hours, rebuilds etc.) can make it hard to have an apples-to-apples comparison.

Staff recommend that a purchasing strategy be pursued that directs staff to research the used equipment market and make recommendations on suitable equipment without a competitive tender.

Implications

The 2016 Financial Plan will include \$450,000 for capital equipment purchases. If the RDKB Board of Directors approves the used equipment purchasing strategy, this money will buy two compactors. The funds would come from the equipment replacement reserve. Even if the Board approves the used equipment purchasing policy allowing staff to identify suitable used equipment the Board still retains the final approval as per the RDKB purchasing policy that requires Board approval for purchases over \$50,000.

Advancement of Strategic Planning Goals

The main strategic goal that the used equipment purchase plan supports is cost-effective service delivery.

Background Information Provided

N/A

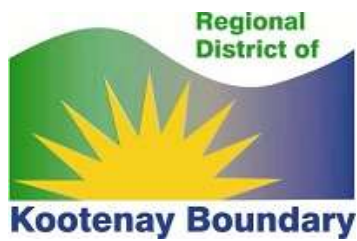
Alternatives

1. That the Environmental Services Committee receive the Staff Report regarding capital equipment purchases for solid waste management operations.
2. That the Environmental Services Committee recommend that the RDKB Board of Directors approve a purchasing policy for major solid waste equipment that directs staff to identify suitable used equipment and recommend purchase without issuing tenders.
3. That the Environmental Services Committee direct staff to follow the current purchasing policy for major solid waste equipment and issue tenders for the equipment purchases.

Recommendation(s)

That the Environmental Services Committee receive the Staff Report regarding capital equipment purchases for solid waste management operations.

That the Environmental Services Committee recommend that the RDKB Board of Directors approve a purchasing policy for major solid waste equipment that directs staff to identify suitable used equipment and recommend purchase without issuing tenders.



STAFF REPORT

Date: 02 Nov 2015

File

ES Administration -
Solid Waste

To: Chair Russell and Members,
Environmental Services
Committee

From: Alan Stanley - General Manager of
Environmental Services

Re: Bear Bin Tipping Fees - City of Trail
Request for Waiver

Issue Introduction

A Staff Report from Alan Stanley, General Manager of Environmental Services regarding a request from the City of Trail to waive tipping fees for materials deposited in a bear-proof bin in the City of Trail.

History/Background Factors

The City of Trail requested via letter that the RDKB Waive Tipping Fee Policy be applied to the tipping fees charged for the waste collected in a bear proof bin located in the City of Trail.

The request is supported with a description of the service the bin provides in allowing residents from Trail and other municipalities access to a 24 hour per day option to dispose of waste that might attract bears.

Trail is to be commended for looking for solutions to reduce human/wildlife conflicts.

RDKB staff have had numerous and lengthy discussions with Wildsafe BC (formerly Bear Aware) and have attended West Kootenay Human-Bear Conflict Working Group meetings for the past few years.

After much consideration, staff conclude that community access bear-proof bins are not a viable or sustainable solution to eliminate human/wildlife conflicts. The main support for this conclusion is that waste is generated by individuals and each of us is responsible for securing our waste to ensure that wild life cannot access the waste.

This conclusion is supported by provincial anti-wildlife attractant legislation and bylaws enacted by many municipalities.

For example, the Government of BC website notes the following:

There is now legislation in effect which can help prevent the creation of "problem" bears and provide public safety. Under the new amendments to the Wildlife Act, it is an offense for people in B.C. to feed dangerous wildlife (bears, cougars, coyotes and wolves) or disobey orders to remove and clean up food, food waste or other substances that can attract dangerous wildlife to their premises. Conservation Officers may issue a written dangerous wildlife protection order which requires "the removal or containment of compost, food, food waste or domestic garbage." If people fail to comply with the order they could face a heavy penalty of up to \$50,000 and/or six months in jail.

The responsibility for managing waste and securing it from wildlife is clearly with the individual producing the waste. Communal waste receptacles may be effective in certain limited circumstances, however not in an urban setting. The communal bins, in the end, absolve people of their clear responsibilities.

There is adequate access to services that allow people to properly dispose of their waste; weekly garbage collection is most municipalities with the ability to put out extra garbage through the purchase of tags or bags and in the east sub-region, a seven day per week landfill that is open 64 hours and until 5PM each night.

It is apparent that the vast majority of people avail themselves of the collection services provide by their municipalities or use the RDKB disposal facilities. In considering the people that use the bear proof bins, it is obvious that even those people must secure their waste between trips to the bins, unless they go every day, which is quite inconvenient and not probable. Methods to allow individuals to bear-proof their waste are numerous; a sample document is attached that shows a variety of schemes.

The inescapable fact is that if you live in bear country you have to secure your waste; a bear-proof bin does not change that responsibility.

The RDKB Board has directed staff to close eight unattended solid waste sites in the past few years due to inappropriate use of the sites and has established a policy to direct waste generators to staffed facilities wherever possible. Granting the requested waiver to the City of Trail would be inconsistent with the Board policy.

Implications

Staff were unable to determine the tipping fees charged for the waste left in the unattended bins in Trail. The City of Trail cites an annual cost of \$5,800 however it appears that most of that money goes to Natural Control Alternatives and not the RDKB.

Granting the request would establish a precedent that any municipality, individual or business could request fee waivers if they bear-proof their garbage receptacles. Given that the law makes it mandatory and that the majority of waste generators take the required steps to secure their waste, there seems to be little to be gained other than blurring the lines of responsibility.

Advancement of Strategic Planning Goals

The strategic objectives supported include cost effective service delivery, responsible funding of services and the focus on efficient waste management.

Background Information Provided

- City of Trail Letter - Bear Proof Dumpsters
- Building Plans for Bear Resistant Garbage Enclosures

Alternatives

1. Grant the request to waive fees for the waste generated from the City of Trail bear-proof bins
2. Do not grant the request to waive fees for the waste generated from the City of Trail bear-proof bins
3. Engage with member municipalities and electoral areas through distribution of information on how residents must bear-proof their waste

Recommendation(s)

That the Environmental Services Committee recommend that the RDKB Board of Directors not grant the City of Trail request to waive fees for the waste generated from their bear-proof bins.

That Environmental Services Committee direct staff to prepare an information package showing how residents and businesses can secure their waste from wildlife and distribute this information to municipalities and via the RDKB website. Further, that a media release be prepared prior to distribution and that the release be issued to coincide with the next period when bears will be active.



City of Trail

REGIONAL DISTRICT OF KOOTENAY BOUNDARY	
FILE #	JUN - 2 2015
DOC #	
REF. TO:	
CC:	

File #5360-02

June 1, 2015

Regional District of Kootenay Boundary
Attention: Alan Stanley, General Manager of Environmental Services
#202 - 843 Rossland Avenue
Trail, BC V1R 4S8

Dear Alan:

RE: BEAR PROOF DUMPSTERS

I am writing on behalf of Trail City Council to inquire about the RDKB's policy for waiving tipping fees for non-profit groups doing beneficial works and its applicability to a program that the City has partnered with for the past several years.

In an effort to reduce the attraction of bears and other wildlife to household waste improperly stored on private properties, the City, in partnership with the Natural Control Alternatives (NCA) Society, places two bear proof dumpsters at convenient locations in the community where residents can dispose of excess garbage between their scheduled collection days. The NCA is responsible for maintenance at the two sites and the costs for the contracted disposal of the waste materials are shared equally by the City and the NCA. In 2014, the annual cost for the collection from the bins amounted to approximately \$5800.

The bins, one located near the Public Works compound in Glenmerry and the other in lower Sunningdale, can be readily accessed 24 hours a day, providing a convenient alternative to attending the landfill. The use of the bins is not restricted to Trail residents and while the dumpsters were first purchased and placed in an effort to better manage bear attractants in Trail, it is evident by the observed usage that they have become a valuable resource for residents of the greater community.

Over time and with increases in the "per bag" tipping fee at the landfill, we have seen a significant increase in the use of the bear bins. Although there is a coin collection box on each dumpster and a voluntary "payment" is requested at the time of use, contributions are voluntary and the monies collected only partially offset the NCA's share of costs. With further increases in tipping fees and usage anticipated, regrettably, the service is in jeopardy of cancellation.

Explore your
TRAIL

City Hall ♦ 1394 Pine Avenue, Trail, BC, Canada V1R 4E6 ♦ Telephone: (250) 364-1262 ♦ Fax: (250) 364-0830
Public Works ♦ Telephone: (250) 364-0840 ♦ Fax: (250) 364-0831
www.trail.ca ♦ eMail: info@trail.ca

BEAR PROOF DUMPSTERS

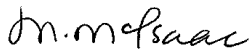
Page 2

The City and the NCA hereby respectfully request that the tipping fees for the materials collected in these communal bins be waived so that this valuable service can continue. The availability of the bear proof dumpsters provides benefit to the greater community by promoting the proper disposal of household waste, contributing to a reduction in human-wildlife interactions and illegal dumping. As such, we feel that the program fits within the parameters of the RDKB's policy for waiving tipping fees and are hopeful you will agree.

However, should this request fall outside the scope of the noted policy, I would ask that it be forwarded to the Board of Directors for consideration of funding the program as part of the Solid Waste Management function.

If you have any questions about the program, please don't hesitate to contact me at (250) 364-0800 or at mmcisaac@trail.ca. We appreciate your consideration and look forward to your response.

Sincerely,



Michelle McIsaac
Corporate Administrator

cc: Mayor Martin
Councillor Cacchioni

Build Your Own Bear-Resistant Garbage Enclosure

The following information was provided courtesy of the City of Juneau. For more information on living with bears, please visit their web site at: <http://www.juneau.org/bears/garb.php>. There are a number of very informative links on this web site in addition to general information about living with bears.

For another bear-resistant garbage enclosure, please visit the Florida Fish and Wildlife Conservation Commission web site at http://myfwc.com/bear/brochures/Garbage_Caddy_Plans.pdf.



You can also build your own dumpster "cage" or trash can holder as shown in these two photos. Please consult with your local wildlife agency for guidance to help ensure that your enclosure is effective at deterring bears.

Photos by Jamie Jonkel, MFWP

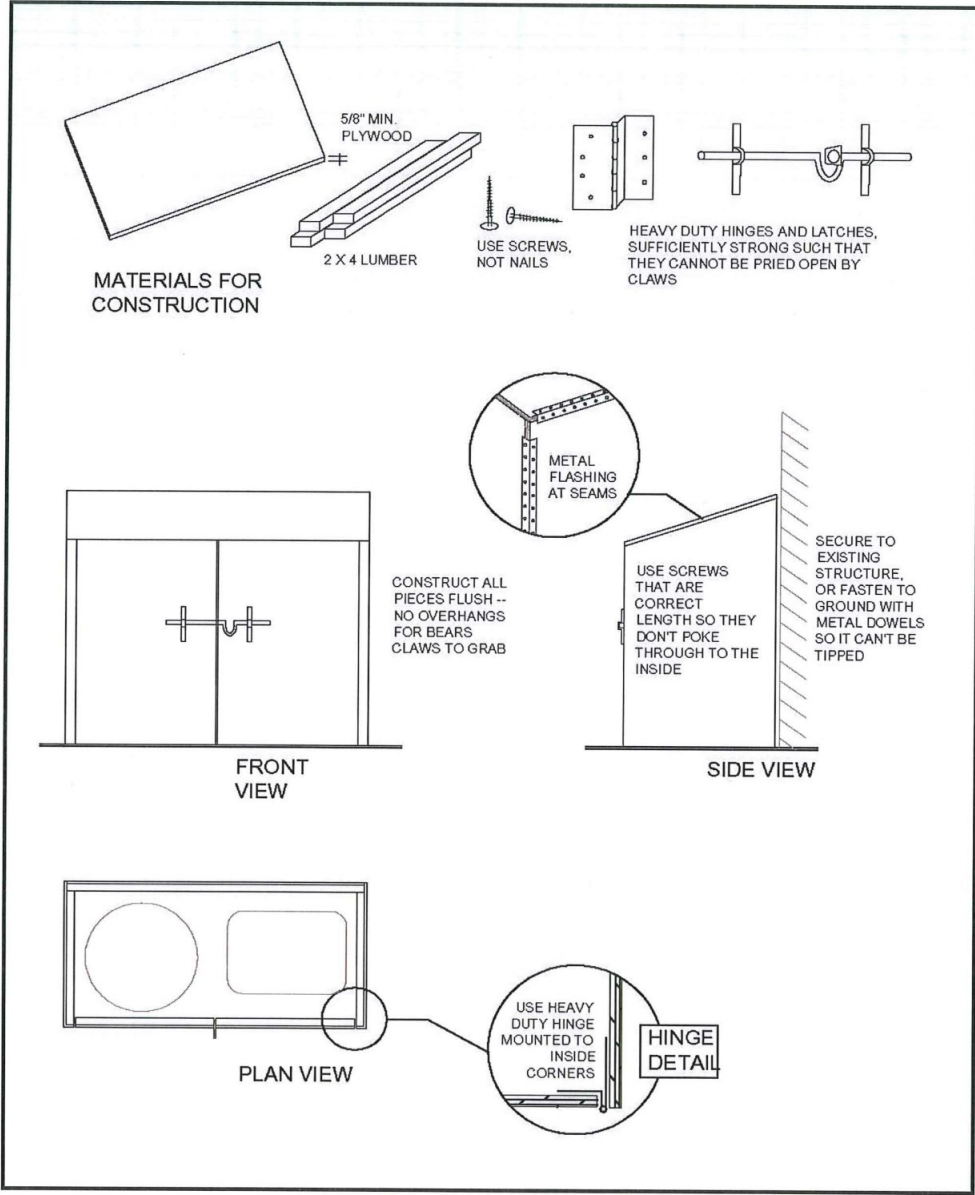


Tips for building your own bear-resistant garbage enclosure:

If you do not have the luxury of purchasing a bear-resistant trash container, or cannot keep your garbage cans in a secure, locked shed, garage or other fully-enclosed structure, you might consider building an enclosure for the garbage cans. Directions are provided below.

- Use plywood that is at least 5/9" thick.
- Use 2 x 4 construction.
- Use screws instead of nails.
- Hinges and latches should be heavy duty and strong enough that they can't be pried open by bears' claws.
- Enclosures must not have seams that bears can get their claws into. Cover seams with metal flashing.
- Secure the enclosure so that it can't be tipped over.
- If you can get into the enclosure without using your hands—by jumping on it, kicking it, or using your shoulders, then it isn't bear resistant!

Build Your Own Bear-Resistant Garbage Enclosure



Courtesy of: City of Juneau www.juneau.org/bears/

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Build Your Own Bear-Resistant Garbage Enclosure



Make sure that the doors fit together snugly with no gaps that bears can get claws into.



Attractive enclosure with pitched roof to shed snow.
Strengths: Minimal seams. **Weaknesses:** Hinges and latches not heavy duty.



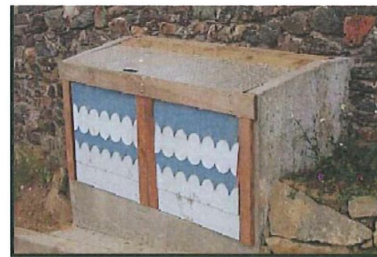
Chain link enclosure - this one would be more secure without the gaps above the front door and near the top. **Strengths:** Has roof cover to shed rain and snow. Anchored to ground. **Weaknesses:** Lots of places for claws to grab and pull. Cans visible to bears.



Chain link enclosure - this one would be more secure without the gaps between the panels and the posts. **Strengths:** Built on concrete slab, anchored to ground. **Weaknesses:** Needs roof to shed snow/water. Lots of places for bear to grab and pull. Cans visible to bears.



Wood enclosure. **Strengths:** Secured to ground, sturdy latch, metal flashing on roof seam.
Weaknesses: Matching siding too flimsy.



Concrete enclosure. Cement sides and base, steel top, and seamless construction.

Photos Courtesy of: City of Juneau www.juneau.org/bears/enclosure_photos.php

Page 3-4

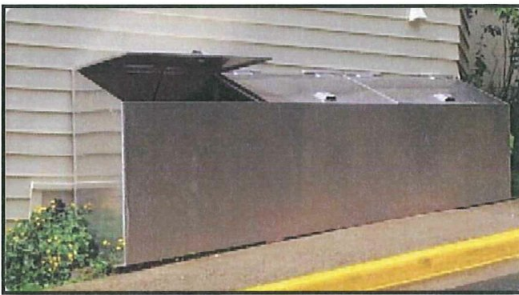
Build Your Own Bear-Resistant Garbage Enclosure



Wooden enclosure. **Strengths:** Heavy duty hinges and latches, seamless construction and holds six plus cans.



Wooden enclosure. **Strengths:** Secured to ground and stairs. **Weaknesses:** Seams too big, claws can grip, sides can be pulled off. Roof has visible seam and may be torn off.



Metal enclosure. **Strengths:** All steel, seamless construction. **Weaknesses:** Difficult to pull full cans up and out of enclosure. Spring loaded door may open when bumped.



Wooden enclosure. **Strengths:** Seamless construction, metal flashing on seams, and minimal overhang of roof.



Wooden enclosure. **Strengths:** Secure to ground, seamless construction, directly accessible to refuse collection, and clip fastening latch.



Side view of the enclosure pictured on the left with metal flashing on seams and seamless construction.

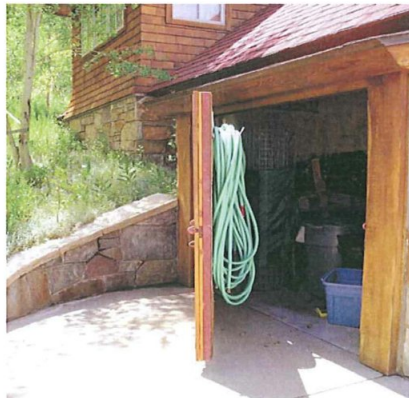
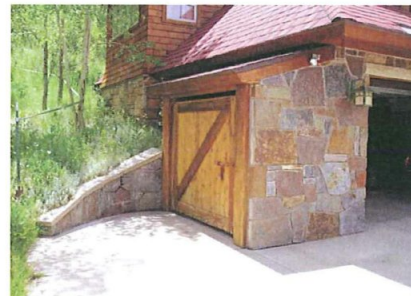
Photos Courtesy of: City of Juneau www.juneau.org/bears/enclosure_photos.php

Page 3-5**Build Your Own Bear-Resistant Garbage Enclosure**

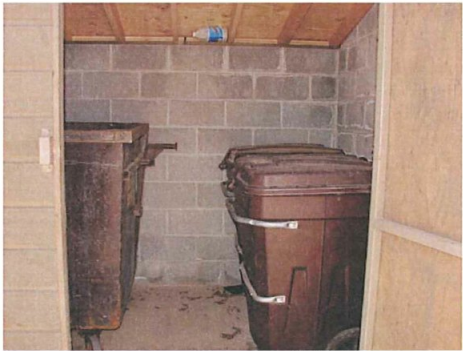
The photos below show some of the various designs being used in the Village of Snow Mass in Colorado. The Village now has an ordinance requiring residents to store garbage and other bear attractants in a bear-resistant enclosure or other secure manner.

These designs illustrate that not only can enclosures be made to be bear-resistant; they can also be very attractive and functional.

Photos provided courtesy of Laurie Smith, Snowmass Village Animal Services.

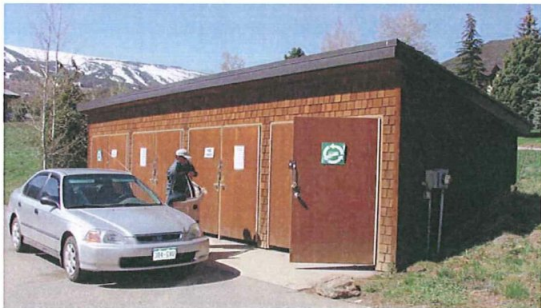


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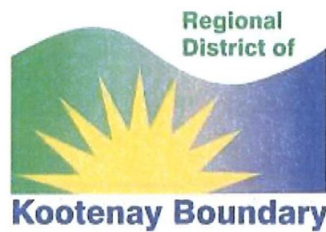


Page 3-7

Build Your Own Bear-Resistant Garbage Enclosure



ITEM ATTACHMENT # F)

**STAFF REPORT****Date:** 20 Oct 2015**File**ES Administration -
Solid Waste**To:** Chair Russell and Members,
Environmental Services
Committee**From:** Tim Dueck - Solid Waste Program
Coordinator**Re:** Anarchist/Sidley Mountain Solid Waste
Service**Issue Introduction**

A Staff Report from Tim Dueck, Solid Waste Program Coordinator regarding the provision of solid waste services for residents of Sidney Mountain/Anarchist Summit/Bridesville.

History/Background Factors

As per the Board policy on proximity of to staffed RDKB facilities (residents should be within a 20 minute drive of a staffed facility), an unattended garbage bin was removed from the Bridesville area in 2012 but there are still two unattended garbage bins remaining in the area which are consistent with Board Policy. One garbage bin is located on Sidney Mountain in the vicinity of Miller Springs. This unattended bin is owned by and serviced under an informal agreement with Kettle Valley Waste.

This work has always been an informal fee-for-service arrangement; first with R.A.P.I.D. Transport and then with Kettle Valley Waste. The value of this work in 2008 was \$6,300. The value of this work in 2014 was \$7,280. It is now projected to be at least \$9,600 in 2016.

The RDKB provides MMBC curbside recycling collection services to West Boundary residents from Eholt to Rock Creek to Carmi. The present collection service route along Hwy #3 does not extend beyond the Rock Creek hill.

There are two haulers in the area that are providing pay-as-you-throw garbage collection services to some customers and would be amenable to providing curbside collection service for most of the residents who access the Sidney Mountain garbage

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ITEM ATTACHMENT # F)

bin. These haulers are presently providing some garbage collection service for residents in the West Boundary for about \$3 per bag.

The existing 2006 Solid Waste Management Plan makes no mention of the garbage bin at Sidley Mountain. The Plan does describe a shift from taxation-based funding to 'user pay' funding for disposal services.

Implications

The present service of unattended garbage bins beside the road does not apply a cost to the resident for the act of creating garbage and is not consistent with the 2006 Solid Waste Management Plan. The cost of this service is paid out of Solid Waste site maintenance funds.

The cost of expanding curbside recycling services to Highway #3/Bridesville/Sidley Mountain residents would be covered by MMBC but requires prior approval from MMBC.

Were an RDKB garbage collection service to be established, it is recommended that it be full user-pay, charging for every can or bag of garbage produced.

Advancement of Strategic Planning Goals

The strategic objectives supported include cost effective service delivery, responsible funding of services and the focus on efficient waste management.

Background Information Provided

N/A

Alternatives

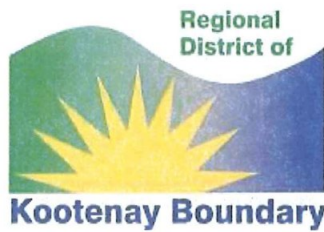
1. Issue an RFP for the provision of an unattended garbage bin service as is presently provided.
2. Direct staff to investigate the costs associated with expanding curbside collection service within the terms of the present recycling collection service contract (due to expire in 2017) to include recycling and garbage for residents of Sidley Mountain/Bridesville/Hwy #3.
3. Issue a unique RFP for the provision of a curbside solid waste collection service for residents of Sidley Mountain/Bridesville/Hwy #3.

Recommendation(s)

That the Environmental Services Committee recommend that the Board of Directors direct Staff to issue an RFP for the provision of a garbage bin service to residents of Sidley Mountain.

And that Staff be directed to investigate the feasibility of providing curbside waste collection services to residents of West Boundary- Sidley Mountain/Bridesville/Highway #3.

ITEM ATTACHMENT # E)

**STAFF REPORT****Date:** 21 Oct 2015**File**ES Administration -
Solid Waste**To:** Chair Russell and Members,
Environmental Services
Committee**From:** Tim Dueck - Solid Waste Program
Coordinator**Re:** BCUOMA depot at Beaverdell Waste
Transfer Station**Issue Introduction**

A staff report from Tim Dueck, the Solid Waste Program Coordinator regarding the efficacy of the BC Used Oil Management Association (BCUOMA) depot at the Beaverdell Solid Waste Transfer Station.

History/Background Factors

The RDKB has hosted a BC Used Oil Management Assoc. collection depot at the Beaverdell Solid Waste Transfer Station for about 10 years. At the time of implementation there were no other options for returning used oil in Beaverdell. Over time the RDKB has faced the exact same problem other used oil depots face: the revenue earned from the used oil does not pay for the infrastructure needed to maintain a safe and clean site.

Because of the low volume of oil collected at the Beaverdell site, the RDKB receives no financial benefit from hosting a depot for the oil industry. The Transfer Station receives about 1000 litres of used oil per year. (BCUOMA reports that 657,597 litres are collected in the entire RDKB).

Most of the oil containers collected at the site are 20-litre bulk pails of oil. This size is used in industrial operations and can only be purchased in larger centres. It is the opinion of RDKB staff that these users could get into the habit of returning these pails full of used oil when they purchase new oil.

It should be noted that in order to collect and store any amount of motor oil, the RDKB would need to construct a clean and secure site. the cost of constructing a structure similar to sites in the Thompson Nicola and North Okanagan Regional

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ITEM ATTACHMENT # E)

Districts (and using existing storage containers) would cost approx \$15 to \$20,000. The proceeds from collection would never pay this off.

The current legacy situation is not consistent with RDKB Board Policy and Bylaws that restrict RDKB management of stewardship materials unless the stewardship agency pays the RDKB to operate on RDKB property or established private-sector partners to deliver their program. The private-sector is the preferred service delivery model because it is the means by which the materials are distributed and sold; building a circular pattern into the supply chain is one of the goals of the producer responsibility programs.

The provision of a drop site for a stewardship program is not a core, or provincially-mandated RDKB service.

Implications

The present drop location is untenable. The ground at the present site has become polluted and the present usage patterns need to be discontinued.

If the site is closed, residents of Beaverdell will need to bring their used oil to a location in Kelowna or Rock Creek; likely where they purchased the oil.

The RDKB will lobby BCUOMA to find an alternate location in Beaverdell and/or advertise the most suitable alternative disposal site.

Advancement of Strategic Planning Goals

The strategic objectives supported include cost effective service delivery, responsible funding of services and the focus on efficient waste management.

Background Information Provided

Please see photos of the site taken over the years.

Alternatives

1. Construct required infrastructure and continue hosting BCUOMA depot
2. Close BCUOMA depot

Recommendation(s)

That the Environmental Services Committee recommend that the Board direct staff to close the BCUOMA depot at the Beaverdell Solid Waste Transfer Station.

And further that the RDKB communicate with BCUOMA that they investigate and determine whether there is a now a service gap in their program.

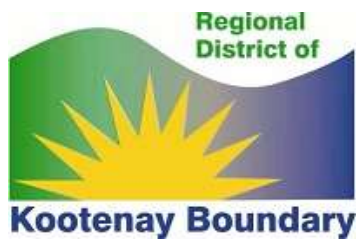
ITEM ATTACHMENT # E)



Beaverdell Solid Waste Transfer Station Used Oil area - 2013



Beaverdell Solid Waste Transfer Station Used Oil area 2010



STAFF REPORT

Date: 06 Nov 2015

File

ES Administration -
Solid Waste

To: Chair Russell and Members,
Environmental Services
Committee

From: Jordan McIsaac - Engineering and
Safety Coordinator

Re: Scrap Metal Recycling

Issue Introduction

A staff report from Jordan McIsaac, Engineering and Safety Coordinator regarding scrap metal recycling.

History/Background Factors

Scrap metal is currently accepted at the following solid waste facilities: McKelvey Creek, Grand Forks, West Boundary, Beaverdell, Rock Creek and Christina Lake. The RDKB currently has an informal agreement with Columbia Recycle of Trail, BC, for removal of scrap metal from the McKelvey Creek and Grand Forks landfills. Scrap metal is stored in 40-yard roll-off bins at these two locations, with the bins being removed and replaced on a weekly basis. The remaining facilities currently have very large stockpiles of scrap metal that have not been removed in several years. Currently, there is no cost to the RDKB for the removal of scrap metal; however, the lack of a formal contract and declining scrap metal prices present a risk of discontinued service.

To establish a formal service agreement for scrap metal removal, the RDKB requested proposals from qualified contractors. Two contractors submitted proposals meeting the service requirements: Alpine Group and Columbia Recycle. In both proposals, the estimated cost for scrap metal removal is dependent upon the following factors:

- Scrap metal market price (US-based)
- US-Canada currency exchange rate
- Tonnage of scrap metal removed
- Number of bins removed/replaced (for McKelvey Creek and Grand Forks)

While the majority of sites only require scrap metal removal once per year, McKelvey Creek and Grand Forks require continued/weekly service. As such, the costs for servicing these two sites are subject to fluctuations in the market. To estimate the annual service costs, the following information was considered:

- Current tonnage of scrap metal stockpiled at Beaverdell, Rock Creek, West Boundary and Christina Lake facilities
- 2014 tonnage and number of bins serviced at McKelvey Creek and Grand Forks
- Scrap metal removal/recycling price for July, August and September 2015 using each proponent's pricing matrix.

The table below outlines the estimated annual scrap metal recycling costs based on the variations in scrap metal market price for the past three months. The costs for each month indicate the annual cost if the market price were to remain at that month's market price for a 12-month period. The three-month average was used to determine which proponent had the lowest overall cost.

Estimated Annual Scrap Metal Recycling Costs

	July Scrap Price	August Scrap Price	September Scrap Price	3-month average
Alpine Group	\$19,046	\$38,204	\$36,723	\$31,325
Columbia Recycle	\$22,973	\$29,611	\$64,233	\$38,939

Implications

Based on the proposals received, Alpine Group had the lowest estimated annual cost for scrap metal removal. Using the three-month average scrap price, the estimated annual recycling cost to RDKB is \$31,325. In 2014, the tipping fee revenue generated from scrap metal at RDKB facilities was \$20,700. Based on the current downward trend in the scrap metal market, the recycling costs are likely to increase further, creating a larger gap between tipping fee revenue and recycling costs. To ensure full cost recovery for scrap metal recycling services, the tipping fees currently listed for "Scrap Metal (including appliances)" in Schedule 'A' of Bylaw No. 1573 should be amended as follows:

Proposed Fee Amendments

	Current Fee	Proposed Fee
Weight Based (per tonne)	\$15	\$30

Volume Based (per cubic metre)	\$5	\$10
Minimum Charge	n/a	\$3

Advancement of Strategic Planning Goals

Ensuring the RDKB is responsible and proactive in funding its services focusing on good waste management practices and providing cost effective services.

Background Information Provided

- Scrap Metal Recycling Proposals from Alpine Group and Columbia Recycle.

Alternatives

1. That the Environmental Services Committee receive the Staff Report from the Engineering and Safety Coordinator.
2. That the Environmental Services Committee advise Staff to enter into a scrap metal recycling service contract with Alpine Disposal as per the attached proposal.
3. That the Environmental Services Committee advise Staff to proceed with amending the User Fee Schedules for "Scrap Metal (including appliances)" in Schedule 'A' of Bylaw No. 1573 as follows: increase Weight Based User Fee from \$15.00 to \$30.00 per tonne; increase Volume Based User Fee from \$5.00 to \$10.00 per cubic meter; and introduce a minimum charge of \$3.00 in both the Weight Based and Volume Based User Fee Schedules.
4. That the Environmental Services Committee consider discontinuing the acceptance of scrap metal at RDKB facilities and redirecting the public to private-sector organizations that accept scrap metal within the RDKB.

Recommendation(s)

That the Environmental Services Committee receive the Staff Report from the Engineering and Safety Coordinator regarding scrap metal recycling.

That the Environmental Services Committee advise Staff to enter into a scrap metal recycling service contract with Alpine Disposal as per the attached proposal.

That the Environmental Services Committee advise Staff to proceed with amending the User Fee Schedules for "Scrap Metal (including appliances)" in Schedule 'A' of Bylaw No. 1573 as follows: increase Weight Based User Fee from \$15.00 to \$30.00 per tonne; increase Volume Based User Fee from \$5.00 to \$10.00 per cubic meter;

and introduce a minimum charge of \$3.00 in both the Weight Based and Volume Based User Fee Schedules.



Removal, Transportation, & Recycling of Scrap Metal
Regional District of Kootenay Boundary
Issued June 30, 2015

- CONFIDENTIAL -

Primary Contact: Steve Harrhy
General Manager | Alpine Group
Cell: 250-883-1481 steve@alpinegroup.ca

August 1, 2015



Regional District of Kootenay Boundary
202 – 843 Rossland Avenue
Trail, BC V1R 4S6

To: Jordan McIsaac

Re: Request for Proposal for the Removal, Transportation, & Recycling of Scrap Metal

I am writing to provide input on the benefits of Evergreen Industries Ltd (Alpine Group) assisting the Regional District of Kootenay Boundary in achieving its goal for establishing a highly responsive and effective collection, transportation, and recycling program for scrap metal. Such a partnership would increase the cumulative effort to achieve a professional collection for the region while maintaining a superior standard of operation adhering to strict environmental controls.

Summary of Evergreen Industries Ltd proposal:

1. Combined 100 years of collection project management in our senior staff
2. Operating within the Regional District of Kootenay Boundary
3. Reduced environmental impact
4. Financial savings through collection system enhancements
5. Enhance participation in waste diversion for recycling
6. Create efficiencies and raise awareness for managing scrap metal

I request that you consider the Evergreen Industries Ltd (Alpine Group) for the scrap metal recycling services for the Regional District of Kootenay Boundary. With Evergreen Industries the RDKB can be assured the work will be completed professionally, executed on time, and bring increased value where waste and liability existed before in the region.

Sincerely,

A handwritten signature in black ink, appearing to read "Steve Harty", written over a horizontal line.

Steve Harty
General Manager

August 1, 2015



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August 1, 2015



Executive Summary

Alpine Group is a privately owned Canadian company that has provided solid waste and recycling services to commercial, industrial, institutional and residential customers for the past thirty years. From its inception, Alpine Group has recognized the need for responsible environmental practices in the handling of solid waste, and acknowledges the role of government, private firms, and the individual.

Evergreen Industries Ltd. D.B.A Alpine Group together with our sister company Alpine Disposal and Recycling (Interior) Ltd, is a fully integrated waste management group with operations in Trail, Creston, Grand Forks, Castlegar, Victoria, and Nanaimo. The company currently services over 30,000 households with residential garbage collection, organics collection or curbside Blue Box recycling. In addition, Alpine Disposal provides solid waste and recycling services to over 6,000 commercial and industrial customers. Alpine Disposal operates four transfer stations in conjunction with recycling depots for the municipal separation of recyclable materials. The company also operates three Regional District landfills and supplies grinder services for wood and yard waste. Alpine Disposal and Recycling operates approved drywall depots for the Capital Regional District and the Regional District of Nanaimo.

Alpine Group has an established business that has been servicing British Columbia for over (30) thirty years. We are strategically located within in the Capital Regional District with a home base in Langford, performing a variety of waste services including commercial and residential waste and recycling collection, roll-off container service, we have recently rolled out and transitioned a seamless kitchen scrap collection service to our customers within the CRD. (Residential and Commercial)

Our company has proudly served the community with customer service as the highest priority. Our friendly, local employees are an integral part of our success throughout B.C.

August 1, 2015



Implementation & Contract Management

With an established collection, transportation, processing and transportation network already established in the area, the RDKB can rely on a high level of service from the commencement of the contract date.

Steve Harry will act as the point of contact and be directly responsible for any and all interaction between Alpine Disposal & Recycling and the Regional District. Mr. Harry has nearly 20 years of experience in the recycling industry throughout British Columbia and western Canada. He has been involved in Project management valuing up to \$5 million, business development of recycling projects and managed operational divisions and crew throughout Western Canada.

The majority of the work will be conducted with our mobile Baling crew. With a portion handled by our roll-off fleet servicing locations that require steel containers due to inability to stockpile. Those two locations, McKelvey Creek and Grand Forks Landfills will be serviced with forty (40) yard roll off containers. Swing bins will be provided to ensure availability for customer tipping at all times. We propose to haul bins away from Grand Forks two (2) at a time to maximize transportation efficiency. All bins will be hauled to our site at Columbia Gardens Business Park in Trail and stock piled for baling on a consistent and timely basis. Materials arriving at our facility will be weighed on our government approved scale and weigh tickets supplied as outlined in the contract. We suggest that we also weigh containers as we leave using the existing RDKB scale at both landfills for cross referencing loads. Baled materials will be shipped to market direct from Trail. Our mobile baler will bale materials on the other four (4) sites as outlined in the contract, and load and shipped to market promptly.

Once approval is obtained from the Regional District to service the four (4) locations, Alpine will mobilize crew and equipment for baling.

Upon arrival to the site the following work plan will be followed:

- All staff will wear proper PPE including hardhat, safety glasses, hi-vis vest, gloves and steel-toe boots.
- Review of site-specific safety and emergency plans prior to beginning work.
- Introductions and contact names and telephone numbers will be exchanged with the landfill staff in case of emergency.
- Equipment will be positioned into place and each piece will be directed by a spotter to avoid incidental contact with equipment, debris or the public.
- Pylons /or caution tape will be set up around the work zone to protect the landfill staff and/or the public from inadvertently entering the area.
- Daily tailgate meeting will be conducted with all crew and a site walkover will be conducted to identify any potential site hazards. Any compressed gas cylinders or containers of liquid hazardous material will be removed by hand to avoid being baled with other material.
- Equipment will be inspected and Daily Equipment Inspection (DEI) sheets will be completed prior to the start of the operation.
- The crew will continually inspect the work area for signs of smoke and/or fire resulting from the baling operation. If a small spot fire is detected the crew will immediately use onboard fire extinguisher to put out the fire and will then immediately notify the landfill operator. If a larger fire occurs the crew will immediately notify the landfill staff and call the fire department using 911.
- Transport trucks will be guided onsite and spotted by Alpine's crew into the work zone exclusion area.

August 1, 2015



- Once the driver has reviewed and signed the Daily Tailgate Meeting the truck will be loaded to legal operating weight and secured using steel cables. Plastic netting will encase the entire load to prevent any loss of material in transit.
- Equipment will be fueled using a tidy tank mounted in a support vehicle. The fuel nozzle will not be left unattended during the fueling operation and an emergency spill kit will be available. If a spill occurs, the crews will immediately clean up the spill using absorbent pads or granular absorbent and the landfill staff will be notified.
- Any hazardous material resulting from a spill will be placed in open top drums, labelled and removed from the site at Alpine's expense.
- Upon completion of the job the Alpine's staff will conduct a site walkover with the landfill operator to ensure the work area is left in the same or better condition than upon arrival to the site.
- All Metal removed from site will be safely transported to our partner Schnitzer Steel Canada Ltd.'s shredder in either Surrey, British Columbia or to a Mega Shredder in Tacoma, Washington to be shredded. From the shredder, all material will be shipped to a steel mill domestically in the US, or to an export market in Asia to be melted into new steel.

Each of our vehicles are clearly marked with the company name and logo, and a dedicated recycling hotline phone number to call with enquiries or to report into our service staff with information regarding spills, leaks, or driving issues etc. Each vehicle is equipped with a spill-kit, and our drivers are trained to deal with spills or environmental concerns promptly and efficiently.

