

*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**

1.1 Audio Adjustment of Microphone Levels

**2. Addition of Late Items**

**3. Adoption of the Agenda**

**4. Adoption of the Minutes**

4.1 January 10, 2019 Meeting

**5. Delegations**

5.1 Elizabeth Ahlgren, RDEK Project Supervisor re: West Fernie Servicing & Restructure Project Update

5.2 Jody McInnes re: Multi-Use Facility at the Wycliffe Exhibition Grounds

**6. Correspondence**

6.1 Environmental Services Board Report

6.2 Recreation and Control Services – 2018 Annual Report

6.3 RDEK Invasive Plant Program – 2018 Annual Report

**7. Unfinished Business**

7.1 Elk Valley Mine Tax Sharing Funds – Fernie Memorial Arena Refrigeration System Replacement

*Addendum*

7.2 Whistle Cessation – Westside Road Crossing in Spillimacheen

**8. New Business**

8.1 Proposed Multi-Use Facility – Wycliffe Exhibition Grounds All Directors      Weighted

8.2 Special Event Licence – Panorama Mountain Resort – Family Day Fireworks

8.3 Community Emergency Preparedness Fund – 2019 Emergency Operations Centre & Training Grant Application

8.4 Cheque Register – January 2019

8.5 Audit Planning Report from BDO Canada LLP

8.6 Donation to JoeAnna's House / Medical Travel Financial Assistance

8.7 Draft 2019-2023 Financial Plan

- a) General Administration
- b) Elk Valley Mine Tax Sharing
- c) Municipal Fiscal Services
- d) E911

**New Business** (continued)

- 8.7 Draft 2019-2023 Financial Plan (continued)
  - e) Invasive Plant Management
  - f) Planning & Development Services
  - g) Regional Parks
    - BC Hydro Payment-in-lieu-of-taxes – Aberfeldie Dam

**9. Bylaws**

**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  
JANUARY 10, 2019**

**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 12:32 pm.

**ADOPTION OF THE AGENDA**

Agenda

MOVED by Director McKerracher  
SECONDED by Director Sterzer

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

CARRIED

**DISCUSSION**

Health Care &  
Wildlife Issues

**Tom Shypitka**, MLA Kootenay East, and **Doug Clovechok**, MLA Columbia River-Revelstoke, spoke to each of the listed topics and listened to concerns expressed by Directors.

1. Health Care – challenges with transferring patients to Alberta
  - Establishing priority criterion for critical health care in border communities.
  - Billing and payment issues.
  - Travel challenges for patients.
  - Inter-Provincial linking of ehealth records.
  - Expanding medical services in Cranbrook to reduce the need for travel.
2. Wildlife
  - Possible offsetting of hunting seasons.
  - Decline in ungulate population.
  - High grizzly bear population in region 4.
  - High wolf populations in West and East Kootenay.
  - Ungulate hunting closure vs a predator management program.
  - Yakh drainage Caribou herd.

Director Lee Pratt arrived to the meeting at 1:06 pm.

Director Wesly Graham arrived to the meeting at 1:13 pm.

The meeting recessed at 1:31 pm and reconvened at 4:11 pm.

**ADOPTION OF THE MINUTES**

Minutes

MOVED by Director Sterzer  
SECONDED by Director Qualizza

THAT the Minutes of the Governance & Regional Services Committee meeting held on December 6, 2018 be adopted as circulated.

CARRIED

Director Dean McKerracher arrived to the meeting at 4:12 pm.

**DELEGATIONS**

**Sharlynn Hill** and **Ramaish Shah**, BC Assessment, provided an overview of the structure and purpose of the BC Assessment Authority. Mr. Shah explained the process for evaluations and appeals of the Assessment Roll and stated that their website allows the public to search, check and compare properties online from across the province.

Director Don McCormick arrived to the meeting at 4:20 pm.

**Norm McInnis**, Chief Administrative Officer, City of Fernie, requested the Board provide a contribution toward the replacement of the refrigeration system and related plumbing and electrical repairs at the Fernie Memorial Arena.

Elizabeth Ahlgren had withdrawn as a delegation.

**Lee-Ann Crane**, provided information to the Board on the Future is Bright Scholarship program. Ms. Crane noted that the scholarship program is for RDEK staff children between 17 – 19 years of age.

**NEW BUSINESS**

48232  
Fernie Memorial Arena  
Refrigeration System

MOVED by Director Sosnowski  
SECONDED by Director Doehle

THAT the provision of a grant of \$100,000 to the City of Fernie for the replacement of the refrigeration system at the Fernie Memorial Arena from the Electoral Area A portion of the Elk Valley Tax Sharing Funds be referred to the Area A Electoral Area Advisory Commission for comment.

CARRIED

OPPOSED: Director Wilks

48233  
Fernie Memorial Arena  
Refrigeration System

MOVED by Director Sosnowski  
SECONDED by Director Doehle

THAT a Community Works Fund grant of \$100,000 be provided to the City of Fernie for the replacement of the refrigeration system at the Fernie Memorial Arena;

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

CARRIED

48234  
Cheque Register

MOVED by Director Sterzer  
SECONDED by Director Graham

THAT the cheque register for the RDEK General Account for December 2018 in the amount of \$2,305,297.01 be approved as paid.

CARRIED



**NEW BUSINESS (continued)**

48235  
JoeAnna's House  
Operational Funding

MOVED by Director Sosnowski  
SECONDED by Director Graham

THAT staff work with JoeAnna's House to determine options for priority access if operational funding is provided.

CARRIED

OPPOSED: Director McKerracher

48236  
Regional Travel  
Assistance Program

MOVED by Director Miller  
SECONDED by Director Qualizza

THAT a report be prepared detailing the organizations that provide financial assistance to East Kootenay residents needing to travel out of the region for medical services.

CARRIED

OPPOSED: Director McKerracher  
Director Wilks

48237  
Markin-MacPhail  
Westside Legacy Trail

MOVED by Director Clovechok  
SECONDED by Director Sterzer

THAT the request from Columbia Valley Greenways Trail Alliance to partner on a second BikeBC grant application for the Markin-MacPhail Westside Legacy Trail be approved and, if the application is successful, the CAO be authorized to enter into a new construction agreement with the Columbia Valley Greenways Trail Alliance.

CARRIED

**BYLAWS**

48238  
Bylaw 2904  
Introduction

MOVED by Director Reinhardt  
SECONDED by Director Wilkie

THAT Bylaw No. 2904 cited as "Regional District of East Kootenay – Local Service (Public Library Service Grants-in-Aid) Area Establishment Bylaw, 1990 – Amendment Bylaw No. 4, 2019" be introduced.

CARRIED

**ADJOURNMENT**

Adjourn to Closed

MOVED by Director Sosnowski  
SECONDED by Director Wilks

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

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

CARRIED

The meeting adjourned to closed at 5:49 pm.

**CERTIFIED CORRECT**

---

Chair Rob C. Gay

---

Shannon Moskal, Corporate Officer

**Connie Thom**

---

**Subject:** FW: RDEK Board Meeting / Comity

**From:** Tony Zaugg <tonerzaugg@gmail.com>

**Sent:** January 30, 2019 8:09 PM

**To:** Connie Thom <cthom@rdek.bc.ca>

**Subject:** Re: RDEK Board Meeting / Comity

Hi Connie

Here are the answers to you questions:

1: Topic is Indoor Equine Facility in Wycliffe ( Rodeo Grounds)

2: To present and propose the project to the comity in terms of  
Size, surroundings, possible user groups, situation of project.

3: Jody Miggenius

4: to direct staff to review the proposal and report back to Board.

5: yes we would like audio/visual equipment. We have a power point presentation

Sent from my iPad



## Environmental Services February Report

Ohh 605 000

### **Solid Waste**

The fourth meeting of the Solid Waste Management Plan Review Advisory Committee is scheduled for March 6, 2019 to discuss and review Policies and Bylaws.

At the time of this report, over 2700 responses to the Solid Waste Management Plan survey have been received. This is an exceptional level of participation from the residents of the East Kootenays. The survey will close on February 25, 2019. Additional information about the Solid Waste Management Plan Review and process updates are available at [engage.rdek.bc.ca](http://engage.rdek.bc.ca)

### **Recreation Facilities, Parks, Trails**

#### **Regional Parks**

Winter inspections have been undertaken to identify any issues in preparation for the 2019 season.

Wycliffe Exhibition Grounds Columbia Basin Trust Solar Grant application has passed Step 1. If successful with Step 2 (Qualification Assessment) and Step 3 (Feasibility Analysis and Audit) funding may be approved by March 2019.

#### **Invasive Plant Program**

Canadian Pacific Rail (CP) has submitted full payment to the RDEK for Invasive Plant (IP) sites that were enforced with notices in 2018 (RDEK hired a contractor to control IPs on CP lands and submitted the costs to CP). 2018 invasive plant inspections are being organized into Tempest database for reporting and planning in 2019.

## Recreation and Control Services 2018 Annual Report

### Introduction

The following report provides an overview of the parks, trails, recreation facilities and control services that are operated and maintained by the Regional District of East Kootenay.

The staff who have responsibilities associated with the parks, trails, recreation facilities and control services are:

- Kevin Paterson - Environmental Services Manager;
- Jamie Davies - Recreation and Control Services Supervisor;
- Colin Peet - Recreation Services Supervisor (Columbia Valley, EMMA);
- Lynne Newhouse (Environmental Service Secretary);
- Chris Kessler - Wycliffe Park Foreman;
- Cy and Lori McConnell - Crossroads Ballpark Seasonal Contractors;
- Three summer students for Wycliffe Regional Park and Wycliffe Exhibition Grounds;
- One summer student for Solid Waste and Recreation and Control Services;
- Janette Auchterlonie and Larry Poch (Elk Valley Regional Park seasonal staff);
- Deb and Barry Swan (Tie Lake Regional Park seasonal staff);
- Keith Carscadden and Bob Kochorek (Windermere Beach seasonal staff);
- Jim Penson (Solid Waste Superintendent) and Dave Berger (Operations Maintenance Worker) provide assistance for specific projects; and
- Jye Carder (Operator 2), Stan Nokleby (Operator 1), Rob Rice (Operator 1) and Chris Matheson (Arena Maintenance) operate and maintain the Eddie Mountain Memorial Arena.



Aldridge Bench



Wycliffe Park Outhouses



Tie Lake Park Fire Rings



## Parks, Trails and Recreation Facilities

The following table provides an overview of time, salary, maintenance costs and revenues generated for each park, trail, and recreation facility in 2018.

Function	Description	Staff hrs Worked	Staff Salaries	Operations & Maintenance Costs	Revenue Generated	Revenue Description/Comments
Regional Parks	Elk Valley Regional Park	474	\$9,043	\$11,778	n/a	-
	Tie Lake Regional Park	265	\$5,708	\$14,549	n/a	-
	Wycliffe Regional Park	3345	\$75,675	\$41,197	n/a	-
	Wycliffe Exhibition Grounds	637	\$17,506	\$25,350	\$11,491	User Fees (weddings, club fees etc.)
	Yaqaxxaqłamki Regional Park (Boat Launch)	60	\$2,145	\$37,890	\$9,900	Season Passes
					\$6,505	Launch Fees
					\$1,170	Parking Fees
	Old Coach Trail	81	\$3,075	\$6,217	n/a	-
	Westside Legacy Trail	62	\$3,701	\$0	n/a	-
Electoral Area B	Dawson's Path	13	\$494	\$1,249	n/a	-
	Rosen Lake East and West Accesses	52	\$1,627	\$2,552	n/a	-
Electoral Area C	Aldridge Regional Park	19	\$707	\$783	n/a	-
Electoral Area E	Cherry Creek Falls Regional Park	43	\$1,619	\$4,281	n/a	-
	Avery Road Public Access	26	\$888	\$769	n/a	-
	St. Mary Lake Regional Park	120	\$3,982	\$3,492	n/a	-
Electoral Area F	Crossroads Regional Ball Park	74	\$3,005	\$10,503	\$6,950	User Fees (various leagues)
	Windermere Beach	767	\$14,761	\$11,022	n/a	-
	Fairmont Path	23	\$901	\$167	n/a	-
Electoral Area G	Edgewater School Path	34	\$1,396	\$670	n/a	-
	Wilmer Community Park	16	\$656		n/a	-
Airport	Elk Valley Airport	85	\$3,276	\$20,656	\$4,800	Annual Hangar Lease Fees
					\$2,660	Hay Lease
EMMA	Eddie Mountain Memorial Arena	10,301	\$336,164	\$77,538	\$186,789	Winter Ice Rental Fees
					\$11,600	Summer Ice Rental
					\$11,399	Other Rental Income
<b>Total</b>		<b>16,497</b>	<b>\$486,329</b>	<b>\$270,663</b>	<b>\$253,264</b>	

In 2018, RDEK staff and contractors worked a total of 16,497 hours to operate and maintain RDEK parks, trails and recreation facilities. The total costs incurred for staff time was \$486,329 and costs to operation and maintain the various sites was \$270,663. Revenue generated for the various sites was \$253,264.



WEG Dressage Arena



St. Mary Lake Park Boat Launch



Elk Valley Park Barrier Rocks

The following table provides a description of 2018 upgrades and maintenance for the various parks, trails and recreation facilities.

<b>Park, Trail or Recreation Facility</b>	<b>Upgrade/Maintenance</b>
Elk Valley Regional Park	<ul style="list-style-type: none"> <li>• Danger tree falling, chipping and FireSmart work</li> <li>• Partial removal of old wood parking barriers</li> <li>• Installation of barrier rocks at select locations</li> <li>• Removal of five old concrete fire pits</li> <li>• Installation of five steel fire rings</li> <li>• Regular maintenance, mowing and cleaning</li> </ul>
Tie Lake Regional Park	<ul style="list-style-type: none"> <li>• Danger tree falling, chipping and FireSmart work</li> <li>• Partial removal of old wooden parking barriers</li> <li>• Installation of barrier rocks at select locations</li> <li>• Removal of five old concrete fire pits</li> <li>• Installation of five steel fire rings</li> <li>• Installation of a concrete picnic table at picnic site 4</li> <li>• Regular maintenance, mowing and cleaning</li> </ul>
Wycliffe Regional Park	<ul style="list-style-type: none"> <li>• Danger tree falling, chipping and FireSmart work</li> <li>• Removal of 12 old outhouses</li> <li>• Installation of four wheelchair accessible outhouses</li> <li>• Removal of 11 old concrete fire pits</li> <li>• Installation of 11 steel fire rings</li> <li>• Construction of a firewood depot</li> <li>• Regular maintenance, mowing and cleaning</li> </ul>
Wycliffe Exhibition Grounds	<ul style="list-style-type: none"> <li>• Purchase of a newer tractor</li> <li>• Danger tree falling, chipping and FireSmart work</li> <li>• Treatment of invasive plants</li> <li>• Dressage arena, Cross Country and Mountain Course development/improvements</li> <li>• Installation of a flushing toilet in washhouse</li> <li>• Spray insulation and new access door in pumphouse</li> <li>• Installation of interior LED light bulbs</li> <li>• Arena welding repairs</li> <li>• Implementation of Fire Safety Plan</li> <li>• Regular maintenance, mowing and cleaning</li> </ul>
Yaqakxaqłamki Regional Park (Kooconusa Boat Launch)	<ul style="list-style-type: none"> <li>• Installation of concrete wheelchair ramp to outhouses</li> <li>• Parking lot vegetation control/invasive plant control</li> <li>• Parking lot dust control</li> </ul>

Old Coach Trail	<ul style="list-style-type: none"> <li>• Installed &amp; maintained self-sanding barrels on trail</li> <li>• Dust control on Phase II in May</li> <li>• Regular maintenance, mowing/trimming and supplies</li> <li>• Regular snow removal maintenance with new contractor</li> <li>• Danger tree removal</li> </ul>
Westside Legacy Trail	<ul style="list-style-type: none"> <li>• Coordinated with construction crew during trail installation</li> </ul>
Dawson's Path	<ul style="list-style-type: none"> <li>• Regular maintenance/raking</li> <li>• Mowing/trimming around memorial</li> <li>• Trail vegetation control/invasive plant control</li> </ul>
Rosen Lake East and West Accesses	<ul style="list-style-type: none"> <li>• Installation of sand at east and west beaches</li> <li>• Regular maintenance, mowing and cleaning</li> </ul>
Aldridge Regional Park	<ul style="list-style-type: none"> <li>• Installation of a concrete bench</li> <li>• Invasive plant control</li> <li>• Regular maintenance/mowing</li> </ul>
Avery Road Public Access	<ul style="list-style-type: none"> <li>• Trail vegetation control/invasive plant control</li> <li>• Regular maintenance, trimming</li> <li>• Portable toilet on site from June to September</li> </ul>
Cherry Creek Falls Regional Park	<ul style="list-style-type: none"> <li>• Danger tree falling, chipping and FireSmart work</li> <li>• Trail and stair maintenance</li> <li>• Development of new trail to new wood bench</li> </ul>
St. Mary Lake Regional Park	<ul style="list-style-type: none"> <li>• Beach clean up and protection</li> <li>• Boat launch development</li> <li>• Road improvements</li> <li>• Signage installation</li> <li>• Regular maintenance, mowing and cleaning</li> </ul>
Crossroads Regional Ball Park	<ul style="list-style-type: none"> <li>• Initiated installation of five washrooms, coordinated with local Windermere Lions Club</li> <li>• Annual maintenance of chain link fencing</li> <li>• Repaired &amp; replaced damaged netting</li> <li>• Three portable toilets on site April – September</li> <li>• Replaced and upgraded diamond bases and pitching plates</li> </ul>
Windermere Beach	<ul style="list-style-type: none"> <li>• Installation of two new wheelchair accessible toilets</li> <li>• Installation of two new waterless urinals</li> <li>• Repairs to playground set</li> <li>• Parking lot dust control</li> <li>• Regular maintenance and cleaning</li> </ul>



Fairmont Path	<ul style="list-style-type: none"> <li>• Regular maintenance</li> <li>• Hired new winter contractor</li> </ul>
Edgewater School Path	<ul style="list-style-type: none"> <li>• Regular maintenance, mowing/trimming</li> <li>• Hired new winter contractor</li> </ul>
Wilmer Community Park	<ul style="list-style-type: none"> <li>• Regular maintenance</li> <li>• Regular trash clean up</li> </ul>
Elk Valley Airport	<ul style="list-style-type: none"> <li>• Fence repaired in NW corner</li> <li>• Runway/apron vegetation control/invasive plant control</li> <li>• Danger tree removal</li> </ul>
Eddie Mountain Memorial Arena	<ul style="list-style-type: none"> <li>• Installed new matting in Dressing Rooms 1-5 &amp; Ref Room</li> <li>• Installed new Zamboni flooring</li> <li>• Office lighting renovations</li> <li>• Annual roof maintenance</li> <li>• New hire, Chris Matheson</li> <li>• Completed WorkSafeBC Ammonia initiative tasks</li> <li>• Amended user fees &amp; updated regulation bylaw</li> <li>• Regular maintenance and cleaning</li> <li>• Painted ½ the exterior of the facility</li> </ul>

West Fernie Thomson Regional Park was transferred to the City of Fernie as part of the West Fernie boundary extension and is now owned, operated and maintained by the City of Fernie.

St. Mary Lake Regional Park is now operated and maintained by the RDEK through a Licence of Occupation Agreement with the private landowner.

All projects are closely monitored to ensure they are completed on time and within budget. Annual work plans are developed to organize and prioritize site operations and maintenance tasks at each park, trail and recreation facility.

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

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



Wycliffe Park Firewood Depot



Cherry Creek Park Bench



Tie Lake Park Barrier Rocks



## Eddie Mountain Memorial Arena

The Eddie Mountain Memorial Arena (EMMA) completed a very busy user season hosting the annual three week Columbia Valley Hockey School, the BC Hockey Peewee Tier four Provincials, 13 Minor Hockey tournaments, one Figure Skating Carnival, a Kootenay Ice exhibition game against the Calgary Hitmen as well as hosting a provincial Refrigeration Safety Course in the mezzanine.

There were many upgrades completed at the Eddie Mountain Memorial Arena in 2018, including new protective rubber matting in six dressing rooms, installing new zamboni room concrete flooring, ten new wheelchair accessible toilets in the public washrooms, painting half of the exterior of the facility, security camera system upgrades, renovations to the arena office and annual maintenance on the arena roof. New Arena Maintenance worker Chris Matheson completed his Refrigeration Safety Awareness training course hosted at the Eddie Mountain Arena. Chris replaced Arena Maintenance worker Allan Norman who retired in September. Working alongside WorkSafeBC, Arena Operator Jye Carder completed the new Exposure Control Plan for the Eddie Mountain Memorial Arena in conjunction with WorkSafeBC's new ammonia initiatives.



EMMA Flooring



EMMA's New Colours



Crossroads Washroom Facility

## Control Services

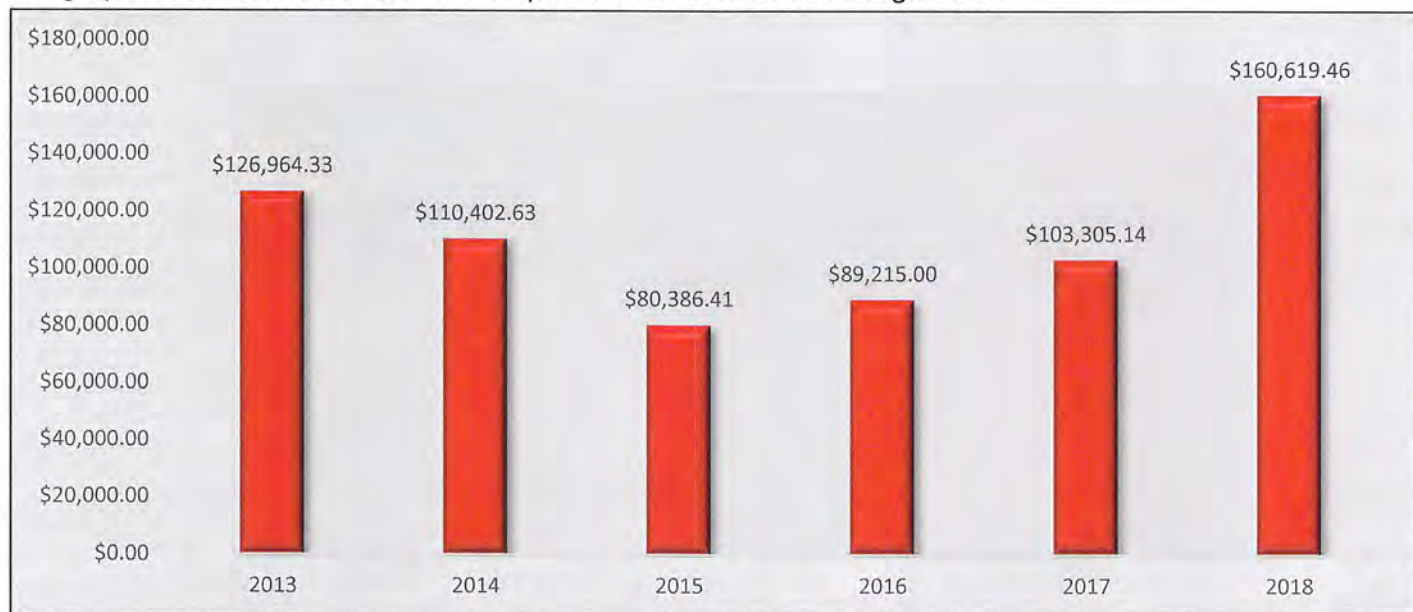
### Mosquito Control

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

Total staff hrs worked was 32 hrs.

Mosquito control costs were \$160,619.46 including contractor fees and the purchase of Aquabac.

The graph below shows the cost of mosquito control from 2013 through 2018.



#### 2018 Noteworthy Items:

- Ground treatments started on May 18 and the final treatment was June 12;
- Two aerial treatments were completed on May 21 and June 1;
- Total aerial treatments were approximately 1,605 hectares;
- Total ground treatments were approximately 239 hectares; and
- All 320 bags of in stock Bti were used and an additional 260 bags were purchased to complete the program (320 bags will be purchased to replenish the stock in the spring of 2019).

Mosquito control continues to be challenging with changing weather patterns and seemingly unpredictable snowfall, rainfall and warming trends that have resulted in varying mosquito control challenges. With the removal of the Thunderhoof Dam in 2016, Kootenay River water levels that were once held back by the dam are encroaching areas susceptible to flood water during pre-freshet conditions and require treatment by ground and aerial. Aerial follow up treatments have been required towards the end of freshet in areas susceptible to flood waters. The program cost increases in 2018 were caused by an increase in mosquito development sites and mosquito larval abundance due to regional river levels that had not been as high in at least two years.





## RDEK Invasive Plant Program - 2018 Annual Report

### Invasive Plant Bylaw Enforcement

In 2017, the Regional District of East Kootenay (RDEK) implemented Invasive Plant (IP) Regulation Bylaw No. 2711 (IP Bylaw) and IP Bylaw Enforcement Policy and Procedures (IP Policy) to support property owners with their obligations to control invasive plant(s) as required under the provincial *Weed Control Act*. Kevin Paterson (Environmental Services Manager) and Jamie Davies (Recreation & Control Services Supervisor (RCSS) remain as RDEK Weed Control Officers to enforce and administer the provincial *Weed Control Act*.

### Complaints

Since the inception of the RDEK Invasive Plant Program in 2005, the RDEK has received and responded to IP complaints on private lands. With the implementation of the IP Policy in 2017, all complaint sites are organized by a file number and all pertinent site information (i.e. property info, species and infestation size, infraction class ranking, action required) is added to Tempest. Tempest is a land management system for local governments, which includes permitting, bylaw, local improvements and utility data collection and payments.

Year	Number of Complaints	Comments
2010-2016	38	Total number of complaints prior to implementation of the IP Bylaw
2017	26	26 inspected with enforcement letters mailed in March 2018
2018	74*	69 inspected with enforcement letters to be mailed in March 2019

\*Unable to inspect five sites due to time/weather constraints

### Infraction Class Ranking

To date, there are 415 IP sites that have been ranked from 1 (high priority) to 4 (low priority). This includes all complaint sites on private land in the RDEK, Neighbourhood Invasive Plant Program (NIPP) sites and inspected RDEK properties. Of the 415 IP sites, there are:

- Class 1 Infractions – 44 (require annual inspections until species eradicated)
- Class 2 Infractions – 206 (once compliant, follow up as time/resources allow)
- Class 3 Infractions – 125 (once compliant, follow up as time/resources allow)
- Class 4 Infractions – 40 (education only, follow up as time/resources allow)

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

### Enforcement

Enforcement letters for new sites (Class 1, 2, 3, and 4 infractions) are mailed to landowners in March (additional letters may also be issued throughout spring as new sites are inspected or as warnings for non-compliance). A notice is issued when a landowner is unable to achieve compliance. If unable to achieve compliance through a notice, remedial action (hiring of a contractor) is initiated and the cost to control IPs is issued to the landowner; if unpaid, the cost is added to their taxes.

Landowners are also required to submit an IP management plan; the expectation is that landowners are utilizing a management plan to continue IP control on their own.

- Letters are issued to new Class 2, 3 and 4 infractions.
- Warning letters are issued to new Class 1 infractions and as follow up to non-compliant letters (Class 2 and 3 infractions).
- Notices are issued as follow up to non-compliant warning letters and to sites with habitual non-compliance (Class 1, 2 and 3 infractions).

Year	Number of Letters	Number of Warning Letters	Number of Notices
2010-2017	39	0	0
2018	48	33	9

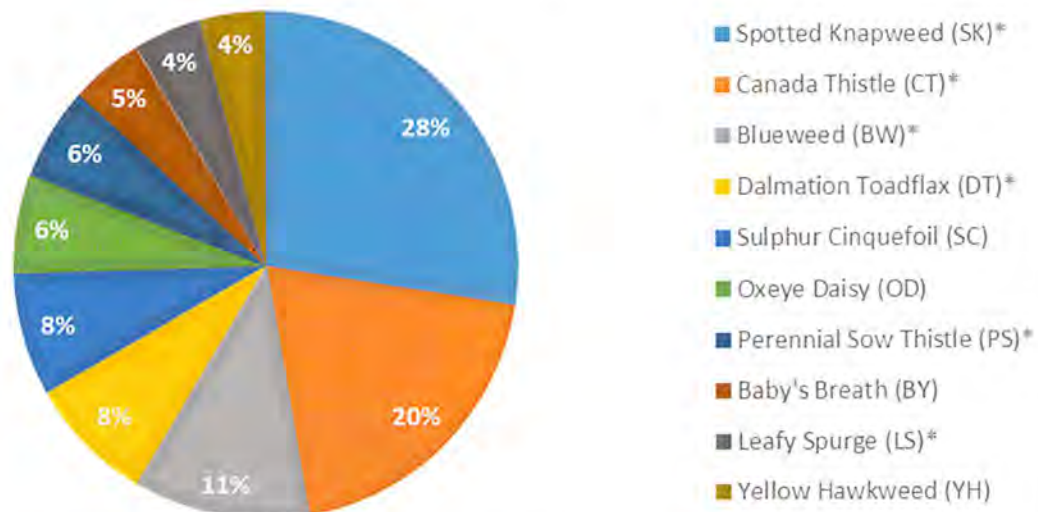
In 2018, all complaint sites that were issued letters and required inspections were compliant (initiated IP control); although some sites required multiple site visits and warning letters to achieve compliance.

The exception was 10 Canadian Pacific Rail (CP) complaint sites. CP controlled IPs at one of the 10 sites and did not undertake IP control on the remaining nine sites. As such, the Weed Control Officer issued notices (under section 7 of the provincial *Weed Control Act*) to control IP species at the nine sites. CP did not control regulated IP species as requested in the notices and therefore remedial action (spraying and/or hand pulling) was initiated at eight of the nine sites; one site was not treated due to time and weather constraints. CP was assessed the costs to control IPs at the eight sites; full payment was received in January 2019.

**Mapping**

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

**TOP 10 INVASIVE PLANT SPECIES ON PRIVATE LAND IN THE RDEK**



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



## RDEK Sites

It is important that sites owned and/or operated by the RDEK are compliant with the Bylaw and the provincial *Weed Control Act*. In 2018, the Weed Control Officer inspected one solid waste site, one utility site, nine parks, and the Elk Valley Regional Airport. IPs at all of the sites were controlled by a contractor (sprayed) or by RDEK staff (trimmed or hand pulled).

## Neighbourhood Invasive Plant Program (NIPP)

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

The NIPP provides five options to assist with IP control:

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

A summary of NIPP applications is as follows:

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

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

In 2018 there were 20 NIPP applicants of which:

- All received guidance and resources
- 12 were inspected
- 19 were new applicants and 1 was a previous applicant
- 10 were approved for financial support (7 herbicide and 3 cost share rebates)
- 6 submitted receipts for financial support
- 1 utilized a backpack sprayer

The 20 applicants are located in the following Electoral Areas/Municipalities:

- Area A - 1
- Area B - 3
- Area C - 9
- Area E - 1
- Area F - 2
- Area G - 1
- Cranbrook - 3

In 2019, the financial support budget is proposed to remain at \$5,000.



## Request for Decision

File No: Bhh 066 001

<b>Date</b>	January 29, 2019
<b>Author</b>	Shawn Tomlin, CAO
<b>Subject</b>	Elk Valley Mine Tax Sharing Funds City of Fernie – Fernie Memorial Arena Refrigeration System Replacement

---

### REQUEST

To provide a contribution from the Electoral Area A portion of the Elk Valley Mine Tax Sharing Funds to the City of Fernie towards the replacement of the refrigeration system at the Fernie Memorial Arena.

### OPTIONS

1. That a grant of \$100,000 be provided to the City of Fernie for the replacement of the refrigeration system at the Fernie Memorial Arena from the Electoral Area A portion of the Elk Valley Tax Sharing funds, and further that the grant be included in the 2019 Financial Plan.
2. That a contribution from the Electoral Area A portion of the Elk Valley Mine Tax Sharing Funds towards the replacement of the refrigeration system at the Fernie Memorial Arena not be provided.

### RECOMMENDATION

Option 1

### BACKGROUND/ANALYSIS

On January 11, 2019, the RDEK Board adopted the following resolution:

THAT the provision of a grant of \$100,000 to the City of Fernie for the replacement of the refrigeration system at the Fernie Memorial Arena from the Electoral Area A portion of the Elk Valley Tax Sharing Funds be referred to the Area A Electoral Area Advisory Commission for comment.

The Electoral Area Advisory Commission for Electoral Area A reviewed the request at their January 15, 2019 meeting and recommended a contribution of \$100,000 towards the project.

Attached is the letter of request from the City of Fernie that was considered at the January Board meeting.

## **SPECIFIC CONSIDERATIONS**

### **Policy**

The Elk Valley Property Tax Sharing Agreement Funds Expenditure Policy (No. 40224, 10/2008), requirements include:

- Tax Sharing Funds may only be used for projects, grants or other programs benefitting residents and property owners in Electoral Area A.
- All funding requests must be referred to the Electoral Area Advisory Commission for Electoral Area A for review and comment.
- Grants of Tax Sharing Funds may only be available to Elk Valley municipalities and registered non-profit societies within the Elk Valley for projects or programs that are available for the use or enjoyment of Electoral A residents and property owners.

### **Previous Board Action**

On, January 11, 2019, the RDEK Board resolved to provide a Community Works Fund grant of \$100,000 to the City of Fernie for the replacement of the refrigeration system at the Fernie Memorial Arena.

### **Financial**

If approved, the funding contribution would be included in the 2019 – 2023 Financial Plan.

### **Elk Valley Tax Sharing Agreement**

2019 projects for this service have not yet been determined. Based on the current draft budget, there could be up to \$300,000 available for this project in 2019.

Attachment

November 29, 2018

Mr. Shawn Tomlin  
Chief Administrative Officer  
Regional District of East Kootenay

RE: FERNIE MEMORIAL ARENA

Dear Mr. Tomlin;

As you are aware, the Fernie Memorial Arena was out of service from October 17, 2017 to September 10, 2018 due to a workplace accident that took the life of two City of Fernie employees and a refrigeration contractor.

I would like to thank the Regional District of East Kootenay Board, Staff and residents for the support and encouragement dealing with this tragedy and in the months of coping that followed. Our regional model of Emergency Response was tested, and proved to be of great value, as was the resiliency of our Valley community.

Below you will find an accounting of the revenues and expenses involved with the incident. The list below are the costs directly attributed to the incident and do not include the initial emergency response, budgeted capital expenses or a significant repair to the roof trusses that was deemed necessary as a condition of putting the arena back into service. As well, the curling rink is still out of service and will require additional funding.



2018	
Refrigeration plant	885,000
Plumbing repairs	122,152
Compressor room demolition	125,165
Electrical repairs	62,800
Hazardous Materials removal	<u>197,006</u>
Total for 2018	1,392,123
Funding	
Proceeds from insurance	<u>650,000</u>
	650,000

The 2018 expenses of \$1,392,123 outlined above are directly related to replacement of the refrigeration system, plumbing and electrical repairs required for start up in September of 2018. The insurance proceeds are covered under our equipment breakdown policy and equal the replacement cost of an ammonia plant like the plant removed from the Memorial Arena.

The difference between the 2018 expenses and the insurance money is \$742,123.

The Fernie Memorial Arena is, and has been, a facility that is utilized by many residents of the RDEK, particularly those in Area "A", and is truly a regional facility of benefit to the entire region.

Our request is that the Board consider contributing to cover a portion of the unfunded cost of \$742,123.

Respectfully,



Norm McInnis  
Chief Administrative Officer



## Request for Decision

File No: Shh 206 001

**Date** January 17, 2019  
**Author** Shannon Moskal, Corporate Officer  
**Subject** Whistle Cessation – Westside Road Crossing in Spillimacheen

---

### REQUEST

Whether to proceed with an official request to Canadian Pacific to proceed with the process for whistle cessation at the Westside Road crossing in Spillimacheen.

### OPTIONS

1. That Canadian Pacific and the Ministry of Transportation and Infrastructure be requested to proceed with whistle cessation at the Westside Road crossing in Spillimacheen.
2. That whistle cessation at the Westside Road crossing in Spillimacheen not proceed.

### BACKGROUND/ANALYSIS

In November 2017, the Board resolved to send a letter to Canadian Pacific (CP) advising that the Board is interested in having train whistling cease at the Westside Road crossing in Spillimacheen and requesting information on what is required. This was in response to a number of requests that Director Gerry Wilkie received from residents of Spillimacheen. Spillimacheen is a very compact community located along Highway 95 with many residences being within 500 metres of the Westside Road crossing. The crossing is equipped with a warning system consisting of flashing lights and gates.

CP has advised that Transport Canada has established procedures for the elimination of whistling at public grade crossings (see attached). These procedures were not developed with regional districts in mind as we are not the road authority.

To request that whistling be stopped at a specific crossing, a regional district must adopt a resolution specifically requesting the railway company, CP, and the road authority, Ministry of Transportation and Infrastructure (MOTI), to proceed with whistle cessation at the specified crossing. The regional district's request is submitted directly to CP who will connect with MOTI. CP and MOTI will initiate Transport Canada's procedures which includes a risk assessment of the crossing. If MOTI requires funds for the development of the risk assessment, they may request funding from the RDEK. If CP and MOTI agree that the crossing meets Transport Canada's whistling cessation requirements and the proposed whistling cessation will not interfere with the safety of railway operations, then MOTI may proceed with the elimination of whistling at that location.

Attachment



[Home](#) → [Transport and infrastructure](#) → [Rail Transportation](#)

→ [Procedure for Train Whistling at Public Grade Crossings](#)

# Procedure for Train Whistling at Public Grade Crossings

---

## Train Whistling at Public Grade Crossings

Train whistling is an important way to keep drivers, cyclists and pedestrians safe. The Canadian Rail Operating Rules (CROR 14) require all trains to whistle whenever they approach a public grade crossing.

In some cases, these whistles can be bothersome to people living nearby and municipalities may wish to end the whistling to provide local residents with relief from the noise.

If you are a resident wanting to stop train whistles in your neighbourhood, contact your municipality. If the municipality agrees to proceed with your request, it must follow the whistling cessation procedure detailed below. In brief, the municipality must consult with the railway company to assess the feasibility of the request; notify the public and other interested parties of their intent; and ultimately pass a council resolution to stop the whistling. The procedure promotes the collaboration between municipalities and railway companies in ensuring grade crossings remain safe.

## Procedure for Eliminating Whistling At Public Grade Crossings

This procedure is consistent with the requirements of section 23.1 of the *Railway Safety Act*, section 104 of the new *Grade Crossings Regulations* which came into effect on November 27, 2014, and Appendix D of the *Grade Crossing Standards*. It supersedes the previous *Procedure & Conditions for Eliminating Whistling at Public Crossings (Guideline No. 1)*.

### Step 1

#### **Interest for whistling cessation is expressed.**

An interest for whistling cessation exists when a municipality receives a request from a citizen or a community group to stop train whistling at a specific area (one crossing or multiple crossings) along a railway corridor.

## Step 2

### **Municipality consults with railway company.**

The municipality consults with the railway company that operates the relevant line of railway to assess the feasibility of the whistling cessation request.

## Step 3

### **Municipality issues notifications and public notice.**

The municipality notifies all relevant associations or organizations (<http://www.tc.gc.ca/eng/railsafety/legislation-380.htm>) and issues a public notice of its intention to pass a resolution declaring that it agrees that whistles should not be used at a specific area (crossing or multiple crossings) along a railway corridor.

