

Governance & Regional Services Committee

Amended Agenda



February 13, 2020

10:00 am

Members: All Directors (Director Gay as Chair)

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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2. Addition of Late Items	
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MINUTES OF THE GOVERNANCE & REGIONAL SERVICES COMMITTEE MEETING

January 9, 2020
Regional District Office, Cranbrook, BC

PRESENT:	Chair R. Gay	Electoral Area C
	Director M. Sosnowski	Electoral Area A
	Director S. Doehle	Electoral Area B
	Director J. Walter	Electoral Area E
	Director S. Clovechok	Electoral Area F
	Director G. Wilkie	Electoral Area G
	Alternate Director R. Popoff	City of Cranbrook
	Director W. Graham	City of Cranbrook
	Director A. Qualizza	City of Fernie
	Director D. McCormick	City of Kimberley
	Director D. McKerracher	District of Elkford
	Director A. Miller	District of Invermere
	Director D. Wilks	District of Sparwood
	Director K. Sterzer	Village of Canal Flats
	Director C. Reinhardt	Village of Radium Hot Springs
ABSENT:	Director L. Pratt	City of Cranbrook
STAFF:	S. Tomlin	Chief Administrative Officer
	S. Moskal	Corporate Officer
	C. Thom	Executive Assistant (Recording Secretary)

Call to Order

Chair Rob Gay called the meeting to order at 4:28 pm.

Addition of Late Items

MOVED by Director Doehle
SECONDED by Director Qualizza

THAT the following late item for the agenda be approved:

- Letter of Support - Tough Country Communications

OPPOSED: Director Wilks

CARRIED

Adoption of the Agenda

MOVED by Director Miller
SECONDED by Director Clovechok

THAT the agenda for the Governance & Regional Services Committee meeting be adopted as amended.

CARRIED

Adoption of the Minutes

December 5, 2019 Meeting

MOVED by Director Sterzer
SECONDED by Director McKerracher

THAT the Minutes of the Governance & Regional Services Committee meeting held on December 5, 2019 be adopted as circulated.

CARRIED

Invited Presentations & Delegations**East Kootenay E-Mobility Visioning Workshop Outcomes**

Megan Lohmann, Community Energy Association, provided an updated on the E-Mobility workshop. She explained that the workshop was designed to identify corridors and specific areas that require more charging capacity and to identify signature projects that could be piloted in the East Kootenay to demonstrate innovative and emerging technologies, such as off-grid battery charging, cold weather applications, remote charging opportunities and hub-style charging. Ms. Lohmann noted that additional consultation will be provided to the communities and commercial sector in advance of the next call for infrastructure funding.

Kootenay Clean Energy Transition

Megan Lohmann, Community Energy Association, provided an update on the Retrofit Tri-Regional Opportunity noting they are seeking funding towards the Kootenay Clean Energy Transition Project. Ms. Lohman stated the approach will focus on heat pumps, residential solar, level 2 charging, envelope improvements and support capacity building, training, workforce and market transformation.

New Business**Kootenay Clean Energy Transition Pilot Project Funding**

48945

MOVED by Director Sosnowski

SECONDED by Director Graham

THAT up to \$15,000 per year be allocated for two years to the Kootenay Clean Energy Transition Pilot Project with funds to come from the Climate Action Reserve Fund.

CARRIED

Alternate Director Popoff left the meeting at 5:03 pm and returned to the meeting at 5:07 pm.

Cheque Register - December 2019

48946

MOVED by Director Wilks

SECONDED by Director Reinhardt

THAT the cheque register for the RDEK General Account for December 2019 in the amount of \$1,393,087.39 be approved as paid.

CARRIED

Community Emergency Preparedness Fund - Indigenous Cultural Safety & Humility

48947

MOVED by Director Walter

SECONDED by Director Wilkie

THAT a Community Emergency Preparedness Fund grant application for \$25,000 be submitted for Indigenous Cultural Safety & Cultural Humility training for emergency program staff, with the RDEK to provide overall grant management.

CARRIED

Imagine Kootenay Partnership - Letter of Support

48948

MOVED by Director Clovechok

SECONDED by Director Sterzer

THAT a letter of support for the Imagine Kootenay program be provided to Columbia Basin Trust.

CARRIED

Board Remuneration Review Panel Recommendations

48949

MOVED by Director Wilkie

SECONDED by Director Wilks

THAT the recommendations of the public Board Remuneration Review Panel, as outlined in the December 22, 2019 report from the CFO, be accepted;

(continued on next page)

48949 (continued)

and further, that a new Board remuneration bylaw and an amendment to the Board travel and accommodation allowances policy reflecting these changes be prepared for Board consideration.

CARRIED

Telecom Order CRTC 2019-288

48950

MOVED by Director Sterzer

SECONDED by Director Clovechok

THAT a letter be sent to Science and Economic Development Canada requesting that Telecom Order CRTC 2019-288 be referred back to the CRTC to reconsider its decision on wholesale resale rates by:

- applying an economic development lens to ensure that revised wholesale rates do not adversely impact investments required to keep Canada in the top ten internet speeds on world indices, thus preserving our ability to compete in the digital economy;
- applying a rural lens to ensure that revised wholesale rates do not adversely impact investment by Network Owners in the expansion of networks in rural and remote communities; and
- balancing all the government's policy objectives, namely affordability, competition, investment, innovation, growing the digital economy and rural and remote connectivity.

OPPOSED: Director Wilks

CARRIED

Late Agenda Items

Tough Country Communications - Letter of Support

48951

MOVED by Director Doehle

SECONDED by Director Walter

THAT a letter of support be provided to Tough Country Communications for an application to the Northern Development Initiative Trust and the Canadian Radio-Television and Telecommunications Commission Broadband Fund for the Wardner and Elko fibre project.

CARRIED

Adjourn to Closed

MOVED by Director Wilks

SECONDED by Director Walter

THAT the meeting adjourn to a Closed Governance & Regional Services Committee meeting to consider the following matter:

Rural Site Maintenance Contract – Section 90(1)(j) of the *Community Charter* – information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*.

CARRIED

The meeting adjourned to closed at 5:31 pm.

Chair Rob C. Gay

Shannon Moskal, Corporate Officer

Wildsight Education
2 – 495 Wallinger Ave
Kimberley, BC V1A 1Z6
dawn@wildsight.ca



4 February 2020

To Regional District of the East Kootenay

Please accept this letter as our request to appear as a delegation and a request for funding.

Delegation Topic:	Beyond Recycling - Student Environmental Education Program
Designated Speaker:	Janelle Park
Board Request:	General Admin Grant of \$10,000 to fund Beyond Recycling in RDEK schools.
AV Equipment Use:	Yes - PowerPoint presentation

Executive Summary:

We are currently in a major global shift in where and how recycled materials are being processed. Recycling costs are rising and recycling is no longer identified as a viable solution. Supporting the community in shifting towards waste reduction is an essential step.

Youth are the future of every community. The Beyond Recycling program offers an weekly, action-oriented, solutions-focused, environmental education program in RDEK schools that allows students to understand how their lifestyle choices impact the planet and provides opportunity for hands-on individual action.

Financial support from the RDEK is required to ensure this program can continue to be offered in our region. The program was originally developed in the East Kootenay and has grown to be delivered in 25 schools throughout the Columbia Basin annually for over a decade. Beyond Recycling currently works with other Regional District partners to support key messaging and initiatives around energy conservation, product stewardship, recycling and waste reduction.

Teachers repeatedly state that Beyond Recycling is "CRITICAL to today's youth," that "there is no way we would have the time or expertise to present what you do," and that they "believe that this program should be required in all intermediate grades."

Sincerely,

Dawn Deydey
Beyond Recycling Coordinator
Wildsight Education
beyondrecycling.ca

Janelle Park
Beyond Recycling Educator
Certified BC Teacher



PROJECT OVERVIEW

Beyond Recycling (BR) is an action-oriented, solutions-focused, hands-on environmental education program that supports students to understand the natural environment that supports them, appreciate how their lifestyle choices impact the planet and highlights the importance of individual action.

Created in the East Kootenay region of British Columbia, this 24-lesson program inspires Grade 5/6 students to think critically about global challenges. Throughout the school year, local professional Beyond Recycling Educators utilize slideshows, games, movies, worksheets, costumes, science experiments and more to deliver engaging interactive lessons.

Facilitated weekly, BR engages students to think critically about the global challenges we are facing, develop solutions and take action. Unlike the many one-touch programs that are offered to schools, the BR Educator develops a relationship with the students and explores more complex topics as they progress throughout the school year. Students are challenged to look critically at the environmental impact of their schools, homes and lifestyles and think 'beyond' simply recycling for effective and positive environmental action.

OBJECTIVES

The Beyond Recycling program will:

- Facilitate BR to over 200 students in 7 East Kootenay classrooms
- Support 7 participating teachers to facilitate seven Teacher Taught BR Lessons by receiving lesson plans, online resources, props, instruction and support
- Provide over 24 password-protected BR environmental education lessons via beyondrecycling.ca
- Support 7 BR Educators in facilitating year-long BR programs in schools and supporting students in taking action and measuring change through hands-on projects
- Manage and maintain BR Prop Kits utilized by Educators to facilitate the BR Program and engage students
- Increase awareness of environmental concepts including climate, energy conservation, product lifecycle, resource extraction, waste reduction, water conservation, sustainability and ecological footprint

RELEVANCE

Youth are the future of every community, and a sustainable community can only be developed if the natural environment is understood. Science is best learned by applying knowledge to a relevant situation, and the Beyond Recycling program is a unique program that provides the opportunity for students to understand the local context of science-based concepts, such as resource extraction and energy consumption.

The scientific knowledge gained by students in Beyond Recycling will have a positive impact on our youth and our communities through reducing waste, increasing recycling (including knowledge and activities to promote clean, proper usage of recycling and diverting organic waste from the landfill).

FUNDING

The success of the BR program is deeply interwoven with the many multi-year funding relationships that have supported this program including the Columbia Basin Trust, EcoAction, BC Hydro, Shell, Terasen, Fortis, TD Bank, Regional District of Central Kootenay, Columbia Shuswap Regional District, and the National Science and Energy Research Council.

Up to this point, the RDEK has received the benefits of a decade of programming for no cost. As costs rise and funders change this is no longer possible. RDEK schools are now at risk of losing access to the program due to reduced allocations for the 2020/21 school year.

Financial support from the RDEK of \$10,000 would ensure RDEK schools would continue to receive Beyond Recycling program. RDEK funds will be leveraged and matched with other funders. This would allow the RDEK to they receive more programs than directly paying for providing an excellent use of this expenditure.

PARTNERSHIP

A collaboration between Beyond Recycling and the RDEK could provide an addition and expansion to the quality public education and outreach currently done by the RDEK. The topics addressed in the Beyond Recycling program support the RDEK's Regional Sustainability Strategy, and to the objectives of the current Solid Waste Management Plan.

BR currently collaborates with four other Regional District partners to support key messaging and initiatives around energy conservation, product stewardship and waste reduction. Beyond Recycling, Fortis and the RDCK are currently partnering on See the Heat program that allows parents of Beyond Recycling students in 3 schools to borrow a heat imaging camera and energy saving kit to identify and address heat loss in their homes.

We are interested in pursuing a similar partnership with RDEK as a way of supporting, enriching and increasing the reach of your current education programs. After presenting to Loree Duczek

and Kevin Paterson in October 2019, it was recommended to us that we appear before the Board and make a request for a General Admission Grant..

In the 2019/20 school year, Beyond Recycling will be delivered in 13 RDEK classrooms. Our classes have attended the exemplary RDEK waste field trips facilitated by Loree Dueck and the great work of the Environmental Services team at RDEK. We applaud this valuable RDEK educational outreach program.

PROGRAM HISTORY

Wildsight has committed over a decade to the development of the Beyond Recycling program. Since its inception in 2006, the program has expanded from delivery in one Fernie school to 25 Columbia Basin classrooms annually. The Beyond Recycling program was inspired in Canmore, Alberta, by the success of the Rocky Mountain Flatbread company. In 2006, the program was expanded to the Wildsight Elk Valley Branch where Dawn Deydey and Megan Lohmann adapted a booklet of ideas to create a 120-page online Beyond Recycling Program Manual. In 2009, the program was incorporated as a Wildsight regional education program, hosted resources online and expanded to reach students throughout the Columbia Basin.

WORKPLAN

Activity	Overseen by	Start Date
Secure 2020/21 Educators, Schools & Teachers	Admin Team	July 2020
Teacher Meetings to Finalize 2020/21 Schedules	Educator Team	September 2020
Secure Educator/Teacher Contracts & Ship Prop Kits to Educators	Admin Team	September 2020
Educators/Teachers Utilize Props & Online Materials	Management Team	September 2020
BR Program Classroom Lessons Facilitation	Educator Team	October 2020
Manage Website, Social Media & Outreach	Management Team	June 2020
Support Educators to Utilize Online Resources	Management Team	September 2020
Media Press Releases & Program Promotion	Admin Team	October 2020
Facilitate EcoChallenge Projects, Field Trips Earth Day & Hands-On Activities	Educator Team	October 2020
Budgeting & Bookkeeping	Admin Team	June 2020
Teachers & Educators Program Feedback	Educator Team	September 2020
Compile Final Report	Management Team	June 2021

EXPENSES

Cash Budget Item	Total Amount Required
Operational Support	\$12,300
Program Manager	\$12,000
Program Coordinator	\$12,000
Program Educators	\$65,000
Prop kit Maintenance	\$1,000
Promotion and Outreach	\$12,300
Mileage to Schools	\$3,400
Field Trip Bussing	\$5,000
TOTAL PROJECT BUDGET	\$123,000

REVENUE

Source Name	Confirmed	Amount
Columbia Basin Trust	Y	\$60,000
BC Gaming	Y	\$12,500
Columbia-Shuswap Regional District	Y	\$12,200
Regional District of Central Kootenay	Y	\$21,500
Regional District of East Kootenay	N	\$10,000
Regional District of Fraser-Fort George	Y	\$6,800
TOTAL CASH REVENUE		\$123,000

TEACHERS COMMENTS

"It not only teaches about what and why we need to recycle, but also how we can recycle items more successfully and safely. My students now pick through our daily garbage and recycle items that would ordinarily be thrown out. It has truly made us aware of our responsibility to our world."
- Anne Bock, Jaffray Elementary

"They are learning so much and I can see real changes in their behaviour (such as using the compost bin and reminding me to turn off lights and equipment when leaving the classroom)."
- Maggie Webster, TM Roberts Elementary

"This program makes everything so hands on and interesting. I could never teach this material with this level of impact and it has a lot to do with all the props."
- Carmen Murphy, Erickson Elementary

"Throughout this experience, students gained a strong sense of empowerment to make a difference. Although they are young, they want to make positive contributions to not only their immediate community, but the world as a whole." - Kyle Cullins, Frank J Mitchel Elementary

EDUCATOR COMMENTS

"Beyond Recycling takes a deeper look at how students' personal actions affect others and the environment on a local to global scale. Students develop critical thinking skills around major 21st century issues and then design solutions for themselves, their class and their Community."

"The Beyond Recycling program is important because it provides an opportunity for students to look at environmental issues through an educational lens. It gives them the opportunity to create their own understanding about the kinds of decisions they would like to make for the environment and what they want their future to look like."

STUDENT COMMENTS

"I think it has definitely helped me at home so that I can remind myself to conserve energy, recycle more and use less fossil fuels." - Aylan

"I have become much more conscious about my consumption of single-use plastics, I now know that plastic doesn't just "disappear" when I throw things away" - Paxal

"It taught me to think critically when buying food or choosing a school lunch to consider all options and how my choice affects the environment. It really grew my knowledge!" - Alec

"I have changed what I recycle. Since learning about recycling I have watched many things about our planet and how to be zero waste." - Jade

"I've grown to know how I have affected the earth and I have been more aware of what I do. I also learned that instead of buying new things I can re-use my old things". - Jen

Subject Environmental Services

Month February 2020

SOLID WASTE

The Environmental Services Department Staff have been preparing for the Recycle BC Depot Launches on February 3rd at the Fernie Transfer Station, February 18th at the Elkford Transfer Station, and March 2nd at the Sparwood Transfer Station.

Wood grinding at the Columbia Valley Landfill and Central Subregion Landfill will begin in early February. Green wood grindings will be hauled to Skookumchuck Pulp Mill.

All solid waste facilities are under typical winter conditions. Sites are sanded and plowed as needed.

PARKS AND RECREATION

The Recreation & Control Services annual report has been completed and submitted to Board for review.

Winter park, trail and recreation facility inspections have been completed in order to assess winter damage/vandalism for budgeting.

A grant through Columbia Basin Trust for an energy project at the Eddie Mountain Memorial Arena has gone to the second phase in the application process. The energy advisor is looking into improving current efficiencies with utilities at the building.

INVASIVE PLANT

The Invasive Plant Program annual report has been completed and submitted to Board for review.

In 2019, the RDEK Weed Control Officer received numerous invasive plant complaints on Crown land adjacent to private land in rural areas. These complaints were forwarded to the East Kootenay Invasive Species Council who indicated that MFLNRORD's direction for the past couple years has been 'backcountry out' approach for all invasive plants, and only high priority plants in the front country. There are numerous large and small area low priority invasive plants infestations (i.e. spotted knapweed) throughout the RDEK that are adjacent to private land in rural areas not considered to be backcountry. This is problematic for private landowners attempting to controlling species on their lands adjacent to Crown land infestations and for enforcing private landowners with infestations adjacent to Crown land infestations.

Subject Protective Services Monthly Report

Month February 2020

Fire Services

Staff attended the Zone 4 Fire Chiefs meetings in Nelson in early January. Presentations and discussions included Critical Incident Stress Management, Office of the Fire Commissioner, Kelowna Fire Dispatch, Municipal Insurance Association of BC and BC Wildfire. The draft RDEK Fire Strategic Plan is being reviewed by staff and will be presented to the Board of Directors in the next few months.

Columbia Valley Fire

Edgewater Fire: Edgewater has one new member enrolled in exterior training and three regular members taking advanced interior training.

Fairmont Fire: Fairmont has one new member enrolled in exterior training, and one new member that comes with a full fire fighter training background. In early December 2019, a rockslide from the Hoodoos Cliffs closed the highway at Dutch Creek for 12 hours. MOTI conducted a geotechnical safety assessment and deemed the highway safe to re-open.

Panorama Fire: Panorama has four new members taking exterior training and three regular members advancing to interior training. The fire department set up and maintained a roadblock when Toby Creek Road closed for several hours due to avalanche hazard.

Windermere Fire: Windermere has three regular members advancing to interior training and invited four members from Canal Flats to join our exterior recruit training program.

South Country Fire

Baynes Lake Fire: Baynes Lake Fire Department finished 2019 with response to 33 incidents. Those incidents accounted for 516 person hours. They finished the year with 92 training sessions, accounting for 1,117 person hours.

Elko Fire: Elko Fire Department finished 2019 with response to 37 incidents. Those incidents accounted for 641 person hours. They finished the year with 76 training sessions, accounting for 1,169 person hours.

Hosmer Fire: Hosmer Fire Department finished 2019 with response to 23 incidents. Those incidents accounted for 200 person hours. They finished the year with 71 training sessions, accounting for 770 person hours.

Jaffray Fire: Jaffray Fire Department finished 2019 with response to 76 incidents. Those incidents accounted for 991 person hours. They finished the year with 83 training sessions, accounting for 1018 person hours. Jaffray has one new member to report.

2019 Responses	Service Areas								Totals
	Baynes Lake	Edgewater	Elko	Fairmont	Hosmer	Jaffray	Panorama	Windermere	
Fire	5	6	2	6	6	11	3	11	50
MVA	1	9	14	9	9	17	4	17	80
First Responder	16	9	11	46	3	36	17	34	172
Ice Rescue	0	0	0	0	0	0	0	0	0
Still Water Rescue	0	0	0	0	0	0	0	2	2
Swift Water Rescue	0	0	0	0	0	0	0	0	0
Embankment Rescue	0	0	0	0	0	0	0	0	0
Other	11	10	10	21	5	12	33	31	133
Totals	33	34	37	82	23	76	57	95	437
Average Attendance for Training	6	7	7	9	6	6	10	9	n/a
Average Attendance for Incidents	5	5	6	5	4	5	6	5	n/a
Volunteer Roster	10	16	15	16	12	16	21	18	n/a

Emergency Management

Protective Services Manager

Fiona Dercole started working with the RDEK on December 30, 2019. In her first month, she has been getting to know the RDEK team, meeting stakeholders across the region, familiarizing herself with foundational documents, and learning about strategic priorities and the annual budget process.

Emergency Management Training

Emergency Management training ensures operational readiness across our region. The RDEK has requested ten EMBC-sponsored EOC training courses for 2020. Conducting Hazard, Risk & Vulnerability Analysis training is confirmed for February 2020.

Emergency Response Exercises

A Regional Emergency Exercise will take place in April 2020. This functional exercise will be an opportunity for RDEK and other emergency services agencies to practice working in the Emergency Operations Centre together. This exercise is possible through a grant from the Community Resiliency Investment Program.

Regional Collaboration

The RDEK continues to focus on maintaining and establishing relationships with regional stakeholders, provincial ministries and agencies. Each of the three sub regions has an established Emergency Management Committee that meet every two months. The current topic of discussion at the Columbia Valley Emergency Management Committee is the Kicking Horse Canyon highway improvement project.

Emergency Support Services (ESS)

The RDEK has met with ESS Directors and ESS volunteers to plan for a Kootenay ESS Conference in October 2020, funded through a UBCM grant.

Regional EOC Activations

The RDEK has been supporting the Fairmont Debris Flow incident since August 2019. Remedial works to clean out debris traps are complete and RDEK continues to work with EMBC through the cost recovery process.

UBCM Grants

RDEK, in partnership with local municipalities, are preparing applications for five UBCM Community Emergency Preparedness Fund grants in 2020 - totaling \$400,000. If successful, these funds will build capacity and knowledge within the region.

FireSmart Communities

The community of Wasa Lake was recently recognized by FireSmart Canada as a FireSmart Community for 2019. Congratulations to Wasa Lake for taking action to make their community more resilient to wildfire. Several other communities have submitted applications.

Date January 15, 2020
Author Jamie Davies, Recreation and Control Supervisor
 Colin Peet, Recreation Services Supervisor
Subject Recreation and Control Services 2019 Annual Report

BACKGROUND

The following report provides an overview of the Recreation and Control Services operated and maintained by the Regional District of East Kootenay. The RDEK is responsible for 21 different facilities in all electoral areas. These facilities range from walking paths, baseball diamonds, arenas, boat launches, swim areas, and an airport. The RDEK also has a mosquito control program and an invasive plant control program. This report covers all of the 21 different facilities and information on the Mosquito control. The invasive plant control annual report will be submitted as a separate report.

Recreation and Control Services consists of 23 staff/contractors responsible for operations and maintenance at various parks, trails, recreation facilities and control services (mosquito and invasive plants).

PARKS, TRAILS AND RECREATION FACILITIES

Revenue and Expenditure Highlights

Table 2 on Page 6 provides an overview of operation and maintenance costs, and revenues generated for each park, trail, and recreation facility in 2019.

Totals for all parks, trails, and recreation facilities and the Elk Valley Airport are:

<i>Revenue Generated</i>	\$ 240,423
<i>Operation and Maintenance Costs</i>	\$ 317,285



Elk Valley Park Outhouse



Koocanusa Boat Launch



Rosen Lake West Access Swim Lines and Buoys

Operation and Maintenance Highlights

Table 3 on Page 7 provides an overview of upgrades and maintenance completed at each park, trail, and recreation facility in 2019.

All projects are closely monitored to ensure they are completed in a timely and cost-effective manner. Annual work plans are developed to organize and prioritize site operations and maintenance tasks at each park, trail and recreation facility.

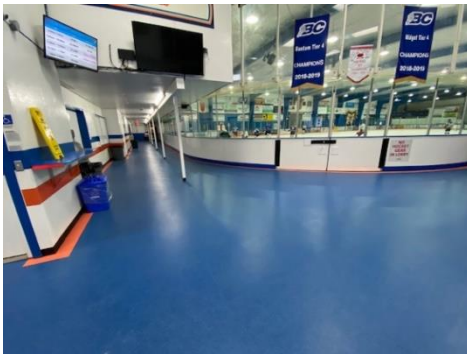
All parks, trails and recreation facilities are inspected annually in the spring and fall as per RDEK Parks, Trails and Recreation Facilities Operations and Maintenance Policy.

Through experienced, efficient and dedicated RDEK staff and the continued strong working relationship with contractors and volunteers, our parks, trails and recreation facilities will continue to provide safe and enjoyable experiences for all users.

Eddie Mountain Memorial Arena

The Eddie Mountain Memorial Arena (EMMA) completed a very busy 2019 user season hosting 4 weeks of our annual Columbia Valley Hockey School, a weeklong Figure Skating Provincials event, 17 adult & minor hockey tournaments, 1 Figure Skating Carnival and Regional Peewee & Atom banner tournaments.

There were many upgrades completed at the Eddie Mountain Memorial Arena in 2019, including new protective rubber matting in the front entrance lobby as well as in the men's and women's washrooms. 10 new toilets were installed in the dressing rooms, first aid room and mezzanine, along with 5 new waterless urinals. We completed painting the remaining half of the exterior along with installing new security cameras to the exterior of the facility.



2019 Matting Installation



Exterior Painting Completion

St. Mary's Lake Regional Park

St. Mary Lake Regional Park developments were completed in spring. This included eight picnic sites with tables and fire rings, barrier rocks around the parking area, and installing new signage and a kiosk.



St. Mary Lake Regional Park Picnic Site

Wycliffe Exhibition Grounds

The RDEK secured an Energy Sustainability Grant to install a solar panel array at Wycliffe Exhibition Grounds.

The Wycliffe Exhibition Grounds received the Banner at the Canadian Professional Rodeo Association in Red Deer for the 2019 Best Footing Award in the “Most Improved Ground” category.



Wycliffe Exhibition Grounds Arena Footing



Wycliffe Exhibition Grounds Solar Panel Array

Crossroads Ballpark

The 2019 Ball season at Crossroads Ballpark was a busy one with the completion of the new washroom facility. Cy & Lori McConnell returned for another year as the Ballpark contractors and worked with the Lions Club to complete the installation of the washrooms.

The new washroom facility has five individual washrooms outfitted with sinks, toilets and a waterless urinal in each stall. The backstop on Diamond #2 was replaced along with the repairing of damaged fencing around each diamond. Towards the end of the season, we removed the old gravel on Diamond #3 and added new shale to the entire diamond.



2019 Crossroads Washroom completion



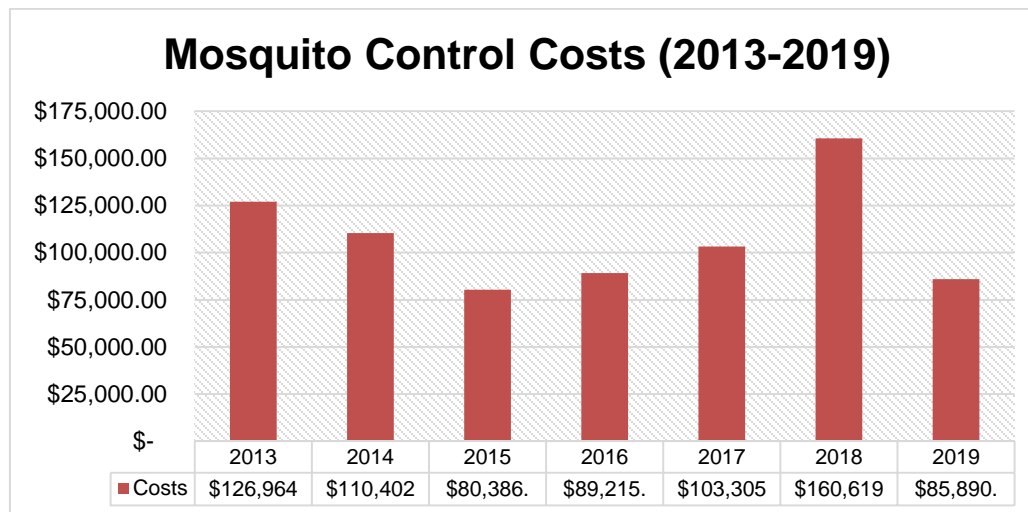
2019 Shale Installation

MOSQUITO CONTROL

The RDEK administers a nuisance mosquito control program within Electoral Area E. The service area includes Wasa, Skookumchuck and TaTa Creek. The mosquito control program focuses on environmentally sound practices of controlling mosquito larval populations with a Bti microbial larvicide (Aquabac).

Mosquito control costs were \$85,890.08 including the purchase and application of Aquabac. In total, 23 staff hours were dedicated to mosquito control in 2019.

Table 1 – Contractor and Pesticide Mosquito Control Costs from 2013 to 2019



2019 Noteworthy Items:

- Ground treatments started on June 5 and the final treatment was July 10;
- No aerial treatment;
- Total ground treatments were approximately 232 hectares; and
- 47.5 bags of in stock Bti were used (320 bags are kept in stock and are restocked in spring).

A lower than normal snowpack in the East Kootenay Basin and a regional warming trend in May led to the peak of the local Kootenay River in early June, which was the lowest since 2016; this resulted in no aerial treatments and lower program costs.

Table 2 - Operation and Maintenance Costs and Revenue

Function	Description	Operations & Maintenance Costs (excluding wages)	Revenue Generated	Revenue Description/Comments
Regional Parks	Elk Valley Regional Park	\$ 22,173	-	-
	Tie Lake Regional Park	23,742		-
	Wycliffe Regional Park	24,117	-	-
	Wycliffe Exhibition Grounds	21,177	\$ 16,860	User Fees (weddings, club fees etc.)
	Yaqakxaqłamki Regional Park (Boat Launch)	39,845	20,184	Seasonal Pass, Day Pass, and Parking
	Old Coach Trail	8,131	-	-
	Westside Legacy Trail	635	-	-
Electoral Area B	Dawson's Path	1,298	-	-
	Rosen Lake East and West Accesses	3,826	-	-
Electoral Area C	Aldridge Regional Park	1,513	-	-
Electoral Area E	Cherry Creek Falls Regional Park	11,467	-	-
	Avery Road Public Access	1,236	-	-
	St Mary Lake Park	25,648	-	-
Electoral Area F	Crossroads Regional Ball Park	28,974	5,600	User Fees (various leagues)
	Windermere Beach	5,736	-	-
	Fairmont Path	2,050	-	-
Electoral Area G	Edgewater School Path	718	-	-
	Wilmer Community Park	-	-	-
Airport	Elk Valley Airport	32,032	4,800	Annual Hangar Lease Fees
EMMA	Eddie Mountain Memorial Arena	62,967	167,192	Winter Ice Rental Fees
			25,600	Summer Ice Rental
			187	Other Rental Income
Total		\$ 317,285	\$ 240,423	

Table 3 – Overview of Upgrades and Maintenance

Park, Trail or Recreation Facility	Upgrade/Maintenance
Elk Valley Regional Park	<ul style="list-style-type: none"> • Removal of old wood parking barriers • Removal of two old outhouses • Installation of two wheelchair accessible outhouses • Removal of a broken concrete picnic table • Removal of an old baseball backstop • Regular maintenance, mowing and cleaning
Tie Lake Regional Park	<ul style="list-style-type: none"> • Danger tree falling, chipping and FireSmart work • Removal of four old outhouses • Installation of two wheelchair accessible outhouses • Removal of old wooden parking barriers • Regular maintenance, mowing and cleaning
Wycliffe Regional Park	<ul style="list-style-type: none"> • Danger tree falling, chipping and FireSmart work • Removal of old wood parking barriers • Installation of barrier rocks • Regular maintenance, mowing and cleaning
Wycliffe Exhibition Grounds	<ul style="list-style-type: none"> • Danger tree falling, chipping and FireSmart work • Installation of solar panel ground array • Outdoor arena corral development and gate improvements • Outdoor arena welding repairs • Outdoor arena, yardage and bleacher lighting upgrades • Outdoor arena footing improvement (volunteer project) • Regular maintenance, mowing and cleaning
Yaqakxaqlamki Regional Park (Lake Koocanusa Boat Launch)	<ul style="list-style-type: none"> • Parking lot vegetation control/invasive plant control • Parking lot dust control • Repaired west drainage ditch
Old Coach Trail	<ul style="list-style-type: none"> • Dust control on Phase II • Regular maintenance, mowing/trimming and supplies • Regular snow removal maintenance • Danger tree removal • Sidewalk repair completed on Phase I • Phase II Trail pothole repair
Westside Legacy Trail	<ul style="list-style-type: none"> • Trail enhancements & changes with Greenways Trail Organizers & MIABC
Dawson's Path	<ul style="list-style-type: none"> • Regular maintenance/raking • Mowing/trimming around memorial • Trail vegetation control/invasive plant control

Rosen Lake East and West Accesses	<ul style="list-style-type: none"> • Installation of rock step at west access beach • Regular maintenance, mowing and cleaning
Aldridge Regional Park	<ul style="list-style-type: none"> • Danger tree falling/removal • Regular maintenance/mowing
Avery Road Public Access	<ul style="list-style-type: none"> • Trail vegetation control/invasive plant control • Regular maintenance/trimming • Portable toilet on site from June to September
Cherry Creek Falls Regional Park	<ul style="list-style-type: none"> • Danger tree falling, chipping and FireSmart work • Extension of safety fence upstream of falls • Installation of trail signage • Portable toilet on site from June to September • Regular maintenance, trimming and cleaning
St. Mary Lake Regional Park	<ul style="list-style-type: none"> • Beach and boat launch area clean up • Danger tree falling/pile burning • Invasive plant control • Installation of eight picnic sites with steel fire rings • Installation of signage and kiosk • Installation of barrier rocks • Regular maintenance, trimming and cleaning
Crossroads Regional Ball Park	<ul style="list-style-type: none"> • Installed 5 new washrooms at Ballpark w/ toilets, urinals & sinks • Annual maintenance of chain link fencing • Repaired & replaced damaged netting • Installed new backstop fencing on Diamond #2 • Removed portable toilets from Ballpark • Replaced and upgraded diamond bases and pitching plates • Installed new shale ball diamond on Diamond #3
Windermere Beach	<ul style="list-style-type: none"> • Installed new Automated External Defibrillator (AED) between washrooms • Repairs to playground set & regular maintenance • Added sand & painted playground area • Regular maintenance and cleaning
Fairmont Path	<ul style="list-style-type: none"> • Regular winter maintenance & snow removal • Renewed contract with maintenance contractor Toril Wilder • Regular maintenance, grass cutting and shrub trimming • Added 300 meter phase II extension onto original path
Edgewater School Path	<ul style="list-style-type: none"> • Regular maintenance, mowing/trimming • Renewed snow removal contract with Ted Shingleton

Wilmer Community Park	<ul style="list-style-type: none"> • Regular grass trimming maintenance at entry way • Regular trash cleanup & removal
Elk Valley Airport	<ul style="list-style-type: none"> • Windfall cleanup • Repaired fence at multiple windfall locations • Runway/apron vegetation control/invasive plant control • Crack sealing apron, taxiway and runway
Eddie Mountain Memorial Arena	<ul style="list-style-type: none"> • Installed new matting in Entrance lobby, Men's & Women's washrooms • Installed 10 new toilets & 5 waterless urinals in main & dressing room washrooms • Completed painting the remaining ½ of the facility • Annual roof, heater maintenance • Installed new mezzanine doors & panic bars • Semi-annual refrigeration plant maintenance • Added additional security cameras to exterior of facility • Completed WorkSafe BC Ammonia initiative tasks • Amended user fees & updated regulation bylaw • Renovated dressing room showers • Installed new dressing room lighting • Regular maintenance and cleaning

Date January 15, 2020
Author Jamie Davies, Recreation and Control Supervisor
Subject Invasive Plant Control Program – 2019 Annual Report

BACKGROUND

The following report provides an overview of the RDEK Invasive Plant Control Program, which consists of Invasive Plant Bylaw Enforcement and the Neighbourhood Invasive Plant Program (NIPP).

INVASIVE PLANT BYLAW ENFORCEMENT

In 2017, the RDEK implemented Invasive Plant (IP) Regulation Bylaw No. 2711 (IP Bylaw) and IP Bylaw Enforcement Policy and Procedures (IP Policy) to support property owners with their obligations to control IPs as required under the provincial Weed Control Act.

Jamie Davies (Recreation & Control Services Supervisor) remains as RDEK Weed Control Officers to enforce and administer the provincial Weed Control Act. Kevin Paterson (Environmental Services Manager) remains as an alternate.

Complaints

Since 2005, the RDEK has received and responded to IP complaints on private land (complaints on provincial lands are forwarded to the East Kootenay Invasive Species Council). All IP complaints on private land are organized by file number and all pertinent site information (i.e. property info, IP inspection reports, infraction class ranking, action required) is added to Tempest. Tempest is a land management system for local governments, which includes permitting, bylaw, local improvements and utility data collection and payments. The table below summarizes the total number of filed IP complaints on private land.

Year	Number of Complaints	Comments
2005-2016	38	Total number of complaints prior to implementation of the IP Bylaw and IP Policy
2017	26	26 inspected with correspondence mailed in March 2018
2018	74	69 inspected with correspondence mailed in March 2019 (Unable to inspect five sites due to time/weather constraints)
2019	67	67 inspected with correspondence to be mailed in March 2020

Infraction Class Ranking

Complaint sites are inspected and ranked from 1 (high priority) to 4 (low priority). To date, there are 532 IP sites in Tempest. This includes all private land complaint sites, NIPP sites, RDEK sites and sites with no species/closed files. IP sites in Tempest are summarized as:

- Class 1 Infractions – 56 (require subsequent annual inspections; if compliant, five-year inspections scheduled).

- Class 2 Infractions – 232 (once compliant, follow up as time/resources allow).
- Class 3 Infractions – 155 (once compliant, follow up as time/resources allow).
- Class 4 Infractions – 43 (education only, follow up as time/resources allow).
- No Species/Closed Files – 46 (includes 34 RDEK owned properties requiring inspections).

Anytime a new complaint is received for an existing site, the site requires follow up.

Enforcement

Enforcement correspondence (Letters, Warnings and Notices) for IP complaint sites are mailed to private landowners in March (additional correspondence may also be issued throughout the year as new sites are inspected or for non-compliance) and are summarized as:

- **Letters** are issued to new Class 2, 3 and 4 infractions. Letters contain IP species information and deadlines for IP management plan receipt and IP control initiation (Class 4 infractions only receive IP species information).
- **Warnings** are issued to new Class 1 infractions and as follow up to non-compliant Letters (Class 2 and 3 infractions). Warnings contain IP species information and deadlines for IP management plan receipt and IP control initiation.
- **Notices** are issued as follow up to non-compliant Warnings and to sites with habitual non-compliance (Class 1, 2 and 3 infractions). Notices contain a deadline for IP control initiation. If unable to achieve compliance through a Notice, remedial action (hiring of a contractor) is initiated and the cost to control IPs is issued to the landowner; if unpaid, the cost is added to their taxes.

The expectation is that landowners are utilizing their IP management plan to continue IP control on their own. The Weed Control Officer uses the annual control date in the IP management plan to schedule inspections. The table below summarizes the total number of enforcement correspondences.

Year	Number of Letters	Number of Warnings	Number of Notices
2010-2017	39	0	0
2018	48	33	9
2019	45	21	13

In 2019, all landowners issued Letters, Warnings and/or Notices were compliant (initiated IP control); although some properties required multiple site visits and correspondence to achieve compliance.

The exception was 10 Canadian Pacific Rail (CP) complaint sites and one commercial site in Cranbrook. These landowners did not undertake acceptable IP control or submit IP management plans for the 11 sites. As such, the Weed Control Officer issued Notices (under section 7 of the provincial *Weed Control Act*) to control IP species at the sites. The landowners did not control regulated IP species as requested in the Notices and therefore remedial action (spraying and/or hand pulling) was undertaken at all sites. The assessed cost to control the IP's was invoiced to both landowners. Full payment for all sites was received in January 2020.



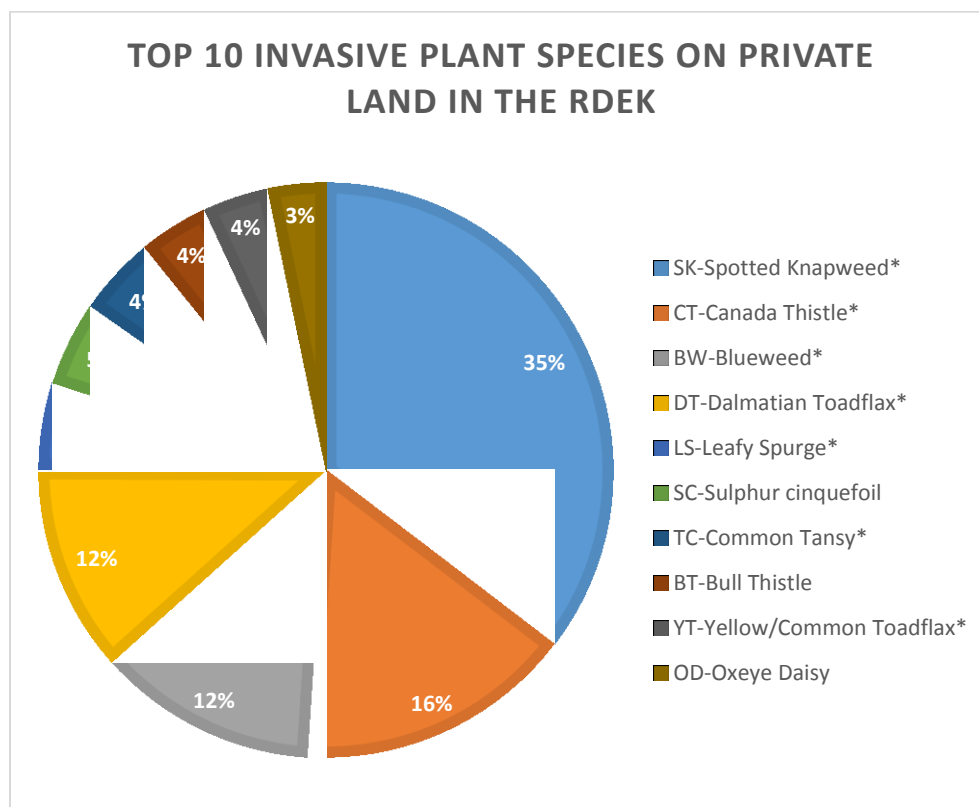
Bull Thistle



Japanese Knotweed

Mapping

ARC Geographical Information System (GIS) using a portable tablet continues to be a useful tool for mapping IP species during initial site inspections and tracking IP control progress during follow up site inspections. Data collected with ARC GIS allows for the quantitative analysis of IPs on private land in the RDEK and can be overlain on Tempest land maps.



