

**MINUTES OF THE REGIONAL DISTRICT OF EAST KOOTENAY
ADMINISTRATION, FINANCE & ENGINEERING COMMITTEE
MEETING HELD AT THE REGIONAL DISTRICT OFFICE 19 - 24TH
AVENUE SOUTH CRANBROOK BC ON MARCH 4, 2004**

PRESENT

| | |
|----------------------------------|-------------------------------|
| Committee Chair Cal McDougall | District of Sparwood |
| Director Mike Kartasheff | Electoral Area C |
| Director Klara Trescher | Electoral Area G |
| Committee Vice Chair Ross Priest | City of Cranbrook |
| Director Allan Ackerman | District of Elkford |
| Director Ron McRae | City of Kimberley |
| RDEK Chair Greg Deck | Village of Radium Hot Springs |

STAFF

| | |
|-----------------|---|
| Lee-Ann Crane | Chief Administrative Officer |
| Raeleen Manjak | Deputy Manager of Administrative Services |
| Stephen McInnis | Manager of Engineering & Environmental Services |
| Jim Tarves | Manager of Financial Services |
| Merle Fellows | Executive Assistant (Recording) |

Committee Chair McDougall called the meeting to order at 6:40 pm.

ENGINEERING SECTION

RECOMMENDATION

35322
Infrastructure
Planning Grants

MOVED by Director Trescher
SECONDED by Director Kartasheff

THAT the February 19, 2004 letter from the Minister of Community, Aboriginal and Women's Services advising that infrastructure planning grants have been approved for

- Wilmer Waterworks District Water System Study \$ 6,250
- Fort Steele Heritage Site Water System \$10,000

be received and Focus be engaged to undertake the engineering studies.

CARRIED

RECOMMENDATION

35323
Reports

MOVED by Director Ackerman
SECONDED by Director McRae

THAT the Engineering Report – March 2004 be received.

CARRIED

ADMINISTRATION SECTION

RECOMMENDATION

35324
RDEK Office
Closure

MOVED by Director Trescher
SECONDED by Director Kartasheff

THAT the CAO be authorized to close the Cranbrook and Columbia Valley offices for one day in April to hold a general staff meeting.

CARRIED

ADMINISTRATION SECTION (Continued)

RECOMMENDATION

35325
LAFC / Baynes Lake
Fire Department

MOVED by Director Ackerman
SECONDED by Director McRae

THAT Stan Doehle be recommended for appointment as Local Assistant to the Fire Commissioner (LAFC) for the Baynes Lake Volunteer Fire Department.

CARRIED

RECOMMENDATION

35326
Tomlin / UBCM
Scholarship

MOVED by Director Kartasheff
SECONDED by Director Trescher

THAT the Board endorse Shawn Tomlin's application for a UBCM Commemorative Scholarship toward tuition costs for the first course of the Intermediate Certificate in Local Government Administration.

CARRIED

RECOMMENDATION

35327
Columbia Basin Trust /
Contribution Agreement

MOVED by Director Priest
SECONDED by Director McRae

That the February 24, 2004 letter from the Columbia Basin Trust be received and the Chair and CAO be authorized to sign the Contribution Agreement for Year 7 (2004/2005) Local Government Initiatives Spending Program for the term April 1, 2004 - March 31, 2005.

CARRIED

RECOMMENDATION

35328
RDEK Logo
Shirts

MOVED by Director Kartasheff
SECONDED by Director Ackerman

THAT the CAO be authorized to purchase RDEK logo shirts for the Board and staff.

CARRIED

RECOMMENDATION

35329
CV Deputy Emergency
Program Coordinators

MOVED by Director Trescher
SECONDED by Director McRae

THAT Dave Dixon and Martin Caldwell be appointed as Columbia Valley Deputy Emergency Program Coordinators and the Chair and CAO be authorized to sign the agreements for the term April 1, 2004 to December 31, 2006.

CARRIED

ADMINISTRATION SECTION (Continued)

RECOMMENDATION

35330
Bylaw 1719
Introduction

MOVED by Director Ackerman
SECONDED by Director Trescher

THAT Bylaw No. 1719 cited as "Regional District of East Kootenay – Elk Valley & South Country Emergency Program Implementation Bylaw No. 1719, 2004" be introduced for first reading.

