

Electoral Area Services Committee

Amended Agenda



January 9, 2020

1:00 pm

Members: Director Sosnowski (Chair), Director Clovechok (Vice Chair), Director Doehle, Director Gay, Director Walter and Director Wilkie

Voting Rules: Unless otherwise indicated on this agenda, all Directors have one vote and a simple majority is required for a motion to pass.

	Pages
1. Call to Order	
2. Addition of Late Items	
3. Adoption of the Agenda	
4. Adoption of the Minutes	
4.1 December 5, 2019 Meeting	3
5. Invited Presentations & Delegations	
6. Correspondence	
6.1 Engineering Services Board Report	6
6.2 Development Services - Building Report	8
7. Unfinished Business	
8. New Business	
8.1 BC Broadband Association - 2020 Annual Conference - Attendance Approval <i>EA Directors, Weighted</i>	9
8.2 CBT Community Wildfire Program Grant Application	11
8.3 Investing in Canada Infrastructure Program Grant Application	13
8.4 LIDAR and Orthophotos - Edgewater to Spillimacheen <i>EA Directors, Weighted</i>	15
8.5 Discretionary Grants-in-Aid - January <i>EA Directors, Weighted</i>	16
8.6 Discretionary Grant-in-Aid Policy Change <i>EA Directors, Weighted</i>	35
8.7 Cherry Creek Falls Regional Park Management Plan	37

8.8	GIS Services Agreement Amendment - District of Invermere <i>EA Directors, Weighted</i>	51
8.9	GIS Services Agreement Amendment - Village of Radium Hot Springs <i>EA Directors, Weighted</i>	54
8.10	Community Works Fund Grant Request - Columbia Basin Broadband Corporation <i>EA Directors, Weighted</i>	58
8.11	Community Works Fund Grant Request - Cranbrook Community Theatre <i>EA Directors, Weighted</i>	67
8.12	Letter of Support - South Kountry Cable Ltd	74
*8.13	2020 WildSafeBC Program – Electoral Area F and G <i>EA Directors, Weighted</i>	75

9. Bylaws

10. Late Agenda Items

11. Reports from Directors

12. Adjourn to Closed



MINUTES OF THE ELECTORAL AREA SERVICES COMMITTEE MEETING

**December 5, 2019
Regional District Office, Cranbrook, BC**

PRESENT:	Committee Chair M. Sosnowski	Electoral Area A
	Director S. Doehle	Electoral Area B
	Board Chair R. Gay	Electoral Area C
	Director J. Walter	Electoral Area E
	Director S. Clovechok	Electoral Area F
	Director G. Wilkie	Electoral Area G
STAFF:	S. Tomlin	Chief Administrative Officer
	S. Moskal	Corporate Officer
	C. Thom	Executive Assistant
		(Recording Secretary)

Call to Order

Committee Chair Mike Sosnowski called the meeting to order at 4:46 pm.

Adoption of the Agenda

MOVED by Director Gay

SECONDED by Director Clovechok

THAT the agenda for the Electoral Area Services Committee meeting be adopted.

CARRIED

Adoption of the Minutes

October 31, 2019 Meeting

MOVED by Director Clovechok

SECONDED by Director Doehle

THAT the Minutes of the Electoral Area Services Committee meeting held on October 31, 2019 be adopted as circulated.

CARRIED

New Business

Electoral Area Directors' Forum - Attendance Approval

48865

MOVED by Director Gay

SECONDED by Director Doehle

THAT the Electoral Area Directors be authorized to attend the Union of BC Municipalities Electoral Area Directors' Forum held on February 4 - 5, 2020 in Richmond with expenses paid from Electoral Area Administration.

CARRIED

LGLA Leadership Forum - Attendance Approval

48866

MOVED by Director Walter

SECONDED by Director Doehle

THAT the Electoral Area Directors be authorized to attend the Local Government Leadership Academy - 2020 Leadership Forum held on February 5 - 7, 2020 in Richmond with expenses paid from Electoral Area Administration.

CARRIED

FCM Annual Conference - Attendance Approval

48867

MOVED by Director Clovechok

SECONDED by Director Walter

THAT the following Electoral Area Directors be authorized to attend the Federation of Canadian Municipalities 2020 Annual Conference held on June 4 - 7, 2020 in Toronto with expenses paid from Electoral Area Administration:

- Director Mike Sosnowski
- Director Rob Gay

CARRIED

Wycliffe Fire Service

Director Rob Gay spoke on the proposed Wycliffe Fire Service noting the project will be removed from the Priority Projects list at this time and will be considered again once the City of Kimberley feels they have capacity to support the proposed service.

Discretionary Grants-in-Aid - December

48868

MOVED by Director Walter

SECONDED by Director Wilkie

THAT the following Discretionary Grants-in-Aid be approved:

Fernie Alpine Ski Team (FAST) – New Year's Eve Fireworks 2019

- A - \$1,000

Canadian Mental Health Association for the Kootenays – Essential Items Project

- C - \$2,500

St. Mary Valley Rural Residents Association – Fire Smart & Lake Safety & Education

- E - \$3,400

Columbia Valley Youth Soccer Association – Soccer Youth Skill Development Program

- F - \$1,200
- G - \$300

The Compassionate Friends of Canada – The Compassionate Friends Cranbrook 2019 Funding

- A - \$200
- B - \$200
- C - \$400
- E - \$200
- F - \$200

City of Kimberley – NorthStar Rail Trail Maintenance and Enhancements

- C - \$18,000
- E - \$2,000

CARRIED

Fernie Rural Fire Protection Service Agreement

48869

MOVED by Director Gay

SECONDED by Director Clovechok

THAT the Chair and CAO be authorized to sign the agreement amendment to extend the fire protection services agreement with the City of Fernie for the Fernie Rural Fire Protection Service to December 31, 2020.

CARRIED

Upper Elk Valley Fire Protection Service Agreement

48870

MOVED by Director Gay

SECONDED by Director Walter

THAT the Chair and CAO be authorized to sign the agreement with the District of Sparwood for the provision of fire protection services to the Upper Elk Valley Fire Protection Service Area for the term January 1, 2020 to December 31, 2024

CARRIED

Swansea Road Watermain Loop – Elector Assent

48871

MOVED by Director Clovechok

SECONDED by Director Walter

THAT staff be authorized to conduct a petition for services for a portion of Swansea Road in Electoral Area F to:

- establish a new service for the purpose of borrowing to construct a water system and pay the Capital Infrastructure Fee required when joining the East Side Lake Windermere Water System Service; and
- expand the East Side Lake Windermere Water System Service to include the proposed new service area.

CARRIED

Federation of Canadian Municipalities - Membership Renewal

48872

MOVED by Director Gay

SECONDED by Director Wilkie

THAT the Federation of Canadian Municipalities Annual Membership Fee in the amount of \$3,704.60 be approved for payment from Electoral Area Administration.

CARRIED

Bylaws**Bylaw No. 2968 (East Side Lake Windermere Water System) - Introduction**

48873

MOVED by Director Clovechok

SECONDED by Director Doehle

THAT Bylaw No. 2968 cited as "Regional District of East Kootenay – East Side Lake Windermere Water System Regulation and Fee Bylaw No. 2851, 2018 – Amendment Bylaw No. 1, 2019" be introduced.

CARRIED

Adjourn to Closed

MOVED by Director Clovechok

SECONDED by Director Doehle

THAT the meeting adjourn to a Closed Electoral Area Services Committee meeting to consider the following matters:

1. Notice on Title and Bylaw Enforcement – Section 90(1)(g) of the *Community Charter* – litigation or potential litigation affecting the RDEK; and
2. Utility Advisory and Cranbrook Public Library Board Appointments – Section 90(1)(a) of the *Community Charter* personal information about an identifiable individual who is being considered for a position appointed by the RDEK.

CARRIED

The meeting adjourned to closed at 4:54 pm.

Committee Chair Mike Sosnowski

Shannon Moskal, Corporate Officer

Subject **Engineering Board Report**

Month **January 2020**

HOLLAND CREEK WATER AND SEWER SYSTEMS

With the two-year warranty period completed, the Final Acceptance Certificate was issued and the financial security released for the Phase 2 Antler Ridge development.

WINDERMERE WATER SYSTEM

The Water Quality Advisory remains in place although turbidity remains between 0.5 and 0.7 NTU. MPE continue to work on the design for the watermain replacement project.

EDGEWATER WATER AND SEWER SYSTEMS

Macaulay Creek is flowing above normal for this time of year. The UV disinfection sensor failed and a new replacement ordered for the UV Water Plant. The chlorine analyzer and PH analyzer probes failed and new ones are on order. Once CIMA submits the project completion documents for the Baptiste Dam Upgrade, the final grant claim will be submitted to the Province to wrap up the project.

A pump at sewer Lift Station #1 was pulled, unclogged and reinstalled. The Lift Station was also cleaned and flushed at the time.

EAST SIDE LAKE WINDERMERE WATER SYSTEM

A new water service connection was completed at the Hideaways. The backup generator for the Water Treatment Plant and Columbia Valley Office had electrical issues but has since been repaired.

The Swansea Road Watermain Looping and Timber Ridge Watermain Looping projects are out for tender as of December 19. The Swansea Road petition for services is scheduled to be released in late January or early February.

FAIRMONT FLOOD AND LANDSLIDE SERVICE

The left-over funds from Emergency Management BC were used to remove additional sediment and debris from Fairmont Creek between the newly constructed weirs.

Ralph Stewart Contracting completed the removal of debris in Fairmont Creek and Cold Spring Creek.

AREA A FLOOD CONTROL – HILL ROAD DIKE

We are waiting to hear back from the DFO in regards to the revised Hill Road dike design submission. The project is scheduled to be issued for tender in February with construction planned for summer/fall 2020.

SNOW PACK AND WATER SUPPLY OUTLOOK

With the additional moisture just before Christmas, the snow weather stations in the East Kootenay (Floe Lake, Morrissey Ridge and Moyie Mountain) show that the snow-water equivalent is near normal for the end of December.

GENERAL

The Operators have been updating the Preventative Maintenance Schedules for the Columbia Valley utilities. Final quarter water meter readings were collected for the Columbia Valley water systems.

Subject Monthly Building Report

Month January

Total monthly inquiries (phone/email/counter): 1,213

	November 2019			Year to Date		
Jurisdiction	Permits Issued	Dwellings Created	Construction Value	Total Permits Issued	Total Dwellings Created	Construction Value
Area A	3	2	\$376,000	40	18	\$21,476,639
Area B	2	1	\$496,000	60	12	\$5,446,948
Area C	9	1	\$490,000	127	20	\$14,029,200
Area E	1	0	\$1,500	35	6	\$2,900,661
Area F	8	2	\$1,208,500	123	27	\$24,562,255
Area G	2	0	\$32,000	25	6	\$3,022,000
Totals	25	6	\$2,604,500	410	89	\$71,437,703

Canal Flats	2	0	\$0	30	7	\$1,807,795
Cranbrook	9	1	\$767,215	202	138	\$44,844,699
Elkford	4	2	\$366,398	58	18	\$12,671,681
Fernie	5	0	\$40,500	120	42	\$31,576,031
Invermere	1	0	\$170,000	51	23	\$10,300,700
Kimberley	21	5	\$1,612,042	213	75	\$28,590,868
Radium	1	0	\$23,000	24	11	\$3,417,583
Sparwood	5	3	\$28,387,688	80	47	\$38,701,562
Totals	48	11	\$31,366,843	778	361	\$171,910,919

Bylaw Compliance

Active compliance files: 55



British Columbia Broadband Conference



We would like to invite you to the 16th Annual British Columbia Broadband Conference (BCBC 2020).

The conference will be held on **April 21 and 22, 2020 at the Radisson Hotel** in Richmond, BC.

The theme for this year's conference is "5G or Fibre Optic? What works where?"

Our online registration for general admission is now open.

Register by February 28, 2020, to take advantage of the early bird rate.

[Click to Register](https://www.eventbrite.ca/e/bc-broadband-conference-2020-tickets-63132528091)

(<https://www.eventbrite.ca/e/bc-broadband-conference-2020-tickets-63132528091>)

The BC Broadband Conference is an annual event that brings

together Internet Providers, Equipment Vendors, and Industry Stakeholders to discuss new technology and trends within the industry.

The event is the only one of its kind in Western Canada and is attended by major incumbents as well as smaller community based Wireless ISPs.

Request for Decision

File No: Ehh 680 001

Date December 11, 2019
Author Terry Balan, Protective Services Supervisor
Subject CBT Community Wildfire Program Grant Application

REQUEST

To approve the submission of a CBT Community Wildfire Program grant application.

OPTIONS

1. That an application be submitted to CBT for \$25,000.00 under the Community Wildfire Program for FireSmart educational activities within the RDEK and further, that the RDEK will support the project and provide overall grant management if the application is successful
2. That a CBT Community Wildfire Program grant application not proceed at this time.

RECOMMENDATION

Option 1

BACKGROUND/ANALYSIS

The Columbia Basin Trust is offering Community Wildfire Education grants through their Community Wildfire Program to support community projects that help reduce the risk and impact of wildfires to communities in BC through funding and supports.

The CBT Community Wildfire Program provides funding to local governments and First Nations in the CBT region to increase community resiliency by undertaking community-based FireSmart planning and activities that reduce the community's risk from wildfire.

