

Board of Directors Meeting

Amended Agenda



February 14, 2020

9:00 am

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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All Directors, Majority (except Elkford) unless otherwise indicated

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14.	Adjourn to Closed	



MINUTES OF THE BOARD OF DIRECTORS MEETING

January 10, 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

The meeting was called to order at 9:00 am.

Shawn Tomlin, CAO, introduced Fiona Dercole, Protective Services Manager.

Chair Gay presented a 10-year service award to:

- Drew Sinclair, Deputy Fire Chief Columbia Valley
- Connie Thom, Executive Assistant

Adoption of the Agenda

48903
MOVED by Director McKerracher
SECONDED by Director Miller

THAT the agenda for the RDEK Board of Directors meeting be adopted.

CARRIED

Adoption of the Minutes

December 6, 2019 Meeting

48904
MOVED by Director Wilkie
SECONDED by Director Reinhardt

THAT the Minutes of the RDEK Board of Directors meeting held on December 6, 2019 be adopted as circulated.

CARRIED

Invited Presentations & Delegations

Introduction and Upcoming Initiatives

Rob Morrison, Kootenay-Columbia MP, introduced himself to the Board and expressed his gratitude to be a Member of Parliament for Kootenay Columbia.

Bill 40 - Interpretation Amendments Act 2019 and White Tail Doe Moratorium

Tom Shypitka, MLA Kootenay East, reviewed the *Interpretation Amendments Act* and provided clarification on the legislation for standardization of pacific time. MLA Shypitka, spoke on the population decline of wildlife and requested that a letter of support be sent to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development requesting that a 2-year moratorium on the whitetail doe hunt in Region 4 be implemented.

48905

MOVED by Director Sosnowski

SECONDED by Director Doehle

THAT a letter be sent to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development requesting that a 2 year moratorium on the whitetail doe hunt in Region 4 be implemented.

CARRIED

Lake Windermere Ambassadors 2019 Sampling Season Results

Shannon McGinty, Program Coordinator, Lake Windermere Ambassadors, provided a review of the 2019 sampling results for Lake Windermere noting that the results were within the Ministry of Environment's objectives.

The meeting recessed at 10:13 am and reconvened at 10:24 am.

Proposed Revisions to the Emergency Program Act

Dave Peterson, Assistant Deputy Minister, Emergency Management BC, spoke to each of the listed proposed revisions to the *Emergency Program Act*:

- Obligations to address all four emergency management pillars
- Improved tools for response and recovery
- Recognizing First Nations as emergency management partners
- Stronger recognition of key role of critical infrastructure
- Requirements for coordination, collaboration, and provision of information between partners
- Build confidence in the emergency management system
- Greater recognition and protection for volunteers

Committee Recommendations**Columbia Valley Services Committee****Plastic Pollution in the Columbia Valley**

The Board received the petition submitted by Stephanie Van de Kemp requesting a ban on single-use plastic bags in the Columbia Valley.

Columbia Valley Transit Future Service Plan

48906

MOVED by Director Clovechok

SECONDED by Director Reinhardt

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

CARRIED

Columbia Lake Recreation Centre – Funding Request

48907

MOVED by Director Reinhardt

SECONDED by Director Clovechok

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

and further, that the Society be requested to provide the following information to assist with consideration of the request:

- a statement of revenue and expenditures for the first year of operations; and
- a budget for the next 1-3 years.

CARRIED

Columbia Valley Local Conservation Fund Program

48908

MOVED by Director Miller

SECONDED by Director Reinhardt

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

CARRIED

Electoral Area Services Committee**BC Broadband Association - 2020 Annual Conference - Attendance Approval**

48909

MOVED by Director Clovechok

SECONDED by Director Doehle

THAT the following Electoral Area Directors be authorized to attend the BC Broadband Association 2020 Annual Conference held on April 21 - 22, 2020 in Richmond with expenses paid from Electoral Area Administration:

- Director Stan Doehle
- Director Jane Walter
- Director Susan Clovechok

CARRIED

Columbia Basin Trust Community Wildfire Program Grant Application

48910

MOVED by Director Gay

SECONDED by Director Clovechok

THAT an application be submitted to Columbia Basin Trust for \$25,000 under the Community Wildfire Program for FireSmart educational activities within the RDEK;

and further, that the RDEK will support the project and provide overall grant management if the application is successful.

CARRIED

Investing in Canada Infrastructure Program Grant Application

48911

MOVED by Director Clovechok

SECONDED by Director Gay

THAT an application be submitted to the Investing in Canada Infrastructure Program, Green Infrastructure - Environmental Quality Sub-Stream for the East Side Lake Windermere Watermain Upgrade Project with ineligible or additional costs to be paid for under the East Side Lake Windermere Water System Service.

CARRIED

LIDAR and Orthophotos - Edgewater to Spillimacheen

48912

MOVED by Director Wilkie

SECONDED by Director Walter

THAT a contribution of \$2,500 from the Electoral Area G Discretionary Grants-in-Aid be provided to the Columbia Wetlands Stewardship Partners towards the cost of purchasing LIDAR and Orthophotos for the Edgewater-Spillimacheen area subject to the RDEK having full access to the data.

CARRIED

Discretionary Grants-in-Aid - January

48913

MOVED by Director Walter

SECONDED by Director Doehle

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

Summit Community Services Society – Police Based Victim Services

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

Cranbrook and Region Tourism Society – Cranbrook Trail Map

- C - \$5,500

Columbia House Enhancement Society – Columbia House Healing Garden

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

CARRIED

Discretionary Grant-in-Aid Policy Change

48914

MOVED by Director Walter

SECONDED by Director Clovechok

THAT the Discretionary Grants-in-Aid policy be amended to require an application to include the project partners and project budget detailing revenue, expenditures, funds received from other sources and in-kind contributions.

CARRIED

Cherry Creek Falls Regional Park Management Plan

48915

MOVED by Director Walter

SECONDED by Director Clovechok

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

CARRIED

Geographical Information Systems Management Services Agreements

48916

MOVED by Director Wilkie

SECONDED by Director Doehle

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

CARRIED

48917

MOVED by Director Wilkie

SECONDED by Director Walter

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

CARRIED

Community Works Fund - Columbia Basin Broadband Corporation

48918

MOVED by Director Walter

SECONDED by Director Clovechok

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

(continued on next page)

48918 (continue)

and further, that a letter of support be provided to accompany grant applications to the Connecting BC and CRTC Broadband Fund programs.

CARRIED

Community Works Fund - Cranbrook Community Theatre

48919

MOVED by Director Gay

SECONDED by Director Doehle

THAT a Community Works Fund grant of \$22,500 be provided to the Cranbrook Community Theatre Society for the "Studio/Stage Door" Theatre Renovation project;

and further that the grant be included in the 2020 Financial Plan.

CARRIED

South Kountry Cable Ltd - Letter of Support

48920

MOVED by Director Doehle

SECONDED by Director Walter

THAT a letter of support be provided to South Kountry Cable Ltd for an application to the Canadian Radio-television and Telecommunications Commission Broadband Fund for the Tie Lake Fibre project.

CARRIED

2020 WildSafeBC Program – Electoral Areas F and G

48921

MOVED by Director Clovechok

SECONDED by Director Walter

THAT an application be submitted to the 2020 WildSafeBC Program to provide a Community Coordinator in Electoral Areas F and G;

and further, that a contribution fee of \$4,000 be paid from the Discretionary Grants-in-Aid Service (\$3,080 from Area F and \$920 from Area G).

CARRIED

Notice on Title (4426 37th Street South, Gold Creek)

48922

MOVED by Director Gay

SECONDED by Director Walter

THAT a Notice on Title be placed on the property legally described as Lot 55, Plan NEP1083, District Lot 6438 Kootenay District, 4426 37th Street South in the Gold Creek area, for contravention of RDEK bylaws resulting from failure to obtain required inspections.

CARRIED

Notice on Title (9880 Highway 3/95, Moyie)

48923

MOVED by Director Gay

SECONDED by Director Walter

THAT a Notice on Title be placed on the property legally described as Strata Lot 1, District Lot 3003 Kootenay District, Plan NES2484 Together With an Interest in the Common Property in Proportion to the Unit Entitlement of the Strata Lot as Shown on Form V, 9880 Highway 3/95 in the Moyie area, for contravention of RDEK bylaws resulting from failure to obtain required building permits and inspections.

CARRIED

Planning & Development Services Committee**Request for Reconsideration of DP 28-18 (KGT Enterprises Ltd / Windermere Esso)**

48924

MOVED by Director Clovechok

SECONDED by Director Gay

THAT the amendment to Development Permit 28-18 (KGT Enterprises / Windermere Esso) be granted subject to the addition of gabled façades on the north and south elevations over all groupings of support columns.

CARRIED

Request for Reconsideration of DP 44-19 (KGT Enterprises Ltd / Windermere Esso)

48925

MOVED by Director Sosnowski

SECONDED by Director Graham

THAT Development Permit No. 44-19 (KGT Enterprises Ltd. / Windermere Esso) be granted.

OPPOSED: Director Clovechok, and Director Wilkie

CARRIED

Request for Reconsideration (City of Cranbrook Proposed Boundary Expansion)

48926

MOVED by Director Gay

SECONDED by Alternate Director Popoff

THAT Resolution No. 48853 adopted on December 6, 2019, in support of the City of Cranbrook proposed boundary expansion, be rescinded.

CARRIED

48927

MOVED by Director Gay

SECONDED by Alternate Director Popoff

THAT the City of Cranbrook be advised that the RDEK does not support the proposed 18.6 ha boundary expansion in the vicinity of 17th Street South as outlined in the November 14, 2019 correspondence from the City.

CARRIED

Bylaw No. 2966 & Bylaw No. 2967 (Fairmont / FHSR) - Introduction

48928

MOVED by Director Sterzer

SECONDED by Director Miller

THAT Bylaw No. 2966 cited as "Regional District of East Kootenay – Fairmont Hot Springs & Columbia Lake Area Official Community Plan Bylaw No. 2779, 2017 – Amendment Bylaw No. 5, 2019 (Fairmont / FHSR)" be introduced.

CARRIED

48929

MOVED by Director Miller

SECONDED by Director Sterzer

THAT Bylaw No. 2967 cited as "Regional District of East Kootenay – Upper Columbia Valley Zoning Bylaw No. 900, 1992 – Amendment Bylaw No. 357, 2019 (Fairmont / FHSR)" be introduced.

CARRIED

Bylaw No. 2969 (Jaffray / Barr) - Introduction

48930

MOVED by Director Doehle

SECONDED by Director Sterzer

THAT Bylaw No. 2969 cited as "Regional District of East Kootenay – Jaffray, Tie Lake, Rosen Lake Land Use and Floodplain Management Bylaw No. 1414, 1999 – Amendment Bylaw No. 33, 2019 (Jaffray / Barr)" be introduced.

CARRIED

Bylaw No. 2970 (Miscellaneous / RDEK) - Introduction

48931

MOVED by Director Wilks

SECONDED by Director Sterzer

THAT Bylaw No. 2970 cited as "Regional District of East Kootenay – Lake Windermere Official Community Plan Bylaw No. 2929, 2019 – Amendment Bylaw No. 1, 2019 (Miscellaneous / RDEK)" be introduced.

CARRIED

Bylaw No. 2971 (Wilmer / Wilmer Eco Development Ltd) - Introduction

48932

MOVED by Director Wilkie

SECONDED by Director Clovechok

THAT Bylaw No. 2971 cited as "Regional District of East Kootenay – Upper Columbia Valley Zoning Bylaw No. 900, 1992 – Amendment Bylaw No. 358, 2019 (Wilmer / Wilmer Eco Development Ltd)" be introduced.

CARRIED

ALR Subdivision Application (Fort Steele / Elliott & Soppit)

48933

MOVED by Director Gay

SECONDED by Director Sterzer

THAT the Agricultural Land Commission be advised that the RDEK supports the Elliott & Soppit ALR subdivision application for property located on Wardner-Fort Steele Road in Fort Steele.

CARRIED

DVP No. 36-19 (Fernie / Goran)

48934

MOVED by Director Sosnowski

SECONDED by Director Sterzer

THAT Development Variance Permit No. 36-19 (Fernie / Goran) be granted.

CARRIED

DVP No. 39-19 (Meadowbrook / Hockley)

48935

MOVED by Director Walter

SECONDED by Director Wilks

THAT Development Variance Permit No. 39-19 (Meadowbrook / Hockley) be granted.

CARRIED

DVP No. 41-19 (Holland Creek / 1047217 Alb Ltd.)

48936

MOVED by Director Sterzer

SECONDED by Director Clovechok

THAT Development Variance Permit No. 41-19 (Holland Creek / 1047217 Alb Ltd.) be granted.

CARRIED

DVP No. 43-19 (Cranbrook East / ZAM Enterprises Ltd.)

48937

MOVED by Director Gay

SECONDED by Director Sterzer

THAT Development Variance Permit No. 43-19 (Cranbrook East / ZAM Enterprises Ltd.) be granted.

CARRIED

DVP No. 44-19 (Cranbrook North / Marlow)

48938

MOVED by Director Gay

SECONDED by Director Sterzer

THAT Development Variance Permit No. 44-19 (Cranbrook North / Marlow) be granted.

CARRIED

DVP No. 45-19 (Windermere / Kachur & Stringer)

48939

MOVED by Director Clovechok

SECONDED by Director Miller

THAT Development Variance Permit No. 45-19 (Windermere / Kachur and Stringer) be granted.

CARRIED

DVP No. 46-19 (Wycliffe / Odarich & Klekowski)

48940

MOVED by Director Walter

SECONDED by Director Wilks

THAT Development Variance Permit No. 46-19 (Wycliffe / Odarich and Klekowski) be granted.

CARRIED

TUP No. 2-19 (Mayook / EarthRite Industries Ltd.)

48941

MOVED by Director Gay

SECONDED by Alternate Director Popoff

THAT the EarthRite Industries Ltd. Temporary Use Permit to allow the storage of wood mulch and the parking and maintenance of up to 6 highway trucks and trailers on property located on Highway 3/93 in the Mayook area be refused.

CARRIED

Kootenay Dirt Riders Crown Land Licence of Occupation

48942

MOVED by Director Qualizza

SECONDED by Director Clovechok

THAT the Ministry of Forests, Lands, Natural Resource Operations and Rural Development be advised that the RDEK supports the Kootenay Dirt Riders Crown Land Licence of Occupation for a trails and staging area recreation site in the Ta Ta Creek area.

CARRIED

48943

MOVED by Director Sosnowski

SECONDED by Director Doehle

THAT a discussion be held at the Planning & Development Services Committee meeting in February regarding the need for increased enforcement on Crown land with respect to recreation access and unauthorized activities.

CARRIED

Kootenay River Tributaries - Vessel Operation Restriction Regulations

48944

MOVED by Director Clovechok

SECONDED by Director Walter

THAT St. Eugene Resort and Casino be thanked for their letter regarding motor restrictions on the Upper Kootenay River tributaries and be advised that the RDEK is not aware of any work the East Kootenay River Alliance has undertaken in regards to establishing motor boat restrictions on the tributaries of the Kootenay River.

CARRIED

Governance & Regional Services Committee**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

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;

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;

(continued on next page)

48950 (continued)

- 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

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 Telecommunications Commission Broadband Fund for the Wardner and Elko fibre project.

CARRIED

Rural Site Maintenance Contract

48952

MOVED by Director Reinhardt

SECONDED by Director Wilkie

THAT the proposal provided by GFL Environmental Inc. for Rural Site Maintenance be accepted and the Chair and CAO be authorized to sign a contract with GFL Environmental Inc. for a five year term at a rate of \$158,700 per year plus an annual CPI adjustment.

CARRIED

Central Services Committee

Emergency Support Services Director Contract – Central Subregion

48953

MOVED by Director Walter

SECONDED by Director McCormick

THAT the Chair and CAO be authorized to sign the agreement with Melody Munro as Emergency Support Services Director for the Central Emergency Program for the term January 1, 2020 to December 31, 2021.

CARRIED

Elk Valley Services Committee

Elk Valley Transit Future Service Plan

48954

MOVED by Director Wilks

SECONDED by Director Qualizza

THAT consideration of the Elk Valley Transit Future Service Plan be postponed one month.

CARRIED

Planning Bylaws

Bylaw No. 2906 & Bylaw No. 2907 (Windermere North / Bad Toro Properties Ltd)

48955

MOVED by Director Reinhardt

SECONDED by Director Wilkie

THAT Bylaw No. 2906 cited as "Regional District of East Kootenay – Lake Windermere Official Community Plan Bylaw No. 2061, 2008 – Amendment Bylaw No. 27, 2019 (Windermere North / Bad Toro Properties Ltd)" not proceed.

CARRIED

48956

MOVED by Director Reinhardt

SECONDED by Director Sosnowski

THAT Bylaw No. 2907 cited as "Regional District of East Kootenay - Upper Columbia Valley Zoning Bylaw No. 900, 1992 - Amendment Bylaw No. 348, 2019 (Windermere North / Bad Toro Properties Ltd)" be adopted.

CARRIED

Bylaw No. 2956 (Tie Lake / Fenwick)

48957

MOVED by Director Doehle

SECONDED by Director Graham

THAT the Public Hearing Report for Bylaw No. 2956 as submitted by Director Stan Doehle, be accepted.

CARRIED

48958

MOVED by Director Doehle

SECONDED by Director Sosnowski

THAT Bylaw No. 2956 cited as "Regional District of East Kootenay – Jaffray, Tie Lake, Rosen Lake Land Use and Floodplain Management Bylaw No. 1414, 1999 – Amendment Bylaw No. 32, 2019 (Tie Lake / Fenwick)" be read a third time.

CARRIED

48959

MOVED by Director Reinhardt

SECONDED by Director Wilks

THAT Bylaw No. 2956 cited as "Regional District of East Kootenay – Jaffray, Tie Lake, Rosen Lake Land Use and Floodplain Management Bylaw No. 1414, 1999 – Amendment Bylaw No. 32, 2019 (Tie Lake / Fenwick)" be adopted.

CARRIED

Bylaw No. 2966 & Bylaw No. 2967 (Fairmont / FHSR)

48960

MOVED by Director Reinhardt

SECONDED by Director Clovechok

THAT Bylaw No. 2966 cited as "Regional District of East Kootenay – Fairmont Hot Springs & Columbia Lake Area Official Community Plan Bylaw No. 2779, 2017 – Amendment Bylaw No. 5, 2019 (Fairmont / FHSR)" be read a first and second time.

CARRIED

48961

MOVED by Director Clovechok

SECONDED by Director Sterzer

THAT Bylaw No. 2967 cited as "Regional District of East Kootenay – Upper Columbia Valley Zoning Bylaw No. 900, 1992 – Amendment Bylaw No. 357, 2019 (Fairmont / FHSR)" be read a first and second time.

CARRIED

48962

MOVED by Director Sterzer

SECONDED by Director Clovechok

THAT a public hearing be held regarding Bylaw No. 2966 and Bylaw No. 2967 and the hearing be delegated to:

Director Susan Clovechok, Electoral Area F

Director Gerry Wilkie, Electoral Area G

CARRIED

The date for the public hearing for Bylaws No. 2966 & No. 2967 is 4:00 pm on January 28, 2020 at the Fairmont Hot Springs Resort in the Pine Room.

Bylaw No. 2969 (Jaffray / Barr)

48963

MOVED by Director Doehle

SECONDED by Director Walter

THAT Bylaw No. 2969 cited as "Regional District of East Kootenay – Jaffray, Tie Lake, Rosen Lake Land Use and Floodplain Management Bylaw No. 1414, 1999 – Amendment Bylaw No. 33, 2019 (Jaffray / Barr)" be read a first and second time.

CARRIED

48964

MOVED by Director Doehle

SECONDED by Director Sterzer

THAT a public hearing be held regarding Bylaw No. 2969 and the hearing be delegated to:

Director Stan Doehle, Electoral Area B

Director Rob Gay, Electoral Area C

CARRIED

The date for the public hearing for Bylaw No. 2969 is 7:00 pm on January 29, 2020 at the Jaffray Community Hall.

Bylaw No. 2970 (Miscellaneous / RDEK)

48965

MOVED by Director Miller

SECONDED by Director Reinhardt

THAT Bylaw No. 2970 cited as "Regional District of East Kootenay – Lake Windermere Official Community Plan Bylaw No. 2929, 2019 – Amendment Bylaw No. 1, 2019 (Miscellaneous / RDEK)" be read a first and second time.

CARRIED

48966

MOVED by Director Clovechok

SECONDED by Director Reinhardt

THAT a public hearing be held regarding Bylaw No. 2970 and the hearing be delegated to:

Director Susan Clovechok, Electoral Area F

Director Gerry Wilkie, Electoral Area G

CARRIED

The date for the public hearing for Bylaw No. 2970 is 4:00 pm on January 28, 2020 at the Fairmont Hot Springs Resort in the Pine Room.

Bylaw No. 2971 (Wilmer / Wilmer Eco Development Ltd)

48967

MOVED by Director Wilkie

SECONDED by Director Miller

THAT Bylaw No. 2971 cited as "Regional District of East Kootenay – Upper Columbia Valley Zoning Bylaw No. 900, 1992 – Amendment Bylaw No. 358, 2019 (Wilmer / Wilmer Eco Development Ltd)" be read a first and second time.

CARRIED

48968

MOVED by Director Clovechok

SECONDED by Director Miller

THAT a public hearing be held regarding Bylaw No. 2971 and the hearing be delegated to:

Director Susan Clovechok, Electoral Area F

Director Gerry Wilkie, Electoral Area G

Director Allen Miller, District of Invermere

CARRIED

The date for the public hearing for Bylaw No. 2971 is 7:00 pm on January 28, 2020 at the Wilmer Community Hall.

Adjourn to Closed

48969
MOVED by Director McKerracher
SECONDED by Director Miller

THAT the meeting adjourn to a Closed RDEK Board of Directors meeting to consider the following matters:

- 1. Emergency Support Services Director and Invermere Public Library Board Appointments – Section 90(1)(a) of the *Community Charter* personal information about an identifiable individual who is being considered for a position appointed by the RDEK; and
- 2. Notice on Title - Section 90(1)(g) of the *Community Charter* - litigation or potential litigation affecting the RDEK.

CARRIED

The meeting adjourned to closed at 11:32 am.

Chair Rob C. Gay

Shannon Moskal, Corporate Officer

DRAFT

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

REQUEST

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

OPTIONS

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

RECOMMENDATION

None provided.

BACKGROUND/ANALYSIS

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

1. (see Options 1 and 2 above)

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

2. (see Option 3 above)

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

SPECIFIC CONSIDERATIONS

Financial

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

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

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

Regional Sustainability Strategy

4.3.5 Environment – Partnerships

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

Attachment

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

Funding Recommendations for 2020 Proposals



Photo: Pat Morrow

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



Executive Summary

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

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

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2020 Projects Application Process

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

Technical Review Committee

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

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

The TRC operates under a conflict of interest protocol.

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

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

This year, the following conflicts of interest were declared:

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

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

Project Suitability

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

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

The proponent must:

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

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

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

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

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

Technical Review Committee Recommendations

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

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

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

1. Lake Windermere Community-Based Water Monitoring Project

Total: 35.6 Points

Funding Requested: \$11,296

Recommended: \$11,296

Submitted by: Lake Windermere Ambassadors Society

Project Location: Lake Windermere

Project Budget:

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

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

Project Objectives:

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

Previous CVLCF Funding:

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

2019 Accomplishments:

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

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

IUCN Biodiversity Threats Addressed:

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

Committee Comments:

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

2. Reintroducing Endangered Northern Leopard Frogs to the Columbia Marshes

Total: 34.2 Points

Funding Requested: \$21,000

Recommended: \$21,000

Submitted by: Calgary Zoo

Project Location: Columbia Wetlands

Project Budget:

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

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

Project Objectives:

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

Previous CVLCF Funding:

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

IUCN Biodiversity Threats Addressed:

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

Committee Comments:

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

3. Columbia Valley Swallow Project

Total: 33.75 Points

Funding Requested: \$10,000

Recommended: \$10,000

Submitted by: Wildsight Golden

Project Location: Across the CVLCF Service Area

Project Budget:

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

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

Project Objectives:

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

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

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

IUCN Biodiversity Threats Addressed:

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

Committee Comments:

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

4. Columbia Valley Farmland Advantage Stewardship Project

Total: 33.4 Points

Funding Requested: \$17,985

Recommended: \$17,985

Submitted by: Windermere District Farmers Institute

Project Location: Upper Columbia Valley

Project Budget:

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

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

Project Objectives:

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

Previous CVLCF Funding:

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

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

2019 Accomplishments:

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

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

IUCN Biodiversity Threats Addressed:

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

Committee Comments:

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

5. Conservation of Biodiversity in the Columbia Wetlands

Total: 32.5 Points**Funding Requested:** \$24,437**Recommended:** \$20,000**Submitted by:** Columbia Wetlands Stewardship Partners**Project Location:** Across the CVLCF Service Area**Project Budget:**

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

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

Project Objectives:

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

IUCN Biodiversity Threats Addressed:

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

Committee Comments:

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

6. Groundswell Apple Rescue Program

Total: 32.2 Points

Funding Requested: \$2,000

Recommended: \$2,000

Submitted by: Groundswell Network Society

Project Location: Invermere, RDEK Areas F & G

Project Budget:

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

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

Project Objectives:

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

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

IUCN Biodiversity Threats Addressed:

- Residential and Commercial Development

Committee Comments:

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

7. Luxor Linkage Resiliency and Forest Restoration Project

Total: 31.6 Points

Funding Requested: \$15,000

Recommended: \$15,000

Submitted by: The Nature Conservancy of Canada

Project Location: Luxor Linkage Conservation Area

Project Budget:

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

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

Project Objectives:

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

IUCN Biodiversity Threats Addressed:

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

Committee Comments:

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

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

Total: 31.6 Points

Funding Requested: \$15,792

Recommended: \$13,000

Submitted by: Columbia Lake Stewardship Society

Project Location: Columbia Lake

Project Budget:

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

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

Project Objectives:

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

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

Previous CVLCF Funding:

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

2019 Accomplishments:

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

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

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

IUCN Biodiversity Threats Addressed:

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

Committee Comments:

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

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

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

Total: 28.8 Points

Funding Requested: \$11,500

Recommended: \$ 6,500

Submitted by: East Kootenay Invasive Species Council

Project Location: Fairmont to Radium Hot Springs

Project Budget:

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

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

Project Objectives:

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

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

Previous CVLCF Funding:

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

2019 Accomplishments:

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

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

IUCN Biodiversity Threats Addressed:

- Invasive and/or other problematic species

Committee Comments:

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

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

10. Understanding Groundwater Conservation Needs in the Columbia Valley

Total: 27.8 Points

Funding Requested: \$12,750

Recommended: \$0

Submitted by: Living Lakes Canada Society

Project Location: Across the CVLCF Service Area

Project Budget:

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

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

Project Objectives:

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

IUCN Biodiversity Threats Addressed:

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

Committee Comments:

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

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

Total: 27.0 Points

Funding Requested: \$35,571.00

Recommended: \$0

Submitted by: Rocky Mountain Trench Natural Resources Society

Project Location: Across the CVLCF Service Area

Project Budget:

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

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

Project Objectives:

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

Previous CVLCF Funding:

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

IUCN Biodiversity Threats Addressed:

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

Committee Comments:

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

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

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

To: Columbia Valley Committee/Directors

From: Wendy Booth, Granite River Consulting

BRIEFING NOTE, February 3, 2020

Purpose

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

Background

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

The CVAS constitution, purposes are:

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

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

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

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

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

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

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

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

Current Status

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

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

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

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

Proposed Financial Budget

Based on past 5-year averages

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

Request from the RDEK

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

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

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



LEGISLATIVE ASSEMBLY

OF BRITISH COLUMBIA



Doug Clovechok, MLA
Columbia River - Revelstoke

January 31, 2020

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

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

To whom it may concern,

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

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

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

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

Yours truly,

Doug Clovechok
Member of the Legislative Assembly
Columbia River-Revelstoke

Constituency Office - Kimberley
362 Wallinger Avenue
Kimberley, BC V1A 1Z4
T: 1-844-432-2300
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107 – 1st Street East
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Legislative Office - Victoria
Room 016 Parliament Buildings
Victoria BC V8T 2T8
Doug.Clovechok.MLA@leg.bc.ca



ROB MORRISON

Member of Parliament
Kootenay–Columbia

January 28th, 2020

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

To Whom it may concern:

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

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

Sincerely,

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

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



ROBMORRISONMP



Wildfire Service

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

Jan 31, 2020

Reference: Fairmont Airport -CYCZ

To Whom it may concern;

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

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

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

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

BC Wildfire Service
Southeast Fire Centre

Location:
South end of Castlegar
Airport

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



Wildfire Service

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

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

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

Sincerely,

Dan McBee

Senior Wildfire Officer Aviation

Southeast Fire Centre

Email: dan.mcbee@gov.bc.ca

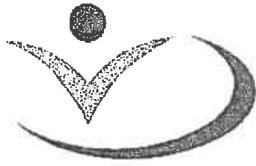
Phone: 250-365-4010

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

BC Wildfire Service
Southeast Fire Centre

Location:
South end of Castlegar
Airport

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



Interior Health
Every person matters

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

January 31, 2020

To Whom It May Concern,

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

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

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

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

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

Kind Regards,

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

Hello Director Clovechok,

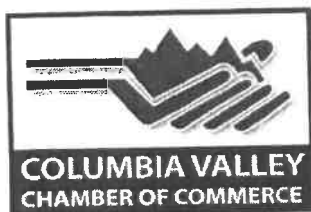
It has come to my attention the Fairmont Hot Springs Airport may be at risk of closing. As the Detachment Commander of the Columbia Valley RCMP this news is concerning to me.

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

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

Respectfully,

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



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

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

www.TheColumbiaValley.com

Representing the communities of:

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

Board Members

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

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



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

January 31, 2020

Re: Fairmont Airport Operations & Funding

To Whom It May Concern,

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

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

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

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

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

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

**Columbia Valley
Community Economic Development**



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

January 27, 2020

Re: Letter of Support for the Columbia Valley Airport Society

To Whom it may concern,

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

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

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

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

Kind Regards

Ryan Watmough BSc MBA
Columbia Valley Community Economic Development Officer

Columbia Valley Community Economic Development Office

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

A service of the Regional District of East Kootenay



January 30, 2020

To Whom It May Concern:

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

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

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

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

Sincerely,

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

Paul Stackhouse
President P:
902-526-3888

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



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

January 31, 2020

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

To Whom it may Concern:

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

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

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

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

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

Yours truly,

Colin Guild, President



COLUMBIA EAGLE RESORT

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

January 30, 2020

Columbia Valley Airport Society

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

To Whom it may concern

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

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

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

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

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

Yours truly

T.Wayne Franchuk
President. Columbia Eagle Resort Inc.



There's more to the mountains.



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

To Whom it may concern

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

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

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

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

Kind Regards

Steve Paccagnan – President & CEO



Columbia Valley Airport Society

5225 Fairmont Resort Road

Fairmont Hot Springs, BC

VOB 1L1

February 1, 2020

To Whom it may concern

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

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

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

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

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

General Manager

RK Heliski


Graham Holt

Box 695

Invermere, BC V0A 1K0 Canada

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



GREYWOLF

GOLF COURSE

Greetings,

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

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

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

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

Sincerely,

Dane Thorogood
General Manager/Owner
Greywolf Golf Course

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

Gerard Developments Ltd.

February 2, 2020

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

To Whom it May Concern:

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

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

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

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

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

Kind Regards



Rus Matichuk, CEO

Gerard Developments Ltd.

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

February 3rd, 2020

To whom it may concern

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

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

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

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

Kind Regards

Serge Girard

General Manager

Copper Point Resort



COPPER POINT
R E S O R T

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

sgirard@copperpointresort.com

www.copperpointresort.com

Mt and Valley Invermere Panorama Destination Marketing Organization

Box 738 Invermere British Columbia V0B1E0

Columbia Valley Airport Society

5225 Fairmont Resort Road

Fairmont Hot Springs, BC

V0B 1L1

Date : Feb 8, 2020

To Whom it may concern

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

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

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

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

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

Kind Regards



Douglas Mac Intosh

Chairman, Mt and Valley Invermere Panorama Destination Marketing Organization

XC CO Chair Gerry Taft

Request for Decision

Shk 065 001

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

REQUEST

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

OPTIONS

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

RECOMMENDATION

Option 1 and Option 3.

BACKGROUND/ANALYSIS

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

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

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

SPECIFIC CONSIDERATIONS

Administrative – No Current Service

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

Financial – Funding Share Options

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

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

Process – New Service

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

Attachment



January 21, 2020

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

Good afternoon Mr. Gay:

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

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

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

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

Kind regards,

Pat Cope
Executive Director

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

Women's Centre

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

Employment Centre

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

Canal Flats Centre

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

Main Office

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



Family Dynamix Association

Box 2289 Invermere BC V0A 1K0

www.familydynamix.ca

Family Dynamix Association

Formal Funding Request from RDEK for April 1, 2020

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

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

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

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

Emotional Support

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

Information and Practical Assistance

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

Court Support

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

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

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

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

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

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

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

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

PROGRAM REVENUE SOURCES

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

PROGRAM EXPENSES

1. Salaries and Benefits

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

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

2. Program Delivery Costs

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

3. Administration Costs

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

3. Total Program Expenditures

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

District of Invermere

"ON THE LAKE"

January 16th, 2020

Regional District of East Kootenay

Attn: Shawn Tomlin

Re: District of Invermere Transfer Station Agreement

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

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

The employees duties are:

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

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

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

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

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

Respectfully,



Kindry Luyendyk
Interim Chief Administrative Officer
District of Invermere



January 31st, 2020

Dear RDEK Board of Directors,

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

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

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

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

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

Yours,

Erin Palashniuk

President, Radium Chamber of Commerce

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

Columbia Valley Local Food Guide Funding Request

Purpose

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

Background Information

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

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

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

Rationale

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

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

Going Forward and Projected Costs Per Annum

Design

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

PROJECT BUDGET: Columbia Valley Local Food Guide 2020*

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

PROJECT FUNDING

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

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

Conclusion and Considerations

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

COLUMBIA VALLEY FOOD AND FARM REVENUE AND EXPENSES

AS AT DECEMBER 31, 2019

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

Bank of Montreal Balance: \$2,101.46

TOTAL: **\$10,015.64**

INCOME 2019:

DTSS Grad Dinner \$7,326.00

RDEK Food Guide 1,500.00

Food Guide Participants 1,250.00

Local Product sales 81.39
(CVCC/Pynelogs)

Donations at AGM 150.00

\$ 10,307.39

EXPENDED 2019:

Prep/Printing Food Guide \$3,948.95

Grad Dinner 4,177.77

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

Hall rental for AGM 131.25

Advertising 633.81

ANTICIPATED/REAL EXPENSES FOR 2020:

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

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

DISTRICT OF INVERMERE



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

BUSINESS CASE

To: RDEK

January 16th, 2020

A. EXECUTIVE SUMMARY

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

The goals and objectives:

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

Background

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

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

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

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

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

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

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

Recommendations

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

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

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

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

B. ALTERNATIVES CONSIDERED

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

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

C. CONCLUSIONS

WHAT

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

WHY

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

2018 CVC Usage

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

Karen Cote:

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

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

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

2019 CVC Usage

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

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



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

January 3, 2020

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

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

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

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

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

Sincerely,

Mark Rievaj
Whiteway Committee Co-Chair

Duncan Whittick
Whiteway Committee Co-Chair

WHITEWAY 2016-2020

5 years of winter paradise



25,000+
Users



30 km
Winter trails



Still
**The world's
longest
skating
trail!**

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



THEWHITEWAY.ORG

A partnership between





Whiteway 2020 - 2021 Budget

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



2019 Whiteway Report



Submitted by Toby Creek Nordic Ski Club



Page 94 of 568

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

2019 Whiteway Report



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

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

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

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

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

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

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

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



2018-2019 Whiteway Financial Report

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

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



Whiteway Artwork by the students of JA Laird Elementary



Whiteway Artwork by Youth Nordic Skier, Kate Hale







2018 Whiteway Report



Submitted by Toby Creek Nordic Ski Club



Submitted to Regional District of East Kootenay

2018 Whiteway Report

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

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





WINTER WHITEWAY WEEKENDS

Free family events

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

Fire * Music * Games * Lessons * Demos



Check the Toby
Creek Nordic FB
page for regular
Whiteway
updates

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

tobycreeknordic.ca/whiteway



to the Lake Windermere
WHITEWAY
World's Longest Skating Trail



ALL USERS PLEASE PAY A \$5
Day Use Fee

OPEN

\$5



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





2017-2018 Whiteway Financial Report

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

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



2017 Whiteway Report



Submitted by Toby Creek Nordic Ski Club



Submitted to Regional District of East Kootenay

2017 Whiteway Report



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

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







2016-2017 Whiteway Financial Report

REVENUE	AMOUNT
District of Invermere	\$4,000.00
Regional District of East Kootenay	\$7,500.00
Day-use Fees/donations	\$2,531.97
Programs	\$105.30
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2016 Whiteway Report



Submitted by Toby Creek Nordic Ski Club

Submitted to Regional District of East Kootenay

File Khn 126 001



Welcome to the Lake Windermere

WHITEWAY

The World's Longest Skating Trail



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

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

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

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

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



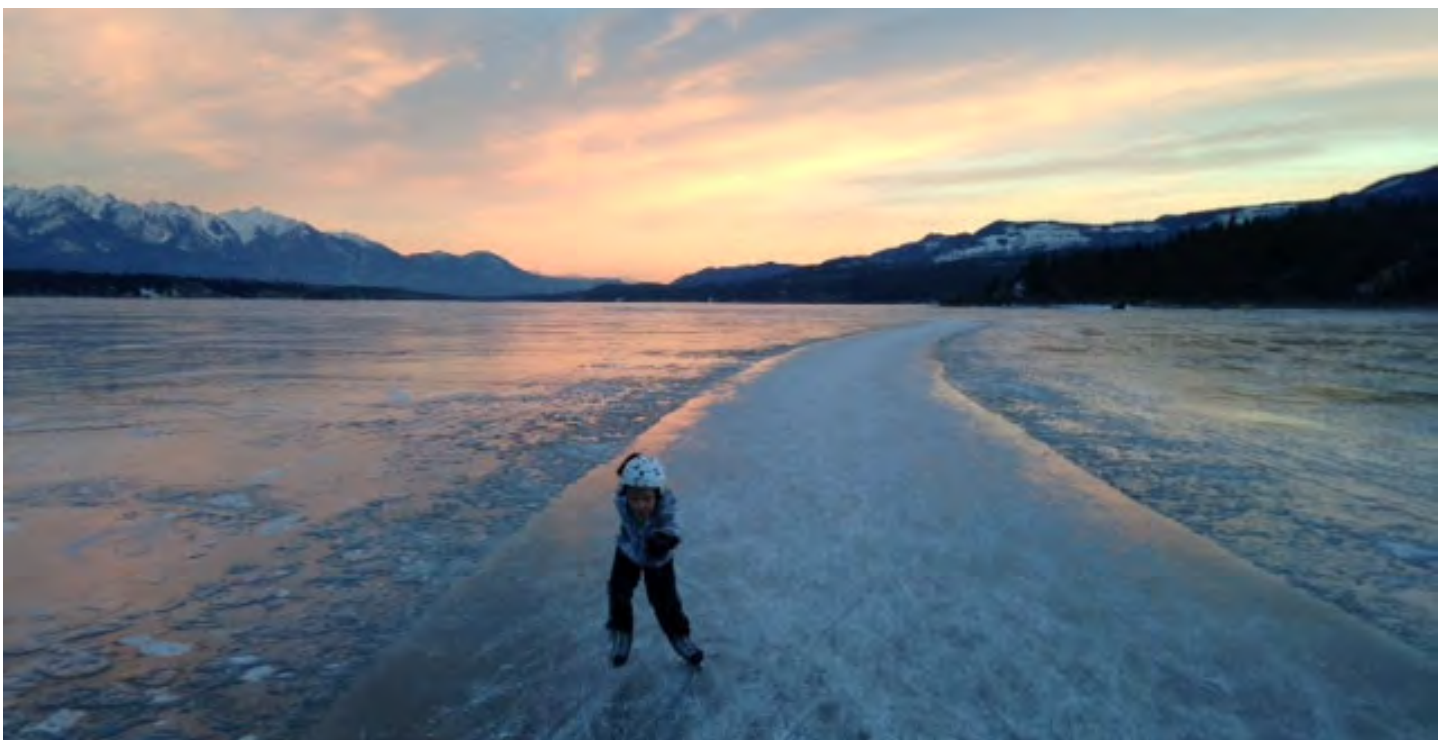
Lake Windermere Whitemway : 31 km



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

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

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





Lake Windermere Whiteway

2015-2016 Income Statement

Income

4100 · Grants/Donations

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

Total Income	12,274.83
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Expense

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

Total Expense	12,076.60
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198.23



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

COVER MEMORANDUM

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

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

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



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

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

January 9, 2020

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

Dear CV Committee members;

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

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

Preamble

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

Utilization

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

Lessons Learned

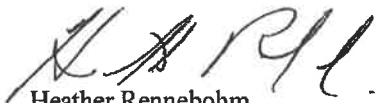
From the first months of operation, the Society knows the Centre is an invaluable component of health, wellness, recreational tourism and community building across this valley. In order to maximize use, however, resources are required for the following initiatives;

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

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

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

Sincerely,



Heather Rennebohm

250.341.5919

Heather.rennebohm@gmail.com

Sales by Service

2019-03-01 - 2019-12-31

Court Rentals

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

Facility Access

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

Instructional Classes

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

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



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

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

Columbia Lake Recreation Society
Balance Sheet

Unaudited
(thousands of dollars)

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

NOTES:

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

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

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

NOTES:

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

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

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

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



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

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

Premise of Presentation

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

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

Preamble

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

Presentation Component: A. Partnership Potentials

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

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

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

Presentation Component: B. Accelerated Event Scheduling, Promotions

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

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

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

Notes: this component will require additional expenditure

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

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

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

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

Presentation Component: D. Past Precedents

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

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

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



Box 989 - Invermere, BC - V0A 1K0

Phone: (250) 342-6416

Fax: (250) 342-6461

invermere.bc.libraries.coop

publiclibrary@invermere.net

November 6, 2019

TO: Regional District of East Kootenay Regional Board of Directors

FROM: Invermere Public Library

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Sincerely,

Daneve McAffer

Invermere Public Library Board Chair

On behalf of the Invermere Public Library Board of Trustees

SUPPORTING INFORMATION

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

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

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

APPENDIX 2: 2018 STATISTICS HIGHLIGHTS

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

TABLE 1: INVERMERE PUBLIC LIBRARY STATISTICS COMPARISON 2017 vs 2018

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

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

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

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

APPENDIX 3: 2019 TYPICAL WEEK STATISTICS FOR INVERMERE PUBLIC LIBRARY

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

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

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

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



INVERMERE PUBLIC LIBRARY

DRAFT BUDGET

FOR THE YEAR ENDED DECEMBER 31, 2020

Revenues

GRANTS

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

INTEREST INCOME

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

DONATIONS/FUNDRAISING/OTHER

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

TOTAL REVENUES

314,011 301,867 342,047

Expenses**PAYROLL**

9022000011 STAFF WAGES AND BENEFITS

Total Wages and Employee Benefits

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

BUILDING* (see NOTE 1 below)

9022100022 HYDRO

9022100023 UTILITIES

9022100024 CONTENTS INSURANCE

9022200025 TELEPHONE AND FAX

9022200040 INTERNET

9022200021 CLEANING AND MAINTENANCE

Total Building

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

OFFICE

9022200026 POSTAGE/FREIGHT

9022200027 OFFICE, LIBRARY SUPPLIES

9022200028 SOFTWARE MAINTENANCE/UPGRADING

9022200029 COPIER LEASE/SERVICING

9022200032 BANK SERVICE CHARGES

9022300031 EQUIPMENT & COMPUTER UPGRADES

9022500049 MISCELLANEOUS EXPENSES

9022200030 ADVERTISING AND PROMOTION

9022400050 VOLUNTEER & STAFF APPRECIATION

9022200038 ACCOUNTING/AUDIT

9022200039 LEGAL

Total Office

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

PROGRAM EXPENSES

9022200045 BCLA/BCLTA MEMBERSHIPS

9022200046 CHAMBER OF COMMERCE MEMBERSHIP

9022200047 PROGRAM EXPENSES

9022200048 TEMPORARY MEMBERSHIPS

9022200033 INTERLIBRARY LOAN

9022300034 BOOKS

9022300035 VIDEOS

9022300036 PERIODICALS

9022300037 RESOURCE SOFTWARE

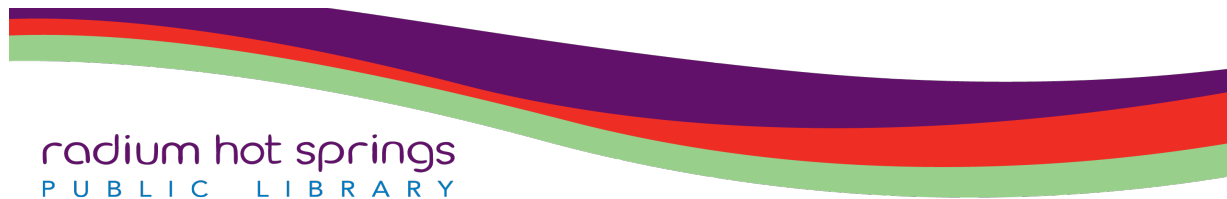
Total Program Expenses

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

	Year to Date Sept. 30, 2019	Budget 2019	Budget 2020
PROFESSIONAL DEVELOPMENT/TRAVEL EXPENSES			
9022400041 PROFESSIONAL DEVELOPMENT - STAFF	242	1,500	1,500
9022400042 PROFESSIONAL DEVELOPMENT - BOARD	0	1,000	1,000
9022400043 TRAVEL/ACCOM/MEALS - STAFF	1,010	1,250	1,250
9022400044 TRAVEL/ACCOM/MEALS - BOARD	799	1,250	1,250
Total Professional Development/Travel	2,051	5,000	5,000
9027990000 CAPITAL IMPROVEMENTS	0	0	0
TOTAL EXPENSES	249,411	350,880	368,218
PROFIT/(LOSS)	\$ 64,600	\$ (49,013)	\$ (26,171)

***NOTE 1:**

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



December 14, 2019

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

Dear Ms Moskal:

RE: 2020 Grant Request

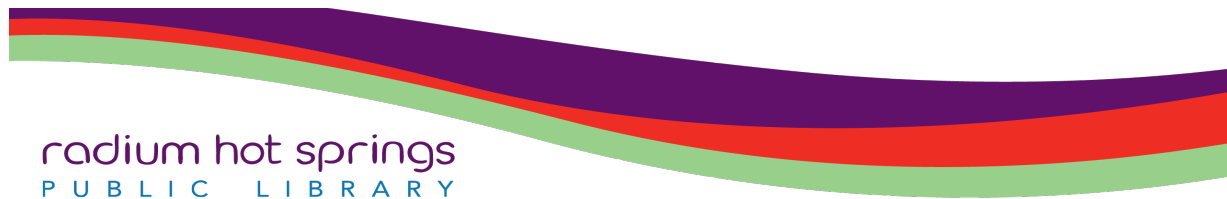
You will find attached the 2020 proposed budget for the Radium Hot Springs Public Library (RHSPL). The rationale for the increased expenditures is listed below:

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

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

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

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



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

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

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

Sincerely,

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

Jane Thurgood Sagal
Chair, RHSPL Board

Attachments

2017-18 Statistical Highlights

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

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

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

2019 Typical Week Statistics

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

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

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

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

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

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

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

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

Request for Decision

File No: Khn 546 001

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

REQUEST

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

OPTIONS

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

RECOMMENDATION

Option 1

The Commission has requested the amendment.

BACKGROUND/ANALYSIS

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

SPECIFIC CONSIDERATIONS

Bylaws

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

Attachment: Bylaw No. 2976

REGIONAL DISTRICT OF EAST KOOTENAY
BYLAW NO. 2976

A bylaw to amend Bylaw No. 2757.

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

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

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

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

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

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

ADOPTED the day of

CHAIR

CORPORATE OFFICER

Partnership Agreement for Implementing the Tourism Master Plan for Fernie



Purpose of the agreement:

The purpose of this agreement is to agree to work with other Fernie organizations to implement the actions and projects as identified in the Tourism Master Plan for Fernie and in order to work toward the Vision for:

A vibrant and sustainable tourism destination built on respect, collaboration and authenticity

This agreement describes understandings and commitments to this collaborative effort.

Scope and Duration:

Partners will work together toward the Vision, Focus Area and Goals in the Tourism Master Plan for Fernie. This agreement will guide the collaboration for the period beginning January 2020 until December 2024. The scope and duration of the agreement may be amended and/or extended after a review. A review of the agreement will take place after year one and every two years after that.

Agreement:

Our mission is to *'work together to manage and grow tourism sustainably for the betterment of our community and our visitors.'*

As Partners, we share Fernie's tourism vision, guiding principles, goals, and recognize the importance of focusing on the TMP strategic directions and implementing actions the coming years.

There are **three** Tourism Master Plan partnership levels with increasing commitment tiers.

Tier 3

We commit to fulfill this mission by:

- Creating awareness of the vision, goals and directions with respective colleagues, community members, organization members and other tourism stakeholders;
- Considering the TMP vision, goals and directions in our organization's decision making process;
- Taking part in engagement activities (Focus Groups , surveys, interviews) that allow our organization to continue to provide feedback on the implementation of the TMP and tourism development and management;
- Participating in TMP actions that help our organization build capacity to continuously improve tourism in our community and area;
- Considering TMP actions where we are identified as the lead organization, championing those we commit to, and reporting back on progress;
- Collaborating and partnering on TMP actions where we are identified as a supporting partner; and
- Creating opportunities for engagement and collaboration on our non-tourism projects that may impact or benefit tourism.

Tier 2

We commit to fulfill this mission by committing to all of Tier 3 above, plus:

- Participation with the TMP Champions Group meeting at least quarterly to help ensure implementation of the plan. Meetings will:

- Check in on TMP action acceptance or modifications by lead organizations
- Check in on progress for the TMP actions
- Evaluate progress by reviewing and discussing the results from the TMP Monitoring Program
- Adjust action timing and prioritization as required based on new information
- Review local/regional/national and global tourism trends and
- Include updates by partners on their seasonal and multi-year plans related to tourism or activities that may impact tourism
- Identifying one person within our own organization to serve on the TMP Champions Group for this collaboration;
- Supporting the planning and implementation of the Resort Development Strategy and associated projects;
- Considering the TMP during strategic planning and to align our plans and actions where our organization can have the greatest impact on the focus areas and goals;
- Reporting TMP progress to, respective councils, boards, colleagues and members;
- Taking a *lead role* in advocating (such as taking part in TMP outreach or presentations, reporting back publicly, lobbying other levels of government or industry associations etc.) for the vision, goals, directions and actions with respective colleagues, community members, organization members and other tourism stakeholders; and
- Providing letters of support and / or Board or Council Meeting resolutions as needed to other TMP partners in support of funding applications for TMP actions or other.

Tier 1

We commit to fulfill this mission by committing to all of Tier 2 & 3 above, plus:

- Providing resources as available including but not limited to:
 - Meeting space
 - Meetings facilitation
 - Meeting supplies
 - Meeting minute taking
 - In kind staff time
- Resourcing evaluations, as available, of the TMP implementation and partnerships (e.g might include surveys, facilitators, interviews, reporting back processes etc.)

The signing of this partnership agreement implies that signatories will strive to reach to the best of their ability the commitments stated in the agreement.

On behalf of my organization I wish to sign and commit to:

Please check one:

<input type="checkbox"/>	Tier 1 Partnership
<input type="checkbox"/>	Tier 2 Partnership
<input type="checkbox"/>	Tier 3 Partnership

and contribute to the implementation of the Tourism Master Plan for Fernie.

Organization Name:

Date:

Print Name:

Title:

Signature:

DRAFT ONLY



TOURISM Master Plan



ACKNOWLEDGEMENTS

Fernie's Tourism Master Plan (TMP) was spearheaded by Tourism Fernie in partnership with community organizations and the TMP Task Force. Whistler Centre for Sustainability was hired as the project consultant to guide the process, conduct stakeholder engagement and develop the plan. The Tourism Master Plan has been informed by members of the local and regional tourism industry and the community as a whole. We would like to acknowledge and thank everyone that has provided input into the plan, the funders including Columbia Basin Trust, Tourism Fernie, City of Fernie, Fernie Chamber of Commerce and the Regional District of East Kootenay, and all who supported through in-kind donations towards meeting space, advertising, public awareness and lodging needs, such as Best Western Plus Fernie Mountain Lodge, Park Place Lodge, the Fernie Fix and the Fernie Free Press. Many residents and businesses participated in the process through workshops, focus group sessions, public open houses, online surveys and other events in 2018 and 2019. A special thank you to the Task Force for its time, expertise and passion, Mike McPhee for having the vision and Jikke Gyorki for the on-the-ground work in all aspects of the process and plan. Engagement from the Ktunaxa First Nation, Destination BC, Kootenay Rockies Tourism, local non-profit recreation and cultural organizations, consultant Susan Rybar, and the Ministry of Tourism, Arts and Culture also provided invaluable information and insights.



TOURISM MASTER PLAN TASK FORCE MEMBERS

Shelley L'Estrange, Project Chair - General Manager, Best Western Plus Fernie Mountain Lodge

Jikke Gyorki, Project Coordinator - Executive Officer of Tourism Fernie

Norm McInnis - CAO, City of Fernie

Ange Qualizza / Alternate: Troy Nixon – Mayor, City of Fernie

Mike Sosnowski - Area A Representative, Regional District of East Kootenay

Lee-Anne Walker / Randal Macnair – Representatives from Elk River Alliance & Wildsight

Scott Gilmet - Marketing & Sales for IGS Group/Accommodator, Tourism Fernie Board Member

Brad Parsell – Executive Director of Fernie Chamber of Commerce (Replaced Patty Vadnais in April '19)

Andy Cohen - General Manager, Fernie Alpine Resort

Ron Ulrich - Executive Director of the Fernie Museum & Heritage Fernie

Mike McPhee - Director of Sales & Marketing for Island Lake Resort Group

Krista Turcasso – Chair of Fernie Trails Alliance

Sheila Byers - Past President Fernie Chamber of Commerce

TMP Lead Consultant - Dan Wilson, Planning & Engagement Specialist, Whistler Centre for Sustainability

TMP Supporting Consultant - Susan Rybar, Vardo Creative, Inc.



PROJECT FUNDERS



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SUMMARY

PLAN PURPOSE

Fernie has been actively inviting travellers to enjoy the community ever since 1921 when the Tourism Association of Southern Alberta and Southeast British Columbia was founded by local J.F. Spalding to promote Fernie and the Crow's Nest Pass as a Rocky Mountain destination. Around this time travellers interested in hunting, fishing, camping, mountain climbing and touring flocked to the community. The opening of Snow Valley Ski Development, a locally owned company, in January 1963 helped lay the foundation for tourism as a key economic generator. Building off this success, other winter attractions and an emphasis on Fernie as a year round destination have propelled visitation and brought outside revenues into the community and many diverse opportunities. For example, in 2015 visitor spending was over \$100 million, visitation was over 307,000 and over 60% of the visitation was from outside the province. Today tourism thrives alongside the mining and forestry still taking place throughout the valley. Visitors to Fernie often describe their Fernie experience as authentic, driven by the century-old downtown, rich history and culture, and its friendly, down-to-earth community. These key elements are essential to the community's tourism brand and product.

Fernie tourism is exposed to a variety of global tourism trends and external threats such as increasing competition, changing demographics, mobile technology, climate change, state of neighbouring economies, conflicting land use pressures and more. These trends along with the challenges that recent growth can bring instigated the need to develop a guiding document and action plan for the future of Fernie's tourism economy.

With a genuine desire to understand and address concerns and seek pathways to reap the benefits of tourism, Tourism Fernie with partnership and support from the City of Fernie, Fernie Chamber of Commerce, Regional District of East Kootenay and Columbia Basin Trust, embarked on this Tourism Master Plan process.

WHO WE HEARD FROM

The Fernie TMP planning process was undertaken in collaboration with stakeholders and significant engagement with community members, tourism organizations, governments and other stakeholders in the Elk Valley. The work was guided by a Task Force with expertise and a passion for tourism in Fernie. More details on page 13.

VISION FOR TOURISM IN FERNIE

Through the planning process we developed and then refined a Fernie tourism vision, mission and guiding principles informed by our engagement with the community, business and tourism stakeholders. They are as follows:

Our Tourism Vision

A vibrant and sustainable tourism destination built on respect, collaboration and authenticity.

We Have A Mission To

Work together to manage and grow tourism sustainably for the betterment of our community and our visitors.

Guiding Principles

Together We Are Stronger

A Respected Natural Environment

Benefiting the Whole

Businesses Thrive Sustainably

Authenticity Grounds Us

Balance Sustains Us

FOCUS AREAS AND GOALS

Focus Areas are the big outcomes that will help us to achieve our vision and guide all of the actions in the plan. The Focus Areas and goals reflect what was learned through industry research and engagement with the community, business and tourism stakeholders.

Focus Area 1

DIVERSITY OF VISITORS YEAR ROUND

Goal: Grow visitors into multi-day, year-round economic and community contributors

Focus Area 2

REMARKABLE VISITOR EXPERIENCES

Goal: Develop and enhance Fernie's visitor infrastructure, amenities, brand, tourism products, experiences and people

Focus Area 3

STRONGER TOURISM FOUNDATION

Goal: Ensure collaboration, community support, people and financing for tourism success

Focus Area 4

SUSTAINABLE MANAGEMENT

Goal: Manage locations where visitation is impacting the sense of community or natural environment and support the resiliency of the industry

OUR VISITOR

The extent of things to do for both visitors and locals are vast yet fluctuate and change between the seasons. Core winter assets include Fernie Alpine Resort, Island Lake Catskiing and FWA Catskiing and during summer season visitation is driven primarily by those wanting to experience local valley/ mountain trails and parks, the rivers by float or flow, casual town exploration and mountain sightseeing, and big festivals and events.

Fernie's attractiveness is more than just one activity, event, business or story however. A community this rich in history, people and culture compels visitors looking for something more than the mass market resort.

Fernie's overnight visitors are a mix of both short (regional) and long haul (international) markets in winter, with a noticeable shift to short-haul markets in the summer months and shoulder seasons. Visitors from Alberta make a significant contribution to the visitor mix year-round thanks to their close proximity.

More details on page 22.



SUMMARY

STRATEGIC DIRECTIONS

The following strategic directions consider the current trends, opportunities and challenges of today and direct us on how to achieve our goals in each focus area. The directions seek to continue the benefits of tourism such as diversification, employment and increased vibrancy and access to recreation and culture; and address current challenges of limited infrastructure, amenity and natural area capacity at peak times, affordability impacts, and loss of the small town-feel.

Focus Area 1

DIVERSITY OF VISITORS YEAR ROUND

Strategic Directions:

- Increase visitation in non-peak times in summer, winter, fall & spring
- Foster Fernie's Arts, Heritage & Cultural Tourism Product
- Maximize current event / facility capacity for existing events & plan for growth & expansion through events
- Develop strategies to attract and serve high yield / value oriented visitors
- Embrace 2nd homeowners to create Ambassadors for Fernie
- Develop a common community brand to present to Visitors

Focus Area 2

REMARKABLE VISITOR EXPERIENCES

Strategic Directions:

- Support businesses and organizations to foster improved tourism experiences and overall sustainability
- Expand indoor activities
- Foster impeccable customer service
- Protect & enhance Fernie's downtown
- Create focal visitor points for visitor staging & gathering
- Improve visitor focused in-community communications / wayfinding

Focus Area 3

STRONGER TOURISM FOUNDATION

Strategic Directions:

- Ensure there is adequate & qualified staff
- Define organizational rolls and make collaboration a central tenant
- Ensure land use and development policies, maintain & grow access to natural attractions & recreation amenities
- Nurture a working relationship with the Ktunaxa
- Increase community support for tourism and create more ambassadors
- Sustain financial resources for tourism

Focus Area 4

SUSTAINABLE MANAGEMENT

Strategic Directions:

- Manage capacity impacts (with respect to trails, river, downtown, etc.)
- Reduce industry impact on the natural environment (logging, mining, recreation, highway transportation)
- Adapt to climate change (forest fires, snowpack, river)
- Improve getting to & around Fernie (visitors & locals)
- Foster greater care and appreciation of Fernie - having visitors become contributors and ambassadors

IMPLEMENTATION

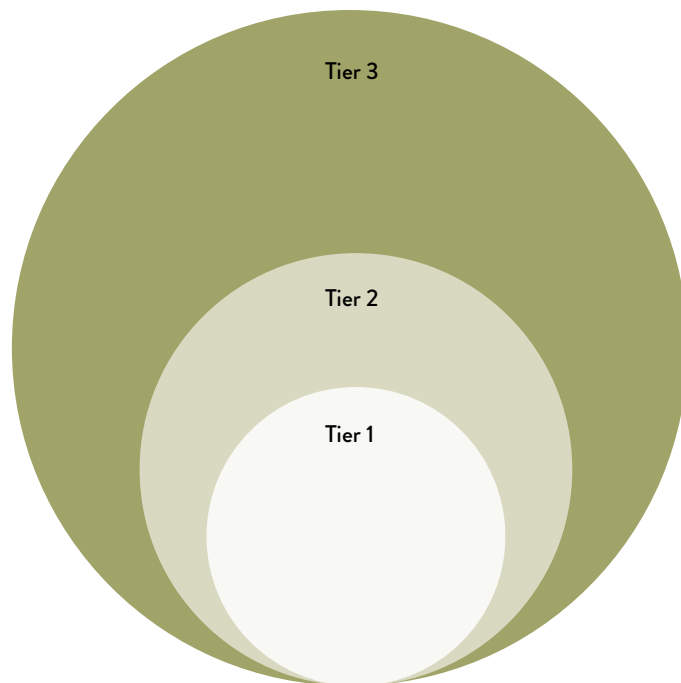
Fernie's current tourism success is a result of hard work, energetic organizations, collaboration and a sense of community pride. Essentially, people, working together. Tourism is unique this way when compared to other industries, perhaps most of all in the cooperation and partnership required to deliver the 'experiences' sought by visitors and the community alike. To facilitate continued success in tourism and the effective roll out of this master plan and associated projects/actions clear roles need to be defined, implementation actions need to be prioritized and funding needs to be in place.

More details on page 40.

ROLES AND STRUCTURE

A core Tourism Master Plan Task Force will continue and formalize into an ongoing Tourism Master Plan Champion Group that maintains similar representation to the working group and expands where needed. A formal partnership agreement among all the organizations helps to ensure the sustainability of the structure and commitment to tourism and implementing the TMP.

The agreement is structured with varying levels of commitment with lead convening and implementation process responsibilities for organizations such as Tourism Fernie and the City of Fernie that residents and the business community highlighted as core to ensuring tourism development supports community and business goals. Secondary levels of commitment includes organizations participating on the Champions Group and the final level of commitment includes mostly tourism organizations empowered to promote the TMP, take part in industry engagement and considering actions identified through planning.



Tier 3 Commitments

- Creating awareness of the TMP
- Giving feedback on the TMP & building capacity to support it
- Inviting feedback on projects
- Considering the TMP & their lead actions

Tier 2 Commitments

- Participating on the Champions Group
- Lead advocate for the TMP
- Organizational plan alignment with the TMP

Tier 1 Commitments

- Lead conveners, facilitation roles & resources
- Providing meeting space
- Evaluation



SUMMARY

ACTION PLAN

Prioritizing the aforementioned Strategic Directions led to a review of community, business and tourism stakeholder input on specific projects and ideas. New ideas were brainstormed and finally prioritized and organized for implementation (see Appendix A on page 48). Action implementation is organized into a table represented by the following priority and action category.

C

Catalyst Actions: High value | Achieve multiple goals | Start within the first year

S

Short Term Priority: High value tactics with low complexity & can be achieved within one year

M

Medium Term Priority: High value somewhat complex | requiring leadtime | other actions to accomplish

L

Long Term Priority: High value somewhat complex and requiring leadtime and other actions to accomplish

FUNDING

Implementing the Tourism Master Plan to work toward the vision and goals will require the commitment of many aforementioned organizations and it will also require time and funding for implementing some of the actions. Some of the actions will be a part of the normal course of business for implementing organizations and tourism businesses, but actions to purchase or maintain capital or develop new programing require some funding. The two major foundational funds to help continue this work are the Resort Municipality Initiative (RMI) funding and the Municipal Regional District Tax (MRDT). Grants and other funding programs will also be required. An initial list of potential funders are located on page 46.

NEXT STEPS


Actions include those directed specifically at the Strategic Directions, Focus Areas and Vision and those implementation actions for ensuring a well-supported process. The next steps should be targeted at the following most critical process implementation actions:

IMPLEMENTATION ACTION	LEAD	PARTNER	6 MONTHS	YEAR 1
TMP received and recognized by Tourism Fernie Board, Fernie Chamber of Commerce, Regional District of the East Kootenays and the City of Fernie Council and Staff	TF	FCC, COF, RDEK	X	
TMP Partnership Agreement Signed	TF, FCC, COF, RDEK, FAR, ILL	Other	X	
Creation and commitment to a Tourism Master Plan Champions Group	TF, FCC, COF, RDEK, FAR, ILL	Other	X	
Champion Group Meeting 1 to set culture and report on initial actions, Appendix A	TF	Champions Group	X	
Commitment postcard or other effort to engage the tourism sector in working toward the vision and goals and industry activities outlined in this plan	TF / FCC	Champions Group	X	
Tourism specific stakeholder / sector working group sessions at least annually	TF	Champions Group		X
Champion Meeting 2	TF	Champions Group		X
Champion Meeting 3	TF	Champions Group		X
Champion Meeting 4	TF	Champions Group		X



PROJECT BACKGROUND

Tourism is the largest and fastest growing economic sector in the world with 1.8 billion international travel arrivals in 2017. Tourism is a highly competitive industry that requires destinations to build on its competitive advantages to sustain its future. To do this effectively a plan is needed with strong collaboration and partnerships.



Fernie is a small mountain town renowned for its spectacular setting within the Rocky Mountains, its place along the Elk River and for its world class skiing and recreation. A community of over 5,000 residents, Fernie is geographically located on Highway 3 in southeastern British Columbia and near the Alberta and USA border. Fernie sits within the traditional lands of the Ktunaxa First Nation.

Fernie was incorporated as a municipality 115 years ago thanks to its globally significant coal mining industry and forestry production. The community has been actively inviting travellers to enjoy Fernie ever since 1921 when the Tourism Association of Southern Alberta and Southeast British Columbia was founded by local J.F. Spalding to promote Fernie and the Crow's Nest Pass as a Rocky Mountain destination. With the advent of the automobile the area was now more accessible to travellers interested in the desired activities of the time such as hunting, fishing, camping, mountain climbing and touring. It was also in the 1920's that the Fernie Ski Club was established. Fernie's bid for the 1968 Winter Olympics in 1960 and the opening of Snow Valley Ski Development, a locally owned company, in January 1963 helped lay the foundation for tourism as a key economic generator. Today tourism thrives alongside the mining and forestry still taking place throughout the valley.

Situated three hours south-west of Calgary International Airport, two hours north of Glacier International Airport (Kalispell, MT), and one hour east of Canadian Rockies International Airport (Cranbrook), Fernie has seen significant interest and investment over the past several years from within Canada and internationally from countries such as USA, Australia, Europe and Great Britain. The nearby Fernie Alpine Resort, Island Lake Lodge and FWA are world renowned for their powder skiing and have drawn many visitors and investors to the region. The growth of snowmobiling and Nordic skiing has surpassed expectations. While mountain biking, hiking, river rafting, SUP, golfing and fly fishing continue to experience strong demand. With solid economic progression and a focus on growing the summer season Fernie has experienced increased tourism interest and visitation on a year-round basis. Local culture, arts, festivals and history have flourished and are a critical component of the visitor experience and Fernie's unique selling proposition. With the addition of incredible natural assets in the region such as Waterton National Park and Glacier International Peace Park, Mount Broadwood Nature Conservancy, the Flathead Valley and Provincial Parks such as Elk Lakes, Fernie is well-positioned for continued growth and international investment.

Visitors to Fernie often describe their Fernie experience as authentic, driven by the century-old downtown, rich history and culture, and its friendly, down-to-earth community. These key elements are essential to the community's tourism brand and product. Fernie's historic buildings and downtown have continued to direct a greater spotlight on the community's arts, cultural, festival and culinary scene. Big festivals such as Wapiti Music Festival, Chautauqua & Fall Fair, WAM BAM, Wednesday Night Concerts, Griz Days and Pride Festival have truly brought local authenticity and culture to the front lines for visitors.

The growth in tourism, as further detailed within the Situational Analysis on page 15, has brought outside revenues into the community and many diverse opportunities. These along with the challenges that growth can bring instigated the need to develop a guiding document and action plan for the future of Fernie's tourism economy. As part of the engagement process for the Tourism Master Plan Fernie residents and businesses boasted about the amazing experiences in the community and area as well as the benefits of tourism including:

Economic diversification and employment opportunities

Improving access to more recreation, culture, festivals, food styles and goods

Increased vibrancy of the community and the historic downtown

With the benefits and recent growth there have been some challenges and concerns such as:

Infrastructure, amenity and natural area capacity concerns during peak visitation periods

Impact of tourism growth on the authenticity of the community and small-town feel

Limited housing availability and affordability

Increased cost of living for food, services and recreation

Fernie is also exposed to a variety of global tourism trends and external threats such as increasing competition, changing demographics, mobile technology, climate change, state of neighbouring economies, conflicting land use pressures and more.

With a genuine desire to understand and address concerns and seek pathways to reap the benefits of tourism, Tourism Fernie with partnership and support from the City of Fernie, Fernie Chamber of Commerce, Regional District of East Kootenay and Columbia Basin Trust, embarked on this Tourism Master Plan process.