*Regulated IP Species in the RDEK as per the provincial *Weed Control Act*.

NEIGHBOURHOOD INVASIVE PLANT PROGRAM

Since 2010, the RDEK has administered the NIPP. The NIPP provides landowners with the guidance, resources and in some cases financial support to manage priority IPs on private lands. The NIPP is not intended to fund property owners' ongoing legal obligation to control IPs as required under the provincial *Weed Control Act*.

The NIPP provides five options to assist with IP control:

1. Sprayer Loan Out - Backpack sprayers are loaned out.
2. New Invader Rebate (IPs new to the area) - 100% reimbursement of initial treatment costs incurred from hiring a licensed herbicide applicator or from the purchase of herbicide.
3. Cost Share Rebate - 50% reimbursement of the treatment costs incurred from hiring a contractor or purchase of IP control equipment to a maximum of \$500.
4. Herbicide Rebate - 50% reimbursement of herbicide purchase to a maximum of \$500.
5. Guidance/Resources - On-site inspection, educational materials/resources and IP management plan.

Table 3 - A summary of NIPP applications is as follows:

Year	Number of Applicants	Financial Support Provided to Landowners
2010	32	\$15,420
2011	38	\$25,595
2012	39	\$23,450
2013	70	\$20,820
2014	87	\$23,975
2015	77	\$20,775
2016*	79	\$2,210
2017	21	\$1,530
2018	20	\$2,024
2019	22	\$3,720

*As of 2016, new applicants only receive funding if they meet requirements. Prior to 2016, applications for successive funding were approved. Also, a shift from the NIPP to prioritizing enforcement.

In 2019, there were 21 NIPP applicants of which:

- All received guidance and/or resources;
- 19 were new applicants (nine were inspected) and two were previous applicants;
- Eight applied to the NIPP after receiving enforcement correspondence;
- 17 were approved for financial support (seven herbicide rebates, nine cost share rebates and one new invader rebate);
- 11 submitted receipts for financial support; and
- One utilized a backpack sprayer.

The 21 NIPP applicants are located in the following Electoral Areas/Municipalities:

- Area A - 1
- Area B - 5
- Area C - 6
- Area E - 5
- Area F - 0
- Area G - 1
- Kimberley - 1
- Cranbrook - 2
- Fernie - 1

In 2020, the proposed NIPP financial support budget is to remain at \$5,000.

Request for Decision

File No: Ohh 605 100

Date January 15, 2020
Author Kevin Paterson, Environmental Services Manager
Subject Solid Waste Management Plan

REQUEST

Approve the Solid Waste Management Plan Update for submission to the Minister of Environment.

OPTIONS

1. THAT the Solid Waste Management Plan Update be approved and submitted to the Minister of Environment for review and approval.
2. THAT the Solid Waste Management Plan Update be approved with the following changes _____, and be submitted to the Minister of Environment for review and approval

RECOMMENDATION

Option 1.

BACKGROUND/ANALYSIS

The Solid Waste Management Plan is a document that guides the RDEK on waste management planning and initiatives for the next five to ten years. Under the Waste Management Regulations each Regional District is required to submit a Solid Waste Management Plan (SWMP) Update every five years. The RDEK undertook this review beginning in 2017. The goal of this review was to provide an assessment of the current system including how we reduce, reuse and recycle in the RDEK; identify the strengths of the existing system; review cost implications; and, identify opportunities for future improvement. This was conducted in three stages and we are now in the final stage.

Phase 1 – Establish a Baseline and Advisory Committee

- Review Existing System
 - Completed by Sperling Hansen
- Waste Audit
 - Completed by Sperling Hansen in July and August of 2018
- Establish Advisory Committee
 - The advisory committee was appointed by RDEK Board of Directors on October 5, 2018. The committee held seven (7) planning meetings with the final meeting being concluded November 13, 2019.

Phase 2 - Review of System

The following topics were reviewed prior to the create of the new Solid Waste Management Plan Update Draft

- **October 30, 2018** Existing System Review, SWMP Goals & Direction
- **December 13, 2018** Diversion & EPR Program Review
- **January 23, 2019** Transfer Stations and Operations Review
- **March 5, 2019** Organization Policies
- **April 2, 2019** Financial Impact Evaluation and Analysis
- **June 5, 2019** First Draft of Solid Waste Management Plan Update
- **November 13, 2019** Review of Public Consultation Comments on Draft Plan

Phase 3 –Engagement

Extensive public engagement was conducted both online and in person. This included two online surveys, three open houses, and various in person meetings at events throughout the region.

- **July – November 2019** Community and stakeholder consultation on draft plan
- **October 22-24, 2019** Open Houses
- **November 13, 2019** Review input with Advisory Committee
- **December 2019 – January 8, 2020** – First Nations Consultation

Phase 4 - Adoption / Submission

- Adoption by the RDEK Board of Directors
- Submission and Approval by Ministry

The final package delivered to the Ministry of Environment will include:

- Solid Waste Management Plan Update
- Board Resolution adopting the Solid Waste Management Plan
- Consultation Report and Appendices
- Corporate Officer Signature / Approval
- SWMP Checklist
- Letters of Support from Municipalities

Attachment **Solid Waste Management Plan**

REGIONAL DISTRICT OF EAST KOOTENAY

Solid Waste Management Plan

January 2020



PREPARED FOR: REGIONAL DISTRICT OF EAST KOOTENAY

PREPARED BY: SPERLING HANSEN ASSOCIATES

PRJ17050



SPERLING
HANSEN
ASSOCIATES



- Landfill Engineering
- Solid Waste Planning
- Environmental Monitoring
- Landfill Fire Control

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- Landfill Engineering
 - Landfill Gas Management
 - Solid Waste Planning
 - Environmental Monitoring
 - Landfill Fire Control
-

Mr. Kevin Paterson
Manager of Environmental Services
Regional District of East Kootenay
19 - 24th Avenue South
Cranbrook B.C.
V1C 3H8

January 23rd 2020

RE: Regional District of East Kootenay Solid Waste Management Plan

Dear Mr. Paterson,

This document presents a Solid Waste Management Plan for the Regional District of East Kootenay (RDEK) which has been completed by Sperling Hansen Associates (SHA). This plan has been completed in accordance with the Ministry of Environment's *A guide to Solid Waste Management Planning*.

The report is organized into the following six sections: Introduction, Background, Actions and Strategies, Finance and Administration, Plan Implementation, and Plan Schedules.

The Solid Waste Management Plan has been developed based on input received from the Regional District's Advisory Committee, public engagement opportunities, RDEK staff and Board members, and work carried out by SHA between July 2017 and December 2019.

We trust that this report covers the requirements for your Solid Waste Management Plan, and that the strategies and actions outlined in this plan will serve as a guide to solid waste planning in the RDEK for the next 5 to 10 years.

It has been a pleasure to work with the RDEK on this project. Please do not hesitate to contact us should you have any questions about the report.

Yours truly,
SPERLING HANSEN ASSOCIATES

Dr. Tony Sperling, P.Eng
President & Chief Engineer

Mairi Dalgleish, A.Ag
Environmental Technologist

GLOSSARY

Disposal	Landfilling
Diversión	Activities that divert waste materials away from disposal as garbage to alternatives such as recycling or composting. Does not include combustion of garbage to produce energy.
DIY	Do It Yourself
DLC	Demolition, landclearing and construction
EPR	Extended producer responsibility
Generation	The sum of all materials discarded that require management as solid waste, including garbage, recycling and composting. Does not include organic waste composted at home.
GHG	Greenhouse gas
HHW	Household hazardous waste
ICI	Industrial, commercial and institutional (does not include heavy industry)
RecycleBC	Recycle BC (residential recycling product stewardship organization)
ENV	BC Ministry of Environment and Climate Change Strategy
MRF	Material recycling facility (recycling processor)
ODS	Ozone depleting substance (e.g. CFCs)
Organic Waste	Kitchen scraps, food waste, yard and garden waste
Plan	Regional Solid Waste Management Plan
PPP	Printed Paper and Packaging
RDEK	Regional District of East Kootenay
SWMP	Solid Waste Management Plan

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EXECUTIVE SUMMARY

This document represents the most recent amendment of the Regional District of East Kootenay's (RDEK) Solid Waste Management Plan (SWMP) and once approved by the British Columbia Ministry of Environment and Climate Change Strategy (ENV) (along with any approval conditions), becomes a regulatory document for solid waste management and serves to guide solid waste management related activities and policy development in the RDEK.

The plan applies to the geographic area of the RDEK which includes the Columbia Valley subregion, Central Subregion, and Elk Valley Subregion. The guiding principles for the plan update are based on those established by the Province in the Guide to Solid Waste Management Planning (September 2016) and include the following:

1. Aspire to promote zero waste approaches and support a circular economy
2. Promote the first 3 Rs (Reduce, Reuse and Recycle)
3. Maximize use of waste materials and manage residuals appropriately
4. Support polluter and user-pay approaches and manage incentives to maximize behaviour outcomes
5. Prevent organics and recyclables from going in the garbage wherever practical
6. Collaborate with other regional districts wherever practical
7. Develop collaborative partnerships with interested parties to achieve regional targets set in plans
8. Structure the system so that private and public solid waste facilities compete on a level playing field.

The permanent population of the RDEK (as per the 2016 Census) is 60,439. It is estimated that approximately 73% of the population resides in urban environments (municipalities or incorporated communities), 26% resides in rural environments and 1% resides in First Nations communities. The seasonal population is an important factor for waste generation in the RDEK. The RDEK has indicated that approximately 14,500 seasonal residents contribute to waste generation in the region's resort communities, raising the equivalent population in the RDEK to 74,975.

A waste characterization study was completed for the region (by SHA) in July 2018 as part of this plan update. Figure A below shows the overall waste composition for the RDEK. The results of the study indicate that the largest component of the waste stream is Compostable Organics (29%), followed by Plastics (14%), Paper and Paperboard (13%), Construction and Demolition (11%), Non-compostable Organics (8%), Textiles (5%), Household Hygiene (5%), Metals (4%), Glass (3%), Household Hazardous Waste (2%), Electronics (2%), Bulky Waste (2%) and Fines (2%).

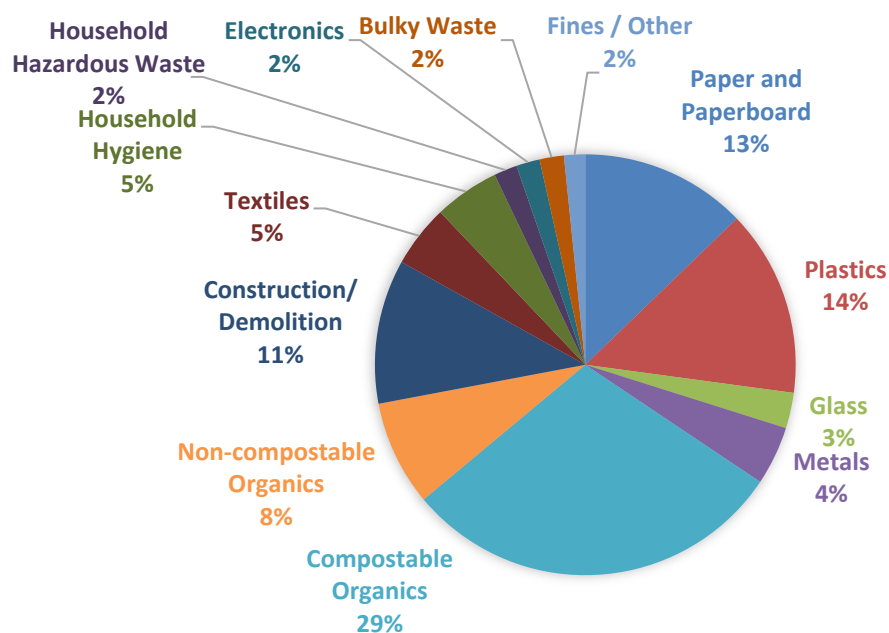


Figure A: Overall Waste Composition in RDEK

The current solid waste management system in the RDEK consists of large attended transfer stations in most major communities and small, unattended rural transfer stations throughout the Columbia Valley and Central subregions. Many municipalities also provide curbside garbage collection to residents. Residential and commercial recycling is managed mostly through the region's Yellow-Bin program. Recently, the RDEK has joined RecycleBC and has begun developing recycling depots at larger transfers stations. Opportunities for enhanced diversion have been identified at rural transfer stations, which do not provide many opportunities for diverting Extended Producer Responsibility (EPR) items, yard and garden wastes or scrap metal.

The ENV measures waste management system performance in terms of disposal rate (i.e. how much waste is landfilled each year on a per capita basis). In 2017, the waste disposal rate in the RDEK was determined to be 585 kg / person; which is higher than the Provincial average of 506 kg / person. The Province has set a goal of reducing the provincial waste disposal rate to 350 kg/person by 2020.

A number of goals and strategies were discussed throughout the planning process. The action items outlined in this plan are divided into the following categories:

- Strategies to reduce waste and increase recycling;
- Strategies to divert organic waste from the landfill;
- Strategies that enhance residual waste management services in the RDEK;
- Policies and Bylaws that support SWMP action items;
- Promotion and Education programs to support waste management initiatives.

Implementation of the strategies outlined in this report over the plan's 10-year timeframe is expected to reduce the RDEK's disposal rate from 585 kg/person in 2017 to: 480 kg/person/year by 2025, and 400 kg/person/year by 2030.

In total, the new proposed expenditures over the 10-year plan are estimated to be \$13,236,000 (including capital), with an average additional expenditure of \$ 1,323,650 per year. The majority of these expenditures are for estimated operating costs for the proposed composting facilities, as well as estimated operating costs for controlled/attended transfer stations. Capital costs of approximately \$3,600,000 are proposed for transfer station upgrades and \$600,000 for composting facility infrastructure.

Also included are staffing costs for the estimated additional effort to administer the strategies outlined in this plan. As shown in Table 3-1, the average additional annual staffing requirement is estimated to be 1 Full Time Equivalent (FTE) or \$90,000 per year.

Funding to implement the actions identified in this plan is expected to continue to be provided by residents and businesses through municipal taxes and user-fees.

Below is a breakdown of the proposed plan expenditures over the next 10-years (presented in 2019-dollars):

Proposed Plan Expenditures (Approx.)	10 YR Costs
Total New Costs for Waste Reduction & Recycling	\$ 57,500
Total New Costs for Organics Diversion	\$ 4,244,000
Total New Costs for Columbia Valley TS Optimization	\$ 4,140,000
Total New Costs for Central TS Optimization	\$ 3,500,000
Total New Costs for Other Residual Waste Management	\$ 155,000
Total New Costs for Policies and Bylaws	\$ 165,000
Total New Costs for Promotion and Education	\$ 60,000
Total New Costs for Plan Monitoring and Measurement	\$ 60,000
New Staffing Costs	<u>\$ 900,000</u>
	\$13,281,500

1. INTRODUCTION

In British Columbia (BC), regional districts develop solid waste management plans (SWMP) under the provincial *Environmental Management Act* (EMA) that provide long term visions of how regional districts manage their municipal solid waste (MSW) in accordance with the pollution prevention (5 R) hierarchy. MSW is defined in BC as waste generated from the following sources: residential, commercial, institutional, light industrial (office), demolition, land clearing or construction sources, plus any MSW deemed by the Ministry of Environment & Climate Change (ENV) to be included (e.g. treated biomedical, pet crematorium waste). As required by the EMA, this plan will be renewed on a 10-year cycle to ensure that it reflects the current needs of the Regional District of East Kootenay (RDEK) as well as current market conditions, technologies and regulations.

This document represents the most recent amendment of the RDEK's SWMP and once approved by the ENV (along with any approval conditions), becomes a regulatory document for solid waste management and serves to guide solid waste management related activities and policy development in the RDEK. In conjunction with regulations and operational certificates (OC) that may apply, this plan regulates the operation of sites and facilities that make up the region's waste management system. The details of the existing system are discussed in Section 2.2 of this plan.

1.1 Guiding principles

The guiding principles for the plan update are based on those established by the Province in the Guide to Solid Waste Management Planning (September 2016), except for revisions made by the SWMP Advisory Committee (AC) during the December 2018 Meeting.

The principles guiding the development and implementation of this plan (and a brief description of each) are shown in Table 1-1 below.

Table 1-1: British Columbia's Guiding Principles
(from: *A Guide to Solid Waste Management Planning*)

1.	Aspire to promote zero waste approaches and support a circular economy
	<i>Encourage a shift in thinking from waste as a residual requiring disposal, to waste as a resource that can be utilized in closed loop systems. Zero waste approaches aim to minimize waste generation and enable the sustainable use and reuse of products and materials.</i>
2.	Promote the first 3 Rs (Reduce, Reuse and Recycle)
	<i>Elevate the importance of waste prevention by prioritizing programming and provision of services for the first 3 Rs in the 5 R hierarchy. Implement programs and services that consider provincial and regional targets for waste reduction and environmental protection. Encourage investments in technology and infrastructure and ensure they occur as high up on the hierarchy as possible.</i>
3.	Maximize use of waste materials and manage residuals appropriately
	<i>Technology, best practices, and infrastructure investments should continue to develop to recover any remaining materials and energy from the waste stream and to manage residuals for disposal.</i>
4.	Support polluter and user-pay approaches and manage incentives to maximize behaviour outcomes
	<i>Producer and user responsibility for the management of products can be supported through the provision of market-based incentives, disposal restrictions on industry-stewarded products, zoning to support collection facilities, and support for reuse and remanufacturing businesses. Education and behavior change strategies aimed at consumers and businesses will help foster further waste reduction, reuse and recycling.</i>
5.	Prevent organics and recyclables from going in the garbage wherever practical
	<i>Maintaining a system to prevent organics and recyclables from going into the garbage will provide clean feedstock of greater economic value as well as a potential end product use to the recycling industry, while reinforcing behavior to reduce, reuse and recycle.</i>
6.	Collaborate with other regional districts wherever practical
	<i>Collaboration on many aspects of solid waste management will support the most efficient and effective overall municipal solid waste system.</i>
7.	Develop collaborative partnerships with interested parties to achieve regional targets set in plans
	<i>Strengthen partnerships with interested parties to achieve regional targets. All waste and recycling sector service providers, associations and environmental organizations, product stewardship producers and agencies, and waste generators are key interested parties in achieving these targets.</i>
8.	Structure the system so that private and public solid waste facilities compete on a level playing field.
	<i>Solid waste management facilities within a given region should be subject to similar requirements. A consistent set of criteria should be used to evaluate the waste management solutions proposed by private sector and by a regional district or municipality.</i>

1.2 Pollution prevention hierarchy and targets

This plan adopts the 5 R pollution prevention hierarchy (see Figure 1-1). As per the hierarchy, waste management is prioritized as follows: Reduce, Reuse, Recycle, Recovery and Residuals Management.

Strategies to address each tier in the hierarchy are laid out in Section 3, and are divided into the following categories: Waste Reduction and Recycling; Organics Diversion; Residual Waste Management; Policies and Bylaws; and Promotion and Education.



Figure 1-1: ENV Pollution Prevention Hierarchy

Implementation of these strategies over the plan's 10-year timeframe is expected to contribute to the provincial disposal rate target of 350 kg per person, and reduce the RDEK's MSW disposal rate from 585 kg/person in 2017 to: 480 kg/person/year by 2025, and 400 kg/person/year by 2030.

1.3 Plan history

The RDEK's first SWMP was prepared and submitted to the Ministry for approval in 1996; a series of updates to the plan were completed to identify preferred landfill locations in the Elk Valley Subregion and the Central Subregion and the updated plan was completed in 2003.

The goals of the 2003 SWMP included:

- Minimizing waste generation and reducing disposal;

- Managing waste in accordance with the 5-R Hierarchy;
- Striving for annual decreases in waste generation;
- Introducing a “user pay” system; and,
- Managing the system in a way that is economically viable, efficient, and environmentally sound.

A number of policies were outlined to support these goals, as well as actions for implementing the plan. The actions and their implementation status are outlined in Detail in the Stage 1 Report (included in Schedule A).

In general, the RDEK has successfully implemented most of the action items outlined in the 2003 SWMP, such as:

- Providing waste reduction education to all age groups;
- Implementing waste reduction techniques in daily operations;
- Chipping and composting wood waste;
- Developing composting facilities at landfills and encouraging community groups to use backyard composting;
- Designating areas at residual facilities to enable separation of reusable and recyclable materials;
- Continuing to offer recycling drop boxes and consider curbside recycling collection;
- Providing recycling containers to businesses and institutions and arrange for regular pick-up of recyclables;
- Providing a directory of businesses and organizations that provide recycling services;
- The City of Fernie, City of Cranbrook and District of Elkford landfills have been closed.

The current planning process was initiated in 2017. Participants in the planning process included:

- RDEK personnel and Sperling Hansen Associates, acting as the planning team, coordinated the planning process, participated in the development of technical reports, and consulted with the public and stakeholders.
- The RDEK’s Board of Directors (Board) was provided updates throughout the SWMP process.
- The Advisory Committee (AC) consisted of representatives from the public and stakeholders who reviewed information associated with the planning process, and provided input to personnel and the Board. The RDEK also appointed three board members (one from each subregion) to sit on the AC and review all planning documents and provide input throughout the process.
- Interested parties (including the public): were kept informed during the plan development and participated in consultation opportunities to provide input to the plan team and Board.

The plan update was completed in three phases, as indicated in Figure 1-2 below.

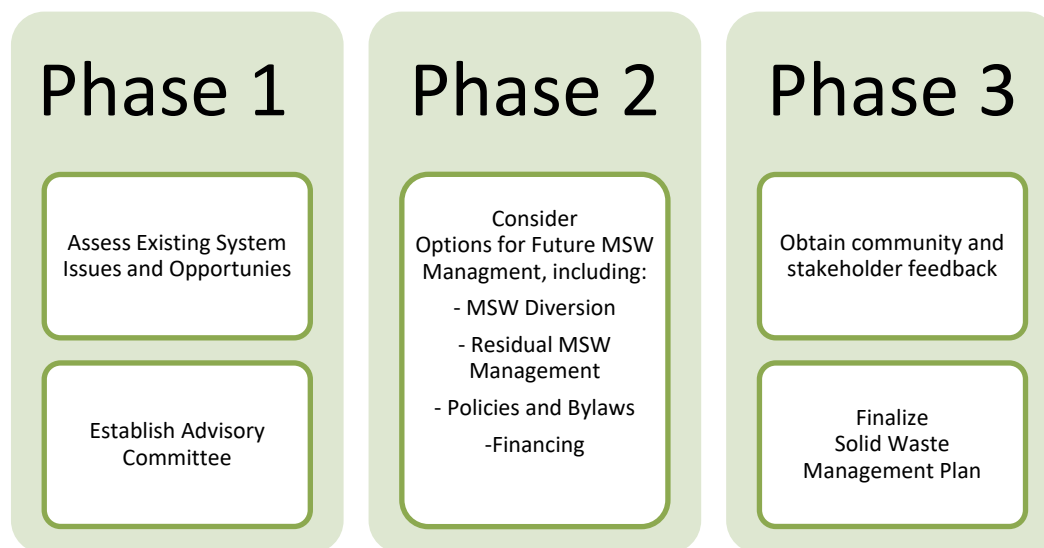


Figure 1-2: Planning Process

As shown in Figure 1-2, Phase 1 of the plan consisted of a review of the existing system (in 2017), and completion of a Waste Characterization study (in 2018). In 2017, a SWMP webpage was developed and the communication and consultation program was initiated. The AC was formed over the summer of 2018, with the first meeting held in the Fall 2018.

Following a gap analysis and a review of best management practices, a short-list of preferred options was developed to address future solid waste management needs within the RDEK. Phase 2 consisted of conducting a feasibility analysis of each of these options that included consideration of, for example: risks, community suitability, community capacity and financial implications. Consultation and communication were carried out throughout this stage, mainly through community surveys, newsletters and establishment of the RDEK's engagement platform (engage.rdek.bc.ca).

Phase 3 consisted of a public outreach campaign on the Draft SWMP. The consultation phase was completed by RDEK staff between July 12th and November 7th 2019 and is summarized in the Consultation Report which can be found in Schedule A of this report.

In support of Phases 1 to 3, several technical reports were prepared by SHA as part of this plan update, to assist the SWMP AC with their discussions and workshops, as well as provide RDEK personnel and Board members with information. These documents are listed below and are available on the RDEK's engagement platform and included in Schedule A of this report:

- Stage 1 Characterization of the System Report
- Waste Reduction and Diversion Opportunities
- Optimizing the RDEK Solid Waste System (Residual Waste Management and Transfer Station Review)
- Policies & Bylaws for Enhancing Solid Waste Management in the RDEK

- Financial Implications of Proposed Solid Waste Management System Changes

1.4 Key Drivers

The key drivers for developing this update were identified by the RDEK and include examining ways to:

- Explore opportunities to increase service at small transfer stations (through expanded diversion programs)
- Consider providing supervision at unattended transfer stations to encourage diversion of recyclable materials
- Explore opportunities to provide incentive for waste reduction
- Explore opportunities to increase organic waste diversion
- Explore opportunities to increase the efficiency of the waste management system
- Explore the addition of a full-service transfer station in the Columbia Valley
- Maintain Financial Sustainability

2. BACKGROUND

2.1 Plan area

The plan applies to the geographic area of the RDEK, as shown in Figure 2-1. The RDEK is divided into three subregions: Columbia Valley, Central, and Elk Valley. The sub regions were established in 1993, through adoption of a local service area bylaw. Each of the subregions are responsible for implementing MSW programs within their areas.

The Columbia Valley subregion consists of Electoral Areas F & G and the municipalities of Radium Hot Springs, Invermere, and Canal Flats. The Central subregion consists of Electoral Areas B, C, and E and the municipalities of Kimberley and Cranbrook. The Elk Valley subregion consists of Electoral Area A and the City of Fernie, District of Elkford and District of Sparwood. The Region is also home to numerous unincorporated communities and First Nations communities.

2.2 Population

According to the 2016 Census data, the RDEK's total population is 60,439. Approximately 73% of the population resides in urban environments (municipalities or incorporated communities), 26% resides in rural environments and 1% resides in First Nations communities. Population statistics from the past 15 years are shown in Table 2-1 below.

An important factor for waste generation in the East Kootenay's is the seasonal population. Throughout the year, seasonal residents travel to the RDEK to take part in the regions' recreational activities. To assist with accurate MSW disposal reporting, the RDEK has estimated the seasonal population as shown in Table 2-2. This estimate has been developed based on the number of seasonal dwellings in resort communities such as Fernie, Invermere, Radium etc. As shown in Table 2-2, it is estimated that there are approximately 14,500 seasonal residents that contribute to waste generation in the region. This raises the

equivalent permanent population for the region to 74,975 people (from 60,439). The greatest influence of seasonal residents is seen in the Columbia Valley Subregion, with over 7,600 seasonal residents; the Central and Elk Valley subregions see approximately 3,300 - 3,600 seasonal residents each year respectively.

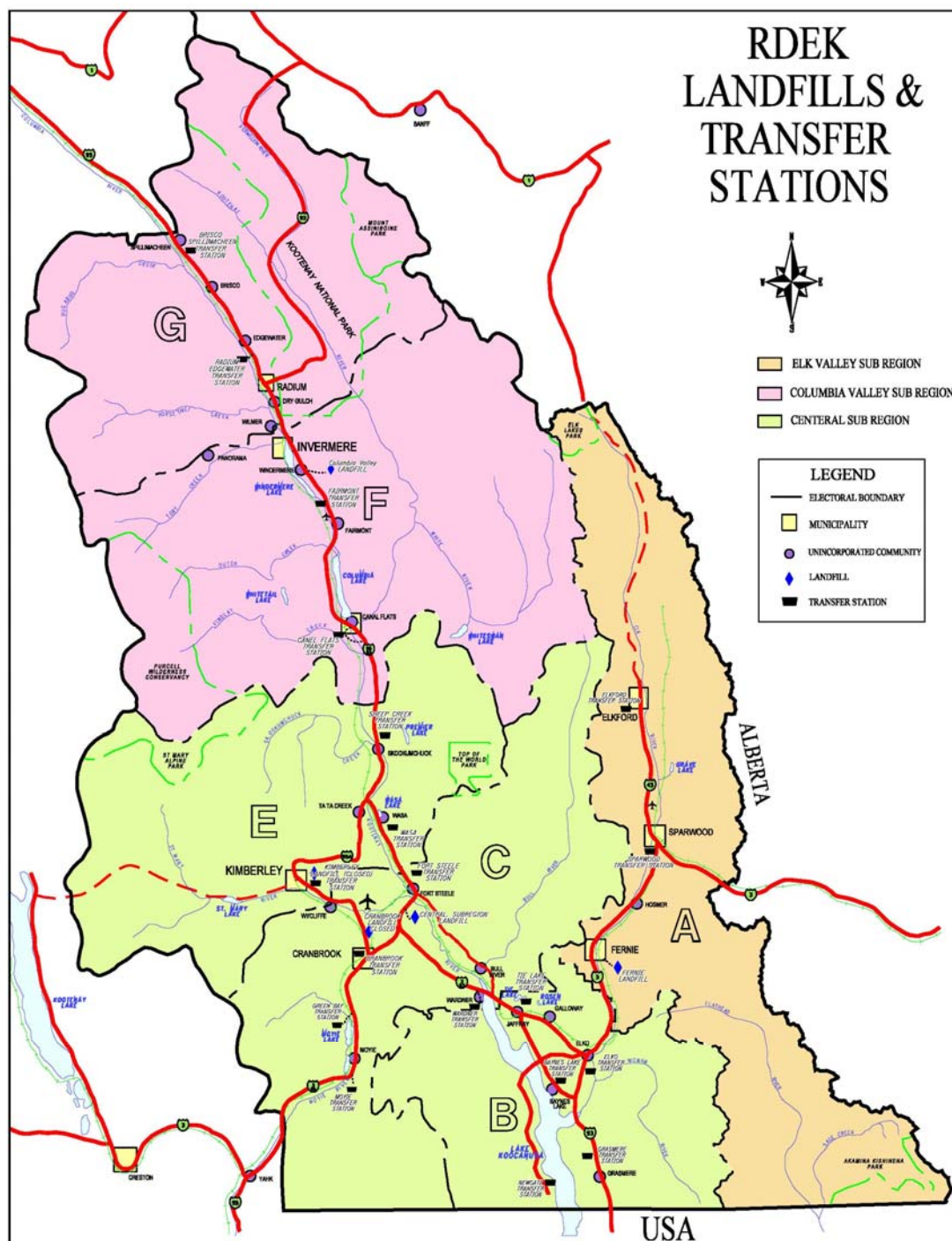


Figure 2-1: RDEK Landfills and Transfer Stations

Table 2-1: RDEK Census Population

Area	Urban, Rural, Indian Reserve	Population (Census)				
		2001	2006	2011	2016	% total
Columbia Valley Subregion						
Canal Flats	U	754	700	715	668	1%
Invermere	U	2,858	3,002	2,955	3,391	6%
Radium	U	583	735	777	776	1%
Electoral Areas F & G	R	4,237	4,502	4,065	4,188	7%
Columbia Lake IR	IR	165	153	131	140	0%
Shuswap IR	IR	176	169	293	319	1%
Total		8,773	9,261	8,936	9,482	16%
Central Subregion						
Cranbrook	U	18,476	18,267	19,319	20,047	33%
Kimberley	U	6,484	6,139	6,652	7,425	12%
Electoral Areas C & E	R	7,618	7,597	7,335	7,789	13%
Cassiamayooks IR	IR	5	5	5	-	0%
St. Mary IR	IR	166	159	104	170	0%
Total		32,749	32,167	33,415	35,431	59%
Elk Valley						
Fernie	U	4,611	4,217	4,448	5,249	9%
Sparwood	U	3,812	3,618	3,667	3,784	6%
Elkford	U	2,589	2,463	2,523	2,499	4%
Electoral Areas A & B	R	3,675	3,692	3,644	3,919	6%
Tobacco Plains IR	IR	82	67	57	75	0%
Total		14,769	14,057	14,339	15,526	26%
RDEK Total		56,291	55,485	56,690	60,439	
Total Urban	43,839					73%
Total Rural	15,896					26%
Total First Nations	704					1%

Table 2-2: RDEK Population including Seasonal Population Estimates

Area	Population (2016)	% Total
Population Adjusted with Seasonal Population Estimates		
Columbia Valley Subregion		
Permanent Residents (2016 Census)	9,482	13%
Seasonal Population Estimate	7,605	10%
Total Combined Columbia Valley Subregion	17,087	23%
Central Subregion		
Permanent Residents (2016 Census)	35,431	47%
Seasonal Population Estimate	3,320	4%
Total Combined Central Subregion	38,751	52%
Elk Valley Subregion		
Permanent Residents (2016 Census)	15,526	21%
Seasonal Population Estimate	3,611	5%
Total Combined Elk Valley	19,137	26%
RDEK Total Permanent	60,439	81%
RDEK Total Seasonal	14,536	19%
RDEK Total Combined	74,975	100%

2.3 Existing System

2.3.1 Recycling and Diversion

Mixed recycling has historically been collected through the RDEK's "Yellow Bin" system. The program consists of over 800 yellow recycling bins strategically placed throughout the region for single-stream recyclables including paper, cardboard, tin/aluminum cans, grocery bags, and plastics number 1 through 6. Separate bins are provided for "glass only." The yellow bins are also located at RDEK transfer stations and landfills. The yellow bin program services both residential and ICI recycling and all bins are available for use by public and commercial users. Since reaching an agreement with Recycle BC, the RDEK is beginning to transition to provide recycling depots at their attended transfer stations for printed paper and packaging (PPP) and other stewardship agencies when deemed by the RDEK as appropriate. Recyclables from the yellow bins and the recycling depots are transported to the South Sky Recycling Center, a materials recovery facility (MRF) located in Cranbrook.

Reuse centers (share sheds) are extremely popular in the region and are located at all of the attended transfer stations and landfills. The reuse centers provide a place for residents and tourists to "drop-and-shop." Thrift stores are also located throughout the RDEK encouraging the reuse of clothing, house wares and sporting goods.

The RDEK also publishes recycling guides for each subregion which indicate the locations that items, including Extended Producer Responsibility (EPR) products, can be recycled. The Stage 1 Report summarizes the material types collected and their corresponding collection location throughout the region. Currently, the majority of EPR programs in the RDEK are situated at local retailers as well as at bottle depots. For example: lighting products can be recycled at Home Hardware in Cranbrook, Invermere, and Fernie; computers can be recycled at the Cranbrook Bottle Depot, the Invermere Bottle Depot, and the Fernie Bottle Depot; and, pharmaceuticals can be recycled at 7 pharmacy locations in Cranbrook, at 1 pharmacy in Invermere, and at 3 pharmacy locations in Fernie. More information can be found on the Recycling Council of British Columbia website.

Some EPR materials are also accepted at attended transfer stations; these materials include tires, large appliances and PPP. A year-round household hazardous waste depot was recently established at the Cranbrook transfer station.

Waste reduction is also encouraged through backyard composting. The RDEK offers a composting course in the summer. For a nominal fee of \$20/person, attendees receive a black bin composter and learn the basics of backyard composting. In addition to the course, the RDEK sells backyard composters at wholesale cost (i.e. \$55/composter) all year round.

The RDEK diverts chipped clean wood waste and some green waste from the Central Subregion Landfill and Columbia Valley Subregion Landfill for energy recovery. The material is chipped onsite and hauled to a cogeneration facility located in Skookumchuck, at the Paper Excellence mill. In addition to energy production, diverting organic materials (wood waste) from the landfill reduces greenhouse gas emissions from the landfill and saves landfill airspace. Further wood waste diversion is facilitated through the RDEK's burn permits at designated transfer stations and landfills.

2.3.2 Residual Waste System

The residual waste management system in the RDEK consists of a network of both attended/controlled transfer stations and unattended rural transfer stations. Additionally, curbside garbage collection is offered by municipalities in most large communities, such as Cranbrook, Kimberley, Fernie, Sparwood, Elkford and Invermere.

Attended transfer stations are located in most large communities, such as Kimberley, Cranbrook, Fernie, Sparwood and Elkford. These transfer stations provide diversion opportunities for yard and garden waste, clean wood, mixed recycling, scrap metal, large appliances, and reuse-centres (i.e. share sheds). Of note, Invermere and Radium (in the Columbia Valley) are the only large communities without a dedicated attended transfer station – other than the Columbia Valley Landfill located in Windermere BC.

Rural transfer stations in the RDEK offer garbage and mixed recycling services to residents; three of the transfer stations are also equipped with marshall areas for scrap metal and wood waste. Many of the rural transfer stations are located in recreational areas, particularly in the central subregions’ “South Country” (near Lake Kookanusa). As such, seasonal users are an important consideration for these transfers stations.

Challenges with the rural transfer station system that have been identified by RDEK staff include: unauthorized MSW dumping in recycle material piles and around bins, as well as having few diversion opportunities. Due to the unattended nature of these transfer stations, bins are serviced frequently and, as such, often have not been filled to their maximum capacity; reducing efficiency and increasing unit service costs.

2.3.3 Existing facilities

The RDEK operates three landfill facilities (one in each subregion). The authorized sites or facilities are shown on Figure 2-1 and include:

- Central Subregion Landfill (buries approximately 32,000 MT of waste per year)
- Columbia Valley Subregion Landfill (buries approximately 10,500 MT of waste per year)
- Sparwood Landfill (buries approximately 600 MT of demolition waste per year)

Due to the Columbia Valley Subregion Landfill’s close proximity to residences on Windermere Loop Road, the RDEK has committed to meeting with the Windermere Loop Road residents on a semi-annual basis to share information and provide an opportunity for residents to share any concerns that they may have. The RDEK will continue to be transparent with surrounding homeowners and stakeholders regarding development plans at the landfill.

As per the 2016 British Columbia Landfill Criteria for Municipal Solid Waste (the Criteria), the status of the aforementioned existing landfills should be reviewed and evaluated for conformance with the Criteria, during a Landfill Criteria Conformance Review. The conformance should be reviewed for only those requirements applicable to a particular landfill site. If a need for upgrades is identified then the Conformance Review shall also include an Upgrading Plan and a schedule for all proposed upgrades. The Conformance Review and Upgrading Plan shall be submitted to the director during the next SWMP

review or within 5 year of the issuance of the Criteria whichever time period is shorter. As discussed in Section 3, the RDEK will complete conformance reviews in 2020-2021.

Table 2-3 lists other facilities integral to the regional waste system as well as the location of closed landfills and / or dumps previously operating in the region. The RDEK has a number of “Legacy Landfills” which were former dump sites that have now been converted to transfer stations or informally closed. The RDEK will work with staff, the ENV, and Qualified Professionals (QP) to develop effective strategies for completing closure of these sites and minimizing environmental risks and liabilities. RDEK Staff will work to prepare a priority list and schedule for evaluation of the legacy landfills, which should include reviewing the current site conditions, identifying closure requirements, and implementing closure works as necessary.

2.3.4 Future facilities

Proposed new facilities to manage the RDEK’s MSW which are contemplated in this plan include the following:

- New attended transfer station located in the Columbia Valley (such as in Invermere or Radium). The contemplated location(s) and layout for the aforementioned transfer station(s) have been detailed in SHA’s Transfer Station and Residuals Management report, included in Schedule A. Two locations have been identified as being suitable for a new transfer station: in Invermere near the Invermere Public Works yard and in Radium east of the Canfor sawmill in an area which houses the Radium wastewater treatment lagoons.
- New Centralized or Subregional Organics Waste Management Facility/Facilities. The RDEK is currently considering the construction of three composting facilities (one in each subregion), potentially in partnership with local governments, as part of the Organics Infrastructure Program. The details and location of such a facility are unknown at this time and are subject to a feasibility study, Board approval, and the outcome of the Organics Infrastructure Program funding approval.
- Upgrades or changes to existing rural transfer stations throughout the regional district to provide additional diversion opportunities.

The process for development of new sites and facilities shall include, but not be limited to:

- An appropriate procurement process;
- Ensuring that authorizations (including OCs, licences and registration under OMRR) are obtained as necessary, and that any requirements from other levels of government are also met;
- Environmental assessment, including an assessment of human health risk acceptable to the applicable health authority and public consultation, as may be required by provincial and federal regulations;
- Public consultation on new (or amended) sites or facilities that require authorization under the EMA;

- Any additional assessment as laid out in the minister's conditions for approval of this plan.

The addition of new sites or facilities not contemplated in this plan would require an amendment to the plan. As outlined further in Section 5.5, the RDEK will consider new technologies, as they arise, in order to bring efficiencies into the plan.

