



Regional District of Central Kootenay
CRESTON VALLEY SERVICES COMMITTEE
Open Meeting Agenda

Date: Thursday, May 30, 2024
Time: 9:00 am
Location: Creston and District Community Complex - Erickson Room
312 19 Avenue North, Creston, BC

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

Pages

1. ZOOM 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).

Meeting Time:

9:00 a.m. PST

Join by Video:

<https://rdck-bc-ca.zoom.us/j/98770706204?pwd=bm1BV3V2TmJScEtCLOVtR0dZcWpSQTO9&from=addon>

Join by Phone:

+1 778 907 2071 Canada
833 958 1164 Canada Toll-free

Meeting ID: 987 7070 6204

Meeting Password: 708016

In-Person Location:

Creston & District Community Complex - Creston Erickson Room
312 19th Avenue North, Creston, BC

2. CALL TO ORDER

Chair DeBoon called the meeting to order at [Time] a.m.

3. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT

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

4. ADOPTION OF AGENDA

RECOMMENDATION:

The agenda for the May 30, 2024 Creston Valley Services Committee meeting be adopted as circulated.

5. RECEIPT OF MINUTES

The May 2, 2024 Creston Valley Services Committee minutes have been received.

5 - 9

6. STAFF REPORTS

6.1 CRESTON VALLEY FIRE - QUARTER 1 REPORT

The Committee Report from Jared Riel, Creston Fire Chief, re: Creston Valley Fire: 1st Quarter Report 2024, has been received.

10 - 11

7. NEW BUSINESS

7.1 REQUEST FOR FUNDING: CRESTON VALLEY LEGION HALL

The grant request and financials from Signe Miller, Creston Valley Legion Hall, re: Grant application for concrete repairs for handicapable access, has been received.

12 - 21

7.2 DISCUSSION ITEM: CENTRAL KOOTENAY FOOD POLICY COUNCIL

Director Vandenberghe requested a discussion with the Committee regarding the Central Kootenay Food Policy Council's presentation and ask from the May 16, 2024 Board Meeting.

22 - 42

Presentation attached for reference.

7.3 DISCUSSION ITEM: KOOTENAY CLEAN ENERGY TRANSITIONS

Director Vandenberghe requested a discussion with the Committee regarding the Kootenay Clean Energy Transitions Report that was presented at the May 16, 2024 Board Meeting.

43 - 99

Board Report attached for reference.

7.4 DISCUSSION ITEM: PRIDE FLAG AT CDCC

Chair DeBoon requested a discussion with the Committee on having the Pride Flag up at Creston and District Community Complex (CDCC) for the month of June in recognition of Pride Month.

8. OLD BUSINESS

- 8.1 DISCUSSION ITEM: GOAT RIVER** 100
 The email dated May 23, 2024 from Kevin Lewis, Ministry of Transportation and Infrastructure, re: Goat River Access, has been received.
- DIRECTION TO STAFF:** That staff schedule a meeting with Ministry of Transportation and Infrastructure, the Directors and RDCK staff regarding access to Goat River.
- 8.2 DISCUSSION ITEM: IMAGINE KOOTENAY PARTNERSHIP** 101 - 108
 Director Jackman requested a discussion with the Committee regarding the Memorandum of Understanding for Imagine Kootenay Partnership.
- 8.3 AIRPORT MASTER PLAN** 109 - 110
 Chair DeBoon requested an update on the Airport Master Plan. The report from Mike Moore, Chief Administrative Officer - Town of Creston, has been received.
- 8.4 REVIEW ACTION ITEM LIST** 111 - 112
 The Committee will review the action item list from the May 2, 2024 Creston Valley Services Committee meeting.
- 9. PUBLIC TIME**
 The Chair will call for questions from the public and members of the media at _____ a.m./p.m.
- 10. IN CAMERA**
- 10.1 Meeting Closed to the Public**

RECOMMENDATION:

In the opinion of the Board - and, in accordance with Section 90 of the Community Charter – the public interest so requires that persons other than DIRECTORS, ALTERNATE DIRECTORS, DELEGATIONS AND STAFF be excluded from the meeting;

AND FURTHER, in accordance with Section 90 of the Community Charter, the meeting is to be closed on the basis(es) identified in the following Subsections:

90. (1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

10.2 Recess of Open Meeting

RECOMMENDATION:

The Open Meeting be recessed at [Time] in order to conduct the Closed In Camera meeting.

11. NEXT MEETING

The next Creston Valley Services Committee meeting is scheduled for July 4, 2024 at 9:00 a.m.

12. ADJOURNMENT

RECOMMENDATION:

The Creston Valley Services Committee meeting be adjourned at [Time].



**Regional District of Central Kootenay
CRESTON VALLEY SERVICES COMMITTEE
Open Meeting Minutes**

**9:00 am MST
Thursday, May 2, 2024
Creston and District Community Complex - Erickson Room
312 19 Avenue North, Creston, BC**

COMMITTEE MEMBERS PRESENT

Committee Member A. DeBoon	Town of Creston
Committee Member G. Jackman	Electoral Area A
Committee Member R. Tierney	Electoral Area B
Committee Member K. Vandenberghe	Electoral Area C

RDCK STAFF PRESENT

S. Horn	Chief Administrative Officer
J. Dupuis	Bylaw Supervisor
J. Chirico	General Manager of Community Services
C. Stanley	Regional Manager – Operations and Asset Management
T. Davison	Regional Manager - Recreation & Client Services
P. Marshall Smith	Sustainability Planner
C. Feeney	Meeting Coordinator

CRESTON STAFF PRESENT

M. Moore	Chief Administrative Officer – Creston
----------	--

GUEST

D. Dumas	Town of Creston Councillor
----------	----------------------------

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).

Meeting Time:
9:00 a.m. PST

Join by Video:

<https://rdck-bc-ca.zoom.us/j/94420593755?pwd=TnRxLzFpNE1UL2hKa2ZhdHFHdllpZz09>

Join by Phone:

833 955 1088 Canada Toll-free

Meeting Number (access code): 944 2059 3755

Meeting Password: 724522

In-Person Location:

Creston & District Community Complex, Erickson Room
312 19th Ave, Creston, BC

2. CALL TO ORDER

Chair DeBoon called the meeting to order at 9:04 a.m.

3. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT

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

4. ADOPTION OF AGENDA

Moved and seconded,
And resolved:

The agenda for the May 2, 2024 Creston Valley Services Committee meeting be adopted as circulated.

Carried

5. RECEIPT OF MINUTES

The April 4, 2024 Creston Valley Services Committee minutes, have been received.

6. DELEGATE**6.1 Wildsight - Watershed Management**

Jim Smith, Wildsight, provided an overview on the responsibility for managing watersheds and the need to establish measurable forest objectives. He is requesting that the RDCK request a ministerial order under Section 65 of the Water Sustainability Act to designate areas A, B and C for of the RDCK for the purpose of developing a Water Sustainability Plan.

Direction to Staff: That Staff bring back a presentation to the May 30 CVSC meeting regarding more information on the letter being submitted in partnership with the Yaqaan Nukiy people to the minister requesting a water sustainability plan on behalf of the Creston Valley and how this Committee can help with moving this forward.

6.2 Creston Valley Tourism Society

Jesse Willicome, Creston Valley Tourism Society, provided an overview on Creston Valley Tourism's Strategic Planning and the Municipal Regional District Tax Renewal Process to the Committee.

They are asking for a letter of support from CVSC to send to the Province of BC in support of the organization continuing at a 2% tax rate. The Committee advised to submit a letter of support request to the May Board meeting.

Jesse Willicome answered the Committee's questions.

7. STAFF REPORTS

7.1 For Information: Dog Control in the RDCK

The Committee Report dated April 24, 2024 from Jordan Dupuis, Bylaw Supervisor, re: Dog Control, has been received.

The Committee had a discussion around Dog Control in Areas A, B and C and reviewed the results of the existing dog control contacted services in the RDCK. The Committee directed staff to continue with drafting a bylaw on dealing with aggressive dogs.

Jordan answered the Committees questions.

8. NEW BUSINESS

8.1 Discussion Item: Kootenay Employment Services and The Economic Action Partnership

The Committee discussed the request for grant funding for the proposed Southern BC Agricultural Forum from Kootenay Employment Services and the Economic Action Partnership. This is being brought to the May Board meeting and is moving forward.

8.2 Discussion Item: Fields Forward

The Committee had a discussion regarding the request for grant funding for the Fields Forward and Creston Valley Food Action Coalition Harvest Share Program.

The Committee would like Tanya Wall, Fields Forward, to come back to the June Creston Valley Services Committee meeting to provide an update on the \$10,000 grant request and if this is still relative based on receiving ReDi Grants.

8.3 Imagine Kootenay Partnership

The Memorandum of Understanding for Imagine Kootenay Partnership, dated March 1, 2024 has been received.

Director Jackman provided an overview of Imagine Kootenay Partnership and the new membership requirements.

Director Absent: Director Tierney left the meeting at 11:00 a.m.

9. OLD BUSINESS

9.1 Review Action Item List

The Committee will review the action items list from the April 4, 2024 Creston Valley Services Committee meeting.

9.1.1 Action Item 6 - Toilets and Garbage at Martell Beach

Chair DeBoon requested an update on action item 6:

Staff to communicate to Ministry of Transportation and Infrastructure (MoTi) that there is a benefit to the community if they came to some resolution to keep the toilets and garbage at Martell Beach.

Joe Chirico, General Manager of Community Services, advised that RDCK has done their part to facilitate the conversation regarding the toilets and garbage at Martell Beach and this action has been passed through to MoTi. Staff are reaching out to MoTi for an update to see where they are at.

9.1.2 Action Item 10 - Trailer Access at Martell Beach

Chair DeBoon requested an update on action item 10:

That staff reach out to Ministry of Transportation to get their response/interest on Martel Beach regarding blocking trailer boat access.

Joe Chirico, General Manager of Community Services, advised that RDCK has done their part to facilitate the conversation regarding the boat trailer access at Martell Beach and this action has been passed through to MoTi. Staff are reaching out to MoTi for an update to see where they are at.

10. PUBLIC TIME

The Chair called for questions from the public and members of the media at 11:40 a.m.

The Public asked questions regarding IT updates for the arena.

The Committee and staff answered the public's question.

11. IN CAMERA

11.1 Meeting Closed to the Public

Moved and seconded,
And resolved:

In the opinion of the Board - and, in accordance with Section 90 of the Community Charter – the public interest so requires that persons other than DIRECTORS, ALTERNATE DIRECTORS, DELEGATIONS AND STAFF be excluded from the meeting; AND FURTHER, in accordance with Section 90 of the Community Charter, the meeting is to be closed on the basis(es) identified in the following Subsections:

90. (1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

Carried

11.2 Recess of Open Meeting

Moved and seconded,
And resolved:

The Open Meeting be recessed at 11:41 a.m. in order to conduct the Closed In Camera meeting.

Carried

12. NEXT MEETING

The next Creston Valley Services Committee meeting is scheduled for May 30, 2024 at 9:00 a.m. PDT.

13. ADJOURNMENT

Moved and seconded,
And resolved:

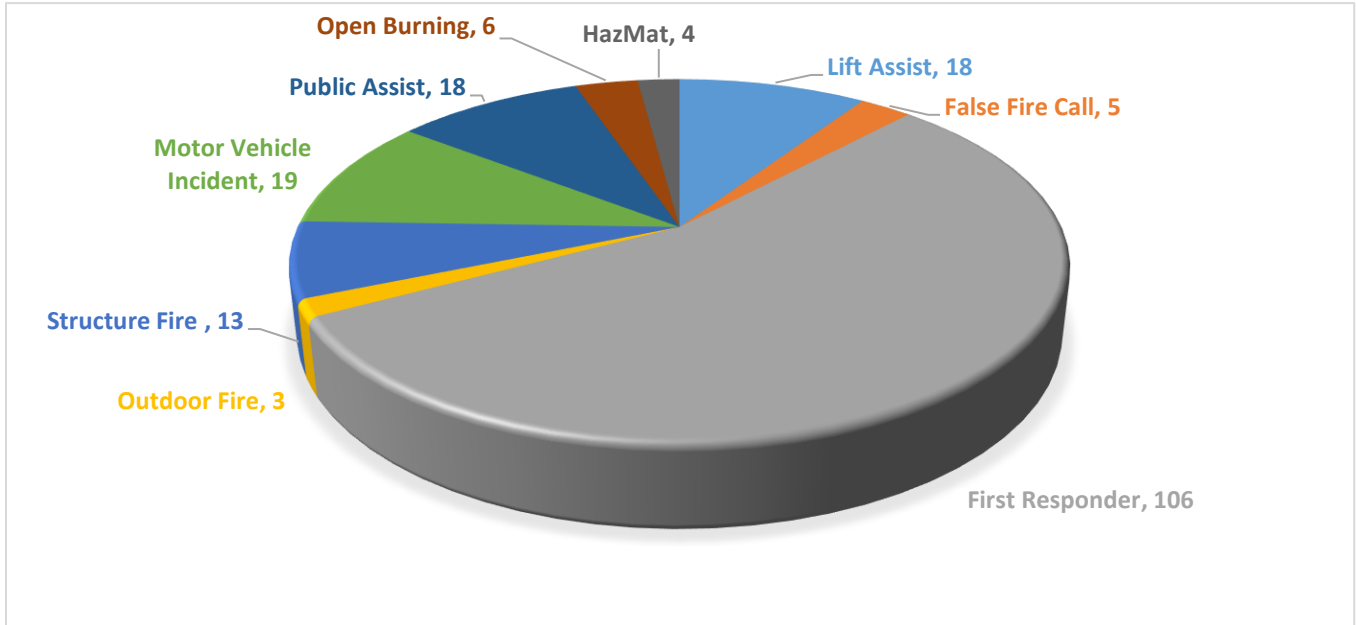
The Creston Valley Services Committee meeting be adjourned at 12:09 p.m.

Carried

Digitally approved by

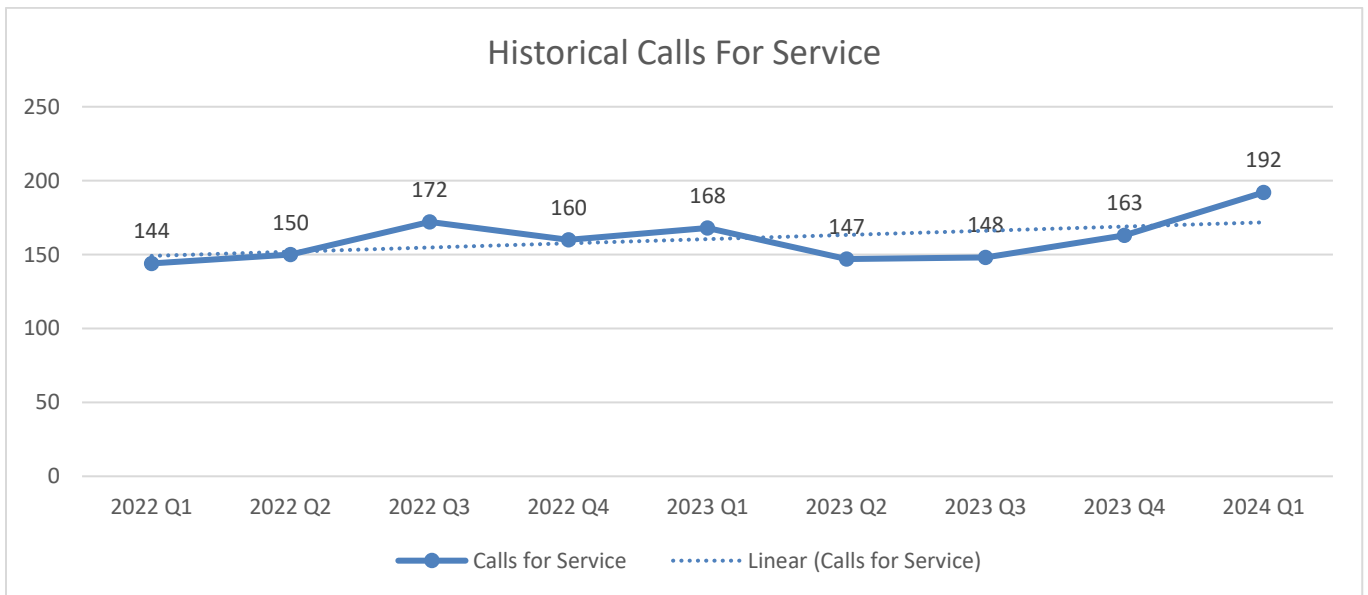
Arnold DeBoon, Chair

CRESTON VALLEY FIRE FIRST QUARTER 2024 REPORT



INCIDENTS	1 st QTR 2024
Fire, Fire Related	31
Medical	106
Motor Vehicle Incident	19
Public Assist	36
TOTAL	192

*Includes: Hazmat, WUI, Open Burning, Outdoor Fire, Structure Fire, Technical Rescue, Vehicle Fire.



1 st QTR 2024	CRESTON	WLFD	CLFD	W/C
Average Response Time*	8:52	21:25	11:09	17:18

*Response time is composed of call-processing time, turnout time and travel time.

CRESTON VALLEY FIRE FIRST QUARTER 2024 REPORT

PAID ON CALL FIREFIGHTER STAFFING

- Paid on Call Firefighters & Staff = 62
- 6 Work Experience Firefighters

FACILITIES

- CLFD – Diesel exhaust extraction system install delayed due to building remediation requirements.

EQUIPMENT

- No new equipment

PUBLIC ENGAGEMENT & EVENTS

Smoke Alarm education session
Smoke Alarm check and install
Child car seat safety
Home Escape Planning
Yaqaan Nukiy Polar Plunge
Elementary School Fire Hall Tour
BC Children's Hospital Fundraiser
Yaqaan Nukiy – Wildfire fuel mitigation

Thank you.



Jared Riel
Fire Chief



Community Development Grant Application Form

REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4
 Phone 250-352-6665 Fax 250-352-9300
 Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-_____

Contact Information:

Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.

Organization/Society Name: ROYAL CANADIAN LEGION, BRANCH 29, CRESTON	Date of Application: 05/14/2024
Contact Name: Signe Miller	RDCK Electoral Area/Member Municipality: <input type="checkbox"/> RDCK Electoral Area: A <input type="checkbox"/> Municipality:
Mailing Address: PO Box 285 Creston BC V0B1G0	Payment Type: <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
Phone #: (250) 428-6678	Email: kenandsigne@gmail.com

Project/Service Description

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)
Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)

Due to handicapable requirements, the cement walkway and steps leading to the Canteen entrance need to be replaced, due to tripping hazards and lac of adequate railing and ramp. The Legion is not in a financial position to fund this urgent project due to Head Office regulations requiring 85% of Canteen revenue to be given back to the community. Branch has donated thousands of dollars in 2024 to Hospice, Youth Network and TAPS. The remainder of income pays for salaries, taxes, insurance and utilities.

Grant Application:

Total Grant Requested: \$ 5000	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Environmental
Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received: have applied to Areas C,B, and Town	
Previous Community Development Grants Received – Year and Amount: 0	

By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.

Signed at: <small>2024-05-14 13:44:22</small>	Signe Miller
_____ Signature	_____ Print Name

Authorization

Signature of Area Director	Total Grant Approved \$
Board Approved Date:	Resolution #



COMMUNITY DEVELOPMENT PROGRAM

REGIONAL DISTRICT OF CENTRAL KOOTENAY

COMMUNITY DEVELOPMENT GRANT

RECIPIENT OBLIGATIONS

The Recipient shall:

- (a) Use the funding received from the RDCK substantively in accordance with the purposes, methodologies and timeframes described in the funding application. Significant changes to project scope or budget require RDCK approval.
- (b) Comply with all applicable laws and adhere to good business practices in delivering the project or service funded through the community development program grants.
- (c) Unless agreed otherwise by the RDCK, retain ownership to all assets acquired or intangible property created with the funding provided by the RDCK.
- (d) When requested, co-operate with the RDCK in making public announcements regarding the projects or services funded by the RDCK.
- (e) Use the RDCK 's logo in any communications acknowledging the financial contribution of the RDCK and comply with the graphic standards and any conditions communicated by the RDCK.
- (f) Acknowledge that the Recipient and the RDCK are independent contractors, and nothing in the provision of the grant funding by the RDCK is intended to create any joint venture or agency relationship between the two parties. Neither party may purport to create or assume any obligation on behalf of the other.
- (g) Indemnify and save harmless the RDCK , its employees and agents, from and against any and all losses, claims, damages, actions, causes of action, cost and expenses that the RDCK may sustain, incur, suffer or be put to at any time either before or after the projects or services funded by the RDCK are complete, if the same or any of them are based on, arise out of or occur, directly or indirectly, by reason of any act or omission of the Recipient, or of any agent, employee, officer, director or sub-contractor of the Recipient pursuant to this Agreement, excepting always liability arising out of the independent negligent acts of the RDCK.
- (h) Within one year of grant award, submit a report to the RDCK which details how the funds were expended. Loss of eligibility for future Community Development grants may result from failure to submit required reports.
- (i) Where the grant award exceeds \$5,000 in total value, enter into a formal Funding Agreement with the RDCK.