The purpose of a Tourism Master Plan is to ensure the long-term success of tourism in Fernie. To achieve this, the TMP includes long-term development framework for tourism that guides tourism development in a coordinated and forward-looking way. This TMP takes stock of the current state of affairs and provides a vision, goals, and strategies to guide more specific actions. The TMP is a living document that needs to remain flexible and up-to-date in order to adapt to changes (including trends) that may arise within the environment (social, cultural, environmental, and economic). The Fernie TMP planning process was undertaken in collaboration with stakeholders and significant engagement with the community. This TMP will serve as a guide to improving tourism in Fernie as well as the role organizations will play.

PROJECT BACKGROUND

TOURISM MASTER PLAN DEVELOPMENT

A TMP for Fernie was originally conceived in 2016 by Tourism Fernie. At that time support and funding was pursued and then confirmed by late 2017 and early 2018. In May 2018 a local industry collaborative refined the needed outcomes of a TMP and soon after hired the Whistler Centre for Sustainability to work with them to develop the plan. The TMP was informed and developed through a five-phase process that started in September 2018, the diagram below highlights each phase. During the first phase the local industry collaborative transitioned and grew into the official TMP Task Force.

The Process:



ENGAGEMENT

The gathering and incorporation of input from the tourism sector and community is critical for the development of an informed plan. Tourism planning participants ensure a lasting and successful plan is developed with the commitment, support and energy for implementation. In order to achieve this outcome an effective and meaningful engagement process was developed to encourage broad and diverse participation using a number of engagement activities. Activities included open houses, a unique project website, surveys, focus groups, interviews, meetings and presentations. Participants were asked to help identify benefits, concerns, visions, priorities and project ideas. Engagement participation included the following:

Task Force - made up of members of the tourism community, as well as City staff and other related organizations. The Task Force of thirteen members met over a period of 10 months and: 1) Collaborated on the structure, content and engagement process relating to Fernie's Tourism Master Plan; 2) Worked to ensure that concerns and aspirations of the general public and organizations are consistently understood and considered in the TMP.

Resident Survey - attracted 583 total participants, surpassed the goal of 400 and achieved a response rate of over 10% of the local population. Of the 583 respondents, 360 went on to complete the long-form survey. Of the 360, 80 indicated working directly in tourism and 280 indicated not working directly in tourism.

Business Survey - initiated by 113 individuals with over 90% indicating they were owner/operators or senior managers with the organization.

Open House - events in September and January were attended by between 60-85 local individuals each to learn more, ask questions and provide input.

NGO Survey - received 20 responses from local groups who among other things shared future project ideas that may be beneficial to tourism.

Focus Groups - with 11 different sectors and 80 people representing: Chamber of Commerce; Accommodation providers; Retail/Food and Beverage; Tourism Activity providers; Festivals & Cultural tourism groups; Parks and Environmental organizations; City of Fernie Senior Staff; Developers and Real Estate; Tourism Fernie Board; Trails and land user groups; and Elk River stakeholders.

One-on-one interviews with representatives from Teck, Resorts of the Canadian Rockies, the Ktunaxa First Nation, City of Fernie, Parastone Development, College of the Rockies, Island Lake Lodge, and the Regional District of East Kootenay.

ACTIVITIES

Open Houses

Website

Surveys

Focus groups

Interviews

Meetings

Presentations



PROJECT BACKGROUND

STRUCTURING THE TMP

The Tourism Master Plan Vision, Mission and Guiding Principles set the highest level direction. Focus Areas follow, each with a Goal describing outcomes with a 10 year projection. These Focus Areas are aligned to reflect the breadth of a Tourism Master Plan and a destination development and management approach.

Following the focus goals are the Strategic Directions that represent broad priorities to guide specific actions over the next 3-5 years from 2020-2024. Actions or projects are the main element of a Tourism Master Plan and are prioritized, time bound and become the responsibility of an implementing organization and network of supportive organizations.

VISION • MISSION • GUIDING PRINCIPLES

FOCUS AREAS & GOALS
2020-2030

STRATEGIC
DIRECTION
2020-2025

STRATEGIC
DIRECTION

STRATEGIC
DIRECTION

STRATEGIC
DIRECTION

ACTIONS

CURRENT TOURISM VALUE

Globally, tourism in 2016 represented 10% of the world's GDP with visitor spending calculated at \$1.2 trillion. Nationally, tourism is 2% of Canada's GDP with visitor spending in 2016 at \$91.6 billion, of which 22% is from international travellers and 78% from Canadians travelling within Canada. Over 115 million visitors travelled to or within Canada.

Provincially, in 2017, tourism contributed more to the GDP than any other primary resource industry. In 2016 over 20.5 million overnight visitors travelled to and within British Columbia. In 2017, tourism directly employed 137,800 people, generated over \$18.4 billion in revenue and contributed \$1.2 billion in tax revenues to BC. In turn, the tourism businesses and visitors invest in local suppliers of goods and services, including technology, agricultural products, hospitality and household items, vehicles, professional services and others. For every \$100 million in tourism revenue, it is estimated that there is a further \$69 million in economic spin-off. The sector makes a significant contribution to the BC economy and job base as the third largest employer in the province.

"TOURISM IS ESSENTIAL TO THE GROWTH AND SUSTAINABILITY OF FERNIE. SHARING OUR WONDERFUL VALLEY BRINGS EXTRA MONEY IN TO PROVIDE JOBS, MORE ACTIVITIES AND AMENITIES, BETTER TRAIL NETWORKS, MORE RESTAURANTS TO CHOOSE FROM AND SO MUCH MORE, MAKING FERNIE NOT JUST A WONDERFUL HOLIDAY DESTINATION, BUT AN AWESOME PLACE FOR THOSE OF US LUCKY ENOUGH TO LIVE HERE!"

FERNIE BUSINESS VALUE OF TOURISM SURVEY RESPONSE

Within the Kootenay Rockies region visitor spending in 2014 was \$777 million and represented over 11% of the province's overnight visitors. Over 20% of visitors to the region are international.

In Fernie, visitor spending in 2015 was calculated at over \$100 million with annual visitation at over 307,000 of which the leisure visitors are an estimated 20+% international and 40+% Albertan. Visitors to Fernie have an average spend of \$580 per overnight visitor and an average length of stay of 3.4 nights. Overnight visitors represent 53% of all visitors, but represent 87% of the spending compared to same day visitors who account for 47% of the visitors and only 13% of spending.

Tourism is a significant contributor to the provincial economy and job base and is growing.

Tourism is a significant contributor to Fernie's economy and an important industry to maintain a diverse economy.

Tourism in Fernie is growing.

Overnight visitors contribute significantly more than day visitors.

Getting visitors to stay overnight and for more nights is important for growing tourism and for connecting visitors to Fernie.

Overnight visitation from the corporate travel industry, sport tournaments and those visiting family and friends are a key piece of the room revenue pie



SITUATION ANALYSIS & KEY INSIGHTS | MACRO TRENDS

Aging population
freedom to travel outside
peaks – may need different
experiences

Millennial – technology
focus, authentic, unique
experiences, social- sharable,
beer/hike, iconic activities

Finding the balance between
encouraging visitation to
Fernie's natural assets and
preserving them will be
critical

Opportunity to reach
travelers before, during and
after the trip and requires
connectivity and good online
information sources, and
networks to other tourism

Shifting suppliers, providing
assets to visitors in a modular/
phased manner – low invest-
ments, policy implications
and positive/negative impacts
on community actors

Focusing on developing
positive and remarkable
visitor experiences, products
and services will have a
greater impact than
marketing tactics alone.

Ability to connect with
visitors via new digital
information and servicing
opportunities is import-
ant. Finding and leveraging
advocate

Shifting Demographics / Millennials – population is growing, aging in the traditional markets, millennials (1980s-2000s) very large generation, - not all single!

Shifting Values/Attitudes - Health, environmental sustainability, and ethics values are more prevalent. Gen Z asserts itself as travel's next big opportunity.

Mobile Technology - The use of mobile and other technology has exploded, with most travellers now having near-constant access to web enabled devices. Tourism's new competitive advantage is 'Protecting' – not just 'Promoting' the destination.

Sharing Economy – The use of personal or commercial assets as revenue generators and services to tourists such as homes (Airbnb) cars (Uber), Mobi bikes etc. and the 'localized' and often lower cost experiences it provides travelers.

Advocacy / Social Media – Recommendations and stories from other travellers is the most influential source of information for travel destinations.

Travel Information Sources - Awareness and inspiration occur mostly through traditional media and word of mouth; trip-planning through on-line web-sites and traveller review sites. Social networks are growing in importance as planning tools. Google takes charge.

Customer Service / Personalization – Power shift from institutions to the individual consumer through technology and at the same time, consumers are more cost-conscious.

High Quality, Authentic Experiences – Trend of authentic opportunities to experience the culture, natural attributes and unique activities of the local destination as well as enrich the traveller's life.

Value, Staycations and Time Poverty – Travellers continue to place greater emphasis on achieving greater value for money when decision-making and purchasing. Some demographic segments, it appears that populations are feeling greater pressures on leisure time, leading to more frequent shorter trips.

Competition – Competition is increasing nationally and regionally, e.g Alberta, more Resort Municipalities.

Climate Change and Tourism – Impacts here include more frequent fluctuations in weather patterns within seasons, milder winters, warmer summers, more frequent wildfires, changes in natural landscapes and flora/fauna.

Customers increasingly expect continuity and best-practice service between customer service channels and from booking to experiences and end of trip from all actors large and small.

Destinations should understand and track components of remarkable experiences in BC, unless the tourism product meets the needs and expectations of visitors, the destination cannot realize its full potential.

BC is not perceived as an inexpensive, or 'value' destination which drives the importance of top quality experiences facilitated by outstanding visitor services.

Canadians traveling at home.

BC tourism businesses will need to be accessible and accommodating to these markets, and our messaging must be relevant.

Reducing our own footprint
Adaptation – new infrastructure, demand for different activities (water based), new climate insulated activities, longer summer seasons, shorter winter focus.

SITUATION ANALYSIS & KEY INSIGHTS | MACRO TRENDS

Local tourism businesses and destinations will continue to evolve to attract a sufficient labour force – wages, housing, advancement opportunities, benefits, good work environment.

Considering mature workers or recent immigrants

Ensuring these attributes are properly maintained and protected will support continued interest in BC as a travel destination.

Respecting land use plans.

INSIGHTS

Fernie's population and housing stock is growing, though housing is less affordable than other areas in the region.

Fernie has a large working population.

The median income for Fernie and adjacent communities is high compared to the region, making it harder to attract staff to some tourism occupations paying lower wages.

The second homeowner economy is a spin off from tourism and generates revenue for the community on its own.

HR / Labour – BC, is expected to face considerable workforce shortages now and in the future.

Land Use - Increasing competition for land or ownership putting pressure on land-based tourism policies and businesses.

FERNIE COMMUNITY CONTEXT

The City of Fernie, a community of over 5,000 residents, is geographically located in the Elk Valley of the Kootenay Region in British Columbia. Electoral Area A of the Regional District of East Kootenay surrounds the City of Fernie municipal boundary and many of the recreational amenities and attractions, such as trails, Fernie Alpine Resort, FWA and Island Lake Lodge are located on the lands, private and Crown, in Area A.

FERNIE'S COMMUNITY VISION (FROM 2014 O.C.P.)

FERNIE IS AN ECONOMICALLY, ENVIRONMENTALLY AND SOCIALLY SUSTAINABLE COMMUNITY WHERE EVERYONE HAS THE OPPORTUNITY TO PURSUE AN EXCELLENT QUALITY OF LIFE. FERNIE'S COMPACT NEIGHBOURHOODS PROVIDE A DIVERSITY OF HOUSING OPTIONS, AND ARE ACCESSIBLE AND FRIENDLY. A ROBUST, DIVERSE AND RESILIENT ECONOMY, INCLUDING NATURAL RESOURCES AND TOURISM INDUSTRIES, SUPPORTS A SKILLED WORKFORCE. THE BEAUTY OF THE COMMUNITY, IT'S HEALTHY ECOSYSTEMS AND BOUNTIFUL RECREATION AND LEISURE OPPORTUNITIES ATTRACT RESIDENTS AND VISITORS ALIKE.

SITUATION ANALYSIS & KEY INSIGHTS

The population in Fernie is one of the fastest growing communities in BC, having increased approximately 18% from 2011 to 2016. This compares to a provincial average of 5.6% and a regional average of just over 6%. The number of occupied private dwellings increased as well, growing 12% to 2,218.

All age categories in Fernie experienced growth from 2011 to 2016, with the 0-14 age category increasing in distribution more than both the 15-64 and 65+ age groups. The average age is about 39 which is less than the region and BC.

The median total income of households in Fernie was \$90,112, a change of 59% from 2005. This income is significantly higher than the \$69,995 median across BC and the \$76,850 in the region, but less than neighbouring communities of Elkford (\$100,379) and Sparwood (\$103,538).

With respect to education and labour, 69% of residents completed some level of post-secondary education (College, University, and Apprenticeship) compared to 59% in both BC and in the region.

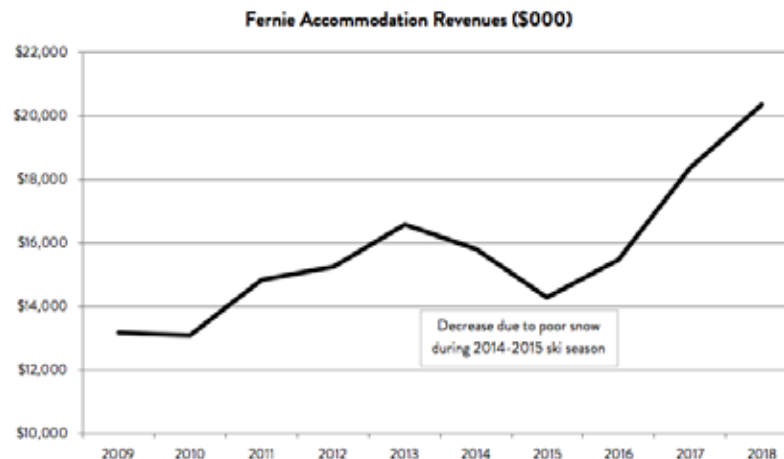
In 2016, there were 2,220 households in Fernie; 72.9% owned their dwelling compared to 68% in BC and Canada. Of all households, 22% spend more than 30% or more of their income on shelter, which compares to 28% in all of BC and 17% in the region. Second homeowners in Fernie, considered residential tourists, represent 30% of all residential properties and are a unique segment of the tourism economy.

For 2019, BC Assessment data indicated that the average property assessments of a single-family residential property in Fernie was \$522,000¹, greater than any other community in the Kootenays, including Revelstoke and Nelson.

VISITOR VOLUME, ROOM REVENUES AND SEASONALITY

Total annual visitor volume to Fernie is expected to now exceed 400,000 given the lodging revenue growth since 2014/15. Though Fernie experienced a marked decline in revenues in 2014/15 due to the low snow levels impacting ski visitation that season, significant tourism growth has been evident and continues to trend. The Value of Tourism Study released in 2017 indicated showed that annual visitor spending in Fernie was over \$100 million for 2014/2015, with an average spend of \$580 per overnight visitor.

Figure 1



INSIGHTS

In 2017 Tourism Fernie released a Value of Tourism Study. Understanding tourism's contribution to a community is central to developing an informed tourism planning approach, strengthening the support of community stakeholders and local government, and encouraging an appreciation of tourism's economic benefits and development potential.

The demand for coal surged and the mines flourished with the outbreak of World War II, but the post war period saw a slack in demand again. While coal still played a role in the local economy, Fernie began to look at other opportunities. Tourism, both summer and winter, was one such opportunity. - Fernie Heritage Strategy

INSIGHTS

Fernie's visitation and room revenues are growing in all seasons but at different rates

The room revenue mix is shifting from winter to summer due to a higher rate of growth in summer but also the greater growth in nightly summer room rates.

The highest average nightly room rate is during the winter ski season and higher yield visitors

There is still room to maximize summer and winter seasons, and to shift/grow visitation in the spring and fall

¹BC Assessment website, Kootenay_Columbia_2019_Property_Assessments, www.bcasement.ca

SITUATION ANALYSIS & KEY INSIGHTS

INSIGHTS

Increasing the awareness and market-readiness of shoulder season experiences will grow tourism

Severe weather can significantly impact room revenues in Fernie and thus visitation and overall tourism revenues

Visitors, residents and local infrastructure are starting to feel some negative impacts of tourism during peak times

Visitor experiences and the availability of services and activities can vary dramatically between the seasons

The fluctuation of business levels due to seasonal tourism create staffing retention and recruitment issues

Short-term rentals (STRs) in Fernie, mostly associated with Airbnb have seen significant growth.

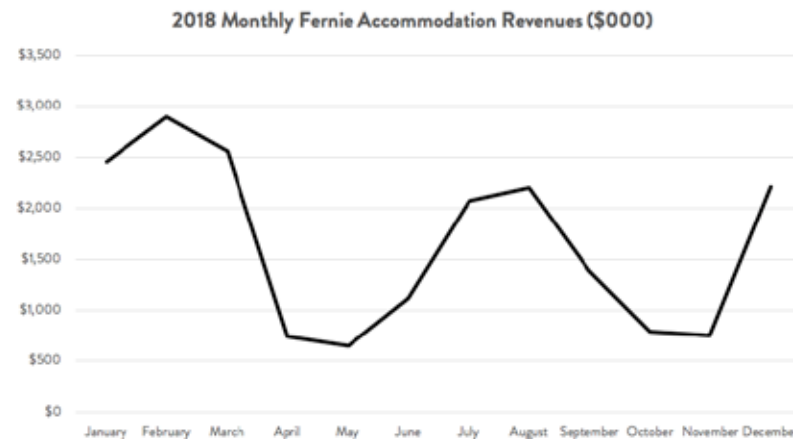
Since October 2018 most STRs started collecting MRDT (2% hotel tax). Data initially indicate they generate \$3.2 million annually in local room revenues.

Accommodators have begun to meet as a larger group more regularly to learn and grow, and to identify solutions to challenges such as labour, yield and pricing.

VISITOR VOLUME, ROOM REVENUES AND SEASONALITY

Fernie's tourism economy is seasonal with winter and summer generating the most visits and revenues (Figure 2) as a result of the popular activities available during those times and traditional vacation holiday travel times. Lodging revenue (more specific to yield and higher room rates) is greater during the winter months as a result of the strong regional and destination ski market. However, the volume of visitors is greater during the peak summer months.

Figure 2

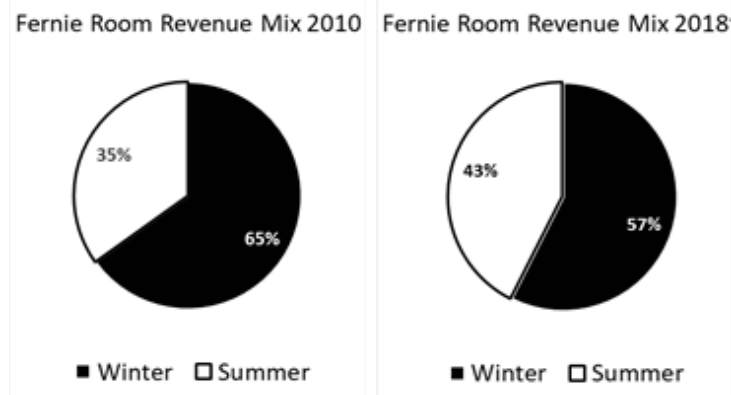


Data from the Value of Tourism Study conducted by Tourism Fernie showed an average daily room rate during the winter season of \$265/night² versus \$161 during the summer. Figure 3 below shows the spread of room revenue from 2010 to 2018.

For over 50 years, winter ski tourism has been the largest producer of leisure-based tourism revenues and visitation in Fernie but has more recently seen slower growth compared to summer. Summer tourism has existed for decades, but it wasn't until approximately 2010 when summer visitation experienced more significant year-over-year growth. In fact summer room revenue increased 86% from 2010 to 2018 (June-Sept), while winter room revenues over the same period saw just an 18% increase (Dec-Mar).

Spring and fall season represent significant growth opportunities as the official low or shoulder seasons, most specifically April, May, October and November. Since 2010, room revenues during these months have increased by 48%, but as a less popular time of year for leisure travel yield and room rates are lower.

Figure 3



SITUATION ANALYSIS & KEY INSIGHTS

FERNIE'S BRAND

Developed by Tourism Fernie in 2010 to guide its tourism marketing efforts, the below brand position helps to articulate what Fernie is known for and where both locals and visitors indicated what is of value and importance. Much of below still holds true today.



Cool, small-town charm: Fernie's funky main street with its turn-of-the-century brick buildings framed by post card-perfect mountains provides this rugged and unpolished little town with a unique charm.

Mountain culture: From the pick-up trucks and mountain bikes that travel its streets, to the ski bums and guide shops that line them, Fernie's distinct mountain culture is evident at almost every turn.

Stunning scenery: Fernie is a magnificent outdoor setting from which to experience the beauty and majesty of the Canadian Rocky Mountains.

Authentic and real: Fernie is a casual, comfortable, and laid-back place where a local community still thrives. A community first, destination second, Fernie is not a packaged experience for the mass tourist.

Adventurous and outdoorsy: Fernie is a place where adventure seekers, mountain enthusiasts, and outdoor recreationalists of all kinds come to experience the stunning natural surroundings and range of outdoor activities.

Down-to-earth: Fernie's people are humble, honest, natural, and welcoming with a resiliency that stems from their hard-working roots.

Enduring history: Fernie has a rich history that is alive and thriving to this day.

Community-minded: Fernie's people work together for the betterment of their town, its residents and its visitors. They take pride in their community and welcome visitors who share their values.

INSIGHTS

Fernie offers a breadth of experiences throughout the year.

Fernie Alpine Resort, trails, river access and world-class lodges are core visitor experiences.

The Fernie experience is more than just scenery and activities. It includes the local culture, history and authentic feel.

The origin of winter visitors continues to be diverse and almost 50% is international or long haul.

Visitor Surveys conducted by Tourism Fernie have continually shown that 95-98% of the visitors surveyed 1) visited historic downtown, 2) would recommend Fernie to others and would return if possible, 3) had their expectations met.

Alberta continues to be a critical market for Fernie and especially in the summer when visitation is more regional short haul.

The long haul European market travelling HWY 1 in the spring, summer, and fall may offer a potential opportunity for Fernie.

Lining up with many of Destination BC's target markets affords Fernie the ability for shared marketing.

SITUATION ANALYSIS & KEY INSIGHTS

TOURISM EXPERIENCES & THE VISITORS

The extent of things to do for both visitors and locals are vast yet fluctuate and change between the seasons. Fernie Alpine Resort, Island Lake Catskiing and FWA Catskiing are core winter assets drawing in visitors from near and far while recent and significant growth has been seen with snowmobiling and Nordic skiing. During summer season visitation is driven primarily by those wanting to experience local valley/mountain trails and parks on foot or mountain bike, activities on the Elk River such as fly fishing, rafting and SUP, casual town exploration and mountain sightseeing, and big festivals and events. The emergence of new and more tourism-oriented experiences including spa and wellness, arts and culture, culinary and destination weddings are not only increasing during summer and winter but also shoulder seasons. Without all these critical assets, and the lodging, retail and services to accommodate the demand, multi-season visitation could not be achieved.

Fernie's attractiveness is more than just one activity, event, business or story however. A community this rich in history, people and culture compels visitors looking for something more than the mass market resort.

Explore [TourismFernie.com](https://www.tourismfernie.com) to see the extent of visitor information for trip inspiration and planning.

TARGET MARKETS

Fernie's overnight visitors are a mix of both short and long haul markets in winter, with a noticeable shift to short-haul markets in the summer months and shoulder seasons. Visitors from Alberta make a significant contribution to the visitor mix year-round thanks to their close proximity and their growing desire to explore mountain towns less busy than Banff and Canmore.

Overnight Visitors - Visitor Origin (Source: TF Visitor Surveys 2013-2015)

	Winter	Summer
AB	36%	57%
UK	20%	1%
Aus/NZ	11%	2%
ON/East	10%	5%
Europe	7%	3%
BC	6%	16%
SK/MB	6%	8%
USA - short haul	2%	5%
USA - long haul	2%	3%

SITUATION ANALYSIS & KEY INSIGHTS

Tourism Fernie's target markets for future marketing that are expected to provide the best return on investment and in most cases be in line with Destination BC's target markets are as described by the characteristics below:

Primary Traveler Profiles: TOURISM EQ

Free Spirit Travelers: thrill-seeking hedonist, travel satisfies an insatiable need for the exciting and the exotic.

Authentic Experienter Travelers: exploring nature, history and culture, all on the path to personal development.

Rejuvenators/No Hassle Travelers: worry-free and secure travel. Look for relaxation, simplicity, and a chance to experience the outdoors with family and friends.

Gentle Explorer Travelers: return to past destinations and enjoy the security of familiar surroundings. Appreciate convenience, relaxation and typically look for all the comforts of home.

Trip Purpose and Offerings in Fernie

- Touring / Scenery / Sightseeing / Rocky Mountains
- Skiing (alpine, cat, nordic)
- Snowmobiling
- Spa & Wellness
- Weddings, Events & Festivals
- History / Culture / Culinary
- Experiencing 'nature / outdoors'
- Hiking / Nature walks
- Fly Fishing
- Mountain Biking
- River Experiences
- Camping / RV
- Snowshoeing

Primary Geographic Markets
Canadian: AB, BC, SK, MB, ON
USA: WA, ID, MT, CA

INSIGHTS

Summer visitor surveys indicated that the primary reason for coming is the "Mountains, Scenery, Wildlife, Getaway from the City", 2nd reason is "been here before" and 3rd reason is "visiting friends & family". Biking was the #1 activity followed by hiking and camping.

Wedding tourism, aka destination weddings, continue to be a growth opportunity for Fernie. Data from businesswire.com indicates that 25% of marriages are destination weddings.

Heritage tourism visitors stay longer, visit twice as many places and spend 2.5 times more than other visitors.

Fishing tourism generates over \$2.5 million in guided angler expenditures annually. Each guided angler spends \$700/day

The growth and development of Fernie's Historic Downtown has made it into the town's most unique and iconic visitor attraction.

Fernie's local and visitor culture has continued to diversify and flourish

Fernie is seeing more interest and visitation from Canadian and US travelers especially those wanting a more community focused vs mass

INSIGHTS

Maintaining this strong support will be important for the continued success of tourism and the visitor experience.

Tourism organizations and businesses should take pride in this result and continue to express gratitude to those supporters.

Continuing to broaden these benefits is important for maintaining support for tourism.

There is some indication that these benefits are somewhat diminished recently due to questions about capacity and housing.

A Fernie Heritage Strategy is currently in its final stages of development. The community engagement undertaken for this strategy resulted in the following top 4 areas of importance related to community heritage values:

- Fernie's natural, wild setting and outdoor recreation and access.
- Fernie's history and heritage (including built heritage) and Fernie's built form and public realm.
- Fernie's community and local arts and culture.
- The value of Fernie's tourism, recreation and industry.

SITUATION ANALYSIS & KEY INSIGHTS

TOURISM MASTER PLAN: SUMMARY OF COMMUNITY AND INDUSTRY PERSPECTIVES

Highlights of the community and business survey as well as the focus group engagement is captured below. Further details are captured in an engagement summary report.

Most are supportive of tourism, but not quite all

When asked about whether the benefits of tourism outweigh the negative impacts, a large majority of residents and businesses agreed, with only 14% and 4% respectively disagreeing.

Consistency in the top 3 benefits across the community:

Business, employment and income opportunities within tourism and other areas (Arts, non-tourism businesses) as a result of tourism and as tourism grows.

Increased access to things that matter like recreation experiences (trails especially), events, shopping and dining experiences. For all businesses this also means better staff recruitment opportunities due to the community's attractiveness as a place to live.

Increased vibrancy and energy in the community (especially downtown) as a result of activities/events and the number and diversity of people attracted to the area.

“In short, what we learned from the public survey is that heritage in Fernie is about the desire to conserve the continuity of character, be it of the natural environment, the built form, the community's neighbourhoods or Fernie's small town atmosphere.”

From the Fernie Heritage Strategy, 2019

Consistency in the challenges and shared across different groups:

Affordability and availability of housing were prominent themes across all of the engagement activities and cited by residents, businesses and organizations alike. There were differences on opinion on who's (business, local government, and/or market) issue it is to solve.

Overcrowding and capacity experienced at peak times and across multiple areas such as trails, restaurants, facilities, accommodation, roads and parking and events.

Potential Loss of community /small town feel was noted often and commonly in a response to capacity challenges, but also due to the behaviour of some visitors.

Access and some over use of natural areas such as rivers and trails close to town leading to pressure on local ecosystems and special places such swimming holes and natural features. Much of the recreation infrastructure for summer activities is on private land, and while some land owners such as Island Lake are supportive of tourism, others are not.

Variable/seasonal visitation throughout the year presents challenges for organizations serving the visitor with respect to providing full time or year-round employment and ramping services up and down.

Residents appreciate sharing the whole 'Fernie' experience

Both residents and business were in alignment that the strengths of the Fernie experience includes a range of easy to access outdoor activities, a small town authentic feel, beautiful scenery and a vibrant downtown with unique shops / restaurant experiences.

INSIGHT

Alignment between, businesses, organizations, residents and the community branding is essential for providing Fernie's authentic experience and meeting visitor's expectations.



INSIGHTS

The availability of housing and a positive work/living environment are important for attracting and retaining good quality staff.

As the most expensive community in the Kootenays to buy a single family residential property affordability is a concern for attracting and retaining staff.

There is a correlation between median household income and housing prices.

With tourism growth expected to continue, efforts to manage visitor overflows and spread visitation throughout lower demand periods are required.

Better understanding key transportation pinch points and parking overflow issues while promoting active transportation as much as possible during peak months can help.

The natural places, trails and rivers that attract visitors and residents to Fernie and area are gems that need to be experienced but protected as well.

The private land of Island Lake Lodge, shared access, and trail amenities are critical assets for existing and new tourism experiences.

Supporting visitors to integrate with and respect the local community through targeted marketing and communications could help to improve the interactions between particular visitors and residents.

INSIGHTS

Consistent customer service and offering additional service hours at shops for visitors is ever more important in an era of 'word of mouth' social media marketing.

Fernie Alpine Resort is Fernie's core attraction in the winter. Given the proximity to many other ski areas the competition for visitors is very high therefore continuing to improve the experience is important.

Attracting a higher yield visitor will need both investments in product / services as well as targeted marketing at this demographic. Much may be learned from existing operators such as Island Lake Lodge Resort

The City is addressing requirements for their facilities and it will be important to understand how these can be leveraged for tourism opportunities.

Business case and feasibility studies for new investments will likely be required prior to pursuing any major public investments

Accommodation values and reinvestment at ski hill properties in are challenged due to underutilization outside of winter

SITUATION ANALYSIS & KEY INSIGHTS

The 'Fernie' experience could be even more

General customer service improvements across sectors and especially with respect to offerings at the ski hill and in shoulder seasons.

More accommodation options at peak times, as well as updated accommodation facilities, restaurants and trip planning services targeting 'boutique' and higher yield guests.

Traffic and parking management as well as improved access to Fernie and continued connections between the ski hill and downtown.

Increased/enhanced indoor amenities (pools, arts/culture halls) and also new facilities to attract other markets in the non-peak times such as sport tourism (hockey, tennis), events and conferences (Conference Centre)

The visitor level is comfortable for now, but existing core attractions and services are beyond capacity at times

A large majority of both residents and businesses indicated a general comfort with current levels of visitation. That said, many feel Fernie is on the cusp of becoming 'too busy' at peak times.

INSIGHT Stakeholders will have to understand which weekend / seasons and activities / locations are experiencing overcrowding and address these pinch points.

Support for tourism growth exists in the shoulder seasons, and there is a preference to maintain summer and winter levels.

Most businesses and residents leaned toward supporting growth in visitor levels in the fall and spring. Perspectives on summer and winter visitation levels varied with residents more supportive to maintain current levels than the businesses who were split on whether to maintain levels or grow them during these seasons.

INSIGHT With tourism growth expected to continue, efforts to maximize summer and winter and shift visitation into lower demand periods are needed.

The natural places, trails and rivers that attract visitors and residents to Fernie and area are gems that need to be experienced but protected and maintained as well. A variety of management activities are required.

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SITUATION ANALYSIS & KEY INSIGHTS

Perceived responsibility for ensuring tourism supports community and business goals is generally spread across four groups

The City of Fernie and Tourism Fernie are seen to have a major role in how tourism develops in Fernie. Fernie Alpine Resort and tourism businesses/Chamber of Commerce were also noted quite frequently as being responsible for tourism development for community and business goals.



Industry is generally collaborating well on tourism, however there could be some improvements

Strengths include collaboration amongst tourism/business member organizations, communications from these groups to members and connections between businesses who work together as strengths.

Improvements areas include reducing overlapping roles, more consistent branding, coordinated emergency event messaging, and the need to continue to enhance collaboration with Fernie Alpine Resort.

Initiatives underway such as the heritage plan, as well as existing plans such as the trails master plan, signage plan, parking study and highway transportation study along with funding such as the MRDT and RMI could be coordinated to help implement the TMP.

INSIGHTS

With a perception of responsibility placed mainly on the City and Tourism Fernie these two organizations will have a large role to play in guiding and implementing this tourism plan. It will be important to make sure both organizations are resourced to be able to do this.

Common communication and branding efforts should be enhanced to ensure consistency in messaging.

Leading industry practice is for destination marketing organizations to be the primary visitor contact before trips, during trips and post trip

Continuing to keep the visitor experience as a central tenant will help with collaboration among tourism organizations.

New/existing plans and funding programs can be better aligned for success.



SITUATION ANALYSIS & KEY INSIGHTS

MOST RECENT VISITOR SURVEY HIGHLIGHTS | SUMMER 2019 VISITOR SURVEY

During the summer of 2019 Tourism Fernie conducted 232 face-to-face visitor surveys in various locations in Fernie. Note this a small sample size. Over 90% of those surveyed were visitors staying under 30 days. The full survey results are available from Tourism Fernie by request. Here are some of the highlights:

Summer Visit Duration:

- 17% were day trippers
- 7% stayed 1 night
- 30% stayed 2-3 nights
- 22% stayed 4-6 nights
- 16% stayed 7+ nights

Return or New?

- 23% had never been to Fernie before
- 45% had been to Fernie in both summer and winter
- 27% had been to Fernie before but only during summer season
- 6% had been to Fernie before but only during winter season

Origin of Visitors Surveyed:

- 54% Calgary & Southern Alberta
- 10% Central & Northern Alberta
- 6% Kootenay Region
- 4% Interior BC
- 3% Coastal BC
- 6% Sask & Manitoba
- 5% ON and Eastern Canada
- 6% USA
- 2% UK
- 2% Europe
- 2% Australia & New Zealand

Travelling Companions:

- 63% with family
- 50% with spouse/significant other
- 17% with a friend or group of friends
- 9% solo

Primary Reason for Travelling to Fernie:

- 22% mountain biking
- 19% mountains/scenery/escape from city
- 17% visiting friends or family
- 8% attending an event/festival/wedding
- 6% road trip/passing through
- 5% word of mouth
- 5% Lots of things to do
- 3% hiking

SITUATION ANALYSIS & KEY INSIGHTS

Top 25 Things Visitors Did While in Fernie:

- 82% eat at local restaurants/cafes
- 62% shop for groceries
- 59% hiked local & area trails
- 54% went to local pubs/bars
- 53% General sightseeing, exploring, short walks
- 50% shopped for clothing, sporting goods, gifts, local specialty food & drink, art & crafts
- 46% mountain biked local and area trails
- 36% were camping
- 37% went to the lake/beach
- 31% did activities at Fernie Alpine Resort
- 29% did activities at Island Lake Lodge
- 29% attended local live music
- 26% attended an event
- 23% went to the dirt jump and pump track park
- 22% visited an arts, cultural or heritage facility/attraction
- 20% visited FBC or Fernie Distillers
- 18% went to Aquatic Centre/Splash Park
- 18% went golfing
- 17% did SUP/float on river/lake
- 16% went fly fishing
- 15% white water rafted and kayaked/canoed
- 15% went to the spa
- 15% visited local parks
- 10% participated in an arts/culture tour/workshop
- 9% played tennis

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98% of visitors said their visit had met their expectations, 2% said somewhat

99% of visitors surveyed said they would return again

How likely would you recommend Fernie as a travel destination? Scale of 1 to 10, where 10 highest score.

217 scored 9 or 10 (Promoters)

15 scored 7 or 8 (Passives)

0 scored 0 to 6 (Detractors)

Fernie's Net Promoter Score is 94.

Understanding Net Promoter Score (NPS) – NPS has a range from -100 to +100, a 'positive' NPS score above '0' is considered 'good', +50 is 'excellent', and +70 is considered 'world class'.



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SITUATION ANALYSIS & KEY INSIGHTS

MOST RECENT VISITOR SURVEY HIGHLIGHTS | WINTER 2016 VISITOR SURVEY

During February and March of 2016 Tourism Fernie conducted 219 face-to-face visitor surveys in various locations in Fernie. Note this a small sample size, 70% of surveys were conducted at Fernie Alpine Resort. Over 80% of those surveyed were visitors staying under 30 days, 18% were visitors staying the full season. The full survey results are available from Tourism Fernie by request. Here are some of the highlights:

Winter Visit Duration:

- 1% were day trippers
- 10% stayed 1 night
- 50% stayed 2-3 nights
- 16% stayed 4-6 nights
- 6% stayed 7+ nights
- 19% staying the full season

Return or New?

- 47% had never been to Fernie before
- 23% had been to Fernie in both summer and winter
- 1% had been to Fernie before but only during summer season
- 28% had been to Fernie before but only during winter season

Origin of Visitors Surveyed:

- 41% Calgary & Southern Alberta
- 7% Central & Northern Alberta
- 5% Kootenay Region
- 3% Other BC
- 16% Sask & Manitoba
- 3% ON and Eastern Canada
- 5% USA
- 11% UK
- 4% Europe
- 7% Australia & New Zealand

Travelling Companions:

- 33% with family
- 8% with spouse/significant other
- 47% with a friend or group of friends
- 7% solo
- 6% as part of a tour/club/group

The Economic Flow of Tourism



SITUATION ANALYSIS & KEY INSIGHTS

Top Things Visitors Did While in Fernie:

- 96% skiing Fernie Alpine Resort
- 74% going to local pubs/bars
- 73% eating at local restaurants/cafes
- 72% visiting historic downtown
- 60% shopping for groceries
- 55% taking in live music/entertainment
- 32% attending an event/festival
- 30% visiting the Aquatic Centre
- 29% visiting the museum
- 28% shopping for clothing / goods / gifts / gear / art specialty foods
- 20% visiting the arts station
- 17% seeing a movie at the theatre
- 15% backcountry ski touring
- 15% snowshoeing
- 15% cross-country skiing
- 15% attending a Ghost Rider hockey game
- 14% playing disc golf
- 13% cat skiing
- 12% curling
- 12% visiting a spa
- 11% fat biking
- 8% snowmobiling

How likely would you recommend Fernie as a travel destination? Scale of 1 to 10, where 10 highest score.

207 scored 9 or 10 (Promoters)

7 scored 7 or 8 (Passives)

1 scored 0 to 6 (Detractors)

Fernie's Net Promoter Score is 96.





SITUATION ANALYSIS & KEY INSIGHTS

TOURISM SENTIMENT INDEX – FERNIE 2017

DestinationThink! was contracted by Tourism Fernie to produce three annual reports from 2017 – 2019 called the Tourism Sentiment Index. Each report provides a comprehensive analysis of what people are saying about Fernie online. Insights from this data help guide strategic planning, marketing and destination development to enable our community to shape the way people talk about Fernie in the future.

More than 500,000 different sources were included in the analysis, including online media sites, forums, reviews and social media networks (Twitter, Facebook, Instagram, Tumblr, YouTube and Trip Advisor).

The Tourism Sentiment Index is a measure of a destination's ability to generate positive word of mouth about its tourism offering. It is an aggregate score (NPS System) that focuses solely on online conversations that reference or affect a potential traveller's perceptions of a destination's tourism offering. To do this DestinationThink! starts by collecting all the conversations around your destination and then filter to those conversations that are driven by Fernie's tourism experiences or products. To provide further context for the results, five comparative destinations were included in the analysis: Rossland, Whitefish, Golden, Revelstoke and Canmore.

Below are a few highlights from the 2017 report. The full report is available from Tourism Fernie by request. The 2018 report will be available in late 2019.

Fernie's tourism NPS score is 57. Compared to the five other competing destinations Fernie is above average where the highest was 64 and the lowest was 43.

Fernie's overall NPS score is 41. This includes all conversations, not just tourism related. Note the accident at the arena played a roll in this score.

The following tourism assets, in order, are where Fernie excels in generating positive perceptions of the destination's tourism offering:

Skiing & snowboarding | Culinary, Breweries & Pubs
Snowmobiling | Nature viewing | Biking | Hiking
Festival & Events | Fishing | Camping | Snowshoeing
Spa | Weddings

OUR VISION & GOALS

VISION, MISSION AND GUIDING PRINCIPLES

The following statements and principles are aligned with existing community and tourism organization plans and takes into account the aspirations articulated by the community, businesses and tourism stakeholders during the TMP engagement.

OUR TOURISM VISION STATEMENT

A vibrant and sustainable tourism destination built on respect, collaboration and authenticity

OUR MISSION STATEMENT

Working together to manage and grow tourism sustainably for the betterment of our community and our visitors

GUIDING PRINCIPLES

Together We Are Stronger: Dynamic and proactive community, First Nations, government, and industry collaboration is the foundation to Fernie's tourism success.

Businesses Thrive Sustainably: Year-round tourism supports business prosperity thereby helping address many industry challenges while building a more sustainable economy for Fernie.

Authenticity Grounds Us: Local experiences are grounded in Fernie's small-town charm, hospitality, mountain culture, scenery, adventure, arts, heritage and 100 years of welcoming a diversity of visitors.

Benefiting the Whole: Management, delivery and growth of tourism that benefits community and visitors alike.

A Respected Natural Environment: Respected and healthy environment and well managed landscape provides the foundation for Fernie's success in tourism.

OUR VISION:

The big outcome we hope to achieve with tourism in Fernie. Having this common vision allows us to be inspired and clarifies what we are collectively trying to achieve, creating a place of agreement and then a platform for our dialogue and decision making.

OUR MISSION:

The purpose of the plan and the joint implementation by tourism stakeholders and partners.

OUR GUIDING PRINCIPLES:

Reflect what is critical to our success and the lens that we need to look through for planning, decision making and implementation.



OUR VISION & GOALS

FOCUS AREAS AND GOALS 2020-2030

The four Focus Areas are the big outcomes that will help us to achieve our vision and guide our strategic direction and actions. These topics and goals reflect what was learned through research or engagement with the community, business and tourism stakeholders. They reflect the assets we have or need to develop based as well as the opportunities to move toward our vision. These goals were reviewed, shared with stakeholders, and finalized by the Task Force.

FOCUS AREAS: Articulate high-level statements of the desired future in 10 years.

GOALS: The high-level approach to the Focus Area outcomes, our desired future and vision.

Focus Area 1

DIVERSITY OF VISITORS YEAR ROUND

Goal: Grow visitors into multi-day, year-round economic and community contributors

Tourism offers enormous economic and community benefits to residents and businesses though with changing visitor demographics and current growth pressure it is important to ensure those benefits are deepened and further spread throughout the year.

Focus Area 2

REMARKABLE VISITOR EXPERIENCES

Goal: Develop and enhance Fernie's visitor infrastructure, amenities, brand, tourism products, experiences and people

Fernie offers a full suite of outdoor recreation-based experiences coupled with a deep sense of place and authentic welcoming culture. These experiences and new ones need to address service gaps and align with changing demographics. With the advent of 'word of mouth' marketing, experiences must be remarkable in order to be shared.

Focus Area 3

STRONGER TOURISM FOUNDATION

Goal: Ensure collaboration, community support, people and financing for tourism success

Fernie's current tourism success is a result of hard work, energetic organizations, collaboration and a sense of community pride. Essentially, people, working together. Along with deepened industry collaboration, there is a need continually develop advocates for tourism. With human resource challenges facing the industry, barriers to attracting and retaining people such as housing need addressing.

Focus Area 4

SUSTAINABLE MANAGEMENT

Goal: Manage locations where visitation is impacting the sense of community or natural environment and support the resiliency of the industry.

The very qualities that make Fernie and area such a great place to live and visit are being impacted at times by concentrated tourism visitation growth. Climate change and pressures from other industry are also threatening these same assets. Tourism must understand and help mitigate these impacts working with other industry, land owners, community groups and government.

STRATEGIC DIRECTIONS

With the Vision articulated and a good understanding of the current situation and engagement input, the TMP Task Force embarked through workshops to articulate how to move toward the Vision and Goals. Through these workshops they began to answer the questions of “how?”, “where?”, “when?” and “what first?” through Strategic Directions that guide specific actions over the next 3- 5 years. These directions presented below are informed by considering the current situation analysis and the many ideas gathered during the engagement as well as each Task Force participant’s intimate knowledge.

Focus Area 1

DIVERSITY OF VISITORS YEAR ROUND

Strategic Directions:

- Increase visitation in non-peak times in summer and winter and fall, spring
- Foster Fernie’s Arts, Heritage and Cultural Tourism Product
- Maximize current event/facility capacity for existing events and a plan for growth & expansion through events
- Develop strategies to attract and serve high yield/value-oriented visitors
- Embrace 2nd homeowners to create Ambassadors for Fernie
- Develop a common community brand to present to visitors

Focus Area 2

REMARKABLE VISITOR EXPERIENCES

Strategic Directions:

- Support businesses and organizations to foster improved tourism experiences and overall sustainability
- Expand indoor activities
- Foster impeccable customer service
- Protect & enhance Fernie’s downtown
- Create focal visitor points for visitor staging & gathering
- Improve visitor focused in- community communications / wayfinding

Focus Area 3

STRONGER TOURISM FOUNDATION

Strategic Directions:

- Ensure there is adequate and qualified staff
- Define organizational roles and make collaboration a central tenant
- Ensure land use and development policies, maintain & grow access to natural attractions and recreation amenities
- Nurture a working relationship with the Ktunaxa
- Increase community support for tourism and create more ambassadors
- Sustain financial resources for tourism

Focus Area 4

SUSTAINABLE MANAGEMENT

Strategic Directions:

- Manage capacity impacts (with respect to trails, river, downtown, etc.)
- Reduce industry impact on the natural environment (logging, mining, recreation, highway transportation)
- Adapt to climate change (forest fires, snowpack, river)
- Improve getting to & around Fernie (visitors & locals)
- Foster greater care and appreciation of Fernie – having visitors become contributors and ambassadors

STRATEGIC DIRECTIONS:

Represent broad priorities that bridge the situational analysis with the future Vision, Focus Areas and Goals. They guide specific actions over the next 3-5 years.

ACTIONS:

Actions or projects are a key element of a Tourism Master Plan and are prioritized. They become the responsibility of an implementing organization and network of supportive organizations.

Appendix A on pg 48



ACTIONS

Prioritizing broad directions led to a review of community, business and tourism stakeholder input on specific projects and ideas. New ideas were brainstormed, prioritized and organized for implementation or future consideration. Actions can evolve over time to reflect current economic, social and environmental conditions. The actions for implementation is organized into a table, see Appendix A for current list of actions, represented by the following priority categories as determined by the TMP Task Force.

Catalyst actions:

High value
Achieve multiple goals
Start within the first year

Short Term Priority:

High value tactics with low complexity and can be achieved within year one-two.

Medium Term Priority:

High value, somewhat complex or requiring lead-time or other actions to accomplish.

Long Term Priority:

High value, somewhat complex and requiring lead-time and other actions to accomplish.

Future Consideration:

Considered either highly complex and requiring further research and consideration, or are moderate to lower value.

EVALUATING AND ADAPTING

Monitoring and evaluating progress toward (or away from) the TMP goals is essential to provide transparency, inform decision-making and enable continuous improvement.

Monitoring is the process of gathering data linked to the Tourism Master Plan goals.

Evaluation is the process of reviewing monitored data, gathering insights, assessing progress and refocusing efforts.

Ongoing, consistent and reliable monitoring and evaluation provides the community with a number of essential functions and benefits, including:

- Informing decision-making throughout the community;
- Informing action planning;
- Ensuring transparency and accountability to community stakeholders;
- Engaging businesses, residents and visitors in the journey toward the goals by providing meaningful and timely information in an interactive way.

Monitoring, evaluating and reporting should be done at least on an annual basis, and comprise the steps in the diagram.

The indicators help to monitor both the **goals** and the **steps or process** to achieve those goals.

Monitoring the actions: Includes tracking whether the actions are being considered, accepted and implemented as discussed. Every action has a 'progress tracking' column in the detailed action excel sheet. This tool can be used during the semi-annual working group check in meetings.

Table Sample Action:

STRATEGIC DIRECTION	ACTION / PROJECT	LEAD PARTNERS	PROGRESS STATUS	NOTES NEXT STEPS
Manage/mitigate tourism related capacity impacts on the community, environment and visitor experience	Establish a working group and/or sub-groups to identify natural attractions/areas being negatively impacted by visitor and recreational usage and determine next	ERA, Wildsight, FTA, TF, RDEK, COF, ILL, BC Gov and others	In Progress Completed No progress, still being considered Reconsidered	X

MONITORING:

Is the process of gathering data linked to the Tourism Master Plan goals.

EVALUATION:

Is the process of reviewing monitored data, gathering insights, assessing progress and refocusing efforts.





EVALUATING AND ADAPTING

Monitoring the goals: These results will help indicate whether we are working on the right actions, or if we need to adapt our approach. The recommended set of goal indicators (below) is based on the relevant data currently available or available with a minor seed investment.

Existing data sources include organizations such as the Statistics Canada, BC Stats, Destination BC, Ministry of Finance, Kootenay Rockies Tourism, Tourism Fernie, Fernie Chamber of Commerce & Fernie Visitor Centre, Fernie Alpine Resort, accommodators and the City of Fernie.

Local data collection instruments include MRDT, accommodator data, event results and outcomes, RMI RDS and MRDT reports, tourism operator sales systems, operator surveys, Tourism Fernie visitor and member surveys, Visitor Centre reports, and the City of Fernie resident surveys. Incorporating some of the key questions from the TMP engagement surveys would allow for some ongoing comparisons.

The following table outlines the indicators identified and recommended for monitoring and evaluating progress toward the TMP focus areas and goals.

Focus Area 1

DIVERSITY OF VISITORS YEAR ROUND

Goal: Grow visitors into multi-day, year-round economic and community contributors

Indicators:

- Total Annual MRDT (Grow)
- Total MRDT by season (Balance)
- Visitation to core cultural tourism attractions (Grow)
- Total visitor spending (Increase)
- Increasing ADR

Focus Area 2

REMARKABLE VISITOR EXPERIENCES

Goal: Develop and enhance Fernie's visitor infrastructure, amenities, brand, tourism products, experiences and people

Indicators:

- Community Net Promoter Score (Increase)
- Percentage of tourism and non-tourism businesses participating in the Ambassador Program (Increase)
- Fernie Tourism Sentiment Score (Increase)
- Average length of stay by season (Increase)

Focus Area 3

STRONGER TOURISM FOUNDATION

Goal: Ensure collaboration, community support, people and financing for tourism success

Indicators:

- Percentage of residents who feel the benefits of tourism outweigh the challenges (Maintain or Increase)
- Percentage of businesses who feel the benefits of tourism outweigh the challenges (increase)
- Ratio of the median residential dwellings (all types – detached, townhouse, apartment) assessment value to the median employment income (decrease, stabilize)
- Total tourism funding (RMI, MRDT, Co-op, other) from the province and DBC (increase)
- Percent of tourism businesses with adequate staffing during peak and non-peak seasons (Increase)
- Self-assessed partnership strength between the main tourism organizations (Grow)
- Efforts undertaken to build awareness and relationships
- Percentage of all TMP actions in progress, completed

Focus Area 4

SUSTAINABLE MANAGEMENT

Goal: Manage locations where visitation is impacting the sense of community or natural environment and support the resiliency of the industry.

Indicators:

- Ratio of dollars for maintenance to tourism infrastructure to dollars for new infrastructure (Increase)
- Percentage of residents who feel the benefits of tourism outweigh the challenges (Increase)
- Percentage of businesses who feel the benefits of tourism outweigh the challenges (maintain or increase)
- Total MRDT by season (Balance)
- Distribution of trail users on existing networks (Increase, Trail Forks or trail counters for hiking)
- Ha of cleared forest within view of downtown (maintain, decrease)
- Elk River Health Indicator
- Caribou/Elk/Grizzly Indicator
- Collaborative funding dollars achieved to implement this plan
- Advocacy efforts undertaken
- Efforts undertaken to build awareness and relationships

MONITORING:

Is the process of gathering data linked to the Tourism Master Plan goals.

EVALUATION:

Is the process of reviewing monitored data, gathering insights, assessing progress and refocusing efforts.



IMPLEMENTATION




“The tourism industry incorporates numerous sectors and services that are all interconnected as it address the needs of the visitor / traveler. Accommodations, food establishments, retail shops, activity providers, transportation providers and services, local infrastructure and amenities and much more play a role. As such collaboration and partnerships are critical in evaluating, planning, developing and managing the destination to ensure success and sustainability”

Jikke Gyorki
Tourism Fernie Executive Director

Fernie’s current tourism success is a result of hard work, energetic organizations, collaboration and a sense of community pride. Essentially, people, working together. Tourism is unique this way when compared to other industries, perhaps most of all in the cooperation and partnership required to deliver the ‘experiences’ sought by visitors and the community alike. Public and private sectors jointly provide a large number of visitor amenities including attractions and activities as well as the supporting infrastructure like roads, land use and water systems. The opportunities outlined in this report are a result of a community-wide effort and the implementation of the recommended actions can only be achieved through the cooperation and participation of many individuals and organizations in the community.

- **To facilitate continued success in tourism and the effective roll out of this master plan and associated projects/actions it is imperative that the following steps occur:**
- TMP received and recognized by Tourism Fernie Board, Fernie Chamber of Commerce, Regional District of the East Kootenays and the City of Fernie Council and Staff
- Creation and commitment to a Tourism Master Plan Champions Group that meets at least quarterly and includes:
- Development of Partnership Agreements to clearly articulate roles, responsibilities within organizations and between the organizations to achieve the TMP goals and action implementation
- Alignment of RMI, RDS and MRDT with the TMP as well as other City plans such as the Official Community Plan
- Support for the facilitation of tourism specific stakeholder/sector working group sessions at least annually
- Commitment postcard or other effort to engage the tourism sector in working toward the vision and goals and industry activities outlined in this plan
- Collaboration with regional and provincial tourism partners and agencies including areas of alignment within the Highway 3 Corridor Destination Development and other related tourism plans.

RECEIVING THE TOURISM MASTER PLAN



The final TMP should be formally adopted by the leadership at Tourism Fernie, the City of Fernie, the Regional District of the East Kootenay and the Fernie Chamber of Commerce. Receiving the document and supporting the implementation steps such as the Champion Group and Partnership Agreements is a critical step to sustaining and building on the momentum developed over the past months. Receipt of the plan should be well documented and shared publicly in order to reflect the importance of the plan.

TOURISM MASTER PLAN CHAMPION GROUP

A core Tourism Master Plan Task Force should continue and formalize into an ongoing Tourism Master Plan Champion Group that maintains similar representation and expands where needed to ensure all implementing organizations are involved. In addition to championing the TMP, this group should also support and be involved in the implementation of the current City of Fernie Resort Development Strategy 2019-2022 to ensure alignment and efficient use of resources for tourism development work.

Champion Group Ongoing Purpose

While the focus of the working group is to ensure the implementation and relevance of the Tourism Master Plan other tasks should include:

- Creating awareness of the vision, goals, directions and actions with respective colleagues, community members, organization members and other tourism stakeholders such as the regional district and province
- Advocating for the TMP vision, goals and directions in relation to significant organizational, community, regional or provincial decisions that might impact progress
- Considering, adjusting and reprioritizing actions on an annual basis as needed to ensure thoughtful and timely implementation
- Maintaining an inventory of actions and the status of action implementation
- Maintaining the monitoring functions outlined in the plan and sharing that data for group evaluation
- Reporting progress to respective councils, boards, organization membership, and residents

Champion Group Partnership Agreement

A formal partnership agreement among all the working group organizations will help to ensure the sustainability of the structure and commitment to tourism and implementing the TMP. The agreement should be structured with varying levels of commitment with top tier parameters/responsibilities for the organizations that residents (Figure 1) and the business community (Figure 2) highlighted as core to ensuring tourism development supports community and business goals. Levels of commitment would detail items such as attending meetings, staff time, leadership, funding, in-kind support, meeting space, travel costs and more.

IMPLEMENTATION

Figure 1 - residents

Who do you feel is responsible for ensuring that tourism develops in a way that supports community goals? (Please select all responses you feel are appropriate)

Answered: 325 Skipped: 258

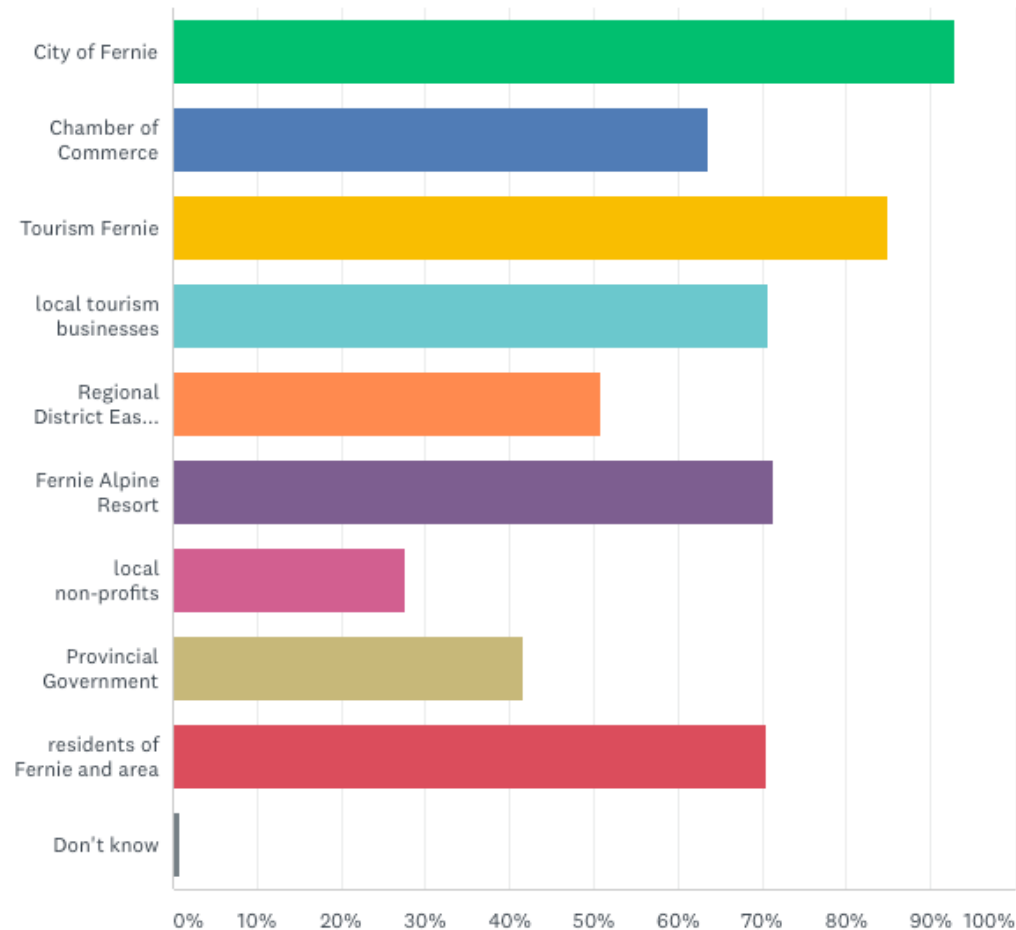
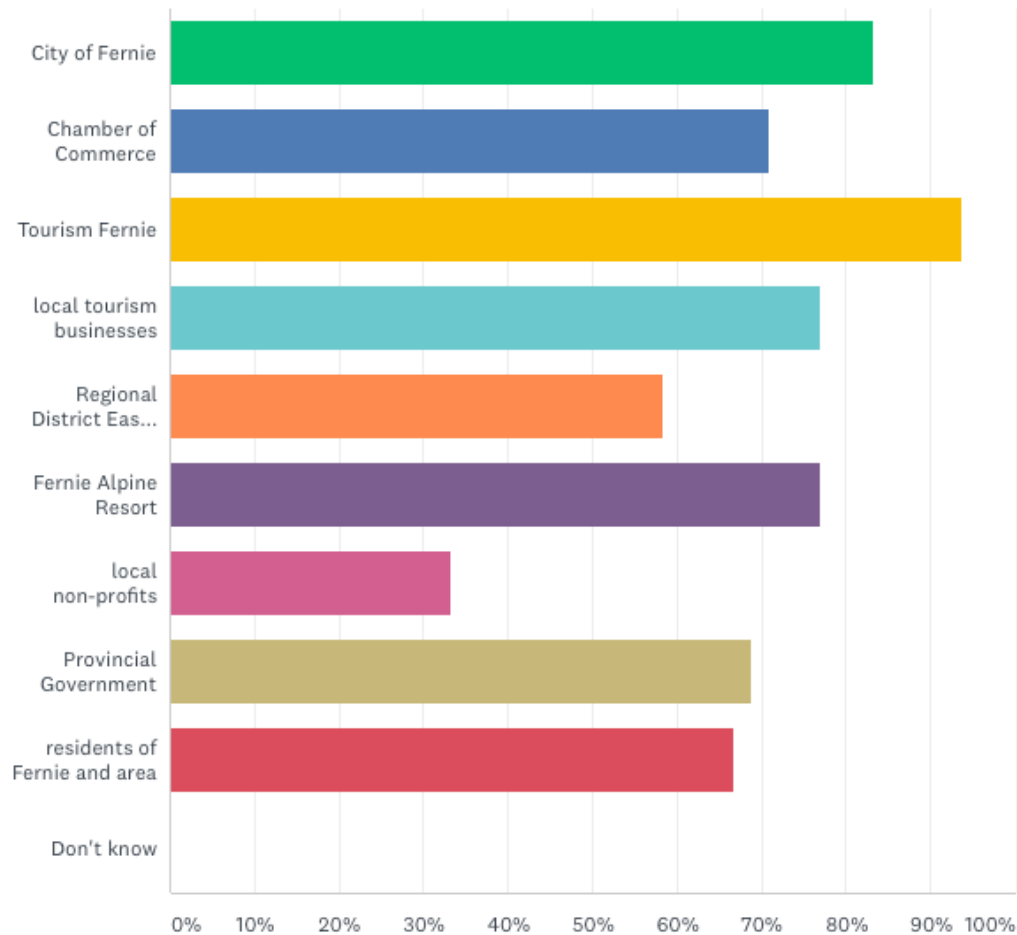


Figure 2 - businesses

Who do you feel is responsible for ensuring that tourism develops in a way that supports businesses goals? (Please select all responses you feel are appropriate)

Answered: 48 Skipped: 65



IMPLEMENTATION

A second tier agreement should be structured for organizations with a strong connection to tourism and/or major involvement with TMP action implementation. Finally, a third tier might include agreements with organizations that are involved to a lesser degree in implementation of projects yet still very important to the overall success.

First Year Steps

What happens during the first year of the Tourism Master Plan is crucial to ongoing success.

STEP 1: To help ensure a continued commitment to the plan and the implementation structure to support it we recommend that organizations sign an agreement that at a minimum;

- recognizes support for the vision, goals and strategic directions
- commits them to at least consider (by fall 2019) the implementation of the TMP actions associated with their respective organizations
- commits them to consider the plan during organizational strategic planning and work planning
- commits partners to participate in the ongoing working group and the tasks associated with it and to them

Additional items will be added to the various agreement tiers discussed above.

STEP 2: It is recommended that the champion group meet formally at least four times a year to discuss plan progress. The first meeting should take place in winter 2020 and we suggest that the Tourism Fernie take on the initial organizing role for the working group though the meeting should ideally be facilitated by an individual outside the working group. The first meeting should include opportunities to:

- Consider and reprioritize actions as needed to ensure thoughtful and effective implementation
- Check in on action acceptance or modifications by lead organizations
- Check in on progress of actions initiated
- Review local tourism trends and upcoming organization plans
- Adjust actions, timing and prioritization as required based on new information

STEP 3: It is recommended that the working group at least meet again in Spring of 2020. This second formal meeting should include opportunities to:

- Check in on action acceptance or modifications by lead organizations
- Check in on progress for the actions relabeled as immediate/short-term priorities
- Check in on plans for actions relabeled as medium/long-term priorities
- Evaluate progress by reviewing and discussing the results from the TMP Monitoring Program
- Review local tourism trends and upcoming organization plans
- Adjust action timing and prioritization as required based on new information

Resourcing The Champions Group

The resources required to facilitate the group will be minimal and will primarily include staff time to coordinate reporting back and meeting organization. Funding for any extra expenses beyond meeting regularly will ideally be shared by all organizations by primarily the Tier 1 organizations. It is recommended that Tourism Fernie play the main facilitation role, however each organization should provide support based on their respective skills and resources.

TOURISM STAKEHOLDER/SECTOR WORKING GROUPS

It is recommended to build off existing efforts to connect with stakeholder and tourism sector working groups annually or more frequently if TMP actions or inspired actions require joint implementation. There is already support for these activities and they could be led by Tourism Fernie or attended to by Tourism Fernie if the group already exists as long as tourism remains prevalent. E.g. accommodator group, cultural group, river group, trails group, environment group etc.

These working groups will be very important to evaluating TMP progress, addressing urgent issues that arise, and in the spirit of empowering industry taking joint initiative/leadership on projects that may be of strategic importance to the working group members. E.g. securing land for trail access.



COMMITMENT POSTCARD

This is a simple postcard with some key messaging inviting residents and/or businesses to review and commit to taking part in 2 or more of the activities indicated on the postcard. They can take a photo of their commitment and send it to Tourism Fernie in order to enter a draw. The postcard will create a database of people to call on to take part in various TMP actions – e.g. sector groups; ambassador programs; remarkable experiences; store opening hour initiative etc.

IMPLEMENTATION ACTIONS

The first year implementing the TMP sets the foundation for successfully delivering on the actions outlined in the plan. The TMP implementation actions for this critical first year are listed below with the associated lead and partner organizations. See side bar.

IMPLEMENTATION ACTIONS:

TMP received and recognized by Tourism Fernie Board, Fernie Chamber of Commerce, Regional District of the East Kootenays and the City of Fernie Council and Staff

TMP Partnership Agreements Signed

Creation and commitment to a Tourism Master Plan Champions Group

Champion Group Meeting 1 to set culture and report on initial actions

Commitment postcard or other effort to engage the tourism sector in working toward the vision and goals and industry activities outlined in this plan

Tourism specific stakeholder/sector working group sessions at least annually

Champion Meeting 2

Champion Meeting 3

Champion Meeting 4



IMPLEMENTATION

RESOURCING

Implementing the Tourism Master Plan to work toward the vision and goals will require the commitment of many aforementioned organizations and it will also require time and funding for implementing some of the actions. Some of the actions will be a part of the normal course of business for implementing organizations and tourism businesses, but actions to purchase or maintain capital or develop new programming require some funding. Two major foundational funds to help continue this work are Fernie's Resort Municipality Initiative (RMI) funding and the Municipal Regional District Tax (MRDT). Additional grant/funding organizations or programs will also be required to advance on various actions.

RMI

The RMI program is intended to support small, tourism-based municipalities to build and diversify their tourism infrastructure, deliver exceptional visitor experiences and incorporate sustainable tourism practices and products. The City of Fernie is one of 14 communities receiving this funding from the Province of BC. The most recent 3-year funding arrangement is allocated to projects identified in the Fernie's Resort Development Strategy. The Resort Development Strategy was developed in alignment with this TMP and it will be important to ensure this alignment continues on the implementation of projects. Ensuring successful project/program investments will help to build the case to continue this important program.

MRDT

The MRDT Program (Municipal Regional District Tax/Additional Hotel Room Tax) is jointly administered by the Ministry of Finance, Ministry of Tourism, Arts and Culture, and Destination BC. It is intended to help grow BC revenues, visitation and jobs, and amplify BC's tourism marketing efforts in an increasingly competitive marketplace. The program has existed since 1987. In 2015, the ability for a community to go to 3% was an option. Since then, 50% of BC communities have gone to 3% and more are in the process.

Tourism Fernie is the official Eligible Entity for Fernie's current 2% MRDT. Tourism Fernie's Strategic Plan for 2019 and an action in this TMP includes applying to become a 3% MRDT community.

Funds from the MRDT should augment current funding and the following MRDT program spending principles exist:

- Effective tourism marketing, programs, and projects
- Effective local-level stakeholder support and inter-community collaboration by contributing resources that can be further leveraged
- Coordinated and complementary marketing efforts to broader provincial marketing strategies and tactics
- Fiscal prudence and accountability

Ensuring a successful application for the 3% is important for maintaining competitiveness and for supporting the collective efforts of the tourism community in marketing and destination development and management.

OTHER FUNDING

Other sources of funding are also available to implement actions from this TMP. Some of these tourism focused funds are listed below and can be added to over time. There are likely other sources of funding for infrastructure, arts and culture, environmentally focussed initiatives, community building, and skills training.

OTHER FUNDING CONTINUED...