In a recent Hazard, Risk and Vulnerability study conducted for the RDEK, interface wildfire risk was assessed as the number one priority for the Regional District (Downey 2011).

The grant application will be submitted to address concerns around overall FireSmart coordination within the RDEK, allow communities to be more educated in FireSmart and to start working towards becoming more resilient to wildfire risks.

SPECIFIC CONSIDERATIONS

Financial

The total amount requested is \$25,000. Any grant funds received will be used as indicated above, largely through the use of a contractor or contractors. There is no expectation that additional funds will be required from the RDEK.

Previous Board Action

The Board has previously approved submission of a grant application under UBCM's 2020 Community Resiliency Investment Program (FireSmart Community Funding and Supports) for \$150,000. This will be the second grant application for 2020 FireSmart activities.

Financial Budget

The total amount being applied for is \$25,000.

Purchasing Policy

As per the current RDEK Purchasing Policy:

- Tenders and/or Proposals, if required will follow a competitive selection process.
- Service Contracts, if required shall include a requirement to produce evidence of liability insurance.

Process

If this grant application is successful, the next steps in the process will be:

- Develop a work plan for 2020 to complete the items listed in the grant application.
- RDEK staff and consultants (Request for Proposal, Service Contract) work together to complete the stated works.
- RDEK submits the final report to CBT.

Request for Decision

File No: UWfs 611 001

Date December 24, 2019
Author Brian Funke, Engineering Services Manager
Subject Grant Application for the Investing in Canada Infrastructure Program - Environmental Quality

REQUEST

Submit an application to the Investing in Canada Infrastructure Program, Green Infrastructure - Environmental Quality Sub-Stream.

OPTIONS

1. That an application be submitted to the Investing in Canada Infrastructure Program, Green Infrastructure - Environmental Quality Sub-Stream for the East Side Lake Windermere Watermain Upgrade Project with ineligible or additional costs to be paid for under the East Side Lake Windermere Water System Service.
2. That an application be submitted to the Investing in Canada Infrastructure Program, Green Infrastructure - Environmental Quality Sub-Stream for_____.
3. That no application be submitted to the Investing in Canada Infrastructure Program, Green Infrastructure - Environmental Quality Sub-Stream.

RECOMMENDATION

Option 1.

BACKGROUND/ANALYSIS

The Green Infrastructure – Environmental Quality Sub-Stream will fund infrastructure projects that support quality and management improvements for drinking water, wastewater and stormwater, as well as reductions to soil and air pollutants through solid waste diversion and remediation.

The program is a component of the Investing in Canada Infrastructure Program (ICIP) of which Canada and British Columbia governments are investing up to \$150 million in the second intake on February 26, 2020. The first intake on January 23, 2019, represented a commitment of \$243 million by federal and provincial governments.

Regional Districts may submit one application for each community in their area. The federal contribution is 40%, provincial contribution is 33.33% for a total of 73.33%.

Consideration for Other Utilities

Once the asset management process is completed on the Edgewater Water System, an infrastructure replacement plan will be developed to determine the next phase of infrastructure replacement. Also, reserve funds would need to be increased to support infrastructure replacement.

Similar, asset management needs to be completed on other utilities to determine an infrastructure replacement plan.

East Side Lake Windermere Water System

The older portion of the East Side Lake Windermere Water System (ESLWWS) distribution system along Baltac Road is near the end of its useful life and should be replaced. Also, an approximate 325 meters of the Baltac watermain is not looped. The preferred project would be approximately 900 meters of watermain replacement and installation along Baltac Road and eliminating two dead ends by completing 325 meters of watermain looping. There are other watermain replacement, pressure reducing valve station upgrades, and watermain looping priorities within ESLWWS that could be identified through the funding application process. The total eligible proposed project cost would be up to \$3.0 million which would consist of \$2.2 million of ICIP grant and \$0.8 million reserve funds. The funding program states that projects are to be completed by March 31, 2026.

After considering eligible utilities including infrastructure age and reserve funds, the ESLWWS Watermain Upgrade would be the preferred project to target for this funding opportunity.

SPECIFIC CONSIDERATIONS

Strategic Priority

Watermain upgrades in ESLWWS would need to be a new Priority Project for 2021 to 2024. Currently, Timber Ridge Water Upgrades and Swansea Road Watermain Looping within the ESLWWS are Priority Projects.

Financial

The remaining eligible and non-eligible costs would come from ESLWWS reserve funds which is approximately \$0.8 million eligible costs and approximately \$0.1 million ineligible costs. Currently the reserves are approximately \$1.9 million.

Request for Decision

File No: Shj 065 001

Date December 19, 2019
Author Shannon Moskal, Corporate Officer
Subject LIDAR and Orthophotos – Edgewater to Spillimacheen

REQUEST

To provide a contribution to the Columbia Wetlands Stewardship Partners towards the cost of purchasing LIDAR and Orthophotos for the Edgewater-Spillimacheen area.

OPTIONS

1. THAT a contribution of \$2,500 from the Electoral Area G Discretionary Grants-in-Aid be provided to the Columbia Wetlands Stewardship Partners towards the cost of purchasing LIDAR and Orthophotos for the Edgewater-Spillimacheen area subject to the RDEK having full access to the data.
2. THAT the Columbia Wetlands Stewardship Partners be advised the RDEK does not require access to the LIDAR and Orthophotos for the Edgewater-Spillimacheen area.

RECOMMENDATION

Option 1.

BACKGROUND/ANALYSIS

The Columbia Wetlands Stewardship Partners (CWSP) have purchased LIDAR and Orthophotos for the Edgewater-Spillimacheen area. CWSP has offered to provide this data to the RDEK in exchange for a \$2,500 contribution towards the purchase cost of \$7,600. This data would be useful to the RDEK as it would help to fill in some of the gaps in our Geographic Information System (GIS).

Request for Decision

File No: Shj 065 001

Date December 31, 2019
Author Tina Hlushak, Deputy Corporate Officer
Subject Discretionary Grants-in-Aid - January

REQUEST

To consider Discretionary Grant-in-Aid applications.

OPTIONS

1. THAT the following Discretionary Grants-in-Aid be approved:

Summit Community Services Society – Police Based Victim Services

- C - \$1,300
- E - \$1,000

Cranbrook and Region Tourism Society – Cranbrook Trail Map

- C - \$5,500

Columbia House Enhancement Society – Columbia House Healing Garden

- F - \$3,800
- G - \$2,500

RECOMMENDATION

Option 1.

BACKGROUND/ANALYSIS

Discretionary Grant-in-Aid applications are reviewed to ensure they meet the criteria established by Board. Eligible applications are reviewed by the respective Electoral Area Advisory Commissions (EAAC). The EAAC makes a recommendation to the Electoral Area Director who makes a recommendation to the Board. Option 1 represents the Electoral Area Directors' recommendations for the attached Discretionary Grant-in-Aid applications.

Attachments

Discretionary Grants-in-Aid Application Form

Section A – Applicant/Organization Information

1. **Registered Non-Profit Organization No.:** S0010128

2. **Project Title:** Police Based Victim Services

3. **Applicant/Organization.** Must be an eligible applicant.

a) **Legal Name of Organization:** Summit Community Services Society

b) **Mailing Address:** 125 - 10th Avenue S

c) **City:** Cranbrook

d) **Postal Code:** V1C 2N1

e) **Main Contact for Application:** Heather Rennebohm, Executive Director

f) **Telephone #:** (250) 489-3114 ext. 221

g) **Email:** ed@summitfamily.ca

4. **Sponsored Organization.** Only complete if applicable.

a) **Legal Name of Organization:**

b) **Mailing Address:**

c) **City:**

d) **Postal Code:**

e) **Main Contact for Application:**

f) **Telephone #:**

g) **Email:**

Section B – Grant Request

1. **Enter the grant amount you are requesting from each electoral area.**

Electoral Area A \$ _____

Electoral Area E \$ 1000.00

Electoral Area B \$ _____

Electoral Area F \$ _____

Electoral Area C \$ 1300.00

Electoral Area G \$ _____

Total Funding Request: \$ 2300.00

Electoral Area Descriptions:

Area A: rural Elk Valley

Area B: South Country

Area C: rural Cranbrook, Moyie, Fort Steele, Bull River, Wardner

Area E: rural Kimberley, Wasa, Ta Ta Creek, Skookumchuck

Area F: rural Canal Flats to rural Invermere

Area G: Wilmer to Spillimacheen

Office Use Only

EAAC Recommendations				Board Resolution	
A		E	<u>1,000</u>	Board Date:	
B		F		Resolution No:	
C	<u>1,300</u>	G		Approved/Denied (\$):	
Total EAAC Recommendation: <u>\$ 2,300</u>				Funding changes at Board from EAAC recommendation:	

2. Purpose of Grant.

Provide a clear description of the nature of the project and how the grant will be used.

Financial support from RDEK will allow the Kimberley and Cranbrook Police Based Victim Services (PBVS) programs to continue to provide emotional and practical support to area residents who have experienced trauma and or victimization.

The PBVS programs are committed to providing 7 days a week/365 days a year crisis intervention services with competent, well trained staff.

This grant will help cover the operating costs of providing these 7/365 crisis intervention services as well as assisting with staff training and administration. These after hours crisis intervention services, which cannot be provided without grant support, are based on identified community needs. The Kimberley PBVS and the Cranbrook PBVS programs provide direct service, in conjunction with the Kimberley and Cranbrook RCMP detachments, to members of these communities if and when their lives are affected by crime and traumatic events.

Services include, but are not limited to, the following;

Provision of supports and referrals to those affected by

a. suicide, sudden death and murder

b. motor vehicle accidents

c. sexual assault, physical assault and/or domestic violence.

Provision of support, guidance and system expertise to those dealing with;

a. next of kin notification and identifying deceased

b. the criminal justice and court system

PBVS workers volunteer their stand-by time when they are on call: charging only that time when they are called out to provide service. Their willingness to do this allows the Kimberley and Cranbrook PBVS programs to utilize funding to the greatest effect.

This after hours crisis intervention component is one of the features that makes these Police Based Victim Services programs unique, offering substantial benefit to the community while being greatly valued by the RCMP detachments in both Cranbrook and Kimberley.

3. Areas Benefitting.

List the specific areas that will benefit from the grant.

Summit Community Services Society is requesting support of our Police Based Victim Services program from Electoral Areas C and E because this program will be delivered to individuals living in rural Cranbrook, Moyie, Fort Steele, Bull River, Wardner, rural Kimberley, Wasa, Ta Ta Creek, Skookumchuk, and areas in between.

Budgets for both the Cranbrook and Kimberley PBVS programs are provided as attachments. While all RDEK funding is shown in the Cranbrook PBVS program budget, that is a function of our accounting software and funds are utilized to provide service in both areas.

4. Benefits.

Describe how the project will benefit the areas listed in section 3, including the residents of those areas, and how the project meets local needs.

The staff of our PBVS programs work closely with the RCMP to provide assistance and support to the individuals who have been victimized by crime and individual trauma. PBVS workers, in RDEK communities, across this country and around the world are dedicated to ensuring all those people impacted by crime and trauma are respected and supported. Because crime and victimization can happen at any time, our PBVS programs have adopted the mandate to provide justice services seven days per week, 365 days per year.

In the previous calendar year the Cranbrook and Kimberley PBVS programs have experienced an overall increase in number of persons served: while call-outs have remained steady, there has been an increase in numbers of both new and ongoing files. One reason for these higher service numbers over previous year, is that Summit was able to fill a vacancy of our second PBVS worker and thus the programs were at full staffing levels again.

For 2019, the total service numbers, for both Electoral Areas C and E, were;

- a. Call-outs = 35 (Cranbrook) plus 24 (Kimberley) = 59 in total
- b. New Files = 152 (Cranbrook) plus 95 (Kimberley) = 247 in total
- c. Ongoing Files = 450 (Cranbrook) plus 166 (Kimberley) = 616 in total

Section C – Additional Information

To assist with the review of your grant request, it is recommended to include the following additional information to support your application:

- **Project Budget**

Provide a budget showing the total funding required and identify which budget items would be funded by the grant. *Please see Page 1 of Budget Attachment.*

- **Funds Received from Other Sources**

Outline what efforts have been made to obtain additional funding and the amount of funding that has been secured. *See Budget Attachment (Page 1) for funding from RCMP (confirmed) and Page 2 for City of Kimberley funding (confirmed)*

- **Project Partners and Resources**

Identify any partners or resources which will be assisting you during this project.

RCMP detachments are our primary partners.