Community Development Grant Application Form

REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4
Phone 250-352-6665 Fax 250-352-9300
Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-_____

Contact Information:

Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.

Organization/Society Name: ROYAL CANADIAN LEGION, BRANCH 29, CRESTON	Date of Application: 05/13/2024
Contact Name: Signe Miller	RDCK Electoral Area/Member Municipality: <input type="checkbox"/> RDCK Electoral Area: B <input type="checkbox"/> Municipality:
Mailing Address: Box 135 Creston BC V0B1G0	Payment Type: <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
Phone #: (250) 428-6678	Email: kenandsigne@gmail.com

Project/Service Description

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)
Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)

Due to handicapable requirements, the cement walkway and steps leading to the Canteen entrance need to be replaced due to tripping hazards and lack of proper railing and ramp. The Legion is not in a financial position to fund this urgent project, due to Head Office requirements that 85% of Canteen revenue must be given back to the community. Branch 29 has donated several thousand dollars in 2024 to Hospice, the Youth Network, and TAPS. Remainder of income pays salaries, insurance and utilities.

Grant Application:

Total Grant Requested: \$ 5000	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Environmental
Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received: We request \$5000 from Directors A,B and the Town, and \$3000 from C.	
Previous Community Development Grants Received – Year and Amount: 0	

By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.

Signed at: <small>2024-05-13 12:25:41</small> _____ Signature	Signe Miller _____ Print Name
--	-------------------------------------

Authorization

Signature of Area Director	Total Grant Approved \$
Board Approved Date:	Resolution #



COMMUNITY DEVELOPMENT PROGRAM

REGIONAL DISTRICT OF CENTRAL KOOTENAY

COMMUNITY DEVELOPMENT GRANT

RECIPIENT OBLIGATIONS

The Recipient shall:

- (a) Use the funding received from the RDCK substantively in accordance with the purposes, methodologies and timeframes described in the funding application. Significant changes to project scope or budget require RDCK approval.
- (b) Comply with all applicable laws and adhere to good business practices in delivering the project or service funded through the community development program grants.
- (c) Unless agreed otherwise by the RDCK, retain ownership to all assets acquired or intangible property created with the funding provided by the RDCK.
- (d) When requested, co-operate with the RDCK in making public announcements regarding the projects or services funded by the RDCK.
- (e) Use the RDCK 's logo in any communications acknowledging the financial contribution of the RDCK and comply with the graphic standards and any conditions communicated by the RDCK.
- (f) Acknowledge that the Recipient and the RDCK are independent contractors, and nothing in the provision of the grant funding by the RDCK is intended to create any joint venture or agency relationship between the two parties. Neither party may purport to create or assume any obligation on behalf of the other.
- (g) Indemnify and save harmless the RDCK , its employees and agents, from and against any and all losses, claims, damages, actions, causes of action, cost and expenses that the RDCK may sustain, incur, suffer or be put to at any time either before or after the projects or services funded by the RDCK are complete, if the same or any of them are based on, arise out of or occur, directly or indirectly, by reason of any act or omission of the Recipient, or of any agent, employee, officer, director or sub-contractor of the Recipient pursuant to this Agreement, excepting always liability arising out of the independent negligent acts of the RDCK.
- (h) Within one year of grant award, submit a report to the RDCK which details how the funds were expended. Loss of eligibility for future Community Development grants may result from failure to submit required reports.
- (i) Where the grant award exceeds \$5,000 in total value, enter into a formal Funding Agreement with the RDCK.



Community Development Grant Application Form

REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4
Phone 250-352-6665 Fax 250-352-9300
Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-_____

Contact Information:

Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.

Organization/Society Name: ROYAL CANADIAN LEGION, BRANCH 29, CRESTON	Date of Application: 05/13/2024
Contact Name: Signe Miller	RDCK Electoral Area/Member Municipality: <input type="checkbox"/> RDCK Electoral Area: C <input type="checkbox"/> Municipality:
Mailing Address: Box 135 Creston BC V0B1G0	Payment Type: <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
Phone #: (250) 428-6678	Email: kenandsigne@gmail.com

Project/Service Description

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)
Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)

Due to handicapable requirements, the cement walkway and steps leading to the Canteen entrance need to be replaced, due to tripping hazards and lac of adequate railing and ramp. The Legion is not in a financial position to fund this urgent project due to Head Office regulations requiring 85% of Canteen revenue to be given back to the community. Branch has donated thousands of dollars in 2024 to Hospice, Youth Network and TAPS. The remainder of income pays salaries, taxes, insurance and utilities.

Grant Application:

Total Grant Requested: \$ 3000	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Environmental
Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received: application to Area A,B and Town for \$5000 each	
Previous Community Development Grants Received – Year and Amount: 0	

By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.

<p style="color: blue; font-size: small;">Signed at: 2024-05-13 12:44:31</p> <hr style="border: 0; border-top: 1px solid black;"/> <p>Signature</p>	<p>Signe Miller</p> <hr style="border: 0; border-top: 1px solid black;"/> <p>Print Name</p>
---	---

Authorization

Signature of Area Director	Total Grant Approved \$
Board Approved Date:	Resolution #



COMMUNITY DEVELOPMENT PROGRAM

REGIONAL DISTRICT OF CENTRAL KOOTENAY

COMMUNITY DEVELOPMENT GRANT

RECIPIENT OBLIGATIONS

The Recipient shall:

- (a) Use the funding received from the RDCK substantively in accordance with the purposes, methodologies and timeframes described in the funding application. Significant changes to project scope or budget require RDCK approval.
- (b) Comply with all applicable laws and adhere to good business practices in delivering the project or service funded through the community development program grants.
- (c) Unless agreed otherwise by the RDCK, retain ownership to all assets acquired or intangible property created with the funding provided by the RDCK.
- (d) When requested, co-operate with the RDCK in making public announcements regarding the projects or services funded by the RDCK.
- (e) Use the RDCK 's logo in any communications acknowledging the financial contribution of the RDCK and comply with the graphic standards and any conditions communicated by the RDCK.
- (f) Acknowledge that the Recipient and the RDCK are independent contractors, and nothing in the provision of the grant funding by the RDCK is intended to create any joint venture or agency relationship between the two parties. Neither party may purport to create or assume any obligation on behalf of the other.
- (g) Indemnify and save harmless the RDCK , its employees and agents, from and against any and all losses, claims, damages, actions, causes of action, cost and expenses that the RDCK may sustain, incur, suffer or be put to at any time either before or after the projects or services funded by the RDCK are complete, if the same or any of them are based on, arise out of or occur, directly or indirectly, by reason of any act or omission of the Recipient, or of any agent, employee, officer, director or sub-contractor of the Recipient pursuant to this Agreement, excepting always liability arising out of the independent negligent acts of the RDCK.
- (h) Within one year of grant award, submit a report to the RDCK which details how the funds were expended. Loss of eligibility for future Community Development grants may result from failure to submit required reports.
- (i) Where the grant award exceeds \$5,000 in total value, enter into a formal Funding Agreement with the RDCK.



Community Development Grant Application Form

REGIONAL DISTRICT OF CENTRAL KOOTENAY

202 Lakeside Drive, Box 590, Nelson, B.C. V1L 5R4
 Phone 250-352-6665 Fax 250-352-9300
 Toll Free in B.C. 1-800-268-7325

FILE NO. 1865-20-_____

Contact Information:

Note: Applicants are encouraged to discuss their project with the applicable RDCK elected official prior to submitting their grant application.

Organization/Society Name: ROYAL CANADIAN LEGION, BRANCH 29, CRESTON	Date of Application: 05/14/2024
Contact Name: Signe Miller	RDCK Electoral Area/Member Municipality: <input type="checkbox"/> RDCK Electoral Area: <input type="checkbox"/> Municipality: Creston
Mailing Address: PO Box 285 Creston BC V0B1G0	Payment Type: <input checked="" type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Mailed cheque
Phone #: (250) 428-6678	Email: kenandsigne@gmail.com

Project/Service Description

Please provide an overview of the project and/or service and how the funds will be used. (600 characters max.)
Attach any supporting documentation such as engineering reports, feasibility studies, and budget documents. All applicants must submit their organization's list of directors showing their respective executive positions, plus overall number of members. Grant requests exceeding \$5,000 must be accompanied by your organization's most recently approved financial statements..)

Due to handicapable requirements, the cement walkway and steps leading to the Canteen entrance need to be replaced, due to tripping hazards and lac of adequate railing and ramp. The Legion is not in a financial position to fund this urgent project due to Head Office regulations requiring 85% of Canteen revenue to be given back to the community. Branch has donated thousands of dollars in 2024 to Hospice, Youth Network and TAPS. The remainder of income pays salaries, taxes, insurance and utilities.

Grant Application:

Total Grant Requested: \$ 5000	Which funding criterial objective does this project meet? <input checked="" type="checkbox"/> Social <input type="checkbox"/> Economic <input type="checkbox"/> Environmental
Other Funding Sources - Identify all sources of project funding and amounts. Both funds requested and received: applied to Areas A,B,C	
Previous Community Development Grants Received – Year and Amount: 0	

By submitting this application for the Community Development Grant, I confirm I am an authorized signatory of the recipient organization and I agree to the Community Development Grant Recipient Obligations detailed on page two of this application.

<div style="display: inline-block; vertical-align: middle; font-size: small; color: blue;"> Signed at: 2024-05-14 13:48:22 </div>	Signe Miller
_____ Signature	_____ Print Name

Authorization

Signature of Area Director	Total Grant Approved \$
Board Approved Date:	Resolution #



COMMUNITY DEVELOPMENT PROGRAM

REGIONAL DISTRICT OF CENTRAL KOOTENAY

COMMUNITY DEVELOPMENT GRANT

RECIPIENT OBLIGATIONS

The Recipient shall:

- (a) Use the funding received from the RDCK substantively in accordance with the purposes, methodologies and timeframes described in the funding application. Significant changes to project scope or budget require RDCK approval.
- (b) Comply with all applicable laws and adhere to good business practices in delivering the project or service funded through the community development program grants.
- (c) Unless agreed otherwise by the RDCK, retain ownership to all assets acquired or intangible property created with the funding provided by the RDCK.
- (d) When requested, co-operate with the RDCK in making public announcements regarding the projects or services funded by the RDCK.
- (e) Use the RDCK 's logo in any communications acknowledging the financial contribution of the RDCK and comply with the graphic standards and any conditions communicated by the RDCK.
- (f) Acknowledge that the Recipient and the RDCK are independent contractors, and nothing in the provision of the grant funding by the RDCK is intended to create any joint venture or agency relationship between the two parties. Neither party may purport to create or assume any obligation on behalf of the other.
- (g) Indemnify and save harmless the RDCK , its employees and agents, from and against any and all losses, claims, damages, actions, causes of action, cost and expenses that the RDCK may sustain, incur, suffer or be put to at any time either before or after the projects or services funded by the RDCK are complete, if the same or any of them are based on, arise out of or occur, directly or indirectly, by reason of any act or omission of the Recipient, or of any agent, employee, officer, director or sub-contractor of the Recipient pursuant to this Agreement, excepting always liability arising out of the independent negligent acts of the RDCK.
- (h) Within one year of grant award, submit a report to the RDCK which details how the funds were expended. Loss of eligibility for future Community Development grants may result from failure to submit required reports.
- (i) Where the grant award exceeds \$5,000 in total value, enter into a formal Funding Agreement with the RDCK.

Royal Canadian Legion # 29
 Profit & Loss
 January 2024

	<u>Jan 24</u>
Total COGS	<u>2,059.50</u>
Gross Profit	31,202.89
Expense	
Accounting\Legal	234.50
Advertising Expense	0.00
Bank Service Charges	100.00
Break Open Paid Outs	637.00
Dues, Fees & Licences	248.80
Equipment Rental	
Co2 Tanks	30.14
Total Equipment Rental	<u>30.14</u>
freight	2.50
Games Expense	39.95
Honours & Awards	31.50
Insurance	
Liability Insurance	68.18
Property Insurance	470.74
Total Insurance	<u>538.92</u>
Janitorial	
Supplies	114.91
Wages	435.50
Total Janitorial	<u>550.41</u>
keno tickets/payouts	1,732.00
Litter Expense	194.20
Meat Prize Costs	801.66
MEMBER DISCOUNT	701.67
Misc Expense	385.86
Office Supplies	29.94
Per Capita Tax	2,157.35
Poster Contest	79.05
Reconciliation Discrepancies	99.16
Repairs	
Equipment Repairs	302.39
Total Repairs	<u>302.39</u>
Special Use Expenditures	9,000.00
Supplies	
Canteen Supplies	<u>127.07</u>

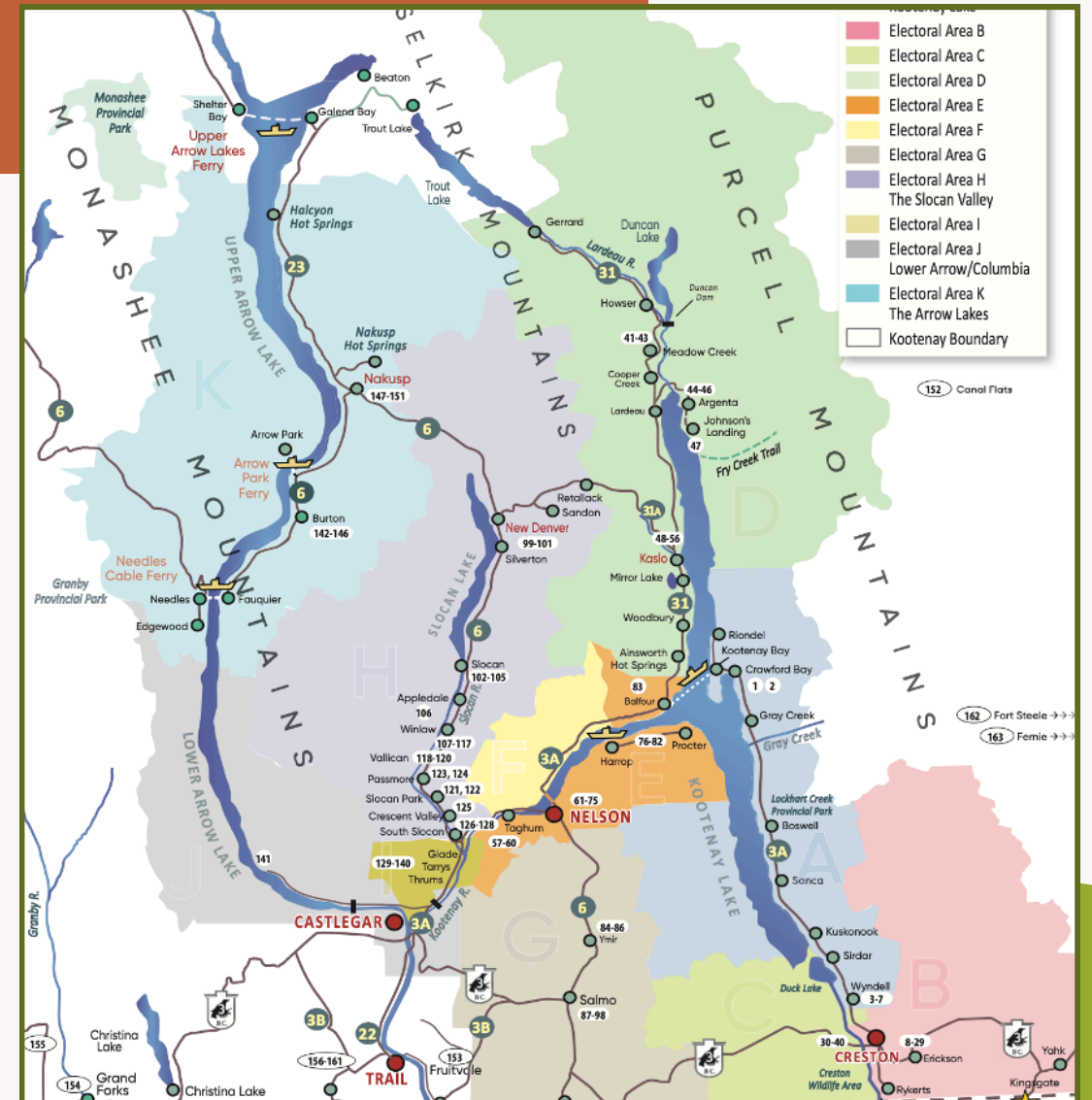
Royal Canadian Legion # 29
Profit & Loss
January 2024

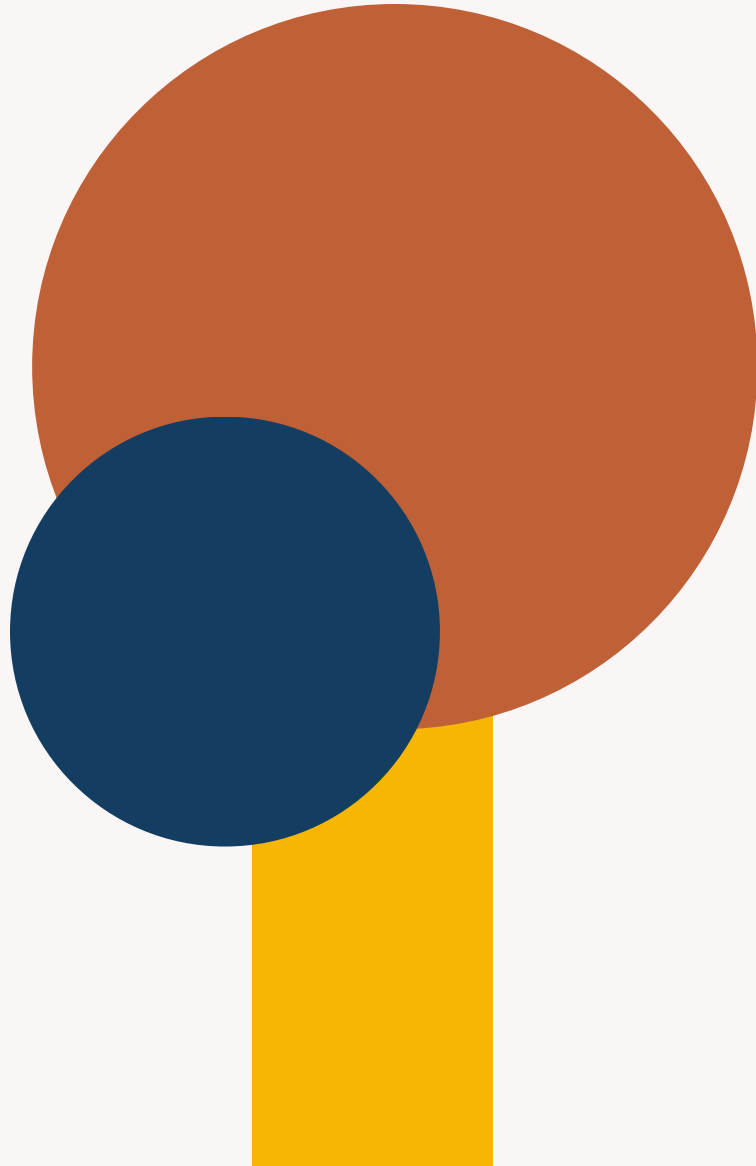
	<u>Jan 24</u>
Total Supplies	127.07
Utilities	
Gas	766.59
Power	663.62
Telephone & Fax	43.76
Water	<u>6.96</u>
Total Utilities	1,480.93
wages/paroll	4,151.38
Ways & Means Expense	
Monthly Dinners	1,139.50
Pancake Breakfast	48.24
Special Events (Do'ers)	600.00
Ways & Means Expense - Ot...	<u>132.73</u>
Total Ways & Means Expense	<u>1,920.47</u>
Total Expense	<u>25,576.85</u>
Net Ordinary Income	<u>5,626.04</u>
Net Income	<u><u>5,626.04</u></u>

★ NOTE \$ 10000 rise INCOME
WAS FROM CERB LOAN
WITHOUT IT (-4373.96)

The Central Kootenay Food Policy Council

Supporting a vibrant, resilient and just regional food system.





EXECUTIVE DIRECTOR

Damon Chouinard

Strong relationship and passion for food systems

Slocan Valley Farmer for 8 years

Kootenay Food Director and Coordinator for 12 years

Community Organizer (Kootenay Cannabis Symposium,

Slocan and Area Trails Society etc)

Co-Organizer for the Basin Food & Buyers Expo since 2019

Presentation Overview

1. Food Policy Council Overview
2. Core Funding Review and Case to Grow
3. Project: Grow & Connect Interior/Request for support



CKFPC ROLES



1.

Discern Food System Priorities

Ongoing monitoring and updates of priorities within a changing landscape

2.

Cross Sector Coordination

Foster coordination between diverse sectors implicated in food systems

3.

Launch Initiatives

Launch or support programs and services that address local needs and that are not in competition with existing or pending food sector or civil society initiatives.

