

Columbia Valley Services Committee

Amended Agenda



February 13, 2020

6:00 pm

Members: *Directors Sterzer (Chair), Director Miller (Vice Chair), Director Reinhardt, Director Clovechok 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.*

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3. Adoption of the Agenda	
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5. Invited Presentations & Delegations	
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5.2 Columbia Valley Airport Society Funding Request Pascal van Dijk, Paul Stackhouse, Tex Deagnon, Flying Max and Murray Trusler (item 8.1)	
*5.3 Valley Visitor Services Program Year End Report & Funding Request Jessica Fairhart, Executive Director, Tourism Radium & Radium Chamber of Commerce (item 8.3.6.1)	7
5.4 Lake Windermere Whiteway Funding Request Duncan Whittick, Penny Powers, Cam Gillies and Max Fanderal (item 8.3.8.2)	27
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12. Adjournment



MINUTES OF THE COLUMBIA VALLEY SERVICES COMMITTEE MEETING

January 9, 2020
Regional District Office, Cranbrook, BC

PRESENT:	Committee Chair K. Sterzer	Village of Canal Flats
	Board Chair R. Gay	Electoral Area C
	Director S. Clovechok	Electoral Area F
	Director G. Wilkie	Electoral Area G
	Director A. Miller	District of Invermere
	Director C. Reinhardt	Village of Radium Hot Springs
STAFF:	S. Tomlin	Chief Administrative Officer
	S. Moskal	Corporate Officer
	C. Thom	Executive Assistant (Recording Secretary)

Call to Order

Committee Chair Karl Sterzer called the meeting to order at 10:45 am.

Addition of Late Items

MOVED by Director Miller
SECONDED by Director Wilkie

THAT the following late item for the agenda be approved:

- Valley Visitor Services

CARRIED

Adoption of the Agenda

MOVED by Director Reinhardt
SECONDED by Director Wilkie

THAT the agenda for the Columbia Valley Services Committee meeting be adopted as amended.

CARRIED

Adoption of the Minutes

December 5, 2019 Meeting

MOVED by Director Reinhardt
SECONDED by Director Wilkie

THAT the Minutes of the Columbia Valley Services Committee meeting held on December 5, 2019 be adopted as circulated.

CARRIED

Invited Presentations & Delegations

Plastic Pollution in the Columbia Valley

Stephanie Van de Kemp, expressed her concern with plastic pollution and the impacts it will have on future generations. Ms. Van de Kemp requested support to ban single-use plastic bags in the Columbia Valley.

Columbia Valley Transit Future Service Plan

Chelsea Mosey, Manager, Government Relations, BC Transit, and Melissa Coates, Transit Planning Coordinator, BC Transit, reviewed the Columbia Valley Transit Future Service Plan and shared the public engagement results, which identified the following priorities for expansion: weekend service, increased local Invermere service, and Edgewater and Radium commuter service.

Columbia Valley Chamber of Commerce - Transportation Study

Andrea Tubbs, President, Columbia Valley Chamber of Commerce, reviewed the results from the Columbia Valley Transit Review and Needs Assessment Study explaining that the survey confirms that the current transit system does not meet the needs of the community and the primary issues include schedule days, times of day, and routes. Ms. Tubbs noted a copy of the report will be provided to BC Transit.

Columbia Lake Recreation Centre

Heather Rennebohm, Columbia Lake Recreation Society, requested that the Regional District of East Kootenay provide an annual grant for the management and operation of the Columbia Lake Recreation Centre.

New Business**Plastic Pollution in the Columbia Valley**

MOVED by Director Wilkie
SECONDED by Director Reinhardt

THAT a letter be sent to the Province of British Columbia requesting province-wide business regulations to reduce single-use plastic bags and disposable plastic packaging.

OPPOSED: Director Clovechok, Director Gay, Director Miller, Director Sterzer, and Director Reinhardt

DEFEATED

Columbia Valley Transit Future Service Plan

48906
MOVED by Director Clovechok
SECONDED by Director Reinhardt

THAT the Columbia Valley Transit Future Service Plan and the Columbia Valley Chamber of Commerce Transportation Study be referred to the Columbia Valley Transit Advisory Commission for comment.

CARRIED

Columbia Lake Recreation Centre – Funding Request

MOVED by Director Reinhardt
SECONDED by Director Clovechok

THAT the request from the Columbia Lake Recreation Society for funding of the Columbia Lake Recreation Centre be considered during budget deliberations.

CARRIED

Note: On January 10, 2020, the Board adopted Resolution 48907 which amended the above recommendation to include that the Society be requested to provide a statement of revenue and expenditures for the first year of operations and a budget for the next 1-3 years.

Columbia Valley Local Conservation Fund Program

48908
MOVED by Director Miller
SECONDED by Director Reinhardt

THAT consideration of the Columbia Valley Local Conservation Fund Program applications be postponed one month and the Kootenay Conservation Program be requested to present the Technical Review Committee's recommendations at the next Columbia Valley Services Committee meeting.

CARRIED

Late Agenda Items**Valley Visitor Services**

The Committee discussed the continued appointment of an elected official to the Columbia Valley Visitor Services Committee.

Adjourn to Closed

MOVED by Director Clovechok
SECONDED by Director Reinhardt

THAT the meeting adjourn to a Closed Columbia Valley Services Committee meeting to consider the following matter:

Invermere 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 12:21 pm.

Committee Chair Karl Sterzer

Shannon Moskal, Corporate Officer

DRAFT

Connie Thom

Subject: FW: Request for Presentation

Hello Shannon,

I would like to request a presentation to the Columbia Valley Services Committee at their next meeting Thursday, January 13th.

On behalf of the Valley Visitor Services, this presentation will provide a year-end report on the Valley Visitor Services program as well as share direction and strategy for 2020. Jessica Fairhart, Executive Director with Tourism Radium & Chamber of Commerce will be the delegate and will require access to computer/projector.

Please let me know if you require any further information.

Sincerely,
Jessica

Jessica Fairhart

Executive Director

Tourism Radium / Radium Chamber of Commerce

250-347-9331

manager@RadiumHotSprings.com

www.RadiumHotSprings.com



VALLEY VISITOR SERVICES 2019

Year End Report
January - December 2019

Prepared by:
Jessica Fairhart, Executive Director
Tourism Radium and Chamber of Commerce
Valley Wide Visitor Services Committee

Executive Summary

This was our 4th successful year operating as Valley Visitor Services. Since 2016, we have seen exciting growth, not only in visitor numbers across the Columbia Valley but also in the collaboration between organizations and visitor services centers.

The total number of visitors in 2019 was 82,731. Unlike previous years, there were no major incidences such as wildfire activity and we saw consistent numbers across all service areas.

While spring and summer were strong for visitation, closures of both the Radium Hot Springs pools and the Fairmont Hot Springs Resort pools did pose visitation challenges to the region. The Radium Hot Springs Visitor Centre fielded an increase in the number of calls inquiring about the status of the pools and changes to travel plans were made while staff continued to invite visitors to explore the many other varieties of exciting opportunities available across the Columbia Valley.

Overall visitor statistics were down 4600 year over year from 2018, 82,731 vs. 87,352.

The total number of parties that visited the four locations during July and August was 15,674 which equaled 37,620 Visitors.

A slight decrease was noticed in the Radium Hot Springs Visitor Centre visitor stats this year. This was also evident with the three other locations as they also saw a small decrease of Visitor numbers for July and August 2019. (See visitation stats breakdown document in the year-end report).

The number of visitors accessing services in the visitor center continues to rise. These services include free wifi, washrooms, interpretation and museum services as well as accessing our knowledgeable staff to learn about everything from where to hike to road conditions and accommodation opportunities.

Staff survey: The staff exit survey has been continued as is helping us gauge the successes of the program through the eyes of the staff performing the service and helps us determine what items need to be touched on more during new staff training and returning staff refresher days. Please see the survey results attached to the report.

Scheduling: In all locations, scheduling is a time-consuming process especially with trying to schedule rotating staff for all locations due to constraints in staff transportation or ability to work across locations. We found it to be continually simpler to schedule location staff in coordination and through online scheduling software. The online scheduling tool has continued to work very well as all locations were able to access and view scheduling information and work together to meet staffing requirements as needed. This online system will be administered and maintained to provide the most current access for employees and managers.

Grants: Each Chamber was successful in obtaining staffing grants for students. Each had an Industry Canada (HRDC) grant along with a CBT summer student grant that helped offset the Chamber's portion of the wage costs and allowed for more staff coverage at the discretion of the visitor services manager.

Staffing: In 2019 both the Radium Hot Springs Chamber and Columbia Valley Chamber saw staff transitions with CVCC's Executive Director departing in January and Radium Hot Springs Chamber Manager leaving in June. Existing visitor services staff provided support and capacity to ensure the delivery of services were maintained

throughout both transitions. With two new Executive Directors in place, we see further opportunity to increase collaboration and support across Valley Visitor Services.

Once again, 2019 was another great success for Valley Visitor Services. In 2020 we are looking to further collaborate to support visitor services across the region.

Background

The Valley Visitor services network consists of four visitor centers/kiosks, two year-round locations; Radium Hot Springs and the Invermere Crossroads as well as the two summer-season Kiosks in Fairmont and downtown Invermere

The RDEK provides a staffing grant of \$100,000 that is collected in the Columbia Valley Economic Development Service Area to the Radium Hot Springs Chamber of Commerce to administer and manage the valley visitor service network in co-operation with the Columbia Valley Chamber of Commerce, Fairmont Business Association and the Valley Visitor Service committee.

In addition, each Chamber receives a grant from Destination B.C. to be used to support the Visitor Center operations.

Note that the kiosks operate to solely provide visitor services, whereas both the Radium and Crossroads locations have additional functions including Chamber, Tourism, Business Services, Retail and Events Co-ordination operating out of their office space.

The VVS committee is made up of the following:

- Erin Palashniuk - Committee Chair and Radium Chamber of Commerce President
- Diana Moore - President of the Fairmont Business Association
- Susan Clovechok - RDEK representative
- Andrea Tubbs - President of the Columbia Valley Chamber of Commerce
- Pete Bourke - Executive Director of the Columbia Valley Chamber of Commerce
- Jessica Fairhart – Executive Director, Tourism Radium
- Marie Delorme – Village of Canal Flats representative
- Staff Support - Radium Chamber and Columbia Valley Chamber

The purpose of the funding from the RDEK was to address the following:

- To help offset operational wage costs that the Visitor Information Centers experienced
- Streamlining the training of staff
- Enabling consistent messaging at each location
- Standardization of written materials to be available at all locations
- Creating the environment for all partners to work together for a better valley service
- Allowing non-student hires
- Offering some financial stability
- To ensure that all areas of the valley contribute to the services.

In addition, the valley wide funding model, recognizes that the entire valley benefits from the Valley Visitor service network, whether directly with tourism assets or indirectly with residents that are employed in the tourism sector. The RDEK funding comes from the Columbia Valley Economic Development Service Area.

Operating Hours:

- The Radium Visitor Center is open year around (362 days) and works closely with Parks Canada, Radium Visitor Centre was the 7th busiest Community Visitor Centre in BC in 2019 and is well ahead in visitor stops in 2017.
- The Crossroads Visitor Center is open year-round, 5 days per week September – June and 7 days per week July and August. Extended hours are offered during peak holiday periods.
- The Fairmont Hot Springs kiosk was open during the 2019 busy season starting the last week of June and closed the second week in September.
- The Invermere kiosk is in downtown Invermere and was open July and August this summer.

**Please see the statistical break down of each location in this report on pages 5 & 6.*

Key Findings In 2019

1. The questions asked by visitors were generally pertaining to immediate area. For example; if they stop at the Fairmont Kiosk, they ask about Fairmont, then valley wide, then Provincial, BC or Federal Parks.
2. Radium continues to see large volumes of visitors throughout the summer season
3. Fairmont Kiosk for 2020 summer season will be open 10 am to 6 pm July and August 7 days a week and other strategic weekends as agreed upon by the FBA
4. Invermere Kiosk will continue to operate the same in 2020 as 2019
5. Review data and statistics that are collected
6. Hiring non-school aged, local staff was a benefit as they brought local knowledge and experience to the positions across the outlets
7. Weather and travel events do pose challenges to visitors travelling to the Columbia Valley
8. Was difficult to fully train high school students that start work July 1st after getting out of school at the end of June.

Location Specific Observations

Invermere Kiosk

1. Staff currently rely on their personal cell phones to communicate with their supervisor.
2. Staff and visitors currently are not provided with adequate Wi-Fi
3. Shown by the statistics in 2019 there was an increase of 118 parties and a decline of 113 Visitors over 2018, giving 2.19 visitors per party compared to 2.53 in 2016.
4. Invermere Kiosk staff went with the CV Chamber dress code, no uniform.

Fairmont Hot Springs Kiosk

1. Staff phone line is available (1-778-525-5030).
2. FBA added very adequate display racking prior to the Summer Season.
3. The Kiosk remains to operate successfully through July and August from 10:00 a.m. to 6:00 p.m. and with key weekend openings in June and September.
4. The Fairmont Kiosk was staffed with up to 2 mature staff members, one living in the Fairmont area and the other from Canal Flats.
5. The Staffing grant allocation from the RDEK was used up entirely by the first week in August, FBA share of costs was \$4,000.00.
6. Fairmont VVS staff were VVS uniforms supplied by Radium Chamber.

Crossroads Visitor Center

1. The staffing level at the Crossroads location was good this year with the summer student staff members rotating from this location to the Invermere down town location.
2. There were 151 buses recorded in 2018, and only 43 in 2019, a significant decrease. This may be due to staff record keeping inconsistencies on the statistics sheets, with previous staff recording every local transit bus that stopped in front of the VIC, and 2019 staff only recording those that actually came in to the Visitor Centre.
3. Shown by the statistics in 2019 there was a decline of 510 parties over 2018 and there was a decrease of 1,276 visitors. This equates to a 2.31 people per party in 2019 compared to 2.33 in 2018.
4. Crossroads Visitor Center kept the Invermere Kiosk stocked with supplies The staffing grant allocation from the RDEK grant of \$33,000 (total for both Invermere locations) was used up by the end of July 2019.
5. CV Chamber uses a standard dress code and not a uniform for their location.

Radium Hot Springs Visitor Center

1. The Radium Visitor center continues to be one of British Columbia's busiest community Visitor center and was the 7th busiest in BC according to Destination BC's statistical data base in 2019.
2. The traffic in the visitor center fluctuates depending on the external circumstances such as highway closures or certain days of the week, having five different entities working out of the same Radium Visitor center location (Radium Visitor Services, Radium Chamber, Tourism Radium, Friends of Kootenay Souvenir store and Parks Canada Visitor Services) and can pose challenges to space and capacity.
3. There was a decrease of 12 Tour Buses from the USA in 2019. In 2019 there were 73 buses recorded, compared to 85 in 2018. On the average buses had up to 50 people per bus. (Parking the big bus close to the Visitor centre was an issue some of the times. Many of the buses were senior tours).

4. Shown by the statistics in 2019 there was a decrease of 1,401 parties and a decrease in 4,162 visitors over 2018. This equates into a party size of 2.21 compared to 2.24 in 2018.
5. Changes in staffing caused challenges and shortages of front line staff at the Radium Visitor Center.
6. Radium VVS staff were supplied with a standard uniform that was worn in Fairmont Kiosk and Radium VC as staff rotated between the different locations, when staff rotated into the CV Visitor center the uniform was worn with the VVS title.

Opportunities for 2020

1. Work is continuing on standardization of materials across the visitor services network.
2. Responsibility of each sponsor organization working closely with the VVS Manager.
3. Valley Visitor Service budget is approved by VVS committee, subject to each committee representative having sponsor organization approve the VVS budget by their respective board of directors.
4. Work with Canal Flats in providing guidance to help them develop print material that would be distributed at all VVS locations.
5. Ensure that all staff are familiar with all VVS locations.
6. VVS Committee will continue to provide basic Governance support through committee member representatives.
7. Research into electronic kiosks and efficiencies for 2020.

Challenges

1. Valley Visitor Services wage costs are underfunded even with the RDEK grant and need funding support from the various organizations that support the cost to operate each location. (Total cost of VVS network in 2019 is approximately \$240,000)
2. RDEK grant of \$100,000 covered ~ 60% of total wage costs of VVS in 2019.
3. Each location is different and unique, while the intent is to have consistent messaging from all locations for visitors, the unique nature of each location needs to be understood and respected.
4. The sponsor organizations are responsible for all capital costs of their respective locations, running a visitor centre or kiosk location is an expensive endeavor.

Overall Conclusion

2019 provided another successful year for Valley Visitor Services and bringing much change with it. With each Chamber having new Executive Directors and Visitor Services Managers, the VVS group is looking forward to new opportunities in 2020 to work better together and increase supports for tourism and businesses through the Valley Visitor Services.

From the Advisory Commission, to supporting Canal Flats, researching digital visitor services as well as increasing support for travelers and referrals to activities, services and businesses in the Columbia Valley.

The RDEK funding continues to allow VVS to not have to only rely on summer student staffing but also be able to hire non-student staff and provide year-round opportunities. This is advantageous as more mature staff bring many years of valley life and recreational understanding to the table.

It is advantageous that each location had a team lead that works closely and reports in daily with the VVS manager with respect to staff scheduling, ensuring that each location has sufficient hand-out material in stock and to inform VVS manager of any issues.

Continuing to support capacity building throughout the network will be important for 2020 and both Chambers would like to see multi-year contracts in place to build stability, staffing, service delivery and opportunities for Visitor Services through the Columbia Valley.

Visitor Statistics 2018-2019

		19-Jan	19-Feb	19-Mar	19-Apr	19-May	19-Jun	19-Jul	19-Aug	19-Sep	19-Oct	19-Nov	19-Dec	Totals	% of Total
Radium	Visitors	1113	1237	1984	2322	5903	9689	14562	13959	10222	3018	1275	1378	66662	81%
	Parties	643	706	955	1170	2754	4366	5969	5947	4556	1661	755	700	30182	
Invermere	Visitors	525	311	650	654	844	1455	1691	1826	1180	459	149	196	9940	12%
	Parties	206	134	275	327	365	554	658	753	566	247	103	119	4307	
Invermere (Sat)	Visitors	0	0	0	0	0	214	1102	1312	83	0	0	0	2711	3%
	Parties						83	483	635	34	0	0	0	1235	
Fairmont	Visitors	0	0	0	0	0	164	1473	1695	86	0	0	0	3418	4%
	Parties	0	0	0	0	0	67	595	634	42	0	0	0	1338	
														Visitor Totals	82731
														Parties Totals	37062

		18-Jan	18-Feb	18-Mar	18-Apr	18-May	18-Jun	18-Jul	18-Aug	18-Sep	18-Oct	18-Nov	18-Dec	Totals	
Radium	Visitors	1170	1268	2106	3117	7383	13127	16988	12420	8058	2943	1094	1150	70824	81%
	Parties	671	685	937	1621	3270	5840	7015	5165	3736	1467	574	602	31583	
Invermere	Visitors	600	567	841	726	1104	1461	1699	1579	1106	628	501	404	11216	13%
	Parties	200	137	283	281	503	685	792	696	529	316	208	187	4817	
Invermere (Sat)	Visitors	0	0	0	0	0	117	1233	1382	61	0	31	0	2824	3%
	Parties						44	501	532	29	0	11	0	1117	
Fairmont	Visitors	0	0	0	0	0	185	971	1168	164	0	0	0	2488	3%
	Parties	0	0	0	0	0	0	723	584	76	0	0	0	1383	
														Visitor Totals	87352
														Parties Totals	38900

Financials

		Actual to Date	To Date Budget	Variance from Budget	Wage Grants	Net Wages (Actual - Grants)	Annual Allocation	Allocation Budget
Wage Costs								
Crossroads		\$ 47,809.36	\$ 32,200.00	\$ 15,609.36	\$ 11,045.00	\$ 36,764.36	\$ 28,000.00	-\$ 8,764.36
Invermere Kiosk		\$ 10,682.94	\$ 5,000.00	\$ 5,682.94	\$ -	\$ 10,682.94	\$ 5,000.00	-\$ 5,682.94
Total		\$ 58,492.30	\$ 37,200.00	\$ 21,292.30	\$ 11,045.00	\$ 47,447.30	\$ 33,000.00	-\$ 14,447.30
Fairmont Kiosk		\$ 9,429.72	\$ 11,850.00	-\$ 2,420.28	\$ -	\$ 9,429.72	\$ 7,000.00	-\$ 2,429.72
Radium		\$ 102,567.81	\$ 91,220.00	\$ 11,347.81	\$ 3,427.34	\$ 99,140.47	\$ 58,000.00	-\$ 41,140.47
Total Wage Costs		\$ 170,489.83	\$ 140,270.00	\$ 30,219.83			\$ 98,000.00	-\$ 58,017.49
Travel		\$ 1,320.00	\$ 1,320.00	\$ -			\$ 2,000.00	\$ 680.00
Total Expenses		\$ 171,809.83	\$ 141,590.00	\$ 30,219.83			\$ 100,000.00	-\$ 57,337.49
Visitor Analysis Jan 1 - Dec 31		Adj. GrossCosts	Parties	Cost/Party	Visitors	Cost/Visitor		
Crossroads		\$ 47,809.36	4,307	\$ 11.10	9,940	4.81		
Invermere Kiosk		\$ 10,682.94	1,235	\$ 8.65	2,711	3.94		
		\$ 58,492.30						
Fairmont Kiosk		\$ 9,429.72	1,277	\$ 7.38	3,418	2.76		
Radium		\$ 102,567.81	30,182	\$ 3.40	66,662	1.54		
		\$ 170,489.83	35,724	4.77	79,313	2.15		

*Radium staff wages are lower than average due to manager transition

Schedule A

Please indicate which locations you worked in. select all that apply

Answer	0% 100%	Number of Responses	Response Ratio
Radium		4	80.0%
Invermere Crossroads		1	20.0%
Invermere Kiosk		0	0.0%
Fairmont Kiosk		2	40.0%
All of the Above		0	0.0%
Totals		5	100%

Please indicate which location you preferred to work in and in the comments section tell us why.

Answer	0% 100%	Number of Responses	Response Ratio
Radium		3	60.0%
Invermere Crossroads		0	0.0%
Invermere Kiosk		0	0.0%
Fairmont Kiosk		2	40.0%
No Responses		0	0.0%
Totals		5	100%

Overall, how satisfied are you with Valley Visitor Services and the services/information provided to visitors?

1 = Extremely dissatisfied , 2 = Somewhat dissatisfied , 3 = Neutral , 4 = Somewhat satisfied , 5 = Extremely satisfied

1	2	3	4	5	Number of Responses	Rating Score*
					5	4.6

Details

1 = Extremely dissatisfied , 2 = Somewhat dissatisfied , 3 = Neutral , 4 = Somewhat satisfied , 5 = Extremely satisfied

1	2	3	4	5
0 (0.0%)	0 (0.0%)	0 (0.0%)	2 (40.0%)	3 (60.0%)

	Number of Responses	Rating Score*
	5	4.6

Overall, my work experience as a Valley Visitor Services Counsellor is satisfying and rewarding.

1 = Strongly disagree , 2 = Disagree , 3 = Neutral , 4 = Agree , 5 = Strongly agree

1	2	3	4	5	Number of Responses	Rating Score*
					5	4.2

Details

1 = Strongly disagree , 2 = Disagree , 3 = Neutral , 4 = Agree , 5 = Strongly agree

1	2	3	4	5
0 (0.0%)	0 (0.0%)	1 (20.0%)	2 (40.0%)	2 (40.0%)

1 2 3 4 5
Hold the mouse over each color of the bar to see the number of respondents.

	Number of Responses	Rating Score*
	5	4.2

Please rate your satisfaction with the on-line schedule tool When I Work. If you are not Extremely satisfied please indicate in the comment section how scheduling could be improved.

1 = Extremely dissatisfied , 2 = Somewhat dissatisfied , 3 = Neutral , 4 = Somewhat satisfied , 5 = Extremely satisfied

1	2	3	4	5	Number of Responses	Rating Score*
					5	4.6

*The Rating Score is the weighted average calculated by dividing the sum of all weighted ratings by the number of total responses.

▼ [Hide Details](#)

Details

1 = Extremely dissatisfied , 2 = Somewhat dissatisfied , 3 = Neutral , 4 = Somewhat satisfied , 5 = Extremely satisfied

1	2	3	4	5
0	0	1	0	4
(0.0%)	(0.0%)	(20.0%)	(0.0%)	(80.0%)

	Number of Responses	Rating Score*
	5	4.6

Were you provided with sufficient training and were you confident in your knowledge about the entire valley?

1 = Need more training/knowledge , 2 = Knowledgeable , 3 = Very Knowledgeable

Answer	1	2	3	Number of Responses	Rating Score*
Brisco				5	2.0
Canal Flats				5	2.2
Edgewater				5	2.4
Fairmont				5	2.6
First Nations				5	1.6
Invermere				5	2.8
Panorama				5	2.4
Parks (National and Provincial)				5	2.6
Radium				5	2.8
Windermere				5	2.6

Details

1 = Need more training/knowledge , 2 = Knowledgeable , 3 = Very Knowledgeable

Answer	1	2	3
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Brisco	1 (20.0%)	3 (60.0%)	1 (20.0%)
Canal Flats	1 (20.0%)	2 (40.0%)	2 (40.0%)
Edgewater	0 (0.0%)	3 (60.0%)	2 (40.0%)
Fairmont	0 (0.0%)	2 (40.0%)	3 (60.0%)
First Nations	2 (40.0%)	3 (60.0%)	0 (0.0%)
Invermere	0 (0.0%)	1 (20.0%)	4 (80.0%)
Panorama	0 (0.0%)	3 (60.0%)	2 (40.0%)
Parks (National and Provincial)	0 (0.0%)	2 (40.0%)	3 (60.0%)
Radium	0 (0.0%)	1 (20.0%)	4 (80.0%)
Windermere	0 (0.0%)	2 (40.0%)	3 (60.0%)

Answer		Number of Responses	Rating Score*
Brisco		5	2.0
Canal Flats		5	2.2
Edgewater		5	2.4
Fairmont		5	2.6
First Nations		5	1.6
Invermere		5	2.8
Panorama		5	2.4
Parks (National and Provincial)		5	2.6
Radium		5	2.8
Windermere		5	2.6

Were you provided with sufficient training/access to information and were you confident in your knowledge about the various activities throughout the valley?

1 = Need more training/knowledge, 2 = Knowledgeable , 3 = Very Knowledgeable

Answer	1	2	3	Number of Responses	Rating Score*
Accommodation (Hotels, motels, B&Bs, front & back country camping etc.)				5	2.8
Biking				5	2.8
Boating (kayaks, paddleboards, water skiing etc.)				5	3.0
Dining				5	3.0
Fishing				5	2.8
Hiking				5	3.0
Golf				5	2.8
Rainy days				5	3.0
Shopping				5	3.0
Special Events				5	2.8

*The Rating Score is the weighted average calculated by dividing the sum of all weighted ratings by the number of total responses.

Details

1 = Need more training/knowledge , 2 = Knowledgeable , 3 = Very Knowledgeable

Answer	1	2	3
Accommodation (Hotels, motels, B&Bs, front & back country camping etc.)	0 (0.0%)	1 (20.0%)	4 (80.0%)
Biking	0 (0.0%)	1 (20.0%)	4 (80.0%)
Boating (kayaks, paddleboards, water skiing etc.)	0 (0.0%)	0 (0.0%)	5 (100.0%)
Dining	0 (0.0%)	0 (0.0%)	5 (100.0%)

Fishing	0 (0.0%)	1 (20.0%)	4 (80.0%)
Hiking	0 (0.0%)	0 (0.0%)	5 (100.0%)
Golf	0 (0.0%)	1 (20.0%)	4 (80.0%)
Rainy days	0 (0.0%)	0 (0.0%)	5 (100.0%)
Shopping	0 (0.0%)	0 (0.0%)	5 (100.0%)
Special Events	0 (0.0%)	1 (20.0%)	4 (80.0%)

Answer		Number of Responses	Rating Score*
Accommodation (Hotels, motels, B&Bs, front & back country camping etc.)		5	2.8
Biking		5	2.8
Boating (kayaks, paddleboards, water skiing etc.)		5	3.0
Dining		5	3.0
Fishing		5	2.8
Hiking		5	3.0
Golf		5	2.8
Rainy days		5	3.0
Shopping		5	3.0
Special Events		5	2.8

When you worked was there a sufficient number of staff scheduled? In the comments section please provide details such as time of the season and days of the week that most frequently corresponded with your response.

Answer	0%	100%	Number of Responses	Response Ratio
Frequently understaffed			1	20.0%

Occasionally understaffed		1	20.0%
Adequately staffed		3	60.0%
Occasionally overstaffed		0	0.0%
Frequently overstaffed		0	0.0%
No Responses		0	0.0%
Totals		5	100%

I feel that my contribution to the Visitor Services team was valued by the organization.

1 = Strongly disagree , 2 = Disagree , 3 = Neutral , 4 = Agree , 5 = Strongly agree

1	2	3	4	5	Number of Responses	Rating Score*
					5	4.0

*The Rating Score is the weighted average calculated by dividing the sum of all weighted ratings by the number of total responses.

[Hide Details](#)

Details

1 = Strongly disagree , 2 = Disagree , 3 = Neutral , 4 = Agree , 5 = Strongly agree

1	2	3	4	5
0 (0.0%)	0 (0.0%)	0 (0.0%)	5 (100.0%)	0 (0.0%)

1 2 3 4 5

	Number of Responses	Rating Score*
	5	4.0

The various locations have both similar and differing administrative processes. Please tell us in your words what if anything could be simplified, improved upon or more training provided.

Number of Responses
4

Please check all the following statements that are true for you.

Answer	0% 100%		Number of Responses	Response Ratio
I enjoyed my summer at Valley Visitor Services.			4	100.0%
I would like to work at Valley Visitor Services next summer.			3	75.0%
I would recommend working at Valley Visitor Services to my friends & family.			4	100.0%
Totals			4	100%

If scheduling and logistics permitted would you be interested in rotating through the 4 different Visitor Centre locations?

Answer	0% 100%		Number of Responses	Response Ratio
Yes			2	40.0%
No			3	60.0%
No Responses			0	0.0%
Totals			5	100%

Please enter any comments you may have regarding your work experience this summer and things that we could improve upon.

			Number of Responses
			2



January 31st, 2020

Dear RDEK Board of Directors,

As you know, RDEK began a new funding model for Valley Visitor Services (VVS) in 2016 to streamline the visitor services offered in the valley by providing \$100,000 to the Radium Chamber of Commerce. Those funds are then used to offset the cost of staffing information centres at the Invermere Crossroads (just off Hwy 93/95) and Radium Hot Springs, as well as two seasonal kiosks in Fairmont Hot Springs and Invermere (downtown).

This single entity VVS model has been strengthened in 2019 through strategic planning and stronger collaboration amongst key stakeholders. Furthermore, new Executive Director's have been hired in both Radium and Invermere which is bringing a fresh approach to the delivery of these services.

Many things are changing quickly in visitor centres throughout the Province as technology and rising staff costs are giving cause to revisit traditional models. We are therefore requesting that the \$100,000 amount remain stable for the this coming year (2020) to allow our new Executive Director's and the VVS Committee to continue to deliver on the service levels our region is known for, while exploring what exciting new opportunities for the future.

We anticipate a greater need for highly trained visitor services counsellors in 2020 as the Kootenay National Park celebrates its 100-year birthday, the Radium Hot Springs Pools continue their renovation work and the Kicking Horse Canyon project begins. In short, visitor centres in our region will be more important than ever during these times. Additionally, the increases to minimum wage continue to drive costs and compound the additional spending required for this program well beyond the \$100,000 support from the Regional District. So we are incredibly grateful for the critical support the RDEK has given this program to date.

Thank you for your consideration in this matter, and we look forward to hearing from you at your earliest convenience,

Yours,

Erin Palashniuk

President, Radium Chamber of Commerce

Radium Hot Springs Chamber of Commerce
7556 Main St. East / PO Box 225
Radium Hot Springs BC V0A 1M0
(250) 347-9331
RadiumHotSprings.com

Connie Thom

Subject:

FW: Whiteway Agreement Renewal - 2020-2024

From: Duncan Whittick <duncan@nonprofitbynature.com>
Sent: January 3, 2020 10:40 AM
To: Shannon Moskal <smoskal@rdek.bc.ca>
Cc: lyle wilson <lyle@nipika.com>; Mark Rievaj <mrievaj@gmail.com>; Susan Clovechok <director.clovechok@rdek.bc.ca>; Whiteway Ambassador <whiteway@tobycreeknordic.ca>
Subject: Whiteway Agreement Renewal - 2020-2024

Good Morning Shannon - and Happy New Year!