We continuously monitor volumes to increase operational efficiencies and cost effectiveness. If there is a continuous service level that is higher or lower than required our team will contact the Regional District of Kootenay Boundary to discuss optimizing the properties service level.

Scrap Acceptance Policy

Scrap Steel Prohibited List

Alpine reserves the right to impose a monetary penalty for any loads containing the following Prohibited Materials:

Flammable Material

Gasoline Tanks
Oil Tanks
Flammable Liquids

Explosives

Fire Arms
Ammunition
Shells
Dynamite

PCB's

Capacitors
Transformers w/ PCB's
Light Ballasts

Compressed Gas Cylinders

Propane Tanks with valves
Oxygen Tanks with valves
Acetylene Tanks
Other Compressed Tanks

CFC's, HCFC's & Freon

Air Conditioners
Compressors
Fridges containing Freon

Building Supplies & Demo

Wood
Drywall
Garbage & Glass
Asbestos
Concrete & Dirt
Insulation
Rubber

Hazardous Liquids

Oil
Antifreeze
Paint & Paint Cans
Toxic Liquids

Other

Radioactive Materials
Hybrid Batteries
Corrosive & Leaking
Batteries
Fluorescent Lights
Mercury Switches
Air Bags
Natural Gas Tanks (Natural Gas Autos must have tanks removed)

Thank you for your continued support. We appreciate your business. If you have any questions, please contact your local Alpine Facility.

Evergreen Industries Ltd (Alpine Group) - 1045 Dunford Ave, Victoria B.C, V9B 2S4 <http://www.alpinegroup.ca>

August 1, 2015



Removal and Marketing of Metal

Upon reviewing and visiting these sites Alpine is proposing an annual service for metal clean up at the majority of locations. The binned sites will be serviced when the bin reaches capacity to maximize efficiencies in transportation. Some of the higher volume locations may require an additional clean up during the year, this will be dealt with on a site-specific basis through discussions with the Regional District if stockpile warrants.

Alpine understands this metal is consisting of miscellaneous residential and commercial metal items deposited by the public, old appliances, hot water tanks and material commonly known as white goods. The stockpiles also consist of miscellaneous ferrous and non-ferrous metallic material, which is located at the various Regional District refuse locations.

Alpine has an extensive transportation network of trucks to ensure efficient and timely service and removal of all metals.

Alpine will use its long-term established markets to sell the processed recyclable material. Below is a list of two of our consumers that our material is shipped to through Schnitzer Steel Canada Ltd:

Cascade Steel Ferrous consumer

3200 NE Highway 99W

P.O. Box 687

McMinnville, OR 97128

Eric Enquist

503-472-4181

*Owned by Schnitzer Steel Industries

CASS Aluminum consumer

2730 Peralta St

Oakland, Ca 94607

Bill Inman

510-772-3595

Equipment and Resources

- 2009 Kenworth T800 or other sufficient tandem tractor
- 1998 Peerless Trailer or other sufficient Lowbed trailer
- 2007 Liebherr A904IND Material Handler – or other sufficient material handler
- 2010 Al-Jon 580CL Portable Car Logger Baler
- 2012 Overbuilt Logger Baler
- 2003 Volvo 64B Tandem Roll Off – Unit - 281
- 2000 Autocar Tandem Roll Off – Unit – 347
- 2003 Knight Quad Roll Off Trailer
- Six (6) Forty-yard (40) Containers

August 1, 2015



Pricing Matrix

Alpine is proposing a market indexed pricing system, this will allow the Regional District to maximize their metals revenue during the contract term and protect themselves against poor market conditions.

The pricing will be based on:

- Metal revenue from each collection site will be based on the American Metal Market (AMM) Los Angeles (L.A) West Coast HMS 1&2 pricing index. This is a third party unbiased market index.
- Metal pricing for the month will be priced based on the average index price for the current month and the average USD to CDN for the current month.
- USD to CDN Exchange rate will be based on the Bank of Canada – <http://www.bankofcanada.ca/rates/exchange/10-year-lookup/>
- Alpine will provide The Regional District with an updated copy of the AMM index and USD to CDN Exchange rate, on a monthly basis.
- Alpine will provide a fixed Pricing Matrix model which will show the pricing for each location for the given month.
- Metal price will be effective for all locations
- In the event of a "Market Crash" in which scrap metal cannot be sold, or the processing costs exceed the value of the material Alpine would bale and stock pile material at a limited number landfill sites that require space savings.
- Net revenue for ALL locations to Regional District will be calculated as follows on a price per Metric Tonne using the following Matrix

Quarterly Review

Alpine is proposing to meet with the Regional District of Kootenay Boundary quarterly to review and discuss the current contract, service, performance, issues or concerns, opportunities for efficiencies and any other items that may arise.

Scrap Market Update and News

Alpine will provide monthly Steel Market updates and news for local and worldwide markets. As scrap metal is a commodity, it follows the world economy and fluctuates up and down. As part of Alpine's commitment to be transparent, we will provide what is actually happening in the market.

August 1, 2015



Pricing Model

Alpine is proposing the following model:

- Sales Price – AMM Index Price
- USD to CAN Rate – Bank of Canada Exchange Rate
- Marketing, Processing, Shipping (to steel mill), Handling Cost "D"
- Baling Cost "B"
- Transportation cost from location to Shredder "C"
- Revenue – value per Metric Ton to the Regional District of Kootenay Boundary
- Additional Cost - additional freight costs for bin service

August 1, 2015



15-08-07

Alpine Disposal Recycling Interior Division



Regional District of Kootenay Boundary					
Pricing for the Month of -July-2015					
AMM FOB LA Index - Jul-2015					
Sales Price					
HMS 1&2 AMM West Coast Los Angeles USD \$/MT				\$	221.02 /MT
USD to CAN Rate				\$	1.2854
Net Sales (Market Price) (F.O.B. LA) CAN \$/MT (A)				\$	284.10
Cost Structure per Location \$/MT CAD	(D)	(E)	(F)	Revenue	
	Marketing, Processing, Shipping, Handling Cost	Baling Cost	Transportation Costs	Scrap Price \$/MT	
Mckelvey Creek Landfill	\$ (139.27)	\$ (63.30)	\$ (60.63)	\$	20.91
Christina Lake Transfer Station	\$ (139.27)	\$ (63.30)	\$ (55.12)	\$	26.42
Grand Forks Landfill	\$ (139.27)	\$ (63.30)	\$ (60.63)	\$	20.91
West Boundary Landfill	\$ (139.27)	\$ (63.30)	\$ (55.12)	\$	26.42
Rock Creek Transfer Station	\$ (139.27)	\$ (63.30)	\$ (55.12)	\$	26.42
Beaverdell Transfer Station	\$ (139.27)	\$ (63.30)	\$ (55.12)	\$	26.42
Additional Costs					
Location	Bin Freight Charge per Service				
Mckelvey Creek Landfill	\$	115.94 /Bin			
Grand Forks Landfill	\$	371.00 /Bin	When hauling one bin at a time		
Grand Forks Landfill	\$	230.00 /Bin	When hauling two bins at a time		
* Material hauled from landfill, scaled and dumped at Alpine Disposal's yard in Trail					
** Material will be baled and shipped out from Alpine Disposal's yard in Trail					
Notes					
* Pricing Based of Current Month Average of Published AMM HMS 1&2 AMM West Coast Los Angeles					
* USD to CAD Currency exchange rate based on Current month average rate					
* Pricing to be set at the end of the month based on the current month average exchange rate and market price					
*Will provide annual status reports including but not limited to scrap tonnage, market conditions, operational efficiencies, work schedules, Safety Items.					

Removal, Transportation, & Recycling of Scrap Metal – Regional District of Kootenay Boundary

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August 1, 2015



Bank of Canada Exchange – July 2015

Please see below for an example of the exchange rate information that will be provide monthly



BANK OF CANADA
BANQUE DU CANADA

Daily Noon Exchange Rates: 10-Year Lookup

All Bank of Canada exchange rates are indicative rates only, obtained from averages of transaction prices and price quotes from financial institutions. Please read our full [terms and conditions](#) (<http://www.bankofcanada.ca/terms/#fx-rates>) for details.

View or save this data in: [SDMX](#), [XML](#), [CSV](#)

View data for the past:

- 1 week
- 2 weeks
- 1 month
- 3 months
- 6 months
- 1 year

U.S. dollar (close)

Low [High]	2015-07-02	1.2545 CAD [0.7971 USD]
Average	2015-07-01 — 2015-07-30	1.2854 CAD [0.7780 USD]
High [Low]	2015-07-27	1.3045 CAD [0.7666 USD]

Date	1 USD -> CAD	1 CAD -> USD
2015-07-01	Bank holiday	Bank holiday
2015-07-02	1.2545	0.7971
2015-07-03	1.2560	0.7962
2015-07-06	1.2652	0.7904
2015-07-07	1.2712	0.7867
2015-07-08	1.2740	0.7849
2015-07-09	1.2707	0.7870
2015-07-10	1.2679	0.7887
2015-07-13	1.2740	0.7849
2015-07-14	1.2740	0.7849
2015-07-15	1.2920	0.7740
2015-07-16	1.2970	0.7710
2015-07-17	1.2987	0.7700
2015-07-20	1.2997	0.7694
2015-07-21	1.2948	0.7723
2015-07-22	1.3037	0.7670
2015-07-23	1.3039	0.7669
2015-07-24	1.3035	0.7672
2015-07-27	1.3045	0.7666
2015-07-28	1.2927	0.7736
2015-07-29	1.2944	0.7726
2015-07-30	1.3010	0.7686

August 1, 2015



American Metal Market Index – July 2015

Please see below for an example of AMM Market Index information that will be provide monthly

Custom Price Reports



Disclaimer: Important Please Read Carefully

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From: 07/01/2015		Material/Location: FERROUS SCRAP - Export Index - HMS 1&2 (80:20) West Coast (f.o.b. Los Angeles) / AMM	Available From: 05/21/2012
To: 07/31/2015		Unit of Measure: US (dollar) / Metric Ton	Last Updated: 07/29/2015
Report Type: ☐ Daily ☐ Weekly ☒ Monthly ☐ Annual			Old Report Format: ☐
(a) - Appraisal price			
PERIOD	Monthly Average For (07/01/2015 - 07/31/2015)		
July-2015	221.02		

August 1, 2015



Market Comparison

Please see below for an example of the last seven months of AMM Market Index Pricing and exchange rate to see where the Regional District of Kootenay Boundary's pricing would have been:

15-08-07

Alpine Disposal Recycling Interior Division



Regional District of Kootenay Boundary							
Market Comparison							
Locations - Month	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15
AMM Price \$/MT USD	\$ 274.92	\$ 237.06	\$ 231.52	\$ 234.00	\$ 246.60	\$ 252.27	\$ 221.02
Exchange Rate	\$ 1.2115	\$ 1.2499	\$ 1.2612	\$ 1.2331	\$ 1.2108	\$ 1.2358	\$ 1.2854
AMM Price \$/MT CAD	\$ 333.07	\$ 296.30	\$ 291.99	\$ 288.54	\$ 298.59	\$ 311.76	\$ 284.10
Marketing, Processing, Shipping, Handling Cost	\$ (139.27)	\$ (139.27)	\$ (139.27)	\$ (139.27)	\$ (139.27)	\$ (139.27)	\$ (139.27)
Baling Cost	\$ (63.30)	\$ (63.30)	\$ (63.30)	\$ (63.30)	\$ (63.30)	\$ (63.30)	\$ (63.30)
Transportation Costs							
McKelvey Creek Landfill	\$ (60.63)	\$ (60.63)	\$ (60.63)	\$ (60.63)	\$ (60.63)	\$ (60.63)	\$ (60.63)
Christina Lake Transfer Station	\$ (55.12)	\$ (55.12)	\$ (55.12)	\$ (55.12)	\$ (55.12)	\$ (55.12)	\$ (55.12)
Grand Forks Landfill	\$ (60.63)	\$ (60.63)	\$ (60.63)	\$ (60.63)	\$ (60.63)	\$ (60.63)	\$ (60.63)
West Boundary Landfill	\$ (55.12)	\$ (55.12)	\$ (55.12)	\$ (55.12)	\$ (55.12)	\$ (55.12)	\$ (55.12)
Rock Creek Transfer Station	\$ (55.12)	\$ (55.12)	\$ (55.12)	\$ (55.12)	\$ (55.12)	\$ (55.12)	\$ (55.12)
Beaverdell Transfer Station	\$ (55.12)	\$ (55.12)	\$ (55.12)	\$ (55.12)	\$ (55.12)	\$ (55.12)	\$ (55.12)
RDKB Revenue Per Ton							
Locations - Month	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15
McKelvey Creek Landfill	\$ 69.87	\$ 33.11	\$ 28.80	\$ 25.35	\$ 35.40	\$ 48.56	\$ 20.91
Christina Lake Transfer Station	\$ 75.38	\$ 38.62	\$ 34.31	\$ 30.86	\$ 40.91	\$ 54.07	\$ 26.42
Grand Forks Landfill	\$ 69.87	\$ 33.11	\$ 28.80	\$ 25.35	\$ 35.40	\$ 48.56	\$ 20.91
West Boundary Landfill	\$ 75.38	\$ 38.62	\$ 34.31	\$ 30.86	\$ 40.91	\$ 54.07	\$ 26.42
Rock Creek Transfer Station	\$ 75.38	\$ 38.62	\$ 34.31	\$ 30.86	\$ 40.91	\$ 54.07	\$ 26.42
Beaverdell Transfer Station	\$ 75.38	\$ 38.62	\$ 34.31	\$ 30.86	\$ 40.91	\$ 54.07	\$ 26.42
Additional Costs							
Location	Bin Freight Charge per Service						
McKelvey Creek Landfill	\$		115.94				
Grand Forks Landfill	\$		371.00		When hauling one bin at a time		
Grand Forks Landfill	\$		230.00		When hauling two bins at a time		
* Material hauled from landfill, scaled and dumped at Alpine Disposal's yard in Trail							
** Material will be baled and shipped out from Alpine Disposal's yard in Trail							

**Note – Bin freight costs are not included in RDKB revenue estimates for McKelvey Creek and Grand Forks Landfills as bin weights are variable and unknown. Alpine will work with RDKB to maximize weights / volumes to achieve the most cost effective tonne per haul rate.

Removal, Transportation, & Recycling of Scrap Metal – Regional District of Kootenay Boundary

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August 1, 2015



Management and Qualifications

Mr. Stewart Young – President/Owner

Oversees the company's operations and provides direction and strategy for long-term growth and financial security. Mr. Young has over 30 years of experience in the industry.

Address: 2832 Millstream Road, Victoria, B.C. V9B 4M1.

Email: Stew@alpinegroup.ca

Mr. Steve Harrhy – General Manager

Responsible for safety, regulatory compliance and operational efficiency. Mr. Harrhy holds a current Solid Waste Association of North America, Manager of Landfill Operations Certification, Mr. Harrhy is an active serving member of the Public Technical Advisory Committee (CRD), and the Resource Recovery Public Advisory Committee (RDCK). As Manager of Fleet Service, Mr. Harrhy is responsible for the maintenance of Alpine's equipment, Mr. Harrhy is a certified heavy-duty mechanic licensed for interprovincial mechanical services. Mr. Harrhy has over 30 years of experience as a diesel mechanic and is licensed under the Commercial Vehicle Inspection Program.

Address: 1045 Dunford Avenue, Victoria, B.C. V9B 2S4.

Email: Steve@alpinegroup.ca.

Mr. Raymond McCulloch - Operations manager of Alpine

Responsible for the daily operations, including manpower, oversees equipment utilization and customer service. Mr. McCulloch has 30 years of experience in the solid waste industry. Mr. McCulloch is an active member of the Solid Waste Authority Committee for the Capital Regional District. Mr. McCulloch also serves on the Solid Waste Industry Liaison Group as an active voting member.

Address: 1045 Dunford Avenue, Victoria, B.C. V9B 2S4.

Email: Raymondm@alpinegroup.ca

Mr. Stewart Young Jr. Certified Manager of Landfill Operations (MOLO)

Manager of Recycling Systems, and Transfer Station Systems by the Solid Waste Association of North America, and Phase 1 Environmental Site Assessor. Stewart is an operations manager for the Alpine Group. Stewart is also an elected member of the Solid Waste Advisory Committee for the City of Nanaimo. Through his role as CEO of SKY Environmental he worked with WorkSafe BC in developing safe work practices for asbestos management.

Address: 1045 Dunford Avenue, Victoria, B.C. V9B 2S4

Email: Stewjr@alpinegroup.ca.

Mr. Jim Bradley – Operations Manager

Jim has over 30 years of experience in the solid waste industry. He was a founding director of what is the Waste Management Association today and holding a board position with the waste management association of British Columbia for 16 years.

Address: 1045 Dunford Avenue, Victoria, B.C. V9B 2S4.

August 1, 2015



Mr. Don Soukeroff – Operations Manager for Alpine Disposal and Recycling Interior Division.

Don has over 10 years of experience in the operations of a recycling facility and collection. Don has progressively worked his way through various positions in the organization to his present role of Operations Supervisor. During his years with the company he has gained tremendous knowledge and experience in every aspect of the recycling industry.

Address: 9370 Highway 22A Trail, B.C. V1R 4X7

Email: Donnys@alpinegroup.ca

Communication Plan

Our Interior office is located and based in Trail, B.C. Office hours are Monday – Friday 8:00 am - 4:30 pm. Email inquiries are monitored 24 hours a day, seven days a week.

Our customer service representatives are trained to handle telephone calls from all service areas. Our calls are routed on our telephone system to display the area the caller is calling from. All customer service staff is trained to confirm the area customer is calling from during the introduction of the telephone inquiry.

Health and Safety Policy

Alpine is committed to providing a safe and healthy work environment for everyone, and to conducting its various businesses in a safe manner.

We integrate health and safety objectives into our management systems at all levels of the Alpine Group. Management is accountable for the prevention of injuries and occupational illness.

Management will continuously improve our work practices, and the training we give to all involved with our services and processes.

Employees working for the Alpine Group expect a safe and healthy work environment, and in turn, we expect our employees to contribute to that safe working environment through responsible behavior.

Employees are to demonstrate that Health and Safety are core values through visible and active engagement.

When it comes to safety, it must be a daily concern of each person. Reaching a goal of zero accidents is only achievable with everyone thinking safety first.

August 1, 2015



Environmental Policy

It is the policy of Alpine Group to conduct its operations in a manner that is environmentally responsible and befitting of a good corporate neighbor and citizen. In accordance with this policy, Alpine Group complies with all environmental laws and manages all phases of its business in a manner that minimizes the impact of its operations on the environment. To further this policy, Alpine Group shall:

1. Comply with applicable environmental laws and regulations and voluntary commitments to which the facility subscribes.
2. Eliminate, or reduce the release of contaminants into the environment, first through pollution prevention (material substitution and source reduction), then recycling, and finally through treatment and control technologies.
3. Effectively communicate with employees, suppliers, regulators, and customers, as well as the surrounding community, regarding Environmental Management System performance.
4. Promote pollution prevention and take steps to conserve resources through energy conservation and recycling.
5. Periodically review and demonstrate continuous improvement in the company's environmental performance, including areas not subject to regulations.
6. Expect similar environmental performance from all suppliers, customers, and contractors

Environmental Initiatives

Using Less Energy – Through the efforts of our management and staff we are striving to reduce energy consumptions in our facilities and offices.

Alternative Fuels – Proud to have introduced our first CNG truck into our fleet in 2014, and received our second CNG truck in March 2015.

Zeroing in on waste – Completing waste audits internally and externally for customers to focus on recycling materials staying out of the landfill.

Environmental Compliance

Alpine is compliant with all applicable legislation pertaining to waste management. These include Canadian Environmental Protection Act, Fisheries Act, Transportation of Dangerous Goods Act, and The Environmental Management Act (BC).

August 1, 2015



Experience

Regional District of Central Kootenay

Our Company provided depot collection service for the West Sub region through the Slocan Valley route, Castlegar through to Nakusp, and also collected materials from the Nelson recycling Program. Materials were delivered to our facility in Trail for processing for sale

To end markets. Approx. 1100 tonnes annually.

Reference: Mike Morrisson – (250) 352-8168

Email: Mmorrisson@rdck.bc.ca

Annual Revenue - \$126,500.00

Our company also operates and maintains the Ootischenia Landfill (Castlegar) in consecutive contracts since 1998. Current contract end December 2019, the scope of work includes all aspects of landfill, and transfer station operations.

We also operate and maintain the Creston Landfill and have held this contract since September 1, 1998. Current term ends in 2019.

Regional District of Kootenay Boundary

Alpine has provided service to the region since 1992. Our company successfully completed consecutive contracts in the east sub-region. (Trail, Montrose, Rossland, Warfield and area) from 1998. Through to May 2014. Alpine has worked successfully and co-operatively with the RDKB to help organize and deliver an efficient multi-stream blue box program including a curbside glass program servicing 7,600 curbside homes and (4) four depots. Annual volumes of materials were over 620 metric ton at the curb and 535 metric ton at the depots. Additionally Alpine completed a (6) six year term providing the same program to the City of Grand Forks and area, from 2004-2010.

Route management, reporting and tracking were a requirement of the contract and were routinely completed for the city. We continue to provide service to the RDKB, performing business community curbside recycling program to the City of Rossland, and continue to service the commercial and public community recycling depots.

The existing contract with the RDKB, our company also delivers the collected materials for our facility in Trail, processes and delivers to end markets for sale. Route tracking and weight reporting is carried out routinely and passed on to the RDKB as a contract requirement.

Reference: Alan Stanley – 1-800-355-7352

Email: astanley@rdkb.com

Annual Revenue - \$516,000.00

Our company also operates and maintains the McKelvey Creek / Trail Regional Landfill, in consecutive contracts since 1996. Current contract end December 2018, the scope of work includes all aspects of landfill, and transfer station operations.

Schnitzer Steel Canada Ltd.

Alpine handles over 18,000 tons annual on behalf of Schnitzer Steel in the Greater Victoria Region, scope of work including removal, transportation and consolidation.

Reference: Thomas Kala

Email: tkala@schn.com

Removal, Transportation, & Recycling of Scrap Metal – Regional District of Kootenay Boundary

August 1, 2015



Sub-Contractor

Schnitzer Steel Canada Ltd.

Schnitzer is a global leader in the metals recycling industry. Founded in 1906, we collect process and recycle raw scrap metal (ferrous and nonferrous) and provide processed scrap metal to mills and foundries around the world. Schnitzer Steel is a global ethical leader in providing a clean environmental friendly waste stream recycling solution.

Schnitzer Steel Industries has been named a 2015 World's Most Ethical Company by the Ethisphere Institute, an international think tank focused on ethics and compliance. This prestigious award is given exclusively to companies that demonstrate leadership in five key categories: ethics and compliance; corporate citizenship and responsibility; culture of ethics; governance; and leadership, innovation and reputation. Schnitzer is the first and only U.S. metals recycling company to be among the winners and we are proud to be a leader in our industry. This award is a result of the dedication, ingenuity and team work that distinguishes Schnitzer and drives our industry-leading performance.

In addition, our used auto parts business provides low-cost quality parts to customers across the U.S. and Canada. Our steel manufacturing business transforms recycled scrap metal into quality finished steel products such as reinforcing bar (rebar), wire rod, coiled bar, merchant bar and other specialty products.

Schnitzer Steel is a publically traded company. Financials can be found on our website at http://www.schnitzersteel.com/investor_materials.aspx

Schnitzer is regionally located across North America operation 117 recycling facilities including 7 deep water ports. Our vision is to provide an efficient, environmental friendly and feasible scrap recycling service for our valued clients.

Jack Sheppard
Commercial Director – Northwest Region
 Schnitzer Steel Canada Ltd.
 Cell: 250.701.2336 jsheppard@sch.n.com
schnitzersteel.ca

Thomas Kala
Regional Commercial Strategic Analyst – Northwest Region
Buyer - Canada Region
 Schnitzer Steel Canada Ltd.
 Cell: 250.812.2986 tkala@sch.n.com
schnitzersteel.ca

August 1, 2015



Reference Letters

The City of Grand Forks

THE CORPORATION OF THE CITY OF GRAND FORKS

7217 - 4TH STREET, BOX 220 - GRAND FORKS, BC V0H 1H0 - FAX 250-442-8000 - TELEPHONE 250-442-8288



January 6th, 2014

To Whom It May Concern:

Letter of Reference

The City of Grand Forks honoured a contract with Alpine Disposal and Recycling (Interior Division) Ltd. from 2005 to 2011 inclusive, where an amicable and professional relationship was maintained throughout the course of the contract.

Alpine Disposal provided an integral solid waste/yard waste collection service to the City during those years. Additionally, on the occasion where a citizen concern arose, the company worked with the City to resolve any individual problems quickly and efficiently.

In 2011, at the end of the contract period, the Regional District of Kootenay Boundary took on the roll as service provider for garbage services to include the City of Grand Forks, whereas the Regional District performed their own tendering process and ultimately, their chosen candidate for garbage services for the City.

Best regards,

Diane Heinrich
Corporate Officer

A1-Letter of reference to Alpine Disposal

Website: www.grandforks.ca Email: info@grandforks.ca

August 1, 2015



Tervita Corporation



August 6, 2015

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

To Whom it may Concern,

Tervita is contracted to manage all the waste streams received from cruise ships calling in the Port of Victoria, BC. Cruise Lines look for partners that provide a high level of service specifically in the area of recycling. We are required to track all waste and generate a monthly report to the to the cruise lines listing percentages of material recycled. Their goal is to eventually achieve 100% recycling.

In 2014 we subcontracted the disposal and recycling of some of the solid waste to the Alpine Group. Alpine performed very well with prompt service and good waste tracking. In 2015 we expanded their scope of work. Alpine now processes and recycles 100% of the solid waste we receive from the cruise ships. In addition to garbage disposal, Alpine must recycle scrap metal, cardboard, various plastics, crushed glass, wood, and compostable food waste. We have found Alpine to be trustworthy and service oriented. Despite the odd hours and the quick equipment turnarounds required when multiple ships are in port, Alpine's performance has been flawless. I would not hesitate to recommend Alpine for your recycling needs.

Please don't hesitate to contact me if you have any questions.

Best Regards,

Peter Lehmann
Senior Service Manager – Marine
Tervita Corporation
893 Van Isle Way
Langford, BC, V9B 5R8
C: 250-858-8036
T: 250-915-2010
F: 778-747-2952

Tervita Corporation

825 Admirals Road
Victoria, BC V9A 2P1
T: (250) 915-2010
F: (778) 747-2952

tervita.com

August 1, 2015



Schnitzer Steel Canada Ltd.

Schnitzer Steel Canada Ltd.

12195 Musqueam Dr, Surrey, BC V3V 3T2, Canada
1-604-580-0251



Stew Young Jr.
Alpine Disposal and Recycling Ltd.
1045 Dunford Avenue, Victoria BC V9A 2S4

Dear Stew Jr.

Re: Alpine Disposal Transportation & Recycling Services Performance

Alpine Disposal and Recycling has performed their roll off and tractor transportation services for Schnitzer Steel Canada Ltd. for over 10 years. Alpine's transportation team has worked diligently, effectively, and cost feasibly for Schnitzer Steel throughout our tenure. Their large fleet of trucks and efficient team has provided outstanding service for us and servicing our clients in hauling scrap metal from our client's locations to our scrap metal recycling locations. Their service has been consistent and timely on a daily basis. Alpine transports roughly 18,000 tons of scrap metal from Greater Victoria to our Victoria Scrap Metal Recycling location. Additional, they transport roughly 3000 tons from other locations on Vancouver Island to our Metal Recycling Locations.

Furthermore, Alpine provides garbage, wood, and cardboard recycling collection services for Schnitzer from our Victoria Location providing bin service, transportation, and environment friendly recycling of these materials.

For any further information on Alpine Disposal and their services provided to Schnitzer Steel, please feel free to contact us at any time.

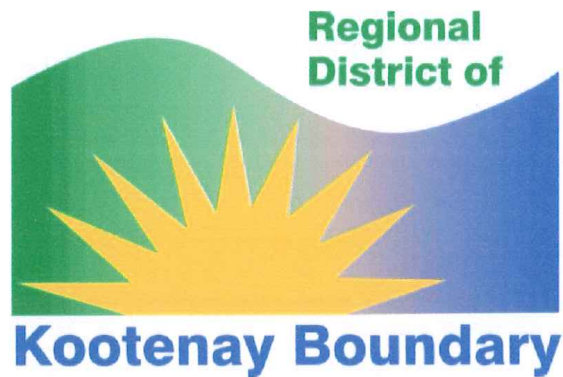
Regards,

Thomas Kala
Regional Commercial Strategic Analyst – Northwest Region
Buyer - Canada Region
Schnitzer Steel Canada Ltd.
Cell: 250.812.2986 tkala@schm.com
Fax: 1.855.295.3053
schnitzersteel.ca

August 1, 2015



Addendum #1



Addendum #1: Request for Proposals - Removal, Transportation and Recycling of Scrap Metal

Date RFP issued: June 30, 2015

Date Addendum issued: July 28, 2015

Closing Time: 2:00pm on Friday, August 7, 2015

Addendum #1: Clarification of scrap metal bin ownership (and Closing Time extension)

The Regional District of Kootenay Boundary has received requests from proponents for information on the ownership of the scrap metal collection bins at the McKelvey Creek and Grand Forks landfill sites. The scrap metal bins currently in use at the McKelvey Creek and Grand Forks landfill are not owned by the RDKB. As such, the successful Proponent will be required to supply scrap metal bins for these two locations.

In light of the additional information provided in this addendum, the Closing Time for this RFP has been extended to 2:00pm on Friday, August 7, 2015.

August 1, 2015



Signed and sealed at 9370 Hwy 22A Trail, BC V1R 4W6

The 1st day of August 2015 on behalf of Alpine Disposal and Recycling Interior Division
by:

A handwritten signature in black ink, appearing to read "Steve Barry", written over a horizontal line.

Steve Barry - General Manager, BC Operations



COLUMBIA RECYCLE (1996) LTD.

P.O. BOX 334
GENELLE, B.C. V0G 1G0
Tel: (250) 367-2205
Toll Free: 1-888-290-2288
Fax: (250) 367-2206

TRANSMITTAL LETTER

RFP: Removal, Transportation, & Recycling of scrap metal

Proposed by Columbia Recycle 1996 Ltd

Mailing address Columbia Recycle 1996 Ltd

PO Box 334
Genelle BC
V0G 1G0

Physical address Columbia Recycle 1996 Ltd

9330 Crown Road
Trail BC
V1R 4W6

Yard telephone 250-367-2205

Fax 250-367-2206

Contacts S Brad Fyfe President

Cell 250-364-8354

Aux contact Aaron Fyfe Yard Manager & Dispatcher

Cell 250-364-8665



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P.O. BOX 334
 GENELLE, B.C. V0G 1G0
 Tel: (250) 367-2205
 Toll Free: 1-888-290-2288
 Fax: (250) 367-2206

COMPANY HISTORY

Columbia Recycle (CRL) started operations in June 1996. It started with 1 employee, 1-5 ton flatbed truck, 1 forklift, 15-3to5 yard bins and 2-25 yard roll-off bins. Today CRL employs 11 people, has 1 tandem axle flatbed truck, 4 tandem Axel roll-off trucks, 2 highway tractor units, 4-53 foot flat bed trailers, 5 forklifts, 4 excavators, and 1 mobile shear. CRL currently processes and ships about 100 tons of metal per week to export yards and mills.

Some projects of note

Fortis BC Generator upgrades. CRL processed all metals from the water runner to the transmission lines.

Canpar Ltd. CRL demolished all machinery and equipment in there Grand Forks MDF plant.

Celgar Ltd. CRL demolished 3rd floor of the old pulping group.

RDKB CRL is currently servicing the McKelvey Creek Landfill and the Grand Forks Landfill site. CRL has serviced the Christina Lake Transfer station and currently has baled goods at the West Boundary, Rock Creek, and Beaverdale Transfer Stations.

REFERENCES

Martech Electric
Phone 250-304-7520
contact Mario Dibella
1700 Woodland Drive
Castlegar BC
V1N 4J4
Email mario.dibella@martechelectrical.com
250-365-2115

Kootenay Lake Electric
Phone 250-352-6799
contact John Matosevic
512 Nelson Avenue
Nelson BC
V1L 2N3
Email john@kle.ca
250-352-6799

Regional District of Kootenay Boundary
Phone 250-368-1648
contact Alan Stanley
202-843 Rossland Avenue
Trail BC
V1R 4S8
Email astanley@rdkb.com

PRICING

Trail Landfill

A; to be determined	See attached pricing Quote
B ;Bailing	35.00/Tonne
C; Transportation	Landfill to Yard 35.00/Tonne To export 61.00/Tonne
Total	96.00/Tonne
D; Marketing and sale	60.00/Tonne

Grand Forks Landfill

A; to be determined	See attached pricing quote
B; Baling	35.000/Tonne
C; Transportation	Landfill to yard 80.00/Tonne To export 61.00/Tonne
Total	140.00/Tonne
D; Marketing and sale	60.00/Tonne

Balance of Transfer Stations

A; to be determined	See attached quote
B; Bailing	35.00/Tonne
C; Transportation	To export yard 61.00/Tonne
D; Marketing and sale	60.00/Tonne

Note; minimum baling quantity 50 Tonnes or more


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 GENELLE, B.C. V0G 1G0
 Tel: (250) 367-2205
 Toll Free: 1-888-290-2288
 Fax: (250) 367-2206

NEGOTIATION POINTS

- 1: Is RDKB willing to pay for service when pricing falls below threshold.
- 2: As materials are shipped long distance we are unable to supply weighted within 48 hours.
- 3: Is RDKB willing to pay location charges for less than minimum quantities.
- 4: We are shipping to different locations to maximize pricing, therefore shipping charges will change. Is this acceptable?
- 5: We suggest a parentage of potential revenue as there is no incentive for our company !!
 (This would include a minimum to cover our costs)

We have include a copy of our pricing from our broker. This is received as pricing changes.
 We are on top off the market at all times with our broker pricing and American Metal Market subscription.

We intend to conduct the proposal on our own. If RDKB requires a schedule we cannot meet we may be forced to contract out the service. As we are unable to anticipate this is the RDKB willing to proceed?



1100 Grant St., Vancouver, BC V6A 2J6
Tel: 604.255.3111 Fax: 604.255.1355

Contact (Sales): Gabe Davis gabe@davistrading.com
(Logistics/Customer Service): Kym Neutel kym@davistrading.com

Date
July 15, 2015

Seller **Columbia Recycle (1996) Ltd.**

SALES CONTRACT

Description of Product	Destination	Price	Per	Currency
HMS #1	Vancouver, WA	\$136	NT	USD
HMS #1	SCHN-Tacoma	\$124	NT	USD
HMS #1	SCHN-Portland	\$133	NT	USD
Baled Tin/White Goods	Vancouver, WA	\$110.00	NT	USD
Baled Tin/White Goods	SCHN-Tacoma	\$100.00	NT	USD
Baled Tin/White Goods	SCHN-Portland	\$125.00	NT	USD
#2 Bundles	SCHN-Portland	\$135.00	NT	USD

Terms

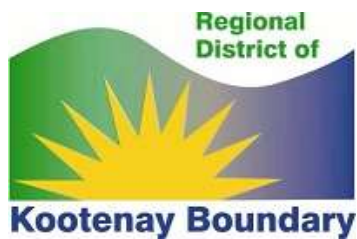
Payment: Upon Documentation Special Instructions: Weights and Quality to be governed by End User.
FOB: As Above Shipping: Prompt

Note: Please sign one copy and return on day of receipt, thank you

Signature:

Signature:

Company Name Columbia Recycle (1996) Ltd. **Company Name** Davis Trading Brokerage Ltd.



STAFF REPORT

Date: 09 Nov 2015

File

ES Administration -
Solid Waste

To: Chair Russell and Members,
Environmental Services
Committee

From: Alan Stanley - General Manager of
Environmental Services

Re: Regional Landfill Reuse Centres

Issue Introduction

A Staff Report from Alan Stanley, General Manager of Environmental Services regarding Reuse Centres at Regional Landfills.

History/Background Factors

The RDKB has Reuse Centres (RC) at the three Regional Landfills. The purpose of the RC's is to support the Reuse element of the 3R's by diverting useable items from disposal; when a customer is dropping off waste, they can put good items in the RC at no charge, other customers can then take items at no charge.

Some items are taken but many items are cleared out on a regular basis and landfilled.

Over the past number of years, the diversion efficacy of the RC's has diminished. Rather than a place for useful items, many customers use the RC's as a means to avoid tipping fees for items that have no reuse potential. Staff monitor items placed in the RC's and if the item is junk, they redirect it to the garbage bin.

RC's are often a source of conflict between staff and customers. Conflicts can arise when people are told the item they want to drop off cannot go into the RC.

RC's are hosted by a number of Regional Districts across BC. In a recent email forum amongst regional waste managers, the general consensus was very consistent with the RDKB's experience; RC's do not divert significant amounts of waste, RC's are difficult to monitor to ensure only appropriate items are left, some

users of the RC's are characterized as "difficult" and are conflict oriented, the RC's provide a difficult to quantify "feel-good" benefit to some, staff at some RD's that host RC's are either recommending closure or are actively closing RC's and staff at some RD's that do not have RC's are recommending against implementation.

At least on RD that hosts RC's charges tipping fees for all items that go into the RC.

In the case of the McKelvey Creek Landfill, there are a number of people who make the RC a sort of hang out, showing up every day the RC is open and waiting sometimes for hours for someone one to drop off something they want. This cause congestion at a facility that has marginal access and regular congestion events. Some of the RC regulars have an antagonistic relationship with staff and conflicts regularly arise.

In every community that hosts an RC there are second-hand stores and/or thrift stores. Items with some value can be managed by the non-profit and used goods organizations. In Grand Forks, a Habitat For Humanity store has recently opened and it has been pointed out that the RC at the Grand Forks Landfill is perceived as an obstacle to greater uptake of the Habitat For Humanity option.

Technology based trade or swap programs are increasing in number. From sale sites such as Craigslist, Kijiji, Bhubble and ebay to Facebook pages for building supplies, the opportunity to divest oneself of useable items is numerous. Often, transactions can be completed without the necessity of a trip to a landfill.

Twice a year, the RDKB promotes Trash to Treasure days where people can put good items on the roadside with a sign indicating the items are free and others can pick up whatever suits them. There is much anecdotal evidence that indicates the Trash to Treasure days can help residents clear out many unwanted but useful items.

The diversion performance of the RC's at RDKB landfills is marginal and many alternatives exist for divestment of used good.

Closure of the RC's should be accompanied by a communications plan that lists all used goods and thrift stores, all known on-line options and promotion of Trash to Treasure Days. The Trash to Treasure concept could be expanded to encourage people to use the method at any time.

An information package could be produced providing options for divestment of useable items which could be published online, in a hard-copy newsletter and distributed to media outlets.

All solid waste facilities staff that deal with the public would be instructed to proactively identify materials that could be useful to others and provide the information package describing alternatives.

The RC's are a good example of a program that starts with good intent, has a "feel-good" component but does not actually accomplish much in terms of the stated purpose which is to divert useable materials from landfill.

Implications

There are no immediate financial implications in closing the RC's. It is possible that tipping fees may be collected on items that might have been put in an RC, however this is likely marginal.