CKFPC

The council functions independently from local government yet maintains formal connections. This structure enables the council to operate without the limitations of the Local Government Act, enhancing our collaboration with government and diverse regional stakeholders.

4.

Discussion Forum

Regional discussion on food issues and opportunities

5.

Academic Collaboration

Promote opportunities for research. Put the regions unique needs on the map and informs upstream policy

6.

Food Policy Navigation

To help businesses and local government in the Central Kootenay navigate the food policy landscape and foster vibrant food systems

Food Policy Council Snapshot

“The Central Kootenay Food Policy Council was formed in late 2016. It was the result of many years of reports, studies and meetings that determined that a coordinated approach to resolving issues related to hunger, agriculture, land, water and more, can be better realized by consistently connecting our communities, organizations and local government.”



**Multi-Stakeholder
Policy Collaboration**



**Identifies Actions for
Food Security**



**3500 Copies
1200 site visits/mnth**

● **Historical Context**

● **Council / Council Meetings**

● **Resources**

● **Reports/plans**

visit www.ckfoodpolicy.ca

Resetting our Goals: New Strategic Plan



The Central Kootenay Food Policy Council's vision is "A vibrant, resilient and just regional food system". Our mission is to bring people, ideas, and information together to build a food secure region.

ADVANCING REGIONAL OBJECTIVES

Staff activities are directed by Council Members, regional plans and objectives

Regional Stakeholder Engagement

Strategic Plan – Goal # 3:

Council Meetings

FSP - Action 3.8, AgPlan -Goal 3, recommendation # 1, Strategic Plan - Goal # 2

Farm and Food Directory

FSP – Action 3.3 , Ag Plan – Goal 3, recommendation # 8, Strategic Plan – Goal # 4

Education / Food Literacy

FSP – Action 3.4
Strategic Plan –Goal # 4

Research Contracts/Partnership

FSP – Action 4.8
Strategic Plan –Goal # 3

Project: Grow & Connect Interior

FSP – Actions 4.24, 1.5, 1.6, 3.7, Ag Plan – Goal 3, recommendation #7

Current Dispersal of RDCK Contribution

**\$15,000 =
1 day/week**

**Partnership/Project
Development
Grant Writing/
Funder Engagement**

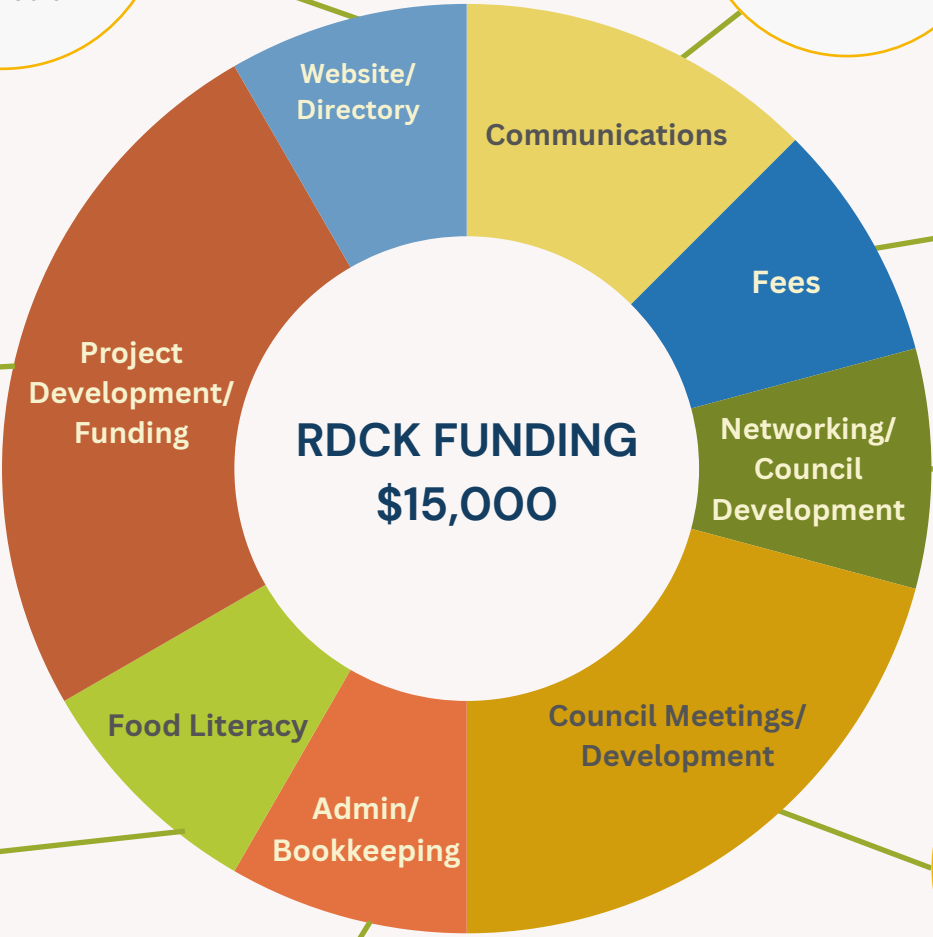
**Farm & Food
Directory
Online version /
Hard Copy
Production**

**2-4 Newsletters
Social Media
Website**

**Website fees/
Insurance**

**Outreach
Meetings**

**Food Literacy/
Regional Events
Guest Speakers at
Council meetings
Media**



**3-4 Council
Meetings Annually
1 AGM**



Section 2: The Case to Grow



As the dynamics of our food system evolve, so too do the requirements of the Food Policy Council. In order to meet the demands that are impacting our food security, now is the opportune time to elevate its support and impact across the region.

Food Systems Under Stress



Changing weather patterns and extremes have become a global and local threat to agriculture

Global destabilization is affecting food supply chains

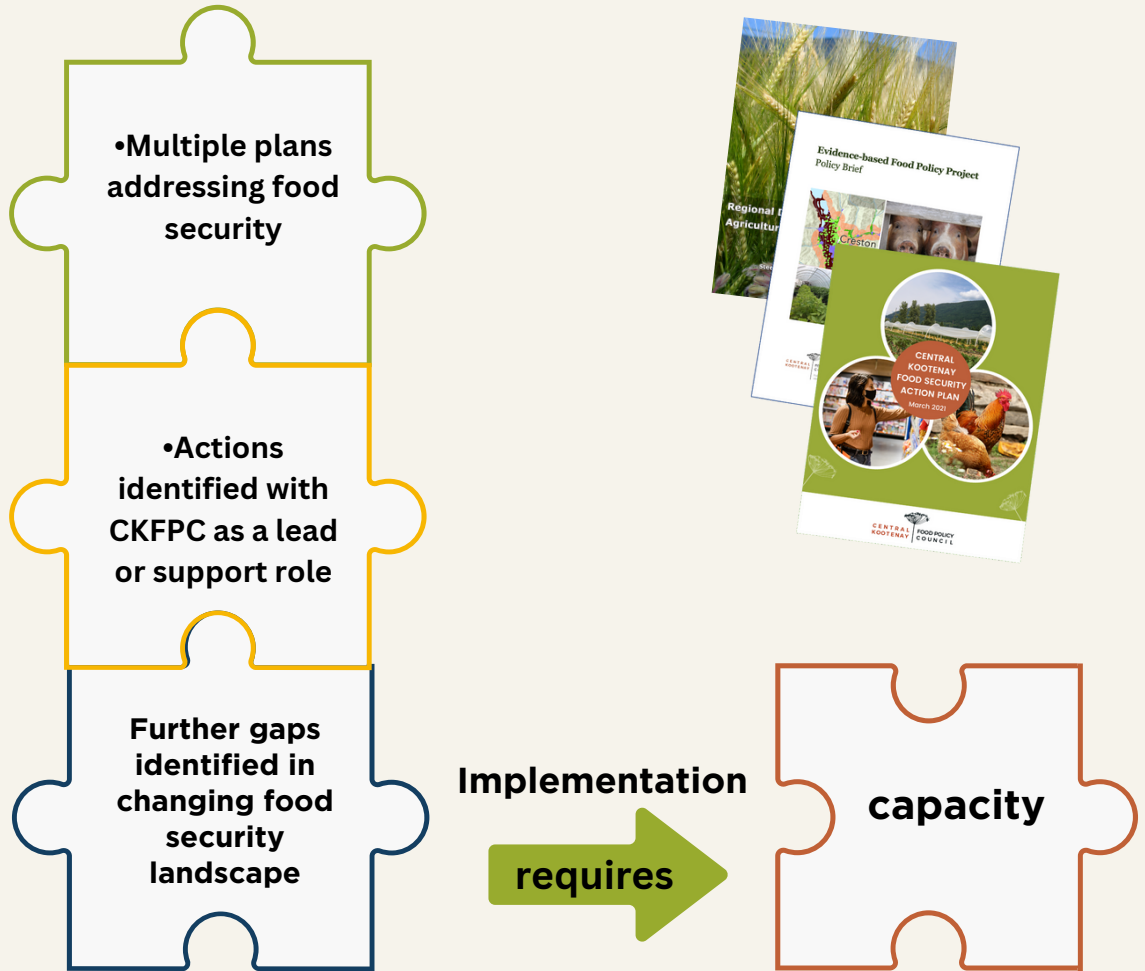
Regional climate emergencies are increasing.

Economic landscape is increasing household food insecurity.

Food costs continue to rise exponentially



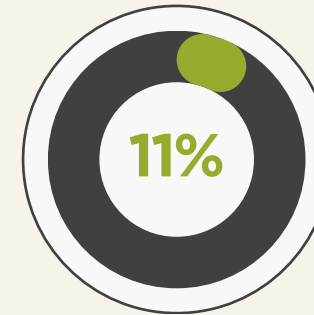
The Table is Set: Implementing the Plans



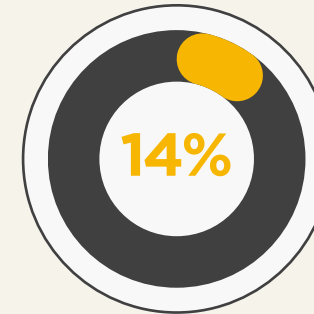
Support regional food security by enhancing CKFPC's ability to act and support

MEETING THE DEMAND OF FOOD SECURITY

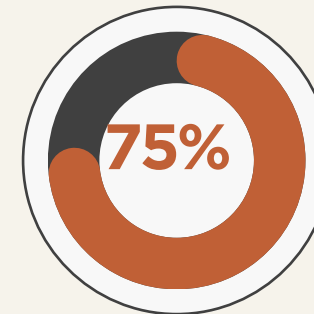
CKFPC allocated 34 action to lead or support in Food Security Plan



Actively Sustaining
Percentage of current activities addressing identified actions



Initiating new actions / Grow & Connect Interior
Percentage of actions new project will address

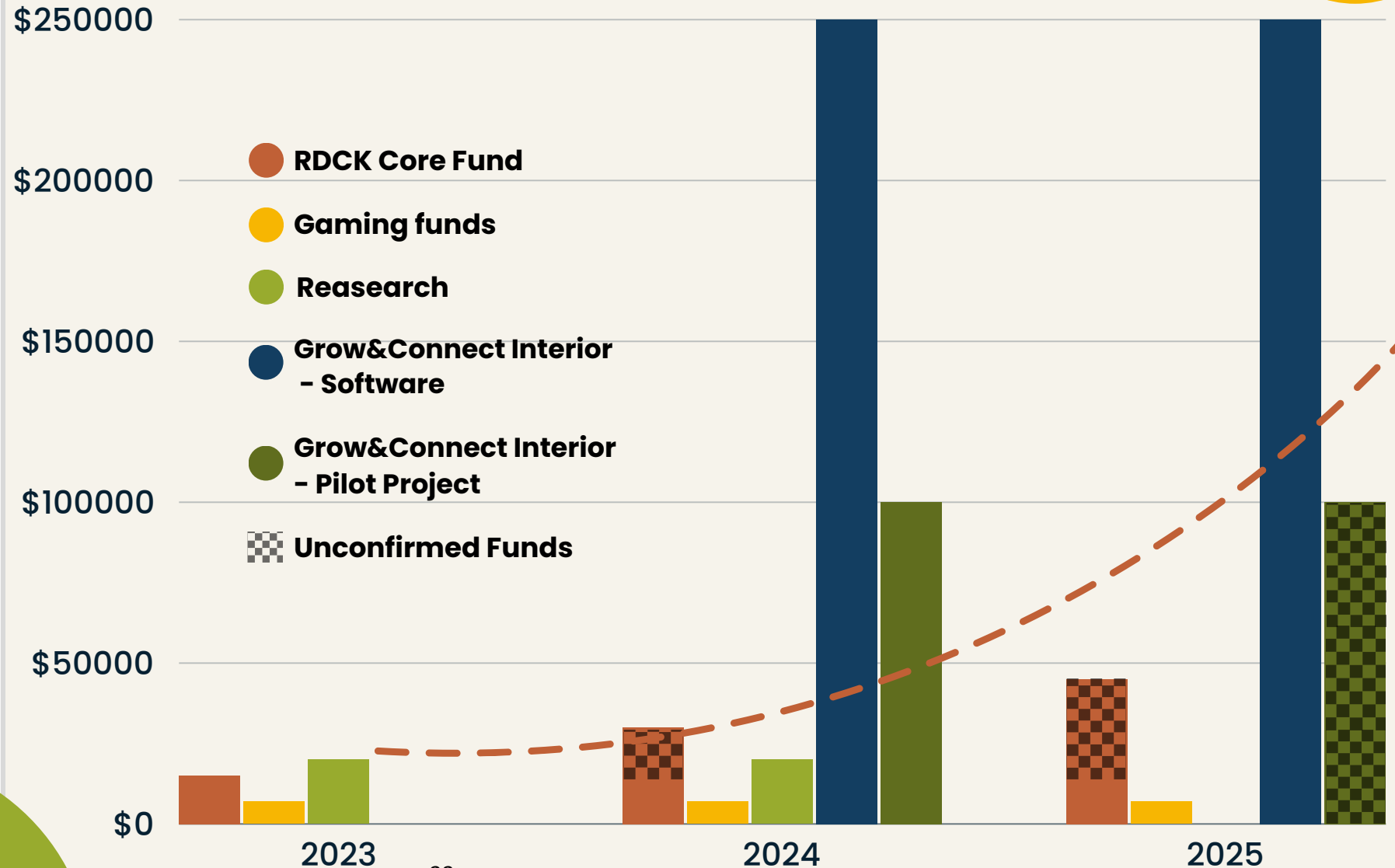


Further actions to address
Percentage of actions requiring action or support.

- Funds are restricted to specific projects
- Grow & Connect Interior is our newest partnership project.
- Grow & Connect Interior funds allocated between software development and regional pilot project.
- With increase to core funding:
 - we can further leverage to support(G&CI) funding needs
 - can anticipate increased economic and social value return over time through:
 - Increased stakeholder engagement
 - Furthering partnerships
 - Acting on opportunity

CORE FUND LEVERAGING

Visual representation of core funding leveraged to current/projected project funding.



Core Funding Request

Current RDCK
Core Funding = \$15,000



Increase over 2 years

Year 1 +
\$15,000

Core Funding =
\$30,000

\$7,500 - Part Time Comms Role
\$7,500 - Wages

Year 2 +
\$15,000

Core Funding =
\$45,000

\$2,500 - Part Time Comms Role
\$7,500 - Wages
\$5,000 - Resource Leverage

Additional Funding Allocation

Additional RDCK Funding \$30,000

\$10,000

Communications Role
Enhance Communication

- Effectively communicate the RDCK's actionable efforts in addressing food security
- Amplify our communication strategies and sustain year round
- Fairly disseminate critical information about food security matters

#2
\$15,000

Wages
= 1 additional day/week

- Extends our capacity from 1 to 2 days a week
- Dedicate more time to understanding and address community food security needs

\$5,000

Resource Leveraging
Matching Contributions

- Sustains Council's neutrality by reducing competition for funding with other organizations
- Supports the initiation of strategic partnerships and projects critical to advancing our food security needs.

Food For Thought

- The core work of the CKFPC falls outside the purview of standard funding programs and cycles.
- Food security funding is competitive, the objective of the FPC is to remain a neutral facilitator, ensuring impartial support across the region.
- Amidst competitive funding cycles, the CKFPC champions collaboration in order to find broad opportunities to optimize resource utilization.



SECTION 3 : PROJECT PROPOSAL

GROW & CONNECT INTERIOR



PROJECT OVERVIEW

LCIC ➡ Tru GIS ➡

EARLY CONCEPT

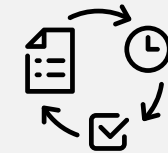
- Generate insight and connections to enhance local food supply chains
- Used relational mapping tools to visualize

PARTNER DEVELOPMENT

- Project grew into partnership exploring use cases for the tool
- Identified need for a more sophisticated version of the software

PROJECT EVOLUTION

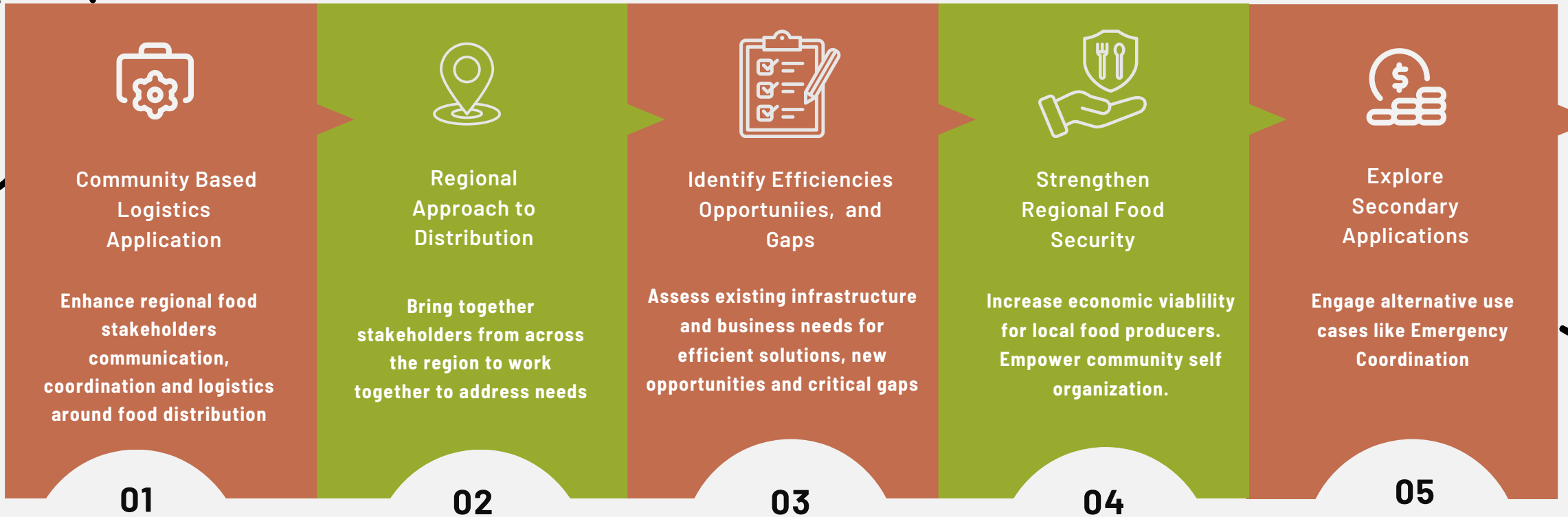
- Successful funding campaign underway
- Custom Software Application / Pilot Projects
- Kootenay Pilot / Community-Based Logistics



KOOTENAY PILOT OBJECTIVES

The Kootenay Pilot Components:

- Community Based Logistics dev
- Route testing/development



KOOTENAY PILOT

THE ITERATIVE PROCESS

Ideation/Solutions

Consider set of solutions for implementations and stakeholder feedback.

Measure/Analyze/Identify

Assess feedback and data for critical issues and user experience

Gather Feedback

Gather feedback from route testing and user feedback.

Engage Stakeholders

Identify key stakeholders for project committee, feedback and testing

Develop MVP - Software

Identify basic product functionality needed. Include further features after identified.

