



Governance & Regional Services Committee Meeting Agenda

December 6, 2018

6:15 pm

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.

		Who Votes	Count
1.	Call to Order		
2.	Addition of Late Items		
3.	Adoption of the Agenda		
4.	Adoption of the Minutes		
4.1	November 8, 2018 Meeting		
5.	Delegations		
6.	Correspondence		
6.1	Environmental Services Board Report		
7.	Unfinished Business		
8.	New Business		
8.1	Cheque Register – November 2018		
8.2	Special Event Licence – Fairmont Hot Springs Resort – Christmas Eve Fireworks		
8.3	Special Event Licence – Panorama New Year's Eve Fireworks Show		
8.4	Columbia Basin Trust Community Initiatives and Affected Areas Programs Administration Fee		
8.5	Columbia Basin Trust Energy Sustainability Grant Application	All Directors	Weighted
8.6	Columbia Basin Trust Trail Enhancement Grant Application	All Directors	Weighted
9.	Bylaws		
9.1	Bylaw No. 2898 – Revenue Anticipation Borrowing Bylaw – Introduction	All Directors	Weighted
10.	Late Agenda Items		
11.	Reports from Directors		
12.	Adjournment		

**MINUTES OF THE REGIONAL DISTRICT OF EAST KOOTENAY
GOVERNANCE & REGIONAL SERVICES COMMITTEE MEETING
HELD AT THE REGIONAL DISTRICT OFFICE IN CRANBROOK BC ON
NOVEMBER 8, 2018**

PRESENT

Chair Rob Gay	Electoral Area C
Director Mike Sosnowski	Electoral Area A
Director Stan Doehle	Electoral Area B
Director Jane Walter	Electoral Area E
Director Susan Clovechok	Electoral Area F
Director Gerry Wilkie	Electoral Area G
Director Lee Pratt	City of Cranbrook
Director Wesly Graham	City of Cranbrook
Director Ange Qualizza	City of Fernie
Director Don McCormick	City of Kimberley
Director Dean McKerracher	District of Elkford
Director Allen Miller	District of Invermere
Director David Wilks	District of Sparwood
Director Karl Sterzer	Village of Canal Flats
Director Clara Reinhardt	Village of Radium Hot Springs

STAFF

Shawn Tomlin	Chief Administrative Officer
Shannon Moskal	Corporate Officer
Connie Thom	Executive Assistant (Recording Secretary)

Chair Rob Gay called the meeting to order at 3:30 pm.

ADOPTION OF THE AGENDA

Agenda	MOVED by Director Pratt SECONDED by Director Sosnowski
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THAT the agenda for the Governance & Regional Services Committee meeting be adopted.

CARRIED

ADOPTION OF THE MINUTES

Minutes	MOVED by Director McKerracher SECONDED by Director Graham
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THAT the Minutes of the Governance & Regional Services Committee meeting held on October 4, 2018 be adopted as circulated.

CARRIED

NEW BUSINESS

48110 Wayne Stetski, MP Request for Topics	MOVED by Director Doehle SECONDED by Director Wilkie
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THAT the following topics be submitted to Wayne Stetski, MP Kootenay Columbia, for an update at an upcoming Board of Directors meeting:

- bill C-71 gun control
- temporary foreign workers program
- navigable waters legislation-restoration of lost protections
- Columbia River Treaty
- Kootenay National Park emergency services upgrades

CARRIED

48111 Cheque Register	MOVED by Director Reinhardt SECONDED by Director McKerracher
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THAT the cheque register for the RDEK General Account for October 2018 in the amount of \$2,078,529.66 be approved as paid.

CARRIED

NEW BUSINESS (continued)

48112
Quarterly Financial
Statements

MOVED by Director Reinhardt
SECONDED by Director Wilkie

THAT the RDEK financial statement for the period of January 1st to September 30th, 2018 be accepted.

CARRIED

48113
SWMP Review
Appointment

MOVED by Director Sterzer
SECONDED by Director Miller

THAT Director Gerry Wilkie be appointed to the Solid Waste Management Plan Review Advisory Committee, representing the Columbia Valley Subregion.

CARRIED

48114
SWMP Review
Appointments

MOVED by Director Walter
SECONDED by Director Graham

THAT Director Stan Doehle and Director Jane Walter (as alternate) be appointed to the Solid Waste Management Plan Review Advisory Committee, representing the Central Subregion.

CARRIED

48115
SWMP Review
Appointments

MOVED by Director Sosnowski
SECONDED by Director Wilks

THAT Director Mike Sosnowski and Director Ange Qualizza (as alternate) be appointed to the Solid Waste Management Plan Review Advisory Committee, representing the Elk Valley Subregion.

CARRIED

48116
SWMP Review
Appointment

MOVED by Director Wilkie
SECONDED by Director Sterzer

THAT Director Clara Reinhardt be appointed as an alternate representative of the Columbia Valley Subregion on the Solid Waste Management Plan Review Advisory Committee.

CARRIED

48117
RDEK Waste
Composition Study

MOVED by Director Qualizza
SECONDED by Director Wilkie

THAT the Regional District of East Kootenay Waste Composition Study Final Report be accepted.

CARRIED

Director Clara Reinhardt left the meeting at 3:58 pm.

48118
Wapiti Ski Club
Project

MOVED by Director McKerracher
SECONDED by Director Sosnowski

THAT the RDEK take over the Rural Dividend Fund application submitted by the Wapiti Ski Club entitled "Wapiti Lighting Replacement" by becoming the sole applicant and providing financial administration of the grant funds;

and further, that the Chair and CAO be authorized to sign an agreement with the Wapiti Ski Club for undertaking the project, providing the applicant share of the funding and completing the required reporting.

CARRIED

NEW BUSINESS (continued)

48119
Emergency Social
Services Program

MOVED by Director Wilkie
SECONDED by Director Wilks

THAT a Community Emergency Preparedness Fund grant application for \$24,700 be submitted for training, equipment and supplies for the East Kootenay Emergency Social Services Program with the RDEK to provide overall grant management.

CARRIED

48120
Key City Theatre
Upgrades

MOVED by Director Gay
SECONDED by Director Sosnowski

THAT a Community Works Fund grant of \$150,000 be provided to the Key City Theatre for phase 2 capital upgrades;

and further, that the grant be included in the 2019 Financial Plan.

CARRIED

48121
Fire Dispatch Network
Agreement

MOVED by Director Walter
SECONDED by Director Doehle

THAT the Chair and CAO be authorized to sign the fire dispatch network agreement with the Regional District of Kootenay Boundary for the term of June 1, 2018 to May 31, 2023.

CARRIED

ADJOURNMENT

Adjourn to Closed

MOVED by Director Walter
SECONDED by Director Doehle

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

Audit Proposal – 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 4:04 pm.

CERTIFIED CORRECT

Chair Rob C. Gay

Shannon Moskal, Corporate Officer

Environmental Services December Report

Ohh 605 000

Solid Waste

The second meeting of the Solid Waste Management Plan Review Advisory Committee is scheduled for December 13.

Commissioning of the new Household Hazard Waste Facility at the Cranbrook Transfer Station is anticipated for early December. In addition to receiving Household Hazardous materials the facility will now also receive used oil.

Central Subregion

Drawings and final reporting for the septage receiving facility design in Area B were submitted to the Ministry of Environment in early December. We are hopeful the Ministry will now issue a permit to discharge so that construction can begin in early 2019.

The clean-up contractor at the Wasa Transfer Station had their equipment vandalized on November 13. During the evening an excavator used to load scrap metal was set on fire. Total loss of the machine was incurred.



Recreation Facilities, Parks, Trails

Regional Parks

The Cranbrook Lions Club met with RDEK staff at the Wycliffe Regional Park for a photo opportunity to recognize the Lion's hard work, craftsmanship and dedication to building the 4 new wheelchair accessible outhouses, which were installed and open to the public in the summer of 2018.



Invasive Plant Program

Remedial action (spraying) to control invasive plants on 8 of 9 Canadian Pacific Railway sites (as per RDEK Invasive Plant Enforcement Bylaw #2711 and the provincial Weed Control Act) has been completed. The 9th site was not treated due to time and weather constraints.

Board Cheque Register

From 11/1/2018 To 11/30/2018

Cheque Number	Vendor Name	Amount
61226	AQUAIR WATER COMPANY LTD	\$136.50
61227	BC HYDRO	\$149.71
61228	BELL MOBILITY INC.	\$1,984.85
61229	KAREN BERGMAN	\$75.90
61230	BUILDING OFFICIALS ASSOCIATION OF BC	\$630.00
61231	CANADIAN TIRE #658	\$1,092.76
61232	CITY OF CRANBROOK	\$28,125.00
61233	COLUMBIA BASIN TRUST	\$100.00
61234	Dominion GovLaw LLP	\$21.28
61235	FAB RITE SERVICES LTD.	\$104.16
61236	FORTIS BC - NATURAL GAS	\$157.05
61237	FRIENDS OF THE COLUMBIA WETLANDS SOCIETY	\$6,500.00
61238	GALLY EQUIPMENT SERVICES LTD	\$635.25
61239	GOLDIGGER EXCAVATING	\$2,583.00
61240	HOP STUDIOS	\$183.75
61241	INVERMERE HARDWARE	\$5,179.32
61242	JAMESON WATER SERVICES	\$1,575.00
61244	PHYLLIS JOHNSON	\$1,496.00
61245	KEY WEST PLUMBING	\$52.50
61246	KRYSTAL KLEAR	\$273.00
61247	MARTECH ELECTRICAL CRANBROOK	\$7,192.50
61248	MATHEWS, DINSDALE & CLARK LLP	\$1,118.88
61249	McINNES WATER WORKS	\$190.05
61250	MEDICAL SERVICES PLAN OF B.C.	\$3,300.00
61251	MINISTER OF FINANCE	\$16.72
61252	MOUNTAIN VIEW RESOURCES	\$2,894.06
61253	NEW DAWN DEVELOPMENTS	\$4,451.22
61254	EARL OLSEN	\$357.19
61255	PRESTIGE INN CRANBROOK	\$259.84

Board Cheque Register

From 11/1/2018 To 11/30/2018

Cheque Number	Vendor Name	Amount
61256	RAINBOW INTERNATIONAL RESTORATION OF KOOTENAY	\$5,108.96
61257	REVELSTOKE IRON GRIZZLY	\$1,736.00
61258	RFS CANADA	\$950.54
61259	RMC ENTERPRISES INC.	\$2,185.05
61260	ROGER S RECHARGE	\$792.58
61262	SHAW CABLE	\$245.18
61263	SPRING HONDA	\$245.69
61264	SULLIVAN PUB	\$210.00
61265	TELUS COMMUNICATIONS	\$5,949.82
61266	WESTERN CANADA SAFETY SERVICES LTD	\$231.00
61267	WEST FORK RESOURCE MANAGEMENT	\$3,787.54
61268	WINDERMERE CENTEX	\$84.71
EFT010781	ADVANCED SAFETY MGMT LTD	\$477.12
EFT010782	ANYWEAR GARMENT COMPANY	\$168.00
EFT010783	ASTRAF CONSTRUCTION LTD 2002	\$13,020.00
EFT010784	TERRY BALAN	\$300.00
EFT010785	BANG THE TABLE	\$5,600.00
EFT010786	BC TRANSIT	\$144,558.69
EFT010787	BENEFITS BY DESIGN INC.	\$9,526.81
EFT010788	LARRY BINKS	\$470.50
EFT010789	BIOMAXX WASTEWATER SOLUTIONS	\$5,652.64
EFT010790	B & L Security Patrol Ltd	\$99.75
EFT010791	IAN BOLZENIUS	\$205.00
EFT010792	NIKKI BRADSHAW	\$97.61
EFT010793	SANFORD BROWN	\$1,211.53
EFT010794	GARY BURFORD	\$200.00
EFT010795	CARO ANALYTICAL SERVICES	\$858.91
EFT010796	CDW CANADA INC.	\$5,536.13

