



Regional District of Central Kootenay  
SPECIAL BOARD MEETING  
Open Meeting Addenda

**Date:** Friday, January 20, 2023  
**Time:** 9:00 am  
**Location:** Hybrid Model - In-person and Remote

Directors will have the opportunity to participate in the meeting electronically. Proceedings are open to the public.

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Pages

**1. WEBEX REMOTE MEETING INFO**

To promote openness, transparency and provide accessibility to the public we provide the ability to attend all RDCK meetings in-person or remote (hybrid model).

**Join by Video:**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=md1eee409f61735456412a7c3446ce20e>

**Join by Phone:**

1-844-426-4405 Canada Toll Free  
+1-604-449-3026 Canada Toll (Vancouver)

**Meeting Number (access code):** 2770 370 1443

**Meeting Password:** vVRMAmbR224

**In-Person Location:**

Nelson Office - Boardroom  
202 Lakeside Drive, Nelson, BC

**2. CALL TO ORDER & WELCOME**

**2.1 TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT**

We acknowledge and respect the indigenous peoples within whose traditional lands we are meeting today.

**2.2 ADOPTION OF THE AGENDA**

**RECOMMENDATION:**

(ALL VOTE)

The agenda for the January 20, 2023 Special (Budget) Open Board meeting be adopted as circulated with the addition of the addendum.

**3. NEW BUSINESS**

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The Draft Budget dated January 19, 2023 from Yev Malloff, for General, Rural, GIS, Building Inspection and Planning Services, has been received.

Yev Malloff will provide a presentation to the Board regarding the 2023 Budget process.

**3.1 RDCK BUDGETING 101**

**3.2 2022 SUMMARY**

**3.3 2023 ASSESSMENTS**

**3.4 2023 OUTLOOK**

**3.5 GENERAL ADMINISTRATION**

**3.6 RURAL ADMINISTRATION**

**3.7 GEOSPATIAL INFORMATION TECHNOLOGY (GIS)**

**3.8 BUILDING INSPECTION**

**3.9 PLANNING**

**4. PUBLIC TIME**

The Chair will call for questions from the public and members of the media at 11:45 a.m.

**5. ADJOURNMENT**

**RECOMMENDATION:**

(ALL VOTE)

That the meeting adjourn at \_\_\_\_ p.m.

**S100 General Administration**

<b>INCOME</b>					
Account	Description	2022 To Nov.30	2022 Budget	2023 Budget	Notes
41010	Requisitions	1,509,999.09	1,510,000.00	1,821,751.81	
41020	Grants in lieu of Taxes	2,386.54	9,000.00	9,000.00	
42025	Sale of Services - Specified	0.00	0.00	0.00	
42030	User Fees	417.08	0.00	0.00	
42035	User Fees - Specified	0.00	0.00	0.00	
43020	Grants	190,000.00	150,000.00	150,000.00	Regional District Grant
43025	Grants - Specified	231,582.00	0.00	0.00	
43030	Community Works Grants (Internal)	0.00	0.00	0.00	
43035	Community Works Grants - Specified	0.00	48,892.00	0.00	
43100	Proceeds from Borrowing	0.00	165,000.00	625,000.00	Borrowing for IT Capital (Disaster Recovery, Network and Workstations)
43500	External Contributions & Contracts	80,000.00	182,000.00	200,800.00	Town of Creston IT, WKBRHD
43505	External Contributions & Contracts - Specified	3,660.02	16,000.00	16,000.00	City of Trail
44020	Investment Income & Interest	9,424.07	4,000.00	4,000.00	
45000	Transfer from Reserves	0.00	459,218.00	0.00	Actuals understated - need to move funds for Roof Project
45500	Transfer from Other Service	8,496.60	60,000.00	148,000.00	Grant for EV car and charger, Community development
45510	Transfer from Other Service - General Admin. Fee	2,625,795.54	2,623,134.88	2,754,291.00	
45520	Transfer from Other Service - IT Fee	1,021,245.30	1,010,965.30	1,211,250.00	
45530	Transfer from Other Service - Community Services Fee	0.00	0.00	0.00	
49100	Prior Year Surplus	579,652.33	402,000.00	524,846.40	Estimate.
<b>Total Income</b>		<b>6,262,658.57</b>	<b>6,640,210.18</b>	<b>7,464,939.21</b>	