Test Routes

Work with stakeholders to test routes and software functionality



FUNDING OVERVIEW

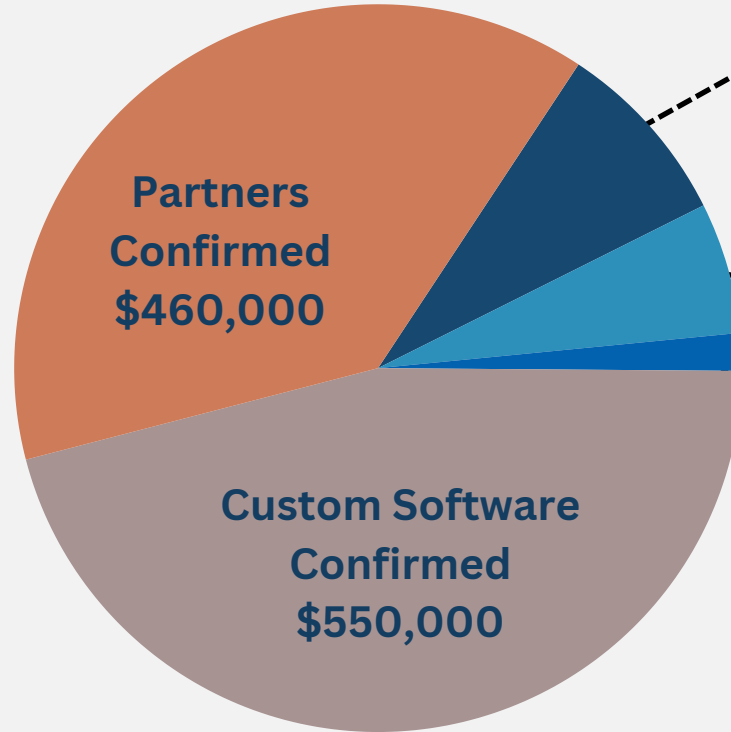
TOTAL PROJECT =
1.2 MILLION

SOFTWARE DEVELOPMENT =
\$550,000

KOOTENAY PILOT =
\$100,000 FUNDED OF \$190,000

KOOTENAY PILOT REQUIRES
\$90,000 TO FULFILL ITS
FUNDING COMMITMENTS

RDCK REQUEST
= \$20,000



Kootenay Pilot
Confirmed
\$100,000

Kootenay Pilot
Unconfirmed
\$90,000

RDCK
Request
\$20,000

\$5,000
Project
Management

\$15,000
Costs
(Marketing,
Travel, Supplies)



We thank you for your time and questions. Further details on the Central Kootenay Food Policy Council's background, core funding proposal and Grow & Connect Interior request can be found in the information overview provided.

AGM - June 14th at Elk Root Conservation Society in Passmore.

CENTRAL
KOOTENAY
FOOD POLICY
COUNCIL 42L



ed@ckfoodpolicy
www.ckfoodpolicy.ca



Board Report

Date of Report: May 1, 2024
Date & Type of Meeting: May 16., 2024 Open Board Meeting
Author: Shari Imada, Senior Energy Specialist
Subject: KOOTENAY CLEAN ENERGY TRANSITION (KCET)
File: REPORT 10-5200-20-KCET
Electoral Area/Municipality: All Electoral Areas / Municipalities

SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to present the Board with the attached final report on the Kootenay Clean Energy Transition (KCET) pilot project initiated in 2020. KCET is a program of the Community Energy Association (CEA).

SECTION 2: BACKGROUND/ANALYSIS

KCET is a tri-regional program, delivered in the regional districts of Kootenay Boundary, East Kootenay and Central Kootenay, with an advisory committee which includes representation from: local governments, education institutions, and employment services. The overarching purpose of the KCET pilot project was to expedite the adoption of carbon emission reduction actions by Kootenay residents, organizations, governments and First Nations, while supporting broad market transformation. The KCET pilot project targeted the two highest emitting sectors: buildings and transportation.

The KCET pilot program built on the success of previous initiatives, such as the Carbon Neutral Kootenays Project delivered for Columbia Basin communities (2009-2012) followed by the Kootenay Energy Diet, as well as the Accelerate Kootenay 1.0 Project for which the RDCK was awarded a FCM Sustainable Communities award, and UBCM Community Excellence (Excellence in Sustainability) Award.

In February 2020 the RDCK board resolved to contribute \$30,000 over two years to CEA for the purpose of participating in the KCET pilot project. The 2nd and final installment was paid to CEA in December 2022. CEA has been able to leverage an additional \$700,000 for direct project delivery through funding partnerships with BC Hydro, FortisBC and Columbia Basin Trust to continue to provide services to RDCK residents and organizations through several initiatives.

A summary of KCET initiatives as pertinent to the RDCK is as follows:

Capacity Building – High Performance Buildings

The building community is being continually impacted by changes to the building code, and related provincial policies and regulations aimed to reduce carbon emissions. Many of the current [CleanBC](#) grants available provincially are meant to incentivize residential energy efficiency upgrades require that home owners work with contractors that have been qualified under certain programs – namely the [Home Performance Contractor Network \(HPCN\)](#). It was identified at the onset of the KCET program that there was a lack of HPCN qualified

contractors across the RDCK. This capacity building initiative addressed key barriers to low carbon technology adoption, including: lack of knowledge, increased cost, and local access to qualified contractors.

The objectives of the KCET initiative were to:

- facilitate 50+ contractor capacity building sessions,
- increase Home Performance Contractor Network (HPCN) registered contractors by 300% by end of 2023,
- facilitate 18 post-secondary enrichment sessions, and
- host 2 annual community workshop series.

Current Status:

Contractor Capacity -

Over the 3 years of the KCET program, 37 training events on high performance buildings, were delivered to 710 contractors across the 3 regional districts. Training events were delivered online and in person, in collaboration with training partners such as: HPCN, Canadian Home Builders’ Association (CHBA) - South Okanagan chapter, BC Housing, and Thermal Environmental Comfort Association (TECA), and concentrated on topics such as: heat pump installation and sizing, building envelope best practices, air sealing, solar energy systems, and rebates and financing models. KCET also hosted BBQ sessions with information on energy efficient wall systems, mechanical systems, and how to gain membership with HPCN.

[Contractor capacity training sessions](#) are advertised on the RDCK website and on social media, and will continue through fall 2024 under this program. KCET also issues regular newsletters to an established contractor mailing list, and has built a solid social media network.

HPCN Membership -

KCET worked alongside the RDCK, RDEK and our [Regional Energy Efficiency Program \(REEP\)](#) over the last two years to increase registration in, and membership to HPCN. Upon registration, open to any contracting firm, contractors must give references for work performed, and attend training to achieve HPCN membership. The following table, derived from the KCET Insights Report and HPCN data, shows the significant progress in attaining members for the RDCK specifically (results have been updated from the KCET Insights Report to show the current number of registrants and members):

Sector	HPCN Registrants (membership in progress)		HPCN Active Members		
	December 2022	March 2024	January 2022	December 2022	March 2024
HVAC	24	17	1	12	19
Insulation	31	20	0	1	4
Windows and Doors	7	13	1	0	4

It is recognized that the current HPCN membership, especially in the categories of insulation and windows and doors, still require support in order to meet market demands. To this end, HPSC is in the process of hiring a ‘boots on the ground’ outreach staff person to support contractors to both register in the HPCN and to help them through the membership process (including reference checks and training).

Post-Secondary Enrichment –

KCET staff had difficulty in engaging with Selkirk College and College of the Rockies staff early on in the program due to COVID-19 challenges. However, in addition to workshops on building retrofits and air sealing, KCET has recently been able to offer a series of lunch and learn sessions at both colleges, plus plans for train the trainer sessions for 2024.

Community workshops –

KCET delivered a series of webinars to the public on energy efficiency and sustainability topics, including: energy retrofits 101, heat pumps, solar array systems, financing and rebate and financing opportunities, and e-mobility.

Accelerate Kootenays 2.0 (EV Public Charging Program)

Accelerate Kootenays 2.0 was designed to be the next phase in the acceleration of the growth of EV charger infrastructure and usage, and EV adoption resulting from a marketing and outreach campaign that was realized in the successful, award-winning Accelerate Kootenays 1.0.

This program was mainly funded by Canada’s [Zero Emission Vehicle Infrastructure Program \(ZEVIP\)](#), and offered a 50% grant for public EV chargers, which translates to up to \$5,000 per level 2 charger installed. The program had the goal of installing 90 level 2 public chargers across the RDEK, RDCK and RDKB.

Current Status:

Over 100 eligible sites were identified and pursued across the 3 regional districts, however the uptake to the project was limited. Reasons for the lack of uptake were identified as:

- Competing priorities during and after the COVID-19 pandemic event
- Lack of capacity to navigate the steps of confirming and/or expanding electrical servicing (note that attempts from KCET to provide extra support in this area did not result in any additional uptake)
- For fast charging sites, concerns over ongoing costs associated with equipment.

The project resulted in 6 level 2 EV chargers installed in the RDCK. In the RDEK, 19 level 2 chargers were installed, and 2 fast chargers were installed in the RDKB (at Big White Resort).

Next Steps

The KCET pilot program has been successful in increasing contractor capacity in delivering high performance buildings, which has contributed to the increase in HPCN membership. Insights and barriers have been identified in the process, which will lend well to determining how KCET can continue to support the building industry with the current market transformation.

For the next iteration, KCET 2.0, CEA is proposing to develop a sustained Community of Practice (CoP) with members who share a common goal of increasing local capacity in the construction industry for an energy efficient, low carbon, resilient future. The CoP will ideally consist of local governments, economic development organizations, skill development agencies, local post-secondary institutions and other stakeholders with shared interest. The CoP will explore ideas to further support contractors in this market transformation, including: promotion of HPCN trade registration and membership, networking, resources and support, and a possible ‘contractors collective’ which would provide a framework, administrative and technical supports designed to alleviate barriers and create the capacity for small businesses to accelerate in this direction.

Funding applications are currently in development to support the CoP concept. There has been no indication that CEA will be requesting funds from the RDCK to participate in the CoP. It is expected that the Senior Energy Specialist will continue to represent the RDCK for KCET initiatives as detailed in their current workplan allocation for Demand Side Management – Community Buildings.

At this time, there are no plans for the continuation of Accelerate Kootenays (EV Public Charging Program). However, there are other delivery organizations in BC who are able to facilitate the ZEVIP grants for interested parties. As well, there are grants available through [CleanBC](#) for public, workplace and multi-residential chargers.

SECTION 3: DETAILED ANALYSIS

3.1 Financial Considerations – Cost and Resource Allocations:

Included in Financial Plan:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Financial Plan Amendment:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Debt Bylaw Required:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Public/Gov’t Approvals Required:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

In February 2020 the RDCK board resolved to contribute \$30,000 over two years to CEA for the purpose of participating in the KCET pilot project. The final installment was paid to CEA in December 2022.

3.2 Legislative Considerations (Applicable Policies and/or Bylaws):

This program has supported residents in transitioning to the [CleanBC Roadmap to 2030](#) and resultant codes and policies. It also works towards the Board’s commitment to greenhouse gas emissions reduction targets of 50% below 2018 levels by 2030 and 100% by 2050 and the Board’s Declaration of Climate Action Imperative.

3.3 Environmental Considerations

KCET delivers initiatives that reduce greenhouse gas emissions and energy costs, and increases energy resiliency across the RDCK.

3.4 Social Considerations:

KCET’s building sector programs supports residents in achieving energy retrofits that can both reduce greenhouse gas emissions and energy usage, and increase energy resiliency. Accelerate Kootenays 2.0 supported additional public EV chargers across the regional district, which strengthened the ability of residents to utilize low carbon transportation alternatives.

3.5 Economic Considerations:

KCET works with contractors and trades in the building sector through broad market transformation. This effort will provide jobs and opportunities that support residents, families and communities.

3.6 Communication Considerations:

The RDCK supports KCET in communicating their initiatives to residents and businesses by participating in coordination efforts with RDKB, RDEK, municipalities and programs and through the RDCK website and social media.

3.7 Staffing/Departmental Workplan Considerations:

Supporting KCET on these initiatives is in the Senior Energy Specialist's workplan.

3.8 Board Strategic Plan/Priorities Considerations:

It also aligns with the Board's strategic priority of energy efficiency and environmental responsibility.

SECTION 4: OPTIONS & PROS / CONS

N/A.

SECTION 5: RECOMMENDATIONS

None at this time.

Respectfully submitted,
Shari Imada, Senior Energy Specialist

CONCURRENCE

Manager of Community Sustainability – Dan Seguin	Approved
GM Development and Community Sustainability – Sangita Sudan	Approved
Chief Administrative Officer – Stuart Horn	Approved

ATTACHMENTS:

Attachment A – Kootenay Clean Energy Transition (KCET) Insights Report



Kootenay Clean Energy Transition (KCET)

Insights Report

To: KCET Stakeholder Organisation

From: Rachel Buskie, Community Energy Association

Date: March 12, 2024

Re: Kootenay Clean Energy Transition 1.0 Insights



Table of Contents

Insights Report.....	1
Table of Contents.....	2
Executive Summary	4
Introduction.....	8
INSPIRING COLLABORATION.....	10
CORE PROGRAM DELIVERY PARTNERS	11
VALUE-ADD PARTNERSHIPS	12
ADVISORY COMMITTEE	13
KCET Implementation	15
PHASE 1 SCOPE: 2020-2021.....	15
PHASE 2 SCOPE: 2022-2023.....	18
PROJECT OUTCOMES AND INSIGHTS.....	20
CONTRACTOR CAPACITY BUILDING	20
REGISTERED HPCN CONTRACTORS.....	21
POST-SECONDARY ENRICHMENT.....	24
MICRO PILOT - COLUMBIA VALLEY HEAT PUMP	24
COMMUNITY TRAINING	26
VALUE-ADD OUTCOMES AND INSIGHTS.....	27
NEW RETROFIT EXPERIENCE.....	27
RETROFIT 101 COMMUNICATIONS TOOLKIT	28
ACCELERATE KOOTENAYS 2.0.....	29
COMMUNICATIONS AND VISIBILITY	30
THE HUB & HIGH-PERFORMANCE NEWSLETTER.....	30
SOCIAL MEDIA	30
SUMMARY OF OPERATIONAL INSIGHTS	31
CONTRACTOR AND TRADES ENGAGEMENT	31
COMMUNICATIONS & MARKETING:.....	32
EVENT PLANNING & DELIVERY:.....	32
.....	34

Graph 3, Output Key Performance Indicators: 34

Moving Forward: KCET 2.0..... 35

SCOPE OF KCET 2.0 36

 CONTINUED CAPACITY BUILDING AND TRAINING..... 37

 COMMUNITY OF PRACTICE..... 39

 CONTRACTORS COLLECTIVE..... 40

Conclusion..... 41

Appendix A: Engagement 42

Appendix B: Social Media Performance 47

Appendix C: Lessons Learned 49

Executive Summary

In 2019, Community Energy Association and Kootenay Employment Services partnered to develop the Kootenay Clean Energy Transition (KCET) pilot project with the intention of addressing key barriers to low carbon technology adoption: knowledge, cost and local access. KCET set out to support broad market transformation in the sectors of built environment and transportation, leading to a workforce that was prepared for the clean energy transition. Over the course of 2020, funding was secured, and the project has been delivered over the past three years across the Kootenay region.

KCET had a vision that aligned with local, regional and provincial ambition:

Through the Clean Energy Transition Pilot, the Kootenays will lead BC in reaching CleanBC's 2030 and 2050 GHG emission reduction targets and will provide an approach that can be replicated in other regions across BC and Canada. The Pilot will develop a trained and capable workforce, creating capacity to support the promotion and installation of low carbon technologies beyond the project timeline. The project will support the growth of the clean energy industry, creating economic resilience and strength.

As signatories to the Climate Action Charter, and early leaders in regionally-coordinated climate action, the Regional Districts of Kootenay Boundary, Central Kootenay and East Kootenay were seed funders to this pilot project, each committing \$30,000 at the outset of the project, from which an additional \$700,000 was leveraged for direct project delivery through funding partnerships with BC Hydro, FortisBC and Columbia Basin Trust. In addition, several other key project partnerships beyond the Kootenay region were enabled through the KCET pilot project:

Table 1: Key Project Partnerships:

Project Name + Scope	Value	Partners
New Retrofit Experience: to develop a visual energy tool and bundle evaluation	\$184,000	MetroVan, Township of Langley and City of Vancouver
Retrofit 101: to develop marketing and communications material for contractors and realtors.	\$75,000	Port Moody, Capital Regional District and British Columbia Real Estate Association
Accelerate 2.0: to expand EV charging infrastructure in the Kootenay region	\$1 M	Natural Resources Canada

Partnerships were strengthened across the region and the province – providing opportunity for the workforce in the Kootenays to benefit from some of the top trainers and facilitators in the building science sector. Key partnerships established through the KCET pilot include:

- Home Performance Stakeholder Council (HPSC) and Home Performance Contractors Network (HPCN).
- Chambers of Commerce, skill and economic development agencies.
- Industry stakeholders including Building to Electrification Coalition (B2E) & BC Housing.
- Industry and trade associations including Canadian Homebuilders Association of BC (CHBA-BC) Building Officials Association of BC, Thermal Environmental Comfort Association (TECA), Heating, Refrigeration and Air Conditioning Institute of Canada (HRAI), North American Insulation Manufacturers Association (NAIMA), British Columbia Building Envelope Council (BCBEC) and the Fenestration Association of BC (FENBC).
- Local institutions including College of the Rockies and Selkirk College.

As a pilot project, KCET allowed for learning, iteration, and nimbleness to respond to new opportunities and insights along through project delivery. There were several key developments that required the delivery team to evaluate and pivot the program:

- The COVID-19 Pandemic:
 - Immediate termination of in-person engagement.
 - Significant interruption in supply-chain, including of heat pumps, EV equipment, etc.

- Federal Greener Homes Grant and Loan program:
 - A new program was launched at the federal level, requiring the team to navigate integration with CleanBC, HPCN, BC Hydro and FortisBC rebate programs and mandatory eligibility requirements.
- Province of BC Virtual Energy Rating System:
 - This tool will be available to all residents in BC to better understand their home’s energy efficiency.
 - This element of KCET pivoted to work with other jurisdictions to develop a detailed model based on local data and energy efficiency bundles (New Retrofit Experience program).
- Home Performance Contractors Network:
 - Early in project, it was announced that CleanBC, BC Hydro and FortisBC retrofit grants and rebates would apply only to retrofit activities performed by a HPCN contractor.
 - The mandatory eligibility requirement required that the training and workforce development activities facilitated through KCET directly supported the growth of HPCN contractors.

Despite significant events like the COVID-19 pandemic, and on-going changes and enhancements to federal and provincial-level policy and programs, KCET has delivered high-value training, workforce development and program insights over the 3-year period, leading to clarity in the gaps and key opportunities for maximum impact.

Engagement in the program has only grown year-by-year, and there is a clear need for continued support for trades and contractors, and that future provincial policy only heightens the importance of industry-focused support. Over the course of the KCET pilot project, over 710 trades, contractors, builders and homeowners have engaged through training and workshops focused on high-performance building and mechanical systems. There has been a 300% growth in HPCN registered contractors.



Photo 1: Retrofit Training: Mechanical Systems & Heat Pumps – Castlegar, Nov 7, 2022.

“KCET has been instrumental in boosting the regional capacity of HPCN by consistently collaborating with local districts, utilities, the province, and CEA to recognize and resolve issues related to capacity. Additionally, KCET has effectively addressed concerns by conducting mandatory training, (such as TECA) within the region. Moreover, KCET has played a significant role in assisting the HPSC in streamlining the reference check processes, resulting in a quicker onboarding of contractors. The HPSC and CEA will continue to collaborate closely, ensuring a seamless partnership in addressing and resolving various aspects related to the enhancement of regional HPCN capacity.”

Jovan Cheema, Home Performance Stakeholder Council

The next iteration of KCET will leverage the lessons learned and insights gained over the past 3 years to focus on the highest impact opportunities. KCET 2.0 will continue to support the building industry with objective information on new government policies, high-performance buildings, energy retrofit processes and mechanical systems that meet CleanBC objectives and targets. KCET 2.0 will continue to build capacity in the trades and in communities:

- Delivering subsidised training to contractors and post-secondary construction students & homeowners.
- Supporting the expansion of HPCN registered trade contractors.
- Providing training on legislation like the forthcoming Highest Efficiency Equipment Standards and the Alterations Code.

Extensive engagement with municipalities and post-secondary institutions is also critical in order to prepare the workforce going forward. KCET 2.0 will support mentorship and apprenticeship opportunities including:

- Integrating clean tech into current trades training.
- Workforce re-training and upskilling for trades that no longer want to be on the tools (mentorship or building/energy advising).

All KCET partners and funders have contributed to the incredible impacts of the KCET pilot project. It is through continued collaboration and a focus on long-term market transformation that will result in the Kootenay region being prepared for and benefiting from clean energy transition.

Introduction

The Paris Climate Agreement, the Intergovernmental Panel on Climate Change (IPCC), and numerous global organizations have established the imperative for significant emission reductions and a transition to a low carbon economy. British Columbia's CleanBC Plan commits the Province to reducing 40% of our annual GHG emissions by 2030 and 80% by 2050 (based on 2007 GHG emissions). Achieving this target requires rapidly scaling up action by municipalities, who have control or influence over 50% of Canada's greenhouse gas emissions.¹

*Municipalities
have control or
influence over
50% of Canada's
GHG emissions*

All Kootenay local governments are signatories to the Climate Action Charter, committing them to work towards carbon neutrality in corporate operations, and support community-wide emission reductions. Some communities have gone further, adopting a resolution to work towards 100% renewable energy by 2050. The Regional District of Central Kootenay has declared a Climate Imperative (similar to a Climate Emergency, which over 30 other local governments in the Province of BC have also declared). Communities are interested in supporting initiatives that respond to climate change through locally relevant low carbon solutions.

