

Governance & Regional Services Committee

Amended Agenda



March 5, 2020

11:30 am

Members: All Directors (Director Gay as Chair)

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

	Pages
1. Call to Order	
2. Addition of Late Items	
3. Adoption of the Agenda	
4. Adoption of the Minutes	
4.1 February 13, 2020 Meeting	3
5. Invited Presentations & Delegations	
5.1 UBCM 2020 Poverty Reduction Planning and Action Program Kerri Wall, Interior Health, Ron Popoff, City of Cranbrook and Donna Fields, United Way East Kootenay (item 8.1)	7
6. Correspondence	
6.1 Environmental Services Report	8
6.2 Protective Services Report	9
7. Unfinished Business	
8. New Business	
8.1 RDEK Partnership with City of Cranbrook – Application to UBCM 2020 Poverty Reduction Planning & Action Program	12
8.2 CBT CIP Reallocation Request - Friends of Lake Koocanusa Society 2020	13
8.3 Elk Valley Tax Sharing Meeting with Minister - Attendance Approval	15
8.4 2020 Invited Presentations	16
8.5 Kootenay Forest Sector Collaborative – Appointment	17
8.6 Draft 2020 - 2024 Financial Plan	26
8.6.1 Financial Plan Summary	35

8.6.2	General Administration	38
8.6.3	Elk Valley Mine Tax Sharing	42
*8.7	Cheque Register - February 2020	44
9.	Bylaws	
9.1	Bylaw No. 2984 - 2020-2024 Five Year Financial Plan Bylaw - Introduction <i>All Directors, Weighted</i>	53
10.	Late Agenda Items	
11.	Reports from Directors	
12.	Adjournment	



MINUTES OF THE GOVERNANCE & REGIONAL SERVICES COMMITTEE MEETING

February 13, 2020
Regional District Office, Cranbrook, BC

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

Call to Order

Chair Rob Gay called the meeting to order at 10:03 am.

Adoption of the Agenda

MOVED by Director Wilks
SECONDED by Director Sosnowski

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

CARRIED

Adoption of the Minutes

January 9, 2020 Meeting

MOVED by Director Wilks
SECONDED by Director Walter

THAT the Minutes of the Governance & Regional Services Committee meeting held on January 9, 2020 be adopted as circulated.

CARRIED

Invited Presentations & Delegations

Solid Waste Management Plan

Director Susan Clovechok and Director Don McCormick arrived to the meeting at 10:06 am.

Mairi Dalglish, Environmental Technologist, Sperling Hansen Associates Inc., reviewed the Regional Solid Waste Management Plan stating that regional districts are required by the *Environmental Management Act* to prepare plans for waste management. Ms. Dalglish noted the key plan strategies are to reduce waste and increase recycling, divert organic waste from the landfill, enhance residual waste management services, support Solid Waste Management Plan action items through policies and bylaws and increase promotion and education. Ms. Dalglish requested Board Endorsement of the Solid Waste Management Plan before submitting to Ministry of Environment for approval.

Alternate Director Gerry Taft arrived to the meeting at 10:12 am.

Beyond Recycling Funding Request - Student Environmental Education Program

Janelle Park, Beyond Recycling Educator, requested financial support for the Beyond Recycling Program. Ms. Park explained that the Beyond Recycling Program will expand and add to RDEK current education program's, deliver RDEK key messaging to young citizens and their families, support RDEK in goals laid out in the Regional Sustainability Strategy and Solid Waste Management Plan and continue to deliver Beyond Recycling to schools in the East Kootenay.

Director Ange Qualizza arrived to the meeting at 10:27 am.

New Business

Solid Waste Management Plan Update

49005

MOVED by Director Reinhardt

SECONDED by Director Sosnowski

THAT the Solid Waste Management Plan Update be approved and submitted to the Minister of Environment for review and approval.

CARRIED

Regional District Chair & CAO Forum - Attendance Approval

49006

MOVED by Director Sosnowski

SECONDED by Director Graham

THAT Chair Rob Gay be authorized to attend the Regional District Chair and CAO Forum held on March 24 - 25, 2020 in Victoria with expenses paid from General Administration.

CARRIED

Director Gerry Wilkie left the meeting at 10:42 am.

Community Emergency Preparedness Fund - Emergency Support Services Training

49007

MOVED by Director Clovechok

SECONDED by Director Walter

THAT the Community Emergency Preparedness Fund grant application for \$100,000 be submitted to organize an East Kootenay Emergency Support Services Training Conference, to create a regional Emergency Support Services Response Plan and to purchase necessary Emergency Support Services equipment, with the RDEK to provide overall grant administration.

CARRIED

Director Gerry Wilkie returned to the meeting at 10:43 am.

Community Emergency Preparedness Fund - 2020 Flood Planning Program

49008

MOVED by Director Reinhardt

SECONDED by Director Clovechok

THAT the Community Emergency Preparedness Fund – 2020 Flood Planning Program grant application for \$150,000 be submitted to conduct baseline flood hazard mapping across the region; with the RDEK to provide overall grant administration.

CARRIED

Cheque Register - January 2020

49009

MOVED by Director Wilks

SECONDED by Director Reinhardt

THAT the cheque register for the RDEK General Account for January 2020 in the amount of \$2,853,500.72 be approved as paid.

CARRIED

Special Event Licence Application - Panorama Mountain Resort

49010

MOVED by Director Clovechok

SECONDED by Director Reinhardt

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

and further, the Special Event is hereby exempt from Sections 4.1, 4.2 and 4.3 of Noise Control Regulation Bylaw No.1396 during the hours of 8:00 pm to 9:30 pm on February 15, 2020.

CARRIED

Kootenay Indian Residential School Anniversary of Closing

49011

MOVED by Director Wilks

SECONDED by Director Graham

THAT a grant in the amount of \$7,500 for the Kootenay Indian Residential School 1912-1970, 50th Anniversary of Closing be approved to be paid from General Administration, and that the grant amount be included in the financial plan.

CARRIED

AKBLG Resolution – Taxation of Broadband Infrastructure

49012

MOVED by Alternate Director Doehle

SECONDED by Director Clovechok

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

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

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

NOW THEREFORE BE IT RESOLVED that the UBCM petition the Province of British Columbia to provide local governments with the ability to set tax rates for broadband infrastructure.

CARRIED

Qat'muk Protected for Future Generations - Letter

MOVED by Director Wilkie

SECONDED by Director Reinhardt

THAT a letter be sent to the Ktunaxa Nation Council in recognition of the milestone toward the creation of the Qat'muk Indigenous Protected and Conserved Area.

OPPOSED: Director Clovechok, Director Doehle, Director Graham, Director McCormick, Director Pratt, Director Reinhardt, Director Sosnowski, and Director Wilks

DEFEATED

Audit Planning Report from BDO Canada LLP

49013

MOVED by Director Wilks

SECONDED by Director Walter

THAT BDO Canada LLP be advised that for the purposes of the audit, the appropriate person in the governance structure with whom to communicate, is the Board Chair.

CARRIED

The meeting recessed at 11:30 am and reconvened at 11:37 am.

Draft 2020 - 2024 Financial Plan

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

General Administration

Director Lee Pratt left the meeting at 12:12 pm and returned to the meeting at 12:15 pm.

MOVED by Director Reinhardt

SECONDED by Director Clovechok

THAT the \$4,000 sponsorship of the 2020 Association of Kootenay and Boundary Local Governments Convention be paid from General Administration.

CARRIED

Note: On February 14, 2020, the Board adopted Resolution 48989 to sponsor \$4,000 to the 2020 Association of Kootenay and Boundary Local Governments Convention paid from General Administration.

Beyond Recycling Program - New Funding Request

MOVED by Alternate Director Taft

SECONDED by Director Qualizza

THAT a General Administration grant in the amount of \$10,000 be approved for Wildsight to support the 2020/21 Beyond Recycling Program in 2020.

OPPOSED: Director Gay, Director Graham, Director Pratt, Director Reinhardt, and Director Wilks

CARRIED

Note: On February 14, 2020 the Board defeated a motion to provide funding for the Beyond Recycling Program (Resolution 49014).

Directors Lee Pratt, Gerry Wilkie and Wesly Graham left the meeting at 12:39 pm.

Director Gerry Wilkie returned to the meeting at 12:40 pm

Director Clara Reinhardt left the meeting at 12:49 pm and returned at 12:50 pm.

Allocation of BC Hydro Payment-in-lieu-of-taxes - Aberfeldie Dam

49015

MOVED by Director Clovechok

SECONDED by Director Reinhardt

THAT for 2020, \$30,000 of the BC Hydro payment-in-lieu-of-taxes for the Aberfeldie Dam be allocated in the amount of \$20,000 to the Regional Parks service, for Wycliffe Exhibition Grounds improvement projects and \$10,000 to Cranbrook Library Contribution service.

CARRIED

Bylaws**Bylaw No. 2978 (Board Remuneration) - Introduction**

49016

MOVED by Director Reinhardt

SECONDED by Director Wilkie

THAT Bylaw No. 2978 cited as "Regional District of East Kootenay – Board Remuneration Bylaw No. 2978, 2020" be introduced.

CARRIED

Adjournment

The meeting adjourned at 12:45 pm.