<b>EXPENSES</b>					
Account	Description	2022 To Nov.30	2022 Budget	2023 Budget	Notes
51010	Salaries	2,412,057.44	2,669,469.11	2,880,577.00	Actuals on Budget. 4.4% plus some retirement overlap in IT, Full year CFO
51020	Overtime	48,199.59	28,000.00	58,000.00	IT primarily. Some Finance
51030	Benefits	664,392.39	794,901.00	882,595.00	
51050	Employee Health & Safety	4,420.26	15,000.00	15,000.00	
51060	Employee Incentives	567.83	27,975.00	28,125.00	
51500	Directors - Allowance & Stipend	340,020.72	410,000.00	450,000.00	4.4% plus impact of new Remuneration bylaw.
51550	Directors - Expenses	1,516.14	7,500.00	7,500.00	assumes all in person meetings
51560	Directors - Travel	14,045.73	21,516.97	21,732.14	assumes all in person meetings - hotel/meals
51565	Directors - Mileage	12,333.13	0.00	50,000.00	mileage rate up to 0.68 and more travel
51570	Directors - Conference	77,695.98	87,000.00	120,000.00	UBCM, FCM, EOS
52010	Travel	13,989.36	14,420.00	22,000.00	staff travel
52020	Education & Training	17,473.19	94,477.00	101,606.00	significantly lower for three years. More training opportunities in 2023.
52030	Memberships, Dues & Subscriptions	50,690.72	61,116.00	57,120.00	UBCM, AKBLG, FCM, staff designations
53020	Admin, Office Supplies & Postage	40,418.58	45,451.50	35,347.07	some election in 2022
53030	Communication	19,280.53	15,428.00	12,338.00	
53040	Advertising	10,598.74	24,500.00	6,000.00	
53050	Insurance	20,982.74	36,840.00	28,000.00	
53060	Bank Charges	8,525.35	8,000.00	9,000.00	
53080	Licence & Permits	426,353.55	362,165.01	567,619.00	move to Office 365 - hope to see drop off in other items in 2024
54010	Legal	11,961.89	25,000.00	24,525.00	will review once actuals finalized
54020	Audit - Professional Fees	52,800.00	65,000.00	67,000.00	new auditor per RFP
54030	Contracted Services	60,394.00	100,500.00	254,000.00	HR support, office 365 implementation, cyber security services
54040	Consulting Fees	17,520.00	0.00	0.00	
55010	Repairs & Maintenance	16,443.38	20,828.60	23,518.00	
55020	Operating Supplies	961.93	3,000.00	0.00	
55030	Equipment	108,288.62	72,500.00	30,000.00	2022 new computers for Board members.
55040	Utilities	13,247.20	18,174.40	18,084.00	
55050	Vehicles	2,363.15	10,259.00	14,290.00	2022 entry still to come.
55060	Rentals	13,289.61	15,841.00	31,357.00	2022 entry still to come.
56010	Debt Interest	0.00	0.00	0.00	
56110	Short-Term Financing Interest	3,656.02	12,350.00	9,000.00	Increased rate & HVAC system loan
56120	Short-Term Financing Principal	64,987.60	64,987.60	97,988.00	
56610	Equipment Financing Interest	0.00	0.00	0.00	
56620	Equipment Financing Principal	0.00	0.00	0.00	
57010	Grants	28,500.00	52,000.00	67,000.00	\$5k Neil Muth, \$15k CKFPC, \$20k SOCA, \$27K CKISS
59000	Contribution to Reserve	258,000.00	258,000.00	258,000.00	\$100k building, \$135k IT, \$23k vehicle
59100	Accumulated Operating Surplus	0.00	0.00	0.00	
59500	Transfer to Other Service	230,219.00	319,800.00	281,027.99	GIS, A108 (Dev services), Environmental Services
59520	Transfer to Other Service - IT Fee	96,200.00	96,200.00	100,000.00	estimate
59550	Transfer to Other Service - Environmental Services Fee	53,000.00	53,000.00	53,530.00	estimate
60000	Capital Expenditures	478,834.41	729,010.00	783,060.00	IT infrastructure, Disaster Recovery Site., workstations
<b>Total Expenses</b>		<b>5,694,228.78</b>	<b>6,640,210.18</b>	<b>7,464,939.21</b>	
<b>Total Service</b>		<b>568,429.79</b>	<b>0.00</b>	<b>0.00</b>	