Destination BC Destination Development Funding: The Development Catalyst Fund, designed to support the implementation of key tourism projects identified in planning area 10-year Destination Development Strategies and Action Plans across the province. <https://www.destinationbc.ca/news/destination-bc-to-launch-new-destination-development-catalyst-fund-to-support-tourism-across-british-columbia/>

Destination BC Event Funding: The Tourism Events Program (TEP) was created to help events increase the volume of visitors to British Columbia, broaden global recognition of the province, and build our reputation as an internationally renowned destination. <https://www.destinationbc.ca/what-we-do/funding-sources/tourism-events-program/>

Canadian Experiences Fund: Announced in Budget 2019, the Canadian Experiences Fund (CEF) is a national program that support communities across Canada as they create, improve or enhance tourism products, facilities and experiences. <https://www.wd-deo.gc.ca/eng/19858.asp>

OTHERS

Western Economic Diversification: Announced in the Federal Budget 2019, the Canadian Experiences Fund (CEF) is a national program that support communities across Canada as they create, improve or enhance tourism products, facilities and experiences. <https://www.wd-deo.gc.ca/eng/19858.asp>

Columbia Basin Trust: The Trust is mandated under the Columbia Basin Trust Act to manage our assets for the ongoing economic, environmental and social benefit of the region, without relieving governments of any obligations in the region. To help residents and communities take action on issues that are important to them, they offer a broad array of grants and funding for affordable housing; arts and culture programming and venues; public space improvements; environmental enhancement and protection; heritage work; trails; workforce training support etc. <https://ourtrust.org/our-work/>

Other grants are available from the following organizations:

- BC Arts Council
- Heritage Canada
- BC Gaming
- Southern Interior Development Initiative Trust
- Hosting BC (viaSport)
- Invest Canada – Community Initiatives
- Cycling Infrastructure Funding BC
- Municipalities for Climate Innovation Program BC
- Green Municipal Fund BC
- Investing in Canada Infrastructure Program

APPENDIX A - ACTIONS

FOCUS AREA 1 - DIVERSITY OF VISITORS YEAR-ROUND

GOAL - GROW VISITORS INTO MULTI-DAY, YEAR-ROUND ECONOMIC AND COMMUNITY CONTRIBUTORS

Insights Addressed or Enhanced:

- With tourism growth expected to continue, efforts to manage visitor overflows and spread visitation throughout lower demand periods are required
- There is room to maximize summer and winter seasons, and to shift/grow visitation in the spring and fall. Support for tourism growth exists in the shoulder seasons, and there is a preference to maintain summer and winter levels
- Attracting a higher yield visitor will need both investments in product/services as well as targeted marketing at this demographic. Much may be learned from existing operators such as Island Lake Lodge Resort
- Aging population freedom to travel outside peaks – may need different experiences
- Accommodation values and reinvestment at ski hill properties is challenged due to underutilization outside of winter
- The Fernie experience is more than just scenery and activities. It includes the local culture, history and authentic feel
- Business case and feasibility studies for new investments will likely be required prior to pursuing any major investments in event or indoor infrastructure
- The second homeowner economy is a spin off from tourism and generates revenue for the community on its own. They can also attract new visitor
- Supporting visitors to integrate with and respect the local community through targeted marketing and communications could help to improve the interactions between particular visitors and residents
- Common communication and branding efforts should be enhanced to ensure consistency in messaging
- Continuing to keep the visitor experience as a central tenant will help with collaboration among tourism organizations
- Competition for visitors is increasing and BC tourism businesses will need to be accessible and accommodating to these markets, and our messaging must be relevant

STRATEGIC DIRECTIONS	COMMON COMMUNITY BRAND PRESENTED TO VISITORS	INCREASE VISITATION IN NON-PEAK TIMES	FOSTER FERNIE'S ARTS, HERITAGE AND CULTURAL TOURISM EXPERIENCES	EMBRACE 2ND HOMEOWNERS TO CREATE MORE AMBASSADORS FOR FERNIE	MAXIMIZE EVENT AND FACILITY CAPACITY AND PLAN FOR GROWTH THROUGH EVENTS
ACTION ITEMS PRIORITIZED (lead org) Note: all action items are to be implemented in collaboration with stakeholders. The noted 'lead org' has been initially identified as the organization to start/lead the effort for the identified action item.	C In partnership with the City of Fernie, and the Fernie Chamber of Commerce and Visitor Centre, develop a common community brand with signed implementation agreements, short and long terms actions (TF)	C Update Tourism Fernie's Strategic Plan to align and reflect goals, directions and actions from the Tourism Master Plan (TF)	C Create a Cultural Committee/ Task Force to grow and protect cultural tourism opportunities (FDAC & FHS)	M Develop and distribute welcome package for new residents and existing 2nd homeowners to help them feel like a local (FCC)	M Develop a tourism focused events and animation strategy. Develop a conference centre feasibility study (TF & FCC)

CATALYST

SHORT TERM PRIORITY

MEDIUM TERM PRIORITY

LONG TERM PRIORITY

APPENDIX A - ACTIONS

STRATEGIC DIRECTIONS ACTION ITEMS PRIORITIZED (lead org) Note: all action items are to be implemented in collaboration with stakeholders. The noted 'lead org' has been initially identified as the organization to start/lead the effort for the identified action item.	COMMON COMMUNITY BRAND PRESENTED TO VISITORS	INCREASE VISITATION IN NON-PEAK TIMES	FOSTER FERNIE'S ARTS, HERITAGE AND CULTURAL TOURISM EXPERIENCES	EMBRACE 2ND HOMEOWNERS TO CREATE MORE AMBASSADORS FOR FERNIE	MAXIMIZE EVENT AND FACILITY CAPACITY AND PLAN FOR GROWTH THROUGH EVENTS
		S Create more shoulder-season content for effective marketing (TF)	C Create and implement the Fernie Heritage Strategy that includes Heritage Tourism opportunities (FHS)	M Identify incentive program to grow advocacy by 2nd homeowners for promoting Fernie as a travel destination (FCC)	S Research and identify events, tournaments, conferences that could be attracted to Fernie with current capacities that increase overnight visits. Begin to submit bids on hosting (TF)
		S Identify and articulate the traveller markets/ types that travel in the non-peak times. Identify & ensure availability of service/product and service capacities for target visitor seasons /dates and develop/enhance plan to attract (TF)	M Research demand for cultural experiences & identify current cultural providers, experiences & opportunities for market-readiness, packaging and product development (FDAS & FHS)		S Leverage ISSW 2020 convention to increase future large events and understand how to provide an exceptional on-the-ground delegate experience (TF)
		M Develop Iconic Fernie Experience strategy and seek funding partners (TF) Facilitate the development of value-added packages, develop/enhance product experiences (TF)	M Develop targeted marketing campaigns for market-ready cultural experiences (TF)		M Identify service availability, service gaps with respect to hosting capabilities, and identify all available inventory (indoor/ outdoor) and understand its capacity for alternative uses. Identify a centralized entity who coordinates event calendar for planning purposes (FCC/TF)

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FOCUS AREA 2 - REMARKABLE VISITOR EXPERIENCES

GOAL - DEVELOP AND ENHANCE FERNIE'S VISITOR INFRASTRUCTURE, AMENITIES, TOURISM PRODUCTS, EXPERIENCES AND PEOPLE

Additional Insights Addressed or Enhanced:

- BC is not perceived as an inexpensive, or 'value' destination which drives the importance of top-quality experiences facilitated by outstanding visitor services
- Local tourism businesses and destinations will continue to evolve to attract a sufficient labour force – wages, housing, advancement opportunities, benefits, good work environment
- Consistent customer service and offering additional service hours at shops for visitors is ever more important in an era of 'word of mouth' social media marketing
- With tourism growth expected to continue, efforts to manage visitor overflows and spread visitation throughout lower demand periods are required
- Better understanding key transportation pinch points and parking overflow issues while promoting active transportation as much as possible during peak months can help
- Stakeholders will have to understand which weekend/seasons and activities/locations are experiencing overcrowding and address these pinch points
- The natural places, trails and rivers that attract visitors and residents to Fernie and area are gems that need to be experienced but protected and maintained as well. A variety of management activities are required
- Alignment between, businesses, organizations, residents and the community branding is essential for providing Fernie's authentic experience and meeting visitor's expectations

Other related insights under Focus Area 1.



APPENDIX A - ACTIONS

STRATEGIC DIRECTIONS	SUPPORT BUSINESSES AND ORGANIZATIONS TO FOSTER IMPROVED TOURISM EXPERIENCES AND OVERALL SUSTAINABILITY	EXPAND INDOOR ACTIVITIES	FOSTER IMPECCABLE CUSTOMER SERVICE	PROTECT AND ENHANCE FERNIE'S DOWNTOWN	CREATE FOCAL VISITOR POINTS FOR VISITOR STAGING AND GATHERING	IMPROVE VISITOR FOCUSED IN-COMMUNITY COMMUNICATION / WAYFINDING
ACTION ITEMS PRIORITIZED (lead org) Note: all action items are to be implemented in collaboration with stakeholders. The noted 'lead org' has been initially identified as the organization to start/lead the effort for the identified action item.	C Survey businesses and organizations on what tools, support and workshops are needed (FCC)	C Ensure future public facility requirements are also leveraged for tourism opportunities (COF)	C Develop a Fernie Ambassador 2.0 program with sustainable funding to expand reach and improve service levels (FCC)	S Continue to plan and deliver animation activities downtown - "250 days of animation" (FCC)	S Identify locations and needed amenities/ improvements for new and enhanced visitor staging/gathering spaces (TF/FCC)	S Revisit, update as needed and implement the existing comprehensive wayfinding/ signage strategy (COF)
	S Attract the Remarkable Experiences Destination BC program to Fernie for local businesses (TF)	S Research and identify the future building opportunities of the Chamber/VIC building as a premier tourist and tourism hub/attraction (FCC)	C Develop action plan and checklists to ensure community is ready to service visitors for increases and fluctuations in visitation (FCC)	S Create additional and enhance existing self-guided walkable tours (TF)	S Understanding the opportunities and impacts related to tourism experience with new potential recreation complex (COF)	M Implement prioritized wayfinding elements over 3 years (COF)
	S Based on business survey needs, develop a plan and begin to implement recommendations and best skill-development options (FCC)	S Identify strategies to "weatherize" events - plans to move outdoor events indoor, cover outdoor events (COF)	S Enhance visitor information within local businesses to improve service, increased spending and longer stays (FCC)	M Investigate active space zoning for main floor store fronts as opposed to offices (COF)	M Build and ensure the funding is in place to maintain these staging places in the long-term (COF)	M Expand and improve trail signage that includes links into larger wayfinding approach (COF/FTA)
		M Conduct a gap analysis of indoor activities, programs and facilities and capacities currently available (FCC)	M Improve accessibility of public spaces and amenities (COF)	M Explore value and ability of longer business hours with downtown businesses, identify models in other resort communities (FCC)	M Improved or new snowmobile staging area up Coal Creek (FSA)	M Embracing UBER once available in BC as a method of effectively moving visitors around (COF)

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STRATEGIC DIRECTIONS	SUPPORT BUSINESSES AND ORGANIZATIONS TO FOSTER IMPROVED TOURISM EXPERIENCES AND OVERALL SUSTAINABILITY	EXPAND INDOOR ACTIVITIES	FOSTER IMPECCABLE CUSTOMER SERVICE	PROTECT AND ENHANCE FERNIE'S DOWNTOWN	CREATE FOCAL VISITOR POINTS FOR VISITOR STAGING AND GATHERING	IMPROVE VISITOR FOCUSED IN-COMMUNITY COMMUNICATION / WAYFINDING
ACTION ITEMS PRIORITIZED (lead org) Note: all action items are to be implemented in collaboration with stakeholders. The noted 'lead org' has been initially identified as the organization to start/lead the effort for the identified action item.		M Identify ways to leverage the new potential recreation complex for tourism, conventions & cultural/entertainment needs (FCC)		M Further enhance Station Square as an event / festival location including fixing the Arts Station 'FERNIE' roof (FDAC)	L Facility and lift upgrades at Fernie Alpine Resort (RCR)	
		M Ensure that tourism opportunities (events, tournaments, general use) are considered as part of any new sports facilities when looked at as part of recreation and leisure planning (COF)		M Educate the community, businesses and organizations, and implement, the Fernie Heritage Strategy (FHS)		
		L Feasibility study for a new Arts & Cultural Centre (FDAS)		L Explore/redefine the 20yr commercial zoning in downtown to secure and enhance it (COF)		

FOCUS AREA 3 - STRONGER TOURISM FOUNDATIONS

GOAL - ENSURE COLLABORATION, COMMUNITY SUPPORT, PEOPLE AND FINANCING FOR TOURISM SUCCESS

Additional Insights Addressed or Enhanced:

- The availability of housing and a positive work/living environment are important for attracting and retaining good quality staff
- Local industry is generally collaborating well on tourism, however there could be some improvements
- With a perception of responsibility placed mainly on the City and Tourism Fernie these two organizations will have a large role to play in guiding and implementing this tourism plan. It will be important to make sure both organizations are resourced to be able to do this
- New/existing plans and funding programs can be better aligned for success
- Land Use – Increasing competition for land or ownership putting pressure on land-based tourism policies and businesses
- The private land of Island Lake Lodge, shared access, and trail amenities are critical assets for existing and new tourism experiences
- Tourism organizations and businesses should take pride in support for tourism and continue to express gratitude to those supporters
- Maintaining the current strong local support for tourism will be important for the continued success of tourism and the visitor experience

Other related insights under Focus Area 1 & 2.

STRATEGIC DIRECTIONS	DEFINE ORGANIZATIONAL ROLES AND MAKE COLLABORATION A CENTRAL TENANT YEAR-ROUND	INCREASE COMMUNITY SUPPORT FOR TOURISM AND CREATE MORE AMBASSADORS	ENSURE THERE IS AN ADEQUATE NUMBER OF QUALITY STAFF	SUSTAIN FINANCIAL RESOURCES FOR TOURISM	ENSURE LAND USE AND DEVELOPMENT POLICIES MAINTAIN AND GROW ACCESS TO NATURAL ATTRACTIONS AND RECREATIONAL AMENITIES	NURTURE A WORKING RELATIONSHIP WITH THE KTUNAXA
ACTION ITEMS PRIORITIZED (lead org) Note: all action items are to be implemented in collaboration with stakeholders. The noted 'lead org' has been initially identified as the organization to start/lead the effort for the identified action item.	C Formulate partnership agreements identifying roles & understanding how & when partners can work together (TF/COF/FCC)	C Develop regular communication strategy for tourism benefits, building on efforts happening around tourism week (TF)	C Work with local businesses to develop and execute a staff recruitment and retention effort (FCC)	C Complete the process to increase local MRDT Hotel Tax to 3% (TF)	C Work with the TIABC and provincial government to ensure logging regulations on private land reflect the value of tourism (TF)	C Continue to build relationships of trust, respect and understanding between Ktunaxa and tourism partners (TF)
	C Develop MOUs between organizations that need to execute specific action areas of TMP (TF/COF/FCC)	M Update the Value of Tourism data every 2 years to help community understand the value of tourism (TF)	C Explore & develop public/private partnership to build housing inventory (FCC)	C Implement an accommodation data program to support sector growth which supports renewal of MRDT every 5 years (TF)	S Consider OCP and zoning tools at all times to protect access to nature and recreation (COF)	S Ensure opportunities for Ktunaxa to lead their content in the appropriate marketing pieces (TF)

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STRATEGIC DIRECTIONS	DEFINE ORGANIZATIONAL ROLES AND MAKE COLLABORATION A CENTRAL TENANT YEAR-ROUND	INCREASE COMMUNITY SUPPORT FOR TOURISM AND CREATE MORE AMBASSADORS	ENSURE THERE IS AN ADEQUATE NUMBER OF QUALITY STAFF	SUSTAIN FINANCIAL RESOURCES FOR TOURISM	ENSURE LAND USE AND DEVELOPMENT POLICIES MAINTAIN AND GROW ACCESS TO NATURAL ATTRACTIONS AND RECREATIONAL AMENITIES	NURTURE A WORKING RELATIONSHIP WITH THE KTUNAXA
ACTION ITEMS PRIORITIZED (lead org) Note: all action items are to be implemented in collaboration with stakeholders. The noted 'lead org' has been initially identified as the organization to start/lead the effort for the identified action item.	M More events for businesses to learn, network, plan, develop and partner to provide better/new visitor experiences (FCC)		L Explore the feasibility of a partnership to better understand the shuttle service opportunities to bedroom communities such as Sparwood/ Hosmer/Elko for workers specifically (FCC & COF)	M Identify and implement the best initiatives to improve support for businesses to invest & become more sustainable (existing and new) through collaborative efforts, incentives, regulatory and taxation	L Proactive and collaborative plan for future land use surrounding Fernie, in the context of tourism and future OCP updates - ie old transfer station, town trails and parks, etc (COF)	
	M Increase tourism representation on COF Leisure Services Committee (TF & FCC)			M Identify a sustainable funding model for maintaining and improving trails (FTA)	L Increase public or local ownership of trail lands to help ensure long-term access to these tourism amenities. Develop trails on land that allows for long-term support and protection. (FTA)	
					L Improvements to river access, signage, put-ins/ take-outs (ERA/TF/River Ops)	

FOCUS AREA 4 - SUSTAINABLE MANAGEMENT

GOAL - MANAGE LOCATIONS WHERE VISITATION IS IMPACTING THE SENSE OF COMMUNITY OR NATURAL ENVIRONMENT AND SUPPORT THE RESILIENCY OF THE INDUSTRY

Additional Insights Addressed or Enhanced:

- Reducing our own tourism carbon footprint
- Adaptation – new infrastructure, demand for different activities (water based), new climate insulated activities, longer summer seasons, shorter winter focus
- Supporting visitors to integrate with and respect the local community through targeted marketing and communications could help to improve the interactions between particular visitors and residents

Other related insights under Focus Area 1, 2 & 3.

STRATEGIC DIRECTIONS	MANAGE TOURISM-RELATED CAPACITY IMPACTS ON COMMUNITY, ENVIRONMENT AND VISITOR EXP. IMPORTANT TO TOURISM	MITIGATE NON-TOURISM INDUSTRY IMPACTS ON ENVIRONMENT AND VISITOR EXPERIENCE IMPORTANT TO TOURISM	IMPROVE GETTING TO & AROUND FERNIE (VISITORS & LOCALS)	BUILD A MORE RESILIENT INDUSTRY IN TIMES OF EMERGENCIES AND ADAPTATION	FOSTER GREATER CARE AND APPRECIATION OF FERNIE – HAVING VISITORS BECOME CONTRIBUTORS AND AMBASSADORS
	Due to the significant collaboration required for these areas, Tourism Fernie will initially help facilitate the below actions with multiple stakeholders (ie RDEK, COF, ERA, FTA, Operators, TECK etc.) and identify partner groups for implementation.				
ACTION ITEMS PRIORITIZED (lead org) Note: all action items are to be implemented in collaboration with stakeholders. The noted 'lead org' has been initially identified as the organization to start/lead the effort for the identified action item	C Establish a working group and/or sub-groups to identify natural areas that are being negatively impacted (flora/ fauna/ user-experience) by visitor and recreational usage and determine next steps and recommendations	C Conduct research to determine current industry impacts affecting tourism and the current processes that may be addressing these issues. Develop recommendations and next steps	C Continue work on the trail between Fernie and Fernie Alpine Resort (COF & FTA)	S Education on emergency preparedness (COF)	C Create education and messaging for responsible travel to share with visitors (TF)
	S Work with stakeholders to lobby and partner with government on addressing and mitigating the impact	S Work with stakeholders to lobby and partner with government and industry on mitigating these impacts	S Improve on parking signage to improve enhance visitor awareness of where to park and launch a strategy for addressing peak times (COF)	S Improved local visitor and tourism industry communications about closures, emergencies (TF & FCC)	S Develop a Visitor Ambassador Strategy and action plan (FCC)

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STRATEGIC DIRECTIONS	MANAGE TOURISM-RELATED CAPACITY IMPACTS ON COMMUNITY, ENVIRONMENT AND VISITOR EXP. IMPORTANT TO TOURISM	MITIGATE NON-TOURISM INDUSTRY IMPACTS ON ENVIRONMENT AND VISITOR EXPERIENCE IMPORTANT TO TOURISM	IMPROVE GETTING TO & AROUND FERNIE (VISITORS & LOCALS)	BUILD A MORE RESILIENT INDUSTRY IN TIMES OF EMERGENCIES AND ADAPTATION	FOSTER GREATER CARE AND APPRECIATION OF FERNIE – HAVING VISITORS BECOME CONTRIBUTORS AND AMBASSADORS
ACTION ITEMS PRIORITIZED (lead org) Note: all action items are to be implemented in collaboration with stakeholders. The noted 'lead org' has been initially identified as the organization to start/lead the effort for the identified action item	S Reduce / halt promotion of sensitive or 'non-ready' natural areas that are currently experiencing over-usage strategy, etc)	M Conduct research and identify traffic (local and highway) pinch points that need to be mitigated and determine next steps	M Explore opportunities to increase shuttle service and funding from YXC and YYC (RCR & TF)		M Research opportunity and requirements to make Fernie a 'green' or 'sustainable' tourism certified destination (TF)
	S Identify, and seek resources for, infrastructure, maintenance and amenity needs in and along key areas. (Community staging and gathering areas, River access, trails, Heiko's trail, Silver Springs, Fairy Creek Falls, appropriate signage and enforcement strategy, etc)	S Work with stakeholders to improve dialogue with government, private landowners and industry about the value of tourism and collaboration for mitigation	S Advocate with regional and provincial stakeholders the importance of new and improved regional, provincial and national transportation (TF)		M Develop an approach to embrace and promote visitors who share Fernie values with respect to sustainability and authenticity (FCC)
	M Review the Southern Rocky Mountain Management Plan with respect to adherence by businesses and people. Increase awareness of related Plan outcomes	L Increase conservation offices/officers for the area – more education, more enforcement	M Identify and prioritize visitor gathering areas and walking routes for improved year-round maintenance and snow removal (COF)		

APPENDIX A - ACTIONS

STRATEGIC DIRECTIONS ACTION ITEMS PRIORITIZED (lead org) Note: all action items are to be implemented in collaboration with stakeholders. The noted 'lead org' has been initially identified as the organization to start/lead the effort for the identified action item	MANAGE TOURISM-RELATED CAPACITY IMPACTS ON COMMUNITY, ENVIRONMENT AND VISITOR EXP. IMPORTANT TO TOURISM	MITIGATE NON-TOURISM INDUSTRY IMPACTS ON ENVIRONMENT AND VISITOR EXPERIENCE IMPORTANT TO TOURISM	IMPROVE GETTING TO & AROUND FERNIE (VISITORS & LOCALS)	BUILD A MORE RESILIENT INDUSTRY IN TIMES OF EMERGENCIES AND ADAPTATION	FOSTER GREATER CARE AND APPRECIATION OF FERNIE – HAVING VISITORS BECOME CONTRIBUTORS AND AMBASSADORS
	M Identify indicators that can determine capacity concerns and impacts	M Protect the ammonite. Work with government and industry on a stewardship plan	M Continue to improve a sustainable local shuttle service between town and the resort (FAR & TF)		
	L Gain resources for more and improved trail maintenance, including winter grooming		M Build new and enhance existing walking trails within town for improved connectivity, experiences (COF)		
	L Identify options and seek resources to distribute users sustainably and effectively to reduce high impact areas		L Improve bike access, parking, routes and positive communications to foster and grow Fernie as a bike-friendly community (COF)		
	L Improve and support connectivity and information and interpretive signage of local trail systems, and town with key attractions. (ie Pathway 2020, Great Northern Trail/town loop)				

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TOURISM Master Plan



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Save the Date

2020 Vision: Embrace the Past to Build the Future

AKBLG Convention & AGM to be held in Radium Hot Springs

April 24 – 26, 2020

The Village of Radium of Hot Springs is pleased to host the AKBLG Convention and extends a warm welcome to all delegates and sponsors. You are invited to explore the village and all the area has to offer.

Early Bird Registration will be available March 2020

- **2020 Call for Presenters - Final**
- [Sponsorship Form](#)
- [Resolutions Submission Timeline](#)
- [Radium Accommodations](#)
- [Thanks to our Sponsors](#)

AGM & Convention

- Resolutions
 - 2019 Resolutions
 - 2018 Resolutions
 - 2017 Resolutions
 - 2016 Resolutions
 - 2015 Resolutions
 - 2014 Resolutions
- Host A Convention
- 2020 Convention**
- Feedback
- Presentations
 - 2019 AGM
 - 2018 AGM
 - 2018 Pre / Post Convention

Request for Decision

File No: Ihh 526 001

Date February 3, 2020
Author Shawn Tomlin, CAO
Subject AKBLG Convention and Annual General Meeting Sponsorship

REQUEST

Request from the Association of Kootenay and Boundary Local Governments (AKBLG) Convention and Annual General Meeting to join them again as a sponsor of this year's Convention which will be held in Radium Hot Springs from April 24 – 26, 2020.

OPTIONS

- | | |
|----|---|
| 1. | THAT sponsorship in the amount of \$4,000 for the 2020 Association of Kootenay and Boundary Local Governments Annual Conference be approved for payment from Electoral Area Administration. |
| 2. | THAT sponsorship in the amount of \$_____ for the 2020 Association of Kootenay and Boundary Local Governments Annual Conference be approved for payment from Electoral Area Administration. |
| 3. | THAT no sponsorship be provided for the 2020 Association of Kootenay and Boundary Local Governments Annual Conference. |

RECOMMENDATION

Option 1

BACKGROUND/ANALYSIS

Five levels of Convention sponsorship are offered:

- Diamond Level Sponsorship \$8,000+ (includes 4 delegates)
- Platinum Level Sponsorship \$6,000+ (includes 3 delegates)
- Gold Level Sponsorship \$4,000+ (includes 2 delegates)
- Silver Level Sponsorship \$2,000+ (includes 1 delegate)
- Trade Show Only \$500

Previous Board Action

Past sponsorship of AKBLG conventions has been as follows:

2019 - \$4,000 – Castlegar
2018 - \$4,000 – Fernie
2017 - \$3,000 – Rossland
2016 - \$4,000 – Kimberley
2015 - \$2,000 – Nakusp

Attachments



c/o 4979 Falcon Drive, Fairmont Hot Springs, BC VoB 1L1

Cell: 250-688-0650 | Email: ed@akblg.ca

January 2020

RDEK Board
c/o Shawn Tomlin
Email: stomlin@rdek.bc.ca

As a committed sponsor of the Association of Kootenay & Boundary Local Governments (AKBLG) Convention and Annual General Meeting, the 2020 AKBLG Organizing Committee would like to invite RDEK to join us again as a sponsor of this year's Convention. Local Government Elected officials and Senior Staff from the East and Central Kootenays, and the Kootenay Boundary will gather in Radium Hot Springs, B.C. **April 24 – 26th, 2020.**

This year's theme is: **2020 Vision: Embrace the Past to Build the Future**

Approximately 175 delegates will be attending convention education sessions. A snapshot of some of the highlighted programming topics include: UNDRIP (United Nations Declaration on the Rights of Indigenous Peoples), Climate Change, Municipal Funding, Technology outlook beyond 5 years, Transit in rural communities, a Debate on carbon tax and a debate on whether or not Local Governments should be actively looking at replacing their fleets with electric vehicles.

The organizing committee's goal is to provide delegates and attendee's essential information they can use to move their communities forward in planning for the future.

We sincerely hope you will be able to join us again as a sponsor. This is a great opportunity to come and network with local government elected officials. Please complete the attached form and forward to our Executive Director, Carolyn Maher, at ed@akblg.ca or call 250 688-0650.

Sincerely,

Roly Russell
President AKBLG

Clara Reinhardt
Mayor of the Village of Radium Hot Springs

April 24 – 26, 2020, Village of Radium Hot Springs, BC
2020 Vision: Embrace the Past to Build the Future

SPONSORSHIP FORM

- ☐ Yes! Our organization is pleased to be a sponsor of the 2020 AKBLG Convention.
- ☐ Thank you for your invitation but we are unable to be a sponsor this year.

ORGANIZATION INFORMATION

Organization Name					
Sponsorship Level	<input type="checkbox"/> Diamond	\$8,000+	<input type="checkbox"/> Silver	\$2,000+	
	<input type="checkbox"/> Platinum	\$6,000+	<input type="checkbox"/> Bronze	\$1,000+	
	<input type="checkbox"/> Gold	\$4,000+			
Key Contact Name					
Contact email					
Contact phone					
Mailing Address					
Logo Recognition	Send us your logo to ensure you receive maximum recognition! <input type="checkbox"/> High quality vector (.eps or .svg or .png) logo has been emailed to jay@3birds.ca				

PAYMENT

Sponsorship Amount	\$
Trade Show Booth (Silver, Bronze add \$800 if you'd like a booth)	\$
Total Due	\$

Make cheques payable to AKBLG. Mailed to 4979 Falcon Drive, Fairmont Hot Springs, BC V0B 1L1

- ☐ Payment to follow ☐ Please invoice us

Return completed form to ed@akblg.ca

SPONSORSHIP Contact: Carolyn Maher, AKBLG Executive Director ed@akblg.ca / 250-688-0650

TRADE SHOW Information: Andrea Tubbs, Convention Coordinator at
conventioncoord@akblg.ca / 250 688-0189

DETAILED INFORMATION ON SPONSORSHIP PACKAGES

DIAMOND LEVEL SPONSORSHIP	\$8,000 +
✓ Complimentary Sponsor Delegate registration for 4 delegates. Includes all meals, opening reception, banquet, plenary presentations and workshop sessions.	
✓ Complimentary 8' trade show space in a premium location.	
✓ Exhibitors bring their own table coverings, table skirts, lighting and electrical cords.	
✓ Wall outlets in the tradeshow area are all 120 volts. Long electrical cords may be required.	
✓ Official sponsor of two Diamond Level events or specific presentations as negotiated with the Convention team. Sponsor will receive verbal and/or banner recognition. Sponsor to supply banner.	
✓ Speaking opportunity at your sponsored event (3-5 minutes) upon negotiation with the Convention team.	
✓ Opportunity to place promotional items at the Convention registration desk.	
✓ Opportunity to provide promotional items in the delegate welcome package if promotional item is received by March 27 th .	
✓ Opportunity to provide branded or other items as prizes for special events.	
✓ Logo recognition as a Diamond Sponsor on the Convention webpage and program if logo is received before March 2 nd .	
✓ Logo recognition on sponsor slide show if logo is received before March 2 nd .	

PLATINUM LEVEL SPONSORSHIP	\$6,000 +
✓ Complimentary Sponsor Delegate registration for three delegates. Includes all meals, opening reception, Convention banquet, plenary presentations and workshop sessions.	
✓ Complimentary 8' trade show space in a premium location.	
✓ Exhibitors bring their own table coverings, table skirts, lighting and electrical cords.	
✓ Wall outlets in the tradeshow area are all 120 volts. Long electrical cords may be required.	
✓ Official sponsor of one Platinum Level event or specific presentation as negotiated with the Convention team. Sponsor will receive verbal and/or banner recognition. Sponsor to supply banner.	
✓ Speaking opportunity at your sponsored event (3-5 minutes) upon negotiation with the Convention team.	
✓ Opportunity to place print or promotional items at the Convention registration desk.	
✓ Opportunity to provide promotional items in the delegate welcome package if promotional item is received by March 27 th .	

✓	Opportunity to provide branded or other items as prizes for special events.
✓	Logo recognition as a Platinum Sponsor on the Convention webpage and program if logo is received before March 2 nd .
✓	Logo recognition on sponsor slide show if logo is received before March 2 nd .

GOLD LEVEL SPONSORSHIP		\$4,000 +
✓	Complimentary Sponsor Delegate registration for two delegates. Includes all meals, opening reception, Convention banquet, plenary presentations and workshop sessions.	
✓	Complimentary 8' trade show space in a central location.	
✓	Exhibitors bring their own table coverings, table skirts, lighting and electrical cords.	
✓	Wall outlets in the tradeshow area are all 120 volts. Long electrical cords may be required.	
✓	Official sponsor of one Gold Level event or specific presentation as negotiated with the Convention team. Sponsor will receive verbal and/or banner recognition. Sponsor to supply banner.	
✓	Speaking opportunity at your sponsored event (2-3 minutes) upon negotiation with the Convention team.	
✓	Opportunity to place one print or promotional item at the Convention registration desk.	
✓	Opportunity to provide branded or other items as prizes for special events.	
✓	Logo recognition as a Gold Sponsor on the Convention webpage and program if logo is received before March 2 nd .	
✓	Logo recognition on sponsor slide show if logo is received before March 2 nd .	

SILVER LEVEL SPONSORSHIP		\$2,000 +
✓	Complimentary full Sponsor Delegate registration for one delegate. Includes all meals, opening reception, Convention banquet, plenary presentations and workshop sessions.	
✓	Opportunity to purchase a 6' trade show space for an additional price of \$800. Must be purchased by Feb 12 th to guarantee a booth. Size and location will vary due to limited space.	
✓	Exhibitors bring their own table coverings, table skirts, lighting and electrical cords.	
✓	Wall outlets in the tradeshow area are all 120 volts. Long electrical cords may be required.	
✓	Official sponsor of one Silver Level event or service as negotiated with the Convention team. Sponsor will receive verbal and/or banner recognition. Sponsor to supply banner.	
✓	Opportunity to place one print or promotional item at the Convention registration desk.	
✓	Opportunity to provide branded or other items as prizes for special events.	
✓	Logo recognition as a Silver Sponsor on the Convention webpage and program if logo is received before March 2 nd .	
✓	Logo recognition on sponsor slide show if logo is received before March 2 nd .	

BRONZE LEVEL SPONSORSHIP	\$1,000 +
✓ Complimentary partial Sponsor Delegate registration for one delegate. Includes breakfasts & lunches, plenary presentations. Does not include Banquet or Welcome Reception. Tickets may be available for purchase during Convention based on availability.	
✓ Opportunity to purchase a 6' trade show space for an additional price of \$800. Must be purchased by Feb 12 th to guarantee a booth. Size and location will vary due to limited space.	
✓ Exhibitors bring their own table coverings, table skirts, lighting and electrical cords.	
✓ Wall outlets in the tradeshow area are all 120 volts. Long electrical cords may be required.	
✓ Opportunity to provide branded or other items as prizes for special events.	
✓ Logo recognition as Bronze Sponsor on the Convention webpage and program if logo is received before March 2 nd .	
✓ Logo recognition on sponsor slide show if logo is received before March 2 nd .	

Note:

Branded print or promotional items must be received by the Convention Coordinator by March 27th, 2020. Items should be shipped and tracked through Canada Post.

AKBLG Convention Coordinator
 Andrea Tubbs
 Box 41 Edgewater, BC V0A 1E0
 Cell: 250 688-0189

Delegate Registration:

All Convention Sponsor attendees with complimentary passes are required to be identified by registering online under the category **Sponsor Delegate**. The online registration system will have a menu box of registration categories. Please choose: “*Sponsor Delegate*”.

Sponsor registration will be open online March 4th – April 2nd at www.akblg.ca

Date January 23, 2020
Author Tina Hlushak, Deputy Corporate Officer
Subject Discretionary Grants-in-Aid - February

REQUEST

To consider Discretionary Grant-in-Aid applications.

OPTIONS

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

Fernie Chamber of Commerce – Fernie Griz Days 2020

- A - \$3,000

City of Cranbrook – Public Skate and Swim

- C - \$832.50

Columbia Valley Arts Council – Kitchen Fire Suppression System Installation

- F - \$2,000
- G - \$500

2. THAT the following Discretionary Grants-in-Aid be denied:

- Michel Natal Sparwood Heritage Society – Sparwood Museum Improvements

RECOMMENDATION

Options 1 & 2

BACKGROUND/ANALYSIS

Discretionary Grant-in-Aid applications are reviewed to ensure they meet the criteria established by Board. Eligible applications are reviewed by the respective Electoral Area Advisory Commissions (EAAC). The EAACs make a recommendation to the Electoral Area Director who makes a recommendation to the Board. Options 1 and 2 represent the Electoral Area Directors' recommendations for the attached Discretionary Grant-in-Aid applications.

Attachments

Discretionary Grants-in-Aid Application Form

Section A – Applicant/Organization Information

1. Registered Non-Profit Organization No.: 3662

2. Project Title: Fernie Griz Days 2020

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

a) Legal Name of Organization: Fernie Chamber of Commerce

b) Mailing Address: 102 Commerce Road

c) City: Fernie

d) Postal Code: V0B1M5

e) Main Contact for Application: Brad Parsell - Executive Director

f) Telephone #: 250 423 6868

g) Email: brad@fernienchamber.com

4. Sponsored Organization. Only complete if applicable.

a) Legal Name of Organization:

b) Mailing Address:

c) City:

d) Postal Code:

e) Main Contact for Application:

f) Telephone #:

g) Email:

Section B – Grant Request

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

Electoral Area A	\$	<u>4000</u>
------------------	----	-------------

Electoral Area E \$ _____

Electoral Area B \$ _____

Electoral Area F \$ _____

Electoral Area C \$ _____

Electoral Area G \$ _____

Total Funding Request: \$ 4000

Electoral Area Descriptions:

Area A: rural Elk Valley

Area B: South Country

Area C: rural Cranbrook

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

Area F: rural Canal Flats to rural Invermere

Area G: Wilmer to Spillimacheen

Office Use Only

EAAC Recommendations				Board Resolution	
A	3,000	E		Board Date:	
B		F		Resolution No:	
C		G		Approved/Denied (\$):	
Total EAAC Recommendation: \$ 3,000				Funding changes at Board from EAAC recommendation:	

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

2. Purpose of Grant.

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

This sponsorship request is to help support the 43rd Griz Days Festival in Fernie. The festival has been very much appreciative of RDEK's support in the past. The money we requesting will be put towards the entertainment component of the festival which includes things like a fireworks display, parade, live music among other offerings. We are hoping to expand the entertainment this year to include ice sculptures and roaming street performers. The event in 2020 is themed as "The Spirit of Griz Days" and will be honoring Fernie's heritage and the love for the mountains that surround us. The dates for the 2020 festival are March 6-8, 2020.

3. Areas Benefitting.

List the specific areas that will benefit from the grant.

Fernie, Sparwood, Elkford, Regional District Area A, Cranbrook

4. Benefits.

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

At the heart of Griz Days is community spirit and fundraising for local charities and organizations. This event brings people from Fernie and area, along with nearby towns and communities, as well as a strong tourism component. The festival is an economic driver for the community - drawing people to downtown and our ski resort, and providing local businesses exposure through sponsorship and advertising opportunities. In 2019 the Griz Days festival raised well over \$6,000 for local charities.

Section C – Additional Information

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

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

Additional Information Attached: Y ☒ or N ☐

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

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

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

Facsimile: 250-489-3498

Email: info@rdek.bc.ca



December 18, 2019

To the Directors and Staff of RDEK,

Please see attached the Fernie Chamber of Commerce's discretionary grant application for the 2020 Griz Days winter festival. The Fernie Chamber has been very appreciative of the support that the RDEK has provided to this festival in previous years. The dates of the 43rd annual Griz Days festival are March 6-8, 2020.

The grant money that we are asking from the RDEK will be used towards the entertainment portion of the event. Each year the Griz Days festival includes a parade down 2nd Avenue in downtown Fernie, a lumberjack show, fireworks, live music, a beer garden, and the Extreme Griz competition – among other favourites both in town and at Fernie Alpine Resort. This year we are hoping to expand the entertainment offered with a live ice sculpture crew and street performers.

As per the attached budget, the major source of revenue for the festival is derived from corporate sponsorship from the Elk Valley's business community. This is complimented by our partnership with the City of Fernie and a grant from the Resort Municipality Initiative (RMI). I have also attached the final report for Griz Days 2019 for your reference.

We sincerely thank you for considering our request and look forward to another successful Griz Days winter festival in Fernie in 2020.

Kind regards,

Brad Parsell

Executive Director

2020 Griz Days Festival Budget

	<i>43rd Griz Days</i>	<i>42nd Griz Days</i>	<i>41st Griz Days</i>	<i>40th Griz Days</i>	<i>39th Griz Days</i>
<u>Revenue</u>	<u>2020 Budget</u>	<u>2019 Actual</u>	<u>2018 Actual</u>	<u>2017 Actual</u>	<u>2016 Actual</u>
City of Fernie Partnership	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Grant Funding	\$5,000	\$5,000	\$3,959	\$25,000	\$5,000
Corporate Sponsorship	\$25,000	\$27,179	\$18,981	\$19,318	\$26,608
Griz Pin Sales	\$10,500	\$10,232	\$11,763	\$9,744	\$10,114
Beer Garden (net)	\$1,000	\$954	\$1,133	\$1,175	\$844
Griz Days Magazine (net)	\$1,340	\$1,205	\$1,504	\$2,321	\$1,714
Pub Crawl (net)	\$750	\$460	\$501	\$309	\$138
Extreme Griz Registration	\$200	\$200	\$140	\$160	\$120
Total Revenue	\$53,790	\$55,230	\$47,981	\$68,027	\$54,538
<u>Expenses</u>					
Marketing	\$5,850	\$4,156	\$4,793	\$3,872	\$4,497
Operations	\$29,100	\$29,431	\$23,512	\$31,199	\$28,844
Prizes and Donations	\$5,200	\$5,368	\$6,552	\$5,100	\$5,100
Entertainment and Activities	\$13,150	\$11,768	\$11,102	\$27,075	\$15,920
Total Expenses	\$53,300	\$50,723	\$45,959	\$67,246	\$54,361
Net Profit (Loss)	\$490	\$4,508	\$2,022	\$781	\$177

Discretionary Grants-in-Aid Application Form

Section A – Applicant/Organization Information

1. Registered Non-Profit Organization No.: n/a (municipality)

2. Project Title: Public Skate and Swim

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

a) **Legal Name of Organization:** City of Cranbrook

b) **Mailing Address:** 40 10th Ave S.

c) **City:** Cranbrook

d) **Postal Code:** V1C 2M8

e) **Main Contact for Application:** Jodine Toorenburgh

f) **Telephone #:** 250-489-0270

g) **Email:** toorenburgh@cranbrook.ca

4. Sponsored Organization. Only complete if applicable.

a) **Legal Name of Organization:**

b) **Mailing Address:**

c) **City:**

d) **Postal Code:**

e) **Main Contact for Application:**

f) **Telephone #:**

g) **Email:**

Section B – Grant Request

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

Electoral Area A \$ _____

Electoral Area E \$ _____

Electoral Area B \$ _____

Electoral Area F \$ _____

Electoral Area C \$ 832.50

Electoral Area G \$ _____

Total Funding Request: \$ 832.50

Electoral Area Descriptions:

Area A: rural Elk Valley

Area B: South Country

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

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

Area F: rural Canal Flats to rural Invermere

Area G: Wilmer to Spillimacheen

Office Use Only

EAAC Recommendations				Board Resolution	
A		E		Board Date:	
B		F		Resolution No:	
C	<u>832.50</u>	G		Approved/Denied (\$):	
Total EAAC Recommendation: <u>\$832.50</u>				Funding changes at Board from EAAC recommendation:	

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

2. Purpose of Grant.

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

Public Skate and Swim

A public swim and skate from 1-4pm at a date TBD in 2020. These activities will take place at Western Financial Place, which will make it easy for participants to take part in both activities. Rather than having planned activities it is open for participants to do what they liked. This creates a relaxed atmosphere that people really seemed to enjoy at past events. During past swim events we have had on average 300 swimmers (capped at 175 at a time) and 100 Skaters.

3. Areas Benefitting.

List the specific areas that will benefit from the grant.

The grant will benefit people living in Cranbrook and surrounding RDEK Electoral areas. The event is open to everyone so this grant will also benefit people visiting from elsewhere.

4. Benefits.

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

The grant allows us to provide people a fun and healthy activity that encourages physical fitness and spending quality time together. Being able to do this at no charge allows people with lower income to take part. Without the grant there will be a charge for participants or if the event takes place on a statutory holiday our facilities would be closed and we would be unable to hold the event.

Section C – Additional Information

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

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

Additional Information Attached: Y ☒ or N ☐

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

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

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

Facsimile: 250-489-3498

Email: info@rdek.bc.ca

Skate and Swim Event Budget Information

Funding:

In addition to Municipal funds we are hoping to receive funds for this event through the Kin Club of Cranbrook (\$472.50), and the RDEK DIGIA grant (\$832.50).

Expenses:

Facility fees, participant fees, staffing, refreshments

1 Front office staff – 4 hrs	\$172.20
2 skate monitors – 6 hr. total	\$129.15
Extra lifeguards – (6 total)	\$578.38
1 Arena technician – 4 hrs.	\$175.02
Refreshments (hot chocolate, cups)	\$100.00
Aquatic Centre – 3 hrs.	\$832.50
Arena, - 3 hrs.	<u>\$472.50</u>
Total expenses -	\$2459.75

Discretionary Grants-in-Aid Application Form

Section A – Applicant/Organization Information

1. **Registered Non-Profit Organization No.:** #12480
2. **Project Title:** Kitchen Fire Suppression System Installation
3. **Applicant/Organization.** Must be an eligible applicant.
 - a) **Legal Name of Organization:** Columbia Valley Arts Council
 - b) **Mailing Address:** PO Box 2345
 - c) **City:** Invermere
 - d) **Postal Code:** V0A 1K0
 - e) **Main Contact for Application:** Jami Scheffer
 - f) **Telephone #:** 250-342-4423
 - g) **Email:** info@columbiavalleyarts.com
4. **Sponsored Organization.** Only complete if applicable.
 - a) **Legal Name of Organization:**
 - b) **Mailing Address:**
 - c) **City:**
 - d) **Postal Code:**
 - e) **Main Contact for Application:**
 - f) **Telephone #:**
 - g) **Email:**

Section B – Grant Request

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

Electoral Area A \$

Electoral Area E \$ _____

Electoral Area B \$ _____

Electoral Area F	\$	<u>1250</u>
------------------	----	-------------

Electoral Area C \$

Electoral Area G	\$	<u>1250</u>
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Total Funding Request: \$ 2500

Electoral Area Descriptions:

Area A: rural Elk Valley

Area B: South Country

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

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

Area F: rural Canal Flats to rural Invermere

Area G: Wilmer to Spillimacheen

Office Use Only

EAAC Recommendations				Board Resolution	
A		E		Board Date:	
B		F	2,000	Resolution No:	
C		G	500	Approved/Denied (\$):	
Total EAAC Recommendation: \$2,500				Funding changes at Board from EAAC recommendation:	

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

2. Purpose of Grant.

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

As the regional arts and culture hub, the Columbia Valley Arts Council (CV Arts) and its heritage building headquarters — the Pynelogs Cultural Centre & Art Gallery — services the entire Columbia Valley community from Canal Flats to Spillimacheen.

The Pynelogs commercial kitchen and accompanying cafe and patio space (currently occupied by Cafe Allium, which has an annual contract to rent the space six months of the year) give CV Arts the fantastic opportunity to engage in social enterprise and generate its own revenue to help fund its operations and programs.

A new Kitchen Fire Suppression System is needed to keep the Pynelogs commercial kitchen to code so that it can continue to be used and rented in order to keep generating revenue for CV Arts programs. As a result of a random fire safety inspection on April 4, 2019, CV Arts learned there was a requirement to install a fire suppression system above the commercial stove in the Pynelogs kitchen. CV Arts was given time to seek out the best system for the facility and find funding to get the job done. As per the Pynelogs lease agreement between the District of Invermere and CV Arts, it is CV Arts' responsibility to take care of any interior maintenance and the planning for preservation work when the need arises and funding is available.

The Kitchen Fire Suppression System project will involve the installation of an Amerex KP Kitchen Suppression system, a pre-engineered system that will be designed around the specific hazards in the Pynelogs building. Fires are more likely to occur in a restaurant than nearly any other kind of business. With continual exposure to high heat due to cooking equipment, fires can break out for a variety of reasons. A kitchen fire suppression system suppresses a fire quickly and efficiently. The cost of the project is \$4860. Once it's installed, CV Arts will report back to Invermere Fire Rescue and let the fire chief know that the work has been done and that we're now compliant with code.

In Fall 2019, CV Arts applied to the Columbia Valley Community Foundation for funding for this project and we were awarded our full request of \$1860. CV Arts is committing \$500 to the project and we are hopeful the Regional District of East Kootenay (RDEK) will cover the balance of \$2500 since in the past, RDEK has supported the Pynelogs kitchen with \$2,500 for a new stove, funds that were eventually returned when the decision was made to repair and re-wire the stove rather than purchase a new one.

3. Areas Benefitting.

List the specific areas that will benefit from the grant.

Benefiting from this grant are RDEK Electoral Areas F and G, and the entire Columbia Valley community at large, which includes the municipalities of Invermere, Radium Hot Springs and Canal Flats.

4. Benefits.

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

As the regional arts and culture hub, CV Arts has the mandate to serve the entire Upper Columbia Valley community from Canal Flats to Spillimacheen, which includes Areas F & G. We provide festivals, concerts, youth engagement, independant film series, workshops, and over 15 art exhibitions annually. Pynelogs is also used for many community events and gatherings. Everyone in the Columbia Valley benefits from CV Arts programming, residents and tourists alike. With the exception of the Invermere Music Festival, CV Arts programs operate at a loss. Funding to support these programs is amassed through regular grant applications, community donations, in-kind services and any revenue CV Arts generates through renting office and restaurant space. This project will benefit the Columbia Valley community and meet local needs in several ways. First and foremost, in the case of a fire, the Kitchen Fire Suppression System will extinguish it quickly, protecting the Columbia Valley's most cherished heritage building from fire. Secondly, the project is required to keep the Pynelogs commercial kitchen to code, so that it can continue to be used and rented, to keep generating revenue for CV Arts programs. Third, there is the added benefit to patrons and community members in general of having a picturesque lakeside restaurant in the historical Pynelogs building, which enhances local culture and acts as a great tourism draw in the summer months.

Section C – Additional Information

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

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

Additional Information Attached: Y ☒ or N ☐

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

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

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

Facsimile: 250-489-3498

Email: info@rdek.bc.ca

Columbia Valley Arts Council

Kitchen Fire Suppression Project

PROJECT BUDGET

- ✓ Please see the last two pages of this PDF for project budget and quote.

FUNDS RECEIVED FROM OTHER SOURCES

The cost of installing the Kitchen Fire Suppression System presents a funding challenge because it's an infrastructure expense not directly related to arts and culture or heritage building preservation work, which are typical granting streams. It's for this reason we are requesting local support from the RDEK and the Columbia Valley Community Foundation to cover the cost of this necessary upgrade.

- ✓ Columbia Valley Community Foundation - \$1860 - CONFIRMED
- ✓ Columbia Valley Arts Council - \$500 CONFIRMED
- ✓ Regional District of East Kootenay Grant in Aid - \$2500 PENDING

PROJECT PARTNERS AND RESOURCES

Stonewall Fire & Safety provided the quote on the Kitchen Fire Suppression System. Stonewall is a Kimberley-based Fire Safety company that works primarily with commercial customers and servicing their Life Safety Systems. Their primary services include the monthly and annual servicing of Fire Extinguishers, Emergency Lighting systems, Pre-Engineered & Engineered Suppression systems, Fire Alarm and Sprinkler systems. Todd Greiner is the owner and operator of the company and has been more than generous with time consulting on this matter. (Please note there is no company local to the Invermere area that specializes in this work; Stonewall is the most local company otherwise we would be having to deal with one in Kelowna or Calgary.) Once funding is secured, Stonewall will install the fire suppression system.

CV Arts Executive Director Jami Scheffer will coordinate with Stonewall to have the fire suppression system installed. Jami has been managing the Pynelogs building and its overall operations since stepping into her role in 2005. Her knowledge of the Pynelogs building is unparalleled and it is thanks to her passion, dedication and attention to detail that this cultural and heritage asset continues to be held in the highest regard by the Columbia Valley community.

The Columbia Valley Community Foundation is supporting this project with \$1860. The CVCF has supported several infrastructure projects at Pynelogs in the past including the construction of a new reception desk (\$1,500) and moving the AV system from the kitchen (where it wasn't secure and was sustaining damage from the kitchen environment) to a custom-made cabinet in the main space (for this project CV Arts received \$1,200 from CVCF with the Columbia Basin Trust providing \$2,165 to cover the balance).

Columbia Valley Arts Council

KITCHEN FIRE SUPPRESSION SYSTEM BUDGET

REVENUE

Columbia Valley Community Foundation - CONFIRMED	1860
--	------

Columbia Valley Arts Council - CONFIRMED	500
--	-----

RDEK grant in aid - PENDING	2500
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TOTAL REVENUE	4860
---------------	------

EXPENSES

Stonewall Fire & Safety - QUOTE	4860
---------------------------------	------

TOTAL EXPENSES	4860
----------------	------

NET INCOME	0
------------	---



October 21, 2019

Pynelogs Art Gallery & Cultural Centre
Invermere, BC
250-428-2661

Dear Lisa Zavitz,

RE: Proposed Kitchen Suppression System

Thank you for allowing us the opportunity of quoting you for the above referenced project. We propose installation of an Amerex KP Kitchen Suppression which is **TESTED AND LISTED BY UNDERWRITERS LABORATORIES TO UL STANDARD 300** and **UNDERWRITERS LABORATORIES OF CANADA ULC/ORD 1254.6-1995**. This is a Pre-Engineered system that will be designed around the specific hazards that are in currently installed at the Pynelogs Building. Our quotation in the amount of **\$4860.00** (exclusive of GST) includes the following:

- Amerex KP375 Kit includes the Suppression system Cylinder and Control Head
- 3 x Heat Detector brackets with Fusible links
- 5 x Nozzles to protect the Appliances, Duct and Exhaust canopy Plenum
- All Stainless steel and black Schedule 40 pipe for the distribution piping system
- All hardware and Stainless-steel cable and corner pulleys for the heat detection line.
- Installation of a Manual pull station within a path of egress from the Kitchen
- ULC Listed liquid tight fittings and screws for all hood penetrations
- Labour by Manufacturer trained and certified Technicians to install the Kitchen Suppression System Components and commission the system.
- Travel expenses and Freight

General

1. All hidden piping will be done in Black Schedule 40 pipe and all exposed piping will be done in brushed Stainless-Steel Schedule 40 pipe and fittings.
2. Coordination with Electrical Contractor to arrange the integration of the Kitchen Suppression system Micro-switches in order to Shut-down all Electrical Appliances under the Exhaust Canopy upon Kitchen Suppression system activation will be arranged.
3. The Manual Pull station will be mounted minimum 10' from the Hazard area in a Path of Egress
4. 360-degree fusible links Heat detectors will be used over the Range and Flat top Griddle.
5. The system will be installed in accordance with the specifications outlined in the Manufacturer's **Design, Installation, Operation and Maintenance Manual NO. 20150**

Please note: As referred to above, the Electrical Appliances under the Exhaust canopy will be required to be shut-down and de-energized when the Suppression Control Head is activated. This will require an Electrician to install a disconnect that can be activated by the Micro-switch inside the Control Head. We are happy to work together with the Electrician of your choice to accomplish this.

In order for us to proceed with your order, we would appreciate your agreeing to the following terms:

- 50% of the total amount as an initial deposit
- 50% on completion of the proposed scope of the project.

We can expect delivery of the system components within approximately 1 week from the date we receive your initial deposit.

If you have any questions or require additional information, please do not hesitate to contact the undersigned. We look forward to working with you.

Sincerely,
Stonewall Fire & Safety

Todd Greiner – Principal



JAN 09 2020

2. Purpose of Grant.

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

The grant would be divided into 2 projects that when combined would mean huge improvements to the museum:

1) \$6,000.00 : 150 hours @ \$40.00 per hour

This is to hire a professional to search for and apply for grants for the museum. We do not have anyone in our volunteer pool that can assist with this.

2) \$6,000.00

This is to create new and more professional pictorial exhibits. Currently many of the wall presentations are simply pictures glued to poster board. With this money we can get twelve 4' x 8' professional story boards and one wall paper story board done by Julie Winters at Kootenay Signs. This would greatly enhance the look of the museum as well as help immensely with telling out story.

We especially want to dedicate one room to the story of modern mining. In this amount we have included \$800.00 for shelving and \$400.00 for paint.

3. Areas Benefitting.

List the specific areas that will benefit from the grant.

- Community and surrounding areas
- Businesses
- Tourism
- Schools
- Youth Groups

- Electoral Area A

4. Benefits.

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

- Sparwood desperately needs cultural facilities that enhance the lives of residents. The museum is such a place.
- Business: Purchasing paint supplies, signs and someone for grant.
- Tourism: Approximately 60,000 people stop to see the Titan every year. If we can upgrade the museum and get people in the door, perhaps we can make some difference with people's attitude toward the mining industry.
- Schools and youth groups have come to the museum but it is not user friendly for younger people. The new story boards would change that.

Section C – Additional Information

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

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

Additional Information Attached: Y ☒ or N ☐

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

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

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

Facsimile: 250-489-3498

Email: info@rdek.bc.ca

Sparwood Museum
Box 1675
Sparwood, BC
VOB 2G0

GRANT BUDGET

Grant writer - \$40.00 per hour X 150 hours - \$6,000.00

Exhibits (Storyboards)	\$4,800.00
Paint & Supplies	\$ 400.00
Shelving	<u>\$ 800.00</u>
TOTAL	\$6,000.00

Grand Total: \$12,000

Request for Decision

File No: P 126 108

Date January 6, 2020
Author Kris Belanger, Planner
Subject Avery Road Public Access Management Plan

REQUEST

That the Avery Road Public Access Management Plan be adopted.

OPTIONS

1. THAT the Avery Road Public Access Management Plan be adopted.
2. THAT the Avery Road Public Access Management Plan be adopted with the following changes _____.

RECOMMENDATION

Option 1

BACKGROUND/ANALYSIS

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

The approximate cost and estimated timing of future improvements were developed in consideration of consultation with the community during the 2017 Kimberley Rural OCP process and direction from the Environmental Services Department.

The draft plan was reviewed by the St. Mary's Valley Residents Association.

SPECIFIC CONSIDERATIONS

Regional Park Plan

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

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

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

Financial

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

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

Potential Capital Improvements

<u>2019 - 2029</u>	<u>Estimated Cost</u>
Regulatory signage as required	300
<u>Possible Future Improvements</u>	
Kiosk and replacement signage	4,000
TOTAL	\$4,300

Attachment: Avery Road Public Access Management Plan



Avery Road Public Access Management Plan

February, 2020

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EXECUTIVE SUMMARY

The goal of the Avery Road Public Access Management Plan is to establish objectives and strategies for the long-term management of the Park for the next 15 to 20 years. It is intended to provide strategic direction and guidance for the Regional District, operators, maintenance contractors and stewards of the public access.

Much of the shoreline of St. Mary Lake is either inaccessible by vehicle or is private land. The primary function of Avery Road Public Access is to provide public access to St. Mary Lake for pedestrians and small watercraft.

With no picnic table or garbage facilities and only seasonal sanitary facilities, day use opportunities at the site are somewhat limited. Use of the site will be monitored, and improvements considered should the use of the site increase.

1 INTRODUCTION

1.1 Park Overview

A subdivision along the northwest side of St. Mary Lake resulted in the Ministry of Transportation and Infrastructure (MoTI) creating a Right of Way for public access to the shore of St. Mary Lake along Avery Road. In 2010 the RDEK signed an agreement with MoTI to operate, maintain and improve a 0.3 ha portion of the MoTI Right of Way from the end of Avery Road to the shore of St. Mary Lake. This area is now known as Avery Road Public Access.

Avery Road Public Access is located on the north shore of St. Mary Lake, approximately 18 km from the intersection of St. Mary Lake Road and Highway 95A in Kimberley, BC. Much of the north shore of St. Mary Lake is occupied by residential parcels.



FIGURE 1: LOCATION PLAN

1.2 Establishment of Regional Parks

1.2.1 Background

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

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

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

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

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

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

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

1.2.2 Avery Road Public Access Planning Process

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

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

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

Consultation for this plan included the St. Mary Valley Residents Association and adjacent homeowners.

A review and update to the Kimberley Rural Official Community Plan was underway at the time of drafting this management plan. Feedback from the consultation related to that process for Avery Road Public Access and the use of St. Mary Lake was included as part of the creation of this plan.

1.3 Existing Infrastructure & Current Uses

1.3.1 Existing Infrastructure

Existing infrastructure and amenities at the Avery Road Public Access include:

- Gravel parking area
- Welcome/information sign
- No diving sign
- Norm Walter memorial bench and plaque
- Gravel trail to the lake suitable for pedestrians and portaging small watercraft
- Large rocks delineating edge of parking area from top of slope leading to the lake shore.
- Seasonal outhouse

1.3.2 Current Uses

Avery Road Public Access is a day use area meant to provide public access to St. Mary Lake. Small water craft can be portaged along a short gravel path from the parking area to the shore of the lake. With one bench and no picnic table, day use opportunities are limited. Swimming is possible but the beach is rocky and the water drops off quickly. St. Mary Lake and River can both be accessed from the public access and offer angling and boating opportunities.

2 CULTURAL HERITAGE OVERVIEW

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

Nearby Kimberley has a rich and storied history of mining. The area around St. Mary Lake and St. Mary Valley has a history deeply rooted in another of British Columbia's significant natural resources – Lumber.

From 1899 to 1900, John Breckenridge and Peter Lund constructed the 25 km NorthStar Line between Cranbrook and Kimberley to ship ore from the mines in Kimberley. Peter Lund was intrigued by the vast amounts of timber located along the St. Mary Valley and

elsewhere in the region and founded the Crow's Nest Pass Lumber Co. Logs from the St. Mary Valley were to be cut and floated down the St. Mary River to the Kootenay and then driven downstream to the saw and planer mill in Wardner. The 1907 *Lumberman and Contractor* described the St. Mary Valley as *"...one rolling ocean of the finest timber one can see uncut in this province east of the coast range. Over long distances trees stand as closely as the economy of nature permits timber to crowd and still thrive and attain its maximum growth"*.

Large diameter stumps with evidence of springboard logging can still be found in the forests surrounding St. Mary Lake and modern commercial logging still takes place. Logs are not the only natural resource that draw people up the St. Mary Valley today. The natural beauty of the Lake, River and surrounding peaks provide abundant recreational opportunities for all seasons.



3 RELATIONSHIP TO RDEK GUIDING DOCUMENTS

3.1 Regional Sustainability Strategy

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

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

3.2 Regional Parks Plan

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

3.3 Kimberley Rural Official Community Plan Bylaw

The Kimberley Rural OCP was adopted in June 2017.

Avery Road Public Access is located in the St. Mary Valley subarea of the plan and is designated Open Space, Recreation and Trails, which supports the use of this land as a park. Continued operation of the Avery Road Access for recreational purposes and the implementation of this plan are supported by policies in the Kimberley Rural OCP.

3.4 Electoral Area E Zoning and Floodplain Management Bylaw

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

Avery Road Public Access is zoned P-2, which supports the land being used as a park.

3.5 Parks and Trails Regulation and Fee Bylaw

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

4 ECOSYSTEM & HABITAT

4.1 Shoreline Management Guidelines

Shoreline Management Guidelines are used to inform policies and bylaws that have an impact on shorelines. Shoreline Management Guidelines for St. Mary Lake were completed in 2011 by the East Kootenay Integrated Lake Management Partnership and use a risk based approach to determine the risk a proposed activity would have on a specific segment of shoreline.

The segment of shoreline at Avery Road Public Access has a low habitat index rating. The Shoreline Management Guidelines outline that new development may be considered in low value habitat areas. Any proposed works which may have an impact on the shoreline should be assessed using the activity risk matrix in the Shoreline Management Guidelines for St. Mary Lake.

The Kimberley Rural OCP includes a St. Mary Lake Shoreline Development Permit Area; however, since the shoreline at Avery Road Access is identified as a low habitat index, it is not included in the development permit area.

4.2 Invasive Plants

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

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

The RDEK will coordinate the management of invasive plants within Avery Road Public Access.

4.3 Wildlife

Avery Road Public Access provides access to St. Mary Lake, which is home to bull trout and cutthroat trout, both blue listed species. Blue listed species in BC include indigenous species and subspecies considered to be of special concern because of characteristics that make them particularly sensitive to human activities or natural events.

4.4 Natural Hazards

4.4.1 Alluvial Fans and Flooding

Avery Road Public Access is located in an alluvial fan as noted in Schedule B2, Argyll Creek Hazard Area, of the Electoral Area E Zoning and Floodplain Management Bylaw. Much of Avery Road Park is also located within 7.5 m of the ordinary high water mark of St. Mary Lake, meaning it is within the floodplain. Provincial Flood Hazard Mapping is used to identify hazard areas and primarily relates to establishing flood construction levels and floodplain setbacks for structures intended for dwelling purposes, business, or the storage of goods which are susceptible to damage by floodwater.

Although the current vision of the park and operational strategies do not include plans for structures used to store goods that could be damaged by floodwater, future infrastructure planning should take into account the potential effect of natural hazards on siting infrastructure.

4.4.2 Wildfire

Avery Road Park is identified as being in an area with high wildfire hazard rating. The RDEK will align vegetation maintenance procedures at the park with FireSmart principles. Due to the proximity of the park to residential properties and the high wildfire hazard ratings, installation of fire or cooking facilities are not supported.

5 PARK VISION

5.1 Goal

Provide public lake access for pedestrians and small watercraft that enhances visitor experience and provides opportunity for outdoor, water-based recreation.

5.2 Key Management Issues

The St. Mary Valley Residents Association and property owners adjacent to Avery Road Public Access were consulted during the development of the public access and the preparation of this plan. Residents expressed concerns regarding fire risk from users and a desire to ensure that fire pits are not part of future improvements. Applying FireSmart principles will be considered as part of ongoing park maintenance.

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

5.3 Public Safety

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



6 PRIORITY ACTIONS & COST ESTIMATES

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

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

<u>2019 - 2029</u>	<u>Estimated Cost</u>
Regulatory signage as required	300
<u>Possible Future Improvements</u>	
Kiosk and replacement signage	4,000
TOTAL	\$4,300

Request for Decision

File No: UWbk 611 001

Date January 28, 2020
Author Brian De Paoli, Engineering Technician
Subject Baynes Lake Seniors' Housing Society Water System Operations Agreement

REQUEST

That the Chair & CAO be authorized to sign the Agreement with the Baynes Lake Seniors' Housing Society (BLSHS) to provide water system operations & reporting services.

OPTIONS

1. THAT the Chair and CAO be authorized to sign the Agreement with the Baynes Lake Seniors' Housing Society for the provision of water system operations and reporting services for Spirit Pond Haven for the term March 1, 2020 to February 28, 2025.
2. THAT the Baynes Lake Seniors' Housing Society be advised that the RDEK will no longer provide water system operation and reporting services for Spirit Pond Haven effective _____; further, that the Chair and CAO be authorized to extend the current agreement to said date.
3. THAT the Chair and CAO be authorized to sign the Agreement with the Baynes Lake Seniors' Housing Society for the provision of water system operations and reporting services for Spirit Pond Haven for the term March 1, 2020 to February 28, 2025 with the following amendments: _____

RECOMMENDATION

Option 1

BACKGROUND/ANALYSIS

The RDEK Engineering Department has been operating the water system in the eight unit BLSHS-owned housing facility in Baynes Lake under an agreement with the BLSHS since March of 2015. That agreement expires at the end of February 2020.

Under the agreement, an RDEK operator attends the facility bi-weekly and the RDEK provides system operations & monitoring, data recording, reporting & documentation, and emergency response services.

The attached 2020 Agreement is a renewal of the 2015 agreement with the following changes:

- The Overhead rate for labour is increased from 45% to 55% to bring it in line with other RDEK labour services
- The Mileage rate is increased from \$0.50/km to \$0.59/km and is to be revised as per Canada Revenue Agency bulletins
- A section is added in Schedule A defining the RDEK's role in recommending upgrades or improvements to the water system to BLSHS

SPECIFIC CONSIDERATIONS

Previous Board Action

Board approved previous operations agreement in 2015

Attachment: Agreement – Baynes Lake Seniors Housing – 2020-2025

THIS AGREEMENT dated for reference the _____ day of _____, 2020.

BETWEEN:

REGIONAL DISTRICT OF EAST KOOTENAY, a Regional District pursuant to the *Local Government Act*, RSBC 2015, Chapter 1 and incorporated pursuant to the laws of the Province of British Columbia with a place of business at 19 - 24th Avenue South, Cranbrook BC V1C 3H8.

(the "RDEK")

OF THE FIRST PART

AND:

BAYNES LAKE SENIORS HOUSING SOCIETY

565 Baynes Lake School Road
Baynes Lake, BC V0B 1T4

("BLSHS")

OF THE SECOND PART

WHEREAS:

- A. The Baynes Lake Seniors Housing Society is desirous of having the RDEK provide water system operations and reporting services for Spirit Pond Haven.
- B. The Baynes Lake Seniors Housing Society, by Society Resolution of which a copy is to be provided to the RDEK, has approved and consented to the terms and conditions hereinafter set out.

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the premises and the mutual covenants hereinafter contained and in consideration of the monies hereinafter agreed to be paid by BLSHS to the RDEK, the parties hereto agree as follows:

1. The RDEK agrees to provide water system operations and reporting services as outlined in Schedule A.
2. The RDEK will provide BLSHS with a quarterly invoice for all expenses incurred by the RDEK on behalf of BLSHS in providing water system operations and reporting services. Such expenses will include, but not be limited to:
 - (a) payroll and a 55% overhead charge for administration costs;
 - (b) consumables such as chlorine, water filter cartridges, and ultraviolet bulbs; and
 - (c) fleet costs charged at the annual Canada Revenue Agency mileage rate, currently \$0.59/km.
3. BLSHS will pay the RDEK quarterly fee upon receipt of the invoice from the RDEK.