CARRIED

RECOMMENDATION

35331
Bylaw 1725
Introduction

MOVED by Director Trescher
SECONDED by Director Priest

THAT Bylaw No. 1725 cited as "Regional District of East Kootenay – Panorama Fire and Rescue Service Establishment Bylaw No. 1725, 2004" be introduced for first reading.

CARRIED

RECOMMENDATION

35332
Bylaw 1726
Introduction

MOVED by Director Trescher
SECONDED by Director Ackerman

THAT Bylaw No. 1726 cited as "Regional District of East Kootenay – Panorama Fire and Rescue Loan Authorization Bylaw No. 1726, 2004" be introduced for first reading.

CARRIED

RECOMMENDATION

35333
Bylaw 1728
Introduction

MOVED by Director Trescher
SECONDED by Director Priest

THAT Bylaw No. 1728 cited as "Regional District of East Kootenay – Panorama Fire and Rescue Service Voting Bylaw No. 1728, 2004" be introduced for first reading.

CARRIED

RECOMMENDATION

35334
Panorama Fire and Rescue /
Voting

MOVED by Director Trescher
SECONDED by Director Priest

THAT Lee-Ann Crane be appointed Chief Election Officer for conducting the Panorama Fire and Rescue Voting with power to appoint other election officials as required for the administration and conduct of said Voting;

AND THAT Raeleen Manjak be appointed Deputy Chief Election Officer for said Voting.

AND THAT the following rates be paid to the Voting officials:

| | |
|-------------------------------------|--------|
| General Voting Day | |
| Chief Election Officer | \$ 600 |
| Deputy Chief Election Officer | \$ 500 |
| Assistant Presiding Voting Official | \$ 350 |
| Advance Voting Day | |
| Presiding Voting Official | \$ 350 |
| Assistant Presiding Voting Official | \$ 300 |

CARRIED

FINANCE SECTION

RECOMMENDATION

35335
Columbia Valley Rec Centre
Society-Arena/ Financial Statements

MOVED by Director Trescher
SECONDED by Director Kartasheff

THAT the Columbia Valley Rec Centre Society-Arena unaudited
Financial Statements as at November 30, 2002 be received.

CARRIED

RECOMMENDATION

35336
DGIA / Elk Valley Victim
Assistance Program

MOVED by Director Kartasheff
SECONDED by Director Ackerman

THAT \$250.00 be approved for payment from the Electoral Area
B discretionary grants in aid account to the Elk Valley Victim
Assistance Program for 2004 operations.

CARRIED

RECOMMENDATION

35337
DGIA / Sand Creek
Recreation

MOVED by Director Kartasheff
SECONDED by Director McRae

THAT \$424.83 be approved for payment from the Electoral Area
B discretionary grants in aid account to Sand Creek Recreation for
service and maintenance at the Rosen Lake access sites.

CARRIED

RECOMMENDATION

35338
Bylaw 1723 /
Introduction

MOVED by Director Ackerman
SECONDED by Director Priest

THAT Bylaw No. 1723 cited as "Regional District of East
Kootenay – Board Remuneration Bylaw No. 1723, 2004" be
introduced for first reading.

CARRIED

RECOMMENDATION

35339
Cheque
Register

MOVED by Director Priest
SECONDED by Director Kartasheff

THAT the cheque register for the RDEK General Account for
February 2004 in the amount of \$905,572.58 be approved as paid.

CARRIED

RECOMMENDATION

35340
Bylaw 1732
Introduction

MOVED by Director Trescher
SECONDED by Director McRae

THAT Bylaw No. 1732 cited as "Regional District of East
Kootenay – Security Issuing Bylaw No. 1732, 2004" be introduced
for first reading.

CARRIED

Closed
Meeting

MOVED by Director Priest
SECONDED by Director Ackerman

THAT the meeting adjourn to a closed meeting of the Administration, Finance & Engineering Committee based on *Local Government Act* Section 242.2(1)(c) (labour relations or employee negotiations).

CARRIED

The meeting adjourned at 6:50 pm.

Committee Chair Cal McDougall
District of Sparwood

Lee-Ann Crane
Manager of Administrative Services

Merle Fellows
Executive Assistant (Recording)