Operational implications are significant at the McKelvey Creek Landfill through reduction of traffic. At all sites, closing RC's would have the effect of pushing useable items into for-profit used goods stores and non-profit operations.

Advancement of Strategic Planning Goals

Closing the RC's supports the strategic goal of removing barriers to economic growth for non-profit organizations and the used-goods sector and improved and enhanced communications.

Background Information Provided

n/a

Alternatives

1. That the Environmental Services Committee receive the Staff Report regarding Reuse Centres at Regional Landfills.
2. That the Environmental Service Committee recommend that the RDKB Board of Directors direct Staff to develop and initiate a communications plan and close the Reuse Centres at the McKelvey Creek Landfill, the Grand Forks Landfill and the West Boundary Landfill.
3. That the Environmental Services Committee direct Staff to prepare an information package describing options for divestment of useable items.
4. That the Environmental Services Committee direct Staff to maintain the Reuse Centres at current levels.

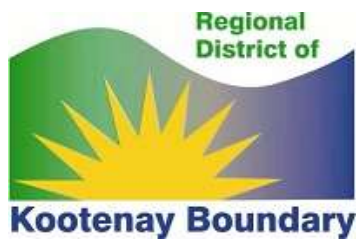
Recommendation(s)

That the Environmental Services Committee receive the Staff Report regarding Reuse Centres at Regional Landfills.

That the Environmental Service Committee recommend that the RDKB Board of Directors direct Staff to develop and initiate a communications plan and close the

Reuse Centres at the McKelvey Creek Landfill, the Grand Forks Landfill and the West Boundary Landfill.

That the Environmental Services Committee direct Staff to prepare an information package describing options for divestment of useable items.



STAFF REPORT

Date: 09 Nov 2015

File

ES Administration -
Solid Waste

To: **Chair Russell and Members,
Environmental Services
Committee**

From: Tim Dueck - Solid Waste Program
Coordinator

Re: Greater Trail Waste Services

Issue Introduction

A Staff Report from Tim Dueck, Solid Waste Program Coordinator regarding the collection of information about the solid waste collection services in the Greater Trail Wasteshed.

History/Background Factors

The RDKB recently introduced the Organics Diversion program in the Grand Forks Wasteshed. Organics diversion is an effective residential curbside waste reduction program which contributes to the reduction of greenhouse gas emissions (Methane) and extends the life use of the landfill.

It is important that as the RDKB moves forward towards providing an organics diversion program for all district residents that decision makers have access to an accurate description of the existing service; of existing equipment, service contract expiry dates and collective agreements for the purposes of coordinating a phased-in service roll out with uniform messaging and standards.

Given that the garbage collection service is performed by many different providers both municipal staff and contractors, and given that the most effective collection system involves using twin hoppered trucks (and a significant capital expenditures), the RDKB would like to investigate the feasibility of aggregating and consolidating the collection system for the purposes of creating efficiency of resources.

The alternatives facing the RDKB is to either work with member municipalities to develop a region-wide organics diversion program or merely ban Organic material and allow each municipality to develop their own response.

Implications

At this time there are no financial implications to the recommendations in this report.

Advancement of Strategic Planning Goals

The implementation of a region-wide organics diversion program is a priority of the Board.

Background Information Provided

n/a

Alternatives

1. That the Environmental Services Committee receive the Staff Report regarding the collection of information about the solid waste collection services in the Greater Trail Wasteshed.
2. That the Environmental Services Committee direct Staff to gather information from all areas in the Greater Trail Wasteshed for the purpose of harmonizing the collection of organic material and report the findings to the Committee.
3. That the Environmental Services Committee direct Staff to take no further action.

Recommendation(s)

That the Environmental Services Committee receive the Staff Report regarding the collection of information about the solid waste collection services in the Greater Trail Wasteshed.

That the Environmental Services Committee direct Staff to gather information from all areas in the Greater Trail Wasteshed for the purpose of harmonizing the collection of organic material and report the findings to the Committee.

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Cheque Register-Summary-Bank



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Supplier : 084010 To ZUC010

Cheque Dt. 01-Oct-2015 To 31-Oct-2015

Bank : 1 - CIBC Bank - General

Seq : Cheque No. Status : All

Medium : M=Manual C=Computer E=EFT-PA

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
51673	01-Oct-2015	ABE030	ABELL PEST CONTROL	Issued	398	C	519.17
51674	01-Oct-2015	AER020	AERO GEOMETRICS LTD.	Issued	398	C	8,347.50
51675	01-Oct-2015	ALP030	ALPINE DISPOSAL & RECYCLING	Issued	398	C	44,750.00
51676	01-Oct-2015	ARR010	ARROW BUILDING SUPPLY	Issued	398	C	10.73
51677	01-Oct-2015	BCM020	B.C. MUNICIPAL SAFETY ASSOCIATION	Issued	398	C	787.50
51678	01-Oct-2015	BEA130	BEAVER VALLEY LIBRARY	Issued	398	C	15,093.00
51679	01-Oct-2015	BOU010	BOUNDARY ELECTRIC(1985) LTD.	Issued	398	C	1,273.63
51680	01-Oct-2015	BOU070	BOUNDARY HOME BUILDING CENTRE	Cancelled	416	C	0.00
51681	01-Oct-2015	BRI001	BRINK'S CANADA LIMITED	Issued	398	C	339.48
51682	01-Oct-2015	BVC001	BV COMMUNICATIONS LTD.	Issued	398	C	1,192.44
51683	01-Oct-2015	CAN150	CANADIAN TIRE ASSOCIATE STORE #665	Issued	398	C	672.49
51684	01-Oct-2015	CAN560	CANADIAN LINEN AND UNIFORM SERVICE	Issued	398	C	149.23
51685	01-Oct-2015	CAR015	CARVELLO LAW CORPORATION	Issued	398	C	790.54
51686	01-Oct-2015	CAS016	CASCADES RECOVERY INC.	Issued	398	C	2,446.93
51687	01-Oct-2015	CAS240	CASCADE PRO ELECTRIC INC.	Issued	398	C	3,746.39
51688	01-Oct-2015	CHR040	CHRISTINA LAKE MARINA	Issued	398	C	2,662.24
51689	01-Oct-2015	CHR120	CHRISTINA LAKE MECHANICAL	Issued	398	C	1,290.05
51690	01-Oct-2015	CIN001	CINTAS THE UNIFORM PEOPLE	Issued	398	C	50.36
51691	01-Oct-2015	COL090	COLUMBIA RECYCLE	Issued	398	C	570.00
51692	01-Oct-2015	COL240	COLUMBIA FILTER LTD.	Issued	398	C	147.17
51693	01-Oct-2015	COR150	CORIX CONTROL SOLUTIONS L	Issued	398	C	3,370.52
51694	01-Oct-2015	CRO050	CROSSMAN, STEVEN J.	Issued	398	C	444.35
51695	01-Oct-2015	DEN060	DENKOVSKI, GORAN	Issued	398	C	625.52
51696	01-Oct-2015	ENO010	ENORMOUS PRODUCTIONS	Issued	398	C	2,106.30
51697	01-Oct-2015	FLE015	FLEETCOR CANADA MASTERCARD	Issued	398	C	2,879.88
51698	01-Oct-2015	FLE015	FLEETCOR CANADA MASTERCARD	Issued	398	C	602.66
51699	01-Oct-2015	FOR010	FORTISBC - ELECTRICITY	Issued	398	C	6,137.49
51700	01-Oct-2015	FOR040	FORTIS BC - NATURAL GAS	Issued	398	C	176.54
51701	01-Oct-2015	FRE060	FREEMAN, BOB	Issued	398	C	1,100.00
51702	01-Oct-2015	GIL030	GILLMOR, NANCY	Issued	398	C	48.80
51703	01-Oct-2015	GOL100	GOLDSBURY, CORRIE	Issued	398	C	115.00
51704	01-Oct-2015	GON020	GONZALEZ, DIANA	Issued	398	C	5.91
51705	01-Oct-2015	GOO020	GOODWILL, JAMIE, R.	Issued	398	C	200.00
51706	01-Oct-2015	GRA170	GRAND FORKS PUBLIC LIBRARY	Issued	398	C	88,250.00
51707	01-Oct-2015	GRE030	GREYHOUND COURIER EXPRESS	Issued	398	C	329.25
51708	01-Oct-2015	GRE560	GREENWOOD HERITAGE SOCIETY	Issued	398	C	1,895.67
51709	01-Oct-2015	GUI001	GUILLEVIN INTERNATIONAL INC.	Issued	398	C	8,925.62
51710	01-Oct-2015	HAL015	HALL, STEVEN	Issued	398	C	35.46
51711	01-Oct-2015	HAL060	HALL'S BASICS & GIFTS LTD	Issued	398	C	656.32
51712	01-Oct-2015	HIR010	HIRAM, JANICE	Issued	398	C	217.00
51713	01-Oct-2015	HOL015	HOLY TRINITY PARISH	Issued	398	C	2,535.00
51714	01-Oct-2015	HSL010	HSL BUILDING MAINTENANCE	Issued	398	C	500.00
51715	01-Oct-2015	IMP120	4IMPRINT	Issued	398	C	362.91
51716	01-Oct-2015	INT080	INTERIOR SIGNS	Issued	398	C	315.00
51717	01-Oct-2015	JJH010	J.J.H. ENTERPRISES	Issued	398	C	216.80
51718	01-Oct-2015	JOH230	JOHNSON, KIM	Issued	398	C	43.03
51719	01-Oct-2015	KEL030	CITY OF KELOWNA	Issued	398	C	845.00
51720	01-Oct-2015	KET002	KETTLE RIVER MUSEUM SOCIETY	Issued	398	C	2,173.11
51721	01-Oct-2015	KET170	KETTLE VALLEY WASTE LTD.	Issued	398	C	47,694.32
51722	01-Oct-2015	KOO017	KOOTENAY TECHNICAL SURVEYS INC.	Issued	398	C	630.00
51723	01-Oct-2015	LEN002	LENARDON, THERESA	Issued	398	C	280.00
51724	01-Oct-2015	LEW005	LEWIN, DIANA	Issued	398	C	7.24
51725	01-Oct-2015	LIE010	LIEBERT CANADA	Issued	398	C	420.28
51726	01-Oct-2015	LOR010	LORDCO PARTS LTD.	Issued	398	C	609.04

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Cheque Register-Summary-Bank



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Date : Oct 30, 2015

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Supplier : 084010 To ZUC010
 Cheque Dt. 01-Oct-2015 To 31-Oct-2015
 Bank : 1 - CIBC Bank - General

Seq : Cheque No. Status : All
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Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
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51727	01-Oct-2015	MAG020	MAGLIO INSTALLATIONS LTD.	Issued	398	C	924.00
51728	01-Oct-2015	MAG040	MAGLIO BUILDING CENTRE (TRAIL) LTD.	Issued	398	C	45.75
51729	01-Oct-2015	MAR006	MARINO WHOLESALE LTD.	Issued	398	C	268.08
51730	01-Oct-2015	MAR160	MARTECH ELECTRICAL SYSTEMS LTD.	Issued	398	C	5,467.88
51731	01-Oct-2015	MCG020	MCGREGOR, ROBERT	Issued	398	C	523.60
51732	01-Oct-2015	MCI050	MCISAAC, JORDAN	Issued	398	C	25.00
51733	01-Oct-2015	MEH010	MEHMAL, LEONARD	Issued	398	C	78.39
51734	01-Oct-2015	MIC020	MICHELIN NORTH AMERICA (CANADA) LTD.	Issued	398	C	1,649.65
51735	01-Oct-2015	MIL160	MILLS OFFICE PRODUCTIVITY	Issued	398	C	1,857.57
51736	01-Oct-2015	MIN090	MINISTER OF FINANCE	Issued	398	C	159.98
51737	01-Oct-2015	MOR010	MORRISSEY CREEK BUILDING SUPPLIES (19	Issued	398	C	187.21
51738	01-Oct-2015	NIC070	NICOLL, JENNIFER	Issued	398	C	25.02
51739	01-Oct-2015	OKT010	OK TIRE STORE	Issued	398	C	949.72
51740	01-Oct-2015	OVE010	OVERWAITEA FOODS	Issued	398	C	8.73
51741	01-Oct-2015	PAA010	PAKKUNAINEN, JEFF	Issued	398	C	25.00
51742	01-Oct-2015	PAC020	PACIFIC BLUE CROSS	Issued	398	C	31,643.27
51743	01-Oct-2015	PAS060	THE PASTRY SHOP	Issued	398	C	18.00
51744	01-Oct-2015	POW100	POWER TECH ELECTRIC LTD.	Issued	398	C	16,058.70
51745	01-Oct-2015	RID010	RIDGETOP MEAT PIES	Issued	398	C	5,245.10
51746	01-Oct-2015	RIT020	RITEWAY MECHANICAL REPAIR LTD.	Issued	398	C	22,773.03
51747	01-Oct-2015	ROC050	ROCKY MOUNTAIN ENERGY	Issued	398	C	1,361.16
51748	01-Oct-2015	ROS050	ROSSLAND SOCIETY OF ENVIRONMENTAL A	Issued	398	C	754.00
51749	01-Oct-2015	SAV010	SAVAGE PLUMBING & HEATING	Issued	398	C	536.34
51750	01-Oct-2015	SCP010	SCP DISTRIBUTORS INC.	Issued	398	C	123.39
51751	01-Oct-2015	SEC030	SECURE BY DESIGN	Issued	398	C	44.80
51752	01-Oct-2015	SEL160	SELKIRK SECURITY SERVICE	Issued	398	C	44.75
51753	01-Oct-2015	SEV020	SEVEN SUMMITS COFFEE COMPANY	Issued	398	C	120.00
51754	01-Oct-2015	SHA030	SHAW CABLE	Issued	398	C	552.75
51755	01-Oct-2015	SHI015	SHIPOWICH, JENN	Issued	398	C	25.06
51756	01-Oct-2015	SPC010	SOCIETY FOR PREVENTION OF CRUELTY TC	Issued	398	C	7,437.00
51757	01-Oct-2015	SPE030	SPEEDPRO SIGNS PLUS	Issued	398	C	106.40
51758	01-Oct-2015	STR010	STRAUSS, AL	Issued	398	C	902.50
51759	01-Oct-2015	SUP170	SUPER SAVE DISPOSAL INC.	Issued	398	C	11,193.24
51760	01-Oct-2015	THE010	THE SOURCE	Issued	398	C	100.78
51761	01-Oct-2015	TOM025	TOMKO SPORTS SYSTEMS INC.	Issued	398	C	12,221.36
51762	01-Oct-2015	TRA029	TRAIL COFFEE & TEA COMPANY	Issued	398	C	68.00
51763	01-Oct-2015	TRA038	TRAILS TO THE BOUNDARY SOCIETY	Issued	398	C	22,180.57
51764	01-Oct-2015	TRA240	TRAIL HOME HARDWARE BUILDING CENTRE	Issued	398	C	60.86
51765	01-Oct-2015	VAB010	VAB ENTERPRISES	Issued	398	C	682.50
51766	01-Oct-2015	VAL050	VALLEY FILTER LTD.	Issued	398	C	321.62
51767	01-Oct-2015	VAL130	VALLEN	Issued	398	C	1,335.14
51768	01-Oct-2015	WAL080	WAL MART CANADA CORP	Issued	398	C	284.60
51769	01-Oct-2015	WAR020	VILLAGE OF WARFIELD	Issued	398	C	15,028.00
51770	01-Oct-2015	WES025	WESTEK CONTROLS LTD.	Issued	398	C	5,596.29
51771	01-Oct-2015	WES360	WEST KOOTENAY BRAIN INJURY ASSOCIATI	Issued	398	C	6,753.00
51772	01-Oct-2015	WHC001	WH CONTRACTING	Issued	398	C	2,800.00
51773	01-Oct-2015	YRW010	Y & R WATER SALES & SERVICE INC.	Issued	398	C	709.83
51774	01-Oct-2015	ZON020	ZONE WEST ENTERPRISES LTD.	Issued	398	C	96.60
51807	09-Oct-2015	ALL140	ALLAN, JONATHAN	Issued	408	C	160.00
51808	09-Oct-2015	AMF010	AM FORD	Issued	408	C	486.56
51809	09-Oct-2015	AND060	ANDISON, R. MARK	Issued	408	C	471.93
51810	09-Oct-2015	ARN050	ARNELL, HANNAH	Issued	408	C	185.00
51811	09-Oct-2015	BAT030	BATTRICK & SONS LOCKSMITHING	Issued	408	C	913.50

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Cheque Register-Summary-Bank



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Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
Bank : 1 CIBC Bank - General							
51812	09-Oct-2015	BEL020	BELLA TIRE SERVICE CENTRE LTD.	Issued	408	C	450.87
51813	09-Oct-2015	BEN015	BENEFITS BY DESIGN	Issued	408	C	2,735.03
51814	09-Oct-2015	BIG010	BIG WHITE FIRE DEPT. SOCIAL CLUB	Issued	408	C	845.60
51815	09-Oct-2015	BIG050	BIG WHITE CENTRAL RESERVATIONS LTD.	Issued	408	C	1,866.27
51816	09-Oct-2015	BIG060	BIG WHITE SKI RESORT LTD.	Issued	408	C	578.03
51817	09-Oct-2015	BIG130	BIG WHITE ELECTRICAL LTD.	Issued	408	C	147.42
51818	09-Oct-2015	BLA090	BLACKWELL, CAMERON	Issued	408	C	140.00
51819	09-Oct-2015	BRA030	BRANDT TRACTOR	Issued	408	C	510.27
51820	09-Oct-2015	BVC001	BV COMMUNICATIONS LTD.	Issued	408	C	212.80
51821	09-Oct-2015	CAN014	CANADA SAFETY EQUIPMENT LTD.	Issued	408	C	24.32
51822	09-Oct-2015	CAN024	CANCADD IMAGING SOLUTIONS LTD.	Issued	408	C	232.12
51823	09-Oct-2015	CAN110	CANADIAN RED CROSS SOCIETY	Issued	408	C	224.00
51824	09-Oct-2015	CAN150	CANADIAN TIRE ASSOCIATE STORE #665	Issued	408	C	40.09
51825	09-Oct-2015	CAS240	CASCADE PRO ELECTRIC INC.	Issued	408	C	540.68
51826	09-Oct-2015	CEC010	CECCHINI, PATRICIA	Issued	408	C	219.00
51827	09-Oct-2015	CIA010	CIARDULLO, MARIA L	Issued	408	C	519.07
51828	09-Oct-2015	CIB010	CIBC VISA	Issued	408	C	10,044.60
51829	09-Oct-2015	CLA130	CLARITY DEVELOPMENT CONSULTING INC.	Issued	408	C	262.50
51830	09-Oct-2015	COL017	COLBACHINI, CHERYL ANN	Issued	408	C	119.50
51831	09-Oct-2015	COL240	COLUMBIA FILTER LTD.	Issued	408	C	733.01
51832	09-Oct-2015	COM020	COMMISSIONAIRES BRITISH COLUMBIA	Issued	408	C	9,120.30
51833	09-Oct-2015	COM190	COMMONSPPLACE CONSULTING	Issued	408	C	3,349.08
51834	09-Oct-2015	DAN090	DANCHUK, JOSEPH, P.	Issued	408	C	570.39
51835	09-Oct-2015	DEA060	DEAN, DONNA	Issued	408	C	60.00
51836	09-Oct-2015	DEL003	DELI CITY CATERING	Issued	408	C	422.10
51837	09-Oct-2015	DEL070	DELL CANADA INC	Issued	408	C	2,407.12
51838	09-Oct-2015	DEM070	DEMOSKOFF, REBECCA	Issued	408	C	56.11
51839	09-Oct-2015	DHC010	DHC COMMUNICATIONS INC.	Issued	408	C	8,675.52
51840	09-Oct-2015	DUP020	DUPLISKATE JONAH LTD.	Issued	408	C	335.72
51841	09-Oct-2015	ENO010	ENORMOUS PRODUCTIONS	Issued	408	C	619.50
51842	09-Oct-2015	FAI070	FAIRWEATHER, JOHN & SHIRLEY	Issued	408	C	114.95
51843	09-Oct-2015	FDM010	FDM SOFTWARE LTD.	Issued	408	C	787.50
51844	09-Oct-2015	FIR230	FIRESTORM ENTERPRISES	Issued	408	C	9,789.33
51845	09-Oct-2015	FIV030	FIVE STAR UNIFORMS	Issued	408	C	403.57
51846	09-Oct-2015	FOR010	FORTISBC - ELECTRICITY	Issued	408	C	10,736.89
51847	09-Oct-2015	FOR040	FORTIS BC - NATURAL GAS	Issued	408	C	2,920.75
51848	09-Oct-2015	FRA090	FRASER, SHANE	Issued	408	C	88.78
51849	09-Oct-2015	FRU070	FRUITVALE FIRE DEPT	Issued	408	C	884.00
51850	09-Oct-2015	GEE020	GEE, VICKI LYNN	Issued	408	C	598.08
51851	09-Oct-2015	GEN040	GENELLE VOLUNTEER FIRE DEPT	Issued	408	C	884.00
51852	09-Oct-2015	GES010	SONEPAR CANADA INC - GESCAN WEST	Issued	408	C	231.66
51853	09-Oct-2015	GIL140	GILROYED, WAYNE	Issued	408	C	200.00
51854	09-Oct-2015	GOL100	GOLDSBURY, CORRIE	Issued	408	C	148.37
51855	09-Oct-2015	GRA100	GRAND FORKS GLASS	Issued	408	C	100.80
51856	09-Oct-2015	GRI010	GRIEVE, ALI K.	Issued	408	C	104.60
51857	09-Oct-2015	GUA010	GUARANTEED AUTOMOTIVE	Issued	408	C	643.53
51858	09-Oct-2015	GUI001	GUILLEVIN INTERNATIONAL INC.	Issued	408	C	3,948.85
51859	09-Oct-2015	HAL060	HALL'S BASICS & GIFTS LTD	Issued	408	C	145.40
51860	09-Oct-2015	HUZ010	HUZZEY, MARTIN, R.	Issued	408	C	140.00
51861	09-Oct-2015	INL070	INLAND ALLCARE	Issued	408	C	465.98
51862	09-Oct-2015	INT180	INTERIOR TECHNICAL SERVICES LTD.	Issued	408	C	498.75
51863	09-Oct-2015	IRI010	IRIDIA MEDICAL INC.	Issued	408	C	144.55
51864	09-Oct-2015	JOR025	JORGENSON, KAITLIN	Issued	408	C	36.10

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Cheque Register-Summary-Bank



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51865	09-Oct-2015	KET080	KETTLE RIVER MECHANICAL	Issued	408	C	347.82
51866	09-Oct-2015	KET170	KETTLE VALLEY WASTE LTD.	Issued	408	C	44,335.25
51867	09-Oct-2015	KIL010	KILBY, JOHN	Issued	408	C	170.00
51868	09-Oct-2015	KOO200	KOOTENAY COFFEE COMPANY	Issued	408	C	432.00
51869	09-Oct-2015	LAF020	LAFACE CONTRACTING	Issued	408	C	63.00
51870	09-Oct-2015	LAK050	LAKETIME SERVICES	Issued	408	C	539.21
51871	09-Oct-2015	LOR010	LORDCO PARTS LTD.	Issued	408	C	1,001.20
51872	09-Oct-2015	LOW020	LOWER COLUMBIA COMMUNITY DEVELOPMI	Issued	408	C	300.00
51873	09-Oct-2015	MAG040	MAGLIO BUILDING CENTRE (TRAIL) LTD.	Issued	408	C	29.29
51874	09-Oct-2015	MAK010	MAKI, PHILLIP	Issued	408	C	288.50
51875	09-Oct-2015	MAR001	MARTIN, MICHAEL, T.	Issued	408	C	50.00
51876	09-Oct-2015	MAR006	MARINO WHOLESALE LTD.	Issued	408	C	43.60
51877	09-Oct-2015	MCA020	MCALPINE, CATHY	Issued	408	C	18.44
51878	09-Oct-2015	MCG002	MCGREGOR, GRACE	Issued	408	C	419.20
51879	09-Oct-2015	MCR002	MCRITCHIE, TERRI	Issued	408	C	140.00
51880	09-Oct-2015	MIL160	MILLS OFFICE PRODUCTIVITY	Issued	408	C	492.37
51881	09-Oct-2015	MIN030	MINISTER OF FINANCE	Issued	408	C	10,386.00
51882	09-Oct-2015	MIN040	MINISTER OF FINANCE	Issued	408	C	396.77
51883	09-Oct-2015	MON010	VILLAGE OF MONTROSE	Issued	408	C	4,519.84
51884	09-Oct-2015	MON040	MONTROSE FIRE DEPARTMENT	Issued	408	C	884.00
51885	09-Oct-2015	MOO090	MOORE, MARY KATHLEEN	Issued	408	C	50.00
51886	09-Oct-2015	MOR010	MORRISSEY CREEK BUILDING SUPPLIES (19	Issued	408	C	1,883.02
51887	09-Oct-2015	NGR010	NG REFRIGERATION HEATING & COOLING	Issued	408	C	7,860.31
51888	09-Oct-2015	NOF010	NO FRILLS	Issued	408	C	256.80
51889	09-Oct-2015	OAS010	OASIS RECREATION SOCIETY	Issued	408	C	3,383.33
51890	09-Oct-2015	OKT010	OK TIRE STORE	Issued	408	C	164.64
51891	09-Oct-2015	OME040	OMEGA COMMUNICATIONS LTD.	Issued	408	C	5,102.72
51892	09-Oct-2015	OPU010	OPUS DAYTONKNIGHT CONSULTANTS LTD.	Issued	408	C	771.75
51893	09-Oct-2015	PAH010	PAHL, EDWARD	Issued	408	C	50.00
51894	09-Oct-2015	PHE030	PHELAN, GARRETT	Issued	408	C	83.72
51895	09-Oct-2015	PHO004	PHOTOGRAPHY BY THERESA	Issued	408	C	1,545.60
51896	09-Oct-2015	PRA040	PRAXAIR DISTRIBUTION	Issued	408	C	238.59
51897	09-Oct-2015	PUR020	PUROLATOR INC.	Issued	408	C	39.55
51898	09-Oct-2015	REC010	RECEIVER GENERAL FOR CANADA	Issued	408	C	76,792.96
51899	09-Oct-2015	REC510	RECEIVER GENERAL FOR CANADA	Issued	408	C	39.20
51900	09-Oct-2015	REG010	REGIONAL DISTRICT OF CENTRAL KOOTENAY	Issued	408	C	5,000.00
51901	09-Oct-2015	RIC010	RICOH CANADA INC.	Issued	408	C	228.33
51902	09-Oct-2015	RID010	RIDGETOP MEAT PIES	Issued	408	C	2,927.15
51903	09-Oct-2015	RJA010	RJAMES MANAGEMENT GROUP	Issued	408	C	884.81
51904	09-Oct-2015	ROC001	WESTERN ROCKY MOUNTAIN INDUSTRIES	Issued	408	C	4,328.71
51905	09-Oct-2015	ROC030	ROCKY MOUNTAIN PHOENIX	Issued	408	C	1,104.46
51906	09-Oct-2015	ROS140	ROSSLAND FIRE DEPT.	Issued	408	C	884.00
51907	09-Oct-2015	ROT030	ROTVOLD, MARGUERITE	Issued	408	C	283.48
51908	09-Oct-2015	RYD010	RYDER-BURBIDGE, SIMON	Issued	408	C	205.00
51909	09-Oct-2015	SEL040	SELKIRK COLLEGE (CASTLEGAR)	Issued	408	C	149.94
51910	09-Oct-2015	SHA030	SHAW CABLE	Issued	408	C	333.55
51911	09-Oct-2015	SMI150	SMITH, EDWARD I.	Issued	408	C	244.48
51912	09-Oct-2015	SPE030	SPEEDPRO SIGNS PLUS	Issued	408	C	97.78
51913	09-Oct-2015	TEL001	TELUS COMMUNICATIONS (B.C.) INC.	Issued	408	C	2,210.94
51914	09-Oct-2015	TOM040	TOMASHEWSKY, ROSANNE	Issued	408	C	39.00
51915	09-Oct-2015	TOM060	TOMASHEWSKY, ROSANNE, IN TRUST	Issued	408	C	36.44
51916	09-Oct-2015	TRA029	TRAIL COFFEE & TEA COMPANY	Issued	408	C	1,158.90
51917	09-Oct-2015	UNI050	UNION TRACTOR LTD.	Issued	408	C	65.39

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Bank : 1 CIBC Bank - General							
51918	09-Oct-2015	VAL110	EMILY, VALIANT	Issued	408	C	140.00
51919	09-Oct-2015	VAN035	VANNESS, MARY	Issued	408	C	46.53
51920	09-Oct-2015	VIS050	VISTA RADIO LTD.	Issued	408	C	694.58
51921	09-Oct-2015	VIT001	VITALAIRE	Issued	408	C	495.86
51922	09-Oct-2015	WAL080	WAL MART CANADA CORP	Issued	408	C	192.20
51923	09-Oct-2015	WAL230	WALTS, MIKE	Issued	408	C	1,355.33
51924	09-Oct-2015	WAR040	WARFIELD FIRE DEPT. SOCIAL CLUB	Issued	408	C	884.00
51925	09-Oct-2015	WAS010	WASTE MANAGEMENT	Issued	408	C	1,874.43
51926	09-Oct-2015	WEB060	WEBBER, TABATHA	Issued	408	C	16.64
51927	09-Oct-2015	WOR100	WORLEY, LINDA	Issued	408	C	187.08
51928	09-Oct-2015	WYA010	WYATT AUTO PARTS	Issued	408	C	215.52
51929	16-Oct-2015	ACK020	ACKLANDS-GRAINGER INC.	Issued	417	C	565.34
51930	16-Oct-2015	ALP002	ALPINE SIGNS & GRAPHICS	Issued	417	C	924.00
51931	16-Oct-2015	ARR010	ARROW BUILDING SUPPLY	Issued	417	C	18.09
51932	16-Oct-2015	ASS010	ASSAABLOY ENTRANCE SYSTEMS	Issued	417	C	1,770.83
51933	16-Oct-2015	BCW002	BC WATER AND WASTE ASSOCIATION	Issued	417	C	60.00
51934	16-Oct-2015	BIG025	BIG WHITE SEWER UTILITY LTD.	Issued	417	C	118.13
51935	16-Oct-2015	BIG030	BIG WHITE WATER UTILITY LTD.	Issued	417	C	7,358.08
51936	16-Oct-2015	BLA050	BLACK PRESS GROUP LTD.	Issued	417	C	511.61
51937	16-Oct-2015	BOU017	BOUNDARY INVASIVE SPECIES SOCIETY	Issued	417	C	4,426.38
51938	16-Oct-2015	BOU070	BOUNDARY HOME BUILDING CENTRE	Issued	417	C	31.13
51939	16-Oct-2015	BOU530	BOUNDARY LOCKSMITHS	Issued	417	C	228.41
51940	16-Oct-2015	BRI015	BRITISH COLUMBIA LODGING & CAMPGROU	Issued	417	C	864.15
51941	16-Oct-2015	BVC001	BV COMMUNICATIONS LTD.	Issued	417	C	1,553.95
51942	16-Oct-2015	CER030	CERTIFIED ENSEMBLE SERVICES	Issued	417	C	684.08
51943	16-Oct-2015	CHR010	CHRISTINA LAKE COMMUNITY ASSOCIATION	Issued	417	C	380.00
51944	16-Oct-2015	CIN001	CINTAS THE UNIFORM PEOPLE	Issued	417	C	100.72
51945	16-Oct-2015	COM060	COMPLETE CLIMATE CONTROL INC.	Issued	417	C	33,074.87
51946	16-Oct-2015	CRO030	CROCKER EQUIPMENT CO LTD	Issued	417	C	187.39
51947	16-Oct-2015	DEL070	DELL CANADA INC	Issued	417	C	693.44
51948	16-Oct-2015	DHC010	DHC COMMUNICATIONS INC.	Issued	417	C	461.40
51949	16-Oct-2015	DIX040	DIXON, SHERRY - IN TRUST	Issued	417	C	239.35
51950	16-Oct-2015	ENO010	ENORMOUS PRODUCTIONS	Issued	417	C	9,534.70
51951	16-Oct-2015	FOR040	FORTIS BC - NATURAL GAS	Issued	417	C	1,403.36
51952	16-Oct-2015	FOU080	FOUR STAR COMMUNICATIONS INC.	Issued	417	C	249.11
51953	16-Oct-2015	FRI100	FRITO LAY CANADA	Issued	417	C	101.12
51954	16-Oct-2015	FRU010	THE VILLAGE OF FRUITVALE	Issued	417	C	120.00
51955	16-Oct-2015	FRU020	FRUITVALE CO-OP	Issued	417	C	249.03
51956	16-Oct-2015	GAI010	GAIA PRINCIPLES IPM SERVICES	Issued	417	C	52.50
51957	16-Oct-2015	GAR050	GARDNER, DOREEN	Issued	417	C	62.44
51958	16-Oct-2015	GEN020	GENELLE RECREATION SOCIETY	Issued	417	C	10,000.00
51959	16-Oct-2015	GES010	SONEPAR CANADA INC - GESCAN WEST	Issued	417	C	14.90
51960	16-Oct-2015	GRA050	GRAND FORKS HOME HARDWARE	Issued	417	C	417.76
51961	16-Oct-2015	GRE510	GREEN, DALE ALAN	Issued	417	C	95.18
51962	16-Oct-2015	GUI001	GUILLEVIN INTERNATIONAL INC.	Issued	417	C	1,069.46
51963	16-Oct-2015	HAL010	HALL PRINTING	Issued	417	C	467.51
51964	16-Oct-2015	HAL060	HALL'S BASICS & GIFTS LTD	Issued	417	C	152.15
51965	16-Oct-2015	HAR011	HARRIS & COMPANY LLP	Issued	417	C	725.76
51966	16-Oct-2015	HOR015	HORIZON NORTH RELOCATABLE STRUCTUR	Issued	417	C	106.05
51967	16-Oct-2015	INL070	INLAND ALLCARE	Issued	417	C	1,639.00
51968	16-Oct-2015	JOH130	JOHNSON, NORMAN R.	Issued	417	C	147.73
51969	16-Oct-2015	JUS010	JUSTICE INSTITUTE OF B.C.	Issued	417	C	30.00
51970	16-Oct-2015	KET006	KETTLE VALLEY GOLF CLUB	Issued	417	C	5,701.71

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51971	16-Oct-2015	KOK020	KOKIW, DAVID	Issued	417	C	17.16
51972	16-Oct-2015	KOO026	KOOTENAY WEED CONTROL	Issued	417	C	18,262.45
51973	16-Oct-2015	KOO210	KOOTENAY VALLEY WATER CO.	Issued	417	C	31.80
51974	16-Oct-2015	LEP010	LEPITRE, DONALD	Issued	417	C	25.00
51975	16-Oct-2015	LEX010	LEXISNEXIS CANADA INC.	Issued	417	C	223.91
51976	16-Oct-2015	LIB010	LIBERTY FOOD STORES	Issued	417	C	39.44
51977	16-Oct-2015	LIF010	LIFESAVING SOCIETY	Issued	417	C	186.00
51978	16-Oct-2015	LOO020	LOOMIS EXPRESS	Issued	417	C	47.64
51979	16-Oct-2015	LOR010	LORDCO PARTS LTD.	Issued	417	C	287.75
51980	16-Oct-2015	MAR006	MARINO WHOLESALE LTD.	Issued	417	C	885.96
51981	16-Oct-2015	MIL160	MILLS OFFICE PRODUCTIVITY	Issued	417	C	24.41
51982	16-Oct-2015	MIN040	MINISTER OF FINANCE	Issued	417	C	56.89
51983	16-Oct-2015	MMM001	MMM GROUP LIMITED	Issued	417	C	13,177.50
51984	16-Oct-2015	MSA010	MSA CANADA	Issued	417	C	92.80
51985	16-Oct-2015	MTS010	MTS MAINTENANCE TRACKING SYSTEMS IN	Issued	417	C	800.79
51986	16-Oct-2015	NOV020	NOVEL TOY CO. LTD.	Issued	417	C	65.40
51987	16-Oct-2015	PAS060	THE PASTRY SHOP	Issued	417	C	222.90
51988	16-Oct-2015	POW100	POWER TECH ELECTRIC LTD.	Issued	417	C	3,466.74
51989	16-Oct-2015	REP020	REPIN, MICKEY	Issued	417	C	25.00
51990	16-Oct-2015	RIM010	RIMELL, CARLY, D.	Issued	417	C	35.00
51991	16-Oct-2015	SAF100	S & A FALCON ENGINEERING LTD.	Issued	417	C	2,423.48
51992	16-Oct-2015	SCP010	SCP DISTRIBUTORS INC.	Issued	417	C	1,769.51
51993	16-Oct-2015	SEC040	SECURIGUARD SERVICES LIMITED	Issued	417	C	14,628.74
51994	16-Oct-2015	SEL010	SELECT OFFICE PRODUCTS	Issued	417	C	517.05
51995	16-Oct-2015	SEL160	SELKIRK SECURITY SERVICE	Issued	417	C	35.70
51996	16-Oct-2015	SGS001	SGS CANADA INC	Issued	417	C	1,121.40
51997	16-Oct-2015	SOF020	SOFTCHOICE LP	Issued	417	C	7,314.41
51998	16-Oct-2015	TDC020	TD CANADA TRUST	Issued	417	C	6,265.92
51999	16-Oct-2015	TIL010	TILLER, MEGAN	Issued	417	C	500.00
52000	16-Oct-2015	TKI010	TKI CONSTRUCTION LTD.	Issued	417	C	71,492.72
52001	16-Oct-2015	TOO010	TOOL TIME SUPPLIES LTD.	Issued	417	C	51.82
52002	16-Oct-2015	TRA010	THE CITY OF TRAIL	Issued	417	C	125,000.00
52003	16-Oct-2015	TRA029	TRAIL COFFEE & TEA COMPANY	Issued	417	C	1,301.27
52004	16-Oct-2015	VAL020	VALKYRIE LAW GROUP LLP	Issued	417	C	3,781.19
52005	16-Oct-2015	VIS050	VISTA RADIO LTD.	Issued	417	C	504.00
52006	16-Oct-2015	WAL080	WAL MART CANADA CORP	Issued	417	C	99.98
52007	16-Oct-2015	WAS010	WASTE MANAGEMENT	Issued	417	C	771.78
52008	16-Oct-2015	WES100	WESCO	Issued	417	C	226.01
52009	16-Oct-2015	WOR010	WORKER'S COMPENSATION BOARD OF BC	Issued	417	C	53,425.60
52010	16-Oct-2015	XLW010	XL QUALITY INDUSTRIAL SERVICES	Issued	417	C	1,461.90
52011	16-Oct-2015	YRW010	Y & R WATER SALES & SERVICE INC.	Issued	417	C	245.08
52012	16-Oct-2015	ZAN010	ZANUSSI, BRIAN	Issued	417	C	52.65
52021	22-Oct-2015	ADV010	ADVANCED CONSULTING AND FACILITATION	Issued	427	C	11,321.22
52022	22-Oct-2015	ALL007	ALLANS HOSE N'ALL	Issued	427	C	275.00
52023	22-Oct-2015	ALP030	ALPINE DISPOSAL & RECYCLING	Issued	427	C	144.51
52024	22-Oct-2015	BCM020	B.C. MUNICIPAL SAFETY ASSOCIATION	Issued	427	C	551.25
52025	22-Oct-2015	BCS070	B.C. SPECIAL OLYMPICS TRAIL LOCAL	Issued	427	C	1,000.00
52026	22-Oct-2015	BEA014	BEAVERDELL COMMUNITY CLUB	Issued	427	C	70.00
52027	22-Oct-2015	BEA014	BEAVERDELL COMMUNITY CLUB	Issued	427	C	462.00
52028	22-Oct-2015	BEL020	BELLA TIRE SERVICE CENTRE LTD.	Issued	427	C	73.92
52029	22-Oct-2015	BFS010	B & F SALES LTD	Issued	427	C	63.00
52030	22-Oct-2015	BIG010	BIG WHITE FIRE DEPT. SOCIAL CLUB	Issued	427	C	535.00
52031	22-Oct-2015	BIG060	BIG WHITE SKI RESORT LTD.	Issued	427	C	889.70