Board Cheque Register

From 11/1/2018 To 11/30/2018

Cheque Number	Vendor Name	Amount
EFT010797	ANITA CHAREST	\$275.00
EFT010798	CITY OF FERNIE	\$7,367.20
EFT010799	CORIX MULTI-UTILITY SERVICES	\$1,616.03
EFT010800	DAVE S AIR CONDITIONING	\$1,841.81
EFT010801	D & E ENTERPRISES JANITORIAL	\$3,095.92
EFT010802	ECONOMY VACUUM TANKERS	\$32.80
EFT010803	EMCO CORPORATION	\$1,036.90
EFT010804	SIERMIL EZ COURIERS LTD.	\$129.65
EFT010805	FRED SURRIDGE LTD.	\$404.05
EFT010806	FRESHWATER FISHERIES SOCIETY	\$3,000.00
EFT010807	GF INC.	\$499.98
EFT010808	GORD S IRRIGATION	\$157.50
EFT010809	GREAT CANADIAN OIL CHANGE	\$96.15
EFT010810	GUILLEVIN INTERNATIONAL INC	\$6,070.51
EFT010811	HAUL-ALL EQUIPMENT LTD	\$9,618.00
EFT010812	HERITAGE INN	\$1,037.75
EFT010813	iCOMPASS TECHNOLOGIES INC	\$105.00
EFT010814	NICOLE JUNG	\$40.59
EFT010815	KAL TIRE CRANBROOK	\$1,078.33
EFT010816	BONNIE KARI	\$40.00
EFT010817	KERR WOOD LEIDAL	\$23,535.60
EFT010818	KMB AUTO BODY	\$546.93
EFT010819	BRENDA KOLENBRANDER	\$1,000.00
EFT010820	KOOTENAY LANDSCAPE	\$294.53
EFT010821	LIDSTONE & COMPANY	\$1,460.29
EFT010822	LUCKY STRIKE GAS	\$345.20
EFT010823	CHRIS MATHESON	\$147.40
EFT010824	MAX S PLACE BAKERY LTD	\$282.45

Board Cheque Register

From 11/1/2018 To 11/30/2018

Cheque Number	Vendor Name	Amount
EFT010825	McD S ENTERPRISES LTD	\$3,976.35
EFT010826	TRACY MCGUIRE	\$65.46
EFT010827	MITECH BUSINESS SYSTEMS LTD.	\$1,068.40
EFT010828	MOMENTUM CONFERENCING	\$30.83
EFT010829	SHANNON MOSKAL	\$14.30
EFT010830	MPE ENGINEERING LTD.	\$3,082.72
EFT010831	OMEGA COMMUNICATIONS LTD	\$23,074.02
EFT010832	PACIFIC BLUE CROSS	\$27,474.61
EFT010833	SHARON PASOWISTY	\$1,222.00
EFT010834	RELLA PAOLINI & ROGERS	\$17,108.11
EFT010835	RE-MATT INC	\$1,858.50
EFT010836	DEBBIE RENAUD	\$80.00
EFT010837	REVOLUTION ENVIRO SOLUTIONS LP	\$530.25
EFT010838	DAMIEN RICHARD	\$3,438.67
EFT010839	RM OFFICE SOLUTIONS LTD	\$792.94
EFT010840	ROCKY MTN PHOENIX	\$28,336.94
EFT010841	SALVADOR READY MIX CONCRETE	\$357.20
EFT010842	SELKIRK SIGNS & SERVICES LTD	\$418.88
EFT010843	SOUTH SKY RECYCLING LTD	\$128,405.09
EFT010844	SPERLING HANSEN ASSOCIATES	\$8,945.33
EFT010845	JENNIFER SPETA	\$7,087.50
EFT010846	SUPERIOR PROPANE INC.	\$2,622.87
EFT010847	TEMPEST DEVELOPMENT GROUP	\$204.75
EFT010848	STEVE TERSMETTE	\$80.08
EFT010849	TRIANGLE WOMEN S INSTITUTE	\$435.00
EFT010850	TROY LIFE & FIRE SAFETY LTD	\$777.00
EFT010851	UNIVERSAL DOORS & EXTERIORS	\$168.00
EFT010852	VILLAGE OF RADIUM HOT SPRINGS	\$11,500.00

Board Cheque Register

From 11/1/2018 To 11/30/2018

Cheque Number	Vendor Name	Amount
EFT010853	WASA RECREATION SOCIETY	\$510.00
EFT010854	WASTE MANAGEMENT OF CANADA	\$224.87
EFT010855	WHOLESALE FIRE & RESCUE LTD	\$3,080.59
EFT010856	NANCY WILFLEY	\$54.80
EFT010857	WILMER COMMUNITY CLUB	\$175.00
EFT010858	XEROX CANADA LTD	\$414.86
EFT010859	ZION TRUCKING LTD.	\$3,574.20
61269	BC HYDRO	\$29,983.73
61270	BELLOWS PROPERTY SERVICES	\$735.00
61271	CANADIAN TIRE #658	\$1,240.95
61272	KENNETH CLARKE	\$24.45
61273	CRANBROOK DAILY TOWNSMAN	\$99.75
61274	CRANBROOK & DISTRICT ARTS COUNCIL	\$3,000.00
61275	FORTIS BC - NATURAL GAS	\$312.02
61276	GT PLUMBING	\$173.25
61277	INTERIOR TROPHIES & SPORTS	\$33.60
61278	INVESTORS GROUP TRUST CO. LTD.	\$647.50
61279	MOUNTAIN VIEW RESOURCES	\$10,640.70
61280	THE NATURE TRUST OF BC	\$5,000.00
61281	SANDOR RENTAL & EQUIPMENT LTD.	\$190.40
61282	AARON AND SHARON SHUTTLEWORTH	\$100.00
61283	VALLEY LOCKWORKS	\$775.00
EFT010860	ASTRAF CONSTRUCTION LTD 2002	\$5,215.80
EFT010861	Baynes Lake General Store	\$194.20
EFT010862	BLACK PRESS GROUP LTD	\$9,087.56
EFT010863	BLADE RUNNER	\$114.10
EFT010864	DESMOND BOWEN	\$200.00
EFT010865	BUSY BEE SANITARY SUPPLIES INC.	\$307.81

Board Cheque Register

From 11/1/2018 To 11/30/2018

Cheque Number	Vendor Name	Amount
EFT010866	COLUMBIA VALLEY PIONEER	\$8,749.93
EFT010867	CRANBROOK WATER CONDITIONING LTD	\$59.20
EFT010868	CRANBROOK BUILDING CENTRE LTD	\$453.50
EFT010869	CUPE LOCAL 2106	\$1,534.35
EFT010870	DALE HARK	\$1,250.00
EFT010871	KAL TIRE CRANBROOK	\$191.73
EFT010872	KOOTENAY COLUMBIA SEARCH & RESCUE	\$1,347.89
EFT010873	McELHANNEY ASSOCIATES LAND SURVEYING	\$2,504.62
EFT010874	ANDREW McLEOD	\$80.00
EFT010875	PARTICIPACTION	\$4,500.00
EFT010876	QUAD CITY BUILDING MATERIALS	\$125.42
EFT010877	ROCKY MTN PHOENIX	\$449.75
EFT010878	SALVADOR READY MIX CONCRETE	\$295.70
EFT010879	SOUTHEAST DISPOSAL	\$32,814.60
EFT010880	SUPERIOR PROPANE INC.	\$2,448.28
EFT010881	TA CONTRACTING	\$6,028.75
EFT010882	TEMPEST DEVELOPMENT GROUP	\$8,906.60
EFT010883	UNITED WAY	\$34.00
EFT010884	WASTE MANAGEMENT OF CANADA	\$49,700.11
EFT010885	ILONA WEBSTER	\$35.00
EFT010886	WRIGHT S VACUUM & SEPTIC	\$323.50
EFT010887	XEROX CANADA LTD	\$190.56
61284	592200 BC LTD	\$630.00
61285	AMPED UP ELECTRICAL SERVICE LTD	\$4,926.41
61286	BRIGADE	\$992.25
61287	CANADIAN TIRE #658	\$124.46
61288	JOSEPH CARAVETTA	\$53.50
61289	CARVELLO LAW CORPORATION	\$2,706.97

Board Cheque Register

From 11/1/2018 To 11/30/2018

Cheque Number	Vendor Name	Amount
61290	CANADIAN PAYROLL ASSOCIATION	\$288.75
61291	MARIE DELORME	\$161.30
61292	DEVTEL COMMUNICATIONS	\$1,470.88
61293	EDGEWATER COMMUNITY HALL	\$220.50
61294	GWINNER'S COUNTRY BUTCHER	\$6,000.00
61295	MARK HATCH	\$8,362.44
61296	HIGH "R" EXPECTATIONS INC.	\$3,037.97
61297	INVERMERE HARDWARE	\$245.84
61298	KEY WEST PLUMBING	\$252.00
61299	MINISTER OF FINANCE	\$238.91
61300	MINISTER OF FINANCE	\$600.00
61301	PEACOCK EMBROIDERY & PROMOTIONS	\$1,239.23
61302	RECEIVER GENERAL FOR CANADA	\$105.60
61303	STAPLES/BD #252 CRANBROOK	\$218.90
61304	STAPLES ADVANTAGE	\$245.38
61305	TUNDRA STEEL PRODUCTS LTD.	\$308.12
61306	VALLEY LOCKWORKS	\$974.40
EFT010888	A.C.E. COURIER SERVICE	\$249.25
EFT010889	AIR LIQUIDE CANADA INC	\$258.31
EFT010890	ALS CANADA LTD	\$1,303.62
EFT010891	ASTRAF CONSTRUCTION LTD 2002	\$3,399.38
EFT010892	LARRY BINKS	\$482.50
EFT010893	GARY BURFORD	\$1,389.01
EFT010894	BUSY BEE SANITARY SUPPLIES INC.	\$138.79
EFT010895	COLUMBIA BASIN BROADBAND CORP	\$1,344.00
EFT010896	CV CHAMBER OF COMMERCE	\$7,500.00
EFT010897	CRABBE CONTRACTING LTD.	\$11,038.13
EFT010898	CRANBROOK WATER CONDITIONING LTD	\$32.20