Chair Rob C. Gay

Shannon Moskal, Corporate Officer

Delegation Request

RDEK Partnership with City of Cranbrook – Application to UBCM 2020 Poverty Reduction Planning & Action Program, Stream 1

1. The topic on which the delegation wishes to speak:
 - RDEK partnership with the City of Cranbrook as applicants for the UBCM 2020 Poverty Reduction Planning & Action Program, Stream 1
2. An executive summary or outline of the presentation to be made:
 - UBCM has a funding stream for municipalities and regional districts called the Poverty Reduction Planning & Action program. The intent of this grant program is to support local governments in reducing poverty at the local level and to support the Province's poverty reduction strategy. TogetherBC: British Columbia's Poverty Reduction Strategy was released one year ago in March 2019. Mandated through the Poverty Reduction Strategy Act, the strategy set targets to reduce the overall poverty rate in British Columbia by at least 25%, and the child poverty rate by at least 50%, by 2024.
3. The name of the designated speaker(s):
 - Kerri Wall, Interior Health; Ron Popoff, City of Cranbrook; Donna Fields, United Way East Kootenay
4. The specific action which is being requested of the Board or Committee:
 - We request that the RDEK Board of Directors pass a resolution to partner with the City of Cranbrook to apply for UBCM Poverty Reduction Planning funds and support the City of Cranbrook as the primary applicant that will receive and manage the grant funds on their behalf.
5. Whether or not you will require use of audio/visual equipment:
 - Yes please. We would like to share a short PowerPoint as a visual aid to our presentation.

Subject Environmental Services

Month March 2020

SOLID WASTE

The Fernie Transfer Station Recycle BC Depot opened on February 3rd. RDEK staff remained on site for the first 11 days of operations and for two weekends. As of February 18th the Fernie Recycle BC Depot has already collected over 560 kg (1,235 lbs) of recyclables.

The Elkford Transfer Station Recycle BC Depot opened February 18th. RDEK staff will remain on site for the first 10+ days.

The Sparwood Transfer Station Recycle BC Depot is set to open March 2nd.

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

PARKS AND RECREATION

The Recreation & Control Services Supervisor is working on procuring a consultant to complete the Business/Strategic Plan for Wycliffe Regional Park and Exhibition Grounds.

INVASIVE PLANT CONTROL

The Environmental Services Secretary and Weed Control Officer are working on 2020 enforcement correspondence (Letters and Warnings) for invasive plant complaint sites inspected in 2019.

Subject Protective Services Monthly Report

Month March

Fire Services

Staff are reviewing the draft RDEK Fire Strategic Plan prepared by FireWise Consulting. Volunteer recruitment and retention is an ongoing, priority need for all RDEK fire departments and will be one of the areas of focus in the strategic plan.

Columbia Valley Fire

Interior and exterior training occurs jointly between all four halls on weekends, and separately on weeknights. Invermere Fire has new members training with RDEK Fire. This joint approach builds capacity across departments and ensures familiarity of equipment and personnel.

Fairmont Fire assisted Canal Flats Fire with a structure fire in the fabrication shop at the old planer mill.

South Country Fire

An *Elk Valley South Country Training Committee* has been formed. The objective of the committee is to provide a platform for developing training programs using input from all departments.

Baynes Lake and Jaffray Fire Departments are now amalgamating training nights. This is to continue team building, improve interagency operability, and to provide more effective training sessions.

The Elko Volunteer Fire Department Society held a very successful community dinner to help raise funds for the fire department.

2020 Responses to date	Fire Service Areas								Totals
	Baynes Lake	Edgewater	Elko	Fairmont	Hosmer	Jaffray	Panorama	Windermere	
Fire	0	0	0	1	0	0	0	3	4
MVA	0	1	0	1	8	1	1	2	14
First Responder	0	2	1	2	2	5	0	6	18
Ice Rescue	0	0	0	0	0	0	0	0	0
Still Water Rescue	0	0	0	0	0	0	0	0	0
Swift Water Rescue	0	0	0	0	0	0	0	0	0
Embankment Rescue	0	0	0	0	0	0	0	0	0
Other	1	1	0	1	2	3	1	2	11
Totals	1	4	1	5	12	9	2	13	47
Average Attendance for Training	6	7	7	9	6	6	10	9	
Average Attendance for Incidents	4	5	6	5	4	5	6	5	
Volunteer Roster	10	16	15	16	11	16	21	18	123

East Kootenay Emergency Management Program

Emergency Management Training

Emergency Management BC (EMVC) courses have been approved for 2020/2021. The East Kootenay Emergency Management Program will host eight courses, providing staff from across the region an opportunity to learn together, fully funded by EMBC.

Regional Functional Emergency Exercise

RDEK awarded a contract for services to facilitate the Regional Emergency Operations Centre exercise in April 2020. The exercise will provide an opportunity for staff from the across the region to practice site support functions in the event of an emergency.

Regional Collaboration

The Protective Services Manager has been reaching out to partner municipalities and First Nations to gain a better understanding of overall roles and responsibilities between the RDEK, municipalities and First Nations within the region. These discussions will likely result in revisions to the East Kootenay Emergency Management Plan.

Evacuation Planning

Staff are updating the East Kootenay Evacuation Strategy, which will include detailed Evacuation Route Plans for each municipality. Funding is currently available through the Community Emergency Preparedness Fund. To maximize efficiencies, the RDEK is requesting that municipalities and First Nations consider resolutions to support the RDEK in providing overall coordination of the project and grant.

BC Emergency Program Act Modernization

Staff provided EMBC with feedback on the discussion paper *Modernizing BC's Emergency Management Legislation*. The feedback will help to inform the new act; anticipated to be introduced in the fall 2020 legislative session.

FireSmart Communities

The RDEK is currently soliciting applications for a FireSmart Coordinator to fulfill a one-year contract. The coordinator will provide coordination of FireSmart activities, deliver and advance the FireSmart Canada Community Recognition Program (FCCRP) and provide outreach/education to residents. The communities of Grasmere, Newgate and Fairmont Hot Springs are in the process of applying for national recognition under the FCCRP.

Grants

RDEK staff have received notification on some successful grant applications this month:

- Community Resiliency Investment Program - \$150,000
- Wildfire Education Program, Columbia Basin Trust - \$50,000

Request for Decision

File No: Ihk 006 001

Date February 26, 2020
Author Shannon Moskal, Corporate Officer
Subject RDEK Partnership with City of Cranbrook – Application to UBCM 2020 Poverty Reduction Planning & Action Program

REQUEST

To partner with the City of Cranbrook on an application to the UBCM 2020 Poverty Reduction Planning & Action Program, Stream 1.

OPTIONS

1. THAT the RDEK partner with the City of Cranbrook to apply for UBCM Poverty Reduction Planning funds with the City of Cranbrook as the primary applicant that will receive and manage the grant funds.
2. THAT the request to partner with the City of Cranbrook to apply for UBCM Poverty Reduction Planning funds be refused.

RECOMMENDATION

Option 1.

BACKGROUND/ANALYSIS

Kerri Wall, Interior Health; Ron Popoff, City of Cranbrook; and Donna Fields, United Way East Kootenay, will be making a presentation at the March 5, 2020 Governance & Regional Services Committee meeting requesting that the RDEK partner with the City of Cranbrook to apply for UBCM Poverty Reduction Planning funds. Information on the project will be provided during their presentation. Director Gay has indicated his support of this initiative.

The UBCM has a funding stream for municipalities and regional districts called the Poverty Reduction Planning & Action Program. The intent of this grant program is to support local governments in reducing poverty at the local level and to support the Province's poverty reduction strategy. TogetherBC: British Columbia's Poverty Reduction Strategy was released one year ago in March 2019. Mandated through the Poverty Reduction Strategy Act, the strategy set targets to reduce the overall poverty rate in British Columbia by at least 25% and the child poverty rate by at least 50%, by 2024.

Request for Decision

File No: Uhh 616 012 – FP 19/20

Date February 26, 2020
Author Shannon Moskal, Corporate Officer
Subject CBT Community Initiatives Program – Reallocation Request
Friends of Lake Koocanusa Society

REQUEST

To reallocate approximately \$6,000 to conduct an archaeological assessment at Waldo Cove.

OPTIONS

1. That the request from the Friends of Lake Koocanusa Society to reallocate a portion of their 2019/2020 Columbia Basin Trust Community Initiatives Program grant to conduct an archaeological assessment at Waldo Cove be approved.
2. That the request from the Friends of Lake Koocanusa Society to reallocate a portion of their 2019/2020 Columbia Basin Trust Community Initiatives Program grant to conduct an archaeological assessment at Waldo Cove be denied.

RECOMMENDATION

Option 1

BACKGROUND/ANALYSIS

Attached is a request from the Friends of Lake Koocanusa Society to reallocate approximately \$6,000 of their 2019/2020 Columbia Basin Trust Community Initiatives Program grant to conduct an archaeological assessment at Waldo Cove. The original application includes expenses related to interpretive centre upgrades and improved access at Waldo Cove; however, the Society has been advised that an archaeological study is required prior the new outhouses being installed and would like to prioritize this work.

The Friends of Lake Koocanusa Society was awarded \$10,200 from the Electoral Area B Community Initiatives Program.

Attachment

Shannon Moskal

From: Dave Gonnelly
Sent: January 21, 2020 2:52 PM
To: Shannon Moskal
Cc: Jamie Davies; Stan Doehle; Jo-Ann Buhler-Low
Subject: Reallocation of funds

Shannon, As a follow-up to our conversation on the Jan 20th 2020 and following additional discussions with Director Doehle, FOLKS are requesting the reallocation of funds from our approved CIP 2019/20 Application. FOLKS and RDEK parks personnel have been advised that approximately \$6000 will be required to carry out an archaeological assessment in the location where 2 new outhouses are scheduled to be placed in the spring 2020.