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Bank : 1		CIBC Bank - General					
52032	22-Oct-2015	BOU010	BOUNDARY ELECTRIC(1985) LTD.	Issued	427	C	100.80
52033	22-Oct-2015	BRO015	BROWN, JASON	Issued	427	C	30.57
52034	22-Oct-2015	BVC001	BV COMMUNICATIONS LTD.	Issued	427	C	2,262.40
52035	22-Oct-2015	CAN035	CANADIAN SPRINGS	Issued	427	C	145.89
52036	22-Oct-2015	CAN130	CANADIAN UNION OF PUBLIC EMPLOYEES -	Issued	427	C	4,180.13
52037	22-Oct-2015	CAN170	CANADA POST CORP	Issued	427	C	151.93
52038	22-Oct-2015	CAN560	CANADIAN LINEN AND UNIFORM SERVICE	Issued	427	C	227.34
52039	22-Oct-2015	CAR012	CARO ANALYTICAL SERVICES	Issued	427	C	2,125.83
52040	22-Oct-2015	CHA020	CHAMPION CHEVROLET	Issued	427	C	1,458.32
52041	22-Oct-2015	CHR010	CHRISTINA LAKE COMMUNITY ASSOCIATION	Issued	427	C	10,684.85
52042	22-Oct-2015	CIN001	CINTAS THE UNIFORM PEOPLE	Issued	427	C	50.36
52043	22-Oct-2015	COL010	COLANDER RESTAURANTS (1999) LTD.	Issued	427	C	335.00
52044	22-Oct-2015	COL016	COLUMBIA BASIN ALLIANCE FOR LITERACY	Issued	427	C	3,000.00
52045	22-Oct-2015	COL017	COLBACHINI, CHERYL ANN	Issued	427	C	119.50
52046	22-Oct-2015	COL240	COLUMBIA FILTER LTD.	Issued	427	C	187.08
52047	22-Oct-2015	COM060	COMPLETE CLIMATE CONTROL INC.	Issued	427	C	2,576.90
52048	22-Oct-2015	COR130	CORMACK, CHRISTOPHER	Issued	427	C	99.98
52049	22-Oct-2015	DAI001	DAINES, MARK	Issued	427	C	91.87
52050	22-Oct-2015	DEL070	DELL CANADA INC	Issued	427	C	2,520.02
52051	22-Oct-2015	DEL100	DELTA T CONSULTANTS	Issued	427	C	1,309.05
52052	22-Oct-2015	DHC010	DHC COMMUNICATIONS INC.	Issued	427	C	1,169.07
52053	22-Oct-2015	DOR030	DORMAR CONSTRUCTION MANAGEMENT	Issued	427	C	2,866.50
52054	22-Oct-2015	ECO030	ECO-CLEAN DRY CLEANING SERVICES	Issued	427	C	53.54
52055	22-Oct-2015	FAS020	F.A.S.T. RESCUE INC.	Issued	427	C	190.26
52056	22-Oct-2015	FED020	FEDERATED CO-OPERATIVES LTD.	Issued	427	C	115.82
52057	22-Oct-2015	FIR040	FIREFIGHTERS ASSOCIATION	Issued	427	C	3,885.36
52058	22-Oct-2015	FIV030	FIVE STAR UNIFORMS	Issued	427	C	642.52
52059	22-Oct-2015	FOR010	FORTISBC - ELECTRICITY	Issued	427	C	10,691.81
52060	22-Oct-2015	FOR040	FORTIS BC - NATURAL GAS	Issued	427	C	91.17
52061	22-Oct-2015	FRU010	THE VILLAGE OF FRUITVALE	Issued	427	C	2,000.00
52062	22-Oct-2015	FRU120	FRUITVALE COMMUNITY CHEST	Issued	427	C	1,500.00
52063	22-Oct-2015	GAL020	GALLAMORE, GLEN	Issued	427	C	50.00
52064	22-Oct-2015	GEO020	GEOTRAC SYSTEMS INC.	Issued	427	C	154.56
52065	22-Oct-2015	GES010	SONEPAR CANADA INC - GESCAN WEST	Issued	427	C	109.06
52066	22-Oct-2015	GIN010	GINALIAS, JEFFREY, L	Issued	427	C	35.00
52067	22-Oct-2015	GRE100	GREENWOOD VOLUNTEER FIRE DEPARTME	Issued	427	C	500.00
52068	22-Oct-2015	GUI001	GUILLEVIN INTERNATIONAL INC.	Issued	427	C	330.59
52069	22-Oct-2015	HAL010	HALL PRINTING	Issued	427	C	761.52
52070	22-Oct-2015	HAL060	HALL'S BASICS & GIFTS LTD	Issued	427	C	75.23
52071	22-Oct-2015	HOM010	HOME DEPOT CREDIT SERVICES	Issued	427	C	146.37
52072	22-Oct-2015	HOR070	HORNE, KEVIN	Issued	427	C	43.67
52073	22-Oct-2015	IMP020	IMPERIAL OIL LIMITED	Issued	427	C	1,535.19
52074	22-Oct-2015	IMP120	4IMPRINT	Issued	427	C	2,020.08
52075	22-Oct-2015	INF030	INFOSAT COMMUNICATIONS	Issued	427	C	647.05
52076	22-Oct-2015	INL070	INLAND ALLCARE	Issued	427	C	4,241.39
52077	22-Oct-2015	ISL030	ISL ENGINEERING AND LAND SERVICES LTD	Issued	427	C	2,562.00
52078	22-Oct-2015	JOH012	JOHNSON, KIM, IN TRUST	Issued	427	C	133.93
52079	22-Oct-2015	JOH230	JOHNSON, KIM	Issued	427	C	44.21
52080	22-Oct-2015	JUS010	JUSTICE INSTITUTE OF B.C.	Issued	427	C	6,602.00
52081	22-Oct-2015	K8T010	K8 TERING 2 U	Issued	427	C	300.00
52082	22-Oct-2015	KAL040	KAL TIRE	Issued	427	C	58.24
52083	22-Oct-2015	KET010	KETTLE RIVER SENIORS ASSOC. (ECHO)	Issued	427	C	105.00
52084	22-Oct-2015	KON001	KONE INC.	Issued	427	C	308.66

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52085	22-Oct-2015	KOO200	KOOTENAY COFFEE COMPANY	Issued	427	C	75.00
52086	22-Oct-2015	KOO210	KOOTENAY VALLEY WATER CO.	Issued	427	C	301.60
52087	22-Oct-2015	LEN002	LENARDON, THERESA	Issued	427	C	224.00
52088	22-Oct-2015	LIS020	LISA'S LAKESIDE BISTRO	Issued	427	C	60.00
52089	22-Oct-2015	LOR010	LORDCO PARTS LTD.	Issued	427	C	356.10
52090	22-Oct-2015	MAG020	MAGLIO INSTALLATIONS LTD.	Issued	427	C	1,921.50
52091	22-Oct-2015	MAR007	MARIO'S TOWING & RECOVERY	Issued	427	C	1,059.41
52092	22-Oct-2015	MID025	MIDWAY COMMUNITY ASSOCIATION	Issued	427	C	500.00
52093	22-Oct-2015	MIL160	MILLS OFFICE PRODUCTIVITY	Issued	427	C	692.24
52094	22-Oct-2015	MSA020	MSA THE SAFETY COMPANY	Issued	427	C	92.80
52095	22-Oct-2015	OKT010	OK TIRE STORE	Issued	427	C	117.82
52096	22-Oct-2015	PAR050	PARSLOW LOCK & SAFE	Issued	427	C	111.69
52097	22-Oct-2015	PET010	PETRO CANADA	Issued	427	C	5,373.68
52098	22-Oct-2015	PHA010	PHARMASAVE NO 106	Issued	427	C	12.30
52099	22-Oct-2015	PLA100	PLANET CLEAN	Issued	427	C	52.59
52100	22-Oct-2015	PRA040	PRAXAIR DISTRIBUTION	Issued	427	C	189.36
52101	22-Oct-2015	PUR020	PUROLATOR INC.	Issued	427	C	53.54
52102	22-Oct-2015	RAC010	RACE TRAC FUELS	Issued	427	C	1,171.38
52103	22-Oct-2015	REC010	RECEIVER GENERAL FOR CANADA	Issued	427	C	67,363.47
52104	22-Oct-2015	RIC010	RICOH CANADA INC.	Issued	427	C	7,780.23
52105	22-Oct-2015	RJA010	RJAMES MANAGEMENT GROUP	Issued	427	C	867.38
52106	22-Oct-2015	ROC030	ROCKY MOUNTAIN PHOENIX	Issued	427	C	4,180.05
52107	22-Oct-2015	ROC050	ROCKY MOUNTAIN ENERGY	Issued	427	C	2,175.13
52108	22-Oct-2015	ROC240	ROCHESTER MIDLAND LTD.	Issued	427	C	368.55
52109	22-Oct-2015	SAV030	SAVOY EQUIPMENT LTD KELOWNA	Issued	427	C	17.46
52110	22-Oct-2015	SEL010	SELECT OFFICE PRODUCTS	Issued	427	C	11.20
52111	22-Oct-2015	SEL050	SELKIRK COLLEGE (GRAND FORKS)	Issued	427	C	2,000.00
52112	22-Oct-2015	SHA030	SHAW CABLE	Issued	427	C	457.35
52113	22-Oct-2015	STE009	STEWART, SARAH	Issued	427	C	126.47
52114	22-Oct-2015	STE130	STERICYCLE COMMUNICATION SOLUTIONS	Issued	427	C	729.81
52115	22-Oct-2015	TEA060	TEAMWORKS SOLUTIONS LTD.	Issued	427	C	261.98
52116	22-Oct-2015	TEL001	TELUS COMMUNICATIONS (B.C.) INC.	Issued	427	C	16,148.93
52117	22-Oct-2015	TEL002	TELUS MOBILITY	Issued	427	C	160.92
52118	22-Oct-2015	TER010	TERRA NOVA MOTOR INN	Issued	427	C	158.19
52119	22-Oct-2015	TOU100	TOUPIN, SHARON	Issued	427	C	342.19
52120	22-Oct-2015	TRA010	THE CITY OF TRAIL	Issued	427	C	141,362.00
52121	22-Oct-2015	TRA029	TRAIL COFFEE & TEA COMPANY	Issued	427	C	77.00
52122	22-Oct-2015	TRA240	TRAIL HOME HARDWARE BUILDING CENTRE	Issued	427	C	74.59
52123	22-Oct-2015	TRE050	TREMBLAY, NADINE	Issued	427	C	45.24
52124	22-Oct-2015	VAL130	VALLIN	Issued	427	C	451.41
52125	22-Oct-2015	WES035	WESTERN FINANCIAL GROUP FRUITVALE	Issued	427	C	480.00
52126	22-Oct-2015	WES100	WESCO	Issued	427	C	54.77
52127	22-Oct-2015	WOR060	WORLD WIDE CUSTOMS BROKERS LTD	Issued	427	C	486.26
52128	22-Oct-2015	XER010	XEROX CANADA LTD.	Issued	427	C	30.70
52129	22-Oct-2015	YOU080	YOUR DOLLAR STORE WITH MORE 180	Issued	427	C	8.58
52130	29-Oct-2015	ACC050	ACCURA ALARMS SECURITY SERVICE	Issued	439	C	78.75
52131	29-Oct-2015	ACK020	ACKLANDS-GRAINGER INC.	Issued	439	C	728.00
52132	29-Oct-2015	ALL140	ALLAN, JONATHAN	Issued	439	C	90.00
52133	29-Oct-2015	ALP030	ALPINE DISPOSAL & RECYCLING	Issued	439	C	41,667.70
52134	29-Oct-2015	ALV010	AL-VA IRRIGATION LTD.	Issued	439	C	2,793.00
52135	29-Oct-2015	ARN050	ARNELL, HANNAH	Issued	439	C	70.00
52136	29-Oct-2015	ARR010	ARROW BUILDING SUPPLY	Issued	439	C	1.36
52137	29-Oct-2015	BEA014	BEAVERDELL COMMUNITY CLUB	Issued	439	C	1,500.00

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Cheque Register-Summary-Bank



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Date : Oct 30, 2015

Time : 10:01 am

Supplier : 084010 To ZUC010

Cheque Dt. 01-Oct-2015 To 31-Oct-2015

Bank : 1 - CIBC Bank - General

Seq : Cheque No. Status : All

Medium : M=Manual C=Computer E=EFT-PA

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
Bank : 1 CIBC Bank - General							
52138	29-Oct-2015	BEA020	BEAVER FALLS MACHINING LTD	Issued	439	C	455.79
52139	29-Oct-2015	BIG050	BIG WHITE CENTRAL RESERVATIONS LTD.	Issued	439	C	386.40
52140	29-Oct-2015	BLA050	BLACK PRESS GROUP LTD.	Issued	439	C	37.21
52141	29-Oct-2015	BLA090	BLACKWELL, CAMERON	Issued	439	C	80.00
52142	29-Oct-2015	BOU007	BOUNDARY FIGURE SKATING CLUB	Issued	439	C	300.00
52143	29-Oct-2015	BOU020	BOUNDARY OUTDOOR & MINOR SPORTS AS	Issued	439	C	1,500.00
52144	29-Oct-2015	BOU039	BOUNDARY COUNTRY HEATING & COOLING	Issued	439	C	460.43
52145	29-Oct-2015	BOU270	BOUNDARY DISTRICT CURLING CLUB	Issued	439	C	800.00
52146	29-Oct-2015	BRA030	BRANDT TRACTOR	Issued	439	C	749.10
52147	29-Oct-2015	BRE090	BREDBECK, HAROLD	Issued	439	C	1,000.00
52148	29-Oct-2015	BRI001	BRINK'S CANADA LIMITED	Issued	439	C	339.48
52149	29-Oct-2015	BRI050	BRIDESVILLE COMMUNITY CLUB	Issued	439	C	1,500.00
52150	29-Oct-2015	BRI120	BRITISH COLUMBIA SAFETY AUTHORITY	Issued	439	C	151.00
52151	29-Oct-2015	BUC030	BUCKLAND & TAYLOR LTD. BRIDGE ENGINEE	Issued	439	C	1,808.55
52152	29-Oct-2015	BVC001	BV COMMUNICATIONS LTD.	Issued	439	C	819.80
52153	29-Oct-2015	BVT010	BV TOOL RENTALS (2011) LTD.	Issued	439	C	5.99
52154	29-Oct-2015	CAN150	CANADIAN TIRE ASSOCIATE STORE #665	Issued	439	C	231.34
52155	29-Oct-2015	CAN170	CANADA POST CORP	Issued	439	C	224.04
52156	29-Oct-2015	CAS016	CASCADES RECOVERY INC.	Issued	439	C	2,260.40
52157	29-Oct-2015	CAS040	CASINO RECREATION	Issued	439	C	5,161.67
52158	29-Oct-2015	CIN001	CINTAS THE UNIFORM PEOPLE	Issued	439	C	50.36
52159	29-Oct-2015	COL090	COLUMBIA RECYCLE	Issued	439	C	910.00
52160	29-Oct-2015	COL200	C.V.C.C.S.	Issued	439	C	2,159.28
52161	29-Oct-2015	COL370	COLENZO, KIM	Issued	439	C	17.16
52162	29-Oct-2015	COL390	COLUMBIA BASIN BROADBAND CORPORATIO	Issued	439	C	2,240.00
52163	29-Oct-2015	COO050	COOKSON MOTORS LTD.	Issued	439	C	791.78
52164	29-Oct-2015	CRE015	TOWN OF CRESTON	Issued	439	C	20,340.00
52165	29-Oct-2015	DEL070	DELL CANADA INC	Issued	439	C	608.14
52166	29-Oct-2015	DEN060	DENKOVSKI, GORAN	Issued	439	C	554.77
52167	29-Oct-2015	DEP020	DEPELLEGRIN, LEE	Issued	439	C	400.00
52168	29-Oct-2015	DHC010	DHC COMMUNICATIONS INC.	Issued	439	C	1,524.62
52169	29-Oct-2015	DYN010	DYNAMIC ONLINE MARKETING CORP.	Issued	439	C	514.50
52170	29-Oct-2015	ENO010	ENORMOUS PRODUCTIONS	Issued	439	C	2,541.00
52171	29-Oct-2015	FIL025	FILLMORE, RICK	Issued	439	C	74.85
52172	29-Oct-2015	FOR010	FORTISBC - ELECTRICITY	Issued	439	C	256.37
52173	29-Oct-2015	FOR040	FORTIS BC - NATURAL GAS	Issued	439	C	203.41
52174	29-Oct-2015	FRE060	FREEMAN, BOB	Issued	439	C	1,300.00
52175	29-Oct-2015	FRU010	THE VILLAGE OF FRUITVALE	Issued	439	C	2,797.61
52176	29-Oct-2015	GES010	SONEPAR CANADA INC - GESCAN WEST	Issued	439	C	48.12
52177	29-Oct-2015	GRA010	CITY OF GRAND FORKS	Issued	439	C	59,836.35
52178	29-Oct-2015	GRA050	GRAND FORKS HOME HARDWARE	Issued	439	C	67.89
52179	29-Oct-2015	GRA280	GRAND FORKS VOLUNTEER FIREFIGHTERS	Issued	439	C	5,416.00
52180	29-Oct-2015	GRE005	GREENWOOD PUBLIC LIBRARY	Issued	439	C	300.00
52181	29-Oct-2015	GRE010	THE CITY OF GREENWOOD	Issued	439	C	19,350.00
52182	29-Oct-2015	GRE026	GREENWOOD SENIOR CITIZENS ASSOCIATI	Issued	439	C	300.00
52183	29-Oct-2015	GRE030	GREYHOUND COURIER EXPRESS	Issued	439	C	28.58
52184	29-Oct-2015	GRE070	GREENWOOD RECREATION COMMISSION	Issued	439	C	1,500.00
52185	29-Oct-2015	GRE080	GRESLEY-JONES, KEN	Issued	439	C	150.00
52186	29-Oct-2015	GRE560	GREENWOOD HERITAGE SOCIETY	Issued	439	C	631.89
52187	29-Oct-2015	GUI001	GUILLEVIN INTERNATIONAL INC.	Issued	439	C	106.28
52188	29-Oct-2015	HAL010	HALL PRINTING	Issued	439	C	345.34
52189	29-Oct-2015	HAL060	HALL'S BASICS & GIFTS LTD	Issued	439	C	551.34
52190	29-Oct-2015	HAR010	HARLAN FAIRBANKS	Issued	439	C	332.95

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Cheque Register-Summary-Bank



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Bank : 1 CIBC Bank - General							
52191	29-Oct-2015	HEL010	EDMISON, HELENA	Issued	439	C	224.28
52192	29-Oct-2015	HSL010	HSL BUILDING MAINTENANCE	Issued	439	C	500.00
52193	29-Oct-2015	HUB020	HUB FIRE ENGINES & EQUIPMENT LTD.	Issued	439	C	1,601.94
52194	29-Oct-2015	HUZ010	HUZZEY, MARTIN, R.	Issued	439	C	90.00
52195	29-Oct-2015	INS050	INSIGHT CANADA INC	Issued	439	C	7,257.60
52196	29-Oct-2015	INT080	INTERIOR SIGNS	Issued	439	C	393.75
52197	29-Oct-2015	JER010	JERRY'S THREE VALLEY WATER	Issued	439	C	13.00
52198	29-Oct-2015	KET002	KETTLE RIVER MUSEUM SOCIETY	Issued	439	C	400.00
52199	29-Oct-2015	KET006	KETTLE VALLEY GOLF CLUB	Issued	439	C	500.00
52200	29-Oct-2015	KET007	KETTLE RIVER LIONS CLUB	Issued	439	C	500.00
52201	29-Oct-2015	KET010	KETTLE RIVER SENIORS ASSOC. (ECHO)	Issued	439	C	100.00
52202	29-Oct-2015	KET011	KETTLE VALLEY RACING ASSOCIATION	Issued	439	C	200.00
52203	29-Oct-2015	KET030	KETTLE RIVER RECREATION COMMITTEE	Issued	439	C	1,500.00
52204	29-Oct-2015	KOO026	KOOTENAY WEED CONTROL	Issued	439	C	20,776.96
52205	29-Oct-2015	KOO210	KOOTENAY VALLEY WATER CO.	Issued	439	C	23.85
52206	29-Oct-2015	LOR010	LORDCO PARTS LTD.	Issued	439	C	705.58
52207	29-Oct-2015	MAI003	MAIN PLUMBING & HEATING	Issued	439	C	519.35
52208	29-Oct-2015	MAK010	MAKI, PHILLIP	Issued	439	C	304.40
52209	29-Oct-2015	MAR006	MARINO WHOLESALE LTD.	Issued	439	C	37.12
52210	29-Oct-2015	MCR002	MCRITCHIE, TERRI	Issued	439	C	70.00
52211	29-Oct-2015	MID007	MIDWAY R.C.M.P. COMMUNITY CONSULTATIV	Issued	439	C	300.00
52212	29-Oct-2015	MID010	VILLAGE OF MIDWAY	Issued	439	C	110,819.00
52213	29-Oct-2015	MID025	MIDWAY COMMUNITY ASSOCIATION	Issued	439	C	1,500.00
52214	29-Oct-2015	MID070	MIDWAY PUBLIC LIBRARY	Issued	439	C	300.00
52215	29-Oct-2015	MIL160	MILLS OFFICE PRODUCTIVITY	Issued	439	C	59.97
52216	29-Oct-2015	MIN030	MINISTER OF FINANCE	Issued	439	C	10,327.50
52217	29-Oct-2015	MIN040	MINISTER OF FINANCE	Issued	439	C	17.27
52218	29-Oct-2015	MON001	MONTROSE YOUTH ACTION TEAM SOCIETY	Issued	439	C	1,070.74
52219	29-Oct-2015	MOR020	MORRIS, RICHARD	Issued	439	C	400.00
52220	29-Oct-2015	MOU004	MOUNTAIN TRANSPORT INSTITUTE LTD.	Issued	439	C	1,000.00
52221	29-Oct-2015	OKT010	OK TIRE STORE	Issued	439	C	70.49
52222	29-Oct-2015	OMA010	O'MALLEY, KATHLEEN	Issued	439	C	159.97
52223	29-Oct-2015	OVE010	OVERWATEA FOODS	Issued	439	C	93.86
52224	29-Oct-2015	PAC020	PACIFIC BLUE CROSS	Issued	439	C	31,969.22
52225	29-Oct-2015	PAR050	PARSLOW LOCK & SAFE	Issued	439	C	22.18
52226	29-Oct-2015	PHO020	PHOENIX CROSS COUNTRY SKI CLUB	Issued	439	C	300.00
52227	29-Oct-2015	RBM010	R B MECHANICAL	Issued	439	C	1,348.01
52228	29-Oct-2015	REG010	REGIONAL DISTRICT OF CENTRAL KOOTENAY	Issued	439	C	32,069.12
52229	29-Oct-2015	RIM010	RIMELL, CARLY, D.	Issued	439	C	65.11
52230	29-Oct-2015	ROC100	ROCK CREEK & BOUNDARY FAIR ASSOC.	Issued	439	C	5,216.72
52231	29-Oct-2015	RYD010	RYDER-BURBIDGE, SIMON	Issued	439	C	10.00
52232	29-Oct-2015	SAV010	SAVAGE PLUMBING & HEATING	Issued	439	C	195.58
52233	29-Oct-2015	SEC030	SECURE BY DESIGN	Issued	439	C	44.80
52234	29-Oct-2015	SHA030	SHAW CABLE	Issued	439	C	109.66
52235	29-Oct-2015	SID010	SIDHU, AMRINDERDEEP, S.	Issued	439	C	196.00
52236	29-Oct-2015	SUP170	SUPER SAVE DISPOSAL INC.	Issued	439	C	11,193.24
52237	29-Oct-2015	TEL001	TELUS COMMUNICATIONS (B.C.) INC.	Issued	439	C	173.57
52238	29-Oct-2015	TEL002	TELUS MOBILITY	Issued	439	C	2,677.07
52239	29-Oct-2015	TER010	TERRA NOVA MOTOR INN	Issued	439	C	6,402.67
52240	29-Oct-2015	TOO010	TOOL TIME SUPPLIES LTD.	Issued	439	C	94.08
52241	29-Oct-2015	TRA029	TRAIL COFFEE & TEA COMPANY	Issued	439	C	195.00
52242	29-Oct-2015	TRA170	TRAIL ITALICO RECREATION SOCIETY	Issued	439	C	529.54
52243	29-Oct-2015	TRA240	TRAIL HOME HARDWARE BUILDING CENTRE	Issued	439	C	50.92

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Cheque Register-Summary-Bank


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Page : 11

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Bank : 1		CIBC Bank - General					
52244	29-Oct-2015	TWI020	TWIN RIVERS CONTROLS	Issued	439	C	3,881.43
52245	29-Oct-2015	UNI110	UNITED WAY OF TRAIL	Issued	439	C	5,514.00
52246	29-Oct-2015	VAD010	VADIM COMPUTER MANAGEMENT GROUP LT	Issued	439	C	16,340.62
52247	29-Oct-2015	VAL130	VALLEN	Issued	439	C	39.61
52248	29-Oct-2015	WAL080	WAL MART CANADA CORP	Issued	439	C	103.34
52249	29-Oct-2015	WAT020	WATER PURE AND SIMPLE	Issued	439	C	80.00
52250	29-Oct-2015	WES006	WEST BOUNDARY SENIOR'S HOUSING SOCI	Issued	439	C	300.00
52251	29-Oct-2015	WES016	WESTBRIDGE RECREATION SOCIETY	Issued	439	C	1,500.00
52252	29-Oct-2015	YOU080	YOUR DOLLAR STORE WITH MORE 180	Issued	439	C	20.42

Total Computer Paid : 1,951,745.55

Total EFT PAP : 0.00

Total Paid : 1,951,745.55

Total Manually Paid : 0.00

Total EFT File : 0.00

540 Total No. Of Cheque(s) ...

REGIONAL DISTRICT OF KOOTENAY BOUNDARY INTERIM SCHEDULE SUMMARY:	OCTOBER 2015
ACCOUNTS PAYABLE FOR OCTOBER 2015	\$1,951,745.55
	\$680,405.37
PAYROLL EXPENDITURES (PP# 21 & 22)	
TOTAL EXPENDITURES FOR OCTOBER 2015	<u>\$2,632,150.92</u>

Minutes of the Regular Meeting of the Grand Forks and District Recreation Commission held November 12, 2015 in the Jack Goddard Memorial Arena Meeting Room

Present

Gene Robert
Dean Engen
Roly Russell
Cindy Strukoff
Ken Johnston

Absent

Julia Butler-Advised

Staff

Tom Sprado/Kim Johnson

Introduction

Gene Robert – Introduced Recreation Commission Candidates Brian Noble & Terry Doody (both present)

Agenda

1. M/S Roly Russell/Dean Engen that the agenda is accepted as amended.
The following items added to the agenda
 - i) #4 Delegation - Graham Watt, Learning Garden delegate
 - ii) #8 New Business - Boundary Parks Plan update
 - iii) #8 New Business - Staff Training
 - iv) #8 New Business - Gymnastics
 - v) #5 Correspondence - Arena Lighting Project Rebate

Carried

Minutes

2. M/S Roly Russell/Cindy Strukoff that the minutes of the regular meeting of November 12, 2015 be accepted as circulated

Carried

Business Arising from the Minutes

- **Filling Vacant Positions on Grand Forks Recreation Commission Board**

M/S Roly Russell/Dean Engen that the Grand Forks & District Recreation Commission recommends to the Regional District Board to appoint Brian Noble to the Grand Forks & District Recreation Commission as a member at large – representing the City of Grand Forks

Carried

M/S Dean Engen/Cindy Strukoff that the Grand Forks & District Recreation Commission recommends to the Regional District Board to appoint Terry Doody to the Grand Forks & District Recreation Commission as a member at large – representing Area D rural Grand Forks

Carried

Delegation-

- Graham Watt – Leaning Garden update
 - o Water/meter, power lines in
 - o Materials available for shed – to be constructed
 - o Fencing to be constructed – next two weeks

- o Seeking Financial Sustainability

Correspondence-

- o Phoenix Foundation Annual Social invite (emailed) – Ken Johnston, Dean Engen to attend
- o Response to pool hour complaints from patrons – commission reviewed email response sent to patrons regarding complaint.
- o Arena lighting project rebate From Fortis BC \$3,779.90

Financial Plan- Budget Review

- M/S Ken Johnston/Dean Engen approved the 2016 preliminary Budget to include:
 - o Aquatic Centre underwater/overhead lighting as a tax grant project
 - o Aquatic Centre deck resurfacing project to be funded from Reserve Account
 - o CLASS replacement upgrade funds to remain in budget
 - o Arena exterior painting project requires \$10,000 wages/\$8,000 supplies
 - o Concession requires \$20,000 upgrade for a makeup air unit to remain operational. Funds to come from capital.
 - o Remove Score Clock replacement \$11,000 and add \$11,000 for the new color techno- lighting project.

Carried

- Kevin Sawyer/Minor Hockey matching dollars for future project – yet to be determined.
- Looking to Commission for schedule change ideas for fall of 2016 to reduce aquatic wages - to be discussed in April 2016
- First budget meeting scheduled for November 30th with RDKB.

Old Business

School District #51 Reciprocal Agreement

- o Cindy Strukoff requested that we refer to the agreement as a Joint Use Agreement
- o The School District #51 Joint Use Agreement will stand as is and be approved by School District staff

New Business

Boundary Parks Plan

- o Roly Russell is working toward a Rural Grand Forks Regional Parks Plan that will include a budget for maintenance, trail development and cycling infrastructure.

Staff Training

- o Staff members passed the Refrigeration Safety Awareness course August 19th. Course training necessary for arena department to be compliant with the BC Safety Authority standards.

- o Staff members will be writing the Refrigeration Safety Awareness exam on November 17th.

Gymnastics Program

- o Dean Engen has received questions regarding gymnastics from parents that were expecting a program through recreation beginning this fall.
- o Staff updated commission on the viability of a program. Lack of equipment, facility restrictions, certifications and funding for program are stumbling blocks.
- o Staff encourages parents to form a gymnastics club.

Recreation Program-

- Stats for Aquatic/Arena usage
 - o Staff provided a brief overview of the usage stats indicating Year to Date participation and past year comparison.
 - o November Flyer- Includes fall programs and schedules.
 - o 50th Anniversary Celebration for the Jack Goddard Memorial Arena Report – Approximately 80 to 100 in attendance
 - o Annual Spooky Swim – Approximately 85 to 100 in attendance for the Super Hero themed event.
 - o Remembrance Day Skate- Food Bank Drive – Approximately 100 skaters on the ice. Collected a bucket of food & \$233.00 for the food bank.
 - o Christmas Events include Seniors Tea, Old Fashioned Christmas, Santa Swim and First Night at the pool
 - o Recreation Commission Dinner to be held at the Greek Island Restaurant Thursday, December 3rd at 6:00 pm.

Other Business Arising from the Floor:

- o Gene Robert updated commission on the BETHs shelter. The shelter is open. It is averaging 5 to 7 clients a night and staff anticipate up to 10 in the near future.
- o The shelter is in need of volunteers

Moved by Ken Johnston that the meeting be adjourned.

Carried

KimJohnson, Recording Secretary

Gene Robert, Chairman

**Electoral Area “C” Parks & Recreation Commission
Regular Meeting
Wednesday, November 18, 2015
Welcome Centre
8:00 AM**

AGENDA

- **Approval of the Agenda**
- **Minutes**
 - Minutes of the Regular meeting of September 9, 2015
 - Notes of the meeting of October 14, 2015
- **Delegations:**
 - Peter Bowen- Stewardship Society Presentation
- **Business Arising from the Minutes (September 9, 2015)**
 - Business arising from the notes of the October 14 meeting
- **Correspondence**
 - **Email from Paul Beattie-Bonanza Recreational Area Proposal**
- **Financial Plan**
 - RDKB Financial Report-Please bring 2015 Budget Binder
 - Review 2016 Preliminary Budget Submission
- **Old Business**
 - Feasibility Study-Pedestrian Bridge- Update
 - Walking Trail Golf Course
 - Christina Lake Disc Golf Course –Update
- **New Business- Addition to Agenda-Item #2-Don Nelson –Sending a Fruit Basket**
- **Sub Committee Report**
 - COP Update
 - Park Maintenance October 2015 Monthly Report
 - Park Maintenance Year End Report - Leo is done for the Season
 - Recreation Program Update
 - Fall Programs-November Flyer
 - Trails
 - Community Coordinator Report- Christina Lake – Cavan Gates
 - Recreation Commission Christmas Dinner – (December 2, 2015)

Outstanding Projects for Future Development

- Kids Bump Bike Park/ Pickleball Landscaping Project- to be completed 2016
- Walking Trail around Golf Course- 2016 Budget
- Disc Golf/Frisbee Golf- Ongoing -2016 budget
- Welcome Centre Playground –

Winter Ice Rink on Slab

Tech Property Access

Fitness Trail in Nature Park

Christina Crest Trail-

Rental agreement for use of Nature Park

Boat House (part of Marine Study)

Marine Study-Nature Park Shore line and garden Project

Boat Dock @ Community Park (part of Marine Study)

Daycare Facility

Seniors Housing

Completed Projects

- Performance Awning for Welcome Centre- Completed
- Cascade Falls Stairs-Completed
- Cascade Falls Stairs (Completed)
- Cascade Cemetery (Completed)

- **Other Business Arising from the Floor**

- **Adjournment**

Minutes of the Regular Meeting of the Electoral Area "C" Parks & Recreation
Commission held Wednesday November 18, 2015 at the Welcome Centre

Present

Dianne Wales
Dave Beattie
Larry Walker
Liz Stewart
Dan Marcoux
Carlo Crema

Absent

Bob Dupee-Advised
Brenda Auge-Advised
Paul Beattie-Advised
Don Nelson –Advised

RDKB Staff

Tom Sprado/Lilly Bryant

Area Director

Grace McGregor

Guest

Cavan Gates

1. Liz Stewart/Dave Beattie, that Don Nelson will be temporary removed from the membership list due to illness and that the current membership is 9, decreasing the quorum number to 5.

Carried

Agenda:

2. Dan Marcoux/Liz Stewart, that the agenda be accepted as amended
The following items added to the agenda.

Item #1: Correspondence: Email from Grand Forks Realty-Cascade Par 3 Golf

Item #2: New Business: Don Nelson: Send Gift Basket

Item #3. New Business: Track Membership Attendance

Carried

Minutes

3. Liz Stewart/Dave Beattie, that the minutes of the regular meeting from September 9, 2015 be accepted as circulated

Carried

4. Liz Stewart/Dave Beattie, that the notes of the meeting held on October 14, 2015 be accepted for information only as circulated.

Carried

Delegation: Peter Bowen-Stewardship Society Presentation

- \$2500 allocated to the Society was used for removing 3 docks and garbage from the lake over the summer months.
- Raised \$2400 from private dock removals plus cutting logs from the docks and selling as firewood.
- Pay \$500 towards liability insurance for volunteers
- Future plans to remove old dock on Sutherland Creek

Business Arising from the Minutes:

- No discussion on Minutes from September 9th meeting
- No discussion on Notes from October 14th meeting

Correspondence Email from Paul Beattie: Bonanza Recreational Area Proposal:

- Potential Partnership with Electoral Area B
- Contact Linda Worley – Area B Director –To invite her as a delegate to the January 13, 2016 meeting to discuss the possibility for funding through the Columbia Basin Trust/ Gas Tax for the Bonanza Recreational Area- Letter should include Paul Beattie's report and request.
- Area C will provide volunteers and include the local High School for ongoing maintenance projects.

Email from Grand Forks Realty: Cascade Par 3 Golf Course Proposal

- The Christina Lake Recreation Commission will not purchase land or Private businesses such as the Par 3 for recreational opportunities

Financial Plan – Reviewed 2016 Preliminary Budget**5. Liz Stewart/ Carlo Crema, that the draft 2016 budget submission be forwarded to the Finance Department with the following changes:**

- i) Nature Park Road Maintenance - \$45,000 (name change)
- ii) Pedestrian Bridge Reserve - \$20,000 (new)
- iii) 2015 Surplus funds to be transfer to Reserves (new)
- iv) Trail Maintenance & Development - \$25,000 (first Draft \$40,000)
- v) Remove Putting Green Supplies – (\$3,000)
- vi) Marine Study Project – \$10,000 (first draft \$30,000)
- vii) Bonanza Recreation Area – No budget (first draft \$10,000)(new)

Carried**Old Business:**

- **Feasibility Study for the Pedestrian Bridge Update**
Final Report was handed out- 2016 proposed operating Budget to include \$20,000 to start a reserve account for future plans on the bridge.
- **Walking Trail Around Golf Course:**
6. Liz Stewart/Dave Beattie, that staff arranges a meeting in December with the Golf Course manager/maintenance supervisor/ President /Area C Director/Chair of the Recreation Commission and staff to discuss the plans for the Walking Trail around the golf course.

Carried

- **Disc Golf Course**
7. Dan Marcoux/Liz Stewart, that staff precede with the Tipi Mountain Quote for the assessment on the Archaeologist study. Grace suggested contacting John Maclean to approve the quote due to the time restraint and weather.

Carried

- **Marine Study:** Christina Lake Recreation Commission would like to invite a provincial staff person to a meeting to discuss the options on future Marine Projects at the south end of Nature Park area.

New Business:

- **Don Nelson:** Sending a Fruit Basket to Don from the Christina Lake Recreation Commission and the APC.
- That staff include an attendance report for each member of the Christina Lake Recreation Commission for 2015.

