Regular Meeting of the Board of Directors

January 25, 2018
6:00 pm

RDKB Board Room - Trail, B.C.

F I N A L A G E N D A

1. Call to Order

2. Consideration of the Agenda (Additions/Deletions)

2a) The agenda for the Regional District of Kootenay Boundary Board of Directors January 25, 2018 meeting is presented.

Recommendation: Corporate Vote Unweighted
That the agenda for the Regional District of Kootenay Boundary Board of Directors January 25, 2018 meeting be adopted as presented.

3. Minutes

3a) The minutes of the Regional District of Kootenay Boundary Board of Directors meeting held January 10, 2018 are presented.

Recommendation: Corporate Vote Unweighted
That the minutes of the Regional District of Kootenay Boundary Board of Directors meeting held January 10, 2018 be adopted presented.
Minutes-BOd-10 Jan-BOARD-Jan 25 2018

4. Delegation(s)

4a) Terri MacDonald, BC Regional Innovation Chair in Rural Economic Development-Selkirk College
Re: Rural Development Institute (RDI)-RDI for Local Government

Recommendation: Corporate Vote Weighted
That the Regional District of Kootenay Boundary Board of Directors approve the allocation of $40,000 to the General Government/Administration (001) Budget, over two years ($20,000/year) for the Rural Development Institute (RDI) Regional Research Project **SUBJECT TO** the approval of the RDI's application to the BC Rural Dividend Grant of $500,000 and similar $40,000

funding commitments from the Regional District of Central Kootenay and Regional District of East Kootenay, in return for:

- $60,000 in direct research support;
- a 4-month co-op student/rural development intern;
- $20,000 in pilot project seed funding and related proposal development support-should another BC Rural Dividend call is announced possibly translating into 2 x $100,000 pilot projects);
- targeted training-local government management training linked to Capilano College curriculum, economic development training, strategic planning training; and
- input on $50,000 worth of regional scale research.

Delegation-T. MacDonald-RDI-BOARD-Jan 25 2018
Proposal Brief-RDI for Local Government-BOARD-Jan 25 2018

5. Unfinished Business

5a) RDKB Board of Directors Action Items Report

Recommendation: Corporate Vote Unweighted
That the Regional District of Kootenay Boundary Board of Directors Action Items Report as of January 19, 2018 be received as presented.

RDKB Action Items -2018-01-19 - Board - Jan 25, 2018

5b) Appointment to the Electoral Area 'C'/Advisory Planning Commission

Jessica Coleman

Recommendation: Stakeholder Vote (Electoral Area Directors) Unweighted
That Jessica Coleman be appointed to the Electoral Area 'C' Christina Lake Advisory Planning Commission (APC). **FURTHER** that the APC list be revised accordingly.

5c) T. Dueck, Solid Waste Program Coordinator
Re: Communications Plan - Closure/Relocation West Boundary Unattended Recycling Bins and
Elimination of Film Plastic from Commercial Stream

Unattended Recycling Bins Closures and Relocation

Recommendation: Corporate Vote Unweighted
That the Regional District of Kootenay Boundary Board of Directors accept the updated Communications Plan for the closure of the unattended recycling bins in Greenwood and Midway, relocation of the Beaverdell bin and implementation of a ban on Film Plastic.

Staff Report - Unattended Depot Closure Jan 25(RPT - 1152) - Pdf
NEW-Greenwood-Removal Unattended Recycling Bins-BOARD-Jan 25 2018
NEW-Midway-Removal Unattended Recycling Bins-BOARD-Jan 25 2018

6. Communications-Corporate Communications Officer

6a) F. Maika, Corporate Communications Officer
Re: Update - Town Hall Meetings

Recommendation: Corporate Vote Unweighted
That the staff report from Frances Maika, Corporate Communications Officer, presenting an update on the 2018 Town Hall meetings be received.

Staff Report-2018-TownHalls-BOARD-Jan 25 2018

6b) F. Maika-Clicker Demo
Re: Town Hall meetings

7. Communications (Information Only)

7a) UBCM - Status of Asset Management in BC Report Jan 4, 2018
UBCM Status of Asset Management in BC Report Jan 4, 2018

7b) District of Kent-Jan 16.18
Re: Cannabis Sales Revenue Sharing
District of Kent-Cannabis Sale Revenue Sharing-BOARD-Jan 25 2018

Recommendation: Corporate Vote Unweighted
That Communications Information Only items a) - b) be received.

8. Reports

8a) Adopted RDKB Committee Minutes-November and December 2017
Beaver Valley Regional Parks, Trails and Recreation Committee (Nov. 7/17), Policy, Executive and Personnel Committee (Nov. 8/17), Electoral Area Services Committee (Nov. 16/17), East End Services Committee (Nov. 21/17), Boundary Community Development Committee (Dec. 6/17) and Utilities Committee (Dec.7/17).

Recommendation: Corporate Vote Unweighted
That the following minutes of the RDKB Committee meetings held during November and December 2017 be received:

Beaver Valley Regional Parks, Trails and Recreation Committee (Nov. 7/17), Policy, Executive and Personnel Committee (Nov. 8/17), Electoral Area Services Committee (Nov. 16/17), East End Services Committee (Nov. 21/17), Boundary Community Development Committee (Dec. 6/17), and Utilities Committee (Dec.7/17)

Minutes-Beaver Valley Recreation Committee -07 Nov 2017- BOARD January 25 2018
Minutes-Policy, Executive and Personnel Committee - 08 Nov 2017-BOARD January 25 2018

Minutes-Electoral Area Services Committee-16 Nov 2017-Board-January 25 2018
Minutes-East End Services Committee - 21 Nov 2017-BOARD January 25 2018
Minutes-Boundary Community Development Committee 06 Dec 2017-BOARD January 25 2018
Minutes-Utilities Committee -07 Dec 2017- BOARD January 25 2018

8b) Adopted RDKB Recreation Commission Minutes

Grand Forks and District Recreation Commission (Nov. 30/17) Electoral Area 'C' Parks and Recreation Commission (Nov. 8/17)

Recommendation: Corporate Vote Unweighted

That the minutes of the Grand Forks and District Recreation Commission (Nov. 30/17) and Electoral Area 'C'/Christina Lake Parks and Recreation Commission (Nov. 8/17) be received.

Minutes-Grand Forks and District Recreation Commission-November 30, 2017-Board-January 25, 2018
Minutes-Electoral Area C Parks & Recreation-November 8, 2017-Board-January 25, 2018

8c) Draft RDKB Electoral Area Advisory Planning Commission Minutes - Jan. 2/18
Electoral Area 'B'/Lower Columbia-Old Glory, Area 'C'/Christina Lake, Area 'D'/Rural Grand Forks, Area 'E'/West Boundary

Recommendation: Corporate Vote Unweighted

That the draft minutes of the Electoral Area 'B'/Lower Columbia-Old Glory, Electoral Area 'C'/Christina Lake, Electoral Area 'D'/Rural Grand Forks and Electoral Area 'E'/West Boundary Advisory Planning Commission meetings held January 2, 2018 be received.

Minutes-January 2-APC Area B-Board-January 25 2018
Minutes-January 2-APC Area C-Board-January 25 2018
Minutes-January 2-APC Area D-Board-January 25 2018
Minutes-January 2-APC Area E-Board-January 25 2018

9. Monthly Committee Recommendations to Board of Directors

The RDKB Committee recommendations as adopted by the RDKB Committees during January 2018 are presented for consideration.

9a) Boundary Community Development Committee-Jan. 9/18

Economic Development Service Review

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approves a service review be undertaken in 2018 for the Boundary Economic Development Service pursuant to the service review provisions included in Service Establishment Bylaw No. 1389, 2009.

Boundary Economic Development Service Review - Pdf
Bylaw 1389 Establishing Economic Development Service in the Boundary

9b) Boundary Community Development Committee-Jan. 9/18

Community Futures Boundary Contract Extension

Recommendation: Corporate Vote Weighted
That the Regional District of Kootenay Boundary Board of Directors approves a three-year extension to the Contract between the Regional District of Kootenay Boundary and Community Futures Boundary to provide economic development services for a term commencing January 1, 2018 and expiring December 31, 2020 at $60,000 per year with a 90-day termination clause. **FURTHER** that the Board of Directors authorizes the RDKB signatories to sign and enter into the contract.
Community Futures Boundary Contract Extension - Pdf

9c) East End Services Committee-Jan. 9/18
Director Grieve, Committee Chair/Director McLellan, Committee Vice-Chair

Appointments to West Kootenay Transit Committee (WKTC)

Recommendation: Corporate Vote Unweighted
That the Regional District of Kootenay Boundary appoint Directors Worley, Danchuk and Cecchini to the West Kootenay Transit Committee. **FURTHER** that the West Kootenay Transit Committee be advised accordingly.

9d) East End Services Committee - Jan. 9/18
Director Grieve, Committee Chair/Director McLellan, Committee Vice-Chair

Victim Services Lease with City of Trail

Recommendation: Corporate Vote Weighted
That the Regional District of Kootenay Boundary Board of Directors approve the renewal of a lease with the City of Trail for the Victims Services office space in the Greater Trail RCMP detachment pending additional information from the City of Trail indicating that the rental rate the City charge's is a common, standard rate. **FURTHER** that upon confirmation from the City that the lease-rate being charged to the RDKB is a standard rate, that the Board authorize the RDKB signatories to sign and enter into the lease.

9e) Policy and Personnel Committee-Jan. 10/18
Director Martin, Committee Chair / Director Danchuk, Committee Vice-Chair

Permissive Property Taxation Exemption Policy

Recommendation: Corporate Vote Unweighted
That the Regional District of Kootenay Boundary Board of Directors adopt the Permissive Property Taxation Exemption Policy and Application Procedure as

presented to, and approved by the Policy and Personnel Committee on January 10, 2018. **FURTHER** that the Policy be distributed accordingly.

Permissive Property Taxation Exemption Policy-BOARD-Jan 25 2018
Permissive Property Tax Exemption-Application Procedure-BOARD-Jan 25 2018
Staff Report-Permissive Tax Exemption Policy- PAP Jan 10-BOARD-Jan 25 2018 Pdf

9f) Policy and Personnel Committee-Jan. 10/18
Director Martin, Committee Chair / Director Danchuk, Committee Vice-Chair

Tax Impact of Permissive Tax Exemptions

Recommendation: Corporate Vote Unweighted
That the Regional District of Koteonay Boundary Board of Directors receive the staff report from Beth Burget, General Manager of Finance, regarding the tax impact of Permissive Tax Exemptions on participants within the District.

Staff Report - Permissive Grant Tax Impact - P&P - Jan 25, 2018 - Pdf

9g) Policy and Personnel Committee-Jan. 10/18
Director Martin, Committee Chair / Director Danchuk, Committee Vice-Chair

Committee Terms of Reference

Recommendation: Corporate Vote Unweighted
That the Regional District of Kootenay Boundary Board of Directors adopt the Policy and Personnel Committee Terms of Reference as revised and subsequently approved by the Policy and Personnel Committee on January 10, 2018. **FURTHER** that the Terms of Reference be distributed accordingly.

P&P Committee ToR 2018

9h) Electoral Area Services Committee-Jan.11/18
Director Worley, Committee Chair / Director McGregor, Vice-Chair

Development Variance Permit - Electoral Area 'B'/Lower Columbia-Old Glory

Recommendation: Stakeholder Vote (Electoral Area Directors) Unweighted
That the Regional District of Kootenay Boundary Board of Directors approve the Development Variance Permit application submitted by Tim and Kim Adrain of 0819264 BC Ltd. to allow for an accessory storage building to be built 182m2 larger and 2.2 m taller than permitted by the Electoral Area 'B' /Lower Columbia – Old Glory Zoning Bylaw No. 1540 on the property legally described as Lot J, District Lot 2404, Plan NEP22865, KD, Genelle, Electoral Area 'B'/Lower Columbia-Old Glory subject to:

- The use of acrylic stucco siding
- The use of asphalt shingle Roofing material
- The applicant providing a site plan with building dimensions and setback distances.

- The applicant providing a set of elevation drawings similar in character to what has been presented in this report to be attached to the Permit.

Staff Report-0819264BCLtd-Adrain-Board-January 25 2018
Letter to RDKB - Development Variance Permit Application - 0819264 BC Ltd
DVP-Comments-325 Grandview Place-Genelle-Area B-BOARD-Jan 25 2018
DVP - from Neighbours Jan 22-2018-Board-Jan 25 2018
NEW-DVP-Genelle-Comments-Jan 24-BOARD-Jan 25 2018

9i) Electoral Area Services Committee-Jan. 11/18
Director Worley, Committee Chair / Director McGregor, Vice-Chair

Application for a Development Variance Permit - Electoral Area 'D'/Rural Grand Forks

Recommendation: Stakeholder Vote (Electoral Area Directors) Unweighted
That the Regional District of Kootenay Boundary Board of Directors approve the Development Variance Permit application submitted by Katherine Hutton and John Mills, to allow for a 4.4 metre front yard setback variance on the property legally described as District Lot 1299s, SDYD, Electoral Area 'D' / Rural Grand Forks subject to approval of a setback variance from the Ministry of Transpiration and Infrastructure.

Staff Report-Hutton-Mills-Board-January 25 2018

10. New Business

10a) T. Sprado, Manager of Recreation and Facilities
Re: Staff Report from Tom Sprado, Manager of Facilities and Recreation-Grand Forks and District Recreation
A staff report from Tom Sprado, Manager of Facilities and Recreation-Grand Forks and District Recreation requesting that the Board approve application to the Municipal Asset Management Program provided by the Federation of Canadian Municipalities for funding to support a facility condition assessment of the Grand Forks Aquatic Centre and Jack Goddard Memorial Arena.

Recommendation: Stakeholder Vote Unweighted
That the Regional District of Kootenay Boundary Board of Directors direct staff to apply to the Municipal Asset Management Program provided by the Federation of Canadian Municipalities for funding to support a facility condition assessment of the Grand Forks Aquatic Centre and Jack Goddard Memorial Arena.

Staff Report - GFREC FCM Grant Application Facility Condition Assessment January 2018

10b) M. Andison, CAO
Re: 2017 Building Statistics

Recommendation: Corporate Vote Unweighted
That the staff report from Mark Andison, CAO, regarding the 2017 Building Statistics be received.
Staff Report-2017 Building Permit Statistics-Board January 25, 2018 - Pdf

10c) A staff report from Mark Andison, CAO, regarding a Building Bylaw Contravention for the property described as:
9240 Industrial Road, Trail, B.C.
Electoral Area 'A'
Parcel Identifier: 009-094-555
Lot 1 District Lot 205A Kootenay District Plan 13255
Owner: Omar Grinblats

Recommendation: Stakeholder Vote (Electoral Area Directors) Unweighted
That the Regional District of Kootenay Boundary Board of Directors invite the owner, Omar Grinblats, to appear before the Board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 302 of the Local Government Act and Section 57 of the Community Charter against the property legally described as Lot 1, District Lot 205A, Kootenay District, Plan 13255.
Staff Report-Bylaw Contravention Grinblats-Board January 25, 2018 - Pdf

10d) A staff report from Mark Andison, CAO, regarding a Building Bylaw Contravention for the property described as:
95 Tamarac Avenue, Fruitvale, B.C.
Electoral Area 'A'
Parcel Identifier: 014-927-802
Lot 4 District Lot 1236 Kootenay District Plan 4628
Owner: Heidi Korn

Recommendation: Stakeholder Vote (Electoral Area Directors) Unweighted
That the Regional District of Kootenay Boundary Board of Directors invite the owner, Heidi Korn, to appear before the Board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 302 of the Local Government Act and Section 57 of the Community Charter against the property legally described as Lot 4, District Lot 1236, Kootenay District, Plan 4628.
Staff Report-Bylaw Contravention Korn-Board January 25, 2018 - Pdf

10e) A staff report from Mark Andison, CAO, regarding a Building Bylaw Contravention for the property described as:
2375 Coalchute Road, Grand Forks, B.C.
Electoral Area 'D' / Rural Grand Forks
Parcel Identifier: 004-765-966
Lot 2 District Lot 1494 Similkameen Division Yale District Plan 13642

Owners: Troy Sinclair and Michelle Kruzenga
Recommendation: Stakeholder Vote (Electoral Area Directors) Unweighted
That the Regional District of Kootenay Boundary Board of Directors invite the owners, Troy Sinclair and Michelle Kruzenga, to appear before the Board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 302 of the Local Government Act and Section 57 of the Community Charter against the property legally described as Lot 2, District Lot 1494, Similkameen Division Yale District, Plan 13642.
Staff Report-Bylaw Contravention Sinclair-Kruzenga-Board January 25, 2018 - Pdf

10f) A staff report from Mark Andison, CAO, regarding a Building Bylaw Contravention for the property described as:
1620 Highway 33, Rock Creek, B.C.
Electoral Area 'E' / West Boundary
Parcel Identifier: 011-507-721
Lot 1 District Lot 352 Similkameen Division Yale District Plan 1622
Owner: Bonnie-Lou Koester

Recommendation: Stakeholder Vote (Electoral Area Directors) Unweighted
That the Regional District of Kootenay Boundary Board of Directors invite the owner, Bonnie-Lou Koester, to appear before the Board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 302 of the Local Government Act and Section 57 of the Community Charter against the property legally described as Lot 1, District Lot 352, Similkameen Division Yale District, Plan 1622.
Staff Report-Bylaw Contravention Koester-Board January 25, 2018 - Pdf

10g) A staff report from Mark Andison, CAO, regarding a Building Bylaw Contravention for the property described as:
2925 Highway 33, Westbridge, B.C.
Electoral Area 'E' / West Boundary
Parcel Identifier: 004-374-720
Lot 3 District Lot 2515 Similkameen Division Yale District
Owner: Brian Klassen

Recommendation: Stakeholder Vote (Electoral Area Directors) Unweighted
That the Regional District of Kootenay Boundary Board of Directors invite the owner, Brian Klassen, to appear before the Board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 302 of the Local Government Act and Section 57 of the Community Charter against the property legally described as Lot 3, District Lot 2515, Similkameen Division Yale District, Plan 29236.
Staff Report-Bylaw Contravention Klassen-Board January 25, 2018 - Pdf

10h) A staff report from Mark Andison, CAO, regarding a Building Bylaw Contravention on the property described as:
400-7470 Porcupine Road, Big White, B.C.
Electoral Area 'E' / West Boundary
Parcel Identifier: 016-300-246
Strata Lot 39 District Lot 4109S Similkameen Division Yale District Strata Plan K838
Owner: Figure Ski Enterprises Inc.

Recommendation: Stakeholder Vote (Electoral Area Directors) Unweighted
That the Regional District of Kootenay Boundary Board of Directors invite the owner, Figure Ski Enterprises Inc., to appear before the Board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 302 of the Local Government Act and Section 57 of the Community Charter against the property legally described as Strata Lot 39, District Lot 4109S, Similkameen Division Yale District, Strata Plan K838.

Staff Report-Bylaw Contravention Figure Ski Enterprises Inc-Board January 25, 2018 - Pdf

10i) A staff report from Mark Andison, CAO, regarding a Building Bylaw Contravention for the property described as:
Westlake Drive, Christina Lake, B.C.
Electoral Area 'C' / Christina Lake
Parcel Identifier: 005-586-917
Lot 27 District Lot 317 Similkameen Division Yale District Plan 25163
Owners: James Niblow and Sabrina Rosa

Recommendation: Stakeholder Vote (Electoral Area Directors) Unweighted
That the Regional District of Kootenay Boundary Board of Directors invite the owners, James Niblow and Sabrina Rosa, to appear before the Board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 302 of the Local Government Act and Section 57 of the Community Charter against the property legally described as Lot 27, District Lot 317, Similkameen Division Yale District, Plan 25163.

Staff Report-Bylaw Contravention Niblow+Rosa-Board January 25, 2018 - Pdf

10j) **K. Gobeil, Planner**
Re: Surveyor General-Accretion Application
Electoral Area 'B'/Lower Columbia-Old Glory

Recommendation: Corporate Vote Unweighted
That the Regional District of Kootenay Boundary Board of Directors direct staff to forward this staff report, Provincial Referral – Accretion application for 535 3rd Avenue Rivervale, which includes comments from the Electoral Area 'B'/Lower Columbia-Old Glory Advisory Planning Commission to the Surveyor General for consideration.

Staff Report-Pettigrew-Board-January 25 2018

10k) K. Gobeil, Planner
Re: BC Timber Sales Proposed Cut-Blocks by BC Timber Sales
Electoral Areas C' / Christina Lake, 'D' / Rural Grand Forks and 'E' / West Boundary

Recommendation: Corporate Vote Unweighted
That the Regional District of Kootenay Boundary Board of Directors direct staff to forward this staff report 'BC Timber Sales Forestry Referral – Operating Plan 13' to BC Timber Sales for consideration

Staff Report-BC Timber Sales_Operating Plan 13_Board-January 25 2018

10l) K. Gobeil, Planner
Re: Application under the *Environmental Management Act*
Electoral Area 'E' /West Boundary

Recommendation: Corporate Vote Unweighted
That the Regional District of Kootenay Boundary Board of Directors direct staff to forward this report, Referral – Application under the *Environmental Management Act* – Mighty White Dolomite Ltd., which includes comments from the Electoral Area 'E'/West Boundary Advisory Planning Commission to the Ministry of Environment.

Staff Report-Mighty White Dolomite-Board-January 25 2018

10m) ALC Decision - Application for Exclusion from ALR
Electoral Area 'C'/Christina Lake

ALR Exclusion-Ponderosa Estates

Recommendation: Corporate Vote Unweighted
That the correspondence from the Agricultural Land Commission dated January 17, 2018 regarding its decision for an application to exclude lands legally described as Lot 35, DL 312 and 348, SDYD, Plan 29935, Except Plan 39263 from the Agricultural Land Reserve be received.

ALC Decision Ltr-Ponderosa Estates-Peter Spencer-Jan 17 2018-Board-January 25 2018

10n) ALC Decision - Application for Exclusion from ALR
Electoral Area 'E'/West Boundary

ALR Exclusion-Kettle River Concrete

Recommendation: Corporate Vote Unweighted
That the correspondence from the Agricultural Land Commission dated January 5, 2018 regarding its decision for an application to exclude lands legally described as Lot 2, DL 2455, SDYD from the Agricultural Land Reserve be received.

ALC Decision Ltr-Kettle River Concrete-Jan 5 2018-Board-January 25 2018

10o) K. Gobeil, Planner
Re: Application for Addition of Outdoor Patio
Liquor Control and Licensing Branch - The Bullwheel Gastro Family Pub - Electoral Area 'E'/West Boundary (Big White)

****Revised Staff Report and Recommendation**

Recommendation: Corporate Vote Unweighted

The LCLB required format is presented in the recommendation below:

Be it resolved that:

1. **The Board recommends the primary liquor licence for the White Crystal Inn not be supported for the following reasons:** Concerns have been expressed about the potential for noise and loss of enjoyment of those staying in the rooms above the patio and the proximity of the outdoor hot tub and the negative impacts it may have on individuals and families using that space.
2. **The Board's comments on the prescribed considerations are as follows:**
    a. ***The potential for noise:***

    There is a potential for those staying in the bedrooms and condos above the patio and neighbours to be disturbed by noise.

    b. ***The impact on the community:***

    It is anticipated that the proposal would negatively impact Big White. The Advisory Planning Commission for Big White noted no concerns regarding this application, however, members of the White Crystal Strata have expressed concerns with the application as submitted.

    c. ***Is the amendment contrary to the primary purpose of the establishment:***

    The proposed business and structural alterations are in keeping with the primary purpose of the establishment. The business operates as an 'eating, drinking establishment' which is a permitted use in the 'Village Core 6' Zone.
3. **The Board's comments on the views of the residents are as follows:**

The applicant posted three 'notice of the proposal' signs. The signs were posted on November 22, 2017. One sign was posted at the back window of the establishment facing the gondola and conference room. Another was posted at the main entrance of the Bull Wheel, and the third at the community notice board in the Whitefoot Lodge, adjacent to the doctor's office. After the preparation of the staff report, comments were received by the Board expressing concern about the negative impact of the addition of the patio to the liquor licence:

a. The patio is overlooked by roughly one-quarter of the 50 residential units in the building and the change of use could create a nuisance and loss of enjoyment for those residents.
b. The patio area is adjacent to a common open hot tub area that must remain unlocked as a fire escape. By allowing alcohol consumption it could make the patio busier and affect the safety, enjoyment and privacy of this area by residents.

c. The visibility of people using the hot tub and patrons of the Bull Wheel outside drinking was also a concern.
d. The closing time of 1:00 am of an outdoor patio space could lead to loss of enjoyment of the residential units.

Staff Report-Bull Wheel-Board-January 25 2018

10p) D. Dean, Manager of Planning and Development
Re: Gas Tax Application - Kettle River Watershed Authority Drought Management Plan

Kettle River Watershed Authority Drought Management Plan-Gas Tax

Recommendation: Corporate Vote Unweighted
That the Regional District of Kootenay Boundary Board of Directors approves the Gas Tax application submitted by the Donna Dean, Manager of Planning and Development and the allocation of Gas Tax funding in the amount of $39,710 from Electoral Areas 'C'/Christina Lake, 'D'/Rural Grand Forks and 'E'/West Boundary for the costs associated with the Kettle River Watershed Authority Drought Management Plan.

Gas Tax Application - Drought Management Plan

10q) G. Denkovski, Manager of Infrastructure and Sustainability
Re: Gas Tax Application - Village of Fruitvale Train Station

Fruitvale Train Station-Gas Tax

Recommendation: Corporate Vote Weighted
That the Regional District of Kootenay Boundary Board of Directors approves the Gas Tax application submitted by the Village of Fruitvale and the allocation of Gas Tax funding in the amount of $150,000 from Electoral Area 'A' for the costs associated with reconstructing a replica train station. **FURTHER** that the Board approves the RDKB signatories to sign and enter into the agreement.

Gas Tax Application - Fruitvale Train Station

10r) T. Lenardon, Manager of Corporate Administration/Corporate Officer
Re: Sponsorship for the 2018 AKBLG Convention-City of Fernie.

Recommendation: Corporate Vote Weighted
That the Regional District of Kootenay Boundary Board of Directors approves the allocation of $2,000 (Silver Level Sponsorship) in the 2018 General Administration (001) Budget/Financial Plan as a contribution towards the 2018 Association of Kootenay and Boundary Local Governments Convention and AGM, April 18-20, 2018 hosted by Fernie, B.C. **FURTHER** that the City of Fernie and the AKBLG be advised accordingly.

Staff Report-AKBLG Sponsorship Fernie-BOARD-Jan 25 2018
2018 AKBLG Sponsorship Form - Package
Mayor Request-Sponsorthip-2018 AKBLG-Fernie-BOARD-Jan 25 2018-pdf

10s) West Boundary Recreation Grant
Re: Kettle Valley Racing Association

Recommendation: Stakeholder Vote (Electoral Area1 'E'/West Boundary, Midway and Greenwood) Weighted
That the Regional District of Kootenay Boundary Board of Directors approves the West Boundary Recreation Grant Application from the Kettle Valley Racing Association in the amount of $500.
W.Boundary Rec Grant App - KV Racing Assoc

10t) Grants-In-Aid

Recommendation: Stakeholder Vote (Electoral Area Directors) Weighted

That the following grants-in-aid are approved:

1. Diane Langman "Us and Them" Movie-Electoral Area 'A'-$250
2. Beaver Valley Nitehawks-Electoral Area 'A'- $1,300
3. Village of Montrose, Montrose Recreation Committee-Electoral Area 'A'-$300
4. Diane Langman "Us and Them" Movie-Electoral Area 'B'/Lower Columbia-OldGlory-$250
5. Zone 6 Kootenay Boundary 55+ Games-Electoral Area 'B'/Lower Columbia-Old Glory - $750
6. Boundary Youth Soccer Association-Electoral Area 'C'\Christina Lake-$2,000
7. Zone 6 Kootenay Boundary 55+ Games-Electoral Area 'C'/Christina Lake-$750
8. **Zone 6 Kootenay Boundary 55+ Games-Electoral Area 'A'-$500**
9. **Grand Forks and District Fall Fiar-Electoral Area 'D'/Rural Grand Forks-$1,317**

Grants-In-Aid as of Jan 19th, 2018 BOARD Jan. 25 2018
Grant-In-Aid as of Jan 23, 2018 BOARD Jan 25, 2018
NEW-GIA-As At Jan 24-Area A-55 Sr. Games-BOARD-Jan 25 2018
NEW-GIA-As At Jan 24-Area D-Fall Fair-BOARD-Jan 25 2018

11. Bylaws

11a) Bylaw No. 1632 Amending Bylaw No. 1470-Electoral Area 'B'/Lower Columbia-Old Glory OCP
First and Second Readings

Recommendation: Stakeholder Vote (Electoral Area Directors) Unweighted
That Regional District of Kootenay Boundary Official Community Plan Amendment Bylaw No. 1632, 2018 be read a First and Second time.
Bylaw 1632_WestK-Board-January 25 2018

11b) Bylaw No. 1633 Amending Bylaw No. 1540-Electoral Area 'B'/Lower Columbia-Old Glory Zoning

First and Second Readings

Recommendation: Stakeholder Vote (Electoral Area Directors) Unweighted

That Regional District of Kootenay Boundary Official Community Plan Amendment Bylaw No. 1633, 2018 be read a First and Second time.

Bylaw 1633_WestK-Board-January 25 2018

11c) Set up Public Hearings
Bylaws No. 1632 and No. 1633

Recommendation: Stakeholder Vote (Electoral Area Directors Only) Unweighted

That the Regional District of Kootenay Bounday Board of Directors direct staff to set up a public hearing for RDKB Bylaws 1632 and 1633. **FURTHER** that Director Russel be appointed as Public Hearing Meeting Chair with Directors McGregor and Gee as Alternates.

11d) T. Lenardon, Manager of Corporate Administration/Corporate Officer

Bylaw No. 1660-RDKB Grand Forks and District Transit Service Establishment Amendment
Adoption-Increase Requisition

Recommendation: Stakeholder Vote (Electoral Area 'D'/Rural Grand Forks, Electoral Area 'E'/West Boundary, City of Grand Forks and City of Greenwood) Weighted

That Regional District of Kootenay Boundary Grand Forks and District Transit Service Local Service Establishment Amendment Bylaw No. 1660, 2017 be Reconsidered and Adopted.

RDKB Bylaw1660-Amend GF Transit Service Establish-Adopt-BOARD-Jan 25 2018
Participant Consent to Adopt Bylaw1660
Staff Report-Bylaw1660-GF Transit Increase Requisition-BOARD-Nov 30 2017
NEW-Greenwood-Consent to Adpt Bylaw 1660-BOARD-Jan 25 2018

11e) T. Lenardon, Manager of Corporate Administration/Corporate Officer

Bylaw No. 1665, 2018-Repealing and Discontinuing RDKB Bylaw No. 1091, 1999 West Boundary Road Rescue
First, Second and Third Readings

Recommendation: Corporate Vote Unweighted

That Regional District of Kootenay Boundary Extended Service Financial Aid Establishment Amendment Bylaw No. 1665, 2018 be read a First, Second and Third Time.

Staff Report-Bylaw1665-Dissolve W. Boundary Rd. Rescue-BOARD-Jan 25 2018 - Pdf
Bylaw1665-Repeal W. Boundary Rd Rescue Service Bylaw 1091-BOARD-Jan 25 1018

11f) T. Lenardon, Manager of Corporate Administration/Corporate Officer
Re: Elections Appointments and Proposed Bylaw 1667, 2018

Recommendation: Corporate Vote Unweighted
That the Regional District of Kootenay Boundary Board of Directors appoint Mark Daines, Maureen Forster and Jennifer Kuhn as Deputy Chief Elections Officers for the organization of, and attendance at the October 20, 2018 General Local Government Elections.

Recommendation: Corporate Vote Unweighted
That Regional District of Kootenay Boundary Elections and Other Voting Conduction Bylaw No. 1667, 2018 be read a First, Second and Third Time.
FURTHER that Regional District of Kootenay Boundary Elections and Other Voting Conduction Bylaw No. 1667, 2018 be Reconsidered and Adopted.
FURTHER that Regional District of Kootenay Boundary Elections and Other Voting Conduction Bylaw No. 1608, 2014 be repealed.
Staff Report-2018 Elections Appnt-Amend Election Bylaw-BOARD-Jan 25 2018 - Pdf

12. Late (Emergent) Items

13. Discussion Items Referred from Other RDKB Committees

14. Discussion of Items for Future Meetings

a) Rural BC and Rural Strategy- Recommendations for Provincial Government Action to Stimulate Rural Development
BC Rural Institute - BOARD Jan, 25, 2018

16. Closed (Incamera) Session

17. Adjournment

Regular Meeting of the Board of Directors
January 10, 2018
RDKB Board Room-Grand Forks, BC
6:00 p.m.

Minutes

Present: Director R. Russell, Chair
Director G. McGregor, Vice-Chair
Director P. Cecchini
Director J. Danchuk
Director M. Martin
Director D. Langman
Director L. McLellan
Director F. Konrad
Director E. Smith
Director M. Rotvold
Director L. Worley
Director V. Gee
Director A. Grieve, via teleconference

Staff: M. Andison, Chief Administrative Officer
T. Lenardon, Manager of Corporate Administration/Recording Secretary
B. Burget, GM Finance
T. Dueck, Solid Waste Coordinator
G. Denkovski, Manager of Infrastructure and Sustainability
D. Derby, Fire Chief, Kootenay Boundary Regional Fire Rescue

Others: K. Saylors, Grand Forks Gazette

Call to Order

The Chair called the meeting to order at 6:00 p.m.

Consideration of the Agenda (Additions/Deletions)

The agenda for the January 10, 2018 meeting of the Regional District of Kootenay Boundary Board of Directors was presented.

Director Rotvold requested that a discussion regarding the dissolution of the West Boundary Road Rescue Service be added to Late Emergent Items, and it was;

1-18 Moved: Director Langman Seconded: Director Rotvold

Corporate Vote Unweighted
That the agenda for the January 10, 2018 meeting of the Regional District of Kootenay Boundary Board of Directors be adopted as amended.

Carried.

Minutes

The minutes of the Regional District of Kootenay Boundary Board of Directors meeting held December 13, 2017 were presented.

2-18 Moved: Director Worley Seconded: Director Danchuk

Corporate Vote Unweighted
That the minutes of the Regional District of Kootenay Boundary Board of Directors meeting held December 13, 2017 be adopted as presented.

Carried.

Unfinished Business

Board Appointments-Columbia River Treaty Local Government Committee (CRTLGC)
Three-year Term: Jan. 2018-Dec. 2020
Current Appointees: Directors Worley and Danchuk

The Chair asked Directors Worley and Danchuk if they are interested in a re-appointment to the Columbia River Treaty Local Government Committee for the 2018-2020 term.

Directors Worley and Danchuk stated that they wished to be re-appointed to the CRTLGC. There were no further expressions of interest for this appointment, and it was;

3-18 Moved: Director Rotvold Seconded: Director Grieve

Corporate Vote Unweighted
That the Regional District of Kootenay Boundary Board of Directors appoints Director Worley and Director Danchuk to the Columbia River Treaty Local Government Committee for a three-year term commencing January 2018 and expiring December 31, 2020. **FURTHER** that the Columbia River Treaty Local Government Committee be notified of the RDKB appointments.

Carried.

Board of Directors Action Items Report
The Chair noted that the Board of Directors Action Items report will only be presented once a month and therefore will be included on the Board agenda when meetings are held at the end of the month.

APC Appointments
Director Worley advised that Trinda Ross is no longer a member of the Electoral Area 'B'/ Lower Columbia-Old Glory APC and her name should be removed from the list.

Staff will follow-up accordingly, and it was;

4-18 Moved: Director Worley Seconded: Director McGregor

Stakeholder Vote (Electoral Area Directors) Unweighted
That the Electoral Area 'B'/Lower Columbia-Old Glory Advisory Planning Commission list be revised by removing Trinda Ross from as an Area 'B'/Lower Columbia-Old Glory APC member. **FURTHER** that the Regional District of Kootenay Boundary Board of Directors approve the following appointments to the RDKB Advisory Planning Commissions:

Electoral Area 'A'
Fred Buckley
Shelley Levick
Linda Green
Tyleen Underwood
Craig Stemmler
Rob Ironmonger

Electoral Area 'B'/Lower Columbia-Old Glory
Richie Mann
Graham Jones
Mary MacInnis
Grant Saprunoff
Henk Ravestein
Fern Acton

Electoral Area 'C'/Christina Lake
Dave Bartlett
Terry Mooney
Peter Darbyshire
Butch Bisaro
David Durand
Annie Rioux
Jennifer Horahan
Jeff Olsen
Phil Mody
Ken Stewart

Electoral Area 'D'/Rural Grand Forks
Deb Billwiller
Lesley Matthews
Christie Wheaton
Kathy Hutton
Rod Zielinski

Electoral Area 'E'/West Boundary
Grant Harfman
Michael Fenwick-Wilson
Jamie Haynes
Lynne Storm
Fred Marshall
Florence Hewer
Randy Trerise
Frank Van Oyen

Electoral Area 'E'/West Boundary Big White
Jude Brunt
Deb Hopkinson
Gerry Molyneaux
John Lebrun
Paul Sulyma
Cat Schierer

Carried.

T. Dueck-International Recycling Markets
Closing and Relocation of Unattended Recycling Bins
A staff report from Tim Dueck, Solid Waste Program Coordinator regarding the closing and relocation of unattended recycling bins in Greenwood, Midway and Beaverdell was presented.

At the December 13, 2017 Board meeting, the Board reviewed information regarding the effects of changes in China's waste importing policies on RDKB unattended recycling depots. The Board referred the matter back to Environmental Services staff to draft a second report that provides additional options that would assist the RDKB reach compliance with the new recycling industry standards. The Board also directed staff to update the Communications Plan that was presented in December 2017 to include face-to-face public meetings to educate the public.

Moved: Director Martin Seconded: Director Worley

Corporate Vote Unweighted
That the Regional District of Kootenay Boundary Board of Directors direct staff to enact the Communication Plan to close the unattended Greenwood and Midway recycling bins and relocate the Beaverdell bin to the Beaverdell Solid Waste Transfer Station as of May 1, 2018.

Directors Rotvold and Smith expressed their opposition to the staff recommendation and the Communications Plan as presented to the Board on January 10, 2018, as the Communication Plan had not been revised to include public face-to-face meetings. Director Rotvold advised that public meetings should be arranged to be held in Greenwood, Midway and Rock Creek, and it was;

Moved: Director Rotvold Seconded: Director Smith

That the recommendation to enact the Communications Plan to close the unattended Greenwood and Midway recycling bins and relocate the Beaverdell bin to the Beaverdell Solid Waste Transfer Station as of May 1, 2018 be amended so as to amend the Communication Plan to include three face-to-face public meetings in Midway, Greenwood and Rock Creek.

There was discussion regarding the location of public meetings. Some Directors felt that if a public meeting were to be held in Rock Creek, the same should be arranged for Beaverdell as a community which is directly affected by the closures and relocation, and it was;

Moved: Director Gee Seconded: Director Smith

That the motion to amend the Communication Plan to include three face-to-face pubic meetings in Midway, Greenwood and Rock Creek be amended to include a fourth face-to-face public meeting in Beaverdell.

Defeated

(Directors Gee, McGregor, McLellan, Worley, Langman, Cecchini, Danchuk opposed)

Voting on the original motion to hold three face-to-face meetings in Midway, Greenwood and Rock Creek – **Defeated**

5-18 Moved: Director McGregor Seconded: Director Cecchini

Corporate Vote Unweighted
That the Regional District of Kootenay Boundary Board of Directors direct staff to revise the Communications Plan for implementation upon Board approval, and move ahead with plans to close the unattended Greenwood and Midway recycling bins and relocate the Beaverdell bin to the Beaverdell Solid Waste Transfer Station as of May 1, 2018.

Carried.

(Directors Rotvold and Smith opposed)

Communications (Information Only)

a) **UBCM, November 21, 2017 RE: Gas Tax Agreement Community Works Fund Payment**

b) **Cariboo Regional District-November 4, 2017-Appreciation for Assistance During Wildfires**

c) Columbia Basin Trust-December 8, 2017-Season's Greetings and Food Bank Donations for 2017

6-18 Moved: Director Cecchini Seconded: Director Martin

Recommendation: Corporate Vote Unweighted
That Communications Information Only items (a) - (c) be received.

Carried.

Reports

Monthly Schedule of Vendor Payments
Director Martin, Finance Liaison

7-18 Moved: Director Martin Seconded: Director Cecchini

Corporate Vote Unweighted
That the monthly Schedule of Vendor Payments ending December 31, 2017 in the amount of $1,861,757.34 be received.

Carried.

Board Appointments Updates

Southern Interior Development Initiative Trust (S.I.D.I.T.)-Director McGregor
Director McGregor advised she attended a meeting on January 9th. There are several new Board members and a new Chief Administrative Officer has been hired. Given the large volume of work and reading SIDIT Board members are expected to undertake, there is a high turnover.

Southern Interior Beetle Action Coalition (S.I.B.A.C.) - Director McGregor
Director McGregor advised that she attended a meeting regarding Rural BC with the Assistant Deputy Minister (Ministry of Forests, Lands and Resource Operations and Rural Development). Attendees and the Minister discussed Rural BC issues, priorities, technology, broadband and community forests. Future meetings will be scheduled in different areas of the Province throughout 2018.

Okanagan Film Commission - Director Gee
There is no recent news to report.

Boundary Weed Stakeholders Committee - Director Gee
There is no current news to report.

Columbia River Treaty Local Government Committee (CRTLG) - Current Reps: Directors Worley and Danchuk
Director Worley advised she participated in a teleconference on December 15th, 2017. The Federal Minister of Global Affairs also participated as well as other Federal representatives. Discussions were confidential and focused around American treaty participation and responses. A future face-to-face meeting with CRTLG Committee members and the Canadian Federal representatives has been arranged. The Federal representatives will also tour the Basin and the three Treaty Dams.

Columbia Basin Regional Advisory Committee (CBRAC)-Director Worley
There is no news to report.

Kootenay Booth - Director Rotvold
The next meeting will be held February 5th, 2018. The Kootenay Booth Committee continues to build the USB keys that will showcase the Kootenay communities and which will be available as give-aways at the Booth.

Rural Development Institute (R.D.I.) - Director Martin
Director Martin referred to the December 13, 2017 meeting where Rhys Andrews, Dean, Selkirk College Health and Human Service Applied Research and Innovation, presented a RDI project proposal for developing a Local Government-RDI-Colleges partnership. If successful, the application would assist rural communities strengthen and diversify their local economies and strengthen existing partnerships with the region's colleges. The proposal requires both cash and in-kind support contributions. The partnership funding model includes a $40,000 cash contribution over two years the years ($20,000 per year). Due to the rigid timelines and the burden that would be placed on RDKB staff given the volume of work required as well as the RDKB not yet identifying "shovel-ready" projects, the Board, at the December 13, 2017 meeting, did not support the proposal.

Director Martin distributed paper copies of a power-point presentation and a Proposal Brief from Terri MacDonald, BC Regional Innovation Chair in Rural Economic Development, Selkirk College and he requested that the Board consider Ms. MacDonald's attendance at the January 25, 2018 Board meeting. He noted that the RDI has revised the proposal and the value it can bring to regional districts. The RDI would like the RDKB Board of Directors to reconsider its December 13th position. The application has already been submitted to the Rural Dividend Fund and the Regional District of East Kootenay has approved the revised proposal and there is strong indication that the Regional District of Central Kootenay will do the same.

Chair's Update - Chair Russell
Chair Russell requested that Directors with Board Appointments work towards submitting written reports as much as possible. The written submissions do not necessarily have to be included on the Board meeting agenda and can be submitted to Administration for distribution to the overall Board electronically. He also noted that the Board Appointment Update section of the agenda will only be included every second meeting. The next Board Appointment reporting will be at the February 14, 2018 meeting.

8-18 Moved: Director Martin Seconded: Director Rotvold

Corporate Vote Unweighted
That the Regional District of Kootenay Boundary Board of Directors approve the attendance of Terri MacDonald, BC Regional Innovation Chair in Rural Economic Development, Selkirk College at the January 25, 2018 Board meeting to present a revised Local Government-RDI-Colleges partnership RDI for Local Government proposal. **FURTHER** that at the January 25, 2018 Board meeting, the RDKB Board of Directors reconsider the RDI proposal for action as revised since December 13, 2017.

Carried.

New Business

M. Andison
Re: General Government (001) 2018/2019 Work Plan
The General Government 2018/2019 Work Plan was presented for information.

9-18 Moved: Director McGregor Seconded: Director Rotvold

Corporate Vote Unweighted
That the General Government (001) 2018/2019 Work Plan be received as presented. **FURTHER** that the reference to the "Beaver Valley" in the second paragraph on page 5 of the Work Plan be removed.

Carried.

B. Burget
Re: General Government (001) 2018 - 2022 Five Year Financial Plan
A staff report from Beth Burget, General Manager of Finance, regarding the proposed 2018 - 2022 Five Year Financial Plan for Service 001 General Government Services was presented.

10-18 Moved: Director McGregor Seconded: Director Worley

Corporate Vote Unweighted
That the proposed General Government Services (001) 2018 - 2022 Five Year Financial Plan be received and referred to a future meeting.

Carried.

B. Burget
MFA Debenture Debt (001)
The draft General Government MFA Debenture Debt (001) 2018-2022 Five Year Financial Plan was presented for information.

11-18 Moved: Director Rotvold Seconded: Director Worley

Corporate Vote Unweighted
That the draft MFA (001) 2018 - 2022 Five Year Financial Plan be received and referred to a future meeting.

Carried.

M. Andison
Re: Building Inspection Service (004) 2018/2019 Work Plan
The Building Inspection Service 2018/2019 Work Plan was presented for information.
12-18 Moved: Director McGregor Seconded: Director Cecchini

Corporate Vote Unweighted
That the Building Inspection Services 2018/2019 Work Plan be received as presented.

Carried.

M. Andison
Re: Building Inspection Service (004) 2018-2022 Five Year Financial Plan
The draft Building Inspection Service 2018-2022 Five Year Financial Plan was presented for information.

13-18 Moved: Director Cecchini Seconded: Director Rotvold

Corporate Vote Unweighted
That the draft Building Inspection Service (004) 2018-2022 Five Year Financial Plan be received and referred to a future meeting.

Carried.

M. Andison
Re: Feasibility Studies (006) 2018-2022 Five Year Financial Plan
The Feasibility Studies (006) Five Year Financial Plan was presented.

There was a discussion regarding the value of this budget, which is available when a RDKB participant considers the creation of a new service.

Director Grieve noted that in 2009-2010 Electoral Area A used feasibility funds for a study on the establishment of a service for approximately 10 houses on Mill Road to join the Village of Fruitvale Sewer System. A significant amount of money was spent, and then the potential participants opted to not move forward. The people were requested to pay thousands of dollars back, which was not properly communicated to them at the beginning of the exercise. Consequently, funds from the dam revenues were used to pay the money back.

14-18 Moved: Director McGregor Seconded: Director Smith

Corporate Vote Unweighted
That the draft Feasibility Studies (006) 2018 - 2022 Five Year Financial Plan be received and referred to a future meeting. **FURTHER** that staff investigate the matter of the feasibility funds used for the proposed Mill Road Sewer Collection Service in 2010.

Carried.

B. Burget
Re: Budget Summary Reports
A staff report from Beth Burget, General Manager of Finance, regarding the Financial Plan Comparison, Requisition Summary by Stakeholder and Reserve Balance Projections was presented.

15-18 Moved: Director Worley Seconded: Director Martin

Corporate Vote Unweighted
The Regional District of Kootenay Boundary Board of Directors receive the staff report from Beth Burget, General Manager of Finance, regarding the Financial Plan Comparison, Requisition Summary by Stakeholder and Reserve Balance Projection.

Carried.

M. Andison
Re: Regional Solid Waste Management (010) 2018/2019 Work Plan
The Regional Solid Waste Management 2018/2019 Work Plan was presented for information.

Directors Rotvold and Smith noted their concerns with the current service levels being provided at the Greenwood Landfill. They noted that they would like to improve the service levels by increasing the hours of operation (in relation to hours of operation at other RDKB landfills) and they requested more information regarding this matter, and it was;

16-18 Moved: Director McGregor Seconded: Director Rotvold

Corporate Vote Unweighted
That the Regional Solid Waste Management 2018/2019 Work Plan be received as presented.

Carried.

17-18 Moved: Director Rotvold Seconded: Director Smith

Corporate Vote Unweighted
That staff draft a report regarding the budget implications of extending the hours of operation at the Greenwood Landfill. **FURTHER** that the report include statistics regarding the number of days per week and hours of operation per day of all RDKB landfills, the number of people who access each of the RDKB's landfills per day and the impact increasing the hours of operation at the Greenwood Landfill would have on RDKB Staff. **FURTHER** that the staff report be presented back to the Board for discussion before the Regional Solid Waste Management Financial Plan is presented for approval.

Carried.

(Directors McGregor, Worley, Cecchini, Danchuk opposed)

G. Denkovski
Re: Regional Solid Waste Management Service (010) 2018-2022 Five Year Financial Plan
The draft Regional Solid Waste Management 2018-2022 Five Year Financial Plan was presented.

18-18 Moved: Director Langman Seconded: Director McLellan

Corporate Vote Unweighted
That the Regional Solid Waste Management Plan Service (010) 2018 - 2022 Five Year Financial Plan be received and referred to a future meeting. **FURTHER** that staff be instructed to follow-up on the allocation of funds for the Wood-Grinder Project in both the Work Plan and the draft Financial Plan.

Carried.

G. Denkovski
e: Big White Solid Waste Management Service (064) 2018/2019 Work Plan
The Big White Solid Waste Management Service (064) 2018/2019 Work Plan was presented for information.

19-18 Moved: Director Gee Seconded: Director Cecchini

Corporate Vote Unweighted
That the Big White Solid Waste Management Service (064) 2018/19 Work Plan be received as presented.

Carried.

G. Denkovski
Re: Big White Solid Waste Management Service (064) 2018-2022 Five Year Financial Plan
The draft Big White Solid Waste Management Service (064) 2018 - 2022 draft Five Year Financial Plan was presented.

20-18 Moved: Director Gee Seconded: Director Smith

Corporate Vote Unweighted
That the draft Big White Solid Waste Management Service (064) 2018-2022 Five Year Financial Plan be received and referred to a future meeting.

Carried.

D. Derby
Re: 9-1-1 Emergency Communications Service (015) 2018/2019 Work Plan
The 9-1-1 Emergency Communications Service 2018/2019 Work Plan was presented for information.

21-18 Moved: Director Worley Seconded: Director Smith

Corporate Vote Unweighted
That the 9-1-1 Emergency Communications Service 2018/2019 Work Plan be received as presented.

Carried.

D. Derby
9-1-1 Emergency Communications Service (015) 2018-2022 Five Year Financial Plan
The draft 9-1-1 Emergency Communications Service (015) 2018-2022 Five Year Financial Plan was presented.

22-18 Moved: Director Martin Seconded: Director Langman

Corporate Vote Unweighted
That the draft 9-1-1 Emergency Communications (015) 2018-2022 Five Year Financial Plan be received and referred to a future meeting.

Carried.

C. Marsh
Re: Emergency Preparedness (012) 2018/2019 Work Plan
The Emergency Preparedness 2018/2019 Work Plan was presented for information.

23-18 Moved: Director Rotvold Seconded: Director McLellan

Corporate Vote Unweighted
That the Emergency Preparedness 2018/2019 Work Plan be received as presented.

Carried.

C. Marsh
Re: Emergency Preparedness Service (012) 2018-2022 Five Year Financial Plan
The Emergency Preparedness Service (012) 2018-2022 draft Five Year Financial Plan was presented.

There was a discussion regarding a vehicle that the Manager of Emergency Programs would have access to in order to pull trailers. Staff informed the Board that a vehicle could be funded from revenues generated from the 2017 Sprinkler Trailer Deployments. It was noted that other options for hauling trailers should be reviewed before a decision is made, and it was;

24-18 Moved: Director Worley Seconded: Director Rotvold

Corporate Vote Unweighted
That the Emergency Preparedness Service (012) 2018-2022 Five Year Financial Plan be received and referred to a future meeting.

Carried.

M. Andison
Re: Review of BC Hydro's Application to Purchase Teck Metal's Remaining Interest in Waneta Dam
A staff report from Mark Andison, CAO, outlining the BC Utilities Commission's community input opportunities regarding its regulatory review of BC Hydro's application to purchase TECK Metals Ltd.'s remaining 2/3 interest in the Waneta Dam was presented.

25-18 Moved: Director Grieve Seconded: Director Cecchini

Corporate Vote Unweighted
That on behalf of the Regional District of Kootenay Boundary Board of Directors, Director Grieve be appointed as a speaker at the January 13, 2018 BC Utilities Commission's community input session regarding its regulatory review of BC Hydro's application to purchase TECK Metals Ltd.'s remaining 2/3 interest in the Waneta Dam. **FURTHER** that the RDKB register as an intervener in the BCUC regulatory review process.

Carried.

J. Svendsen
Re: Replacement of 2011 Ford Expedition (Command 2)

26-18 Moved: Director McGregor Seconded: Director Worley

Corporate Vote Unweighted
That the Regional District of Kootenay Boundary Board of Directors approve the purchase of a 2018 Chevrolet Silverado 3500 Crew Cab LT 4x4 to replace the Ford Expedition Duty Officer Vehicle, from

Kelowna Chevrolet in the amount of $27,886.00 plus applicable taxes and delivery recognizing that the price includes the trade in values of $8,000 for the 2004 Ford F-350 and $12,000 for the 2011 Ford Expedition.

Carried.

Service Agreement-Selkirk College
Re: Geomatics and Web Service Development (Software Migration and Viewer Customization)

27-18 Moved: Director Rotvold Seconded: Director McLellan

Corporate Vote Weighted
That the Regional District of Kootenay Boundary Board of Directors approves a service contract between the Regional District of Kootenay Boundary and Selkirk College where the College will provide geomatics and web service development for a software migration and viewer customization to modernize the RDKB online mapping service for a term commencing January 5, 2018 and expiring January 28, 2018 at a cost of $11,500. **FURTHER** that the Board authorizes the RDKB signatories to sign and enter into the contract.

Carried.

Grants-In-Aid

28-18 Moved: Director McGregor Seconded: Director Worley

Stakeholder Vote (Electoral Area Directors) Weighted
That the following grants-in-aid be approved:
1. Tourism Rossland Society-Electoral Area 'A'-$100
2. Beaver Valley May Days Society-Electoral Area 'A'-$4,000
3. Village of Fruitvale-Electoral Area 'A'-$1,500
4. Boundary Family and Individual Services Society-Electoral Area 'C'\Christina Lake-$1,000
5. Boundary Family and Individual Services Society-Electoral Area 'D'\Rural Grand Forks-$1,000
6. Trails to Boundary Society-Electoral Area 'E'\West Boundary-$1,000

Carried.

Bylaws

Bylaw No. 1651-Economic Development (Kootenay) Service Establishment Amendment Adoption

29-18 Moved: Director McLellan Seconded: Director Smith

Corporate Vote Unweighted
That Regional District of Kootenay Boundary Economic Development (Kootenay) Service Establishment Amendment Bylaw No. 1651, 2017 be Reconsidered and Adopted.

Carried.

B. Burget - Bylaw 1661 Financial Plan Amendment
First, Second and Third Readings and Adoption
A staff report from Beth Burget, General Manager of Finance, regarding Financial Plan Amendment Bylaw No. 1661 was presented.

30-18 Moved: Director Rotvold Seconded: Director Smith

Corporate Vote Weighted
That Regional District of Kootenay Boundary Financial Plan Amendment Bylaw No. 1661, 2018 be given First, Second and Third Readings.

Carried.

31-18 Moved: Director Worley Seconded: Director McGregor

Corporate Vote Weighted
That Regional District of Kootenay Boundary Financial Plan Amendment Bylaw No. 1661, 2018 be Reconsidered and Adopted.

Carried.

T. Lenardon
Re: Alternative Approval Process (AAP)-Bylaws 1653 and 1654
A staff report from Theresa Lenardon, Manager of Corporate Administration/Corporate Officer regarding the results of the Alternative Approval Process (AAP) for Bylaw 1653 (amending Grand Forks Rural Fire Protection District Service Area Establishment Bylaw No. 1541, 2013 to increase the requisition) and Bylaw 1654 (Loan Authorization for the purchase of two fire trucks and expansion to the fire hall) was presented.

32-18 Moved: Director Rotvold Seconded: Director Smith

Corporate Vote Unweighted
That Regional District of Kootenay Boundary Grand Forks Rural Fire Protection District Service Area Establishment Amendment Bylaw No. 1653, 2017 be Reconsidered and Adopted.

Carried.

33-18 Moved: Director McGregor Seconded: Director Langman

Corporate Vote Weighted
That Regional District of Kootenay Boundary Grand Forks Rural Fire Protection District Service Area Loan Authorization Bylaw No. 1654, 2017 be Reconsidered and Adopted.

Carried.

Late (Emergent) Items

Dissolution of the West Boundary Road Rescue Service
Rescind RDKB Extended Service Financial Aid Establishment Bylaw No. 1091, 1999

CAO Andison provided background information respecting the discontinuance of the West Boundary Road Rescue Service (Greenwood, Midway and Electoral Area 'E'/West Boundary). He advised that Emergency Management BC (EMBC) will not consider the West Boundary Road Rescue Service eligible for response calls compensation because the service is within a local service area. The participants are reviewing an alternate means of service delivery through the Midway Fire Department First Responders, who would respond to West Boundary road rescue calls which would receive financial compensation from EMBC.

Given delivery of the Road Rescue Service is unsustainable without the compensation for response calls and that alternative means are being sought, the bylaw establishing the West Boundary Road Rescue Service must be repealed and the service discontinued, and it was;

34-18 Moved: Director Rotvold Seconded: Director Smith

Corporate Vote Unweighted
That the Regional District of Kootenay Boundary Board of Directors approves Staff to draft a bylaw that will repeal and discontinue the RDKB Extended Service Financial Aid Establishment Bylaw No. 1091, 1999. **FURTHER** that the draft repealing bylaw be presented to the Board of Directors for First, Second and Third Readings at the January 25 2018 Board meeting.

Carried.

March Board Meeting
The Chair advised that the West Kootenay Boundary Regional Hospital District's March Board meeting is scheduled to be held on March 28, 2018, which is the same day as the RDKB Board meeting.

To avoid a conflict with the Hospital District meeting, the RDKB Board of Directors agreed to move the March 28th RDKB Board meeting to Tuesday, March 27, 2018. Staff was directed to send out Outlook meeting requests and to update the website meeting calendar.

Discussion of Items for Future Meetings

A discussion was not necessary.

Question Period for Public and Media

There were no inquiries posed by the media in attendance.

Closed (Incamera) Session

A closed meeting was not required.

Adjournment

There being no further business to discuss, the meeting was adjourned at 8:35 p.m.

TL

Regional District of Kootenay Boundary

Committee/Board Delegation and Presentation Form

Names of all persons who will be speaking & position titles (if relevant) must be included. Name of organization you are representing is also required.	Name(s): Terri MacDonald	
Subject of delegation (What information will be presented?)	RDI for Local Government Rural Dividend proposal	
What is the purpose of delegation? (Please check where appropriate):	Information Only	
	Letter of Support Request	
	Funding Request	$40,000 over 2 years
	Other (please provide details):	
Contact Person	Terri MacDonald	

Telephone:	250-365-1434	Email:	tmacdonald@selkirk.ca
Meeting Date Requested:	January 25		

Technical Requirements: Will you be using a power-point presentation?	YES yes	NO	If yes, you are required to submit the presentation before the meeting as well as bringing it to the meeting on a memory stick.

The Regional District is not responsible for software incompatibility. The Regional District utilizes Microsoft Office products. If you will be using power-point, you are requested to bring your own laptop and a VGA/9-pin or HDMI connection. If you do not have a laptop, contact the Manager of Corporate Administration to make alternative arrangements.

For more information, please contact:

Manager of Corporate Administration
202-843 Rossland Avenue
Trail, BC V1R 4S8
Phone: 250-368-9148 Toll Free: 1-800-355-7352
Fax: 250-368-3990 Email: tlenardon@rdkb.com

To facilitate effective delegations:

Please note that this document will be included on a public agenda and therefore any personal information included will be visible to the public. Please contact the Manager of Corporate Administration/Corporate Officer with any questions or concerns regarding Freedom of Information and Protection of Privacy.

1. The Manager of Corporate Administration will forward your request to the RDKB Board Chair for approval.
2. There may be a case where the Chair will not approve your delegation request and therefore, you may not be able to appear before the Board on the day requested. The Manager of Corporate Administration will confirm with you whether your request has been approved by the Board Chair.
3. Once your delegation request has been approved, you must submit your power-point presentation and or handouts to the Manager of Corporate Administration prior to the Board meeting. The Manager of Corporate Administration will provide you with the appropriate instructions.
4. A delegation may be comprised of numerous individuals, however only 1-2 members of your delegation will be allowed to speak. You should appoint a speaker(s) ahead of time and you must include this information on this form before you return it to the Manager of Corporate Administration.
5. You will be permitted 10-minutes to make your presentation. It does not matter how many people speak. The name of the person and or group appearing before the Board will be published in the agenda and available to the public.
6. Direct all comments to the RDKB Board Chair.
7. Do not expect an immediate answer. The Board may wish to have further investigation or time to consider the matter.
8. At no time will a delegation be allowed to present information regarding a bylaw which a Public Hearing has been held, or where a Public Hearing is required under an enactment as a prerequisite to the adoption of the bylaw.
9. At no time will a delegation be allowed to present a matter for the purpose of discussion that is to be dealt with as a grievance under a collective agreement.

I understand and agree with the terms and conditions of my request to appear as a delegation:

Terri MacDonald
Name of Delegate/Group Representative

January 16, 2018
Date

Terri MacDonald
Signature

For Office Use Only

Attending at request of the Board _____

Requesting attendance to present information and or to request letter and or funding support. _____

Referred to Chair:	_____ Date		
Approved		Declined	
If declined provide explanation:			
Date of delegation (if applicable):			
Applicant informed of decision:			
_____ Manager of Corporate Administration		_____ Date	

Please note that this document will be included on a public agenda and therefore any personal information included will be visible to the public. Please contact the Manager of Corporate Administration/Corporate Officer with any questions or concerns regarding Freedom of Information and Protection of Privacy.

Prepared by: Dr. Terri MacDonald
Date: January 2, 2017

Proposal Brief: RDI for Local Government

Building Regional Resilience through Informed Decision-making, Collaborative Action and Capacity Building

Background

The Columbia Basin Rural Development Institute (RDI) was established in July 2011, built on an 8-year partnership agreement between Columbia Basin Trust (CBT) and Selkirk College. This partnership agreement ends in 2019. The mandate of the RDI is to support evidence-based decision-making in the Columbia Basin-Boundary region through the provision of information, applied research, and related outreach and extension. CBT has provided core funding to the RDI which has been leveraged with other funding sources allowing the RDI to expand its research agenda. Selkirk College has contributed infrastructure and operational support, including the BC Regional Innovation Chair in Rural Economic Development (RIC) who directs the RDI's research agenda. The RIC is an endowed research chair position that was established in 2005 resulting from $1.5 million raised by Selkirk College and matched with $1.5 million from the Provincial Government's Leading Edge Foundation. By supporting evidence-based planning and decision-making, innovation, and technology transfer, the RIC portfolio aims to improve the economic climate of rural communities. The RIC's research agenda is based on regional priorities and partnerships with local and regional organizations and businesses. Efforts have been made to align the RIC and RDI research agendas.

Since its inception, the RDI has delivered the State of the Basin initiative, hosted training and learning events, supported co-op student placements, and has undertaken a number of regionally relevant applied research projects, including:

- Regional Food Systems
- Business Retention and Expansion
- Employment Lands
- SME Adoption of Digital Technologies
- Climate Adaptation
- Workforce Development

Over $3 million in research and rural development projects have been undertaken and the RDI has and continues to work in partnership with the regions' colleges to advance initiatives such as the Kootenay Workforce Development Initiative – a College of the Rockies-Selkirk College joint-initiative. The RDI's strategic priorities are up for renewal in 2018. The 2014-17 priorities included:

- Consolidate, identify gaps and build regional knowledge
- Undertake applied rural development focused research
- Support the access, use and application of RDI research and tools
- Support meaningful applied research collaboration amongst educational institutions and Columbia Basin Trust

An external evaluation conducted on the RDI in 2017 revealed there is a healthy foundation of familiarity with the RDI across target client groups (local government, economic, social, cultural and environmental non-profits), the RDI is recognized as a hub of regional information, and RDI products and services have effectively supported a multitude of planning and development projects. However, evaluation findings suggest that a narrowing of focus with respect to target audience and more targeted provision of products and services could position the RDI for improved impact moving forward. A key opportunity for improvement lies in being able to ensure a strong match between the products and services the RDI provides and the needs of the communities it serves.

RDI 2.0

With this knowledge in hand and the upcoming end of the CBT partnership agreement, the RDI proposes a **shift to focus its efforts on meeting the needs of local government partners** – tailoring projects, products and services more directly. This proposed shift is based on the recognition that the RDI's broad regional mandate has made it difficult to address the emerging research needs of its local government partners. The new approach would include targeted, responsive and increased levels of direct support to help local government make informed decisions, test innovative approaches through pilot projects, and build regional capacity to tackle complex issues in a coordinated way.

Prepared by: Dr. Terri MacDonald
Date: January 2, 2017

In addition to bringing $500,000 in provincial funding into the region, the BC Rural Dividend proposal submission is providing us with the opportunity to test a new and sustainable direction for the RDI. Building on this new direction, the following draft strategic priorities are proposed for this project and for the RDI's renewed 2018-2022 Strategic Plan:

1. support informed decision-making by providing local government with direct research support designed to deliver concrete actions and/or tangible benefits;
2. address complex regionally-relevant challenges and opportunities by undertaking pilot projects; and
3. build regional capacity through the provision of training and collaborative learning opportunities.

Required Contributions and Proposed Budget

The Rural Dividend grant requires that partners contribute both cash and in-kind contributions. The project budget includes $500,000 from the BC Rural Dividend grant, $100,000 from the CBT/RDI 2018-19 final year budget, and $150,000 cash from local government partners. The RDI is contributing in-kind time of the RIC and an additional $25,000 annually in the form of data purchases and data analytic software and databases. Selkirk College and College of the Rockies are each providing $10,000 of in-kind contributions. The requested contribution[1] from the Regional Districts includes:

- $40,000 cash over the course of the 2-year project ($20,000 per year)

Cash contributions will yield a 50% return on investment in the form of 'funder-defined' direct research support (e.g. $40,000 cash results in $60,000 in direct research support). A Regional District scale contribution of $40,000 over 2 years would also qualify for **a co-op student placement**, **targeted training**, and **$20,000 in seed funding for pilot projects** – including scoping and proposal development support (e.g. $20,000 seed funding can translate into $200,000 in BC Rural Dividend funding for 2 pilot projects)**.** Related funding resolutions need to be secured by January 31, 2018.

RDI 2.0 Budget - 2018-20

Cash Contributions	**Total**
RDI/CBT Contribution	100,000
Local Government Contribution	150,000
BC Rural Dividend Grant	500,000
Total	750,000

Expenses	**Budget**
Local Government Defined Direct Research Support	225,000
Regional Research	50,000
Innovation Seed Fund for Pilot Projects	100,000
Training and Collaborative Learning	100,000
Project Coordinator Salary (50%)	100,000
Rural Development Internships (5 co-ops x $10,0000)	50,000
Monitoring and Evaluation Consultant	10,000
Partner applicant administrative fee	20,000
Operating costs - supplies, capital, travel, meetings, software, etc.	25,000
Subtotal	680,000
Overhead (10%)	70,000
Total	750,000

For more information please contact Dr. Terri MacDonald: tmacdonald@selkirk.ca

[1] $30,000 consortium contribution is being requested from Northern Basin partners – would qualify for 50% ROI in direct research support, a co-op student, pilot project seed funding and targeted training as well. If a Northern Basin consortium is not possible – cash contributions will still yield a 50% ROI (e.g. $15,000 contribution over 2 years results in $22,500 in direct research support)

Action Item List
All Committees\Board
as of January 19, 2018

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
25 Apr 2016	BCDC	That the Boundary Economic Development Committee directs staff to move forward with revisions to the Agricultural Plan and to move forward with a funding request to Investment Agriculture Foundation.	Mark Andison	29 Apr 2016	***Maureen Forster*** *- 01 Dec 2017 01:27:32 PM* The Agricultural Plan is in the final stages of being drafted following October community engagement sessions.	Active	01 Dec 2017
15 Nov 2016	BCDC	The Harrop Proctor Community Forests group will be invited to a future BEDC meeting to provide a presentation on their activities to the Committee.	Mark Andison	06 Dec 2016	*- 25 Apr 2017 02:03:46 PM* During the AKBLG we will reach out and approach people on this issue and identify good candidates to share information with us. This will become work for the Committee Forest Sub-Committee.	Active	01 Dec 2017
15 Nov 2016	BCDC	RDKB planning staff will be asked to look at the issue of private rentals not charging MRDT from a planning perspective.	Mark Andison	06 Dec 2016	*- 25 Apr 2017 10:50:39 AM* This matter has been referred to the Planning Department and will be completed as time allows.	Active	09 Jan 2018
31 Jan 2017	BCDC	Format changes will be made to the Memo of Action Items. A list of BEDC sub-committees and their memberships will be added to the Memo of Action Items.	Mark Andison	07 Mar 2017	*- 24 Apr 2017 02:22:45 PM* As we have completely changed the format of the Committee Action, we will have to discuss the proper format and process for reporting out the activities of sub-committees.	Active	01 Dec 2017
01 Mar 2017	BCDC	A discussion at the next meeting will be focused on developing a list of indicators, on a project by project basis, which will measure BEDC's success in delivering programs and/or projects to Boundary stakeholders.	Mark Andison	07 Mar 2017	*- 25 Apr 2017 02:07:50 PM* Current plan is to place this item on the June meeting agenda with a focus on developing relevant performance measures and strategies going forward. Part of the discussion will be around the structure of the service. *- 25 Apr 2017 10:43:08 AM* The Chair and Staff will continue to work towards having sufficient time on agendas to carry on this discussion.	Active	16 Nov 2017
01 Jun 2017	BCDC	A UBCM report stated that oversight and proposed home production will be under the jurisdiction of local government. The Committee will have discussions on how they are positioned for this and how they will have oversight on home production.	Mark Andison	30 Jun 2017	***Maureen Forster*** *- 01 Dec 2017 01:30:35 PM* At the November 16th EAS meeting, EA Directors discussed the Province's Discussion Paper on cannabis legislation.	Active	01 Dec 2017

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
01 Jun 2017	BCDC	There will be a discussion on whether a mobile maker place (a mobile version of the MIDAS Lab) can be developed that can be rotated through the Kootenays.	Mark Andison	30 Jun 2017	*- 20 Jul 2017 01:49:37 PM* We will work with the BCDC Chair to schedule this discussion.	Active	16 Nov 2017
01 Jun 2017	BCDC	There will be a conversation on the Boundary Regional Chamber of Commerce. The Chamber will be invited to attend a future meeting to talk about their future plans.	Mark Andison	30 Jun 2017	*- 20 Jul 2017 01:48:36 PM* We will work with the BCDC Chair as to the appropriate time for this invitation.	Active	16 Nov 2017
01 Jun 2017	BCDC	There will be a discussion on the impacts of poverty on economics and measures that can be taken and identifying costs to the Boundary area.	Mark Andison	30 Jun 2017	*- 20 Jul 2017 01:47:22 PM* Staff will work with the BCDC Chair to determine the appropriate timing for this discussion.	Active	16 Nov 2017
01 Jun 2017	BCDC	A review of scenerios and an update of options for the Boundary Transit agreement (Paratransit) will be developed.	Mark Andison	30 Jun 2017	***Maureen Forster*** *- 01 Dec 2017 01:33:24 PM* A staff report was provided at the November 7th BCDC meeting outlining options. A service establishment amendment bylaw is in progress to increase the requisition limit. BC Transit has provided information related to service reductions.	Active	01 Dec 2017
21 Sep 2017	BCDC	Clarity around meeting protocols and participants roles around the table will be provided at the next meeting.	Mark Andison	02 Oct 2017		Active	28 Sep 2017
21 Sep 2017	BCDC	That the Boundary Community Development Committee, approves in principle, the dedication of funds towards the development of a Grand Forks and District disc golf course, pending further details from the City of Grand Forks.	Mark Andison	02 Oct 2017	***Maureen Forster*** *- 01 Dec 2017 01:46:35 PM* FURTHER INFORMATION IS NOT AVAILABLE AT THIS TIME FROM THE CITY OF GRAND FORKS. BCDC MAY WISH TO CONSIDER TRANSFERRING THE FUNDS ALLOCATED IN THE 2017 BUDGET FOR RURAL GRAND FORKS ECONOMIC DEVELOPMENT PROJECTS TO THE CITY OF GRAND FORKS TO FACILITATE THIS PROJECT ON THE CONDITION THAT FUNDS BE RETURNED IF THE PROJECT DOES NOT PROCEED.	Active	01 Dec 2017
11 Oct 2017	BCDC	That the Boundary Community Development Committee supports purchasing a $500 membership with Destination Development Association, pending clarification on funding availability.	Mark Andison	30 Nov 2017		Active	11 Oct 2017

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
16 Nov 2017	BCDC	That the Boundary Community Development Committee directs staff to develop Terms of Reference and criteria for the West Boundary Recreation Service.	Mark Andison	31 Jan 2018	***Maureen Forster*** *- 01 Dec 2017 09:42:55 AM* Midway, Greenwood and Area 'E' reps will meet on Wednesday December 6, 2017 to discuss the development of funding criteria/Terms of Reference.	Active	01 Dec 2017
16 Nov 2017	BCDC	That the Boundary Community Development Committee recommends that the Service Establishment Bylaw be presented to the Board of Directors to consider an amendment to the Bylaw	Theresa Lenardon	31 Jan 2018	***Theresa Lenardon*** *- 01 Dec 2017 09:22:55 AM* Bylaw No. 1660 received First, Second and Third Readings on Nov 30, 2017. The Bylaw and other background information have been sent to the service member participants with a request for a letter of consent to adopt the bylaw. Electoral Areas D and E have signed letters of consent. Once letters of consent have been received from Greenwood and Grand Forks, the bylaw will be presented back to the Board for Adoption.	Active	01 Dec 2017
16 Nov 2017	BCDC	That the Boundary Community Development Committee directs staff to request that BC Transit present scenarios on how the service would change with the reduction of 270 hours of service.	Mark Andison	31 Jan 2018	***Maureen Forster*** *- 03 Jan 2018 04:25:31 PM* Staff is having ongoing communications with BC Transit in this regard. Information will be provided at the January 9, 2018 BCDC meeting.	Active	03 Jan 2018
16 Nov 2017	BCDC	That the Boundary Community Development Committee directs staff to identify relative costs and usage on the Greenwood run and the Grand Forks service.	Beth Burget	31 Jan 2018	***Beth Burget*** *- 23 Nov 2017 09:14:11 AM* Requested costs and usage from BC Transit - Nov 23, 2017	Active	23 Nov 2017
16 Nov 2017	BCDC	Stakeholders will come forward with concrete ideas for dealing with social services delivery, for the next meeting agenda.	Mark Andison	31 Jan 2018		Active	27 Nov 2017
16 Nov 2017	BCDC	That the Boundary Community Development Committee directs staff to prepare a report regarding a Boundary Economic Development Service Review for the next BCDC meeting.	Mark Andison	31 Jan 2018		Active	16 Nov 2017
19 Dec 2017	BCDC	That the Boundary Community Development Committee directs staff to prepare a report on what has been done on the community forest topic with an eye for further action.	Mark Andison	31 Jan 2018		Active	19 Jan 2018

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
19 Dec 2017	BCDC	That the Regional District of Kootenay Boundary Board of Directors directs staff to send a letter to the RCMP to request an additional RCMP member to join the detachment in the City of Grand Forks. FURTHER That the Boundary Community Development Committee directs staff to plan a meeting with RCMP officials at the 2018 UBCM.	Mark Andison	31 Jan 2018	***Maureen Forster*** *- 03 Jan 2018 04:22:29 PM* At its Dec 13/17 meeting, the Board of Directors passed a resolution deferring consideration of this matter pending a response from the Regional office of the RCMP in Nelson which identifies which detachment in the RDKB is in the most need of additional staffing.	Active	19 Jan 2018
16 Jan 2018	BCDC	That the election of the Vice Chair be deferred to the next BCDC meeting.	Mark Andison	06 Feb 2018		Active	16 Jan 2018
16 Jan 2018	BCDC	That the Boundary Community Development Committee recommend to the Board of Directors that a service review be undertaken in 2018 for the Boundary Economic Development Service pursuant to the service review provisions included in Service Establishment Bylaw No. 1389, 2009.	Mark Andison	25 Jan 2018		Active	19 Jan 2018
16 Jan 2018	BCDC	Director Gee requested that a watermark or footnote be used on the Work Plan to indicate the date that changes were made as well as posting the most recent versions of the Work Plan to the RDKB website.	Mark Andison	06 Feb 2018		Active	19 Jan 2018
16 Jan 2018	BCDC	That the Boundary Community Development Committee recommend the Regional District of Kootenay Boundary Board of Directors approve a three-year extension to the Agreement between the Regional District of Kootenay Boundary and Community Futures Boundary, to provide economic development services at $60,000 per year with a 90-day termination clause.	Mark Andison	25 Jan 2018		Active	19 Jan 2018
04 May 2016	Board	That the Staff Report from John M. MacLean, Chief Administrative Officer presenting information regarding the Board's stated goal to improve the RDKB's communications and public profile in keeping with the Strategic Plan be received.	John MacLean	30 Jun 2016	***Maureen Forster*** *- 23 Nov 2017 03:02:33 PM* A Corporate Communications Officer has been hired. *- 25 Aug 2017 09:30:46 AM* Posting is up. Application being received until the third week of September. *- 19 Jul 2017 02:17:19 PM* The Board formally authorized the creation of a new communications position. Staff will now be proceeding with the necessary administrative steps and hiring. *- 24 Apr 2017 03:19:11 PM* The Board continues to discuss this issue. Adequate resources have been provisionally included in the 2017 Financial Plan should the Board decide to proceed.	Active	23 Nov 2017

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
16 May 2016	Board	**Corporate Vote Unweighted** That the Regional District of Kootenay Boundary Board of Directors approves the undertaking of the Bylaw Enforcement Notice / Dispute Adjudication system as a means to implement bylaw enforcement for minor infractions. **FURTHER** that staff be directed to apply to the Lieutenant Governor in Council to enact a regulation to include the RDKB in Schedule 1 of the Bylaw Notice Enforcement Regulation. **FURTHER** that upon inclusion in the Regulation that Staff draft a Bylaw Notice Enforcement Bylaw for the Board's consideration at a future meeting.	Theresa Lenardon	26 May 2016	***Theresa Lenardon*** *- 31 Oct 2017 07:35:18 AM* The RDKB has been granted the Order in Council that includes RDKB on the Bylaw Enforcement Notice Regulation . Staff working on the Bylaw Enforcement Notice Bylaw, a penalty (fee) schedule, a payment schedule and a schedule for disputing tickets. Work is ongoing but project has been delayed, given the extra work Sept-Oct 2017 (e.g. with the resignation of the CAO).	Active	31 Oct 2017
14 Sep 2016	Board	**Corporate Vote Unweighted** That Staff follow up with the Ministry of Forests, Lands and Natural Resource Operations to advise that the RDKB Board of Directors would welcome an office presentation including a review of the current Operational Plan in October or November 2016. **FURTHER** that the Ministry be advised that their offer to provide a field trip and a safety orientation has been deferred until Spring 2017 at which time Staff will undertake a Doodle Poll to determine a possible date for the activity.	John MacLean, Theresa Lenardon	30 Nov 2016	***Theresa Lenardon*** *- 22 Nov 2017 07:48:53 AM* BCTS presented at the Board meeting held Nov. 8th 2017. Staff and BCTS will work together to arrange a site tour Spring 2018. Location of the site tour (e.g. West End or East End) will be determined in the Spring.	Active	09 Jan 2018
12 Oct 2016	Board	That the Regional District of Kootenay Boundary requests the Province to assess the monitoring well status in the Boundary and determine if the current level of information generated is appropriate. FURTHER if the assessment deems that there is insufficient available information, and that additional information is warranted, that the Province install additional wells where necessary or reactivate inactive wells, to assist in implementing the Kettle River Watershed Management Plan.	Donna Dean, Jeff Ginalias	31 Oct 2016		Active	23 Nov 2017
14 Mar 2017	Board	**Corporate Vote Unweighted** That the Regional District of Kootenay Boundary Board of Directors authorizes an amendment to the current Big White Security contract with Paladin Security Group Ltd. to include an additional two hours of security coverage per day at Big White from November 1st to April 15th for the remainder of the term of the contract, beginning March 1, 2017.	John MacLean, Mark Andison, Theresa Lenardon	31 Mar 2017	*- 21 Jul 2017 08:10:41 AM* The requested change was implemented through a letter of understanding and staff are currently finalizing a revised contract for the Board's approval.	Active	23 Nov 2017
08 May 2017	Board	That the Regional District of Kootenay Boundary Board of Directors send a letter to the Ministry of Forests, Lands and Natural Resource Operations – Water Management Branch, requesting Ground Water Licensing notices be sent to property owners via BC Assessment Tax Notices.	Mark Andison	31 May 2017		Active	23 Nov 2017
08 May 2017	Board	Be it resolved that the Regional District of Kootenay Boundary Board of Directors requests Interfor to include a plan for community consultation in their Forest Stewardship Plan that includes sharing operational plans and changes therein with the communities and local governments in the vicinity of such plans prior to their implementation.	John MacLean	31 May 2017	*- 21 Jul 2017 08:20:00 AM* In progress.	Active	23 Nov 2017

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Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
09 Jun 2017	Board	**Corporate Vote Unweighted** That the RDKB Memorandum of Board Resolutions/Action Items be revised to include an application to the Provincial Government for a change in the maximum tax requisition by 25% to the Beaverdell Fire Service (Service 053) and a 25% increase to the maximum requisition for the Electoral Area E/West Boundary (Greenwood) Library Service (Service 141).	John MacLean	30 Jun 2017	***Theresa Lenardon*** *- 03 Dec 2017 08:13:39 AM* Bylaw No. 1649-amending Beaverdrell Fire Protection Service to increase requisition 25% was adopted Sept. 21/17. Bylaw No. 1650-converting and establishing Area E/West Boundary Greenwood Library Service and increasing requisition 25% was adopted by the Board Nov 30/17. THIS ACTION ITEM IS COMPLETE	Active	03 Dec 2017
09 Jun 2017	Board	That the Regional District of Kootenay Boundary Board of Directors approves the submission of an application to the Province of British Columbia for a 2% Room Tax in Electoral Area C/Christina Lake, Electoral Area D/Rural Grand Forks, Electoral Area E/West Boundary, the City of Grand Forks, the City of Greenwood and the Village of Midway areas to fund tourism promotion activities. FURTHER that the Board direct staff to make any necessary amendments to the Partnership Agreement between the RDKB and the Boundary Museum Society subject to the Boundary Museum Society agreeing to the revised agreement. FURTHER that the Board authorizes the RDKB signatories to sign and enter into the revised Partnership Agreement.	Theresa Lenardon	30 Jun 2017	***Theresa Lenardon*** *- 22 Nov 2017 07:42:21 AM* The Consultant has submitted the finalized Provincial application (with the Partnership Agreement attached). Notification regarding completion of the application is pending. ***Theresa Lenardon*** *- 19 Oct 2017 02:50:35 PM* The RDKB Board of Directors and the Boundary Museum have endorsed the Boundary MRDT Partnership Agreement. Consultant C. Albas has completed the Provincial application to include Midway, Greenwood and Area E and will inform the RDKB accordingly once she has received feedback from the Province.	Active	22 Nov 2017
09 Jun 2017	Board	**Corporate Vote Unweighted** That the Regional District of Kootenay Boundary Board of Directors refers the Draft Solid Waste Management Plan development schedule to the solid Waste Management Plan Steering Committee for discussion.	Alan Stanley	30 Jun 2017	***Alan Stanley*** *- 20 Jul 2017 10:10:04 AM* A date must be established for a Solid Waste Management Steering Committee meeting.	Active	20 Jul 2017
09 Jun 2017	Board	**Corporate Vote Unweighted** That the Regional District of Kootenay Boundary Board of Directors approves the dissolution of the Committee of the Whole (Environmental Services, Protective Services and Finance) and replacing the Committee of the Whole meetings with a meeting of the RDKB Board of Directors thereby also approving the scheduling of two Board meetings per month when practical. **FURTHER** that when there are two Board meetings in a month, that the first Board meeting be scheduled on the second Wednesday of the month in place of the current Committee of the Whole meetings.	Theresa Lenardon	30 Jun 2017	***Theresa Lenardon*** *- 13 Jun 2017 07:52:16 AM* Staff is working on revising the Procedure Bylaw to reflect 2 Board meetings per month (when possible) dissolution of the COW and other housekeeping items. A draft revised Procedure Bylaw will be presented to the Board sometime early Fall 2017.	Active	13 Jun 2017

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
09 Jun 2017	Board	That the recommendation to forward a letter to Columbia Power Corporation requesting that it reconsider its decision to discontinue the provision of leadership and coordination for the Kootenay Columbia Booth beyond 2017 be deferred until such time as Columbia Power Corporation as had an opportunity to clarify its position. FURTHER that staff be instructed to invite representation from Columbia Power Corporation to the June 29, 2017 Board meeting to clarify its position.	Theresa Lenardon	30 Jun 2017	***Theresa Lenardon*** *- 03 Dec 2017 08:20:46 AM* Correspondence from Columbia Power was presented to RDKB Board at Stat Board meeting held Nov 30/17. RDKB Board adopted recommendation to send CPC a letter of thanks for its support for the Booth and dedication of staff over the years. Director Rotvold will present further information at a future Board meeting.	Active	03 Dec 2017
20 Jun 2017	Board	That staff prepare a report that will provide clarity around, and assist the Board in strategically addressing perceived or real gaps in solid waste management services (e.g. concerns of lack of convenience in waste pickup service expansion in the Boundary, closure of reuse centres, and reductions in availability of recycling streams with the transition to Recycle BC). FURTHER that the report also provide information on the implications that making any suggested changes would have. FURTHER that the report be presented to the Board of Directors at the July 27, 2017 Board meeting for discussion and for referral to appropriate committees or action by the Board.	Alan Stanley	27 Jul 2017	***Alan Stanley*** *- 15 Sep 2017 10:10:22 AM* A date for a Solid Waste Management Plan Steering Committee meeting must be established. ***Alan Stanley*** *- 25 Aug 2017 09:36:18 AM* Item referred to a future Solid Waste Management Plan Steering Committee meeting. ***Alan Stanley*** *- 20 Jul 2017 09:47:35 AM* A Staff Report will be presented at the July 27 Board of Directors Meeting recommending referral to the Solid Waste Management Plan Steering Committee	Active	15 Sep 2017
20 Jun 2017	Board	**Corporate Vote Unweighted** That the Regional District of Kootenay Boundary Board of Directors annually review the Chief Administrative Officer's salary in relation to cost of living increases in order to determine potential annual increases to salary, between the status quo full review that takes place every three years.	John MacLean	29 Dec 2017	*- 19 Jul 2017 10:37:25 AM* This process will be implemented in the fall of 2017.	Active	23 Nov 2017
06 Jul 2017	Board	That the Regional District of Kootenay Boundary Board of Directors approves the submission of a BC Strategic Outreach Initiative Funding Application-Ministry of Agriculture (Strategic Planning) for $10,000 for the development of a business plan and business consultation for the Boundary Meat Processing and Marketing Project.	John MacLean	31 Jul 2017	*- 19 Jul 2017 10:39:51 AM* Application has been submitted, waiting for Ministry of Agriculture review and comment.	Active	23 Nov 2017

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
07 Jul 2017	Board	**Corporate Vote Unweighted** That the Regional District of Kootenay Boundary Board of Directors approves the submission of an Active Communities Grant (BC Healthy Communities, BC Healthy Living Alliance) for $30,000, to support work within the Big White Community, in association with School District 51, Interior Health Authority and the Big White Mountain Community Development Association, towards measurable impacts on, and opportunities for, physical activity through healthy public policy, healthy community design and improving access and or inclusion for targeted populations or communities.	John MacLean	31 Jul 2017	***Maureen Forster*** *- 19 Dec 2017 01:22:11 PM* Will be removed from the Action List after the January 2018 Board Meeting. ***Theresa Lenardon*** *- 03 Dec 2017 08:24:03 AM* The grant application was denied. THIS ACTION ITEM IS COMPLETE.	Active	19 Dec 2017
11 Aug 2017	Board	The Regional District of Kootenay Boundary Board of Directors request staff to revisit the request made in 2003 to address the noise issue from the motocross track and provide the Directors with a report.	Donna Dean	31 Aug 2017	*- 25 Aug 2017 02:03:05 PM* On current Board agenda. THIS ITEM IS NOW COMPLETE.	Active	23 Nov 2017
11 Aug 2017	Board	**Corporate Vote Unweighted** That a Solid Waste Management Steering Committee meeting be convened to discuss the perceived or real gaps in solid waste management services and the implications that making any suggested changes would have.	Alan Stanley	31 Aug 2017	***Alan Stanley*** *- 25 Aug 2017 09:37:35 AM* Item referred to a future Solid Waste Management Plan Steering Committee meeting.	Active	15 Sep 2017
11 Aug 2017	Board	The Regional District of Kootenay Boundary Board of Directors directs staff to send a letter to ATCO requesting that more notice be given to referrals so that the timing is more compatible with the Regional District's meetings and Board schedules.	Donna Dean	31 Aug 2017	*- 25 Aug 2017 02:03:38 PM* Staff is working on this issue.	Active	25 Aug 2017
13 Sep 2017	Board	**Corporate Vote Unweighted** That the recommendation be amended by deleting the word "revoke" and replacing it with the word "relocate" and adding the text "to a more suitable location" so that it is clear that the RDKB is requesting the Ministry to relocate License of Occupation Number 404836, granted to the Boundary Motorcycle Club, to a more suitable location.	Donna Dean	21 Sep 2017		Active	13 Sep 2017
13 Sep 2017	Board	**Corporate Vote Unweighted** Director Gee requested that the letter from Metro Vancouver regarding electric vehicle charging be referred to the Boundary Community Development Committee for further discussion.	John MacLean	21 Sep 2017		Active	23 Nov 2017
13 Sep 2017	Board	Corporate Vote Unweighted That the the Regional District of Kootenay Boundary Board of Directors approves an amendment to the Regional Solid Waste Management Budget increasing the allowance for a roll-off truck to $194,000 and adding revenue of $40,000 for the sale of used equipment. FURTHER That the Board of Directors direct Staff to purchase a roll-off truck from IRL International at a bid price of $193,989.11 and sell the old truck through a competitive process. FURTHER that the Financial Plan be amended accordingly.	Alan Stanley	21 Sep 2017	***Alan Stanley*** *- 15 Sep 2017 10:21:03 AM* Purchase documents complete and issued to vendor. Financial Plan amendments will be included in an overall amendment at a later date.	Active	23 Nov 2017

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
13 Sep 2017	Board	Staff will follow up as to why portions of Electoral Area B/Lower Columbia-Old Glory and the City of Trail are not included in the CBT affected areas funding. A report will be provided at a future meeting.	Goran Denkovski	21 Sep 2017	***Goran Denkovski*** *- 22 Nov 2017 11:20:00 AM* A Staff Report will be brought forward at a Board meeting scheduled in January 2018.	Active	22 Nov 2017
26 Oct 2017	Board	That the Policy, Executive and Personnel Committee instruct staff to include the a review of the Financial Plan Policy and Budget Meeting discussions on the Policy, Executive and Personnel Committee Policy Review List for a discussion at a meeting in the near future. **FURTHER** that with respect to the 2018 Budget discussions, that Managers be directed to prepare their budgets with the available information for preliminary Committee meeting discussions in November 2017 in anticipation of a more in-depth discussion at the January 2018 budget meeting.	Beth Burget	30 Nov 2017	***Beth Burget*** *- 22 Nov 2017 12:31:09 PM* Staff are reviewing policy and will bring forward to Dec 2017 meeting	Active	23 Nov 2017
31 Oct 2017	Board	**Corporate Vote Unweighted** That staff be instructed to contact Fortis BC to investigate the Fortis BC Pilot Senior Energy Specialist Program to the RDKB. **FURTHER** that the Board also remain aware of, and consider the possible impacts this matter may bring to RDKB staff time and RDKB Budget discussions.	Goran Denkovski	30 Nov 2017	***Goran Denkovski*** *- 22 Nov 2017 11:21:55 AM* Staff still needs to contact Fortis on this matter and will bring forward a report in January 2018.	Active	18 Dec 2017
31 Oct 2017	Board	Corporate Vote Unweighted That the Regional District of Kootenay Boundary Action Item List as of October 18, 2017 be received. FURTHER that staff provide an update to the Board regarding the Solid Waste Management Plan Steering Committee meeting and process as well as the plan for the introduction of organics recovery in the East End	Alan Stanley	30 Nov 2017		Active	18 Dec 2017
31 Oct 2017	Board	**Corporate Vote Unweighted** That the Liquid Waste Management Planning Stage III Steering Committee Appointments be received. **FURTHER** that the development of a Committee Terms of Reference and direction to refer the Steering Committee meeting minutes to the Utilities Committee be referred to the next Liquid Waste Management Planning Stage III Steering Committee meeting.	Goran Denkovski	30 Nov 2017	***Goran Denkovski*** *- 22 Nov 2017 11:17:09 AM* Terms of Reference for Stage 3 LWMP Steering Committee will be presented at next meeting.	Active	18 Dec 2017
31 Oct 2017	Board	**Corporate Vote Unweighted** That the Ministry of Public Safety and Solicitor General Cannabis Legalization and Regulation in BC be referred to the November Electoral Area Services Committee meeting and that staff provide examples and information on how other local governments are responding and managing this matter. **FURTHER** that comments, differentiating medical-cannbis from recreational, be referred to the Ministry of Public Safety and Solicitor General regardless of the November 1, 2017 deadline.	Donna Dean	30 Nov 2017		Active	18 Dec 2017
31 Oct 2017	Board	**Corporate Vote Unweighted** That the Regional District of Kootenay Boundary Board of Directors invite the Minister responsible for the Ministry of Transportation and	Donna Dean	30 Nov 2017		Active	18 Dec 2017

		Infrastructure to meet with the RDKB and the Christina Lake Parks and Recreation Commission to discuss the end of road(s) access to Christina Lake.					