In June 2019 FOLKS was granted through the CBT/CIP 2019/20 application process a total amount of \$10,200.00 to carry out various repairs and project upgrades to specific areas at Waldo Cove. In the fall of 2019 FOLKS carried out and completed a number of these projects including the repairs to the log swim booms, plus the purchase and placement of large rocks to prevent off road vehicles from entering restricted areas. FOLKS also completed relocating log barriers along the boat ramp whereby allowing the public to launch smaller boats. FOLKS also cleaned up beach debris and supervised a number of controlled burns. In coordination with RDEK parks department, public signage will also be purchased in the spring and placed in specific locations at Waldo. In conclusion annual repairs were also carried out by FOLKS on the existing outhouses at Waldo Cove.

FOLKS remaining upgrade project for the interpretive centre and improved access was also planned for the spring, however in view of this new information requiring an archaeological assessment to be conducted prior to the new outhouses being installed, FOLKS are formally requesting that approximately \$6000.00 from our remaining 2019/20 grant monies be reallocated to cover the cost of the required assessment. FOLKS are hopeful the information provided is acceptable.

We are also hopeful our request will be supported and approved for this unexpected expenditure.

Thanking you in advance, Regard's Dave Gonnelly. FOLKS President

Request for Decision

File No: BhH 066 001

Date February 24, 2020
Author Shawn Tomlin, CAO
Subject Attendance Approval – Elk Valley Tax Sharing Meeting with Minister

REQUEST

Approve reimbursement of expenses for Director Sosnowski to attend an Elk Valley Tax Sharing Agreement meeting in Victoria.

OPTIONS

1. THAT Director Sosnowski be reimbursed for expenses to attend the meeting with Minister Robinson regarding the Elk Valley Tax Sharing agreement held on February 27, 2020 in Victoria with expenses paid from the Elk Valley Tax Sharing funds.

RECOMMENDATION

Option 1.

BACKGROUND/ANALYSIS

A meeting was held February 27, 2020 in Victoria, for the parties to the Elk Valley Tax Sharing Agreement to discuss review of the agreement. The parties include the RDEK, the City of Fernie, the Districts of Sparwood and Elkford, and the Province of BC. Director Sosnowski was in attendance for the RDEK. Because the meeting was scheduled after the last RDEK Board meeting, this approval is being brought forward retroactively.

SPECIFIC CONSIDERATIONS

Financial

The costs would be paid from the Area A portion of Elk Valley Tax Sharing funds.

Request for Decision

File No: Lhh 007 003

Date February 27, 2020
Author Shawn Tomlin, CAO
Subject 2020 Invited Presentations

REQUEST

Invite organizations to present to the RDEK.

OPTIONS

1. That invitations to present to the RDEK be sent to other organizations as outlined in the February 27, 2020 report from the CAO.
2. That invitations to present to the RDEK be sent to other organizations as outlined in the February 27, 2020 report from the CAO, with the following additions/deletions: _____.
3. That MLAs Tom Shypitka and Doug Clovechok be invited to meet with the Board to discuss the following topics: _____.
4. That MP Rob Morrison be invited to meet with the Board to discuss to following topics: _____.

RECOMMENDATION

Option 1,3 and 4

BACKGROUND/ANALYSIS

Chair Gay would like to invite the following organizations to present to the RDEK at Committee or Board meetings in 2020:

- Ministry of Transportation and Infrastructure – regarding highway improvements and maintenance;
- College of the Rockies – Introduction of new President and update on upcoming plans;
- Teck Resources Ltd. – Update on operations and mine expansion plans;
- BC Housing – Update on plans in the East Kootenay;
- Shaw/Freedom Mobile – Update on cellular servicing plans in the East Kootenay;
- MLA Shypitka – Updates on issues as requested by the Board;
- MLA Clovechok – Updates on issues as requested by the Board;
- MP Morrison – Updates on issues as requested by the Board;

We will be looking for Directors to submit topics for discussion with the MP and MLAs.

Date February 26, 2020
Author Shawn Tomlin, CAO
Subject Kootenay Forest Sector Collaborative – Appointment

REQUEST

Appointment of representatives to the Kootenay Forest Sector Collaborative.

OPTIONS

1. THAT Director _____ be appointed to the Kootenay Forest Sector Collaborative.
2. THAT Director _____ be appointed as alternate to the Kootenay Forest Sector Collaborative.
3. THAT the Regional District of East Kootenay Board not participate on the Kootenay Forest Sector Collaborative.

RECOMMENDATION

Options 1 and 2

BACKGROUND/ANALYSIS

In April 2019, Premier Horgan invited forestry company CEOs to take the initiative to form Timber Supply Area (TSA) coalitions. The goal of the coalitions is to develop positive and forward looking visions for a successful industry focused on the mid-term timber supply that will support workers, Indigenous Nations and communities.

There was strong interest expressed to participate in the initiative and a kickoff meeting was held on November 26, 2019. There was consensus that the Cranbrook, Invermere and Kootenay Lake TSAs have positive futures for a thriving forest sector. Local governments have been invited to participate on the coalition.

The group identified the initial 'start up' actions including:

- Respect and recognition of the rights and title of the Indigenous Nations on whose traditional territories the forest sector operates in the region.
- Kootenay Forest Sector Collaborative to be established to help achieve a positive future for the sector and help deliver tangible outcomes focused on the working forest's mid-term timber supply.
- Interim Steering Committee was established to initiate the planning process.
- Next 'large group' collaborative group meeting to be planned for spring 2020.
- Steering Committee will be established at the next 'large group' meeting.
- Build a draft Action Plan in early 2020 based on preliminary ideas generated.

The Draft Terms of Reference of the Coalition are attached.

Attachment

KOOTENAY FOREST SECTOR COLLABORATIVE

TERMS OF REFERENCE (Draft) as of January 25, 2020

A. BACKGROUND

In April 2019, Premier Horgan sent a letter to forestry company CEOs inviting them to take the initiative to form Timber Supply Area (TSA) coalitions. The goal of the coalitions is to develop positive and forward-looking visions for a successful industry focused on the mid-term timber supply that will support workers, Indigenous Nations and communities.

The Premier's letter focuses on a vision for the industry that supports new investment, collaboration and innovation. In addition, the letter describes a vision that seeks to maximize the potential of the mid-term timber supply, collaboratively manage constraints on the land base, maintain employment and community economic stability, and incorporate Indigenous interests while contributing to a healthy BC economy.

There was strong interest expressed to participate in the initiative and a kickoff meeting was held on November 26, 2019. Over 45 people attended the session, including the Province, who indicated their desire to work together with the other attendees to further strengthen and expand the Kootenay forest sector, including increased benefits to Indigenous Nations and communities. There was consensus that the Cranbrook, Invermere and Kootenay Lake TSAs have positive futures for a thriving forest sector.

The group identified initial key themes and preliminary actions, which were all seen as integral and critical to the success of the initiative and will be further revised as the initiative progresses. The key themes include:

- Enhancing Indigenous participation in the forest economy
- Collaborative forest stewardship
- Supporting thriving, sustainable forests
- Building strong communities
- Creating increased value from the working forest

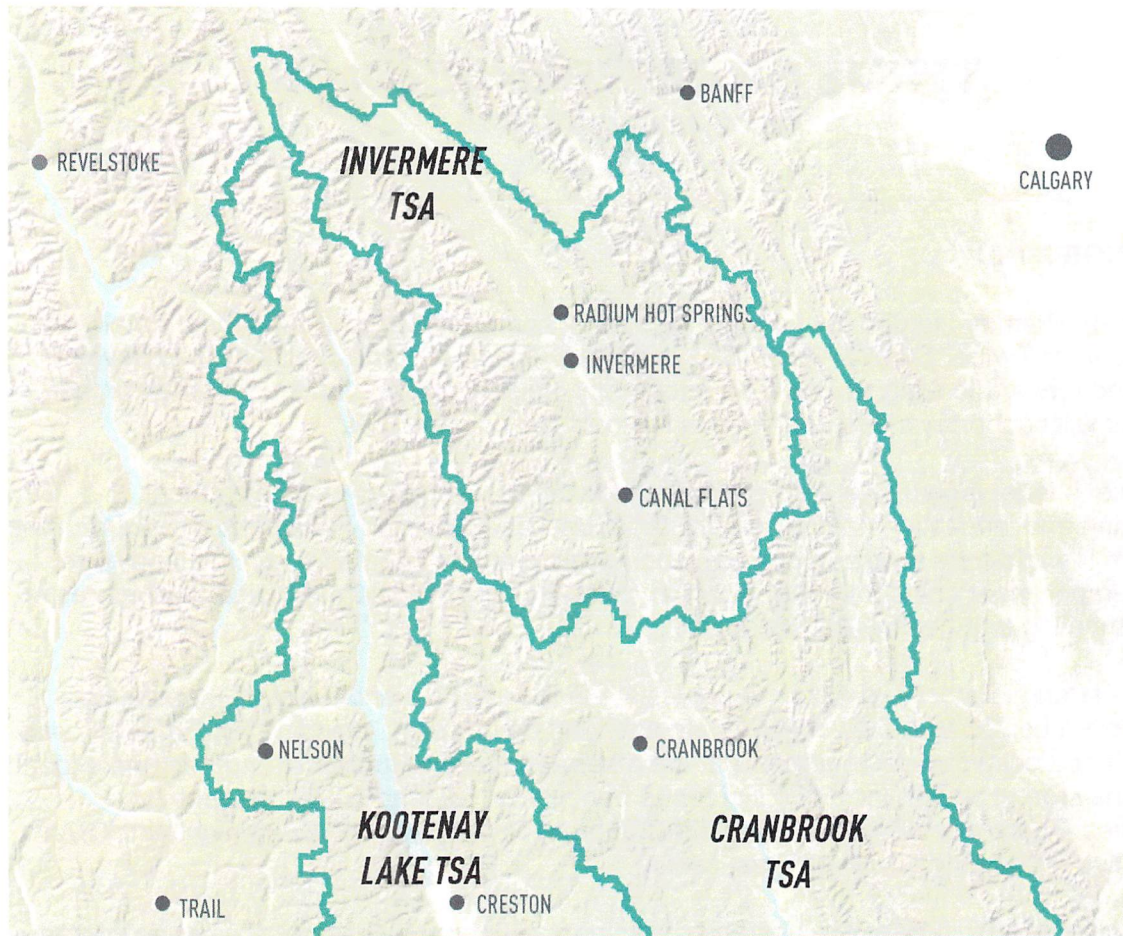
A broad list of potential opportunities to achieve the objectives of the Kootenay Forest Sector Collaborative ("Collaborative") were developed as a foundation for future discussion.