2.3.5 Roles in Solid Waste Management

Organizations that contribute to the RDEK's solid waste management system are described below:

Who	Roles in Waste Management
Federal government	<ul style="list-style-type: none"> • Regulates waste management facilities under federal jurisdiction
Provincial government	<ul style="list-style-type: none"> • Various ministries have regulatory authority related to waste management through the EMA
RDEK (Board and personnel)	<ul style="list-style-type: none"> • Develops regional SWMP plan to provide waste management in the RDEK • Through the regional SWMP and implementation instruments (including bylaws, policies and programs), works to meet MSW disposal goals and targets and ensures that each community has access to MSW management services that are environmentally sound and cost effective • Ensures that legislative and policy requirements are followed, including monitoring and reporting • Continually updates and reviews the SWMP itself through the feedback received from associated committees • Provides services including but not limited to the operation of facilities and collection systems that manage waste • Supports product stewardship programs • Strives to follow the pollution prevention hierarchy (Figure 2-1)
Municipalities (council and personnel)	<ul style="list-style-type: none"> • May provide / coordinate MSW management services and/or own and/or operate facilities in accordance with the regional SWMP • May make bylaws dealing with MSW collection and management
First Nations	<ul style="list-style-type: none"> • Participate on the regional plan monitoring committee. • May participate in regional waste management system within federal jurisdiction unless required to comply with provincial legislation regarding waste management (e.g. Treaty requirements)
Product stewardship producers and agencies	<ul style="list-style-type: none"> • Comply with applicable Ministry approved stewardship plans and RDEK regional MSW plan • Ensure reasonable and free consumer access to collection facilities • Collect / process stewarded products and packaging • Coordinate local government delivery as a service provider where applicable • Provide and / or fund education and marketing • Provide deposit refunds to consumers (where applicable) • Monitor / report on key performance indicators such as recovery rates

Private sector involved in MSW management (e.g., haulers, facility operators)	<ul style="list-style-type: none"> • Provide recycling and MSW management services and own/operate facilities in compliance with regional MSW • Generally, services multi-family residential buildings, commercial and institutional sources, and construction, demolition and land clearing sectors • Comply with Ministry operational certificates and/or RDEK regional SWMP and any related facility or hauler licenses
Residents and businesses	<ul style="list-style-type: none"> • Responsible for carrying out proper MSW reduction, recycling and disposal activities

2.4 Waste generation and management

Provincial Targets

The ENV measures waste management system performance in terms of disposal rate, rather than diversion rate, as was previously measured. This is because measuring MSW diversion has been problematic given the variability between regional districts regarding the definition and measurement of diverted materials.

In 2013, the Ministry of Environment (ENV) developed the BC Waste Disposal Calculator to provide more reliable and consistent data on MSW disposal by regional districts, and to assist in determining the Province's progress toward zero waste.

In 2017, the provincial average for waste disposal was 506 kg /person. The ENV has established a target to lower the provincial MSW disposal rate to 350 kilogram per person per year by 2020/2021.

2.4.1 RDEK Performance

Historically, the annual waste disposal rate in the RDEK has ranged from 983 kg/person in 2010 to 561 kg/person in 2016, as shown in Figure 2-2. The 2017 waste disposal rate is estimated to be 585 kg/person, based on reporting from the Ministry of Environment. It is important to note when reviewing historic data that the most recent projections from the BC Waste Disposal Calculator are considered to be the most accurate; additionally, the recent reporting factors in the seasonal population which reduces the per capita disposal rate.

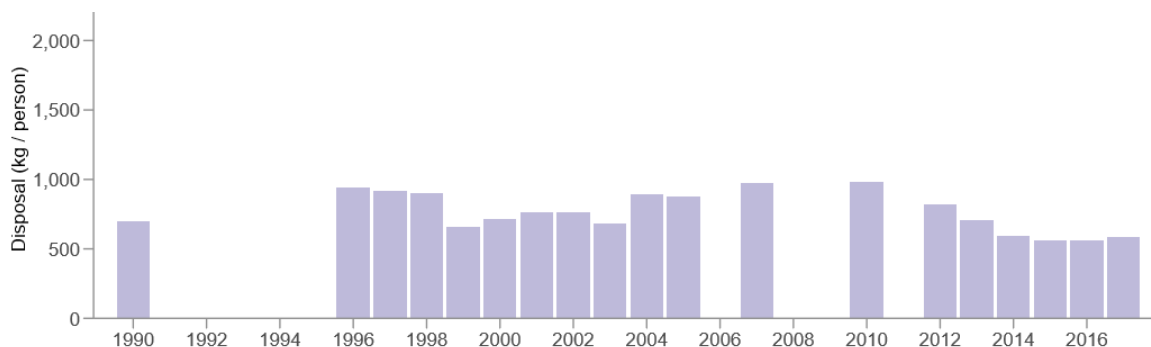


Figure 2-2: Waste disposal Rates in the RDEK

(<http://www.env.gov.bc.ca/soe/indicators/sustainability/municipal-solid-waste.html>)

Province-wide waste disposal rates are shown in Figure 2-3 below. As shown, the RDEK's disposal rate is slightly higher than the provincial average; however, the RDEK is not out-of-line when compared to regional districts of similar size and geographic area (such as Kootenay Boundary, Columbia Shuswap, and Thompson-Nicola).

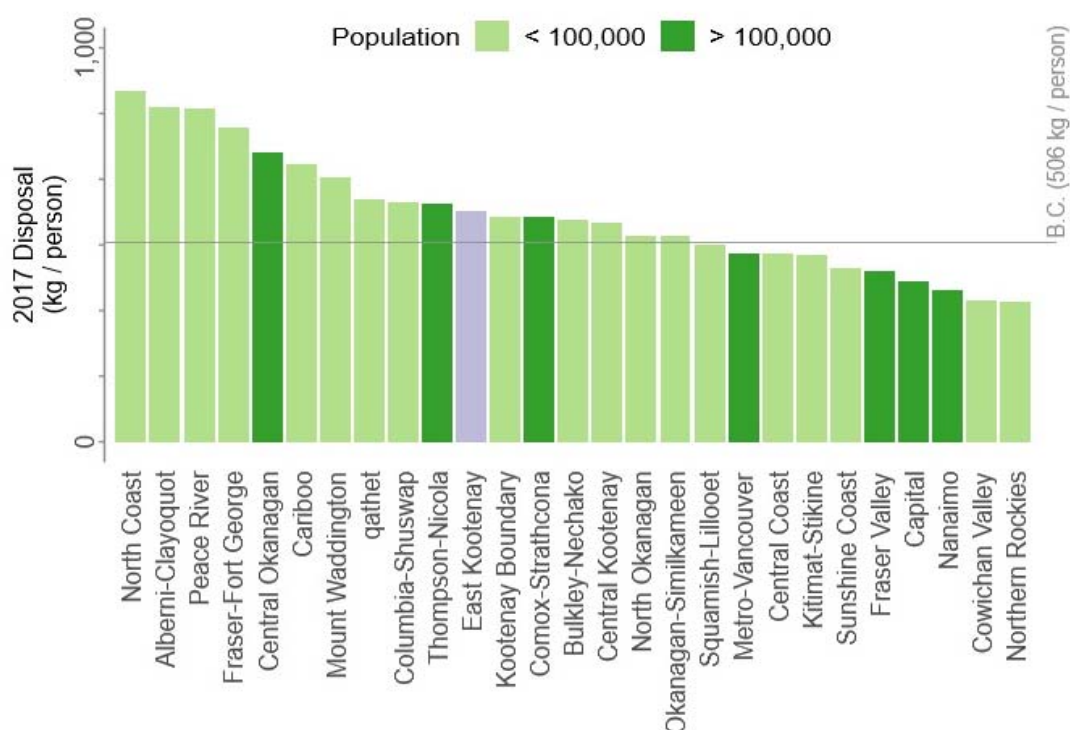


Figure 2-3: Waste disposal Rates in British Columbia

((<http://www.env.gov.bc.ca/soe/indicators/sustainability/municipal-solid-waste.html>))

2.5 Waste Composition

Based on available scale data and information from the Region's transfer stations and landfills, it is estimated that approximately 55% of waste sent to landfill originates in the Central Subregion, 25% in the Columbia Valley Subregion and 20% in the Elk Valley Subregion. Of the overall waste disposed, it is estimated that 35% is made up of ICI waste, 30% is residential waste, 20% is sourced from rural transfer stations, and 15% is DLC.

A waste characterization study was completed for the region (by SHA) in July 2018 as part of this plan update. Figure 2-4 shows the overall waste composition for the RDEK. The results of the study indicated that the largest component of the waste stream is Compostable Organics (29%), followed by Plastics (14%), Paper and Paperboard (13%), Construction and Demolition (11%), Non-compostable Organics (8%), Textiles (5%), Household Hygiene (5%), Metals (4%), Glass (3%), Household Hazardous Waste (2%), Electronics (2%), Bulky Waste (2%) and Fines (2%).

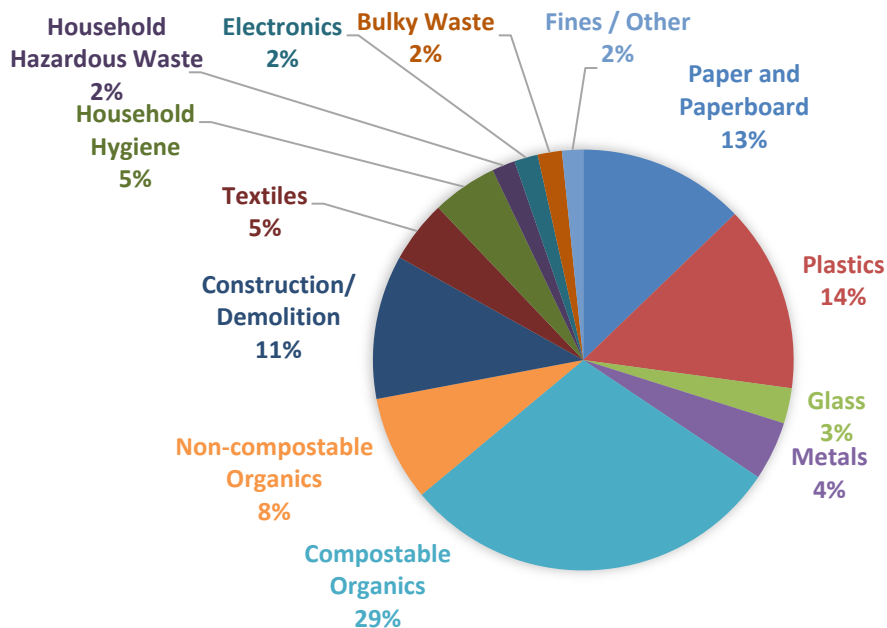


Figure 2-4: Overall Waste Composition in RDEK

A notable difference in the percentage of compostable organics was observed between the Elk Valley and the other two subregions; compostable organics were found to make up 20% of the waste stream for the Elk Valley, whereas in the Central and Columbia Valley subregions the composition was 31 and 33% respectively. This can be partially attributed to the low percentage of yard and garden waste observed in the Elk Valley waste stream (2% in the Elk Valley versus 11% and 10% for Central and Columbia Valley subregions, respectively). This is interesting to note as all of the transfer stations in the Elk Valley offer yard waste diversion opportunities.

Based on the samples sorted, the results show the amount of wood waste (clean and contaminated) in the MSW stream is three times greater at rural transfer stations than at urban transfer stations (16% compared to 5% sorted, respectively). This is possibly due to the opportunity to divert wood waste at most of the attended/urban transfer stations, and minimal opportunities to divert wood waste at rural transfer stations.

3. ACTIONS AND STRATEGIES

A number of actions and strategies have been discussed throughout the planning process. The action items are divided into the following categories:

- Strategies to reduce waste and increase recycling;
- Strategies to divert organic waste from the landfill;
- Strategies that enhance residual waste management services in the RDEK;
- Policies and Bylaws that support SWMP action items;
- Promotion and Education programs to support waste management initiatives.

Action items associated with the aforementioned categories are outlined in the following sections along with cost estimates for implementing each action item. The cost estimates do not include the cost of additional personnel; however, such requirements to implement the Plan's actions are outlined in detail in the financial implications memorandum included in Schedule A and are summarized in Section 4. The estimates are based on best available cost information and are shown in 2019 dollar-values.

An implementation schedule for each of the action items is outlined in Table 3-1 and included as Schedule B.

In addition to financial costs, the strategies included in this plan also consider environmental and social costs and benefits. For example, increased diversion of material from the waste stream will extend the lifespan of regional landfills; this is a high priority as new landfills are increasingly hard to site (socially and environmentally). Additionally, the 2016 Landfill Criteria requires that the expansion of existing landfills outside of the current operating footprint requires the installation advanced environmental control systems – which come at considerable capital and operating costs.

It is estimated that products and packaging account for 37 to 44% of greenhouse gas emissions in the United States (Stolaroff 2009). Reducing waste generation and improving recycling programs and infrastructure can help reduce greenhouse gas emissions.

The results of the Waste and Recycling Services Survey indicate that residents in the RDEK are generally satisfied with the existing services provided, however, there is a desire to: have more recycling options at transfer stations, find ways to reduce waste sent to landfill, create composting solutions, and receive more education on solid waste services available.

The following strategies and actions have been developed to assist the RDEK in increasing diversion and recycling throughout the region, extend the life of local landfills, and reduce the overall waste disposal rate. As discussed at the beginning of this report, implementation of these strategies over the plan's 10-year timeframe is expected to reduce the RDEK's disposal rate from 585 kg/person in 2017 to: 480 kg/person/year by 2025, and 400 kg/person/year by 2030.

3.1 Waste Reduction and Recycling

The following section describes strategies and initiatives that can help promote and increase waste reduction and recycling in the RDEK.

Actions	Cost Estimate
<p>1. Encourage initiatives that support reuse and recycling in the community</p> <p>The RDEK will continue to encourage initiatives that support reuse and recycling in the community. For example: the RDEK can encourage events such as the Columbia Valley Maker Space Society’s Repair Café where attendees learn how to repair household items instead of throwing them away.</p>	No New Cost
<p>2. Encourage municipalities to develop and administer policies and bylaws that promote waste reduction</p> <p>The RDEK will continue to encourage and support municipalities in developing policies and bylaws that promote waste reduction and prevent waste. This may include developing policies and enforcement mechanisms for bag limits at the curb or materials bans on organics, paper, plastic, etc. These policies should be updated as new diversion programs are introduced (such as future implementation of organic waste management facilities).</p> <p>The RDEK will support municipalities by taking on a “lobbyist” role.</p>	No New Cost
<p>3. Expand EPR product recycling at major transfer stations</p> <p>It is recommended that the RDEK look to expand the types of EPR product recycling offered at major transfer stations and expand the programs to smaller transfer stations where feasible. This will require the RDEK engaging with stewardship agencies to build relationships and establish agreements as well as capital investments in infrastructure upgrades as required.</p> <p>Additionally, the RDEK can lobby senior levels of government to expand EPR programs, such as expanding packaging and printed paper recycling for the ICI sector.</p>	<p>Capital Costs: \$ 50,000 to \$ 65,000 per site Annual Operating Costs: \$ 50,000/ site Annual Compensation (Revenue): \$ 15,000</p>
<p>4. Expand diversion opportunities for wood waste, yard waste, scrap metal etc.</p> <p>Currently, small rural transfer stations in the RDEK do not provide many opportunities for waste disposal and diversion beyond garbage and mixed recycling.</p>	<p>Capital Costs: \$ 140,000 to \$ 270,000 per site</p>

<p>The RDEK should look to expand diversion opportunities for materials such as wood waste, yard waste, scrap metal, and mattresses throughout the Region. The RDEK should explore opportunities to expand the services offered at the small transfer stations (by adding additional diversion areas and opportunities) in order to encourage waste diversion.</p>	<p>Operating Costs: \$ 53,000 to \$ 292,000 per site for staffing/supervision</p>
<p>5. Ensure consistent signage is used throughout the region to educate users on recycling</p> <p>The RDEK will ensure consistent signage is used at waste management facilities throughout the region, to educate users on recyclable/divertible materials as well as waste types. The RDEK will work with member municipalities and the private sector to ensure consistency at between facilities (RDEK managed or other).</p>	<p>Project Cost: \$10,000</p>
<p>6. Develop region-wide strategy for recycling access</p> <p>With the introduction of RecycleBC depots at staffed transfer stations in the RDEK, there may be some required changes to the regional recycling model. This means that the focus may shift from residents using the yellow-bin program to using centralized recycling depots (or possible curbside collection where applicable). It is recommended the RDEK complete a region-wide recycling study to determine the best strategy for providing access to mixed recycling throughout the RDEK. This should include a review of accessibility to current recycling depots, the feasibility of curbside recycling introduction, and considerations for the ICI sector.</p>	<p>Project Cost (Consultant Fees): \$ 35,000</p>
<p>7. Establish bylaw that mandates recycling programs in commercial sector</p> <p>The RDEK can enhance recycling in the commercial sector by establishing a bylaw that mandates all businesses generating recyclable materials have an in-house recycling program. This would mean generators would need to enlist a recycling service or self-haul their recyclables to the depot. This strategy could be considered if changes to the yellow-bin program are introduced in the commercial sector.</p>	<p>Project Cost: \$ 10,000</p>

3.2 Organics Diversion

In 2013, the province of B.C. set two targets for the year 2020: lower the municipal solid waste disposal rate to 350kg per person per year; and have 75% of BC's population covered by organic waste disposal restrictions. Organic waste makes up the largest portion of the waste stream in the RDEK; overall, compostable organics make up nearly 30% of the total waste disposed by weight.

The following strategies can help the RDEK in reducing the amount of organic (and compostable) MSW sent to the landfill, which will in-turn reduce the landfill-related greenhouse gas emissions in the region, replenish topsoil, and assist the RDEK residents in reducing their waste disposal rate.

Actions	Cost Estimate
<p>1. Develop food-waste reduction education program</p> <p>The RDEK can develop a food-waste reduction education program. Love Food Hate Waste Canada estimates that 63% of food thrown away by Canadians could have been eaten. This results in approximately 140 kilograms of wasted food per household each year. Through their partnership with the BC Ministry of Environment and Climate Change Strategy (ENV), tools from Love Food Hate Waste Canada will be available to BC communities. Where possible, the RDEK should collaborate with member municipalities to incorporate the curriculum into existing education programs.</p>	<p>Project Cost: \$ 15,000 to develop materials</p> <p>Annual Costs: \$ 2,500 for workshops</p>
<p>2. Encourage community initiatives that focus on food waste reduction</p> <p>The RDEK will continue to encourage community initiatives that focus on food waste reduction; such as: community gardens, gleaning, xeriscaping etc. Another example of a community initiative is the Food Recovery Program in Kimberley which aims to reduce the amount of food sent to landfill by working with Save on Foods to make donated food available to community organizations, composting perishable items and exploring the possibility of diverting food to local farmers.</p>	<p>No New Cost</p>
<p>3. Continue to promote and provide education for at home food waste management</p> <p>The RDEK currently provides education programs related to backyard composting and sells back-yard composters at a low cost to residents. To encourage at-home food waste management and food waste diversion, the RDEK will continue to promote and provide composting-related education programs throughout the RDEK. The program should also include strategies to minimize wildlife interactions and suggestions for managing food waste at home in ways other than traditional composting (such as Bokashi composting and vermiculture).</p> <p>Additional opportunities for collaboration in education campaigns may be explored.</p>	<p>No New Cost for Education Program</p> <p>Composting "Blow Out" Sale: Neutral Costs</p>

<p>4. Explore opportunities to develop centralized or subregional organic waste management facilities</p> <p>The RDEK will continue to review options to establish organic waste management capacity within the region. This may be through a centralized composting facility that serves the whole region, or through sub-regional initiatives.</p> <p>The RDEK is currently working on an application through the province's Organics Infrastructure Program which, if successful, would provide funding support to establish organics management facilities in the Region. The current vision for the proposal is to establish three facilities located in Columbia Valley, Central, and Elk Valley subregions. When established, the composting facilities should be supported by disposal bans on organic waste in the commercial sector.</p> <p>Diverting organic waste (such as yard and garden waste, green waste and food waste) from the landfill will have a large impact in reducing the RDEK's disposal rate and utilization of landfill airspace.</p>	<p>Capital Costs: \$150,000 to \$200,000 per site</p> <p>Annual Operating Costs: \$ 150,000 per site</p>
<p>5. Provide additional capacity for yard waste diversion in the RDEK</p> <p>Currently, yard and garden waste can be diverted at attended transfer stations and landfills in the RDEK. Some of the green waste is chipped and mixed with wood waste that is sent to the Skookumchuck Pulp mill's cogeneration facility, whereas other organic waste is composted and used as a topsoil medium in landfill reclamation.</p> <p>The RDEK could increase the accessibility of yard waste diversion in the RDEK by offering additional yard waste and wood waste drop-offs throughout the region. New drop-offs can be located at existing RDEK transfer stations, or, the RDEK can explore the feasibility of offering specific yard-waste only drop-offs in communities that are not currently serviced by attended transfer stations (such as the District of Invermere and the Village of Radium).</p>	<p>Site Specific Capital and Operating Costs</p>
<p>6. Continue to divert wood waste from landfill and expand where possible</p> <p>The RDEK will continue to divert wood waste from the landfill either through existing burn permits or through cogeneration at the Skookumchuck Pulp mill. Other options for wood waste diversion that may be available would be to use chipped wood waste as a bulking agent in composting operations (if implemented) as a higher use on the hierarchy.</p> <p>The RDEK recognizes that the Ktunaxa Nation has expressed concerns regarding air quality during open burning events in the Elk Valley. The RDEK will continue to explore new opportunities for wood waste management (including the phasing out of open burning) in the Region to help reduce their impact on the Region's airsheds where possible. This may include working with natural resource industries (such as forestry) to develop pilot programs for organic waste diversion and recycling.</p>	<p>Operating Cost: \$25-\$35 per tonne</p>

3.3 Residual Waste Management

The residual waste management system in the RDEK consists of a large transfer station network and three landfills. Many of the transfer stations are small, unattended sites that offer limited diversion opportunities to users. Throughout the plan update process, public feedback has indicated that additional diversion services are desired by site users. This could include additional opportunities to divert organic (compostable) waste, scrap metal, and EPR materials. Providing additional diversion services to users would likely require some capital upgrades as well as the addition of an attendant to ensure the site operates safely and efficiently; the addition of a site attendant and controlled access would subsequently meet the requirements of a RecycleBC Depot, allowing the RDEK to receive financial support for providing recycling services.

Through site upgrades and providing additional diversion opportunities at small sites the RDEK can continue to strive to reduce their waste disposal rate.

Actions	Cost Estimate
<p>1. Complete Detailed Rural Transfer Station Optimization Study for Columbia Valley and Central Subregion</p> <p>The RDEK should complete a detailed rural transfer station optimization study for the Columbia Valley and Central Subregions. This could include identifying service gaps in rural regions, establishing criteria for travel distances between transfer stations and communities, considering seasonal or full-time staffing of sites, and prioritizing diversion services. Capital costs include consultant fees to complete the analysis and to host additional stakeholder meetings.</p>	<p>Project Cost: \$ 70,000 for Consultant Fees</p> <p>\$ 40,000 for consultation with stakeholders.</p>
<p>2. Consider Feasibility of Implementing Recommended Transfer Station Upgrades</p> <p>Following completion of the transfer station optimization study, the RDEK will consider the feasibility of upgrading rural transfer stations to provide increased level of service to all users.</p> <p>The capital and operating costs of this recommendation are not known at this point, however the detailed costs for transfer station capital and operating costs are outlined in the Technical Report on Transfer Stations & Residual Management.</p> <p>Due to the capital and operating costs associated with providing additional waste diversion services, the RDEK may consider cost-management strategies such as amalgamation of sites, or, reduced operating hours.</p>	<p>Capital Costs: \$ 140,000 to \$ 2,460,000 per site</p> <p>Annual Operating Costs: \$ 53,000 to \$ 292,000 per site</p>

<p>3. Complete Landfill Criteria Conformance Review & Upgrading Plan for 3 Subregional Landfills</p> <p>As outlined in the Criteria, the RDEK should complete Landfill Criteria Conformance Reviews and Upgrading Plans for the regions three (3) subregional landfills. The reviews will be completed to evaluate the RDEK's compliance with Criteria guidelines and will identify any site-specific upgrades that are required. The Criteria recommends that Conformance Reviews be completed during the SWMP update process or within 5 years of the issuance of the Criteria (whichever is sooner)</p>	<p>Capital Costs: \$5,000 per Landfill (\$15,000 Total)</p>
<p>4. Legacy Landfill Closure Considerations</p> <p>The RDEK should prepare a list of "legacy landfills" in the region and determine the closure status of each. The RDEK should engage with ENV and Qualified Professionals to develop effective strategies for completing closure of these sites and minimizing environmental risks and liabilities. RDEK Staff will work to prepare a priority list and schedule for completing closure works in accordance with ENV requirements and QP recommendations. Funding for capital / closure works will be from the RDEK's closure fund reserve.</p>	<p>Planning Costs: \$30,000</p>

3.4 Policies and Bylaws

The RDEK can support the implementation of the aforementioned strategies and initiatives through the development of solid waste management policies and bylaws. Examples of these include an illegal dumping prevention strategy and reviewing existing user-fee schedules.

Actions	Cost Estimate
<p>1. Review user-fee structure and update to encourage MSW diversion</p> <p>RDEK Landfills and attended transfer stations currently follow a user-fee schedule. Under this fee schedule, most residential and commercial wastes can be disposed at no charge, however, hard to manage wastes (such as asbestos or vehicle tires) are subject to a fee.</p> <p>The RDEK will continue to review and update the fee schedule to encourage proper waste management; this includes continuing to implement variable tipping-fees and encouraging source-separation of recyclable materials. The schedule should be updated as new diversion opportunities are added and implemented. The review and update should also consider the fee structure and how this relates to the seasonal population, to ensure that fees for waste management are fairly distributed throughout the region.</p> <p>Disposal bans on recyclable materials should be implemented in the commercial sector to support diversion initiatives. Assuming organics processing capacity is developed in the RDEK, disposal bans on organics in the waste stream (in regions serviced by the future facilities) will incentivize and maximize diversion. Stakeholders (including generators and haulers) should be engaged prior to the development and implementation of these material bans.</p> <p>The RDEK will strive to maintain compatibility and uniformity of user-fee structures between the three subregions for fairness and consistency.</p> <p>Implementation of broad-based user fees is not being contemplated at this time.</p>	<p>Project Cost: \$ 20,000 for Consultant Review if Required. May be able to complete some works in-house</p> <p>Follow-up Cost: \$ 10,000 for second review after 5 years</p>
<p>2. Develop region-wide illegal dumping prevention strategy</p> <p>The Conservation Officer Service is relied upon by many regional districts to manage environmental violations such as illegal dumping. Residents are encouraged to use the RAPP line (Report All Poachers and Polluters) or the BCWILDLIFE FEDERATION Conservation App to report violations. In other cases, Regional Districts and municipalities have established bylaws and/or strategies to combat illegal dumping.</p>	<p>Strategy Development: \$ 15,000</p>

<p>In 2017, the Recycling Council of British Columbia, surveyed BC's regional districts on illegal dumping (RCBC 2017). The survey suggests that the regional districts surveyed spend between \$2,000 - \$1,500,000 per year to clean-up illegally dumped waste; the average cost was found to be \$132,035 and the median cost was found to be \$13,500.</p> <p>The RDEK may establish a region-wide illegal dumping prevention strategy. Development of this strategy should include collaborating with interested stakeholders such as First Nations, naturalist groups, back-country user-groups, fish and game clubs etc.</p> <p>The RDEK will continue to support clean-up efforts by waiving user-fees. Other strategies may include identifying illegal dumping "hot spots" and completing targeted outreach campaigns.</p>	<p>Project Costs: \$ 20,000 per year to support clean-up efforts</p>
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3.5 Promotion and Education

The RDEK will support MSW management initiatives through promotion and education (P&E). This is currently facilitated by the RDEK's communication department with assistance from seasonal personnel (summer students). The RDEK will continue to provide education to all age groups (in schools and at public events) and continue to promote proper MSW management through different media outlets and mailing groups. The existing program can be enhanced by the following strategies:

Actions	Cost Estimate
<p>1. Increase promotion and education efforts for EPR programs</p> <p>The RDEK can increase promotion and education efforts for EPR programs to raise awareness of proper end-of life management for materials (such as medications, oil, paint, and pesticides) managed by stewardship agencies, and, the locations of EPR drop-off's available to RDEK residents. This can be done by updating and distributing the subregional recycling guides.</p>	<p>Project Costs: \$ 5,000 to update materials</p>
<p>2. Promote household hazardous waste drop-off in Cranbrook</p> <p>The RDEK has recently developed a year-round household hazardous waste drop-off at the Cranbrook transfer station. This facility will operate all year in place of the previous annual round-up events that were held once per year throughout the region. The RDEK has already begun increasing promotional efforts for this facility. This plan includes an additional allowance to prepare communication materials to promote the year-round disposal options for household hazardous waste. The operating costs for the facility have already been included in existing operating costs for the transfer station.</p>	<p>Communication & Outreach: \$ 5,000</p>

3. Increase Promotion and education for organics diversion The RDEK can also increase promotion and education efforts for organic waste diversion. As discussed above, this includes continuing to promote and provide education on backyard composting as well as developing a food-waste reduction education programs. If and when centralized composting facilities are introduced in the RDEK, additional effort will be required to promote the new facilities and provide instructions to users throughout the region.	Project Costs: \$45,000 split over three years to develop and distribute materials, as well as advertising efforts.
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3.6 Monitoring and Measurement

As per the ENV Guidelines for Solid Waste Management Planning, it’s recommended that the RDEK maintain a Plan Monitoring Advisory Committee (PMAC) with a mandate to monitor implementation, evaluate its effectiveness, and advise the RDEK regarding the SWMP’s on-going implementation. On an annual basis, RDEK personnel would compile data and prepare an annual report to the Board that reflects the status of its implementation and progress toward waste reduction targets as well as determining greenhouse gas reductions.

In addition, it is recommended that RDEK continue to compile data annually on all of the residual disposal activities in the RDEK, including residual waste handled by the public sector and the private sector for reporting to the ENV on-line disposal calculator.

As per the ENV Guidelines for Solid Waste Management Planning, five years into the implementation of the Plan (in 2025), the RDEK should carry out a review of the plan’s implementation and effectiveness. This review will include:

- Overview of all programs or actions undertaken in first five years to support the plan goals and targets, including status and implementation costs for each.
- Description and forecasted budget for programs or actions not yet started and status, including explanations for delays or cancellations of plan components.
- Five-year trend information for waste disposal per person.
- Five-year trend of greenhouse gases emitted and avoided, if available.
- Any significant changes that might impact the solid waste management system over the next five years.

The RDEK will repeat a waste composition study on the residual waste management stream to assess the success of waste diversion programs that have been implemented, prior to the SWMP update.

- **Project Cost: \$ 20,000 for Plan Effectiveness Review**
\$ 40,000 for follow-up waste composition study

4. FINANCE AND ADMINISTRATION

The financial implications of the proposed SWMP action items are summarized in Table 3-1, attached. Also shown, is the current revenue and expenditures as per the 2019-2023 RDEK Financial Plan. The budget for 2024-2029 has been estimated based on a 1.5% annual increase.

As shown, the RDEK's existing revenue (from tax requisition, payments, grants, fees and charges, and others) is approximately \$ 9,500,000 between 2020-2023. Planned annual expenditures are approximately \$ 8,500,000.

As discussed in Section 3, the costs presented in this report and in Table 3-1 are in 2019-dollar values. In total, the new proposed expenditures over the 10-year plan, including capital costs, are estimated to be \$ 13,281,500, with an average additional expenditure of \$ 1,328,150 per year.

If a 2% interest rate is assumed, the future value of the proposed expenditures ranges from \$ 57,630 - \$ 4,719,945 per year, with the average additional expenditure adjusted to be \$1,505,274 and the overall 10-year expenditure adjusted to be \$15,052,736.

A large portion of the proposed expenditures come from the estimated operating costs for the proposed composting facilities, as well as estimated operating costs (highlighted peach) for controlled/attended transfer stations. Capital costs are highlighted dark orange and consist of approximately \$ 3,600,000 for proposed transfer station upgrades and \$ 600,000 for composting facility infrastructure.

Also included are staffing costs for the estimated additional effort to administer the strategies outlined in this plan. As shown in Table 3-1, the average additional annual staffing requirement is estimated to be 1 Full Time Equivalent (FTE) or \$ 90,000 per year.

Including existing expenditures and the proposed plan expenditures, the new operating costs are expected to range from \$ 8,503,022 to \$ 13,596,580 per year, with an average annual cost of \$ 10,470,236 (presented as future values).

Funding to implement the actions identified in this plan is expected to continue to be provided by residents and businesses through municipal taxes and user-fees and charges. It is possible that the user-fee structure may be expanded throughout this plan, based on recommendations from the user-fee structure review and update.

5. PLAN IMPLEMENTATION

5.1 Implementation schedule

A timeframe for implementing each plan strategy and action is outlined in the budget table (Table 3-1) and is described in Schedule B.

5.2 Plan monitoring

The PMAC will monitor the implementation of the plan and make recommendations to increase its effectiveness. A description of the PMAC tasks and make up are included in the terms of reference which can be found in Schedule C.

5.3 Annual reporting

Reporting is important because it helps keep the plan current, and focuses attention on whether the plan is achieving its goals and targets.

The RDEK will provide annual reporting to the ministry of waste disposal information via the ministry's municipal solid waste disposal calculator.

In addition, the RDEK will prepare an annual report to the Board and provide links on the RDEK website to reports provided in relation to the plan. Topics that will be included in the report include:

- Programs delivered each year and how they support the waste management hierarchy, especially the first three Rs (reduce, reuse, recycle)
- Challenges or opportunities identified by the PMAC
- Monitoring data for closed sites
- Landfill gas capture and reuse

5.4 Five-year effectiveness review

The RDEK will carry out a review and report on the plan's implementation and effectiveness five years into the plan (in 2025). A link to the report will be provided on the RDEK's website. The review will include the following:

- Overview of all programs or actions undertaken in first five years to support the plan goals and targets, including status and implementation costs for each.
- Description and forecasted budget for programs or actions not yet started and status, including explanations for delays or cancellations of plan components.

- Five-year trend information for waste disposal per person.
- Five-year trend of greenhouse gases emitted and avoided, if available.
- Any significant changes that might impact the solid waste management system over the next five years.

The RDEK will repeat a waste composition study on the residual waste management stream to assess the success of waste diversion programs that have been implemented, prior to the next SWMP update (10 years).

5.5 Plan amendments

This plan represents the current understanding and approach to the solid waste management challenges being faced by the RDEK. The plan is a “living document” that may be amended to reflect new considerations, technologies and issues as they arise in order to bring efficiencies into the plan.

Due to changing circumstances and priorities that may evolve over time, and with the input of the PMAC and stakeholders, all major actions will be reviewed for appropriateness before implementation. This will generally occur on an annual basis. The plan’s implementation schedule will be flexible enough to reflect the availability of technologies that may arise over time, as well as the potential changes in regional issues and priorities. In addition, it will also take into account the financial priorities of the RDEK, its member municipalities and other partners, the availability of funding to undertake plan activities, and the availability of contractors and service providers.

The plan amendment procedure applies to major changes to the solid waste management system which would include:

- a) The opening (or changes to the location or status) of a site or facility:
 - That is included in this regional district’s solid waste management plan and requires an authorization under the EMA;
- b) or any other facility that could have an adverse impact to human health or the environment
- c) Waste import / export options which would significantly impact the regional district’s or neighbouring solid waste systems, or not conform to provincial legislation, goals and / or targets
- d) Changing disposal targets or reductions in programs supporting the first three Rs in the pollution prevention hierarchy
- e) A change in the boundary of the plan, which would significantly change the amount of solid waste to be managed under the plan or significantly change the population of the plan area
- f) The addition, deletion or revision of policies or strategies related to the conditions outlined in the minister’s approval letter
- g) Major financial changes that warrant seeking elector assent

When a plan amendment becomes necessary, the RDEK will review the related aspects to develop options and through a public consultation process as endorsed by the ENV personnel, to determine the specifics of each amendment. When sufficient consensus has been reached, the RDEK Board will endorse the amendment and submit an amended SWMP to the Minister of the ENV for approval, along with a detailed consultation report.

6. PLAN SCHEDULES

6.1 Schedule A: Planning Documents

Planning documents can be accessed at the following link: <https://engage.rdek.bc.ca/>

6.2 Schedule B: Implementation schedule

Proposed implementation dates will be contingent upon the timing of the plan's approval by the ENV and the available RDEK resources. The schedule will also be reviewed during the RDEK's annual budget cycle. The PMAC will provide input into any amendments to this schedule.

2020-2021	Waste Reduction and Recycling <ul style="list-style-type: none"> • Encourage initiatives that support reuse and recycling • Encourage municipalities to develop policies and bylaws that promote waste reduction Residual Waste Management <ul style="list-style-type: none"> • Complete Landfill Criteria Conformance Reviews Promotion and Education <ul style="list-style-type: none"> • Increase promotion and education for EPR programs • Promote new HHW Drop-off in Cranbrook
2021-2022	Waste Reduction and Recycling <ul style="list-style-type: none"> • Complete Region-wide strategy for recycling access Residual Waste Management <ul style="list-style-type: none"> • Legacy Landfill Closure Considerations Organics Diversion <ul style="list-style-type: none"> • Develop food waste reduction education program • Explore opportunities to develop Centralized Compost Facility
2022-2023	Policies and Bylaws <ul style="list-style-type: none"> • Establish Bylaw to mandate recycling programs in the commercial sector Promotion and Education <ul style="list-style-type: none"> • Increase promotion and education for Organics Diversion
2023-2024	Waste Reduction and Recycling <ul style="list-style-type: none"> • Expand EPR recycling at major transfer stations • Ensure consistent signage is used throughout the region to educate users on recycling Residual Waste Management <ul style="list-style-type: none"> • Complete Detailed Rural Transfer Station Optimization Study • Public and Stakeholder Consultation Policies and Bylaws <ul style="list-style-type: none"> • Develop Region-wide illegal dumping prevention strategy
2024-2025	Waste Reduction and Recycling <ul style="list-style-type: none"> • Expand Diversion Opportunities for wood waste, yard waste and scrap metal Residual Waste Management <ul style="list-style-type: none"> • Consider feasibility of upgrading rural transfer station network, as per recommendations of optimization study Policies and Bylaws <ul style="list-style-type: none"> • Review user-fee structure and update to encourage waste diversion

6.3 Schedule C: PMAC terms of reference

1. Purpose

1.1

The Plan Monitoring Advisory Committee ("the PMAC") is an advisory committee of the Regional District of East Kootenay ("the RDEK"). The establishment of the PMAC is required by the BC Ministry of Environment in accordance with Section 35 of the Guide to the Preparation of Regional Solid Waste Management Plans by Regional Districts, 1994 ("the Guidelines").

2.1 Mandate

The mandate of the PMAC is to:

- (a) Review the current status of the Plan initiatives based on reports and presentations provided by RDEK staff.
- (b) Review all information presented related to implementation of the Plan, including waste quantities, populations, diversion rates and costs for each Plan component.
- (c) Recommend strategies to increase diversion rates taking into consideration cost effectiveness.
- (d) Act in an advisory role during each major review of the Plan which should occur every five years.
- (e) Recommend to the Board concerning public consultation and amendments to the Plan.
- (f) Annually review of the following components of the Plan and recommend updates if necessary:
 - materials banned from disposal
 - tipping/user fee schedule
 - effectiveness of educational and promotional efforts
 - availability of Provincial grants to assist in funding components of the Plan
 - five-year financial plan with respect to implementation of the Plan
 - effectiveness of user pay systems at the collection and disposal levels

This review will be documented in an annual report which will be reviewed by the PMAC and then submitted to the Board. The review will then be submitted to the appropriate Ministry of Environment offices for information.

- (g) Review operational or closure plans of waste management facilities.
- (h) Participate in and ensure adequate public consultation on matters affecting the public, such as landfill closures, siting of facilities, amendments to the Plan, etc.

2.2

The PMAC may form sub-committees or request the assistance of appropriate persons to assist with fulfilling their mandate.

2.3

The PMAC may receive and consider in their recommendations, correspondence that pertains to the issues being reviewed at that time. Correspondence not pertaining to the PMAC Terms of Reference will be forwarded to the RDEK for response.

3.1 Membership

In accordance with the Guidelines, the PMAC membership should, if possible, reflect:

- the geography, demography and political organization of the RDEK;
- a balance between technical and non-technical interests;
- rural and urban municipal waste management issues;
- industrial, residential and academic representation;
- First Nations participation in the Plan; and
- the subregional components of the Plan.

3.2

Membership will consist of:

- a minimum of one (1) representative from each subregion;
- one (1) representative of the Ktunaxa Nation;
- one (1) representative of the Shuswap First Nation;
- a maximum total of nine (9) members.

RDEK staff will serve the PMAC in a resource and advisory capacity.

Selection of Members

4.1

An open call for members to serve on the PMAC will be advertised throughout the RDEK through one or more newspapers circulating in the region and by placement of the notice on the RDEK website and public bulletin boards at RDEK offices. The final selection of members will be made by the Board at a regularly constituted Board meeting.

4.2

Applicants for PMAC membership will be considered on the basis of the following criteria:

- ability to commit time;
- general knowledge of solid waste issues;
- interests (i.e. not weighted to any one issue);
- diversity and balance of interests.

4.3

Persons providing solid waste services to the RDEK or persons employed by or otherwise involved with organizations or companies providing solid waste services to the RDEK are not eligible to serve as members of the PMAC.

Membership Vacancy

5.1

Should there be a membership vacancy on the PMAC, the RDEK will endeavour to fill such a vacancy within 90 days from the time such vacancy occurred.

5.2

To fill a vacancy on the PMAC, an advertisement will be placed in a newspaper circulating in the region or in the appropriate subregion and on the RDEK website and public bulletin boards at RDEK offices. The final selection of a person to fill a vacancy will be made by the Board at a regularly constituted Board meeting.

5.3

In the event of a membership vacancy, the PMAC may continue with fulfilling their mandate despite such vacancy.

Term of Membership

6.1

The PMAC shall remain in existence for the duration of the Plan. Members will not be assigned a specific term and may resign at any time upon submission of a written resignation to the Board. The Board may, at any time and at its discretion, revoke the membership of any member.

Meetings

7.1 Open Meetings and Public Notification

In accordance with RDEK Procedure Bylaw No. 2020, except where provisions of the *Local Government Act* and *Community Charter* apply, all meetings of the PMAC must be open to the public. Public notification of the meetings shall be by posting on the RDEK website and the public bulletin boards located at RDEK offices and by publication in the monthly Board newsletter.

7.2 Chair and Vice Chair

- a) At its first meeting each year, the PMAC shall appoint a Chair and a Vice Chair from among its members.
- b) The Chair, and in that person's absence, the Vice Chair shall
call and preside over meetings;
ensure that proper meeting procedure is followed and order is maintained;

- (iii) ensure active participation by all members, prevent individual members from dominating the debate, ensure that discussion and debate focus on the matter at hand, and require respect and courtesy;
- (iv) maintain decorum and civility which includes not tolerating abusive speech, foul language, nor vocal expressions of approval or disapproval from members or any other persons in attendance at meetings;
- (v) review agendas and minutes provided by RDEK staff and lead the preparation of reports and presentations to the Board; and
- (vi) review the mandate of the PMAC and ensure the work plan is realistic and current.

