

# Electoral Area Services Committee

## Amended Agenda



March 5, 2020

4:00 pm

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

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

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	Pages
1. Call to Order	
2. Addition of Late Items	
3. Adoption of the Agenda	
4. Adoption of the Minutes	
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5. Invited Presentations & Delegations	
6. Correspondence	
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**9. Bylaws**

- 9.1 Bylaw No. 2977 - Crossroads Ball Park Regulation and Fee Amendment Bylaw  
- Introduction

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**10. Late Agenda Items**

**11. Reports from Directors**

**12. Adjourn to Closed**



**MINUTES OF THE ELECTORAL AREA SERVICES COMMITTEE MEETING**

**February 13, 2020  
Regional District Office, Cranbrook, BC**

**PRESENT:** Committee Chair M. Sosnowski Electoral Area A  
Director S. Doehle Electoral Area B  
Board Chair R. Gay Electoral Area C  
Director J. Walter Electoral Area E  
Director S. Clovechok Electoral Area F  
Director G. Wilkie Electoral Area G

**STAFF:** S. Tomlin Chief Administrative Officer  
S. Moskal Corporate Officer  
C. Thom Executive Assistant (Recording Secretary)

**Call to Order**

Committee Chair Mike Sosnowski called the meeting to order at 4:00 pm.

**Adoption of the Agenda**

MOVED by Director Gay  
SECONDED by Director Walter

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

CARRIED

**Adoption of the Minutes**

**January 9, 2020 Meeting**

MOVED by Director Doehle  
SECONDED by Director Wilkie

THAT the Minutes of the Electoral Area Services Committee meeting held on January 9, 2020 be adopted as circulated.

CARRIED

**New Business**

**Fernie Tourism Master Plan Partnership Agreement**

48987  
MOVED by Director Gay  
SECONDED by Director Clovechok

THAT the Chair and CAO be authorized to sign the partnership agreement at the Tier 2 level for implementation of the Fernie Tourism Master Plan for the period January 1, 2020 to December 31, 2024.

CARRIED

**AKBLG Convention and Annual General Meeting - Attendance Approval**

48988  
MOVED by Director Doehle  
SECONDED by Director Clovechok

THAT the Chair and Electoral Area Directors be authorized to attend the Association of Kootenay and Boundary Local Governments – Pre Convention Workshop, Convention and Annual Meeting held on April 24 - 26, 2020 in Radium Hot Springs with the Chair’s expenses paid from General Administration and the Directors’ expenses paid from Electoral Area Administration.

CARRIED

**AKBLG Convention and Annual General Meeting Sponsorship**

48989

MOVED by Director Gay

SECONDED by Director Clovechok

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 General Administration.

CARRIED

**Discretionary Grants-in-Aid - February**

48990

MOVED by Director Gay

SECONDED by Director Clovechok

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

CARRIED

48991

MOVED by Director Gay

SECONDED by Director Walter

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

- Michel Natal Sparwood Heritage Society – Sparwood Museum Improvements

CARRIED

**Avery Road Public Access Management Plan**

48992

MOVED by Director Walter

SECONDED by Director Gay

THAT the Avery Road Public Access Management Plan be adopted.

CARRIED

**Baynes Lake Seniors' Housing Society Water System Operations Agreement**

48993

MOVED by Director Doehle

SECONDED by Director Walter

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.

CARRIED

**Draft 2020 - 2024 Financial Plan**

Holly Ronnquist, CFO, presented the draft 2020 - 2024 Financial Plan.

**Bylaws****Bylaw No. 2980 (Wilmer Community Club Contribution Service) - Introduction**

48994

MOVED by Director Wilkie

SECONDED by Director Clovechok

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.

CARRIED

48995

MOVED by Director Clovechok

SECONDED by Director Wilkie

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.

CARRIED

### Adjourn to Closed

MOVED by Director Gay

SECONDED by Director Clovechok

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

1. Notice on Titles – Section 90(1)(g) of the *Community Charter* – litigation or potential litigation affecting the RDEK;
2. Utility Advisory 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
3. Timber Ridge and Swansea Water Construction Contract – Section 90(1)(j) of the *Community Charter* – information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*.

CARRIED

The meeting adjourned to closed at 4:35 pm.

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Committee Chair Mike Sosnowski

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Shannon Moskal, Corporate Officer

**Subject** Development Services – Monthly Building Report

**Month** March 2020

### Building

Total monthly inquiries (phone/email/counter): 1,105

	January 2020			Year to Date		
Jurisdiction	Permits Issued	Dwellings Created	Construction Value	Total Permits Issued	Total Dwellings Created	Construction Value
Area A	1	1	\$830,000	1	1	\$830,000
Area B	2	1	\$324,000	2	1	\$324,000
Area C	5	4	\$737,200	5	4	\$737,200
Area E	2	0	\$28,000	2	0	\$28,000
Area F	9	4	\$3,511,000	9	4	\$3,511,000
Area G	1	0	\$999	1	0	\$999
<b>Totals</b>	<b>20</b>	<b>10</b>	<b>\$5,431,199</b>	<b>20</b>	<b>10</b>	<b>\$5,431,199</b>

Canal Flats	0	0	\$0	0	0	\$0
Cranbrook	12	5	\$20,007,000	12	5	\$20,007,000
Elkford	4	3	\$486,000	4	3	\$486,000
Fernie	5	1	\$155,000	5	1	\$155,000
Invermere	2	0	\$10,850	2	0	\$10,850
Kimberley	11	12	\$1,141,803	11	12	\$1,141,803
Radium	1	0	\$23,000	1	0	\$23,000
Sparwood	1	0	\$10,000	1	0	\$10,000
<b>Totals</b>	<b>36</b>	<b>21</b>	<b>\$21,833,653</b>	<b>36</b>	<b>21</b>	<b>\$21,833,653</b>

### Bylaw Compliance

Active compliance files: 41

**Subject** Engineering Board Report

**Month** March

## RDEK Water and Sewer Systems Connection and Residential User Fee Report 2019 Summary

### Water Connections

Water System	Total Properties in Service Area	Connected Units 2018	Connected Units 2019	New Connections	Residential User Fees 2019			Parcel Tax/Avg Frontage Tax 2019	Total Avg User Fees and Parcel Tax/Frontage Tax 2019
					Meter Base Rate (\$/mth)	Meter Consumption Fee (\$/m <sup>3</sup> )	Average User Fee (\$/mth)		
Elko	211	62	62	0	Unmetered	Unmetered	\$39 - \$42	\$492	\$969
Moyie	135	70	71	1	Unmetered	Unmetered	\$44 - \$46	\$423	\$957
Windermere	709	628	632	4	\$14	\$0.90	\$27	\$330	\$654
Holland Creek	409	375	383	8	\$22	\$0.32	\$29	\$218	\$566
Rushmere	45	36	36	0	\$95	\$1.50	\$102	\$1,704	\$2,928
East Side Lk Windermere	1759	885	894	9	\$35	\$1.40	\$57	NA	\$684
Edgewater	551	462	465	3	\$19	\$0.75	\$28	\$152	\$488
Spur Valley	83	73	73	0	\$76	\$2.00	\$87	\$262	\$1,306
<b>TOTAL</b>	<b>3,902</b>	<b>2,591</b>	<b>2,616</b>	<b>25</b>					

### Sewer Connections

Sewer System	Total Properties in Service Area	Connected Units 2018	Connected Units 2019	New Connections	Residential User Fees (\$/mth) 2019	Parcel Tax/Avg Frontage Tax 2019	Total Avg User Fees and Parcel Tax/Frontage Tax 2019
Holland Creek	437	400	410	10	\$16	\$388	\$580
Edgewater	510	427	429	2	\$18	\$142	\$358
Baltac	140	89	91	2	\$60	\$1,304	\$2,024
<b>TOTAL</b>	<b>1,087</b>	<b>916</b>	<b>930</b>	<b>14</b>			

**Date** February 21, 2020  
**Author** Shannon Moskal, Corporate Officer  
**Subject** Discretionary Grants-in-Aid - March

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### REQUEST

To consider Discretionary Grant-in-Aid applications.

### OPTIONS

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

British Columbia Conservation Foundation – WildSafeBC Elk Valley

- A - \$1,000
- B - \$500

British Columbia Conservation Foundation – WildSafeBC Kimberley Cranbrook

- C - \$1,000

Cranbrook & District 4H Council Association – Cranbrook & District 4-H Show and Sale

- A - \$1,000
- B - \$1,000
- C - \$1,000

Cranbrook & District 4H Council Association – Open Show – AG for All

- A - \$1,000
- B - \$500
- F - \$500
- G - \$500

East Kootenay Volleyball Club – End of Season Awards Banquet and Thank-you

- A - \$150
- B - \$150
- E - \$150

Kimberley Nordic Club – Biathlon Equipment Project

- C - \$2,000

Wardner Community Association – Steeplesview Reading Centre

- C - \$2,000

2. THAT the following Discretionary Grant-in-Aid be denied:

- Moyie Community Association – Ellis Park Upgrades



## **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.: S8351

2. Project Title: WildSafeBC Elk Valley

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

a) Legal Name of Organization: British Columbia Conservation Foundation

b) Mailing Address: 1B - 1445 McGill Road

c) City: Kamloops

d) Postal Code: V2C 6K7

e) Main Contact for Application: Trina Radford

f) Telephone #: 250-828-2551

g) Email: tradford@bccf.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 \$ 1,000.00

Electoral Area E \$ \_\_\_\_\_

Electoral Area B \$ 1,000.00

Electoral Area F \$ \_\_\_\_\_

Electoral Area C \$ \_\_\_\_\_

Electoral Area G \$ \_\_\_\_\_

Total Funding Request: \$ 2,000.00

#### Electoral Area Descriptions:

Area A: rural Elk Valley

Area B: South Country

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

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

Area F: rural Canal Flats to rural Invermere

Area G: Wilmer to Spillimacheen

### Office Use Only

EAAC Recommendations				Board Resolution	
A	1,000	E		Board Date:	
B	500	F		Resolution No:	
C		G		Approved/Denied (\$):	
Total EAAC Recommendation: \$1,500				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.

WildSafeBC is a proven effective educational program adopted by communities throughout BC. Our goal is to keep wildlife wild and communities safe. The program uses innovation, education and cooperation to educate residents and visitors about the importance of managing wildlife attractants. The end result is fewer wildlife in the community, increased public safety, decreased potential for human-wildlife conflict, and a subsequent reduction in the number of bears destroyed.

Thanks to ongoing support and valuable community partnerships, the WildSafeBC Program is well received. The demand for the program continues to increase and is indicative of the program's success. In 2019, over 470 children participated in the WildSafe Ranger Program, 130 adults attended four wildlife awareness and bear spray workshops, and over 400 contacts were made at community events. A total of 124 posts reached more than 31 000 people on Facebook. A broad range of people were reached through twelve news articles in the Free Press, eighteen radio interviews between The Drive and Summit 107, and two interviews on CBC Daybreak. Attractant assessments were completed for over 100 properties and residents were educated about managing garbage and fruit trees in rural areas and communities. Full details of the delivery program are included in the 2019 Elk Valley and South Country WildSafeBC report which can be found here:

<https://wildsafebc.com/wp-content/uploads/2019/12/WildSafeBC-Elk-Valley-and-South-Country-Annual-Report-2019.pdf>

In 2020, the WCC will continue door-to-door campaigns, garbage tagging, community presentations, and the WildSafe Ranger program.

**3. Areas Benefitting.**

List the specific areas that will benefit from the grant.

Grant funding for the WildSafeBC Elk Valley program would assist in the delivery of the program in Elkford, Sparwood and the surrounding rural Elk Valley, RDEK area A and Jaffray, Baynes Lake, Elko, Grassmere as well as the surrounding rural South Country, RDEK Area B.

**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.

WildSafeBC provides educational messaging within the Elk Valley and South Country areas that directly addresses the human-wildlife concerns of the community including unmanaged garbage, unmanaged fruit trees, livestock, increased volumes of visitors, increased use of recreational trails, and increased highway traffic. The program utilizes a diverse range of educational activities to keep both residents and visitors within the RDEK informed as well as supporting the efforts of the local Council, Conservation Officer Service and bylaws officers.

The Elk Valley and South Country is high quality grizzly bear habitat in close proximity to human developments. The storage of garbage outside between collection days, unmanaged fruit trees, livestock and human-wildlife encounters in recreational areas continue to be the root cause of human-wildlife conflict. As the area continues to grow and develop, so will the need for the WildSafeBC program as there will always be new people and wildlife sharing habitat.

As of October 29, there were just under 100 bear reports to the Conservation Officer Service (COS) this year in Elk Valley and South Country this year. Although this number of bear reports is above average, black and grizzly bear mortality has shown a decreasing trend since 2015 when 33 bears were destroyed in the EVSC. To date, six (two black and four grizzly) food conditioned and habituated bears have been destroyed this year.

**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](mailto:info@rdek.bc.ca)

PROJECTED FINANCIAL STATEMENT

April 16, 2019 - November 30, 2019

1/20/2020

**Elk Valley WildSafeBC**

BC Conservation Foundation WildSafeBC Program

**REVENUES**

Ministry of Environment Grant Agreement	\$	7,110.48
CBT	\$	6,506.39
RDEK	\$	2,000.00
District of Sparwood	\$	2,000.00
District of Elkford	\$	500.00
Donation - Nupqu Development Corporation	\$	100.00
Teck - Safety	\$	300.00
BC Conservation Foundation - In Kind Toolkit	\$	1,000.00
TOTAL	\$	19,516.87

**EXPENSES**

Salaries & Benefits	\$	13,989.29
Allowances for house and phone usage	\$	544.00
Materials and Specialized project costs	\$	649.62
Tool kit	\$	1,000.00
Mileage	\$	1,250.10
Per diems	\$	14.00
GST	\$	1.17
BC Conservation Foundation Admin Fees	\$	2,068.69
TOTAL	\$	19,516.87

**PROPOSED BUDGET**  
**April 2020 - November 2020**

**Elk Valley WildafeBC**

*BC Conservation Foundation WildSafeBC Program*

**REVENUES**

Ministry of Environment Grant Agreement	\$ 6,494.00
Columbia Basin Trust	\$ 6,438.00
Regional District of East Kootenay	\$ 2,000.00
District of Sparwood	\$ 2,000.00
District of Elkford	\$ 1,000.00
BC Conservation Foundation - In-kind Toolkit	\$ 1,000.00
<b>TOTAL</b>	<b>\$ 18,932.00</b>

**EXPENSES**

		*RDEK
Salaries & Benefits	\$ 13,499.09	\$ 1,785.72
Allowances for house storage, computer and phone usage	\$ 735.00	
Tool Kit Materials	\$ 1,000.00	
Materials and Supplies	\$ 200.00	
Specialised Project Costs and Project Publications	\$ 150.00	
Travel	\$ 1,300.00	
Per diems	\$ 50.00	
BC Conservation Foundation Admin Fees	\$ 1,997.91	214.29
<b>TOTAL</b>	<b>\$ 18,932.00</b>	<b>2000</b>

\*RDEK funding used for employee wages

## Discretionary Grants-in-Aid Application Form

### Section A – Applicant/Organization Information

1. Registered Non-Profit Organization No.: S3851

2. Project Title: WildSafeBC Kimberley Cranbrook

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

a) Legal Name of Organization: British Columbia Conservation Foundation

b) Mailing Address: 1B - 1445 McGill Road

c) City: Kamloops

d) Postal Code: V2C 6K7

e) Main Contact for Application: Trina Radford

f) Telephone #: 205-828-2551 ext. 102

g) Email: tradford@bccf.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 \$ 1,000.00

Electoral Area B \$ \_\_\_\_\_

Electoral Area F \$ \_\_\_\_\_

Electoral Area C \$ 1,000.00

Electoral Area G \$ \_\_\_\_\_

Total Funding Request: \$ 2,000.00

#### Electoral Area Descriptions:

Area A: rural Elk Valley

Area B: South Country

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

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

Area F: rural Canal Flats to rural Invermere

Area G: Wilmer to Spillimacheen

### Office Use Only

EAAC Recommendations				Board Resolution	
A		E	<input checked="" type="checkbox"/>	Board Date:	
B		F		Resolution No:	
C	<u>1000</u>	G		Approved/Denied (\$):	
Total EAAC Recommendation: \$ <u>1,000</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.

WildSafeBC is a proven effective educational program adopted by communities throughout BC. Our goal is to keep wildlife wild and communities safe through collaboration, education and community solutions. WildSafeBC uses multi-faceted approaches to educate residents and visitors about the importance of managing wildlife attractants. The end result is fewer bears, cougars, deer, coyotes and other wildlife in the community, increased public safety, decreased potential for human-wildlife conflict and a subsequent reduction in the number of bears destroyed.