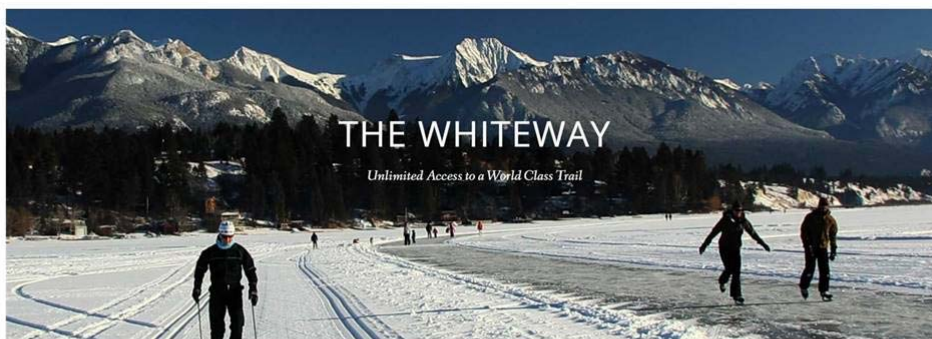
Our club is in the final season of our agreement with the RDEK for the maintenance of the Lake Windermere Whiteway (expires Sept 30, 2020). Director Clovechok, cc'd here, suggested that the timing was good to send you a request for renewal. I have attached our current agreement with a request to renew, including copies of our past reports and a budget for next year. The Whiteway continues to grow in popularity with over 5000 users this holiday season alone! It has truly become a mainstay of the winter recreation options in the Columbia Valley. We are excited for the season ahead, and we couldn't operate it at this level without the RDEK's support. :)

I've cc'd Mark Rievaj, who is the Whiteway Committee Co-Chair and Toby Creek Nordic Ski Club Director of Funding, as well as Lyle Wilson who is the current chair of Greenways and who was responsible for setting up the current agreement, and Shannon McGinty who is our Whiteway Ambassador in partnership with the Lake Windermere Ambassadors. Please let get in touch with any of us if you have any questions or would like any more information. We would be happy to come in and make a presentation if that would be valuable.

Sincerely,

Duncan Whittick

Whiteway Co-Chair



Now Officially Open!



Connie Thom

Subject: FW: Request to Appear as a Delegation

Subject: RE: Request to Appear as a Delegation

Hi Shannon,

Please accept this email as our formal request to appear before the RDEK Standing Committee on Finances on Feb 13, 2020. Our delegation will include Daneve McAffer, Chair of the Board of Trustees of the Invermere Public Library(IPL); Stephanie Irons, Vice Chair of the Board of Trustees(IPL); and myself, Anne Rogers, Library Director.

1. We wish to speak about the funding model for the Invermere Public Library as detailed in the report submitted by Daneve McAffer on November 6, 2019. The report submitted was entitled Columbia Valley Grants-In-Aid for 2020.
2. My presentation will summarize the report, include some relevant statistics, demonstrate how the current funding is used to support programming and present the rationale for an increase in funding for 2020.
3. Designated speaker: Anne Rogers, Library Director
4. We wish the Committee to consider our request for an increase in funding for 2020
5. I will be sending a Power Point presentation to Connie Thom.

Thank you for accepting our request to present on February 13, 2020.

With kind regards,

Anne Rogers



Columbia Valley Community Economic Development Advisory Commission

January 15, 2020

2:00 pm

Meeting Location: Windermere Fire Hall (1635 Kootenay Hwy, Windermere, BC)

AGENDA

2:00	Welcome
2:02	Call to Order
2:05	Adoption of Minutes, October 17, 2019 Meeting
	<p>Election of Officers- Manager Mcleod: Susan Clovechok and Lorri Fehr acclaimed as Chair and Vice Chair</p> <p>Motion: "that the Bylaw regarding terms of office be amended from 1 year to 2 years for Chair and Vice Chair". Carried.</p>
2:10	Delegation
	<ul style="list-style-type: none"> Local Government Economic Development Research & Capacity Building Program: Ingrid Liepa - reminder to all that we register for the Feb 12th workshop in Invermere. Columbia Valley Tech Strategy: Lorri Fehr, Carleen Campbell, Karl Sterzer Motion: to accept the report as presented and to empower the committee to move forward with next steps. Carried.
2:45	Strategic Plan Update – Ryan Watmough
	<ul style="list-style-type: none"> Food Hub- update on planning meetings held. Tech Strategy- as per presentation
	<ul style="list-style-type: none"> Sign Project – has run into a snag due to a moratorium on way finding signage on highway right of ways by MOTi. Kiosks can move forward. <p>Motion: to request quotes based on full array of signage. Carried.</p>
3:00	Old Business
3:15	New Business
3:15	<p>Updates from Members</p> <p>Gerry-provided updates on new businesses, businesses for sale and status of large employers in Area G. The open meetings with MOTi regarding roundabout in radium and Hwy 1 diversion have gone a long way in allaying many fears of residents. CVRAMP is moving fwd with more funding secured.</p> <p>Lorri-thanks to everyone for spreading the work regarding the Digital Mkting course as they have 13 people registered!</p>

	<p>Michelle (COTR) -a number of new courses pending approval including Class 1 Drivers, Construction Trades Labour, and Health Care Worker. All are needed in the region.</p> <p>NOTE: Discovery Trades program requires projects. Pls submit to Michelle.</p> <p>The Hospitality students need volunteer hours – call Michelle!</p> <p>April 4th will be a Food Truck Fair at the CV Center</p> <p>Rosemary – Mexican Fiesta in Fairmont tentative date April 18. Successful Friday night shopping event despite being the same night as the Holiday Train.</p> <p>Alison – Funding for 3 P/T staff for 6 mos. for Food/Farm initiatives.</p> <p>Al – zoning changes will allow the Panache bldg. to be repurposed as a medical centre. The Mayors housing committee was approved and is getting to work.</p> <p>Angie – SIB has hired a new project manager and F/T Biologist. They hope to attain a F/T nurse in the near future.</p> <p>Doug – Working with AFN and SIB re: new models of health care. They have adopted NUKA a system out of Alaska.</p> <p>Clara -updated on Radium Hot Springs, did an interview with Kootenay Biz re: the PNP EI pilot with assistance from Ryan, updated on KNP 100-year anniversary year.</p>
	Next Meeting Dates- to be determined via doodle poll
3:30	Adjourn 4:07 PM

Note: The meeting Minutes are due within five (5) days of each meeting. Please submit the minutes to cthom@rdek.bc.ca or by fax 250-489-3498.

Date December 20, 2019
Author Shannon Moskal, Corporate Officer
Subject Columbia Valley Local Conservation Fund Program – 2020 Funding Recommendations

REQUEST

Project approval under the 2020 Columbia Valley Local Conservation Fund Program.

OPTIONS

1. THAT the following projects, totaling \$97,281, be approved for funding under the Columbia Valley Local Conservation Fund for 2020:
 - Lake Windermere Community Based Watershed Monitoring – \$11,296
 - Reintroducing the Northern Leopard Frog to Columbia Marshes – \$21,000
 - Columbia Valley Swallow – \$10,000
 - Columbia Valley Farmland Advantage Stewardship – \$17,985
 - Conservation of Biodiversity in the Columbia Wetlands – \$20,000
 - Groundswell Apple Rescue Program – \$2,000
 - Luxor Linkage Resiliency and Forest Restoration – \$15,000
2. THAT the following projects, totaling \$95,281, be approved for funding under the Columbia Valley Local Conservation Fund for 2020:
 - Lake Windermere Community Based Watershed Monitoring – \$11,296
 - Reintroducing the Northern Leopard Frog to Columbia Marshes – \$21,000
 - Columbia Valley Swallow – \$10,000
 - Columbia Valley Farmland Advantage Stewardship – \$17,985
 - Conservation of Biodiversity in the Columbia Wetlands – \$20,000
 - Groundswell Apple Rescue Program – \$2,000
 - CLSS Water Quality, Quantity, Education and Communication Work – \$13,000
3. THAT the following projects, totaling \$116,781, be approved for funding under the Columbia Valley Local Conservation Fund for 2020:
 - Lake Windermere Community Based Watershed Monitoring – \$11,296
 - Reintroducing the Northern Leopard Frog to Columbia Marshes – \$21,000
 - Columbia Valley Swallow – \$10,000
 - Columbia Valley Farmland Advantage Stewardship – \$17,985
 - Conservation of Biodiversity in the Columbia Wetlands – \$20,000
 - Groundswell Apple Rescue Program – \$2,000
 - Luxor Linkage Resiliency and Forest Restoration – \$15,000
 - CLSS Water Quality, Quantity, Education and Communication Work – \$13,000
 - Strategic Invasive Plant Control of Leafy Spurge – \$6,500

RECOMMENDATION

None provided.

BACKGROUND/ANALYSIS

Attached is a report from the Kootenay Conservation Program outlining the Technical Review Committee's (TRC) 2020 funding recommendations under the Columbia Valley Local Conservation Fund Program. Rather than a single recommendation, the TRC has provided 3 options for the Board to consider. These options are summarized below:

1. (see Options 1 and 2 above)

- Fund the top 6 ranked projects (total of \$82,281) and fund 1 of the following projects which were tied in the technical merit score:
 - Luxor Linkage Resiliency and Forest Restoration (\$15,000); or
 - CLSS Water Quality, Quantity, Education and Communication Work (\$13,000).

2. (see Option 3 above)

- Allocate an additional \$16,781 above what was deemed available in 2020 (total of \$100,000), by reducing the contribution to the reserve fund.
- Fund all 9 recommended projects.

SPECIFIC CONSIDERATIONS

Financial

In 2019, a reserve for future projects was created to avoid the need for short term borrowing when larger proposals are funded. The draft 2020 budget includes the following allocations:

- \$100,000 – 2020 conservation projects
- \$125,791 – transfer to reserve

If there is interest in funding all 9 recommended projects, \$16,781 would need to be reallocated to projects by lowering the contribution to reserve.

Regional Sustainability Strategy

4.3.5 Environment – Partnerships

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

Attachment

**Regional District of East Kootenay
Columbia Valley Local Conservation Fund (CVLCF)**

Funding Recommendations for 2020 Proposals



Photo: Pat Morrow

Report Submitted by:
Juliet Craig, Program Manager
Kootenay Conservation Program (KCP)
December 19, 2020



Executive Summary

The Kootenay Conservation Program (KCP) received eleven (11) stewardship proposals seeking **\$177,331.00** funding through the Columbia Valley Local Conservation Fund (CVLCF) program for 2020. Of these proposals, the Technical Review Committee (TRC) considers all stewardship projects to have technical merit. The available funding will support seven (7) of these projects but the TRC recommends funding nine (9) of these proponents if possible.

We are very fortunate that we have many good technical projects that are trying to conserve the landscape. The “ask” for 2020 is higher than what was deemed available this year.

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2020 Projects Application Process

In September 2019, a request for proposals was put out for the submission of applications to the KCP to access funding through the Columbia Valley Local Conservation Fund (CVLCF). Advertisements were placed in local print and online media as well as via the Kootenay Conservation Program (KCP)'s network channels. The closing date was November 1, 2019, and eleven (11) applications were received. On December 16, 2019, CVLCF's TRC met to collectively score the proposals and make recommendations to the Regional District of East Kootenay (RDEK).

Technical Review Committee

The Technical Review Committee (TRC) continues to function very well. The TRC members who conducted this technical review were:

- Dr. Cameron Gillies (Chair)
- Dr. Suzanne Bayley
- Mr. Greg Anderson
- Mr. Michael den Otter
- Dr. Jeanette Theberge

The TRC operates under a conflict of interest protocol.

Any members who have an actual conflict of interest or an appearance of conflict, which may have a negative or harmful effect on their ability to perform the duties required of the appointment or the reputation of the Committee, will advise all other members and staff, in writing (email accepted), well in advance of Committee meeting: (a) that there is a potential conflict; (b) the nature and scope of the conflict; and (c) the specific project to which the conflict may apply.

(b) For some proposals, Committee members may have a direct involvement in the project. In this case, the Committee member will be asked to leave the meeting during the discussion of such proposals.

This year, the following conflicts of interest were declared:

- Dr. Bayley identified a conflict of interest in relation to the 'Conservation on Biodiversity in the Columbia Wetlands' since she is the proponent and wrote the proposal.
- Dr. Bayley identified a potential conflict of interest with the 'Columbia Valley Swallow Project'. Conflict was confirmed by the Technical Review Committee.
- Ms. Theberge identified a potential conflict of interest with the 'Understanding Groundwater Conservation Needs in the Columbia Valley' since she sits on the Board of Living Lakes Canada.
- KCP Communications Coordinator Nicole Trigg contracts out to two CVLCF proposal proponents - Living Lakes Canada and CWSP – but was not involved in project applications or the CVLCF ranking process so this was not seen as a conflict of interest.

For these conflicts of interest, proponents did not rank the proposal and left the room during the discussion of the project.

Project Suitability

To be considered, a project must first meet a series of mandatory requirements. The project must:

- Fall within the CVLCF service area between Canal Flats and Spillimacheen;
- Address at least one IUCN threat to biodiversity;
- Be an eligible activity under the CVLCF Terms of Reference.

The proponent must:

- Be a registered non-profit organization, local government or First Nation Band or be partnered with a qualified organization;
- Be prepared to make a presentation on the outcomes of their work and submit a written report.

If the project fulfills these requirements, they are scored out of a total of 40 points:

- Project Feasibility – Maximum 10 points;
- Cost Effectiveness – Maximum 5 points;
- Partners/Cost Sharing – Maximum 5 points;
- Project Effectiveness – Maximum 20 points.

RDEK staff determined that approximately \$100,000 would be available for allocation for stewardship projects in 2020.

We are very fortunate that we have many good technical projects that are trying to conserve the landscape. The “ask” is much higher than what was deemed available this year.

Technical Review Committee Recommendations

The following projects are ranked by priority (highest to lowest):

Project Name	Proponent	POINTS / 40	Amount Requested	Amount Recommended	Cumulative Amount
Lake Windermere Community Based Watershed Monitoring Project	Lake Windermere Ambassadors Society	35.6	\$11,296	\$11,296	\$11,296
Reintroducing the endangered Northern Leopard Frog to the Columbia Marshes	Calgary Zoo Foundation	34.2	\$21,000	\$21,000	\$32,296
Columbia Valley Swallow Project	Wildsight Golden	33.75	\$10,000	\$10,000	\$42,296
Columbia Valley Farmland Advantage Stewardship Project	Windermere District Farmers Institute	33.4	\$17,985	\$17,985	\$60,281
Conservation of Biodiversity in the Columbia Wetlands	Columbia Wetlands Stewardship Partners	32.5	\$24,437	\$20,000	\$80,281
Groundswell Apple Rescue Program	Groundswell Network Society	32.2	\$2,000	\$2,000	\$82,281
Luxor Linkage Resiliency and Forest Restoration Project	The Nature Conservancy of Canada	31.6	\$15,000	\$15,000	\$97,281
CLSS Water Quality, Quantity, Education and Communication Work	Columbia Lake Stewardship Society	31.6	\$15,792	\$13,000	\$110,281
Strategic Invasive Plant Control of Leafy Spurge (SIPCOLS)	East Kootenay Invasive Species Council	28.8	\$11,500	\$6,500	\$116,781
Understanding Groundwater Conservation Needs in the Columbia Valley	Living Lakes Canada Society	27.8	\$12,750	\$0	
Kootenay Community Bat Association - ... bat conservation	The Rocky Mountain Trench Society	27	\$35,571	\$0	
TOTAL			\$177,331	\$116,781	

- a. **OPTION 1:** Two projects at the cut-off point for funding were tied in the technical merit score: Columbia Lake Stewardship Society (CLSS) – water quality and quantity monitoring and Nature Conservancy of Canada (NCC) – Luxor Linkage Resiliency and Forest Restoration. With current available funding, only one of these valuable projects can be funded. **Option 1 is to fund projects in order of technical merit (see Table on page 3) and select between NCC or CLSS.** This option would result in two technically sound multi-year projects that the TRC recommends (NCC or CLSS) not receiving funding, as well as East Kootenay Invasive Species Council (EKISC) – strategic invasive plant control of leafy spurge.
- b. **OPTION 2:** Fund an additional \$16,781 in order to fund both of the projects with a tied score (CLSS or NCC) as well as EKISC.

1. Lake Windermere Community-Based Water Monitoring Project

Total: 35.6 Points

Funding Requested: \$11,296

Recommended: \$11,296

Submitted by: Lake Windermere Ambassadors Society

Project Location: Lake Windermere

Project Budget:

Cash Requested	Other Cash	Total In-kind	Total Budget
\$11,546.00	\$48,039.00	\$12,880.00	\$72,465.00
16%	66%	18%	

Project Description: This project aims to undertake water quality monitoring and community water stewardship education.

Project Objectives:

- 1) To empower citizens and decision-makers with current, comprehensive, and reliable data about Lake Windermere's water quality and ecological health;
- 2) To strengthen a community ethic of water stewardship and conservation in the Lake Windermere watershed;
- 3) To promote support for science-based management on behalf of local and regional governments.

Previous CVLCF Funding:

Year	CVLCF Funding Received
2019	\$10,000
2018	\$12,870
2017	\$11,000
2016	\$8,500
2015	\$11,000
2014	\$3,000
2013	\$4,700
2012	\$10,624
2011	\$18,000
TOTAL	\$89,864

2019 Accomplishments:

- Our Annual Creek and Lake monitoring program saw a total of 25 volunteers who contributed 84.5 hours total. These volunteers were trained as Citizen Scientists in water monitoring. Additional Citizen Scientist that will be trained will be coming up through our Fall Grebe Survey, and LakeKeepers Workshop.
- Since March of this year The Ambassadors have interacted with 1,147 individuals through events such as shoreline cleanups, Wings Over the Rockies Presentation, Paddle Palooza Festival, Farmers Market, local classroom visits and field trips, boat launch outreach, and free kids summer camps. While each event is different we were able to share a variety of lake stewardship information to a diverse audience at each event.
- Starting in April of 2019 the Ambassadors have published monthly education articles in the local newspaper. We will continue these articles until November for a total of 8. Additionally, we have published 3 educational articles on our website.
- One Grebe study is scheduled for early October of this year.
- The Ambassadors are connecting with the Lake Windermere Rod and Gun Club to share information gleaned from their fall fish study. We will also be conducting a literature over the winter months to develop a study plan for the following season. Lastly, we have developed and distributed a public fish survey seeking information from those fishing on Lake Windermere about populations seen.
- The Ambassadors developed and printed two educational brochures related to water quality and stewardship this summer. One brochure focused on fish species, and the other a broad spectrum of water quality and the ambassadors.
- We have been collecting the necessary data on Windermere Creek since March 2019 to develop a rating curve. Over the next few weeks as we analyze our data we will work with Living Lakes Canada and Columbia Lake Stewardship Society to develop the rating curve.

- We are continuously tracking website traffic and spent much time this year updating our water data site to provide visitors with the most available up to date information relating to water quality on Lake Windermere.
- We are currently finishing the 2019 sampling season and beginning to compile the necessary information to complete more deliverables (four in total):
 - Management recommendation for local governments or citizens to improve water quality and conservation
 - Presentations to decision-makers about water quality results and management recommendations
 - Presentations to non-decision makers about results and stewardship action
 - Final report in fall 2019 summarizing annual findings

IUCN Biodiversity Threats Addressed:

- Invasive and Problematic Species
- Climate Change - Droughts, Temperature Extremes, and Storms/Floods
- Pollution - Runoff
- Human Intrusions and Disturbance (Recreational Activity)

Committee Comments:

- Very good proposal.
- Restoration work sounds promising.
- Solid group of partners & funding.
- 2020 State of Lake Report is important to do and very useful.
- This is an excellent project that includes both valuable monitoring data and public engagement.
- They have a very high frequency of lake and stream monitoring (although could not find the data that they are monitoring for).
- Excellent idea for develop rating curve for Windermere Creek. Hydrology very lacking in info for that type of tributary.
- Good idea for a 10- year summary and analysis of lake data but hope that they get a qualified person for the interpretation of the data. Unclear if Program Coordinator will write the 2020 report on the lake. Recommend bringing a limnologist for the review the State of the Lake report
- Did well on all criteria for CVLCF projects.

2. Reintroducing Endangered Northern Leopard Frogs to the Columbia Marshes

Total: 34.2 Points

Funding Requested: \$21,000

Recommended: \$21,000

Submitted by: Calgary Zoo

Project Location: Columbia Wetlands

Project Budget:

Cash Requested	Other Cash	Total In-kind	Total Budget
\$21,000.00	\$160,600.00	\$5,700.00	\$187,300.00
11%	86%	3%	

Project Description: This project aims use conservation translocations to recover northern leopard frogs and prevent local extinction within the province.

Project Objectives:

- 1) Continue reintroductions in Brisco for the next 4 years with the goal of releasing 8,000 tadpoles per year at the release site.
- 2) Monitor the reintroduced frogs each year to:
 - a. Determine if tadpoles complete metamorphosis and if frogs successfully overwinter
 - b. To look for evidence of successful breeding in the wild
 - c. Assess size, growth rates, general health and body condition of frogs and compare to previous reintroduction efforts and wild populations.
 - d. Assess survivorship, based on recapture of individuals (identified using spot pattern recognition).
 - e. Ascertain if frogs have colonized and bred at additional sites using visual surveys and automatic recording units (Song meters).
 - f. Assess long-term persistence of reintroduced populations.

Previous CVLCF Funding:

Year	CVLCF Funding Received
2019	\$19,000
2018	\$19,084
2017	\$28,000
2016	\$29,000
2015	\$29,767
2014	\$29,890
TOTAL	\$154,741

IUCN Biodiversity Threats Addressed:

- Residential & commercial development
- Agriculture
- Energy production and mining
- Transportation & service corridors
- Human intrusions & disturbance
- Natural system modifications
- Invasive species & diseases
- Pollution
- Climate change effects on water availability and river flow

Committee Comments:

- Strong proposal.
- Type of project CVLCF should support, some concern over long term success, however.
- Strong letters of support.
- Important and needed for the new Kootenay Connect KCP program – conserving Species at Risk.
- Good news that project had overwintering of juveniles. Frogs in Columbia Valley may have slight immunity to chytrid.
- Not convinced they can achieve their objectives of a sustained population.
- Why increasing funding each year? Keep to same as last year.
- Strongly encourage a definition of success (or failure) as an end point for the project.
- We recommend seeking federal funding and/or support to contribute to this project.

3. Columbia Valley Swallow Project

Total: 33.75 Points

Funding Requested: \$10,000

Recommended: \$10,000

Submitted by: Wildsight Golden

Project Location: Across the CVLCF Service Area

Project Budget:

Cash Requested	Other Cash	Total In-kind	Total Budget
\$10,000.00	\$47,160.00	\$22,135.00	\$79,295.00
13%	59%	28%	

Project Description: The main goals of this two-year project are to: a) build increased awareness for swallow species and their conservation status; b) coordinate volunteers to inventory/monitor swallow nests; c) erect artificial nesting structures for swallows to increase habitat availability.

Project Objectives:

- 1) Determine nesting sites (for bank and barn swallows) and land ownership for nest locations or colonies. Most inventories for nests will be conducted by foot/car, but Columbia Lake and Lake Windermere will be inventoried by boat. Remote river banks that have had documented swallow colonies (through eBird) will be surveyed by kayak (e.g. Radium to Edgewater) to determine species. Bank and Northern Rough-winged swallows (NRWS) look similar, but NRWS are not at-risk.
- 2) Ebird will be used to assist in planning and knowing where Barn/Bank Swallows have been detected during previous breeding seasons. This information will guide us in terms of inventory locations.
- 3) At all nest locations, the goal will be to monitor the more accessible nest locations once/week through the breeding season. Lake Windermere Ambassadors and Columbia Lake Stewardship Society will monitor colonies at their respective lakes.
- 4) Host training sessions (class and in-field) in Invermere to describe the six different swallow species in the Columbia Valley, and train volunteers on nest inventory/monitoring protocols. Provide necessary equipment. Collecting quality data in year 1 will be a major goal for use in conserving and recovering Bank/Barn Swallows.
- 5) Input all data into provincial data warehouse (WSI) to identify critical habitat areas in Columbia Valley.
- 6) Outreach aimed towards conserving critical habitat areas for swallows (nesting colonies, nest sites, roosting areas), e.g. locations for WMA boundary expansions suggested to MFLNRO, promote and educate communities on Best Management Practices (BMPs) to

landowners, e.g. nest platforms such as ledges under eaves, minimize disturbance at colony, maintain food source, no pesticides.

- 7) We will conduct private landowner outreach visits with commercial operators that have known bank or barn swallow colonies, e.g. Invermere Home Hardware, gravel pit in Canal Flats and educate businesses about the Migratory Birds Convention Act and obligations to protect nests under this act.
- 8) Develop and distribute a brochure (500) that speaks to at risk swallow species in the Columbia Valley and what one can do to conserve their habitats.
- 9) Encourage partnerships and shared stewardship through outreach opportunities, e.g. farmers markets (4), community presentations (2), social media, create webpage on CVSP, newspaper articles, deliver Wings Over the Rockies field trip, bird walks (2).
- 10) Develop and deliver 3 public presentations on swallow ID, conservation status and current regulations that protect them.
- 11) In year two, construct and erect artificial nesting structures for swallows. Have private landowners maintain and monitor nest boxes/platforms.

IUCN Biodiversity Threats Addressed:

- Residential and commercial development
- Agriculture: pesticide use
- Energy production & mining
- Transportation & service corridors
- Human intrusions & disturbance
- Natural system modifications
- Pollution
- Climate change and severe weather.

Committee Comments:

- Good partnerships.
- Good project proponent with a good track record.
- Good value for money.
- Like the incorporation of citizen science and community engagement.
- Like seeing a new project for the Columbia Valley.
- Wonder if project could be implemented for a lower cost. I.e. hire a student.
- Concerned about on-the-ground conservation gain. Not convinced that they are habitat constrained (i.e. will boxes actually increase population?). Appears that insect prey availability is the constraining factor.
- Technical Review Committee recommends paying attention to the other swallow species (northern rough-winged and cliff).

4. Columbia Valley Farmland Advantage Stewardship Project

Total: 33.4 Points

Funding Requested: \$17,985

Recommended: \$17,985

Submitted by: Windermere District Farmers Institute

Project Location: Upper Columbia Valley

Project Budget:

Cash Requested	Other Cash	Total In-kind	Total Budget
17,985.00	25,250.00	151,500.00	194,735.00
9%	13%	78%	

Project Description: This project aims to enhance the region's ecology by rewarding contracted farmers to take extraordinary stewardship action to conserve and enhance important riparian areas on their farms.

Project Objectives:

- 1) Conserve and restore 252 acres of prime riparian habitat and 7987 meters of shoreline.
- 2) Contract farmers to take extra ordinary efforts to conserve and restore the targeted riparian areas on 11 farm sites.
- 3) Retain the engagement of 95% of the region's farmers.
- 4) Raise awareness of, and support for the CVLCF by holding a field day and at publishing least two articles in local media publications.
- 5) Monitor the results of the project using RHA, and other monitoring methods.
- 6) Work with Bird Studies Canada to conduct Lewis's Wood Pecker survey on sites.
- 7) Prove the model works by quantifying ecological results and economically valuing those results.

Previous CVLCF Funding:

Year	CVLCF Funding Received
2019	\$17,985
2018	\$17,985
2017	\$10,700
2016	
2015	\$7,500
2014	

2013	\$13,000
2012	\$4,000
2011	\$5,000
2010	\$5,000
TOTAL	\$81,170

2019 Accomplishments:

While the 2019 project is not completed the following describes the progress of the deliverables to date:

- 1) Renewing stewardship contracts with the farmers to conserve and restore high value riparian sites.
 - a. Agreements have been renewed
- 2) Monitor the response of the sites to the stewardship actions by: completing Riparian Health Assessments and Inventories on the sites (this repeated the baseline Riparian Health Assessments completed on these sites in 2016, and 2018), and conducting other monitoring studies such as the Species at Risk survey
 - a. Two monitoring methods have been further refined.
 - i. RHI- Riparian Health Inventory method has been further refined and training was held in the Invermere area using the tool on Shuswap and Abel Creeks.
 - ii. Species at Risk monitoring tool. Farmland Advantage has worked with Bird Studies Canada to refine and test the related SAR monitoring tool.
- 3) Quantify the economic value of the ecosystem service benefits resulting from the stewardship
 - a. Sites have been surveyed using the new and improved surveying methodology
- 4) Analyze and report the results of the assessments and studies
 - a. Analysis is being completed
- 5) Communicate effectively to farmers, funders, ENGOs, and regional populations
 - a. Three field tours were conducted:
 - i. Local Government officials
 - ii. Wings over the Rockies
 - iii. KCP Field tour
- 6) Produce a final project report
 - a. Content for the final report is being collected

IUCN Biodiversity Threats Addressed:

- Residential and commercial development
- Climate change
- Invasive and/or other problematic species
- Fire and fire suppression
- Human intrusions and disturbance (recreational activities)

Committee Comments:

- Partnership with Birds Canada is good to see.
- Feasibility – how to get government involvement. Cost – is BC government funding possible?
- Expanding to other parts of BC. Would like to see 2019 report and how this project is expanding provincially and going beyond the pilot phase.
- Farmland Advantage is providing an on-the ground increase in conservation.
- The DFO collaboration will present new opportunity to link riparian health with the fisheries/tributary restorations directed by Shuswap Indian Band project. Really great potential.
- Not clear how the \$150,000 DFO in-kind was calculated. Questions about how the matching and in-kind costs are developed.
- Details are vague in proposal.
- Shuswap Indian Band, Columbia Wetlands Stewardship Partners, Lake Windermere District Rod and Gun Club working together on this project. Shuswap Indian Band does have cash for Farmland Advantage.
- Would like to see more detailed answers to Technical Review Committee's questions.
- Would like to see the # ha restored per year documented in next year's proposal.
- Would like to see a long-term sustainable funding source.
- Would like to see more communications so there is more awareness about this project.

5. Conservation of Biodiversity in the Columbia Wetlands

Total: 32.5 Points

Funding Requested: \$24,437

Recommended: \$20,000

Submitted by: Columbia Wetlands Stewardship Partners

Project Location: Across the CVLCF Service Area

Project Budget:

Cash Requested	Other Cash	Total In-kind	Total Budget
\$24,437.00	\$105,563.00	\$10,000.00	\$140,000.00
18%	75%	7%	

Project Description: This project goal is to determine the locations and develop maps of biodiversity hotspots in the Columbia Wetlands and Columbia Valley, which will be used to prioritize and enhance the conservation of SAR and important focal species. This project has two Phases over three years (2020-2022).

Project Objectives:

- 1) Phase 1 (2020)
 - a. To ground truth mapped vegetation associations, and to classify the wetlands based on their hydrology.
 - b. To provide a field assessment (cover and species) of the plant communities, their SAR & concern in important wetland classes and map those locations.
 - c. To provide a field assessment of the animal SAR & habitat relationships and map their locations.
- 2) Phases 2 (2021 & 2022)
 - a. Develop maps of the hotspots of plant and animal biodiversity, overlay them on the wetland habitat maps, and combine these with the maps from the Kootenay Connect-KCP to make local upland, riparian and wetland maps of biodiversity hotspots and linkages.
 - b. Using these maps of biodiversity hotspots, develop conservation actions that CWSP and KCP and other Partners will use to enhance the protection of our important species at risk, concern and important focal species.

IUCN Biodiversity Threats Addressed:

- Residential and Commercial Development
- Climate Change
- Transportation and Service Corridors
- Human Intrusions and Disturbance (Recreational Activity)

Committee Comments:

- Well documented and written proposal.
- Good partnership with Shuswap Indian Band project and other partners.
- Federal funding recognition raises stature.
- The connection to on-the-ground action is not clear in this proposal. TRC deemed this project eligible for this year but will require clear information on how this project is leading to on-the-ground action when it is primarily mapping and inventory.
- Although the Technical Review Committee recognizes the value of mapping for better land management they are not convinced that CVLCF is the appropriate funding source.
- There is larger federal funding coming in from Kootenay Connect but relatively little showing on this budget. Not clear on how matching funding was calculated.
- There is a lot of matching funding and the CVLCF is a relatively small fund.
- Recommend that future proposals include a clear timeline and outline for how this project will lead to on-the-ground action to ensure that this is an eligible project for the CVLCF.

6. Groundswell Apple Rescue Program

Total: 32.2 Points

Funding Requested: \$2,000

Recommended: \$2,000

Submitted by: Groundswell Network Society

Project Location: Invermere, RDEK Areas F & G

Project Budget:

Cash Requested	Other Cash	Total In-kind	Total Budget
\$2,000.00	\$2,718.00	\$2,100.00	\$6,818.00
29%	40%	31%	

Project Description: The goal of this project is to harvest apple trees to reduce bear attractants and deter human-wildlife conflict, and to advocate for the creation of a regional compost program to ensure backyard compost containing apples is also not creating a wildlife attractant.

Project Objectives:

- 1) Decrease the instances where wildlife are destroyed because of, or in order to prevent Human/Wildlife conflict
- 2) Support Bear Smart initiatives which include updated bylaws to improve enforcement, proper composting techniques and commercial waste storage.
- 3) Determine how much waste can potentially be diverted from the landfill in fruit waste alone, in order to advocate for the creation of a regional compost program
- 4) Increase the number of trees adopted, fruit rescued, waste diverted and participants involved.
- 5) Provide volunteer opportunities for people in the community
- 6) Build a database of fruit tree owners and other fruit bearing bushes and trees
- 7) Develop a strategy to expand our fruit rescue program aligned with what we grow at Groundswell's developing food forest.
- 8) Continue the care and development of our Food Forest, located at Groundswell Community Greenhouse and Gardens, as a mechanism to develop educational opportunities surrounding fruit gleanings
- 9) Expand this program to Windermere and area. A partnership with the local Shuswap band is under development to incorporate an orchard into our program. We are exploring options to demonstrate fruit tree pruning, and proper harvesting techniques at this site. We are also discussing potentially running an electric fence workshop at this orchard.