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
31 Oct 2017	Board	Stakeholder Vote (Electoral Area Directors) Unweighted That the Regional District of Kootenay Boundary Board of Directors advise the Village of Warfield that the Regional District of Kootenay Boundary's interests are unaffected regarding their draft new Official Community Plan. FURTHER that a letter of support be forwarded to the Village of Warfield.	Donna Dean	30 Nov 2017		Active	18 Dec 2017
31 Oct 2017	Board	**Corporate Vote Unweighted** That the Regional District of Kootenay Boundary Board of Directors send a letter to the Ministry of Forests Lands and Natural Resource Operations and Rural Development commending the Ministry for creating an opportunity, through the Operational Information Forums (OIF), for forestry-related and operational conversations. **FURTHER** that the letter state the RDKB Board's appreciation for the invitation and request that the Ministry engage with the RDKB and other stakeholders (as they see fit) to explore avenues to provide increased engagement for Industry and Local Government in the RDKB region.	Donna Dean	30 Nov 2017		Active	18 Dec 2017
31 Oct 2017	Board	**Corporate Vote Unweighted** That the structure of the current RDKB Utilities Committee be referred to the next Utilities Committee for further discussion.	Goran Denkovski	30 Nov 2017	***Goran Denkovski*** *- 05 Jan 2018 12:06:21 PM* Staff Report at January 10, 2018 Utilities Meeting. ***Goran Denkovski*** *- 22 Nov 2017 11:14:21 AM* This will be discussed at the December 7, 2017 Utilities Committee meeting.	Active	05 Jan 2018
19 Dec 2017	Board	That the action item list be updated to illustrate that the application for an Active Community Grant (Big White Ski Resort and School District #51) has been denied and the Strategic Outreach and Innovation application has been withdrawn. FURTHER that the Creation of a Heritage Service in Electoral Area 'E'/West Boundary be added to the Board Action Item List.	Mark Andison	31 Jan 2018		Active	19 Jan 2018
19 Dec 2017	Board	**Corporate Vote Unweighted** That staff follow up with the May 8, 2017 Board of Directors action item recommendation and write a letter to the Ministry of Forests, Lands and Natural Resource Operations and Rural Development - Water Management Branch requesting that Ground Water Licensing notices, explaining the new regulations, be sent to rural property owners via BC Assessment Notices.	Mark Andison	31 Dec 2017		Active	19 Jan 2018
19 Dec 2017	Board	**Corporate Vote Unweighted** That the Regional District of Kootenay Boundary draft Board Highlights document be referred back to staff for further assessment and for revisions that include more colour and attention-grabbing visuals, links to information that will provide more background, and the names of GIA recipients and a description of what the funding will be used for. **FURTHER** that the Board Highlights document, as revised, be presented back to the Board at a future meeting.	Frances Maika	31 Jan 2018		Active	19 Jan 2018

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
19 Dec 2017	Board	**Corporate Vote Weighted** That the Regional District of Kootenay Boundary Board of Directors confirm approval of entering into the 2018 Woodstove Exchange Program with the BC Lung Association for a cost of $6,000 for a twelve (12) month term (January 1, 2018 to December 31, 2018). **FURTHER** that the RDKB Corporate Communications Officer work to increase awareness about the program through advertising and marketing on the RDKB website, local newspapers and community meetings.	Frances Maika	31 Jan 2018		Active	19 Jan 2018
20 Dec 2017	Board	**Corporate Vote Unweighted** That the matter of RCMP staffing be deferred to a future meeting for further review and Board decision pending a response from the Regional Office in Nelson that clarifies and identifies where, within all areas of the RDKB's jurisdiction, there is the most need for additional RCMP staffing.	Mark Andison	31 Jan 2018		Active	19 Jan 2018
20 Dec 2017	Board	**Corporate Vote Unweighted** That the matter of the effects of changes in China's waste importing policies on RDKB unattended recycling depots be referred back to Environmental Services staff to draft a report that provides additional options, including the development of a service for small small businesses that would assist the RDKB reach compliance with the new recycling industry standards. **FURTHER** that staff be directed to organize face-to-face public meetings to educate the public.	Goran Denkovski	31 Jan 2018		Active	19 Jan 2018
20 Dec 2017	Board	**Corporate Vote Weighted** That the matter of a three-year extension to the Agreement between the Regional District of Kootenay Boundary and Community Futures Boundary, to provide economic development services at $60,000 per year with a 90-day termination clause be referred back to the Boundary Community Development Committee for further review.	Mark Andison	31 Jan 2018		Active	19 Jan 2018
20 Apr 2017	BVREC	Review of the Strategic Plan is deferred to the May 2017 meeting to allow the Committee members more time to review the Plan in order to have a fulsome discussion.	Mark Daines	09 May 2017	***Maureen Forster*** *- 08 Sep 2017 11:55:33 AM* This review is still outstanding by the BVR Committee.	Active	09 Nov 2017
17 Oct 2017	BVREC	That the Beaver Valley Regional Parks, Trails and Recreation Committee request that Fairbanks Architects Ltd. be contracted to provide an cost estimate on engineered drawings for the camera booth.	Mark Daines	31 Oct 2017	***Maureen Forster*** *- 03 Jan 2018 01:27:58 PM* Waiting to hear back from Chris Fairbank.	Active	03 Jan 2018
09 Nov 2017	BVREC	It was suggested by Director Grieve that the Committee promote the Library's programs in the January or February newsletter and promote the BC1 Card Program.	Mark Daines	28 Feb 2018	***Maureen Forster*** *- 03 Jan 2018 01:28:52 PM* To be promoted in February newsletter.	Active	03 Jan 2018
09 Nov 2017	BVREC	The Manager of Facilities and Recreation will ask the Kootenay Columbia Trails Society for a copy of their 2018 Trails Maintenance Plan and annual reports.	Mark Daines	29 Dec 2017	***Maureen Forster*** *- 03 Jan 2018 01:30:49 PM* This has been requested and is pending.	Active	03 Jan 2018

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
09 Nov 2017	BVREC	A section will be added to include making contact with an interested resident, who wishes to make their land available for public trail use, to let them know that the Committee will not be proceeding with a plan this year to enter into a land use agreement for the purpose of building a trail for public use on their land. The Committee may want to look at it once the new Blizzard Mountain Trail is completed in 2018.	Mark Daines	29 Dec 2017	***Maureen Forster*** *- 03 Jan 2018 01:31:41 PM* A letter has been sent to Alan Rothwell thanking him for the offer.	Active	03 Jan 2018
04 Feb 2016	COW-ES	That the Committee of the Whole (Environmental Services) direct Staff to carry out community consultation and create a Draft Big White Solid Waste Removal Policy. **FURTHER** that the draft policy be presented to the COW at a future meeting for consideration, approval and incorporation into the tender documents for the Big White Solid Waste Service.	Alan Stanley, John MacLean	13 Apr 2016	***Alan Stanley*** *- 05 May 2017 09:02:14 AM* Big White waste management service tendered and contracted to 5-year term, overall policy regarding service levels still under development	Active	05 May 2017
12 Oct 2016	COW-ES	That Staff proceed with the Solid Waste Management Plan (SWMP) Process with the new Provincial Guidelines in place. As part of that planning process, the Solid Waste Management Plan Steering Committee (SWMPSC) is requested to look at:ongoing collection systems and a plan for the introduction of organics recovery in the east end.the problem of illegal dumping, and the possibility of developing prevention programs.	Alan Stanley	05 May 2017	***Maureen Forster*** *- 04 May 2017 09:51:25 AM* On going work, eastern communities organic diversion planning activities underway. The matter is being considered by the SWMP Steering Committee. No change to status, longer term project, should refer action item to Solid Waste Management Plan Steering Committee.	Active	21 Jul 2017
04 May 2017	COW-ES	Analyze existing collection programs and determine steps to add organics.	Alan Stanley	30 Jun 2017	***Alan Stanley*** *- 05 May 2017 09:10:39 AM* To be included in SWMP. SWMP Draft Schedule presented at May 10 CoW ***Maureen Forster*** *- 04 May 2017 10:15:08 AM* Staff report will be presented at a SWMPSC meeting.	Active	05 May 2017
29 Feb 2016	COW-FIN	That the Committee of the Whole (Finance) directs staff to develop an Organizational Reserve Policy in 2016 which encompasses both capital and operating / maintenance requirements. FURTHER that the policy be presented back to the COW (Finance) for review and then be referred to the Policy, Executive and Personnel Committee.	Beth Burget, John MacLean	13 Apr 2016	*- 19 Jul 2017 02:06:27 PM* We are currenty working with consultants to develop our formal asset management plan. *- 26 Apr 2017 09:24:37 AM* This policy will be developed in conjunction with the Asset Management Plan which is out for request for proposals now.	Active	21 Jul 2017

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
17 Jan 2017	COW-PROT	1. Any available surplus funds should be allocated towards undone projects which include the completion of a review and update of the Regional Emergency Plan, an Emergency Communications Plan, a Pet and Livestock Plan and an update to the emergency planning manuals and documentation. 2. Staff will investigate all options and opportunities in dedicating available surplus funds towards the unfinished projects and to prepare a report illustrating how the funds will be expended with the report being presented to COW-Protective Services at a future meeting before any funds are spent.	Dan Derby	28 Feb 2017		Active	02 May 2017
17 Jan 2017	COW-PROT	With the new installation of a repeater tower in the Roderick Dhu Mountain area of Grand Forks, Staff will follow up regarding communication coverage to include the Greenwood communication gaps from the North Boundary Road.	Dan Derby	28 Feb 2017		Active	21 Jul 2017
26 Apr 2017	COW-PROT	A discussion regarding the development of a guideline or policy on the role and expectations of the RDKB during community disaster recovery will be referred to the COW-Protective Services.	Dan Derby	31 May 2017		Active	04 May 2017
22 Nov 2016	EESC	1. Saturday ski bus service will be maintained for the coming year and the Committee will review the service again in the Spring 2017. 2. D. Steven, Tourism Rossland, will be requested to provide the Committee with concise information and operational statistics on the ski bus service at the end of the winter season. 2. Staff will request more information on the ramifications of a cut is service to Sunningdale. 3. BC Transit will be requested to provide a costing of the implementation of options 1 - 10 of the Service Review (excluding the Rossland Ski Bus), and provide information on Options 11 and 13.	Mark Andison	30 Jun 2017	*- 09 Jun 2017 08:19:18 AM* We have not yet received the report from Tourism Rossland, but they are aware and they have recently gone through a change in management. We will continue to follow up. BC Transit is scheduled to attend the June 14, 2017 Committee meeting to have a full discussion of transit and how we can work towards maximizing the service while being aware of cost escalation. *- 24 Apr 2017 01:51:08 PM* An email has been sent to BC transit and Tourism Rossland asking that they prepare a report on the ridership on the ski bus during the 2016/17 ski season. *- 24 Apr 2017 01:47:06 PM* BC Transit has been asked to cost out the initial 10 recommendations from the service review in order to identify and hour/cost implication. BC Transit will then look at the service expansion options in light of the net cost to the service.	Active	16 Nov 2017

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
31 Jan 2017	EESC	That the East End Services Committee receive the letter from the City of Trail regarding the downtown bus shelters. **FURTHER** that staff be directed to prepare report with the necessary information in order to engage with the City of Trail on the issue of downtown shelters as well as the future of the transit exchange.	Mark Andison	30 Jun 2017	***Maureen Forster*** *- 19 Dec 2017 01:25:10 PM* Alternate Director Jolly informed the Committee that the City of Trail council has discussed the relocation of the downtown bus shelter but no resolution has been made thus far. *- 25 Aug 2017 09:32:20 AM* We continue to prepare for a fall presentation on this issue. *- 09 Jun 2017 08:21:05 AM* Staff will be able to complete the necessary work on this issue in the coming weeks and will be in a position to present it to the Committee for endorsement at a future meeting.	Active	19 Dec 2017
24 Apr 2017	EESC	That Staff investigate options and potential partners for development of a Fire training Centre.	Mark Andison	01 Oct 2017	*- 24 Apr 2017 12:23:54 PM* Issue has been deferred while other issues related to the Fire Service are dealt with. *- 24 Apr 2017 12:23:20 PM* Staff have met with representatives from Teck and both parties have agreed to continue discussions. All agree that there is potential for mutual benefit.	Deferred	16 Nov 2017
24 Apr 2017	EESC	The KBRFRS Sustainability Committee, made up of representatives of the Service, the Union, the Volunteer service and the Committee will continue to meet and discuss measures to make the cost of the KBRFRS sustainability.	Mark Andison	15 Jun 2017	*- 24 Apr 2017 12:34:13 PM* The Sustainability Committee has suspended activity while the KBRFRS undertakes discussions on other matters.	Active	05 May 2017
19 Dec 2017	EESC	That consideration of the proposed recommendation by Staff to not renew the Fire Hydrant Maintenance Agreement be deferred until such time that the Municipal Directors have taken back the recommendation of non-renewal to their Councils for consideration.	Dan Derby	31 Jan 2018	***Maureen Forster*** *- 04 Jan 2018 02:03:48 PM* Responses have been received from the City of Rossland, City of Trail, Villages of Montrose and Warfield regarding proposal to discontinue hydrant maintenance agreement.	Active	04 Jan 2018
19 Dec 2017	EESC	That the East End Services Committee continues to lobby the government for increased funding for Victims Services. That the RDKB staff have a conversation with the City of Trail staff about normative values relating to the leasing of Victim Services office space.	Mark Andison	31 Jan 2018		Active	04 Jan 2018

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
19 Dec 2017	EESC	That the East End Services Committee directs Staff to approach Selkirk College to discuss longer term alternatives to the one-year lease for the Trail Campus.	Mark Daines	31 Jan 2018	***Maureen Forster*** *- 04 Jan 2018 02:05:20 PM* RDKB staff have had discussions with Selkirk College about longer-term alternatives to a one-year lease. Selkirk College is currently considering options.	Active	04 Jan 2018
19 Dec 2017	EESC	Alternate Director Moore requested a list of unfinished projects that have been funded through the CBT CIP Program.	Beth Burget	31 Jan 2018		Active	04 Jan 2018
01 Feb 2016	PEP	That the Policy, Executive and Personnel Committee defer further discussion regarding the allocation of the Board Fees until the Governance/Organizational Review has been completed. That the 2017 staff report from the GM of Finance regarding the allocation of Board fees be recirculated to the Committee on a future Committee agenda.	Beth Burget	30 Jun 2016	*- 07 Jun 2017 09:37:03 AM* Staff continue to develop information and options for the Board to consider. Will be presented at a future meeting.	Active	16 Jan 2018
20 Apr 2017	PEP	There will be discussions around this matter at the upcoming FCM Conference in June 2017. 2. Staff will investigate a regional model, including the logistics and the costs of hiring a single Regional Negotiator.	Mark Andison	30 Jun 2017	*- 07 Jun 2017 09:00:04 AM* Staff continue looking into the model. The requested report will be presented at a future meeting.	Active	02 Jan 2018

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
20 Apr 2017	PEP	Staff will draft a Terms of Reference necessary for completion of the work required to purchase and implement the appropriate technology, including licencing and application (e.g. "app") options. That Staff draft a report with respect to clear and appropriate policies and procedures for electronic meetings that includes information and options for the development of a framework with respect to the in-person attendance of Committee and Board Chairs and Vice-Chairs. **FURTHER** that the report also include all possible options for public and applicant participation in electronic meetings. **FURTHER** that the report be presented back to the Committee at a future meeting but not until the use of electronic meetings has been implemented and practiced for a period of time. - from Jan 13/16 meeting	Dale Green	30 Jun 2017	***Maureen Forster*** *- 02 Jan 2018 04:31:53 PM* We continue to look for viable and stable solutions. Looking at web based system at this point. 25 Aug 2017 New interface proposal approved as part of the 2017 Financial Plan. In planning stages for implementation at this time. New interface will utilize individuals rather than participation in the room. will update Committee when we have a firmer ETA for installation. 05 May 2017 Pilot project undertaken with EAS. Had some technological issues. Looking at different interface to allow for electronic participation. Part of 2017 Financial Plan proposal. 14 Mar 2017 ***Dale Green*** *- 22 Nov 2017 11:51:45 AM* Licensing for Avaya commercial Cloud video conferencing has been purchased, live pilot project is next once licensing has been processed. A new type of mic for Board table use has been ordered as a trial, which will proceed once travel to GF becomes practical. If successful, a full flight of mics will be ordered and installed to replace the existing BeyerDynamics system. ***Dale Green*** *- 04 Aug 2017 03:17:11 PM* Upon reviewing the proposal for a strictly on premise vidcon system, there were some drawbacks. As an alternative to on premise however, there is a subscription-based Cloud system offered by Avaya that operates much like Skype that requires no capital outlay. IS has applied for a 30-day trial of this system and is evaluating presently. ***Dale Green*** *- 19 Jul 2017 10:04:17 AM* A proposal was presented by the AV contractor for IS review. Some recent problems with a component subsystem have caused IS to review the overall viability of keeping the existing system	Active	02 Jan 2018

					as is before investing any further in the system as it stands, as opposed to replacing the problem subsystem before investing in further functionality enhancements. ***Dale Green*** *- 07 Jun 2017 04:32:15 PM* consultants have completed a technical draft and are pulling it together into a proposal for RDKB review. *- 03 May 2017 10:59:35 AM* This project is in the planning stage with the Consultants.		

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
25 Apr 2017	PEP	Staff will draft a report which will provide further information and options on permitting outside community groups to meet in the fire halls. Staff will draft a report regarding the use of fire halls to be presented at a future meeting.	Dan Derby	28 Apr 2017	***Maureen Forster*** *- 25 Apr 2017 04:03:14 PM* Further investigation is required and will be provided at a future meeting.	Active	16 Jan 2018
27 Apr 2017	PEP	That the Policy, Executive and Personnel Committee direct staff to prepare a policy proposal with the following elements (all days calendar): • That the current practice of delivering preliminary Board agendas 6 days prior to the scheduled day with the final agenda going out no later than 2 days prior to the meeting. • That the current practices of delivering committee agendas three days prior to the meeting be maintained. FURTHER that when the third business day falls on a weekend or a statutory holiday, that the agenda be delivered on the previous business day. • That the agendas for the future Committee of the Whole be delivered 5 days prior to the meeting. FURTHER that when the fifth business day falls on a weekend or a statutory holiday, that the agenda be delivered on the previous business day.That the Committee recommend that the above practices be adopted in the interim until a proper policy is in place. That staff be directed to bring forth an amendment to the RDKB Procedure Bylaw No. 1534, 2013 reflecting the decision of the Board in relation to the structure, schedule and number of Chairs of the Committee of the Whole.	Theresa Lenardon	31 May 2017	***Theresa Lenardon*** *- 12 Nov 2017 11:16:49 AM* Staff are working on agenda delivery timelines with several other "housekeeping" changes to the RDKB Procedure Bylaw (eg removing COW, addition of Board meeting second Wednesday etc.). Further information regarding this matter will be presented to the Board at future meetings.	Active	03 Dec 2017
07 Jun 2017	PEP	That Staff prepare a report on the RDKB's Succession Plan.	Mark Andison	30 Jun 2017	*- 07 Jun 2017 01:02:22 PM* Staff are working on the requested report and information and will have it to the Committee as soon as is feasible.	Active	02 Jan 2018
21 Jun 2017	PEP	That staff confirm the budget allocation amounts for teleconferencing software and licencing and forward this information to the members of the PEP Committee.	Dale Green	28 Jul 2017	***Dale Green*** *- 22 Nov 2017 11:47:50 AM* Having considered FIPPA implications of using a commercial Cloud video conferencing product, Dale was tasked with trialing AvayaLive which is a Cloud VC service offered by Avaya. After a successful trial, the RDKB has purchased licensing for AvayaLive and will be configuring it for trial use with a pilot group once the licensing is processed, hopefully by December '17.	Active	02 Jan 2018
21 Jun 2017	PEP	That the proposed Terms of References for the Finance, Protective Services and Environmental Services Liaison positions be revised accordingly and referred to the Directors for comment as amended.	Mark Andison	28 Jul 2017	*- 21 Jul 2017 08:36:11 AM* In progress.	Active	02 Jan 2018

21 Jun 2017	PEP	That staff modify the RDKB's current communications with language that ensures that all individuals responding to the organization's solicitations and/or postings clearly understand that it is their responsibility to follow up with the RDKB to ensure their response has been received.	Mark Andison	28 Jul 2017	- *21 Jul 2017 08:31:49 AM* Staff will bring a policy amendment to a future meeting.	Active	02 Jan 2018

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
10 Aug 2017	PEP	That the Policy, Executive and Personnel Committee requests that staff provide further clarification on what effects the proposed permissive taxation exemptions in Electoral areas may have on municipalities and also the ability to adjust the distribution of requisition based on the exemption. **FURTHER** that staff provide further clarification of page 2 of the application for permissive property tax exemption which referenced a letter be written to the appropriate Electoral Area Director and be included as part of the application.	Theresa Lenardon	31 Aug 2017	***Theresa Lenardon*** *- 03 Jan 2018 05:33:22 PM* Staff did not receive any comments or inquiries from Directors after the policy was referred out for comments on Oct 27/17. The final version of the policy and application will be presented to the Policy and Personnel Committee on Jan 10/18 for approval and referral to the Board of Directors for final adoption. ***Theresa Lenardon*** *- 03 Dec 2017 08:24:49 AM* The PEP Committee approved the proposed policy and application procedure at the Oct 11 Committee meeting. The policy has been referred to the Directors for comments and will be referred back to the PEP Committee Jan/18..	Active	03 Jan 2018
19 Dec 2017	PEP	That staff update the RDKB Policy, Executive and Personnel Committee 2016 Review Report on the *Realize Strategies Governance and Organizational Results and Recommendations Report* as directed by the Committee at the meeting held on November 8, 2017. **FURTHER** that the Committee's updated 2016 Review Report be presented back to the PEP Committee for review at a future meeting and then referred to the RDKB Board of Directors.	Mark Andison	31 Jan 2018		Active	02 Jan 2018
19 Dec 2017	PEP	That the Policy, Executive and Personnel Committee refer the matter of developing a Board of Directors Code of Conduct and supporting Policy to a future Board meeting. An Employee Code of Conduct and a Code of Conduct for elected officials will be reviewed in more detail once the UBCM has completed its review and releases a working paper. - from Apr 12/17 meeting.	Theresa Lenardon	31 Jan 2018	***Maureen Forster*** *- 02 Jan 2018 02:44:03 PM* Theresa Lenardon Information regarding a RDKB Board of Directors Code of Conduct will be presented to the Board during First Quarter of 2018. 12 Nov 2017 11:20:06 AM	Active	02 Jan 2018
19 Dec 2017	PEP	That staff be directed to change the PEP Committee meeting time from 2:00 p.m. to 3:00 pm (only) when an Utilities Committee meeting has been cancelled and subject to when only all six members of the PEP Committee can attend at 3:00 p.m.	Theresa Lenardon	31 Jan 2018		Active	02 Jan 2018
16 Jan 2018	PEP	That staff be instructed to complete an update on the status of the Realize Strategies Governance Organizational Review Recommendations as discussed and directed by the Policy and Personnel Committee on January 10, 2018 for further review by the Committee at the May or June Committee meeting. FURTHER that staff also draft a report for the May or June meeting that includes issue(s) identification as well as analyses of the issues, options to address the issues and analyses of the options and the provision of staff recommendations as to selection of the best options.	Mark Andison	29 Jun 2018		Active	16 Jan 2018

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
16 Jan 2018	PEP	That the Policy and Personnel Committee approve the Permissive Taxation Exemption Policy and Application Procedure as presented to the Committee on January 10, 2018. **FURTHER** that the Policy and Application be referred to the Regional District of Kootenay Boundary Board of Directors for adoption and then be distributed accordingly. **FURTHER,** using the General Government/Administration (001) Service, staff prepare a report for the January 25, 2018 Board meeting that provides examples of the financial impacts a specified Electoral Area tax exemption and a specified Municipality tax exemption would have on each of the 13 RDKB participants which contribute to the 001 Service.	Beth Burget	25 Jan 2018		Active	16 Jan 2018
16 Jan 2018	PEP	That the staff report from Maureen Forster, Executive Assistant, presenting the policy review work plan for 2018 be received. **FURTHER** that the Procedure section of the Policy Development and Review Policy that stipulates all policies are to be reviewed every three years be amended to every four years and that the revised Policy be referred to the Policy and Personnel Committee as per the steps set out in the Policy, Review and Development Policy.	Mark Andison	31 Jan 2018		Active	16 Jan 2018
16 Jan 2018	PEP	That the Policies for Review in 2018 list be revised so that commencing with the February 2018 Committee meeting, (future) Committee agendas will continually include two to three policies for review beginning with reviews of the policies from 2006 through to 2011. **FURTHER** that the Policies for Review in 2018 list be revised accordingly and be presented back to the Committee at a future meeting.	Mark Andison, Maureen Forster	28 Feb 2018		Active	16 Jan 2018
16 Jan 2018	PEP	That the updated Financial Plan Policy, as presented on January 10, 2018, be amended by correcting the name of the 058 Service to read "Electoral Area 'E'/West Boundary Regional Fire" and by updating the Cost Centre column in the Stakeholder Committee Listing for Finance, Protective Services, and Environmental Services by adding the word "Board". FURTHER that the Financial Plan Policy be referred out the Board Directors for comments as per the Policy Development and Review Policy cycle.	Beth Burget	28 Feb 2018		Active	16 Jan 2018
28 Sep 2016	UT	Staff will provide the Committee members with information on the transfer amount of surplus funds to the Cities of Trail and Rossland resulting from the transfer of ownership of the sole benefiting assets.	Goran Denkovski	29 Dec 2017	***Goran Denkovski*** *- 17 Nov 2017 12:04:38 PM* City of Trail agreement is complete and the City of Rossland is in the process of reviewing their agreement. When agreements are finalized the RDKB will proceed to referendum. ***Goran Denkovski*** *- 05 May 2017 09:00:12 AM* City of Trail agreement is complete and the City of Rossland is in the process of reviewing their agreement. When agreements are finalized the RDKB will proceed to referendum.	Active	17 Nov 2017

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
27 Jan 2017	UT	The Utilities Committee directs staff to prepare a report for possible costing for future staff resources and what that will look like.	Goran Denkovski	12 Sep 2017	***Goran Denkovski*** *- 22 Nov 2017 11:07:13 AM* This will be discussed at the December 7, 2017 Utilities Committee Meeting ***Goran Denkovski*** *- 21 Jul 2017 08:27:13 AM* The due date has been changed to Sept 2017 for the next utilities meeting. Transition studies need to be completed for three water systems Deer Ridge, Oasis and Bridesville. ***Goran Denkovski*** *- 05 May 2017 08:57:52 AM* This item is still in progress and we have been establishing potential Utility service growth in the RDKB.	Active	22 Nov 2017
05 May 2017	UT	Staff will prepare a Regional Water Management Plan that encompasses the water system acquisition, climate change, balance water supply, public health and improved local service delivery.	Goran Denkovski	29 Dec 2017	***Goran Denkovski*** *- 17 Nov 2017 12:06:18 PM* We are still waiting for the Strategic Priorities Fund announcements. ***Goran Denkovski*** *- 21 Jul 2017 08:32:38 AM* Applied for grant funding for this project and still waiting on results. ***Goran Denkovski*** *- 05 May 2017 03:06:58 PM* Received cost estimate and planning on applying for Strategic Priorities Fund June 1, 2017 for completion in 2017.	Active	17 Nov 2017
05 May 2017	UT	Staff will create a reserve policy for the Committee's consideration.	Goran Denkovski	29 Dec 2017	***Goran Denkovski*** *- 17 Nov 2017 12:07:59 PM* The asset management plan is currently being developed by the finance department. ***Goran Denkovski*** *- 05 May 2017 03:08:12 PM* This is a corporate initiative and is related to the RDKB asset management plan.	Active	17 Nov 2017
04 Jan 2018	UT	Director Gee requested a list of outstanding projects for which main grants are still in process as well as projects underway.	Goran Denkovski		***Goran Denkovski*** *- 05 Jan 2018 12:08:43 PM* To be incluided in the February 2018 Utilities Meeting.	Active	05 Jan 2018

Date Created	Source	Resolution	Staff Responsible	Due Date	Comments	Status	Date Updated
04 Jan 2018	UT	That further discussion of the staff report on the Utilities Committee structure and future staffing needs be deferred for a fulsome discussion in January 2018. **FURTHER** that the Terms of Reference will be reviewed at the January 2018 meeting.	Goran Denkovski		***Goran Denkovski*** *- 05 Jan 2018 12:07:43 PM* Staff Report to be discussed at January 10, 2018 Utilities Meeting.	Active	05 Jan 2018

Regional District of Kootenay Boundary

STAFF REPORT

Date: 25 Jan 2018 **File**
To: **Chair and Members, Board of Directors**
From: Tim Dueck - Solid Waste Program Coordinator
Re: Update Communications Plan for Closing West Boundary Unattended Solid Waste Transfer Stations

Issue Introduction
A Staff Report from Tim Dueck, Solid Waste Program Coordinator to update the Communications Plan for the closure/relocation of three West Boundary unattended recycling bins and the elimination of Film Plastic from the commercial stream.

History/Background Factors
At the January 10th, 2018 Board Meeting, the Board passed a resolution calling for revisions to the Communications Plan - Unattended Recycling Depots & Film Plastic. The Board directed staff to include "face-to-face public meetings to educate the public" as one of the Communication Tools.

Resolution from Board Meeting December 13, 2017:

476-17 Moved: Director Gee Seconded: Director Rotvold
Corporate Vote Unweighted

That *the matter of the effects of changes in China's waste importing policies on RDKB unattended recycling depots be referred back to Environmental Services staff to draft a report that provides additional options, including the development of a service for small businesses that would assist the RDKB reach compliance with the new recycling industry standards. FURTHER that staff be directed to organize face-to-face public meetings to educate the public.*

Carried.

Resolutions from January 10th, 2018

That *the Regional District of Kootenay Boundary Board of Directors direct staff to revise the Communications Plan for implementation upon Board approval, and move ahead with plans to close the unattended Greenwood and Midway recycling bins and relocate the Beaverdell bin to the Beaverdell Solid Waste Transfer Station as of May 1, 2018.*

Carried.

Staff have updated the Communications Plan to include face to face meetings with the public at Greenwood, Midway and Beaverdell recycling bins to inform residents of the reasons for the closure/relocation of the bins and the options for residents and businesses.
Staff will also be available to speak to this issue at the Rock Creek Townhall meeting scheduled for February

Implications

Advancement of Strategic Planning Goals

Background Information Provided

- Updated Communications Plan - Unattended Recycling Depots & Film Plastic
- Staff Report - Tim Dueck, Unattended Bins January 10, 2018
- Staff Report - Tim Dueck, Unattended Bins December 13, 2017

Alternatives

- That the Board of Directors approve the Updated Communications Plan for the closure of the Unattended Recycling bins in Greenwood and Midway, relocate the Beaverdell bin, and implement a ban on Film Plastic.
- That the Board of Directors approve the Updated Communications Plan with amendments.

Recommendation(s)

That the Board of Directors accept the Updated Communications Plan for the closure of the Unattended Recycling bins in Greenwood and Midway, relocate the Beaverdell bin, and implement a ban on Film Plastic.

Regional District of Kootenay Boundary

STAFF REPORT

Date: 13 Dec 2017 **File** ES Administration - Solid Waste

To: **Chair Russell and the Board of Directors**

From: Tim Dueck - Solid Waste Program Coordinator

Re: International Recycling Markets

Issue Introduction

A staff report from Tim Dueck, Solid Waste Program Coordinator regarding the effects of changes in China's waste importing policies on RDKB unattended recycling depot service.

History/Background Factors

The materials collected in recycling programs in the RDKB immediately become part of an international commodities market. The price and purity of these streams is directed by the policies and technology of the buyer and processor.

In July 2017, China notified the World Trade Organisation of its intention to restrict the import of certain solid waste and scrap including mixed paper and mixed plastic. As of January 1 2018, the accepted contamination rates for paper and plastic will be 0.3%.

The present contamination rate for materials collected in unattended recycling bins in the Boundary region is 14.9%. Based on historic performance of contamination rates at unattended depots it is unlikely that education alone will result in a 0.3% contamination rate. The RDKB must be able to offer a better quality stream or risk being dropped by recycling processors.

Staff proposes that the RDKB enact a strategy to comply with new recycling industry standards.

<u>What's the RDKB providing right now</u>

The RDKB provides unattended recycling bins in the following locations:

- downtown Greenwood

- Midway (Arena/Airport)
- Beaverdell Fire Hall
- Mt. Baldy Waste Transfer Station
- Idabel Lake roadside bins
- Big White Solid Waste Transfer Station
- 55 commercial/condo sites at Big White

The RDKB also provides commercial recycling bin service at the following solid waste facilities:

- Grand Forks Landfill
- Christina Lake Transfer Station
- Rock Creek Transfer Station
- West Boundary (Greenwood) Landfill

The RDKB contracts Alpine Disposal to:

- provide curbside recycling collection services to approximately 120 SMALL BUSINESSES in Rossland and Beaver Valley at an annual cost of $84,000.
- provide commercial recycling depot services at McKelvey Creek landfill to small business in the Greater Trail area ($28,500 for 2018).

The RDKB's Greater Trail business recycling program does not accept film plastic.

Recycle BC provides a stewardship program for Printed Paper and Packaging FROM RESIDENTS ONLY. Recycle BC provides curbside collection services (blue boxes) to nearly all RDKB residents - including an additional 500 in Brown Creek, Bridesville/Sidley Mountain starting in January, 2018. The RDKB hosts Recycle BC depots at all landfills and transfer stations. These depots accept separated film plastic. Recycle BC is not obligated to provide recycling services to the institutional, commercial or industrial sector.

<u>Strategy to comply with standard and continue providing commercial recycling services.</u>
Staff proposes the following strategy for responding to China's import restrictions while continuing to provide recycling services to small businesses in the Boundary/West Boundary:

<u>Physical Strategy</u>

- <u>Remove</u> the unattended recycling bin in downtown Greenwood and relocate the commercial bin to the West Boundary Landfill four kilometres from Greenwood. All area residents already receive curbside collection service for Printed Paper and Packaging from Recycle BC. Small businesses are already bringing their garbage to the Landfill and could reasonably be expected to bring recycling as well.

- Remove the unattended recycling bins at the Arena/Airport in Midway. All area residents already receive curbside collection services for Printed Paper and Packaging from Recycle BC. Small businesses are already bringing their garbage to West Boundary landfills of transfer stations and can reasonably be expected to bring their recycling as well.
- Relocate the unattended recycling bin from the Fire Hall in Beaverdell to the Beaverdell Solid Waste Transfer Station located four kilometres south of town. This would then transition the costs of the bin from a RDKB-funded service to a Recycle BC stewardship depot. Nearly all residents receive curbside blue box collection service for Printed Paper and Packaging from Recycle BC in this region.

These three depots represent an obvious duplication of services already provided by a stewardship program.

Public Education

- Education campaign on removing film plastic from recycling stream and closing/relocating recycling bins.

This will include:

- Letters to Midway and Greenwood council
- immediately posting notices at all unattended recycling bins
- unaddressed ad mail flyer to all Boundary/West Boundary residents
- RDKB webpage/Facebook

The implementation of these measures will remove most of the contamination and improve the overall quality of the RDKB's commercial recycling stream.
It should also be noted that all BC residents are only able to recycle film plastic at Recycle BC depots ...except in the RDKB.

Implications

The RDKB has been informed by Cascades Recovery (the company who receives, processes and markets the recycling material) that film plastic will no longer be allowed in the commingled unattended bins as of January 1st, 2018.
As well, processing costs for ALL the material will rise from $130 per tonne to $156 per tonne. This represents an overall cost increase estimated to be approximately $5,000 in 2018.
Although the financial costs appear relatively low, it is likely that the processor would refuse to accept RDKB materials if contamination rates remain at current levels.

Advancement of Strategic Planning Goals
The RDKB has been managing many commercial recycling materials for small businesses throughout the District. Policies to reduce the contamination component of the recycling stream is consistent with the focus on good management and governance. The provision of recycling services to small businesses - not provided by stewardship organisations - is a core function of the Solid Waste service.

Background Information Provided

- Letter from the Solid Waste Association of North America to government agencies
- Letter from Cascades Recovery+ to local governments

Alternatives
1) That the Board of Directors direct staff to proceed with the communications plan as outlined in the Staff Report, close the Midway and Greenwood recycling depots and relocate the Beaverdell recycling depot to the Beaverdell Waste Transfer Station on May 1st, 2018.
2) That staff create a plan to eliminate film plastic from unattended depots but retain all the unattended depots in their present locations.

Recommendation(s)
That the Board of Directors direct staff to proceed with the communications plan as outlined in the Staff Report, close the Midway and Greenwood recycling depots and relocate the Beaverdell recycling depot to the Beaverdell Waste Transfer Station on May 1st, 2018.

CASCADES RECOVERY+
a division of Cascades Canada ULC
66 Shorncliffe Road,
Toronto, (Ontario) Canada M8Z 5K1

Telephone: 416-231-2525
Fax: 416-232-8820

October 2017

Dear Valued Customer:

RE: Recycling End Market Update

Cascades Recovery+ (CR+) is a leader in the materials recovery industry in North America, and is focused on supporting our customers in finding innovative, sustainable and long term recycling solutions for their discarded materials management needs. We are proud to have a network of end market facilities around the globe and close to home that we collaborate with to find homes for your recyclable materials.

Recently, heightened political policy changes in China, the largest recycling end market in the world, has led to a need to review how we collect, process and market recyclable materials; based on the changing end market landscape (what materials can be sold and under what material quality/spec conditions). Specifically, new and evolving policy regarding bans or newer, stricter quality policy has affected several material grades including Mixed Scrap Plastic and Mixed Paper. We are exploring alternative end markets outside of China and internal process options to try to mitigate any potential negative impacts to our customers. CR+ is continuing to monitor and evaluate the situation, and will continue to keep our customers involved and informed as the situation develops.

Cascades Recovery+ sincerely appreciates the opportunity to provide you with a single source solution for your recovery needs and we are always available to assist in reviewing your current program and providing you with additional services and/or the collection of additional materials.

Please do not hesitate to contact your CR+ Account Manager should you have any questions regarding this announcement.

Sincerely,

Paul E Jablonski
Director Account Sustainability

RECOVERY + PAPER + PACKAGING CASCADES.COM

SWANA
SOLID WASTE ASSOCIATION of North America

October 11, 2017

RE: Impact of Chinese Waste Ban on State & Local Recycling Programs

The Solid Waste Association of North America (SWANA) is a non-profit association for waste and recycling professionals with more than 9,000 members across the United States and Canada. On behalf of those members, SWANA is writing to share some important and recent recycling market developments that have implications for the movement of recyclables worldwide, and that may impact recycling programs in your state.

In July 2017, China notified the World Trade Organization (WTO) of its intention to prohibit the import of certain solid wastes and scrap into their country, including mixed paper and mixed plastics, beginning on January 1, 2018. In addition, China announced a new, and exceedingly stringent, contamination standard applicable to recyclable imports (0.3 percent). This proposal is inconsistent with the global standards followed by the recycling community and its industrial consumers, and if adopted, will effectively result in a ban on the importation of virtually all waste and scrap commodities, as the standard is nearly impossible to achieve.

In late August, SWANA filed comments with the WTO seeking additional clarity about China's filing, and raising concerns about the scope and timing of the proposed ban. China is the largest export market for recyclables generated in the United States. SWANA's comments note that China imports approximately 13 million tons of paper and 776,000 tons of plastic from the United States annually. We argued it is simply not feasible to expect domestic recycling facilities capable of handling all the material now sent to China to be permitted, constructed, and commence operations by the end of 2017. With the gap between domestic processing and market demand, the proposed ban could adversely affect municipal recycling programs through the country. Although SWANA and other industry participants support China's environmental improvement goals, we questioned the efficacy of its notices, and suggested a longer transition period for the implementation of new import controls. A copy of SWANA's WTO comments can be downloaded here.

During September, we learned that China's Ministry of the Environment (MEP) is not renewing waste import licenses. As a result, material has started to pile up in Hong Kong (a major port of entry) and a handful of US municipal recycling programs have already begun to make adjustments in the materials they accept in response to the uncertainty created by the looming ban and new contamination standard. Market prices, particularly for paper, dropped significantly in September, with market observers linking that decline to the Chinese actions.

Along with other stakeholders, SWANA has met with the US Department of Commerce, Office of the United States Trade Representative (USTR), and the US Environmental Protection Agency about the ban, the contamination standard, and their potential effect on local recycling programs across the United States. In response to our concerns, the waste import ban and related issues were raised in late September meetings in China among Commerce, USTR and MEP representatives; however, it is unclear whether China will consider any changes to the proposed import ban or contamination standard. To date, MEP has been reluctant even to clarify some questions about the affected materials and applicable contamination standards. SWANA will continue to press the waste sector's concerns with federal officials and others, and continues to monitor this dynamic situation closely.

What Should State Agencies Do?

Be prepared for increased market volatility, which is likely to drive greater uncertainty among your stakeholders. SWANA suggests state agencies take the following steps:

1. Communicate with local governments, industry partners, generators, and other interested parties about the current disruption in recycling markets.
2. Educate all stakeholders about the importance of generating high quality material. China's ongoing efforts to limit the amount of contamination in material imports -- dating back to the 2013 "Green Fence" -- highlight the need for recyclers to produce high quality material.
3. Renew efforts to encourage waste reduction and the development of alternative domestic markets for recyclable materials. Both have the potential to reduce reliance on Chinese markets.
4. Review current and contemplated recycling goals and regulations in light of current market conditions.

We will continue to monitor developments domestically and overseas, and will provide additional information as warranted. Some recycling programs in the United States have recently experienced reduced market prices for their material, and continued volatility can be expected in the short term.

SWANA remains committed to recycling and resource management, and to working with members and partners at the local, state and federal levels to improve and expand recycling programs in the United States. If you have any questions, please free to contact me at dbiderman@swana.org or 240-494-2254.

Sincerely,



David Biderman
Executive Director & CEO
Solid Waste Association of North America

1100 Wayne Avenue • Suite 650 • Silver Spring, Maryland 20910 301.585.2898 phone • 301.589.7068 fax • www.swana.org

Regional District of Kootenay Boundary

STAFF REPORT

Date: 10 Jan 2018 **File** ES Administration - Solid Waste

To: **Chair and Members, Board of Directors**

From: Tim Dueck - Solid Waste Program Coordinator

Re: Unattended RDKB recycling bins

Issue Introduction

A Staff Report from Tim Dueck, Solid Waste Program Coordinator regarding the closing and relocation of unattended recycling bins in Greenwood, Midway and Beaverdell.

History/Background Factors

In 2014 the Province began regulating Printed Paper and Packaging under the *Recycling Regulation* of the *Environmental Management Act*. The management of 'recycling' became the responsibility of Multi-Materials BC (which re-branded to Recycle BC).

At the time the Board agreed to continue status quo recycling services until it was established that the stewardship organisation had the capacity to service all RDKB residents. Status quo included the provision of convenient unattended recycling bins in the communities of Fruitvale, Rossland, Genelle, Grand Forks, Greenwood, Midway and Beaverdell. The RDKB continued to partner with Recycle BC to provide curbside recycling services to residents of the Boundary.

In July 2017, Recycle BC took over administration of all curbside recycling services for residents of the RDKB. By the end of January 2018 Recycle BC will be be providing curbside blue box service to virtually all residents from Beaver Valley to Genelle, from Christina Lake to Sidley Mountain and Carmi. This is the most extensive curbside coverage by Recycle BC of any regional district in BC.

The RDKB continues to host Recycle BC depots for residents at all staffed solid waste facilities (McKelvey Creek, Christina Lake, Grand Forks, West Boundary and Rock Creek).

The remaining unattended RDKB recycling bins in Midway, Greenwood and Beaverdell are not compliant with, nor required, nor funded by the Recycle BC stewardship program.

The majority of unattended recycling bin users are residents who, already have access to biweekly curbside collection services, but habitually choose not to use it. Conversations with a private hauler indicates that businesses in the West Boundary are already using their services or self-hauling their garbage and recycling to staffed RDKB facilities.

In July the main market for recyclable materials - China - declared that as of January 1st, 2018 they will not allow the import of waste paper or plastics that have a contamination rate higher than 0.3%. The present contamination rate of materials in the RDKB's unattended bins is 15%.
No amount of public education or signage will be effective in reducing the contamination rate to a level that will be acceptable for this end market. The cleanest collection stream is the curbside blue box collection service.
As per Board Direction (December 13, 2017) the RDKB will immediately implement a ban on the most difficult contaminant - film plastic - from all unattended and business sources.

Since 2014, the RDKB has closed unattended garbage bins in Christina Lake, Jewell Lake, Sidley Mountain, Westbridge and Bridesville.
Since 2014, the RDKB has closed unattended recycling bins in Fruitvale, Rossland, Genelle and Grand Forks.
Over 90% of homes in the RDKB have access to curbside recycling collection service.
In addition to the unattended bins in Greenwood, Midway and Beaverdell, the RDKB still maintains unattended garbage/recycling facilities at Mt. Baldy, Idabel Lake and Big White. Alternatives for these services must be evaluated.

Implications
Should the RDKB be unsuccessful in reducing the contamination rate of recycling material, we may not be able to access recycling markets.
Staff does not recommend the provision of recycling collection services to West Boundary businesses as most are already receiving waste removal services from private haulers or self hauling.
Residents who are habituated to self-haul instead of use their curbside collection service will have to switch to the blue box service or the Recycle BC bins located at RDKB landfills.
RDKB staff will work with Greenwood and Midway staff on the rehabilitation of the sites.

The cost of preparing a concrete pad for the recycling bin at the Beaverdell Transfer Station will be approximately $5,000. The RDKB will recoup some costs from Recycle BC over the years.

Advancement of Strategic Planning Goals

The provision of duplicate stewardship recycling services to residents is not a core function of the RDKB.

The provision of recycling services for businesses at the Rock Creek Transfer Station and West Boundary Landfill is an RDKB core function.

Background Information Provided

- Staff Report Plastic Film - China Policy - Board Dec. 13, 2017
- Communications Plan - Depot and Film Plastic - Jan 2018

Alternatives

- That the Board direct staff to enact the communications plan to close the unattended Greenwood and Midway recycling bins and relocate the Beaverdell bin to the Beaverdell Solid Waste Transfer Station as of May 1st, 2018.
- That the Board direct staff to immediately implement a film plastic ban, relocate the Beaverdell bin to the Beaverdell Solid Waste Transfer Station and retain the unattended recycling bins in Greenwood and Midway.

Recommendation(s)

- That the Board direct staff to enact the communications plan to close the unattended Greenwood and Midway recycling bins and relocate the Beaverdell bin to the Beaverdell Solid Waste Transfer Station as of May 1st, 2018.

Regional District of Kootenay Boundary

STAFF REPORT

Date: 13 Dec 2017 **File** ES Administration - Solid Waste

To: **Chair Russell and the Board of Directors**

From: Tim Dueck - Solid Waste Program Coordinator

Re: International Recycling Markets

Issue Introduction

A staff report from Tim Dueck, Solid Waste Program Coordinator regarding the effects of changes in China's waste importing policies on RDKB unattended recycling depot service.

History/Background Factors

The materials collected in recycling programs in the RDKB immediately become part of an international commodities market. The price and purity of these streams is directed by the policies and technology of the buyer and processor.

In July 2017, China notified the World Trade Organisation of its intention to restrict the import of certain solid waste and scrap including mixed paper and mixed plastic. As of January 1 2018, the accepted contamination rates for paper and plastic will be 0.3%.

The present contamination rate for materials collected in unattended recycling bins in the Boundary region is 14.9%. Based on historic performance of contamination rates at unattended depots it is unlikely that education alone will result in a 0.3% contamination rate. The RDKB must be able to offer a better quality stream or risk being dropped by recycling processors.

Staff proposes that the RDKB enact a strategy to comply with new recycling industry standards.

<u>What's the RDKB providing right now</u>

The RDKB provides unattended recycling bins in the following locations:

- downtown Greenwood

- Midway (Arena/Airport)
- Beaverdell Fire Hall
- Mt. Baldy Waste Transfer Station
- Idabel Lake roadside bins
- Big White Solid Waste Transfer Station
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The RDKB also provides commercial recycling bin service at the following solid waste facilities:

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- provide curbside recycling collection services to approximately 120 SMALL BUSINESSES in Rossland and Beaver Valley at an annual cost of $84,000.
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Strategy to comply with standard and continue providing commercial recycling services.

Staff proposes the following strategy for responding to China's import restrictions while continuing to provide recycling services to small businesses in the Boundary/West Boundary:

Physical Strategy

- Remove the unattended recycling bin in downtown Greenwood and relocate the commercial bin to the West Boundary Landfill four kilometres from Greenwood. All area residents already receive curbside collection service for Printed Paper and Packaging from Recycle BC. Small businesses are already bringing their garbage to the Landfill and could reasonably be expected to bring recycling as well.

- Remove the unattended recycling bins at the Arena/Airport in Midway. All area residents already receive curbside collection services for Printed Paper and Packaging from Recycle BC. Small businesses are already bringing their garbage to West Boundary landfills of transfer stations and can reasonably be expected to bring their recycling as well.
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These three depots represent an obvious duplication of services already provided by a stewardship program.

Public Education
- Education campaign on removing film plastic from recycling stream and closing/relocating recycling bins.
This will include:

- Letters to Midway and Greenwood council
- immediately posting notices at all unattended recycling bins
- unaddressed ad mail flyer to all Boundary/West Boundary residents
- RDKB webpage/Facebook

The implementation of these measures will remove most of the contamination and improve the overall quality of the RDKB's commercial recycling stream.
It should also be noted that all BC residents are only able to recycle film plastic at Recycle BC depots ...except in the RDKB.

Implications
The RDKB has been informed by Cascades Recovery (the company who receives, processes and markets the recycling material) that film plastic will no longer be allowed in the commingled unattended bins as of January 1st, 2018.
As well, processing costs for ALL the material will rise from $130 per tonne to $156 per tonne. This represents an overall cost increase estimated to be approximately $5,000 in 2018.
Although the financial costs appear relatively low, it is likely that the processor would refuse to accept RDKB materials if contamination rates remain at current levels.

Advancement of Strategic Planning Goals
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Background Information Provided

- Letter from the Solid Waste Association of North America to government agencies
- Letter from Cascades Recovery+ to local governments

Alternatives
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Recommendation(s)
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Telephone: 416-231-2525
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October 2017

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RE: Recycling End Market Update

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Please do not hesitate to contact your CR+ Account Manager should you have any questions regarding this announcement.

Sincerely,

Paul E Jablonski
Director Account Sustainability

SWANA
SOLID WASTE ASSOCIATION of North America

October 11, 2017

RE: Impact of Chinese Waste Ban on State & Local Recycling Programs

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4. Review current and contemplated recycling goals and regulations in light of current market conditions.

We will continue to monitor developments domestically and overseas, and will provide additional information as warranted. Some recycling programs in the United States have recently experienced reduced market prices for their material, and continued volatility can be expected in the short term.

SWANA remains committed to recycling and resource management, and to working with members and partners at the local, state and federal levels to improve and expand recycling programs in the United States. If you have any questions, please free to contact me at dbiderman@swana.org or 240-494-2254.

Sincerely,



David Biderman
Executive Director & CEO
Solid Waste Association of North America

1100 Wayne Avenue • Suite 650 • Silver Spring, Maryland 20910 301.585.2898 phone • 301.589.7068 fax • www.swana.org

January 2018

Regional District of Kootenay Boundary

COMMUNICATIONS PLAN
Unattended Recycling Depots & Film Plastic

ISSUE DESCRIPTION

The Board of Directors of the RDKB has directed staff to ensure that residents are aware of the reasons for changes in the recycling services provided to West Boundary residents and businesses:

* the immediate change of eliminating film plastic from the unattended recycling bin service and the suitable alternatives.
* the closure or relocation of unattended recycling bins in Greenwood, Midway and Beaverdell.

TARGET AUDIENCE

Users of the unattended recycling bin services in the West Boundary, Idabel Lake and Big White.

RATIONALE

The communication will describe the reasons for:

* eliminating film plastic from the commingled recycling
* removing the unattended recycling bins from Greenwood and Midway
* relocating the unattended recycling bin from the Beaverdell Fire Hall to the Beaverdell Solid Waste Transfer Station

January 2018

Regional District of Kootenay Boundary

COMMUNICATION TOOLS

Signs

RDKB staff will immediately post signs at all unattended recyclin bins declaring that Film Plastic is no longer allowed in these bins and that residents must take film plastic (See Appendix A)

Letter to Local Councils

RDKB staff will send a letter to the Greenwood and Midway councils and the Beaverdell Community Club and Recreation Commission informing them of the Board's decision. The letter will ask that staff work with RDKB staff to decommission the sites to the satisfaction of the landowner.

Website/Facebook

Information about this change will be posted on the rdkb.com website and kNOw Waste - RDKB Facebook site. Links will be posted on The Soapbox and various buy and sell groups sites.

Unaddressed Admail

Information about this change will part of the West Boundary Solid Waste Update/Collection Scheduled which will come out in early April.

News Release

Information about this change will be provided in a news release for the Boundary Creek Times, Grand Forks Gazette and Kettle River Echo and posted on the rdkb.com website and kNOw Waste - RDKB Facebook site.

Public Meetings

Public meetings are not required for this issue.


NO
FILM PLASTICS
NO Plastic Bags
NO Shrink Wrap
NO Grocery Bags
Film plastics must be brought
to Recycle BC depots
located at RDKB landfills &
waste transfer stations.
RDKB 1-800-355-7352
BC RECYCLING HOTLINE 1-800-667-4321

January 2018

Regional District of Kootenay Boundary

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Public Meetings

The Solid Waste Program Coordinator will be on site at each of the three recycling depots from 10am to 2 pm for two week days. The purpose will be to inform site users of the reasons for the closure and the alternatives for the materials. The times for this public education will be advertised in the Boundary Creek Times and the Kettle River Echo.
Staff will also be available to address this issue at the Rock Creek Townhall Meeting on Feb. 28, 2018.


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The Village of Midway

January 23, 2018

Regional District Kootenay Boundary
202 – 843 Rossland Ave.,
Trail, BC V1R 4S8

Attn: Chair Roly Russell and Board of Directors

Dear Chair Russell and Board of Director's,

The Council of the Village of Midway recently heard that RDKB will be removing the recycle bins in Greenwood and Midway and that the Beaverdell recycle bin is earmarked for relocation.

While the residents do receive curbside collection services for printed paper and packaging there are still issues and concerns that need to be addressed and answered. As an example, some of the issues and questions are, the elderly and disabled find it very difficult and struggle to get their recycling and blue box to the curb for pickup, where does the glass go and why, what is the life expectancy of the landfills, why do the west boundary businesses not receive recycling services.

Council also heard that RDKB staff were to enact a communications plan for the closure and relocation of the bins in the three area locations, however, Council feels this transition to blue box curbside collection will be received with much less confusion if the RDKB Environmental Services hold public meetings in each of the communities affected, affording an opportunity for those resident's and businesses to hear and be heard. As such, the Mayor and Council of the Village of Midway respectfully requests the Chair and Board of Director's approval for RDKB Environmental Services staff to hold public meetings in Midway, Greenwood and Area E on this issue.

Thank you kindly for your consideration.

Yours truly,

VILLAGE OF MIDWAY

Penny Feist
Chief Administrative Officer

Cc: Mayor Ed Smith, City of Greenwood
Vicki Gee, Director Electoral Area E / West

PO Box 160, Midway BC, V0H 1M0 I 250.449.2222 I midwaybc@shaw.ca I www.midwaybc.ca

Regional District of Kootenay Boundary

Staff Report

Date:	January 25, 2018	**File #:**	
To:	Chair Russell and Members of the Board		
From:	Frances Maika, Corporate Communications Officer		
RE:	2018 Town Hall Meetings		

ISSUE INTRODUCTION

RDKB Communications has taken several steps to make the 2018 Town Halls more interactive and to revamp advertisements and mail outs to area residents promoting public participation in the town halls. RDKB Communications has also developed a brief, public communications survey that can be completed by smart phones or mobile devices. This survey is designed to provide an entry point into discussions about what matters to area residents and serves to gather feedback on how residents prefer we communicate with them in future. It is promoted as part of the town hall ads and mail-outs.

HISTORY / BACKGROUND FACTORS

While past attendance has been high at many town halls in rural electoral areas, it has been very low at others. In addition, public feedback via some electoral area directors has indicated in some cases that long presentations without many breaks or pacing changes can be very challenging for attendees to sit through.

Large changes to the format of the town halls in 2018 proved impractical due to the relatively short time frame between when the Corporate Communications Officer was hired and planning for the town halls had to be completed. Switching to a format such as a world café model would have necessitated much greater staff involvement and a complete reworking of all presentation materials to work with that format. This may be something to consider for 2019 and planning for any format changes could begin much earlier.

- The Board was presented in November 2018 with an example how an audience response system comprised of voting devices of some kind can enliven a presentation and allow audience members to participate in the presentation through feedback at key points during the presentation. Audience members can be polled on their level of engagement, understanding, or preference for particular topics and thus feel more actively involved in the town hall process.

PROPOSAL

Changes to the 2018 town halls will include:

- Use of an audience response system comprised of software and 200 “clickers” that the Rural Development Institute at Selkirk College has agreed to lend to the RDKB for the duration of February and early March, 2018.
- Redesigned ads and colour mail outs and online ads / social media shares advertising the town halls.
- Ads include a cell phone number to which the public can text, “RDKB” to receive a text link to a 5-question RDKB Communications Survey. These surveys will also be available in paper format at the town halls.
- We will pilot a table-top process at Christina Lake (Area C) for this round of town halls, with the aim of doing a fully-planned and fully-staffed world café model in 2019 for all the town halls.

IMPLICATIONS

- With increased interactivity and a new marketing look, we are at least taking positive steps to make these town halls more engaging for participants and presenters.

RECOMMENDATION

For information only.

ATTACHMENTS:

Final, designed ads and mail-out pieces will be available at the January 25 Board of Directors Meeting, as will a brief, demonstration of the audience response system lent to the RDKB by Selkirk College’s RDI.

UBCM The Voice of British Columbia Local Government

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
FILE #
JAN 09 2018
DOC # .....
REF. TO: TL
CC: GD/BB

January 4, 2018

Theresa Lenardon
Manager of Corporate Administration
Regional District of Kootenay Boundary
202-843 Rossland Avenue
Trail, BC V1R 4S8

Dear Theresa Lenardon,

Status of Asset Management in BC Report

The report, *Status of Asset Management in British Columbia: Results from the 2016 Gas Tax Fund Asset Management Baseline Survey* is now available. The report summarizes the data collected from the 2016 Gas Tax Fund Asset Management Baseline Survey and would not have been possible without your contribution.

The 2016 survey and subsequent report fulfills the 'Phase 1' Asset Management commitments under the Administrative Agreement on the Federal Gas Tax Fund in British Columbia. Phase 1 & 2 commitments are further described in the report.

Included in this transmittal you will find a copy of the report. The report can also be downloaded from **https://tinyurl.com/2016assetmanagementreport**.

Kind regards,

Christina Ross

Christina Ross
Gas Tax Program Administrator

Pc: Beth Burget, General Manager of Finance
Goran Denkovski, Manager of Infrastructure and Sustainability

DISTRICT OF KENT AGASSIZ

7170 Cheam Avenue
P.O. Box 70
Agassiz, British Columbia
Canada V0M 1A0

Tel: (604 796-2235
Fax: (604) 796-9854
Web: www.district.kent.bc.ca

January 16, 2018

The Honourable Selina Robinson
Minister of Municipal Affairs and Housing
Parliament Buildings
Victoria, B.C. V8V 1X4

Dear Minister Robinson:

RE: Cannabis Sales Revenue Sharing

A letter dated March 16, 2017 (copy attached) was sent from the Union of B.C. Municipalities (UBCM) to The Honourable Suzanne Anton, Minister of Justice and Attorney General, in regards to concerns related to the legalization of marijuana in Canada. Of particular interest, the letter expressed the concerns of B.C. municipalities that marijuana taxation revenue be fairly distributed among all orders of government, including local governments. As it is very troubling that there has been no apparent progress in this regard, I am writing on behalf of the District of Kent Council today to personally reiterate that increased costs and responsibilities related to marijuana legalization without any confirmed source of additional funding will place a huge burden on local governments.

With the legalization of cannabis sales now imminent, the need for a formal agreement that will divide the tax revenue on cannabis sales in a fair and equitable manner is critical for municipalities. From our perspective, smaller municipalities with limited funding opportunities available for new responsibilities will be particularly impacted by these changes. The legalization will result in additional costs for local governments in social and policing costs. A Federation of Canadian Municipalities (FCM) paper is stating that that the impact may affect policing, fire services, building codes, city planning, municipal licencing and standards, public health, social services, and communications.

Current discussions regarding revenue sharing involve the Federal and Provincial governments with no inclusion of local governments. Therefore, we implore you to address this matter soon and present a formal funding agreement for B.C. municipalities. Fifty percent (50%) of the provincial share of the cannabis tax sharing formula being provided to local governments is suggested as an adequate and equitable share to support costs and services incurred by local governments.

Thank you for your time and consideration to this matter of urgent concern to all B.C. municipalities.

J. Van Laerhoven

John Van Laerhoven
Mayor

cc: The Honourable David Eby, Attorney General
UBCM Municipalities

UBCM Union of BC Municipalities

March 16, 2017

The Honourable Suzanne Anton
Minister of Justice and Attorney General
Room 232, Parliament Buildings
Victoria, B.C. V8V 1X4

RE: Legalization of Marijuana

Dear Minister,

I write to you today regarding local government concerns related to the legalization of marijuana in Canada. BC local governments have adopted resolutions requesting direct involvement in the process to establish a regulatory approach to marijuana, and that marijuana taxation revenue be fairly distributed among all orders of government, including local governments. I would like to request a meeting at your convenience to discuss these issues, and other local government concerns that we may address through collaborative solutions.

To this point, UBCM has not been presented with an opportunity to directly engage in meaningful discussion with the provincial government regarding a framework for legal access to marijuana, and in particular a marijuana distribution framework. With federal legislation expected in the near future, it is important that local governments and the Province begin discussion on how to best prepare for the ensuing changes.

Potential costs and responsibilities related to marijuana legalization without any confirmed source of additional funding could place a large burden on local governments, who may bear substantial enforcement and oversight costs, and at this point only receive 8-10% of overall taxation revenue. Previous experience with medical marijuana has shown that, without funding, local governments face difficulties in enforcing laws, leading to the unregulated environment that exists today. As such, UBCM would greatly appreciate an opportunity to discuss the concerns of BC local governments as they pertain to marijuana legalization. Bhar Sihota, UBCM Policy Analyst, may be reached at (604) 270-8226 Ext. 114 or bsihota@ubcm.ca to arrange a meeting.

We look forward to partnering with you in the development of an effective regulatory framework for legal access to marijuana.

Sincerely,

Murry Krause
President, Union of BC Municipalities

cc: *The Honourable Peter Fassbender, Minister of Community, Sport, Cultural Development, and Minister Responsible for TransLink*

60-10551 Shellbridge Way, Richmond, BC V6X 2W9
t. 604.270.8226 | f. 604.270.9116 | ubcm.ca

525 Government Street, Victoria, BC V8V 0A8
t. 250.356.5133 | f. 250.356.5119 | ubcm.ca

Beaver Valley Regional Parks, Trails and Recreation Committee
Minutes
Tuesday, November 7, 2017 – 12:00 pm
RDKB Trail Boardroom, Trail, BC

Committee members present:
Director A. Grieve, Chair
Director J. Danchuk
Director P. Cecchini

Staff member present:
M. Daines, Manager of Facilities and Recreation

CALL TO ORDER

The Chair called the meeting to order at 12:00 pm.

ACCEPTANCE OF THE AGENDA (additions/deletions)

The agenda for the November 7, 2017 Beaver Valley Regional Parks, Trails and Recreation Committee meeting was presented.

Moved: Director Danchuk Seconded: Director Cecchini

That the agenda for the November 7, 2017 Beaver Valley Regional Parks, Trails and Recreation Committee meeting be adopted as presented.

Carried

ADOPTION OF MINUTES

The minutes of the Beaver Valley Regional Parks, Trails and Recreation Committee meeting held on October 10, 2017 were presented.

Moved: Director Cecchini Seconded: Director Danchuk

That the minutes of the Beaver Valley Regional Parks, Trails and Recreation Committee meeting held on October 10, 2017 be adopted as presented.

Carried

DELEGATIONS

M. Onyett
Re: Beaver Valley Public Library - 2018 Operating Budget

Marie Onyett, Library Director of the Beaver Valley Public Library attended the meeting and provided the Committee with a presentation and overview of their annual budget and 5-year financial plan.

The Manager of Facilities and Recreation asked Ms. Onyett if the library faced any challenges other than the Provincial Grant to which she replied there were no major challenges.

It was suggested by Director Grieve that the Committee promote the Library's programs in the January or February newsletter and promote the BC1 Card Program.

Moved: Director Danchuk Seconded: Director Cecchini

That the Beaver Valley Regional Parks, Trails and Recreation Committee, receive the information presented in the Beaver Valley Library proposal, and **FURTHER**, that approval be given to the Manager of Facilities and Recreation to include the Library's budget proposal in the 2018 Parks and Trails budget.

Carried

UNFINISHED BUSINESS

Beaver Valley Regional Parks, Trails and Recreation Committee Action Items - November 2, 2017

The Beaver Valley Regional Parks, Trails and Recreation Committee Action Items for the period ending November 2, 2017 were presented.

M. Daines, Manager of Facilities and Recreation, asked the Committee to remove the section on Committee Accomplishments and add a section to include making contact with

an interested resident, who wishes to make their land available for public trail use, to let them know that the Committee will not be proceeding with a plan this year to enter into a land use agreement for the purpose of building a trail for public use on their land. The Committee may want to look at it once the new Blizzard Mountain Trail is completed in 2018.

Director Grieve asked that the Manager of Facilities and Recreation ask the Kootenay Columbia Trails Society for a copy of their 2018 Trails Maintenance Plan and annual reports.

Moved: Director Danchuk Seconded: Director Cecchini

That the Beaver Valley Regional Parks, Trails and Recreation Committee Action Items for the period ending November 2, 2017 be received as presented.

Carried

M. Daines
Re: 2018 Capital Improvement Plan

A staff report from Mark Daines, Manager of Facilities and Recreation regarding a proposal for a 2018 Capital Improvement Plan to form part of the Beaver Valley Parks and Trails 2018-2022 Financial Plan, was presented with the addition of $40,000 allocated to the new Blizzard Mountain Trail development.

Moved: Director Cecchini Seconded: Director Danchuk

That the Beaver Valley Regional Parks, Trails and Recreation Committee approves the $40,000 capital project amendment to the proposed 2018 Capital Improvement Plan, and **FURTHER** that the 2018 Parks and Trails Financial Plan be amended accordingly.

Carried

NEW BUSINESS

A. Grieve
Re: Update on Beaver Creek Park

Director Grieve informed the Committee members that the on-site meeting with First Nations, Austin Engineering, the Kiwanis Club, BC Parks, RDKB and other project

coordinators was highly productive and the site excavation survey revealed no geotechnical issues for the construction of the Community Arbour.

M. Daines
Re: Webster Road Trail Update

M. Daines, Manager of Facilities and Recreation, gave an update on the process for the proposed trail off Webster Rd. to the access road to Blizzard Mountain. The Manager explained that the land use proposal submitted by the Kootenay Columbia Trails Society (KCTS), on behalf of the RDKB, was accepted by the Ministry of Forests, Lands and Natural Resource Operations.

In addition, the RDKB provided a letter of support for the KCTS' application to the Ministry of Highways for approval to build a 6 vehicle parking lot at the trail head. Once approval from the Ministry of Highways is given to the KCTS, then the RDKB can proceed with building the trail.

On October 25, 2017, M. Daines, Manager of Facilities and Recreation and Stewart Spooner of the Trails Society, hiked the proposed trail that had previously been flagged by Mr. Spooner.

LATE (EMERGENT) ITEMS

There were no late emerging items for discussion.

DISCUSSION OF ITEMS FOR FUTURE MEETINGS

A discussion of items for future meetings was not required.

QUESTION PERIOD FOR PUBLIC AND MEDIA

A question period for public and media was not required.

CLOSED (IN CAMERA) SESSION

There was no closed in camera session.

ADJOURNMENT

The meeting was adjourned at 12:45 pm.

Policy, Executive and Personnel Committee
November 8, 2017
RDKB Board Room, Trail, BC
2:00 pm

Minutes

Committee Members Present:

Director V. Gee, Chair
Director R. Russell
Director G. McGregor
Director P. Cecchini
Director J. Danchuk

Staff Present

M. Andison, Acting Chief Administrative Officer
T. Lenardon, Manager of Corporate Administration/Recording Secretary

CALL TO ORDER

The Chair called the meeting to order at 2:00 p.m.

ADOPTION OF AGENDA (ADDITIONS/DELETIONS)

The agenda for the November 8, 2017 meeting of the Policy, Executive and Personnel Committee was presented.

The following items were added to the agenda under Late Emergent items:

PEP Committee meeting time,
Unfinished Policies and timeline for completion, and it was;

Moved: Director McGregor Seconded: Director Cecchini

That the agenda for the November 8, 2017 meeting of the Policy, Executive and Personnel Committee be adopted as amended.

Carried.

ADOPTION OF MINUTES

The minutes of the Policy, Executive and Personnel Committee meeting held October 11, 2017 were presented.

Moved: Director Cecchini Seconded: Director McGregor

That the minutes of the Policy, Executive and Personnel Committee meeting held October 11, 2017 be adopted as presented.

Carried.

GENERAL DELEGATIONS

There were no delegations in attendance.

UNFINISHED BUSINESS

Policy, Executive and Personnel Committee
Action Items as of November 2, 2017

The Policy, Executive and Personnel Committee Action Items Report as of November 2, 2017 was presented.

Staff was instructed to update the following Action Items:

1. **June 28/16 Establishment of Permissive Taxation Exemption Policy**-Remove from list (Aug 10/17 Action Item is more current),
2. **April 10/17 Strategic Plan**-Now complete - Remove from Action Item Report,
3. **April 20/17 Hiring Policy**-Has been approved-Remove from Action Item Report,
4. **Aug 10/17 Permissive Taxation Exemption Policy**-Update action item to indicate Policy has been referred to Board Directors for comments,

5. **Oct 26/17 Codes of Conduct for Employees, Board Room Technology Changes and Electronic Committee Meetings**-Move these action items into the sections/rows that already exist in the Report Table, and it was;

Moved: Director Russell Seconded: Director McGregor

That the Policy, Executive and Personnel Committee Action Items Report as of November 2, 2017 be updated as per direction from the Policy, Executive and Personnel Committee on November 8, 2017.

Carried.

NEW BUSINESS

PEP Committee Review Report - *Realize Strategies Governance and Organizational Results and Recommendations Report*

The Committee discussed the 2016 PEP Committee Review Report on the *Realize Strategies Governance and Organizational Results and Recommendations Report* that was generated from 2016 discussions with the overall Board of Directors.

Ways to manage updating the Committee's Review Report table in the future were discussed. Director Russell noted that a better tool and format are required to track the work that has been completed, ongoing work and action items that may no longer be relevant so that staff can provide improved reporting and updates on an annual basis. This will also assist in prioritizing pending action items and assist the Committee to determine which categories are still relevant.

In the interim, the current PEP Committee's Review Report table will be revised with shading (complete) and cross-hatching (no longer relevant) to illustrate updates considered by the PEP Committee at the November 8, 2017 Committee meeting. The revised Committee Review Report will be referred back to the PEP Committee and then to the overall Board of Directors at future meetings.

There was a discussion on the overall *Governance and Organizational Results and Recommendation Report* in relation to the RDKB Strategic Plan and Departmental Work Plans. There was agreement that the *Governance and Organizational Results and Recommendation Report* should connect to the RDKB's overall goals and objectives so that in the near future, it will only be used as a guideline document and not something that governs the RDKB.

The Committee members considered the development of a Board of Directors Code of Conduct and supporting policy. Staff was requested to provide some preliminary information on a future Board meeting agenda for discussion.

Moved: Director McGregor Seconded: Director Danchuk

That staff update the RDKB Policy, Executive and Personnel Committee 2016 Review Report on the *Realize Strategies Governance and Organizational Results and Recommendations Report* as directed by the Committee at the meeting held on November 8, 2017. **FURTHER** that the Committee's updated 2016 Review Report be presented back to the PEP Committee for discussion at a future meeting and then referred to the RDKB Board of Directors.

Carried.

Moved: Director Russell Seconded: Director Cecchini

That the Policy, Executive and Personnel Committee refer the matter of developing a Board of Directors Code of Conduct and supporting Policy to a future Board meeting.

Carried.

Discussion Item-RDKB Procedure Bylaw No. 1616, 2016

PEP Committee Chair Gee stated that given there is a General Local Government Election in 2018, updates to the current Procedure Bylaw should be considered.

Staff advised that the Bylaw requires several "housekeeping" updates to make it current to the present RDKB committee structure, teleconferencing, meeting and agenda delivery timelines etc. Staff have been waiting for the results of the Electoral Area Services Committee electronic meeting pilot project and direction from the Board. The results of the electronic meeting pilot project will be included in the Procedure Bylaw.

The Manger of Corporate Administration advised that she can move forward with updating the current Procedure Bylaw to address the housekeeping items regardless of the decision made on electronic meetings, and it was;

Moved: Director McGregor Seconded: Director Russell

That staff be instructed to update the current RDKB Procedure Bylaw No. 1616, 2016 as discussed at the November 8, 2017 PEP Committee meeting. **FURTHER** that a draft revised copy of the Procedure Bylaw be referred to a future PEP Committee meeting.

Carried.

LATE (EMERGENT) ITEMS

PEP Committee-Meeting Time

It was agreed that in the future, and only when Utilities Meeting are cancelled (or moved to a different day), PEP Committee meetings will commence at 3:00 pm (rather than at 2:00 p.m.), however only subject to the availability of all six PEP Committee members, and it was;

Moved: Director Danchuk Seconded: Director McGregor

That staff be directed to change the PEP Committee meeting time to commence at 3:00 p.m. when a Utilities Committee meeting has been cancelled, or moved to a different date, subject to the availability of all six PEP Committee members being able to attend at 3:00 p.m.

Carried.

Timeline for Policies In-Progress

The timeline for completing unfinished policies was reviewed. It was agreed that the January 2018 PEP Committee agenda include a discussion with staff on this matter.

DISCUSSION OF ITEMS FOR FUTURE MEETINGS

Website re-design and role of elected officials - to be reviewed in the near future with the Corporate Communications Officer and in conjunction with discussions and decisions to be made around the Corporate Communications Plan.

QUESTION PERIOD FOR PUBLIC AND MEDIA

A question period was not required.

CLOSED (IN CAMERA) SESSION

A closed meeting was not necessary.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned (time: 4:05 p.m.).

TL

Electoral Area Services Committee

Minutes
Thursday, November 16, 2017
RDKB Board Room, 843 Rossland Ave., Trail, BC

Directors Present:

Director Linda Worley, Chair
Director Vicki Gee, Vice-Chair
Director Ali Grieve
Director Grace McGregor
Director Roly Russell

Other Directors:

Director Patricia Cecchini
Alternate Director Bill Edwards

Staff Present:

Mark Andison, Acting CAO
Donna Dean, Manager of Planning and Development
Jennifer Kuhn, Recording Secretary

Guests:

Ellen McDonnell plus another member of the public

CALL TO ORDER

Chair Worley called the meeting to order at 4:30 pm.

ACCEPTANCE OF AGENDA (ADDITIONS/DELETIONS)

November 16, 2017

Director Gee requested that agenda item 8(b) be corrected to say "Misunderstandings" instead of "Pros and Cons" of Member Funded Societies.

Director Grieve requested that an email regarding the Girardo's Temporary Use Permit application be added to the Agenda as item 6 B)i).

Moved: Director Grieve Seconded: Director Russell

That the November 16, 2017 Electoral Area Services Agenda be adopted as amended.

Carried.

MINUTES

October 12, 2017

Director Gee requested that the Minutes be changed as follows: under Late Emergent Items Interior Lumber Manufacturers Association (ILMA) and UBCM – that it was the District Manager, not ILMA, that extended an invitation to RDKB Directors to an upcoming ILMA meeting.

Moved: Director Grieve Seconded: Director McGregor

That the October 12, 2017 Electoral Area Services Minutes be adopted as amended.

Carried.

DELEGATIONS

Ellen McDonnell of Area 'C'/Christina Lake came to the meeting to present her concerns about noise at Christina Lake and the need for awareness of expectations of noise control. Director McGregor said noise concerns would be part of the discussion with the Official Community Plan review. Ms. McDonnell left with the Committee examples of noise bylaws from other local governments in the area for consideration.

UNFINISHED BUSINESS

Memorandum of EAS Committee Action Items

Director Gee wanted staff to be aware that the Boundary Invasive Species Committee is supportive of bylaw enforcement regarding weed control, and potential for sharing bylaw enforcement services with member municipalities.

Moved: Director Russell Seconded: Director McGregor

That the Memorandum of Electoral Area Services Committee Action Items be received.

Carried.

NEW BUSINESS

Darbyshire, Ronald (Troy)
RE: OCP and Zoning Amendments
3345 Almond Gardens Road West, Electoral Area 'D'/Rural Grand Forks
RDKB File: D-363-02654.000

Director Russell stated that his APC did not meet on this matter, however, he felt that they are generally supportive of the application based on their input on previous applications by Mr. Darbyshire.

There was discussion regarding the portion of the parcel that would be rezoned to commercial use and Director Russell wanted to ensure that the applicant provides that information.

Donna Dean described the risk of pressure in the future to subdivide the commercially zoned portion of the parcel if it is supported and that the bylaw could be written to ensure that minimum parcel size exception rules would not apply.

Mark Andison clarified that the public hearing for this application would not be held until an ALC decision is made regarding the non-farm use application.

Moved: Director Russell Seconded: Director McGregor

That the application submitted by Christopher K Wendell, Porter Ramsay LLP, on behalf of Ronald "Troy" Darbyshire to amend the Electoral Area 'D' / Rural Grand Forks Official

Community Plan Bylaw No. 1555, and the Electoral Area 'D'/Rural Grand Forks Zoning Bylaw No. 1299 in order to permit repair and servicing of vehicles, machinery and equipment for only the portion of 3345 Almond Gardens Road West, Electoral Area 'D'/Rural Grand Forks that the business is operating be supported, and further, staff draft amendment bylaws for presentation to the Regional District of Kootenay Boundary Board of Directors for first and second readings and to schedule and hold a public hearing on the proposed bylaw amendments.

Carried.

Nicholas and Lucienne Girardo
RE: Temporary Use Permit
2088 Old Salmo Road, Fruitvale, Electoral Area 'A'
RDKB File: A-1236-05341.000

Director Grieve explained that the application was originally for an OCP and Zoning Bylaw amendment, however, based on the discussion at the APC meeting, the application was changed to Temporary Use Permit.

Director Grieve described the general support from neighbouring property owners since the applicants have improved the appearance of the property. Director Grieve then read out a letter from an adjacent property owner that expressed concerns about commercial use of the property (see attached).

Director Cecchini described some concerns that had been brought forward to the Village of Fruitvale. Those concerns included the potential footprint of the business on the parcel and lack of housing in the valley. There was discussion about the process of approval for Temporary Use Permits and restrictions that can be put on permits.

Moved: Director Grieve Seconded: Director Gee

That the Temporary Development Permit application submitted by Nicholas J. Girardo and Lucienne M. Girardo, to allow for a Heating, Ventilation and Air Conditioning business to operate on the property legally described as Lot 2, Plan NEP2936, District Lot 1236, KD, Fruitvale, Electoral Area 'A' be presented to the Board of Directors for consideration, with a recommendation of support for a 3-year period, subject to the following conditions:

1. The Temporary Use only be permitted to take place in the existing residence.
2. Other than the parking of licensed company vehicles, no outdoor storage be permitted.

3. A screen in the form of a solid fence or vegetative screen not less than 2 metres in height be placed and maintained along the side and rear parcel boundaries.

Carried.

Zellstoff Celgar Limited Partnership
RE: Development Permit Amendment
9155 Station Road, Columbia Gardens Area, Electoral Area 'A'
RDKB File: A-205A-00935.050

Donna Dean described how this amendment will allow the replacement of an existing office trailer. She also explained that there were some concerns about tree removal on the south parcel line and that the owner has agreed to replace trees and that requirement will be written into the permit.

Moved: Director Grieve Seconded: Director Gee

That the staff report regarding the Development Permit Amendment application submitted by Robert Stacey, Cover Architectural Collaborative Inc., on behalf of the owner Zellstoff Celgar Limited Partnership to replace an office trailer and construct a covered entrance stairway and ramp in the Industrial and Columbia Gardens Aquifer Development Permit Area on the parcel legally described as Lot 6B, Twp 7A, DL 205A, Section 20 & 29 of DL 205A, KD, PLAN NEP800, Columbia Gardens, Electoral Area 'A', be received.

Carried.

Cannabis Legalization
RDKB File: C56

Donna Dean explained that there may have been a delay in receipt of a letter that may have affected all regional districts from the Ministry of Public Safety and Solicitor General. The deadline for receipt of comments has passed, however, the Ministry will still be accepting comments from regional districts.

Donna presented a summary of responses submitted to the Province from the Village of Midway, City of Grand Forks and City of Rossland. Discussion focused on distribution models and the zones in the RDKB where the sales could potentially take place. There was also some discussion about where cultivation of cannabis could take place and the potential to not allow that use on non-ALR land.

Moved: Director Russell Seconded: Director McGregor

The EAS committee directs staff to draft a letter to the Province: thanking them for the opportunity to provide input; supporting education and awareness campaigns; commending the Province for the work they have done for the Ministry's Discussion Paper; support for wholesale production system and niche marketing; recommending a public distribution system similar to the liquor distribution system; and request a transfer of tax revenue from the sale of cannabis to local governments to offset costs incurred.

Carried.

Planning and Development Department Work Plans

Donna Dean presented the 2018 – 2019 Planning and Development Department Work Plan, and the 2018 – 2019 House Numbering Work Plans. The work plans outline the current and potential projects. A project that is not on the list is the Kootenay Food and Agricultural Plan, which planning staff will also be involved with. Director Russell clarified that the Mountain View Doukhobor Museum Project is being conducted by Community Futures and will have minimal impact on the Planning Department Work Plan.

There was discussion about contract work with municipalities and whether there were enough staff resources to take on projects from municipalities. The Directors agreed that with current staff resources, the focus of work should be on Regional District Planning. Director Russell questioned whether there is a mechanism to offset staff time dedicated to special projects such as the Boundary Area Agricultural Plan with funds from outside sources. The potential for adding temporary contract staff was discussed which could take place some time in the future if the need arises.

Moved: Director Gee Seconded: Director McGregor

That the Planning and Development Department Work Plans including the 2018-2019 Planning and Development Work Plan, the 2018-2019 House Numbering Electoral Areas A & C Work Plan, the 2018-2019 House Numbering Electoral Area B Work Plan, the 2018-2019 House Numbering Electoral Area D Work Plan, and the 2018-2019 House Numbering Electoral Area E Work Plan be received.

Carried.

Grant in Aid Letters to Recipients - Director Gee

It was suggested there could be a Letter of Understanding to Grant in Aid Recipients so that there is a clear understanding of how the money is to be spent. A discussion ensued on how to communicate expectations with recipients and it was agreed that the appropriate Director would provide the full requirements to staff to be included with the Grant in Aid letters to recipients.

Grant in Aid Update

There was some discussion regarding requirements for acknowledgment of funds received and the need for clarity regarding where the funds are coming from, specifically, which area(s).

Moved: Director Grieve Seconded: Director Russell

That the Grant in Aid report be received.

Carried.