The group identified the initial 'start up' actions including:

- Respect and recognition of the rights and title of the Indigenous Nations on whose traditional territories the forest sector operates in the region
- Kootenay Forest Sector Collaborative to be established to help achieve a positive future for the sector and help deliver tangible outcomes focused on the working forest's mid-term timber supply.

- Interim Steering Committee was established to initiate the planning process.
- Next 'large group' collaborative group meeting to be planned for spring 2020.
- Steering Committee will be established at the next 'large group' meeting.
- Build a draft Action Plan in early 2020 based on preliminary ideas generated.

The map below illustrates the geographical boundaries of the TSAs.



B. PURPOSE

With a positive and forward-looking approach, the Kootenay Forest Sector Collaborative will develop clear recommendations by December 2020 to strengthen the forest sector in partnership with Indigenous Nations, municipal governments, BC government, labour and industry. If meaningful progress is being achieved by the Collaborative, the timeline can be extended beyond December 2020.

The recommendations will focus on maximizing the potential of the working forest's mid-term timber supply, collaboratively managing constraints on the land base, maintaining employment and community economic stability, and incorporating Indigenous interests while contributing to a healthy BC economy. The recommendations will support new investment, collaboration and innovation in the forest sector.

The Kootenay Forest Sector Collaborative acknowledges that Indigenous participation in the process is without prejudice to Indigenous rights and title, or treaty rights.

C. STRUCTURE, ROLES AND RESPONSIBILITIES

There are three main components to the Kootenay Forest Sector Collaborative which are all integrated and guided by these Terms of Reference.

1) Kootenay Forest Sector Collaborative

- a. Purpose: The Collaborative's representatives aim to provide input and build strong recommendations to help meet the purpose of the Collaborative
- b. Structure: To consist of representatives for each of the following as related to the Kootenay region defined by the boundaries of the three TSA's:
 - i. Indigenous Nations
 - ii. Local government
 - iii. BC government
 - iv. Organized labour
 - v. Forest industry
- c. Process:
 - i. All representation will be based on invites as approved by the Steering Committee
 - ii. Any representative can resign from the Collaborative based on written notification to the Steering Committee; and if they choose, may recommend a replacement
 - iii. Any representative that is not able to participate in two or more consecutive meetings may be asked to step back
 - iv. Any representative that is not abiding by the Terms of Reference may be asked to step back
- d. Roles:
 - i. To appoint the Steering Committee members as of Spring 2020
 - ii. To approve initial Terms of Reference
 - iii. To make recommendations to the Steering Committee on potential opportunities and actions
 - iv. To agree that all representatives follow and support the Terms of Reference and to work in a positive and collaborative spirit
 - v. To aim to reach consensus, wherever possible
When consensus is not reached, to identify the options for recommendations to the Steering Committee

2) Steering Committee

- a. Purpose: Based on input from the Collaborative, Steering Committee members to be responsible for ensuring progress towards achieving the Purpose and providing direction to the Working Groups
- b. Structure: As related to the Kootenay Region and defined by the boundaries of the three TSA's, the Steering Committee will consist of the following members:
 - i. Two Indigenous Nation representatives
 - ii. Two large companies
 - iii. Two small companies
 - iv. One or two labour representatives
 - v. One west Kootenay local government representative
 - vi. One east Kootenay local government representative
 - vii. Two BC government representatives

c. Process:

- i. Collaborative Group to appoint the initial Steering Committee members as of Spring 2020
- ii. After Spring 2020, that changes in members will be reviewed and approved by the Steering Committee
- iii. Any member can resign from the Steering Committee based on written notification; and if they chose, may recommend a replacement
- iv. Steering Committee may ask members of the Collaborative Group to step back if they have not been able to participate in two or more consecutive meetings and/or is not abiding by the Terms of Reference

d. Roles

- i. To demonstrate progress towards achieving the Purpose
- ii. To help ensure that respect for Indigenous Rights and Title, and principles of UNDRIP are incorporated throughout the process
- iii. To identify recommendations for increasing understanding of UNDRIP and impacts to the initiative
- iv. To agree that all Collaborative and Steering Committee members follow and support the Terms of Reference and to work in a positive and collaborative spirit
- v. To prepare and organize meetings for the Collaborative, including agendas, speakers, location, etc., with the support of the Secretariat
- vi. To prepare draft discussion documents with support from the Secretariat for review and input by the Collaborative
- vii. To finalize key messages and communication for the Collaborative
- viii. To address any representative changes as needed for the Collaborative
- ix. To ask members of the Collaborative Group to step back if they have not been able to participate in two or more consecutive meetings and/or is not abiding by the Terms of Reference
- x. To appoint Working Groups, and representatives, to address key actions
- xi. To review recommendations from Working Groups in preparation of agendas for the Collaborative
- xii. To appoint a spokesperson to speak on behalf of the Steering Committee as required

3) Working Group

- a) Purpose: Working Group participants provide the knowledge, resources and skillsets to address specific technical, operational or strategic opportunities as identified in the 'action plan' and outlined by the Steering Committee
- b) Structure: To strive to consist of at least one participant for each of the following interests depending on the resourcing required to achieve the Working Group mandate:
 - i. Indigenous Nations
 - ii. Large company
 - iii. Small company
 - iv. Local government
 - v. Labour
 - vi. BC government

As required, Working Group participants may also be members of the Steering Committee.

- c) Process: The Working Groups will be formed at the discretion of the Steering Committee
 - i. Each Working Group will be provided a mandate, objectives and timeline
 - ii. That the Steering Committee may recommend additional resource persons to provide technical or professional advice
- d) Roles
 - i. To agree to follow and support the Terms of Reference and to work in a positive and collaborative spirit
 - ii. To provide specific recommendations to the Steering Committee as related to the mandate of the Working Group

4) Facilitator's Role

- a) To ensure that Collaborative and Steering Committee meetings address agenda topics
- b) To ensure that all have an equitable opportunity to participate in the meeting
- c) To ensure that the representatives, members and participants all participate according to the Terms of Reference
- d) To manage a speaker's list
- e) To provide support in summarizing and clarifying issues, recommendations, etc.
- f) The facilitator will not take part in reaching consensus or decision-making of the Kootenay Forest Sector Collaborative

5) Secretariat's Role

- a) To coordinate meetings
- b) To draft meeting agendas based on direction from the steering committee
- c) To draft meeting summaries
- d) To draft other communication materials as required
- e) To circulate materials

D. TIMELINE

Date	Action
November 26, 2019	Initial meeting of the Kootenay Forest Sector Collaborative
November 26, 2019	Interim Steering Committee established (to spring 2020)
Feb/Mar 2020	Kootenay Forest Sector Collaborative meets; finalizes schedule
Feb/Mar 2020	Steering Committee Established; Working Groups established as needed
December 2020	Kootenay Forest Sector Collaborative meets, determines next steps, including the potential to extend the initiative if meaningful progress is being achieved

E. OPERATING RULES

All participants, members and representatives in the Kootenay Forest Sector Collaborative agree to the following guidelines:

1. Show mutual respect for all representatives
2. Seek positive and forward-looking solutions

3. Seek to find consensus, wherever possible
4. Seek continual positive progress
5. Respect the speaker's list approach, managed by the facilitator

F. COMMUNICATION

- 1) Collaborative Group, Steering Committee and Working Groups
 - a) Only a spokesperson appointed, and as directed, by the Steering Committee will speak to the media on the activities and outcomes of the Kootenay Forest Sector Collaborative
 - b) When speaking about the process, representatives on the Collaborative Group, members of the Steering Committee and participants of the Working Groups will speak only to their own perspective and will not characterize the interests or roles of other members of the group
 - c) External key messages may be agreed on by the Steering Committee for use by all representatives of the Collaborative Group
 - d) Working Group discussions and recommendations go solely to the Steering Committee and then to the Collaborative Group for review
- 2) External Communication
 - a) At least once per year, Steering Committee, with support from the Secretariat, is responsible for providing a public update on the work of the Kootenay Forest Sector Collaborative
 - b) Steering Committee to identify a spokesperson(s) and key messages to be used to respond to media requests
 - c) Spokesperson is responsible solely to speak on the approved messages for the overall process