In the Regional Districts of Kootenay Boundary, Central Kootenay and East Kootenay collectively, buildings represent over 50% of community-wide emissions² and is one of the most challenging sectors to address, particularly as it relates to existing buildings. The rural nature of the Kootenay region contributes to high transportation-related emissions as well, with almost 40% of total community emissions associated with that sector.

Jurisdictions across North America have explored the barriers and opportunities for deep emission reductions in the building and transportation sectors. Reaching the emission targets that are necessary to avoid the catastrophic impacts of climate change in the future require creative, collaborative and innovative solutions.

In 2019, Community Energy Association (CEA) and Kootenay Employment Services (KES) partnered to conceptualize the Kootenay Clean Energy Transition (KCET) pilot project with the intention of addressing key barriers to low carbon technology adoption: knowledge, cost and local access. The pilot project set out to support broad market transformation in the sectors of built environment and transportation, leading to a workforce that was prepared for the clean energy transition. Over the course of 2020, funding was secured, and the project has been delivered over the past three years across the Kootenay region, facilitated by Community Energy Association.

¹ <https://www2.gov.bc.ca/gov/content/environment/climate-change/get-involved/local-gov>

² <https://www.communityenergy.ca/climate-action-planner/> The Climate Action Planner provides a high-level inventory and planning tool for local governments and regional districts across BC.

From the outset KCET had a vision that aligned with local, regional and provincial ambition:

Through the Clean Energy Transition Pilot, the Kootenays will lead BC in reaching CleanBC's 2030 and 2050 GHG emission reduction targets and will provide an approach that can be replicated in other regions across BC and Canada. The Pilot will develop a trained and capable workforce, creating capacity to support the promotion and installation of low carbon technologies beyond the project timeline. The project will support the growth of the clean energy industry, creating economic resilience and strength.

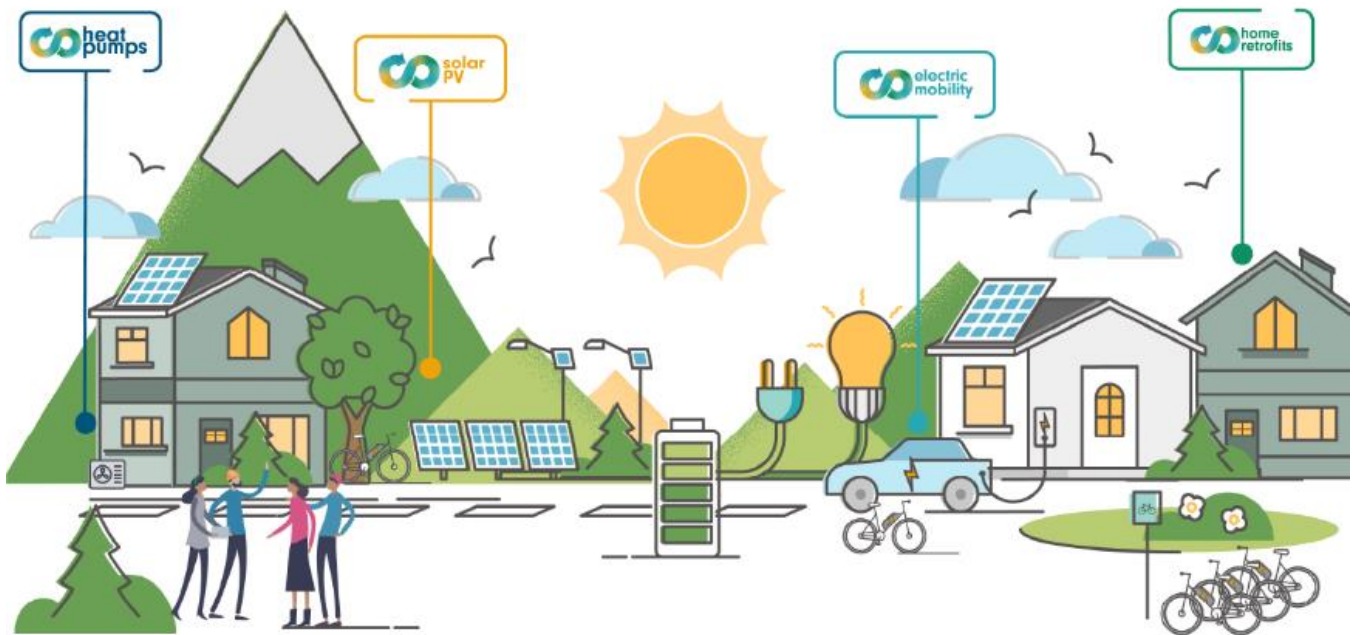
The delivery of the KCET pilot began in 2021 as a tri-regional initiative with the following key objectives:

- Reduce GHG emissions in the Kootenays, targeting the two highest emitting sectors (existing buildings and transportation).
- Better understand and address key barriers to deep retrofit and low carbon technology adoption in rural environments, including knowledge, cost and local access.
- Provide localized capacity building in the workforce and post-secondary environments to accelerate transition in the low carbon and clean energy sectors.

The KCET pilot project set out to accelerate capacity building, education and market transition in the key areas of heat pumps, solar PV, electric mobility and holistic home retrofits.



Photo 2: Builders Barbeque – Trail, September 12, 2023



INSPIRING COLLABORATION

The Kootenay Clean Energy pilot project was envisioned by CEA and KES to prepare the Kootenay region workforce for the economic development opportunity presented by ambitious climate action. Several critical provincial targets and policies³ indicated the importance of supporting workforce readiness, including:

- Zero-carbon new construction by 2030
- Highest efficiency standards for new space and water heating equipment (100% efficiency by 2030)
- Home energy labelling + Virtual Energy Rating System
- Zero Emission Vehicle Standard (100% EV sales by 2040)

Typically, technical training opportunities require trades and contractors to travel from the Kootenay region, creating a challenge for the industry to stay current on emerging technology, practices, and policies. Enabling access to localized training would provide opportunity for more engagement by the workforce to access training, and as a result, provide residents of the Kootenay region with contractors and trades that were knowledgeable of the opportunities to reduce their own energy consumption and greenhouse gas emissions.

³ The CleanBC Roadmap summarizes the key actions and strategies to 2030 https://www2.gov.bc.ca/assets/gov/environment/climate-change/action/cleanbc/cleanbc_roadmap_2030.pdf

Addressing the gap in access to workforce training and ensuring that content and context was specific to the climate and rural nature of the Kootenays required a strong collaboration of both funders and program delivery agents. Further, it was strategic to ensure Kootenay communities were learning from other jurisdictions and contributing insights to new projects and initiatives led by others. The following sections acknowledge and celebrate the partners involved in the core delivery of KCET.

CORE PROGRAM DELIVERY PARTNERS

The Regional Districts of East Kootenay, Central Kootenay and Kootenay Boundary supported the seed funding for the KCET pilot project, providing \$15,000 during 2021 and again in 2022. This initial commitment of \$90,000 enabled an additional \$710,480 to be leveraged for project delivery. The early leadership by the Regional Districts ensure the project could be delivered across the region and provide the critical training and capacity building required to ensure residents a) are eligible for grants and rebates and b) have access to qualified and skilled trades and contractors.

Additional funding was provided by Community Energy Association, BC Hydro, FortisBC and Columbia Basin Trust, and is summarized in the table below:

Table 2: Core Program Delivery Partners:

Funder	Amount
Regional District of East Kootenay	\$30,000
Regional District of Kootenay Boundary	\$30,000
Regional District of Central Kootenay	\$30,000
Community Energy Association	\$30,000
BC Hydro	\$267,000
FortisBC	\$200,000
Columbia Basin Trust	\$213,480
Total Project Delivery Funding:	\$800,480

In addition to funding partnerships, organizations across BC contributed to the success of the KCET pilot. These partnerships will continue to be engaged as the project takes on the next iteration. It is because of the leadership of the Regional Districts and the commitment of the funders that the following organizations have dedicated significant time and effort to support the enhancement of workforce capacity building in the Kootenays. The key partners in the successful delivery of KCET include:

- Home Performance Stakeholder Council (HPSC) and Home Performance Contractors Network (HPCN).
- Chambers of Commerce, skill, and economic development agencies.

- Industry stakeholders including Building to Electrification Coalition (B2E) & BC Housing.
- Industry and trade associations including Canadian Homebuilders Association of BC (CHBA-BC) Building Officials Association of BC, Thermal Environmental Comfort Association (TECA), Heating, Refrigeration and Air Conditioning Institute of Canada (HRAI), North American Insulation Manufacturers Association (NAIMA), British Columbia Building Envelope Council (BCBEC) and the Fenestration Association of BC (FENBC).
- Local institutions including College of the Rockies and Selkirk College.
- Province of BC government staff (Building Standards Branch and Ministry of Energy, Mines and Low Carbon Innovation).

The regional coordination of training, capacity building and engagement has been recognized by all these organizations as an effective approach to addressing gaps in workforce development.

VALUE-ADD PARTNERSHIPS

In addition to the core program delivery partners, collaborations outside of the Kootenay region provided an opportunity for shared learning from other jurisdictions. Through the RDEK Community Energy Manager position that CEA facilitates, additional program elements were enabled through partnership and collaboration with jurisdictions outside the Kootenay region. The New Retrofit Experience and Retrofit 101 projects were coordinated externally to the KCET pilot, but the results will be shared across the Kootenays in the spirit of collaboration and maximum impact.

The outcomes of these projects are further described in the KCET Outcomes section.

Building from the success of the Accelerate Kootenays project, which was completed in 2019, Community Energy Association was successful in securing \$1 Million in infrastructure funding from Natural Resources Canada to expand both DC Fast Charging and Level 2 infrastructure across the Kootenays. Accelerate 2.0 was facilitated by Community Energy Association.

The total value of these projects is summarized in the following table:

Table 3: Valed Added Partnerships:

Project Name + Scope	Value	Partners
New Retrofit Experience: to develop a visual energy tool and bundle evaluation	\$184,000	MetroVan, Township of Langley and City of Vancouver Enabled by CEAs role as Community Energy Manager for RDEK
Retrofit 101: to develop marketing and communications material for contractors and realtors	\$75,000	Port Moody, Capital Regional District and British Columbia Real Estate Association Enabled by CEAs role as Community Energy Manager for RDEK
Accelerate 2.0: to expand EV charging infrastructure in the Kootenay region	\$1M	Natural Resources Canada

ADVISORY COMMITTEE

Funders and partners were invited to participate on an Advisory Committee (AC) for the course of the project. The AC provided feedback and input throughout the project. The following members have been active participants and helped to shape the program over the course of three years:

Table 4: Phase 1 Pilot - Insights and Outcomes:

Partner Organisation	Representative
City of Nelson	Avi Silberstein
City of Nelson	Carmen Proctor
College of the Rockies	Paul Tiege
Kootenay Employment Service	Hugh Grant
Regional District East Kootenay	Megan Lohmann
Regional District Central Kootenay	Shari Imada
Regional District Central Kootenay	Paris Marshall Smith
Regional District Central Kootenay	Daniel Sequin
Regional District Kootenay Boundary	Freya Phillips

Regional District Kootenay Boundary	Goran Denkovski
Selkirk College	Laura Rethoret

KCET Implementation

As a pilot program, the outcomes and lessons learned of KCET have contributed to a clear understanding of the needs of the building industry, and opportunities for scaling and deepening workforce development and implementation of emission reduction solutions in the sectors of built environment and transportation.

Throughout the implementation phase of this initiative, the target audiences included:

- Builders, contractors, tradespeople and building officials.
- Post-secondary institutions, trades instructors and students.
- Homeowners and consumers
- Building Supply Stores

As will be detailed in the following sections, over 710 members of the building community accessed training and capacity building on high performance construction and mechanical systems. For the first time ever, technical training was provided to electricians seeking to upskill for EV infrastructure deployment, and partnerships were strengthened with industry organizations across the province. KCET has established a strong foundation for the transition to a low carbon economy.

PHASE 1 SCOPE: 2020-2021

Phase 1 of the KCET pilot was supported through seed funding from each Regional District (\$15,000) and match funding secured through BC Hydro for micro pilot development. Value-add projects of New Retrofit Experience, Retrofit 101 and Accelerate 2.0 were also initiated in 2021.

During this initial phase, a number of events required very early evaluation of the project scope and approach:

- The COVID-19 global pandemic affected the original schedule and plans for hands-on training sessions, in-person community engagement and a reality that priorities of municipalities across BC were shifting to respond to the situation.
- Personnel changes at Kootenay Employment Services left a resource gap, which CEA filled with expanded capacity in mid-2021.
- Launch of the new Federal energy efficiency rebate programs provided added complexity to pilot projects expecting to leverage incentives.
- The launch of the Home Performance Contractors Network put a pause on training sessions to ensure sessions would increase contractor preparedness for changing industry requirements.

To navigate these factors, CEA remained agile, as the shifting climate action, rebate, retrofit and electrification landscapes, changed we responded to local needs and sought collaborations and funding opportunities to advance the KCET initiative and to support the adoption of low carbon technologies.

The key activities initiated in Phase 1 of the pilot provided very early insights into the development of additional grants to expand the scope of work. The insights and outcomes that would inform additional funding applications and the next phase of the project are summarized in the table below:

Table 5: Phase 1 Pilot - Insights and Outcomes:

Pilot element	Pilot scope	Insights
Insulator trades training	Focusing on improving envelope of existing homes	CleanBC mandatory eligibility requirements introduced through Phase 1 accentuated the need to expand training for Phase 2.
Heat Pump Training	Initial training through TECA coordinated for early 2022	CleanBC mandatory eligibility requirements introduced through Phase 1 accentuated the need to expand training for Phase 2.
Micro pilot - Columbia Valley heat pump	Homeowner engagement and heat pump training	Technical readiness of trades was identified as a gap – this pilot emphasized the need for coordination of extensive training for heat pump installers.
Accelerate Kootenays 2.0	Expansion of EV charging infrastructure and provision of electrician training	Significant interest from electricians to understand EV charging infrastructure.
Participating on B2E subcommittee for Industry Capacity	Participate in subcommittee to gain perspective, insights and remain up to date on policies and training	Strategic opportunity to remain engaged at a provincial level and learn from other jurisdictions/share realities of climate zone 6
Home Energy App	Develop an app for homeowners to virtually assess their energy efficiency and retrofit opportunities	Early in Phase 1, the Province of BC indicated their plan to introduce the Virtual Energy Rating System app. This required a pivot from this element to not duplicate efforts.
New Retrofit Experience	Collaborative project to develop a model and retrofit bundles for partner municipalities	Pivot from home energy app provided an opportunity to work with other jurisdictions to create a model and evaluate retrofit ‘bundles’ specific to the region.

Retrofit 101 Communications Toolkit	Communications toolkit to support contractors and realtors with the language to introduce retrofits to clients.	Contractors and realtors are relied upon heavily by homeowners for advice; equipping them with materials and language would be critical.
---	---	--

Phase 1 was a significant learning curve for the Advisory Committee and the participating communities as the shifts in the landscape, particularly for supporting home retrofits, was changing significantly. To align with provincial direction, CEA engaged regularly with staff at both the Province of BC and HPSC to ensure that the direction for future phases of KCET aligned and complemented the direction of the Province. It was important to not duplicate efforts, and to ensure the Kootenay region was not just reacting but was strategically prepared to participate and benefit from provincial and federal programs.



Photo 3: Retrofit Training: The Building Envelope – Castlegar, November 8, 2022

PHASE 2 SCOPE: 2022-2023

With significant financial contributions between 2022 and 2023 from the Columbia Basin Trust, BC Hydro and FortisBC, KCET was able to clarify and expand the original scope to deliver on the following core activities that leveraged and deepened the work started in 2021.

Table 6: Contract Obligations with Phase 2 Core Funders:

Phase 2 Element	Phase 2 Scope	Insights leveraged
Readiness surveys (homeowner and contractor)	Two readiness surveys in 2022	Gathering ongoing feedback is important to ensure we are reflecting the needs of industry and homeowners
Retrofit communications toolkit for contractors and realtors	Oversee development, testing, and roll out retrofit communications.	Need identified need for communications tools for industries that have the closest ties to homeowner decision making
Facilitate 18 post-secondary enrichment opportunities over 3 years with College of the Rockies and Selkirk College.	Initial scope was to deliver 18 post-secondary sessions, however COVID-19 limited the college's ability to participate. Scope was pivoted to increase contractor training for this phase.	Updating institutional curriculum has a lag-time that means emerging technologies and high-performance construction approaches must be addressed through special programs/training opportunities.
HPCN registered contractors	Increase HPCN registered contractors located in the region by 300% by the end of 2023 (based on contractors registered January 1, 2022)	Focus on HPCN registered contractors was a significant priority identified through Phase 1, as mandatory requirements were introduced through the CleanBC rebate program. The focus on this, tied to contractor training was essential to ensure homeowners has access to qualified contractors.
Community workshops and engagements	Facilitate 2 workshops annually that highlight clean energy technologies, whole home performance,	While critical to elevate the training and knowledge of trades, ensuring homeowners had a baseline of information

	deep energy retrofits and local case studies	was identified as a priority through Phase 1
Scope and create an online clean energy hub	Develop a hub for Basin communities to access information on clean energy concepts, rebates, local case studies and skilled contractors.	Wherever possible, centralizing and streamlining information for the public is critical.
Training Events for Contractors	<p>Initial scope was to deliver both college-focused training and external training.</p> <p>Scope of Phase 2 was to expand the training available, providing opportunity across the whole Kootenay region.</p>	<p>KCET took a strategic decision in 2022 to provide courses to build capacity in trade contractors external to the Colleges, as they were unable to accommodate as a result of COVID-19 disruptions.</p> <p>Contractor Training has become the backbone of the KCET Program of Work – providing significant value to trades and contractors in the region and encouraging HPCN registration and membership.</p>

PROJECT OUTCOMES AND INSIGHTS

The KCET project has exceeded the goals and targets set out for trades and contractor engagement and has shifted the landscape for workforce readiness as we approach GHG emission reduction targets and policy implementation timelines.

CONTRACTOR CAPACITY BUILDING

From the outset of the KCET pilot program, it was acknowledged that access to the training and capacity building required of trades and contractors was not accessible to the extent required in the Kootenay region. This was a top priority for the KCET project, as access to qualified trades and contractors are critical to ensure not only quality of work, but eligibility for homeowner rebates and grants.

CEA facilitated subsidized contractor capacity building sessions to increase awareness of building science and building envelope, insulation, deep energy retrofits, low carbon technologies, and integrated design. During KCET program **37 training events on high performance buildings and mechanical systems were delivered to 710 trade contractors** in the Kootenay region:

- 2021: 3 training events for trade contractors, attracting a total of 49 attendees. This was during the Covid-19 global pandemic when social distancing was necessary.
- 2022: 11 training events planned for trade contractors and delivered 8 events, attracting a total of 132 attendees.
- 2023: 24 training events planned for trade contractors and delivered 23 events, attracting a total of 529 attendees.

37 training events on high performance buildings and mechanical systems were delivered to 710 trade contractors in the Kootenay region.

Photo 4: Builders Barbeque – Trail, September 12, 2023



Kootenay and Boundary region contractors, tradespeople, and other professionals in the building and retrofit space were offered the workshops free or at a subsidized price. At these events, KCET promoted Home Performance Contractor Network (HPCN) registration and membership to increase the number of contractors that were eligible under the CleanBC rebate program.

The growth of participation and engagement in the contractor and trades training is a testament to the ongoing need of these services in the Kootenay region. As the industry prepares for provincial-level policy changes, there is a strategic advantage to having the knowledge and skills to ensure compliance with future regulations. Further, delivering these sessions in the Kootenay region ensures more contractors and trades have access to the information.

Continued engagement with the building industry is a high-impact and high-priority activity.

Appendix A, Engagement, provides a comprehensive list of all training coordinated and delivered during the KCET pilot. Training planned for 2024 is listed in The Scope of KCET 2.0.

REGISTERED HPCN CONTRACTORS

The KCET project has widely promoted Home Performance Contractor Network (HPCN) trade contractor registration in the Kootenay region and will continue to pursue HPCN registrations with KCET 2.0 as this is a critical piece for homeowner eligibility to CleanBC rebate programs.

The HPCN exists to improve quality workmanship in the residential retrofit industry to increase energy efficiency; it is a database of retrofit contractors in British Columbia (BC) that have completed specified training based on the house-as-a-system approach and are subject to ongoing quality assurance checks. Members are promoted in a search tool and homeowners are required to hire an HPCN member to access retrofit rebates from the province of BC and utility providers in the province. As of January 2024, the HPCN includes over 750 British Columbian contractors who have completed the criteria and an additional 900 contractors in the pipeline.