Gas Tax Application
RE: Boundary Transit Service - Electoral Area 'D'

Moved: Director Russell Seconded: Director Gee

That the Gas Tax application in the amount of $5,889 to provide a contribution to the 2017 capital costs associated with the Boundary Transit service be forwarded to the RDKB Board of Directors with a recommendation of approval.

Carried.

Gas Tax Application
RE: Boundary Trails Master Plan - Electoral Areas 'D' and 'E'

Moved: Director Russell Seconded: Director Gee

That the Gas Tax application in the amount of $40,000 to provide a contribution to the costs associated with the development of the Boundary Trails Master Plan, a capacity-

building project of the Boundary Economic Development Service, be forwarded to the RDKB Board of Directors with a recommendation of approval.

Carried.

Gas Tax Update

Moved: Director McGregor Seconded: Director Grieve

That the Gas Tax report be received.

Carried.

LATE (EMERGENT) ITEMS

Director Grieve asked for clarity about Planning Agreements with the Municipalities including who is notified and the context of input from the municipality.

DISCUSSION ITEMS

Frances Maika, Corporate Communications Officer
RE: Town Hall Meetings Format

Frances Maika, Corporate Communications Officer, discussed options for the upcoming Town Hall Meetings to generate more interest and make them more interactive. She demonstrated a polling method using texting and presented a possible layout for a modified World Café.

Director Grieve pointed out that a new advertising method should be considered as well.

Misunderstandings of Member Funded Societies - Director Gee

Director Gee wanted the other Directors to be aware of confusion that's brought on by the transition societies are in the process of making due to the new *Societies Act*. The assets of member-funded societies go to members upon dissolution, and therefore, these societies are not eligible for Grants in Aid.

ADJOURNMENT

There being no further business to discuss, Chair Worley adjourned the meeting at 6:29 pm.

From: <equipment@rdkb.com>
Date: November 16, 2017 at 10:26:44 AM PST
To: <aligrieve@telus.net>
Subject: Message from www.rdkb.com
Reply-To: <equipment@rdkb.com>

Your Name:	shawn webber
Your Email Address:	sswebber@telus.net
Questions or Comments:	Mrs. Grieve, In regards to 2088 Old Salmo Road Please register my dissent in rezoning of above address. It would seem that a commercial property rezoning would be of benefit to only the property owner, and would do little, if anything, to enhance the neighbourhood. As you know, the entirety of the area is zoned R1, and an enterprise such as this would detract from the current scheme. I am concerned with the additional traffic of construction vehicles, as with early start times of most construction/service companies. With traffic coming and going and utilizing the property as a construction and service hub, our area will be altered, perhaps irrevocably. I also understand that the petitioner has put forth their frustration at the lack of commercial space in the area, but a quick internet search has yielded that this simply is not the case. I have a significant investment in an adjacent property, and feel that this application would significantly reduce any realizations from this interest. Notwithstanding the letters of support, I think that property owners will find this a poor choice if the applicant is successful, given time. If the applicant was to petition for R2 I would not be opposed, but a commercial use permit, given the circumstance, is not something i can support.

East End Services Committee
Minutes
Tuesday, November 21, 2017 – 4:30 pm
Trail RDKB Board Room

Committee members present:
Director A. Grieve - Chair
Director L. Worley
Director P. Cecchini
Director J. Danchuk
Director D. Langman
Alternate Director K. Moore
Alternate Director K. Jolly

Staff and others present:
M. Andison, Chief Administrative Officer
M. Forster, Executive Assistant/Recording Secretary
D. Derby, Regional Fire Chief
Alternate Director B. Edwards
Alternate Director A. Parkinson
W. Startup – LCIC
B. Van Beek - LCCDTS

Call to Order

The Chair called the meeting to order at 4:27 pm.

Acceptance of the Agenda (additions/deletions)

The agenda for the November 21, 2017 East End Services Committee meeting was presented.

The agenda was amended by the addition of a late item: 7(a) - Discussion on an opportunity to bring the movie "Us and Them" to the Royal Theatre. The movie, on poverty and homelessness, was shown at the UBCM convention.

Moved: Director Worley Seconded: Director Cecchini

That the agenda for the November 21, 2017 East End Services Committee meeting be adopted as amended.

Carried

Minutes

The minutes of the East End Services Committee meeting held on October 17, 2017 were presented.

Moved: Director Langman Seconded: Alternate Director Jolly

That the minutes of the East End Services Committee meeting held on October 17, 2017 be adopted as presented.

Carried

Delegations

Wes Startup - LCIC/Bill Van Beek - LCCDTS
Re: LCIC Quarterly Report as of September 30, 2017

W. Startup and B. Van Beek attended the meeting and provided the Committee members with an overview of the highlights of LCIC's operations as of September 30, 2017. Some of the items reviewed were:
1. Number of inquiries and the nature of assistance,
2. Activities,
3. LCIC, Metal Tech Alley and Imagine Kootenay LCR website stats,
4. Media outreach, and
5. 2017 external outreach activities.

M. Andison, Acting CAO, provided a status update on the East End Economic Service Development Review and the bylaw amendment. RDKB is now waiting for a revised letter from the City of Trail supporting the adoption of a bylaw amending the Establishing Bylaw to remove the City of Trail as a participant in the Service, as requested by the Ministry of Municipal Affairs and Housing.

Unfinished Business

East End Services Committee Action Items - as of November 16, 2017

The East End Services Committee Action Items for the period ending November 16, 2017 were presented.

The Committee members reviewed the action item list. Alternate Director Jolly informed the Committee members that the City of Trail council has discussed the relocation of the downtown bus shelter but no resolution has been made thus far.

Moved: Director Cecchini Seconded: Director Worley

That the East End Services Committee Action Items for the period ending November 16, 2017 be received as presented.

Carried

New Business

D. Derby
Re: Kootenay Boundary Regional Fire Rescue Service (KBRFRS) (050) 2018/2019 Work Plan

The KBRFRS 2018/2019 Work Plan was presented for information.

Director Langman left the meeting at 4:55 pm during the discussion of this agenda item. Alternate Director Parkinson attended the discussion in her stead.

D. Derby, Regional Fire Chief, provided the Committee members with an overview of the KBRFRS 2018/2019 Work Plan. Among the topics reviewed were:
- the Fire Services Act being replaced by the new Fire Safety Act in 2018.
- Transitioning to Kelowna Fire Dispatch in 2018.

D. Derby provided an overview of 2018/2019 projects such as:
- Transition to Kelowna Fire Dispatch.
- Update to the KBRFR Bylaw and service area due to the implementation of the new Fire Safety Act in 2018.
- Asset management planning.

Moved: Director Danchuk Seconded: Director Worley

That the Kootenay Boundary Regional Fire Rescue Service 2018/2019 Work Plan be received as presented.

Carried

D. Derby
Re: Kootenay Boundary Regional Fire Rescue Service (050) - Five Year Financial Plan 2018-2022

The Five Year Financial Plan for the Kootenay Boundary Regional Fire Rescue Service (050) was presented for consideration.

D. Derby, Regional Fire Chief, provided the Committee members with a high level review of the Five Year Financial Plan 2018-2022, highlighting major adjustments since the previous budget.

The Committee members were informed that the current Fire Hydrant Maintenance Agreement expires in December 31, 2017. The Fire Underwriters and fire service peers confirm that common practice nationally is that costs associated with fire hydrant maintenance are the water purveyor's responsibility. Staff was recommending not renewing the Fire Hydrant Maintenance Agreements in 2018.

Moved: Director Worley Seconded: Alternate Director Moore

That the East End Services Committee recommends that the Fire Hydrant Maintenance Agreement not be renewed and the costs associated with fire hydrant maintenance be transferred to the water purveyors.

Director Danchuk requested that the notion of not renewing the Fire Hydrant Maintenance Agreement be taken back to the Directors' councils for discussion before taking further action. After additional discussion, it was:

Moved: Director Danchuk Seconded: Alternate Director Jolly

That consideration of the proposed recommendation by Staff to not renew the Fire Hydrant Maintenance Agreement be deferred until such time that the Municipal Directors have taken back the recommendation of non-renewal to their Councils for consideration.

Carried

Moved: Director Worley Seconded: Director Danchuk

That the proposed Kootenay Boundary Regional Fire Rescue Service (050) Five Year Financial Plan, be referred back to Staff to make any further amendments and refer it to a future meeting for further review.

Carried

Director Langman returned to the meeting at 6:03 pm.

B. Reilly
Re: Greater Trail Victims Services (009) 2018/2019 Work Plan

The Greater Trail Victims Services 2018/2019 Work Plan was presented for information.

M. Andison, Acting CAO, provided the Committee members with a high level review of the 2018/2019 work plan. He informed the Committee that the work plan was almost entirely operational in nature. Discussions ensued on lobbying government for increased funding for Victims Services. Discussion also ensued on the City of Trail charging the RDKB for rental of office space for the Victims Services Program Manager in the RCMP building.

Moved: Alternate Director Moore Seconded: Director Cecchini

That the East End Services Committee continues to lobby the government for increased funding for Victims Services.

Carried

Moved: Director Danchuk Seconded: Director Worley

That the East End Services Committee directs staff to remove the office building expense of $7,200 representing office rental charges by the City of Trail to the RDKB.

Moved: Alternate Director Jolly Seconded: Director Cecchini

That the removal of the office building expense of $7,200 representing the office rental charges by the City of Trail to the RDKB be deferred.

Carried

Director Worley opposed.

Moved: Alternate Director Moore Seconded: Director Cecchini

That the RDKB staff have a conversation with the City of Trail staff about normative values relating to the leasing of Victim Services office space.

Carried

B. Reilly
Re: Greater Trail Victims Services Program (009) - Five Year Financial Plan 2018-2022

The Five Year Financial Plan for the Greater Trail Victims Services Program (009) was presented for consideration.

Moved: Director Cecchini Seconded: Director Langman

That the proposed Greater Trail Victims Services Program (009) Five Year Financial Plan, be referred back to Staff to make any further amendments and refer it back to a future meeting for further review.

Carried

M. Daines
Re: Lower Columbia Culture, Arts & Recreation Services (018) 2018/2019 Work Plan

The Lower Columbia Culture, Arts & Recreation Services 2018/2019 Work Plan was presented for information.

Discussion ensued on the term of the lease between the RDKB and Selkirk College, which is currently for a one-year term. It was suggested that Staff have discussions with Selkirk College to extend the lease term.

Moved: Alternate Director Jolly Seconded: Alternate Director Moore

That the Lower Columbia Culture, Arts & Recreation Services 2018/2019 Work Plan be received as presented. **FURTHER** that the East End Services Committee directs Staff to approach Selkirk College to discuss longer term alternatives to the one-year lease for the Trail Campus.

Carried

M. Daines
Re: Lower Columbia Culture, Arts & Recreation Services (018) - Five Year Financial Plan 2018-2022

The Five Year Financial Plan for the Lower Columbia Culture, Arts & Recreations Services was presented for consideration.

Alternate Director Moore requested a list of unfinished projects that have been funded through the CBT CIP Program.

Moved: Alternate Director Jolly Seconded: Director Langman

That the proposed Lower Columbia Culture, Arts & Recreation Services (018) Five Year Financial Plan, be referred back to staff to make any further amendments and refer it back to a future meeting for further review.

Carried

M. Andison
Re: East End Transit Service (900) 2018/2019 Work Plan

The East End Transit Service 2018/2019 Work Plan was presented for information.

M. Andison, Acting CAO, provided the Committee members with a high level overview of the major changes to the service.

Moved: Director Danchuk Seconded: Director Cecchini

That the East End Transit Service 2018/2019 Work Plan be received as presented.

Carried

M. Andison
Re: East End Transit Service (900) - Five Year Financial Plan 2018-2022

The Five Year Financial Plan for the East End Transit Service was presented for consideration.

Moved: Director Worley Seconded: Director Cecchini

That the proposed East End Transit Service (900) Five Year Financial Plan, be referred back to Staff to make any further amendments and refer it back to a future meeting for further review.

Carried

M. Andison
Re: East End Economic Development Services (017) - Five Year Financial Plan 2018-2022

The Five Year Financial Plan for the East End Economic Development Services was presented for consideration.

Moved: Alternate Director Jolly Seconded: Director Langman

That the proposed East End Economic Development Services (017) Five Year Financial Plan, be referred back to Staff to make any further amendments and refer it back to a future meeting for further review.

Carried

Late (Emergent) Items

Discussion
Re: Movie - Us and Them

Director Langman discussed the opportunity of bringing the movie "Us and Them" to the Royal Theatre in January 2018. The movie, on poverty and homelessness, was shown at the UBCM convention. She also suggested that a food drive be held in conjunction with the movie showing. The Committee members expressed an interest in contributing funds towards bringing the movie in. Director Langman will develop a strategy and associated

costs and will provide it to the other Committee members who will take the information to their respective Councils for consideration.

Discussion of Items for Future Agendas

Fire Halls

Moved: Alternate Director Moore Seconded: Director Cecchini

That a future discussion of fire halls be added to the action item list.

Carried

Directors Danchuk, Worley and Alternate Director Jolly opposed.

Question Period for Public and Media

A question period for public and media was not required.

Closed (In camera) Session

A closed (in camera) session was not required.

Adjournment

The meeting was adjourned at 6:54 pm.

Boundary Community Development Committee
Minutes
Wednesday, December 6, 2017
RDKB Board Room, Grand Forks, BC

Committee members present:
Director R. Russell, Chair
Director M. Rotvold
Director G. McGregor
Director V. Gee
Director E. Smith
Director F. Konrad

Staff and others present:
M. Andison, Chief Administrative Officer
M. Forster, Executive Assistant/Recording Secretary
J. Wetmore, Community Futures Boundary
D. Wilchynski, Christina Gateway

CALL TO ORDER

The Chair called the meeting to order at 10:04 am.

ADOPTION OF AGENDA (ADDITIONS/DELETIONS)

The agenda for the December 6, 2017 meeting of the Boundary Community Development Committee was presented.

The agenda was amended by the addition of late (emergent) items:
8A)West Boundary Recreation and Grant in Aid Funding - a resolution to transfer funds from West Boundary Recreation to Electoral Area 'E'/West Boundary grants in aid.
8B)RCMP Staffing in the City of Grand Forks

Moved: Director Konrad Seconded: Director Smith

That the agenda for the December 6, 2017 meeting of the Boundary Community Development Committee be adopted as amended.

Carried

ADOPTION OF MINUTES

The minutes of the Boundary Community Development Committee meeting held on November 7, 2017 were presented.

The minutes were amended by:
1. Correction to the area covered by the Kootenay Boundary Animal Control. Reference to Area 'E' will be removed.
2. Trails Master Plan and Cascade Environmental Resource Group Ltd. - only the action items pertaining to these issues were completed, not the projects.
3. Boundary Meat Sector -only the action item pertaining to this issue was completed, not the project.

Moved: Director Konrad Seconded: Director McGregor

That the minutes of the Boundary Community Development Committee meeting held on November 7, 2017 be adopted as amended.

Carried

GENERAL DELEGATIONS

There were no delegations present.

OLD BUSINESS

Boundary Community Development Committee Action Items - as of December 1, 2017
The Boundary Community Development Committee Action Items as of December 1, 2017 were presented.

Some of the action items that were discussed:
1. **Meeting protocols** - Director Russell informed the Committee about the necessity of clarifying who the participants are around the Committee table as the meeting audience grows. He also discussed the notion of setting up advisory committees with two possible models where one would involve an east and west boundary table or one table with the

condition that participants would not be obligated to attend if the meeting was not in their respective area. Meeting travel and associated mileage was also discussed. It was suggested that Director Russell and J. Wetmore meet with Terry Van Horn, LCIC, to discuss the east end economic development model.

2. **Proposed development of a Grand Forks disc golf course** - Director Russell discussed the proposed funding for development of a disc golf course in Grand Forks. After further discussion, it was;

Moved: Director Rotvold Seconded: Director Konrad

That, upon invoicing, the Regional District of Kootenay Boundary Board of Directors approves the payment of $12,000 from the 2017 Boundary Community Development Service (008) Budget allocation to the City of Grand Forks for disc golf course development.

Carried

Discussion
Re: Boundary Transit Service Levels

M. Andison, CAO, provided the Committee members with correspondence from D. Pizarro, BC Transit, in regards to Boundary service options. Information was requested from BC Transit in regards to what service may look like with the reduction in operating hours. The Committee will be provided with more information in January 2018.

Moved: Director Konrad Seconded: Director Smith

That the correspondence from Daniel Pizarro, BC Transit be received.

Carried

NEW BUSINESS

Community Futures Boundary Monthly Report - November 2017

The Boundary Community Development Committee Monthly Report for November 2017, as prepared by Community Futures Boundary, was presented.

A discussion ensued on the development of the 468 Insider App. Talks are underway with 468 Communications about a Boundary Region model. Currently Community Futures Boundary is sourcing out funding opportunities for this project.

Moved: Director Rotvold Seconded: Director Smith

That the Boundary Community Development Committee Monthly Report, as prepared by Community Futures Boundary, be received as presented.

Carried

Information
Re: Community Based Forestry Alliance

The Committee members were presented with an announcement of the formation of a new coalition, the Community Based Forestry Alliance. The principal aim of the coalition is to press government for a policy that gives legal standing to the participation of local communities in forestry planning and management. Concerns were raised around the circumvention of local government by the coalition. A suggestion was made to form a sub-committee of BEDC that would deal with community forests issues. After further discussion, it was;

Moved: Director Rotvold Seconded: Director McGregor

That the Boundary Community Development Committee directs staff to prepare a report on what has been done on the community forest topic with an eye for further action.

Carried

Information
Re: Kootenay & Boundary Farm Advisors - Update

The Committee was provided with a written update from Kootenay & Boundary Farm Advisors on current operations and activities.

Moved: Director Gee Seconded: Director Rotvold

That the correspondence from the Kootenay & Boundary Farm Advisors be received.

Carried

Big White Mountain Community Development Assoc.
Re: Economic Development Officer - Job Description

The Committee was provided with a job description for a Big White Community Development Officer as well as a document on recruitment plans and tactics for consideration. The Committee was informed that $12,000 had been allocated from the 2017 Boundary Community Development Service (008) for this position.

Moved: Director Gee Seconded: Director Rotvold

That, upon invoicing, and/or written agreement, the Regional District of Kootenay Boundary Board of Directors approves the payment of $12,000 from the 2017 Boundary Community Development Service (008) Budget allocation to the Big White Mountain Community Development Association for Big White Economic Development Projects.

Carried

M. Andison, CAO
Re: Boundary Transit Work Plan (950) 2018/2019 Work Plan

The Boundary Transit 2018/2019 Work Plan was attached for information.

Moved: Director McGregor Seconded: Director Smith

That the Boundary Transit 2018/2019 Work Plan be received as presented.

Carried

M. Andison, CAO
Re: Boundary Transit Services (950) - Five Year Financial Plan 2018-2022

The Five Year Financial Plan for the Boundary Transit Services (950) was presented for consideration.

Moved: Director Rotvold Seconded: Director Smith

That the proposed Boundary Transit Services (950) Five Year Financial Plan be referred back to staff to make any amendments and refer it back to a future meeting for further review.

Carried

M. Andison, CAO
Re: Boundary Economic Development Service (008) - Five Year Financial Plan 2018-2022

The Five Year Financial Plan for the Boundary Economic Development Service (008) was presented for consideration.

Moved: Director Rotvold Seconded: Director Smith

That the proposed Boundary Economic Development Service (008) Five Year Financial Plan be referred back to staff to make any amendments and refer it back to a future meeting for further review.

Carried

M. Andison, CAO
Re: Boundary Animal Control Work Plan (071) 2018/2019 Work Plan
The Boundary Animal Control 2018/2019 Work Plan was attached for information.

The Committee was informed that the service contract with the Commissionaires expires in August 31, 2018. A new contract will be developed with the possibility of an extension to the contract as well as possibly including the Village of Midway as a participant.

Moved: Director McGregor Seconded: Director Smith

That the Boundary Animal Control 2018/2019 Work Plan be received as presented.

Carried

M. Andison, CAO
Re: Boundary Animal Control (071) - Five Year Financial Plan 2018-2022
The Five Year Financial Plan for the Boundary Animal Control (071) was presented for consideration.

The Committee was informed that there will be a decrease in requisition.

Moved: Director McGregor Seconded: Director Rotvold

That the proposed Boundary Animal Control (071) Five Year Financial Plan be referred back to staff to make any amendments and refer it back to a future meeting for further review.

Carried

Information
Re: Boundary Museum Society Solar Panel Project Report for 2017

The Committee was provided with an informational report from the Boundary Museum Society on its solar panel project.

Moved: Director Rotvold Seconded: Director Smith

That the Boundary Museum Society Solar Panel Project Report for 2017 be received as presented.

Carried

Information
Re: Kootenay Boundary Animal Control Report - November 2017

The Committee was provided with the Kootenay Boundary Animal Control Report for November 2017 for informational purposes.

Moved: Director McGregor Seconded: Director Smith

That the Kootenay Boundary Animal Control Report for 2017 be received as presented.

Carried

ROUNDTABLE DISCUSSION

There was no roundtable discussion.

LATE (EMERGENT) ITEMS

1. **West Boundary Recreation and Grant in Aid Funding**

A resolution to transfer funds from West Boundary Recreation to Electoral Area 'E'/West Boundary grants in aid.

Moved: Director Rotvold Seconded: Director Smith

That the Regional District of Kootenay Boundary Board of Directors approves the transfer of $12,558 from West Boundary Recreation Grant Budget allocation to Electoral Area 'E'/West Boundary Grants in Aid.

Carried

2. **RCMP Staffing in the City of Grand Forks**

Director Konrad updated the Committee on a recent meeting with RCMP officials regarding policing in the City of Grand Forks. He was informed that there will be a provincial allocation of approximately 100 new RCMP members across the province.

Moved: Director McGregor Seconded: Director Rotvold

That the Regional District of Kootenay Boundary Board of Directors directs staff to send a letter to the RCMP to request an additional RCMP member to join the detachment in the City of Grand Forks.

Carried

Moved: Director Rotvold Seconded: Director Smith

That the Boundary Community Development Committee directs staff to plan a meeting with RCMP officials at the 2018 UBCM.

Carried

DISCUSSION OF ITEMS FOR FUTURE AGENDAS

1. Discussion on moving ahead with Canada Post setting up a post office in a corporate office in Big White.
2. West Boundary Recreation grant funding criteria.

QUESTION PERIOD FOR PUBLIC AND MEDIA

A question period for public and media was not required.

CLOSED (IN CAMERA) SESSION

A closed (in camera) session was not required.

ADJOURNMENT

The next BCDC meeting will be held on January 9, 2018.

The meeting was adjourned at 12:01 pm.

Utilities Committee
Minutes
Thursday, December 7, 2017
RDKB Board Room, 843 Rossland Ave., Trail, BC

Committee members present:
Director P. Cecchini, Chair
Director G. McGregor, Vice-Chair
Director L. Worley
Director V. Gee (by telephone)
Director D. Langman
Director L. McLellan
Alternate Director K. Jolly

Staff present:
G. Denkovski, Manager of Infrastructure and Sustainability
M. Forster, Executive Assistant/Recording Secretary

CALL TO ORDER

The Chair called the meeting to order at 12:00 pm.

ADOPTION OF AGENDA (ADDITIONS/DELETIONS)

The agenda for the December 7, 2017 Utilities Committee meeting was presented.

Moved: Director Langman Seconded: Director McLellan

That the agenda for the December 7, 2017 Utilities Committee meeting be adopted as presented.

Carried

ADOPTION OF MINUTES

The minutes of the Utilities Committee meeting held on September 13, 2017 were presented.

Moved: Director Worley Seconded: Director McGregor

That the minutes of the Utilities Committee meeting held on September 13, 2017 be adopted as presented.

Carried

GENERAL DELEGATIONS

There were no delegations present.

UNFINISHED BUSINESS

Utilities Committee Action Item List - Ending November 17, 2017

The Utilities Committee Action Item List for the period ending November 17, 2017 were presented.

Director Gee requested a list of outstanding projects for which main grants are still in process as well as projects underway.

Moved: Director McGregor Seconded: Director Langman

That the Utilities Committee Action Item List for the period ending November 17, 2017 be received as presented.

Carried

G. Denkovski
Re: Grant Opportunity Tracking
A verbal report from Goran Denkovski, Manager of Infrastructure and Sustainability, on the tracking of grant opportunities was presented.

The Committee was informed that staff will be applying for the Asset Management Planning Grant.

Moved: Alternate Director Jolly Seconded: Director Worley

A verbal report from Goran Denkovski, Manager of Infrastructure and Sustainability, on the tracking of grant opportunities, be received.

Carried

NEW BUSINESS

A. Grieve
Re: Discussion - Monitoring Logging in the Watershed

Moved: Alternate Director Jolly Seconded: Director Langman

This item is to be deferred to the next Utilities Committee meeting.

Carried

A. Grieve
Re: Discussion - Scheduling Annual Meetings with Logging Companies

Moved: Director Worley Seconded: Director Langman

This item is to be deferred to the next Utilities Committee meeting.

Carried

A. Grieve
Re: Discussion - Notification of Logging Companies' Referrals to RDCK

Moved: Director McGregor Seconded: Director Langman

This item is to be deferred to the next Utilities Committee meeting.

Carried

G. Denkovski
Re: Committee Structure and Future Staffing Needs for Utilities
A Staff Report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the Utilities Committee structure and future staffing needs for Regional District of Kootenay Boundary (RDKB) utilities was presented.

The Committee was provided with an overview of the Utilities Committee structure and its services. Currently, management's time is fully allocated overseeing these services. As the department grows with a larger mandate and as new utilities transition to RDKB ownership, management staffing will have to be considered. This would be outlined in the transition studies that are completed prior to the consideration of RDKB ownership. In order to facilitate a fulsome discussion around this topic, this staff report will be deferred to the January 2018 Utilities Committee meeting. The Utilities Committee Terms of Reference will also be reviewed at that time.

Moved: Director Worley Seconded: Director McGregor

That further discussion of the staff report on the Utilities Committee structure and future staffing needs be deferred for a fulsome discussion in January 2018. **FURTHER** that the Terms of Reference will be reviewed at the January 2018 meeting.

Carried

G. Denkovski
Re: Beaver Valley Water Service Operations Report - 2016 Annual Report
A staff report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the Water Service 2016 Annual Report, was presented.

Discussion of this agenda item was deferred to the January 2018 meeting.

G. Denkovski
Re: Beaver Valley Water Service Operations Report - Monthly for April to September 2017
A staff report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the Water Service Monthly Operations report for April to September 2017, was presented.

Discussion of this agenda item was deferred to the January 2018 meeting.

G. Denkovski
Re: Draft 2018-2022 Budget and Five-Year Financial Plan and Workplan Beaver Valley Water Service
A Staff Report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the Draft 2018-2022 Budget and Five-Year Financial Plan for the Beaver Valley Water Service, was presented.

Discussion of this agenda item was deferred to the January 2018 meeting.

G. Denkovski
Re: Draft 2018 - 2022 Budget and Five-Year Financial Plan and Workplan Columbia Gardens Industrial Water Supply Utility

A Staff Report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the 2018-2022 Budget and Five-Year Financial Plan for the Columbia Gardens Industrial Water Supply Utility and Workplan, was presented.

Discussion of this agenda item was deferred to the January 2018 meeting.

G. Denkovski
Re: Draft East End Regionalized Sewer Utility 2018-2022 Budget and Five Year Financial Plan and Workplan
A Staff Report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the Draft East End Regionalized Sewer Utility 2018-2022 Budget and Five Year Financial Plan and Workplan, was presented.

Moved: Director Langman Seconded: Director McGregor

That the proposed East End Regionalized Sewer Utility Service (700) Five-Year Financial Plan be referred back to staff to make any amendments and refer it to a future meeting for further review.

Carried

G. Denkovski
Re: Draft 2018-2022 Budget and Five Year Financial Plan East End Sewer Utility Dual Benefitting Communities of Rossland and Warfield
A Staff Report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the 2018-2022 Budget and Five Year Financial Plan for the current Regionalized East End Sewer Utility infrastructure and the dual benefitting communities of Rossland and Warfield, was presented.

Moved: Director Langman Seconded: Director Worley

That the proposed Regionalized East End Sewer Utility - Dual Benefitting Community Rossland-Warfield (700-103) Five Year Financial Plan be referred back to staff to make any amendments and refer it to a future meeting for further review.

Carried

G. Denkovski
Re: Draft 2018-2022 Budget and Five Year Financial Plan East End Sewer Utility Sole Benefitting Community of Rossland
A Staff Report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the 2018-2022 Budget and Five Year Financial Plan for the current Regionalized East End Sewer Utility infrastructure and the sole benefitting community of Rossland, was presented.

Moved: Director Langman Seconded: Alternate Director Jolly

That the proposed Regionalized East End Sewer Utility - Sole Benefitting Community of Rossland (700-102) Five Year Financial Plan be referred back to staff to make any amendments and refer it to a future meeting for further review.

Carried

G. Denkovski
Re: 2018-2022 Budget and Five Year Financial Plan East End Sewer Utility Sole Benefitting Community of Trail
A Staff Report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the 2018-2022 Budget and Five Year Financial Plan for the current Regionalized East End Sewer Utility infrastructure and the sole benefitting community of Trail, was presented.

The Committee was informed that the City of Trail agreement is complete and the City of Rossland is in the process of reviewing their agreement. When the agreements are finalized, the RDKB will proceed to referendum.

Moved: Alternate Director Jolly Seconded: Director Langman

That the proposed Regionalized East End Sewer Utility - Sole Benefitting Community of Trail (700-101) Five Year Financial Plan be referred back to staff to make any amendments and refer it to a future meeting for further review.

Carried

G. Denkovski
Re: Draft 2018-2022 Budget and Five Year Financial Plan and Workplan Oasis-Rivervale Sewer Utility Service
A Staff Report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the Draft 2018-2022 Budget and Five Year Financial Plan for the Oasis-Rivervale Sewer Utility Service, was presented.

Moved: Director McLellan Seconded: Director McGregor

That the proposed Oasis/Rivervale Sewer Utility Service (800) Five-Year Financial Plan be referred back to staff to make any amendments and refer it back to a future meeting for further review.

Carried

G. Denkovski
Re: 2018-2022 Budget and Five-Year Financial Plan Rivervale Water and Street Lighting Service and Workplan
A Staff Report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the 2018-2022 Budget and Five-Year Financial Plan for the Rivervale Water and Street Lighting Service and Workplan, was presented.

Moved: Director Worley Seconded: Director McGregor

That the proposed Rivervale Water and Street Lighting Utility Service (650) Five-Year Financial Plan be referred back to staff to make any amendments and refer it to a future meeting for further review.

Carried

G. Denkovski
Re: 2018-2022 Budget and Five-Year Financial Plan Christina Lake Water Utility Service and Workplan
A Staff Report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the 2018-2022 Budget and Five-Year Financial Plan for the Christina Lake Water Utility Service and Workplan, was presented.

Moved: Director McGregor Seconded: Director Worley

That the proposed Christina Lake Water Utility Service (550) Five-Year Financial Plan be referred back to staff to make any amendments and refer it to a future meeting for further review.

Carried

G. Denkovski
Re: Draft 2018 - 2022 Budget and Five Year Financial Plans and Workplans Big White Street Lighting and Beaverdell Street Lighting Services
The 2018 - 2022 Budget and Five Year Financial Plans and associated Workplans for the Big White Street Lighting and Beaverdell Street Lighting Services were presented.

Moved: Director Gee Seconded: Director Langman

That the proposed Big White Street Lighting Service (101) and Beaverdell Street Lighting Service (103) Five-Year Financial Plans be referred back to staff to make any amendments and refer them to a future meeting for further review.

Carried

G. Denkovski
Re: Christina Lake Solar Aquatic Center 2017 Operations Reports
A staff report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the 2017 third quarter sludge operations for the Christina Lake Solar Aquatic Center, was presented.

Moved: Director McGregor Seconded: Alternate Director Jolly

That the staff report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the 2017 third quarter sludge operations report for the Christina Lake Solar Aquatic Center, be received.

Carried

Jeff Paakkunainen
Re: CPCC Sanitary Sewer Monthly Report - August to October 2017
A staff report by Jeff Paakkunainen, Chief Utilities Operator, regarding the Sanitary Sewer Monthly report for August to October 2017, was presented.

Moved: Director Langman Seconded: Director McGregor

That the staff report by Jeff Paakkunainen, Chief Utilities Operator, regarding the Sanitary Sewer Monthly report for August to October 2017, be received.

Carried

G. Denkovski
Re: Flow Meter Report for Volume Data Collected form August to October 2017
Flow meter report summarizing volume data collected for the months of August to October 2017, was presented.

Moved: Director McGregor Seconded: Director Worley

That the flow meter report summarizing volume data collected for the months of August to October 2017, be received as presented.

Carried

G. Denkovski
Re: Christina Lake Water Monthly Report - August to October 2017
A staff report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the Christina Lake Water Monthly report for August to October 2017, was presented.

Moved: Director McGregor Seconded: Director Worley

That the staff report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the Christina Lake Water Monthly report for August to October 2017, be received.

Carried

J. Paakkunainen
Re: Warfield, Columbia Gardens and Rivervale Water Monthly Report - April to September 2017

A staff report from Jeff Paakkunainen, Chief Utilities Operator, regarding the Water Monthly report for April to September 2017, was presented.

Moved: Director Langman Seconded: Alternate Director Jolly

That the staff report from Jeff Paakkunainen, Chief Utility Operator, regarding the Water Monthly report for April to September 2017, be received.

Carried

LATE (EMERGENT) ITEMS

There were no late (emergent) items for discussion.

DISCUSSION OF ITEMS FOR FUTURE MEETINGS

1. Clarity around the voting structure at the Utilities Committee.

QUESTION PERIOD FOR PUBLIC AND MEDIA

A question period for public and media was not required.

CLOSED (IN CAMERA) SESSION

A closed (in camera) session was not required.

ADJOURNMENT

The meeting was adjourned at 1:00 pm.

Grand Forks & District Recreation Commission
Regular Meeting
Thursday, November 30, 2017
David Borchelt Meeting Room (Arena)
8:45 AM to Noon

AGENDA

1. **Additions/Approval of the Agenda**

2. **Minutes**
   - Minutes of Regular Meeting of November 2, 2017 (Pgs 1 to 3)

3. **Delegation**
   - Gerry Foster-Request to rename a Lane in honor of Mickey MacKay (Pgs 4 to 7)

4. **Business Arising from the minutes**

5. **Correspondence :**
   - **WorkSafe BC Ammonia Inspection Initiative** (Pg 8)

6. **Financial Plan**
   - 2017 –Financial Statement – September 2017 (Pgs 9 to 11)
   - Phoenix Mountain Alpine Ski Society-**Financial Statement** (Pgs 12 to 22)
   - YTD-2017 Revenue Report-GFREC- (Pg 23)
   - YTD-2017Arena Drop In Revenue/Attendance Report (Pg 24)
   - YTD- 2017Aquatic Membership/Drop In Monthly Comparison Report (Pg 25 & 26)
   - Usage Stats Report – Aquatic/Arena (Pgs 27 & 28)

7. **Old Business**
   - **Aquatic Centre**
     - Increasing Water Temperature at the Aquatic Centre - **Report** (Pgs 29 & 30)
     - Grand Forks Aquatic Centre Needs and Assessment Report Deck Replacement – **Updated Report** (Pgs 31 to 37)
   - **Arena**
     - Wheelchair lift – **Verbal Update**
     - Upgrades for the Arena Concession - **Sharon St. Onge** (Pg 38)
     - Honorary Jerseys –**Update – See Arena Mnt. Report**
   - **Commission Christmas Dinner**:
     - Station Pub Thursday, December 7th

8. **New Business**
   - Youth Usage at the Grand Forks Aquatic Centre- **Bob MacLean**

9. Supervisor Report

- Aquatic Maintenance Coordinator – **Report** (Pg 39)
- Aquatic Program Coordinator – **Report** (Pg 40)
- Arena Maintenance Chief Engineer – **Report** (Pg 41 & 42)
- Recreation Program Services Supervisor
  - Program Update-Bookking Software update
  - December Flyer- (Pgs 43 to 46)
  - Holiday Pool Schedule –
    - Only open 1 to 5pm December 27 to December 31
  - Sponsored Event **–** Holiday Event-
  - Canada 150 Community Event- Partnering with Bruins to offer Event on Sunday, December 10th from 2 to 5pm
  - TELUS Sponsored Family Skate, December 9 from 6:30 to 8:30 pm
  - Ultimate Hockey Sponsoring Old Fashion Christmas skate December 14
  - Elks/Interfor sponsoring the Santa Visit- Friday- December 22nd
  - Rotary–The First Night Event- December 31st

10. Round Table

- School District # 51-
- Library and Arts Societies (Culture)
  Recreation and Culture Committee of City Council-
- Community Members at Large-

11. Other Business Arising from the floor (For public members Present)

12. 2018 Operating/Capital Budget (Please Bring Binder)

- New Recommendation from Recreation Commission Members
- New Work Safe BC recommendations for ice plant that will impact the Arena 030 budget by $30,000.

13. Meeting Adjournment

Minutes of the Regular Meeting of the Grand Forks and District Recreation Commission held November 30, 2017 in the Jack Goddard Memorial Arena – David Borchelt Meeting Room

Present	Absent
Dean Engen	Eric Gillette
Julia Butler	
Nigel James	
Terry Doody	
Teresa Rezansoff	
Brian Noble	
Bob MacLean	

Staff	Area Director
Tom Sprado/Kim Johnson	Roly Russell (left at 10 am)

Agenda

1. **M/S Theresa Rezansoff/Julia Butler, that the agenda be accepted as circulated.**

Carried

Minutes

2. **M/S Terry Doody/Julia Butler, that the minutes of the regular meeting of November 2, 2017 be accepted as circulated**

Carried

Delegation

- Gerry Foster – request to rename a lane in honor of Mickey MacKay
  Other options discussed – Kiosk by main entrance, Re-naming the viewing room, signage, etc.

3. **M/S Theresa Rezansoff/Roly Russell, that staff provides a report for direction on options to commemorate Mickey Mackay and explore granting opportunities to support the project.**

Carried

Correspondence

- WorkSafe BC Ammonia Inspection Initiative
  - WorkSafe will be requesting further requirements for ice plants – including regular brine testing
  - Consultant may have to be hired to determine additional safety needs. Requested an increase of $30,000 to support all the new requirements that may arise.
  - Curling Club Freon plant needs a Freon detector – budgeted for 2018

Financial Plan: **Received for Information**

- 2017– Financial Statement – September 2017
- Phoenix Mountain Alpine Ski Society – Financial Statement
- YTD-2017 Revenue Report –GFREC
- YTD – 2017 Arena Drop in Revenue/Attendance Report
- YTD – 2017Aquatic Membership/Drop in Monthly Comparison Report
- Usage Stats Report – Aquatic/Arena

Old Business:

Aquatic Centre

- Increasing Water Temperature at the Aquatic Centre – Warm Water Week scheduled for December 23 to 31- temperature to be increased to 86 F/30 C
  - Suggestion that pool event advertising be displayed on the GFSS and Credit Union electronic signs and to include pool event advertising on the "What's Up" Grand Forks Facebook page
- Grand Forks Aquatic Centre Needs Assessment Report updated

4. **M/S Theresa Rezansoff/Nigel James, that an "appreciation of response" be distributed in acknowledgement to those who participated in the Needs Assessment Survey to include a consideration of the results beginning with a Warm Water Week scheduled at the pool in December**

Carried

5. **M/S Brian Noble/Nigel James, that a select committee be established to review the Aquatic Centre Public Schedule – Brian Noble and Nigel James volunteer to be part of the select committee and up to 3 staff members.**

Carried

Arena

- Wheelchair lift
  - The arena building is ready for installation – waiting on fabrication of lift – to be delivered in January or February of 2018
- Upgrades for the Arena concession – Lease holder requests a new gas deep fryer, refrigerator, shelving and a small table
  - Existing cooler has been repaired – no need for a new refrigerator at this time

6. **M/S Theresa Rezansoff/Bob MacLean, to allocate $2500 in the 2018 Arena budget (030) for purchase of a natural gas deep fryer for the Arena Concession**

Carried

- Honorary Jerseys
  - Wall painted
  - Staff to continue to work on Jersey/Banner policy – length of term to be decided
- Commission Christmas Dinner
  - Scheduled to take place at the Station Pub, Thursday December 7th 6pm.

New Business

- Youth Usage at the Grand Forks Aquatic Centre
    - Theresa Rezansoff to follow up with SD#51 Afterschool Program – with the possibility of partnering further with GFREC to offer youth activities at the Aquatic Centre

Supervisor Report

- Aquatic Maintenance Coordinator Staff Report – Received for information
- Aquatic Program Coordinator Staff Report – Received for information
- Arena Chief Engineer Staff Report – Received for information
- Recreation Program Services Supervisor Report – Received for information

Round Table

- School District #51 – Investigating staff Health and Safety intrusion issues – Dark spaces and lighting – safety of staff working late hours
- City Council identifying program gaps and understanding the scope of the Recreation Commissions mandate

Other Business Arising from the Floor

- The appointment of new Board Members takes place in January 2018

7. **M/S Theresa Rezansoff/Julia Butler, recommend the appointment of Bob MacLean as a member of the Grand Forks & District Recreation Commission**

Carried

2018 Operating/Capital Budget

- New Recommendation from Recreation Commission Members – none
- New Work Safe BC recommendations for ice plant that will impact the Arena 030 budget by $30,000

8. **M/S Terry Doody/Nigel James, that $30,000 be allocated to the 2018 Arena budget (030) for updates to the ice plant in anticipation of recommendations by Work Safe BC**

Carried

9. **M/S Terry Doody, that the meeting be adjourned**

Carried

_____ _____

Kim Johnson, Recording Secretary Dean Engen, Chairperson

Electoral Area "C" Parks & Recreation Commission
Regular Meeting
Wednesday, November 8, 2017
Welcome Centre
8:00 AM

AGENDA
(PLEASE BRING BUDGET BINDER)

1. **Approval of the Agenda**

2. **Delegations**

   None

3. **Minutes**
   - Minutes of the Regular meeting of October 11, 2017 (Pg 1-4))

4. **Business Arising from the Minutes-**

5. **Correspondence**

   None

6. **Financial Plan**
   - 2017 – RDKB Financial Statement – (Pg 5-7)

7. **Old Business**
   - Christina Lake Disc Golf Course- (Pg 8-9)
   - Kettle River Walk Trail-Report- Discussion
   - Pedestrian Bridge – UBCM Strategic Priorities Fund- Discussion
   - Pickleball Washroom Building – Discussion
   - Pickleball Court Expansion (Pg 10-11)
   - Johnson Rd End development - Discussion
   - Cemetery Grounds – Discussion
   - Trail Development from Cove Bay to Brown Rd – Discussion
   - Christina Lake Community Nature Park Management Plan – Discussion
   - Community Nature Park Abandon Dock Removal follow up – (pg 12-14)

8. **New Business**

   None

9. **Sub Committee Report**
   - **COP Update- Dave Beattie**
   - **Recreation Program - Update**
     - November Flyer (pg 15-16)
   - **Park Maintenance –** October Report (Pg 17-18) - 3 Year Comparison Report (Pg19-20)
   - **Trails – Josh Strzelec**- Update
   - **Community Coordinator Report -** Update

10. Other Business Arising from the Floor (For Public Members Present)

11. 2018 Operating /Capital Budget(Please bring Binder)

- Service Work Plans - Update
  - Christina Lake Parks & Recreation Commission – Program Services
    - See budget pages (pgs 21-29)
  - Recreation Facilities Christina Lake
    - See budget pages (pgs 30-36)
  - Christina Lake Regional Parks and Trails
    - See budget pages (pgs 37-69)

12. Adjournment

<u>Outstanding Projects for Future Development</u>

- Kids Bump Bike Park–Dust Control
- Walking Trail around Golf Course-
- Pedestrian Bridge –
- Disc Golf/Frisbee Golf-
- Moro Footbridge-

Tech Property to Access River
Christina Crest Trail-
Marine Study

- Boat House
- Nature Park Shore line and garden Project
- Boat Dock @ Community Park

Minutes of the Regular Meeting of the Electoral Area "C" Parks & Recreation Commission held Wednesday November 8, 2017 at the Welcome Centre

Present	**Absent**
Carlo Crema	Paul Beattie –As Advised
Dave Beattie	Larry Walker-As Advised
Dianne Wales	
Josh Strzelec	
Brenda Auge	
Liz Stewart	

RDKB Staff	**Area Director**	**Guest**
Tom Sprado/Lilly Bryant	Grace McGregor	Donna Wilchynski

Agenda:

1. **M/S Liz Stewart, Dave Beattie, that the November 8 2017 agenda be accepted as circulated**

Carried

Delegations: N/A

Minutes:

2. **M/S Brenda Auge, Carlo Crema, that the minutes of the regular meeting from October 11, 2017 be accepted as amended.**
    - **Donna Wilchynski's name was incorrect and she was not away for the last meeting**

Carried

Business Arising from the Minutes: N/A

Correspondence: Thank you card from C.L.A.S.S – For the Grant towards the Speaker system

Financial Plan:

Reviewed the current statements –Received for information- will discuss the Budget later in the meeting

Old Business:

- **Disc Golf Course –** Application is still with the Province "BC Front Counter" referral process. Could take up to a year to receive results

- **Kettle River Walk Trail –**
    - Recommends that RDKB is contacted to review the property lines for the proposed site
    - Option #2 is to relocate the trail to the edge of the Golf course and fence where it is needed to protect the trail users.

- **Pedestrian Bridge – UBCM Strategic Priorities Fund**
    - The status of the grant – Will be notified in early 2018

- **Pickleball Washroom Building**
    - 98% completed
    - Very Happy with washroom updates
    - Washroom fixture will be installed in the spring
    - Landscaping will be completed in the spring

- **Pickleball Court Expansion**
    - New site design to include more courts
    - Relocating the bike park and the fitness park
    - Josh will contact users to come up with a bike park designed for children under 10?
    - More discussion on phase options later in meeting

- **Johnson Rd End**
    - 90% complete
    - Landscaping to be completed in the spring
    - Discussed upgrading parking sign to include free parking at Wildways
- **Cemetery Grounds**
    - Can it be deemed a park?
    - Possible grant in aid to maintain site?

- **Trail Development from Cove Bay to Brown Rd – 3.5km**
    - Project to be mapped out and sent to RDKB for review

- **Christina Lake Community Nature Park Management Plan**
    - The draft is to be reviewed by members
    - Any changes should be forwarded to Tom
    - Tom will forward the requests to RDKB for consideration

- **Community Nature Park Abandon Dock Removal follow up**
    - The Recreation Commission feels that the Stewardship Society has the expertise with this situation and they can decide if the logs should be removed or if it should not be disturbed
    - Safety and Liability is the number 1 concern for the Recreation Commission

- Christmas Dinner is booked at the Cascade Par 3 Golf Course @ 6pm, Wednesday, December 6th

New Business N/A

Sub Committee Report:

- **COP Update-N/A**

Dave Beattie Left Meeting

- **Recreation Program Update**
  - Reviewed Programs
  - Fitness Instructor will monitor new classes – If Attendance drops to low, she will cancel and start again in spring
- **Park Maintenance – Report**
  - Appreciate the comparison and the format of the report
- **Trails – Nothing New to report**
- **Community Coordinator Report**
  - Working on Gaming Grant
  - Assisting the Little Lakers with Grants
  - Wind down for Homecoming
  - Discussed the Charging station at the Welcome Centre
  - Liz Stewart will be the 2nd delegate to represent Christina Lake Parks and Recreation Commission on the Board for Christina Lake Gateway

Other Business arising from the floor:

2018 Budget Review: 2018 Operating /Capital Budget (Please bring Binder)

- Service Work Plans
- **Christina Lake Parks & Recreation Commission – Program Services-023**
  - Adult Program Revenue- increase to 13,000
  - Program Instructor Wages – Increase to 11,510
- **Recreation Facilities Christina Lake-024**
  - Uncommitted funds to increase to 11,500
  - May change depending on the actuals for 2017
- **Christina Lake Regional Parks and Trails-762-027**
  - May include Cemetery in parks
  - Remove nature park maps
  - Paving Welcome Centre- May need to be broke down in phases
    - Phase 1- Remove old pavement and resurface with a Gravel with a dust control for 2018

- Phase 2- to be included in the budget for 2019/20

Adjournment:

- Moved by Brenda Auge that meeting be adjourned

_____ _____

Lilly Bryant, Recording Secretary Dianne Wales, Chairperson

ELECTORAL AREA 'B'/LOWER COLUMBIA-OLD GLORY

ADVISORY PLANNING COMMISSION

MINUTES

Tuesday, January 2nd, 2018 at the RDKB Office, Trail, BC, commencing at 7:00 p.m.

PRESENT: **Grant Saprunoff, Henk Ravestein, Richie Mann, Mary MacInnis, Fern Acton, Graham Jones**

ABSENT: **Tinda Ross**

RDKB DIRECTOR: **Linda Worley, Alternate, Bill Edwards**

RDKB STAFF:

GUESTS:

1. CALL TO ORDER

The meeting was called to order at 7:03 p.m.

2. ADOPTION OF AGENDA (ADDITION/DELETIONS)

It was moved and seconded that the January 2nd, 2018 Electoral Area 'B'/Lower Columbia-Old Glory APC agenda be adopted.

3. ELECTION OF CHAIR, VICE-CHAIR AND SECRETARY

1) Election of the chair, Grant nominated by Graham, seconded by Mary. No further nominations, Grant accepted.

2) Election of the vice-chair, Fern nominated by Richie seconded by Henk. No further nominations, Fern accepted.

3) Election of secretary, Mary nominated by Fern seconded by Graham. No further nominations Mary accepted.

4. ADOPTION OF MINUTES

It was moved and seconded that the October 2nd, 2017 Electoral Area 'B'/Lower Columbia-Old Glory Advisory Planning Commission Minutes be adopted.

5. DELEGATIONS

6. OLD BUSINESS – None

7. NEW BUSINESS

A. 0819264 BC Ltd. (Tim and Kim Adrain)
RE: Development Variance Permit
325 Grandview Pl., Genelle
Electoral Area 'B'/Lower Columbia-Old Glory
RDKB File: B-2404-06180.094

Discussion/Observations:

We couldn't see any problems from this application.

Recommendation:

It was moved, seconded and resolved that the APC recommends to the Regional District that the subject Development Application be supported as the property owner is across the street and the new structure is going to be used in a responsible manner. Moved by Richie seconded by Fern, all in favour.

B. Edward and Deyanne Davies
Michael and Barbara Pistak
RE: MOTI Subdivision Referral
455 Malde Creek Road and 200 Gelesz Road
Electoral Area 'B'/Lower Columbia-Old Glory
RDKB File: B-TWP9A-10948.100 and B-TWP 9A-10947.000

Discussion/Observations:

Feel this is a house keeping effort to adjust the lot line to sublot 180.

Recommendation:

It was moved, seconded and resolved that the APC recommends to the Regional District that the Application be supported as this is adjusting property line. Moved by Graham seconded by Richie, all in favour.

C. Beverley and Timothy Pettigrew
RE: Surveyor General Accretion Referral
535 3rd Avenue, Rivervale
Electoral Area 'B'/Lower Columbia-Old Glory
RDKB File: B-367-02303.610

Discussion/Observations:

We have just gone through this process with another property in Rivervale (October 2017 meeting) and our remarks will be pretty much the same. By allowing this change to happen the public will be denied access to the Columbia River and Hanna Creek in this specific area. Hanna Creek is a free-flowing body of water and if you have knowledge of the area when it is filled with water it is quite impressive. The Columbia River can also reach flood levels, most recently in 2012, and numerous times before this. The potential for change of course, especially for Hanna Creek is always an issue. We are firmly against this proposal.

Recommendation:

It was moved by Richie seconded by Grant and resolved that the APC recommends to the Regional District that the Accretion be not supported for the above reasons.

8. ADJOURNMENT

It was moved by Richie and seconded by Mary that the meeting be adjourned at 7:58 p.m.

ELECTORAL AREA 'C'/CHRISTINA LAKE

ADVISORY PLANNING COMMISSION

MINUTES

Tuesday, January 2, 2018 at the Christina Lake Fire Hall, commencing at 7:00 p.m.

PRESENT:	David Durand, Terry Mooney, Annie Rioux, Jeff Olsen, Peter Darbyshire, Phil Mody, Butch Bisaro
ABSENT:	Jennifer Horahan, Ken Stewart, Dave Bartlett, Jessica Coleman
RDKB DIRECTOR:	Grace McGregor
RDKB STAFF:	
GUESTS:	Howard Hunt

1. CALL TO ORDER

The meeting was called to order at 7:04 p.m.

2. ADOPTION OF AGENDA (Additions/Deletions)

Recommendation: That the January 2, 2018 Electoral Area 'C'/Christina Lake Advisory Planning Commission Agenda be adopted. (Phil/Annie)

3. ELECTION OF CHAIR, VICE-CHAIR AND SECRETARY

Elected by acclamation: David Durand, Chair, Jeff Olsen, Vice-Chair and Terry Mooney, Secretary.

4. ADOPTION OF MINUTES

Recommendation: That the September 5, 2017 Electoral Area 'C'/Christina Lake Advisory Planning Commission Minutes be adopted. (Annie/Jeff)

5. DELEGATIONS

N/A

6. OLD BUSINESS

N/A

7. NEW BUSINESS

A. Howard Hunt
RE: MoTI Conventional Subdivision
855 Ponderosa Drive, Electoral Area 'C'/Christina Lake
RDKB File: C-1299s-04727.000

Discussion/Observations:

The Area C APC supports the application.

Recommendation:

It was moved, seconded and resolved that the APC recommends to the Regional District that the subject MoTI Conventional Subdivision be supported; approved unanimously by the APC.

B. BC Timber Sales
Re: Proposed Cut Blocks
Electoral Area ‘C’/Christina Lake
RDKB File: C-29

Discussion/Observations:

The APC would like to restate our concerns re impacts on watersheds and water intakes. Also, there are concerns regarding lack of management and oversight from the Ministry.

8. ADJOURNMENT

It was moved that the meeting be adjourned at 7:40 p.m. (Jeff)

Regional District of Kootenay Boundary

ELECTORAL AREA 'D'/RURAL GRAND FORKS

ADVISORY PLANNING COMMISSION

MINUTES

Tuesday, January 2, 2018 at the RDKB Office – Grand Forks, commencing at 7:00 p.m.

PRESENT:	Edith MacAllister, Deb Billwiller, Lesley Matthews, Christie Wheaton, Kathy Hutton, Rod Zielinski
ABSENT:	
RDKB DIRECTOR:	
RDKB STAFF:	
GUESTS:	Graham Watt, John Mills

1. CALL TO ORDER

The meeting was called to order at 7:04 p.m.

2. ADOPTION OF AGENDA (Additions/Deletions)

Item 3 on the agenda was moved to after item 7; it was then moved: Wheaton; seconded: Hutton that the January 2, 2018 Electoral Area 'D'/Rural Grand Forks APC agenda be adopted as amended. Carried.

3. ADOPTION OF MINUTES

It was moved; MacAllister and seconded: Hutton that the September 5, 2017 Electoral Area 'D'/Rural Grand Forks APC minutes be approved. Carried.

4. DELEGATIONS

City of Grand Forks Proposed OCP Amendments and New Zoning Bylaw
Graham Watt, Senior Planner, City of Grand Forks

Graham Watt gave an interesting presentation on the City of Grand Forks' proposed OCP amendments and new zoning by-law.

5. OLD BUSINESS – None

6. NEW BUSINESS

A. City of Grand Forks
RE: Proposed OCP Amendments and New Zoning Bylaw
RDKB File: G-12

Discussion/Observations:

Further to Graham's presentation, he also gave some background on the proposed changes and answered any questions we had.

While we did not feel we had enough information to recommend support or non-support, we did appreciate the presentation and were pleased with what we saw. Specific highlights for us were plans for: removing barriers; focusing density where infrastructure is in place; possible tax exceptions for affordable rental housing; and increased possibilities for tiny houses and garden suites.

B. BC Timber Sales
RE: Operating Plan 13 Boundary Area
RDKB File: D-6

Discussion/Observations:

While the APC recognizes the impact the logging industry has on the economic health of our region, we do have some concerns with this plan and do not feel we can recommend support or non-support.

- Unfamiliar with the term "free to grow blocks" and unable to locate a definition of it
- Concerns regarding some cut blocks proximity to recreational areas as well as the visual impact on them.
- Concerns regarding work happening and slash build-up during fire season
- Would like to see some assurances that clean-up will be done in a full and timely manner.

C. Kathrine Hutton and John Mills
RE: Development Variance Permit
8665 Henderson Road
RDKB File: D-1605-04873.100

After some discussion regarding alternate locations (not viable due to topography; costs of electrical and requirement of new driveway; security) and the visual impact of a garage vs. 4 – 6 vehicles, it was moved: Billwiller and seconded: Wheaton that the APC recommends that this application be supported with the conditions that the neighbours are not opposed and that the building not be used for commercial purposes. Carried. [Hutton excused herself from the vote]

7. ELECTION OF CHAIR, VICE-CHAIR AND SECRETARY

1) Moved: Billwiller; seconded: MacAllister that Rod Zielinski be elected Chair. Carried.
2) Moved: Matthews; seconded: Hutton that Christie Wheaton be elected Vice-Chair. Carried.
3) Moved: Wheaton; seconded MacAllister that Deb Billwiller be elected Secretary. Carried.

8. FOR INFORMATION

- List of 2018 APC Members
- 2018 Planning & Development Department Application Process and Meeting Schedule

9. ADJOURNMENT

Hutton moved adjournment at 9:13 p.m.

Regional District of Kootenay Boundary

ELECTORAL AREA 'E'/WEST BOUNDARY

ADVISORY PLANNING COMMISSION

MINUTES

Tuesday, January 2, 2018 at the Rock Creek Medical Centre, 100 Cut Off Rd, commencing at 6:00 p.m.

PRESENT:	Jamie Haynes, Florence Hewer, Fred Marshall, Lynne Storm, Frank Van Oyen
ABSENT with notification**:**	Michael Fenwick-Wilson, Grant Harfman, Randy Trerise
Absent without notification	
RDKB DIRECTOR:	Vicki Gee
RDKB STAFF:	
GUEST:	

1. CALL TO ORDER

The meeting was called to order by Fred Marshall at 6:00 pm.

2. ADOPTION OF AGENDA

It was moved by Jamie Haynes and seconded by Lynne Storm that the January 2nd, 2018 Electoral Area 'E' APC agenda be adopted with additions as noted below--Carried.

3. ELECTION OF CHAIR, VICE-CHAIR AND SECRETARY

A. Vicki Gee recommended that the APC members for 2018 shall be as listed above.
B. Elections were held with the following being elected by acclamation.

1) Election of the chair, Fred Marshall (M: J. Haynes, S: Flo Hewer)
2) Election of the vice-chair, Grant Harfman (M: J. Haynes, S: Flo Hewer)
3) Election of the secretary, Randy Trerise (M: F. Van Oyen, S: Lynne Storm)

- As Grant was absent, filling this position will be affirmed at the next meeting when he will be present to formally accept the nomination.

4. ADOPTION OF MINUTES

It was moved by Frank Van Oyen and seconded by Flo Hewer that the December 4th, 2017 Electoral Area 'E' APC minutes be adopted; carried.

5. DELEGATIONS

6. OLD BUSINESS - None

7. NEW BUSINESS

A. BC Timber Sales
RE: Operating Plan 13 Boundary Area
RDKB File: DE-10

Discussion/Observations:

Extensive discussion was held about this topic. The very nebulous nature of the plan as per the following points makes it very difficult to virtually impossible for any entity to make meaningful comments on the plan:

- ✓ The plan may extend for 3-5 years.
- ✓ Excessive cutblock numbers.
- ✓ Cutblock sizes and shapes and even locations are only tentative
- ✓ Some Cutblocks proposed situated directly adjacent to the Kettle River.
- ✓ Cutblock sizes are excessively large (800-1,000 Ha.) with many being larger than recommended by the Kootenay/Boundary Land Use Plan i.e. 40-60 ha.
- ✓ Ditto Road locations with no indication which will be either permanent, temporary or fully rehabilitated (re-contoured and planted to trees). Also no commitment by BCTS to monitor and/or maintain all roads not fully rehabilitated each and every year to ensure no landslide or road failures occur.
- ✓ Some proposed roads indicated on the maps showed no connectivity to existing roads.
- ✓ Limited to no information re the relation of BCTS cutblocks to existing cutblocks or planned new ones by adjacent tenure holders. Ditto for the roads. For example, on the Williamson Lake Rec Site BCTS's operations on the south portion are shown; however, the Osoyoos Indian Band's proposed development on the northeast and northwest

portions are not shown; this omission gives anyone viewing the map very incomplete and hence very misleading information.

- ✓ The lack of BCTS to have relevant information which enables them to track their roads and/or to know how many Kilometers they build and retain each year let alone where they are or what condition they are in etc.
- ✓ All harvesting and road building activities (past, present and future) have a significant effect on the Hydrology of the area, especially several negative impacts on the smaller streams and the hydrologic cycle including higher snow accumulations with earlier and more rapid snow melt with negative downstream consequences such as increased erosion, culvert failures, road washouts and flooding with other unknown downstream consequences.
- ✓ Many cutblocks are at very high elevations and hence exacerbate the runoff, and subsequent reduced flows to completely dry streams.
- ✓ Significant affects personally observed by ranching members of the APC on the smaller upland streams include excessive slash in small streams, earlier and more intense spring runoff and reduced stream flows to streams being completely dry in the late summer.
- ✓ The three reports ("*Access Management and Resource Roads Update 201*5" by the Forest Practices Board (https://www.bcfpb.ca/wp-content/uploads/2017/05/SR49-Access-Management.pdf) and two FREP (Forest Range Evaluation Program) reports: FRPA Extension Note 38, Jan 2017 "*The Importance of Small Streams in BC"* (https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/forestry/frep/extension-notes/frep_extension_note_39.pdf) and FRPA Ext. Note 39 Oct. 2017 "*Post-Harvest Condition of Stream Channels, fish Habitats and Adjacent Riparian Areas"* (https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/forestry/frep/extension-notes/frep-extnt38-smallstreams.pdf) related to these issues were referenced. These reports support and corroborate our concerns.
- ✓ No information provided re the planned harvesting/silviculture systems to be used i.e. either clearcut or selective cut.
- ✓ Clearcutting on hot, dry, southern aspects makes regenerating a new stand of trees extremely problematic with several examples of failures in other operating areas noted.
- ✓ Little to no recognition of the many impacts the above operations will have on other resource values (wildlife, recreation, aesthetics, etc.)
- ✓ The lack of a Comprehensive Integrated Resource Management plan that addresses all resource values and which should guide the operations over the long term.
- ✓ Some record of the cumulative impacts on the landscape is necessary and such a plan would enable this to be developed.

Recommendation:

It was moved by Jamie Haynes, seconded by Frank Van Oyen and resolved that the APC recommends to the Regional District that the subject Development Application be not supported (with the reasons as listed above).

B. Mighty White Dolomite Ltd.
RE: Application under the *Environmental Management Act*
4115 Kettle Valley Rd. S., Rock Creek
RDKB File: E-757-04073.005

Discussion/Observations:

It was noted that previous similar operations by the plant had no discernable negative effects on the local area and the proposal was to mimic the previous operations. The company would have to obtain initial approval from the Ministry of Environment to have their operations in order before start up and this approval would be contingent on the company meeting all the requisite pollution control guidelines.

The proponent passed onto Jamie Haynes some relevant and comparative information re the expected levels of particulate output and presented this to Vicki Gee to pass onto the Planning Department for their review and comment.

The plant would have significant employment benefits for the local area and as the supply of the product produced is in high demand with few other suppliers, the operation has very good potential to be a long term venture.

Recommendation:

It was moved by Jamie Haynes, seconded by Lynne Storm and resolved that the APC recommends to the Regional District that the subject Development Application be supported with the condition that the Ministry of Environment perform a formal audit on the operations within three months of startup to ensure all environmental conditions of the applicable permit are being met.

C. Maps supplied by the Regional District: (Information Only)

Vicki Gee explained that the maps required for the APC meetings are supplied by the Regional District Planning department with relevant copies being sent out as soon as feasible.

The APC expressed their appreciation for these maps and restated the need for good quality maps at an appropriate scale which enables joint viewing of the relevant areas by the APC and hence enables them to make appropriately informed decisions re the proposals put before them.

The planners can use their discretion as to the scale and quality of such maps to be provided based on the significance and importance of the relevant topic to be discussed.

For example, the BCTS operating plan required very good maps as the size and potential impact of their operations on the entire Boundary area are very significant.

D. Planning Staff Preparation

Vicki said that APC members had contacted her expressing concern about missing the deadline on the BCTS referral.
She said that Planning Dept. staff check dates & timelines right away when they get referrals. They ask the referring agency for extensions if necessary.
She also said that staff are hearing the concerns of APCs on prior applications and are asking questions of the referring agencies ahead of time, for background in their staff reports

8. ADJOURNMENT

It was moved by Flo Hewer and seconded by Lynne Storm that the meeting be adjourned at 7:45 pm.

Respectfully submitted,

Fred Marshall

Fred Marshall

(Acting Secretary for this meeting as Randy Trerise is away)

Regional District of Kootenay Boundary

STAFF REPORT

Date: 04 Jan 2018 **File** BEDS

To: **Chair Russell and Boundary Community Development Committee**

From: Mark Andison, Chief Administrative Officer

Re: Boundary Economic Development Service Review Process

Issue Introduction

A staff report from Mark Andison, Chief Administrative Officer, outlining the service review provisions relating to the Boundary Economic Development Service pursuant to Service Establishment Bylaw No. 1389, 2009.

History/Background Factors

At its November meeting, the Boundary Community Development Committee directed staff to prepare a report outlining the service review process for the Boundary Economic Development Service. The original service establishment bylaw, Regional District of Kootenay Boundary Service Establishment Bylaw No. 1389, 2009 establishes the procedural framework for regular service reviews. It established that the first service review would occur in the fourth quarter of 2009 and every three years thereafter. Based on the review schedule dictated by the original service establishment bylaw, the service is due for a regular service review in 2018.

Implications

As the Province's attached service review document describes, there are three types of service review that regional districts may undertake: an informal review; a bylaw-based review; or a statutory review. For informal reviews, there is no tie-in to service withdrawal for participants - the process is simply intended to improve the functioning of the existing service. Service withdrawal may occur as a consequence of either a bylaw-based service review or a statutory service review. The benefit of having service review provisions included in the service establishment bylaw for the Boundary Economic Development Service is that they allow greater flexibility in how the participants design the service review process. The statutory service review

process, on the other hand, is strictly dictated by the provisions of the *Local Government Act* and would be the default process if there were no service review provisions included in the service establishment bylaw.

So, with the original service establishment bylaw having included service review provisions, the Boundary Economic Development Service participants have flexibility in how they may wish to proceed with the service review process. For bylaw-based reviews, it is the Board of Directors that initiates the service review process and either the Board or a Board-appointed steering committee is responsible for undertaking the service review process.

The attached service review document prepared by the Provincial government outlines some recommendations relating to the process.

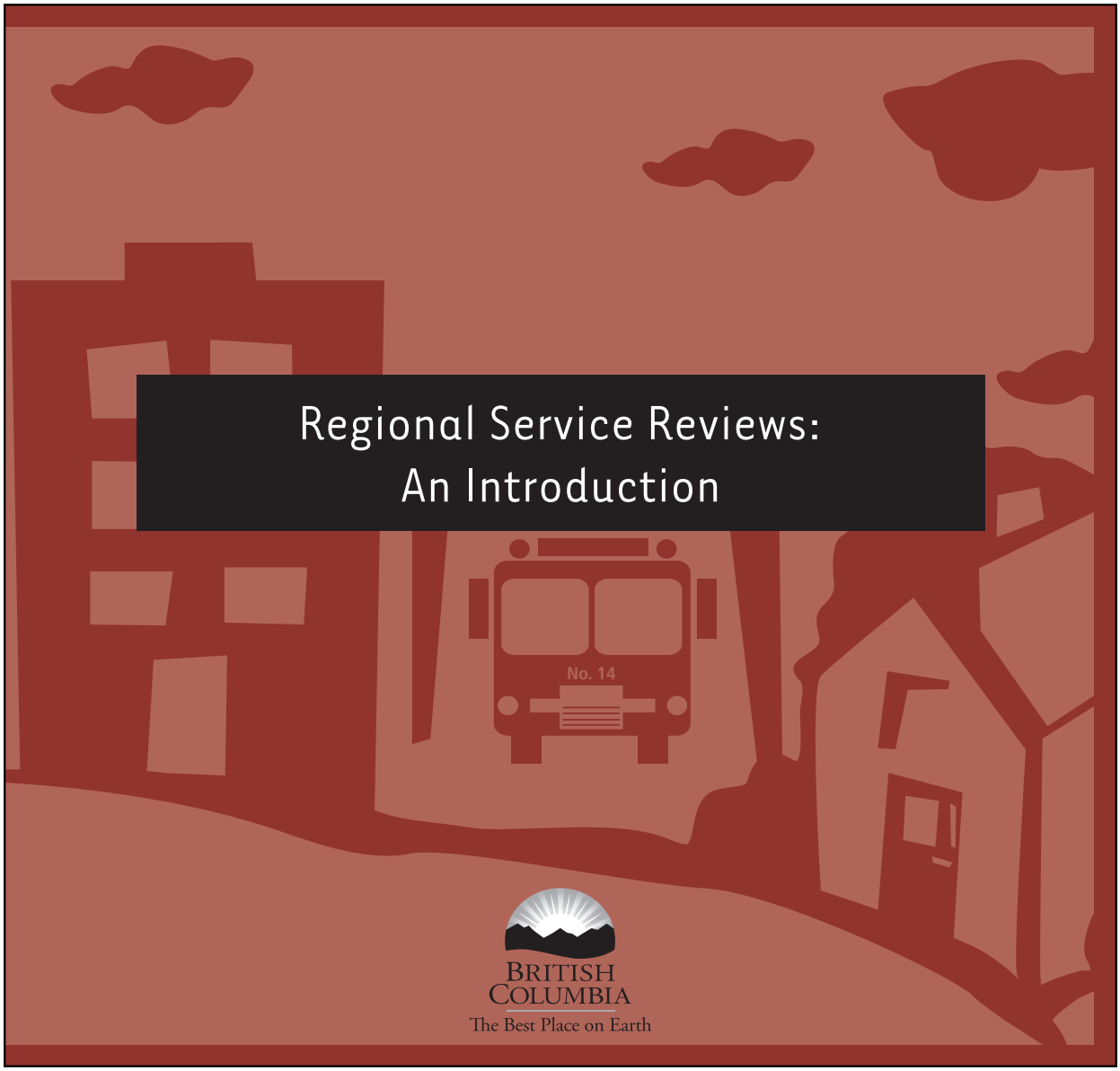
The first step in the process would be for the Boundary Community Development Committee to recommend to the Board of Directors that the regular three-year service review, as dictated by the Boundary Economic Development Service Establishment Bylaw, be initiated.

Advancement of Strategic Planning Goals
The initiation of a service review in 2018, as dictated by Boundary Economic Development Service Establishment Bylaw No. 1389, advances the Board's strategic priorities to "...continue to focus on good management and governance" and " ...review and measure service performance"

Background Information Provided
Regional Service Reviews: An Introduction

Alternatives
1. Recommend to Board of Directors that a service review be initiated for the Boundary Economic Development Service; or
2. Defer consideration of the service review pending further information.

Recommendation(s)
That the Boundary Community Development Committee recommend to the Board of Directors that a service review be undertaken in 2018 for the Boundary Economic Development Service pursuant to the service review provisions included in Service Establishment Bylaw No. 1389, 2009.


Regional Service Reviews:
An Introduction
No. 14
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COLUMBIA
The Best Place on Earth



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Regional Service Reviews:
An Introduction



Regional districts have undertaken informal reviews of regional service arrangements since the 1960's. However, amendments to the *Local Government Act* proclaimed in June 2000 created a formal process to help regional districts and their service partners review the terms and conditions of existing service arrangements. There is also a process for partners wanting to withdraw from a limited number of services. As well, the *Act* gives regional districts the authority and flexibility to include their own review processes within a service establishment bylaw. As a back-up measure, the legislation also presents a default process in case customized alternatives are not specified in service arrangements.

This booklet highlights the service review process for regional district board members and municipal council members. A second booklet, entitled *Designing Regional Service Arrangements: An Introduction* covers the topic of establishing service arrangements. For further details on service arrangements and service review, see the *Guide to Regional Service Arrangements and Service Reviews*.

This document can be found at www.cserv.gov.bc.ca/lgd on the Internet. Legislation authorizing service reviews is contained in Division 4.5 of Part 24 of the *Local Government Act*.

Overview

Traditionally, regional boards have been reluctant to undertake service reviews for many reasons, such as the cost of the process or the lack of a guaranteed outcome. However, service reviews can benefit all partners in situations where:

- partners have a tense relationship and need a chance to explain and resolve their frustrations;
- partners need information about a service and its implications to relieve tensions; and
- withdrawal is impossible, but a review allows partners to raise, and seek to resolve, concerns.

Service reviews should be considered when:

- the partners' shared vision changes;
- the service changes in scope and no longer fits the original vision;
- local conditions change; or
- scheduled by advance agreement in service establishment bylaws.

Types of Service Reviews

Regional districts have three options for undertaking a service review:

Informal Review

- independent of the *Act*'s review provisions
- proactive, customized review process designed by partners
- can be started at any time by regional district
- does not tie-in to service withdrawal

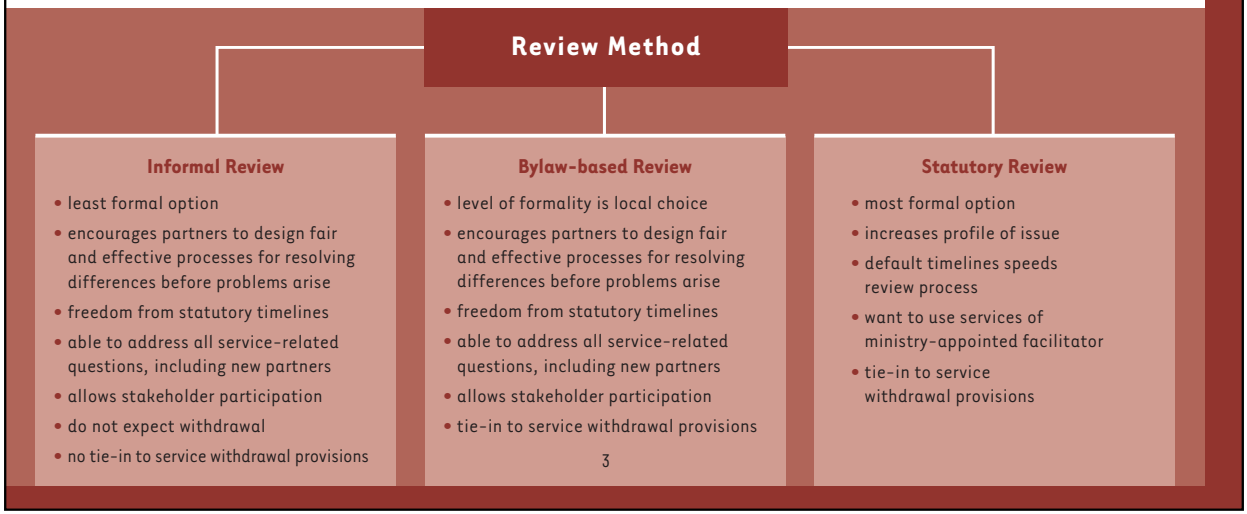
Bylaw-based Review

- proactive, customized review process designed by partners
- included in establishment bylaw
- supersedes statutory review once adopted
- can be started if no review has taken place in past three years
- may tie-in to service withdrawal

Statutory Review

- default option
- applies unless bylaw specifies an alternative
- participant must be in service at least five years (or shorter timeframe outlined in bylaw)
- can be started if no review has taken place in past three years
- bylaw does not include alternative process
- may tie-in to service withdrawal

Choosing a review option for a regional district service depends on the desired outcomes.



Interest-based Negotiation

Interest-based negotiation offers opportunities to address different values, priorities and goals of each partner and allows partners to reach an agreement on a sustainable service arrangement. This also helps service partners to build effective, long-term relationships that encourage future cooperation and coordination. Instead of winners and losers, everybody wins.

The Service Review Process

Most regional districts will find the flexibility offered by bylaw-based and informal service reviews attractive because they allow opportunities to fine-tune and improve services in a proactive manner. However, if regional districts choose not to develop customized service reviews, service participants can always rely on default service reviews as described in the *Local Government Act*. No matter which service review method is chosen, the overall review process is similar for each.

In all cases, every service review is a joint undertaking of the regional district and its members. It should involve representatives of every municipality and electoral area in the service at all stages and in all discussions. A review body, such as a steering committee, should be established for an informal or bylaw-based review. A defined review body is an element of a statutory review.

As they work together to review a service, partners will find they are most successful if they use an 'interest-based' approach that goes beyond positions and explores the underlying interests of everyone at the table so that they share gains through discussion, negotiation and mutual agreement.

Starting the Review Process

Informal and bylaw-based reviews begin at the regional district board level. In either type of review, the board can decide what to review and can add new services to the review at any time. Because these types of service reviews are initiated at the board level, no formal or written notice is required.

Review Participants

All parties must identify who will represent them in a review.

The regional district board undertakes both an informal and bylaw-based review. The board may choose to set up a steering committee to take responsibility for the review process. If the establishing bylaw provides for a specific review body, this provision must be followed.

In a statutory review, a regional board would appoint a director or the chair as its representative. A municipal council would appoint a mayor or councillor. The director of an electoral area would automatically be the representative for the area. These representatives would make up the review body.

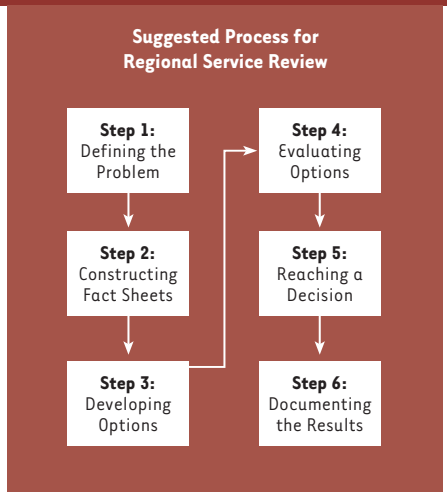
Statutory reviews can be initiated by a municipal council or electoral area director. To do this, the service partner must provide written notice to the regional district board, all other participants and the Minister of Community Services. The notice must include, a description of the existing terms and conditions of the service arrangement the participant finds unacceptable, the reasons the review is required and the actions taken to resolve the issue. A separate notice is required for each service or group of services combined within an establishment bylaw. Statutory service reviews are undertaken only if the establishment bylaw does not include an alternative review process.

Setting up the Review Process

For any type of service review, a review body should:

- approve the scope of the review and the steps to be followed;
- define the problem(s) to be addressed;
- provide input as required;
- approve the options to be considered;
- identify the evaluation criteria to be used;
- make reasonable efforts to reach an agreement; and
- submit recommendations to the board.

It is helpful for the review process to be supported by a working group of senior staff from the regional district and member municipalities who provide information and ensure the process and timelines are respected. Consultants or other experts may also be hired to provide additional capacity.



Steps in the Review Process

Whether the service review is informal, bylaw-based or the default statutory option, there are six key steps in a review process.

Preliminary Meeting

Preliminary meetings are used to:

- clarify the issues;
- determine the full scope of the review (number of services, problems and issues related to services);
- identify each participant's interests; and
- agree to a negotiation process.

Preliminary meetings are not required for informal or bylaw-based reviews, but are usually good practice. Under a statutory review, a preliminary meeting must be held within 120 days of notice of a service review.

1. Defining the Problem

In its first step, the review body should:

- decide what services are to be included in the review;
- decide what issues the review will address; and
- identify the full range of concerns and perspectives.

Regardless of the review process chosen, there are no limits to the number of services that can be reviewed. There are also no limits to the number of services that can be reviewed within a single process. For informal and bylaw-based reviews, the board determines these matters. In the case of statutory reviews, the review notice establishes the initial scope of the review. For these default reviews, separate notices of each service to be reviewed must be provided. Once a review has been initiated, all service partners must agree to add additional services to the review process before this can be done.

2. Constructing Fact Sheets

For each service under review, a common understanding of the status quo for each service should be established and summarized in a fact sheet. Fact sheets should include the service arrangement's definition, cost and control elements, as well as relevant contextual information and a summary of the different perspectives held on key issues. Because fact sheets also serve as an educational tool, their existence often resolves tensions and misunderstandings.

Timeframes

There are no deadlines for starting or completing an informal review. Bylaw-based reviews have time limits only if these have been included in the establishing bylaw.

Under statutory service reviews, negotiations must begin within 60 days of the preliminary meeting. There is no time limit for completing these negotiations.

3. Developing Options

In this step, options need to be developed for responding to key problems. Ideally, three to five options, including the status quo, should be developed. The options should reflect radically different approaches to resolving a problem so that they do more than merely vary a theme. In later stages, minor variations could be considered during a fine-tuning process. Once developed, the options and their implications should be described clearly to ensure they are well understood. It is also helpful to identify and explain the assumptions used to develop these options.

4. Evaluating Options

The objective of the formal evaluation is to provide an understanding of the implications of change associated with each option. Using a formal evaluation, options can be measured against a common set of criteria reflecting the values and interests of the parties involved. These criteria should be defined as precisely as possible, but need not be ranked, because the purpose of the criteria is to guide discussions of the options, rather than make a decision about the best choice. Possible criteria include: certainty; equity in governance; equity in financing; cost-effectiveness; simplicity/visibility; and, stability/predictability.

Using a Facilitator

At any time during a statutory review, a participant can request that the minister appoint a facilitator to assist participants to reach an agreement. Facilitators can be particularly helpful when communication between parties is poor or if there is tension between parties. The facilitator can:

- facilitate preliminary meetings;
- assist parties to establish a negotiation process;
- facilitate negotiations;
- assist in dispute resolution; and
- assist in setting up other dispute resolution processes.

The ministry pays the costs for the facilitator. Facilitators are not available for informal or bylaw-based reviews.

5. Reaching a Decision

Members of a review body must decide which option best matches the interests of their jurisdictions. The best option will most closely match the shared interests of all service partners. At this stage, options may be refined to adapt them to specific concerns. As well, the parties may choose to design packages of options that cut across services and accommodate many concerns to achieve the overall common interest.

6. Documenting the Results

After final agreement has been reached, the review body should document its options and decisions so that the review process and its outcomes can be explained to future decision-makers and the public. Amendment bylaws may be required to proceed with implementing service changes. Other documentation, such as memorandums of understanding, are also helpful for recording the shared intentions of the participants.

If a final agreement cannot be reached, documentation can provide lessons for the future by identifying the barriers that participants could not overcome.

A final report on the review process should also be included in the documentation package. This report should include:

- description of the review process;
- definitions of the problems addressed;
- fact sheets for each service;
- description of the options;
- outline of the evaluation criteria;
- results of the evaluation;
- description of the agreement reached; and
- summaries of discussions at facilitated meetings.

Review Costs

Two kinds of costs are associated with a service review:

- costs of running the process; and
- costs for each member's participation in the review.

In all types of service review, the process costs for joint reports, administrative expenses and experts' fees are borne by the regional district as part of the service cost.

The participation expenses of the reviewing body, including travel, staff and independent reports, are borne by the regional district as part of service costs in informal reviews. For bylaw-based reviews, these participation costs are borne by the regional district unless otherwise defined in the bylaw. Under the statutory option, participation costs are the responsibility of each electoral area or municipality participating in the review.

Requirements Unique to the Statutory Review Option

The statutory review option has some unique requirements. Summarizing them here, they include:

- Any participant in a service may start a service review.
- Parties to the review are the initiating participant and all other service partners, in addition to the regional board.
- A facilitator may be appointed by the minister if requested by the service review participants.
- A preliminary meeting must be held within 120 days of the initiation of the review.
- Negotiations must begin within 60 days after the preliminary meeting.
- Cost-sharing arrangements are defined.

Conclusion

Service reviews are a normal part of all service arrangements and will help regional districts and municipalities as they refine their service delivery, provide information on services, and ease any existing tensions over service delivery. Customized service review options can be easily designed as part of new service establishment bylaws, although existing bylaws may need to be amended. In either case, service participants can always fall back on the default option if they choose. In most cases, the review process can be simplified further if regional districts develop a standardized review process for all service arrangements.

For more information contact:

Ministry of Community Services
Intergovernmental Relations and Planning Division
P.O. Box 9841 Stn. Prov. Govt.
Victoria, B.C. V8W 9T2

Phone: 250 387-4037
Fax: 250 387-8720

Toll Free through Enquiry BC
In Vancouver 1-604-660-2421
Elsewhere in BC 1-800-663-7867

Ministry of Community Services:
www.cserv.gov.bc.ca/lgd



Regional District of Kootenay Boundary

BYLAW NO. 1389

A Bylaw of the Regional District of Kootenay Boundary, in the Province of British Columbia, to establish an Economic Development Service in the Boundary.

WHEREAS pursuant to the provisions of the *Local Government Act*, being Chapter 323 of the Revised Statutes of British Columbia and amendments thereto, a Board may by Bylaw establish a service for the promotion of economic development;

AND WHEREAS the Board of Directors has deemed it appropriate to establish different terms from those outlined in the *Local Government Act* for service review and service withdrawal;

AND WHEREAS the Board of Directors has deemed it appropriate to accept consent to adopt this bylaw from both the municipal and electoral area participating areas;

NOW THEREFORE BE IT RESOLVED that the Board of the Regional District of Kootenay Boundary, in open meeting assembled, enacts as follows:

1. CITATION

a. This bylaw may be cited for all purposes as "Regional District of Kootenay Boundary Economic Development (Boundary) Service Establishment Bylaw No. 1389, 2008."

2. ESTABLISHMENT AND DESCRIPTION OF SERVICE

a. The Board of Directors of the Regional District of Kootenay Boundary hereby establishes a service for the promotion of economic development in the Boundary communities to be known as the "Boundary Economic Development Service".

b. This service shall provide for the promotion of economic development in the Boundary communities and, for that purpose, the Board of the Regional District of Kootenay Boundary, or its designates, is empowered and authorized to do all things necessary, including, without limiting the generality of the foregoing, obtaining required permits and licenses, employing staff, purchasing equipment or services, and entering into contracts for the purposes of the Boundary Economic Development Service.

3. SERVICE BOUNDARIES AND PARTICIPANTS

a. The boundaries of this service shall be the boundaries of Electoral Areas C, D, and E and inclusive of the Cities of Greenwood and Grand Forks and the Village of Midway as outlined on the plan attached as Schedule 'A'.

b. The participants of this service are Electoral Area C, Electoral Area D, Electoral Area E, the Village of Midway, the City of Greenwood, and the City of Grand Forks.

4. COST RECOVERY

a. The costs for this service shall be recovered utilizing one or more of the following:
   i. Property Value Taxation
   ii. Fees and Charges
   iii. Revenues raised pursuant to the Local Government Act or other legislation
   iv. Revenues received by way of agreement, gift, enterprise, grant or otherwise.

5. SERVICE REVIEW AND DISPUTE RESOLUTION

a. This service shall be reviewed in the fourth quarter of 2009 and every three years thereafter.
b. The review will look at the effectiveness and value of the service.
c. The costs of the scheduled service review shall be borne by the service, including any facilitation or consulting costs deemed appropriate by the participants.
d. Should any participant wish to leave the service after a scheduled service review they will be allowed to subject to the following restrictions:
    i. The leaving participant will still be responsible for their share of any existing debt or commitment.
    ii. The leaving participant will have no claim on the assets of the service.
e. Should enough participants leave the service as to make the service unsustainable, any assets of the service will be liquidated and allocated:
    i. Firstly, to the reduction of any existing debt or commitments of the service
    ii. Secondly, to the participants on the basis of the participating member's relative share of the 2008 converted assessment.
f. Should any participant initiate service review outside of the schedule established herein, that participant will be responsible for all costs associated with the review, unless otherwise agreed to by at least 2/3's of the participants.

Read a **FIRST** time this 30th day of October, 2008.

Read a **SECOND** time this 30th day of October, 2008.

Read a **THIRD** time this 30th day of October, 2008.

I, Elaine Kumar, Director of Corporate Administration of the Regional District of Kootenay Boundary, do hereby certify the foregoing to be a true and correct copy of Regional District of Kootenay Boundary Bylaw No. 1389 cited as "Regional District of Kootenay Boundary Economic Development (Boundary) Service Establishment Bylaw No. 1389, 2008".

E. Kumar
Director of Corporate Administration

Written consent to adopt this bylaw was received from the Director of Electoral Area C the 18th day of December, 2008.

Written consent to adopt this bylaw was received from the Director of Electoral Area D the 18th day of December, 2008.

Written consent to adopt this bylaw was received from the Director of Electoral Area E the 18th day of December, 2008.

Written consent to adopt this bylaw was received from the City of Grand Forks the 6th day of January, 2009.

Written consent to adopt this bylaw was received from the City of Greenwood the 16th day of January, 2009.

Written consent to adopt this bylaw was received from the Village of Midway the 5th day of January, 2009.