7.3 Frequency and Location

The PMAC will meet once per year, with additional meetings being at the call of the Chair or as recommended by RDEK staff. Generally, meetings will be held at the RDEK office in Cranbrook; however, the location may be changed at the call of the Chair.

7.4 Remote Participation

Members unable to attend a meeting may participate by telephone or other electronic means provided such means is available and in working order at the meeting location. The lack of remote access to a meeting does not constitute a reason to adjourn the meeting. The Chair or Vice Chair must be physically present at the meeting.

7.5 Voting

Meetings of the PMAC will be conducted on a semi-formal basis in a manner determined by the Chair. Agreement among the PMAC members shall be sought whenever an agenda item is advanced as a specific recommendation to the Board.

In general, the PMAC will attempt to operate on a consensus basis. The Chair will have discretion in determining when a consensus has been reached. Consensus will be formally recorded in the minutes of the meeting. If consensus cannot be reached, the recommendation by a simple majority of the PMAC members in attendance at the meeting shall be forwarded to the Board.

7.6 Quorum

Quorum is defined as sixty percent (60%) of voting members. The PMAC may hold a meeting to discuss matters without a quorum being present; however, to make a decision on any matter, including advancing a recommendation to the Board, requires such a quorum to be present.

7.7 Agenda and Minutes

RDEK staff shall prepare a formal agenda for each meeting of the PMAC. At least one week in advance of the meeting, the agenda shall be circulated to members and posted on the RDEK website.

The Recording Secretary, provided by the RDEK, shall record minutes of all meetings of the PMAC. Minutes must be approved and signed by the Chair. A copy of the approved minutes shall be provided to the Board for information and posted on the RDEK website.

7.8 Delegations

The PMAC may only receive delegations to present information on matters within the mandate of the PMAC.

Any person, persons or organizations wishing to appear as a delegation at a meeting must submit a written request to the Environmental Services Manager. The request shall be reviewed with the Chair who shall make the decision on whether or not to accept the delegation.

7.9 Recommendations to the Board

Recommendations from the PMAC shall be submitted by the Environmental Services Manager to the Board in written form and shall be considered by the Board at their next regular meeting or, if deemed appropriate, at a subsequent meeting.

The PMAC shall be advised of the Board's decisions related to their recommendations.

7.10 Remuneration and Expenses

Members of the PMAC shall serve without remuneration; however, members are eligible to claim expenses for use of a personal vehicle to travel to meetings of the PMAC and to attend to other business of the PMAC and for meals where such meals are not otherwise provided. The kilometer rate for use of a personal vehicle and the meal rates to be paid shall be as set by Board policy for Directors of the Board.

Conflict of Interest

8.1

If a member attending a meeting considers that he or she is not entitled to participate in the discussion of a matter, or to vote on a question in respect of a matter, because the member has a direct or indirect financial interest in the matter, or another interest in the matter that constitutes a conflict of interest, the member must declare this and state in general terms the reason why the member considers this to be the case. The member's declaration or statement, the reasons given for it, and the time of their departure from and return to the meeting room, shall be recorded in the minutes.

8.2

After making a declaration under Section 8.1, the member must not:

- remain or attend at any part of a meeting during which the matter with which they have a conflict is under consideration,
- participate in any discussion of the matter,
- vote on a question in respect of the matter, or
- attempt in any way to influence the voting on any question in respect of the matter.

8.3

A member must not, directly or indirectly, accept a fee, gift or personal benefit that is connected with the member's performance of the duties of their position as a member of the PMAC.

8.4

A member must not use information or a record that was obtained in the performance of the duties of their position as a member of the PMAC, and is not available to the general public, for the purpose of gaining or furthering a direct or indirect financial interest.

8.5

A member who contravenes the conflict of interest provisions shall be removed from the PMAC, unless the contravention was done inadvertently or because of an error in judgment made in good faith.

Duty to Respect Confidentiality

9.1

A member or former member of the PMAC must, unless specifically authorized otherwise by the PMAC,

- keep in confidence any record pertaining to the PMAC's work and held in confidence by the PMAC or the RDEK, until the record is released to the public as lawfully authorized or required, and
- keep in confidence information considered in any part of a meeting of the PMAC that was lawfully closed to the public, until the PMAC discusses the information at a meeting that is open to the public or releases the information to the public.

9.2

A member who contravenes Section 9.1 shall be removed from the PMAC, unless the contravention was inadvertent.

ADOPTED BY THE RDEK BOARD.

6.4 Schedule D: Plan dispute resolution procedures

The parties will make all reasonable efforts to attempt to resolve the dispute in an amicable manner without outside intervention. The ENV does not become involved in resolving or making a decision in a dispute.

This dispute resolution procedure may apply to the following types of conflicts:

- ♦ Administrative decisions made by RDEK personnel
- ♦ Interpretation of a statement, bylaw, policy or provision in the plan
- ♦ The manner in which the plan or an OC is implemented
- ♦ Any other matter not related to a proposed change to the wording of the plan or an OC

Collaborative Decision Making and Dispute Resolution

Negotiation	<ul style="list-style-type: none">♦ Parties involved in the dispute make all efforts to resolve the dispute on their own.♦ Parties may make use of a facilitator
PMAC (if appropriate)	<ul style="list-style-type: none">♦ Parties involved in the dispute will have opportunity to speak to the PMAC♦ Committee will review, consider and provide recommendations to the RDEK Board
RDEK Board of Directors	<ul style="list-style-type: none">♦ Parties involved in the dispute will have an opportunity to speak to the Board through a Committee of the Whole likely in-camera.♦ Board will receive recommendations from the Committee and settle the dispute; or, recommend mediation
Mediation	<ul style="list-style-type: none">♦ Parties involved in the dispute agree on a mediator. If the parties cannot agree on a mediator, the matter shall be referred to the BC Mediation Roster Society or equivalent roster organization for selection of a mediator♦ All efforts will be made to reach an agreement through mediation♦ Costs for mediation are shared by the parties in dispute
Independent Arbitrator	<ul style="list-style-type: none">♦ If the dispute cannot be resolved by a mediator, the matter will be referred to arbitration and the dispute will be arbitrated in accordance with the <i>Local Government Act</i> or <i>BC Commercial Arbitration Act</i>♦ The arbitrator shall make a final, binding decision♦ Costs for arbitration shall be apportioned at the discretion of the arbitrator

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Table 2-3: Waste Management Facilities in the RDEK

Facility Name / Location	Facility Type	Historic Landfill	Location / Address
Brisco	Rural Transfer Station		2044 Hwy 95, Brisco BC
Radium-Edgewater	Rural Transfer Station		6001 Edgewater South Approach Rd, Edgewater BC
Fairmont	Rural Transfer Station	Y	4651 Hwy 93/95, Fairmont BC
Canal Flats	Rural Transfer Station + Marshalling Area	Y	306 Green Road, Canal Flats
Windemere Landfill	Landfill		1884 Windemere Loop Road, Windemere BC
Sheep Creek	Rural Transfer Station	Y	4300 Sheep Creek Rd
Wasa	Rural Transfer Station + Marshalling Area	Y	7310 Prairie Rd, Wasa BC
Fort Steele	Rural Transfer Station	Y	9351 Holmes Rd, Fort Steele BC
Kimberley	Attended Transfer Station	Y	800 Jim Ogilvie Way, Kimberley BC
Cranbrook	Attended Transfer Station		2405 22nd St N, Cranbrook BC
Green Bay	Rural Transfer Station	Y	7625 Green Bay Dump Rd, Moyie BC
Moyie	Rural Transfer Station	Y	9900 Sunrise Rd, Moyie BC
Wardner	Rural Transfer Station	Y	6294 Wardner-Kikomun Rd, Wardner BC
Tie Lake	Rural Transfer Station + Marshalling Area		6820 Old Tie Lake Rd, Tie Lake BC
Baynes Lake	Rural Transfer Station		3810 Baynes Lake Dump Rd, Baynes Lake BC
Elko	Rural Transfer Station	Y	5120 Caven Rd, Elko BC
Grasmere	Rural Transfer Station		2101 Hwy #93, Grasmere
Newgate	Rural Transfer Station		3700 Kikomun-Newgate Rd, Newgate BC
Elkford	Attended Transfer Station		# 6 Inkaneep Road, Elkford BC
Sparwood	Attended Transfer Station	Y	1001 Highway 3, Sparwood BC
Fernie	Attended Transfer Station		6000 Highway 3, Fernie BC
Central Subregion Landfill	Landfill	Y	600 Eager Hill Rd, Fort Steele BC
Sparwood Landfill	Landfill	Y	1001 Highway 3, Sparwood BC
Cranbrook Landfill	Closed Landfill	Y	Highway 95A, Cranbrook BC
Fernie Landfill	Closed Landfill	Y	Coal Creek Rd, Fernie BC
Kimberley Landfill	Inactive	Y	Fertilizer Road, Kimberley BC
South Sky Recycling Ltd.	Materials Recovery Facility		1100 Industrial Road 3, Cranbrook BC

Table 3-1: Estimated NEW Solid Waste Management Expenditures for the RDEK											
	Existing Revenue (Financial Plan)	2020 (Budget)	2021 (Budget)	2022 (Budget)	2023 (Budget)	2024 (Estimate 1.5% Increase)	2025 (Estimate 1.5% Increase)	2026 (Estimate 1.5% Increase)	2027 (Estimate 1.5% Increase)	2028 (Estimate 1.5% Increase)	2029 (Estimate 1.5% Increase)
	Revenue										
	Requisition	\$ 7,687,450	\$ 7,804,310	\$ 7,833,134	\$ 7,979,511	\$ 8,099,204	\$ 8,220,692	\$ 8,344,002	\$ 8,469,162	\$ 8,596,200	\$ 8,725,143
	Payments in Lieu of Taxes	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,015	\$ 1,030	\$ 1,046	\$ 1,061	\$ 1,077	\$ 1,093
	Provincial Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Local Government Grants and Regional Transfers	\$ 74,000	\$ 74,000	\$ 74,000	\$ 74,000	\$ 75,110	\$ 76,237	\$ 77,380	\$ 78,541	\$ 79,719	\$ 80,915
	Fees and Charges	\$ 1,041,000	\$ 1,041,000	\$ 1,049,000	\$ 1,049,000	\$ 1,064,735	\$ 1,080,706	\$ 1,096,917	\$ 1,113,370	\$ 1,130,071	\$ 1,147,022
	Interest	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,150	\$ 10,302	\$ 10,457	\$ 10,614	\$ 10,773	\$ 10,934
	Prior Period Surplus	\$ 580,000	\$ 580,000	\$ 580,000	\$ 580,000	\$ 588,700	\$ 597,531	\$ 606,493	\$ 615,591	\$ 624,825	\$ 634,197
	Total Revenue	\$ 9,393,450	\$ 9,510,310	\$ 9,547,134	\$ 9,693,511	\$ 9,838,914	\$ 9,986,497	\$ 10,136,295	\$ 10,288,339	\$ 10,442,664	\$ 10,599,304
	Existing Expenditures										
	Expenditure										
	Legislative	\$ 2,600	\$ 2,600	\$ 2,600	\$ 2,600	\$ 2,639	\$ 2,679	\$ 2,719	\$ 2,760	\$ 2,801	\$ 2,843
	Salaries and Benefits	\$ 528,750	\$ 541,971	\$ 555,439	\$ 569,334	\$ 577,874	\$ 586,542	\$ 595,340	\$ 604,270	\$ 613,334	\$ 622,534
	Administration & Overhead	\$ 175,672	\$ 176,872	\$ 178,122	\$ 179,272	\$ 181,961	\$ 184,690	\$ 187,461	\$ 190,273	\$ 193,127	\$ 196,024
	Operations & Maintenance	\$ 6,471,470	\$ 6,570,909	\$ 6,573,808	\$ 6,703,348	\$ 6,803,898	\$ 6,905,957	\$ 7,009,546	\$ 7,114,689	\$ 7,221,410	\$ 7,329,731
	Vehicle and Hauling	\$ 987,500	\$ 987,500	\$ 997,500	\$ 997,500	\$ 1,012,463	\$ 1,027,649	\$ 1,043,064	\$ 1,058,710	\$ 1,074,591	\$ 1,090,710
	Consulting & Professional Services	\$ 52,500	\$ 52,500	\$ 58,500	\$ 58,500	\$ 59,378	\$ 60,268	\$ 61,172	\$ 62,090	\$ 63,021	\$ 63,966
	Grants	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,750	\$ 51,511	\$ 52,284	\$ 53,068	\$ 53,864	\$ 54,672
	Telephone & Utilities	\$ 47,556	\$ 48,850	\$ 50,300	\$ 50,300	\$ 51,055	\$ 51,820	\$ 52,598	\$ 53,387	\$ 54,187	\$ 55,000
	Interest	\$ 61,000	\$ 61,000	\$ 61,000	\$ 61,000	\$ 61,915	\$ 62,844	\$ 63,786	\$ 64,743	\$ 65,714	\$ 66,700
	Shared Overhead	\$ 68,344	\$ 70,050	\$ 71,807	\$ 73,599	\$ 74,703	\$ 75,824	\$ 76,961	\$ 78,115	\$ 79,287	\$ 80,476
	Total Existing Expenditures	\$ 8,445,392	\$ 8,562,252	\$ 8,599,076	\$ 8,745,453	\$ 8,876,635	\$ 9,009,784	\$ 9,144,931	\$ 9,282,105	\$ 9,421,337	\$ 9,562,657
	Proposed Plan Expenditures	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
1.0	Waste Reduction & Recycling										
1.1	Encourage initiatives that support reuse and recycling in the community	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1.2	Encourage municipalities to develop policies and bylaws that promote waste reduction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1.3	Expand EPR Product Recycling at major transfer stations				Site Specific	Site Specific	Site Specific	Site Specific	Site Specific	Site Specific	Site Specific
1.4	Expand diversion opportunities for wood waste, yard waste, scrap metal etc.				Item 3.3 & 3.4	Item 3.3 & 3.4	Item 3.3 & 3.4	Item 3.3 & 3.4	Item 3.3 & 3.4	Item 3.3 & 3.4	Item 3.3 & 3.4
1.5	Ensure consistent signage is used throughout the region to educate users on recycling				\$ 10,000	\$ -	\$ -	\$ 2,500	\$ -	\$ -	\$ -
1.6	Complete region-wide strategy for recycling access		\$ 35,000								
1.7	Establish Bylaw that Mandates Recycling Programs in Commercial Sector			\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1.8	New Staffing Requirements (FTE)				0.50	0.50	0.50	0.50	0.50	0.50	0.50
2.0	Organics Diversion										
2.1	Develop food-waste reduction education program		\$ 15,000	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
2.2	Encourage community initiatives that focus on food waste reduction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2.3	Continue to promote and provide education for at-home food waste management	\$ 9,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2.4	Explore opportunities to develop Centralized or Subregional organic waste management facilities		\$ 600,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000
2.5	Provide additional capacity for yard waste diversion in the RDEK				Item 3.3 & 3.4	Item 3.3 & 3.4	Item 3.3 & 3.4	Item 3.3 & 3.4	Item 3.3 & 3.4	Item 3.3 & 3.4	Item 3.3 & 3.4
2.6	Continue to Divert Wood Waste From Landfill and expand where possible	\$ -	\$ -	\$ -	\$ -	Item 3.3 & 3.4	Item 3.3 & 3.4	Item 3.3 & 3.4	Item 3.3 & 3.4	Item 3.3 & 3.4	Item 3.3 & 3.4
2.7	New Staffing Requirements (FTE)		0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25
3.0	Residual Waste Management										
3.1	Complete Detailed Rural Transfer Station Optimization Study for CV and CEN				\$ 70,000						
	Public & Stakeholder Consultation				\$ 20,000	\$ 20,000					
3.2	Consider Feasibility of Implementing Recommendations of 3.1					Unknown	Unknown	Unknown	Unknown	Unknown	Unknown
3.3	Columbia Valley Costs (Contemplated Examples Only)					\$ 2,640,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
3.4	Central Subregion Costs (Contemplated Examples Only)					\$ 1,000,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
3.5	Complete Landfill Criteria Conformance Reviews and Upgrading Plans for Regional Landfills	\$ 15,000									
3.6	Legacy Landfill Closure Considerations		\$ 30,000								
3.5	New Staffing Requirements (FTE)										
4.0	Policies & Bylaws										
4.1	Review user-fee structure and update to encourage waste diversion					\$ 20,000					\$ 10,000
4.2	Develop region-wide illegal dumping prevention strategy & allocate clean-up funds				\$ 15,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
4.3	New Staffing Requirements (FTE)				0.25	0.25	0.25	0.25	0.25	0.25	0.25
5.0	Promotion and Education										
5.1	Increase P&E for EPR Programs	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -
5.2	Increase P&E for Organics Diversion			\$ 25,000	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -
5.3	Promote HHW Drop-off in Cranbrook	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5.4	New Staffing Requirements (FTE)	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25
6.0	Plan Monitoring and Measurement										
6.1	Establish Plan Monitoring Advisory Committee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6.2	Report annually to the BC Disposal Calculator	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6.3	Five-Year Plan Effectiveness Review						\$ 20,000				
6.4	Waste Composition Study Follow-up										\$ 40,000
6.5	New Staffing Requirements (FTE)										
	STAFFING IMPLICATIONS										
	Total FTE Required	0.25	0.50	0.50	1.25	1.25	1.25	1.25	1.25	1.25	1.25
	Annual Cost at \$90,000 per FTE	\$ 22,500	\$ 45,000	\$ 45,000	\$ 112,500	\$ 112,500	\$ 112,500	\$ 112,500	\$ 112,500	\$ 112,500	\$ 112,500
	FINANCIAL IMPLICATIONS OF ALL										
	Total New Costs for Waste Reduction & Recycling	\$ -	\$ 35,000	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ 2,500	\$ -	\$ -	\$ -
	Total New Costs for Organics Diversion	\$ 9,000	\$ 615,000	\$ 452,500	\$ 452,500	\$ 452,500	\$ 452,500	\$ 452,500	\$ 452,500	\$ 452,500	\$ 452,500
	Total New Costs for Residual Waste Management	\$ 15,000	\$ 30,000	\$ -	\$ 90,000	\$ 3,660,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000
	Total New Costs for Policies & Bylaws	\$ -	\$ -	\$ -	\$ 15,000	\$ 40,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 30,000
	Total New Costs for Promotion and Education	\$ 10,000	\$ -	\$ 25,000	\$ 10,000	\$ 10,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -
	Total New Costs for Plan Monitoring and Measurement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ 40,000
	New Staffing Costs	\$ 22,500	\$ 45,000	\$ 45,000	\$ 112,500	\$ 112,500	\$ 112,500	\$ 112,500	\$ 112,500	\$ 112,500	\$ 112,500
	Total New Expenditures including Staffing (Annual Expenditure) (2019 Dollars):	\$ 56,500	\$ 725,000	\$ 532,500	\$ 690,000	\$ 4,275,000	\$ 1,410,000	\$ 1,387,500	\$ 1,385,000	\$ 1,385,000	\$ 1,435,000
	Total 10 year Expenditure as 2019 Dollar Value:										\$ 13,281,500
	Total New Expenditures including Staffing Adjusted for Inflation (2%):	\$ 57,630	\$ 754,290	\$ 565,093	\$ 746,878	\$ 4,719,945	\$ 1,587,889	\$ 1,593,801	\$ 1,622,748	\$ 1,655,203	\$ 1,749,257
	Average Annual Expenditure including adjustments for inflation:										\$ 1,505,274
	Total 10 year Expenditure including adjustments for inflation:										\$ 15,052,736
	Total New and Existing Expenditures including adjustments for inflation:	\$ 8,503,022	\$ 9,316,542	\$ 9,164,169	\$ 9,492,331	\$ 13,596,580	\$ 10,597,673	\$ 10,738,732	\$ 10,904,853	\$ 11,076,540	\$ 11,311,914
	Action Year - Capital Cost										
	Action Year - Operating Cost										

SOLID WASTE MANAGEMENT PLAN PUBLIC CONSULTATION REPORT

FEBRUARY 14, 2020

Prepared by:
Loree Duczek
Communications Manager
REGIONAL DISTRICT OF EAST KOOTENAY

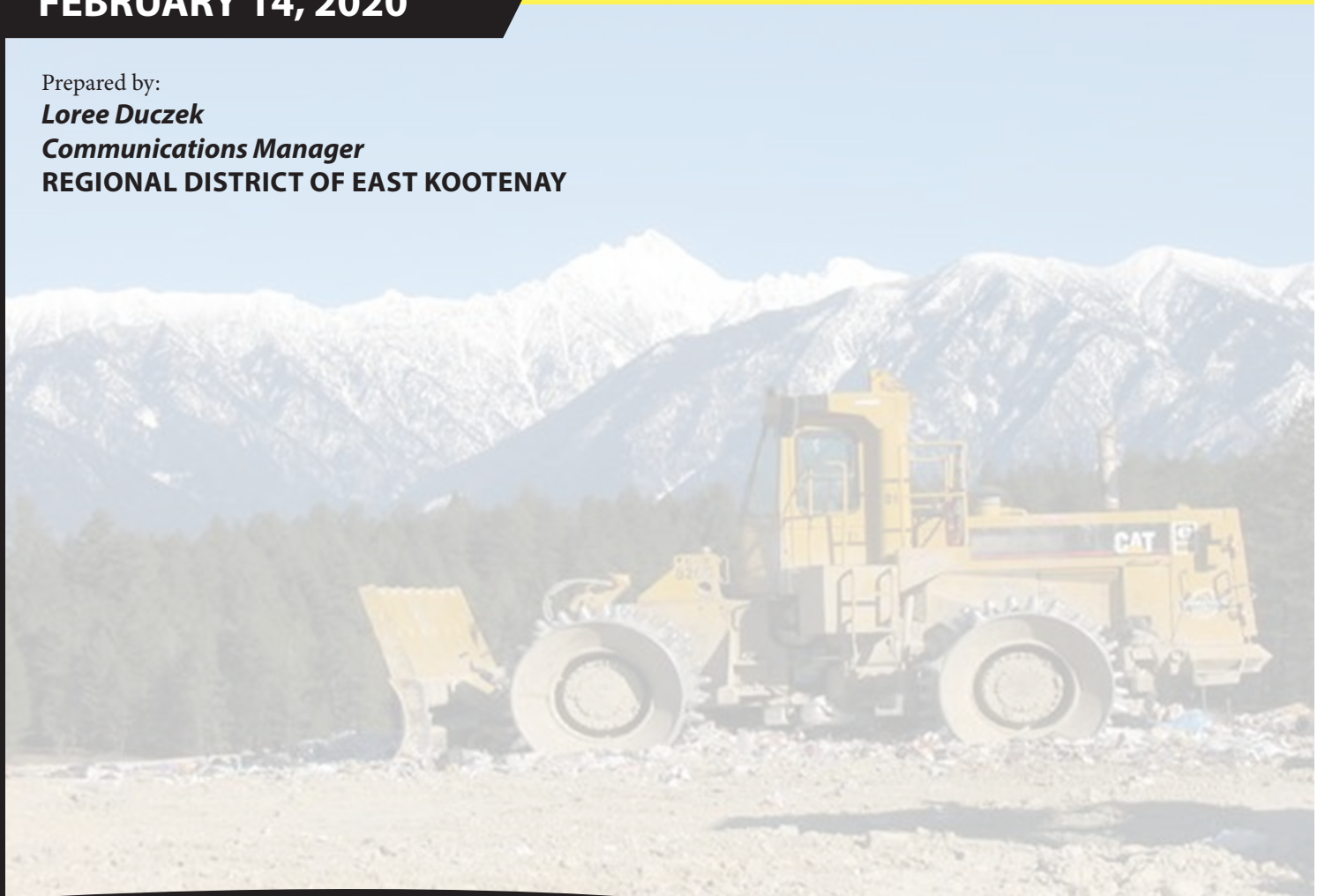


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EXECUTIVE SUMMARY

From 2017 through 2019, the Regional District of East Kootenay (RDEK) undertook a review of its Solid Waste Management Plan (SWMP). A key part of this planning process was the public consultation, which was initiated with the formation of a well-rounded advisory committee, with technical, non-technical, First Nation, public, community interest, and elected official representation.

Following the establishment of the committee, a communications strategy was initiated with the aim of engaging the public early in the process so that their input and feedback could be part of the plan development, rather than starting with a plan and asking the public for feedback after it was written. This early engagement was critical to the success of our planning efforts.

We utilized all means of communication throughout the planning process including in-person communication via town halls, public markets / fairs, and personal meetings to traditional advertising and outreach through all local media. In addition, we introduced an online engagement tool, which not only provided the public with a robust, single-source of information but also provided the RDEK with extensive data throughout the process.

Aside from engaging the public early, other objectives of the consultation process were to provide consistent information throughout the project phases and create the opportunity for people to comment on the draft plan. While the in-person engagement is more difficult to quantify, the online engagement between January 1 and November 8, 2019 was the most robust participation we've had in the RDEK:

- **Our engagement site had over 9,100 visits**
- **6,974 visitors to the site visited at least one page**
- **4,778 visitors to the site visited at least one page and took at least one further action (downloaded a document, visited multiple pages, contributed to a tool)**
- **4,144 visitors were engaged and contributed to at least one survey**
- **We published two surveys and one comment form that collectively were opened by 6,452 people**
- **We posted 17 different documents which were collectively viewed/downloaded by 1,338 times by 615 people**
- **The draft plan was downloaded 527 times**

During the comment period for the draft plan, which ran from July to November, the following activities were undertaken / observed:

- **RDEK Facebook page had a reach of 13,277 with 197 engagements on posts related to the SWMP Review, open houses and comment period**
- **The plan was available in hard copy and handed out by our summer student at five different markets**
- **The plan was available in hard copy and we had staff manning a booth for the two-day Ktunaxa Nation Council Annual General Assembly**
- **We presented an update on the plan at our six Town Hall Meetings**
- **Emails to our email groups were opened by 6,823 people**
- **1,100 people visited the project page**
- **796 documents were downloaded included 527 downloads of the draft plan**

Throughout the SWMP Review Process, we had strong collaboration from the members of the advisory committee, the public and local media. We provided clear and consistent information across all mediums and had an astounding amount of feedback to our surveys, which helped shape the plan.

The top comments received through the consultation related to support for composting, support for curbside recycling, concerns regarding illegal dumping specifically related to user fees/increased costs, a desire for continued education and overall satisfaction with the current system.

1.0 INTRODUCTION

This Public Consultation Report describes the public consultation that was undertaken by the Regional District of East Kootenay (RDEK) in revising its Solid Waste Management Plan (SWMP). The public consultation meets the requirements outlined in Section 27 of the Environmental Management Act, which requires that adequate public review and consultation of the SWMP must be completed. In addition, the public consultation process was designed to meet elector approval requirements for any borrowing of funds required to implement the plan once it is approved.

1.1 Background and Consultation Objectives

The RDEK's first solid waste management planning process was initiated in 1992. Its first full SWMP was approved by the Ministry in 2003. The current planning process was initiated in 2017.

The objectives of public consultation associated with the current planning process were as follows:

- **To ensure requirements under the Environmental Management Act are met**
- **To ensure the public consultation considerations outlined in the Guide to Solid Waste Management Planning are addressed**
- **To engage the advisory committee and public early in the process and consider the feedback received during the preparation of the plan**
- **To provide interested parties with open, transparent information throughout the planning process**
- **To provide opportunities for input and feedback during the process and once the draft was released**

2.0 PLAN INITIATION

The SWMP review process was identified as a priority project by the RDEK Board and added to the 2015/2016 Strategic Priorities list. The process was initiated in 2017 with the tendering and selection of consultant Sperling Hansen Associates (Sperling Hansen) to guide the process and complete required background data collection, including:

- **A detailed waste characterization study (waste audit)**
- **A detailed system characterization study (comprehensive overview of current system and existing SWMP goals)**

Following these steps, the public portion of the planning process was initiated.

3.0 ADVISORY COMMITTEE

At the outset of the process, it was determined by the RDEK Board that an advisory committee would be appointed and that the formal public consultation would begin following the formation of the committee.

It was decided by the Board that the committee would include the existing Plan Monitoring Advisory Committee (PMAC), and that we would seek a cross-section of representatives from the region that would reflect public interests, community interests, First Nations, elected officials, technical and non-technical expertise. Having all of the committee members together and sharing their individual perspectives and experiences allowed for fulsome discussion on the many different aspects of the plan. It generated in-depth and fact-based discussion and was a key driver behind the decision to have technical experts, elected officials and members of the public on one committee as opposed to separate committees. Throughout the planning process having this variety in perspectives, understanding and experience led to well-rounded discussion between committee members.

Local First Nations were contacted directly along with technical experts, and a public call went out through our Town Hall Meetings, email lists, social media, local media outlets.

An online application form was posted and was also available in hard copy. A copy of the application form is included in Appendix 1. We received 33 applications for the advisory committee. The applications were forwarded to Sperling Hansen, who reviewed the applications and provided recommendations to the Board that reflected a mix of technical and non-technical, business, public, and First Nations applicants. The Board appointed the committee members in October 2018. In addition, the Board appointed one Director and one alternate from each subregion to the committee as non-voting members.

The advisory committee was made up of:

- **14 Voting Members**
- **Five Non-Voting/Technical Advisors**
- **Six RDEK Appointed Directors and Alternates**

Please see Appendix 1 for the committee's terms of reference, membership and list of meetings.

4.0 PUBLIC CONSULTATION

The public consultation process was executed in two primary stages:

- **PHASE 1 - Prior to drafting of the plan (June 2018 - June 2019)**
- **PHASE 2 - Following completion of the draft plan (July - November)**

4.1 Phase 1 - Consultation Summary

4.1.1 Recruitment for Advisory Committee

We posted ads on local media, social media and our website. Emails were sent directly to 3,111 recipients in our email groups, with 1,862 opened (59.9%).

The SWMP review was presented at our Town Hall Meetings in each of our six Electoral Areas along with copies of the application form. The Town Hall Meetings included a verbal presentation by RDEK Environmental Services Manager Kevin Paterson or Communications Manager Loree Duczek, which outlined the process, timeline and role of the advisory committee. It was followed by an opportunity for attendees to ask questions.

Samples of the ads, Town Hall Meeting agendas and emails can be found in Appendix 2.

4.1.2 Advisory Committee Meetings

The first advisory committee meeting was held in October 2018 and included a presentation on the consultation plan, introduction to the new engagement tool, and an overview of the process, committee roles and responsibilities, and existing solid waste system.

A total of six committee meetings were held, each with a different focus area. Copies of the agendas, consultant presentations and minutes are included in Appendix 2.

The public consultation started in January 2019.

4.1.3 Initial Survey - Solid Waste & Recycling Services Survey (Survey #1)

From the outset of the process, the intent was to survey the public to find out how they were using the current system, gauge their satisfaction levels and identify areas they would like to see contemplated through the SWMP review process. Both the Board and advisory committee felt it was important to have an understanding of the public's priorities prior to developing the SWMP as opposed to presenting them with a plan and then asking what they thought. As a result, great weight was put into this early phase of consultation with the intention that the draft plan would consider and reflect this input from the public.

The survey was developed using previously successful templates provided by Sperling Hansen. A copy is available in Appendix 2.

The survey was sent out to 3,604 recipients on our email group and was opened by 2,454 or 68.2%. In addition, it was posted to social media and our Facebook page got a reach of 18,277 with 3,440 engagements from the initial post. It was posted on our website and the project page, and distributed to local media via a news release. We had 100% uptake in local media. Advertisements were booked in local media including radio, online and print. Samples of the emails, posts and ads can be found in Appendix 2.

A reminder was sent to our email groups and posted on social media. The email was sent to 3,613 recipients and opened by 2,092 (58%) and the social media reach was 2,942 with 179 engagements.

In total, the RDEK received 3,276 responses. There were contributions from every municipality and RDEK Electoral Area with 45.3% of the respondents being rural and 54.7% of respondents municipal. There were several key findings in the survey:

- **88% of respondents were satisfied, happy or very happy with the current garbage collection system**
- **66% of respondents were satisfied, happy or very happy with the current recycling system. There was a desire expressed for increased recycling opportunities and curbside recycling**
- **64% of respondents were satisfied, happy or very happy with the current yard waste management**
- **39% of respondents are satisfied, happy or very happy with the current management of food waste and there was a strong desire expressed for composting**
- **In general, the vast majority of respondents are not willing to travel further than they currently do to access a transfer station or landfill**
- **There is a need for education around Extended Producer Programs as only 10% of respondents indicated they were very familiar with them, while 30% were totally unfamiliar and a further 30% indicated they were aware of only a few**

- **There was strong support for expanding recycling opportunities and the range of recyclables accepted and expanding reduction and reuse programs**
- **Only 44% of respondents supported a user-pay system and there were strong concerns about the impact wide-scale user fees would have on illegal dumping**
- **82% of respondents strongly supported or supported centralized composting of yard waste, and 78% strongly supported or supported centralized composting of food waste**
- **63% of respondents strongly opposed or opposed closure of existing small tonnage rural transfer stations, with only 7% of respondents supporting or strongly supporting closures**
- **Protecting the environment, reducing the amount of waste that goes to landfill and keeping costs as low as possible were the three top priorities for respondents in selecting future waste management solutions**

The results of Survey #1 were shared with the advisory committee, compiled in a Survey Summary and widely shared with the public. The survey was sent out to 3,624 recipients on our email group and was opened by 2,353 (65%). In addition, it was posted to social media and our Facebook page got a reach of 11,179 with 431 engagements. It was posted on our website and the project page, and distributed to local media via a news release. We had 100% uptake in local media. The survey results were downloaded 180 times between April and November 2019. A copy of the survey responses, summary, email, and news release, along with a sample of the social media posts, can be found in Appendix 2.

4.1.4 Follow-Up Survey: Waste & Recycling Costs Survey (Survey #2)

In its discussions, the advisory committee stated a desire to have a better understanding of some of the specific areas within the public survey results, particularly around costs, organic waste management, increased recycling services, and the rationale behind why people do - or do not - support user fees. To garner more detailed information from the public, a second survey was drafted with input from the Chair of the advisory committee and through discussion with the advisory committee members at the April committee meeting where costs associated with service levels were discussed. It was also shared and discussed in detail with the RDEK Board prior to distribution. Survey #2 was sent out to 3,717 recipients on our email group and was opened by 2,402 or 64.7%. In addition, it was posted to social media and our Facebook page got a reach of 7,818 with 665 engagements from the initial post. It was posted on our website and the project page, and distributed to local media via a news release. We had 100% uptake in local media. Advertisements were booked in local media including radio, online and print. The survey and samples of the emails and ads can be found in Appendix 2.

A reminder was sent to our email groups and posted on social media. The email was sent to 3,820 recipients and opened by 2,374 (62.2%) and the social media reach was 5,602 with 348 engagements.

In total, the RDEK received 1,233 responses. There were contributions from every municipality and RDEK Electoral Area with 62.6% of the respondents being rural and 37.4% of respondents municipal. Some highlights of the findings include:

- **The vast majority of respondents (58.0%) supported the RDEK striving to reach the provincial goal of 350kg**
- **81% of respondents in the Central Subregion are willing to pay more per year. Of those who responded they would be willing to pay more, 24% would be willing to pay \$11-\$20 and 22% would be willing to pay \$5-\$10 more**

- 82% of respondents in the Elk Valley Subregion are willing to pay more per year. Of those who responded they would be willing to pay more, 32% would be willing to pay \$50+ and 20% would be willing to pay \$21-\$20 more
- 81% of respondents in the Columbia Valley Subregion are willing to pay more. per year Of those who responded they would be willing to pay more, 23% would be willing to pay \$11-\$20 and 22% would be willing to pay \$5-\$10
- 71.6% of respondents are opposed to user fees / a user-pay system, with an overwhelming 65.8% of those opposed due to concerns of illegal dumping
- There was strong support for increasing options provided in curbside collection, with 24.7% of respondents indicating a desire to see collection of mixed recycling on alternating weeks (at an estimated additional \$84/year)
- There was a strong desire for collection of both mixed recycling and organics, with 35.5% of respondents supporting this option (at an estimated additional cost of \$204 per year)
- The majority of respondents (41.5%) do not wish to see change at the rural transfer stations, while 38.7% supporting upgrading some transfer stations to provide increased recycling opportunities
- 57.4% supported establishing a composting facility that processes yard & garden waste, kitchen scraps and food waste (at an estimated cost of \$10-\$20 per household / year)

The results of Survey #2 were shared with the advisory committee, compiled in a second survey summary and widely shared with the public. The summary was sent out to 3,379 recipients on our email group and was opened by 2,143 (62.4%). In addition, it was posted to social media and our Facebook page got a reach of 2,477 with 68 engagements. It was posted on our website and the project page, and distributed to local media with a news release. We had 100% uptake in local media. The survey results were downloaded 85 times between June and November 2019. A copy of the survey summary, emails, news release, and sample social media posts, can be found in Appendix 2.

4.1.5 Other Phase 1 Consultation

In addition to the surveys, which saw record public engagement for the RDEK, there were other awareness activities undertaken in Phase 1 of the consultation.

- **Town Hall Meetings**
We hosted six Town Hall Meetings in June and early July 2019. The SWMP review process was a topic at all meetings. During the presentation, Environmental Services Manager Kevin Paterson reviewed the process to date, explained that the draft would be posted in early July and encouraged people to review the draft and provide comment on the project page or via comment forms available at each of our offices. Copies of the reports, Waste Audit summary, and recycling survey summaries were available for the public to review or take home. Copies of the Town Hall Meeting agendas, advertisements and a summary of the email coverage is included in Appendix 2.
- **General Awareness**
Our Communications Summer Student participated in numerous community events and festivals from May 2019 to July 2019 when the draft was posted. She had copies of the survey summaries and provided information on the process during these outings.

- **Presentation to RDEK Board during Strategic Priorities Session**

The RDEK Board was provided with a presentation by Environmental Services Manager Kevin Paterson and Communications Manager Loree Duczek during its Strategic Priorities Planning Session. The purpose of the presentation, which can be found in Appendix 2, was to provide them with an update on where the process was at, review the public sentiment in several key areas and encourage discussion as they set their priorities for the coming year to three years. This also provided an opportunity for the Board to show support for aspects of the SWMP by adopting them as part of their Strategic Priorities Plan (SPP).

Included in the 2019 / 2020 SPP under Management Excellence is a section on Solid Waste Planning that states the following objectives:

- We support innovative solutions to waste reduction and residual management
- Our waste management programs are responsive to new initiatives while maintaining efficiency
- We will continue to educate the public about waste reduction programs and opportunities

The Board-adopted priority projects include:

- Establish Recycle BC Depots
- Solid Waste Management Plan Review
- Waste Diversion Projects
- Regional Composting; and,
- Evaluate Invermere/Radium Transfer Stations.

The goals/objectives section of the plan was adopted July 5, 2019 while the Strategic Plan with project priorities was formally adopted in September 2019.

- **In-Person Meetings**

Environmental Services Manager Kevin Paterson met with the Windermere Loop Road residents to discuss their ongoing concerns with the continued operation of the Columbia Valley Landfill. In addition, he had personal meetings on site and at the home of one resident who lives in close proximity to the Landfill. A copy of the letter submitted to the RDEK and Assistant Deputy Minister by the residents is included in Appendix 2.

4.2 Phase 2 - Consultation Summary

4.2.1 Presentation of the Draft Plan

At the June 2019 advisory committee meeting, the results of the Waste & Recycling Costs Survey were shared with the advisory committee and a copy of the survey summary was provided to each committee member. Sperling Hansen presented the draft SWMP for review and comment. On June 6, 2019, Sperling Hansen presented the draft plan to the RDEK Board of Directors for review and comment. Following these two meetings, updates were made to the draft plan to reflect comments from the committee and RDEK Board and it was posted for public review and comment.

4.2.2 Public Comment Period

Notification of the public consultation was included in the July 6 Board Highlights, and was distributed to all media, email group contacts and municipalities in the region. It was also posted on the RDEK's website and at our public bulletin boards at both RDEK offices.

The draft plan was posted on the project page and a dedicated comment form was linked from the project page to collect comments between July 12 and November 7, 2019 (16 weeks). Copies of the emails and Highlights is included in Appendix 3.

The RDEK's Communications Summer Student took copies of the summaries and the draft plan and promoted it at public events she participated in through July and August, which included:

- **Jaffray-Baynes Lake Farmers' Market (July 13)**
- **Fairmont Farmers' Market (July 14)**
- **Radium Farmers' Market (July 19)**
- **Valley Appreciation Day in Invermere (July 20)**
- **Kimberley Market (August 8)**

RDEK staff set up a booth and participated in the Ktunaxa Annual General Assembly on July 15 and 16, 2020 and had copies of the plan, summaries, and comment forms available. The AGA is open to, and participated in, by all the Ktunaxa communities within the RDEK boundary including Aqam, Tobacco Plains and Akisqnuq.

Open Houses

To garner additional feedback and provide an opportunity for person-to-person communication, the RDEK planned three Open Houses for the fall of 2019. On October 11, 2019 an email was sent to our email group reminding them of the comment period, providing details on the Open Houses, and providing links to both the draft plan and online comment form. A link was also provided to the project page with a reminder of the information available for public viewing. The email was sent to 4,032 recipients and was opened by 2,328 (57.8%) of recipients. 261 people clicked on various pages on the SWMP project page, including 39 directly to the comment form.

A news release was sent to local media and we had 100% uptake. The details were shared with the Board, on the project page and on social media via direct posts and events pages. The reach on Facebook was over 8,100. Information on the open house and comment deadline were again distributed to all email groups, RDEK elected officials, municipalities and RDEK public bulletin boards via the October Board Highlights on October 18. The email group distribution went to 4,024 recipients, which was opened by 2,375 people (59.1%).

Ads were also taken out in local media, posted on the project page and RDEK events calendar. The Jim Pattison Broadcast Group aired 52 total ads (split between their four stations) and 2DayFM aired 20 30-second commercials between October 15 and November 5 with info on the Open Houses and comment period deadline. Copies of the advertisements is included in Appendix 3.

One Open House was held in each of the three subregions, with the same format for each.