G. MEETING AND LOGISTICS

- a) Participation in the Kootenay Forest Sector Collaborative, Steering Committee and Working Groups are to be self-funded by the participants.
- b) The Kootenay Forest Sector Collaborative will meet at least twice a year, with the majority of meetings to be held in the Cranbrook region and one meeting every two years to be held in the west Kootenays, unless agreed to otherwise by the Collaborative
- c) Steering Committee generally to meet monthly with one in-person meeting per quarter and the other meetings to happen by teleconference
- d) Each Working Group to propose their meeting schedule to the Steering Committee for approval to accomplish the mandate within the assigned timeline
- e) A facilitator and secretariat will be provided for all Collaborative Group and Steering Committee meetings
- f) Meeting dates and locations for Collaborative Group and Steering Committee will be determined at least 1 month in advance, except for rare exceptions

H. DECISION MAKING AND METHODOLOGY

- 1) The Kootenay Forest Sector Collaborative, Steering Committee and Working Groups agree to work by consensus to develop recommendations. Consensus is defined as no 'member' having substantial disagreement on an issue and that they are willing to move forward:
 - a) Every effort shall be made to achieve consensus

- b) Consensus may consist of agreement on a summary of the different perspectives on an issue
- c) Decisions on specific issues will be considered interim consensus, unless agreed otherwise, until there is consensus on the full set of recommendations

I. DISPUTE RESOLUTION MECHANISM

1) Process Issues

- a) Process issues will be resolved by the facilitator

2) Technical Issues

- a) Collaborative representatives and Steering Committee members will work to identify the underlying issues and work towards a solution in a positive, friendly environment
- b) The representatives and members will seek compromise, alternatives and clarification of information needed
- c) The representatives and members will commit to arriving at the best solution possible
- d) If no consensus solution can be reached, then the outstanding issues will be summarized by the Steering Committee and reported back to the Kootenay Forest Sector Collaborative
- e) Priority will be given to focusing the efforts of the Collaborative, Steering Committee and Working Groups on recommendations that receive consensus

J. REVIEW OF AND REVISIONS TO TERMS OF REFERENCE

The Terms of Reference will be reviewed annually, if the process extends beyond 2020, or earlier based on consensus of the Steering Committee. Approval and revisions of the Terms of Reference requires the approval of the Steering Committee.

Kootenay Forest Sector Collaborative Meeting Agenda
June XXXX, 2020

Location: TBC

Time: 11:00am to 4 pm (MT) (10:00am to 3:00pm PT)

Facilitator: Gail Wallin

- | | |
|-----------------|---|
| 10:30am | Coffee and Networking |
| 11:00am | Welcome and Round Table |
| 11:15 am | Review and approve agenda |
| 11:20am | February 24, 2019 Meeting summary
<i>Objective: To review/revise and approve meeting summary</i> |
| 11:30am | Update on the Interior Forest Renewal Process
<i>Objective: To review how the Collaborative links with the Interior Forest Renewal</i> |
| 11:50am | Steering Committee – update and recommended actions
<i>Objective: To provide an update and review recommendations on for the Collaborative process to ensure that Indigenous Rights and Title are respected throughout and that there are increased Indigenous opportunities.</i> |
| 12:30pm | Lunch Break |
| 1:15pm | Recommendations from Technical Working Group #1 (tbc)
<i>Objective: To review and approve key recommendations from Technical Working Group</i> |
| 2:00pm | Recommendations from Technical Working Group #2 (tbc)
<i>Objective: To review and approve key recommendations from Technical Working Group</i> |
| 2:45pm | Recommendations from Technical Working Group # 3 (tbc)
<i>Objective: To review and approve key recommendations from Technical Working Group</i> |
| 3:15pm | Timeline and Next Steps
<i>Objective: To determine next steps and timeline for the Collaborative
To provide next steps for Technical Working Groups</i> |
| 3:45pm | Provide Feedback on Meeting |
| 4:00pm | Meeting adjourned |

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

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

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	%
Shared Operating Budget* (Refer to details on Page 2)	\$16,331,262	\$15,792,123	\$539,139	3.4%
Extraordinary Items:				
• 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		
SUBTOTAL	\$2,324,861	\$2,214,210		
Total Shared Budget*	\$18,656,123	\$18,006,333	\$649,790	3.6%
Non-shared Items				
• Municipal Debt Payments	4,554,291	4,554,291		
• Service Areas	8,212,175	7,686,122		
• Utilities	2,497,802	2,285,376		
SUBTOTAL	\$15,264,268	\$14,525,789	\$ 738,479	5.1%
TOTAL EXPENDITURES	\$33,920,391	\$32,532,122	\$1,388,269	4.3%

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

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.

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

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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.

Date: February 27, 2020
Submitted by: Shannon Moskal, Corporate Officer
Service Name: General Administration
Service Purpose: Operations affecting the entire RDEK
Participants: All Jurisdictions

Operational Items:

General:

- Salaries have increased by \$40,000. Includes 15 month RDI Intern position with wages and employer costs of \$36,160 in 2020 and \$31,640 in 2021. A total of \$60,000 will be funded by a Rural Divident Fund grant over the two years through the Rural Development Institute.
- Consulting – IT security services audit \$22,000 carried forward to Jan 2020. Miscellaneous \$20,000.
- Grants:
 - SPCA \$7,197
 - BC Hydro Community Energy Manager \$20,000
 - KKTAC \$5,250 for 2020 and \$3,500 each year after
 - Discretionary fund for non-routine grant requests \$5,000
 - RDI Grant \$40,000 carried forward from 2019
 - Kootenay Clean Energy Transition Pilot \$15,000 funded from the Climate Action Reserve
 - AKBLG Sponsorship \$4,000 (approved February 14, 2020)
 - Kootenay Indian Residential School Anniversary of Closing Grant \$7,500 (approved February 14, 2020)
- Building reserve contribution increased to \$200,000 from \$100,000.

Board Costs:

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

Shared Costs:

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

Capital Items:

General:

- IT – computer equipment replacements \$49,172
- Photocopiers – final purchase payout for Cranbrook office main and upstairs \$22,843
- Records Management – document scanner replacement \$13,000
- IT – core and client switches \$53,072
- Phone System – replacement \$90,000 (going to RFP). Current system is no longer supported.
- Backup generator \$25,000 current estimate. The actual cost may be much higher. This budget items would allow moving forward if a lower-cost approach can be found.

Board Costs:

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

CFO Comments:

- Taxation increase of \$321,773 = 21.5% = \$6 per average residential property valued at \$354,000 proposed in 2020, which includes:
 - Additional building reserve \$100,000
 - Boardroom audio and microphones \$51,200 (General Admin share)
 - General Administration share of required replacement of phones, Boardroom audio and IT capital \$179,444
 - Backup generator \$25,000
 - Board remuneration increase \$11,725
 - Energy Manager increase \$5,000
- The draft financial plan includes the transfer of the remaining Tax Stabilization Reserve of \$108,735. Without utilization of this reserve, taxation would have increased an additional 7.2%.
- Transfers to reserves includes \$200,000 to the building reserve for the main Cranbrook office as part of asset management and preparing for the eventual replacement of the building, and \$350,000 for the transfer of interest earnings to RDEK Reserves.
- The five year plan includes new transfers to reserves in future years to build a fund for future IT and communication equipment replacements as part of asset management planning.
- Wildsight Education Beyond Recycling Program grant request (not supported by Board February 14, 2020).

**General 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	\$1,490,827	\$1,490,827	\$1,812,600	\$1,821,000	\$1,859,000	\$1,908,000	\$1,938,000
Payments in Lieu of Taxes	5,000	14,734	10,000	10,000	10,000	10,000	10,000
Provincial Grants	160,000	170,000	170,000	170,000	170,000	170,000	170,000
Local Government Grants & Regional Transfers	9,329	5,329	45,500	28,000			
Fees & Charges	25,575	31,017	10,850	11,000	11,150	26,175	11,450
Interest	360,000	599,091	360,000	360,000	360,000	360,000	360,000
Prior Period Surplus	164,418	167,094	62,000	30,000	30,000	30,000	30,000
Total Revenue	2,215,149	2,478,092	2,470,950	2,430,000	2,440,150	2,504,175	2,519,450

Expenditures

Salaries & Benefits	1,005,458	983,884	1,043,036	1,059,474	1,044,627	1,062,270	1,081,371
Administration & Overhead	15,650	19,222	22,000	22,675	23,220	23,610	24,005
Consulting & Professional Services	37,000	3,920	47,000	25,000	25,000	25,000	25,000
Grants	75,487	18,233	103,947	54,913	40,135	40,364	40,600
Shared Overhead	(3,765)	(13,675)	(46,589)	(31,207)	(2,202)	29,933	33,529
Total General	1,129,830	1,011,585	1,169,394	1,130,855	1,130,780	1,181,177	1,204,505

Board Costs

Remuneration	453,830	459,926	469,194	480,788	492,299	501,128	493,165
Legislative Services	49,960	37,233	27,660	45,810	29,310	51,710	27,010
Travel, Training, and Conferences	42,250	34,442	42,550	44,550	52,550	44,550	42,550
Administration & Overhead	21,500	22,871	16,600	16,900	16,600	16,600	16,900
Telephone & Utilities				900			900
Total Board Costs	567,540	554,472	556,004	588,948	590,759	613,988	580,525

Shared Overhead

Administration & Overhead	371,101	298,989	375,921	343,066	363,281	343,361	350,381
Operations & Maintenance	125,500	100,313	137,920	123,500	117,780	119,460	130,440
Vehicle & Hauling Costs	3,600	4,024	4,000	4,000	4,000	4,000	4,000
Consulting & Professional Services	108,000	100,371	112,500	104,000	112,000	108,000	116,000
Telephone & Utilities	105,100	104,386	130,486	129,356	120,076	122,886	137,871
Shared Overhead	(713,301)	(608,083)	(760,827)	(703,922)	(717,137)	(697,707)	(738,692)
Total Expenditures	1,697,370	1,566,057	1,725,398	1,719,803	1,721,539	1,795,165	1,785,030