APPROVED by the Inspector of Municipalities this 4th day of February, 2009.

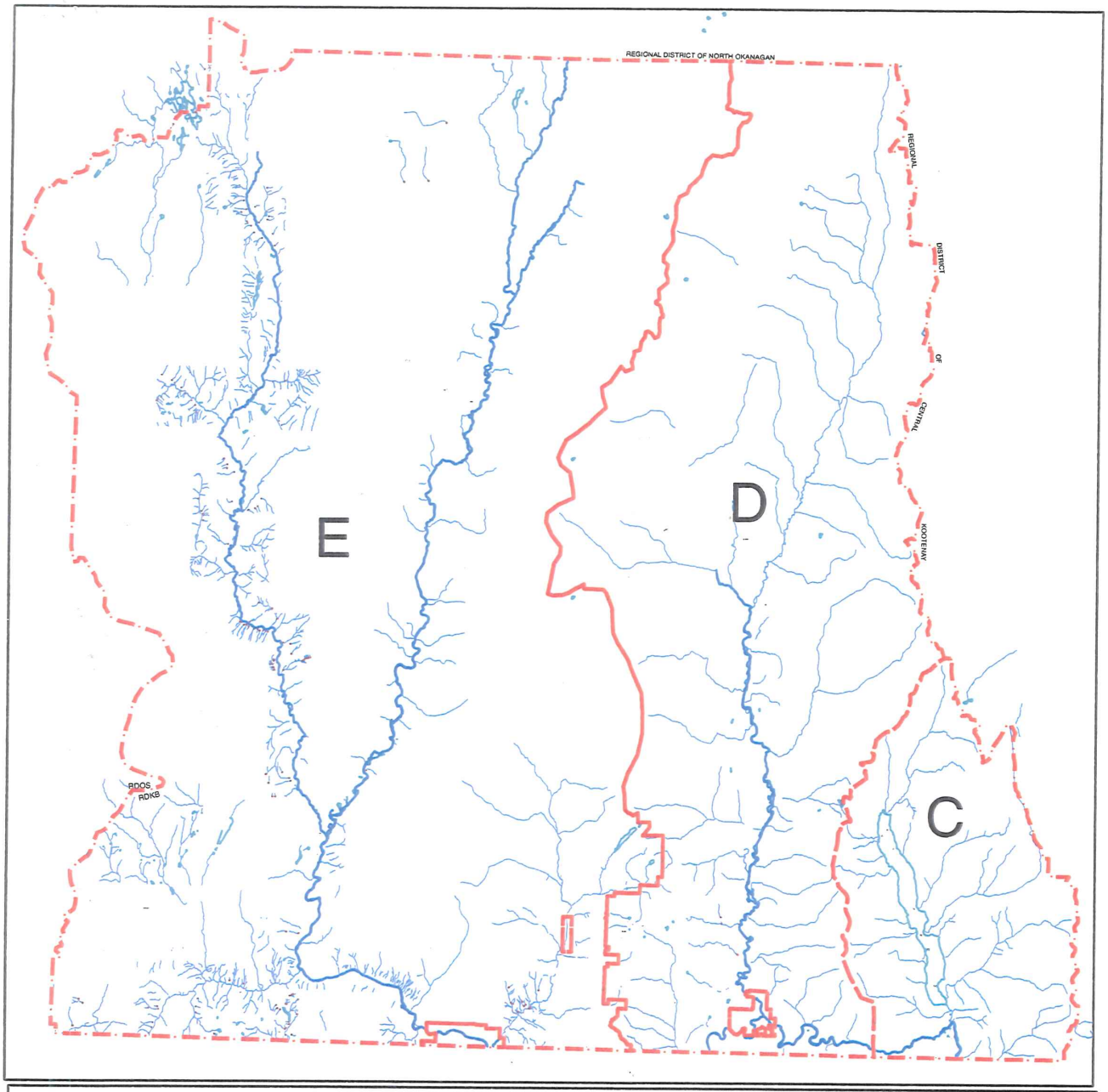
RECONSIDERED AND FINALLY ADOPTED this 26th day of February, 2009.

M. Ratzlaff
Chair

E. Kumar
Director of Corporate Administration

I, Elaine Kumar, Director of Corporate Administration of the Regional District of Kootenay Boundary, do hereby certify the foregoing to be a true and correct copy of Regional District of Kootenay Boundary Bylaw No. 1389 cited as the "Regional District of Kootenay Boundary Economic Development (Boundary) Service Establishment Bylaw No. 1389, 2008" as reconsidered and finally adopted this 26th day of February, 2009.

E. Kumar
Director of Corporate Administration



I hereby certify this Schedule A to be a true and correct copy and that this Schedule A correctly outlines the properties to be included in the Boundary Economic Development Service Establishment Bylaw "Regional District of Kootenay Boundary Bylaw No. 1389."

N

Scale 1:500,000

L. Kumar — Oct. 30/08

Director of Corporate Administration

Regional District of Kootenay Boundary

STAFF REPORT

Date: 05 Jan 2018

File Community Futures Boundary Contract

To: **Chair Russell and Boundary Community Development Committee**

From: Mark Andison, Chief Administrative Officer

Re: Community Futures Contract

Issue Introduction

A staff report from Mark Andison, Chief Administrative Office, regarding a proposed three-year extension to the contract with Community Futures

History/Background Factors

At its December 13, 2017 meeting the Board of Directors referred the attached staff report and associated documents regarding a proposed extension to the economic development services contract with Community Futures Boundary.

Implications

A revised cover letter has been provided by Community Futures Boundary staff more accurately outlining the scope of the contract, orienting it to the approved Boundary Economic Development Service work plan.

Advancement of Strategic Planning Goals

The proposed service agreement extension with Community Futures Boundary advances the Board's strategic priority to continue to focus on partnerships that advance the interests of the region.

Background Information Provided

December 13th staff report and supporting attachments.

Alternatives

1. Authorization to execute the proposed three-year extension of the Economic Development Services Agreement between the RDKB and Community Futures Boundary;

2. Defer consideration of the execution pending further information.

Recommendation(s)

That the Boundary Community Development Committee recommend the Regional District of Kootenay Boundary Board of Directors approve a three-year extension to the Agreement between the Regional District of Kootenay Boundary and Community Futures Boundary, to provide economic development services at $60,000 per year with a 90-day termination clause.

Regional District of Kootenay Boundary

STAFF REPORT

Date: 06 Dec 2017

File Boundary Economic Development Service

To: **Chair Russell and Board of Directors**

From: Mark Andison, Chief Administrative Officer

Re: Boundary Economic Development Service Agreement Extension

Issue Introduction

A staff report from Mark Andison, Chief Administrative Officer, regarding a proposed extension to the Economic Development Services Agreement between the RDKB and Community Futures Boundary.

History/Background Factors

Community Futures Boundary has been providing economic development services to the Boundary sub-region under an Economic Development Services Agreement for several years. The current contract between the RDKB and Community Futures Boundary expires on December 31, 2017. At its November 7, 2017 meeting, the Boundary Community Development Committee reviewed the issue and adopted the following resolution:

> *That the Boundary Community Development Committee approves the service contract between the RDKB and Community Futures Boundary with the extension to the contract to 3 years, from January 1, 2018 to December 31, 2020.*

Implications

At the request of RDKB staff, Wendy McCulloch, General Manager of Community Futures Boundary, has provided correspondence below detailing the specific activities that the contractor has developed as priorities in consultation with the

members of the Boundary Economic Development Service. The key priorities identified are:

- Business development;
- Attracting new investment;
- Workforce development;
- Community engagement;
- Communication and transparency; and
- Agricultural development.

Wendy McCullloch has also provided a proposed work plan (below) that Community Futures staff have assembled in consultation with the members of the Boundary Economic Development Service.

The annual funding proposed for the extension to the Agreement is unchanged at $60,000 per year in four installments. The Agreement includes a 90-day termination clause.

Members of the Boundary Economic Development Service have recently requested a staff report to outline the process required to undertake a service review in 2018. If there are substantive resulting changes to the service that impact upon the proposed service agreement with Community Futures Boundary, the 90-day termination clause that is contained within the Agreement may need to be utilized.

Advancement of Strategic Planning Goals

The proposed service agreement extension with Community Futures Boundary advances the Board's strategic priority to continue to focus on partnerships that advance the interests of the region.

Background Information Provided

1. Correspondence from Wendy McCulloch, General Manager, Community Futures Boundary outlining the terms of the proposed extension;
2. Draft BEDS Workplan and metrics 2017 - 2019; and
3. Economic Development Services Agreement Between the RDKB and Community Futures Boundary

Alternatives

1. Authorization to execute the proposed three-year extension of the Economic Development Services Agreement between the RDKB and Community Futures Boundary;
2. Defer consideration of the execution pending further information.

Recommendation(s)

That the Regional District of Kootenay Boundary Board of Directors approve a three-year extension to the Agreement between the Regional District of Kootenay Boundary and Community Futures Boundary, to provide economic development services at $60,000 per year with a 90-day termination clause.

Community Futures Boundary

Greenwood
Box 459, 245 South Copper St
Greenwood BC V0H 1J0
Ph: (250) 445-6618
Fax (250) 445-6765
Web: www.boundarycf.com

Grand Forks
Box 2949, 1647 Central Ave
Grand Forks, BC V0H 1H0
Ph: (250) 442-2722
Fax: (250 x) 442-5311

December 14, 2017

Mark Andison
CAO Regional District of Kootenay Boundary
202-843 Rossland Ave,
Trail, B.C.
V1R 4S8

Dear Mark:
Thank you for allowing Community Futures Boundary to express their interest in providing regional economic development services to the Boundary Community Development Committee. We value the relationship with have with the Regional District of Kootenay Boundary and are looking forward to continuing to work with your organization on this important work.

Attached, please find the recently approved 2017-2019 workplan which was developed in consultation with the current committee. Priority goals exist in the following area(s) with accompanying strategies identified:

1. Tourism Development
2. Trails Development
3. Workforce Development
4. Agricultural Development
5. Business Retention and Attraction
6. Community Forest Development
7. Communication and Engagement (including the development of an Advisory Committee)

Community Futures Boundary will focus staff time on achieving this work over the duration of the contract and feels that we are well positioned to meet timelines and metrics as they are further identified and fleshed out.

Based on this workplace, Community Futures Boundary is requesting annual fees for the period January 1, 2018 to December 31, 2021 be set at $60,000 payable in four installments of $15,000.00 on January 1st, April 1st, July 1st and October 1st of each of the next three years.

Growing communities one idea at a time.

For any additional services or requests from the BEDS or the RDKB, compensation for specific projects would be on a negotiated fee for service basis for project management. It is our understanding that this agreement may be terminated by either party on 90 days written notice to the other party.

We are happy to sit down to discuss any specifics and or answer any questions you may have. Thank you for your consideration.

Yours truly

Wendy McCulloch
General Manager

Attachment: Workplan 2017-2019

c.c. Jennifer Wetmore

DRAFT BEDC Workplan and Metrics 2017-19

Goals	Strategy	Tactic(s)	Short Term Outcome	Ultimate Outcome	Resource(s)/Stakeholders
1. Tourism Development	Continue to leverage funding and marketing relationships with DESTINATION BC and other partners to ensure the Boundary Region gets the best possible exposure to target markets.	**Boundarybc.com -** i. Develop and maintain a tourism related events calender on Boundarybc.com	External audiences are accessing Boundarybc.com and the site gains a stronger presence online	The Boundary Region is a "go to" rural tourist destination and tourism in the region is able to expand its seasonality and become a bigger contributor to the regional economy.	Destination BC Funding/CFB
		ii. Continue to develop image bank and update/maintain site to ensure marketability	An accessible site is available and user friendly and poplated with good images.		
		iii. Maintain social media presence for Boundarybc.com to ensure optimum exposure	An active Social media page exists, response rate is >75%		
		iv. Assess "analaytics" of Boundarybc.com and optomize wherever possible	Two reports each year in reporting analytic data.		
		v. Continue to partner with Big White and Blackpress to ensure expand the Boundary Brand, and access to CTO funding through Destination BC and collaborative approach to marketing the Boundary region	Number of marketing publications utilizing the Boundary brand. Number of collaborations with Big White.		
		vi. Continue to access training opportunities for local business through programs such as Destination BC "Remarkable Experiences.	Existence of training opportunities (the number of opportunities, and the number of participants).		
		vii: ensure matrial is avaliable for current updates.			
		Tourism Related Marketing Materials/Plans i. Continue to produce, update and distribute Boundary Regional Guide.	Publication of the guide.	The Boundary Region experiences an increase in tourism and exposure for local businesses and individual communities that can be attributed to marketing related initiatives.	Destination BC Funding/CFB
		ii. Develop prototype for Pad Maps for all Boundary communities. Update, maintain and distribute these maps	Development is underway.		
		iii. Boundary Tourism Plan - continue to revamp Tourism Plan to ensure relevance as an overarching strategy for tourism development in the region (including heritage assets)	Tourism plan is review and received for comment by BEDS.		
		iv. Continue to develop short clip video of Boundary Region to be featured in all marketing/media presence (possible drone footage to be filmed by Dest BC)	Production of the video.		

		v. Ongoing participation in Highway 3 Corridor Group	Updates on the status of the Hwy 3 group, and progress identified.		
2. Trails Development	Continue to explore and advocate for improvements to the Boundary Region's trail infrastructure and promotion of the network.	i. Develop a plan and implement regionally consitent wayfinding signage for trails. Particulars of signage will vary based on funders, locations, et cetera, but there will be some consistency across the area.	There is a noticable improvement in trails infrastructure and Boundary residents and tourists are able to enjoy improvide quality of life as a result.	People live in and visit the Boundary to experience the unique trails infrastructure.	i. Trails BC, Local Govt ii. Local Industry (ie. Interfor etc)
		ii. The trail master plan will identify where other infrastructure updgrades are warranted.	Production of phase 4 of the report, if agreed to proceed.		
	Create a strategy for development of trails in the Boundary, including both motorised and nonmotorised forms of transportation.	i. Develop a trails master plan, built upon deep public consultation.	A plan is adopted by the BEDC that identified the needs of the trail user groups and the intent of the community.	We have a good foundation, based in robust community consultation, for decision-making revolving around trail networks.	Project Consultants / CFB / RDKB
3. Workforce Development	Identify regional skills shortages (and barriers to program delivery) and assist development of training programs to fill identified shortages.	i. Partner with post secondary and other educational partners ii. Continued support of and work with Okanagan Film Commission iii. Findings noted in the RDI's BR and E are examined and possiblities for impelementation are explored. [Iv. The advisory group will assist with guiding these needs and identifying shortages, as will newer BR&E reports.]	Work with post secondary continues and good data is produced to help highlight workforce areas of need. A job fair with the OFC takes place.	The Boundary Region has a workforce that is well positioned to ensure economic and social growth into the foreseeable future.	Advisory Committee
4. Agricultural Development	Facilitate development and support growth of the agricultural sector in the Boundary.	i. Continue to update and maintain Boundary Region Ag Plan.	The Boundary Region experience an increase in active farms and a growth in the farm land being actively cultivated. Local food production and consumption reaches a peak.	The Boundary Region is recognized as a hub ~~for those who want to purchase land and small scale farm in BC.~~ This sector is by residents recognized as a valued economic and social driver. The Boundary Region has a sustainable food source.	RDKB/CFB/Project Consultants/Other funding sources
		ii. Seek funding to implement recommendations from Boundary Region Ag Plan where possible.	Numbers of applications for funding, and amount of funding secured.		
		Iii. Consider next steps for the Boundary Regional Food Security Plan	Implementation plan exists, with priorities for actions identified.		
		iv. Grow the niche agricultural industry (small scale farming)	Assessment of growth in niche markets, through agreed upon metrics.		
		v. facilitation and training for local growers and retail business for those products	Training opportunities are identified; number of participant hours in such opportunities.		
		vi. relieve bottlenecks in meat marketing system.	?		

5. Business Retention and Attraction	Help to maintain and assist in developing the current business base in the Boundary. Look at attracting business to the region.	i. Continue to fund and develop Imagine Kootenay program (provide CF representation on Steering Committee, CF continue to work with local realtors to ensure business listings on IK website)	IK program sees an increase in listings and sales for Boundary Region. Business Walks are conducted throughout the region and a workplan is developed to address key issues.	The Boundary Region business community is vibrant, sustainable and connected. Because of this, quality of life improves in the Boundary and the region is seen as a place to invest and relocate.	RDKB/CFB/Other funding sources
		ii. Develop a process and schedule for business walks throughout the Boundary Region	Business walks have been completed in different geographic areas and sectors.		
		iii. Continue to list local businesses on Venture Connect website	Site visits increase.		
		iv. provision of and facilitation of information sessions and education for business development (maybe cross reference to Workforce development).			
		v. build stronger partnerships and improve communication with other groups involved in the strategy.	Identification of a number of specific partnerships to deliver the strategy.		
		vi. Kootenay Booth?			
6. Community Forest Development	Develop a community forest vision, including whether we would developing a service.	i. identifying the potential funding to develop the potential for Community Forestry strategy.	a report that comes back identifying risks and benefits of developing this strategy. Ii. Graeter community involvement in decision-making.	Good decisions about supporting greater injection community forestry as a model of injecting resources from forestry back into rural community.	
		Ii. Develop a community forest vision, including whether we are developing a service.	BEDS agrees upon a vision statement, providede by the committee.		
		Iii. A feasibility study identifying potential.	Collation of documentation has been done, and feasibility is discussed.		
7. Communication and Engagement	Advise the BEDC's strategic work through the establishment of an advisory committee	i. Develop an economic development advisory committee, under a suitable model for the region (e.g. Composed of subregional committees, or based on videoconferencing capacity, etc).	An advisorty committee has met, and has a terms of reference.	The BEDS is well understood in the region and provincially and is seen as a catalyst for economic development	CFB / RDKB
	Report on activities of BEDC back to local governments and public.	1. develop a process to provide regular updates back to stakeholders, including the general public.	Communications updates are written and shared among stakeholders.		CFB / RDKB

ITEM ATTACHMENT # b)

Regional District of Kootenay Boundary

February 5, 2016
Community Futures Boundary
Box 2949
Grand Forks, BC V0H 1H0

Attn: Wendy McCulloch, General Manager

Dear Wendy,

Re: Regional District of Kootenay Boundary
Economic Development Services Agreement

With reference to the above-noted subject, this is to advise that on January 28, 2016 the RDKB Board of Directors adopted the following resolution:

30-16

That the Regional District of Kootenay Boundary Board of Directors approve the Agreement between the Regional District of Kootenay Boundary and Community Futures Boundary, to provide economic development services at $60,000 per year with a termination clause and appropriate notice, after one year, and **FURTHER** that the Regional District of Kootenay Boundary Board of Directors authorizes the RDKB signatories to sign and enter into the Agreement.

I have enclosed three (3) original copies of the aforementioned agreement duly signed by the RDKB's authorized signatories.

Please sign all three agreements and, at your earliest convenience, kindly ensure that two original signed copies are returned to my attention at the RDKB Trail office, keeping the third original copy for your records.

I look forward to receipt of the signed agreements. Feel free to contact me should you have any questions or concerns.

Sincerely,

Theresa Lenardon,
Manager of Corporate Administration/Corporate Officer

Encls.

202 – 843 Rossland Ave Trail, British Columbia Canada V1R 4S8
toll-free: 1 800 355-7352 • tel: 250 368-9148 • fax: 250 368-3990
email: admin@rdkb.com • web: www.rdkb.com

Economic Development Services Agreement

THIS AGREEMENT made the 1st day of January, 2016

BETWEEN:

REGIONAL DISTRICT OF KOOTENAY BOUNDARY, a local government incorporated pursuant to the *Local Government Act*, having its office at Suite 202 - 843 Rossland Avenue, Trail, B.C. V1R 4S8

(the "RDKB")

AND:

Community Futures Development Corporation of Boundary Area, a not for profit incorporated organization, having its office at 1647 Central Avenue, Box 2949, Grand Forks, B.C. V0H 1H0

("CF Boundary")

WHEREAS:

A. CF Boundary operates a organization committed to economic development as well as community and business sustainability;

B. The RDKB operates an economic development service; and

C. The RDKB wishes to contract services from the CF Boundary to provide certain economic development services;

NOW THIS AGREEMENT WITNESSES that, in consideration of the mutual premises and covenants contained herein, and the payment of ten ($10) dollars by each party to the other, the receipt and sufficiency of which each party hereby acknowledges, the parties agree and covenant as follows:

1. DEFINITION

In this Agreement, the following words are defined as follows:

(a) **"Boundary"** means the Cities of Grand Forks and Greenwood, the Village of Midway and Electoral Areas C, D and E of the RDKB;

(b) **"BEDC"** means the Committee appointed by the Chair of the RDKB to represent Boundary communities in economic development matters.

/1579204

2. SERVICE

2.1 Economic Development Services

The CF Boundary will provide the economic development services within and for the Cities of Grand Forks and Greenwood, the Village of Midway and Electoral Areas C, D and E of the RDKB. Those services shall include:

a) Provision of a point of contact from current and potential businesses located or interested in locating in the Boundary;

b) To gather and maintain an inventory or information that will assist the existing or potential business community;

c) The provision of necessary and available information to assist current or potential businesses become sustainable, grow or locate in the Boundary;

d) To provide guidance and advice as to the possible additional sources of required information to assist current or potential businesses;

e) Provision of such human support and technological resources as required to effectively and responsibly fulfill the terms of this agreement and the annual workplan as completed and approved from time to time. Specifically it understood that Wendy McCulloch and Sandy Elzinga, as CF Boundary resources, are expected to provide services specified herein;

f) To report to and consult with the BEDC every month, or as required for operational purposes;

g) The preparation of a workplan in consultation with the BEDC, will be provided each period. The workplan will outline specific goals, objectives and tasks to be completed each year.

3. PAYMENT

3.1 Fee Payment

The RDKB will pay to the CFDC the following fees for the services provided:

a) For items 2.1 a through f - $60,000 per annum, payable in four equal payments on January 2, April 1, July 1, and October 1.

b) For item 2.1 g - an amount negotiated when the workplan is approved by the BEDC and the RDKB Board of Directors.

3.2 Records Audit

On the request of the BEDC, acting as a duly appointed Committee of the RDKB, acting reasonably, CF Boundary will make available to the BEDC original records confirming activity and expenditures related to the completion of tasks outlined in Section 2.1.

4. TERM AND RENEWAL

4.1 Term

This Agreement will commence on January 1, 2016 and continue until December 31, 2017.

4.2 Renewal

Nothing in this Agreement gives either party the right to renew or extend this Agreement for any further term or terms.

5. TERMINATION

5.1 Notice

Either party may, in the second year of the Agreement, on providing 90 days' notice in writing to the other party, terminate this Agreement after one year.

5.2 Non-Performance

The RDKB may, in the event of a breach or non-performance of any provision of this Agreement by CF Boundary, on providing 30 days' notice in writing, terminate this Agreement.

5.3 No activity on Termination

Upon the expiration of the Term or where this Agreement is terminated pursuant to this section 5, the CF Boundary will no longer provide the Service to BEDC.

6. COMPLIANCE WITH REGULATORY AUTHORITY

6.1 Regulatory Jurisdiction

CF Boundary warrants and represents that nothing in this Agreement is contrary to any statute, regulation, rule or policy of any regulatory authority having jurisdiction. CF Boundary warrants and represents that CF Boundary will take all necessary actions to ensure that, in performing the obligations under this Agreement, CF Boundary will remain in full compliance with all regulatory requirements.

6.2 Release and Indemnity

CF Boundary releases and indemnifies the RDKB from any action, cause of action, liability, loss, penalties, fines or costs, including legal costs that the RDKB may incur as the result of any non-compliance by CF Boundary with any regulatory requirements of any authority having jurisdiction over the operations of CF Boundary.

7. REVIEW AND CONSULTATION

7.1 Consultation

The parties agree to consult on any matter arising under this Agreement, or any proposed amendment to this Agreement, in good faith.

8. DISPUTE RESOLUTION

8.1 Representatives to Negotiate

In the event of any dispute or disagreement between the parties arising from the interpretation of this Agreement, either party may give notice to the other party at the address for notices described herein. Upon receipt of a notice of dispute, representatives from each party will immediately commence good faith discussions and negotiations to resolve the dispute or disagreement.

8.2 Mediation

If within 30 days of a notice of dispute being received by either party the representatives have been unable to resolve the dispute or disagreement, the parties may agree to mediate and appoint a mutually acceptable mediator knowledgeable in the subject matter of this Agreement to resolve the outstanding issues.

8.3 Arbitration

If within 30 days of a mediator being appointed, or if the parties have been unable to agree on mediation or the appointment of a mediator within 30 days of the conclusion of the negotiation process in Section 8.1, the matter or matters in dispute will be referred to an arbitrator for final decision. If the parties are unable within 10 days to agree on the appointment of an arbitrator, the appointment will be made in accordance with the *Commercial Arbitration Act*. The parties agree that the decision of the arbitrator will be final, including any decision the arbitrator may make regarding costs of the arbitration.

9. INDEMNIFICATION

CF Boundary acknowledges and agrees that nothing in this Agreement renders the RDKB responsible for any CF Boundary operation, and CF Boundary releases and indemnifies the RDKB for any losses incurred by the RDKB from any action, cause of action, claim, suit, loss, damage or costs (including legal costs) that may be brought by anyone in respect of any CF Boundary operation, except and to the extent that any action, cause of action, claim, suit, loss, damage or costs arises directly or indirectly as a result of the action or negligence of the RDKB or any RDKB employee, contractor or agent.

10. GENERAL PROVISIONS

10.1 No Agency or Partnership

Nothing in this Agreement creates a partnership, joint venture or agency relationship between the parties, or grants CF Boundary any authority to act for or bind the RDKB.

10.2 No Waiver

No waiver or forbearance by either party of a breach of any term of this Agreement constitutes a waiver or forbearance of any other breach of, or non-compliance with, any term of this Agreement.

10.3 Confidentiality

CF Boundary acknowledges and agrees that the RDKB is subject to the *Freedom of Information and Protection of Privacy Act* (British Columbia) and that any records or information in the possession of the RDKB may, by law, be subject to disclosure.

10.4 Severability

If any section, subsection, sentence, clause or phrase in this Agreement is for any reason held to be invalid by the decision of a Court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of this Agreement. The parties hereto shall agree upon an amendment to be made to the section, subsection, sentence, clause or phrase previously found to be invalid and shall do or cause to be done all acts reasonably necessary in order to amend this Agreement so as to reflect its original spirit and intent.

10.5 Notices

Where any notice under this Agreement may be provided, it must be provided in writing and may be given by delivery to either party or by email and will be validly given if delivered on a business day addressed to the following party:

(a) if to the RDKB:

Regional District of Kootenay Boundary
Suite 202 - 843 Rossland Avenue,
Trail, B.C. V1R 4S8

Attention: John MacLean

(b) if to Community Futures Development Corporation of Boundary Area:
1647 Central Avenue
P.O. Box 2949
Grand Forks, BC V0H 1H0

Attention: Wendy McCulloch

10.6 Time of Essence

Time is of the essence of this Agreement.

10.7 Governing Law

This Agreement will be subject to the laws of Canada and British Columbia, as applicable.

10.8 Number and Gender

In this Agreement, the singular and the masculine will be deemed to include the plural and the feminine and corporate, as applicable.

10.9 Counterparts

This Agreement may be executed and delivered in any number of counterparts with the same effect as if each of the parties had signed and delivered the same document and all counterparts will be construed together to be an original and will constitute one and the same agreement.

IN WITNESS WHEREOF the parties hereto have executed this Agreement on the date first above written.

REGIONAL DISTRICT OF KOOTENAY BOUNDARY, by its authorized signatory(ies):

Name:

Name:

Community Futures Development Corporation of Boundary Area, by its authorized signatory(ies):

Name:

Name:

POLICY TITLE:	**Permissive Property Taxation Exemption**
APPROVAL DATE (PEP Committee):	**Oct. 11/17**
REVIEWED BY PEP COMMITTEE:	**June/16, Jan. 26/17, July/17 Oct./17**
ADOPTED BY BOARD OF DIRECTORS:	

Policy: The *Local Government Act* provides that on or before October 31 in any year, Regional District Boards of Directors may, by bylaw, exempt land and or improvements from regional district property taxes.

The Regional District of Kootenay Boundary (RDKB) Board of Directors herewith establishes a policy to stipulate and clarify the conditions to permit a permissive tax exemption within the RDKB Electoral Areas A, B/Lower Columbia-Old Glory, C/Christina Lake, D/Rural Grand Forks and E/West Boundary.

A permissive tax exemption is a means for the Board to support community organizations, which further the Board's objectives and priorities and which enhance the quality of life (economic, social/cultural, recreational and educational).

Purpose: To specify the parameters within which the RDKB Electoral Area Directors will consider taxation exemption applications from organizations which are eligible under the *Local Government Act* via authority in the *Taxation (Rural Area) Act* and which will be reviewed and approved by the overall RDKB Board of Directors.

The parameters will provide impartial and consistent treatment and consideration for all applications which provide charitable or not-for-profit services, facilities and or amenities within the RDKB Electoral Areas.

Procedure:

1. Application Process

The RDKB Electoral Area Directors will consider applications for permissive tax exemptions annually.

Upon request and or with direction from the Electoral Area Director, the Manager of Corporate Administration will make Permissive Taxation Exemption application forms available via: Canada Post, electronically (e.g. e-mail and online at www.rdkb.com) and in person from the RDKB office, 843 Rossland Avenue, Trail, BC V1R 4S8 - 250-368-9148 or 1-800-355-7352.

1a) Submission of Completed Application

Using the prescribed application form, completed applications must be submitted to the Manager of Corporate Administration before July 31st of each year to be considered exempt from taxation in the following calendar year. The Manager of Corporate Administration will review the applications for completeness and then forward completed applications to the RDKB Electoral Area Directors for their consideration and for support for inclusion of the property in the annual Taxation Exemption Bylaw. The annual Taxation Exemption Bylaw is presented to the Board of Directors in August or September of each year. Should an Electoral Area Director not approve an exemption application for inclusion in the bylaw, the applicant(s) will be notified accordingly.

Late applications will not be accepted.

Application submissions must include the following proof of financial responsibility and accountability:

- Copy of reviewed or audited financial statements for the most recent fiscal year,
- In lieu of above, a financial statement signed by two Directors of the organization will be considered;
- Copy of most recent Property Tax Notice or Property Assessment Notice,
- Description of your program/services/amenities and who and how these will benefit the Electoral Area community,
- Description of the extent of volunteer involvement in your organization.

Tax exemption applications will only be accepted and considered when completed in full.

1b) Taxation Exemption Bylaw

Upon endorsement by the Electoral Area Directors, the Manager of Corporate Administration will prepare a Taxation Exemption Bylaw that will include only properties that have been supported by the Electoral Area Directors through the application process. The Taxation Exemption Bylaw will be presented to the RDKB Board of Directors for review, final approval and adoption at the August or September RDKB Board meeting.

Once the RDKB Board of Directors adopts the annual exemption bylaw, the Manager of Corporate Administrative forwards a copy to the relevant BC Assessment Authority to ensure land and or improvements are not taxed in the next calendar year.

2. RDKB Discretion

There is no obligation to give an exemption. A permissive tax exemption is strictly at the discretion of each individual Electoral Area Director after careful consideration of all applications within their respective jurisdiction. With direction from the Electoral Area Directors and via adoption of the annual RDKB Taxation

Exemption Bylaw, the Board of Directors may approve a full e.g. (land and buildings), partial (e.g. only land or only buildings) or no exemption for each application.

The Electoral Area Directors may support a tax exempt designation of only a portion, rather than full, of the land/improvements where the following circumstances exist:

- A portion of the land/improvements is used by the private sector and or organizations not meeting the RDKB's exemption criteria,
- The applicant/organization receives annual grant-in-aid from the Electoral Area Director and or other RDKB grant funding, and
- A portion of the land/improvements is used to generate income from the organization seeking taxation exemption (e.g. only that portion of the private property that is entirely used for the charitable, philanthropic, non-profit, etc. purposes will be considered for exemption, such as the golf course greens, but not the clubhouse).

3. RDKB Conditions, Restrictions and Requirements

As a condition of taxation exemption, the Electoral Area Directors may direct the RDKB Board of Directors to impose restrictions on the use of the property and may require the applicant to:

- If, because of a change in the use or ownership of exempted property, the property no longer meets the requirements for exemption, the RDKB Taxation Exemption Bylaw ceases to apply to that property and the property is therefore liable to taxation effective from the time of the change.

4. Criteria

4a) **The Organization must provide services or programs that are compatible or complimentary to those offered by the Regional District, such as a service that fulfills some basic need or otherwise improves the quality of life for residents of the Regional District.**

The organization must:

- qualify for an exemption under the provisions of the *Local Government Act*,
- be in compliance with RDKB policies, bylaws, plans and regulations,
- be a not-for-profit/non-profit or charitable/philanthropic organization, such as: a place of worship/spiritual gathering (eg church, church hall), an athletic, recreational, educational, cultural, or a social/service club, a care facility/licensed private hospital or clinic.

4b) Subject Property must be one of:

- Land and or improvements owned or held by the RDKB within the RDKB's boundaries when used for its own purposes,

- Land or improvements that are owned by a municipality, regional district or other local authority that the Board considers are used for a purpose of the local authority,
- Land and or improvements owned or held by, or held in trust by the owner for, an athletic or service club organization (includes cultural, social) and used principally for public athletic or recreational purposes,
- Land and or improvements used or occupied by a church, as tenant or licensee for the purpose of public worship or for the purpose of a church hall that the Board considers necessary to the church,
- An interest held by a non-profit organization in school buildings that the organization uses or occupies as tenant or licensee or a board of school trustees,
- An interest held by a francophone education authority in school buildings that the francophone education authority uses or occupies as licensee of a board of school trustees,
- An interest held by a non-profit organization in school buildings that the organization uses or occupies as tenant or licensee of a francophone education authority, and
- Land that is owned and used exclusively by an agricultural or horticultural society and that is in excess of the area exemption under Section 15 (1) (j) of the *Taxation (Rural Area) Act.*

4c) In evaluating applications, the Electoral Area Directors will consider the ability of the organization to raise its own funds.

4d) The level of support and endorsement for a tax exemption application will be measured against other RDKB funding received (e.g. the applicant's successful receipt of other RDKB funding contributions, funding partnerships, Grant-in-Aid, Columbia Basin Trust Community Initiatives etc.) that an organization has received in the same year as the tax exemption is applied for.

4e) Taxation exemptions will not be considered where the Board believes that an exemption will result in a shift of other levels of governments' responsibilities and or costs to local taxpayers.

4f) Only applications from non-profit organizations seeking an exemption on property that is utilized to provide services for and/or support to all residents, without discrimination, will be considered.

4g) The operations of the applicant on the property must be consistent with RDKB policies, plans, bylaws, codes and regulations.

4h) Organizations must meet the guidelines of Sections 391 of the *Local Government Act* and this Policy.

5. Applicant's Acknowledgement of Taxation Exemptions

When submitting an application for taxation exemption, all recipients of past exemptions are required to publicly acknowledge the exemption. This acknowledgement can be in the form of a letter to the RDKB Board of Directors which will be placed on the public Board meeting agenda.

The Manager of Corporate Administration will provide guidance to all applicants who wish to apply for permissive taxation exemption.

REGIONAL DISTRICT OF KOOTENAY BOUNDARY (RDKB)
843 Rossland Avenue, Trail, BC V1R 4S8
250-368-9148 1-800-355-7352 (in BC) Fax: 250-368-3990
Email: administration@rdkb.com

APPLICATION FOR PERMISSIVE PROPERTY TAX EXEMPTION

***Local Government Act* Section 391-RDKB Permissive Taxation Policy**

DEADLINE FOR SUBMISSION-JULY 31 EACH YEAR

PART 1 – APPLICANT INFORMATION

Organization Name:		
Contact Person:	**Title:**	
Mailing Address:		
Phone:	**Email:**	**Society #:**
Purpose of organization and services provided (attach separate sheet if necessary):		

Has your organization received any of the following from the RDKB in the previous year?:

	NO	YES		
RDKB Grant-in-Aid and or other RDKB grants or funding (e.g. funding for core operations not programs)?			Amount $	Year
			Purpose:	
Permissive Tax Exemption				
External Funding (other than RDKB)			Amount $	Year
			Purpose:	

Describe how a permissive tax exemption will benefit the community (attach separate sheet if necessary):

Describe the extent of volunteer involvement in your organization (attach a separate sheet if necessary)

PART 2 – PROPERTY INFORMATION **FROM TAX OR ASSESSMENT NOTICE**		
Property Owner:		**Phone:**
Property Address:		
Legal Description:		
Folio Number:	**PID:**	**TAXATION YEAR**:
☐ **Initial Application** ☐ **Renewal Application**	☐ **This property is leased or rented to the organization** ☐ **This property is owned by the organization**	

PART 3 – REQUIRED DOCUMENTATION
Please include with your application copies of the following:
• Copy of the most recent reviewed or audited financial statements or a financial statement signed by two Directors of your organization • Copy of most recent Property Tax Assessment Notice or Rural Property Tax Notice. • If you are a past recipient of taxation exemption, please include a letter to the RDKB Board of Directors which publicly acknowledges the exemption. This letter will be placed on a public RDKB Board of Directors' agenda.

PART 4 – CERTIFICATION		
I certify that I am authorized to submit this application on behalf of the organization, and that the information provided on this application form and on the attachments is true and accurate to the best of my knowledge. I understand that additional information may be requested prior to consideration for a Permissive Tax Exemption.		
Applicant:	Signature:	Date:
☐ Copies of the required documents noted in Part 3 above are attached to this application.		

IF YOU HAVE ANY QUESTIONS PLEASE PHONE: 250-368-0225 or 1-800-355-7352

To be considered for tax exemption, submit this application before July 31st

FOR RDKB USE ONLY		
Application Supported by Electoral Area Director	☐ Yes ☐ No	Date:
Approval by the RDKB Board of Directors-Bylaw No.	_____ Manager of Corporate Administration	Date

Regional District of Kootenay Boundary

STAFF REPORT

Date: 03 Jan 2018

File ADMN Electoral Area Permissive Property Tax Exemption Policy & Application

To: **Chair Martin and Members of the Policy and Personnel Committee**

From: Theresa Lenardon, Manager of Corporate Administration/Corporate Officer

Re: Update on the Proposed Permissive Property Taxation Exemption Policy and Application Procedure

Issue Introduction

A staff report from Theresa Lenardon, Manager of Corporate Administration regarding the history and current status of the proposed RDKB Permissive Taxation Exemption Policy and Application Procedure.

History/Background Factors

At a Board meeting held September 29, 2015 the RDKB Board of Directors requested staff to prepare a draft policy and application form that would stipulate and clarify the conditions under which non-profit, charities and volunteer organizations etc. would receive annual permissive property tax exemptions within the RDKB Electoral Areas. The issues prompting the Board's instruction include clarification on how tax revenue from the exempted properties is recovered and an explanation on the difference in various policies and procedures the Member Municipalities use to exempt properties in relation to the RDKB's policies and procedures for same.

Chronology

Sept. 29/15-Board of Directors: Board of Directors refers matter of permissive taxation exemptions to staff to draft a policy and application procedure for presentation to the Policy, Executive and Personnel Committee in 2016 when adoption of the 2017 Permissive Property Taxation Exemption Bylaw would be considered.

June 15/16-Policy, Executive and Personnel (PEP) Committee: Staff commence work on the 2017 Permissive Property Taxation Exemption Bylaw and present the first draft of a proposed Permissive Property Taxation Exemption Policy and Application Procedure to the PEP Committee for review and further direction. Committee refers matter back to staff to determine whether Member Municipalities publicly advertise the tax exemption opportunity.

Jan. 26/17-Policy, Executive and Personnel Committee: The Committee reviewed staff's information regarding how Member Municipalities manage taxation exemption requests and whether there is public notification. The Committee referred the draft policy and application procedure back to staff to remove the inclusion of public advertising from the RDKB taxation exemption process and

then directed staff to refer the draft policy to the Electoral Area Services Committee for comments from the Electoral Area Directors.

Feb. 16/17-Electoral Area Services (EAS) Committee: The EAS Committee discussed the requirement for the submission of reviewed or audited financial statements or financial statements signed by two Directors of the organization (e.g. with the application). The EAS Committee also discussed the redistribution of the exempted taxes to the participants of a service as a means to recover taxation without burdening those not in the service and requested staff to research this matter further. Ultimately, the EAS Committee deferred the overall matter from the Feb. 16/17 meeting to a future meeting to give staff time to compile the requested information.

June 15/17-Electoral Area Services Committee: After reviewing further information regarding how taxation from exempted properties is recovered, the EAS Committee referred the policy and application procedure back to the PEP Committee with a recommendation that the policy advance to the RDKB Board of Directors for adoption pursuant to the policy development and review cycle.

July 27/17-Policy, Executive and Personnel Committee: The PEP Committee discussed the impacts property tax exemptions in the Electoral Areas may have on Municipalities (e.g. do taxpayers in the RDKB Member Municipalities get taxed as a means to recover the revenue that the exempted Electoral Area properties would pay in taxes??). At that point, staff was still waiting for information from the Surveyor of Taxes and BC Assessment, therefore the PEP Committee deferred the matter until the information was received.

Oct. 11/17-PEP Committee: The PEP Committee was presented with information from the Surveyor of Taxes as well as BC Assessment. The information clarifies the financial impacts that exempting properties in the Electoral Areas would have on the Member Municipalities. The PEP Committee adopted a recommendation to approve the draft policy and application procedure and to send it out to the Board members for comments. The policy was sent out to the RDKB Directors on October 27, 2017. Staff have not received any comments or any other feedback. The Policy should now be adopted.

Issues Considered:

The following points were considered by the members of the PEP and EAS Committees and were thoroughly researched and documented by staff:

Types of Exemptions: 1) Statutory - Statutory exemptions are automatically applied by BC Assessment. Examples include a church and church-footprint, a private school building and footprint etc. *2) Permissive* - Permissive exemptions are firstly approved by the Electoral Area Director for inclusion in the Annual Permissive Property Taxation Exemption Bylaw and then ultimately approved by the Board of Directors with adoption of the bylaw. Exemptions are usually granted for any non profit, philanthropic or charitable entity (land and improvements). Examples include places of worship the land surrounding the building or a church hall (e.g. but not the building or building footprint, which as noted above are "statutory"), athletic and or service clubs etc. and land surrounding a private school.

Financial Documentation Required: It was decided that requests for tax exemptions must be accompanied by a copy of the most recent reviewed or audited financial statement or financial statements signed by two Directors of the organization.

Public Advertising: It was decided that the RDKB will not publicly advertise the permissive taxation exemption process. The policy and application form will be included on the website and the Corporate Officer, during the drafting of the annual RDKB Permissive Property Taxation Exemption Bylaw, will communicate the application process to current recipients named in the Bylaw, provide

guidance to new applicants in completing the application form, manage deadlines, review and administer submitted tax exemption applications and required documentation and will address inquiries regarding the overall process.

Taxation Exemption Process Undertaken by Member Municipalities: Most of the Member Municipalities allocate their non-profit funding, including property taxation exemptions, under "grant" funding and offer one, annual "grant" (not necessarily just for tax exemptions) application opportunity for community non-profit organizations. Most RDKB Member Municipalities adopt a Permissive Property Taxation Exemption Bylaw each year, except smaller Municipalities may only exempt properties every 5 years, or every 10 years (e.g. Village of Montrose).

Legislation Governing Taxation Exemptions/Different Types of Property Tax Exemptions: Exemptions from property tax operate in several different ways. Exemptions may be whole or partial (e.g. exemption for both buildings and land, land only, or building only) and different organizations may receive authorization through one or several pieces of different legislation (e.g. *Local Government Act*, *Taxation (Rural Area) Act*, *Community Charter*, *School Act)*. In all cases, specified criteria such as ownership, use, or property type must be met from the applicable legislation before an exemption applies. Regional District permissive taxation exemption bylaws usually exempt properties through the *Local Government Act,* however many groups and organizations are tax exempt through other public sector bodies, the Province/BC Assessment and other pieces of legislation and processes as noted above. The EAS Committee had inquiries regarding organizations and services, such as churches, cemeteries, etc. that may not be exempt through the RDKB, but possibly "should be". Churches, cemeteries and the like are usually exempt from taxation in most of B.C. and depending on the approving authority where a church request is managed, these groups could be tax-exempt through the *Taxation (Rural Area) Act*. Education and health facilities/groups could be exempt with more subject-specific legislation such as the *School Act,* the *Health Authorities Act* or the *University Act*. Property owned by the Federal or Provincial Government is fully exempt from property taxes for all purposes (Section 125 of the *Constitution Act*). Property owned by Municipalities is fully exempt from property taxes for all purposes (Section 220(1)(b) of the *Community Charter)* and Section 13(1) of the *School Act*.). Property owned by regional districts is fully exempt from property taxes when it is used for its own purposes (Section 391(1) of the *Local Government Act*).

Recovering Taxation Revenue and Impacts Electoral Area Tax Property Exemptions Have on Municipalities: Staff worked closely with BC Assessment and the Surveyor of Taxes to provide the most accurate information. The SOT is a billing agent for the RDKB and requisitions the amount of taxation that a regional district sends the SOT for each service area. The SOT sends invoices, collects and finally disburses the requested requisition amounts back to the RDKB. Regardless of whether a property is tax exempt via a local government permissive taxation exemption bylaw or through other Provincial legislation as named above, taxable properties within RDKB Electoral Areas and taxable properties within RDKB Member Municipalities bear the tax burden for those entities that are exempt from taxation as there is no ability to tax an exempt entity.

When Member Municipalities exempt properties from taxation within the municipality, the taxable properties not only within the member municipality, but also within the RDKB Electoral Areas bear the tax burden for exempted entities that lie within incorporated Municipalities and vice-versa when properties are exempted from taxation in an Electoral Area.

To put this another way with a focus on "services", the distribution of the tax burden of providing a Permissive Exemption is determined by the services the impacted property receives. BC Assessment confirms that any property which receives a permissive property tax exemption will be exempt from all taxes. The assessed value in BC Assessment will reflect a nil assessment. Therefore,

the impact on taxation for an Electoral Area exemption is the same as a municipal exemption. Properties in both situations would impact on all applicable services within the regional district that either the Municipality participates in or the Electoral Area participates in. To determine the tax implications for all RDKB jurisdictions, this would have to be reviewed service by service which is not practical.

The following scenarios expand on the above-noted information

1. **Services Taxed Throughout the District**: **General Administration -** For these services, the impact of providing the tax exemption would be to increase the tax burden throughout the District to other property owners. When determining the tax requisition distribution between the Municipalities and Electoral Areas, the amount for the specific property is removed from the equation which would mean the other Municipalities and Electoral Areas including the impacted Electoral Area would have a higher dollar contribution. The amount requested to the municipal areas would be higher than if no permissive exemption was granted.
2. **Services Specific to an Electoral Area or Electoral Areas -** The same principle applies except the impact of the tax exemption would be to increase the tax burden throughout the Electoral Area or areas to other property owners.
3. **Services Within Specified Area -** Again, the same principle applies except the impact of the tax exemption would be to increase the tax burden throughout the specified area to other property owners.

It is likely that most permissive exemptions would have components of at least two of the above-noted scenarios. The entire Regional District contributes to some services such as General Administration and since it is an Electoral Area permissive exemption it would also redistribute taxation amongst one or more of the Electoral Areas.

There is no ability to adjust the distribution of requisition based on exemptions.

Next Steps

Jan. 10/17-PEP Committee:

The draft Permissive Property Taxation Exemption Policy and Application Procedure is presented to the PEP Committee for approval and referral to the Board of Directors for adoption and distribution.

Implications

1. Adoption of a Permissive Taxation Exemption Policy and application procedure is considered "best practice" for reviewing the Annual Permissive Property Taxation Exemption Bylaw and requests for exemptions.
2. Adoption of the Policy will impact current staff resources in managing the overall application for exemption, but more importantly, would ensure that the RDKB is more transparent, efficient and organized with its decision-making as well as illustrate that the Electoral Area Directors are mindful with respect to local government finance.
3. There are no financial implications with approving and managing a Permissive Property Taxation Exemption Policy and application procedure.

Advancement of Strategic Planning Goals

Exceptional Cost Effective and Efficient Services

- We will ensure we are responsible and proactive in funding our services

Improve and Enhance Communication

- We will continue to focus on partnerships that advance the interests of the Region

Continue to Focus on Organizational Excellence

- We will review our internal processes to remove any barriers to economic growth

Background Information Provided

- Proposed Policy and application form

Alternatives

1. Receive the staff report with no further action.
2. Refer back to staff for further revisions.
3. Approve the proposed policy and application procedure and refer to Board of Directors for adoption.

Recommendation(s)

That the Policy and Personnel Committee approve the Permissive Property Taxation Exemption Policy and Application Procedure as presented to the Committee on January 10, 2018. **FURTHER** that the Policy and Application be referred to the Regional District of Kootenay Boundary Board of Directors for adoption and then be distributed accordingly.

POLICY TITLE:	**Permissive Property Taxation Exemption**
APPROVAL DATE (PEP Committee):	**Oct. 11/17**
REVIEWED BY PEP COMMITTEE:	**June/16, Jan. 26/17, July/17 Oct./17**
ADOPTED BY BOARD OF DIRECTORS:	

Policy: The *Local Government Act* provides that on or before October 31 in any year, Regional District Boards of Directors may, by bylaw, exempt land and or improvements from regional district property taxes.

The Regional District of Kootenay Boundary (RDKB) Board of Directors herewith establishes a policy to stipulate and clarify the conditions to permit a permissive tax exemption within the RDKB Electoral Areas A, B/Lower Columbia-Old Glory, C/Christina Lake, D/Rural Grand Forks and E/West Boundary.

A permissive tax exemption is a means for the Board to support community organizations, which further the Board's objectives and priorities and which enhance the quality of life (economic, social/cultural, recreational and educational).

Purpose: To specify the parameters within which the RDKB Electoral Area Directors will consider taxation exemption applications from organizations which are eligible under the *Local Government Act* via authority in the *Taxation (Rural Area) Act* and which will be reviewed and approved by the overall RDKB Board of Directors.

The parameters will provide impartial and consistent treatment and consideration for all applications which provide charitable or not-for-profit services, facilities and or amenities within the RDKB Electoral Areas.

Procedure:

1. Application Process

The RDKB Electoral Area Directors will consider applications for permissive tax exemptions annually.

Upon request and or with direction from the Electoral Area Director, the Manager of Corporate Administration will make Permissive Taxation Exemption application forms available via: Canada Post, electronically (e.g. e-mail and online at www.rdkb.com) and in person from the RDKB office, 843 Rossland Avenue, Trail, BC V1R 4S8 - 250-368-9148 or 1-800-355-7352.

1a) Submission of Completed Application

Using the prescribed application form, completed applications must be submitted to the Manager of Corporate Administration before July 31st of each year to be considered exempt from taxation in the following calendar year. The Manager of Corporate Administration will review the applications for completeness and then forward completed applications to the RDKB Electoral Area Directors for their consideration and for support for inclusion of the property in the annual Taxation Exemption Bylaw. The annual Taxation Exemption Bylaw is presented to the Board of Directors in August or September of each year. Should an Electoral Area Director not approve an exemption application for inclusion in the bylaw, the applicant(s) will be notified accordingly.

Late applications will not be accepted.

Application submissions must include the following proof of financial responsibility and accountability:

- Copy of reviewed or audited financial statements for the most recent fiscal year,
- In lieu of above, a financial statement signed by two Directors of the organization will be considered;
- Copy of most recent Property Tax Notice or Property Assessment Notice,
- Description of your program/services/amenities and who and how these will benefit the Electoral Area community,
- Description of the extent of volunteer involvement in your organization.

Tax exemption applications will only be accepted and considered when completed in full.

1b) Taxation Exemption Bylaw

Upon endorsement by the Electoral Area Directors, the Manager of Corporate Administration will prepare a Taxation Exemption Bylaw that will include only properties that have been supported by the Electoral Area Directors through the application process. The Taxation Exemption Bylaw will be presented to the RDKB Board of Directors for review, final approval and adoption at the August or September RDKB Board meeting.

Once the RDKB Board of Directors adopts the annual exemption bylaw, the Manager of Corporate Administrative forwards a copy to the relevant BC Assessment Authority to ensure land and or improvements are not taxed in the next calendar year.

2. RDKB Discretion

There is no obligation to give an exemption. A permissive tax exemption is strictly at the discretion of each individual Electoral Area Director after careful consideration of all applications within their respective jurisdiction. With direction from the Electoral Area Directors and via adoption of the annual RDKB Taxation

Exemption Bylaw, the Board of Directors may approve a full e.g. (land and buildings), partial (e.g. only land or only buildings) or no exemption for each application.

The Electoral Area Directors may support a tax exempt designation of only a portion, rather than full, of the land/improvements where the following circumstances exist:

- A portion of the land/improvements is used by the private sector and or organizations not meeting the RDKB's exemption criteria,
- The applicant/organization receives annual grant-in-aid from the Electoral Area Director and or other RDKB grant funding, and
- A portion of the land/improvements is used to generate income from the organization seeking taxation exemption (e.g. only that portion of the private property that is entirely used for the charitable, philanthropic, non-profit, etc. purposes will be considered for exemption, such as the golf course greens, but not the clubhouse).

3. RDKB Conditions, Restrictions and Requirements

As a condition of taxation exemption, the Electoral Area Directors may direct the RDKB Board of Directors to impose restrictions on the use of the property and may require the applicant to:

- If, because of a change in the use or ownership of exempted property, the property no longer meets the requirements for exemption, the RDKB Taxation Exemption Bylaw ceases to apply to that property and the property is therefore liable to taxation effective from the time of the change.

4. Criteria

4a) **The Organization must provide services or programs that are compatible or complimentary to those offered by the Regional District, such as a service that fulfills some basic need or otherwise improves the quality of life for residents of the Regional District.**

The organization must:

- qualify for an exemption under the provisions of the *Local Government Act*,
- be in compliance with RDKB policies, bylaws, plans and regulations,
- be a not-for-profit/non-profit or charitable/philanthropic organization, such as: a place of worship/spiritual gathering (eg church, church hall), an athletic, recreational, educational, cultural, or a social/service club, a care facility/licensed private hospital or clinic.

4b) Subject Property must be one of:

- Land and or improvements owned or held by the RDKB within the RDKB's boundaries when used for its own purposes,

- Land or improvements that are owned by a municipality, regional district or other local authority that the Board considers are used for a purpose of the local authority,
- Land and or improvements owned or held by, or held in trust by the owner for, an athletic or service club organization (includes cultural, social) and used principally for public athletic or recreational purposes,
- Land and or improvements used or occupied by a church, as tenant or licensee for the purpose of public worship or for the purpose of a church hall that the Board considers necessary to the church,
- An interest held by a non-profit organization in school buildings that the organization uses or occupies as tenant or licensee or a board of school trustees,
- An interest held by a francophone education authority in school buildings that the francophone education authority uses or occupies as licensee of a board of school trustees,
- An interest held by a non-profit organization in school buildings that the organization uses or occupies as tenant or licensee of a francophone education authority, and
- Land that is owned and used exclusively by an agricultural or horticultural society and that is in excess of the area exemption under Section 15 (1) (j) of the *Taxation (Rural Area) Act.*

4c) In evaluating applications, the Electoral Area Directors will consider the ability of the organization to raise its own funds.

4d) The level of support and endorsement for a tax exemption application will be measured against other RDKB funding received (e.g. the applicant's successful receipt of other RDKB funding contributions, funding partnerships, Grant-in-Aid, Columbia Basin Trust Community Initiatives etc.) that an organization has received in the same year as the tax exemption is applied for.

4e) Taxation exemptions will not be considered where the Board believes that an exemption will result in a shift of other levels of governments' responsibilities and or costs to local taxpayers.

4f) Only applications from non-profit organizations seeking an exemption on property that is utilized to provide services for and/or support to all residents, without discrimination, will be considered.

4g) The operations of the applicant on the property must be consistent with RDKB policies, plans, bylaws, codes and regulations.

4h) Organizations must meet the guidelines of Sections 391 of the *Local Government Act* and this Policy.

5. Applicant's Acknowledgement of Taxation Exemptions

When submitting an application for taxation exemption, all recipients of past exemptions are required to publicly acknowledge the exemption. This acknowledgement can be in the form of a letter to the RDKB Board of Directors which will be placed on the public Board meeting agenda.

The Manager of Corporate Administration will provide guidance to all applicants who wish to apply for permissive taxation exemption.

REGIONAL DISTRICT OF KOOTENAY BOUNDARY (RDKB)
843 Rossland Avenue, Trail, BC V1R 4S8
250-368-9148 1-800-355-7352 (in BC) Fax: 250-368-3990
Email: administration@rdkb.com

APPLICATION FOR PERMISSIVE PROPERTY TAX EXEMPTION

***Local Government Act* Section 391-RDKB Permissive Taxation Policy**

DEADLINE FOR SUBMISSION-JULY 31 EACH YEAR

PART 1 – APPLICANT INFORMATION

Organization Name:		
Contact Person:	**Title:**	
Mailing Address:		
Phone:	**Email:**	**Society #:**
Purpose of organization and services provided (attach separate sheet if necessary):		

Has your organization received any of the following from the RDKB in the previous year?:

	NO	YES		
RDKB Grant-in-Aid and or other RDKB grants or funding (e.g. funding for core operations not programs)?			Amount $	Year
			Purpose:	
Permissive Tax Exemption				
External Funding (other than RDKB)			Amount $	Year
			Purpose:	

Describe how a permissive tax exemption will benefit the community (attach separate sheet if necessary):

Describe the extent of volunteer involvement in your organization (attach a separate sheet if necessary)

PART 2 – PROPERTY INFORMATION **FROM TAX OR ASSESSMENT NOTICE**		
Property Owner:		**Phone:**
Property Address:		
Legal Description:		
Folio Number:	**PID:**	**TAXATION YEAR**:
☐ **Initial Application** ☐ **Renewal Application**	☐ **This property is leased or rented to the organization** ☐ **This property is owned by the organization**	

PART 3 – REQUIRED DOCUMENTATION
Please include with your application copies of the following:
• Copy of the most recent reviewed or audited financial statements or a financial statement signed by two Directors of your organization • Copy of most recent Property Tax Assessment Notice or Rural Property Tax Notice. • If you are a past recipient of taxation exemption, please include a letter to the RDKB Board of Directors which publicly acknowledges the exemption. This letter will be placed on a public RDKB Board of Directors' agenda.

PART 4 – CERTIFICATION		
I certify that I am authorized to submit this application on behalf of the organization, and that the information provided on this application form and on the attachments is true and accurate to the best of my knowledge. I understand that additional information may be requested prior to consideration for a Permissive Tax Exemption.		
Applicant:	Signature:	Date:
☐ Copies of the required documents noted in Part 3 above are attached to this application.		

IF YOU HAVE ANY QUESTIONS PLEASE PHONE: 250-368-0225 or 1-800-355-7352

To be considered for tax exemption, submit this application before July 3rd

FOR RDKB USE ONLY		
Application Supported by Electoral Area Director	☐ Yes ☐ No	Date:
Approval by the RDKB Board of Directors-Bylaw No.	_____ Manager of Corporate Administration	Date

Regional District of Kootenay Boundary

STAFF REPORT

Date: 19 Jan 2018 **File**
To: **Chair Martin and Members Policy and Personnel Committee**
From: Beth Burget, General Manager of Finance
Re: Tax Impact Permissive Tax Exemptions

Issue Introduction

A staff report from Beth Burget, General Manager of Finance, regarding the tax impact relating to granting a permissive tax exemption in an Electoral Area.

History/Background Factors

The Policy and Personnel Committee is reviewing a Permissive Tax Exemption Policy and requested an analysis be provided on the financial impact a specified Electoral Area tax exemption and a specified Municipality Tax Exemption would have on each of the 13 RDKB participants which contribute to the 001 General Government Service.

An example of Area A granting a permissive tax exemption of $150,000 to a business in Area A was used based on 2017 data. The $150,000 assessed value would first need to be adjusted from assessed value to converted based on class and would result in a change of $36,750 on a Class 6 Business and Other Property. As the relationship between $36,750 and the prior converted value of all properties within the District ($693,147,263) is negligible there would minor changes in the distribution of the tax requisition between participants in Service 001 General Government.

The same example was also used to determine the impact on Service 050 Kootenay Boundary Regional Fire Rescue. The impact on this Service would be a reduction of taxes in Area A of $271 with this amount redistributed to the other participants.

There would be a reciprocal relationship if the same Grant was issued by the City of Trail rather than Area A for these two examples. However, as the participants vary from Service to Service, the impact of a change for Area A would have to be calculated specifically for every Service that Area A is a participant. The overall impact of the $150,000 permissive tax exemption for Area A would be a total of $823 for all Services. This process would be the same if the permissive tax exemption was granted by another Electoral Area.

Implications

Permissive tax exemptions granted have an impact on on the distribution of the requisition between participants. There is a reciprocal relationship between shared services.

Advancement of Strategic Planning Goals

Review of the tax impact relating to Permissive Tax Exemptions is consistent with the goal of Good Governance.

Background Information Provided

- Service 001 Comparison Requisition
- Service 050 Comparison Requisition
- Electoral Area A 2017 Net Taxable and Converted Values

Alternatives

1. Receipt
2. Deferral

Recommendation(s)

That the Policy and Personnel Committee receive the staff report from Beth Burget, General Manager of Finance, regarding the tax impact of Permissive Tax Exemptions on participants within the District.

ANNUAL REQUISITION 2017
REGIONAL DISTRICT OF KOOTENAY BOUNDARY
EXHIBIT 001
GENERAL GOVERNMENT SERVICES
LEGISLATIVE SERVICES

	2017 Requisition		2017 Requisition restated allowing for $150,000 permissive tax exemption in Area A		Difference in Requisition
Member Areas	**Amount**	**Figures used for Apportionment**	**Amount**	**Figures used for Apportionment**	
	$	$	$	$	$
Village of Fruitvale	7,259	20,071,284	7,259	20,071,284	0
City of Grand Forks	23,386	64,664,429	23,387	64,664,429	-1
City of Greenwood	2,591	7,164,863	2,591	7,164,863	0
Village of Midway	4,050	11,198,889	4,050	11,198,889	0
Village of Montrose	4,040	11,171,080	4,040	11,171,080	0
City of Rossland	22,447	62,069,494	22,449	62,069,494	-2
City of Trail	57,650	159,406,155	57,654	159,406,155	-4
Village of Warfield	5,979	16,532,552	5,979	16,532,552	0
Electoral Area 'A'	23,658	65,418,019	23,646	65,381,269	12
Electoral Area 'B'	13,770	38,075,311	13,771	38,075,311	-1
Electoral Area 'C'	26,282	72,672,073	26,283	72,672,073	-1
Electoral Area 'D'	18,021	49,830,477	18,022	49,830,477	-1
Electoral Area 'E'	41,544	114,872,637	41,546	114,872,637	-2
TOTAL	250,677	693,147,263	250,677	693,110,513	0
		0.00036165		0.00036167	

ANNUAL REQUISITION 2017
REGIONAL DISTRICT OF KOOTENAY BOUNDARY
EXHIBIT 050
FIRE PROTECTION-EAST END

	2017 Requisition		2017 Requisition restated allowing for $150,000 permissive tax exemption in Area A		Difference in Requisition
Member Areas	Amount	Hospital Purpose Net Taxable Values Revised Roll (Converted)			
	$	$	$	$	$
Village of Fruitvale	179,379	20,071,284	179,397	20,071,284	-18
Village of Montrose	99,837	11,171,080	99,847	11,171,080	-10
City of Rossland	554,721	62,069,494	554,776	62,069,494	-55
City of Trail	1,424,627	159,406,155	1,424,767	159,406,155	-140
Village of Warfield	147,753	16,532,552	147,768	16,532,552	-15
Electoral Area 'A'	584,647	65,418,019	584,376	65,381,269	271
Electoral Area 'B'	340,283	38,075,311	340,316	38,075,311	-33
TOTAL	3,331,247	372,743,895	3,331,247	372,707,145	0
		0.00893709		0.00893797	

BC ASSESSMENT
www.bcassessment.ca

2017 HOSPITAL NET TAXABLE AND CONVERTED VALUES FOR REGIONAL DISTRICT ELECTORAL AREAS
- Per Sec 383(1)(a) & (b) Local Government Act
Revised Roll

Processed Date: 18/Mar/2017
Printed Date: 23/Mar/2017

Regional District: 16 - Kootenay-Boundary
Electoral Area: A
Jurisdiction: 711 - Trail Rural

Prop	Class	Occurrences	Land	Converted Land	Improvements	Converted Impr	Total	Converted Total	Conv %
01	Residential	910	74,879,100	7,487,910	137,093,275	13,709,327	211,972,375	21,197,237	10.00
02	Utilities	41	1,117,760	391,216	73,381,660	25,683,581	74,499,420	26,074,797	35.00
04	Major Industry	4	1,308,700	444,958	37,452,900	12,733,986	38,761,600	13,178,944	34.00
05	Light Industry	8	1,017,800	346,052	3,794,600	1,290,164	4,812,400	1,636,216	34.00
06	Business And Other	55	6,153,700	1,507,656	4,535,700	1,111,246	10,689,400	2,618,903	24.50
07	Managed Forest Land	10	2,257,300	677,190			2,257,300	677,190	30.00
08	Rec/Non Profit	1	18,200	1,820			18,200	1,820	10.00
09	Farm	50	329,122	32,912			329,122	32,912	10.00
Total		**1,079**	**87,081,682**	**10,889,714**	**256,258,135**	**54,528,304**	**343,339,817**	**65,418,019**	
Total (Less S.644LGA/398VC)				**10,889,714**		**54,528,305**		**65,418,019**	

(10689,400) (2,618,903)
10 539 400 2582 153
343 189,817 653,81, 269

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Committee Terms of Reference

Personnel and Policy

Effective Date:	January 26, 2012
Review:	Annually
Revised:	January 17, 2018

The Personnel and Policy Committee shall provide a forum for the discussion of issues, and where necessary, development of recommendations related to personnel matters and policy development.

Members:	The Committee shall not be the majority of the Board. All members of the Committee shall be appointed by the Chair of the RDKB Board of Directors. The membership shall reflect a balance between Rural/Municipal Directors. The Chair of the Committee shall be named by the Board Chair. The Vice-Chair shall be elected by the Committee.
Staff:	The Chief Administrative Officer; Manager of Corporate Administration; General Manager, Finance; General Manager, Operations; and General Manager, Environmental Services shall be responsible for providing policy advice and recommendations, together with necessary background information for the Committee's consideration.
Duties:	Develop, review, comment on, and recommend approval, with or without amendment, of Regional District of Kootenay Boundary policies. Review, comment on, and make recommendations on all matters related to personnel including compensation, staffing levels, discipline and termination (where required by Bylaw) and related planning. Manage the Chief Administrative Officer selection when required. Oversee the collective agreement process, including review of initial positions, memorandums of settlement and final recommendations to the Board (this does not include participation in the process). Undertake an annual appraisal to assess the performance of the CAO, and provide recommendations to the Board of Directors in that regard in writing. Meet at least four times per year. Quorum shall be the majority of the Committee. Minutes of meetings shall be kept by RDKB staff and approved by the Committee. The Chair and members of the Committee are at the pleasure of the Board Chair.

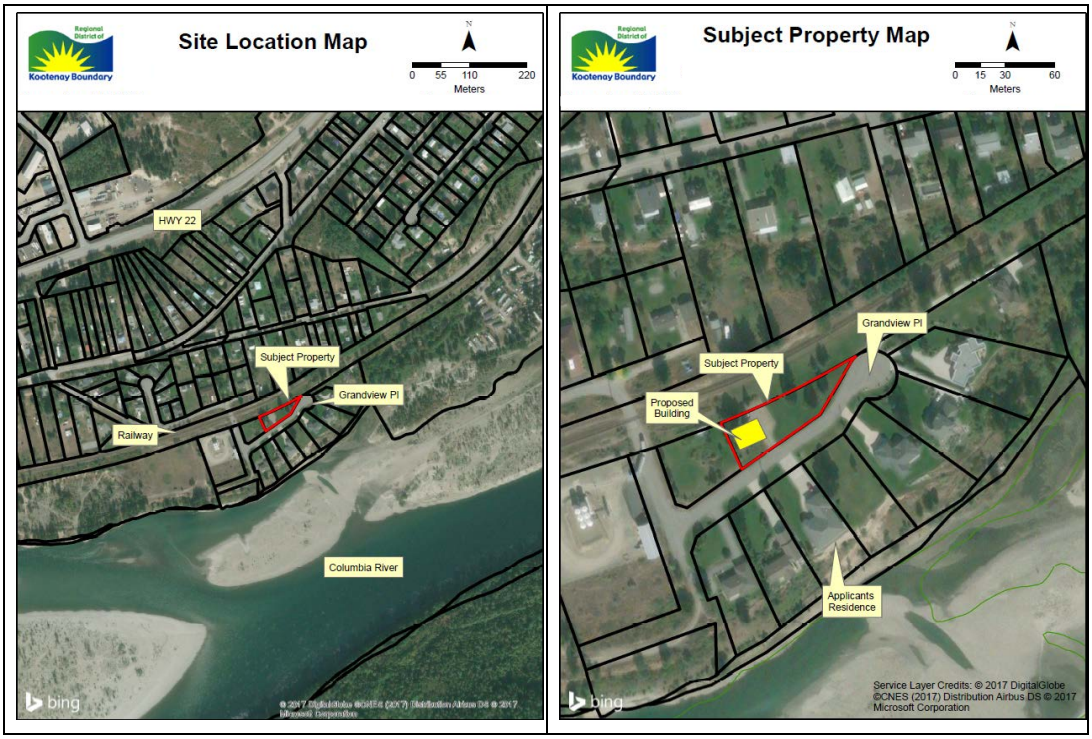
Regional District of Kootenay Boundary

Staff Report

Date:	January 25, 2018	**File #:**	B-2404-06180.094
To:	Chair Russell and Members of the Board		
From:	Ken Gobeil, Planner		
RE:	Development Variance Permit Application		

ISSUE INTRODUCTION

Tim and Kim Adrain have applied for a Development Variance Permit to increase the allowable height for an accessory building and the maximum allowable size for a storage building on a vacant property (see Site Location Map, Subject Property Map, and Applicant's Submission).



HISTORY / BACKGROUND FACTORS

Property Information	
Owner(s):	0819264 BC Ltd. (Tim and Kim Adrain)
Location:	325 Grandview Pl, Genelle, Electoral Area 'B'/ Lower Columbia-Old Glory
Legal Description(s):	Lot J, District Lot 2404, Plan NEP22865, KD
Area:	1740m^2 (0.43 acres)
	Vacant
Land Use Bylaws	
OCP	Electoral Area 'B' / Lower Columbia - Old Glory Official Community Plan Bylaw No. 1470
Designation	Genelle Residential
DP Area	N/A
Zoning Bylaw	Electoral Area 'B' /Lower Columbia – Old Glory Zoning Bylaw No. 1540
Zone	Residential 2 (R2)
Permitted Use	Single Family Dwelling
Parcel Coverage	33%
Building Height	Principal Building – 9 metres
	Accessory Building – 4.5 metres
Large vehicle parking	Maximum of 2 recreation vehicles (including boats and trailers)
	No Commercial vehicles over 3700 kg's
Other	
ALR:	N/A
Waterfront / Floodplain	N/A

The subject property fronts Grandview Place on the south, and the Canadian Pacific Railway to the North. The property is currently vacant, all properties on the south side of Grandview Place are developed, while the properties on the north side are vacant. All properties surrounding the subject property are zoned 'Residential 2'. The property was created in 1996.

Section 302.2(g) of the Zoning Bylaw states that a storage building may be located on a parcel that does not have a principal use, as long as the following conditions are met:

- The building does not exceed 60m$^{2.}$
- The building can only be used to store goods or vehicles belonging to the owner.
- The building is not used for storage of commercial or industrial items.

- Buildings are subject to the regulations of accessory buildings in the zone of the property.

PROPOSAL

The applicants wish to construct a storage building on the property without a principal use. This 34x50 foot shop is designed with an 18x50 foot lean-to attached. The total size of the proposed building with the lean-to is 242m^2, with a height of 6.7 metres.

The requested variances are as follows:

- Increase the maximum allowable size of the storage building permitted in section 302.2(g) of the Zoning Bylaw by 182m^2 from 60m^2 to 242m^2.
- Increase the maximum allowable height of an accessory building in the Residential 2 Zone in section 603.8(b) of the Zoning Bylaw by 2.2m, from 4.5m to 6.7m.

It was noted that the purpose of this building is to store the owners' cars, boat and recreational vehicle.

IMPLICATIONS

In considering applications for Development Variance Permits, the RDKB generally considers whether the proposed variance will:

a) Resolve a hardship;
b) Improve the development;
c) Cause negative impacts to the neighbouring properties.

In response to these, the applicant has provided the following points:

a) The hardship expressed within the application is that the applicants do not have a building to store their belongings.
b) It was noted that the building will be "...nice looking and fit in.." with the surrounding properties.
c) The applicant stated that the proposed building will not bother anyone as they own the property directly across the street from it, with a railway separating the north side, and a vacant property on the other side.

Surrounding landowners will be notified of the proposed Development Variance Permit Application and given the opportunity to provide comments or express concerns.

Zoning Bylaw

This proposed development would meet the setback requirements and be under the 33% maximum site coverage. The proposed building is over 4 times larger than the size permitted in Section 302.2(g) of the bylaw, which is as big or bigger than the footprint of many homes in Genelle at 14% parcel coverage. The structure will also be over 2 metres higher than the maximum height of accessory buildings. The intent of Section 302.2(g) is to provide property owners with a 2 car garage sized building for storage that would not reduce the ability for future development of a permitted

principal use. A building of this size may limit development potential for a permitted use as the parcel becomes considerably narrower on the other end of the property.

Within the Residential 2 zone no parking of commercial vehicles is permitted and only 2 recreational vehicles are permitted to be stored in any parcel. This proposed structure will be large enough to fit multiple large commercial and recreational vehicles. The design may cause concern that the use of the building will not conform to the residential land use intended for the area.

ADVISORY PLANNING COMMISSION (APC)

During the January 2, 2018 APC meeting, the application was supported. The APC felt that the structure would be used in a responsible manner since the owner lives across the street.

PLANNING COMMENTS

The APC comments and recommendation support the application. However, the planning department recommended that the EAS not support the application due to the following points:

- The properties referenced by the APC are not joined or consolidated in any way and can be sold separately at any time.
- Future owners of this parcel may see an opportunity for commercial use which would lead to bylaw enforcement.
- While the applicant states that the building will be “nice looking and fit in” we have little control over appearance.
- The applicants house has an attached garage.
- The applicants house overlooks the Columbia River and not the subject property or proposed building.
- The proposed building can fit multiple large commercial vehicles, not regular vehicles or 2 recreational vehicles as permitted in the bylaw.

In response to the concerns raised the applicants made the following notes:

- The design of the building would match his house
    - This includes using acrylic stucco siding and a similar roof design to their house across the street.
- The structure will have a uniform height but the lean to portion will not be walled and only have a roof with posts for support.
- The height is required for motorhome and boat. The size is required for multiple vehicles.
- With a taller structure the owners can park items and not worry about maneuvering the RV or dismantling the boat.
    - Currently the boat cannot fit in their existing garage unless portions are dismantled and parked strategically.
- That the building would not be used for any commercial purpose.

The applicants provided pictures to illustrate their vision for the building:

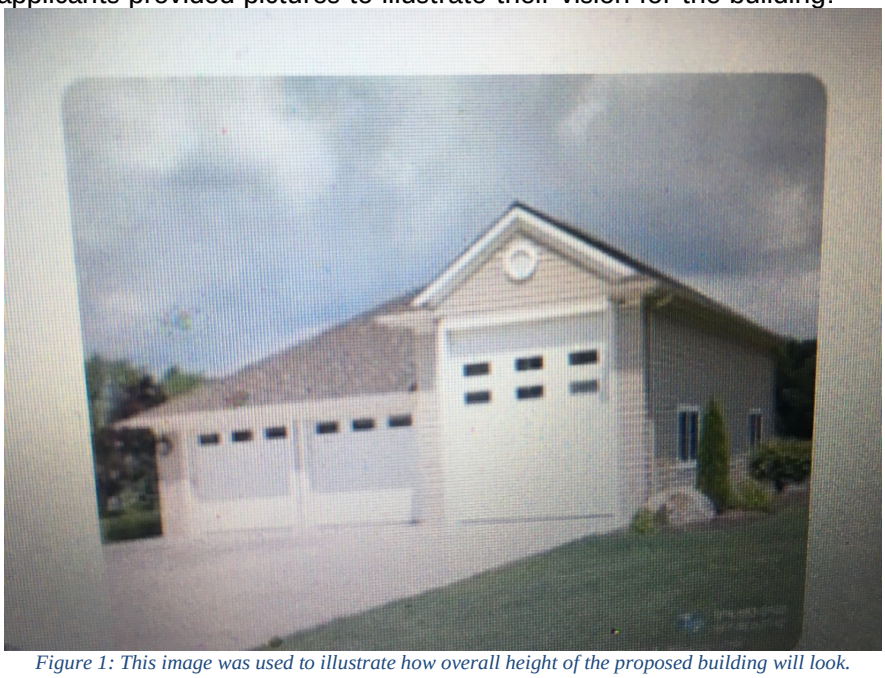


Figure 1: This image was used to illustrate how overall height of the proposed building will look.

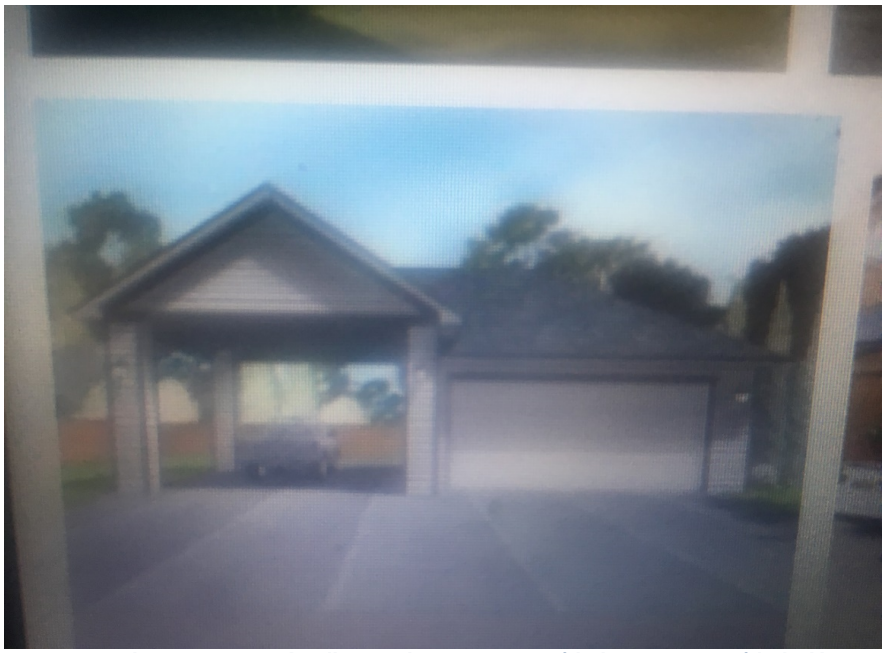


Figure 2: This image was used to illustrate the open concept of the lean to portion of the building

ELECTORAL AREA SERVICES COMMITTEE (EAS)

During the January 11, 2018 EAS meeting the EAS committee discussed the application and it was noted that although the APC minutes were brief, many of the concerns noted in the Planning Comments were discussed and evaluated in their decision. The photos provided by the applicants were presented to the EAS Committee and they were generally satisfied with the proposed look of the building. The EAS committee made the following resolution:

> That the Development Variance application submitted by Tim and Kim Adrain of 0819264 BC Ltd. to allow for an accessory storage building to be built 182m^2 larger and 2.2 m taller than permitted by the Electoral Area 'B' /Lower Columbia – Old Glory Zoning Bylaw No. 1540 on the property legally described as Lot J, District Lot 2404, Plan NEP22865, KD, Genelle, Electoral Area 'B'/Lower Columbia-Old Glory be presented to the Regional District of Kootenay Boundary Board of Directors, with a recommendation of support.

A complete set of building plans that portray the specifications and design of the building can be used as a schedule to the Development Variance Permit which will identify the specific construction that has been approved. Based on concerns expressed the applicant provided a copy of building plans that would be attached to the permit on January 16, 2018.

RECCOMENDATION

That the Regional District of Kootenay Boundary Board of Directors approve the Development Variance Permit application submitted by Tim and Kim Adrain of 0819264 BC Ltd. to allow for an accessory storage building to be built 182m^2 larger and 2.2 m taller than permitted by the Electoral Area 'B' /Lower Columbia – Old Glory Zoning Bylaw No. 1540 on the property legally described as Lot J, District Lot 2404, Plan NEP22865, KD, Genelle, Electoral Area 'B'/Lower Columbia-Old Glory subject to:

- The use of acrylic stucco siding
- The use of asphalt shingle Roofing material
- The applicant providing a site plan with building dimensions and setback distances.
- The applicant providing a set of elevation drawings similar in character to what has been presented in this report to be attached to the Permit.

ATTACHMENTS:
Site Location Map
Subject Property Map
Applicant's Submission

Regional District of Kootenay Boundary

Site Location Map

325 Grandview Pl, Genelle, Electoral Area 'B' / Lower Columbia - Old Glory
Lot J, DL 2404, Plan NEP 22865, KD

December 18, 2017

N

0 55 110 220
Meters

Scale 1:5,500



Document Path: P:\KG\Maps\YYYY-MM-DD_SLM_EA-DL-Roll-template.mxd

Subject Property Map

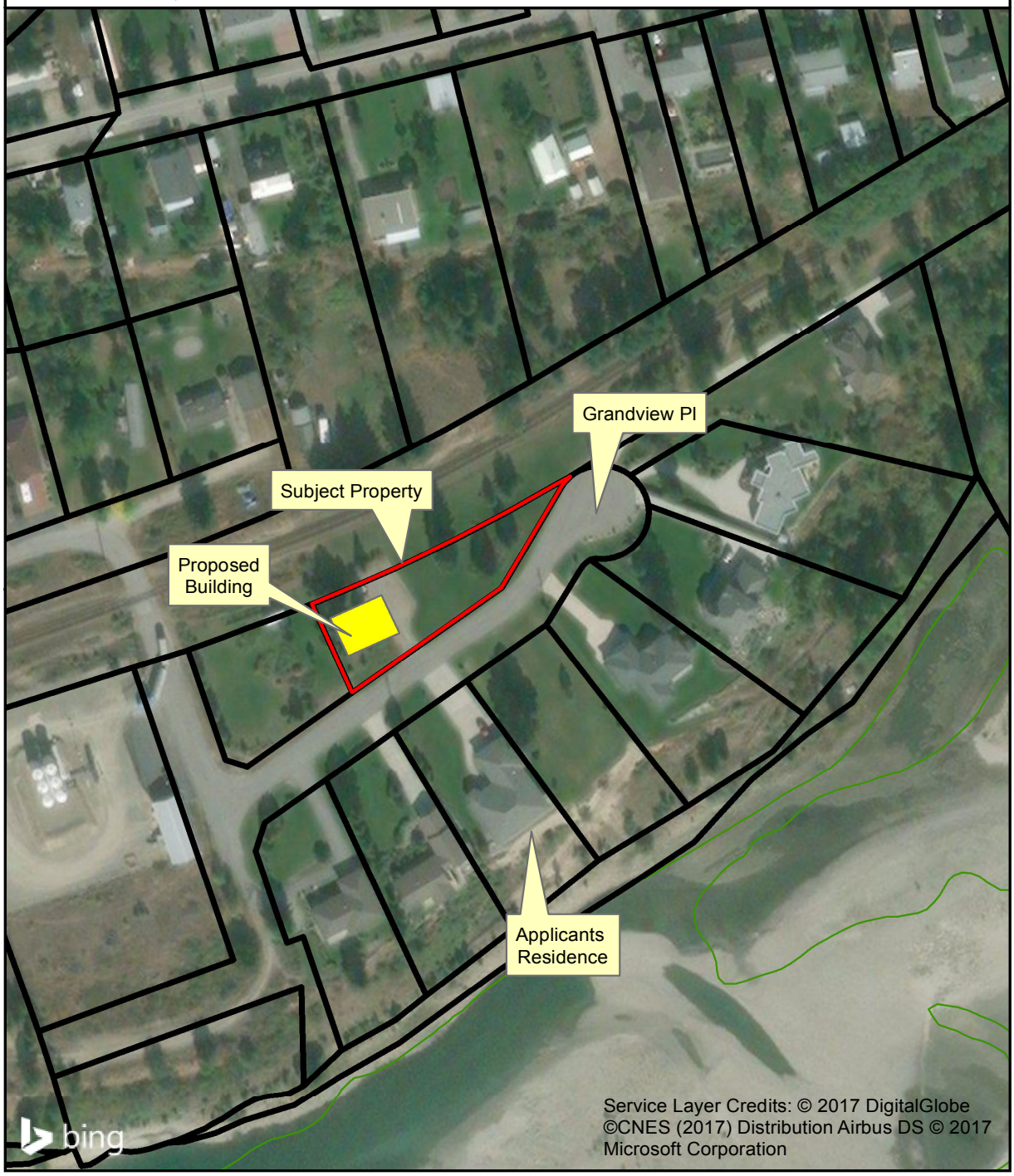
325 Grandview Place, Genelle
Electoral Area 'B' / Lower Columbia - Old Glory
Lot J, DL 2404, PLAN NEP22865

December 22, 2017

N

0 15 30 60
Meters

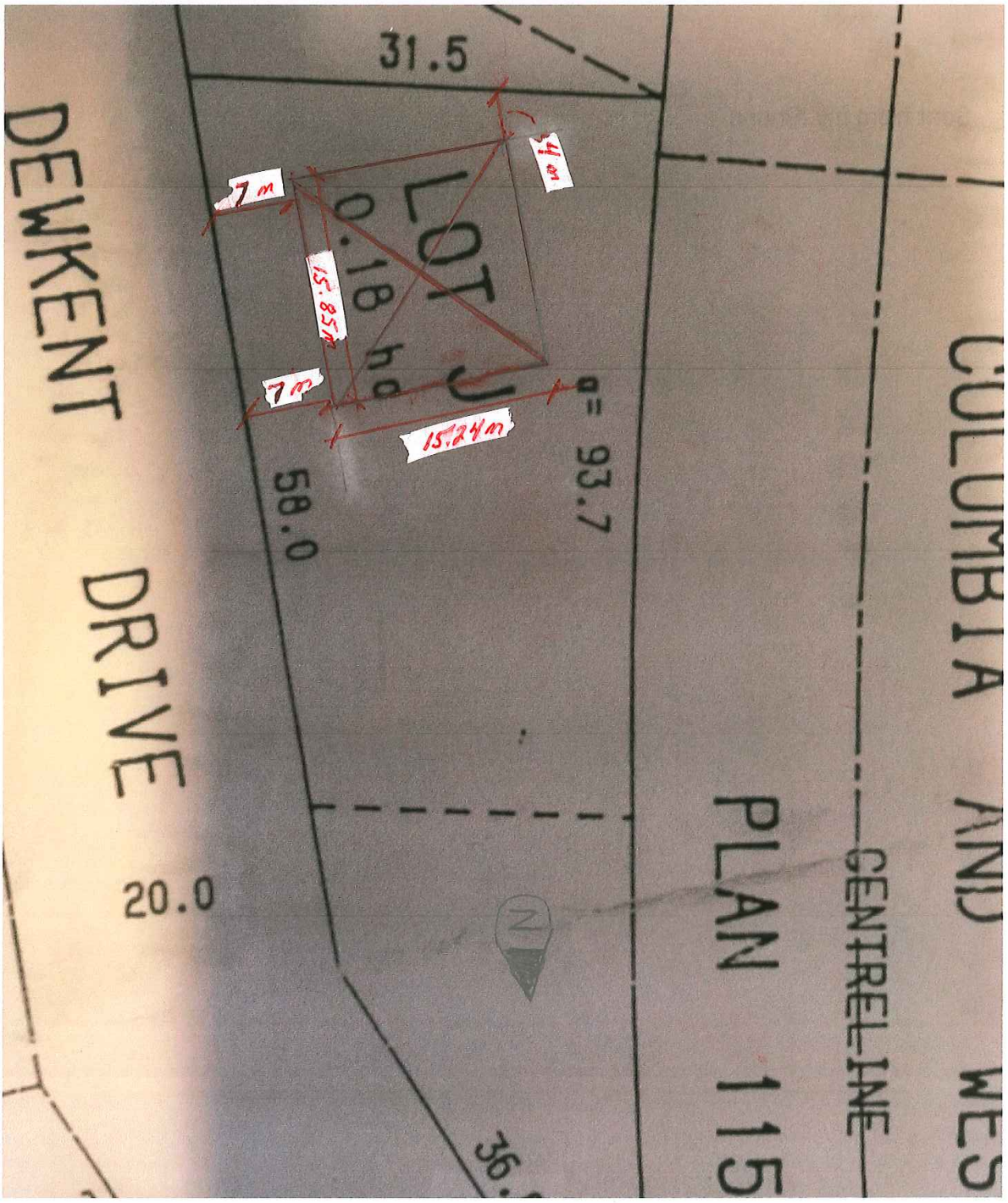
Scale 1:1,724



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APLLICANT SUBMISSION

From: norson.com
Subject: Shop
Date: Jan 12, 2018, 10:06:01 AM
To:



Tim ADRAIN

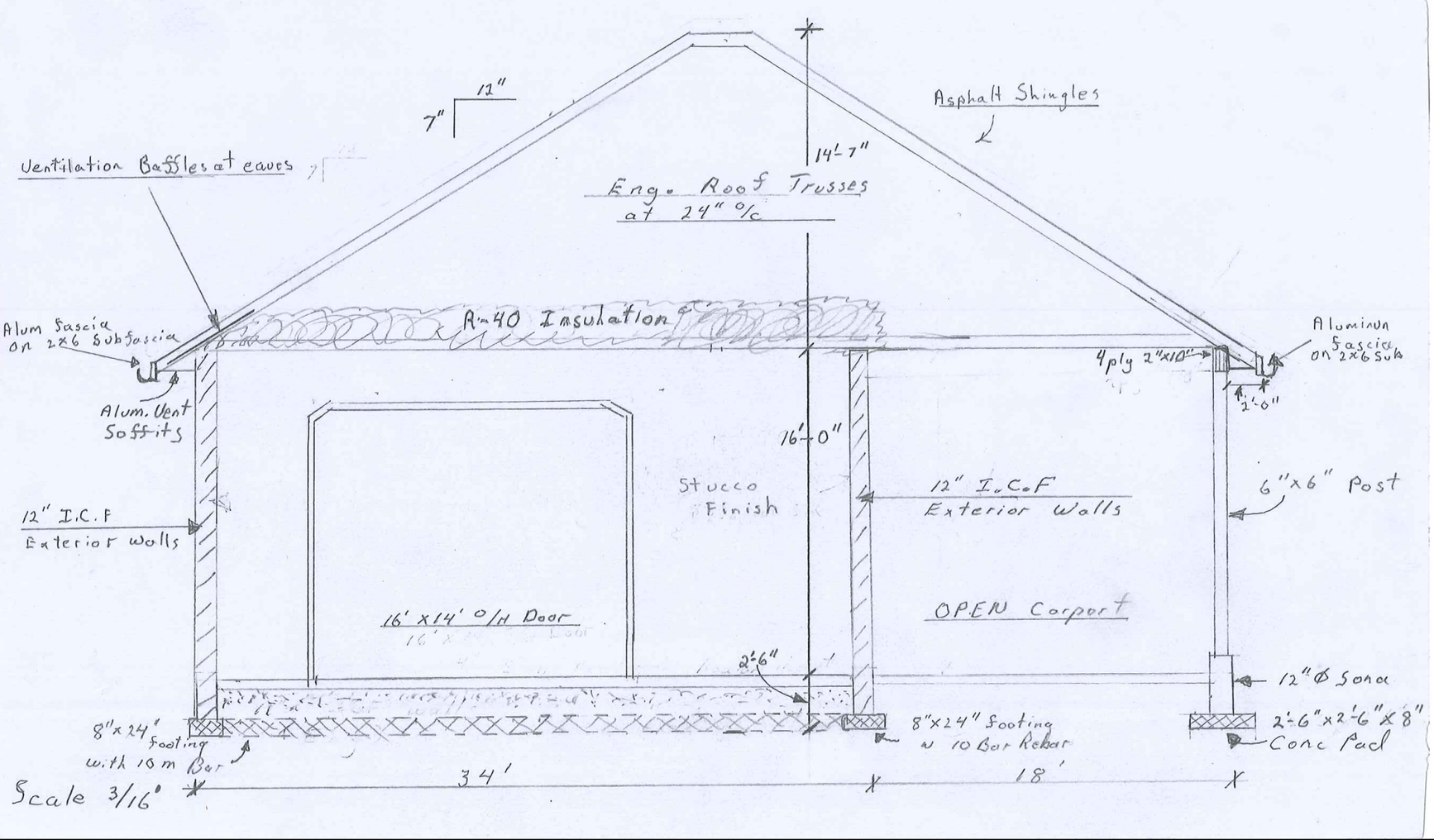
APLLICANT SUBMISSION

Roof construction

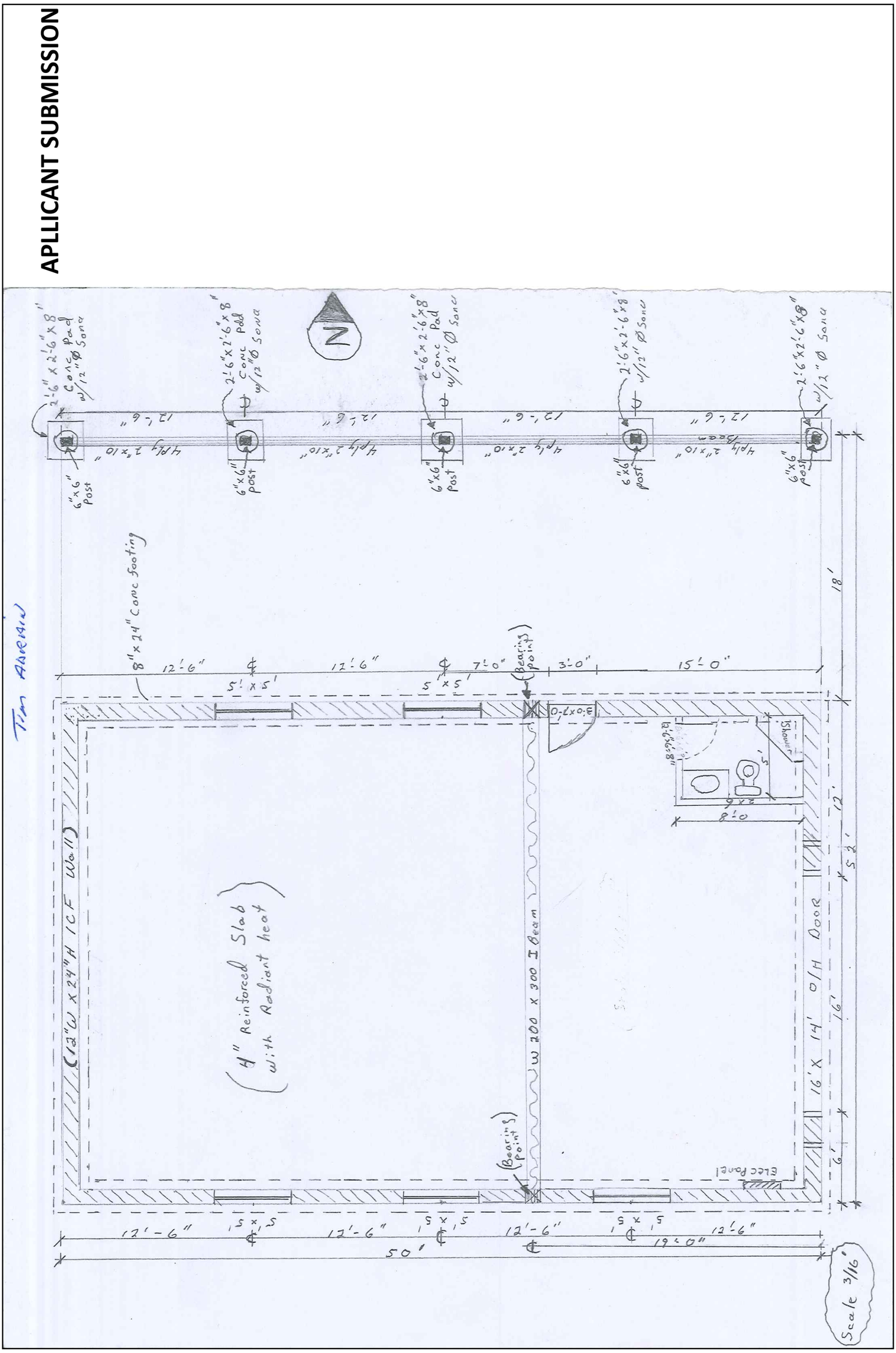
- Ashphalt shingles
- 50# ashphalt paper eave protection
- ½" O.S.B. sheathing
- Eng Trusses @ 24" o/c
- R40 insulation
- 6mil poly
- ½" drywall

12" Exterior Walls I.C.F.