Additional Information Attached: ☒ **Y** or **N**

Up to six single-side pages or three double-side pages of additional information, including a cover, letter, may be attached to the application form. *Cover letter (1 page) attached.*

Proposals may be submitted by hand delivery, mail, facsimile, or email to:

Attention: Corporate Services
Regional District of East Kootenay
19 – 24 Avenue South, Cranbrook BC V1C 3H8

Facsimile: 250-489-3498

Email: info@rdek.bc.ca

Summit Community Services Society

CRANBROOK POLICE BASED VICTIM SERVICES
BUDGET BY SOURCE OF FUNDS
For the Period Ending March 31, 2020

UNAUDITED

	MoJ Annual	Cbk RCMP Annual	RDEK Annual	Budget Annual
REVENUE				
Ministry of Justice (MoJ)	\$ 63,730.00	\$ -	\$ -	\$ 63,730.00
MoJ Enhancement Funding - Note 1	-	-	-	-
Cranbrook RCMP (Call-Out)		3,810.00	-	3,810.00
Regional District of East Kootenay	-	-	2,300.00	2,300.00
TOTAL REVENUE	63,730.00	3,810.00	2,300.00	69,840.00
EXPENDITURES				
Administration				
Accounting	3,301.50	-	-	3,301.50
Administration	4,212.10	-	410.00	4,622.10
Clerical	660.30	-	-	660.30
Insurance	300.00	-	-	300.00
Review Engagement	600.00	-	-	600.00
Total Administration	9,073.90	-	410.00	9,483.90
Operating Costs				
Cell Phone	810.00	-	810.00	1,620.00
Depreciation Expense	110.66	-	-	110.66
GST	125.00	-	-	125.00
Memberships	100.00	-	-	100.00
Office Supplies & Miscellaneous	-	-	80.00	80.00
Professional Development	-	-	1,000.00	1,000.00
Transportation	-	600.00	-	600.00
Total Operating Costs	1,145.66	600.00	1,890.00	3,635.66
Staffing				
Wages	45,675.50	3,000.00	-	48,675.50
Wage Costs (CPP & EI)	3,334.94	210.00	-	3,544.94
Wages & Costs - Enhancement	-	-	-	-
Staff Benefits	4,500.00	-	-	4,500.00
Total Staffing	53,510.44	3,210.00	-	56,720.44
TOTAL EXPENDITURES	63,730.00	3,810.00	2,300.00	69,840.00
SURPLUS (DEFICIENCY) FOR THE PERIOD	\$ -	\$ -	\$ -	\$ -

Summit Community Services Society

KIMBERLEY POLICE BASED VICTIM SERVICES
BUDGET BY SOURCE OF FUNDS
For the Period Ending March 31, 2020

UNAUDITED

	MoJ Annual	City of Kimb Annual	Budget Annual
REVENUE			
Ministry of Justice (MoJ)	\$ 42,873.00	\$ -	\$ 42,873.00
MoJ Enhancement Funding - Note 1	-	-	-
City of Kimberley	-	4,886.00	4,886.00
TOTAL REVENUE	42,873.00	4,886.00	47,759.00
EXPENDITURES			
Administration			
Accounting	2,387.95	-	2,387.95
Administration	2,473.13	870.00	3,343.13
Clerical	477.59	-	477.59
Insurance	300.00	-	300.00
Review Engagement	600.00	-	600.00
Total Administration	6,238.67	870.00	7,108.67
Operating Costs			
Cell Phone	540.00	540.00	1,080.00
Depreciation Expense	20.94	-	20.94
GST	85.00	-	85.00
Memberships	100.00	-	100.00
Office Supplies & Miscellaneous	-	50.00	50.00
Professional Development	-	1,200.00	1,200.00
Transportation	-	300.00	300.00
Total Operating Costs	745.94	2,090.00	2,835.94
Staffing			
Wages	30,436.90	1,800.00	32,236.90
Wage Costs (CPP & EI)	2,451.49	126.00	2,577.49
Wages & Costs - Enhancement	-	-	-
Staff Benefits	3,000.00	-	3,000.00
Total Staffing	35,888.39	1,926.00	37,814.39
TOTAL EXPENDITURES	42,873.00	4,886.00	47,759.00
SURPLUS (DEFICIENCY) FOR THE PERIOD	\$ -	\$ -	\$ -



SUMMIT COMMUNITY SERVICES SOCIETY
"promoting community well-being"

Cover Letter
Attachment
Page 1

November 8, 2019

Ms. Shannon Moskal, Deputy Manager of Administration
Regional District of East Kootenay (RDEK)

Re: Discretionary Grant-in-Aid (DGIA) Application, Summit Community Services Society

Dear Ms. Moskal;

Please accept this application from Summit Community Services Society (Summit) as we are, again this year, requesting support of Electoral Areas C and E for our Police Based Victim Services (PBVS) programs. Summit is very appreciative of the support we have received from RDEK, in the past, for these vital programs. Continued municipal support is necessary to allow Summit to offer victim services in the many communities of Area C and E.

Staff of PBVS work very closely with the RCMP to provide assistance and support to individuals who have been victimized by crime and individual trauma. The PBVS programs are mandated to provide justice related services around the clock, every day of the year. These services include emotional and practical support, court support, information provision, and referrals to victims of all types of crime and serious trauma, if crimes have reported, or not.

In the past twelve months, the Cranbrook and Kimberley PBVS programs have seen an overall increase in service numbers over the 2018 volumes, as follows;

- a. Call-outs = 35 (Cranbrook) plus 24 (Kimberley) = 59 in total
- b. New Files = 152 (Cranbrook) plus 95 (Kimberley) = 247 in total
- c. Ongoing Files = 450 (Cranbrook) plus 166 (Kimberley) = 616 in total

The number of on-going files reflect another unique aspect of PBVS programs: the capacity to stay connected to victims throughout the court process even if it spans several years.

Of course, the PBVS programs continue to provide crisis response and intervention services to those affected by crime on a "around the clock" basis, 7 days a week, 365 days per year. The responsibility of this "On-Call" work is very challenging. PBVS workers volunteer their time while on stand-by and are only paid when they are called out. This highly unusual, and greatly valued, commitment by PBVS workers, allows these programs to provide 7/365 crisis intervention services as offered by experienced, competent and well trained staff. This comprehensive crisis intervention is the other feature that has made our programs unique, offering substantial benefit to community members, when they need it most. This unique aspect is also greatly appreciated by the RCMP detachments. Without grant funding such as this DGIA, these services could not continue.

It is our hope that Electoral Areas C and E will choose to continue their support of PBVS programs through a DGIA for 2020 as described in the attached application and budget. Should representatives wish to discuss our submission further, we would be pleased to meet at your convenience. I can be contacted at 250.489.3114 ext. 221 or at ed@summitfamily.ca.

Thank you so much for your consideration of this application.

Sincerely,


Heather Rennebohm

Discretionary Grants-in-Aid Application Form

Section A – Applicant/Organization Information

1. Registered Non-Profit Organization No.: S-0064399

2. Project Title: Cranbrook Trail Map

3. Applicant/Organization. Must be an eligible applicant.

a) Legal Name of Organization: Cranbrook and Region Tourism Society

b) Mailing Address: PO Box 103

c) City: Cranbrook

d) Postal Code: V1C 4H6

e) Main Contact for Application: Kristy Jahn-Smith

f) Telephone #: 250-464-1465

g) Email: kristy@cranbrooktourism.com

4. Sponsored Organization. Only complete if applicable.

a) Legal Name of Organization:

b) Mailing Address:

c) City:

d) Postal Code:

e) Main Contact for Application:

f) Telephone #:

g) Email:

Section B – Grant Request

1. Enter the grant amount you are requesting from each electoral area.

Electoral Area A \$ _____

Electoral Area E \$ _____

Electoral Area B \$ _____

Electoral Area F \$ _____

Electoral Area C \$ 5500

Electoral Area G \$ _____

Total Funding Request: \$ 5,500

Electoral Area Descriptions:

Area A: rural Elk Valley

Area B: South Country

Area C: rural Cranbrook, Moyie, Fort Steele, Bull River, Wardner

Area E: rural Kimberley, Wasa, Ta Ta Creek, Skookumchuck

Area F: rural Canal Flats to rural Invermere

Area G: Wilmer to Spillimacheen

Office Use Only

EAAC Recommendations				Board Resolution	
A		E		Board Date:	
B		F		Resolution No:	
C	<u>5,500</u>	G		Approved/Denied (\$):	
Total EAAC Recommendation:				Funding changes at Board from EAAC recommendation:	
<u>\$ 5,500</u>					

Personal information requested on this funding application is collected under the authority of section 26 of the *Freedom of Information and Protection of Privacy Act* (FOIPPA) and will be used by the Regional District of East Kootenay (RDEK) for evaluation of this application and administration purposes only. Disclosure of personal information by the RDEK is subject to the requirements of FOIPPA. For questions about the collection, use or disclosure of your personal information by the RDEK, contact the RDEK Corporate Officer at 19-24 Avenue South, Cranbrook, BC, V1C 3H8, 250-489-2791.

NOV 19 2019

2. Purpose of Grant.

Provide a clear description of the nature of the project and how the grant will be used.

We are working to create and produce a printed trail map that brings together a number of trail networks in and around Cranbrook including The Cranbrook Community Forest, The South Star Trails, The Rails to Trails, The Chief Isadore Trail, City of Cranbrook Cycle Routes and The Rotary Way.

A need was identified for this map from feedback from visitors, visitors centre staff, local residents and local businesses.

Many front-line staff (hotels, restaurants, retail) and even at the visitors centres are asked to provide this information but are often uncertain where the trails are or how to give directions for them. Where there are maps available some are out of date, not widely available or show a limited area that does not show interconnectivity of the networks.

Today there are a number of maps circulating for the above mentioned areas. We feel it is important to create a map that shows the interconnectivity of these networks as well as the scope of the community network in a consistent way.

Our aim is also show how the trail networks can be used to access the entire community and even travel to adjoining communities like Kimberley and Wardner.

These maps are intended to be a resource for residents and visitors.

We anticipate this map will also reduce financial burden to some of the not-for-profit groups who are producing the various maps today.

Cranbrook Tourism has engaged professional services to produce these maps and have budgeted the total project including design and printing to be \$11,000. We are seeking financial support from the RDEK to help complete this project. Future map reprints could be done at a quarter of the cost as the largest part of the project is the map design.

Cranbrook Tourism will include cost of reprinting in future budgets.

An RDEK logo will be included in the finished map to recognize support if we are successfully awarded funding.

3. Areas Benefitting.

List the specific areas that will benefit from the grant.

Area C

4. Benefits.

Describe how the project will benefit the areas listed in section 3, including the residents of those areas, and how the project meets local needs.

Easier way-finding for residents and visitors.

Encourage greater trail usage.

Encourage trail etiquette.

Encouraging financial support for not for profit groups that maintain trails.

Remove financial burden of different not for profit groups to produce as many or any of their own maps.

Encourage cycle commuting.

Make trail networks more accessible to visitors to our community.

Assist in attracting new visitors by promoting our trail assets outside of the community.

Section C – Additional Information

To assist with the review of your grant request, it is recommended to include the following additional information to support your application:

- **Project Budget**

Provide a budget showing the total funding required and identify which budget items would be funded by the grant.

- **Funds Received from Other Sources**

Outline what efforts have been made to obtain additional funding and the amount of funding that has been secured.

- **Project Partners and Resources**

Identify any partners or resources which will be assisting you during this project.

Additional Information Attached: Y ☒ or N ☐

Up to six single-side pages or three double-side pages of additional information, including a cover, letter, may be attached to the application form.

Proposals may be submitted by hand delivery, mail, facsimile, or email to:

Attention: Corporate Services
Regional District of East Kootenay
19 – 24 Avenue South, Cranbrook BC V1C 3H8

Facsimile: 250-489-3498

Email: info@rdek.bc.ca

Cranbrook Area Trail Map
A Cranbrook Tourism Project

Design	\$7,700
Printing (QTY 5000)	\$3,300
TOTAL	\$11,000

Our intention is to use RDEK funds if we are successful in getting them towards the design part of the project. We are working with an agency, Birr, based in Fernie to create the map designs and layout.

We have tried to source a local printer but haven't found someone with a large enough printing press to handle the project locally and so are looking to have the maps printed with Michell Press in Burnaby.

This project is being supported from funds from the Municipal and Regional District Tax, a tax that is applied to hotel night stays in Cranbrook.

We are receiving in kind support for this project from John Przcek who is providing base maps and mapping expertise for us to create the designs from. Estimated value of this in kind support is \$1500.

Discretionary Grants-in-Aid Application Form

Section A – Applicant/Organization Information

1. Registered Non-Profit Organization No.: 720085497-RR0001

2. Project Title: Columbia House Healing Garden

3. Applicant/Organization. Must be an eligible applicant.

a) Legal Name of Organization: Columbia House Enhancement Society

b) Mailing Address: PO Box 963

c) City: Invermere

d) Postal Code: V0A 1K0

e) Main Contact for Application: John Newton - President

f) Telephone #: 250-342-5723

g) Email: john20newton@gmail.com

4. Sponsored Organization. Only complete if applicable.

a) Legal Name of Organization:

b) Mailing Address:

c) City:

d) Postal Code:

e) Main Contact for Application:

f) Telephone #:

g) Email:

Section B – Grant Request

1. Enter the grant amount you are requesting from each electoral area.

Electoral Area A \$ _____

Electoral Area E \$ _____

Electoral Area B \$ _____

Electoral Area F \$ 5000

Electoral Area C \$ _____

Electoral Area G \$ 3000

Total Funding Request: \$ 8000

Electoral Area Descriptions:

Area A: rural Elk Valley

Area B: South Country

Area C: rural Cranbrook, Moyie, Fort Steele, Bull River, Wardner

Area E: rural Kimberley, Wasa, Ta Ta Creek, Skookumchuck

Area F: rural Canal Flats to rural Invermere

Area G: Wilmer to Spillimacheen

Office Use Only

EAAC Recommendations

A		E	
B		F	3,800
C		G	2,500

Total EAAC Recommendation:

\$ 6,300

Board Resolution

Board Date:

Resolution No:

Approved/Denied (\$):

Funding changes at Board from EAAC recommendation:

2. Purpose of Grant.

Provide a clear description of the nature of the project and how the grant will be used.