In January 2022 at the outset of Phase 2 of the KCET project, there was 1 HVAC contractor, 1 Fenestration contractor and 0 Insulation contractors registered to the HPCN in the Kootenays. Significant effort was taken early in the KCET project, in coordination with the Nelson EcoSave program and the Regional District of Kootenay Boundary and Central Kootenay staff to increase awareness of the program among contractors in the region.

Some of the early feedback from contractors, which emphasized the need for substantial support included:

“I’m trying to keep my head above water at the moment but will be working away on becoming registered.”

“It is hard right now trying to keep up.”

“I’m unclear on HPCN process and requirements. I want to stay ahead of the curve, but the target keeps moving.”

By the end of 2023, the impact of the training, engagement and communication around the program was evident:

- **32** fully registered members having undertaken all necessary HPCN training in the Kootenays.
- **31** trade registrants in the process of attaining full registered status in the Kootenays.



Photo 5: F280-12 In Practice – Rossland, November 1, 2023

The following table provides a breakdown on the type of trade contractors (HVAC, Insulation or Fenestration installer), and the regions they operate in.

It is notable that RDCK has the most registered contractors. Fenestration trade contractors installing windows and doors are the least available trade in the Kootenay region.

Table 7: HPCN Q3, 2023 Registrations in Progress & Active Members:

Regions	HVAC Registrants (in progress)	HVAC Members (active)	Insulation Registrants (in progress)	Insulation Members (active)	Windows & Doors registrants (in progress)	Windows & Doors registrants (active)
RDCK	10	13	6	1	4	2
RDEK	10	9	1	3	7	4
RDKB	8	5	1	3	4	1
RDCK+RDEK	0	0	1	0	0	0
RDCK+RDKB	1	5	2	2	1	0
RDKB+RDEK	0	0	0	0	0	0
RDCK+RDEK+RDKB	2	0	4	0	1	0

The efforts of KCET have been recognized by the HPCN and the hands-on, in-person approach has yielded results that can be replicated in other regions. Supporting continued access to training and registration of contractors to HPCN is a high priority moving forward, as it ensures homeowners a) have access to CleanBC rebates and b) are receiving quality installations and support.

“KCET has been instrumental in boosting the regional capacity of HPCN by consistently collaborating with local districts, utilities, the province, and CEA to recognize and resolve issues related to capacity. Additionally, KCET has effectively addressed concerns by conducting mandatory training, (such as TECA) within the region. Moreover, CEA has played a significant role in assisting the HPSC in streamlining the reference check processes, resulting in a quicker onboarding of contractors. The HPSC and CEA continue to collaborate closely, ensuring a seamless partnership in addressing and resolving various aspects related to the enhancement of regional HPCN capacity.”

Jovan Cheema, Managing Director, Home Performance Stakeholder Council

POST-SECONDARY ENRICHMENT

During 2021 and 2022, CEA faced difficulties engaging with resource-constrained trades department staff and instructors at both Selkirk College and College of the Rockies (COTR) as a result of the added pressures and challenges associated with the COVID-19 pandemic.

Despite this, Selkirk College's carpentry students were able to engage with the following workshops:

- Selkirk College's carpentry students joined Retrofit Training: The Building Envelope workshop in Castlegar (November 2022)
- Air Sealing Demo at Selkirk College (December 2022)

CEA is currently working with both Selkirk College and COTR on a series of lunch and learn sessions for post-secondary students being held through Q1 and Q2 of 2024, along with train the trainer sessions, also for 2024.

COTR and CEA partnered during 2023 to provide a Solar PV design and installation course at their Cranbrook campus for electrical trade professionals (not post-secondary students). It is the intention to continue to build on this relationship and continue to offer the Solar PV course during 2024.

MICRO PILOT - COLUMBIA VALLEY HEAT PUMP

Early in the KCET project, a small pilot was facilitated in the Columbia Valley with BC Hydro funding. The intent of this pilot project was to support building knowledge, training, and capacity among local trades and contractors to accelerate heat pump adoption and shift the narrative about the suitability of heat pumps in colder regions of the province. CEA delivered a series of awareness and engagement activities on heat pumps along with trades technical training and capacity building.

This pilot was significantly impacted by the COVID-19 pandemic as funding was secured just as the realities of the pandemic were settling in. Despite this significant event, the project proceeded. At the same time, mandatory guidelines for CleanBC eligible contractors were being established. The first Principles of Moving Air course was facilitated in partnership with TECA, delivered to four participants in the Columbia Valley, who would also become the first HVAC contractors to receive HPCN recognition.

Market evaluation of cold-climate heat pumps was facilitated, with three manufacturers identified as lead performers: Mitsubishi, Daiken, and Fujitsu. While originally the intent to facilitate a bulk purchase, the volume of equipment did not allow for this to occur.

Community engagement took place to identify a targeted 30 homeowners to participate in the pilot. Again, in-person workshops and in-home evaluations became challenging in the early months of the COVID-19 pandemic, and participation was impacted as a result.

32 homeowners participated in the initial intake process and 17 progressed through the EnerGuide evaluation process with the Energy Advisor selected for the work. By the end of the pilot, 11 heat pumps were successfully installed.



Photo 6: Heat Pulp Pilot

Some of the key insights from this initiative, which helped to shape and inform Phase 2 of the KCET pilot included:

- Contractors are having difficulty keeping up with changing industry requirements and lack of awareness of changing eligibility for rebate programs.
- Contractors at various stages of readiness, and value of readiness is not reflective of the efforts required for training (e.g. early adopters did not feel they were able to recoup costs for doing better design work, when laggards are able to under-bid).
- Contractors uncomfortable discussing rebates with homeowners when they do not fully understand the program and eligibility.
- Homeowners unaware of the extent of accessing rebates.

- Almost half of homeowners left the program after realizing envelope improvements should be done first (as identified through EnerGuide reports).
- Decommissioning requirements for back-up fossil fuel heat prevented some homeowners from moving forward.
- Lack of understanding of costs associated with heat pump installation, particularly where service upgrades are required.

There were significant lessons learned through this small pilot, and contractor readiness was a key priority identified. Expansion of the pilot was not immediate for Phase 2 as focused effort to build capacity across the region was identified as a priority for any future pilot success - a direction also supported by multiple funders.

COMMUNITY TRAINING

Between 2021 and the end of 2023, the KCET project provided training to a total of 286 homeowners in the Kootenay region. These sessions were designed to increase awareness of building science and building envelope, insulation, deep energy retrofits, low carbon technologies, and the need for integrated design:

- 2021: 1 community engagement session, attracting a total of 14 attendees. This was during the Covid-19 global pandemic when social distancing was enforced.
- 2022: 7 community engagement events attracting 84 attendees.
- 2023: 5 community engagement events attracting 188 attendees.

188 community members attended at community engagement events in 2023.

Community training opportunities equip participants with information to integrate into their own planning of retrofits. Reaching community members that have no access to information remains a challenge. Acknowledging that homeowners will rely heavily on the advice from contractors and trades as they plan their retrofit projects, it is critical that those trusted voices are informed. Community training opportunities are a great way to progress those already interested in retrofits to plan and engage on next steps, however the best approach to ensure energy efficiency and retrofits is integrated into all projects in existing homes is to equip the trades and contractors with the appropriate knowledge and training.

Reference Appendix A Engagement, for list of community training events that have taken place throughout the KCET pilot project.

VALUE-ADD OUTCOMES AND INSIGHTS

As summarized in the Phase 1 scope of work, there were a number of opportunities for the KCET project to leverage other initiatives for which external funding had been secured. The following value-add projects contributed to the KCET project, and has led to two-way knowledge sharing between other jurisdictions in BC.

NEW RETROFIT EXPERIENCE

The New Retrofit Experience is a collaboration between CEA on behalf of the RDEK Community Energy Manager role, City of Vancouver, MetroVan and Township of Langley to address a data gap for local governments to design, target and deliver retrofit programming in their communities. The initial scope of the project included the development of a homeowner-facing app, however the commitment of the Province of BC to develop the Virtual Energy Rating System required a pivot away from the app so as to not duplicate these efforts.

Together, and with the support of consultants, the collaboration worked to deliver the following scope of work:

- Building data and visualization tool to create existing home database and home archetypes for each of the municipalities in the collaboration.
- Energy and emissions retrofit bundles for the archetypes identified in the database to identify good, better and best approaches to optimized GHG emission reduction.
- Insights from retrofits to develop case studies reflective of the archetypes identified.

These activities took over three years to complete, has resulted in an extensive database with millions of data points across the participating municipalities and regional districts. The three Kootenay Regional Districts have been provided with the opportunity to engage with the tool to inform retrofit program development. Further, retrofit bundles have been integrated into the database, with full costing and emission reduction data associated with each of the actions.

The tool provides municipalities with the opportunity to design outreach and engagement in neighbourhoods that have the poorest performing homes, and likewise, provide advice on the retrofit bundles that will yield the best results for those homes. As implementation of retrofit programs progress, local governments are encouraged to engage with this tool. Access can be coordinated via CEA staff.

RETROFIT 101 COMMUNICATIONS TOOLKIT

Retrofit 101 is a BC Hydro funded initiative that resulted from a collaboration of Community Energy Manager communities, including the RDEK, Capital Regional District, Port Moody and the BC Real Estate Association.

The purpose of Retrofit 101 was to develop marketing and education materials for realtors and contractors/trades, recognizing that it is these sectors that hold a trusted relationship with homeowners. The key elements of the workplan for Retrofit 101 includes:

- Customer journey assessment – how the public interacts with realtors and contractors, and the nature of this relationship.
- Survey to realtors and contractors to test assumptions about the way in which these sectors promote (or not) retrofit opportunities, and what barriers may be preventing the conversation.
- Develop branding, content and a campaign to provide to contractors and realtors to use as marketing to support increased awareness of retrofits by their clients.

Through the surveys conducted as part of the research phase of this project (75 contractor responses and 600 realtor responses), there was a clear need identified for a 'one-stop-shop' of resources and materials that could be accessed to support conversations with clients.

Although many contractors self-identified as having a good understanding of building science and energy efficiency, the majority identified that homeowners either had no or limited understanding of the opportunities for retrofit rebates and financing, or the benefits of retrofitting their home. Many homeowners were aware of the opportunity for energy efficiency through retrofits, but there was limited knowledge or awareness of how they might proceed.

These insights confirmed that contractors and realtors would benefit from the development of marketing materials that would speak the language of contractors and realtors, and support the conversation with homeowners.

With external communications consultants to support the development of materials, a toolkit has been developed which will be promoted through:

- The Retrofit Peer Network
- BC Real Estate Association
- HPCN
- Local and regional government channels
- High Performance Building Mailing list
- Building a Legacy Mailing list
- ...and through all workshops and engagements with trades and contractors.

The toolkit is available at: <https://www.communityenergy.ca/retrofit101/>

ACCELERATE KOOTENAYS 2.0

After the success of the tri-regional Accelerate Kootenays program which was completed in 2019, CEA applied for an additional \$1M from NRCan to implement Accelerate Kootenay 2.0 (AK 2.0). This funding was to provide reimbursement for Level 2 Chargers and 6-8 Level 3 Fast Chargers up to 50% of total project costs to a maximum amount depending on type (i.e., \$5,000 for Level 2).



The goal of the program was to increase charging infrastructure available across the Kootenay and Boundary regions www.acceleratekootenays.ca/2-0. The Advisory Committee played a strong role in helping to engage with local sites across the Kootenays. Funding was accessible to both private and public sites but required 24/7 public access.

Over 100 eligible sites were identified and pursued across the Kootenay region, however the uptake to the project was relatively minimal. Some early insights and feedback helped to adjust the approach to project delivery and included:

- Competing priorities as many sites (accommodators, tourism and recreation sites, sports facilities, attractions, etc.) were dealing with management of the COVID-19 pandemic and did not have the capacity to take advantage of the opportunity.
- Some potential site hosts did not have capacity to navigate the additional steps of confirming and/or expanding electrical servicing.
- For fast charging sites, site hosts were concerned about the ongoing costs associated with equipment.

With this feedback, additional resources were provided to help site hosts navigate the electrical requirements of EV charging infrastructure installs. A dedicated electrician to the program was contracted, however they quickly became over capacity with other contracts. This concept is one to explore in a future iteration of EV charging infrastructure funding.

Ultimately, the following EV charging infrastructure was installed by December 2023, with additional infrastructure being deployed in advance of the March 31st 2024 deadline for completion:

- 19 Level 2 EV chargers in Regional District of East Kootenay.
- 6 Level 2 EV chargers in Regional District of Central Kootenay
- 2 DCFC EV chargers have being installed at Big White, in the Regional District of Kootenay Boundary.

Once participants received their reimbursement of funds for the installation of an EV charger(s), chargers are listed on BC Plug Share.

COMMUNICATIONS AND VISIBILITY

As part of the KCET pilot project, it was identified that there was a need for consistent communication to both contractors and the public, given the dynamic nature of rebates, training opportunities, and eligibility requirements, etc. The following key communication tactics were employed throughout the KCET pilot phase and will continue moving forward.

THE HUB & HIGH-PERFORMANCE NEWSLETTER

KCET uses two key avenues to reach our audiences:

- **'The Hub' CEA Built Environment Webpage** – primarily targeting contractors and local government staff/elected officials:
<https://www.communityenergy.ca/built-environment/>
- **High Performance Building Newsletter** – issued every second month, focus on high performance buildings, showcasing CEA events, Case Studies and examples of leadership and best practice by partners and external organisations. The newsletter evolved from a Kootenay Clean Energy Transition specific newsletter, to a more general high performance building newsletter to include information about the BC Energy Step Code and new builds and to engage a larger audience. To sign up for the newsletter follow this link: <https://zc.vg/PODml>

SOCIAL MEDIA

The following outlines KCET's social media approach and performance through Phase 2 of the project, when dedicated channels were established to increase the visibility of the initiatives:

- The KCET social media channels grew out of the Accelerate Kootenays social media channels. They were renamed and rebranded in the last quarter of 2022. At this time, the decision was made to begin utilizing the KCET social media channel to build a larger and more connected audience on both Facebook and Instagram.
- During the first twelve months of this approach, activity focused on promoting KCET events, sharing relevant and partner content and ensuring funders, partners and community stakeholders are recognized and tagged where appropriate.
- Audience reach and engagement on both Facebook and Instagram has been successful, and we have a growing audience.

- Budget has been allocated to promote events across Facebook and Instagram.
- Social Media:
 - Facebook – Trades and homeowner audience
<https://www.facebook.com/KootenayCleanEnergyTransition>
 - Instagram - Trades and homeowner audience @Kootenay_clean_e

Facebook and Instagram Metrics:

- #162,865 Facebook Reach: This metric counts ‘reach’ from the organic or paid distribution of Facebook content, including posts, stories and ads.
- #35,429 Instagram Reach: This metric counts ‘reach’ from the organic or paid distribution of your Instagram content, including posts and stories that were boosted.
- #218,486 Paid Reach: The number of Accounts Center accounts that saw your ads at least once. Reach is different from impressions, which may include multiple views of ads by the same Accounts Center accounts.
- #859,199 Paid Impressions: The number of times your ads were on screen.

Reference Appendix B Social Media Performance, for detailed Social Media metrics.

SUMMARY OF OPERATIONAL INSIGHTS

The KCET pilot project provided significant insights and learning, and have informed how training, engagement, communications and event logistics are planned to maximize participation and impact.

Some of the key insights in the operational delivery of the KCET pilot project are summarized in the following sections:

CONTRACTOR AND TRADES ENGAGEMENT

- Contractors and tradespeople are hard to reach through traditional marketing methods. CEA facilitated a multi-pronged approach to communications that included direct calls, direct emails, newsletters, social media, and the use of external newsletters, emails, and information hubs in order to drive participation in the KCET training and capacity building.
- It is difficult to encourage participation from sub-trades and other contractors who are not motivated by Continuing Professional Development (CPD) points. CEA tailored its communication efforts, prioritizing direct calls to encourage involvement in events. Further consideration to the value proposition of training should be explored in KCET 2.0.

- Finding a day and time of year that works well for builders and other building professionals is challenging. CEA learned to avoid fall sessions for builders as they are working through lock-up and to avoid events during high call-out season (summer and winter) for HVAC contractors. Shorter morning sessions are prioritized.
- Feedback surveys are a valuable tool for identifying relevant topics for future workshops. CEA administers feedback surveys after each workshop and incorporates its findings into future planning of workshops.

COMMUNICATIONS & MARKETING:

- A holistic communications strategy will ensure a coordinated approach to utilizing the most effective marketing streams.
- There was interest from participants in joining CEA's database of trades and contractors to learn more about future training opportunities and resources.
- Increased interest in HPCN amongst contractors, tradespeople, and others working in the retrofit and building space as a result of the consistent communications and marketing.
- Difficulty engaging participants in the Boundary region of the RDKB, partly because trade contractors in the Kootenay Boundary region are a bit more resistant to change.
- Contractors and tradespeople were hard to reach through traditional marketing methods.
- With no regulatory requirements (to date) on retrofits, the value proposition of retrofit training is difficult to communicate to participants.
- It is difficult to encourage participation from sub-trades and other contractors who do not need Continuing Professional Development points from BC Housing.
- Difficulty engaging public audience for feedback on sessions; immediate feedback should be collected at time of event.

EVENT PLANNING & DELIVERY:

- Provided opportunities for in-person, hands-on training that is not often available in rural communities.
- Encouraged future collaboration between experts and stakeholders by building networks and community in the building industry.
- Learned from participants what training needs exist in the home energy retrofit space – capturing these insights from trades and contractors as part of surveys and feedback at events was critical.

- Hosted shorter sessions at a convenient time of day for contractors and tradespeople in order to increase participation.
- Increased number of feedback surveys completed by polling the audience at the end of the session.
- Collaborated with CHBA Southern Okanagan to provide training at a subsidized rate for Kootenay and Boundary contractors and tradespeople.
- October and November continue to be busy times of year for contractors and tradespeople.
- Hosting in-person sessions in larger centres limits attendance from smaller communities.
- Winter weather impacted attendance of presenters and participants.
- Difficulty organizing events that suit the schedules of tradespeople, contractors, and students simultaneously.
- Difficulty in past securing support from HPSC to facilitating in-person HPCN-required courses – that is now shifting with new funding stream and capacity.
- Difficulty engaging with post-secondary schools – particularly during the 2021/2022 pandemic timeframe when institutions were managing with the realities of pandemic restrictions and had little capacity for added programming.

Reference Appendix C Lessons Learned, for tabulated insights, challenges, and successes.

Graph 3, Output Key Performance Indicators:



Moving Forward: KCET 2.0

It is clear from the insights and outcomes of the KCET pilot project that the foundation has been laid for deep market transformation in the building sector in the Kootenays. The growth of engagement of contractors and trades in the training programs, and the significant growth in HPCN registrations demonstrate the shift in the workforce. Acknowledging the forthcoming changes to building regulations as articulated in the CleanBC 2030 plan, continued capacity building of the industry is critical.

As we collectively work toward emission reduction targets for 2030 and 2050, we see an increasing need to focus on the economic benefits for communities of having HPCN-registered contractors, providing quality services to homeowners in-line with fair market pricing. Further, provincial and federal policy will continue to influence regulations on the built environment; and as building policy evolves, the building community are constantly reacting and adjusting to:

- Building Code Changes
- New policy and regulations
- New Professional Certification Standards i.e., HPCN, CHBA & CPD points
- Availability and readiness of supportive government programs to facilitate policy change. *(For example, it took several years for HPSC to be able to offer an in-person House As A System (HAAS) course, which HPSC is now delivering through the Kootenays).*

In this context, KCET 2.0 will continue to support the building industry with objective information on new government policies, high-performance buildings, energy retrofit processes and mechanical systems that meet CleanBC objectives and targets. Building on the achievements of the KCET pilot project, CEA aims to address the next level of market transformation, continuing to deepen our engagement within the community to deliver on the following overarching Goals:

Goal #1: Address key barriers to deep retrofits and low carbon technology adoption in rural environments;

Goal #2: Enhance local contractor and workforce capacity to support a clean energy transition; and

Goal #3: Accelerate a clean energy transition in the Basin region through a sustained community of practice where communities can readily access current information, project support, financial mechanisms, and qualified professionals.

KCET 2.0 will continue the foundational work initiated in the KCET pilot to build capacity in the trades and in communities:

- Delivering subsidised training to contractors and post-secondary construction students & homeowners.
- Supporting the expansion of HPCN registered trade contractors.

- Providing training on legislation like the forthcoming Highest Efficiency Equipment Standards and the Alterations Code.

Through the KCET pilot project, there has also been an identified need for extensive work with municipalities and post-secondary institutions to prepare the workforce going forward providing mentorship and apprenticeship opportunities for example:

- Integrate clean tech into current trades training.
- Workforce re-training for trades that no longer want to be on the tools (mentorship or building/energy advising).

These activities create the foundation for innovative market transformation. A pivotal element of KCET 2.0 will be a focus on enabling a shift in the renovation market – whereby contractors and trades integrate energy efficiency and low carbon solutions into their projects because it is strategic for their business and yields the best outcome for their customer. KCET 2.0 will build on current relationships and expand engagement with economic development organisations to drive accelerated market transformation.