Large poster boards were displayed at each location on the following topics:

- **Advisory Committee**
- **Project Goal**
- **Project Timeline**
- **Waste Summary - for each Subregion (the corresponding version was displayed at each Open House)**

The Open Houses ran from 2:00 pm to 4:00 pm and 6:00 pm to 8:00 pm, with a presentation by Environmental Services Manager Kevin Paterson at each Open House at both 2:30 pm and 6:30 pm. There was a table with copies of all the reports, summaries and comment forms. People were able to review the information and ask questions in an informal format. Immediately following the presentation, there was a Q&A opportunity.

A copy of the poster boards and presentation are included in Appendix 3. The following elected officials were present, although they did not all stay for the entire time:

- **COLUMBIA VALLEY OPEN HOUSE** - RDEK Electoral Area F Director Susan Clovechok, RDEK Electoral Area G Director Gerry Wilkie, District of Invermere Mayor Al Miller, Village of Canal Flats Mayor Karl Sterzer
- **ELK VALLEY OPEN HOUSE** - RDEK Electoral Area A Director Mike Sosnowski, District of Sparwood Mayor David Wilks
- **CENTRAL SUBREGION OPEN HOUSE** - RDEK Electoral Area C Director Rob Gay, City of Cranbrook Councillor Ron Popoff

Date	Location	Staff in Attendance	Attendees
October 22, 2019	Kanata Inn Windermere	<ul style="list-style-type: none"> Environmental Services Manager Kevin Paterson Solid Waste Superintendent Jim Penson Communications Manager Loree Duczek 	11*
October 23, 2019	Park Place Lodge Fernie	<ul style="list-style-type: none"> Environmental Services Manager Kevin Paterson Solid Waste Superintendent Jim Penson Communications Coordinator Nathan Siemens (early session only) 	6*
October 24, 2019	Heritage Inn Cranbrook	<ul style="list-style-type: none"> Environmental Services Manager Kevin Paterson Solid Waste Superintendent Jim Penson Communications Coordinator Nathan Siemens (early session only) 	1*

* Elected officials are not included in the attendance numbers.

In spite of significant advertising and direct emails, the attendance at the Open Houses was poor. Most of the people who attended wanted to know more information on specifics, such as recycling. Several even brought boxes of material in to ask how to sort or recycle it. Informal feedback received when we asked attendees and other members of the public was that they felt they had already contributed their thoughts early in the process, there was nothing significant changing for them, and that they were satisfied with things so chose not to comment.

4.3 First Nations Consultation

Invitations were extended to the Ktunaxa Nation Council and its member bands within the East Kootenay (Aqam, Tobacco Plains, Akisqnuk) along with the Shuswap Band to participate as members of the advisory committee. The Akisqnuk did have a representative appointed to the committee, who was active in all of the meetings she attended and provided valuable input from the First Nations perspective. One of the key areas of concern raised was the protection of the land / environment, specifically the impact illegal dumping has and the potential for this impact to increase should wide-scale tipping fees be introduced. She offered

suggestions for potentially working together to address illegal dumping including incorporating their Guardian of the Land program as a future consideration.

Staff participated in the Ktunaxa Annual General Assembly in July and provided copies of the plan and comment forms. An in-person meeting was held with the Ktunaxa Nation Council Lands Sector representative who was provided a copy of the Plan. In addition, the plan was submitted through the Ktunaxa referral portal for formal comment. Outside of the formal referral response and comments presented at the advisory committee, we had not received additional feedback from the First Nations by the November comment deadline. As a result, a copy of the plan and follow-up request for comment was sent to each band and the comment deadline for First Nations was extended to mid-December. In December, the Aqam band requested a further extension to the comment deadline to allow the KNC to provide more feedback and we extended the deadline to mid-January. Outside of the formal referral response and request to extend the deadline, we did not receive any additional comments.

A copy of the formal referral response is included in Appendix 3. In its reply, the Nation commented on concerns around the management of waste pharmaceuticals and prescription medications and the potential for pharmaceuticals to leach into the environment. They requested the waste management plan include the management and recycling of pharmaceuticals and their containers to better control the amount of pharmaceutical material that can potentially enter the receiving environment. The SWMP was amended to incorporate this request. In Section 2.3.1 references in paragraphs three and four were updated to include pharmaceuticals and Section 3.5 was updated with regard to promotion and education efforts.

The Ktunaxa Nation also expressed concerns regarding air quality associated with burning events in the Elk Valley. This was addressed in Section 3.3, No. 6 in the plan.

4.4 Comment Period Summary

Outside of comments received from residents of Windermere Loop Road who want the Columbia Valley Landfill in their neighbourhood closed, there was general support for the direction the plan is taking. There were seven comments in support of composting and five concerned with illegal dumping (three of which oppose user fees for this same reason). A copy of all comments received during the formal comment period is included in Appendix 3.

5.0 STRATEGY DECISIONS AND LEVEL OF PUBLIC SUPPORT

The input received at advisory committee meetings between October 2018 and April 2019, along with the results of the two surveys were considered prior to drafting the SWMP. The action items included and endorsed in the plan are a balance of the comments and input received from the public and advisory committee and Board. Note that the strategy option that was included in the plan is italicized.

1. ENCOURAGE INITIATIVES THAT SUPPORT REUSE AND RECYCLING IN THE COMMUNITY

- **Strategy Options Discussed:**
 - *Support external initiatives*
 - Do not support external initiatives
- **Level of Public Support:**
 - **Advisory Committee:** Supported by the advisory committee. The committee's definitions of success related to the SWMP included achieving greater diversion and meeting the per capita goal for waste. The committee also encouraged exploring potential partnerships with higher levels of government or initiatives, such as Love Food, Hate Waste.

- **Public Comments:** 89% of survey respondents supported or strongly supported expanding reduction and reuse programs throughout the region. Further, public comments provided through Survey #1 and in the comments on the draft indicated support for collaboratively working with other companies and organizations to pursue reduce and reuse initiatives. 58% of respondents in Survey #2 supported striving to reach the provincial goal of 350kg/person with a further 29.5% supporting reaching the provincial average - both of which would be achieved through supporting initiatives promoting reuse and recycling in the community.

2. ENCOURAGE MUNICIPALITIES TO DEVELOP AND ADMINISTER POLICIES AND BYLAWS THAT PROMOTE WASTE REDUCTION

- **Strategy Options Discussed:**
 - *Encourage municipalities to implement bylaws or policies*
 - Do not encourage municipalities to implement bylaws or policies
- **Level of Public Support:**
 - **Advisory Committee:** Supported by the advisory committee. Discussion was around bag limits, having all municipalities on the same page with regard to strategies to reduce waste generation. Also, in its definitions of success brainstorming session, the committee included having more municipalities on curbside recycling as one of the items they would consider a successful result of the SWMP process.
 - **Public Comments:** We did not directly ask the public about municipal bylaws and while we received several comments regarding the need for enforcement, they were all related to illegal dumping. We received 2 comments from the public in Survey #1 supporting stronger bag limits for municipalities. No comments were received during the comment period on this issue.

3. EXPAND EPR PRODUCT RECYCLING AT MAJOR TRANSFER STATIONS

- **Strategy Options Discussed:**
 - Maintain status quo with EPR programs
 - *Expand EPR programs at major transfer stations*
 - Expand EPR programs at all transfer stations
 - Leave EPR program contracts to be managed by private business
- **Level of Public Support:**
 - **Advisory Committee:** Supported by the advisory committee; however, cost was a key concern and it was emphasized costs would need to be managed. Education about the EPR programs and availability was another key driver for the committee.
 - **Public Comments:** Expansion of EPR programs was strongly supported by the public. 91.8% of the survey respondents in Survey #1 indicated support or strong support for expanding the availability of EPR programs and we received 97 comments in favour of expanding EPR opportunities in the region.

4. EXPAND DIVERSION OPPORTUNITIES FOR WOOD WASTE, YARD WASTE, SCRAP METAL, ETC.

- **Strategy Options Discussed:**
 - Research new options region wide
 - *Upgrade rural transfer stations as practical to expand opportunities in this area*
 - Staff and upgrade rural transfer stations to expand opportunities in this area
 - Remain status quo
- **Level of Public Support:**
 - **Advisory Committee:** While the committee supported expanding diversion opportunities, at rural sites, there were concerns regarding the potential costs of upgrading these sites, specifically when the concept of staffing and regulating hours was presented as an item for discussion. In addition to the cost concerns, there was strong opposition expressed from some committee members in regard to staffing/regulating hours as they felt this would leave to an increase in illegal dumping. The advisory committee supported looking at increasing opportunities where practical at rural transfer stations.
 - **Public Comments:** In Survey #1, 30% of residents expressed they were unhappy or very unhappy with yard waste management, with 41% satisfied. Rural residents expressed a desire to have increased opportunity to divert yard waste at all rural transfer stations. 82% of respondents either strongly supported or supported centralized composting of yard waste, which reflects an expanded opportunity. Composting was one of the most supported themes across all surveys and public feedback efforts. While we did not receive as many direct comments on scrap metal and wood waste, 92% of respondents supported expanding availability of recycling in the region. Only 19.8% of respondents in Survey #2 supported upgrading and staffing some rural sites to provide increased opportunities for yard waste, metal, wood; 37% supported upgrading this sites (but not staffing them) to provide these opportunities; 41.5% of respondents were opposed, with many stating concerns over rising costs. We did receive comments from a few respondents concerned about burning of wood waste and supporting other options. This was also echoed by the Ktunaxa Nation and addressed in the Plan. We received seven comments in support of increasing these services at the rural sites.

5. ENSURE CONSISTENT SIGNAGE IS USED THROUGHOUT THE REGION TO EDUCATE USERS ON RECYCLING

- **Strategy Options Discussed:**
 - *Ensuring signage is consistent across the region*
- **Level of Public Support:**
 - **Advisory Committee:** The advisory committee supported consistent signage.
 - **Public Comments:** We received 14 comments across both surveys and in the open comment period supporting clear and consistent signage. Additionally, there was strong support for ongoing education and signage was mentioned in that context as well.

6. DEVELOP REGION-WIDE STRATEGY FOR RECYCLING ACCESS

- **Strategy Options Discussed:**
 - Cease commercial recycling and focus on EPR based residential recycling
 - Maintain the yellow bin program
 - *Maintain the yellow bin program, but look for opportunities to drive recycling into the EPR programs*
- **Level of Public Support:**
 - **Advisory Committee:** At the outset of the discussions, the contract for the yellow bin program was up for renewal, so all options were discussed by both the advisory committee and the RDEK Board regarding what would happen if the contract was no longer feasible. The primary focus of discussions from elected officials and technical advisors on the committee was the challenge for smaller collectors to find market for the product consistently and at a cost that was affordable for taxpayers. While some committee members also shared concerns about the costs of the service, others maintained that the benefit is keeping that waste out of the landfill and supported maintaining access to recycling services. The RDEK renewed a five-year contract for the yellow bin program, so the option supported was to look for opportunities to drive residential recycling into the EPR program. Committee members agreed that it was important to be part of the conversation encouraging residents to participate in the new Recycle BC Depots.
 - **Public Comments:** This was not specifically asked of the public; however, we did receive one comment asking for us to continue to provide the access to the yellow bins, two comments asking us not to move any yellow bins and two comments asking us to remove the bins by the Memorial Arena in Cranbrook. There were also 13 comments asking for increased access to the yellow bins.

7. ESTABLISH A BYLAW THAT MANDATES RECYCLING PROGRAMS IN THE COMMERCIAL SECTOR

- **Strategy Options Discussed:**
 - *Establish a bylaw that could enhance recycling in the commercial sector*
- **Level of Public Support:**
 - **Advisory Committee:** Supported leaving this action item in the report in the event there are future changes to the yellow bin program.
 - **Public Comments:** No comments received

8. DEVELOP A FOOD WASTE REDUCTION EDUCATION PROGRAM

- **Strategy Options Discussed:**
 - *Develop a more focused education program on food waste reduction*
- **Level of Public Support:**
 - **Advisory Committee:** The advisory committee strongly supported education in all areas. With 29% of the waste in our recent waste audit being made up of compostable materials, there was a great deal of discussion about the need for continued education with regard to food waste.

- **Public Comments:** The public was strongly in support of continued education on all aspects of the solid waste and recycling services. We received 205 comments in support of enhanced public education.

9. ENCOURAGE COMMUNITY INITIATIVES THAT FOCUS ON FOOD WASTE REDUCTION

- **Strategy Options Discussed:**
 - *Encourage community initiatives that focus on food waste reduction*
- **Level of Public Support:**
 - **Advisory Committee:** The advisory committee strongly supported education in all areas. With 29% of the waste in our recent waste audit being made up of compostable materials, there was a great deal of discussion about the need for continued education with regard to food waste. Members of the public discussed programs like the food recovery program in Kimberley as local examples of that could be promoted or encouraged.
 - **Public Comments:** The public was strongly in support of continued education on all aspects of the solid waste and recycling services. We received 205 comments in support of enhanced public education.

10. CONTINUE TO PROMOTE AND PROVIDE EDUCATION FOR AT-HOME FOOD WASTE MANAGEMENT

- **Strategy Options Discussed:**
 - *Continue to provide education on food waste reduction*
- **Level of Public Support:**
 - **Advisory Committee:** The advisory committee strongly supported education in all areas. With 29% of the waste in our recent waste audit being made up of compostable materials, there was a great deal of discussion about the need for continued education with regard to food waste. The Elk Valley members of the committee were opposed to continuing to provide education and information on backyard composting due to concerns over bears and human/wildlife conflict, but did support education in other areas around food waste management options and benefits.
 - **Public Comments:** The public was strongly in support of continued education on all aspects of the solid waste and recycling services. We received 205 comments in support of enhanced public education.

11. EXPLORE OPPORTUNITIES TO DEVELOP CENTRALIZED OR SUBREGIONAL ORGANIC WASTE MANAGEMENT FACILITIES

- **Strategy Options Discussed:**
 - Continue with small-scale composting of yard/garden waste and encourage backyard composting
 - Develop one regional facility
 - *Develop subregional facilities*
- **Level of Public Support:**
 - **Advisory Committee:** The committee supported exploring opportunities to develop

composting in the RDEK and the efforts to secure capital funding for subregional facilities. There was discussion about whether other options were explored including private business and whether there was a plan if the funding application was unsuccessful. As organics management is a high priority in the SWMP, the RDEK will continue to look for further opportunities for organics diversion. Elk Valley representatives on the committee were not in support of backyard composting due to wildlife concerns, so felt a subregional option that prevented conflict with bears was a better option. As with other components of the plan, cost and the need to keep them as low as possible were discussed. The committee supported efforts to secure funding and expressed support for finding ways to keep organics out of our landfills, particularly given 29% of the waste being buried is organic.

- **Public Comments:** Composting was the most discussed / supported theme throughout the public consultation period. In Survey #1, 1,799 of 3,259 respondents reported throwing food waste in the garbage, while 885 disposed of it directly at the transfer station/landfill. 1,164 compost at home. Of 3,276 respondents (55%) were very unhappy or unhappy with the current food waste management system and the lack of options for composting was the primary reason expressed for their dissatisfaction. 81.5% of respondents strongly support or support centralized composting of yard waste and 78% support or strongly support centralized composting of food waste. We received 582 comments in support of composting in some capacity, 149 of which supported curbside composting. 11 other respondents requested a compost program where compost could be used locally. 22 respondents were opposed to composting citing wildlife concerns (18) as their primary reason for opposing it. Other factors were concerns over smell and belief it should be handled by the private sector. In Survey #2, 35.5% of respondents supported collection of mixed recycling and organics at an estimated additional cost of \$204/year; 9.3% supported collection of organics weekly at an additional cost of \$102/year; and, 30.5% supported no change to the current collection service. 54.7% of respondents were in favour of establishing a composting facility that processes yard and garden, kitchen scraps and food waste at an additional cost of \$10-\$20/year. In the Comment Form on the draft plan, 11 respondents supported composting with four indicating they were happy to see regional composting included in the plan. One person was opposed to composting due to concerns about wildlife conflict.

12. PROVIDE ADDITIONAL CAPACITY FOR YARD WASTE DIVERSION IN THE RDEK

- **Strategy Options Discussed:**
 - Continue with yard waste diversion at large transfer stations and landfills
 - Consider expanding yard waste opportunities at all transfer stations
 - *Look at options for providing additional yard waste diversion*
- **Level of Public Support:**
 - **Advisory Committee:** The committee discussed the feasibility of providing additional service levels at rural transfer stations. This led to discussion around service levels at rural transfer stations, whether they should be staffed or whether providing a yard waste area (for example) was feasible under the current structure. There were also suggestions about yard waste pick up days in municipalities and potential for including yard waste in regional

composting as ways to increase diversion. The committee supported looking into options for providing additional yard waste diversion.

- **Public Comments:** In Survey #2, respondents ranked wood waste material fifth out of eight priorities for increased recycling/diversion opportunities.

13. CONTINUE TO DIVERT WOOD WASTE FROM LANDFILL AND EXPAND WHERE POSSIBLE

- **Strategy Options Discussed:**
 - Continue with current wood waste diversion and look for opportunities to divert where possible.
- **Level of Public Support:**
 - **Advisory Committee:** In the waste audit, clean/compostable wood waste accounted for 2.5% of the overall waste stream. There was three times as much wood waste observed in samples from rural transfer stations than from urban transfer stations. Construction/demolition waste, which included a significant amount of wood waste accounted for 11%. The advisory committee consistently discussed keeping an eye on cost for new or increased services; however, supported expansion of wood waste diversion opportunities where possible and practical.
 - **Public Comments:** In Survey #2, respondents ranked wood waste material fifth out of eight priorities for increased recycling/diversion opportunities. We received eight comments supporting increased wood waste management (three of which were opposed to burning of wood waste and seeking new options) and a further 19 comments supporting expansion of Reuse Centres to incorporate building/construction materials.

14. COMPLETE DETAILED RURAL TRANSFER STATION OPTIMIZATION STUDY FOR COLUMBIA VALLEY AND CENTRAL SUBREGION

- **Strategy Options Discussed:**
 - *Complete optimization study*
 - Do not complete study
- **Level of Public Support:**
 - **Advisory Committee:** This item was identified during the Solid Waste System Characterization Report and could identify services gaps and opportunities to streamline the existing system. The RDEK Board is supportive of completing service reviews for all RDEK services and this technical data would contribute significantly to any future review. As a result, the committee supported inclusion of this item in the SWMP.
 - **Public Comments:** No comments received.

15. CONSIDER FEASIBILITY OF IMPLEMENTING RECOMMENDED TRANSFER STATION UPGRADES

- **Strategy Options Discussed:**
 - *Consider feasibility of implementing recommended upgrades*
- **Level of Public Support:**
 - **Advisory Committee:** This item was identified during the Solid Waste System

Characterization Report and could identify services gaps and opportunities to streamline the existing system. The RDEK Board is supportive of completing service reviews for all RDEK services and this technical data would contribute significantly to any future review. As a result, the committee supported inclusion of this item in the SWMP.

- **Public Comments:** No comments received.

16. COMPLETE LANDFILL CRITERIA CONFORMANCE REVIEW AND UPGRADING PLAN FOR 3 SUBREGIONAL LANDFILLS

- **Strategy Options Discussed:**
 - *Complete conformance review and upgrade plans*
- **Level of Public Support:**
 - **Advisory Committee:** Fully supported meeting these regulatory requirements.
 - **Public Comments:** No comments received.

17. LEGACY LANDFILL CLOSURE CONSIDERATIONS

- **Strategy Options Discussed:**
 - *Make plans for the closure of legacy landfills*
- **Level of Public Support:**
 - **Advisory Committee:** Fully supported meeting these regulatory requirements
 - **Public Comments:** No comments received

18. REVIEW USER FREE STRUCTURE AND UPDATE TO ENCOURAGE MSW DIVERSION

- **Strategy Options Discussed:**
 - Maintain the current user fee schedule
 - *Consider options for expanding user fees in specific areas to shift burden away from solely relying on tax base*
 - Implement wide-scale user fees to move the system to a “user pay” concept versus the current “taxpayer supported” service
- **Level of Public Support:**
 - **Advisory Committee:** The committee felt wide-scale user fees were not an appropriate way to incentivize waste diversion in the RDEK. The committee expressed concerns about the impact wide-scale user fees would have on illegal dumping. While there were some committee members who did support consideration of wider-scale user fees, the predominant position of the committee was against user fees due to concerns over illegal dumping.
 - **Public Comments:** There was opposition to wide-scale user fees from the public. In Survey #1, 44.8% of respondents indicated support or strong support for introduction of user fees while 46% were opposed or strongly opposed. Additionally, we received 102 comments opposed to user fees, compared to 31 in favour of user pay. In Survey #2, a total of 71.6% of

the 1,233 respondents were opposed to introduction of user fees for household waste, and of those, 65.8% cited concerns over illegal dumping as their reason why. 28.3% supported a user pay system. In the Comment Form on the draft plan, four people were opposed to introduction of wide-scale user fees. In addition, of the 151 comments received regarding illegal dumping, impacts of charging user fees was the number one reason given for their concerns.

19. DEVELOP A REGION-WIDE ILLEGAL DUMPING PREVENTION STRATEGY

- **Strategy Options Discussed:**
 - Leave illegal dumping to the individual jurisdictions responsible
 - *Develop a region-wide strategy that will incorporate the jurisdictions and address this issue on a regional level*
- **Level of Public Support:**
 - **Advisory Committee:** Strongly supported by the advisory committee. Illegal dumping and devising strategies to deal with it were consistently topics of discussion by committee members.
 - **Public Comments:** We received 151 comments regarding illegal dumping and the concerns from the public about current practices and the potential for it to get worse if wide-scale user fees are introduced, hours at facilities are reduced, or rural transfer stations are staffed with regulated hours. Though not speaking directly to a strategy, the public strongly supported any efforts to curb illegal dumping. We received over 30 comments regarding monitoring for illegal dumping and enforcements - both of which would be contemplated in a prevention strategy.

20. INCREASE PROMOTION AND EDUCATION EFFORTS FOR EPR PROGRAMS

- **Strategy Options Discussed:**
 - *Increase education efforts on EPR programs*
 - Leave the education to the individual EPR administrators, who are required to provide education to the public
- **Level of Public Support:**
 - **Advisory Committee:** The advisory committee strongly supported education in all areas. The committee recognized the value of the current RDEK education program and the opportunity to create more local awareness about the EPR programs in our region. Additionally, there was discussion that if we don't educate our residents, recyclable materials will end up in our landfills. In Survey #1 9,188 respondents reported throwing at least one EPR material in the garbage at the end of its operating life (*Note: some respondents provided this response in multiple categories, which is why the total number of responses is higher here*)
 - **Public Comments:** The public was strongly in support of continued education on all aspects of the solid waste and recycling services. We received 205 comments in support of education. Further, the lack of knowledge and awareness about EPR programs speaks to the need for such education: only 10% of respondents in Survey #1 indicated they were very

familiar with them, while 30% were totally unfamiliar and a further 30% indicated they were aware of only a few EPR programs.

22. PROMOTE HOUSEHOLD HAZARDOUS WASTE DROP-OFF IN CRANBROOK

- **Strategy Options Discussed:**
 - *Promote the new household hazardous waste drop off in Cranbrook*
- **Level of Public Support:**
 - **Advisory Committee:** The advisory committee emphasized the need for more education about the services that are provided across the region and supported promoting the new HHW drop off in Cranbrook.
 - **Public Comments:** The public consistently supported increased education on all diversion opportunities. We received 205 comments between Survey #1 and the comment form supporting increased education and awareness initiatives.

23. INCREASE PROMOTION AND EDUCATION FOR ORGANICS DIVERSION

- **Strategy Options Discussed:**
 - *Increase education efforts for organics diversion*
- **Level of Public Support:**
 - **Advisory Committee:** The advisory committee strongly supported education in all areas. With 29% of the RDEK's buried waste consisting of organic material, education was seen as a critical function in promoting awareness and behaviour change. Additionally, it was recognized by the committee that there would be a need for significant education if changes to the current system were implemented, such as regional/subregional composting or curbside pick up of organics.
 - **Public Comments:** The public was strongly in support of continued education on all aspects of the solid waste and recycling services. We received 205 comments between Survey #1 and the Comment Form supporting increased education and awareness initiatives. While Survey #2 focused on respondents' interest in composting and options around service delivery, education/awareness initiatives were not queried.

6.0 PLAN IMPLEMENTATION

After the plan is approved by the Minister, a Plan Monitoring Advisory Committee (PMAC) will monitor the implementation of the plan and make recommendations to increase its effectiveness. A description of the plan monitoring committee tasks and composition are included in the terms of reference which can be found in Schedule C of the plan.



Regional District Chair & CAO Forum 2020

The Regional District Chair & CAO Forum will take place on March 24th and 25th, 2020 at the Hotel Grand Pacific, Victoria.

- 1:00 pm - 5:00 pm, Tuesday, March 24, 2020
- 8:00 am - 1:00 pm, Wednesday, March 25, 2020

Pender Island Ballroom
Hotel Grand Pacific
463 Belleville Street, Victoria BC

To register online please click [here](#).

Registration Fees:

As has been done in the past, costs will be invoiced on a per capita basis after the event. Sponsorships have been requested, but are as yet unconfirmed. The deadline to register is March 13th, 2020. Early registration is always appreciated for the event.

Accommodation:

As the Regional District Chairs/CAO Forum is being held in conjunction with the MFA Financial Forum and AGM, MFA has a block of rooms that has been set aside at the Hotel Grand Pacific at a discounted nightly rate.

To book accommodation, please contact the Hotel Grand Pacific at: reserve@hotelgrandpacific.com or call 250-386-0450 or 1-800-663-7550.

You will need to quote the group name "Municipal Finance Authority" or group code "MAR20MFA" to receive the discounted room rate. **Please book early - the room block closes on February 22, 2020.**

Agenda:

We are soliciting topics that your Regional District would like to see on the agenda. Please forward suggestions by e-mail to Lynda Flynn via e-mail at lflynn@slrd.bc.ca no later than **Friday, February 7th 2020**. Regional Districts may be asked to arrange for speakers and materials for their suggested agenda topics.

If you require additional information or need to follow-up your registration, please call 250-356-5133 or email bpittman@ubcm.ca.

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Request for Decision

File No: Ehh 650 065

Date January 20, 2020
Author Anita Charest, Emergency Program Coordinator
Subject Community Emergency Preparedness Fund – 2020 Emergency Support Services Grant Application

REQUEST

To approve the submission of a joint application with the District of Invermere, City of Cranbrook and Village of Canal Flats to organize an East Kootenay Emergency Support Services (ESS) Training Conference, to create a regional ESS Response Plan and to purchase necessary ESS equipment.

OPTIONS

1. THAT the Community Emergency Preparedness Fund grant application for \$100,000 be submitted to organize an East Kootenay Emergency Support Services Training Conference, to create a regional Emergency Support Services Response Plan and to purchase necessary Emergency Support Services equipment, with the RDEK to provide overall grant administration.
2. THAT the Community Emergency Preparedness Fund grant application not proceed.

RECOMMENDATION

Option 1

BACKGROUND/ANALYSIS

The Community Emergency Preparedness Fund is a suite of funding programs intended to enhance the resiliency of local governments and their residents in responding to emergencies. Funding is provided by the Province of BC and is administered by the Union of BC Municipalities (UBCM).

The intent of the ESS funding stream is to support eligible applicants to build local capacity to provide emergency support services through training, volunteer recruitment and retention, and the purchase of ESS equipment. To coincide with the modernization of the Provincial ESS program, the 2020 application intake also focuses on support to local ESS programs in order to move toward electronic registration and reporting.

If successful, the grant will fund the following activities:

1. Coordination of an ESS training conference in October 2020. The conference will be held centrally in Cranbrook and will include a number of ESS training workshops related to response, Provincial modernization of the ESS program and worker care for East Kootenay ESS teams and Emergency Program Staff. If funds and space permit, we will also invite ESS teams in neighbouring regions. The funds will provide training and meals for attendees, accommodations and travel expenses for out of town ESS Volunteers within the East Kootenay Region, and event coordination costs.

2. Hire a contractor to develop a region-wide ESS Response Plan
3. Purchase necessary response equipment and supplies for East Kootenay ESS teams. These items may include computer equipment and programs, a generator, heaters and additional supplies for the Central/Columbia Valley ESS trailer to assist when setting up remote reception centres. Elk Valley's ESS trailer requires no additional equipment at this time.

SPECIFIC CONSIDERATIONS

Financial: Each Local Government within the region is eligible to apply for up to \$25,000 in grant funding. With three additional municipalities offering to partner with the RDEK for this grant application, we will be requesting the full amount of \$100,000.

Purchasing Policy: Per the current Purchasing Policy, steps to sustainable purchasing and life cycle costing will be implemented when selecting equipment and supplies.

Partnerships: Four local governments have joined in this application, but the training, equipment and supplies will benefit the entire East Kootenay region.

Process: Should the grant application be successful; staff will secure quotes and purchase equipment necessary per Purchasing Policy guidelines. Review of the success of the project will be completed partially through a survey to attendees at the end of the Kootenay ESS Training Convention weekend as well as during debriefs of each subsequent emergency event.

Date	February 4, 2020
Author	Fiona Dercole, Protective Services Manager
Subject	Community Emergency Preparedness Fund – 2020 Flood Planning Program Grant Application

REQUEST

To approve the submission of a Community Emergency Preparedness Fund (CEPF) grant application to conduct baseline flood hazard mapping across the RDEK.

OPTIONS

1. THAT the Community Emergency Preparedness Fund – 2020 Flood Planning Program grant application for \$150,000 be submitted to conduct baseline flood hazard mapping across the region; with the RDEK to provide overall grant administration.
2. THAT the Community Emergency Preparedness Fund – 2020 Flood Planning Program grant application, to conduct baseline flood hazard mapping across the region, not proceed.

RECOMMENDATION

Option 1

BACKGROUND/ANALYSIS

Flooding is a significant hazard in BC that damages infrastructure, causes serious economic losses, and creates social disruption. Flood risk in the RDEK is often attributed to:

- Climatic conditions – intense rainfall, rain on snow, ice jams, rapid snowmelt, etc.
- Geomorphic processes – debris flows, landslides
- Structural failures – dike failure, dam failure, culvert failure

Climate change is impacting the frequency and magnitude of flooding, due to changes in precipitation patterns. It is important for communities to understand flood hazards and how to become resilient to extreme weather events.

The RDEK has invested in flood risk assessment and mitigation in specific areas such as the Elk River Valley and Fairmont Hot Springs, yet gaps remain in the systematic assessment and mapping of clear-water flood and steep creek hazards across the region. Much of the existing hazard information is outdated, and does not reflect future anticipated climate conditions.

The Community Emergency Preparedness Fund is a suite of funding programs intended to enhance the resiliency of local governments and their residents in responding to emergencies. Funding is provided by the Province of BC and is administered by the UBCM.

The intent of the 2020 Flood Planning Program funding stream is to support eligible applicants to ensure they have accurate knowledge of the flood hazards they face and to develop

effective strategies to mitigate and prepare for those risks. The maximum available funding is \$150,000.

If successful, the grant funds would be used to retain a Qualified Professional Engineer or Geoscientist consultant to:

1. Characterize clear-water and steep creek hazards across the entire region, using existing hazard information and new terrain-based inundation modelling, similar to work recently completed by RDCK and CSRD
2. Develop a framework to make consistent, risk-informed decisions about further assessments, data collection and risk reduction planning in specific areas
3. Deliver flood hazard geospatial results to incorporate into the RDEK's existing geospatial data management systems.

SPECIFIC CONSIDERATIONS

Financial

The estimated total cost of the project is \$150,000. The maximum eligible amount is \$150,000. Grant funds will be used to retain a Qualified Professional Engineer or Geoscientist consultant to deliver the services described above. There is no expectation that additional funds will be required from the RDEK.

Purchasing Policy

As per the current RDEK Purchasing Policy, tenders and/or proposals will follow a competitive selection process and service contracts will include a requirement to produce evidence of liability insurance.

Process

Should the grant application be successful; staff will issue a Request for Proposals as per Purchasing Policy guidelines, and select the proponent using pre-established evaluation criteria.

Board Cheque Register

From 1/1/2020 To 1/31/2020

Cheque Number	Vendor Name	Amount
62397	MAUREEN COULOMBE	\$36.54
62398	DELL CANADA INC.	\$2,485.83
62399	INVESTORS GROUP TRUST CO. LTD.	\$647.50
62400	Andy McDonald	\$34.80
62401	MINISTER OF FINANCE	\$75.00
62402	STEVE MINUK	\$23.20
62403	JOSH PEDERSEN	\$23.20
62404	TELUS COMMUNICATIONS	\$5,635.97
EFT013808	BC HYDRO	\$39,613.93
EFT013809	COLUMBIA VALLEY GREENWAYS ALLIANCE	\$336,726.31
EFT013810	CUPE LOCAL 2106	\$1,614.12
EFT013811	LILY DURHAM	\$115.16
EFT013812	KAL TIRE CRANBROOK	\$69.16
EFT013813	BONNIE KARI	\$67.50
EFT013814	Nupqu Development Corporation	\$13,271.60
EFT013815	NORBERT SCHAB	\$187.80
EFT013816	SELKIRK SIGNS & SERVICES LTD	\$2,553.60
EFT013817	STEVE TERSMETTE	\$48.10
EFT013818	UNITED WAY	\$134.00
EFT013819	M. SHAYNE WEBSTER	\$23.20
EFT013820	NANCY WILFLEY	\$49.29
62405	AMBERLIGHT VENTURES LTD.	\$2,323.13
62406	CANADIAN MENTAL HEALTH ASSOCIATION	\$2,500.00
62407	CANADA POST CORPORATION	\$1,850.50
62408	CANADIAN TIRE #658	\$67.18
62409	CITY OF CRANBROOK	\$120,000.00
62410	ELK VALLEY CONTRACTING	\$3,958.79
62411	Fairmont Hot Springs Utilities	\$329.13
62412	KOOTENAY COLUMBIA HOME MEDICAL EQUIP	\$800.00

Board Cheque Register

From 1/1/2020 To 1/31/2020

Cheque Number	Vendor Name	Amount
62413	AUDREY MANTYKA	\$140.00
62414	MINISTER OF FINANCE	\$121.77
62415	NAPA AUTO PARTS #147	\$345.78
62416	BAILEY PARK	\$675.00
62417	PEACOCK EMBROIDERY & PROMOTIONS	\$1,793.93
62418	SHANNONBROOK KENNELS	\$225.00
62419	SIGNWRITER	\$208.21
62420	VISTA RADIO LTD.	\$472.50
62421	WORDSWORTH & ASSOCIATES	\$741.82
EFT013821	A.C.E. COURIER SERVICE	\$86.50
EFT013822	ACTION EQUIPMENT RENTAL	\$112.00
EFT013823	ALS CANADA LTD	\$492.46
EFT013824	AVI-SPL CANADA LTD.	\$8,896.95
EFT013825	BELLOWS PROPERTY SERVICES	\$771.75
EFT013826	BLACK PRESS GROUP LTD	\$4,498.19
EFT013827	IAN BOLZENIUS	\$114.35
EFT013828	BRIGADE	\$2,189.25
EFT013829	SANFORD BROWN	\$150.84
EFT013830	GARY BURFORD	\$445.67
EFT013831	CDW CANADA INC.	\$9,067.14
EFT013832	ANITA CHAREST	\$30.00
EFT013833	CIMCO REFRIGERATION	\$626.38
EFT013834	KENNETH CLARKE	\$360.00
EFT013835	COLUMBIA VALLEY ARTS COUNCIL	\$1,500.00
EFT013836	CRANBROOK WATER CONDITIONING LTD	\$192.40
EFT013837	CRANBROOK BUILDING CENTRE LTD	\$931.70
EFT013838	DAVIDDUKE HOLDINGS LTD	\$1,008.00
EFT013839	DEAN'S PLUMBING & HEATING (2010) LTD	\$698.25

Board Cheque Register

From 1/1/2020 To 1/31/2020

Cheque Number	Vendor Name	Amount
EFT013840	D & E ENTERPRISES JANITORIAL	\$4,777.50
EFT013841	EDGEWATER RECREATION SOCIETY	\$4,000.00
EFT013842	SIERMIL EZ COURIERS LTD.	\$104.96
EFT013843	FLAMEGUARD SAFETY SERVICES	\$436.18
EFT013844	FOOTHILLS SILVA CULTURE INC	\$719.09
EFT013845	FORTIS BC - NATURAL GAS	\$321.37
EFT013846	FRED SURRIDGE LTD.	\$2,283.55
EFT013847	GFL ENVIRONMENTAL INC. 2019	\$424,932.69
EFT013848	GP FUELS INC.	\$92.00
EFT013849	GREAT CANADIAN OIL CHANGE	\$110.94
EFT013850	GUILLEVIN INTERNATIONAL INC	\$14,893.38
EFT013851	HI-PRO SPORTING GOODS LTD	\$225.51
EFT013852	HI-WAY 9 EXPRESS LTD.	\$48.98
EFT013853	INTERIOR HEALTH - CAPITAL	\$302,441.78
EFT013854	INVERMERE HARDWARE	\$255.70
EFT013855	JODY JACOB	\$874.12
EFT013856	KAL TIRE CRANBROOK	\$2,883.69
EFT013857	KEY CITY ANSWERING SERVICE	\$709.87
EFT013858	KMB AUTO BODY	\$472.11
EFT013859	KOOTENAY LANDSCAPE	\$1,358.70
EFT013860	LexisNexis Canada Inc.	\$404.78
EFT013861	ALISON LOMON	\$70.00
EFT013862	LORDCO AUTO PARTS	\$44.67
EFT013863	LUCKY STRIKE GAS	\$428.40
EFT013864	MARTECH ELECTRICAL CRANBROOK	\$2,617.01
EFT013865	MITECH BUSINESS SYSTEMS	\$263.13
EFT013866	MOMENTUM CONFERENCING	\$34.14
EFT013867	M & R ELECTRICAL (B.C.) LTD.	\$2,206.33

Board Cheque Register

From 1/1/2020 To 1/31/2020

Cheque Number	Vendor Name	Amount
EFT013868	MELODY MUNRO	\$1,482.95
EFT013869	UAP INC	\$123.21
EFT013870	OVERHEAD DOOR COMPANY	\$131.25
EFT013871	SHARON PASOWISTY	\$1,012.00
EFT013872	QUESTICA INC.	\$157.50
EFT013873	RAMTECH ENVIRONMENTAL	\$2,757.70
EFT013874	RE-MATT INC	\$1,324.05
EFT013875	DEBBIE RENAUD	\$99.88
EFT013876	SCOTT ROBINSON	\$3,731.48
EFT013877	ROTO ROOTER	\$652.47
EFT013878	SOUTHEAST RENTALS LTD	\$67,294.70
EFT013879	SPERLING HANSEN ASSOCIATES	\$6,630.14
EFT013880	SQx DANZA	\$500.00
EFT013881	SUPERIOR PROPANE INC.	\$7,884.65
EFT013882	TA CONTRACTING	\$6,691.91
EFT013883	TAYNTON BAY ELECTRICAL LTD	\$141.75
EFT013884	RICHARD TEGART	\$30.16
EFT013885	TRI-KON PRECAST CONCRETE	\$1,601.60
EFT013886	TURF N TIMBER CONTRACTING	\$2,205.00
EFT013887	VALLEY VIEW CONTRACTING	\$2,016.00
EFT013888	VAN HOUTTE COFFEE SERVICE INC	\$200.42
EFT013889	VITAL AIRE	\$151.16
EFT013890	WASTE MANAGEMENT OF CANADA	\$9,573.46
EFT013891	ILONA WEBSTER	\$45.00
EFT013892	TORIL WILDER	\$525.00
EFT013893	DENNIS WILKINSON	\$85.00
EFT013894	XEROX CANADA LTD	\$78.86
EFT013895	ZION TRUCKING LTD.	\$1,335.60

Board Cheque Register

From 1/1/2020 To 1/31/2020

Cheque Number	Vendor Name	Amount
62422	ASTTBC	\$1,197.00
62423	BC ASSOCIATION OF EMERGENCY MGRS	\$180.00
62424	DELL CANADA INC.	\$706.45
62425	ENVIROPLAN CONSULTANTS 2013 LTD.	\$1,050.00
62426	INVESTORS GROUP TRUST CO. LTD.	\$647.50
62427	KIMBERLEY CONFERENCE & ATHLETE CENTRE	\$1,000.00
62428	MINISTER OF FINANCE	\$166.37
62429	MINISTER OF FINANCE	\$1,200.00
62430	PITNEY BOWES	\$1,492.61
62431	RFS CANADA	\$1,777.10
62432	SHAW BUSINESS	\$636.59
62433	SHAW CABLE	\$720.80
62434	STAPLES/BD #252 CRANBROOK	\$61.58
62435	STAPLES - DESJARDINS	\$1,128.30
62436	TELUS COMMUNICATIONS (B.C.)	\$13,573.05
62437	TODD AUDIO VISUAL SERVICES LTD.	\$6,378.75
62438	Volunteer Fire Fighters' Assoc. of BC	\$140.00
62439	YELLOW PAGES	\$18.90
EFT013896	ELIZABETH AHLGREN	\$472.50
EFT013897	AIR LIQUIDE CANADA INC	\$850.39
EFT013898	ALS CANADA LTD	\$562.81
EFT013899	BENEFITS BY DESIGN INC.	\$8,484.01
EFT013900	BIOMAXX WASTEWATER SOLUTIONS	\$5,520.93
EFT013901	DAVE BOREEN	\$158.93
EFT013902	CUPE LOCAL 2106	\$1,642.66
EFT013903	DEVTEL COMMUNICATIONS	\$105.37
EFT013904	ESRI CANADA LIMITED	\$16,963.52
EFT013905	EV VICTIM SERVICES WITH EV	\$15,748.43