Thanks to funding from the Regional District, the WildSafeBC Community Coordinator provided outreach and education in Areas C and E including the rural areas outside of Kimberley and Cranbrook. A detailed description of program activities can be found online here:

<https://wildsafebc.com/wp-content/uploads/2019/12/WildSafeBC-Kimberley-Cranbrook-Annual-Report-2019.pdf>

Despite the immense success of the WildSafeBC Kimberley Cranbrook Program, several challenges remain: garbage stored in unsecured bins or outdoors prior to the night of collection, human-habituated/food-conditioned and aggressive black bears in Kimberley, and the ongoing issue of winter feeding of urban deer. With the support of the funders such as RDEK, there are opportunities to prevent human-wildlife conflict in the community in 2020:

- continued educational outreach: door-to-door canvassing, presentations about wildlife awareness and safety, bear spray workshops, the WildSafe Ranger Program for children, and display booths at events
- continuing collaborating with fruit gleaners organizations, First Nations, and electric fencing experts
- growing the WildSafe Business Pledge campaign which was successfully launched in 2019
- developing a Bear Working Group in Kimberley and Cranbrook which will be a big start towards achieving Bear Smart status.

## **3. Areas Benefitting.**

List the specific areas that will benefit from the grant.

With financial support from the Regional District, WildSafeBC programming could be delivered to the communities of Wycliffe, the St. Mary's Valley, Meadowbrook, Fort Steele, Bull River, Wasa and beyond.



**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.

WildSafeBC provides educational messaging within Kimberley, Cranbrook, and surrounding areas that directly addresses the human-wildlife concerns of the community. The program utilizes a diverse range of educational activities to keep both residents and visitors within the RDEK informed as well as supporting the efforts of the local Council, Conservation Officer Service and bylaws officers.

In 2019, there were over 590 reports made to the Conservation Officer Service regarding wildlife in conflict. As the area continues to grow and develop, so will the need for the WildSafeBC program as there will always be new people and wildlife sharing habitat.

**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](mailto:info@rdek.bc.ca)

**PROPOSED BUDGET**  
**April 2019 - November 2020**

**Kimberley Cranbrook WildafeBC**

*BC Conservation Foundation WildSafeBC Program*

**REVENUES**

Ministry of Environment Grant Agreement	\$ 6,494.00
Columbia Basin Trust	\$ 6,438.00
Regional District of East Kootenay	\$ 2,000.00
City of Cranbrook	\$ 5,000.00
City of Kimberley	\$ 4,000.00
Carry Forward from 2018	\$ 23.70
BC Conservation Foundation - In-kind Toolkit	\$ 1,000.00
<b>TOTAL</b>	<b>\$ 24,955.70</b>

**EXPENSES**

		<u>*RDEK</u>
Salaries & Benefits	\$ 17,112.39	\$ 1,785.71
Allowances for house storage, computer and phone usage	\$ 700.00	
Tool Kit Materials	\$ 1,000.00	
Materials and Supplies	\$ 300.00	
Specialised Project Costs and Project Publications	\$ 500.00	
Travel	\$ 2,550.00	
Per diems	\$ 150.00	
BC Conservation Foundation Admin Fees	\$ 2,643.31	\$ 214.29
<b>TOTAL</b>	<b>\$ 24,955.70</b>	<b>\$ 2,000.00</b>

\*RDEK funding used for employee wages

## PROJECTED FINANCIAL STATEMENT

April 16, 2017 - November 30, 2019

1/20/2020

### Kimberley Cranbrook WildSafeBC

#### BC Conservation Foundation WildSafeBC Program

#### REVENUES

Ministry of Environment Grant Agreement	\$	6,602.98
Columbia Basin Trust	\$	6,506.39
Regional District of East Kootenay	\$	1,000.00
City of Cranbrook	\$	5,000.00
City of Kimberley	\$	4,000.00
BC Conservation Foundation - In-kind Donation	\$	1,000.00
TOTAL	\$	24,109.37

#### EXPENSES

Salaries & Benefits	\$	16,606.36
Allowances for house and phone usage	\$	750.00
Field Equipment		
Materials and Supplies	\$	35.58
Specialized Project Costs	\$	755.00
Project Publications		
Tool kit	\$	1,000.00
Mileage	\$	2,403.54
Per diems		
GST	\$	0.89
Carry Forward to 2020	\$	4.08
BC Conservation Foundation Admin Fees	\$	2,553.92
TOTAL	\$	24,109.37

JAN 22 2020

Regional District of  
East Kootenay

# Discretionary Grants-in-Aid Application Form

## Section A – Applicant/Organization Information

1. Registered Non-Profit Organization No.: S-0060407
2. Project Title: OPEN SHOW - AG FOR ALL April 18-19, 2020
3. Applicant/Organization. Must be an eligible applicant.
  - a) Legal Name of Organization: CRANBROOK + DISTRICT 4-H COUNCIL ASSOC
  - b) Mailing Address: Box 15
  - c) City: GRASMERE BC d) Postal Code: VOB1R0
  - e) Main Contact for Application: Heather Serafini
  - f) Telephone #: 250-887 3456 g) Email: khsera56@gmail.com
4. Sponsored Organization. Only complete if applicable.
  - a) Legal Name of Organization:
  - b) Mailing Address:
  - c) City:
  - d) Postal Code:
  - e) Main Contact for Application:
  - f) Telephone #:
  - g) Email:

## Section B – Grant Request

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

Electoral Area A	\$ <u>1000.00</u>	Electoral Area E	\$ <u>500.00</u>
Electoral Area B	\$ <u>1000.00</u>	Electoral Area F	\$ <u>500.00</u>
Electoral Area C	\$ <u>1000.00</u>	Electoral Area G	\$ <u>500.00</u>

Total Funding Request: \$ 4500.00

#### Electoral Area Descriptions:

Area A: rural Elk Valley

Area B: South Country

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

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

Area F: rural Canal Flats to rural Invermere

Area G: Wilmer to Spillimacheen

## Office Use Only

EAAC Recommendations				Board Resolution	
A	<u>1,000</u>	E	<u>500</u>	Board Date:	
B	<u>500</u>	F	<u>500</u>	Resolution No:	
C	<u>0</u>	G	<u>500</u>	Approved/Denied (\$):	
Total EAAC Recommendation: <u>\$2,500</u>				Funding changes at Board from EAAC recommendation:	

**2. Purpose of Grant.**

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

The purpose of the grant is to better educate our children and their parents on agriculture. This program will teach safety around animals and how to properly handle and present your market or breeding animal. This program will also teach the participants how to present themselves in a positive manner. It is open to everyone in the East Kootenays, no matter age, or background. The grant will be used to assist with rent of Wycliffe Exhibition Grounds, supplies, food, t-shirts, prizes, printing, compensate presenters. It is a great event for mentorship, learning from peers and professionals.

**3. Areas Benefitting.**

List the specific areas that will benefit from the grant.

Invitations are sent to Creston Area, Up to Parsons, Invermere, Elkford, Sparwood, South Country, Bull River, Fort Steele, Kimberley, Cranbrook, Wardner, and all areas in between. Connect with local agriculture groups to pass on the word. All people will benefit from this experience. There is so much to learn

**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 project will benefit those areas because it sends back people with a greater knowledge to their areas. They in hand can be a resource to their communities. It helps build stronger more educated youth. It allows them to work with professionals, mentors and peers. The youth become our ambassadors to promote animal health and welfare and to promote agriculture. It was such a great success in 2019 we would like to continue and help people of all ages learn about the diversity of agriculture. The hands on experiences help all people. Everyone is taught life long skills that they can take back to their communities

**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 / ☐ N

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](mailto:info@rdek.bc.ca)

## AG for ALL-Open Show

April 18-19, 2020

### Expenses

Rent	400.00
Printing	100.00
T shirts	2500.00
Prizes	3500.00
Food	1500.00 (3 meals x 2 days)
Photographer	200.00
Buckles	450.00
Travel	500.00
Accomodation	200.00
Propane	60.00
Supplies	<u>300.00</u>
Total	\$9710.00

### Income

Sponsorship	\$2500.00
Registration	2000.00 (\$20 x 100 people)

In Kind Donations includes time, mileage, prep, phone calls, meetings utilizing members, leaders, parents, alumni, sourcing supplies and prizes



RECEIVED

JAN 22 2020

Discretionary Grants-in-Aid  
Application FormRegional District of  
East Kootenay

## Section A – Applicant/Organization Information

1. Registered Non-Profit Organization No.: S-0060407
2. Project Title: CRANBROOK + DISTRICT 4-H SHOW + SALE - June 7, 2020
3. Applicant/Organization. Must be an eligible applicant.
- a) Legal Name of Organization: CRANBROOK + DISTRICT 4H COUNCIL ASSOC
- b) Mailing Address: Box 15
- c) City: GRASMERE BC
- d) Postal Code: V0B1R0
- e) Main Contact for Application: Heather Serafini
- f) Telephone #: 250 887 3456
- g) Email: bhsera56@gmail.com
4. Sponsored Organization. Only complete if applicable.
- a) Legal Name of Organization:
- b) Mailing Address:
- c) City:
- d) Postal Code:
- e) Main Contact for Application:
- f) Telephone #:
- g) Email:

## Section B – Grant Request

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

Electoral Area A	\$ 1000.00	Electoral Area E	\$ _____
Electoral Area B	\$ 1000.00	Electoral Area F	\$ _____
Electoral Area C	\$ 1000.00	Electoral Area G	\$ _____

Total Funding Request: \$ 3000.00

## Electoral Area Descriptions:

Area A: rural Elk Valley

Area B: South Country

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

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

Area F: rural Canal Flats to rural Invermere

Area G: Wilmer to Spillimacheen

## Office Use Only

EAAC Recommendations		Board Resolution	
A	1,000	E	
B	1,000	F	
C	1,000	G	
Total EAAC Recommendation: \$3,000		Funding changes at Board from EAAC recommendation:	



**2. Purpose of Grant.**

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

This grant helps our youth throughout the East Kootenay and helps create a great learning experience. The grant would help reward our members for their hardwork throughout the year. It recognizes all people involved in agriculture. The grant would assist in the operation of the day. It would help with the cost of rent, food, promotional expenses, prizes, ribbons, printing of programming and additional information.

**3. Areas Benefitting.**

List the specific areas that will benefit from the grant.

Areas would be Cranbrook, Rural Cranbrook, Wycliffe, Fort Steele, Bull River, Wardner, Kimberley, Parsons, Jaffray, Elko, Grasmere, Elk Valley, and Creston, Baynes Lake and Sparwood.

**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 project will benefit all areas mentioned in Section 3. by having an open invitation to everyone. It will showcase our youth and their achievements. It will also teach others about animal husbandry and showmanship. Our youth are amazing ambassadors to teach others. As it is an event open to everyone it is a great venue for everyone to learn. It brings many generations together to experience agriculture. We finish the day with a supper to show appreciation to everyone for all their support. Our project helps build strong youth in our communities.

**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 / ☐ N

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](mailto:info@rdek.bc.ca)

## Cranbrook and District Show and Sale Budget

June 7,2020

### BUDGET

#### Expenses

Rent	\$700.00
Buckles	800.00
Food/Supplies	800.00 (food for 250 people)
Advertising	1500.00
Prizes	1000.00
Photographer	200.00
Permits	170.00
Photocopying	150.00
Ribbons	150.00
Grooming Prizes	300.00
Record Book Award	160.00
Posters info sheets	150.00
Travel and Judges	<u>800.00</u>
Total	\$6880.00

#### INCOME

Sponsors	\$2000.00
Commission	1000.00
Advertising Fee	<u>250.00</u>
Total	\$3250.00

In kind hours 500 hours x \$20.00

Labour, travel, prep, paperwork, shopping, meal prep,  
Volunteers, alumni working, Book Keeping

## Discretionary Grants-in-Aid Application Form

### Section A – Applicant/Organization Information

1. **Registered Non-Profit Organization No.:** S-48273
2. **Project Title:** East Kootenay Volleyball Club-end of Season Awards Banquet and Thank-you
3. **Applicant/Organization.** Must be an eligible applicant.
  - a) **Legal Name of Organization:** East Kootenay Volleyball CLub
  - b) **Mailing Address:** PO Box 431
  - c) **City:** Cranbrook
  - d) **Postal Code:** V1C 4H9
  - e) **Main Contact for Application:** Lanna van der Velden
  - f) **Telephone #:** 250-489-0877
  - g) **Email:** eastkootenayvc@gmail.com
4. **Sponsored Organization.** Only complete if applicable.
  - a) **Legal Name of Organization:**
  - b) **Mailing Address:**
  - c) **City:**
  - d) **Postal Code:**
  - e) **Main Contact for Application:**
  - f) **Telephone #:**
  - g) **Email:**

### Section B – Grant Request

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

Electoral Area A	\$	<u>150.00</u>	Electoral Area E	\$	<u>150.00</u>
Electoral Area B	\$	<u>150.00</u>	Electoral Area F	\$	<u>150.00</u>
Electoral Area C	\$	<u>250.00</u>	Electoral Area G	\$	<u>150.00</u>

**Total Funding Request: \$** 1000.00

**Electoral Area Descriptions:**

**Area A:** rural Elk Valley

**Area B:** South Country

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

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

**Area F:** rural Canal Flats to rural Invermere

**Area G:** Wilmer to Spillimacheen

### Office Use Only

EAAC Recommendations				Board Resolution	
A	<u>150</u>	E	<u>150</u>	Board Date:	
B	<u>150</u>	F	<u>0</u>	Resolution No:	
C	<u>0</u>	G	<u>0</u>	Approved/Denied (\$):	
Total EAAC Recommendation: <u>\$ 300</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.

The East Kootenay Volleyball Club is seeking \$1,000.00 from Discretionary Grant in Aid from all Electoral Areas of the RDEK. These funds would go towards planning and hosting an end of season awards/celebration/thank-you for the club. Recently the club completed a strategic planning session, one of the deliverables was an event to celebrate the success of the club and to thank the many volunteers. Having such an event would give the club the opportunity to celebrate the athletes, in addition to thanking the many volunteers that support the club on an annual basis. Without volunteers the club would not be as successful as it hopes to be. The event would be held in May 2020.

The East Kootenay Volleyball Club is a non-profit club based in Cranbrook, however there are athletes, coaches, team managers and board members from throughout the Regional District of East Kootenay's.

The EKVC was established in 1997. It has grown to include all age categories from 11-18 years of age for both men and women and has a membership of approximately 134 athletes.

The EKVC received official BC Society status in November of 2004. Currently the club is in good standing in complete compliance with the current BC Societies Act.

The club season gives volleyball athletes an opportunity to further develop their skills following their school season. The EKVC has also been very fortunate to have a number of highly qualified coaches who have volunteered their services.

The teams compete against other volleyball clubs from throughout Alberta and British Columbia culminating in a Provincial Championship and National Championship.

The EKVC club season varies in length depending on the availability of coaches, athletes, and gym space. Generally, most age categories run from January until the National Championships in May.

The EKVC started Mini Volleyball as an introduction to the basics of the game for those in grades 1-4 and Atomic Volleyball for grades 5-7.

Several EKVC alumni have continued to play volleyball at the University and College level both in Canada and United States. In addition, there are International and Olympic players from the EKVC.

## **3. Areas Benefitting.**

List the specific areas that will benefit from the grant.

While the club is based in Cranbrook, the pool of athletes, coaches, team managers and board members are from throughout the RDEK. Besides the athletes all other positions are volunteer, except for the treasurer, administrator and technical director.

**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.

Currently there are 2 athletes from the Elk Valley, 11 athletes from the South Country, 108 athletes from the Cranbrook/Kimberley area and 13 from the Columbia Valley.

The base of the club is in Cranbrook, hence there is a significant time and cost for parents and volunteers to travel to Cranbrook for practices and games. Having an end of season awards banquet would provide the opportunity to thank the volunteers that support the club. Volunteers are the key to the success of many non-profits in the region, thus having the opportunity to thank and celebrate them are important to the success of the club.