- 10) Support the expansion of the Apple Rescue Program to Radium, Windermere and Fairmont.
- 11) Continue to promote food preservation techniques that increase food security and access for local residents by promoting Groundswell's food preservation tool library.

IUCN Biodiversity Threats Addressed:

- Residential and Commercial Development

Committee Comments:

- Proven track record for this type of project (e.g. apple rescue).
- Good to see the natural expansion from a trial program.
- Very small funding request.
- Good partnerships.
- Good example of a local project.
- On-the-ground action that other communities in BC do and is important for bear management.
- Good outreach component that involves land managers and students.
- Would like to see more government partnership over time.
- Would like to see more rationale on the current threat to bears (e.g. how many calls to the Conservation Officers get each year, monitor to see if that changes over time, what is the reduction in threat with apple trees).

7. Luxor Linkage Resiliency and Forest Restoration Project

Total: 31.6 Points

Funding Requested: \$15,000

Recommended: \$15,000

Submitted by: The Nature Conservancy of Canada

Project Location: Luxor Linkage Conservation Area

Project Budget:

Cash Requested	Other Cash	Total In-kind	Total Budget
\$15,000.00	\$37,764.00	\$2,000.00	\$54,764.00
27%	69%	4%	

Project Description: The project goal is to restore 10-20 ha of Rocky Mountain Douglas-fir forest to dry open forest structure within the Luxor Linkage Conservation Area.

Project Objectives:

- 1) Based on the Property Management Plan (PMP) for Luxor Linkage Conservation Area (NCC 2016) and Rocky Mountain Trench climate modeling, assess which vegetation management units on the Luxor Linkage conservation property are most vulnerable to the effects of climate change.
- 2) Develop forest stewardship prescriptions that take into account conservation values, climate change, and that limit soil disturbance.
- 3) Implement prescriptions on Luxor Linkage Conservation Area.
- 4) Enhance land management and community partnerships in the RDEK Area G region.

IUCN Biodiversity Threats Addressed:

- Natural Systems Modifications (Fire and Fire Suppression)
- Invasive and Problematic Species
- Climate Change

Committee Comments:

- Good community involvement.
- Important connectivity corridor for wildlife movement. An important area to restore and important work.
- Proven track record. Great organization.
- Not clear on restoration objective. Comment in proposal to 'ameliorate the adverse impacts of habitat shifting'. Should be consistent with where the provincial direction is heading regarding what state they're restoring to (past or future vegetation conditions).
- Why is this project focused on the eastern most point of the property line? Why not start at highway and move outwards?
- Consistent with ecosystem restoration RXs & treatments, high cost/ha. Costs per hectare are consistent with this type of project.
- Totally dependent on FWCP funds for majority. Little confirmed funding.

8. CLSS Water Quality, Quantity, Education and Communication Work

Total: 31.6 Points

Funding Requested: \$15,792

Recommended: \$13,000

Submitted by: Columbia Lake Stewardship Society

Project Location: Columbia Lake

Project Budget:

Cash Requested	Other Cash	Total In-kind	Total Budget
\$15,792.00	\$14,548.00	\$28,750.00	\$59,090.00
27%	24%	49%	

Project Description: This project goal is to improve our community's knowledge of water resources and the steps that we can all take to protect them.

Project Objectives:

- 1) Monitor Water Quality
 - a. Continue to monitor baseline water quality by periodic measurements of established parameters. We will add iron, manganese, hardness and alkalinity, fecal and total coliform testing 3 times per season. Adding these parameters will allow us to better identify any contaminants that may enter the lake.
 - b. Confirm chloride results from locations that were tested in 2019 and determine if the levels change through time by sampling in May, mid-July and end September
 - c. Monitor water quality on 5 representative streams (see Streams below)
- 2) Monitor Surface Water Quantity
 - a. Measuring the water levels and flows on the inflowing Dutch Creek and Headwaters Creek near Canal Flats and the outflowing Columbia River.
 - b. Measuring the change in volume of water held in storage in the Lake by measuring Lake water levels.
- 3) Evaluate the impact of rainfall and snowmelt
 - a. Measuring rainfall, air temperature and snow depth
 - b. Install and monitor data loggers on the Kootenay River and in the south end of Columbia Lake to estimate the magnitude of the hydraulic head driving water from the Kootenay River into Columbia Lake. These data loggers will provide a current assessment of the hydraulic gradient between the two water bodies, groundwater interaction and will monitor aquifer recharge near Canal Flats. In addition, they may capture potential effects due to weather events, general atmospheric conditions and climate change.
 - c. Attempt to coordinate a program to measure precipitation at higher elevations to gain a better measure of the overall amount of precipitation entering the local watershed.
 - d. Attempt to design a means of estimating evapotranspiration losses.
- 4) Better understand the significance and impact of small streams
 - a. Monitoring five streams (the four listed above and Lansdowne Creek) to establish baselines for water quality. The same parameters collected for water quality on the lake (except turbidity) will be collected. The streams will be sampled 4 times from spring to fall for a total of 20 sampling events.
 - b. Installing data loggers at Marion and Hardie Creeks to monitor water quantity. Data may be extrapolated to calculate volume from other streams.

- c. Continuing to develop our understanding of the distribution and character of the streams as well as how the streams appear to be connected to local wetlands and riparian areas.
- 5) Communication and Education
- a. Engaging and training community volunteers in water quantity and quality monitoring of both the lake and surrounding streams
 - b. Developing and implementing outreach activities such as classroom programs, lake tours and information booths at community events.
 - c. Preparing, printing and distributing brochures, articles and lakefront plaques that will provide information about the subjects listed above.
 - d. Develop our proficiency in using social media to communicate CLSS's activities as well as the results and significance of our monitoring activities
 - e. Continue to communicate the CLSS's activities through our website and other social media

Previous CVLCF Funding:

Year	CVLCF Funding Received
2019	\$13,000
2018	\$11,000
2017	\$11,900
2016	\$2,800
2015	\$12,035
2014	\$3,400
TOTAL	\$54,135

2019 Accomplishments:

- 1) Water Quality
 - a. Monitored the water quality of the lake by collecting water samples on the main part of the lake. (4 sampling events over the summer). The parameters collected are typically analyzed for waters used for drinking water, recreational activity and aquatic organisms.
 - b. Maintained and expanded the water quality database
 - c. Monitored water quality on 4 representative streams
 - d. Collected samples at 14 locations in order to understand the distribution of chloride in
 - e. the lake. Preliminary results show changes in chloride concentrations from south to north in the lake.
- 2) Water Quantity
 - a. Continued to monitor the four water level monitoring stations we have been monitoring for the past 5 years (continuous in-situ water level measuring

supplemented by quarterly manual measurements, 3 events measuring stream profiles and volumes on the Kootenay at 4 sites.)

- b. Maintained and expanded the water quantity database.
 - c. Replaced aging loggers and a stabilizer fin.
 - d. Evaluated the impact of rainfall and snowmelt by:
 - i. Measuring rainfall, air temperature and snow depth
 - ii. Estimating the amount of water lost to evaporation from temperature, humidity, wind speed and cloud cover data recorded at the Fairmont Hot Springs Airport.
- 3) Small Streams
- a. Gathered data on the location and relative size of various streams
 - b. Collected water quality samples on four streams (Hardie, Marion, and Dutch Creeks and Canal Flats Springs).
 - c. Discovered that the stream chemistry differs noticeably from stream to stream
- 4) Communication and Education
- a. Engaged and trained community volunteers in water quantity and quality monitoring of both the lake and surrounding streams
 - b. Developed and implemented outreach activities such as classroom programs, lake tours and information booths at community events.
 - c. Prepared, printed and distributed brochures, articles and lakefront plaques that will provide information about the subjects listed above.
 - d. Increased community awareness about the monitoring program as measured by conversations between CLSS members and members of the community (moved AGM to June helped increase opportunities to interact).
 - e. Increased awareness among residents and visitors of the impacts of their activities on our watershed as measured through number and quality of interactions at community events, number of brochures picked up, and testimonials from the individuals we interact with.
 - f. Prepared a short video of CLSS's objectives and activities which was posted to Facebook and is available on our website
- 5) Volunteers
- a. Sustained involvement of core volunteers
 - b. Added new volunteers to our programs and the board

IUCN Biodiversity Threats Addressed:

- (Not explicitly stated)
- Invasive and/or other problematic species
- Climate change

Committee Comments:

- Feasible project.
- Good communications.
- Program has matured and proposal has improved every year.

- This project provides a lot of high value for the region. Its water quantity work is the most definitive for the entire Columbia River.
- Excellent provision of education benefits.
- It will be very important to Columbia Valley hydrology to get flow measurements from the two small creeks. However, they only say that they will measure water levels, not that they will provide rating curves (that is relate flow to water levels through the season).
- Very good that they will quantify ground water inputs from the Kootenay to the Columbia using data loggers, especially when have a proposal for a bottling plant to take that water - great info to have.
- Would like to see rationale for why they need to measure Mn, Fe, DO and coliform in two small creeks or Cl.
- CLSS is only group that can respond with data on the 3 proposed new docks and the water bottling plant being proposed for Canal Flats.
- TRC recommends a more explicit explanation of how this project is supporting on-the-ground action.

9. Strategic Invasive Plant Control of Leafy Spurge (SIPCOLS)

Total: 28.8 Points

Funding Requested: \$11,500

Recommended: \$ 6,500

Submitted by: East Kootenay Invasive Species Council

Project Location: Fairmont to Radium Hot Springs

Project Budget:

Cash Requested	Other Cash	Total In-kind	Total Budget
\$11,500.00	\$12,500.00	\$2,000.00	\$26,000.00
44%	48%	8%	

Project Description: This project aims to decrease the infestation levels of Leafy Spurge in the Upper Columbia Valley.

Project Objectives:

- 1) To control leafy spurge infestations in the Fairmont to Radium Hot Springs area.
- 2) Leafy spurge infestations that are on crown land in close proximity to the Columbia Valley Wetlands (1 kilometer or less) may be treated (if funding permits), to establish a containment line so as to protect the high ecological value of the wetlands.

- 3) Inventory and map all known and new leafy spurge sites to allow for better informed decisions regarding a leafy spurge management plan for the Columbia Valley.

Previous CVLCF Funding:

Year	CVLCF Funding Received
2019	\$6,500
2018	\$6,500
2017	\$6,500
2016	\$5,000
2015	\$5,000
2014	\$5,500
2013	\$6,500
2012	\$7,500
2011	\$8,500
TOTAL	\$57,500

2019 Accomplishments:

1. Generate list of LS sites in RDEK Electoral Areas F&G using Provincial IAPP Database.
2. Identify private properties with LS and create 1km buffer to prioritize treatments (LS w/in buffer are priority).
3. Develop and present work plan to relevant organizations.
4. Hire experienced licensed herbicide contractor to treat priority sites.
5. Monitor at least 10% of all treatments to ensure efficacy (minimum 80%)
6. and site completion (minimum 90%) is reached.
7. Analyze treatment records.
8. Provide final report outlining the goals, objectives, and measures of
9. success.
10. Present results to project partners.
11. Press release to local papers showcasing project and results.

Deliverables 1 through 5 have been completed, and we are working on deliverables 6 through 9 (target completion date is Jan 31, 2020).

IUCN Biodiversity Threats Addressed:

- Invasive and/or other problematic species

Committee Comments:

- Important conservation issue. Worthwhile project.
- Project with direct on-the-ground benefits.

- Good to see SIPCOLS engage with the Shuswap Indian Band and their control program.
- Heavy reliance on CVLCF for this project. No clear project end date. There is a risk to not funding this project, though, in order to maintain control of leafy spurge.
- Not clear how to actually evaluate the project benefits. We need treatment but we will never get rid of it.
- Not clear why CVLCF requested budget has doubled.
- TRC recommends better reporting (how much treated, how much controlled). Would like to see effective measures for evaluating progress and success.

10. Understanding Groundwater Conservation Needs in the Columbia Valley

Total: 27.8 Points

Funding Requested: \$12,750

Recommended: \$0

Submitted by: Living Lakes Canada Society

Project Location: Across the CVLCF Service Area

Project Budget:

Cash Requested	Other Cash	Total In-kind	Total Budget
\$12,750.00	\$27,500.00	\$8,880.00	\$49,130.00
26%	56%	18%	

Project Description: The goal of this project is to protect groundwater in the Columbia Valley for the safeguarding of ecological services – including maintaining habitats for fish, waterfowl, and wildlife – and informing direct conservation actions that address the threats of climate change, pressures of development, and land cover modifications.

Project Objectives:

- 1) Evaluate and analyze the existing groundwater data in order to help quantify the role of groundwater in addressing threats to biodiversity and maintaining environmental flow needs;
- 2) Identify ecologically important priority monitoring locations in the Columbia Valley that will help inform direct conservation actions through water management tools (such as the requirement for the issuance of groundwater licenses to consider environmental flow needs); and
- 3) Initiate groundwater monitoring in the Valley, so that there is site-specific quantitative data on which to base water management decisions and direct conservation actions.

IUCN Biodiversity Threats Addressed:

- Residential and Commercial Development
- Climate Change
- Natural Systems Modifications (forest ingrowth and wildlife impacts land cover and groundwater recharge)

Committee Comments:

- Good funding partners.
- The project provides very good education on the importance of groundwater in the Columbia Valley to landowners and government.
- Justification for monitoring groundwater is valid and important.
- Living Lakes Canada does good work.
- Benefit is to Columbia Basin as a whole, not necessarily to Columbia Valley.
- Questionable value for money.
- This project is focused on monitoring with no on-the-ground action/restoration value so the CVLCF is not the most appropriate funding source.

11. Kootenay Community Bat Project – 495km away: Aligning Columbia Valley Bat Conservation Actions in Advance of the Impending White Nose Syndrome Crisis

Total: 27.0 Points

Funding Requested: \$35,571.00

Recommended: \$0

Submitted by: Rocky Mountain Trench Natural Resources Society

Project Location: Across the CVLCF Service Area

Project Budget:

Cash Requested	Other Cash	Total In-kind	Total Budget
\$35,571.00	\$5,000.00	\$16,275.00	\$56,846.00
62%	9%	29%	

Project Description: The goal of this three-year project is to maintain healthy, long-lasting and diverse bat populations in the Columbia Valley to give Columbia Valley bats the best possible chance for survival and ultimate recovery in the face of White Nose Syndrome, the fungal disease that has killed an estimated 6.7 million bats in North America.

Project Objectives:

- 1) Identify and describe maternity roost sites (Years 1-2)
- 2) Identify and survey candidate bridges for night roosting habitat (Years 1-2)
- 3) Determine how many roost sites are used by maternity roosts (Year 1)
- 4) Describe temperature and relative humidity profiles of maternity roosts in artificial habitats (Year 1)
- 5) Train regional Bat Ambassadors (Year 1)
- 6) Establish a regional acoustic monitoring site (Year 1)
- 7) Expand Annual BC Bat count initiative (Years 1-3)
- 8) Support landowners who have bats (Years 1-3)
- 9) Provide best management practices training to land managers as it relates to bats and bat habitat (Year 2 – 2021)
- 10) Create artificial maternity roosting habitat. (Year 2 – 2021)
- 11) Dispense WNS probiotic treatment at high priority maternity and night roost sites (Year 3 – 2022).

Previous CVLCF Funding:

Year	CVLCF Funding Received
2019	\$10,000
2018	\$10,000
2017	\$10,000
2016	\$10,000
2015	\$15,807
2014	\$13,788
TOTAL	\$69,595

IUCN Biodiversity Threats Addressed:

- Invasive and Problematic Species
- Residential and Commercial Development
- Climate Change

Committee Comments:

- Bats are definitely at risk of losses from White-Nose Syndrome so need to accelerate bat conservation.
- KCBP was currently in the 3rd year (of 3) slated to finish in 2020.
- Not sure that this new program justifies a 4x increase in funding.
- This is definitely a good study. However, the likelihood of stopping WNS is minimal.
- CVLCF is 87% of the funding (and 91% of cash). Low cost share.
- Previous data from CVLCF project is not well presented. Not clear how many roosts, how many bats, etc. Last year's comments included: *Future proposals MUST include statistics*

on number of roost sites inventoried and protected, number of bats present, bat count results, species present, etc.

- Project is research oriented - not all objectives are on-the-ground. The two that are most on-the-ground are assisting with exclusions and best management practices for land managers.
- What is the outcome from the bat house monitoring project previously?
- What is on-the-ground outcome to bridge surveys?
- It is difficult to tell how much more they are going to do compared to their previous ongoing program.
- One landowner roost to test the with a WNS prophylaxis treatment is not good science, a poor experimental design. There must be a huge ongoing effort in the US to find a WNS prophylaxis treatment.
- Research on mitigating the impact of WNS is still in preliminary stages. If probiotic is applied in summer, how do you measure effectiveness? Don't know where winter hibernacula area.

To: Columbia Valley Committee/Directors

From: Wendy Booth, Granite River Consulting

BRIEFING NOTE, February 3, 2020

Purpose

The purpose of this briefing note is to present a case for the Regional District of East Kootenay to support an interim funding request to enable the Columbia Valley Airport Society to continue operations in the short term as it restructures its operational plan.

Background

The Columbia Valley Airport Society (CVAS) incorporated as a non-profit Society in British Columbia on March 11, 1986 and transitioned to the new Societies Act on September 24, 2018.

The CVAS constitution, purposes are:

- a) to develop, maintain and operate the Columbia Valley Airport at Fairmont Hot Springs, BC;
- b) to provide airport service for the residents and visitors of the Columbia Valley and immediate district;
- c) to acquire, hold, lease, manage, rent or sell real property for the purpose of developing and maintaining flying and landing fields, airports, air harbours, terminals and hangers for the care, housing and reception and dispatch of aircraft;
- d) to apply for and obtain all such licenses and permits from municipal, provincial or other proper authority as may be requisite for the purposes of the society; and,
- e) to do all such other things as are incidental or conducive to the attainment of the purposes of the society.

CVAS; owns 46 acres of land; with A-2 zoning, and an OCP designation of Industrial. This property is actively being used as 6000' by 100' asphalt runway.

The adjacent terminal building is located on Fairmont Hot Springs Resort (FHSR) owned lands.

The current Board of Directors comprise of FHSR senior management and shareholders. The operations of the airport are managed by three (3) staff of FHSR. The airport has been entirely managed and funded by FHSR for since inception.

FHSR has given notice to the CVAS Board of Directors that they will cease funding the annual operations effective March 31, 2020. In 2019; this was approximately \$180,000.

There is a mortgage of approximately two (2) million which is owed to FHRS, recognizing a past capital contribution that FHSR made to the airport. There are ongoing discussions with FHRS senior management and shareholders to ensure this is not a liability for the CVAS in the future.

The three staff who; have been managing the airport have been given their termination notice by FHSR.

The Columbia Valley Airport is a key asset for the immediate service communities stretching from Canal Flats to Spillimacheen. It plays a critical role in providing public safety services of medical evacuations flights, military training in conjunction with being an important and vital base for forest fire services and search and rescue operations. Further, direct and indirect economic benefits for the Columbia Valley are achieved for tourism and industry.

Current Status

CVAS is working with Columbia Basin Trust (CBT) through the non-profit program to complete an organization assessment.

On January 24, 2020; a facilitated session took place with attendance of 23 stakeholders from various sectors including: all levels of Government, BC Ambulance, BC Forest Service, community groups, tourism and industry stakeholders.

As a result of this meeting, an interim group has formed with the goal of securing short term funding.

The three current employees have agreed to continue to work at the airport on a volunteer basis until such time as long-term funding can be secured. The details of this working relationship are being explored in terms of insurance coverage, liability, timeline and reporting.

Proposed Financial Budget

Based on past 5-year averages

Revenue	\$25,000 (primarily achieved through commission on fuel sales)
Expenses	<u>\$85,000</u> (annual overhead costs of insurance, hydro, repairs and maintenance)
Shortfall	\$60,000*
*Note: This does not include salaries, it should also be noted that for 2019, the wages and benefits were \$81,000.	

Request from the RDEK

CVAS requests that the Regional District of East Kootenay (RDEK) provide interim funding effective April 1st, 2020 in the amount of \$60,000 a year for two years.

In addition to funding from RDEK, the interim working group is exploring other avenues of funding in both the private and public sectors.

CVAS is committed to looking for long-term sustainable funding; including; an option that would see the creation of a service area; however, it is noted that this option is not currently in the RDEK work plan.



LEGISLATIVE ASSEMBLY

OF BRITISH COLUMBIA



Doug Clovechok, MLA
Columbia River - Revelstoke

January 31, 2020

Columbia Valley Airport Society
5225 Fairmont Resort Road
Fairmont Hot Springs BC
V0B 1L2

Re: Support for the Fairmont Hot Springs Airport and Columbia Valley Airport Society

To whom it may concern,

I am taking this opportunity to speak to the importance of the Fairmont Hot Springs Airport which has been funded for many years by Fairmont Hot Springs Resort (FHSR) with oversight from the Columbia Valley Airport Society (CVAS). It is my understanding that FHSR is no longer in a position to continue their funding.

This small rural airport serves the community in many ways and has become an essential service for the Columbia Valley in terms of public safety. The airport is key to public safety as it provides a staging area for multiple medical evacuations, fixed wing or helicopter, as well as a base for BC Wildfire Services. The Canadian military also use the airport for training exercises. The airport also provides multiple direct and indirect economic benefits to the resource and tourism sectors.

The CVAS has recently held an emergency meeting to address the need for interim funding for the airport that will ensure it will not be closed; funding that needs to be secured by March 31, 2020. I have been advised that the CVAS is aggressively developing a business plan that will ensure long term sustainable funding.

It is my hope that this vital community asset continues to operate.

Yours truly,

Doug Clovechok
Member of the Legislative Assembly
Columbia River-Revelstoke

Constituency Office - Kimberley
362 Wallinger Avenue
Kimberley, BC V1A 1Z4
T: 1-844-432-2300
F: 250-344-4815

Constituency Office – Revelstoke
107 – 1st Street East
Revelstoke, BC V0E 2S0
T: 250-805-0323
*Send postal mail to Kimberley Office

Legislative Office - Victoria
Room 016 Parliament Buildings
Victoria BC V8T 2T8
Doug.Clovechok.MLA@leg.bc.ca



ROB MORRISON

Member of Parliament
Kootenay–Columbia

January 28th, 2020

Columbia Valley Airport Society
5225 Fairmont Resort Road
Fairmont Hot Springs, BC V0B 1L1

To Whom it may concern:

It has recently come to my attention that the Fairmont Airport, which is operated by the Columbia Valley Airport Society, will no longer receive operating funding from Fairmont Hot Springs Resort.

This is a valuable community asset for the Columbia Valley that plays a vital role in the contribution to area public safety by facilitating medical evacuations while also acting as a base for forest fire support. Beyond matters of public safety, there are numerous economic benefits for the resource and tourism industries, and it is my hope that this important community asset continues to operate.

Sincerely,

Rob Morrison, MP
Kootenay–Columbia
Deputy Shadow Minister
Public Safety and Emergency Preparedness

Cranbrook 800 C Baker St, Cranbrook BC V1C 1A2 | TEL 250.417.2250 | FAX 250.417.2253 | E-MAIL rob.morrison@parl.gc.ca
Ottawa 911 Justice Bldg, House of Commons, Ottawa ON K1A 0A6 | TEL 613.995.7246 | FAX 613.996.9923 | E-MAIL rob.morrison@parl.gc.ca



ROBMORRISONMP



Wildfire Service

Columbia Valley Airport Society
5225 Fairmont Resort Road
Fairmont Hot Springs, BC
VOB-1L1

Jan 31, 2020

Reference: Fairmont Airport -CYCZ

To Whom it may concern;

The Southeast Fire Centre (SEFC) is responsible for wildfire operations from the U.S. border northward to the Mica Dam and from the Okanagan Highlands/west side of the Monashee Mountains eastward to the Alberta border.

The SEFC regards the Fairmont Airport as a very important asset for its wildfire response capabilities. Located centrally in the Rocky Mountain Trench, helicopter and fixed-wing airtanker resources used in our fire control operations are routinely positioned there in preparedness for fire activity. Helicopters working from Fairmont are available to rapidly access new fire starts in the considerable amount of local wildland-urban interface areas as well as in more remote areas. These local fires benefit not only from this rapid, initial response of the helicopters but also from the proximity to return to the airport to refuel before returning to the fire to resume work -another major factor in the efficacy of wildfire air operations.

Commercial helicopter operators wanting to be hired by the SEFC for fire response are well-aware of the strategic location of this airport therefore most periods of significant fire hazard find highly capable, ready-for-hire helicopters and crew from across Canada sitting at the Fairmont Airport awaiting hire. Most helicopters that pre-position in "speculation" at this airport are medium-lift, specializing in bucketing large volumes of water onto fires. The Airport itself provides the basic conveniences for air crew (shade, toilets, coffee, water, power, security, etc.) while the fuelling services provided are acknowledged by our aircrews as highly professional cumulatively making the Fairmont Airport a desirable location for air carriers and their crews.

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

BC Wildfire Service
Southeast Fire Centre

Location:
South end of Castlegar
Airport

Mailing Address:
208 Hughes Road
Castlegar, BC V1N 4M5
Tel: (250) 365-4040
Fax: (250) 365-9925



Wildfire Service

It is a rare year when we do not position BCWS rappel crews with their helicopter to "standby" for lengthy periods of fire hazard at Fairmont. When the hazard climbs to extreme we often have additional Initial Attack crews assigned to other hired helicopters standing-by at Fairmont.

Beyond wildfire response, the BC Wildfire Service is increasing its integration with other response agencies such as Emergency Management BC and as such, the Fairmont Airport will provide an important role in these integrated public-safety responses.

If desired, I am available to discuss the matter further.

Sincerely,

Dan McBee

Senior Wildfire Officer Aviation

Southeast Fire Centre

Email: dan.mcbee@gov.bc.ca

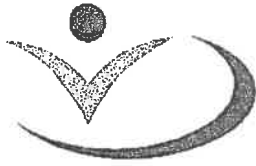
Phone: 250-365-4010

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

BC Wildfire Service
Southeast Fire Centre

Location:
South end of Castlegar
Airport

Mailing Address:
208 Hughes Road
Castlegar, BC V1N 4M5
Tel: (250) 365-4040
Fax: (250) 365-9925



Interior Health
Every person matters

Columbia Valley Airport Society
5225 Fairmont Resort Road
Fairmont Hot Springs, BC
V0B 1L1

January 31, 2020

To Whom It May Concern,

It has recently come to my attention that the Fairmont Airport, which the runway is owned by the registered non-profit Columbia Valley Airport Society, will no longer receive operating funding by Fairmont Hot Springs Resort. It is our understanding that the resort provided funding for many years.

Interior Health has been actively using the airport in Fairmont as we work with BC Emergency Health Services to transport patients in and out of the Columbia Valley for medical care.

This is a valuable community asset for the Columbia Valley, and an essential service for public safety. The airport is key to public safety in the Columbia Valley as it allows for medical evacuations and is also an important base for forest fire support. In addition, there are many direct and indirect economic benefits for the resource and tourism industry.

It is my hope and desire that this important community asset continue to operate. We are hopeful that interim funding can be in place before the March 31st 2020 deadline, which will enable the airport to continue operations. We understand that longer term sustainable funding is being looked into and ideally secured in time.

If you would like to discuss further, please let me know.

Kind Regards,

Terri Domin RN BN MN
Executive Director, Clinical Operations, East Kootenay
Interior Health Authority
Terri.domin@interiorhealth.ca

Hello Director Clovechok,

It has come to my attention the Fairmont Hot Springs Airport may be at risk of closing. As the Detachment Commander of the Columbia Valley RCMP this news is concerning to me.

In my role with the RCMP, public safety is paramount and the availability of an airport in Fairmont Hot Springs is an important asset in terms of emergency planning. The RCMP utilizes rotary wing and fixed wing aircraft for operational and administrative duties including, but not limited to, the transportation of tactical response units, investigative units, explosive disposal units, radio repeater maintenance and search and rescue operations. Given our distance from our District headquarters in Kelowna and our Division headquarters in the Lower Mainland, which is where the majority of our assist units are located, air services are an essential component to our duties. Although the Invermere Airport is often utilized, my fear is that should the Invermere Airport become unavailable at any given time, our area would be inaccessible by fixed wing aircraft which could detrimentally impact public safety.

Thank you for allowing me to present my perspective on this important issue. Please do not hesitate to contact me if you have any questions.

Respectfully,

Sergeant Darren KAKUNO
Detachment Commander Columbia Valley RCMP / Government of Canada
Office: 250-342-9292
Fax: 250-342-0197
Email: darren.kakuno@rcmp-grc.gc.ca



651 Hwy 93/95
PO Box 1019
Invermere, BC V0A 1K0

P 250-342-2844
F 250-342-3261
E info@cvchamber.ca

www.TheColumbiaValley.com

Representing the communities of:

- ▲ Invermere
- ▲ Brisco
- ▲ Edgewater
- ▲ Spur Valley
- ▲ Canal Flats
- ▲ Radium Hot Springs
- ▲ Spillimacheen
- ▲ Wilmer
- ▲ Panorama
- ▲ Windermere
- ▲ Fairmont Hot Springs

Board Members

Andrea Tubbs, President
Dee Conklin, 1st Vice
Cris Leonard, 2nd Vice
Nancy Hetherington, Treasurer
Paul Stackhouse, Secretary
Clarissa Amaro
Megan Adams
Rhiannon Tutty
Nicole Morgan
Rod Turnbull
Charlene Rivard
Colin Hardwick
Richard Unger

The Columbia Valley Chamber of Commerce is an organization within the business community promoting and supporting responsible commerce through effective advocacy, communication, networking and education on behalf of its membership.



Columbia Valley Airport Society
5225 Fairmont Resort Road
Fairmont Hot Springs, BC, V0B 1L1

January 31, 2020

Re: Fairmont Airport Operations & Funding

To Whom It May Concern,

Representing over 270 businesses, The Columbia Valley Chamber of Commerce would like to express our strong support for the Columbia Valley Airport Society and the operation of the Fairmont Airport.

It has recently come to our attention that the airport, which the runway is owned by the registered non-profit Columbia Valley Airport Society, will no longer receive operating funding by Fairmont Hot Springs Resort. It is our understanding that the resort provided funding for many years.

This is valuable community asset for the Columbia Valley, an essential service for public safety. The airport is key to public safety in the Columbia Valley, it provides medical evacuations and is an important base for forest fire support. In addition, there are many direct and indirect economic benefits for the resource and tourism industry.

It is our hope and desire that this important community asset continues to operate. We are hopeful that interim funding can be in place before the March 31st 2020 deadline, which will enable the airport to continue operations. We understand that longer term sustainable funding is being looked into and ideally secured in time.

Should you require any more information or wish to connect with us, our contact details are shown below. We hope you will consider supporting this worthy community economic development initiative.

Pete Bourke
Executive Director – Columbia Valley Chamber of Commerce
Phone: +1.250.342.2844
Email: ExecutiveDirector@cvchamber.ca

**Columbia Valley
Community Economic Development**



Columbia Valley Airport Society
5225 Fairmont Resort Road
Fairmont Hot Springs, BC
V0B 1L1

January 27, 2020

Re: Letter of Support for the Columbia Valley Airport Society

To Whom it may concern,

It has recently come to my attention that the Fairmont Airport will no longer receive operating funding by Fairmont Hot Springs Resort. It is our understanding that the resort provided significant funding for many years.

This is a valuable community asset for the Columbia Valley, and an essential service for public safety. The airport provides critical medical evacuations and is an important base for forest fire support. In addition, there are many direct and indirect economic benefits for the resource and tourism industry.

It is for these very important reasons that this community asset must continue to operate. We are hopeful that interim funding can be in place before the March 31, 2020 deadline, which will enable the airport to continue operations. We understand that longer term sustainable funding is being researched and, ideally, secured in time.

If you would like to discuss further, please let me know.

Kind Regards

Ryan Watmough BSc MBA
Columbia Valley Community Economic Development Officer

Columbia Valley Community Economic Development Office

Email: cvced@rdek.bc.ca • Phone: 250-409-7011

A service of the Regional District of East Kootenay



January 30, 2020

To Whom It May Concern:

It has recently come to our attention that Fairmont Hot Springs Resort have given notice to the Columbia Valley Airport Society that they will stop providing operating funding at the end of March which would force the immediate closure of the Fairmont Hot Springs Airport.

This is of great concern to our organization for a number of reasons. One, the airport is key to public safety in the Columbia Valley as it is frequently used for medical evacuations. Two, it is an important base for forest fire support in our region. Three, it is used by Search & Rescue and DND for training.

In addition, there are many direct and indirect economic benefits for our community and the valleys tourism industry, and it is important infrastructure to promote for business attraction and development.

It is our belief that this important community asset must continue to operate. We understand that an interim committee has been formed with the initial task to find interim operational funding for the next 3 to 6 months to be able to keep the airport open. Further, they will analyze the airport operation and develop a long-term plan for its continued operation. We fully support any and all efforts to secure interim funding before the March 31st deadline that would enable the airport to continue operations. Our organization would also offer its full support to developing a long-term plan to ensure the airport continues to be available for years to come.

Sincerely,

A handwritten signature in cursive script, appearing to read "Paul Stackhouse".