**S101 Rural Administration**

**INCOME**

Account	Description	2022 To Nov.30	2022 Budget	2023 Budget	Notes
41010	Requisitions	1,457,412.00	1,457,411.89	1,536,638.02	4.4% plus \$15,000 for election reserve
41020	Grants in lieu of Taxes	0.00	0.00	0.00	
42020	Sale of Services	1,625.00	3,000.00	3,000.00	
42025	Sale of Services - Specified	80,318.20	0.00	0.00	2022 was Structural Protection Unit deployment revenue. We do not budget for this
42040	Rental Income	1,200.00	0.00	0.00	
43015	Donations - Specified	0.00	0.00	0.00	
43025	Grants - Specified	0.00	0.00	480,000.00	UBCM grant to support fire training
43505	External Contributions & Contracts - Specified	2,158.33	0.00	0.00	
45000	Transfer from Reserves	0.00	30,000.00	75,000.00	Fire command unit replacement - from reserves
45500	Transfer from Other Service	81,544.98	244,945.85	151,400.83	
45540	Transfer from Other Service - Fire Services Fee	571,582.19	571,356.00	631,014.20	Fire service Fee
49100	Prior Year Surplus	303,736.68	279,666.96	70,704.09	estimate
<b>Total Income</b>		<b>2,499,577.38</b>	<b>2,586,380.70</b>	<b>2,947,757.15</b>	