**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](mailto:info@rdek.bc.ca)

East Kootenay Volleyball Club  
End of season Awards/Celebration and Thank-you

Revenue	Requested	Confirmed
RDEK DGIA	\$1,000.00	
Club Funds	\$1,000.00	\$ 1,000.00
CBT Sponsorship	\$1,000.00	
In kind room rental	\$500.00	
	<b>\$3,500.00</b>	

Expenses	
Food and Beverage	\$ 2,493.00
In kind room rental	\$ 500.00
Awards	\$ 500.00
	<b>\$ 3,493.00</b>

Food and Beverage breakdown	
Athletes	134
Parents/families	143
	277
Food costs @ \$9/person	\$ 2,493.00

## Discretionary Grants-in-Aid Application Form

### Section A – Applicant/Organization Information

- Registered Non-Profit Organization No.: S-23308
- Project Title: BIATHLON EQUIPMENT PROJECT
- Applicant/Organization. Must be an eligible applicant.
  - Legal Name of Organization: KIMBERLEY NORDIC CLUB
  - Mailing Address: PO Box 464
  - City: KIMBERLEY, BC
  - Postal Code: V1A3B9
  - Main Contact for Application: DAN CLARK
  - Telephone #: 250-427-6628
  - Email: MANAGER@KIMBERLEY NORDIC.ORG
- Sponsored Organization. Only complete if applicable.
  - Legal Name of Organization: KIMBERLEY BIATHLON CLUB
  - Mailing Address: PO Box 464
  - City: KIMBERLEY, BC
  - Postal Code: V1A3B9
  - Main Contact for Application: ROSS BANNER
  - Telephone #: 250-427-3570
  - Email: rossbanner628@yahoo.com

### Section B – Grant Request

INCLUDED IN THE ATTACHED

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

Electoral Area A \$ \_\_\_\_\_

Electoral Area E \$ 3209

Electoral Area B \$ \_\_\_\_\_

Electoral Area F \$ \_\_\_\_\_

Electoral Area C \$ 3209

Electoral Area G \$ \_\_\_\_\_

Total Funding Request: \$ 6418

#### 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	<input checked="" type="checkbox"/>	Board Date:	
B		F		Resolution No:	
C	<u>2000</u>	G		Approved/Denied (\$):	
Total EAAC Recommendation: \$ <u>2,000</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.

(SEE ATTACHED)

**3. Areas Benefitting.**

List the specific areas that will benefit from the grant.

(SEE ATTACHED)

**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.

(SEE ATTACHED)

**Section C – Additional Information** INCLUDED IN THIS ATTACHED

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](mailto:info@rdek.bc.ca)

Discretionary Grants-In-Aid  
Biathlon Equipment Project  
Attachment to the Application Form

**Section B1. – Grant Request**

The Kimberley Biathlon Club (KBC) is looking for \$6,418 from the RDEK's Grant-In-Aid Program. Presently the Kimberley Biathlon Club has members from Cranbrook, Kimberley, Areas A and E. As a smaller club it is not possible to value specific requests from each of those jurisdictions.

**Section B2. - Purpose of Grant**

This application for funding will cover:

1. Purchase of six (6) biathlon rifles.
2. Purchase of eight (8) shooting mats..
3. Purchase of material for a storage/wood shed to be built by volunteers.
4. Purchase of two sighting scopes.

The reason for purchasing is, the Kimberley Biathlon Club is growing in membership and events. New members have joined from the Masters program, other Masters have expressed interest and there have been inquiries from several avid cross country skiers. Since the Club has the only East Kootenay sanctioned winter/summer biathlon range the club has been asked to host events for other clubs. So far this season it has hosted two competitive events. Included are photos taken during the BC Winter Games Trials. To meet the KBC's expanded and growing membership it requires more rifles, a storage/wood shed, proper shooting mats and sighting scopes.

**Section B3. - Areas Benefitting**

The KBC operates within the Kimberley nordic facility which serves a geographic area that includes, Kimberley, Cranbrook, Electoral Areas A, B, C, E and F, plus a healthy tourist trade encompassing Alberta, Saskatchewan and the Columbia Valley. Based on current interest it's expected growth will include all jurisdictions and comprise Boomers, Millennials, Families and Youth.

## Section B4. - Benefits

A sustainable biathlon Club benefits everyone in the East Kootenays as it provides another recreation and sporting venue for users of all abilities and ages. On a world scale biathlon is incredibly popular, with a long and historic tradition in the winter Olympics. The Kimberley Nordic Club is handicap friendly as is the biathlon range. Biathlon provides a lifetime knowledge of cross country skiing plus safety and proper use of rifles. This is especially true for youth that begin now. To keep the interest momentum going the Biathlon Equipment Project is proposed.

## Section C – Project Budget

The KBC Biathlon Equipment Program budget is as follows:

ITEM	QTY	UNIT COST	EXT	TAX	TOTAL	RUNNING TOTAL
Biathlon Rifles	6	2,000	12,000	1,440	13,440	13,440
Biathlon shooting Mats	8	250	2,000	240	2,240	15,680
Wood Shed mat'l	LS	1,116	1,116	134	1,250	16,930
Sighting Scope	2	400	800	96	896	17,826
Contingency	10%				1,783	19,609
<b>TOTAL PROJECT</b>					<b>SAY</b>	<b>19,600</b>

## Section C – Funds from Other Sources

To fund the project the Club will apply to other sources, as follows:

Source	Request Amount (None Yet Confirmed)
Club Initiatives	1,000
RDEK Grants-In-Aid	6,418
CBT Community Development	5,471
CIP/AAP (Kimberley)	6,720

For the past few years members of the KBC have co-hosted a Gourmet Ski event to make money for the Club. Now Club growth requires additional funding from granting

sources.

### **Section C – Partners and Resources**

The main partner assisting the KBC is the Kimberley Nordic Club. They provide labour and equipment for accessing and grooming the range. Members of the KBC provide human resources to operate and maintain the range and will provide in kind volunteer contribution to implement the project and construct the storage/wood shed. In kind contribution is valued as follows:

In Kind Contribution Description	Hours	Value
Ordering, logistics, receiving, checking and assembly of purchased items	16	560
Purchasing, logistics and construction of storage/wood shed	96	3,360
Total In Kind		3,920

## Section C – Additional Information

Following are two photos taken at the BC Winter Games biathlon trials held at the KBC range.

Figure 1 – Volunteers, Officials and Competitors BC Winter Games Trials



Figure 2 – A couple competitors shooting



## Discretionary Grants-in-Aid Application Form

<b>Section A – Applicant/Organization Information</b>	
1. Registered Non-Profit Organization No.: <u>5-5694</u>	
2. Project Title: <u>STEEPLESVIEW READING CENTRE AEGN.</u>	
3. Applicant/Organization. Must be an eligible applicant.	
a) Legal Name of Organization:	<u>Wardner Community Association</u>
b) Mailing Address:	<u>6211 CARTWRIGHT ST</u>
c) City:	<u>WARDNER</u>
d) Postal Code:	<u>V0B 2J0</u>
e) Main Contact for Application:	<u>Angie Jones</u>
f) Telephone #:	<u>250-464-4509</u>
g) Email:	
4. Sponsored Organization. Only complete if applicable.	
a) Legal Name of Organization:	<u>Steepleview Reading Centre</u>
b) Mailing Address:	<u>6211 Cartwright St.</u>
c) City:	<u>Wardner</u>
d) Postal Code:	<u>V0B2J0</u>
e) Main Contact for Application:	<u>Mary Lou Roach</u>
f) Telephone #:	<u>250-429-3371</u>
g) Email:	<u>roach.mlb2@gmail.com</u>

<b>Section B – Grant Request</b>	
1. Enter the grant amount you are requesting from each electoral area.	
Electoral Area A	\$ _____
Electoral Area B	\$ _____
Electoral Area C	\$ <u>2000<sup>00</sup></u>
Electoral Area E	\$ _____
Electoral Area F	\$ _____
Electoral Area G	\$ _____
Total Funding Request: \$ <u>2000<sup>00</sup></u>	
<b>Electoral Area Descriptions:</b> 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	G	Approved/Denied (\$):	
Total EAAC Recommendation: <u>\$ 2,000</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.

- PURCHASE OF BOOKS.
- \$400<sup>00</sup> TOWARDS INSURANCE FOR WARNER HALL  
PRINTER INK PAPER TIGHT BULBS ETC.

SEE ATTACHED ADDENDUM

**3. Areas Benefitting.**

List the specific areas that will benefit from the grant.

HAYOOK  
BULL RIVER  
WARNER  
PLUS A FEW READERS FROM TAFFRAY



**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.

TO PROVIDE LIBRARY SERVICES FOR THE  
ADULTS + CHILDREN OF THE COMMUNITIES

**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 / N**

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](mailto:info@rdek.bc.ca)

## Addendum to GIA funding application

### Income from other sources

Over the past many years we have had a collection box for cans and bottles which were sorted and taken to the Bottle Depot. Monies received from the project was used for the purchaser of books and library upkeep. This source of funds will not be available in the future as my husband is no longer able to carry on with this volunteer work.

This has been the only other source fund raising that has taken place. Regrettably this source is no longer available as the previous collector has moved into Cranbrook. Hence the sole source of funding for the Centre will be the G.I.A.

JAN 31 2020

# Discretionary Grants-in-Aid Application Form

<b>Section A – Applicant/Organization Information</b>	
1. Registered Non-Profit Organization No.: ?	50008252
2. Project Title: Ellis Park upgrades	
3. Applicant/Organization. Must be an eligible applicant.	
a) Legal Name of Organization: Moyie Community Association	
b) Mailing Address: P.O. Box 133	
c) City: Moyie	d) Postal Code: V0B 2A0
e) Main Contact for Application: Shivon Silva, Murray Evenson	
f) Telephone #: 250-464-1969/250-829-0589	g) Email: shivonsilva@yahoo.com
g) mevenson@shaw.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:

<b>Section B – Grant Request</b>	
1. Enter the grant amount you are requesting from each electoral area.	
Electoral Area A	\$ ____
Electoral Area B	\$ ____
Electoral Area C	\$ 21,300
Electoral Area E	\$ ____
Electoral Area F	\$ ____
Electoral Area G	\$ ____
Total Funding Request: \$ 21,300	
<b>Electoral Area Descriptions:</b> 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	

Shivon Hill Vice President

*[Signature]*

Office Use Only

EAAC Recommendations				Board Resolution	
A		E		Board Date:	
B		F		Resolution No:	
C	<input checked="" type="checkbox"/>	G		Approved/Denied (\$):	
Total EAAC Recommendation:				Funding changes at Board from EAAC recommendation:	

## Discretionary Grants-in-Aid

### Application Form

Page 2 of 3

#### 2. Purpose of Grant.

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

**The Moyie Community Association has been developing the Ellis Park land and building ever since Shell Oil abandoned the site off of Sunrise FSR just south of Moyie townsite. Over the years, with help from CBT grants and lots of volunteer equipment and labour, a softball diamond, well housing, fencing and gathering hall have been constructed. The next steps we want to take are as follows:**

1. Suppress knapweed and keep mowing the 4 acres of level ground; (\$1,000)
2. Pour concrete around the footings to eliminate pack rat access; (\$1,000)
3. Replace three rustic doors in the building with new frames, steel doors, and secure locks; (\$2,000)
4. Insulate and drywall the interior; (\$5,000)
5. Add eave troughs and downspouts for the collection of rain water in tanks for fire safety and cleaning; (\$300)
6. Install hidden cameras for security to control vandalism; (\$1,000)
7. Gravel and grade the access road from Sunrise RSF to entrance; (\$1,000)
8. Set up enough solar panels to generate power for lighting. (\$10,000)

TOTAL BUDGET REQUESTED = \$21,300

*\* This is the total project budget*

### 3. Areas Benefitting.

List the specific areas that will benefit from the grant.

**In the summer there are hundreds of residents, visitors and tourists in the Moyie Lake area. Ellis Park is the only public and level land in the valley between Green Bay and Yahk. It has and will serve as a gathering place for weddings, parties, sports events, pot-luck dinners and sundry celebrations.**

### 4. Benefits. Mentioned in Section 3, Ellis Park is level, fenced

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 mentioned in Section 3, Ellis Park is near to the township, the developments around the lake, and Moyie Lake itself. It is the only level and public space for recreation. The ball park now has bleachers, an infield, a backstop, and a large outfield. The building is weatherproof but has been subject to vandalism in the summer, invasion by vermin, and hard to heat.**

**The upgrades we are proposing would help solve those challenges and make the land and building usable year round. In 2019 we held three large community events there: a pig roast, and two pot luck dinners complete with a live band. All residents were welcome and the events were well attended. As there is no public house currently in Moyie, Ellis Park is more important than ever in the community**

The actual cost of these improvements is mitigated by many hours of donated equipment and volunteer labour. This has been true in past upgrades and will be a major source of additional funding.

### 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 / N**

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](mailto:info@rdek.bc.ca)

## Request for Decision

File No: Fhh 503 001

**Date** February 24, 2020  
**Author** Debbie Renaud, DCFO  
**Subject** Funding Request - Lazy Lake Water Level Control Diversion Ditch and Culvert Upgrade

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### REQUEST

To award a Community Works Fund Grant for the Lazy Lake Water Level Control Diversion Ditch and Culvert Upgrade.

### OPTIONS

1. THAT a Community Works Fund grant of \$20,000 be provided for the Lazy Lake Water Level Control Diversion Ditch and Culvert Upgrade.
2. THAT a Community Works Fund Grant for the Lazy Lake Water Level Control Diversion Ditch and Culvert Upgrade be denied.

### RECOMMENDATION

Option 1

### BACKGROUND/ANALYSIS

On behalf of the RDEK and the Lazy Lake Water Level Control Service Area, the Lazy Lake Environmental Association maintains the infrastructure required to divert a portion of Lewis Creek into Lazy Lake for periods of time throughout the year for the purpose of maintaining a water level in the lake suitable for recreation by both the property owners and the public. The existing diversion structure is very dated and has become inefficient. The piping from the diversion to the lake has substantial leaks in several locations due to corrosion and warping of large sections of the pipe and debris from the creek bed is plugging the existing infrastructure. The funds would be used to upgrade approximately 150m of the diversion works.

\$20,000 of Community Works Funds is being requested to upgrade the diversion works so that Lazy Lake can continue to be enjoyed by the property owners and other area residents and tourists that recreate on the lake.

### SPECIFIC CONSIDERATIONS

#### Financial – Financial Plan

If approved, the grant is currently included in the 2020 – 2024 Financial Plan.

## Financial - Taxation

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

## Community Works Fund – Funds Available

The uncommitted balance of the Community Works Fund is \$2,220,578.

## Community Works Fund Eligible Project Category

This project meets the criteria outlined in the Community Works Fund agreement under the Recreation Infrastructure category which includes parks. The Community Works Fund grant request is for 100% of the project cost.

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

Electoral Area	% of CWF \$ Awarded	% of Total Rural Population
Area A	5%	9%
Area B	14%	13%
Area C	18%	38%
Area E	5%	11%
Area F	49%	20%
Area G	9%	9%

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

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



**Date** February 27, 2020  
**Author** Holly Ronnquist, CFO  
**Subject** Community Works Fund Grant Request – Swift Internet

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### REQUEST

Swift Internet has requested a Community Works Fund grant of \$28,000 toward their high speed internet upgrade project in the Moyie area.

### OPTIONS

1. THAT Community Works Funds of \$28,000 be granted to Swift Internet for their Moyie internet upgrade project, subject to the following:
  - the project being approved for funding through the CRTC Broadband Fund or the NDIT Connecting BC program; and
  - project outcomes meeting the definition of High Speed Internet Service in the *Local Government Act*.
2. THAT Community Works Funds of \$\_\_\_\_\_, be granted to Swift Internet for their Moyie internet upgrade project, subject to the following:
  - the project being approved for funding through the CRTC Broadband Fund or the NDIT Connecting BC program; and
  - project outcomes meeting the definition of High Speed Internet Service in the *Local Government Act*.
3. THAT the request for grant funding for the Swift Internet Moyie internet upgrade project be denied.

### RECOMMENDATION

Option 1

### BACKGROUND/ANALYSIS

Swift Internet is proposing a project to improve internet service in the Moyie area, and are applying for funding through the NDIT Connecting BC program and the CRTC Broadband Fund. They have requested \$28,000 funding from the RDEK Community Works Funds as well. Details of their request are attached.

### SPECIFIC CONSIDERATIONS

#### Regional Sustainability Strategy (RSS)

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

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

#### **Financial – Financial Plan**

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

#### **Financial – Taxation**

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

#### **Community Works Fund – Funds Available**

The uncommitted balance of the Community Works Fund is \$2,220,578.

#### **Community Works Fund Eligible Project Category**

This project meets the criteria outlined in the Community Works Fund agreement under the Broadband Connectivity Category.

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

<b>Electoral Area</b>	<b>% of CWF \$ Awarded</b>	<b>% of Total Rural Population</b>
Area A	5%	9%
Area B	14%	13%
Area C	18%	38%
Area E	5%	11%
Area F	49%	20%
Area G	9%	9%

Attachment



## Boosting Connectivity in the Moyie Area

This Swift Internet project would upgrade the last-mile broadband infrastructure that connects residents, businesses, and institutions to the Internet in the Moyie area. The project would deploy industry leading technology to fully upgrade the towers, access points, backhauls, routers, equipment shelters, and power infrastructure at three local tower sites. The upgrades would allow Swift to meet or exceed Canada's federal targets for 50 Mbps download and 10 Mbps upload speeds and quality of Internet access. Not only would the network close the connectivity gap for 280 underserved Moyie households, but it has been designed to accommodate foreseeable population and business development as well as changes in demands for speed and throughput into the coming decade.