## Step 4

### **Municipality and railway assess the crossing(s) against the prescribed requirements in the *Grade Crossings Regulations* and *Grade Crossing Standards*.**

The municipality and the railway company assess whether or not the area (crossing or multiple crossings) meets the whistling cessation requirements specified in section 104 of the *Grade Crossings Regulations* and Appendix D of the *Grade Crossing Standards*. This may be done by engaging a professional engineer to determine if the area complies with the conditions in the regulations.

## Step 5

### **Municipality and railway agree that the crossing(s) meets the prescribed requirements of the *Grade Crossings Regulations* and *Standards*.**

If the municipality and the railway company do not mutually agree that the crossing(s) meets the prescribed requirements, they should try to resolve the conflict.

## Step 5A (optional)

### **Municipality and railway request a final decision from Transport Canada.**

If disagreement between the municipality and the railway persists, the supporting documentation should be provided to Transport Canada ([railsafety@tc.gc.ca](mailto:railsafety@tc.gc.ca)) for further assessment. Transport Canada's decision on the issue is final.

## Step 6

### **Municipality passes a resolution declaring that it agrees that whistles should not be used in**

**that area, thereby prohibiting train whistling.**

Once it is deemed that the provisions of the *Grade Crossings Regulations* and Standards are satisfied, the municipality must declare, by resolution, that it agrees that train whistles should not be used at the prescribed crossing(s). A copy of the resolution should be sent to the railway company and all relevant associations or organizations, including the head quarters of Transport Canada's Rail Safety Directorate ([railsafety@tc.gc.ca](mailto:railsafety@tc.gc.ca)).

**Step 7****Railway company notifies Transport Canada and informs the municipality within 30 days that it has arranged to have whistling ceased at the crossing(s).**

Upon receipt of the resolution, the railway company issues its special instructions, as per CROR 14(l)(iv), eliminating the application of CROR 14(l)(i), while providing for CROR 14(f). The railway company notifies the headquarters of Transport Canada's Rail Safety Directorate ([railsafety@tc.gc.ca](mailto:railsafety@tc.gc.ca)) of the effective date of whistling cessation at the crossing(s), and provides a copy of its special instructions.

The railway company notifies the municipality and/or the road authorities in writing of the whistling cessation not later than 30 days after the day whistling is ceased.

**Step 8****Municipality and railway share the responsibility for monitoring and maintaining the conditions that support the cessation of train whistling at the crossing(s).**

A Transport Canada Railway Safety Inspector may order the reinstatement of whistling at the crossing(s) should the responsible authorities fail to maintain the area in a manner that meets the prescribed requirements of the *Grade Crossings Regulations* and section 23.1 of the *Railway Safety Act*.

**For More Information**

Canada has one of the safest rail transportation systems in the world as a result of shared efforts between many partners including Transport Canada, provincial governments, railways and municipalities. To learn more about the many ways in which Transport Canada and its partners are improving railway safety, please visit the Rail Safety section of Transport Canada's web site at <http://www.tc.gc.ca/eng/railsafety/menu.htm>.

**Date** January 28, 2019  
**Author** Jamie Davies, Recreation and Control Services Supervisor  
**Subject** Proposed Multi-Use Facility at the Wycliffe Exhibition Grounds

---

**REQUEST**

Provide direction with respect to requests to construct an indoor riding arena at the Wycliffe Exhibition Grounds (WEG).

**OPTIONS**

1. That staff prepare a report estimating the net cost to operate and maintain an indoor multi-use facility at the Wycliffe Exhibition Grounds.
2. That staff consult with the equestrian user groups regarding their ability and willingness to support a fee structure that would support cost recovery of an indoor multi-use facility at the Wycliffe Exhibition Grounds.
3. That there be no further investigation to build a multi-use facility at the Wycliffe Exhibition Grounds.

**RECOMMENDATION**

If there is an expectation that additional facilities be funded by user fees, Option 2 would be appropriate. If there is an appetite to partially fund operation with tax dollars, Option 1 would be necessary to quantify the tax impact.

**BACKGROUND/ANALYSIS**

Since 2010 the RDEK has maintained and operated the WEG. Over the past 8 years, interest in using the WEG has increased and the outdoor arena has been booked by the various equestrian groups during evenings and weekends from April to October.

Since 2014, the idea of having an indoor multi-use facility (indoor arena) at the WEG has been discussed by various members of the equestrian community with elected officials and RDEK staff. Note that the Agricultural Land Commission (ALC) requires a new application for non-farm use to construct new infrastructure at the WEG. This is irrespective of whether the proposed structure is intended for equestrian/agricultural related events or other types of events. The ALC application process takes approximately eight months.

In 2017, members from the Pine Ridge Roping Club obtained a multi-use facility feasibility study from a Vancouver based consultant (Architecture 49) and shared the results with the RDEK. The report estimates the cost to build the indoor arena at \$2,952,040. Three letters of support from various equestrian groups, and one letter from a non-equestrian group, accompanied the report. Following report discussions and analysis, they decided to commission a local consultant to review and report on the feasibility study and to present realistic revenue and expense projections for an indoor arena when compared to local facilities and historical WEG facility usage.



The second multi-use facility feasibility study was completed by Stillwater Consulting Ltd. (Stillwater) and was presented to Electoral Area C Director Rob Gay and RDEK staff in the fall of 2018. Six letters of support from various equestrian groups, and one letter from a non-equestrian group, accompanied the report. The report estimates the cost to build the indoor arena at \$1,250,000 of which \$250,000 has been secured through a Columbia Basin Trust grant. The reduced cost estimate is based on the removal of features such as a fire suppression/sprinkler system, heating system and insulation.

Note that in 2018 there were 108 equestrian group members registered, 758 hours of outdoor arena usage (evenings and weekends from April to October) and a net operating cost of the overall facility of \$49,410.

Some of the items to consider in further evaluating the proposal include:

- actual hours of use by the various equestrian clubs when compared to report estimated hours of use (the clubs have historically booked the outdoor arena in the evenings Monday to Thursday and on Sundays);
- proposed indoor arena hours of use during the summer months;
- revenue/expense/usage comparisons with other local indoor arenas;
- indoor arena fees required based on a break-even (historically the various equestrian group members pay \$10/year to use all of the outdoor facilities);
- additional parking area development (Rodeo parking area and emergency helicopter (STARS) staging area would be diminished with proposed location of indoor arena);
- staffing costs without the addition of a full-time employee to manage and promote the indoor arena (historically RDEK staff have successfully managed WEG facility bookings);
- review of potential annual revenues from concession, event bookings, donations, sponsorship and advertising sales and other revenues; and
- use of existing onsite Henderson building for year-round, non-equestrian related events. The Henderson building (a 120' x 50', non-heated, open floor plan structure with a concrete floor) is located at the WEG and is available for non-equestrian related events. The Henderson has lighting, multiple power outlets, access/egress doors and a side pavilion and is used annually for the rodeo dance and for wedding receptions. Historically, this structure has been used for a couple of weeks a year and sits unused and empty the remainder of the year.

Attachments

Architecture 49 – Wycliffe Multi-Use Facility Feasibility Study  
Stillwater Consulting Ltd. – Wycliffe Multi-Use Facility Project

# **Wycliffe Multi-Use Facility Project**

Prepared for the Regional District of East Kootenay,  
Pine Ridge Roping Club, and other project stakeholders

Prepared by Stillwater Consulting Ltd

August 28, 2018



## **Stillwater Consulting Ltd**

Since 2012, Stillwater Consulting has been offering project management and business consulting services to clients within the East Kootenay and beyond. Our portfolio of completed work includes management of major construction projects, post-secondary training programs, hospitality and tourism operations, business development, marketing and communications, and custom training for public and private sector clients.

Stillwater approaches project management with a focus on the needs of our clients, adhering to a philosophy of remaining calm, flexible and relentless in our approach to challenges. The management of Stillwater Consulting are committed to investing their time in projects that fulfil the economic and community needs of the area.

### **Executive Summary**

The development of a multi-use indoor facility at the Wycliffe Exhibition Grounds will address current and future needs of surrounding communities, and support economic stability and positive growth in rural communities in the East Kootenay through increased programming, accessibility and community capacity.

The demand and interest for equine programming among residents of the East Kootenay far exceeds the current capacity of community resources, and the absence of nearby indoor facilities creates additional serious risk for those who travel during winter.

In addition to equine activities, the multi-use indoor facility will be capable of hosting any number of other pursuits, such as BMX, archery, fairs, shows, training, camps, large social events and more. The project is greatly supported by current user groups and the greater community, most notably demonstrated through existing efforts to requisition studies, budgets and advice that confirm the feasibility of such a development. The realization of the Wycliffe Multi-Use Facility would be a significant asset to the residents of rural communities within the East Kootenay and a driver of increased economic activity within the Cranbrook and Kimberley area.

Stillwater Consulting Ltd. has completed a review of the proposed Wycliffe Multi-Use Facility project, assessed current market trends and business opportunities, and developed and submitted three applications for funding to support future project developments.



## TABLE OF CONTENTS

<b>PROJECT REVIEW</b>	<b>4</b>
<b>INTRODUCTION</b>	<b>4</b>
<b>PROJECT DATES</b>	<b>4</b>
<b>PROJECT RATIONALE</b>	<b>4</b>
<b>PROJECT OBJECTIVES</b>	<b>5</b>
<b>ACTION PLAN</b>	<b>6</b>
<b>COMMUNITY SUPPORT</b>	<b>7</b>
<b>BUSINESS PLANNING AND SUSTAINABILITY</b>	<b>7</b>
<b>COMMUNITY CONSULTATION AND VOLUNTEER ACTION PLAN</b>	<b>9</b>
<b>BUDGET</b>	<b>9</b>
<b>ANNUAL OPERATING BUDGET</b>	<b>11</b>
<b>ARENA SALES BREAKDOWN</b>	<b>12</b>
<b>FACILITY CONSTRUCTION BUDGET</b>	<b>13</b>
<b>PROJECT SCHEDULE, SCOPE OF WORK &amp; MILESTONES</b>	<b>18</b>
<b>APPLICATIONS FOR FUNDING</b>	<b>19</b>
<b>BC RURAL DIVIDEND PROGRAM</b>	<b>19</b>
<b>COMMUNITY GAMING GRANTS – CAPITAL PROJECTS GRANT</b>	<b>19</b>
<b>COLUMBIA BASIN TRUST – COMMUNITY DEVELOPMENT PROGRAM</b>	<b>19</b>
<b>APPENDIX A – SUPPORT LETTERS</b>	<b>20</b>
<ul style="list-style-type: none"><li>• REGIONAL DISTRICT OF EAST KOOTENAY – ELECTORAL AREA C DIRECTOR</li><li>• COLUMBIA BASIN TRUST</li><li>• CRANBROOK AND DISTRICT 4-H COUNCIL</li><li>• CRANBROOK ARCHERY CLUB</li><li>• EAST KOOTENAY EQUESTRIAN ASSOCIATION</li><li>• KOOTENAY BARREL RACING ASSOCIATION</li><li>• PRRC KIDS FUN DAYS</li><li>• ROCKY MOUNTAIN RIDERS</li><li>• SOUTH COUNTRY COWBOYS ASSOCIATION</li></ul>	



## PROJECT REVIEW

### Introduction

The Pine Ridge Roping Club (PRRC) is a longstanding registered not-for-profit organization with a focus on team roping and equine activities in the East Kootenay area of British Columbia. PRRC is heavily involved in the local and regional equine communities. The club has identified needs for increased programming capacity and year-round programming through an ongoing process of community consultation with other community members including individuals and organizations from surrounding rural areas. PRRC has spearheaded a variety of initiatives and has worked closely with the Regional District of East Kootenay (RDEK) to address these growing needs including upgrading existing facilities at the Wycliffe Exhibition Grounds in 2016 and retaining the services of Architecture49 to conduct a feasibility study in 2017 for the construction of a new multi-use facility at the site. The feasibility study further examined the community and civic needs of the residents of Cranbrook, Kimberley and their surrounding communities and evaluated the economic, social, and environmental implications associated with a variety of options to address these needs.

### Project Dates

Project development and pre-work: April 1, 2018 – August 31, 2019<sup>1</sup>  
Facility construction: November 1, 2018 – August 31, 2019

### Project Rationale

Communities within rural British Columbia are facing significant challenges in supporting residents with opportunities for positive development and socioeconomic growth opportunities that contribute to healthy communities. While urban areas throughout British Columbia are experiencing continued growth and development, rural areas across British Columbia are showing significant signs of a declining population. According to *Strengthening Rural Canada*, the population in rural BC is expected to decline at a rate of 12.2% between 2011 and 2025 while the overall provincial population will continue to increase significantly. Many young adults (20 to 44) who have grown up in regional areas are relocating and not returning, seeking increased recreation and employment opportunities available in larger centres.

A recent market analysis, as well as through consultation with a variety of individuals, groups and clubs from rural communities in the East Kootenay, indicates a growing trend for outdoor recreation and physical fitness, especially in equine activities. While the overall population follows a declining trend in rural communities in the East Kootenay, interest and involvement in equine activities continues to increase and the programming needs of the community currently extend far beyond the capacity of available facilities. Addressing needs for increased equine programming, year-round

---

<sup>1</sup> Preliminary project work such as community consultation, needs assessments, business planning, and a feasibility study represent pre-project work and some of these activities will continue within the facility construction dates and through ongoing evaluation and revision continue to provide direction for the development of the overall project.



program opportunities and accessible facilities within a short-travel distance to rural communities in the East Kootenay will contribute to overall health and wellness of community residents. Rural communities demonstrating strong health and wellness with access to a variety of year-round opportunities for positive development among children, youth, and adults will experience less attrition and maintain a more stable population. In addition, increased programming and access to facilities will provide opportunities for non-equine sport and recreation as well as large exhibitions and multi-day events that will attract users from outside of the area and stimulate the local economy.

### **Project Objectives**

This project reflects rural development strategies that support the needs of rural communities on a social, environmental, and economic level and follows a collaborative approach from regional groups that represent an emerging trend for community engagement, sport and recreation. RDEK will oversee and manage all aspects of this project including ongoing operational planning and support with staffing after the completion of the facility's construction.

1. Increase accessibility and inclusiveness of equine activities for rural residents in the East Kootenay and surrounding areas.
  - a. By August 31, 2019 complete development of a year-round multi-use facility at the Wycliffe Exhibition Grounds (RDEK lands open for use by the public).
  - b. Before August 31, 2019 establish programming opportunities for higher needs populations including children, elderly, at-risk youth, and individuals with physical and/or cognitive limitations.
2. Improve equine programming opportunities for children, youth and adults in the East Kootenay and surrounding areas.
  - a. Expand current facility grounds for increased capacity and year-round utilization, including parking and animal handling/accommodation by August 31, 2019.
  - b. Increase registration in equine programming opportunities by 50% before August 31, 2019.
3. Increase community capacity for safe year-round equine and other sport, recreation, leisure, agritourism and social activities in the East Kootenay and surrounding areas.
  - a. Develop facility with primary focus on equine activities including roping, barrel racing, steer wrestling, rodeo, dressage and jumping.
  - b. Identify and promote utilization of facility for further recreational activities such as BMX, archery, trade and interest shows, fairs and markets, sports camps, social events, and more.
4. Establish economically sustainable recreational programming in the East Kootenay.
  - a. Provide support for increased programming and business opportunities among local and regional equine clubs and organizations.



- b. Before July 31, 2019, hire, train and support a Facility Manager to oversee facility operations and assist with completion of project deliverables.
  - c. Develop and manage an annual budget that covers all operational expenses and includes provision for capital developments and future facility upgrades.
5. Increase economic opportunities associated with local equine events and generate positive economic impacts in local rural communities with equine events and other user groups.
- a. Contribute to stable and growing rural tax base by decreasing outflow of rural residents to larger centres.
  - b. By August 31, 2019 develop and implement a business plan that includes hosting a minimum of five large events per year.

## Action Plan

This project is the result of a collaborative planning process that was initiated by PRRC to assess the needs of current and emerging Wycliffe Exhibition Grounds users (as well as other community members with equine interests), and to develop solutions that best meet those identified needs. This process, spanning several years, has included community consultations with various user groups, meetings with PRRC members, making improvements to existing facilities where possible and continuous need assessments of area visitors, local users, staff, animals, and supporters of the current local and regional equine programs. In addition, PRCC commissioned a third-party feasibility study that was completed in 2017 to determine the best approach to meeting the identified needs and to ensure the proposed project was socially, environmentally and economically feasible. Stillwater Consulting has since reviewed the project and revised the information to reflect current community needs and attainable project funding opportunities. This project implements many of the recommendations derived from previous initiatives and maintains a collaborative approach to assessing and addressing the needs of communities in the East Kootenay. Specific actions include the following:

1. Collaborative planning process (ongoing)
2. Needs assessment (ongoing)
3. Feasibility study (completed in 2017)
4. Project development, budget, and funding (Apr. 1 – Oct. 31, 2018)
5. Business and marketing plan development and implementation (May 15 – Dec. 31, 2018)
6. Fundraising (Nov. 1, 2018 – Aug. 31, 2019)
7. Volunteer action plan (June 1, 2018 – Aug. 31, 2019)
8. Prepare site for new building (Apr. 15 – Apr. 30, 2019)
9. Develop/implement new programming options for children youth and adults (Apr.15 – ongoing)
10. Construct and erect new facility (May 1 – June 30, 2019)
11. Complete hook-ups for all electrical and mechanical systems (June 1 – July 15, 2019)
12. Prepare riding arena and warm-up area (July 1 – July 15, 2019)



## Community Support

The project aims to meet the needs of the surrounding rural communities for year-round programming that contributes to the physical, economic and social well being of residents. In addition to the ongoing support and efforts of PRRC members, the project has received letters of support from other organizations and user groups in the community. Supporters include:

- Regional District of East Kootenay – provision of funding support for feasibility study and preliminary planning, and commitment of further support for project realization. The RDEK manages and maintains the existing Wycliffe Exhibition Grounds and will continue to act in this role with support from PRRC and other project stakeholders.
- Cranbrook and District 4-H Council – support the project with volunteer assistance and commitment to hosting annual events and activities at the facility.
- PRRC Kids Fun Days – volunteer support for program development and project implementation.
- Rocky Mountain Riders – volunteer support for program development and project implementation.
- Maverick Riding Club – volunteer support for program development and project implementation.
- East Kootenay Equestrian Association – volunteer support for program development and project implementation.
- South Country Cowboys Association – support for maintenance, fundraising and other volunteer activities.
- Cranbrook Archery – support for project.
- Local businesses – a large number of local and regional businesses including but not limited to Williams Moving & Storage, Sandor Rental, Stillwater Consulting Ltd, have indicated support of this project moving forward and will contribute financially and in-kind conditional on project funding approvals.

## Business Planning and Sustainability

This project requires a relatively small operating budget for ongoing operations after the initial capital investment is made. The project is heavily supported by local and regional clubs which collectively make up a strong volunteer base of both skilled and unskilled labourers and professionals with access to tools, equipment, and expertise favoured for the successful development and ongoing operations of this project. The support of rural residents and the RDEK (both financially for the construction of the multi-use facility and in-kind with the contribution of the land for development) as a project partner is necessary for this project to move forward for the development of the facility on RDEK land.

A market analysis was completed in 2017 by Architecture49 Inc. in 2017 and reviewed and expanded by Stillwater Consulting in 2018 to review fee structures, revenues, and expenses of comparable facilities in rural British Columbia and Alberta. The data was then correlated with local and regional population data used to develop financial projections for multi-year use of equine and non-equine programming opportunities of an indoor facility in Wycliffe, BC (see below). The budget also includes



a capital reserve to provide accountability for the eventual replacement of the facility in 40 years. The capital reserve also provides a means for ongoing facility development and/or a financial cushion for the first few years of operations should it be necessary.

## **SWOT Analysis**

Stillwater Consulting conducted an analysis of the project Strengths, Weaknesses, Opportunities and Threats (SWOT). Results are summarized below:

### Strengths

- Strong evidence of community support.
- Dedicated group of skilled volunteers and supporters providing in-kind donations of time, expertise and access to equipment and skilled operators.
- Project addresses needs for increased accessibility, community capacity, and equine programming opportunities for children, youth, and adults in rural communities in the Columbia Basin of British Columbia.
- Project is located in a central area that is already established as a hub for equine activity.
- Indirect economic benefit through resident retention and decrease of migration from rural areas to larger urban centres.

### Weaknesses

- Minimal direct economic benefit from job creation and increased tourism.
- Potential liability to rural tax base if project exceeds construction or operating budgets.

### Opportunities

- Grant funding opportunities for \$1,000,000 between BC Rural Dividend Program (\$500,000 applied), Community Gaming Grants – Capital Projects (\$250,000 applied), and Columbia Basin Trust – Community Development Program (\$250,000 confirmed). Funding applications were all submitted prior to July 31, 2018.
- Project timing. Facility construction is scheduled for spring of 2019 but could commence as early as fall of 2018 if funding confirmation is received in a timely manner. Since the facility is primarily constructed out of steel, the sooner the project begins the better to solidify construction pricing consistent with the project budget.
- Access to local and regional markets in the interior of British Columbia could generate revenues and usage well above forecasted amounts.
- Development of a year-round, indoor facility will generate widespread esteem within the equine community and contribute to increased traffic and attention to the area.
- Capacity for growth of diversified facility users. A wide variety of non-equine users (archery, BMX, etc.) that have similar needs represent an untapped and unaccounted for market that can be developed and accessed in the future to increase facility revenues.

### Threats



- Unsuccessful funding. Out of the \$1 million in submitted funding applications, only \$250,000 from Columbia Basin Trust is confirmed at this time. A shortfall in project funding could impact project timing and result in an increased project budget due to inflation and availability of materials and skilled labour.
- Weather and environmental conditions. Unforeseen conditions such as an early winter or a late spring could significantly impact project construction and operating budgets.
- Unavailability of skilled volunteers. Volunteers that have confirmed involvement in the project could be potentially unavailable if significant delays occur with the project.

### **Community Consultation and Volunteer Action Plan**

This project requires ongoing efforts toward conducting community assessments and gathering input from local and regional community members. Initial community consultations were completed to establish and verify needs related to the proposed project and future consultations will need to be completed once project funding is verified to confirm project design and timeline. A volunteer group has been started and this core group will oversee volunteer operations in the following areas including: information dissemination (distribution of project information to rural community members), coordinating stakeholder meetings, site preparation (equipment operation and manual labour), promotion, fundraising, sponsorships, and ongoing maintenance. The Volunteer Action Plan will be finalized once project funding is confirmed.

### **BUDGET**

Stillwater Consulting completed a full review of the facility construction and operating budgets completed in 2017 by Architecture49 Inc. The following budget recommendations are based on achieving a balance between maximizing revenue potential while minimizing expense risks and liabilities. This optimum operating threshold also incorporates factors related to project construction costs and project scope to prioritize the necessary facility amenities and eliminate project wants that increase stakeholder risk and don't reflect a direct financial return on investment.

The previous proposed construction budget for the facility totaled over \$2.9 million and included both necessary and preferred amenities in the multi-use facility. However, upon further review it was evident that a budget of that size would bring with it some significant barriers for the project as a whole including access to funding, risk to project stakeholders, and potential significant ongoing burden to tax payers. PRRC has existed for a number of years as a non-profit organization in good standing; however, the organization has had minimal involvement with grant funding and doesn't have a well-established funding profile for acquiring and managing large scale grant funded projects. There are only a small number of funders and funding opportunities that would even consider a project with a budget of that size and many of those funders would want to see a strong history of success on comparable past projects. Developing a strong funder profile while at the same time waiting for grant funding opportunities that would total a budget of this size could add years to the project construction timeline and would involve multiple ongoing revisions to timelines and constructions costs (inflation, availability of materials, etc.). The increased timelines associated with this budget could jeopardise funding and in-kind support from current project stakeholders and also





presents a significant risk of project cost overruns due to the scale of the project. This could potentially result in a partially completed project or significant tax payer burden for project completion. Facility operating costs are also much higher with the \$2.9 million budget and, if operational revenues do not meet expectations, then operating costs would be passed on to the tax payer. Stillwater revised the facility construction budget to a value of \$1.25 million. The revised budget only incorporates the necessary amenities required to meet the community needs and would involve the construction of a steel structure with the original project dimensions and provide a covered arena for year round use. Once revenues and facility use is well established additional amenities could be added as required and future funding opportunities for expansion and upgrades can be undertaken. The \$1.25 million project budget represents an attainable funding amount for the scope of this project, minimizes the majority of risks associated with the original budget, and allows for the project to move forward immediately.

The operating budget was also reviewed and modified to reflect changes to facility construction, current market trends, and actual revenues and expenses from comparable facilities<sup>2</sup>. Low, moderate, and high values were calculated for operating revenues and expenses. The operating budget reflects revenues from the 'low' category and compares it to expenses from the 'high' category, thus reflecting the worst-case scenario for the first few years of operation. As evident from the figures included in the operating budget (see below), the operation of this facility is financially feasible and includes substantial opportunity for further market development and revenue generation while keeping operating expenses to a minimum.

---

<sup>2</sup> A market analysis was conducted to review facility amenities, revenues and expenses from the following facilities: Creston Flats Stables, Lethbridge Therapeutic Riding Association, Claresholm Agriplex, Stavely Arena, Silver State Arena, High River Ag Society, RJ Ranch, and Cardston Agricultural Society.



**Annual Operating Budget (medium revenue estimate)**

Revenue	Year 1	2	3	4	5
Arena Rental Sales	\$64,935	\$72,163	\$78,195	\$82,105	\$86,210
Concession (existing)	\$3,000	\$3,300	\$3,630	\$3,703	\$3,777
Events (5 events/year)	\$15,000	\$16,500	\$18,150	\$18,513	\$18,883
Facility Naming Rights & Donations	\$10,000	\$11,000	\$12,100	\$12,342	\$12,589
Sponsorship & Advertising Sales	\$5,000	\$5,500	\$6,000	\$6,500	\$7,000
Other Revenues	\$2,000	\$3,300	\$3,630	\$3,703	\$3,777
<b>Total Revenue</b>	<b>\$99,935</b>	<b>\$111,763</b>	<b>\$121,705</b>	<b>\$126,866</b>	<b>\$132,236</b>
Expenses	Year 1	2	3	4	5
Salaries & Wages	\$47,200	\$48,144	\$49,107	\$50,089	\$51,091
Utilities	\$14,500	\$14,950	\$15,400	\$15,875	\$16,350
Repairs & Maintenance	\$3,500	\$3,700	\$3,950	\$4,150	\$4,350
Insurance	\$8,000	\$8,160	\$8,325	\$8,500	\$8,670
Other Expenses	\$2,000	\$2,000	\$2,500	\$2,500	\$3,000
Capital Reserve Budget (facility improvements)	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
<b>Total Expenses</b>	<b>\$95,200</b>	<b>\$96,954</b>	<b>\$99,282</b>	<b>\$101,114</b>	<b>\$103,461</b>
<b>Net Profit (loss)</b>	<b>\$4,735</b>	<b>\$14,809</b>	<b>\$22,423</b>	<b>\$25,752</b>	<b>\$28,775</b>



### Arena Sales Breakdown (medium estimate, year one)

#### Riding Arena

##### **Prime time – winter**

Estimated hours available per week 50 hours  
 Length of season 26 weeks  
 Total prime hours – winter 1,300 hours  
 Utilization rate – 50% **650 hours**

##### **Non-prime time – winter**

Estimated hours available per week 40 hours  
 Length of season 26 weeks  
 Total non-prime hours – winter 1,040 hours  
 Utilization rate – 35% **364 hours**

##### **Prime time – summer**

Estimated hours available per week 50 hours  
 Length of season 26 weeks  
 Total prime hours – summer 1,300 hours  
 Utilization rate – 35% **455 hours**

##### **Non-prime time – summer**

Estimated hours available per week 40 hours  
 Length of season 26 weeks  
 Total non-prime hours – summer 1,040 hours  
 Utilization rate – 35% **364 hours**

#### Warm-up Area

##### **Winter Season**

Hours available per week 60 hours  
 Length of season 26 weeks  
 Total hours – winter 1560 hours  
 Utilization rate – 35% **546 hours**

##### **Summer Season**

Hours available per week 30 hours  
 Length of season 26 weeks  
 Total hours – summer 780 hours  
 Utilization rate – 35% **273 hours**

<b>Proposed Rates (per hr)</b>	Year 1	Year 2	Year 3
Prime time winter	\$25	\$28	\$30
Prime time summer	\$40	\$43	\$45
Non-prime time winter	\$20	\$22	\$25
Non-prime time summer	\$30	\$32	\$35
Warm-up area	\$15	\$18	\$20
<b>Sales</b>			
Prime time winter	\$16,250	\$18,200	\$19,500
Prime time summer	\$18,200	\$19,565	\$20,475
Non-prime time winter	\$7,280	\$8,008	\$9,100
Non-prime time summer	\$10,920	\$11,648	\$12,740
Warm-up area	\$12,285	\$14,742	\$16,380
<b>Total Sales</b>	<b>\$64,935</b>	<b>\$72,163</b>	<b>\$78,195</b>



### Annual Operating Budget (low revenue estimate)

Revenue	Year 1	2	3
Arena Rental Sales	\$48,295	\$45,266	\$49,140
Concession (existing)	\$3,000	\$3,300	\$3,630
Events (5 events/year)	\$15,000	\$16,500	\$18,150
Facility Naming Rights & Donations	\$10,000	\$11,000	\$12,100
Sponsorship & Advertising Sales	\$5,000	\$5,500	\$6,000
Other Revenues	\$2,000	\$3,300	\$3,630
<b>Total Revenue</b>	<b>\$83,295</b>	<b>\$84,866</b>	<b>\$92,650</b>
Expenses	Year 1	2	3
Salaries & Wages	\$47,200	\$48,144	\$49,107
Utilities	\$14,500	\$14,950	\$15,400
Repairs & Maintenance	\$3,500	\$3,700	\$3,950
Insurance	\$8,000	\$8,160	\$8,325
Other Expenses	\$2,000	\$2,000	\$2,500
Capital Reserve Budget (facility improvements)	\$20,000	\$20,000	\$20,000
<b>Total Expenses</b>	<b>\$95,200</b>	<b>\$96,954</b>	<b>\$99,282</b>
<b>Net Profit (loss)</b>	<b>-\$11,905</b>	<b>-\$12,088</b>	<b>-\$6,632</b>



### Arena Sales Breakdown (low estimate, year one)

#### Riding Arena

##### **Prime time – winter**

Estimated hours available per week 50 hours  
 Length of season 26 weeks  
 Total prime hours – winter 1,300 hours  
 Utilization rate – 30% **390 hours**

##### **Non-prime time – winter**

Estimated hours available per week 40 hours  
 Length of season 26 weeks  
 Total non-prime hours – winter 1,040 hours  
 Utilization rate – 25% **260 hours**

##### **Prime time – summer**

Estimated hours available per week 50 hours  
 Length of season 26 weeks  
 Total prime hours – summer 1,300 hours  
 Utilization rate – 30% **390 hours**

##### **Non-prime time – summer**

Estimated hours available per week 40 hours  
 Length of season 26 weeks  
 Total non-prime hours – summer 1,040 hours  
 Utilization rate – 25% **260 hours**

#### Warm-up Area

##### **Winter Season**

Hours available per week 60 hours  
 Length of season 26 weeks  
 Total hours – winter 1560 hours  
 Utilization rate – 30% **468 hours**

##### **Summer Season**

Hours available per week 30 hours  
 Length of season 26 weeks  
 Total hours – summer 780 hours  
 Utilization rate – 25% **195 hours**

<b>Proposed Rates (per hr)</b>	Year 1	Year 2	Year 3
Prime time winter	\$25	\$28	\$30
Prime time summer	\$40	\$43	\$45
Non-prime time winter	\$20	\$22	\$25
Non-prime time summer	\$30	\$32	\$35
Warm-up area	\$15	\$18	\$20
<b>Sales</b>			
Prime time winter	\$9,750	\$10,920	\$11,700
Prime time summer	\$15,600	\$11,180	\$11,700
Non-prime time winter	\$5,200	\$4,576	\$5,200
Non-prime time summer	\$7,800	\$6,656	\$7,280
Warm-up area	\$9,945	\$11,934	\$13,260
<b>Total Sales</b>	<b>\$48,295</b>	<b>\$45,266</b>	<b>\$49,140</b>



**Annual Operating Budget (high revenue estimate; from 2017 feasibility study)**

Revenue	Year 1	2	3
Arena Rental Sales	\$99,910	\$110,766	\$120,300
Concession (existing)	\$3,000	\$3,300	\$3,630
Events (5 events/year)	\$15,000	\$16,500	\$18,150
Facility Naming Rights & Donations	\$10,000	\$11,000	\$12,100
Sponsorship & Advertising Sales	\$5,000	\$5,500	\$6,000
Other Revenues	\$2,000	\$3,300	\$3,630
<b>Total Revenue</b>	<b>\$134,910</b>	<b>\$150,366</b>	<b>\$163,810</b>
Expenses	Year 1	2	3
Salaries & Wages	\$47,200	\$48,144	\$49,107
Utilities	\$14,500	\$14,950	\$15,400
Repairs & Maintenance	\$3,500	\$3,700	\$3,950
Insurance	\$8,000	\$8,160	\$8,325
Other Expenses	\$2,000	\$2,000	\$2,500
Capital Reserve Budget (facility improvements)	\$20,000	\$20,000	\$20,000
<b>Total Expenses</b>	<b>\$95,200</b>	<b>\$96,954</b>	<b>\$99,282</b>
<b>Net Profit (loss)</b>	<b>\$39,710</b>	<b>\$53,412</b>	<b>\$64,528</b>





### Arena Sales Breakdown (high estimate, year one)

#### Riding Arena

##### Prime time – winter

Estimated hours available per week 50 hours  
 Length of season 26 weeks  
 Total prime hours – winter 1,300 hours  
 Utilization rate – 70% **910 hours**

##### Non-prime time – winter

Estimated hours available per week 40 hours  
 Length of season 26 weeks  
 Total non-prime hours – winter 1,040 hours  
 Utilization rate – 70% **728 hours**

##### Prime time – summer

Estimated hours available per week 50 hours  
 Length of season 26 weeks  
 Total prime hours – summer 1,300 hours  
 Utilization rate – 50% **650 hours**

##### Non-prime time – summer

Estimated hours available per week 40 hours  
 Length of season 26 weeks  
 Total non-prime hours – summer 1,040 hours  
 Utilization rate – 50% **520 hours**

#### Warm-up Area

##### Winter Season

Hours available per week 60 hours  
 Length of season 26 weeks  
 Total hours – winter 1560 hours  
 Utilization rate – 50% **780 hours**

##### Summer Season

Hours available per week 30 hours  
 Length of season 26 weeks  
 Total hours – summer 780 hours  
 Utilization rate – 50% **390 hours**

<b>Proposed Rates (per hr)</b>	Year 1	Year 2	Year 3
Prime time winter	\$25	\$28	\$30
Prime time summer	\$40	\$43	\$45
Non-prime time winter	\$20	\$22	\$25
Non-prime time summer	\$30	\$32	\$35
Warm-up area	\$15	\$18	\$20
<b>Sales</b>			
Prime time winter	\$22,750	\$25,480	\$27,300
Prime time summer	\$26,000	\$27,950	\$29,250
Non-prime time winter	\$14,560	\$16,016	\$18,200
Non-prime time summer	\$19,500	\$20,800	\$22,750
Warm-up area	\$17,100	\$20,520	\$22,800
<b>Total Sales</b>	<b>\$99,910</b>	<b>\$110,766</b>	<b>\$120,300</b>



## Facility Construction Budget

Site Work	
Site services	\$65,000.00
Site excavation and remediation	\$45,000.00
<b>Total site work</b>	<b>\$110,000.00</b>

Arena Facilities	
Arena surface (26,440 square feet x \$3 per square foot)	\$79,320.00
Chutes	\$25,120.00
Cattle holding	\$12,370.00
Warm-up area (2,726 square feet x \$3 per square foot)	\$8,178.00
<b>Total Arena Facilities</b>	<b>\$124,988.00</b>

Construction	
Structure	\$709,000.00
Foundation	\$120,000.00
Erection and framing	\$120,000.00
Doors	\$26,000.00
Lighting	\$20,000.00
Plumbing	\$15,000.00
<b>Total Construction</b>	<b>\$1,010,000.00</b>

Other Expenses	
Licenses and permits	\$4,500.00

<b>TOTAL PROJECT EXPENSES</b>	<b>\$1,249,488.00</b>
-------------------------------	-----------------------

Financial Contributions	
RDEK (anticipated)	\$250,000.00
Columbia Basin Trust (confirmed)	\$250,000.00
BC Rural Dividend (submitted - not confirmed)	\$400,000.00
Capital Gaming (submitted - not confirmed)	\$250,000.00
Donations and Fundraising (conditional on project approval)	\$78,300.00
<b>TOTAL FINANCIAL CONTRIBUTIONS</b>	<b>\$1,228,300.00</b>

In-Kind Contributions <sup>3</sup>	
Equipment and operators (\$135 per hour x 60 hours)	\$8,100.00
Materials and equipment delivery (\$65 per hour x 80 hours)	\$5,200.00
Skilled labour (\$30 per hour x 120 hours)	\$3,600.00
Unskilled labour (\$15 per hour x 320 hours)	\$4,800.00
<b>TOTAL IN-KIND CONTRIBUTIONS</b>	<b>\$21,700.00</b>
<b>TOTAL PROJECT REVENUE</b>	<b>\$1,250,000.00</b>

<sup>3</sup> PRRC to oversee project management, guided by volunteer engagement plan for in-kind contributions to site preparation and construction, marketing, business support and fundraising.



## PROJECT SCHEDULE, SCOPE OF WORK & MILESTONES

<b>Dates</b>	<b>Activity</b>	<b>Milestone and/or deliverables</b>
Apr. 1 - Oct. 31, 2018	Project development, budget and finalization of funding	Finalization of construction plans, permits, final budget and funding sources.
May 15 - Dec. 31, 2018	Business and marketing plan development and implementation	Business plan for ongoing use of the facility finalized, and marketing plan developed and implemented to effectively communicate the project to the greater East Kootenay community.
Nov. 1, 2018 - Aug. 31, 2019	Fundraising	in conjunction with marketing plan, fundraising efforts activated throughout the community and entire amount required for project completion secured.
June 1, 2018 - Aug. 31, 2019	Volunteer Action Plan	Volunteer action created and implemented to successfully guide all parties in the completion of project activities.
Apr. 15 - Apr. 30, 2019	Prepare site for new building	Site cleared, levelled and foundation prepared for the commencement of construction.
Apr. 15, 2019 - ongoing	Development and implementation of new programming for children, youth and adults	Ongoing effort made to attract and encourage new users of the facility and to support the development of new events and activities.
May 1 - June 30, 2019	Construct and erect new facility	Structure of new facility fully installed and completed.
June 1 - July 15, 2019	Complete hook-ups for all electrical and mechanical systems	All electrical and mechanical systems for facility fully installed and operational.
July 1 - July 15, 2019	Prepare riding surface in arena and warm-up area	Sand surfaces of the arena and warm-up area filled and ready for riding use.



STILLWATER  
CONSULTING

## **APPLICATIONS FOR FUNDING**

Three applications for funding totalling \$1 million were prepared and submitted by 31 July, 2018. Input was sought from the RDEK, Columbia Basin Trust, Pine Ridge Roping Club and other user groups to provide all required information and supporting documentation to each potential funding organization.

### **BC Rural Dividend Program**

As described on their website, “The BC Rural Dividend provides \$25 million a year to assist rural communities with a population of 25,000 or less to reinvigorate and diversify their local economies.”