Board Cheque Register

From 11/1/2018 To 11/30/2018

Cheque Number	Vendor Name	Amount
EFT010899	CYBERLINK SYSTEM CORP.	\$14,767.34
EFT010900	STAN DOEHLE	\$485.60
EFT010901	EDGEWATER RECREATION SOCIETY	\$6,000.00
EFT010902	ENCORE COOLING & HEATING	\$258.30
EFT010903	FLAMEGUARD SAFETY SERVICES	\$81.80
EFT010904	ROB GAY	\$261.00
EFT010905	GLOBALSTAR CANADA	\$79.50
EFT010906	MICHAEL GRAY	\$206.70
EFT010907	GREAT CANADIAN OIL CHANGE	\$81.72
EFT010908	TINA HLUSHAK	\$79.00
EFT010909	JIM PATTISON BROADCAST GROUP	\$2,826.66
EFT010910	KAL TIRE CRANBROOK	\$110.66
EFT010911	KEEFER ECOLOGICAL SERVICES LTD.	\$12,180.31
EFT010912	KOOTENAY COMMUNICATIONS LTD.	\$1,174.25
EFT010913	KOOTENAY LANDSCAPE	\$105.00
EFT010914	LUCKY STRIKE GAS	\$369.42
EFT010915	TRACY MCGUIRE	\$18.48
EFT010916	DEAN McKERRACHER	\$137.20
EFT010917	ANDREW McLEOD	\$653.71
EFT010918	ALLEN MILLER	\$65.00
EFT010919	MSREK SYSTEMS	\$349.95
EFT010920	MELODY MUNRO	\$1,574.51
EFT010921	SHARON PASOWISTY	\$1,173.09
EFT010922	PIP S COUNTRY STORE	\$92.00
EFT010923	REG DIST OF CENTRAL KOOTENAY	\$7,385.92
EFT010924	CLARA REINHARDT	\$45.00
EFT010925	RESCUE CANADA INC	\$1,000.00
EFT010926	SANDRA ROBERTS	\$70.40

Board Cheque Register

From 11/1/2018 To 11/30/2018

Cheque Number	Vendor Name	Amount
EFT010927	SALVADOR READY MIX CONCRETE	\$978.43
EFT010928	SAND CREEK SENIOR CITIZENS	\$5,000.00
EFT010929	DAN SAVAGE	\$180.00
EFT010930	SELKIRK SIGNS & SERVICES LTD	\$552.16
EFT010931	KARL STERZER	\$90.00
EFT010932	STEPHANIE STEVENS	\$202.30
EFT010933	SUPERIOR PROPANE INC.	\$2,360.84
EFT010934	TIMBERWOLF MAINTENANCE	\$283.50
EFT010935	TOP CROP FARM & GARDEN SUPPLY	\$2,231.66
EFT010936	TRI-KOTA CLEANING	\$450.00
EFT010937	VITAL AIRE	\$96.58
EFT010938	JANE WALTER	\$202.90
EFT010939	GERALD WILKIE	\$667.70
EFT010940	DAVID WILKS	\$90.00
EFT010941	WOODY'S PLUMBING	\$126.00
EFT010942	MICHAEL HOCKLEY	\$160.00
EFT010943	RACHAEL SMITH	\$160.00
61307	AQUAIR WATER COMPANY LTD	\$136.50
61308	ASSOCIATED FIRE SAFETY	\$965.90
61309	BC ONE CALL	\$141.75
61310	CANADA POST CORPORATION	\$1,273.24
61311	CANADIAN TIRE #658	\$124.29
61312	CARLETON RESCUE EQUIPMENT LTD	\$693.57
61313	Community Futures Central Kootenay	\$7,500.00
61314	Environmental Operators Certification Progam	\$63.00
61315	FAIRMONT & DISTRICT LIONS CLUB	\$500.00
61316	HOME DEPOT	\$350.38
61317	LEN HUNT	\$26.00

Board Cheque Register

From 11/1/2018 To 11/30/2018

Cheque Number	Vendor Name	Amount
61318	INVERMERE HARDWARE	\$3,391.56
61319	INVESTORS GROUP TRUST CO. LTD.	\$647.50
61320	KRYSTAL KLEAR	\$336.00
61321	LAZY LAKE ENVIRONMENT ASSOCIATION	\$1,281.00
61322	JOSEPH LYONS	\$120.00
61323	MARTECH ELECTRICAL CRANBROOK	\$299.78
61324	MATHEWS, DINSDALE & CLARK LLP	\$393.12
61325	KATHY MCCAULEY	\$533.10
61326	MINISTER OF FINANCE	\$102.67
61327	MJ S FLORAL BOUTIQUE	\$74.29
61328	JAMES PENSON	\$400.00
61329	PITNEY BOWES	\$240.70
61330	PITNEYWORKS	\$10,000.00
61331	PP PLANSCAPE INC	\$315.00
61332	PRESTIGE INN CRANBROOK	\$2,728.32
61333	ROOK DESIGN MEDIA	\$22.12
61334	SHAW BUSINESS	\$679.04
61335	SHAW CABLE	\$552.16
61336	SOUTH COUNTRY SERVICES	\$1,188.61
61337	STAPLES - DESJARDINS	\$1,703.75
61338	STAPLES ADVANTAGE	\$70.75
61339	MICHAEL WILSON	\$7,515.63
61340	WINDERMERE CENTEX	\$455.73
EFT010944	A.C.E. COURIER SERVICE	\$256.12
EFT010945	ADVANCED SAFETY MGMT LTD	\$430.08
EFT010946	DOUG BARRACLOUGH	\$25.00
EFT010947	BLACK PRESS GROUP LTD	\$974.71
EFT010948	JOHN BLAKLEY	\$178.49

Board Cheque Register

From 11/1/2018 To 11/30/2018

Cheque Number	Vendor Name	Amount
EFT010949	IAN BOLZENIUS	\$110.00
EFT010950	CDW CANADA INC.	\$5,737.07
EFT010951	CENTRATECH TECHNICAL SERVICES LTD	\$5,612.36
EFT010952	CERTIFIED ENSEMBLE SERVICES	\$546.00
EFT010953	ANITA CHAREST	\$32.00
EFT010954	CivicInfo BC	\$446.25
EFT010955	COLLEGE OF THE ROCKIES	\$2,990.00
EFT010956	COLUMBIA VALLEY PIONEER	\$3,145.15
EFT010957	CV CHAMBER OF COMMERCE	\$315.00
EFT010958	CORIX MULTI-UTILITY SERVICES	\$1,991.02
EFT010959	CRANSON ELECTRICAL SERVICES	\$3,580.50
EFT010960	CUPE LOCAL 2106	\$1,557.87
EFT010961	D & E ENTERPRISES JANITORIAL	\$1,606.80
EFT010962	Dominion GovLaw LLP	\$22.85
EFT010963	flexiNET Broadband	\$44.80
EFT010964	FORTIS BC - NATURAL GAS	\$224.54
EFT010965	BRIAN FUNKE	\$64.50
EFT010966	BARRY GARLAND	\$55.00
EFT010967	HEAVY METAL CO.	\$1,830.15
EFT010968	LEN HOLMGREN	\$62.86
EFT010969	HOP STUDIOS	\$2,664.38
EFT010970	KAL TIRE CRANBROOK	\$793.53
EFT010971	KINROSS SILVICULTURE SERVICES	\$1,034.25
EFT010972	KOOTENAY COMMUNICATIONS LTD.	\$1,319.97
EFT010973	LIDSTONE & COMPANY	\$9,268.15
EFT010974	CINDY LIGHTBURN	\$420.00
EFT010975	MAC-NEIL MOWING & IRRIGATION	\$1,732.50
EFT010976	MAX S PLACE BAKERY LTD	\$238.53

Board Cheque Register

From 11/1/2018 To 11/30/2018

Cheque Number	Vendor Name	Amount
EFT010977	JUDY MCPHEE	\$20.00
EFT010978	MERIDIAN ONE CAP	\$859.16
EFT010979	JAMES MILLER	\$1,238.84
EFT010980	MSREK SYSTEMS	\$192.20
EFT010981	STAN NOKLEBY	\$140.69
EFT010982	ALLAN NORMAN	\$425.00
EFT010983	OKANAGAN AUDIO LAB LTD	\$54.60
EFT010984	DEBBIE PIGHIN	\$31.26
EFT010985	QUAD CITY BUILDING MATERIALS	\$569.66
EFT010986	RELLA PAOLINI & ROGERS	\$4,309.45
EFT010987	RICOH CANADA INC	\$565.26
EFT010988	RM OFFICE SOLUTIONS LTD	\$111.45
EFT010989	SCOTT ROBINSON	\$996.60
EFT010990	ROCKY MTN PHOENIX	\$46,366.50
EFT010991	SELKIRK SIGNS & SERVICES LTD	\$140.00
EFT010992	SOUTHEAST DISPOSAL	\$335,991.68
EFT010993	SUPERIOR PROPANE INC.	\$103.10
EFT010994	SURE GLASS LTD.	\$599.03
EFT010995	TRI-KOTA CLEANING	\$250.00
EFT010996	UNITED WAY	\$34.00
EFT010997	WASTE MANAGEMENT OF CANADA	\$18,448.79
EFT010998	JIM WESTWOOD	\$65.00
EFT010999	WHOLESALE FIRE & RESCUE LTD	\$1,286.74
EFT011000	INTERIOR HEALTH - CAPITAL	\$267,928.49
61341	BRISCO COMMUNITY HALL	\$75.00
61342	CANADIAN TIRE - # 395	\$59.40
61343	CANADIAN TIRE #658	\$1,191.59
61344	Environmental Operators Certification Progam	\$357.00

Board Cheque Register

From 11/1/2018 To 11/30/2018

Cheque Number	Vendor Name	Amount
61345	E.T. WOODWORK	\$1,344.00
61346	FAIRMONT LIONS DEN	\$300.00
61347	GOLDIGGER EXCAVATING	\$1,548.75
61348	GRASMERE PIONEER HALL	\$131.25
61349	GREYHOUND COURIER EXPRESS	\$45.48
61350	INVERMERE HARDWARE	\$151.74
61351	J.A. LAIRD ELEMENTARY SCHOOL	\$6,677.61
61352	KOOCANUSA PUBLICATIONS INC.	\$3,930.15
61353	MEDICAL SERVICES PLAN OF B.C.	\$3,450.00
61354	MEQUIPCO LTD	\$1,002.98
61355	MINISTER OF FINANCE	\$2,249.19
61356	OK TIRE (INVERMERE)	\$1,052.80
61357	ROADSCAN CANADA	\$772.80
61358	SAND CREEK LIONS CLUB	\$50.00
61359	SHAW CABLE	\$203.50
61360	SIGNWRITER	\$437.94
61361	STAPLES ADVANTAGE	\$143.63
61362	TELUS COMMUNICATIONS	\$5,363.40
61363	TRANS-CARE RESCUE LTD.	\$2,005.19
61364	CORY WENTZELL	\$10.00
EFT011001	A.C.E. COURIER SERVICE	\$183.13
EFT011002	TERRY BALAN	\$200.00
EFT011003	BAYNES LAKE COMMUNITY SOCIETY	\$140.00
EFT011004	JOHN BLAKLEY	\$31.84
EFT011005	B & L Security Patrol Ltd	\$99.75
EFT011006	CARO ANALYTICAL SERVICES	\$1,726.99
EFT011007	STAN DOEHLE	\$321.80
EFT011008	LILY DURHAM	\$111.00