The chosen technology represents an emerging industry standard for cost-effectively bridging rural-urban connectivity gaps in areas with low population density. The affordability of the technology coupled with Swift's streamlined upgrading practices means that the project would meet federal standards at an average cost of \$895 per household – less than half the cost of other wireless solutions. Swift is seeking a \$100 per household Community Works Fund investment. Each CWF dollar would leverage \$7.95 in combined Swift, NDIIT Connecting British Columbia, and CRTC Broadband Fund investment in Moyie's last-mile infrastructure. The project would leverage past investments in Columbia Basin Broadband Corporation backbone infrastructure. It would open up the potential for all of the personal, social, and economic benefits that come with connectivity for the Moyie community.

*Upgrading in Moyie would be part of a broader upgrading project for the Swift Internet service area. A comprehensive Project Plan and detailed budget for that project have been provided.*



# Regional District of Central Kootenay

Box 590, 202 Lakeside Drive, Nelson, BC V1L 5R4  
250-352-6665 1-800-939-9300 Email [info@rdck.bc.ca](mailto:info@rdck.bc.ca)

Community Works Fund Application			
Gas Tax Program Services – CWF Funding (UBCM)			
Project Title		Boosting Connectivity in the Creston Valley	
Date of Application		2020/02/26	
Applicant Information			
Name of Organization	Swift Internet Inc.		
Address	PO Box 454		
City, Prov. Postal	Creston, British Columbia, V0B 1G0		
Phone No.	250-431-8100	Fax No.	
Organization's Email	<a href="mailto:info@swiftinternet.ca">info@swiftinternet.ca</a>		
Name of Contact	Kitt Santano	Contact's Email	<a href="mailto:kitt@swiftinternet.ca">kitt@swiftinternet.ca</a>
Director in Support of Project			
Name of Director(s)		Area(s)/Municipality	Amount Requested
Garry Jackman, Tanya Wall, Adam Case		Area A, Area B, Area C	\$ 117,900.00
Project Time Line			
Project Commencement Date (yyyy/mm/dd)		Project Completion Date (yyyy/mm/dd)	
2020/01/01		2021/11/30	
Land Ownership			
Ownership and legal description information is required for all parcels of land on which the proposed work will occur.			
Legal Description of land(s)	See attached: Land Ownership Information		
Registered Owners of Land(s)	See attached: Land Ownership Information		
Crown Land Tenure/License No./Permit No.(s)	See attached: Land Ownership Information		
Compliance With Regulations			
The proponent shall in all respects abide by and comply with all applicable lawful rules, regulations and bylaws of the federal, provincial or local governments, or any other governing body whatsoever, in any manner affecting the Project.			
Have you consulted with a building official?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Have you applied and received a building permit?	<input type="checkbox"/> Yes, Permit No. _____ <input checked="" type="checkbox"/> No		
If No, please explain: Not required for this project			

**Application Content**

Must include all of the following:

- 1.0 - Description of the Project including management framework
- 1.1 - Project timeline and supporting documents
- 2.0 - Project budget
- 3.0 - Accountability Framework Financial statements that adhere to Project accountability

### 1.0 Description of the Project including management framework

**Project Overview: Boosting Connectivity in the Creston Valley** (For more details, see attached: Project Plan.) – This Swift Internet project would upgrade the last-mile broadband infrastructure that connects residents, businesses, and institutions to the Internet in the communities of Glenlily, Huscroft, Kingsgate, Kitchener, Kuskonook, Sanca, West Creston, Yahk, and Moyie. The project would deploy industry leading technology to fully upgrade the towers, access points, backhauls, routers, equipment shelters, and power infrastructure at 33 Swift Internet tower sites. The upgrades would allow Swift to meet or exceed Canada's federal targets for speed and quality of access for all underserved Internet users in these communities by December 2021. The last-mile infrastructure development aspect of the project would be complemented by ambitious community outreach to promote uptake of the improved connectivity. Consistent with funding requirements, Columbia Basin & Boundary Connectivity Strategy objectives, and Swift's own goals, service would be offered at fair and affordable pricing with transparent and customer-friendly terms of service. Although it could be carried out as a stand-alone initiative, this project has been designed in conjunction with Swift's Boosting Connectivity in Wynndel project. The work has been divided to fit federal/provincial funding requirements. Together, the projects would transform the connectivity landscape of an entire economic development corridor of the RDCK.

**Background: Public Investment in Broadband Infrastructure** – The Canadian Radio-television and Telecommunications Commission (CRTC) has set a Universal Service Objective and Quality of Service standards for Internet access for all Canadians. Many rural Canadians, including RDCK residents, do not yet have access that meets these targets for speed and quality. Federal, provincial, and local governments agree that the standards will not be met without public investment in private broadband infrastructure. It is in line with this consensus that the UBCM Community Works Fund (CWF) provides for investing in, "Infrastructure that provides Internet access to residents, businesses, and/or institutions." Through CWF, the RDCK has made past investments in the Columbia Basin Broadband Corporation (CBBC). These investments have helped to develop broadband transport infrastructure that provides the "backbone" capacity for meeting the CRTC objectives. In order to realize that potential, investment is now needed in upgrading the access or "last-mile" infrastructure that actually connects residents, businesses, and institutions to the CBBC "backbone" to provide them with high-speed, high quality Internet access.

**Background: Current Rural Connectivity Funding** – Federal and Provincial investments in British Columbia's rural last-mile infrastructure are currently being made through two programs. The CRTC Broadband Fund and Northern Development Initiative Trust Connecting British Columbia program. Swift is applying for funding from both programs for all eligible communities in our service area. For both funders, support from affected local governments is a major factor in approving applications. To this end, Swift is applying for a \$100 CWF contribution per impacted household in all affected RDCK and RDEK Electoral Areas. Swift is also making significant investments in the projects.

**Background: Swift Internet** (For more information, see attached: 2020 Corporate Profile.) – Swift Internet is a Creston-based independent wireless Internet service provider. We own and operate last-mile broadband infrastructure and strive to provide the communities we serve with fast, reliable, and affordable Internet access. We back that service up with a responsive, personalized approach to customer care. Swift has been active since 2012. We currently serve more than 2000 customers from Sanca in RDCK Area A to Moyie in RDEK Area C. The existing Swift network has been developed through private investment, amalgamations with three other Internet service providers, and past public funding. During both publicly funded projects and amalgamations, Swift met or exceeded all deliverables to funders/partners ahead of schedule. After years of diligently building and maintaining our network, Swift is now in a position where upgrading our last-mile infrastructure to more modern technology is vital to meeting the connectivity needs of the Creston Valley now and into the coming decade.

(If needed, please provide additional information on separate page)

## 1.1 Project Costs including Timeline and Supporting Documents

The full cost of the project would be \$1,305,554.70 for the communities as whole or \$895.44 per household.

(For a detailed project budget, see attached: Project Workbook.)

Major milestones for the project would include:

Project Starts: January 1st, 2020  
Project Planning & Design Phase 1 Complete: February 10th, 2020  
Submission of Funding Applications Complete: March 27th, 2020  
Formal Approval of Funding Complete: June 1st, 2020  
Project Planning & Design Phase 2 Complete: July 1st, 2020  
Procurement Complete: July 15th, 2020  
Preparation & Training Complete: August 1st, 2020  
Construction & Implementation Complete: September 30th, 2021  
Inspection & Testing Complete: October 31st, 2021  
Stakeholder Engagement Complete: November 15th, 2021  
Project Completion: November 30th, 2021

(For a more comprehensive account of the project work plan and project risks and mitigation strategies, see attached: Project Plan.)

The work would take place on 34 individual parcels of land. All of these properties are existing Swift Internet tower sites. The planned work is consistent with Swift's existing land use agreements for these sites. Four sites are accessed through agreements with CBBC. Three sites are Crown Land parcels, which Swift accesses through 30-year agreements made under the Land Act that grant Licence of Occupation to construct, maintain, and use the sites for specified Communications Uses. Two sites are Crown Land parcels for which formal Licence of Occupation agreements are pending. These agreements will be in place prior to project activity on those parcels. 21 sites are private land holdings, which Swift accesses through Telecommunications Facility Siting Agreements that grant Swift the right to install, operate, maintain, and repair communications facilities for the benefit of Swift and its customers. Five sites are accessed through Telecommunications Facility Siting Agreements with the Yahk and Area Communications Society.

(For copies of all relevant land use agreements, see attached: Land Ownership Information.)

No additional permitting is required for the project.

(If needed, please provide additional information on separate page)

## 1.2 Project Impact

There are 1458 households in the communities of Glenlily, Huscroft, Kingsgate, Kitchener, Kuskonook, Sanca, West Creston, Yahk, and Moyie that are currently without broadband access that is consistent with CRTC standards. This connectivity gap represents a critical economic development barrier in an area that is home to a high proportion of telecommuters and home-based businesses, as well as forestry, agri-food, and tourism operations whose ongoing viability is tied to adopting new technologies. Were the project to proceed, the upgrades would achieve CRTC broadband connectivity standards for the communities fully closing the current broadband access gap and opening up the potential for all of the personal, social, and economic benefits that come with connectivity. The infrastructure would be scalable to accommodate future population growth and additional business development in the area. It would also be able to accommodate foreseeable demands for higher speeds and increased throughput.

The positive impacts achieved through the project would advance the Regional Broadband Committee' Columbia Basin & Boundary Connectivity Strategy. The Committee, which includes the RDCK, is guided by a vision for regional connectivity that Swift shares: "Equitable, affordable high-speed broadband Internet services throughout the region, ensuring rural economic development and sustainable, healthy communities."

Swift has chosen to proceed with the project at this time because the level of need in the communities justifies upgrading last-mile infrastructure and the company and its team are well positioned to carry out the work. Swift Internet is ready to invest \$376,016.50 in the project. \$391,819.10 has been requested through the Northern Development Initiative Trust's Connecting BC program. Swift will be applying to the CRTC Broadband Fund for an additional \$391,819.10 by March 27, 2020. The Regional District of East Kootenay is preparing to contribute to the project through their Community Works Fund to support upgrading for the households in the Moyie area. The project would complete last-mile upgrading for the impacted communities, leveraging previous RDCK investment in local CBBC backbone infrastructure.

(If needed, please provide additional information on separate page)

### 1.3 Project Outcomes

Upon completion, the Boosting Connectivity in the Creston Valley project will have produced the following key outcomes:

- Appropriate and meaningful engagement of all project stakeholder groups;
- Planned upgrades to 34 tower sites: installation of equipment for 69 access points and 60 backhauls; installation of adequate equipment shelters at 25 sites; solar panel upgrades to 9 sites; installation of upgraded power infrastructure, including generator, propane tank, and batteries, at each site as required; and, completion of site inspections at each location;
- Installation of customer premises equipment for at least 78 existing high-speed customers and for any new/additional customers, according to demand;
- Testing of network elements, power systems, monitoring systems, user devices, and support systems;
- Achievement of key performance indicator targets for energy/power, quality of service, quality of experience, security, and reliability/resilience;
- Uptake of the achieved access to higher speeds in the impacted communities; and,
- Completion and approval of final reporting to all project funders.

(If needed, please provide additional information on separate page)



**1.4 Project Team and Qualifications**

Swift's success is based commitments to technical expertise and customer care that are shared by all Swift employees. Swift employs a team of ten. The whole team is local to the Creston Valley and each person is an expert in their field. The management team has collaborated to successfully carry out Swift's past infrastructure upgrading projects. The team is led by President and Chief Operations Officer Kitt Santano. Kitt is an accomplished entrepreneur. Before founding Swift, he successfully operated a retail computer store for over seven years. When he saw demand and opportunity in the wireless Internet industry, he carried out diligent research and market analysis. The result is an independent wireless Internet service provider with a track record for excellence. Kitt was recently selected to participate in the Columbia Basin Trust Basin RevUp program, an exclusive business growth accelerator program that provides customized support, training and networking to growth stage companies.

Chief Technical Officer Adam Sumbler has been working in the online computer industry for nearly fifteen years and brings a strong technical background to the Swift team. For the last seven years he has been leading Swift's network maintenance and upgrading, managing countless new tower builds as well as tower rebuilds during Swift's amalgamations with other Internet service providers. He is skilled in network design, diagnostics, and troubleshooting and mentors Swift staff to develop their technical skills.

Senior Network Engineer Kenneth Dyer is a highly skilled network technician with over ten years of direct in-field and project based experience. He has been part of numerous network builds and has managed many network and software development projects. Kenneth helps to monitor and maintain the flow and performance of the Swift network.

(If needed, please provide additional information on separate page)

**2.0 Project Budget**

List anticipated and confirmed Project revenue and expenses that have been deemed necessary for the implementation of the Project. Schedule B outlines eligible costs for eligible recipients (see attached).

**Project Revenue**

(Capital, Professional, Environmental Assessment, Employee, Equipment, Incremental)

Item	Description of Revenue	Value (\$)
Last Mile Infrastructure	RDCK Community Works Fund	\$ 117,900.00
Last Mile Infrastructure	RDEK Community Works Fund	\$ 28,000.00
Overall Project Costs	NDIT Connecting British Columbia program	\$ 391,819.10
Overall Project Costs	CRTC Broadband Fund	\$ 391,819.10
Overall Project Costs	Swift Internet	\$ 376,016.50
		\$
(If needed, please see page 7 to provide additional budget information)	<b>Sub-Total Project Revenue</b>	<b>\$ 1,305,554.70</b>

**Project Expenses**

(Capital, Professional, Environmental Assessment, Employee, Equipment, Incremental)

Item	Description of Expenses	Value (\$)
Project Management	Network engineering, procurement, staff training, etc.	\$ 117,667.00
Last-mile Infrastructure	Access points, backhauls, routers, equipment shelter	\$ 914,260.00
Upgrading labour	Site preparation, equipment installation, site inspection	\$ 180,730.00
Miscellaneous	Travel	\$ 11,767.70
Other Expenses (Ineligible)	Customer premises equipment, installations, testing	\$ 81,120.00
(If needed, please see page 7 to provide additional budget information)	<b>Sub-Total Project Expenses</b>	<b>\$ 1,305,544.70</b>

Project Revenue (continued)		
(Capital, Professional, Environmental Assessment, Employee, Equipment, Incremental)		
Item	Project Revenue	Value (\$)
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
	<b>Total Project Revenue</b>	\$ 1,305,554.70
Project Expenses (continued)		
(Capital, Professional, Environmental Assessment, Employee, Equipment, Incremental)		
Item	Description	Value (\$)
		\$
		\$
		\$
		\$
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		\$
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		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
	<b>Total Project Expenses</b>	\$ 1,305,544.70

**2.1 Additional Budget Information**

Quote rationale to be reviewed by RDCK Chief Administrative Officer

For a full rationale on the proposed network equipment, see attached: Project Plan.

For a detailed account of project expenses, a full listing of network equipment, and a three-year financial operations plan, see attached: Project Workbook.

(If needed, please provide additional information on separate page)

**3.0 Accountability Framework**

The eligible recipient will ensure the following:

- Net incremental capital spending is on infrastructure or capacity building
- Funding is used for eligible Project and eligible costs
- Project is implemented in diligent and timely manner
- Where recipient is a Local Government, undertake Integrated Community Sustainability Planning
- Provide access to all records
- Comply with legislated environmental assessment requirements and implement environmental impact mitigation measures
- Provide a Project Completion Report including copies of all invoices
- 

**4.0 Schedule of Payments**

The RDCK shall pay the grant to the proponent in accordance with the following schedule of payments:

- a) 75% upon signing of the Contract Agreement
- b) 25% upon receipt of a Project completion report indicating 100% completion of the Project and proof of meeting anticipated impacts and outcomes, a statement of income and expenses, and copies of invoices/receipts supporting funding expenditures.

**5.0 Acknowledgement of Requirements**

Gas Tax-funded projects aim to achieve national objectives: a clean environment; strong cities and communities; and productivity and economic growth.

By signing below, the recipient agrees to prepare and submit a Project completion report outlining Project outcomes that were achieved and information on the degree to which the Project has contributed to the above mentioned objectives. The Project completion report must include details of project revenue s and expenses and copies of invoices or receipts that support funding expenditures. In addition, an annual report (for 10 years) is to be submitted to the RDCK prior to October 31<sup>st</sup> of each year detailing the beneficial impacts on the community as a result of the completed Project.

Authorized Signature for Proponent	Name	Date
Kitt Santano	Kitt Santano	2020/02/26

Application Number:



**Swift Internet Inc.**

**Project Plan**

**Boosting Connectivity  
in the Creston Valley**

## **Responsible**

This project plan was prepared by:

Laura Francis

February 14, 2020

---

**President & Principal  
Consultant  
OneDay Community  
Partners**

**Date**

## **1. Project Goal(s)**

The purpose of the Boosting Connectivity in the Creston Valley project is to upgrade last-mile broadband infrastructure in order to meet or exceed the Canadian Radio-television and Telecommunications Commission (CRTC) Quality of Service (QoS) standards, including the Universal Service Objective of 50Mbps download and 10Mbps upload, for the communities of Glenlily, Huscroft, Kingsgate, Kitchener, Kuskonook, Moyie, Sanca, West Creston, and Yahk, British Columbia and to offer those communities 50Mbps download and 10Mbps upload service with unlimited data usage at fair and affordable pricing.