The Columbia House Community Healing Garden project is entering the third and final year of construction ("Final Phase"). We have successfully raised \$450,000 to date, which has allowed us to complete 80% of the project. Lower level pathways, a gazebo, a pergola, and a labyrinth will be the crowning touch to finish the project. What we have created is a beautiful new park for the whole community to enjoy through all seasons.

The residual balance from our 2019 funding efforts, which totals approximately \$60,000, is a good start for the 2020 Final Phase funding. We estimate the Final Phase will cost between \$150,000 and \$170,000, depending on the generosity of in-kind donations. With RDEK's continued support we will be closer to our funding target and the ultimate completion of the project. Larger items included in the budget are the perimeter fencing, labyrinth, gazebo, and necessary pathways. Our intention is to have funding in place by early spring. We want the Columbia House Community Healing Garden to be 100% completed and open by July 1, 2020.

3. Areas Benefitting.

List the specific areas that will benefit from the grant.

1. Columbia House Residents, their families, and COHO Staff
2. Columbia Garden Village Residents
3. Ivey House Residents
4. Invermere District Hospital Patients, Families and Staff
5. Local Residents, including Invermere, Wilmer, Canal Flats, Edgewater, and other communities
6. Valley Visitors

4. Benefits.

Describe how the project will benefit the areas listed in section 3, including the residents of those areas, and how the project meets local needs.

The upper patio was ready for full use in early June. Long term care Residents who chose to use the patio enjoyed the sun, getting fresh air, and watching the construction crews on the lower level. COHO staff and the residents commented on the sound of trickling water coming from the two water features which they described as "very soothing and pacifying". Healing garden visitors included the community at large who were welcomed to the garden once the construction fencing and equipment was removed from the property in late August. Welcome signs were posted at the two garden entrances on 10th Ave and 10th Street. We saw moms with strollers, dog walkers, older folks with walkers, and a few youngsters on bikes patrol through the paths on the lower level. We anticipate these visitors will return in the spring once permanent fencing is installed. Additionally, during our summer Ball Drop ticket selling on main street we had numerous comments from locals and Valley visitors about how beautiful the garden looked.

Section C – Additional Information

To assist with the review of your grant request, it is recommended to include the following additional information to support your application:

- **Project Budget**
Provide a budget showing the total funding required and identify which budget items would be funded by the grant.
- **Funds Received from Other Sources**
Outline what efforts have been made to obtain additional funding and the amount of funding that has been secured.
- **Project Partners and Resources**
Identify any partners or resources which will be assisting you during this project.

Additional Information Attached: Y ☒ or N ☐

Up to six single-side pages or three double-side pages of additional information, including a cover, letter, may be attached to the application form.

Proposals may be submitted by hand delivery, mail, facsimile, or email to:

Attention: Corporate Services
Regional District of East Kootenay
19 – 24 Avenue South, Cranbrook BC V1C 3H8

Facsimile: 250-489-3498

Email: info@rdek.bc.ca

**Columbia House Community Healing Garden
as of November 2019
2020 Final Phase Budget Summary**

Spring Budget 2020

Perimeter Fencing	-\$	92,367
Labyrinth	-\$	15,000
Pathway Railing (estimated)	-\$	20,000
Pathway to Gazebo (etsimated)	-\$	25,000
Completed Budget Required Funding	-\$	152,367
 Gazebo with In-kind Funding	 -\$	 23,600
Inclusive Budget	-\$	175,967

Active Requests

	Active	Confirmed
Rotary for Labryrinth	\$ 15,000	
RDEK	\$ 8,000	
DOI	\$ 10,000	
CVCF	\$ 5,000	
Panorama Foundation		\$ 25,000
IHCAS		\$ 37,000
Seniors New Horizons (Federal)	\$ 25,000	
BC Rural Dividend	\$ -	
Windermere Oilmans		\$ 9,000
CU Wednesday Copper Point		\$ 7,200
	<u>\$ 63,000</u>	<u>\$ 78,200</u>
Cash Surplus		\$ 17,000
Total Pending	<u><u>\$ 63,000</u></u>	
Total Confirmed		<u><u>\$ 95,200</u></u>

Columbia House Community Healing Garden

Sponsored by the Columbia House Enhancement Society

Phase 2 Report

Prepared for: Regional District of East Kootenay

Prepared by: Bill Bonner, Treasurer,

Columbia House Enhancement Society

Date: November 18, 2019

Contents:	1. Construction Progress Summary – Phase 2
	2. Funding Sources
	3. Phase 2 Budget Details
	4. Impact Summary
	5. Final Phase Planning and Budget

1. Construction Progress Summary – Phase 2

Once the snow cleared in April, Hybrid Landscapes got busy with planting Phase 1 on the upper level patio before proceeding to Phase 2 construction on the lower Healing Garden Level. Prior to planting irrigation lines were completed in anticipation of the numerous thirsty plants arriving in late May. The upper level patio planting included a variety of both annuals, perennials and trees.

The water feature built into the retaining wall was installed and ready for operation by June. The residents and staff commented several times about the wonderful trickling water sounds emanating from the waterfall. The area adjacent to the top of the waterfall quickly became a popular sitting spot. With that feedback we decided to add another water feature on the upper patio. Hybrid procured a large urn-like feature that was installed in July, which now provides the same pleasant trickling water sounds for anyone sitting on the upper patio.

The final task on the upper level was to install temporary deer-proof fencing along the base of the retaining wall to protect the newly planted garden from hungry deer.

Phase 2 construction on the lower Healing Garden Level began in June and carried on through July and August. Grading and pathway preparation happened while irrigation lines were placed in appropriate locations. Wheelchair friendly pathways from the upper patio to the circular garden on the North perimeter of the garden were poured in late July.

Once the concrete cured, the lower level pathway was ready for use. Residents and visitors were eager to access the lower pathway system that runs past the base of the waterfall and out to the circular garden. Wooden benches procured last year were placed at various locations along the pathway.

The decision was made to defer the pathway complex out to the Gazebo location on the southeast corner of the lot until the Final Phase in Spring, 2020, rather than leave the area as a construction zone all winter. Further, access to the final section of the pathway will be much easier once the chain link fence bordering the entire two acres is removed at the beginning of the spring to make room for the permanent black metal deer-proof fencing.

By the end of August Hybrid had prepped the disturbed earth on the edge of the pathways and at the base of the retaining walls for grass seeding. The irrigation system was turned on and by the end of September the former construction zone on the lower level looked like a finished landscaped park.

2. Funding Sources

We finished last year with a \$20,000 surplus which allowed us to complete our spring planting on the upper level patio. Inspired by our success, we received another \$20,000 from the East Kootenay Foundation for Health, followed by a \$60,000 donation from the Invermere Health Care Auxiliary Society. These two generous donations ensured we would be able to complete the concrete pathway system on the lower level. Combined with the DOI \$10,000 donation, \$3,500 from RDEK, and \$25,000 from two private donors we had over \$120,000 in the bank by mid-June.

Private funding results we had made throughout the Spring and summer delivered another \$30,000. At the end of August we held the 1st Annual Columbia House Community Healing Garden Ball Drop. The Board and numerous Friends of the Board sold raffle tickets on Saturdays throughout the summer at a booth set up in front of the Bank of Montreal. On August 30 we dropped 2,000 numbered golf balls out of a helicopter on the range at the Copper Point Golf Course. The local Kinsmen organized the event and winning ball selection. By the end of August, with proceeds from the ball drop raffle, we had fully funded our \$155,000 Phase 2 budget and left a small surplus to help fund the Final Phase which commences next spring.

As of October, 2019, we were advised that the Panorama Foundation has allocated \$25,000 to help with the Final Phase costs. Additionally, Collective Carpentry, a local contractor, has offered to provide labour at no cost to assist with the construction of a pergola at the base of the waterfall. There is the possibility other in-kind donations may be offered for construction of the gazebo to be built in the spring.

3. Phase 2 Budget Details

The total cost to complete Phase 2 was \$151,528, including PST and GST. We are expecting to recover half of the GST in 2020. Additional costs, including financial reporting, media support, printing, and other minor miscellaneous items were less than \$10,000. In-kind donations have begun to surface that will help offset some of our fixed costs (Hybrid donated several mature trees and Planscape donated some excellent planting soil). After covering all costs for Phase 2, including the Panorama Foundation's donation, we have a \$60,000 residual bank balance which will be allocated towards the Final Phase in 2020.

4. Impact Summary

The upper patio was ready for full use in early June. Residents who chose to use the patio enjoyed the sun, getting fresh air, and watching the construction crews on the lower level. COHO staff and the residents commented on the sound of trickling water coming from the two water features which they described as “very soothing and pacifying”. The base of the waterfall became a very popular stopping spot. Mountain vistas visible from the patio space on clear days were augmented by the plants, shrubs and shade trees taking over the space. Healing garden visitors recognized the simple pleasure the outdoor experience brought to the Residents.

The community at large was welcomed to the garden once the construction fencing and equipment was removed from the property in late August. Welcome signs were posted at the two garden entrances on 10th Ave and 10th Street. We saw moms with strollers, dog walkers, older folks with walkers, and a few youngsters on bikes patrol through the paths on the lower level. We anticipate these visitors will return in the spring once permanent fencing is installed.

The lower level pathways, gazebo, pergolas, water feature, and labyrinth will be the crowning touch to finish the project. What we have created is a beautiful new park for the whole community to enjoy through all seasons.

5. Final Phase Planning and Budget

The residual balance from our 2019 funding efforts, which totals approximately \$60,000, is a good start for the 2020 Final Phase funding. We estimate the Final Phase will cost between \$150,000 and \$170,000, depending on the generosity of in-kind donations. Larger items included in the budget are the perimeter fencing, labyrinth, gazebo, and necessary pathways.

Our intention is to have funding in place by early spring. We want the Columbia House Community Healing Garden completed and open by July 1, 2020.

Request for Decision

File No: Shj 065 001

Date December 18, 2019
Author Tina Hlushak, Deputy Corporate Officer
Subject Discretionary Grants-in-Aid Policy Change

REQUEST

To amend the Discretionary Grants-in-Aid (DGIA) policy to require the submission of additional budget information.

OPTIONS

1. THAT the Discretionary Grants-in-Aid policy be amended to require an application to include the project partners and project budget detailing revenue, expenditures, funds received from other sources and in-kind contributions.
2. THAT the Discretionary Grants-in-Aid policy be amended to require an application to include the project partners and project budget detailing _____.
3. THAT the Discretionary Grants-in-Aid policy not be amended to require an application to include the project partners and project budget.

RECOMMENDATION

Option 1

BACKGROUND/ANALYSIS

The purpose of the DGIA Program is to provide grants to organizations that benefit the communities within an Electoral Area. The Policy (copy attached) is very general in nature and enables the Board to provide grants to many different types of non-profit organizations and projects. When submitting an application for funding, the Policy requires an applicant to state the nature of the project, how the funds may be used, and the amount of funding required. Grants cannot be used to relieve any level of government of its legal or financial obligations; however, grants may be used to add value to government activities.

Some Electoral Area Directors and Electoral Area Advisory Commission members have expressed concern that insufficient budget information may be provided with an application which hampers their ability to fully review and consider the application. It has been suggested that it would be beneficial during the review process to have all applications include a project budget with an outline of the funds received from other sources and a list of project partners and resources.

Attachment



Discretionary Grants In Aid Policy

(Resolution 32740 August 3/01)

The RDEK Board has, by Bylaw No. 957, established a service for the giving of discretionary grants in aid (hereinafter referred to as “grants”) to organizations that benefit the communities within the Electoral Areas. Following are set conditions to receive such grants.

1. Application Requirements

When applying for grants, organizations must state the nature of the project, specifically how the funds may be used, the amount of funding required, and any other information required under this policy.

2. Private Sector Proposals

In general, the grants are for meeting community/public rather than private needs. Therefore, grants are only available to registered non-profit organizations. Any private sector proposal that comes forward must be sponsored by a non-profit community organization and must clearly demonstrate community benefits.

3. Area of Expenditure

Funds provided by the RDEK must be expended only within the Electoral Area from which the grant is received; however, applications for projects outside the Electoral Area may be considered provided it is clearly demonstrated that the project benefits communities within the Electoral Area.

4. Funds for Government Activities

Grants may not be used to relieve any level of government of its legal or financial obligations. Grants may be used to add value to government activities already in the Electoral Area, not replace those activities.

5. Approval Process

Grant applications must be submitted in writing to the RDEK. The applications may then be referred to the Electoral Area Advisory Commissions for recommendation to the Electoral Area Director who will decide whether the application will proceed to the RDEK Board for final approval.

6. Release of Funds

Funds will be released to the applicant upon receipt of RDEK Board approval and submission of copies of invoices proving that funds were expended for the approved purpose. With approval of the Electoral Area Director, organizations may receive funds without the requirement to submit invoices.