Board Cheque Register

From 11/1/2018 To 11/30/2018

Cheque Number	Vendor Name	Amount
EFT011009	FRED SURRIDGE LTD.	\$39.20
EFT011010	HERITAGE INN	\$536.13
EFT011011	TINA HLUSHAK	\$80.10
EFT011012	KENT HOLMES	\$15.00
EFT011013	IRONCLAD EARTHWORKS	\$290,304.00
EFT011014	IRWIN AIR LTD	\$3,378.24
EFT011015	KERR WOOD LEIDAL	\$4,500.56
EFT011016	LIDSTONE & COMPANY	\$10,392.13
EFT011017	LO-COST PROPANE	\$257.60
EFT011018	MAC-NEIL MOWING & IRRIGATION	\$110.25
EFT011019	MITECH BUSINESS SYSTEMS LTD.	\$317.41
EFT011020	MOMENTUM CONFERENCING	\$56.38
EFT011021	MPE ENGINEERING LTD.	\$12,967.55
EFT011022	UAP INC	\$43.68
EFT011023	PACIFIC BLUE CROSS	\$27,548.04
EFT011024	DAMIEN RICHARD	\$3,438.67
EFT011025	SAND CREEK COMMUNITY CLUB	\$350.00
EFT011026	SAND CREEK SENIOR CITIZENS	\$100.00
EFT011027	SOUTH SKY RECYCLING LTD	\$118,656.09
EFT011028	SPERLING HANSEN ASSOCIATES	\$13,077.66
EFT011029	JENNIFER SPETA	\$7,087.50
EFT011030	STONEWALL FIRE PROTECTION & SAFETY	\$266.70
EFT011031	SUPERIOR PROPANE INC.	\$114.74
EFT011032	TAYNTON BAY ELECTRICAL LTD	\$352.09
EFT011033	TEMPEST DEVELOPMENT GROUP	\$18,533.61
EFT011034	VADIM COMPUTER MANAGEMENT	\$451.50
EFT011035	VITAL AIRE	\$98.27
EFT011036	M. SHAYNE WEBSTER	\$20.00

Board Cheque Register

From 11/1/2018 To 11/30/2018

Cheque Number	Vendor Name	Amount
EFT011037	NANCY WILFLEY	\$54.80
EFT011038	WINDERMERE COMMUNITY ASSOC	\$351.30
EFT011039	WOODY'S PLUMBING	\$84.00
EFT011040	WSP CANADA INC	\$34,068.42

Total Cheques: 397**Total Amount of Cheques: \$2,300,676.76**

Resolved:

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

Chairperson: _____



Request for Decision

Shh 009 001

Date November 9, 2018
Author Tina Hlushak, Deputy Corporate Officer
Subject Request for a Special Event Licence – FHSR Christmas Eve Fireworks

REQUEST

To grant a Special Event Licence to Fairmont Hot Springs Resort for the Christmas Eve Fireworks Display to be held at 5225 Fairmont Resort Road in Fairmont on December 24, 2018.

OPTIONS

1. That a Special Event Licence be issued to Fairmont Hot Springs Resort for the Christmas Eve Fireworks Display to be held at 5225 Fairmont Resort Road in Fairmont on December 24, 2018;

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 6:00 pm to 7:00 pm on December 24, 2018.

2. That a Special Event Licence be issued to Fairmont Hot Springs Resort for the Christmas Eve Fireworks Display to be held at 5225 Fairmont Resort Road in Fairmont on December 24, 2018 subject to the following conditions *[any or all of the conditions listed below could apply]*:

- (a) the applicant must deposit cash in the amount of \$_____ for the reimbursement of any costs which may be incurred by the RDEK because of and as a consequence of the Special Event;
- (b) the applicant must obtain and keep in force during the Special Event, at its sole expense, insurance satisfactory to the RDEK protecting the RDEK and the applicant (without any rights of cross-claim or subrogation against the RDEK) against claims for personal injury, death, property damage or third party or public liability claims arising out of, in connection with, or in any way related to the Special Event, in a form acceptable to the RDEK and in an amount not less than \$_____ and with the RDEK named as an additional insured;

and further, the Special Event is hereby exempt from Sections 4.1, 4.2 and 4.3 of Noise Control Regulation Bylaw No.1396 during the hours of 6:00 pm to 7:00 pm on December 24, 2018.

3. That a Special Event Licence as applied for by Fairmont Hot Springs Resort for the Christmas Eve Fireworks Display to be held at 5225 Fairmont Resort Road in Fairmont on December 24, 2018 be denied.

RECOMMENDATION

Option 1

BACKGROUND/ANALYSIS

The Christmas Eve Fireworks Display is an annual event held by Fairmont Hot Springs Resort. This free event takes place on December 24 from 5:30 pm – 7:00 pm. The fireworks conclude the Christmas Eve Torchlight Parade at the ski hill where dozens of skiers will ski down the hill with torches followed by the fireworks finale.

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

SPECIFIC CONSIDERATIONS

Referrals

No concerns were identified by the referral agencies.

Previous Board Action

In previous years the Special Event Licence was granted without requiring a security deposit or insurance.

Control of Special Events Bylaw

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

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

Noise Control Regulation Bylaw No.1396

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

NOV 01 2018

Regional District of
East Kootenay
East Kootenay

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

FOR OFFICE USE ONLY

Licence Status:

Corporate Officer:

Special Event Licence Application

1. Applicant

Organization: FAIRMONT HOT SPRINGS RESORT

Contact Name: TRICIA KIRWAN

Mailing Address: 5225 FAIRMONT RESORT RD.
FAIRMONT HOT SPRINGS, BC V0B 1L1

Phone: 250-688-2000 Email: SAFETY@FHSR.COM

2. Property and Event Information

Name of Event: CHRISTMAS EVE FIREWORKS

Location of Event: 5225 FAIRMONT RESORT RD. SKI HILL
(civic address of property including house #, street name and community)

Nature of Event: FIREWORKS

Event Date(s): DECEMBER 24 Event Time(s): 6:00 PM

Number of Attendees Expected at Event: 500 +
(includes paid visitors, volunteers, workers, organizers, vendors, etc.)

Contact During Event: PETE HARDING Phone: 250-342-1493

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

3. Referrals

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

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

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

☒ No concerns

☐ Concerns have been addressed

☐ Concerns not addressed

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

Subject to approval of food vendors through temporary
food service applications and confirmation of approved water source
and liquid/solid waste disposal

Jason Murillo
Name

Jason
Signature

☐ No comments received by applicant

Date referral submitted: October 30, 2013

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

☒ No concerns

☐ Concerns have been addressed

☐ Concerns not addressed

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

Sgt. D.W. KAKUNO #47484
Name

Dauill
Signature

☐ No comments received by applicant

Date referral submitted: 2018-10-31

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

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

☒ No concerns

☐ Concerns have been addressed

☐ Concerns not addressed

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

Tim Miller
Name

Tim
Signature

☐ No comments received by applicant

Date referral submitted: _____

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

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

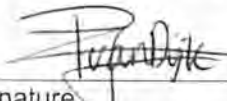
FAIRMONT HOT SPRINGS RESORT LTD.
Registered Owner/Occupier Name


Signature
PASCAL VAN DIJK
Print Name of Authorized Signatory
(if applicable)

5. Applicant's Signature

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

PASCAL VAN DIJK
Name of Applicant's Authorized Signatory


Signature

FOR OFFICE USE ONLY

RDEK Compliance Officer

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

Comments: THE NOISE GENERATED FROM THE FIREWORKS WILL CONTRAVENE 5.4.1 + 4.2 OF THE RDEK NOISE BYLAW #1396. APPLICANTS WILL NEED TO APPLY FOR AN EXEMPTION FROM THE BYLAW. I DO NOT SEE ANY OTHER BYLAW CONTRAVENTIONS OR CONCERNS.


Signature

NOV. 6/18
Date

Board Meeting / Special Conditions

Board Date / Resolution #:

Security Deposit Required / Amount:

Exemption to Noise Control Regulation Bylaw:

Insurance Required / Amount:

Application Fee

Application Fee Paid:

NOV. 9, 2018

Receipt #:

318715

 <p>FAIRMONT HOT SPRINGS RESORT</p>	<p>CHRISTMAS EVE FIREWORKS EVENT PLAN Location: Ski Hill 5225 Fairmont Resort Road</p>	<p>Page 1 of 2</p>
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Fire Protection

- Notification to Fairmont volunteer fire department for awareness.
- A qualified fireworks technician has been contracted to conduct the fireworks display.
- Staff will conduct a visual check of the fireworks display area for two hours post event to ensure no spot fires have ignited.

First Aid

- A first aid is located on the ground level of the ski lodge and stocked to meet WSBC regulatory requirements for Occupational First Aid Level 3.
- Level 3 First Aid Attendant will be on site for the duration of the event.

Toilet Facilities

- The event is being held outdoors at the ski hill and attendees will have access to the restroom facilities within the ski lodge. Men's facilities have 4 urinals plus 3 stalls. Ladies facilities have 6 stalls.

Garbage and recycling collection and removal

- Garbage and recycling receptacles are in place for commercial business use.
- FHSR ski hill is fully staffed at this time of year. Part of their daily duties involve site clean up, garbage collection and recycling removal.

Internal Security of the site

- FHSR staff for ski operations and food service will act as site security, as they do in their regular daily job functions.

Food Safety

- Food will be available at the concession counter within the ski lodge. The concession has a valid permit issued by Interior Health.

Parking

- Three parking levels exist for our commercial business

Traffic Control



CHRISTMAS EVE FIREWORKS EVENT PLAN
Location: Ski Hill 5225 Fairmont Resort Road

Page 2 of 2

- Parking attendants will be available to direct patrons

Liquor Service

- Licensed lounge will be open and staffed.
- Liquor consumption will only be permitted within the licensed facility.
- Resort staff will be responsible for ensuring patrons do not exit the licensed areas with alcoholic beverages.

Prevention of excessive or disturbing noises and/or nuisances

- FHRS has hosted this family event for the past 30 years without incident. The event is focused on family. As a result, patrons tend to be polite and courteous as they are in the presence of children.
- For the rare occasions when a patron is acting inappropriately, trained resort staff are responsible for removing them or arranging their removal from the property.

Contact Person for the event

- Peter Harding Cell: 250-688-0679



Request for Decision

Shh 009 001

Date	November 28, 2018
Author	Tina Hlushak, Deputy Corporate Officer
Subject	Request for a Special Event Licence – Panorama New Year's Eve Fireworks Show

REQUEST

To grant a Special Event Licence to Panorama Mountain Resort for the New Year's Eve Fireworks Show to be held at 2030 Summit Drive in Panorama on December 31, 2018.

OPTIONS

1. That a Special Event Licence be issued to Panorama Mountain Resort for the New Year's Eve Fireworks Show to be held at 2030 Summit Drive in Panorama on December 31, 2018;

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 9:00 pm on December 31, 2018.

2. That a Special Event Licence be issued to Panorama Mountain Resort for the New Year's Eve Fireworks Show to be held at 2030 Summit Drive in Panorama on December 31, 2018 subject to the following conditions *[any or all of the conditions listed below could apply]*:

(a) the applicant must deposit cash in the amount of \$_____ for the reimbursement of any costs which may be incurred by the RDEK because of and as a consequence of the Special Event;

(b) the applicant must obtain and keep in force during the Special Event, at its sole expense, insurance satisfactory to the RDEK protecting the RDEK and the applicant (without any rights of cross-claim or subrogation against the RDEK) against claims for personal injury, death, property damage or third party or public liability claims arising out of, in connection with, or in any way related to the Special Event, in a form acceptable to the RDEK and in an amount not less than \$_____ and with the RDEK named as an additional insured;

and further, the Special Event is hereby exempt from Sections 4.1, 4.2 and 4.3 of Noise Control Regulation Bylaw No.1396 during the hours of 8:00 pm to 9:00 pm on December 31, 2018.

3. That a Special Event Licence as applied for by Panorama Mountain Resort for the New Year's Eve Fireworks Show to be held at 2030 Summit Drive in Panorama on December 31, 2018 be denied.

RECOMMENDATION

Option 1

BACKGROUND/ANALYSIS

The New Year's Eve Fireworks Show is an annual event held by Panorama Mountain Resort. This free event takes place on December 31, 2018 from 8:30 pm – 8:45 pm. The fireworks will be held at the ski resort in celebration of New Year's Eve.