## **2. Background and geographical coverage**

### **2.1. Geographical Coverage and Connectivity Needs**

The Swift service area spans from Regional District of Central Kootenay (RDCK) Area A (including Sanca and Kuskonook) in the north, south through RDCK Area B (including Glenlily, Huscroft, Kingsgate, Kitchener and Yahk) and Area C (including West Creston), out to Regional District of East Kootenay Area C (including Moyie) in the east. These communities are located in the surroundings of the Town of Creston. Moyie's nearest centre is the City of Cranbrook. Although there is variation in local geography - from the lakeside communities of Sanca, Kuskonook, and Moyie, to the open flats of West Creston – the terrain compromises of a series of narrow mountain valleys which provide for similar service conditions.

There are 1458 households in the area that are currently without broadband access that is consistent with CRTC standards. This connectivity gap represents a critical economic development barrier in an area that is home to a high proportion of telecommuters and home-based businesses, as well forestry and agri-food operations whose ongoing viability is tied to adopting new technologies. The Boosting Connectivity in the Creston Valley project would achieve CRTC standards for all 1458 households. Swift currently serves 1378 customers in the community, including local anchor institutions and employers.

### **2.2. Swift's History in the Creston Valley**

In 2012, Swift Internet became available to residents of Creston and area. Since then, Swift has steadily invested in expanding and upgrading its last-mile network infrastructure, growing both in terms of number of customers served and in terms of coverage area. Today, Swift can deliver Internet access to all but very small pockets of the region.

Swift attracts and retains Creston Valley customers because we offer a high-quality service at fair and transparent pricing. Swift is known for professionalism, reliability, and exceptional, personalized customer care. Swift's own brand values reflect the Creston Valley brand values for friendliness and authenticity.

Swift's reputation for excellence has led to citizens and community stakeholder groups in various outlying communities in the Creston Valley to demand Swift service. Indeed, amalgamation with other Internet service providers has represented an important growth strategy for Swift. Three rounds amalgamation have enabled Swift to refine a set of procedures for migrating large groups of customers to enhanced service. Swift Internet amalgamated with Wynndel Internet Society in 2014, with Kootenay Wireless in 2016-2017, and with Yahk Area Communications Society in 2018-2019. The amalgamations involved migrating a combined total of nearly 600 customers.

In all cases, the service providers had been struggling to correctly configure and manage a broadband network and to keep up with customer service demands of providing broadband access in a rural setting. In all cases, Swift invested care and financial resources into upgrading the networks and developing positive relationships with customers efficiently. These communities would have been left with very limited options for Internet access had Swift not stepped in.

Since the migrations, Swift has remained the primary Internet service provider for the affected communities. Meaningful relationships with local customers and strong local loyalty to Swift are legacies of the transition processes.

All of Swift's customers in the Creston Valley benefit from the low latency, low packet loss, low jitter threshold, and excellent customer care that Swift is known for. However, access to speeds above 20Mbps download and 20Mbps upload is not consistent across the region and the growth of Swift's customer base is currently constrained by the capacity of its last-mile infrastructure.

### **2.3. Project History and Design**

For some years, Swift has been preparing for the eventual need to upgrade last-mile infrastructure in our service area to better meet the demands of Creston Valley Internet users and to ensure that the network remains current with their changing patterns of use in the years to come. We have used a variety of Valley communities, such as Huscroft and Yahk, as a case studies when considering the feasibility of potential solutions, including non-wireless solutions such as Fibre to the Home.

Swift's ongoing network development planning efforts have aimed to advance the Regional Broadband Committee' Columbia Basin & Boundary Connectivity Strategy. We share the Committee's vision for regional connectivity: *"Equitable, affordable high-speed broadband Internet services throughout the region, ensuring rural economic development and sustainable, healthy communities."* We embrace that we have a role to play in eventually achieving the Strategy's target objectives, including access speeds for critical community assets and households in the Region.

The last-mile upgrades proposed in the Boosting Connectivity in the Creston Valley project are the result of a thorough planning and design process that was triggered by the opportunity to pursue Connecting BC and CRTC Broadband Fund investment to boost connectivity across our service area. To date, this process has involved consulting with: local elected officials; local government staff; community members; anchor institutions; businesses; industry colleagues; equipment retailers; resource people at the Columbia Basin Broadband Corporation; and, potential project funders. A local consultant, who Swift has hired to support past upgrading initiatives, was retained to guide project development.

Early stages of the project focused on validating the demand for increased speeds through dialogue with community stakeholders and reference to Swift's subscriber management software and customer care records.

Project planning also involved identifying and assessing various technical solutions in terms of their capability to meet community needs, funding program expectations, and Swift's own long-term network development and financial planning goals. Coaxial cable and Fibre to the Home options were ruled out almost immediately on account of prohibitive costs and sub-optimal fit to local terrain and population distribution. This was done with confidence based on past informal, but in-depth feasibility studies. Various LTE solutions, including Telrad, Huawei, and Baicells brand equipment, were considered, along with fixed wireless solutions from Cambium Networks and Radwin.

Assessment criteria for potential network technology included: compatibility with transport infrastructure; operating range and coverage area; interference mitigation; spectral efficiency; power/energy efficiency; initial infrastructure costs; ongoing operating costs; lifecycle issues; scalability; customer premises equipment implications; ease of installation and maintenance; fit with Swift's existing last-mile infrastructure, equipment, and expertise; and, a range of quality of experience factors.

Cambium Networks 450m platform technology outranked all other options for potential deployment in the Swift service area as a whole and for the communities of Glenlily, Huscroft, Kingsgate, Kitchener, Kuskonook, Moyie, Sanca, West Creston, and Yahk in particular. The technology has been purpose-built for fixed wireless deployment and is being deployed in rural communities globally. Notable advantages of the PMP 450m technology include:

- Appropriate operating range and coverage area for Swift's service area
- Ease of use advantages due to flat Layer 2 architecture that is simple to deploy and manage
- Interference mitigation advantages due to GPS synchronization capability that makes access point co-location and frequency reuse feasible
- Scalability advantages due to the ability to support a high number of subscribers per sector, competitive total sector capacity, remarkable spectrum efficiency, and the ability to fine tune downlink/uplink ratios to meet customer needs and maximize network performance
- Relatively low initial acquisition costs due to reduced need for ancillary components (such as the EPC equipment required for LTE networks)
- Relatively low lifetime cost of ownership due to energy and power efficiency and none of the recurring monthly operating charges typical for LTE networks

Swift referenced an array of research findings that support the real-world performance of the Cambium technology. A key resource in the decision-making process was the 2019 Edition Preseem Fixed Wireless Network Report. The Report was produced by Aterlo Networks, a Canadian based technology company. Aterlo's Preseem platform is a precision Quality of Experience monitoring and optimization solution for wireless Internet service providers (WISP). Preseem processes billions of data points daily from its WISP subscribers, who are concentrated in the United States but also spread across Canada and the globe. The report leverages that data to provide a unique perspective on the real-world performance of network equipment options. It presents a clear picture of the performance of Cambium PMP 450m technology. Key findings include that, "Cambium PMP 450m has 1.7% of access point market share by element count but 9.54% by subscriber count," that it leads the field for download and upload throughput during peak, and that it shows channel width advantages. For reference, the full report is included as Project Plan Appendix A.

The appropriateness and fundability of a Cambium solution was discussed with potential local funders who were impressed with the network performance, quality of service, scalability, and affordability of the technology.

Once Cambium technology was selected, the project proceeded into a network design phase. Cambium 3GHz and 5GHz PMP 450m access point equipment was complemented by Ubiquiti Networks AF-24HD and AF-5XHD LTU airFiber backhauls. This backhaul technology was selected for its dense modulation rates and throughput capacity, low latency, long range, energy and power efficiency, ease of installation, intuitive interface, industry-leading software, and cost-effectiveness, amongst other considerations. Mikrotik



RB4011iGS+RM model routers were selected because they offer ten Gigabit ports, SFP+ 10Gbps interface, IPsec hardware acceleration, and energy and power efficiency. The project would deploy Cambium 3GHz and 5GHz PMP 450b High Gain subscriber module for customer premises equipment. Built to work seamlessly with our chosen access point technology. The equipment boasts ultra-wide band technology, Gigabit Ethernet Interface, enhanced packet processing power, and other capabilities to help guarantee excellent quality of service and experience for our customers. Spec Sheet for all key network equipment are provided in Project Plan Appendix B: Network Equipment Spec Sheets.

The proposed network was built to use existing Swift tower sites. It was also configured to take full advantage of the potential that the area's narrow mountain valleys provide to load balance traffic among fibre points of presence for network optimization and redundancy. The network has been configured to meet or exceed the CRTC's Universal Service Objective of 50Mbps download/10Mbps upload speeds, its round-trip latency threshold of 50 milliseconds, its packet loss threshold of 0.25%, and its jitter threshold of 5 milliseconds. The network design could deliver the CRTC standard to all current residents and businesses, not just current higher-speed Internet users. It could accommodate future population growth, business development, and foreseeable changes to the way people access the Internet.

Great care was taken in ensuring that the network would be robust and resilient, without being overbuilt - a task that was made easier by the spectrum efficiency, GPS synchronization, duty cycle flexibility, and subscriber per sector capabilities of the mm wave beamforming Cambium 450m platform technology.

The Swift team then took into account the infrastructure that would be required to mount, shelter, and power tower sites based on the updated network infrastructure. Necessary upgrading includes the addition of larger capacity equipment shelters, generators, propane tanks, and batteries. In two of the five locations an additional requirement is adding actual towers to replace setups where equipment is currently mounted to structures that have come to pose important equipment or employee safety limitations.

## **2.4. Project Viability and Impact**

Swift has chosen to proceed with the project at this time because the level of need in the community justifies upgrading last-mile infrastructure and the company and its team are well positioned to carry out the work. Swift Internet is ready to invest \$376,016.49 in the project and impacted local governments have all pledged a \$100 per household contribution. The project would complete the last-mile upgrading for the Creston Valley, leveraging a Columbia Basin Broadband Corporation transport project that was previously funded through the program.

Were the project to proceed, the upgrades would achieve CRTC broadband connectivity standards for the communities of Glenlily, Huscroft, Kingsgate, Kitchener, Kuskonook, Moyie, Sanca, West Creston, and Yahk, fully closing the current broadband access gap and opening up the potential for all of the personal, social, and economic benefits that come with connectivity. As mentioned, the last-mile infrastructure would be scalable to accommodate future population growth and additional business development in the area. It would also be able to accommodate foreseeable demands for higher speeds and increased throughput.

## **2.5. Proposed Service Packages**

At Swift we pride ourselves on a fair, transparent, and straightforward pricing model that suits the rural communities we serve. Our monthly package rates, as they are advertised to customers, are effectively all-inclusive. In other words, we charge customers one price from

when they sign up and do not also charge installation fees, transfer fees, one-time initial service fees, equipment purchase/rental fees, unlimited top-up fees, restocking fees, plan change fees, monthly dry loop fees, etc. as almost all Internet service providers do.

Instead, our model has been developed to reflect the real cost of delivering service to our customers over time. It takes into account the cost of offering the high level of customer care that we are known for on the one hand, and the low attrition that we experience as a result on the other. It allows for a reasonable rate of infrastructure development, including the acquisition of customer premises equipment for new subscribers. Internally, we are able to breakdown the pricing for each of our packages into various charges.

We currently offer five service packages ranging from 3Mbps to 30Mbps download/upload speeds. Packages vary in pricing, minimum upload and download speeds, streaming/video capability, and onsite service levels. Guaranteed onsite service levels are tied to the packages, with lower speed/cost packages guaranteeing next day onsite service and higher speed/cost packages guaranteeing same hour onsite service. All of our customers enjoy unlimited monthly transfer usage, free external static IPs on request, no bandwidth throttling, no installation fees, no equipment rental fees, and month-to-month contracts.

Customers leaving for holidays and seasonal customers can simply reconnect when they are back, without charges or re-connection fees. We strive for affordability and occasionally run special promotions. Our regular Referral Program rewards customers for referring others to Swift by offering up to 100% off their Internet bill for as long as the referrals stay with us. The program is popular among our loyal customers and is an empowering way for people to earn free service.

Swift's array of package speeds and costing has been set to reflect local customer demand and to optimize the performance of our network. Our higher speed packages are only available in some parts of our service area. Updating our infrastructure would prompt customer and community consultation and market testing, potentially transforming our package model.

No matter how Swift's package speed and pricing options might evolve, the basics of the Swift approach to pricing (e.g. one price from sign-up, no hidden fees, etc.) would not change. Whatever other options might eventually be offered, we would include a package of minimum 50Mbps download and 10Mbps upload speeds and unlimited data usage, at a \$80.00/month charge to the customer.

This rate is intended to be consistent with the CRTC's goal that rural customers gain access to high-speed broadband connectivity at "urban pricing." It is the result of extensive comparator pricing research for the Vancouver and Victoria markets. However, it was set with some difficulty due to vast inconsistencies in comparator pricing models and a general lack of transparency around pricing among comparators. Swift has aimed to reflect a competitive cost per month for the Internet access charged to customers.

### **3. Success Criteria**

The project will be successful if/when:

- All project stakeholder groups have been appropriately and meaningfully engaged (See Section 10).
- 34 tower sites have received planned upgrades: equipment for 69 access points and 60 backhauls have been installed; 25 sites have adequate equipment shelters installed; 9 sites have received solar panel upgrades; each site has upgraded

power infrastructure, including generator, propane tank, and batteries installed, as needed; and, site inspections have been successfully completed at each location.

- Customer premises equipment has been installed for at least 78 existing customers and for any new/additional customers, according to demand.
- Network elements, power systems, monitoring systems, user devices, and support systems have been tested. Key performance indicator targets for energy/power, quality of service, quality of experience, security, and reliability/resilience have been achieved.
- There has been uptake of the achieved access to 50Mbps download and 10 Mbps upload speeds in Glenlily, Huscroft, Kingsgate, Kitchener, Kuskonook, Moyie, Sanca, West Creston, and Yahk.
- Final reporting to all project funders has been completed and approved.

#### **4. Project Scope**

The major deliverables for this project are:

- Engaging project stakeholder groups according to the project plan
- Upgrading the network equipment and infrastructure at 38 tower sites according to the project plan
- Installing customer premises equipment according to the project plan
- Completing network elements, power systems, monitoring systems, user devices, and support systems testing and ensuring that performance indicator targets for energy/power, quality of service, quality of experience, security, and reliability/resilience have been achieved
- Carrying out all project closure activities, including final reporting to all project funders

The project will NOT deliver:

- Transport components as backbone infrastructure in this area are already capable of supporting last-mile delivery of 50 Mbps download and 10Mbps upload speeds

#### **5. Links and Dependencies**

This project is dependent on the following:

- Formal approval of pledged RDCK Community Works Fund funding, approval of requested NDIIT Connecting BC funding, approval of CRTC Broadband Fund funding, as well as the receipt of approved funds will be required to carry out proposed project activities.

Key linkages include:

- Past local, provincial, and federal investment in Columbia Basin Broadband Corporation projects has helped to develop robust backbone infrastructure that Swift's network makes use of. The Boosting Connectivity in the Creston Valley project would carry out the last-mile upgrading necessary to realize that

infrastructure's capacity to actually deliver 50 Mbps download and 10Mbps upload speeds to local Internet users. In this way, the project would represent return on previous investments in developing accessible and affordable backbone infrastructure for our part of the province.

- This project is intended to be carried out in combination with Swift's proposed Boosting Connectivity in Wynndel project, for which funding is being requested from NDIIT Connecting BC and the RDCK Community Works Fund. Completing both projects will not only mean 50 Mbps download and 10Mbps upload coverage throughout the Creston Valley, but also a more robust Swift network, and economies of scale on the planned upgrading. Should both projects be funded the total combined eligible costs would decrease by approximately \$40,000.