- E.F.I.S System (stucco)
- 8" conc Filled with Rebar
- 6 mil Poly
- ½" drg wall



APLLICANT SUBMISSION



January 18, 2018

Regional District of Kootenay Boundary
843 Rossland Ave.
Trail, BC V1R 4S8

To Whom it May Concern:

RE: Development Variance Permit Application - 0819264 BC Ltd. - 325 Grandview Place, Genelle, BC

As per your notice dated January 12, 2018 on the above application request for Development Variance Permit, we wish to voice our opposition to the approval of this request.

As the variance request is so far outside the permitted zoning bylaw we feel that this application should never have gotten to this stage, but should have been denied at the start. At this point it is now causing discourse between neighbours.

Our property is directly beside the applicants proposed building and would be the most affected by the size variance if allowed to go ahead. We currently have our property for sale and feel that a structure of this size would negatively impact any sale or price. The proposed size and scope of the building would not 'fit-in' with the surrounding houses, no matter how it's dressed up.

This is a sub-division with high end homes, consisting mostly of rancher style homes and by approving a structure of this size that not only goes against the community plan, but would add an unwelcome impact to the neighbourhood, visually and in value. There is no control in place over the appearance and the applicants house does not overlook the proposed building, we do.

The proposed building will be over 4 times larger that what is permitted in Section 302.2(g) of the Zoning Bylaw for a storage building on a parcel that does not have a principal use. This would make it difficult to add a residence, therefore limiting any future potential residential building.

We feel that in allowing this much of a variance sets an undesirable precedence for future requests and use of residential property. The size of the proposed building has commercial overtones as it could fit large commercial vehicles. We worry that any future owners would recognize this and use the property/building for commercial purposes.

We hope that you will deny the application for the variance.

Respectfully,

Terry Hubbard

Hubbard

Terry and Faye Hubbard
Owners: Lot I, 305 Grandview Place

Terry & Faye Hubbard 6953 Chardonnay Place Oliver, BC V0H 1T4

From: Ken Gobeil
To: Theresa Lenardon
Cc: Donna Dean; Jennifer Kuhn
Subject: FW: Variance for 325 grandview place,Genelle,
Date: January-22-18 4:07:34 PM

Hi Theresa,

We have received another comment for the Board's consideration regarding the variance application at 325 Granview Pl.

Regards,

Ken Gobeil R.P.P., B.A
Planner
Regional District of Kootenay Boundary
843 Rossland Avenue|Trail, BC | V1R 4S8
Direct: 1.250.368.0228 | Main: 1.250.368.9148
Cell: 1.250.368.7657 | Toll Free: 1.800.355.7352
Email: kgobeil@rdkb.com

From: Brad Spender [mailto:4blade50@gmail.com]
Sent: January-22-18 4:06 PM
To: Ken Gobeil <kgobeil@rdkb.com>
Subject: Variance for 325 grandview place,Genelle,

My concerns for this property are the size increases height and square footage from what is normally allowed,price paid substantially lower than the assessed value and potential for bylaw infractions as owners own commercial vehicles over allowed gvw for parking. Thankyou for your chance to comment,i dont fully disagree but seems excessive from a neighbourly point of view.

Regional District of Kootenay Boundary

Staff Report

Date:	January 25, 2018	**File #:**	D-1605-04873.100
To:	Chair Russell and Members of the Board		
From:	Ken Gobeil, Planner		
RE:	Development Variance Permit Application		

ISSUE INTRODUCTION

Kathrine Hutton and John Mills have applied for a Development Variance Permit to decrease the minimum front yard setback to 3.1 metres for a proposed garage *(see Site Location Map, Subject Property Map, and Applicant's Submission)*.

HISTORY / BACKGROUND FACTORS

Property Information	
Owner(s):	Kathrine M. Hutton, John R. Mills
Location:	8665 Henderson Rd,
Electoral Area:	Electoral Area 'D' /Rural Grand Forks
Legal Description(s):	District Lot 1606, SDYD
Area:	0.9ha (2.3 acres)
Current Use(s):	Single family dwelling
Land Use Bylaws	
OCP	Official Community Plan Bylaw No. 1555
Designation	Agricultural Resource 1
Zoning Bylaw	Zoning Bylaw No. 1299
Zone	Agricultural Resource 1 (AGR 1)
Other	
ALR:	Yes
Agricultural Capability	5A (7:3TA 3:3PA)
Waterfront / Floodplain	N/A

The subject property is located at 8865 Henderson Road, on the south west side of the intersection of Eagle Ridge Road, North Fork Road and Henderson Road.

Within the Agricultural Resource 1 zone:

Permitted Principal Uses	• Agriculture • Intensive Agriculture • Processing agricultural products • Sales of agricultural products • Single family dwelling
Permitted Secondary Uses	• Accessory buildings and structures • Bed and Breakfast / Boarding • Home-based business
Setbacks	• 7.5 m from a front parcel line • 1.5 m from an interior side parcel line • 4.5 m from an exterior side parcel line • 4.5 m from a rear parcel line
Parking	• 2 spaces

PROPOSAL

The applicants wish to construct a 9.1m x 12.2m (30' x 40') garage on the property adjacent to the house. The proposed location of the garage is 3.11 metres from the Henderson Road.

The requested variance is as follows:

- Decrease the minimum front yard setback of buildings and structures in section 406.5(a) of the Zoning Bylaw by 4.4 metres from 7.5 metres to 3.1 metres

It was noted that the purpose of this building is to store the owners' cars, tools and accessories.

IMPLICATIONS

In considering applications for Development Variance Permits, the RDKB generally considers whether the proposed variance will:

a) Resolve a hardship;
b) Improve the development;
c) Cause negative impacts to the neighbouring properties.

In response to these, the applicant has provided the following points:

a) The hardship expressed within the application is that topographical constraints limit any other possible locations on the property.
    - The site plan provided by the applicant (see, Applicants' Submission) highlights slope and topographical changes making another build location

difficult unless a site is created on a slope, which will increase costs.

b) The application did not address how the development may improve the property.
   - However, a garage will contain vehicles, and other items that are currently left outside, which may clean up the property.

c) The applicant stated that the proposed building will not bother other property owners.
   - Surrounding landowners will be notified of the proposed Development Variance Permit Application and given the opportunity to provide comments or express concerns.

This proposed development is a permitted secondary use. Because the setback distance to Henderson Road will be less than the 4.5 metres, the applicant will also be required to apply for a variance with the Ministry of Transportation and Infrastructure (MoTI). The applicants have noted that an application has also been submitted to the MoTI. However, there has been no confirmation this application has been considered.

ADVISORY PLANNING COMMISISON (APC)

The application was supported on the following conditions:

- That neighbours are not opposed to the location of the building
- That the building not be used for commercial purposes

ELECTORAL AREA SERVICES COMMITTEE (EAS)

During the January 11, EAS meeting the following resolution was made:

That the Development Variance Permit application submitted by Katherine Hutton and John Mills, to allow for a 4.4 metre front yard setback variance on the property legally described as District Lot 1299s, SDYD, Electoral Area 'D' / Rural Grand Forks be presented to the Regional District of Kootenay Boundary Board of Directors for consideration, with a recommendation of support.

RECOMMENDATION

That the Regional District of Kootenay Boundary Board of Directors approve the Development Variance Permit application submitted by Katherine Hutton and John Mills, to allow for a 4.4 metre front yard setback variance on the property legally described as District Lot 1299s, SDYD, Electoral Area 'D' / Rural Grand Forks subject to approval of a setback variance from the Ministry of Transpiration and Infrastructure.

ATTACHMENTS:
Site Location Map
Subject Property Map
Applicant's Submission

Site Location Map

8665 Henderson Rd

Plan KAP4306B, DL 1605, SDYD

Regional District of Kootenay Boundary

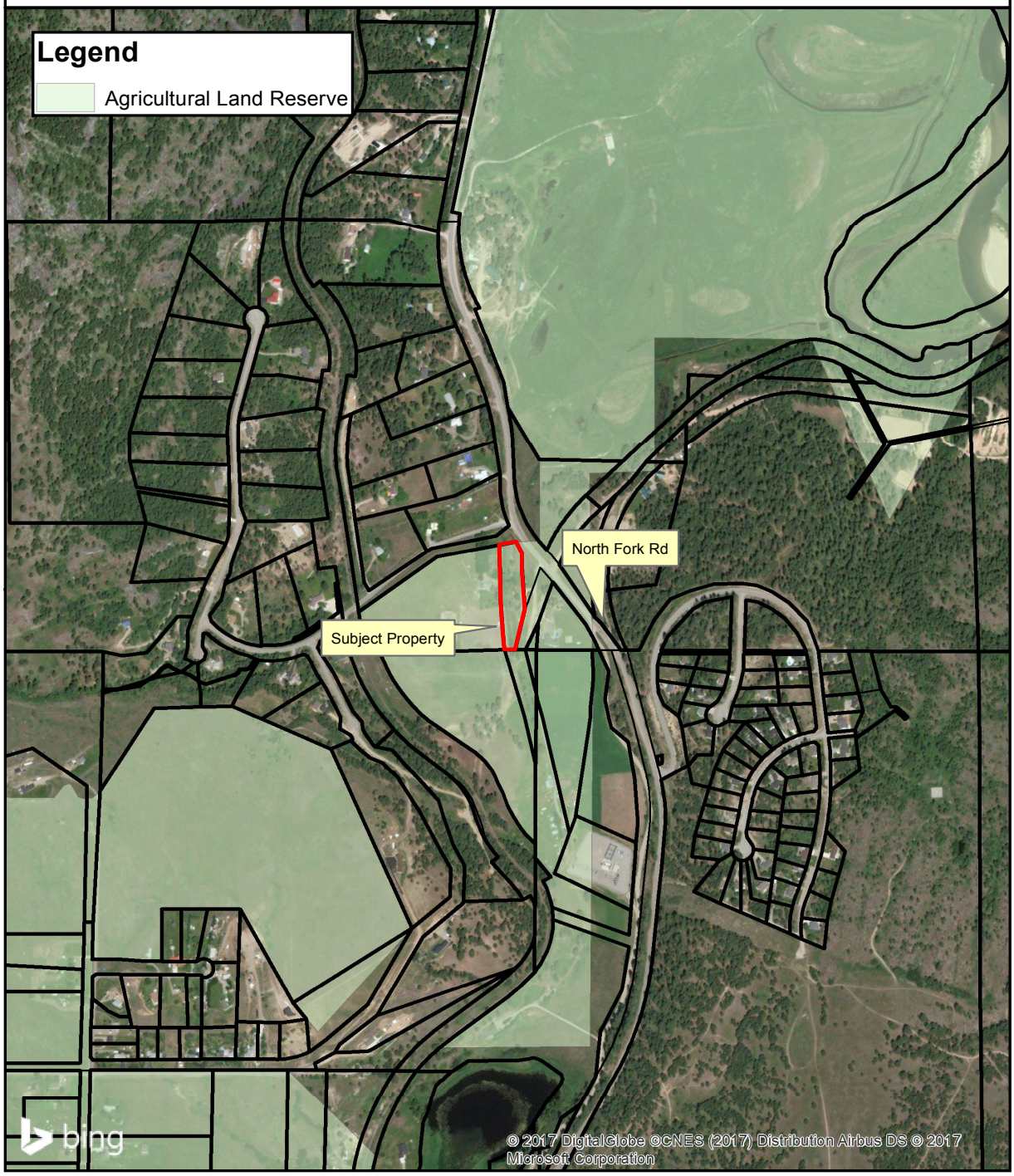
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Meters

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Subject Property Map

8665 Henderson Rd

Plan KAP4306B, DL 1605, SDYD

Regional District of Kootenay Boundary

Date: 2017/12/19

N

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Meters

Scale 1:1,107



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APPLICANT SUBMISSION

The space below is provided to describe the proposed development. Additional pages may be attached.

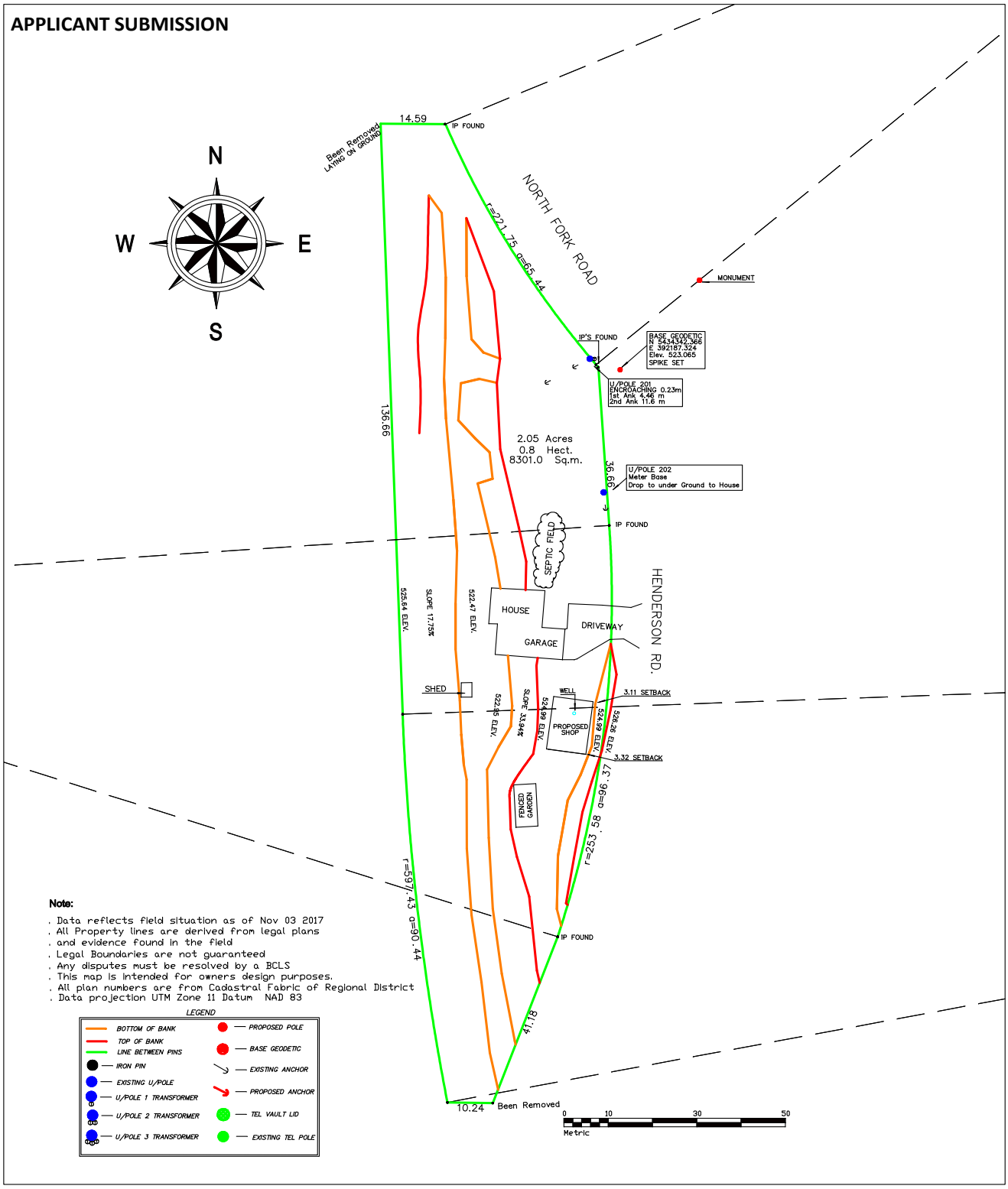
We propose to build a 30'W x 40'D x 20'H accessory garage to contain our auto collection of 4-6 vehicles, plus associated tools & accessories.

The proposed location is immediately adjacent to our house, on the south-east side of the house.

Bylaw #1299, S. 406, 5(a)(iii) requires 4.5M setback, however, due to topographical constraints, the proposed location will not meet these setback requirements, as it is 3.11M from the east property line (see Attachment #2) and 2.6M from the edge of a steep bank (15' dropoff) on the west side of the proposed building.

This Variance, if granted, will resolve a hardship, as there is not another location on the property due to topographical constraints.

APPLICANT SUBMISSION



8.5x11

Columbia Tech Services
2195 Crestview Cres Castlgar B.C.
250-365-3235

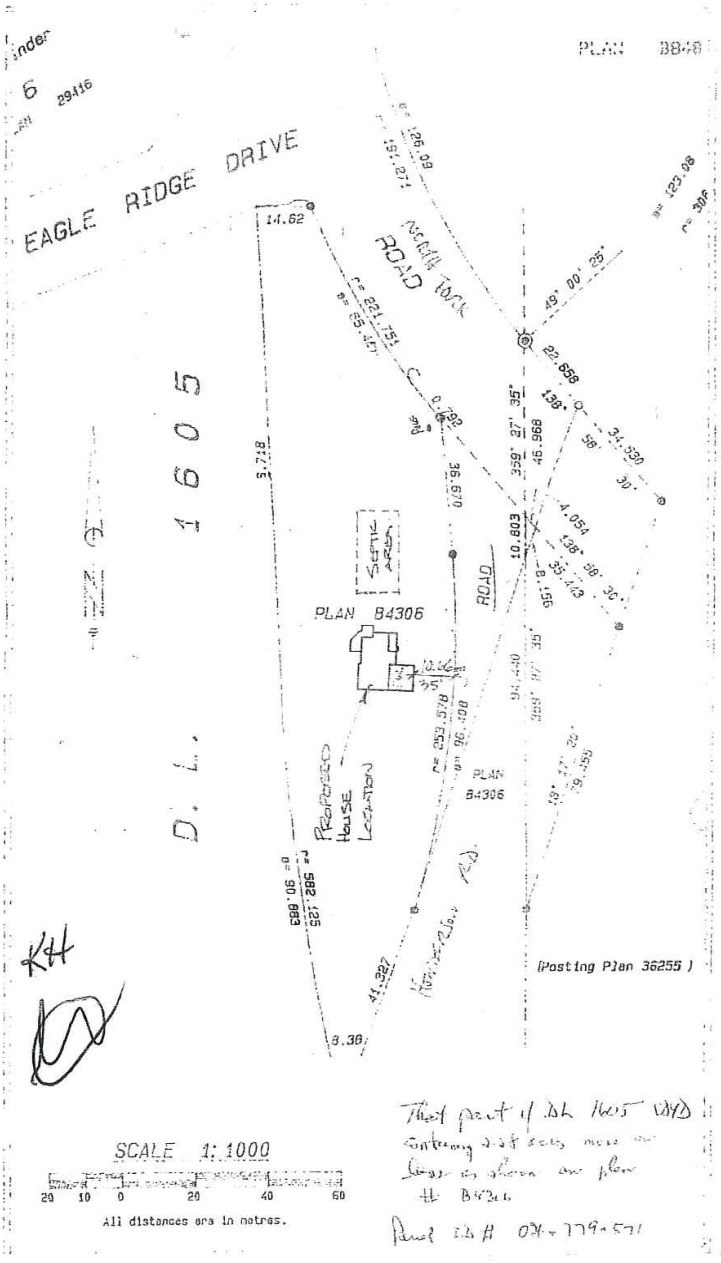
DATE : NOV. 03 2017
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CHECKED BY: W F
DRAFTED BY: W F
DESIGNED BY:

8665 HENDERSON
GRAND FORKS

Sheet

Attachment # 5

APPLICANT SUBMISSION



Regional District of Kootenay Boundary

STAFF REPORT
Meeting Date: January 25, 2018

Date:	**January 16, 2018**	**File:**	
To:	**Regional District of Kootenay Boundary - Board of Directors**		
From:	**Tom Sprado, Manager of Facilities and Recreation – Grand Forks and District Recreation**		
RE:	**GRANT APPLICATION FOR GRAND FORKS AQUATIC CENTRE & JACK GODDARD MEMORIAL ARENA– FACILITY CONDITION ASSESSMENT**		

Recommendation: That the Regional District of Kootenay Boundary Board of Directors direct staff to apply to the Municipal Asset Management Program provided by the Federation of Canadian Municipalities for funding to support a facility condition assessment of the Grand Forks Aquatic Centre and Jack Goddard Memorial Arena.

Reason for Report: The grant program requires a Board resolution in support of the application.

Background: The purpose of the facility condition assessment is to engage qualified professionals to review the condition of the Grand Forks Aquatic Centre and the Jack Goddard Memorial Arena to create a prioritized list of investments to enable informed decision making.

The objectives of the Facility Condition Assessment:

1) Physical condition assessment
2) Options for repairs and remediation
3) Protection of assets
4) Enhanced public safety
5) Cost savings over the long term

The review will examine the facility, provide lifecycle analysis on facility components, identify problem areas and make recommendations with estimated costs to correct these problems.
A key deliverable will be a cost benefit assessment of repair/remediation plans versus planning for facility replacement.

For more information please see attached Municipal Asset Management Program – Application Guide.

Financial Implications: The Facility Condition Assessment is expected to cost between $40,000 and $50,000. The FCM Assessment Management Program Funds up to $50,000 at 80% of project costs to support informed infrastructure investment decisions.
The 2018 Operating Budget supports the necessary funds to complete the full project.

Respectfully submitted:



FCM FEDERATION OF CANADIAN MUNICIPALITIES FEDERATION CANADIENNE DES MUNICIPALITES

Municipal **Asset Management** Program Funding Offer

Application Guide

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The Municipal Asset Management Program is a new five-year, $50-million program designed to help municipalities make informed decisions about infrastructure investment. The program is delivered by the Federation of Canadian Municipalities and funded by the Government of Canada.

Canada

Program summary

The Municipal Asset Management Program (MAMP) is a five-year, $50-million program funded by Infrastructure Canada to support Canadian municipalities and communities in making informed infrastructure investment decisions based on stronger asset management practices. The program offers grant funding (the subject of this guide) as well as training and capacity-building activities to increase skills within municipalities and local governments to sustainably maintain their asset management programs now and in the future.

For more information on training and capacity-building activities, visit our website at: fcm.ca/assetmanagementprogram.

This funding offer is open to all municipal governments in Canada. It focuses on building strong asset management foundations by supporting activities that incorporate asset management into daily practices. Subject to funding availability, applications will be accepted on a continuous basis until June 2020.

All projects must be completed and final reports submitted by March 31, 2021.

This guide outlines everything you need to know to submit an application and **must be read in its entirety before completing or submitting an application**.



1 Eligible activities

1.1 What activities are eligible?

ELIGIBLE ACTIVITIES	EXAMPLES
Asset management assessments	• Asset management needs assessments or risk assessments.
Asset management plans, policies and strategies	• Development of asset management strategies, policies or plans, or asset risk management plans.
Data collection and reporting	• Asset condition assessments. • Data collection to establish and track levels of service. • Data collection on existing assets (e.g. type of asset, location, costs to operate and maintain, future costs to replace). • Long-term financial modelling to support asset management decisions. • Improvements to data reporting (e.g. introduce a "state of infrastructure" report).
Training and organizational development	• Asset management training for staff or elected officials. • Establishment of an asset management committee (e.g. develop terms of reference, facilitate discussion). • Clarification of asset management roles and responsibilities across the organization (e.g. modify job descriptions). • Adoption of new asset management systems or processes (e.g. paying for internal or external resources to lead organizational change).
Knowledge transfer	• Contributions to communities of practice, conferences and peer-to-peer learning opportunities (e.g. staff time spent developing materials to share or giving presentations). • Supporting a peer community in its asset management work (e.g. staff time spent mentoring another municipality). • Developing or adapting frameworks, tools, training or approaches for use in your organization.

INELIGIBLE ACTIVITIES
• Any activity or effort that would be conducted in the normal course of business not related to the improvement of asset management practices (for example, normal repairs, operating and maintenance expenses, etc.). • Staff time not directly associated with eligible asset-management-related deliverables. • Staff time spent participating in training or learning events. • Regular operation and maintenance expenses. • Collection and organization of data for the sole purpose of meeting PS-3150 requirements. • Development of a software program.

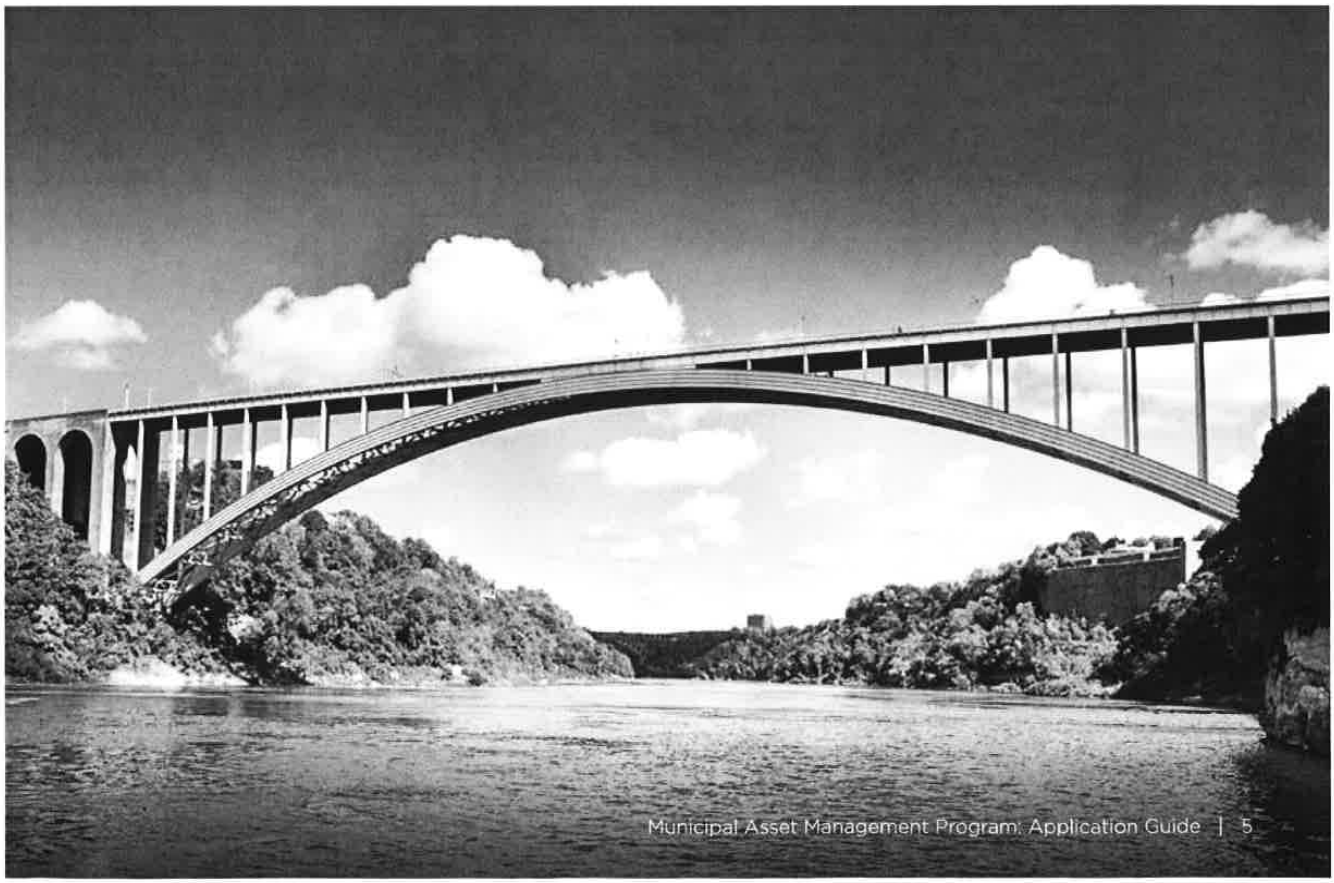
Note: The Municipal Asset Management Program strives to be flexible in funding projects that improve municipal decision-making related to infrastructure. If you do not see your project listed as an eligible activity, please call and discuss with one of our project officers.

1.2 What costs are eligible?

COST CATEGORY	ELIGIBLE COSTS	INELIGIBLE COSTS
Pre-application	N/A	• Any expenditure incurred prior to FCM's eligible expenditure date. • Expenditure of developing this proposal or application.
Administrative and overhead expenditures	Administrative expenditures that are directly linked to and have been incurred for the project, such as: • Communication expenditures (e.g. long-distance calls or faxes). • Outsourced printing or photocopying. • Acquisition of documents used exclusively for the project. • Document translation. • Transportation, shipping and courier expenditures for delivery of materials essential for the project. • Design and production of communication products to promote project outcomes and benefits to the public.	General overhead expenditures incurred in the regular course of business, such as: • Office space, real estate fees and supplies • Financing charges and interest payments • Promotional items • Permits or certifications • Advertising, website development, project education materials or expenditures to disseminate project communications products • Hospitality expenses (food and drink, alcohol, entertainment, etc.)
Capital expenditures	Software related to asset management. *Note: FCM's contribution to this expense may not exceed 50% of FCM's total contribution to the project.*	Any other capital expenditures or amortization expenses.
Equipment rental	• Rental of tools and equipment. • Related operating expenditures such as fuel and maintenance expenditures.	Rental of tools or equipment related to regular business activities.
In-kind	N/A	Any goods and services received through donation.
Training	• Expenditures associated with accessing reference materials such as standards, templates and toolkits. • Expenditures associated with attending training sessions, (provided externally) or bringing training in-house.	Any hospitality expenses such as: • Food and drink • Alcohol • Door prizes • Entertainment • Music • Decorations • Flowers, centerpieces • Etc.
Professional and/or technical services	Fees for professional or technical consultants and contractors, incurred in support of eligible activities.	• Expenditures associated with regular business activities not related to the project. • Legal fees.

COST CATEGORY	ELIGIBLE COSTS	INELIGIBLE COSTS
Staff remuneration	*Daily rates actually paid by the Eligible Recipient to its Employees in Canada for time actually worked on the implementation of the Project.* *The daily rate per employee shall include the following costs:* a) direct salaries: actual and justifiable sums paid by the Eligible Recipient to Employees in accordance with the Eligible Recipient's pay scales as regular salary excluding overtime pay and bonuses. b) fringe benefit: in accordance with the Eligible Recipient's policies, as follows: i. time-off benefits (prorated to the annual percentage (%) of time actually worked on the implementation of the Project); ii. allowable number of days to be paid by the Eligible Recipient for the following payable absences: statutory holidays, annual vacation, and paid benefits; iii. actual sums paid by the Eligible Recipient for paid benefits (prorated to the annual percentage (%) of time actually worked on the implementation of the Project); iv. the Eligible Recipient's contribution to employment insurance and workers' compensation plans (where applicable), health and medical insurance, group life insurance, or other mandatory government benefits; *Note: Labour costs must be documented in a manner that meets audit standards for verification of eligibility of cost and level of effort.*	• In-kind contribution of services. • Participant salaries. • Expenditures related to regular business activities. • Overtime Pay. • Bonuses / performance pay. • Fringe benefits such as: ▪ sick days; ▪ pension plan; or ▪ any other fringe benefits not listed as eligible. • Costs related to ongoing or other business activities and not specifically required for the project. • Staff wages while receiving training or attending learning events. • Professional membership fees or dues.
Supplies and materials	Supplies and materials required to undertake the project.	Expenditures related to regular business activities
Taxes	The portion of Provincial/ Harmonized Sales Tax and Goods and Services Tax for which your organization is not eligible for rebate.	The portion of Provincial/ Harmonized Sales Tax and Goods and Services Tax for which your organization is eligible for rebate, and any other expenditures eligible for rebates.

COST CATEGORY	ELIGIBLE COSTS	INELIGIBLE COSTS
Travel and accommodation	For individuals on travel status (individuals travelling more than 16 km from their assigned work-place - using the most direct, safe and practical road.); • Travel and associated expenses for implementing partners, guest speakers and consultants to the extent that the travel and accommodation rates comply with the Treasury Board of Canada guidelines, and to the extent that such travel is necessary to conduct the initiative. www.canada.ca/en/treasury-board-secretariat/services/travel-relocation/travel-government-business.html • Where justified, participant travel costs may be claimed with prior written consent from FCM. Under no circumstances will participant honorariums be covered.	Any travel expense that is not paid in accordance with the Treasury Board guidelines.



2 Who can apply

This funding offer is intended to support Canadian municipal governments and eligible municipal partners. Eligible applicants are defined as:

1. **Municipal governments, except applicants from Quebec***
   (e.g. towns, cities, regions, districts, etc., and local boards thereof)

OR

2. **Municipal partners applying in association with a municipal government****

   A municipal partner is one of the following entities:

   a. a municipal corporation
   b. a regional, provincial or territorial organization delivering municipal services
   c. an Indigenous community
      - *Certain Indigenous communities require a shared service agreement with a municipal government related to infrastructure to be eligible. Contact FCM for additional details.*
   d. a not-for-profit organization with a focus on municipal services

* Quebec municipalities are currently not permitted to receive funding from MAMP.

FCM is working with the province of Quebec's Ministère des Affaires municipales et de l'Occupation du territoire (MAMOT) to find a solution that will provide Quebec municipalities access to MAMP funding as soon as possible.

** Municipal partners need to apply for funding in association with a municipal government and must demonstrate municipal commitment to the project by providing a letter of support. Not-for-profit, non-governmental organizations and Indigenous communities in Quebec can still access funding from the two programs if they meet the necessary eligibility criteria.

Please note that private sector entities are not eligible as municipal partners; however, such entities may be subcontracted by an eligible recipient to provide services toward eligible activities.

Please contact an FCM advisor should you have additional questions about FCM or to learn if your project would be eligible for funding through other FCM programs such as the Green Municipal Fund. Should you have further questions about MAMOT's decision and programs available to Quebec municipalities please contact MAMOT.

3 Funding and project scope

3.1 Contributions

The maximum MAMP contribution to a project is $50,000. However, the average contribution is expected to be approximately $35,000, and no funding request is too small. The contribution shall represent no more than 80 per cent of the eligible project cost (see eligible costs in Section 1.2). Other government funding, such as funding from the capacity-building category of the Gas Tax Fund or other programs, can be stacked to cover 100 per cent of the project costs.

3.2 Project length

The project start date (the date from which FCM recognizes eligible costs) can be on or after the date that FCM confirms eligibility of the proposed project after receiving the completed application.

The project end date cannot be more than 11 months from the date that FCM approves your project for funding. See Section 6.3 for details on the application approval timeline.

Eligible costs incurred between the date that FCM receives your completed application and the signature of a grant agreement between the applicant and FCM are incurred at the applicant's risk. FCM is not obligated to fund any costs incurred until a grant agreement is in place.

Final reports MUST be satisfactorily received within 30 days of project completion. Project extensions will not be permitted, so it is recommended that projects be reasonably achievable within 11 months of the project approval date.

4 When to apply

FCM accepts applications for MAMP projects year-round on a continuous basis; however, applications are batched and reviewed on a monthly basis. Subject to funding availability, applications will be accepted until June 30, 2020.

Recipients may only apply for one project in any fiscal year (April–March). Applications for follow-on projects in other years may be submitted, subject to availability of funding. However, FCM will give preference to first-time applicants, to ensure maximum reach across Canada.

5 How to apply

5.1 What is required to complete an application?

A completed application is comprised of three or four documents:

1. completed application form
2. completed workplan and budget (Excel worksheet)
3. resolution from council, band council or board of directors
4. signed letter of support (if applicable)

We recommend following these steps to ensure that you have all the information needed for a complete application:

Step 1: Verify eligibility

Ensure that you are an eligible applicant — either a municipal government or a municipal partner. Complete Part A of the application form (Part A: Applicant information). If you are not a municipal government, ensure that you have the support of your partner municipal government.

Step 2: Download all documents

Download the **application form**, the **workplan and budget template**, the **sample resolution** and the **sample letter of support** (if applicable). You will also need to download the **Asset Management Readiness Scale** for your reference as you complete your application form

Sample – Letter of Support

[LETTERHEAD OF THE RECIPIENT]

<date>

<Address>

Municipal Asset Management Program
Federation of Canadian Municipalities
24 Clarence Street
Ottawa, Ontario K1N 5P3

Re: Letter of Support for MAMP Application: <Project Title>, <Name of Lead Applicant>

Dear Sir/Madam,

This letter is to confirm that we are aware that **<Lead Applicant>** is applying for funding through the Municipal Asset Management Program to advance asset management practices related to **<Infrastructure asset(s) or municipal service(s)>**. **<Municipality>** supports the project mentioned above and recognizes that this project will benefit residents in our community.

Yours sincerely,

<Authorized Person>
<Name of Organization>

Note: If you choose to draft your own letter of support, it must include the following points:

- Acknowledgement that the applicant is submitting the application; and
- Acknowledgement that the outcomes of the proposed project will ultimately benefit residents of the partner municipality.

Regional District of Kootenay Boundary

STAFF REPORT

Date: 15 Jan 2018 **File**
To: **Chair Russell and Board of Directors**
From: Mark Andison, CAO
Re: 2017 Year End Building Statistics

Issue Introduction
A staff report from Mark Andison, CAO, regarding the 2017 Building Statistics.

History/Background Factors
The Building Department is submitting the 2017 statistics for total construction values, number of building permits and total permit fees collected for Electoral Areas A, B, C, D, E, Big White and Fruitvale, Greenwood, Midway, Montrose, Trail and Warfield.

Implications
The volume of building permits processed by the RDKB Building Inspection Department increased from 482 in 2016 to 519 in 2017. The total value of construction increased from $37,741,953 in 2016 to $47,284,812 in 2017.

Advancement of Strategic Planning Goals
Not applicable.

Background Information Provided
- A comparison report is attached indicating the number of permits and total construction values for the years 2016 and 2017.

Alternatives
1. Receipt.

Recommendation(s)
That the staff report from Mark Andison, CAO, regarding the 2017 Building Statistics be received.

BUILDING REPORT - MUNICIPALITIES - YEAR ENDING DECEMBER, 2017

MUNICIPALITY	PERMIT FEE	# PERMITS	# UNITS	TOTAL VALUE
FRUITVALE				
SFD	$9,982	7	7	$1,450,000
MOBILE / MODULAR	$150	1	1	$108,000
ADD / ALTER / REPAIR	$1,453	11	0	$199,700
ACCESSORY BUILDING	$274	2	0	$36,680
ACCESSORY ADD / ALT	$0	1	0	$8,000
ACCESSORY STRUCTURE	$70	1	0	$10,000
COMMERCIAL	$0	0	0	$0
COMMERCIAL ADD / ALT	$168	1	0	$24,000
INDUSTRIAL	$0	0	0	$0
INDUSTRIAL ADD / ALT	$0	0	0	$0
INSTITUTIONAL	$0	0	0	$0
INSTITUTIONAL ADD / ALT	$175	1	0	$25,000
DEMOLITION	$50	1	0	$5,000
RENEWAL	$195	4	0	$52,000
TOTAL	**$12,517**	**30**	**8**	**$1,918,380**
GREENWOOD				
SFD	$0	0	0	$0
MOBILE / MODULAR	$198	1	1	$170,000
ADD / ALTER / REPAIR	$211	1	0	$20,000
ACCESSORY BUILDING	$957	2	0	$103,000
ACCESSORY ADD / ALT	$71	1	0	$1,500
COMMERCIAL	$0	0	0	$0
COMMERCIAL ADD / ALT	$350	2	0	$45,000
INDUSTRIAL	$0	0	0	$0
INDUSTRIAL ADD / ALT	$0	0	0	$0
INSTITUTIONAL	$0	0	0	$0
INSTITUTIONAL ADD / ALT	$0	0	0	$0
TOTAL	**$1,787**	**7**	**1**	**$339,500**
MIDWAY				
SFD	$5,446	3	3	$633,000
MOBILE / MODULAR	$179	1	1	$145,000
ADD / ALTER / REPAIR	$921	3	0	$105,500
ACCESSORY BUILDING	$50	1	0	$1,200
ACCESSORY ADD / ALT	$0	0	0	$0
COMMERCIAL	$0	0	0	$0
COMMERCIAL ADD / ALT	$71	1	0	$3,500
INDUSTRIAL	$0	0	0	$0
INDUSTRIAL ADD / ALT	$0	0	0	$0
INSTITUTIONAL	$0	0	0	$0
INSTITUTIONAL ADD / ALT	$0	0	0	$0
DEMOLITION	$61	1	0	$5,000
TOTAL	**$6,728**	**10**	**4**	**$893,200**
MONTROSE				
SFD	$8,344	3	3	$1,030,688
MOBILE / MODULAR	$0	0	0	$0
ADD / ALTER / REPAIR	$2,597	17	0	$282,287
ACCESSORY BUILDING	$276	2	0	$36,340
ACCESSORY ADD / ALT	$50	1	0	$600
COMMERCIAL	$0	0	0	$0
COMMERCIAL ADD / ALT	$0	0	0	$0
INDUSTRIAL	$0	0	0	$0
INDUSTRIAL ADD / ALT	$0	0	0	$0
INSTITUTIONAL	$0	0	0	$0
INSTITUTIONAL ADD / ALT	$0	0	0	$0
RENEWAL	$100	2	0	$3,000
TOTAL	**$11,367**	**25**	**3**	**$1,352,915**
TRAIL				
SFD	$6,027	2	2	$760,000
MFD	$2,178	1	4	$507,000
MOBILE / MODULAR	$238	1	1	$200,520
TEMP. MOBILE OFFICE	$150	2	0	$0
ADD / ALTER / REPAIR	$14,037	129	0	$1,531,752
ACCESSORY BUILDING	$717	4	0	$86,520
ACCESSORY ADD / ALT	$51	1	0	$4,000
COMMERCIAL	$861	1	0	$200,000
COMMERCIAL ADD / ALT	$9,217	30	0	$1,835,622
INDUSTRIAL	$62,796	3	0	$8,140,000
INDUSTRIAL ADD / ALT	$0	0	0	$0
INSTITUTIONAL	$0	0	0	$0
INSTITUTIONAL ADD / ALT	$4,148	6	0	$896,291
DEMOLITION	$100	2	0	$6,000
RENEWAL	$211	4	0	$36,000
TOTAL	**$100,731**	**186**	**7**	**$14,203,705**
WARFIELD				
SFD	$4,327	2	2	$503,720
MOBILE / MODULAR	$0	0	0	$0
ADD / ALTER / REPAIR	$2,759	28	0	$304,362
ACCESSORY BUILDING	$136	1	0	$17,000
ACCESSORY ADD / ALT	$139	3	0	$15,000
COMMERCIAL	$0	0	0	$0
COMMERCIAL ADD / ALT	$730	1	0	$85,000
INDUSTRIAL	$0	0	0	$0
INDUSTRIAL ADD / ALT	$0	0	0	$0
INSTITUTIONAL	$0	0	0	$0
INSTITUTIONAL ADD / ALT	$0	1	0	$15,245
REFUND	-$84	0	0	-$10,565
TOTAL	**$8,007**	**36**	**2**	**$929,762**

BUILDING REPORT - ELECTORAL AREAS - YEAR ENDING DECEMBER, 2017

ELECTORAL AREA	PERMIT FEE	# PERMITS	# UNITS	TOTAL VALUE
AREA 'A'				
SFD	$9,077	1	1	$980,000
MOBILE / MODULAR	$1,484	4	4	$760,209
TEMP. MOBILE OFFICE	$196	1	0	$60,000
TEMP. MOBILE STORAGE	$125	1	0	$6,400
ADD / ALTER / REPAIR	$2,524	9	0	$270,890
ACCESSORY BUILDING	$1,352	3	0	$141,000
ACCESSORY ADD / ALT	$0	0	0	$0
ACCESSORY STRUCTURE	$110	1	0	$11,000
COMMERCIAL	$551	1	0	$60,000
COMMERCIAL ADD / ALT	$0	0	0	$0
INDUSTRIAL	$2,710	1	0	$275,000
INDUSTRIAL ADD / ALT	$270	1	0	$30,000
INSTITUTIONAL	$0	0	0	$0
INSTITUTIONAL ADD / ALT	$0	0	0	$0
DEMOLITION	$61	1	0	$10,000
RENEWAL	$50	1	0	$500
TOTAL	**$18,510**	**25**	**5**	**$2,604,999**
AREA 'B'				
SFD	$4,151	1	1	$450,000
MOBILE / MODULAR	$336	2	2	$88,400
ADD / ALTER / REPAIR	$2,312	7	0	$203,200
ACCESSORY BUILDING	$877	5	0	$81,000
ACCESSORY ADD / ALT	$0	0	0	$0
ACCESSORY STRUCTURE	$350	2	0	$31,000
COMMERCIAL	$0	0	0	$0
COMMERCIAL ADD / ALT	$0	0	0	$0
INDUSTRIAL	$0	0	0	$0
INDUSTRIAL ADD / ALT	$63	1	0	$7,000
INSTITUTIONAL	$0	0	0	$0
INSTITUTIONAL ADD / ALT	$0	0	0	$0
TOTAL	**$8,089**	**18**	**3**	**$860,600**
AREA 'C'				
SFD	$23,363	6	6	$2,365,000
MOBILE / MODULAR	$357	2	2	$239,600
ADD / ALTER / REPAIR	$3,025	11	0	$276,500
ACCESSORY BUILDING	$4,262	15	0	$418,600
ACCESSORY ADD / ALT	$291	3	0	$24,500
RETAINING WALL	$455	2	0	$47,500
COMMERCIAL	$0	0	0	$0
COMMERCIAL ADD / ALT	$1,439	2	0	$140,000
INDUSTRIAL	$0	0	0	$0
INDUSTRIAL ADD / ALT	$0	0	0	$0
INSTITUTIONAL	$0	0	0	$0
INSTITUTIONAL ADD / ALT	$0	0	0	$0
DEMOLITION	$444	7	0	$147,500
RENEWAL	$800	16	0	$73,700
TOTAL	**$34,436**	**64**	**8**	**$3,732,900**
AREA 'D'				
SFD	$19,116	5	5	$1,874,000
MOBILE / MODULAR	$1,973	9	9	$1,038,900
ADD / ALTER / REPAIR	$2,105	11	0	$187,600
ACCESSORY BUILDING	$4,273	16	0	$406,400
ACCESSORY ADD / ALT	$621	4	0	$59,000
COMMERCIAL	$0	0	0	$0
COMMERCIAL ADD / ALT	$150	1	0	$15,000
INDUSTRIAL	$0	0	0	$0
INDUSTRIAL ADD / ALT	$0	0	0	$0
INSTITUTIONAL	$0	0	0	$0
INSTITUTIONAL ADD / ALT	$0	0	0	$0
DEMOLITION	$189	3	0	$15,000
RENEWAL	$400	8	0	$40,000
TOTAL	**$28,827**	**57**	**14**	**$3,635,900**
AREA 'E'				
SFD	$20,371	9	9	$2,302,000
MOBILE / MODULAR	$262	1	1	$118,700
ADD / ALTER / REPAIR	$603	3	0	$59,000
ACCESSORY BUILDING	$4,298	12	0	$410,600
ACCESSORY ADD / ALT	$0	0	0	$0
COMMERCIAL	$0	0	0	$0
COMMERCIAL ADD / ALT	$0	0	0	$0
INDUSTRIAL	$1,481	1	0	$150,000
INDUSTRIAL ADD / ALT	$0	0	0	$0
INSTITUTIONAL	$0	0	0	$0
INSTITUTIONAL ADD / ALT	$0	0	0	$0
DEMOLITION	$267	4	0	$16,000
TOTAL	**$27,282**	**30**	**10**	**$3,056,300**
AREA 'BIG WHITE'				
SFD	$22,142	3	3	$2,400,000
MFD	$79,088	5	49	$8,662,000
MOBILE / MODULAR	$0	0	0	$0
ADD / ALTER / REPAIR	$20,145	18	0	$2,205,851
ACCESSORY BUILDING	$108	1	0	$12,000
ACCESSORY ADD / ALT	$51	1	0	$800
COMMERCIAL	$0	0	0	$0
COMMERCIAL ADD / ALT	$994	2	0	$108,000
INDUSTRIAL	$4,089	2	0	$450,000
INDUSTRIAL ADD / ALT	$0	0	0	$0
INSTITUTIONAL	$0	0	0	$0
INSTITUTIONAL ADD / ALT	$0	0	0	$0
DEMOLITION	$111	1	0	$8,000
REFUND	-$624	-2	0	-$90,000
TOTAL	**$126,104**	**31**	**52**	**$13,756,651**

COMPARISON BUILDING REPORT FOR 2016 AND 2017 (TO THE END OF DECEMBER, 2017)

AREA	# PERMITS	# UNITS	TOTAL VALUE
FRUITVALE			
Year Ending 2017	30	8	$1,918,380
Year Ending 2016	27	4	$1,239,228
GREENWOOD			
Year Ending 2017	7	1	$339,500
Year Ending 2016	14	1	$204,900
MIDWAY			
Year Ending 2017	10	4	$893,200
Year Ending 2016	7	1	$163,000
MONTROSE			
Year Ending 2017	25	3	$1,352,915
Year Ending 2016	27	1	$638,407
TRAIL			
Year Ending 2017	186	7	$14,203,705
Year Ending 2016	179	1	$12,147,526
WARFIELD			
Year Ending 2017	36	2	$929,762
Year Ending 2016	29	1	$505,536
AREA 'A'			
Year Ending 2017	25	5	$2,604,999
Year Ending 2016	22	4	$3,932,344
AREA 'B'			
Year Ending 2017	18	3	$860,600
Year Ending 2016	19	3	$1,932,212
AREA 'C'			
Year Ending 2017	64	8	$3,732,900
Year Ending 2016	59	11	$5,444,500
AREA 'D'			
Year Ending 2017	57	14	$3,635,900
Year Ending 2016	40	5	$2,628,800
AREA 'E'			
Year Ending 2017	30	10	$3,056,300
Year Ending 2016	39	17	$4,370,500
AREA 'BIG WHITE'			
Year Ending 2017	31	52	$13,756,651
Year Ending 2016	20	5	$4,535,000
TOTAL YEAR ENDING 2017	519	117	$47,284,812
TOTAL YEAR ENDING 2016	482	54	$37,741,953

Regional District of Kootenay Boundary

STAFF REPORT

Date: 15 Jan 2018 **File**
To: **Chair Russell and Board of Directors**
From: Mark Andison, CAO
Re: Building Bylaw Contravention

Issue Introduction
A staff report from Mark Andison, CAO, regarding a Building Bylaw Contravention for the property described as:
9240 Industrial Road, Trail, B.C.
Electoral Area 'A'
Parcel Identifier: 009-094-555
Lot 1 District Lot 205A Kootenay District Plan 13255
Owner: Omar Grinblats

History/Background Factors
The owner, Omar Grinblats, has not complied with constructing required roof structure over manufactured home to meet ground snow load specifications.

The Regional District of Kootenay Boundary Building and Plumbing Amendment Bylaw No. 449 states:

Responsibility of the Owner
11.1 Neither the granting of a permit nor the approval of the drawings and specifications nor inspections made by the authority having jurisdiction during the erection of the building shall in any way relieve the owner from full responsibility for carrying out the work in accordance with the requirements of this Bylaw, the application for permit, the plans, specifications and materials filed therewith and in accordance with good and proper building practice;

Duties of the Owner
12.1 Every owner shall:
(h) give at least 72 hours notice to the authority having jurisdiction and request his inspection of the work:

(i) after the forms for footings and foundations are complete, but prior to placing of any concrete therein;
(iii) when framing and sheathing of the building are complete including fire-stopping, bracing, chimney, duct work, plumbing, but before any insulation, lath or other interior or exterior finish is applied which would conceal such work;
(v) after the building or portion thereof is complete and ready for occupancy, but before occupancy takes place of the whole or a portion of the building.

Implications
The Regional District of Kootenay Boundary Board of Directors has dealt with a number of Bylaw Contraventions by Filing a Notice on Title. The effect of this Notice is to alert future Purchasers of the property that the building(s) are in contravention of the B.C. Building Code and/or regulatory bylaws. The above action does not preclude the Regional District of Kootenay Boundary from taking such steps as may be further authorized by Bylaw, Local Government Act and Community Charter to enforce compliance with regulations.

Advancement of Strategic Planning Goals
Not applicable.

Background Information Provided
- History / Background Factors;
- Registered letter dated April 25, 2017;
- Registered letter dated March 21, 2017;
- Registered letter dated February 14, 2017;
- Building Permit 15-0045A.

Alternatives
1. Once all deficiencies are rectified, the Owner may request that the Regional District of Kootenay Boundary Board of Directors remove the Notice on Title upon receipt of $200.00 (Administration fee for removal of the Notice).

Recommendation(s)
That the Regional District of Kootenay Boundary Board of Directors invite the owner, Omar Grinblats, to appear before the Board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 302 of the Local Government Act and Section 57 of the Community Charter against the property legally described as Lot 1, District Lot 205A, Kootenay District, Plan 13255.

STAFF REPORT ATTACHMENT

Date:	**January 15, 2018**	**File:**	
To:	**Chair Russell and Board of Directors**		
From:	**Mark Andison, CAO**		
RE:	**BUILDING BYLAW CONTRAVENTION** **9240 INDUSTRIAL ROAD, TRAIL, B.C.** **ELECTORAL AREA 'A'** **PARCEL IDENTIFIER: 009-094-555** **LOT 1 DISTRICT LOT 205A KOOTENAY DISTRICT PLAN 13255** **OWNER: OMAR GRINBLATS**		

History/Background Factors

The owner, Omar Grinblats, has not complied with constructing required roof structure over manufactured home to meet ground snow load specifications.

Feb. 19, 2015	Renewal application received to construct roof structure over manufactured home;
Feb. 24, 2015	Site visit conducted;
March 3, 2015	Building Permit 15-0045A issued to construct roof structure over manufactured home;
Dec. 23, 2016	Site visit conducted by Brian Zanussi, Building and Plumbing Official, noting roof structure had not been started;
Feb. 14, 2017	**First registered letter** mailed to owner requesting a response by March 14, 2017;
Feb. 17, 2017	Canada Post confirmation that the letter was delivered;
March 21, 2017	**Second registered letter** mailed to owner requesting a response by April 21, 2017;
March 24, 2017	Canada Post confirmation that the letter was delivered;
April 25, 2017	**Third registered letter** mailed to owner requesting a response by May 25, 2017;
May 8, 2017	Canada Post confirmation that the letter was delivered;
Jan. 15, 2018	To date, we have had no further response from the owner.

Regional District of Kootenay Boundary

April 25, 2017

REGISTERED MAIL

Omar and Samantha Grinblats
1880 Bowser Street
Trail, B.C. V1R 2Z4

Re: Renewal - Roof over Mobile Home
9240 Industrial Road, Trail, B.C.
Building Permit No.: 15-0045A

Further to our registered letters dated February 14, 2017 and March 21, 2017, the above permit has expired as outlined in the Regional District of Kootenay Boundary Building and Plumbing Bylaw No. 449 (1985);

PERMITS
10.2 Every permit is issued upon the condition that:
(b) the work is not to be discontinued or suspended for a period of more than one year;

RESPONSIBILITY OF THE OWNER
11.1 Neither the granting of a permit nor the approval of the drawings and specifications nor inspections made by the authority having jurisdiction during the erection of the building shall in any way relieve the owner from full responsibility for carrying out the work in accordance with the requirements of this Bylaw, the application for permit, the plans, specifications and materials filed therewith and in accordance with good and proper building practice.

As outlined on December 23, 2016 inspection report, this project remains incomplete and three options are provided:

1. Build roof over trailer as per permit plan;
2. Get a professional engineer to sign off that mobile home meets snow load requirements;
3. Registered Notice on Title.

It is noted that Dennis and Sandy Batuik were in January 31, 2017 to discuss above three options and advised they would accept a Notice on Title.

If we do not receive compliance with item 1 or 2 by **May 25, 2017**, we will recommend to the Regional District of Kootenay Boundary Board of Directors that a notice be registered on title pursuant to Section 302 of the Local Government Act and Section 57 of the Community Charter (copies attached). This notice will refer to a building bylaw contravention on the above referenced property and does not limit further action being taken.

If you have any questions concerning the above information, please contact the undersigned at 250-368-0222.

Yours truly,

Brian Zanussi
Building and Plumbing Official

202 – 843 Rossland Ave Trail, British Columbia Canada V1R 4S8
toll-free: 1 800 355-7352 • tel: 250 368-9148 • fax: 250 368-3990
email: admin@rdkb.com • web: www.rdkb.com

Regional District of Kootenay Boundary

cc: Dennis and Sandy Batuik: 9240 Industrial Road, Trail, B.C. V1R 4X7
Mark Andison, General Manager, Operations / Deputy CAO

Attachment

/sb

202 – 843 Rossland Ave Trail, British Columbia Canada V1R 4S8
toll-free: 1 800 355-7352 • tel: 250 368-9148 • fax: 250 368-3990
email: admin@rdkb.com • web: www.rdkb.com

Regional District of Kootenay Boundary

March 21, 2017

REGISTERED MAIL

Omar and Samantha Grinblats
1880 Bowser Street
Trail, B.C. V1R 2Z4

Re: Renewal - Roof over Mobile Home
9240 Industrial Road, Trail, B.C.
Building Permit No.: 15-0045A

Further to our registered letter dated February 14, 2017, the above permit has expired as outlined in the Regional District of Kootenay Boundary Building and Plumbing Bylaw No. 449 (1985);

PERMITS
10.2 Every permit is issued upon the condition that:
(b) the work is not to be discontinued or suspended for a period of more than one year;

RESPONSIBILITY OF THE OWNER
11.1 Neither the granting of a permit nor the approval of the drawings and specifications nor inspections made by the authority having jurisdiction during the erection of the building shall in any way relieve the owner from full responsibility for carrying out the work in accordance with the requirements of this Bylaw, the application for permit, the plans, specifications and materials filed therewith and in accordance with good and proper building practice.

As outlined on December 23, 2016 inspection report, this project remains incomplete and three options are provided:

1. Build roof over trailer as per permit plan;
2. Get a professional engineer to sign off that mobile home meets snow load requirements;
3. Registered Notice on Title.

It is noted that Dennis and Sandy Batuik were in January 31, 2017 to discuss above three options and advised they would accept a Notice on Title. If you wish to proceed with item 1 or 2, please do so by **April 21, 2017**. Failure to comply may result in legal action.

If you have any questions concerning the above information, please contact the undersigned at 250-368-0222.

Yours truly,

Brian Zanussi
Building and Plumbing Official

cc: Dennis and Sandy Batuik: 9240 Industrial Road, Trail, B.C. V1R 4X7
Mark Andison, General Manager of Operations / Deputy CAO
Attachment
/sb

202 – 843 Rossland Ave Trail, British Columbia Canada V1R 4S8
toll-free: 1 800 355-7352 • tel: 250 368-9148 • fax: 250 368-3990
email: admin@rdkb.com • web: www.rdkb.com

Regional District of Kootenay Boundary

February 14, 2017

REGISTERED MAIL

Omar and Samantha Grinblats
1880 Bowser Street
Trail, B.C. V1R 2Z4

Re: Renewal - Roof over Mobile Home
9240 Industrial Road, Trail, B.C.
Building Permit No.: 15-0045A

Further to our site inspection report dated December 23, 2016 (copy attached), the above permit has expired as outlined in the Regional District of Kootenay Boundary Building and Plumbing Bylaw No. 449 (1985);

PERMITS
10.2 Every permit is issued upon the condition that:
(b) the work is not to be discontinued or suspended for a period of more than one year;

RESPONSIBILITY OF THE OWNER
11.1 Neither the granting of a permit nor the approval of the drawings and specifications nor inspections made by the authority having jurisdiction during the erection of the building shall in any way relieve the owner from full responsibility for carrying out the work in accordance with the requirements of this Bylaw, the application for permit, the plans, specifications and materials filed therewith and in accordance with good and proper building practice.

As outlined on December 23, 2016 inspection report, this project remains incomplete and three options are provided:

1. Build roof over trailer as per permit plan;
2. Get a professional engineer to sign off that mobile home meets snow load requirements;
3. Registered Notice on Title.

It is noted that Dennis and Sandy Batuik were in January 31, 2017 to discuss above three options and advised they would accept a Notice on Title. If you wish to proceed with item 1 or 2, please do so by **March 14, 2017**. Failure to comply may result in legal action.

If you have any questions concerning the above information, please contact the undersigned at 250-368-0222.

Yours truly,

Brian Zanussi
Building and Plumbing Official

202 – 843 Rossland Ave Trail, British Columbia Canada V1R 4S8
toll-free: 1 800 355-7352 • tel: 250 368-9148 • fax: 250 368-3990
email: admin@rdkb.com • web: www.rdkb.com

Regional District of Kootenay Boundary

cc: Dennis and Sandy Batuik: 9240 Industrial Road, Trail, B.C. V1R 4X7
Mark Andison, General Manager of Operations / Deputy CAO

Attachment

/sb

202 – 843 Rossland Ave Trail, British Columbia Canada V1R 4S8
toll-free: 1 800 355-7352 • tel: 250 368-9148 • fax: 250 368-3990
email: admin@rdkb.com • web: www.rdkb.com

Regional District of Kootenay Boundary

No. 15-0045A

INSPECTION CALLS: (250) 368-0222

Regional District of Kootenay Boundary

DATE PERMIT GRANTED: Mar 03, 15

BUILDING INSPECTION DEPARTMENT
202-843 Rossland Ave., Trail, B.C. V1R 4S8

PERMIT TO CONSTRUCT, ERECT, INSTALL, ALTER, ADD TO, REPAIR, MOVE, OR DEMOLISH, A BUILDING, STRUCTURE, OR PLUMBING

PURSUANT TO THE APPLICABLE REGULATIONS

DENNIS BATUIK	ADDRESS: 9240 INDUSTRIAL ROAD TRAI	TELEPHONE:

BEING THE OWNER OR ACTING WITH CONSENT OF THE OWNER IS HEREBY GRANTED

A PERMIT TO: RENEW PERMIT

AT: 9240 INDUSTRIAL RD — FOLIO: 711 00950.010

LOT:	BLOCK:	RANGE:	D.L.	PLAN:	LD:
1			205A	NEP13255	

OWNER: OMAR GRINBLATS	ADDRESS: 1880 BOWSER STREET	TELEPHONE:
CONTRACTOR:	ADDRESS:	TELEPHONE:

PARTICULARS - PERMIT IS ISSUED SUBJECT TO THE FOLLOWING SPECIAL REQUIREMENTS:

THIS PERMIT IS FOR ROOF STRUCTURE ONLY, MOBILE HOME IS PLACED;
A second building permit will be required for any additions;
This is a renewal building permit, please refer to building permit no.: 11-0430A;
All work to conform to the 2012 B.C. Building Code and relevant Area 'A' Bylaws;
Minimum setbacks: front 10m, interior side 3m, exterior side 10m and rear 2.4m (as per approved DVP Nov. 9, 2011);
Property pins to be identifiable and marked prior to the site or footing inspection;
Maximum height: 30m from average finished grade;
See notes on plans;
CALL FOR AN INSPECTION ON SETBACKS/SITING, FOOTINGS (PRIOR TO PLACING CONCRETE), FRAMING AND FINAL ONCE ALL WORK HAS BEEN COMPLETED;
PLEASE CALLA MINIMUM OF 24 HOURS IN ADVANCE WHEN BOOKING AN INSPECTION.

FILE

FEES		
AREA OF LIVING SPACE		
CONSTRUCTION VALUE	$ 10000	
BUILDING PERMIT FEE		$ 50
PLUMBING FIXTURES		$ 0
DEMOLITION		
OTHER		
SUB-TOTAL		$ 50
TITLE SEARCH		
TOTAL		$ 50
LESS DEPOSIT		
BALANCE OWING		$ 50

WAIVER OF INDEMNITY

In consideration of the granting of this permit, the undersigned: (a) releases the Regional District of Kootenay Boundary and those acting on behalf of the Regional District of Kootenay Boundary from all claims and expenses which the undersigned may have or incur as a result of the issue of this permit or the enforcement or non-enforcement of the Regional District of Kootenay Boundary Bylaws or of the British Columbia Building Code; (b) indemnifies the Regional District of Kootenay Boundary from all such claims and expenses which may be made by any other person; and (c) acknowledges that the Regional District of Kootenay Boundary owes no duty of care to the undersigned or any one else in respect of these matters.

Owner's Signature

BRIAN ZANUSSI
Building/Plumbing Official

DATE PAID MAR - 5 2015

1. Prior to placing concrete in the footings 2. After installation of drain tiles/damproofing/before backfilling 3. When framing completed 4. Insulation and vapour barrier completed 5. Before any part of plumbing system covered 6. Final Inspection - An occupancy permit is required prior to occupancy of building.

Regional District of Kootenay Boundary

STAFF REPORT

Date: 16 Jan 2018 **File**
To: **Chair Russell and Board of Directors**
From: Mark Andison, CAO
Re: Building Bylaw Contravention

Issue Introduction
A staff report from Mark Andison, CAO, regarding a Building Bylaw Contravention for the property described as:
95 Tamarac Avenue, Fruitvale, B.C.
Electoral Area 'A'
Parcel Identifier: 014-927-802
Lot 4 District Lot 1236 Kootenay District Plan 4628
Owner: Heidi Korn

History/Background Factors
The owner, Heidi Korn, has made alterations to her accessory building without making required corrections to noted deficiencies.

The Regional District of Kootenay Boundary Building and Plumbing Amendment Bylaw No. 449 states:

Responsibility of the Owner
11.1 Neither the granting of a permit nor the approval of the drawings and specifications nor inspections made by the authority having jurisdiction during the erection of the building shall in any way relieve the owner from full responsibility for carrying out the work in accordance with the requirements of this Bylaw, the application for permit, the plans, specifications and materials filed therewith and in accordance with good and proper building practice;

Duties of the Owner
12.1 Every owner shall:
(h) give at least 72 hours notice to the authority having jurisdiction and request his inspection of the work:

(iii) when framing and sheathing of the building are complete including fire-stopping, bracing, chimney, duct work, plumbing, but before any insulation, lath or other interior or exterior finish is applied which would conceal such work;
(v) after the building or portion thereof is complete and ready for occupancy, but before occupancy takes place of the whole or a portion of the building.

Implications
The Regional District of Kootenay Boundary Board of Directors has dealt with a number of Bylaw Contraventions by Filing a Notice on Title. The effect of this Notice is to alert future Purchasers of the property that the building(s) are in contravention of the B.C. Building Code and/or regulatory bylaws. The above action does not preclude the Regional District of Kootenay Boundary from taking such steps as may be further authorized by Bylaw, Local Government Act and Community Charter to enforce compliance with regulations.

Advancement of Strategic Planning Goals
Not applicable.

Background Information Provided
- History / Background Factors;
- Registered letter dated May 12, 2017;
- Registered letter dated August 3, 2016;
- Registered letter dated May 3, 2016;
- Registered letter dated March 23, 2016;
- Building Permit 14-0107A.

Alternatives
1. Once all deficiencies are rectified, the Owner may request that the Regional District of Kootenay Boundary Board of Directors remove the Notice on Title upon receipt of $200.00 (Administration fee for removal of the Notice).

Recommendation(s)
1. That the Regional District of Kootenay Boundary Board of Directors invite the owner, Heidi Korn, to appear before the Board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 302 of the Local Government Act and Section 57 of the Community Charter against the property legally described as Lot 4, District Lot 1236, Kootenay District, Plan 4628.

Regional District of Kootenay Boundary

STAFF REPORT ATTACHMENT

Date:	**January 16, 2018**	**File:**	
To:	**Chair Russell and Board of Directors**		
From:	**Mark Andison, CAO**		
RE:	**BUILDING BYLAW CONTRAVENTION** **95 TAMARAC AVENUE, FRUITVALE, B.C.** **ELECTORAL AREA 'A'** **PARCEL IDENTIFIER: 014-927-802** **LOT 4 DISTRICT LOT 1236 KOOTENAY DISTRICT PLAN 4628** **OWNER: HEIDI KORN**		

History/Background Factors

The owner, Heidi Korn, has made alterations to her accessory building without making required corrections to noted deficiencies.

April 28, 2014	Application received to make alterations to an accessory building;
May 2, 2014	Building Permit 14-0107A issued for alterations to an accessory building;
Feb. 19, 2016	Framing inspection conduced, re-inspection required;
Feb. 23, 2016	Letter sent to owner requesting a response by March 23, 2016;
March 23, 2016	**First registered letter** mailed to owner requesting a response by April 22, 2016;
March 29, 2016	Canada Post confirmation that the letter was delivered;
May 3, 2016	**Second registered letter** mailed to owner requesting a response by June 6, 2016;
May 6, 2016	Framing re-inspection conducted, re-inspection required;
May 19, 2016	Canada Post confirmation that the letter was delivered;
Aug. 3, 2016	**Third registered letter** mailed to owner requesting a response by September 2, 2016;
Aug. 22, 2016	Canada Post confirmation that the letter was unclaimed;
Nov. 1, 2016	Site visit conducted by Brian Zanussi, Building and Plumbing Official, noting deficiencies had not been corrected;
May 12, 2017	**Fourth registered letter** mailed to owner requesting a response by June 12, 2017;
May 16, 2017	Canada Post confirmation that the letter was delivered;
Jan. 16, 2018	To date, we have had no further response from the owner.

Regional District of Kootenay Boundary

May 12, 2017

REGISTERED MAIL

Heidi Korn
95 Tamarac Avenue RR1
Fruitvale, B.C. V0G 1L1

Re: Alteration Accessory Building
95 Tamarac Avenue, Fruitvale, B.C.
Building Permit No.: 14-0107A

Further to our registered letters dated March 23, 2016, May 3, 2016 and August 3, 2016, the above referenced building permit has expired without completion of a final inspection as required by the Regional District of Kootenay Boundary Building and Plumbing Bylaw No. 449 (1985);

PERMITS
10.2 Every permit is issued upon the condition that:
(b) the work is not to be discontinued or suspended for a period of more than one year;

DUTIES OF THE OWNER
12.1 Every owner shall:
(h) give at least 72 hours notice to the authority having jurisdiction and request his inspection of the work:
(iii) when framing and sheathing of the building are complete including fire-stopping, bracing, chimney, duct work, plumbing, but before any insulation, lath or other interior or exterior finish is applied which would conceal such work;
(v) after the building or portion thereof is complete and ready for occupancy, but before occupancy takes place of the whole or a portion of the building.

Attached for reference is inspection report dated May 6, 2016 outlining remaining items to be completed. If required work has not been completed by **June 12, 2017**, we will recommend to the Regional District of Kootenay Boundary Board of Directors that a Notice be registered on the title pursuant to Section 302 of the Local Government Act and Section 57 of the Community Charter (copies attached). This notice will refer to a building bylaw contravention on the above referenced property and does not limit further action being taken

If you have any questions regarding the above, please contact the undersigned at (250) 368-0222.

Yours truly,

Brian Zanussi
Building and Plumbing Official

cc: Mark Andison, General Manager of Operations / Deputy CAO

Attachment
/sb

202 – 843 Rossland Ave Trail, British Columbia Canada V1R 4S8
toll-free: 1 800 355-7352 • tel: 250 368-9148 • fax: 250 368-3990
email: admin@rdkb.com • web: www.rdkb.com

Regional District of Kootenay Boundary

1966 - 2016 50TH ANNIVERSARY

August 3, 2016

REGISTERED MAIL

Heidi Korn
95 Tamarac Avenue RR1
Fruitvale, B.C. V0G 1L1

Re: Alteration Accessory Building
95 Tamarac Avenue, Fruitvale, B.C.
Building Permit No.: 14-0107A

Further to our letter dated February 23, 2016, registered letters dated March 23, 2013 and May 3, 2016, the above referenced building permit has expired without a final inspection as required by the Regional District of Kootenay Boundary Building and Plumbing Bylaw No. 449 (1985);

PERMITS
10.2 Every permit is issued upon the condition that:
(b) the work is not to be discontinued or suspended for a period of more than one year;

DUTIES OF THE OWNER
12.1 Every owner shall:
(h) give at least 72 hours notice to the authority having jurisdiction and request his inspection of the work:
(iii) when framing and sheathing of the building are complete including fire-stopping, bracing, chimney, duct work, plumbing, but before any insulation, lath or other interior or exterior finish is applied which would conceal such work;
(v) after the building or portion thereof is complete and ready for occupancy, but before occupancy takes place of the whole or a portion of the building.

Attached for reference is inspection report dated May 6, 2016 outlining remaining items to be completed. Please complete noted bracing and call for a final inspection by **September 2, 2016**. Failure to comply may result in legal action.

If you have any questions regarding the above, please contact the undersigned at (250) 368-0222.

Yours truly,

Brian Zanussi
Building and Plumbing Official

202 – 843 Rossland Ave Trail, British Columbia Canada V1R 4S8
toll-free: 1 800 355-7352 • tel: 250 368-9148 • fax: 250 368-3990
email: admin@rdkb.com • web: www.rdkb.com

Regional District of Kootenay Boundary

cc: Mark Andison, General Manager of Operations / Deputy CAO

Attachment

/sb

202 – 843 Rossland Ave Trail, British Columbia Canada V1R 4S8
toll-free: 1 800 355-7352 • tel: 250 368-9148 • fax: 250 368-3990
email: admin@rdkb.com • web: www.rdkb.com

Regional District of Kootenay Boundary

1966 - 2016 50TH ANNIVERSARY

May 3, 2016

REGISTERED MAIL

Heidi Korn
95 Tamarac Avenue RR1
Fruitvale, B.C. V0G 1L1

Re: Alteration Accessory Building
95 Tamarac Avenue, Fruitvale, B.C.
Building Permit No.: 14-0107A

Further to our letter dated February 23, 2016 and registered letter dated March 23, 2013, the above referenced building permit has expired without a framing or final inspection as required by the Regional District of Kootenay Boundary Building and Plumbing Bylaw No. 449 (1985);

PERMITS
10.2 Every permit is issued upon the condition that:
(b) the work is not to be discontinued or suspended for a period of more than one year;

DUTIES OF THE OWNER
12.1 Every owner shall:
(h) give at least 72 hours notice to the authority having jurisdiction and request his inspection of the work:
(iii) when framing and sheathing of the building are complete including fire-stopping, bracing, chimney, duct work, plumbing, but before any insulation, lath or other interior or exterior finish is applied which would conceal such work;
(v) after the building or portion thereof is complete and ready for occupancy, but before occupancy takes place of the whole or a portion of the building.

Attached for reference is inspection report dated February 19, 2016. Please complete truss bracing and gable ends then call for an inspection by **June 6, 2016**. Failure to comply may result in legal action.

If you have any questions regarding the above, please contact the undersigned at (250) 368-0222.

Yours truly,

Brian Zanussi
Building and Plumbing Official

202 – 843 Rossland Ave Trail, British Columbia Canada V1R 4S8
toll-free: 1 800 355-7352 • tel: 250 368-9148 • fax: 250 368-3990
email: admin@rdkb.com • web: www.rdkb.com

Regional District of Kootenay Boundary

cc: Mark Andison, General Manager of Operations / Deputy CAO

Attachment

/sb

202 – 843 Rossland Ave Trail, British Columbia Canada V1R 4S8
toll-free: 1 800 355-7352 • tel: 250 368-9148 • fax: 250 368-3990
email: admin@rdkb.com • web: www.rdkb.com

Regional District of Kootenay Boundary

1966 - 2016 50TH ANNIVERSARY

March 23, 2016

REGISTERED MAIL

Heidi Korn
95 Tamarac Avenue RR1
Fruitvale, B.C. V0G 1L1

Re: Alteration Accessory Building
95 Tamarac Avenue, Fruitvale, B.C.
Building Permit No.: 14-0107A

Further to our letter dated February 23, 2016, we have received no response in regards to the above referenced building permit expiring without a framing or final inspection as required by the Regional District of Kootenay Boundary Building and Plumbing Bylaw No. 449 (1985);

PERMITS
10.2 Every permit is issued upon the condition that:
(b) the work is not to be discontinued or suspended for a period of more than one year;

DUTIES OF THE OWNER
12.1 Every owner shall:
(h) give at least 72 hours notice to the authority having jurisdiction and request his inspection of the work:
(iii) when framing and sheathing of the building are complete including fire-stopping, bracing, chimney, duct work, plumbing, but before any insulation, lath or other interior or exterior finish is applied which would conceal such work;
(v) after the building or portion thereof is complete and ready for occupancy, but before occupancy takes place of the whole or a portion of the building.

Please complete the truss bracing and call for a framing and final inspection by **April 22, 2016**. Attached for reference is inspection slip dated February 19, 2016 and building permit 14-0107A issued May 2, 2014.

If you have any questions regarding the above, please contact the undersigned at (250) 368-0222.

Yours truly,

Brian Zanussi
Building and Plumbing Official

202 – 843 Rossland Ave Trail, British Columbia Canada V1R 4S8
toll-free: 1 800 355-7352 • tel: 250 368-9148 • fax: 250 368-3990
email: admin@rdkb.com • web: www.rdkb.com

Regional District of Kootenay Boundary

cc: Mark Andison, General Manager of Operations / Deputy CAO

Attachment

/sb

202 – 843 Rossland Ave Trail, British Columbia Canada V1R 4S8
toll-free: 1 800 355-7352 • tel: 250 368-9148 • fax: 250 368-3990
email: admin@rdkb.com • web: www.rdkb.com

Regional District of Kootenay Boundary

No. 14-0107A

INSPECTION CALLS: (250) 368-0222

Regional District of Kootenay Boundary

DATE PERMIT GRANTED: May 02, 14

BUILDING INSPECTION DEPARTMENT
202-843 Rossland Ave., Trail, B.C. V1R 4S8

PERMIT TO CONSTRUCT, ERECT, INSTALL, ALTER, ADD TO, REPAIR, MOVE, OR DEMOLISH, A BUILDING, STRUCTURE, OR PLUMBING

PURSUANT TO THE APPLICABLE REGULATIONS HEIDI KORN	ADDRESS: 95 TAMARAC AVENUE FRUITV	TELEPHONE:
BEING THE OWNER OR ACTING WITH CONSENT OF THE OWNER IS HEREBY GRANTED A PERMIT TO: ALTERATION TO ~~SINGLE FAMILY DWELLING~~ Accessory Building		
AT: 95 TAMARAC AVE		FOLIO: 711 05301.020

LOT	BLOCK	RANGE	D.L.	PLAN	LD
4			1236	NEP4628	

OWNER: HEIDI KORN	ADDRESS: 95 TAMARAC AVENUE	TELEPHONE:
CONTRACTOR: HEIDI KORN	ADDRESS: 95 TAMARAC AVENUE	TELEPHONE:

PARTICULARS - PERMIT IS ISSUED SUBJECT TO THE FOLLOWING SPECIAL REQUIREMENTS:

All work to conform to the 2012 B.C. Building Code and relevant Area 'A' Bylaws;

See notes on plans;

CALL FOR AN INSPECTION ON FRAMING AND FINAL ONCE ALL WORK HAS BEEN COMPLETED;

PLEASE CALL A MINIMUM OF 24 HOURS IN ADVANCE WHEN BOOKING AN INSPECTION;

Stamped engineered truss designs and layout sheets for 97 PSF ground snow load to be subnitted prior to the framing inspection.

FILE

FEES		
AREA OF LIVING SPACE		
CONSTRUCTION VALUE	$ 3200	
BUILDING PERMIT FEE		$ 40
PLUMBING FIXTURES		$ 0
DEMOLITION		
OTHER		
SUB-TOTAL		$ 40
TITLE SEARCH		$ 10
TOTAL		$ 50
LESS DEPOSIT		
BALANCE OWING		$ 50

WAIVER OF INDEMNITY

In consideration of the granting of this permit, the undersigned: (a) releases the Regional District of Kootenay Boundary and those acting on behalf of the Regional District of Kootenay Boundary from all claims and expenses which the undersigned may have or incur as a result of the issue of this permit or the enforcement or non-enforcement of the Regional District of Kootenay Boundary Bylaws or of the British Columbia Building Code; (b) indemnifies the Regional District of Kootenay Boundary from all such claims and expenses which may be made by any other person; and (c) acknowledges that the Regional District of Kootenay Boundary owes no duty of care to the undersigned or any one else in respect of these matters.

Owner's Signature

BRIAN ZANUSSI
Building/Plumbing Official

DATE PAID May 5/14

1. Prior to placing concrete in the footings 2. After installation of drain tiles/damproofing/before backfilling 3. When framing completed 4. Insulation and vapour barrier completed 5. Before any part of plumbing system covered 6. Final Inspection - An occupancy permit is required prior to occupancy of building.

Regional District of Kootenay Boundary

STAFF REPORT

Date: 16 Jan 2018 **File**
To: **Chair Russell and Board of Directors**
From: Mark Andison, CAO
Re: Building Bylaw Contravention

Issue Introduction
A staff report from Mark Andison, CAO, regarding a Building Bylaw Contravention for the property described as:
2375 Coalchute Road, Grand Forks, B.C.
Electoral Area 'D' / Rural Grand Forks
Parcel Identifier: 004-765-966
Lot 2 District Lot 1494 Similkameen Division Yale District Plan 13642
Owners: Troy Sinclair and Michelle Kruzenga

History/Background Factors
The owners, Troy Sinclair and Michelle Kruzenga, have constructed an accessory building on the above referenced property without first obtaining a building permit.

The Regional District of Kootenay Boundary Building and Plumbing Amendment Bylaw No. 449 states:

Duties of the Owner
12.1 Every owner shall:
b) obtain where applicable from the authority having jurisdiction, permits relating to demolition, excavation, building, repair of buildings, zoning, change in classification of occupancy, sewers, water, plumbing, signs, canopies, awnings, marquees, blasting, street occupancy, electricity, buildings to be moved, and all other permits required in connection with the proposed work prior to the commencement of such work.