SCOPE OF KCET 2.0

There are three areas of focus for KCET 2.0

1. Continued Capacity Building and Training:
 - Funding secured for 2024 through BC Hydro, FortisBC and Columbia Basin Trust.
 - Continued delivery of training opportunities for contractors and trades.
2. Community of Practice:
 - Funding applications in progress.
 - Development of a multi-sectoral group to frame up deepened market transformation of the building sector in the Kootenays.
3. Contractors Collective:
 - Funding applications in progress.
 - To be informed by the outputs of the Contractors Collective, addressing limitations of contractors and trades to drive more retrofit activity.

The following sections outline the scope and intention of these three areas of focus for KCET 2.0.

CONTINUED CAPACITY BUILDING AND TRAINING

Funding from FortisBC, BC Hydro and Columbia Basin trust has been committed through 2024 to support on-going training and capacity building across the Kootenay region.

Throughout 2024, KCET 2.0 will continue the delivery of excellent training opportunities, leveraging the expertise from lead organizations across BC. Communications of these opportunities and consolidation of materials and resources will continue to be built out through the existing web and social media channels.

- **In-person & webinar training events** – A total of 25 events are planned for Q1 & Q2 of 2024 and include:
 - Builders Breakfast: Step Code & Zero Carbon Step Code
 - Jan 19: Rossland
 - Feb 20: Invermere
 - Feb 22: Nelson
 - Ensuring Quality Heat Pump Installations Webinar Series
 - Jan 23: HVAC Guide for Part 9 Homes (CSPE-17:23) and how to use it
 - Feb 28: Calculating balance points
 - Mar 27: Quality attributes of a heat pump installation
 - Apr 24: Commissioning and performance verification
 - May 22: Verifying F280-12 load calculations
 - High Performance Building Lunch-and-Learns at Selkirk College
 - January 31 - Building Science Fundamentals
 - February 21 - Step Code and Zero Carbon Step Code
 - March 20 - Insulation and Air Sealing
 - April 24 – Residential Heat Pumps
 - May 22 - Embodied Carbon
 - Solar PV Design & Installation Course – College of the Rockies (Feb 20 to 24)
 - Please note, this event was cancelled due to low registration
 - High Performance Building Materials: How to meet upcoming building demands - webinar for building supply stores (February 27)
 - TECA’s Quality First Principles of Moving Air
 - Cranbrook (March 4 to 6)
 - Castlegar (March 7 to 9)
 - Manufactured Homes Webinar Series:
 - May 29: Retrofitting Manufactured Homes
 - June 26: Ductless Heat Pumps & Manufactured Homes
 - Building Science Fundamentals: Virtual Lab (March 14):
 - Increase knowledge and understanding of high-performance building and building science fundamentals with the use of a wall assembly mock-up.
 - Zero Carbon Step Code: Energy efficiency in Part 9 buildings (April 12)

- F280-12 in Practice:
 - This full day session includes a review of the practical application of heat pump load calculations using F280-12 software and a site visit to discuss the pre-changeout processes and data collection for reviewing existing HVAC equipment performance.
 - Rossland (April 23) and Cranbrook/Kimberley (Fall, date TBD)
- Retrofitting Manufactured Homes Webinar Series:
 - May 29: Retrofitting Manufactured Homes
 - Jun 26: Ductless Heat Pumps & Manufactured Homes
- **Building Science workshops:**
 - Delivery of in-person training events to demonstrate high performance building best practices as they relate to new build and retrofit scenarios.
 - Leverage benefits of 'BAL – North' work program, conveying information on cold climates.
- **HPCN registrations:** Promote registration through training events to increase the number of registered contractors, recognising that this in turn provides quality services for homeowners and supports community economic development.
- **Communications and promotion:**
 - CEA Built Environment website optimization for KCET event promotion and high-performance building news and resource sharing, including KCET webinar recordings.
 - CEA High Performance Building newsletter content development, including newsletter articles, promotional videos, and associated events and activities.
 - Development of promotional materials for KCET events.
 - Leveraging benefits by sharing market transformation steps with BAL – North, and in an end of year Insights Report.

COMMUNITY OF PRACTICE

The training provided through the KCET pilot project in the Kootenays is reaching the motivated, proactive tradespeople and building professionals. To reach those harder to reach audiences and ensure an ongoing infusion of motivated and skilled workers into the building and clean energy industries, KCET 2.0 aims to take a deeper dive into capacity building by evolving the Advisory Committee into a sustained community of practice (CoP) with members who share a common goal of increasing local capacity for an efficient, clean, and resilient future.

The CoP will engage interested local governments, economic development organizations (e.g., Community Futures and Chambers of Commerce), skill development agencies (e.g., the Skills Centre and Kootenay Career Development Services), local post-secondary institutions and other stakeholders with shared interest. With representation of different sectors at the table, there will be opportunity to not only leverage the skills, expertise, and offerings of these organizations, but also to collaborate at a deeper level and help transform the local retrofit, high performance building and clean energy market.

The goal of the CoP is to work with a multi-stakeholder group to establish a 'one stop local shop' (i.e., "Contractors Collective", see next section) that connects homeowners looking for retrofit and clean energy upgrades, with trades and professionals skilled to do the work and eligible for rebate programs and the financial mechanisms to support their endeavors.

The CoP will promote HPCN trade registration and membership, to continue increasing the number of HPCN registered trade contractors across the region, understanding that homeowners rely heavily on the advice from contractors and trades as they plan their retrofit projects, and its critical that those trusted voices are informed.

A business incubator approach will be employed, providing various support services and resources for local building professionals and small business through mentorship and networking opportunities, access to industry training (i.e. HPCN, CHBA), grants to train employees and to hire apprentices, access to funding and government supported programs (i.e. [TradeUpBC](#)) to upskill and grow their businesses, and other resources aimed to fulfill the needs identified by the building professionals involved.

The critical first steps of the CoP will be:

- Mapping the needs and requirements to create a long-term CoP as well as the opportunities and assets of the organization involved.
- Identify known provincial or federal strategies, policies and regulations.
- Confirm the barriers to contractor engagement and trades recruitment and identify services offers and solutions that can be tested through the Collective.
- Depending on the framework established and adopted, source funds for ongoing administration and support services.

Funding applications are currently in development to support the Community of Practice concept.

CONTRACTORS COLLECTIVE

The concept of a Contractors Collective is a preliminary idea that will be further articulated and refined through the Community of Practice. The concept of a Contractors Collective has been borne out of the following insights from the KCET pilot project:

- Contractors and trades consider a shift to retrofit-focused services a risk.
- Small businesses do not have the administrative support to expand capacity.
- Industry requirements are changing, and eligibility for rebates and financing are challenging to keep apprised of.
- There are administrative and technical burdens to accessing information and supporting clients.

The concept of the Collective would aim to accelerate market transformation through interventions that would be identified and tested with the CoP. These may include:

- Subsidies to accessing enhanced training.
- Administrative supports – perhaps shared across a collective of contractors.
- Value proposition and business case built out for building industry readiness.

The Contractors Collective element is intended to be built out through the Community of Practice and informed by the variety of stakeholders that participates in that process. Hence, the details and framework of the Collective is not pre-determined and will be designed iteratively. There is a significant amount of research that has been completed to inform readiness and constraints, which will be leveraged by the Community of Practice to inform the most impactful path forward.

Conclusion

The Kootenay Clean Energy Transition has been highly successful in providing leading edge training on high-performance buildings to contractors and homeowners throughout the Kootenay Region. With the generous support of our funders, training has been provided to over 710 contractors, and 286 community members during the last 2-years. The KCET project will continue into 2024 with contractor capacity building sessions that will contribute to a workforce well-positioned to respond to the clean energy transition.

The value of a pilot project is the ability to learn, iterate and implement again. Over the course of the project, internal and external factors have required a re-evaluation of the tactics and approaches to support market transformation in the Kootenays. With each lesson learned, the project gained strength and clarity. Further, the insights gained over the course of the KCET project has led to the development of a framework to drive faster and more impactful market transformation, by addressing some of the barriers and constraints to contractor and trades growth and development.

Recognizing that no one organization has all the skills and knowledge to support an ambitious project like KCET 2.0, the Community of Practice will leverage local capacity and passion for this work and build out interventions to accelerate workforce development.

Market transformation will support local and regional government ambitions when it comes to climate action and will ensure economic opportunities remain as new policies and regulations are introduced in the built environment and transportation sectors. The focus of KCET 2.0 will ensure the impacts of this project last far beyond the implementation phase.

The KCET pilot project has been made possible by the leadership of the Regional Districts of the East Kootenay, Kootenay Boundary and Central Kootenay, as well as significant funding from BC Hydro, FortisBC and Columbia Basin Trust. Partnerships with Selkirk College and College of the Rockies have led to new opportunities for trades training through local institutions. And the collaboration of all of the following organizations has provided opportunity for Kootenay trades and contractors to access training and capacity building that would otherwise have not been made available locally: Home Performance Stakeholder Council (HPSC) and Home Performance Contractors Network (HPCN); Chambers of Commerce, skill and economic development agencies; Industry stakeholders including Building to Electrification Coalition (B2E) & BC Housing.; Industry and trade associations including Canadian Homebuilders Association of BC (CHBA-BC) Building Officials Association of BC, Thermal Environmental Comfort Association (TECA), Heating, Refrigeration and Air Conditioning Institute of Canada (HRAI), North American Insulation Manufacturers Association (NAIMA), British Columbia Building Envelope Council (BCBEC) and the Fenestration Association of BC (FENBC).

Appendix A: Engagement

Table 8: Activities During 2021

EVENT	DATE	Type of Training	ATTENDEES	Area of Expertise
Trade Webinar: HPCN and CV Heat Pump Pilot	07-Oct-21	Webinar	18	Heat pumps
Get Ready to be an EV Charging Station Installer	18-Nov-21	Webinar	26	Renewable Energy
TECA Principle of Moving Air	21-Nov-21	Cranbrook	5	Technical - HVAC
		Total Attendees	49	

Table 9: Activities During 2022

EVENT	DATE	Type of Training	ATTENDEES	Area of Expertise
CV Heat Pump Pilot Update	3-Feb-22	Webinar	11	Heat pumps
Heat Pump 101: Introduction to a changing industry	02-Jun-22	Webinar	5	Heat pumps
Residential retrofits- Part 1 - Fundamental of Building Science	16-Jun-22	Webinar	34	Building Science
TECA Principles of Moving Air	15-Jun-22	In-person workshop	9	HVAC systems
Residential retrofits- Part 2 - Avoiding Surprises	28-Jun-22	Webinar	24	Residential Retrofits
Retrofit Training: The Building Envelope - Cranbrook	27-Oct-22	In-person workshop	0	Insulation & Air Sealing
Retrofit Training: Mechanical Systems & Heat Pumps - Cranbrook	28-Oct-22	In-person workshop	6	Heat pumps
Retrofit Training: The Building Envelope - Grand Forks	03-Nov-22	In-person workshop	0	Cancelled due to lack of attendees

Retrofit Training: Mechanical Systems & Heat Pumps - Grand Forks	04-Nov-22	In-person workshop	0	Cancelled due to lack of attendees
Retrofit Training: Mechanical Systems & Heat Pumps - Castlegar	07-Nov-22	In-person workshop	10	Heat pumps
Retrofit Training: The Building Envelope - Castlegar	08-Nov-22	In-person workshop	33	Insulation & Air Sealing
Total Attendees:			132	

Table 10: Activities During 2023

EVENT	DATE	Type of Training & Audience	ATTENDEES	Area of Expertise
Mechanical and Ventilation Systems Session one: HRVs & ERVs	28-Feb-23	Webinar	107	Ventilation systems
Mechanical and Ventilation Systems Session Two: Hydronic Systems	27-March-23	Webinar	81	Hydronic heat pumps
Mechanical and Ventilation Systems Session Three: Balance Points	25-April-23	Webinar	67	Heat pumps
Reaching Future Performance Targets Using Fundamental Enclosure Concepts - Nelson	11-May-23	In-person	35	Building Envelope
Mechanical and Ventilation Systems Session Four: Hybrid Heat Pumps	30-May-23	Webinar	20	Hybrid heat pumps
Rebate Programs: Information Session for HVAC Contractors	23-Aug-23	Webinar	10	Rebate programs
Rebate Programs: Information Session for	24-Aug-23	Webinar	12	Rebate programs

Building Envelope Contractors				
Builders BBQ - Trail	12-Sept-23	In-person	16	Building Envelope & Materials
Builders BBQ - Grand Forks	15-Sept-23	In-person	10	Building Envelope and Materials
Builders BBQ - Nakusp	19-Sept-23	In-person	14	Building Envelope and Materials
Builders BBQ - Silverton	23-Sept-23	In-person	13	Building Envelope and Materials
Builders BBQ - Kaslo	21-Sept-23	In-person	23	Building Envelope and Materials
CHBA Building Science for Renovations - Castlegar	27-Sept-23	In-person	5	Building Science for Renovations - CHBA, in partnership with CEA
CHBA Building Science for Renovations - Nelson	28-Sept-23	In-person	14	Building Science for Renovations - CHBA, in partnership with CEA
Builders BBQ - Fernie	4-Oct-23	In-person	5	Building Envelop and Materials
Builders BBQ - Invermere	5-Oct-23	In-person	5	Building Envelop and Materials
Builders BBQ - Kimberley	6-Oct-23	In-person	20	Building Envelop and Materials
CHBA Reaching Future Performance Targets Using Fundamental Enclosure Concepts - Cranbrook	19-Oct-23	In-person	30	Reaching Future Performance Targets Using Fundamental Enclosure Concepts
COTR - EV charging infrastructure, installation & maintenance	21-Oct-23	In-person	0	Cancelled due to lack of attendees
COTR - Solar PV design and installation - Cranbrook	23-Oct-23	In-person	6	Solar PV design and installation
Building Science for Renovations Invermere (in partnership w CHBA)	1-Nov-23	In-person	16	Building Science for Renovations - CHBA,

				in partnership with CEA
Building Science for Renovations Invermere (in partnership w CHBA)	2-Nov-23	In-person	8	Building Science for Renovations - CHBA, in partnership with CEA
F280-12 in Practice - Rossland	2-Nov-23	In-person	12	Heat pumps
Total Attendees:			529	

Table 11: Community Engagement Activities 2021 - 2023

EVENT	DATE	Type of Training	ATTENDEES	Area of Expertise
Considering a Heat Pump?	7-Oct-21	Homeowner Webinar	14	Heat pumps
Home Energy Retrofits: Community Information Session	29-Oct-22	Cranbrook	18	Residential Retrofits
Home Energy Retrofits: Community Information Session	5-Nov-22	Grand Forks	0	Cancelled due to lack of attendees
Home Energy Retrofits: Community Information Session	6-Nov-22	Castlegar	11	Residential Retrofits
Considering a Heat Pump?	22-Nov-22	Homeowner Webinar	12	Heat pumps
Solar 101	29-Nov-22	Homeowner Webinar	24	Renewable Energy
E-Mobility 101	6-Dec-22	Homeowner Webinar	10	Electric Vehicles
Rebate Programs for Home Energy Retrofits	13-Dec-22	Homeowner Webinar	9	Rebates
Modern Living Expo	6-May-23	Trail	34	High Performance Buildings
Home Energy Retrofit Series: Financing Programs	6-June-23	Homeowner Webinar	11	Financing Retrofits
Home Energy Retrofit Series: Electric Vehicles	13-June-23	Homeowner Webinar	10	Electric Vehicles

Home Energy Retrofit Series: Solar PV	20-June-23	Homeowner Webinar	14	Renewable Energy
Columbia Valley Home Retrofit Fair	12-Nov-23	Invermere	119	Residential Retrofits
Total attendees at community events:			286	

Appendix B: Social Media Performance

Table 12: Facebook and Instagram Growth Rate

Metric	Oct 1 2022	Oct 31 2023	Difference
Facebook Followers – total number of followers of the Facebook page	358	530	172
Facebook Page Likes – the total number of Facebook page likes	331	473	142
Instagram followers	290	320	30

Table 12: Facebook and Instagram Reach

<p>Facebook Reach: This metric counts reach from the organic or paid distribution of Facebook content, including posts, stories and ads. It also includes reach from other sources, such as tags, check-ins and Page or profile visits. This number also includes reach from posts and stories that were boosted. Reach is only counted once if it occurs from both organic and paid distribution. This metric is estimated.</p>	162,835
<p>Instagram Reach: This metric counts ‘reach’ from the organic or paid distribution of your Instagram content, including posts and stories that were boosted. Reach is only counted once if it occurs from both organic and paid distribution. This metric is estimated.</p>	35,429

Table 12: Paid Reach and Impressions

<p>Paid Reach: The number of Accounts Center accounts that saw your ads at least once. Reach is different from impressions, which may include multiple views of your ads by the same Accounts Center accounts. This metric is estimated.</p> <p>This metric is reported in the time zone of your ad account.</p>	218,486
<p>Paid Impressions: The number of times your ads were on screen. This metric is reported in the time zone of your ad account.</p>	859,199

Table 13: Facebook & Instagram Visits

Facebook Visits: The number of times your page or profile was visited.	2,405
Instagram profile visits: The number of times your profile was visited.	243

Appendix C: Lessons Learned

Table 14: Communications Lessons Learned

Lesson learned	Lesson implementation
<p>Marketing Methods</p> <ul style="list-style-type: none"> Contractors and tradespeople are hard to reach through traditional marketing methods. Successful communications include: <ul style="list-style-type: none"> Direct calls; Direct emails / High Performance Building newsletter; Social media; and Content featured in external newsletters, emails, websites, etc. Less successful communications include: <ul style="list-style-type: none"> Radio ads; Newspaper ads; and Posters. The introduction of KCET social media increased the number of registrants who heard about the event via Facebook. It is especially difficult to engage participants in the Boundary region of the RDKB. <p>Messaging</p> <ul style="list-style-type: none"> With no regulatory governance on retrofits, the value proposition of retrofit training is difficult to communicate to participants. CPD Points encourage participation from builders. It is difficult to encourage participation from sub-trades and other contractors who do not need 	<p>Marketing Methods</p> <ul style="list-style-type: none"> Developed a multi-pronged approach to communications. Include consistent inquiry regarding where registrants heard about the event in registration surveys. Focus efforts on emails and social media; budget for Facebook ads. Share content with KCET stakeholders and industry organizations. Budget for direct calls for in-person events. Set up registration for events far in advance to provide more opportunity for direct outreach. Built out contractor list in Boundary region of the RDKB. Ensure consistent recognition of regional districts on marketing materials, especially in areas where CEA is not well known. Use registration surveys to grow KCET contact list. <p>Messaging</p> <ul style="list-style-type: none"> Include messaging around increased demand for retrofits and upcoming regulation changes in retrofit training. Ensure CPD Points are available for attendees. Ensure sub-trades and other contractors are included in direct emails and phone calls.

Continuing Professional Development points from BC Housing.	
---	--

Table 15: Event Planning & Delivery

	Lesson learned	Lesson implementation
Webinars	<ul style="list-style-type: none"> • Short morning weekday webinars saw high attendance from contractors. • Early evening weekday sessions saw high attendance from community members. • Webinars can reach a much larger audience. • Registrants who cannot attend the webinar request a recording. 	<ul style="list-style-type: none"> • Continue to offer short morning sessions for contractor webinars and early evening sessions for homeowner webinars. • Ensure content of sessions is relevant to Kootenay Boundary contractors and residents, regardless of audience. • Follow-up with a recording of the webinar for all registrants and post recordings on KCET website.
In-person	<ul style="list-style-type: none"> • In-person presentations are more likely to go over allotted time. • Buffer time is required for presentations when featuring multiple speakers. • Contractors and tradespeople have a hard time committing to full-day sessions. • Hosting in-person sessions in larger city centre limits attendance from smaller communities. • Winter weather may impact attendance of presenters and participants. • Hands-on learning tools (e.g., mock-ups) successfully capture and hold the attention of participants. • Full-day sessions should incorporate a hands-on component and/or site visit 	<ul style="list-style-type: none"> • Allow for more time for presentations in-person (vs. online). • Limit the number of presenters when possible. • Offer shorter sessions rather than full day sessions (e.g., Builder BBQs). • Host sessions outside of larger city centres. • Avoid hosting in-person sessions during winter season. • Create a back-up plan if presenters face health or travel issues. • Ensure cell numbers are collected during registration so direct contact can be made with registrants in the event of any urgent changes. • Use existing CEA mock-ups and invest in a heat pump display and building envelope mock-ups.