Paul Stackhouse
President P:
902-526-3888

c/o 5-4992 Fairmont Frontage Road, Fairmont Hot Springs, BC V0B 1L1



4992 FAIRMONT FRONTAGE ROAD
PO BOX 10002
FAIRMONT HOT SPRINGS BC V0B 1L0
fairmontcommunity@gmail.com
<http://fairmontcommunityassociation.org>

January 31, 2020

Columbia Valley Airport Society
5225 Fairmont Resort Road
Fairmont Hot Springs, BC
V0B 1L1

To Whom it may Concern:

It has recently come to our attention that the Fairmont Airport, of which the runway is owned by the registered non-profit Columbia Valley Airport Society, will no longer receive operating funding from Fairmont Hot Springs Resort. It is our understanding that the resort provided funding for many years.

Some members of the Fairmont Community Association have been actively using the airport in Fairmont as they reside in the area and have friends, colleagues and family visit. Having the convenience of access to the airport was pivotal in their decision to own property in Fairmont and the loss of it would have a direct impact on their lifestyle and attraction to retain property here.

The airport is a valuable community asset for the entire Columbia Valley, and an essential service for public safety. The airport is key to public safety in the Columbia Valley, it provides medical evacuations and is an important base for forest fire support. In addition, there are many direct and indirect economic benefits for the resource and tourism industry.

It is our hope and desire that this important community asset continues to operate. We are hopeful that interim funding can be in place before the March 31st 2020 deadline, which will enable the airport to continue operations. We understand that longer term sustainable funding is being looked into and ideally secured in time.

If you would like to discuss further, please let us know.

Yours truly,

Colin Guild, President



COLUMBIA EAGLE RESORT

8945 Strathearn Drive
Edmonton, Alberta T6C 4C8
Telephone 780 440 1056 fax 780 440 1161
Email address twaynefranchuk@gmail.com

January 30, 2020

Columbia Valley Airport Society

5225 Fairmont Resort Road
Fairmont Hot Springs, BC V0B 1L1

To Whom it may concern

It has recently come to my attention that the Fairmont Airport, which the runway is owned by the registered non-profit Columbia Valley Airport Society will no longer receive operating funding by Fairmont Hot Springs Resort. It is our understanding that the resort provided funding for many years.

Columbia Eagle Resorts has been using the airport in Fairmont for our consultants and resource people and their related over the past 15 years as well as our own use for principals of the company own aircraft.

This has been, and will continue to be, an extremely valuable asset for the safety and development of the Region of the East Kootenays of the Columbia Valley. The airport is key to public safety in the Columbia Valley, it provides medical evacuations and is an important base for forest fire support. In addition, there are many direct current economic and future benefits for the resource and tourism industry and related social and business services.

It is my hope and desire that this important community asset continues to operate. We are hopeful that interim funding can be in place before the March 31st 2020 deadline, which will enable the airport to continue operations. We understand that longer term sustainable funding is being researched and be secured prior to the tentative announced closure of the facility.

If you would like to discuss further, I am available at your convenience.

Yours truly

T.Wayne Franchuk
President. Columbia Eagle Resort Inc.



There's more to the mountains.



Columbia Valley Airport Society
5225 Fairmont Resort Road
Fairmont Hot Springs, BC
V0B 1L1
January 31, 2020

To Whom it may concern

It has recently come to my attention that the Fairmont Airport, which the runway is owned by the registered non-profit Columbia Valley Airport Society will no longer receive operating funding by Fairmont Hot Springs Resort. It is our understanding that the resort provided funding for many years.

Panorama Mountain Resort has seen the direct benefits of the airport for many social, economic and public safety reasons.

This is valuable community asset for the Columbia Valley, an essential service for public safety. The airport is key to public safety in the Columbia Valley, it provides medical evacuations and is an important base for forest fire support. In addition, there are many direct and indirect economic benefits for the resource and tourism industry.

It is my hope and desire that this important community asset continues to operate. We are hopeful that interim funding can be in place before the March 31st 2020 deadline, which will enable the airport to continue operations. We understand that longer term sustainable funding is being looked into and ideally secured in time.

Kind Regards

Steve Paccagnan – President & CEO



Columbia Valley Airport Society

5225 Fairmont Resort Road

Fairmont Hot Springs, BC

VOB 1L1

February 1, 2020

To Whom it may concern

It has recently come to my attention that the Fairmont Airport, which the runway is owned by the registered non-profit Columbia Valley Airport Society will no longer receive operating funding by Fairmont Hot Springs Resort. It is our understanding that the resort provided funding for many years.

RK Heliski guests has been actively using the airport in Fairmont as we have a proven history of dealing with over 52 different countries visiting BC to recreate and take part in our unique BC adventure activity of heliskiing and boarding.

This is valuable community asset for the Columbia Valley, an essential service for public safety. The airport is key to public safety in the Columbia Valley, it provides medical evacuations and is an important base for forest fire support. In addition, there are many direct and indirect economic benefits for the resource and tourism industry.

It is my hope and desire that this important community asset continues to operate. We are hopeful that interim funding can be in place before the March 31st 2020 deadline, which will enable the airport to continue operations. We understand that longer term sustainable funding is being looked into and ideally secured in time.

If you would like to discuss further, please let me know.

General Manager

RK Heliski


Graham Holt

Box 695

Invermere, BC V0A 1K0 Canada

1-800-661-6060 tf / 250-342-3889 p / 250-342-3466 fx



GREYWOLF

GOLF COURSE

Greetings,

It is disappointing to hear that the Fairmont Airport, an important asset to the Columbia Valley, is struggling to continue operations.

Like other businesses that depend on tourism, discontinuing operation of this valuable asset could seriously hinder the future of the Columbia Valley's economic growth. In addition, the Airport provides a necessary avenue for emergency responders.

The public safety and economic outlook of the Columbia Valley will be affected by this change.

I am hopeful that short term funding is implemented before the deadline in order to continue operations. I understand longer term funding is being looked into but as a business owner and member of the community this news is very concerning.

Sincerely,

Dane Thorogood
General Manager/Owner
Greywolf Golf Course

Greywolf Golf Course

Box 122, 1860 Greywolf Drive Panorama, British Columbia V0A 1T0
Phone: (250) 341-4100 www.greywolfgolf.com

Gerard Developments Ltd.

February 2, 2020

Columbia Valley Airport Society
5225 Fairmont Resort Road
Fairmont Hot Springs, BC
V0B 1L1

To Whom it May Concern:

It has recently come to my attention that the Fairmont Airport, which the runway is owned by the registered non-profit Columbia Valley Airport Society will no longer receive operating funding by Fairmont Hot Springs Resort. It is our understanding that the resort provided funding for many years.

Gerard Developments Ltd. is the parent company for Sunrise International which owns Copper Point Resort and Invermere Inn and Suites. Our ownership and guests have been actively using the airport in Fairmont. Our ownership visits the property using personal and chartered aircraft. Our guests use the airport to come to the property from various regions that make it difficult to drive from.

This is valuable community asset for the Columbia Valley, an essential service for public safety. The airport is key to public safety in the Columbia Valley, it provides medical evacuations and is an important base for forest fire support. In addition, there are many direct and indirect economic benefits for the resource and tourism industry. Without the airport, it is my view that the economic impact would be quite significant. It is also my view that the economic impact or regular commercial air transportation at the airport could significantly enhance the economic performance in the region. As a case in point, the current ownership of Copper Point and the Invermere Inn wouldn't have acquired the assets if the airport wasn't there. They traveled on more than one occasion to assess the assets and if they wouldn't have been able to have done so as easily the acquisition wouldn't likely have transpired. This is a similar issue that other investors would have.

We understand that interim funding is being requested from RDEK. We trust that this matter will be considered thoroughly. Furthermore, we believe that bigger undertaking should be pursued to have RDEK operate the airport and subsidize regular commercial transportation for a few years to kick start this, similar to what other communities have done. We are hopeful that interim funding can be in place before the March 31st 2020 deadline, which will enable the airport to continue operations. We understand that longer term sustainable funding is being looked into and ideally secured in time.

If you would like to discuss further, please let me know.

Kind Regards



Rus Matichuk, CEO

Gerard Developments Ltd.

Columbia Valley Airport Society
5225 Fairmont Resort Road
Fairmont Hot Springs, BC
V0B 1L1

February 3rd, 2020

To whom it may concern

It has recently come to my attention that the Fairmont Airport, which the runway is owned by the registered non-profit Columbia Valley Airport Society will no longer receive operating funding by Fairmont Hot Springs Resort. It is our understanding that the resort provided funding for many years.

This is valuable community asset for the Columbia Valley, an essential service for public safety. The airport is key to public safety in the Columbia Valley, it provides medical evacuations and is an important base for forest fire support. In addition, there are many direct and indirect economic benefits for the resource and tourism industry.

It is my hope and desire that this important community asset continues to operate. We are hopeful that interim funding can be in place before the March 31st 2020 deadline, which will enable the airport to continue operations. We understand that longer term sustainable funding is being looked into and ideally secured in time.

If you would like to discuss further, please let me know.

Kind Regards

Serge Girard

General Manager

Copper Point Resort



COPPER POINT
R E S O R T

760 Cooper Road Invermere, BC, V0A 1K2 Canada
T: 250-341-4021 F: 250-341-4001

sgirard@copperpointresort.com

www.copperpointresort.com

Mt and Valley Invermere Panorama Destination Marketing Organization

Box 738 Invermere British Columbia V0B1E0

Columbia Valley Airport Society

5225 Fairmont Resort Road

Fairmont Hot Springs, BC

V0B 1L1

Date : Feb 8, 2020

To Whom it may concern

It has recently come to my attention that the Fairmont Airport, which the runway is owned by the registered non-profit Columbia Valley Airport Society will no longer receive operating funding by Fairmont Hot Springs Resort. It is our understanding that the resort provided funding for many years.

Mt and Valley Invermere Panorama DMO has been actively using the airport in Fairmont as our primary and secondary stakeholders provide the services that you use the airport.

This is valuable community asset for the Columbia Valley, an essential service for public safety. The airport is key to public safety in the Columbia Valley, it provides medical evacuations and is an important base for forest fire support. In addition, there are many direct and indirect economic benefits for the resource and tourism industry.

It is my hope and desire that this important community asset continues to operate. We are hopeful that interim funding can be in place before the March 31st 2020 deadline, which will enable the airport to continue operations. We understand that longer term sustainable funding is being looked into and ideally secured in time.

If you would like to discuss further, please let me know.

Kind Regards



Douglas Mac Intosh

Chairman, Mt and Valley Invermere Panorama Destination Marketing Organization

XC CO Chair Gerry Taft

Request for Decision

Shk 065 001

Date February 5, 2020
Author Holly Ronnquist, CFO
Subject Columbia Valley Victim Services Funding Request

REQUEST

The Family Dynamix Association has requested funding of \$33,420 to support the Columbia Valley Victim Services Program for their fiscal period April 1, 2020 to March 31, 2021.

OPTIONS

1. THAT a Discretionary Grant in Aid be provided to Family Dynamix for Columbia Valley Victim Services in 2020 and 2021 in the following amounts:
Electoral Area F \$ _____
Electoral Area G \$ _____
2. THAT the request from Family Dynamix to support Columbia Valley Victim Services be denied.
3. THAT the request from Family Dynamix to provide annual funding for Columbia Valley Victim Services be forwarded to the next strategic priority planning meeting to consider creation of a Columbia Valley Victim Assistance service.

RECOMMENDATION

Option 1 and Option 3.

BACKGROUND/ANALYSIS

Family Dynamix Association (FDA) has been providing victim services in the Columbia Valley (CV) since the 1980's. The FDA has managed to deliver the program solely through the budget provided by the Ministry of Justice, which provides a maximum of 23.5 hours per week.

The program is experiencing a higher demand for service and the FDA has requested that the RDEK provide funding to bring the service to 40 hours per week.

Family Dynamix sent a funding request to the CV Municipalities in 2019. The Village of Radium Hot Springs approved funding of \$1,240 to support the program for the last quarter of 2019 and deferred the concept of an annual commitment to the 2020 budget deliberations. The District of Invermere did not provide funding in 2019. The District of Invermere Council discussed the topic at the December 10, 2019 budget meeting and came to consensus that it would be better served as a regional initiative.

SPECIFIC CONSIDERATIONS

Administrative – No Current Service

The RDEK does not currently have a service with the purpose of providing funding for social needs such as victim services in the Columbia Valley. The short term solution would be to have each of the CV Municipalities provide their own grant and Electoral Areas F & G provide funding through Discretionary Grants in Aid. The long term solution would be to create a new Service that would include all of the CV Jurisdictions and become part of the RDEK's annual requisition.

Financial – Funding Share Options

Under a new Service, the default apportionment of the grant would be based on property assessments. It has also been discussed that sharing of a grant could be based on population. The EV Victim Assistance Service apportions by population. The apportionment of \$33,420 based on both methods follows:

Jurisdiction	Population (2016 Census)	Share of Grant	2020 Converted Assessment	Share of Grant
Invermere	3,391	\$11,952	\$113,952,146	\$7,818
Radium Hot Springs	776	2,735	46,528,312	3,192
Canal Flats	668	2,354	16,388,905	1,124
Area F	3,185	11,226	270,989,233	18,593
Area G	1,462	5,153	39,234,542	2,692
Total	9,482	\$33,420	\$487,093,138	\$33,420

Process – New Service

Establishing a new service would first need to be added as a project on the RDEK Strategic Priority list. The Municipal Councils of the District of Invermere, Village of Radium Hot Springs and the Village of Canal Flats would be asked to provide consent on behalf on their electors to participate, and would have the discretion to undertake an elector assent process. Participation of Electoral Areas F & G would require approval through elector assent.

Attachment



January 21, 2020

Rob Gay
Chairperson
Regional District of the East Kootenay
1164 Windermere Loop Road
Invermere, BC V0A 1K3

Good afternoon Mr. Gay:

Family Dynamix Association is asking the Regional District of the East Kootenay to give consideration within the geographic area from Canal Flats in the south to Spillimacheen in the north and west to Panorama to enter into a funding agreement to fund an additional 16.5 direct front line hours and associated travel to meet clients being served by the Columbia Valley Victim Services Contract. These increased hours would provide full time hours (40 per week) to the front line staff for direct service. We are requesting this financial partnership on an ongoing basis. The total value of the request to the RDEK for the 2020/2021 year commencing April 1, 2020 is \$33,420.00.

Attached is a brief which includes the services this program provides, previous year's statistical data. A budget has now been prepared for the 2020/2021 year which is included with our request.

The brief was provided previously to each of the Village of Canal Flats, Area F and G Representatives, the District of Invermere and the Village of Canal Flats. Presentations identifying need have been provided to each of these local governments by Sargent Darren Kakuno.

I would be pleased to meet with you to discuss this further should this be required. We are looking forward to continuing to deliver this valuable program in our community with the hours required to meet the increased demand.

Kind regards,

Pat Cope
Executive Director

Cc: C. Reinhardt, A. Miller, S. Clovechuk, G. Wilke, K. Stertz, D Kakuno

Women's Centre

Lower Level 926 7th Avenue
Invermere BC
phone 250-341-3963
fax 250-341-3953
wrc@familydynamix.ca

Employment Centre

1313 7th Avenue
Invermere BC
phone 250-341-6889
fax 250-341-6886
cvinfo@ekemployment.org

Canal Flats Centre

Village Office - Lower level
Canal Flats BC
phone 250-342-5566
fax 250-342-3850
info@familydynamix.ca

Main Office

1317 7th Avenue
Invermere BC
phone 250-342-5566
fax 250-342-3850
info@familydynamix.ca



Family Dynamix Association

Box 2289 Invermere BC V0A 1K0

www.familydynamix.ca

Family Dynamix Association

Formal Funding Request from RDEK for April 1, 2020

Family Dynamix has administered Columbia Valley Victim Services, a police based program, since the 1980's. For the past number of years we have managed to deliver the program within the budget provided by the Ministry of Justice as the sole funder for this program. Now we are finding the increased need for services impossible to address, with this current funding model. The program which is delivered from the RCMP station in Invermere has been experiencing a demand for services which exceeds the funding provided by the Ministry of Justice for direct service hours. One-time funding to address cost pressures with staffing, from the Ministry of Justice, following the last provincial election in BC, afforded us on the short term, the funds needed to increase the direct service hours to March 31, 2019. Unfortunately on March 31, 2019 Family Dynamix had to reduce the hours back to the previous years to balance the current year's budget. The Ministry of Justice currently funds the Victim Services program for the Columbia Valley annually with \$55,095.00. These funds are broken down as follows: 80% Direct Service Hours, 13% Administration & Facility and 7% Program Costs (which includes travel to meet clients and attend court).

For more than a decade the Ministry of Justice has encouraged a cost-share contribution with local government for police based services. Until now, we have not requested a partnership with local government. The Ministry of Justice contract stipulates that police-based victim service programs are cost-shared 50/50 between the ministry and local governments in the communities with a population of 5,000 or more and where they exist in communities with a police-strength of 4 or more. At a minimum, the Ministry expects local governments to match the Ministry's contribution. This cost-sharing approach recognizes the critical role that police-based victim services play in the police response to crime and trauma, particularly in the area of crises response.

Police Victim Services of British Columbia describes Victim Services in British Columbia as follows:

"There are 92 police Victim Services programs operating out of BC's RCMP and municipal police departments. In these programs dedicated staff, sometimes supported by highly trained, security cleared volunteers from their community, work directly with police to provide emotional support, information and referrals to victims of all kinds of crime and trauma.

Emotional Support

Staff/volunteers provide emotional support in person and over the phone to victims, witnesses and their family members. Although they do not provide counselling, they can make appropriate referrals to counselling services in the community.

Information and Practical Assistance

Staff/volunteers can provide information on the status of a police investigation, the justice system, and crime prevention. They can also assist with filling out Crime Victim Assistance Forms and Victim Impact Statements.

Court Support

Programs can provide information on the role of the various players in the justice system, the practicalities of testifying as a witness, and updates on court appearances."

Victim Services in the Columbia Valley does all of the above in the following ways:

- Call outs for RCMP emergencies. Although Victim Services is not on call 24/7 when available we will assist RCMP in emergencies where the victim is in distress, scared and/or in need of support. This support can be for incidents such as sudden deaths, major motor vehicle incidents, notifying next of kin, domestic violence and any other situation that police require assistance with a victim.
- Critical incident stress management is provided to victims at the location of the crime or crisis. Early intervention can help to lessen the impact of crime or trauma.
- Referrals are made to community supports. These referrals include women's outreach programs, safe homes, transition housing, second stage housing, substance use services, medical doctors, mental health, child & youth mental health, STV counselling, Child sexual abuse counselling, children who witness abuse counselling and Youth outreach, to name a few. If the client is from out of jurisdictions than these services are researched and local referrals are made as well as referrals to local victim services.
- Victim services liaises with RCMP and community partners to bridge the gap in services for clients.
- Victim Services has assisted RCMP with school presentation on Healthy relationships, consent and the Criminal Justice system. These presentations serve as pro-active crime prevention and education for youth in the community.
- Victim Services participates in Victims and survivors of Crime week. This is an opportunity to let communities in our area know what victim services does and how we can offer support.
- Victim Services liaises with RCMP and Crown Counsel to keep victims informed and have the victims concerns and needs addressed.
- Victim services is involved in safety planning for any person leaving an abusive relationship.
- Victim services is a proud member of ICAT. ICAT is the Inter Agency case Assessment Team. It is a group consisting of RCMP, Victim Services and community partners that assess highest risk domestic violence.
- Victim Services provides support to victims and witnesses of crime that have to attend court. Court orientations are set up and facilitated by Victim Services and allow for the victim/witness to tour the courtroom before trial and have any questions answered about the court procedures. This provides the victim with added confidence throughout the court process, which can be overwhelming and stressful for victims. Victim Service workers have supported clients from the beginning of the file being opened to the final court proceedings.

- Court updates are provided to victims after every court appearance of the accused. This helps the victim stay informed and part of the process.
- Victim Services prepares victims and witnesses to testify. It is important that victims and witnesses understand what will happen when they are testifying. It eases their stress in an often stressful situation.
- Victim services have assisted clients with preparing and delivering, in open court, victim impact statements. The province of B.C. describes the Victim Impact Statement as follows: "A Victim Impact Statement is a written description of how a crime has affected the victim. A Victim Impact Statement does not include a description of the crime or how the crime occurred. That information should be included in your witness statement to the police. The Victim Impact Statement is used at sentencing if the accused is found guilty or pleads guilty."
- Victim impact statements often take a long time to write. It is a process for clients. They take notes beginning when the traumatic event or crime occurred to often a week before the trial. Then their thoughts are written and delivered to Crown counsel with the assistance of Victim Services. Victim impact statements can be read aloud in court and can be extremely healing for the victim. It is there chance to say what they need to say about what happened to them. This can be a time consuming task but its benefits are unmeasurable.
- Victim Services assists with crime victim Assistance applications. This is an application to assist victims, immediate family members and some witnesses in coping with the effects of violent crime. It provides financial benefits to help offset financial losses and assist in recovery. Victim Service workers often liaise with Crime Victim Assistance Program employees, on behalf of their clients, to keep clients up to date with their applications.
- Victim Services provides follow up contact to all files referred to by RCMP, community referrals and self-referred clients.
- Victim services numbers have doubled in 2018 compared to previous years. This is due to RCMP diligence and an initiative of pro-active crime prevention.
- Victim services in the Columbia Valley is tailored to meet the need of each client. Support is vast and on a wide scale. Every person deserves to be heard and supported and it is our passion to help.

In the Columbia Valley in 2018 Victim Services served the following clients: 35 assault/abuse of a partner clients, 26 criminal harassment clients, 10 sexual assault (adult) clients, 12 sexual assault (child) files, 17 sexual assault (youth) files, 21 Sudden Death clients.

Of all the clients that Victim Services served 15% had permanent residence outside of the jurisdiction.

Victim Services Annual Budget April 1, 2020 to March 31, 2020

These funds are broken down as follows: 80% Direct Service Hours, 11% Administration & 2% Facility and 7% Program Costs (which includes travel to meet clients and attend court).

PROGRAM REVENUE SOURCES

Revenue Source	Cash	In-kind Contribution	Total
Ministry of PSSG-VSCP	55,921.00		55,921.00
Municipal government			
Regional District	33,420.00		33,420.00
Applicant Organization	1,000.00		1,000.00
RCMP (Facility)		5,820.00	5,820.00
Total from all revenue sources	90,341.00	5,820.00	96,161.00

PROGRAM EXPENSES

1. Salaries and Benefits

This section of the Budget Proposal includes only salaries, benefits and payroll deductions for direct frontline service staff, program supervision, and clinical supervision.

Title/Position	Salary	Benefits	Funded from VSCP	Funded from RDEK
Program Manager (direct front line service)	58,697.00	10,549.13	40,682.00	28,564.00
Director of Program Management	479.00	40.00	519.00	
Clinical Supervisor	900.00		900.00	
Executive Director	560.00	154.00	714.00	
Total Salaries and Benefits	60,636.00	10,743.00	42,815.00	28,564.00

2. Program Delivery Costs

Eligible Expense Item	Total Cost	Funded from VSCP	Funded from RDEK
Program-related rent/lease/mortgage	6,681.00	861.00	
Program-related office supplies/software	1880.00	1,005.00	875.00
Program-related travel	1,957.00	1,150.00	807.00
Utilities (heat, hydro, internet)	566.00	566.00	
Phone (landline and/or cell)	1,281.00	1,281.00	
Staff training and associated travel	1,312.00	1,312.00	
Resource materials/printing costs	185.00	185.00	
Insurance	1,163.00	1,163.00	
Memberships	196.00	196.00	
Total Program Delivery Costs	13,539.00	7,719.00	1,680.00

3. Administration Costs

Eligible Expense Item	Total Cost	Funded from VSCP	Funded from RDEK
Management salary/benefits	1,292.00	1,292.00	
Administrative support wages/benefits	3,894.00	3,394.00	
Administration-related rent/lease/mortgage	96.00	96.00	
Administration-related utilities (heat, hydro, internet)	63.00	63.00	
Bookkeeping/bank fees	4,131.00	3,631.00	
Meetings	85.00	85.00	
Total Administration Costs	9,661.00	8,661.00	0.00

3. Total Program Expenditures

Expense Area	Total Cost		Funded from VSCP	Funded from RDEK	% of Total Funded from VSCP
Total salaries and benefits	71,379.00	a	39,641.00	31,738.00	55%
Total program delivery costs	15,221.00	b	7,719.00	1,682.00	51%
Total administration costs	9,561.00	c	8,561.00	0.00	89%
Total Program Expenditures	96,161.00	d	55,921.00	33,420.00	100%



Information Report

Fhh 503 001-17

Date: February 6, 2020
Author: Holly Ronnquist, CFO
Subject: 2020 – 2024 Five-year Financial Plan Summary - Adopted

Overall, total 2020 operating expenditures are increasing 4.5% (\$1.46 Million) from 2019.

Setting aside extraordinary items, notably some significant grants, there is a 2.2% increase in what we have termed the 'Shared Operating Budget' made up of the services shared by most jurisdictions. The breakdown is shown below.

	2020	2019	Increase	%
Shared Operating Budget* (Refer to details on Page 2)	\$16,143,080	\$15,792,123	\$350,957	2.2%
Extraordinary Items:				
• Affected Forestry Worker Grant	75,000	0		
• Community Works Fund Grants	572,500	1,175,000		
• Fuel Management, Agriculture, And Firesmarting (granted projects)	341,730	412,758		
• Rural Dividend, CBT Grants (RDEK & Other Orgs), Emergency Program Grants	948,104	374,138		
• Regional Agricultural Project (3 years)	<u>207,270</u>	<u>252,314</u>		
SUBTOTAL	<u>\$2,144,604</u>	<u>\$2,214,210</u>		
Total Shared Budget*	\$18,287,684	\$18,006,333	\$681,351	3.8%
Non-shared Items				
• Municipal Debt Payments	4,554,291	4,554,291		
• Service Areas	8,260,017	7,686,122		
• Utilities	<u>2,494,339</u>	<u>2,285,376</u>		
SUBTOTAL	<u>\$15,308,607</u>	<u>\$14,525,789</u>	\$ 782,818	5.3%
TOTAL EXPENDITURES	<u>\$33,996,331</u>	<u>\$32,532,122</u>	<u>\$1,464,209</u>	<u>4.5%</u>

*Shared Operating includes General Administration, Electoral Area Administration, Building Inspection, Planning, Libraries, Parks, Economic Development, Solid Waste, Septage, Weed Control, Transit, Emergency Programs and 911.

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The following are some significant items affecting the 2.2% increase in the Shared Operating Budget:

Additions:

• General Admin – Board remuneration increase	11,725
• Rural Development Intern position – Rural Development of BC grant	36,000
• Wage increases	104,000
• Columbia Valley Solid Waste – cover material	100,000
• Columbia Valley Solid Waste – Fairmont Transfer Station access road	48,500
• Central Solid Waste – design, operation and closure plan/ conformance review	75,000
• Waldo Cove Park establishment	18,580

Service Areas and Utilities

The following are some significant items affecting the 5.3% increase in the Non - Shared Operating Budget:

Reductions:

• Rosen Lake Water Level Control – safety upgrades	(23,215)
• Fairmont Flood Control – debris cleanout	(61,110)
• Mosquito Control – normal control year	(27,174)
• Windermere Water – moving to East Side Lake Windermere Water (7 months)	(186,154)

Additions:

• Elk Valley Mine Tax Sharing – grants and projects	379,541
• Upper Elk Valley Fire – new contract and contribution to fire hall addition	51,875
• Area A Flood Control – archaeological mapping	35,000
• Lazy Lake Water Level Control - culvert	21,286
• Columbia Valley Recreation – Canal Flats Arena chiller replacement	125,000
• East Side Lake Windermere Water – operating costs (full service June 2020)	299,419

Capital Expenditures

The 2020 – 2024 Financial Plan also includes \$12,478,019 in capital expenditures in 2020. A list of the larger projects in 2020 are as follows:

Windermere Water – connect to water treatment plant and upgrade distribution system	4,556,251
Area A Flood – Hill Road dyke	948,751
Area B Septage Ponds – construction	388,993
Edgewater Fire – fire engine	433,000
Windermere Fire Dept – water tender	353,000
Fairmont Fire Dept – water tender	353,000
Timber Ridge/Eastside Water – water system looping project	1,872,000
Computer, IT, audio equipment	408,287
Fairmont Flood & Debris Control – Phase 2 completion & Cold Spring Creek upgrades	220,992
All Solid Waste Subregions – organics composting facility Phase 1	298,440

Effect on Taxation

The overall tax effect of the draft financial plan is an increase of 4.9% in total taxation. For the Shared Services, there is a 6.0% tax increase. With about 1.2% new assessment, this would result in an average tax increase of 4.8%.

A further breakdown of the increases is on the following page.

RDEK REQUISITION CHANGE - FOR REFERENCE PURPOSES ONLY - 2020 Completed Roll - 2020 Taxes										
	2016	2017	2018	2019	2020	% Change	Non-Market Change	Average Individual Increase	*	Increase on \$354,000 Residential Property
CITY OF CRANBROOK	2,188,964	2,185,698	2,197,831	2,177,981	2,242,448	3.0%	1.2%	1.8%		\$ 4
CITY OF FERNIE	1,298,512	1,279,840	1,305,087	1,319,982	1,308,261	-0.9%	2.3%	-3.2%	2	(7)
CITY OF KIMBERLEY	759,238	746,409	770,798	810,051	858,253	6.0%	2.0%	4.0%		8
DISTRICT OF SPARWOOD	846,090	784,971	704,199	791,737	868,238	9.7%	-0.7%	10.4%	2	24
DISTRICT OF ELKFORD	481,782	479,069	431,389	444,851	494,632	11.2%	5.2%	6.0%	2	11
JUMBO GLACIER MTN RESORT	597	619	648	651	724	11.3%	0.0%	11.3%		0
DISTRICT OF INVERMERE	705,023	781,231	821,781	871,213	995,138	14.2%	0.8%	13.4%		36
VILLAGE OF RADIUM	294,075	316,642	346,474	359,393	415,596	15.6%	0.9%	14.8%	1	40
VILLAGE OF CANAL FLATS	88,025	96,259	99,066	118,794	143,516	20.8%	4.7%	16.1%	1	41
Sub-total Municipalities	6,662,306	6,670,738	6,677,273	6,894,654	7,326,805	6.3%	1.4%	4.8%	3	
ELECTORAL AREA "A"	949,244	935,844	856,922	809,313	845,070	4.4%	1.7%	2.7%	2	6
ELECTORAL AREA "B"	1,064,836	1,065,598	1,095,233	1,145,541	1,173,567	2.4%	1.0%	1.4%		4
ELECTORAL AREA "C"	1,517,951	1,549,300	1,540,472	1,563,606	1,614,670	3.3%	1.0%	2.3%		8
ELECTORAL AREA "E"	561,442	573,017	621,311	600,082	613,597	2.3%	1.2%	1.1%		3
ELECTORAL AREA "F"	2,530,005	2,607,126	2,724,494	2,904,590	3,160,009	8.8%	1.4%	7.4%	1	28
ELECTORAL AREA "G"	345,387	363,590	366,953	387,416	427,805	10.4%	1.0%	9.5%	1	33
Sub-total Electoral Areas	6,968,865	7,094,475	7,205,383	7,410,548	7,834,717	5.7%	0.9%	4.8%		
TOTAL	13,631,171	13,765,213	13,882,656	14,305,202	15,161,522	6.0%	1.2%	4.8%	3	\$ 13

*see explanations next page

CONVERTED ASSESSMENT COMPARISON				
AREA	2019 CONVERTED ASSESSMENT	2020 CONVERTED ASSESSMENT	PERCENT CHANGE	
CITY OF CRANBROOK	363,275,003	386,970,099	6.5%	
CITY OF FERNIE	182,122,895	198,567,446	9.0%	
CITY OF KIMBERLEY	128,469,663	141,426,649	10.1%	
DISTRICT OF SPARWOOD	118,769,453	119,489,885	0.6%	
DISTRICT OF ELKFORD	78,743,471	85,274,919	8.3%	
JUMBO GLACIER MTN RESORT	96,358	93,541	-2.9%	
DISTRICT OF INVERMERE	111,995,443	113,952,146	1.7%	
VILLAGE OF RADIUM	45,126,051	46,528,312	3.1%	
VILLAGE OF CANAL FLATS	15,144,055	16,388,905	8.2%	
Sub-total Municipalities	1,043,742,392	1,108,691,902	6.2%	58
ELECTORAL AREA "A"	115,176,693	123,178,405	6.9%	
ELECTORAL AREA "B"	128,774,797	135,385,546	5.1%	
ELECTORAL AREA "C"	156,296,086	167,994,595	7.5%	
ELECTORAL AREA "E"	62,123,956	66,005,133	6.2%	
ELECTORAL AREA "F"	268,591,662	270,989,233	0.9%	
ELECTORAL AREA "G"	37,888,698	39,234,542	3.6%	
Sub-total Electoral Areas	768,851,892	802,787,454	4.4%	42
TOTAL	1,812,594,284	1,911,479,356	5.5%	

Avg Individual Increase	4.8%
CV Rec Funding Requests	-0.6%
CV Solid Waste Funding Request	-0.5%
Add'l Tsf to G/A Build Reserve	-0.7%
	3.1%

Requisition Change Explanations:

1. Columbia Valley Tax Increases

Increases in taxation required for Columbia Valley Services are being reflected in larger percentage increases for those jurisdictions.

The services resulting in notable increases are (on average):

Columbia Valley Recreation	2.7%
Columbia Valley Solid Waste	7.1%
Columbia Valley Libraries	1.1%
Columbia Valley Emergency	0.4%

2. Elk Valley Solid Waste

In 2018 all jurisdictions within the Elk Valley Solid Waste Service enjoyed a \$200,000 tax decrease which reduced taxation by an average of 5.7%. Taxation in 2020 reflects the regular solid waste budget with operational increases and the impact of the market for recycled materials, bringing taxation closer to the 2017 level.