Implications
The Regional District of Kootenay Boundary Board of Directors has dealt with a number of Bylaw Contraventions by Filing a Notice on Title. The effect of this Notice is to alert future Purchasers of the property that the building(s) are in contravention of the B.C. Building Code and/or regulatory bylaws. The above action does not preclude the Regional District of Kootenay Boundary from taking such steps as may be further authorized by Bylaw, Local Government Act and Community Charter to enforce compliance with regulations.

Advancement of Strategic Planning Goals
Not applicable.

Background Information Provided
- History / Background Factors;
- Registered letter dated November 14, 2017;
- Registered letter dated October 13, 2017;
- Registered letter dated August 30, 2017;
- Photos taken August 29, 2017.

Alternatives
1. Once all deficiencies are rectified, the Owner may request that the Regional District of Kootenay Boundary Board of Directors remove the Notice on Title upon receipt of $200.00 (Administration fee for removal of the Notice).

Recommendation(s)
1. That the Regional District of Kootenay Boundary Board of Directors invite the owners, Troy Sinclair and Michelle Kruzenga, to appear before the Board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 302 of the Local Government Act and Section 57 of the Community Charter against the property legally described as Lot 2, District Lot 1494, Similkameen Division Yale District, Plan 13642.

STAFF REPORT ATTACHMENT

Date:	**January 16, 2018**	**File:**	
To:	**Chair Russell and Board of Directors**		
From:	**Mark Andison, CAO**		
RE:	**BUILDING BYLAW CONTRAVENTION** **2375 COALCHUTE ROAD, GRAND FORKS, B.C.** **ELECTORAL AREA 'D' / RURAL GRAND FORKS** **PARCEL IDENTIFIER: 004-765-966** **LOT 2 DISTRICT LOT 1494 SIMILKAMEEN DIVISION YALE DISTRICT PLAN 13642** **OWNERS: TROY SINCLAIR AND MICHELLE KRUZENGA**		

History/Background Factors

The owners, Troy Sinclair and Michelle Kruzenga, have constructed an accessory building on the above referenced property without first obtaining a building permit.

Aug. 29, 2017	Stop Work Order posted;
Aug. 30, 2017	**First registered letter** mailed to owners requesting a response by September 30, 2017;
Aug. 31, 2017	Owner came into office to see Ken Wagner, Building and Plumbing Official, and was given first registered letter;
Oct. 13, 2017	**Second registered letter** mailed to owners requesting a response by November 13, 2017;
Oct. 18, 2017	Canada Post confirmation that the letter was successfully delivered;
Nov. 14, 2017	**Third registered letter** mailed to owners requesting a response by November 30, 2017;
Jan. 16, 2017	To date, we have had no further contact from the owners.

Regional District of Kootenay Boundary

November 14,2017

REGISTERED

Troy Sinclair & Michelle Kruzenga
2375 Coalchute Road
Grand Forks, B.C.
V0H 1H2

Re: STOP WORK ORDER
2375 Coalchute Rd., Grand Forks, B.C.
Lot 2, DL 1494, SDYD, Plan 13642

A review of the above referenced file indicates that we have not received the documentation requested in our letter dated August 30, 2017 and October 13, 2017. A **Stop Work Order** was posted on August 29, 2017 for construction of an Accessory Building without a building permit.

To date, no response has been received by this office as requested.

We will now be recommending to the Regional District of Kootenay Boundary Board of Directors that a notice be registered on title pursuant to Section 302 of the Local Government Act and Section 57 of the Community Charter (copies attached). This notice will refer to a building bylaw contravention on the above referenced property and does not limit further action being taken.

If you have any questions or wish to discuss this notice, please contact the undersigned by November 30, 2017.

The above action does not preclude the Regional District of Kootenay Boundary from taking such steps as may be further authorized by Bylaw, Local Government Act and Community Charter to enforce compliance with regulations.

Yours truly,

Ken Wagner, RBO
Building & Plumbing Official

KW:ss

COPY

COPY

2140 Central Ave Box 1965 Grand Forks, British Columbia Canada V0H 1H0
toll-free: 1 877 520-7352 • tel: 250 442-2708 • fax: 250 442-2688
email: gfbuilding@rdkb.com • web: www.rdkb.com

Regional District of Kootenay Boundary

October 13, 2017

REGISTERED

Troy Sinclair & Michelle Kruzenga
2375 Coalchute Road
Grand Forks, B.C.
V0H 1H2

Re: STOP WORK ORDER
2375 Coalchute Road
Lot 2, DL 1494, SDYD, Plan 13642

A review of the above referenced file indicates that we have not received the documentation requested in our letter dated August 30, 2017. A **Stop Work Order** was posted on August 29, 2017 for construction of an Accessory Building at the above referenced property without a building permit.

No building permit has been issued as required by the Regional District of Kootenay Boundary Building Bylaw No. 449,

Section 7.1 — No person shall commence or continue any work provided for in Section 3.2 or related to building unless he has a valid and subsisting permit issued by the authority having jurisdiction.

Section 12.1 b) — Every owner shall:
obtain where applicable from the authority having jurisdiction, permits relating to demolition, excavation, building, repair of buildings, zoning, change in classification of occupancy, sewers, water, plumbing, signs canopies, awnings, marquees, blasting, street occupancy, electricity, buildings to be moved, and all other permits required in connection with the proposed work prior to the commencement of such work;

COPY

To apply for a permit, please fill out the enclosed application form and submit the relevant documentation listed on the "How to Obtain a Building Permit" checklist to our office by November 13, 2017. Failure to comply may result in legal action.

If you have any questions, plea

Yours truly,

Ken Wagner, RBO
Building & Plumbing Official

Attachment

KW:ss

c.c. Mark Andison, MCIP, RPP-General Manager of Operations/Deputy CAO

$10.50

CANADA POST / POSTES CANADA
REGISTERED DOMESTIC / RECOMMANDÉ RÉGIME INTÉRIEUR
CUSTOMER RECEIPT / REÇU DU CLIENT
To / Destinataire Sinclair
Name / Nom
Address / Adresse
City / Prov. / Postal Code / Ville / Prov. / Code postal
FOR DELIVERY CONFIRMATION / CONFIRMATION DE LA LIVRAISON
www.canadapost.ca www.postescanada.ca
or/ou
1 888 550-6333
Declared Value / Valeur déclarée $
CPC Tracking Number / Numéro de repérage de la SCP
33-086-584 (11-04)
RW 777 837 196 CA

2140 Central Ave Box 1965 Grand Forks, British Columbia Canada V0H 1H0
toll-free: 1 877 520-7352 • tel: 250 442-2708 • fax: 250 442-2688
email: gfbuilding@rdkb.com • web: www.rdkb.com

Regional District of Kootenay Boundary

August 30, 2017

REGISTERED

Troy Sinclair & Michelle Kruzenga
2375 Coalchute Road
Grand Forks, B.C.
V0H 1H2

Re: STOP WORK ORDER
2375 Coalchute Road
Lot 2, DL 1494, SDYD, Plan 13642

This letter confirms the posting of a **Stop Work Order** on August 29, 2017 for construction of an Accessory Building at the above referenced property without a building permit.

No building permit has been issued as required by the Regional District of Kootenay Boundary Building Bylaw No. 449,

Section 7.1 — No person shall commence or continue any work provided for in Section 3.2 or related to building unless he has a valid and subsisting permit issued by the authority having jurisdiction.

Section 12.1 b) — Every owner shall:
obtain where applicable from the authority having jurisdiction, permits relating to demolition, excavation, building, repair of buildings, zoning, change in classification of occupancy, sewers, water, plumbing, signs canopies, awnings, marquees, blasting, street occupancy, electricity, buildings to be moved, and all other permits required in connection with the proposed work prior to the commencement of such work;

To apply for a permit, please fill out the enclosed application form and submit the relevant documentation listed on the "How to Obtain a Building Permit" checklist to our office by September 30, 2017. Failure to comply may result in legal action.

If you have any questions, please contact the undersigned.

Yours truly,

Ken Wagner, RBO
Building & Plumbing Official

COPY

COPY

Attachment

KW:ss

c.c. Mark Andison, MCIP, RPP-General Manager of Operations/Deputy CAO

2140 Central Ave Box 1965 Grand Forks, British Columbia Canada V0H 1H0
toll-free: 1 877 520-7352 • tel: 250 442-2708 • fax: 250 442-2688
email: gfbuilding@rdkb.com • web: www.rdkb.com




COPY


COPY


COPY

Regional District of Kootenay Boundary

STAFF REPORT

Date: 17 Jan 2018 **File**
To: **Chair Russell and Board of Directors**
From: Mark Andison, CAO
Re: Building Bylaw Contravention

Issue Introduction
A staff report from Mark Andison, CAO, regarding a Building Bylaw Contravention for the property described as:
1620 Highway 33, Rock Creek, B.C.
Electoral Area 'E' / West Boundary
Parcel Identifier: 011-507-721
Lot 1 District Lot 352 Similkameen Division Yale District Plan 1622
Owner: Bonnie-Lou Koester

History/Background Factors
The owner, Bonnie-Lou Koester, has constructed alterations to a commercial building on the above referenced property without first obtaining a building permit.

The Regional District of Kootenay Boundary Building and Plumbing Amendment Bylaw No. 449 states:

Duties of the Owner:
12.1 Every owner shall:
b) obtain where applicable from the authority having jurisdiction, permits relating to demolition, excavation, building, repair of buildings, zoning, change in classification of occupancy, sewers, water, plumbing, signs, canopies, awnings, marquees, blasting, street occupancy, electricity, buildings to be moved, and all other permits required in connection with the proposed work prior to the commencement of such work.

Implications
The Regional District of Kootenay Boundary Board of Directors has dealt with a number of Bylaw Contraventions by Filing a Notice on Title. The effect of this Notice is to alert future Purchasers of the property that the building(s) are in contravention of the B.C. Building Code and/or regulatory bylaws. The above action does not preclude the Regional District of Kootenay Boundary from taking such steps as may be further authorized by Bylaw, Local Government Act and Community Charter to enforce compliance with regulations.

Advancement of Strategic Planning Goals
Not applicable.

Background Information Provided
- History / Background Factors;
- Email dated May 17, 2017;
- Registered letter dated March 10, 2017;
- Photos taken March 9, 2017.

Alternatives
1. Once all deficiencies are rectified, the Owner may request that the Regional District of Kootenay Boundary Board of Directors remove the Notice on Title upon receipt of $200.00 (Administration fee for removal of the Notice).

Recommendation(s)
1. That the Regional District of Kootenay Boundary Board of Directors invite the owner, Bonnie-Lou Koester, to appear before the Board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 302 of the Local Government Act and Section 57 of the Community Charter against the property legally described as Lot 1, District Lot 352, Similkameen Division Yale District, Plan 1622.

STAFF REPORT ATTACHMENT

Date:	**January 17, 2018**	**File:**	
To:	**Chair Russell and Board of Directors**		
From:	**Mark Andison, CAO**		
RE:	**BUILDING BYLAW CONTRAVENTION** **1620 HIGHWAY 33, ROCK CREEK, B.C.** **ELECTORAL AREA 'E' / WEST BOUNDARY** **PARCEL IDENTIFIER: 011-507-721** **LOT 1 DISTRICT LOT 352 SIMILKAMEEN DIVISION YALE DISTRICT PLAN 1622** **OWNER: BONNIE-LOU KOESTER**		

History/Background Factors

The owner, Bonnie-Lou Koester, has constructed alterations to a commercial building on the above referenced property without first obtaining a building permit.

March 9, 2017	Stop Work Order posted;
March 10, 2017	**First registered letter** mailed to owner requesting a response by April 10, 2017;
March 22, 2017	Canada Post confirmation that the letter was delivered;
March 23, 2017	Telephone call with Ivan Carter, contractor, advising him of building permit process and requirements for Part 3 buildings;
April 3, 2017	Telephone call with Ivan Carter, contractor, stating that an engineer was hired and documentation would be provided in May 2017. Building Official advised that the office would postpone action until documentation received;
May 15, 2017	Building permit application submitted for alterations to a commercial building;
May 17, 2017	Email sent to owner, contractor and engineer requesting more documentation;
July 17, 2017	Received some requested documentation;
Jan. 17, 2018	To date, we have had no further response from the owner.

Robert Silva

From: Robert Silva
Sent: May-17-17 11:10 AM
To: 'bonnie Koester'
Cc: 'office@fairbankarchitects.com'; 'hillsideengineering@shaw.ca'
Attachments: 20170517110627643.pdf

The Building Department of the Regional District of Kootenay Boundary is in receipt of the building permit application for the above noted address. The documents submitted in support of the application are being reviewed for conformance with the BC Building Code and applicable RDKB bylaws. The following documents are required by this office prior to issue of a building permit:

1) A building permit application completed and signed by the Coordinating Registered Professional (see attached);

2) Letter of Assurance in the form of a Schedule A from the Coordinating Registered Professional;

3) Letters of Assurance in the form of Schedule B's for the disciplines of:
A) Architectural, B) Structural, C) Geotechnical;

4) Any other Letters of Assurance as may be determined by the Coordinating Registered Professional;

5) 2 sets of drawings sealed by the Registered Professional of Record for the discipline of architectural;

6) 2 sets of structural drawings sealed by the Registered Professional of Record for the discipline of structural

The above list is a partial list and does not limit further information that may be required to determine conformance with the BC Building Code and applicable RDKB bylaws. Please submit the above noted documents to this office when obtained.

Respectfully

Robert Silva, RBO
Building/Plumbing Official
Regional District of Kootenay Boundary
2140 Central Avenue
Grand Forks
phone (250) 442 2708
fax (250) 442 2688
rsilva@rdkb.com
www.rdkb.com

No response to date
proceed to Notice
on Title letters
20 November 2017
RM

COPY

Regional District of Kootenay Boundary

March 10, 2017

REGISTERED

Bonnie-Lou Koester
1620 Highway 33
Rock Creek, B.C.
V0H 1Y0

Re: STOP WORK ORDER- ALTERATION TO COMMERCIAL BUILDING
1620 Highway 33, Electoral Area 'E'/West Boundary
Lot 1, D.L. 352, SDYD, Plan KAP1622

This letter confirms the posting of a **Stop Work Order** on March 9, 2017 for alterations to a Commercial Building at the above referenced property without a building permit.

No building permit has been issued as required by the Regional District of Kootenay Boundary Building Bylaw No. 449,

Section 7.1 — No person shall commence or continue any work provided for in Section 3.2 or related to building unless he has a valid and subsisting permit issued by the authority having jurisdiction.

Section 12.1 b) — Every owner shall:
obtain where applicable from the authority having jurisdiction, permits relating to demolition, excavation, building, repair of buildings, zoning, change in classification of occupancy, sewers, water, plumbing, signs canopies, awnings, marquees, blasting, street occupancy, electricity, buildings to be moved, and all other permits required in connection with the proposed work prior to the commencement of such work;

To apply for a permit, please fill out the enclosed application form and submit the relevant documentation listed on the "How to Obtain a Building Permit" checklist to our office by **April 10, 2017**. Failure to comply may result in legal action.

If you have any questions, please contact the undersigned.

Yours truly,

R Silva

Robert Silva, RBO
Building & Plumbing Official

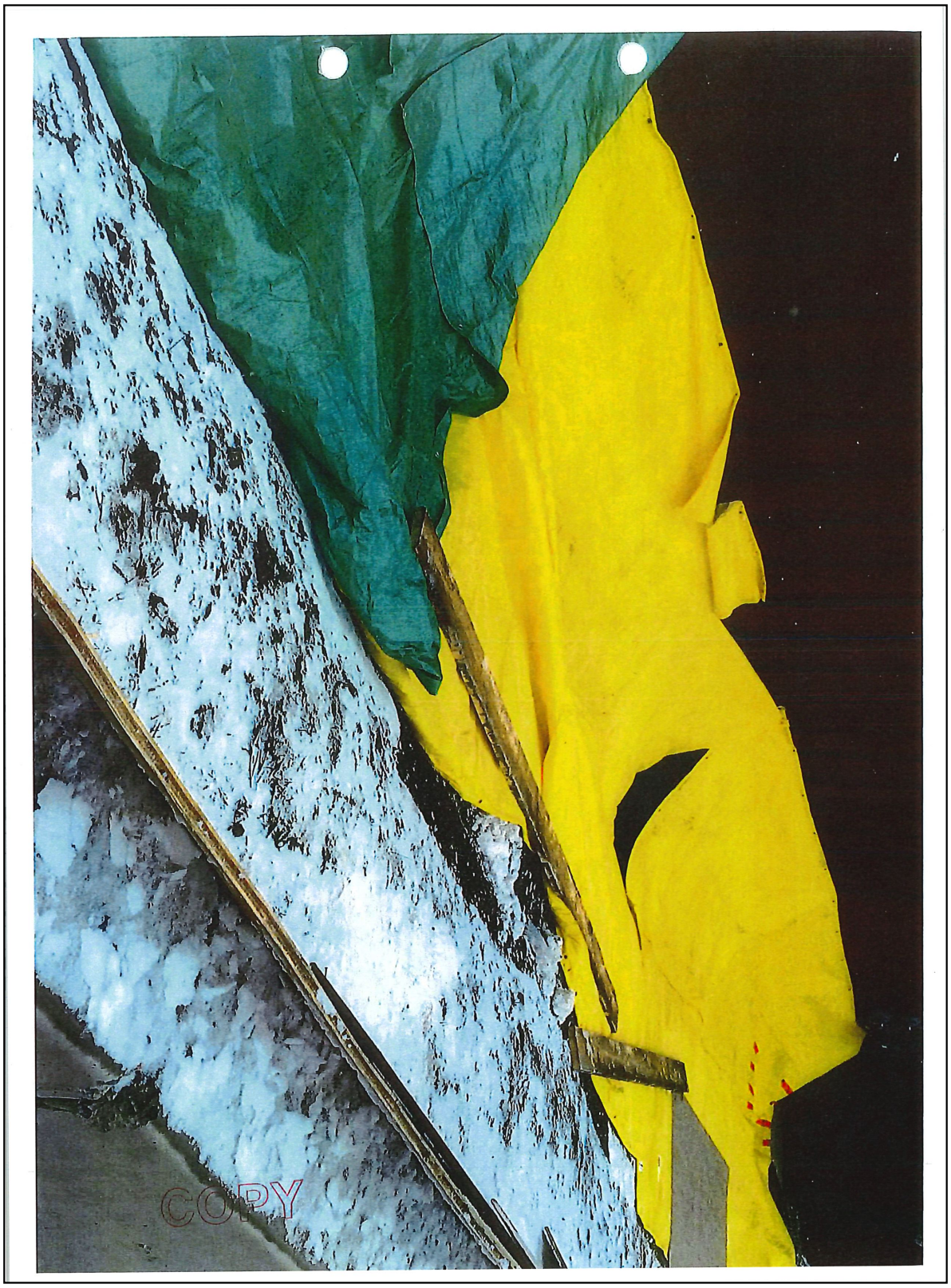
Attachment
RS:ss

COPY



2140 Central Ave Box 1965 Grand Forks, British Columbia Canada V0H 1H0
toll-free: 1 877 520-7352 • tel: 250 442-2708 • fax: 250 442-2688


COPY


COPY

Regional District of Kootenay Boundary

STAFF REPORT

Date: 17 Jan 2018 **File**
To: **Chair Russell and Board of Directors**
From: Mark Andison, CAO
Re: Building Bylaw Contravention

Issue Introduction
A staff report from Mark Andison, CAO, regarding a Building Bylaw Contravention for the property described as:
2925 Highway 33, Westbridge, B.C.
Electoral Area 'E' / West Boundary
Parcel Identifier: 004-374-720
Lot 3 District Lot 2515 Similkameen Division Yale District
Owner: Brian Klassen

History/Background Factors
The former owner, Linda Klassen, constructed an accessory building on the above referenced property without first obtaining a building permit and the new owner, Brian Klassen, who inherited the property, has not corrected the situation.

The Regional District of Kootenay Boundary Building and Plumbing Amendment Bylaw No. 449 states:

Duties of the Owner
12.1 Every owner shall:
b) obtain where applicable from the authority having jurisdiction, permits relating to demolition, excavation, building, repair of buildings, zoning, change in classification of occupancy, sewers, water, plumbing, signs, canopies, awnings, marquees, blasting, street occupancy, electricity, buildings to be moved, and all other permits required in connection with the proposed work prior to the commencement of such work.

Implications
The Regional District of Kootenay Boundary Board of Directors has dealt with a number of Bylaw Contraventions by Filing a Notice on Title. The effect of this Notice is to alert future Purchasers of the property that the building(s) are in contravention of the B.C. Building Code and/or regulatory bylaws. The above action does not preclude the Regional District of Kootenay Boundary from taking such steps as may be further authorized by Bylaw, Local Government Act and Community Charter to enforce compliance with regulations.

Advancement of Strategic Planning Goals
Not applicable.

Background Information Provided
- History / Background Factors;
- Email dated May 2, 2017;
- Registered letter dated January 12, 2017;
- Registered letter dated November 29, 2016;
- Registered letter dated October 4, 2016;

Alternatives
1. Once all deficiencies are rectified, the Owner may request that the Regional District of Kootenay Boundary Board of Directors remove the Notice on Title upon receipt of $200.00 (Administration fee for removal of the Notice).

Recommendation(s)
1. That the Regional District of Kootenay Boundary Board of Directors invite the owner, Brian Klassen, to appear before the Board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 302 of the Local Government Act and Section 57 of the Community Charter against the property legally described as Lot 3, District Lot 2515, Similkameen Division Yale District, Plan 29236.

Regional District of Kootenay Boundary

STAFF REPORT ATTACHMENT

Date:	**January 17, 2018**	**File:**	
To:	**Chair Russell and Board of Directors**		
From:	**Mark Andison, CAO**		
RE:	**BUILDING BYLAW CONTRAVENTION** **2925 HIGHWAY 33, WESTBRIDGE, B.C.** **ELECTORAL AREA 'E' / WEST BOUNDARY** **PARCEL IDENTIFIER: 004-374-720** **LOT 3 DISTRICT LOT 2515 SIMILKAMEEN DIVISION YALE DISTRICT PLAN 29236** **OWNER: BRIAN KLASSEN**		

History/Background Factors

The former owner, Linda Klassen, constructed an accessory building on the above referenced property without first obtaining a building permit and the new owner, Brian Klassen, who inherited the property, has not corrected the situation.

Oct. 4, 2016	Stop Work Order posted;
Oct. 4, 2016	**First registered letter** mailed to former owner, Linda Klassen, requesting a response by November 4, 2016;
Oct. 14, 2016	Canada Post confirmation that the letter was delivered;
Nov. 26, 2016	Email to owner providing information and application to apply for a building permit;
Nov. 29, 2016	**Second registered letter** mailed to former owner, Linda Klassen, requesting a response by December 29, 2016;
Dec. 14, 2016	Canada Post confirmation that the letter was delivered;
Jan. 12, 2017	**Third registered letter** mailed to former owner, Linda Klassen, requesting a response by February 10, 2017;
Jan. 13, 2017	Brian Klassen becomes new registered owner of property;
Jan. 27, 2017	Telephone call with Brian Klassen, brother of Linda Klassen, stating Linda died December 2016. Brian asked about building permit requirements;
Jan. 30, 2017	Canada Post confirmation that the letter was unclaimed;
April 11, 2017	Application received, supporting documentation not included;
May 2, 2017	Email sent to owner requesting supporting documentation;
Nov. 20, 2017	Notation that requested documentation had not been received;
Jan. 17, 2018	To date, we have had no further response from the owner.

Robert Silva

From:	Robert Silva
Sent:	May-02-17 2:55 PM
To:	'brian@klassenwines.com'
Subject:	Building Permit application for 2925 Highway 33, Westbridge, British Columbia
Attachments:	Building Permit Brochure 2015.docx; 20170502145128104.pdf

The Building Department of the Regional District of Kootenay Boundary is in receipt of the building permit application for the above noted address. The documents submitted in support of the application are being reviewed for conformance with the BC Building Code and applicable RDKB bylaws. The following documents are required by this office prior to issue of a building permit:

1) Two sets of drawings detailing the proposed construction (see attached).

2) Record of Sewerage system documents issued by the Interior Health Authority (see attached document for contact details).

3) Required documents from the Licensing and Consumer Services branch of BC Housing (formerly the Homeowner Protection Office, see attached document for contact information).

4) Certificate of Location from a British Columbia Land Surveyor indicating the location and elevation of the proposed dwelling on the property. The property is subject to the requirement of Restrictive Covenant N50540 which requires a setback of 100 feet from the natural boundary of the West Kettle River and an elevation of 10 feet above the natural boundary of the West Kettle River (see attached document).

The above list is a partial list and does not limit further information that may be required to determine conformance with the BC Building Code and applicable RDKB bylaws. Please submit the above noted documents to this office when obtained.

Respectfully

Robert Silva, RBO
Building/Plumbing Official
Regional District of Kootenay Boundary
2140 Central Avenue
Grand Forks
phone (250) 442 2708
fax (250) 442 2688
rsilva@rdkb.com
www.rdkb.com

No response to date
Proceed to Notice on Title

20 November 2017
RCL

COPY

Regional District of Kootenay Boundary

January 12, 2017

REGISTERED LETTER

Linda Klassen
2925 Highway 33, PO Box 26
Westbridge, B.C.
V0H 2B0

Re: STOP WORK ORDER – CONSTRUCTION OF ACCESSORY BUILDING
2925 Highway 33, Electoral Area 'E'/West Boundary
Plan KAP29236, Lot 3, DL 2515

A review of the above referenced file indicates that we have not received the documentation requested in our letters dated October 4, 2016 and November 29, 2016. A **Stop Work Order** was posted on October 4, 2016 for construction of an accessory building without a building permit.

To date, no response has been received by this office as requested.

We will now be recommending to the Regional District of Kootenay Boundary Board of Directors that a notice be registered on title pursuant to Section 302 of the Local Government Act and Section 57 of the Community Charter (copies attached). This notice will refer to a building bylaw contravention on the above referenced property and does not limit further action being taken.

If you have any questions or wish to discuss this notice, please contact the undersigned by February 10, 2017.

The above action does not preclude the Regional District of Kootenay Boundary from taking such steps as may be further authorized by Bylaw, Local Government Act and Community Charter to enforce compliance with regulations. Your attention to this matter is appreciated.

Yours truly,

R Silva

Robert Silva, RBO
Building & Plumbing Official

Attachment

RS:ss

COPY

Cc: Mark Andison, MCIP, RPP, General Manager, Operations/Deputy CAO

CANADA POST / POSTES CANADA

REGISTERED DOMESTIC / **RECOMMANDÉ RÉGIME INTÉRIEUR** R

CUSTOMER RECEIPT / REÇU DU CLIENT

To / Destinataire: Linda Klassen

Name / Nom

Address / Adresse

City / Prov. / Postal Code: Westbridge BC

Ville / Prov. / Code postal

FOR DELIVERY CONFIRMATION / CONFIRMATION DE LA LIVRAISON
www.canadapost.ca www.postescanada.ca
or/ou
1 888 550-6333

Declared Value / Valeur déclarée $

CPC Tracking Number / Numéro de repérage de la SCP
RW 777 847 803 CA

33-086-584 (11-04)

2140 Central Ave Box 1965 Grand Forks, British Columbia Canada V0H 1H0
toll-free: 1 877 520-7352 • tel: 250 442-2708 • fax: 250 442-2688
email: building-af@rdkb.com • web: www.rdkb.com

Regional District of Kootenay Boundary

November 29, 2016

REGISTERED

Linda Klassen
2925 Hwy 33 PO Box 26
Westbridge, B.C.
V0H 2B0

Re: STOP WORK ORDER- CONSTRUCTION OF ACCESSORY BUILDING
2925 Hwy 33, Electoral Area 'E'/West Boundary
Plan KAP 29236, Lot 3, DL 2515

A review of the above referenced file indicates that we have not received the documentation requested in our letter dated October 4, 2016. A **Stop Work Order** was posted on October 4, 2016 for construction of an accessory building without a building permit.

No building permit has been issued as required by the Regional District of Kootenay Boundary Building Bylaw No. 449

Section 7.1 — No person shall commence or continue any work provided for in Section 3.2 or related to building unless he has a valid and subsisting permit issued by the authority having jurisdiction.

Section 12.1 b) — Every owner shall:
obtain where applicable from the authority having jurisdiction, permits relating to demolition, excavation, building, repair of buildings, zoning, change in classification of occupancy, sewers, water, plumbing, signs canopies, awnings, marquees, blasting, street occupancy, electricity, buildings to be moved, and all other permits required in connection with the proposed work prior to the commencement of such work;

To apply for a permit, please fill out the enclosed application form and submit the relevant documentation listed on the "How to Obtain a Building Permit" checklist to our office by **December 29, 2016**. *Failure to comply may result in legal action.*

If you have any questions, please contact the undersigned.

Respectfully,

Robert Silva, RBO
Building & Plumbing Official

RS:rt
Attachment
Cc: Mark Andison, MCIP, RPP, General Manager

CANADA POST / POSTES CANADA
REGISTERED DOMESTIC / RECOMMANDÉ RÉGIME INTÉRIEUR
CUSTOMER RECEIPT / REÇU DU CLIENT
To / Destinataire: Linda Klassen
Name / Nom: 2925 Hwy 33/Box 26
Address / Adresse: Westbridge BC
City / Prov. / Postal Code / Ville / Prov. / Code postal: V0H 2B0
FOR DELIVERY CONFIRMATION / CONFIRMATION DE LA LIVRAISON
www.canadapost.ca or/ou www.postescanada.ca
1 888 550-6333
CPO Tracking Number / Numéro de repérage de la BC
Declared Value / Valeur déclarée: $
RN 152 598 556 CA
33-086-584 (14-06)

COPY

2140 Central Ave Box 1965 Grand Forks, British Columbia Canada V0H 1H0
toll-free: 1 877 520-7352 • tel: 250 442-2708 • fax: 250 442-2688
email: building.af@rdkb.com • web: www.rdkb.com

Regional District of Kootenay Boundary

October 4, 2016

REGISTERED

Linda Klassen
2925 Hwy 33 PO Box 26
Westbridge, B.C.
V0H 2B0

Re: STOP WORK ORDER- CONSTRUCTION OF ACCESSORY BUILDING
2925 Hwy 33, Electoral Area 'E'/West Boundary
Plan KAP 29236, Lot 3, DL 2515

This letter confirms the posting of a **Stop Work Order** on October 4, 2016 for construction of an accessory building at the above referenced property without a building permit.

No building permit has been issued as required by the Regional District of Kootenay Boundary Building Bylaw No. 449,

Section 7.1 — No person shall commence or continue any work provided for in Section 3.2 or related to building unless he has a valid and subsisting permit issued by the authority having jurisdiction.

Section 12.1 b) — Every owner shall:
obtain where applicable from the authority having jurisdiction, permits relating to demolition, excavation, building, repair of buildings, zoning, change in classification of occupancy, sewers, water, plumbing, signs canopies, awnings, marquees, blasting, street occupancy, electricity, buildings to be moved, and all other permits required in connection with the proposed work prior to the commencement of such work;

To apply for a permit, please fill out the enclosed application form and submit the relevant documentation listed on the "How to Obtain a Building Permit" checklist to our office by November 4, 2016. Failure to comply may result in legal action.

If you have any questions, please contact the undersigned.

Respectfully,

Robert Silva, RBO
Building & Plumbing Official

RS:rt

Attachment

COPY

CANADA POST / POSTES CANADA
REGISTERED DOMESTIC
CUSTOMER RECEIPT
RECOMMANDÉ RÉGIME INTÉRIEUR
REÇU DU CLIENT
R
To / Destinataire: Linda Klassen
Name / Nom
Address / Adresse: Box 26
City / Prov. / Postal Code / Ville / Prov. / Code postal: Westbridge BC V0H 2B0
FOR DELIVERY CONFIRMATION / CONFIRMATION DE LA LIVRAISON
www.canadapost.ca www.postescanada.ca or/ou
1 888 550-6333
CPC Tracking Number / Numéro de repérage de la SCP
RN 152 598 485 CA
Declared Value / Valeur déclarée $
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toll-free: 1 877 520-7352 • tel: 250 442-2708 • fax: 250 442-2688
email: building-af@rdkb.com • web: www.rdkb.com

Regional District of Kootenay Boundary

STAFF REPORT

Date: 17 Jan 2018 **File**
To: **Chair Russell and Board of Directors**
From: Mark Andison, CAO
Re: Building Bylaw Contravention

Issue Introduction
A staff report from Mark Andison, CAO, regarding a Building Bylaw Contravention on the property described as:
400-7470 Porcupine Road, Big White, B.C.
Electoral Area 'E' / West Boundary
Parcel Identifier: 016-300-246
Strata Lot 39 District Lot 4109S Similkameen Division Yale District Strata Plan K838
Owner: Figure Ski Enterprises Inc.

History/Background Factors
The owner, Figure Ski Enterprises Inc., have constructed alterations to a multi-family dwelling on the above referenced property without first obtaining a building permit.

The Regional District of Kootenay Boundary Building and Plumbing Amendment Bylaw No. 449 states:

Duties of the Owner
12.1 Every owner shall:
b) obtain where applicable from the authority having jurisdiction, permits relating to demolition, excavation, building, repair of buildings, zoning, change in classification of occupancy, sewers, water, plumbing, signs, canopies, awnings, marquees, blasting, street occupancy, electricity, buildings to be moved, and all other permits required in connection with the proposed work prior to the commencement of such work.

Implications
The Regional District of Kootenay Boundary Board of Directors has dealt with a number of Bylaw Contraventions by Filing a Notice on Title. The effect of this Notice is to alert future Purchasers of the property that the building(s) are in contravention of the B.C. Building Code and/or regulatory bylaws. The above action does not preclude the Regional District of Kootenay Boundary from taking such steps as may be further authorized by Bylaw, Local Government Act and Community Charter to enforce compliance with regulations.

Advancement of Strategic Planning Goals
Not applicable.

Background Information Provided
- History / Background Factors;
- Registered letter dated November 23, 2017;
- Email dated November 17, 2017.

Alternatives
1. Once all deficiencies are rectified, the Owner may request that the Regional District of Kootenay Boundary Board of Directors remove the Notice on Title upon receipt of $200.00 (Administration fee for removal of the Notice).

Recommendation(s)
1. That the Regional District of Kootenay Boundary Board of Directors invite the owner, Figure Ski Enterprises Inc., to appear before the Board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 302 of the Local Government Act and Section 57 of the Community Charter against the property legally described as Strata Lot 39, District Lot 4109S, Similkameen Division Yale District, Strata Plan K838.

STAFF REPORT ATTACHMENT

Date:	**January 17, 2018**	**File:**	
To:	**Chair Russell and Board of Directors**		
From:	**Mark Andison, CAO**		
RE:	**<u>BUILDING BYLAW CONTRAVENTION</u>** **400-7470 PORCUPINE ROAD, BIG WHITE, B.C.** **ELECTORAL AREA 'E' / WEST BOUNDARY** **PARCEL IDENTIFIER: 016-300-246** **STRATA LOT 39 DISTRICT LOT 4109S SIMILKAMEEN DIVISION YALE DISTRICT STRATA PLAN K838** **OWNER: FIGURE SKI ENTERPRISES INC.**		

History/Background Factors

The owner, Figure Ski Enterprises Inc., constructed alterations to a multi-family dwelling on the above referenced property without first obtaining a building permit.

Nov. 17, 2017	Received email from Mike Figurski to Terry Florence, strata manager;
Nov. 22, 2017	Stop Work Order confirmed;
Nov. 23, 2017	**First registered letter** mailed to owner, requesting a response by December 22, 2017;
Nov. 23, 2017	Copy of **first registered letter** mailed to Terry Florence, strata manager;
Nov. 27, 2017	Canada Post confirmation that the letter was delivered;
Dec. 4, 2017	Canada Post confirmation that the letter was delivered;
Jan. 17, 2018	To date, we have had no further response from the owner.

Regional District of Kootenay Boundary

November 23, 2017

REGISTERED

Figure Ski Enterprises Ltd.
Box 45058
Kelowna, B.C.
V1p 1P3

Re: STOP WORK ORDER-Alteration to a Dwelling without a Building Permit
#400-7470 Porcupine Road, Big White, B.C.
Strata Lot 39, DL 4109S, SDYD, Strata Plan K838

This letter confirms the posting of a **Stop Work Order** on November 22, 2017 for **Alterations made to a Dwelling without a Building Permit** at the above referenced property without a building permit.

No building permit has been issued as required by the Regional District of Kootenay Boundary Building Bylaw No. 449,

Section 7.1 — No person shall commence or continue any work provided for in Section 3.2 or related to building unless he has a valid and subsisting permit issued by the authority having jurisdiction.

Section 12.1 b) — Every owner shall:
obtain where applicable from the authority having jurisdiction, permits relating to demolition, excavation, building, repair of buildings, zoning, change in classification of occupancy, sewers, water, plumbing, signs canopies, awnings, marquees, blasting, street occupancy, electricity, buildings to be moved, and all other permits required in connection with the proposed work prior to the commencement of such work;

To apply for a permit, please fill out the enclosed application form and submit the relevant documentation listed on the "How to Obtain a Building Permit" checklist to our office by December 22, 2017. Failure to comply may result in legal action.

If you have any questions, please contact the undersigned.

Yours truly,

R Silva

Robert Silva, RBO
Building & Plumbing Official

COPY

Attachment

cc: Terry Florence, Strata Manager, Terry.Florence@associa.ca

2140 Central Ave Box 1965 Grand Forks, British Columbia Canada V0H 1H0
toll-free: 1 877 520-7352 • tel: 250 442-2708 • fax: 250 442-2688
email: gfbuilding@rdkb.com • web: www.rdkb.com

Robert Silva

From: Mike Figurski [figurskimike@gmail.com]
Sent: November-17-17 12:55 PM
To: Terry Florence
Cc: Big White Fire Prevention; Robert Silva; Big White Fire Chief
Subject: Re: Request For Access

Hi Terry

I am happy to allow inspection of 400 and 500 as part of a safety inspection of the building. Currently, both units have two persons per bedroom and average one person per 140sf., which is under average for rental accommodations in the building. I would ask the Fire Department to inspect any units where current building occupants have concerns regarding over crowding. My tenants have concerns regarding overcrowding of the Hostel and 813/814. I would ask we post a notice on the bulletin boards inviting current Moguls residents to nominate units for inspection where they have concerns. I think this will provide an opportunity to reduce risk for all occupants of the building. I know there have been renovations in the Hostel and Common areas that proceeded without building permits, and I would like to make sure work was done to current Fire code. I would also like to ensure that the same standards are applied to all units in the building regarding density and safety.

I believe it was the Strata who requested inspection by BWFD and RDKB, not the other way around. I can not help but think this "inspection" is a fishing expedition because of the legal proceeding I have recently brought against the Strata, and I hope you are not attempting to retaliate through the RDKB and BWFD.

Regards
Mike

Mike Figurski, MD Inc.
Box 45058
Kelowna BC
Canada V1P 1P3
250 765-0544
FAX 604 330-4434

On Fri, Nov 17, 2017 at 11:15 AM, Terry Florence <Terry.Florence@associa.ca> wrote:

Hello Mr. Figurski,

Please find attached request to access Units 400 and 500 of the Moguls. Please advise me within 48 hours whether you or your agent will be available to provide access.

Regards,

Terry Florence
Community Manager

A Licensed Strata Manager

COPY

Associa British Columbia, Inc.

215-1511 Sutherland Avenue, Kelowna B.C. V1Y 5Y7

O: 250.860.5445

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Regional District of Kootenay Boundary

STAFF REPORT

Date: 16 Jan 2018 **File**
To: **Chair Russell and Board of Directors**
From: Mark Andison, CAO
Re: Building Bylaw Contravention

Issue Introduction
A staff report from Mark Andison, CAO, regarding a Building Bylaw Contravention for the property described as:
Westlake Drive, Christina Lake, B.C.
Electoral Area 'C' / Christina Lake
Parcel Identifier: 005-586-917
Lot 27 District Lot 317 Similkameen Division Yale District Plan 25163
Owners: James Niblow and Sabrina Rosa

History/Background Factors
The owners, James Niblow and Sabrina Rosa, have constructed an accessory building without a building permit and prohibited under the current Electoral Area 'C' / Christina Lake Bylaw as there is no single family dwelling to satisfy the permitted principal uses clause.

The Regional District of Kootenay Boundary Building and Plumbing Amendment Bylaw No. 449 states:

Duties of the Owner
12.1 Every owner shall:
b) obtain where applicable from the authority having jurisdiction, permits relating to demolition, excavation, building, repair of buildings, zoning, change in classification of occupancy, sewers, water, plumbing, signs, canopies, awnings, marquees, blasting, street occupancy, electricity, buildings to be moved, and all other permits required in connection with the proposed work prior to the commencement of such work;

The Regional District of Kootenay Boundary Electoral Area 'C' Zoning Bylaw No. 1300 states:

Single Family Residential 1 Zone
402.1 Permitted Principal Uses;
Only the following principal use is permitted;
a) Single family dwelling.

Implications
The Regional District of Kootenay Boundary Board of Directors has dealt with a number of Bylaw Contraventions by Filing a Notice on Title. The effect of this Notice is to alert future Purchasers of the property that the building(s) are in contravention of the B.C. Building Code and/or regulatory bylaws. The above action does not preclude the Regional District of Kootenay Boundary from taking such steps as may be further authorized by Bylaw, Local Government Act and Community Charter to enforce compliance with regulations.

Advancement of Strategic Planning Goals
Not applicable.

Background Information Provided
- History / Background Factors;
- Registered letter dated October 20, 2017;
- Registered letter dated September 19, 2017;
- Registered letter dated August 29, 2017;
- Photos taken August 28, 2017.

Alternatives
1. Once all deficiencies are rectified, the Owner may request that the Regional District of Kootenay Boundary Board of Directors remove the Notice on Title upon receipt of $200.00 (Administration fee for removal of the Notice).

Recommendation(s)
1. That the Regional District of Kootenay Boundary Board of Directors invite the owners, James Niblow and Sabrina Rosa, to appear before the Board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 302 of the Local Government Act and Section 57 of the Community Charter against the property legally described as Lot 27, District Lot 317, Similkameen Division Yale District, Plan 25163.

STAFF REPORT ATTACHMENT

Date:	**January 16, 2018**	**File:**	
To:	**Chair Russell and Board of Directors**		
From:	**Mark Andison, CAO**		
RE:	**BUILDING BYLAW CONTRAVENTION** **WESTLAKE DRIVE, CHRISTINA LAKE, B.C.** **ELECTORAL AREA 'C' / CHRISTINA LAKE** **PARCEL IDENTIFIER: 005-586-917** **LOT 27 DISTRICT LOT 317 SIMILKAMEEN DIVISION YALE DISTRICT PLAN 25163** **OWNERS: JAMES NIBLOW AND SABRINA ROSA**		

History/Background Factors

The owners, James Niblow and Sabrina Rosa, have constructed an accessory building without a building permit and prohibited under the current Electoral Area 'C' / Christina Lake Bylaw as there is no single family dwelling to satisfy the permitted principal uses clause.

Aug. 28, 2017	Stop Work Order posted;
Aug. 29, 2017	**First registered letter** mailed to owners requesting a response by September 30, 2017;
Sept. 1, 2017	Canada Post confirmation that the letter was delivered;
Sept. 19, 2017	**Second registered letter** mailed to owners requesting a response by October 20, 2017;
Sept. 20, 2017	Canada Post confirmation that the letter was delivered;
Oct. 20, 2017	**Third registered letter** mailed to owners requesting a response by November 24, 2017;
Oct. 24, 2017	Canada Post confirmation that the letter was delivered;
Jan. 16, 2018	To date, we have had no response from the owners.

Regional District of Kootenay Boundary

October 20, 2017

REGISTERED

James Niblow & Sabrina Rosa
1485 Lily Street
Trail, B.C.
V1R 2S2

Re: STOP WORK ORDER
Westlake Drive, Christina Lake, B.C.
Lot 27, D.L. 317, SDYD, Plan 25163

A review of the above referenced file indicates that we have not received the documentation requested in our letters dated August 29, 2017 and September 19, 2017. A **Stop Work Order** was placed on August 28, 2017 for construction of a Carport Type Accessory Structure without a building permit.

To date no response has been received by this office as requested.

We will now be recommending to the Regional District of Kootenay Boundary Board of Directors that a notice be registered on title pursuant to Section 302 of the Local Government Act and Section 57 of the Community Charter (copies attached). This notice will refer to a building bylaw contravention on the above referenced property and does not limit further action being taken.

If you have any questions or wish to discuss this notice, please contact the undersigned by November 24, 2017

The above action does not preclude the Regional District of Kootenay Boundary from taking such steps as may be further authorized by Bylaw, Local Government Act and Community Charter to enforce compliance with regulations. Your attention to this matter is appreciated.

Yours truly,

Ken Wagner, RBO
Building & Plumbing Official

COPY

Attachment

c.c. Mark Andison, MCIP, RPP-General Manager of Operations/Deputy CAO

2140 Central Ave Box 1965 Grand Forks, British Columbia Canada V0H 1H0
toll-free: 1 877 520-7352 • tel: 250 442-2708 • fax: 250 442-2688
email: gfbuilding@rdkb.com • web: www.rdkb.com

Regional District of Kootenay Boundary

September 19, 2017

REGISTERED

James Niblow & Sabrina Rosa
1485 Lily Street
Trail, B.C.
V1R 2S2

Re: STOP WORK ORDER
Westlake Drive, Christina Lake, B.C.
Lot 27, D.L. 317, SDYD, Plan 25163

A review of the above referenced file indicates that we have not received the documentation requested in our letter dated August 29, 2017. A **Stop Work Order** was placed on August 28, 2017 for construction of a Carport Type Accessory Structure without a building permit.

No building permit has been issued as required by the Regional District of Kootenay Boundary Building Bylaw No. 449,

Section 7.1 — No person shall commence or continue any work provided for in Section 3.2 or related to building unless he has a valid and subsisting permit issued by the authority having jurisdiction.

Section 12.1 b) — Every owner shall:
obtain where applicable from the authority having jurisdiction, permits relating to demolition, excavation, building, repair of buildings, zoning, change in classification of occupancy, sewers, water, plumbing, signs canopies, awnings, marquees, blasting, street occupancy, electricity, buildings to be moved, and all other permits required in connection with the proposed work prior to the commencement of such work;

To apply for a permit, please fill out the enclosed application form and submit the relevant documentation listed on the "How to Obtain a Building Permit" checklist to our office by October 20, 2017. Failure to comply may result in legal action.

If you have any questions, please contact the undersigned.

Yours truly,

Ken Wagner, RBO
Building & Plumbing Official

COPY

Attachment

c.c. Mark Andison, MCIP, RPP-General Manager of Operations/Deputy CAO

2140 Central Ave Box 1965 Grand Forks, British Columbia Canada V0H 1H0
toll-free: 1 877 520-7352 • tel: 250 442-2708 • fax: 250 442-2688
email: gfbuilding@rdkb.com • web: www.rdkb.com

Regional District of Kootenay Boundary

August 29, 2017

REGISTERED

James Niblow & Sabrina Rosa
1485 Lily Street
Trail, B.C.
V1R 2S2

Re: STOP WORK ORDER
Westlake Drive, Christina Lake, B.C.
Lot 27, D.L. 317, SDYD, Plan 25163

This letter confirms the posting of a **Stop Work Order** on August 28, 2017 for construction of an Accessory Structure at the above referenced property without a building permit.

No building permit has been issued as required by the Regional District of Kootenay Boundary Building Bylaw No. 449,

Section 7.1 — No person shall commence or continue any work provided for in Section 3.2 or related to building unless he has a valid and subsisting permit issued by the authority having jurisdiction.

Section 12.1 b) — Every owner shall:
obtain where applicable from the authority having jurisdiction, permits relating to demolition, excavation, building, repair of buildings, zoning, change in classification of occupancy, sewers, water, plumbing, signs canopies, awnings, marquees, blasting, street occupancy, electricity, buildings to be moved, and all other permits required in connection with the proposed work prior to the commencement of such work;

To apply for a permit, please fill out the enclosed application form and submit the relevant documentation listed on the "How to Obtain a Building Permit" checklist to our office by September 30, 2017. Failure to comply may result in legal action.

If you have any questions, please contact the undersigned.

Yours truly,

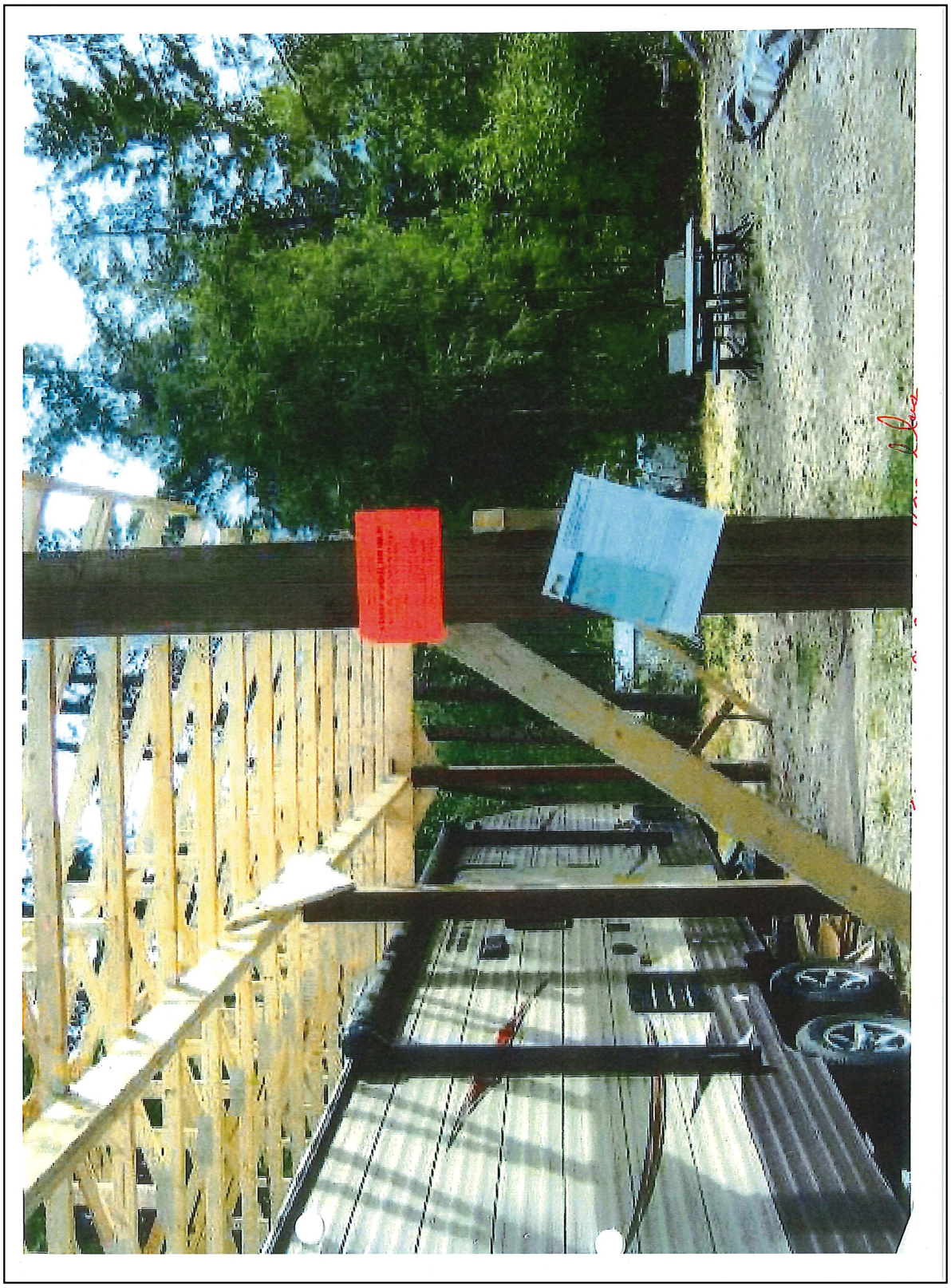
COPY

Ken Wagner, RBO
Building & Plumbing Official

Attachment

c.c. Mark Andison, MCIP, RPP-General Manager of Operations/Deputy CAO

2140 Central Ave Box 1965 Grand Forks, British Columbia Canada V0H 1H0
toll-free: 1 877 520-7352 • tel: 250 442-2708 • fax: 250 442-2688
email: gfbuilding@rdkb.com • web: www.rdkb.com









Regional District of Kootenay Boundary

STAFF REPORT

Date:	January 25, 2017	**File #:**	B-367-02303.610
To:	Chair Russell and Members of the Board		
From:	Ken Gobeil, Planner		
RE:	Provincial Referral – Accretion application for 535 3rd Avenue Rivervale		

ISSUE INTRODUCTION

The RDKB received a referral from the Surveyor General for an application to extend the boundaries of 535 3rd Avenue to the Columbia River, submitted by Vince Booth BCLS of Hinterland Surveying and Geomatics Inc.

HISTORY/BACKGROUND FACTORS

Property Information	
Owner(s):	Beverley J. Pettigrew, Timothy S. Pettigrew
Location:	535 3rd Avenue Rivervale, Electoral Area 'B' / Lower Columbia-Old Glory
Legal Description(s):	Lot 12, District Lot 367, Plan NEP5429, KD
Area:	2711m^2 (0.67 acres)
Current Use(s):	Single family dwelling
Land Use Bylaws	
OCP	Official Community Plan Bylaw No. 1470, 2012
Designation	Rivervale-Oasis Residential
DP Area	N/A
Zoning Bylaw	Zoning Bylaw No. 1540, 2015
Zone	Residential 1 (R1)
Other	
ALR:	N/A
Waterfront / Floodplain	Columbia River
	Hanna Creek

The subject property fronts Hanna Creek to the north and the Columbia River to the east. It is the last property on 3rd avenue in Rivervale.

Accretion

Accretion is the process where waterfront owners apply to have their property boundaries resurveyed to match the natural boundary of water body after natural gradual changes. This situation can also operate in reverse. When the land is eroded, the property lost becomes part of the foreshore or bed of the adjacent water body.

Accretion applications are reviewed and approved differently than crown grants or subdivisions. It is a principle of common law that a natural boundary is necessarily movable. As a natural boundary moves, the limit of ownership of an upland property moves as well. The soil and vegetation cover in the accretion area must have taken on upland characteristics.

The Surveyor General Division of the Land Title and Survey Authority of British Columbia (LTSA) will determine the validity of the request and the final details of approval, if it is granted. The approved plan may be different than the plan submitted.

Land use bylaws are not considered when reviewing accretion. The only considerations made are regarding:

- the boundary of the waterbody or watercourse,
- the extension or changes to shore line measurements, and
- whether man made alterations to the boundary have taken place.

Local knowledge helps in the assessment of the application.

The Natural Boundary is defined as

> *"the visible high watermark of any lake, river, stream, or other body of water where the presence and action of the water are so common and usual and so long continued in all ordinary years as to mark upon the soil of the bed of the lake, river, stream, or other body of water a character distinct from that of the banks thereof, in respect to vegetation, as well as in respect to the nature of the soil itself, and also includes the edge of dormant side channels of any lake, river, stream, or other body of water."*

PROPOSAL

An application for accretion was submitted to extend the existing property lines to the natural boundary of the Columbia River (see, Applicants Submission). If this application is approved the property will increase to 5450m^2 ha (1.35 acres), which is almost double in size.

When reviewing applications for accretion, items such as public access and compliance with land use bylaws are not considered.

IMPLICATIONS

Local history and knowledge and input from the APC regarding water levels and alterations to the Columbia River, if applicable, would be helpful as part of the RDKB response to this referral.

The minimum parcel size requirement for new parcels created by subdivision in the Residential 1 Zone is 850m^2 for parcels connected to both community water and community sewer. If the owner of the property is successful in obtaining the land through accretion, the parcel could potentially be sub-divided. It is not known if the owner has any intent of doing so.

Based on parcel size alone, the current parcel could be subdivided into three parcels and that number could double if the accretion is successful. An application for subdivision would have to take other factors into consideration such as the flood plain and the Hana Creek alluvial fan.

ADVISORY PLANNING COMMISSION (APC)

The accretion was not supported during the January 2, 2017 APC meeting. The APC does not want to support any application that will reduce public access to the Columbia River or Hanna Creek.

It was also noted by the APC that Hanna Creek has potential to change in flow is always a possibility during flood events such as 2012.

PLANNING DEPARTMENT COMMENTS

The Surveyor General will not consider comments regarding the land use and general public access.

Comments regarding the flood and flow patterns during flood events such as those experienced in 2012 will be considered by the Surveyor General.

RECOMMENDATION

That the Regional District of Kootenay Boundary Board of Directors direct staff to forward this staff report, Provincial Referral – Accretion application for 535 3rd Avenue Rivervale, which includes comments from the Electoral Area 'B'/Lower Columbia-Old Glory Advisory Planning Commission to the Surveyor General for consideration.

ATTACHMENTS

Subject Property Map
Applicants' Submission

Subject Property Map

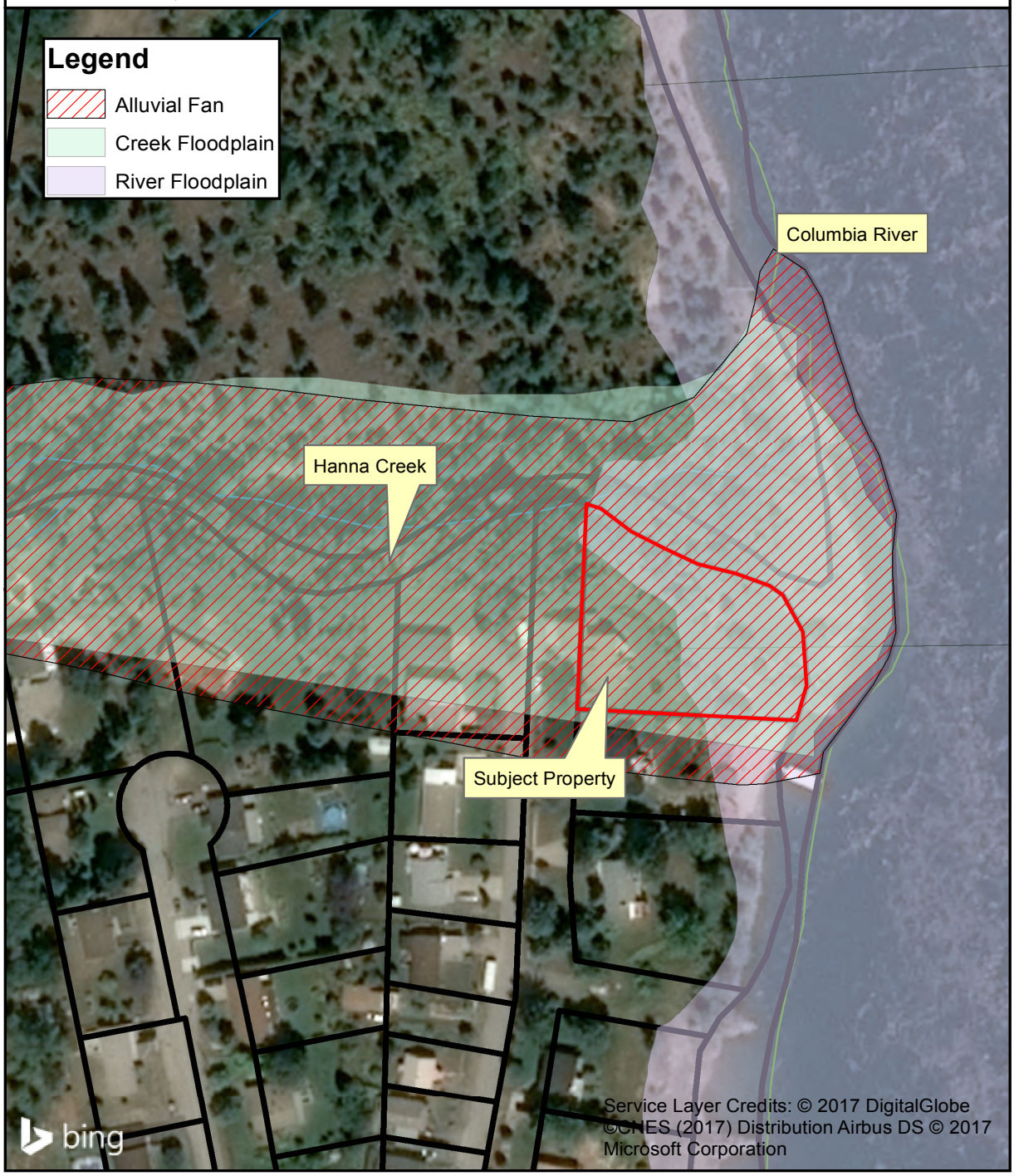
535 3rd Avenue, Rivervale
Electoral Area 'B' / Lower Columbia - Old Glory
Lot 12, DL 367, PLAN NEP5429, KD

December 22, 2017

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Meters

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APPLICANT SUBMISSION

PLAN SHOWING TERESTRIAL PHOTOS NEAR
LOT 12, PLAN 5429,
DISTRICT LOT 367,
KOOTENAY DISTRICT

LEGEND

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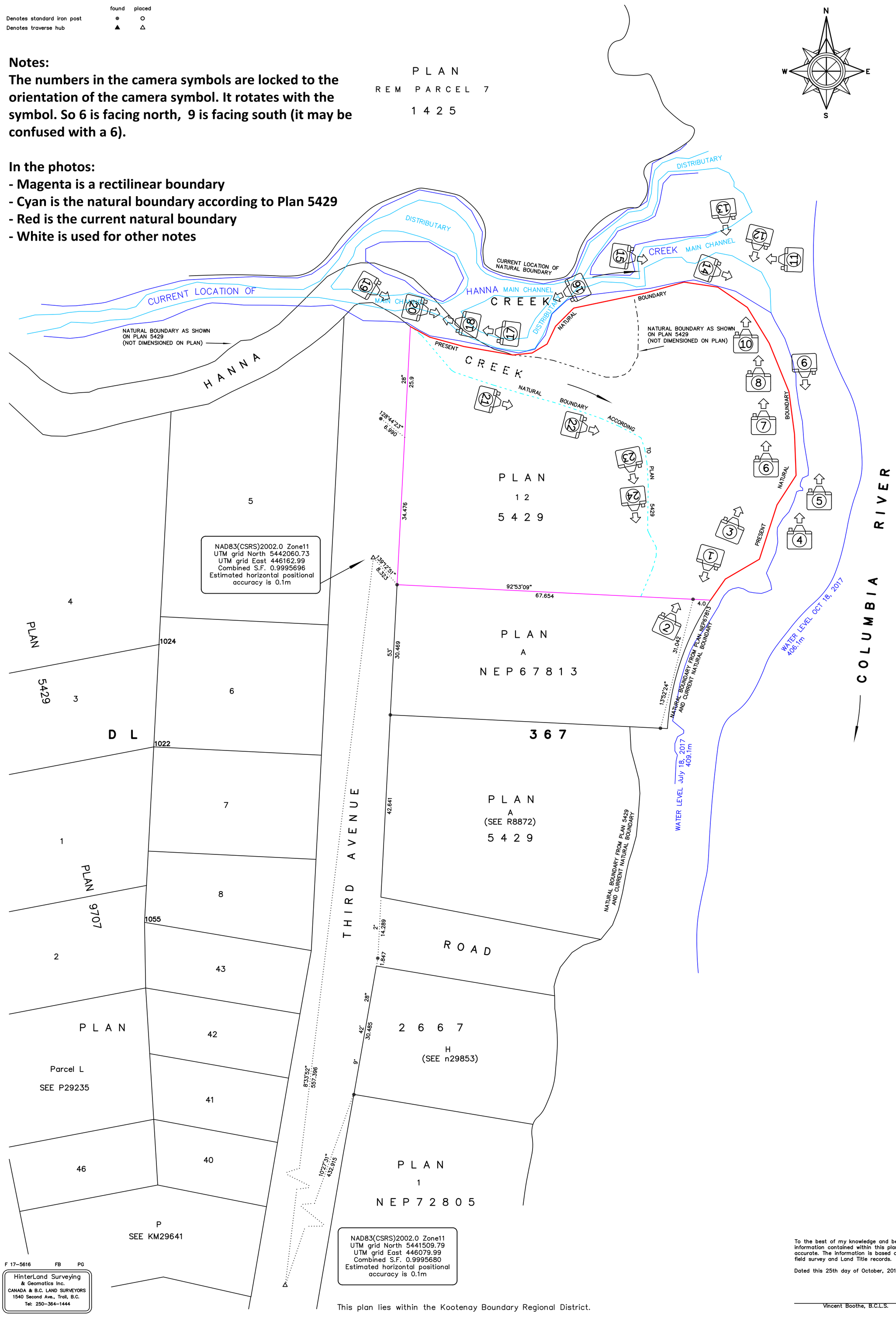
Distances are in metres Scale 1: 400

The intended plot size of this plan is 560 mm in width by 864 mm in height (D size) when plotted at a scale of 1:400.

	found	placed
Denotes standard iron post	●	○
Denotes traverse hub	▲	△

Notes:
The numbers in the camera symbols are locked to the orientation of the camera symbol. It rotates with the symbol. So 6 is facing north, 9 is facing south (it may be confused with a 6).

In the photos:
- Magenta is a rectilinear boundary
- Cyan is the natural boundary according to Plan 5429
- Red is the current natural boundary
- White is used for other notes



F 17–5616 FB PG

HinterLand Surveying
& Geomatics Inc.
CANADA & B.C. LAND SURVEYORS
1540 Second Ave., Trail, B.C.
Tel: 250–364–1444

This plan lies within the Kootenay Boundary Regional District.

To the best of my knowledge and belief the information contained within this plan is accurate. The information is based on a field survey and Land Title records.

Dated this 25th day of October, 2017.

Vincent Boothe, B.C.L.S.

APPLICANT SUBMISSION

Hinter*Land Surveying* & Geomatics

Legal Surveys – Topographical Surveys – Control & Engineering Surveys – Global Positioning Surveys – Mining Surveys
Hydrographic Surveys -- Site Planning – Subdivision Design – Land Development – Mortgage or Form Certification

Attention: Office of the Surveyor General
200 – 1321 Blanshard Street
Victoria, British Columbia
Canada V8W 9J3

November 24, 2017

Our file: 17-5616

RE: Accretion Application: Third Avenue, Rivervale
PID 014-505-754
LOT 12 DISTRICT LOT 367 KOOTENAY DISTRICT PLAN 5429

Dear Sir / Madam:

Please find the enclosed package for an accretion application for the above noted property. The package includes all the required information in the Application Checklist and the checklist has been added to this electronic application as part of the requirements.

Description of the Application Area:
The parcel is in Rivervale, a suburb of Trail along the Columbia River and was originally subdivided in 1965. The application area is at the confluence of Hanna (Rock) Creek and the Columbia River.

The east side of the lot borders the Columbia River. This area is formed of river rock, with soils filling the gaps between the rocks. There is upland vegetation growing between the rocks, mostly grasses and small bushes. Several large trees are within the accreted land area.

There was an accretion done in 2000 on the adjacent lot by Gordon Stein, BCLS. Plan NEP67813 shows the present natural boundary being 13.3m from the boundary as shown in Plan 5429. Our natural boundary of the Columbia River coincides with the trend as shown on his plan. This natural boundary is now armored by a concrete retaining wall.

There has been extensive landscaping in the area by the land owners. Most of the landscaping is above the natural boundary and has no consequence to the natural boundary location. At the south end of the property, river rock has been moved to allow smooth access to the water. The area is used to launch a small boat. A small jetty has been built by the accumulated rocks. The profile lines show a consistent grade from above the natural boundary to below the natural boundary. If anything, the removal of the rocks has reduced their area of land and subject it to possible erosion.

Hinter*Land Surveying* & Geomatics Inc.
Canada & B.C. Land Surveyors
1540 2nd Avenue, Trail, B.C., V1R, 1M4 -- Canada

Phone: 250-364-1444 Fax: 250-364-1462 www.landsurveying.ca

APPLICANT SUBMISSION

The north side of the lot is bound by Hanna (Rock) Creek. The creek marks the boundary between our lot under survey and Assigned No 7, Plan 1425 on the other side of the creek. While the original crown grant tracing does not show the creek, Subdivision Plan 1425 (registered in 1921) shows the edge of the creek to be the natural boundary between the two lots. I believe that the registration of Plan 1425 establishes Hanna (Rock) Creek to be crown land.

Plan 1425 was prepared at a scale of 400'=1". Such a large scale makes it impossible to plot the correct location of the creek from the plan image. There are no dimensions to the natural boundary of the creek.

Hanna Creek is subject to braiding as it meets the Columbia River. The braiding is within the final 100m of the creeks run, before it runs into the Columbia River. Braided channels are typical in rivers where there is a change in channel velocity, such as an alluvial fan. The conditions associated with braided channel formations include: abundant supply of sediment, high stream gradient, frequent variations in water discharge, erodible banks and a steep channel gradient. The headwaters for the creek begin about 11km away, 1300m above the confluence. Hanna Creek is also affected by large spring freshets from the Rossland Range above. The final kilometer of the creek flows through relatively sandy soil which would add sediment to the water.

The channel braiding has resulted in three small river islands being created. These islands are populated by poplar trees of 10-15cm in diameter. While the braiding interweaves, there are well defined banks of the extents of the creek. The south bank has a well-defined 60cm high bank, while the north bank rises to the land above (around 1 metre higher).

Historical air photos from 1939, 1966, 1979 and 1988 are included and have been scaled and rotated to best fit the area of survey. The location of the creek in the 1966 air photo matches the location as shown on Plan 5429 (registered in 1965). By 1979, the creek has shifted to the north. The air photo clearly shows the new location of Hanna creek. Of note is that there is limited human occupation of the area and no human interference is visible. The 1988 photo is of lesser quality, but the creek location is visible. An alluvial fan shows that there is an abundant supply of sediment in the creek. The location is similar to that of 1979 and its present location. The timeline of the historical photos prove that the current location of the creek is due to natural river forces.

I believe that the south boundary of Hanna Creek was properly plotted at the time on Plan 5429. The creek has shifted since. The northern boundary of the creek is not plotted correctly on Plan 5429 as it was not part of the land under survey. It is outside the heavy outline of that plan. Plan 1425 is of too large a scale, with no natural boundary ties to be able to plot the location of the northern boundary. Plan 1425 shows the south boundary of Parcel 7 to be the natural boundary of Hanna Creek. There have been no subsequent surveys of that parcel since 1921 that plot the location of the natural boundary.

I believe the area on my plan along the Columbia River to be naturally accreted land. As 75% of the land being applied for fronts the Columbia River, we will be submitting this as an accretion application under section 94(1)(C).

APPLICANT SUBMISSION

Hinter*Land Surveying* & Geomatics

Legal Surveys – Topographical Surveys – Control & Engineering Surveys – Global Positioning Surveys – Mining Surveys
Hydrographic Surveys -- Site Planning – Subdivision Design – Land Development – Mortgage or Form Certification

I've had some email correspondence with Cristin Schlossberger over this project. She suggested we submit the application for accreted land and that we can address any issues during the application process.

The UAV orthomosaic was taken July 18th, while the ground and supplemental UAV oblique photos were taken October 18th. The river dropped during that time and the change is observable in the photos. The natural boundary determination was done October 18th. The natural boundary determination was done by both myself and Milos Hinterberger, BCLS 713 on the ground.

A copy of this application will be forwarded to the planning department of the RDKB.

If you have any questions about the submission or if you would like any clarification on the enclosed material, please do not hesitate to contact me.

I thank you for your assistance with this matter and look forward to your reply.

Yours truly,
Hinter*Land Surveying*

Vincent Boothe, *B.C.L.S.*

Hinter*Land Surveying* & Geomatics Inc.
Canada & B.C. Land Surveyors
1540 2nd Avenue, Trail, B.C., V1R, 1M4 -- Canada

Phone: 250-364-1444 Fax: 250-364-1462 www.landsurveying.ca

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APPLICANT SUBMISSION



ITEM ATTACHMENT #))

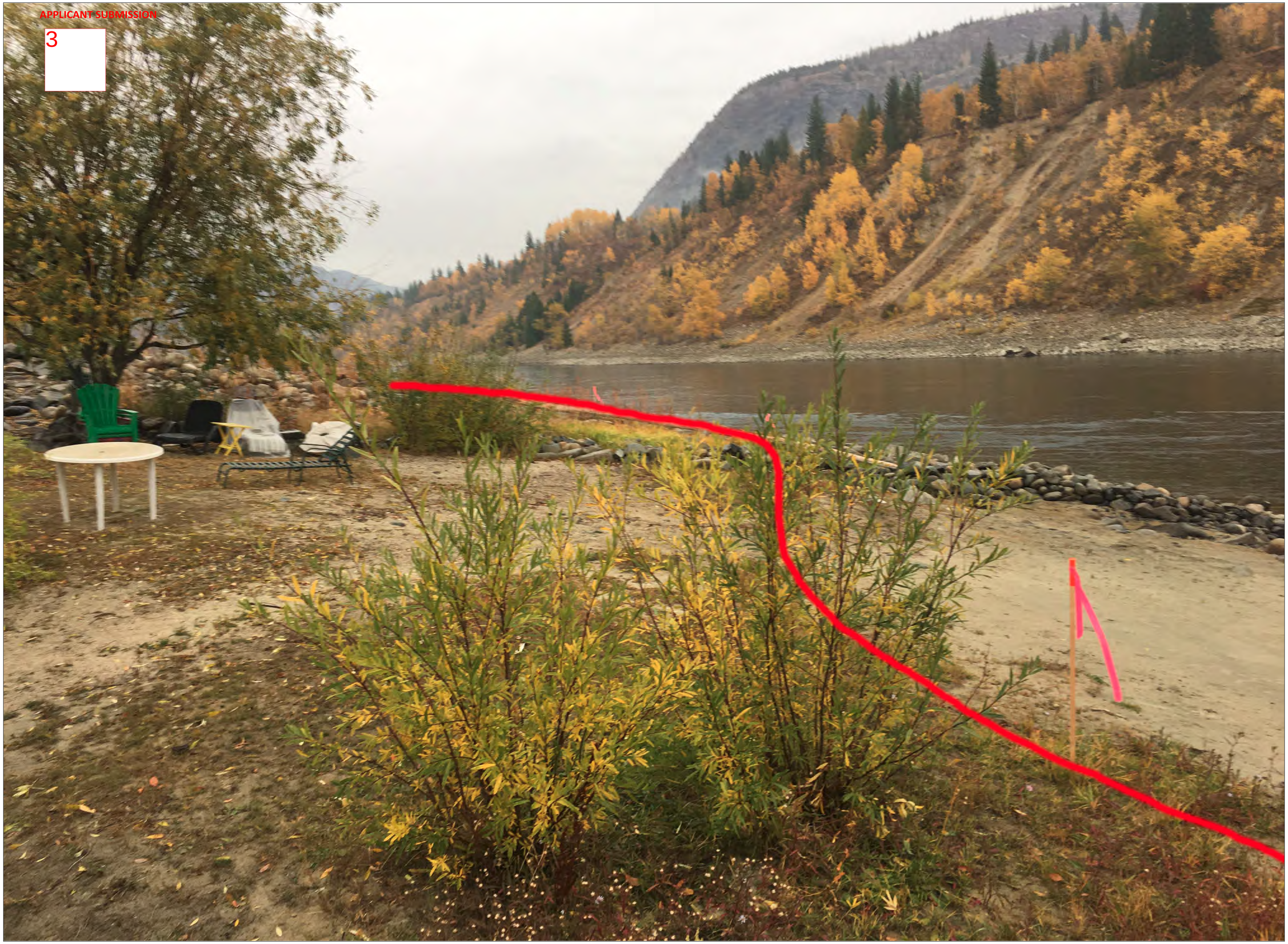
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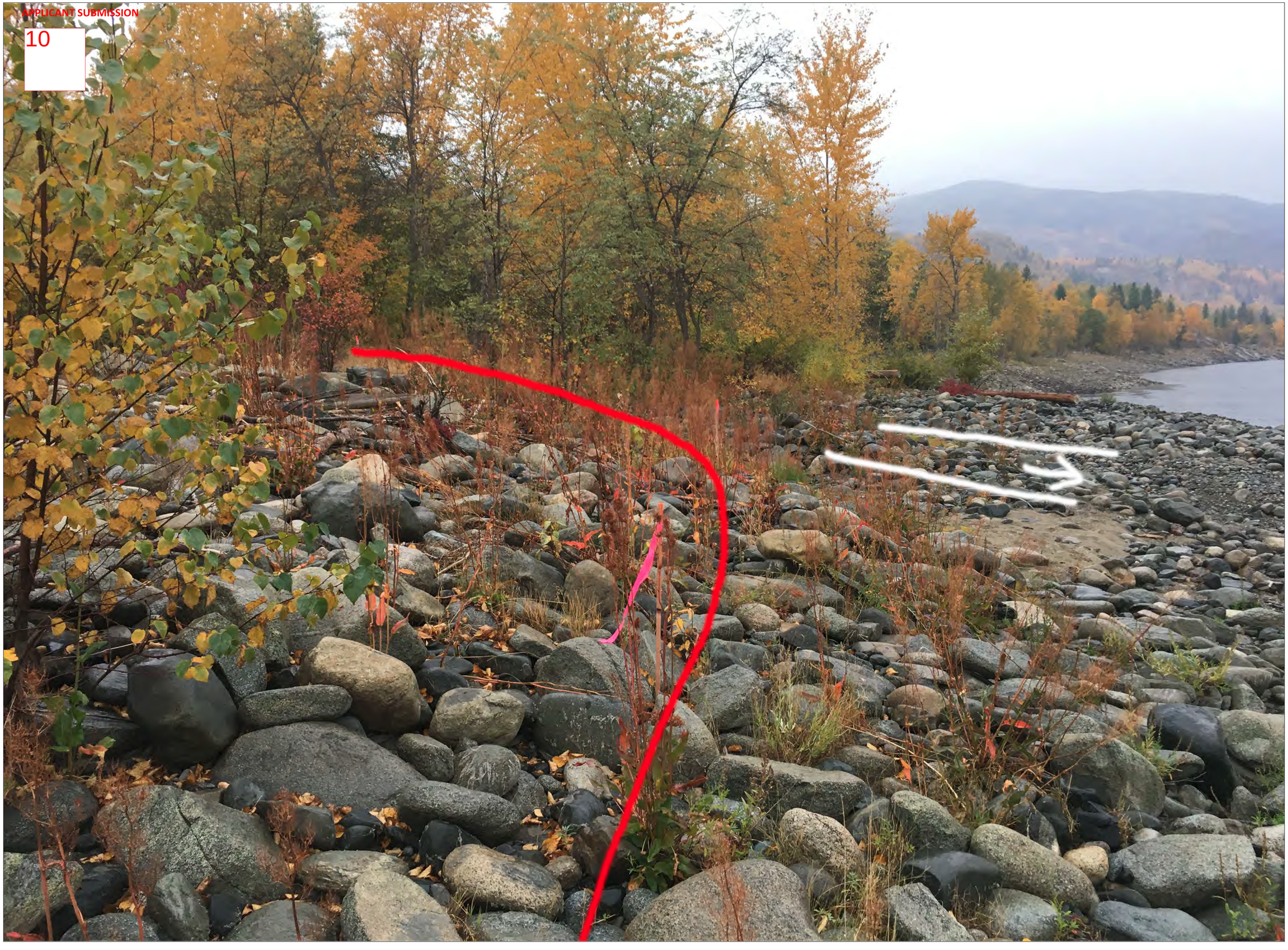
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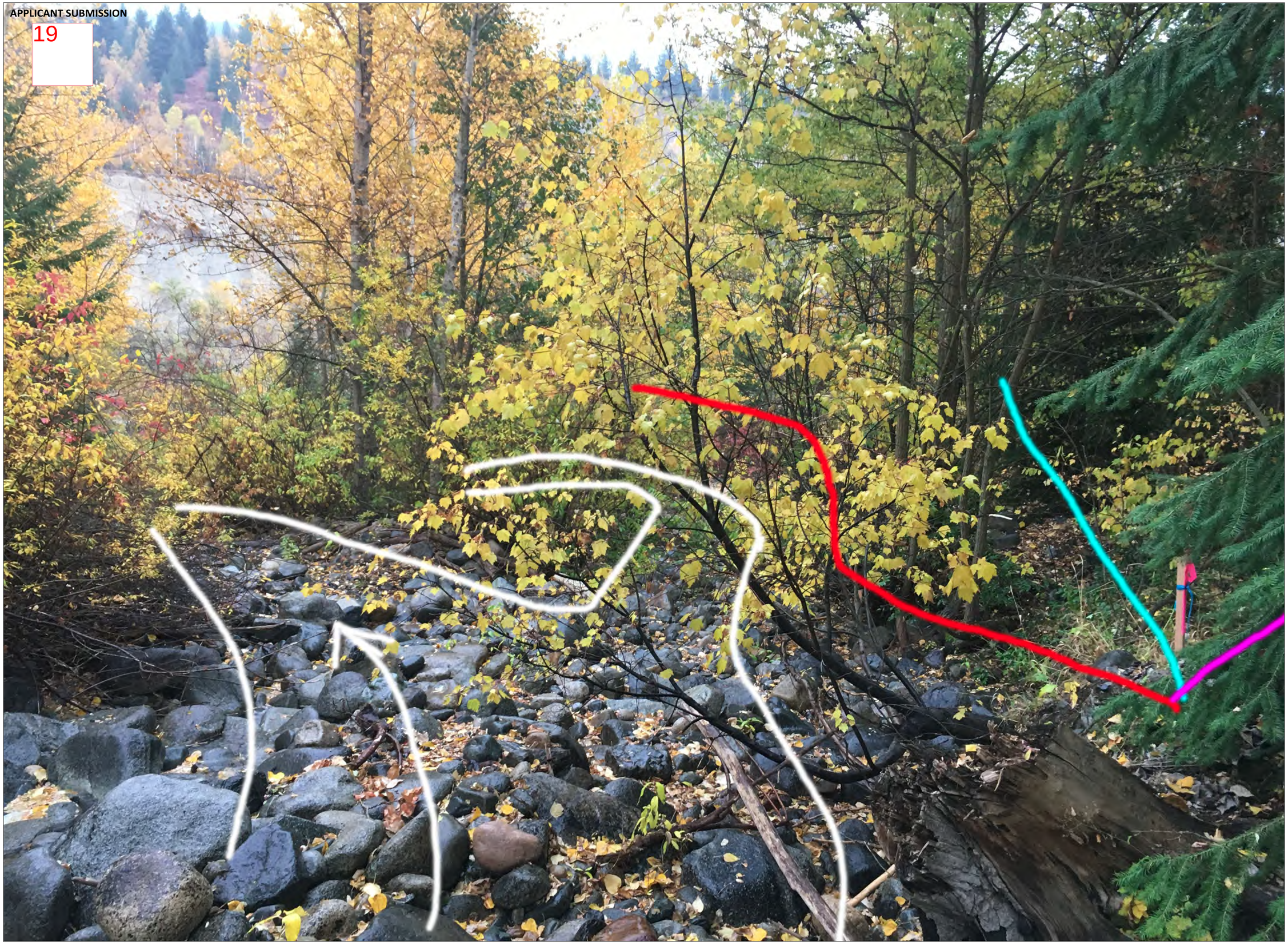
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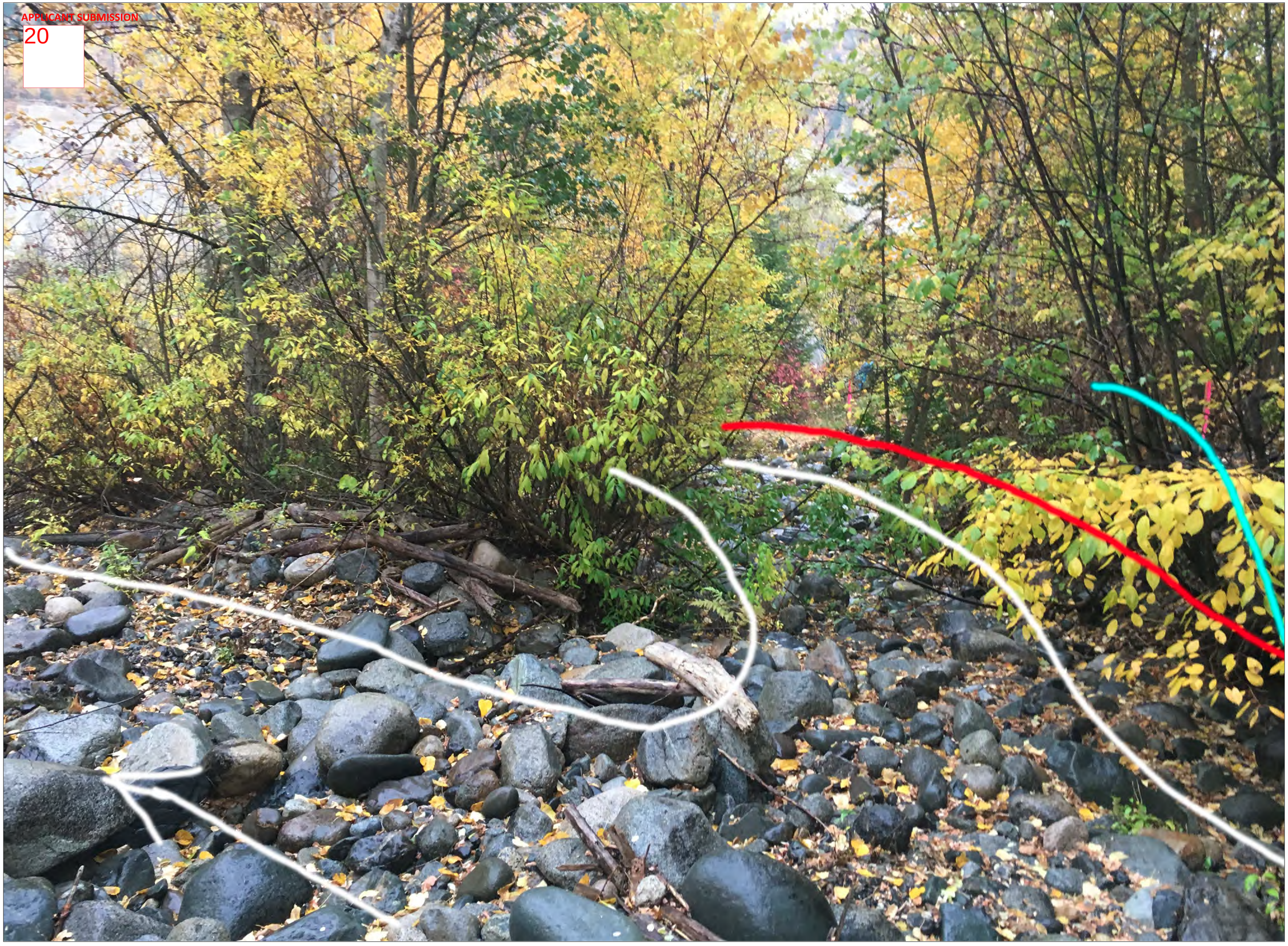
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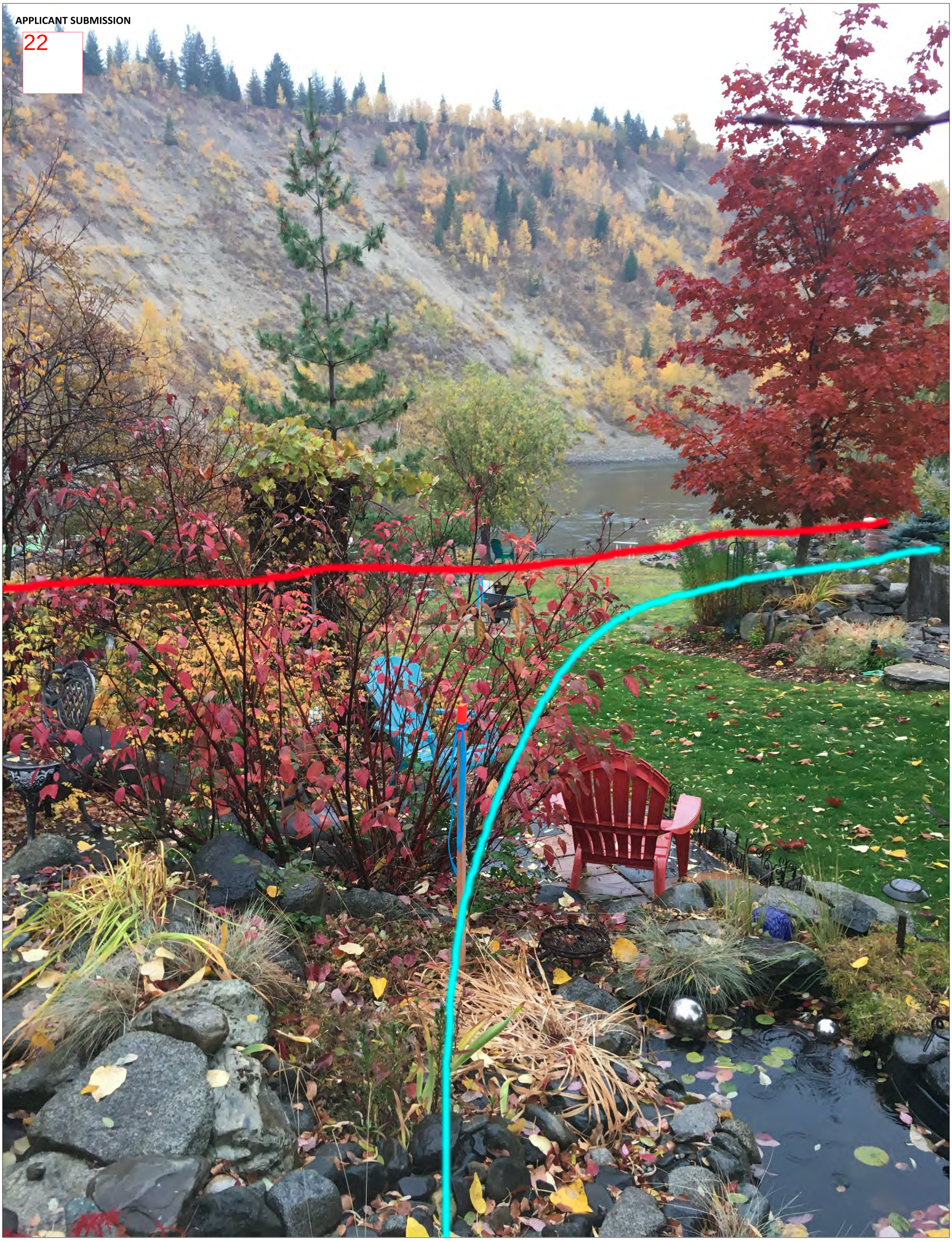
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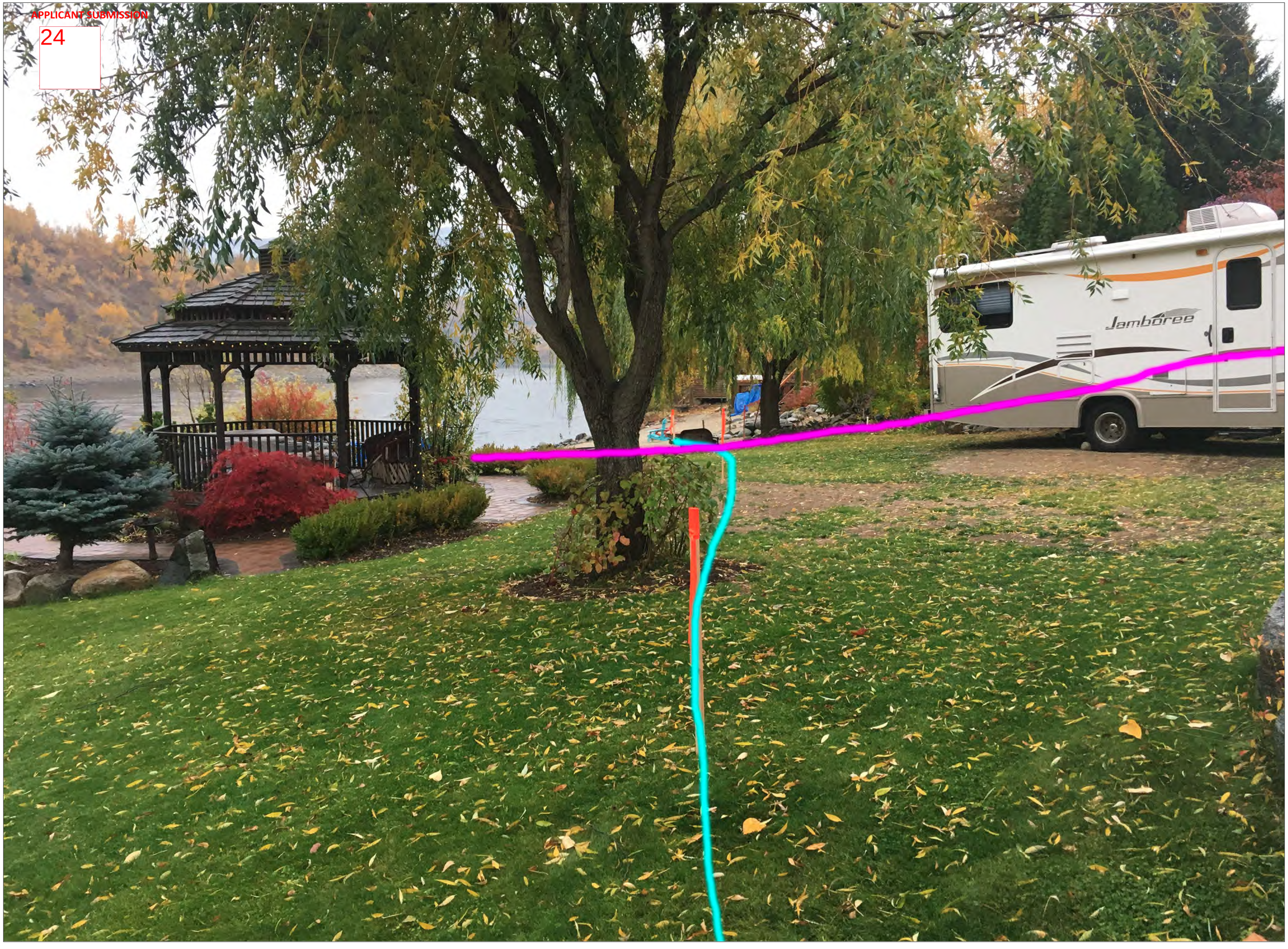
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APPLICANT SUBMISSION

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Regional District of Kootenay Boundary

STAFF REPORT

Date:	January 25, 2018	**File #:**	C-29, D-6, E-10
To:	Chair Russell and Members of the Board		
From:	Ken Gobeil, Planner		
RE:	BC Timber Sales Forestry Referral – Operating Plan 13		

ISSUE INTRODUCTION

BC Timber Sales (BCTS) has invited the RDKB to provide comments regarding 135 proposed cut blocks in the Boundary region (Electoral Area 'C' / Christina Lake, 'D' / Rural Grand Forks), and 'E / West Boundary) (see attached Site Location Map).