Board Cheque Register

From 1/1/2020 To 1/31/2020

Cheque Number	Vendor Name	Amount
EFT013906	flexiNET Broadband	\$44.80
EFT013907	GLOBALSTAR CANADA	\$89.59
EFT013908	JIM PATTISON BROADCAST GROUP	\$420.00
EFT013909	NICOLE JUNG	\$495.00
EFT013910	KAL TIRE CRANBROOK	\$72.14
EFT013911	KOOTENAY COMMUNICATIONS LTD.	\$50.40
EFT013912	KOOTENAY KWIK PRINT	\$2,237.54
EFT013913	MAX S PLACE BAKERY LTD	\$357.00
EFT013914	DEAN McKERRACHER	\$45.00
EFT013915	MERIDIAN ONE CAP	\$284.30
EFT013916	M I A OF BC	\$70,384.00
EFT013917	MSREK SYSTEMS	\$499.95
EFT013918	MTS MAINTENANCE TRACKING SYSTEM INC	\$1,010.10
EFT013919	UAP INC	\$92.95
EFT013920	PACIFIC BLUE CROSS	\$25,896.14
EFT013921	ANGE QUALIZZA	\$45.00
EFT013922	CLARA REINHARDT	\$142.77
EFT013923	RESCUE CANADA INC	\$1,000.00
EFT013924	RUALT MECHANICAL SERVICES LTD	\$711.20
EFT013925	KARL STERZER	\$20.00
EFT013926	TAYNTON BAY ELECTRICAL LTD	\$178.50
EFT013927	TOBY CREEK NORDIC SKI CLUB	\$7,500.00
EFT013928	TOP CROP FARM & GARDEN SUPPLY	\$658.02
EFT013929	UNITED WAY	\$109.00
EFT013930	VAN HOUTTE COFFEE SERVICE INC	\$1,125.01
EFT013931	DAVID WILKS	\$45.00
62440	JOSEPH CARAVETTA	\$99.86
62441	FERNIE ALPINE SKI TEAM	\$1,000.00

Board Cheque Register

From 1/1/2020 To 1/31/2020

Cheque Number	Vendor Name	Amount
62442	GOLDIGGER EXCAVATING	\$1,575.00
62443	JEFFERSON CONTRACTING LTD.	\$441.00
62444	NATURE CONSERVANCY OF CANADA	\$1,325.00
62445	TSUNAMI SOLUTIONS LTD	\$1,179.63
62446	VISTA RADIO LTD.	\$551.25
EFT013932	AIR LIQUIDE CANADA INC	\$297.20
EFT013933	ALS CANADA LTD	\$738.69
EFT013934	Baynes Lake General Store	\$45.43
EFT013935	DAVID BERANEK	\$47.20
EFT013936	BLACK PRESS GROUP LTD	\$6,695.98
EFT013937	BRIGADE	\$2,085.56
EFT013938	COLLEGE OF THE ROCKIES	\$1,970.00
EFT013939	COLUMBIA VALLEY PIONEER	\$8,113.40
EFT013940	CONTROLLED FIRE SERVICES INC.	\$65.10
EFT013941	CORIX MULTI-UTILITY SERVICES	\$3,300.88
EFT013942	CYBERLINK SYSTEM CORP.	\$7,732.20
EFT013943	FIONA DERCOLE	\$4,927.73
EFT013944	STAN DOEHLE	\$20.00
EFT013945	FORTIS BC - NATURAL GAS	\$675.21
EFT013946	FRONTLINE OPERATIONS GROUP	\$6,437.81
EFT013947	DALE GARRETT	\$22.04
EFT013948	ROB GAY	\$39.05
EFT013949	GFL ENVIRONMENTAL INC. 2019	\$364,417.77
EFT013950	GREAT CANADIAN OIL CHANGE	\$212.90
EFT013951	HOP STUDIOS	\$1,653.75
EFT013952	JENNIFER ASSELIN	\$218.44
EFT013953	LIDSTONE & COMPANY	\$1,363.08
EFT013954	HERMANN MAUTHNER	\$125.48

Board Cheque Register

From 1/1/2020 To 1/31/2020

Cheque Number	Vendor Name	Amount
EFT013955	McELHANNEY LTD.	\$12,179.32
EFT013956	ALLEN MILLER	\$26.92
EFT013957	MPE ENGINEERING LTD.	\$39,112.79
EFT013958	NORTHWEST HYDRAULIC CONSULTANTS	\$23,911.87
EFT013959	RM OFFICE SOLUTIONS LTD	\$677.63
EFT013960	ROCKY MTN PHOENIX	\$4,931.64
EFT013961	SOUTHEAST RENTALS LTD	\$4,389.53
EFT013962	STEEDMAN ENTERPRISES	\$10,867.50
EFT013963	KARL STERZER	\$637.00
EFT013964	STEPHANIE STEVENS	\$171.00
EFT013965	SUPERIOR PROPANE INC.	\$3,811.61
EFT013966	TEMPEST DEVELOPMENT GROUP	\$6,907.95
EFT013967	TRI-KOTA CLEANING	\$400.00
EFT013968	VALLEY LOCKWORKS	\$285.81
EFT013969	WARDNER COMMUNITY ASSOCIATION	\$1,398.05
EFT013970	WASTE MANAGEMENT OF CANADA	\$47,755.72
EFT013971	GERALD WILKIE	\$358.44
EFT013972	WINDERMERE CENTEX	\$75.70
EFT013973	WINDERMERE WATER & SEWER CO	\$1,938.14
62447	MINISTER OF FINANCE	\$17.02
EFT013974	BC HYDRO	\$46,296.70
EFT013975	BC TRANSIT	\$38,142.31
EFT013976	EAGLE ROCK CONSTRUCTION LTD.	\$168,885.63
EFT013977	PRECISION SERVICE & PUMPS INC.	\$80,544.61
62448	DIAMOND HEATING & SPAS (2008) LTD	\$157.50
62449	R. ECCLESTON	\$49.56
62450	HOME DEPOT	\$579.62
62451	JEFFERSON CONTRACTING LTD.	\$3,446.73

Board Cheque Register

From 1/1/2020 To 1/31/2020

Cheque Number	Vendor Name	Amount
62452	STEVE MINUK	\$23.60
62453	JOSH PEDERSEN	\$23.60
62454	PRESTIGE LAKESIDE RESORT	\$136.85
62455	MARGE REAY	\$17.70
62456	SHAW CABLE	\$725.71
62457	TELUS COMMUNICATIONS	\$5,622.31
EFT013978	ACTION EQUIPMENT RENTAL	\$112.00
EFT013979	ADVANCED SAFETY MGMT LTD	\$437.92
EFT013980	DOUG BARRACLOUGH	\$64.90
EFT013981	BDO DUNWOODY	\$4,200.00
EFT013982	BELL MOBILITY INC.	\$2,108.30
EFT013983	LARRY BINKS	\$541.40
EFT013984	(BOB) R.M. BJORN	\$19.47
EFT013985	BLACK PRESS GROUP LTD	\$207.11
EFT013986	CIMCO REFRIGERATION	\$2,168.25
EFT013987	KENNETH CLARKE	\$360.00
EFT013988	LEE-ANN CRANE	\$45.00
EFT013989	CRANBROOK PEST CONTROL	\$2,894.85
EFT013990	D & E ENTERPRISES JANITORIAL	\$1,503.58
EFT013991	FIONA DERCOLE	\$164.00
EFT013992	LILY DURHAM	\$115.68
EFT013993	ECO/LOGIC ENVIRONMENTAL	\$23,548.88
EFT013994	e-KNOW EK NEWS ONLINE WEEKLY	\$6,237.00
EFT013995	GREAT CANADIAN OIL CHANGE	\$92.66
EFT013996	KENT HOLMES	\$17.70
EFT013997	HERB JANZEN	\$37.76
EFT013998	ILENE LOWING	\$22.42
EFT013999	MERIDIAN ONE CAP	\$298.56

Board Cheque Register

From 1/1/2020 To 1/31/2020

Cheque Number	Vendor Name	Amount
EFT014000	GARY MITCHELL	\$37.17
EFT014001	ALLAN NORMAN	\$660.00
EFT014002	GORDON OLSEN	\$76.70
EFT014003	PRESTIGE INN CRANBROOK	\$1,480.16
EFT014004	SUPERIOR PROPANE INC.	\$69.59
EFT014005	JOHN TODD	\$8.85
EFT014006	VAN HOUTTE COFFEE SERVICE INC	\$189.05
EFT014007	M. SHAYNE WEBSTER	\$23.60
EFT014008	JIM WESTWOOD	\$70.40
EFT014009	VIRGINIA WEST	\$45.00
EFT014010	NANCY WILFLEY	\$49.37
EFT014011	COLUMBIA VALLEY SEWER & DRAIN LTD	\$338.63
EFT014012	RELLA PAOLINI & ROGERS	\$1,124.96
EFT014013	RYAN WATMOUGH	\$8,887.59
62458	BC ONE CALL	\$30.71
62459	BUILDING OFFICIALS ASSOCIATION OF BC	\$420.00
62460	COLUMBIA BASIN TRUST	\$3,916.57
62461	COLUMBIA HOUSE ENHANCEMENT SOCIETY	\$6,300.00
62462	INVESTORS GROUP TRUST CO. LTD.	\$647.50
62463	BREA MCCORMACK	\$440.00
62464	MJ S FLORAL BOUTIQUE	\$60.90
62465	AMY ROGERS	\$130.00
62466	SOUTH COUNTRY SERVICES	\$368.25
62467	THE COMPASSIONATE FRIENDS OF CANADA	\$1,400.00
62468	WORDSWORTH & ASSOCIATES	\$8,983.88
EFT014014	ALS CANADA LTD	\$492.46
EFT014015	BENEFITS BY DESIGN INC.	\$8,848.95
EFT014016	B & L Security Patrol Ltd	\$99.75

Board Cheque Register

From 1/1/2020 To 1/31/2020

Cheque Number	Vendor Name	Amount
EFT014017	CDW CANADA INC.	\$577.14
EFT014018	CITY OF FERNIE	\$2,728.80
EFT014019	CivicInfo BC	\$446.25
EFT014020	SUSAN CLOVECHOK	\$629.12
EFT014021	COLUMBIA BASIN BROADBAND CORP	\$1,657.60
EFT014022	CONTROLLED FIRE SERVICES INC.	\$65.10
EFT014023	CRANBROOK PEST CONTROL	\$780.15
EFT014024	CUPE LOCAL 2106	\$1,651.82
EFT014025	STAN DOEHLE	\$600.12
EFT014026	e-KNOW EK NEWS ONLINE WEEKLY	\$840.00
EFT014027	ROB GAY	\$267.56
EFT014028	KRISTA GOODMAN	\$430.00
EFT014029	INTERIOR HEALTH - CAPITAL	\$135,108.20
EFT014030	INVERMERE HARDWARE	\$268.79
EFT014031	BONNIE KARI	\$75.00
EFT014032	KEEFER ECOLOGICAL SERVICES LTD.	\$2,049.74
EFT014033	KOOTENAY KWIK PRINT	\$402.62
EFT014034	MITECH BUSINESS SYSTEMS	\$266.91
EFT014035	M & R ELECTRICAL (B.C.) LTD.	\$2,942.44
EFT014036	MTS MAINTENANCE TRACKING SYSTEM INC	\$534.10
EFT014037	PAUL OAKS	\$150.00
EFT014038	REG DIST OF CENTRAL KOOTENAY	\$7,663.92
EFT014039	RELLA PAOLINI & ROGERS	\$357.40
EFT014040	DAMIEN RICHARD	\$3,447.01
EFT014041	RM OFFICE SOLUTIONS LTD	\$1,476.18
EFT014042	RUALT MECHANICAL SERVICES LTD	\$617.86
EFT014043	SELKIRK SIGNS & SERVICES LTD	\$767.20
EFT014044	SPERLING HANSEN ASSOCIATES	\$1,479.18

Board Cheque Register

From 1/1/2020 To 1/31/2020

Cheque Number	Vendor Name	Amount
EFT014045	JENNIFER SPETA	\$8,048.25
EFT014046	SUPERIOR PROPANE INC.	\$2,407.17
EFT014047	TAYNTON BAY ELECTRICAL LTD	\$624.76
EFT014048	TRI-KOTA CLEANING	\$200.00
EFT014049	UNITED WAY	\$59.00
EFT014050	VALLEY VIEW CONTRACTING	\$5,040.00
EFT014051	VALLEY LOCKWORKS	\$480.38
EFT014052	TRACY VAN DE WIEL	\$47.70
EFT014053	VAN HOUTTE COFFEE SERVICE INC	\$32.79
EFT014054	JANE WALTER	\$527.04
EFT014055	GERALD WILKIE	\$475.76
EFT014056	WOODY'S PLUMBING	\$265.65

Total Cheques: 321**Total Amount of Cheques: \$2,853,500.72**

Resolved:

That the cheque register for the RDEK General Account in the amount shown above be approved as paid.

Chairperson: _____

Request for Decision

File No: Shh 009 001

Date February 5, 2020
Author Shannon Moskal, Corporate Officer
Subject Special Event Licence – Panorama Family Day Fireworks Show

REQUEST

To grant a Special Event Licence to Panorama Mountain Resort for the Family Day Fireworks Show to be held at 2030 Summit Drive in Panorama on February 15, 2020.

OPTIONS

1. THAT a Special Event Licence be issued to Panorama Mountain Resort for the Family Day Fireworks Show to be held at 2030 Summit Drive in Panorama on February 15, 2020;

and further, the Special Event is hereby exempt from Sections 4.1, 4.2 and 4.3 of Noise Control Regulation Bylaw No.1396 during the hours of 8:00 pm to 9:30 pm on February 15, 2020.
2. THAT a Special Event Licence be issued to Panorama Mountain Resort for the Family Day Fireworks Show to be held at 2030 Summit Drive in Panorama on February 15, 2020 subject to the following conditions *[any or all of the conditions listed below could apply]*:
 - (a) the applicant must deposit cash in the amount of \$_____ for the reimbursement of any costs which may be incurred by the RDEK because of and as a consequence of the Special Event;
 - (b) the applicant must obtain and keep in force during the Special Event, at its sole expense, insurance satisfactory to the RDEK protecting the RDEK and the applicant (without any rights of cross-claim or subrogation against the RDEK) against claims for personal injury, death, property damage or third party or public liability claims arising out of, in connection with, or in any way related to the Special Event, in a form acceptable to the RDEK and in an amount not less than \$_____ and with the RDEK named as an additional insured;
and further, the Special Event is hereby exempt from Sections 4.1, 4.2 and 4.3 of Noise Control Regulation Bylaw No.1396 during the hours of 8:00 pm to 9:30 pm on February 15, 2020.
3. THAT a Special Event Licence as applied for by Panorama Mountain Resort for the Family Day Fireworks Show to be held at 2030 Summit Drive in Panorama on February 15, 2020 be denied.

RECOMMENDATION

Option 1.

BACKGROUND/ANALYSIS

The Family Day Fireworks Show is an annual event held by Panorama Mountain Resort. This event takes place on February 15, 2020 from 8:30 pm – 9:00 pm. The fireworks will be held at the ski resort in celebration of Family Day.

An exemption to the Noise Control Regulation Bylaw No.1396 is recommended, as the noise generated from the fireworks display may be clearly heard by surrounding residents.

SPECIFIC CONSIDERATIONS

Referrals

No concerns were identified by the referral agencies.

Control of Special Events Bylaw

Because attendance will exceed 500 persons, a Special Event Licence is required. Along with requiring a Licence, the Special Events Bylaw also stipulates the following:

- The Board may require posting of security (performance bond or cash) for the reimbursement of any costs which the RDEK may incur because of and as a consequence of the event.
- Applicant shall obtain insurance in a form and amount acceptable to the RDEK to cover risks of injury to personnel or property damage to equipment of the RDEK and to cover other expenses, costs or charges not listed.
- Owner/occupier of property shall not allow their property to be used for an event which *"may develop the making or causing of noises or sounds which disturb, or tend to disturb, the quiet, peace, rest, enjoyment, comfort or convenience of the neighbourhood, or of persons in the vicinity."*

Noise Control Regulation Bylaw No.1396

- Defines objectionable noise as any sound that disturbs the quiet, peace, rest, enjoyment, comfort or convenience of the neighbourhood or persons in the vicinity or of individuals or the public.
- Prohibits making or causing any objectionable noise in or on a highway, public or private place or elsewhere in the Service Area (all Electoral Areas) – Section 4.1.
- Prohibits an owner, tenant or occupier of real property to allow or permit objectionable noise to occur on or emanate from the property – Section 4.2.
- Prohibits playing or operating any outdoor public address system, radio, stereophonic equipment or other instrument or apparatus for the production or amplification of sound either in a public or private place in a manner that would cause or create objectionable noise – Section 4.3.

Attachment



19 – 24th Avenue South
Cranbrook, BC V1C 3H8
Ph: 250-489-2791 or 1-888-478-7335
Fx: 250-489-3498
info@rdek.bc.ca

FOR OFFICE USE ONLY	
Licence Status:	Corporate Officer:

Special Event Licence Application

1. Applicant

Organization: PANORAMA MOUNTAIN RESORT

Contact Name: JASON SIMPSON

Mailing Address: 2030 SUMMIT DRIVE
PANORAMA, BC, V0A 1T0

Phone: 250. 409. 5000 Email: jason.simpson@panoramaresort.ca

2. Property and Event Information

Name of Event: FAMILY DAY FIREWORKS SHOW

Location of Event: 2030 SUMMIT DRIVE, PANORAMA, BC
(civic address of property including house #, street name and community)

Nature of Event: FIREWORKS

Event Date(s): FEB. 15 / 2020 Event Time(s): 8:30pm - 9:00pm

Number of Attendees Expected at Event: 1000
(includes paid visitors, volunteers, workers, organizers, vendors, etc.)

Contact During Event: JASON SIMPSON Phone: 250. 409. 5000

Event Plan: ☒ Event plan is attached, as described under "Required Information".

Personal Information contained on this form is collected under the authority of section 26 of the *Freedom of Information and Protection of Privacy Act* and will be used only for the purpose of processing the application and administering the Special Event Licence and will be disclosed to the public. For questions relating to the collection, use and disclosure of your personal information, contact the RDEK Corporate Officer at 250-489-2791.

3. Referrals

The applicant must refer this application and the event plan described under "Required Information" to the following agencies or individuals for review in order to allow them an opportunity to provide written comments confirming whether they have concerns about the application or Special Event.

a) **Environmental Health Officer** for the location in which the Special Event is to be held:

Please indicate below whether you have any concerns with this application or Special Event.

- ☒ No concerns ☐ Concerns have been addressed
☐ Concerns not addressed

List concerns or comments (attach a separate page if required):

See attached

Jennifer Beverley
Name

[Signature]
Signature 1/30/2020

- ☐ No comments received by applicant Date referral submitted: _____

b) **RCMP detachment** for the location in which the Special Event is to be held:

- ☐ No concerns ☐ Concerns have been addressed
☐ Concerns not addressed

List concerns or comments (attach a separate page if required):

Name

Signature

- ☐ No comments received by applicant Date referral submitted: _____

c) **Fire Chief** of the fire protection service area in which the Special Event is to be held or, if no fire protection service area exists, the **Office of the Fire Commissioner**:

Please indicate below whether you have any concerns with this application or Special Event.

- ☐ No concerns ☐ Concerns have been addressed
☐ Concerns not addressed

List concerns or comments (attach a separate page if required):

Name

Signature

- ☐ No comments received by applicant Date referral submitted: _____

Panorama Family Day Fireworks Event

At this point in time, I do not have any environmental health concerns with the planned event at Panorama on February 15th, 2020. The venue at Panorama has an Interior Health approved drinking water system, septic system and permitted food facilities. No temporary food facilities for this event have been approved. Indoor washroom facilities are provided to attendees and for solid waste management, the venue has outdoor garbage disposal receptacles. First aid and safety services are also available for emergency assistance. It is recommended that the emergency response staff be trained to recognize opioid overdoses and administering "Naloxone" to respond to potential overdoses. The Province of British Columbia "Major Planned Events" guideline is available at <https://www2.gov.bc.ca/gov/content/health/keeping-bc-healthy-safe/pse-mpe/major-planned-events> If the event coordinator would like some more information or they may contact Jennifer Beverley.

Jennifer Beverley

Environmental Health Officer

The applicant must refer this application and the event plan described under "Required Information" to the following agencies or individuals for review in order to allow them an opportunity to provide written comments confirming whether they have concerns about the application or Special Event.

a) **Environmental Health Officer** for the location in which the Special Event is to be held:

Please indicate below whether you have any concerns with this application or Special Event.

- ☐ No concerns ☐ Concerns have been addressed
☐ Concerns not addressed

List concerns or comments (attach a separate page if required):

Name

Signature

- ☐ No comments received by applicant Date referral submitted: _____

b) **RCMP** detachment for the location in which the Special Event is to be held:

- ☒ No concerns ☐ Concerns have been addressed
☐ Concerns not addressed

List concerns or comments (attach a separate page if required):

Sgt. D.W. KAKUNO #47484

Name

Signature

- ☐ No comments received by applicant Date referral submitted: 2020-01-30

c) **Fire Chief** of the fire protection service area in which the Special Event is to be held or, if no fire protection service area exists, the **Office of the Fire Commissioner**:

Please indicate below whether you have any concerns with this application or Special Event.

- ☐ No concerns ☐ Concerns have been addressed
☐ Concerns not addressed

List concerns or comments (attach a separate page if required):

Name

Signature

- ☐ No comments received by applicant Date referral submitted: _____

3. Referrals

The applicant must refer this application and the event plan described under "Required Information" to the following agencies or individuals for review in order to allow them an opportunity to provide written comments confirming whether they have concerns about the application or Special Event.

a) **Environmental Health Officer** for the location in which the Special Event is to be held:

Please indicate below whether you have any concerns with this application or Special Event.

- ☐ No concerns ☐ Concerns have been addressed
☐ Concerns not addressed

List concerns or comments (attach a separate page if required):

Name

Signature

- ☐ No comments received by applicant Date referral submitted: _____

b) **RCMP detachment** for the location in which the Special Event is to be held:

- ☐ No concerns ☐ Concerns have been addressed
☐ Concerns not addressed

List concerns or comments (attach a separate page if required):

Name

Signature

- ☐ No comments received by applicant Date referral submitted: _____

c) **Fire Chief** of the fire protection service area in which the Special Event is to be held or, if no fire protection service area exists, the **Office of the Fire Commissioner**:

Please indicate below whether you have any concerns with this application or Special Event.

- ☒ No concerns ☐ Concerns have been addressed
☐ Concerns not addressed

List concerns or comments (attach a separate page if required):

Chief Tim Miller
Name

Signature

- ☐ No comments received by applicant Date referral submitted: JAN 30/20

4. Consent of Registered Owner(s) or Occupier(s)

As the registered owner(s) or occupier(s) of the land described in this application where the Special Event will be held, I/we hereby consent to the holding of the Special Event.

Panorama Mountain Village Inc.
Registered Owner/Occupier Name

[Signature]
Signature

Steve Paccagnan, President.
Print Name of Authorized Signatory
(if applicable)

5. Applicant's Signature

By signing below I hereby certify that I am authorized to act on behalf of the above named organization and that I have read, understand, and agree to comply with all provisions of Regional District of East Kootenay Control of Special Events Bylaw No. 277. I and the above named organization agree to indemnify and save harmless the Regional District of East Kootenay, its directors, officers, agents, and employees from any and all actions arising from or because of the Special Event.

JASON SIMPSON
Name of Applicant's Authorized Signatory

[Signature]
Signature

FOR OFFICE USE ONLY

RDEK Compliance Officer

☐ No conflict with RDEK regulations ☒ Potential conflict with RDEK regulations

Comments: The noise generated from this event will contravene the RDEK Noise Bylaw. Applicants will need to apply for an exemption from the noise bylaw #1396

[Signature]
Signature

Jan. 31, 2020
Date

Board Meeting / Special Conditions

Board Date / Resolution #:

Security Deposit Required / Amount:

Exemption to Noise Control Regulation Bylaw:

Insurance Required / Amount:

Application Fee

Application Fee Paid: \$90

Receipt #:

Panorama Mountain Resort

Family Day Fireworks – Feb 15/ 2020

Event Plan

Location

Base of the ski area on the ski run known as Show Off.

Approx. 1000 people will be in attendance.

Fire Protection

The event takes place in the winter on snow covered slopes and outside the minimum safe distance from structures.

Panorama Fire Department is on standby and members of the volunteer department are on sight.

The fire house is 1km away from the site.

First Aid

Members of Panorama Ski Patrol and Safety Services are on site throughout the event.

Patrol Clinic is 500 meters from the event site.

Toilet Facilities

Male and Female washrooms are in the Great Hall, Monticola Restaurant, and T-Bar. All facilities are within 100 meters of the event site.

Garbage and Recycling

There are several permanent bins located within the event site.

Internal Security

Panorama Safety Services is on site providing security and crowd control.

Barriers are put in place by Panorama Mountain Operations to keep the public in a safe place to view the fireworks.

Food Safety

N/A

Parking

Adequate parking is provided at the resort's Upper and Lower parking lots as well as in the under parking in each condo hotel.

Traffic Control

N/A

Liquor Being Served

No liquor is sold or provided at the event.

Prevention of Excessive or Disturbing Noises

While the fireworks are loud by nature, all resort guests are made aware of the show through in-house advertising. The show begins at 8:30 pm and is over by 9:00pm to maximize viewership while respecting resort quiet hours.

Contact Person

Jason Simpson

250.409.5000

	1 Day Before	Morning of Show	7:45 PM	8:00 PM	8:15 PM	8:30 PM	8:45 PM
Ski Patrol	Prepare fencing materials for designated launch site	Install fencing around launch site. 10:30am Skidoo + sleigh deliver fireworks to Launch Pad, 2-3 deliveries	Thoroughly sweep Show off. Let Maintenance know when Swept and Clear	Stand by for assistance and First aid			(Day after) Remove site fencing
Grooming	Build launch site. Leave blade boxes at Cat shop for fireworks 4:00pm Load Blade Box 5:00pm Deliver 1-2 blade boxes to Launch Pad, leave box						1-2 Blade Box returned to Cat Shop @ 11:30pm
Snow School		Build torches	Be at Mile 1 for upload	Upload on the Mile 1	Parade to move into position at tower 14 8:20 Start Parade	Parade arrives at base. GlobalFest waits for torches to be extinguished.	
Lift ops			Call last chair Top operator leave drive and controls on Bottom operator leave controls on Tubepark calls last ride and shuts down carpet	Place maze gates from top of Tipdrag to above bottom of blue fence at Disco Chair load.	Operate bottom of Mile 1 Notify top of last chair Shut down as normal	Remove maze gate barrier and store pick up litter Assist Gondola with loading guests	
Lift Maintenance			Be at bottom of Mile 1 waiting for sweep	Turn off terrain/ tube park lights and music. Turn lower Show Off Lights	Operate top of mile Shut down as normal after last chair Shut off Upper Show Off lights once parade is in place	Reset lights to auto The following morning	
Safety Services			Inform Pool guests lights will be shut off for Fireworks	Attend designated areas (gondy+ base) to assist with crowd control + First aid. Check that pool lights are out Turn off Super Pole lights	Assemble in Ski Tip and disperse to the following: 3 in base area, 1 at carpet base 1 at top of carpet, 1 in middle of carpet if possible	Base team moves to Gondy + Ski Tip loop for traffic control. Carpet team moves to base for crowd control. Remove maze gate barrier and store Pick up litter	
F&B		Ski+Ride to deliver radio to F&B team. Ken Goosen to provide music to F&B team	Music player to be connected to GH deck PA system			start music on Fireworks Contractor command.	
Ryan Stimming						Notify Fireworks contractor when it is clear to Commence.	

Contact Information

Ski Patrol	Neil Carey	Channel #1 Cell # 250 341 7084
Grooming	Bryan Kroker	Channel #1 Cell # 250
Snow School	Jason Simpson	Channel #1 Cell # 250 409 5000

Duty Officer	Jason Simpson	250.409.5000
CEO:	Steve Paccagnan	Cell # 250 342 5158

Lift Ops	???	Channel #1 Cell #
Lift Maintenance	????	Channel #1 Cell #
Safety Services	Shane Safety services	Channel #1 Cell # 705 768 1332 Channel #3 Cell # 250 341 1450
Fireworks	Ken Goosen	Channel #1 Cell # 403 604 5172

Request for Decision

File No: Shk 065 001

Date February 3, 2020
Author Shawn Tomlin, CAO
Subject Kootenay Indian Residential School Anniversary of Closing

REQUEST

Request from the Ktunaxa Nation to sponsor a meal for the Kootenay Indian Residential School 1912-1970, 50th Anniversary Closing.

OPTIONS

1. THAT a grant in the amount of \$7,500 for the Kootenay Indian Residential School 1912-1970, 50th Anniversary of Closing be approved to be paid from General Administration, and that the grant amount be included in the financial plan.
2. THAT sponsorship in the amount of \$_____ for the Kootenay Indian Residential School 1912-1970, 50th Anniversary of Closing be approved to be paid from General Administration, and the grant amount be included in the financial plan.
3. THAT the request for sponsorship of the Kootenay Indian Residential School 1912-1970, 50th Anniversary of Closing be referred to the Discretionary Grants-in-Aid process.

BACKGROUND/ANALYSIS

On June 26, 1970 the Kootenay Indian Residential School was permanently closed. The Ktunaxa Nation are hosting a four day gathering to commemorate this date and have invited the RDEK to sponsor one or more meals for the event. The cost of each meal is \$7,500.

As outlined on the attached, the event is a celebration of a milestone in the history of indigenous people in Canada and is aimed to help promote healing for the past students and their families. The event will also promote awareness of the history of the residential school and celebrate healing and resilience.

Attachment

EVENT DESCRIPTION

PROJECT TITLE: Kootenay Indian Residential School 1912-1970, 50th Anniversary of Closing

***Society:** The event is coordinated by the Ktunaxa Traditional Knowledge and Language Enrichment Society (TKLES).*

Introduction:

On June 26, 1970 the Kootenay Indian Residential School was shut down forever.

It had been in operation since 1912, first as the St Eugene Industrial School then in 1925 was renamed the Kootenay Indian Residential School.

The past 50 years has seen an incredible transformation. The Ktunaxa Nation has taken a symbol of darkness and reclaimed it to become a beacon of hope and inspiration.

Approximately 5,000 students attended this residential school from the local Ktunaxa communities and from southern Alberta and the interior of BC. We are inviting all survivors and their families to join us in remembering our past and celebrating our future.

We are planning a four day gathering starting with a golf tournament on June 25, the commemoration on the 26th, an International Pow Wow on the 27th and the celebration of Holy Mass with Bishop Gregory in the 103 year old St Eugene Church on Sunday June 28, 2020.

Project Rationale:

The event is a celebration of an important milestone in the history of indigenous people in Canada. The 50 year anniversary of closing a large residential school, home to nearly 5,000 students of various first nations. In 50 years, much has happened, but the wounds and intergeneration trauma caused by that school are still evident in the lives of thousands of students and their families.

Celebrating this positive step in history: the CLOSING, is an important part of healing. This event seeks to acknowledge the wrong, to speak to the truth, to acknowledge reconciliation efforts and potentials, and to support students to continue to move towards healings. This event will be a reminder of the incredible resilience of First Nations, who in the face of such horror still survived and thrived. This event is a reclamation of what is ours: ***We shall speak our language, dance our songs, and live our ceremonies in the same place that tried to strip all away. Because we won, and we were not erased. Because we survived and we will thrive.***

The Kootenay Indian Residential School was located in Cranbrook, BC, Ktunaxa Territory. As the school was located in Ktunaxa territory, was see fit the Ktunaxa Nation hosts this event. There are no other Nations currently working on this celebration. The main challenge for this event will be ensuring that adequate supports for mental health and spirituality are available during and after the event. This will be addressed through adequate funding to secure qualified professionals and spiritual leaders.

Collaboration in Healing:

This event is in line with the nation-wide movement towards healing and reconciliation. Most indigenous Nations in Canada have been working within their capacity to support residential school survivors towards healing. The following are Nations who attended the Kootenay Indian Residential School. All these Nations have counsellors and ongoing support to their members to address mental health:

- Ktunaxa
- Blood
- Piikani
- Okanagan
- Stoney

This event will gather all these Nations efforts and bring awareness of future services and supports needed, open collaborations of support, and enhance support availability.

Objective

The event is aimed to help promote healing for the past students and their families. The event will also promote awareness of the history of the residential school and celebrate healing and resilience.

Activities	Details	Objectives
Day 1: Golf Day	<ul style="list-style-type: none"> The first day of the event will be a golf tournament 	<p><i>Celebration of Resilience</i></p> <p>The Ktunaxa reclaimed their land and transformed the old residential school in a golf course casino resort. In June 2020 it will be 20 years since the golf course opened. This is a celebration of how a dark building was transformed in a success story. The tournament will also promote many of the Indigenous golfers that have played in the course and gone onto a successful golf career.</p>
Day 2: Ceremony day	<ul style="list-style-type: none"> Speeches and addresses from Nations who attended the school 	<p><i>Reconciliation</i></p> <p>Government Officials will have a chance to speak to reconciliation movement and state their support towards healing from the residential school. Members of all Nations who attended the residential school will have an opportunity to speak to their Nations' resilience and movement towards healing</p>
	<ul style="list-style-type: none"> Ceremonial walk of "welcoming students home" 	<p><i>Healing/ Belonging</i></p> <p>Many students were left behind in the residential school when it closed. The walk of welcome home ceremony will further support healing for these students whose sense of abandonment has hunted them from the day the doors closed.</p>
	<ul style="list-style-type: none"> Spiritual ceremonies from each Nation 	<p><i>Empowerment/Healing</i></p> <p>All students and families will have an opportunity and space to practice their spiritual ceremonies on the grounds of the school that tried to erase their</p>

		culture in the first place. Spiritual ceremonies will not only empower their spirit but will empower their mind and hearts as they reclaim what it is theirs
	<ul style="list-style-type: none"> Gathering and sharing 	<i>Resilience/Support/Healing</i> Students will have gathering opportunities to share pictures and stories with each other. This will promote sense of community and support as well as engage in topics of resilience and healing.
	<ul style="list-style-type: none"> Counsellors 	<i>Immediate support/mental health</i> The event will have counsellors available at all times to support students who may be triggered and in need of immediate support.
Day 3: Powwow Day	<ul style="list-style-type: none"> Dances 	<i>Healing, Empowerment, Culture</i> To host a powwow in the ground of what once was a residential school. A celebration of how far we have come in reclaiming our identity. The powwow floor is spiritually powerful and the dances support healing, promote culture, and empower both dancers and spectators.
Day 4: Mass Day	<ul style="list-style-type: none"> Mass 	<i>Spiritual Healing</i> This mass will be celebrated by the local Bishop. This is a symbol of reconciliation as the mass readings and choir will be in the Ktunaxa Language for the first time.
Meals	<ul style="list-style-type: none"> Lunch and Dinner will be served in all 4 days of the event 	<i>Culture/Support</i> Sharing meals is a very important part of Indigenous cultures. Sharing meals will allow further support healing, support, and culture

Outcomes

Activities	Goals	Measurable Outcomes
Golf tournament	Celebration of Resilience	Presence of indigenous golf pros
Powwow Day	Healing, Empowerment	Presence of dancers and spectators Visible counsellors and support staff Opportunities for gathering (photo slide show room, meals, visiting areas)
Ceremony Day	Healing, Empowerment, Reconciliation, Mental Health	Public address from each of the Nations Public address from each of the government officials Welcoming ceremony Opportunities for visiting and gathering (meals, social spaces)
Mass Day	Reconciliation	Ktunaxa language spoken in liturgy, Ktunaxa choir Presence of students

Partners and Collaborations

- The Ktunaxa Nation is formed by 6 Bands, 4 Bands located in Canada (aqam, akisqnuk, tabacco plains, and lower kootenay) and 2 in the United States (Kootenay Tribe of Idaho, and Elmo Band). Each of these Bands have been requested to contribute \$10,000 towards this event. Shuswap Indian Band is also located in Ktunaxa Territory, and has also been asked to contribute the same amount.
- Partnership requests have also gone out to many local organization and business that operate and profit in Ktunaxa Territory.

Continuation of Support

The event main focus is to further promote healing to students and their families. In the preparation of this event, on going communication will take place with all Nations attending. A list will be made for each Nation, outlining all sources of mental health supports available in their communities. Event organizers will ensure all students are given this comprehensive list. These lists will also be available through the onsite counsellors in the events. A follow up with each Nation will be done with highlights of the event, any concerns, and opening dialogue for future partnerships in healing activities/events.

Funding Request

The Society requests a donation to cover the costs associated with this large-scale reconciliation and healing event. The grant funds will be used for the following:

- Event equipment, facilities, and supplies.
- One-time wages of staff needed for the days of the event (counsellors, facilitators, servers, cleaners, and security staff)
- Food and beverages

Date February 5, 2020
Author Shawn Tomlin, CAO
Subject AKBLG Resolution – Taxation of Broadband Infrastructure

REQUEST

To submit a resolution to the Association of Kootenay and Boundary Local Governments requesting the Province to alter the valuation scheme for broadband infrastructure serving rural communities.

RESOLUTION

1. THAT the following resolution be submitted to the 2020 Association of Kootenay and Boundary Local Governments Convention:

WHEREAS the cost to deploy broadband infrastructure to support connectivity services is significant and revenue opportunities in rural areas are often not adequate to provide a return on investment that would attract private investment, resulting in underserved rural communities throughout the province;

AND WHEREAS both the Provincial and Federal Governments have made universal access to broadband services a priority including through the provision of infrastructure grants to encourage private investment in rural areas; however, the ongoing property taxation of broadband infrastructure creates a significant additional cost which further inhibits the already strained business case for private investment in broadband connectivity;

NOW THEREFORE BE IT RESOLVED that the UBCM petition the Province of British Columbia to alter the valuation scheme for broadband infrastructure serving rural communities.

BACKGROUND/ANALYSIS

Director Stan Doehle is requesting the Board's support to submit the resolution outlined above to the 2020 Association of Kootenay and Boundary Local Governments Convention.

The resolution was submitted to the UBCM Convention in 2019, however no RDEK Directors were available to speak to it when it came forward for consideration, and it was not endorsed. The wording of the resolution has been amended to remove the reference to exempting all Broadband telecommunications assets from property taxation, as this may have been seen as too far-reaching and may have impacted general support. Bringing it forward to the AKBLG Convention will allow for further local discussion and endorsement going forward to the 2020 UBCM Convention.

Request for Decision

File No: Fhh 502 001

Date February 5, 2020
Author Debbie Renaud, DCFO
Subject Audit Planning Report from BDO Canada LLP

REQUEST

Response to the Audit Planning Report from BDO Canada LLP.

OPTIONS

1. That a letter be sent to BDO Canada LLP identifying the following concerns or significant risks, and requesting that they be given consideration in the course of the year end audit: *(insert list of concerns)*_____.
2. That BDO Canada LLP be advised that there are no significant concerns, or significant risks, that the Board feels require particular attention during the audit.
3. That BDO Canada LLP be advised that for the purposes of the audit, the appropriate person in the governance structure with whom to communicate, is the Board Chair.

RECOMMENDATION

Option 3, and either Option 1 or 2 if the Board feels it appropriate

BACKGROUND/ANALYSIS

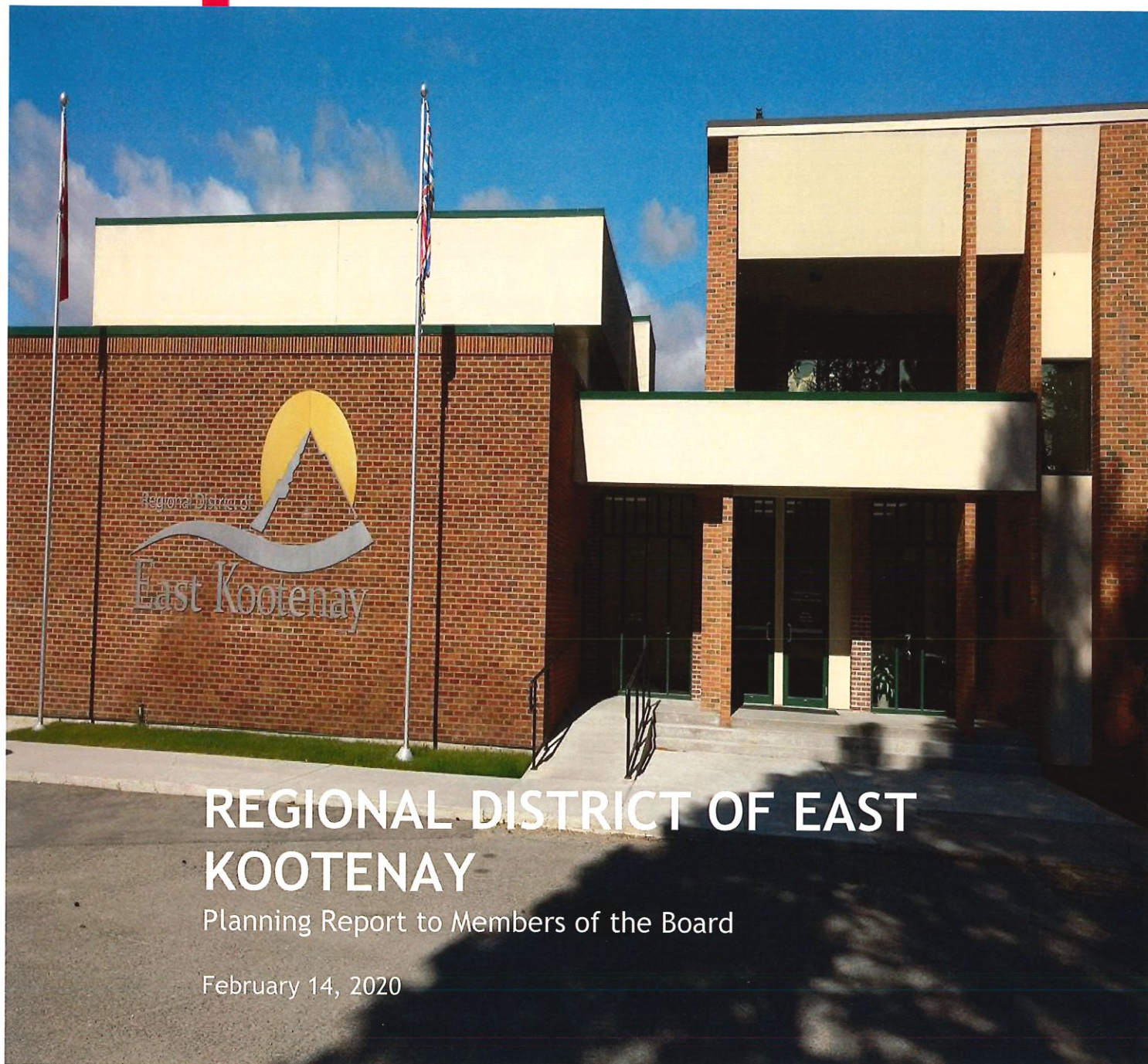
Attached is an audit planning report from our auditors, BDO Canada LLP, regarding the 2019 year-end audit. In the letter, they are requesting feedback from the Board on various subjects. In particular, they would like to hear from the Board if there is any question as to BDO's independence from the RDEK (their ability to provide an unbiased opinion), or if there are particular issues or risks that the Board feels warrant particular attention in the audit. They have noted that an absence of a response is taken as an indication that the Board does not have any issues.