Subcommittee Report

- **COP Update**
 - Finished for the season – A few members will be installing the reader board in front of Elementary school.
 - Truck has been winterized
 - Clocked just under 2000Km on Pickup for the season
 - Went over budget this year due to repairs to the truck-should not be requiring extra funding for 2016.
- **Park Maintenance Monthly Report**
 - Members feel the detailed reports are very helpful – breakdown on when and where hours are being allocated.
 - Pickle Ball – In 2017 the Building should be dismantled. Possible partnership with Pickle Ball Group for new Washrooms.
- **Recreation Program Update**
 - Flyer was distributed
 - Christmas Dinner –December 2nd at Lisa's Bistro
 - Pickleball- Spring events- Grand opening/Tournament during Homecoming
 - Contact Les Saywer (Pickle Ball) to get involved in future events
- **Trails: N/A**
- **Community Coordinator Report-Cavan Gates**
 - Attended a Social Finance Conference- spoke about investing Reserve money
Will provide a report for next meeting on investing opportunities

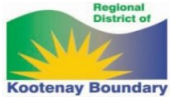
Other Business Arising from the Floor - N/A

8. Moved by Dave Beattie that the meeting be adjourned.

Carried

Lilly Bryant, Recording Secretary

Dianne Wales, Chairperson

**STAFF REPORT**

Meeting Date: November 12, 2015

Date:	November 6, 2015	File:	
To:	RDKB - Grand Forks & District Recreation Commission		
From:	Tom Sprado, Manager of Facilities and Recreation – Grand Forks and District Recreation		
RE:	RECREATION COMMISSION VOLUNTEERS NEEDED		

Issue Introduction: Request for a decision to nominate new members at large by the Grand Forks & District Recreation Commission to the Regional District Board for appointment by resolution.

Background: The Grand Forks & District Recreation Commission needs volunteers to represent Electoral Area 'D'/Rural Grand Forks and from the City of Grand Forks.

The Grand Forks and District Recreation Commission shall consist of no more than 11 members (Bylaw NO. 946).

We currently have 5 board members.

- Gene Robert – Chairperson – City Representative appointed by the City
- Julia Butler – City of Grand Forks appointed by the City
- Dean Engen – representing the Library and Arts Societies (Culture)
- Cindy Strukoff – representing School District # 51
- Ken Johnston - Rural Grand Forks Representative

At the October 15, 2015 Recreation Commission meeting - staff was asked to advertise that the Grand Forks & District Recreation Commission needed volunteers. The deadline for accepting applications was Friday, November 6, 2015.

We received three applications:

1. Terry Doody, Eagle Ridge Road, Grand Forks – Area 'D'
2. Brian Noble, City of Grand Forks
3. Nigel James, City of Grand Forks

The applicants are to be interviewed and selected by the Commission. I requested all three applicants to attend our Recreation Commission meeting on Thursday, November 12. Each applicant will have an opportunity to provide their background and why they wish to join the Recreation Commission.

Recommendation: that the Grand Forks & District Recreation Commission recommends to the Regional District Board to appoint Brian Noble (volunteer representing City of Grand Forks) and Terry Doody (volunteer representing Electoral Area 'D'/Rural Grand Forks) to the Grand Forks & District Recreation Commission as a member at large.

Respectfully submitted:

MINUTES of the Area 'A' Advisory Planning commission meeting held at 5:30, Tuesday
November 03, 2015 At the BV Arena Meeting Room

PRESENT Craig Stemmler, Chairperson
Shelley Levick, Recording
Rob Ironmonger
Fred Buckley
Tyleen Underwood

MINUTES OF PREVIOUS MEETING

Minutes of October 06, 2015 meeting accepted as written

OLD BUSINESS

None

NEW BUSINESS

1. **Columbia Power Corporation**

RE: MOTI Subdivision

9120 Highway 22A, electoral Area 'A'

RDKB File: A-205A-00941.000

Email comments from a member "...my concern is that we do not want the access to
Binks Park from Highway 22a to be affected..."

The other members concur with the email and have no other concerns

2. **Jarrett & Megan Mason**

Re: MOTI Subdivision

330 Mill RD., East of Fruitvale, Electoral Area 'A'

RDKB File: A-1236-05428.100

No concerns regarding the application

3. **2106 APC Memers**

The following have agreed to remain on the APC for 2016

Craig Stemmler

Shelley Levick

Fred Buckley

Rob Ironmonger

Tyleen Underwood

To be confirmed are Jim Green and Ben DeJager

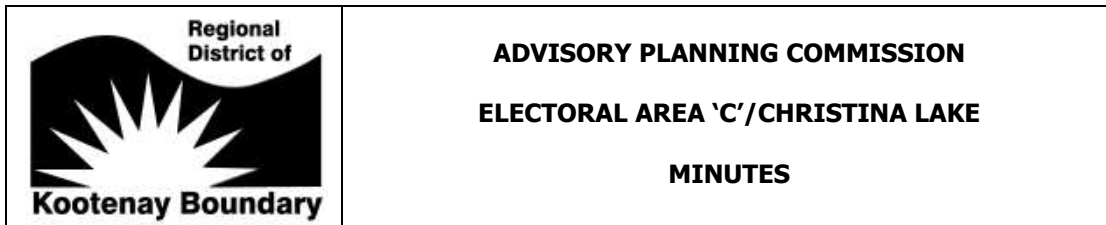
4. **Future time/location of meetings**

Meetings for 2016 will be held at the BV Arena (new and improved) Meeting Room at **4:30pm**
as needed the first Tuesday of each month

Alternate site will be Atco Wood Products meeting rooms

ADJOURMENT

6pm



Minutes of the Area 'C' Advisory Planning Commission meeting held on Tuesday, **November 3, 2015** at the Christina Lake Fire Hall, Swanson Road, commencing at 7:00 p.m.

PRESENT: Dave Durand, Chair
Terry Mooney, Secretary
Jennifer Horahan
Peter Darbyshire

ABSENT: Jeff Olsen, Dave Bartlett, Butch Bisaro, Phil Mody, Don Nelson

RDKB DIRECTOR: Grace McGregor

RDKB STAFF: N/A

GUESTS: N/A

Meeting was called to order at 7:03 p.m.

MINUTES OF THE PREVIOUS MEETING:

Moved: T. Mooney/Seconded: J. Horahan

That the October 6, 2015 Electoral Area 'C'/Christina Lake APC minutes be approved.

Carried.

OLD BUSINESS:

N/A

NEW BUSINESS:

Dedels/Boyd

RE: Development Permit

Between West Lake Drive and Sunflower Rd., Electoral Area 'C'/Christina Lake

RDKB File: C-1021s-04547.045

The APC has no comments to this application.

Dwight Wilson

RE: MOTI Subdivision

3390 East Lake Drive, Electoral Area 'C'/Christina Lake

RDKB File: C-2104-05065.045

No comments.

Move to adjourn at 7:33 p.m.

ADVISORY PLANNING COMMISSION Area "D"/Rural Grand Forks
MINUTES

Tuesday, November 3rd, 2015, at the RDKB Grand Forks building

IN ATTENDANCE:

Edith MacAllister; Werner Behrens; Lesley Matthews; Bob Kendel

Absent: Deb Billwiller

Roly Russell - Director for Area "D"

Guests: Barb and Terry Hein

Meeting was called to order at: 7:00 p.m.

NEW BUSINESS:

1. HEIN, Terry and Barb, RDKB file #D-700-03662.100

RE: Development Variance Permit

3145 1st Road, Electoral Area "D"/Rural Grand Forks
Lot 1, Block 8, Plan KAP38, DL700, SDYD

Discussion took place.

Bob Kendel moved that we approve the application. Seconded by Werner Behrens. **Carried**

2. FortisBC

RE: License of Occupation

Crown Land north of Grand Forks near Ward Lake, Electoral Area "D"/Rural Grand Forks
Part of DL 606s, SDYD, Plan KAP531

Discussion took place. Following discussion, no objection to the application.

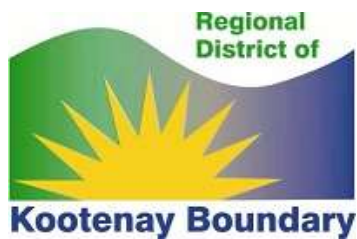
**3. APC members appreciated being advised about the Jensen and Bron and Sons
Nursery application. Thank you for the feedback.**

Bob Kendel moved to adjourn meeting, 7:15 p.m.

Page 2 of 2

AFTER THE MEETING WAS ADJOURNED AN INFORMATION DISCUSSION TOOK PLACE WITH ROLY RUSSELL AND THE APC MEMBERS

- a. Animal Control Contract - calls in and calls out;
- b. Agriculture Plan - coming up again in Spring;
- c. Interior Health - food security plan;
- d. Hotel & Motel Tax - communities benefit;
- e. Chief Forester - Timber Sales - Lynch Creek;
- f. Budget discussions - Board and Committee levels;
- g. Senior Housing Group - complex at Christina Lake;
- h. Grant in Aid - groups requesting funds;
- i. Christmas Dinner - date, time and place;
- j. RDKB Animal Control gravel parking area - condition of it;
- k. Shipping container available - food grade - refrigeration unit. Bob was asked to email Doug Zorn about this matter;
- l. Animal Control/Animal Pound - name change?;
- m. West Almond Gardens Road property - letter went out;
- n. OCP - what is happening with final draft - we will be advised;
- o. Lynch Creek - conservation areas noted on maps;
- p. Billboards/signs - Area D.

**STAFF REPORT**

Date: 16 Nov 2015
To: Chair McGregor and Board of Directors
From: Maureen Forster, Executive Assistant
Re: Southern Interior Beetle Action Coalition (SIBAC) Membership and Funding Request

File SIBAC - 0545-17

Issue Introduction

A staff report from Maureen Forster, Executive Assistant, regarding a request from SIBAC for a written confirmation from RDKB to remain a member of SIBAC and further, that RDKB considers making a financial contribution of \$5,000 a year in funding for three years starting with the 2016/2017 fiscal year.

History/Background Factors

In 2006, a small group of southern interior local government and First Nations leaders met to discuss the potential environmental, economic and social impacts of the Mountain Pine Beetle epidemic. These initial meetings led to the formal establishment of the Southern Interior Beetle Action Coalition (SIBAC) as a non-profit Society.

SIBAC is a member-based organization of the nine Regional Districts and six Tribal Councils in the southern interior along with the CFDC of Central Interior First Nations. Each of the SIBAC member organizations appoints a representative to sit on the SIBAC Board of Directors. Currently, RDKB's representative is Chair McGregor.

SIBAC's research and planning analysis indicated that there was an underlying rural development challenge facing many of the smaller rural communities in the southern interior. As a result, since April 2011 SIBAC has focussed on developing, supporting and funding projects and initiatives that will stimulate and advance rural development in the southern interior.

The SIBAC Board recently approved a new three year Strategic Plan to focus its activity from 2016 to 2018. With the development of the new Strategic Plan, the

SIBAC Board felt it was important and timely to again seek the formal endorsement and support of its member organizations.

Implications

n/a

Advancement of Strategic Planning Goals

1. The RDKB will continue to advocate on issues that affects its region.
2. The RDKB will continue to focus on partnerships that advance the interests of the region.

Background Information Provided

1. Request/letter from SIBAC
2. Projects Summary-Kootenay Boundary Region

Alternatives

1. That the Board of Directors receive the staff report.
2. That the Board of Directors receive the staff report and approve SIBAC's request for membership confirmation and provide funding of \$5,000 a year for three years starting with the 2016/2017 fiscal year.
3. That the Board of Directors not receive the staff report.

Recommendations

That the Regional District of Kootenay Boundary Board of Directors approves remaining a member of the Southern Interior Beetle Action Coalition (SIBAC).

FURTHER that SIBAC be notified in writing of RDKB's intention to remain a member of SIBAC. **FURTHER** that the Regional District of Kootenay Boundary Board of Directors approves providing SIBAC \$5,000 a year in funding for three years starting with the 2016/2017 fiscal year.



Southern Interior Beetle Action Coalition

PO Box 3006, Kamloops, B.C. V2C 6B7

Board of Directors
Regional District of Kootenay Boundary
202 – 843 Rossland Ave
Trail, BC
V1R 4S8

REGIONAL DISTRICT OF KOOTENAY BOUNDARY	
FILE #	NOV 12 2015
DOC #	
REF. TO:	MF
CC:	Jmm/BoD

Dear Directors:

As you know, the health of rural BC is critically important to not only those of us who live in it – but to the province as a whole. However, much of rural BC is experiencing significant economic and transitional challenges.

In 2006, a group of local government and First Nations leaders came together to discuss how we could collectively act in the face of one of these challenges – the Mountain Pine Beetle epidemic. The result was the formation of the Southern Interior Beetle Action Coalition (SIBAC) – a partnership between the nine Regional Districts and six Tribal Councils in the southern interior along with the CFDC of Central Interior First Nations.

The SIBAC Board is very proud of our many accomplishments.

For example we believe that our leadership – in partnership with the other two Beetle Action Coalitions in the province – on the Rural BC Project was directly responsible in positively influencing the Provincial Government to make several rural related decisions over the past couple of years including:

- The appointment of Minister Steve Thomson as the Senior Cabinet Minister responsible for Rural Development in the Province;
- The creation of the Provincial Rural Advisory Council; and
- The recently announced Rural Dividend program.

Similarly, we believe that our leadership in creating and hosting the *Keeping It Rural 2015 Conference* provided an excellent opportunity to expose local rural leaders in BC to some of the best rural development initiatives in North America.

While SIBAC has accomplished a lot over the past eight years, we firmly believe that there is still much to do to advance rural development in the southern interior. The SIBAC Board also believes that SIBAC provides a unique and valuable organizational structure and forum for discussion and collaboration between rural local governments and First Nations on rural development issues.

Phone: 250-378-1929 ♦ E-mail: admin@sibacs.com ♦ www.sibacs.com

The SIBAC Board recently approved a new three year Strategic Plan to focus its activity from 2016 to 2018. Please find attached a brochure that provides the summary highlights of this new Strategic Plan. The SIBAC Board believes that by focusing on the strategic priorities and projects identified in this plan, we will be able to assist the greatest number of rural and First Nations communities in the southern interior. These strategic projects and initiatives will address some of the most common and systemic rural development challenges that many of our rural communities face; while at the same time providing direct on-the-ground assistance to many of our communities.

SIBAC will be allocating the remainder of its financial resources to implementing this Strategic Plan over the next three years.

With the development of this new Strategic Plan, the SIBAC Board felt it was important and timely to again seek the formal endorsement and support of its member organizations.

Therefore, I am writing to all member organizations of SIBAC with two requests:

- 1.) That your organization confirm in writing your desire to remain a member of SIBAC; and
- 2.) That your organization, once again, considers making a financial contribution to help offset the administrative costs of operating SIBAC. During its initial years of operation, the member organizations of SIBAC contributed financially to the establishment and operation of the organization. This investment was an important tangible confirmation to SIBAC's other funders of our commitment to rural development in the southern interior. Therefore, we are respectfully requesting that each SIBAC member organization again consider providing \$5,000 a year in funding for three years starting with the 2016/2017 fiscal year.

We firmly believe that SIBAC can continue to provide significant benefits to our southern interior rural communities.

If you would like a SIBAC representative to attend an upcoming meeting to discuss SIBAC's achievements and strategic priorities moving forward in greater detail please contact us at Admin@sibacs.com.

On behalf of the SIBAC Board, I would like to thank you again for your support of the organization.

Yours Truly



Rhona Martin
Chair
SIBAC Board of Directors



Projects Summary

Kootenay Boundary Region

**SIBAC Member Organizations in the region include the Regional
District of Kootenay Boundary**

Kootenay Boundary Region

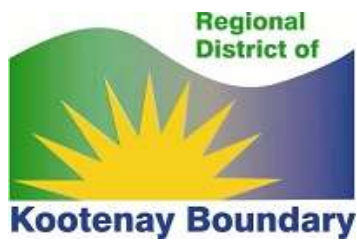
Summary of SIBAC Funded Projects in the Region

2008-2014

Project	SIBAC Contribution
Kettle River Watershed Management Plan The Kettle River has been experiencing increasing significant pressures, and as a result, in 2009 the River was ranked as #2 on the Endangered Rivers list of BC by the Outdoor Recreation Council of BC. In addition to current pressures, there is significant uncertainty about the implications that climate change, the mountain pine beetle epidemic and other environmental factors could have on the Kettle River drainage and those that rely on it. Therefore this project will design a strategic framework and action plan for the completion of a comprehensive watershed management plan for the entire Kettle River Drainage. Outcomes: The Regional District of Kootenay Boundary in collaboration with a stakeholder advisory group, local and provincial governments and representatives from multiple sector from across the Boundary Region developed a Watershed Management Plan for the Kettle River. This three-year project has resulted in a shared understanding of watershed issues, created a vision, goals and strategies to take care of the Kettle River watershed into the future.	\$30,000.00
Boundary Communities Regional Chamber of Commerce Working in partnership with the City of Grand Forks, Greenwood, Village of Midway and Areas C, D and E to establish a Regional Chamber of Commerce demonstrates collaboration amongst some of the communities in the southern interior of BC that are most at risk of MPB-related impacts. The Regional Chamber can provide the small business community with the opportunity to diversify, moving away from the resource industry dependency of the past. This is particularly so in the West Boundary communities of Beaverdell, Bridesville, Rock Creek and Midway who support the Regional Chamber concept 100% as individuals in these communities look for alternative employment in small business and tourism to fill the employment gaps that currently exist. Potential roles include increasing business attraction, serving as business/community advocates, improving access to funding & marketing of the region, and strengthening regional coordination and collaboration. Outcomes: The Boundary Communities Regional Chamber of Commerce was incorporated in April 2012 and within 18 months had 150 members. The BCRCC is progressively working at their strategic plan and expanding within the communities.	\$15,000.00
2012 BC Rural Communities Summit – Grand Forks Funding to support Community Futures Boundary to host the 2012 BC Rural Communities Summit, an event put on by the BC Rural Network. Established in 2004, The BC Rural Network is a coalition of organizations, communities, and individuals who share a commitment to building the capacity of British Columbia to develop responses to rural and remote community issues. The need and desire to	\$15,000.00

improve networking and exchange of information among rural communities has been clearly identified and requested by rural stakeholders across BC. The BC Rural Network dialogues with rural communities and organizations across BC through a series of annual regional forums, the Biennial BC Rural Communities Summit, an annual province-wide Members' Workshop, an e-mail list, regular newsletters, and this website. Outcomes: The conference brought together over 120 participants from around the province. The report is posted on the BC Rural Network website.	
Boundary Business Retention and Expansion Community Futures Boundary wish to complete a business retention and expansion study and report that will enhance information available to decision makers about the needs and concerns of the Boundary Business community, and make available to the region best practises and tools in business retention and expansion. Business retention and expansion has been identified as a priority in the Boundary region through consultations with key economic development stakeholders and local businesses. The findings will ultimately strengthen the competitiveness of Boundary communities. Outcomes: Through the project communities learn about concerns of, as well as opportunities for, local businesses and to set priorities for projects to address those needs.	\$10,000.00
Beaverdell Museum / Recreational Services Feasibility Study - project incomplete This project is to provide the Beaverdell Heritage Society funding assistance to complete a feasibility study to determine the viability of operating a museum with a café and local services to travelling public that drive through Beaverdell along Highway 33 from Kelowna to Rock Creek. The small community has taken a downturn due to the closure of the local restaurant and hotel, leaving travellers no place to stop, rest, eat and use washroom facilities. Outcomes: The research portion of this study was completed.	\$2,000.00
Threat Assessment of Riparian areas in the Kettle River Watershed to Inform Decision Making, Restoration Planning and Educational Initiatives Through the Regional District of Kootenay Boundary Kettle River Watershed Plan, public opinion surveys indicate concern for the riparian health and ecological integrity of the watershed. To evaluate the extent of the issue, a threat assessment is required with a plan to inform decision making and an evidenced based policy that will increase public awareness of environmental values in the watershed. Outcomes: Project is still in progress	\$50,000.00
Preparing to Go Mobile: Entering the era of online Tourism Marketing This project is aimed at increasing the capacity of Christina Lake community businesses and organizations to benefit from inbound marketing and to benefit from increased regional partnership development. This will be accomplished in part by increasing the capacity of Christina Lake businesses in the use of social media, strengthening the community infrastructure such as increase band-width, wifi 'hot spots', digital mapping, create specific marketing capacity, increase the use of social media, internet based marketing, build regional and collaborative internet based marketing partnerships. Outcomes: Project still in progress	\$50,000.00
Christina Gateway Development Association Venture Capital Corporation (VCC) This project is to document the learnings of the Christina Lake experience for other communities. The formation of the Christina Lake VCC was funded through the Regional District of Kootenay Boundary. The proposed SIBAC funding would be used for two primary purposes (i) to pay for specialized venture capital consulting	\$25,000.00

expertise to help perform due diligence and prepare investment documents for the first two Christina Lake VCC investment deals; and (ii) to pay for the creation of resource materials to assist other communities in preparing a community-based VCC. Outcomes: Project still in progress	
Boundary Business Advisory Program – Pilot Consultants in the Boundary region to include advice/mentoring/coaching on: marketing, market expansion, business planning, HR, financial, etc. The goal of the program is twofold: 1) Enable job retention in rural communities by providing business coaching/mentoring services to struggling businesses as well as same services to businesses contemplating succession and sale; 2) Enable revenue generation and job creation in rural communities by providing up-start, burgeoning and expansion-interested businesses with coaching/mentoring services. Outcomes: Project still in progress	\$12,000.00
Workforce Innovation in Regional Economic Development: Mobilizing Informed Decision-Making in the Boundary Region – Selkirk College Funding to The Rural Development Institute to broaden on the findings from the Kootenay Workforce Table completed in 2013 to include more job training options; include stakeholders from all aspects of community sustainability (not included in the creation of the Workforce Table) and pilot training identified as most needed based upon data. Outcomes: Project in progress	\$15,000.00
<i>WED-CEDI Project Funding Support:</i> <i>To support communities and First Nations with the proponent's option of funding to apply for the Western Economic Diversification Community Economic Diversification (CEDI) Program in 2007-2008; SIBAC agreed to fund 50% of the CEDI applicants' 10% contribution requirement up to a maximum of \$10,000 per project. SIBAC was not involved in the project monitoring, evaluation and reporting. As such did not track the project outcomes.</i>	
City of Rossland (WED-CEDI) Gondola pre-feasibility study.	\$1,500.00
Total SIBAC Project Contribution	\$225,500.00



STAFF REPORT

Date: 15 Nov 2015

File

Staff Report-MFA
LUA-BRD-Nov 26,
2015

To: Chair McGregor and Members,
Board

From: Beth Burget, General Manager of
Finance

Re: Liability Under Agreement Application
Approval

Issue Introduction

A staff report from Beth Burget, General Manager of Finance requesting that the Board approve financing through Liability Under Agreement with the Municipal Finance Authority (MFA) to finance short term financing (under five years) for projects included in the 2015 Financial Plan.

History/Background Factors

The 2015 Financial Plan included the following projects which are planned to be financed by entering into a "liability" under Section 819 of the Local Government Act (refers to Section 175 of the Community Charter applying to Regional Districts):

- Service 031 Grand Forks Curling Rink - Dehumidifier
- Service 040 Grand Forks Aquatic Center - Ultraviolet Light Treatment System
- Service 064 Refuse Disposal Big White - Overhead Doors

Service 031 - Grand Forks Curling Rink - Dehumidifier

Purchase and installation of dehumidifier to address condensation issues.

Project Cost Estimate \$48,000

MFA funding request \$48,000

Service 040 - Grand Forks Aquatic Center - Ultraviolet Light Treatment System

Replacement of Ozone System with Ultraviolet disinfection system. This has become the standard for supplementary water treatment in pools.

Project Cost \$62, 967
MFA funding request \$60,000

Service 064 - Refuse Disposal Big White - Overhead Doors

Replacement of overhead doors at transfer station. Replacement of metal door with fabric doors. We were incurring high annual maintenance costs on metal doors which is expected to be minimized with installation of new fabric door system. The new system is also expected to improve access to residents as the site was restricted each time maintenance was required on metal doors. This would often occur on weekends/holidays.

Project Cost estimate \$55,060
MFA Funding Request \$50,000

Implications

Approval to make application to the Municipal Finance Authority for this proposed financing under Section 810 of the Local Government Act (Section 175 of the Community Charter) is requested for these projects as approved within the 2015 Financial Plan. The 2015 - 2019 Financial Plan provides for the financing costs for these projects within each applicable Service.

Advancement of Strategic Planning Goals

No alternative is provided for the Board's consideration, as previous direction for the projects to be undertaken was provided in the 2015 Financial Plan.

Background Information Provided

No additional information provided.

Alternatives

No alternative is provided for the Board's consideration, as previous direction for the projects to be undertaken was provided in the 2015 Financial Plan.

Recommendation(s)

That the Board of Directors approve application be made to the Municipal Finance Authority for short term financing pursuant to Section 819 of the Local Government Act for the Grand Forks Curling Rink - dehumidifier, Grand Forks Aquatic Center - Ultraviolet Light Treatment System and the Refuse Disposal Big White - Overhead Doors in a combined total of \$158,000.



STAFF REPORT

Prepared for meeting of November 2015

FrontCounter BC Referral License of Occupation Utilities –Electric Powerline			
To: Chair McGregor and the RDKB Board of Directors			
Applicant: FortisBC		File No: D-606s-03518.700	
Location: Crown Land north of Grand Forks near Ward Lake, Electoral Area 'D'/Rural Grand Forks			
Legal Description: Part of District Lot 606s, SDYD, Plan KAP531		Application Area: Area: 1.1 ha Length: 104 m Width: 107 m	
OCP Designation: N/A	Zoning: Agricultural Resource1 (AGR 1)	ALR status: No	DP Area: No
Contact Information: Jessie Lunan Land Officer, Land Authorizations FLNRO FrontCounter BC 250.426.1779 jessie.lunan.@gov.bc.ca		Applicant: Nicolas Mirsky Fortis BC 2850 Benvoulin Road Kelowna, BC V1W 2E3 250.469.8033 nicolas.mirksy@fortisbc.com	
Report Prepared by: Carly Rimell, Planner			

ISSUE INTRODUCTION

FrontCounter BC has invited the Regional District of Kootenay Boundary to comment on a Crown Land application, submitted by FortisBC, for a license of occupation for utilities and electric powerline purposes for an aerial crossing over the former Columbia and Western Railway, now owned by the Crown, as part of as part of a trail system (*see Site Location Map; Applicants' Submission; Management Plan*).

During a tenure review of existing transmission statutory rights of way with respect to a facility upgrade, FortisBC Inc. discovered a 'gap' in its 11 line transmission line right of way near Grand Forks, BC. As the land title now belongs to the Crown, FortisBC is applying to legalize the 'gap' in tenure, by applying for a license of occupation to secure a legal right of way.

BACKGROUND

The area of interest is not designated in the Electoral Area 'D'/Rural Grand Forks Official Community Plan Bylaw No. 852. It is zoned 'Agricultural Resource 1' (AGR 1) in the Electoral Area 'D'/Rural Grand Forks Zoning Bylaw No 1299, however it is not within the Agricultural Land Reserve.

PROPOSAL

The FortisBC is applying for a license of occupation for an existing 11 line transmission line utility and electric powerline. A 'gap' in the right of way exists where the transmission line crosses the Columbia and Western Railway right of way, which forms part of the Trans Canada Trail.

The scope of the application involves acquiring legal tenure over the 'gap' to connect electrical rights of way Plans A1493 and A2585. The impacts to the former railway right of way/Trans Canada Trail will be restricted to aerial electrical conductors and telecommunications cable facilities.

The license of occupation which is being requested will require a length of 104 m and a width of 107 m. Thus, the total area under application is ± 1.1 ha.

IMPLICATIONS

For safety reasons no vegetation overhang is permitted within specific clearance zones on powerline facilities. As a former railway property, no vegetation clearing or ground disturbances are anticipated at this location.

Access to the site will be off public roadway at Silvertip Road or along the existing right of way through private property. Land rights on either side of the railway right of way have been secured as statutory rights of way under R/W Plans A1493 and A2585.

No other impacts to the environment including atmospheric, aquatic, fish/wildlife, drainage or fencing are anticipated over this section of Crown Land. No adverse impacts to land use, public health or socio economic conditions are expected with respect to the power line installation over this section of Crown Land.

ADVISORY PLANNING COMMISSION COMMENTS

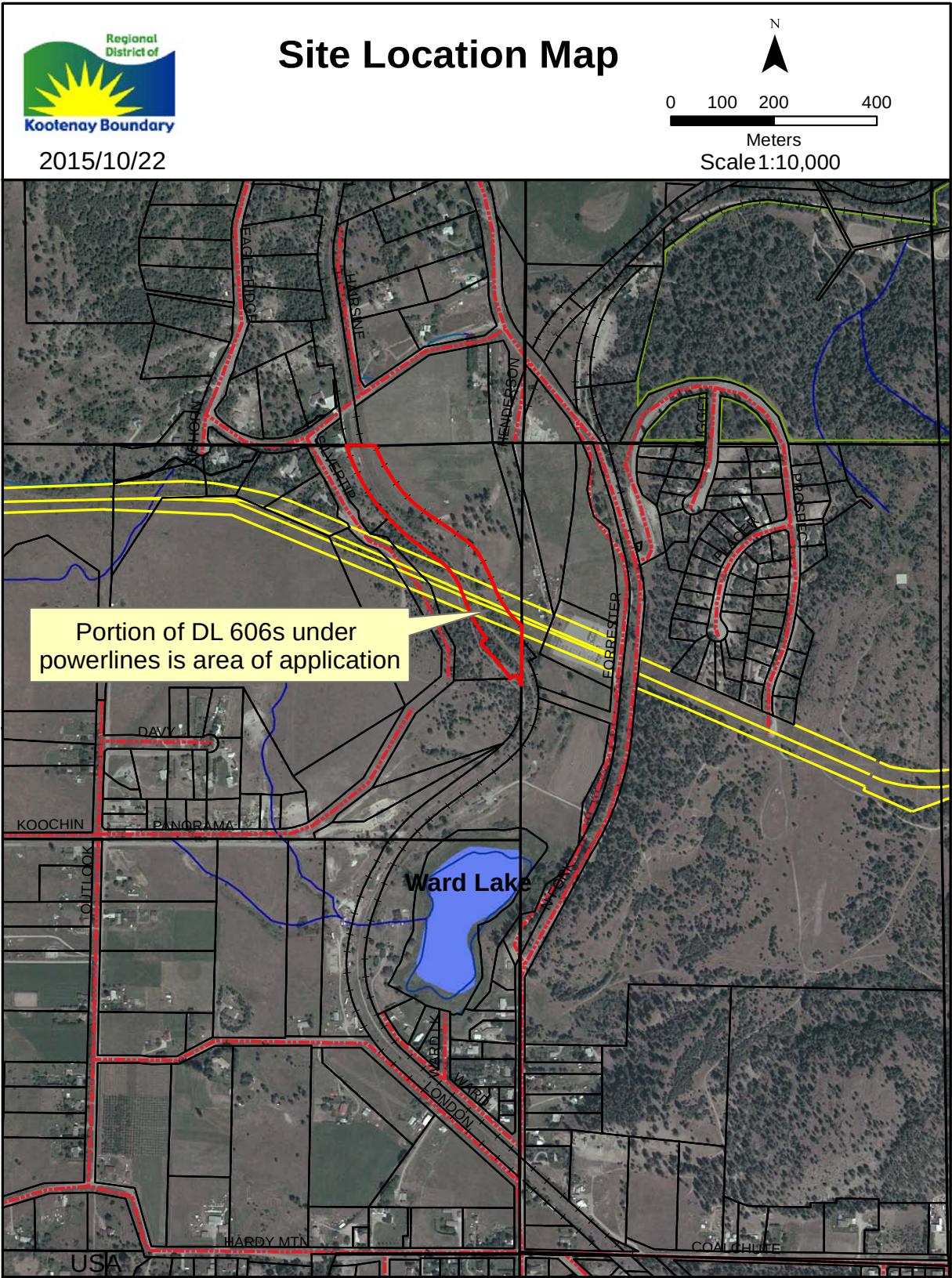
The Electoral Area 'D'/Rural Grand Forks Advisory Planning Commission had no objection to the proposal.

ATTACHMENTS

Site Location Map
Applicants' Submission
Management Plan

RECOMMENDATION

That the Regional District of Kootenay Boundary Board of Directors advise FrontCounter BC that the application submitted by Fortis BC for a license of occupation for utilities and electrical powerline purposes to legalize an existing aerial crossing over the former Columbia and Western Railway, now owned by the Crown and used as part of a trail system, near Ward Lake and legally described as, part of District Lot 606s, SDYD, Plan KAP531, is supported.



Document Path: P:\GIS\RDKB\MapDocuments\Routine_Maps\SiteLocationMap\Area_\"D\"_RuralGrandForks\2015-08-20-D-606s_SLM_Fortis_License.mxd



Crown Land Tenure Application

Tracking Number: 100141508

APPLICANT INFORMATION

If approved, will the authorization be issued to an
Individual or Company/Organization? Company/Organization
What is your relationship to the
company/organization? Consultant

APPLICANT COMPANY/ORGANIZATION CONTACT INFORMATION

Applicant is an Individual or an Organization to whom this authorization Permit/Tenure/Licence will be issued, if approved.

Name: FortisBC Inc.
Doing Business As: FortisBC
Phone: 250-469-8033
Fax: 866-636-6171
Email: nicolas.mirsky@fortisbc.com
BC Incorporation Number: 23123
Extra Provincial Inc. No:
Society Number:
GST Registration Number:
Contact Name: Nicholas Mirsky
Mailing Address: 2850 Benvoulin Road
Kelowna BC V1W 2E3

REFERRAL / PUBLIC COMMENT CONTACT INFORMATION

Company / Organization: FortisBC Inc.
Contact Name: Nicholas Mirsky
Contact Address: 2850 Benvoulin Road
Kelowna BC V1W 2E3
Contact Phone: 250-469-8033
Contact Email: nicolas.mirsky@fortisbc.com

CONSULTANT INFORMATION

Please enter the contact information of the Individual/Organization who is acting on behalf of the applicant.

Name: FortisBC Inc.
Doing Business As: FortisBC
Phone: 250-368-0317
Fax: 866-636-6171
Email: sheila.street@fortisbc.com
BC Incorporation Number: 23123
Extra Provincial Inc. No:
Society Number:
GST Registration Number:
Contact Name: Lila Jensen
Mailing Address: 1290 Esplande Road
Trail BC V1R 4L4
Letter(s) Attached: Yes (BCEID Corporate Account Confirmation.docx)

CORRESPONDENCE E-MAIL ADDRESS

If you would like to receive correspondence at a different email address than shown above, please provide the correspondence email address here. If left blank, all correspondence will be sent to the above given email address.

Email:
Contact Name: Lila Jensen

ELIGIBILITY

Question	Answer	Warning
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Do all applicants and co-applicants meet the eligibility criteria for the appropriate category as listed below?	Yes	
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Applicants and/or co-applicants who are Individuals must:

1. be 19 years of age or older and
2. must be Canadian citizens or permanent residents of Canada. (Except if you are applying for a Private Moorage)

Applicants and/or co-applicants who are Organizations must either:

1. be incorporated or registered in British Columbia (Corporations also include registered partnerships, cooperatives, and non-profit societies which are formed under the relevant Provincial statutes) or
2. First Nations who can apply through Band corporations or Indian Band and Tribal Councils (Band or Tribal Councils require a Band Council Resolution).

TECHNICAL INFORMATION

Please provide us with the following general information about you and your application:

EXISTING TENURE DETAILS

Do you hold another Crown Land Tenure?	Yes
Please specify your file number:	3412125
If you have several file numbers, please make a note of at least one of them above. Example numbers: 1234567, 153245, others	

ALL SEASONS RESORTS

The All Seasons Resorts Program serves to support the development of Alpine Ski and non-ski resorts on Crown land. For more detailed information on this program please see the operational policy and if you have further questions please contact FrontCounter BC.

Are you applying within an alpine ski resort?	No
---	----

WHAT IS YOUR INTENDED USE OF CROWN LAND?

Use the "Add Purpose" button to select a proposed land use from the drop down menu.

If you wish to use Crown land for a Short Term, low impact activity YOU MAY NOT NEED TO APPLY for a tenure as you may be authorized under the Permissions policy. To determine if your use is permissible under the Land Act please refer to the Land Use Policy - Permissions

If your purpose can not be found in the list or if your intended use or term does not meet the terms and conditions of the policy, please contact FrontCounter BC .

Purpose	Tenure	Period
Utilities	Statutory Right of Way	More than thirty years
Electric Power Line		

ACCESS TO CROWN LAND

Please describe how you plan to access your proposed crown land from the closest public road:	Accessible off Silvertip Road or along existing right of way from Forester Road in Grand Forks, BC
---	--

UTILITIES

Applications are accepted for Crown land used for linear public and private utilities, including aquatic land within Provincial Forests and land subject to regulation under the Park Act.

Specific Purpose:	Electric Power Line
Period:	More than thirty years

Tenure: Statutory Right of Way

TOTAL APPLICATION AREA

Please give us some information on the size of the area you are applying for.

Specify Length: 104 meters
Specify Width: 107 meters

PROJECT DETAILS

Please provide further information on your application as it may affect your application fee.

Are you providing service to a single residential lot or individual general commercial site? No

Length of utility line: .1 kilometers

ADDITIONAL QUESTIONS

In many cases you might require other authorizations or permits in order to complete your project. In order to make that determination and point you in the right direction please answer the questions below. In addition, your application may be referred to other agencies for comments.

Is the Applicant or any Co-Applicant or their Spouse(s) an employee of the Provincial Government of British Columbia? No

Are you planning to cut timber on the Crown Land you are applying for? No

Are you planning to use an open fire to burn timber or other materials? No

Do you want to transport heavy equipment or materials on an existing forest road? No

Are you planning to work in or around water? No

Does your operation fall within a park area? No

LOCATION INFORMATION

Please provide information on the location and shape of your Crown land application area. You can use one or more of the tools provided.

☒ I will upload a PDF, JPG or other digital file(s)

MAP FILES

Your PDF, JPG or other digital file must show your application area in relation to nearby communities, highways, railways or other land marks.

Description	Filename	Purpose
Site General Map	11L DL 606s Crown App site ...	Utilities
Site Specific Map	11L DL 606s Crown App Site ...	Utilities

☒ I will upload files created from a Geographic Information System (GIS)

SPATIAL FILES

Do you have a spatial file from your GIS system? You can upload it here.

Description	Filename	Purpose
Shape File 1	1152480 application area.prj	Utilities
Shape File 2	1152480 application area.shp	Utilities
Shape File 3	1152480 application area.shx	Utilities

☒ I have geographic coordinate data (i.e. GPS)

GEOGRAPHIC COORDINATES

For Latitude and Longitude, you must enter a number between 47 to 60 and -140 to -113 respectively. Your Geographic Coordinates must be in decimal degree format. Example: 54.144869 (lat) and -124.120275 (long) If you are using Google Earth for finding the latitude and longitude values and you need to be sure the format is correct, then follow the steps:

1. Please click on "Tools" in the menu bar
2. Click "Options"
3. Select "Decimal Degree" under "Show Lat/Long" section

Latitude	Longitude	Description
49.0502200	-118.4794200	Google Maps - Approximate crossing location

ATTACHED DOCUMENTS

Document Type	Description	Filename
General Location Map	General Site Location Map	11L DL 606s Crown App site ...
General Location Map	RDKB Map - Former Railway Property	Former CPR - DL 606s Plan 5...
Management Plan	Management Plan	Crown Land Management Plan ...
Other	Certificate of Title	11L DL 606 Plan 531 - title...
Other	Location & Area Details	11L DL 606s - Location & Ar...
Site Plan	Site Specific Map	11L DL 606s Crown App Site ...

PRIVACY DECLARATION

☒ Check here to indicate that you have read and agree to the privacy declaration stated above.