Date December 19, 2019
Author Karen Macleod, Planner
Subject Cherry Creek Falls Regional Park Management Plan

REQUEST

That the Cherry Creek Falls Regional Park Management Plan be adopted.

OPTIONS

1. THAT the Cherry Creek Falls Regional Park Management Plan be adopted.
2. THAT the Cherry Creek Falls Regional Park Management Plan not proceed.

RECOMMENDATION

Option 1.

BACKGROUND

The RDEK Regional Parks Plan calls for individual park management plans to be prepared for each park and trail.

The approximate cost and estimated timing of future improvements were developed in consideration of consultation with the community during the recent OCP process and direction from the Environmental Services Department.

The draft plan was reviewed with the Meadowbrook Community Association in early November.

SPECIFIC CONSIDERATIONS

Regional Park Plan

As per the RDEK Regional Parks Plan, separate management plans will be prepared for regional parks on an as needed basis.

Management plans should address such topics as land acquisition, site planning, facility development, recreation, user groups, access management, public safety, maintenance, control of invasive species, threat from wildfire, funding and partnership agreements.

Each management plan will be approved by the Environmental Services Manager and adopted by Board resolution.

Financial

The timeline of the possible improvements may change depending on future funding, human resource capacity and community involvement.

The improvements may require additional tax levies under the Electoral Area E Regional Park Service, community fundraising efforts, and community partnerships/agreements.

Potential Capital Improvements

<u>2019-2029</u>	<u>Estimated Cost</u>
Regulatory signage as required	\$300
Portable toilet annual servicing*	\$1,000
TOTAL	\$1,300

<u>Possible Future Improvements</u>	<u>Estimated Cost</u>
Outhouse facility	\$8,500 - \$17,500
Kiosk and replacement signage	\$4,000
TOTAL	\$12,500 - \$21,500

* Servicing of a portable toilet would be an annual expense of \$1,000 per year over the ten year period.

Attachment

Cherry Creek Falls Regional Park Management Plan - January 2020



Cherry Creek Regional Park Management Plan

January 2020

TABLE OF CONTENTS

EXECUTIVE SUMMARY	i
1 INTRODUCTION	1
1.1 Park Overview	1
1.2 Establishment of Regional Parks	2
1.2.1 Background	2
1.2.2 Cherry Creek Falls Regional Park Planning Process	2
1.3 Existing Infrastructure & Current Uses	3
1.3.1 Existing Infrastructure	3
1.3.2 Current Uses.....	3
2 CULTURAL HERITAGE OVERVIEW	4
3 RELATIONSHIP TO RDEK GUIDING DOCUMENTS	5
3.1 Regional Sustainability Strategy.....	5
3.2 Regional Parks Plan	5
3.3 Kimberley Rural Official Community Plan Bylaw	5
3.4 Electoral Area E Zoning & Floodplain Management Bylaw	5
3.5 Parks and Trails Regulation and Fee Bylaw	6
4 ECOSYSTEM & HABITAT.....	7
4.1 Invasive Plants	7
4.2 Wildlife	7
4.3 Natural Hazards.....	7
4.3.1 Steep Slopes	7
4.3.2 Wildfire	7
5 PARK VISION	8
5.1 Goal	8
5.2 Key Management Issues.....	8
5.3 Public Safety	8
6 PRIORITY ACTIONS.....	9

EXECUTIVE SUMMARY

The goal of the Cherry Creek Falls Regional Park Management Plan is to establish objectives and strategies for the long-term management of the park for the next 15 to 20 years. It is intended to provide strategic direction and guidance for the Regional District of East Kootenay (RDEK), community associations and stewards of the park.

The primary function of the park is to ensure continued public access to Cherry Creek falls. Limited day use facilities are provided at the park.

1 INTRODUCTION

1.1 Park Overview

Cherry Creek Falls Regional Park was created in response to the Meadowbrook community's desire to preserve the falls and associated recreational values. The RDEK worked closely with the Meadowbrook Community Association to secure the land and establish the park.

The park is located approximately 9 kilometers east of the City of Kimberley. The park is accessed via Clarricoates Road and is located on the Ta Ta Creek Lost Dog Forest Service Road. The park is approximately 14 hectares (35 acres) in size. The park is divided by a 75 m wide strip of Crown land that follows Ta Ta Creek Lost Dog Forest Service Road. A parking area and amenities are located to the east of the road. Cherry Creek, also known as Mather Creek, runs through the park from west to east.



FIGURE 1: LOCATION PLAN

1.2 Establishment of Regional Parks

1.2.1 Background

The provincial government granted the RDEK authority to establish a regional park function by Supplementary Letters Patent in 1966. The RDEK now operates regional parks and trails under the authority of the *Local Government Act*.

In the 1970's, the RDEK began development of its regional parks system after having acquired crown lands at Wycliffe and Tie Lake for park facilities. In 1975, a major study of potential regional park sites was undertaken by the RDEK but no formal park plan was adopted. In 1980, the Elk Valley Regional Park was included in the regional parks system.

In 1990, Extended Service (Regional Parks) Area Establishment Bylaw No. 933 was adopted. This bylaw converted the regional parks function to an extended service to enable the RDEK to recover annual operating and servicing costs of parks from taxes levied on properties within the Regional District.

In 2002, the RDEK added the Old Coach Greenway (Columbia Valley Regional Trail) to its services in order to address the absence of a regional park in the Columbia Valley subregion. In 2004, the RDEK adopted Electoral Area Regional Parks and Trails Service Area Establishment Bylaws and the Regional Park Plan to simplify the financing of parks and trails and to administer the expanding parks system.

Electoral Area E Regional Parks and Trails Service Establishment Bylaw No. 1751, 2004 established a service to provide regional parks and trails within Electoral Area E. The capital and operating costs of parks and trails are recovered by monies collected by property tax levied on property within the Electoral Area.

With the regulatory tools in place to administer an expanding park system, a Regional Parks Plan followed. The focus of the Regional Parks Plan is to provide policies to guide the expansion, administration and financing of the regional parks system.

In 2019, the Parks and Trails Regulation and Fee Bylaw No. 2833 was adopted and outlines regulations and fees related to the use and management of all parks within the RDEK.

1.2.2 Cherry Creek Falls Regional Park Planning Process

The RDEK operates regional parks and trails under the authority of the *Local Government Act*.

As per the RDEK Regional Parks Plan, separate management plans may be prepared for regional parks on an as required basis. Management plans should address topics such as land acquisition, site planning, facility development, recreation, user groups, access management, public safety, maintenance, control of invasive plants, threat from wildfire and funding and partnership agreements.

Each management plan will be approved by the Environmental Services Manager and adopted by Board resolution.

The Park Management Plan was developed in consideration of the current improvements, usage and management of the park.

1.3 Existing Infrastructure & Current Uses

1.3.1 Existing Infrastructure

Existing infrastructure and amenities at the park include:

- Gravel parking area
- Information kiosk
- Concrete picnic tables
- Benches
- Waterfall safety fencing
- Staircase to access the falls
- Fire ring

1.3.2 Current Uses

The park is a day use area meant to provide public access to the falls. The park also includes a short walking trail to the falls and trails that extend beyond the boundary of the park. The park is utilized for a range of recreational uses that includes hiking, cross-country skiing and picnicking.

2 CULTURAL HERITAGE OVERVIEW

The Ktunaxa have inhabited the general area for over 10,000 years. The natural landscape provided food, medicine, shelter and clothing for the first inhabitants as they followed seasonal vegetation and animal cycles throughout their territories.

The Park is located to the north of the rural community of Meadowbrook. The establishment of the North Star and Sullivan mines brought many settlers to the area. The name Meadowbrook came from a Mrs. Clarence Connover, one of the first settlers to the area who named the Connover homestead "Meadowbrook Ranch" in 1914. Meadowbrook became and continues to be a favourable place to live those who wish to live a rural lifestyle.



3 RELATIONSHIP TO RDEK GUIDING DOCUMENTS

3.1 Regional Sustainability Strategy

The Regional Sustainability Strategy (RSS) provides the RDEK with a wide ranging, long term planning tool. It equips the region with a sustainability lens to guide and evaluate operations and decision-making. The RSS was adopted by the Board on October 3, 2014.

During the RSS public consultation process, it was evident that the environment is a primary concern for the region's residents. The protection of the natural environment is consistently ranked as one of the most important considerations when decisions are made about development and economic activities. The natural environment is also integral to both the quality of life of individuals for recreational purposes and the provision of economic opportunities for many businesses.

3.2 Regional Parks Plan

The purpose of the Regional Parks Plan is to determine the goals and objectives of the RDEK's regional park and trails system, to set criteria for additions to the regional parks and trail system, to establish policy for the RDEK's administration of park land or cash-in-lieu from a developer at time of subdivision, to initiate standards for the regulation, administration and operation of park and trail facilities and to identify existing park and trail services and their funding mechanism.

3.3 Kimberley Rural Official Community Plan Bylaw

The Kimberley Rural OCP was adopted in June 2017.

The park is located in the Meadowbrook subarea of the plan and is designated Open Space, Recreation and Trails (OSRT), which supports the use of this land as a park. Continued operation of the park for recreational purposes and the implementation of this plan are supported by policies in the Kimberley Rural OCP.

3.4 Electoral Area E Zoning & Floodplain Management Bylaw

The Electoral Area E Zoning and Floodplain Management Bylaw is the regulatory tool used by the RDEK to establish development provisions for individual parcels of land. The zoning bylaw establishes permitted uses, development density and parcel size, and other development controls such as building setbacks, building height and parking.

The park is zoned Parks and Open Space, P-2 zone, which supports the land being used as a park.

3.5 Parks and Trails Regulation and Fee Bylaw

Adopted in 2019, the Parks and Trails Regulation and Fee Bylaw outlines regulations and fees related to the use and management of all parks within the RDEK and acts as an enforcement tool if required.



4 ECOSYSTEM & HABITAT

4.1 Invasive Plants

Invasive plants are typically non-native plants that have been introduced to British Columbia without the insect predators and plant pathogens that help keep them in check in their native habitats. For this reason and because of their aggressive growth, these alien plants can be highly destructive, competitive and difficult to control.

The Ministry of Forests, Lands, Natural Resource Operations and Rural Development administers the *BC Weed Control Act*. As stated in the *Weed Control Act*, all land owners and occupiers in the Province of BC have a legal responsibility to control provincially and regionally listed invasive plants. The *Weed Control Act* is enforced within the East Kootenay through RDEK Bylaw No. 2711.

The RDEK will coordinate the management of invasive plants within the park.

4.2 Wildlife

The Park contains limited infrastructure and alteration of the natural environment. The retention of natural values means that the park has high potential for wildlife habitat. Portions of the park are designated as Class 2 winter ungulate range. The park is also known grizzly and black bear habitat. Cherry Creek is a fish bearing stream that provides fish habitat for a range of species.

4.3 Natural Hazards

4.3.1 Steep Slopes

The park includes varied topography and portions of the park have been identified as containing steep slopes in the 15 to 30% range. Two smaller areas have also been identified as having slopes in excess of 30%. The stairway constructed on the north side of the falls to provide access to the base of the falls is in a steep slope area. Current infrastructure also includes fencing above the falls to delineate a viewpoint area for the falls above the steep bank on the north side of Cherry Creek.

4.3.2 Wildfire

The majority of the park is identified as a high wildfire hazard area. Aligning vegetation maintenance procedures at the park with FireSmart principles is encouraged. Rural residential properties are located within a half kilometer of the boundary of the park. The high wildfire hazard within and adjacent to the park boundary means that the area is at high risk of an interface fire. The installation of additional fire or cooking facilities are not supported.

5 PARK VISION

5.1 Goal

To provide a day use recreational opportunity for the community to access Cherry Creek Falls and engage in recreational pursuits such as walking, picnicking and cross-country skiing.

5.2 Key Management Issues

The park is located in an isolated location that requires vehicle access for the majority of park users. The desire for additional infrastructure and facilities shall need to be balanced against anticipated usage and required maintenance and infrastructure costs. The on-going maintenance of the safety fencing, hazard signage and staircase at the falls will be a priority for management at the park. In addition, the need for ongoing clearing of deadfall and removal of fire hazards is important in order to minimize the risk of interface fire hazard. Additional infrastructure, such as an outhouse, would require increased tax levied funding to provide contract servicing.

Noxious invasive weed management is an ongoing priority for all RDEK public facilities.

5.3 Public Safety

The RDEK prides itself on the quality of services provided to the public including the condition of RDEK parks in relation to public safety. To reduce the risk of liability associated with park use by the public, the RDEK has developed a detailed park inspection policy which includes frequency and content of inspections and encompasses all aspects of park use in relation to public safety.

6 PRIORITY ACTIONS & COST ESTIMATE

The following is a list of potential improvements to the park. It is a guideline and does not commit the RDEK to any particular course of action or investment in park infrastructure. The proposed timeframe for the improvements may change depending on future funding, human resource capacity and community involvement. The improvements could be funded through allocating funds through the annual budgeting process. Should a community or stewardship group be interested in performing maintenance or enhancement activities at the park, alternative funding mechanisms could include community fundraising efforts or working with the Electoral Area Director to secure discretionary grant-in-aid funding. The plan will be periodically reviewed by the RDEK. The plan will also be considered during the preparation of five-year financial plans.