TERM

4. This Agreement will commence on March 1, 2020 and will continue until February 28, 2025.

INSURANCE AND INDEMNITY

5. BLSHS further covenants to obtain and keep in force during the term of this Agreement, at its sole expense, insurance, satisfactory to the RDEK, protecting the RDEK and BLSHS (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 water system operations and reporting services provided by the RDEK to BLSHS pursuant to this Agreement and in an amount not less than \$5,000,000.
6. BLSHS indemnifies, saves harmless, releases and forever discharges the RDEK and its officers, employees, agents and elected officials from and against any and all manner of actions, causes of action, debts, claims, suits, losses, liabilities, costs, damages, demands and expenses whatsoever, whether known or unknown arising out of, related to, occasioned

TERMINATION

- ## NOTICES

- ## SEVERANCE

- ## ENTIRE AGREEMENT

- ## INTERPRETATION

- C/S

SIGNED by **BAYNES LAKE SENIORS HOUSING SOCIETY** in the presence of:

Witness Signature

Witness Name

Witness Address

)
)
)
)
)
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)
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)
)
)

KATEY TAYLOR, Manager

SCHEDULE A

1. The following water system operations and reporting services will be provided by the RDEK:
 - a) Water system inspection, monitoring and data recording will be provided bi-weekly, or as required, by a qualified operator.
 - b) Coordination and scheduling of turbidity and chlorine residual monitoring with site resident personnel.
 - c) Monthly, quarterly and annual reporting to Interior Health Authority and BLSHS.
 - d) Water sampling and delivery to Interior Health Authority will be provided bi-weekly, or as required.
 - e) Raw water sampling for full spectrum chemical analysis will be provided bi-annually, or as required.
 - f) Liaising with the water system manufacturer and Interior Health Authority, as required.
 - g) Purchasing and maintaining water system inventory supplies such as chlorine, water filter cartridges and ultraviolet disinfection bulbs.
 - h) Maintaining and updating the water system Emergency Response Plan and Operations Manual.
 - i) Emergency on-call services will be provided continuously for the BLSHS Site Manager.
 - j) j) Recommending upgrades or improvements to the water system. Upon BLSHS approval, executing or supervising the execution of said upgrades or improvements. All costs related to the upgrades or improvements are the responsibility of BLSHS.

Request for Decision

File No: Shh 038 042

Date February 10, 2020
Author Shannon Moskal, Corporate Officer
Subject Bylaw No. 2980 – Wilmer Community Club Contribution Service

REQUEST

To increase Wilmer Community Club's operating grant and increase the maximum requisition of the Wilmer Community Club Contribution Service.

OPTIONS

1. THAT the Wilmer Community Club's operating grant be increased to \$8,700 in 2020 and \$9,000 in 2021, subject to the adoption of Bylaw No. 2980.
2. THAT Bylaw No. 2980 cited as "Regional District of East Kootenay - Wilmer Community Club Contribution Service Establishment Bylaw No. 2278, 2010 - Amendment Bylaw No. 1, 2020" be introduced.
3. THAT Bylaw No. 2980 cited as "Regional District of East Kootenay - Wilmer Community Club Contribution Service Establishment Bylaw No. 2278, 2010 - Amendment Bylaw No. 1, 2020" not proceed.

RECOMMENDATION

Option 1 and 2.

BACKGROUND/ANALYSIS

The maximum requisition for the Wilmer Community Club Contribution Service is currently \$7,500. The Wilmer Community Club has requested an increase to their operating grant to \$9,000 (see attached). To accommodate the grant increase, the RDEK could utilize *Local Government Act Regulation 113/2007* to increase the maximum requisition by 25% (an additional \$1,875). This would allow the operating grant for the Wilmer Community Club to be increased to \$8,700 in 2020 (the remaining would cover administrative costs associated with the bylaw amendment process) and then \$9,000 in following years.

Attached for consideration is Bylaw No. 2980 which increases the maximum requisition for the Service to \$9,375. Participants in the Service are Electoral Areas F and G.

SPECIFIC CONSIDERATIONS

Legislation

Under *Local Government Act Regulation 113/2007* (Regional Districts Establishing Bylaw Approval Exemption Regulation), a service establishment bylaw may be amended to increase the maximum requisition without approval from the Inspector of Municipalities provided that it

does not increase by more than 25 percent over a 5 year period. The Wilmer Community Club Contribution Service has not been amended since its establishment in 2010.

Financial

The proposed increase to the maximum requisition would result in the following:

	Current Maximum Requisition (\$7,500)	Proposed Maximum Requisition (\$9,375)
Estimated tax rate per \$1,000 of assessment	\$0.1692	\$0.2115
Estimated tax per average residential assessment*	\$ 41.00	\$ 52.00

* Average residential assessment in the Service Area is \$244,364.

Process

Following introduction, the Bylaw will be presented to Board for 3 readings. The Bylaw will then require at least 2/3 consent (at least 2 out of 2) of the participating Electoral Area Directors. The Bylaw may then be adopted at the March 6th Board meeting.

Attachment

-----Original Message-----

From: Tom Hoyne <sthoyne@shaw.ca>

Sent: Sunday, December 8, 2019 5:21 PM

To: Holly Ronnquist <hronnquist@rdek.bc.ca>

Subject: Wilmer Community Club

Hi Holly,

Gerry informed me to reach out to you about the upcoming budget for Wilmer. We have had increases operational costs and we estimate needing \$9,000 for the upcoming year. We are still putting together the detailed numbers but Gerry wanted me to let you know asap.

I hope this helps and please let me know if you need anything else.

Regards,

Tom Hoyne

Wilmer Community Club Operating Expense Budget 2019/2020

EXPENSES	SEPT'19	OCT'19	NOV'19	DEC'20	JAN'20	FEB'20	MAR'20	APR'20	MAY'20	JUNE'20	JULY'20	AUG'20	TOTAL
AGM ADS				\$100.00				\$50.00					\$150.00
BANK FEES			\$0.25					\$6.50		\$3.00	\$3.00	\$3.00	\$15.75
HALL (Operational Supplies)	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$900.00
HYDRO		\$300.00		\$500.00		\$800.00		\$800.00		\$200.00		\$200.00	\$2,800.00
INSURANCE	\$340.00	\$340.00	\$340.00	\$340.00	\$340.00	\$340.00	\$340.00	\$340.00	\$340.00	\$340.00	\$340.00	\$340.00	\$4,080.00
LEGAL			\$150.00										\$150.00
PARK Mowing/Snow removal	\$350.00		\$125.00					\$275.00	\$150.00	\$275.00	\$350.00	\$275.00	\$1,800.00
TOTAL EXPENSES	\$765.00	\$715.00	\$690.25	\$1,015.00	\$415.00	\$1,215.00	\$415.00	\$1,546.50	\$565.00	\$893.00	\$768.00	\$893.00	\$9,895.75

REGIONAL DISTRICT OF EAST KOOTENAY
BYLAW NO. 2980

A bylaw to amend Bylaw No. 2278.

WHEREAS a regional district may amend a bylaw establishing a service;

AND WHEREAS the Board of the Regional District of East Kootenay wishes to increase the maximum amount that may be requisitioned annually for the Wilmer Community Club Contribution Service established by Bylaw No. 2278;

AND WHEREAS at least 2/3 of the participants have consented on behalf of the electors to adoption of this Bylaw;

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

- 1. This Bylaw may be cited as “Regional District of East Kootenay – Wilmer Community Club Contribution Service Establishment Bylaw No. 2278, 2010 – Amendment Bylaw No. 1, 2020”.
- 2. Section 5 is deleted and the following substituted:
 - “5. The maximum amount that may be requisitioned annually for the service provided under Section 2 of this Bylaw shall be \$9,375.”

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

Request for Decision

File No: Shh 231 003

Date December 20, 2019
Author Shannon Moskal, Corporate Officer
Subject Elk Valley Transit Future Service Plan

REQUEST

To receive the Elk Valley Transit Future Service Plan and decide whether to proceed with a future expansion initiative.

OPTIONS

1. THAT BC Transit be requested to include in their Transit Improvement Process an expansion of the Elk Valley Transit System in 2021 to provide increased service between Elkford and Cranbrook as described in Option 1 of the 2020 Elk Valley Transit Future Service Plan.
2. THAT BC Transit be requested to include in their Transit Improvement Process an expansion of the Elk Valley Transit System in _____ to provide _____ as described in the 2020 Elk Valley Transit Future Service Plan.
3. THAT an expansion of the Elk Valley Transit System not be pursued at this time.

RECOMMENDATION

Option 1.

BACKGROUND/ANALYSIS

Attached is the Elk Valley Transit Future Service Plan prepared by BC Transit. The Plan identifies the following 5 proposals for transit service improvements:

Proposed Service Improvement	Estimated Service Hours	Expansion Buses Required	Estimated RDEK Share of Costs*	Estimated Tax Increase*
1. Increased Service Between Elkford and Cranbrook	1,300	1	\$79,000	56%
2. Elkford – Cranbrook Commuter Service	1,300	1	\$79,000	56%
3. Weekend Service	1,300	1	\$79,000	56%
4. Increased Service Between Fernie and Sparwood	800	1	\$59,000	42%
5. Fernie Local Service Improvements	200	0	\$9,000	6%

* These are high-level estimates and are subject to change. The 2019 requisition for the Service was \$140,000.

BC Transit has recommended that increased service between Elkford and Cranbrook (#1) be prioritized for any future expansion initiatives.

In order to proceed with one of the proposed service improvements, a decision to do so is required. BC Transit would then integrate the request into their 3-year Transit Improvement Process, which is in the process of being updated for 2020 (to be finalized in Jan/Feb 2020). The RDEK currently has an Expansion Memorandum of Understanding with BC Transit which identifies a potential service improvement in 2021. This MOU would be updated to reflect the request. The earliest that a service improvement could be rolled out is 2021 (in the fall), subject to Provincial funding approval.

SPECIFIC CONSIDERATIONS

Financial

Estimated costs for the proposed service improvement would need to be included in the Financial Plan.

Attachment



Transit Future Service Plan

Elk Valley Transit System

February 2020

Regional District
of East Kootenay



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1 Introduction

The Elk Valley Transit Future Service Plan outlines improvements for transit service and infrastructure over the next 3-5 years in the Elk Valley Transit System. This Plan will build upon the Elk Valley Transit System Long-Range Plan (2011) and includes:

- An evaluation of community changes that are impacting transit demand now and over the next five years;
- An update of existing priorities identified in the 2011 Long-Range Plan; and
- Identification of requirements to meet emerging transit demand in the near and medium term.

Transit Future Service Plans provide a number of defined service improvements for implementation over the next five years and ensure transit improvement priorities are consistent with evolving local priorities, emergent transit demands, and BC Transit's operational capacity. The Plan is informed by public engagement processes, analysis of the existing transit system, and feedback from local governments; in addition, it takes into account long-term planning documents for communities in the Elk Valley area.

1.1 Plan Area

The geographic scope for this Plan is shown in the Map below. The area encompasses the jurisdictions of the District of Elkford, the City of Fernie, the District of Sparwood as well as Regional District Electoral Area A.

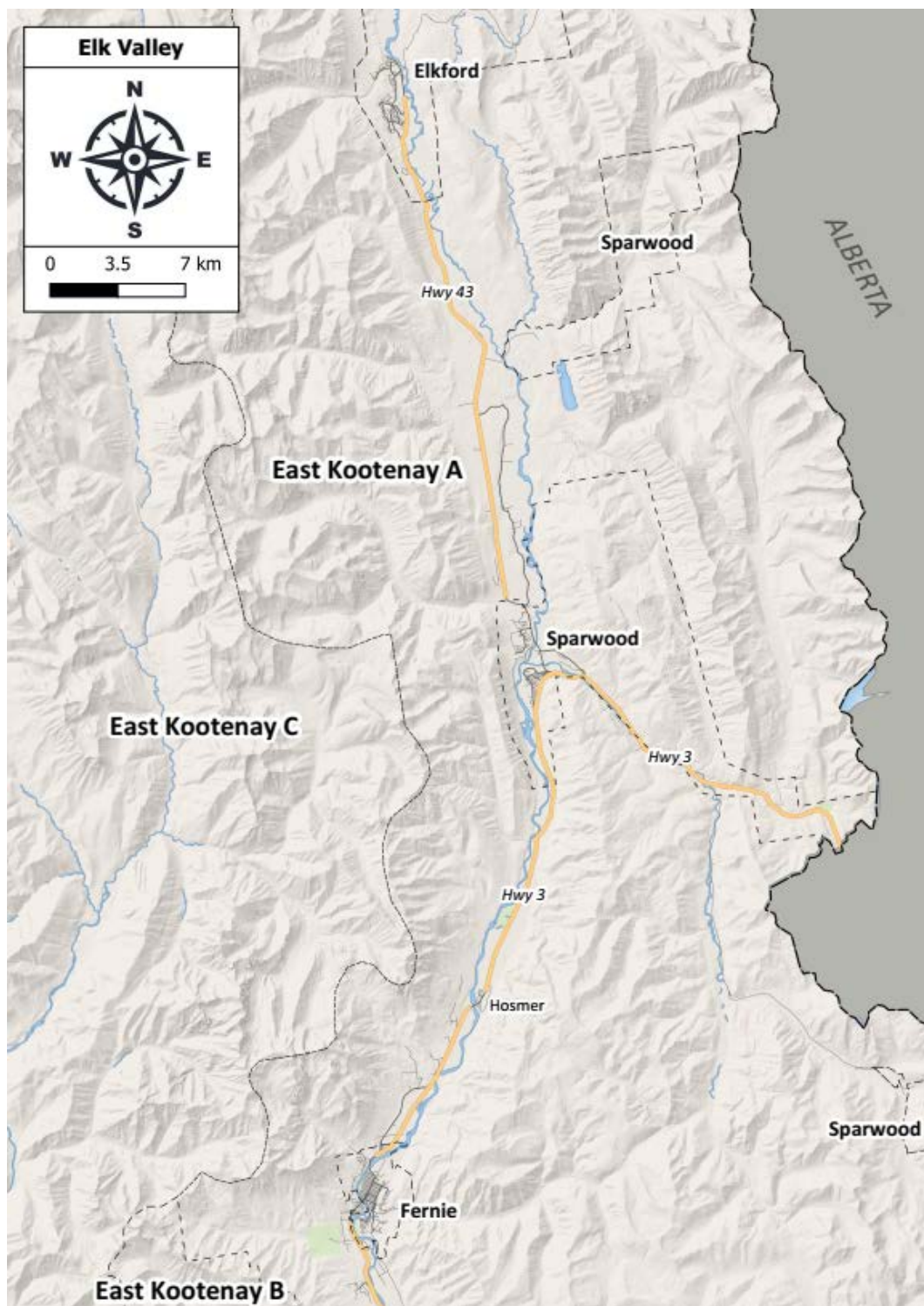


Figure 1: Plan Area

2 Plan Development

2.1 Timeline

Development of the Transit Future Service Plan began in spring 2018 and included phases to understand the present context, obtain feedback from both key stakeholders and the public, and develop a framework for short to medium-term development. Figure 1 illustrates the key steps in developing this Transit Future Service Plan.

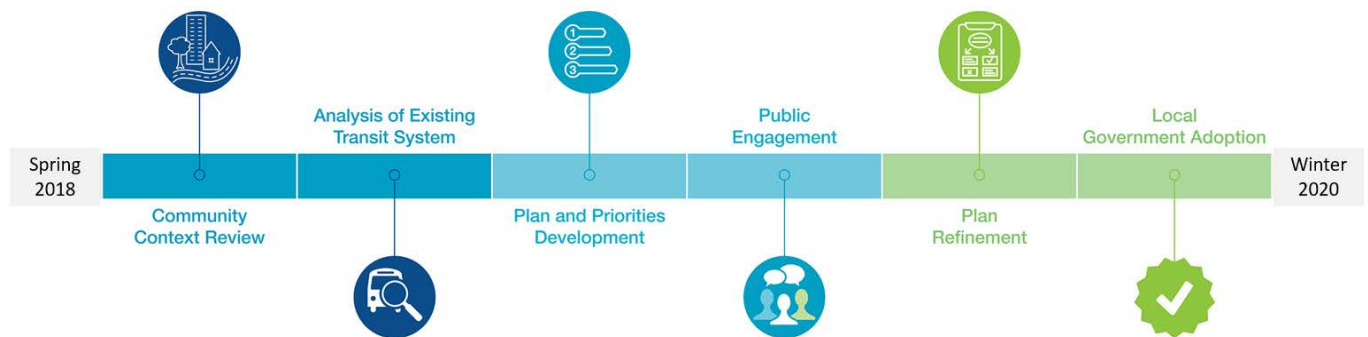


Figure 2: Timeline for the development of this Transit Future Service Plan

2.2 Population and Demographics

BC Transit has worked with staff at the Regional District of East Kootenay to develop this plan. It builds upon the Elk Valley Long-Range Plan (2011), considers land use patterns and demographic trends and incorporates public input.

The following efforts were carried out to inform the development of this plan:

- **Community Context Review:** Local planning documents and recent census data provided a high-level context of the areas changing demographic and land uses, including the Official Community Plans for the [District of Elkford](#), the [District of Sparwood](#) and the [City of Fernie](#).
- **Review of the Existing Transit System:** An evaluation of the existing transit system was carried out to identify the strengths and opportunities of current bus routes in the context of changing land use patterns and ridership demand.
- **Project Working Group:** The content, data collection and recommendations of this Transit Future Service Plan were developed in collaboration with a working group made up of staff from BC Transit, Regional District of East Kootenay and TOK Transit - the contracted operating company.

3 Community Context

The following context was developed through public engagement, stakeholder input, a survey of relevant data and reports, and close examination of the existing transit system and current plans in the Elk Valley. The following considerations provide critical opportunities and challenges to developing the Elk Valley Transit System.

3.1 Population and Demographics

The total population of Elk Valley increased by over 7 per cent between 2011 and 2016 to over 13,000. Elk Valley has a median age of 39, with only 13 per cent of its residents over the age of 65, which is lower than the Regional District average.

The Elk Valley Transit System provides service to the following municipalities:

- The **City of Fernie** is a resort municipality, and the regional centre of the Elk Valley, with a population of 5,249.
- The **District of Elkford** is the northernmost part of the Elk Valley with a population of 2,499.
- The **District of Sparwood** is the second largest community in the Valley, with a population of 3,784.

3.2 Employment and Education

Teck Resources is the major employer in the Elk Valley, operating several coalmines. Teck Resources operates shuttles to bring employees to the coalmines. The tourism industry is also prominent in the area, specifically in Fernie.

The College of the Rockies has a campus located in Fernie. The College of the Rockies continues to have increasing enrolment of international students, which is a market that can rely heavily on transit.

In addition to public schools in each community, the Fernie Academy is a private school that has students attending from across the valley for speciality programs.

3.3 Land Use and Planning

City of Fernie Official Community Plan Bylaw No. 2231, 2014

The City of Fernie's OCP provides a vision for its community based on the priorities of ensuring economic viability, enriching community life and protecting the environment. The following transit supportive policies are provided in Fernie's OCP:

- Request that BC Transit improve and expand existing bus service within Fernie and to neighbouring employment and residential centres (Policy 2-B.1)

- Work with BC Transit to ensure that bus schedules facilitate access between Fernie and neighbouring communities, including Cranbrook, for residents working in those communities and employees living in them (Policy 2-B.2)
- Ensure that major new public institutions and businesses are located in transit accessible locations that are also served by active transportation infrastructure (e.g., bike lanes, walking trails) (Policy 2-B.3)
- Reduce parking requirements according to the *Parking Management Plan 2012* recommendations to encourage better use of land resources and support a shift to more public transit and active transportation alternatives (Policy 2-B.4)
- Request that BC Transit pre-plan bus routes and develop road standards that will accommodate future bus route requirements for large scale developments (Policy 2-B.5)
- Work with BC Transit, RDEK, District of Sparwood, District of Elkford, and BC Parks to enhance bus service to recreation facilities and parks beyond City of Fernie boundaries (Policy 2-B.6)
- Review and revise the *Subdivision Servicing Bylaw* to ensure that potential transit network extensions, including new bus stops and bus pull-ins, are considered as a condition of development (Policy 2-B.7)

District of Elkford Official Community Plan Bylaw No. 710, 2010

The District of Elkford's OCP provides a vision for a community committed to sustainability and has priorities integrated with goals of climate change adaptation and mitigation. The following OCP policies support the development of transit and pedestrian-friendly development:

- Maintain the integrity of the District Growth Boundary in order to direct new development into the District Core and existing neighbourhoods. This can allow for development of clustered areas that are better served by alternative transportation modes (Objective 7.2.1 Policy 1)
- Facilitate transportation planning for the accessibility, safety and mobility of all residents (Objective 7.2.1 Policy 3)

District of Sparwood Official Community Plan Bylaw No. 1165, 2015

The District of Sparwood's OCP provides a vision for a community with diverse housing options, a diverse economy and a vibrant downtown. The following transit supportive policies are provided in Sparwood's OCP:

- Work with BC Transit, RDEK and other local governments in the area to meet the public transit needs of Elk Valley residents (Policy 9.7.1)
- Work with BC Transit to support and improve public transit (Policy 11.10.3)

3.4 Transportation

3.4.1 Health Connections

The Elk Valley is served by a twice-weekly Health Connections service, operated by the same company as the transit system. This service is funded entirely by Interior Health, and provides service between Elkford and Cranbrook. Priority on this transit service is given to those traveling to medical appointments.

3.4.2 Taxi Service

Kootenay Taxi is the only taxi company that provides service in the Elk Valley, is based in Fernie, and provides service within Fernie and Sparwood.

3.5 Transit Context

3.5.1 Conventional Transit

The Elk Valley Transit System was introduced as a basic transit service in 2008 to provide access to services for all the region's residents. The system currently consists of 3,020 annual service hours, three light duty buses and a single route that operates between 7 a.m. and 7 p.m. on weekdays. One vehicle operates the entire system, beginning the service day in Elkford. There are numerous variations to the route that are reflected in the schedule; these allow the driver to provide service within Sparwood as well as between the three principal communities of Elkford, Sparwood and Fernie. A map of the route and the schedule are included on the following pages.

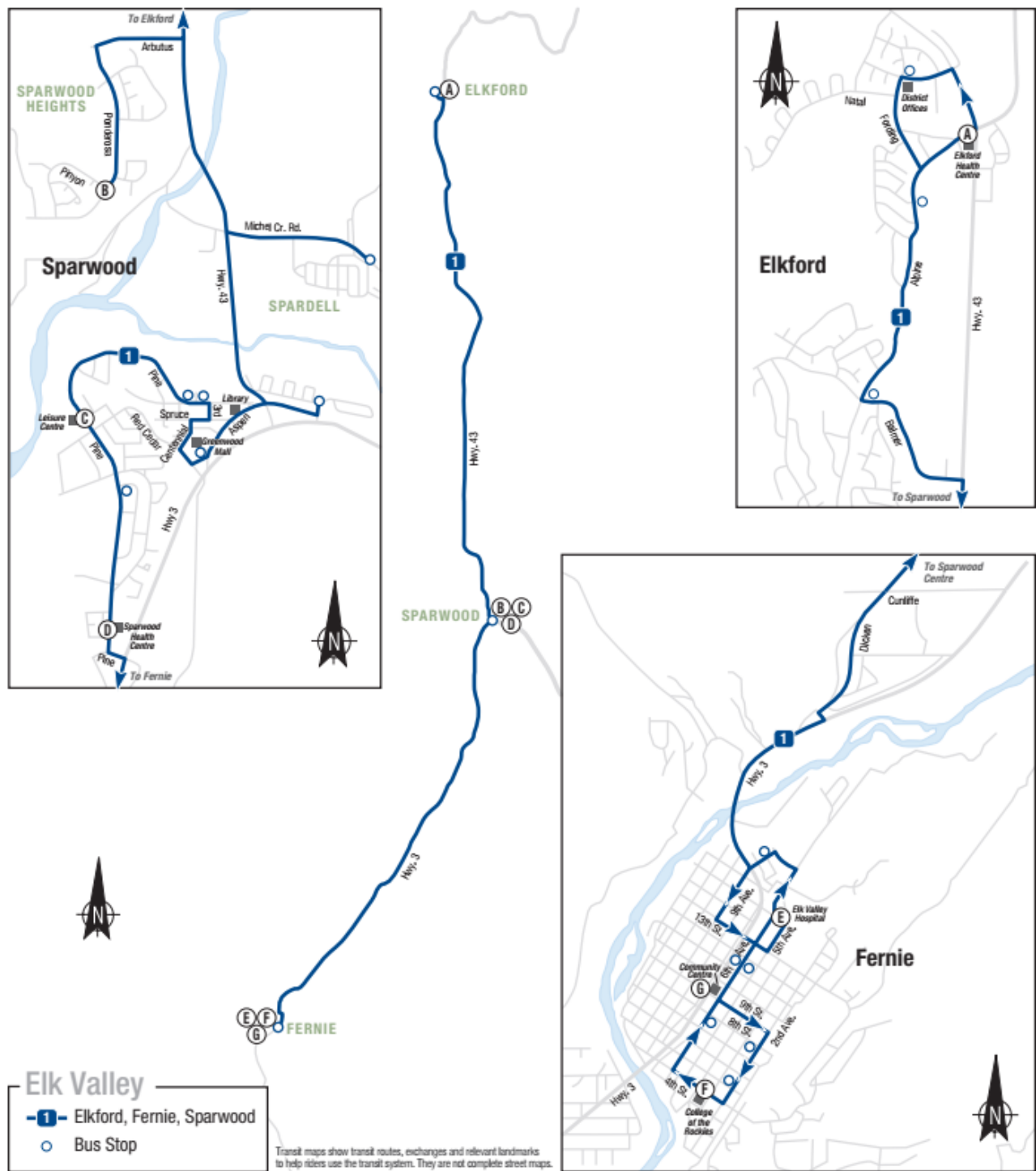


Figure 3: Elk Valley Transit System

1 Elkford, Fernie, Sparwood

Monday to Friday

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(E)	(D)	(C)	(B)	(A)
Lv. Elkford Health Centre	Sparwood Heights	Sparwood Leisure Centre	Sparwood Health Centre	Elk Valley Hospital	College of the Rockies	Fernie Community Centre	Elk Valley Hospital	Sparwood Health Centre	Sparwood Leisure Centre	Sparwood Heights	Ar. Elkford Health Centre
7:00	7:40	7:55	8:00	8:30	8:40	8:45	8:50	9:15	9:20	9:35	–
–	–	–	11:00	–	–	–	–	–	11:05	11:20	12:00
12:00	12:40	12:55	1:00	1:30	1:40	1:45	1:50	2:15	2:20	2:35	–
–	–	–	4:20	–	–	–	–	–	4:25	4:40	–
–	4:40	–	–	5:10	5:20	5:25	5:30	5:55	6:00	6:15	6:55

Figure 4: Elk Valley Transit System schedule

3.5.2 Ridership

Transit ridership has trended upward overall since 2009, peaking at 10,000 annual rides in 2017-18. This increase in ridership correlates to a period of population growth in the Elk Valley.

The financial investment has remained essentially constant over this time frame; the modest variation in service hours shown on the chart results from year to year differences in overtime wages and calendar schedules

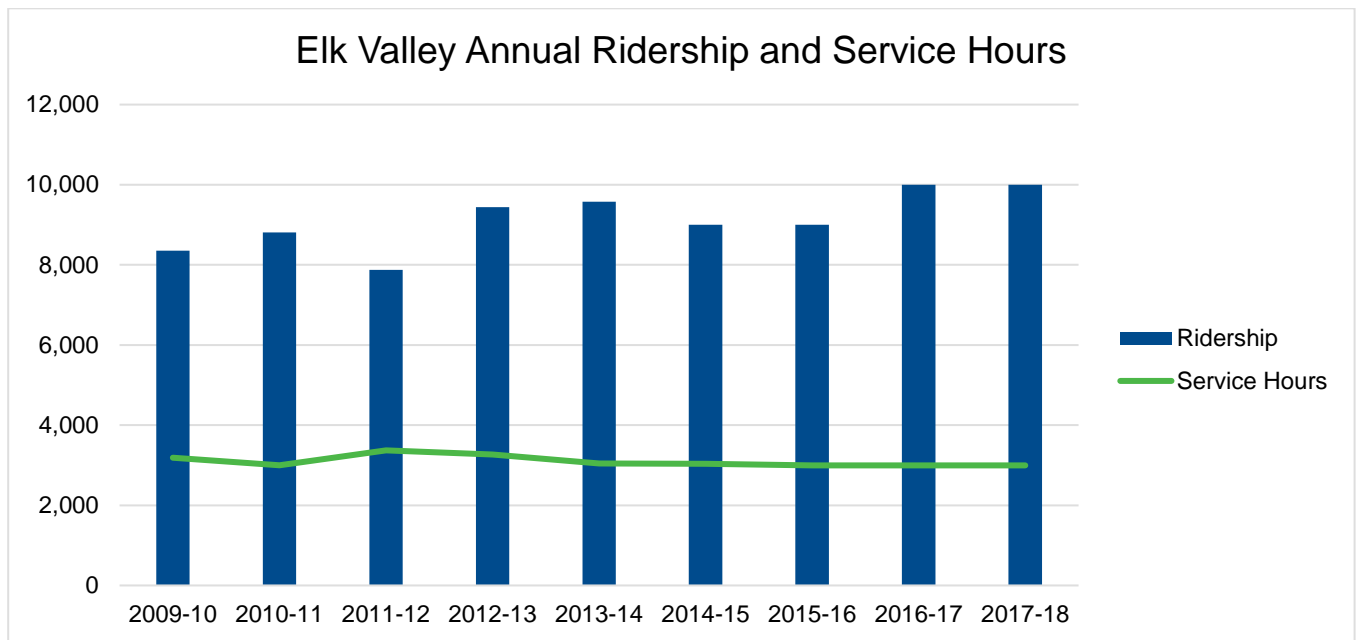


Figure 5: Elk Valley Annual Ridership and Service Hours

4 Proposed Transit Changes

This section discusses several possible scenarios for the future service design of transit in the Elk Valley. At this stage, these recommendations are high-level proposals that may entail further planning and analysis to determine specifics of routing, scheduling or stop placement. Resource requirements have been estimated for each option.

Proposed changes were developed in collaboration with the Regional District of East Kootenay and TOK Transit, and are based on results from engagement, detailed in section 4.2.

4.1 Service Design Options

4.1.1 Option 1: Increased service between Elkford and Cranbrook

Health Connections currently operates between Elkford and Cranbrook on Wednesdays and Fridays only. Additional service would be provided by BC Transit and the Regional District of East Kootenay to have service between Elkford and Cranbrook on all weekdays that does not require booking in advance¹.

**Current Health Connections Transit Service
between Elkford and Cranbrook**

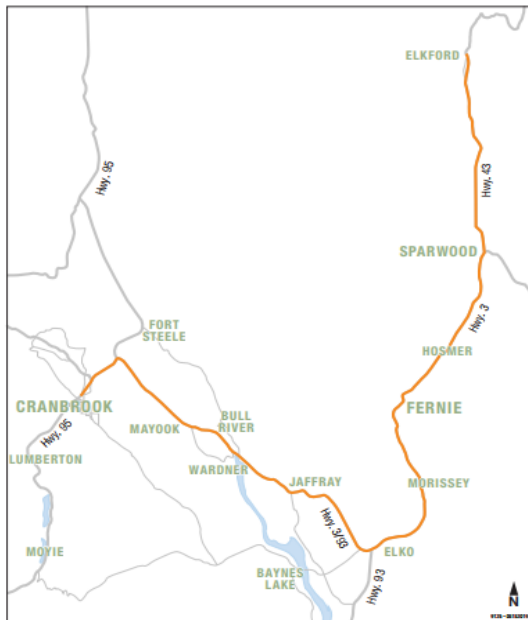


Figure 6: Elkford to Cranbrook Health Connections Service

¹ Note: expansion to this service would be cost-shared by the Regional District of East Kootenay and BC Transit, and would not be funded by Interior Health as a Health Connections service

Benefits:

- Would provide more opportunities to travel to Cranbrook

Considerations:

- Would not meet the needs of those commuting to and from work in Cranbrook

Resources Required:

- 1,300 annual service hours
- 1 expansion bus

4.1.2 Option 2: Elkford - Cranbrook Commuter Service

In addition to the two weekly Health Connections trips between Elkford and Cranbrook, this option would provide commuter service to and from Cranbrook from Monday – Friday. There would be a morning trip operating from Elkford to Cranbrook, and an afternoon trip operating from Cranbrook to Elkford.

Benefits:

- Would provide opportunities for commuters to take transit to work in Cranbrook

Considerations:

- Would only provide one trip in each direction, which may not meet all shift times

Resources Required:

- 1,300 annual service hours
- 1 expansion bus

4.1.3 Option 3: Introduce weekend service

Introduce service on Saturdays and Sundays on route 1 Elkford, Fernie, Sparwood.

Benefits:

- Would provide opportunities to take transit to work, recreational activities, etc. on weekends

Considerations:

- Would not provide additional weekday service

Resources Required:

- 1,300 annual service hours

4.1.4 Option 4: Increased service between Fernie and Sparwood

One additional round-trip between Fernie and Sparwood on weekdays.

Benefits:

- Would provide additional connections between Fernie and Sparwood

Considerations

- Would not provide any additional service to or from Elkford

Resources Required:

- 800 annual service hours
- 1 expansion bus

4.1.5 Option 5: Fernie Local Service Improvements

Extend Route 1 service in Fernie to the Mountain View area. This would provide service to Rocky Mountain Village.

Benefits:

- Would provide service to an area currently not serviced by transit

Considerations:

- Would not provide additional service to residents of Elkford or Sparwood.

Resources Required:

- 200 annual hours

Proposed Service to Mountain View Area

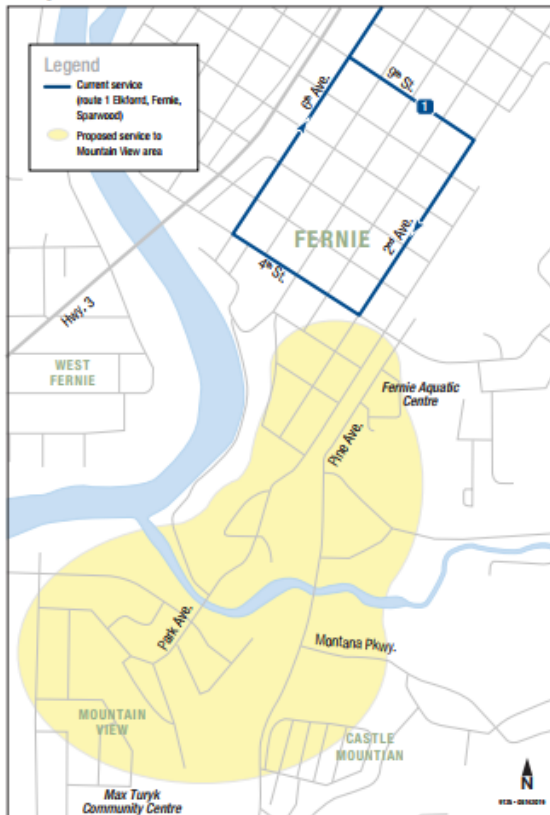


Figure 7: Proposed service to Mountain View Area

Proposed Service Improvement	Est. Service Hours	Expansion Buses
Option 1: Increased service between Elkford and Cranbrook	1,300	1
Option 2: Elkford – Cranbrook commuter service	1,300	1
Option 3: Introduce weekend service	1,300	1
Option 4: Increased service between Fernie and Sparwood	800	1
Option 5: Fernie local service improvements	200	0

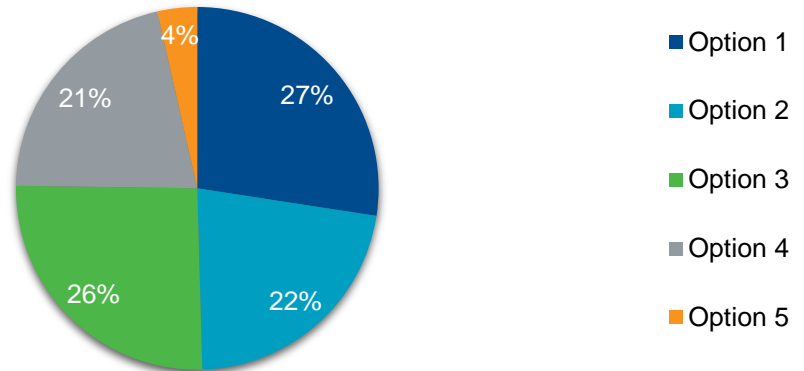
Table 1: Summary of Proposed Transit Changes and Resources Required

4.2 Public Engagement Results

Public engagement took place in form of an online survey summer of 2019 and presented the above options for future transit service improvements. A total of 148 respondents participated in the online survey. Results of the survey are detailed below.

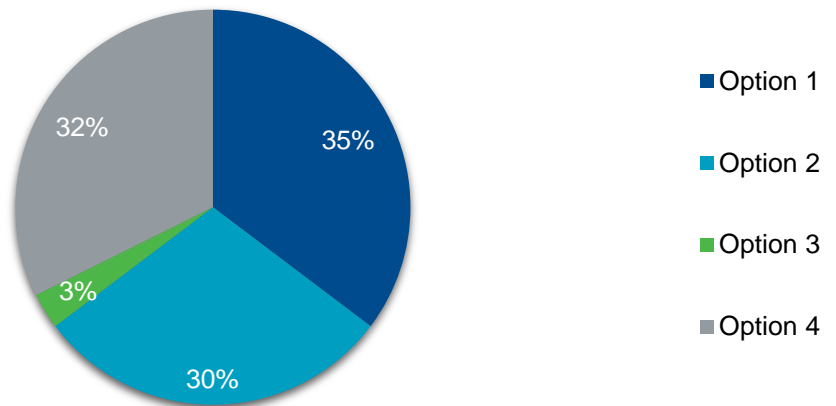
All respondents

Which service improvement option would be most beneficial to you?



Transit riders

Which service improvement option would be most beneficial to you?



4.3 Implementation Priorities

The following section details an implementation strategy over time for short to medium-term transit service improvements. The implementation plan prioritizes improvements in accordance with local government, stakeholder and public feedback.

4.3.1 Transit Service Priorities

Table 2: Implementation Priorities for Proposed Transit Changes

Implementation Priority	Service Hours Required	Buses Required
1: Increase service between Elkford and Cranbrook	1,300	1
2: Implement a commuter service between Elkford and Cranbrook	1,300	1
3: Increase service between Fernie and Sparwood	800	1
4: Introduce weekend service	1,300	1
5: Fernie local service improvements	200	0

4.3.2 Infrastructure Priorities

There are a limited number of bus stops in the Elk Valley Transit System. In the future, additional bus stop amenities such as shelters and benches should be considered for each community in the transit system.

4.4 Future Considerations

The following section details future considerations for the Elk Valley Transit System. These considerations were highlighted through the engagement process and through the Regional District of East Kootenay during the plan refinement phase.

4.4.1 Fernie Academy

A group of online survey respondents indicated an interest in an earlier afternoon trip time departing Fernie for students attending the Fernie Academy. This service would require an additional trip or major adjustment to the times of the current afternoon trips.

4.4.1 Sparwood/Elkford Commuter

A group of teachers who work in Elkford and Sparwood expressed a desire for commuter service from Fernie to Elkford. To service this market, additional trips would be required.

5 Recommendations

This plan outlines several service options for future transit service improvements. Service improvements will be integrated into the three year Transit Improvement Process (TIPs), which is updated on an annual basis. Prior to implementation of service changes, BC Transit staff will work with staff at the Regional District of East Kootenay to ensure service improvements appropriately reflect local needs. Additional targeted engagement may be conducted.

It is recommended that the Regional District of East Kootenay:

- Receive this report for information; and
- Prioritize increased service between Elkford and Cranbrook for any future expansion initiatives.



Elk Valley Transit Future Service Plan

Engagement Report

July 2019

Regional District of East
Kootenay



1.0 Introduction

BC Transit and the Regional District of East Kootenay are developing a Transit Future Service Plan for the Elk Valley Transit System. The plan will outline priorities for transit service improvements in the area.

Public engagement took place in form of an online survey from June 4 to July 8, 2019. In total, 148 respondents participated in the survey.

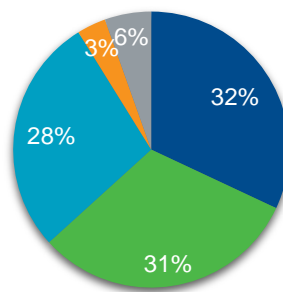


2.0 Findings

2.1 Demographics

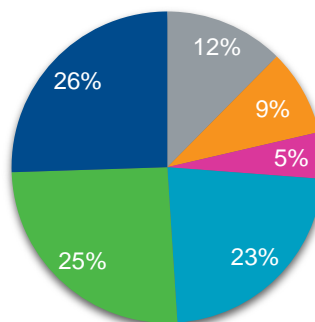
The online survey asked for detailed demographic information and travel patterns to help inform service design by building a picture of how residents use transit.

Where do you live?



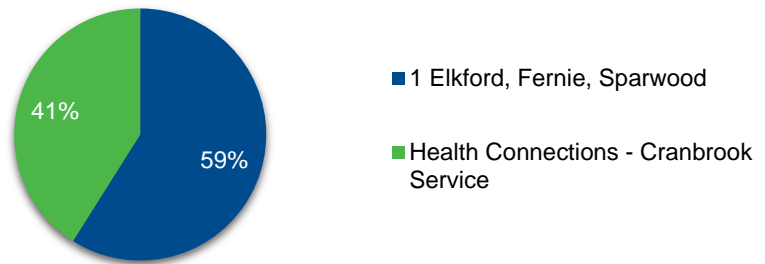
- Elkford
- Sparwood
- Fernie
- Hosmer
- Other

How often do you use transit?

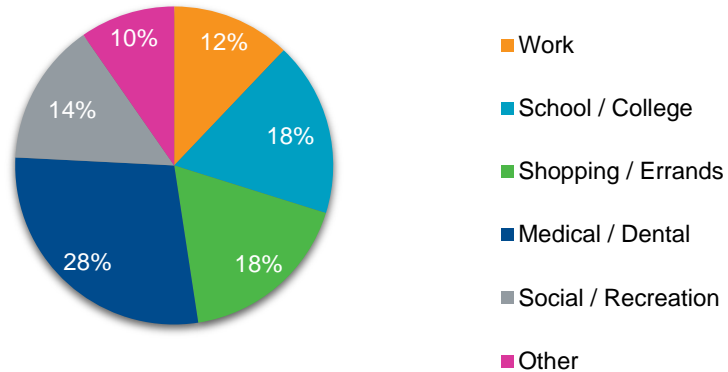


- 5 days per week
- 3-4 days per week
- 1-2 days per week
- A few times per month
- A few times per year
- Never

Which route(s) do you usually ride?



What is your primary trip purpose when taking the bus?

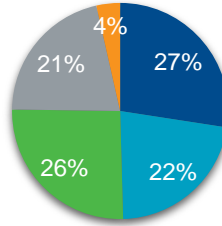


2.2 Service Improvement Options

The survey detailed five service improvement options, and participants were asked to choose which option would be most beneficial for them. Results were analyzed with all responses as well as responses only from transit riders.

All respondents

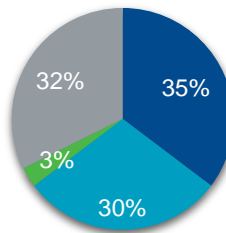
Which service improvement option is most beneficial to you?



- Option 1: Increased service between Elkford and Cranbrook
- Option 2: Elkford - Cranbrook Commuter Service
- Option 3: Introduce weekend service
- Option 4: Increased service between Fernie and Sparwood
- Option 5: Fernie local service improvements to the Mountain View area

Transit riders

Which service improvement option is most beneficial to you?



- Option 1: Increased service between Elkford and Cranbrook
- Option 2: Elkford - Cranbrook Commuter service
- Option 3: Introduce weekend service
- Option 4: Increased service between Fernie and Sparwood

2.3 Open-ended Feedback: Comments & Suggestions

The survey presented opportunities for respondents to provide open-ended comments and general feedback.

Key themes that emerged through these comments included:

- Additional trips, especially earlier and later
- More trips times to align with students attending the Fernie Academy
- Bus stop improvements and increasing awareness of transit

3.0 Next Steps

The responses for the engagement process have been tabulated and analyzed to support the future development of the Elk Valley Transit Future Service Plan. The next step in the process is to use this information to identify priorities for Elk Valley over the next five years.

Date: February 3, 2020
Submitted by: Jamie Davies, Recreation & Control Services Supervisor
Service Name: Elk Valley Regional Airport
Service Purpose: To operate and maintain a year-round airstrip for use by the public
Participants: Electoral Area A, Fernie, Sparwood and Elkford

Operational Items:

- The Elk Valley Regional Airport is located 12 km north of Sparwood on the east side of the Lower Elk Valley Rd. Budget highlights include:

\$10,000	Line painting the taxiway and runway (every 3 years)
----------	--

Capital Items:

- No capital items.

CFO Comments:

- Tax increase for 2020 estimated at \$693 = 1.7%.



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

Revenue

	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET
Requisition	\$40,807	\$40,807	\$41,500	\$44,500	\$48,600	\$52,600	\$54,500
Payments in Lieu of Taxes		117					
Fees & Charges	6,500	4,738	6,500	6,500	6,500	6,500	6,500
Prior Period Surplus	6,599	6,704	5,575	6,035	4,122	932	337
Total Revenue	53,906	52,365	53,575	57,035	59,222	60,032	61,337

Expenditures

Salaries & Benefits	6,796	4,819	7,568	7,720	7,874	8,032	8,192
Administration & Overhead	5,540	4,643	4,795	4,995	5,195	5,420	5,620
Operations & Maintenance	47,000	35,802	33,000	47,000	23,000	48,000	35,000
Vehicle & Hauling Costs	500	400	500	500	500	500	500
Telephone & Utilities	500	409	600	600	600	600	600
Shared Overhead	1,070	717	1,077	1,098	1,121	1,143	1,165
Total General	61,406	46,790	47,540	61,913	38,290	63,695	51,077
Total Expenditures	61,406	46,790	47,540	61,913	38,290	63,695	51,077
Revenue less Expenditures	(7,500)	5,575	6,035	(4,878)	20,932	(3,663)	10,260
Transfers to Reserves	(10,000)	(10,000)	(10,000)	(15,000)	(20,000)	(20,000)	(20,000)
Transfers from Reserves	17,500	10,000	10,000	24,000		24,000	10,000
Surplus (Deficit)		5,575	6,035	4,122	932	337	260

Reserve Funds 64,531

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

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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%).

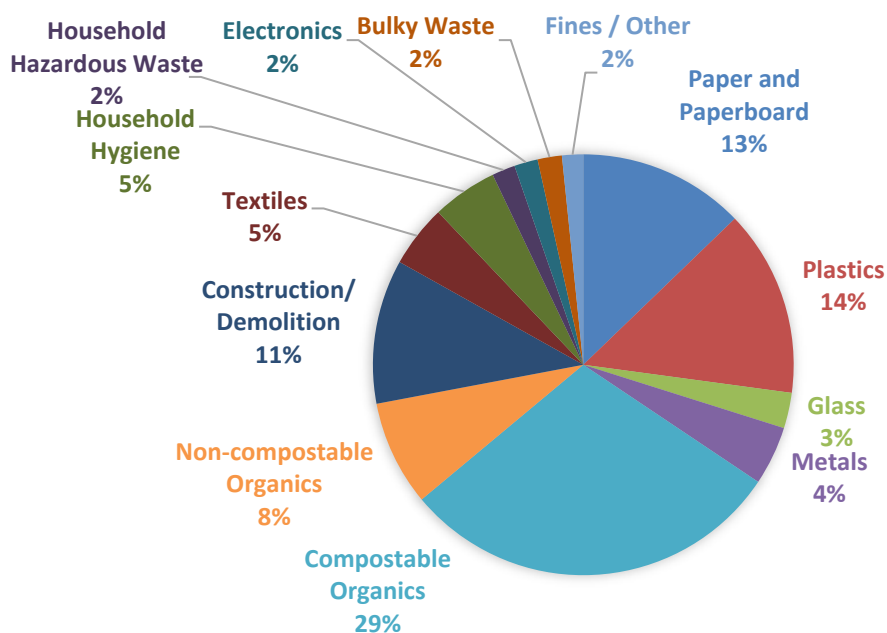


Figure A: Overall Waste Composition in RDEK

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.

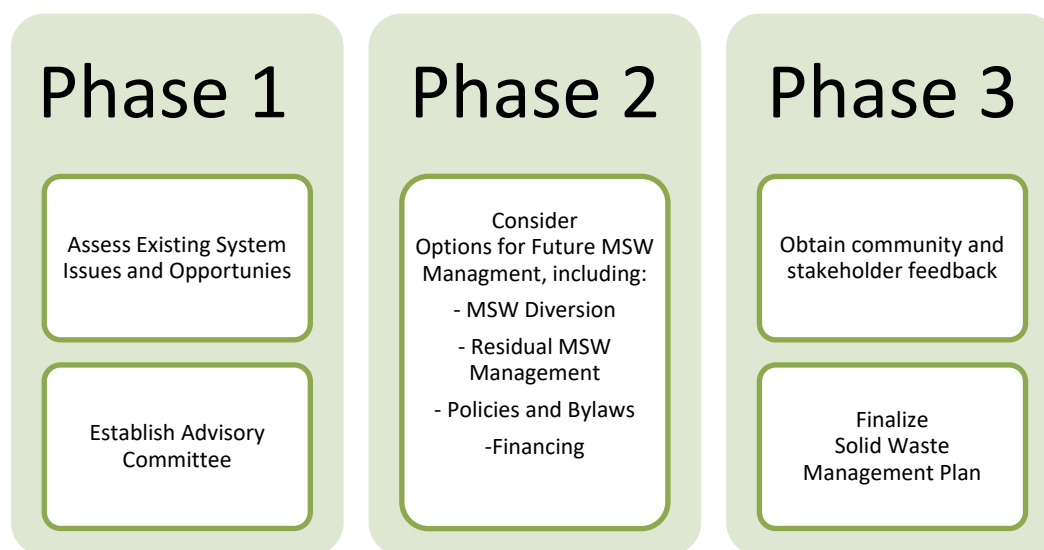


Figure 1-2: Planning Process

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.

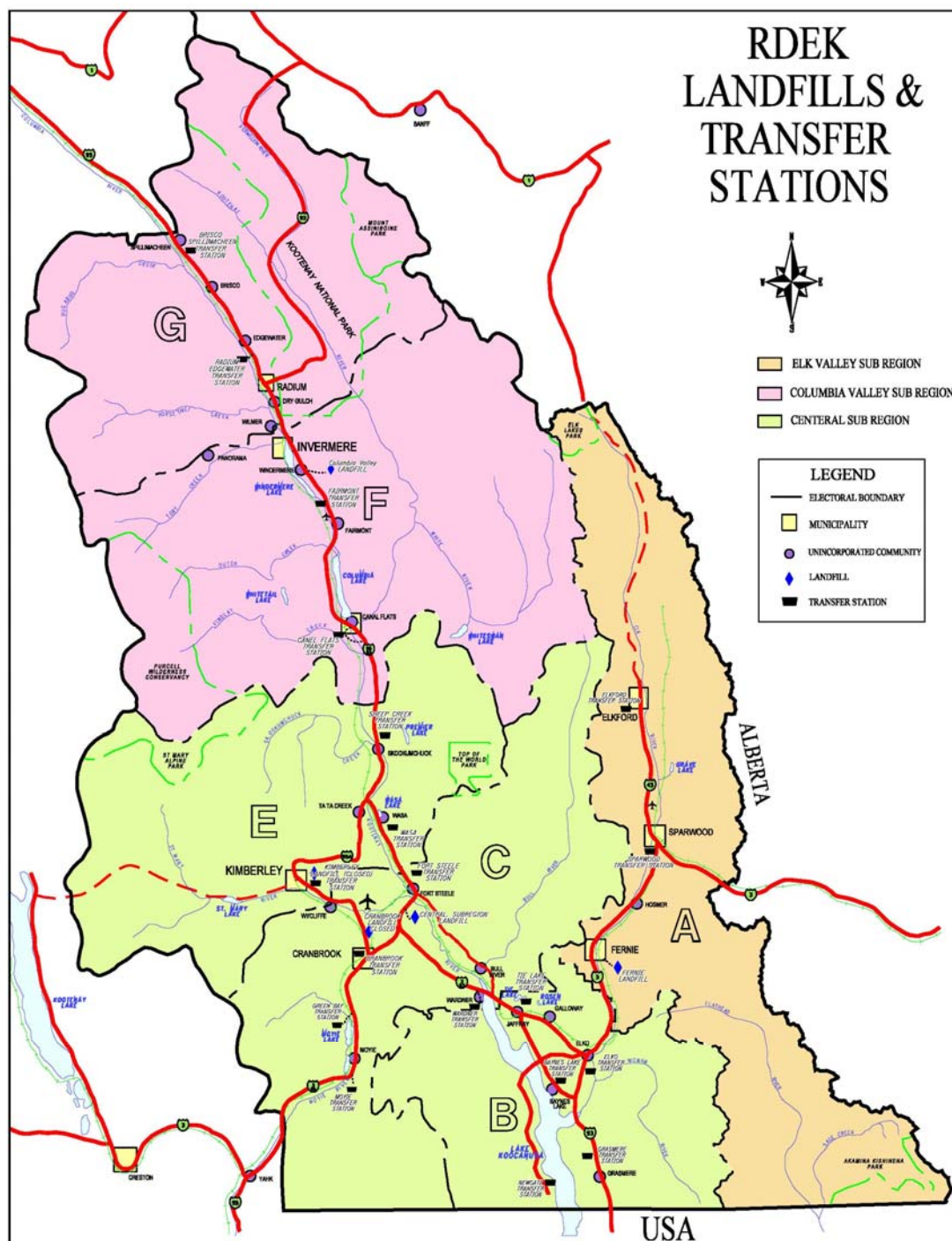


Figure 2-1: RDEK Landfills and Transfer Stations

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 marshalling 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.

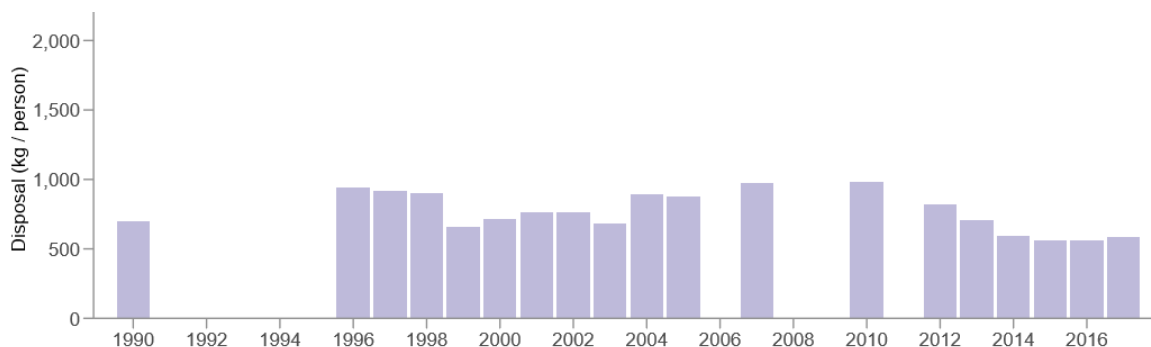


Figure 2-2: Waste disposal Rates in the RDEK

(<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).

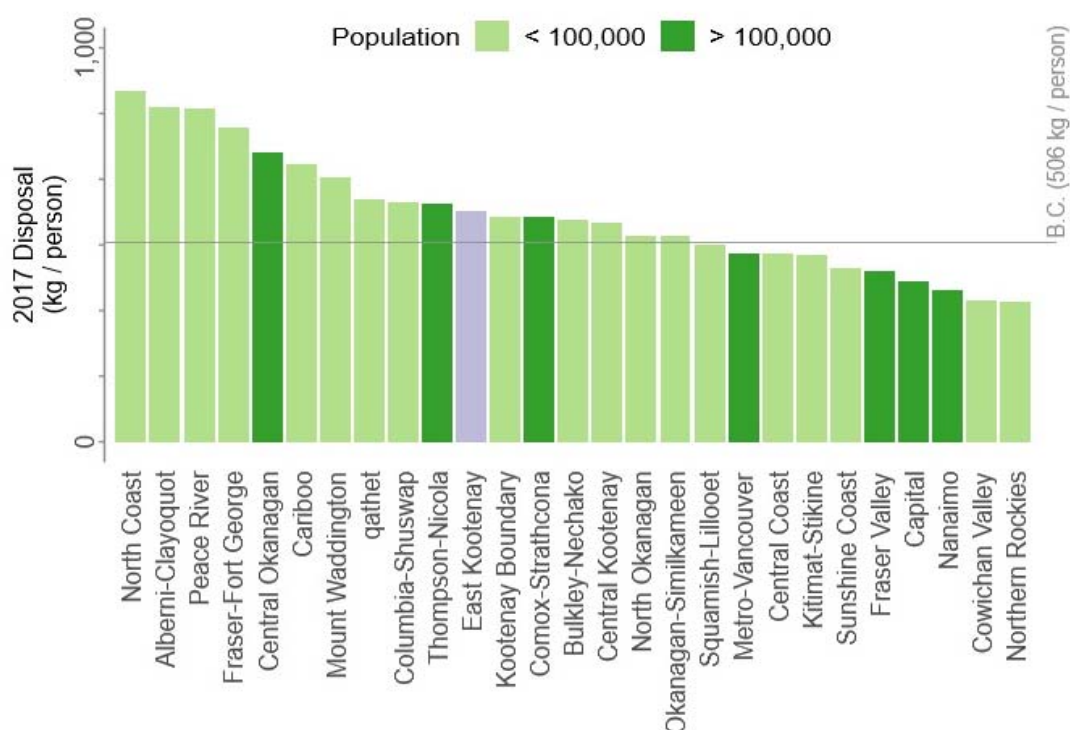


Figure 2-3: Waste disposal Rates in British Columbia

((<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%).

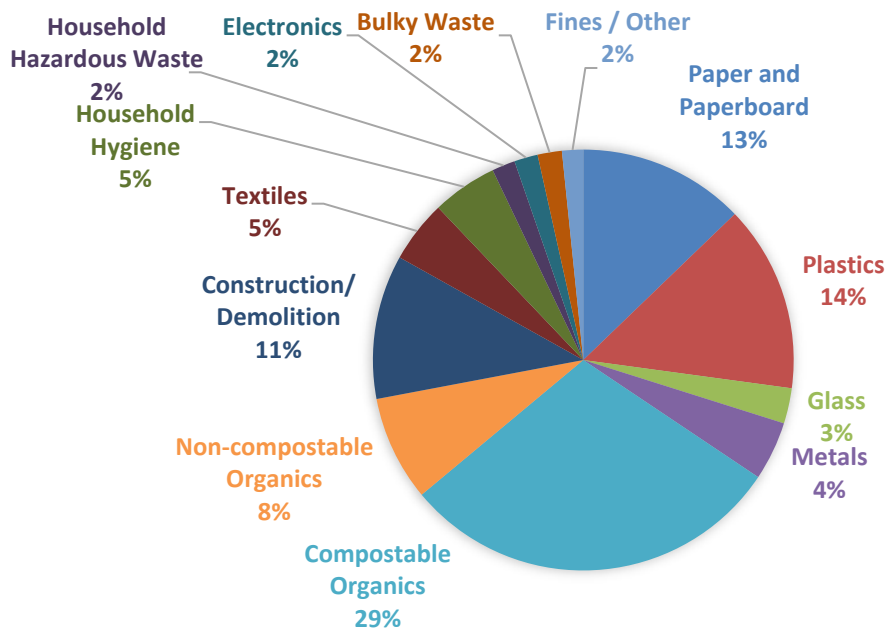


Figure 2-4: Overall Waste Composition in RDEK

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	Project Costs: \$45,000 split over three years to develop and distribute materials, as well as advertising efforts.
<p>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.</p> <p>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.</p>	

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

REFERENCES:

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Sperling Hansen Associates. 2018. Regional District of East Kootenay Solid Waste Management Plan Review Characterization of the System Report.

Sperling Hansen Associates. 2018. Regional District of East Kootenay Solid Waste Management Plan Update Waste Reduction and Diversion Opportunities.

Sperling Hansen Associates. 2019. Optimizing the RDEK Solid Waste System (Residual Waste Management and Transfer Station Review).

Sperling Hansen Associates. 2019. Policies and Bylaws for Enhancing Solid Waste Management in the RDEK.

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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
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
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

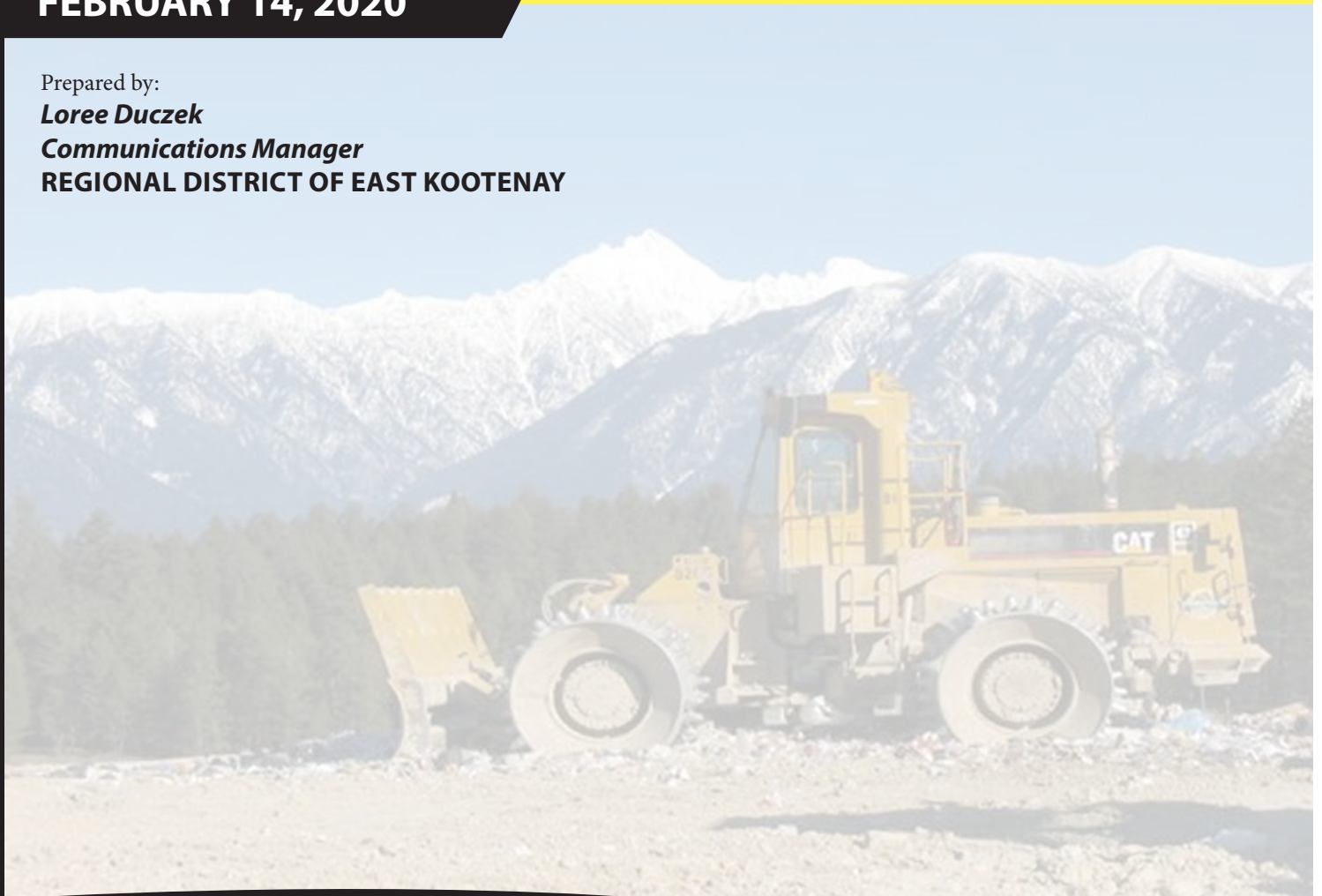


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EXECUTIVE SUMMARY

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.

Request for Decision

File No: Ehh 650 065

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):

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

Request for Decision

File No: Ehh 670 001

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

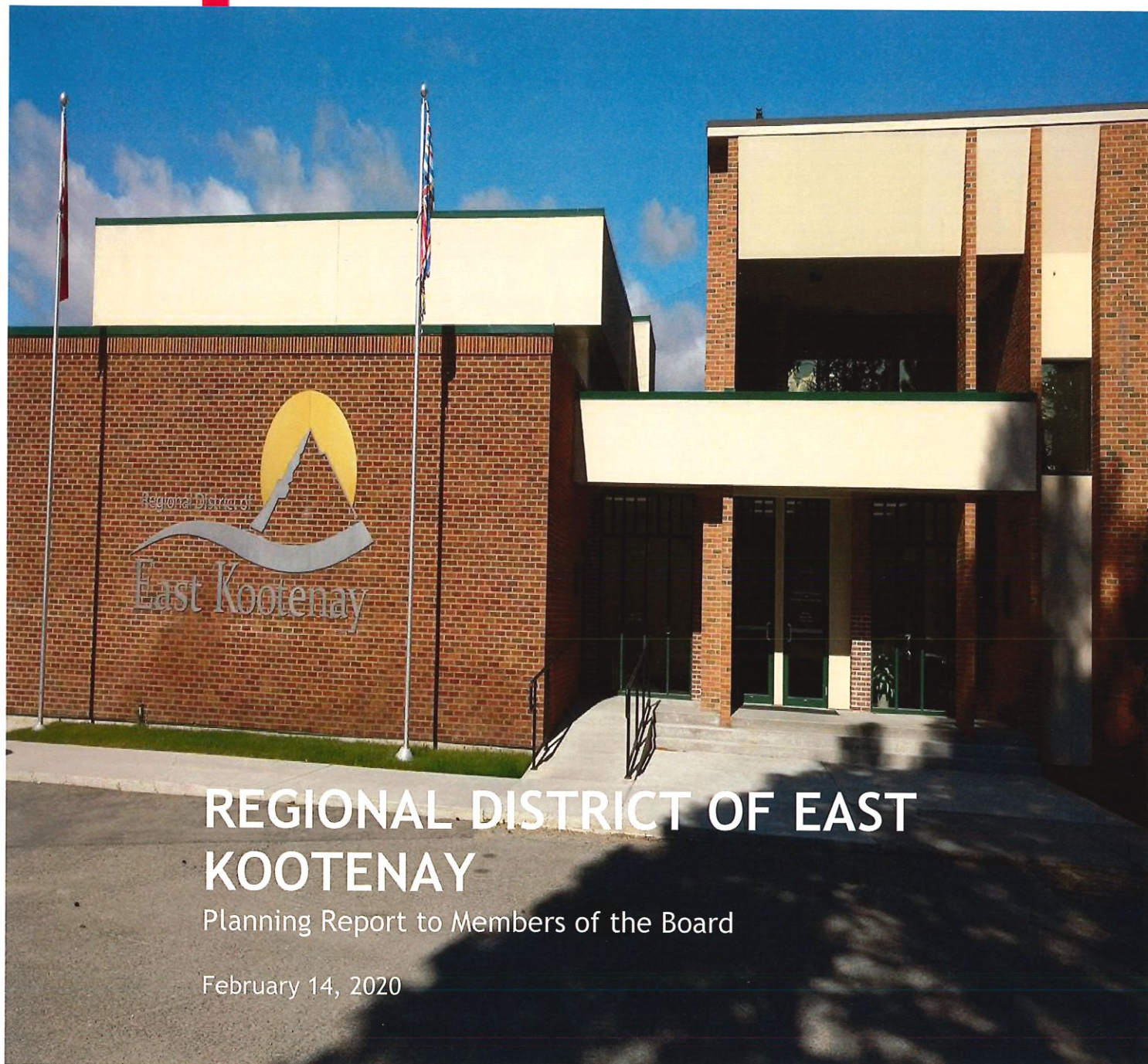
Attached is an audit planning report from our auditors, BDO Canada LLP, regarding the 2019 year-end audit. In the letter, they are requesting feedback from the Board on various subjects. In particular, they would like to hear from the Board if there is any question as to BDO's independence from the RDEK (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





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.

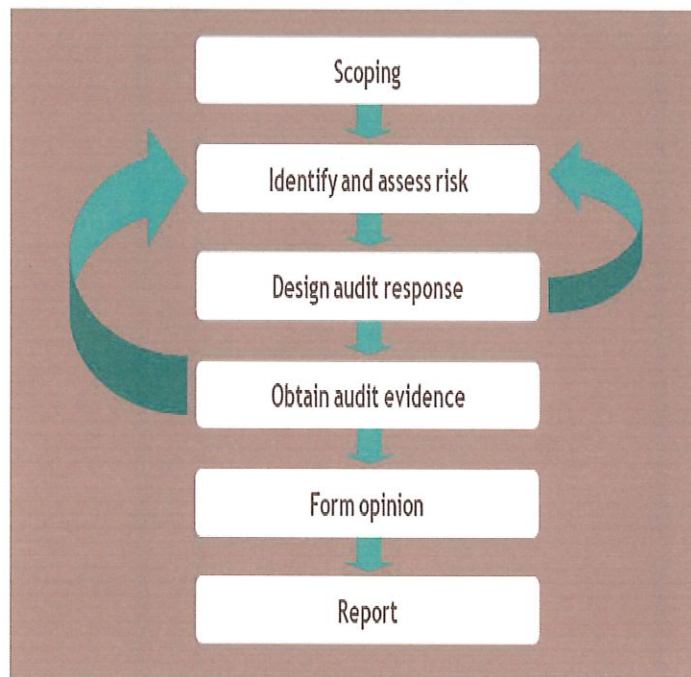
AUDIT STRATEGY

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/>

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 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
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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

Request for Decision

File No: P 151 400

Date February 5, 2020
Author Andrew McLeod, Development Services Manager
Subject Request for Reconsideration - Kootenay Dirt Riders Crown Land Licence of Occupation

REQUEST

Director Walter would like the Board to reconsider its support for the Kootenay Dirt Riders Crown Land Licence of Occupation referral, rescind Resolution No. 48942, and support the referral subject to conditions.

OPTIONS

1. THAT Resolution No. 48942 adopted on January 10, 2020, in support of the Kootenay Dirt Riders Crown Land Licence of Occupation be rescinded.
2. THAT the Ministry of Forests, Lands, Natural Resource Operations and Rural Development be advised that the RDEK supports the Kootenay Dirt Riders Crown Land Licence of Occupation for a trails and staging area recreation site in the Ta Ta Creek area, subject to a public meeting being hosted by the proponent to gather the views of area residents, and reporting back to the RDEK any changes to the application being made as a result of gathering public input.
3. THAT the Ministry of Forests, Lands, Natural Resource Operations and Rural Development be advised that the RDEK does not support the Kootenay Dirt Riders Crown Land Licence of Occupation for a trails and staging area recreation site in the Ta Ta Creek area.