IMPORTANT NOTICES

- Once you click 'Next' the application will be locked down and you will NOT be able to edit it any more.

DECLARATION

☒ By submitting this application form, I, declare that the information contained on this form is complete and accurate.

APPLICATION FEES

Item	Amount	Taxes	Total	Outstanding Balance
Crown Land Tenure Application Fee	\$1,000.00	GST @ 5%: \$50.00	\$1,050.00	\$0.00

OFFICE

Office to submit application to: Cranbrook

PROJECT INFORMATION

FORTISBC INC.

CROWN LAND TENURE APPLICATION

Crown Land – Former Columbia & Western Railway R/W
PID 014-785-064 – DL 606s as shown on Plan 531 SDYD

2015-08-24

MANAGEMENT PLAN

A. PROJECT OVERVIEW

SCOPE & PURPOSE:

During a tenure review of existing transmission Statutory Rights of Way with respect to a facility upgrade, FortisBC Inc. (“Fortis”) discovered a “gap” in its 11 Line transmission line right of way at/near Grand Forks, BC. The “gap” results from a crossing of the former Columbia and Western Railway fee owned property which title is now held by the Crown as part of a trail system.

The scope of this application involves acquisition of the crossing area to extend the limits of the existing transmission/distribution rights of way by filling in the “gap” to connect electrical right of way Plans A1493 and A2585. The impacts to the former railway right of way will be restricted to aerial electrical conductors and telecommunications cable facilities.

LOCATION:

The community of Grand Forks is situated within the Regional District of Kootenay Boundary. The subject rail right of way site is located 150m west of civic address 8565 Forester Road, Grand Forks, BC shown illustrated on the attached mapping.

Attached are the following supporting materials for reference:

- General Site Location Map
- Site Specific Map
- Certificate of Title #KJ37769
- Location & Area Details

B. PROJECT DESCRIPTION

The linear transmission power line system extends between Warfield, BC to Oliver, BC. Fortis is proposing to acquire a total area of 0.587 ha over a portion of the former Columbia and Western Railway Right of Way to form a contiguous Statutory Right of Way for the existing overhead electrical power line facilities.

C. ADDITIONAL INFORMATION**LAND IMPACTS & ACCESS:*****1. Environment & Access:***

For safety reasons, no vegetation overhang is permitted within specific clearance zones on power line facilities. As former railway property, no vegetation clearing or ground disturbances to Crown land are anticipated at this location.

Access to the site will be off public roadway at Silvertip Road or along the existing right of way through private property.

Land rights on either side of the railway right of way have been secured as Statutory Rights of Way under R/W Plan Nos A1493 and A2585.

No other adverse impacts to the environment, including atmospheric, aquatic, fish/wildlife habitat, drainage or fencing are anticipated but any such impacts will be mitigated and/or repaired forthwith.

2. Socio-Economic:

No adverse impacts to land use, public health or socio economic conditions are expected with respect to the power line installation over this section of Crown land. Every effort will be made to minimize environmental and community impacts.

CONSTRUCTION SCHEDULE:

None.

* * * * *

FORTISBC INC.

CROWN LAND TENURE APPLICATION

Crown Land – Former Columbia & Western Railway R/W
PID 014-785-064 – DL 606s as shown on Plan 531 SDYD

APPLICATION LOCATION & AREA DETAIL:

LOCATION:

UTM coordinate of the South West corner is UTM Zone 11, Northing 5433823.18 Easting 392106.03

GEOGRAPHIC COORDINATES (Approx):

Lat. 49.050220

Long -118.479420

AREA (Approx):

North side 92.8m

South Side 104.4m

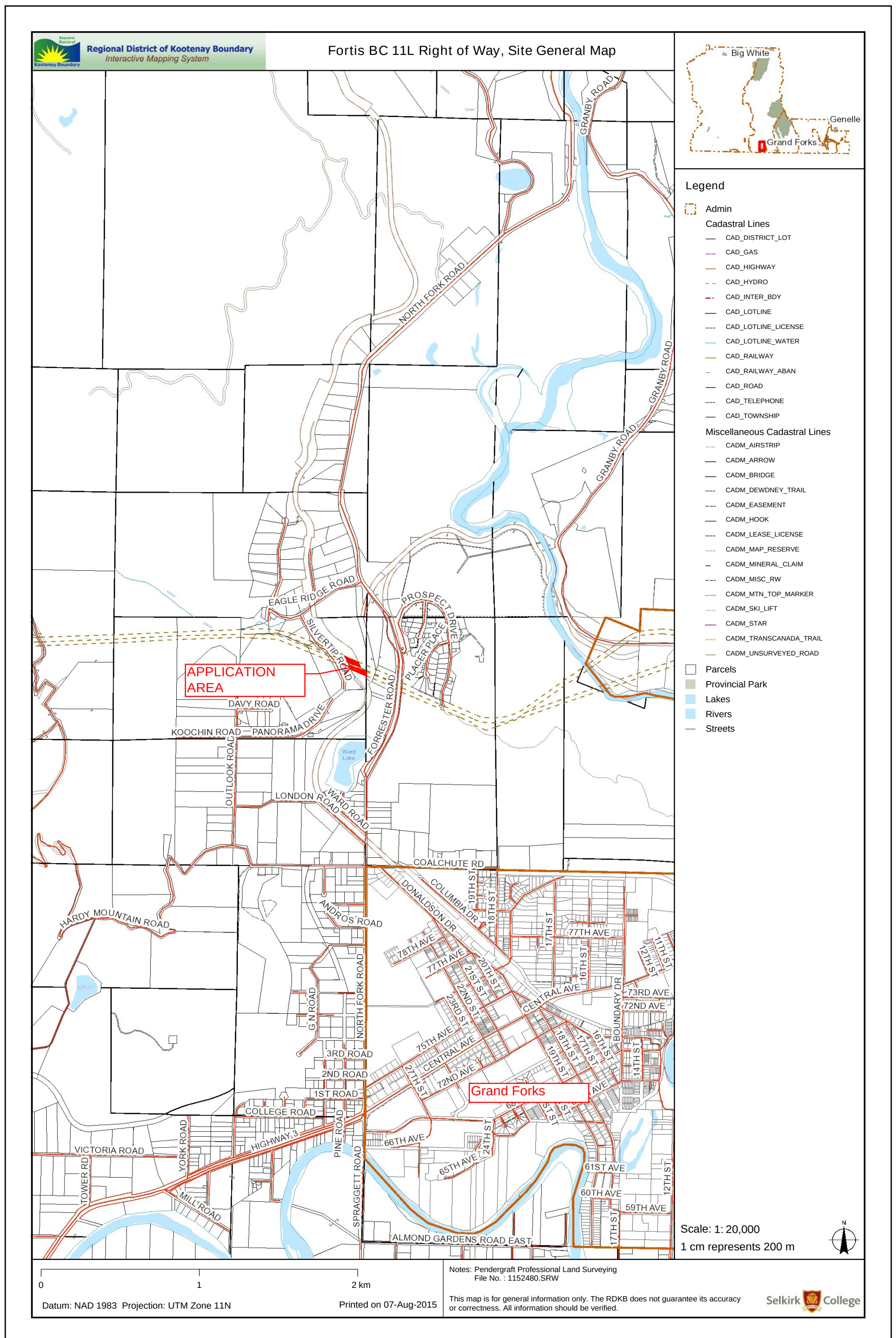
East side 106.7m

West side 95.8m

Part I Area = 0.587 ha

Part II Area= 0.318 ha

Total Area: 0.587 ha



BCGS 82E.008

ALL DISTANCES SHOWN ARE IN METRES

THE INTENDED SIZE OF THIS PLAN IS 432 mm
IN WIDTH BY 280 mm IN HEIGHT (B SIZE)
WHEN PLOTTED AT A SCALE OF 1: 750

PP DENOTES EXISTING POWER POLE
--- DENOTES EXISTING OVERHEAD POWER LINE
■ DENOTES CROWN LAND APPLICATION AREA

GRID BEARINGS ARE DERIVED FROM GNSS DUAL
FREQUENCY OBSERVATIONS AND ARE REFERRED
TO THE CENTRAL MERIDIAN OF UTM ZONE 11.
TO OBTAIN LOCAL ASTRONOMIC BEARINGS REFERRED
TO THE MERIDIAN THROUGH THE SOUTH EAST CORNER
OF THE APPLICATION AREA (DL606s), SUBTRACT $1^{\circ} 06' 51''$.

THIS PLAN SHOWS HORIZONTAL GROUND-LEVEL DISTANCES UNLESS OTHERWISE SPECIFIED. TO COMPUTE GRID DISTANCES MULTIPLY GROUND-LEVEL DISTANCES BY THE AVERAGE COMBINED FACTOR OF 0.9996614. THE AVERAGE COMBINED FACTOR HAS BEEN DETERMINED BASED ON AN ELLIPSOIDAL ELEVATION OF 521 METRES.

THE UTM COORDINATES AND ESTIMATED HORIZONTAL POSITIONAL ACCURACY ACHIEVED ARE DERIVED FROM GNSS DUAL FREQUENCY OBSERVATIONS USING NATURAL RESOURCES CANADA PPP SERVICES.

THIS PLAN LIES WITHIN THE REGIONAL DISTRICT
OF KOOTENAY BOUNDARY.

CIVIC ADDRESS:
150 METERS WEST OF
8565 FORRESTER ROAD, GRAND FORKS

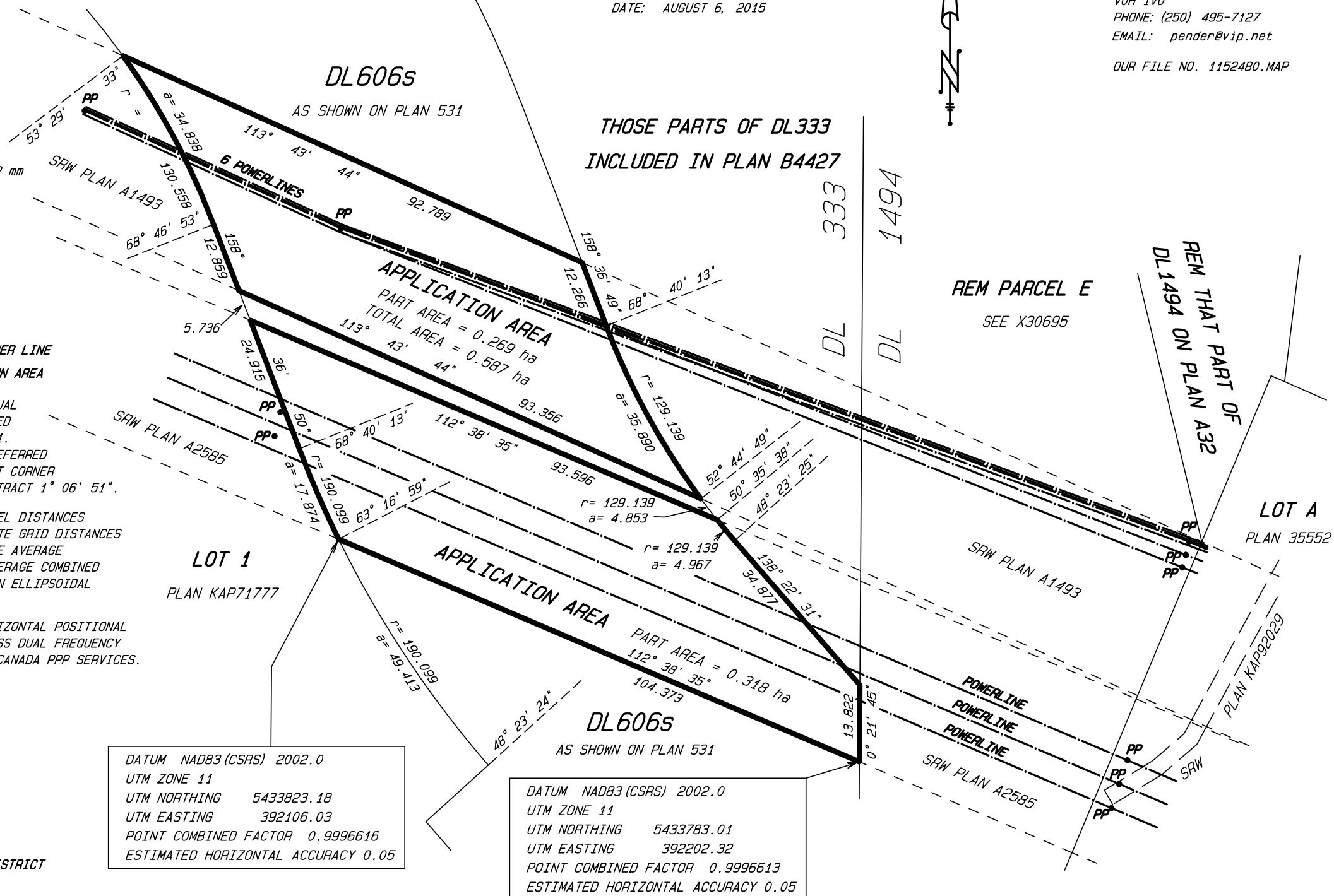
CLIENT: FORTIS BC

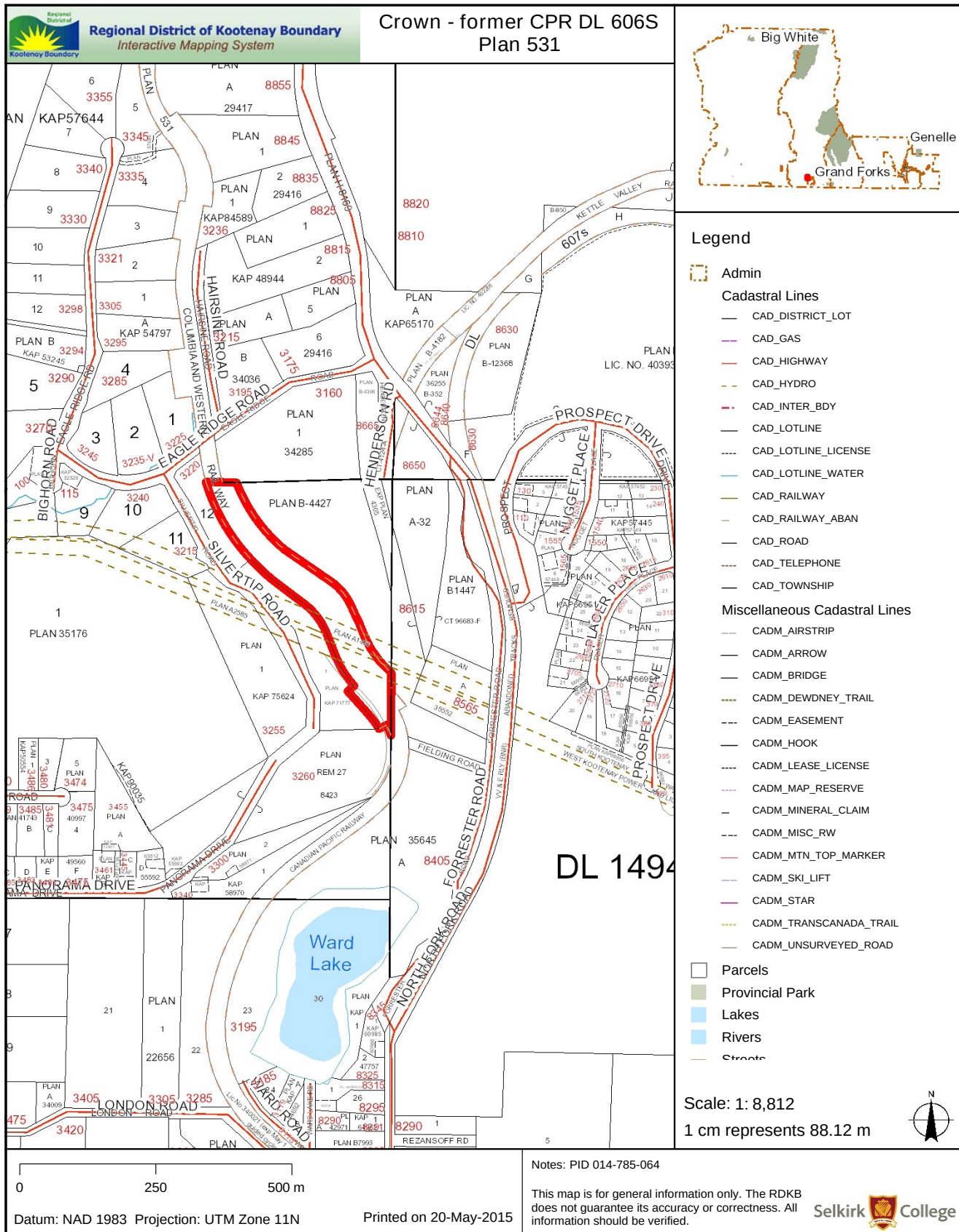
DATE: AUGUST 6, 2015

PENDERGRAFT PROFESSIONAL
LAND SURVEYING INC.

BOX 640
OSOYOOS, B.C.
V0H 1V0
PHONE: (250) 495-7127
EMAIL: pender@vip.net

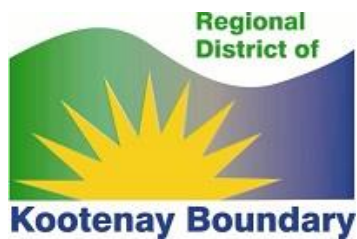
OUR FILE NO. 1152480.MAP





Is this application for an activity or project which requires more than one natural resource authorization from the Province of BC? No

OFFICE USE ONLY		
Office Cranbrook	File Number	Project Number
	Disposition ID	Client Number



STAFF REPORT

Date: 20 Nov 2015 **File**
To: Chair McGregor and Directors -
 RDKB Board
From: John M. MacLean, CAO
Re: Municipal Regional District Tax

Issue Introduction

A staff report from John M. MacLean, CAO regarding support for an application to apply to the Province for the imposition of a hotel room tax of 2% in support of tourism marketing in the Boundary (excluding Big White).

History/Background Factors

The Christina Gateways and Boundary tourism operators have been researching and discussing the possibility of applying for a hotel/motel room tax to support tourism marketing efforts in the region. The proponents of the proposal provide the following information:

"The Municipal and Regional District Tax (MRDT) is a tax of up to three percent on the purchase of accommodation imposed in specific geographic areas of the province (designated accommodation areas) on behalf of municipalities, regional districts or eligible entities. The MRDT program was originally introduced in 1987 and raises revenue for local tourism marketing, programs and projects.

Taxable accommodation can include hotels, motels, resorts, bed and breakfasts, cottages and cabins and other short term lodging with 4 or more units. The MRDT applies in the same manner as the eight percent provincial sales tax (PST) on accommodation and is remitted with the pst. A minimum of 51% of accommodators and 51% of accommodation units must be in support to apply.

The Designated Accommodation Area Tax Regulation sets out the authorized purposes for revenue under the MRDT program. Authorized purposes of MRDT revenue for all designated recipients are tourism marketing, programs and projects. Some designated recipients are authorized to use revenue for other purposes as set out in the regulations.

Spending on tourism marketing, programs or projects under the MRDT should contribute to the increase of local tourism revenue, visitation, and economic benefits.

All proposed spending of MRDT revenues must be clearly set out in the Five-Year Strategic Plan and One-Year Tactical Plans which must be approved by the province as part of the approval of an application for the MRDT.

We are currently among the 10% of BC which is not currently taking advantage of this program."

The have also provided a Five Year strategic Plan in a form provided by the Province.

An important part of the process is stakeholder consultation. Ms. Albas, the project coordinator provides the following information:

"The consultation undertaken with the accommodators began in September of 2014 , when I was hired as project coordinator, and met with every accommodation, with 4 or more units, as well as several others to conduct a Boundary wide survey of the challenges and opportunities which face tourism in Boundary Country. I also discussed and handed out information about the MRDT to each accommodation to inform them of the potential opportunity to apply in this program.

From there we held a meeting with the accommodators across Boundary Country at Community Futures in Grand Forks and presented the Boundary Tourism Survey results. We also invited Graham Edwards who began the Kootenay Rockies Destination Marketing Organization to come to Community Futures to present a high level view of the MRDT process. Along with Graham Edwards, we also invited a representative from both Rossland and Nelson Destination Marketing Organizations to come as well to give us a presentation of how their DMO's have effectively increased visitation and overnight stays to their region.

We held a second meeting of the accommodators in Midway at the Bored Room Bistro, where we invited Tammy-Verign Burk from the Castlegar Chamber of Commerce to discuss how their model of application worked in their community.

From here I re-visited all the accommodators to ask for their support in the MRDT process, in some cases making several return visits and phone calls to help them understand the process.

I presented my findings to The Boundary Economic Development Committee, as well as Community Futures, The Grand Forks City Council, City of Greenwood Council, The Village of Midway council, The Christina Lake Tourism Society and The Boundary Regional Chamber of Commerce.

We then formed the Boundary Accommodators Advisory Committee and created a terms of reference, and began building our business plan. We held a meeting in Christina Lake at The Welcome Centre , a meeting at The Boundary Museum and three meetings at The Ramada to work through details of our 5 year overview and 1 year tactical plans. Which we are now presenting to you.

All the accommodators were invited through email to attend all these meetings and have been given follow up of this process in its entirety.

In order to apply we need 51% of support of accommodators and 51% of support unit rooms, to date we have 64% of accommodations, and 60.9% of rooms across the Boundary."

This matter has been discussed by the Boundary Economic Development Committee. The Committee offered its support conditional on the following:

- The identification of a service provider - The proponents have proposed the Boundary Museum Society as a service provider, and have further have identified Thompson Okanagan Tourism Association as a back up.
- That the service area be defined as there was some question of the municipal support of Greenwood and Midway - this matter is still outstanding but an answer is expected prior to the Board meeting.

More information on the program can be found at <http://www.destinationbc.ca/BC-Tourism-Industry/Municipal-and-Regional-District-Tax-Program.aspx> (copy and paste the link into your browser).

Big White is excluded for the simple reason that they already have this in place.

Implications

There will be some oversight with the this program as the Regional District will be the party entering into the agreement with both the Province and the service provider. There will be work involved. However several other local governments participate in the same way and there are models to draw on. We do not have the capacity to undertake the role of service provider, nor do we wish the responsibility of administering a number of individual project based on the Five Year Strategic Plan.

Advancement of Strategic Planning Goals

We have always sought out opportunities for partnership and striving for economic sustainability was always a priority. This project is consistent with our strategic plan.

Background Information Provided

- Five Year Strategic Plan for the Implementation of the MRDT in the Boundary Area.
- Provincial Application Guideleines

Alternatives

1. Receipt
2. Deferral
3. Approval including all of the Boundary (excluding Big White)
4. Approval for Areas C, D, and Grand Forks

Recommendation(s)

That the Regional District of Kootenay Boundary requests that the Province of British Columbia levy a two (2) percent Municipal Regional District Tax on its behalf effective April 1 2016 or as soon as possible after that date. The funds will be used to improve the tourism sector of the area as per the guidelines in the corresponding provincial legislation and as per the marketing plan submitted with the application to the province. The designated accommodation area will include:

All parts of Electoral Areas C, D, and E and the municipalities therein except that part of Electoral Area E around the Big White Resort that is already collecting a MRDT.

That the Board direct staff to coordinate the submission of the application with the Boundary Accommodators Steering Committee recognizing that the majority of the time and work will be performed by that group and that RDKB staff will be limited to reviewing the quality of the application, its alignment with RDKB policies, and other activities as required to correspond and submit the application to the province.

That the Board direct staff to prepare a cost estimate of the RDKB costs that will be incurred in the administration of this program for the Board to consider as a possible recovery from the program.



Appendix 1.2 Five-Year Strategic Business Plan

Five-Year Strategic Business Plan

Designated Recipient: Regional District of Kootenay Boundary
Community Name: Boundary Country
Date Prepared: 11/18/15
MRDT Term Expiry Date: March 31 2021
Five Year Period: April 1 2016 (or ASAP) to March 31 2021

Section 1: Five-Year Strategic Overview	
Vision and Mission	A tourism sector that has a healthy shoulder season and that works together to market Boundary Country as a region To increase the length of tourist season in Boundary Country and to improve overall financial sustainability of the tourism sector.
Strategic Context	Situational Analysis Current Conditions • Boom and bust summer cycle • Disjointed marketing efforts • Some “race to the bottom” pricing among accommodators • The eastern part of the region is more developed and visited • Christina Lake is somewhat known outside of the area • Economically depressed area • Major employers are Interior Health, SD51, Interfor, Roxul, the nurseries • Highway 3 is one of three major east west transportation routes in BC but since the completion of Highway 5 it isn’t used as frequently. • There are two ski resort destinations adjacent to the area, Big White and Red Mountain. • Tourism is based on outdoor recreation including the TransCanada Trail, a fairly well developed mountain bike trail system, the Kettle River, Christina Lake, golf courses, hunting / fishing, and camping. Challenges • Overall low economic climate • Aging population and outmigration of youth • Boom and bust tourism cycle • Limited tourism product development • Limited coordination between tourism operators • Limited regional marketing • Limited digital capacity Opportunities • Creating export ready tourism products from the natural assets • Greater collaboration between areas and tourism operators • Less traffic can mean a better visitor experience because it isn’t too busy • There is a lot of potential traffic traveling on the highway Key Learnings / areas of priority



Section 1: Five-Year Strategic Overview

	- Developing the shoulder season - Marketing the region in addition to individual businesses and communities - Strengthen Boundary Country Brand - Creation of marketing materials around existing assets
Overall Goals, Objectives and Targets	Goals and Objectives - To develop a regional marketing and promotional plan that has buy in from tourism operators. Measured by number of tourism operators contributing financially to a marketing plan or including the Boundary Country branding in their marketing. The target is to have twenty percent of tourism operators contributing to regional marketing by year 5. - To increase bed stays by two percent per year averaged over the next five years. - To develop and measure the effectiveness of print and digital marketing materials. This will be measured by an annual increase of boundarybc.com website traffic of five percent, a target of 2,000 Facebook page likes by year 5, and the incorporation of tracking codes in print advertising. - To collaborate with at least 3 other KRTA and TOTA communities or regions. - To align the region's brand and marketing with TOTA and Destination BC best practices. Measured by the number of campaigns using EQ imagery and following the brand guide. - To increase the quality of tourism products. - To increase shoulder season bed stays by fifteen percent by year 5. - To have an MRDT revenue of \$55,000 by year 3 and \$60,000 by year 5.
Strategies - Key Actions	Strategies - Use and cross promote inbound marketing. - Hold regular professional development and networking events. - Increase the quality of tourism products on offer. - Increase the number of off peak season tourism products on offer. - Create a hub of regional marketing resources. - Collect and analyze statistics. - Increase number of events targeting youth. - Employ a part time marketing manager. Actions Year One - Accumulate revenue to better predict cash flow. - Hold at least four meetings of the steering committee. - Organize two networking events for tourism operators. - Organize a workshop on digital marketing. - Increase brand recognition among the tourism operators through word of mouth via the steering committee members. - Organize the collection of statistics from tourism operators to form a baseline. Year two - Hire marketing manager. - Gather existing marketing resources into hub and perform gap analysis. - Reach out to tourism operators to engage them in implementing the Boundary Country brand in their marketing.



Section 1: Five-Year Strategic Overview

	- Plan and implement at least 6 professional development and networking events. - Plan and implement an inbound marketing campaign. - Gather information on feature experiences and prioritize their development. - Create marketing resources like stock images and experience anecdotes. - Evaluate software tools to help with the collection and analysis of statistics. - Continue the collection of statistics. Year three - Create resources that address three gaps identified in existing marketing resources available through the hub. - Focus professional development on strong branding and co-branding strategies. - Create a cross promotion and package strategy. - Develop the feature experiences. - Attend trade shows and tourism events as required. - Plan a regional youth challenge event. - Continue developing marketing resources. - Continue inbound marketing. - Continue the collection of statistics. - Continue professional development and networking. Year four - Review Boundary Country print materials and decide which ones to renew. - Continue inbound marketing. - Continue the collection of statistics. - Continue developing marketing resources. - Continue professional development and networking. - Continue attending tourism events as required. Year five - Review previous years results. - Assess support for renewing the MRDT. - Prepare renewal application. - Continue the collection of statistics. - Continue developing marketing resources. - Continue marketing, professional development, and networking. - Continue attending tourism events as required. Approximate resource allocation between major categories - Marketing: 40 percent. - Destination and product experiences management: 40 percent. - Visitor services: 20 percent.
Brand Positioning	Boundary Country – Adventure Unlimited This position reflects the outdoor recreation opportunities that power the tourism sector and it represents the rural character of the area.
Target Markets	Boundary Country has three main Experience Quotient targets, the Free Spirits, the Cultural Explorer, and the Authentic Experienter. Kelowna, Vancouver, Spokane WA, Calgary AB are the main short-haul geographic targets. The primary target demographic is urban professionals aged 35-60 traveling as


Section 1: Five-Year Strategic Overview

	a couple or as a pair of couples. Secondary target demographic is families with children who like to camp or RV. This is the traditional tourism base for the area. Activity targets are golf, camping, mountain biking, and hiking.
Management, Governance, and Administration	The RDKB will receive and govern the funds but will delegate implementation to a service provider. A contract will be drafted between the RDKB and the service provider including conflict resolution processes and delineating the respective responsibilities for reporting and administration. A steering committee has been formed from the region's accommodators and its terms of reference include provision for non-accommodator members.
Sources of Funding	Current sources of tourism marketing funding are the Boundary Economic Development Committee (of the RDKB) and the Thompson Okanagan Tourism Association. Together they fund and contract out the current regional marketing.



Section 2: One-Year Tactical Plan with Performance Measures

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

Project Plan

Major Category: Destination and product experiences management

Activity Title: Organize two networking events for tourism operators.

Tactics:

- Communicate directly to tourism operators to get them out to the networking and professional development events.
- Find and enlist inspiring business role models or charismatic leaders.
- Maintain an email list for forwarding information to tourism operators.

Implementation Plan:

Description: An event for tourism operators to informally discuss how their business is going and best practices with a short talk by a business role model or charismatic leader.

Quantifiable objective: The event happens with an attendance of at least 10 tourism operators.

Rational: Creating a sense of community among tourism operators will allow them to share information and create collaborative business relationships.

Action steps: Set a date and location; organize the speaker and treats; send out invitations; collect feedback and attendance.

Potential Partnerships: Community Futures Boundary; Boundary Country Regional Chamber of Commerce; Christina Lake Tourism Society.

Resources: Venue; time to organize.

Sources of funding: MRDT, in-kind from partners.

Timeframe: six weeks to organize and promote, two hour event. Two events held in August and September 2016

Budget: \$1500

Evaluation mechanism: Feedback and attendance forms.

Performance Measures:

Outputs

- All known tourism operators in Boundary Country are emailed or called.
- A business role model or charismatic leader speaks at the event.
- Tourism operators receive regular emails about Boundary Country.

Outcomes

- Tourism operators increase their commitment and buy in to the regional brand.
- The Boundary Country brand increases in its usage.

Major Category: Destination and product experiences management



Activity Title: Organize a workshop on digital marketing.

Tactics:

- Communicate directly to tourism operators to get them out to the networking and professional development events.
- Maintain an email list for forwarding information to tourism operators.
- Highlight the success of digital marketing and its bang for buck.
- Provide examples of use of the Boundary Country brand and co-branding.
- Show where individual businesses benefit from the Boundary Country brand resources.

Implementation Plan:

Description: A half day workshop where tourism operators learn how to create and actually claim their “Google my business” listing. Additional content includes an overview of the most used online marketing platforms.

Quantifiable objective: At least fifteen tourism operators claim their Google business listing.

Rational: Google is the number one search engine and many tourism operators in Boundary Country don’t have the proper information on Google. Most don’t have any idea about how they could be marketing themselves digitally.

Action steps: Set date and venue. Enrol at least 20 participants. Find a qualified presenter and engage them to come. Collect feedback and attendance information.

Potential Partnerships: Community Futures Boundary; Boundary Country Regional Chamber of Commerce; TOTA.

Resources: Venue; time to organize; qualified presenter.

Sources of funding: MRDT, in-kind from partners.

Timeframe: six weeks to organize and promote, two hour event. To be held October 2016.

Budget: \$1500

Evaluation mechanism: Feedback and attendance forms; number of new or corrected Google listings.

Performance Measures:

Outputs

- All known tourism operators in Boundary Country are emailed or called.
- A qualified presenter teaches the tourism operators how to list their business on Google.
- Tourism operators receive regular emails about Boundary Country.
- Tourism operators gain knowledge of how to integrate the regional brand into their digital marketing.
- Tourism operators are exposed to examples of high quality digital marketing.

Outcomes

- Tourism operators increase their commitment and buy in to the regional brand.
- The Boundary Country brand increases in its usage.
- Digital marketing usage and online presence will increase.

Major Category: Destination and product experiences management

Activity Title: Increase brand recognition among tourism operators.

Tactics:

- Communicate directly to tourism operators to get them out to the networking and professional development events.



- Maintain an email list for forwarding information to tourism operators.
- Provide examples of use of the Boundary Country brand and co-branding.
- Show where individual businesses benefit from the Boundary Country brand resources.

Implementation Plan:

Description: A semi monthly information e-newsletter that exposes Boundary Country tourism operators to their regional brand. Content will include regional news and some links to marketing resources.
Quantifiable objective: At least 20 tourism operators open the email as measured by MailChimp.
Rational: Boundary Country businesses aren't used to seeing their own brand and they don't use it. By exposing them to the brand they will develop an awareness of it and the power of using the brand appropriately.
Action steps: Prepare newsletter plan and content. Schedule delivery. Recruit membership of existing organizations and email lists.
Potential Partnerships: Community Futures Boundary; Boundary Country Regional Chamber of Commerce; TOTA; Christina Lake Tourism Society.
Resources: Digital content, MailChimp account; time.
Sources of funding: MRDT, in-kind from partners.
Timeframe: To be implemented over 8 months.
Budget: \$1000
Evaluation mechanism: Statistics provided by MailChimp.

Performance Measures:
Outputs

- Tourism operators receive regular emails about Boundary Country.
- Tourism operators are exposed to examples of newsletter marketing incorporating the regional brand.

Outcomes

- Tourism operators increase their commitment and buy in to the regional brand.
- The Boundary Country brand increases in its usage.

Major Category: Destination and product experiences management

Activity Title: Organize the collection of statistics from tourism operators.

Tactics:

- Communicate directly to tourism operators to get them out to the networking and professional development events.
- Maintain an email list for forwarding information to tourism operators.
- Develop and make available a template for collecting statistics.

Implementation Plan:

Description: A statistics collection form and database.
Quantifiable objective: At least 10 accommodators submit their statistics in digital format to the database.
Action steps: Identify accommodators willing to participate; develop the form and database; distribute the form and receive the completed forms.
Potential Partnerships: Boundary Country Regional Chamber of Commerce; Christina Lake Tourism Society.
Resources: A statistical database; digital forms.
Sources of funding: MRDT, in-kind from partners.



Timeframe: To be in place by November 2016.
Budget: \$2000
Evaluation mechanism: Ongoing statistics submitted by at least 10 accommodators.

Performance Measures:
Outputs

- Basic tourism statistics are collected into a central database.
- Accommodators are in regular contact with the central database manager.

Outcomes

- Target markets are further defined.
- Accommodators increase the strength of their business relationships.

Section 3: MRDT Budget for Year One

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

Revenues		Budget \$
Carry-forward from previous calendar year		0
MRDT (Assuming worst case scenario of October 2016 beginning of collection)		6900
Local government contribution		
Stakeholder contributions		
Co-op funds received (e.g. CTO; DMO-led projects)		
Other local stakeholder contributions		
Grants – Federal		
Grants – Provincial		
Grants/Fee for Service - Municipal		
Retail Sales		
Interest		
Other		
Total Revenues		6900
Expenses		Budget \$
Marketing		
Marketing staff – wage and benefits		
Media advertising and production		
Website - hosting, development, maintenance		
Social media		
Consumer shows and events		
Collateral production and distribution		
Travel media relations		
Travel trade		
Other (please describe)		
Subtotal		0
Destination & Product Experience Management		
Destination & Product Experience Management Staff – wage and benefits		
Industry development and training		2500
Product experience enhancement and training		
Research and evaluation		2000
Other (please describe) Contracted services – database development and content creation		1500
Subtotal		6000



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APPENDIX 1.2

Visitor Services	
Visitor services activities	
Other (please describe)	
Subtotal	0
Meetings and Conventions	
Meetings, conferences, conventions, sales, events etc.	
Subtotal	0
Administration	
Management and staff unrelated to program implementation – wages and benefits	400
Finance staff – wages and benefits	500
Human Resources staff – wages and benefits	
Board of Directors costs	
Information technology costs – workstation-related costs (i.e. computers, telephone, support, networks)	
Office lease/rent	
General office expenses	
Subtotal	900
Other	
All other wages and benefits not included above	
Other activities not included above (please describe)	
Subtotal	0
Total Expenses:	6900
Balance or Carry Forward	



**Municipal and Regional District Tax
Program Requirements**

Fall 2015



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1. Overview

The purpose of this document is to outline the requirements for the Municipal, Regional, and District Tax Program (“MRDT program”) and provide guidance and assistance to municipalities, regional districts, and eligible entities (“designated recipients”) applying for or renewing the Municipal, Regional, and District Tax (“the tax”) within their communities. This document includes application materials and other forms and templates to assist with application, renewal, and reporting requirements.

Designated Recipient: *The municipality, regional district or eligible entity that receives the revenue from the tax in a designated accommodation area.*

2. Enabling Legislation

Section 123 of the *Provincial Sales Tax Act* (refer to http://www.bclaws.ca/civix/document/id/complete/statreg/12035_00) imposes a tax of up to three percent on the purchase price of accommodation in a specified geographic area of the province (“designated accommodation area”) on behalf of a designated recipient.

Designated Accommodation Area: *A specified geographic area of the province in which the tax will be applied on behalf of a designated recipient.*

3. Program Purpose

The purpose of the MRDT program is to assist designated recipients to fund tourism marketing, programs and projects.

The MRDT program is jointly administered by the Ministry of Finance, the Ministry of Jobs, Tourism and Skills Training, and Destination British Columbia.

The MRDT program is one of a number of supports available to enhance tourism marketing in BC. The MRDT program is intended to help grow BC revenues, visitation and jobs, and amplify BC’s tourism marketing efforts in an increasingly competitive marketplace. To promote a coordinated and efficient use of funds, the following **MRDT program principles** have been adopted:

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

4. Eligible Use of Funds

The *Designated Accommodation Area Tax Regulation* (refer to http://www.bclaws.ca/civix/document/id/complete/statreg/93_2013) sets out the authorized purposes



for funds collected under the MRDT program. Authorized purposes are tourism marketing, programs and projects, and any other prescribed purposes as set out in the regulation.

The MRDT program is intended to contribute to the increase of local tourism revenue, visitation, and economic benefits and should be supported by both local governments and tourism industry stakeholders.

Funds from the MRDT program should augment current funding and cannot be used to replace existing sources of tourism funding in a community.

As the MRDT program is intended to primarily fund tourism marketing, programs and projects, consideration will only be given in special circumstances to the financing of capital expenditures such as new tourism facilities or infrastructure. Proposals for capital spending must be included in the designated recipient's Five-Year Strategic Business Plan, and must demonstrate strong local stakeholder support in order to be considered as an authorized use of MRDT program funds. These proposals will be approved on a case-by-case basis by the Province of British Columbia ("the Province".) Applicants must contact Destination British Columbia program staff prior to submitting an application including capital expenditures (refer to Section 13: Further Information).