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

	<u>2019</u> <u>BUDGET</u>	<u>2019</u> <u>ACTUAL</u>	<u>2020</u> <u>BUDGET</u>	<u>2021</u> <u>BUDGET</u>	<u>2022</u> <u>BUDGET</u>	<u>2023</u> <u>BUDGET</u>	<u>2024</u> <u>BUDGET</u>
Revenue less Expenditures	517,779	912,036	745,552	710,197	718,611	709,010	734,420
Transfers to Reserves	(450,000)	(680,873)	(550,000)	(610,000)	(633,000)	(658,000)	(683,000)
Transfers from Reserves	150,458	57,739	108,735	15,000			
Capital Expenditures	(207,209)	(226,902)	(304,287)	(115,197)	(85,611)	(51,010)	(51,420)
Surplus (Deficit)	11,028	62,000					
 Reserve Funds		93,735					
Capital Reserve		245,536					
Vehicle and Equipment Reserve Fund		36,212					

Date: February 25, 2020
Submitted by: Holly Ronnquist, CFO
Service Name: Elk Valley Property Tax Sharing
Service Purpose: Receive and distribute funds for Electoral Area A from the Elk Valley Property Tax Sharing Agreement
Participants: Electoral Area A

Operational Items:

- Staff salaries and other overhead of \$4,917.
- \$1,398,600 to be distributed as follows:

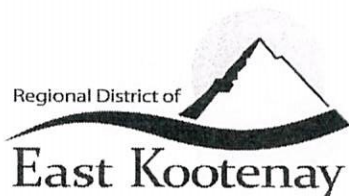
○ Community Projects	\$ 50,000
○ Hosmer Intersection Project	1,000,000
○ Upper Elk Valley Fire Contribution	95,000
○ Hosmer Fire Contribution	46,000
○ Access Guardian	8,600
○ District of Elkford Student	8,000
○ West Fernie 2020 Construction	71,000
○ Fernie Historical Soc – West Fernie Book	20,000
○ Fernie Historical Soc – Digitizing Fernie Free Press	10,000 (up to)
○ Mine Tax Negotiations	25,000
○ Elected Officials Meeting	5,000
○ Tourism Fernie – Tourism Mgt Program	50,000 (up to)
○ Sparwood Historical Society – Museum	10,000 (up to)

Capital Items:

- None

CFO Comments:

- There is no taxation for this service.
- Funding comes from the 2020 estimated allocation of \$580,000. There is a forecasted 2019 surplus of \$1,502,336 of which \$1,198,600 is committed.
- 2020 includes \$1,000,000 for a highway upgrade/intersection project near Hosmer.
- 2020 includes \$160,000 over four years for additions to the Sparwood Firehall.
- Included in 2021 is a transfer of \$250,000 to the Fernie Rural Fire Protection service for a contribution to a new fire hall in Fernie.
- Surplus funds projected at \$678,819 at the end of 2020.
- Surplus funds projected to 2024 are \$1,834,848.
- Reserve fund balance of \$208,085.



**EV Mine Tax Sharing
Five Year Financial Plan
With Revenues and Expenditures
For the Twelve Months Ending December 31, 2019
2020-02-24**

	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET
<u>Revenue</u>							
Payments in Lieu of Taxes	\$555,000	\$573,633	\$580,000	\$585,000	\$590,000	\$600,000	\$610,000
Interest		16,000					
Prior Period Surplus	1,144,351	1,144,351	1,502,336	678,819	759,214	1,094,518	1,439,730
Total Revenue	1,699,351	1,733,984	2,082,336	1,263,819	1,349,214	1,694,518	2,049,730
<u>Expenditures</u>							
Salaries & Benefits	2,537	2,533	3,867	3,944	4,024	4,104	4,186
Administration & Overhead	440	38	5,500	500	500	500	500
Operations & Maintenance	642,000		140,000	100,000	100,000	100,000	100,000
Consulting & Professional Services			25,000				
Grants	158,000	108,000	1,008,000				
Shared Overhead	399	348	550	561	572	584	596
Total General	803,376	110,919	1,182,917	105,005	105,096	105,188	105,282
Total Expenditures	803,376	110,919	1,182,917	105,005	105,096	105,188	105,282
Revenue less Expenditures	895,975	1,623,065	899,419	1,158,814	1,244,118	1,589,330	1,944,448
Transfers to Other Funds	(23,000)	(23,000)	(46,000)	(46,000)	(46,000)	(46,000)	(46,000)
Transfer to Upper EV Fire	(38,000)	(38,000)	(95,000)	(95,000)	(95,000)	(95,000)	(55,000)
Transfer to Access Guardian	(9,000)	(9,000)	(8,600)	(8,600)	(8,600)	(8,600)	(8,600)
Transfer to Discretionary Grant-In-Aid	(20,000)	(20,000)					
Transfer to Fernie Rural Fire	(24,000)	(24,000)		(250,000)			
Transfer to West Fernie Servicing	(90,000)	(6,729)	(71,000)				
Surplus (Deficit)	691,975	1,502,336	678,819	759,214	1,094,518	1,439,730	1,834,848
Reserve Funds		208,085					

Board Cheque Register

From 2/1/2020 To 2/29/2020

Cheque Number	Vendor Name	Amount
62469	CAM BEAUDRY	\$924.26
62470	CANADIAN TIRE #658	\$1,403.48
62471	CITY OF CRANBROOK	\$334.20
62472	COPPER POINT RESORT	\$784.00
62473	FAIRMONT HOT SPRINGS RESORT	\$210.00
62474	FREE PRESS	\$82.00
62475	GOLDIGGER EXCAVATING	\$1,102.50
62476	NAPA AUTO PARTS #147	\$7.15
62477	SIWMA	\$200.00
62478	SPECIAL OLYMPICS BC KIMB/CBK	\$2,885.16
62479	STAPLES - DESJARDINS	\$4,459.28
62480	STAPLES ADVANTAGE	\$252.00
62481	WILL-O-BEND GOLF & RV PARK LTD.	\$573.56
EFT014057	TERRY BALAN	\$206.75
EFT014058	BELLOWS PROPERTY SERVICES	\$882.00
EFT014059	BLADE RUNNER	\$207.23
EFT014060	COLIN BREAKWELL	\$580.00
EFT014061	BRIGADE	\$2,189.25
EFT014062	CRANBROOK WATER CONDITIONING LTD	\$162.80
EFT014063	CROCKER EQUIPMENT CO. LTD.	\$802.37
EFT014064	DAVIDDUKE HOLDINGS LTD	\$1,260.00
EFT014065	D & E ENTERPRISES JANITORIAL	\$1,749.50
EFT014066	DEVTEL COMMUNICATIONS	\$105.37
EFT014067	SIERMIL EZ COURIERS LTD.	\$135.83
EFT014068	FOOTHILLS SILVA CULTURE INC	\$3,203.35
EFT014069	GLOBALSTAR CANADA	\$89.59
EFT014070	GP FUELS INC.	\$95.85
EFT014071	GUILLEVIN INTERNATIONAL INC	\$1,307.31
EFT014072	HAUL-ALL EQUIPMENT LTD	\$1,579.20

Board Cheque Register

From 2/1/2020 To 2/29/2020

Cheque Number	Vendor Name	Amount
EFT014073	INTERIOR HEALTH - CAPITAL	\$83,854.47
EFT014074	INVERMERE HARDWARE	\$47.96
EFT014075	KMB AUTO BODY	\$454.70
EFT014076	KOOTENAY LANDSCAPE	\$3,615.15
EFT014077	LO-COST PROPANE	\$667.38
EFT014078	LORDCO AUTO PARTS	\$70.64
EFT014079	LUCKY STRIKE GAS	\$1,005.45
EFT014080	MARTECH ELECTRICAL CRANBROOK	\$553.59
EFT014081	CHRIS MATHESON	\$90.00
EFT014083	MULTIGAS DETECTION & INSTRUMENTATION	\$824.25
EFT014084	UAP INC	\$590.04
EFT014085	SHARON PASOWISTY	\$930.52
EFT014086	RE-MATT INC	\$1,212.75
EFT014087	RM OFFICE SOLUTIONS LTD	\$13,577.76
EFT014088	SOUTHEAST RENTALS LTD	\$220.50
EFT014089	SPERLING HANSEN ASSOCIATES	\$972.76
EFT014090	STONEWALL FIRE PROTECTION & SAFETY	\$269.85
EFT014091	SUPERIOR PROPANE INC.	\$3,447.68
EFT014092	STEVE TERSMETTE	\$30.21
EFT014093	TIPI MOUNTAIN ECO-CULTURAL SERVICES	\$13,056.11
EFT014094	TRI-KOTA CLEANING	\$200.00
EFT014095	WASTE MANAGEMENT OF CANADA	\$9,730.81
EFT014096	ILONA WEBSTER	\$52.50
EFT014097	TORIL WILDER	\$525.00
EFT014098	DENNIS WILKINSON	\$595.00
EFT014099	WILMER COMMUNITY CLUB	\$50.00
EFT014100	XEROX CANADA LTD	\$356.20
EFT014101	ZION TRUCKING LTD.	\$1,335.60