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

SPECIFIC CONSIDERATIONS

Referrals

No concerns were identified by the referral agencies.

Previous Board Action

In previous years the Special Event Licence was granted without requiring a security deposit or insurance.

Control of Special Events Bylaw

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

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

Noise Control Regulation Bylaw No.1396

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



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

FOR OFFICE USE ONLY	
Licence Status:	Corporate Officer:

Special Event Licence Application

1. Applicant

Organization: PANORAMA MOUNTAIN RESORT

Contact Name: JASON SIMPSON

Mailing Address: 2030 SUMMIT DR. BAG 7000
PANORAMA, BC VOA ITO

Phone: 250.409.5000 Email: jason.simpson@panoramaresort.ca

2. Property and Event Information

Name of Event: NEW YEAR'S EVE FIREWORKS SHOW

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

Nature of Event: FIREWORKS SHOW

Event Date(s): DEC. 31/2018 Event Time(s): 8:30 pm

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

Contact During Event: JASON SIMPSON Phone: 250.409.5000

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

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

3. Referrals

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

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

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

☒ No concerns

☐ Concerns have been addressed

☐ Concerns not addressed

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

See attached

Jennifer Beverley
Name

[Signature]
Signature

☐ No comments received by applicant

Date referral submitted: 11/13/2018

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

☐ No concerns

☐ Concerns have been addressed

☐ Concerns not addressed

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

Name

Signature

☐ No comments received by applicant

Date referral submitted: _____

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

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

☐ No concerns

☐ Concerns have been addressed

☐ Concerns not addressed

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

Name

Signature

☐ No comments received by applicant

Date referral submitted: _____

Panorama New Year's Eve Fireworks Event

I do not have any environmental health concerns with the planned event at Panorama on December 31st, 2018 at this point in time. The venue at Panorama has an Interior Health approved drinking water system, septic system and multiple permitted food facilities. No temporary food facilities for this event have been approved. Indoor washroom facilities are also provided to attendees. For solid waste management, the venue has outdoor garbage disposal receptacles, but additional receptacles may be added if required. First aid and safety services are also available for emergency assistance. It is recommended that the emergency response staff be trained to recognize opioid overdoses and administering "Naloxone" to respond to potential overdoses. The Province of British Columbia "Major Planned Events" guideline is available at <https://www2.gov.bc.ca/gov/content/health/keeping-bc-healthy-safe/pse-mpe/major-planned-events> If the event coordinator would like some more information or they may contact Jennifer Beverley, environmental health officer.


Jennifer Beverley

3. Referrals

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

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

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

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

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

Name

Signature

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

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

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

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

Sgt. D.W. KAKUNO #47484

Name

Signature

- ☐ No comments received by applicant Date referral submitted: 18-11-11

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

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

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

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

Name

Signature

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

3. Referrals

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

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

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

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

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

Name

Signature

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

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

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

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

Name

Signature

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

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

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

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

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

Show to be performed as the plan indicates.

Chief Tim Miller
Name

Signature

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

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

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

Powwow Mountain Resort
Registered Owner/Occupier Name

[Signature]
Signature
Stephen Peggan - CEO
Print Name of Authorized Signatory
(if applicable)

5. Applicant's Signature

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

JASON SIMPSON
Name of Applicant's Authorized Signatory

[Signature]
Signature

FOR OFFICE USE ONLY

RDEK Compliance Officer

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

Comments: THE NOISE GENERATED AT THIS EVENT WILL CONTRAVENE SECTIONS 4.1 & 4.2 OF THE RDEK NOISE BYLAW #1396. APPLICANTS WILL NEED TO APPLY FOR AN EXEMPTION FROM THESE SECTIONS OF THE BYLAW. I DO NOT SEE ANY OTHER BYLAW CONTRAVENTIONS OR CONCERNS

Signature [Signature]

Date NOV 27/18

Board Meeting / Special Conditions

Board Date / Resolution #:

Security Deposit Required / Amount:

Exemption to Noise Control Regulation Bylaw:

Insurance Required / Amount:

Application Fee

Application Fee Paid:

Receipt #:

Panorama Mountain Resort

New Year's Eve Fireworks – December 31/ 2018

Event Plan

Location

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

Approx. 1000 people will be in attendance.

Fire Protection

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

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

The fire house is 1km away from the site.

First Aid

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

Patrol Clinic is 500 meters from the event site.

Toilet Facilities

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

Garbage and Recycling

There are several permanent bins located within the event site.

Internal Security

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

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

Food Safety

N/A

Parking

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

Traffic Control

N/A

Liquor Being Served

No liquor is sold or provided at the event.

Prevention of Excessive or Disturbing Noises

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

Contact Person

Jason Simpson

250.409.5000

Fire Works Display Timeline 2018 (New Years)

Morning of Show	7:45 PM	8:00 PM	8:15 PM	8:30 PM	8:45 PM
Install fencing around launch site. 10:30am Skidoo + sleigh deliver fireworks to Launch Pad, 2-3 deliveries	Thoroughly sweep Show off. Let Maintenance know when Swept and Clear	Stand by for assistance and First aid			(Day after) Remove site fencing
					1-2 Blade Box returned to Cat Shop @ 11:30pm
Build torches	Place PA System near Eurobungy Be at Mile 1 for upload	Upload on the Mile 1	8:20 Start Parade	8:20 Snow School Person to start music on Fireworks Contractor command.	
	Call last chair Top operator leave drive and controls on Bottom operator leave controls on Tubepark calls last ride and shuts down carpet	Place maze gates from top of Tipdrag to above Snow school Turn off Super Pole lights	Operate bottom of Mile 1 Notify top of last chair Shut down as normal		Remove maze gate barrier and store Pick up litter Assist Gondola with loading guests
	Be at bottom of Mile 1 waiting for sweep	Turn off terrain park lights and music. Get to top of Mile 1 Switch off lights at base Tubepark Aux, Mid level, Upper level See "Light control" sheet	Operate top of mile Shut down as normal after last chair		Reset lights to auto
	Inform Pool guests lights will be shut off for Fireworks	Assemble in Ski Tip and disperse to the following: 3 in base area, 1 at carpet base 1 at top of carpet, 1 in middle of carpet if possible	Attend designated areas (gondy+ base) to assist with crowd control + First aid. Check that pool lights are out		Base team moves to Gondy + Ski Tip loop for traffic control. Carpet team moves to base for crowd control. Remove maze gate barrier and store Pick up litter
			8:45 pm Turn pool lights off		
			Notify Snowschool to proceed. Notify Fireworks contractor Snowschool is proceeding.	Notify Fireworks contractor when it is clear to Commence.	



Request for Decision

Uhh 616 012-F

Date November 19, 2018
Author Shannon Moskal, Corporate Officer
Subject Columbia Basin Trust Community Initiatives and Affected Areas Programs Administration Fee

REQUEST

To approve an administration fee of \$59,876 for the 2019/2020 Columbia Basin Trust Community Initiatives and Affected Areas Programs.

OPTIONS

1. That the administration fee of \$59,876 for the 2019/2020 Community Initiatives and Affected Areas Programs be approved.
2. That the administration fee of \$_____ for the 2019/2020 Community Initiatives and Affected Areas Programs be approved.

RECOMMENDATION

Option 1.

BACKGROUND/ANALYSIS

It is recommended that the administration fee for the 2019/2020 Columbia Basin Trust Community Initiatives and Affected Areas Programs be increased to \$59,876 (from \$53,000) which includes the design of a new database for project tracking and reporting.

New this year, all applicants are required to use the Trust's online application system to apply for funding through the Community Initiatives and Affected Areas Programs. The online application will be accessed through the Trust's website. We will provide direct assistance to organizations that do not have access to a computer or internet.

With the move to an online application system, the Trust will also no longer be supporting the project tracking database that we use. \$4,100 has been budgeted to design a new project database that will allow us to import the application information received from the Trust directly into the database rather than having to manually enter it.

The call for proposals will begin following the December 7, 2018 Board meeting. The deadline for submitting proposals was moved from mid-February to mid-January last year to accommodate the Board meeting schedule and staff resources. The date change was beneficial for both staff and applicants as the 2018/2019 program received the most applications to date. The deadline for submission of the 2019/2020 proposals will be 2:00 pm on Monday, January 21, 2019.

For reference, attached are the following reports:

- 2019/2020 Community Initiatives and Affected Areas Programs Funds Available; and
- 2019/2020 RDEK Process Schedule.

Attachments

**2019/2020 Community Initiatives and Affected Areas Programs Funds Available
as at November 9, 2018**

Community Initiatives Program	Carry Forward From Previous Year	Funds Returned	Interest	2019/2020 CBT Funds	Total Funds Available in 2019/2020
Elk Valley:					
Electoral Area A	0.00	617.09	35.74	34,413.77	35,066.60
District of Sparwood	0.00	940.88	59.02	56,826.17	57,826.07
District of Elkford	5,203.25	825.88	40.18	38,685.92	44,755.23
City of Fernie	0.58	617.10	68.81	66,234.96	66,921.45
	\$5,203.83	\$3,000.95	\$203.75	\$196,160.82	\$204,569.35
South Country:					
Electoral Area B	\$0.00	\$0.00	30.77	\$29,622.91	29,653.68
Cranbrook Area:					
Electoral Area C	5,626.55	7,833.60	98.37	94,711.24	108,269.76
City of Cranbrook	71,017.75	7,819.22	298.00	286,913.43	366,048.40
	\$76,644.30	\$15,652.82	\$396.37	\$381,624.67	\$474,318.16
Kimberley Area:					
Electoral Area E	0.00	1,500.00	35.74	34,413.77	35,949.51
City of Kimberley	0.00	3,375.27	100.15	96,423.14	99,898.56
	\$0.00	\$4,875.27	\$135.89	\$130,836.91	\$135,848.07
Columbia Valley:					
Electoral Area F	0.00	500.00	53.20	51,219.27	51,772.47
Electoral Area G	0.00	500.00	35.74	34,413.77	34,949.51
District of Invermere	360.75	750.00	48.97	47,151.37	48,311.09
Village of Radium Hot Springs	0.00	500.00	35.74	34,413.77	34,949.51
Village of Canal Flats	0.00	8,838.41	35.74	34,413.77	43,287.92
	\$360.75	\$11,088.41	\$209.39	\$201,611.95	\$213,270.50
CIP TOTALS	\$82,208.88	\$34,617.45	\$976.17	\$939,857.26	1,057,659.76

Affected Areas Program	Carry Forward From Previous Year	Funds Returned	Interest	2019/2020 CBT Funds	Total Funds Available in 2019/2020
Electoral Area B:					
Elko	0.00	0.00	23.46	22,589.11	22,612.57
Jaffray	0.00	0.00	23.46	22,589.11	22,612.57
Baynes Lake	0.00	0.00	23.46	22,589.11	22,612.57
Grasmere	28.28	0.00	23.46	22,589.11	22,640.85
Smaller Communities	0.00	0.00	23.47	22,589.11	22,612.58
	\$28.28	\$0.00	\$117.31	\$112,945.55	\$113,091.14
Electoral Area C	\$0.00	\$2,783.85	\$88.13	\$84,851.19	87,723.17
AAP TOTALS	\$28.28	\$2,783.85	\$205.44	\$197,796.74	200,814.31

Community Initiatives & Affected Areas Funding Grand Totals	\$82,237.16	\$37,401.30	\$1,181.61	\$1,137,654.00	\$1,258,474.07
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Process Schedule 2019/2020

Date / Period	Process
December 10, 2018	Application form available for public.
December 10	Program information mailed to municipalities and Electoral Area Directors.
December 10	Request for proposals advertising begins.
January 21, 2019 (at 2:00 pm)	Deadline for proposals to be submitted to the RDEK.
January 22 – February 15	RDEK reviews proposal eligibility.
February 15	Municipalities and Electoral Area Directors to confirm community meeting dates and locations with RDEK.
March 8	Letters mailed to applicants advising of community meetings.
March 15	Proposals mailed to appropriate municipalities and Electoral Area Directors.
March 21 – April 19	Community meetings advertised.
April 1 – 30	Community meetings held.
May 8	Municipal Councils and Electoral Area Directors submit their funding recommendations to RDEK.
June 7	RDEK Board reviews funding recommendations and approves proposals for funding.
June 14	Applicants advised of approved proposals. Funds distributed to proponents within 30 days of receipt of signed agreements. For funds over \$12,000, 1 st progress payment is distributed.
June 20	Notice of approved proposals advertised.
October 11	2 nd progress payment for projects over \$12,000.
February 14, 2020	3 rd progress payment for projects over \$24,000.
May 31	Completion date 2019/20 proposals and proponent due date for project financial report.