## **6. Constraints**

Constraints that could impact project success include:

- Approval of requested NDIIT Connecting BC funding
- Approval of requested CRTC Broadband Fund funding
- Formal approval of pledged RDCK Community Works Fund funding
- Formal approval of pledged RDEK Community Works Fund funding
- Receipt of approved funds in a timely manner
- Timelines prescribed by funders
- Dependency on retaining adequately skilled and experienced personnel
- Availability and pricing of proposed equipment, materials, and supplies
- Weather dependent construction, inspection, and testing

## **7. Assumptions**

The following assumptions have been made for the project:

- Approval of funding requests to the NDIIT Connecting BC, CRTC Broadband Fund, RDCK Community Works Fund, and RDEK Community Works Fund programs
- Availability of key Swift personnel to complete project tasks according to the proposed project timeline and/or timelines prescribed by funders
- Availability of required materials and supplies (or more desirable alternatives) at or below quoted rates and delivery in a timely manner
- Ability of proposed technology to perform as advertised to meet or exceed funding requirements
- Ability for construction, inspection, and testing to proceed according to the proposed project timeline and/or timelines prescribed by funders without significant impact from weather or other natural phenomena

## 8. Major Risks

<b><i>Risk Statement</i></b>	<b><i>Probability</i></b>	<b><i>Impact</i></b>	<b><i>Risk Management</i></b>
If... Then	H, M, L	H, M, L	Accept, Transfer, Mitigate, Avoid
If adequate funding were denied, then Swift would be unable to proceed with the project on its planned timeline.	M	H	This risk is being avoided by engaging a skilled project planning and fundraising professional, by seeking the guidance of industry mentors and peers, and by diversifying potential funders. This risk could be mitigated by re-applying for funding during future intakes with a strengthened proposed project and/or applications.
If Swift were unable to procure equipment and supplies at costs consistent with the project budget, then the cost of delivering the project could exceed the budget.	L	L-M	This risk could be mitigated by finding ways to cost-save on other aspects of the project without compromising the achievement of deliverables. A less desirable, but feasible alternative would be to seek additional funding sources and/or by return to our local funding partners for increased contributions.

<p>If key Swift personnel were to become unavailable to complete the tasks assigned to them in the project's operational planning, then progress on the project could be delayed.</p>	<p>L</p>	<p>M</p>	<p>This risk has been avoided by working sufficient flexibility into the project timeline to accommodate some slippage.</p> <p>This risk is actively avoided as part of regular Swift operations through measures (such as competitive compensation, access to fleet vehicles, and positive workplace culture), which result in strong employee retention.</p> <p>This risk could be mitigated by taking advantage of Swift's active back-up human resource strategy, carrying out a high-intensity recruitment campaign for needed personnel, and/or engaging contractors to ensure that project deliverables are achieved.</p>
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If key Swift personnel were to become unavailable to complete the tasks assigned to them in the project's operational planning, then mitigation measures could result in unplanned costs and overage.	L	L-M	This risk could be mitigated by finding ways to cost-save on other aspects of the project without compromising the achievement of deliverables. A less desirable, but feasible alternative would be to seek additional funding sources and/or by return to our local funding partners for increased contributions.
If adverse weather conditions were to arise, then progress on the project could be delayed.	L-M	L-M	This risk has been avoided by scheduling the project during a time of year when significant weather impacts are less likely to occur. This risk has been avoided by working sufficient flexibility into the project timeline to accommodate some slippage.

If a natural phenomenon such as a wildfire, landslide, etc. were to strike, then progress on the project could be delayed.	L-M	M-H	<p>Should the natural phenomenon be of limited duration/impact, then this has been avoided by working sufficient flexibility into the project timeline to accommodate some slippage.</p> <p>Should the natural phenomenon be of more significant duration/impact then this risk would have to be accepted and funding and other partners would need to be engaged in accommodating the delay.</p>
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## 9. Milestones

Following is a list of major project milestones:

<b><i>Milestone</i></b>	<b><i>Target Completion Date (Month Day, Year)</i></b>
Project Starts	January 1 <sup>st</sup> , 2020
M1 Completion: Project Planning & Design Phase 1	February 10 <sup>th</sup> , 2020
M2 Completion: Submission of Funding Applications (All Sources)	March 27 <sup>th</sup> , 2020
M3 Completion: Formal Approval of Funding (All Sources)	June 1 <sup>st</sup> , 2020
M4 Completion: Project Planning & Design Phase 2	July 1 <sup>st</sup> , 2020
M5 Completion: Procurement	July 15 <sup>th</sup> , 2020



<b>Milestone</b>	<b>Target Completion Date (Month Day, Year)</b>
M6 Completion: Preparation & Training	August 1 <sup>st</sup> , 2020
M7 Completion: Construction & Implementation	September 30 <sup>th</sup> , 2021
M8 Completion: Inspection & Testing	October 31 <sup>st</sup> , 2021
M9 Completion: Stakeholder Engagement	November 15 <sup>th</sup> , 2021
Project Completion	November 30 <sup>th</sup> , 2021

## 10. Stakeholder Management

At Swift Internet we pride ourselves on our relationship management. From customer care to liaising with funders, we strive for excellence. Standard practices for stakeholder management include:

- proactive and direct communication/consultation;
- active listening and sensitivity to stakeholder needs, resources, and goals;
- prompt responsiveness to questions, concerns, and suggestions; and,
- a pragmatic win-win approach to solving problems and pursuing opportunities.

Key stakeholders for the proposed Boosting Connectivity in the Creston Valley project are listed below along with more targeted management plans to appropriately engage each stakeholder group during relevant stages of the project.

### 10.1 The Creston Valley Community

Residents, businesses, anchor institutions, and community groups in Glenlily, Huscroft, Kingsgate, Kitchener, Kuskonook, Moyie, Sanca, West Creston, and Yahk are seen as primary stakeholders of the project. Community outreach is already underway. It will accelerate after the submission of the Connecting BC funding application, consistent with the community consultation expectations of the CRTC Broadband Fund.

Should the project be funded, Swift would work with local elected officials and local community associations to develop a meaningful and locally-appropriate community outreach strategy. Two core objectives would guide that outreach: 1) maximizing informed support for the project and minimizing uniformed dissatisfaction; and, 2) promoting (new) customer uptake of the improved broadband connectivity.

A more targeted strategy would be used to liaise with existing Swift customers. This strategy would take advantage of existing communication channels with these community members and would include personalized, one-on-one customer care components.

### 10.2 Impacted Landowners

Swift Internet has agreements with a number of property owners whose properties host Swift towers that serve Glenlily, Huscroft, Kingsgate, Kitchener, Kuskonook, Moyie, Sanca, West Creston, and Yahk. These agreements allow Swift 24/7 access to the tower sites.

They are reinforced through positive relationship management. Swift has had no past issues with these property owners. Swift would notify the landowners of planned activity on their properties well in advance and ensure that activity during the constructions phase is consistent with our tenancy agreements.

### **10.3 Local Governments**

The four jurisdictions directly impacted by the project are Regional District of Central Kootenay Electoral Areas A, B, and C and Regional District of East Kootenay Electoral Area C. Elected representatives for these jurisdictions are all very supportive of the project and committed to contributing financially to its success. They would also serve as key informants in designing a locally-appropriate community outreach strategy. These stakeholders would continue be kept up-to-date on progress and key developments. Consistent with Community Works Fund contribution agreements, the RDCK and RDEK would also be updated on network operations and community impact for a five-year term following the completion of the project.

### **10.4 Columbia Basin Broadband Corporation**

Columbia Basin Broadband Corporation is both Swift's transport provider and a major stakeholder in meeting the broadband connectivity needs of the people of the Columbia Basin-Boundary region. Key staff at CBBC, including Chief Operating Officer Dave Lampron and Chief Technical Officer Richard Wake, have been actively engaged in supporting project planning. Should the project be funded, it would make use of CBBC backbone infrastructure. The project would also proceed with some level of in-kind technical assistance from CBBC colleagues. These colleagues would be made familiar with implementation planning and timelines and would be kept abreast of progress towards key milestones.

### **10.5 NDIT Connecting British Columbia and CRTC Broadband Fund Program**

Should NDIT and the CRTC choose to fund the Boosting Connectivity in the Creston Valley, Swift would dedicate project management resources to working closely with program staff to ensure compliance with NDIT and CRTC expectations. Every effort would be made to keep relevant NDIT and CRTC colleagues up to speed with project developments and to publicly acknowledge the essential role of NDIT and CRTC in closing the broadband connectivity gap for Glenlily, Huscroft, Kingsgate, Kitchener, Kuskonook, Moyie, Sanca, West Creston, and Yahk.

## **11. Operational Planning**

### **11.1 Project Planning & Design Phase 1, Completion: February 10<sup>th</sup>, 2020**

As outlined in Section 2, project planning got underway in January 2020 after Swift established a working business case for pursuing NDIT Connecting BC and CRTC Broadband Fund investment in upgrades to their last-mile infrastructure. The initial phase of project planning and design was geared towards refining that business case and developing fundable proposals for both the Boosting Connectivity in the Creston Valley and the complementary Boosting Connectivity in Wynndel proposals. Planning and design were led by Swift Chief Technical Officer Adam Sumbler with supervision from President and Chief Operating Officer Kitt Santano and Senior Network Engineer Kenneth Dyer.

### **11.2 Stakeholder Engagement, Completion: November 15<sup>th</sup>, 2021**

The stakeholder engagement of the project was launched in tandem with the development of plans and funding proposals for the project. Stakeholder consultation was focused on validating the need for the project, the validity of the proposed technical solution, the viability of the project as a whole, and the gathering of expressions of support and financial commitments.

Stakeholder engagement will accelerate after the submission of the Connecting BC funding application, consistent with the community consultation expectations of the CRTC Broadband Fund.

If the project were to be funded, stakeholder engagement would proceed according to Section 10.

### **11.3 Funding Application and Approval, Completion: June 1<sup>st</sup>, 2020**

Applications to the NDIT Connecting BC, RDCK and RDEK Community Works Fund programs, and CRTC Broadband Fund are being prepared with the active participation of Swift management and staff, support from industry mentors and peers, and in consultation with other local stakeholders. A trusted local project planning and fundraising professional has been retained to lead the process. All applications will be submitted to the prospective funders by the CRTC deadline of March 27<sup>th</sup>, 2020.

If funding were to be approved, Swift's Adam Sumbler would be seconded to the project. Adam would liaise with NDIT, CRTC, RDCK, and RDEK staff to enter into funding agreements.

### **11.4 Project Planning & Design Phase 2, Completion: July 1<sup>st</sup>, 2020**

As needed, the second phase of project planning would make any amendments necessary to align the project plan with funding agreements.

Regardless of the need for amendments, this phase would involve refining the network design and project plan. A priority would be ensuring that all relevant Swift staff and stakeholders have had the opportunity to participate in the review process to ensure that the plan is as easily actionable as possible.

Should any procurement challenges present themselves, this phase would provide an opportunity to adjust accordingly.

### **11.5 Procurement, Completion: July 15<sup>th</sup>, 2020**

Procurement would be carried out parallel to the second phase of planning and design. The objective would be to secure the planned equipment, materials, and supplies (or more desirable alternatives) at or below quoted rates, consistent with project timelines.

### **11.6 Preparation & Capacity Building, Completion: August 1<sup>st</sup>, 2020**

In advance of construction and implementation, project activity would be geared towards preparing tower sites, preparing last-mile and customer premises equipment, materials, and supplies, and building staff capacity to carry out the upgrading effectively, efficiently, and with confidence. Staff training in new testing, monitoring, and maintenance procedures would also be completed at this time. Training would likely include classroom as well as hands-on workshop and on-site elements.

### **11.7 Construction & Implementation, Completion: September 30<sup>th</sup>, 2021**

Construction and implementation would take place in two phases: late summer/autumn 2020 and spring/summer/autumn 2021. The project would avoid winter month construction due to adverse conditions and additional risks. Time between construction and

implementation phases would allow for sales and marketing and related customer premises upgrades in the initially impacted communities. Each phase would begin with tower site upgrades. Customer premises equipment upgrades to existing customers and installations for new customers would follow.

Trained staff would complete the work. Swift management would supervise and support troubleshooting. Swift would implement construction/implementation practices that have enabled the completion of similar projects ahead of schedule, including creating conditions for straightforward installations through routine maintenance, building a foundation for success through diligent off-site equipment preparation and training, and efficient sequencing of upgrades to tower sites based on the number of impacted customers.

### **11.8 Inspection & Testing, Completion: October 31<sup>st</sup>, 2021**

Upon completion of tower site upgrades, Swift management would lead site inspections. Initial testing of network equipment, power systems, and monitoring systems would be completed. Upon completion of customer premises upgrades/installations, testing of user devices and support systems would be carried out. Initial testing of last-mile infrastructure and customer premises equipment would ensure that performance indicator targets for energy/power, quality of service, quality of experience, security, and reliability/resilience have been achieved. From that point onward, monitoring would proceed according to Swift's standard operating procedures.

### **11.9 Project Closure, Completion: November 30<sup>th</sup>, 2021**

With construction, implementation, inspection, and testing satisfactorily completed, the project would move towards closure. This would involve wrapping up stakeholder engagement, completing final reporting for the project, and debriefing with staff to support moving into regular operations.

### **11.10 Operations**

The assets acquired through the project would be monitored and maintained according to Swift's standard operating procedures. Likewise, quality of service and quality of experience for impacted Swift customers would be monitored to Swift's high standards.

Standard practices include:

- Maintaining an adequate roster of trained staff and employing an active back-up protocol;
- Making use of leading edge Preseem and Sonar software for network monitoring and customer support;
- Performing daily checks on network performance to identify any congestion, bottlenecks, or latency issues;
- Carrying out highly responsive (often same-hour) servicing to resolve network issues;
- Maintaining an accurate inventory of all network components;
- Maintaining an adequate supply of replacement equipment and parts;
- Making use of cameras at tower sites to enable remotely monitoring site conditions;
- Making use of tower site automation to enable remotely rebooting site power and equipment
- Making use of tower site automation to enable remotely removing of snow/debris;

- Carrying out (at minimum) meticulous semi-annual servicing of all tower sites;
- Producing regular reports on network performance and subscriber use patterns across the network and optimizing configuration accordingly;
- Practicing proactive asset management to plan for network development over time; and,
- Taking advantage of opportunities to leverage funding and other support to maintain a robust network.

## Request for Decision

File No: Ahj 065 002

**Date** February 27, 2020  
**Author** Holly Ronnquist, CFO  
**Subject** Community Works Fund Grant Request – Tough Country Communications

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### REQUEST

Tough Country Communications has requested grant funding of \$44,277 toward their high speed internet upgrade project in the Baynes Lake/Kragmont area.

### OPTIONS

1. THAT Community Works Funds of 17% of the cost of their Baynes Lake/Kragmont internet upgrade project, up to a maximum of \$44,277, be granted to Tough Country Communications, subject to the following:
  - the project being approved for funding through the CRTC Broadband Fund or the NDIT Connecting BC program; and
  - project outcomes meeting the definition of High Speed Internet Service in the *Local Government Act*.
2. THAT Community Works Funds of \_\_\_\_% of the cost of their Baynes Lake/Kragmont internet upgrade project, up to a maximum of \$\_\_\_\_\_, be granted to Tough Country Communications, subject to the following:
  - the project being approved for funding through the CRTC Broadband Fund or the NDIT Connecting BC program; and
  - project outcomes meeting the definition of High Speed Internet Service in the *Local Government Act*.
3. THAT the request for grant funding for the Tough Country Communications' Baynes Lake/Kragmont internet upgrade project be denied.

### RECOMMENDATION

Option 1

### BACKGROUND/ANALYSIS

Tough Country Communications is proposing a project to improve internet service in the Baynes Lake/Kragmont area and are applying for funding through the NDIT Connecting BC Program and the CRTC Broadband Fund. They have requested funding from the RDEK as well. Details submitted by Tough Country are as follows:

*"The proposed project is to connect new and existing towers infrastructure in Baynes Lake and Kragmont with a 10GB capable fibre transport to the approved Jaffray-Rooseville fibre backbone project being constructed by the Columbia Basin Broadband Corporation (CBBC).*

*In addition, to construct a new tower and related infrastructure in Sweetwater and install a 3 Gigabit licensed microwave transport from Kragmont to Sweetwater. This project will provide the necessary infrastructure to facilitate the objective of delivering 50/10Mbps Internet opportunities to the residents within these under-served communities. All three communities have been identified as eligible communities for transport by both CRTC and Connecting BC.*

*The request to the Regional District of East Kootenay is for 17% of the eligible costs that is \$44,276.51. As discussed, we would respectfully request that a resolution by RDEK be formally adopted to support the project for the requested amount, subject to the approval from other funding entities for the proposed project.*

*Furthermore, the decision by NDIT is expected on or before March 27th, prior to the deadline for the CRTC application. If a resolution could be considered at the March 6th board meeting it would be valuable to be able to submit the resolution by RDEK to NDIT, as they are expecting some confirmation of other funding prior to their final decision on the application.*

*Thank you again for all your support to provide better connectivity to the residents and businesses within the regional district. Please let me know if you need further information related to the request."*

With the recent amendment to the *Local Government Act*, there is an exemption from the Assistance to Business provisions for 'providing capital financing for high-speed internet service to an area without access to high-speed internet service.' This allows the RDEK to provide grant funding to this type of project, even when the proponent is a business, as long as the requirements are met.

## **SPECIFIC CONSIDERATIONS**

### **Regional Sustainability Strategy (RSS)**

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

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

### **Financial – Financial Plan**

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

### **Financial – Taxation**

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

### **Community Works Fund – Funds Available**

The uncommitted balance of the Community Works Fund is \$2,220,578.

### Community Works Fund Eligible Project Category

This project meets the criteria outlined in the Community Works Fund agreement under the Broadband Connectivity Category.