Designated recipients are expected to effectively manage administrative costs related to MRDT projects. Administration costs, where applicable, include:

- Management and staff unrelated to program implementation
- Finance staff
- Human Resources staff
- Board of Directors costs
- Employee-related information technology costs (i.e. computers, telephone, support, network connections)
- Office lease/rent
- General office expenses

Considerable scrutiny will be applied to ensure that MRDT program funds are used for authorized tourism purposes.

5. Eligible Applicants

5.1 Designated Recipients

The following are eligible to be a designated recipient under the MRDT program:

- Municipalities
- Regional districts
- Eligible entities.

Under the *Provincial Sales Tax Act*, to qualify as an eligible entity, an applicant must:

- Be a not-for-profit business association (e.g. a society incorporated under the *Society Act*; entities incorporated under the *Business Corporations Act* are not eligible). Note that a not-for-profit society whose specific purpose is tourism marketing is preferred.
- Have a place of business in the designated accommodation area



- Be actively engaged in tourism marketing, programs or projects in the designated accommodation area.

5.2 Designated Accommodation Area

The designated accommodation area may be:

- A whole municipality, but not a portion of a municipality
- A whole regional district or a portion of a regional district
- A combination of municipalities and portions of regional districts.

The tax may be levied in more than one municipality or regional district on behalf of a single designated recipient.

There can be no overlap with any other designated accommodation area in which the tax applies.

Generally, an electoral area is the smallest portion of a regional district that may be prescribed as a designated accommodation area.

5.3 Delegation of Administration

Municipalities and regional districts may either administer the MRDT program directly or delegate administration to a service provider (such as a destination marketing organization). The municipality or regional district remains the designated recipient and remains fully responsible for compliance with all MRDT program requirements.

Eligible entities are not permitted to delegate the administration of the MRDT program to a service provider.

The Province does **not** mediate disputes between municipalities or regional districts and their service providers. A service agreement that details the deliverables and conflict resolution procedure is strongly recommended.

6. MRDT Program Overview

6.1 How the MRDT Program Works

Applicants may apply to request that the Province levy the tax on their behalf in a designated accommodation area.

The tax applies to purchases of taxable accommodation within the designated accommodation area. The tax is collected by the Province on behalf of the designated recipient.

The Province charges each designated recipient a fee to recover the cost to government for administering and enforcing of the tax. The fee is \$20 per month per accommodation provider in the designated accommodation area and is subject to change.

Funds equal to the tax collected in the designated accommodation area minus the administration fee are forwarded to the designated recipient on a monthly basis.



For new and renewal applications, the tax will be implemented for a period of five years. To extend the tax for an additional five-year period, a designated recipient must re-apply. There is no restriction on the number of times a designated recipient can apply to renew the tax.

Under the *Provincial Sales Tax Act*, **all** designated recipients must account annually to the Province on how MRDT program funds are spent (refer to Section 10: Annual Performance Management and Reporting Requirements).

6.2 Three Percent Rate

The *Provincial Sales Tax Act* was amended in 2015 to increase the maximum tax rate on the purchase of accommodation that may be imposed in a designated accommodation area from two percent to three percent of the purchase price of the accommodation.

Increasing the rate of tax is optional. A designated recipient may request a change in the rate of the tax to three percent of the purchase price of the accommodation prior to their renewal date by submitting a complete application containing all requirements listed in Section 7: Application Requirements. If approved, the tax will be renewed at the new rate for another five-year period. Designated recipients not subject to renewal requirements will be required to submit a complete application for the new rate one time only.

It is intended that designated recipients implementing a rate of three percent will sponsor and contribute to a provincial Tourism Events Program. Under this program, 0.2 percentage points of the incremental one percent of the tax will contribute to a provincially-led program to support tourism events that are expected to increase tourism to or within British Columbia.

Designated recipients with a three percent tax rate will be subject to enhanced reporting requirements (refer to Appendix 2.2 for further details).

6.3 Key Timelines

New applications for the tax and applications for rate changes must be submitted at least **nine** months in advance of the desired effective date of the tax.

Renewal applications must be submitted at least **six** months in advance of the end of the five-year term of the tax ("repeal date").

Under extraordinary circumstances, designated recipients may make a written request to the Minister of Finance for an extension of the application deadline.

Failure to submit a completed application by the deadline may result in the tax ceasing to apply in a particular designated accommodation area.

7. Application Requirements

New applications, rate changes, and renewal application requirements include consultation and support from local governments, tourism industry stakeholders and accommodation providers. The application must include **all** of the following information and be submitted as a single complete package:



- A completed application form (refer to Appendix 1.1) signed by an authorized signing authority of the municipality, regional district or eligible entity that confirms that all program requirements have been met and all required documents are included in the application package.
- A Five-Year Strategic Business Plan with first year tactical details that meets all the requirements set out in Appendix 1.2. The applicant is required to make its Five-year Strategic Business Plan available to tourism industry stakeholders and accommodation providers as part of the industry consultation and accommodation support requirements on page 7.
- Evidence that the funds from the tax are incremental to existing sources of tourism funds. The funds from the tax are intended to augment current funding and cannot be used to replace existing sources of tourism funding in a community. An applicant must note any additional funding sources that will be available to support the Five-Year Strategic Business Plan.
- Evidence of consultation and support from local governments.
 - **If a municipality is applying,** the municipality must provide evidence that the regional district has been consulted and indicate whether the regional district supports or opposes the imposition of the tax in the municipality. Evidence could be in the form of a letter from the regional district's Board of Directors.
 - **If a regional district is applying,** the regional district must provide evidence that all municipalities within the regional district have been consulted and agree with the tax being imposed in the regional district. Evidence must be in the form of letters of support from the municipality(ies).
 - **If an eligible entity is applying,** the entity must provide evidence that all municipalities and regional districts within the designated accommodation area have been consulted and agree with the tax being imposed in the designated accommodation area on behalf of the eligible entity. Evidence must be in the form of letters of support from the municipality(ies) and regional district(s).
 - In the case of a conflict between a municipality, regional district or eligible entity about who the designated recipient is for an application or whether the tax should be imposed in a municipality, priority will be given to the position of the municipality.
- Evidence of authority and request to impose the tax.
 - **If a municipality is applying,** the municipality must pass a bylaw that requests the Province levy the tax on its behalf and provide a copy of the bylaw with the application.
 - **If a regional district is applying,** the regional district must pass a resolution that requests the province levy the tax on its behalf and provide a copy of the resolution with the application. The regional district must also provide evidence of its authority to use funds for the intended purpose either through letters patent or statutory authority.
 - **If an eligible entity is applying,** the eligible entity must submit a letter that requests the province levy the tax on its behalf. The eligible entity must also provide evidence of its



authority to use funds for the intended purpose by submitting copies of its certificate of incorporation, articles of incorporation, constitution and bylaws.

- The bylaw, resolution or letter must contain the following information:
 - Rate of tax to be imposed
 - Description of the geographic area in which the tax is to be imposed
 - Purpose for the funds
 - Desired effective date of the tax.
- Documentation on how the MRDT program, including revenue, will be administered (e.g. directly by the designated recipient or through a service provider). If a municipality or regional district is proposing to delegate administration of the program to a service provider, the name and address of the service provider must be included.
- Evidence of consultation with tourism industry stakeholders
Evidence that the applicant has consulted with and received broad support from tourism industry stakeholders within the designated accommodation area in respect of the application. The applicant is required to make its Five-year Strategic Business Plan available to tourism industry stakeholders. Examples of consultation activities could include presentations at town hall meetings, annual general meetings and information sessions.
- An Accommodation Directory Form that lists all of the accommodation providers who offer accommodation that is taxable under the *Provincial Sales Tax Act* within the designated accommodation area, and the number of units each accommodation provider offers within the designated accommodation area (refer to Appendix 1.3). While the Province is able to provide an applicant with the names and addresses of registrants under the *Provincial Sales Tax Act*, it remains the responsibility of the designated recipient to ensure the accommodation directory is a complete and accurate list. For further information on taxable and exempt accommodation, please see PST Bulletin 120 Accommodation (refer to http://www.sbr.gov.bc.ca/documents_library/bulletins/pst_120.pdf).
- An Accommodation Sector in Support of MRDT Form (refer to Appendix 1.4) that provides evidence that an applicant has sufficient support from accommodation providers who offer taxable accommodation within the designated accommodation area. The minimum required level of support is at least 51 percent of the accommodation providers representing at least 51 percent of the total number of units of accommodation offered by those accommodation providers in the designated accommodation area. Higher support from accommodation providers will increase the likelihood that an application will be approved, providing all other requirements are met. The

Tourism industry stakeholders: Examples may include, but are not limited to, the following within the designated accommodation area:

- Accommodation providers;
- Attractions, sightseeing, activities and other primary tourism businesses;
- Restaurants, retail and other tourism related businesses;
- Regional and local tourism associations;
- Product Sector organizations;
- Parks and recreation;
- Visitor Centres; and
- Other government agencies and organizations that have programs and services that relate to tourism.

For more information on taxable or exempt accommodation refer to PST Bulletin 120 Accommodation http://www.sbr.gov.bc.ca/documents_library/bulletins/pst_120.pdf.



applicant is required to make its Five-year Strategic Business Plan available to accommodation providers.

- Confirmation that Destination British Columbia has been consulted to ensure that proposed spending is coordinated and does not duplicate Destination British Columbia's broader promotional programs and is complementary to provincial marketing strategies and tactics.
- Third Party Authorization Form. If the designated recipient wishes the Province to discuss the application with their service provider the designated recipient must sign and submit the Third Party Authorization Form (refer to Appendix 1.5).
- Disclosure of Information Authorization Form. Applicants must authorize the Ministry of Finance to share information about the designated recipient in respect to the MRDT program with Destination British Columbia and the Ministry of Jobs, Tourism and Skills Training for the purpose of program administration and evaluation, and development of provincial tourism policy (refer to Appendix 1.6).
- A signed Tourism Events Program Sponsorship Undertaking if the application is for a three percent tax rate (refer to Appendix 1.7).

8. Application Procedure

Complete application packages must be submitted in PDF format by email to Destination British Columbia (MRDT@destinationbc.ca). The applicant will receive an email from Destination British Columbia confirming receipt of the application package.

Applicants may be contacted to provide additional information.

Failure to provide complete and accurate information may result in the application being delayed, returned or rejected.

Applicants can find more information about application timelines in Section 6.3.

9. Upon Approval of Application

If the application is approved by Cabinet, the *Designated Accommodation Area Tax Regulation* will be amended to prescribe the designated recipient, the designated accommodation area, the rate of tax, the effective date of the tax, the repeal date of the tax if applicable, and the approved uses of the revenue from the tax for a five-year period.

The applicant will be informed by the Ministry of Finance when the amendment to the *Designated Accommodation Area Tax Regulation* has been made and will be given information on when the tax will come into effect.

For new applications, the tax will be implemented effective the first day of the month that is three full months after the month in which the tax was approved. For example, if Cabinet approves the tax in



May, the tax will be implemented in the designated accommodation area beginning September 1. This provides sufficient time for accommodation providers to prepare to collect the tax.

For rate changes, the new tax rate will be implemented effective the first day of the month that is one full month after the month in which the tax was approved. For example, if Cabinet approves the tax in May, the new tax rate will be implemented in the designated accommodation area beginning July 1.

The Consumer Taxation Programs Branch of the Ministry of Finance will provide information on the procedures for collecting and remitting the tax to all accommodation providers required to collect and remit the tax. Accommodation providers may also refer to PST Bulletin 120 *Accommodation* (refer to http://www.sbr.gov.bc.ca/documents_library/bulletins/pst_120.pdf).

10. Annual Performance Management and Reporting Requirements

Under the *Provincial Sales Tax Act*, all designated recipients must account annually to the Province for how money received from the tax has been spent. Therefore, **all designated recipients** must submit an **Annual Performance Report**, a **Financial Report**, and a **One-Year Tactical Plan**, signed by the authorized signing authority of the designated recipient, annually to the Province (email to MRDT@destinationbc.ca).

Annual Performance Report:

- Designated recipients must report on performance metrics related to the four MRDT program principles.
- Designated recipients with a three percent tax rate will be subject to additional reporting requirements.
- The Annual Performance Report must also include a summary of the tactics, activities and key outputs and outcomes.
- A template for the Annual Performance Report is provided in Appendix 2.2.
- **The Annual Performance Report must be submitted by April 30 of each year.**

The MRDT program principles are:

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

Financial Report:

- The Financial Report must include a detailed budget for the year ending and the year ahead. The Financial Report must show how all of the money received from the tax was spent and certify that all of the money received from the tax was used solely for approved purposes.
- The Financial Report must show that spending of money received from the tax was consistent with the Five-Year Strategic Business Plan.
- The Financial Report must also show the amounts, sources, and uses of all other tourism revenues.
- A template for the Financial Report is provided in Appendix 2.1
- **The Financial Report must be submitted by April 30 of each year.**

One-Year Tactical Plan:

- The One-Year Tactical Plan must include:
 - A brief overview of the strategic direction from the Five-Year Strategic Business Plan.



- Key strategies for the year, if different from the Five-Year Strategic Business Plan, and key target markets.
- Detailed tactics for the next year, including details about tactics and activities, as well as a proposed budget for the next year.
- Performance measures for next year, including expected outputs, outcomes, and performance metrics. The performance measures must relate to the MRDT program principles (as outlined in Appendix 2.2).
- The One-Year Tactical Plan should be made available to tourism industry stakeholders.
- A suggested template for the One-Year Tactical Plan is provided in Appendix 2.3.
- **The One-Year Tactical Plan must be submitted by November 30 of each year, commencing November 30, 2016.** If plans are available earlier, please submit as they become available.

Please note:

- Designated recipients from larger communities (those that have the capacity for ongoing multi-year planning and reporting) may be asked to provide their multi-year rolling business plans annually for the purpose of program administration and evaluation.
- Designated recipients not subject to the renewal application requirements must submit a Five-Year Strategic Business Plan every five years. The first Five-year Strategic Business Plan must be submitted to the Province **by November 30, 2016.**

11. Amendments

The *Designated Accommodation Area Tax Regulation* sets out the designated recipient, the designated accommodation area, the rate of the tax, the repeal date of the tax, and the approved uses of the revenue from the tax for a five-year period. Any other use of the revenue is prohibited.

Requests for interim changes to the designated recipient or the designated accommodation area will not be considered. Changes to the designated recipient or the designated accommodation area can only be made in a renewal application.

Proposed changes in the use of revenue from the tax by the designated recipient that require amendments to the *Designated Accommodation Area Tax Regulation* will generally only be considered with renewal applications, for example, a proposal to use revenue from the tax for capital projects.

Designated recipients do not require approval from the Province for changes in marketing tactics previously submitted in their one-year Tactical Plan (as part of their application package or submitted with the annual review), as long as the tactics are consistent with the overall approved five-year Strategic Business Plan.

Any other material changes, that are significant shifts in the direction set out in either the One-Year Tactical Plan or the Five-Year Strategic Business Plan, must be submitted to Destination British Columbia for approval in advance of the change being implemented.



12. Monitoring, Compliance, and Termination

Designated recipients are required to comply with all MRDT program requirements, including eligible use of funds and annual reporting requirements. The Minister of Finance may terminate the tax in a designated accommodation area if the designated recipient is found to be in non-compliance with MRDT program requirements, and the non-compliance is not corrected in a timely manner.

The Ministry of Finance undertakes various compliance related activities as part of the administration of provincial consumption taxes, including the MRDT program, to ensure that all amounts due are remitted. The tax is levied under the *Provincial Sales Tax Act*. Any compliance activities undertaken in relation to the tax are carried out as part of those conducted for the Provincial Sales Tax ("PST") according to the schedules and guidelines established for PST.

The Ministry of Finance will review specific lead information provided (for example, a hotel operating without collecting applicable taxes) and will make a determination as to whether any additional follow up may be necessary. The Ministry may conduct any further investigation deemed warranted.

A designated recipient may make a written request to the Minister of Finance to have the tax cease before the scheduled repeal date.

If the tax ceases in a designated accommodation area for any reason (e.g. failure to submit a completed renewal application on time, written request for early termination, or termination for non-compliance) a new application to impose the tax in that designated accommodation area would be required and it would be subject to the normal processing time associated with new applications.

13. Further Information

Applicants can request further **information about the MRDT program** by contacting Destination British Columbia by email at MRDT@destinationbc.ca or by phone at 604-660-6391.

For information on the **administration and enforcement of the tax**, please contact the Ministry of Finance:

Toll-free from anywhere in Canada call:

1-877-388-4440 Fax: 250-356-2195

E-mail: CTBTaxQuestions@gov.bc.ca



Municipal and Regional District Tax Program Requirements – Fall 2015
APPENDIX 1.1

Please complete all MRDT application requirements and send to MRDT@destinationbc.ca in **one complete package** in PDF format.

Appendix 1.1 Municipal and Regional District Tax Application Form

Legal Name of Applicant: _____
 Designated Accommodation Area: _____
 Rate of Tax (up to 3%): _____
 Implementation or Renewal Date: _____

Check when completed	Requirement
☐	Five-year Strategic Business Plan (Appendix 1.2)
☐	Evidence that funds from the tax are incremental to existing sources of tourism funds
☐	Evidence of consultation and support, as applicable, from local governments
☐	Evidence of authority and request to impose the tax (e.g. Bylaw, resolution or letter requesting tax)
☐	Certificate of incorporation, copies of articles of incorporation, constitution, and bylaws (eligible entities only)
☐	Documentation of how the MRDT program, including revenue, will be administered (where applicable)
☐	Evidence of consultation with tourism industry stakeholders
☐	Accommodation Directory Form (Appendix 1.3)
☐	Accommodation Sector in Support of Municipal and Regional District Tax Form (Appendix 1.4)
☐	Confirmation of consultation with Destination British Columbia
☐	Third party Authorization Form (Appendix 1.5, where applicable)
☐	Disclosure of Information Authorization Form (Appendix 1.6)
☐	Tourism Events Program Sponsorship Undertaking (3% applicants only) (Appendix 1.7)

By signing this application form, you certify that the information included in the application package is accurate, that all Municipal and Regional District Tax program requirements have been met, and that all required documents have been included in the application package.

Applicant's Authorized Signing Authority Name	Applicant's Authorized Signing Authority Title
Date	Applicant's Authorized Signing Authority Signature



Appendix 1.2 Five-Year Strategic Business Plan

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

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

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

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

Section 3: Detailed Budget for Year One

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

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

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

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

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

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

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

Quick Reference Guide

(from the MRDT Program Requirements):

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

The MRDT program principles are:

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



Five-Year Strategic Business Plan Template

Designated Recipient: _____
Community Name: _____
Date Prepared: _____
MRDT Term Expiry Date: _____
Five Year Period: _____

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

Section 1: Five-Year Strategic Overview	
Vision and Mission	<i>The Vision is future focused, something to be pursued, a destination, inspirational, and verifiable.</i> <i>The Mission is present focused, reason for being, a roadmap, concrete, and measurable.</i>
Strategic Context	<i>The Strategic Context will be developed by conducting a situation analysis. The situation analysis is an integral part of this Five-Year Strategic Business Plan and should include current trends, forecasts and areas of priority to address the following:</i> <i>What are the current economic and tourism conditions?</i> <i>What challenges and opportunities exist?</i> <i>Key learnings.</i>
Overall Goals, Objectives and Targets	<i>Goals and Objectives are the quantifiable results the recipient expects to achieve over the five year period. Goals should be realistic, achievable, yet challenging and should include a timeline.</i> <i>Example objectives include amount of MRDT revenue, visitation levels, or visitor revenue desired by a certain date. If an objective is difficult to measure, indicators can be used; for example, the increase in visitors to a sample of operators or the number of enquiries at a website or visitor center could be indicators for overall visitation levels.</i> <i>Targets should be identified for all Objectives for the five year period.</i>
Strategies - Key Actions	<i>Strategies describe the broad direction the community will take to achieve the stated goals and objectives.</i> <i>Strategies look longer term and may not change from year to year while tactics are short-term actions to achieve the implementation of a strategy.</i> <i>Strategies could include but are not limited to promotional strategies as well as relevant Destination development and Product experience and visitor services strategies:</i> <i>Examples of promotional strategies are social media, media</i>


Section 1: Five-Year Strategic Overview

	<i>relations, advertising, joint or levered promotions, or consumer shows.</i> ○ <i>Destination development and product experience strategies may include those addressing infrastructure and policy issues, or products for tourism development.</i> ○ <i>Visitor services strategies may include approaches to satisfy visitor information needs.</i> ● <i>Applicants should provide a description of the overall resource allocation by major category</i> ● <i>Applicants should list key actions for each year of the five year period with more detail in the first three years.</i>
Brand Positioning	<i>Please provide the following:</i> ● <i>A statement that clearly defines how the community will be positioned and the rationale.</i> ● <i>This positioning statement should provide direction for product development and promotional activities.</i> ● <i>Brand positioning may include other communities clustered within a larger area.</i>
Target Markets	<i>Please provide:</i> ● <i>The types of visitors that are priorities for the community, stating primary and secondary target markets.</i> ● <i>Geographic target markets, demographic, and activity-based target groups.</i>
Management, Governance, and Administration	<i>Please provide:</i> ● <i>A description of the proposed management, governance and administration process for the activities and funds.</i> ● <i>For example, whether the applicant will be carrying out the proposed activities or, in the case of a municipality or regional district, whether a service provider such as a local tourism association or other organization will be responsible for carrying out the proposed activities.</i> ● <i>The applicant remains responsible for monitoring and reporting on the use of funds, even where the activities are delegated.</i>
Sources of Funding	● <i>Please indicate other available sources of funding to fund tourism marketing, programs and projects in addition to the MRDT.</i> ● <i>Funds from the MRDT must be incremental to existing sources of funding.</i> ● <i>The funds from the MRDT must not replace existing sources of tourism funding in the community.</i>



Section 2: One-Year Tactical Plan with Performance Measures

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

Project plans should include the following information for each activity. The recipient can organize the plan in a manner that best reflects their individual approach.

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

Marketing, which may include:

- Media Advertising and Production
- Website - Hosting, Development, Maintenance
- Social Media
- Consumer Shows and Events
- Collateral production and distribution
- Travel Media Relations
- Travel Trade
- Other.

Destination and Product Experience Management, which may include:

- Industry Development and Training - Enhancing Education and Knowledge (for example: Market Readiness, Packaging and Industry Workshops)
- Product Experience Enhancement and Training (for example: Itinerary Development, Content Development and Key Experience Creation)
- Research & Evaluation
- Other.

Visitor Services, which may include:

- Visitor Services Activities (for example: Visitor Services via Social Media, Mobile Apps, Roving/Mobile Visitor Services, Ambassadors, Kiosks)
- Other.

Meetings and Conventions:

- Examples could include conferences, events, sales, etc.

Other:

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

2. Please list and describe **the tactics** your community will use to achieve the strategies outlined in Section 1 of your Five-Year Strategic Business Plan. There may be several tactics for each activity.
3. Please provide an **implementation plan** that includes a short description, quantifiable objectives, rationale, action steps, potential partnerships, resources, sources of funding, responsibilities, timeframe, budget, and evaluation mechanism.
4. Please outline the **performance measures, expected outputs and outcomes**. Note, designated recipients receiving a tax rate of 3% are subject to additional reporting requirements. Please refer to Appendix 2.2 for more information about annual reporting of performance measures.

A Project Plan Template is attached on the following page for reference.



Project Plan Template

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

Major Category: <i>(e.g., Marketing - Travel Trade; Visitor Services – Mobile Apps; Conferences)</i>		
Activity Title: <i>Please provide the title of activity.</i>		
Tactics: <i>Please list and describe the tactics to be used to achieve the strategies outlined in Section 1 of the Strategic Business Plan. There may be several tactics for each activity.</i>		
Implementation Plan: <i>For each activity, an implementation plan should include a short description, quantifiable objectives, rationale, action steps, potential partnerships, resources, sources of funding, responsibilities, timeframe, budget, and evaluation mechanism.</i>		
Performance Measures: <i>Please review the tactics listed above and identify expected outcomes and outputs for each.</i> <i>Report out annually on the performance measures (refer to Appendix 2.2).</i> <i>The performance measures must align with the four MRDT Program Principles:</i> <i>Effective tourism marketing, programs and projects</i> <i>Effective local-level stakeholder support, and inter-community collaboration</i> <i>Marketing efforts that are coordinated and complementary to provincial marketing strategies and tactics</i> <i>Fiscal prudence and accountability.</i> <i>Consider the following definitions when preparing the output and outcome measures:</i> <i>Outputs - measure the level of service provided by a project or provides information about what was done. They define "what you did", e.g., hosted four media familiarization trips.</i> <i>Outcomes - measures on the achievement of broader goals such as increasing average visitor yield or enhancing the customer experience.</i> <i>Examples only:</i> <table border="0"> <tr> <td> <u><i>Output Measures:</i></u> <i>Types of marketing activities</i> <i>Number of event campaigns and results</i> <i>Description of social media activities and outcomes</i> <i>Number of media placements</i> <i>Number of conventions and meeting sales</i> <i>Webpage visits</i> <i>Visitor inquiries/calls</i> </td> <td> <u><i>Outcome Measures:</i></u> <i>Visitor volume</i> <i>Visitor nights & visitor spending</i> <i>Visitor revenues</i> <i>Average length of stay</i> <i>Accommodation revenues</i> <i>Number of new tourism businesses</i> </td> </tr> </table>	<u><i>Output Measures:</i></u> <i>Types of marketing activities</i> <i>Number of event campaigns and results</i> <i>Description of social media activities and outcomes</i> <i>Number of media placements</i> <i>Number of conventions and meeting sales</i> <i>Webpage visits</i> <i>Visitor inquiries/calls</i>	<u><i>Outcome Measures:</i></u> <i>Visitor volume</i> <i>Visitor nights & visitor spending</i> <i>Visitor revenues</i> <i>Average length of stay</i> <i>Accommodation revenues</i> <i>Number of new tourism businesses</i>
<u><i>Output Measures:</i></u> <i>Types of marketing activities</i> <i>Number of event campaigns and results</i> <i>Description of social media activities and outcomes</i> <i>Number of media placements</i> <i>Number of conventions and meeting sales</i> <i>Webpage visits</i> <i>Visitor inquiries/calls</i>	<u><i>Outcome Measures:</i></u> <i>Visitor volume</i> <i>Visitor nights & visitor spending</i> <i>Visitor revenues</i> <i>Average length of stay</i> <i>Accommodation revenues</i> <i>Number of new tourism businesses</i>	


Section 3: MRDT Budget for Year One

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

Revenues		Budget \$
Carry-forward from previous calendar year		
MRDT		
Local government contribution		
Stakeholder contributions		
Co-op funds received (e.g. CTO; DMO-led projects)		
Other local stakeholder contributions		
Grants – Federal		
Grants – Provincial		
Grants/Fee for Service - Municipal		
Retail Sales		
Interest		
Other		
Total Revenues		
Expenses		Budget \$
Marketing		
Marketing staff – wage and benefits		
Media advertising and production		
Website - hosting, development, maintenance		
Social media		
Consumer shows and events		
Collateral production and distribution		
Travel media relations		
Travel trade		
Other (please describe)		
Subtotal		
Destination & Product Experience Management		
Destination & Product Experience Management Staff – wage and benefits		
Industry development and training		
Product experience enhancement and training		
Research and evaluation		
Other (please describe)		
Subtotal		
Visitor Services		
Visitor services activities		
Other (please describe)		
Subtotal		
Meetings and Conventions		
Meetings, conferences, conventions, sales, events etc.		
Subtotal		
Administration		
Management and staff unrelated to program implementation – wages and benefits		
Finance staff – wages and benefits		
Human Resources staff – wages and benefits		
Board of Directors costs		
Information technology costs – workstation-related costs (i.e. computers, telephone, support, networks)		
Office lease/rent		



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Expenses	Budget \$
General office expenses	
Subtotal	
Other	
All other wages and benefits not included above	
Other activities not included above (please describe)	
Subtotal	
Total Expenses:	
Balance or Carry Forward	

Appendix 1.3 Accommodation Directory Form

Please list **ALL** the accommodation providers who offer accommodation that is taxable under the *Provincial Sales Tax Act* within the designated accommodation area, and the number of units each accommodation provider offers within the designated accommodation area.

Please ensure the information provided is complete and accurate. Failure to provide complete and accurate information may result in your application being delayed, returned or rejected. Thank you for your cooperation. [ATTACH ADDITIONAL SHEETS AS REQUIRED]

Legal Name of Applicant: _____

Property Name	Address	Number of Units	Phone Number	Owner/Manager



Appendix 1.4 Accommodation Sector in Support of Municipal and Regional District Tax Form

Legal Name of Applicant: _____ Rate of Tax (2% or 3%): _____

The Municipal and Regional District Tax is being proposed or is up for renewal in your municipality/region. The Municipal and Regional District Tax is intended to assist municipalities, regional districts and eligible entities in funding local tourism marketing programs and projects, **as outlined in the applicant's Five-year Strategic Business Plan**. Accommodation providers may request a copy of the Five-year Strategic Business Plan from the applicant.

The Municipal and Regional District Tax will apply to purchases of accommodation that are taxable under the *Provincial Sales Tax Act* within the designated accommodation area.

As an owner/manager offering accommodation, your input is critical. **The minimum support required from the accommodation sector for the tax to be imposed is at least 51% of the number of establishments that would collect the tax within the municipality/region representing at least 51% of the total number of rooms.**

BY SIGNING THIS FORM, YOU HAVE INDICATED THAT YOU SUPPORT IMPLEMENTATION OF THE MUNICIPAL AND REGIONAL DISTRICT TAX IN YOUR MUNICIPALITY/REGION AND THAT YOU ARE AUTHORIZED TO ACT ON BEHALF OF YOUR ORGANIZATION. [ATTACH ADDITIONAL SHEETS AS REQUIRED]

Property Name	Address	Number of Units	Owner/Manager (Print Name)	Signature	Date



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Freedom of Information and Protection of Privacy Act (FOIPPA). The personal information on this form is collected for the purpose of administering the Municipal and Regional District Tax program under the authority of the *Provincial Sales Tax Act* and section 26 of FOIPPA. Questions about the collection or use of this information can be directed to Destination British Columbia at MRDT@destinationbc.ca.

Appendix 1.5 Third Party Authorization Form

As part of our commitment to protect your privacy and confidentiality you can use this form to authorize Destination British Columbia to communicate and exchange information regarding the Municipal and Regional District Tax program with your representative. If you wish to cancel or change any part of this authorization please advise Destination British Columbia by email at MRDT@destinationbc.ca.

This authorization does not change your responsibilities and obligations under the Municipal and Regional District Tax Program.

Section 1: Applicant Information

Name: _____

Address: _____

Name and Title of Authorized Signing Authority: _____

Section 2: Authorization of a Third Party Representative

☐ I authorize Destination British Columbia to communicate with my representative named below on the Municipal and Regional District Tax program.

Name of Representative: _____

Organization: _____

Address: _____

Phone Number: _____ Fax Number: _____ Email: _____

Section 3: Applicant Signature

By signing this form, you acknowledge that Destination British Columbia is authorized to communicate with your representative named above but that you remain fully responsible for fulfilling all obligations under the Municipal and Regional District Tax program.

Applicant's Authorized Signing Authority Name	Applicant's Authorized Signing Authority Title
Date	Applicant's Authorized Signing Authority Signature

A1.5-1 | Page



Freedom of Information and Protection of Privacy Act (FOIPPA). The personal information on this form is collected for the purpose of administering the Municipal and Regional District Tax program under the authority of the *Provincial Sales Tax Act* and section 26 of FOIPPA. Questions about the collection or use of this information can be directed to Destination British Columbia at MRDT@destinationbc.ca.

Appendix 1.6 Disclosure of Information Authorization Form

Confidentiality restrictions under the *Provincial Sales Tax Act* prevent the Ministry of Finance from disclosing tax information collected under the Act except under limited circumstances. Administration of the Municipal and Regional District Tax program requires the Ministry of Finance to share information with the Ministry of Jobs, Tourism and Skills Training and with Destination British Columbia for the purpose of program administration and evaluation, and development of provincial tourism policy.

Signing this form will allow the Ministry of Finance to share information about the applicant with respect to the MRDT program with the Ministry of Jobs, Tourism and Skills Training and Destination British Columbia for the above purposes.

If you wish to cancel or change any part of this authorization please advise Destination British Columbia by email at MRDT@destinationbc.ca.

This authorization does not change your responsibilities and obligations under the Municipal and Regional District Tax program.

Section 1: Applicant Information

Name: _____

Address: _____

Name and Title of Authorized Signing Authority: _____

Section 2: Authorization

- ☐ I authorize the Ministry of Finance to share information about the applicant with respect to the Municipal and Regional District Tax program with the Ministry of Jobs, Tourism and Skills Training and Destination British Columbia for the purpose of program administration and evaluation, and development of provincial tourism policy.

Applicant's Authorized Signing Authority Name	Applicant's Authorized Signing Authority Title
Date	Applicant's Authorized Signing Authority Signature



Appendix 1.7 Tourism Events Program Sponsorship Undertaking For 3% Applications Only

Name: _____
Address: _____
Fax Number: _____
Designated Recipients: _____
Designated Accommodation Area: _____

In support of its application to introduce or increase the Municipal and Regional District Tax rate under section 123 of the *Provincial Sales Tax Act* at or to 3% ("3% MRDT"), the Applicant agrees that, subject to approval of its application and implementation of the 3% MRDT, the Applicant will sponsor the provincial Tourism Events Program as further described in Schedule A as may be amended by the Province from time to time, as long as the 3% MRDT applies and the Tourism Events Program is continued. In particular, the Applicant consents upon becoming a Designated Recipient with a 3% MRDT in the Designated Recipient's Designated Accommodation Area to:

- Make Sponsorship Payments to the Her Majesty the Queen in the Right of the Province of British Columbia (the "Province") in relation to the provincial Tourism Events Program, equal to 2/30 of the Net Distributable 3% MRDT Collections (as defined in Schedule B hereto) collected in the Designated Recipient's Designated Accommodation Area; and
- The Province retaining a portion of the 3% MRDT it collects as agent of the Designated Recipient by way of set-off in respect of the money the Designated Recipient owes to the Province, in accordance with Schedule B hereto.

For purposes of this undertaking, "Sponsorship Payments" means monthly payments to the Province by the Designated Recipient, to be used for sponsoring the provincial Tourism Events Program so long as it continues, from Net Distributable 3% MRDT Collections in accordance with Schedule B.

Applicant's Authorized Signing Representative Name	Applicant's Authorized Signing Representative Title
Date	Applicant's Authorized Signing Representative Signature



Schedule A Tourism Events Program Overview

British Columbia's tourism sector is a key economic driver in the provincial economy, helping to create jobs and keep the province diverse, strong and growing. British Columbia is an internationally renowned destination, with spectacular communities in close proximity to wilderness, and an excellent reputation for delivering remarkable experiences for travellers.

Understanding that tourism is one of the world's most competitive industries, the Province has launched a new **Tourism Events Program**, designed to support world class events that can enhance the volume of visitors to British Columbia and increase global recognition for the province.

Building on the successes British Columbia has seen through events with high tourism value and provincial significance, such as the FIFA World Cup and the Canada Winter Games, the Tourism Events Program will support a wide range of events, including arts, cultural or internationally recognized competitive sporting events.

Funding available through the Tourism Events Program is **limited** and it is expected that there will be considerable interest. Funding will be prioritized to only support events that offer the following opportunities for the province:

- Raise awareness nationally and internationally of British Columbia's tourism brands; and
- Motivate Canadians and people from around the world to travel and experience British Columbia's natural beauty and/or world class infrastructure.

All applications must further meet the following criteria. **The events must:**

1. Offer **high tourism value**, resulting in incremental visitor expenditures and other economic benefits that exceed the Province's contribution (such as: lengthen the tourism season; expanded event scope to encourage longer visitation);
2. Engage the local community(ies) and **attract a significant volume of visitors**;
3. Align with provincial, regional and/or community tourism **marketing strategies**; and
4. Be **supported** by the local community(ies).

Only proposals meeting all the program criteria will be considered. Priority will be given to proposals that offer the greatest tourism and economic impact.

Applying for the Tourism Events Program

All event proposals must include the following information:

- A **description** of the proposed event and how the event criteria are met.
- An event **business case** including funding sources, business model, and level of support from the community(ies), local stakeholders and relevant organizations, and strategies to ensure event success.
- **Target market(s), participants and strategies** to attract national and international attention.
- Analysis on the **return on investment** and anticipated **tourism and economic benefits** to the host community(ies) during the event period, these can include:
 - Expected visitation or hotel occupancy;
 - Expected tourism revenue;
 - Expected local employment;



- Expected media exposure;
- Expected number of national and international media on site; and
- Expected **long-term** tourism, social and economic benefits to British Columbia.

All event proposals will be assessed according to the stated program criteria and applicants must be prepared to demonstrate how their proposals meet these criteria.

A final event report, including key tourism and economic outcomes, is required for all funded projects.

Funding recipients must demonstrate a coordinated and effective use of program funds.

Inquiries and event proposals can be sent to MRDT@destinationbc.ca



Schedule B
Sponsorship Payments and Payments to the Designated Recipient
Of 3% MRDT Revenue

Provincial Payment to the Designated Recipient

The following table illustrates how the Province will calculate the monthly payments it makes to the Designated Recipient in accordance with the *Provincial Sales Tax Act* and with this undertaking to sponsor the provincial Tourism Events Program, as may be amended from time to time by the Province.

Monthly Payments to Designated Recipient

Adjustment/ Result	
	Monthly gross collections of the 3% MRDT [tax collected under sections 123, 123.2(3) and 123.3(3) of the <i>Provincial Sales Tax Act</i>]
Plus or Less:	Ministry of Finance collection/audit assessment adjustments in respect of previous periods
Less:	MRDT collection/administration fee [set by the Ministry of Finance from time to time]
Equals:	Net Distributable 3% MRDT Collections
Less:	Sum of all Sponsorship Payments in a month [i.e., Net Distributable 3% MRDT Collections multiplied by 2/30]
Equals:	Total Payment to Designated Recipient in a month



Appendix 2.1 Financial Report

Under the *Provincial Sales Tax Act*, all designated recipients, including designated recipients not subject to the renewal application requirement, must report back to the Province annually in the form of a Financial Report **by April 30th of each year**.

The Financial Report must show how all of the money received from the tax was spent and certify that all of the money received from the tax was used solely for approved purposes. The Financial Report must show that spending of money received from the tax was consistent with the Five-Year Strategic Business Plan. The Financial Report must also show the amounts, sources, and uses of all other tourism revenues.

Designated Recipient: _____
Designated Accommodation Area: _____
Date Prepared: _____
MRDT Repeal Date (if applicable): _____
Total MRDT Funds Received: _____
Year Ending: _____

Section 1: Actual Spending by Market

Add more rows as needed.