An application for \$500,000 was submitted under the Community and Economic Development category on July 31, 2018, listing Stillwater Consulting Ltd, Columbia Basin Trust and the RDEK as project partners. Project partners are defined as organizations who will have an active role in the project, whether financial or in-kind. At this time, the outcome of this application is unknown and although \$500,000 was applied for only \$400,000 is anticipated if the funding is successful. Any updates will be directly emailed to the Pine Ridge Roping Club once released.

### **Community Gaming Grants – Capital Projects Grant**

The Capital Projects grant is available for not-for-profit organizations seeking to provide programs or services of benefit to their communities. Applicants must have matching funds and must be able to show how the project will be of benefit to the community as a whole.

An application for \$250,000 was submitted on July 31, 2018, with a final notification date set for October 31, 2018.

### **Columbia Basin Trust – Community Development Program**

The Columbia Basin Trust provides funds through the Community Development Program to support organizations that seek to address community challenges in the Columbia Basin.

An application for \$250,000 was submitted on July 20, 2018, and was officially approved on July 26, 2018.



STILLWATER  
— CONSULTING —

## **APPENDIX A – SUPPORT LETTERS**

- Regional District of East Kootenay – Electoral Area C Director
- Columbia Basin Trust
- Cranbrook and District 4-H Council
- Cranbrook Archery Club
- East Kootenay Equestrian Association
- Kootenay Barrel Racing Association
- PRRC Kids Fun Days
- Rocky Mountain Riders
- South Country Cowboys Association



Bhk 065 002

July 31, 2018

Pine Ridge Roping Club  
820 Kootenay Street North  
Cranbrook BC V1C 3V3

To Whom It May Concern:

**Re: Letter of Support – Wycliffe Multi-Use Facility**

Please accept this letter of support from Electoral Area C Director Rob Gay from the Regional District of East Kootenay (RDEK) in support of the Pine Ridge Roping Club's application for grant funding toward the construction of a new multi-use covered arena. This arena will be located between the communities of Cranbrook and Kimberley at Wycliffe Regional Park. The RDEK will also consider making a sizable financial contribution toward this important project.

Wycliffe Regional Park is wholly owned and operated by the RDEK. In my opinion, a new covered multi-use arena would compliment improvements that exist on our property. A major portion of this park is known locally as Wycliffe Exhibition Grounds. For over 25 years these grounds have hosted an annual Rodeo attracting 100's of spectators. The grounds comprise of a large covered pavilion, washrooms and outhouses, a modern concession building with meeting space, outdoor rodeo arena with bleachers, an equestrian track and assorted pens for livestock. There is ample parking on site for all events. The RDEK also provides a tractor and field grooming equipment. My personal view is this new covered multi-use arena would add many new recreation and economic opportunities for our residents and local and regional businesses.

As a potential project partner, the RDEK may provide management and support to the Pine Ridge Roping Club during the planning and construction of the multi-use arena. The RDEK does have full time and seasonal staff attached to the park as well as professional expertise in our building and engineering departments. Our in-kind support could include the land, and a long-term partner in funding construction, maintenance, and day to day operations. We operate this park on a fee for use system. Like most public recreation facilities our goal is to generate income to offset some annual operating costs, knowing tax dollars will be required to balance the books.

Sincerely,

Rob C. Gay  
Director, Electoral Area C



July 26, 2018

BC Rural Dividend Program  
Ministry of Forests, Lands, Natural Resource Operations and Rural Development  
PO Box 9352 Stn Prov Govt  
Victoria, BC V8W 9M1

To Whom It May Concern:

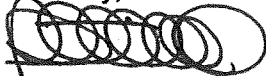
**Re: BC Rural Dividend Fund – Confirmation of Trust Funding**

Columbia Basin Trust is a statutory corporation established under an Act of the British Columbia legislature (*Columbia Basin Trust Act*). We are based in Castlegar and our mandate is to support community and regional development in the Canadian Columbia Basin.

We are pleased to provide this letter to confirm our funding in the amount of \$250,000 for a BC Rural Dividend Fund project submission titled Wycliffe Multi-Use Facility from the Regional District of East Kootenay and Pine Ridge Roping Club, subject to completion of a contribution agreement.

I have the knowledge and authority to provide this confirmation on behalf of the Trust.

Sincerely,



Johnny Strilaeff  
President and Chief Executive Officer

Cranbrook and District 4-H Council



---

July 30, 2018

Cranbrook and District 4-H Council  
4270-42nd Street South  
Cranbrook, BC  
V1C 7A1

To Whom It May Concern,

The Wycliffe Exhibition Grounds is an excellent facility for all members of Cranbrook and the surrounding area. With many outbuildings for reunions, gatherings, events, it is a great place to entertain. The arena with chutes, grandstands, and a barn with stalls make it a great place to perform, whether it is riding, rodeo, or showing animals.

The Cranbrook and District 4-H Council would like to support Pine Ridge Roping, Maverick Riding Club and other organizations to utilize the Wycliffe Ex. Grounds more frequently, as it is such a wonderful facility. The grounds have been in existence for over 30 years and is need of some improvements. The footing in the arena needs to be replaced to insure safety to all that use it.

Our 4-H district consists of 4 clubs with over 75 members, we use this facility to hold out annual 4-H Show and Sale, every year and have for the previous 20 years at least. Members aged 9-18 walk their sheep, swine and beef around the arena all day. The rocks that currently are in the arena can and will cause problems for footing and animal safety. We also hold our beef weigh-in on the grounds in early November.

We would like support the organizations that utilize the grounds in getting the CBT Trust grant that will provide physical health and well-being to all people who will use this facility. This may include things such as: new sand in the arena, new panels, just to name a few.

Sincerely Yours,

Tracy Adams  
Secretary  
Cranbrook and District 4-H Council

# Cranbrook Archery Club

P.O. Box 806, Cranbrook, BC, V1C 4J5

---



July 29, 2018

Re: Indoor riding facility

Attention: Tony Zaugg

To Whom It May Concern;

The Cranbrook Archery Club executive members are offering the Clubs support with the building of an indoor riding area. The Club cannot and will not support this endeavour financially but feel that this is something that could be utilized by the entire community including the Cranbrook Archery Club. Our Club may possibly rent facility to practice as well as arrange indoor 3D tournaments.

If you require any further information please feel free to contact the Cranbrook Archery Club at [cranbrookarcherysecretary@gmail.com](mailto:cranbrookarcherysecretary@gmail.com)

Sincerely yours,

Elaine Johnson  
Youth Program Director  
Level 2 Certified Coach  
Cranbrook Archery Club

Cc:  
Chris Mummery – President  
Curtis Mummery – Vice- President  
Keelan Boyle – Secretary  
Jennefer Pitney – Treasurer  
Kevin Evans – Director  
Darrin Brown – Director  
Darby Dean - Director

July 27, 2018

To Whom It May Concern,

Please find this as a letter of support for development of an indoor riding arena at Wycliffe Exhibition Grounds. I am the President of a newly formed club, East Kootenay Equestrian Association whose intention is to represent a broader range of riders in our area.

Our club executive believes that a public indoor facility would be an invaluable asset to the riders in our club and the broader East Kootenay area. We believe that such a facility would be beneficial to many riding groups in our area and would be used regularly. There is a great interest in reviving the facilities at Wycliffe Exhibition Grounds and we believe that a public indoor facility would be a great addition to the current facilities.

Kersten Struthers

On behalf of East Kootenay Equestrian Association

[Kersten.struthers@vastresource.com](mailto:Kersten.struthers@vastresource.com)

July 26th, 2018

KBRA directors; Justina Beauchesne, Terrace Starnes and Adrienne Hillstead;  
1370 Clear Road  
Cranbrook, BC  
V1C 6W6

On behalf of the Kootenay Barrel Racing Association,

It is our pleasure in writing this letter in support of the proposed indoor riding facility at the Wycliffe exhibition grounds.

As a current user group of the grounds we feel that a indoor facility will benefit multiple factions in the community, not just the equine groups. It would provide a large covered area to be utilized throughout the year, seeing as we do not have any facilities similar to this in the area for the public. We feel that having a facility such as this would add potential for many events and programs to be held at any point during the year.

Speaking on behalf of our club, we the members would be willing to volunteer our time for any parts of the project that additional help is required. As well as any additional manpower for upkeep that is required throughout the years.

We look forward to being an active participant in this great project, and are excited for the years of future enjoyment of the grounds.

Sincerely,

The Kootenay Barrel Racing Association



July 27, 2018

To Whom It May Concern:

I am writing a letter of support towards the future construction of an indoor riding facility at Wycliffe Exhibition Grounds. I am one of three coordinators of the Annual Kid Fun Days Series that we host through the Pine Ridge Roping Club. The goal of this series is to provide an opportunity for our young horse/rodeo kids to develop their skills. We offer three age groups: 7 & under lead line and ride alone, 8-10 and 11-15. During the past three years our group has grown from about 20 kids to now over 40 with families travelling from as far as Trail to compete with us.

We feel that our young riders are the future and an indoor facility will help to facilitate their growth in so many ways. The kids could benefit from more functions including clinics in all aspects of riding and rodeo events.

I know that these kid families would be more than willing to assist in volunteering in any way to help make this endeavour a success. Any questions please call me 250-420-7555.

Thank you

Jodi Savage

Horse Trainer – Willowgrove Ranch, PRRC Kids Fun Day Coordinator

October 24, 2016

Rocky Mountain Riders  
Thomason Road  
Kimberley, Bc

re: Indoor riding arena

We, the Rocky Mountain Riders, are in favour of an proposed indoor arena in the Wycliff area. Currently our Club has an outdoor arena in Meadowbrook, we use our facility from May until mid October.

From October to May our members have no arena access, which limits our riding severely. Our Club has been established for 30 years, and presently have approximately 45 members. Having an indoor riding facility close by would be a great addition to our community.

Yours truly,

Torben Winther  
RMR President

July 26, 2018

South Country Cowboys Association  
Box 327  
Jaffray BC  
V0B1T0

To Whom It May Concern:

On behalf of the South Country Cowboys Association, please accept this letter as an expression of support for the construction, maintenance and operation of an indoor riding facility at Wycliffe Exhibition grounds.

Currently, the closest public, covered riding arena, would require a two hour drive to Alberta. To have a facility locally would no doubt add tremendous value to Cranbrook and the surrounding communities, while further growing the agricultural societies in the East Kootenays.

A facility with this capacity would allow our club to facilitate events in all type of adverse weather. We would not need to cancel clinics, gymkhana's, 4-H events, or a multitude of horse related happenings, due to rain, snow or extreme heat. A covered building would prevent possible weather fatigue on both our animals as well as our members. This facility could further promote our many youth friendly events while in a safe and control environment.

If this project were to be approved, the South Country Cowboys Association would be committed to aiding in co-facilitated maintenance projects, fundraising and general volunteer support.

We look forward to participating in any further support measures necessary to bring this facility to our neighbouring community of Cranbrook.

Thank you for your review and considerations.

Sincerely,

Jennifer Seymour  
South Country Cowboys Association President





# Wycliffe Multi-Use Facility Feasibility Study

## FINAL REPORT

Presented to:

Clay Murrell and Tony Zaugg  
Pine Ridge Roping Club

Architecture49 Inc. 200-1985 West Broadway, Vancouver, BC V6J 4Y3 T: 604-736-5329

WSP Canada Inc. 303-535 Victoria Avenue North, Cranbrook, BC V1C 6S3 T: 250-389-8015

ARCHITECTURE | 49





## TABLE OF CONTENTS

---

<b>1   INTRODUCTION.....</b>	<b>1</b>	Environmental Impact of the Facility .....	17
Consultant Team.....	1	Risk Assessment .....	17
<b>2   INFORMATION GATHERING .....</b>	<b>3</b>	<b>8   CONCLUSION.....</b>	<b>18</b>
Information Gathering.....	3	<b>APPENDICES.....</b>	<b>19</b>
<b>3   REVIEW &amp; ANALYSIS .....</b>	<b>4</b>	Appendix A - Meeting Minutes .....	19
Background .....	4	Appendix B – Support Letters.....	22
Context.....	4	Appendix C – Worst Case 10 Year Forecast Budget .....	27
Site .....	5		
Building Options.....	5		
Facility Program .....	5		
Market Potential.....	5		
Demographic Profile .....	5		
Equestrian sports trends.....	6		
Current participation rates .....	6		
<b>4   SITE PLAN OPTIONS .....</b>	<b>7</b>		
Site Plan Option 1 .....	7		
Site Plan Option 2 .....	8		
<b>5   OPTION COMPARISON + COST ESTIMATES.....</b>	<b>12</b>		
Option Comparison.....	12		
Construction Cost Estimate Based on the Preliminary Facility Program .....	13		
<b>6   OPERATIONS &amp; MANAGEMENT RECOMMENDATIONS.....</b>	<b>14</b>		
Recommended Staffing Structure.....	14		
Estimated Facility Revenues .....	15		
Estimated 10 Year Forecast Budget.....	16		
<b>7   SOCIAL, ECONOMIC, AND ENVIRONMENTAL IMPACT OF     AN INDOOR MULTI-USE FACILITY ON THE COMMUNITY.....</b>	<b>17</b>		
Social Impact of the Facility on the Community .....	17		
Economic Impact on the Community.....	17		

---



## 1 | INTRODUCTION

The Wycliffe Multi-use Facility Feasibility Study represents an effort on the part of the Pine Ridge Roping Club and the Regional District of East Kootenay to explore the potential for an indoor multi-use equestrian facility at the Wycliffe Exhibition Grounds.

The Pine Ridge Roping Club retained Architecture49 in the spring of 2017 to assess the particulars and provide conceptual design options for a new indoor equestrian facility in Wycliffe.

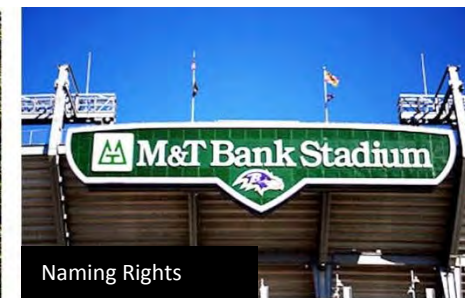
This document summarizes the findings of the client, Architecture49, and its team of consultants. It assembles the findings of the review, design drawings, and budget to provide the Pine Ridge Roping Club with a comprehensive study, suitable for presentation to senior levels of the government in the hopes that its recommendations will be included in the future budgeting and funding opportunities. With this information, the Regional District and stakeholders can make informed choices on the ways to best address the community and civic needs of the residents of Cranbrook, Kimberley, and surrounding communities.



Entrance



Bird's eye view



Naming Rights



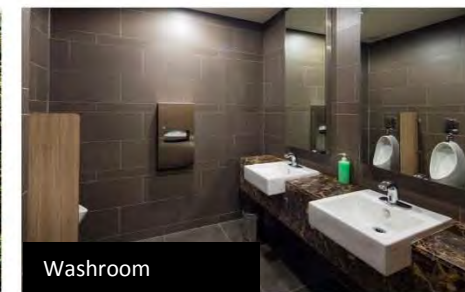
Announcer Booth



Entrance



Bird's eye view



Washroom



Announcer Booth



Arena



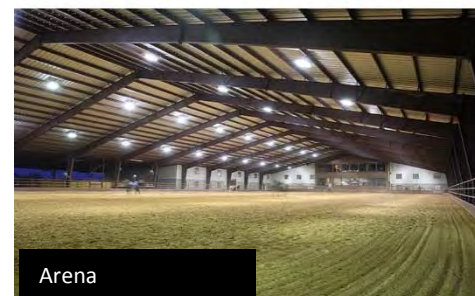
Horse Pens



Chutes



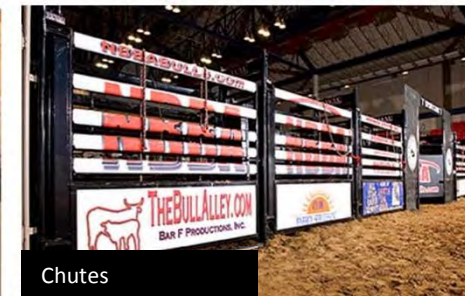
Seating



Arena



Horse Pens



Chutes



Seating

Start-up Discussion - Riding Facilities



## CONSULTANT TEAM

### ARCHITECTURE49 INC

Lead Architect/Project manager

**Marin Katov**, Architect AIBC

Principal

Project Advisor

**Ian McKay**, Architect, AIBC, MRAIC, LEED AP BD+C

Managing Principal

Architectural Project Team

**Sakshi Misra**, Intern Architect AIBC

**Justin Ng**, Student Architect

### WSP CANADA INC.

Project Liaison

**David Kaczowka**, BCLS

Land Surveyor / Project Manager

Civil Engineer

**Jean Horton**, PEng

Branch Manager, Infrastructure – Municipal and Land Development Engineering



Calf Roping

BMX Course

Horse Show

Archery

Start-up Discussion – Event Hosting



## 2 | INFORMATION GATHERING

---

### INFORMATION GATHERING

Existing information, studies, and guides were made available throughout the project, including:

- Rockyview Official Community Plan Bylaw No.2255-2010
- Wycliffe Zoning and Floodplain Management Bylaw No.2256-2010
- Regional District of East Kootenay Building Regulation Bylaw No.1745-2004
- Subdivision Plan – Rockyview Official Community Plan Bylaw No,2255-2010



Aerial View of the Site



### 3 | REVIEW & ANALYSIS

#### BACKGROUND

The Wycliffe Multi-use Facility is planned as a public facility operated by the Regional District of East Kootenay in partnership with user groups to promote a healthy lifestyle. The exact operation model is briefly discussed by the feasibility study but it is not fully determined.

**The primary use of the Indoor Multi-use Facility will be for equine events and riding but could also be used for many other recreation, community, and cultural activities.**

Currently such an indoor facility does not exist in the area and it may prove to be a viable option for different groups to use in all kinds of weather due to our geographical location. Providing year-round use would greatly assist equine clubs in training and organizing competitions.

Equine events in particular promote safe, family events in a fun and friendly atmosphere. An Indoor Multi-use Facility would promote this greatly.

The facility would allow youth to benefit from many different events. The availability of such a facility would bring more competitors and users to the Wycliffe Regional Park and the surrounding communities, and thus showcasing the area. This could contribute to raising the community profile, making the area more attractive for individuals and families to live and work in, and assisting the local economy.

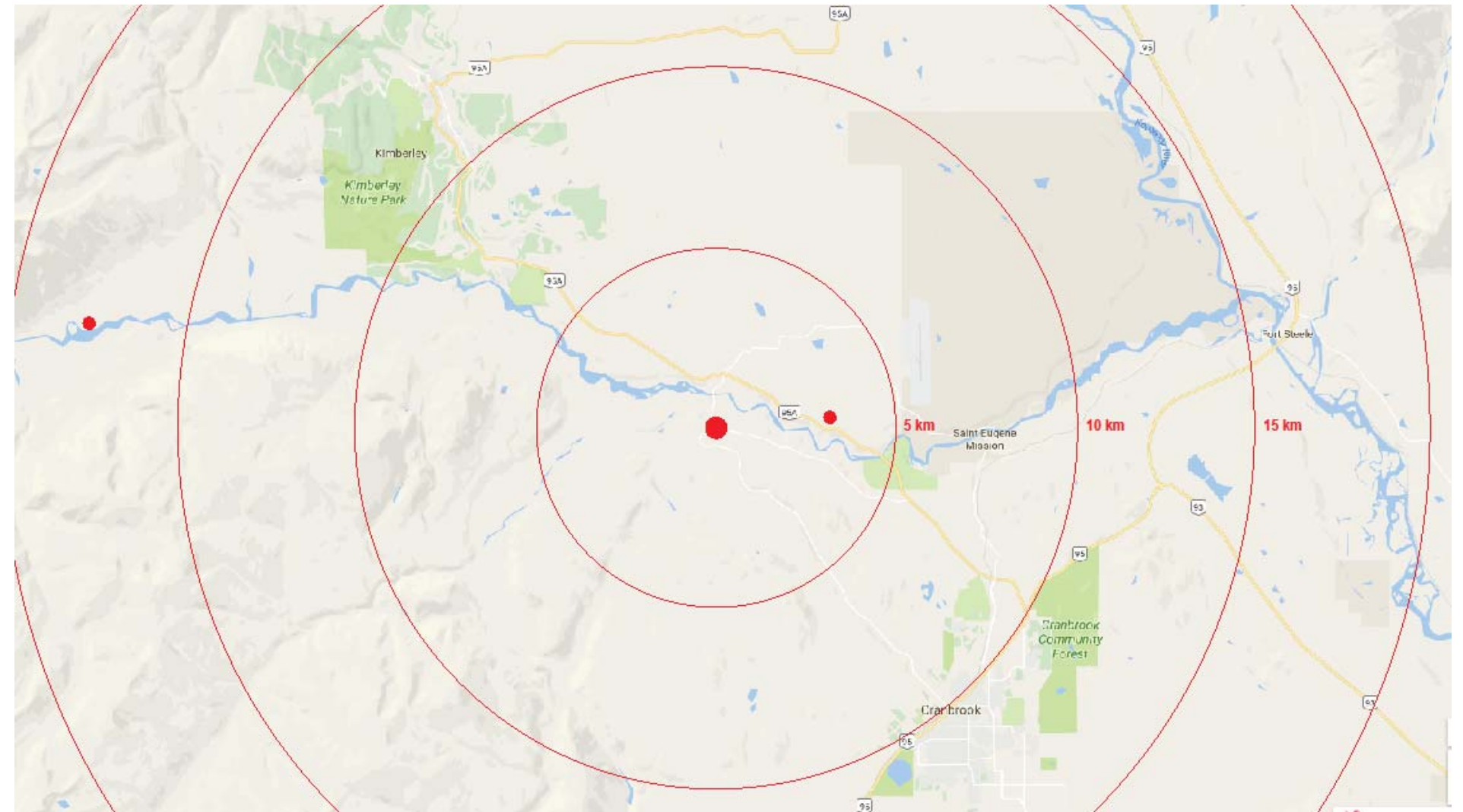
The facility would also allow other users/groups that depend on outside facilities/areas to have an option to use this facility preparing for their respective sports/training/events year round.

At the present Wycliffe facility, the use is limited between April to October due to snow and water in the arena from Spring/Fall weather depending on the year.

Of the potential building options considered, the rigid frame pre-engineered structure, while the most capital-intensive from a construction perspective, is the most desirable longer-term choice. The advantages of the rigid structure over an stretch fabric roof or air supported bubble include: lower operating costs, no requirement for contingency replacement funds, less subject to vandalism, and consistency with the sustainability objectives of the District.

Architecture49/WSP team was approached by the Pine Ridge Roping Club to assess the feasibility of an Indoor Multi-use Facility in Wycliffe Regional Park and to prepare a case that:

- Confirms the size of the arena and supporting facilities to meet current and projected future demand;
- Provides a site analysis that includes assessment of building orientation and environmental factors;



Area Map

- Analyzes the physical structure options;
- Outlines a ten year pro forma operating budget; and
- Reviews appropriate funding options.

The documents reviewed in the course of preparing the feasibility study, developing the analysis, and consultations with project stakeholders that took place with respect to the proposed facility are listed in Section 2 – Information Gathering to this report.

Conservative financial projections indicate that the Indoor Multi-use Facility will be able to service the debt required to undertake construction of the facility, if such financial model is accepted.

#### CONTEXT

Several facilities providing equestrian services are located within 20 km distance from Wycliffe.

##### Horseback Riding

- Windover Ranch
- Giddy-Up Horseback Ride Trail

##### Equestrian Supplies

- Appaloosa Springs Tack
- Top Crop Garden Farm and Pet

## SITE

The project site is located in the Wycliffe Regional Park, which provides a number of support facilities – access, parking area with 60 stalls and overflow parking with 35 stalls, water wells and an outhouse with a septic field. Additionally, a large open field to the south of the future facility is available as a secondary overflow parking.

Site and potential site plan options were represented in a graphic format, considering exposure, access, and connections to the park.

## BUILDING OPTIONS

There are three typical options for construction of indoor sport facilities – a rigid frame pre-engineered building (i.e. the current structure), an air-supported ‘bubble’, and a metal frame, fabric-covered building. Pre-design budget estimates for planning and comparative purposes were derived from several sources. Cost estimates ranged from 0.3 to 0.6 million dollars depending on the quotation source. These differences may reflect, in part, the timing of acquisition of the estimates relative to the current dynamic construction cycle, and that these are pre-design planning estimates and not firm construction quotations.

From a simple capital cost perspective air support structures are the least expensive option. In assessing life cycle costs, however, it is important to note that fabric buildings of any type have a 12-15 year life span and a contingency fund is required to ensure that provision is made for their replacement. Fabric structures (air support and frame/fabric) are also generally more expensive to operate and maintain. In addition, a frame/fabric structure offers few advantages over the basic bubble structure and is more costly. For the above reasons, air support and frame/fabric options were not discussed any further.

From a site development perspective, the rigid frame structure has several advantages. It is consistent with the existing structures on site in form and character, and provides the large structural span required for the riding arena.

A rigid frame building also offers a more secure option. The Indoor Multi-use Facility will be located on an isolated site that is easily accessed; air supported fabric buildings are more subject to vandalism that requires regular repair and can shorten the life span of the structure. With respect to energy use in buildings and BC Building Code the selection of a rigid frame structure for the Indoor Multi-use Facility allows for more efficient energy use in operation, and provides the potential to incorporate or retro-fit elements such as solar panels into the structure to provide an alternative energy source.

From a life cycle perspective, the rigid frame building is a more sustainable long-term choice. If for some reason, the facility needs to be repurposed, the proposed rigid frame structure could effectively be adapted for other indoor sport or community use.

## FACILITY PROGRAM

The primary use of the Indoor Multi-use Facility will be for equine events, leisure riding, and practices. The main arena will be able to host the following events:

- All Around Cowboy;
- Saddle Bronc;
- Calf Roping;
- Steer Wrestling;
- Team Roping (heading);
- Team Roping (heeler);
- Barrel Racing;
- Pro-Rodeo – 3 Day Event.

In addition, the main arena could be programmed for many other recreation, community, and cultural activities, such as livestock events, archery, BMX style bicycling, 4H Shows and sale, indoor sports camps and practice, emergency program training, auto shows, home/garden shows, fall fairs and farmers markets. The free span arena with size of 130 x 260 feet may satisfy the requirements for other potential programs as well.

## MARKET POTENTIAL

There are several levels at which demand for an Indoor Multi-use Facility could be assessed:

- Population demographics – at the broadest level, what are the general population characteristics of the potential market that influence demand?
- Trends in participation in equine facilities – within that larger population demographic what information is available regarding participation rates?
- User statistics – what is the specific situation in terms of user access and demand at the current outdoor facilities?
- Market competition – what other service providers are available in the area?

## DEMOGRAPHIC PROFILE

Based on 2011 Census data, B.C. Statistics has developed 30-year population projections using the P.E.O.P.L.E model (Population Extrapolation for Organizational Planning with Less Error). The projections developed under this model indicate that through the period to 2036 the provincial population will become larger and older. An overall population increase of 36% is predicted by 2036. The major factor driving overall population growth will be migration. It is anticipated that international migration will generate 75% of the population gain, followed by inter-provincial migration at 25%; the natural increase (net birth rate) will be less than 0.5%.

The projections for 2011-2036 for individual age-class groups suggest a decline in school age (5-17 years) and post-secondary age (18-24 years) children and young adults. The adult age-classes (25-34, 35-44, 45-54, and 55-64 years) will fluctuate, but generally decline in share toward the end of the projection period (except for a slight rebound in the 45-54 age class).

The 65+ adults represent the most consistently growing component of the population; their age-class share is anticipated to increase from 14.1% in 2007 to 24.7% in 2036. These data provide a useful background to the assessment of potential demand.

There is no specific demographic information included in the projections that in our view will significantly alter upward demand trends for equestrian sports. Population increases particularly in the age class groups that are involved in equestrian sports support the conclusion that the underlying demographic potential for continued participation will remain unchanged.

## Population Projection

City	2011	2016	2021	2026
Cranbrook	25,657	25,753	26,435	26,771
Kimberley	8,368	8,412	8,501	8,522
East Kootenay	57,679	57,896	59,174	60,076
<b>Total</b>	<b>91,704</b>	<b>92,061</b>	<b>94,110</b>	<b>95,369</b>
<b>% Change</b>		0.39%	2.23%	1.34%

*From P.E.O.P.L.E 2016 (Population Extrapolation for Organizational Planning with Less Error by Government of British Columbia)*

## 2016 Census

Municipality	2016
RDEK Electoral Area A	13,475
RDEK Electoral Area B	2,051
RDEK Electoral Area C	26,253
RDEK Electoral Area E	9,178
RDEK Electoral Area F	7,244
RDEK Electoral Area G	2,238
<b>Total</b>	<b>60,439</b>

*From Regional District of East Kootenay 2016 Census, Population and Dwelling Count*



## EQUESTRIAN SPORTS TRENDS

### Number of Horse Owners

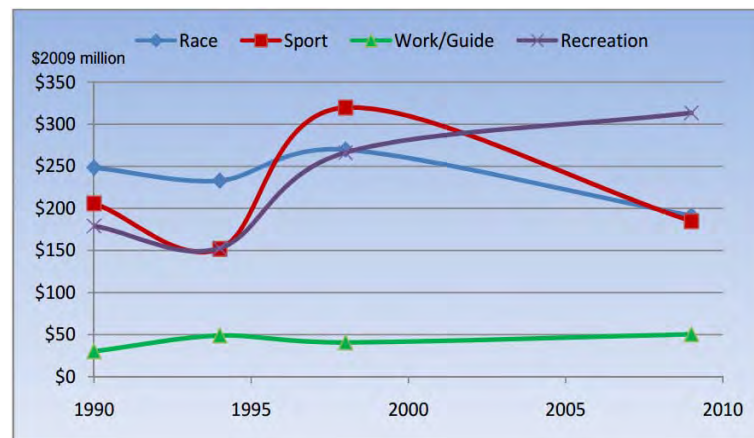
	1998	2010
Households	20,900	22,000
Farms	12,330	13,700

The number of people involved in horses and the number of farms housing horses have increased over the last decade (5% and 10% respectively) while the inflation adjusted economic activity, driven by the industry, has declined (19%) over the same period.

The horses, the people involved with horses, the farms housing horses and the investment to support horses all grew over the decade but the economic impact dropped. Having the infrastructure in place suggests the horse industry is resilient, well positioned and ready to quickly expand its economic activity as the economy recovers from the current economic conditions.

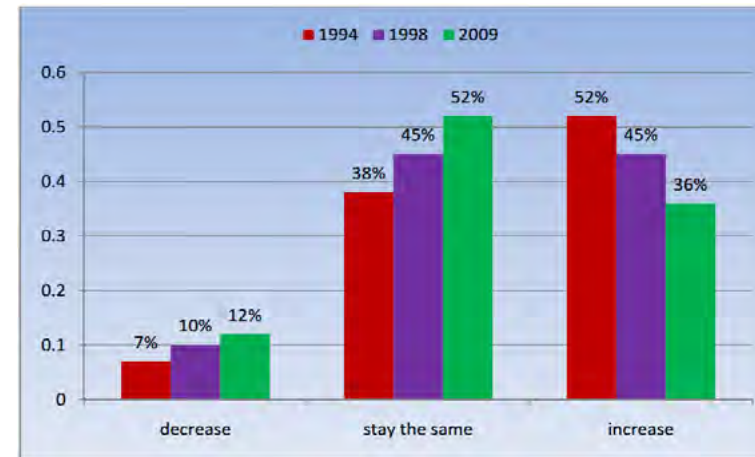
Sports sector of horse industry (include jumping, dressage and rodeos) take up 25% of the number of horses and economic impact in the industry.

### Trend in Economic Contribution by Sector



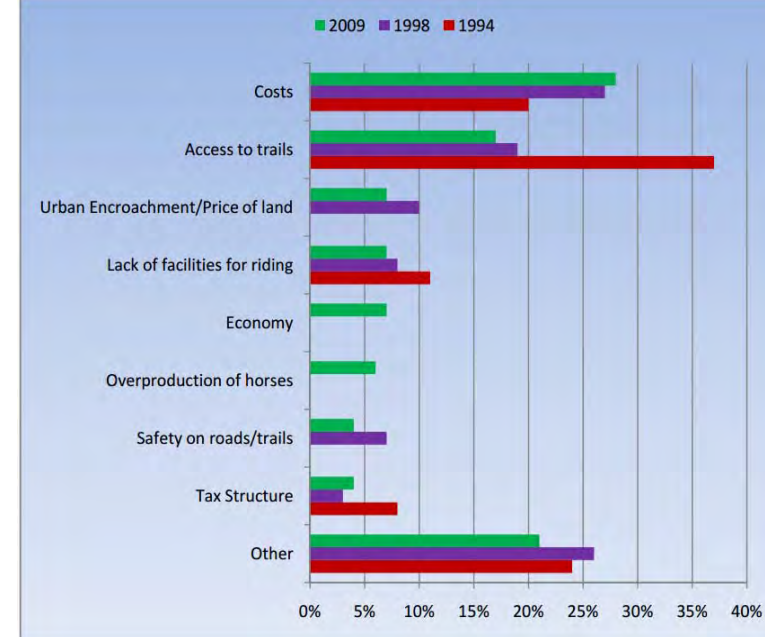
From Horse Council British Columbia, Equine Industry Study, 2010.

### Potential for Growth in the Industry, 1994-2009



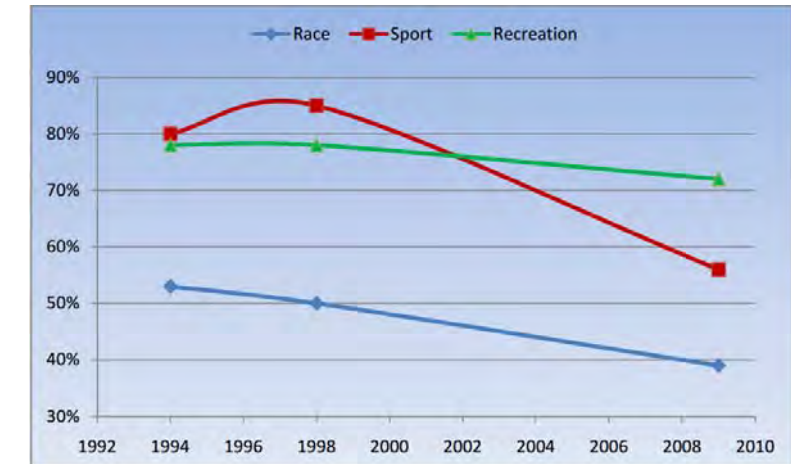
From Horse Council British Columbia, Equine Industry Study, 2010.

### Constraints to Growth in the Industry in 1994, 1998 and 2009



From Horse Council British Columbia, Equine Industry Study, 2010.

### Trends in Pleasure Riding by Sector



From Horse Council British Columbia, Equine Industry Study, 2010.

### CURRENT PARTICIPATION RATES

There are approximately 250 riders organized in the following clubs:

#### Numbers of 4H Local Chapter Members

2017	80 members
2016	100 members
2015	60 members

#### Numbers of Maverick Riding Club Members

2016-2017	55 members
-----------	------------

#### Numbers of Pine Ridge Roping Club Kids Days

2016-2017	39 members
-----------	------------

#### Numbers of Pine Ridge Roping Club

2016-2017	60 members
-----------	------------

Note: The available numbers may not include all active riders in the area.



## 4 | SITE PLAN OPTIONS

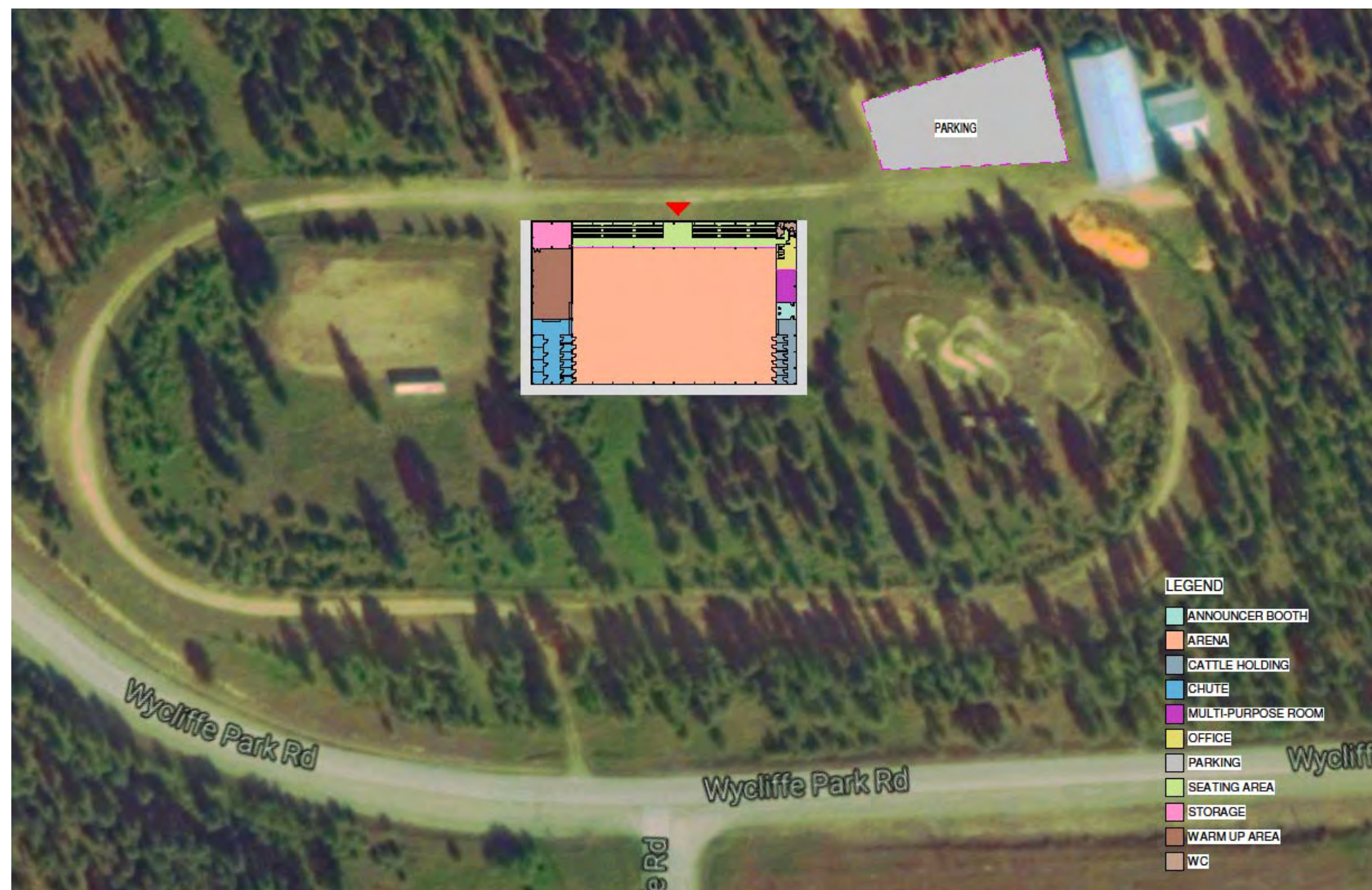
Based on information gathered and program development, a number of Site Plan Options were developed.

### SITE PLAN OPTION 1

In Option 1, the arena entrance faces north, feeding directly off the road.

This option fits snugly into the existing open field of the site, reducing the amount of trees that need to be taken down.

Transportation and housing of horses within the facility would mostly be located at the south end of the building.