SPECIFIC CONSIDERATIONS

Previous Board Action

In the past, the Board's direction was to have the auditors communicate with the Board Chair to discuss any issues of concern.

Attachment



REGIONAL DISTRICT OF EAST KOOTENAY

Planning Report to Members of the Board

February 14, 2020



Tel: 250-426-4285
Fax: 250-426-8886
Toll-Free: 800-993-3313
www.bdo.ca

BDO Canada LLP
35 10th Avenue South
Cranbrook BC V1C 2M9 Canada

February 14, 2020

Member of the Board
Regional District of East Kootenay
10 - 24th Ave South
Cranbrook, BC V1C 3H8

Dear Members of the Board;

We are pleased to present our audit plan for the audit of the financial statements of Regional District of East Kootenay for the year ending December 31, 2019.

Our report is designed to highlight and explain key issues which we believe to be relevant to the audit including audit risks, the nature, extent and timing of our audit work and the terms of our engagement, including fees. The audit planning report forms a significant part of our overall communication strategy with the Board and is designed to promote effective two-way communication throughout the audit process. It is important that we maintain effective two-way communication with the Board throughout the entire audit process so that we may both share timely information. The audit process will conclude with a Board meeting and the preparation of our final report to the Board.

This report has been prepared solely for the use of the Board and should not be distributed without our prior consent. Consequently, we accept no responsibility to a third party that uses this communication.

The Board plays an important part in the audit planning process and we look forward to meeting with you to discuss our audit plan as well as any other matters that you consider appropriate.

Yours truly,

Michael S. Murphy, CPA, CA
Partner
BDO Canada LLP
Chartered Professional Accountants

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TERMS OF REFERENCE

Our overall responsibility is to form and express an opinion on the financial statements. These financial statements are prepared by management, with oversight by those charged with governance. The audit of the financial statements does not relieve management or those charged with governance of their responsibilities. The scope of our work, as confirmed in our engagement letter, and a summary of our proposed fees are set out below.

ENGAGEMENT OBJECTIVES

- Forming and expressing an audit opinion on the financial statements.
- Present significant findings to the Board including key audit and accounting issues, any significant deficiencies in internal control and any other significant matters arising from our work.
- Provide timely and constructive management letters. This will include deficiencies in internal control identified during our audit.
- Work with management towards the timely issuance of financial statements.

INDEPENDENCE

At the core of the provision of external audit services is the concept of independence. Canadian generally accepted auditing standards require us to communicate to the Board at least annually, all relationships between BDO Canada LLP and its related entities and the Regional District and its related entities, that, in our professional judgment, may reasonably be thought to bear on our independence for the forthcoming audit of the Regional District.

We have prepared the following comments to facilitate our discussion with you regarding independence matters.

- We will provide assistance in the preparation of the financial statements, possibly including adjusting journal entries. These services may create a self-review threat to our independence. We, therefore, require that the following safeguards be put in place:
 - That management create the source data for all the accounting entries.
 - That management develop any underlying assumptions required with respect to the accounting treatment and measurement of the entries.
 - That management review and approve all journal entries prepared by us, as well as changes to the financial statement presentation and disclosure.

We hereby confirm that we are independent with respect to Regional District of East Kootenay within the meaning of the Rules of Professional Conduct of the Chartered Professional Accountants of British Columbia as of February 14, 2020.

AUDIT TEAM

In order to ensure effective communication between the Board and BDO Canada LLP, the contact details of the engagement team are outlined below.

Name	Role	Phone number	Email address
Michael Murphy, CPA, CA	Engagement Partner	250-426-4285 Ext: 5813	msmurphy@bdo.ca
Kenton Lane, CPA	Audit Manager	250-426-4285 Ext: 5828	kelane@bdo.ca

RESPONSIBILITIES

It is important for the Board to understand the responsibilities that rest with the Regional District and its management, those that rest with the external auditor and the responsibilities of those charged with governance. BDO's responsibilities are outlined within the annual engagement letter. The oversight and financial reporting responsibilities of management and the Board are summarized below.

MANAGEMENT'S RESPONSIBILITIES

- Maintain adequate accounting records and maintain an appropriate system of internal control for the Regional District.
- Select and consistently apply appropriate accounting policies.
- Prepare the annual financial statements.
- Safeguard the Regional District's assets and take reasonable steps for the prevention and detection of fraud and other irregularities.
- Make available to us, as and when required, all of the Regional District's accounting records and related financial information.

BOARD'S RESPONSIBILITIES

- Oversee the work of the external auditor engaged for the purpose of issuing an independent auditor's report.
- Facilitate the resolution of disagreements between management and the external auditor regarding financial reporting matters.
- Pre-approve all non-audit services to be provided to the Regional District or its subsidiaries by the external auditor.
- Review the financial statements before the Regional District publicly discloses this information.

AUDIT STRATEGY

Our overall audit strategy involves extensive partner and manager involvement in all aspects of the planning and execution of the audit and is based on our overall understanding of the Regional District.

We will perform a risk based audit which allows us to focus our audit effort on higher risk areas and other areas of concern for management and the Board.

To assess risk accurately, we need to gain a detailed understanding of the Regional District's business and the environment it operates in. This allows us to identify, assess and respond to the risks of material misstatement.

To identify, assess and respond to risk, we obtain an understanding of the system of internal control in place in order to consider the adequacy of these controls as a basis for the preparation of the financial statements, to determine whether adequate accounting records have been maintained and to assess the adequacy of these controls and records as a basis upon which to design and undertake our audit testing.



Based on our risk assessment, we design an appropriate audit strategy to obtain sufficient assurance to enable us to report on the financial statements.

We choose audit procedures that we believe are the most effective and efficient to reduce audit risk to an acceptable low level. The procedures are a combination of testing the operating effectiveness of internal controls, substantive analytical procedures and other tests of detailed transactions.

Having planned our audit, we will perform audit procedures, maintaining an appropriate degree of professional skepticism, in order to collect evidence to support our audit opinion.

MATERIALITY

Misstatements, including omitted financial statement disclosures, are considered to be material if they, individually or in aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

Judgments about materiality are made in light of surrounding circumstances and include an assessment of both quantitative and qualitative factors and can be affected by the size or nature of a misstatement, or a combination of both.

For purposes of our audit, we have set preliminary materiality at \$600,000 for the Regional District.

Our materiality calculation is based on the Regional District's preliminary results. In the event that actual results vary significantly from those used to calculate preliminary materiality, we will communicate these changes to the Board as part of our year end communication.

We will communicate all corrected and uncorrected misstatements identified during our audit to the Board, other than those which we determine to be "clearly trivial". Misstatements are considered to be clearly trivial for purposes of the audit when they are inconsequential both individually and in aggregate.

We encourage management to correct any misstatements identified throughout the audit process.

RISKS AND PLANNED AUDIT RESPONSES

Based on our knowledge of the Regional District's business, our past experience, and knowledge gained from management and the Board, we have identified the following significant risks; those risks of material misstatement that, in our judgment, require special audit consideration.

Significant risks arise mainly because of the complexity of the accounting rules, the extent of estimation and judgment involved in the valuation of these financial statement areas, and the existence of new accounting pronouncements that affect them. We request your input on the following significant risks and whether there are any other areas of concern that the Board has identified.

Landfill Post Closure Liability

Significant Risk

- The Regional District has significant estimates related to the landfill post closure liability.

Approach

- Review and evaluate calculations for the landfill post closure liability. Review and evaluate managements assumptions used in the calculations for the landfill post closure liability.

Management Override of Controls

Significant Risk

- Potential of management override or lack of segregation of duties.

Approach

- Review and test internal control procedures, including those surrounding journal entries and approvals.

Revenue Recognition

Significant Risk

- Ordinary presumption of fraud relating to revenue (CAS 240.26)

Approach

- Review and evaluate which types of revenue, revenue transactions or assertions give rise to such fraud risks and test internal control procedures or perform alternate procedures to address those fraud risks.

FRAUD DISCUSSION

Canadian generally accepted auditing standards require us to discuss fraud risk with the Board on an annual basis. We have prepared the following comments to facilitate this discussion.

Required Discussion	BDO Response	Question to Board
Details of existing oversight processes with regards to fraud.	Through our planning process, and based on prior years' audits, we have developed an understanding of your oversight processes including: <ul style="list-style-type: none"> • Board bylaws and policies; • Discussions at Board meetings and our attendance at those meetings; • Review of related party transactions; and • Consideration of tone at the top 	Are there any new processes or changes in existing processes relating to fraud that we should be aware of?
Knowledge of actual, suspected or alleged fraud.	Currently, we are not aware of any fraud.	Are you aware of any instances of actual, suspected or alleged fraud affecting the Regional District?

AUDITORS' RESPONSIBILITIES FOR DETECTING FRAUD

We are responsible for planning and performing the audit to obtain reasonable assurance that the financial statements are free of material misstatements, whether caused by error or fraud, by:

- Identifying and assessing the risks of material misstatement due to fraud;
- Obtaining sufficient and appropriate audit evidence regarding the assessed risks of material misstatement due to fraud, through designing and implementing appropriate responses; and
- Responding appropriately to fraud or suspected fraud identified during the audit.

The likelihood of not detecting a material misstatement resulting from fraud is higher than the likelihood of not detecting a material misstatement resulting from error because fraud may involve collusion as well as sophisticated and carefully organized schemes designed to conceal it.

During the audit, we will perform risk assessment procedures and related activities to obtain an understanding of the entity and its environment, including the entity's internal control, to obtain information for use in identifying the risks of material misstatement due to fraud and will make inquiries of management regarding:

- Management's assessment of the risk that the financial statements may be materially misstated due to fraud, including the nature, extent and frequency of such assessments;
- Management's process for identifying and responding to the risks of fraud in the entity, including any specific risks of fraud that management has identified or that have been brought to its attention, or classes of transactions, account balances, or disclosures for which a risk of fraud is likely to exist;
- Management's communication, if any, to those charged with governance regarding its processes for identifying and responding to the risks of fraud in the entity; and
- Management's communication, if any, to employees regarding its view on business practices and ethical behaviour.

In response to our risk assessment and our inquiries of management, we will perform procedures to address the assessed risks, which may include:

- Inquire of management, the Board, and others related to any knowledge of fraud, suspected fraud or alleged fraud;
- Perform disaggregated analytical procedures and consider unusual or unexpected relationships identified in the planning of our audit;
- Incorporate an element of unpredictability in the selection of the nature, timing and extent of our audit procedures; and
- Perform additional required procedures to address the risk of management's override of controls including;
 - Testing internal controls designed to prevent and detect fraud;
 - Testing the appropriateness of a sample of adjusting journal entries and other adjustments for evidence of the possibility of material misstatement due to fraud;
 - Reviewing accounting estimates for biases that could result in material misstatements due to fraud, including a retrospective review of significant prior years' estimates; and
 - Evaluating the business rationale for significant unusual transactions.

AUDIT TIMING

The following schedule outlines the anticipated timing of the audit of the financial statements of the Regional District.

Audit tasks and deliverables	Dates
Planning visit and interim fieldwork completed	December 2019
Final audit fieldwork commences	March 2020
Present final report to the Board	May 2020
Release of audit report	May 2020

As part of the year-end Board meeting, we will provide the Board with a copy of our draft audit opinion, discuss our findings, including significant estimates utilized by management, accounting policies, financial statement disclosures, and significant transactions completed during the year. We will also report any significant internal control deficiencies identified during our audit and reconfirm our independence.

FEES

We estimate our fees for December 31, 2019 will be \$43,000 plus applicable taxes for the audit of the financial statements, including assistance with preparation of the financial statements.

Our estimated fees are based on the time expected to complete the audit including out of pocket expenses and internal administration fees and are based upon the following assumptions:

- We will be provided with the requested audit schedules, working papers and descriptions of accounting systems and processes as detailed in our annual requirements letter upon the commencement of fieldwork;
- There will be minimal adjusting journal entries; and
- The nature of the Regional District's operations remain consistent with the prior year and there have been no changes in accounting personnel.

In the event that we incur additional charges or we experience delays in completing the audit, we will advise management.

NEW ACCOUNTING STANDARDS

The Public Sector Accounting Board has issued a number of standards, which will or have become effective for public sector entities over the next few years, which include:

Effective for fiscal years beginning on or after April 1, 2018 (early adoption is permitted)

- Restructurings

Effective for fiscal years beginning on or after April 1, 2021

- Asset Retirement Obligations
- Financial Instruments, Foreign Currency, Financial Statements Presentation and Portfolio Investment

Effective for fiscal years beginning on or after April 1, 2022

- Revenue

BDO RESOURCES

BDO is one of Canada's largest accounting services firms providing assurance and accounting, taxation, financial advisory, risk advisory, financial recovery and consulting services to a variety of publicly traded and privately held companies.

BDO serves its clients through 125 offices across Canada. As a member firm of BDO International Limited, BDO serves its multinational clients through a global network of over 1,500 offices in more than 160 countries. Commitment to knowledge and best practice sharing ensures that expertise is easily shared across our global network and common methodologies and information technology ensures efficient and effective service delivery to our clients.

Below is a link to the public sector section of our website:

<https://www.bdo.ca/en-ca/industries/public-sector/overview/>

Date February 4, 2020
Author Holly Ronnquist, CFO
Subject Draft 2020-2024 Five-year Financial Plan

Financial Plan Summary

Attached for review is a draft five-year financial plan. Included is a summary showing overall changes from 2019 and identifying larger items impacting the operating budget. Following that is a spreadsheet summarizing the impacts on taxation (requisition) broken down by jurisdiction. These requisition figures are not an invoice to municipalities, but rather a tax levy on municipal properties for RDEK services that are collected on behalf of the RDEK. As a regional district, we are not a taxing authority; we rely on municipalities and the Province to collect property taxes from our constituents within their respective jurisdictions.

Tax changes for each jurisdiction vary depending on the Services in which they participate, and the tax requirements of those Services. Apportionment among participants is also affected by changes in assessed values. Where assessments increase in one area and decrease in another, taxation will shift to those areas with increasing assessed values.

Individual Service Budgets

Following the summary are separate budgets for each RDEK Service, along with budget summary memos for most Services to be reviewed at the February 13, 2020 Committee meetings. Each Service stands alone financially, and all funds collected for a Service remain with it. Unless otherwise noted, the 2019 surplus for each service is carried forward to support 2020 expenditures. The amount of the surplus impacts the amount of taxation required in 2020. You will note this effect referenced in many of the budget memos, under 'CFO Comments.'

The Services to be reviewed in each Committee meeting are bookmarked on that Committee's agenda.

Salaries

As part of the process for each Service to track expenses separately, staff who work on multiple Services (which is most of us) code their time out on their weekly timesheets so that salaries are charged to the Services we spend time on. During the financial plan process, we try to forecast which Services our time will be spent on in the coming year. As a result of the difference between our predictions and the reality in the year, there will be variances, with some Services being over budget for salaries, and others under.



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.

.../2

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.



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Revenue

	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET
Requisition	\$18,280,711	\$18,280,711	\$19,249,481	\$20,771,922	\$21,177,447	\$21,563,154	\$22,084,566
Parcel Taxes	1,424,602	1,419,913	1,429,065	1,569,478	1,593,728	1,599,651	1,613,651
Payments in Lieu of Taxes	874,727	909,851	821,927	723,927	728,927	698,927	708,927
Federal Grants				15,000	2,175,000		
Provincial Grants	5,575,237	2,901,494	5,891,250	2,679,940	242,440	242,440	242,440
Local Government Grants & Regional Transfers	7,888,780	6,164,665	7,447,106	5,384,953	4,854,453	4,854,453	4,854,453
Fees & Charges	3,870,746	5,240,673	4,319,303	4,419,039	4,430,867	4,491,045	4,465,983
Interest	379,250	703,683	379,250	379,250	379,250	379,250	379,250
Total Revenue	38,294,053	35,620,991	39,537,382	35,943,509	35,582,112	33,828,920	34,349,270

Expenditures

General Administration	1,697,370	1,566,057	1,714,798	1,715,803	1,717,539	1,791,165	1,781,030
Electoral Area Administration	3,208,833	2,209,385	2,449,845	1,481,602	1,569,560	1,535,320	1,576,067
EV Tax Sharing	803,376	110,919	1,182,917	105,005	105,096	105,188	105,282
CBT Admin	60,995	60,749	60,087	59,876	59,876	59,876	59,876
DGIA	330,560	168,949	328,715	225,768	206,575	201,575	200,325
Municipal Fiscal Services	4,554,291	4,540,372	4,554,291	4,554,291	4,554,291	4,554,291	4,554,291
Building Inspection	973,345	836,188	959,300	973,300	991,300	1,011,300	1,030,300
Fireworks Regulation	259	26	26	27	27	27	29
Noise Control	16,446	5,439	16,705	16,826	17,000	17,100	17,220
Animal Control	64,689	45,483	62,476	62,588	62,700	62,800	62,900
Unsightly Premises Regulation	43,672	37,451	38,620	38,925	39,236	39,553	39,920
Windermere Fire	487,922	442,383	505,809	492,458	499,530	508,210	515,863
Fairmont Fire	286,862	234,487	295,015	265,820	272,331	288,374	284,296
Panorama Fire	364,659	281,494	333,975	325,248	329,860	332,934	334,269
Edgewater Fire	170,098	135,023	168,921	168,814	171,273	172,912	175,101
Jaffray Fire	325,971	309,548	338,028	331,440	338,940	344,440	348,940
Baynes Lake Fire	179,464	170,940	188,432	182,600	185,600	186,600	187,600
Hosmer Fire	124,538	116,705	126,872	127,641	129,500	130,500	131,500
Elko Fire	201,559	176,418	208,435	205,437	207,870	209,870	211,870
Cranbrook Rural Fire	814,653	811,474	843,685	875,287	908,065	942,075	977,483
Fernie Rural Fire	336,498	335,841	354,411	622,040	390,064	409,638	430,115
Upper EV Fire	62,188	63,700	114,063	116,180	118,448	120,787	83,197
Invermere Rural Fire	55,335	49,743	55,505	59,603	60,634	61,667	62,702



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	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET
Wilmer/Toby Bench Fire	37,265	31,921	38,089	39,390	39,917	40,448	40,979
Radium Resort/Dry Gulch Fire	46,556	42,520	50,169	50,078	51,005	51,962	52,947
Brownsville Fire	4,246	3,542	4,717	4,208	4,287	4,371	4,454
CV Emergency Program	117,643	111,977	127,487	130,816	128,389	137,710	131,039
Central Emergency Program	133,802	197,613	567,272	138,968	140,018	148,649	143,433
EV Emergency Program	119,964	100,859	133,334	134,897	136,000	138,000	139,500
E911	393,823	348,610	411,723	462,050	479,227	492,227	497,227
Fairmont Creek Flood Control	158,340	176,610	97,230	80,943	22,000	21,350	67,991
Area A Flood Control	97,172	49,008	127,798	73,525	75,894	36,276	38,697
CV Conservation Program	218,648	174,505	124,259	124,341	124,379	124,439	124,504
Invasive Plant Management	99,027	80,123	101,157	101,865	104,910	104,970	106,591
Access Guardian Program	60,808	327	60,822	60,843	60,861	60,878	60,894
Mosquito Control	131,347	90,852	104,173	140,014	145,455	145,100	145,251
CV Solid Waste	1,903,733	1,832,946	2,261,578	2,120,140	2,186,140	2,258,140	2,261,140
Central Solid Waste	4,234,695	3,815,637	4,418,818	4,285,500	4,293,500	4,327,500	4,289,500
EV Solid Waste	2,254,002	2,052,815	2,245,237	2,274,602	2,277,602	2,315,602	2,358,602
Area A Septage	43,882	21,961	58,267	25,819	45,869	25,924	25,478
EV Victim Assistance	63,072	27,691	65,885	66,147	66,471	66,808	67,148
Tie Lake Water Level Control	7,523	10,820	7,095	6,601	7,154	5,714	5,818
Rosen Lake Water Level Control	32,529	10,660	9,314	4,700	4,813	4,928	5,046
Lazy Lake Water Level Control	1,400	1,717	22,686	1,872	1,471	1,786	1,844
Broadband	116,618	115,589	116,261	116,277	116,292	116,310	116,329
EV Airport	61,406	46,790	47,540	61,913	38,290	63,695	51,077
Area B Cemeteries	663	130	477	486	495	506	516
Area C Cemeteries	1,279	490	686	703	713	729	743
Area E Cemeteries	1,463	847	1,477	1,536	1,595	1,656	1,717
Area F Cemeteries	27,423	28,859	26,183	31,697	32,209	32,726	33,237
Planning	1,348,788	1,101,369	1,253,457	969,400	985,400	958,900	977,900
CV Economic Development	405,433	257,829	775,218	342,050	259,842	260,141	260,459
Area A Economic Development	478	43	435	524	546	571	594
Area B Economic Development	3,235	71	3,218	3,224	3,208	3,250	3,250
Area C Economic Development	83,917	146	103,771	20,000	20,000	20,000	20,000
Area E Economic Development	87,404	232	204,982	4,987	5,003	5,000	5,000
Area F Economic Development	13,757	98	13,659	13,680	13,680	13,680	13,680
Area G Economic Development	1,680	20	703	719	732	747	762
Moyie Street Lighting	5,723	6,036	5,729	5,898	6,071	6,253	6,434
Wardner Street Lighting	4,003	4,210	4,009	4,124	4,253	4,376	4,505
Elko Street Lighting	3,038	3,127	2,988	3,072	3,166	3,256	3,353
King-Cobham Street Lighting	4,142	4,341	4,128	4,253	4,377	4,512	4,645
Wilmer Street Lighting	6,758	7,132	6,760	6,964	7,166	7,381	7,593



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	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET
Windermere Street Lighting	15,356	16,261	15,348	15,803	16,277	16,762	17,265
Edgewater Street Lighting	15,069	15,957	15,058	15,514	15,978	16,453	16,946
Jaffray Intersection Lighting	5,500	4,568	4,640	4,531	4,994	5,020	5,070
CV Transit	170,567	138,499	180,689	215,375	232,375	243,375	254,875
EV Transit	141,542	131,388	157,031	170,587	191,340	200,404	209,866
CV Recreation	1,227,917	1,149,625	1,406,577	1,280,577	1,442,100	1,321,077	1,269,077
Edgewater Recreation	46,797	43,354	48,932	46,185	46,439	46,705	46,987
Regional Parks	448,041	361,537	430,267	413,287	403,000	402,863	404,539
Electoral Area B Parks	19,278	11,977	37,858	43,996	31,681	31,838	31,973
Electoral Area C Parks	4,204	3,071	4,918	4,535	4,500	4,550	4,600
Electoral Area E Parks	68,984	57,134	48,730	36,500	37,100	36,400	37,000
Electoral Area F Parks	82,327	64,256	84,969	85,006	86,855	86,859	87,576
Electoral Area G Parks	7,890	5,669	7,860	7,749	8,145	8,040	8,441
Cranbrook Library Funding	183,889	178,220	192,264	185,483	188,762	192,109	195,521
Libraries Grant-in-Aid	289,964	290,141	336,208	342,850	348,683	355,636	362,726
Brisco Community Hall/Cemetery	11,607	11,518	11,507	11,517	11,523	11,532	11,540
Wilmer Community Club	7,546	7,602	9,414	9,322	9,330	9,337	9,345
Edgewater Sewer	128,606	102,550	146,400	114,509	125,986	116,197	119,054
Holland Creek Sewer	275,174	248,272	282,762	262,792	263,867	280,962	268,081
Baltac Sewer	144,961	106,390	160,658	123,023	122,696	120,508	120,464
Holland Creek Storm Sewer	1,024	1,024	1,024	1,024	1,024	1,024	1,024
CV Liquid Waste	275	97	179				
West Fernie Infrastructure Upgrades	12,013	6,729	3,333	1,641			
Holland Creek Water	250,362	221,636	238,195	231,162	229,859	231,005	232,790
Windermere Water	449,080	412,845	262,926	135,848	135,848	135,848	135,848
Elko Water	57,046	48,140	60,211	78,923	58,239	60,558	80,159
Moyie Water	50,809	55,599	60,715	53,941	57,696	72,416	53,128
Timber Ridge Water	33,603	43,802	64,849	29,243	29,243	29,243	29,243
Edgewater Water	238,832	193,395	263,670	184,992	208,019	210,833	188,577
Rushmere Water	94,474	79,113	97,790	97,446	97,356	99,441	99,554
Spur Valley Water	62,019	55,457	65,110	69,292	64,505	65,148	64,316
East Side Lake Windermere Water	487,098	432,355	786,517	836,250	834,268	820,618	896,669
Total Expenditures	32,532,122	27,966,005	33,996,331	30,034,308	30,141,403	30,335,434	30,512,307
Revenue less Expenditures	5,761,931	7,654,986	5,541,051	5,909,201	5,440,709	3,493,486	3,836,963
Debt Principal Repayment	(537,046)	(518,641)	(631,647)	(652,688)	(778,065)	(712,451)	(708,847)



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	<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>
Debt Borrowing	1,927,140		3,298,870	304,000			
Transfers to Reserves	(2,425,245)	(2,669,908)	(3,418,369)	(3,220,248)	(2,957,294)	(3,590,131)	(3,768,892)
Transfers from Reserves	2,309,653	633,336	2,454,467	734,481	1,019,403	336,503	931,429
Capital Expenditures	(10,993,399)	(3,926,352)	(12,478,019)	(4,234,547)	(3,397,788)	(180,210)	(829,620)
Prior Period Surplus	6,110,350	6,008,858	7,039,763	2,645,091	2,386,231	2,606,072	2,844,799
End of Year Surplus	2,153,384	7,182,280	1,806,116	1,485,290	1,713,196	1,953,269	2,305,832

Date: February 1, 2020
Submitted by: Shannon Moskal, Corporate Officer
Service Name: General Administration
Service Purpose: Operations affecting the entire RDEK
Participants: All Jurisdictions

Operational Items:

General:

- Salaries have increased by \$40,000. Includes 15 month RDI Intern position with wages and employer costs of \$36,160 in 2020 and \$31,640 in 2021. A total of \$60,000 will be funded by a Rural Divident Fund grant over the two years through the Rural Development Institute.
- Consulting – IT security services audit \$22,000 carried forward to Jan 2020. Miscellaneous \$20,000.
- Grants:
 - SPCA \$7,197
 - BC Hydro Community Energy Manager \$20,000
 - KKTAC \$3,500
 - Discretionary fund for non-routine grant requests \$5,000
 - RDI Grant \$40,000 carried forward from 2019
 - Kootenay Clean Energy Transition Pilot \$15,000 funded from the Climate Action Reserve
- Building reserve contribution increased to \$200,000 from \$100,000.

Board Costs:

- Implementation of board remuneration panel recommendations \$11,725 increase.

Shared Costs:

- Office Supplies:
 - Printer and copier replacements \$17,375 reducing toner costs in future years
- Software Licences:
 - Software and licenses for continuing enhancement of IT security \$16,675
- Photocopier lease fees of \$9,500 annually removed for Cranbrook office main and second floor due to purchase of these 2 copiers in 2019/2020
- Consulting – building inspection and planning software process review \$10,500
- Cell phones – replacement of all RDEK cell phones during plan renewal \$18,000

Capital Items:

General:

- IT – computer equipment replacements \$49,172

- Photocopiers – final purchase payout for Cranbrook office main and upstairs \$22,843
- Records Management – document scanner replacement \$13,000
- IT – core and client switches \$53,072
- Phone System – replacement \$90,000 (going to RFP). Current system is no longer supported.
- Backup generator \$25,000 current estimate. The actual cost may be much higher. This budget items would allow moving forward if a lower-cost approach can be found.

Board Costs:

- Board Room – \$51,200 for new audio equipment, including microphones (total costs of \$68,267 – shared 75/25% with KERHD)

CFO Comments:

- Taxation increase of \$311,173 = 20.9% = \$6 per average residential property valued at \$354,000 proposed in 2020, which includes:
 - Additional building reserve \$100,000
 - Boardroom audio and microphones \$51,200 (General Admin share)
 - General Administration share of required replacement of phones, Boardroom audio and IT capital \$179,444
 - Backup generator \$25,000
 - Board remuneration increase \$11,725
 - Energy Manager increase \$5,000
- The draft financial plan includes the transfer of the remaining Tax Stabilization Reserve of \$93,735. Without utilization of this reserve, taxation would have increased an additional 6.2%.
- Transfers to reserves includes \$200,000 to the building reserve for the main Cranbrook office as part of asset management and preparing for the eventual replacement of the building, and \$350,000 for the transfer of interest earnings to RDEK Reserves.
- The five year plan includes new transfers to reserves in future years to build a fund for future IT and communication equipment replacements as part of asset management planning.
- The 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:
 - Wildsight Education – Beyond Recycling Program \$10,000 = additional 0.7% tax increase = \$0.23 per average residential property.



**General Administration
Five Year Financial Plan
With Revenues and Expenditures
For the Twelve Months Ending Tuesday, December 31, 2019
2/4/2020**

	<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>
<u>Revenue</u>							
Requisition	\$1,490,827	\$1,490,827	\$1,802,000	\$1,817,000	\$1,855,000	\$1,904,000	\$1,934,000
Payments in Lieu of Taxes	5,000	14,734	10,000	10,000	10,000	10,000	10,000
Provincial Grants	160,000	170,000	170,000	170,000	170,000	170,000	170,000
Local Government Grants & Regional Transfers	9,329	5,329	45,500	28,000			
Fees & Charges	25,575	31,017	10,850	11,000	11,150	26,175	11,450
Interest	360,000	599,091	360,000	360,000	360,000	360,000	360,000
Prior Period Surplus	164,418	167,094	62,000	30,000	30,000	30,000	30,000
Total Revenue	2,215,149	2,478,092	2,460,350	2,426,000	2,436,150	2,500,175	2,515,450
<u>Expenditures</u>							
Salaries & Benefits	1,005,458	983,884	1,045,686	1,059,474	1,044,627	1,062,270	1,081,371
Administration & Overhead	15,650	19,222	22,000	22,675	23,220	23,610	24,005
Consulting & Professional Services	37,000	3,920	47,000	25,000	25,000	25,000	25,000
Grants	75,487	18,233	90,697	50,913	36,135	36,364	36,600
Shared Overhead	(3,765)	(13,675)	(46,589)	(31,207)	(2,202)	29,933	33,529
Total General	1,129,830	1,011,585	1,158,794	1,126,855	1,126,780	1,177,177	1,200,505
Board Costs							
Remuneration	453,830	459,926	469,194	480,788	492,299	501,128	493,165
Legislative Services	49,960	37,233	27,660	45,810	29,310	51,710	27,010
Travel, Training, and Conferences	42,250	34,442	42,550	44,550	52,550	44,550	42,550
Administration & Overhead	21,500	22,871	16,600	16,900	16,600	16,600	16,900
Telephone & Utilities				900			900
Total Board Costs	567,540	554,472	556,004	588,948	590,759	613,988	580,525
Shared Overhead							
Administration & Overhead	371,101	298,989	375,921	343,066	363,281	343,361	350,381
Operations & Maintenance	125,500	100,313	137,920	123,500	117,780	119,460	130,440
Vehicle & Hauling Costs	3,600	4,024	4,000	4,000	4,000	4,000	4,000
Consulting & Professional Services	108,000	100,371	112,500	104,000	112,000	108,000	116,000
Telephone & Utilities	105,100	104,386	130,486	129,356	120,076	122,886	137,871
Shared Overhead	(713,301)	(608,083)	(760,827)	(703,922)	(717,137)	(697,707)	(738,692)
Total Expenditures	1,697,370	1,566,057	1,714,798	1,715,803	1,717,539	1,791,165	1,781,030



General Administration
Five Year Financial Plan
With Revenues and Expenditures
For the Twelve Months Ending Tuesday, December 31, 2019
2/4/2020

	<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>
Revenue less Expenditures	517,779	912,036	745,552	710,197	718,611	709,010	734,420
Transfers to Reserves	(450,000)	(680,873)	(550,000)	(610,000)	(633,000)	(658,000)	(683,000)
Transfers from Reserves	150,458	57,739	108,735	15,000			
Capital Expenditures	(207,209)	(226,902)	(304,287)	(115,197)	(85,611)	(51,010)	(51,420)
Surplus (Deficit)	11,028	62,000					
Reserve Funds		93,735					
Capital Reserve		245,536					
Vehicle and Equipment Reserve Fund		36,212					

Wildsight Education
2 – 495 Wallinger Ave
Kimberley, BC V1A 1Z6
dawn@wildsight.ca



4 February 2020

To Regional District of the East Kootenay

Please accept this letter as our request to appear as a delegation and a request for funding.

Delegation Topic:	Beyond Recycling - Student Environmental Education Program
Designated Speaker:	Janelle Park
Board Request:	General Admin Grant of \$10,000 to fund Beyond Recycling in RDEK schools.
AV Equipment Use:	Yes - PowerPoint presentation

Executive Summary:

We are currently in a major global shift in where and how recycled materials are being processed. Recycling costs are rising and recycling is no longer identified as a viable solution. Supporting the community in shifting towards waste reduction is an essential step.

Youth are the future of every community. The Beyond Recycling program offers an weekly, action-oriented, solutions-focused, environmental education program in RDEK schools that allows students to understand how their lifestyle choices impact the planet and provides opportunity for hands-on individual action.

Financial support from the RDEK is required to ensure this program can continue to be offered in our region. The program was originally developed in the East Kootenay and has grown to be delivered in 25 schools throughout the Columbia Basin annually for over a decade. Beyond Recycling currently works with other Regional District partners to support key messaging and initiatives around energy conservation, product stewardship, recycling and waste reduction.

Teachers repeatedly state that Beyond Recycling is "CRITICAL to today's youth," that "there is no way we would have the time or expertise to present what you do," and that they "believe that this program should be required in all intermediate grades."

Sincerely,

Dawn Deydey
Beyond Recycling Coordinator
Wildsight Education
beyondrecycling.ca

Janelle Park
Beyond Recycling Educator
Certified BC Teacher



PROJECT OVERVIEW

Beyond Recycling (BR) is an action-oriented, solutions-focused, hands-on environmental education program that supports students to understand the natural environment that supports them, appreciate how their lifestyle choices impact the planet and highlights the importance of individual action.

Created in the East Kootenay region of British Columbia, this 24-lesson program inspires Grade 5/6 students to think critically about global challenges. Throughout the school year, local professional Beyond Recycling Educators utilize slideshows, games, movies, worksheets, costumes, science experiments and more to deliver engaging interactive lessons.

Facilitated weekly, BR engages students to think critically about the global challenges we are facing, develop solutions and take action. Unlike the many one-touch programs that are offered to schools, the BR Educator develops a relationship with the students and explores more complex topics as they progress throughout the school year. Students are challenged to look critically at the environmental impact of their schools, homes and lifestyles and think 'beyond' simply recycling for effective and positive environmental action.

OBJECTIVES

The Beyond Recycling program will:

- Facilitate BR to over 200 students in 7 East Kootenay classrooms
- Support 7 participating teachers to facilitate seven Teacher Taught BR Lessons by receiving lesson plans, online resources, props, instruction and support
- Provide over 24 password-protected BR environmental education lessons via beyondrecycling.ca
- Support 7 BR Educators in facilitating year-long BR programs in schools and supporting students in taking action and measuring change through hands-on projects
- Manage and maintain BR Prop Kits utilized by Educators to facilitate the BR Program and engage students
- Increase awareness of environmental concepts including climate, energy conservation, product lifecycle, resource extraction, waste reduction, water conservation, sustainability and ecological footprint

RELEVANCE

Youth are the future of every community, and a sustainable community can only be developed if the natural environment is understood. Science is best learned by applying knowledge to a relevant situation, and the Beyond Recycling program is a unique program that provides the opportunity for students to understand the local context of science-based concepts, such as resource extraction and energy consumption.

The scientific knowledge gained by students in Beyond Recycling will have a positive impact on our youth and our communities through reducing waste, increasing recycling (including knowledge and activities to promote clean, proper usage of recycling and diverting organic waste from the landfill).

FUNDING

The success of the BR program is deeply interwoven with the many multi-year funding relationships that have supported this program including the Columbia Basin Trust, EcoAction, BC Hydro, Shell, Terasen, Fortis, TD Bank, Regional District of Central Kootenay, Columbia Shuswap Regional District, and the National Science and Energy Research Council.

Up to this point, the RDEK has received the benefits of a decade of programming for no cost. As costs rise and funders change this is no longer possible. RDEK schools are now at risk of losing access to the program due to reduced allocations for the 2020/21 school year.

Financial support from the RDEK of \$10,000 would ensure RDEK schools would continue to receive Beyond Recycling program. RDEK funds will be leveraged and matched with other funders. This would allow the RDEK to they receive more programs than directly paying for providing an excellent use of this expenditure.

PARTNERSHIP

A collaboration between Beyond Recycling and the RDEK could provide an addition and expansion to the quality public education and outreach currently done by the RDEK. The topics addressed in the Beyond Recycling program support the RDEK's Regional Sustainability Strategy, and to the objectives of the current Solid Waste Management Plan.

BR currently collaborates with four other Regional District partners to support key messaging and initiatives around energy conservation, product stewardship and waste reduction. Beyond Recycling, Fortis and the RDCK are currently partnering on See the Heat program that allows parents of Beyond Recycling students in 3 schools to borrow a heat imaging camera and energy saving kit to identify and address heat loss in their homes.

We are interested in pursuing a similar partnership with RDEK as a way of supporting, enriching and increasing the reach of your current education programs. After presenting to Loree Duczek

and Kevin Paterson in October 2019, it was recommended to us that we appear before the Board and make a request for a General Admission Grant..

In the 2019/20 school year, Beyond Recycling will be delivered in 13 RDEK classrooms. Our classes have attended the exemplary RDEK waste field trips facilitated by Loree Dueck and the great work of the Environmental Services team at RDEK. We applaud this valuable RDEK educational outreach program.

PROGRAM HISTORY

Wildsight has committed over a decade to the development of the Beyond Recycling program. Since its inception in 2006, the program has expanded from delivery in one Fernie school to 25 Columbia Basin classrooms annually. The Beyond Recycling program was inspired in Canmore, Alberta, by the success of the Rocky Mountain Flatbread company. In 2006, the program was expanded to the Wildsight Elk Valley Branch where Dawn Deydey and Megan Lohmann adapted a booklet of ideas to create a 120-page online Beyond Recycling Program Manual. In 2009, the program was incorporated as a Wildsight regional education program, hosted resources online and expanded to reach students throughout the Columbia Basin.

WORKPLAN

Activity	Overseen by	Start Date
Secure 2020/21 Educators, Schools & Teachers	Admin Team	July 2020
Teacher Meetings to Finalize 2020/21 Schedules	Educator Team	September 2020
Secure Educator/Teacher Contracts & Ship Prop Kits to Educators	Admin Team	September 2020
Educators/Teachers Utilize Props & Online Materials	Management Team	September 2020
BR Program Classroom Lessons Facilitation	Educator Team	October 2020
Manage Website, Social Media & Outreach	Management Team	June 2020
Support Educators to Utilize Online Resources	Management Team	September 2020
Media Press Releases & Program Promotion	Admin Team	October 2020
Facilitate EcoChallenge Projects, Field Trips Earth Day & Hands-On Activities	Educator Team	October 2020
Budgeting & Bookkeeping	Admin Team	June 2020
Teachers & Educators Program Feedback	Educator Team	September 2020
Compile Final Report	Management Team	June 2021

EXPENSES

Cash Budget Item	Total Amount Required
Operational Support	\$12,300
Program Manager	\$12,000
Program Coordinator	\$12,000
Program Educators	\$65,000
Prop kit Maintenance	\$1,000
Promotion and Outreach	\$12,300
Mileage to Schools	\$3,400
Field Trip Bussing	\$5,000
TOTAL PROJECT BUDGET	\$123,000

REVENUE

Source Name	Confirmed	Amount
Columbia Basin Trust	Y	\$60,000
BC Gaming	Y	\$12,500
Columbia-Shuswap Regional District	Y	\$12,200
Regional District of Central Kootenay	Y	\$21,500
Regional District of East Kootenay	N	\$10,000
Regional District of Fraser-Fort George	Y	\$6,800
TOTAL CASH REVENUE		\$123,000

TEACHERS COMMENTS

"It not only teaches about what and why we need to recycle, but also how we can recycle items more successfully and safely. My students now pick through our daily garbage and recycle items that would ordinarily be thrown out. It has truly made us aware of our responsibility to our world."
- Anne Bock, Jaffray Elementary

"They are learning so much and I can see real changes in their behaviour (such as using the compost bin and reminding me to turn off lights and equipment when leaving the classroom)."
- Maggie Webster, TM Roberts Elementary

"This program makes everything so hands on and interesting. I could never teach this material with this level of impact and it has a lot to do with all the props."
- Carmen Murphy, Erickson Elementary

"Throughout this experience, students gained a strong sense of empowerment to make a difference. Although they are young, they want to make positive contributions to not only their immediate community, but the world as a whole." - Kyle Cullins, Frank J Mitchel Elementary

EDUCATOR COMMENTS

"Beyond Recycling takes a deeper look at how students' personal actions affect others and the environment on a local to global scale. Students develop critical thinking skills around major 21st century issues and then design solutions for themselves, their class and their Community."

"The Beyond Recycling program is important because it provides an opportunity for students to look at environmental issues through an educational lens. It gives them the opportunity to create their own understanding about the kinds of decisions they would like to make for the environment and what they want their future to look like."