Request for Decision

Q cl 126 002

Date November 28, 2018
Author Jamie Davies, Recreation and Control Services Supervisor
Subject Columbia Basin Trust Energy Sustainability Grant Application

REQUEST

Permission to submit a grant application to the Columbia Basin Trust (CBT) Energy Sustainability Grant for 75 per cent of the cost to install solar power at the Wycliffe Exhibition Grounds.

OPTIONS

1. That the RDEK submit a grant application to the CBT Energy Sustainability Grant for 75 per cent of the cost to install solar power at the Wycliffe Exhibition Grounds.
2. That the RDEK not submit an application to the CBT Energy Sustainability Grant for 75 per cent of the cost to install solar power at the Wycliffe Exhibition Grounds.

RECOMMENDATION

Option 1.

BACKGROUND/ANALYSIS

Currently there is a funding opportunity through Columbia Basin Trust Energy Sustainability Grants for projects that create opportunities for alternative and renewable energy generation at Community Purpose Buildings. Available support is up to 75 per cent of project costs, up to a maximum grant of \$100,000. There is \$900,000 available for this first intake which closes January 7, 2019.

The Dave Henderson Pavilion, Artha Rose Centre and Outdoor Arena at the Wycliffe Exhibition Grounds are widely used by the public for equestrian events, weddings and other various events.

Electrical costs at the Wycliffe Exhibition Grounds from 2015 to 2017 are:

- 2015 - \$3,246.79
- 2016 - \$3,566.32
- 2017 - \$4,763.02

Anticipated cost to design, supply, install and fence a ground mounted solar power system is approximately \$85,000. The solar power system is expected to cover up to approximately 100 per cent of the Wycliffe Exhibition Grounds current electrical consumption.

SPECIFIC CONSIDERATIONS

Regional Sustainability Strategy

Climate and Energy – 10.3.4 Partnerships

The RDEK will:

Partner with Columbia Basin Trust, neighbouring regional districts, non-governmental organizations and other agencies in the proactive management of climate related issues.

Financial

Estimated number of years to pay back \$21,250 is 5.5 years (based on a 75 per cent grant, a 3-year average of electrical usage and a \$85,000 solar installation cost covering 100 per cent of electrical consumption).

Grant maximum of 75% of the cost of eligible cash expenses up to a maximum of \$100,000.

Project will not proceed if unsuccessful in securing CBT funding.

2018 PROGRAM GUIDE

This guide identifies what types of projects are eligible and gives you important information on how to complete an application form.

Questions? Contact us at 1.800.505.8998 or energysustainability@cbt.org

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PROGRAM GUIDE

WHAT IS THE ENERGY SUSTAINABILITY GRANTS PROGRAM?

Our Energy Sustainability Grants Program (Program) funds alternative energy generation and energy efficiency upgrades/retrofits to community purpose buildings. Projects must take place within the Columbia Basin Trust region (Basin) (ourtrust.org/map).

The Program will provide up to \$900,000 for the first year to support selected projects; a second intake will be announced in late 2019. The Trust will strive to distribute these funds equitably across communities, organizations and project types.

All project proposals must demonstrate alternative and renewable energy generation in order to be considered for funding and may also include activities related to energy conservation and efficiency.

Projects must demonstrate a positive return on investment (ROI) and significant community impact.

WHO CAN APPLY?

- Eligible applicants include registered non-profits, local governments and Indigenous organizations in the Basin that own Community Purpose Buildings.
- For the purposes of this Program, Community Purpose Buildings are defined as buildings that:
 - can be accessed by the general public;
 - have a public benefit; and
 - are actively used.
- School districts and registered public colleges may be eligible where the project is specifically for a space used for broader public purposes by external organizations and the space is not being used by the school or college for providing education.

WHEN IS THE APPLICATION DEADLINE?

Monday, January 7th, 2019 at 2:00 p.m. PT / 3:00 p.m. MT

We will not accept applications after this deadline.

WHAT TYPES OF PROJECTS ARE ELIGIBLE?

This Program will support projects that create opportunities for alternative and renewable energy generation at Community Purpose Buildings. Applications may also include activities related to energy conservation and efficiency for those buildings.

To be selected for funding, projects must demonstrate a positive ROI and significant community impact.

Eligible costs include, but are not limited to, the purchase and/or installation of alternative and renewable energy generation systems such as:

- Solar panels;
- Biomass energy boilers;
- Heat storage;
- Air or ground source heat pumps;
- Micro hydro systems; and
- Wind turbines.

In addition to the eligible costs listed above, the Program may also consider costs associated with energy conservation and efficiency improvements such as:

- Air sealing;
- Heating, ventilation, and air conditioning upgrades;
- Increase in insulation values; and
- Thermostat and other controls.

HOW MUCH OF MY PROJECT WILL THE TRUST FUND?

The Program will fund capital purchases, installation costs and consulting fees as follows:

Eligible Expenses	Grant Maximum
Alternative & Renewable Energy Generation	Maximum of 75% of the cost of eligible cash expenses up to a maximum of \$100,000.

In addition to the primary costs of the project (above) the Program will fund:

Eligible Expenses	Grant Maximum
Energy Conservation and Efficiency	Maximum of 50% of the cost of eligible cash expenses up to a maximum of \$100,000
Electric Vehicle Charging Station Installation (level 2)	Maximum of 50% of the cost of eligible cash expenses up to a maximum of \$4,000

Please note:

In-kind contributions will not be counted towards the total cash budget or proponent's required cash contribution.

WHAT TYPES OF PROJECTS ARE NOT ELIGIBLE?

The Trust retains the right to determine individual project eligibility. Projects are **not** eligible if they:

- do not have the potential for energy generation;
- occur on or in buildings owned by for-profit organizations or provincial and federal governments;
- occur on or in non-profit affordable housing buildings;
- take place outside the Basin; or
- relieve any level of government of its obligations.

CAN I APPLY FOR MULTI-YEAR FUNDING?

Yes, multi-year funding requests are eligible.

If you're requesting funding for a project that exceeds 12 months, provide detailed rationale as to why the project requires this length of time to be a success. Project funding is limited to a 36 month maximum.

Note: Your budget should reflect the cash required to complete the project over the entire timeframe listed in the application.

CAN I APPLY FOR MORE THAN ONE PROJECT?

Yes, you may apply for up to three projects per intake. However, we strive to distribute funds between applicants, regions and types of projects.

If you are submitting more than one request, please indicate an order of priority for submitted application (highest and lowest priority) in the 'Additional Information' section of the application.

HOW DOES THE TRUST SELECT PROJECTS FOR FUNDING?

The Program will fund projects to help buildings become financially sustainable in the long term due to energy generation and conservation.

Step 1: Qualification Assessment

Project applications will be assessed and be qualified based on:

- Completeness of application;
- Community impact, support and demonstrated need;
- Demonstrated potential for energy generation; and
- Demonstrated ROI.

Selected projects will go to Step 2.

Step 2: Feasibility Analysis and Audit

Qualified projects will undergo a review comprised of an Energy Generation Feasibility Analysis (EGFA) and an ASHRAE Level 1 energy audit (Level 1 Audit).

- The EGFA will evaluate the potential for alternative and/or renewable energy generation; and
- The Level 1 Audit will help determine the ability to improve a building's energy performance and energy savings relative to the required investment.

Selected projects will go to Step 3.

Step 3: Due Diligence and Project Definition

Further due diligence and project definition will be completed.

Selected projects will go to Step 4.

Step 4: Final Funding Approval

WHEN WILL I HEAR THE RESULTS?

Step 1 of the selection process usually takes *up to eight weeks*.

We will contact you *by email*, at the email address on your application form, to let you know if your project has been approved for funding.

Selection timelines for Steps 2-4 will be project dependent.

Throughout the selection process, we will also let you know whether there are conditions you'll need to address, and whether you'll receive full or partial funding.

We will then send a Contribution Agreement for signature and you will receive the funding after both parties sign that agreement and all conditions have been met.

WHEN CAN MY PROJECT START?

Projects can start after you receive funding approval from the Trust.

Grant money can only be put toward approved project expenses that occur *after* you receive confirmation of Final Funding Approval.

Applicants should plan to start their project work no earlier than March 1, 2019.

WHAT ELSE DO I HAVE TO KEEP IN MIND?

Even if a project meets the eligibility criteria it may not be selected for funding as the Trust typically receives requests for more funding than what is available.

The Trust will use its discretion to determine project eligibility and the amount of funding it may allocate to each project and to offer part or all of the Trust portion of the funding request.

HOW DO I APPLY?

Applications are online and application instructions are described in the next section of this Guide. We strongly encourage all applicants to read the directions in the *Application Guide* section of this document, prior to filling out the application form.

APPLICATION GUIDE

USING THE ONLINE APPLICATION FORM

The Trust's online application system allows you to apply to various programs offered by the Trust. You will need to create an account to access application forms, save drafts and submit completed forms. Here are some tips for using the system:

- When logged in you can only work on one draft application per program. You must submit an application before you can begin another application within that specific program. Submitted applications can be edited up until the deadline.
- Drafts and submissions can be viewed once you have logged in.
- To ensure that your edits are saved, click the **Save Draft** button at the bottom of each page often, especially before navigating away from the page.
- **DO NOT CLICK YOUR BROWSERS BACK BUTTON**: your application form will not auto-save and you will lose your work. However, the application form will auto-save when you click the **Next** and **Previous** buttons to navigate between pages.



- Keep your entries precise and clear. It is important to note that space in some sections is limited. Space allotment is identified in each section.
- You have the option to use a worksheet to prepare your application entries and/or collaborate with others involved in your project. The worksheet is a Word document and will not be accepted as your application to the program. All of the questions you will be asked on the online application form are included on this worksheet.

COMPLETING THE APPLICATION FORM QUESTIONS

APPLICANT INFORMATION

Organization Legal Name

Enter the full legal name of your registered non-profit, public organization, municipality, regional district or Indigenous organization.

BC Registry Incorporation/Registration or Business Number (if applicable)

Registered non-profits and businesses must be in good standing with the BC Registry Services. Enter your number here.

Signing Authority Contact Information

If your application is successful, we will be sending a Contribution Agreement to this contact for signature.