Site Plan Option 1

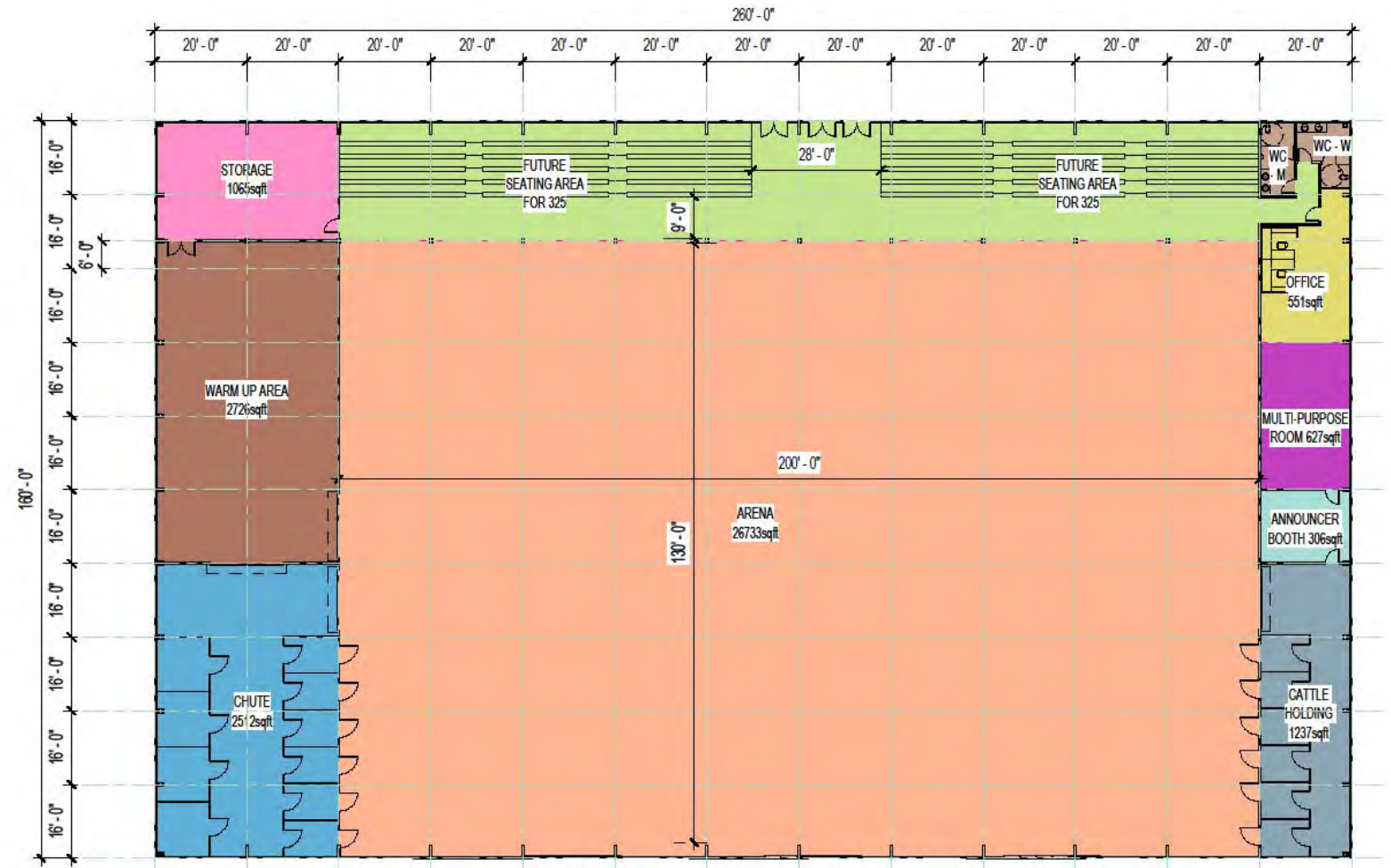




View From North-East



Facility Approach



Facility Layout Option 1



## SITE PLAN OPTION 2

Option 2 has the entrance of the arena face east to create a better circulation between the parking lot and the arena.

Still organized with the arena in the center of the building, the auxiliary programs line the north and south ends of the structure, creating a potential for more windows on the façade facing the road.

Transportation and housing of horses will occur mostly on the West edge of the structure.



Site Plan Option 2

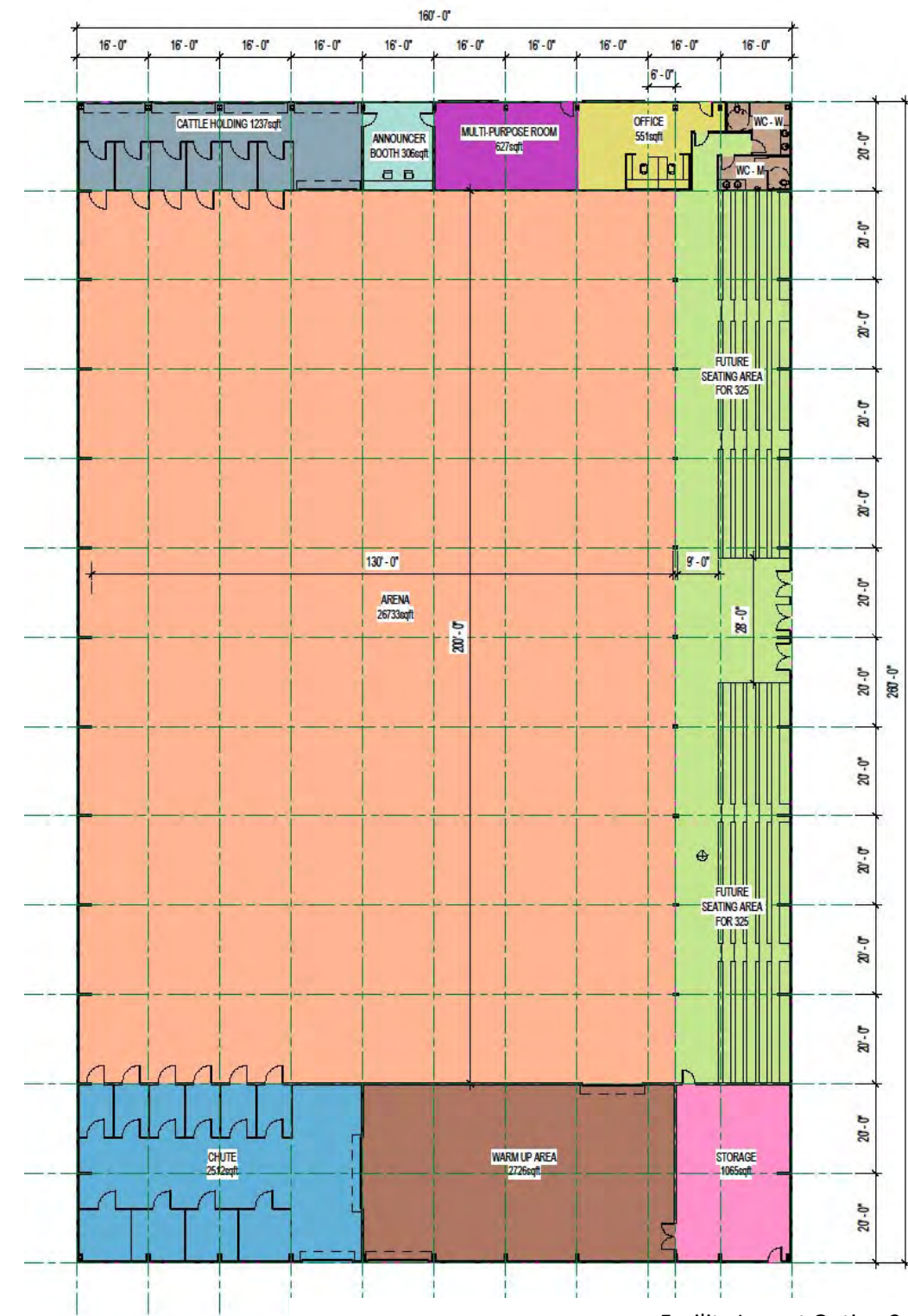




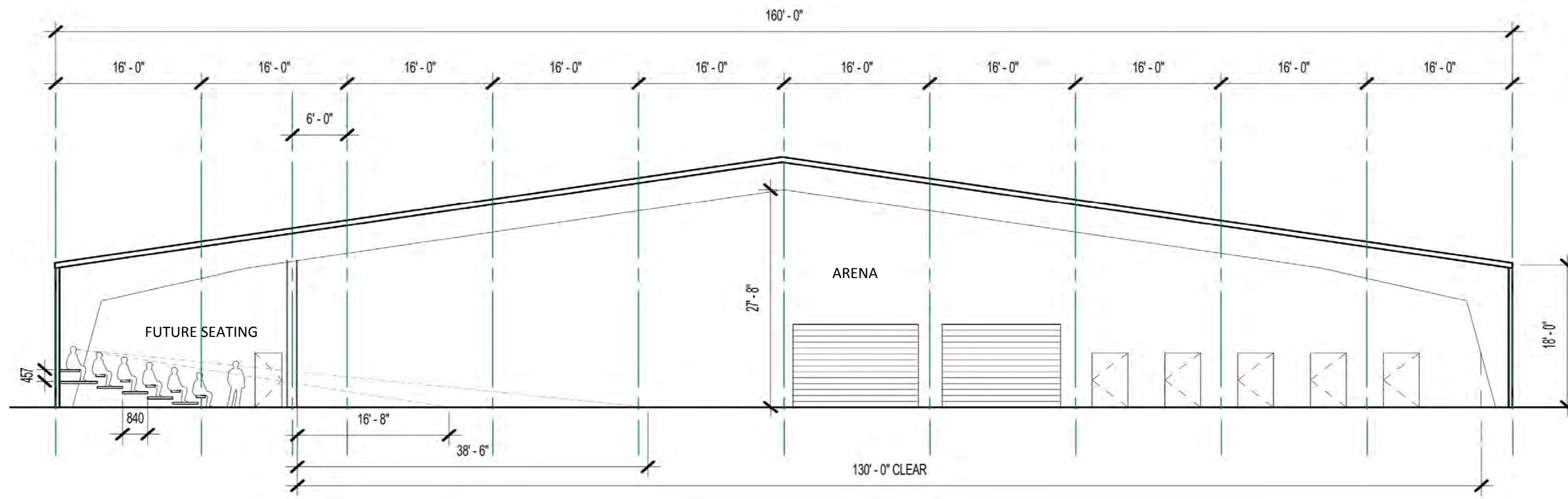
View From North-East



Facility Approach







Typical Section

## 5 | OPTION COMPARISON + COST ESTIMATES

---

### OPTION COMPARISON

#### Option 1

Pros:

- Minimal number of trees to be taken down since the building footprint fits snugly into the existing open field, this reduces site related costs.
- Animal transportation is located on the south end of the site, separated from the visitors.

Cons:

- Longer distance between arena entrance and parking lot.
- Arena entrance faces the road, creating a difficult space for outdoor gathering during more crowded events.

#### Option 2

Pros:

- Short and direct circulation between arena entrance and parking lot.
- Open space in front of arena entrance for outdoor gathering.

Cons:

- Trees need to be taken down to make room for the building.
- Animal transportation between north and south end of the site, easily visible to visitors.



**CONSTRUCTION COST ESTIMATE BASED ON THE PRELIMINARY FACILITY PROGRAM**

Site/Building/Program Component	Area (sf)	Qty	Total (sf)	Cost (\$ per unit)	Total Cost (\$)
<b>1_Site Work</b>					
Site Services		ls			\$ 70,000.00
Site Excavation and Remediation		ls			\$ 75,000.00
Parking Expansion	n/a	0		\$5	\$ -
<b>2_Riding Arena</b>					
Arena - Leveling and 6" Bedding Sand	26,733	1	26,733	\$3	\$ 80,199.00
Chutes	2,512	1	2,512	\$10	\$ 25,120.00
Cattle Holding	1,237	1	1,237	\$10	\$ 12,370.00
Warm-Up Area (same as arena)	2,726	1	2,726	\$3	\$ 8,178.00
<b>3_Spectator Area</b>					
Circulation	2,791	1	2,791	\$5	\$ 13,955.00
Spectator seating (for future reference)	2,782	648	2,782	\$850	\$ -
Washrooms for 50	270	1	270	\$100	\$ 27,000.00
<b>4_Supporting Spaces</b>					
Office	551	1	551	\$50	\$ 27,550.00
Multi-Purpose Room	627	1	627	\$50	\$ 31,350.00
Storage	1,065	1	1,065	\$10	\$ 10,650.00
Announcer Booth	306	1	306	\$50	\$ 15,300.00
<b>5_Structure</b>					
Structure (Tower Steel Buildings quote)		ls			\$ 638,400.00
Foundations (Tower Steel Buildings quote)		ls			\$ 120,000.00
Erection (estimate)		ls			\$ 300,000.00
<b>6_Building Systems</b>					
HVAC		ls			\$ 200,000.00
Plumbing		ls			\$ 30,000.00
Lighting, Electrical System		ls			\$ 300,000.00
Fire Suppressing/ Sprinkler System		ls			\$ 300,000.00
<b>TOTAL</b>			<b>41,600</b>	<b>\$54.93</b>	<b>\$ 2,285,072.00</b>
7_Contingency	15%				\$ 342,760.80
8_Soft Costs	12%				\$ 274,208.64
9_Equipment		ls			\$ 50,000.00
<b>TOTAL PROJECT</b>					<b>\$ 2,952,041.44</b>

## 6 | OPERATIONS & MANAGEMENT RECOMMENDATIONS

---

### RECOMMENDED STAFFING STRUCTURE

#### Operations Manager

- Will oversee the entire management and operations that includes all divisions as outlined in the staff structure flow chart:
  - Staff supervision / training
  - Program / Business Development
  - Marketing
  - Meeting financial targets
  - Daily sales reconciliation, banking and payroll
  - Accounts receivable and payable
- Ordering of stock and supplies
- Other duties may also include all recreation services for the Regional District of East Kootenay
- Reports to the Regional District of East Kootenay

#### Part Time Facility Maintenance (Optional)

- Reporting to the Operations Manager
- Will oversee entire day-to-day maintenance operations for the facility:
  - Performs facility maintenance duties as required
  - Oversees all third party trades and contract services to facility
  - Facility / program coverage

#### Salaries and Wages for Proposed Wycliffe Multi-use Facility

	Salary	Payroll Costs 18%	Total
<b>Ops. Manager (0.5 FTE)</b>	40,000	7,200.00	47,200
<b>PT Facility Maintenance</b>	0	0.00	0
<b>Total</b>	40,000	7,200.00	47,200

**ESTIMATED FACILITY REVENUES**

**Riding Arena Revenues**

**Prime Time - Winter**

Estimated Hours Used / Week	50	Hours
Length of Season	26	Weeks
Total Prime hours - Winter Season	1,300	Hours
Utilization Rate - 70%	910	Hours

**Non-prime Time Winter**

Estimated Hours Used / Week	40	Hours
Length of Season	26	Weeks
Total Non-prime hours - Winter Season	1,040	Hours
Utilization Rate - 70%	728	Hours

**Prime Time - Summer**

Estimated Hours Used / Week	50	Hours
Length of Season	26	Weeks
Total Prime hours - Summer Season	1,300	Hours
Utilization Rate - 50%	650	Hours

**Non-prime Time - Summer**

Estimated Hours Used / Week	40	Hours
Length of Season	26	Weeks
Total Non-prime hours - Winter Season	1,040	Hours
Utilization Rate - 50%	520	Hours

Prime Time Rental Rate per Hour	\$40	\$60	\$80
Heating Cost per Hour	\$50	\$50	\$50
Prime Time Winter Sales	\$81,900	\$100,100	\$118,300
Prime Time Summer Sales	\$26,000	\$39,000	\$52,000
Non-Prime Time Rental Rate per Hour	\$25	\$30	\$35
Non-prime Time Winter Sales	\$54,600	\$83,200	\$88,400
Non-prime Time Summer Sales	\$13,000	\$31,200	\$36,400
<b>Total Arena Rental Sales</b>	<b>\$175,500</b>	<b>\$253,500</b>	<b>\$295,100</b>

**Warm Up Area**

**Winter Season**

Hours Used per Week	60	Hours
Length of Season	26	Weeks
Total Hours Rented - Winter Season	1560	Hours
Utilization Rate - 50%	780	Hours

**Summer Season**

Hours Used per Week	30	Hours
Length of Season	26	Weeks
Total Hours Rented - Summer Season	780	Hours
Utilization Rate - 50%	390	Hours

Proposed Warm Up Area Rates / Revenue per Hour

\$20	\$22	\$25
------	------	------

Total Warm Up Area Revenues

\$23,400	\$25,740	\$29,250
----------	----------	----------

**Other Lump Sum Revenues / Year**

	Low	Med	High
Concession	\$3,000	\$4,000	\$5,000
Facility Naming Rights	\$10,000	\$20,000	\$30,000
Sponsorship & Advertising Sales	\$25,000	\$35,000	\$50,000
Multi-Purpose Meeting Room	\$3,000	\$4,000	\$5,000

**Other Revenues**

\$41,000	\$63,000	\$90,000
----------	----------	----------

**ESTIMATED 10 YEAR FORECAST BUDGET**

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Arena Rental Sales	\$175,500	193,050	212,355	216,602	220,934	225,353	229,860	234,457	239,146	243,929
Concession (existing)	\$3,000	3,300	3,630	3,703	3,777	3,852	3,929	4,008	4,088	4,170
Events (5 events/year)	\$15,000	16,500	18,150	18,513	18,883	19,261	19,646	20,039	20,440	20,849
Facility Naming Rights	\$10,000	11,000	12,100	12,342	12,589	12,841	13,097	13,359	13,627	13,899
Sponsorship & Advertising Sales	\$25,000	27,500	30,250	30,855	31,472	32,102	32,744	33,398	34,066	34,748
Multi-purpose Meeting Room	\$3,000	3,300	3,630	3,703	3,777	3,852	3,929	4,008	4,088	4,170
<b>Total Revenues</b>	<b>\$231,500</b>	<b>\$254,650</b>	<b>\$280,115</b>	<b>\$285,717</b>	<b>\$291,432</b>	<b>\$297,260</b>	<b>\$303,205</b>	<b>\$309,270</b>	<b>\$315,455</b>	<b>\$321,764</b>
Salaries & Wages (0.5 FTE)	47,200	48,144	49,107	50,089	51,091	52,113	53,155	54,218	55,302	56,408
Utilities (\$2/ft/year)	80,000	81,600	83,232	84,897	86,595	88,326	90,093	91,895	93,733	95,607
Repairs & Maintenance (TBC)	20,000	20,400	20,808	21,224	21,649	22,082	22,523	22,974	23,433	23,902
Insurance (TBC)	10,000	10,200	10,404	10,612	10,824	11,041	11,262	11,487	11,717	11,951
Other Expenses	10,000	10,200	10,404	10,612	10,824	11,041	11,262	11,487	11,717	11,951
Capital Reserve Budget (to replace in 40 years)	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
<b>Total Expenses</b>	<b>217,200</b>	<b>220,544</b>	<b>223,955</b>	<b>227,434</b>	<b>230,983</b>	<b>234,602</b>	<b>238,294</b>	<b>242,060</b>	<b>245,901</b>	<b>249,819</b>
<b>Net Profit (Loss)</b>	<b>\$ 14,300</b>	<b>\$ 34,106</b>	<b>\$ 56,160</b>	<b>\$ 58,283</b>	<b>\$ 60,449</b>	<b>\$ 62,658</b>	<b>\$ 64,911</b>	<b>\$ 67,209</b>	<b>\$ 69,554</b>	<b>\$ 71,945</b>

**Assumptions:**

In the first two years the revenues grow with 10%, and with 2% for each following year.

Inflation – 2% per year

The Capital Reserve is invested at 5% per year

## 7 | SOCIAL, ECONOMIC, AND ENVIRONMENTAL IMPACT OF AN INDOOR MULTI-USE FACILITY ON THE COMMUNITY

---

### SOCIAL IMPACT OF THE FACILITY ON THE COMMUNITY

The information collected by the project team there is a demand pressure for an indoor recreation facility, particularly for equestrian activities like roping, which is supported by a number of regional equestrian groups.

Being a significant community investment, the development of the indoor multi-use facility and the provision of enhanced public and recreation services have to be viewed within the notion of public good. Public good is defined as “indirect benefit to all citizens” which goes beyond the direct benefit to those who actively use the facility and the services. As an example, the recreational activities contribute to the overall fitness and community spirit and indirectly reduce antisocial behaviour in teens. Therefore, the result of this investment of time and money benefits not only those who use the services directly, but also benefits everyone in the community by reducing health care costs, making the community a better place to live and reducing antisocial behaviour.

However, far more important benefit is the creation of a focal point for the community where people meet while participating in activities and events.

### ECONOMIC IMPACT ON THE COMMUNITY

The possibilities for social and recreation activities that will be supported and further encouraged will contribute to the economic impact of the multi-use facility development. The availability of recreation services, along with cost of living and employment opportunities, is an important demographic factor and quality of life indicator.

In order for a facility of this magnitude to be financially sustainable, it must be highly occupied and offer programs and events relevant to residents in nearby communities.

Since rodeo events only occupy a portion of the facility’s capacity, the remaining capacity should be advertised to a broad range of recreational activities like horseback riding, archery, BMX biking and other event hosting for users outside of the community.

### ENVIRONMENTAL IMPACT OF THE FACILITY

The Wycliffe Exhibition Grounds and the Indoor Multi-use Facility are capable of accommodating a broad range of recreational activities and associated parking needs within the site constraints without excessive deforestation. There are no development issues related to the particular location, including site contamination and remediation. Sustainable design strategy will be developed during the detailed design phase of the project to minimize the energy and water consumption, while providing quality indoor environment.

With the development of the arena, people from Cranbrook, Kimberley and surrounding areas would be able to share a new facility. From urban planning perspective, this may result in increased interest for future developments in Wycliffe that will benefit from the increased traffic.

### RISK ASSESSMENT

The proposed Indoor Multi-use Facility is based on a sound rationale that includes a favorable regional demographic framework, a moderate growth trend in equestrian sports, and potential for a number of alternative uses of the facility.

### DEVELOPMENT ISSUES:

In our analysis of the available site information, the consultant team has not come across a factor associated with significant degree of risk related to the construction of an Indoor Multi-use Facility.

### FINANCIAL ISSUES:

The construction industry is a subject to a degree of uncertainty. Until final design and construction costs are determined, it will not be clear whether the proposed Indoor Multi-use Facility can be achieved for a cost that can reasonably be supported by operations. Given the current economic climate we believe there is an opportunity to move forward on this project to obtain competitive construction bids. Although interest rates are currently low, there is every indication that they will begin to rise during the next twelve months, although we do not anticipate a rapid increase. The current demand for an indoor facility will support servicing the debt (assuming the RDEK will borrow to construct the project) even at higher interest rates. Our projections using 2% inflation also suggest that reasonable inflationary pressures will not impact the potential to sustain the project. It is not possible to anticipate the occurrence of unexpected global events that may impact interest rates or inflation – clearly if either of these factors was

increased significantly, the project would ultimately be more challenging to finance.

The other financial risk lies in the basic operational assumptions of the projections. The data we have reviewed suggest that demand is robust and likely to continue, and that the Indoor Multi-use Facility is in a strong position to maintain or enhance its market share. Clearly the risk here is that revenues may fail to meet projections and/or that operational expenses will increase more rapidly than anticipated.

In order to assess the impact of more significant changes in our revenue/expense assumptions, we have included as Appendix C a ten-year ‘worst case scenario’ in which revenues are 10% per year below predictions and expenses are 3% per year above inflation for the whole 10 year period. Under such a sustained shortfall in revenue and increase in costs the Indoor Multi-use Facility would only run a minimal deficit in the 10 year period. On the basis of currently available evidence, we believe that such a scenario is highly unlikely.

Since the assumption for the financial projections is reasonably conservative, we do not anticipate that there is a significant financial risk to the project at this stage.

## 8 | CONCLUSION

---

The **Wycliffe Multi-use Facility** - Feasibility Study represents a significant effort on the part of the Regional District, residents, and stakeholders to improve access to recreation and communal facilities within the Regional District of East Kootenay.

The proposed arena is based on a favorable demographic framework, evidence of unmet local demand for an indoor equestrian arena and a space to host larger events. The proposed site is capable of accommodating the arena and associated parking needs within the constraints of the zoning.

The study team examined the feasibility and costs associated with building and operating an indoor multi-use facility at the Wycliffe Exhibition Grounds. Program explorations have led to the desire to build a facility that features a flexible arena, a space capable of hosting a range of activities beyond equestrian sports. With these uses, the arena would be a significant addition to the community and provide a central, thriving community heart.

This report provides the information necessary to pursue future funding opportunities and make the arena a reality. Included are site plan options, facility program, and budget estimates.



APPENDICES

APPENDIX A - MEETING MINUTES

ARCHITECTURE | 49 MINUTES OF MEETING #1

<b>Project:</b>	Cranbrook Indoor Riding Arena Feasibility Study		
<b>Date:</b>	May 31, 2017		
<b>Time:</b>	10.30 am – 11.30 am MDT		
<b>Location:</b>	Conference call		
<b>Participants:</b>	Clay Murrell	Pine Ridge Roping Club	claymurrell@hotmail.com
	Tony Zaugg	Pine Ridge Roping Club	tonerzaugg@gmail.com
	Kevin Paterson	RDEK	kpaterson@rdek.bc.ca
	Rob Gay	RDEK	rob11gay@gmail.com
	Marin Katov	Architecture49	Marin.Katov@architecture49.com
	Justin Ng	Architecture49	Justin.Ng@architecture49.com
<b>Absent/CC:</b>	David Kaczowka, Jean Horton, Ian McKay, Sakshi Misra		

Item		Action
1	Introduction:  Clay Murrell, Pine Ridge Roping Club Tony Zaugg, Pine Ridge Roping Club Kevin Paterson, Manager of Environmental Services for District of East Kootenay Rob Gay, Electoral Area C Director for District of East Kootenay Marin Katov, Principal, Architecture 49 Justin Ng, Architecture 49	All
2	MK presents the current Draft Report	
3	Items discussed:  <ul style="list-style-type: none"> <li>▪ Currently designed for 750 people, but can be reduced down to 600</li> <li>▪ Supply building with enough WC for 50 people who would use the building on a regular basis. Capacity of the existing outhouse to be confirmed;</li> <li>▪ Arena has to be a minimum of 130' x 200';</li> <li>▪ Current beam height at the lowest point is 12'10". Given the height of person on horse is around 10', 2 more feet should be added;</li> <li>▪ Confirm with manufacturer what is included - foundation, electrical, mechanical;</li> <li>▪ Provide several options for foundations;</li> <li>▪ Determine the life expectancy and maintenance costs associated with the facility;</li> <li>▪ Expect one full time or part time manager along with several occasional workers in the facility;</li> <li>▪ Research similar buildings to determine what to expect from it in terms of cost and revenue.</li> <li>▪ Find out how much insulation is required to meet BCBC;</li> <li>▪ Use Allied Buildings' steel structure since it is at the lowest price.</li> </ul>	A49

ARCHITECTURE | 49 MINUTES OF MEETING #1

4	<b>Key Dates:</b>  June 6 – Next conference call at ~9:30am June 7 - Provide brief information for the CM and TZ to present to the board June 20 - Completed Feasibility Study Package July 6 – Regular board meeting	A49
---	--	-----

The above is considered to be a true and accurate record of all items discussed. If any discrepancies or inconsistencies are noted, please advise the recorder immediately. If no notification is received, minutes will be deemed acceptable by all.

Notes taken by: JN/MK, Architecture49

ARCHITECTURE | 49 | MINUTES OF MEETING #2

<b>Project:</b>	Wycliffe Multi-use Facility Feasibility Study		
<b>Date:</b>	June 7, 2017		
<b>Time:</b>	9.30 am – 10.30 am MDT		
<b>Location:</b>	Conference call		
<b>Participants:</b>	Clay Murrell	Pine Ridge Roping Club	claymurrell@hotmail.com
	Kevin Paterson	RDEK	kpaters.bc.ca
	Rob Gay	RDEK	rob11gay@gmail.com
	Marin Katov	Architecture49	Marin.Katov@architecture49.com
	Justin Ng	Architecture49	Justin.Ng@architecture49.com
<b>Absent/CC:</b>	Tony Zaug, David Kaczowka, Jean Horton, Ian McKay, Sakshi Misra		

Item		Action
1	KP comments on Draft Report and suggest changes: <ul style="list-style-type: none"> <li>Changing facility name to Wycliffe Multi-use Facility</li> <li>Update demographic profile according to electoral areas and the entire East Kootenay region.</li> <li>Remove comments on site plan with regards to roads.</li> <li>Address the report to Cranbrook, Kimberley and surrounding areas to broaden the audience for the facility.</li> </ul>	All
2	MK presents the current Draft Report	
3	Items discussed: <ul style="list-style-type: none"> <li>Split office into 2, making room for a multipurpose room, suitable for event staff</li> <li>Original quote from Allied Building is incorrect and much lower than what it would actually cost, it is also in US dollars.</li> <li>Allied Buildings' service does not include erection of the structure, insulation, mechanical and electrical systems.</li> <li>Allied Buildings can provide an added cost for erection but this is to be compared with local contractors closer to the time of construction.</li> <li>Ground surface for the arena would be a sand/gravel/dirt mix. CM will provide more details and find local manufacturers to provide a quote.</li> <li>Find new quotes for more affordable pens and chutes.</li> <li>Remove bleaches from building cost. The Roping club has existing bleaches that can be used.</li> <li>The percentage for contingency is to be checked with the RDEK.</li> <li>CM is more interested in the shell and arena, the rest of the event space will come as it goes.</li> <li>Fire-suppression system and insulation takes up too much of the building cost. Need to check code again to see if that is required. Consider removal of washroom if it can negate the need for fire-suppression or insulation.</li> <li>CM mentions typical price per person per hour or two for riding is at \$10-\$20 while a group rate per hour could be at around \$50.</li> </ul>	A49

ARCHITECTURE | 49 | MINUTES OF MEETING #2

	<ul style="list-style-type: none"> <li>Spring, Fall and Winter is expected to be the peak season for the arena.</li> <li>Warm Up Area would likely not be rented separately from the arena, therefore, remove from revenue source.</li> <li>There is an existing concession on the exhibition grounds which will run during events.</li> <li>During Pro-rodeo 3-day events (Friday to Sunday), the event might attract up to 1,000 people.</li> <li>Funding for the facility will come partially from existing funds of RDEK. The rest would be from fund raising in the community. Therefore, interest rates can probably be neglected along with debt servicing fees.</li> <li>Prior to final submission, A49 will focus on finalizing Allied Buildings's building cost, continue the collection of information on revenue and expenses.</li> <li>CM will provide information on the current and past number of members at the Pine Ridge Roping Club.</li> </ul>	
4	Key Dates:  June 20 - Completed Feasibility Study Package July 6 – Regular board meeting	A49

The above is considered to be a true and accurate record of all items discussed. If any discrepancies or inconsistencies are noted, please advise the recorder immediately. If no notification is received, minutes will be deemed acceptable by all.

Notes taken by: JN/MK, Architecture49



ARCHITECTURE | 49 MINUTES OF MEETING #3

<b>Project:</b>	Wycliffe Multi-Use Facility Feasibility Study		
<b>Date:</b>	June 14th, 2017		
<b>Time:</b>	9:30 am – 10:00 am MDT		
<b>Location:</b>	Conference call		
<b>Participants:</b>	Clay Murrell	Pine Ridge Roping Club	claymurrell@hotmail.com
	Tony Zaugg	Pine Ridge Roping Club	tonerzaugg@gmail.com
	Kevin Paterson	RDEK	kpaterson@rdek.bc.ca
	Rob Gay	RDEK	rob11gay@gmail.com
	Marin Katov	Architecture49	Marin.Katov@architecture49.com
	Justin Ng	Architecture49	Justin.Ng@architecture49.com
<b>Absent/CC:</b>	David Kaczowka, Jean Horton, Ian McKay, Sakshi Misra		

Item		Action
1	MK presents the current Draft Report	
2	<p>Items discussed:</p> <ul style="list-style-type: none"> <li>2016 Census and P.E.O.P.L.E Population Projection do not match. KP/RG to provide better information in regards to population statistics.</li> <li>CM sees a slight increase in horse usage in the area and will provide data regarding the growth of members from the Pine Ridge Roping Club and a local Kids Club.</li> <li>Allied Building's new quote for the structure is far higher than their original quote and is no longer reasonable. New structural drawings have been sent to Tony to send to other building companies for a new quote.</li> <li>New quote received from Tower Steel Buildings.</li> <li>TZ to send information in regards to lighting from the original Tower Steel Building quote to A49.</li> <li>A49 considers the facility as an A-3 (Assembly Occupancy) building according to the BC Building Code and therefore requires a fire suppression system and HVAC. MK to check to what extent HVAC is required.</li> <li>CM to verify with local code if a fire suppression system is indeed required.</li> <li>MK will be on holiday from 19-22<sup>nd</sup> of June.</li> </ul>	All
3	<p>Key Dates:</p> <p>Week of June 26 - Completed Feasibility Study Package July 6 – Regular board meeting</p>	Info

The above is considered to be a true and accurate record of all items discussed. If any discrepancies or inconsistencies are noted, please advise the recorder immediately. If no notification is received, minutes will be deemed acceptable by all.

Notes taken by: JN/MK, Architecture49

ARCHITECTURE | 49 MINUTES OF MEETING #4

<b>Project:</b>	Wycliffe Multi-Use Facility Feasibility Study		
<b>Date:</b>	June 27th, 2017		
<b>Time:</b>	9:30 am – 10:00 am MDT		
<b>Location:</b>	Conference call		
<b>Participants:</b>	Clay Murrell	Pine Ridge Roping Club	claymurrell@hotmail.com
	Tony Zaugg	Pine Ridge Roping Club	tonerzaugg@gmail.com
	Kevin Paterson	RDEK	kpaterson@rdek.bc.ca
	Marin Katov	Architecture49	Marin.Katov@architecture49.com
	Justin Ng	Architecture49	Justin.Ng@architecture49.com
<b>Absent/CC:</b>	Rob Gay, David Kaczowka, Jean Horton, Ian McKay, Sakshi Misra		

Item		Action
1	MK presents the current Draft Report	
2	<p>Items discussed:</p> <ul style="list-style-type: none"> <li>TZ obtained a quote on foundation from local contractors, report to be updated with new quote.</li> <li>Currently, washrooms for 100 are shown. More washrooms will be needed given the size of the building and full spectrum uses.</li> <li>Detailed code compliant exiting will be developed at the next design stage.</li> <li>Seating area in floor plans will be updated as "Future Seating Area".</li> <li>MK to update number of parking spots in the document.</li> <li>MK to update population census with census provided by RDEK.</li> <li>Conclusion to address the entire East Kootenay region as opposed to just Cranbrook.</li> <li>KP &amp; RG to confirm the format of final presentation.</li> </ul>	All
3	<p>Key Dates:</p> <p>Week of June 26 - Completed Feasibility Study Package ASAP July 6 – Regular board meeting</p>	Info

The above is considered to be a true and accurate record of all items discussed. If any discrepancies or inconsistencies are noted, please advise the recorder immediately. If no notification is received, minutes will be deemed acceptable by all.

Notes taken by: JN/MK, Architecture49

## APPENDIX B – SUPPORT LETTERS

#1 Regional District of East Kootenay Electoral Area C Director

#2 Regional District of East Kootenay Electoral Area E Director

#3 Parkland Middle School

#4 Cranbrook and District 4-H Council

#5 PRRC Kids Fun Days

#6 Rocky Mountain Riders

#7 Maverick Riding Club



Q d 126 001

October 28, 2016

To Whom it May Concern

Re: Letter of Support for Rural Dividend Fund Application

The Regional District of East Kootenay (RDEK) offers many unique opportunities for local residents and visitors through use of our many Parks and associated facilities. At the Wycliffe Exhibition Grounds, we encourage use of our current facilities by a variety of user groups.

The Pine Ridge Roping Club (PRRC) has approached the RDEK asking for a letter of support for their application to the Rural Dividend Fund for feasibility study funding to build a community use multi-purpose building at the RDEK's Wycliffe Exhibition Grounds. The building could potentially house many events including equestrian events, live stock and dog shows, sports training, auto shows, car dealers sales events, home and garden shows, fall fairs, farmer markets, boat shows, circuses and many other events. The feasibility study would examine the capital costs of the building and construction to BC code, revenue opportunities, and maintenance cost.

We fully support the PRRC's application for feasibility study funding and are pleased to provide assistance as needed.

Sincerely,

Rob C. Gay  
Director Electoral Area C

RGlr

cc: Kevin Paterson, Environmental Services Manager



Q d 126 001

October 28, 2016

To Whom it May Concern

Re: Letter of Support for Rural Dividend Fund Application

The Regional District of East Kootenay (RDEK) offers many unique opportunities for local residents and visitors through use of our many Parks and associated facilities. At the Wycliffe Exhibition Grounds, we encourage use of our current facilities by a variety of user groups.

The Pine Ridge Roping Club (PRRC) has approached the RDEK asking for a letter of support for their application to the Rural Dividend Fund for feasibility study funding to build a community use multi-purpose building at the RDEK's Wycliffe Exhibition Grounds. The building could potentially house many events including equestrian events, live stock and dog shows, sports training, auto shows, car dealers sales events, home and garden shows, fall fairs, farmer markets, boat shows, circuses and many other events. The feasibility study would examine the capital costs of the building and construction to BC code, revenue opportunities, and maintenance cost.

We fully support the PRRC's application for feasibility study funding and are pleased to provide assistance as needed.

Sincerely,

Jane Walter  
Director Electoral Area E

JWJln

cc: Kevin Paterson, Environmental Services Manager

Main Office  
19 - 5th Avenue South  
Cranbrook BC V1C 2J8  
Phone: 250-489-2771 • Fax: 250-489-2499

Toll Free: 1-888-478-2335  
Email: info@rdek.bc.ca • Website: www.rdek.bc.ca

Columbia Valley Office  
Box 213, 4656 Archibald Road  
Invermere BC V0A 1T8  
Phone: 250-942-0113 • Fax: 250-942-0564

Main Office  
19 - 5th Avenue South  
Cranbrook BC V1C 2J8  
Phone: 250-489-2771 • Fax: 250-489-2499

Toll Free: 1-888-478-2335  
Email: info@rdek.bc.ca • Website: www.rdek.bc.ca

Columbia Valley Office  
Box 213, 4656 Archibald Road  
Invermere BC V0A 1T8  
Phone: 250-942-0113 • Fax: 250-942-0564



Cranbrook and District 4-H Council



October 25, 2016

Cranbrook and District 4-H Council  
4270-42nd Street South  
Cranbrook, BC  
V1C 7A1

To Whom It May Concern,

The Wycliffe Exhibition Grounds is an excellent facility for all members of Cranbrook and the surrounding area during the summer months. As Cranbrook's winters are six months of snow and cold, it makes it difficult to ride and work with livestock during this time. In order to make the grounds a year-round facility, an indoor riding arena is essential.

The Cranbrook and District 4-H Council would like to support Pine Ridge Roping to create a year-round facility and build an indoor arena. If the indoor arena was built, the Cranbrook and District 4-H clubs would be able to hold mini shows and clinics during the winter months. This would allow our beef, sheep and swine get used to facilities other than their homes to get ready for our main show in June.

Our 4-H district consists of 4 clubs with over 75 members, we use this facility to hold our annual 4-H Show and Sale every year and have for the previous 20+ years. Members aged 9-18 walk and perform with their sheep, swine and beef around the arena all day.

Our 4-H year runs from October-June; an indoor arena would allow for shelter for the animals during the summer show and protect the animals and their handlers from the cold elements during the winter.