STUDENT COMMENTS

"I think it has definitely helped me at home so that I can remind myself to conserve energy, recycle more and use less fossil fuels." - Aylan

"I have become much more conscious about my consumption of single-use plastics, I now know that plastic doesn't just "disappear" when I throw things away" - Paxal

"It taught me to think critically when buying food or choosing a school lunch to consider all options and how my choice affects the environment. It really grew my knowledge!" - Alec

"I have changed what I recycle. Since learning about recycling I have watched many things about our planet and how to be zero waste." - Jade

"I've grown to know how I have affected the earth and I have been more aware of what I do. I also learned that instead of buying new things I can re-use my old things". - Jen

Date: February 1, 2020
Submitted by: Holly Ronnquist, CFO
Service Name: Elk Valley Property Tax Sharing
Service Purpose: Receive and distribute funds for Electoral Area A from the Elk Valley Property Tax Sharing Agreement
Participants: Electoral Area A

Operational Items:

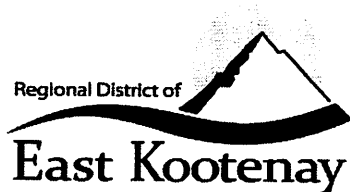
- Staff salaries and other overhead of \$4,917.
- \$1,398,600 to be distributed as follows:
 - Community Projects \$ 50,000
 - Hosmer Intersection Project 1,000,000
 - Upper Elk Valley Fire Contribution 95,000
 - Hosmer Fire Contribution 46,000
 - Access Guardian 8,600
 - District of Elkford Student 8,000
 - West Fernie 2020 Construction 71,000
 - Fernie Historical Soc – West Fernie Book 20,000
 - Fernie Historical Soc – Digitizing Fernie Free Press 10,000 (up to)
 - Mine Tax Negotiations 25,000
 - Elected Officials Meeting 5,000
 - Tourism Fernie – Tourism Mgt Program 50,000 (up to)
 - Sparwood Historical Society – Museum 10,000 (up to)

Capital Items:

- None

CFO Comments:

- There is no taxation for this service.
- Funding comes from the 2020 estimated allocation of \$580,000. There is a forecasted 2019 surplus of \$1,500,102 of which \$1,198,600 is committed.
- 2020 includes \$1,000,000 for a highway upgrade/intersection project near Hosmer.
- 2020 includes \$160,000 over four years for additions to the Sparwood Firehall.
- Included in 2021 is a transfer of \$250,000 to the Fernie Rural Fire Protection service for a contribution to a new fire hall in Fernie.
- Surplus funds projected at \$676,585 at the end of 2020.
- Surplus funds projected to 2024 are \$1,832,614.
- Reserve fund balance of \$208,085.



**EV Mine Tax Sharing
Five Year Financial Plan
With Revenues and Expenditures
For the Twelve Months Ending Tuesday, December 31, 2019
2/1/2020**

Revenue

	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET
Payments in Lieu of Taxes	\$555,000	\$573,633	\$580,000	\$585,000	\$590,000	\$600,000	\$610,000
Interest		16,000					
Prior Period Surplus	1,144,351	1,144,351	1,500,102	676,585	756,980	1,092,284	1,437,496
Total Revenue	1,699,351	1,733,984	2,080,102	1,261,585	1,346,980	1,692,284	2,047,496

Expenditures

Salaries & Benefits	2,537	2,533	3,867	3,944	4,024	4,104	4,186
Administration & Overhead	440	38	5,500	500	500	500	500
Operations & Maintenance	642,000		140,000	100,000	100,000	100,000	100,000
Consulting & Professional Services			25,000				
Grants	158,000	108,000	1,008,000				
Shared Overhead	399	348	550	561	572	584	596
Total General	803,376	110,919	1,182,917	105,005	105,096	105,188	105,282
Total Expenditures	803,376	110,919	1,182,917	105,005	105,096	105,188	105,282
Revenue less Expenditures	895,975	1,623,065	897,185	1,156,580	1,241,884	1,587,096	1,942,214
Transfers to Other Funds	(23,000)	(23,000)	(46,000)	(46,000)	(46,000)	(46,000)	(46,000)
Transfer to Upper EV Fire	(38,000)	(38,000)	(95,000)	(95,000)	(95,000)	(95,000)	(55,000)
Transfer to Access Guardian	(9,000)	(9,000)	(8,600)	(8,600)	(8,600)	(8,600)	(8,600)
Transfer to Discretionary Grant-In-Aid	(20,000)	(20,000)					
Transfer to Fernie Rural Fire	(24,000)	(24,000)		(250,000)			
Transfer to West Fernie Servicing	(90,000)	(8,963)	(71,000)				
Surplus (Deficit)	691,975	1,500,102	676,585	756,980	1,092,284	1,437,496	1,832,614

Reserve Funds 208,085

Date: February 3, 2020
Submitted by: Debbie Renaud, Deputy CFO
Service Name: Municipal Fiscal Services
Service Purpose: A service provided to the member municipalities to access the attractive financing rates offered by the Municipal Finance Authority (MFA).
Participants: Canal Flats, Cranbrook, Elkford, Fernie, Invermere, Kimberley, Radium Hot Springs, Sparwood.

Operational Items:

- Municipalities do not have direct access to borrow debenture funds from the Municipal Finance Authority; however, can access funds through the Regional District. This process transfers the risk to the Regional District, which has a larger tax base than any one municipality. There is no taxation requisition for this service. The Regional District of East Kootenay (RDEK) withdrawals from the municipalities the principal and interest to coincide with the withdrawal from the RDEK bank account by the MFA. The RDEK receives no fee for this service. The entire RDEK Board of Directors is responsible for the governance of this service.

Capital Items:

CFO Comments:

- Municipal debt principle payments of \$2,714,796.
- Municipal debt interest payments of \$1,839,495.
- No cost to Electoral Area taxpayers for the debts of the RDEK Municipal Members.



**Municipal Fiscal Services
Five Year Financial Plan
With Revenues and Expenditures
For the Twelve Months Ending Tuesday, December 31, 2019
2/1/2020**

	<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>
<u>Revenue</u>							
Local Government Grants & Regional Transfers	\$4,554,291	\$4,540,372	\$4,554,291	\$4,554,291	\$4,554,291	\$4,554,291	\$4,554,291
Total Revenue	4,554,291	4,540,372	4,554,291	4,554,291	4,554,291	4,554,291	4,554,291
<u>Expenditures</u>							
Interest	1,839,495	1,825,577	1,839,495	1,839,495	1,839,495	1,839,495	1,839,495
Principal on Municipal Debt	2,714,796	2,714,795	2,714,796	2,714,796	2,714,796	2,714,796	2,714,796
Total General	4,554,291	4,540,372	4,554,291	4,554,291	4,554,291	4,554,291	4,554,291
Total Expenditures	4,554,291	4,540,372	4,554,291	4,554,291	4,554,291	4,554,291	4,554,291

Date: January 20, 2020
Submitted by: Sanford Brown, Building & Protective Services Manager
Service Name: E911
Service Purpose: Administration of PSAP E911 and Fire Dispatch to East Kootenays
Participants: All municipalities and Electoral Areas except Area E for Fire Dispatch

Operational Items:

- Kelowna Dispatch 5 year contract is up in 2021 so a larger contract cost is forecasted for that year forward. The new contract will include the cost of upgraded dispatch equipment.
- \$6,300 in revenue has been included as a result of the RDKB agreement to share the RDEK dispatch network
- Salaries have been increased in the service for both new staff becoming familiar with the system and in anticipation of the new contract negotiations

Capital Items:

- None.

CFO Comments:

- No tax increase in 2020 due to estimated surplus in 2019 and cautious estimates for dispatch contract outcome. Taxation increases are expected in 2021 and 2022, the amount will depend on the dispatch contract outcome.
- RDEK equipment reserve estimated at \$171,882 plus interest in 2024.



E911
Five Year Financial Plan
With Revenues and Expenditures
For the Twelve Months Ending Tuesday, December 31, 2019
2/1/2020

Revenue

	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET
Requisition	\$386,773	\$386,773	\$386,773	\$431,000	\$480,000	\$493,000	\$498,000
Payments in Lieu of Taxes		923					
Local Government Grants & Regional Transfers	9,777	10,032	9,977	9,977	9,977	9,977	9,977
Interest	250	500	250	250	250	250	250
Prior Period Surplus	48,929	48,929	77,546	41,823	10,000	10,000	10,000
Total Revenue	445,729	447,156	474,546	483,050	500,227	513,227	518,227

Expenditures

Salaries & Benefits	7,123	2,567	7,661	7,630	8,419	8,688	8,625
Administration & Overhead	11,300	10,067	11,300	11,335	11,370	11,410	11,450
Operations & Maintenance	21,800	5,701	21,900	21,900	23,700	21,900	21,900
911 PSAP	135,000	118,772	148,000	155,000	159,000	174,000	174,000
Fire Dispatch	202,600	195,997	206,700	250,000	255,000	260,000	265,000
Telephone & Utilities	14,950	14,681	15,072	15,072	20,602	15,072	15,072
Shared Overhead	1,050	825	1,090	1,113	1,136	1,157	1,180
Total General	393,823	348,610	411,723	462,050	479,227	492,227	497,227
Total Expenditures	393,823	348,610	411,723	462,050	479,227	492,227	497,227
Revenue less Expenditures	51,906	98,546	62,823	21,000	21,000	21,000	21,000
Transfers to Reserves	(21,000)	(21,000)	(21,000)	(21,000)	(21,000)	(21,000)	(21,000)
Surplus (Deficit)	30,906	77,546	41,823				

Vehicle and Equipment Reserve Fund

66,882

Date: February 1, 2020
Submitted by: Jamie Davies, Recreation & Control Services Supervisor
Service Name: Invasive Plant Management
Service Purpose: Support property owners to fulfill their obligations to control invasive plant as required under the provincial Weed Control Act. Additionally, to provide property owners with the guidance, resources and in some cases financial support to manage priority invasive plants on private lands.
Participants: All Electoral Areas and Municipalities except Jumbo

Operational Items:

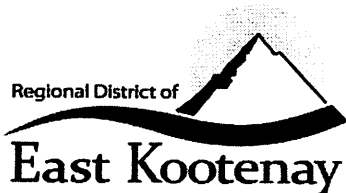
- Invasive plant complaints and Neighbourhood Invasive Plant Program applications remained consistent in 2019. Enforcement letters were issued in spring of 2019 and follow up inspections/letters were completed with full compliance; the exception was one vacant commercial lot in Cranbrook and CP rail of which 10 out of 10 sites were enforced with costs to control invasive plants issued to CP for payment by the end of 2019. All new complaints were inspected and documented with numerous enforcement letters to be mailed out in spring 2020.

Capital Items:

- No capital items.

CFO Comments:

- Tax increase of \$1,500 = 3% estimated for 2020.
- Drawing surplus down, resulting in an anticipated 58% tax increase over the next five years. This will be mitigated by yearly operational surpluses.
- Option to utilize additional surplus to reduce 2020 tax increase.



**Invasive Plant Management
Five Year Financial Plan
With Revenues and Expenditures
For the Twelve Months Ending Tuesday, December 31, 2019
2/1/2020**

	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET
<u>Revenue</u>							
Requisition	\$50,000	\$50,000	\$51,500	\$63,500	\$76,000	\$78,000	\$79,000
Payments in Lieu of Taxes		102					
Provincial Grants	23,000	23,000	23,000	23,000	23,000	23,000	23,000
Local Government Grants & Regional Transfers	455	208	200	200	200	200	200
Fees & Charges		4,593					
Interest		1,000					
Prior Period Surplus	57,697	57,697	56,476	30,019	14,854	9,144	5,374
Total Revenue	131,152	136,600	131,176	116,719	114,054	110,344	107,574
<u>Expenditures</u>							
Salaries & Benefits	64,545	56,778	65,858	67,175	68,521	69,881	71,295
Administration & Overhead	8,350	7,379	9,880	8,885	10,390	8,895	8,900
Operations & Maintenance	800	378	800	500	500	500	500
Vehicle & Hauling Costs	4,500	1,768	4,500	5,000	5,000	5,000	5,000
Consulting & Professional Services	5,000		5,000	5,000	5,000	5,000	5,000
Grants	5,000	3,720	5,000	5,000	5,000	5,000	5,000
Telephone & Utilities	665	657	750	750	750	750	750
Shared Overhead	10,167	9,444	9,369	9,555	9,749	9,944	10,146
Total General	99,027	80,123	101,157	101,865	104,910	104,970	106,591
Total Expenditures	99,027	80,123	101,157	101,865	104,910	104,970	106,591
Revenue less Expenditures	32,125	56,476	30,019	14,854	9,144	5,374	983
Surplus (Deficit)	32,125	56,476	30,019	14,854	9,144	5,374	983
Reserve Funds		14,802					

Date: February 1, 2020
Submitted by: Andrew McLeod, Planning & Development Services Manager
Service Name: Planning
Service Purpose: Electoral area land use planning and development management
Participants: All jurisdictions, except Elkford; municipalities by agreement

Operational Items:

- Overall operating costs are down 9.6% due to reduced project costs and specifically uncertainty regarding the continuation of the Kootenay Boundary Farm Advisors project past June 2020.
- Anticipated revenue from development applications increased by 5%
- Kootenay Boundary Farm Advisors project will continue to June 2020; budget is \$240,000 annually, shared equally between the 4 project partners.
- Columbia Valley Archaeology Overview Assessment will begin expenses in 2020; budget is \$20,000 in 2020 to complete.
- Elk Valley floodplain management bylaw – increase to Electoral Area A Flood Service budget by \$35,000 to complete more detailed alluvial fan hazard assessments.

Capital Items:

- N/A

CFO Comments:

- No change in taxes for Municipalities as per the contract.
- Tax decrease of \$13,981 = 1.8% after annual wage increase and implementation of department structure change. Surplus slightly lower than 2018.
- Board remuneration of \$8,160 for public hearings now coded to planning.
- Utilizing \$90,000 carried in deferred revenue for the Kootenay Boundary Farm Advisors project. Total 2020 budget of \$276,360 including carryforward from 2019.



Planning
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Revenue

	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET
Requisition	\$771,981	\$771,981	\$758,000	\$802,000	\$820,000	\$826,000	\$845,000
Payments in Lieu of Taxes	1,500						
Local Government Grants & Regional Transfers	215,000	215,000	130,000	40,000	40,000		
Fees & Charges	64,600	100,572	75,400	75,400	78,400	85,900	85,900
Interest	2,000	6,000	2,000	2,000	2,000	2,000	2,000
Prior Period Surplus	299,844	299,844	288,057	50,000	50,000	50,000	50,000
Total Revenue	1,354,925	1,393,397	1,253,457	969,400	990,400	963,900	982,900

Expenditures

Legislative	4,700	5,231	13,760	15,040	14,520	15,020	15,720
Salaries & Benefits	737,221	684,162	699,579	713,595	727,643	742,027	757,635
Administration & Overhead	58,915	40,531	64,665	57,985	58,325	58,675	59,045
Vehicle & Hauling Costs	3,700	4,829	5,000	6,950	7,050	6,250	6,450
Consulting & Professional Services	426,419	252,107	369,617	73,000	73,000	30,000	30,000
Telephone & Utilities	1,250	1,143	1,250	1,250	1,250	1,250	1,250
Shared Overhead	116,583	113,367	99,586	101,580	103,612	105,678	107,800
Total General	1,348,788	1,101,369	1,253,457	969,400	985,400	958,900	977,900
Total Expenditures	1,348,788	1,101,369	1,253,457	969,400	985,400	958,900	977,900
Revenue less Expenditures	6,137	292,028			5,000	5,000	5,000
Transfers to Reserves					(5,000)	(5,000)	(5,000)
Transfers from Reserves	41,863	41,863					
Capital Expenditures	(48,000)	(45,833)					
Surplus (Deficit)		288,057					

Operating Reserve
Vehicle and Equipment Reserve Fund

32,715
34,205

Date: February 1, 2020
Submitted by: Jamie Davies, Recreation & Control Services Supervisor
Service Name: Regional Parks
Service Purpose: To operate and maintain day use parks, trails, and a boat launch for public use and enjoyment
Participants: All Electoral Areas and All Municipalities except Jumbo; Yaqakxaqlamki Regional Park (Electoral Areas A, B and C, Cranbrook, Kimberley, Fernie, Sparwood and Elkford); and Westside Legacy Trail (Electoral Areas F and G, Invermere, Radium and Canal Flats)

Operational Items:

- Wycliffe Regional Park** provides a day use park located 13 km northwest of Cranbrook on Perry Creek Rd. Budget highlights include:

\$1,500	10 new wood picnic tables
\$2,500	Install 50 barrier rocks between picnic sites 1 and 2; this is also a park maintenance reduction initiative
\$3,500	Purchase/install in-ground garbage cans near picnic sites 3 and 6
\$5,000	Business development plan for WEG and Wycliffe Regional Park

- Wycliffe Exhibition Grounds** provides a day use park that has equestrian and multi-use facilities located 12 km northwest of Cranbrook on Wycliffe Park Rd. Budget highlights include:

\$5,000	Business development plan for WEG and Wycliffe Regional Park
\$5,000	Lighting upgrades.
\$3,500	Purchase/install water tank and spray bar on groomer
\$1,000	Purchase/install fee collection vault and signage
\$400	Extend steer corral
\$2,500	Arena chute repairs and improvements

- Elk Valley Regional Park** provides a day use park located 12 km south of Elkford on the east side of Highway 43. The day use park continues to operate within anticipated operation and maintenance costs.

- Tie Lake Regional Park** provides a day use park located 6 km north of Jaffray on Tie Lake Rd. Budget highlights include:

\$2,800	Install one concrete picnic table at site 5.
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- Yaqakxaqlamki Regional Park (Kooconusa Boat Launch)** provides a day use boat launch located 20 km south of Jaffray on the west side of Kooconusa Lake on Kikomun Newgate Rd. Budget highlights include:

\$1,750	Hydroseeding on sloped areas to promote plant growth, reduce erosion and increase slope stabilization.
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- **Markin-MacPhail Westside Legacy Trail** provides a non-winter use recreational trail from Invermere to Fairmont along the Westside of Lake Windermere. The operating budget is \$33,500 with the anticipated operation of the first several segments of the trail in 2020. Costs are funded by the Columbia Valley Jurisdictions only.
- **Old Coach Greenway** provides a non-winter access day use trail that spans from Radium to Dry Gulch and the Crossroads in Windermere to Invermere (year round access). Routine maintenance anticipated for 2020.

Solar lighting	\$14,000 (subject to MIABC grant)
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Capital Items:

- Utility service truck for Markin-MacPhail Westside Legacy Trail (MMWLT) \$8,000 to assist with maintenance and inspections.
- \$1.8 million construction project for segments 6 & 7 of MMWLT with \$1 million in funding from Bike BC grant and \$800,000 donation from Columbia Valley Greenways Trail Alliance.

CFO Comments:

- Overall estimated decrease for 2020 of \$12,000 = -3.5%. Taxation for Yaqakxaqlamki Boat Launch \$29,848 in 2020 (compared to \$33,684 in 2019). Taxation for Markin-MacPhail Westside Legacy Trail \$42,850 (compared to \$51,078 in 2019.) Taxation for all remaining Regional Parks \$250,302 (compared to \$250,238 in 2019.)
- Included in the draft budget is an \$20,000 allocation of the BC Hydro Payment in Lieu of Taxes (PILT) from the Aberfeldie Dam to be used for a Wycliffe Park and Wycliffe Exhibition Grounds (WEG) business plan \$10,000, water tank on groomer \$3,500; lighting upgrades at WEG \$5,000; fee vault for Wycliffe Park \$1,000; steer coral at WEG \$500.
- Capital Reserves currently sit at \$95,672 with \$10,000 being transferred to a General Regional Parks Reserve; \$21,000 being transferred to Markin-MacPhail Westside Legacy Trail Reserve and \$2,000 being transferred to Old Coach Trail Reserve each year 2020 – 2024. Anticipate increased contributions to MMWLT Reserve when the trail is complete.



**Regional Parks
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	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET
<u>Revenue</u>							
Requisition	\$335,000	\$335,002	\$323,000	\$396,736	\$396,661	\$396,924	\$399,418
Payments in Lieu of Taxes	27,000	25,640	22,000	2,000	2,000	2,000	2,000
Provincial Grants	1,000,000		1,000,000				
Local Government Grants & Regional Transfers	867,650	382,772	805,000	5,000	5,000	5,000	5,000
Fees & Charges	29,900	42,754	29,900	29,900	29,900	29,900	29,900
Interest		2,000					
Prior Period Surplus	111,354	111,354	105,769	20,000	20,000	20,000	20,000
Total Revenue	2,370,904	899,522	2,285,669	453,636	453,561	453,824	456,318
<u>Expenditures</u>							
Salaries & Benefits	7,438	5,326	11,374	11,600	11,832	12,071	12,310
Administration & Overhead	9,450	6,198	8,350	8,550	8,550	8,550	8,550
Shared Overhead	1,171	878	1,617	1,652	1,684	1,717	1,751
Total General	18,059	12,403	21,341	21,802	22,066	22,338	22,611
<u>Wycliffe Park</u>							
Salaries & Benefits	92,135	87,343	89,603	93,254	94,787	96,593	98,709
Administration & Overhead	3,650	3,250	3,375	3,910	3,645	4,180	3,925
Operations & Maintenance	23,900	24,117	22,200	19,300	17,300	17,300	17,300
Vehicle & Hauling Costs	11,200	7,027	11,300	11,400	11,500	11,600	11,600
Consulting & Professional Services			5,000				
Telephone & Utilities	5,325	2,934	5,025	5,225	5,425	5,625	5,825
Shared Overhead	11,570	11,542	10,458	10,941	11,160	11,381	11,611
Total Wycliffe Park	147,780	136,214	146,961	144,030	143,817	146,679	148,970
<u>Wycliffe Exhibition Grounds</u>							
Salaries & Benefits	38,880	32,543	39,932	41,088	41,844	42,679	43,606
Administration & Overhead	2,975	2,932	3,425	3,560	3,695	3,830	3,965
Operations & Maintenance	22,500	23,177	24,000	27,700	19,500	11,000	11,000
Vehicle & Hauling Costs	1,500	3,716	4,850	3,500	3,500	3,500	3,500
Consulting & Professional Services			5,000				
Telephone & Utilities	5,525	3,697	4,650	4,650	4,650	4,650	4,650
Shared Overhead	5,570	5,569	5,217	5,373	5,481	5,590	5,702
Total Wycliffe Exhibition Grounds	76,950	71,636	87,074	85,871	78,670	71,249	72,423



Regional Parks
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	<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>
Tie Lake Park							
Salaries & Benefits	8,400	7,009	8,492	8,638	8,730	8,881	9,092
Administration & Overhead	980	879	1,055	1,095	1,235	1,175	1,215
Operations & Maintenance	25,500	23,742	8,050	7,500	5,000	5,000	5,000
Vehicle & Hauling Costs	500	378	400	400	400	400	400
Consulting & Professional Services	700	587	600	600	600	600	600
Telephone & Utilities	375	387	300	350	350	350	350
Shared Overhead	691	738	645	658	671	685	698
Total Tie Lake Park	37,146	33,720	19,542	19,241	16,986	17,091	17,355
Elk Valley Park							
Salaries & Benefits	14,047	10,940	13,823	13,899	13,977	14,058	14,145
Administration & Overhead	430	414	445	660	475	690	505
Operations & Maintenance	23,900	22,173	6,900	6,600	6,600	6,600	6,600
Vehicle & Hauling Costs	500	335	500	500	500	500	500
Telephone & Utilities	425	511	425	425	425	425	425
Shared Overhead	577	632	537	548	559	569	580
Total Elk Valley Park	39,879	35,004	22,630	22,632	22,536	22,842	22,755
Old Coach Greenway							
Salaries & Benefits	9,041	6,243	8,438	8,604	8,773	8,947	9,130
Administration & Overhead	1,390	1,112	1,350	1,365	1,380	1,395	1,410
Operations & Maintenance	18,500	8,131	22,000	8,000	6,500	9,500	6,500
Vehicle & Hauling Costs	450	423	475	500	500	500	500
Shared Overhead	1,398	902	1,176	1,200	1,223	1,248	1,272
Total Old Coach Greenway	30,779	16,812	33,439	19,669	18,376	21,590	18,812
Yaqakxaqlamki Boat Launch							
Salaries & Benefits	6,658	5,213	6,000	6,120	6,236	6,362	6,495
Administration & Overhead	1,810	1,769	1,575	1,610	1,645	1,680	1,715
Operations & Maintenance	40,700	39,845	43,150	43,400	43,400	43,400	43,400
Vehicle & Hauling Costs	600	447	500	500	500	500	500
Telephone & Utilities	400	193	300	300	300	300	300
Shared Overhead	1,016	748	823	840	857	873	890
Total Yaqakxaqlamki Boat Launch	51,184	48,214	52,348	52,770	52,938	53,115	53,300



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	<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>
Markin MacPhail Westside Legacy Trail							
Salaries & Benefits	12,626	5,404	10,007	10,209	10,410	10,619	10,832
Administration & Overhead	1,150	635	1,550	1,660	1,770	1,880	1,990
Operations & Maintenance	30,500		33,500	33,500	33,500	33,500	33,500
Vehicle & Hauling Costs			450	450	450	450	450
Shared Overhead	1,988	1,497	1,425	1,453	1,481	1,510	1,541
Total Markin MacPhail Westside Legacy Trail	46,264	7,536	46,932	47,272	47,611	47,959	48,313
Total Expenditures	448,041	361,537	430,267	413,287	403,000	402,863	404,539
Revenue less Expenditures	1,922,863	537,984	1,855,402	40,349	50,561	50,961	51,779
Transfers to Reserves	(33,000)	(33,000)	(33,000)	(33,000)	(33,000)	(33,000)	(33,000)
Capital Expenditures	(1,885,000)	(414,360)	(1,808,000)				
Surplus (Deficit)	4,863	90,625	14,402	7,349	17,561	17,961	18,779
Reserve Funds		95,672					

Date February 3, 2020
Author Holly Ronnquist, CFO
Subject BC Hydro Payment-in-lieu-of-taxes – Aberfeldie Dam

REQUEST

Allocate BC Hydro Payment-in-lieu-of-taxes for the Aberfeldie Dam to Regional Parks for 2020.

OPTIONS

1. That, for 2020, \$30,000 of the BC Hydro payment in lieu of taxes for the Aberfeldie Dam be allocated in the amount of \$20,000 to the Regional Parks service, for Wycliffe Exhibition Grounds improvement projects and \$10,000 to Cranbrook Library Contribution service.
2. That all of the BC Hydro Payment-in-lieu-of-taxes for the Aberfeldie Dam remain allocated to the Electoral Area C Discretionary Grant-in-Aid service.

RECOMMENDATION

Option 1

BACKGROUND/ANALYSIS

The RDEK receives payments in lieu of taxes (PILT) from BC Hydro for three power generating dams in the region. The funds received can be allocated to any service that a property in their respective location would otherwise pay taxes towards. In 2011, the Board decided that the funds should be allocated to the Discretionary Grant-in-Aid (DGIA) service for the respective Electoral Areas (Areas B, C, and G). For 2020, Director Gay would like to allocate \$30,000 of the PILT for the Aberfeldie Dam as follows:

1. Wycliffe Park/Wycliffe Exhibition Grounds - Business Plan	\$10,000
2. Wycliffe Exhibition Grounds – Lighting Upgrade	\$5,000
3. Wycliffe Exhibition Grounds – Water Tank for Groomer	\$3,500
4. Wycliffe Exhibition Grounds – Steer Coral	\$500
5. Wycliffe Park – Fee Vault	\$1,000
6. Cranbrook Library – Quiet Room	\$10,000
Total Improvements	\$30,000

SPECIFIC CONSIDERATIONS

Policy

The current policy is that these funds are allocated to the Electoral Area C Discretionary Grant-in-Aid service. This would amend the policy for 2020.

Financial - Taxes

Allocating \$30,000 to the Regional Parks service reduces the taxation that would otherwise be required to complete facility improvements. Some of the improvements may not occur without this funding.

Request for Decision

File No: Shh 526 005

Date 1/27/2020
Author Holly Ronnquist, CFO
Subject Board Remuneration Bylaw 2020 - 2022

REQUEST

Adopt Board Remuneration Bylaw No. 2978 to establish remuneration rates for 2020 through 2022 and to amend the RDEK Board Travel and Accommodation Allowances Policy.

OPTIONS

1. THAT Bylaw No. 2978 cited as "Regional District of East Kootenay – Board Remuneration Bylaw No. 2978, 2020" be introduced.
2. THAT Bylaw No. 2978 cited as "Regional District of East Kootenay – Board Remuneration Bylaw No. 2978, 2020" be introduced with the following amendments _____.
3. THAT the proposed amendment to the Board Travel and Accommodation Allowances Policy, as outlined in the January 21, 2020 report from the Chief Financial Officer, be approved.
4. THAT the proposed amendment to the Board Travel and Accommodation Allowances Policy, as outlined in the January 21, 2020 report from the Chief Financial Officer, be approved with the following amendments _____.

RECOMMENDATION

Option 1 and 3

BACKGROUND/ANALYSIS

At the January 10, 2020 meeting, the Board approved all recommendations of the Board Remuneration Review Panel and directed that a new Board remuneration bylaw and Board travel expense policy be prepared as outlined in the December 22, 2019 report from the Chief Financial Officer.

The recommended board remuneration rates, and tax impact based on the 2020 Completed Assessment Roll are as follows:

	2019	2020	Est 2021	Est 2022
Electoral Area Directors Annual Stipend	\$27,282	\$27,964	\$28,365	\$29,322
Municipal Directors Annual Stipend	13,642	13,983	14,319	14,662
Chair Annual Stipend – to be paid in addition to regular Director's stipend	20,160	20,664	21,160	21,668
Vice-Chair Annual Stipend – to be paid in addition to regular Director's stipend	3,360	3,444	3,527	3,611
Board Meetings	210	210	210	210
Standing Committee Meetings	105	110	115	120
Chair – Standing Committee Meetings – to be paid in addition to meeting rate	-	25	35	40
Appointed Committee Meetings	100	100	105	110
Strategic Planning Sessions	100	100	105	110
Public Hearings	85	85	90	95
Budget Impact (Increase over 2019)	-	\$11,725	\$24,001	\$36,204
Total Over Three Years				\$71,930
Tax Rate Impact (per \$1,000, 2020 Completed Roll)	-	\$0.0061	\$0.0064	\$0.0064
Tax Increase for \$354,000 Property (over 2019)	-	\$ 0.22	\$ 0.44	\$ 0.67

* Stipends are based on an increase of 2.5% in 2020 and BC CPI (estimated at 2.4% - based on 3 year average) in 2021, 2022

SPECIFIC CONSIDERATIONS

Financial – Financial Plan

The approved rates will be incorporated in the 2020 – 2024 Financial Plan.

Attachments: Board Remuneration Bylaw No. 2978; Board Remuneration Review Panel Recommendations Report from the CFO.

REGIONAL DISTRICT OF EAST KOOTENAY
BYLAW NO. 2978

A bylaw to provide for remuneration to the Chair, Vice Chair and Directors of the Regional District of East Kootenay.

WHEREAS the Board may provide for payment of annual remuneration to the Chair, Vice Chair and Directors and remuneration to the Chair, Vice Chair, Directors and Alternate Directors for each board meeting and committee meeting attended;

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

CITING

1. This Bylaw may be cited as “Regional District of East Kootenay – Board Remuneration Bylaw No. 2978, 2020”.

ANNUAL REMUNERATION

2. Directors of the Board shall be paid an annual remuneration in 2020 as outlined below. Chair and Vice Chair remuneration is paid in addition to the Municipal Director or Electoral Area Director remuneration:
- | | | |
|----|--------------------------|----------|
| a) | Municipal Directors | \$13,983 |
| b) | Electoral Area Directors | \$27,964 |
| c) | Vice Chair | \$3,444 |
| d) | Chair | \$20,664 |
3. Directors of the Board shall be paid an annual remuneration in 2021 and 2022 calculated as the annual remuneration rate of the immediately preceding year plus an inflationary increase based on the British Columbia Consumer Price Index, 12 month moving average, all items index for October for the immediately preceding year.

REMUNERATION FOR ATTENDING MEETINGS

4. Directors or Alternate Directors shall be paid the following for each regularly constituted board meeting or special board meeting attended:

2020	\$210
2021	\$210
2022	\$210

5. Directors or Alternate Directors shall be paid the following for each regularly constituted committee meeting attended. The regular meeting rate is to be paid for each meeting attended to the following maximums per day.

	Regular Meeting Rate	Maximum Per Day
2020	\$110	\$330
2021	\$115	\$345
2022	\$120	\$360

6. Directors who act as Chair of a regularly constituted committee meeting shall be paid the following, in addition to the rate outlined in Section 5:

2020	\$25
2021	\$35
2022	\$40

7. Directors and Alternate Directors who by resolution of the Board are appointed and authorized to attend or participate in extraordinary meetings or committees on behalf of the Regional District, shall be entitled to remuneration at the following rates per day or portion thereof. If Directors or Alternate Directors receive a stipend from another party for

recognition of their participation on the committee, the stipend shall be deducted from the rate paid by the Regional District:

2020	\$100
2021	\$105
2022	\$110

8. Directors or Alternate Directors shall be paid the following rates per day or portion thereof for attendance at the annual strategic planning session:

2020	\$100
2021	\$105
2022	\$110

9. Directors and Alternate Directors to whom public hearings are delegated shall be paid the following for each day that public hearings are attended:

	Maximum Per Day
2020	\$85
2021	\$90
2022	\$95

EXPENSES

10. All reasonable travel and other expenses, incurred by Directors or Alternate Directors in the conducting of Regional District business, shall be reimbursed upon the submission of expense vouchers.

TRAVEL ALLOWANCE

11. When attendance at regular and special board meetings or standing committee meetings requires travel of more than 30 minutes each way, Directors and Alternate Directors shall be paid a travel allowance of \$20 for each and every hour of travel time.

EXCEPTIONS

12. The rates outlined in this Bylaw do not apply to the Director or Alternate Director for the Jumbo Glacier Mountain Resort Municipality until such time as the Director is able to exercise his/her right to vote in accordance with the Letters Patent.

REPEAL

13. Bylaw No. 2747 cited as “Regional District of East Kootenay – Board Remuneration Bylaw No. 2747, 2016” is hereby repealed.

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

Travel and Accommodation Allowances – Proposed

1) RDEK Board and Committee Meetings

Accommodation: at actual cost

Meals:	Within Kootenay Boundary*	Outside Kootenay Boundary*
Breakfast	\$20.00	\$20.00
Lunch	\$25.00	\$25.00
Dinner	\$40.00	\$50.00

Mileage: Vehicle mileage rate will be paid at the per kilometer rate approved by the Canada Revenue Agency, not to exceed the cost of the lowest available airfare.

Mileage for travel to and from RDEK Board meetings will be included on each Director's regular payroll.

2) Conventions / Seminars / Other Meetings

Accommodation: at actual cost

Per Diem:	Within Kootenay Boundary*	Outside Kootenay Boundary*
	\$100.00	\$110.00

(Payable when an overnight stay is required.)

Meals:	Within Kootenay Boundary*	Outside Kootenay Boundary*
Breakfast	\$20.00	\$20.00
Lunch	\$25.00	\$25.00
Dinner	\$40.00	\$50.00

(Payable when no overnight stay is required.)

Mileage: Vehicle mileage rate will be paid at the per kilometer rate approved by the Canada Revenue Agency not to exceed the cost of the lowest available airfare.

Expenses are paid for one day's travel to and from a seminar only if air travel is not available.

* "Kootenay Boundary" is defined as the area within the Regional District of East Kootenay, Regional District of Central Kootenay and Regional District of Kootenay Boundary.

3) Jumbo Glacier Mountain Resort

This policy does not apply to the Director of the Jumbo Glacier Mountain Resort Municipality until such time as the Director is able to exercise his/her right to vote in accordance with the Letters Patent.

Request for Decision

Shh 526 005

Date 12/31/2019
Author Holly Ronnquist, CFO
Subject Board Remuneration Review Panel Recommendations

REQUEST

Establish rates for the Board remuneration bylaw and Board travel and accommodation allowances policy.

OPTIONS

1. That the recommendations of the public Board Remuneration Review Panel, as outlined in the December 22, 2019 report from the CFO, be accepted; and further, that a new Board remuneration bylaw and an amendment to the Board travel and accommodation allowances policy reflecting these changes be prepared for Board consideration.
2. That a new Board remuneration bylaw and Board travel and accommodation allowances policy be prepared with the following rates:_____.

RECOMMENDATION

Option 1

BACKGROUND/ANALYSIS

As directed by the Board, an independent panel was established to review annual remuneration and meeting rates and travel and accommodation allowances for the RDEK Board for the period January 2020 to October 2022. The members of the Committee were:

Lee-Ann Crane	Cal McDougall
Mary Giuliano	Murray Floyd
Kathy Merkel	Wendy Booth – written comments, unable to attend meeting

The panel met on December 10, 2019. They reviewed a comparison of remuneration rates and travel and accommodation allowances paid by other regional districts, and considered various options for adjusting RDEK rates.

The discussion and comments included:

1. The stipends being paid to all positions within the Board of Directors are appropriate in comparison to other regional districts at the present time. It is important to provide annual inflationary increases. The panel did not feel that increases should be tied to staff increases.
2. The current ratio of stipends, with Electoral Area Directors receiving two times (2X) the stipend of Municipal Directors, is appropriate and reflects the work the Directors do.
3. Board Meeting rates are appropriate.

4. Standing Committee Meeting rates should be increased to reflect the amount of preparation and work that goes into these meetings.
5. A new Standing Committee Meeting Chair rate should be established to reflect the amount of preparation and work that goes into chairing these meetings.
6. Appointed Committee Meeting rates should have some increases but not to the same extent as the Standing Committees over the three year period.
7. Travel and meal allowances are appropriate when comparing to other regional districts. However, the rate paid for dinner outside of the Kootenay Boundary (areas outside of the East Kootenay, Central Kootenay and Kootenay Boundary Regional Districts) should be increased. The \$20 per hour rate for travel time is still appropriate.
8. The panel strongly felt that the Director's annual stipend should continue to be paid separate from the rates for attendance at meetings. The panel did not support the suggestion from the UBCM Council and Board Remuneration Guide, that the Board and Standing Committee meetings be combined in the annual stipend.
9. The panel did not support adding stipends or allowances to reimburse Directors for the use of personal cell phones, laptops or desk top computers. The panel felt that the previous 1/3 tax free allowance was initially provided to relieve the Directors of these costs and that the adjustment to remuneration provided effective January 1, 2019 (as a result of the Canada Revenue Agency decision to discontinue the tax free allowance) ensured Directors were continuing to receive consideration for these costs.
10. The panel did not support adding stipends or allowances to reimburse Directors for increased ICBC insurance premiums for changing from personal to business use or for windshield repair or replacement. The panel felt that the current practice of paying the Canada Revenue Agency vehicle mileage rate (currently \$0.58 per km) adequately reimbursed Directors for these costs.
11. The panel considered that some of the organizations that Directors are appointed to may pay the Director a small stipend directly. The panel felt that a clause should be included in the Remuneration Bylaw that states that Directors should receive the appointed committee meeting rate less any amounts received directly from the group or organization.

Board Remuneration Review Panel Recommendations:

The Board Remuneration Review Panel recommended that the RDEK Board consider the following changes:

1. Increase all Director stipends by 2.5% in 2020 and to reflect BC CPI in 2021 and 2022.
2. Increase the Chair and Vice-Chair stipends by 2.5% in 2020 and to reflect BC CPI in 2021 and 2022.
3. Increase the Standing Committee meeting rate increase to \$110 per meeting in 2020; \$115 per meeting in 2021 and \$120 per meeting in 2022.
4. Establish a new per meeting rate for Standing Committee Chairs at \$25 in 2020, \$35 in 2021 and \$40 in 2022. This will be paid in addition to the Standing Committee meeting rate.

5. For meetings and events attended outside of the Kootenay Boundary area, increase the dinner allowance to \$50 (currently \$40) and increase the per diem to \$110 (currently \$100).

The following table shows the effect of the proposed changes:

	2019	2020	2021	2022
Electoral Area Directors Annual Stipend	\$27,282	\$27,964	\$28,365	\$29,322
Municipal Directors Annual Stipend	13,642	13,983	14,319	14,662
Chair Annual Stipend – to be paid in addition to regular Director's stipend	20,160	20,664	21,160	21,668
Vice-Chair Annual Stipend – to be paid in addition to regular Director's stipend	3,360	3,444	3,527	3,611
Board Meetings	210	210	210	210
Standing Committee Meetings	105	110	115	120
Chair – Standing Committee Meetings – to be paid in addition to meeting rate	-	25	35	40
Appointed Committee Meetings	100	100	105	110
Strategic Planning Sessions	100	100	105	110
Public Hearings	85	85	90	95
Budget Impact (Increase over 2019)	-	\$11,725	\$24,001	\$36,204
Total Over Three Years				\$71,930
Tax Rate Impact (per \$1,000)	-	\$0.0065	\$0.0068	\$0.0067
Tax Increase for \$335,000 Property (over 2019)	-	\$ 0.22	\$ 0.44	\$ 0.67

* Stipends are based on an increase of 2.5% in 2020 and BC CPI (estimated at 2.4% - based on 3 year average) in 2021, 2022

SPECIFIC CONSIDERATIONS

Financial

Implementation of the changes recommended by the Board Remuneration Review Panel would result in estimated additional costs as shown in the above table.

Financial Plan

An allowance for increases in Director annual stipends was built into each year of the 2019 – 2023 Financial Plan. The 2020 – 2024 Financial Plan will need to be adjusted for increases in meeting rates.

Comparison to Other Regional Districts

Attached is a comparison of remuneration rates at other regional districts, a comparison of travel and expense rates at other regional districts and a copy of the memo that was provided to the Board Remuneration Committee members to provide background for their discussion.

Some regional districts provide annual remuneration that combines the annual stipend and total remuneration for meetings for the year. The attached comparison has estimated what the combined remuneration would be for each regional district.

The Canada Revenue Agency removal of the 1/3 tax free allowance was effective January 1, 2019. Given that this is a fairly recent change, not all of the regional districts in the comparison have adjusted remuneration rates at this time.

Process

On October 4, 2019 the Board directed that a Board remuneration policy be prepared with recommendations from the CFO outlined in the September 25, 2019 report. The policy will be presented to Board in summer 2020.

Attachments