Check if Signing Authority information is the same as Project Contact information.

Primary Contact Information

Identify the person who will be leading the project, or if they are not in place at this time, identify someone in your organization who can be contacted about your project either at the application stage or if your application is successful.

Organization Mandate (120 words)

Briefly describe your organization's purpose and mandate. Include the types of projects, programs and services you deliver and your operating budget.

PROJECT DETAILS

Project Title

Your project title should be succinct, descriptive and no longer than five words.

Project Location

You will be asked to select location(s) from a drop down menu which represents all municipalities, regional district areas and First Nation communities in the Basin area.

Identify the geographical location(s) that will benefit from this project.

Estimated Start & End Date

Tell us when the project will begin and end. The end date should be when you anticipate all expenses will be paid for and final reports will be ready.

Grant funds cannot be allocated to any project expenses before you have received funding approval. It is recommended that your start date is no earlier than March 1, 2019.

Projects must be completed within 36 months of receiving final funding approval.

What will the project do? How will this be achieved? (220 words)

Provide a brief description of your project and the short and long term impacts or effects your project aims to achieve. Quantify the impact whenever possible.

For example:

- We are planning to upgrade our community complex and cluster of community buildings to decrease energy consumption and realize fuel savings on our annual operating budget by:
 - Installing a biomass energy boiler to replace the existing oil furnace in the Community Hall. The boiler will use wood waste from the local saw mill to heat the hall. Annual fuel savings are estimated to be approximately \$12,000;
 - Installing an air-source heat pump to replace electrical baseboards in the adjacent community kitchen. Annual savings are estimated to be \$6,000; and

- Installing solar panels on the adjacent sports field washrooms to replace the existing electrical baseboards. Annual savings are estimated to be \$4,000.
- In addition to these capital upgrades all buildings will receive air sealing and increase their existing roof insulation from R20 to R50.
- An electric charging station will be installed in the Community Complex parking lot to encourage use of electric vehicles.
- This project will decrease greenhouse gas emissions and make the community more sustainable in the long term.

What issues or opportunities will be addressed? How were they identified? (150 words)

Describe the issues or opportunities that the project will address. How were they identified and who was involved in that identification?

Where will the project take place? (100 words)

Be specific about where the project will take place. List the name(s) and physical address(es) of the building(s) where the renovations and upgrades will take place.

Who will be involved in implementing the project? (100 words)

Describe the organization(s), staff or consultants, partners or individuals, and their relevant experience and expertise that they are bringing to the project.

Explain why this project is important to your community. (150 words)

"Community" may refer to a community of interest, specific sector, professional community or a geographic location. With this in mind, explain why this project is important to your community and highlight how it was identified as a priority. Describe how your community will be supporting and/or participating in your project's development and/or delivery.

How many people will directly benefit from the project and who are they? (150 words)

Who is the project going to support? How many people will participate or receive support as a result of completing the project?

How will the project be evaluated and how will you know if it has been successful? (150 words)

Indicate a clear plan for evaluating and reporting on results as they are related to the shorter-term impacts or effects that your project aims to achieve. Include how you will make use of monitoring and evaluation tools. The budget should include an allocation specifically for evaluation.

Why is your organization best suited to deliver the project? (150 words)

Describe past successes of your organization as it relates to this project. Projects that have received funding previously should include a summary report of results to date. You can summarize details here and/or include a supporting document for more information.

Calculate the Return on Investment (ROI) for your project. (200 words)

ROI is defined as "the measure of gain generated on an investment relative to the amount of money invested." A simple formula for ROI is (total accumulated annual savings over the project's lifespan / initial cost).

Example A:

Total Annual Savings (Project Lifespan is 10 years at \$100 per year) = \$1,000

Initial Cost = \$5,000

$(\$1,000/\$5,000) = \text{ROI} = 20\%$

Example B:

Total Annual Savings (Retrofit Lifespan is 8 years at \$500 per year) = \$4,000

Initial Cost = \$24,000

$(\$4,000/\$24,000) = \text{ROI} = 17\%$

WORKPLAN

Tell us how you plan to organize and carry out your project.

Activity

List all activities you plan to complete during the project's term.

Overseen By

Indicate who will be taking the lead on each of the proposed activities. We will want to see that all components of the project are being delivered or managed by someone with relevant experience or expertise.

Start and End Dates

Identify the date that each activity is proposed to begin and end. Any activities that occur before receiving project approval are not eligible for funding. Project start dates should be no earlier than March 1, 2019.

PROJECT CASH BUDGET

List specific budget items under each heading to identify your expenses that you require cash for. Round up values to the nearest dollar. Click the **+Add** button to add another row. Do not include any items that will be provided to the project as in-kind contributions.

Budgets that contain excessive rates or unreasonable purchases will not be considered and may jeopardize project approval.

ENERGY SUSTAINABILITY GRANTS



The Program will fund capital purchases, installation costs and consulting fees as follows:

Eligible Expenses	Grant Maximum
Alternative & Renewable Energy Generation	Maximum of 75% of the cost of eligible cash expenses up to a maximum of \$100,000

In addition to the primary costs of the project (above) the Program will fund:

Eligible Expenses	Grant Maximum
Energy Conservation and Efficiency	Maximum of 50% of the cost of eligible cash expenses up to a maximum of \$100,000
Electric Vehicle Charging Station Installation (level 2)	Maximum of 50% of the cost of eligible cash expenses up to a maximum of \$4,000

Please note:

In-kind contributions will not be counted towards the total cash budget or proponent's required cash contribution.

Project Cash Budget EXAMPLE: This reflects the total cash required to complete the project.

CASH BUDGET ITEM	Total Amount Required
Alternative & Renewable Energy Costs @75% (Max. \$100,000)	
Solar Panels	\$12,000
Biomass energy boiler	\$25,000
Air Source Heat pump	\$20,000
<i>Total Amount Required:</i>	<i>\$57,000</i>
Total Eligible Funding:	\$42,750
Energy Conservation and Efficiency Costs @50% (Max. \$100,000)	
Attic Insulation	\$25,000
Air Sealing	\$500
Consultant	\$4,000
<i>Total Amount Required:</i>	<i>\$29,500</i>
Total Eligible Funding:	\$14,750
Electric Charging Station Costs @50% (Max \$4,000)	
Electric Charging Station	\$8,000
<i>Total Amount Required:</i>	<i>\$8,000</i>
Total Eligible Funding:	\$4,000
TOTAL AMOUNT REQUIRED:	\$94,500
TOTAL ELIGIBLE FUNDING:	\$61,500

CASH REVENUE SOURCES

We recommend that your organization seeks cash funding from a variety of sources. Projects that have secured multiple funding sources often demonstrate wide-ranging support and may be prioritized for funding.

The Trust has a directory of grants that may be applicable to your work which can be found in the resource section of our Non-profit Advisors Program webpage (ourtrust.org/nonprofit).

Source

In the first line labelled *Columbia Basin Trust*, indicate what you are requesting in this grant application.

Please Note: The amount requested from the Trust cannot exceed the amount listed in 'Total Eligible Funding' listed above.

Identify your other sources for cash revenue. This may include sources such as other grants, cash donations

Applied (Y/N)

Indicate whether or not you have applied for other funding.

Confirmed (Y/N)

Indicate whether or not the contribution is confirmed at the time you submit the application to the Trust. If the funder has confirmed that they will be committing resources to your project, select *yes*. If you have applied for funding, but have not yet heard back, select *no*.

Amount

Indicate the dollar amount you will receive from each cash funding source. The form will automatically calculate subtotals for you.

Total Project Cash Budget and Total Cash Revenue Project Budget

These boxes will auto-fill. *Total Project Revenue* must equal *Total Project Budget* to show you have enough funds to complete your project. If the numbers are not equal, recheck your entries.

ENERGY SUSTAINABILITY GRANTS



Cash Revenue Sources EXAMPLE

This reflects who else is contributing cash to the project. Identify if you have submitted an application and if you have received confirmation of approval of any additional funding.

Note: The amount requested from the Trust cannot exceed the amount listed in 'Total Eligible Funding' listed above.

CASH REVENUE SOURCES			
Source	Applied (Y/N)	Confirmed (Y/N)	Amount
Columbia Basin Trust	Y	N	\$61,500
ABC Community Services	Y	Y	\$15,000
Community Foundation Grant	Y	N	\$15,000
Building and Reserve Fund	Y	Y	\$3,000
TOTAL CASH REVENUE:			\$94,500

IN-KIND SOURCES & CONTRIBUTIONS

In-kind Sources & Contributions (200 words)

Describe what contributions are being made to the project other than cash.

In-kind contributions are goods or services donated to your project from another organization or individual that you would have otherwise had to pay for.

For example:

- Society Executive Director will oversee the project: \$35/hour @ 4 hrs/month for 24 months valued at \$3,360
- Office space is being provided by a community partner
- Supplier discount valued at \$4,400

SUPPORTING DOCUMENTS

Supporting documents provide additional evidence that the project is viable and important.

You may upload up to six supporting documents.

Ensure your supporting documents add value to your application and are as concise as possible. We will look at the strength of the document, not the quantity.

You may wish to include documents like:

- letters of support or outcomes of community engagement
- relevant report executive summaries
- equipment purchase and installation quotes
- building, zoning, licensing or council/board approvals

1. List what you are submitting.
2. Before uploading your supporting document, ensure the file name is clear and identifies the content.
3. File size may not exceed 3MB per document.

ADDITIONAL INFORMATION

**Is there anything else you would like to add that has not already been mentioned?
(220 words)**

Include anything else you would like to add. Be sure it is something that is not already addressed in this application.

If you are submitting more than one application in this intake, please indicate an order of priority here.

What is the main, and first, way you heard about this grant program?

Choose only one.

Would you like to receive email correspondence from the Trust?

Select yes or no from the drop down options.

Does your organization have social media accounts?

Share your account names and we can connect.

How do you like to receive news and hear about updates from the Trust?

Choose as many as applicable

DECLARATION

Read this section. Click the box next to I agree, then type in your name and title.

SUBMISSION

Click Submit. You will receive an automatic reply from us shortly after clicking submit, confirming that your application has been received.

Date November 23, 2018
Author Colin Peet, Recreation Services Supervisor
Subject Columbia Basin Trust Trail Enhancement Grant Application

REQUEST

Permission to submit a grant application to the Columbia Basin Trust (CBT) Trail Enhancement Grant for a maximum of 70 percent of the total project costs.

OPTIONS

1. That the RDEK submit a grant application to the CBT Trail Enhancement Grant for 70 per cent of the cost to install solar lighting on the Old Coach Trail.
2. That the RDEK not submit an application to the CBT Trail Enhancement Grant for 70 per cent of the cost to install solar lighting on the Old Coach Trail.

RECOMMENDATION

Option 1.

BACKGROUND/ANALYSIS

Currently there is a funding opportunity through Columbia Basin Trust Trail Enhancement Grants for projects that aim to enhance accessible recreation opportunities in the Basin. Available support ranges up to 70 per cent of project costs, up to a maximum grant of \$25,000 as long as the RDEK directly contributes 30 per cent of the project costs. There is \$500,000 available for the first intake that closes December 18, 2018.

The Old Coach Trail is a walking and biking trail that connects Athalmer to the edge of Invermere, which is used all year round. During the winter months in an effort to improve trail conditions the RDEK has added storage barrels of gravel and salt for users to lay down at their leisure onto the steeper sections of trail. Additionally, another opportunity to improve trail conditions is to add two solar path lights along the steepest parts of the trail. During the winter months, it can be difficult to see where you are stepping so we feel that by adding solar path lighting, the trail will become safer to use and more accessible during the winter season.