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

Electoral Area	% of CWF \$ Awarded	% of Total Rural Population
Area A	5%	9%
Area B	14%	13%
Area C	18%	38%
Area E	5%	11%
Area F	49%	20%
Area G	9%	9%



**Date** February 26, 2020  
**Author** Holly Ronnquist, CFO  
**Subject** 2020-2024 Five-year Financial Plan – Draft #2

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## Financial Plan Summary

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

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

## Individual Service Budgets

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

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

## Salaries

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

**Date** February 26, 2020  
**Author** Holly Ronnquist, CFO  
**Subject** 2020 – 2024 Five Year Financial Plan Draft # 2 – Summary of Changes

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### BACKGROUND

The draft #1 of the financial plan was presented for review and discussion at the February Board meeting. The attached draft incorporates the changes made at that time, as well as changes resulting from new information, and budget meetings held since then.

### INFORMATION

Attached is an updated version of the five-year financial plan. Overall, budgeted expenditures are \$75,940 lower than presented in February. Changes from the version presented in February are outlined below:

- General Administration – Tax increase of \$10,600 due to adding the AKBLG annual sponsorship of \$4,000 to the service, providing a \$7,500 grant to the Kootenay Indian Anniversary of Residential School Closing; increasing the Ktunaxa/Kinbasket Treaty Advisory Committee by \$1,750 and a reduction in wages.
- Electoral Area Administration – Tax decrease of \$6,494 due to moving the AKBLG sponsorship to General Administration, a reduction in wages and additional surplus from 2019.
- DGIA Electoral Area F – Tax increase of \$5,050 to partially fund addition of grant to CV Victim Assistance of \$11,000, the remainder from reduction in general grants.
- DGIA Electoral Area G – Tax increase of \$2,500 to partially fund addition of grant to CV Victim Assistance of \$5,000, the remainder from reduction in general grants.
- Animal Control – Tax decrease of \$4,000 due to additional 2019 surplus of \$5,498. Year end 2020 surplus increased by of \$1,498.
- Fernie Rural Fire – Tax decrease of \$33,311 due to additional 2019 surplus.
- Columbia Valley Solid Waste – Tax decrease of \$20,000 due to committee decision to increase the District of Invermere transfer station grant by \$50,000 instead of the \$70,000 requested.
- Area F Cemeteries – Tax decrease of \$3,500 as the result of a \$5,000 decrease in grant request for Fairmont cemetery, increased 2020 year end surplus by \$1,500.
- Planning – Reduction of Municipal Contract revenue by \$20 due to dissolution of Jumbo Glacier Resort Municipality and increase portion paid by Electoral Areas through taxation.

- Columbia Valley Economic Development – Tax decrease of \$11,312 by reducing other projects budget to maintain taxation at 2019 level.
- Columbia Valley Recreation – Tax increase of \$4,457 due to committee approval of Columbia Lake Recreation Centre grant of \$30,000; reduction to Columbia Valley Centre grant from \$120,000 requested to \$100,000; decision to keep Lake Windermere Whiteway grant at \$7,500 and additional 2019 surplus.
- Libraries Grant in Aid – Tax decrease of \$40,337 due to committee decision to deny requested increases for Invermere and Radium Library grants and increase by 2% inflation.
- Holland Creek Sewer – Tax decrease of \$7,000 due to updated 2019 surpluses.

The total taxation from the financial plan has decreased by \$103,347.

The cover memos for the above services have been updated with these changes and are available on the full version of the 2020 – 2024 Financial Plan Draft #2.

Attachment

**Date:** February 26, 2020  
**Author:** Holly Ronnquist, CFO  
**Subject:** 2020 – 2024 Five-year Financial Plan Summary – Includes February Board Decisions

Overall, total 2020 operating expenditures are increasing 4.3% (\$1.39 Million) from 2019.

Setting aside extraordinary items, notably some significant grants, there is a 3.4% increase in what we have termed the 'Shared Operating Budget' made up of the services shared by most jurisdictions. The breakdown is shown below.

	2020	2019	Increase	%
<b>Shared Operating Budget*</b> (Refer to details on Page 2)	<b>\$16,331,262</b>	<b>\$15,792,123</b>	<b>\$539,139</b>	<b>3.4%</b>
<b>Extraordinary Items:</b>				
• Affected Forestry Worker Grant	75,000	0		
• Community Works Fund Grants	772,500	1,175,000		
• Fuel Management, Agriculture, And Firesmarting (granted projects)	338,060	412,758		
• Rural Dividend, CBT Grants (RDEK & Other Orgs), Emergency Program Grants	892,941	374,138		
• Regional Agricultural Project (3 years)	246,360	252,314		
<b>SUBTOTAL</b>	<b>\$2,324,861</b>	<b>\$2,214,210</b>		
<b>Total Shared Budget*</b>	<b>\$18,656,123</b>	<b>\$18,006,333</b>	<b>\$649,790</b>	<b>3.6%</b>
<b>Non-shared Items</b>				
• Municipal Debt Payments	4,554,291	4,554,291		
• Service Areas	8,212,175	7,686,122		
• Utilities	2,497,802	2,285,376		
<b>SUBTOTAL</b>	<b>\$15,264,268</b>	<b>\$14,525,789</b>	<b>\$ 738,479</b>	<b>5.1%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$33,920,391</b>	<b>\$32,532,122</b>	<b>\$1,388,269</b>	<b>4.3%</b>

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

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The following are some significant items affecting the 3.4% increase in the Shared Operating Budget:

**Additions:**

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

**Service Areas and Utilities**

The following are some significant items affecting the 5.1% increase in the Non - Shared Operating Budget:

**Reductions:**

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

**Additions:**

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

## Capital Expenditures

The 2020 – 2024 Financial Plan also includes \$12,126,248 in capital expenditures in 2020. A list of the larger projects in 2020 are as follows:

Windermere Water – connect to water treatment plant and upgrade distribution system	4,217,871
Area A Flood – Hill Road dyke	948,751
Area B Septage Ponds – construction	388,993
Edgewater Fire – fire engine	433,000
Windermere Fire Dept – water tender	353,000
Fairmont Fire Dept – water tender	353,000
Timber Ridge/Eastside Water – water system looping project	1,858,609
Computer, IT, audio equipment	408,287
Fairmont Flood & Debris Control – Phase 2 completion & Cold Spring Creek upgrades	220,992
All Solid Waste Subregions – organics composting facility Phase 1	298,440

### **Effect on Taxation**

The overall tax effect of the draft financial plan is an increase of 4.4% in total taxation. For the Shared Services, there is a 5.5% tax increase. With about 1.2% new assessment, this would result in an average tax increase of 4.3%.

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

RDEK REQUISITION CHANGE - FOR REFERENCE PURPOSES ONLY - 2020 Completed Roll - 2020 Taxes									
	2016	2017	2018	2019	2020	% Change	Non-Market Change	Average Individual Increase	* Increase on \$354,000 Residential Property
CITY OF CRANBROOK	2,188,964	2,185,698	2,197,831	2,177,981	2,244,614	3.1%	1.2%	1.9%	4
CITY OF FERNIE	1,298,512	1,279,840	1,305,087	1,319,982	1,309,372	-0.8%	2.3%	-3.1%	(7)
CITY OF KIMBERLEY	759,238	746,409	770,798	810,051	859,044	6.0%	2.0%	4.1%	8
DISTRICT OF SPARWOOD	846,090	784,971	704,199	791,737	868,907	9.7%	-0.7%	10.5%	25
DISTRICT OF ELKFORD	481,782	479,069	431,389	444,851	495,109	11.3%	5.2%	6.1%	11
JUMBO GLACIER MTN RESORT	597	619	648	651	0	-100.0%	0.0%	-100.0%	(1)
DISTRICT OF INVERMERE	705,023	781,231	821,781	871,213	979,449	12.4%	0.8%	11.6%	31
VILLAGE OF RADIUM	294,075	316,642	346,474	359,393	408,765	13.7%	0.9%	12.9%	35
VILLAGE OF CANAL FLATS	88,025	96,259	99,066	118,794	141,218	18.9%	4.7%	14.2%	36
Sub-total Municipalities	6,662,306	6,670,738	6,677,273	6,894,654	7,306,478	6.0%	1.4%	4.5%	3
ELECTORAL AREA "A"	949,244	935,844	856,922	809,313	844,659	4.4%	1.7%	2.7%	2
ELECTORAL AREA "B"	1,064,836	1,065,598	1,095,233	1,145,541	1,173,115	2.4%	1.0%	1.4%	4
ELECTORAL AREA "C"	1,517,951	1,549,300	1,540,472	1,563,606	1,614,110	3.2%	1.0%	2.2%	7
ELECTORAL AREA "E"	561,442	573,017	621,311	600,082	613,376	2.2%	1.2%	1.0%	3
ELECTORAL AREA "F"	2,530,005	2,607,126	2,724,494	2,904,590	3,121,764	7.5%	1.4%	6.1%	1
ELECTORAL AREA "G"	345,387	363,590	366,953	387,416	424,285	9.5%	1.0%	8.6%	1
Sub-total Electoral Areas	6,968,865	7,094,475	7,205,383	7,410,548	7,791,309	5.1%	0.9%	4.2%	4
TOTAL	13,631,171	13,765,213	13,882,656	14,305,202	15,097,787	5.5%	1.2%	4.4%	\$ 12

\*see explanations next page

CONVERTED ASSESSMENT COMPARISON				
AREA	2019 CONVERTED ASSESSMENT	2020 CONVERTED ASSESSMENT	PERCENT CHANGE	
CITY OF CRANBROOK	363,275,003	386,970,099	6.5%	
CITY OF FERNIE	182,122,895	198,567,446	9.0%	
CITY OF KIMBERLEY	128,469,663	141,426,649	10.1%	
DISTRICT OF SPARWOOD	118,769,453	119,489,885	0.6%	
DISTRICT OF ELKFORD	78,743,471	85,274,919	8.3%	
JUMBO GLACIER MTN RESORT	0	93,541	-100.0%	
DISTRICT OF INVERMERE	111,995,443	113,952,146	1.7%	
VILLAGE OF RADIUM	45,126,051	46,528,312	3.1%	
VILLAGE OF CANAL FLATS	15,144,055	16,388,905	8.2%	
Sub-total Municipalities	1,043,646,034	1,108,691,902	6.2%	58
ELECTORAL AREA "A"	115,176,693	123,178,405	6.9%	
ELECTORAL AREA "B"	128,774,797	135,385,546	5.1%	
ELECTORAL AREA "C"	156,296,086	167,994,595	7.5%	
ELECTORAL AREA "E"	62,123,956	66,005,133	6.2%	
ELECTORAL AREA "F"	268,591,662	270,989,233	0.9%	
ELECTORAL AREA "G"	37,888,698	39,234,542	3.6%	
Sub-total Electoral Areas	768,851,892	802,787,454	4.4%	42
TOTAL	1,812,497,926	1,911,479,356	5.5%	

## Requisition Change Explanations:

### 1. Columbia Valley Tax Increases

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

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

Columbia Valley Recreation	2.7%
Columbia Valley Solid Waste	6.6%
Columbia Valley Emergency	0.4%

### 2. Jumbo Glacier Mountain Resort

The RDEK received notification in January 2020 that the Jumbo Glacier Mountain Resort will be disincorporated and that the taxable assessment will be reduced to zero in the 2020 Revised Assessment Roll. The requisition change sheet has been updated to reflect this. Jumbo Glacier Mountain Resort paid \$651 for shared RDEK Services, and \$100 in parcel taxes to the Columbia Valley Conservation Fund in 2019.

### 3. Elk Valley Solid Waste

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

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

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

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

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



#### **4. Assessment Growth**

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

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



**Five Year Financial Plan**  
**With Revenues and Expenditures**  
**For the Twelve Months Ending Tuesday, December 31, 2019**  
2/26/2020

**Revenue**

	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET
Requisition	\$18,280,711	\$18,280,711	\$19,153,134	\$20,607,903	\$20,972,043	\$21,358,086	\$21,879,581
Parcel Taxes	1,424,602	1,419,913	1,422,065	1,562,978	1,590,228	1,599,651	1,613,651
Payments in Lieu of Taxes	874,727	909,851	819,427	723,927	728,927	698,927	708,927
Federal Grants				15,000	2,175,000		
Provincial Grants	5,575,237	2,733,780	5,720,620	2,679,940	242,440	242,440	242,440
Local Government Grants & Regional Transfers	7,888,780	6,163,390	7,449,606	5,384,953	4,854,453	4,854,453	4,854,453
Fees & Charges	3,870,746	5,244,305	4,319,303	4,419,039	4,430,867	4,491,045	4,465,983
Interest	379,250	703,683	379,250	379,250	379,250	379,250	379,250
<b>Total Revenue</b>	<b>38,294,053</b>	<b>35,455,634</b>	<b>39,263,405</b>	<b>35,772,990</b>	<b>35,373,208</b>	<b>33,623,852</b>	<b>34,144,285</b>

**Expenditures**

General Administration	1,697,370	1,566,057	1,725,398	1,719,803	1,721,539	1,795,165	1,785,030
Electoral Area Administration	3,208,833	2,210,257	2,443,202	1,477,602	1,565,560	1,531,320	1,572,067
EV Tax Sharing	803,376	110,919	1,182,917	105,005	105,096	105,188	105,282
CBT Admin	60,995	59,877	59,876	59,876	59,876	59,876	59,876
DGIA	330,560	168,949	336,265	230,768	206,575	201,575	200,325
Municipal Fiscal Services	4,554,291	4,540,372	4,554,291	4,554,291	4,554,291	4,554,291	4,554,291
Building Inspection	973,345	836,188	959,300	973,300	991,300	1,011,300	1,030,300
Fireworks Regulation	259	26	26	27	27	27	29
Noise Control	16,446	5,439	16,705	16,826	17,000	17,100	17,220
Animal Control	64,689	45,483	62,476	62,588	62,700	62,800	62,900
Unsightly Premises Regulation	43,672	37,451	38,620	38,925	39,236	39,553	39,920
Windermere Fire	487,922	442,383	505,809	492,458	499,530	508,210	515,863
Fairmont Fire	286,862	234,487	295,015	265,820	272,331	288,374	284,296
Panorama Fire	364,659	281,494	333,975	325,248	329,860	332,934	334,269
Edgewater Fire	170,098	135,023	168,921	168,814	171,273	172,912	175,101
Jaffray Fire	325,971	309,548	337,746	331,440	338,940	344,440	348,940
Baynes Lake Fire	179,464	170,940	188,432	182,600	185,600	186,600	187,600
Hosmer Fire	124,538	116,705	126,872	127,641	129,500	130,500	131,500
Elko Fire	201,559	176,418	208,435	205,437	207,870	209,870	211,870
Cranbrook Rural Fire	814,653	811,474	843,685	875,287	908,065	942,075	977,483
Fernie Rural Fire	336,498	335,841	321,157	622,040	390,064	409,638	430,115
Upper EV Fire	62,188	63,700	114,063	116,180	118,448	120,787	83,197
Invermere Rural Fire	55,335	49,743	55,505	59,603	60,634	61,667	62,702

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**Five Year Financial Plan**  
**With Revenues and Expenditures**  
**For the Twelve Months Ending Tuesday, December 31, 2019**  
2/26/2020