**EXPENSES**

Account	Description	2022 To Nov.30	2022 Budget	2023 Budget	Notes
51010	Salaries	786,020.01	839,567.82	1,021,510.00	4.4%. Includes \$150,000 for staffing in support of fire training that would be covered by grant funds.
51020	Overtime	7,281.14	16,386.24	16,550.10	Fire primarily.
51030	Benefits	239,168.29	283,888.62	330,000.00	
51050	Employee Health & Safety	18,910.12	14,650.50	18,170.00	
51060	Employee Incentives	232.04	505.00	1,500.00	
51500	Directors - Allowance & Stipend	309,021.36	299,880.00	325,000.00	4.4% plus impact of Remuneration bylaw
51560	Directors - Travel	286.43	27,500.00	27,500.00	Rural Allowance \$2500 per rural Director
51565	Directors - Mileage	1,403.83	0.00	0.00	
51570	Directors - Conference	1,303.40	15,000.00	15,000.00	AKBLG
52010	Travel	5,415.43	7,260.00	13,260.00	
52020	Education & Training	7,230.13	19,830.89	133,544.52	UBCM Grant fund program
52030	Memberships, Dues & Subscriptions	1,002.00	2,004.02	2,006.06	
53020	Admin, Office Supplies & Postage	10,808.14	13,000.00	12,400.00	
53030	Communication	11,757.44	12,330.30	11,340.61	
53040	Advertising	50,391.21	1,702.00	1,727.02	2022 election impact
53050	Insurance	12,851.08	10,303.22	11,321.00	
53080	Licence & Permits	0.00	626.22	250.00	
54010	Legal	10,442.13	5,545.46	13,075.91	
54030	Contracted Services	6,026.94	1,010.00	56,000.00	UBCM Grant fund program
55010	Repairs & Maintenance	5,173.94	5,940.00	6,785.00	
55020	Operating Supplies	7,075.95	2,005.00	2,245.00	
55030	Equipment	3,728.92	5,530.00	131,050.00	UBCM Grant fund program
55035	Radio Equipment	0.00	1,515.00	1,500.00	
55040	Utilities	3,400.29	2,700.47	3,710.70	
55050	Vehicles	17,728.00	19,120.00	21,000.00	Fire and bylaw
55055	Vehicles - Specified	52.34	0.00	250.00	
55060	Rentals	11,509.50	12,293.92	13,436.00	
56610	Equipment Financing Interest	344.77	251.47	350.00	
56620	Equipment Financing Principal	13,577.60	18,311.69	16,800.00	
59000	Contribution to Reserve	24,815.19	34,815.19	57,200.00	Vehicle Reserve and Elections
59100	Accumulated Operating Surplus	0.00	0.00	0.00	
59500	Transfer to Other Service	25,902.45	244,856.96	5,454.00	GIS for Fire Support
59510	Transfer to Other Service - General Admin. Fee	438,570.70	438,570.70	442,956.41	to be confirmed
59520	Transfer to Other Service - IT Fee	38,480.00	38,480.00	38,864.80	to be confirmed
59550	Transfer to Other Service - Environmental Services Fee	121,000.00	121,000.00	121,000.00	to be confirmed
60000	Capital Expenditures	55,522.72	70,000.00	75,000.00	Command truck (Fire) - reserves
<b>Total Expenses</b>		<b>2,246,433.49</b>	<b>2,586,380.70</b>	<b>2,947,757.14</b>	
<b>Total Service</b>		<b>253,143.89</b>	<b>0.00</b>	<b>0.00</b>	

**S102 Geospatial Information Systems****INCOME**

Account	Description	2022 To Nov.30	2022 Budget	2023 Budget	Notes
41010	Requisitions	319,510.00	319,509.81	340,490.00	
41020	Grants in lieu of Taxes	582.73	500.00	0.00	
42025	Sale of Services - Specified	575.00	3,000.00	3,000.00	
42030	User Fees	13,267.50	13,000.00	13,000.00	Addressing
43500	External Contributions & Contracts	0.00	0.00	0.00	
43505	External Contributions & Contracts - Specified	0.00	0.00	0.00	
45500	Transfer from Other Service	195,686.00	196,694.00	170,330.00	GIS revenue (S100, Fire, Emergency, 911, Parks, Plan, Bldg)
49100	Prior Year Surplus	26,681.46	30,000.00	70,690.00	estimate.
<b>Total Income</b>		<b>556,302.69</b>	<b>562,703.81</b>	<b>597,510.00</b>	

**EXPENSES**

Account	Description	2022 To Nov.30	2022 Budget	2023 Budget	Notes
51010	Salaries	228,737.33	323,000.00	336,100.00	4.4%
51020	Overtime	141.36	0.00	0.00	
51030	Benefits	65,526.38	89,000.00	100,000.00	
51050	Employee Health & Safety	79.00	1,000.00	1,000.00	
51060	Employee Incentives	1,814.64	2,500.00	500.00	
52010	Travel	0.00	1,000.00	1,010.00	
52020	Education & Training	2,263.00	7,000.00	7,000.00	looking at more opportunities in 2023
52030	Memberships, Dues & Subscriptions	339.31	700.00	700.00	
53020	Admin, Office Supplies & Postage	2,976.77	5,800.00	3,900.00	
53030	Communication	1,044.38	1,500.00	1,400.00	
53040	Advertising	0.00	1,000.00	1,000.00	
53050	Insurance	753.38	800.00	800.00	
53080	Licence & Permits	0.00	650.00	650.00	
54030	Contracted Services	6,661.38	50,000.00	60,000.00	Includes \$40,000 for GIS systems efficiency review
55010	Repairs & Maintenance	2,345.72	3,200.00	3,100.00	
55030	Equipment	0.00	350.00	350.00	
55040	Utilities	1,251.63	1,600.00	1,650.00	
55050	Vehicles	0.00	210.00	2,150.00	
55060	Rentals	1,907.00	4,200.00	4,200.00	
59000	Contribution to Reserve	15,612.00	15,612.00	15,000.00	2022 related to equipment. Looking at reserve for imagery
59510	Transfer to Other Service - General Admin. Fee	29,531.81	29,531.81	31,000.00	to be confirmed
59520	Transfer to Other Service - IT Fee	24,050.00	24,050.00	26,000.00	to be confirmed
<b>Total Expenses</b>		<b>385,035.09</b>	<b>562,703.81</b>	<b>597,510.00</b>	