PROPOSAL

Operating Plan 13 is a 3 to 5-year logging plan for BCTS which includes 135 cut blocks and approximately 70 km of new roads throughout the Boundary area. It is anticipated that the first road builds, and logging would not begin until 2020 (see attached Site Location Maps and Operating Plans). The total volume estimated is between 861,000m^3 and 1,435,000m^3. An exact amount will be determined by operating procedures from the Forest Stewardship Plan, economic feasibility, legal requirements and review of any comments received.

The 135 cut blocks and new 70 km of road are distributed throughout Electoral Areas: 'C'/Christina Lake, 'D'/Rural Grand Forks and 'E'/West Boundary as follows:

Electoral Area	Length of proposed roads (kilometres)	Proposed number of cut blocks	Proposed cut block area (hectares)
Electoral Area 'C'	5.2	7*	312.4
Electoral Area 'D'	31.9	50	3695.0
Electoral Area 'E'	33.3	78**	8051.9
Total	70.4	135	12,059.3

*1 Cut block is within both Electoral Area 'C' and Electoral Area 'D'.
** 4 Cut blocks are within both Electoral Area 'D' and Electoral Area 'E'.

Cut blocks that are within multiple electoral areas have only been counted in the electoral area where the majority of that block is located.

The proposed blocks would be accessed via existing and new roads. The location of the proposed roads can be found on the referral maps submitted. Maps of the proposed cut blocks are attached and organized by electoral area (see, Site Location Maps, and Operating Plans).

IMPLICATIONS

The proposed cut blocks in Electoral Area 'C'/Christina Lake are in areas that include 'resource use' as a permitted use within their zone.

The proposed cut blocks in Electoral Area 'D'/Rural Grand Forks are also in areas that include 'resource use' as a permitted use within their zone. Proposed cut blocks E38-024 and A95552-4, which are shown on the Rock Candy map on the east side of the Granby River, are within the 'Rural Resource 3' land use designation of the Official Community Plan. This land use designation encourages management of resource extraction activities to consider effects on the natural environment in order to protect recreation activities.

Electoral Area 'E'/West Boundary does not have land use bylaws in effect, and the RDKB has no endorsed policy to reference for declaring support of, or opposition to the land uses proposed.

Forest Stewardship Plan #601 is the guiding policy for BCTS' planning operations, licences and permits within the RDKB. A Forest Stewardship Plan (FSP) identifies areas where a forest licensee may carry out forest development activities over a period of up to five years. The areas included in the FSP are called Forest Development Units. The plan also states the results, strategies or measures that the forest licensee will achieve in order to be consistent with legislation and government objectives.

Roads have been a major concern for various groups regarding watershed and wildlife health. A July 2017 report, prepared by the province on the relationship among road density, habitat quality, and Grizzly bear population density in the Kettle Granby area states that Grizzly bears tend to avoid areas with roads and human activity.

Recommendations from the Kettle River Watershed Authority note that forest roads have drastic effects on watershed health. Recent reports regarding the prosperity of Grizzly bears in the Gable/Granby area have identified forest service roads as a threat to the Grizzly bear population. BCTS has indicated that they are currently working to finalize a plan to deactivate or rehabilitate 70-80 km of road in this region. These roads have been identified as core Grizzly bear habitat. Blocks and roads proposed in Operating Plan 13 avoid core Grizzly bear habitat. This deactivation and rehabilitation will compliment recommendations from the Kettle River Watershed Authority for no net increase in logging roads.

Current practice for BCTS is to require in-block roads to be deactivated or rehabilitated by the licensee before replanting. Some permanent roads may remain if there is potential for future logging beyond the block, however, this is not common.

Watercourses run through several of the proposed cut blocks. Regulation regarding forest activities in watersheds are outlined in sections 59-62 of the *Forest Planning and Practices Regulation* Section 59-62. It specifies that the licensee must protect water quality and not create any source for sediments to enter watercourses. An example of these practices include using a single designated crossing and taking extra precautions to reduce slash build up in riparian areas.

BCTS has indicated that they complete several hydrological assessments every year on watersheds throughout the Boundary area and implement many of the recommendations from those reports. Those recommendations include increasing stream buffers in sensitive areas.

Operating Plan 13 has several cut blocks proposed near or adjacent to:

- Recreation areas
- Old Growth Management Areas
- Wildlife Tree Retention Areas
- Free to Grow Blocks

These areas are typically avoided unless circumstances drive consideration for harvest. Circumstances can include forest health concerns such as pine/fir beetles or fire damage. Specific information on operating procedures in and around these areas can be found within the FSP.

Some of the cut blocks proposed in Operating Plan 13 are within provincially designated 'scenic areas'. These areas and their level of sensitivity were established under the *Forest Practices Code of British Columbia Act* in 2002. The FSP includes procedures and practices for visual quality objectives within scenic areas. The Regional District has no jurisdiction regarding scenic areas, the sensitivity class assigned to each or the mitigations noted in the FSP.

ADVISORY PLANNING COMMISSION (APC) COMMENTS

Comments from the three APC's are presented below (see attached Electoral Area 'C'/Christina Lake APC Minutes, Electoral Area 'D'/Rural Grand Forks APC Minutes and Electoral Area 'E'/West Boundary APC Minutes).

Electoral Area 'C'/Christina Lake

The Christina Lake APC did not make a recommendation of support or non-support of the plan but noted that they have general concerns regarding impacts of logging activity on watersheds and water intake points. The APC also noted a lack of management and oversight from the provincial government regarding these issues.

Electoral Area 'D'/ Rural Grand Forks

The Rural Grand Forks APC did not make a recommendation of support or non-support of the plan but recognized the logging industry as an important factor for the economic health of the region and noted the following concerns:

- Unfamiliar with the term "free to grow blocks."
- Proximity of logging activity to recreational areas and the visual impact to these areas.
- Work and slash build-up during fire season.
- Assurances that clean-up will be completed in a timely manner.

Electoral Area 'E'/West Boundary

The Electoral Area 'E' APC did not support the of the plan and noted several concerns. Some of the concerns include:

- The amount, size and location of proposed cut clocks. The APC noted many are larger than recommended by the Land Use Plan.
- Some of the cut blocks proposed are adjacent to the Kettle River.
- The effects of logging activity to drainage systems.
    - The APC provided 3 reports to support their concerns. These reports can be found in the Area 'E' APC minutes.
- There is no known information on the planned harvesting and silviculture practices to be used (such as clearcutting or selective cutting).
- Several concerns with the proposed roads were noted. These concerns also noted current practices regarding forest service roads.
- The APC noted a need for greater file sharing and cooperation between logging companies to have a more comprehensive maps.

STAFF COMMENTS

Minutes from the APC meetings can be forwarded to BCTS in their entirety for their review and response if appropriate. Many of the concerns expressed are related to the general operations and Operating Plan of BCTS and the logging industry in general. The BCTS FSP was submitted to the RDKB for review and comment in 2017. The document is also available online for review for those interested in the logging practices endorsed by BCTS.

RECOMMENDATION

That the Regional District of Kootenay Boundary Board of Directors direct staff to forward this staff report 'BC Timber Sales Forestry Referral – Operating Plan 13' to BC Timber Sales for consideration.

ATTACHMENTS

Site Location Map – BCTS Boundary Area Cut Blocks

Electoral Area 'C'/Christina Lake Site Location Map

	West Christina Operating Plan
Electoral Area ‘D’/Rural Grand Forks	Site Location Map
	Burns Operating Plan
	Lower Granby Operating Plan
	Lynch Operating Plan
	Rob Road Operating Plan
	Rock Candy Operating Plan
Electoral Area ‘E’/West Boundary	Cochrane Operating Plan
	East Kettle Operating Plan
	Kettle Operating Plan
	North Kettle Operating Plan
	Rock Rice Operating Plan
	West Kettle Operating Plan

Electoral Area ‘C’/Christina Lake APC Minutes

Electoral Area ‘D’/Rural Grand Forks APC Minutes

Electoral Area ‘E’/West Boundary APC Minutes

Province of BC Extension Note: July 2017, The Relationship among Road Density, Habitat Quality, and Grizzly Bear Population Density in the Kettle-Granby Area of British Columbia

Site Location Map

BC Timber Sales
Operating Plan 13

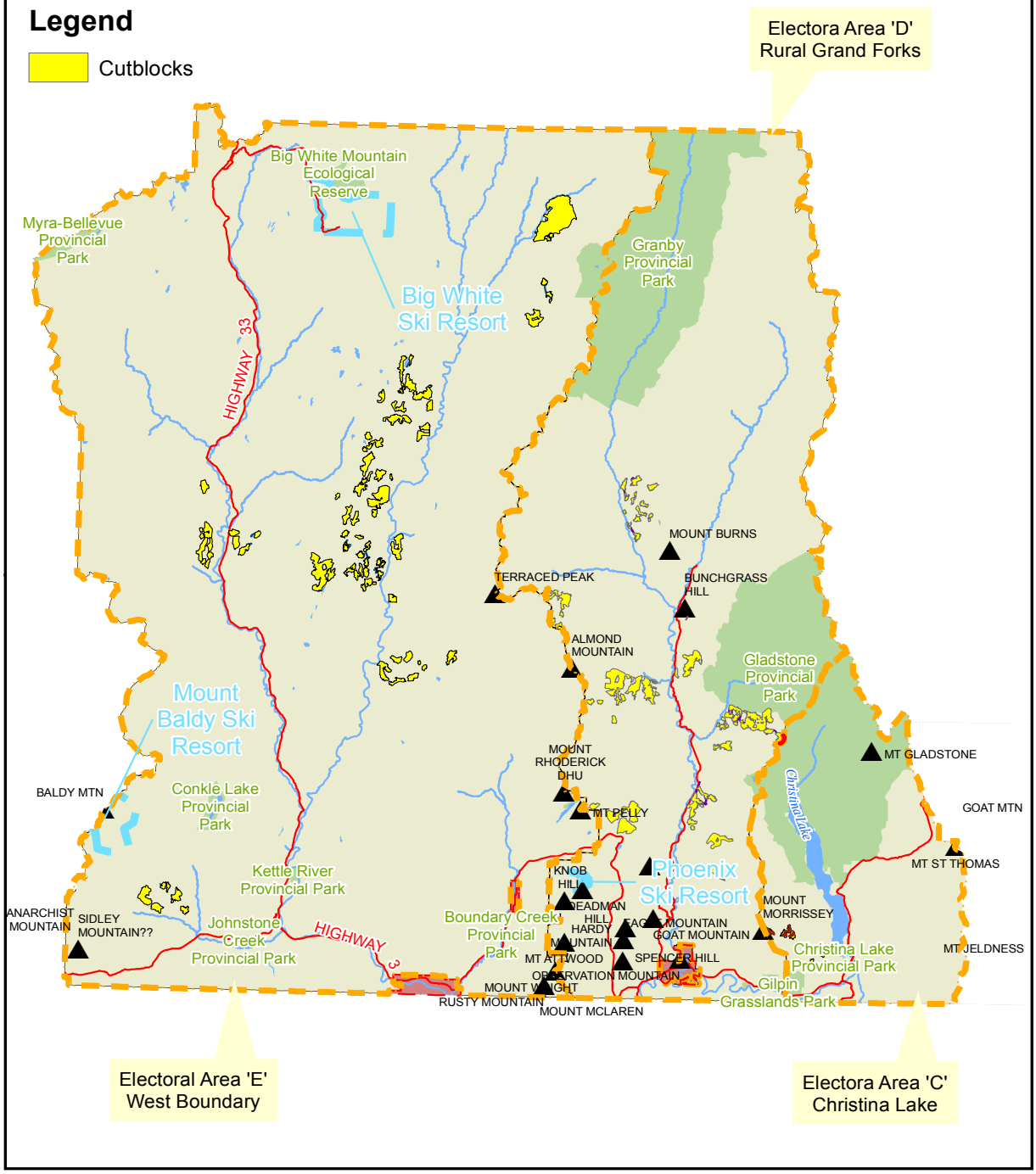
Regional District of Kootenay Boundary

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Site Location Map

Electoral Area 'C' / Christina Lake

BC Timber Sales
Operating Plan 13

Regional District of Kootenay Boundary

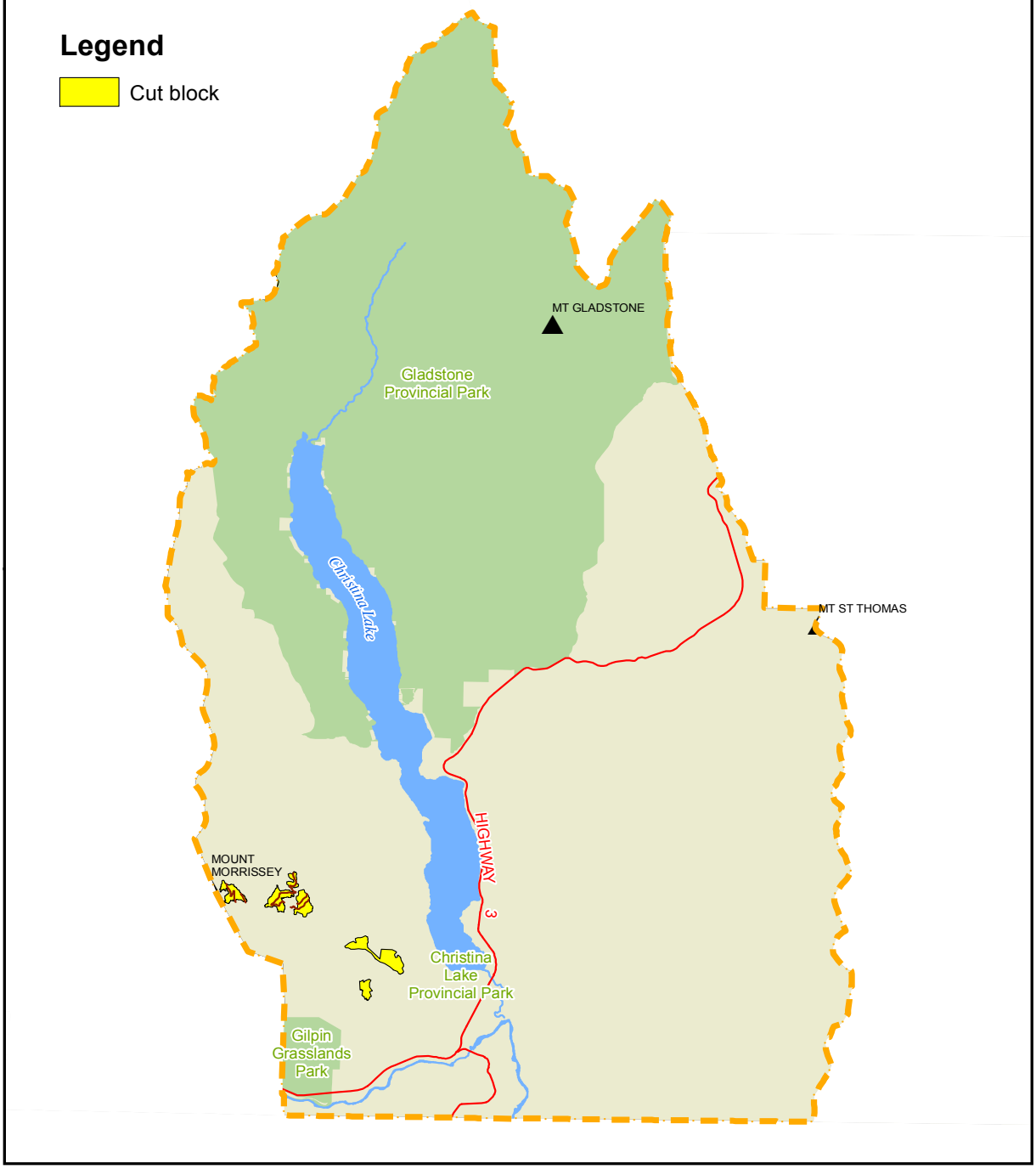
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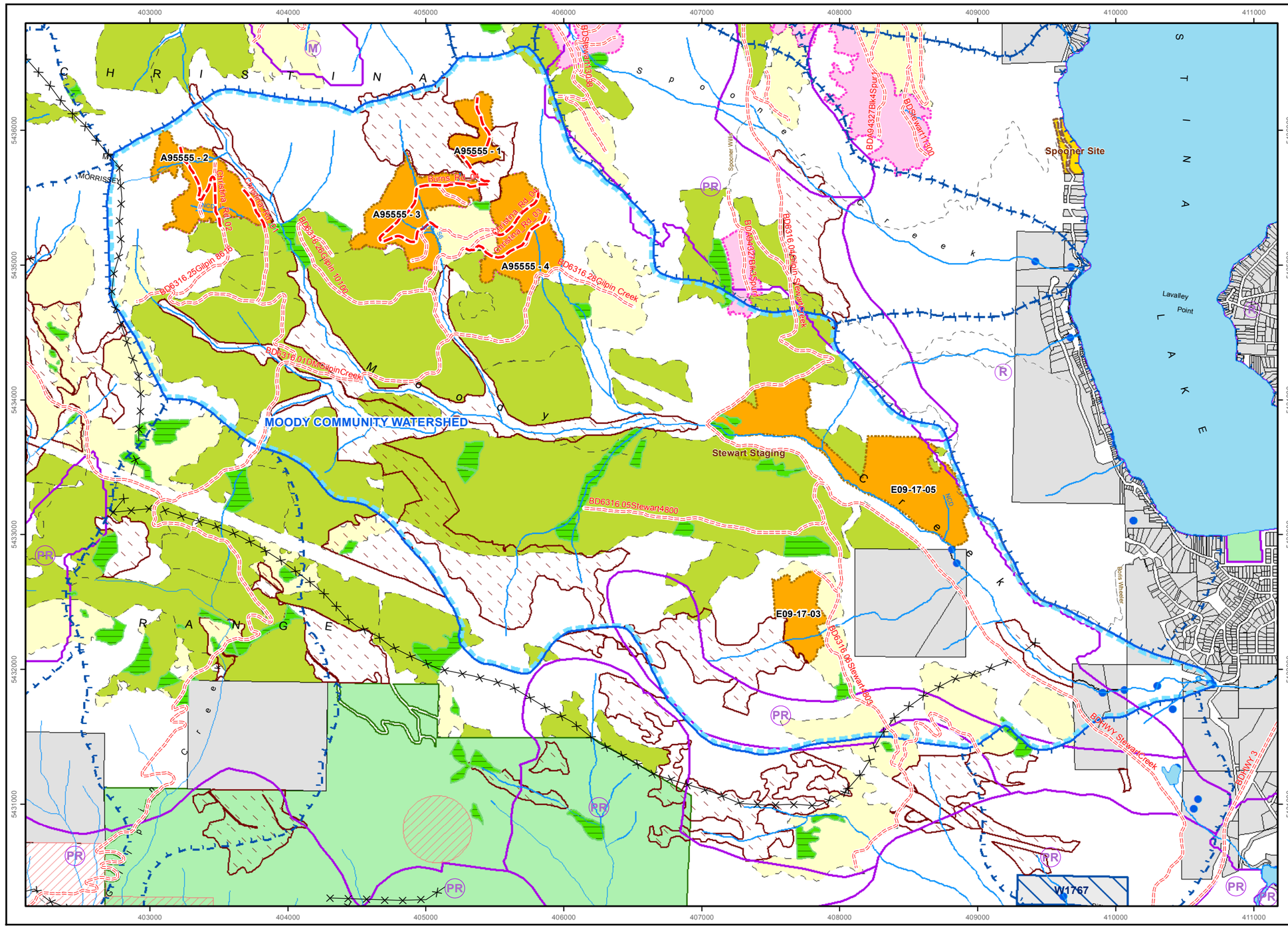
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STINA LAKE
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A95555 - 4
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Burles Rd 0.04
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Site Location Map

Electoral Area 'D' / Rural Grand Forks

BC Timber Sales
Operating Plan 13

Regional District of Kootenay Boundary

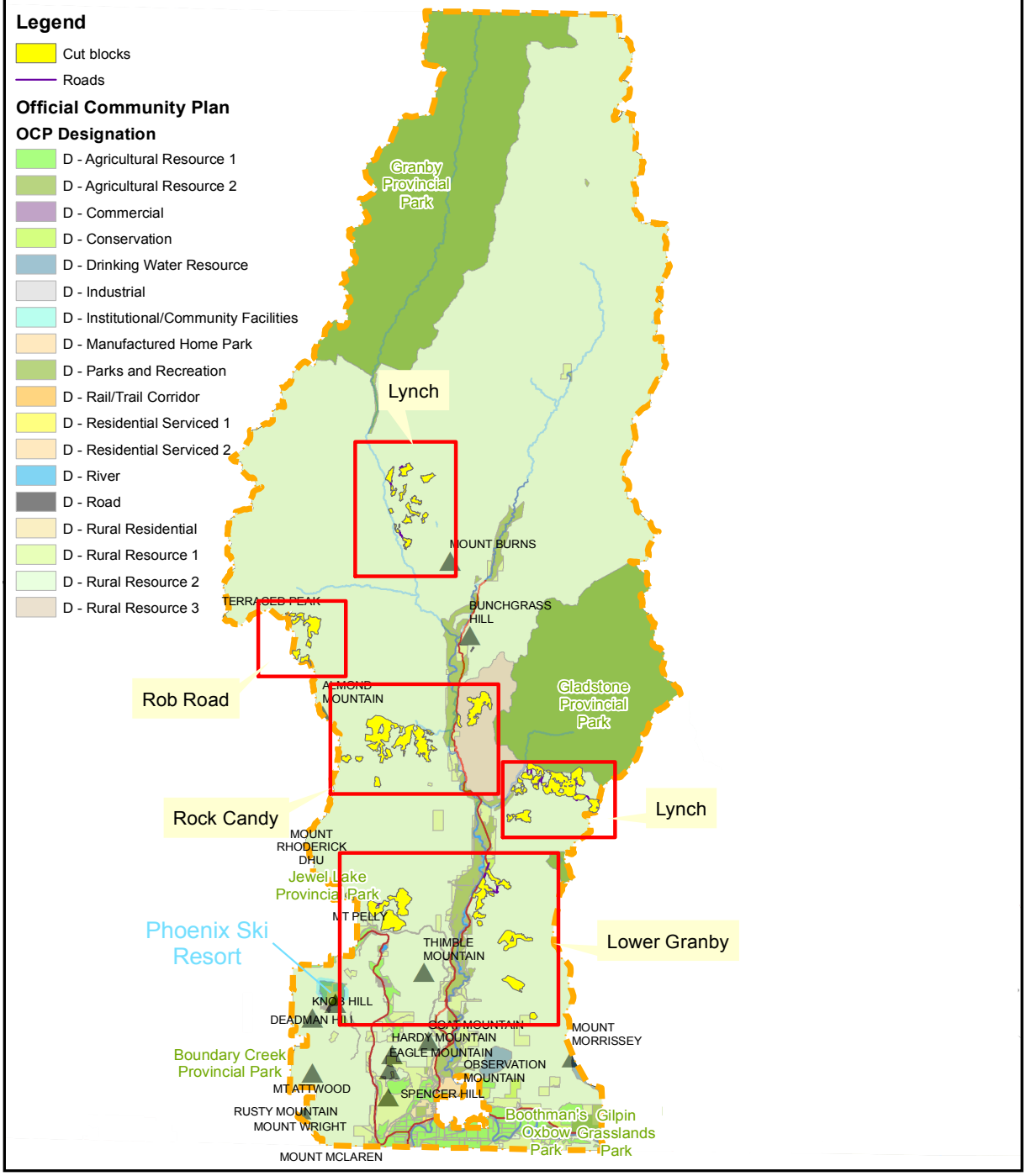
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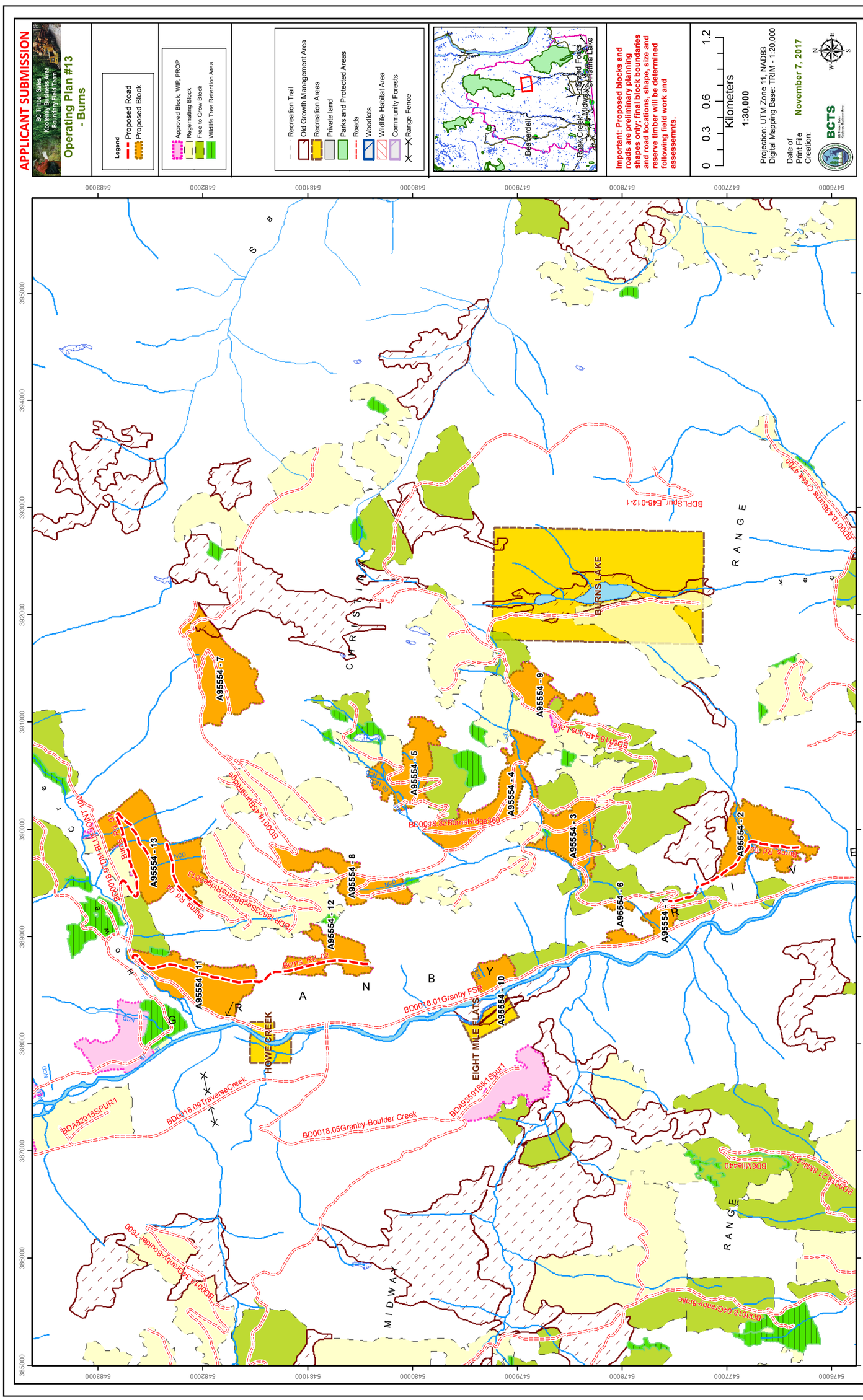
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APPLICANT SUBMISSION
BC Timber Sales
Kootenay Business Area
Boundary Field Team
Operating Plan #13
- Burns
Legend
Proposed Road
Proposed Block
Approved Block: WIP, PROP
Regenerating Block
Free to Grow Block
Wildlife Tree Retention Area
Recreation Trail
Old Growth Management Area
Recreation Areas
Private land
Parks and Protected Areas
Roads
Woodlots
Wildlife Habitat Area
Community Forests
Range Fence
Beaverdell
Trask Creek Provincial Forest
Kettle River - Christina Lake
Important: Proposed blocks and roads are preliminary planning shapes only; final block boundaries and road locations, shape, size and reserve timber will be determined following field work and assessemnts.
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Digital Mapping Base: TRIM - 1:20,000
Date of Print File Creation: November 7, 2017
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HOWE CREEK
EIGHT MILE FLATS
MIDWAY
RANGE
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A95554 - 2
A95554 - 3
A95554 - 4
A95554 - 5
A95554 - 6
A95554 - 7
A95554 - 8
A95554 - 9
A95554 - 10
A95554 - 11
A95554 - 12
A95554 - 13
BD0018.01Granby FSR
BD0018.05Granby-Boulder Creek
BD0018.09REVERSECREEK
BDA82915SPUR1
BDA95591BLK1Spur
BDPLSpur E48-012-1
BDRML440
Burns Rd
Burns RN 06

APPLICANT SUBMISSION

BC Timber Sales
Kootenay Business Area
Boundary Field Team

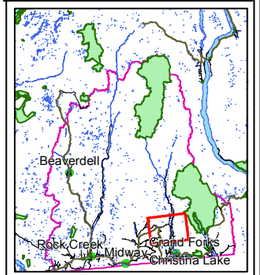
Operating Plan #13 - Lower Granby

Legend

- Proposed Road
- Proposed Block

- Approved Block; WIP, PROP
- Regernating Block
- Free to Grow Block
- Wildlife Tree Retention Area

- Recreation Trail
- Old Growth Management Area
- Recreation Areas
- Private land
- Parks and Protected Areas
- Roads
- Domestic Watershed
- POD
- Visual Quality Objective
- Woodlots
- Wildlife Habitat Area
- Community Forests
- Range Fence



Important: Proposed blocks and roads are preliminary planning shapes only; final block boundaries and road locations, shape, size and reserve timber will be determined following field work and assessemnts.

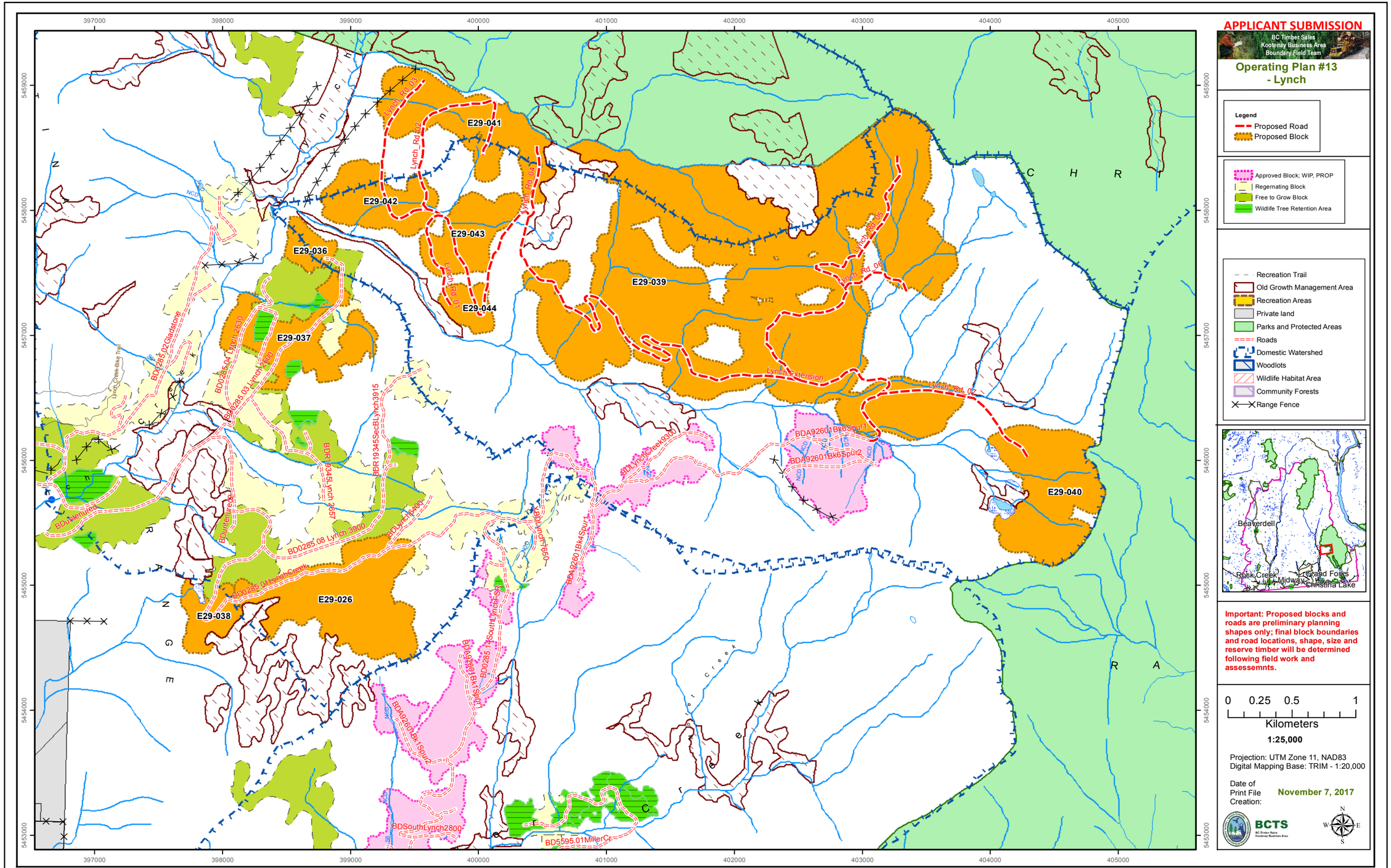
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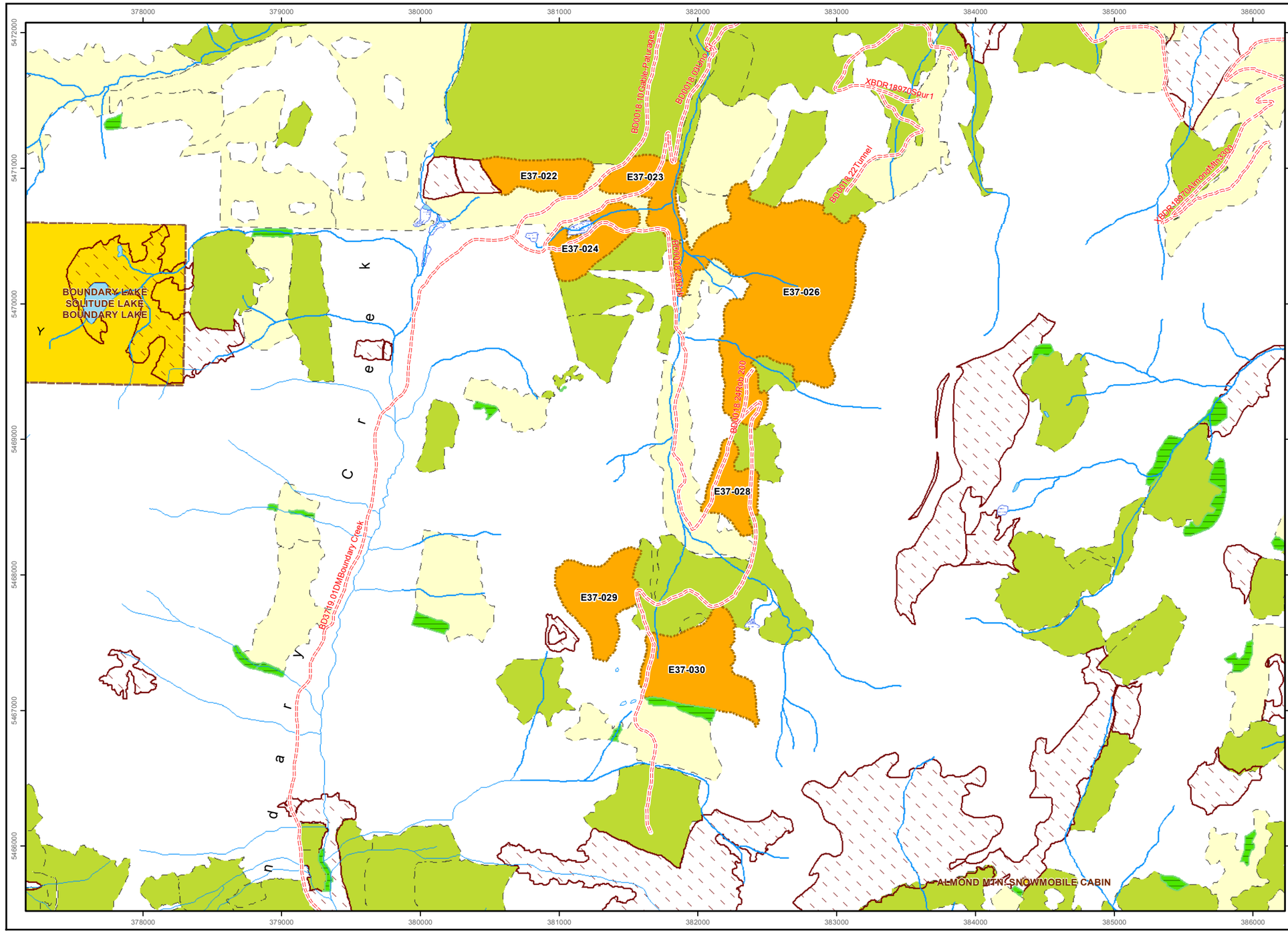
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Projection: UTM Zone 11, NAD83
Digital Mapping Base: TRIM - 1:20,000

Date of Print File Creation: **November 3, 2017**

BCTS
BC Timber Sales
Kootenay Business Area


APPLICANT SUBMISSION
BC Timber Sales
Kootenay Business Area
Boundary Field Team
Operating Plan #13
- Lynch
Legend
Proposed Road
Proposed Block
Approved Block; WIP, PROP
Regernating Block
Free to Grow Block
Wildlife Tree Retention Area
Recreation Trail
Old Growth Management Area
Recreation Areas
Private land
Parks and Protected Areas
Roads
Domestic Watershed
Woodlots
Wildlife Habitat Area
Community Forests
Range Fence
E29-041
E29-042
E29-043
E29-044
E29-036
E29-037
E29-039
E29-040
E29-026
E29-038
Lynch Rd 03
Lynch Rd 02
Lynch Rd 01
Lynch Rd 05
Lynch Rd 06
Lynch Rd 07
Lynch Extension
BD0285.02Gladstone
BD0285.04 Lynch 2600
BD0285.03 Lynch 2400
BDBluebird
BDBluebird Cut
BDR10345SecBLynch3915
BDR10345Lynch 2657
BD0285.08 Lynch 3900
BDLynch 2400
BDLynch7650
BDLynchCreek9300
BDA92601Bk4Spur1
BDA92601Bk4Spur2
BD0285.11SouthLynch2800
BDA92601Bk1Spur2
BDSouthLynch2800
BD595.01MillerCr
Lynch Creek Bike Trail
Beaverdell
Rock Creek
Midway
Grand Forks
Christina Lake
Important: Proposed blocks and roads are preliminary planning shapes only; final block boundaries and road locations, shape, size and reserve timber will be determined following field work and assessemnts.
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Date of Print File Creation:
November 7, 2017
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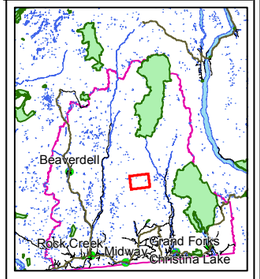


BC Timber Sales
Kootenay Business Area
Boundary Field Team

Operating Plan #13 - Rob Road

Legend

- Proposed Road
- Proposed Block
- Approved Block
- Regernating Block
- Free to Grow Block
- Wildlife Tree Retention Area
- Recreation Trail
- Old Growth Management Area
- Recreation Areas
- Private land
- Parks and Protected Areas
- Roads
- Woodlots
- Wildlife Habitat Area
- Community Forests



Important: Proposed blocks and roads are preliminary planning shapes only; final block boundaries and road locations, shape, size and reserve timber will be determined following field work and assessemnts.

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Kilometers

1:25,000

Projection: UTM Zone 11, NAD83
Digital Mapping Base: TRIM - 1:20,000

Date of Print File Creation: **October 25, 2017**

BCTS
BC Timber Sales
Kootenay Business Area

APPLICANT SUBMISSION

BC Timber Sales
Kootenay Business Area
Boundary Field Team

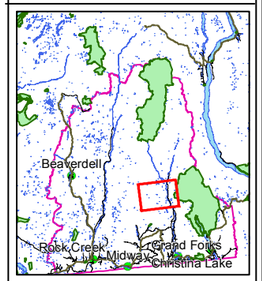
Operating Plan #13 - Rock Candy

Legend

- Proposed Road
- Proposed Block

- Approved Block; WIP, PROP
- Regernating Block
- Free to Grow Block
- Wildlife Tree Retention Area

- Recreation Trail
- Old Growth Management Area
- Recreation Areas
- Private land
- Parks and Protected Areas
- Roads
- Domestic Watershed
- POD
- Woodlots
- Wildlife Habitat Area
- Community Forests
- Range Fence



Important: Proposed blocks and roads are preliminary planning shapes only; final block boundaries and road locations, shape, size and reserve timber will be determined following field work and assessemnts.

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Kilometers

1:50,000

Projection: UTM Zone 11, NAD83
Digital Mapping Base: TRIM - 1:20,000

Date of Print File Creation: October 25, 2017

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E37-028
E37-029
E37-030
ALMOND MTN SNOWMOBILE CABIN
BEAR LAKE
GRANBY-BURRELL CK
A95552 - 3
A95552 - 4
E38-024
E29-037
FLUORINE LAKE
Rock Candy_05
Rock Candy_04
Rock Candy_11
Rock Candy_07
Rock Candy_08
BDPass21131
BDRd1095SecD
BDRd1467Sec4
BDRd1467Sec3
BDRd1467Sec2
BDRd1467Sec1
BDRd1198TSec
BDRd1198TSec
BDRd1198TSec

Site Location Map

Electoral Area 'E' / West Boundary

BC Timber Sales
Operating Plan 13

Regional District of Kootenay Boundary

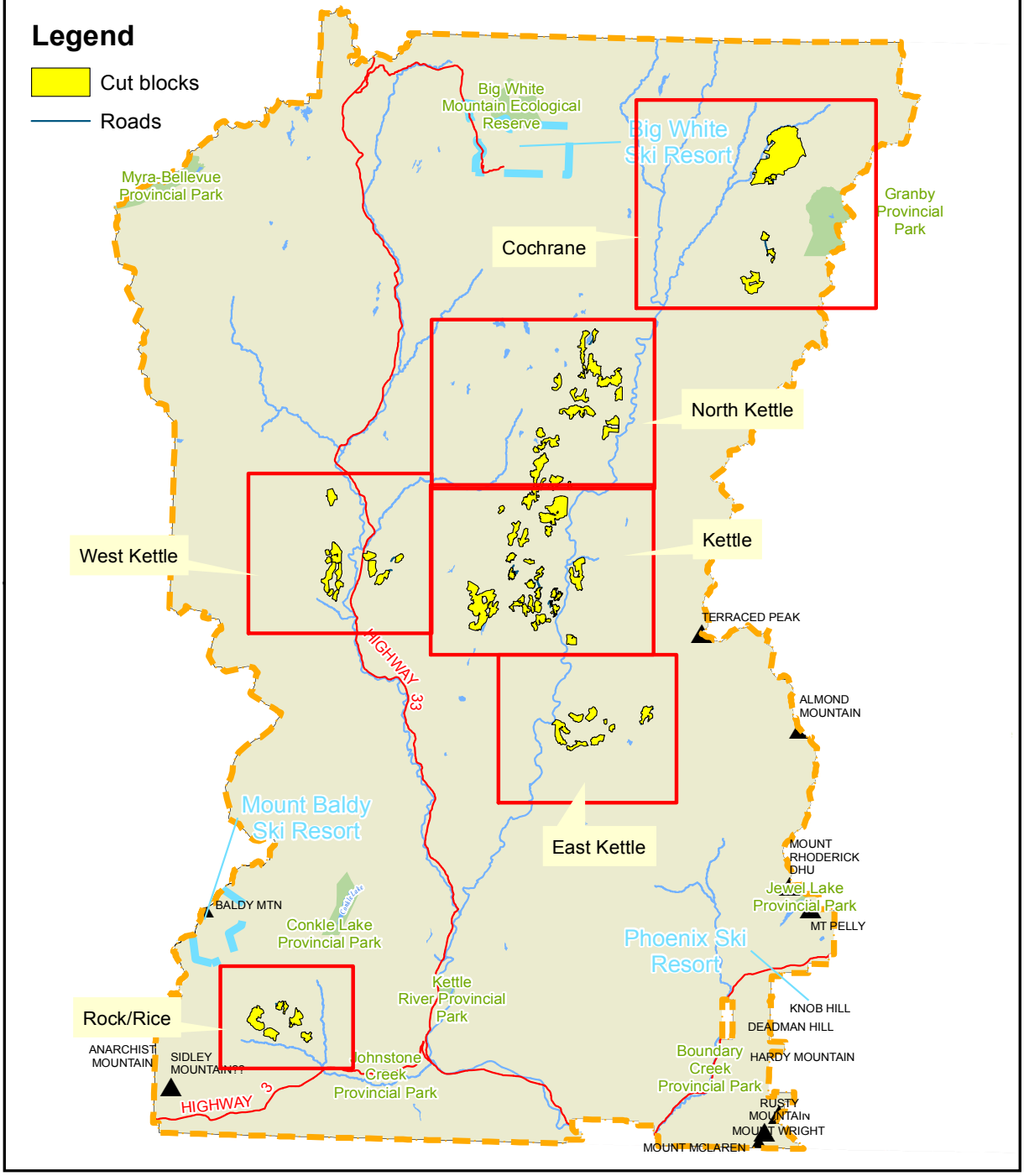
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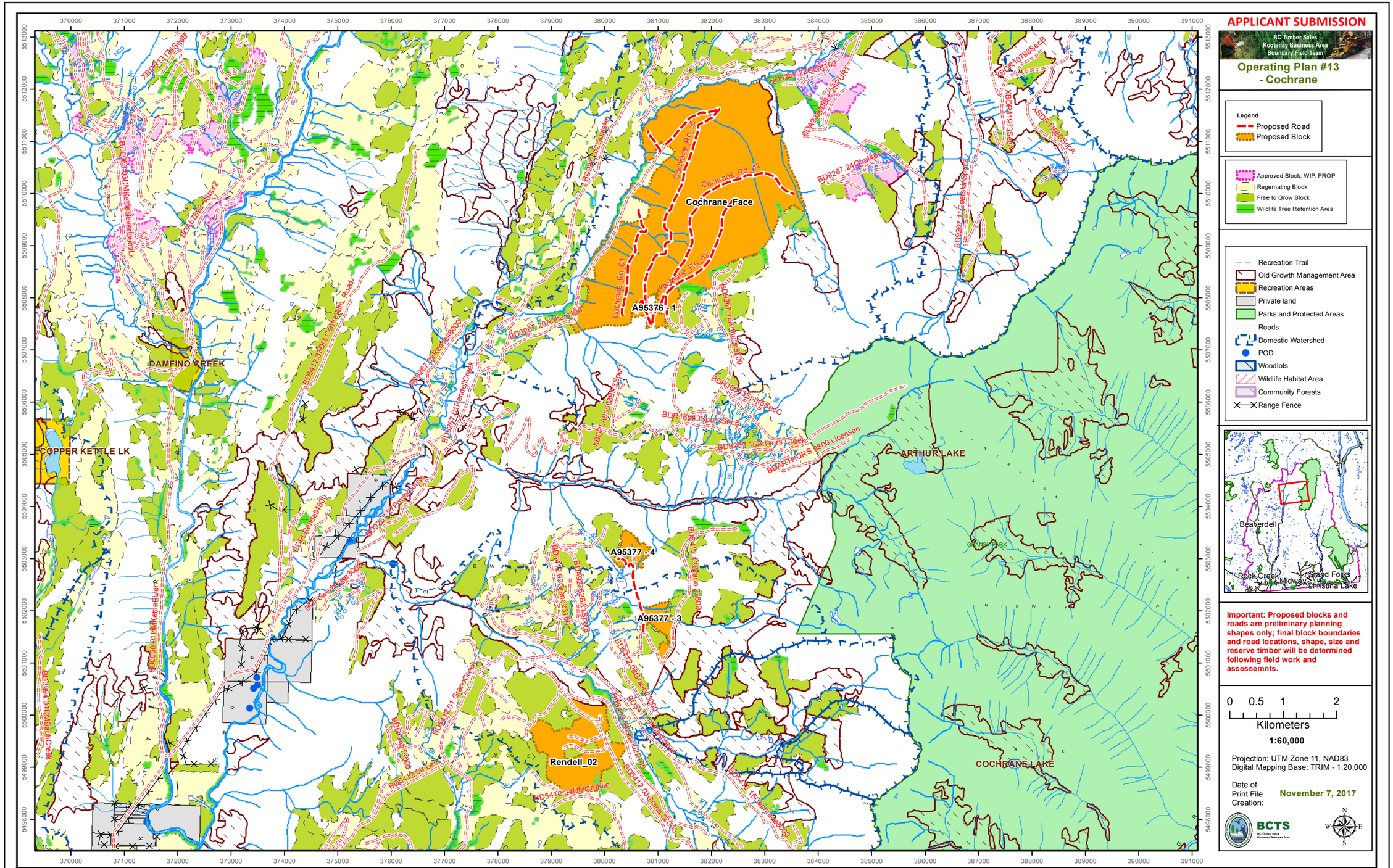
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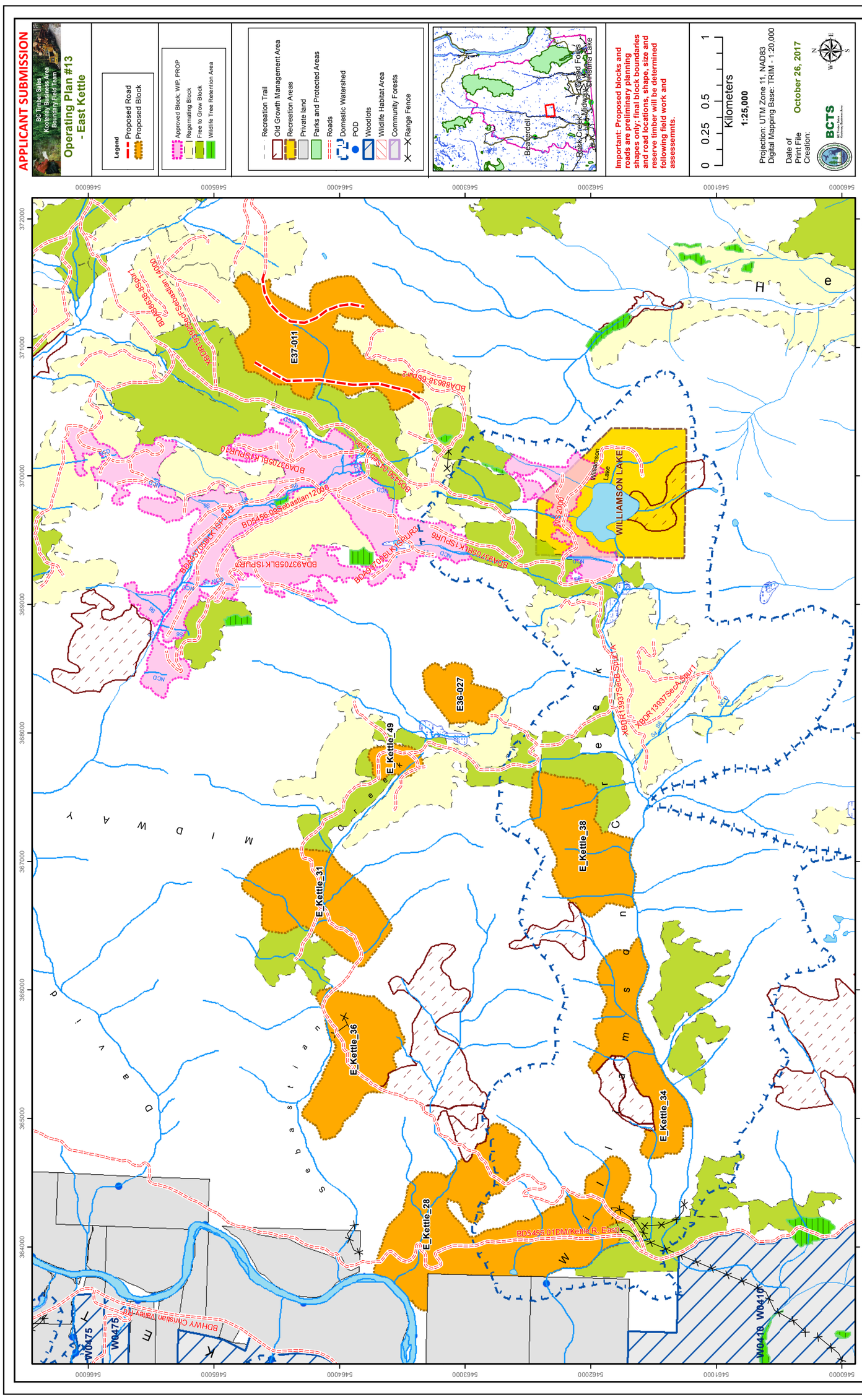
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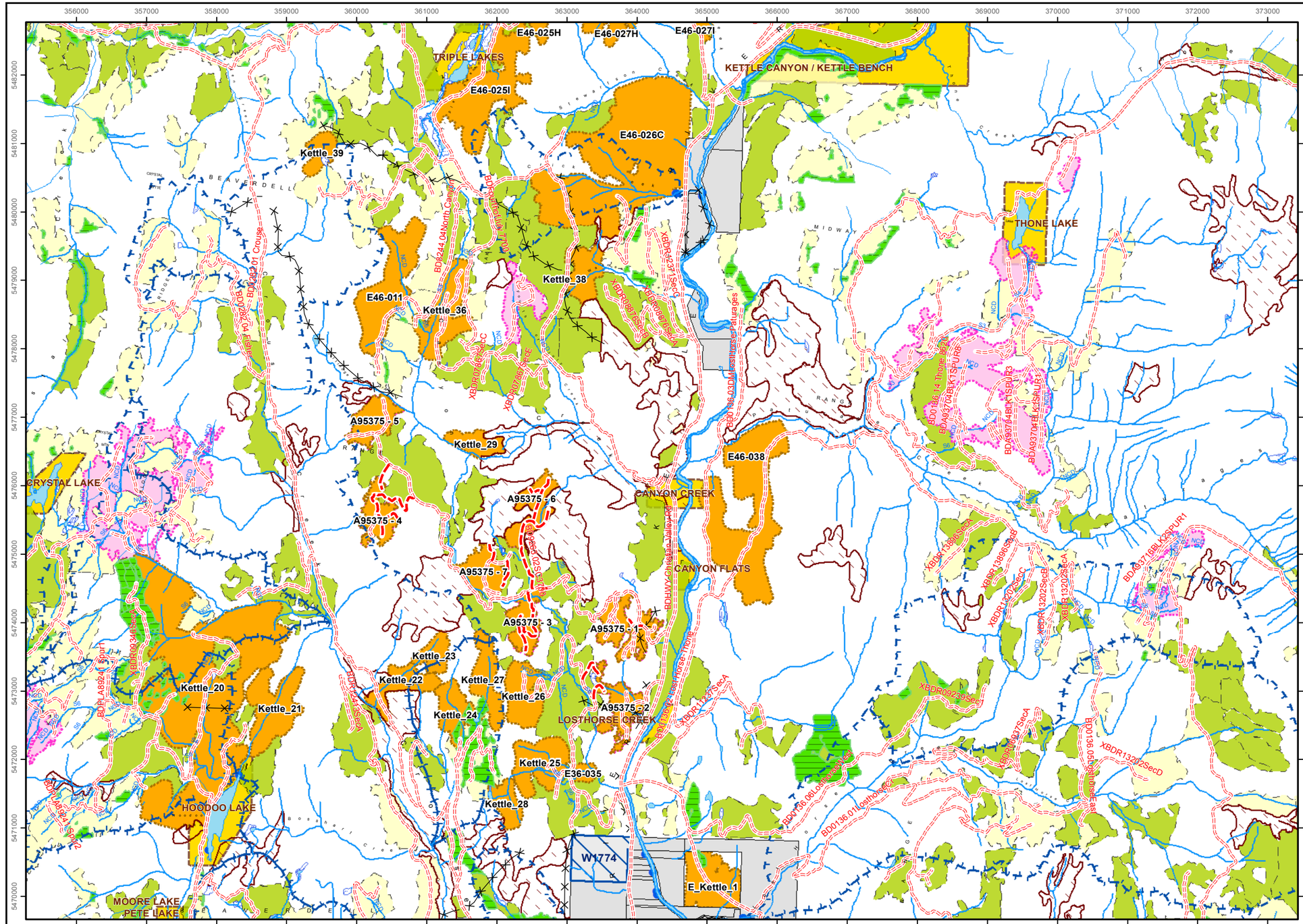
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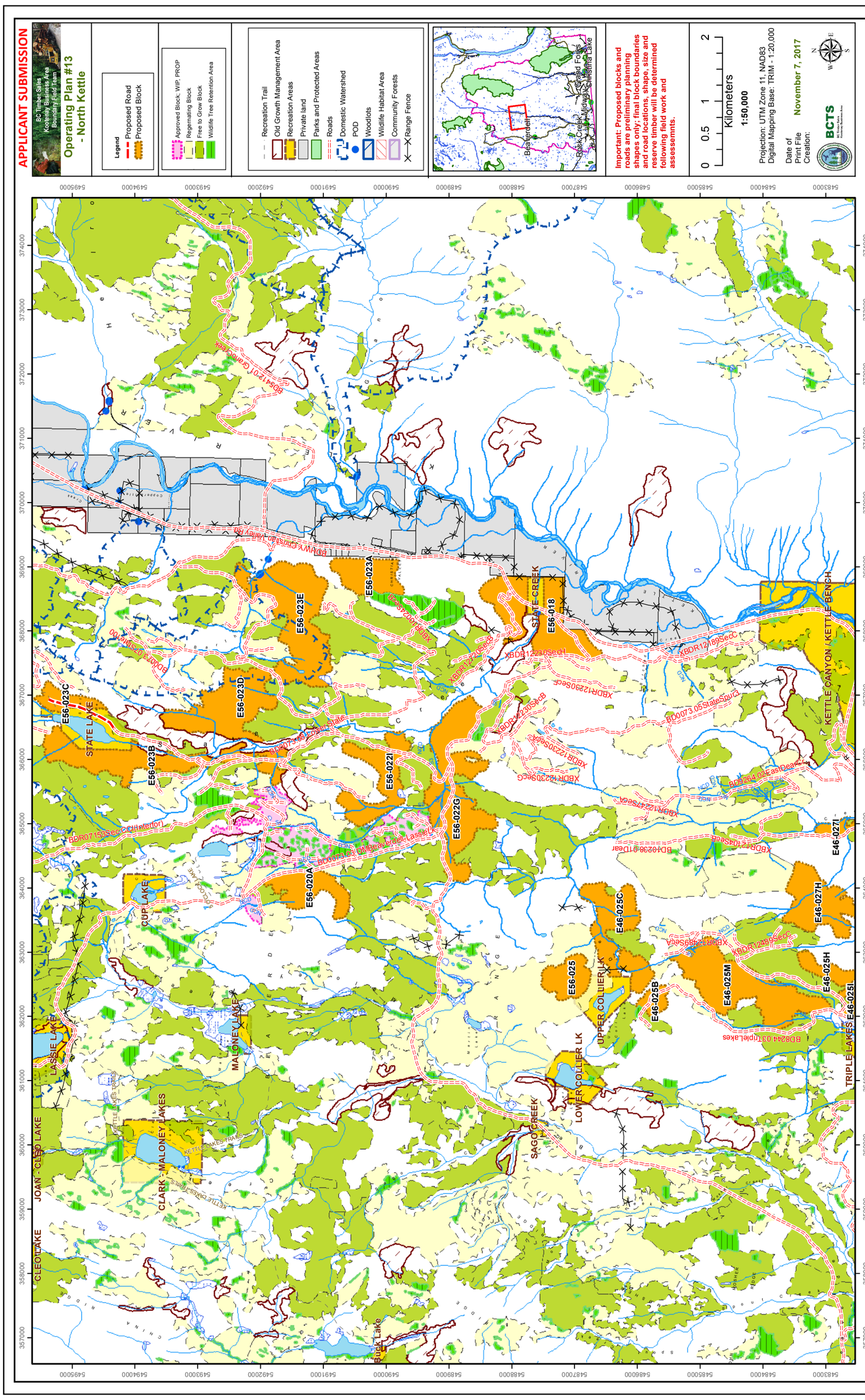


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APPLICANT SUBMISSION
BC Timber Sales
Kootenay Business Area
Boundary Field Team
Operating Plan #13
- Cochrane
Legend
Proposed Road
Proposed Block
Approved Block; WIP, PROP
Regernating Block
Free to Grow Block
Wildlife Tree Retention Area
Recreation Trail
Old Growth Management Area
Recreation Areas
Private land
Parks and Protected Areas
Roads
Domestic Watershed
POD
Woodlots
Wildlife Habitat Area
Community Forests
Range Fence
Cochrane_Face
A95377 - 1
A95377 - 3
A95377 - 4
Rendell_02
DAMFINO CREEK
COPPER KETTLE LK
ARTHUR LAKE
COCHRANE LAKE
GRANBY PARK
Beaverdell
Rock Creek
Grand Forks
Midway
Christina Lake
Important: Proposed blocks and roads are preliminary planning shapes only; final block boundaries and road locations, shape, size and reserve timber will be determined following field work and assessemnts.
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Projection: UTM Zone 11, NAD83
Digital Mapping Base: TRIM - 1:20,000
Date of Print File Creation:
November 7, 2017
BCTS


APPLICANT SUBMISSION
BC Timber Sales
Kootenay Boundary Area
Boundary Field Team
Operating Plan #13
- East Kettle
Legend
Proposed Road
Proposed Block
Approved Block: WIP, PROP
Regenerating Block
Free to Grow Block
Wildlife Tree Retention Area
Recreation Trail
Old Growth Management Area
Recreation Areas
Private land
Parks and Protected Areas
Roads
Domestic Watershed
POD
Woodlots
Wildlife Habitat Area
Community Forests
Range Fence
Beaverdell
Rock Creek
Midway
Greenwood
Christina Lake
Important: Proposed blocks and roads are preliminary planning shapes only; final block boundaries and road locations, shape, size and reserve timber will be determined following field work and assessemnts.
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Date of Print File Creation:
October 26, 2017
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E36-027
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E_Kettle_31
E_Kettle_36
E_Kettle_38
E_Kettle_34
E_Kettle_28
WILLIAMSON LAKE
Williamson Lake
Kettle River
Kettle Creek
Midway
Greenwood
Christina Lake
W0475
W0470
W0410
BDHWY Christian Valley Hwy
BD5456001DM Kettle R. East
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BDA937058LKISPUR2
BDA937058LKISPUR6
BDA937058LKISPUR0
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APPLICANT SUBMISSION
BC Timber Sales
Kootenay Business Area
Boundary Field Team
Operating Plan #13
- Kettle
Legend
Proposed Road
Proposed Block
Approved Block; WIP, PROP
Regernating Block
Free to Grow Block
Wildlife Tree Retention Area
Recreation Trail
Old Growth Management Area
Recreation Areas
Private land
Parks and Protected Areas
Roads
Domestic Watershed
POD
Woodlots
Wildlife Habitat Area
Community Forests
Range Fence
Beaverdell
Rock Creek
Midway
Grand Forks
Christina Lake
Important: Proposed blocks and roads are preliminary planning shapes only; final block boundaries and road locations, shape, size and reserve timber will be determined following field work and assessemnts.
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Date of Print File Creation:
November 7, 2017
BCTS
TRIPLE LAKES
KETTLE CANYON / KETTLE BENCH
THONE LAKE
CRYSTAL LAKE
CANYON CREEK
CANYON FLATS
LOSTHORSE CREEK
HOODOO LAKE
MOORE LAKE
PETE LAKE
E46-025H
E46-027H
E46-027I
E46-025I
E46-026C
E46-011
E46-038
E36-035
Kettle_39
Kettle_38
Kettle_36
Kettle_29
Kettle_23
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Kettle_24
Kettle_25
Kettle_28
Kettle_20
Kettle_21
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A95375 - 4
A95375 - 7
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A95375 - 1
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W1774
E_Kettle_1


APPLICANT SUBMISSION
Operating Plan #13
- North Kettle
BC Timber Sales
Kootenay Boundary Area
Boundary Field Team
Legend
Proposed Road
Proposed Block
Approved Block: WIP, PROP
Regenating Block
Free to Grow Block
Wildlife Tree Retention Area
Recreation Trail
Old Growth Management Area
Recreation Areas
Private land
Parks and Protected Areas
Roads
Domestic Watershed
POD
Woodlots
Wildlife Habitat Area
Community Forests
Range Fence
Beaverdell
Trask Creek Forest Service Road
Mt. Attwood
Christina Lake
Important: Proposed blocks and roads are preliminary planning shapes only; final block boundaries and road locations, shape, size and reserve timber will be determined following field work and assessemnts.
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Date of Print File Creation: November 7, 2017
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E56-020A
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E46-025C
E46-025B
E46-025M
E46-025H
E46-025I
E46-027H
E46-027I
STATE LAKE
CUP LAKE
LASSIE LAKE
JOAN - CLISO LAKE
CLEO LAKE
CLARK - MALONEY LAKES
MALONEY LAKE
SAGO CREEK
LOWER COLLIER LK
UPPER COLLIER LK
TRIPLE LAKES
KETTLE CANYON / KETTLE BENCH
STATE CREEK
Buck Lake
BDR07153SecC(Interior)
BD00105(Mineral Rock Lasselle)
BDR12230SecH
BDR12230SecG
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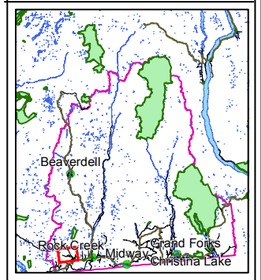
APPLICANT SUBMISSION



Operating Plan #13 - Rock/ Rice

Legend

- Proposed Road
- Proposed Block
- Approved Block
- Regenating Block
- Free to Grow Block
- Wildlife Tree Retention Area
- Recreation Trail
- Old Growth Management Area
- Recreation Areas
- Private land
- Parks and Protected Areas
- Roads
- Community Watershed
- Domestic Watershed
- POD
- Visual Quality Objective
- Woodlots
- Wildlife Habitat Area
- Community Forests
- Range Fence



Important: Proposed blocks and roads are preliminary planning shapes only; final block boundaries and road locations, shape, size and reserve timber will be determined following field work and assessemnts.

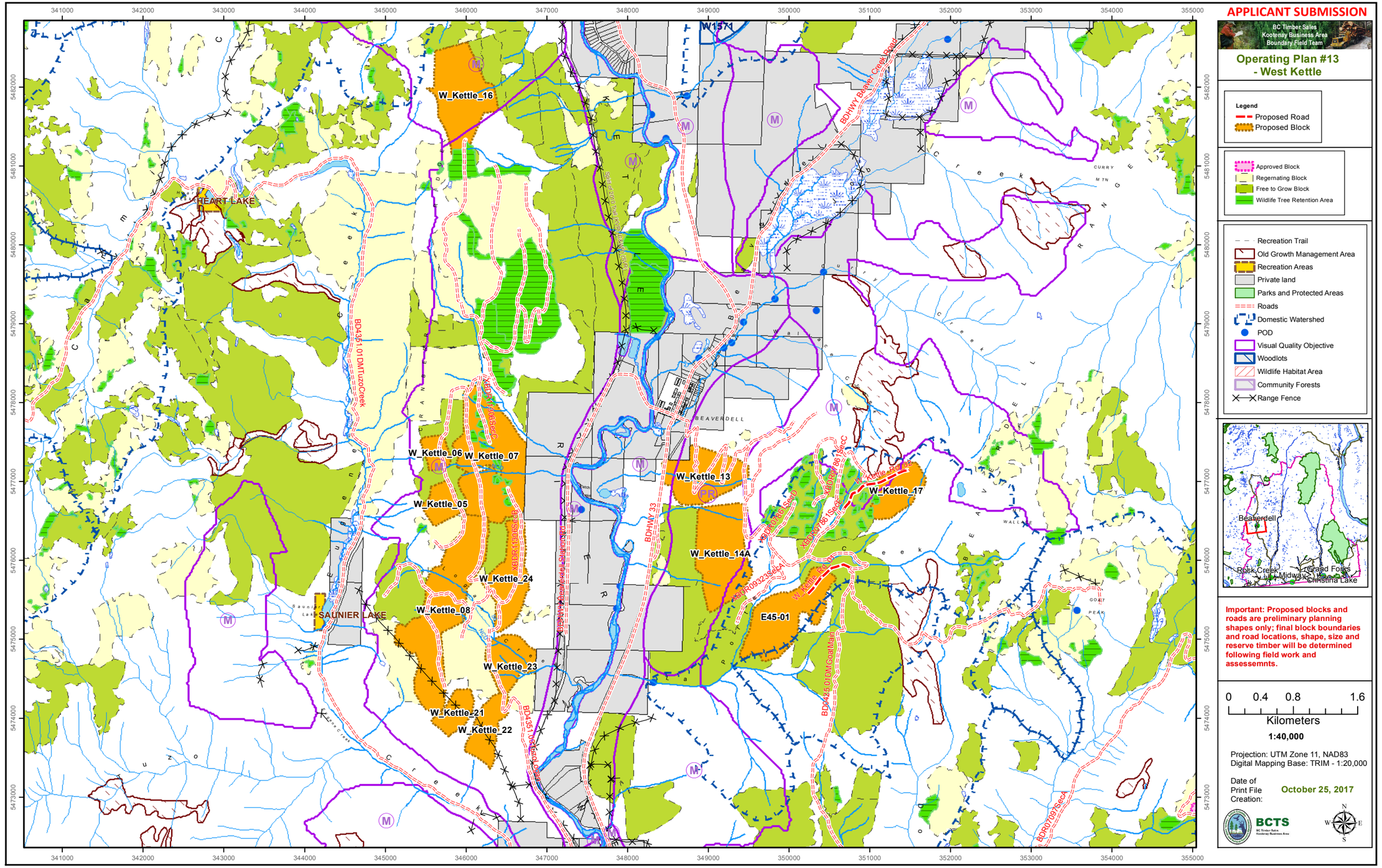
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BCTS


APPLICANT SUBMISSION
BC Timber Sales
Kootenay Business Area
Boundary Field Team
Operating Plan #13
- West Kettle
Legend
Proposed Road
Proposed Block
Approved Block
Regernating Block
Free to Grow Block
Wildlife Tree Retention Area
Recreation Trail
Old Growth Management Area
Recreation Areas
Private land
Parks and Protected Areas
Roads
Domestic Watershed
POD
Visual Quality Objective
Woodlots
Wildlife Habitat Area
Community Forests
Range Fence
Beaverdell
Rock Creek
Midway
Grand Forks
Christina Lake
Important: Proposed blocks and roads are preliminary planning shapes only; final block boundaries and road locations, shape, size and reserve timber will be determined following field work and assessemnts.
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Date of Print File Creation:
October 25, 2017
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BD4351.06DMGrassyCreek
BD4326.01DMGoatMain
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ELECTORAL AREA 'C'/CHRISTINA LAKE

ADVISORY PLANNING COMMISSION

MINUTES

Tuesday, January 2, 2018 at the Christina Lake Fire Hall, commencing at 7:00 p.m.

PRESENT:	David Durand, Terry Mooney, Annie Rioux, Jeff Olsen, Peter Darbyshire, Phil Mody, Butch Bisaro
ABSENT:	Jennifer Horahan, Ken Stewart, Dave Bartlett, Jessica Coleman
RDKB DIRECTOR:	Grace McGregor
RDKB STAFF:	
GUESTS:	Howard Hunt

1. CALL TO ORDER

The meeting was called to order at 7:04 p.m.

2. ADOPTION OF AGENDA (Additions/Deletions)

Recommendation: That the January 2, 2018 Electoral Area 'C'/Christina Lake Advisory Planning Commission Agenda be adopted. (Phil/Annie)

3. ELECTION OF CHAIR, VICE-CHAIR AND SECRETARY

Elected by acclamation: David Durand, Chair, Jeff Olsen, Vice-Chair and Terry Mooney, Secretary.

4. ADOPTION OF MINUTES

Recommendation: That the September 5, 2017 Electoral Area 'C'/Christina Lake Advisory Planning Commission Minutes be adopted. (Annie/Jeff)

5. DELEGATIONS

N/A

6. OLD BUSINESS

N/A

7. NEW BUSINESS

A. Howard Hunt
RE: MoTI Conventional Subdivision
855 Ponderosa Drive, Electoral Area 'C'/Christina Lake
RDKB File: C-1299s-04727.000

Discussion/Observations:

The Area C APC supports the application.

Recommendation:

It was moved, seconded and resolved that the APC recommends to the Regional District that the subject MoTI Conventional Subdivision be supported; approved unanimously by the APC.

B. BC Timber Sales
Re: Proposed Cut Blocks
Electoral Area 'C'/Christina Lake
RDKB File: C-29

Discussion/Observations:

The APC would like to restate our concerns re impacts on watersheds and water intakes. Also, there are concerns regarding lack of management and oversight from the Ministry.

8. ADJOURNMENT

It was moved that the meeting be adjourned at 7:40 p.m. (Jeff)

Regional District of Kootenay Boundary

ELECTORAL AREA 'D'/RURAL GRAND FORKS

ADVISORY PLANNING COMMISSION

MINUTES

Tuesday, January 2, 2018 at the RDKB Office – Grand Forks, commencing at 7:00 p.m.

PRESENT:	Edith MacAllister, Deb Billwiller, Lesley Matthews, Christie Wheaton, Kathy Hutton, Rod Zielinski
ABSENT:	
RDKB DIRECTOR:	
RDKB STAFF:	
GUESTS:	Graham Watt, John Mills

1. CALL TO ORDER

The meeting was called to order at 7:04 p.m.

2. ADOPTION OF AGENDA (Additions/Deletions)

Item 3 on the agenda was moved to after item 7; it was then moved: Wheaton; seconded: Hutton that the January 2, 2018 Electoral Area 'D'/Rural Grand Forks APC agenda be adopted as amended. Carried.

3. ADOPTION OF MINUTES

It was moved; MacAllister and seconded: Hutton that the September 5, 2017 Electoral Area 'D'/Rural Grand Forks APC minutes be approved. Carried.

4. DELEGATIONS

City of Grand Forks Proposed OCP Amendments and New Zoning Bylaw
Graham Watt, Senior Planner, City of Grand Forks

Graham Watt gave an interesting presentation on the City of Grand Forks' proposed OCP amendments and new zoning by-law.

5. OLD BUSINESS – None

6. NEW BUSINESS

A. City of Grand Forks
RE: Proposed OCP Amendments and New Zoning Bylaw
RDKB File: G-12

Discussion/Observations:

Further to Graham's presentation, he also gave some background on the proposed changes and answered any questions we had.

While we did not feel we had enough information to recommend support or non-support, we did appreciate the presentation and were pleased with what we saw. Specific highlights for us were plans for: removing barriers; focusing density where infrastructure is in place; possible tax exceptions for affordable rental housing; and increased possibilities for tiny houses and garden suites.

B. BC Timber Sales
RE: Operating Plan 13 Boundary Area
RDKB File: D-6

Discussion/Observations:

While the APC recognizes the impact the logging industry has on the economic health of our region, we do have some concerns with this plan and do not feel we can recommend support or non-support.

- Unfamiliar with the term "free to grow blocks" and unable to locate a definition of it
- Concerns regarding some cut blocks proximity to recreational areas as well as the visual impact on them.
- Concerns regarding work happening and slash build-up during fire season
- Would like to see some assurances that clean-up will be done in a full and timely manner.

C. Kathrine Hutton and John Mills
RE: Development Variance Permit
8665 Henderson Road
RDKB File: D-1605-04873.100

After some discussion regarding alternate locations (not viable due to topography; costs of electrical and requirement of new driveway; security) and the visual impact of a garage vs. 4 – 6 vehicles, it was moved: Billwiller and seconded: Wheaton that the APC recommends that this application be supported with the conditions that the neighbours are not opposed and that the building not be used for commercial purposes. Carried. [Hutton excused herself from the vote]

7. ELECTION OF CHAIR, VICE-CHAIR AND SECRETARY

1) Moved: Billwiller; seconded: MacAllister that Rod Zielinski be elected Chair. Carried.
2) Moved: Matthews; seconded: Hutton that Christie Wheaton be elected Vice-Chair. Carried.
3) Moved: Wheaton; seconded MacAllister that Deb Billwiller be elected Secretary. Carried.

8. FOR INFORMATION

- List of 2018 APC Members
- 2018 Planning & Development Department Application Process and Meeting Schedule

9. ADJOURNMENT

Hutton moved adjournment at 9:13 p.m.

Regional District of Kootenay Boundary

ELECTORAL AREA 'E'/WEST BOUNDARY

ADVISORY PLANNING COMMISSION

MINUTES

Tuesday, January 2, 2018 at the Rock Creek Medical Centre, 100 Cut Off Rd, commencing at 6:00 p.m.

PRESENT:	Jamie Haynes, Florence Hewer, Fred Marshall, Lynne Storm, Frank Van Oyen
ABSENT with notification**:**	Michael Fenwick-Wilson, Grant Harfman, Randy Trerise
Absent without notification	
RDKB DIRECTOR:	Vicki Gee
RDKB STAFF:	
GUEST:	

1. CALL TO ORDER

The meeting was called to order by Fred Marshall at 6:00 pm.

2. ADOPTION OF AGENDA

It was moved by Jamie Haynes and seconded by Lynne Storm that the January 2nd, 2018 Electoral Area 'E' APC agenda be adopted with additions as noted below--Carried.

3. ELECTION OF CHAIR, VICE-CHAIR AND SECRETARY

A. Vicki Gee recommended that the APC members for 2018 shall be as listed above.
B. Elections were held with the following being elected by acclamation.

1) Election of the chair, Fred Marshall (M: J. Haynes, S: Flo Hewer)
2) Election of the vice-chair, Grant Harfman (M: J. Haynes, S: Flo Hewer)
3) Election of the secretary, Randy Trerise (M: F. Van Oyen, S: Lynne Storm)
    - As Grant was absent, filling this position will be affirmed at the next meeting when he will be present to formally accept the nomination.

4. ADOPTION OF MINUTES

It was moved by Frank Van Oyen and seconded by Flo Hewer that the December 4th, 2017 Electoral Area 'E' APC minutes be adopted; carried.

5. DELEGATIONS

6. OLD BUSINESS - None

7. NEW BUSINESS

A. BC Timber Sales
RE: Operating Plan 13 Boundary Area
RDKB File: DE-10

Discussion/Observations:

Extensive discussion was held about this topic. The very nebulous nature of the plan as per the following points makes it very difficult to virtually impossible for any entity to make meaningful comments on the plan:

- ✓ The plan may extend for 3-5 years.
- ✓ Excessive cutblock numbers.
- ✓ Cutblock sizes and shapes and even locations are only tentative
- ✓ Some Cutblocks proposed situated directly adjacent to the Kettle River.
- ✓ Cutblock sizes are excessively large (800-1,000 Ha.) with many being larger than recommended by the Kootenay/Boundary Land Use Plan i.e. 40-60 ha.
- ✓ Ditto Road locations with no indication which will be either permanent, temporary or fully rehabilitated (re-contoured and planted to trees). Also no commitment by BCTS to monitor and/or maintain all roads not fully rehabilitated each and every year to ensure no landslide or road failures occur.
- ✓ Some proposed roads indicated on the maps showed no connectivity to existing roads.
- ✓ Limited to no information re the relation of BCTS cutblocks to existing cutblocks or planned new ones by adjacent tenure holders. Ditto for the roads. For example, on the Williamson Lake Rec Site BCTS's operations on the south portion are shown; however, the Osoyoos Indian Band's proposed development on the northeast and northwest

portions are not shown; this omission gives anyone viewing the map very incomplete and hence very misleading information.

- ✓ The lack of BCTS to have relevant information which enables them to track their roads and/or to know how many Kilometers they build and retain each year let alone where they are or what condition they are in etc.
- ✓ All harvesting and road building activities (past, present and future) have a significant effect on the Hydrology of the area, especially several negative impacts on the smaller streams and the hydrologic cycle including higher snow accumulations with earlier and more rapid snow melt with negative downstream consequences such as increased erosion, culvert failures, road washouts and flooding with other unknown downstream consequences.
- ✓ Many cutblocks are at very high elevations and hence exacerbate the runoff, and subsequent reduced flows to completely dry streams.
- ✓ Significant affects personally observed by ranching members of the APC on the smaller upland streams include excessive slash in small streams, earlier and more intense spring runoff and reduced stream flows to streams being completely dry in the late summer.
- ✓ The three reports ("*Access Management and Resource Roads Update 201*5" by the Forest Practices Board (https://www.bcfpb.ca/wp-content/uploads/2017/05/SR49-Access-Management.pdf) and two FREP (Forest Range Evaluation Program) reports: FRPA Extension Note 38, Jan 2017 "*The Importance of Small Streams in BC"* (https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/forestry/frep/extension-notes/frep_extension_note_39.pdf) and FRPA Ext. Note 39 Oct. 2017 "*Post-Harvest Condition of Stream Channels, fish Habitats and Adjacent Riparian Areas"* (https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/forestry/frep/extension-notes/frep-extnt38-smallstreams.pdf) related to these issues were referenced. These reports support and corroborate our concerns.
- ✓ No information provided re the planned harvesting/silviculture systems to be used i.e. either clearcut or selective cut.
- ✓ Clearcutting on hot, dry, southern aspects makes regenerating a new stand of trees extremely problematic with several examples of failures in other operating areas noted.
- ✓ Little to no recognition of the many impacts the above operations will have on other resource values (wildlife, recreation, aesthetics, etc.)
- ✓ The lack of a Comprehensive Integrated Resource Management plan that addresses all resource values and which should guide the operations over the long term.
- ✓ Some record of the cumulative impacts on the landscape is necessary and such a plan would enable this to be developed.

Recommendation:

It was moved by Jamie Haynes, seconded by Frank Van Oyen and resolved that the APC recommends to the Regional District that the subject Development Application be not supported (with the reasons as listed above).

B. Mighty White Dolomite Ltd.
RE: Application under the *Environmental Management Act*
4115 Kettle Valley Rd. S., Rock Creek
RDKB File: E-757-04073.005

Discussion/Observations:

It was noted that previous similar operations by the plant had no discernable negative effects on the local area and the proposal was to mimic the previous operations. The company would have to obtain initial approval from the Ministry of Environment to have their operations in order before start up and this approval would be contingent on the company meeting all the requisite pollution control guidelines.

The proponent passed onto Jamie Haynes some relevant and comparative information re the expected levels of particulate output and presented this to Vicki Gee to pass onto the Planning Department for their review and comment.

The plant would have significant employment benefits for the local area and as the supply of the product produced is in high demand with few other suppliers, the operation has very good potential to be a long term venture.

Recommendation:

It was moved by Jamie Haynes, seconded by Lynne Storm and resolved that the APC recommends to the Regional District that the subject Development Application be supported with the condition that the Ministry of Environment perform a formal audit on the operations within three months of startup to ensure all environmental conditions of the applicable permit are being met.

C. Maps supplied by the Regional District: (Information Only)

Vicki Gee explained that the maps required for the APC meetings are supplied by the Regional District Planning department with relevant copies being sent out as soon as feasible.

The APC expressed their appreciation for these maps and restated the need for good quality maps at an appropriate scale which enables joint viewing of the relevant areas by the APC and hence enables them to make appropriately informed decisions re the proposals put before them.