Basic operational and maintenance items such as removing danger trees and invasive plant control are not included in the following list as they are considered to be regular maintenance items included in the annual operating budget.

<u>2019-2029</u>	<u>Estimated Cost</u>
Regulatory signage as required	\$ 300
Portable toilet annual servicing	\$ 1,000
TOTAL	\$ 1,300
 <u>Possible Future Improvements</u>	 <u>Estimated Cost</u>
Outhouse facility	\$8,500 - \$17,500
Kiosk and replacement signage	\$ 4,000
TOTAL	\$12,500 - \$21,500

Request for Decision

File No: N hz 950 110

Date December 18, 2019
Author Nicole Jung, GIS Coordinator
Subject District of Invermere GIS Services Agreement Amendment

REQUEST

To sign the District of Invermere Geographic Information Systems Services Agreement Amendment which includes the 2020 professional fees.

OPTIONS

1. That the Chair and CAO be authorized to sign the Agreement Amendment with the District of Invermere for provision of Geographical Information Systems management services for the term of July 1, 2016 to June 30, 2020.
2. That the Chair and CAO be authorized to sign the Agreement Amendment with the District of Invermere for provision of Geographical Information Systems management services with the following changes_____.

RECOMMENDATION

Option 1

BACKGROUND/ANALYSIS

The RDEK has provided Geographic Information Systems services (mapping and database support) to the District of Invermere since 2009. Schedule B (fees) of this agreement has been brought back to Board as the RDEK/CUPE Local 2106 Collective Agreement has determined the wages for 2020. The Schedule B needs to reflect the professional fees for 2020.

Attachment

AGREEMENT AMENDMENT

THIS AGREEMENT AMENDMENT dated for reference the ____ day of _____, 2020

BETWEEN:

REGIONAL DISTRICT OF EAST KOOTENAY
19 – 24th Avenue South, Cranbrook BC V1C 3H8

AND:

DISTRICT OF INVERMERE
914 – 8th Avenue, Box 339, Invermere BC V0A 1K0

BACKGROUND:

- A. The Parties entered into an Agreement dated August 23, 2016 for the provision of geographic information system management services to the District of Invermere.
- B. The Regional District of East Kootenay and the District of Invermere have agreed to amend the Agreement.

AGREEMENT:

The Agreement is hereby amended by replacing Schedule B (Fees and Expenses) with Schedule A attached to and forming part of this Agreement Amendment.

SIGNED, SEALED AND DELIVERED in the presence of:

**REGIONAL DISTRICT
OF EAST KOOTENAY**

DISTRICT OF INVERMERE

Rob C. Gay, Chair

Al Miller, Mayor

Shawn Tomlin, Chief Administrative Officer

Chief Administrative Officer

SCHEDULE B

Fees & Expenses

1. 2016 Professional Fees

1.1	GIS Mapping Technician	\$60.80 per hour
1.2	GIS Database Technician	\$60.80 per hour
1.3	GIS Technician	\$60.80 per hour

2. 2017 Professional Fees

2.1	GIS Mapping Technician	\$61.37 per hour
2.2	GIS Database Technician	\$61.37 per hour
2.3	GIS Technician	\$61.37 per hour

3. 2018 Professional Fees

3.1	GIS Mapping Technician	\$62.60 per hour
3.2	GIS Database Technician	\$62.60 per hour
3.3	GIS Technician	\$62.60 per hour

4. 2019 Professional Fees

4.1	GIS Mapping Technician	\$63.86 per hour
4.2	GIS Database Technician	\$63.86 per hour
4.3	GIS Technician	\$63.86 per hour

5. 2020 Professional Fees

5.1	GIS Mapping Technician	\$64.82 per hour
5.2	GIS Coordinator	\$64.82 per hour
5.3	GIS Technician	\$64.82 per hour

6. Minimum Fees

6.1	The minimum Professional Fees invoiced and payable each year shall be 405 hours.
-----	--

7. Taxes

7.1	All applicable taxes to be paid as required.
-----	--

Request for Decision

File No: N hz 950 110

Date December 18, 2019
Author Nicole Jung, GIS Coordinator
Subject Village of Radium Hot Springs GIS Services Agreement Amendment

REQUEST

To sign the Village of Radium Hot Springs Geographic Information Systems Services Agreement Amendment which includes the 2020 professional fees.

OPTIONS

1. That the Chair and CAO be authorized to sign the Agreement Amendment with the Village of Radium Hot Springs for provision of Geographical Information Systems management services for the term of October 1, 2017 to September 30, 2021.
2. That the Chair and CAO be authorized to sign the Agreement Amendment with the Village of Radium Hot Springs for provision of Geographical Information Systems management services with the following changes _____.

RECOMMENDATION

Option 1

BACKGROUND/ANALYSIS

The RDEK has provided Geographic Information Systems services (mapping and database support) to the Village of Radium since 2017. Schedule B (fees) of this agreement has been brought back to Board as the RDEK/CUPE Local 2106 Collective Agreement has determined the wages for 2020. Schedule B needs to reflect the professional fees for 2020

Attachment

AGREEMENT AMENDMENT

THIS AGREEMENT AMENDMENT dated for reference the ____ day of _____, 2020

BETWEEN:

REGIONAL DISTRICT OF EAST KOOTENAY
19 – 24th Avenue South, Cranbrook BC V1C 3H8

AND:

VILLAGE OF RADIUM HOT SPRINGS
4836 Radium Blvd, Box 340, Radium Hot Springs BC V0A 1M0

BACKGROUND:

- A. The Parties entered into an Agreement dated September 21, 2017 for the provision of geographic information system management services to the Village of Radium Hot Springs.
- B. The Regional District of East Kootenay and the Village of Radium Hot Springs have agreed to amend the Agreement.

AGREEMENT:

The Agreement is hereby amended by replacing Schedule B (Fees and Expenses) with Schedule A attached to and forming part of this Agreement Amendment.

SIGNED, SEALED AND DELIVERED in the presence of:

**REGIONAL DISTRICT
OF EAST KOOTENAY**

VILLAGE OF RADIUM HOT SPRINGS

Rob C. Gay, Chair

Clara Reinhardt, Mayor

Shawn Tomlin, Chief Administrative Officer

Mark Read, Chief Administrative Officer

SCHEDULE B

Fees & Expenses

1. 2017 Professional Fees

1.1	GIS Mapping Technician	\$61.37 per hour
1.2	GIS Database Technician	\$61.37 per hour
1.3	GIS Technician	\$61.37 per hour

2. 2018 Professional Fees

2.1	GIS Mapping Technician	\$62.60 per hour
2.2	GIS Database Technician	\$62.60 per hour
2.3	GIS Technician	\$62.60 per hour

3. 2019 Professional Fees

3.1	GIS Mapping Technician	\$63.86 per hour
3.2	GIS Database Technician	\$63.86 per hour
3.3	GIS Technician	\$63.86 per hour

4. 2020 Professional Fees

4.1	GIS Mapping Technician	\$64.82 per hour
4.2	GIS Coordinator	\$64.82 per hour
4.3	GIS Technician	\$64.82 per hour

5. Professional Fees – Remainder of Term

5.1	Prior to December 31, 2020, Schedule B to this Agreement will be amended to include Professional Fees for 2021 as mutually agreed upon by the RDEK and Radium and consistent with the RDEK and CUPE Local 2106 Collective Agreement.	
-----	--	--

6. Minimum Fees

6.1	The minimum Professional Fees invoiced and payable each year will be 405 hours except as follows:	
a)	The minimum Professional Fees for 2017 will be 101.25 hours (October to December).	

- b) The minimum Professional Fees for 2021 will be 303.75 hours (January to September).

7. Taxes

- 7.1 All applicable taxes to be paid as required.

Request for Decision

File No: Ahj 065 002

Date	December 31, 2019
Author	Holly Ronnquist, CFO
Subject	Columbia Basin Broadband Corp Community Works Fund Grant

REQUEST

The Columbia Basin Broadband Corporation (CBBC) has requested up to \$200,000 and a letter of support from the RDEK to provide a broadband connectivity project from Kimberley to Wasa Junction.

OPTIONS

1. THAT Community Works Funds of up to \$120,000 be granted to the Columbia Basin Broadband Corporation to provide internet connectivity from Kimberley to the Wasa Junction and the July 2018 Community Works Fund Grant of \$80,000 for connectivity to the St. Mary's Valley and Meadowbrook areas be transferred to the Kimberley to Wasa Junction connectivity project;

and further, that a letter of support be provided to accompany grant applications to the Connecting BC and CRTC Broadband Fund programs.
2. THAT the request for Community Works Funds for projects included in the Columbia Basin Broadband Corporation's application to the Connecting BC and CRTC Broadband Fund programs be denied.

RECOMMENDATION

Option 1

BACKGROUND/ANALYSIS

The CBBC is working on grant applications to the Connecting BC and CRTC Broadband Fund programs. The connecting BC application deadline is February 15, 2020 and the CRTC Broadband Fund application deadline is March 27, 2020. The CBBC has evaluated potential projects and have determined that a backbone build with points of presence (POP) from Kimberley to the Wasa Junction would be eligible for funding under the two programs, as the project is within the corridor of the eligible communities of Meadowbrook and Tata Creek. The overall budget is expected to be \$1,620,000 with \$200,000 (12%) from the RDEK.

In July 2018, the Board approved a Community Works Fund (CWF) grant of \$80,000 for connectivity to the St. Mary's Valley and Meadowbrook areas. There has been no activity on this project and this report proposes that those funds be transferred to the Kimberley to Wasa project with a request for additional funding of up to \$120,000.

Approval from the RDEK and a letter of support is required to assist the CBBC in their grant applications.

SPECIFIC CONSIDERATIONS

Regional Sustainability Strategy (RSS)

This project supports the RSS goal related to Economy as it supports and nurtures a diversified and skilled workforce, job opportunities and attracting spending in investment as per the following objective:

“To maintain economic growth and diversification opportunities, the RDEK will support the enhancement and completion of the provision of the broadband infrastructure in the region through direct supply of service, encouraging private and public sector investment and advocating for legislative and regulatory change to facilitate the provision of broadband service.”

Previous Board Action

The Board supported a CWF grant of up to \$80,000 to the CBBC In July 2018, for internet connectivity projects in the St. Mary's Valley and Meadowbrook (attached).

Financial – Financial Plan

If approved, the funding contribution would be included in the 2020 – 2024 Financial Plan.

Financial – Taxation

There would be no effect on taxation due to the funding being provided through the Community Works Funds.

Community Works Fund – Funds Available

The uncommitted balance of the Community Works Fund is \$2,297,306. There is also a request for CWF in the amount of \$22,500 for the Cranbrook Theatre Society that will be included in the January 2020 agenda package.

Community Works Fund Eligible Project Category

This project meets the criteria outlined in the Community Works Fund agreement under the Broadband Connectivity Category. The amount of the additional \$120,000 grant would be \$68 per capita in Electoral Area E. When combined with the original \$80,000 grant, the per capita cost would be \$113 per capita.

The percentage of total CWF grants awarded to date and the percentage of rural population is provided for each Electoral Area below:

Electoral Area	% of CWF \$ Awarded	% of Total Rural Population
Area A	5%	9%
Area B	14%	13%
Area C	18%	38%
Area E	4%	11%
Area F	50%	20%
Area G	10%	9%

* Area A population adjusted to reflect the amalgamation of West Fernie into the City of Fernie.

* Projects with regional impacts excluded from this calculation are \$500,000 for the Columbia Valley Office and \$420,000 for future Broadband projects.

Attachments

Dec 31, 2019

Shawn Tomlin
CAO, Regional District of East Kootenay
19 24 Ave S,
Cranbrook, BC V1C 3H8

Dear Mr. Tomlin,

1. The purpose of this letter is to seek support and a funding commitment for a potential fibre optic backbone project between the communities of Kimberley and Wasa following along highway 95A. The Columbia Basin Broadband Corporation is evaluating a potential application submission to the Connecting BC program prior to the current intake deadline of Feb 15, 2020; CBBC also is evaluating a submission to the CRTC Broadband Fund Program prior to the current intake deadline of March 27, 2020.