We would like support the organizations that utilize the grounds in getting the BCPFFA Rural Dividends fund that will provide a winter option to all people who will use this facility.

Sincerely Yours,

Tracy Adams  
Secretary  
Cranbrook and District 4-H Council



PRRC Kids Fun Days  
Cranbrook, BC

October 23 2016

Attn: To Whom it may concern

Re: Multi Use Facility at Wycliffe Exhibition Grounds

PRRC Kids Fun Days is a non-profitable organization that was founded 2 years ago when it was recognized that the East Kootenays and area did not have a club or event that focused on youth participating in a rodeo like event. The ages that can participate in Kids Fun Days is 0 -15 years of ago. In two years the club has rapidly grown into having 43 youth participants coming as far as the West Kootenays to participate in. PRRC Kids Fun Days offers 5 events; Barrel Racing, Pole Bending, Goat Tying, Steer Daubing and Team Roping.

Kids Fun Days would benefit from a public indoor facility. Currently when the winter months come, all equine events and practices abruptly come to an end. An indoor facility would allow the youth in our community and surrounding areas to continue with their equine passion and interests. The facility would be public and would not restrict who could practice and participate over the winter months, which would increase the memberships and allow for expansion of the organization. Kids Days primary focus is on health, wellness, equine care and being able to have the opportunity to learn and develop their skills in events that are not offered anywhere else in the area.

PRRC Kids Fun Days participants and family members have been proven to be a extremely supportive and hands on group of individuals. In the past they have proven to step up when needed by providing personal equipment and volunteers their time and skills whenever required. I anticipate that this support would be echoed in the building and maintain of such an amazing facility.

Respectfully Submitted

Jodi Savage and Christy Lode  
Founders of PRRC Kids Fun Days





## Parkland Middle School

1115 - 2<sup>nd</sup> Avenue South Cranbrook BC V1C 2B4  
Ph: (250) 426-3327 Fax: (250) 426-6334 <http://pms.sd5.bc.ca>

October 28, 2016

Chad Duchschere  
President Pine Ridge Roping Club

I am writing this letter of support for the Pine Ridge Roping Club to conduct, in conjunction with the Regional District of East Kootenay, a feasibility study into the construction of a multiuse indoor riding facility in the Cranbrook area. As a Teacher, Vice Principal and Principal at Jaffray Elementary School, Mount Baker Secondary School, Lourie Middle School and Parkland Middle School and as a 4-H Leader in The Wasa and District 4H and Cranbrook 4H Multi-Club, I can attest to the number of youth in our area that would use such a facility.

I would be in support of any initiative that would promote healthy and engaging activities for our community's kids. Pleasure riders, jumpers, barrel racers, team ropers and high school rodeo contestants from our area are just some of the youth from this area that would benefit greatly from such a community facility. I would also love the opportunity to explore a special needs therapy riding program and an official High School Rodeo team for the students of School District #5.

Scott Holt  
Principal Parkland Middle School

Rocky Mountain Riders  
Thompson Road  
Kimberley, BC

RE: Indoor Riding Arena

We, the Rocky Mountain Riders Club, are in favour of a proposed indoor arena in the Wycliff area. Our club has been established for over 30 years, and have approximately 45 members.

Currently our club has an outdoor arena in Meadowbrook, and our facility is used from May until mid October. From October to May our members have no arena access, which limits use for our members. An indoor riding facility close by would be a great addition to our community.

Yours truly,

Torben Winther  
RMR President

Expand Your Horizon



October 23 2016

Attn: To Whom It May Concern

Re: Multi Use Indoor Facility at Wycliffe Exhibition Grounds

Maverick Riding Club is a not for profit organization that was founded more than 25 years ago. Maverick Riding Club is a club and organization that allows for all ages to compete and join in gymkhana events at a minimal cost. During the Spring and Summer months the club hosts weekly practices, monthly events, clinics, and a annual horse show. Maverick's members are primarily from the Cranbrook/ Kimberley area and we currently have an approximate of 60 members.

Maverick Riding Club is the only organization in the Cranbrook area that allows individuals from all ages to be able to participate in equine events at a reasonable cost, which currently is a yearly membership fee of \$25 and \$1 an event. The goal of Maverick Riding Club is for anyone, regardless of age, skill or ability to be able to feel encouraged and safe to participate in an equine event and build their knowledge and skills.

Maverick Riding Club would extremely benefit from an indoor facility, as currently there is not a public indoor facility located in Cranbrook. During the spring, summer and fall events have been cancelled due to weather, which is unfortunate as it is a highly anticipated event for many community members. An indoor facility would also allows the users to continue be active and ongoing over the winter months as well. The indoor arena would also allow for Maverick to host equine clinics from individuals that may not be able to come to Cranbrook during the peek summer months. Hosting Maverick events year round would encourage our youth and families to continue being active and focusing on self-care and animal care.

Respectfully Submitted

Christy Lode  
President Maverick Riding Club  
[christylode@hotmail.com](mailto:christylode@hotmail.com)  
250-581-0533

**APPENDIX C – WORST CASE 10 YEAR FORECAST BUDGET**

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Arena Rental Sales	\$158,000	173,800	191,180	195,004	198,904	202,882	206,939	211,078	215,300	219,606
Concession (existing)	\$2,700	2,970	3,267	3,332	3,399	3,467	3,536	3,607	3,679	3,753
Events (5 events/year)	\$13,500	14,850	16,335	16,662	16,995	17,335	17,682	18,035	18,396	18,764
Facility Naming Rights	\$9,000	9,900	10,890	11,108	11,330	11,557	11,788	12,023	12,264	12,509
Sponsorship & Advertising Sales	\$22,500	24,750	27,225	27,770	28,325	28,891	29,469	30,059	30,660	31,273
Multi-purpose Meeting Room	\$2,700	2,970	3,267	3,332	3,399	3,467	3,536	3,607	3,679	3,753
<b>Total Revenues</b>	<b>\$208,400</b>	<b>\$229,240</b>	<b>\$252,164</b>	<b>\$257,207</b>	<b>\$262,351</b>	<b>\$267,598</b>	<b>\$272,950</b>	<b>\$278,409</b>	<b>\$283,978</b>	<b>\$289,657</b>
Salaries & Wages (0.5 FTE)	47,200	49,560	52,038	54,640	57,372	60,240	63,253	66,415	69,736	73,223
Utilities (\$2/ft/year)	80,000	84,000	88,200	92,610	97,241	102,103	107,208	112,568	118,196	124,106
Repairs & Maintenance (TBC)	20,000	21,000	22,050	23,153	24,310	25,526	26,802	28,142	29,549	31,027
Insurance (TBC)	10,000	10,500	11,025	11,576	12,155	12,763	13,401	14,071	14,775	15,513
Other Expenses	10,000	10,500	11,025	11,576	12,155	12,763	13,401	14,071	14,775	15,513
Capital Reserve Budget (to replace in 40 years)	50,000	50,000	52,500	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Debt Servicing Costs (not considered)	0	0	0	0	0	0	0	0	0	0
<b>Total Expenses</b>	<b>217,200</b>	<b>225,560</b>	<b>236,838</b>	<b>243,555</b>	<b>253,233</b>	<b>263,394</b>	<b>274,064</b>	<b>285,267</b>	<b>297,031</b>	<b>309,382</b>
<b>Net Profit (Loss)</b>	<b>\$ (8,800)</b>	<b>\$ 3,680</b>	<b>\$ 15,326</b>	<b>\$ 13,652</b>	<b>\$ 9,119</b>	<b>\$ 4,204</b>	<b>\$ (1,114)</b>	<b>\$ (6,858)</b>	<b>\$ (13,053)</b>	<b>\$ (19,725)</b>
<b>Total Net Profit (Loss) in 10 Years</b>										<b>\$ (3,568)</b>

**Assumptions:**

Revenues are 10% below the forecasted. In the first two years the revenues grow with 10%, and 2% for each following year.

Expenses grow with 3% per year above inflation for the whole 10 year period

Inflation – 2% per year

The Capital Reserve is invested at 5% per year



## Request for Decision

Shh 009 001

**Date** January 29, 2019  
**Author** Tina Hlushak, Deputy Corporate Officer  
**Subject** Request for a Special Event Licence – Panorama Family Day Fireworks Show

---

### REQUEST

To grant a Special Event Licence to Panorama Mountain Resort for the Family Day Fireworks Show to be held at 2030 Summit Drive in Panorama on February 16, 2019.

### OPTIONS

1. That a Special Event Licence be issued to Panorama Mountain Resort for the Family Day Fireworks Show to be held at 2030 Summit Drive in Panorama on February 16, 2019;  
 and further, the Special Event is hereby exempt from Sections 4.1, 4.2 and 4.3 of Noise Control Regulation Bylaw No.1396 during the hours of 8:00 pm to 9:30 pm on February 16, 2019.
2. That a Special Event Licence be issued to Panorama Mountain Resort for the Family Day Fireworks Show to be held at 2030 Summit Drive in Panorama on February 16, 2019 subject to the following conditions *[any or all of the conditions listed below could apply]*:
  - (a) the applicant must deposit cash in the amount of \$\_\_\_\_\_ for the reimbursement of any costs which may be incurred by the RDEK because of and as a consequence of the Special Event;
  - (b) the applicant must obtain and keep in force during the Special Event, at its sole expense, insurance satisfactory to the RDEK protecting the RDEK and the applicant (without any rights of cross-claim or subrogation against the RDEK) against claims for personal injury, death, property damage or third party or public liability claims arising out of, in connection with, or in any way related to the Special Event, in a form acceptable to the RDEK and in an amount not less than \$\_\_\_\_\_ and with the RDEK named as an additional insured;
 and further, the Special Event is hereby exempt from Sections 4.1, 4.2 and 4.3 of Noise Control Regulation Bylaw No.1396 during the hours of 8:00 pm to 9:30 pm on February 16, 2019.
3. That a Special Event Licence as applied for by Panorama Mountain Resort for the Family Day Fireworks Show to be held at 2030 Summit Drive in Panorama on February 16, 2019 be denied.

### RECOMMENDATION

Option 1

## BACKGROUND/ANALYSIS

The Family Day Fireworks Show is an annual event held by Panorama Mountain Resort. This free event takes place on February 16, 2019 from 8:30 pm – 9:00 pm. The fireworks will be held at the ski resort in celebration of Family Day.

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

## SPECIFIC CONSIDERATIONS

### Referrals

No concerns were identified by the referral agencies.

### Previous Board Action

A Special Event Licence was granted for Family Day Fireworks show in 2018.

### Control of Special Events Bylaw

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

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

### Noise Control Regulation Bylaw No.1396

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

Attachment





19 - 24<sup>th</sup> 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 V0A 1T0

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

### 2. Property and Event Information

Name of Event: FAMILY DAY FIREWORKS SHOW

Location of Event: 2030 SUMMIT DR., PANORAMA, BC V0A 1T0  
*(civic address of property including house #, street name and community)*

Nature of Event: FIREWORKS SHOW

Event Date(s): FEB. 16 / 2019 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:

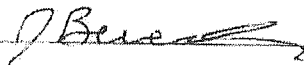
Please indicate below whether you have any concerns with this application or Special Event.

- 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

No comments received by applicant Date referral submitted: \_\_\_\_\_

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

- No concerns  Concerns have been addressed  
 Concerns not addressed

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

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

No comments received by applicant Date referral submitted: \_\_\_\_\_

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

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

- No concerns  Concerns have been addressed  
 Concerns not addressed

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

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

No comments received by applicant Date referral submitted: \_\_\_\_\_

## Panorama Family Day Fireworks Event

I do not have any environmental health concerns with the planned event at Panorama on February 16<sup>th</sup>, 2019 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. 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/pses-mpes/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:

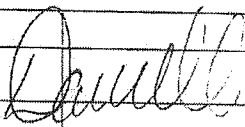
- No concerns  Concerns have been addressed  
 Concerns not addressed

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: 19.01.23

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

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

- No concerns  Concerns have been addressed  
 Concerns not addressed

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name

Signature

No comments received by applicant    Date referral submitted: \_\_\_\_\_



**3. Referrals**

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

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

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

- No concerns  Concerns have been addressed  
 Concerns not addressed

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_

No comments received by applicant Date referral submitted: \_\_\_\_\_

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

- No concerns  Concerns have been addressed  
 Concerns not addressed

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_

No comments received by applicant Date referral submitted: \_\_\_\_\_

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

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

- No concerns  Concerns have been addressed  
 Concerns not addressed

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name Chief Jim Miller Signature [Signature]

No comments received by applicant Date referral submitted: \_\_\_\_\_



# **Panorama Mountain Resort**

**Family Day Fireworks – Feb 16/ 2019**

## **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 2019 (Family Day Weekend)

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



## Request for Decision

File No: Ehh 650 065

**Date:** January 23, 2019  
**Author:** Anita Charest, Emergency Program Coordinator  
**Subject:** Community Emergency Preparedness Fund – 2019 Emergency Operations Centre & Training Grant Application

---

### REQUEST

To approve the submission of a joint application with the City of Kimberley and City of Fernie for a Community Emergency Preparedness Fund grant for upgrades to the Regional Emergency Operations Centre (EOC) in Cranbrook, the alternate Elk Valley EOC in Fernie and the municipal EOC/Incident Command Post for the City of Kimberley.

### OPTIONS

1. That a Community Emergency Preparedness Fund grant application for \$75,000 be submitted for upgrades and equipment for the Regional Emergency Operations Center in Cranbrook, Elk Valley Emergency Operations Centre in Fernie and the City of Kimberley municipal EOC, with the RDEK to provide overall grant management.
2. That a Community Emergency Preparedness Fund grant application not proceed.

### RECOMMENDATION

Option 1

### BACKGROUND/ANALYSIS

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

Eligible activities and expenditures focus on purchase of equipment and supplies to maintain or improve EOC's such as information technology, communication systems, generators etc.; training and exercises to increase EOC capacity and establishing public emergency communications systems or programs.

2017 and 2018 wildfire seasons required activation of the Regional EOC as well as Incident Command Posts in many of our member municipalities. During those activations it was identified that we required upgrades to our Regional EOC and upgrades to the alternate EOC in Fernie. The City of Kimberley has also identified the need of a portable EOC/Incident Command Post as a result of their 2018 response. Accordingly, the RDEK, City of Fernie and City of Kimberley wish to partner on this grant application to utilize more funding which will allow us to better assist the region as a whole.

The following is a general summary of our requests. The grant application attached is submitted to address these concerns and outlines more specifically our requests to better assist the region.

### Training:

- The East Kootenay Emergency Program is fortunate to obtain subsidized EOC training through the Province, however Incident Command System (ICS) training, which is an essential part of training for all EOC staff, is not part of the subsidized program and cost for facilitation is the responsibility of the Local Government. We are requesting two ICS training workshops within our region as part of the grant application.

### Regional EOC Upgrades:

- Communications upgrades and equipment to be operated by the East Kootenay Amateur Radio Group to enable them to better assist us during an event should communications be down within the region and beyond.
- Display equipment to assist EOC staff during activation, to assist during regular Emergency Management Committee meetings and for the multitude of training workshops held at the EOC each year.
- Office furniture to create a much-needed break out meeting room within the EOC to allow for confidential meetings with affected stakeholders etc.
- Storage cabinets to keep the space tidy and provide secure storage of required EOC materials.

### City of Kimberley Portable EOC:

- Communications and office equipment to construct a portable EOC should the current designated EOC require relocation during an event.
- Identification vests for EOC/Incident Command Post staff during events.

### Elk Valley (Fernie) EOC:

- Internet Phone system hardware and installation to replace existing antiquated phone system and greatly reduce telephone charges for the Elk Valley Subregion Emergency Program.
- Display equipment to assist should this alternate EOC be required for EOC activation, a City of Fernie Incident Command Post, and for use during regular Emergency Management Committee meetings and training.

### SPECIFIC CONSIDERATIONS

**Financial:** The total amount requested was \$75,000. Any grant funds received will be used as indicated in the application attached. There is no expectation that additional funds will be required from the RDEK, City of Kimberley or City of Fernie. In kind contributions will be made by the East Kootenay Amateur Radio Club in the form of volunteer hours and transportation expenses to install the upgrades to the radio communications equipment.

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

**Process:** Should the grant application be successful, staff will secure quotes and purchase equipment necessary per the Purchasing Policy guidelines. Review of the success of the project will be completed on an ongoing basis as part of each subsequent emergency event and as part of any After Action Reports prepared following emergency events.

ec: Sanford Brown, Building & Protective Services Manager  
Terry Balan, Protective Services Supervisor

**Community Emergency Preparedness Fund**  
**Emergency Operations Centres & Training**  
**2019 Application Form**

Please complete and return the application form by **February 1, 2019**. All questions are required to be answered by typing directly in this form. If you have any questions, contact [cepf@ubcm.ca](mailto:cepf@ubcm.ca) or (250) 387-4470.

<b>SECTION 1: Applicant Information</b>	<b>AP</b> <small>(for administrative use only)</small>
Applicant: Regional District of East Kootenay	Date of Application: January 31, 2019
Contact Person*: Anita Charest	Position: Emergency Program Coordinator
Phone: 250-489-2791	E-mail: <a href="mailto:acharest@rdek.bc.ca">acharest@rdek.bc.ca</a>

\* Contact person must be an authorized representative of the applicant.

<b>SECTION 2: For <u>Regional Projects Only</u></b>
<p><b>1. Identification of Partnering Local Authorities.</b> For all regional projects, please list all of the partnering local authorities included in this application. Refer to Section 2 in the Program &amp; Application Guide for eligibility.</p> <p>The Regional District of East Kootenay (RDEK) is partnering with the City of Kimberley &amp; City of Fernie for this application.</p>

<b>SECTION 3: Project Summary</b>
<p><b>2. Name of the Project:</b>          East Kootenay Emergency Program Regional EOC and Alternate EOC Upgrades 2019</p>
<p><b>3. Project Cost &amp; Grant Request:</b>          Total Project Cost: \$78,300      Total Grant Request: \$75,000          Have you applied for, or received funding for, this project from other sources?          No</p>



**4. Project Summary.** Provide a summary of your project in 150 words or less.

The intent of this project is to provide necessary upgrades to office and communications equipment and furniture for the Regional EOC in Cranbrook and the Alternate Regional EOC in Fernie, as well as create a mobile City of Kimberley EOC to allow the local government to support response efforts in small activations that do not require assistance from the Regional EOC and for continuity of services during large events or events that are not able to be supported entirely at the Regional EOC in Cranbrook.

**5. Emergency Plan.** Describe the extent to which the proposed project will specifically support recommendations or requirements identified in the local Emergency Plan.

The East Kootenay Emergency Program is a regional program with member municipalities including: City of Fernie, City of Cranbrook, District of Elkford, District of Sparwood, Village of Radium Hot Springs, District of Invermere, Village of Canal Flats, Tobacco Plains Indian Band, Shuswap Indian Band, Aqam First Nation and Akisqnuq First Nation. The East Kootenay Emergency Management Plan guides the program and provides procedures and policies for activations within the region.

The overarching principle in our program states that no organization succeeds alone. Collaboration is essential for success of the program. The Regional EOC activates and supports responses that occur in all municipal and First Nations communities within the region at the request of each local government. These activations utilize staff from all municipalities and First Nations communities. To better assist those staff to work together effectively, it is imperative that they have the tools and training to do so.

The program employs a regional emergency operation centre format. It was identified during activations for both 2017 and 2018 wildfire seasons that the Regional EOC in Cranbrook requires upgrades to better serve the region. The 2018 Wildfire season in particular also identified that the Elk Valley alternate EOC in Fernie requires upgrades largely in communication systems. In addition, the City of Kimberley evacuation alert of 2018 in particular identified the need for a mobile EOC to afford the local government the ability to run their municipal EOC remotely if necessary.

Because our emergency program operates as a regional model, all three proposed improvements benefit the whole region. Any one of the proposed facilities may be used to support response efforts anywhere within the region. The training component in particular will not only greatly assist local governments who may be involved in responses in their own community or who may assist at the Regional EOC on behalf of one or more local governments, but will also assist first responders such as RCMP, BCEHS, fire department staff/volunteers and Search and Rescue teams throughout the region.

**SECTION 4: Detailed Project Information**

**6. Proposed Activities.** What specific activities will be undertaken as part of the proposed project? Refer to Section 4 of the Program & Application Guide for eligibility.

**Training:**

- The East Kootenay Emergency Program is fortunate to obtain subsidized EOC training annually through the Province, however Incident Command System (ICS) training, which is an essential part of training for all EOC staff, is not part of the subsidized program and cost for facilitation is fairly substantial. We are requesting two ICS training workshops within our region

as part of the grant application. ICS 200 Training will be facilitated for the region. If there is an overwhelming response for this course, we will hold two sessions within the region. If we are unable to fill a second ICS 200 training workshop, we have a large number of people within the region who would benefit from ICS 300 training, however we feel it is most important to educate as many people as possible in the region to ICS 200 training first.

#### **Regional EOC Upgrades:**

- Communications upgrades and equipment to be operated by the East Kootenay Amateur Radio Club (EKARC) to enable them to better assist us during an event should communications be down within the region and beyond. An outline of EKARC history and involvement in the East Kootenay Emergency Program is attached as Schedule B to this application.
- Display equipment to assist EOC staff during activation, to assist during regular Emergency Management Committee meetings and for the multitude of training workshops held at the EOC each year. These include a SmartBoard, a SmartTV, stand-alone dry erase boards and flipchart easels.
- Office furniture to create a much-needed meeting room within the EOC to allow for confidential meetings as necessary.
- Storage cabinets to keep the space tidy and provide secure storage of required EOC materials.
- A colour printer for the Information Section to produce newsletters and media releases etc. during activations.
- Coffee pots to replace the existing hand-me-down failing coffee pots on site.

#### **City of Kimberley Portable Alternate EOC:**

- Communications and office equipment to construct a portable EOC should the current designated EOC require relocation during an event. These include phones, laptops and programs, remote internet equipment, a portable colour printer and radio base station.
- Identification vests (ICS) for EOC/Incident Command Post staff during events.

#### **Elk Valley (Fernie) EOC:**

- Internet Phone system hardware and installation to replace existing antiquated phone system.
- Display equipment to assist should this alternate EOC be required for EOC activation, a City of Fernie Incident Command Post, or for regular Emergency Management Committee meetings and training. These include a stand-alone whiteboard and flip chart as wall space is at a premium in this location.

### **7. Group Lodging.** Describe the extent to which the proposed project will consider group lodging scenarios.

Proposed improvements to the Regional EOC will allow for better coordinated, more organized and functional support for emergency response region-wide. Ability to manage mass care is a critical component of the East Kootenay Emergency Management Plan and proposed improvements will provide us with more functional, updated facilities with greatly enhanced communication ability to more easily address mass care/group lodging requirements.

Enhanced communication systems and additional display capability will allow us to better inform affected public and stakeholders during events and will permit more interactive training sessions to help build EOC staffing capacity, which will in turn allow us to better support mass care/group lodging requirements.

The further development of the Alternate Regional EOC in Fernie and development of the City of Kimberley mobile EOC will greatly assist EOC operations in the event that a mass care/group

lodging event exceeds our capacity to respond from the Regional EOC alone or in the event that the Regional EOC is not able to be use due to proximity to the incident.

**8. Transferability.** Describe the extent to which the proposed project may offer transferable resources and supplies to other local governments and First Nations (i.e. trained staff and/or equipment that will be made available to other communities, training resources and exercise plans other communities will be invited to utilize, etc.).

Because the East Kootenay Emergency Program includes all municipalities and First Nations communities within the region, proposed upgrades to the Regional and Alternate EOC's along with training for EOC staff throughout the region will benefit the entire region. Proposed upgrades to technology and communication tools will allow us to better communicate with affected communities, Provincial Ministries, non-government organizations, utility stakeholders and emergency responders.

The Regional EOC regularly supports emergency events throughout the region and both the Fernie EOC and the Kimberley EOC improvements will allow each municipality to respond to small events that do not require support from the Regional EOC as well as provide alternate locations for the Regional EOC should the Regional EOC require relocation for any reason. All training opportunities hosted by the East Kootenay Emergency Program are offered to all local government staff within the region as well as stakeholders and first responders including but not limited to RCMP, BCEHS, Interior Health, School Districts, ESS volunteers and Search & Rescue teams.

**9. Partnerships.** Identify any other authorities you will collaborate with on the proposed project and specifically outline how you intend to work together.

RDEK, City of Fernie and City of Kimberley representatives regularly meet at Emergency Management Committee meetings on behalf of the East Kootenay Emergency Program. In addition, Emergency Program Coordinators from each local government will continue to have regular meetings to coordinate purchase and installation of equipment for the three respective EOC's. The final report will be prepared by the RDEK through consultation with Emergency Program Coordinators from the City of Fernie and City of Kimberley and others within the program.

Describe how a collaborative approach will leverage efficiencies and be a cost-effective approach to the maintaining or improving of EOC operations.

A collaborative approach between the City of Fernie, City of Kimberley and the RDEK permits upgrades to the Regional EOC that will benefit the entire region, not only the three local governments who are applying. The Alternate EOC and City of Kimberley mobile EOC also allow for back-up or expansion to the Regional EOC should additional resources or locations be required. In addition, the mobile EOC in Kimberley permits the City of Kimberley to better respond to activations that are not large enough to warrant activation of the Regional EOC.

City of Kimberley, City of Fernie and RDEK staff representatives along with all other local governments within the region, provide EOC staff to the Regional EOC to assist in activations whether the event is in their communities or others. This mutual aid model permits each local government to ensure business continuity on some level during incidents so residents are properly supported during events.

By providing upgrades to the Regional EOC and Alternate Regional EOC's, the funding allows the East Kootenay Emergency Program to support multiple events throughout the region without duplicating efforts. The facility allows for staff to be on site and fully dedicated to provide support and administration for emergency efforts, allowing local governments to focus on site response and eliminate the need to duplicate efforts. The savings of time and wages to local governments

**10. Capacity Building.** Describe how the proposed project will increase emergency response capacity (i.e. having the physical resources and the skills to respond to emergencies) in your community.

Emergencies such as wildfire and flood often involve more than one local government. A more functional and up-to-date Regional EOC will permit space and functionality necessary to facilitate unified command if necessary but will also provide more opportunity for staff from all member municipalities and First Nations communities to be part of mentoring and training opportunities during events.

The training component in particular will build EOC staffing capacity but also build capacity within stakeholder and first responder groups so that they can more effectively work with and support EOC activations.

**11. Evaluation.** How will the project be evaluated? How will performance measures and/or benchmarks be used to measure outcomes (i.e. tracking number of training events and exercises, external evaluators, etc.)?

This project will be evaluated continually during future responses but formal evaluations will be completed as part of After-Action Reports routinely developed after emergency responses or large training events.

**12. Additional Information.** Please share any other information you think may help support your submission.

Schedule A attached is a detailed budget for the project

Schedule B attached is a history of the East Kootenay Amateur Radio Club along with an outline of their involvement in the East Kootenay Emergency Program and a justification for the proposed updates to the communication equipment.

## **SECTION 5: Required Application Materials**

Only complete applications will be considered for funding. The following separate attachments are required to be submitted as part of the application:

- Detailed budget for each component identified in the application. This must clearly identify the CEPF funding request, applicant contribution, and/or other grant funding.
- Local government Council or Board resolution, or Treaty First Nation resolution, indicating support for the current proposed activities and willingness to provide overall grant management.
- For regional projects only: Each **partnering** local authority must submit a local government Council or Board resolution, or Treaty First Nation resolution, indicating support for the applicant to apply for, receive and manage the grant funding on their behalf.



--

<b>SECTION 6: Signature</b>	
I certify that: (1) to the best of my knowledge, all information is accurate and (2) the area covered by the proposed project is within our local authority's jurisdiction (or appropriate approvals are in place).	
Name: Anita Charest	Title: Emergency Program Coordinator
Signature: <i>An electronic or original signature is required.</i>	Date:

Submit applications to Local Government Program Services, Union of BC Municipalities

E-mail: [cepf@ubcm.ca](mailto:cepf@ubcm.ca)

Mail: 525 Government Street, Victoria, BC, V8V 0A8

## Schedule A

### EAST KOOTENAY EMERGENCY PROGRAM - REGIONAL EOC, ELK VALLEY ALTERNATE EOC (FERNIE) & CITY OF KIMBERLEY EOC UPGRADES 2019

ITEM	QUANTITY	USE	COST
<b>REGIONAL EOC - CRANBROOK</b>			
Smart board interactive whiteboard & stand	1	for use in EOC activations/meetings/trainings	\$8,500.00
Storage Cabinets for Regional EOC	3	storage cabinets for EOC supplies	\$3,200.00
Dry erase boards (stand alone)	4	For EOC information displays and training	\$2,300.00
Training - Incident Command System	2	ICS 200 and/or ICS 300 courses for EOC staff within the Region	\$10,700.00
Flipchart easels	3	For EOC information displays and training	\$1,800.00
EOC Meeting room table	1	for conversion of unused office space to break out meeting room	\$900.00
coffee makers	2	For use during activations and trainings at EOC	\$150.00
portable white boards	4	for use with dividers between Information section & briefing area	\$1,000.00
colour printer	1	For Information section to produce updates for the public	\$800.00
SmartTV and stand	1	for situational awareness in Information Section	\$1,000.00
Chairs	6	for conversion of unused office space to break out meeting room	\$1,000.00
Cork Boards	2	for EOC staff areas to display EOC policies/information & encourage healthy work habits	\$100.00
Repeater Units	4	1 for each site VHF/UHF Repeaters for Mountain tops, HUBS, these are the backbone of the system upgrade	\$10,000.00
Cabling and connectors RF/DC power		Cables and connectors that may be required during repeater upgrades split over 4 sites	\$800.00
Repeater Site Access expenses	1	fuel and miscellaneous costs (not wages) to access sites for installation	\$1,000.00
Repeater Site Battery Back-up	1 set	New batteries could be needed during site upgrade along with chargers split between 4 sites	\$1,300.00
Lightening Arrestors	2	2 protect repeaters installations from lightening strikes	\$500.00
Antennas	2	1 each	\$1,500.00
Cavities	1 set	to be used if needed eliminate interference at repeater sites	\$3,000.00
Band Pass Single Band	1	1 Spare	\$500.00
Power Supply	1	1 spare	\$150.00
HF go Kit radio and antenna	1	Replacement High Frequency radio and antenna. This will be used as portable field kit	\$1,500.00
APRS VHF Radio	1	VHF/UHF Radio that will located on Baker mountain, that passes position and location data.	\$500.00
VHF 2 meter go kits	2	radios and antennas will be used as protable field kits	\$900.00

<b>ELK VALLEY/SOUTH COUNTRY ALTERNATE REGIONAL EOC</b>			
Phone system	1	Voice over Internet (VOIP) system hardware/phones & installation	\$6,000.00
stand alone whiteboard	1	for operations/logistics sections at alternate EOC	\$600.00
Flip chart/whiteboard easel	1	for information display/training at alternate EOC	\$300.00
<b>KIMBERLEY EOC</b>			
3 phones with licenses	1	For municipal EOC	\$1,200.00
4 laptops with Word, PPT, Outlook and Excel	1	for municipal/portable EOC	\$9,000.00
Remote internet equipment	1	for portable EOC	\$400.00
Printer/copier/scanner/fax	1	portable colour combination scanner, printer, fax	\$1,200.00
Radio base station	1	for portable EOC	\$2,500.00
ICS Vests	10	for EOC staff/incident command identification	\$700.00
<b>TOTAL</b>			<b>\$75,000.00</b>
<b>IN KIND CONTRIBUTIONS</b>			
	25	EK Amateur Radio Club volunteer hours to install equipment @ \$20/hr	\$2,500.00
		EK Amateur Radio Club fuel & transportation expenses in excess of \$1000 applied for in grant application	\$800.00
<b>TOTAL PROJECT</b>			<b>\$78,300.00</b>

## Schedule B

### EMERGENCY RADIO COMMUNICATION UPGRADES

The East Kootenay Amateur Radio Club (EKARC), established in 1935, has been continuously in operation for 84 years. As with most Amateur Radio clubs, our purpose, as Industry Canada licensed radio operators, is to set up and maintain radio communication, not only within the hobby of amateur radio, but of greater importance is our ability to provide the communities of the East Kootenays with day to day and emergency communications.

The EKARC offers communication abilities that cover HF (High Frequency), VHF (Very High Frequency), UHF (Ultra High Frequency) and limited digital computer modes. We have 4 VHF and UHF mountain top repeaters located on Baker Mountain, Sparwood ridge, Thompson Mountain, and Invermere. These mountain repeaters provide communication ability that spans from, north of Radium, South to the US (Montana and Idaho) border, East to the Alberta, West beyond Creston and throughout North America.

For many years the EKARC has been working hand in hand with the Regional District of the East Kootenay (RDEK) to assist with coordination and emergency communications during potential times of floods, wildfires and other public disasters. As well, EKARC members have taken various radio and EOC courses offered through the BC Justice Institute. During the 2018 Wild Fire season, the EKARC in conjunction with the RDEK, undertook relocation and improvements to the Emergency Communications center, located in the RDEK Emergency Operations Center (EOC). The Communications Center was manned every day during the EOC activation by members and volunteers of the EKARC.

As much of the EKARC mountain top radio equipment is over 30 years old, the proposed grant funding will allow the EKARC, in partnership with the RDEK, to upgrade our mountain top repeaters and portable radio kits. As well as an improvement in reliability and integrity, newer technology such as digital mode upgrades, will ensure communication with other emergency agencies. This grant will allow the EKARC to continue to be able to supply the RDEK and communities of the East Kootenay with a robust and up to date emergency coordination and communications system.



**KIMBERLEY**

BC • CANADA

I, Maryse Leroux, Corporate Officer for the City of Kimberley, do hereby certify the following to be a true and correct copy of a resolution passed by the Council of the City of Kimberley at the Regular Meeting of Council held January 28, 2019 re: Joint Emergency Management Grant Application – UBCM Community Emergency Preparedness Fund

*THAT Council direct staff to authorize the RDEK to submit a joint grant application, including the City of Kimberley and the Regional District of the East Kootenay, to the UBCM Community Emergency Preparedness Fund for Emergency Operations Centre equipment.*

Maryse Leroux  
Corporate Officer

DATED at Kimberley, B.C. this January 29, 2019.