Geographic Market	MRDT \$ by Market	Other \$ by Market	Total (gross) \$ by Market	% of Total \$ by Market
BC				
Alberta				
Ontario				
Other Canada				
Washington				
California				
Other USA				
China				
UK				
Germany				
Australia				
Japan				
Other International (Please specify)				
Total				


Section 1: MRDT Budget Variance Report

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

Revenues		Current Year		
		Budget \$	Actual \$	Variance
	Carry forward from previous calendar year			
	MRDT			
	Local government contribution			
	Stakeholder contributions			
	Co-op funds received (e.g. CTO; DMO-led projects)			
	Other local stakeholder contributions			
	Grants - Federal			
	Grants - Provincial			
	Grants/Fee for Service - Municipal			
	Retail Sales			
	Interest			
	Other			
	Total Revenues			
Expenses		Budget \$	Actual \$	Variance
	Marketing			
	Marketing staff – wage and benefits			
	Media advertising and production			
	Website - hosting, development, maintenance			
	Social media			
	Consumer shows and events			
	Collateral production and distribution			
	Travel media relations			
	Travel trade			
	Other			
	<i>Subtotal</i>			
	Destination & Product Experience Management			
	Destination and product experience management staff – wage and benefits			
	Industry development and training			
	Product experience enhancement and training			
	Research and evaluation			
	Other			
	<i>Subtotal</i>			
	Visitor Services			
	Visitor Services activities			
	Other (please describe)			
	<i>Subtotal</i>			
	Meetings and Conventions			



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Expenses	Budget \$	Actual \$	Variance
Meetings, conventions, conferences, sales, events etc.			
<i>Subtotal</i>			
Administration			
Management and staff unrelated to program implementation - wages and benefits			
Finance staff – wages and benefits			
Human Resources staff – wages and benefits			
Board of Directors costs			
Information technology costs – workstation related costs (i.e. computers, telephone, support, networks)			
Office lease/rent			
General office expenses			
<i>Subtotal</i>			
Other			
All other wages and benefits not included above			
Other activities not included above (please describe)			
<i>Subtotal</i>			
Total Expenses			
Balance or Carry Forward			

By signing this form, you certify that the above information is an accurate representation of the actual tourism related expenditures for the jurisdiction defined under the terms of the Municipal and Regional District Tax.

Designated Recipient's Authorized Signing Authority Name	Designated Recipient's Authorized Signing Authority Title
Date	Designated Recipient's Authorized Signing Authority Signature



Appendix 2.2 Annual Performance Report

Under the *Provincial Sales Tax Act*, all designated recipients, including designated recipients not subject to the renewal application requirement, must report back to the Province annually. As such, all designated recipients (or the designated recipient's service provider), are required to complete the following Annual Performance Report as well as a Financial Report (refer to Appendix 2.1) **by April 30th of each year.**

All designated recipients are required to fill in the sections below.

Only those designated recipients that receive the three percent tax rate will be required to report out on additional metrics (as indicated below).

A description/instructions pertaining to each performance metric is provided in grey text as a guide only. Please delete the grey text and provide your response accordingly.

Designated Recipient: _____ Report Completed: dd-mm-yr
Designated Accommodation Area: _____ Reporting period: Jan 1- Dec 31 – yr
*or for first year of term, indicate accordingly

1. Effective tourism marketing, programs and projects			
MRDT-funded tourism marketing, programs and projects maximize the potential for increased visitation and growth in tourism business activity, employment and incremental tourism revenue.			
Mandatory Metric	Designated Recipient Response		
MRDT Revenue	Report on the total annual MRDT revenue received by the Designated Recipient. The period should be between January 1 to December 31 of the reporting year (or portion thereof in the first year of reporting).		
MRDT activities, tactics, investment efforts and outcomes (as per your One-Year Tactical Plan)	Report on the MRDT activities, tactics, investment efforts and resulting outputs achieved in the reporting period indicated above. Metrics will vary by tactic. Example metrics include: <table border="0"> <tr> <td> <u>OUTPUT MEASURES</u> - Types of marketing activities - Number of event campaigns and results - Description of social media activities and outcomes - Number of media placements - Number of conventions and meeting sales - Webpage visits - Visitor inquiries/calls. </td> <td> <u>OUTCOME MEASURES</u> - Visitor volume - Visitor nights and visitor spending - Visitor revenues - Average length of stay - Accommodation revenues - Number of new tourism businesses. </td> </tr> </table>	<u>OUTPUT MEASURES</u> - Types of marketing activities - Number of event campaigns and results - Description of social media activities and outcomes - Number of media placements - Number of conventions and meeting sales - Webpage visits - Visitor inquiries/calls.	<u>OUTCOME MEASURES</u> - Visitor volume - Visitor nights and visitor spending - Visitor revenues - Average length of stay - Accommodation revenues - Number of new tourism businesses.
<u>OUTPUT MEASURES</u> - Types of marketing activities - Number of event campaigns and results - Description of social media activities and outcomes - Number of media placements - Number of conventions and meeting sales - Webpage visits - Visitor inquiries/calls.	<u>OUTCOME MEASURES</u> - Visitor volume - Visitor nights and visitor spending - Visitor revenues - Average length of stay - Accommodation revenues - Number of new tourism businesses.		
Key Learnings	Please provide an assessment of effectiveness of tactics, describe what worked, what didn't and lessons learned.		



2. Effective local-level stakeholder support and inter-community collaboration

Designated recipients are responsible for engaging with key stakeholders, establishing local-level support, and seeking out efficiencies through collaborative activities to inform appropriate decision-making regarding investments.

Mandatory Metric	Designated Recipient Response
Extent of Local-level Stakeholder Engagement	<i>Report on the engagement activities they have undertaken annually to ensure stakeholders are informed and have the ability to provide input on direction. Metrics will vary by tactic.</i> <i>Example of metrics include the number and descriptions of:</i> • Outreach communications (such as newsletters, marketing plans and annual reports) • Conferences, engagement sessions, or annual general meetings.
Stakeholder Satisfaction	Only for designated recipients collecting 3% tax: <i>The designated recipient must conduct an annual stakeholder survey to:</i> • Assess the level of awareness of tourism marketing activities in the community (region) • Assess the level of satisfaction with the use of MRDT funds. <i>Examples of tourism industry stakeholders may include, but are not limited to, the following within the designated accommodation area:</i> • accommodation providers; • attractions, sightseeing, activities and other primary tourism businesses; • restaurants, retail and other tourism related businesses; • Regional and local tourism associations; • Product Sector organizations; • Parks and recreation; • Visitor Centres; and • Other government agencies and organizations that have programs and services that relate to tourism. <i>The designated recipient must append a copy of the survey (list of questions asked), list of respondents and aggregated results to this report.</i> <i>The designated recipient must seek Destination British Columbia's feedback on the methodology, defining the survey questions and survey audience prior to issuing the survey.</i>
Community Collaboration	Only for designated recipients collecting 3% tax: <i>Report on the collaborative activities and outcomes to demonstrate partnerships and alignment within and across communities on tourism marketing activities and with provincial or federal tourism-related agencies as appropriate.</i>



Municipal and Regional District Tax Program Requirements – Fall 2015
APPENDIX 2.2

Mandatory Metric	Designated Recipient Response
Community Collaboration	<i>Examples of collaborative activities include:</i> • Meetings and discussions with other designated recipients or Destination Marketing Organizations in other designated accommodation areas • Meetings and discussions with other tourism industry stakeholders on shared interests and goals • Integrated planning • Sharing of resources on content and asset development • Aligned product development <i>Cooperative and or partnered marketing campaigns/initiatives</i>
3. Marketing Efforts Are Coordinated and complementary to provincial marketing strategies and tactics: Designated recipients are responsible for ensuring their marketing efforts complement and do not duplicate those of Destination British Columbia to avoid overlap at the community level and dilution of BC's marketing message in key domestic and international markets.	
Mandatory Metric	Designated Recipient Response
Provincial Alignment	<i>Report on actions taken to verify that proposed activities are in complimentary and support Destination BC, regional, community and/or other available tourism strategic and/or marketing plans as part of the completion of One-Year Tactical Plan.</i> <i>Examples of actions taken could include:</i> • Refer to Destination British Columbia's strategic plan and regional plans • Liaise/consult with regional and/or provincial staff during strategic/tactical plan development • Provincial or regional staff attendance at community AGM, planning sessions or marketing showcases • Attendance at provincial marketing and/or planning sessions • Attendance at regional marketing and/or planning sessions • Attendance at regional annual conferences/marketing presentations.
Coordinated with Destination British Columbia on Travel Media and Travel Trade Activities	Only for designated recipients collecting 3% tax: <i>Report on actions taken to ensure travel trade and travel media activities are coordinated with Destination BC's overarching marketing plan, and similar activities undertaken by other designated recipients.</i> <i>The designated recipient should also report on any outcomes of trade show and travel trade activities.</i>



Municipal and Regional District Tax Program Requirements – Fall 2015
APPENDIX 2.2

4. Fiscal prudence and accountability

All designated recipients must be accountable, transparent, and make fiscally prudent investments in community tourism marketing.

Mandatory Metric	Designated Recipient Response
Effective Financial Management	<i>The designated recipient must provide a completed Financial Report (refer to Appendix 2.1) that shows how MRDT funds were spent consistent with the designated recipient's Five-Year Strategic Business Plan and certify that all of the revenue was used solely for purposes as approved in their One-Year Tactical Plan.</i>
Streamlined Administrative Costs	<i>The designated recipient must identify and include all administrative costs as outlined in Appendix 2.1 and in accordance to the definition provided in the MRDT Program Requirements (Section 4: Eligible Use of Funds).</i>
Leveraging of Other Marketing Funds	<i>The designated recipient must provide details (in this space) regarding what steps they undertook to leverage funding over the year.</i> <i>Additionally, the designated recipient must provide the amount(s) and source(s) of marketing funds leveraged from other sources in the Financial Report (refer to Appendix 2.1).</i>

By signing this form, you certify the accuracy and completeness of the information provided above.

Designated Recipient's Authorized Signing Authority Name	Designated Recipient's Authorized Signing Authority Title
Date	Designated Recipient's Authorized Signing Authority Signature



Appendix 2.3 One-Year Tactical Plan

Under the *Provincial Sales Tax Act*, all designated recipients, including designated recipients not subject to the renewal application requirement, must report to the Province annually. As such all designated recipients (or the designated recipient's service provider), are required to complete the following One-year Tactical Plan **no later than November 30th each year for years two through five**. If plans are available earlier, please submit as they become available. A Five-year Strategic Business Plan is required in year 1.

The One-year Tactical Plan must be consistent with the Five-year Strategic Business Plan and be based on the calendar year.

A sample Tactical Plan template has been provided below. However, the format of the Tactical Plan may be developed specific to your community needs and resources.

Similar to the Five-year Strategic Business Plan, the One-year Tactical Plan must adhere to the MRDT program principles (see box).

Please ensure there is alignment between provincial tourism strategies and community tourism efforts. Additionally, designated recipients should make their One-year Tactical Plans available to tourism industry stakeholders.

If you wish to make material modifications to the Five-year goals, strategies or targets, the changes must be identified in the One-year Tactical Plan and may require approval from the Province (see Section 11: Amendments in Program Requirements).

Your One-year Tactical Plan must contain the following information:

- An overview of the strategic direction from the Five-Year Strategic Business Plan
- Key learning and conclusions from the previous year
- Details about activities and tactics for the upcoming year
- Expected outcomes
- Availability of revenue from other sources to fund projects in addition to the funds from the tax (Reminder: funds from the tax must be incremental to existing sources of funding. The funds from the tax must not replace existing sources of tourism funding in a community)
- A proposed budget for the year ahead

For questions, please contact Destination British Columbia at MRDT@destinationbc.ca.

Quick Reference Guide

(from the MRDT Program Requirements):

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

The MRDT program principles are:

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



One-Year Tactical Plan Template

Designated Recipient: _____
Designated Accommodation Area: _____
Date Prepared: _____
MRDT Repeal Date: _____
Five Year Period: _____

A description/instructions pertaining to each section is provided in grey text as a guide only. **The format of your One-Year Tactical Plan may be developed specific to your community needs and resources.** If using this template, please delete the blue text and provide your response accordingly. If using your own report template, please ensure it includes the following sections:

Section 1: Overview and Update to Five-year Strategic Context	
Heading	Description
Strategic Direction	A brief overview of the strategic direction from the Five-Year Strategic Business Plan, which may include an articulation of the Vision, Mission, Goals and Objectives from the Five-Year Strategic Business Plan.
Key Learnings and Conclusions	- Key learnings and conclusions from a situation analysis or annual review that will inform your One-Year Tactical Plan. - Provide an update on progress to date for current year activities.
Overall Goals, and Objectives	Overall Goals, Objectives and Targets, if different from the Five-year Strategic Business Plan.
Strategies	Key Strategies for the year, if different from the Five-Year Strategic Business Plan. If any change in Key Strategies is deemed to be material or a substantial shift from original direction set, then approval from Destination British Columbia will be required before implementation.
Target Markets	- The types of visitors that are priorities for your community for the next year, stating primary and secondary target markets. Include geographic target markets, demographic, and activity-based target groups. - The desired length of stay that your community is seeking from the target markets, from day visits or overnight getaways to longer vacations.



Section 2: One-Year Tactical Plan with Performance Measures

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

Project plans should include the following information for each activity. The recipient can organize the plan in a manner that best reflects their individual approach.

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

Marketing, which may include:

- Media Advertising and Production
- Website - Hosting, Development, Maintenance
- Social Media
- Consumer Shows and Events
- Collateral production and distribution
- Travel Media Relations
- Travel Trade
- Other.

Destination and Product Experience Management, which may include:

- Industry Development and Training - Enhancing Education and Knowledge (for example: Market Readiness, Packaging and Industry Workshops)
- Product Experience Enhancement and Training (for example: Itinerary Development, Content Development and Key Experience Creation)
- Research & Evaluation
- Other.

Visitor Services, which may include:

- Visitor Services Activities (for example: Visitor Services via Social Media, Mobile Apps, Roving/Mobile Visitor Services, Ambassadors, Kiosks)
- Other.

Meetings and Conventions:

- Examples could include conferences, events, sales, etc.

Other:

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

2. Please list and describe **the tactics** your community will use to achieve the strategies outlined in Section 1 of your Five-Year Strategic Business Plan. There may be several tactics for each activity.
3. Please provide an **implementation plan** that includes a short description, quantifiable objectives, rationale, action steps, potential partnerships, resources, sources of funding, responsibilities, timeframe, budget, and evaluation mechanism.
4. Please outline the **performance measures, expected outputs and outcomes**. Note, designated recipients receiving a tax rate of 3% are subject to additional reporting requirements. Please refer to Appendix 2.2 for more information about annual reporting of performance measures.

A Project Plan Template is attached on the following page for reference.



Project Plan Template

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

Major Category: *(e.g., Marketing - Travel Trade; Visitor Services – Mobile Apps; Conferences)*

Activity Title: *Please provide the title of activity.*

Tactics:

Please list and describe the tactics to be used to achieve the strategies outlined in Section 1 of the Strategic Business Plan. There may be several tactics for each activity.

Implementation Plan:

For each activity, an implementation plan should include a short description, quantifiable objectives, rationale, action steps, potential partnerships, resources, sources of funding, responsibilities, timeframe, budget, and evaluation mechanism.

Performance Measures:

- *Please review the tactics listed above and identify expected outcomes and outputs for each.*
- *Report out annually on the performance measures (refer to Appendix 2.2).*
- *The performance measures must align with the four MRDT Program Principles:*
 - *Effective tourism marketing, programs and projects*
 - *Effective local-level stakeholder support, and inter-community collaboration*
 - *Marketing efforts that are coordinated and complementary to provincial marketing strategies and tactics*
 - *Fiscal prudence and accountability.*
- *Consider the following definitions when preparing the output and outcome measures:*
 - *Outputs - measure the level of service provided by a project or provides information about what was done. They define "what you did", e.g., hosted four media familiarization trips.*
 - *Outcomes - measures on the achievement of broader goals such as increasing average visitor yield or enhancing the customer experience.*
- *Examples only:*

Output Measures:

- *Types of marketing activities*
- *Number of event campaigns and results*
- *Description of social media activities and outcomes*
- *Number of media placements*
- *Number of conventions and meeting sales*
- *Webpage visits*
- *Visitor inquiries/calls*

Outcome Measures:

- *Visitor volume*
- *Visitor nights & visitor spending*
- *Visitor revenues*
- *Average length of stay*
- *Accommodation revenues*
- *Number of new tourism businesses*

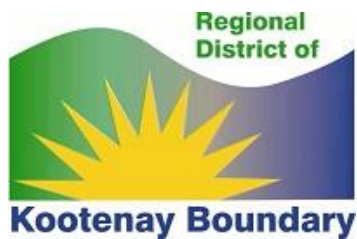

Section 3: MRDT Budget for One-Year Tactical Plan

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

Revenues		Budget \$
Carry-forward from previous calendar year		
MRDT		
Local government contribution		
Stakeholder contributions		
Co-op funds received (e.g. CTO; DMO-led projects)		
Other local stakeholder contributions		
Grants – Federal		
Grants – Provincial		
Grants/Fee for Service - Municipal		
Retail Sales		
Interest		
Other		
Total Revenues		
Expenses		Budget \$
Marketing		
Marketing staff – wage and benefits		
Media advertising and production		
Website - hosting, development, maintenance		
Social media		
Consumer Shows, events		
Collateral production, and distribution		
Travel media relations		
Travel trade		
Other (please describe)		
Subtotal		
Destination & Product Experience Management		
Destination & Product Experience Management Staff – wage and benefits		
Industry development and training		
Product experience enhancement and training		
Research and evaluation		
Other (please describe)		
Subtotal		
Visitor Services		
Visitor Services activities		
Other (please describe)		
Subtotal		
Meetings and Conventions		
Meetings, conventions, conferences, and events etc.		
Subtotal		
Administration		
Management and staff unrelated to program implementation – wages and benefits		
Finance staff – wages and benefits		
Human Resources staff – wages and benefits		
Board of Directors costs		
Information technology costs – workstation-related costs (i.e. computers, telephone, support, networks)		
Office lease/rent		



Expenses	Budget \$
General office expenses	
Subtotal	
Other	
All other wages and benefits not included above	
Other activities not included above (please describe)	
Subtotal	
Total Expenses:	
Balance or Carry Forward	



STAFF REPORT

Date: 20 Nov 2015 **File**
To: Chair McGregor and Directors -
 RDKB Board
From: John M. MacLean, CAO
Re: RDKB Board and Staff Christmas
 Dinners

Issue Introduction

A staff report from John M. MacLean, CAO regarding the serving of liquor at the RDKB Christmas parties.

History/Background Factors

The Board has passed policy that we will not purchase alcohol without a Board resolution.

Alcohol will be served at our parties in accordance with the terms of the policy (it will be served by trained licensed staff and we have made arrangements for travel). The remaining issue to be decided is whether the RDKB will host or purchase some or all of the alcohol.

In past years we have supplied wine at the table as well as a hosted bar. The costs have averaged \$1,700 per year (Trail alone, \$600 for wine on tables, the remainder at the bar). In Grand Forks everyone was just provided tickets for two free drinks. After that it was a cash bar.

We would want to be sure that all non alcoholic drinks are free, and we should be consistent.

Implications

Policy is clear. No RDKB funds are to be used without Board resolution.

Advancement of Strategic Planning Goals

Not applicable

Background Information Provided

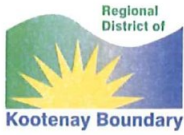
None

Alternatives

1. Receipt
2. Approval of wine on table and hosted bar (past practice).
3. Approval of wine on the table
4. Approval, with the use of a limited number of sponsored drinks.

Recommendation(s)

That the Board discuss the matter and advise staff accordingly.



Grant-in-Aid Request

Application to (please check where appropriate):

☐	Electoral Area A Director Ali Grieve	☒	Electoral Area B/ Lower Columbia- Old Glory Director Linda Worley	☐	Electoral Area C/ Christina Lake Director Grace McGregor	☐	Electoral Area D/ Rural Grand Forks Director Roly Russell	☐	Electoral Area E/West Boundary Director Vicki Gee
--------------------------	---	-------------------------------------	---	--------------------------	---	--------------------------	--	--------------------------	---

Applicant:	Griffin Tatangelo		
Address:			
Phone:		Fax:	
Email:			
Representative:			
Make cheque payable to:	Griffin Tatangelo		

****GIA Requests of \$5,000.00 or more may require official receipt****

What is the Grant-in-Aid for:

Travel expenses to attend the Duke of Edinburgh Awards in Victoria

Amount Requested: \$150.00 Approved Nov 2/15

Date: November 16, 2015

Signature: _____

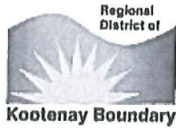
Print name: Griffin Tatangelo

SUBMIT

Office Use Only

Grant approved by Director: L. Worley

Approved by Board: _____



Grant-in-Aid Request

Application to (please check where appropriate):

Electoral Area A Director Ali Grieve	Electoral Area B/ Lower Columbia- Old Glory Director Linda Worley	Electoral Area C/ Christina Lake Director Grace McGregor	☒ Electoral Area D/ Rural Grand Forks Director Roly Russell	Electoral Area E/West Boundary Director Vicki Gee
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Applicant:	Grand Forks Parade Committee / City of Grand Forks		
Address:	PO Box 220, Grand Forks, BC V0H 1H0		
Phone:	250 442 8266	Fax:	
Email:	swinton@grandforks.ca		
Representative:	Sarah Winton / Bud Alcock		
Make cheque payable to:	Grand Forks Parade		

****GIA Requests of \$5,000.00 or more may require official receipt****

What is the Grant-in-Aid for:

To provide financial support to the Santa Parade Committee for advertising, road crew for managing traffic during the parade and other parade expenses. In partnership the Chamber (BCRCC), City of Grand Forks and the parade committee are aiming for the best christmas celebration yet.

Amount Requested: 250.00 Approved Nov 11/15

Date: November 13, 2015

Signature: Sarah Winton
Digitally signed by Sarah Winton
 DN: cn=Sarah Winton, o=City of Grand Forks,
 ou, email=swinton@grandforks.ca, c=CA
 Date: 2015.11.12 11:51:41 -0800

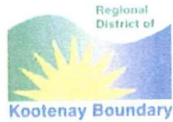
Print name: Sarah Winton

SUBMIT

Office Use Only

Grant approved by Director: R. Russell

Approved by Board: _____



Grant-in-Aid Request

Application to (please check where appropriate):

Electoral Area A Director Ali Grieve	Electoral Area B/ Lower Columbia- Old Glory Director Linda Worley	Electoral Area C/ Christina Lake Director Grace McGregor	☒ Electoral Area D/ Rural Grand Forks Director Roly Russell	Electoral Area E/West Boundary Director Vicki Gee
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Applicant:	Grand Forks Community Christmas Dinner		
Address:	Box 1046 Grand Forks BC		
Phone:	250-442-2689	Fax:	
Email:	wol@nethop.net		
Representative:	Paula Wolkosky		
Make cheque payable to:	Community Christmas Dinner		

****GIA Requests of \$5,000.00 or more may require official receipt****

What is the Grant-in-Aid for:

This is our 34th year of having a free Christmas dinner served on Christmas day to about 400+ guests. We deliver meals to shut-ins, RCMP, Border Crossing Security, Paramedics etc. We transport people to and from the event. All this is accomplished by a small army of volunteers.

Amount Requested: ~~\$500.00 - \$1,000.00~~ \$750 *Approved Nov 2/15*

Date: November 2, 2015

Signature: *P. Wolkosky*

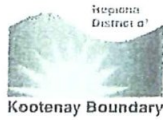
Print name: Paula Wolkosky

SUBMIT

Office Use Only

Grant approved by Director: *R. Russell*

Approved by Board: _____



Grant-in-Aid Request

Application to (please check where appropriate):

☐ Electoral Area A Director Ali Grieve	☐ Electoral Area B/ Lower Columbia- Old Glory Director Linda Worley	☐ Electoral Area C/ Christina Lake Director Grace McGregor	☐ Electoral Area D/ Rural Grand Forks Director Roly Russell	☒ Electoral Area E/West Boundary Director Vicki Gee
--	--	--	---	---

Applicant:	Beaverdell Community Club & Recreation		
Address:	PO Box 114 Beaverdell, BC V0H 1A0		
Phone:	250-899-2183	Fax:	
Email:	Charlene.Reid@HSSBC.ca		
Representative:	Charlene Reid, Treasurer		
Make cheque payable to:	Beaverdell Community Club & Recreation		

****GIA Requests of \$5,000.00 or more may require official receipt****

What is the Grant-in-Aid for:

Reimburse for two Community Members to Attend Level 1 Food Safe Courses in Rock Creek
\$55.00/per person x 2 (Date of Course Nov 5, 2015)

Amount Requested: \$110.00

Date: Nov 2, 2015

Signature: Charlene Reid

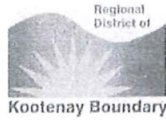
Print name: Charlene Reid

SUBMIT

Office Use Only

Grant approved by Director: V. See

Approved by Board: _____



Grant-in-Aid Request

Application to (please check where appropriate):

☐ Electoral Area A Director Ali Grieve	☐ Electoral Area B/ Lower Columbia- Old Glory Director Linda Worley	☐ Electoral Area C/ Christina Lake Director Grace McGregor	☐ Electoral Area D/ Rural Grand Forks Director Roly Russell	☒ Electoral Area E/West Boundary Director Vicki Gee
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Applicant:	Midway Community Association		
Address:	PO Box 249, Midway B.C. V0H 1M0		
Phone:	c/o 250-449-2800	Fax:	
Email:	cathstewart@telus.net		
Representative:	Catherine Stewart, Treasurer		
Make cheque payable to:	Midway Community Association		

****GIA Requests of \$5,000.00 or more may require official receipt****

What is the Grant-in-Aid for:

Hire a qualified Yoga instructor to provide two classes per week (1.5 hours each) for a total of 16 classes to be held in the Midway Community Hall. Benefit the health, fitness and well-being of Boundary community members.
--

Amount Requested: \$500.00

Date: October 28, 2015

Signature: *Cath Stewart*

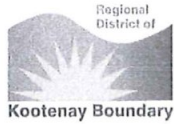
Print name: Catherine Stewart

SUBMIT

Office Use Only

Grant approved by Director: *V. Gee*

Approved by Board: _____



Grant-in-Aid Request

Application to (please check where appropriate):

☐ Electoral Area A Director Ali Grieve	☐ Electoral Area B/ Lower Columbia- Old Glory Director Linda Worley	☐ Electoral Area C/ Christina Lake Director Grace McGregor	☐ Electoral Area D/ Rural Grand Forks Director Roly Russell	☒ Electoral Area E/West Boundary Director Vicki Gee
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Applicant:	West Boundary Sustainable Foods and Resources Society (FAR)		
Address:	PO Box 53, Bridesville, BC, V0H1B0		
Phone:	250-446-2810	Fax:	
Email:	dararick@look.ca		
Representative:	Richard Steingard (Vice-President)		
Make cheque payable to:	West Boundary Sustainable Foods and Resources Society		

****GIA Requests of \$5,000.00 or more may require official receipt****

What is the Grant-in-Aid for:

Food Grant for West Boundary: Hamburger cow \$2000, Cheese \$200, Chicken \$100, Protein powder \$100, Gas to deliver food for 6 months \$600.
--

Amount Requested: \$3000.00

Date: Nov 16, 2015

Signature: Richard Steingard

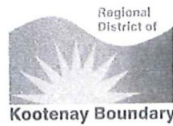
Print name: Richard Steingard

SUBMIT

Office Use Only

Grant approved by Director: V. Gee

Approved by Board: _____



Grant-in-Aid Request

Application to (please check where appropriate):

Electoral Area A Director Ali Grieve	Electoral Area B/ Lower Columbia- Old Glory Director Linda Worley	Electoral Area C/ Christina Lake Director Grace McGregor	Electoral Area D/ Rural Grand Forks Director Roly Russell	☒ Electoral Area E/West Boundary Director Vicki Gee
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Applicant:	Bridesville Community Club		
Address:	Box 44, Bridesville BC V0H 1B0		
Phone:	250 495-4877	Fax:	
Email:	aka-opa@hotmail.com		
Representative:	Judi Brouwer, Secretary		
Make cheque payable to:	Bridesville Community Club		

****GIA Requests of \$5,000.00 or more may require official receipt****

What is the Grant-in-Aid for:

To fund 2 people to attend Food Safe Level I course at \$55 per person
<i>ROSE SPRY</i>
<i>ROXANNE PROULX</i>

Amount Requested: \$110.00

Date: November 16, 2015

Signature: *J. Brouwer*

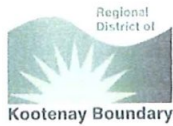
Print name: Judi Brouwer

SUBMIT

Office Use Only

Grant approved by Director: *V. Gee*

Approved by Board: _____



Grant-in-Aid Request

Application to (please check where appropriate):

☐ Electoral Area A Director Ali Grieve	☐ Electoral Area B/ Lower Columbia- Old Glory Director Linda Worley	☐ Electoral Area C/ Christina Lake Director Grace McGregor	☐ Electoral Area D/ Rural Grand Forks Director Roly Russell	☒ Electoral Area E/West Boundary Director Vicki Gee
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Applicant:	Bridesville WI		
Address:	c/o Pat Campbell 6470 Wagon Wheel Road, Bridesville BC V0H 1B0		
Phone:	250 446-2121	Fax:	
Email:	prmittchell@vip.net		
Representative:	Pat Campbell, secretary		
Make cheque payable to:	Bridesville WI		

****GIA Requests of \$5,000.00 or more may require official receipt****

What is the Grant-in-Aid for:

To fund 2 people to attend Food Safe Level I course at \$55 per person
<i>MARIE Bourgh</i>
<i>Marcia Robichaud</i>

Amount Requested: \$110.00

Date: November 16, 2015

Signature: *Pat Campbell*

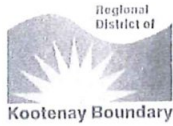
Print name: Pat Campbell

SUBMIT

Office Use Only

Grant approved by Director: *V. Gee*

Approved by Board: _____



Grant-in-Aid Request

Application to (please check where appropriate):

Electoral Area A Director Ali Grieve	Electoral Area B/ Lower Columbia- Old Glory Director Linda Worley	Electoral Area C/ Christina Lake Director Grace McGregor	Electoral Area D/ Rural Grand Forks Director Roly Russell	☒ Electoral Area E/West Boundary Director Vicki Gee
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Applicant:	Midway RCMP Community Consultative Group		
Address:	Box 211 Midway BC V0H 1M0		
Phone:	250 231 5671	Fax:	
Email:			
Representative:	M. Rotvold Chairperson		
Make cheque payable to:	Midway Community Consultative Group		

****GIA Requests of \$5,000.00 or more may require official receipt****

What is the Grant-in-Aid for:

CC Group New Years Eve Family Fun skate at Midway Arena 3pm to 7pm money (Grant-in-aid) to buy major (3) prizes to accompany smaller prizes + donations
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\$ 200.00

Amount Requested: _____

Date: Nov 17 2015

Signature: M. Rotvold

Print name: M. Rotvold

SUBMIT

Office Use Only

Grant approved by Director: J. Gee

Approved by Board: _____

11/18/2015

Image (165).jpg (1700x2338)



Grant-in-Aid Request

Application to (please check where appropriate):

Electoral Area A Director Ali Grieve	Electoral Area B/ Lower Columbia- Old Glory Director Linda Worley	Electoral Area C/ Christina Lake Director Grace McGregor	Electoral Area D/ Rural Grand Forks Director Roly Russell	☒ Electoral Area E/West Boundary Director Vicki Gee
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Applicant:	King of Kings New Testament Church		
Address:	Box 3, Midway BC V0H 1M0		
Phone:	250 449-1978	Fax:	
Email:	kokca@shaw.ca		
Representative:	Martin Fromme, Administrator		
Make cheque payable to:	King of Kings New Testament Church		

****GIA Requests of \$5,000.00 or more may require official receipt****

What is the Grant-in-Aid for:

Food preparation and distribution at The Bridge Drop-In Centre

Amount Requested: \$500.00

Date: November 18, 2015

Signature: *M. Fromme*

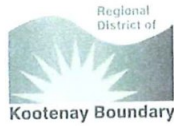
Print name: Martin Fromme

SUBMIT

Office Use Only

Grant approved by Director: *V. Gee*

Approved by Board: _____



Grant-in-Aid Request

Application to (please check where appropriate):

☐ Electoral Area A Director Ali Grieve	☐ Electoral Area B/ Lower Columbia- Old Glory Director Linda Worley	☐ Electoral Area C/ Christina Lake Director Grace McGregor	☐ Electoral Area D/ Rural Grand Forks Director Roly Russell	☒ Electoral Area E/West Boundary Director Vicki Gee
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Applicant:	Greenwood Seniors Association		
Address:	Box 303, Greenwood BC V0H 1J0		
Phone:	250 445-6678	Fax:	
Email:	lbg@telus.net		
Representative:	Les Goddard, President		
Make cheque payable to:	Greenwood Seniors Association		

****GIA Requests of \$5,000.00 or more may require official receipt****

What is the Grant-in-Aid for:

Contribution to community Christmas dinner

Amount Requested: \$200.00

Date: November 18, 2015

Signature:

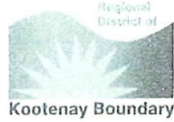
Print name: Les Goddard

SUBMIT

Office Use Only

Grant approved by Director:

Approved by Board: _____



Grant-in-Aid Request

Application to (please check where appropriate):

Electoral Area A Director Ali Grieve	Electoral Area B/ Lower Columbia- Old Glory Director Linda Worley	Electoral Area C/ Christina Lake Director Grace McGregor	Electoral Area D/ Rural Grand Forks Director Roly Russell	☒ Electoral Area E/West Boundary Director Vicki Gee
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Applicant:	West Boundary Food Bank in Greenwood		
Address:	Box 551, (401 Kimberly Ave.), Greenwood BC V0H 1J0		
Phone:	250 449 1978	Fax:	250 4492309
Email:	freshstartjc@shaw.ca		
Representative:	Martin Fromme, chairperson		
Make cheque payable to:	Greenwood Evangel Chapel		

****GIA Requests of \$5,000.00 or more may require official receipt****

What is the Grant-in-Aid for:

the distribution of healthy food (meats, canned goods, cheese, eggs, milk, vegetables, etc.) to the marginalized in Greenwood, Midway, Rock Creek, Bridesville, Westbridge, Beaverdell.

Amount Requested: \$500

Date: 19 November 2015

Signature: *M. Fromme*

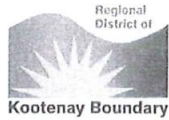
Print name: Martin Fromme

SUBMIT

Office Use Only

Grant approved by Director: *V. Gee*

Approved by Board: _____



Grant-in-Aid Request

Application to (please check where appropriate):

☐	Electoral Area A Director Ali Grieve	☐	Electoral Area B/ Lower Columbia- Old Glory Director Linda Worley	☐	Electoral Area C/ Christina Lake Director Grace McGregor	☐	Electoral Area D/ Rural Grand Forks Director Roly Russell	☒	Electoral Area E/West Boundary Director Vicki Gee
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Applicant:	Westbridge Recreation Society		
Address:	P.O. Box 95, Westbridge, B.C. V0H 2B0		
Phone:	250-446-2330	Fax:	
Email:	jchapin@telus.net JCHAPIN5445@GMAIL.COM		
Representative:	Jill Chapin Treasurer		
Make cheque payable to:	Westbridge Recreation Society		

****GIA Requests of \$5,000.00 or more may require official receipt****

What is the Grant-in-Aid for:

Re-imbursement Sponsored participant - Food Safe Course. Nov.5/15

Amount Requested: \$55.00

Date: Nov. 18, 2015

Signature:

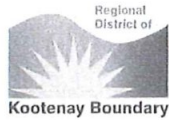
Print name: JILL CHAPIN

SUBMIT

Office Use Only

Grant approved by Director:

Approved by Board: _____



Grant-in-Aid Request

Application to (please check where appropriate):

☐	Electoral Area A Director Ali Grieve	☐	Electoral Area B/ Lower Columbia- Old Glory Director Linda Worley	☐	Electoral Area C/ Christina Lake Director Grace McGregor	☐	Electoral Area D/ Rural Grand Forks Director Roly Russell	☒	Electoral Area E/West Boundary Director Vicki Gee
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Applicant:	Main River Women's Institute		
Address:	P.O. Box 29, Westbridge, B.C. V0H 2B0		
Phone:	250-446-2616	Fax:	
Email:	lynnemckillican@gmail.com		
Representative:	Lynne McKillican		
Make cheque payable to:	Main River Women's Institute		

****GIA Requests of \$5,000.00 or more may require official receipt****

What is the Grant-in-Aid for:

Re-imbursement sponsored participants Food Safe Course Nov. 5/15

Amount Requested: \$110.00

Date: Nov. 18, 2015

Signature: Lynne McKillican

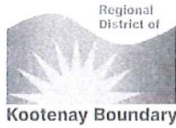
Print name: Lynne McKillican

SUBMIT

Office Use Only

Grant approved by Director: *V. Gee*

Approved by Board: _____



Grant-in-Aid Request

Application to (please check where appropriate):

Electoral Area A Director Ali Grieve	Electoral Area B/ Lower Columbia- Old Glory Director Linda Worley	Electoral Area C/ Christina Lake Director Grace McGregor	Electoral Area D/ Rural Grand Forks Director Roly Russell	☒ Electoral Area E/ West Boundary Director Vicki Gee
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Applicant:	Main River, Women's Institute		
Address:	P.o. Box 29 Westbridge, B.C. V0H 2B0		
Phone:	250-446-2616	Fax:	
Email:	lynnemckillican@gmail.com		
Representative:	Lynne Mckillican President		
Make cheque payable to:	Main River Women's Institute		

****GIA Requests of \$5,000.00 or more may require official receipt****

What is the Grant-in-Aid for:

Food costs to provide lunches for volunteers re-building after Wildfire 2015

Amount Requested: \$242.98

Date: Nov. 18. 2015

Signature: *Lynne McKillican*

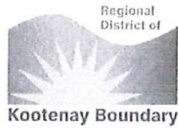
Print name: Lynne McKillican

SUBMIT

Office Use Only

Grant approved by Director: *[Signature]*

Approved by Board: _____



Grant-in-Aid Request

Application to (please check where appropriate):

☐ Electoral Area A Director Ali Grieve	☐ Electoral Area B/ Lower Columbia- Old Glory Director Linda Worley	☐ Electoral Area C/ Christina Lake Director Grace McGregor	☐ Electoral Area D/ Rural Grand Forks Director Roly Russell	☒ Electoral Area E/West Boundary Director Vicki Gee
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Applicant:	Kettle River Seniors Association		
Address:	P.O. Box 65, Rock Creek, B.C. V0H 1Y0		
Phone:	250-443-4090	Fax:	
Email:	mungevans@gmail.com		
Representative:	Joyce Evans treasurer		
Make cheque payable to:	Kettle River Seniors Association		

****GIA Requests of \$5,000.00 or more may require official receipt****

What is the Grant-in-Aid for:

Re-imbursement: Food Safe Course. Nov. 5/2015

Amount Requested: \$55.00

Date: Nov. 18, 2015

Signature: Joyce E. Evans

Print name: Joyce Evans

SUBMIT

Office Use Only

Grant approved by Director: [Signature]

Approved by Board: _____