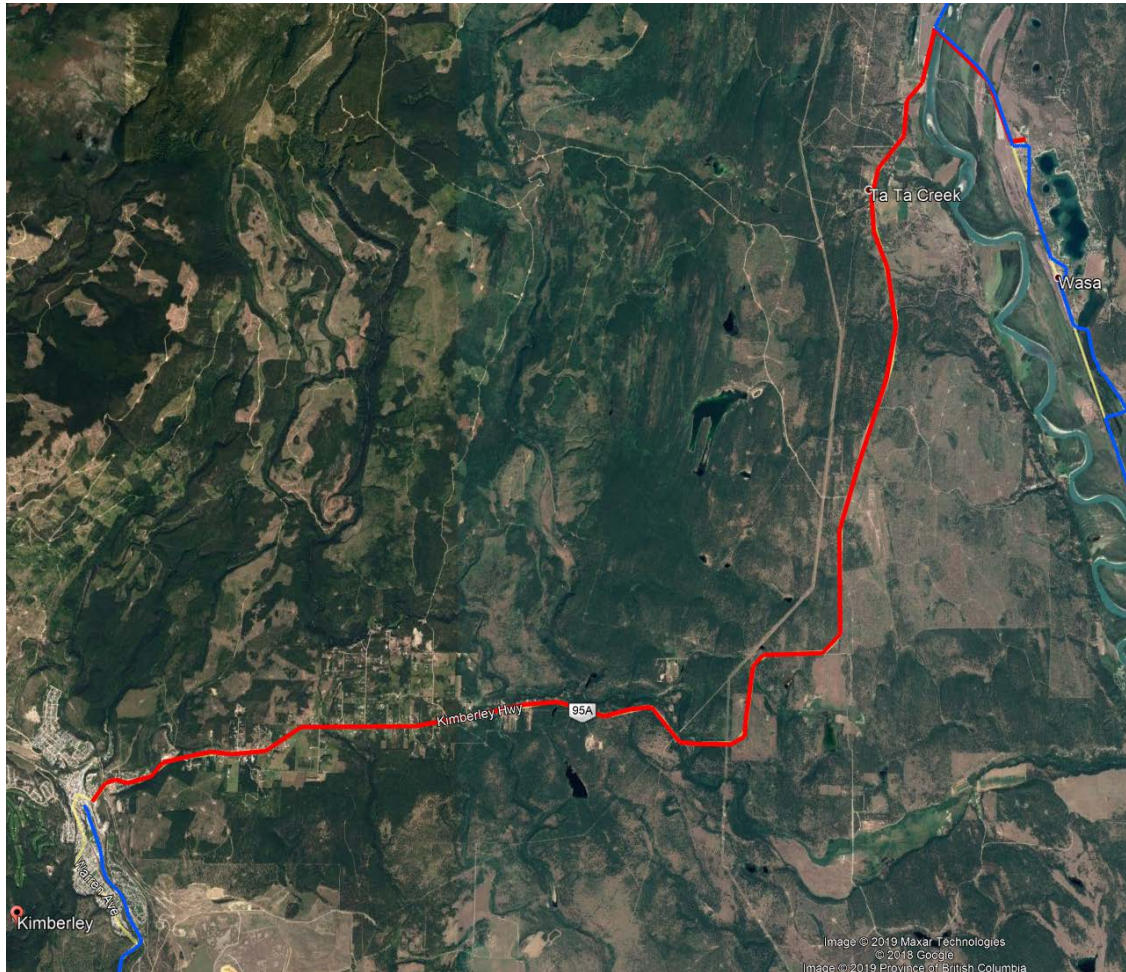
Background

2. Broadband connectivity in rural Canada continues to be a challenge and in response the Federal Government has created a funding program through the CRTC.
3. In addition, the Province of British Columbia is continuing its program called Connecting BC to assist in bringing connectivity to underserved areas.
4. Columbia Basin Broadband Corporation (CBBC) established by the Columbia Basin Trust in 2011 has a mandate to bring better connectivity into the region.
5. Over the past eight years the CBBC has constructed approximately 1000km of fibre optic backbone throughout many of the Basin highway corridors as well as established numerous Point of Presence (POP) breakout locations in communities along the backbone route.
6. Fibre backbone is the primary infrastructure required to enable last mile services to residents and businesses. The Regional District of East Kootenay has supported the efforts of the CBBC on other backbone projects and the results of that support have led to several Internet Service Providers extending their networks to reach more communities.

Project Overview

7. The project proposal is to construct approximately 35 km of fibre optic backbone between Kimberley and Wasa following along Highway 95A.
8. Two new POP locations will be constructed in the communities of Meadowbrook and Ta Ta Creek. Meadowbrook and Ta Ta Creek are identified as eligible communities under the CRTC Broadband Fund and Connecting BC Program.
9. It is estimated that there are approximately 470 homes located in this corridor.
10. This project is the precursor to future investment of last mile services to residents. .

11. The estimated cost of this backbone project is \$1,620,000.
12. In addition to RDEK's funding commitment, match funding will be sought from the CRTC Broadband fund, the Connecting BC program and the Columbia Basin Trust.
13. A map of the project area is as follows. The red line is the proposed build and the blue lines represent the existing CBBC fibre backbone.



Resolution

THAT a letter of support be provided to Columbia Basin Broadband Corporation for their application to the Connecting BC program and the CRTC Broadband Fund, indicating an intent for RDEK to provide a contribution of up to \$200,000 (12.3%) towards the proposed broadband infrastructure project.

Sincerely,

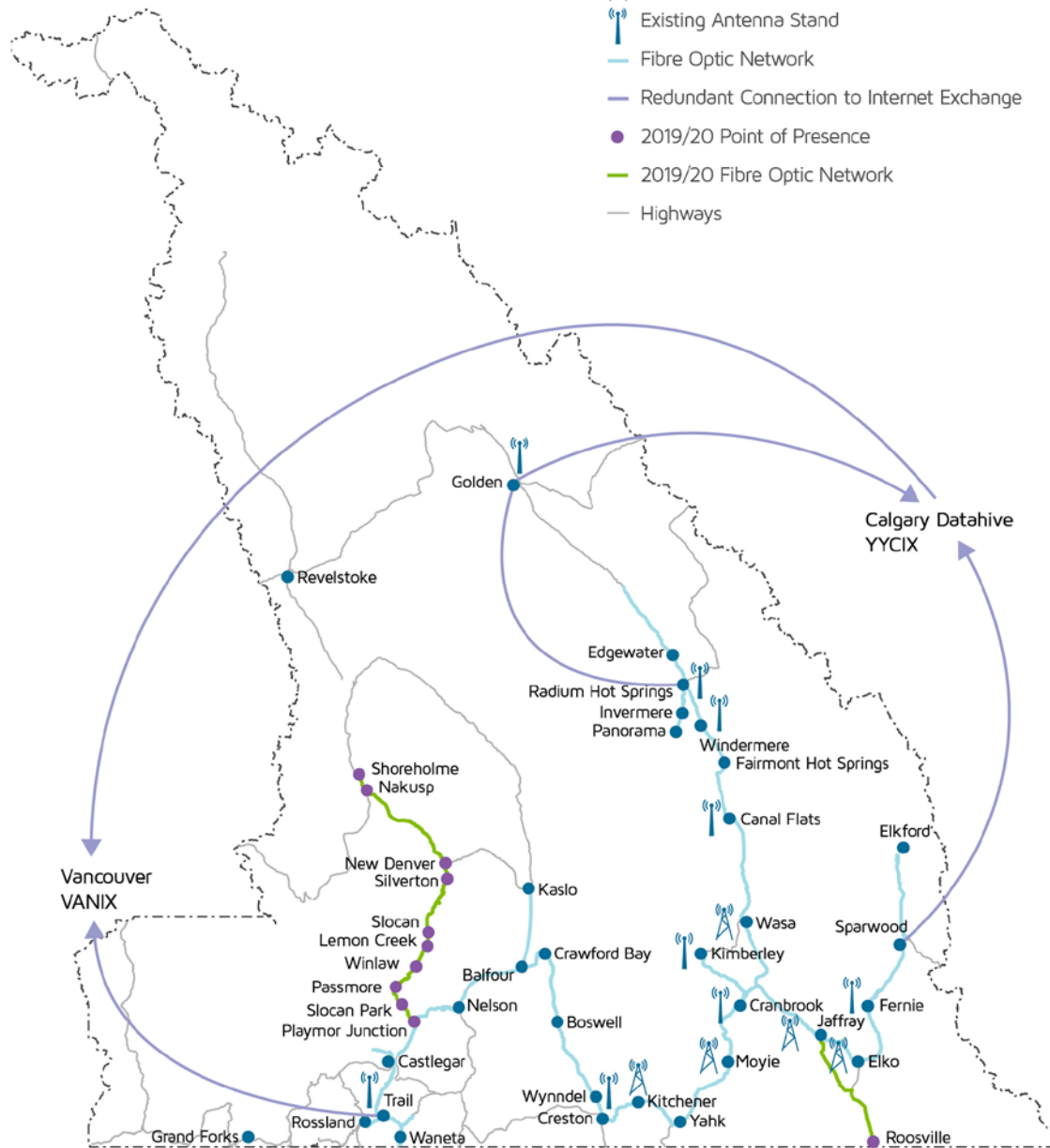
Dave Lampron
Chief Operating Officer

Attached. (CBBC Fibre Map)

Columbia Basin Broadband Corporation Network

Map Legend

- Existing Point of Presence
- Existing Wireless Tower
- Existing Antenna Stand
- Fibre Optic Network
- Redundant Connection to Internet Exchange
- 2019/20 Point of Presence
- 2019/20 Fibre Optic Network
- Highways



Request for Decision

Ahj 065 002

Date	June 25, 2018
Author	Holly Ronnquist, CFO
Subject	Community Works Fund Grant Request – Columbia Basin Broadband Corp. – Connectivity to St. Mary's Valley and Meadowbrook

REQUEST

The Columbia Basin Broadband Corporation (CBBC) has requested between \$50,000 and \$80,000 from the RDEK to construct towers to support internet connectivity to St. Mary's Valley and Meadowbrook.

OPTIONS

1. That Community Works Funds of up to \$80,000 be granted to the Columbia Basin Broadband Corporation to construct towers to provide internet connectivity to the St. Mary's Valley and Meadowbrook areas AND further that the 2018 to 2022 Financial Plan be amended to include the grant in the Electoral Area E Economic Development Service.
2. That the request for Community Works Funds to provide internet connectivity to the St. Mary's Valley and Meadowbrook area be denied.

RECOMMENDATION

Option 1.

BACKGROUND/ANALYSIS

The CBBC is working on a project with the City of Kimberley to install two communication towers in Kimberley to solve a connectivity challenge that the City is having with regards to collection and transmission of their SCADA control information. This project offers an opportunity for the RDEK to provide funding to construct larger towers to provide internet connectivity for residents underserved in the St. Mary's Valley and Meadowbrook area.

The total cost of the project is expected to be between \$100,000 and \$130,000 with the City of Kimberley funding \$20,000; CBBC funding \$30,000 and the RDEK funding between \$50,000 to \$80,000.

The CBBC will own and operate the towers under its open access principles. There will likely be more towers required in the St. Mary's Valley in the future to provide service to the entire area.

SPECIFIC CONSIDERATIONS

Regional Sustainability Strategy (RSS)

This project supports the RSS goal related to Economy as it supports and nurtures a diversified and skilled workforce, job opportunities and attracting spending in investment as per the following objective:

“to maintain economic growth and diversification opportunities, the RDEK will support the enhancement and completion of the provision of broadband infrastructure in the region through direct supply of service, encouraging private and public-sector investment and advocating for legislative and regulatory change to facilitate the provision of broadband service.”

The project also supports the RSS goal of Social Services as expanded service will be available for more residents and visitors to contact emergency resources.

Previous Board Action

The Board supported a \$20,200 CWF grant in 2015 for the CBBC and Yahk Area Communications Society (which was later changed to the Moyie project) and a \$48,090 CWF grant in 2016 for Flexinet for projects in Areas B, C, E and F.

The Board also supported \$420,000 to CBBC as part of a larger grant application to the Innovation, Science and Economic Development (ISED) Canada's Connect to Innovate Program for new broadband connectivity projects. There was heavy subscription for that program and CBBC is still working on the application process. The St. Mary's Valley, Meadowbrook connectivity project would not be eligible under that granting opportunity.

Financial – Budget

The 2018 – 2022 Financial Plan will have to be amended if CWF grant amounts provided to the CBBC are to occur in 2018. Since the grant requested is a range of \$50,000 to \$80,000; the higher amount of \$80,000 will be used in the amendment.

Financial – Taxes

There would be no effect on taxation due to the funding being provided through the Community Works Funds.

Community Works Fund Eligible Project Category

This project meets the criteria outlined in the Community Works Fund agreement under the Broadband Connectivity category. The grant would benefit Area E and the amount per capita (based on the population of the St. Mary Lake Area and Meadowbrook) ranges from \$72 to \$116 depending on the final grant amount. The CWF funding would be 50% - 62% of the project. As with other recent Broadband projects, the CWF funding would be 100% of the RDEK contribution.

Community Works Fund – Funds Available

The uncommitted balance of the Community Works Fund is currently \$782,997.

Attachment

Request for Decision

File No: Ahj 065 002

Date December 30, 2019
Author Holly Ronnquist, CFO
Subject Cranbrook Community Theatre Society Community Works Fund Request

REQUEST

Provide a Community Works Fund grant for the “Studio/Stage Door” Theatre Renovation project.

OPTIONS

1. THAT a Community Works Fund grant of \$22,500 be provided to the Cranbrook Community Theatre Society for the “Studio/Stage Door” Theatre Renovation project; and further that the grant be included in the 2020 Financial Plan.
2. THAT a Community Works Fund grant of \$_____ be provided to the Cranbrook Community Theatre Society for the “Studio/Stage Door” Theatre Renovation project; and further that the grant be included in the 2020 Financial Plan.
3. THAT the request for a Community Works Fund grant for the “Studio/Stage Door” Theatre Renovation project be denied.