BACKGROUND/ANALYSIS

On January 10, 2020, the Board adopted Resolution No. 48942:

"THAT the Ministry of Forests, Lands, Natural Resource Operations and Rural Development be advised that the RDEK supports the Kootenay Dirt Riders Crown Land Licence of Occupation for a trails and staging area recreation site in the Ta Ta Creek area."

In accordance with Procedure Bylaw No. 2020, Director Walter would like the Board to rescind the above resolution (Option 1) and entertain a motion to support the Crown land referral subject to conditions (Option 2).

In support of this request, Director Walter has submitted the following comments:

- "I am receiving many calls and emails in regards to the application. During the applicant's presentation they had said that they had communicated with the residents but I now believe it may not have been adequate."

- “The proponent should hold a public meeting to present the proposal and consider amending the application based on feedback from the public in order to mitigate the concerns of area residents.”

Attachment

- December 20, 2019 staff report



Request for Decision Natural Resource Operations Referral

File No: P 151 400
Reference: 539917
Date: December 20, 2019

Subject: Crown Land Licence of Occupation – Ta Ta Creek / Kootenay Dirt Riders
Applicant: Alex Buterman
Location: Crown Land in the vicinity of Ta Ta Creek
Legal: Various

Proposal: A Crown land application pursuant to Sections 56 & 57 of the *Forest and Range Practices Act* to establish a recreation trail / site to allow construction (where required) and maintenance of 65 km +/- of trails in the vicinity of Ta Ta Creek and to construct a designated camping / staging area and designate the trails and staging area as a recreation site.

Options:

1. THAT the Ministry of Forests, Lands, Natural Resource Operations and Rural Development be advised that the RDEK supports the Kootenay Dirt Riders Crown Land Licence of Occupation for a trails and staging area recreation site in the Ta Ta Creek area.
2. THAT the Ministry of Forests, Lands, Natural Resource Operations and Rural Development be advised that the RDEK does not support the Kootenay Dirt Riders Crown Land Licence of Occupation for a trails and staging area recreation site in the Ta Ta Creek area.

Recommendation: **Option #1:** Establishing the existing trails and staging area as a recreation site will give Recreation Sites and Trails BC the needed tools to further engage collaboratively with the Kootenay Dirt Riders Association in ongoing improvements and recreation management in the area. Recreation Sites and Trails BC will ensure the proposed recreation site designation is consistent with ALC regulations.

Property Information: **OCP Designation:** RR, Rural Resource; includes agricultural, rural residential and rural resource land uses with parcel sizes 8.0 ha and larger. The RR designation also recognizes the use of these lands for public utility use, resource extraction, green space and recreation.

OCP Policies:

- Efforts to minimize conflicts between motorized and non-motorized recreation users of Crown land within the plan area are supported.
- The Regional District encourages management of Crown land in an environmentally responsible manner which:
 - a) Protects surface and groundwater sources;
 - b) Manages forest ingrowth;
 - c) Minimize risk of interface fire and wildfire;
 - d) Enhances wildlife habitat;
 - e) Protects views and scenery;
 - f) Protects watershed ecological values, including waterfowl and fish and their corresponding habitat; and,

**Property
Information -
cont'd:**

- g) Maintains diverse plant communities by managing invasive plants.

Zoning Designation: Most of the identified area is zoned RR-60, Rural Resource Zone, minimum parcel size: 60 ha. Wildland use is permitted. Some portions of the identified land are unzoned.

Parcel Size: The area affected is approx. 250 ha. 65 kms +/- of trails plus camping and staging area

Density: N/A

ALR Status: Mostly within. Pursuant to ALC Act BC Regulation 30/2019 Section 16, a recreation site established under Section 56 of the *Forest and Range Practices Act*, is permitted.

BC Assessment: N/A

Water / Sewer Services: Onsite. The referral states that the applicants propose to install a pit-toilets in the camping / staging area

Interface Fire Hazard Rating: Ranging from low to high. Crown land is serviced by the BC Wildfire Service.

Flood Hazard Rating: The proposed trail network crosses several creeks and is in the vicinity of several waterbodies.

**Crown Land
Management
Plans:**

N/A

**Lake Management
Plans:**

N/A

**Shoreline
Management
Guidelines:**

N/A

**Additional
Information:**

- The area is proposed to be designated as an established recreation site under FRPA Section 56 (establishing recreation sites or trails on Crown Land).
- The proposed recreation area is intended for all user groups and the general public.

Consultation:

APC Area E: Not supported

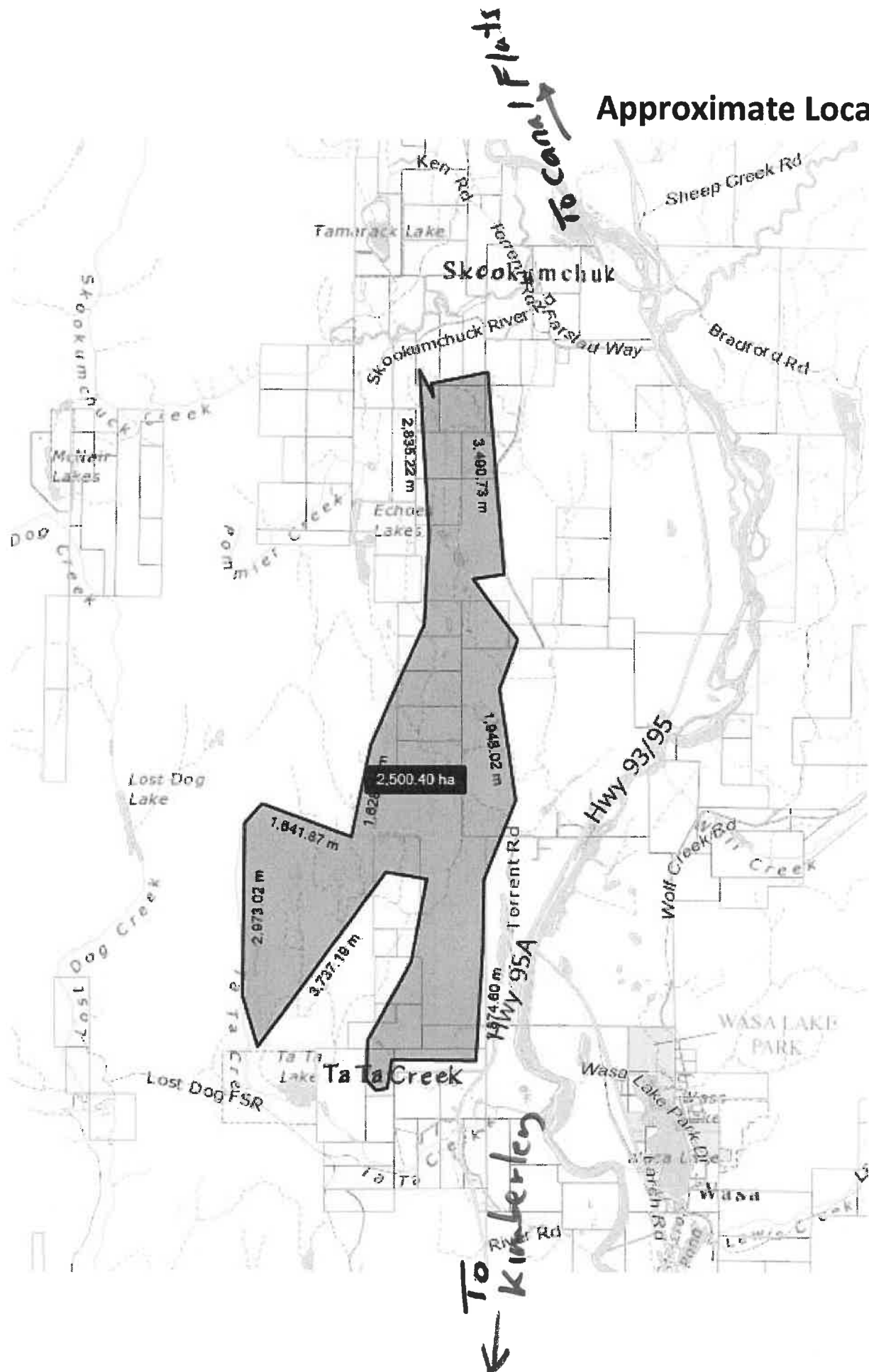
**Documents
Attached:**

- Location Map
- Proposal
- Maps Provided by Applicant

**RDEK
Contact:**

Tracy Van de Wiel, Planning Technician
Phone: 250-489-0306
Email: tvandewiel@rdek.bc.ca

Approximate Location





16660-20/260438 Tata Creek

July 15, 2019

Dear Recreation Land Referral Recipients

The Kootenay Dirt Riders Association (KDRA) has submitted an application to formally establish an existing dirt bike trail network (~65 km) and to build a designated camping/staging area in the Tata Creek area. This land referral is to designate the trail network as a British Columbia recreation trail and to designate the area highlighted in yellow on the map as a British Columbia recreation site.

The proposed recreation trails will provide beginner to intermediate trails for off road motorcycling and promote a family friendly riding opportunity. By designating these informal trails, it will allow for focused management and application of Recreation Sites and Trails BC standards and regulations. As well, the proposed recreation site will formalize the existing uncontrolled camping and provide adequate facilities for camping ie pit toilets. The complete Section 57 application form is included in the referral package with further details.

A trail inventory was completed in 2017 which identified portions of trail that have problems with sustainability or connectivity which will be considered for mitigation. The Tata Creek Recreation Trail Inventory and Assessment is available for review for stakeholders looking for that level of information. Chapter 10 of the *Recreation Manual* and the Great Trails: Providing Quality OHV Trails and Experiences are the industry standards that will apply to this proposed trail network if approved.


The application is made under Section 57 of the *Forest and Range Practices Act (FRPA)* (allowing construction, rehabilitation, and maintenance) and will subsequently be designated as an established Recreation Trail under FRPA Section 56 (establishing Recreation Sites or Trails on Crown Land). The designation will give Recreation Sites and Trails BC (RSTBC) the needed tools to further engage collaboratively with the Kootenay Dirt Riders Association in the ongoing improvements and recreation management in the area.

KDRA is an active non-profit stewardship group promoting responsible off-road motorcycling in the Tata Creek area. If authorization proceeds, the club will be required to enter into a 10 year Partnership Agreement with Recreation Sites and Trails BC for stewardship and maintenance of these proposed dirt bike trails. KDRA is committed to providing leadership for sustainable trails that can be enjoyed by all ages and abilities.

- 2 -

I welcome your comments on the proposed trail network and camping/staging area.

Yours truly,

A handwritten signature in dark ink, appearing to be 'Lisa Cox', written in a cursive style.

Lisa Cox
Recreation Officer
Rocky Mountain District
Recreation Sites and Trails Branch



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

Proposal for Construction or Maintenance of Trails or Recreation Facilities on Crown Land

For Office Use Only (form for applications from the public pursuant to section 57, Forest and Range Practices Act)

Date Received	Received By	Recreation District	File no (if applicable)

All applications must include a completed application form, and for proposals involving previously 'un-managed' trails or facilities or new trails or facilities, the application must also include a general location map, a specific location map and submission of digital geo-spatial information as described in the *Application Information and Guidelines* associated with this Form. **Incomplete applications will not be considered.**

Part 1. Proponent Name and Contact Information

Proponent Name:

FULL LEGAL NAME of Individual(s), Organization or Society

Kootenay Dirt Riders Association

Proponent Mailing Address:

8983 Highway 95A

Kimberley B.C.

V1A 3M5

Contact Name for Organization or Society:

Alex Buterman

Proponent Contact Numbers:

[Redacted] Cell

Phone:

Daytime Phone:

Fax:

Email Address:

Part 2. General Proposal Description

Purpose or intended use of proposed trail or recreation facility: To establish, maintain and protect habitat for motorcycle use in the Tata Creek area. To have an area to be enjoyed and respected for future dirt bike use in a sustainable, forward thinking way. To work with the existing infrastructure to produce + provide safe, sustainable trail systems.

Brief description of proposed trail or recreation facility and any work or activities planned:

To enhance and cohabitate motorcycle terrain with existing eco-systems and interests. To create a three phase approach to the area. ① maintain/improve existing trails, ② To establish a riding area that has outdoor toilets, camping area and safe staging Area, ③ To uphold Stewardship and Responsibility for future and existing riding community.

Location of proposed trail or recreation facility:

Tata Creek area B.C.

NAD 1983 UTM Zone 11N

This proposal is for: (refer to <i>Application Information and Guidelines</i> for explanation of proposal types)		
Authorization under Section 57 of the <i>Forest and Range Practices Act</i> to construct, rehabilitate or maintain a trail or recreation facility on Crown land: (please select one choice from each column)		
<input type="checkbox"/> construction <input type="checkbox"/> maintenance <input type="checkbox"/> rehabilitation	<input type="checkbox"/> a managed trail or recreation facility <input type="checkbox"/> an unmanaged trail or recreation facility <input type="checkbox"/> a new trail or recreation facility	For an existing trail, is it a Heritage Trail or known to have heritage, or historic values? <input type="checkbox"/> designated Heritage Trail <input type="checkbox"/> known Historic or Heritage Value <input checked="" type="checkbox"/> no known heritage values


Part 3. Detailed Trail or Recreation Facility Description	
Approximate trail or recreation facility size:	Proposed work start dates:
Approximate trail or facility length x width:	Proposed work completion dates:
Describe the anticipated or proposed trail or recreation facility uses (check all that apply):	
<input checked="" type="checkbox"/> Camping <input checked="" type="checkbox"/> Picknicking <input type="checkbox"/> Fishing <input type="checkbox"/> Hiking <input type="checkbox"/> Mountain Biking <input type="checkbox"/> Horseback Riding <input type="checkbox"/> Cross Country Skiing <input type="checkbox"/> Boating <input type="checkbox"/> Snowmobiling <input type="checkbox"/> ATV's (ORVs) <input checked="" type="checkbox"/> Trail bikes (Motorized) <input type="checkbox"/> Other _____ (Please Specify)	
Are you aware of any potential land conflicts or constraints, including overlap with private property, grazing leases, provincial parks or protected areas, Old Growth Management Areas, or is the proposed trail or recreation facility located within a community watershed?	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Describe: Possible cattle grazing tenure, Possible horse back riding tenure	
Identify any construction or maintenance guidelines or standards that will be followed when conducting works, any infrastructure that will be required, or signage to be installed:	
Any work that would be done on existing trails would have warning flagging or signage that trail maintenance was in affect. All work performed will be approved by proper Authority before starting any work	
Describe any significant water features including creeks, streams, rivers or wetlands the proposed recreation trail or facility might cross or potentially impact, and how you plan to protect these areas:	
We will work with professional support to decommission trails that affect water features. We will work to re route, bridge over water features	
Digital geo-spatial information provided with application Format: <input type="checkbox"/> gpx file <input type="checkbox"/> shape file <input type="checkbox"/> kml file (must be based on field collected gps data) File name(s):	Maps & Photos Included <input type="checkbox"/> General Location Map <input type="checkbox"/> Specific Location Map <input type="checkbox"/> Colour Photographs
(see <i>Application Process Information Package</i> for spatial data requirements and map requirements associated with this application)	

Part 4. Additional Information

Describe any discussions or communications with potentially impacted stakeholders, interest holders or First Nations regarding this proposal: Members of our board of KDRA have had successful conversations with immediate neighbors to the lake creek area. We have been met with optimism that someone credible will be taking a responsible approach

Describe your or your organization's capacity and commitment for ongoing maintenance of the proposed trail or recreation facility, should it be approved: KDRA is a growing organization, members of KDRA will be assigned to trail maintenance teams that will do work on existing trails to ensure the risk is controlled by design, trails are environmentally sustainable and within the limits of the agreement with the Ministry. Our goal with KDRA is to pass down a legacy of riding in the East Kootenays to future generations

(attach additional pages as necessary, including any letters of support from stakeholders, summaries of correspondence, etc)

<p>Applicant Signature</p>  <p>Alex Buterman</p> <p>Printed Name of Applicant</p>	<p>April 5 / 2019</p> <p>Date</p>
---	-----------------------------------

PLEASE RETAIN A COPY OF THIS APPLICATION FOR YOUR RECORDS

NOTE: The information you provide will be subject to the *Freedom of Information and Protection of Privacy Act*. If you have any questions regarding the treatment of your personal information, please contact the Office of the Information & Privacy Commissioner for British Columbia. Visit www.oipc.bc.ca/ for more information.

The submission of this form does not in any manner convey any rights to use or occupy Crown land.

FrontCounter BC Contact Information

Phone

Call FrontCounter BC toll free at: **1-877-855-3222**
Call from outside North America at: **++1-778-372-0729**

Email

FrontCounterBC@gov.bc.ca

Website

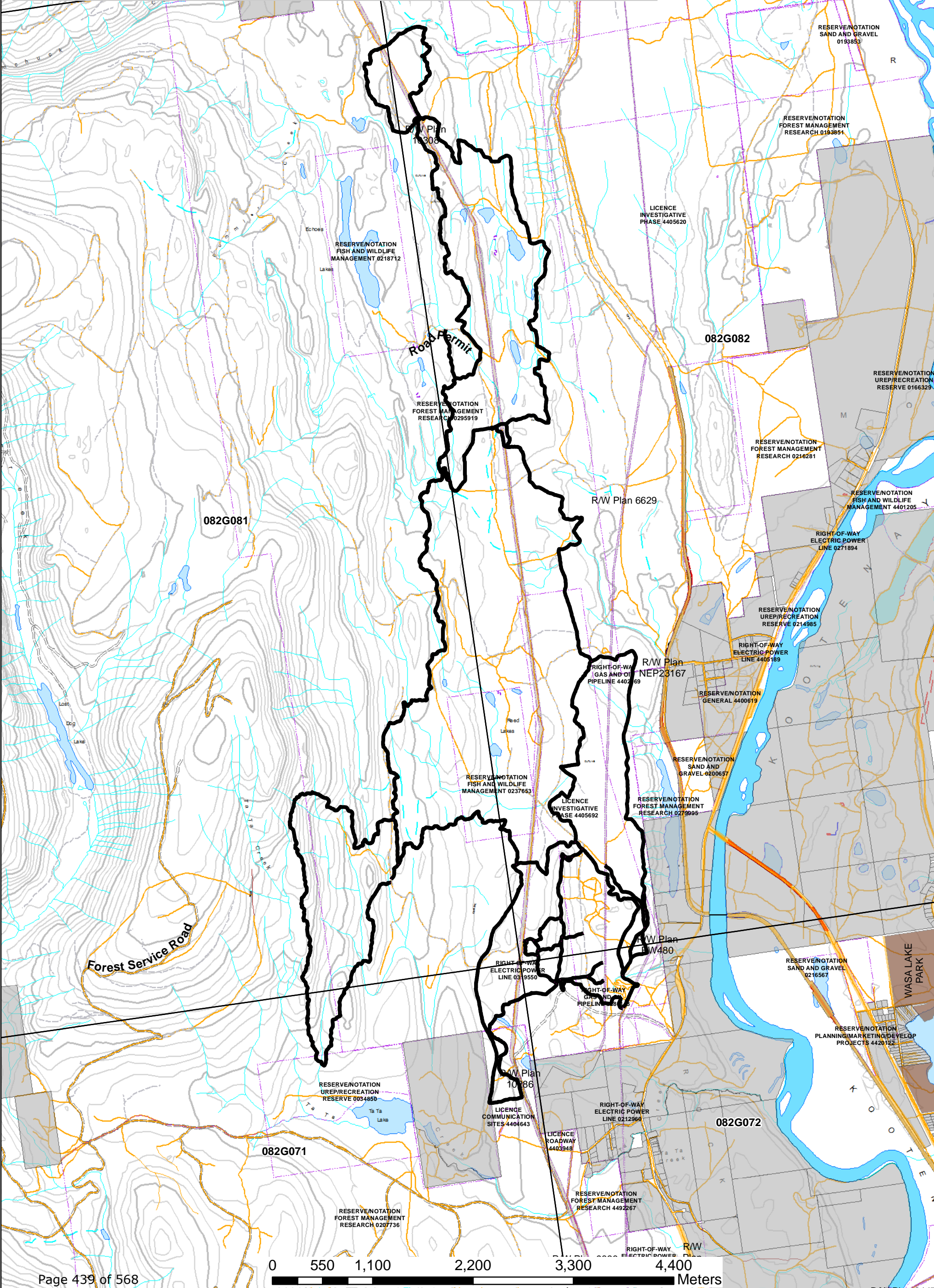
For information on the nearest FrontCounter BC location, or other information regarding your Natural Resource Application, visit

<http://www.frontcounterbc.gov.bc.ca/>



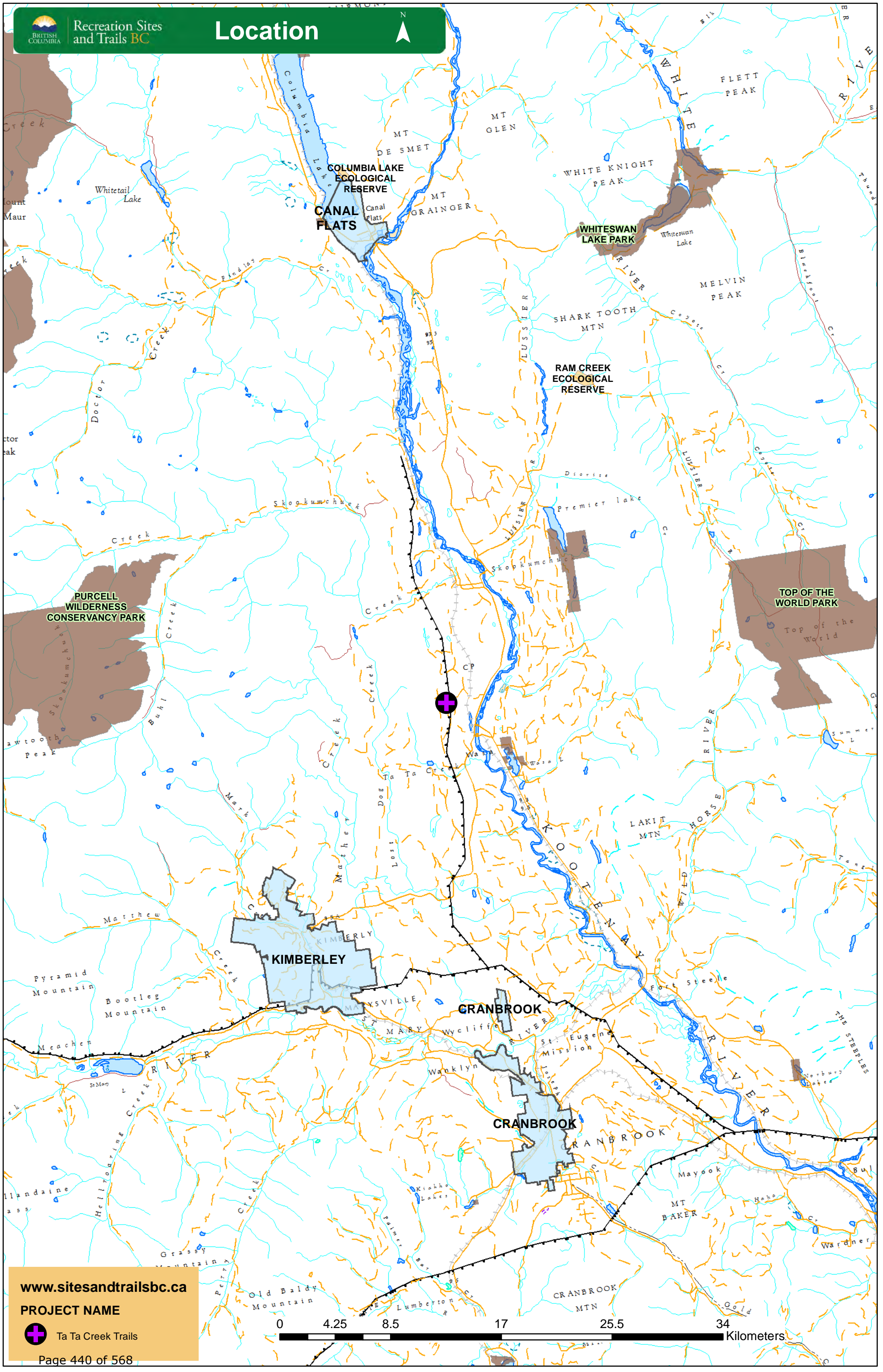
MAP OF: REC260438 Ta Ta Creek

Recreation District Rocky Mountain (RDRM)	Natural Resource District Rocky Mountain	(shown in bold black) 	MAP PROJ: NAD 1983 BC Env Albers
1:38,000 at 11x17 Size Map Sheet: 082G081	UTM 11: 587602 east 5516684 north Project Type: Trail	R/W WIDTH (m): 10 LENGTH (km): 38.502343	Drawn By: B. Dowdoff Date: 2019-06-07



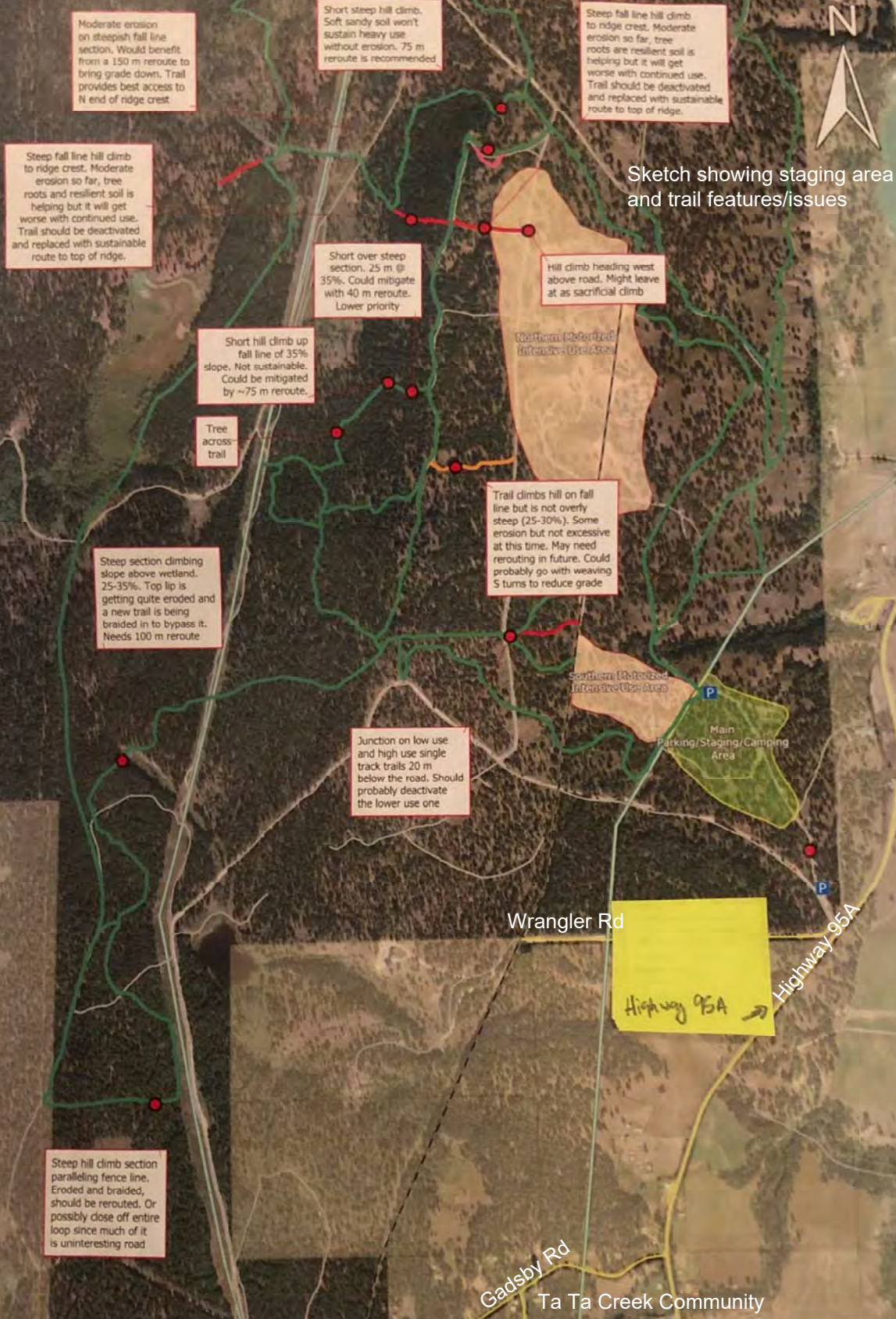


Location





Sketch showing staging area and trail features/issues



Request for Decision Bylaw Amendment Application

File No: P 719 222
Reference: Bylaw No. 2972
Date: January 30, 2020

Subject: Bylaw No. 2972 (Koocanusa West / Flood, Hopkins & C.D. Reay & Sons Ltd.)
Applicant: Brian Flood, Sharlene Hopkins and C.D. Reay & Sons Ltd.
Agent: Sharlene Hopkins
Location: Kikomun-Newgate Road, west of Lake Koocanusa
Legal: District Lot 2707, Kootenay District and District Lot 2708, Kootenay District

Proposal: To amend the zone designation of both subject properties from RR-16 to RR-8 to permit future boundary adjustment subdivision.

Options:

1. THAT Bylaw No. 2972 cited as "Regional District of East Kootenay – South Country Zoning & Floodplain Management Bylaw No. 2320, 2011 – Amendment Bylaw No. 21, 2019 (Koocanusa West / Flood, Hopkins & C.D. Reay & Sons Ltd.) be introduced.
2. THAT Bylaw No. 2972 cited as "Regional District of East Kootenay – South Country Zoning & Floodplain Management Bylaw No. 2320, 2011 – Amendment Bylaw No. 21, 2019 (Koocanusa West / Flood, Hopkins & C.D. Reay & Sons Ltd.) not proceed.

Recommendation: Option 1.

The proposal enhances the agricultural operation currently spread across two parcels by consolidating it into one parcel. No negative impacts are anticipated with the proposed change in parcel sizes or boundary reconfiguration.

Property Information: **OCP Designation:** RR, Rural Resource, which supports agricultural, rural residential and rural resource land uses with parcel sizes 8.0 ha and larger. The RR designation also recognizes the use of these lands for public utility use, resource extraction, green space and recreation.

OCP Policies:

- Applications to create parcels less than 0.4 ha in size are not supported within the plan area and are directed to communities outside the plan area.
- Despite the minimum parcel size requirements established within the zoning bylaw, subdivision is generally not supported within the plan area, with the exception of areas specifically referred to in sections 4.3(3), 4.3(4) and 4.3(5) and applications consistent with section 4.3(2)(c). However, if applications for ALR subdivision or rezoning of these areas are received, they will be reviewed on an individual basis in relation to the following criteria:
 - Compatibility of proposed development with existing and surrounding land uses and parcel sizes;

**Property
Information -
cont'd:**

- Compatibility with agriculture and existing resource industries in the area;
 - Proposed lot size and density;
 - Proximity to an existing development node;
 - Capability to provide onsite sewage disposal in accordance with provincial requirements;
 - Potential impact of the proposal on groundwater;
 - Potential impacts of the proposed subdivision on the agricultural capability and suitability of both the parcel proposed for subdivision and on neighbouring parcels if the application is for a parcel located within the ALR;
 - Identification and mitigation measures for ecologically sensitive areas including riparian areas, wildlife habitats, and fish habitats;
 - Identification and mitigation of potential hazards (avulsion, flooding, wildfire & geotechnical);
 - Access to the development and proposed road networks;
 - Access to emergency service; and
 - FireSmart principles identified in 11.2(3)(c).
- Fragmentation or parcelization of land suitable for agricultural use in the Kikomun-Newgate Road North area is not supported
 - Applications for residential subdivision of the Kikomun-Newgate Road North parcels will be considered on an individual basis in relation to the following criteria:
 - Compatibility of proposed lot size and density with existing and surrounding land uses and parcel sizes;
 - Potential impacts of the proposed subdivision on the agricultural capability and suitability of both the parcel proposed for subdivision and on neighbouring parcels;
 - Potential impact of the proposal on groundwater;
 - The capability to provide onsite sewage disposal in accordance with provincial requirements; and
 - Regional District of East Kootenay decisions regarding ALR subdivision applications which were made prior to the adoption of this plan.

Current Zone Designation: RR-16, Rural Residential (Extensive) Zone
(minimum parcel size: 16 ha)

Proposed Zone Designation: RR-8, Rural Residential (Country) Zone
(minimum parcel size: 8 ha)

Parcel Size:

Existing: Two parcels: 8.7 ha (21.5 ac) and 16.1 (39.8 ac)

Proposed: Two parcels: 10.7 ha (26.5 ac) and 14 ha (34.5 ac)

Density:

Existing: 2 lots

Proposed: 2 lots

**Property
Information -
cont'd:**

Potential: 3 lots. If the proposal was amended to a 3 lot subdivision an ALR subdivision application would be required.

ALR Status: Within the ALR. The subdivision application is pursuant to Part 5 section 10(1)(C) of the *Agricultural Land Reserve General Regulation*, which permits an approving officer to approve a subdivision without approval of the commission if the proposed subdivision:

- involves not more than 4 parcels, each with a minimum of 1 ha;
- does not increase the number of parcels;
- is a boundary adjustment that, in the opinion of the approving officer, will allow for the enhancement of farming on the owner's agricultural land or for the better use of structures used for farming; and
- no parcels in the reserve are less than 1 ha.

Interface Fire Hazard Rating: Moderate, within the Baynes Lake fire protection area

BC Assessment: Residential & Farm

Water and Sewer Services: Onsite

Flood Hazard Rating: The subject properties are not identified as being within a flood hazard area.

**Professional
Studies:**

None

**Additional
Information:**

- The subject properties are currently used as farmland. The owners of DL2708 have a recreational vehicle on their property that they use in the summer months and DL2707 has a hay shed on the property.
- The owners wish to complete a boundary adjustment subdivision that will enhance the existing farm operation; no new parcels are being proposed.

Consultation:

APC Area B: Support

Referral Agencies:

- **Interior Health Authority:** Interests unaffected.
- **Transportation & Infrastructure:** Interests unaffected.
- **Environment:** Access to the properties must be off existing access or private land, no increase in access through Crown land, and any new fencing must be wildlife friendly.
- **Ktunaxa Nation Council:** No concerns.
- **School District No. 5:** No comment to date.
- **Telus:** No comment to date.

- Consultation - cont'd:**
- **Ministry of Agriculture:** The proposed boundary adjustment involving these two lots make good sense from an agricultural perspective.
 - **Agricultural Land Commission:** No objections as it appears that new lot configuration is supportive to agriculture.
- Documents Attached:**
- Bylaw
 - Location Map
 - Land Use Map
 - Zone Designation Map
 - Proposal
 - Aerial Photo
- RDEK Contact:**
- Krista Gilbert, Planning Technician
Phone: 250-489-0314
Email: kgilbert@rdek.bc.ca

REGIONAL DISTRICT OF EAST KOOTENAY

BYLAW NO. 2972

A bylaw to amend Bylaw No. 2320 cited as "Regional District of East Kootenay – South Country Zoning & Floodplain Management Bylaw No. 2320, 2011."

WHEREAS the Board of the Regional District of East Kootenay has received an application to amend Bylaw No. 2320;

AND WHEREAS the Board deems it desirable to make this amendment as aforementioned;

NOW THEREFORE, the Board of the Regional District of East Kootenay in open meeting assembled, enacts as follows:

1. This Bylaw may be cited as "Regional District of East Kootenay – South Country Zoning & Floodplain Management Bylaw No. 2320, 2011 – Amendment Bylaw No. 21, 2019 (Kooacanusa West / Flood, Hopkins & C.D.Reay & Sons Ltd.)."
2. The designation of District Lot 2707, Kootenay District and District Lot 2708, Kootenay District, outlined on the attached Schedule A, which is incorporated in and forms part of this Bylaw, is amended from RR-16, Rural Residential (Extensive) Zone to RR-8, Rural Residential (Country) Zone.

READ A FIRST TIME the day of , 2020.

READ A SECOND TIME the day of , 2020.

READ A THIRD TIME the day of , 2020.

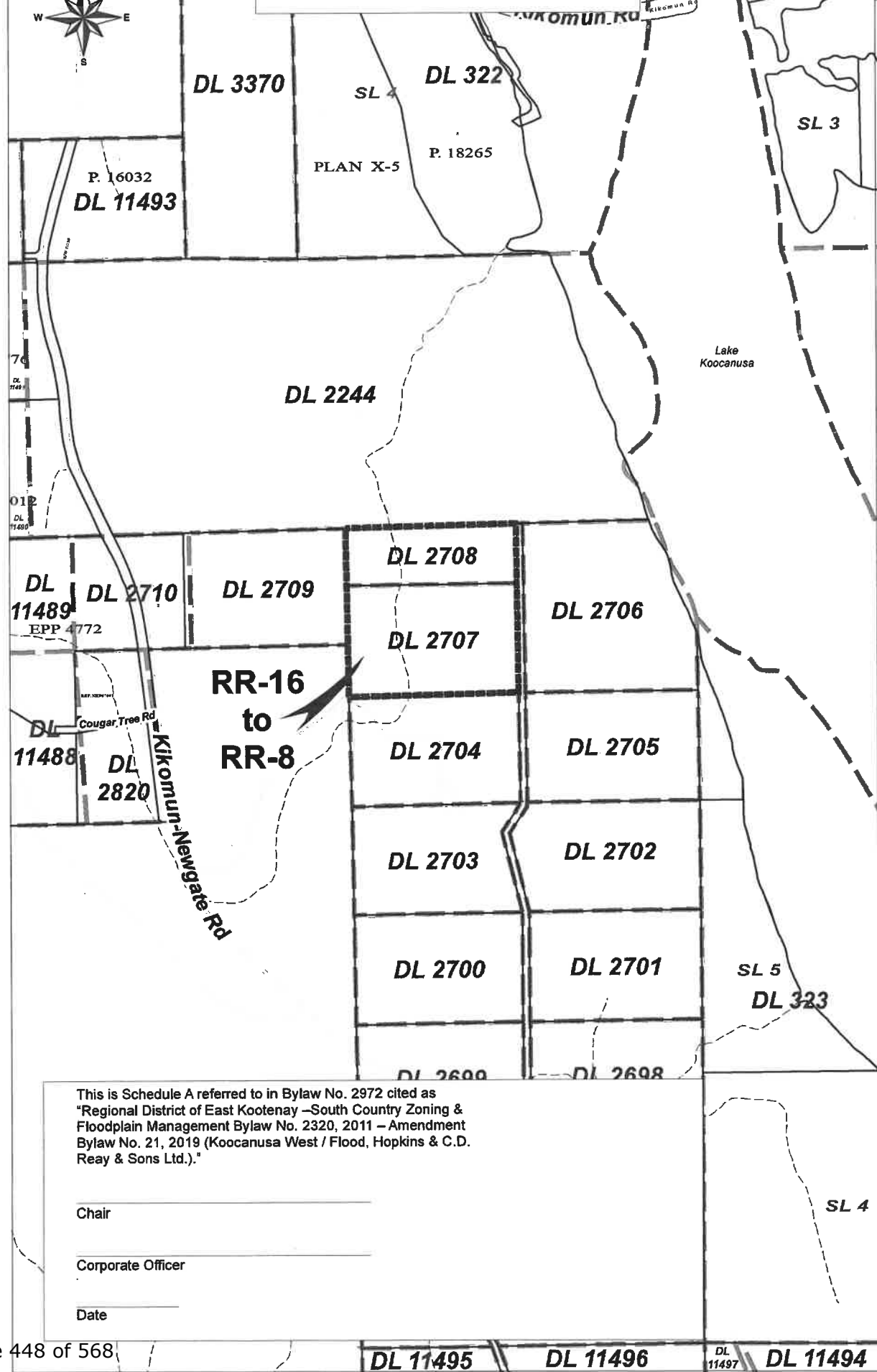
ADOPTED the day of , 2020.

CHAIR

CORPORATE OFFICER



SCHEDULE A



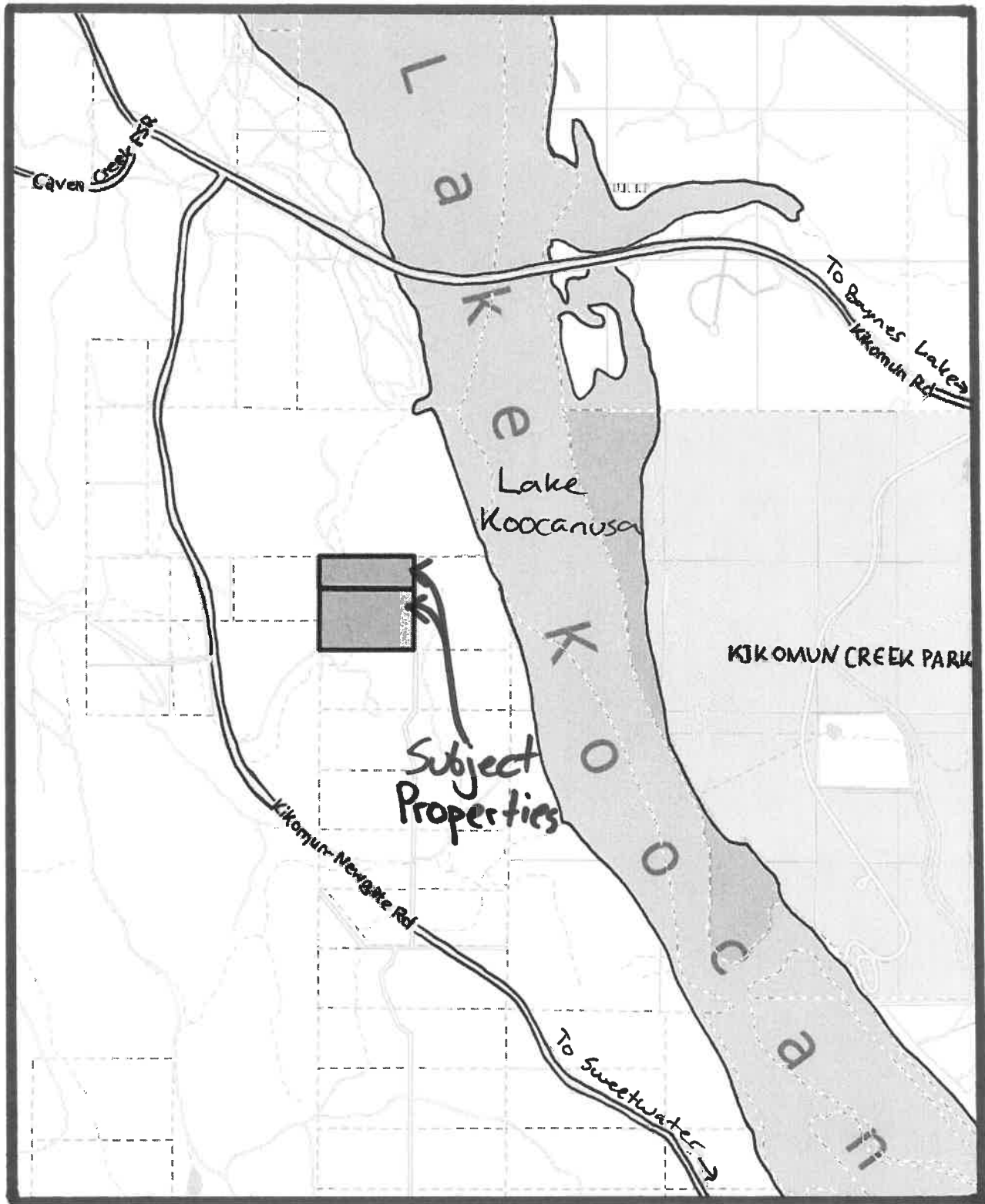
This is Schedule A referred to in Bylaw No. 2972 cited as
"Regional District of East Kootenay –South Country Zoning &
Floodplain Management Bylaw No. 2320, 2011 – Amendment
Bylaw No. 21, 2019 (Koocanusa West / Flood, Hopkins & C.D.
Reay & Sons Ltd.)."

Chair

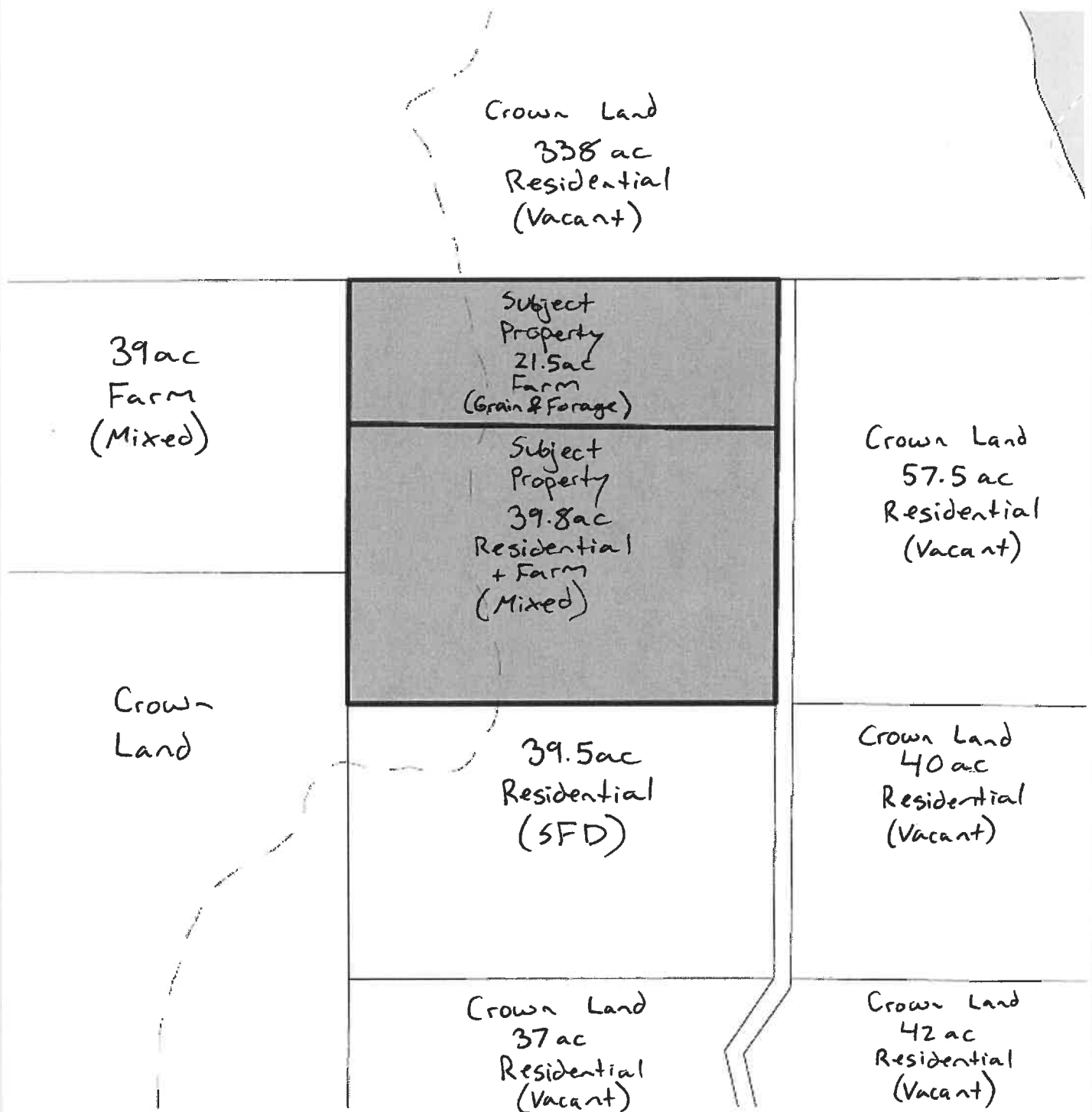
Corporate Officer

Date

Location Map



Land Use Map



Notes:

250 0 125 250 Meters

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RDEK GeoViewer - 12-4-2019 1:51 PM

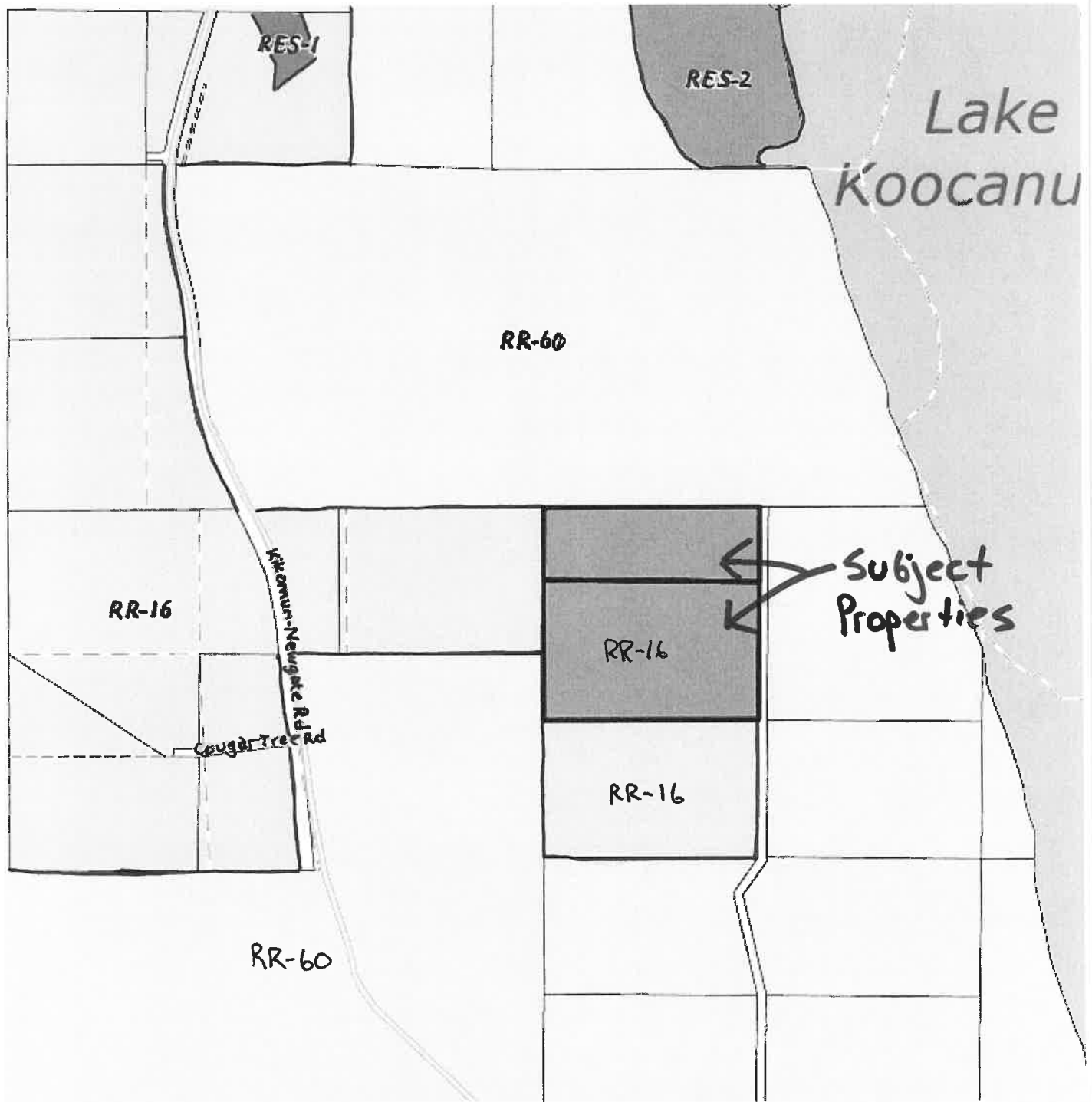
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THIS MAP IS NOT TO BE USED FOR NAVIGATION

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

Zone Designation Map



Notes:

500 0 250 500 Meters
WGS_1984_Web_Mercator_Auxiliary_Sphere
RDEK GeoViewer - 12-5-2019 10:03 AM

Scale = 1: 20,000



THIS MAP IS NOT TO BE USED FOR NAVIGATION

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

Proposed Subdivision

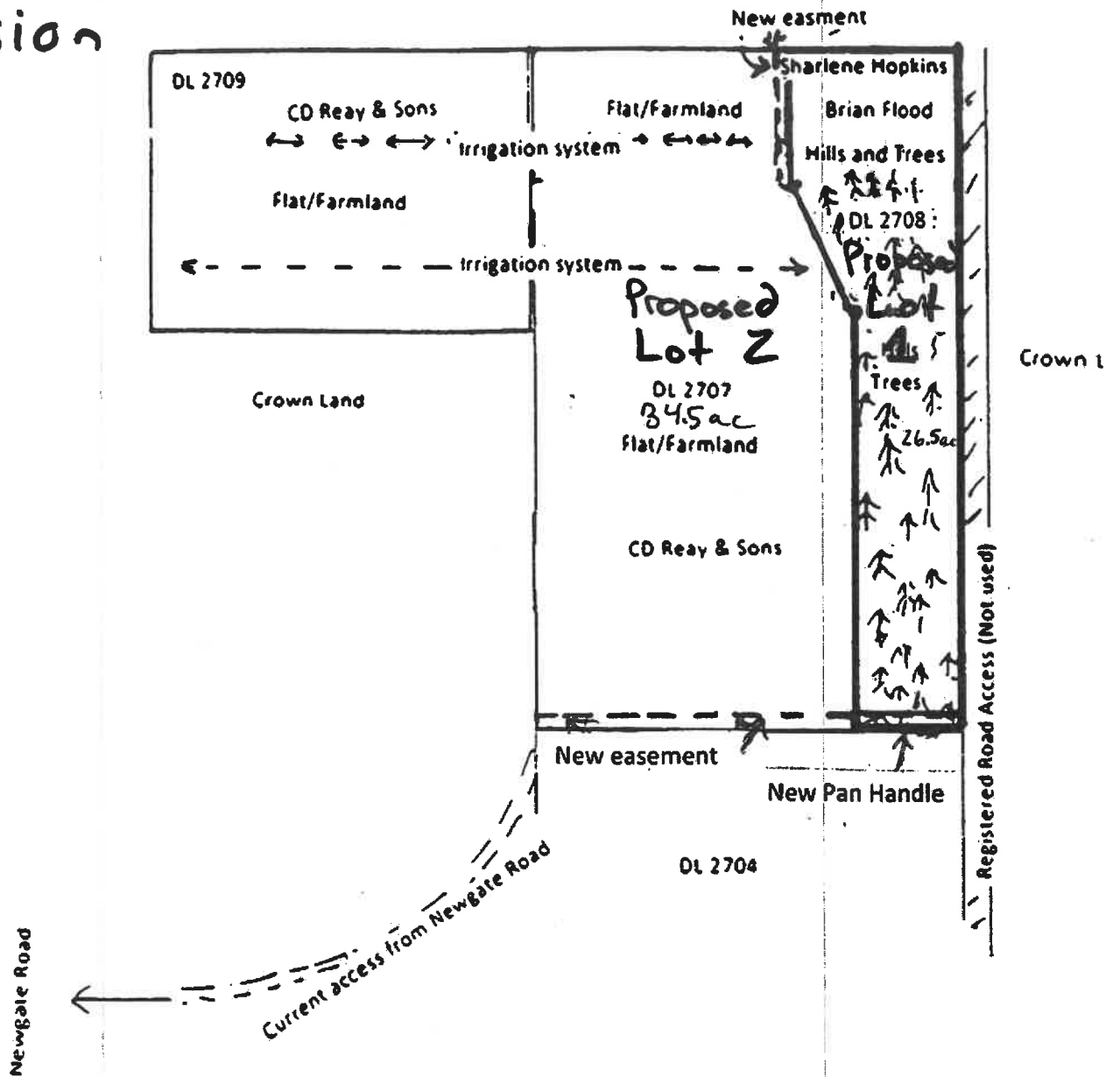


Exhibit C

Aerial Photo



Notes:

125 0 63 125 Meters

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RDEK GeoViewer - 12-12-2019 3:24 PM

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THIS MAP IS NOT TO BE USED FOR NAVIGATION

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

Request for Decision ALR Subdivision Application

File No: P 719 608
Reference: 60139
Date: January 30, 2020

Subject: ALR Subdivision – Edgewater / Greg Whitman Heavy Hauling Ltd.
Applicant: Greg Whitman Heavy Hauling Ltd. (Greg Jopp)
Agent: Terpsma Land Development Consulting (Jean Terpsma)
Location: 5050 Highway 95, Edgewater area
Legal: Lot B, District Lots 7569 & 9040, KD, Plan NEP75472

Proposal: To create 5 residential acreages. One of the acreages will be approximately 14 ha, three are proposed to be approximately 8 ha each, and the fifth acreage will be approximately 1.0 ha.

Options:

1. THAT the Agricultural Land Commission be advised the RDEK supports the Greg Whitman Heavy Hauling Ltd ALR subdivision application for property at 5050 Hewitt Road near Edgewater.
2. THAT the Greg Whitman Heavy Hauling Ltd ALR subdivision application for property at 5050 Hewitt Road near Edgewater be refused.
3. THAT the Agricultural Land Commission be advised the RDEK supports the subdivision of the physically separated 1 ha portion of the subject property fronting Highway 95 only, as shown in the Greg Whitman Heavy Hauling Ltd ALR subdivision application for property at 5050 Hewitt Road near Edgewater.

Recommendation: Option # 3

Although the proposal is consistent with the recommendations in the historical agrologist report and the configuration aligns with the existing topography and agricultural capability ratings, the property is not within the OCP's Edgewater development node. Much of the property has good agricultural capability ratings and it should remain as a large rural property with agricultural potential.

Subdivision of the 1 ha portion of the property which fronts on Highway 95 is a reasonable request as this portion of the property is physically separated from the rest by other private land holdings and is unlikely to be useful to an agricultural operation occurring on the remainder.

**Property
Information:**

OCP Land Use Designation: RR, Rural Resource which includes rural residential and rural resource land uses with parcel sizes 8.0 hectares and larger. The RR designation also recognizes the use of these lands for agriculture, resource extraction, open space and working landscape.

OCP Objectives and Policies:

- Preservation and continued use of agricultural land for present and future food production is supported.

**Property
Information –
cont'd:**

- New residential development is directed to land within existing development nodes, as designated on **Schedules D – D6** or to parcels outside of the ALR. (Note: The subject property is not within the identified Edgewater development node).
- ALR applications for non-farm use, subdivision or exclusion that involve the Board's reconsideration or alteration of a prior approval granted by the Agricultural Land Commission are exempt from the requirement to submit a report from a qualified professional as part of their application to the Regional District:
- Within the Edgewater Water System Service Area, use of domestic water for irrigation of areas of land greater than 0.1 hectare is not supported.
- Residential, commercial or industrial operations adjacent to land in the ALR are encouraged to utilize adequate buffering and setbacks to minimize the potential for conflicts.

Zoning Designation: A-2, Rural Residential (Country) Zone which has a minimum parcel area requirement of 8.0 ha and permitted uses that include: single-family dwelling, agricultural use, extraction of sand and gravel, equestrian centre, and sawmill. Accessory uses include: home - based business and cement plant.

Parcel Size: 38.6 ha (95.4 ac)

Interface Fire Hazard Rating: Ranging from low to high, within the Edgewater Fire Protection Service area.

BC Assessment: Residential (vacant)

Water / Sewer Services: Edgewater community water (by a future owner), and individual onsite sewage disposal is proposed.

**Agricultural
Capability
Ratings:**

The Canada Land Inventory (CLI) Agricultural Capability Maps indicate that the property is approximately 1/3 Class 6 with a limiting factor of topography and is not considered improvable. The other 2/3 is Class 4 with limitations of moisture deficiency and stoniness which is improvable to Class 3 with a limitation of stoniness.

Agrologist Report: An agrologist report submitted with the 2008 application concluded that approximately 68% of the property is non-arable and unsuitable for agriculture while 32% is possible hay production land.

**Additional
Information:**

- In 2008 (under the existing OCP) an ALR subdivision application for a very similar proposed configuration was supported by the RDEK and the ALC. An extension to this approval was granted in 2014 but the subdivision was never completed and the ALC has said a new application is now required because of the amount of time passed since the original approval.

**Additional
Information -
cont'd:**

- The owner says the subdivision was not completed previously because the cost of providing the connections to the Edgewater community water system was too high and the applicant says the real-estate market was flat at that time. The application says now that the RDEK has amended the Subdivision Servicing Bylaw to not request proof of potable water on lots created which are 8 ha or greater, the owner would like to proceed. A covenant would be required at the subdivision stage to prohibit any structures requiring servicing until proof of potable water is provided.
- Staff visited the property in 2008 and noted that the topography of the parcel could restrict the use of the land and that severe slopes limit access to certain areas.
- The Edgewater community water storage reservoir is located on the property.

Consultation:

APC Area F&G: Refusal recommended

**Documents
Attached:**

- Location & ALR Boundary Map
- Land Use Map
- Agricultural Capability Map and Key
- Soils Map from 2008 Agrologist Report
- Proposed Subdivision Plan

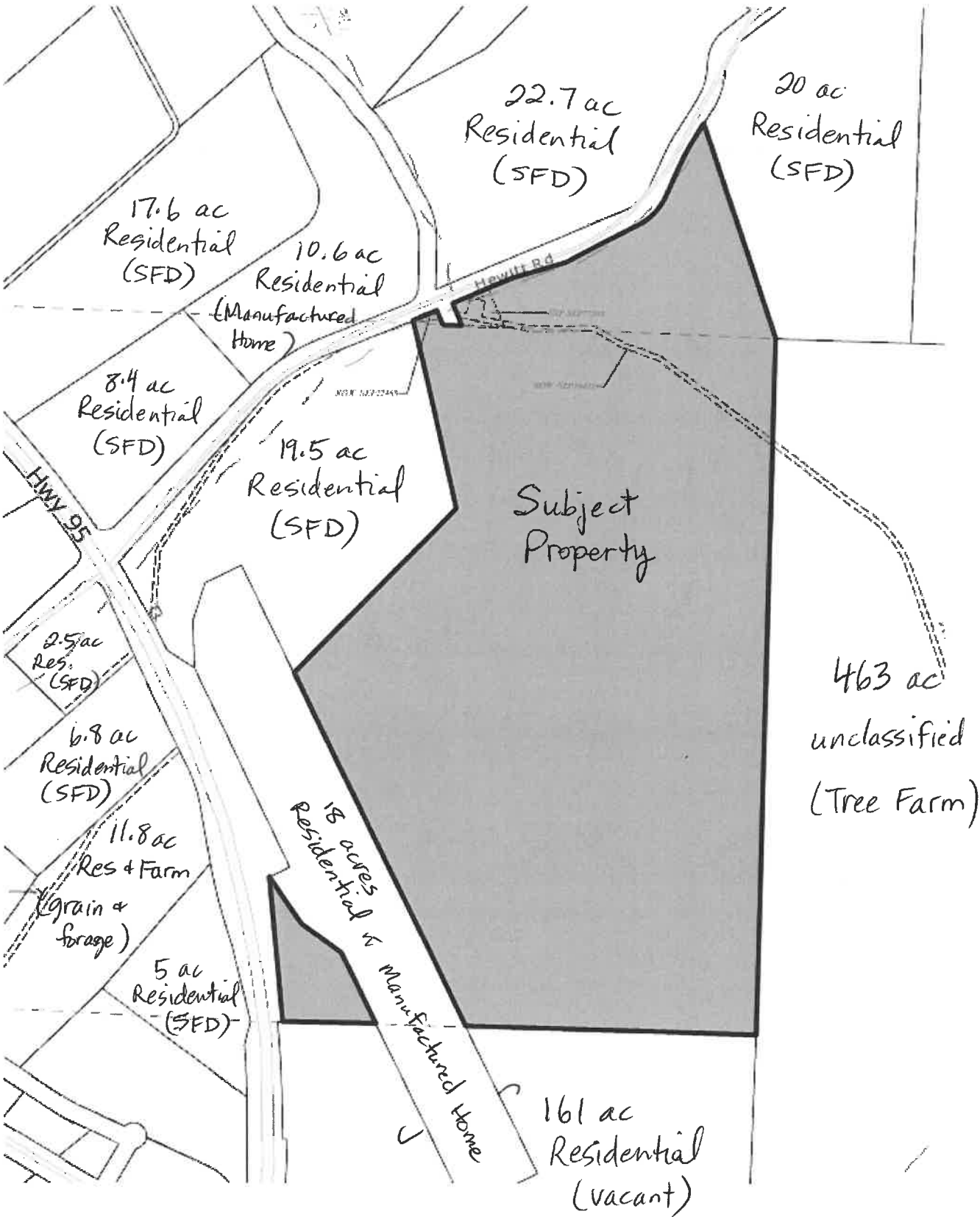
**RDEK
Contact:**

Tracy Van de Wiel, Planning Technician
Phone: 250-489-0306
Email: tvandewiel@rdek.bc.ca

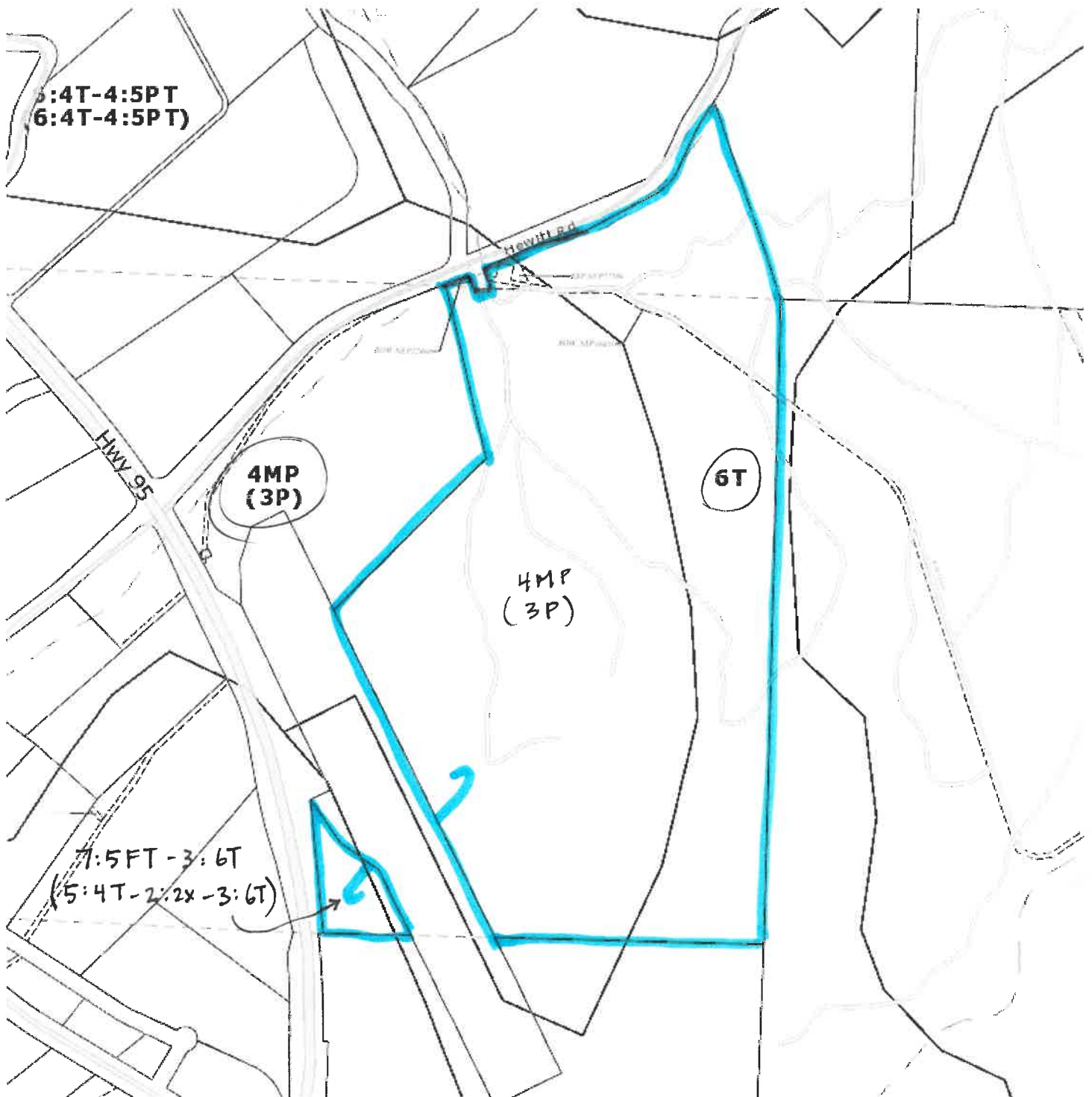
Location and ALR Boundaries Map



Land Use Map



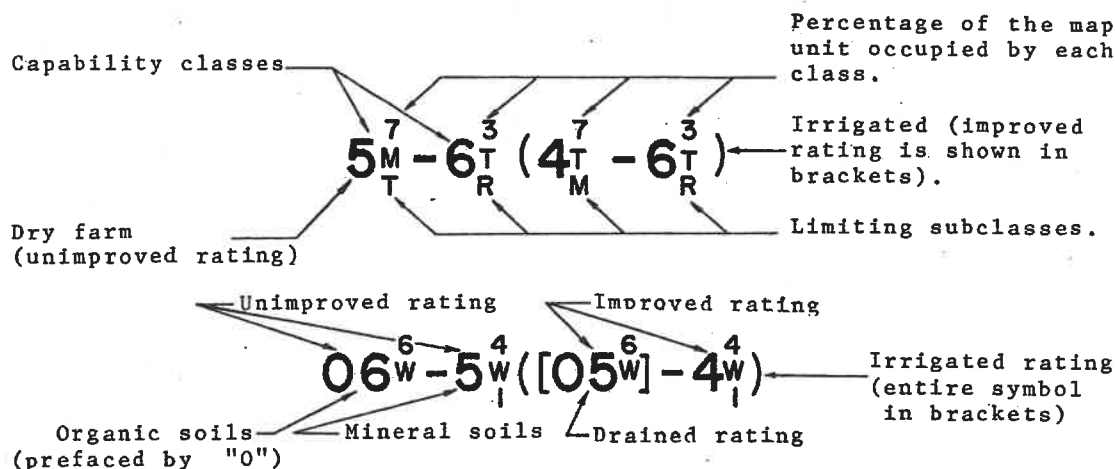
Agricultural Capability of Soils



KEY FOR INTERPRETATION OF AGRICULTURE CAPABILITY MANUSCRIPT MAPS (B.C.)