<b>Total Service</b>		<b>171,267.60</b>	<b>0.00</b>	<b>0.00</b>	
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**S103 Building Inspection****INCOME**

Account	Description	2022 To Nov.30	2022 Budget	2023 Budget	Notes
41010	Requisitions	629,506.00	629,503.13	733,374.94	
41020	Grants in lieu of Taxes	152.64	0.00	0.00	
42030	User Fees	1,052,089.97	850,000.00	922,500.00	2023 still seeing a boom. 2022 had a large permit fee.
42035	User Fees - Specified	895.04	0.00	0.00	
45000	Transfer from Reserves	0.00	127,152.00	0.00	
45500	Transfer from Other Service	3,967.68	0.00	0.00	
49100	Prior Year Surplus	175,805.62	190,000.00	250,000.00	current estimate.
<b>Total Income</b>		<b>1,862,416.95</b>	<b>1,796,655.13</b>	<b>1,905,874.94</b>	

**EXPENSES**

Account	Description	2022 To Nov.30	2022 Budget	2023 Budget	Notes
51010	Salaries	683,190.00	924,635.20	1,035,000.00	4.4% Temp plan checker in Nelson removed for 2023.
51020	Overtime	52,395.14	20,000.00	20,800.00	2022 very large due to staff shortages
51030	Benefits	187,233.45	265,000.00	319,000.00	
51050	Employee Health & Safety	733.16	7,171.00	7,242.72	
51060	Employee Incentives	190.68	5,000.00	5,000.00	Budget allowance for moving expenses.
52010	Travel	9,793.73	14,000.00	12,500.00	allowance for travel to Creston
52020	Education & Training	2,885.97	17,306.00	18,000.00	Needs are here for current staff and no time in 2022
52030	Memberships, Dues & Subscriptions	3,629.40	8,143.80	5,000.00	
53020	Admin, Office Supplies & Postage	15,078.58	19,300.00	18,726.00	
53030	Communication	15,959.91	19,043.15	15,964.00	
53040	Advertising	1,584.25	2,500.00	2,500.00	
53050	Insurance	29,708.98	30,000.00	32,500.00	
53080	Licence & Permits	179.00	14,140.00	14,500.00	2022 year end entry yet to be made for LTSA
54010	Legal	6,090.52	30,000.00	30,000.00	standard amount in budget. Have legal reserve %50k
54020	Audit - Professional Fees	420.00	0.00	0.00	
54030	Contracted Services	433.50	76,880.50	75,000.00	includes rollover of document scanning project planned in 2022. has started
55010	Repairs & Maintenance	4,487.23	6,032.00	6,093.01	Common costs
55020	Operating Supplies	686.93	1,000.00	1,000.00	
55030	Equipment	914.30	5,000.00	5,000.00	
55040	Utilities	2,332.55	3,400.00	3,228.53	Common costs
55050	Vehicles	8,583.54	9,162.00	9,528.48	
55055	Vehicles - Specified	5,509.37	8,000.00	8,000.00	
55060	Rentals	9,358.38	9,377.86	8,362.21	
59000	Contribution to Reserve	24,300.00	24,300.00	35,500.00	vehicle. 2022 entry made and included in surplus
59500	Transfer to Other Service	27,000.00	27,363.00	25,230.00	GIS
59510	Transfer to Other Service - General Admin. Fee	103,332.62	103,332.62	108,000.00	estimated
59520	Transfer to Other Service - IT Fee	80,568.00	80,568.00	84,200.00	estimated
60000	Capital Expenditures	0.00	66,000.00	0.00	
<b>Total Expenses</b>		<b>1,276,579.19</b>	<b>1,796,655.13</b>	<b>1,905,874.94</b>	
<b>Total Service</b>		<b>585,837.76</b>	<b>0.00</b>	<b>0.00</b>	