RECOMMENDATION

Option 1

BACKGROUND/ANALYSIS

The “Studio/Stage Door” was built in 1909, is owned by the City of Cranbrook and has been leased to the Cranbrook Community Theatre Society (CCT) for the past 45 years.

The CCT operates and maintains the heritage building as a community theatre and have carried out significant improvements over the years. The CCT is embarking on a large project to renovate the theatre and restore it back to the period: circa 1908.

The project is estimated at \$150,000 and will include the removal of walls and ceilings, electrical upgrade, new flooring, window replacement, insulation, new drywall, paint, trim, crown moldings and hand railings. The project also includes the installation of new theatre lighting that was purchased in 2019.

SPECIFIC CONSIDERATIONS

Financial – Financial Plan

If approved, the funding contribution would be included in the 2020 – 2024 Financial Plan.

Financial - Taxation

There would be no effect on taxation due to the funding being provided through the Community Works Funds.

Community Works Fund – Funds Available

The uncommitted balance of the Community Works Fund is \$2,297,306. There is also a request for CWF in the amount of \$120,000 for the Columbia Basin Broadband Corporation that will be included in the January 2020 agenda package.

Community Works Fund Eligible Project Category

This project meets the criteria outlined in the Community Works Fund agreement under the Cultural Infrastructure category which includes facilities for the creation, production and presentation of the arts. The CWF grant request is for 15% of the project cost.

The percentage of total CWF grants awarded to date and the percentage of rural population is provided for each Electoral Area below:

Electoral Area	% of CWF \$ Awarded	% of Total Rural Population
Area A	5%	9%
Area B	14%	13%
Area C	18%	38%
Area E	4%	11%
Area F	50%	20%
Area G	10%	9%

* Area A population adjusted to reflect the amalgamation of West Fernie into the City of Fernie.

* Projects with regional impacts excluded from this calculation are \$500,000 for the Columbia Valley Office and \$420,000 for future Broadband projects.

Attachment



Proposal for the RDEK Area C

November 1, 2019

Request:

The Cranbrook Community Theatre Society (CCT) is requesting a grant from the Regional District of the East Kootenay in the amount of \$22,500, which is 15% of the proposed project (totaling \$150,000) called "the renovation and renewal of the historic building, the Studio/Stage Door, "The Theatre Proper"

Background:

The Cranbrook Community Theatre Society (CCT) is a small society that is the steward of the historic building known as the "Studio/ Stage Door. This building is owned by the City of Cranbrook. For the past 45 years the CCT has maintained and improved the heritage building. We estimate that over those years we are well on the way to putting in over \$850,000. Our last years projects alone amounted to just under \$200,000.

Our last project the "Upper Lobby Project "was completed in early September of 2019 at a cost of just under \$100,000. This project was funded jointly by: the Columbia Basin Trust Fund and the CCT. During this project we completely renovated the upper lobby with new electrical, insulation, paint, period wallpaper and drywall and replaced 6 windows to bring this space up to 2019 standards. We also found a hidden gem behind the walls as we were able to restore an original brick chimney, built in 1908, which is now a feature wall in the lobby. Our green footprint has been significantly reduced and we are very proud that we have been able to renovate a heritage building instead of tearing it down, as some cities have done. We try to be leaders in our community when it comes to reducing our carbon footprint and to that end, we have also partnered with BC Hydro to change over all our lighting to LED. This improvement alone will save us money and reduce the amount of hydro we use.

This was our second major renovation project, with the first occurring in 2014, when a Government of Canada Initiative Project helped us completely renovate the downstairs entrance, washrooms, and lobby. We were able to add handicap accessible facilities at that time and tie those into our stair glide system for moving patrons up to the theatre level for viewings of musical events and plays. These improvements have helped us become more aware of the inclusion of all our patrons and their ability to access our whole building. We presently house more than 40 user groups in the building making it truly a community facility.

The Building:

The building was originally built in 1909 as a Masonic Temple and was designed by Thomas Daltry Sedger (1860-1941), an English architect who lived in Esquimalt, B.C. for 49 years.

The Masons showed great faith in the future of Cranbrook and area by building an edifice suitable to meet the needs of the progress of the Masons. The cornerstone was laid November 1909 and the project was completed with a grand opening in June 1910.

By 1973 the Masons could no longer afford to heat the building and offered it for sale.

When the only prospective buyer wanted to demolish the building to put in a parking lot, the Cranbrook Community Theatre (CCT) lobbied the city to purchase the building. This was spearheaded by Bud Abbott and Cornel Sawchuk.

The city turned the building over to the Community Theatre group who have acted as stewards of the building ever since.

By actively preserving and renovating, the CCT was able to have the building deemed a heritage building in 1989.

Ownership and Management

This building which is known as the Studio/Stage Door is a City of Cranbrook owned building that is leased to the Cranbrook Community Theatre Society and which has been stewarded by the CCT since 1973-74 when Bud Abbott, Cornel Sawchuk and others, petitioned the City to purchase the building rather than have it torn down for a parking lot for the then, Mt Baker Hotel. The city fathers in their wisdom, saw the potential for the building and this heritage building has been the domain of the CCT ever since. We have had hundreds of plays and musical events over the last 45 years and many user groups have benefitted from the use of both the Studio and the Stage Door. The City and the CCT have collaborated a lot over the last 5 years, with the city providing funds for the new roof, structural upgrades, help with soffit repair, and general council when it comes to projects. The CCT takes it upon themselves to fundraise for all our large projects and have been successful in gaining many partners in the last few years. The Columbia Basin Trust Fund, Heritage BC, BC Hydro, Kootenay Foundation of the Kootenay Rockies, Government of Canada and the Rotary are a few of the organizations we are presently partnering with.

Our Organization

Cranbrook Community Theatre Society (CCT) has two responsibilities. First “to provide theatre **to** the community, **by** the community”. This includes theatrical productions, presenting workshops, training and mentorships. We have contributed to the community in this capacity for over 50 years. We offer the community three high quality productions and two/ three workshops per year. We have annual audiences of over 2000 and workshop attendance of around 50. We mentor high school and college students by training them in our theatre. We also provide a bursary for the local high school which is given to a “theatre arts” graduate.

Second is the ongoing stewardship of the historical building known as “The Studio/Staged Door”, which was turned over to the CCT in 1974.

Our membership presently stands at 192 with many coming from outside of Cranbrook including: Moyie, Wasa, Wycliffe and the Gold Creek area.

Our non-profit charitable number is: 886487198-RR0001

Our BC Registry incorporation/Business Number is 0756296 and our BC Registered Society number is S22246

The Project:

The next phase of renewing our Heritage building is what we will call: “The Theatre Proper”

This project will concentrate on renewing the theatre seating area or auditorium. This part of the building has not seen much attention since the CCT took over the stewardship in 1974.

Other than some basic maintenance and paint done over the years, this project will see the complete removal of the cracking interior walls and ceilings which are presently lathe and plaster, removal and upgrades to all electrical, new electrical upgrades to the fire alarm system as per the fire departments recommendation, new flooring, window replacement, some work around the stage and possibly new stage floor, insulation and poly, new drywall, new paint, period trim and crown molding, hand railings for accessibility issues, and the installation of new theatre lights that were purchased in 2019.

This will be an extensive renovation that will take 3-4 months and completely renovate and restore the heritage space back to the period: circa 1908.

We have received quotes from local contractors for this project and the figures are estimated at \$150,000 including contingency, GST and administration.

Project Timelines

Our timeline is determined by our success at partnering with several organizations. We previously have had success with the Columbia Basin Trust Fund (CBT), Community Foundation of the Kootenay Rockies (CFKR) and Heritage BC. We expect that there will be funding available, with the opening date for writing the grant starting in the fall of 2020. If successful, we would begin June/July 2021. With all that being said.... we have a good relationship with the CBT and perhaps we could go to them and ask if there is something "outside the box" that we could apply for. So... if we were successful in this application to the RDEK, we would have 35% of the funds needed and if the contractor could be secured and if the CBT had funding earlier, we could start in the summer of 2020.

Thank you for giving us the opportunity to ask for this funding

Peter Schalk

President

Cranbrook Community Theatre Society



Studio/Stage Door User Groups in the past 24 months

USER GROUP	STAGE DOOR – SD STUDIO - ST	FREQUENCY
Rocky Mountain Baptist Church	ST	Year round
Fresh Life Church	SD	Year round
The Repertoire Theatre	SD	Year round
DJ Bailey Children's Music Classes	ST	Seasonal
Locals Coffee House	SD	Sept-March
Suenos Tango	ST	3x8 week programs
Shimmy Sistas	ST	3x8 week programs
Schell Tap Dance	ST	3x6 week programs
Kimato Qigong	ST	3x8 week programs
Let's Talk Dog	ST	2x8 week programs
Mt Life Hot Yoga	ST	2x10 week programs
Saule Tap Dance	ST	1x4 week program
Belles & Whistles	ST	2x8 week programs
Emergency Services Training	ST	Select dates
Aspire Dance Academy - June adjudication	ST	Select dates
Jubenville Recital	SD	Select dates
R.E.A.L.M.	SD	Select dates
Get Creative – Children's Art Program	ST	Select dates
School District 5 – multiple programs	ST	Select dates
College of the Rockies	SD	1x12 week program
Key City Theatre – multiple users	ST	Select dates
Cod Gone Wild	SD	Annual show
Anadil Belly Dance	ST	2x8 week programs
One Love Hot Yoga	ST	3x8 week programs
Violet Femme Holistic Healing	ST	Select dates
Book Club	ST	1x8 week program
Qi Harmony	ST	2x10 week programs
Hypno Birthing	ST	Select dates
Creative Monkeys	SD	Select dates
Shaw Communications	SD	Select dates
Columbia Basin Trust	ST	Select dates
Celtara	SD	Select dates
World Financial Group	SD	Select dates
Fin de Fiesta Flamenco	SD	Select dates
Third Beach Records	SD	Select dates
Cranbrook Boys & Girls Club	Tour SD & ST	Select dates
Cranbrook Toast Masters	ST	Select dates
Chakra Dance	ST	Select dates
Ki-Flo Holistic Healing	ST	2x10 week programs
Kimberley/Cranbrook Highland Dance Assc.	ST	Select dates
2018-19 Individual users for private celebrations	ST	19 private celebrations
CCT rehearsals for 3 productions/year	SD	72 days/year
CCT set building & tech days (average)	SD	63 days/year
CCT shows + community programs	SD & ST	37/year

Connie Thom

Subject: FW: Tie lake Fiber grant

From: South Kountry Cable Ltd. <skc@skcmail.ca>

Sent: December 23, 2019 2:00 PM

To: Shawn Tomlin <stomlin@rdek.bc.ca>

Cc: skc@skcmail.ca

Subject: Tie lake Fiber grant

Hi Shawn

As you know the government is doling out money again for high speed internet grants .This will be our 4th attempt to land a grant .This one is thru the CRTC . Our project involves trenching in duct /fiber from the shell station on hwy 3/93 Jaffray thru to Tie lake .We are working our way thru the grant as we speak .We have met with MOT and our application to use crown land gets gazetted this week .This is a rather large undertaking and we are looking for the RDEK to provide us with a letter of support . Our fibre will feed approx. 125 residences around the Tie lake area . In the grant we have made provisions for a free hot spot wifi at the regional day use area . We have also reached out to the MOT, Rdek, Stan Doehle ,South Country trails and rec as we would like to prep a walking path along our trench route .

At this time we are looking for a letter of support from the Rdek stating that they agree with us applying for the grant and it would be a great asset to the south kountry area . This area is underserved right now as the new mandate from the government needs to meet 50mbps down and 10mbps up . Wireless can not meet these requirements .

I look forward in hearing from you or the RDEK in the near future

Thank You

Ken Rawson

South Kountry Cable LTD

Date January 6, 2020
Author Tina Hlushak, Deputy Corporate Officer
Subject 2020 WildSafeBC Program – Electoral Area F and G

REQUEST

To authorize submitting an application to the 2020 WildSafeBC Program for a Community Coordinator in Electoral Areas F and G.

OPTIONS

1. THAT an application be submitted to the 2020 WildSafeBC Program to provide a Community Coordinator in Electoral Areas F and G;
and further, that a contribution fee of \$4,000 be paid from the Discretionary Grants-in-aid Service (\$3,080 from Area F and \$920 from Area G).
2. THAT the RDEK not participate in the 2020 WildSafeBC Program in Electoral Areas F and G.

RECOMMENDATION

Option 1

BACKGROUND/ANALYSIS

Electoral Areas F and G have participated in the WildSafeBC Program since 2015. Director Susan Clovechok and Director Gerry Wilkie would like to continue their participation in the Program in 2020.

The WildSafeBC Program is owned and delivered by the BC Conservation Foundation. It has been designed to reduce human-wildlife conflict through education, innovation and cooperation. With our participation, a Community Coordinator will work part time in Electoral Areas F and G from May to November. The application deadline is February 3, 2020.

SPECIFIC CONSIDERATIONS

Regional Sustainability Strategy

4.3.5 Partnerships – Collaborate with industry, public agencies, Columbia Basin Trust and other non-governmental organizations to advance environmental protection and enhancement programs.

Previous Board Action

Board has approved Electoral Areas F & G submitting an application to the Program in 2015 through 2019.

Financial

The minimum contribution to participate in the Program is \$4,000.