With the Fernie Transfer Station debt now repaid, the portion of the requisition that is shared based on assessment values is reduced, and a greater proportion is now being apportioned based on the volume of waste generated from each jurisdiction.

In 2019, the tonnage of solid waste collected saw a reduction of 380 tonne and the decrease (similar to the decrease that occurred in 2016) was reflected in a decrease in the tipping fee paid to the Central Landfill. However, the decrease in tonnage did not occur equally in each Municipality and Electoral Area within the EV Solid Waste Subregion. Sparwood and Elkford experienced an increase in tonnage and Fernie and Electoral Area A experienced a decrease in tonnage.

The following table demonstrates the impact on the overall shared services requisition increase to each of the Elk Valley jurisdictions:

	Increase/ (Decrease) In Tonnage	Increase/ (Decrease) In Tonnage In %	Overall Tax Increase Before Tonnage Change	Overall Tax Increase After Tonnage Change
City of Fernie	(547.3)	(13.8%)	2.6%	(3.2%)
District of Sparwood	190.7	8.7%	2.9%	10.4%
District of Elkford	80.1	6.7%	0.0%	6.0%
Electoral Area A	(103.5)	(0.1%)	4.0%	2.7%

3. Assessment Growth

Changes in the total tax collected are only one factor in the overall change of the requisition. The change in the assessment value for a jurisdiction in relation to the average change in assessment value will also have an impact. In 2020, RDEK jurisdictions saw a wide range of assessment changes from increase of 0.70% for Electoral Area F to an increase of 9.9% for the City of Fernie (followed closely by the City of Kimberley at 9.39%). Overall, Municipalities assessments increased on average 5.3% and Electoral Area assessments increased 5.4% and assessments for the RDEK as whole increased 5.8%.

Jurisdictions (and individual properties) with larger than average assessment increases will attract a larger proportion of the tax requisition, while those with lower assessment increases will benefit from a reduced share.

2020 Budget Information Report

February Board

File : Fhh 503 001
Dept. File: Chh 611 001

Date: December 30, 2019
Submitted by: Sanford Brown, Building & Protective Services Manager
Service Name: Dog Control
Service Purpose: To provide for dog control
Participants: Electoral Areas F & G

Operational Items:

- Dog control officer contract has been extended to end of February 2020. It is expected to be advertised as an RFP in 2020.
- Dog control has been removed from the Akisgnuk and Shuswap leased land service agreements. Separate agreements for dog control over the entire band land will be worked on with the bands.

Capital Items:

- [Enter Capital Items]

CFO Comments:

- Estimated 2020 tax increase of \$731 = 1.7%.



Animal Control
Five Year Financial Plan
With Revenues and Expenditures
For the Twelve Months Ending Tuesday, December 31, 2019
2/3/2020

	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET
<u>Revenue</u>							
Requisition	\$43,269	\$43,269	\$44,000	\$47,000	\$49,300	\$49,400	\$49,500
Local Government Grants & Regional Transfers	2,600						
Fees & Charges	8,300	8,355	8,400	8,400	8,400	8,400	8,400
Prior Period Surplus	17,357	17,357	18,000	7,924	5,000	5,000	5,000
Total Revenue	71,526	68,981	70,400	63,324	62,700	62,800	62,900
<u>Expenditures</u>							
Salaries & Benefits	3,952	2,434	3,087	3,150	3,219	3,264	3,315
Administration & Overhead	1,175	1,079	1,250	1,290	1,325	1,370	1,410
Operations & Maintenance	200	156	200	200	200	200	200
Consulting & Professional Services	58,740	41,405	57,500	57,500	57,500	57,500	57,500
Shared Overhead	622	408	439	448	456	466	475
Total General	64,689	45,483	62,476	62,588	62,700	62,800	62,900
Total Expenditures	64,689	45,483	62,476	62,588	62,700	62,800	62,900
Revenue less Expenditures	6,837	23,498	7,924	736			
Surplus (Deficit)	6,837	23,498	7,924	736			

Date: February 3, 2020
Submitted by: Anita Charest, Emergency Program Coordinator
Service Name: Columbia Valley Emergency Program
Service Purpose: Emergency Services
Participants: District of Invermere, Village of Radium Hot Springs, Village of Canal Flats, Electoral Areas F & G

Operational Items:

- The ESSD On-Call stipend has been increased from \$250 a month to \$300 per month with alternate coverage without penalty to a maximum of 60 days per year. This increases the budget from \$3,000 to \$4200. There has been no increase to this stipend for the past 10 years.
- A \$7,000 item line has been included in the budget for training in 2023. This is the Central Subregion portion of a regional full-scale exercise planned for 2023.

Capital Items:

CFO Comments:

- Estimated tax increase of \$14,549 = 14.5% for 2020 and 10.4% for 2021 pending 2020 operating results.
- Option to utilize reserve fund to reduce some or all of the tax increase.
- ESS or EOC grants that are for projects affecting all three Emergency Sub-Regions will be included in the Central Emergency Program budget to streamline administration of the grants.



**CV Emergency Program
Five Year Financial Plan
With Revenues and Expenditures
For the Twelve Months Ending Tuesday, December 31, 2019
2/3/2020**

Revenue

	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET
Requisition	\$100,045	\$100,045	\$114,594	\$126,516	\$126,516	\$128,410	\$130,978
Payments in Lieu of Taxes		138					
Local Government Grants & Regional Transfers	12,035	6,178	4,300	4,300	4,300	4,300	4,300
Prior Period Surplus	10,809	10,983	8,593				
Total Revenue	122,889	117,344	127,487	130,816	130,816	132,710	135,278

Expenditures

Salaries & Benefits	51,780	53,445	60,347	61,390	62,456	63,592	64,723
Administration & Overhead	22,150	17,740	22,170	24,305	20,660	28,690	20,720
Consulting & Professional Services	16,875	15,664	18,075	18,075	18,075	18,075	18,075
Grants	13,000	11,900	13,000	13,000	13,000	13,000	13,000
Telephone & Utilities	6,290	6,158	6,440	6,440	6,440	6,440	6,440
Shared Overhead	7,548	7,071	7,455	7,606	7,758	7,913	8,081
Total General	117,643	111,977	127,487	130,816	128,389	137,710	131,039
Total Expenditures	117,643	111,977	127,487	130,816	128,389	137,710	131,039
Revenue less Expenditures	5,246	5,367			2,427	(5,000)	4,239
Transfers to Reserves					(2,427)		(4,239)
Transfers from Reserves	5,000	5,000				5,000	
Capital Expenditures	(10,246)	(1,773)					
Surplus (Deficit)		8,593					

Reserve Funds 64,695

Date: February 3, 2020
Submitted by: Holly Ronnquist, CFO
Service Name: Columbia Valley Local Conservation Program
Service Purpose: Provide local financial support to projects that contribute to the conservation of valuable natural areas in the Columbia Valley
Participants: Invermere, Radium, Canal Flats, Jumbo Mtn Resort, Areas F & G

Operational Items:

- Administration cost of \$21,250 for Kootenay Conservation Program.
- Funding for 2020 conservation projects of \$100,000 available. The allocation for 2019 was \$96,958 due to request to fund additional projects.

Capital Items:

- None.

CFO Comments:

- Parcel tax remains at \$20 per parcel.
- Confirmation received that projects prior to 2019 have been paid in full. Second half of 2019 payments totalling \$48,624 currently outstanding.
- Transfer to Larger Projects Reserve estimated at \$125,791 in 2020.



Columbia Valley Local Conservation Program
Five Year Financial Plan
With Revenues and Expenditures
For the Twelve Months Ending Tuesday, December 31, 2019
2/3/2020

Revenue

Parcel Taxes	\$247,200	\$242,511	\$242,500	\$242,500	\$242,500	\$242,500	\$242,500
Local Government Grants & Regional Transfers		5,720	5,700	5,700	5,700	5,700	5,700
Prior Period Surplus	11,500	17,063	1,850				
Total Revenue	258,700	265,294	250,050	248,200	248,200	248,200	248,200

Expenditures

Salaries & Benefits	2,411	2,424	2,635	2,708	2,741	2,793	2,851
Grants	215,847	171,681	121,250	121,250	121,250	121,250	121,250
Shared Overhead	390	400	374	383	388	396	403
Total General	218,648	174,505	124,259	124,341	124,379	124,439	124,504
Total Expenditures	218,648	174,505	124,259	124,341	124,379	124,439	124,504
Revenue less Expenditures	40,052	90,789	125,791	123,859	123,821	123,761	123,696
Transfers to Reserves	(40,052)	(40,052)	(125,791)	(123,859)	(123,821)	(123,761)	(123,696)
Surplus (Deficit)		50,737					
Reserve Funds		40,258					

Date December 20, 2019
Author Shannon Moskal, Corporate Officer
Subject Columbia Valley Local Conservation Fund Program – 2020 Funding Recommendations

REQUEST

Project approval under the 2020 Columbia Valley Local Conservation Fund Program.

OPTIONS

1. THAT the following projects, totaling \$97,281, be approved for funding under the Columbia Valley Local Conservation Fund for 2020:
 - Lake Windermere Community Based Watershed Monitoring – \$11,296
 - Reintroducing the Northern Leopard Frog to Columbia Marshes – \$21,000
 - Columbia Valley Swallow – \$10,000
 - Columbia Valley Farmland Advantage Stewardship – \$17,985
 - Conservation of Biodiversity in the Columbia Wetlands – \$20,000
 - Groundswell Apple Rescue Program – \$2,000
 - Luxor Linkage Resiliency and Forest Restoration – \$15,000
2. THAT the following projects, totaling \$95,281, be approved for funding under the Columbia Valley Local Conservation Fund for 2020:
 - Lake Windermere Community Based Watershed Monitoring – \$11,296
 - Reintroducing the Northern Leopard Frog to Columbia Marshes – \$21,000
 - Columbia Valley Swallow – \$10,000
 - Columbia Valley Farmland Advantage Stewardship – \$17,985
 - Conservation of Biodiversity in the Columbia Wetlands – \$20,000
 - Groundswell Apple Rescue Program – \$2,000
 - CLSS Water Quality, Quantity, Education and Communication Work – \$13,000
3. THAT the following projects, totaling \$116,781, be approved for funding under the Columbia Valley Local Conservation Fund for 2020:
 - Lake Windermere Community Based Watershed Monitoring – \$11,296
 - Reintroducing the Northern Leopard Frog to Columbia Marshes – \$21,000
 - Columbia Valley Swallow – \$10,000
 - Columbia Valley Farmland Advantage Stewardship – \$17,985
 - Conservation of Biodiversity in the Columbia Wetlands – \$20,000
 - Groundswell Apple Rescue Program – \$2,000
 - Luxor Linkage Resiliency and Forest Restoration – \$15,000
 - CLSS Water Quality, Quantity, Education and Communication Work – \$13,000
 - Strategic Invasive Plant Control of Leafy Spurge – \$6,500

RECOMMENDATION

None provided.

BACKGROUND/ANALYSIS

Attached is a report from the Kootenay Conservation Program outlining the Technical Review Committee's (TRC) 2020 funding recommendations under the Columbia Valley Local Conservation Fund Program. Rather than a single recommendation, the TRC has provided 3 options for the Board to consider. These options are summarized below:

1. (see Options 1 and 2 above)

- Fund the top 6 ranked projects (total of \$82,281) and fund 1 of the following projects which were tied in the technical merit score:
 - Luxor Linkage Resiliency and Forest Restoration (\$15,000); or
 - CLSS Water Quality, Quantity, Education and Communication Work (\$13,000).

2. (see Option 3 above)

- Allocate an additional \$16,781 above what was deemed available in 2020 (total of \$100,000), by reducing the contribution to the reserve fund.
- Fund all 9 recommended projects.

SPECIFIC CONSIDERATIONS

Financial

In 2019, a reserve for future projects was created to avoid the need for short term borrowing when larger proposals are funded. The draft 2020 budget includes the following allocations:

- \$100,000 – 2020 conservation projects
- \$125,791 – transfer to reserve

If there is interest in funding all 9 recommended projects, \$16,781 would need to be reallocated to projects by lowering the contribution to reserve.

Regional Sustainability Strategy

4.3.5 Environment – Partnerships

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

Attachment

Date: February 3, 2020
Submitted by: Kevin Paterson, Environmental Services Manager
Service Name: Columbia Valley Solid Waste
Service Purpose: To provide solid waste management services for the businesses and residents of the Columbia Valley.
Participants: Radium, Invermere, Fairmont Canal Flats, Jumbo and Electoral Areas F and G.

Operational Items:

- Landfill DOCP update \$85,000, carried over from 2019.
- Purchase of cover material for daily operations \$100,000
- Fairmont Transfer Station access paving \$50,000
- Greening of landfill slopes as per resident's request \$18,000
- Increase to hauling costs associated with rural transfer stations \$50,000
- Transfer Station investigation \$25,000 as identified in the SWMP to better serve CV residents. Location investigation and operations review as part of investigation.

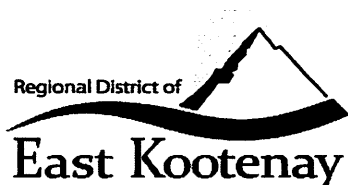
Capital Items:

- \$35,000 budgeted for the establishment and operation of the DOI Recycle BC Depot (Satellite location) in order to capture greater volume of recyclables. Staff conducting investigation and discussions with DOI.
- New weigh scale software \$16,000 carried over from 2019.
- Organics Infrastructure Program – establishment of composting infrastructure in the Columbia Valley. Total Project amount \$999,480 with Federal / Provincial funding contribution of \$666,320. Seeking outside funding partners for additional \$166,580 and balance from the Service \$166,580.

CFO Comments:

- Taxation increase of \$291,213 = 23.3% = \$21 for the average residential property required to fund the service in 2020 and a further 21.9% increase required in 2021 pending operational results in 2020.
- **Decision required** on District of Invermere request to increase Invermere Transfer Station grant from \$50,000 to \$120,000 = 5.6% increase or \$5 for the average residential property (currently included in overall tax increase of 23.3%).
- Did not need to transfer \$363,926 from Operating Reserve in 2019. Utilizing Operating Reserve in 2020 at \$376,624 to minimize tax increase.

- 2021 tax increase includes CV Solid Waste share of the proposed Organics Composting Facility of \$150,000, assuming a funding partner for the other \$150,000 is found.
- Short term borrowing of \$250,000 in 2021 for potential construction of Invermere/Radium transfer stations, debt and interest payments to be made between 2022 and 2024.
- The market for recycled materials continued to weaken in 2019 and the cost per tonne increased to \$346 in December (contract cost per tonne was \$275). This has resulted in increased recycling costs in all three subregions



**CV Solid Waste
Five Year Financial Plan
With Revenues and Expenditures
For the Twelve Months Ending Tuesday, December 31, 2019
2/3/2020**

	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET
<u>Revenue</u>							
Requisition	\$1,249,787	\$1,249,787	\$1,541,000	\$1,879,000	\$1,915,000	\$1,955,000	\$1,994,000
Payments in Lieu of Taxes	1,000	568	1,000	1,000	1,000	1,000	1,000
Provincial Grants			66,320	600,000			
Local Government Grants & Regional Transfers	57,000	65,668	80,080	213,500	63,500	63,500	63,500
Fees & Charges	195,600	493,904	260,640	260,640	260,640	260,640	260,640
Interest	1,000	3,000	1,000	1,000	1,000	1,000	1,000
Prior Period Surplus	125,912	122,940	60,394	75,000	75,000	75,000	75,000
Total Revenue	1,630,299	1,935,867	2,010,434	3,030,140	2,316,140	2,356,140	2,395,140
<u>Expenditures</u>							
Legislative	5,000	6,314	1,000	1,000	1,000	1,000	1,000
Salaries & Benefits	153,182	134,737	170,046	173,007	177,206	179,931	183,393
Administration & Overhead	62,381	39,959	55,381	55,981	55,595	56,195	56,795
Operations & Maintenance	1,183,707	1,141,052	1,423,680	1,342,720	1,391,089	1,460,438	1,460,438
Vehicle & Hauling Costs	312,500	355,537	362,500	362,500	373,500	373,500	373,500
Consulting & Professional Services	102,500	78,983	95,000	30,000	26,000	26,000	26,000
Grants	50,000	50,000	120,000	120,000	120,000	120,000	120,000
Telephone & Utilities	7,500	6,986	8,000	8,500	9,100	9,100	9,650
Interest	3,000	3,000	3,000	3,000	8,750	7,600	5,500
Shared Overhead	23,963	16,377	22,971	23,432	23,900	24,376	24,864
Total General	1,903,733	1,832,946	2,261,578	2,120,140	2,186,140	2,258,140	2,261,140
Total Expenditures	1,903,733	1,832,946	2,261,578	2,120,140	2,186,140	2,258,140	2,261,140
Revenue less Expenditures	(273,434)	102,921	(251,144)	910,000	130,000	98,000	134,000
Debt Principal Repayment					(75,000)	(75,000)	(75,000)
Short-term Borrowing				250,000			
Transfers to Reserves	(10,000)	(10,000)	(10,000)	(10,000)	(55,000)	(23,000)	(59,000)
Transfers from Reserves	363,926		376,624				
Capital Expenditures	(46,667)	(32,527)	(115,480)	(1,150,000)			
Surplus (Deficit)	33,825	60,394					



**CV Solid Waste
Five Year Financial Plan
With Revenues and Expenditures
For the Twelve Months Ending Tuesday, December 31, 2019
2/3/2020**

Operating Reserve
Landfill Reserves

<u>2019</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>
	376,624					
	1,761,500					

District of Invermere

"ON THE LAKE"

January 16th, 2020

Regional District of East Kootenay

Attn: Shawn Tomlin

Re: District of Invermere Transfer Station Agreement

Thank you for the ongoing support and funding for the Invermere transfer station.

The District changed the model of the transfer station the beginning of July. Two casual employees ran the transfer station 5 days a week with it being closed Tuesday and Wednesday during regular garbage pick up days for District of Invermere residents. However, there have been residents from all over the valley asking it to be opened 7 days a week.

The employees duties are:

- to direct people to bins when dropping off garbage and recycling to ensure bins are being filled up before being dumped in order to reduce tipping fees.
- education regarding what can and can not be dumped at the transfer station.
- stats to where the person lives and the amount of people visiting each day.
- cleaning and organizing the area so it is more pleasing to the eye.
- organizing a bottle drop off for non-profit organizations each day of the week.

Staff have kept stats of the amount of people and where they reside in the valley and the DOI users are just over 50% of the users. The transfer station has become a convenience for the entire valley and the District of Invermere has seen a huge improvement with wildlife, education and proper dumping with this new operation, as well as reduced tipping fees.

	DOI	%	Outside DOI	%
July	2137	53%	1884	47%
August	2263	51%	2146	49%
September	1962	52%	1825	48%
October	899	51%	853	49%
November	1602	54%	1362	46%
December	1879	54%	1590	46%

The approximate cost of the transfer station in 2019 was \$260,000 and the current amount the RDEK gives the District of Invermere is \$50,000 per year. We are asking for a 5 year agreement with an annual total of \$120,000.

If you have any questions please don't hesitate to talk to myself or Mayor Miller.

Respectfully,



Kindry Luyendyk
Interim Chief Administrative Officer
District of Invermere

Date: January 20, 2020
Submitted by: Holly Ronnquist, CFO
Service Name: Columbia Valley Broadband Service
Service Purpose: Fibre Optic backbone running from just north of Canal Flats up to Spillimacheen
Participants: Invermere, Radium, Areas F & G

Operational Items:

- Pole rental costs of \$51,707 per year and 82% of debt costs recovered through lease revenue.

Capital Items:

- None.

CFO Comments:

- Suggest tax decrease of \$525 = 1.8%.



Broadband
Five Year Financial Plan
With Revenues and Expenditures
For the Twelve Months Ending Tuesday, December 31, 2019
2/3/2020

	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET
<u>Revenue</u>							
Requisition	\$28,775	\$28,775	\$28,250	\$28,250	\$28,500	\$28,500	\$28,500
Payments in Lieu of Taxes		43					
Fees & Charges	181,707	181,707	181,707	181,707	181,707	181,707	181,707
Prior Period Surplus	3,433	3,433	3,903	3,134	2,349	1,799	1,231
Total Revenue	213,915	213,957	213,860	213,091	212,556	212,006	211,438
<u>Expenditures</u>							
Salaries & Benefits	1,406	438	1,107	1,121	1,135	1,151	1,167
Operations & Maintenance	51,707	51,707	51,707	51,707	51,707	51,707	51,707
Interest	63,293	63,293	63,293	63,293	63,293	63,293	63,293
Shared Overhead	212	151	154	156	157	159	162
Total General	116,618	115,589	116,261	116,277	116,292	116,310	116,329
Total Expenditures	116,618	115,589	116,261	116,277	116,292	116,310	116,329
Revenue less Expenditures	97,297	98,369	97,599	96,814	96,264	95,696	95,109
Debt Principal Repayment	(94,466)	(94,465)	(94,465)	(94,465)	(94,465)	(94,465)	(94,465)
Surplus (Deficit)	2,831	3,903	3,134	2,349	1,799	1,231	644

Date February 6, 2020
Author Holly Ronnquist, CFO
Subject Columbia Valley Economic Development – 2020 – 2024 Draft Financial Plan

INFORMATION

The proposed budget for 2020 - 2024 features secured grant funding from the Provincial Rural Dividend Program and Columbia Basin Trust totaling \$443,869 supporting projects within the strategic plan. Spending on these projects is expected to occur between October 2019 and March 2021.

Year-end estimates project a surplus of \$121,054 which includes \$71,054 to support 2020 operating costs and \$50,000 in funds earmarked for non-granted projects carried forward to 2020 as follows:

Employment Lands Inventory	\$ 5,000
Physician Recruitment	20,000
Other Projects	<u>25,000</u>
Total	\$ 50,000

2020

Grant funded projects in the financial plan will be carried out between October 2019 and June 2021 with revenue recognized as follows:

	2019	2020	2021	Total
BC Rural Dividend	\$28,700	\$209,219	\$43,950	\$281,869
Columbia Basin Trust	<u>\$15,750</u>	<u>\$137,500</u>	<u>\$ 8,750</u>	<u>\$162,000</u>
Total New Grants	\$44,450	\$346,719	\$ 52,700	\$443,869

The grant funded projects are as follows:

CV Tech Cluster Strategy	\$111,250
Workforce Development	61,250
CV Signage & Identity	203,482
Reconciliation and Relationships	55,887
CV Food Hub Model	<u>12,000</u>
Total	\$443,869

The CV Economic Development Service will contribute in-kind support for the projects through wages, travel costs, meals, office rent and office supplies valued at \$146,655 over the two years. Other project partners will contribute in-kind support of \$32,750.

The proposed budget for 2020 includes \$89,250 for the Economic Development Officer contract and \$17,900 for office rent, travel, mileage and meals and training. It also includes \$40,000 in 2020 and \$30,000 in 2021 for a pilot physician recruitment project. This budget proposes using \$8,000 of the other project funds from 2019 for development of a new CV Economic Development website. This leaves \$17,000 available for other projects or use.

Taxation for the CV Economic Development Service is currently expected to increase by \$11,312 (5%) in 2020 and by \$17,593 (7.4%) in 2021. Based on apportionment by the number of business class properties recorded in the 2020 completed assessment roll, proposed taxation for Columbia Valley jurisdictions with the 2019 comparative is as follows:

	2020 Requisition	2019 Requisition	# Class 6 Properties
District of Invermere	\$71,925	\$ 70,004	218 (-2)
Village of Radium Hot Springs	38,272	35,957	116 (+3)
Village of Canal Flats	11,218	10,501	34 (+1)
Electoral Area F	98,980	93,550	300 (+6)
Electoral Area G	<u>17,157</u>	<u>16,228</u>	<u>52 (+1)</u>
Total	\$237,552	\$226,240	720 (+9)

CFO Comments:

- Option to lower projected 2020 tax increase (currently \$11,312 = 5%) and make 2021 tax increase (currently \$17,593 = 7.4%) higher.
- Option to lower projected 2020 tax increase by reducing or eliminating the website (currently \$8,000) and/or the other projects (currently \$17,000).
- Draft budget and tax increase does not include new funding requests, which will be shown as a separate item on the agenda. New requests to date are as follows:
 - CV Food and Farm \$3,000 = additional 1.3% tax increase
 - CV Airport \$60,000 = additional 26.5% increase = increase on average residential as follows:

▪ Invermere	\$6
▪ Radium	8
▪ Canal Flats	6
▪ Area F	3
▪ Area G	4

(reflects CV Economic Development being apportioned by the number of properties in class 6)



**CV Economic Development
Five Year Financial Plan
With Revenues and Expenditures
For the Twelve Months Ending Tuesday, December 31, 2019
2/3/2020**

	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET
<u>Revenue</u>							
Requisition	\$226,240	\$226,240	\$237,552	\$255,145	\$257,292	\$257,591	\$257,909
Local Government Grants & Regional Transfers	144,173	48,530	448,467	55,050	2,550	2,550	2,550
Prior Period Surplus	104,113	104,113	121,054	31,855			
Total Revenue	474,526	378,883	807,073	342,050	259,842	260,141	260,459
<u>Expenditures</u>							
Salaries & Benefits	19,210	17,236	14,599	14,852	15,107	15,369	15,647
Administration & Overhead	17,800	13,133	17,900	17,900	17,900	17,900	17,900
Consulting & Professional Services	85,000	86,509	89,250	89,250	89,250	89,250	89,250
Grants	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Grant - CV Visitor Services	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Grant - Imagine Kootenays	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Grant - Lake Windermere Ambassadors	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Resident Attraction/Retention Project	50,000		5,000				
Granted Projects	94,997	3,000	445,917	52,500			
Other Ec Dev Projects			65,000	30,000			
Telephone & Utilities	400	310	400	400	400	400	400
Shared Overhead	3,026	2,641	2,152	2,148	2,185	2,222	2,262
Total General	405,433	257,829	775,218	342,050	259,842	260,141	260,459
Total Expenditures	405,433	257,829	775,218	342,050	259,842	260,141	260,459
Revenue less Expenditures	69,093	121,054	31,855				
Surplus (Deficit)	69,093	121,054	31,855				



January 31st, 2020

Dear RDEK Board of Directors,

As you know, RDEK began a new funding model for Valley Visitor Services (VVS) in 2016 to streamline the visitor services offered in the valley by providing \$100,000 to the Radium Chamber of Commerce. Those funds are then used to offset the cost of staffing information centres at the Invermere Crossroads (just off Hwy 93/95) and Radium Hot Springs, as well as two seasonal kiosks in Fairmont Hot Springs and Invermere (downtown).

This single entity VVS model has been strengthened in 2019 through strategic planning and stronger collaboration amongst key stakeholders. Furthermore, new Executive Director's have been hired in both Radium and Invermere which is bringing a fresh approach to the delivery of these services.

Many things are changing quickly in visitor centres throughout the Province as technology and rising staff costs are giving cause to revisit traditional models. We are therefore requesting that the \$100,000 amount remain stable for the this coming year (2020) to allow our new Executive Director's and the VVS Committee to continue to deliver on the service levels our region is known for, while exploring what exciting new opportunities for the future.

We anticipate a greater need for highly trained visitor services counsellors in 2020 as the Kootenay National Park celebrates its 100-year birthday, the Radium Hot Springs Pools continue their renovation work and the Kicking Horse Canyon project begins. In short, visitor centres in our region will be more important than ever during these times. Additionally, the increases to minimum wage continue to drive costs and compound the additional spending required for this program well beyond the \$100,000 support from the Regional District. So we are incredibly grateful for the critical support the RDEK has given this program to date.

Thank you for your consideration in this matter, and we look forward to hearing from you at your earliest convenience,

Yours,

Erin Palashniuk

President, Radium Chamber of Commerce

Radium Hot Springs Chamber of Commerce
7556 Main St. East / PO Box 225
Radium Hot Springs BC V0A 1M0
(250) 347-9331
RadiumHotSprings.com

Columbia Valley Local Food Guide Funding Request

Purpose

Columbia Valley Food and Farm is requesting \$3000 in funding for 5 years- 2020-2024- from the Columbia Valley Economic Development Commission for the publication and distribution of the annual Columbia Valley Food and Farm Guide. The purpose of the guide is to promote local farmers, producers, food purveyors, and food processors, to raise awareness about local agriculture and to bolster our local food system.

Background Information

Our first local food guide, which spanned the area from Creston to Spillimacheen, was produced in 2008. The first edition, entitled the **East Kootenay Local Food Guide** was produced with funds from Interior Health.

In the intervening years, the guide has been updated, revised, reformatted and published with funding from a variety of sources, including, Imagine Invermere, Groundswell Network Society, private funders and Slow Food Columbia Valley.

In 2018 and 2019, Columbia Valley Food and Farm (formerly the Columbia Valley Food Corridor Association and Slow Food Columbia Valley) revised and produced a local food guide which represented the area from Canal Flats to Spillimacheen. In 2018, we were self-funded and in 2019, we received partial funding (\$1500) from the RDEK Discretionary Grants in Aid. We also received funding from those listing in the guide. As well, Columbia Valley Food and Farm raised funds through a variety of fund-raising efforts in order to cover the costs of the Local Food Guide.

Rationale

The importance of local food production to the economy, the environment, to food security and to community-building has been amply documented in Canada and around the world. Consumer demand has sky-rocketed in recent years with both locals and tourists alike seeking locally-grown and locally-produced foods.

Local Food Guides and municipally-led local food marketing initiatives have proven to be an important aspect of the local food economy that connect consumers to producers. This isn't just a "feel-good" passing trend, but, rather, one of the fastest growing sectors of the farming, food and grocery industries. Organizations as diverse as the Conference Board of Canada, The Western Producer and Farm Folk City Folk have all published studies and featured articles highlighting the value of local food systems and the importance of supporting them through initiatives like local food guides. Municipal governmental support is at the forefront, ahead of both Federal and Provincial funding for local food systems initiatives.

Going Forward and Projected Costs Per Annum

Design

The Columbia Valley Local Food Guide includes a map of the valley and a listing for each producer, food processor and local food purveyor, including shops, restaurants and cafes. It will be available on-line and at various outlets throughout the Columbia Valley, including tourist information centres, hotels, grocery stores, farm shops and the farmers' markets. We are moving towards an interactive web-based site that will operate in conjunction with the hard copy of the guide and that will include the agricultural history of our area and biographies of our producers.

PROJECT BUDGET: Columbia Valley Local Food Guide 2020*

PROJECT EXPENDITURES	Costs
Guide Updates and Revisions: 30 hours @ \$88 per hour plus 5% tax	\$2772.00
Website development for interactive Local Food Guide and Farmer/Producer/Processor Biographies. 16 hours @ \$20 per hour- Columbia Valley Food and Farm Intern	\$320.00
Map Updates 3 hours \$40 per hour plus 5% tax	\$126.00
Printing of Guides- 2500 guides @ \$990.00 plus 5% GST and 7% PST	\$1,200.00
Evaluation of Project- Survey 6 hours @ \$20 per hours in-kind \$120	\$120.00
Communication with farmers, restaurateurs, food processors and food suppliers to create new and to re-confirm listings for 2020: 16 hours @ \$20.00 per hour- Columbia Valley Food and Farm Intern	\$320.00
Delivery of Columbia Valley Local Food Guides- time and gas \$200- Columbia Valley Food and Farm Volunteer: in-kind \$200	\$200.00
Information Display at Farmers' Market 4 times over the summer 20 hours @ \$20 per hour- in kind \$400	\$400.00
Advertising and Promotion	\$600.00
Total Project Expenses (\$)	\$6,058.00

PROJECT FUNDING

Funder	Contact Name/Phone	Confirmed? Yes/No	Cash	In-Kind	Total
Columbia Valley Food and Farm-	Glenda Wah 250-341-5627	Yes	\$838	\$720	\$1558.00
Food and Farm Listings	Alison Bell 250-341-1491	Yes	1,500.00		\$1,500.00
RDEK Funding		No	3,000.00		\$3,000.00
TOTAL					\$6,058.00

* This is the projected budget for 2020, but we do anticipate that there may be a rise in cost of production over the next four years.

Conclusion and Considerations

Columbia Valley Food and Farm has a proven track-record of bringing local food projects to fruition and of highlighting the importance of our local food system. We have worked diligently for over ten years independently and in conjunction with other non-profits in the Columbia Valley. With secured, ongoing financial support for the **Columbia Valley Food and Farm Guide**, we believe that the guide will be successful and develop into a guiding document for our local food system that will not only strengthen our agricultural sector, but also our economy and our community.