**S104 Planning & Land Use****INCOME**

Account	Description	2022 To Nov.30	2022 Budget	2023 Budget	Notes
41010	Requisitions	834,254.00	834,253.87	933,238.26	4.4% plus \$50k for OCP support
41020	Grants in lieu of Taxes	0.00	0.00	0.00	
42030	User Fees	41,480.00	50,000.00	40,000.00	
42035	User Fees - Specified	29,450.00	30,000.00	30,000.00	
43025	Grants - Specified	12,500.00	0.00	1,041.67	
43500	External Contributions & Contracts	0.00	0.00	0.00	
45000	Transfer from Reserves	0.00	0.00	0.00	
45500	Transfer from Other Service	856.66	88,000.00	0.00	
49100	Prior Year Surplus	42,541.85	25,700.00	62,500.00	
<b>Total Income</b>		<b>961,082.51</b>	<b>1,027,953.87</b>	<b>1,066,779.93</b>	

**EXPENSES**

Account	Description	2022 To Nov.30	2022 Budget	2023 Budget	Notes
51010	Salaries	497,886.43	543,000.00	590,000.00	4.4%
51020	Overtime	0.00	0.00	0.00	
51030	Benefits	143,041.92	158,000.00	172,000.00	
51060	Employee Incentives	310.99	500.71	500.00	
52010	Travel	4,735.24	3,000.00	5,000.00	
52020	Education & Training	4,102.37	5,000.00	10,000.00	Opportunities in 2023 expected to be higher
52030	Memberships, Dues & Subscriptions	2,286.58	3,500.00	4,500.00	
53020	Admin, Office Supplies & Postage	6,263.06	10,000.00	10,000.00	
53030	Communication	4,138.58	5,000.00	4,000.00	
53040	Advertising	5,332.36	12,000.00	6,000.00	
53050	Insurance	1,416.35	3,030.00	1,500.00	
53080	Licence & Permits	0.00	4,242.00	0.00	
54010	Legal	4,652.09	16,000.00	15,000.00	
54030	Contracted Services	73,662.40	103,000.00	67,500.00	\$12,500 for housing action plan (paid via surplus roll) and \$50k for OCP support to ensure staff can get through multiple initiatives.
54040	Consulting Fees	0.00	0.00	0.00	
55010	Repairs & Maintenance	4,691.44	6,000.00	6,093.01	common costs
55020	Operating Supplies	61.63	0.00	0.00	
55040	Utilities	2,503.27	3,100.00	3,228.53	common costs
55050	Vehicles	1,666.84	2,222.00	2,244.22	common costs
55060	Rentals	4,429.00	8,300.00	8,362.21	common costs
59000	Contribution to Reserve	2,596.00	2,596.00	17,621.96	vehicle and stabilization reserves
59500	Transfer to Other Service	27,000.00	27,363.00	25,230.00	GIS
59510	Transfer to Other Service - General Admin. Fee	81,652.86	81,652.86	86,000.00	estimated
59520	Transfer to Other Service - IT Fee	30,447.30	30,447.30	32,000.00	estimated
<b>Total Expenses</b>		<b>902,876.71</b>	<b>1,027,953.87</b>	<b>1,066,779.93</b>	
<b>Total Service</b>		<b>58,205.80</b>	<b>0.00</b>	<b>0.00</b>	