	(i.e., slide presentations should not exceed a half-day session).	<ul style="list-style-type: none"> • Integrate site-visits into full-day in-person sessions. • Keep classroom style learning to a maximum of a half-day session.
Both	<ul style="list-style-type: none"> • Fall can still be a busy time of year for contractors. • It is difficult to organize an event that suits the schedules of tradespeople, contractors, and students simultaneously. • Contractors and building professionals are being hit hard with increased work demands, with many working in both new builds and home renovations. • With CHBA presence back in the Kootenay Region, there is a risk of flooding the market with too many training events. • Building supply store management and staff are keen to learn about high performance building and materials. • Morning is the best time of day to connect with contractors and building professionals in-person or virtually 	<ul style="list-style-type: none"> • Avoid fall sessions for builders as they are working through lock-up. • Avoid events during high call-out season (summer and winter) for HVAC contractors. • Consider offering training for students separate from training for tradespeople and contractors. • Align communication and training efforts for both new and existing buildings. • Work with other training facilitators to align efforts where possible. • Offer training to building supply store staff and/or ensure they are aware of existing training. • Consider “builders’ breakfast” model instead of hosting an event after work.

Table 16: Event Logistics

	Lesson learned	Lesson implementation
Webinar	<ul style="list-style-type: none"> • Webinar reminders must go out to ensure high attendance numbers. • Must allow time to review content with presenters before event to ensure it meets expectations. • Additional time needs to be budgeted for event testing. 	<ul style="list-style-type: none"> • Eventbrite registration is set up with automatic reminder emails. • Meeting set up with presenters at least one week before learning session to review slides with the understanding that edits may be requested. • All presenters and CEA staff to login 15-minutes before

		webinar to test presentation sharing functionality.
In-person	<ul style="list-style-type: none"> • Ensure venue has capabilities for virtual events in the case that presenter cannot make it. • Have a registration process in place to allow for estimates for food, etc. • When setting up own events, allow for at least one hour of set up time. • Food permit and FoodSafe Level 1 is required if serving food outside of a traditional venue. 	<ul style="list-style-type: none"> • Back-up plan is created for every event (e.g., in case the presenter’s flight is cancelled). • Eventbrite registration is created for every event, including informal events. • CEA staff to arrive one hour early for event when not set up by venue. • All food permits are obtained for serving food outside of a traditional venue.
Both	<ul style="list-style-type: none"> • Follow-up surveys are a successful tool to gain insights and feedback from session. • Requesting feedback via a survey in a follow-up email does not generate many responses. 	<ul style="list-style-type: none"> • Poll and survey templates created for KCET events. • All webinars set up with a feedback poll at end of session and feedback surveys are distributed during in-person events.

Email dated May 23, 2024 from Kevin Lewis, Operations Manager – SA10, West Kootenay District – Ministry of Transportation and Infrastructure

Hello Mayor DeBoon,

Thanks for return the call after the voicemail I left you. Unfortunately, I'm on vacation today back the day before the meeting with prior commitments.

At this point here is our stance and clarification that can be shared:

- *the Ministry has a road right-of-way which bisects private land on both sides. This was dedicated via subdivision plan.*
- *The dirt trail on the right-of-way is not maintained. We currently do not prohibit vehicular use, nor do we encourage it. The current gate at the end of the maintained section of Goat River south road has been left unlocked as was done in the past.*
- *People are free to walk on the right of way. It is each individual's responsibility to ensure they stay on public lands. E.g., off-leash dogs need to be carefully controlled so that they do not stray onto private land. Its important to note there is no access to water via this right of way that does not entail trespass.*
- *At the end of the unmaintained/constructed trial on our right of way is a gravel pit under the control of the Ministry. Pits, even when inactive, are industrial sites. Trespassing is not permitted.*
 - *We understand that persons have chosen to walk in this area to access the waterfront. We cannot condone such use. The gravel pit it not a park nor a recreational property.*
 - *We are currently planning on placing signs, gates, barriers, or other devices to clarify ownership status and add security and warning at the pit. Under the Health, Safety and Reclamation Code for Mines in BC we must take practice measures to prevent access to those unauthorized and ensure warning of trespass in the area.*
- *Constituents with further questions can call our front office at 250-354-6400 and we will provide them response and answer questions.*

To summarize, people can walk the right of way but need to ensure they do not trespass onto private land parallel the right of way or into the pit at the end of the right of way. There is no water access along this right of way that does not constitute a trespass.



imaginekootenay

Your better life

MEMORANDUM OF UNDERSTANDING

Between....

Imagine Kootenay Partner Communities,

and

The Columbia Valley Chamber of Commerce (*program administrator*)
The Nelson and District Chamber of Commerce (*governing organization*)

With respect to

The Imagine Kootenay Partnership
April 1st, 2024

Purpose

This Memorandum of Understanding (MOU) aims to support the continued development of strong and effective working relationships between Imagine Kootenay partners.

Imagine Kootenay provides partner communities with a cost effective and easy to implement strategy for attracting, business and investment in their communities to support their economic development plans.

To that end, the parties acknowledge that economic development, and business or community investment to the region is a long-term process that requires consistent effort, over time, to produce positive and long-lasting results. As such, the parties are committed to continuing this long-term partnership.

Imagine Kootenay Partner Communities

Partner communities are located in the following government areas in southeastern BC:

- City of Nelson and Regional District of Central Kootenay Area E & F
- Creston & District: Yaqan Nukiy (Lower Kootenay Band), RDCK Areas A, B & C, Town of Creston
- City of Revelstoke and Columbia Shuswap Regional District Area B
- City of Grand Forks and Regional District of Kootenay Boundary Area C, D & E
- Town of Golden and Columbia Shuswap Regional District Area A
- Columbia Valley: Invermere, Radium, Canal Flats and Regional District East Kootenay Area F & G
- Village of Kaslo and Area D

GOVERNING Organization

Nelson and District Chamber of Commerce

The Imagine Kootenay (IK) program has been in place since 2005 (formerly known as Invest Kootenay); and the first partnership that was formed at that time, has expanded to other communities. The Nelson and District Chamber of Commerce was an original partner community and has been a key player from the formation of the partnership and supporting the partnership. Growth and transition. The Nelson and District Chamber of Commerce is positioned to work collaboratively with the Program Administrator and partner communities to identify and leverage additional grants or funding opportunities.

PROGRAM Administrator

Columbia Valley Chamber of Commerce

The Columbia Valley Chamber of Commerce will carry out the duties of coordinator of IK and administrator of the funds, with guidance from the Community Partner Steering Committee, and with assistance from the Nelson and District Chamber of Commerce. Accordingly, The Columbia Valley Chamber of Commerce, as the Service Provider, is party to this MOU but is assigned a distinct set of responsibilities.

These roles are critical to the expansion and sustainability of the partnership.

Responsibilities

In accordance with the purpose of this MOU, the following activities will be completed by the parties identified.

Responsibilities of the Community Partners

- Identify the local sources of the financial contribution to the Partnership.
- Liaise with funders and provide reporting to funders
- Pay partnership fees, as established by the IK Steering Committee
- Identify person(s) (max 2 per community partner) who will serve as primary contacts for the purpose of carrying out partnership obligations, including but not limited to:
 - the person who will have authority to sign on behalf of the local steering committee;
 - the person appointed to the IK Steering Committee and the alternate (See Governance Policy); and
 - the person or agency designated as the First Point of Contact (see First Point of Contact Appendix).

- Provide reports on local activities as required to the IK Steering Committee and to IK staff
- Ensure that, whenever possible, local government is engaged and the local Chamber of Commerce or Economic Development organization is fully participating in the local group
- Participate in on-going program activities including but not limited to;
 - the development of listings on the IK website for businesses for sale and featured employers;
 - provide community photos for print and web; and
 - reviewing and updating community profile and investment profile.
- Promote and drive uptake of Imagine Kootenay tools to opportunity holders and investors from the local to international level
- Pursue joint-marketing opportunities with IK
- Act as ambassadors for the IK program
- Identify and coordinate local IK sessions and community outreach and attend events and activities on behalf of the IK program
- Provide on-going reporting to local government, business and local groups (ie: Realtors, Brokers, Tourism Partners, etc.).

Responsibilities of the Governing Organization

- Leverage partnership funds wherever possible.
- Work with the Columbia Valley Chamber of Commerce to identify funding opportunities.
- Act as liaison for government funding opportunities as required.
- Support Columbia Valley Chamber of Commerce with financial reporting and ongoing IK Initiatives

Responsibilities of the Program Administrator

- Implement work plan based on the Strategic Plan as developed by the IK Steering Committee
- Complete or Hire contractors to facilitate:
- The development of promotional material and marketing services
- Work with first points of contact to support the development of community profiles, investment profiles and related web and social media content
- Work with web developer contractor to ensure maintenance of the Imagine Kootenay website, including the investment database and regular content updates
- Implementation of marketing plan and related activities
- Management of funds, administrative support, and financial reporting
- Hiring and supervision of staff and contractors as required
- Proposal development and application and on-going leveraging of community and partner funds
- Performance reporting to the IK Steering Committee
- Liaising, orientation and continuous support to the First Points of Contact

Additional partners

Additional community partners who can support and contribute to the purpose and functioning of Imagine Kootenay are welcome to join subject to the approval of the Imagine Kootenay Steering Committee. At the time of joining the IK partnership, this MOU will not be re-opened, but a letter of acceptance will be fully executed by the new partner and the Imagine Kootenay Steering Committee.

Term of Agreement

This Memorandum of Understanding will remain in effect until March 31, 2027 or until such time as all parties agree to undertake to modify its contents. A party may withdraw from the partnership at the end of the fiscal year (March 31) by providing written notice to the Imagine Kootenay Steering Committee before December 31^s of that fiscal year.

COMPLIANCE

To ensure a consistent understanding, by all parties, of the principles and operational parameters that underline the functioning of Imagine Kootenay, the parties agree to adhere to the policies in this MOU as established by the IK Steering Committee.

PARTNER/COMMUNITY FEE STRUCTURE

The fee structure and first point on contact disbursement is as follows. These rates were adopted by the Imagine Kootenay Steering Committee on March 1, 2024, to go into effect starting April 1, 2024.

Pricing - by population - Starting at 3,000 & \$2,000 increments:	Cost
Under 3,000ppl	\$2,000
Between 3,001-6,000	\$4,000
Between 6,001-9,000	\$6,000
Between 9,001-12,000	\$8,000
Between 12,001-15,000	\$10,000
Over 15,001	\$12,000

Based on our current partners and this new fee structure, the program and first point on contact disbursement amounts are as follows:

Communities:	Population (2021 Census)	Amount	IK	Community
Boundary (Grand Forks, Midway, Greenwood, RDKB Areas C,D,E)	13,322	\$10,000	\$6,000	\$4,000
Columbia Valley (Invermere, Radium Canal Flats, RDEK E,F)	11,233	\$8,000	\$4,800	\$3,200
Creston Valley-Kootenay Lake (Creston+RDCK Areas A,B,C)	14,301	\$10,000	\$6,000	\$4,000
Golden (+ CSRD Area A)	7,311	\$6,000	\$3,600	\$2,400
Kaslo and North Kootenay Lake	2,511	\$2,000	\$1,200	\$800
Nelson (+ RDCK Areas E,F)	19,119	\$12,000	\$7,200	\$4,800
Revelstoke (+ CSRD Area B)	8,938	\$6,000	\$3,600	\$2,400
TOTALS:	76,735	\$54,000	\$32,400	\$21,600

- **NOTE: Current partners may opt to hold their current investment rate as is for 2024-2025.**
- **See additional table at the end of this MOU that reflects what a full Kootenay Partnership could be.**

EXECUTED AS AN AGREEMENT BY THE PARTIES ON THE DATES BELOW:

SIGNED on behalf of **Nelson & Area IK Steering Committee**

_____ witness: _____
(print name and position) (print name)

_____ _____
(signature) (signature)

this _____ day of _____ 20__

SIGNED on behalf of **Creston & District IK Steering Committee**

_____ witness: _____
(print name and position) (print name)

_____ _____
(signature) (signature)

this _____ day of _____ 20__

SIGNED on behalf of **Kaslo and Area IK Steering Committee**

_____ witness: _____
(print name and position) (print name)

_____ _____
(signature) (signature)

this _____ day of _____ 20__

*****See additional table at the end of this MOU that reflects what a full Kootenay Partnership could be.**

Communities:	Population (2021 Census)	Amount	IK	Community
Boundary (Grand Forks, Midway, Greenwood, RDKB Areas C,D,E)	13,322	\$10,000	\$6,000	\$4,000
Castlegar & Area I & J	14,462	\$10,000	\$6,000	\$4,000
Columbia Valley (Invermere, Radium Canal Flats, RDEK E,F)	11,233	\$8,000	\$4,800	\$3,200
Cranbrook/Kimberley (+ RDEK Areas A & B)	36,836	\$12,000	\$7,200	\$4,800
Creston Valley-Kootenay Lake (Creston+RDCK Areas A,B,C)	14,301	\$10,000	\$6,000	\$4,000
Fernie/Elk Valley (+ RDEK Areas C & E)	15,092	\$12,000	\$7,200	\$4,800
Golden (+ CSRD Area A)	7,311	\$6,000	\$3,600	\$2,400
Kaslo and North Kootenay Lake	2,511	\$2,000	\$1,200	\$800
Lower Columbia (Trail, Fruitvale, Rossland, RDKB Areas A,B)	17,064	\$12,000	\$7,200	\$4,800
Nakusp & Area K	3,373	\$4,000	\$2,400	\$1,600
Nelson (+ RDCK Areas E,F)	19,119	\$12,000	\$7,200	\$4,800
Revelstoke (+ CSRD Area B)	8,938	\$6,000	\$3,600	\$2,400
Slocan Valley (H, Slo, Silv, ND)	6,060	\$6,000	\$3,600	\$2,400
Salmo, G	2,790	\$2,000	\$1,200	\$800
TOTALS:	172,412	\$112,000	\$67,200	\$44,800

STAFF BRIEFING NOTE

Town of Creston



DATE: 2024-05-30

TO: Creston Valley Services Committee

CC: Stuart Horn, RDCK CAO

FROM: Michael Moore, Town CAO

DEPARTMENT: Administration

SUBJECT: Creston Valley Regional Airport Economic Viability Study

APPENDIX: ATTACHED OTHER DOCUMENT NOT APPLICABLE

PURPOSE / ISSUE:

To update service participants of S240 on the Creston Valley Regional Airport Economic Viability Study.

BACKGROUND:

The Town of Creston issued *Request for Proposals* on BC Bid on April 12, 2024 with a closing date of May 10, 2024. The Town received a total of five (5) proposals.

At the May 28, 2024 Council Meeting, Staff was recommending Council award the contract to HM Aero Aviation Consulting of Ottawa, Ontario in the amount of \$79,930.

CURRENT SITUATION:

The Town has received confirmation from BC Air Access Program of a grant of \$35,000 for developing a new airport master plan.

At the October 5, 2023 Creston Valley Services Committee committed to fund \$45,000 towards the project split between the 2024 and 2025 budget years.

The original proposed budget included consultant proposals in the range of \$65,000 with an additional \$15,000 for travel expenses, public engagement, project coordination and contingency. With the successful proponent at nearly the maximum budget, this may require additional funding for the public engagement portion that would not be included within the proponents' project cost. These costs may include targeted advertising, or refreshments at an open house.

KEY CONSIDERATIONS:

1. The Creston Valley Airport is funded as a Regional District service (S240) that provides the primary funding for the airport.
2. The most recent airport master plan was created 33 years ago in 1990.
3. The project schedule will have the study completed by March 2025.

FINANCIAL CONSIDERATIONS:

While the Town had received budget estimates from various consultants, the resulting proposals were all in the range of \$74,000 to \$89,000.

The Town will require additional funding for this project to cover costs associated with the public engagement component – likely in the range of \$5,000 to \$7,500. This amount can be defined more accurately for the 2025 budget cycle.

TOWN OF CRESTON REQUEST OF SERVICE PARTICIPANTS:

THAT the participants of Service 240 Airport – Creston, Areas B, C receive this update for information.

Submitted by:



Michael Moore, CAO

CVSC ACTION ITEMS LIST – 05-30-2024

#	ACTION ITEM	MEETING ORIGIN	STATUS
1.	STAFF DIRECTION: That the Board direct staff to prepare a draft policy for Board review that requires recipients of financial grant in aid funds to engage with local area Directors and/or provide documentation during the budget process, in order to be eligible for funding via taxation in a given year.	05-Jan-2023	(Staff direction from Apr 6 Meeting)
2.	STAFF DIRECTION: That staff create a Terms of Reference on how the Dog Control Service will be delivered. Sangita Sudan and Jordan Dupuis to discuss with Mike Morrison, Manager of Corporate Administration – RDCK, on how this service would be addressed.	02-Mar-2023	Report on May agenda.
3.	STAFF DIRECTION: That staff prioritize proposed or existing parks identified in the Ktunaxa RDCK Traditional Use Study (TUS) Summary Report dated April 2023 and come back at a later date to the Creston Valley Services Committee meeting with recommendations.	04-May-2023 & 01-Jun-2023 & 06-Jul-2023	(Staff direction at May, June, July meetings) Ongoing
4.	STAFF DIRECTION: Stuart Horn, Chief Administrative Officer – RDCK, to talk to Tom Dool, Research Analyst, about reaching out to the Hospital Boards and BC Transit with regards to transportation between Creston and Cranbrook.	04-May-2023	Ongoing
5.	STAFF DIRECTION: Staff to develop a clear process for feasibility studies, for clubs/ groups submitting recreation request proposals. Example: Creston Tennis Club	04-May-2023	Ongoing
6.	STAFF DIRECTION: Staff to communicate to Ministry of Transportation and Infrastructure (MoTi) that there is a benefit to the community if they came to some resolution to keep the toilets and garbage at Martell Beach.	01-Jun-2023	Ongoing – Completed.
7.	STAFF DIRECTION: Staff to create a contribution agreement with Kootenay River Secondary School where RDCK lists what the funding is for and what the expectations are for the funding. To formalize the agreement, Staff to include in the agreement what the rates are that RDCK is going to charge to receive that funding. CVSC would review the contribution agreement with Kootenay River Secondary School every year.	01-Jun-2023	Ongoing.
8.	STAFF NOTE: Stuart Horn, Chief Administrative Officer – RDCK advised that the ownership and maintenance of the signage is being handled by Kootenay Employment Services and the Committee will receive an update later in 2023.	06-Jul-2023 & 04-May-2023	Complete – awaiting a license of occupation for specific signage location before removing from list.
9.	STAFF DIRECTION: That staff report back to the CVSC as part of the 2024 budget process to provide direction on what would be required to reinstate the grant funding to Lister and Crawford Bay cemeteries, including the release of prior years amounts being held in reserve.	07-Sep-2023	Ongoing - Completed

10.	STAFF DIRECTION: That staff reach out to Ministry of Transportation to get their response/interest on Martel Beach regarding blocking trailer boat access.	07-Sep-2023	Ongoing - Completed
11.	STAFF DIRECTION: That staff request a workshop/session (in conjunction with a site visit for the Creston Valley Services Committee) with the Traditional Use Study (TUS) authors, the Ktunaxa Nation and Yaqaan Nukiy, to educate the Committee to better understand the TUS.	09-Sept-2023	Ongoing
12.	STAFF DIRECTION: That staff write a request to the Kootenay Lake Partnership to consider integrating the Traditional Use Study with the update of Cultural Values Study.	07-Sept-2023	Ongoing - Completed
13.	STAFF DIRECTION: That the Town of Creston organize a tour of the Creston Education Centre.	05-Oct-2023	Date to be determined.
14.	That staff meet with the Chamber of Commerce to plan a partnered Canada Day event and provide the appropriate budgetary impact in the draft 2024 budget.	08-Feb-2024	Completed
15.	That staff work with Creston Minor Hockey Association regarding raising a banner at the opening ceremony of the Provincial Hockey tournament in March 2024, in honour of local resident, Jet Fumerton, Hockey Hall of Famer and oldest female hockey player.	08-Feb-2024	Completed
16.	STAFF DIRECTION: That staff arrange a meeting with the RDCK and the Town of Creston to discuss internal governance regarding the Kootenay Employment Services contract.	07-Mar-2024	Date to be scheduled
17.	STAFF DIRECTION: That staff arrange a meeting with Kootenay Employment Services (KES) and the Town of Creston regarding the KES contract, which is set to expire in 2025.	07-Mar-2024	Date to be scheduled.
18.	STAFF DIRECTION: That staff work with library to develop a policy around the capital reserve and investment amounts to establish how the reserved funding is being spent.	07-Mar-2024	Ongoing
19.	STAFF DIRECTION: That staff reach out to the Goat River Association regarding the budget.	07-Mar-2024	Ongoing
20.	THAT the staff be directed to reduce grants by \$41,453 in S263 Discretionary Grants – Area C and reduce the requisition by \$41,453 in the 2024 Draft Financial Plan.	20-Mar-2024	Complete.
21.	STAFF DIRECTION: That Staff bring back a presentation to the May 30 CVSC meeting regarding more information on the letter being submitted in partnership with the Yaqaan Nukiy people to the minister requesting a water sustainability plan on behalf of the Creston Valley and how this Committee can help with moving this forward.	02-May-2024	