COLUMBIA VALLEY FOOD AND FARM REVENUE AND EXPENSES

AS AT DECEMBER 31, 2019

Kootenay Saving & Credit Union Balance: \$7,914.18

Bank of Montreal Balance: \$2,101.46

TOTAL: **\$10,015.64**

INCOME 2019:

DTSS Grad Dinner \$7,326.00

RDEK Food Guide 1,500.00

Food Guide Participants 1,250.00

Local Product sales 81.39
(CVCC/Pynelogs)

Donations at AGM 150.00

\$ 10,307.39

EXPENDED 2019:

Prep/Printing Food Guide \$3,948.95

Grad Dinner 4,177.77

Misc. Expense 499.56
(office, travel, products
for resale)

Hall rental for AGM 131.25

Advertising 633.81

ANTICIPATED/REAL EXPENSES FOR 2020:

Columbia Valley Chamber of Commerce Membership Fee	\$162.49
Windermere District Farmer's Institute Annual Fee	30.00
Chamber of Commerce Community Leaders Lunch	45.00
Assistance to local farmers/producers for Agri-Food Business Workshop Feb 4 and 5	700.00
Columbia Valley Food and Farm Guide	6,058.00
Columbia Valley Food and Farm Intern	2,040.00

2019 surplus \$ 18,426.83
 < \$ 8,119.44 >

Date: January 13, 2020
Submitted by: Debbie Renaud, Deputy CFO
Shannon Moskal, Corporate Officer
Service Name: CV Transit
Service Purpose: To provide public transit service between Canal Flats and Invermere, and Edgewater and Invermere
Participants: Canal Flats, Invermere, Jumbo, Radium, Electoral Areas F & G

Operational Items:

- Staff salaries have increased by \$1,697, and reflect the work planned in 2020.
- Direct operating costs have increased by \$8,273, mainly increased fixed costs, tires and insurance.
- The acquisition of a spare bus for the system will be revisited in 2020 (with the Transit Future Service Plan) as per the March 2018 Board resolution.
- The financial plan does not include costs for expansion of the transit system in future years.

CFO Comments:

- Estimated tax increase is \$3,000 = 2.2% for 2020 and \$22,500 = 16% for 2021 pending operating results for 2020.
- 2018 surplus was \$10,761 less than anticipated.
- Utilizing Reserves to mitigate 2021 and 2022 tax increases. Leaving remaining Reserve for future expansion.



CV Transit
Five Year Financial Plan
With Revenues and Expenditures
For the Twelve Months Ending Tuesday, December 31, 2019
2/3/2020

Revenue

	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET
Requisition	\$138,000	\$138,000	\$141,000	\$163,500	\$190,500	\$206,500	\$218,000
Payments in Lieu of Taxes		191					
Local Government Grants & Regional Transfers	5,200	4,873	4,875	4,875	4,875	4,875	4,875
Fees & Charges	12,000	11,351	12,000	12,000	12,000	12,000	12,000
Prior Period Surplus	38,346	27,585	33,502	30,000	20,000	20,000	20,000
Total Revenue	193,546	182,000	191,377	210,375	227,375	243,375	254,875

Expenditures

Salaries & Benefits	5,113	5,365	6,810	6,949	7,083	7,225	7,369
Administration & Overhead	2,350	858	2,350	2,350	2,350	2,350	2,350
Operations & Maintenance	1,500		1,485	1,500	1,500	1,500	1,500
Consulting & Professional Services	160,800	131,202	169,073	203,588	220,435	231,271	242,609
Shared Overhead	804	1,073	971	988	1,007	1,029	1,047
Total General	170,567	138,499	180,689	215,375	232,375	243,375	254,875

Total Expenditures	170,567	138,499	180,689	215,375	232,375	243,375	254,875
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Revenue less Expenditures	22,979	43,502	10,688	(5,000)	(5,000)		
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Transfers to Reserves	(10,000)	(10,000)					
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Transfers from Reserves				5,000	5,000		
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Surplus (Deficit)	12,979	33,502	10,688				
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Reserve Funds		76,539					
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Date: February 7, 2020
Submitted by: Kevin Paterson, Environmental Services Manager
Holly Ronnquist, CFO
Service Name: Columbia Valley Recreation
Service Purpose: Provides for the operations and maintenance of the Eddie Mountain Memorial Ice Arena situated in downtown Invermere; provides a operating and capital grants to the Canal Flats Arena and provides grants to selected recreation amenities in the Columbia Valley
Participants: Electoral Area F, Invermere, Radium Hot Springs, Canal Flats, Jumbo, and a portion of Electoral Area G

Operational Items:

Eddie Mountain Memorial Arena

- Upgrades to lighting in dressing rooms \$5,000
- Replace CO2 sensors \$3,000, glass \$4,000 and propane heater in stands \$2,000.
- Compressor overhaul \$13,000. This will result in compressor replacement being delayed until 2022.

Canal Flats Arena

- Grant from CV Recreation for operating costs projected to be \$211,975 due to lower revenue and higher expense projections resulting in \$11,275 = 5.6% increase in grant request from 2019.

Capital Items:

Eddie Mountain Memorial Arena

- Phase 3 of flooring replacement (dressing room #6 & Zamboni room) \$25,000.
- Brine pump and motor mount \$17,000.
- Players Entrance, Front Entrance and Dressing Room #6 Doors \$12,500.

Canal Flats Arena

- 2020 projects include \$25,000 for small capital upgrades and \$125,000 for chiller replacement. Capital request is \$3,058 less than projected.

CFO Comments:

- Estimated 2020 tax increase of \$112,166 = 11% with 4.5% increase in 2021.

- Request from District of Invermere to renew Columbia Valley Centre (multi-purpose use facility) with grant increased from \$36,000 to \$120,000. The grant for 2015 – 2019 agreement was \$125,000 per year. The increased grant **is included** in the draft financial plan and makes up \$84,000 of the overall tax increase = $8.3\% = \$6$ for the average residential property.
- Request from the Toby Creek Nordic Ski Club for renewal of agreement to fund the Lake Windermere Whiteway and increase the grant from \$7,500 to \$10,000. The increased grant **is included** the draft financial plan and makes up \$2,500 of the overall tax increase = 0.025% .
- Budget includes \$25,000 transfer from Reserve for completion of rubberized flooring project.
- Budget provides \$766,710 combined funding for capital projects for both arenas from 2020 – 2024.
- Budget proposes reserve contributions of \$130,000 in 2021 and at least \$150,000 starting in 2023 to fund larger capital projects for the Eddie Mountain Arena and Canal Flats Arena to 2040 totalling \$2.45 million. The Eddie Mountain Arena pad replacement project was been moved past 2040.
- Short term borrowing for Canal Flats Arena upgrades will be paid off in 2020.
- Draft budget and tax increase does not include new funding requests, which will be shown as a separate item on the agenda. New requests to date are as follows:
 - Columbia Lake Recreation Centre \$30,000 (estimated) = additional requisition increase of $3\% = \$2$ on the average residential property.

Columbia Valley Recreation Service Area
Canal Flats Arena

Village of Canal Flats

2020 - 2024 Five Year Financial Plan

Arena Recreation Operating

Revenues

	2019 Amended Budget	Oct 31/19	Prelim. 2020	Plus/Minus changes	2020 PRELIM. w. changes	2021	2022	2023	2024
15.1.410.1223 Arena kitchen revenues	-12000	-12,530	-12,000	-3,000	-15,000	-15,000	-15,000	-15,000	-15,000
15.1.410.1317 Arena advertising revenue	-6000	-11,365	-6,000	-500	-6,500	-6,500	-6,500	-6,500	-6,500
15.1.410.1318 Arena ice rentals	-50000	-33,193	-55,000	5,000	-50,000	-50,000	-55,000	-55,000	-55,000
15.1.410.1319 Arena - other revenues	-1000	-814	-1,000		-1,000	-1,000	-1,000	-1,000	-1,000
15.1.410.1321 Sani-dump key rentals	-300	-700	0		0	-500		-500	
Sub-Total Arena Revenues	-69,300	-58,602	-74,000	1,500	-72,500	-73,000	-77,500	-78,000	-77,500
					0				
15.1.750.1640 RDEK_Col Valley Rec area requisition	-201,920	-201,920	-200,700	-11,275	-211,975	-213,600	-215,900	-218,500	-221,900
15.1.910.1739 Reserves/surplus/transfers	0				0				
Sub-Total-RDEK Operating grant	-201,920	-201,920	-200,700	-11,275	-211,975	-213,600	-215,900	-218,500	-221,900
Total Revenues	-271,220	-260,522	-274,700	-9,775	-284,475	-286,600	-293,400	-296,500	-299,400

Expenditures

Arena Expenses

15.2.772.2102 Salaries & benefits - FT/PT employees	119,720		122,000	16,725	138,725	141000	143000	145000	145000
15.2.772.2102 Salaries & benefits - PW employees	6,600		6,600	-550	6,050	6100	6200	6300	6400
15.2.772.2102 Salaries & benefits - Admin employees	15,000	134,669	15,000	-5,800	9,200	10000	11000	11000	11000
15.2.772.2106 Training/education/certification	4,000	4,732	2,000	500	2,500		2500		2500
15.2.772.2108 Permits -Boiler/elevator	1,800	1,079	1,800		1,800	1,800	1,800	1,800	1800
15.2.772.2111 Travel	2,500	1,298	2,500	-800	1,700	1800	1800	1800	1800
15.2.710.2125 Office supplies & stationary	800	184	800		800	800	800	800	
15.2.772.2130 Hydro,water and sewer	30,000	20,830	31,000		31,000	32000	33000	34000	35000
15.2.772.2133 Building maint/wshrms/puck brds/fans	22,500	14,250	22,500		22,500	22500	22500	25000	25000
15.2.772.2134 Elevator monitoring & service contract	2,000	600	2,000	-1,000	1,000	1000	1000	1000	1000
15.2.772.2140 Telephone/Wireless internet	4,600	4,227	4,600		4,600	4600	4600	4600	4600
15.2.772.2145 Insurance	18,000	18,078	19,000		19,000	19,000	19,000	19,000	19000
15.2.772.2159 Kitchen expenses	11,000	7,626	11,000		11,000	11,000	11,000	11,000	11000
15.2.772.2160 Parking lot maintenance - snowplowing/gravel	2,000	0	2,000		2,000	2000	2000	2000	2000
15.2.772.2165 Cimco - maintenance	11,000	8,041	12,000		12,000	12000	12000	12000	12000
15.2.772.2166 Propane	9,800	6,738	9,800		9,800	10000	10000	10000	10000
15.2.772.2186 Special projects - referee co-ord. fees	2,000	2,600	2,000		2,000	2000	2000	2000	2000
15.2.772.2193 Zamboni repairs	2,600	3,511	2,800	700	3,500	3700	3900	3900	4000
15.2.772.2194 Equipment repairs & maintenance	2,000	1,460	2,000		2,000	2000	2000	2000	2000
15.2.772.2196 Fuel/tool allowance - Manager	1,800	1,500	1,800		1,800	1800	1800	1800	1800
15.2.772.2950 Equipment hours - internal	1,500	2,080	1,500		1,500	1,500	1,500	1,500	1500
	271,220	233,503	274,700	9,775	284,475	286,600	293,400	296,500	299,400
15.2.820.2220 Contrib to Rec capital	0								
15.2.820.2853 Transfer to recreation reserves/deficit			0		0	0	0	0	0
	0	0	0	0	0	0	0	0	0
Total expenditures	271,220	233,503	274,700	9,775	284,475	286,600	293,400	296,500	299,400
	0	-27,019	0	0	0	0	0	0	0

Columbia Valley Recreation Service Area
Canal Flats Arena
**Village of Canal Flats
2020 - 2024 Five Year Financial Plan**

		2019 Amended Budget	Unaudited actual to Oct 31/19	Prelim 2020	Plus/minus changes	2020 PRELIM. w. changes	2021	2022	2023	2024
	Capital Revenue Revenues									
16.1.900.1012	Federal Gax tax grants (Lighting, insulation, etc)	0				0	0	0	0	0
16.1.900.1015	Contribution from Arena operating									
16.1.900.1020	Contribution from Arena Reserve	-2,691		0		0	0	0	0	0
16.1.900.1643	Columbia Valley Rec serv requisition-CVRSa	-33,000	-33,000	-163,000	13,000	-150,000	-25,000	-175,000	-100,000	-39,000
16.1.900.1040	Provincial government grant					0	0	0	0	0
16.1.900.1042	CBT grants - for arena ice dividers	-6,777	-6,777			0	0	0	0	0
	Donation from Minor Hockey - for ice dividers	-1,260	-1,260			0				
16.1.900.1042	Deferred revenue - rock pits	-12,000	0			0				
						0				
						0	0	0	0	0
						0				
						0	0	0	0	0
	Total Revenues	-55,728	-41,037	-163,000	13,000	-150,000	-25,000	-175,000	-100,000	-39,000
	Capital Recreation Expenditures									
16.2.750.2732	Rebuilding compressor	12,000	12,594			0				14,000
16.2.750.2732	Chiller replacement			125,000		125,000				
16.2.750.2733	Wages & benefits/general contracting					0				
16.2.750.2733	Dressing rooms and entrance construction			13,000	-13,000	0	recommended not to proceed with timber frame			
16.2.750.2733	Architect fees					0				
16.2.750.2728	Wheel chair/ elevator (Accessibility Grant application)					0				
16.2.751.2121	West elevation rock pits	12,000	0			0	will not proceed until recreation plan confirmed			
16.2.751.2730	Door between dressing room 5 & 6	6,000	6,901			0				
	Brine pump (unexpected)	0	7,154			0				
16.2.750.2730	Men's washroom upgrade	5,000	5,988			0				
16.2.750.2730	Front doors replacement					0				
16.2.750.2730	Zamboni pad replacement	10,000	823			0				
16.2.750.2730	Fencing around propane tanks (balance unspent in 2018)	2,600	459			0				
	arena dividers	8,128	8,128							
	Concession upgrade								75,000	
	Parking lot paving							150,000		
16.2.750.2730	ongoing annual arena upgrade costs			25000		25,000	25000	25000	25000	25000
	Total Expenditures	55,728	42,047	163,000	-13,000	150,000	25,000	175,000	100,000	39,000
	Surplus(Deficit)	0	1,010	0	0	0	0	0	0	0



CV Recreation
Five Year Financial Plan
With Revenues and Expenditures
For the Twelve Months Ending Tuesday, December 31, 2019
2/3/2020

	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET
<u>Revenue</u>							
Requisition	\$1,014,834	\$1,014,834	\$1,127,000	\$1,178,000	\$1,220,000	\$1,252,500	\$1,280,500
Payments in Lieu of Taxes	4,427	5,110	4,427	4,427	4,427	4,427	4,427
Local Government Grants & Regional Transfers	43,000	45,926	45,000	45,000	45,000	45,000	45,000
Fees & Charges	205,000	228,851	206,150	207,150	208,150	209,150	209,150
Interest		3,000					
Prior Period Surplus	105,656	105,656	100,000	20,000	20,000	20,000	20,000
Total Revenue	1,372,917	1,403,378	1,482,577	1,454,577	1,497,577	1,531,077	1,559,077
<u>Expenditures</u>							
Salaries & Benefits	4,786	5,082	6,153	6,264	6,563	6,629	6,505
Grants	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Grant for Canal Flats Arena	234,920	234,920	361,975	238,600	404,809	327,913	260,811
Grant - Invermere multi-use facility	125,000	125,000	120,000	120,000	120,000	120,000	120,000
Grant - Lake Windermere Whiteway	7,500	7,500	10,000	10,000	10,000	10,000	10,000
Grant - Akisq'nuk Rec Facility	60,000	60,000	60,000	60,000	60,000		
Interest	1,500	1,500	750				
Shared Overhead	750	667	893	912	929	948	967
Total General	436,456	436,669	561,771	437,776	604,301	467,490	400,283
<u>Eddie Mountain Memorial Arena</u>							
Salaries & Benefits	444,482	393,722	456,475	468,031	476,509	486,121	495,355
Administration & Overhead	28,350	26,308	33,140	33,975	34,760	35,580	36,475
Operations & Maintenance	99,100	62,981	104,600	97,339	78,100	78,100	78,100
Vehicle & Hauling Costs	9,000	9,828	9,500	9,625	10,260	10,400	10,540
Consulting & Professional Services	8,200		8,200	8,200	8,500	8,500	8,500
Telephone & Utilities	147,544	166,150	159,125	163,300	166,450	170,400	174,050
Shared Overhead	54,785	53,967	60,766	62,331	63,220	64,486	65,774
Total Eddie Mountain Memorial Arena	791,461	712,956	831,806	842,801	837,799	853,587	868,794
Total Expenditures	1,227,917	1,149,625	1,393,577	1,280,577	1,442,100	1,321,077	1,269,077
Revenue less Expenditures	145,000	253,753	89,000	174,000	55,477	210,000	290,000



CV Recreation
Five Year Financial Plan
With Revenues and Expenditures
For the Twelve Months Ending Tuesday, December 31, 2019
2/3/2020

	<u>2019</u> <u>BUDGET</u>	<u>2019</u> <u>ACTUAL</u>	<u>2020</u> <u>BUDGET</u>	<u>2021</u> <u>BUDGET</u>	<u>2022</u> <u>BUDGET</u>	<u>2023</u> <u>BUDGET</u>	<u>2024</u> <u>BUDGET</u>
Debt Principal Repayment	(33,000)	(33,000)	(34,000)				
Transfers to Reserves				(130,000)		(210,000)	(290,000)
Transfers from Reserves	34,000			125,000	100,000		
Capital Expenditures	(126,000)	(117,709)	(55,000)	(169,000)	(155,477)		
Surplus (Deficit)	20,000	103,043					
Capital Reserve		123,071					

DISTRICT OF INVERMERE



**OPERATIONAL & CAPITAL FUNDING REQUEST
FOR THE COLUMBIA VALLEY CENTRE**

BUSINESS CASE

To: RDEK

January 16th, 2020

A. EXECUTIVE SUMMARY

The Columbia Valley Centre (CVC) has been in operation since September 2017. Since that time, it has supported all of the pre-existing events that were in hosted in the old community hall, along with some newly formed events, a couple of examples being indoor walking opportunities for people in the winter months, popular wedding venue, large enough area for our local graduating class celebration and a sought after film festival location as well as hosting numerous craft fairs.

The goals and objectives:

- To receive operational funding from RDEK,
- To receive capital funding from RDEK,
- Continue to gather statistics of users of the facility,
- An equity of shared costs of the building to the tax payers of Invermere,
- To become a leading regional facility for performances and larger scale events.

Background

In the past year 2 years, the District has changed the user fee rates many times along with observing the types of users and what their needs have been. A welcome outcome has been the progression of a film festival “season” during the winter months and the amount of attendees have been incredible. We are still in the process of adding kitchen equipment, understanding the acoustics and improving on it, as well as understanding the need of the audio visual with our users and how we can create the best experience with any group.

The District has created a new position of “Manager of Leisure Services”, which was our events coordinator and now we have increased her responsibility of managing the CVC with having her office in the CVC and creating a presence at the centre. The past six months we have tasked her with bringing in acts and performances that will showcase what the centre is capable of as well as seeking ways to attract regional festivals and events to benefit everyone in the Columbia Valley and beyond.

The variety of use and where the users reside have expanded over the past couple of years. Half of the weddings have been from out of the valley but choose to come to Invermere because of some connection in the valley. We have started collecting stats to where each person attending an event lives and we will continue to look at these stats in the upcoming year. The two events we sampled so far were a film festival and a band. The first had 55% of residents from outside the District of Invermere and the second sample had 59% outside our boundaries. As stated, we will continue to gather information from events that the District hosts as well as polling attendees of other events. Thus far, it is not surprising that over half of the visitors are from outside the District of Invermere.

The operational costs for 2019 was approximately \$165,500 and the capital funding for the 2020 budget is approximately \$120,000, which includes improving the acoustics, a new LED sign, roof top patio furniture and more kitchen equipment.

Further to the use of the building, the regional library occupies the upstairs, as well as the mezzanine and a shared lobby and washrooms on the main floor. The District subsidizes the cost of the building for the library, such as heat, electricity, internet, phones and cleaning totaling \$17,000 in in-kind labour and services. The current agreement with the RDEK excluded any renovations, equipment or operating costs associated with the library or any of the library services.

The operational and capital costs should not rest fully on the District of Invermere taxpayers, particularly, when the sample events polled show the majority of the users residing outside of Invermere. We want to see the CVC being used as a regional facility for everything from walking and mom & tot groups to film festivals, concerts and weddings. Invermere has created a flagship facility that welcomes community participation in community events, activities and festivals.

The intent of the building was to consider it a regional facility and so far the numbers are proving that between 50-60% of the users are from outside our boundaries. The total cost of the building to the Invermere taxpayers was \$10,608.654 in which the RDEK contributed \$625,000 (\$125,000 over 5 years). A major purpose of a regional district is to facilitate cooperation among member municipalities to provide services for a sub-area of the regional district that includes more than a single municipality or an electoral area. Currently RDEK funds recreation in the Columbia Valley for the CVC (expiring in 2019), Eddie Mountain Memorial Arena and Canal Flats Arena

Recommendations

Below is a table of the approximate costs and the request from RDEK in relation to the DOI costs.

	Approximate Total	Request to RDEK per year
Operational Funding	\$165,500	\$80,000
2020 Capital Funding **	\$120,000	\$30,000
In-kind Library Services	\$17,000	
Manager of Leisure Services Wages *	\$54,600	\$10,000
TOTAL	\$357,100	\$120,000

* A portion of her wages is coded to the CVC.

** An approximate portion of the 2020 capital funding spread over 5 years.

B. ALTERNATIVES CONSIDERED

If the full request is not considered by RDEK, then below are some alternative options:

- i. Continue to gather stats of the user groups and submit another request next year,
- ii. Research a two-tiered facility use structure, whereby by those users who do not contribute through taxation would pay a higher fee to use the facility.

C. CONCLUSIONS

WHAT

To secure a 5 year agreement with the RDEK for \$90,000 a year towards operational funding and \$30,000 a year for capital funding.

WHY

To ensure residents of the District of Invermere are paying a fair amount of the operating and capital funding for a regional building.

2018 CVC Usage

Weddings and Celebrations of life	5
Film Festivals and movie nights	4
Craft fairs	2
Judo	46
Bike and Ski Swaps	2
Air Rifle	8
Roller derby	7
Indoor walking group	20
Meetings, training, presentations	8
Mom fit/Columbia Valley Play Assoc.	4
Events	24
	<hr/>
	130

Karen Cote:

The CVC was closed for a couple of months to install theatre seating, curtains, lighting, etc.

*Examples of events held: Grad, Youth Center fundraiser, Chamber awards, Cuban band, Seniors Health Fair, Flu Clinic, Elections Rod & Gun banquet, Coffee Fest, Big Band Dance, Big Book Sale, Judo tournament, Bonspiel Banquet, Space Makers, Fireman's Ball Christmas Bureau distribution.

There were several weeks that the CVC was not is use due to installation of bleachers, floor repair etc

2019 CVC Usage

Weddings and Celebrations of Life	4
Film Festivals and movie nights	19
Craft fairs	2
Judo	52
Bike and Ski Swaps	2
Air Rifle	8
Zumba	19
Mom fit/Columbia Valley Play Assoc.	42
Indoor Walking Group	82
Baton	10
Meetings, training, presentations	16
Events	23
	<hr/>
	279

*Examples of events held: Grad, Christmas bureau distribution, Fashion show, Flu Clinic, Senior's Health Fair, Elections, Grad, Big Band dance, Christmas concert, Christmas Dance show, Family Game day, Puppy Love fundraiser, Rod and Gun banquet, Book launch, Minor hockey awards, Big Book Sale



Toby Creek Nordic Ski Club
Box 892
Invermere, BC
V0A 1K0

January 3, 2020

TO: Regional District of East Kootenay
RE: Letter of Request – Renewed Support for Whiteway

We are in the final season of our agreement with the RDEK for the Toby Creek Nordic Ski Club to maintain the Lake Windermere Whiteway (expires Sept 30, 2020). Director Clovechok suggested that the timing was good to submit a request for renewal.

Please find attached a summary of our activities over the past 5 years. As you'll see, as a result of your contributions we have been able to improve the quality of service provided to over 25,000 users during this period. In fact, just in this holiday season alone, we have already had over 5000 users which will make this year a record-breaking year! The Whiteway has truly become a mainstay of the winter recreation options in the Columbia Valley. We are excited for the season ahead, and we couldn't operate it at this level without the RDEK's support.

In order to continue to maintain and improve this facility we would like to request a renewal of this agreement to support the Whiteway operations for the next 5 years. If possible, we would like to request increase from \$7,500/year to \$10,000/year. This would go towards bringing on a second operator who could provide an increased level of service so that we aren't relying on just one operator to maintain this entire winter trail system. Please find attached a draft budget which includes this expense.

Please let us know if you have any questions or would like any more information. We would be happy to come in and make a presentation if that would be valuable.

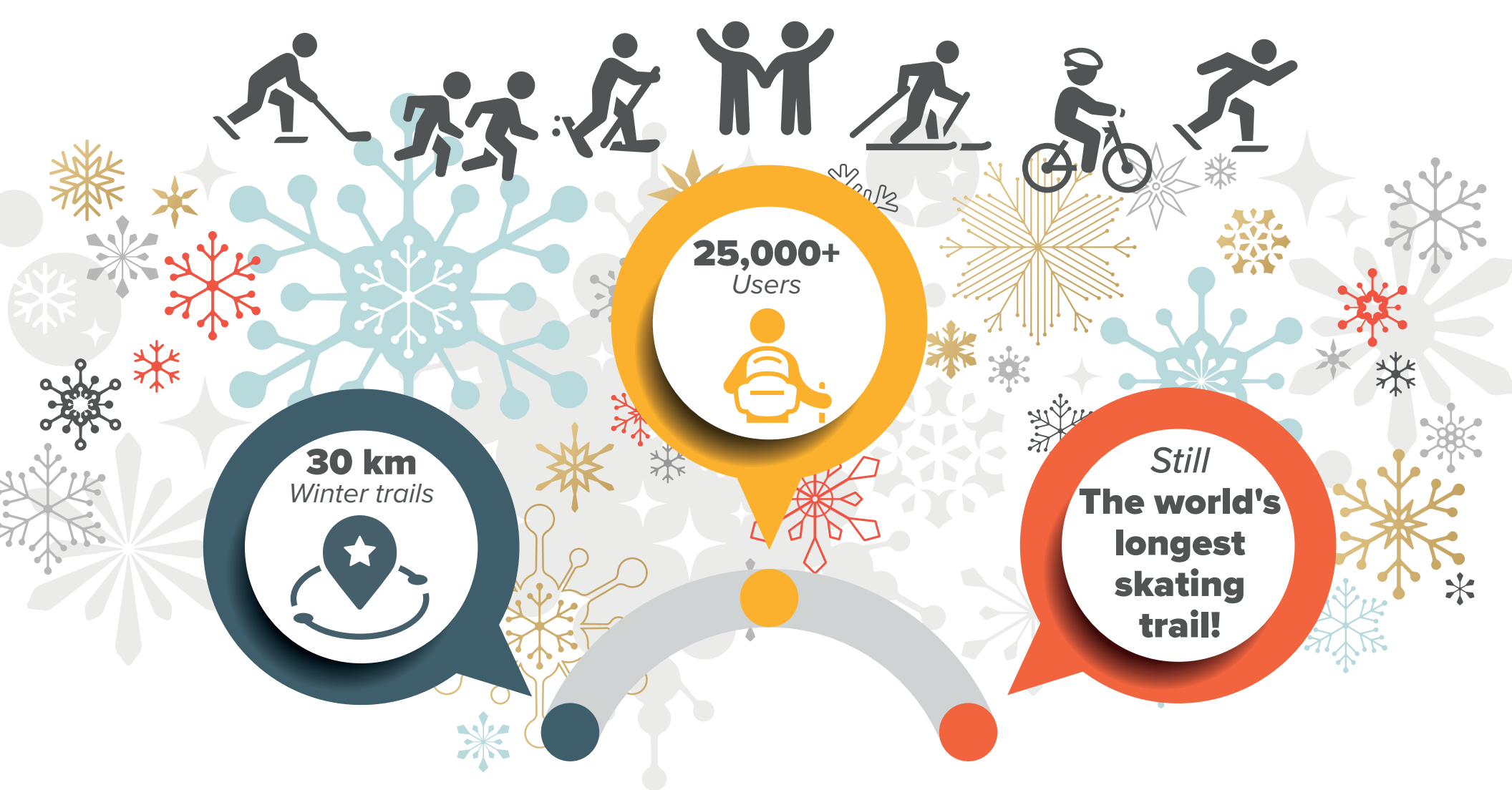
Sincerely,

Mark Rievaj
Whiteway Committee Co-Chair

Duncan Whittick
Whiteway Committee Co-Chair

WHITEWAY 2016-2020

5 years of winter paradise



Skate Skiing * Classic Skiing * Ice Skating * Biking * Walking * Running



THEWHITEWAY.ORG

A partnership between





Whiteway 2020 - 2021 Budget

REVENUE			
	District of Invermere	5000	
	Regional District of East Kootenay	10000	
	Day-use Fees / Donations	12500	
	Capital Grants	25000	
	Sponsorships	1000	
	Memberships / Season Passes	7000	
	Film Fest Fundraising Event	2500	
TOTAL		63000	
EXPENSES			
	Administration	2500	For committee, coordination, website, fees, etc
	Insurance	1000	Liability plus events
	Whiteway Operator & Assistant Operator	17500	\$30/hour (includes truck & fuel)
	Whiteway Ambassador	6500	10 weeks x 20 hours / week
	Machine Maintenance	2500	
	Machine Purchase	25000	For early season operations
	Operator Equipment Materials & Supplies	1000	
	Whiteway Materials & Supplies	1000	Punch cards, passes, outreach
	Communications & Signage	2500	Posters, whiteway app, large signage
	Events	3500	Multi-sport event (\$2500) other small events (\$1000)
TOTAL		63000	



2019 Whiteway Report



Submitted by Toby Creek Nordic Ski Club



Page 138 of 188

**Submitted to the Regional District
of East Kootenay (RDEK)**

2019 Whiteway Report



This year can be described as short, but sweet! While the season was relatively brief this year, the season extended beyond what is typical, and provided excellent conditions into March. As a result, the overall impression that users were left with was very positive.

This year we had nearly 400 Whiteway Season Pass Holders, and over 4000 users. As shown in the financial report, we were able to generate enough funds to break even when supplemented with the District of Invermere and Regional District of East Kootenay funding. In addition to our operational funding, we also secured funding from Columbia Basin Trust to allow us to purchase a new snowmobile and grooming parts, which we supplemented with funding from the Best of Banff Mountain Film Festival.

We continued on with our successful partnership with the Lake Windermere Ambassadors, working with them to enhance our outreach and communication efforts. Through our shared efforts, we kept users aware of trail conditions through both our website and social media, as well as on a board at the Kinsmen Beach trailhead. Social media posts typically reached 500-1000 people, with some getting over 5000 views! And we continue to draw media attention from across BC, Alberta, and beyond. An example is the recent story posted by 'Vancouver is Awesome':

<https://www.vancouverisawesome.com/2019/01/11/lake-windermere-whiteway-bc/>

This year we provided additional trails specifically for biking and walking, which was received very well, and helped to preserve the skate ski tracks which were previously walked and biked one. We were able to install interpretive signs along the trail to share more information on the Lake Windermere Whiteway, Lake Windermere, and the natural and cultural history of the area.

Next year we will develop signage to better indicate these trails so all users are aware and confident while using the Whiteway. We will also be installing better signage so users are aware of the trail conditions, and the sections of the trail that were open. Despite only being able to open 14km of trail this year, we still maintained the longest skating trail in the world!

This year we struck a larger committee to help support both our Whiteway Maintenance Technician and Whiteway Ambassador, while further enhancing the enjoyment and safety on this trail. Some of the activities this committee is looking forward to pursuing includes hosting a multi-sport event and providing access to a trail app.

We also look forward to working in partnership with the Lake Windermere Ambassadors to help users collect their dog poop, and to host a year-end clean-up event.



2018-2019 Whiteway Financial Report

REVENUE	AMOUNT
District of Invermere	\$4,000.00
Regional District of East Kootenay	\$7,500.00
Day-use Fees/donations	\$12,873.59
Columbia Basin Trust	\$10,060
Club Fundraising - Film Fest	\$2,401.33
TOTAL	\$36,834.92

EXPENSE	AMOUNT
Operations & Maintenance	\$15,212.53
Administration	\$296.73
New Snowmobile	\$14,698.25
Communications & Outreach	\$6,627.41
TOTAL	\$36,834.92



Whiteway Artwork by the students of JA Laird Elementary



Whiteway Artwork by Youth Nordic Skier, Kate Hale







2018 Whiteway Report



Submitted by Toby Creek Nordic Ski Club



Submitted to Regional District of East Kootenay

2018 Whiteway Report

This year surpassed last as the busiest year yet for the Lake Windermere Whiteway! Thousands of users enjoyed this recreational winter paradise, skiing, skating, running, walking and pedalling around this world-class trail. In addition to the weather being in our favour, we also greatly improved our communications with much more regular, timely and informative website and social media updates.

We also enhanced our partnership with the Lake Windermere Ambassadors to provide a a regular friendly face at the entrance to the Whiteway at Kinsmen Beach during the weekends. Complete with music, a fire and information on the lake, this outreach booth provided users with a place to stop, chat, and ask questions. With this success we plan on expanding this 'Whiteway Ambassador' program in 2019.





WINTER WHITEWAY WEEKENDS

Free family events

Every Saturday the Whiteway is open
1:00 - 3:00 pm @ Kinsmen Beach*

Fire * Music * Games * Lessons * Demos



Check the Toby
Creek Nordic FB
page for regular
Whiteway
updates

Remember to pay your \$5 day
use fee or purchase your annual
Whiteway pass!

tobycreeknordic.ca/whiteway



The Whiteway Ambassador will be out every weekend, and holidays, to greet guests to the Whiteway, share updates, collect day-use fees and check season passes.