The proposed project will provide for the purchase and installation of two solar path lights. Estimates to supply and install solar lighting is targeted at \$8,000. If successful, the Trust Grant would provide \$6,000 and the RDEK would be required to budget \$2,000 from the Regional Parks budget in order to complete the project.

SPECIFIC CONSIDERATIONS**Regional Sustainability Strategy**

11. Social Services – 11.3.1 Partnerships Work with Columbia Basin Trust and other non-governmental organizations to advance the delivery of quality social services in the region consistent with public priorities and organizational mandates and responsibilities.

Purchasing Policy

If successful in the grant submission, we will be purchasing energy efficient equipment by requesting three quotes for the solar lights.

WORKSHEET – TRAIL ENHANCEMENT GRANTS

This worksheet is an optional tool for preparing your application entries and/or collaborating with others involved in your project. This worksheet will not be accepted as your application to the Program. You must apply using the online application form.

All the questions you will be asked to complete on the online application form are below. Keep your entries precise and clear. It is important to note that space in some sections is limited and the maximum word allotment is identified in the sections.

APPLICANT INFORMATION

Organization Information

Organization Legal Name – Regional District of East Kootenay

BC Registry Incorporation/Registration or Business Number (if applicable)

Organization Mailing Address – 19 – 24th Ave S., Cranbrook, BC, V1C3H8

City Province Postal Code – Cranbrook, BC, V1C3H8

Signing Authority Contact Information

Signing Authority Name – Colin Peet

Phone - 250-688-7781

Email – cpeet@rdek.bc.ca

Primary Contact Information – If different from above

Project Contact Name –

Phone

Email

Organization Mandate (max 120 words)

PROJECT DETAILS

Project Title – **Old Coach Solar Lighting**

Project Location

You will be asked to select location(s) from a drop down menu which represents all municipalities, regional district areas and First Nation communities in the Basin area. Identify the geographical location(s) of the funding request.

Project Description (max 220 words) – The Old Coach walking & biking trail that connects Athalmer to edge of Invermere is a paved walking and biking trail that is used all year round. The trail is managed in both the summer & winter seasons by the Regional District of East Kootenay. During a large portion of the year, parts of the trail can become unsafe due to the slope of the path and the icy conditions that winter can bring. The RDEK has attempted to mitigate the ice conditions by adding barrels of gravel and salt for users to lay down at their leisure. Due to a lack of available land, we are also unable to tear up the path to decrease the slope. Another opportunity to mitigate the risk of falling is to add 2 solar path lights along the steepest parts of the trail. During the winter months, it can be difficult to see where you are stepping so we feel that by adding solar path lighting, the trail will become safer to use and more accessible during the night. We strongly feel that by adding solar lighting to the path, we are increasing recreational opportunities for bikers, walkers, runners, etc., as well as assisting in minimizing the risk of slipping & falling.

Estimated Start Date – June 1st, 2019

Estimated Completion Date – August 31st, 2019

What type of project are you applying for funding? **The Development of trailside facilities**

What will the project do? How will this be achieved? – The Old Coach walking & biking path solar lighting project will help increase the recreational use while also promoting the safety of its users. During the cold & wet months, portions of the trail can become susceptible to slips due to the slope of parts of the trail. The sun can beat down during the day turning parts to ice as the temperature drops during the evening hours. During the dark parts of the day, parts of the trail can also become difficult to see due to the lack of lighting along the path. Adding solar path lights to the trail will allow users to spot the icy parts of the trail more easily. The path lighting will allow all of our users to feel safer using the trail while enhancing accessibility & usage of the trail. This solar lighting project will also mitigate the environmental issues caused by winter by allowing users to safely use the trail 24 hours a day.

Why is this project needed? (max 200 words) – The Old Coach walking & biking path lighting project is needed to mitigate the risk of slips and falls during the dark, cold winter months as well as improving the lack of lighting available on the path. Currently, there is little to no light available on the path making it difficult to use in the dark, especially during the winter months when the path can get slippery. We feel that by adding solar path lighting to the steep & dark portions of the trail, we will be making the path more accessible and usable during the darker hours of the day. The path is heavily used all months of the year as it connects Athalmer residents and shoppers to the edge of Invermere. People use the path to get the grocery store, hardware store, liquor store and a handful of different restaurants. Lighting the steep parts of the path allows users to feel safer and more confident using it anytime of the day.

If applicable, how many total kilometers are you rehabilitating/building? **N/A**

How will this project enhance recreation and physical activity in the Basin? (max 200 words) **Due to the lack of lighting on the Old Coach walking & biking path, the paved trail becomes unusable after dark. Adding solar path lights will enhance accessibility to many different types of users including bikers, walkers, pet owners and runners. Due to the lack of land available for restoration, we felt that lighting the path's darker spots was the next best step in addressing the lighting issue. Adding path lighting will undoubtedly attract a greater variety of users while promoting accessibility and the safety of its users.**

Who will be involved in implementing the project? (max 200 words) **The Regional District of East Kootenay's Recreation Services Supervisor alongside the Environmental Services Manager will be involved in overseeing the completion of the project. The Supervisor & Manager will obtain installation quotes from local contractors located within the Regional District in order to maximize funding for the solar lighting project. Once the trail enhancement funding has been secured, the Recreation Services Supervisor will oversee the construction along with the maintenance of the solar lights along the Old Coach walking and biking trail moving forward.**

Do you have a long term plan to manage and maintain this trail? (max 200 words) – **On June 1st, 2015, the Regional District of East Kootenay entered into a long term agreement with the Shuswap Indian Band to operate & maintain the Old Coach walking & biking trail. The agreement currently is set to expire on May 31st, 2065 with an opportunity to extend the agreement past its 50 year expiration date. Standards for the design, paved surface, construction, operation & maintenance of the trail will be determined at the sole discretion of the Regional District of East Kootenay.**

Required Permits and Approvals

Permit Name	Has approval been secured (Y/N)	If no, has an application been submitted? (Y/N)	Additional information

Work Plan

Provide brief descriptions of your proposed project activities along with timelines for each.

Activity	Overseen by	Start Date	End Date
Obtain installation quotes	Colin Peet	February 1st	March 31st
Coordinate Installation	Colin Peet	June 1st	August 31st

PROJECT CASH BUDGET

List specific budget items under each heading to identify your expenses that you require cash for. Round up values to the nearest dollar.

Contractor Fees

Cash Budget Item	Total Amount Required

Capital Purchases and Project Supplies

Cash Budget Item	Total Amount Required

Other Costs (Be Specific)

Cash Budget Item	Total Amount Required

CASH REVENUE SOURCES

How much do you need to complete your project?

Source Name	Confirmed (Y/N)	Amount
Columbia Basin Trust	N	\$6000
Regional District of East Kootenay	Y	\$2000

IN-KIND SOURCES & CONTRIBUTIONS

What contributions are being made to the project other than cash? (200 words)

SUPPORTING DOCUMENTS

Before uploading your supporting document, ensure the file name is clear and identifies the content. List what you are submitting.

ADDITIONAL INFORMATION

Is there anything else you would like to add that has not already been mentioned? (220 words)

FINAL STEPS

What is the main, and first, way you heard about this program? [you may choose one]

- Trust Staff
- Trust Website
- Email or BasinLink Newsletter
- Newspaper article/story
- Newspaper advertisement
- Online advertisement
- Online news story
- Radio advertisement
- **Word of mouth****
- Social Media
- Other [blank text entry]

Would you like to receive email correspondence from the Trust?

- **Yes** [cpeet@rdek.bc.ca]
- No

Does your organization have social media accounts? *Share your account names and we can connect.*

- Facebook:
- Twitter:
- Instagram:
- Linked in:

How do you like to receive news and hear about updates from the Trust? [choose as many as applicable]

- Facebook
- Twitter
- LinkedIn
- BasinLink (email newsletter)
- website
- email from staff
- newsprint
- online news
- other – please list

DECLARATION

1. I am authorized to submit this application on behalf of the applicant organization.
2. The information I have provided in this application is true, accurate and complete in every respect.
3. Columbia Basin Trust and its agents shall not be obligated in any manner to any applicant whatsoever and reserves the right to fund all or none of any application submitted.

By submitting this application, I hereby acknowledge that Columbia Basin Trust may disclose this application, and the information contained herein—including but not limited to name, location and the amount and nature of any related funding—to the public, individuals or any other entity to the extent allowed by FOIPPA.

4. I further agree that Columbia Basin Trust may proactively disclose to the public my name and location and the amount and nature of funding granted.
5. Any questions regarding such may be directed to: FOIPPA Inquiries, Senior Manager, Information Services, Columbia Basin Trust, 300–445 13 Avenue, Castlegar, BC, V1N 1G1, 1.800.505.8998.

I have read and agree to the declaration above. *



I Agree

Date

mm/dd/yyyy

Applicant Name

type in

Applicant Title

type in



Request for Decision

File No: _Fhh 037 917_____

Date November 26, 2018
Author Debbie Renaud, DCFO
Subject 2019 Revenue Anticipation Borrowing Bylaw

REQUEST

Adoption of the 2019 Revenue Anticipation Borrowing Bylaw.

OPTIONS

1. That Bylaw No. 2898 cited as "Regional District of East Kootenay – Revenue Anticipation Borrowing Bylaw No. 2898, 2018" be introduced.
2. That Bylaw No. 2898 cited as "Regional District of East Kootenay – Revenue Anticipation Borrowing Bylaw No. 2898, 2018" not proceed.

RECOMMENDATION

Option 1.

BACKGROUND/ANALYSIS

Attached is Bylaw 2898 which would authorize the borrowing of a maximum of \$5,000,000 to provide temporary operational financing for the Regional District of East Kootenay (RDEK).

As the RDEK receives property tax revenue in August, and expenses are incurred throughout the year, short-term borrowing is used to fund payments made in the first seven months of the year.

Section 404 of the Local Government Act requires the RDEK to prepare a Revenue Anticipation Borrowing Bylaw annually to authorize the temporary borrowing of funds. Any amounts borrowed under this Bylaw must be repaid upon receipt of the property tax revenue.

SPECIFIC CONSIDERATIONS

Financial – Budget

There will be a minimal interest cost related to amounts borrowed and borrowing will be for a short period of time.

Process

Following introduction, the Bylaw will be presented to Board for three readings and adoption.

REGIONAL DISTRICT OF EAST KOOTENAY

BYLAW NO. 2898

A bylaw to authorize borrowing money in anticipation of revenue.

WHEREAS the Regional District may by bylaw, in anticipation of the collection of its revenue for the current year, provide for the borrowing of money that may be required to meet the current lawful expenditures of the Regional Board;

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 - Revenue Anticipation Borrowing Bylaw No. 2898, 2018".
2. For the purpose of meeting the current lawful expenditures of the Regional District of East Kootenay in the year 2019, there may be borrowed from a chartered bank or the Municipal Finance Authority "Interim Financing Program" upon the credit of the Regional District of East Kootenay such sums, including letters of credit, as may from time to time be required during that year in a total amount not exceeding \$5,000,000 and the interest payable thereon shall be at a rate not exceeding the bank's prime rate plus three quarters (0.75) percent.
3. The whole of the principal and interest shall be payable on or before December 31, 2019.
4. The form of obligation to be given as acknowledgment of the sum borrowed shall be by overdraft agreement or promissory note or notes signed by the Board Chair and the Chief Financial Officer.

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