There are 7 capability classes for agriculture with 1 representing the highest class and 7 representing the lowest. In some areas of the province, two ratings are shown: one for dry farming and a second for irrigated or drained (improved) conditions. The irrigated ratings are shown enclosed in round brackets while the drained ratings appear in square brackets. In all cases improved ratings have precedence over dry farm ratings.

Example Classifications



The agriculture capability classes are determined on the relative range of crops the land can produce.

a) Capability Classes

- Class 1 - widest range of crops
- Class 2
- Class 3 } reduced range of crops caused by a number of limiting
- Class 4 } factors (subclasses)
- Class 5 - only permanent pasture or forage
- Class 6 - natural grazing
- Class 7 - no productivity

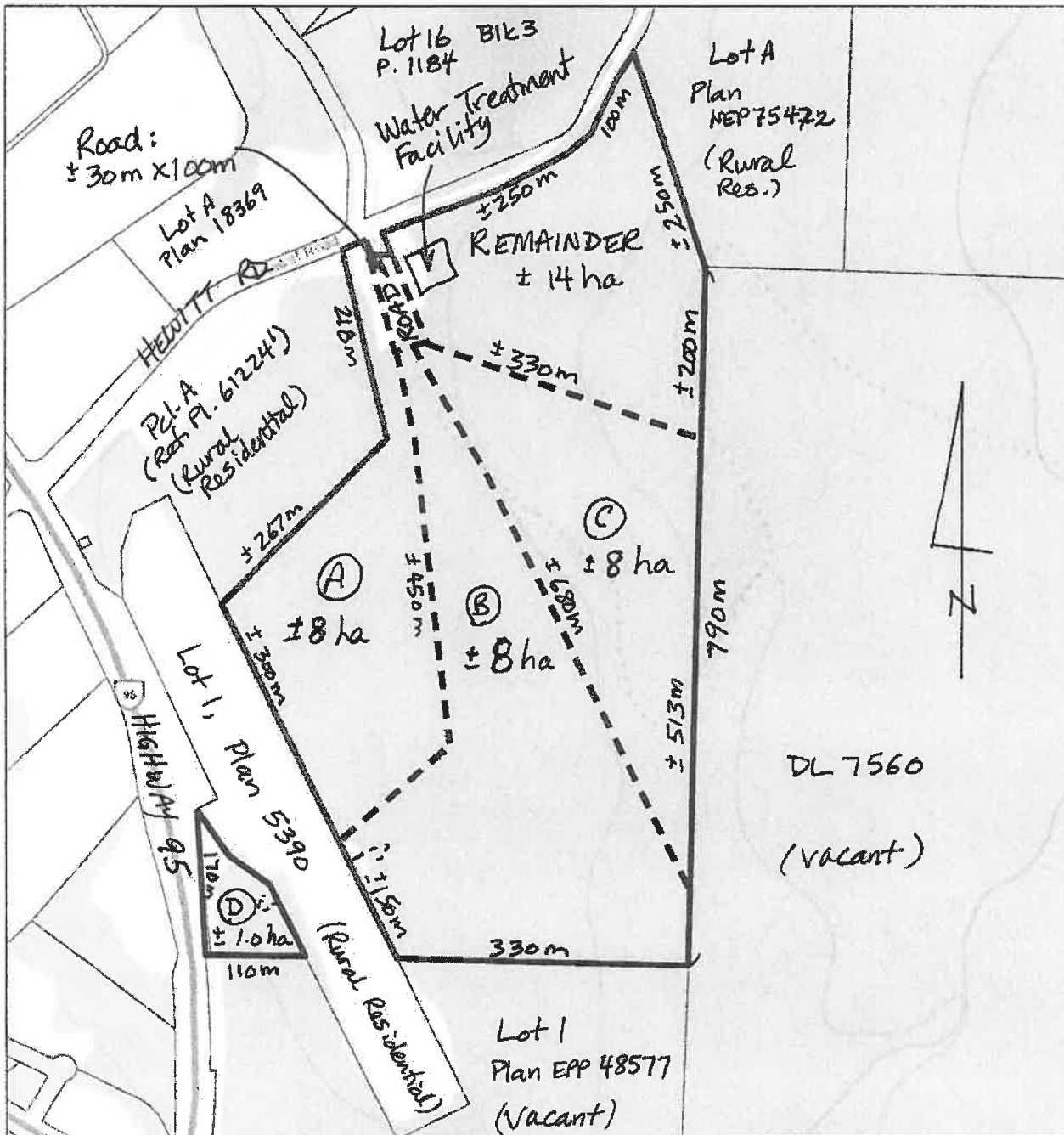
b) Limiting Subclasses

- C - adverse climate
- D - undesirable soil structure
- E - erosion
- F - low fertility
- I - inundation (flooding)
- M - moisture deficiency (droughtiness)
- N - salts
- P - stoniness
- R - bedrock near the surface
- T - topography (slope)
- W - excess water
- X - combination of soil factors
- S - cumulative and minor adverse characteristics

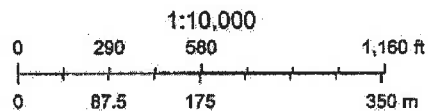
Tree fruit and grape growing areas: these crops are tolerant of soil conditions that limit field crops. Steep and stonier soils in suited climates have been upgraded to accommodate the expanded range of crops. e.g. A class 5T soil dry farmed becomes a 3T irrigated in an area climatically suited to tree fruits.

Note: A more detailed 16 page manual entitled Soil Capability Classification for Agriculture is available from the Lands Directorate, Lands Forests and Wildlife Service, Department of the Environment, Ottawa, Ontario, K1A 0H3.

Plan of Proposed Subdivision



11/28/2019, 3:06:40 PM



Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community

The Regional District of East Kootenay provides this data for information. Use of this data without verification from original source material is at your own risk! The geo-referenced location cannot be guaranteed and should not be used for navigational purposes!

Request for Decision Development Variance Permit Application

File No: P 719 220
Reference: DVP 42-19
Date: January 28, 2020

Subject: DVP 42-19 (Baynes Lake / McArthur)
Applicant: Matthew McArthur
Agent: Terpsma Land Development Consulting
Location: 765 Stirling Rd, Baynes Lake
Legal: Lot 3, Block 20, District Lot 132, KD Plan 1181

Proposal: Application to vary the South Country Zoning & Floodplain Management Bylaw to allow a panhandle access strip to be included as part of the required parcel area for one lot in a proposed two-lot subdivision.

Options:

1. THAT Development Variance Permit No. 42-19 (Baynes Lake / McArthur) be granted.
2. THAT Development Variance Permit No. 42-19 (Baynes Lake / McArthur) be refused.

Recommendation: **Option #1**
Subdivision to parcel sizes of 1 ha or larger in this area of Baynes Lake is consistent with the policies for the area. The width of the Sundown Lane right-of-way is not wide enough to be considered for road frontage and therefore a panhandle access to Stirling Road is required by MOTI to provide the legal road frontage to proposed Lot A.

**Property
Information:**

OCP Designation: SH, Small Holdings

OCP Policies:

- Subdivision of parcels identified on Schedule C in the Baynes Lake OCP to create parcels sizes of less than 1 ha are generally not supported.

Zone Designation: RR-1, Rural Residential (Estate) Zone; minimum parcel area requirement is 1 ha.

Parcel Area: 2.0 ha (5.0 acres).

Density: One single family dwelling or duplex permitted per parcel, a secondary suite is a permitted accessory use.

ALR Status: Not within the ALR

BC Assessment: Residential

Water / Sewer Services: Onsite

Property Information - cont'd:	Interface Fire Hazard Rating: Moderate to high, within the Baynes Lake fire protection area
Additional Information:	<ul style="list-style-type: none">▪ The application states that physical access to proposed Lot A will be from Sundown Lane; however, to meet the Ministry of Transportation and Infrastructure requirements both parcels must have appropriate road frontage and Sundown Lane (10m wide right-of-way) is not wide enough to be considered for road frontage. Therefore legal access will be from Stirling Road (20m wide right-of-way).
Consultation:	<p>APC Area B: Recommends refusal, the committee will discuss the proposal with Director Doehle.</p> <p>Response(s) to Notice: 14 notices were mailed on January 8, 2020 to all property owners within 100 m of the subject property. No notices were returned as undeliverable and two responses have been received. One response is in support of the panhandle, but questions the reason for requiring a panhandle. The other response was not in favour of the panhandle for the reason that it is not necessary. See attached letters.</p>
Documents Attached:	<ul style="list-style-type: none">▪ Permit▪ Location Map▪ Land Use Map▪ Proposal
RDEK Contact:	Krista Gilbert, Planning Technician Phone: 250-489-0314 Email: kgilbert@rdek.bc.ca

Permittees: Matthew McArthur

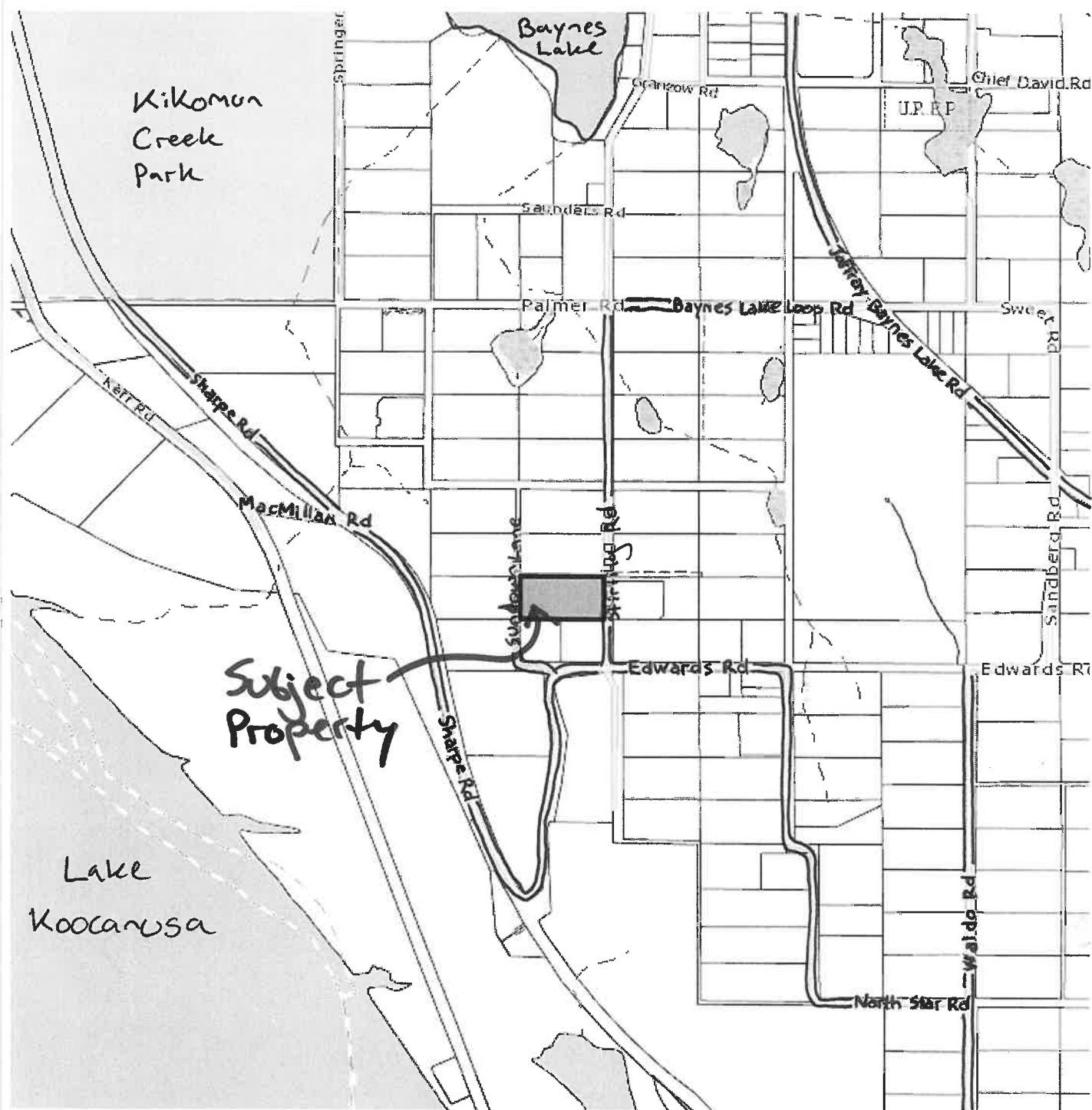
1. This Development Variance Permit is issued subject to compliance with all RDEK bylaws applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Permit applies to and only to those lands described below:

Lot 3, Block 20, District Lot 132, Kootenay District, Plan 1181
[PID: 011-601-035]
3. Regional District of East Kootenay – South Country Zoning and Floodplain Management Bylaw No. 2320, 2011, Section 2.4 which states that the access strip of a panhandle parcel will not be calculated as part of the required parcel area, is varied to allow the access strip of one proposed lot in a two-lot subdivision to be included in the parcel area requirement.
4. The lands described herein shall be developed strictly in accordance with the terms and conditions of this Permit and in substantial compliance with drawing submitted with the Development Variance Permit Application received June 4, 2019.
5. This Permit shall come into force on the date of an authorizing resolution passed by the RDEK.
6. This Permit is not a building permit.
7. If development authorized by this Permit does not commence within two years of the issue date of this Permit, the Permit shall lapse.
8. A notice pursuant to Section 503(1) of the *Local Government Act* shall be filed in the Land Title Office and the Registrar shall make a note of the filing against the title of the land affected.
9. It is understood and agreed that the RDEK has made no representations, covenants, warranties, guarantees, promises, or agreement (verbal or otherwise) with the developer other than those in this Permit.
10. This Permit shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, successors, and assigns.

Authorizing Resolution No. **adopted by the Board of the Regional District of East Kootenay on the** **day of** **, 2020.**

Shannon Moskal
Corporate Officer

Location Map



Notes:

500 0 250 500 Meters

WGS_1984_Web_Mercator_Auxiliary_Sphere
RDEK GeoViewer - 11-28-2019 8:53 AM

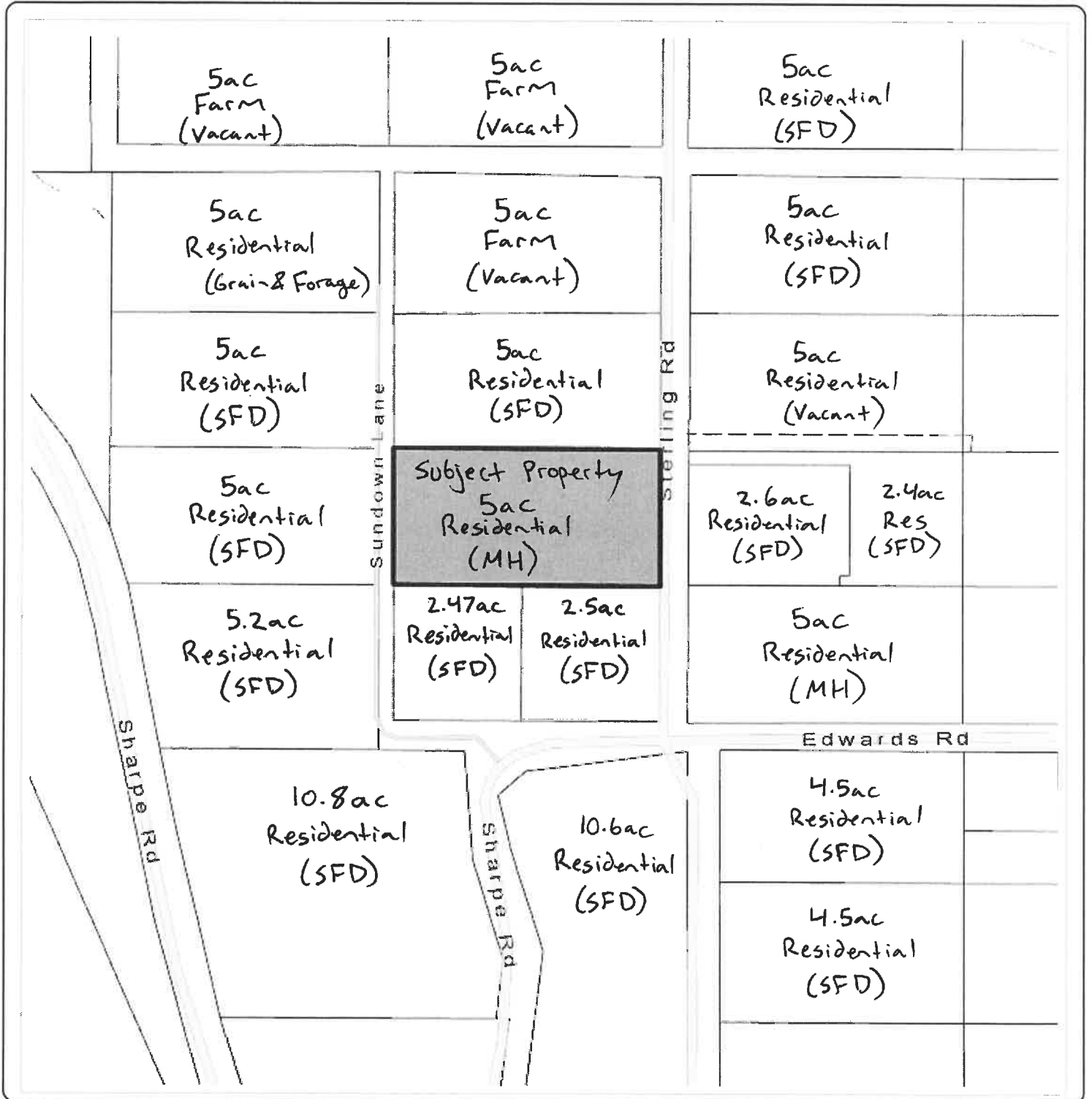
Scale = 1: 20,000



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Land Use Map



Notes:

150 0 75 150 Meters

WGS_1984_Web_Mercator_Auxiliary_Sphere
RDEK GeoViewer - 11-28-2019 8:54 AM

Scale = 1: 6,000



THIS MAP IS NOT TO BE USED FOR NAVIGATION

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

Baynes Lake oCP
part Schedule C

PARK.

DL 6235

LDL

Baynes Lake

~~DL 8271~~

Baynes Lake Dump Road

~~Subject Property~~

13

DL 6197

Lake Koocanusa

DUM-2988

DL 3009

DL 132

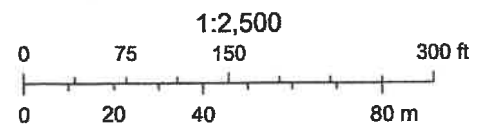
Valdo-Rid-

Air Photo - McArthur Proposed Subdivision



11/1/2019, 3:16:16 PM

- Override 1
- TAX_Parcels
- Electoral Areas



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

Nov. 1, 2019
Page 469 of 568

Use of data without verification from original source material is at your own risk! The geo-referenced location cannot be guaranteed and should not be used for navigational purposes!

The Regional District of East Kootenay provides this data for information

Krista Gilbert

From: Thorner Jim SPO [REDACTED]
Sent: January 15, 2020 2:54 PM
To: Krista Gilbert
Cc: Donna Thorner
Subject: Development Variance permit No. 42-19

Hi Krista

We are owners of Lot 2, adjacent and to the north of Matthew McArthur's lot. We support the proposed subdivision of Lot 3 by Matthew and the proposed variance to allow a panhandle for access to Stirling Rd. if required. We would like to go on record questioning the MOTI logic on forcing a panhandle for a potential driveway to access the new lot when there is an existing legal lane right by the proposed lot, Sundown Lane. There are currently 7 existing residences that use Sundown Lane and it works fine. All these residents understand that the lane is not constructed to MOTI standards but it works very well and stays in good condition for the low access levels. The lane has been used for construction equipment, gravel trucks, fire trucks and ambulance and with good visibility and snow removal there has not been an issue. All the existing residents pitch in on the work to maintain this lane and cover grading, snow removal, pot hole repair and weed control. Donna and I are certain that one more residence would be welcome to use the lane and help with the work. We feel that if an access driveway is constructed on the panhandle is a poor use of the land it will occupy, would cause the future landowner more work to maintain this driveway by themselves and not reasonable in consideration of the current use of Sundown Lane.

We appreciate the opportunity to provide our input.

Yours truly,

Jim and Donna Thorner
756 Sundown Lane
Baynes Lake, BC
Cell: [REDACTED]

RECEIVED

JAN 27 2020

779 Sundown Lane
Baynes Lake, BC

January 16, 2020

Regional District of
East Kootenay

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

Attention: Andrew McLeod, Manager
Development Services

Re: Notice of Intent – Development Variance Permit No. 42-19

In response to the RDEK's Variance Permit dated January 6, 2020 referenced above, **we are not in favour of/are opposed to the panhandle access** into one proposed lot in a two-lot subdivision of the property of Matthew McArthur located at 765 Stirling Rd, Baynes Lake, BC V0B 1T4 for the reason that **it is not necessary**. Please let us explain.

We originally became aware of this variance request through a neighbour whom received a notice in December 2019. As we had not received a letter, a phone call was made to your office on January 6, 2020 and at that time we were advised that there had been an oversight and that insufficient notifications were previously sent out and that new ones would be forthcoming. Hence your letter dated January 6, 2020.

In our conversation with your office on the above date, we were advised that it was the Department of Highways that required/requested the panhandle access into one proposed lot in the two-lot subdivision at 765 Stirling Rd. A phone call was then placed to the Ministry of Highways, Cranbrook, BC office and in their return phone call on January 9, 2020 from Laura Branswell, Development Officer, we were informed that Ministry of Highways **will not allow access to a new subdivision/created lot unless that new parcel has access to a publically maintained road**. It appears that the Department of Highways apparently has written a new edict/policy that they **will not allow access to a new subdivision/created lot unless that new parcel has access to a publically maintained road**. In the case of Mr. McArthur's subdivision, access has been refused to the new parcel from Sundown Lane for this reason, and thus Mr. McArthur has made application for the variance. Sundown Lane is not paved or maintained by the Department of Highways, never has, yet it is considered public access by the Department. We live at 779 Sundown Lane, directly across the laneway from Mr. McArthur's property. We purchased the land in 1996 and built our home in 2000. We were granted access to build via the lane. The residents of Sundown Lane co-operate in the maintenance of the lane, including snow removal in winter, always have. At present there are five existing residences that gain access from Sundown Lane and have the following addresses assigned by the RDEK - 727, 755, 756, 779 and 795 Sundown Lane, Baynes Lake, BC V0B 1T4.

There have been several subdivisions in the Baynes Lake area, from 5 acres to two - 2.5 acre parcels over the past several years, specifically in and around Palmer Road that **do not have access to a publically maintained road**. Palmer Road is a gazetted road but it is not maintained by Ministry of Highways. Very similar to the Sundown Lane scenario, where residents were granted access from an unmaintained laneway, the parcels at 3296, 3306, 3326, 3338, 3339 and 3348 Palmer Road and the new lot created from the subdivision of 3360 Saunders Road, were granted access from the unmaintained Palmer Road.

With this new edict/policy, the remaining properties will not be allowed to subdivide because **they do not have access to a publically maintained road**. Nor would our neighbours at 755 Sundown Lane, as the lane is the only access to their property.

The upshot of this new edict/policy by the Ministry of Highways becomes shockingly evident when you look at a map of the maintained roads and the adjacent land parcels within Baynes Lake. If no new roads are built in Baynes Lake, there have been no new roads constructed by the Department of Highways in at least the last 25 years, then development will be drastically curtailed and/or Baynes Lake will take on the look of Eastern Canada with panhandle accesses everywhere! Is this what the RDEK envisions Baynes Lake to look like in the future? Perhaps it is time for the Department of Highways to work with the RDEK and its' Planning Department regarding the future of Baynes Lake and consider building some new roads in our area.

It is our belief that the Mr. McArthur's subdivision is the first test of the Department of Highways new edict/policy in the Baynes Lake area. In fact, after our conversation with the Department of Highways, we informed our RDEK Electoral Area 'B' representative, Stan Doehle of the new edict/policy and he, in turn, informed the Area 'B' Planning Committee. Yet, the Department of Highways indicated in our telephone conversation that the RDEK was well aware of their new edict/policy. Whomever the Department of Highways advised within the RDEK, they obviously did not disseminate the information to the affected departments and staff. With the notification oversight and the lack of communication, this should be a cause for concern within Department Services and we ask that you address these matters separately.


In conclusion, we think that this Department of Highways new edict/policy is Draconian in nature and should be eliminated as soon as possible. It will be detrimental to Mr. McArthur's subdivision, in particular, and will have far reaching effects on development of the entire Baynes Lake area.

Again In response to the RDEK's Variance Permit dated January 6, 2020, **we are not in favour of/are opposed to the panhandle access** into one proposed lot in a two-lot subdivision of the property of Matthew McArthur located at 765 Stirling Rd, Baynes Lake, BC V0B 1T4 for the reason that **it is not necessary**. **Mr. McArthur should be allowed access into the one proposed lot in a two-lot subdivision of 765 Stirling Road, Baynes Lake, BC V0B 1T4 from Sundown Lane!**

Yours truly,



Greg Dyble



Diane L. Dyble

Cc Stan Doehle
Area 'B' Representative
RDEK

Laura Branswell
Development Officer
Department of Highways
129 - 10th Avenue S
Cranbrook, BC
V1C 2N1

Request for Decision Development Variance Permit Application

File No: P 719 430
Reference: DVP 48-19
Date: February 6, 2020

Subject: DVP No. 48-19 (Meadowbrook / Gyurkovits)
Applicant: Jessica Gyurkovits
Agent: Matthew Glanfield
Location: 8743 Highway 95A
Legal: That part of Lot D, District Lot 11597, KD, Plan 1715 Lying West of a line parallel to and 81 ½ feet distant from the westerly boundary of the said Lot

Proposal: Vary Section 4.10 (3)(b) of Electoral Area E Zoning Bylaw to reduce the minimum side yard setback for an accessory building from 5.0 m to 2.0 m to permit a sea can shop and roof eave overhang.

Options:

1. THAT Development Variance Permit No. 48-19 (Meadowbrook / Gyurkovits) be granted.
2. THAT Development Variance Permit No. 48-19 (Meadowbrook / Gyurkovits) be refused.

Recommendation: **Option #1**
The property is uniquely long and narrow. A side yard setback of 2 m is permitted on properties zoned RS-4 which is a zone customarily used for smaller lots which have widths comparable to the subject property. The requested reduced setback will allow for more usable yard area in front of the shop and the requested 2 m setback is to the nearest part of the building from the property line (which is the roof eave overhang).

Property Information: **OCP Designation:** LH, Large Holdings

OCP Objectives:

- Maintain the rural and agricultural nature of the plan area by only considering new residential proposals if they are appropriately located and compatible with adjacent land uses so as not to compromise environmental and agricultural values.

Zone Designation: RR-4, Rural Residential (Hobby Farm) Zone; minimum parcel area requirement is 4 ha.

Parcel Area: 1.2 ha (3.05 acres)

Density: One single family dwelling or duplex is permitted per parcel.

ALR Status: Not within the ALR

BC Assessment: Residential with a SFD

Water / Sewer Services: Onsite

**Property
Information –
cont'd:**

Interface Fire Hazard Rating: Ranging from moderate to high, not within a fire protection area

Flood Hazard Rating: An un-named creek or drainage flows through the subject property therefore floodplain management provisions apply to development. The property is not identified as being within a special policy area for flood hazard.is not within a flood hazard rating area.

**Additional
Information:**

The applicant states that she'd like to have space to pull a vehicle around in front of the shop building and the reduced setback is required for this.

Consultation:

Advisory Commissions:

APC Area E: Refusal recommended

Response(s) to Notice: 16 notices were mailed on December 23, 2019 to all property owners within 100 m. No notices were returned and no responses have been received.

**Documents
Attached:**

- Permit
- Location Map
- Land Use Map
- Proposal

**RDEK
Contact:**

Tracy Van de Wiel, Planning Technician
Phone: 250-489-0306
Email: tvandewiel@rdek.bc.ca

Permittee: Jessica Gyurkovits

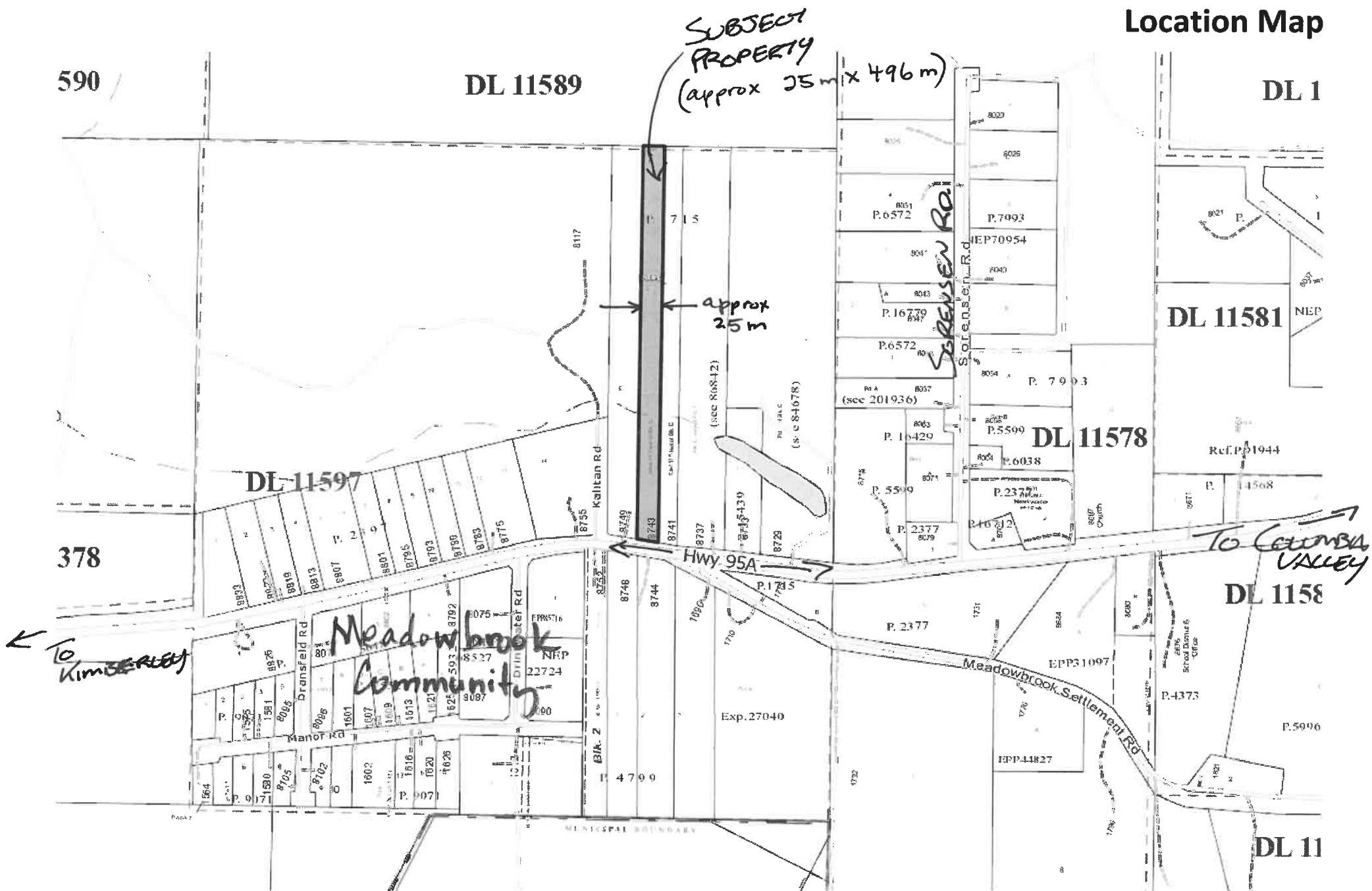
1. This Development Variance Permit is issued subject to compliance with all RDEK bylaws applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Permit applies to and only to those lands described below:

That part of Lot D, District Lot 11597, Kootenay District, Plan 1715, lying west of a line parallel to and 81 ½ feet distant from the westerly boundary of the said Lot.
[PID: 015-783-669]
3. Regional District of East Kootenay – Electoral Area E Zoning and Floodplain Management Bylaw No. 2502, Section 4.10 (3)(b) which requires a minimum side yard setback of 5.0 m, is varied to reduce the side yard setback to 2.0 m to permit a sea can shop and roof eave overhang.
4. The lands described herein shall be developed strictly in accordance with the terms and conditions of this Permit and in substantial compliance with the building permit and development variance permit applications, both received on November 21, 2019.
5. This Permit shall come into force on the date of an authorizing resolution passed by the RDEK.
6. This Permit is not a building permit.
7. If development authorized by this Permit does not commence within two years of the issue date of this Permit, the Permit shall lapse.
8. A notice pursuant to Section 503(1) of the *Local Government Act* shall be filed in the Land Title Office and the Registrar shall make a note of the filing against the title of the land affected.
9. It is understood and agreed that the RDEK has made no representations, covenants, warranties, guarantees, promises, or agreement (verbal or otherwise) with the developer other than those in this Permit.
10. This Permit shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, successors, and assigns.

Authorizing Resolution No. **adopted by the Board of the Regional District of East Kootenay on the day of , 2020.**

Shannon Moskal
Corporate Officer

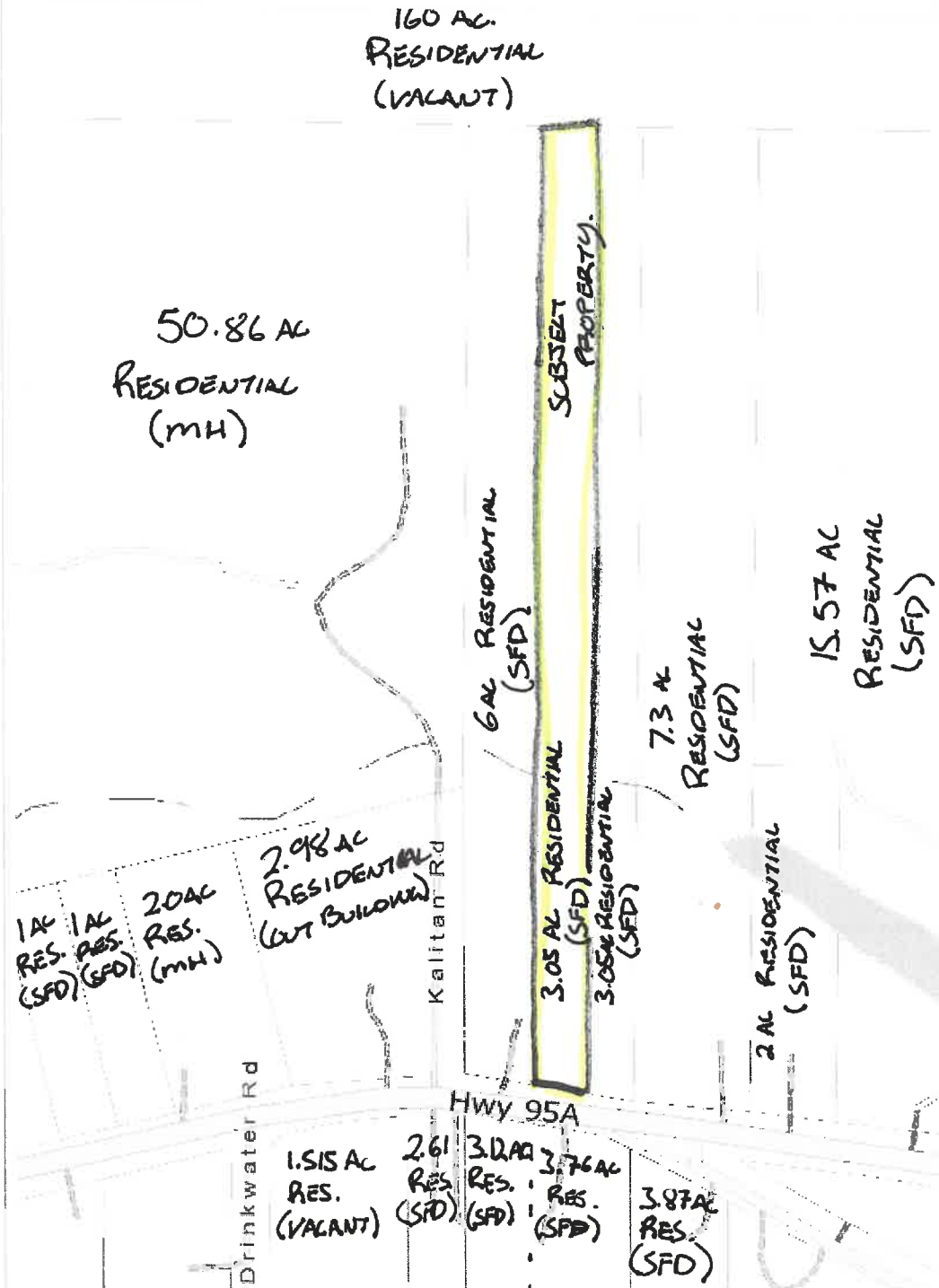
SUBJECT
PROPERTY
(approx 25 m x 496 m)



Land Use Map

Legend

- Lot Line
- - - Right of Way
- District Lot



Notes:

130 0 65 130 Meters

WGS_1984_Web_Mercator_Auxiliary_Sphere
RDEK GeoViewer - 12-13-2019 11:21 AM

Scale = 1:5,213

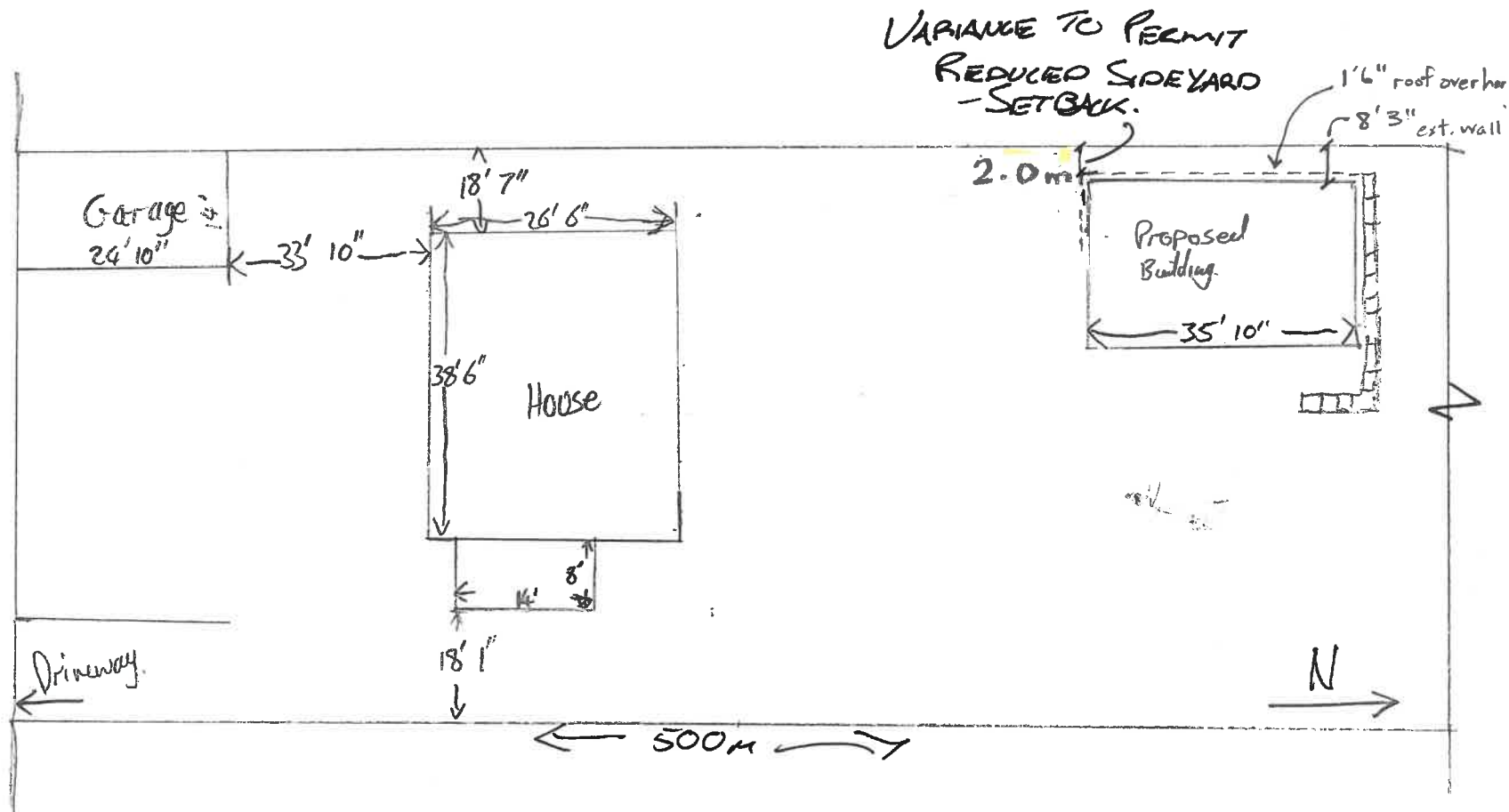


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Proposal

Hwy 95A
Road



Date January 9, 2020
Author Karen MacLeod, Planning Coordinator
Subject City of Cranbrook - Proposed 3rd St NW Boundary Expansion

REQUEST

Consider a two parcel boundary expansion by the City of Cranbrook.

OPTIONS

1. THAT the City of Cranbrook be advised that the RDEK supports the proposed two parcel boundary expansion on 3rd St NW as outlined in the January 3, 2020 correspondence from the City.
2. THAT the City of Cranbrook be advised that the RDEK does not support the proposed two parcel boundary expansion on 3rd St NW as outlined in the January 3, 2020 correspondence from the City.

RECOMMENDATION

Option 1.

The proposal is generally consistent with the Rockyview Official Community Plan. The inclusion of the two parcels is a logical extension and receiving the consent for annexation should not be an issue based on information provided by the City.

BACKGROUND/ANALYSIS

The attached correspondence was received from the City regarding a proposed boundary expansion in the Slaterville area. The RDEK OCP for the area encourages larger scale block boundary expansions rather than inclusion of small individual parcels. Larger scale annexations allow for planning for future infrastructure requirements by the City and land use certainty for Area C landowners. While not a large scale expansion, the proposed inclusion of the two parcels is a logical expansion considering the location of the parcels along 3rd Street NW.

The proposed expansion was triggered by a request from one of the parcels to facilitate connection to the City sewer system. The City staff report identifies that the second parcel is currently connected to City utility services and that an existing restrictive covenant requires annexation upon request by the City. The only other small parcel under RDEK jurisdiction on this block along 3rd Street NW, which is not included in the request, is undeveloped Crown land.

SPECIFIC CONSIDERATIONS

Official Community Plan

Rockyview OCP Section 19.3 (2)(a) states:

To provide opportunities for comprehensive long-term subdivision and servicing planning, municipal boundary expansions should occur on a large parcel or block level rather than on an individual small parcel basis.

Attachment: City of Cranbrook Letter – January 3, 2020

RECEIVED

JAN 08 2020

Regional District of
East Kootenay



January 3, 2020

Our File No: 3370.20.1902

Shawn Tomlin, CAO
Regional District of East Kootenay
19 – 24 Avenue South
Cranbrook, BC
V1C 3H8

Re: Proposed City of Cranbrook Boundary Expansion

The City of Cranbrook is considering a request by a landowner to incorporate property located at 603 3rd Street NW within the City of Cranbrook. At the December 9, 2019 Council meeting, Council passed a resolution to proceed with an application to the Province for a two parcel boundary expansion as shown on the attached map. As part of the application process the City is seeking comments which will form part of the application to the Province.

The proposed boundary will provide a contiguous area of land which meets the Provincial technical criteria. A copy of the complete staff report to Council is attached for your reference.

Please provide comments or concerns to myself by **January 31, 2019**. You can contact me if you have any other questions at (250) 489-0241.

Regards,

Rob Veg, MCIP, RPP
Manager of Planning

RV/rv
Enclosure



MOUNTAINS OF OPPORTUNITY

CRANBROOK

Regular Council - 09 Dec 2019

TITLE: Request for Municipal Boundary Extension

PREPARED BY: Rob Veg

DEPARTMENT: Office of Innovation and Collaboration

PURPOSE: To consider a request for municipal boundary extension and authorize staff to proceed with a municipal boundary extension proposal to the Ministry of Municipal Affairs and Housing for consideration.

RECOMMENDED BY: Staff

THAT Council approves the City of Cranbrook proceeding with the proposed 2 lot boundary expansion proposal as shown on the attached map; and further, that staff be authorized to develop, sign, and submit the proposal to the Ministry of Municipal Affairs and Housing.

BACKGROUND INFORMATION:

Proposal

A request has been received from Kelli Dalziel to have her property located at 603 - 3rd Street NW in Slaterville be included within the municipal boundary of Cranbrook. The subject property is 1426 sq m in size. The request to be included within the City would facilitate the owners proposal to replace the existing mobile home and connect to the City sewer services.

Staff Comments

The subject property is currently serviced with City water and a septic system. The adjacent property located at 613 3rd Street NW is being serviced with both City water and sewer (since the 1990's). As part of connecting 613 3rd St NW to City utilities a restrictive covenant was registered on the property which established a number of provisions including the following provision:

"It is a term and condition of the Owners right to connect to the System that the Owner will make application to be included within the City boundaries when so requested by the City and shall not oppose or encourage others to oppose an application by the City to extend the City boundaries".

Since the request has been made by Ms. Dalziel and given the neighbouring property is serviced by City services and has the covenant registered on title, staff is recommending making application for expansion to include both properties. While this proposal does not meet all of the guidelines for municipal expansion in the City's OCP, the policies do state circumstances may warrant consideration including circumstances such as where a proposal is in the public interest or for health and/or environmental reasons.

As noted the property at 613 3rd St NW is serviced with both City water and sewer and the applicant is on water and is requesting sewer rather than having a septic system; therefore, staff recommends supporting the proposal. The current City policy is to not service properties beyond our boundaries. This application would bring the current situation into compliance with our policy and facilitate transition from an on-site septic system

to municipal servicing. Another benefit would be that the properties would be paying utilities and property tax to the City.

Pending Council's concurrence, staff will be required to formally consult with the property owners, Ministry of Transportation, RDEK and Ktunaxa. Once consultation is complete staff will prepare an application package for consideration by the Ministry of Municipal Affairs and Housing.

ALTERNATIVE:

Not proceed with a proposed municipal boundary extension proposal.

BUDGETARY IMPACT:

Costs associated with required public consultation, and if the Province approves the proposal, costs associated to seek Electoral Approval

POLICY IMPLICATION:

Nil

ATTACHMENTS:

Location Map

Request Letter

Approved By:

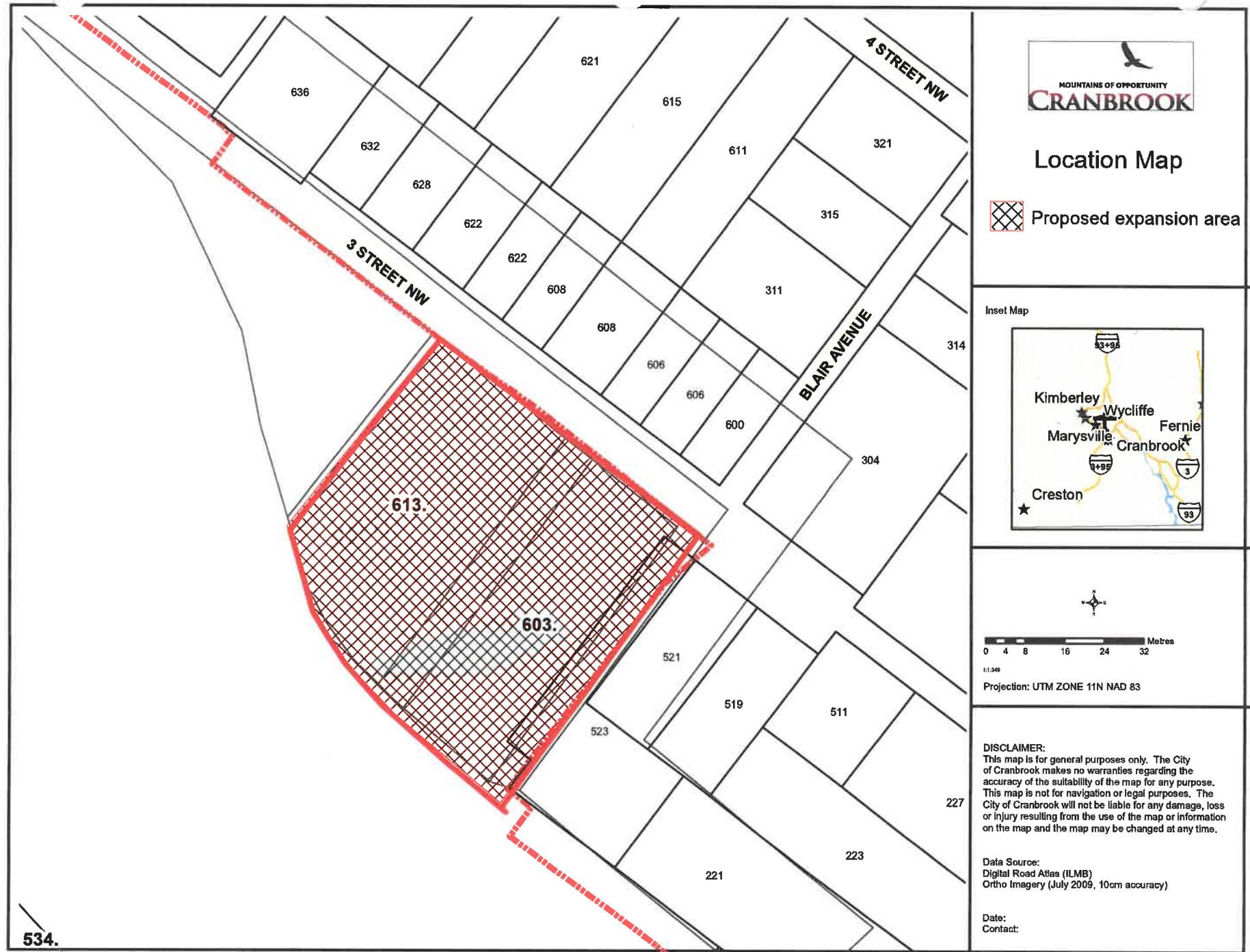
Marnie Dueck, City Clerk

Ron Fraser CAO, Acting Chief Administrative Officer

Status:

Approved - 03 Dec 2019

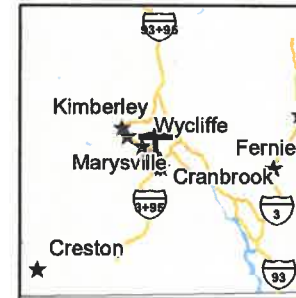
Approved - 03 Dec 2019



Location Map

 Proposed expansion area

Inset Map



0 4 8 16 24 32 Metres

1:1,000

Projection: UTM ZONE 11N NAD 83

DISCLAIMER:

This map is for general purposes only. The City of Cranbrook makes no warranties regarding the accuracy of the suitability of the map for any purpose. This map is not for navigation or legal purposes. The City of Cranbrook will not be liable for any damage, loss or injury resulting from the use of the map or information on the map and the map may be changed at any time.

Data Source:
Digital Road Atlas (ILMB)
Ortho Imagery (July 2009, 10cm accuracy)

Date:
Contact:

Kelli Dalziel

603 3rd St NW
Cranbrook, BC V1C 3Z5
778-772-8780
November 18, 2019

Greetings Mayor Pratt & Council of Cranbrook,

My name is Kelli Dalziel, and I am writing you today to ask to kindly consider a boundary extension for my property to become incorporated into city limits here on 603-3rd St NW. I already have & pay for the water service & I am in need of your sewer hook up as well. I am trying my best to upgrade my property to suitable living circumstances. This meant the beginning stages of following the steps on the building application currently through the RDEK to replace my current mobile unit with a new and improved one. In order to even think about proceeding I had to first get my septic system certified. After speaking with three to 4 different ROWP/ installers the consensus was; due to the fact that there isn't any paperwork about the original installation of the current septic system and even after a needed inspection of around \$2500.00, it was figured that the entire system would need replacing. This cost could result anywhere between \$20,000.00-\$30,000.00. I do not have this sort of ability to move forward in a responsible way if i chose that route.

I have spoken with Rob Veg & Curtis Penson about this process on Wednesday, November 13, 2019. I have also spoken with my neighbours Ruth & Cliff on Friday November 15, 2019, informing them of the possibility that may occur, and they have informed me that they have a contingency agreement with the city. They are understanding of my decision and are fine with it.

I appreciate your consideration.

Sincerely,



Kelli Dalziel
kelifornia74@gmail.com

Request for Decision

Transportation & Infrastructure Referral

File No: P 201 300
Reference: 2019-03990
Date: January 30, 2020

Subject: MoTI Road Closure – Gold Creek / Graziano
Applicant: Joseph Graziano
Agent: New Dawn Developments (Chad Jensen)
Location: Land adjacent to Lot 49, 21st Street S, Gold Creek
Legal: Lot 49, District Lot 3558, Kootenay District, Plan 1261

Proposal: Application to close a 0.4 ha section of 22nd Avenue S. If approved for closure, the subject section of road will be consolidated with the adjacent residential property.

Options:

1. THAT the Ministry of Transportation and Infrastructure be advised the RDEK recommends support for the proposed closure of part of 22nd Avenue S for consolidation with Lot 49, District Lot 3558, Kootenay District, Plan 1261.
2. THAT the Ministry of Transportation and Infrastructure be advised the RDEK recommends the proposed closure of part of 22nd Avenue S for consolidation with an adjacent residential lot in Gold Creek be refused.

Recommendation: **Option # 1**
Constructing a road across the existing ravine would require extensive work to be completed within an area identified for protection of environmentally sensitive areas. The right-of-way does not provide access to any trails or water and closure will not impact the utility of the surrounding road network. No issues have been identified.

Property Information

OCP Designation: MH, Medium Holdings

OCP Policies:

- Applications for closure of undeveloped road rights of way should not prevent future opportunities for utilization of the right of way for non-motorized access routes, trails or access to water.
- Residential developments are encouraged to be designed to meet the needs of permanent full-time residents.
- Development within the environmentally sensitive areas identified on Schedule H will be managed through the Development Permit process. Prior to undertaking any works within an ESA, an applicant must receive an approved Development Permit in accordance with section 20.2 of this plan.

Zoning Designation: If a road is closed, the land formerly comprising the road will be included within the zone of the adjoining land on either side of the highway.

**Property
Information -
cont'd**

All adjacent lots are zoned RR-2, Rural Residential (Small Holding) Zone and therefore the portion of the road proposed for closure will also be zoned RR-2.

Parcel Size: Road area under application: Approx. 0.4 ha (1 ac)

Density: One single family dwelling is permitted per parcel

ALR Status: Not within the ALR

Interface Fire Hazard Rating: Low to high, within the Cranbrook Rural fire protection area

Flood Hazard Rating: Not within a flood hazard rating area

BC Assessment: Residential (Vacant)

Water / Sewer Services: Onsite

**Additional
Information**

- The application is from the owner of Lot 49, who would like to purchase and consolidate the right of way with his property. However, the referral also states that the owner of adjacent Lot 15 would like to obtain access to their property and may be interested in purchasing a portion of the right of way should the application be supported.
- The referral states that there is a ravine that runs across the road right of way and onto both adjacent lots, making a future road difficult to construct.
- The proposal area is not identified as a major road network in the Rockyview OCP Road Network Plan.
- A Development Permit Area for protection of environmentally sensitive areas (wetland and riparian ecosystems and connectivity corridor) follows the ravine through the applicant's property and the subject road right of way. Locating road and utility corridors along or across wetland or riparian ecosystems should be avoided in order to maintain natural connectivity.

Consultation

APC Area C: Support, subject to the owners of Lot 15 being given the opportunity to acquire 30 feet of the right-of-way that runs adjacent to their property.

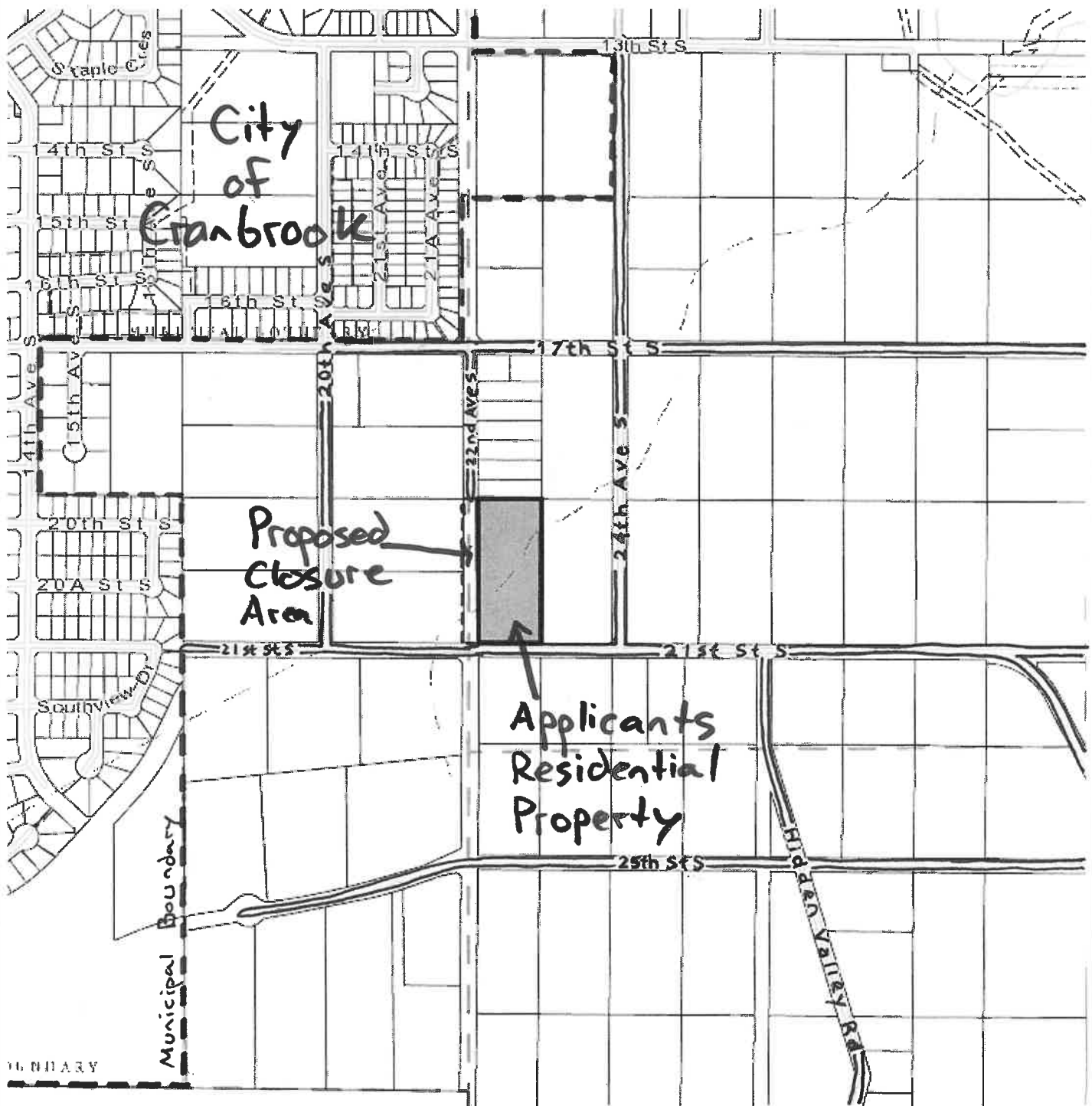
**Documents
Attached**

- Location Map
- Aerial Photo
- Cross Section of Ravine

**RDEK
Contact**

Krista Gilbert, Planning Technician
Phone: 250-489-0314
Email: kgilbert@rdek.bc.ca

Location Map



Notes:

300 0 150 300 Meters
WGS_1984_Web_Mercator_Auxiliary_Sphere
RDEK GeoViewer - 12-10-2019 1:06 PM

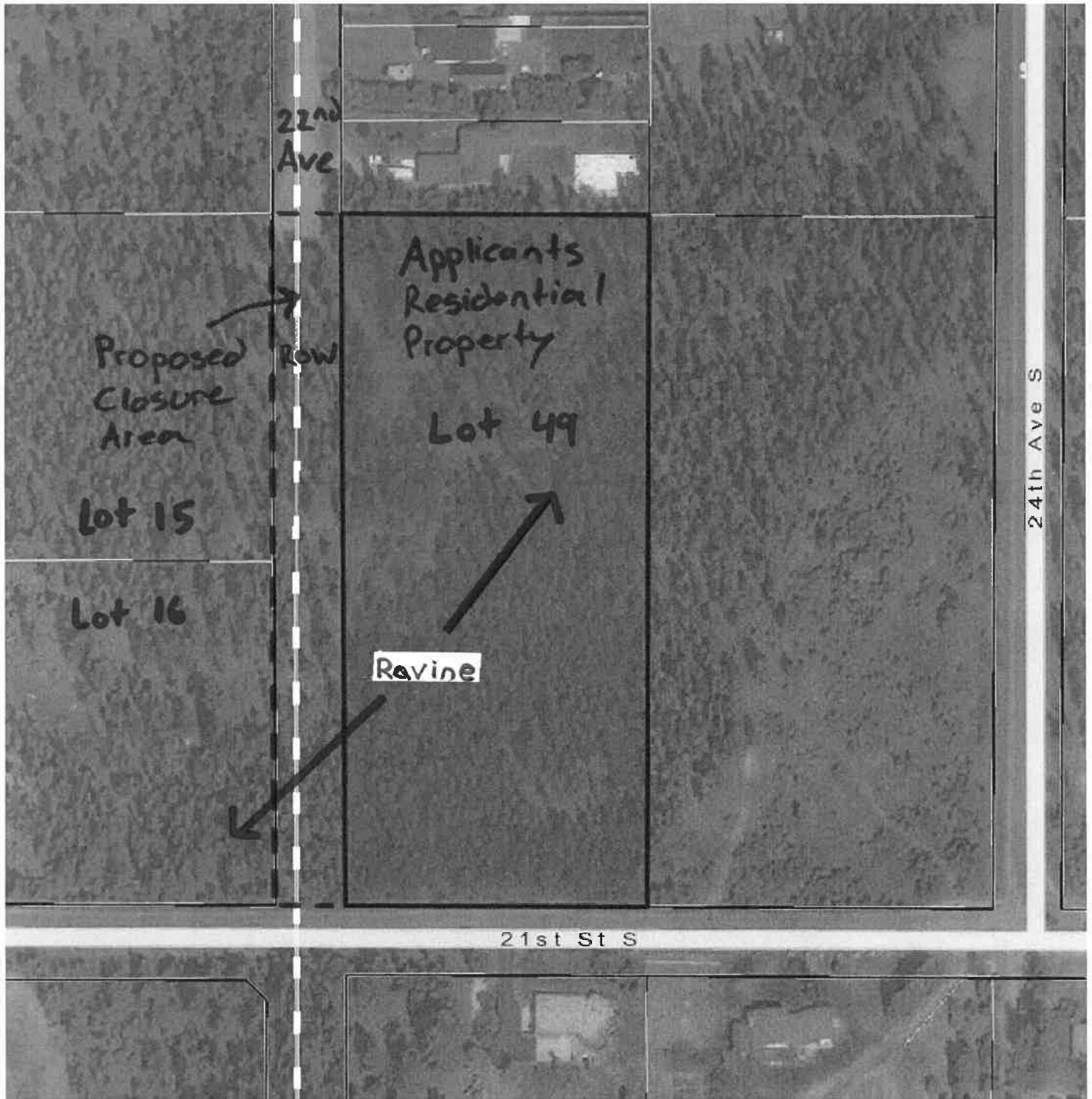
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THIS MAP IS NOT TO BE USED FOR NAVIGATION

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

Aerial Photo



Notes:

63 0 31 63 Meters

WGS_1984_Web_Mercator_Auxiliary_Sphere
RDEK GeoViewer - 12-11-2019 10:28 AM

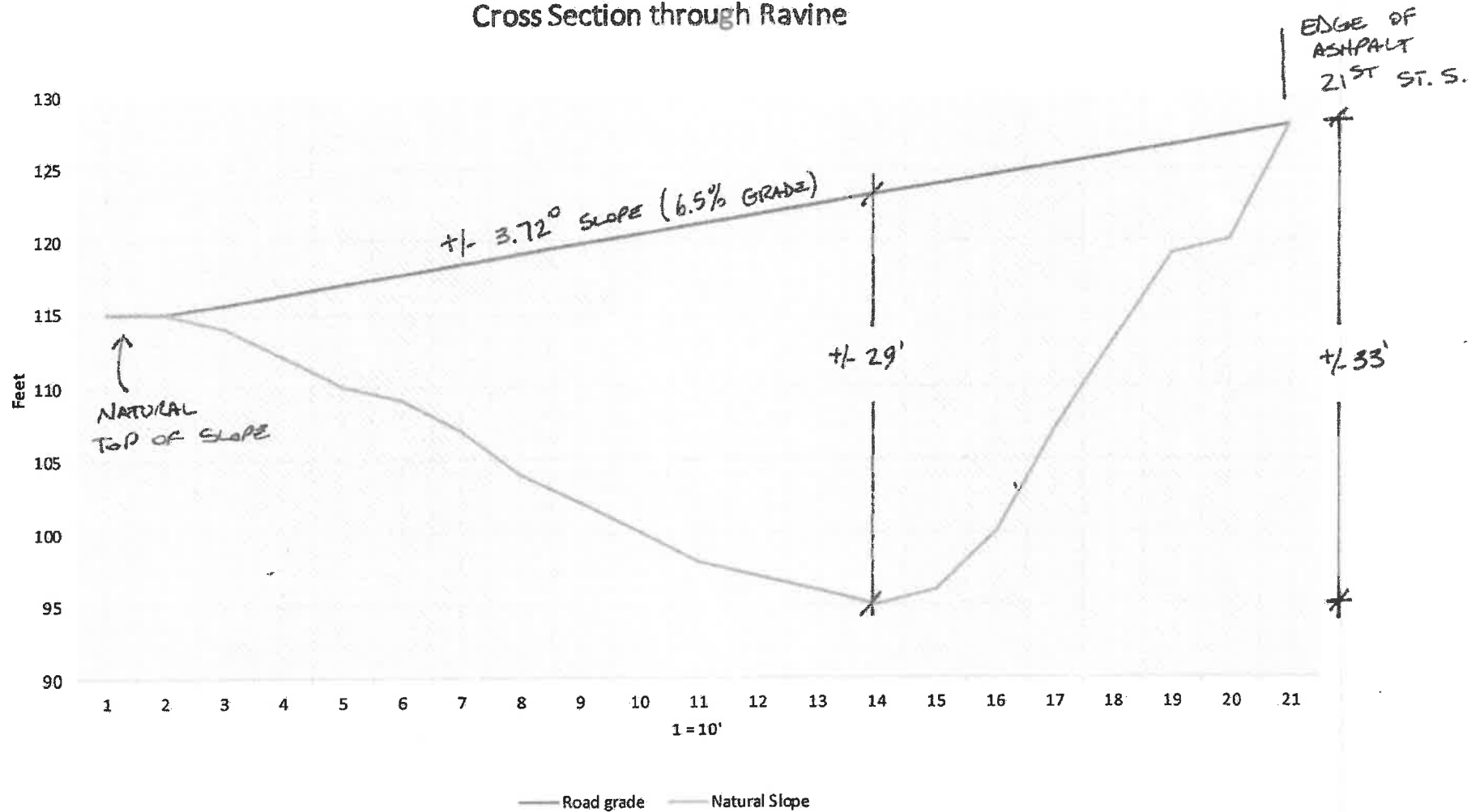
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THIS MAP IS NOT TO BE USED FOR NAVIGATION

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

Cross Section through Ravine



REGIONAL DISTRICT OF EAST KOOTENAY
BYLAW NO. 2976

A bylaw to amend Bylaw No. 2757.

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

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

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

- 1. This Bylaw may be cited as “Columbia Valley Community Economic Development Advisory Commission Bylaw No. 2757, 2017 - Amendment Bylaw No. 1, 2020.”
- 2. Section 7.1 is repealed and the following substituted:
 - “7.1 The Commission shall appoint from among its members a Chair and Vice Chair for a two year term. Appointments shall be made at the Commission’s first meeting following the termination or resignation of the Chair or Vice Chair.”

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

ADOPTED the day of

CHAIR

CORPORATE OFFICER

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

Request for Decision

File No: YW 820 000

Date February 3, 2020
Author Jamie Davies, Recreation & Control Services Supervisor
Subject Bylaw No 2979 - Staff Report.docx

REQUEST

Approve the administrative fee addition to Invasive Plant Regulation Bylaw No. 2979.

OPTIONS

1. THAT Bylaw No. 2979 cited as "Regional District of East Kootenay - Invasive Plant Regulation Bylaw No. 2711, 2017 – Amendment Bylaw No. 1, 2020" be introduced.
2. THAT Bylaw No. 2979 cited as "Regional District of East Kootenay - Invasive Plant Regulation Bylaw No. 2711, 2017 – Amendment Bylaw No. 1, 2020" be introduced with the following amendments:_____.

RECOMMENDATION

Option 1

BACKGROUND/ANALYSIS

In April 2017, the RDEK Board approved Invasive Plant Regulation Bylaw No. 2711, which gives the Board appointed RDEK Weed Control Officers the ability to enforce control of invasive plants on non-compliant private land. Since then, multiple sites have been enforced through remedial action (RDEK hiring contractors to control invasive plants). When a site is non-compliant, there is a large time commitment required by the RDEK Weed Control Officer and peripheral staff. As such, it is recommended to add a 5% administrative fee to remedial action costs issued to landowners.