2017-2018 Whiteway Financial Report

REVENUE	AMOUNT
District of Invermere	\$4,000.00
Regional District of East Kootenay	\$7,500.00
Day-use Fees/donations	\$2,531.97
Programs	\$105.30
TOTAL	\$14,137.27

REVENUE	AMOUNT
Operations & Maintenance	\$11,017.56
Administration	\$254.50
Program Costs	\$738.75
Equipment/supplies - Safety, etc.	\$1,394.67
Communications	\$89.79
Insurance	\$642.00
TOTAL	\$14,137.27



2017 Whiteway Report



Submitted by Toby Creek Nordic Ski Club



Submitted to Regional District of East Kootenay

2017 Whiteway Report



With a pre-Christmas opening, this year was the busiest year yet for the Lake Windermere Whiteway. Thousands of users enjoyed this recreational winter paradise, skiing, skating, running, walking and pedalling around this world-class trail. In addition to the weather being in our favour, we also greatly improved our communications with much more regular, timely and informative website and social media updates. These were regularly shared by many followers, and were seen by thousands of users.

And in an effort to make our users feel right at home, we partnered with the Lake Windermere Ambassadors to provide a welcome table at Kinsmen Beach during the weekends. Complete with music, a fire and information on the lake, this outreach booth provided users with a place to stop, chat, and ask questions. With this success we plan on expanding this 'Whiteway Ambassador' program in 2017-18.







2016-2017 Whiteway Financial Report

REVENUE	AMOUNT
District of Invermere	\$4,000.00
Regional District of East Kootenay	\$7,500.00
Day-use Fees/donations	\$2,531.97
Programs	\$105.30
TOTAL	\$14,137.27

REVENUE	AMOUNT
Operations & Maintenance	\$11,017.56
Administration	\$254.50
Program Costs	\$738.75
Equipment/supplies - Safety, etc.	\$1,394.67
Communications	\$89.79
Insurance	\$642.00
TOTAL	\$14,137.27



2016 Whiteway Report



Submitted by Toby Creek Nordic Ski Club

Submitted to Regional District of East Kootenay

File Khn 126 001



Welcome to the Lake Windermere

WHITEWAY

The World's Longest Skating Trail



In 2014 the Lake Windermere Whiteway was awarded the world record for the longest skating trail boasting over 30 KM of ice-skating as well as groomed skate and classic cross country ski trails. The Whiteway offers winter sports enthusiasts an incredible facility, adding to the already abundant list of winter activities available in the stunning Columbia Valley. The Whiteway was created

in 2006 by the Toby Creek Nordic Ski Club. The initial intention of the Whiteway was to connect the communities along Lake Windermere during the winter months. It offers 2 access points: one at Kinsmen beach in Invermere and one at Windermere Beach.

The Whiteway stays in world-class shape through each season thanks to maintenance

performed by the Toby Creek Nordic Ski Club. The club asks for a small donation fee of \$5 per use which can be deposited in the drop boxes at the information kiosks along the trail.

Annual memberships allow for unlimited use of the Whiteway and are available at the kiosks or online at tobycreeknordic.ca.



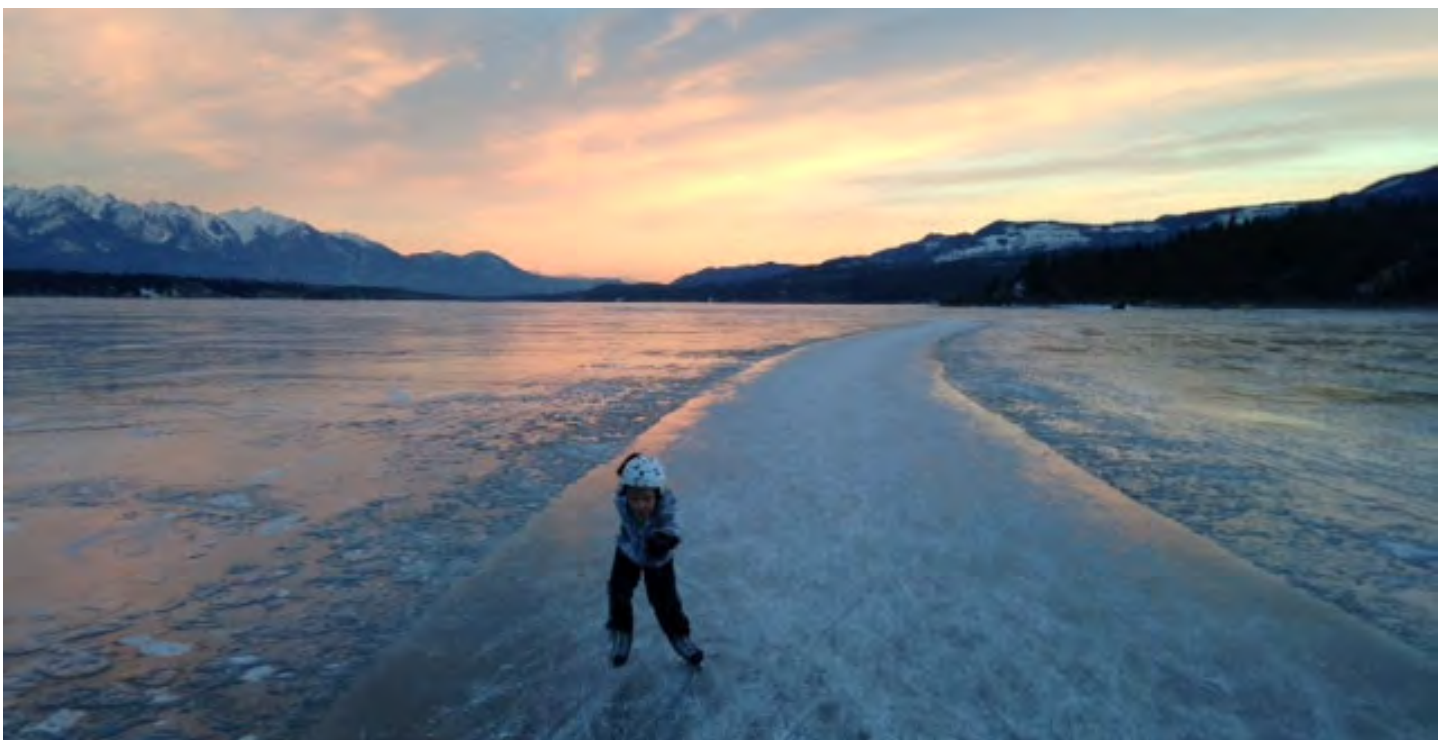
Lake Windermere Whiteway : 31 km



The 2016 Lake Windermere Whiteway season lasted nearly 2 months, with an official opening date of December 31 and a closing date of February 25. During this time, hundreds of users skated, skied, biked, ran, walked and rolled around this world-class track.

Media coverage, including social media, was widespread, most notably with a feature story in the Calgary Herald sharing that “And then there’s the impressive Whiteway, a 30-kilometre-long ice-skating and cross-country ski track that circles Lake Windermere and holds the Guinness record as the world’s longest skating trail. In fact, several winter events revolve around the Whiteway including the annual Snowflake Festival, Bonspiel on the Lake and Family Fish Day (Feb. 2). They’re all part of Winter in Motion, a campaign to get locals and visitors outdoors in the valley during the snowy months.”

We also had some positive feedback written to us by a resident of Windermere, “Thank you so much for the Whiteway! Where else could I skate—commute to work? Ending my day gliding along Lake Windermere cannot be beat.”





Lake Windermere Whiteway

2015-2016 Income Statement

Income

4100 · Grants/Donations

4110 · RDEK	7,500.00
4120 · DOI	4,000.00
4180 · Lake Lillian Drop Box	211.45
4183 · Kinsmen Drop box	563.38

Total Income	12,274.83
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Expense

54100 · Worker's Comp Premiums - Labour	81.82
60000 · Advertising and Promotion	1,162.33
60200 · Equipment Expenses	2,060.57
60400 · Bank Service Charges	6.59
63300 · Insurance Expense	1,436.00
64900 · Office Supplies	160.36
66700 · Professional Fees	296.30
67200 · Repairs and Maintenance	6,872.63

Total Expense	12,076.60
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198.23



COLUMBIA LAKE RECREATION SOCIETY: 3050 HIGHWAY 93/95, WINDERMERE, BC
Society Vision: Honoring athletes of yesterday by supporting all those of today and tomorrow

COVER MEMORANDUM

TO: Directors, Regional District of East Kootenay (RDEK)
FROM: Board of Directors, Columbia Lake Recreation Society (Society)
DATE: February 5, 2020
RE: Required background information to January 9, 2020 request to RDEK

Please accept the attached package of information as further explanation and substantiation of the request made to RDEK on January 9, 2020 by the Society for inclusion of the Columbia Lake Rec Centre into the RDEK Service Agreements. The package consists of the following;

1. The original request letter of Jan. 9, 2020 with Rec Centre sales attachment
Pages 1.a., 1.b. and 1.c
2. The Charter of the Columbia Lake Recreation Society
Page 2.a.
3. The Balance Sheet and Income/Deficit Statements to Dec. 31, 2019 for the Columbia Lake Recreation Society as developed by AFN Finance Department (with Notes to both statements as added by the Society)
Pages 3.a. and 3.b.
4. Columbia Lake Rec Centre Operating Budget 2019/2020 with Actuals to Dec. 31, 2019 plus projected Actuals to March 31, 2020. This sheet shows an operating deficit of \$26,029 at Dec. 31, 2019 and projected deficit of \$35,912 by 03/31/2020
Page 4.a.
5. Content of the most recent draft of the Society Business Sustainability Presentation to AFN Chief and Council October 9, 2019.
Pages 5.a, 5.b. and 5.c.



COLUMBIA LAKE RECREATION SOCIETY: 3050 HIGHWAY 93/95, WINDERMERE, BC
Society Vision: Honoring athletes of yesterday by supporting all those of today and tomorrow

Regional District of East Kootenay (RDEK)
Columbia Valley (CV) Committee
19 - 24th Avenue South, Cranbrook BC

January 9, 2020

RE: Request from Columbia Lake Recreation Society (the Society) for inclusion of Columbia Lake Rec Centre in RDEK Service Agreements area

Dear CV Committee members;

Please accept this letter outlining the rational and reasoning for this request to RDEK.

Purpose of this presentation is twofold. Today the Columbia Lake Recreation Society is before the RDEK CV Committee to request consideration for including the Columbia Lake Rec Center (Rec Centre) in the array of recreation facilities encompassed within the RDEK service agreement areas and to seek approval from the Committee to recommend an amount of operational funding to be provided to the Society as it carries out its mandate of managing and operating this Rec Center.

Preamble

First, please again accept thanks from both the Society and ?Akisq'nuk First Nation for the capital funding provided to support the building of the Columbia Lake Recreation Center. The centre open and became operational in April, 2019 and has been in operation for 10 months. The centre is halfway through its first "high use" season and people from all over the Columbia Valley and beyond are enjoying this beautiful, unique facility. The Society is highly aware, however, that there is much more work to be done before we are at full utilization of the Centre.

Utilization

During the initial 10 months of operation, the Rec Centre has seen increasing utilization. The Rec Centre has installed a comprehensive registration and sales activity software that provides management and the Board with ongoing utilization data. As of December 31, 2019 the number of passes sold comes to 1640 with the majority of this pass-holder activity occurring in the months of September, October, November, and December. There are two main sport associations currently holding the top spot for utilisation in our Center. Number one spot goes to the Columbia Valley Pickleball Association. That Association has more than 200 members from across the valley and utilizes the centre 6 out of 7 days per week. The next spot goes to the Columbia Valley Football (Minor Soccer) Club with weekly rentals for indoor soccer practices available to the almost 500 youth involved in soccer from Canal Flats to Brisco.

Lessons Learned

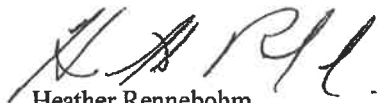
From the first months of operation, the Society knows the Centre is an invaluable component of health, wellness, recreational tourism and community building across this valley. In order to maximize use, however, resources are required for the following initiatives;

- Promotions
- Programming
- Grant and Fund development
- Partnerships
- Capacity building of staff and management

In order to carry out all these initiatives, the Board of the Society is requesting operational support from this Committee.

We hope you will consider this request and, should you have further questions, you will contact the Secretary/Treasurer of the Society at the contact numbers below.

Sincerely,



Heather Rennebohm

250.341.5919

Heather.rennebohm@gmail.com

Sales by Service

2019-03-01 - 2019-12-31

Court Rentals

Pricing Option	Total Amount	% Of Revenue Category	Cash Equivalent	Non-Cash Equivalent	Quantity
One Hour Court Rental	\$693.75	24.82%	\$616.25	\$77.50	23
One Hour Court Rental 1/3	\$550.00	19.67%	\$497.50	\$52.50	7
One Hour Court Rental 2/3	\$152.50	5.45%	\$152.50	\$0.00	3
One Hour Court Rental Full	\$1,399.38	50.06%	\$651.25	\$748.13	19
Total amount: \$2,795.63			Cash equivalent: \$1,917.50	Non-cash equivalent: \$878.13	Quantity: 52

Facility Access

Pricing Option	Total Amount	% Of Revenue Category	Cash Equivalent	Non-Cash Equivalent	Quantity
10 pass multi-pack Adult	\$219.00	1.30%	\$63.00	\$156.00	4
10 pass multi-pack SR/JR	\$126.00	0.75%	\$42.00	\$84.00	3
Daily Drop in Adult	\$1,559.99	9.24%	\$951.78	\$608.21	229
Daily Drop in JR/SR	\$5,438.75	32.22%	\$4,758.75	\$680.00	1092
Daily Drop in Child	\$138.63	0.82%	\$63.75	\$74.88	56
Daily Drop In Family	\$749.30	4.44%	\$412.15	\$337.15	51
One Month Unlimited Access Adult	\$1,048.00	6.21%	\$252.00	\$796.00	28
One Month Unlimited Access JR/SR	\$2,085.36	12.35%	\$904.87	\$1,180.49	70
One Month Unlimited Access Child	\$21.00	0.12%	\$21.00	\$0.00	1
One Month Unlimited Access Family	\$414.00	2.45%	\$62.00	\$352.00	7
One Year Unlimited Access Adult	\$189.00	1.12%	\$0.00	\$189.00	3
One Year Unlimited Access JR/SR	\$2,798.25	16.58%	\$546.00	\$2,252.25	13
One Year Unlimited Family	\$567.00	3.36%	\$0.00	\$567.00	1
x 4 Day Pass JR/SR x	\$15.00	0.09%	\$15.00	\$0.00	1
x Christmas Special Adult x	\$756.00	4.48%	\$126.00	\$630.00	6
x Christmas Special JR/SR x	\$756.00	4.48%	\$94.50	\$661.50	8
Total amount: \$16,881.28			Cash equivalent: \$8,312.80	Non-cash equivalent: \$8,568.48	Quantity: 1573

Instructional Classes

Pricing Option	Total Amount	% Of Revenue Category	Cash Equivalent	Non-Cash Equivalent	Quantity
Yoga Class Enrollment	\$0.00	0.00%	\$0.00	\$0.00	1
Zumba Class Enrollment	\$140.00	100.00%	\$110.00	\$30.00	14
Total amount: \$140.00			Cash equivalent: \$110.00	Non-cash equivalent: \$30.00	Quantity: 15

Grand total	Total amount	Cash equivalent	Non-cash equivalent	Quantity
	\$19,816.91	\$10,340.30	\$9,476.61	1640



COLUMBIA LAKE RECREATION SOCIETY: 3050 HIGHWAY 93/95, WINDERMERE, BC
Society Vision: Honoring athletes of yesterday by supporting all those of today and tomorrow
CONSTITUTION

1. The name of the Society is "COLUMBIA LAKE RECREATION SOCIETY" (Society).
2. The purpose of the Society is in furtherance of the following objectives:
 - (a) to operate a multi-use, fully accessible sport and recreation facility dedicated to the Vision of "honoring the athletes of yesterday by supporting all those of today and tomorrow";
 - (b) to provide a variety of fitness and recreation spaces, equipment, programs and services to all residents, second home owners, and visitors of all ages across the Columbia Valley and beyond.
 - (c) To pursue resources, grants, other funds, gifts, equipment and/or other assets to support furtherance of the Vision.
 - (d) to develop, manage and operate a Sport and Recreation center that celebrates athletics and fitness and wellbeing of the child, family, youth, and elders in the context of reconciliation and community sharing;
 - (e) to facilitate the participation of Akisq'nuk First Nation (AFN) members in the use of and delivery of recreation and fitness programs and services;
 - (f) to promote health, education, nutrition, culture and language, and family involvement in fitness and wellbeing;
 - (g) to work in partnership with the leadership of the Akisq'nuk First Nation (AFN) in the furtherance of the Vision;
 - (h) to develop healthy, inclusive communities by sharing in the history, traditions, cultural awareness and shared passion for the Columbia Valley;
 - (i) to cooperate with other organizations which have purposes similar in whole or in part to the purposes of the Society; and
 - (j) To operate and maintain a bank account for the sole benefit of the Society.

Columbia Lake Recreation Society
Balance Sheet

Unaudited
(thousands of dollars)

	December 31 2019	March 31 2019
Assets		
Current assets		
Cash and cash equivalents (Note 1)	\$ 23,068	\$ -
Short-term investments	-	-
Accounts receivable	(370)	-
Prepaid expenses	-	-
	22,699	-
Capital Assets (Note 2)	20,042	-
	<u>\$ 42,741</u>	<u>\$ -</u>
Liabilities		
Current liabilities		
Accounts payable and accrued liabilities	\$ 7,252	\$ -
Due to AFN (Note 3)	115,219	1,383
Deferred revenue	11,011	-
	133,482	1,383
Fund balances		
Invested in capital assets		
Internally restricted		
Unrestricted	(90,741)	(1,383)
	(90,741)	(1,383)
	<u>\$ 42,741</u>	<u>\$ -</u>

NOTES:

1. As this is the first year of operations of the Columbia Lake Rec Centre (Opening Date April 16, 2019), there are no prior year results to compare in either the Balance Sheet, Income Loss Statement or Budgets.
2. These capital assets include only those purchased after April 1, 2019.
3. This amount has not yet been reconciled through comparison to Operating Budget as overseen by the Society.

Columbia Lake Recreation Society
Statement of Income (Loss) and Deficit
Nine Months Ended December 31
 Unaudited
 (thousands of dollars)

	Nine Months Ended December 31	
	2019	2018
Revenue (Note 4)		
Facility rentals	\$ 3,389	\$
Programs	14,158	
Other	1,905	
	<u>19,452</u>	<u>-</u>
Expenses (Note 5)		
<i>Facility operations</i>		
IT and communications	4,141	
Contract Services	600	
Utilities	26,051	
Janitorial	1,566	
Supplies and equipment	4,864	
<i>Administration</i>		
Advertising	3,575	
Bank charges	674	
Office	773	
Travel	142	
<i>Programs</i>		
Wages and benefits	66,235	
Staff uniforms	191	
	<u>108,811</u>	<u>-</u>
Excess of revenue over expense	(89,359)	-
Total fund balances, beginning of period	(1,383)	
Total fund balances, end of period (Note 6)	<u>\$ (90,741)</u>	<u>\$ -</u>

NOTES:

- These figures are drawn from Sales Reports. Grants and gifts are deposited separately and do not necessarily appear in this Income Loss Statement.
- These expense figures are aligned with the Operating Budget (\$650 more in this statement than in the Actuals column on Page 4.a.). The discrepancy will be reconciled prior to year end.

COLUMBIA LAKE RECREATION CENTRE OPERATING (REVENUE AND EXPENSES): 2019-2020 BUDGET AND ACTUALS FOR Q3

	2019-2020 BUDGET	BUDGET TO 12/31/2019	ACTUALS TO 12/31/2019	PROJECTED ACTUALS TO 03/31/2020	PROJECTED VARIANCE ACTUALS TO BUDGET AT 03/31/2020
REVENUE					
PASSHOLDERS	\$ 68,820	\$ 51,615	\$ 7,122	\$ 11,823	-\$ 56,997
MULTIPASS	\$ 8,000	\$ 6,000			-\$ 8,000
DROP-INS	\$ 24,750	\$ 18,563	\$ 8,232	\$ 13,665	-\$ 11,085
PROGRAMS			\$ 140	\$ 232	\$ 232
COURT RENTALS	\$ 21,600	\$ 16,200	\$ 2,796	\$ 4,641	-\$ 16,959
SPECIAL EVENTS	\$ 27,500	\$ 20,625	\$ 1,527	\$ 2,535	-\$ 24,965
CONCESSIONS AND VENDING	\$ 15,500	\$ 11,625			-\$ 15,500
SALES SUB TOTAL	\$ 166,170	\$ 124,628	\$ 19,817	\$ 32,896	-\$ 133,274
OFFICE RENT	\$ 31,680	\$ 23,760		\$ 1,000	-\$ 30,680
ADVERTISING					
GRANTS/GIFTS	\$ 55,000	\$ 41,250	\$ 12,300	\$ 15,375	-\$ 39,625
OTHER TOTAL	\$ 86,680	\$ 65,010	\$ 12,300	\$ 16,375	-\$ 70,305
REVENUE TOTAL	\$ 252,850	\$ 189,638	\$ 32,117	\$ 49,271	-\$ 203,579
EXPENSES					
ADMINISTRATIVE EXPENSES:					
PROGRAMS					
INSURANCE	\$ 3,600	\$ 2,700			-\$ 3,600
ADVERTISING AND PROMOTIONS	\$ 2,000	\$ 1,500	\$ 3,575	\$ 4,469	\$ 2,469
OFFICE SUPPLIES AND EQUIPMENT	\$ 6,300	\$ 4,725	\$ 773	\$ 966	-\$ 5,334
PROFESSIONAL DEVELOPMENT			\$ 326	\$ 408	\$ 408
TRAVEL			\$ 142	\$ 178	\$ 178
INFORMATION TECHNOLOGY	\$ 4,728	\$ 3,546	\$ 4,141	\$ 5,176	\$ 448
CONTRACT SERVICES	\$ 12,200	\$ 9,150	\$ 600	\$ 750	-\$ 11,450
BANK & FINANCE FEES	\$ 3,323	\$ 2,492	\$ 674	\$ 843	-\$ 2,481
CASH OVER/UNDER	\$ 500	\$ 375			-\$ 500
UNIFORMS			\$ 191	\$ 191	\$ 191
UTILITIES	\$ 40,000	\$ 30,000	\$ 26,051	\$ 42,209	\$ 2,209
REPAIRS & MAINTENANCE	\$ 5,000	\$ 3,750			-\$ 5,000
JANITORIAL & SUPPLIES	\$ 26,400	\$ 19,800	\$ 1,566	\$ 1,958	-\$ 24,443
CONCESSION & VENDING	\$ 6,200	\$ 4,650			-\$ 6,200
ADMIN EXPENSE TOTAL	\$ 110,251	\$ 82,688	\$ 38,039	\$ 47,549	-\$ 62,702
OTHER EXPENSES: PROGRAM EQUIP			\$ 4,864	\$ 6,080	\$ 6,080
OTHER EXPENSES TOTAL			\$ 4,864	\$ 6,080	\$ 6,080
SALARY EXPENSES:					
SALARY & WAGES	\$ 126,726	\$ 95,045	\$ 59,050	\$ 73,813	-\$ 52,914
SALARY EXPENSES TOTAL	\$ 126,726	\$ 95,045	\$ 59,050	\$ 73,813	-\$ 52,914
OTHER EMPLOYEE EXPENSES					
CPP	\$ 8,516	\$ 6,387			-\$ 8,516
EI					
PENSION	\$ 6,970	\$ 5,228			-\$ 6,970
WCB	\$ 786	\$ 590	\$ 148	\$ 185	-\$ 601
LIFE, HEALTH, DENTAL	\$ 4,380	\$ 3,285			-\$ 4,380
EFAP					
MSP					
CELL PHONE ALLOWANCE	\$ 2,600	\$ 1,950			-\$ 2,600
OTHER EMPLOYEE EXPENSES TOTAL	\$ 23,252	\$ 17,439	\$ 6,193	\$ 7,741	-\$ 15,511
EXPENSE TOTAL	\$ 260,229	\$ 195,172	\$ 108,146	\$ 135,183	-\$ 125,047
MANAGEMENT FEES	\$ 42,326	\$ 31,745			-\$ 42,326
NET DEFICIT (SURPLUS)	\$ 49,704	\$ 37,278	-\$ 76,029	-\$ 85,912	-\$ 135,616
INTERNAL TRANSFERS/CONTRIBUTIONS					
INTERNAL TRANSFER	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	
STARTUP FUNDING					
TOTAL DEFICIT(SURPLUS)	\$ 296	\$ 222	-\$ 26,029	-\$ 35,912	

NOTE: as is apparent herein, Budget deficit of the Rec Centre could be addressed if an annual infusion of \$30,000 came through inclusion in RDEK Service Agreements



COLUMBIA LAKE RECREATION SOCIETY: 3050 HIGHWAY 93/95, WINDERMERE, BC
Society Vision: Honoring athletes of yesterday by supporting all those of today and tomorrow

**Presentation by Columbia Lake Recreation Society (Society)
 to ?akisq'nuk First Nation (AFN) Chief and Council
 Wednesday October 9, 2019**

Premise of Presentation

With this presentation, the Society aims to address the Columbia Lake Rec Center immediate shortfall and to continue to plan and act for the Columbia Lake Rec Centre (Rec Centre) sustainability across second half of fiscal year 2019-2020 and in future years through:

- A. exercising **Partnership Potential** for ongoing operational funding
- B. accelerating **Event Scheduling and Promotions**
- C. seeking resources for development of **Revised Business Plan** with all the above features plus emphasis on capture of more leisure activities, special events markets.
- D. exploring **Past Precedents** of AFN business support

Preamble

The soft opening of the Columbia Lake Rec Center occurred in April of 2019 and the official opening on June 27, 2019. Thus, the first 6 months of operations were in the spring and summer. The Centre is halfway through its first year of operations and on the verge of what will be its busiest season. In the first half of year one, the Rec Centre has operated 12 hours per day, 7 days per week and has generated some revenues through passholder use and facility rentals. The available financial records show that by mid-October, the centre will have utilized the seed money provided by Chief and Council. The proposals herein have been developed by the Society Board and are presented to Chief and Council in the hope they will be considered and accepted.

Presentation Component: A. Partnership Potentials

The Society intends to pursue several Potential Partnerships through the following actions,

1. To expand the partnership with the Regional District of East Kootenay (RDEK) by exploring with them the option of Columbia Lake Rec Center becoming part of the RDEK service area and thus a recipient of RDEK operating funds through taxation base.

2. To open up conversations with Valley Fitness Centre regarding their critical need for more space to serve their membership base and determine if Columbia Lake Rec Center could accommodate and thus capture that passholder market to a degree.
3. Work with Shuswap Indian Band to to create opportunities for that Community to utilize space in the Rec Centre for ongoing activities and events.
4. Approach Kicking Horse Coffee and or other potential corporate sponsors and partners for use of Center and creation of corporate memberships.

Presentation Component: B. Accelerated Event Scheduling, Promotions

The Society intends to pursue full array of revenue generating rentals and sales,

Tools: 2019-2020 Winter tournament and event schedule
2019-2020 Budget Revenue projections for remaining months
MindBody software and Social Media (Facebook)

1. Accelerated Event Scheduling:
 - a. The goal for this component is to have every weekend from November 1st to March 31st booked with a revenue generating tournament, event or camp.
 - b. This action will be undertaken by the Rec Centre Coordinator and three Society Board Members.
 - c. Revenue projections for this component are between \$2,500 to \$4,000 per month in tournament and event bookings
2. Promotion of Winter pass sales:
 - a. MindBody push to all previous users
 - b. Social Media Facebook push for pass promotion
 - c. Print Media and rented signage
 - d. One goal for this section is to carry out our first Christmas promotion for Pass sales.
 - e. Primary Goal is to reach budget targets for Pass sales in November to March.
 - f. These actions will be primarily undertaken by the Rec Centre Coordinator

Notes: this component will require additional expenditure

Presentation Component: C. Develop Resources for Business Plan, Programs

The Society intends to obtain resources for the development of an expanded Business Plan,

Tools: Grant applications and Board relationships with potential funding agencies.

1. Acquire funding for development of a revised, expanded Business Plan from the following potential sources;
 - a. Community Futures
 - b. East Kootenay Investment Fund (Eden Yesh)
 - c. New Relationships Trust
2. Incorporate all avenues of facility rentals/uses for additional revenue potential, such as;
 - a. Rental of commercial kitchen space
 - b. Full rental of office space (several rentals in process now, more needed)
 - c. Expand array of equipment to expand array of leisure and recreational uses
3. Continue to apply for wider programming grants, such as:
 - a. ISPARC (in process, will know in November)
 - b. CBT Social Development Grant – due October 15

Presentation Component: D. Past Precedents

Tools: Revised Financing Agreement and Accounting Agreement (Attachment I)

In this section of the presentation, the Society proposes that,

1. As they have in the past with other non-profit business, AFN enters into a financing agreement, worded as in the Attachment I, to give this Society access to an AFN funded line of credit to be utilized over the first three years of operations.
2. AFN be asked to have Community Facilities Management Department follow up with DISC to have the Re Centre placed on the approved asset list and thus receive operating offset funds each year.
3. The Management Agreement for accounting services, also in Attachment I, be revised to forgive monthly fees for all of 2019-20 and thereafter be calculated at 10% of sales revenue for future years up to a maximum of \$1,000 per month.

Date: February 3, 2020
Submitted by: Holly Ronnquist, CFO
Service Name: Public Library Grants-In-Aid Service
Service Purpose: To assist in funding library services in the RDEK Region (except Cranbrook)
Participants: All municipalities and Electoral Areas, except Cranbrook and Area C

Operational Items:

- The Public Library Grants-In-Aid Service funding is divided into three subregions. The Columbia Valley Subregion which includes Invermere, Radium Hot Springs, Canal Flats and Areas F & G. The Central Subregion includes Kimberley and Electoral Area E. The Elk Valley Subregion includes Fernie, Sparwood, Elkford and Areas A & B. Property owners within each Subregion are taxed only for library grants provided in their Subregion.
- The budgets for all three Subregions include a 2% inflationary increase.
- During 2019 budget deliberations, the Board granted an increase of \$11,000 to the Invermere Public Library and \$11,000 to the Radium Public Library and the RDEK amended the Library Grants in Aid Bylaw to increase the Columbia Valley maximum funding to \$213,000.
- The RDEK has received requests from the Invermere Public Library for a further increase of \$15,385 and the Radium Public Library for a further increase of \$24,953 in the 2020 budget.

Capital Items:

- None.

CFO Comments:

- Overall tax increase of \$45,428 = 16.1% and reflects 2% inflationary increases plus requests for additional increases of \$15,385 for the Invermere Public Library and \$24,953 for the Radium Hot Springs Public Library. The Invermere and Radium requests make up \$40,338 = 14.3% of the overall increase = \$3 on the average residential property.
- Approval of Invermere and Radium Public Library requests will result in 90% of the new bylaw maximum being allocated.



**Libraries Grant-In-Aid
Five Year Financial Plan
With Revenues and Expenditures
For the Twelve Months Ending Tuesday, December 31, 2019
2/3/2020**

Revenue

	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET
Requisition	\$282,152	\$282,153	\$327,580	\$336,380	\$342,213	\$349,166	\$356,256
Payments in Lieu of Taxes		1,105					
Local Government Grants & Regional Transfers	5,250	6,480	6,470	6,470	6,470	6,470	6,470
Prior Period Surplus	2,562	2,562	2,158				
Total Revenue	289,964	292,300	336,208	342,850	348,683	355,636	362,726

Expenditures

Salaries & Benefits	1,770	2,005	1,874	1,912	1,948	1,989	2,027
Administration & Overhead	1,100	945	1,100	1,100	1,100	1,100	1,100
Grants	286,893	286,893	332,968	339,566	345,358	352,264	359,310
Shared Overhead	201	299	266	272	277	283	289
Total General	289,964	290,141	336,208	342,850	348,683	355,636	362,726

Total Expenditures	289,964	290,141	336,208	342,850	348,683	355,636	362,726
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Revenue less Expenditures		2,158					
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Surplus (Deficit)		2,158					
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Box 989 - Invermere, BC - V0A 1K0

Phone: (250) 342-6416

Fax: (250) 342-6461

invermere.bc.libraries.coop

publiclibrary@invermere.net

November 6, 2019

TO: Regional District of East Kootenay Regional Board of Directors

FROM: Invermere Public Library

RE: Columbia Valley Library Grants-In-Aid for 2020

The Invermere Public Library is a vibrant community hub where a wide variety of programs and services are offered to Columbia Valley community, free of charge. From traditional book lending services to access to the BC Downloads eBook collection to community programming, and more, the library has something to offer to everyone. The operating funds that the library receives each year from the RDEK are used to support the provision of these services to permanent residents, seasonal property owners, and visitors of the Columbia Valley with a designated service area that stretches from Spillimacheen to Canal Flats.

This past year was another successful year of service and growth at the Invermere Public Library. The library has now been operating with its expanded open hours of 48 hours each week and the additional hours being well used. Library staff continues to receive positive feedback from many people who appreciate the flexibility that these extra hours provide for them to access the library's services. There has been a notable increase in families using the library as a place to pass the time while their children are attending extra-curricular activities in town, particularly on Wednesday and Thursday evenings.