	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET
Wilmer/Toby Bench Fire	37,265	31,921	38,089	39,390	39,917	40,448	40,979
Radium Resort/Dry Gulch Fire	46,556	42,520	50,169	50,078	51,005	51,962	52,947
Brownsville Fire	4,246	3,542	4,717	4,208	4,287	4,371	4,454
CV Emergency Program	117,643	111,977	127,487	130,816	128,389	137,710	131,039
Central Emergency Program	133,802	197,613	567,272	138,968	140,018	148,649	143,433
EV Emergency Program	119,964	100,859	133,334	134,897	136,000	138,000	139,500
E911	393,823	348,610	411,723	462,050	479,227	492,227	497,227
Fairmont Creek Flood Control	158,340	176,610	97,230	80,943	22,000	21,350	67,991
Area A Flood Control	97,172	49,008	127,798	73,525	75,894	36,276	38,697
CV Conservation Program	218,648	222,839	139,040	124,341	124,379	124,439	124,504
Invasive Plant Management	99,027	80,123	101,157	101,865	104,910	104,970	106,591
Access Guardian Program	60,808	60,327	60,822	60,843	60,861	60,878	60,894
Mosquito Control	131,347	90,852	104,173	140,014	145,455	145,100	145,251
CV Solid Waste	1,903,733	1,832,946	2,241,578	2,050,140	2,116,140	2,188,140	2,191,140
Central Solid Waste	4,234,695	3,815,637	4,418,742	4,285,500	4,293,500	4,327,500	4,289,500
EV Solid Waste	2,254,002	2,052,855	2,245,237	2,274,602	2,277,602	2,315,602	2,358,602
Area A Septage	43,882	21,961	58,267	25,819	45,869	25,924	25,478
EV Victim Assistance	63,072	27,691	65,885	66,147	66,471	66,808	67,148
Tie Lake Water Level Control	7,523	10,820	7,095	6,601	7,154	5,714	5,818
Rosen Lake Water Level Control	32,529	10,660	9,314	4,700	4,813	4,928	5,046
Lazy Lake Water Level Control	1,400	1,717	22,686	1,872	1,471	1,786	1,844
Broadband	116,618	115,589	116,261	116,277	116,292	116,310	116,329
EV Airport	61,406	46,790	48,740	61,913	38,322	63,700	51,100
Area B Cemeteries	663	130	477	486	495	506	518
Area C Cemeteries	1,279	490	686	703	713	729	743
Area E Cemeteries	1,463	847	1,477	1,536	1,595	1,656	1,717
Area F Cemeteries	27,423	28,859	21,183	28,697	29,201	29,730	30,240
Planning	1,348,788	1,101,369	1,253,457	969,400	985,400	958,900	977,900
CV Economic Development	405,433	257,829	763,906	342,050	259,842	260,141	260,459
Area A Economic Development	478	43	435	524	546	571	594
Area B Economic Development	3,235	71	3,218	3,224	3,208	3,250	3,250
Area C Economic Development	83,917	146	103,771	20,000	20,000	20,000	20,000
Area E Economic Development	87,404	232	204,982	4,987	5,003	5,000	5,000
Area F Economic Development	13,757	98	13,659	13,680	13,680	13,680	13,680
Area G Economic Development	1,680	20	703	719	732	747	762
Moyie Street Lighting	5,723	5,581	5,729	5,898	6,071	6,253	6,434
Wardner Street Lighting	4,003	3,896	4,009	4,124	4,253	4,376	4,505
Elko Street Lighting	3,038	2,896	2,988	3,072	3,166	3,256	3,353
King-Cobham Street Lighting	4,142	4,017	4,128	4,253	4,377	4,512	4,645
Wilmer Street Lighting	6,758	6,592	6,760	6,964	7,166	7,381	7,593



**Five Year Financial Plan**  
**With Revenues and Expenditures**  
**For the Twelve Months Ending Tuesday, December 31, 2019**  
2/26/2020

	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET
Windermere Street Lighting	15,356	15,018	15,348	15,803	16,277	16,762	17,265
Edgewater Street Lighting	15,069	14,737	15,058	15,514	15,978	16,453	16,946
Jaffray Intersection Lighting	5,500	4,460	4,640	4,531	4,994	5,020	5,070
CV Transit	170,567	138,499	180,689	215,375	232,375	243,375	254,875
EV Transit	141,542	131,388	157,031	170,587	191,340	200,404	209,866
CV Recreation	1,227,917	1,149,625	1,414,077	1,194,034	1,355,600	1,234,577	1,182,577
Edgewater Recreation	46,797	43,354	48,932	46,185	46,439	46,705	46,987
Regional Parks	448,041	361,537	426,348	413,287	403,000	402,863	404,539
Electoral Area B Parks	19,278	11,977	37,858	43,996	31,681	31,838	31,973
Electoral Area C Parks	4,204	3,071	4,918	4,535	4,500	4,550	4,600
Electoral Area E Parks	68,984	57,134	48,730	36,500	37,100	36,400	37,000
Electoral Area F Parks	82,327	64,256	84,969	85,006	86,855	86,859	87,576
Electoral Area G Parks	7,890	5,669	7,860	7,749	8,145	8,040	8,441
Cranbrook Library Funding	183,889	178,220	192,264	185,483	188,762	192,109	195,525
Libraries Grant-in-Aid	289,964	290,141	295,871	301,768	306,778	312,894	319,128
Brisco Community Hall/Cemetery	11,607	11,518	11,507	11,517	11,523	11,532	11,540
Wilmer Community Club	7,546	7,602	9,414	9,322	9,330	9,337	9,345
Edgewater Sewer	128,606	102,550	146,400	114,509	125,986	116,197	119,054
Holland Creek Sewer	275,174	248,272	282,762	262,837	263,820	280,962	268,081
Baltac Sewer	144,961	106,390	160,658	123,023	122,696	120,508	120,464
Holland Creek Storm Sewer	1,024		1,024	1,024	1,024	1,024	1,024
CV Liquid Waste	275	97	179				
West Fernie Infrastructure Upgrades	12,013	6,729	3,333	1,641			
Holland Creek Water	250,362	221,636	238,195	231,162	229,859	231,005	232,790
Windermere Water	449,080	412,845	262,926	135,848	135,848	135,848	135,848
Elko Water	57,046	48,140	60,211	78,923	58,239	60,558	80,159
Moyie Water	50,809	55,599	60,715	53,941	57,696	72,416	53,128
Timber Ridge Water	33,603	43,802	65,812	29,243	29,243	29,243	29,243
Edgewater Water	238,832	193,395	266,170	184,992	208,019	209,773	189,950
Rushmere Water	94,474	79,113	97,790	97,446	97,356	99,441	99,554
Spur Valley Water	62,019	55,457	65,110	69,292	64,505	65,148	64,316
East Side Lake Windermere Water	487,098	432,355	786,517	836,250	834,268	820,618	896,669
<b>Total Expenditures</b>	<b>32,532,122</b>	<b>28,069,943</b>	<b>33,920,391</b>	<b>29,838,728</b>	<b>29,939,975</b>	<b>30,132,141</b>	<b>30,310,614</b>
<b>Revenue less Expenditures</b>	<b>5,761,931</b>	<b>7,385,691</b>	<b>5,343,014</b>	<b>5,934,262</b>	<b>5,433,233</b>	<b>3,491,711</b>	<b>3,833,671</b>
Debt Principal Repayment	(537,046)	(518,641)	(631,647)	(652,688)	(778,065)	(712,451)	(708,847)



**Five Year Financial Plan**  
**With Revenues and Expenditures**  
**For the Twelve Months Ending Tuesday, December 31, 2019**  
2/26/2020

	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET
Debt Borrowing	1,927,140	40,998	3,257,837	304,000			
Transfers to Reserves	(2,425,245)	(2,669,908)	(3,404,141)	(3,260,248)	(2,957,294)	(3,590,131)	(3,768,892)
Transfers from Reserves	2,309,653	715,158	2,375,100	734,481	1,019,403	336,503	931,429
Capital Expenditures	(10,993,399)	(3,926,312)	(12,126,248)	(4,234,547)	(3,397,788)	(180,210)	(829,620)
Prior Period Surplus	6,110,350	6,008,858	7,069,597	2,661,780	2,392,905	2,612,023	2,851,375
<b>End of Year Surplus</b>	<b>2,153,384</b>	<b>7,035,844</b>	<b>1,883,512</b>	<b>1,487,040</b>	<b>1,712,394</b>	<b>1,957,445</b>	<b>2,309,116</b>

**Date:** February 25, 2020  
**Submitted by:** Shannon Moskal, Corporate Officer  
**Service Name:** Electoral Area Administration  
**Service Purpose:** Operations affecting Electoral Areas only  
**Participants:** All Electoral Areas

### Operational Items:

#### General:

- Salaries reflect the work planned in 2020.
- Elections – 2 assent voting opportunities have been budgeted.
- Consulting:
  - the remainder of the Mass Carcass Disposal project is budgeted with expected completion in spring 2020 (\$100,140 / 100% funded by Investment Agriculture Foundation)
  - Community Resiliency Investment (CRI) FireSmart activities carried forward from 2019 \$37,920 (100% funded by the Province of BC/UBCM)
  - CRI deployment for FireSmart activities (\$150,000 / 100% funded by the Province of BC/UBCM – applied for but not yet confirmed)
  - CBT deployment for FireSmart activities (\$50,000 funded by Columbia Basin Trust – applied for but not yet confirmed)
- Grants:
  - Community Works Fund
    - Keysa – Indoor Soccer Facility \$130,000
    - CBBC – Broadband Connectivity Projects \$420,000
    - Cranbrook Community Theatre Society Theatre Renovation \$22,500
  - Legion Poppy Fund (\$100/Electoral Area)
  - Affected Forestry Worker Grant \$75,000 (100% funded by Province of BC)

#### Board Costs:

- Electoral Area Director travel, training and conferences increased by \$8,640.

#### Bylaw Enforcement Costs:

- Salaries reflect work planned in 2020.
- Legal costs budget kept at \$25,000 despite higher cost for enforcement in 2019.
- Transfer to Vehicle Reserve \$4,000.

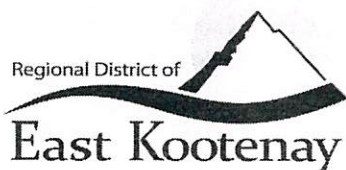


GIS Costs:

- Contract revenue from Invermere and Radium for GIS services estimated at \$52,504.
- Plotter replacement \$17,000
- Purchase of Enterprise software license to more efficiently support increased demands for GIS support, online mapping and field web mapping. This software will allow GIS to meet requirements of additional users in emergency situations and efficiently process LIDAR and imagery \$21,045 (\$32,110 less \$11,065 for software licenses that would no longer be required).

<b>CFO Comments:</b>
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- No tax increase in 2020 and 12.4% in 2021 pending outcome of operations in 2020.



**Electoral Area Administration  
Five Year Financial Plan  
With Revenues and Expenditures  
For the Twelve Months Ending Tuesday, December 31, 2019  
2/26/2020**

**Revenue**

	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET
Requisition	\$1,216,506	\$1,216,506	\$1,216,506	\$1,367,895	\$1,455,492	\$1,403,726	\$1,458,188
Provincial Grants	305,958	203,018	363,060				
Local Government Grants & Regional Transfers	1,504,609	774,999	626,170				
Fees & Charges	69,963	80,560	64,615	66,707	67,068	84,594	70,879
Interest	2,000	14,592	2,000	2,000	2,000	2,000	2,000
Prior Period Surplus	186,760	186,684	196,851	50,000	50,000	50,000	50,000
<b>Total Revenue</b>	<b>3,285,796</b>	<b>2,476,360</b>	<b>2,469,202</b>	<b>1,486,602</b>	<b>1,574,560</b>	<b>1,540,320</b>	<b>1,581,067</b>

**Expenditures**

Salaries & Benefits	616,791	536,409	659,606	675,334	688,390	702,218	716,352
Administration & Overhead	80,162	35,842	91,510	87,165	146,655	87,555	87,590
Operations & Maintenance	21,750	76,137	7,850	3,400	2,850	3,200	3,350
Vehicle & Hauling Costs	3,000	1,908	2,000	2,000	2,000	2,000	2,000
Consulting & Professional Services	470,808	165,155	343,973	500	25,500	25,500	25,500
Grants	1,373,409	753,562	648,100	600	600	600	600
Telephone & Utilities			800	800	800	800	800
Shared Overhead	93,526	89,561	90,961	92,818	94,639	96,539	98,476
<b>Total General</b>	<b>2,659,446</b>	<b>1,658,574</b>	<b>1,844,800</b>	<b>862,617</b>	<b>961,434</b>	<b>918,412</b>	<b>934,668</b>

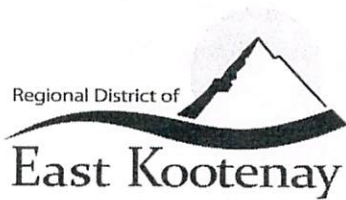
**Board Costs**

Remuneration	3,000	6,639	3,800	3,800	3,800	3,800	3,800
Legislative Services	510		510	510	510	510	510
Travel, Training, and Conferences	77,160	88,624	85,800	85,800	85,800	85,800	85,800
Administration & Overhead	21,043	20,705	22,575	23,125	23,685	24,250	24,820
Consulting & Professional Services		4,730	2,500	2,500	2,500	2,500	2,500
Grants	4,000	4,000					
<b>Total Board Costs</b>	<b>105,713</b>	<b>124,698</b>	<b>115,185</b>	<b>115,735</b>	<b>116,295</b>	<b>116,860</b>	<b>117,430</b>

**Bylaw Compliance**

Salaries & Benefits	72,677	67,786	89,078	90,849	92,662	94,519	96,616
Administration & Overhead	3,525	2,817	4,875	3,775	3,775	3,775	3,775
Vehicle & Hauling Costs	3,000	3,757	3,800	3,000	3,000	3,000	3,000
Consulting & Professional Services	25,000	29,308	25,000	25,000	25,000	25,000	25,000
Telephone & Utilities	780	603	780	780	780	780	780





**Electoral Area Administration**  
**Five Year Financial Plan**  
 With Revenues and Expenditures  
 For the Twelve Months Ending Tuesday, December 31, 2019  
 2/26/2020

	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET
Shared Overhead	11,445	9,775	12,677	12,927	13,185	13,449	13,748
<b>Total Bylaw Compliance</b>	<b>116,427</b>	<b>114,046</b>	<b>136,210</b>	<b>136,331</b>	<b>138,402</b>	<b>140,523</b>	<b>142,919</b>
<b>GIS</b>							
Salaries & Benefits	243,627	239,706	244,926	249,804	254,807	259,874	265,109
Administration & Overhead	42,107	43,441	61,356	76,121	56,939	57,271	72,846
Vehicle & Hauling Costs	3,000	1,000	1,500	1,500	1,500	1,500	1,500
Consulting & Professional Services			4,400				
Telephone & Utilities	1,200	846	1,200	1,200	1,200	1,200	1,200
Shared Overhead	37,313	27,945	33,625	34,294	34,983	35,680	36,395
<b>Total GIS</b>	<b>327,247</b>	<b>312,938</b>	<b>347,007</b>	<b>362,919</b>	<b>349,429</b>	<b>355,525</b>	<b>377,050</b>
<b>Total Expenditures</b>	<b>3,208,833</b>	<b>2,210,257</b>	<b>2,443,202</b>	<b>1,477,602</b>	<b>1,565,560</b>	<b>1,531,320</b>	<b>1,572,067</b>
<b>Revenue less Expenditures</b>	<b>76,963</b>	<b>266,103</b>	<b>26,000</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>
Transfers to Reserves		(13,790)	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)
Capital Expenditures	(59,969)	(55,461)	(22,000)	(5,000)	(5,000)	(5,000)	(5,000)
<b>Surplus (Deficit)</b>	<b>16,994</b>	<b>196,851</b>					
Community Works Fund Reserve		3,560,934					

## Request for Decision

File No: Q hf 126 003

**Date** February 3, 2020  
**Author** Kevin Paterson, Environmental Services Manager  
**Subject** Crossroads Ball Park Regulation and Fee Bylaw Amendment

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### REQUEST

To increase the fees for the Crossroads Ball Park.

### OPTIONS

1. THAT Bylaw No. 2977 cited as "Regional District of East Kootenay – Crossroads Ball Park Regulation and Fee Bylaw No. 2165, 2009 – Amendment Bylaw No. 2, 2020" be introduced.
2. THAT Bylaw No. 2977 cited as "Regional District of East Kootenay – Crossroads Ball Park Regulation and Fee Bylaw No. 2165, 2009 – Amendment Bylaw No. 2, 2020" be introduced with the following amendments:\_\_\_\_\_.

### RECOMMENDATION

Option 1

### BACKGROUND/ANALYSIS

The RDEK took over management of the Crossroads Ball Park in April 2009. As the ball park had previously been operated by the Lake Windermere District Lions Club, all regulations and fees had to be established. Bylaw No. 2165 was adopted in 2009. Attached is Bylaw No. 2977 which proposes to increase the fees as outlined below.

### SPECIFIC CONSIDERATIONS

#### Financial

Significant upgrades and repairs have been carried out at the ball park since 2009 with no additional user fees implemented. Within the past year (2019), the Lions Club along with the RDEK have installed a new 5 unit washroom and installed shale to Diamond #3.

In an effort to continue to support facility upgrades and to assist with offsetting increased operation costs, a modest increase in fees is warranted. A 5% increase is proposed for Adult League Teams and a 20% increase is proposed to Youth Leagues.

	Current Fees	Proposed Fee Increase
Adult League Teams	\$400.00 /team/season	\$420.00 /team/season
Youth Leagues	\$5.00 /child/season	\$6.00 /child/season

Attachment

**REGIONAL DISTRICT OF EAST KOOTENAY**  
**BYLAW NO. 2977**

A bylaw to amend Bylaw No. 2165.

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WHEREAS Bylaw No. 2165 sets regulations and fees for the use of the Crossroads Ball Park;  
AND WHEREAS the Board wishes to amend the provisions of Bylaw No. 2165;  
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 – Crossroads Ball Park Regulation and Fee Bylaw No. 2165, 2009 – Amendment Bylaw No. 2, 2020.”
- 2. Sections 1(a) and 1(b) of Schedule A are deleted and the following substituted:  

“(a) Adult League Teams	\$ 420.00/team/season
(b) Youth Leagues	\$ 6.00/child/season”

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/> <div>CHAIR</div>	<hr/> <div>CORPORATE OFFICER</div>
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