Attachment
Bylaw No. 2979

REGIONAL DISTRICT OF EAST KOOTENAY
BYLAW NO. 2979

A bylaw to amend Bylaw No. 2711.

WHEREAS Bylaw No. 2711 regulates and enforces the control of Invasive Plants on private property and provides cost recovery of the abatement of such Invasive Plants;

AND WHEREAS the Board of the Regional District of East Kootenay wishes to amend the provisions of Bylaw No. 2711;

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

- 1. This Bylaw may be cited as “Regional District of East Kootenay – Invasive Plant Regulation Bylaw No. 2711, 2017 – Amendment Bylaw No. 1, 2020.”

- 2. Section 8.3 is deleted and the following substituted:

“8.3 The costs incurred by the RDEK for actions taken under Section 8.2 of this Bylaw plus a 5% administration fee shall be the responsibility of the Owner, and if those costs remain unpaid on the 31st day of December in any year, they shall be added to and form part of the taxes payable in respect of such Real Property as taxes in arrears.”

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

<hr/> CHAIR	<hr/> CORPORATE OFFICER
--------------------	--------------------------------

REGIONAL DISTRICT OF EAST KOOTENAY
BYLAW NO. 2980

A bylaw to amend Bylaw No. 2278.

WHEREAS a regional district may amend a bylaw establishing a service;

AND WHEREAS the Board of the Regional District of East Kootenay wishes to increase the maximum amount that may be requisitioned annually for the Wilmer Community Club Contribution Service established by Bylaw No. 2278;

AND WHEREAS at least 2/3 of the participants have consented on behalf of the electors to adoption of this Bylaw;

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

- 1. This Bylaw may be cited as “Regional District of East Kootenay – Wilmer Community Club Contribution Service Establishment Bylaw No. 2278, 2010 – Amendment Bylaw No. 1, 2020”.
- 2. Section 5 is deleted and the following substituted:
 - “5. The maximum amount that may be requisitioned annually for the service provided under Section 2 of this Bylaw shall be \$9,375.”

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

REGIONAL DISTRICT OF EAST KOOTENAY

BYLAW NO. 2945

A bylaw to amend Bylaw No. 2779 cited as “Regional District of East Kootenay – Fairmont Hot Springs & Columbia Lake Area Official Community Plan Bylaw No. 2779, 2017.”

WHEREAS the Board of the Regional District of East Kootenay has received an application to amend Bylaw No. 2779;

AND WHEREAS the Board deems it desirable to make this amendment as aforementioned;

NOW THEREFORE, the Board of the Regional District of East Kootenay in open meeting assembled, enacts as follows:

- 1. This Bylaw may be cited as “Regional District of East Kootenay – Fairmont Hot Springs & Columbia Lake Area Official Community Plan Bylaw No. 2779, 2017 – Amendment Bylaw No. 2, 2019 (Columbia Lake West / Stange).”
- 2. The designation of Lot 1, District Lot 139, Kootenay District, Plan NEP70311, outlined on the attached Schedule A, which is incorporated in and forms part of this Bylaw, is amended from SH, Small Holdings to R-SF, Residential Low Density.

READ A FIRST TIME the 6th day of September, 2019.

READ A SECOND TIME the 6th day of September, 2019.

READ A THIRD TIME the 4th day of October, 2019.

ADOPTED the day of

CHAIR

CORPORATE OFFICER

Columbia Lake

SH
to
R-SF

2
NEP10405

This is Schedule A referred to in Bylaw No. 2945 cited as “Regional District of East Kootenay – Fairmont Hot Springs & Columbia Lake Area Official Community Plan Bylaw No. 2779, 2017 – Amendment Bylaw No. 2, 2019 (Columbia Lake West / Stange).”

Chair

Corporate Officer

Date _____

Bylaw Amendment Application

Date: August 27, 2019
File: P 719 533
Bylaw Nos. 2945 & 2946

Applicants: Kimberly and Michael Stange
Agent: Haworth Development Consulting (Richard Haworth)
Location: 6755 Columbia Lake Road, Columbia Lake West
Legal: Lot 1, District Lot 139, KD, Plan NEP70311
(PID: 025-201-301)

Proposal: To amend the OCP and zone designations to permit subdivision and to permit mobile homes.

Development Agreement: The applicant has offered to register a covenant on the property limiting subdivision to the creation of 4 lots maximum.

- Options:**
1. a) THAT Bylaw No. 2945 cited as "Regional District of East Kootenay – Fairmont Hot Springs & Columbia Lake Area Official Community Plan Bylaw No. 2779, 2017 – Amendment Bylaw No. 2, 2019 (Columbia Lake West / Stange) be introduced;

and further, that the Board is satisfied that the OCP consultation identified in the staff report is appropriate.
 - b) THAT Bylaw No. 2946 cited as "Regional District of East Kootenay – Upper Columbia Valley Zoning Bylaw No. 900, 1992 – Amendment Bylaw No. 352, 2019 (Columbia Lake West / Stange)" be introduced;

and further, that a development agreement containing the items identified in the staff report be registered on title prior to bylaw adoption.
 2. a) THAT Bylaw No. 2945 cited as "Regional District of East Kootenay – Fairmont Hot Springs & Columbia Lake Area Official Community Plan Bylaw No. 2779, 2017 – Amendment Bylaw No. 2, 2019 (Columbia Lake West / Stange) not proceed.
 - b) THAT Bylaw No. 2946 cited as "Regional District of East Kootenay – Upper Columbia Valley Zoning Bylaw No. 900, 1992 – Amendment Bylaw No. 352, 2019 (Columbia Lake West / Stange)" not proceed.

Recommendation: **Option #1**
The proposal is within an area identified for possible further residential development and community water system connection is proposed.

Proposed OCP Designation: R-SF, Residential Low Density

OCP Policies:

- Except where otherwise noted, new residential development is generally directed to existing development nodes within the Fairmont Hot Springs subarea. Rural subdivision is generally not supported.
- New subdivisions of single family or greater density should be serviced by community water and sewer systems.
- Bylaw amendment applications for residential development should address the following:
 - a) compatibility of the proposed development with surrounding land uses, parcel sizes, local rural character and lifestyle;
 - b) access and proposed internal road networks;
 - c) demonstrate the use of Conservation Subdivision Design principles such as:
 - (i) identify and establishing buffers from features such as riparian areas, wetlands, Class 1 ungulate winter range, wildlife corridors, wildlife habitat areas, natural hazard areas, woodlands and agricultural land;
 - (ii) clustering development into nodes of smaller lots in order to preserve larger contiguous environmentally sensitive areas and agricultural zones; and
 - (iii) utilizing compact neighbourhood design with dwelling units built in close proximity to each other to minimize the overall development footprint and required infrastructure
 - d) integrate Fire Smart principles
- Rezoning of land to accommodate residential development of lands west of Highway 93/95 is generally not supported.
- Future demand for residential development on the west side of Columbia Lake should be concentrated in the existing development node north of Columbia Ridge Estates and south of Columere Park. Land designated SH, Small Holding and DL 7548 may be appropriate to rezone to higher densities subject to meeting the intention of sections 4.3 (1)(b) and 4.3 (1)(g), and other environmental and hazard conditions identified in this plan.

Current Zoning:

SH-2, Small Holding Semi-Rural Zone, minimum parcel size: 1.0 ha

Proposed Zoning:

R-1(MH), Single Family Residential – Mobile Home Park Zone, minimum parcel size: 1390 m² where the properties are serviced by either a community water or community sewer system.

Parcel Size: 1.05 ha (2.6 ac)

Density: Current: One single family dwelling

Potential: The proposed R-1(MH) zone could permit creation of up to 7 lots, each permitting a single-family dwelling or mobile home.

Proposed: Four lots, each with a single-family dwelling or mobile home

Property

**Information -
cont'd**

ALR Status: Not within the ALR

Interface Fire Hazard Rating: Ranging from low to high, within the Columbia Lake fire service area

BC Assessment: Residential (SFD)

Water and Sewer Services: Community water and individual onsite sewerage disposal is proposed

**Professional
Studies:**

None

**Additional
Information:**

- The application states that the owner wishes to provide a wider range of housing options for future owners.

Consultation:

APC Areas F & G: Support

Referral Agencies:

- **Interior Health Authority:** Interests unaffected
- **Transportation & Infrastructure:** No objections. The Ministry provided an internet link to the Ministry's guidelines for residential driveways located on side roads for the applicant's reference.
- **Environment:** Legal easement must be maintained through the private property (no driveways through Crown land)
- **Ktunaxa Nation Council:** No response
- **Akignuk First Nation:** No response
- **Shuswap Indian Band:** No response
- **School District No. 6:** No response
- **Telus:** No response

**Documents
Attached:**

- Bylaws
- Location Map
- Land Use Map
- Proposed Subdivision Plan

**RDEK
Contact:**

Tracy Van de Wiel, Planning Technician
Phone: 250-489-0306
Email: tvandewiel@rdek.bc.ca

REGIONAL DISTRICT OF EAST KOOTENAY

BYLAW NO. 2946

A bylaw to amend Bylaw No. 900 cited as “Regional District of East Kootenay – Upper Columbia Valley Zoning Bylaw No. 900, 1992.”

WHEREAS the Board of the Regional District of East Kootenay has received an application to amend Bylaw No. 900;

AND WHEREAS the Board deems it desirable to make this amendment as aforementioned;

NOW THEREFORE, the Board of the Regional District of East Kootenay in open meeting assembled, enacts as follows:

1. This Bylaw may be cited as “Regional District of East Kootenay – Upper Columbia Valley Zoning Bylaw No. 900, 1992 – Amendment Bylaw No. 352, 2019 (Columbia Lake West / Stange).”
2. The designation of Lot 1, District Lot 139, Kootenay District, Plan NEP70311, outlined on the attached Schedule A, which is incorporated in and forms part of this Bylaw, is amended from SH-2, Small Holding Semi-Rural Zone to R-1, Single Family Residential Zone.

READ A FIRST TIME the 6th day of September, 2019.

READ A SECOND TIME the 6th day of September, 2019.

READ A THIRD TIME the 4th day of October, 2019.

APPROVED by the Ministry of Transportation and Infrastructure the 10th day of October, 2019.

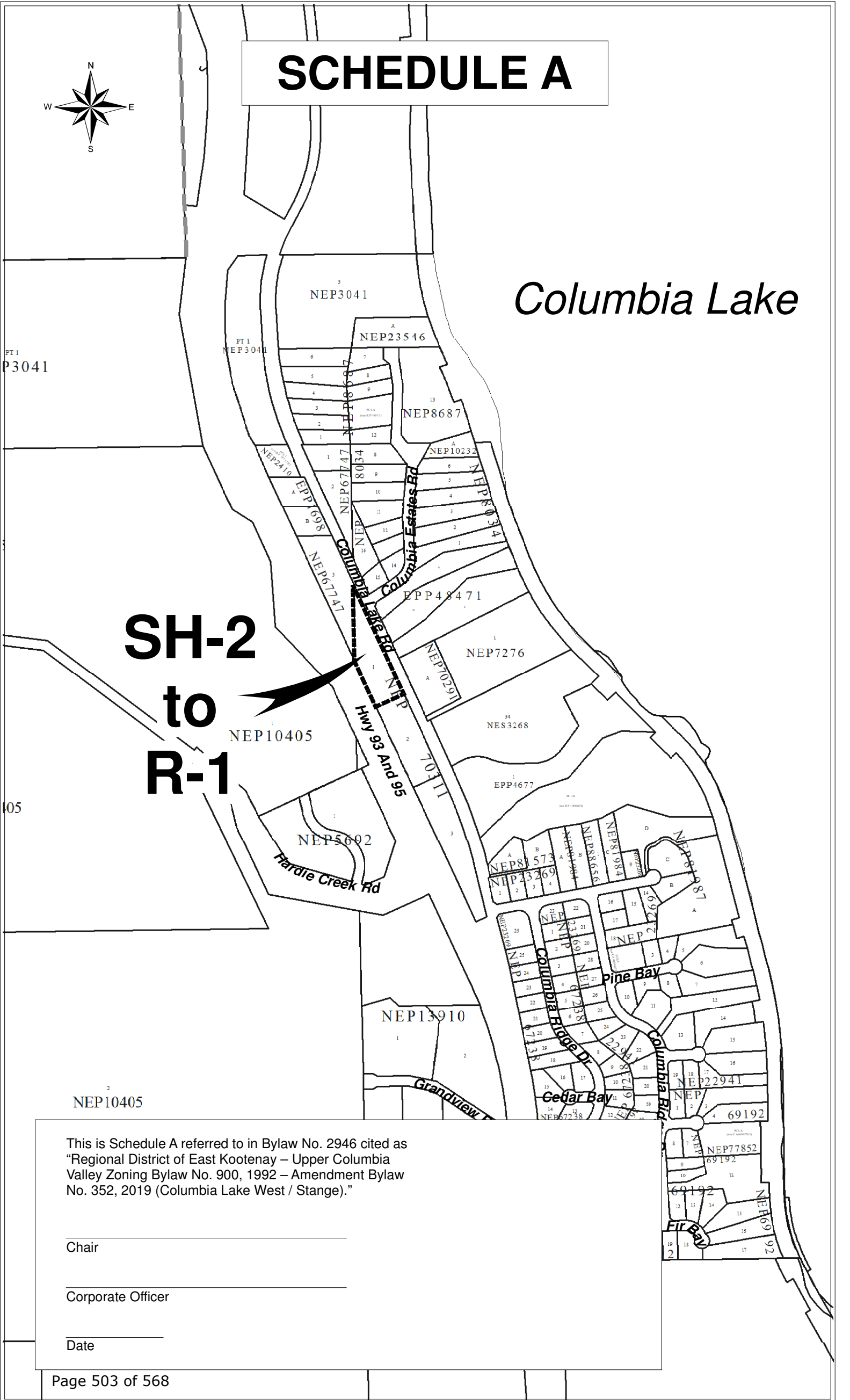
Signature: Andrii Soroka

Print Name: Andrii Soroka

ADOPTED the day of

CHAIR

CORPORATE OFFICER



SCHEDULE A

Columbia Lake

**SH-2
to
R-1**

This is Schedule A referred to in Bylaw No. 2946 cited as
“Regional District of East Kootenay – Upper Columbia
Valley Zoning Bylaw No. 900, 1992 – Amendment Bylaw
No. 352, 2019 (Columbia Lake West / Stange).”

Chair

Corporate Officer

Date

Bylaw Amendment Application

Date: August 27, 2019
File: P 719 533
Bylaw Nos. 2945 & 2946

Applicants: Kimberly and Michael Stange
Agent: Haworth Development Consulting (Richard Haworth)
Location: 6755 Columbia Lake Road, Columbia Lake West
Legal: Lot 1, District Lot 139, KD, Plan NEP70311
(PID: 025-201-301)

Proposal: To amend the OCP and zone designations to permit subdivision and to permit mobile homes.

Development Agreement: The applicant has offered to register a covenant on the property limiting subdivision to the creation of 4 lots maximum.

- Options:**
1. a) THAT Bylaw No. 2945 cited as "Regional District of East Kootenay – Fairmont Hot Springs & Columbia Lake Area Official Community Plan Bylaw No. 2779, 2017 – Amendment Bylaw No. 2, 2019 (Columbia Lake West / Stange) be introduced;

and further, that the Board is satisfied that the OCP consultation identified in the staff report is appropriate.
 - b) THAT Bylaw No. 2946 cited as "Regional District of East Kootenay – Upper Columbia Valley Zoning Bylaw No. 900, 1992 – Amendment Bylaw No. 352, 2019 (Columbia Lake West / Stange)" be introduced;

and further, that a development agreement containing the items identified in the staff report be registered on title prior to bylaw adoption.
 2. a) THAT Bylaw No. 2945 cited as "Regional District of East Kootenay – Fairmont Hot Springs & Columbia Lake Area Official Community Plan Bylaw No. 2779, 2017 – Amendment Bylaw No. 2, 2019 (Columbia Lake West / Stange) not proceed.
 - b) THAT Bylaw No. 2946 cited as "Regional District of East Kootenay – Upper Columbia Valley Zoning Bylaw No. 900, 1992 – Amendment Bylaw No. 352, 2019 (Columbia Lake West / Stange)" not proceed.

Recommendation: **Option #1**
The proposal is within an area identified for possible further residential development and community water system connection is proposed.

Proposed OCP Designation: R-SF, Residential Low Density

OCP Policies:

- Except where otherwise noted, new residential development is generally directed to existing development nodes within the Fairmont Hot Springs subarea. Rural subdivision is generally not supported.
- New subdivisions of single family or greater density should be serviced by community water and sewer systems.
- Bylaw amendment applications for residential development should address the following:
 - a) compatibility of the proposed development with surrounding land uses, parcel sizes, local rural character and lifestyle;
 - b) access and proposed internal road networks;
 - c) demonstrate the use of Conservation Subdivision Design principles such as:
 - (i) identify and establishing buffers from features such as riparian areas, wetlands, Class 1 ungulate winter range, wildlife corridors, wildlife habitat areas, natural hazard areas, woodlands and agricultural land;
 - (ii) clustering development into nodes of smaller lots in order to preserve larger contiguous environmentally sensitive areas and agricultural zones; and
 - (iii) utilizing compact neighbourhood design with dwelling units built in close proximity to each other to minimize the overall development footprint and required infrastructure
 - d) integrate Fire Smart principles
- Rezoning of land to accommodate residential development of lands west of Highway 93/95 is generally not supported.
- Future demand for residential development on the west side of Columbia Lake should be concentrated in the existing development node north of Columbia Ridge Estates and south of Columere Park. Land designated SH, Small Holding and DL 7548 may be appropriate to rezone to higher densities subject to meeting the intention of sections 4.3 (1)(b) and 4.3 (1)(g), and other environmental and hazard conditions identified in this plan.

Current Zoning:

SH-2, Small Holding Semi-Rural Zone, minimum parcel size: 1.0 ha

Proposed Zoning:

R-1(MH), Single Family Residential – Mobile Home Park Zone, minimum parcel size: 1390 m² where the properties are serviced by either a community water or community sewer system.

Parcel Size: 1.05 ha (2.6 ac)

Density: Current: One single family dwelling

Potential: The proposed R-1(MH) zone could permit creation of up to 7 lots, each permitting a single-family dwelling or mobile home.

Proposed: Four lots, each with a single-family dwelling or mobile home

Property

**Information -
cont'd**

ALR Status: Not within the ALR

Interface Fire Hazard Rating: Ranging from low to high, within the Columbia Lake fire service area

BC Assessment: Residential (SFD)

Water and Sewer Services: Community water and individual onsite sewerage disposal is proposed

**Professional
Studies:**

None

**Additional
Information:**

- The application states that the owner wishes to provide a wider range of housing options for future owners.

Consultation:

APC Areas F & G: Support

Referral Agencies:

- **Interior Health Authority:** Interests unaffected
- **Transportation & Infrastructure:** No objections. The Ministry provided an internet link to the Ministry's guidelines for residential driveways located on side roads for the applicant's reference.
- **Environment:** Legal easement must be maintained through the private property (no driveways through Crown land)
- **Ktunaxa Nation Council:** No response
- **Akignuk First Nation:** No response
- **Shuswap Indian Band:** No response
- **School District No. 6:** No response
- **Telus:** No response

**Documents
Attached:**

- Bylaws
- Location Map
- Land Use Map
- Proposed Subdivision Plan

**RDEK
Contact:**

Tracy Van de Wiel, Planning Technician
Phone: 250-489-0306
Email: tvandewiel@rdek.bc.ca

Public Hearing Report – Bylaw Nos. 2966 & 2967 Fairmont / FHSR

This report is submitted to the Board of Directors of the Regional District of East Kootenay pursuant to Section 464 of the *Local Government Act*.

The public hearing for Bylaw No. 2966 cited as Regional District of East Kootenay – Fairmont Hot Springs & Columbia Lake Area Official Community Plan Bylaw No. 2779, 2017 – Amendment Bylaw No. 5, 2019 (Fairmont / FHSR) and Bylaw No. 2967 cited as “Regional District of East Kootenay – Upper Columbia Valley Zoning Bylaw No. 900, 1992 - Amendment Bylaw No. 357, 2019 (Fairmont / FHSR)” was held on January 28, 2020 at 4:00 pm at Fairmont Hot Springs Resort, Pine Room.

The following Regional District representatives attended the public hearing:

Director Susan Clovechok, Electoral Area F
Director Gerry Wilkie, Electoral Area G
Tracy Van de Wiel, Planning Technician 2

The notice for the hearing was published in the Columbia Valley Pioneer on January 16 and 23 2020; and the East Kootenay Extra on January 23, 2020. Forty (40) notices were sent to neighbouring property owners and occupiers on January 10, 2020 by regular mail with no notices returned as undeliverable.

Staff gave an overview of the amending bylaws and there was a question and answer period before the hearing.

Chair Clovechok convened the hearing at 4:07 pm and Regional District representatives were introduced.

Chair Clovechok advised those in attendance:

- to identify themselves and the property they own that may be affected by the Bylaw;
- that only those written and/or verbal presentations made at the hearing will be considered as part of the hearing report;
- that no written or verbal submissions will be allowed subsequent to the close of this hearing.

Bylaw No. 2966 provides for:

1. This Bylaw may be cited as “Regional District of East Kootenay – Lake Windermere Official Community Plan Bylaw No. 2929, 2019 – Amendment Bylaw No. 5, 2019 (Fairmont / FHSR).”
2. The designation of part of Lot 4, District Lots 18, 46 & 4596, Kootenay District, Plan NEP20033, outlined on the attached Schedule A, which is incorporated in and forms part of this Bylaw, is amended from R-SF, Residential Low Density to RES-MU, Resort Mixed Use.

Bylaw No. 2967 provides for:

3. This Bylaw may be cited as “Regional District of East Kootenay – Upper Columbia Valley Zoning Bylaw No. 900, 1992 – Amendment Bylaw No. 357, 2019 (Fairmont / FHSR).”
4. The designation of parts of Lot 4, District Lots 18, 46 & 4596, Kootenay District, Plan NEP20033, outlined on the attached Schedule A, which is incorporated in and forms part of this Bylaw, is amended from EH-1, Employee Housing Zone, RES-4, Resort Core Zone and

R-2, Two Family Residential Zone, to RES-2, Resort Recreation Zone, RES-3, Resort Lodge Zone, and RES-4, Resort Core Zone.

Staff read the legal proceedings for the public hearing as set out by the *Local Government Act* and noted that a report of the hearing would be submitted to the Board at its February 14, 2020 meeting.

No written submissions were received prior to the hearing.

A couple of members of the public and two agents for the proponent attended the meeting and the following people spoke:

Dara Wilder, 5086 Hot Springs Road – Supports the proposal

Norbert Schab, 4939 Aspen Grove Place – Supports the proposal

Director Clovechok called three times for comments and since no other members of the public nor the proponents chose to speak, Chair Clovechok adjourned the hearing at 4:11 pm.

Chair Susan Clovechok
Electoral Area F

Tracy Van de Wiel
Planning Technician 2

REGIONAL DISTRICT OF EAST KOOTENAY

BYLAW NO. 2966

A bylaw to amend Bylaw No. 2779 cited as “Regional District of East Kootenay – Fairmont Hot Springs & Columbia Lake Area Official Community Plan Bylaw No. 2779, 2017.”

WHEREAS the Board of the Regional District of East Kootenay has received an application to amend Bylaw No. 2779;

AND WHEREAS the Board deems it desirable to make this amendment as aforementioned;

NOW THEREFORE, the Board of the Regional District of East Kootenay in open meeting assembled, enacts as follows:

1. This Bylaw may be cited as “Regional District of East Kootenay – Fairmont Hot Springs & Columbia Lake Area Official Community Plan Bylaw No. 2779, 2017 - Amendment Bylaw No. 5, 2019 (Fairmont / FHSR).”
2. The designation of part of Lot 4, District Lots 18, 46 & 4596, Kootenay District, Plan NEP20033, outlined on the attached Schedule A, which is incorporated in and forms part of this Bylaw, is amended from R-SF, Residential Low Density to RES-MU, Resort Mixed Use.

READ A FIRST TIME the 10th day of January, 2020.

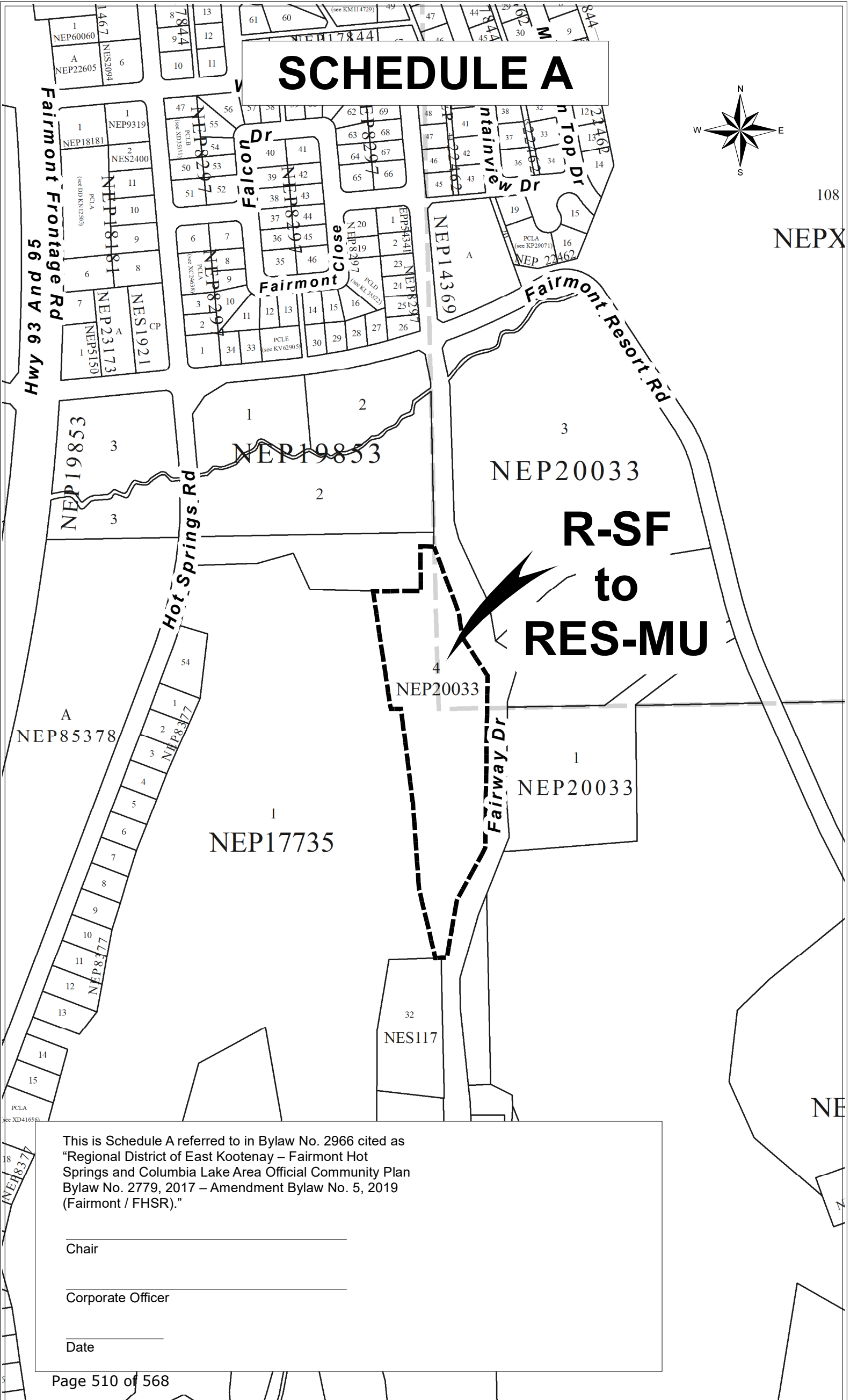
READ A SECOND TIME the 10th day of January, 2020.

READ A THIRD TIME the _____ day of _____, 2020.

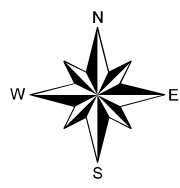
ADOPTED the day of , 2020.

CHAIR

CORPORATE OFFICER



SCHEDULE A



**R-SF
to
RES-MU**

This is Schedule A referred to in Bylaw No. 2966 cited as
“Regional District of East Kootenay – Fairmont Hot
Springs and Columbia Lake Area Official Community Plan
Bylaw No. 2779, 2017 – Amendment Bylaw No. 5, 2019
(Fairmont / FHSR).”

Chair

Corporate Officer

Date



NOT ALL INFORMATION IS INCLUDED

Request for Decision Bylaw Amendment Application

File No: P 719 551
Reference: Bylaw No. 2966 & 2967
Date: December 23, 2019

Subject: Bylaw No. 2966 & 2967 (Fairmont / FHRS)
Applicant: Fairmont Hot Springs Resort Ltd.
Agent: Richard Haworth
Location: 5060 & 5062 Hot Springs Road in Fairmont Hot Springs
Legal: Portions of Lot 4, DL 18, 46 & 4596, KD, Plan NEP20033
(PID: 017-935-920)

Proposal: To amend the OCP and zoning designations to permit multi-family dwellings and to recognize the current use of a portion of the property as part of the existing golf course.

Development Agreement: None.

- Options:**
1. THAT Bylaw No. 2966 cited as "Regional District of East Kootenay – Fairmont Hot Springs & Columbia Lake Area Official Community Plan Bylaw No. 2779, 2017 – Amendment Bylaw No. 5, 2019 (Fairmont / FHRS)" be introduced.
 2. THAT Bylaw No. 2967 cited as "Regional District of East Kootenay – Upper Columbia Valley Zoning Bylaw No. 900, 1992 – Amendment Bylaw No. 357, 2019 (Fairmont / FHRS)" be introduced.
 3. THAT Bylaw No. 2966 cited as "Regional District of East Kootenay – Fairmont Hot Springs & Columbia Lake Area Official Community Plan Bylaw No. 2779, 2017 – Amendment Bylaw No. 5, 2019 (Fairmont / FHRS)" not proceed.
 4. THAT Bylaw No. 2967 cited as "Regional District of East Kootenay – Upper Columbia Valley Zoning Bylaw No. 900, 1992 – Amendment Bylaw No. 357, 2019 (Fairmont / FHRS)" not proceed.

Recommendation: **Options #1 & #2**
Development of the subject site as proposed will add residential density and help provide a range of housing options within the community as well as contribute to the build out of the Resort.

Property Information: **Current OCP Designation:** R-SF, Residential Low Density includes single family residential subdivisions, duplexes and zoning that supports secondary suites.

**Property
Information –
cont'd:**

Proposed OCP Designation: RES-MU, Resort Mixed Use supports a variety of land uses including resort recreation, commercial accommodation, general commercial, multi-family residential and similar types of development.

OCP Policies:

- Except where otherwise noted, new residential development is generally directed to existing development nodes within the Fairmont Hot Springs subarea. Rural subdivision is generally not supported.
- New subdivisions of single family or greater density should be serviced by community water and sewer systems.
- Bylaw amendment applications for residential development should address the following:
 - a) compatibility of the proposed development with surrounding land uses, parcel sizes, local rural character and lifestyle;
 - b) access and proposed internal road networks;
 - c) demonstrate the use of Conservation Subdivision Design principles such as:
 - identify and establishing buffers from features such as riparian areas, wetlands, Class 1 ungulate winter range, wildlife corridors, wildlife habitat areas, natural hazard areas, woodlands and agricultural land;
 - clustering development into nodes of smaller lots in order to preserve larger contiguous environmentally sensitive areas and agricultural zones; and
 - utilizing compact neighbourhood design with dwelling units built in close proximity to each other to minimize the overall development footprint and required infrastructure.
 - integrate FireSmart principles.
- A mix of residential densities is supported in the Fairmont Hot Springs subarea.

Current Zoning:

EH-1, Employee Housing Zone, minimum parcel size of 1670 m²
RES-4, Resort Core Zone, no minimum parcel size requirement
R-2, Two Family Residential Zone, minimum parcel size of 700 m²

Proposed Zoning:

RES-2, Resort Recreation Zone, minimum parcel size of 0.5 ha
RES-3, Resort Lodge Zone, minimum parcel size of 0.5 ha
RES-4, Resort Core Zone, no minimum parcel size requirement

Parcel Size:

4.4 ha (10.9 ac)

Density:

Existing: 2 single family dwellings

**Property
Information –
cont'd:**

If the property was developed to the maximum potential under the current zone designations, it could permit the following:

- a) up to 12.5 employee housing dwelling units in the EH-1 zone, or
- b) 1 duplex in the R-2 zone or,
- c) A variety of dwelling unit types both residential and commercial, up to a maximum floor area ratio* of 3.5 on the RES-4 zoned portion of the lot (1.07 ha).

Proposed: The application includes a conceptual development sketch for the site which shows 31 dwelling units in multi-family style buildings such as fourplexes.

Potential: If the proposed zone designations are approved, they could permit:

- a) up to 60 dwelling units per gross hectare of useable site area within the proposed RES-3 zone (which calculates to approximately 110 +/- new dwelling units) and/or,
- b) A variety of dwelling types both residential and commercial on the 0.36 ha portion of RES-4, up to a maximum floor area ratio* of 3.5.

*Floor area ratio is the figure obtained when the gross floor area of all buildings on a parcel is divided by the area of the parcel).

ALR Status: Not within the ALR

Interface Fire Hazard Rating: Low, within the Fairmont Hot Springs fire service area

BC Assessment: Business / Other (Recreation)

Water and Sewer Services: Fairmont Hot Springs Water Utility and Fairmont Hot Springs Sewer Services

**Professional
Studies:**

None

**Additional
Information:**

- There are currently two dwellings and a barn on the property. A portion of the existing golf course extends onto the property as well. The application states that the dwellings will be removed prior to development and the RES-2 zone will accommodate the existing golf course portion.
- All future multi-family development within the proposed RES-3 zone must be serviced by the Fairmont community water and sewer systems.
- The agent has indicated that there are no plans to develop the RES-4 zoned lands since this land is the access road to the resort's maintenance yard. The agent said the owner chose to rezone this portion to RES-4 simply because that's the same zone as the adjoining parcel to the north.

**Additional
Information –
cont'd:**

- The property to the north of the subject site is zoned to permit future development of employee housing.

Consultation:

Advisory Planning Commission:

APC Areas F & G: Support recommended

Referral Agencies:

- **Interior Health Authority:** Interests unaffected
- **Transportation & Infrastructure:** Interests unaffected
- **Environment:** A Qualified Professional should assess the site for species at risk, wildlife habitat features (e.g., nest trees), and develop mitigation measures to minimize development impacts on wildlife and habitat. Any fencing must be wildlife friendly:
 - Number 4 top wire 38-40 inches on slope to a max of 40 inches
 - Number 3 wire 30-32 inches
 - Number 2 wire 24-26 inches
 - Number 1 wire 18-20 inches except in areas with depressions use 15-18 inches
- **Ktunaxa Nation Council:** A 'Preliminary Field Reconnaissance' should be completed due to the proximity to the hot spring and the fact that no AOA's were ever done on the property.
- **Akisqnuk First Nation:** No response
- **Shuswap Indian Band:** No response
- **School District No. 6:** No response
- **Telus:** No response

**Documents
Attached:**

- Bylaws
- Location Map
- Land Use Map
- Proposal
- Conceptual Development Sketch from applicant

**RDEK
Contact:**

Tracy Van de Wiel, Planning Technician
Phone: 250-489-0306
Email: tvandewiel@rdek.bc.ca

REGIONAL DISTRICT OF EAST KOOTENAY

BYLAW NO. 2967

A bylaw to amend Bylaw No. 900 cited as “Regional District of East Kootenay – Upper Columbia Valley Zoning Bylaw No. 900, 1992.”

WHEREAS the Board of the Regional District of East Kootenay has received an application to amend Bylaw No. 900;

AND WHEREAS the Board deems it desirable to make this amendment as aforementioned;

NOW THEREFORE, the Board of the Regional District of East Kootenay in open meeting assembled, enacts as follows:

1. This Bylaw may be cited as “Regional District of East Kootenay – Upper Columbia Valley Zoning Bylaw No. 900, 1992 – Amendment Bylaw No. 357, 2019 (Fairmont / FHSR).”
2. The designation of parts of Lot 4, District Lots 18, 46 & 4596, Kootenay District, Plan NEP20033, outlined on the attached Schedule A, which is incorporated in and forms part of this Bylaw, is amended from EH-1, Employee Housing Zone, RES-4, Resort Core Zone and R-2, Two Family Residential Zone, to RES-2, Resort Recreation Zone, RES-3, Resort Lodge Zone, and RES-4, Resort Core Zone.

READ A FIRST TIME the 10th day of January, 2020.

READ A SECOND TIME the 10th day of January, 2020.

READ A THIRD TIME the _____ day of _____, 2020.

APPROVED by the Ministry of Transportation and Infrastructure the day of , 2020.

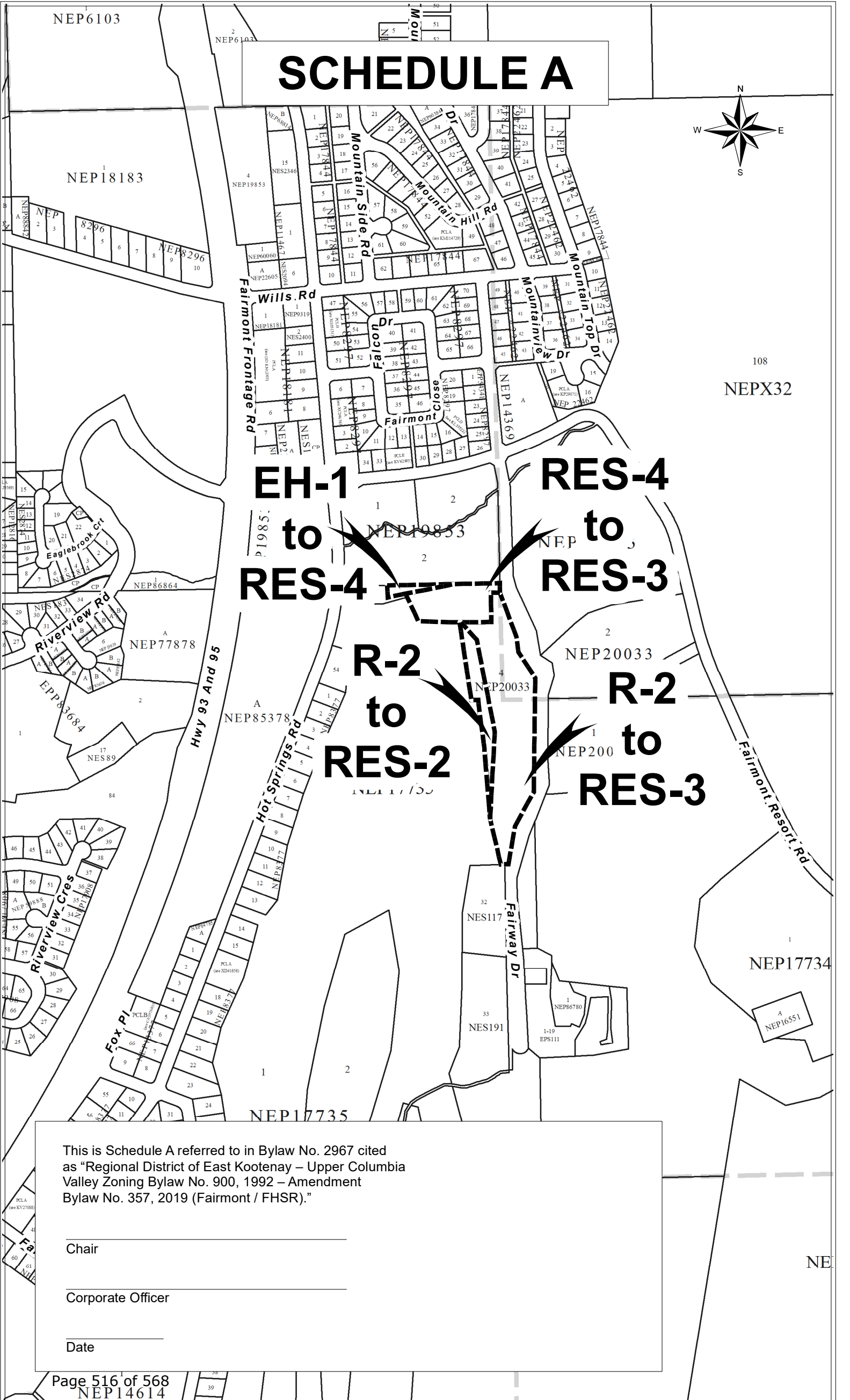
Signature: _____

Print Name: _____

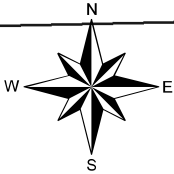
ADOPTED the day of , 2020.

CHAIR

CORPORATE OFFICER



SCHEDULE A



EH-1

to RES-4

RES-4

to RES-3

R-2 to RES-2

R-2 to RES-3

This is Schedule A referred to in Bylaw No. 2967 cited as “Regional District of East Kootenay – Upper Columbia Valley Zoning Bylaw No. 900, 1992 – Amendment Bylaw No. 357, 2019 (Fairmont / FHSR).”

Chair _____

Corporate Officer _____

Date _____



NOT ALL INFORMATION IS INCLUDED

Request for Decision Bylaw Amendment Application

File No: P 719 551
Reference: Bylaw No. 2966 & 2967
Date: December 23, 2019

Subject: Bylaw No. 2966 & 2967 (Fairmont / FHRS)
Applicant: Fairmont Hot Springs Resort Ltd.
Agent: Richard Haworth
Location: 5060 & 5062 Hot Springs Road in Fairmont Hot Springs
Legal: Portions of Lot 4, DL 18, 46 & 4596, KD, Plan NEP20033
(PID: 017-935-920)

Proposal: To amend the OCP and zoning designations to permit multi-family dwellings and to recognize the current use of a portion of the property as part of the existing golf course.

Development Agreement: None.

Options:

1. THAT Bylaw No. 2966 cited as "Regional District of East Kootenay – Fairmont Hot Springs & Columbia Lake Area Official Community Plan Bylaw No. 2779, 2017 – Amendment Bylaw No. 5, 2019 (Fairmont / FHRS)" be introduced.
2. THAT Bylaw No. 2967 cited as "Regional District of East Kootenay – Upper Columbia Valley Zoning Bylaw No. 900, 1992 – Amendment Bylaw No. 357, 2019 (Fairmont / FHRS)" be introduced.
3. THAT Bylaw No. 2966 cited as "Regional District of East Kootenay – Fairmont Hot Springs & Columbia Lake Area Official Community Plan Bylaw No. 2779, 2017 – Amendment Bylaw No. 5, 2019 (Fairmont / FHRS)" not proceed.
4. THAT Bylaw No. 2967 cited as "Regional District of East Kootenay – Upper Columbia Valley Zoning Bylaw No. 900, 1992 – Amendment Bylaw No. 357, 2019 (Fairmont / FHRS)" not proceed.

Recommendation: **Options #1 & #2**
Development of the subject site as proposed will add residential density and help provide a range of housing options within the community as well as contribute to the build out of the Resort.

Property Information: **Current OCP Designation:** R-SF, Residential Low Density includes single family residential subdivisions, duplexes and zoning that supports secondary suites.

**Property
Information –
cont'd:**

Proposed OCP Designation: RES-MU, Resort Mixed Use supports a variety of land uses including resort recreation, commercial accommodation, general commercial, multi-family residential and similar types of development.

OCP Policies:

- Except where otherwise noted, new residential development is generally directed to existing development nodes within the Fairmont Hot Springs subarea. Rural subdivision is generally not supported.
- New subdivisions of single family or greater density should be serviced by community water and sewer systems.
- Bylaw amendment applications for residential development should address the following:
 - a) compatibility of the proposed development with surrounding land uses, parcel sizes, local rural character and lifestyle;
 - b) access and proposed internal road networks;
 - c) demonstrate the use of Conservation Subdivision Design principles such as:
 - identify and establishing buffers from features such as riparian areas, wetlands, Class 1 ungulate winter range, wildlife corridors, wildlife habitat areas, natural hazard areas, woodlands and agricultural land;
 - clustering development into nodes of smaller lots in order to preserve larger contiguous environmentally sensitive areas and agricultural zones; and
 - utilizing compact neighbourhood design with dwelling units built in close proximity to each other to minimize the overall development footprint and required infrastructure.
 - integrate FireSmart principles.
- A mix of residential densities is supported in the Fairmont Hot Springs subarea.

Current Zoning:

EH-1, Employee Housing Zone, minimum parcel size of 1670 m²
RES-4, Resort Core Zone, no minimum parcel size requirement
R-2, Two Family Residential Zone, minimum parcel size of 700 m²

Proposed Zoning:

RES-2, Resort Recreation Zone, minimum parcel size of 0.5 ha
RES-3, Resort Lodge Zone, minimum parcel size of 0.5 ha
RES-4, Resort Core Zone, no minimum parcel size requirement

Parcel Size:

4.4 ha (10.9 ac)

Density:

Existing: 2 single family dwellings

**Property
Information –
cont'd:**

If the property was developed to the maximum potential under the current zone designations, it could permit the following:

- a) up to 12.5 employee housing dwelling units in the EH-1 zone, or
- b) 1 duplex in the R-2 zone or,
- c) A variety of dwelling unit types both residential and commercial, up to a maximum floor area ratio* of 3.5 on the RES-4 zoned portion of the lot (1.07 ha).

Proposed: The application includes a conceptual development sketch for the site which shows 31 dwelling units in multi-family style buildings such as fourplexes.

Potential: If the proposed zone designations are approved, they could permit:

- a) up to 60 dwelling units per gross hectare of useable site area within the proposed RES-3 zone (which calculates to approximately 110 +/- new dwelling units) and/or,
- b) A variety of dwelling types both residential and commercial on the 0.36 ha portion of RES-4, up to a maximum floor area ratio* of 3.5.

*Floor area ratio is the figure obtained when the gross floor area of all buildings on a parcel is divided by the area of the parcel).

ALR Status: Not within the ALR

Interface Fire Hazard Rating: Low, within the Fairmont Hot Springs fire service area

BC Assessment: Business / Other (Recreation)

Water and Sewer Services: Fairmont Hot Springs Water Utility and Fairmont Hot Springs Sewer Services

**Professional
Studies:**

None

**Additional
Information:**

- There are currently two dwellings and a barn on the property. A portion of the existing golf course extends onto the property as well. The application states that the dwellings will be removed prior to development and the RES-2 zone will accommodate the existing golf course portion.
- All future multi-family development within the proposed RES-3 zone must be serviced by the Fairmont community water and sewer systems.
- The agent has indicated that there are no plans to develop the RES-4 zoned lands since this land is the access road to the resort's maintenance yard. The agent said the owner chose to rezone this portion to RES-4 simply because that's the same zone as the adjoining parcel to the north.

**Additional
Information –
cont'd:**

- The property to the north of the subject site is zoned to permit future development of employee housing.

Consultation:

Advisory Planning Commission:

APC Areas F & G: Support recommended

Referral Agencies:

- **Interior Health Authority:** Interests unaffected
- **Transportation & Infrastructure:** Interests unaffected
- **Environment:** A Qualified Professional should assess the site for species at risk, wildlife habitat features (e.g., nest trees), and develop mitigation measures to minimize development impacts on wildlife and habitat. Any fencing must be wildlife friendly:
 - Number 4 top wire 38-40 inches on slope to a max of 40 inches
 - Number 3 wire 30-32 inches
 - Number 2 wire 24-26 inches
 - Number 1 wire 18-20 inches except in areas with depressions use 15-18 inches
- **Ktunaxa Nation Council:** A 'Preliminary Field Reconnaissance' should be completed due to the proximity to the hot spring and the fact that no AOA's were ever done on the property.
- **Akisqnuk First Nation:** No response
- **Shuswap Indian Band:** No response
- **School District No. 6:** No response
- **Telus:** No response

**Documents
Attached:**

- Bylaws
- Location Map
- Land Use Map
- Proposal
- Conceptual Development Sketch from applicant

**RDEK
Contact:**

Tracy Van de Wiel, Planning Technician
Phone: 250-489-0306
Email: tvandewiel@rdek.bc.ca

Public Hearing Report – Bylaw No. 2969

Jaffray / Barr

This report is submitted to the Board of Directors of the Regional District of East Kootenay pursuant to Section 464 of the *Local Government Act*.

The public hearing for Bylaw No. 2969 cited as “Regional District of East Kootenay – Jaffray, Tie Lake, Rosen Lake Land Use and Floodplain Management Bylaw No. 1414, 1999 – Amendment Bylaw No. 33, 2019 (Jaffray / Barr)” was held on January 29, 2020 at 7:00 pm in the Jaffray Community Hall, in Jaffray.

The following Regional District representatives attended the public hearing:

Director Stan Doehle, Electoral Area B
Director Rob Gay, Electoral Area C
Krista Gilbert, Planning Technician

The notice for the hearing was published in the January 16 and January 24, 2020 issues of the East Kootenay Extra and the January 23, 2020 issue of the Free Press. Forty-eight (48) notices were sent to neighbouring property owners and occupiers on January 10, 2020 by regular mail with no notices returned as undeliverable.

Staff provided an overview of the amending bylaw and there was a question and answer period before the hearing.

Chair Doehle convened the hearing at 7:02 pm and Regional District representatives were introduced.

Chair Doehle advised those in attendance:

- to identify themselves and the property they own that may be affected by the Bylaw;
- that only those written and/or verbal presentations made at the hearing will be considered as part of the hearing report;
- that no written or verbal submissions will be allowed subsequent to the close of this hearing.

Bylaw No. 2969 provides for:

1. This Bylaw may be cited as “Regional District of East Kootenay – Jaffray, Tie Lake, Rosen Lake Land Use and Floodplain Management Bylaw No. 1414, 1999 – Amendment Bylaw No. 33, 2019 (Jaffray / Barr).”
2. The designation of part of District Lot 6206 Kootenay District, except (1) Parcel A (Explanatory Plan 20286i) and (2) part included in Plans 2272, 2345, 2465, 2756, 4905, 4981, 8789, 15618 and Plans NEP69200, NEP91497 and R140, outlined on the attached Schedule A, which is incorporated in and forms part of this Bylaw, is amended from RR-60, Rural Resource Zone to C-3, Recreation Commercial Zone and from C-3, Recreation Commercial Zone to RR-60, Rural Resource Zone.

Staff read the legal proceedings for the public hearing as set out by the *Local Government Act* and noted that a report of the hearing would be submitted to the Board at its February 14, 2020 meeting.

Staff advised that one written submission had been received prior to the hearing. The letter states that there are no concerns with the proposed subdivision since it does not propose any changes in land use. The concerns expressed were for any further development along Little Sand Creek and that additional wells and sewage systems could impact the creek as wells are shallow in this area.

Chair Doehle called three times for comments and since no one from the public or the proponents chose to speak, Chair Doehle closed the hearing at 7:05 pm.

Chair Stan Doehle
Electoral Area B

Krista Gilbert
Planning Technician

Krista Gilbert

From: danny mackay [REDACTED]
Sent: January 24, 2020 12:44 PM
To: Krista Gilbert
Subject: bylaw amendment(jaffray/Barr)

As per our discussion today regarding this application I would like to put forth my concerns. Please note I have no concerns with what was explained to me by you, my only concerns would be any development or subdivision along Little Sand creek(which runs through my property). My concerns would be for water and sewage as all water Wells Ar shallow and could be in jeopardy, the creek on the loop side is made up of small acreage parcels the privacy & solitude along this strip is why I bought the property. I have no problems with Mr Barr and have found him a great neighbour, as stated at the start I have no problem with the application as was explained by you today and I am putting these concerns forward for the record.
thank you Danny Mackay/ 7314 jaffray loop road.

REGIONAL DISTRICT OF EAST KOOTENAY

BYLAW NO. 2969

A bylaw to amend Bylaw No. 1414 cited as “Regional District of East Kootenay – Jaffray, Tie Lake, Rosen Lake Land Use and Floodplain Management Bylaw No. 1414, 1999.”

WHEREAS the Board of the Regional District of East Kootenay has received an application to amend Bylaw No. 1414;

AND WHEREAS the Board deems it desirable to make this amendment as aforementioned;

NOW THEREFORE, the Board of the Regional District of East Kootenay in open meeting assembled, enacts as follows:

1. This Bylaw may be cited as “Regional District of East Kootenay – Jaffray, Tie Lake, Rosen Lake Land Use and Floodplain Management Bylaw No. 1414, 1999 – Amendment Bylaw No. 33, 2019 (Jaffray / Barr).”
2. The designation of part of District Lot 6206 Kootenay District, except (1) Parcel A (Explanatory Plan 20286i) and (2) part included in Plans 2272, 2345, 2465, 2756, 4905, 4981, 8789, 15618 and Plans NEP69200, NEP91497 and R140, outlined on the attached Schedule A, which is incorporated in and forms part of this Bylaw, is amended from RR-60, Rural Resource Zone to C-3, Recreation Commercial Zone and from C-3, Recreation Commercial Zone to RR-60, Rural Resource Zone.

READ A FIRST TIME the 10th day of January, 2020.

READ A SECOND TIME the 10th day of January, 2020.

READ A THIRD TIME the day of , 2020.

APPROVED by the Ministry of Transportation and Infrastructure the day of , 2020.

Signature: _____

Print Name: _____

ADOPTED the day of , 2020.

CHAIR

CORPORATE OFFICER

RR-60 DL 6206
to
C-3
P 2756

DL 11042

BclA



Request for Decision Bylaw Amendment Application

File No: P 719 219
Reference: Bylaw No. 2969
Date: December 17, 2019

Subject: Bylaw No. 2969 (Jaffray / Barr)
Applicant: Vernon and Sharon Barr
Agent: Richard Haworth
Location: 2218 Highway 3/93, Jaffray
Legal: District Lot 6206, Kootenay District, except (1) Parcel A (Explanatory Plan 20286i) and (2) part included in Plans 2272, 2345, 2465, 2756, 4905, 4981, 8789, 15618 and Plans NEP69200, NEP91497 and R140

Proposal: To amend the land use designation of a 0.19 ha portion of the property from RR-60 to C-3 and a 0.6 ha portion of the property from C-3 to RR-60 to permit future subdivision to separate the existing commercial and residential uses.

Development Agreement: None

Options:

1. THAT Bylaw No. 2969 cited as "Regional District of East Kootenay – Jaffray, Tie Lake, Rosen Lake Land Use and Floodplain Management Bylaw No. 1414, 1999 – Amendment Bylaw No. 33, 2019 (Jaffray / Barr)" be introduced.
2. THAT Bylaw No. 2969 cited as "Regional District of East Kootenay – Jaffray, Tie Lake, Rosen Lake Land Use and Floodplain Management Bylaw No. 1414, 1999 – Amendment Bylaw No. 33, 2019 (Jaffray / Barr)" not proceed.

Recommendation: **Option #1**
The proposal does not change the current use of the land. The proposal continues to provide a range of housing opportunities in the area. No negative impacts are anticipated with the creation of separate residential and commercial parcels.

Property Information: **Current Land Use Designation:** Multiple – RR-60, Rural Resource Zone (minimum parcel size: 60 ha) and C-3, Recreation Commercial Zone (minimum parcel size: 0.4 ha). Approximately 13.4 ha of the property is zoned RR-60 and 9.2 ha zoned C-3.

Proposed Land Use Designation: Multiple – RR-60, Rural Resource Zone (minimum parcel size: 60 ha) and C-3, Recreation Commercial Zone (minimum parcel size: 0.4 ha). The proposal would leave approximately 13.7 ha of the property zoned RR-60 and 9.2 ha zoned C-3.

Land Use Objectives and Policies:

**Property
Information -
cont'd:**

- To provide for a range of housing opportunities for both permanent and seasonal residents.
- Board policy supports a pattern of low density residential development consisting of single family dwellings, two family dwellings and single family dwellings with a secondary suite on parcels not fronting the lakes. Higher density residential developments is not supported at this time.

However, in recognition of the need to provide a range of housing options for an aging population and a range of income groups, this policy will be reviewed periodically. Should the need for a broader range of housing options be identified, an amendment to this plan will be required. The amendment may be initiated by the Regional District or by an owner requesting the change.

- Establishment of commercial uses to serve both the travelling public and local and seasonal residents is directed to the Jaffray Loop, the south side of the highway in the plan area and the north side of the highway at Rosen Lake Road.

Parcel Size:

Existing: 23 ha (57 ac)

Proposed: Two parcels: 13.7 ha (33.8 ac) and 9.2 ha (22.7 ac)

Density: There are three existing single family dwellings on the subject property, all within the portion of the property zoned RR-60. The campground located on the portion of the land zoned C-3 contains 40 sites.

ALR Status: Not within the ALR

Interface Fire Hazard Rating: Low to high, within the Jaffray fire protection area.

BC Assessment: Residential & Business/Other (MH)

Water and Sewer Services: Onsite

Flood Hazard Rating: Little Sand Creek flows through the subject property, floodplain regulations apply to development.

**Professional
Studies:**

None

**Additional
Information:**

- The proposed subdivision would create two parcels and would be subdivided along the zone boundary. The proposed rezoning provides a panhandle for access from the highway to the campground and allows the existing dwellings to meet setback requirements from new parcel boundaries.
- While the proposed RR-60 parcel will not meet the minimum parcel area requirement of the RR-60 zone, the land use bylaw identifies that

the parcel area requirement may be reduced where the proposed subdivision divides a parcel along a boundary line of a land use designation.

**Additional
Information -
cont'd:**

- The subject property has three dwellings that may be in non-compliance with the zoning bylaw.

Consultation:

APC Area B: Support

Referral Agencies:

- **Interior Health Authority:** Interests unaffected.
- **Transportation & Infrastructure:** Interests unaffected. However, the creation of additional access onto Hwy 3 will not be supported. Residential and commercial access is to be maintained via Jaffray Shop Road.
- **Environment:** Future development is to maintain a minimum 30 m buffer zone from Little Sand Creek and given the property is between the highway and railway, any future fencing must be wildlife friendly to avoid wildlife mortalities.
- **Ktunaxa Nation Council:** No concerns.
- **School District No. 5:** No comment to date.
- **Telus:** No comment to date.

**Documents
Attached:**

- Bylaw
- Location Map
- Land Use Map
- Land Use Designation Map
- Proposal

**RDEK
Contact:**

Krista Gilbert, Planning Technician
Phone: 250-489-0314
Email: kgilbert@rdek.bc.ca

Public Hearing Report – Bylaw No. 2970

Miscellaneous / RDEK

This report is submitted to the Board of Directors of the Regional District of East Kootenay pursuant to Section 464 of the *Local Government Act*.

The public hearing for Bylaw No. 2970 cited as Regional District of East Kootenay – Lake Windermere Official Community Plan Bylaw No. 2970, 2019 – Amendment Bylaw No. 1, 2019 (Miscellaneous / RDEK) was held on January 28, 2020 at 4:00 pm at Fairmont Hot Springs Resort, Pine Room.

The following Regional District representatives attended the public hearing:

Director Susan Clovechok, Electoral Area F
Director Gerry Wilkie, Electoral Area G
Tracy Van de Wiel, Planning Technician 2

The notice for the hearing was published in the Columbia Valley Pioneer on January 16 and 23 2020; and the East Kootenay Extra on January 23, 2020.

Bylaw No. 2970 provides for:

1. This Bylaw may be cited as “Regional District of East Kootenay – Lake Windermere Official Community Plan Bylaw No. 2929, 2019 – Amendment Bylaw No. 1, 2019 (Miscellaneous / RDEK).”
2. Schedule A, Section 19.2 (6)(b) is repealed and substituted to correct a mis-numbered reference in one of the wildfire development permit guidelines.
3. Schedules I1, I2, I3, and I4 are repealed and replaced with amended schedules which correct a mapping misalignment related to recently updated cadastral fabric.

Chair Clovechok convened the hearing at 4:12 pm.

Staff read the legal proceedings for the public hearing as set out by the *Local Government Act* and noted that a report of the hearing would be submitted to the Board at its February 14, 2020 meeting.

No written submissions were received prior to the hearing.

Director Clovechok called three times for comments and since no members of the public attended the hearing and no one chose to speak, Chair Clovechok adjourned the hearing at 4:13 pm.

Chair Susan Clovechok
Electoral Area F

Tracy Van de Wiel
Planning Technician 2

REGIONAL DISTRICT OF EAST KOOTENAY

BYLAW NO. 2970

A bylaw to amend Bylaw No. 2929 cited as “Regional District of East Kootenay – Lake Windermere Official Community Plan Bylaw No. 2929, 2019.”

WHEREAS the Board of the Regional District of East Kootenay wishes to amend Bylaw No. 2929;

AND WHEREAS the Board deems it desirable to make this amendment as aforementioned;

NOW THEREFORE, the Board of the Regional District of East Kootenay in open meeting assembled, enacts as follows:

1. This Bylaw may be cited as “Regional District of East Kootenay – Lake Windermere Official Community Plan Bylaw No. 2929, 2019 – Amendment Bylaw No. 1, 2019 (Miscellaneous / RDEK).”

2. Schedule A, Section 19.2 (6)(b) is repealed and the following substituted:

(b) Occupancy Permit Guidelines

An Occupancy Permit will not be issued by the RDEK until an inspection has been completed and it has been confirmed that the conditions under section 19.2 (6)(c) and 19.2 (6)(d) have been met.

3. The following schedules are repealed and replaced with the attached schedules which are incorporated in and form part of this Bylaw:

Schedule I1 – Development Permit Area #2 – Environmentally Sensitive Area (North West)

Schedule I2 – Development Permit Area #2 – Environmentally Sensitive Area (North East)

Schedule I3 – Development Permit Area #2 – Environmentally Sensitive Area (South West)

Schedule I4 – Development Permit Area #2 – Environmentally Sensitive Area (South East)

READ A FIRST TIME the 10th day of January, 2020.

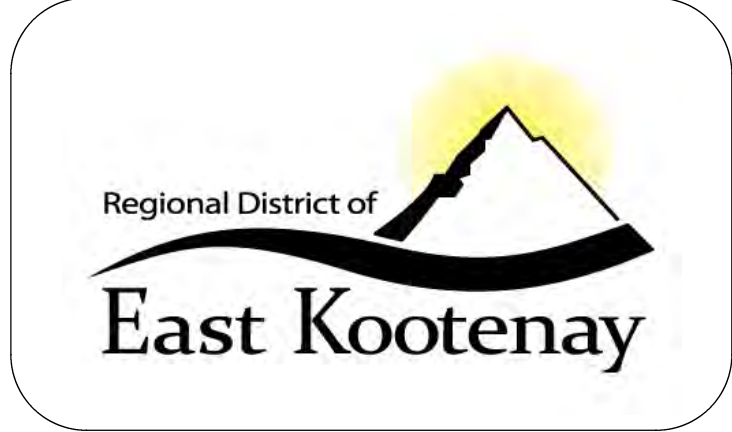
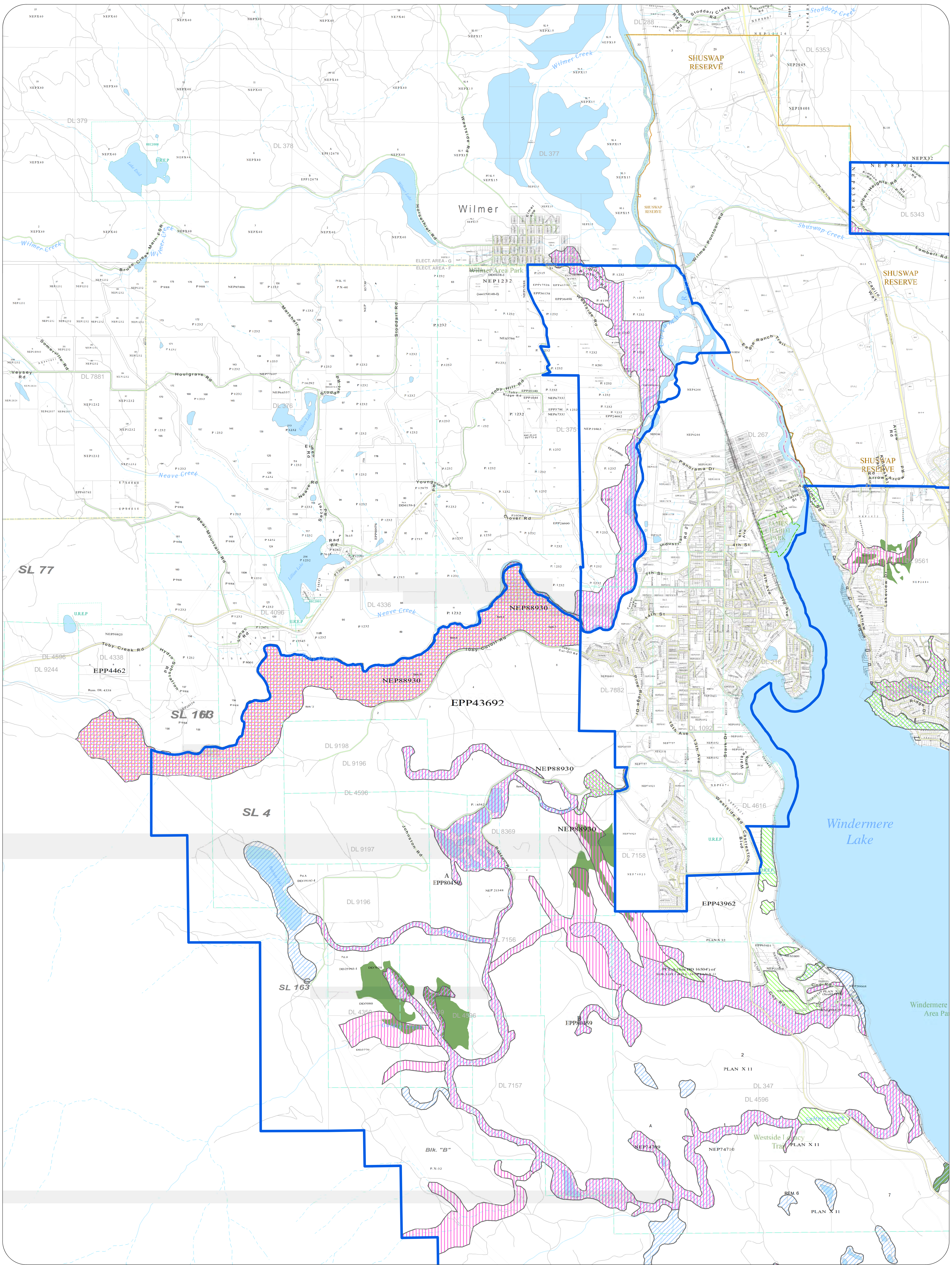
READ A SECOND TIME the 10th day of January, 2020.

READ A THIRD TIME the day of , 2020.

ADOPTED the day of , 2020.