The Invermere Public Library continues to offer a wide array of services and programs to the Columbia Valley, for both residents and visitors. Book delivery and return services continued in 2019 through the book return bins that are installed in Canal Flats and Edgewater. The monthly outreach visit to Martin Morigeau Elementary School in Canal Flats continued with library staff visiting the school with library books and activities. Additional outreach activities have included pop up story times in Windermere and Canal Flats during July and August as well as a program partnership with CBAL, Windermere Valley this summer to deliver STEAM activities for kids in Canal Flats. While in the village for this summer program, the library staff also provided local residents with the opportunity to sign up for a library card and borrow library books, improving the accessibility of library services. Staff from the Invermere Public Library has also continued to collaborate with staff at the Radium Public Library in various ways including sharing a table during the Early Childhood Development fair and working together through the application and approval process for the Columbia Basin Trust Technology Hub funding.

Library patrons in the Columbia Valley continue to benefit from the many different services that are available to them remotely with their library card. Their library card provides them with online access to an extensive catalogue of eBooks and eAudiobooks through Library2Go, eMagazines through

the Zinio database, and the InstantFlix digital movie service that provides unlimited streaming of independent films. These services are important ones when considering the geography of the Columbia Valley's service area as it is not always easy for patrons to come into the physical library space on a regular basis. These online services provide patrons with the ability to access library services even when they cannot come into the library itself.

With a library card from their home library, a person can also access materials and services at libraries across BC through the BC One Card program at no additional cost to them. This includes the ability to borrow books from larger libraries such as the Cranbrook Public Library. These books can be returned using any of the three book drops in the valley and then the Invermere Public Library staff will return the items to Cranbrook or wherever else they may have been borrowed from.

The focus of the Invermere Public Library's physical collection remains on acquiring the newest materials and keeping those that are borrowed the most often. Patrons can access older materials and less popular titles through two provincial interlibrary loan systems. The Invermere Public Library participates in the Interlibrary Connect system which links together the online catalogues from those libraries that use the Sitka database across British Columbia. Using this system makes requests for interlibrary loans a more seamless process for our patrons. Patrons can also access books through a second system called Illume (formerly known as Outlook Online) when they don't find what they are looking for in Interlibrary Connect. The Invermere Public Library uses this interlibrary loan system to supply book clubs each month with enough copies of the book for their members to borrow. On average, there are 10-15 book clubs who use this free service every month to keep their members reading the latest pick.

Additionally, the free community programs that we offer throughout the year continue to be very popular with community residents and valley visitors alike. STEAM (Science, Technology, Engineering, Arts, and Math) programming for children and families has continued to be offered on a regular basis in 2019 and is always popular. Participants have the opportunity to learn about the STEAM concepts through hands on play with robots, computer coding activities, building blocks, and more. Library staff has been opening the Columbia Valley Community Centre two mornings each week to provide community members with indoor walking and over the winter months, walkers were provided with a free weekly workshop on proper walking form. The library also hosted a family movie afternoon during spring break and there were over 200 people that attended this free matinee. There have also been several additions to our "library of things" which are physical items that patrons can borrow with their library card in the same way that people borrow books. These include a Geocache Kits with a GPS unit and introductory instructions for geocaching, Story Adventure Kits that provide families with a bag of books and themed activities to do together, pedometers for people to track their fitness and number of steps they walk each day, fishing kits complete with a fishing pole, and even a canvas tent for kids to set up in their living room for an instant reading spot.

The library's mezzanine space continues to see a lot of use from members of the public who spend their day studying and working there as well as people meeting up and using it for an informal meeting space. This space has also been booked throughout the year by a variety of different not-for-profit community groups to hold small meetings and workshops free of charge. The public printer was upgraded in the summer of 2019. Patrons can now manage their print jobs from their own account and will soon be able to print wirelessly from their own device. There has been a significant increase in the

use of the library's public access computers as well as the printing and photocopying services with an average use of 90 people per week up from 36 people per week in 2018. These are just a few of highlights of how the community is using the library and its services on a daily and weekly basis.

Looking ahead to the upcoming year, 2020 will be a busy and exciting one. The library has received funding from the Columbia Basin Trust to establish a community technology hub in the library. When complete, the public will have free access to a variety of new services including the ability to convert physical items such as photographs and VHS movies to digital format, record audio in a soundproof booth, and use the latest software for graphic design. There will also be a suite of 10 laptops that will allow library staff to provide group workshops and this suite can also be used by other non-profit organizations for group training sessions. In addition, the library will also be increasing its STEAM technology resources and some of these resources will be available for local program leaders and teachers to borrow to use in their own facilities. Outreach will continue to be a priority for the library and has been reinforced with the establishment of a permanent staff position, Library Assistant-Community Outreach. Plans are already underway to establish a regular book exchange in Canal Flats that will coincide with the library's visit to MMES and staff is always on the lookout for other opportunities for outreach and to connect with residents throughout the Columbia Valley.

For 2020, the Invermere Public Library Board of Trustees is requesting a grant in aid in the amount of \$131,885 from the Regional District of East Kootenay. This amount, in combination with the annual operating grant and in-kind amounts received from the District of Invermere (as outlined in the footnotes at the end of this report), will allow for the library to continue to operate at 48 hours per week as well as be able continue to provide, and possibly expand, additional outreach services to outlying communities such as Edgewater and Canal Flats. This request has been calculated based on the service area population that has been assigned specifically to the Invermere Public Library by the British Columbia Libraries Branch which is for 8,121 permanent residents. This number is established by the provincial ministry by using the most recent census data from Statistics Canada. The Invermere Public Library's provincially assigned service area population accounts for 86% of the permanent population of the Columbia Valley service area. Service to the remaining 14% of the population (1,361 people) has been allocated to the Radium Public Library. The Invermere Public Library Board of Trustees requests that the RDEK grants in aid funding available for the provision of library services in the Columbia Valley should be distributed equally based on the service area population that each library serves.

Thank you for your consideration of this request for the Invermere Public Library's annual grant in aid. The Invermere Public Library Board of Trustees and staff are committed to providing a broad level of exceptional public library services to the Columbia Valley in 2020. With the continued support from the RDEK, this goal will be achievable.

Sincerely,

Daneve McAffer

Invermere Public Library Board Chair

On behalf of the Invermere Public Library Board of Trustees

SUPPORTING INFORMATION

APPENDIX 1: DETAILS OF ANNUAL FUNDING FROM THE DISTRICT OF INVERMERE

The District of Invermere (DOI) provides an annual operating grant of \$117,000. In addition, the DOI provides \$45,800 in support that is in-kind. The details of the funding that is received annually from the DOI is as follows:

District of Invermere Municipal Support 2020 (anticipated)	Amount
DOI Operating Grant	\$110,000
DOI Grant for Annual Audit expenses	\$7,000
Facility Rental	(in kind) \$19,800
DOI Municipal Services (payroll, accounts payable, maintenance & grounds, etc.)	(in kind) \$8,000
Additional expenses: Communications (phone, internet) Utilities (BC Hydro, building heating) Janitorial IT Support Contract	(in kind) \$18,000
TOTAL	\$162,800

APPENDIX 2: 2018 STATISTICS HIGHLIGHTS

The data in the table of statistics below has been taken from the Ministry of Education, Libraries Branch Annual Survey of Libraries. The most current data that has been released is the dataset for 2018. Statistics about all of the public libraries in British Columbia from 2002 through 2018 is available for public review at www.bced.gov.bc.ca/pls/reports.htm. Statistics for 2019 will be released in the summer of 2020.

TABLE 1: INVERMERE PUBLIC LIBRARY STATISTICS COMPARISON 2017 vs 2018

Annual Statistics, British Columbia Public Library Statistics for Invermere Public Library		
Statistics Category	2017	2018
Annual total circulation of library materials, including in-library use	52,449	61,647
Annual circulation of eBooks and audiobooks	9,654	12,268
Circulation of books per open hour	24 items/hr	22 items/hr
Interlibrary loan materials borrowed from other libraries	2,533	2,960
Interlibrary loan materials lent to other libraries	1,072	1,213

Total physical materials held in local collection	13,452	14,466
Active resident cardholders at year-end (card used in last 3 years)	2,556	2,816
Population Served	7,706	8,121
In-Person Visits	29,400	37,250
In-Library Programs	407	463
Program Attendance	7,781	8,076
Annual open hours	1,976	2,400

TABLE 2: ANNUAL STATISTICS FOR 2018 COMPARISON OF INVERMERE PUBLIC LIBRARY vs RADIUM HOT SPRINGS PUBLIC LIBRARY

Annual Statistics, BC Public Library Statistics Comparison of Invermere Library and Radium Library for 2018		
Statistics Category	Invermere 2018	Radium 2018
Population Served	8,121	1,361
Active resident cardholders at year-end (card used in last 3 years)	2,816	357
In-Person Visits	37,250	3,400
Annual open hours	2,400	1,011
Annual total circulation of library materials, including in-library use	61,647	5,369
Annual circulation of eBooks and audiobooks	12,268	1,204
Circulation of books per open hour	22 items/hr	4 items/hr
Total physical materials held in local collection	14,466	7,100
In-Library Programs	463	9
Program Attendance	8,076	219

APPENDIX 3: 2019 TYPICAL WEEK STATISTICS FOR INVERMERE PUBLIC LIBRARY

The following table summarizes statistics that were collected in the library during the weeks of Aug. 12-17, 2019 and Oct. 21-26, 2019. We choose to do the survey in two different weeks to help capture the difference in service demands that is observed during the busy summer months in the Columbia Valley. The final numbers that are submitted to the province for the typical week statistics report are an average between the two weeks of collection. The averaged data is presented in the table below. Once the data is submitted to the Libraries Branch, they multiply the results by 50 weeks, a fair representation of the number of open weeks for libraries each year when taking closures for holidays into consideration. The table also presents that typical week stats that were collected in 2018 to provide a snapshot of the increase in the use of library services over the past year.

The numbers reported in the “Typical week count, 2019” column will be submitted to Libraries Branch and will form a portion of the 2019 dataset that the Ministry of Education will release in the summer of 2020.

CATEGORY	Typical week count, 2018	Annual total for 2018*		Typical week count, 2019	Annual total for 2019*
In-person visits	745	37,250		833	41,650
Users of public access computers	57	2,850		89	4,450
Wi-Fi users	47	2,350		74	3,700
Reference questions asked	180	9,000		222	11,100
In-library use of materials	202	10,100		312	15,600

*The annual total that is reported in provincial dataset uses the typical week count and multiplies it by 50 weeks of service. The amounts in this column will appear in the provincial dataset when it is published by the Ministry of Education, Libraries Branch in the summer of 2020.



INVERMERE PUBLIC LIBRARY

DRAFT BUDGET

FOR THE YEAR ENDED DECEMBER 31, 2020

Revenues

GRANTS

	Year to Date Sept. 30, 2019	2019 Budget	2020 Budget
9011000014 DISTRICT OF INVERMERE GRANT	\$ 110,000	\$ 110,000	\$ 110,000
9011000015 DIST. OF INV. GRANT (AUDIT EXPENSE)	0	7,000	7,000
9011000016 R.D.E.K. GRANT	114,157	116,135	131,885
9011000016 R.D.E.K. TRAVEL SUBSIDY	3,000	3,000	3,000
9011000010 LIBRARY SERVICES BRANCH (LSB) GRANT	28,160	28,160	28,160
9011000011 PROV. GRANT (INTERLIBRARY LOANS)	2,717	2,500	2,717
9011000022 PROV. GRANT - ONE CARD	10,250	10,250	10,250
90 1 100 0012 GRANT-BC COURT HOUSE	0	300	2,500
9011000013 OTHER PROVINCIAL GRANTS	0	0	0
9011000018 FEDERAL GRANT-OTHER	0	0	0
9011000019 OTHER GRANTS	10,582	6,469	16,902
9011000020 PROV. EQUITY GRANT-LITERACY	7,829	7,829	7,829
9011000023 KOOTENAY LIBRARY FEDERATION GRANT	0	0	0
Total Grants	286,695	291,643	320,243

INTEREST INCOME

9011100011 CHEQUING ACCOUNT INTEREST	2,366	1,000	1,500
9011100012 INVESTMENT INTEREST	0	0	0
9011100014 MAJOR BELL (ALLOCATED FOR BOOKS)	0	400	400
Total Interest Income	2,366	1,400	1,900

DONATIONS/FUNDRAISING/OTHER

9011100015 DONATIONS (ALLOCATED FOR BOOKS)	1,560	0	500
9011100016 ADOPT-A-BOOK (ALLOCATED FOR BOOKS)	675	0	200
9011200020 FRIENDS OF LIBRARY - CBT	0	0	0
9011200021 DONATIONS - FRIENDS OF LIBRARY	16,462	0	10,000
9011200022 DONATIONS - UNALLOCATED	1,265	0	0
9011200023 DONATIONS - FOL SUMMER STUDENT	0	3,324	3,504
9011200031 FUNDRAISING - OTHER	120	0	0
9011200040 TEMPORARY MEMBERSHIPS/NON RES FEE	30	200	200
9011300041 MISCELLANEOUS REVENUE	80	0	0
9011200017 FINES, PHOTOCOPIES, FAX	3,787	3,500	4,500
9011200018 INTERNET INCOME	971	1,800	1,000
Total Donations/Fundraising/Other	24,950	8,824	19,904

TOTAL REVENUES

314,011 301,867 342,047

Expenses**PAYROLL**

9022000011 STAFF WAGES AND BENEFITS

Total Wages and Employee Benefits

Year to Date Sept. 30, 2019	Budget 2019	Budget 2020
208,360	296,105	309,343
208,360	296,105	309,343

BUILDING* (see NOTE 1 below)

9022100022 HYDRO

9022100023 UTILITIES

9022100024 CONTENTS INSURANCE

9022200025 TELEPHONE AND FAX

9022200040 INTERNET

9022200021 CLEANING AND MAINTENANCE

Total Building

0	0	0
0	0	0
547	600	600
0	0	0
0	0	0
0	0	0
547	600	600

OFFICE

9022200026 POSTAGE/FREIGHT

9022200027 OFFICE, LIBRARY SUPPLIES

9022200028 SOFTWARE MAINTENANCE/UPGRADING

9022200029 COPIER LEASE/SERVICING

9022200032 BANK SERVICE CHARGES

9022300031 EQUIPMENT & COMPUTER UPGRADES

9022500049 MISCELLANEOUS EXPENSES

9022200030 ADVERTISING AND PROMOTION

9022400050 VOLUNTEER & STAFF APPRECIATION

9022200038 ACCOUNTING/AUDIT

9022200039 LEGAL

Total Office

1,470	2,000	2,000
3,792	4,000	4,000
3,225	4,000	4,500
4,131	3,200	6,000
0	50	50
1,804	3,000	3,500
0	250	250
2,625	3,000	3,500
139	500	500
0	7,000	7,000
0	0	0
17,186	27,000	31,300

PROGRAM EXPENSES

9022200045 BCLA/BCLTA MEMBERSHIPS

9022200046 CHAMBER OF COMMERCE MEMBERSHIP

9022200047 PROGRAM EXPENSES

9022200048 TEMPORARY MEMBERSHIPS

9022200033 INTERLIBRARY LOAN

9022300034 BOOKS

9022300035 VIDEOS

9022300036 PERIODICALS

9022300037 RESOURCE SOFTWARE

Total Program Expenses

432	900	600
155	175	175
2,986	4,000	4,000
0	100	100
137	100	200
11,691	9,000	9,000
900	1,000	1,000
785	900	900
4,181	6,000	6,000
21,267	22,175	21,975

PROFESSIONAL DEVELOPMENT/TRAVEL EXPENSES

9022400041 PROFESSIONAL DEVELOPMENT - STAFF
 9022400042 PROFESSIONAL DEVELOPMENT - BOARD
 9022400043 TRAVEL/ACCOM/MEALS - STAFF
 9022400044 TRAVEL/ACCOM/MEALS - BOARD

Total Professional Development/Travel

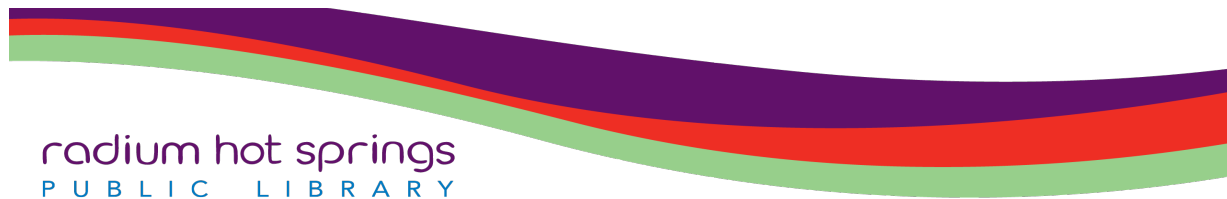
9027990000 CAPITAL IMPROVEMENTS

TOTAL EXPENSES**PROFIT/(LOSS)**

Year to Date Sept. 30, 2019	Budget 2019	Budget 2020
242	1,500	1,500
0	1,000	1,000
1,010	1,250	1,250
799	1,250	1,250
2,051	5,000	5,000
0	0	0
249,411	350,880	368,218
\$ 64,600	\$ (49,013)	\$ (26,171)

***NOTE 1:**

The District of Invermere provides funding in-kind for the expenses related to these budget line items, aside from contents insurance. Because this is an in-kind contribution from the District of Invermere, the expenses are not included in the annual budget. A complete breakdown of the in-kind contribution for these budget items has been included in the funding request package that has been submitted to the RDEK.



December 14, 2019

Shannon Moskal, Corporate Officer
RDEK
19-24th Ave S
CRANBROOK BC V1C 3H8

Dear Ms Moskal:

RE: 2020 Grant Request

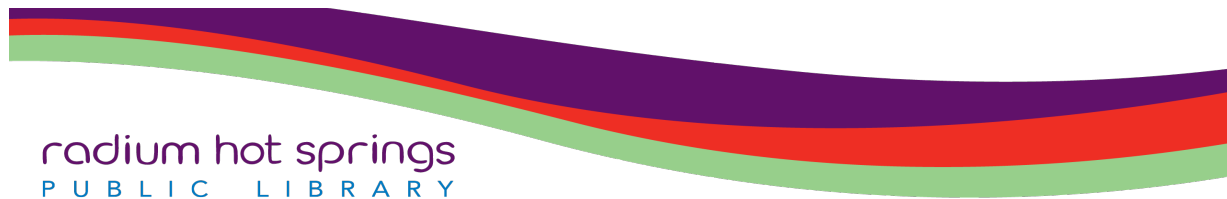
You will find attached the 2020 proposed budget for the Radium Hot Springs Public Library (RHSPL). The rationale for the increased expenditures is listed below:

1. Increasing Library open hours from 28 hours/week to 40 hours/week: Data comparison for other libraries serving similar population size varied from 20 to 47 open hours/week. Our proposed increase moves us to the upper end of this range.
2. Increasing Library Director hours from 30 hours/week to 40 hours/week: Instead of a wage increase (other than Cost-of-Living), we are proposing an increase in work hours (which will, of course, increase the annual salary).
3. Increasing Library Assistant hours from 14 hours/week to 36 hours/week: This increase supports Library open hours, Library services and programs, and consistent expertise in the use of digital databases related to checking in/out books and other Library services. Volunteer support would still be required.

While the increase in expenses for 2020 is substantial, it is based on a sound rationale (as noted above) and on current cost. To mitigate the costs related to increasing our space, open hours, staffing, programs and circulation of Library materials since July 2018, the RHSPL has increased fundraising efforts and grant applications.

Further, in 2019, the RHSPL engaged in an Endowment Fund Campaign where we more than tripled our investment in the Fund. This allows the Library to access the accrued Interest from the Endowment Fund annually. While the interest we receive in 2020 will be minimal, we are looking to continue our Campaign to increase our investment in the Fund in order to support the sustainability and future growth of the Library.

In 2018, we more than tripled our new registrations from the previous year. We also saw a 34% increase in active resident cardholders. We more than doubled our in-person visits, and website and catalogue page views increased by 66%. Circulation of



print books increased by 75%, circulation of children's materials doubled, and Interlibrary loan requests and books borrowed increased substantially. (See attached 2017-18 Statistics Highlight.) To summarize, the increased financial support received from the Regional District of East Kootenay (RDEK) has had a positive impact on the Library and its service area.

In closing, the Radium Hot Springs Public Library Board is deeply appreciative of the continuing financial support of the RDEK. While we are actively engaged in fundraising and broadening our funding base, the RHSPL still requires the support of our major funders. We believe that the service area receives the direct benefits of your support.

On behalf of the RHSPL Board, I am submitting a grant request in the amount of \$62,576.52 from the RDEK for 2020. Please let me know if you require additional information.

Sincerely,

A handwritten signature in black ink, which appears to read "Jane Thurgood Sagal". The signature is written in a cursive, flowing style.

Jane Thurgood Sagal
Chair, RHSPL Board

Attachments

2017-18 Statistical Highlights

The data in the table below have been taken from the Ministry of Education, Libraries Branch Annual Survey of Libraries. The most current data released is the data set for 2018. Statistics regarding the public libraries in British Columbia from 2002-2018 are available for public review at: catalogue.data.gov.bc.ca/dataset/bc-public-libraries-statistics-2002-present. Statistics for 2019 will be available to libraries in the spring of 2020.

Statistics for Radium Hot Springs Public Library	2017	2018	2019 <i>(figures based on local data collection)</i>
Annual total circulation of library materials	3,594	4,469	
Annual circulation of ebooks & audiobooks	1,141	1,166	
Circulation of books per open hour	5.5	4.3*	
Interlibrary loan (ILL) materials borrowed from other libraries	51	183	
Interlibrary loan materials lent to other libraries	163	298	
Total print volumes held in local collection	5,774	7,079	
Active resident cardholders at year end	266	357	
Population Served	1,322	1,361	
In-person visits	1,387	2,882	
Website & catalogue page views	4,197	6,976	
In-library programs	17	42	108
Program Attendance	62	282	676
Volunteer hours	676	873.25	888
Annual open hours	539	1,014	1,456

* While our annual total circulation of library materials increased significantly, circulation of books per open hour decreased due to library substantially increasing open hours.

2019 Typical Week Statistics

The following table summarizes typical weekly statistics for three categories: in-person visits, users of public access computers, and Wi-Fi users. Data for 2019 is extrapolated from January – September local data collection and then divided by 50 weeks to arrive at the weekly count.

Typical Weekly Statistical comparison for 2017 - 2019						
Category	Weekly count for 2017	Total for 2017	Weekly count for 2018	Total for 2018	Weekly count for 2019	Total for 2019
In-person visits per week	27.74	1,387	57.64	2,882	104.26	5,213
Users of public access computers	0.20*	10	4.5^	225	4.1^^	205
Wi-Fi users	0.18	9	112	5,600	382.2	19,110

* No public computer available; patrons requested access to single volunteer-designated computer in the Library.

^ Two public computers were made available in the Library for patrons, effective August 2018.

^^ Some of our daily public computer users have moved away which lowered our total count for 2019.

New Account Number	REVENUES	2020 Budget
	<u>Government Funding</u>	
91-1-510305-3958	Provincial Library Grant	\$ 4,355.00
91-1-510305-3960	BC Equity (Literacy) Grant	\$ 1,563.00
91-1-510305-3962	One Card Grant	\$ 6,350.00
91-1-510305-3966	Resource Sharing Grant	\$ 668.00
91-1-510308-3962	Regional District Grant	\$ 62,576.52
91-1-510309-3952	Municipal Grant	\$ 65,576.52
91-1-510507-3978	Law Matters	\$ 300.00
	Sub-Total:	\$ 141,389.04
	<u>Community Assistance Grants</u>	
91-1-510507-3970	Columbia Basin Trust (Community Initiatives)	
	CBT (Tech Grant)	\$ 2,332.00
	Village of Radium	\$ 1,000.00
	RDEK Discretionary Grants In Aid	\$ 1,500.00
91-1-510507-3972	Kootenay Library Federation	\$ 1,200.00
91-1-510507-3974	Columbia Valley Community Foundation	\$ 3,231.46
	KLF Local Initiatives Grant	\$ 300.00
	School Program Grant	\$ 1,440.00
	Sub-Total:	\$ 11,003.46
	<u>Donations</u>	
91-1-510900-3910	Miscellaneous Donations & Revenues (w.stipulations)	\$ -
91-1-510900-3912	Other Donated Items & Misc. Revenues (no stipulations)	\$ 1,500.00
91-1-510900-3914	Donated Books	\$ 3,000.00
	Sub-Total:	\$ 4,500.00
	<u>Own Source Revenues</u>	
91-1-510600-3840	Membership Fees	\$ 100.00
91-1-510600-3842	Photocopy & Printing Fees	\$ 240.00
91-1-510600-3844	Fines & Penalties	\$ -
91-1-510900-3840	Book Sales	\$ 1,700.00
91-1-510900-3842	Fund Raising - BHST	\$ -
	Fund Raising - Book bags	\$ 75.00
91-1-510900-3844	Fund Raising - Various (i.e. garage sale)	\$ 2,000.00
	Sub-Total:	\$ 4,115.00
	<u>Other Revenues</u>	
91-1-510800-3932	Interest & Dividends	\$ 15.00
91-1-510900-3916	Credit Card - Awards/Credits Earned	\$ -
91-4-516204-7502	Deferred Revenue	\$ -
	Sub-Total:	\$ 15.00
	Operating Sub Total:	\$ 161,022.50
	Unfunded Amortization Revenue	\$ 13,300.00
	Revenue from Accumulated Surplus	
	Operating Total:	\$ 174,322.50
	<u>Capital Items</u>	
	<u>Community Assistance Grants</u>	
91-1-510507-3970	Columbia Basin Trust (Community Initiatives)	\$10,000
	CBT - Tech Grant	\$12,625
91-1-510507-3974	Columbia Valley Community Foundation	
	Total Capital	\$ 22,624.80
	GRAND TOTAL including CAPITAL:	\$ 196,947.30

New Account Number	EXPENSES	2020 Budget
	<u>Admin & Office Expenses</u>	
91-2-511426-0411	Board Expenses	\$ 3,190.00
91-2-511426-0420	Donations Made to 2nd Parties	\$ 50.00
91-2-511426-0572	Membership Fees & Dues	\$ 300.00
91-2-511426-0574	Conferences & Training	\$ 11,700.00
91-2-511426-0582	Insurance - Library Contents	\$ 1,200.00
91-2-511426-0600	Accounting Services	\$ 10,065.00
91-2-511426-0606	Postage	\$ 800.00
91-2-511426-0608	Printing & Advertising	\$ 1,000.00
91-2-511426-0610	Office Supplies	\$ 3,250.00
91-2-511426-0613	Shelving & Signage	\$ 500.00
91-2-511426-0614	Hydro	\$ 1,175.00
91-2-511426-0622	Telephones & Internet & Security	\$ 450.00
91-2-511426-0624	Computers/Software/Technical Support	\$ 2,692.00
91-2-511426-0628	Premises - Mtnce & Cleaning Supplies	\$ 2,200.00
91-2-511426-0711	Library Director Contingency Fund	\$ 520.00
91-2-511426-0712	Bank Charges	\$ 30.00
91-2-511426-0954	Rent & Common Fees	\$ 15,270.00
	Sub-Total:	\$ 54,392.00
	<u>Material Purchases</u>	
91-2-511426-0605	Adult Materials (Books)	\$ 5,500.00
91-2-511426-0607	Young Adult Materials (including Books)	\$ 1,500.00
91-2-511426-0616	Subscriptions	\$ 2,290.50
91-2-511426-0609	Children's Materials (including Books)	\$ 2,000.00
	Sub-Total:	\$ 11,290.50
	<u>Programs & Services</u>	
91-2-511426-0615	Programs - Supplies & Casual Salaries	\$ 5,300.00
	Sub-Total:	\$ 5,300.00
	<u>Cost of Goods Sold</u>	
91-2-511426-0732	Inventory Cost - Big Horn Small Talk Books	\$0.00
	Inventory Cost - Book Bags	\$40.00
91-2-511426-0733	Inventory Variance	
	Sub-Total:	\$ 40.00
	<u>Payroll Expenses</u>	
91-2-511425-0560	Wages & Salaries (incl EI, WCB, & CPP)	\$90,000.00
	Sub-Total:	\$ 90,000.00
	Operating Sub Total:	\$ 161,022.50
91-2-511428-0632	Amortization Expense	\$ 13,300.00
	Operating Total:	\$ 174,322.50
91-2-511429-0550	Loss on financial Assets	

	<u>Capital Items</u>	
94-3-857064-6000	Office Furniture and Equipment	\$1,730.44
	Shelving, Signage & Book Supports	\$ -
	Deck furniture, Office door (CBT Community Initia	\$10,000
	Computers	\$10,894.36
	Total Capital	\$ 22,624.80
	GRAND TOTAL including CAPITAL:	\$ 196,947.30

Date: February 3, 2020
Submitted by: Holly Ronnquist, CFO
Service Name: Columbia Valley Septage
Service Purpose: To support septage disposal for businesses and residents of the Columbia Valley
Participants: Electoral Area F

Operational Items:

- In 2005, in order to address the need for a location to dispose of liquid waste from septic tanks, etc., a receiving facility was constructed onto the Kinbasket sewer system on the Shuswap Reserve. The construction cost of \$330,000 was funded by the RDEK (repaid through taxation of the Columbia Valley Septage service area), and the operations and maintenance is the responsibility of the Kinbasket Water and Sewer Company (Kinbasket), who levy tipping fees in order to cover their costs and earn a profit. The debt from the original construction was paid off in 2011.
- The facility was in need of repairs, as well as the addition of a filter system to prevent similar future damage. In the spirit of the original arrangement, Kinbasket has agreed to fund the repairs to the facility, and the RDEK is responsible for the upgrades to the infrastructure.
- This project was completed in 2019. Awaiting final invoice and report.

Capital Items:

- Upgrades to the infrastructure budgeted at \$84,630.

CFO Comments:

- No taxation for 2020.
- The Columbia Valley Septage service was inactive since 2011 and taxation took place in 2017 and 2018 for the above project.



**CV Septage
Five Year Financial Plan
With Revenues and Expenditures
For the Twelve Months Ending Tuesday, December 31, 2019
2/3/2020**

Revenue

Local Government Grants & Regional Transfers
Prior Period Surplus
Total Revenue

<u>2019</u> <u>BUDGET</u>	<u>2019</u> <u>ACTUAL</u>	<u>2020</u> <u>BUDGET</u>	<u>2021</u> <u>BUDGET</u>	<u>2022</u> <u>BUDGET</u>	<u>2023</u> <u>BUDGET</u>	<u>2024</u> <u>BUDGET</u>
\$12,750	\$12,750					
72,155	72,155	19,808				
84,905	84,905	19,808				

Expenditures

Salaries & Benefits
Shared Overhead
Total General

250	88	157				
25	9	22				
275	97	179				

Total Expenditures

275	97	179				
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Revenue less Expenditures

84,630	84,808	19,629				
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Capital Expenditures

(84,630)	(65,000)	(19,629)				
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Surplus (Deficit)

	19,808					
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Request for Decision

File No: Khn 546 001

Date January 20, 2020
Author Andrew McLeod, Development Services Manager
Subject Columbia Valley Community Economic Development Advisory Commission
Bylaw Amendment

REQUEST

Amend the Columbia Valley Community Economic Development Advisory Commission Bylaw to allow for the Chair and Vice Chair to be appointed by the Commission for a two year term.

OPTIONS

1. That Bylaw No. 2976 cited as "Regional District of East Kootenay - Columbia Valley Community Economic Development Advisory Commission Bylaw No. 2757, 2017 - Amendment Bylaw No. 1, 2020" be introduced.
2. That Bylaw No. 2976 cited as "Regional District of East Kootenay - Columbia Valley Community Economic Development Advisory Commission Bylaw No. 2757, 2017 - Amendment Bylaw No. 1, 2020" not proceed.

RECOMMENDATION

Option 1

The Commission has requested the amendment.

BACKGROUND/ANALYSIS

At its January 15th meeting the Columbia Valley Community Economic Development Advisory Commission requested that section 7.1 be amended to allow for two year terms for the Chair and Vice Chair of the Commission. The current bylaw states that the appointments will be made annually. The rationale is that the role of Chair and Vice Chair in representing the Commission and running its meetings would be better done over a longer period of time to allow more time for familiarization and continuity.

SPECIFIC CONSIDERATIONS

Bylaws

Bylaw No. 2757 governs the membership, role and procedures of the Commission.

Attachment: Bylaw No. 2976

REGIONAL DISTRICT OF EAST KOOTENAY
BYLAW NO. 2976

A bylaw to amend Bylaw No. 2757.

WHEREAS Bylaw No. 2757 establishes the Columbia Valley Community Economic Development Advisory Commission;

AND WHEREAS the Board wishes to amend the provisions of Bylaw No. 2757;

NOW THEREFORE, the Board of the Regional District of East Kootenay enacts as follows:

- 1. This Bylaw may be cited as “Regional District of East Kootenay – Columbia Valley Community Economic Development Advisory Commission Bylaw No. 2757, 2017 – Amendment Bylaw No. 1, 2020.”
- 2. Section 7.1 is deleted and the following substituted:

“7.1 The Commission shall appoint from among its members a Chair and Vice Chair for a two year term. Appointments shall be made at the Commission’s first meeting following the termination or resignation of the Chair or Vice Chair.”

READ A FIRST TIME the day of
READ A SECOND TIME the day of
READ A THIRD TIME the day of

ADOPTED the day of

CHAIR

CORPORATE OFFICER