Board Cheque Register

From 2/1/2020 To 2/29/2020

Cheque Number	Vendor Name	Amount
EFT014102	ZUMUNDO CONSULTANTS	\$4,057.64
62482	CANADA POST CORPORATION	\$1,391.05
62483	CENTRIX CONTROL SOLUTIONS LP	\$4,146.24
62484	GOLDIGGER EXCAVATING	\$11,279.63
62485	INTERIOR HEALTH	\$1,450.00
62486	INVESTORS GROUP TRUST CO. LTD.	\$632.50
62487	KEY CITY THEATRE	\$4,262.00
62488	PARAGON STRATEGIC SERVICES LTD	\$6,202.35
62489	PITNEY BOWES	\$95.75
62490	QUICKSCRIBE SERVICES LTD.	\$3,168.55
62491	SHAW BUSINESS	\$651.61
62492	TECHNICAL SAFETY BC	\$71.00
62493	VISTA RADIO LTD.	\$1,186.42
EFT014103	A.C.E. COURIER SERVICE	\$70.41
EFT014104	ALS CANADA LTD	\$492.46
EFT014105	TERRY BALAN	\$39.11
EFT014106	BLACK PRESS GROUP LTD	\$5,865.25
EFT014107	IAN BOLZENIUS	\$170.00
EFT014108	GARY BURFORD	\$915.52
EFT014109	CANAL FLATS COMMUNITY SOCIETY	\$6,169.01
EFT014110	CARO ANALYTICAL SERVICES	\$1,201.68
EFT014111	CLEARTECH INDUSTRIES INC.	\$733.43
EFT014112	COLLEGE OF THE ROCKIES	\$50.00
EFT014113	COLUMBIA VALLEY FREIGHT	\$269.06
EFT014114	COOK S ELECTRICAL SERVICE LTD	\$1,375.12
EFT014115	CRANBROOK BUILDING CENTRE LTD	\$893.70
EFT014116	CRANSON ELECTRICAL SERVICES	\$116.55
EFT014117	CUPE LOCAL 2106	\$1,675.87

Board Cheque Register

From 2/1/2020 To 2/29/2020

Cheque Number	Vendor Name	Amount
EFT014118	Dominion GovLaw LLP	\$144.48
EFT014119	EAGLE ROCK CONSTRUCTION LTD.	\$65,950.50
EFT014120	Fisher Peak Performing Artists Society	\$1,000.00
EFT014121	flexiNET Broadband	\$44.80
EFT014122	FRESHWATER FISHERIES SOCIETY	\$12,359.92
EFT014123	GREAT CANADIAN OIL CHANGE	\$87.32
EFT014124	GREGG DISTIBUTORS LP	\$113.87
EFT014125	HACH SALES & SERVICE CANADA LP	\$208.35
EFT014126	HOP STUDIOS	\$2,233.88
EFT014127	INVERMERE HARDWARE	\$261.74
EFT014128	JIM PATTISON BROADCAST GROUP	\$787.52
EFT014129	TRACY MCGUIRE	\$6.50
EFT014130	MERIDIAN ONE CAP	\$284.30
EFT014131	MOMENTUM CONFERENCING	\$100.68
EFT014132	MELODY MUNRO	\$620.82
EFT014133	NORTHSTAR RAILS TO TRAILS SOCIETY	\$14,499.19
EFT014134	OVERHEAD DOOR COMPANY	\$183.75
EFT014135	PACIFIC BLUE CROSS	\$7,845.50
EFT014136	PRECISION SERVICE & PUMPS INC.	\$48,210.04
EFT014137	ROTARY CLUB OF CRANBROOK	\$20,000.00
EFT014138	SOUTHEAST RENTALS LTD	\$18,840.23
EFT014139	SPRING HONDA	\$98.52
EFT014140	STEEDMAN ENTERPRISES	\$11,497.50
EFT014141	SUPERIOR PROPANE INC.	\$2,435.24
EFT014142	TA CONTRACTING	\$6,691.91
EFT014143	TAYNTON BAY ELECTRICAL LTD	\$357.00
EFT014144	TRIANGLE WOMEN S INSTITUTE	\$1,340.17
EFT014145	TSUNAMI SOLUTIONS LTD	\$916.02

Board Cheque Register

From 2/1/2020 To 2/29/2020

Cheque Number	Vendor Name	Amount
EFT014146	TURF N TIMBER CONTRACTING	\$2,168.25
EFT014147	UNITED WAY	\$3,027.83
EFT014148	TRACY VAN DE WIEL	\$566.22
EFT014149	WASTE MANAGEMENT OF CANADA	\$41,282.26
EFT014150	WOODY'S PLUMBING	\$708.75
62494	BC FIRE TRAINING OFFICERS ASSOC.	\$630.00
62495	ELK PARK RANCH HOME OWNERS ASSOC	\$2,500.00
62496	ELK VALLEY CONTRACTING	\$4,168.65
62497	INVERMERE DISTRICT CURLING CENTRE	\$4,000.00
62498	MINISTER OF FINANCE	\$2,661.34
62499	MINISTER OF FINANCE	\$210.00
62500	MINISTER OF FINANCE	\$1,200.00
62501	SOUTH COUNTRY SERVICES	\$365.40
62502	WORDSWORTH & ASSOCIATES	\$7,822.50
EFT014151	A.C.E. COURIER SERVICE	\$358.32
EFT014152	DOUG BARRACLOUGH	\$44.84
EFT014153	Baynes Lake General Store	\$125.47
EFT014154	BC HYDRO	\$42,859.19
EFT014155	BELL MOBILITY INC.	\$2,110.33
EFT014156	LARRY BINKS	\$342.50
EFT014157	BRIGADE	\$2,189.25
EFT014158	BUSY BEE SANITARY SUPPLIES INC.	\$88.75
EFT014159	CANAM TELECOM CONSULTANTS LTD	\$1,249.50
EFT014160	CDW CANADA INC.	\$4,516.75
EFT014161	SUSAN CLOVECHOK	\$361.19
EFT014162	CORIX MULTI-UTILITY SERVICES	\$2,704.88
EFT014163	CYBERLINK SYSTEM CORP.	\$14,359.01
EFT014164	DEAN'S PLUMBING & HEATING (2010) LTD	\$1,585.67

Board Cheque Register

From 2/1/2020 To 2/29/2020

Cheque Number	Vendor Name	Amount
EFT014165	DISTRICT OF ELKFORD	\$189.98
EFT014166	STAN DOEHLE	\$646.84
EFT014167	LOREE DUCZEK	\$115.00
EFT014168	FORTIS BC - NATURAL GAS	\$1,475.18
EFT014169	GF INC.	\$462.36
EFT014170	GFL ENVIRONMENTAL INC. 2019	\$120,386.15
EFT014171	GREAT CANADIAN OIL CHANGE	\$110.94
EFT014172	CHRIS HAMBRUCH	\$25.00
EFT014173	HI-WAY 9 EXPRESS LTD.	\$22.61
EFT014174	KOOTENAY COMMUNICATIONS LTD.	\$794.50
EFT014175	DEAN McKERRACHER	\$95.00
EFT014176	M I A OF BC	\$88,058.00
EFT014177	GORDON OLSEN	\$64.90
EFT014178	PRESTIGE INN CRANBROOK	\$269.12
EFT014179	ROBERT PREVOST	\$735.00
EFT014180	QUAD CITY BUILDING MATERIALS	\$318.21
EFT014181	ANGE QUALIZZA	\$45.00
EFT014182	REG DIST OF CENTRAL KOOTENAY	\$7,663.92
EFT014183	CLARA REINHARDT	\$20.00
EFT014184	ROCKY MTN PHOENIX	\$1,737.41
EFT014185	NATHAN SIEMENS	\$115.00
EFT014186	SUPERIOR PROPANE INC.	\$3,005.58
EFT014187	GERRY TAFT	\$45.00
EFT014188	RICHARD TEGART	\$30.68
EFT014189	KAREN UNRUH	\$25.00
EFT014190	VALLEY LOCKWORKS	\$189.00
EFT014191	VITAL AIRE	\$50.95
EFT014192	JANE WALTER	\$145.08

Board Cheque Register

From 2/1/2020 To 2/29/2020

Cheque Number	Vendor Name	Amount
EFT014193	JIM WESTWOOD	\$23.60
EFT014194	VIRGINIA WEST	\$45.00
EFT014195	GERALD WILKIE	\$223.02
EFT014196	DAVID WILKS	\$45.00
EFT014197	NANCY WILFLEY	\$49.36
EFT014198	WINDERMERE CENTEX	\$91.05
EFT014199	ZONE WEST ENTERPRISES LTD	\$31.50
62503	MAUREEN COULOMBE	\$37.17
62504	HOPKINS HARVEST LTD	\$496.75
62505	INTERIOR HEALTH	\$150.00
62506	INVESTORS GROUP TRUST CO. LTD.	\$632.50
62507	MGM INDUSTRIES LTD	\$690.26
62508	JOSH PEDERSEN	\$23.60
62509	RDEK PETTY CASH c/o D. Renaud	\$164.00
62510	MARGE REAY	\$17.70
62511	RFS CANADA	\$167.48
62512	SHAW CABLE	\$732.32
62513	TELUS COMMUNICATIONS	\$5,643.81
62514	Volunteer Fire Fighters' Assoc. of BC	\$400.00
EFT014200	A.C.E. COURIER SERVICE	\$358.32
EFT014201	ADVANCED SAFETY MGMT LTD	\$437.92
EFT014202	ALS CANADA LTD	\$492.46
EFT014203	AMBERLIGHT VENTURES LTD.	\$630.00
EFT014204	BC TRANSIT	\$39,063.07
EFT014205	B & L Security Patrol Ltd	\$99.75
EFT014206	CITY OF KIMBERLEY	\$14,111.00
EFT014207	COLUMBIA VALLEY FREIGHT	\$328.13
EFT014208	LEE-ANN CRANE	\$45.00