## Board Cheque Register

From 1/1/2019 To 1/31/2019

Cheque Number	Vendor Name	Amount
61439	COLUMBIA BASIN ENVIRO EDUC. NT	\$1,000.00
61440	DEVTEL COMMUNICATIONS	\$89.60
61441	Fairmont Hot Springs Utilities	\$642.28
61442	GOLDIGGER EXCAVATING	\$1,323.00
61443	GT PLUMBING	\$339.22
61444	HOSMER RECREATION SOCIETY	\$122.50
61445	INVESTORS GROUP TRUST CO. LTD.	\$647.50
61446	JEFFERSON CONTRACTING LTD.	\$168.00
61447	MEDICAL SERVICES PLAN OF B.C.	\$3,300.00
61448	RDEK PETTY CASH c/o D. Renaud	\$194.50
61449	RDEK PETTY CASH c/o L. Hitchman	\$54.40
61450	RFS CANADA	\$846.68
61451	ROCKY MTN PRO DRIVERS INC	\$1,750.00
61452	ROCKY MOUNTAIN PUMP SERVICE	\$537.15
61453	ROYAL CANADIAN LEGION #199	\$2,000.00
61454	SHAW CABLE	\$694.35
61455	SOUTH COUNTRY SERVICES	\$406.00
61456	STAPLES ADVANTAGE	\$579.24
61457	SUMMIT VALVE AND CONTROLS INC. (BC)	\$8,354.08
61458	WESTEEL	\$830.47
61459	WINDERMERE CENTEX	\$261.82
EFT011194	ACKLANDS - GRAINGER INC.	\$127.27
EFT011195	Baynes Lake General Store	\$156.99
EFT011196	BENEFITS BY DESIGN INC.	\$9,891.27
EFT011197	KAREN BERGMAN	\$75.90
EFT011198	JOHN BLAKLEY	\$44.65
EFT011199	BLUE MOOSE PROMOTIONS	\$4,496.80
EFT011200	IAN BOLZENIUS	\$31.97
EFT011201	CDW CANADA INC.	\$105.80

## Board Cheque Register

From 1/1/2019 To 1/31/2019

Cheque Number	Vendor Name	Amount
EFT011202	MARY CHARLTON	\$31.50
EFT011203	CLEAR SKY RADIO, INC	\$472.50
EFT011204	CRANBROOK WATER CONDITIONING LTD	\$259.27
EFT011205	CRANBROOK PEST CONTROL	\$719.25
EFT011206	CUPE LOCAL 2106	\$1,528.82
EFT011207	DENHAM FORD (BC) LTD.	\$1,374.61
EFT011208	LOREE DUCZEK	\$62.84
EFT011209	LILY DURHAM	\$111.00
EFT011210	EAST KOOTENAY ELECTRICAL SERVICES	\$1,076.25
EFT011211	ECONOMY VACUUM TANKERS	\$14.75
EFT011212	ELI MINA CONSULTING	\$10,547.10
EFT011213	SIERMIL EZ COURIERS LTD.	\$98.78
EFT011214	ROB GAY	\$725.65
EFT011215	GREAT CANADIAN OIL CHANGE	\$233.48
EFT011216	GUILLEVIN INTERNATIONAL INC	\$770.72
EFT011217	HAUL-ALL EQUIPMENT LTD	\$1,579.20
EFT011218	KENT HOLMES	\$15.00
EFT011219	ICEsoft Technologies Holdings Ltd.	\$1,575.00
EFT011220	JSL FORUM	\$152.25
EFT011221	BONNIE KARI	\$40.00
EFT011222	KMB AUTO BODY	\$395.76
EFT011223	KOOTENAY KWIK PRINT	\$262.48
EFT011224	KOOTENAY LANDSCAPE	\$1,680.00
EFT011225	MCELHANNEY CONSULTING SERVICES	\$52,500.00
EFT011226	JUDY MCPHEE	\$210.00
EFT011227	MITECH BUSINESS SYSTEMS LTD.	\$224.62
EFT011228	M & R ELECTRICAL (B.C.) LTD.	\$3,079.49
EFT011229	PACIFIC BLUE CROSS	\$26,638.84

## Board Cheque Register

From 1/1/2019 To 1/31/2019

Cheque Number	Vendor Name	Amount
EFT011230	RAMTECH ENVIRONMENTAL	\$13,340.33
EFT011231	RE-MATT INC	\$1,401.75
EFT011232	RICOH CANADA INC	\$1,876.88
EFT011233	RM OFFICE SOLUTIONS LTD	\$204.96
EFT011234	ROCKY MTN PHOENIX	\$189.28
EFT011235	SAND CREEK COMMUNITY CLUB	\$80.00
EFT011236	ANDREW SINCLAIR	\$115.92
EFT011237	SOUTH SKY RECYCLING LTD	\$114,518.92
EFT011238	SOUTHEAST DISPOSAL	\$8,220.71
EFT011239	SPERLING HANSEN ASSOCIATES	\$9,852.28
EFT011240	STEPHANIE STEVENS	\$247.50
EFT011241	SUPERIOR PROPANE INC.	\$4,973.45
EFT011242	TEMPEST DEVELOPMENT GROUP	\$21,451.59
EFT011243	STEVE TERSMETTE	\$32.99
EFT011244	UNITED WAY	\$84.00
EFT011245	VALLEY VIEW CONTRACTING	\$2,866.50
EFT011246	VAN HOUTTE COFFEE SERVICE INC	\$178.99
EFT011247	VITAL AIRE	\$49.98
EFT011248	JANE WALTER	\$191.80
EFT011249	M. SHAYNE WEBSTER	\$20.00
EFT011250	ILONA WEBSTER	\$35.00
EFT011251	NANCY WILFLEY	\$54.80
EFT011252	ZION TRUCKING LTD.	\$1,209.60
61460	BC ASSOCIATION OF EMERGENCY MGRS	\$250.00
61461	BC HYDRO	\$40,107.11
61462	BELLOWS PROPERTY SERVICES	\$771.75
61463	HARMONY BJARNASON	\$715.32
61464	CANADIAN TIRE #658	\$148.80

## Board Cheque Register

From 1/1/2019 To 1/31/2019

Cheque Number	Vendor Name	Amount
61465	CARVELLO LAW CORPORATION	\$2,128.65
61466	COLUMBIA VALLEY FREIGHT	\$100.80
61467	DAVIDDUKE HOLDINGS LTD	\$462.00
61468	FAIRMONT & DISTRICT LIONS CLUB	\$2,720.00
61469	THE F.I.R.M. INC.	\$139.56
61470	AUDREY MANTYKA	\$120.00
61471	MINISTER OF FINANCE	\$170.73
61472	RFS CANADA	\$870.76
61473	RIGID PLUMBING LTD	\$157.50
61474	SHANNONBROOK KENNELS	\$450.00
61475	SHAW BUSINESS	\$633.04
61476	STAPLES - DESJARDINS	\$3,414.89
61477	TELUS COMMUNICATIONS	\$5,630.83
61478	Volunteer Fire Fighters' Assoc. of BC	\$680.00
EFT011253	AIR LIQUIDE CANADA INC	\$1,853.00
EFT011254	ANYWEAR GARMENT COMPANY	\$617.69
EFT011255	BC TRANSIT	\$36,539.09
EFT011256	BLACK PRESS GROUP LTD	\$17,634.59
EFT011257	DESMOND BOWEN	\$200.00
EFT011258	COLIN BREAKWELL	\$180.00
EFT011259	BRIGADE	\$2,614.50
EFT011260	SANFORD BROWN	\$62.90
EFT011261	GARY BURFORD	\$411.40
EFT011262	CIMCO REFRIGERATION	\$2,068.50
EFT011263	CLEARTECH INDUSTRIES INC.	\$1,142.06
EFT011264	COLUMBIA VALLEY SEWER & DRAIN LTD	\$338.63
EFT011265	COOK S ELECTRICAL SERVICE LTD	\$105.23
EFT011266	CRANBROOK PEST CONTROL	\$1,507.80

## Board Cheque Register

From 1/1/2019 To 1/31/2019

Cheque Number	Vendor Name	Amount
EFT011267	CRYSTAL GLASS CANADA LTD	\$274.48
EFT011268	EAST KOOTENAY ELECTRICAL SERVICES	\$12,494.87
EFT011269	ESRI CANADA LIMITED	\$16,419.20
EFT011270	FERNIE CHRYSLER	\$113.43
EFT011271	FORTIS BC - NATURAL GAS	\$654.25
EFT011272	GLOBALSTAR CANADA	\$79.50
EFT011273	GP FUELS INC.	\$136.99
EFT011274	iCOMPASS TECHNOLOGIES INC	\$3,139.15
EFT011275	Jaffray Elementary Junior Secondary	\$1,000.00
EFT011276	JIM PATTISON BROADCAST GROUP	\$2,770.98
EFT011277	KALAWSKY GM	\$46,880.80
EFT011278	KMB AUTO BODY	\$330.79
EFT011279	CINDY LIGHTBURN	\$297.99
EFT011280	ALISON LOMON	\$120.00
EFT011281	UAP INC	\$49.01
EFT011282	PARTICIPACTION	\$3,000.00
EFT011283	SHARON PASOWISTY	\$2,442.41
EFT011284	RELLA PAOLINI & ROGERS	\$1,337.95
EFT011285	ROCKY MTN PHOENIX	\$38.65
EFT011286	NORBERT SCHAB	\$255.00
EFT011287	SOUTHEAST DISPOSAL	\$129.15
EFT011288	SUPERIOR PROPANE INC.	\$40.62
EFT011289	TA CONTRACTING	\$6,028.75
EFT011290	TAYNTON BAY ELECTRICAL LTD	\$501.98
EFT011291	TOBY CREEK NORDIC SKI CLUB	\$3,000.00
EFT011292	TRIANGLE WOMEN S INSTITUTE	\$25.00
EFT011293	TURF N TIMBER CONTRACTING	\$2,021.25
EFT011294	WASTE MANAGEMENT OF CANADA	\$26,689.38



## Board Cheque Register

From 1/1/2019 To 1/31/2019

Cheque Number	Vendor Name	Amount
EFT011295	RYAN WATMOUGH	\$27,101.63
EFT011296	DENNIS WILKINSON	\$170.00
EFT011297	WOODY'S PLUMBING	\$147.00
61479	ASTTBC	\$1,113.84
61480	BELL MOBILITY INC.	\$1,992.25
61481	CANADIAN MENTAL HEALTH ASSOCIATION	\$1,500.00
61482	CANADIAN TIRE #658	\$16.79
61483	COLUMBIA HOUSE ENHANCEMENT SOCIETY	\$3,500.00
61484	CRANBROOK HISTORY CENTRE	\$50,000.00
61485	ELK VALLEY CONTRACTING	\$1,984.16
61486	ForestWise Environmental Consulting Ltd.	\$10,333.98
61487	FRANKS STEAK & SCHNITZEL HAUS	\$893.60
61488	GOLDIGGER EXCAVATING	\$13,041.00
61489	INVERMERE HARDWARE	\$1,587.44
61490	INVESTORS GROUP TRUST CO. LTD.	\$647.50
61491	LOOMIS EXPRESS	\$125.70
61492	ILENE LOWING	\$207.00
61493	MAX HELMER CONSTRUCTION	\$562,222.68
61494	MINISTER OF FINANCE	\$284.37
61495	MINISTER OF FINANCE	\$16.79
61496	MINISTER OF FINANCE	\$1,103.28
61497	OVERHEAD DOOR COMPANY	\$275.64
61498	JAMES PENSON	\$400.00
61499	PITNEY BOWES	\$247.80
61500	RFS CANADA	\$933.40
61501	SIGNWRITER	\$59.36
61502	STAPLES/BD #252 CRANBROOK	\$458.07
61503	TELUS COMMUNICATIONS (B.C.)	\$13,573.05

## Board Cheque Register

From 1/1/2019 To 1/31/2019

Cheque Number	Vendor Name	Amount
61504	WINDERMERE CENTEX	\$66.97
61505	YELLOW PAGES	\$18.90
61506	MINISTER OF FINANCE	\$60,000.00
EFT011298	A.C.E. COURIER SERVICE	\$90.69
EFT011299	ADVANCED SAFETY MGMT LTD	\$430.08
EFT011300	ALS CANADA LTD	\$738.69
EFT011301	SUSANNE ASHMORE	\$20.00
EFT011302	ASSOCIATED ENGINEERING	\$13,824.91
EFT011303	DOUG BARRACLOUGH	\$50.00
EFT011304	CASTLE FUELS (2008) INC	\$1,235.18
EFT011305	CLEARTECH INDUSTRIES INC.	\$2,683.22
EFT011306	COLLEGE OF THE ROCKIES	\$5,262.50
EFT011307	COLUMBIA VALLEY PIONEER	\$12,413.25
EFT011308	COLUMBIA BASIN BROADBAND CORP	\$1,344.00
EFT011309	CORIX MULTI-UTILITY SERVICES	\$3,236.65
EFT011310	CUPE LOCAL 2106	\$1,544.90
EFT011311	CYBERLINK SYSTEM CORP.	\$8,356.69
EFT011312	JAMIE DAVIES	\$262.50
EFT011313	D & E ENTERPRISES JANITORIAL	\$5,880.00
EFT011314	EAST KOOTENAY ELECTRICAL SERVICES	\$398.18
EFT011315	ECO/LOGIC ENVIRONMENTAL	\$23,548.88
EFT011316	e-KNOW EK NEWS ONLINE WEEKLY	\$1,050.00
EFT011317	flexiNET Broadband	\$44.80
EFT011318	FOOTHILLS SILVA CULTURE INC	\$701.50
EFT011319	BARRY GARLAND	\$57.00
EFT011320	HOP STUDIOS	\$6,892.96
EFT011321	INTERIOR HEALTH - CAPITAL	\$87,225.13
EFT011322	IRIDIA MEDICAL	\$105.00

## Board Cheque Register

From 1/1/2019 To 1/31/2019

Cheque Number	Vendor Name	Amount
EFT011323	KEEFER ECOLOGICAL SERVICES LTD.	\$20,498.96
EFT011324	KERR WOOD LEIDAL	\$9,838.02
EFT011325	KINBASKET WATER & SEWER CO LTD	\$185,440.68
EFT011326	KOOTENAY KWIK PRINT	\$2,643.23
EFT011327	LexisNexis Canada Inc.	\$341.78
EFT011328	ALISON LOMON	\$467.50
EFT011329	LUCKY STRIKE GAS	\$449.86
EFT011330	MAX S PLACE BAKERY LTD	\$254.42
EFT011331	DEAN McKERRACHER	\$45.00
EFT011332	ALLEN MILLER	\$45.00
EFT011333	MITECH BUSINESS SYSTEMS LTD.	\$132.16
EFT011334	MOMENTUM CONFERENCING	\$14.16
EFT011335	MPE ENGINEERING LTD.	\$2,295.26
EFT011336	MSREK SYSTEMS	\$499.95
EFT011337	MELODY MUNRO	\$508.89
EFT011338	ANGE QUALIZZA	\$65.00
EFT011339	REG DIST OF CENTRAL KOOTENAY	\$7,385.92
EFT011340	CLARA REINHARDT	\$116.92
EFT011341	RESCUE CANADA INC	\$1,000.00
EFT011342	RICOH CANADA INC	\$177.19
EFT011343	RM OFFICE SOLUTIONS LTD	\$179.36
EFT011344	SCOTT ROBINSON	\$775.50
EFT011345	RUALT MECHANICAL SERVICES LTD	\$630.51
EFT011346	SOUTHEAST RENTALS LTD	\$594.83
EFT011347	SOUTHEAST DISPOSAL	\$226,195.72
EFT011348	KARL STERZER	\$70.00
EFT011349	SUPERIOR PROPANE INC.	\$3,153.58
EFT011350	TOBY CREEK NORDIC SKI CLUB	\$7,500.00

## Board Cheque Register

From 1/1/2019 To 1/31/2019

Cheque Number	Vendor Name	Amount
EFT011351	TRI-KOTA CLEANING	\$200.00
EFT011352	TURF N TIMBER CONTRACTING	\$551.25
EFT011353	UNITED WAY	\$274.00
EFT011354	VAN HOUTTE COFFEE SERVICE INC	\$184.88
EFT011355	WASTE MANAGEMENT OF CANADA	\$13,247.83
EFT011356	JIM WESTWOOD	\$35.00
EFT011357	VIRGINIA WEST	\$45.00
EFT011358	WHOLESALE FIRE & RESCUE LTD	\$511.61
EFT011359	GERALD WILKIE	\$468.48
EFT011360	DAVID WILKS	\$45.00
EFT011361	WINDERMERE WATER & SEWER CO	\$2,006.27
EFT011362	WOODY'S PLUMBING	\$126.00
EFT011363	WSP CANADA INC	\$13,985.22
61507	THE C CAN MAN	\$4,312.00
61508	JACKMAN'S TRANSPORT	\$386.40
61509	KOOTENAY PAVING LTD	\$331.88
61510	LILAC MEDIA	\$63.84
61511	ILENE LOWING	\$64.00
61512	MJ S FLORAL BOUTIQUE	\$77.70
61513	PRESTIGE INN CRANBROOK	\$1,467.40
61514	ROOK DESIGN MEDIA	\$24.56
61515	WENDY SALANSKI	\$24.00
61516	SHAW CABLE	\$694.35
61517	SHOPPERS DRUG MART #290	\$322.00
61518	SIWMA	\$200.00
61519	SOUTH COUNTRY SERVICES	\$410.60
61520	Steeplesview Reading Centre	\$1,800.00
61521	TELUS COMMUNICATIONS	\$5,737.64

## Board Cheque Register

From 1/1/2019 To 1/31/2019

Cheque Number	Vendor Name	Amount
61522	CORY WENTZELL	\$10.00
EFT011364	A.C.E. COURIER SERVICE	\$62.04
EFT011365	BC CONSERVATION FOUNDATION	\$3,000.00
EFT011366	BC TRANSIT	\$34,765.41
EFT011367	BDO DUNWOODY	\$2,100.00
EFT011368	LARRY BINKS	\$490.00
EFT011369	BUSY BEE SANITARY SUPPLIES INC.	\$227.06
EFT011370	JYE CARDER	\$85.90
EFT011371	CDW CANADA INC.	\$533.70
EFT011372	CRANBROOK PEST CONTROL	\$769.65
EFT011373	DAFCO FILTRATION GROUP CORP.	\$663.67
EFT011374	LILY DURHAM	\$111.00
EFT011375	FEDERATION CDN MUNICIPALITIES	\$3,982.18
EFT011376	FORTIS BC - NATURAL GAS	\$201.00
EFT011377	ROB GAY	\$38.92
EFT011378	GREAT CANADIAN OIL CHANGE	\$100.51
EFT011379	HEAVY METAL CO.	\$3,924.90
EFT011380	HERITAGE INN	\$611.03
EFT011381	KENT HOLMES	\$15.00
EFT011382	HOT SHOTS CAFE	\$124.88
EFT011383	HERB JANZEN	\$32.00
EFT011384	LIDSTONE & COMPANY	\$118.45
EFT011385	MARTECH MOTOR WINDING LTD	\$1,233.75
EFT011386	ALLAN NORMAN	\$550.00
EFT011387	NORTHWEST HYDRAULIC CONSULTANTS	\$58,003.31
EFT011388	RELLA PAOLINI & ROGERS	\$4,145.57
EFT011389	TED SHINGLETON	\$250.40
EFT011390	SOUTH SKY RECYCLING LTD	\$162,844.52



## Board Cheque Register

From 1/1/2019 To 1/31/2019

Cheque Number	Vendor Name	Amount
EFT011391	WAYNE STONE	\$32.00
EFT011392	SUPERIOR PROPANE INC.	\$4,964.67
EFT011393	SURE GLASS LTD.	\$499.28
EFT011394	TOP CROP FARM & GARDEN SUPPLY	\$1,562.99
EFT011395	VAN HOUTTE COFFEE SERVICE INC	\$1,352.52
EFT011396	JANE WALTER	\$76.04
EFT011397	JIM WESTWOOD	\$29.00
EFT011398	GERALD WILKIE	\$289.72
EFT011399	WOODY'S PLUMBING	\$3,076.50
EFT011400	ZION TRUCKING LTD.	\$1,155.00
61523	BC FIRE TRAINING OFFICERS ASSOC.	\$630.00
61524	BC HYDRO	\$42,576.16
61525	CANADIAN TIRE #658	\$429.66
61526	FIRE CHIEFS ASSOCIATION OF BC	\$346.00
61527	INVESTORS GROUP TRUST CO. LTD.	\$647.50
61528	MINISTER OF FINANCE	\$1,028.30
61529	OVERHEAD DOOR COMPANY	\$241.51
61530	PRESTIGE INN CRANBROOK	\$400.20
61531	RFS CANADA	\$1,801.18
EFT011401	BLACK PRESS GROUP LTD	\$3,505.75
EFT011402	CDW CANADA INC.	\$94.33
EFT011403	CivicInfo BC	\$996.45
EFT011404	COLUMBIA BASIN BROADBAND CORP	\$1,344.00
EFT011405	CV CHAMBER OF COMMERCE	\$73.50
EFT011406	CUPE LOCAL 2106	\$1,501.21
EFT011407	e-KNOW EK NEWS ONLINE WEEKLY	\$4,410.00
EFT011408	NICOLE JUNG	\$32.71
EFT011409	KOOTENAY COMMUNICATIONS LTD.	\$95.20

## Board Cheque Register

From 1/1/2019 To 1/31/2019

Cheque Number	Vendor Name	Amount
EFT011410	KOOTENAY SWIFTWATER SPECIALIST	\$96.21
EFT011411	MAX S PLACE BAKERY LTD	\$257.25
EFT011412	MCELHANNEY CONSULTING SERVICES	\$3,027.78
EFT011413	PACIFIC BLUE CROSS	\$27,095.84
EFT011414	REG DIST OF CENTRAL KOOTENAY	\$5,000.00
EFT011415	RE-MATT INC	\$1,606.50
EFT011416	RESCUE CANADA INC	\$3,662.00
EFT011417	SOUTHEAST RENTALS LTD	\$594.83
EFT011418	SOUTHEAST DISPOSAL	\$6,081.08
EFT011419	JENNIFER SPETA	\$7,087.50
EFT011420	SUPERIOR PROPANE INC.	\$1,844.73
EFT011421	TRI-KOTA CLEANING	\$500.00
EFT011422	UNITED WAY	\$29.00
EFT011423	XEROX CANADA LTD	\$414.86
EFT011424	ZION TRUCKING LTD.	\$1,335.60

**Total Cheques: 324****Total Amount of Cheques: \$2,443,021.17**

Resolved:

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

Chairperson: \_\_\_\_\_



## Request for Decision

Fhh 502 001

**Date** January 21, 2019  
**Author** Debbie Renaud, DCFO  
**Subject** Audit Planning Report from BDO Canada LLP

---

### REQUEST

Response to the Audit Planning Report from BDO Canada LLP.

### OPTIONS

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

### RECOMMENDATION

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

### BACKGROUND/ANALYSIS

Attached is an audit planning report from our auditors, BDO Canada LLP, regarding the 2018 year-end audit. In the letter, they are requesting feedback from the Board on various subjects. In particular, they would like to hear from the Board if there is any question as to BDO's independence from the RDEK (their ability to provide an unbiased opinion), or if there are particular issues or risks that the Board feels warrant particular attention in the audit. They have noted that an absence of a response is taken as an indication that the Board does not have any issues.

### SPECIFIC CONSIDERATIONS

#### Previous Board Action

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

Attachment



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

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

December 31, 2018

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

Dear Sir/Madam,

We understand that you wish for us to continue as the auditors of Regional District of East Kootenay for its fiscal year ended December 31, 2018 and subsequent years.

We are pleased to continue as your auditors subject to the terms and conditions of this Agreement, to which the attached Standard Terms and Conditions form an integral part. The definitions set out in the Standard Terms and Conditions are applicable throughout this Agreement. This Agreement will remain in place and fully effective for future years until varied or replaced by another relevant written agreement.

Michael S. Murphy, CPA, CA will be the Engagement Partner for the audit work we perform for you. The Engagement Partner will call upon other individuals with specialized knowledge to assist in the performance of Services.

### **Our Role as Auditors**

We will conduct our audit(s) in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements prepared in accordance with Canadian public sector accounting standards are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. Our audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by you, as well as evaluating the overall financial statement presentation.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements, whether by fraud or error, may not be detected, even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.

In making our risk assessments, we consider internal control relevant to your preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of your internal controls. However, we will communicate to you concerning any significant deficiencies in internal controls relevant to the audit of the financial statements that we have identified during the audit.

We will also communicate matters required by professional standards, to the extent that such matters come to our attention, to you, those charged with governance and/or the board of directors.



## Reporting

Our audit will be conducted on the basis that the financial statements have been prepared in accordance with Canadian public sector accounting standards.

Our independent auditor's report will be substantially in the form set out in Canadian Auditing Standard (CAS) 700. The form and content of our report may need to be amended in the light of our audit findings. If we are unable to issue or decline to issue an audit report, we will discuss the reasons with you and seek to resolve any differences of view that may exist.

## Role of Management and Those Charged with Governance

You acknowledge and understand that you have responsibility for:

- (a) the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards. The audit of the financial statements does not relieve you of your responsibilities;
- (b) such internal controls as you determine are necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error; and
- (c) providing us with:
  - access, in a timely manner, to all information of which you are aware that is relevant to the preparation of the financial statements such as records, documentation and other matters;
  - additional information that we may request for the purpose of the audit;
  - unrestricted access to persons within the entity from whom we determine it is necessary to obtain audit evidence;
  - financial and non-financial information (other information) that will be included in document(s) containing financial statements and our audit report thereon prior to the date of our auditor's report. If it is not possible to provide all the other information prior to the date of our auditor's report, you are responsible for provision of such other information as soon as practicable; and
  - written confirmation concerning representations made to us in connection with the audit. If appropriate and adequate written representations are not provided to us, professional standards require that we disclaim an audit opinion.

## Financial Statement Services

We will obtain your approval, if during the course of our engagement we:

- (a) prepare or change a journal entry; or
- (b) prepare or change an account code or a classification for a transaction.

As agreed, we will provide assistance in the preparation of the financial statements.





These services create a threat to our independence. We, therefore, require that the following safeguards be put into place:

- (a) that you create the source data for all accounting entries;
- (b) that you develop any underlying assumptions for the accounting treatment and measurement of entries; and
- (c) that you review and approve the draft financial statements, including the notes to the financial statements.

### **Tax Services**

In addition to the assurance services discussed above, we may be requested by you to prepare corporate tax returns. The returns will be prepared based upon the information supplied by you. We will not audit, review or otherwise attempt to verify the accuracy or completeness of such information. We will utilize the information you have already provided to our assurance engagement team to the extent that the material is available and relevant to the preparation of the returns. It may be necessary for us to request further information.

Regardless of any tax return preparation services we provide to you, you will remain responsible for filing your tax returns with the appropriate authorities on a timely basis.

Your returns are, of course, subject to review by the taxation authorities. Any items reassessed against you by the taxation authorities are subject to certain rights of appeal. In the event of any tax audit, we will be available to represent you for a mutually agreed upon fee.

We will discuss with you any filing positions which, if taken, have the potential to give rise to a material adverse assessment or reassessment by the taxing authorities. If such an assessment or reassessment occurs, any additional tax that arises will be your responsibility. In addition, we cannot be responsible for interest and penalties assessed against you in connection with your income tax affairs. Therefore, should any interest or penalty be assessed, they shall be your responsibility.

Our audit is conducted primarily to enable us to express an opinion on the financial statements. The audit process is not designed to provide us with a full understanding of your tax situation and in particular, to allow us to determine whether the entity has specific tax compliance issues. We will, however, provide advice on an ongoing basis on general income tax matters as requested by you. A separate engagement letter may be issued for significant tax projects. To the extent that tax services requested by you are not covered by a separate engagement letter, the terms of this Agreement shall apply to the tax services.

### **Additional Services**

We are available to provide a wide range of services beyond those outlined in this Agreement. To the extent that any additional services that we provide to you that are not provided under a separate written engagement agreement, the provisions of this Agreement will apply to the services.



**Fee Estimation**

As has previously been communicated to you, we estimate our professional fee for auditing your financial statements for your fiscal year ended December 31, 2018 at \$41,750. Additional information relating to our fees is provided in the Terms and Conditions attached to this letter.

**Standard Terms and Conditions**

A copy of our Standard Terms and Conditions is attached as Appendix 1. You should ensure that you read and understand them. The Standard Terms and Conditions include clauses that limit our professional liability.

Please sign and return the attached copy of this Agreement to indicate your agreement with it. If you have any questions concerning this Agreement, please contact us before signing it.

It is a pleasure for us to be of service and we look forward to many future years of association with you.

Yours truly,

*BDO Canada LLP*

Chartered Professional Accountants

Agreement of all the terms and conditions in this Agreement is hereby acknowledged by:

---

Signature \_\_\_\_\_ Position \_\_\_\_\_

---

Name (please print) \_\_\_\_\_ Date \_\_\_\_\_



## **Appendix 1 - Standard Terms and Conditions**

### **1. Overview and Interpretation**

1.1 This Agreement sets forth the entire agreement between the parties in relation to Services and it supersedes all prior agreements, negotiations or understandings, whether oral or written, with respect to Services. To the extent that any of the provisions of the accompanying letter conflict with these Standard Terms and Conditions, these Standard Terms and Conditions shall prevail. This Agreement may not be changed, modified or waived in whole or part except by an instrument in writing signed by both parties.

1.2 In this agreement, the following words and expressions have the meanings set out below:

**This Agreement** - these Standard Terms and Conditions, the letter to which they are attached, and any supporting schedules or other appendices to the letter

**Services** - the services provided or to be provided under this Agreement

**We, us, our, BDO** - refer to BDO Canada LLP, a Canadian limited liability partnership organized under the laws of the Province of Ontario

**You, your** - the party or parties contracting with BDO under this agreement, including the party's or parties' management and those charged with corporate governance. You and your does not include BDO, its affiliates or BDO Member Firms

**BDO Member Firm or Firms** - any firm or firms that form part of the international network of independent firms that are members of BDO International Limited

**Confidential Information** - information that contains identifying features that can be attributed to you or individual personnel

### **2. BDO Network and Sole Recourse**

2.1 BDO is a member of BDO International Limited, a UK company limited by guarantee, and forms part of the international network of independent member firms (i.e. BDO Member Firms), each of which is a separate legal entity.

2.2 We may use other BDO Member Firms or subcontractors to provide Services; however, we remain solely responsible for Services. You agree not to bring any claim or action against another BDO Member Firm (or their partners, members, directors, employees or subcontractors) or our subcontractors in respect of any liability relating to the provision of Services.

2.3 You agree that any of our affiliates, subcontractors, and other BDO Member Firms and any subcontractors thereof whom we directly or indirectly involve in providing Services have the right to rely on and enforce Section 2.2 above as if they were a party to this agreement.

### **3. Respective Responsibilities**

3.1 We will use reasonable efforts to complete, within any agreed-upon time frame, the performance of Services.



- 3.2 You shall be responsible for your personnel's compliance with your obligations under this Agreement. We will not be responsible for any delays or other consequences arising from you not fulfilling your obligations.
4. **Working Papers and Deliverables**
- 4.1 **Ownership** - Any documents prepared by us or for us in connection with Services belong solely to us.
- 4.2 **Oral advice and draft deliverables** - You should not rely upon any draft deliverables or oral advice provided by us. Should you wish to rely upon something we have said to you, please let us know and, if possible, we will provide the information that you require in writing.
- 4.3 **Translated documents** - If you engage us to translate any documents, advice, opinions, reports or other work product of BDO from one language to another, you are responsible for the accuracy of the translation work.
- 4.4 **Reliance by Third Parties** - Our Services will not be planned or conducted in contemplation of or for the purpose of reliance by any third party other than you and any party to whom the assurance report is addressed. Items of possible interest to a third party will not be addressed and matters may exist that would be assessed differently by a third party, possibly in connection with a specific transaction.
- 4.5 **Consent to use the Report** - If we are requested to consent to the use of our report in connection with a continuous disclosure document, a public or private offering document, an annual report or any other document, we will consider, at the relevant time, providing consent and any conditions applicable to our consent. Our consent must be in writing. In order to provide consent, professional standards require that we read the other information in the related document and consider whether such information is materially inconsistent with the related financial statements. We will require adequate notice of the request for consent to allow us to consider your identification and resolution of events occurring in the period since the date of our report, and to obtain updated written representation letters. Such procedures will be performed at your cost.
5. **Confidentiality**
- 5.1 We agree to use Confidential Information provided by you only in relation to the services in connection with which the information is provided and we will not disclose the information, except where required by law, regulation or professional obligation. We may however, give Confidential Information to other BDO Member Firms or other subcontractors assisting us in providing Services. Any party to whom we subcontract work will be required to keep Confidential Information confidential either by professional obligation or contract with us. Any BDO Member Firms or other subcontractors we use will be bound by the same confidentiality obligations.
- 5.2 BDO shall be entitled to include a description of services we render to or for you in marketing and research materials and disclose such information to third parties, provided that all such information will be made anonymous and not associated with you. Additionally, we may analyze information on an industry or sector basis for internal purposes or to provide industry/sector wide information to our clients or potential clients.



You consent to our using information obtained from you in this way provided that the outputs therefrom will not contain any identifying features that can be attributed to you.

## **6. Independence**

- 6.1 Professional and certain regulatory standards require us to be independent, in both fact and appearance, with respect to our clients in the performance of our services. We will communicate to you any relationships between BDO (including its related entities) and you that, in our professional judgment, may reasonably be thought to bear on our independence.

## **7. Offers of Employment**

- 7.1 Any discussions that you, or any party acting on your behalf, have with professional personnel of our Firm regarding employment could pose a threat to our independence. Your recruitment of an engagement team member from the current or prior year's engagement may compromise our independence and our ability to render agreed services to you. Engagement team members may include current and former partners and staff of BDO, other BDO Member Firms and other firms who work under our direction. Therefore, you agree to inform us prior to any such discussions so that you and we can implement appropriate safeguards to maintain our independence.

## **8. Professional and Regulatory Oversight**

- 8.1 As required by legal, regulatory, or professional authorities (both in Canada and abroad) and by BDO policy, our client files must periodically be reviewed by practice inspectors to ensure that we are adhering to professional and BDO standards. It is understood that by entering into this agreement, you provide your consent to us providing our files relating to your engagement to the practice inspectors for the sole purpose of their inspection.
- 8.2 Certain regulatory bodies may also have the right to conduct investigations of you, including the Services provided by us. To the extent practicable and permitted by law, we will advise you of any such investigation request or order prior to providing our working papers.
- 8.3 You agree to reimburse us for our time and expenses, including reasonable legal fees, incurred in responding to any investigation that is requested or authorized by you or investigations of you undertaken under government regulation or authority, court order or other legal process.

## **9. Privacy and Consents**

- 9.1 You agree we will have access to all personal information in your custody that we require to complete our engagement. We may collect, use, transfer, store, or process such information disclosed by you of a personal nature (personal information). Our Services are provided on the understanding that:
- (a) you have obtained any consents for collection, use and disclosure to us of personal information required under all applicable privacy legislation; and
  - (b) we will hold all personal information in compliance with our Privacy Statement.





## 10. Electronic Communications

- 10.1 Both parties recognize and accept the security risks associated with email communications, including but not limited to the lack of security, unreliability of delivery and possible loss of confidentiality and privilege. Unless you request in writing that we do not communicate by internet email, you assume all responsibility and liability in respect of risk associated with its use.
- 10.2 By signing this agreement, you provide BDO with express consent to communicate with you and your employees, as applicable, electronically, including sending BDO newsletters, publications, announcements, invitations and other news and alerts that may be of interest to you. You and your employees may withdraw such consent at any time by contacting BDO at [www.bdo.ca/unsubscribe](http://www.bdo.ca/unsubscribe).

## 11. Limitation of Liability

- 11.1 In any dispute, action, claim, demand for losses or damages arising out of the Services performed by BDO pursuant to this Agreement, BDO shall only be liable for its proportionate share of the total liability based on degree of fault as determined by a court of competent jurisdiction or by an independent arbitrator as a result of the dispute resolution procedures, notwithstanding the provisions of any statute or rule of common law which create, or purport to create, joint and several liability.
- 11.2 Our liability shall be restricted to damages of a direct and compensatory nature and shall not include indirect, consequential, aggravated or punitive damages, or damages for loss of profits or expected tax savings, whether or not the likelihood of such loss or damage was contemplated.
- 11.3 You agree that BDO shall in no event be liable to you for any actions, damages, claims, liabilities, costs, expenses, or losses in any way arising out of or relating to the Services performed hereunder for an aggregate amount of more than the higher of:
- (a) three times the fees paid by you to BDO in the twelve months preceding the incident giving rise to the claim; and
  - (b) \$25,000.
- 11.4 No exclusion or limitation on the liability of other responsible persons imposed or agreed at any time shall affect any assessment of our proportionate liability hereunder, nor shall settlement of or difficulty enforcing any claim, or the death, dissolution or insolvency of any such other responsible persons or their ceasing to be liable for the loss or damage or any portion thereof, affect any such assessment.
- 11.5 You agree claims or actions relating to the delivery of Services shall be brought against us alone, and not against any individual. Where our individuals are described as partners, they are acting as one of our members.

## 12. Indemnity

- 12.1 To the fullest extent permitted by applicable law and professional regulations, you agree to indemnify and hold harmless BDO from and against all losses, costs (including solicitors'



fees), damages, expenses, claims, demands or liabilities arising out of or in consequence of:

- (a) a misrepresentation by a member of your management or board of directors, regardless of whether such person was acting in your interest;
- (b) the services performed by BDO pursuant to this Agreement, unless, and to the extent that, such losses, costs, damages and expenses are found by a court of competent jurisdiction to have been due to the gross negligence of BDO. In the event that the matter is settled out of court, we will mutually agree on the extent of the indemnification to be provided by you, failing which, the matter may be referred to dispute resolution in accordance with the terms of this letter.

### **13. Alternative Dispute Resolution**

- 13.1 Both parties agree that they will first attempt to settle any dispute arising out of or relating to this agreement or the Services provided hereunder through good faith negotiations.
- 13.2 In the event that the parties are unable to settle or resolve their dispute through negotiation, such dispute shall be subject to mediation pursuant to the National Mediation rules of the ADR Institute of Canada Inc. All disputes remaining unsettled for more than 60 days following the parties first meeting with a mediator or such longer period as the parties mutually agree upon shall be subject to arbitration pursuant to the National Arbitration Rules of the ADR Institute of Canada Inc. Such arbitration shall be final, conclusive and binding upon the parties, and the parties shall have no right of appeal or judicial review of the decision. The parties hereby waive any such right of appeal which may otherwise be provided for in any provincial arbitration statute made applicable under the National Arbitration Rules.

### **14. Limitation Period**

- 14.1 You shall make any claim relating to Services or otherwise under this Agreement no later than one year after you became aware or ought reasonably to have become aware of the facts giving rise to any such claim.
- 14.2 You shall in no event make any claim relating to the Services or otherwise under this Agreement later than two years after the completion of the Services under this Agreement.
- 14.3 To the extent permitted by law, the parties to this Agreement agree that the limitation periods established in this Agreement replace any limitation periods under any limitations act and/or any other applicable legislation and any limitation periods under any limitations act and/or any other applicable legislation shall not alter the limitation periods specified in this Agreement.

### **15. Québec Personnel**

- 15.1 We may sometimes have individual partners and employees performing Services within the Province of Québec who are members of the Ordre des comptables professionnels agréés du Québec. Any such members performing professional services hereunder assumes full personal civil liability arising from the practice of their profession, regardless of their status within our partnership. They may not invoke the liability of our partnership as grounds for excluding or limiting their own liability. The provisions in Sections 11



(Limitation of Liability) and 14 (Limitation Period) shall therefore not apply to limit the personal civil liability of partners and employees who are members of the Ordre des comptables professionnels agréés du Québec.

## **16. Termination**

- 16.1 This Agreement applies to Services whenever performed (including before the date of this Agreement).
- 16.2 You or we may terminate this Agreement at any time upon written notice of such termination to the other party. We will not be liable for any loss, cost or expense arising from such termination. You agree to pay us for all Services performed up to the date of termination, including Services performed, work-in-progress and expenses incurred by us up to and including the effective date of the termination of this Agreement.

## **17. Fees and Billings**

- 17.1 Our estimated fee is based on an assumed level of quality of your accounting records, the agreed upon level of preparation and assistance from your personnel and adherence to the agreed-upon timetable. Our estimated fee also assumes that your financial statements are in accordance with the applicable financial reporting framework and that there are no significant new or changed accounting policies or issues or internal control or other reporting issues. We will inform you on a timely basis if these factors are not in place.
- 17.2 Should our assumptions with respect to the quality of your accounting records be incorrect or should the conditions of the records, degree of cooperation, results of audit procedures, or other matters beyond our reasonable control require additional commitments by us beyond those upon which our estimated fees are based, we may adjust our fees and planned completion dates.
- 17.3 Our professional fees will be based on our billing rates which depend on the means by which and by whom our Services are provided. We also will bill you for our out-of-pocket expenses, our administrative charge (described below), and applicable Goods and Services Sales Tax, Harmonized Sales Tax, Quebec Sales Tax and Provincial Sales Tax.
- 17.4 Our administrative charge is calculated as a percentage of our professional fee and represents an allocation of estimated costs associated with our technology infrastructure, telephone charges, photocopying and some support staff time costs.
- 17.5 Our accounts are due when rendered. BDO may suspend the performance of Services in the event that you fail to pay an invoice when it is due. Interest may be charged at the rate of 12% per annum on all accounts outstanding for more than 30 days.

## **18. Governing Laws**

- 18.1 The terms of our engagement shall remain operative until amended, terminated, or superseded in writing. They shall be interpreted according to the laws of the province or territory in which BDO's principal Canadian office performing the engagement is located, without regard to such province/territory's rules on conflicts of law.



## **19. Entire Agreement and Survival**

- 19.1 This Agreement sets forth the entire agreement between the parties with respect to the subject matter herein, superseding all prior agreements, negotiations or understandings, whether oral or written, with respect to such subject matter. It is understood that this Agreement will not be superseded by any contract with us for other specific services that are not of the same scope as the Services contemplated in this Agreement, unless the other contract explicitly references this Agreement and an intent to supersede it.
- 19.2 The provisions of this Agreement that give either of us rights or obligations beyond its termination shall continue indefinitely following the termination of this Agreement. Any clause that is meant to continue to apply after termination of this Agreement will do so.

## **20. Force Majeure**

- 20.1 We will not be liable for any delays or failures in performance or breach of contract due to events or circumstances beyond our reasonable control, including acts of God, war, acts by governments and regulators, acts of terrorism, accident, fire, flood or storm or civil disturbance.

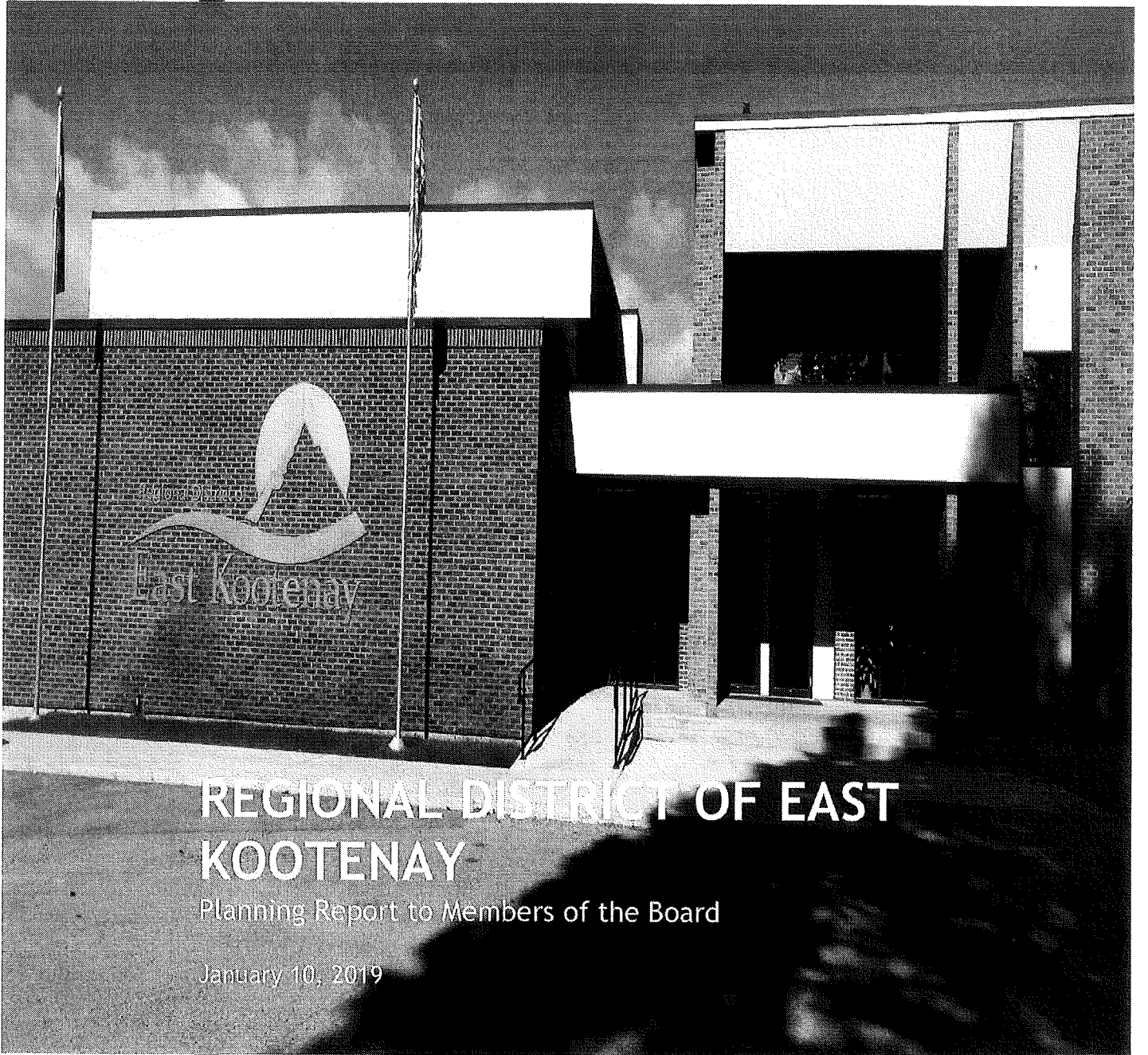
## **21. Assignment**

- 21.1 No party may assign, transfer or delegate any of the rights or obligations hereunder without the written consent of the other party or parties. BDO may engage independent contractors and BDO Member Firms to assist us in performing the Services in this Agreement without your consent.