CHAIR

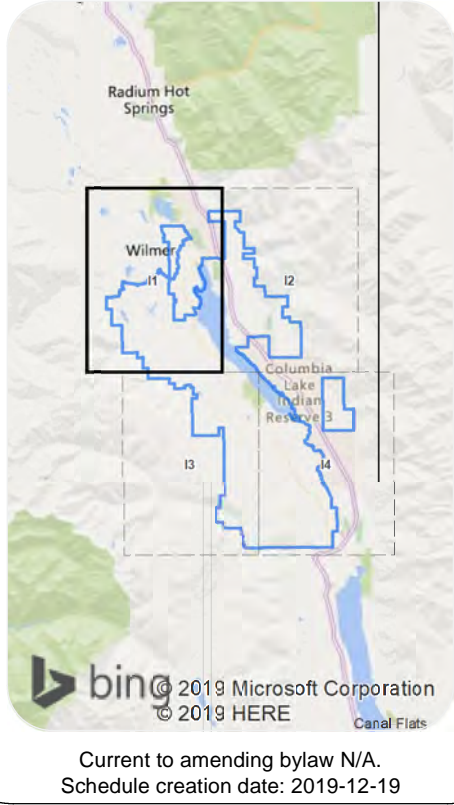
CORPORATE OFFICER



**Lake Windermere
Official Community Plan
Bylaw No. 2929, 2019**

Legend

- Environmentally Sensitive Areas (ESA)**
- Grassland Ecosystem
 - Connectivity Corridor
 - Mountain Goat Habitat
 - Wetland and Riparian Ecosystem
 - Old Growth Forest
 - Plan Area Boundary

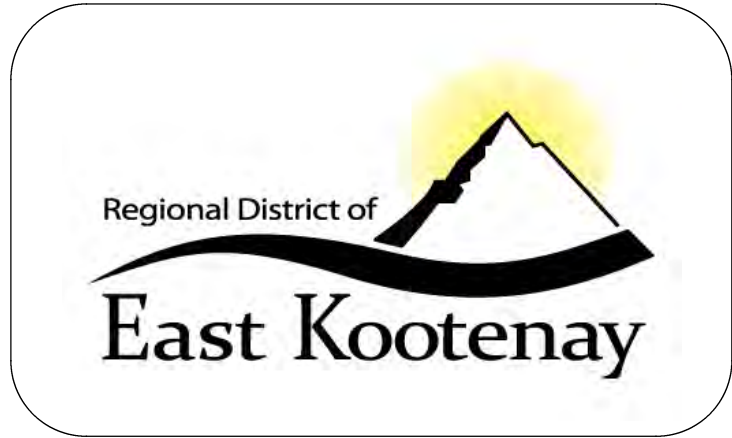
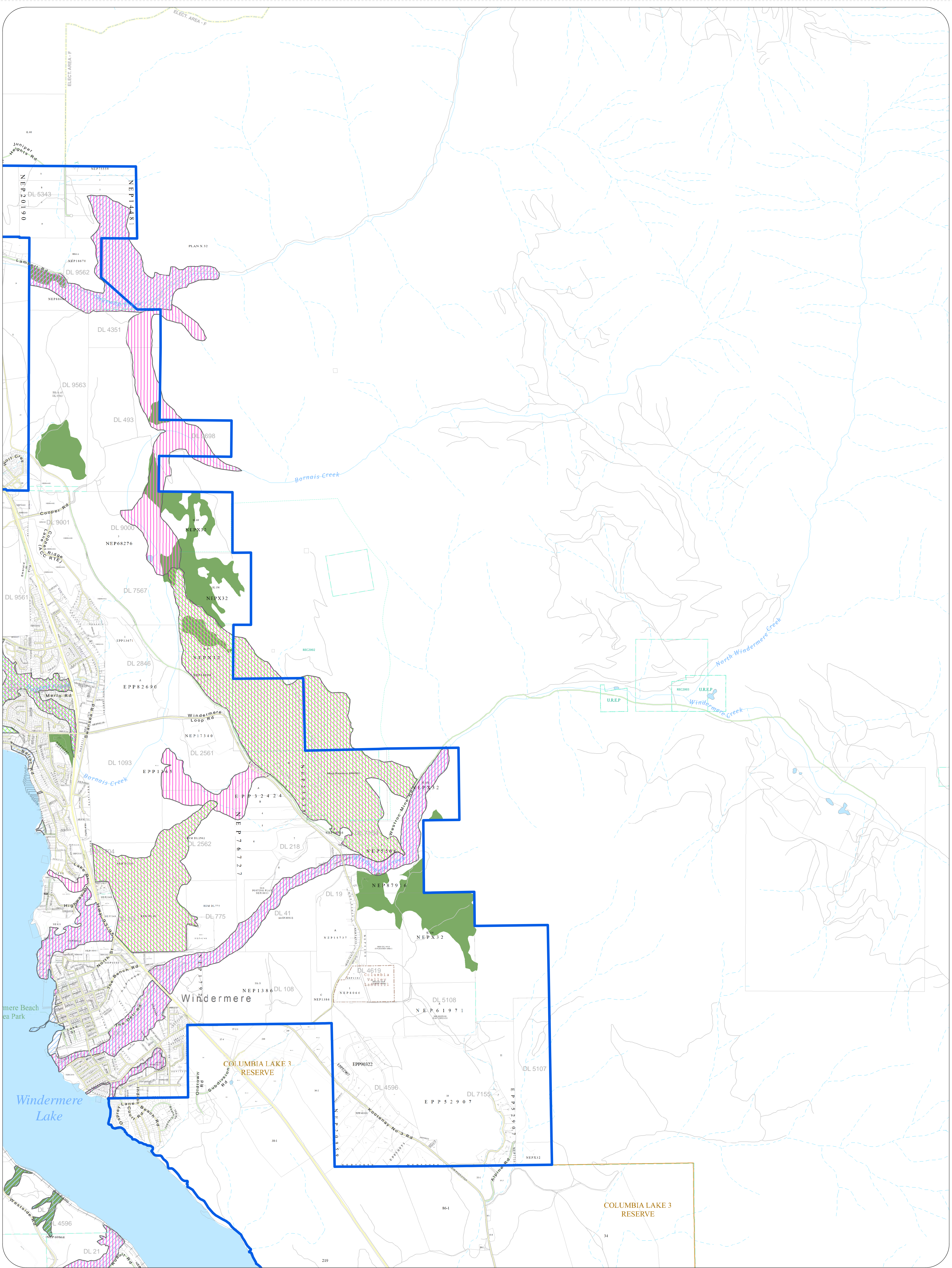


This is Schedule 11 of Bylaw No. 2970 cited as "Regional District of East Kootenay - Lake Windermere Official Community Plan Bylaw No. 2929, 2019 - Amendment Bylaw No. 1, 2019 (Miscellaneous / RDEK)."

Chair _____
Corporate Officer _____ Date _____

I1
Development Permit Area #2
ESA (North West)

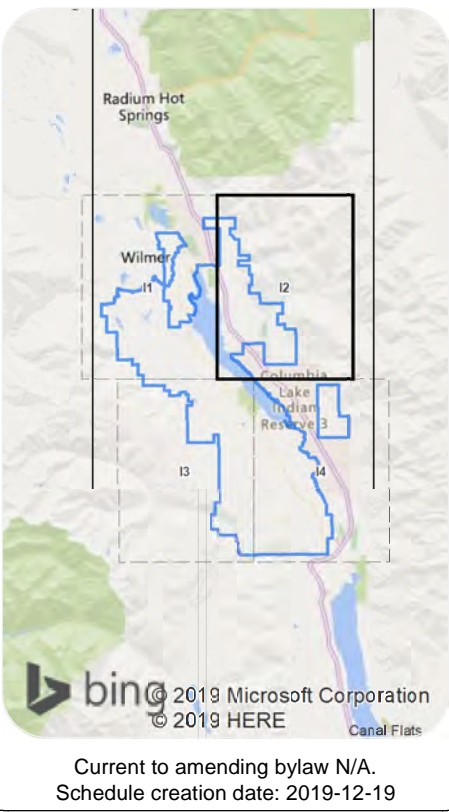
SCALE IN METERS
0 125 250 500 750 1,000 1,250



**Lake Windermere
Official Community Plan
Bylaw No. 2929, 2019**

Legend

- Environmentally Sensitive Areas (ESA)**
- Grassland Ecosystem
 - Connectivity Corridor
 - Mountain Goat Habitat
 - Wetland and Riparian Ecosystem
 - Old Growth Forest
 - Plan Area Boundary

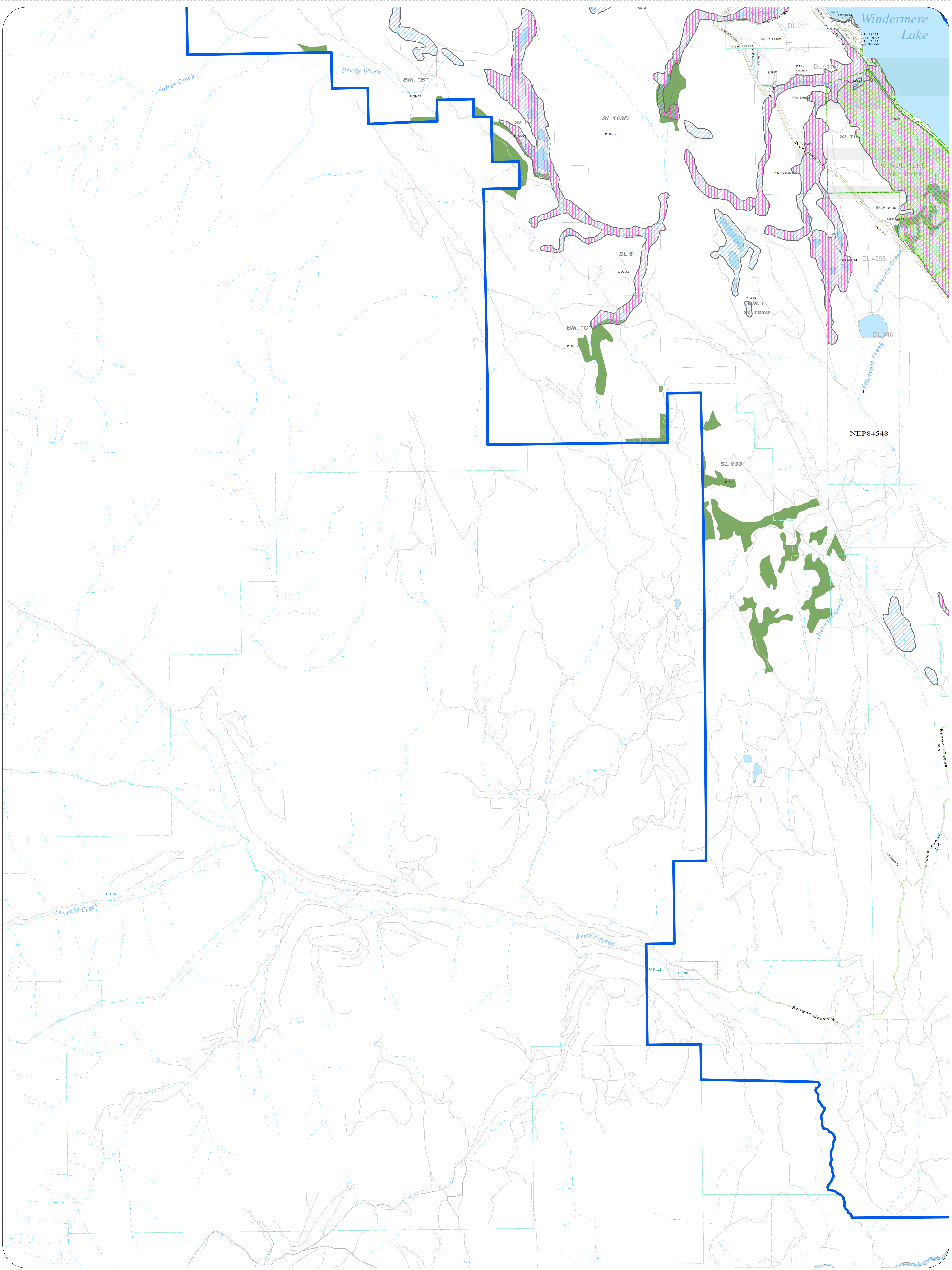


This is Schedule I2 of Bylaw No. 2970 cited as "Regional District of East Kootenay - Lake Windermere Official Community Plan Bylaw No. 2929, 2019 - Amendment Bylaw No. 1, 2019 (Miscellaneous / RDEK)."

Chair
Corporate Officer
Date

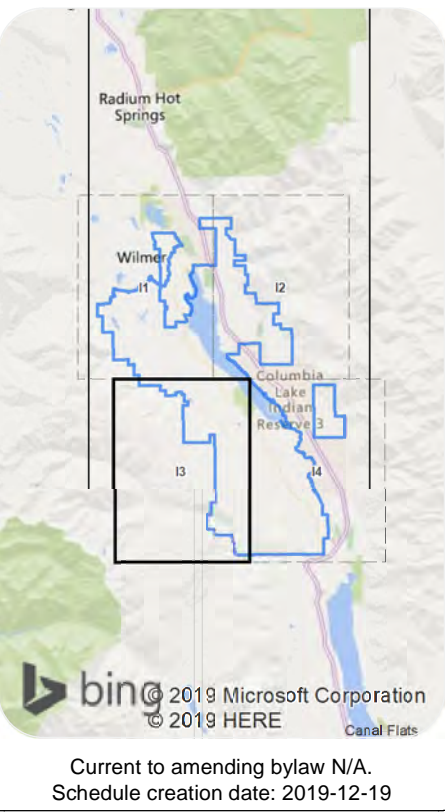
I2
Development Permit Area #2
ESA (North East)

SCALE IN METERS
0 125 250 500 750 1000 1250



Legend

- Environmentally Sensitive Areas (ESA)**
- Grassland Ecosystem
 - Connectivity Corridor
 - Mountain Goat Habitat
 - Wetland and Riparian Ecosystem
 - Old Growth Forest
 - Plan Area Boundary



This is Schedule I3 of Bylaw No. 2970 cited as "Regional District of East Kootenay - Lake Windermere Official Community Plan Bylaw No. 2929, 2019 - Amendment Bylaw No. 1, 2019 (Miscellaneous / RDEK)."

Chair
Corporate Officer
Date

I3

Development Permit Area #2
ESA (South West)

SCALE IN METERS
0 125 250 500 750 1000 1250



Lake Windermere
Official Community Plan
Bylaw No. 2929, 2019

Request for Decision

File No: P 037 989

Date December 19, 2019
Author Kris Belanger
Subject Bylaw 2970 – Lake Windermere OCP – Housekeeping Amendments

REQUEST

Introduce Bylaw 2970.

OPTIONS

1. THAT Bylaw No. 2970 cited as “Regional District of East Kootenay – Lake Windermere Official Community Plan Bylaw No. 2929, 2019 – Amendment Bylaw No. 1, 2019 (Miscellaneous / RDEK)” be introduced.
2. THAT Bylaw No. 2970 cited as “Regional District of East Kootenay – Lake Windermere Official Community Plan Bylaw No. 2929, 2019 – Amendment Bylaw No. 1, 2019 (Miscellaneous / RDEK)” not proceed.

RECOMMENDATION

Option 1

BACKGROUND/ANALYSIS

Two bylaw housekeeping amendments are proposed in order to correct two errors in the newly adopted Lake Windermere Official Community Plan.

The first amendment is to correct a mis-numbered reference in one of the wildfire development permit area guidelines.

The second amendment is related to a mapping error. Prior to the adoption of the Lake Windermere OCP, the RDEK updated its cadastral fabric. This update resulted in some parcels changing location relative to the ESA polygons. The result is that some ESA polygons are now incorrectly located on adjacent parcels. This could trigger the need for a development permit where one is not warranted or conversely, fail to trigger a development permit where one is warranted.

SPECIFIC CONSIDERATIONS

Public & First Nations Consultation (Referrals)

Referrals for Bylaw 2970 were sent on November 22, 2019 to the following agencies:

- **Ministry of Forests Lands, Resource Operations and Rural Development**
 - Environmental Protection
 - Water Stewardship

- Environmental Stewardship
 - **Ktunaxa Nation Council**
 - Akisqnuk First Nation
 - Shuswap Indian Band
 - School District No. 6

Comments from referral agencies had a reply deadline of December 23, 2019. Agencies that responded to the referral are highlighted in bold and had no concerns or comments related to Bylaw 2970.

At the December 17, 2019 Electoral Area F & G Advisory Planning Commission meeting, Bylaw No. 2970 was discussed and supported.

Attachment: Bylaw No. 2970 – Lake Windermere Official Community Plan Bylaw No. 2929, 2019 – Amendment
Bylaw No. 1, 2019 (Miscellaneous / RDEK)

Public Hearing Report – Bylaw No. 2971 Wilmer / Wilmer Eco Development Ltd

This report is submitted to the Board of Directors of the Regional District of East Kootenay pursuant to Section 464 of the *Local Government Act*.

The public hearing for Bylaw No. 2971 cited as “Regional District of East Kootenay – Upper Columbia Valley Zoning Bylaw No. 900, 1992 - Amendment Bylaw No. 358, 2019 (Wilmer / Wilmer Eco Development Ltd)” was held on January 28, 2020 at 4:00 pm at Fairmont Hot Springs Resort, Pine Room.

The following Regional District representatives attended the public hearing:

Director Gerry Wilkie, Electoral Area G
Director Susan Clovechok, Electoral Area F
Tracy Van de Wiel, Planning Technician 2

The notice for the hearing was published in the Columbia Valley Pioneer on January 16 and 23 2020; and the East Kootenay Extra on January 23, 2020. Thirty-six (36) notices were sent to neighbouring property owners and occupiers on January 10, 2020 by regular mail with no notices returned as undeliverable.

Staff and the proponent gave an overview of the amending bylaw and there was a question and answer period before the hearing.

Chair Wilkie convened the hearing at 7:47 pm and Regional District representatives were introduced.

Chair Wilkie advised those in attendance:

- to identify themselves and the property they own that may be affected by the Bylaw;
- that only those written and/or verbal presentations made at the hearing will be considered as part of the hearing report;
- that no written or verbal submissions will be allowed subsequent to the close of this hearing.

Bylaw No. 2971 provides for:

1. This Bylaw may be cited as “Regional District of East Kootenay – Upper Columbia Valley Zoning Bylaw No. 900, 1992 – Amendment Bylaw No. 358, 2019 (Wilmer / Wilmer Eco Development Ltd).”
2. The designation of part of Sublot 12, District Lot 377, Kootenay District, Plan X15 Except (1) Part Included in Plan 692A, (2) Parcel A (Explanatory Plan 16601D), (3) Parcel A (See 7949I), (4) Parcel B (Reference Plan 5056I), (5) Parcel C (Explanatory Plan 12645I) (6) Parcel D (See 12645I) (7) Plan NEP71138 (8) Plan EPP5920 and (9) Plan EPP9406, outlined on the attached Schedule A, which is incorporated in and forms part of this Bylaw, is amended from W-1, Watershed Protection Zone to SH-3, Small Holding Rural Zone.

Staff read the legal proceedings for the public hearing as set out by the *Local Government Act* and noted that a report of the hearing would be submitted to the Board at its February 14, 2020 meeting.

Thirteen written submissions were received prior to the hearing. The letters received express opposition and/or concerns related to protection of the watershed, the water aquifer, the natural

environment, safety with respect to flood hazard, and how residential wastewater from future development will be handled.

Numerous members of the public and an agent for the proponent attended the hearing and the following people spoke:

Herman Mauthner, 4385 Bullin St – Opposed. Mr. Mauthner read out the letter he submitted (letter attached).

Daniel Eastabrook, 9189 West Ave – Opposed. We are here considering removing a piece of watershed protection zoning (W-1 zone) but we should be considering adding to the W-1 zone instead, especially on the north side of Horsethief Road where there is R-1 zoning which looks like it was inadvertently zoned R-1 but should clearly be W-1.

Karen Reisle, 9159 Wallis Ave. – Opposed. We aren't against this proposal because of the owner or who they are, it's not personal. The concerns we have are those we expressed in the question and answer period earlier tonight. We shouldn't be further eroding the W-1 zone because this might set a precedent and this kind of precedent can be dangerous.

Kassandra MacKay, 4328 Park St. – Opposed. She agrees with Karen and is also concerned about fire safety and soil movement (erosion) from removal of trees.

Pat Morrow, 9154 Fairview Ave (Invermere) – Opposed. He wishes to echo what Herman said and make sure there is an Engineer involved to supervise. He said he's witnessed government rubber stamping of water testing and has photos from a well being pumped at Jumbo that was not producing any water but it was approved anyway. He said there should be an Engineer involved and everything should follow due process.

Gerry Taft (Agent for the proponent), 209 10th Ave (Invermere) – The plan for water on these lots is for individual domestic wells and that the province doesn't actually have many rules about these types of wells. He said the RDEK has rules requiring potability for subdivision. The two wells on this property already exist and there is a precedent in the area for 5 ac lots already. He said 5 acre lots belong on the outskirts of a community and that lots should get smaller as they get closer to the center of town. He also said that comparing this proposal to Jumbo is not a super fair comparison.

Pat Morrow, 9154 Fairview Ave (Invermere) (2nd time speaking) – He said that Canmore and the Okanagan are examples of government rubber stamping too and that this day in age when water supply is being used up and/or being contaminated at such high rates, to ignore these concerns is disingenuous.

Joshua Eastabrook, 4339 Park St. – Opposed. He said he's new to town but not to the valley. He loves it here and he did research before the meeting to see how people historically felt about the issues being discussed. He said he looked at the OCP and it says don't remove W-1 zoning, ever. He said this should be the answer right there and he hopes the RDEK will follow the OCP.

Daniel Eastabrook, 9189 West Ave (2nd time speaking) – He said that, in light of the previous well drilling by the proponent and the spilling of tailings into the ditch, can we really trust the proponent to maintain stewardship of the land?

Jill Bell, 9215 Main Ave – There should be a public pedestrian access across the corner of this property so the public can walk around Munn Lake.

Herman Mauthner, 4385 Bullin St (2nd time speaking) – He read from the zoning bylaw, section 7.17 (7)(d) which regulates use or storage of petroleum products in the W-1 zone and said that when the well driller was onsite, they were clearly breaking this bylaw.

Arnor Larson, 4380 Bullin – He said we should not be losing W-1 zoning and that we should be looking at adding more W-1 in the pink area (R-1) located north of Horsethief Road.

Gerry Taft (Agent for the proponent) (2nd time speaking) – He said the zoning hasn't been around forever, maybe since around 2006 or so as a guess. He said this land is extremely protected and that you'd be challenged to find land with more protection.

Joshua Eastabrook, 4339 Park St. (2nd time speaking) – If we don't rezone this area, then we don't need a covenant.

Herman Mauthner, 4385 Bullin St (3rd time speaking) – He said he wanted to clarify what Gerry was saying. Gerry was offering a 'no build' covenant but you can't build in that area anyways because it's too close to the creek.

Fritz Reisle, 9159 Wallis Ave. – He said the agent is talking about a covenant etc, but the owners have lied to the community and they drilled a well and ran arsenic water into the ditch for two days. It's hard to trust them.

Herman Mauthner, 4385 Bullin St (4th time speaking) – He pointed out that the information given by the agent says that confirmation of a 'portable' water source and sewage disposal has been submitted to the MoTI and Herman drew attention to the use of the word 'portable' and said that anyone can bring load up water onto a truck.

Karen Reisle, 9159 Wallis Ave. (2nd time speaking) – She said we need to ensure that an easement is granted to the community for both the access road to the dam (if the road crosses private property) and for the irrigation canals crossing the subject property as well.

Director Wilkie called three times for more comments and since no other members of the public nor the proponents chose to speak, Chair Wilkie adjourned the hearing at 8:18 pm.

Chair Gerry Wilkie
Electoral Area G

Tracy Van de Wiel
Planning Technician 2

Tracy Van de Wiel

From: Kathryn Petrunia <[REDACTED]>
Sent: January-28-20 7:57 AM
To: Tracy Van de Wiel
Subject: Amendments to Bylaw27971 - Wilmer

Personal information has been withheld in accordance with section 22(1) of the *Freedom of Information and Protection of Privacy Act*.

I have some questions and concerns regarding this proposed change to the by-law.

1. What is the intended/proposed water source for this development and will it be used only for the two properties immediately in question or for the full development of the lands owned by Wilmer EcoDevelopment group?
2. What is their proposed groundwater contamination remedy considering it is upslope from Wilmer's water source, whether it be Wilmer's community water well or existing private wells.
3. How will the watershed be protected by this group?
4. There needs to be full ecological and hydrological assessment complete PRIOR to the Bylaw amendment.

Please register my objection to this change.

--

Kathryn Petrunia
[REDACTED]
[REDACTED]
[REDACTED]

Phone: (Home) [REDACTED]
(Cell) [REDACTED]

Tracy Van de Wiel

From: Jenny Bueckert <[REDACTED]>
Sent: January-27-20 9:23 PM
To: Tracy Van de Wiel
Subject: Wilmer Public Hearing

Personal information has been withheld in accordance with section 22(1) of the *Freedom of Information and Protection of Privacy Act*.

Hi Tracy

I am emailing as I am unable to attend the Public Hearing for "Bylaw No. 2971 cited as "Regional District of East Kootenay – Upper Columbia Valley Zoning Bylaw No. 900, 1992 – Amendment Bylaw No. 358, 2019 (Wilmer / Wilmer Eco Development Ltd)" will amend the designation of the Rem of Sublot 12, District Lot 377, Kootenay District, Plan X15, from W-1, Watershed Protection Zone to SH-3, Small Holding Rural Zone."

It appears to be a proposed reversal of a bylaw that affects land that was once in the ALR, and now the developer wants to remove it from the Watershed Protection Zone as well.

As the proposed development presently has no access to the public water supply of Wilmer, this sends up a red flag.

Due to lack of transparency & details in the public hearing notice, I am concerned about the manner in which the developers may pursue their own water sources.

To date, we also have not seen any plans as to how wastewater will be managed from the development. Clearly, any wastewater discharge into groundwater will be up slope from Wilmer's private and community water supply wells.

I appreciate your attention to my email, and that you will apply this email to the opposition I suspect you will witness at the hearing.

From: Sharon Wass
To: Tracy Van de Wiel
Subject: PHN-Bylaw2971 Wilmer
Date: January-21-20 3:29:18 PM

Personal information has been withheld in accordance with section 22(1) of the *Freedom of Information and Protection of Privacy Act*.

Tracey Van de Wiel
Regional District of East Kootenay

January 21, 2020

Hello Tracey,

I am writing for a bit more information concerning the lot in Wilmer.

To my understanding, the reason it is zoned as watershed is because when the dam is holding water, the overflow would be flowing right through the property.

Amending the zoning to be small holding does not make sense to me.

On the assumption that the aim is to develop it for residential, it would be directly in a flood path.

Also any septic field or surface contaminants would affect all of us downstream AND the Wilmer wetlands and Bird Sanctuary,

Already I witness far more plant growth in the wetlands than when we first moved there 28 years ago. I have been involved with the wetlands bird count and walk the area regularly.

I also seem to remember that several years ago a walking / mountain bike trail being proposed for the same area and we were advised that it would not be appropriate use of an area zoned watershed.

I know it does not appear at the moment that there is danger of water flow, but that is because the dam needs to be upgraded to hold water again.

I have not been to a Wilmer Waterworks meeting for a while, but I don't think the decision was to never have Munn Lake be an irrigation reservoir again.

If you could outline what the change could potentially affect the area I would appreciate it very much.

Thank you.



Sharon Wass
9186 Fairview Avenue
Wilmer, BC



ps I am presently teaching in Labrador, so am three hours ahead for phone calls.

To

January 23, 2020

The Directors for electoral area F and G and the District of Invermere

Re: Application to amend the designation of zone W1 to zone SH-3

My name is Hermann Mauthner and I have been a resident of Wilmer at 4385 Bullin Street since 1967. I am writing because I oppose a zoning change as advertised in the recent issue of the local newspaper, a sentiment shared by many of my neighbours.

We are blessed to live in a country that traditionally has had the precious resource of water in abundance but due to widespread depletion and pollution, we now have to learn to manage it well. Water has and will be a major concern throughout the years, without doubt the most important element to sustain life itself.

The water protection zoning, known as W1 zoning, was created in good faith by previous administrations. Wilmer creek (aka Clearwater creek) including Munn Lake (aka Wilmer Lake) is shown to be in W1 zone on the map. Munn Lake was originally dammed to give farmers a controlled water supply and flood control. After the disaster of a broken dam in the Oliver area in 2010, the B.C Government ordered all dams to be inspected by engineers to prove their safety.

With regard to safety, the Munn lake dam now has been inspected and a report has been forwarded to the government but **not yet signed and approved**, all to the cost of Wilmer residents. The dam is on crown land and legally not to be used as a road or access to private lands.

The precariousness of Munn Lake's Water level was felt at the time when the Wilmer water supply came from the former well which was situated in the centre of Wilmer. The ground water level fluctuated with the water level of the lake. Some days the well had not enough water for the pump and even with water restrictions, some residents had no water or little pressure. With great costs and commitment by the Wilmer residents a new well was drilled (1987) and water distribution was greatly improved. And yet, even with a deep well, ground water level can fluctuate wildly according to the forces of nature and man.

I am asking the authorities to reassess the situation and make an **informed decision** on the basis of a professional study of ground water movement and riparian impact in the W1 zone by a recognized hydro geo engineer.

Respectfully

Hermann Mauthner

4385 Bullin St. Wilmer



Personal information has been withheld in accordance with section 22(1) of the *Freedom of Information and Protection of Privacy Act*.

Jan. 24. 2020

Ursel Mauthner

[REDACTED] Bullin St. Wilmer

Invermere, B.C

[REDACTED]

Personal information has been withheld in accordance with section 22(1) of the *Freedom of Information and Protection of Privacy Act*.

Re: Bylaw amendment – Wilmer # 2971 rezoning of W1

To whom it may concern,

I am a resident in Wilmer since 1967 and the amendment proposal in Wilmer is of great concern to me.

I have experienced that the ground water quantity in Wilmer depends very much on **the water level** of Munn (Wilmer) Lake. There were days the well within the town was dry or water level too shallow for a pump, when water level in Munn Lake was low. It was a yearly situation that residents of Wilmer had no water for days. Not until 1987 when a deeper well was drilled, the residents of Wilmer had sufficient water, with restrictions, year round.

The entire watershed protection zoning (W1) for Munn Lake including the dam area is extremely important to Wilmer resident. The dam itself is in an inspection process and an engineering report has been filed. The area east, adjacent to the dam is an environmentally sensitive riparian ecosystem and **protected by the W1 zoning right now as stated in the Official Community Plan . Under no circumstances should W1 be removed from this area.**

Sublot 12, District Lot 377, includes Wilmer Creek, a historic irrigation ditch and a presently active irrigation ditch, as well as above mentioned sensitive riparian ecosystem and really is not suitable for more subdividing as the plans of the Wilmer Eco Development Ltd. indicates.

The Wilmer Eco Development Ltd. has also shown no environmentally regards, when they drove heavy well drilling machinery over the small existing dam in order to access their property, it is not a designated road. Also the tailings of the well drilling were left to run into Wilmer Creek.

The application to amend the zoning is not a mere “house keeping procedures”. The watershed protection zone of all the Munn Lake area, including the dam area, is very important to Wilmer residents and everybody else in that drainage.

I ask the delegation **not to approve** the application of the Wilmer Eco Development Ltd.

Respectfully

Ursel Mauthner

From: KRS Framing & Photography
To: Tracy Van de Wiel
Cc: "Joshua Estabrooks"
Subject: Opposition of Application for Zone Amendment by Wilmer Eco Development
Date: January-23-20 12:43:49 PM

This note is to formally state my opposition to the re-zoning application by Wilmer Eco Development Ltd.

The lands in question, on Horsethief Road below the Munn Lake Dam, are important watershed.

They were once in the ALR, and now I understand the developer is looking to remove them from the Watershed Protection Zone as well.

An entire community depends on this watershed providing a clean source of drinking water. We have seen no plans as of yet (by the developer) as to how wastewater will be managed. Clearly, any wastewater discharge into groundwater will be up slope from Wilmer's private and community water supply wells.

Seeing as this developer currently has no access to the public water supply of Wilmer (which SHOULD and WILL be updated as required, we hope- to allow for future development in due time) we should all be concerned as to this re-zoning RED FLAG.

Let's protect our watershed. Please do the right thing for the community as a whole and recognize the motives of this developer.

Things must be done correctly, for this generation AND for future generations, and especially for the betterment of our community. I welcome more residents to the community- but only in a way that is controlled, well thought out, and sustainable for ALL.

As a resident of a Wilmer with a small toddler- I would hope our local government will help oversee the protection of safe drinking water for many generations.

..light & love...

...k

Kimberley Rae

KRS Photo & Framing

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From: Joshua Estabrooks
To: Tracy Van de Wiel
Subject: Rezoning application response
Date: January-24-20 9:38:58 AM

Personal information has been withheld in accordance with section 22(1) of the *Freedom of Information and Protection of Privacy Act*.

Hi there! This is a letter in response to the rezoning application by wilmer eco developments...

January 24, 2020

Joshua Estabrooks
4339 Park Street
Wilmer, BC


To whom it may concern,

I am writing this letter to register my opposition to the application for rezoning submitted by Wilmer Eco Developments. The land in question is currently zoned Watershed protection, and I would like it to remain this way. It states very clearly in the official community plan for this area that land is not to be removed from the Watershed Protection zoning and that all activities within this zone must “be limited to those activities that do not have a negative impact on water quality or quantity.” (Section 12.3 Points 1-4 state this very clearly). I would suggest that a real estate development of almost any shape or size could very negatively impact this sensitive area, especially by developers that have already shown some irresponsible land use decision making by drilling wells very close to existing water ways and using strong negative rhetoric to spook residents into letting them have access to community water.

As well, there is a community owned dam adjacent to this property that is currently undergoing remediation studies and funding is in place to do whatever work will be needed. The final footprint of the dam and access roads and other supporting infrastructure (spillways, rip rap, drainage ditches, culverts, etc.) has yet to be determined by the study, so to rezone land directly adjacent to it, that is currently zoned to protect this community owned infrastructure, seems very short sighted.

Finally, the folks involved in the development have not gained, or maintained, a very good relationship with the people of the area, or the water board that was elected by residents to act on their behalf with regards to water issues in the community. Letting people who don’t have a large stake in the day to day life of a community make decisions (even on their land) that can negatively impact the entire community at large, when they make no plans or promises to join said community on a day to day basis, is a silly way to manage land use, and communities, in my opinion. If you are not here to experience the effects or consequences of your actions why on earth would you be allowed to affect the rest of us?

It’s a pretty simple decision, I think, and I hope that everyone on this board can see how strongly this community would like to protect their water now and for future generations. Please follow the official community plan and deny this rezoning application.

Sincerely yours,
Joshua Estabrooks

I'm responding to the proposed reversal of a bylaw that, correct me if I'm wrong, affects private land in Wilmer that was once in the ALR, and now the developer wants to remove it from the Watershed Protection Zone.

But first, I want the RDEK to understand that I'm as much concerned about this particular series of shady bylaw moves as the "open arms" policy the Chamber of Commerce and its affiliates in all levels of government embraces to indiscriminately lure people to a valley that, like every other valley in the southern part of this province, has already far exceeded its biological and societal carrying capacity.

That you would aid and abet businesses such as the so-called "Eco Wilmer Developers" (an oxymoron) to try and subvert a bylaw set in place to protect the environment and neighbouring landowners is deeply disturbing. Especially in light of their history of shoddy well drilling practices (I'm referring to the overflow mess they made on their lots above Horsethief road).

Due to lack of transparency & details in the public hearing notice, I am concerned about the manner in which the developers may pursue their own water sources. Given the close proximity of the development to town, and to Wilmer's water wells (the community well and a number of private wells), I would call upon the RDEK to insist that any new wells be subject not only to industry-standard, long term, multiday pumping tests, but that monitoring wells be installed so as to determine what effect that well or wells may have on Wilmer's water supply in the short, medium, and long terms.

As development and growth increases within Wilmer's own town footprint, we have to consider its future water needs. We would also expect riparian monitoring as any degradation of flow to or from Wilmer Creek is also unacceptable.

In light of the fact that we are situated at the headwaters of the Columbia River where, by definition, the water supply here is considerably less than further downstream, development proposals valley-wide need careful scrutiny

To date, we have not seen any plans as to how wastewater will be managed from the development. Clearly, any wastewater discharge into groundwater will be up slope from Wilmer's water supply wells. Not only have no plans for wastewater treatment been released, (again, lack of transparency) but given the dearth of geologic information, it is not at all clear that the surface material will be suitable for the installation of septic systems on all lots, or even on any of the lots.

Also, given that the lots will be elevated above the riparian area of Wilmer Creek, I am concerned about potential short and long term impact to the riparian area from the unacceptable treatment of wastewater.

It is my view that the same conditions that perhaps were used to justify removing this property from the ALR, such as relief and thin soil cover, may also create significant challenges to proper wastewater treatment from this property.

Yours truly,

Pat Morrow
9154 Fairview Ave, Wilmer [REDACTED]

Personal information has been withheld in accordance with section 22(1) of the *Freedom of Information and Protection of Privacy Act*.

Tracy Van de Wiel

From: Sebastian Bell [REDACTED]
Sent: January-24-20 3:09 PM
To: Tracy Van de Wiel
Subject: Wilmer/Wilmer Eco Development Ltd - Proposed ByLaw Amendment

Personal information has been withheld in accordance with section 22(1) of the *Freedom of Information and Protection of Privacy Act*.

Dear Tracy,

We have lived in Wilmer for the last 20 years and are most appreciative of the quality of the drinking water that is currently available to us. We are concerned that the proposed ByLaw Amendment discussed below may lead to ground water reservoir contamination.

We are not sure why Wilmer Eco Development Ltd. wish to amend the zone designation of a very small portion of their property from W-1 to SH-3. From the map RDEK has provided, it appears that this would allow them access to water from Munn Lake. If this is the case, we presume the purpose here is to provide water for the properties they own (NEPX15 & NEP71138). It would appear that the two wells they drilled south of the stream taking water through the village have not provided an adequate supply of water for their properties. Earlier they drilled a well north of Horsethief Road on NEPX15 that did flow water, but with arsenic contamination.

Our concern is that accessing water from Munn Lake, and waste water disposal, could contaminate the groundwater reservoir that currently supplies the township of Wilmer. Therefore we feel that it would be premature to approve the W-1 Watershed Protection Zone to an SH-3 Small Holding Rural Zone. We believe that before any such approval is given, there should be an extensive hydrological investigation undertaken. So please postpone approval at this time.

sincerely yours,

Sebastian and Jill Bell
Delphine Lodge, Wilmer.

Tracy Van de Wiel

From: Sharron Chatterton [REDACTED]
Sent: January-25-20 8:25 PM
To: Tracy Van de Wiel
Subject: Wilmer Eco Development application.

Personal information has been withheld in accordance with section 22(1) of the *Freedom of Information and Protection of Privacy Act*.

As a Wilmer resident I have no general concern about a small residential development in the Munn Lake area. I am concerned about water use and the discharge or disposal of waste water from homes. These two issues must be addressed fully in any application before it is acceptable, let alone accepted.

Wilmer residents have accepted a 50% increase in water fees this year to pay for repairs and upgrades to a water system that is operating at capacity.

We all already accept a mandatory alternate-day use of water for gardens or grounds.

We all know that in the event of a fire ALL water will be redirected by the fire department.

We all accept that if there is a multi-home or wildfire there will be no water available at residences to fight an ember shower or even probably to save more than a triaged percentage of homes.

Additional stress on the supply, for homes built well away from the last hydrant and in a high-risk forested zone seems shortsighted, perhaps self-interested in the extreme.

This is not an insular or NIMBY response. These issues worry Wilmer people.

Where will waste water go ? We are on a particular type of soil and our water supply is surface. We need guarantees it will not be contaminated.

Please take these valid worries into consideration.

If they are solved, I would have no issue at all with development.

If they are not, I would resist it strenuously.

Sharron Chatterton

Mays Avenue Wilmer..

January 26th, 2020
Wilmer Waterworks District
Box 747
Invermere, BC
V0A 1K5

To whom it may concern,

As the overseers and operators of both the Wilmer town water system and farm irrigation system, our first and foremost concern is for the public safety and protection of water, and by extension watersheds. Our opinion is that water protection is of vital importance to everyone and we would like to formally state our strong opposition to the rezoning of Sublot 12 District Lot 377 from W-1 to SH-3. The Official Community Plan for our area clearly states in **section 12.3 1-4 that land in the area covered by the plan that is designated W-1 is not to be removed from watershed protection.**

In relation to direct impact on our water operation interests, the property in question has the Munn Lake Dam bordering it and Wilmer Creek running through it, both of which are integral to the farm irrigation system, supplying irrigation water to many properties down stream. We are in the process of having a very costly safety assessment finalized on the dam and we hold the water rights on the creek. Much of Sublot 12 is on a hill rising directly up from Wilmer Creek which gives us concern regarding the effect potential development may have on the stability of the slope of the property or potential future contamination of the creek. One of the goals of the Official Community Plan is **section 3.3 7 to protect areas that are subject to natural hazards such as flooding and land slip.** Has RDEK or Wilmer Eco provided any study on how the stability of this hillside property would be impacted by development? We haven't seen what we would consider to be adequate concern for water protection from Wilmer Eco regarding the wells they have drilled in the area. When drilling the well on the property they would currently like to rezone, the tailings were allowed to run down the hillside and into the Wilmer Creek bed. No prevention efforts were made for containment of the tailings. On their property to the northeast of the property in question, Wilmer Eco had the arsenic containing water running out across the land and into the ditch for days with no permit to do so and without informing the citizens of the town that they were doing so.

As citizens who reside in the area, we have concerns about the ecological sensitivity and fire interface hazard of the property in question. We refer to the goals of the OCP as follows: **section 3.3 3 to minimize the effect of human development on ecologically sensitive areas** Have any studies as to the ecological sensitivity of the area been provided by either RDEK or Wilmer Eco?

Section 3.3 11 to promote awareness of the Interface Fire Hazard and discourage development that increases risk With the increasing number of recent wildfires that have been experienced in our area and throughout the the world, is it responsible to encourage development on land that is outside of town limits and outside of the outlined development node of the OCP, land that is forested and borders on more forested land? Developing property further and further from populated areas makes fire protection much more difficult and costly as well as increasing the risk of fire hazard for all nearby.

Once again, we would strongly urge you to thoughtfully consider all the possible ramifications of changing the zoning of this section of W-1 land to allow for development. Removing the W-1 zoning would further weaken water protection and is not in the best interests of the citizens who reside full time in the town of Wilmer.

Respectfully submitted by the Wilmer Waterworks District Board of Trustees
Karen Reisle, Board Chair

January 25 2020

RDEK

Attention: Tracy Van de Wiel

19 – 24th Avenue South

Cranbrook, BC

V1C 3H8

FAXED

Dear Ms. Van de Wiel:

Re: Bylaw No. 2971

We, the undersigned are opposed to the rezoning application of Wilmer Eco Development Ltd. to amend the zone designation of part of their property from W-1 to SH-3.

Firstly, the Zoning Bylaw states that “No parcel shall be created in the SH-3 zone which is less than 2.0 ha (4.9 ac)”. It appears that the property in question is smaller than this on the map.

Secondly, the property in question is outside of the “Wilmer Development Node” as identified in the Steamboat - Jubilee Mountain Official Community Plan No. 1926, 2006. Section 4.7 2(b) states that Parcels outside the Wilmer Development Node identified on Schedule D1 are **not supported for subdivision below the minimum parcel size permitted by the current zoning.**

Lastly, Section 12.3. (2) states that the RDEK Watershed Protection zoning in the community watersheds **is to be maintained** and further section 12.3. (4) states that applications for rezoning of land within the Watershed Protection zoning **are not supported.**

It is clear to us that on many fronts this subdivision is not supported within the guiding documents of the RDEK and Wilmer and urge the Board not to support this rezoning application.

Sincerely:




Karen Côté

owner 4224 Horsethief Road, Wilmer


Joe Côté

owner 9185 Delphine Avenue, Wilmer


Marie Wilson

owner 4247 Donovan Road, Wilmer

Tracy Van de Wiel

From: John Cook <[REDACTED]>
Sent: January-28-20 11:05 AM
To: Tracy Van de Wiel
Subject: Bylaw 2971

Dear Ms. Van de Wiel,

My name is John Cook and my wife and I own 40 acres of land known as Lot 8 plan X 40 with a municipal address of 4055 Horsethief Road. Part of our 40 acres includes a portion of Wilmer Lake while the portion of Wilmer Lake not owned by ourselves is owned by the crown. Wilmer Lake is adjacent to the land subject to the proposed request for an amendment to zone designation. Our water well is located on our property at the opposite end of Wilmer Lake to the lands upon which this proposed change of zoning applies. In the spring of 2019, our water well ran dry. Fortunately the well recovered and we remain dependent upon this well for our water needs. We are very concerned that a change of zoning as proposed would allow for subdivision of lands which would rely on well water drawn from the same aquifer as our well.

In this regard, we are against the proposed amendment to change the zone designation.

Please acknowledge receipt of this email.

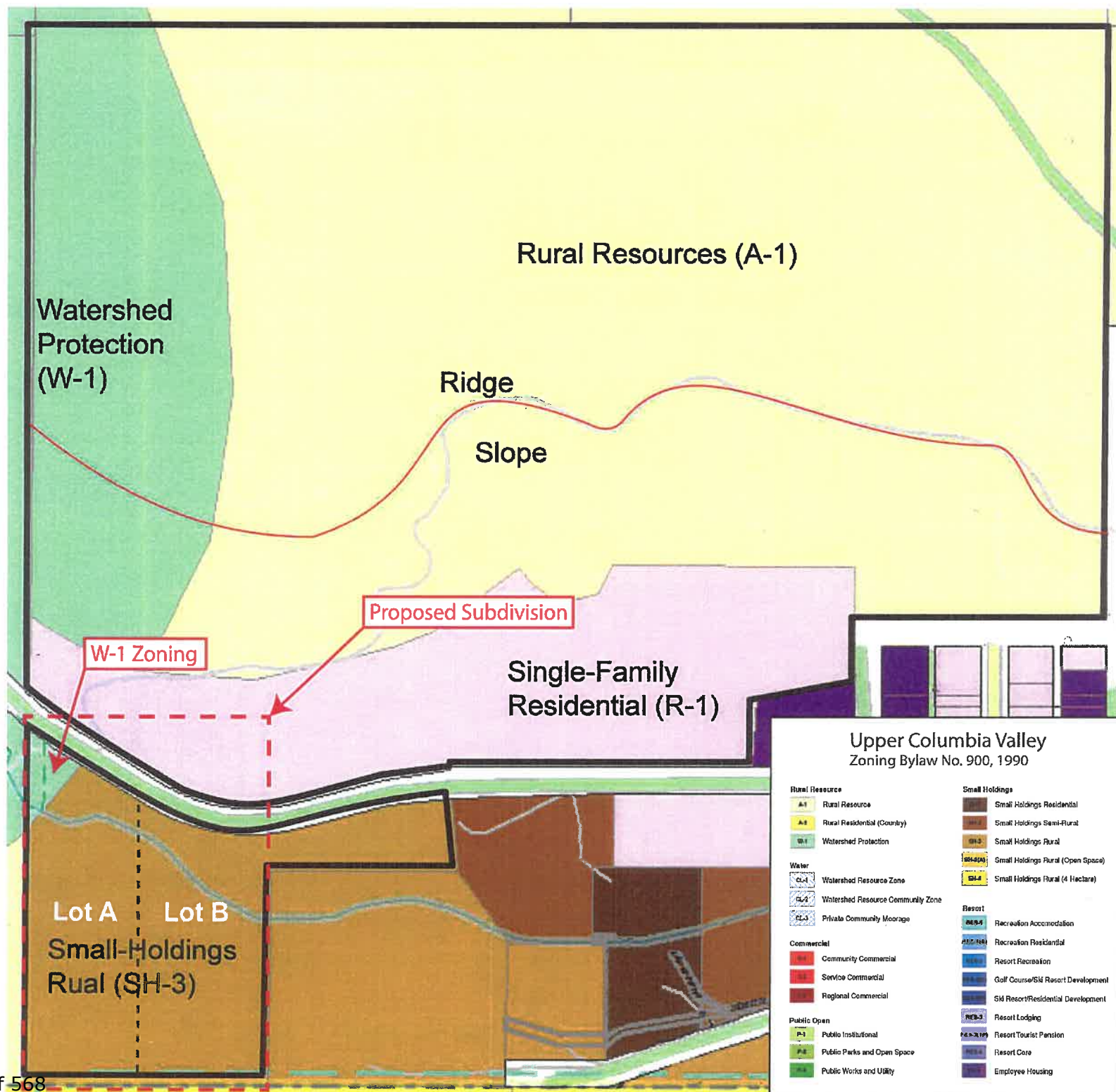
Yours truly,

John M. Cook
[REDACTED]

Fact Sheet Regarding Bylaw No. 2971 Wilmer Eco Development Ltd.

- The property in question is still in the ALR. The RDEK and the Agricultural Land Commission have both supported the two lot subdivision of an approximate 10 acre portion of ALR land to the south of Horsethief Road into two 5 acre parcels (maximum density two single family homes)
- There is 'mixed zoning' of the property resulting in a very small portion of the 10 acres having the W-1 Watershed Protection zoning, unfortunately this mixed zoning was not noticed during the original approval process from the RDEK and the ALR. The intention of the Bylaw No. 2971 is a 'house keeping' amendment to have all of the land zoned as SH-3.
- The decision around Bylaw No. 2971 is not a decision on the 'two lot subdivision', that decision has already been made. If this Bylaw is defeated the land owners can reconfigure other portions of their land in order to proceed with a two lot subdivision.
- The portion of the property with the requested change in zoning **WILL NOT** become a separate parcel, but will rather be part of a 5 acre parcel
- The land owners have agreed to register a **NO BUILD COVENANT** over the entire area requested to be rezoned. This Covenant will 'run with the land' and bind future owners. This offers additional protection and safeguard beyond that offered by the current W-1 Watershed protection zoning
- This application (or the development of two 5 acre parcels) has **NO** impact on the 'Munn Lake Dam'
- This applicaiton (or the development of two 5 acre parcels **DOES NOT** involve removing any water from Munn Lake

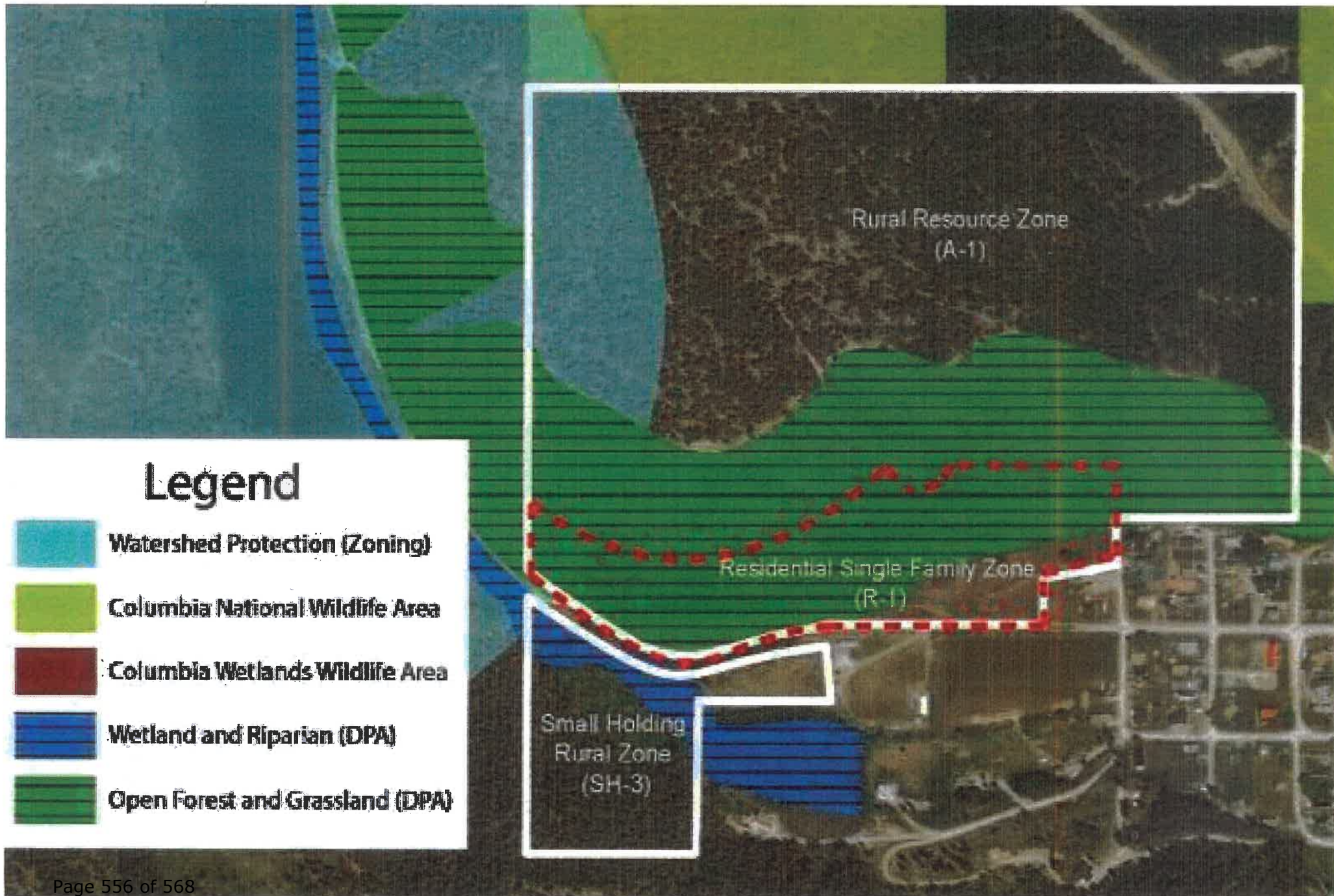
- All water wells and septic fields need to meet Provincial and RDEK standards and regulations, and these must be proved before a subdivision is approved
- The development of two modern and fully compliant future septic fields as part of the future building of a maximum of two single family homes **WILL NOT** negatively impact the community's water supply or the environment
- The development of two future homes on the property is not only guided by the zoning requirements, RDEK bylaws but also must be built with respect to a 'water and sensitive areas' Development Permit Area and a Covenant providing set backs and protections for Wilmer Creek
- The properties are also further regulated with the policies, including maximum home sizes dictated by the ALR regulations.
- Land use decisions should be made based on the land, and planning principles, not on who owns the land. The same level of scrutiny and concern was not applied to a recent six lot subdivision on a much smaller size of land, or other relatively recent acreage subdivisions with the ALR.



**Upper Columbia Valley
Zoning Bylaw No. 900, 1990**

Rural Resource		Small Holdings	
A-1	Rural Resource	SH-1	Small Holdings Residential
A-2	Rural Residential (Country)	SH-2	Small Holdings Semi-Rural
W-1	Watershed Protection	SH-3	Small Holdings Rural
		SH-4	Small Holdings Rural (Open Space)
		SH-5	Small Holdings Rural (4 Hectare)
Water		Resort	
EL-1	Watershed Resource Zone	RES-1	Recreation Accommodation
EL-2	Watershed Resource Community Zone	RES-2	Recreation Residential
EL-3	Private Community Moorage	RES-3	Resort Recreation
Commercial		RES-4	Golf Course/Ski Resort Development
CC-1	Community Commercial	RES-5	Ski Resort/Residential Development
CC-2	Service Commercial	RES-6	Resort Lodging
CC-3	Regional Commercial	RES-7	Resort Tourist Pension
Public Open		RES-8	Resort Core
P-1	Public Institutional	RES-9	Employee Housing
P-2	Public Parks and Open Space		
P-3	Public Works and Utility		

Zoning









REGIONAL DISTRICT OF EAST KOOTENAY

BYLAW NO. 2971

A bylaw to amend Bylaw No. 900 cited as “Regional District of East Kootenay – Upper Columbia Valley Zoning Bylaw No. 900, 1992.”

WHEREAS the Board of the Regional District of East Kootenay wishes to amend Bylaw No. 900;

AND WHEREAS the Board deems it desirable to make this amendment as aforementioned;

NOW THEREFORE, the Board of the Regional District of East Kootenay in open meeting assembled, enacts as follows:

1. This Bylaw may be cited as “Regional District of East Kootenay – Upper Columbia Valley Zoning Bylaw No. 900, 1992 – Amendment Bylaw No. 358, 2019 (Wilmer / Wilmer Eco Development Ltd).”
2. The designation of part of Sublot 12, District Lot 377, Kootenay District, Plan X15 Except (1) Part Included in Plan 692A, (2) Parcel A (Explanatory Plan 16601D), (3) Parcel A (See 7949I), (4) Parcel B (Reference Plan 5056I), (5) Parcel C (Explanatory Plan 12645I) (6) Parcel D (See 12645I) (7) Plan NEP71138 (8) Plan EPP5920 and (9) Plan EPP9406, outlined on the attached Schedule A, which is incorporated in and forms part of this Bylaw, is amended from W-1, Watershed Protection Zone to SH-3, Small Holding Rural Zone.

READ A FIRST TIME the 10th day of January, 2020.

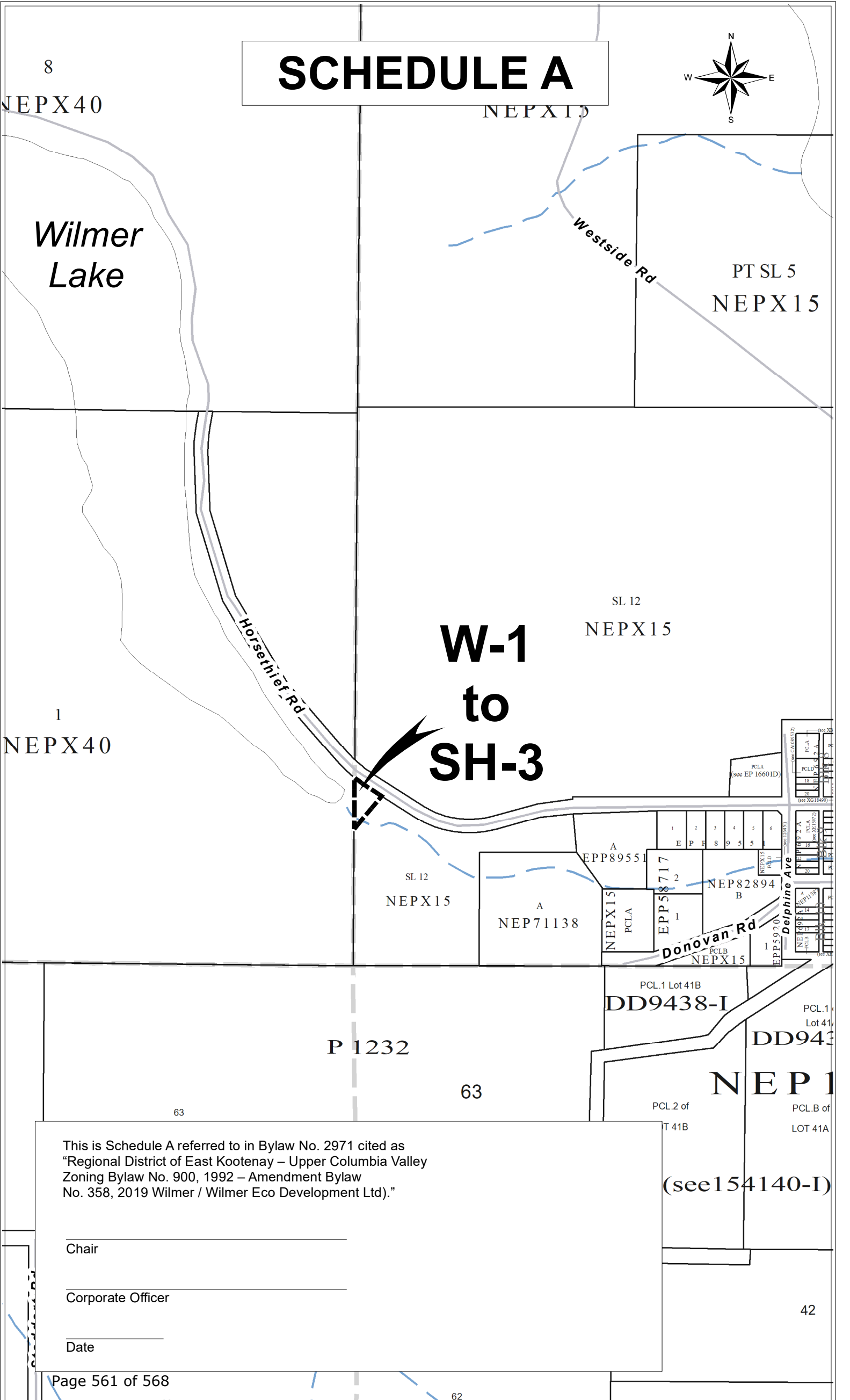
READ A SECOND TIME the 10th day of January, 2020.

READ A THIRD TIME the _____ day of _____, 2020.

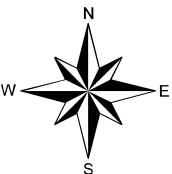
ADOPTED the day of , 2020.

CHAIR

CORPORATE OFFICER



SCHEDULE A



W-1
to
SH-3

This is Schedule A referred to in Bylaw No. 2971 cited as
"Regional District of East Kootenay – Upper Columbia Valley
Zoning Bylaw No. 900, 1992 – Amendment Bylaw
No. 358, 2019 Wilmer / Wilmer Eco Development Ltd)."

Chair

Corporate Officer

Date

(see 154140-I)



NOT ALL INFORMATION IS INCLUDED

Request for Decision Bylaw Amendment Application

File No: P 719 607
Reference: Bylaw No. 2971
Date: December 23, 2019

Subject: Bylaw No. 2971 (Wilmer / Wilmer Eco Development Ltd)
Applicant: Wilmer Eco Development Ltd.
Agent: Katharine Regan
Location: Horsethief Road
Legal: Part of REM Sublot 12, District Lot 377, Kootenay District, Plan X15
(PID: 009-592-261)

Proposal: To amend the zone designation of a 1550 m² portion of the subject property to permit subdivision of two new residential acreages.

Development Agreement: The applicant has offered to register a 'no development' covenant for the W-1 area.

Options:

1. THAT Bylaw No. 2971 cited as "Regional District of East Kootenay – Upper Columbia Valley Zoning Bylaw No. 900, 1992 – Amendment Bylaw No. 358, 2019 (Wilmer / Wilmer Eco Development Ltd)" be introduced.
2. THAT Bylaw No. 2971 cited as "Regional District of East Kootenay – Upper Columbia Valley Zoning Bylaw No. 900, 1992 – Amendment Bylaw No. 358, 2019 (Wilmer / Wilmer Eco Development Ltd)" not proceed.

Recommendation: **Option #1**
The OCP designation for the subject portion of land supports the requested amendment and the watershed and riparian values will be protected by Development Permit 49-18 and the 'no development' covenant offered by the applicant.

Property Information: **OCP Designation:** SH, Small Holdings which encompasses the parcels that are larger than 0.4 hectares and less than or equal to 2.0 hectares. This designation has been applied to lots that are within proximity to development nodes and recognizes the use of these lands as residential and agricultural in nature.

OCP Policies:

- Parcels outside the Wilmer Development Node identified on Schedule D1 are not supported for subdivision below the minimum parcel size permitted by the current zoning. (The subject land is outside the Wilmer Development Node).

**Property
Information -
cont'd**

- For the REM of Sublot 12 District Lot 377 Kootenay District Plan X15, rezoning applications to enable additional subdivision opportunities on the north side of Horsethief Road beyond what is permitted by the existing zoning are not supported.
- The potential impact of additional consumers in the Wilmer Waterworks District on the groundwater supply should be considered when development is planned.
- Conservation of land in corridors and watercourses through the use of a 30 metre buffer zone is strongly encouraged. This is of critical importance along the Columbia River, wetlands and other fish bearing and domestic use watercourses throughout the plan area.

Current Zoning:

The subject 1550 m² portion of property is zoned W-1, Watershed Protection

Proposed Zoning: SH-3, Small Holding Rural Zone, minimum parcel size: 2.0 ha

Parcel Sizes:

Total area of Rem Sublot 12: 47 ha (116.5 ac)

Area under application: 1550 m² (0.06 ac)

Density: One single family dwelling is permitted.

ALR Status: The subject portion of land is within the ALR. ALC resolution #200/2017 approved the proposed subdivision.

Interface Fire Hazard Rating: High, not within a fire service area

BC Assessment: Residential (vacant)

Water and Sewer Services: Onsite proposed

**Professional
Studies:**

A Rare Plant and Ecosystem Assessment was prepared by T.J. Ross in 2018 and submitted with the Development Permit application. The Ross Report makes recommendations for the future development of the identified residential node north of Horsethief Road.

**Additional
Information:**

None.

Consultation:

Advisory Planning Commission:

APC Areas F & G: Refusal recommended. The APC stated that the Wilmer community rejected this proposal and the APC expressed concerns regarding water supply, which they say is a priority.

**Consultation –
cont'd:**

Referral Agencies:

- **Interior Health Authority:** Interests unaffected
- **Transportation & Infrastructure:** Interests unaffected
- **Environment:** No response
- **Ktunaxa Nation Council:** No response
- **Akisqnuk First Nation:** No response
- **Shuswap Indian Band:** No apparent significant impacts to our indigenous rights, including title.
- **School District No. 6:** No response
- **Telus:** No response

**Documents
Attached:**

- Bylaws
- Location Map
- Land Use Map
- Proposal and Site Sketch
- Proposed Subdivision Plan

**RDEK
Contact:**

Tracy Van de Wiel, Planning Technician
Phone: 250-489-0306
Email: tvandewiel@rdek.bc.ca

REGIONAL DISTRICT OF EAST KOOTENAY

BYLAW NO. 2972

A bylaw to amend Bylaw No. 2320 cited as “Regional District of East Kootenay – South Country Zoning & Floodplain Management Bylaw No. 2320, 2011.”

WHEREAS the Board of the Regional District of East Kootenay has received an application to amend Bylaw No. 2320;

AND WHEREAS the Board deems it desirable to make this amendment as aforementioned;

NOW THEREFORE, the Board of the Regional District of East Kootenay in open meeting assembled, enacts as follows:

1. This Bylaw may be cited as “Regional District of East Kootenay – South Country Zoning & Floodplain Management Bylaw No. 2320, 2011 – Amendment Bylaw No. 21, 2019 (Kooacanusa West / Flood, Hopkins & C.D. Reay & Sons Ltd.).”
2. The designation of District Lot 2707, Kootenay District and District Lot 2708, Kootenay District, outlined on the attached Schedule A, which is incorporated in and forms part of this Bylaw, is amended from RR-16, Rural Residential (Extensive) Zone to RR-8, Rural Residential (Country) Zone.

READ A FIRST TIME the _____ day of _____, 2020.

READ A SECOND TIME the _____ day of _____, 2020.

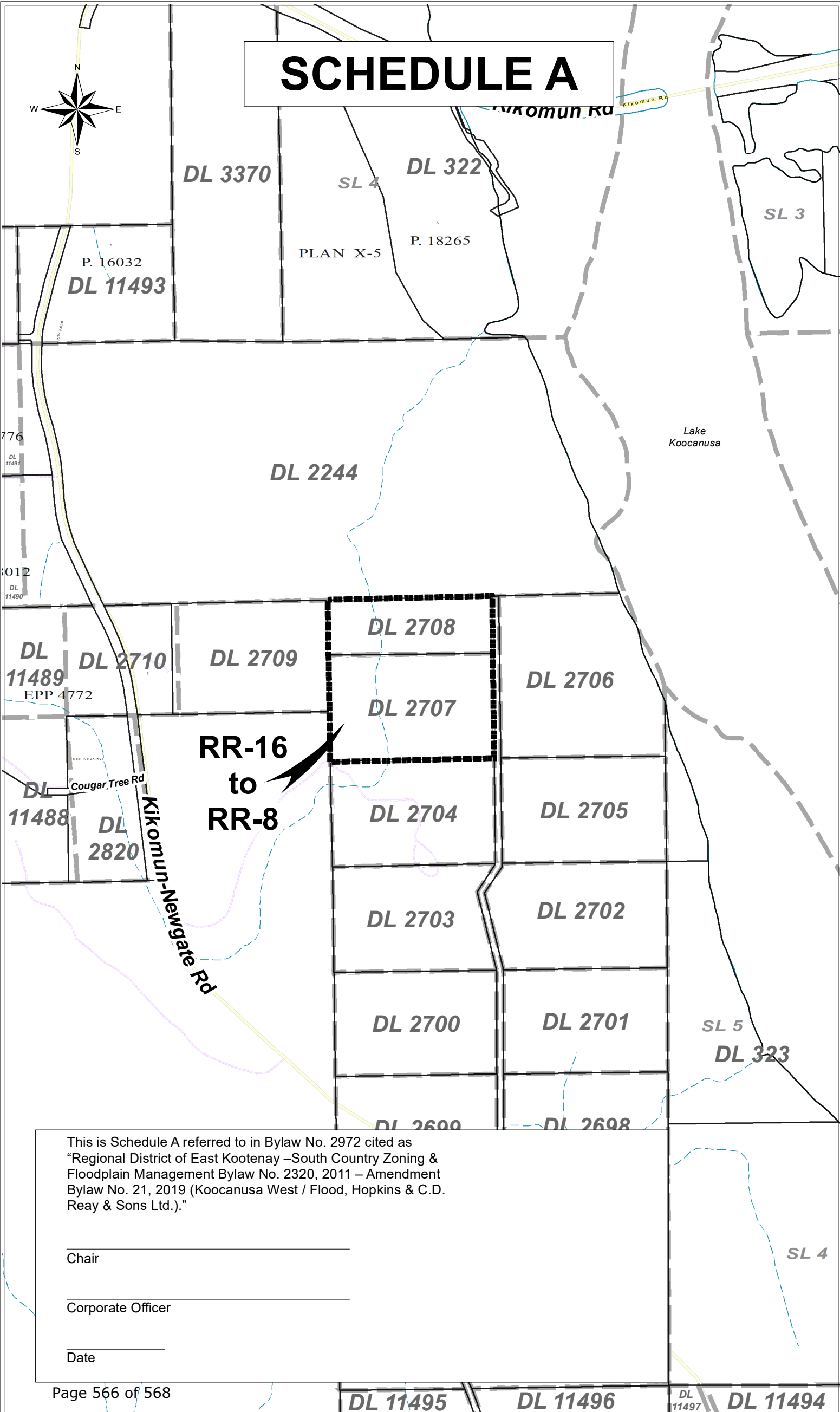
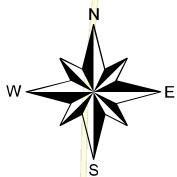
READ A THIRD TIME the _____ day of _____, 2020.

ADOPTED the day of , 2020.

CHAIR

CORPORATE OFFICER

SCHEDULE A



This is Schedule A referred to in Bylaw No. 2972 cited as
"Regional District of East Kootenay –South Country Zoning &
Floodplain Management Bylaw No. 2320, 2011 – Amendment
Bylaw No. 21, 2019 (Koocanusa West / Flood, Hopkins & C.D.
Reay & Sons Ltd.)."

Chair

Corporate Officer

Date

No. _____

MOVED by Director _____ SECONDED by Director _____

THAT a public hearing be held regarding Bylaw No. 2972 and the hearing be delegated to:

Director Stan Doehle, Electoral Area B

Director Rob Gay, Electoral Area C

FOR INFORMATION ONLY:

Public Hearing – Baynes Lake Community Hall

Wednesday, March 11, 2020 at 7:00 pm

13. Reports from Directors

Director Walter

- Kootenay Booth Organizing Committee
- Municipal Insurance Association

Director Sosnowski

- Elk River Alliance Steering Committee
- Environmental Assessment Working Groups – Bingay Main Coal/Fernie/Michel Creek Coking Coal
- Fernie Tourism Master Plan Task Force
- Solid Waste Management Plan Review Advisory Committee – Elk Valley

Director Wilkie

- Kootenay Conservation Program Committee
- Solid Waste Management Plan Review Advisory Committee – Columbia Valley

Director Reinhardt

- AFN Recreation Facility Steering Committee
- Ktunaxa / Kinbasket Local Government Treaty Advisory Committee

Chair Gay

- Highway 3 Mayors' and Chairs' Coalition
- Key City Theatre Upgrade Committee
- Municipal Finance Authority
- Regional Broadband Committee
- *UBCM Electoral Area Director Forum*

Director Clovechok

- Columbia Valley Visitor Services Committee
- Imagine Kootenay Steering Committee

Director McCormick

- Columbia Basin Rural Development Institute Advisory Committee
- Columbia Basin Trust

Director Qualizza

- Southern Interior Development Initiative Trust – Kootenay Columbia Regional Advisory Committee

Director Doehle

- Canadian Columbia River Local Government Committee
- Columbia Basin Regional Advisory Committee
- Solid Waste Management Plan Review Advisory Committee – Central
- *LGLA Leadership Forum*