Board Cheque Register

From 2/1/2020 To 2/29/2020

Cheque Number	Vendor Name	Amount
EFT014209	CUPE LOCAL 2106	\$1,665.27
EFT014210	LILY DURHAM	\$115.68
EFT014211	e-KNOW EK NEWS ONLINE WEEKLY	\$210.00
EFT014212	FLAMEGUARD SAFETY SERVICES	\$467.32
EFT014213	FRED SURRIDGE LTD.	\$8,118.47
EFT014214	ROB GAY	\$925.56
EFT014215	GFL ENVIRONMENTAL INC. 2019	\$110.25
EFT014216	GREAT CANADIAN OIL CHANGE	\$504.65
EFT014217	HI-WAY 9 EXPRESS LTD.	\$22.61
EFT014218	KENT HOLMES	\$35.40
EFT014219	INVERMERE HARDWARE	\$187.88
EFT014220	HERB JANZEN	\$37.76
EFT014221	LIDSTONE & COMPANY	\$2,281.54
EFT014222	ILENE LOWING	\$22.42
EFT014223	LUCKY STRIKE GAS	\$46.50
EFT014224	MAX S PLACE BAKERY LTD	\$770.24
EFT014225	UAP INC	\$1,562.76
EFT014226	PITNEYWORKS	\$10,000.00
EFT014227	PRESTIGE INN CRANBROOK	\$1,211.04
EFT014228	DAMIEN RICHARD	\$3,447.01
EFT014229	RM OFFICE SOLUTIONS LTD	\$185.92
EFT014230	ROCKY MOUNTAIN PRINT SOLUTIONS	\$32,797.75
EFT014231	JENNIFER SPETA	\$8,048.25
EFT014232	WAYNE STONE	\$35.40
EFT014233	SUPERIOR PROPANE INC.	\$2,245.26
EFT014234	TAYNTON BAY ELECTRICAL LTD	\$129.15
EFT014235	STEVE TERSMETTE	\$149.29
EFT014236	TIPI MOUNTAIN ECO-CULTURAL SERVICES	\$1,769.51

Board Cheque Register

From 2/1/2020 To 2/29/2020

Cheque Number	Vendor Name	Amount
EFT014237	JOHN TODD	\$8.85
EFT014238	TREEHOUSE OUTDOOR EDUCATION INC.	\$1,000.00
EFT014239	TRI-KOTA CLEANING	\$200.00
EFT014240	UNITED WAY	\$54.00
EFT014241	VITAL AIRE	\$91.85
EFT014242	M. SHAYNE WEBSTER	\$23.60
EFT014243	JIM WESTWOOD	\$35.40
EFT014244	WOODY'S PLUMBING	\$252.00
EFT014245	WSP CANADA INC	\$11,203.51

Total Cheques: 234**Total Amount of Cheques: \$968,112.66**

Resolved:

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

Chairperson: _____

REGIONAL DISTRICT OF EAST KOOTENAY

BYLAW NO. 2984

A bylaw to adopt the Regional District of East Kootenay 2020 – 2024 five year financial plan.

The Board of the Regional District of East Kootenay enacts as follows:

1. This Bylaw may be cited as “Regional District of East Kootenay – 2020 – 2024 Five Year Financial Plan Bylaw No. 2984, 2020.”
2. The five year financial plan for the Regional District of East Kootenay being Revenue and Expenditures as contained in Schedule A attached to and forming part of this Bylaw, is the 2020 – 2024 five year financial plan for the Regional District.

READ A FIRST TIME the day of

READ A SECOND TIME the day of

READ A THIRD TIME the day of

ADOPTED the day of

CHAIR

CORPORATE OFFICER



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
Revenue							
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	7,885,780	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
Total Revenue	38,294,053	35,455,634	39,263,405	35,772,990	35,373,208	33,623,852	34,144,285

Expenditures							
General Administration	1,697,370	1,566,057	1,725,398	1,719,803	1,721,539	1,795,165	1,785,030
Election Area Administration	3,209,533	2,270,207	2,443,202	1,477,002	1,565,500	1,531,300	1,572,000
EV Tax Sharing	803,376	110,919	1,182,917	105,005	105,096	105,188	105,282
CBT Admin	60,995	99,877	59,876	59,876	59,876	59,876	59,876
DGA	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
Unslightly 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	123,197
Invermere Rural Fire	55,335	49,743	55,505	59,603	60,634	61,667	62,702

1 of 4



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

	2019		2020		2021		2022		2023		2024	
	BUDGET	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
Wilmer/Toby Bench Fire	37,265	31,921	38,089	39,390	39,390	39,917	40,448	40,979				
Radium Resort/Dry Gulch Fire	46,556	42,520	50,169	50,078	50,078	51,005	51,962	52,947				
Brownsville Fire	4,246	3,542	4,717	4,208	4,208	4,287	4,371	4,454				
CV Emergency Program	117,843	111,977	127,487	130,816	130,816	128,389	137,710	131,039				
Central Emergency Program	133,802	197,613	567,272	138,968	138,968	140,018	148,649	143,433				
EV Emergency Program	119,964	100,859	133,334	134,897	134,897	136,000	138,000	139,500				
E911	393,823	348,610	411,723	462,050	462,050	479,227	492,227	497,227				
Fairmont Creek Flood Control	158,340	176,610	97,230	80,943	80,943	22,000	21,350	67,991				
Area A Flood Control	97,172	49,008	127,798	73,525	73,525	75,894	36,276	38,697				
CV Conservation Program	218,648	222,839	139,040	124,341	124,341	124,379	124,439	124,504				
Invasive Plant Management	99,027	80,123	101,157	101,865	101,865	104,910	104,970	106,591				
Access Guardian Program	60,808	60,327	60,822	60,843	60,843	60,861	60,878	60,894				
Mosquito Control	131,347	90,852	104,173	140,014	140,014	145,455	145,100	145,251				
CV Solid Waste	1,903,733	1,832,946	2,241,578	2,050,140	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	4,285,500	4,293,500	4,327,500	4,289,500				
EV Solid Waste	2,254,002	2,052,855	2,245,237	2,274,602	2,274,602	2,277,602	2,315,602	2,358,602				
Area A Septage	43,882	21,961	58,267	25,819	25,819	45,869	25,924	25,478				
EV Victim Assistance	63,072	27,691	65,885	66,147	66,147	66,471	66,808	67,148				
Tie Lake Water Level Control	7,523	10,820	7,095	6,601	6,601	7,154	5,714	5,818				
Rosen Lake Water Level Control	32,529	10,660	9,314	4,700	4,700	4,813	4,928	5,046				
Lazy Lake Water Level Control	1,400	1,717	22,686	1,872	1,872	1,471	1,786	1,844				
Broadband	116,618	115,589	116,261	116,277	116,277	116,292	116,310	116,329				
EV Airport	61,406	46,790	48,740	61,913	61,913	38,322	63,700	51,100				
Area B Cemeteries	663	130	477	486	486	495	506	518				
Area C Cemeteries	1,279	490	686	703	703	713	729	743				
Area E Cemeteries	1,463	847	1,477	1,536	1,536	1,595	1,656	1,717				
Area F Cemeteries	27,423	28,859	21,183	28,697	28,697	29,201	29,730	30,240				
Planning	1,348,788	1,101,569	1,253,457	969,400	969,400	985,400	958,900	977,900				
CV Economic Development	405,433	257,629	763,906	342,050	342,050	259,842	260,141	260,459				
Area A Economic Development	478	43	435	524	524	546	571	594				
Area B Economic Development	3,235	71	3,218	3,224	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	20,000				
Area E Economic Development	87,404	232	204,982	4,987	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	13,680				
Area G Economic Development	1,680	20	703	719	719	732	747	762				
Moylie Street Lighting	5,723	5,581	5,729	5,898	5,898	6,071	6,253	6,434				
Wardner Street Lighting	4,003	3,896	4,009	4,124	4,124	4,253	4,376	4,505				
Elko Street Lighting	3,038	2,896	3,072	3,072	3,072	3,166	3,256	3,353				
King-Cobham Street Lighting	4,142	4,017	4,128	4,253	4,253	4,377	4,512	4,645				
Wilmer Street Lighting	6,758	6,592	6,760	6,964	6,964	7,166	7,381	7,593				

2 of 4



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

	2019	2019	2020	2021	2022	2023	2024
	BUDGET	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	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
Baltic Sewer	144,961	106,390	160,658	123,023	122,696	120,508	120,464
Holland Creek Storm Sewer	1,024	1,024	1,024	1,024	1,024	1,024	1,024
CV Liquid Waste	275	97	179				
West Fernie Infrastructure Upgrades	12,013	6,729	3,333	1,641	229,859	231,005	232,790
Holland Creek Water	250,362	221,636	238,195	231,162	231,162	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
Mojie 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
Total Expenditures	32,532,122	28,069,943	33,920,391	29,838,728	29,939,975	30,132,141	30,310,614
Revenue less Expenditures	5,761,931	7,385,691	5,343,014	5,934,262	5,433,233	3,491,711	3,833,671
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	2019	2020	2021	2022	2023	2024
	BUDGET	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	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)	(3,788,892)
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
End of Year Surplus	2,153,384	7,035,844	1,883,512	1,487,040	1,712,394	1,957,445	2,309,116

This is Schedule A referred to in Bylaw No. 2984 cited as "Regional District of East Kootenay – 2020 – 2024 Five Year Financial Plan Bylaw No. 2984, 2020."

Chair

Corporate Officer

Date