## **22. Severability**

- 22.1 If a court or regulator with proper jurisdiction determines that a provision of this Agreement is invalid, then the provision will be interpreted in a way that is valid under applicable law or regulation. If any provision is invalid, the rest of this Agreement will remain effective.

Version: 201809



# REGIONAL DISTRICT OF EAST KOOTENAY

Planning Report to Members of the Board

January 10, 2019





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

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

January 10, 2019

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

Dear Members of the Board;

We are pleased to present our audit plan for the audit of the financial statements of Regional District of East Kootenay for the year ending December 31, 2018.

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

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

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

Yours truly,

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

# TABLE OF CONTENTS

Terms of Reference	4
Independence	5
Audit Team	5
Responsibilities	6
Audit Strategy	7
Materiality	8
Risks and Planned Audit Response	9
Fraud Discussion	10
Audit Timing	12
Fees	12
New Auditor Reporting	13
New Accounting Standards	13
BDO Resources	13

## TERMS OF REFERENCE

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

### ENGAGEMENT OBJECTIVES

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

## INDEPENDENCE

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

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

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

We hereby confirm that we are independent with respect to Regional District of East Kootenay within the meaning of the Rules of Professional Conduct of the Chartered Professional Accountants of British Columbia as of December 17, 2018.

## AUDIT TEAM

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

Name	Role	Phone number	Email address
Michael Murphy, CPA, CA	Engagement Partner	250-426-4285 Ext: 5813	msmurphy@bdo.ca
Vintee Kaushal, CPA, CA	Audit Manager	250-426-4285 Ext: 5812	vkaushal@bdo.ca

# RESPONSIBILITIES

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

## MANAGEMENT'S RESPONSIBILITIES

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

## BOARD'S RESPONSIBILITIES

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



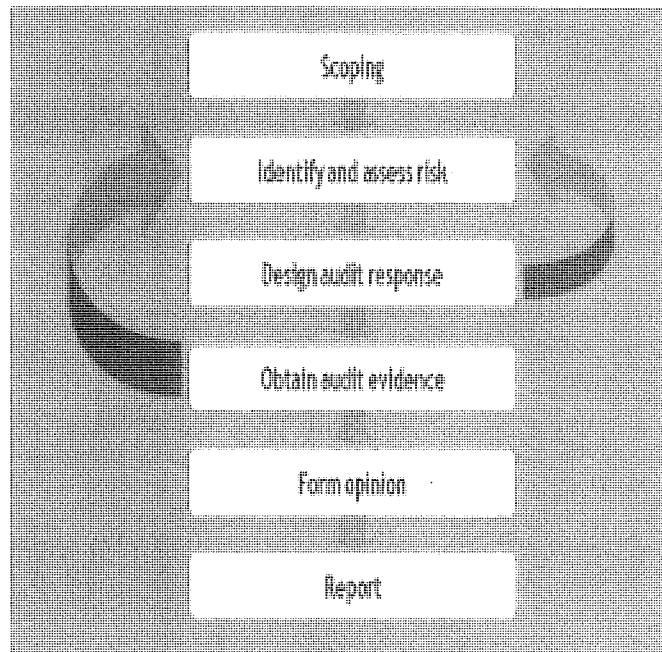
# AUDIT STRATEGY

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

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

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

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



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

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

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

## MATERIALITY

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

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

For purposes of our audit, we have set preliminary materiality at \$520,000 for the Regional District.

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

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

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

## RISKS AND PLANNED AUDIT RESPONSES

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

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

### Landfill Post Closure Liability

Significant Risk	Approach
<ul style="list-style-type: none"><li>The Regional District has significant estimates related to the landfill post closure liability.</li></ul>	<ul style="list-style-type: none"><li>Review and evaluate calculations for the landfill post closure liability. Review and evaluate managements assumptions used in the calculations for the landfill post closure liability.</li></ul>

### Management Override of Controls

Significant Risk	Approach
<ul style="list-style-type: none"><li>Potential of management override or lack of segregation of duties.</li></ul>	<ul style="list-style-type: none"><li>Review and test internal control procedures, including those surrounding journal entries and approvals.</li></ul>

### Revenue Recognition

Significant Risk	Approach
<ul style="list-style-type: none"><li>Ordinary presumption of fraud relating to revenue (CAS 240.26)</li></ul>	<ul style="list-style-type: none"><li>Review and evaluate which types of revenue, revenue transactions or assertions give rise to such fraud risks and test internal control procedures or perform alternate procedures to address those fraud risks.</li></ul>

## FRAUD DISCUSSION

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

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

### AUDITORS' RESPONSIBILITIES FOR DETECTING FRAUD

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

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

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

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

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

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

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

## AUDIT TIMING

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

Audit Milestones/Activities	Dates
Planning visit and interim fieldwork completed	December 17, 2018
Final audit fieldwork commences	March 18, 2019
Present final report to the Board	May 3, 2019
Release of audit report	May 3, 2019

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

## FEES

We estimate our fees for December 31, 2018 will be \$41,750 plus applicable taxes for the audit of the financial statements, including assistance with preparation of the financial statements.

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

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

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



## NEW AUDITOR REPORTING

In April 2017, the Auditing and Assurance Standards Board (AASB) in Canada approved the new and revised auditor reporting standards as Canadian Auditing Standards (CASs). These new standards will be effective for audits of financial statements for periods ending on or after December 15, 2018 with early application permitted.

Highlights of the changes include:

- Re-ordering of the auditor's report, including moving the opinion paragraph to the first section;
- Expanded descriptions of each group's responsibilities;
- Disclosure of the name of the engagement partner for listed entities; and
- Optional description of key audit matters

## NEW ACCOUNTING STANDARDS

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

Effective for fiscal years beginning on or after April 1, 2017 (early adoption is permitted)

- Related Party Disclosures
- Inter-entity Transactions
- Assets
- Contingent Assets
- Contractual Rights

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

- Restructurings

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

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

## BDO RESOURCES

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

BDO serves its clients through 105 offices across Canada. As a member firm of BDO International Limited, BDO serves its multinational clients through a global network of over 1,000 offices in more than 100 countries. Commitment to knowledge and best practice sharing ensures that expertise is easily shared across our global network and common methodologies and information technology ensures efficient and effective service delivery to our clients.

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

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



## Request for Decision

File No: Shk 065 001

**Date** January 31, 2019  
**Author** Holly Ronnquist, CFO, JP Braaten, Purchaser / Accounting Technician  
**Subject** Donation to JoeAnna's House / Medical Travel Financial Assistance

---

### REQUEST

Determine course of action regarding funding JoeAnna's House.

### OPTIONS

1. That a 2019 grant of \$\_\_\_\_\_ be provide to JoeAnna's House from General Administration.
2. That an annual funding agreement based on East Kootenay residents' usage be negotiated with JoeAnna's House for annual operational funding from General Administration.
3. That the following General Administration grants be provided to organizations providing medical travel financial assistance in 2019: \_\_\_\_\_.

### BACKGROUND/ANALYSIS

JoeAnna's House's policy for acceptance of room access is understandably first determined by greatest need criteria. In order of priority these are: level of urgency (ie. loved one involved in a sudden trauma), hardship (need for extended stay), and financial need.

In response to our request for priority access for East Kootenay (EK) residents, what they have proposed is a funding level that would be adjusted to reflect the number of days EK residents stay there in a year. Current estimates are that there will be the equivalent of 365 room nights. This approach to funding would be directly correlated to the actual usage by EK residents.

We could come up with a funding agreement which would be jointly reviewed annually. Here is how it might work. The annual contribution would be paid prior to Dec 31 each year. If it occurred that there was any unallocated portion (fewer than estimated room nights had been used in the year), it could be rolled forward to the following year and the subsequent year grant would be reduced by the unallocated amount. The allocation amount per room could reflect the "hospital rate" charged by local hotels (based on availability – which is limited or not available in the summer months), or any other amount as determined by the Board.

Doug Rankmore (CEO) of the KGH Foundation, the organization which runs JoeAnna's House, has offered to come in and speak directly to the board if that option is so desired.

## Other Organizations Providing Travel Assistance

At the January Board meeting there was a resolution passed to collect information regarding any organizations that provide financial assistance to East Kootenay residents needing to travel out of region for medical services.

In addition to accommodations, areas of challenge include inter-community and inter-provincial transportation of clients to access medical care and appointments, or to support their safe return home following discharge from a treatment facility. These all will have qualification guidelines and a predetermined prioritization acceptance process.

Following is a listing of organizations providing travel resources:

- **Hope Air** – Providing free flights to people who cannot afford the cost of an airline ticket for specialized medical care outside their home community; [www.hopeair.ca](http://www.hopeair.ca).
- **Friends of Children** – Providing assistance with financial support for travel, meals, and accommodation involving children's medical needs; [www.friendsofchildren.ca](http://www.friendsofchildren.ca).
- **BC Travel Assistance Program** – Requires physician referral. This is a Government of BC Program. Rules and regulations on this program are quite extensive and limiting. See website for detailed information: <https://www2.gov.bc.ca/gov/content/health/accessing-health-care/tap-bc/travel-assistance-program-tap-bc>

Accommodation resources available include:

- **Ronald McDonald House** – Vancouver and Calgary
- **Joanna's House** – Kelowna
- **Mennonite House** – Calgary

## SPECIFIC CONSIDERATIONS

### Previous Board Action

The JoeAnna's House project in Kelowna was brought forward for discussion at the May Kootenay East Regional Hospital District (KERHD) meeting. It was determined that JoeAnna's house cannot be funded through KERHD as it is not an Interior Health facility nor is it a designated hospital facility under the Hospital District Act. The item was reviewed at the August 2018 RDEK Governance and Regional Services Committee meeting with direction to staff to obtain further information. Dec 31, 2018 the board reviewed the submitted Information Report and requested that staff work with JoeAnna's House to determine options for priority access if operational funding is required.

### Financial – Budget

There is currently no budget allocation for this. If the Board wishes to provide a contribution in 2019, either to JoeAnna's House or to the other organizations, it should be added to the financial plan.



## Information Report

Fhh 503 001

**Date** January 31, 2019  
**Author** Holly Ronnquist, CFO  
**Subject** Draft 2019-2023 Five-year Financial Plan

---

### Financial Plan Summary

Attached for review is a draft five-year financial plan. Included is a summary showing overall changes from 2018 and identifying larger items impacting the operating budget. Following that is a spreadsheet summarizing the impacts on taxation (requisition) broken down by jurisdiction. These requisition figures are not an invoice to municipalities, but rather a tax levy on municipal properties for RDEK services that are collected on behalf of the RDEK. As a regional district, we are not a taxing authority; we rely on municipalities and the Province to collect property taxes from our constituents within their respective jurisdictions.

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

### Individual Service Budgets

Following the summary are separate budgets for each RDEK Service, along with budget summary memos for most Services to be reviewed at the February 7, 2019 Committee meetings. Each Service stands alone financially, and all funds collected for a Service remain with it. Unless otherwise noted, the 2018 surplus for each service is carried forward to support 2019 expenditures. The amount of the surplus impacts the amount of taxation required in 2019. You will note this effect referenced in many of the budget memos, under 'CFO Comments.'

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

### Salaries

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



**Date:** January 31, 2019  
**Author:** Holly Ronnquist, CFO  
**Subject:** 2019 – 2023 Five-year Financial Plan Summary - Adopted

Overall, total 2019 operating expenditures are increasing 3.5% (\$1.1 Million) from 2018.

Setting aside extraordinary items, notably some significant grants, there is a 2.5% increase in what we have termed the 'Shared Operating Budget' made up of the services shared by most jurisdictions. The breakdown is shown below.

	2019	2018	Increase	%
<b>Shared Operating Budget*</b> (Refer to details on Page 2)	<b>\$16,045,951</b>	<b>\$15,661,515</b>	<b>\$384,436</b>	<b>2.50%</b>
<b>Extraordinary Items:</b>				
• Homeless Shelter Grant		260,000		
• Community Works Fund Grants	1,175,000	550,000		
• Operational Fuel Treatment, Prescriptions And CRI Firesmarting (granted projects)	237,074	303,430		
• Rural Dividend, CBT Grants (RDEK & Other Orgs)	374,432	109,800		
• Regional Agricultural Project (3 years)	<u>252,314</u>	<u>180,000</u>		
<b>SUBTOTAL</b>	<b><u>\$2,038,820</u></b>	<b><u>\$1,403,230</u></b>		
<b>Total Shared Budget*</b>	<b>\$18,084,771</b>	<b>\$17,064,745</b>	<b>\$1,020,026</b>	<b>5.60%</b>
<b>Non-shared Items</b>				
• Municipal Debt Payments	4,554,291	4,299,185		
• Service Areas	7,554,357	7,769,122		
• Utilities	<u>2,279,777</u>	<u>2,243,310</u>		
<b>SUBTOTAL</b>	<b><u>\$14,388,425</u></b>	<b><u>\$14,311,617</u></b>	<b>\$ 76,808</b>	<b>0.53%</b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$32,473,196</u></b>	<b><u>\$31,376,362</u></b>	<b><u>\$1,096,834</u></b>	<b><u>3.50%</u></b>

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

The following are some significant items affecting the 2.5% increase in the Shared Operating Budget:

**Additions:**

• General Admin/Electoral Area Admin – Agenda and Engagement Software	36,100
• All Shared – Employer Health Tax	66,000
• General Administration – Board Increase to Offset Elimination of the 1/3 Tax Exemption & Employer Health Tax	48,600
• 2% Negotiated Wage Increases	68,000
• Elk Valley Solid Waste – Sparwood Transfer Station Contract	62,000
• Central Solid Waste – Recycle BC Depots Annual Net Cost	69,500
• Wlado Cove Park Establishment	9,700
• Elk Valley Solid Waste – Wood chipping	100,000

**Service Areas and Utilities**

The following are some significant items affecting the 0.53% increase in the Non - Shared Operating Budget:

**Reductions:**

• Tie Lake Water Level Control – Dam Upgrade Complete	(12,631)
• Area A Flood Control – Floodplain Mapping Complete	(269,137)
• West Fernie Upgrades – Project Winding Up	(71,304)
• Windermere Water – Moving to East Side Lake Windermere Water (6 months)	(121,791)
• Timber Ridge Water – Moved to East Side Lake Windermere Water 2018	(124,444)

**Additions:**

• Employer Health Tax	32,800
• Rosen Lake Water Level Control - Safety Upgrades	27,845
• Edgewater Water – Confined Space Upgrades & Fire Flow Modelling	41,212
• East Side Lake Windermere Water – New Water Service	296,467
• Cranbrook Library Funding	9,990
• Windermere Water – Treated Water Connection Project Management	92,676



## Capital Expenditures

The 2019 – 2023 Financial Plan also includes \$9,034,517 in capital expenditures in 2019. A list of the larger projects in 2019 are as follows:

Windermere Water – Connect to Water Treatment Plant and Upgrade Distribution System	4,824,000
Area A Flood – Hill Road Dyke	1,100,000
Area B Septage Ponds – Construction	400,000
Edgewater Fire – Fire Engine	400,000
Windermere Fire Dept – Water Tender	300,000
Fairmont Fire Dept – Water Tender	300,000
West Fernie Infrastructure Upgrade – Completion	235,000
Lake Baptiste Dam Upgrade (Edgewater Water)	216,892
Computer IT Equipment	156,000
Fairmont Flood & Debris Control Project – Phase 2 Completion	140,391

### **Effect on Taxation**

The overall tax effect of the draft financial plan is an increase of 3.4% in total taxation. For the Shared Services, there is a 4.0% tax increase. With about 1.3% new assessment, and the impact of including additional industrial properties in the Elk Valley Solid Waste service, this would result in an average tax increase of 0.9%.

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

<b>RDEK REQUISITION CHANGE - FOR REFERENCE PURPOSES ONLY - Completed Roll 2019</b>										
	2015	2016	2017	2018	2019	Change	Non-Market Change	Decrease Due To Solid Waste Boundary Change	Average Individual Increase	Increase on \$335,000 Residential Property
CITY OF CRANBROOK	2,131,154	2,188,964	2,185,698	2,197,831	2,173,540	-1.1%	0.9%		-2.0%	\$ (2)
CITY OF FERNIE	1,295,119	1,298,512	1,279,840	1,305,087	1,380,930	5.8%	1.6%		4.2%	14
CITY OF KIMBERLEY	758,372	759,238	746,409	770,798	809,678	5.0%	1.6%		3.4%	10
DISTRICT OF SPARWOOD	854,650	846,090	784,971	704,199	825,451	17.2%	1.0%	-28.4%	-12.2%	(22)
DISTRICT OF ELKFORD	491,957	481,782	479,069	431,389	461,567	7.0%	0.0%	-12.9%	-6.0%	(11)
JUMBO GLACIER MTN RESORT	602	597	619	648	646	-0.2%	0.0%		-0.2%	(1)
DISTRICT OF INVERMERE	640,217	705,023	781,231	821,781	872,039	6.1%	1.2%		5.0%	15
VILLAGE OF RADIUM	265,522	294,075	316,642	346,474	360,907	4.2%	1.9%		2.2%	11
VILLAGE OF CANAL FLATS	178,632	88,025	96,259	99,066	120,772	21.9%	3.1%		18.8%	47
<b>Sub-total Municipalities</b>	<b>6,616,225</b>	<b>6,662,306</b>	<b>6,670,738</b>	<b>6,677,273</b>	<b>7,005,530</b>	<b>4.9%</b>	<b>1.1%</b>	<b>-3.8%</b>	<b>0.0%</b>	
ELECTORAL AREA "A"	926,460	949,244	935,844	856,922	825,263	-3.7%	1.9%		-5.6%	(9)
ELECTORAL AREA "B"	1,094,066	1,064,835	1,065,598	1,093,895	1,145,791	4.7%	2.6%		2.1%	13
ELECTORAL AREA "C"	1,478,503	1,517,951	1,549,300	1,540,472	1,561,614	1.4%	1.3%		0.1%	5
ELECTORAL AREA "E"	553,712	561,442	573,017	621,311	598,217	-3.7%	1.2%		-4.9%	(12)
ELECTORAL AREA "F"	2,386,272	2,530,005	2,607,126	2,724,494	2,918,212	7.1%	1.2%		5.9%	24
ELECTORAL AREA "G"	325,335	345,867	363,590	366,953	388,106	5.8%	1.9%		3.9%	19
<b>Sub-total Electoral Areas</b>	<b>6,764,348</b>	<b>6,969,344</b>	<b>7,094,475</b>	<b>7,204,045</b>	<b>7,437,203</b>	<b>3.2%</b>	<b>1.5%</b>		<b>1.7%</b>	
<b>TOTAL</b>	<b>13,380,573</b>	<b>13,631,650</b>	<b>13,765,213</b>	<b>13,881,318</b>	<b>14,442,734</b>	<b>4.0%</b>	<b>1.3%</b>	<b>-1.8%</b>	<b>0.9%</b>	<b>\$ 6</b>

\*see explanations next page

<b>CONVERTED ASSESSMENT COMPARISON</b>				
AREA	2018 CONVERTED ASSESSMENT	2019 CONVERTED ASSESSMENT		PERCENT CHANGE
CITY OF CRANBROOK	343,764,518	363,491,895		5.7%
CITY OF FERNIE	164,084,724	182,511,126		11.2%
CITY OF KIMBERLEY	113,097,150	128,759,725		13.8%
DISTRICT OF SPARWOOD	116,522,847	118,973,063		2.1%
DISTRICT OF ELKFORD	79,783,293	78,796,210		-1.2%
JUMBO GLACIER MTN RESORT	96,358	96,358		0.0%
DISTRICT OF INVERMERE	104,430,118	112,456,459		7.7%
VILLAGE OF RADIUM	43,746,024	45,489,002		4.0%
VILLAGE OF CANAL FLATS	12,212,653	15,438,375		26.4%
<b>Sub-total Municipalities</b>	<b>977,737,685</b>	<b>1,046,012,213</b>	<b>57</b>	<b>7.0%</b>
ELECTORAL AREA "A"	110,016,415	115,169,443		4.7%
ELECTORAL AREA "B"	123,198,371	129,392,236		5.0%
ELECTORAL AREA "C"	150,176,781	156,587,152		4.3%
ELECTORAL AREA "E"	62,752,328	62,113,722		-1.0%
ELECTORAL AREA "F"	258,327,969	270,928,562		4.9%
ELECTORAL AREA "G"	37,306,436	38,135,490		2.2%
<b>Sub-total Electoral Areas</b>	<b>741,778,300</b>	<b>772,326,605</b>	<b>43</b>	<b>4.1%</b>
<b>TOTAL</b>	<b>1,719,515,985</b>	<b>1,818,338,818</b>		<b>5.7%</b>

## Requisition Change Explanations:

### 1. Columbia Valley Tax Increases

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

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

Columbia Valley Recreation	1.2%
Columbia Valley Solid Waste	3.1%
Columbia Valley Transit	0.4%
Columbia Valley Emergency	0.4%

The requisition increase for the Village of Canal Flats is significantly higher as a result of their assessment growth in 2019.

### 2. Elk Valley Solid Waste

In 2018 all jurisdictions within the Elk Valley Solid Waste Service enjoyed a \$200,000 tax decrease which reduced taxation by an average of 5.7%. Taxation in 2019 reflects the regular solid waste budget with operational increases and the impact of the market for recycled materials, bringing taxation closer to the 2017 level.

A boundary amendment bylaw is in process in 2019 that will include a number of industrial properties in the Elk Valley Solid Waste service. The additional tax base will result in tax savings to the Elk Valley property owners.

With the Fernie Transfer Station debt now repaid, the portion of the requisition that is shared based on assessment values is reduced, and a greater proportion is now being apportioned based on the volume of waste generated from each jurisdiction. The result is an increase in the share of the costs allocated to the Municipalities, and a reduction in the share allocated to Electoral Area A.

The following table provides an explanation of the impact on the requisition increase to each of the Elk Valley jurisdictions:

	Regular Solid Waste Increase	Shift to more Tonnage-based apportionment	Service Area Boundary Adjustment	Total Solid Waste Tax Effect
City of Fernie	4.6%	0.9%	-4.8%	0.7%
District of Sparwood	4.6%	4.4%	-28.4%	-19.4%
District of Elkford	4.6%	2.2%	-12.9%	-6.1%
Electoral Area A	4.6%	-6.1%	-4.6%	-6.1%

### 3. Average Individual Tax Increases

The average tax increases shown reflect the reduced taxes properties in the Elk Valley (particularly Elkford and Sparwood) will experience as a result of the boundary adjustment to the Elk Valley Solid Waste service.

#### 4. Planning Service Agreements

Effective 2019, all member municipalities (except Elkford) entered into agreements with the RDEK for their participation in the planning service at reduced rates that are fixed for 5 years. Electoral Areas will see an increase in their taxation as a result. The change in taxation, due to the planning agreements, is as follows:

City of Cranbrook	-1.8%
City of Fernie	-1.7%
City of Kimberley	-1.9%
District of Sparwood (re-joined)	2.9%
District of Elkford	-0.5%
District of Invermere	-1.5%
Village of Radium Hot Springs	-1.6%
Village of Canal Flats	-2.1%
Electoral Area A	0.7%
Electoral Area B	0.6%
Electoral Area C	0.6%
Electoral Area E	0.2%
Electoral Area F	0.6%
Electoral Area G	0.4%

#### 5. Assessment Growth

Changes in the total tax collected are only one factor in the overall change of the requisition. The change in the assessment value for a jurisdiction in relation to the average change in assessment value will also have an impact. In 2019, RDEK jurisdictions saw a wide range of assessment changes from a decrease of 1.2% for the District of Elkford to an increase of 26.4% for the Village of Canal Flats. Overall, Municipalities assessments increased on average 7.0% and Electoral Area assessments increased 4.1% and assessments for the RDEK as whole increased 5.7%.

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



**Five Year Financial Plan**  
**With Revenues and Expenditures**  
**For the Twelve Months Ending December 31, 2018**  
 2019-02-01

	<u>2018</u> BUDGET	<u>2018</u> ACTUAL	<u>2019</u> BUDGET	<u>2020</u> BUDGET	<u>2021</u> BUDGET	<u>2022</u> BUDGET	<u>2023</u> BUDGET
<b>Revenue</b>							
Requisition	\$17,805,938	\$17,805,940	\$18,423,210	\$19,893,858	\$20,354,101	\$20,691,901	\$21,062,207
Parcel Taxes	1,381,102	1,384,764	1,424,602	1,474,327	1,574,262	1,598,452	1,591,468
Payments in Lieu of Taxes	819,227	846,375	870,727	774,727	654,727	659,727	664,727
Federal Grants				2,160,000			
Provincial Grants	6,419,862	5,513,537	4,715,129	230,530	230,530	230,530	230,530
Local Government Grants & Regional Transfers	9,230,236	7,544,984	6,655,097	5,049,312	4,960,852	4,836,646	4,836,646
Fees & Charges	3,543,458	4,693,558	3,820,746	3,958,218	3,964,568	3,985,336	4,047,480
Interest	379,400	352,331	379,250	379,250	379,250	379,250	379,250
<b>Total Revenue</b>	<b>39,579,223</b>	<b>38,141,490</b>	<b>36,288,761</b>	<b>33,920,222</b>	<b>32,118,290</b>	<b>32,381,842</b>	<b>32,812,308</b>

**Expenditures**

General Administration	1,885,933	1,531,454	1,698,370	1,648,585	1,734,866	1,774,959	1,773,198
Electoral Area Administration	2,700,464	1,569,347	3,200,313	1,422,577	1,409,930	1,478,548	1,450,983
EV Tax Sharing	518,815	14,035	803,376	488,363	218,438	103,512	103,588
CBT Admin	53,000	52,999	60,995	59,876	59,876	59,876	59,876
DGIA	309,060	175,093	330,560	224,750	224,943	205,750	200,750
Municipal Fiscal Services	4,299,185	3,871,621	4,554,291	4,554,291	4,554,291	4,554,291	4,554,291
Building Inspection	931,959	820,122	973,345	970,354	992,249	1,014,673	1,037,646
Fireworks Regulation	388	62	259	259	264	271	278
Noise Control	9,244	4,434	16,446	16,422	16,551	16,684	16,819
Animal Control	63,603	45,903	64,689	64,680	64,803	64,929	65,060
Unightly Premises Regulation	36,421	23,430	43,672	43,571	44,151	44,748	45,360
Windermere Fire	455,507	394,060	488,079	457,668	448,417	469,987	474,995
Fairmont Fire	277,206	181,065	286,862	264,182	268,178	274,694	289,686
Panorama Fire	378,958	278,468	364,659	331,574	335,545	340,091	342,654
Edgewater Fire	171,355	124,691	170,098	164,525	167,515	170,403	172,035
Jaffray Fire	318,435	294,322	325,971	316,289	316,940	325,882	330,567
Baynes Lake Fire	190,152	154,164	179,464	175,663	177,096	177,066	180,869
Hosmer Fire	129,290	110,836	123,530	118,825	122,050	123,646	124,161
Elko Fire	196,801	155,527	201,278	202,130	204,130	207,130	208,130
Cranbrook Rural Fire	802,316	795,747	814,653	845,053	876,675	909,487	943,524
Fernie Rural Fire	316,585	351,586	334,998	601,000	368,000	386,000	405,604
Upper EV Fire	61,814	61,201	62,265	62,265	63,296	64,333	65,366
Invermere Rural Fire	59,416	58,871	55,335	56,335	57,366	58,403	59,436



**Five Year Financial Plan**  
**With Revenues and Expenditures**  
**For the Twelve Months Ending December 31, 2018**  
 2019-02-01

	2018	2018	2019	2020	2021	2022	2023
	BUDGET	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
Wilmer/Toby Bench Fire	40,329	39,486	37,265	38,765	38,296	38,833	39,366
Radium Resort/Dry Gulch Fire	54,854	54,914	46,556	46,555	46,591	46,632	46,670
Brownsville Fire	4,516	4,061	4,246	4,334	4,460	4,590	4,716
CV Emergency Program	98,675	97,641	120,483	121,459	121,153	143,285	124,049
Central Emergency Program	117,636	122,317	136,642	135,817	138,336	139,804	141,873
EV Emergency Program	102,031	108,893	122,804	125,932	127,760	129,332	131,095
E911	368,917	346,125	393,823	406,681	457,173	471,272	487,571
Fairmont Creek Flood Control	59,385	23,967	68,340	21,717	29,159	22,607	23,073
Area A Flood Control	376,059	263,445	90,922	68,625	58,433	60,665	60,934
CV Conservation Program	487,500	474,518	208,700	135,200	135,200	135,200	135,200
Invasive Plant Management	87,349	75,034	99,027	99,691	101,054	104,458	104,916
Access Guardian Program	60,795	60,198	60,808	60,805	60,825	60,845	60,867
Mosquito Control	130,283	167,340	131,326	131,010	136,600	141,795	142,939
CV Solid Waste	1,860,088	1,647,478	1,895,753	1,821,833	1,852,150	1,909,240	1,999,979
Central Solid Waste	4,205,654	3,779,286	4,235,023	4,335,733	4,414,261	4,381,288	4,423,982
EV Solid Waste	2,073,441	1,883,621	2,336,022	2,349,826	2,357,841	2,373,548	2,386,492
Area A Septage	22,693	27,748	43,882	23,872	23,926	43,981	24,039
EV Victim Assistance	63,488	63,872	63,072	61,266	61,430	61,595	61,761
Tie Lake Water Level Control	20,154	19,419	7,523	6,899	6,809	5,947	5,480
Rosen Lake Water Level Control	4,684	4,055	32,529	5,850	5,550	5,750	5,978
Lazy Lake Water Level Control	1,289	781	1,400	1,403	1,432	1,458	1,488
Broadband	116,599	115,582	116,618	116,614	116,642	116,672	116,704
EV Airport	41,351	35,733	61,406	46,479	60,799	37,125	62,455
Area B Cemeteries	586	19	663	661	677	695	712
Area C Cemeteries	2,034	19	1,279	775	806	834	839
Area E Cemeteries	1,134	1,026	1,463	1,511	1,577	1,645	1,712
Area F Cemeteries	23,720	18,988	27,423	31,418	31,384	31,442	31,467
Planning	1,255,088	1,004,208	1,351,858	1,124,269	989,104	1,001,265	1,023,473
CV Economic Development	337,177	267,041	405,433	523,008	385,100	261,464	262,044
Area A Economic Development	420	122	478	484	516	548	578
Area B Economic Development	3,220	60	3,235	3,250	3,250	3,250	3,250
Area C Economic Development	72,119	8,203	83,917	20,000	20,000	20,000	20,000
Area E Economic Development	84,220	1,122	87,404	4,919	4,919	4,919	4,919
Area F Economic Development	13,373	75	13,757	11,065	11,091	11,120	11,147
Area G Economic Development	1,650	633	1,680	2,312	1,800	1,808	1,817
Moyie Street Lighting	5,658	5,499	5,723	5,965	6,169	6,374	6,624
Wardner Street Lighting	4,376	3,861	4,003	4,135	4,278	4,427	4,535
Elko Street Lighting	2,968	2,900	3,038	3,133	3,239	3,350	3,532
King-Cobham Street Lighting	4,063	3,983	4,142	4,279	4,427	4,581	4,639
Wilmer Street Lighting	6,608	6,402	6,758	6,987	7,230	7,482	7,536





**Five Year Financial Plan**  
**With Revenues and Expenditures**  
**For the Twelve Months Ending December 31, 2018**  
 2019-02-01

	2018 BUDGET	2018 ACTUAL	2019 BUDGET	2020 BUDGET	2021 BUDGET	2022 BUDGET	2023 BUDGET
Windermere Street Lighting	15,008	14,788	15,356	15,886	16,440	17,014	17,473
Edgewater Street Lighting	14,758	14,409	15,069	15,589	16,133	16,697	17,577
Jaffray Intersection Lighting	1,487	1,314	5,500	7,152	6,587	6,777	6,870
CV Transit	152,376	117,985	170,567	183,642	204,482	218,119	232,686
EV Transit	166,443	116,217	141,542	156,516	166,673	191,835	201,198
CV Recreation	1,235,061	1,151,257	1,227,917	1,245,577	1,145,100	1,327,577	1,207,577
Edgewater Recreation	45,052	44,224	46,797	46,875	47,083	47,294	47,504
Regional Parks	424,766	363,093	448,041	416,022	396,038	393,994	401,292
Electoral Area A Parks	11,088	448					
Electoral Area B Parks	9,560	8,226	19,278	36,680	19,250	20,139	19,714
Electoral Area C Parks	4,315	2,598	4,204	3,055	3,094	3,133	3,174
Electoral Area E Parks	56,176	19,601	68,401	32,929	31,067	33,110	33,241
Electoral Area F Parks	151,547	128,297	81,919	78,441	81,626	81,507	85,927
Electoral Area G Parks	7,806	3,691	7,890	8,130	8,045	8,465	8,388
Cranbrook Library Funding	173,899	172,667	183,889	188,175	191,450	195,300	198,300
Libraries Grant-in-Aid	262,515	261,381	267,964	272,693	278,131	282,682	288,318
Brisco Community Hall/Cemetery	11,571	11,323	11,607	11,605	11,615	11,629	11,642
Wilmer Community Club	7,533	7,520	7,546	7,544	7,551	7,555	7,560
Edgewater Sewer	130,665	110,513	128,606	130,312	121,419	123,274	124,065
Holland Creek Sewer	269,924	255,347	275,174	258,674	261,124	275,674	262,187
Baltac Sewer	127,870	108,090	144,961	125,169	123,846	122,520	122,486
Holland Creek Storm Sewer	1,024		1,024	1,024	1,024	1,024	1,024
CV Liquid Waste	275	370	275				
West Fernie Infrastructure Upgrades	83,317	82,803	12,013				
Holland Creek Water	242,819	218,016	250,362	236,947	240,580	240,253	241,972
Windermere Water	466,282	398,197	344,491	123,691	147,137	147,137	147,137
Elko Water	52,436	59,957	57,046	57,641	68,717	53,907	72,480
Moyie Water	55,058	53,428	50,809	47,616	43,363	55,723	64,301
Timber Ridge Water	155,037	160,212	30,593	29,493	29,243	29,243	29,243
Edgewater Water	197,620	193,618	238,832	179,782	190,345	172,824	177,824
Rushmere Water	108,627	85,858	94,474	93,916	95,169	96,142	97,288
Spur Valley Water	59,725	47,473	62,019	61,299	63,351	63,932	66,686
East Side Lake Windermere Water	292,631	238,784	589,098	733,677	738,918	772,632	750,038
<b>Total Expenditures</b>	<b>31,376,362</b>	<b>26,260,412</b>	<b>32,473,196</b>	<b>29,809,526</b>	<b>29,311,618</b>	<b>29,645,601</b>	<b>29,830,499</b>
<b>Revenue less Expenditures</b>	<b>8,202,861</b>	<b>11,881,078</b>	<b>3,815,565</b>	<b>4,110,696</b>	<b>2,806,672</b>	<b>2,736,241</b>	<b>2,981,809</b>



**Five Year Financial Plan**  
**With Revenues and Expenditures**  
**For the Twelve Months Ending December 31, 2018**  
 2019-02-01

	<u>2018</u> BUDGET	<u>2018</u> ACTUAL	<u>2019</u> BUDGET	<u>2020</u> BUDGET	<u>2021</u> BUDGET	<u>2022</u> BUDGET	<u>2023</u> BUDGET
Debt Principal Repayment	(1,040,953)	(1,043,291)	(537,046)	(650,051)	(727,530)	(647,907)	(618,293)
Debt Borrowing	4,160,230	196,712	1,927,140	498,000			
Transfers to Reserves	(4,271,725)	(4,458,817)	(2,386,384)	(2,504,365)	(2,872,491)	(2,910,059)	(3,110,720)
Transfers from Reserves	2,377,299	161,940	2,314,100	502,947	491,652	500,631	284,839
Capital Expenditures	(14,861,098)	(11,149,888)	(9,034,517)	(3,390,639)	(465,675)	(314,012)	(168,370)
Prior Period Surplus	6,701,731	7,395,640	5,607,604	2,601,702	2,102,020	2,297,475	2,624,062
<b>End of Year Surplus</b>	<b>1,268,345</b>	<b>2,983,374</b>	<b>1,706,462</b>	<b>1,168,290</b>	<b>1,334,648</b>	<b>1,662,369</b>	<b>1,993,327</b>

**Date:** January 30, 2019  
**Submitted by:** Shannon Moskal, Corporate Officer  
**Service Name:** General Administration  
**Service Purpose:** General Operations affecting entire RDEK, including costs relating to the Board  
**Participants:** All Jurisdictions

## Operational Items:

### General:

- The salaries budget is increased by \$47,659 (5%), due to the 2% negotiated wage increase, the 1.95% employer health tax, and the first full-year of the Purchaser/Accounting Tech position.
- \$22,000 has been allotted for an information services security audit.
- Grants include:
  - Rural Development Institute - \$40,000 (\$20,000 carried forward from 2018).
  - New Ktunaxa Kinbasket Treaty Advisory Committee (KKTAC) annual contribution (\$3,500 each year). Seed funds for the KKTAC may be fully used in 2019 and further grants to offset costs are not expected. The Regional Districts of Central Kootenay, Kootenay Boundary and Columbia Shuswap have also been asked to contribute the same amount.
  - SPCA grant (\$6,987).
  - Community Energy Manager grant (\$15,000).
  - Kootenay Booth grant (\$5,000).
  - Proposed new special grant fund (\$5,000) for unexpected grant requests that the Board would like to support. Examples from previous years would be donations made to those affected by the Fort McMurray fire and to STARS Air Ambulance.
  - Potential grant to Joe-Anna's House, or to organizations providing travel assistance. No amount estimated in the draft budget.

### Board Costs:

- Board remuneration has increased \$55,476 due to scheduled increases, the 12% adjustment made as a result of the Federal Government elimination of the 1/3 tax allowance for Director expenses and the Employer Health Tax.
- Legislative Service expenses are \$25,150 higher than 2018, with the allotment for a facilitated strategic planning session (\$10,000) and \$15,500 budgeted for the Regional Governance Forum, which is substantially offset by revenue projections for attendance.
- \$21,500 has been allotted for new Board agenda software, with \$14,000 for annual software support.

#### Shared Costs:

- Overall Shared Overhead costs (costs that are distributed across all RDEK Services) have decreased by about \$5,000.
- Software Licences – New items:
  - \$10,000 has been allotted for an online public engagement platform, aimed at increasing engagement and awareness of projects and services, using a wide range of education and interactive feedback tools. Through the platform, participants are able to meaningfully engage regardless of where they are located geographically. In addition to the public engagement tools, the software includes robust reporting and analytics. The software is being trialed for the SWMP review process, and has already demonstrated its effectiveness.
  - Server encryption software (\$400).
- A couple of software updates are required in 2019 - Questica budget software update (\$6,500) and Microsoft GP financial system software updates (\$8,000).
- Some costs have shifted from the 'Administration and Overhead' line item to 'Operations and Maintenance' as we are now have maintenance costs for our own building in the Columbia Valley, rather than paying rent as in the past.

#### Capital Items:

##### General:

- IT – computer equipment (\$35,080) and server upgrade/replacement (\$111,815).
- Replacement of HVAC unit (\$25,000) from 2018 budget.

##### Board Costs:

- IT – replacement of Board Room computers (\$21,314). Requesting 25% be funded through Kootenay East Regional Hospital District.

#### CFO Comments:

- Taxation increase of \$30,606 = 2.1% proposed in 2019.
- The draft financial plan includes the transfer of the entire \$140,458 from the Tax Stabilization Reserve to minimize the tax increase. Without utilization of this reserve, taxation would have increased 12% which includes 1.2% for new Employer Health tax on regular salaries and Board remuneration; 3.8% due to the Federal Government elimination of the 1/3 tax allowance for Elected Officials and a lower operating surplus from the previous year.
- Transfers to Reserves includes \$100,000 to the building reserve for improvements in the main Cranbrook office as part of asset management and \$350,000 for the transfer of interest earnings to all RDEK Reserves.
- Homeless Shelter grant of \$260,000 was not required in 2018 and has been transferred to a reserve.
- **Option to provide a capital or operating grant to Joe-Anna's House.** No amount has been provided in the draft budget. Each \$10,000 of donation will result in an additional tax increase of 0.7%, which equates to 19 cents for the average residential property valued at \$335,000.



**General Administration  
Five Year Financial Plan  
With Revenues and Expenditures  
For the Twelve Months Ending December 31, 2018  
2019-01-31**

	<u>2018</u> BUDGET	<u>2018</u> ACTUAL	<u>2019</u> BUDGET	<u>2020</u> BUDGET	<u>2021</u> BUDGET	<u>2022</u> BUDGET	<u>2023</u> BUDGET
<b>Revenue</b>							
Requisition	\$1,460,221	\$1,460,218	\$1,490,827	\$1,605,899	\$1,639,189	\$1,683,771	\$1,724,993
Payments in Lieu of Taxes	5,000	13,302	5,000	5,000	5,000	5,000	5,000
Provincial Grants	160,000	181,281	160,000	160,000	160,000	160,000	160,000
Local Government Grants & Regional Transfers		4,000	5,329				
Fees & Charges	10,700	17,752	25,575	10,700	10,700	10,700	25,575
Interest	360,000	293,997	360,000	360,000	360,000	360,000	360,000
Prior Period Surplus	456,103	456,103	154,390	100,000	100,000	100,000	100,000
<b>Total Revenue</b>	<b>2,452,024</b>	<b>2,426,654</b>	<b>2,201,121</b>	<b>2,241,599</b>	<b>2,274,889</b>	<b>2,319,471</b>	<b>2,375,568</b>
<b>Expenditures</b>							
Salaries & Benefits	959,799	943,850	1,005,458	1,042,857	1,065,214	1,087,998	1,111,510
Administration & Overhead	16,075	17,642	15,650	15,950	16,400	16,700	17,000
Operations & Maintenance	14,500	5,295					
Consulting & Professional Services	25,000	7,281	37,000	33,000	25,000	25,000	25,000
Grants	351,850	66,850	75,487	35,627	20,770	20,920	21,070
Shared Overhead	44,945	45,204	(3,765)	(23,338)	42,549	50,466	1,498
<b>Total General</b>	<b>1,412,169</b>	<b>1,086,121</b>	<b>1,129,830</b>	<b>1,104,096</b>	<b>1,169,933</b>	<b>1,201,084</b>	<b>1,176,078</b>
<b>Board Costs</b>							
Remuneration	389,754	383,387	453,830	461,979	470,423	479,065	487,910
Legislative Services	24,810	19,865	49,960	25,260	34,060	27,560	49,960
Travel, Training, and Conferences	47,250	42,081	42,250	42,250	44,250	52,250	44,250
Administration & Overhead	11,050		22,500	15,000	15,300	15,000	15,000
Telephone & Utilities	900				900		
<b>Total Board Costs</b>	<b>473,764</b>	<b>445,333</b>	<b>568,540</b>	<b>544,489</b>	<b>564,933</b>	<b>573,875</b>	<b>597,120</b>
<b>Shared Overhead</b>							
Administration & Overhead	401,773	362,834	371,101	339,541	347,871	334,601	349,631
Operations & Maintenance	99,130	80,918	125,500	104,560	112,620	106,780	108,340
Vehicle & Hauling Costs	3,600	2,514	3,600	3,600	3,600	3,600	3,600
Consulting & Professional Services	100,000	79,625	108,000	108,000	104,000	112,000	108,000
Telephone & Utilities	113,915	82,939	105,100	108,450	122,615	113,250	115,700
Shared Overhead	(718,418)	(608,829)	(713,301)	(664,151)	(690,706)	(670,231)	(685,271)



**General Administration  
Five Year Financial Plan  
With Revenues and Expenditures  
For the Twelve Months Ending December 31, 2018  
2019-01-31**

	<u>2018</u> BUDGET	<u>2018</u> ACTUAL	<u>2019</u> BUDGET	<u>2020</u> BUDGET	<u>2021</u> BUDGET	<u>2022</u> BUDGET	<u>2023</u> BUDGET
<b>Total Expenditures</b>	<b>1,885,933</b>	<b>1,531,454</b>	<b>1,698,370</b>	<b>1,648,585</b>	<b>1,734,866</b>	<b>1,774,959</b>	<b>1,773,198</b>
<b>Revenue less Expenditures</b>	<b>566,091</b>	<b>895,199</b>	<b>502,751</b>	<b>593,014</b>	<b>540,023</b>	<b>544,512</b>	<b>602,370</b>
Transfers to Reserves	(450,000)	(300,105)	(450,000)	(455,000)	(485,000)	(495,000)	(500,000)
Transfers from Reserves	100,440	100,440	140,458				
Capital Expenditures	(216,531)	(181,154)	(193,209)	(138,014)	(55,023)	(49,512)	(102,370)
<b>Surplus (Deficit)</b>		<b>514,381</b>					
Reserve Funds		140,458					
Capital Reserve		137,000					
Vehicle and Equipment Reserve Fund		33,590					



**Date:** January 30, 2019  
**Submitted by:** Holly Ronnquist, CFO  
**Service Name:** Elk Valley Property Tax Sharing  
**Service Purpose:** Receive and distribute funds for Electoral Area A from the Elk Valley Property Tax Sharing Agreement  
**Participants:** Electoral Area A

## Operational Items:

- Staff salaries and other overhead of \$3,376.
- \$1,004,000 to be distributed as follows:
  - Community Projects \$100,000
  - Hosmer Intersection Project 550,000
  - Fernie Memorial Arena Refrigeration 100,000
  - Elkford Water Tender 50,000
  - Upper Elk Valley Fire Contribution 38,000
  - Hosmer Fire Contribution 23,000
  - Fernie Rural Fire Contribution 24,000
  - Access Guardian 9,000
  - West Fernie 2019 Construction 90,000
  - DGIA for Fernie Historical Society 20,000

## Capital Items:

- None

## CFO Comments:

- Funding comes from the 2019 estimated allocation of \$555,000. There is a forecast surplus of just under \$1,115,000, relating to funds allocated but not used in 2018 for the West Fernie Infrastructure upgrades, Hosmer Intersection Project, Elkford Water Tender and funds set aside for community projects. There is no taxation for this service.
- 2019 Includes \$550,000 in 2019 for a highway upgrade/intersection project near Hosmer, with an additional \$360,000 in 2020 and \$90,000 in 2021 for a total contribution of \$1 million.
- Included is also \$50,000 for the District of Elkford in 2019 and \$25,000 each year in 2020 and 2021 toward their new water tender, as part of a proposed agreement for provision of fire protection service to the rural area.
- Included in 2020 is a transfer of \$250,000 to the Fernie Rural Fire Protection service for a contribution to a new fire hall in Fernie.
- Surplus funds projected at \$716,471 at the end of 2019 include an estimated \$500,000 savings in the commitment to the West Fernie Infrastructure Project, based on projections of final project costs.
- Surplus funds projected to 2023 are \$1,528,500.



**EV Mine Tax Sharing  
Five Year Financial Plan  
With Revenues and Expenditures  
For the Twelve Months Ending December 31, 2018  
2019-01-30**

	2018 <u>BUDGET</u>	2018 <u>ACTUAL</u>	2019 <u>BUDGET</u>	2020 <u>BUDGET</u>	2021 <u>BUDGET</u>	2022 <u>BUDGET</u>	2023 <u>BUDGET</u>
<b>Revenue</b>							
Payments in Lieu of Taxes	\$545,000	\$555,948	\$555,000	\$560,000	\$565,000	\$570,000	\$575,000
Prior Period Surplus	1,028,004	1,028,004	1,114,777	662,401	424,038	710,600	1,117,088
<b>Total Revenue</b>	<b>1,573,004</b>	<b>1,583,952</b>	<b>1,669,777</b>	<b>1,222,401</b>	<b>989,038</b>	<b>1,280,600</b>	<b>1,692,088</b>
<b>Expenditures</b>							
Salaries & Benefits	3,025	3,421	2,537	2,587	2,653	2,718	2,786
Administration & Overhead	440	19	440	440	440	440	440
Operations & Maintenance	490,000	10,000	650,000	460,000	190,000	100,000	100,000
Grants	25,000		150,000	25,000	25,000		
Shared Overhead	350	595	399	336	345	354	362
<b>Total General</b>	<b>518,815</b>	<b>14,035</b>	<b>803,376</b>	<b>488,363</b>	<b>218,438</b>	<b>103,512</b>	<b>103,588</b>
<b>Total Expenditures</b>	<b>518,815</b>	<b>14,035</b>	<b>803,376</b>	<b>488,363</b>	<b>218,438</b>	<b>103,512</b>	<b>103,588</b>
<b>Revenue less Expenditures</b>	<b>1,054,189</b>	<b>1,569,917</b>	<b>866,401</b>	<b>734,038</b>	<b>770,600</b>	<b>1,177,088</b>	<b>1,588,500</b>
Transfers to Other Funds	(31,500)	(31,500)	(23,000)	(13,000)	(13,000)	(13,000)	(13,000)
Transfer to Upper EV Fire	(38,000)	(38,000)	(38,000)	(38,000)	(38,000)	(38,000)	(38,000)
Transfer to Access Guardian	(9,000)	(9,000)	(9,000)	(9,000)	(9,000)	(9,000)	(9,000)
Transfer to Discretionary Grant-In-Aid	(40,000)	(40,000)	(20,000)				
Transfer to Fernie Rural Fire			(24,000)	(250,000)			
Transfer to West Fernie Servicing	(930,000)		(90,000)				
<b>Surplus (Deficit)</b>	<b>5,689</b>	<b>1,451,417</b>	<b>662,401</b>	<b>424,038</b>	<b>710,600</b>	<b>1,117,088</b>	<b>1,528,500</b>
Reserve Funds		201,070					



# 2019 Budget Information Report

February Board

File :

Fhh 503 001  
Fhh 190 001

**Date:** January 30, 2019  
**Submitted by:** Debbie Renaud, Deputy CFO  
**Service Name:** Municipal Fiscal Services  
**Service Purpose:** A service provided to the member municipalities to access the attractive financing rates offered by the Municipal Finance Authority (MFA).  
**Participants:** Canal Flats, Cranbrook, Elkford, Fernie, Invermere, Kimberley, Radium Hot Springs, Sparwood.

## Operational Items:

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

## Capital Items:

## CFO Comments:

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



**Municipal Fiscal Services  
Five Year Financial Plan  
With Revenues and Expenditures  
For the Twelve Months Ending December 31, 2018  
2019-01-30**

	<u>2018</u> BUDGET	<u>2018</u> ACTUAL	<u>2019</u> BUDGET	<u>2020</u> BUDGET	<u>2021</u> BUDGET	<u>2022</u> BUDGET	<u>2023</u> BUDGET
<b><u>Revenue</u></b>							
Local Government Grants & Regional Transfers	\$4,299,185	\$3,871,621	\$4,554,291	\$4,554,291	\$4,554,291	\$4,554,291	\$4,554,291
<b>Total Revenue</b>	<b>4,299,185</b>	<b>3,871,621</b>	<b>4,554,291</b>	<b>4,554,291</b>	<b>4,554,291</b>	<b>4,554,291</b>	<b>4,554,291</b>
<b><u>Expenditures</u></b>							
Interest	1,769,136	1,568,676	1,839,495	1,839,495	1,839,495	1,839,495	1,839,495
Principal on Municipal Debt	2,530,049	2,302,945	2,714,796	2,714,796	2,714,796	2,714,796	2,714,796
<b>Total General</b>	<b>4,299,185</b>	<b>3,871,621</b>	<b>4,554,291</b>	<b>4,554,291</b>	<b>4,554,291</b>	<b>4,554,291</b>	<b>4,554,291</b>
<b>Total Expenditures</b>	<b>4,299,185</b>	<b>3,871,621</b>	<b>4,554,291</b>	<b>4,554,291</b>	<b>4,554,291</b>	<b>4,554,291</b>	<b>4,554,291</b>



# 2019 Budget Information Report

February Board

File : Fhh 503 001  
Dept. File: Ehh 660 001

**Date:** January 30, 2019  
**Submitted by:** Sanford Brown, Building & Protective Services Manager  
**Service Name:** E911  
**Service Purpose:** Administration of PSAP E911 and Fire Dispatch to East Kootenays  
**Participants:** All municipalities and Electoral Areas except Area E for Fire Dispatch

## Operational Items:

- The 5 year agreement with the City of Kelowna for Fire Dispatch is up in 2021 so a larger increase is forecasted for that year forward.
- \$6,300 in revenue has been included as a result of the RDKB agreement to share the RDEK dispatch network.

## Capital Items:

- None.

## CFO Comments:

- No tax increase expected in 2019.
- Taxes could see a larger increase in 2021, depending on the outcome of the dispatch agreement renewal.
- Reserve contributions increasing to \$21,000 per year for future equipment replacement.



**E911**  
**Five Year Financial Plan**  
**With Revenues and Expenditures**  
**For the Twelve Months Ending December 31, 2018**  
 2019-01-30

	2018 <u>BUDGET</u>	2018 <u>ACTUAL</u>	2019 <u>BUDGET</u>	2020 <u>BUDGET</u>	2021 <u>BUDGET</u>	2022 <u>BUDGET</u>	2023 <u>BUDGET</u>
<b><u>Revenue</u></b>							
Requisition	\$386,773	\$386,773	\$386,773	\$406,631	\$457,123	\$471,222	\$487,521
Payments in Lieu of Taxes		574					
Local Government Grants & Regional Transfers	2,850	4,749	10,800	10,800	10,800	10,800	10,800
Fees & Charges		(3,520)					
Interest	250		250	250	250	250	250
Prior Period Surplus	20,773	20,773	27,000	10,000	10,000	10,000	10,000
<b>Total Revenue</b>	<b>410,646</b>	<b>409,599</b>	<b>424,823</b>	<b>427,681</b>	<b>478,173</b>	<b>492,272</b>	<b>508,571</b>
<b><u>Expenditures</u></b>							
Salaries & Benefits	7,443	4,379	7,123	6,798	6,968	7,143	7,320
Administration & Overhead	9,300	669	11,300	11,300	11,300	11,300	11,300
Operations & Maintenance	20,100	21,923	21,800	20,100	20,100	21,800	20,100
911 PSAP	120,000	113,588	135,000	148,000	155,000	160,000	175,000
Fire Dispatch	198,200	197,527	202,600	206,700	250,000	255,000	260,000
Telephone & Utilities	12,900	7,407	14,950	12,900	12,900	15,100	12,900
Shared Overhead	974	631	1,050	883	905	929	951
<b>Total General</b>	<b>368,917</b>	<b>346,125</b>	<b>393,823</b>	<b>406,681</b>	<b>457,173</b>	<b>471,272</b>	<b>487,571</b>
<b>Total Expenditures</b>	<b>368,917</b>	<b>346,125</b>	<b>393,823</b>	<b>406,681</b>	<b>457,173</b>	<b>471,272</b>	<b>487,571</b>
<b>Revenue less Expenditures</b>	<b>41,729</b>	<b>63,474</b>	<b>31,000</b>	<b>21,000</b>	<b>21,000</b>	<b>21,000</b>	<b>21,000</b>
Transfers to Reserves	(15,000)	(15,000)	(21,000)	(21,000)	(21,000)	(21,000)	(21,000)
<b>Surplus (Deficit)</b>	<b>26,729</b>	<b>48,474</b>	<b>10,000</b>				
Vehicle and Equipment Reserve Fund		44,231					



D

**Date:** January 30, 2019  
**Submitted by:** Jamie Davies, Recreation & Control Services Supervisor  
**Service Name:** Invasive Plant Management  
**Service Purpose:** Support property owners to fulfill their obligations to control invasive plant as required under the provincial Weed Control Act. Additionally, to provide property owners with the guidance, resources and in some cases financial support to manage priority invasive plants on private lands.  
**Participants:** All Electoral Areas and Municipalities except Jumbo

## Operational Items:

- Invasive plant complaints increased in 2018 and Neighbourhood Invasive Plant Program applications remained consistent. Enforcement letters were issued in spring of 2018 and follow up inspections/letters were completed with full compliance; the exception was CP rail of which 8 out of 10 sites were enforced with costs to control invasive plants issued to CP for payment by the end of 2018. The majority of new complaints were inspected and documented with numerous enforcement letters to be mailed out in spring 2019.

## Capital Items:

- No capital items.

## CFO Comments:

- Tax increase of \$8,000 = 19% in 2019.
- Drawing surplus down, resulting in an anticipated 94% tax increase over the next five years. This will be mitigated by yearly operational surpluses.
- Option to utilize additional surplus to reduce 2019 tax increase.



**Invasive Plant Management  
Five Year Financial Plan  
With Revenues and Expenditures  
For the Twelve Months Ending December 31, 2018  
2019-01-30**

	<u>2018</u> BUDGET	<u>2018</u> ACTUAL	<u>2019</u> BUDGET	<u>2020</u> BUDGET	<u>2021</u> BUDGET	<u>2022</u> BUDGET	<u>2023</u> BUDGET
<b><u>Revenue</u></b>							
Requisition	\$42,000	\$42,000	\$50,000	\$63,000	\$68,000	\$75,108	\$77,978
Payments in Lieu of Taxes		9					
Provincial Grants	23,000	23,000	23,000	23,000	23,000	23,000	23,000
Local Government Grants & Regional Transfers	425	464	455	455	455	455	455
Fees & Charges		5,504					
Interest	150	150					
Prior Period Surplus	61,691	61,691	57,785	32,213	18,977	9,378	3,483
<b>Total Revenue</b>	<b>127,266</b>	<b>132,819</b>	<b>131,240</b>	<b>118,668</b>	<b>110,432</b>	<b>107,941</b>	<b>104,916</b>
<b><u>Expenditures</u></b>							
Salaries & Benefits	58,331	57,206	64,545	65,848	67,495	69,181	70,913
Administration & Overhead	4,175	4,297	8,350	9,325	8,325	9,825	8,325
Operations & Maintenance	800	599	800	800	800	800	800
Vehicle & Hauling Costs	4,500	2,687	4,500	4,500	5,000	5,000	5,000
Consulting & Professional Services	5,000		5,000	5,000	5,000	5,000	5,000
Grants	5,000	2,024	5,000	5,000	5,000	5,000	5,000
Telephone & Utilities	765	730	665	665	665	665	665
Shared Overhead	8,778	7,491	10,167	8,553	8,769	8,987	9,213
<b>Total General</b>	<b>87,349</b>	<b>75,034</b>	<b>99,027</b>	<b>99,691</b>	<b>101,054</b>	<b>104,458</b>	<b>104,916</b>
<b>Total Expenditures</b>	<b>87,349</b>	<b>75,034</b>	<b>99,027</b>	<b>99,691</b>	<b>101,054</b>	<b>104,458</b>	<b>104,916</b>
<b>Revenue less Expenditures</b>	<b>39,917</b>	<b>57,785</b>	<b>32,213</b>	<b>18,977</b>	<b>9,378</b>	<b>3,483</b>	
<b>Surplus (Deficit)</b>	<b>39,917</b>	<b>57,785</b>	<b>32,213</b>	<b>18,977</b>	<b>9,378</b>	<b>3,483</b>	
Reserve Funds		14,303					

**Date:** January 21, 2018  
**Submitted by:** Andrew McLeod, Planning & Development Services Manager  
**Service Name:** Planning & Development Services  
**Service Purpose:** Electoral area land use planning and development management  
**Participants:** All jurisdictions, except Elkford; municipalities by agreement

## Operational Items:

- Anticipated revenue from development applications is increased by 11%
- Kootenay Boundary Farm Advisors (KBFA) project will continue to mid-2020; budget is \$240,000 in 2019, shared equally between the four project partners. \$96,419 from 2018 will be carried forward due to delay in implementing some project components and the consultant billing for less hours than budgeted. Combined the total KBFA budget in 2019 is \$336,419.
- Columbia Valley Archaeology Overview Assessment will re-commence and begin incurring expenses in 2019; budget is \$20,000.
- Using CBT's dedicated funds for Kooconusa Recreation, the RDEK will hold the Kooconusa Recreation Steering Committee Coordinator contract 2019-2020 at \$35,000/year

## Capital Items:

- Purchase of electric vehicle carried over to 2019 at a cost of \$48,000, funded 100% out of vehicle reserve and Carbon Offset/Climate Reserve.

## CFO Comments:

- Tax decrease of \$38,019 = -4.7% resulting from increased revenues in 2018 and the resulting higher surplus.
- The RDEK has entered into participation agreements with all but one Municipality, fixing their cost for the Planning service at \$180,981 for five years. Electoral Areas funding \$590,000 in 2019 which equates to an increase of \$39,636 = 7.2%. All taxation changes during the five-year period will be funded by the Electoral Areas only.



**Planning**  
**Five Year Financial Plan**  
**With Revenues and Expenditures**  
**For the Twelve Months Ending December 31, 2018**  
 2019-01-30

	2018 BUDGET	2018 ACTUAL	2019 BUDGET	2020 BUDGET	2021 BUDGET	2022 BUDGET	2023 BUDGET
<b>Revenue</b>							
Requisition	\$810,000	\$810,002	\$771,981	\$854,914	\$872,504	\$876,665	\$886,973
Payments in Lieu of Taxes	3,000	573	1,500	1,500	1,500	1,500	1,500
Local Government Grants & Regional Transfers	185,250	180,000	215,000	125,000			
Fees & Charges	64,237	92,641	64,600	68,100	68,100	71,100	83,000
Interest	2,000	4,183	2,000	2,000	2,000	2,000	2,000
Prior Period Surplus	203,727	203,727	286,919	72,755	50,000	50,000	50,000
<b>Total Revenue</b>	<b>1,268,214</b>	<b>1,291,126</b>	<b>1,342,000</b>	<b>1,124,269</b>	<b>994,104</b>	<b>1,001,265</b>	<b>1,023,473</b>
<b>Expenditures</b>							
Legislative	4,700	3,506	4,700	5,200	6,000	5,000	5,500
Salaries & Benefits	751,542	639,979	740,291	755,101	773,983	793,331	813,163
Administration & Overhead	55,265	59,490	58,915	59,565	58,165	58,365	58,565
Vehicle & Hauling Costs	6,303	3,842	3,700	5,050	4,150	5,250	4,350
Consulting & Professional Services	338,361	216,289	426,419	200,000	45,000	35,000	35,000
Telephone & Utilities	500	1,178	1,250	1,250	1,250	1,250	1,250
Shared Overhead	98,417	79,925	116,583	98,103	100,556	103,069	105,645
<b>Total General</b>	<b>1,255,088</b>	<b>1,004,208</b>	<b>1,351,858</b>	<b>1,124,269</b>	<b>989,104</b>	<b>1,001,265</b>	<b>1,023,473</b>
<b>Total Expenditures</b>	<b>1,255,088</b>	<b>1,004,208</b>	<b>1,351,858</b>	<b>1,124,269</b>	<b>989,104</b>	<b>1,001,265</b>	<b>1,023,473</b>
<b>Revenue less Expenditures</b>	<b>13,126</b>	<b>286,917</b>	<b>(9,858)</b>		<b>5,000</b>		
Transfers to Reserves					(5,000)		
Transfers from Reserves	41,863		80,613				
Capital Expenditures	(48,000)	(911)	(48,000)				
<b>Surplus (Deficit)</b>	<b>6,989</b>	<b>286,007</b>	<b>22,755</b>				

Vehicle and Equipment Reserve Fund

76,292

**Date:** January 30, 2019  
**Submitted by:** Jamie Davies, Recreation & Control Services Supervisor  
**Service Name:** Regional Parks  
**Service Purpose:** To operate and maintain day use parks, trails, and a boat launch for public use and enjoyment  
**Participants:** All Electoral Areas and All Municipalities except Jumbo; Yaqakxaqłamki Regional Park (Electoral Areas A, B and C, Cranbrook, Kimberley, Fernie, Sparwood and Elkford); and Westside Legacy Trail (Electoral Areas F and G, Invermere, Radium and Canal Flats)

## Operational Items:

- **Wycliffe Regional Park** provides a day use park located 13 km northwest of Cranbrook on Perry Creek Rd. With park maintenance reduction projects, such as removing 12 outhouses and installing 4 and no longer supplying wood to sites, we no longer anticipate the need for 3 students and have budgeted for 2. This, coupled with fewer projects planned for this year, results in a \$23,000 decrease in budgeted costs. Budget items of note include:

\$7,000	Install 120 barrier rocks at select locations, which is also a park maintenance reduction initiative.
---------	---

- **Wycliffe Exhibition Grounds** provides a day use park that has equestrian and multi-use facilities located 12 km northwest of Cranbrook on Wycliffe Park Rd. Budget increases include:

\$9,500	Replace outside arena and yard lighting with LEDs and fluorescent lighting in the Artha Rose building with LEDs to reduce electrical usage.
\$2,000	Develop a new pen area and installation of 2 gates in the outdoor arena.

- **Elk Valley Regional Park** provides a day use park located 12 km south of Elkford on the east side of Highway 43.

\$17,500	Remove 4 aging outhouses and install 2 wheelchair accessible outhouses.
\$1,500	Remove an aging baseball field backstop.

- **Tie Lake Regional Park** provides a day use park located 6 km north of Jaffray on Tie Lake Rd. Budget increases include:

\$16,500	Remove 4 aging outhouses and install 2 wheelchair accessible outhouses.
----------	---

- **Yaqakxaqłamki Regional Park (Kooconusa Boat Launch)** provides a day use boat launch located 20 km south of Jaffray on the west side of Kooconusa Lake on Kikomun Newgate Rd. The boat launch continues to operate within anticipated operation and maintenance costs. No operational changes of note.

- **Markin-MacPhail Westside Legacy Trail** provides a non-winter use recreational trail from Invermere to Fairmont along the Westside of Lake Windermere. The operating budget is increased to \$30,500 with the anticipated operation of the first several segments of the trail. Costs are funded by the Columbia Valley Jurisdictions only.
- **Old Coach Greenway** provides a non-winter access day use trail that spans from Radium to Dry Gulch and the Crossroads in Windermere to Invermere. Budget increases include:

\$5,000	Dust control application.
---------	---------------------------

**Capital Items:**

- **Wycliffe Exhibition Grounds** capital increases include potentially installing solar power (\$70,000) and required fencing (\$15,000) to offset park electrical usage. Project will not proceed if unsuccessful in securing CBT funding. CBT funding would cover 75% of cost.

**CFO Comments:**

- Overall Estimated tax increase of \$2,828 = 0.9%. This reflects an increase for the Markin-MacPhail Westside Legacy Trail of \$7,771 = 2.3% which will be paid for by the Columbia Valley only (amount reduced by \$16,186 unspent in 2018). The remaining operations of the Regional Parks are estimated to have a decrease in taxation requirements in the amount of \$4,943 = -1.4%.
- Cost Recovery for the Yaqakxaqlamki Boat Launch is estimated at 34% in 2019.
- Included in the draft budget is a \$25,000 allocation of the BC Hydro Payment in Lieu of Taxes (PILT) for the Aberfeldie Dam of which \$21,250 is for the 25% matching funds for the solar power project and \$3,750 is for the lighting upgrade at Wycliffe Exhibition Grounds.
- Capital Reserves currently sit at \$52,644 with \$10,000 being transferred to a general regional parks reserve and \$23,000 being transferred to a westside legacy trail reserve each year 2019 – 2023.





**Regional Parks**  
**Five Year Financial Plan**  
 With Revenues and Expenditures  
 For the Twelve Months Ending December 31, 2018  
 2019-01-31

	2018 <u>BUDGET</u>	2018 <u>ACTUAL</u>	2019 <u>BUDGET</u>	2020 <u>BUDGET</u>	2021 <u>BUDGET</u>	2022 <u>BUDGET</u>	2023 <u>BUDGET</u>
<b>Revenue</b>							
Requisition	\$332,173	\$332,172	\$335,000	\$385,000	\$394,412	\$385,767	\$390,000
Payments in Lieu of Taxes	32,000	30,398	27,000	2,000	2,000	2,000	2,000
Provincial Grants	464,711	464,711					
Local Government Grants & Regional Transfers	3,000	4,038	67,650	3,900	3,900	3,900	3,900
Fees & Charges	27,800	37,806	29,900	29,900	29,900	29,900	29,900
Prior Period Surplus	98,712	98,712	110,162	45,000	26,778	27,952	22,525
<b>Total Revenue</b>	<b>958,396</b>	<b>967,837</b>	<b>569,712</b>	<b>465,800</b>	<b>456,990</b>	<b>449,519</b>	<b>448,325</b>
<b>Expenditures</b>							
Salaries & Benefits	7,295	5,296	7,438	7,584	7,775	7,968	8,167
Administration & Overhead	8,250	3,256	9,450	8,350	8,550	8,550	8,550
Shared Overhead	955	814	1,171	986	1,009	1,034	1,061
<b>Total General</b>	<b>16,500</b>	<b>9,366</b>	<b>18,059</b>	<b>16,920</b>	<b>17,334</b>	<b>17,552</b>	<b>17,778</b>
<b>Wycliffe Park</b>							
Salaries & Benefits	97,207	101,365	92,135	93,980	96,330	98,250	100,705
Administration & Overhead	3,710	3,720	3,650	3,720	3,790	3,860	3,930
Operations & Maintenance	43,650	41,710	23,900	15,300	15,600	15,300	15,300
Vehicle & Hauling Costs	11,200	12,294	11,200	11,300	11,400	11,500	11,600
Telephone & Utilities	5,850	3,488	5,325	5,525	5,725	5,925	6,125
Shared Overhead	9,249	9,183	11,570	9,736	9,980	10,229	10,485
<b>Total Wycliffe Park</b>	<b>170,866</b>	<b>171,759</b>	<b>147,780</b>	<b>139,561</b>	<b>142,825</b>	<b>145,064</b>	<b>148,145</b>
<b>Wycliffe Exhibition Grounds</b>							
Salaries & Benefits	38,366	27,077	38,880	39,567	40,649	41,575	42,615
Administration & Overhead	2,810	2,569	2,975	3,020	3,090	3,160	3,230
Operations & Maintenance	26,300	25,692	22,500	41,000	11,000	11,000	11,000
Vehicle & Hauling Costs	1,000	1,766	1,500	1,500	1,500	1,500	1,500
Consulting & Professional Services	4,000	3,916					
Telephone & Utilities	5,550	3,646	5,525	5,525	5,525	5,525	5,525
Shared Overhead	4,440	2,869	5,570	4,688	4,805	4,925	5,047
<b>Total Wycliffe Exhibition Grounds</b>	<b>82,466</b>	<b>67,534</b>	<b>76,950</b>	<b>95,300</b>	<b>66,569</b>	<b>67,685</b>	<b>68,917</b>



**Regional Parks**  
**Five Year Financial Plan**  
With Revenues and Expenditures  
For the Twelve Months Ending December 31, 2018  
2019-01-31

	2018 BUDGET	2018 ACTUAL	2019 BUDGET	2020 BUDGET	2021 BUDGET	2022 BUDGET	2023 BUDGET
<b>Tie Lake Park</b>							
Salaries & Benefits	8,177	7,557	8,400	8,566	8,780	8,920	9,141
Administration & Overhead	1,180	807	980	1,205	930	1,255	980
Operations & Maintenance	16,700	14,549	25,500	7,000	7,000	4,500	4,500
Vehicle & Hauling Costs	500	519	500	550	600	600	600
Consulting & Professional Services	800	600	700	700	800	800	800
Telephone & Utilities	400	373	375	375	425	425	425
Shared Overhead	555	711	691	582	596	611	626
<b>Total Tie Lake Park</b>	<b>28,312</b>	<b>25,116</b>	<b>37,146</b>	<b>18,978</b>	<b>19,131</b>	<b>17,111</b>	<b>17,072</b>
<b>Elk Valley Park</b>							
Salaries & Benefits	13,698	9,677	14,047	14,328	14,686	14,783	15,151
Administration & Overhead	615	256	430	345	660	375	690
Operations & Maintenance	13,000	11,778	23,900	9,400	9,400	9,400	9,400
Vehicle & Hauling Costs	400	489	500	500	500	500	500
Telephone & Utilities	500	463	425	425	425	425	425
Shared Overhead	461	678	577	486	498	511	523
<b>Total Elk Valley Park</b>	<b>28,674</b>	<b>23,342</b>	<b>39,879</b>	<b>25,484</b>	<b>26,169</b>	<b>25,994</b>	<b>26,689</b>
<b>Old Coach Greenway</b>							
Salaries & Benefits	8,072	5,758	9,041	8,633	9,454	9,689	9,929
Administration & Overhead	1,380	335	1,390	1,400	1,410	1,420	1,430
Operations & Maintenance	11,250	6,657	18,500	5,750	10,500	5,750	7,250
Vehicle & Hauling Costs	450	432	450	475	500	500	500
Shared Overhead	1,035	619	1,398	1,177	1,206	1,237	1,267
<b>Total Old Coach Greenway</b>	<b>22,187</b>	<b>13,801</b>	<b>30,779</b>	<b>17,435</b>	<b>23,070</b>	<b>18,596</b>	<b>20,376</b>
<b>Yaqakxaqlamki Boat Launch</b>							
Salaries & Benefits	5,501	5,119	6,658	6,790	6,959	7,129	7,307
Administration & Overhead	1,810	1,806	1,810	2,230	1,850	2,270	1,890
Operations & Maintenance	44,700	37,890	40,700	45,000	43,250	43,250	43,250
Vehicle & Hauling Costs	600	419	600	600	650	650	650
Telephone & Utilities	150	191	400	400	400	400	400
Shared Overhead	693	627	1,016	855	876	898	919
<b>Total Yaqakxaqlamki Boat Launch</b>	<b>53,454</b>	<b>46,054</b>	<b>51,184</b>	<b>55,875</b>	<b>53,985</b>	<b>54,597</b>	<b>54,416</b>



**Regional Parks**  
**Five Year Financial Plan**  
 With Revenues and Expenditures  
 For the Twelve Months Ending December 31, 2018  
 2019-01-31

	2018 <u>BUDGET</u>	2018 <u>ACTUAL</u>	2019 <u>BUDGET</u>	2020 <u>BUDGET</u>	2021 <u>BUDGET</u>	2022 <u>BUDGET</u>	2023 <u>BUDGET</u>
<b>Markin MacPhail Westside Legacy Trail</b>							
Salaries & Benefits	5,466	5,101	12,626	12,877	13,200	13,528	13,867
Administration & Overhead	496	502	1,150	1,420	1,540	1,610	1,730
Operations & Maintenance	15,000		30,500	30,500	30,500	30,500	30,500
Shared Overhead	1,345	518	1,988	1,672	1,715	1,757	1,802
<b>Total Markin MacPhail Westside Legacy Trail</b>	<b>22,307</b>	<b>6,121</b>	<b>46,264</b>	<b>46,469</b>	<b>46,955</b>	<b>47,395</b>	<b>47,899</b>
<b>Total Expenditures</b>	<b>424,766</b>	<b>363,093</b>	<b>448,041</b>	<b>416,022</b>	<b>396,038</b>	<b>393,994</b>	<b>401,292</b>
<b>Revenue less Expenditures</b>	<b>533,630</b>	<b>604,744</b>	<b>121,671</b>	<b>49,778</b>	<b>60,952</b>	<b>55,525</b>	<b>47,033</b>
Transfers to Reserves			(33,000)	(33,000)	(33,000)	(33,000)	(33,000)
Capital Expenditures	(494,711)	(494,582)	(85,000)				
<b>Surplus (Deficit)</b>	<b>38,919</b>	<b>110,162</b>	<b>3,671</b>	<b>16,778</b>	<b>27,952</b>	<b>22,525</b>	<b>14,033</b>
Reserve Funds		52,644					

**Date** January 30, 2019  
**Author** Holly Ronnquist, CFO  
**Subject** BC Hydro Payment-in-lieu-of-taxes – Aberfeldie Dam

---

**REQUEST**

Allocate BC Hydro Payment-in-lieu-of-taxes for the Aberfeldie Dam to Regional Parks for 2019.

**OPTIONS**

1. That, for 2019, \$25,000 of the BC Hydro payment in lieu of taxes for the Aberfeldie Dam be allocated to Regional Parks, for Wycliffe Exhibition Grounds improvement projects.
2. That all of the BC Hydro Payment-in-lieu-of-taxes for the Aberfeldie Dam remain allocated to the Electoral Area C Discretionary Grant-in-Aid service.

**RECOMMENDATION**

Option 1

**BACKGROUND/ANALYSIS**

The RDEK receives payments in lieu of taxes (PILT) from BC Hydro for three power generating dams in the region. The funds received can be allocated to any service that a property in their respective location would otherwise pay taxes towards. In 2011, the Board decided that the funds should be allocated to the Discretionary Grant-in-Aid (DGIA) service for the respective Electoral Areas (Areas B, C, and G). For 2019, Director Gay would like to allocate \$25,000 of the PILT for the Aberfeldie Dam to Regional Parks to assist in funding facility improvements at Wycliffe Exhibition Grounds as follows:

1. Solar power project	\$ 21,250
2. Lighting upgrade project	<u>3,750</u>
<b>Total Improvements</b>	<b>\$ 25,000</b>

**SPECIFIC CONSIDERATIONS**

**Policy**

The current policy is that these funds are allocated to the Electoral Area C Discretionary Grant-in-Aid service. This would amend the policy for 2019.

**Financial - Taxes**

Allocating \$25,000 to the Regional Parks service reduces the taxation that would otherwise be required to complete facility improvements. Some of the improvements may not occur without this funding.