The planners can use their discretion as to the scale and quality of such maps to be provided based on the significance and importance of the relevant topic to be discussed.

For example, the BCTS operating plan required very good maps as the size and potential impact of their operations on the entire Boundary area are very significant.

D. Planning Staff Preparation

Vicki said that APC members had contacted her expressing concern about missing the deadline on the BCTS referral.
She said that Planning Dept. staff check dates & timelines right away when they get referrals. They ask the referring agency for extensions if necessary.
She also said that staff are hearing the concerns of APCs on prior applications and are asking questions of the referring agencies ahead of time, for background in their staff reports

8. ADJOURNMENT

It was moved by Flo Hewer and seconded by Lynne Storm that the meeting be adjourned at 7:45 pm.

Respectfully submitted,

Fred Marshall

Fred Marshall

(Acting Secretary for this meeting as Randy Trerise is away)

Grizzly Report

120 Extension Note

July 2017

The Relationships among Road Density, Habitat Quality, and Grizzly Bear Population Density in the Kettle-Granby Area of British Columbia

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B.C. Ministry of Forests, Lands and Natural Resource Operations
Nelson, B.C.
and
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University of British Columbia Okanagan Campus,
Kelowna, B.C.
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C.T. Lamb
Department of Biological Sciences
University of Alberta
Edmonton, Alta.

L. Smit
B.C. Ministry of Forests, Lands and Natural Resource Operations
Nelson, B.C.

A. Reid
B.C. Ministry of Forests, Lands and Natural Resource Operations
Nelson, B.C.

Keywords
connectivity, density, habitat quality, human access, population size, recovery, status, *Ursus arctos*

Preamble

Since time immemorial, the Syilx people of the Okanagan Nation have taken care of all lands, waters, and living things within Syilx Territory, which includes this project's study area. Syilx people have been self-reliant and well provided for through their own ingenuity and careful and considered use of their land and resources. Grizzly bear is known as Kiʔlawnaʔ in N'Syilxcn (the Syilx language). Kiʔlawnaʔ is a part of timix^{w} (all living things) and an integral and critical part of Syilx culture. The grizzly bear is a relative who guides the people and other living things to respect the land and live in health. Semxayqn (female grizzly) is a powerful symbol of mothering, culture, and language transmission. Grizzly bear and the people gather and hunt the same foods; the continued presence of Kiʔlawnaʔ is a strong indicator of healthy land. In 2014, the Okanagan Nation Chief's Executive Council declared Kiʔlawnaʔ to be at risk and in need of protection in Syilx Territory.

– Okanagan Nation Alliance

Grizzly bears are a species of special concern in the province of British Columbia and legislation, policies, procedures, and programs are in place to support the Provincial goal to maintain, in perpetuity, the diversity and abundance of grizzly bears, and the ecosystems on which they depend, throughout British Columbia. This is done by carefully tracking and managing all sources of reported human-caused mortality, estimating unreported human-caused mortality based on the best available research, mitigating conflicts where possible, protecting habitat, studying bear biology and ecology, and informing First Nations, the public, and the scientific community about these activities.

– Ministry of Forests, Lands and Natural Resource Operations

Introduction

During the summer of 2015, we surveyed grizzly bears in the Kettle-Granby grizzly bear population unit (GBPU) to help assess population status and map the distribution of bears within the unit. Our first objective was to estimate the current population abundance and density of grizzly bears and map their summer distribution.

Our second objective was to investigate whether landscape conditions such as habitat quality and road density were related to bear abundance. Based on our results, we provide recommendations for improving the viability of the grizzly bear population in the Kettle-Granby GBPU.

The grizzly population in the Kettle and Granby River valleys of southern British Columbia is considered threatened due to the low number of bears relative to the habitat suitability of the area, and because the population may be poorly connected with other grizzly populations (Figure 1). Grizzly bears are rare in the Okanagan Valley to the west and in Washington State to the south. To the east of the Kettle-Granby population, connectivity with the threatened South Selkirk population and the viable Valhalla population is likely poor due to the presence of the cities of Castlegar and Trail, and the Arrow Lakes farther north. We suspect population connectivity of the Kettle-Granby population to other grizzly bear populations is mainly to the north across Highway 6 in the Monashee Mountain Range.

The Kettle-Granby grizzly population faces several distinct threats, including poor habitat suitability in much of the area, high levels of forestry activity and other human use of the landscape, and increasing human-caused mortalities. Habitat suitability mapping by Gyug and Hamilton (2007) identified little medium or high suitability habitat in the area, and in recent years, habitat suitability has been further reduced by road expansion (Lamb et al., in press). Despite encompassing three large provincial parks (Granby, Gladstone, and Graystokes), the area has some of the highest road densities in British Columbia. Research suggests that high road densities, when combined with high traffic volumes, may reduce the effectiveness of grizzly bear habitat because bears avoid potential feeding sites due to human presence (Mace et al. 1996; Northrup 2010). In addition, human-caused mortality of bears may increase with road density because human–bear encounters increase (Schwartz et al. 2010; Boulanger and Stenhouse 2014). In the Kettle-Granby population unit, there were 0.6 reported grizzly bear control kills per year between 1978 and 1993, but reported grizzly control kills increased to 1.5 per year between 1994 and 2009. Assuming that grizzly bear mortality reporting rates have not changed, this increase in control kills could be a result of an increasing grizzly bear population or an increasing human–bear encounter rate due to increasing road access and human use of roads (Stent 2011).

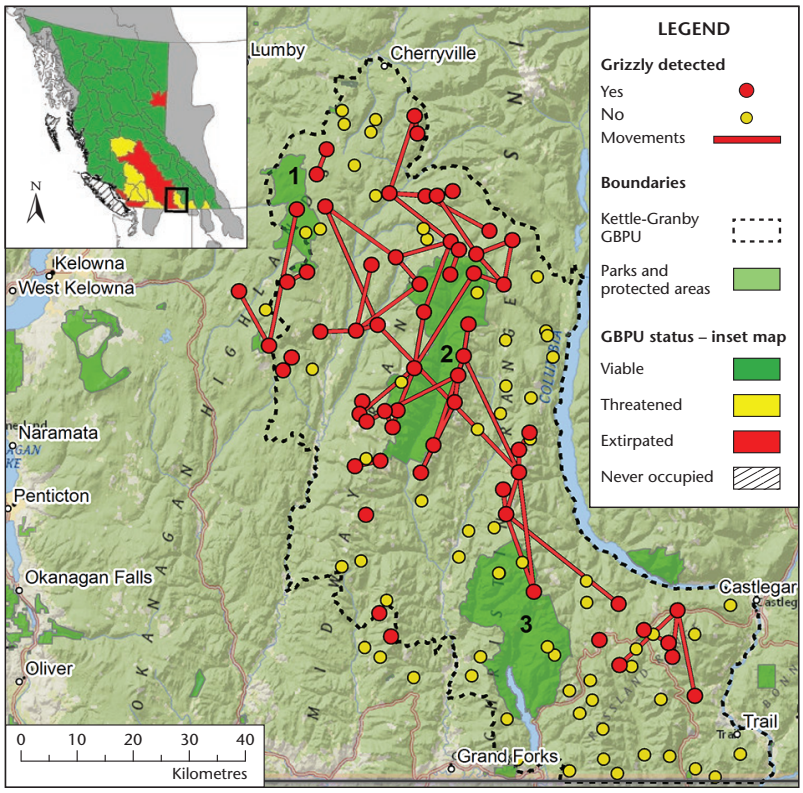


FIGURE 1 *Map of the threatened Kettle-Granby grizzly bear population unit (GBPU) showing the location of the 129 hair sampling sites used in summer 2015, and the movements of bears detected at more than one site. We assume straight line movements between detection sites, which is an oversimplification; it is more likely that bears followed higher suitability habitat while travelling. Large provincial protected areas include: 1) Graystokes Protected Area, 2) Granby Park, and 3) Gladstone Park.*

The only previous inventory of this population was conducted in 1997 and produced an estimate of 38 bears (lower estimate of 23; upper estimate of 53) (Boulanger et al. 2002). More recently, Stent (2011) gathered and summarized available sighting and kill data for grizzly bears within the Kettle-Granby population unit, and suggested that the population had expanded its distribution eastward since the late 1990s. Stent (2011) speculated that the population was likely increasing, but could not be sure because sighting data were biased by access; for example, few bears were observed in Granby Park where human access is limited.

First Nations, environmental groups, and the public are concerned about the conservation status and recovery of the Kettle-Granby grizzly population, and this concern has fuelled debate about forestry practices in the area. A population inventory was seen as a first step in resolving this debate because its findings could help clarify the conservation status of the population and aid in prioritizing local management actions based on the documented distribution of bears.

Study Area

The Kettle-Granby GBPU extends from the international border in the south to Highway 6 in the north, and it is bounded by the Kettle River on the west and Lower Arrow Lake on the east. The Kettle-Granby grizzly bear population occurs entirely within the Selkirk Bitterroot Foothills Ecoregion and the Selkirk Foothills Ecosection. Biogeoclimatic zones in the area include the Interior Cedar–Hemlock, which occurs most frequently at low elevations (600–1600 m), and the Engelmann Spruce–Subalpine Fir, which dominates at higher elevations (>1700 m). The Interior Douglas-fir zone occurs at low elevations (800–1200 m) in the southern portion of the area. Terrain is variable; high plateaus and rolling hills are common in the southern half of the GBPU, while the northern half of the unit is more mountainous. Subalpine parkland is common at high elevations, but alpine meadows and avalanche chutes are rare. Land use is mostly agriculture in the south and west, and is dominated by commercial forestry elsewhere, except in the three provincial parks.

Methods

To collect hair samples for the survey, we used a variety of scent lures to attract bears to hair snag sites. We identified individual bears from genetic fingerprints of viable hair samples using a genetic analysis procedure in a laboratory. Between June 15, 2015 and August 19, 2015, we set lured hair snag sites throughout the Kettle-Granby GBPU and checked them for hair samples four times at 2-week intervals. We monitored a total of 124 sites (96 ground access sites and 28 helicopter access sites) throughout the summer (Figure 1).

We used 3–4 L of rotten cow blood and ½ L of putrefied fish oil to lure bears to sites. We poured the lure over a pile of woody debris in the centre of each site. We attached barbed wire, at a height of 50–60 cm above the ground, to trees surrounding the lure pile. We were careful to leave at least 1 m between the barbed wire and the lure pile so bears would have to go under or over the wire to investigate the pile. Each time a site was checked, we refreshed the blood and fish oil and added a new scent as an additional attractant. The novel scents included beaver castor, anise oil, and skunk essence.

Efford and Boulanger (2015) conducted a simulation exercise specific to the Kettle-Granby grizzly bear population to evaluate various sampling designs based on the goals of maximizing both cost efficiency and precision of the bear density estimate. Simulation results suggested that employing about 125 hair snag sites would achieve acceptable precision, and moving sites between sampling sessions did not improve precision. Some clumping of hair snag sites did not reduce precision and offered considerable cost saving because the cost of accessing sites is a large part of the total field cost.

Based on these results, we established the following rules when setting sites:

- Overlay a grid of 49-km² cells on the study area, and install a maximum of two sites per cell.
- Maintain a minimum distance of 2 km between sites.
- Allow a maximum of two adjacent cells without sites.
- Do not move sites between sessions.



Bear lure sites are designed to look like a place where a bear or cougar has buried an animal carcass because bears commonly scavenge carcasses. We pile up debris and pour blood and fish oil on top of the debris to attract bears to the site. Bears have an exceptional sense of smell and have been observed to approach a site from more than 1 km away. There is no food reward at the site, and bears typically spend only a few minutes at the site moving around the pile of debris and may leave hair snagged on the surrounding barbed wire. Many thousands of these sites have been set in British Columbia over the last 20 years, and there have been no reported safety incidents. (Photo: Clayton Lamb)

- New sites could be added in any session.

Genetic analysis was conducted by Wildlife Genetics International (Nelson, B.C.). Hair samples were visually sorted to remove samples with shiny black guard hair, which were assumed to be black bear. Hair samples that did not appear to be from a bear, or hair samples that had no guard hair or fewer than 10 underfur, were not analyzed.

We used spatially explicit capture–recapture models (Efford and Fewster 2013) to estimate the density of grizzly bears in the Kettle-Granby GBPU. These models have become the standard method for analyzing demographically closed capture–recapture data. This analysis method also enables the user to statistically test for environmental factors that may be related to grizzly bear density. For example, we were particularly interested in knowing if grizzly habitat suitability or road density was related to grizzly bear density. We summarized habitat suitability and road density across the study area using a 16-km diameter (i.e., 201 km²) moving window analysis in ArcGIS 10.3 (ESRI, Redlands, CA, USA). We chose to use a moving window because we believed the presence of a bear is determined by the landscape characteristics of its entire home range, not just the centre. We used a 16-km diameter window because we felt that was likely the average seasonal range size for a bear living in our study area, given that the annual home ranges for grizzly bears elsewhere in southern British Columbia are generally 200–1000 km² (16- to 36-km diameter, assuming circular ranges). Females have smaller home ranges than males, and ranges are larger in areas of poorer habitat (Graham and Stenhouse 2014; McLellan 2015).

Habitat suitability ratings were developed for map units of the Broad Ecosystem Inventory. Each map unit was subjectively rated by bear habitat experts for quantity of plant forage (one to six classes) based on abiotic features such as climate, geology, terrain, and physiography, and biotic features such as climax forest type and current vegetation or seral stage (Gyug and Hamilton 2007). We selected the highest seasonal rating for each map unit (Figure 2a). The average map unit size was 2098 ha, and size varied from 37 to 34 637 ha. Mortality risk and disturbance effects on habitat effectiveness were not included in the suitability rating. This work was conducted between 1995 and 2000, and hence reflected vegetation conditions prior to that date; therefore, recent landscape changes such as fires and logging are not reflected in the suitability ratings.

We calculated road density using provincial road data (Figure 2b), and created a GIS layer to identify areas that had less than or greater than 0.6 km of road/km² (Figure 2c). This threshold was based on guidelines from the United States and work done in Alberta that suggested that grizzly bear demography is compromised at road densities that exceed 0.6–0.75 km of road/km² (Mace et al. 1996; Boulanger and Stenhouse 2014). We tested the effects of roads and road closures simultaneously by creating a road density measure based only on roads that were open to motor vehicles (Figure 2d); thus, we removed all roads that were closed (Figure 2e and 2f).



High suitability grizzly bear habitat, such as this alpine meadow in Granby Park, are used by bears in spring and summer. Bears forage on grasses and forbs, such as Sitka valerian (*Valeriana sitchensis*), as they green-up. Newly emerging plants are less woody and easier for bears to digest than are older plants. Grizzly bears may also dig for the roots of glacier lily (*Erythronium grandiflorum*) or sweet-vetch (*Hedysarum* spp.), both of which are high in starch and easily digestible. In late summer or fall, bears may also dig sleeping ground squirrels (*Spermophilus columbianus*) or marmots (*Marmota caligata*) from their dens, or forage on whitebark pine (*Pinus albicaulis*) seeds that have been cached by Clark's Nutcrackers (*Nucifraga columbiana*) or red squirrels (*Tamiasciurus hudsonicus*). (Photo: Clayton Lamb)

Results and Conclusions

We detected grizzly bears at lured sites 177 times. During the study, five additional detections were collected opportunistically from rub trees, and one additional sample was obtained from an illegally killed female bear. We identified 74 individual grizzly bears (38 males and 36 females) at our lure sites. We detected two long-distance movements, both of which

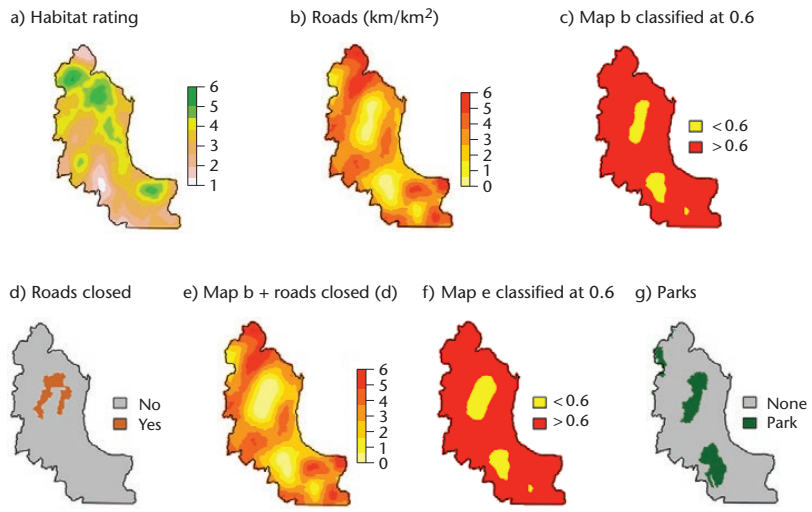


FIGURE 2 *Maps showing the factors we hypothesized may be related to grizzly bear density in the Kettle-Granby grizzly bear population unit. Habitat rating and road density were averaged in 16-km diameter windows, which was roughly the size of a female home range. Figures 2c and 2f classified each map unit as either less than or greater than 0.6 km of road per km^2. This threshold was based on previous research and management guidelines currently in place in British Columbia and elsewhere.*

were based on locations of individuals that were first detected in years previous to our study. We suspect that these were movements by animals that had established their adult home range some distance from their natal range. In one case, a male bear was caught as a sub-adult in 2014 in the Selkirk Range south of Nelson, and then one year later was detected 53 km west on the west side of the Columbia River in our study area. The other bear was a female that was detected in our study area in 2010 and then was detected 30 km away during our sampling in 2015.

Our estimate of grizzly bear population size in the Kettle-Granby GBPU was 87 bears (lower estimate 68; upper estimate 110), whereas the 1997 population estimate was 38 bears (lower estimate 23; upper estimate 53) (Boulanger et al. 2002). We detected bears over a much larger area in 2015 than during the inventory in 1997 (Boulanger 2000; Stent 2011). Our data suggest that the grizzly bear population in the Kettle-Granby area increased in size and expanded its summer range between 1997 and 2015. We did not detect bears near human population centres such as Rossland, Edgewood, and Lumby; however, these areas all had moderate habitat suitability with high road density. Nearly all areas rated as high suitability habitat were occupied in summer, so any further expansion of the population will be into medium- or low-rated habitat.

Few bears were detected in the southwest portion of the study area, which is the driest part of the study area and had the lowest habitat suitability (Figure 2a). Surprisingly, few bears were detected near Rossland in the southeast portion of the study area, despite relatively high habitat suitability. We detected only two movements between the Gladstone Range in the east and the Granby Range to the west. While it is impossible to know a travel route from two disparate locations, it is likely these individuals, who were both males, crossed well north of Gladstone Park in upper Burrell Creek. Our data also demonstrate that male grizzly bears move across the upper Christian Valley regularly in summer. The connectivity of the Kettle-Granby grizzly population to the larger interior population is via the Monashee Mountains to the north. While the number of bears living near the boundary between the two populations is relatively large, the contiguous zone is only about 50 km wide. Maintaining or improving the ability of bears to move across Highway 6 is important to the long-term survival of the Kettle-Granby grizzly bear population.

Population genetic analysis conducted by David Paetkau in 2014 suggested that bears currently living in the Kettle-Granby area have not been genetically isolated in the recent past (D. Paetkau, Wildlife Genetics



Black huckleberry (*Vaccinium membranaceum*) produces berries that are relatively sweet and clumped on each bush. Production varies greatly among years, but during good years, bears can gain enough fat for their winter hibernation by eating these berries alone. In many landscapes, the most productive and more permanent berry patches occur in old burns near the treeline. These sites have been known to persist for nearly 100 years. Good berry patches can also be found in recent cutblocks; however, grizzly bears quit foraging in berry patches once the canopy has closed over because the patches produce fewer berries that are less sweet than berries grown in the open sun. (Photo: Clayton Lamb)

International, pers. comm.). Genetically, Kettle-Granby bears were most similar to bears living in the adjacent Monashee Mountains. Paetkau detected the movement of two male bears between the South Selkirk and the Kettle-Granby population units. He also detected movements of two male bears between the Kettle-Granby population unit and the Central Monashee unit north of Highway 6. One of these bears even moved into Washington State. Hence, at least six movements of male bears into the Kettle-Granby population have been documented in the last decade, which supports the conclusion that this bear population is neither genetically nor demographically isolated.

We found a positive relationship between grizzly bear density and habitat suitability, and a negative relationship between grizzly bear density and road density (Figure 3). The relationship between habitat suitability and bear density was expected and is a reminder that it is advantageous to focus recovery efforts in areas of better habitat. In our study, areas with low road density had triple the bear density of areas with high road density (Figure 3b). This negative relationship with roads has been documented elsewhere (see Boulanger and Stenhouse 2014 for a recent review) and can be explained by increased mortality near roads or avoidance of roads by bears. We cannot separate these two factors in our analysis; however, the way to manage either factor to benefit grizzly bear populations is to reduce human use of roads or remove the roads entirely, particularly in areas of good bear habitat.

Grizzly bear density varied substantially across the study area. Bear density in the grassland area between Grand Forks and Rock Creek and in the lower Granby and Kettle River valleys was very low; our model predicted densities close to zero for these areas (Figure 4). These grassland areas will likely only ever support transient grizzly bears in spring or fall; resident bears are unlikely to occur in these areas. In contrast, the mean grizzly bear density for areas with low road density (< 0.6 km of road/km²) was about 30 bears/1000 km² (Figure 3b), which is indicative of moderate habitat suitability relative to other areas of the British Columbia interior (Mowat et al. 2005; Mowat et al. 2013). In our study area, areas with high road density (> 0.6 km of road/km²) had a mean bear density of fewer than 11 bears/1000 km² (Figure 3b), which is similar to densities recorded in boreal areas of the species' range (Mowat et al. 2013). This low bear density is likely a result of both lower habitat suitability and relatively high human-related effects. It is important to note that we expect our model to be less accurate at predicting bear density when extrapolating beyond our study area. For example, our model is tuned to the conditions in the area sampled, but traffic volumes are likely higher in the Okanagan Valley, which may render the habitat near roads less effective there than in the Kettle-Granby population unit. Figure 4 may thus overestimate the potential density of grizzly bears in the Okanagan Valley.

We found that treating roads in access closures as not present was positively related to grizzly bear density (Lamb et al., in press.). Furthermore, the model that excluded closed roads had slightly better fit than all other models. These results suggest that the current road closures in the Kettle-Granby population unit may have allowed an increase in grizzly bear density and were an effective population recovery tool. Closing roads in high suitability habitat will have the greatest positive effect on grizzly bear density, but road closures may be advised in low suitability habitat in order to connect isolated areas of good habitat with the more continuous distribution of bears.

We compared the importance of roads versus parks to grizzly bear

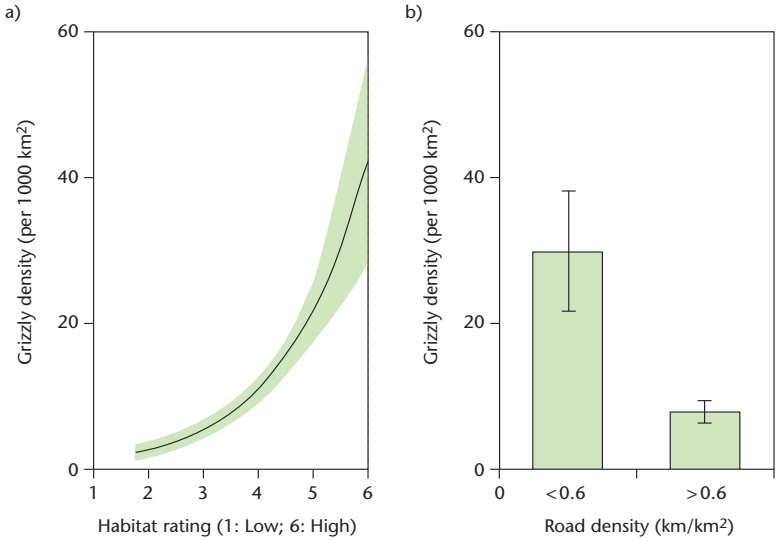


FIGURE 3 *The relationship between grizzly bear density as predicted by our model and habitat rating and road density. (a) Road density was held at the average measured across the study area to control for the variable effect it could have when predicting the influence of habitat quality on grizzly bear density. (b) Habitat rating was held at the average for the study area when predicting the influence of road density.*

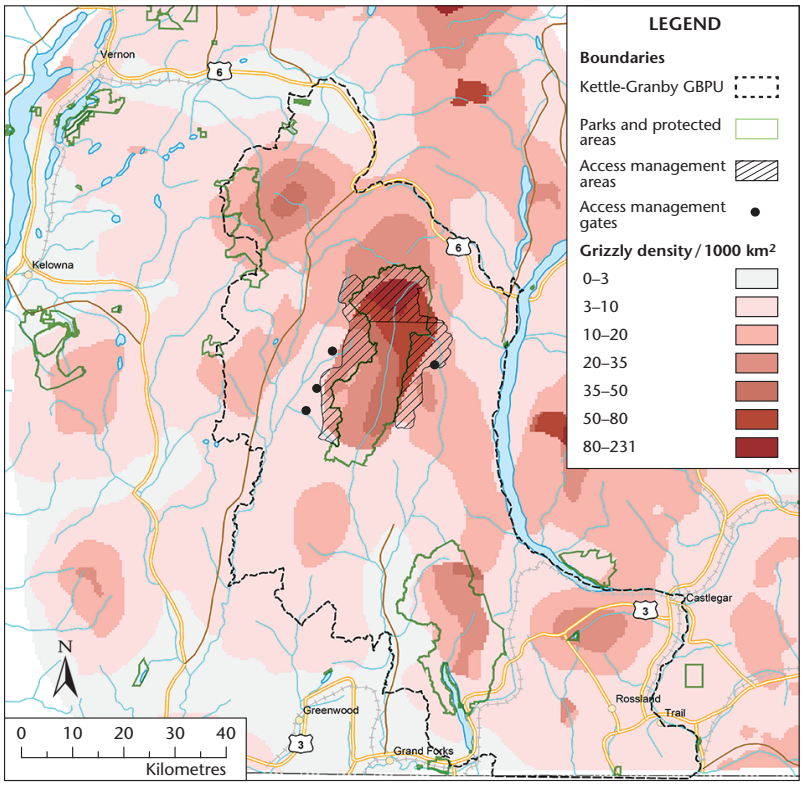


FIGURE 4 *Grizzly bear density as predicted by our model, based on current conditions on the landscape, for the Kettle-Granby population unit and surrounding areas. This is a presentation of observed density within the study area, but also a display of predicted density (generated using the model we built to analyze our data) for areas outside the population unit. To the west of our study area, where the landscape is currently unoccupied by resident grizzly bears, the model is an extrapolation and suggests potential grizzly bear densities.*

density by including a variable in our model that measured whether a site was in or out of a provincial park. While we found that bear density was higher inside parks, the model that included the park variable did not fit as well as the model with road density, which implies that roads are more strongly correlated with bear density than are parks. This observation suggests that areas of low road density and high habitat suitability outside of parks can also have high bear density. Although the highest estimated bear density in our study area was in Granby Park, the parks comprise relatively small portions of the landscape. Currently, only 30% of the bears that are estimated to reside in the Kettle-Granby GBPU have most of their home range in a park, and most of these bears are in Granby Park (Table 1).

Strategically, it would make most sense to target habitat recovery in areas of the highest habitat suitability while also making an effort to join areas of high bear density with areas of low road density so that bears can move among these nodes with low risk to their safety (Figure 5a). Furthermore, if all other things are equal, targeting areas that have lower road density will simplify the implementation of closures (Figure 5b).

Management Recommendations

- Reassess the status of the Kettle-Granby grizzly bear population using this new information on population size, density, distribution, and population connectivity.
- Implement access closures to improve connectivity among subpopulations, increase bear density, and expand the distribution of the population (Figure 5). The focus should be in or adjacent to high- or medium-quality habitat. Areas where access closures have the potential to most benefit the bear population include, in order of decreasing importance: (A) the area directly north of Granby Park to Highway 6 (this will also increase connectivity with the Monashee



Buffaloberry (*Shepherdia canadensis*) also has relatively sweet berries, though they taste bitter to most people. Other names for this shrub are soapberry and soopolallie, and First Nations often call it xoosum or hooshum. These fruits are also sufficiently clumped that grizzly bears can eat enough per day to gain weight. This weight will usually be stored as fat and burned in winter during hibernation. Buffaloberries are ripe in July, before huckleberries, and are the first high-sugar food that bears eat most years in southeast British Columbia. Buffaloberry grows in dry, well-drained sites, and like huckleberries, the best berry production occurs where there is no tree canopy to shade the bushes. Gravel bars in rivers often have highly productive and reliable stands of buffaloberry because the plants get water from the water table below the stream, and gravel bars are well-drained and often in full sun.
(Photo: Clayton Lamb)

TABLE 1 *Density estimates for areas within the Kettle-Granby grizzly bear population unit. Lower and upper estimates (95% confidence intervals) are in parentheses.*

Name	Area (km²)	Abundance	Density (bears/1000 km²)
Outside protected area	5674	61 (46.1–80.1)	11 (8.1–14.1)
Gladstone Park	395	6 (3.3–9.3)	14 (8.4–23.6)
Graystokes Park	120	2 (1.4–2.7)	16 (11.7–22.6)
Granby Park	411	18 (11.5–28.9)	44 (27.9–70.2)

bear population), (B) Graystokes Park and the area northeast of Graystokes Park, (C) the Paulson Pass area southwest of Castlegar, and (D) the Gable Mountain area south of Granby Park.

- Implement access closures to improve connectivity between grizzly bear habitats (Figure 5). The focus should first be on linking currently occupied habitats, and then linking unoccupied areas to currently occupied areas to encourage recovery in unoccupied areas. Areas where road closures would improve connectivity include, in order of decreasing importance: (1) north of area "A" (described above) to Highway 6, (2) along the height of land north of Gladstone Park to roughly Bear Paw Lake, and then west through the Tenderloin and Gloucester drainages toward Granby Park, (3) east of Gladstone Park to the Paulson Pass area, (4) between the north end of Granby Park and area "B" (described above), (5) northwest of Bear Paw Lake, through the McFarlane drainage, to the current access area east of Granby Park, and (6) northeast of area "B" (described above) to Highway 6.
- If recovery of grizzly bears into the Okanagan Highlands is a goal, it would be most effective to restrict vehicle access in the area around Lower Barge Lake to try to encourage recolonization of the area by female bears. Consideration would also need to be given to connecting this area to the area around Big White Mountain. Another area that could support a modest density of bears is the area around Solco Lake northeast of Oliver. Providing connectivity for this area using access closures would be difficult because it is well removed from all areas where we detected bears, and all of the area currently has high road density.
- There are many possible ways to close a road to benefit grizzly bear conservation. The best method is the one that results in no motorized traffic (including motorbikes and all-terrain vehicles) on the road. However, we have seen many places where roads that are in poor shape but still passable to vehicles have low enough traffic volumes that bears use the roads frequently for travel. The important point for bears is to reduce traffic volumes to a level such that encounters with armed people are very rare, and vehicle disturbance of feeding bears happens less than once a day. Deactivation or barriers on the lower end of a road network are likely to be effective only if vehicles cannot access the upper end of the road network elsewhere. Winter road closures are not necessary for bears, but the closures must continue through the entire fall because most human–bear conflict and mortality happens in fall. Seasonal closures may be helpful in known seasonal feeding areas, such as south-facing avalanche chutes in spring or huckleberry patches in late summer and early fall.
- Habitat improvement would also help recover the grizzly bear population. Creating huckleberry



Grizzly bears in interior British Columbia can be any colour from light brown to flat black, although the most common coloration is brown with silver-tipped hair over the head and shoulders and sometimes the upper back. Cubs are often more silver than adults. This breeding pair was photographed in the Flathead Valley in May, just before their spring molt when they lose much of their underfur. Note the wider head and much larger size of the male on the left. (Photo: Troy Malish)

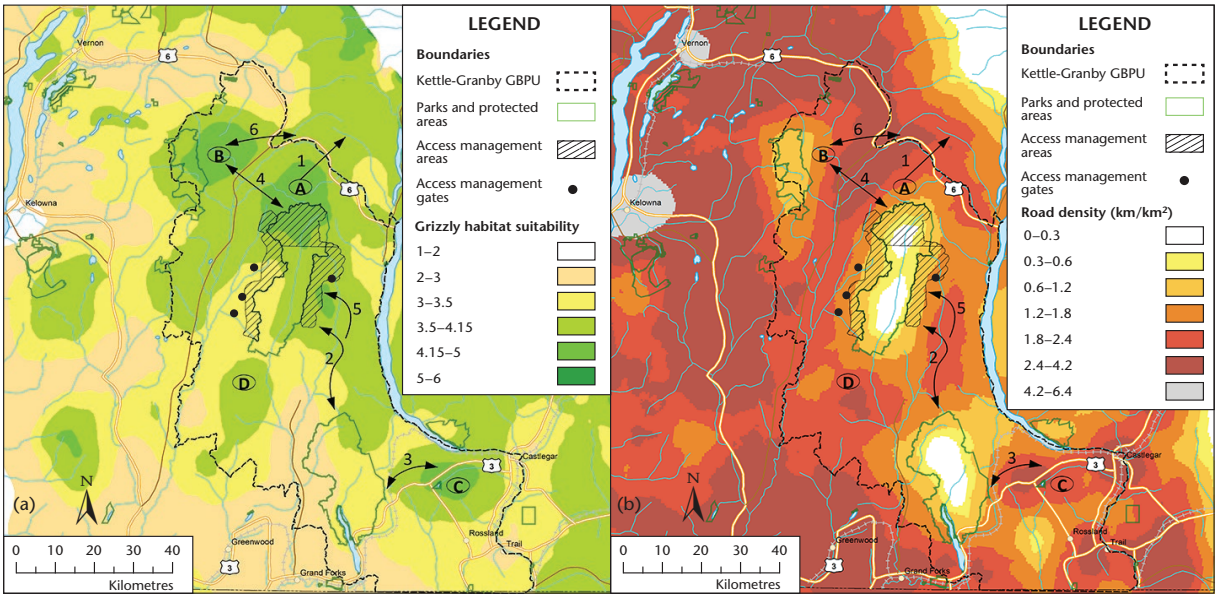


FIGURE 5 *(a) Grizzly bear habitat suitability (higher numbers denote higher suitability); (b) road density (smoothed using an 8-km radius window). Access recommendations are denoted as ellipses for areas targeted at increasing bear density, and arrows are used for areas targeted at increasing connectivity between and within the population unit. Lower letters or numbers indicate higher priorities.*

(*Vaccinium membranaceum*) fields is probably the most effective way to increase bear numbers. The most productive and long-lasting huckleberry fields are created by hot wildfires near the treeline because these sites get much sunlight and regenerate to forest very slowly. Some high-elevation berry fields are nearly permanent because fire consumed most of the soil, which favours huckleberry plants over trees, at least until soil develops again. Cutblocks may also regenerate to huckleberry in certain ecosystems; this process can be encouraged by broadcast burning the block after harvest. Huckleberry production in cutblocks declines rapidly as the canopy closes, so these sites are more ephemeral. A more general habitat enhancement method would be to target new logging in wetter areas that are likely to regenerate to forbs or shrubs, and to close access to these blocks when timber extraction is finished.

Acknowledgements

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Road density is a surrogate for both human-caused mortality and disturbance to grizzly bears. This photo shows roads built by the forest industry in the McRae Creek area east of Christina Lake. The view is looking north across Highway 3 near the Paulson summit. The actual effect of roads depends on the amount of traffic on the roads and whether the people on the roads have guns with them, and hence, might kill a bear if there is a conflict. Accidents with cars and bears are extremely rare on backcountry roads, but they are becoming more common on highways in some parts of British Columbia. (Photo: Clayton Lamb)

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Regional District of Kootenay Boundary

STAFF REPORT

Date:	January 25, 2018	**File #:**	E-757-043073.005
To:	Chair Russell and Members of the Board		
From:	Ken Gobeil, Planner		
RE:	Referral – Application under the *Environmental Management Act* – Mighty White Dolomite Ltd.		

ISSUE INTRODUCTION

Mighty White Dolomite is applying to the Ministry of Environment to discharge air emissions from the industrial processing plant on 4115 Kettle Valley Road South. The applicant has submitted this referral to the RDKB as part of their application (see Applicant's Submission).

HISTORY / BACKGROUND FACTORS

Property Information	
Owner(s):	Mighty White Dolomite Ltd.
Location:	4115 Kettle Valley Road South, Rock Creek, Electoral Area 'E' / West Boundary
Legal Description(s):	Lot 1 Plan KAP24921, District Lot 757, SDYD
Area:	7.2 hectares (17.7 acres)
Current Use(s):	Dolomite Processing Plant
Land Use Bylaws	
OCP	N/A
Zoning Bylaw	N/A
Other	
ALR:	N/A
Waterfront / Floodplain	Kettle River

The subject property is the location of Mighty White Dolomite Ltd., an industrial mineral processing plant. Mighty White Dolomite Ltd. provides white landscape rock, dolomite lime, white sands, aggregates, and commercial fill. Mighty White Dolomite has been operating since 1976, with the current owners taking over the business in 1982.

The applicant states that the dolomite from this facility is used for 'liming sports fields and also can be part of a food mix for animals." In 2008 all permits issued to Mighty White Dolomite by the Ministry of Environment and BC Mines were cancelled (see, Applicant Submission).

In 2011 Mighty White Dolomite made an application to the Ministry of Environment to annually excavate and process 2500m^3 of aggregate product. The APC and EAS supported the application.

The subject property is approximately 1 kilometre north west of the West Boundary Elementary School.

PROPOSAL

This project proposes that a baghouse, 7 metre stack and wet scrubber be installed on the processing plant.

The proposed emissions can be described as follows:

- The only emission proposed is dolomite rock dust with an average concentration of 229 mg/cm
- The maximum emissions are 5.5 cubic metres per second (cm/s) from the baghouse and 6.2 cm/s from the wet scrubber
- The operating period of this facility will be 16 hours a day for 6 days a week

Dust is collected through the baghouse and scrubber to be re-used in the plant. Dust in the baghouse is separated where it can re-enter the plant, and air is then exhausted via the 7 metre stack. Dust from the wet scrubber is caught in ponds and recycled (see, *Applicants' Submission*).

The applicant has stated this application is an effort to regain all permits that were incorrectly cancelled in 2008. Responses for this referral must be submitted to the Ministry of Environment prior to January 10, 2018 (see, Applicants' Submission).

Although this date has passed, the RDKB has requested additional time and will submit comments directly to the Ministry's office.

IMPLICATIONS

There are no land use bylaws in effect that could regulate the land use affecting the proposal. Mining operations and emissions are regulated by provincial legislation and regulated by various provincial ministries.

Review of a Material Safety Data Sheet (MSDS) on dolomite notes that contact with it can cause irritation to eyes, skin, respiratory systems and the gastrointestinal tract. When ingested in large amounts the material can cause irritation and blockage. Dolomite is not listed as a carcinogen.

ADVISORY PLANNING COMMISSION (APC)

A member of the APC spoke with the applicant to learn more of the application and the business. They were given more information and a Material Safety Data Sheet on the

products from the processing plant to be passed onto the RDKB (see, Applicants' Submission).

The APC also noted that the business has significant employment benefits for the local area. The following resolution was made:

> *…that the APC recommends to the Regional District that the subject Development Application be supported with conditions (That the Ministry of Environment perform a formal audit on the operations within three months of startup to ensure all environmental conditions of the applicable permit are being met).*

RECOMMENDATION

That the Regional District of Kootenay Boundary Board of Directors direct staff to forward this report, Referral – Application under the *Environmental Management Act* – Mighty White Dolomite Ltd., which includes comments from the Electoral Area 'E'/West Boundary Advisory Planning Commission to the Ministry of Environment.

ATTACHMENTS

Site Location Map
Subject Property Map
Applicant's Submission

Site Location Map

Regional District of Kootenay Boundary

4115 Kettle Valley Road S.
Rock Creek, Electoral Area 'E' / West Boundary

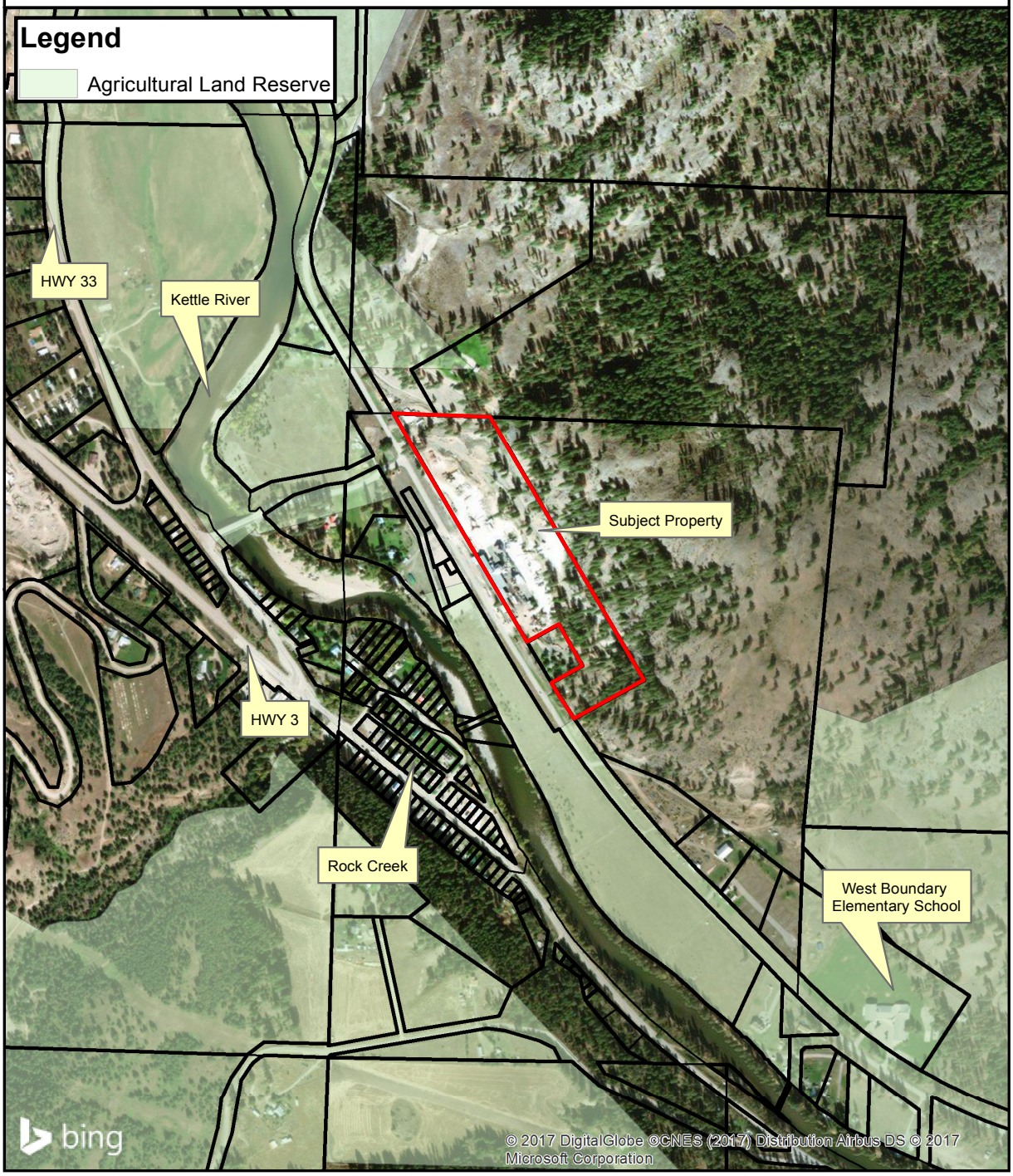
Lot 1 Plan KAP24921, DL 757, SDYD

N

0 100 200 300 400
Meters

Date: 2017/12/19

Scale 1:9,110



Document Path: P:\KG\Maps\YYYY-MM-DD-SPM-EA-DL-RollNo_xxxTemplate.mxd

Subject Property Map

Regional District of Kootenay Boundary

4115 Kettle Valley Road S.
Rock Creek, Electoral Area 'E' / West Boundary

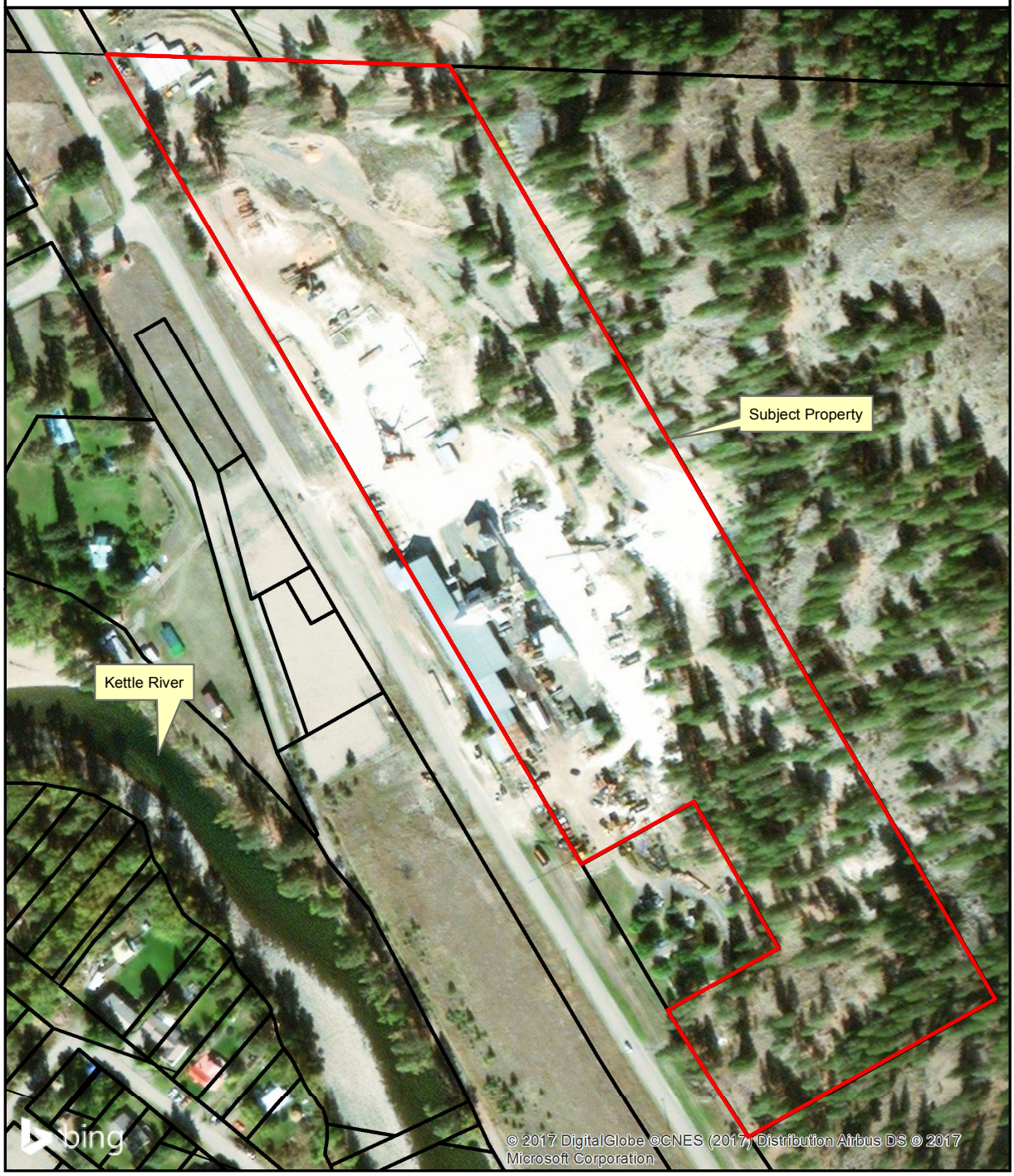
Lot 1 Plan KAP24921, DL 757, SDYD

N

0 25 50 75 100
Meters

Date: 2017/12/19

Scale 1:2,572



Document Path: P:\KG\Maps\YYYY-MM-DD-SPM-EA-DL-RollNo_xxxTemplate.mxd

APPLICANT SUBMISSION

RR 2, S-130A, C-19
Rock Creek, BC
V0H 1Y0
Ph: 250-446-2450
Email: mightywhite@uniserve.com

Mighty White Dolomite Ltd.

December 11, 2017

Application File No. 108970

Regional District Kootenay Boundary
202 – 843 Rossland Ave.
Trail, BC
V1R 4SB

REGIONAL DISTRICT OF
KOOTENAY BOUNDARY
FILE #
DEC 13 2017
DOC #
REF. TO:
CC:

Re: Application Pursuant to the Environmental Management Act on behalf of Paul Chaput & Mighty White Dolomite Ltd. dated December 11, 2017

We enclose, for your information, a copy of the above references application for a permit under the provisions of the Environmental Management Act.

It is our intention to complete the consultation process for this application as expeditiously as possible.

Accordingly, if you wish to comment or make recommendations with respect to this application, you are requested to do so within 30 days of the date of this letter. Please forward a copy of all correspondence regional Director, Environmental Protection, Ministry of Environment, Vancouver Island Region, 2080 Labieux Road, Nanaimo, BC V9T 6J9.

Our contact for this particular application is Paul Chaput. He can be reached by mail at the address on the letterhead above, by phone at 250-446-2450 or email at mightywhite@uniserve.com

Should you require additional time, it will be necessary for you to contact us at the above noted address, telephone number or email. Additional time may be given if the circumstances warrant it.

Sincerely,

Paul Chaput
Mighty White Dolomite Ltd.

Telephone: (250) 446-2450
Fax: n/a
Email: mightywhite@uniserve.com

APPLICANT SUBMISSION

Application No. 108970

ENVIRONMENTAL PROTECTION NOTICE

Application for a PERMIT Under The Provisions of the *Environmental Management Act*

I, Paul Chaput, manager of Mighty White Dolomite Ltd. RR 2, Site 130A, Comp 19, Rock Creek, BC V0H 1Y0, intend to submit this application to the Director to authorize the discharge of air emissions from an industrial mineral processing plant (specifically Dolomite). The sources of discharge are a Mikro Pulsaire baghouse with a stack height of 7 metres and a Joy Wet Scrubber with an end of pipe discharge into a settling pond.

The land upon which the facility will be situated and the discharge will occur is Lot 1, Plan 24921, District Lot 757, Similkameen Division of Yale land district except Plan KAP 50894. located at 4115 Kettle Valley Road South, Rock Creek, BC., within the Kettle Valley air shed.

The maximum rate of air emissions discharged from this facility will be 5.5 cm/s for the baghouse and 6.2 cm/s for the wet scrubber. The operating period for this facility will be 16 hours/day, 6 days/week. The characteristics of the waste discharged are as follows:

Particulate matter (Dolomite rock dust) with an average concentration of 229 mg/cm.

The type of treatment to be applied to the discharge is as follows: Dust from the plant enters the baghouse and the particulate is separated from the airstream, dropping into the discharge portion of the baghouse where it re-enters the production system of the plant. The cleaned air is then exhausted from the plant via the stack. Dust from the wet scrubber is caught by the pond and settles to the bottom to be recycled at a later point in time.

Any person who may be adversely affected by the proposed discharge of waste and wishes to provide relevant information may, within 30 days after the last date of posting, publishing, service or display, send written comments to the applicant, with a copy to the Regional Director, Ministry of Environment, Environmental Protection Division, Vancouver Island Region, 2080 Labieux Road, Nanaimo, BC V9T 6J9. The identity of any respondents and the contents of anything submitted in relation to this application will become part of the public record.

Dated this 11 day of DECEMBER, 2017.


(Signature)

Contact person: Paul Chaput

Email address: mightywhite@uniserve.com

Phone: 250-446-2450

APPLICANT SUBMISSION

To Whom It May Concern:

Mighty White Dolomite….. dolomite is a natural product. It is not altered by any means and is not a threat normally to persons, etc. Dust can be an irritant but will not burn eyes like hydrated kiln dust and calcium dust.
We at MWD do not go beyond mechanical methods to change the particle size and as such it is not a carcinogenic in the state that we supply it. It is used for liming sports fields and also can be part of a food mix for animals.

Lime is a term used in many industries that use dolomite and calcium. Lime can be both natural or heat treated to make other lime products that are used as hot lime, hydrated lime etc.
Our product is not heat treated and is completely natural.
As to silicosis, we do have some silica in our product. It is not normally "free silica" and we have had many inspections by BC Mines regarding dust containing free silicates that cause silicosis. We have never had a sample that exceeds guidelines for "silicosis". Remember that silica and quartz share as part of the analysis, but this is not free silica. It is part of the dolomite which is not carcinogenic…without "free silica".

We should also note that our sands and rock etc. were subjected to a test done by UBC many years ago to determine if there was any affect on fish when we used some in aquariums. There was no affect and it was fish safe when using trout which, as I understand, is a standard test.

Just one note.. This is not a new business. We have been operating since 1982 and my predecessor ran since 1976. We must now apply for a new permit only because when I was illegally shut down by mines in 2008, I was unable to maintain those environmental permits. As cancelled permits are not reinstated, I must now apply for new ones, which is what I am doing.

APPLICANT SUBMISSION

MATERIAL SAFETY DATA SHEET

SECTION 1 – PRODUCT IDENTIFICATION AND USE

PRODUCT IDENTIFIER: DOLOMITE

PRODUCT IDENTIFICATION NUMBER(PIN): 1-13, 34-37

PRODUCT USE: AGRICULTURAL LI ME,STUCCO SANDS,ANIMAL FEED SUPPLEMENT,MARKER DOL

MANUFACTURER'S NAME	SUPPLIER'S NAME
MIGHTY WHITE DOLOMITE LTD	MIGHTY WHITE DOLOMITE LTD
STREET ADDRESS: 4115 KETTLE VALLEY RD.	MAILING ADDRESS: RR 2, SITE 130A, C-19
CITY: ROCK CREEK	CITY: ROCK CREEK
PROVINCE: B.C.	PROVINCE: B.C.
POSTAL CODE: VOH 1Y0	POSTAL CODE: V0H 1Y0
EMERGENCY PHONE	EMERGENCY PHONE

SECTION 2 – HAZARDOUS INGREDIENTS

HAZARDOUS INGREDIENTS	%	CAS NUMBER	LD50 OF INGRED (SPECIES & ROUTE)	LC50 OF INGRED (SPECIFY SPECIES)
FREE SILICA	1			

SECTION 3 – PHYSICAL DATA

PHYSICAL STATE	ODOUR AND APPEARANCE			ODOUR THRESHOLD (ppm)
N/A		N/A		N/A
VAPOUR PRESS	VAPOUR DENSITY	EVAPORATION RATE	BOILING POINT	FREEZING POINT
N/A	N/A	N/A	N/A	N/A
PH	SPECIFIC GRAV	COEFF WATER/OIL DIST		
N/A	2.7 – 2.8	N/A		

SECTION 4 – FIRE AND EXPLOSION DATA

FLAMMABILITY
YES NO X IF YES, UNDER WHICH CONDITIONS? N/A

MEANS OF EXTINCTION
N/A

FLASHPOINT AND METHOD	UPPER FLAMMABLE LIMIT	LOWER FLAMMABLE LIMIT
N/A	% BY VOLUME N/A	% BY VOLUME N/A

AUTOIGNITION TEMPERATURE	HAZARDOUS COMBUSTION PRODUCTS	
N/A	N/A	
EXPLOSION DATA N/A	SENSITIVITY TO IMPACT	SENSITIVITY TO STATIC DISCHARGE N/A

SECTION 5 – REACTIVITY DATA

CHEMICAL STABILITY
YES X NO IF NO, UNDER WHICH CONDITIONS? N/A

INCOMPATIBILITY WITH OTHER SUBSTANCES
YES NO X IF SO, WHICH ONES? N/A

REACTIVITY, AND UNDER WHAT CONDITIONS
NONE

HAZARDOUS DECOMPOSITION PRODUCTS
NONE

APPLICANT SUBMISSION

PRODUCT IDENTIFIER DOLOMITE

SECTION 6 – TOXICOLOGICAL PROPERTIES

ROUTE OF ENTRY

SKIN CONTACT | SKIN ABSORPTION | EYE CONTACT X | INHALATION X | INGESTION

EFFECTS OF ACUTE EXPOSURE TO PRODUCT

COULD CAUSE IRRITATION IN RESPIRATORY TRACT.

EFFECTS OF CHRONIC EXPOSURE TO PRODUCT

N/A

EXPOSURE LIMITS	IRRITANCY OF PRODUCT	SENSITIZATION TO PRODUCT	CARCINOGENICITY
N/A	N/A	N/A	N/A
TERATOGENICITY	**REPRODUCTIVE TOXICITY**	**MUTAGENICITY**	**SYNERGISTIC PROD**
N/A	N/A	N/A	N/A

SECTION 7 – PREVENTIVE MEASURES

PERSONAL PROTECTIVE EQUIPMENT

N/A

GLOVES	RESPIRATOR(SPECIFY)	EYE(SPECIFY)
N/A	DUST RESPIRATOR RECOMMENDED FOR PROLONGED USE.	DUST-TIGHT GOGGLES RECOMMENDED IN DUSTY ENVIRONMENT.
FOOTWEAR(SPECIFY)	**CLOTHING(SPECIFY)**	**OTHER(SPECIFY)**
N/A	N/A	N/A

ENGINEERING CONTROLS (SPECIFY,EG. VENTILATION, ENCLOSED PROCESS)

N/A

LEAK AND SPILL PROCEDURE

N/A

WASTE DISPOSAL

N/A

HANDLING PROCEDURES AND EQUIPMENT

N/A

STORAGE REQUIREMENTS

N/A

SPECIAL SHIPPING INFORMATION

N/A

SECTION 8 – FIRST AID MEASURES

SPECIFIC MEASURES

1. CARE SHOULD BE TAKEN TO AVOID CAUSING DUST TO BECOME AIRBORNE.
2. FLUSH OUT EYES WITH GENEROUS AMOUNTS OF WATER.

SECTION 10 – PREPARATION DATE OF MSDS

PREPARED BY (GROUP, DEPARTMENT, ETC)	PHONE NUMBER	DATE
MIGHTY WHITE DOLOMITE LTD.	(250)-446-2450	January 1, 2017

APPLICANT SUBMISSION

B.C. RESEARCH

3650 Wesbrook Mall, Vancouver, Canada V6S 2L2

Phone (604) 224-4331 • Cable 'RESEARCHBC' • Telex 04-507748

Decemeber 20, 1982
File No. 2-01-763

Mr. Paul Chaput
Manager
Mighty White Dolomight Ltd.
P.O. Box 10
Rock Creek, B.C.
V0H 1Y0

Dear Mr. Chaput:

Re: Dolomite Sample; Physical Properties Analyses

In accordance with your instructions (your letter of 82-10-12), we have completed the following tests on the product sample supplied:

Dry Brightness	88.5% (vs.comparison standards of MgO (100%) and filter #8 (84.1%)). Method: ELREPHO Photoelectric reflectance photometer.
Hardness	4 to ≥7; Mohs scale. Note that the determination was qualitative and that the sample material was not of uniform composition. Dilute acid insolubles (11.5 wt. %, dry basis) showed a greater tendency to scratch the polished metal test specimens. Method: microscopic observation of scratches on polished metal (aluminum, hard copper, 310 stainless steel).
Water Soluble Salts	1.8 wt. %, dry basis Method: distilled water extraction.
True Specific Gravity	2.72 Method: Pyncnometer

..... /2.

APPLICANT SUBMISSION

Loose Bulk Density	1.08 g/cc
Packed Bulk Density	1.58 g/cc
Oil Absorption	21.5 g/100 g

Method: TAPPI, T658 su 63 (copy enclosed)

I trust that these results meet your requirements; if you have any questions, please contact me.

I apologize for the delay in completing this work; the original die used to prepare the MgO brightness standard was broken and had to be ordered.

Yours very truyly,

B.C. RESEARCH

R.O. McElroy
Chemical Technology Division

ROMcE:amp

encls.: TAPPI T658
ELREPHO Manual, P.12-13

APPLICANT SUBMISSION

Mighty White Dolomite Ltd.
Box 10
Rock Creek, BC
V0H 1Y0

ALS Chemex
212 Brooksbank Avenue
North Vancouver, BC
V7J 2C1

Ph: (604)984-0221

Mighty White Dolomite Ltd.
Assay Reports

	Date	Report	% SiO2	% TiO2	% Al2O3	% Fe2O3	% MnO	% MgO	% CaO	% Na2O	% K2O	% P2O5	% LOI	% Cr2O3	% BaO	% Total
	April 19/5	VA05028574	2.34	0.01	0.18	0.16	0.01	21.4	31.9	0.06	0.01	0.14	44.6	<0.01	<0.01	101
	April 19/5	VA05028574	2.57	0.01	0.15	0.1	0.01	20.9	32.6	0.06	0.02	0.17	44.5	<1.01	<0.01	101
B	Sept 3/04	VA04056285	2.03	0.01	0.25	0.22	0.01	20.30	31.70	0.03	0.02	0.04	45.9	<0.01	<0.01	100.5
B	Sept 3/04	VA04056285	2.23	0.01	0.06	0.06	0.01	15.55	38.00	0.02	0.01	0.09	43.9	<0.01	<0.01	100
D	Dec 2/03	VA03049543	9.64	0.01	0.19	0.17	0.01	19.10	30.50	0.01	0.04	0.07	40.6	<0.01	<0.01	100.5
D	Aug 1/03	VA03027230	12.4	0.01	0.16	0.20	0.02	17.90	30.00	0.01	0.02	0.08	38.90	0.01	<.01	99.70
D	Nov 24/02	V02-01143.0	10.67	0.01	0.12	0.11	0.02	20.02	29.35	<0.01	<0.05	0.04	39.43	<0.01		99.76
D	Nov 28/01	V01-02390.0	22.87	<0.01	0.15	0.17	0.02	16.90	27.60	<0.01	<0.05	0.11	31.49	<0.01		99.33
D	June 23/00	V00-01259.0	7.39	0.01	0.05	0.14	0.02	19.70	30.42	<0.01	0.05	0.14	40.99	<0.01		98.90
B		V00-01259.0	24.39	<0.01	0.51	0.16	0.05	13.15	29.18	<0.01	0.09	<0.03	29.66	<0.01		97.18
D	Sept 26/97	V97-02595.0	11.38	0.04	1.43	0.48	0.01	17.62	27.77	0.27	0.29	0.09	37.85	<0.01		97.23
D		V97-02595.0	9.26	<.01	0.09	0.10	0.01	19.77	29.41	<0.01	<0.05	0.09	39.17	<0.01		97.91
D	May 15/97	V97-01708.0	10.59	0.03	1.00	0.31	0.01	19.04	29.50	0.15	0.19	0.12	38.68	<0.01		99.62
?	Aug 27/96	V96-01266.0	12.16	0.03	0.87	0.34	0.02	18.97	28.52	0.13	0.15	0.1	36.17	<0.01		97.45
?	Aug 27/96	V96-01266.0	13.63	0.03	0.83	0.44	0.02	18.97	28.51	0.06	0.1	0.08	34.9	<0.01		97.56
D	June 30/94	V94-00609.0	4.76	0.02	0.25	0.18	0.01	18.98	30.77	<0.01	0.14	0.07	43.05	<0.01	0.005	98.24
D		V94-00609.0	6.23	0.02	0.25	0.16	0.01	19.04	30.91	<0.01	0.18	0.15	41.56	<0.01	0.005	98.51
D	Oct 20/92	V92-01235.0	14.23	0.02	0.61	0.30	0.02	18.45	27.93	0.11	0.79	0.10	37.35	0.02	0.006	99.93
D	May 1/87	127-1887	5.90	0.01	0.26	0.13	0.02	19.30	30.90	0.02	<0.10	0.05	41.00			97.59
D	Dec 9/82	722-4114	5.50		0.12	0.11		17.40	31.70				43.70			
D	Dec 9/82	722-4113	6.00		0.12	0.12		17.20	32.10				43.30			
D	Dec 9/82	722-4112	4.13		0.10	0.11		18.00	32.00				44.10			
D	Nov 26/82	822-4062						18.20	32.60							
							Total	425.86	703.87							
							Avg	18.516	30.603							

All Geochemical Lab Reports generated by:

Bondar Clegg Canada Ltd.
ALS Chemex
212 Brooksbank Avenue
North Vancouver, BC
V7J 2C1
Ph: (604)984-0221

APPLICANT SUBMISSION

MIGHTY WHITE DOLOMITE LTD.
BOX 10
ROCK CREEK, B. C. V0H 1Y0
(604)446-2450

Dealer Information

We at MIGHTY WHITE DOLOMITE LTD. carry a complete line of landscape stone as well as many other products. I have listed our products below and have some suggestions as to markets and uses for your information. I'm sure that there are many markets not listed and I welcome any information or suggestions from dealers.

SANDS

0 - size minus 8 mesh (1/8") plus 16 mesh (1/16").
- used as an addition to 00 sand (noted below) to make trowel mix (below) which is a stucco sand. By purchasing the 0 sand separately, the applicator can make his own trowel for a specific job - perhaps less 0 sand or more 0 sand.
- This size sand may also be used as a traction sand in automatic sanding units, such as one may find on school bus units. (hard sharp pebbles).
- this sand is also used as a white sand in aquariums where above ground filters are in use. It has also been put to use in some stipple type paint that requires a lot of body.
- This sand has also been used as a chick grit, but this will depend on the individual.

00 - 65% 16-50 mesh and 35% lime.
- Mainly used as a stucco sand. This sand spreads easier and goes further than a #20 sand and therefore costs less per foot. It also forms the base for trowel (Spanish trowel).
- This sand has also been used as a pre-mixed filler for cultured marble, although most people in the cultural marble industry like to make a somewhat finer mix.

20 - This mainly used as stucco sand and is much coarser than 00 sand.
- 70% 16-50 mesh, 15% 40-100 mesh, 15% 100 mesh minus.
- This sand is the largest seller for stucco sands in B. C. and in Alberta. It makes a thicker mix and covers very well, but does not go as far as the 00 sand noted above.

30 - 60% 40 to 100 mesh, 40% 100 mesh minus.
- Used in the masonry and stucco trades for those who require a fine grained mud. This sand is also one of the main ingredients in the cultured marble industries. It is commonly mixed with a #200 sand for this purpose.

Trowel - this is a combination of 82% 00 sand and 18% 0 sand.
Exclusive use as a Spanish type finish for stucco. This sand

APPLICANT SUBMISSION

is mainly used in Alberta east with just a little being used in B. C. This sand was developed by the trade and we took the advice of many Alberta trades persons to arrive at our mix. We feel we have the best mix for this sand on the market because we listened to the tradesmen. This sand is commonly referred to as Spanish Trowel (an IMASCO name).

#100 - As the name indicates, this is a 100 mesh minus sand. There is approximately 95% 100 mesh minus with a large portion passing a 200 mesh.
- Used in the cultured marble industry as a filler, can also be used as a field marking product although we do have a field marker in bag designated as such. Can be used as a filler anywhere but this will be decided by the user depending upon what size particles he may require.

#200 - This sand passes 200 mesh sieve and a large portion passes a 325 mesh.
- This sand is used as a filler in cultured marble production as well as in the manufacture of fiberglass items. I.e. coffin covers, parabolic TV dishes, etc. This sand can be used as a filler in almost any manufacturing field.

14-50 - This sand is sized as indicated - passes 14 mesh per inch and is retained on a 50 mesh screen. It is used as an animal feed additive for feed plants, as a liming agent for golf courses, as a filter sand in some cases and as a base for manufactured items such as non slip paints and Acrilon products.

Marker-Dol - This item is basically a 100 mesh product with a slight amount of coarser material in it to ensure it does not blow away readily. It is used exclusively as a sports field marker. Natural ground stone and is non burning.

WH500 - Animal feed supplement. Pre-mix feed ingredients for cattle. This item was used by the Canada Packers chain throughout Alberta for 8 years. The chain now uses another similar product manufactured at Exshaw. With proper marketing, this product line could be expanded. Richie Smith of Abbotsford also used this product for years. They acquired a rendering plant and now use bone meal as a replacement. Burgess Feeds continue to use our product. The size of the particle differs from mill to mill and runs from a 14-50 mesh sand for Ritchie Smith to a fine lime (100 minus) for Canada Packers throughout Alberta. The feed rate varies somewhat but it is approximately 8 kg per tonne of feed. Some farmers have used same by simply sprinkling it on the feed for the animals but a specific bag has not yet been developed by this firm for this use. All feed mills except those mentioned above could be approached. This item is generally placed in 25 kg bags and 54 bags per pallet.

Aggregates - These products, white in colour, come in 5 sizes as per your size chart. They are sold for stucco dash, precast

Agricultural Land Commission
133–4940 Canada Way
Burnaby, British Columbia V5G 4K6
Tel: 604 660-7000
Fax: 604 660-7033
www.alc.gov.bc.ca

January 17, 2018

ALC File: 56192

Peter Spencer
DELIVERED ELECTRONICALLY

Dear Mr. Spencer:

Re: Application 56192 to exclude land from the Agricultural Land Reserve

Please find attached the Reasons for Decision of the Kootenay Panel for the above noted application (Resolution #19/2018). As agent, it is your responsibility to notify the applicant accordingly.

Request for Reconsideration of a Decision

Under section 33(1) of the ALCA, a person affected by a decision (e.g. the applicant) may submit a request for reconsideration. The request must be received within one (1) year from the date of this decision's release. For more information, refer to *ALC Policy P-08: Request for Reconsideration* available on the Commission website.

Please direct further correspondence with respect to this application to Riccardo Peggi at (Riccardo.Peggi@gov.bc.ca).

Yours truly,

Riccardo Peggi, Land Use Planner

Enclosure: Reasons for Decision (Resolution #19/2018)

cc: Kootenay Boundary Regional District (File: C-312,348-02632.275)

AGRICULTURAL LAND COMMISSION FILE 56192

REASONS FOR DECISION OF THE KOOTENAY PANEL

Exclusion application submitted under s. 30(1) of the *Agricultural Land Commission Act*

Applicant:	Ponderosa Estates Ltd., Inc. No. 177250
Agent:	Peter Spencer
Property:	Parcel Identifier: 004-128-923 Legal Description: Lot 35, District Lots 312 and 348, Similkameen Division Yale District, Plan 29935, Except Plan 39263 Civic: Ponderosa Drive, Christina Lake, BC Area: 40.2 ha (38.4 ha in the ALR)
Panel:	David Zehnder, Kootenay Panel Chair Ian Knudsen

OVERVIEW

[1] The Property is located partially within the Agricultural Land Reserve (ALR) as defined in s. 1 of the *Agricultural Land Commission Act* (the ALCA). The Property is located within Zone 2 as defined in s. 4.2 of the ALCA.

[2] The Applicant is applying to the Agricultural Land Commission (the "Commission") to exclude the Property in order to subdivide three lots of 10.0 ha and one remainder lot of 10.1 ha. The Property is currently zoned as industrial by the Regional District of Kootenay Boundary (RDKB). Upon exclusion, the Applicant intends to rezone the three 10.0 ha lots to rural residential and retain the 10.1 ha lot as industrial (the "Proposal")

[3] The first issue in the Proposal is whether the Property is appropriately designated as ALR based on agricultural capability and suitability.

[4] The second issue in the Proposal is whether there are any economic, social, or cultural considerations, or regional and community planning objectives that contribute to the Panel's review of the Proposal, taking into account the priority given to agricultural considerations.

[5] The Proposal was considered in the context of s. 4.3 of the ALCA, which states:

> *When exercising a power under this Act in relation to land located in Zone 2, the commission must consider all of the following, in descending order of priority:*
>
> *(a) The purposes of the commission set out in section 6;*
> *(b) Economic, cultural and social values;*
> *(c) Regional and community planning objectives;*
> *(d) Other prescribed considerations*

The purposes of the Commission, set out in s. 6 of the ALCA, are:

> *(a) To preserve agricultural land;*
> *(b) To encourage farming on agricultural land in collaboration with other communities of interest; and,*

(c) To encourage local governments, first nations, the government and its agents to enable and accommodate farm use of agricultural land and uses compatible with agriculture in their plans, bylaws and policies.

EVIDENTIARY RECORD

[6] The Proposal along with related documentation from the Applicant, Agent, local government, Commission, and third parties is collectively referred to as the "Application". All documentation in the Application was disclosed to the Agent in advance of this decision.

[7] On October 4, 2017, the Panel conducted a walk-around and meeting site visit in accordance with the *ALC Policy Regarding Site Visits in Applications*, (the Site Visit). A site visit report was prepared in accordance with the *Policy Regarding Site Visits in Applications*. The site visit report was certified as accurately reflecting the observations and discussions of the Site Visit by the Agent on November 17, 2017 (the Site Visit Report).

BACKGROUND

[8] In 1976 the original property was 386 ha and was proposed for subdivision by Sandner Bros. into 45 parcels ranging in size from 2.0 ha to 12.0 ha (Application 4142). This proposal was refused by Resolution #6173/1977, but through three subsequent reconsideration requests the boundaries of the proposed parcels were reconfigured into 40 parcels which ensured that the land with agricultural capability was maintained in larger parcels (Resolutions #7072/1977, #9291/1978, and #10320/1978).

[9] In 1985, Ponderosa Estates Ltd. proposed for subdivision of the 121.5 ha parent property (89.0 ha ALR) into three parcels of 35 ha, 56.5 ha and 30 ha by (Application 4680). This application was refused as proposed based on the agricultural capability determined through the 1977 site visit. By Resolution #167/1985, the Commission allowed proposed lot 3 as the majority of it was situated out of the ALR .

[10] In 1986, Ponderosa Estates Ltd. requested exclusion of the property from the ALR (Application ID 4668). The application was refused by Resolution #936/1986 on the grounds that the agricultural capability of the property warranted its retention within the ALR. However, the Commission allowed subdivision of the land into three parcels of approximately 40 ha each. This approved subdivision resulted in the Property in its current configuration.

[11] In 1993, Ponderosa Pines RV Park Ltd. made an application (Application ID: 403) to subdivide the Property into parcels ranging from 2.0 ha to 12.0 ha for rural residential use. The application was refused by Resolution #858/1993 on the grounds that it would reduce the options for agricultural uses of the Property. Two subsequent reconsideration requests were made to subdivide the Property into different configurations. Both resolutions (#508/1997 and #820/1997) resulting from these requests reconfirmed the initial refusal on the grounds of the agricultural capability, with the finding that subdivision would curtail long term options for agriculture and the agricultural potential of the Property.

[12] In 1999, The Boundary Economic Development Committee submitted a letter to the RDKB expressing a need for light industrial land, and identified the Property as the optimum choice for light industrial uses. That year, Ponderosa Estates Ltd. made a non-farm use application (Application 14481) to develop a post and rail production plant on the Property. This use was approved with conditions by Resolution #551/1999. The development never materialized, however the Commission approval did not include a time limit therefore the approval is still valid. It was at this time that the RDKB rezoned the Property to Industrial 2 (I2).

[13] In 2012, Ponderosa Estates Ltd. made a non-farm use application on the Property (Application 52639) to establish an eco-village development consisting of twenty 0.6 ha to 1 ha residential parcels, a 16-unit residential strata development and associated sewage treatment plant, and a range of commercial, recreational, and agricultural uses, including a retirement home, an approximately 1 ha campground, a wellness centre, a cafe/bakery, an automotive shop, a woodworking shop, parkland, and a variety of agricultural uses, including greenhouses, gardens, orchards, chickens, and an apiary. The application was refused by Resolution #339/2012 on the grounds that the land is both capable and suitable for

agricultural use and that approving this type of proposal would be contrary to the purpose of the Commission to preserve agricultural land.

[14] The Panel also reviewed a relevant application made in 1995 for the lot directly east of the Property. International Reload Systems Ltd. applied for exclusion of the 38.1 ha for industrial purposes. The exclusion was allowed by Resolution #1017/1995 and the property has been developed for industrial uses.

EVIDENCE AND FINDINGS

Issue 1: Whether the Property is appropriately designated as ALR based on agricultural capability and suitability.

[15] To assess agricultural capability on the Property, the Panel referred to agricultural capability ratings. The ratings are identified using the Canada Land Inventory (CLI), 'Soil Capability Classification for Agriculture' system. The improved agricultural capability ratings applicable to the Property are Class 2, Class 3, Class 4 and Class 5; more specifically the majority of the Property is (6:3M-4:2X) and a small portion of the northern portion of the Property is (5:5PM-3:4MP-2:3M).

Class 2 - land is capable of producing a wide range of crops. Minor restrictions of soil or climate may reduce capability but pose no major difficulties in management.

Class 3 - land is capable of producing a fairly wide range of crops under good management practices. Soil and/or climate limitations are somewhat restrictive.

Class 4 - land is capable of a restricted range of crops. Soil and climate conditions require special management considerations.

Class 5 - land is capable of production of cultivated perennial forage crops and specially adapted crops. Soil and/or climate conditions severely limit capability.

The limiting subclasses associated with this parcel of land are M (moisture deficiency), P (stoniness) and X (combination of soil factors).

[16] Based on the agricultural capability ratings, the Panel finds that the Property has mixed prime (Class 1-3) and secondary (Class 4-7) agricultural capability. The Panel finds the Property has agricultural capability with the most prominent limitation being moisture deficiency.

[17] The Panel considered whether the Property is suitable for agricultural use. This consideration included details such as property size, surrounding land use and limitations to agriculture. At 40.2 ha, the Panel finds that the Property can support a range of agricultural uses. The Property is surrounded to the north, west and south by rural residential properties and the international reload centre to the east across the railway tracks, none of which render the Property unsuitable for agriculture. The Panel therefore find that the Property is suitable for agricultural use.

[18] The Agent submits that, to their knowledge, the Property has never been farmed. As the Panel finds that the Property has agricultural capability and is suitable for agriculture, the absence of agricultural use of the Property is more a function of the Applicant's decisions, rather than a lack of agricultural potential.

[19] In light of the above, the Panel finds that the Property is appropriately designated as ALR based on agricultural capability and suitability.

Issue 2: Whether there are any economic, social, or cultural considerations, or regional and community planning objectives that contribute to the Panel's review of the Proposal, taking into account the priority given to agricultural considerations.

[20] The Application submits that development of residential lots and hobby farms will stimulate the local economy and blend in with the historical surrounding land uses as an economic consideration. The Panel reviewed the economic values stated in the Application and find that these values did not contribute to the decision.

[21] The Application submits that by allowing exclusion and development of smaller residential zoned parcels potential land use conflicts will be moderated with this downzone as a social consideration. The Panel does not find the submission to be germane to the decision.

[22] The Application submits the following as regional and community planning objectives applicable to the application:

> *Historically this area has a mixed residential land use. Agriculture has not been a predominant use in the area. Removal from the ALR and downzoning the parcel will allow development consistent with what has historically occurred in the area and provide for residential growth in an area where this use is much in demand.*

The Panel has not received any evidence to suggest that there is a demand for residential growth in this area and that this growth must occur on lands that are suitable and capable for agriculture.

[23] At its meeting of April 20, 2017, the RDKB Board resolved to forward the Application to the Commission with a recommendation of non-support. The Panel also notes that the Electoral Area 'C' / Christina Lake Advisory Planning Committee does not support the Proposal.

[24] The Property is designated Industrial in the RDKB Official Community Plan for the area and zoned as Industrial 2 (I2) in the RDKB zoning bylaw. The Panel is of the understanding that the zoning and OCP designation are reflective of Commission Resolution #551/1999 which approved a post and rail production plant on the Property. This use remains conditionally approved by the Commission. Any contemplation of an industrial use other than what is allowed for in Resolution #551/1999, requires submission of a non-farm use application to the Commission for its consideration.

Weighing the factors in priority

[25] The Panel gave consideration to economic, social and cultural values and regional and community planning objectives as required by s. 4.3. In this case, the Panel finds that

these considerations are not contributory to the decision given the Panel's finding following its review of the agricultural considerations.

DECISION

[26] For the reasons given above, the Panel refuses the Proposal.

[27] These are the unanimous reasons of the Panel.

[28] A decision of the Panel is a decision of the Commission pursuant to s. 11.1(5) of the ALCA.

[29] Resolution #19/2018
Released on January 17, 2018



David Zehnder, Panel Chair
On behalf of the Kootenay Panel

DRAFT

Agricultural Land Commission
133–4940 Canada Way
Burnaby, British Columbia V5G 4K6
Tel: 604 660-7000
Fax: 604 660-7033
www.alc.gov.bc.ca

January 5, 2018 ALC File: 55909

Susan Hodge
DELIVERED ELECTRONICALLY

Dear Ms. Hodge:

Re: Reconsideration of original application to exclude land from the Agricultural Land Reserve (ALR)

Please find attached the Reasons for Decision of the Executive Committee (Resolution #5/2018) as it relates to the above noted application. As agent, it is your responsibility to notify the applicant accordingly.

Request for Reconsideration of a Decision

Under section 33(1) of the ALCA, a person affected by a decision (e.g. the applicant) may submit a request for reconsideration. The request must be received within one (1) year from the date of this decision's release. For more information, refer to *ALC Policy P-08: Request for Reconsideration* available on the Commission website.

Further correspondence with respect to this application is to be directed to Riccardo Peggi at (Riccardo.Peggi@gov.bc.ca).

Yours truly,

PROVINCIAL AGRICULTURAL LAND COMMISSION



Riccardo Peggi, Land Use Planner

Enclosures: Reasons for Decision (Resolution #5/2018)
Schedule A: Reasons for decision of the Kootenay Panel, Resolution #206/2017
Schedule B: August 2, 2017 Chair Referral of Resolution #206/2017 to the Executive Committee

cc: Regional District of Kootenay Boundary (File: E-2455-03065.050)

55909d2

AGRICULTURAL LAND COMMISSION FILE 55909

RECONSIDERATION OF ORIGINAL APPLICATION
REASONS FOR DECISION OF THE EXECUTIVE COMMITTEE

Application submitted pursuant to s. 30(1) of the Agricultural Land Commission Act

Applicant:	**Kettle River Concrete Inc.** **(the "Applicant")**
Agent:	**Susan Hodge of Sage Bookkeeping Inc.** **(the "Agent")**
Application before the Executive Committee:	**Frank Leonard, Chair** **William Zylmans, South Coast Panel** **Richard Mumford, Interior Panel** **Linda Michaluk, Island Panel** **Dave Zehnder, Kootenay Panel** **Dave Merz, North Panel** **Gerald Zimmermann, Okanagan Panel** **(the "Executive Committee")**

THE APPLICATION

[1] The legal description of the property involved in the application is:
Parcel Identifier: 004-339-711
Lot 2, District Lot 2455, Similkameen Division Yale District
(the "Property")

[2] The Property has the civic address 1575 Myers Creek West Road, Rock Creek, BC.

[3] The Property is 7.0 ha.

[4] The Property is located completely within a designated agricultural land reserve ("ALR") as defined in section 1 of the *Agricultural Land Commission Act* (the "*ALCA*").

[5] The Property is located within Zone 2 as defined in subsection 4.2 of the *ALCA*.

[6] Pursuant to s. 30(1) of the ALCA, the Applicant applied to exclude the Property from the ALR in order to continue to operate an existing gravel pit and to establish a ready mixed concrete plant and precast concrete business (the "Proposal").

[7] The Proposal along with supporting documentation is collectively the "Application".

[8] By Resolution #206/2017, dated July 20, 2017, the Kootenay Panel refused the Proposal and approved an alternate proposal (the "Original Decision").

[9] On August 2, 2017, the Reasons for Decision recorded as Resolution #206/2017 was referred by the Chair to the Executive Committee of the Agricultural Land Commission (the "Commission") under s. 33.1 of the *ALCA*.

RELEVANT STATUTORY PROVISIONS

[10] Resolution #206/2017 was directed to the Executive Committee pursuant to s. 33.1 of the *ALCA* which states:

> 33.1 (1) The chair of the commission may, in writing, direct the executive committee to reconsider a decision made by a panel established under section 11 (1) respecting an application or other matter allocated to the panel by the chair of the commission, including a panel's reconsideration of a decision under section 33 (1), if
>
> (a) the chair considers that the decision
>
> (i) may not fulfill the purposes of the commission as set out in section 6, or
>
> (ii) does not adequately take into consideration the considerations set out in section 4.3, if applicable, and
>
> (b) the chair makes the direction to the executive committee within 60 days of the decision being made.
>
> (2) If the chair of the commission directs the executive committee to reconsider a decision under subsection (1), the chair must give notice of the reconsideration to any person that the chair considers is affected by the reconsideration.
>
> (3) If the chair of the commission directs the executive committee to reconsider a decision under subsection (1), the executive committee must confirm, reverse or vary the decision.
>
> (4) For the purposes of subsection (3), the executive committee has all the powers, duties and functions of the commission.
>
> (5) A decision by the executive committee under subsection (3) is for all purposes a decision of the commission.

[11] The Executive Committee considered the Application pursuant to its mandate in s. 4.3 of the *ALCA*:

> 4.3 When exercising a power under this Act in relation to land located in Zone 2, the

commission must consider all of the following, in descending order of priority:

(a) the purposes of the commission set out in section 6;
(b) economic, cultural and social values;
(c) regional and community planning objectives;
(d) other prescribed considerations.

[12] The purposes of the Commission set out in s. 6 *ALCA* are as follows:

6 The following are the purposes of the commission:

(a) to preserve agricultural land;
(b) to encourage farming on agricultural land in collaboration with other communities of interest; and
(c) to encourage local governments, first nations, the government and its agents to enable and accommodate farm use of agricultural land and uses compatible with agriculture in their plans, bylaws and policies.

EVIDENTIARY RECORD BEFORE THE EXECUTIVE COMMITTEE

[13] The Executive Committee considered the following evidence:

1. The Application
2. Local government documents
3. Agricultural capability map, ALR context map, and satellite imagery
4. Reasons for decision of the Kootenay Panel, Resolution #206/2017

All documentation noted herein has been disclosed to the Agent in advance of this decision.

FINDINGS

[14] This section sets out the findings of Chair Leonard, Commissioner Zehnder, Commissioner Michaluk, Commissioner Zimmerman, and Commissioner Mumford (the "majority of the Executive Committee").

[15] The Executive Committee reviewed the Panel's findings regarding the agricultural potential of the Property. The Applicants purchased the Property in 2016, at which time the gravel pit had been in operation for a number of years. The Executive Committee referred to Airphoto BC5487 No. 128 (1973), which depicts the Property without any gravel extraction in 1973which means that the extraction was started after the establishment of the ALR. In addition, the Commission does not have a record of an application or notification to extract gravel. Based on the lack of evidence to the contrary, the gravel pit has been developed in contravention of the *ALCA*. While the Panel found the contravention of the *ALCA* cannot be attributed to the Applicant given their recent purchase of the Property, the majority of the Executive Committee finds that the Applicant purchased the Property and therefore purchased the liability of an unauthorized use.

[16] The Executive Committee reviewed the agricultural capability of the Property. The topsoil that was previously stripped from the gravel extraction area is no longer available on the Property; therefore the Property does not have the capacity for soil bound agriculture without improvements. While the Property is not currently capable for soil bound agriculture, the Panel found that if the Property were reclaimed following the completion of gravel pit extraction, the Property may be suitable for non-soil bound agricultural use such as greenhouses. The majority of the Executive Committee agrees with the Panel's finding that the Property has potential for agricultural use and therefore should remain within the ALR.

[17] The Site Visit Report states that the Applicant suggested that after completing the gravel pit extraction, they are considering establishing a concrete plant and a precast concrete business on the Property. The Panel found that the future concrete plant and precast

concrete businesses would not negatively impact the agricultural capability of the Property nor would it negatively impact the neighbouring agricultural ventures. The majority of the Executive Committee disagrees with the Panel. The majority of the Executive Committee finds that the Property has potential for agricultural use and therefore a permanent industrial use on the Property would preclude the ability to reclaim the land for agriculture.

Section 4.3(b) of the ALCA: Second priority to economic, cultural and social values

[18] The Application states that the concrete plant would service the local areas of Rock Creek, Midway, Bridesville, Westbridge, and Greenwood and that the other concrete company currently servicing these areas is scheduled to retire this year. The Panel found that the operation of the concrete plant would provide a benefit to the surrounding communities. The majority of the Executive Committee agrees that a concrete plant in the area could provide a benefit to the surrounding communities; however, the majority of the Executive Committee finds that industrial use is more appropriately located outside of the ALR.

Section 4.3(c) of the ALCA: third priority to regional and community planning objectives

[19] The Property is not subject to an official community plan or zoning bylaw.

Weighing the factors in priority

[20] The majority of the Executive Committee does not find any economic, cultural and social considerations to contribute to the decision following its review of the agricultural considerations.

DECISION

[21] For the reasons given above, the majority of the Executive Committee reverses the decision of the Kootenay Panel recorded as Resolution #206/2017 and refuses the Proposal and the alternate Proposal approved by the Kootenay Panel.

[22] This is a decision of the majority of the Executive Committee.

[23] A decision supported by a majority of the members of the Executive Committee constitutes a decision of the Executive Committee: *Interpretation Act*, s. 18.

[24] A decision of the Executive Committee is a decision of the Commission pursuant to s. 10(3) of the *Agricultural Land Commission Act.*

DISSENTING REASONS

[25] This section sets out the dissenting reasons of Commissioner Merz and Commissioner Zylmans.

[26] Commissioner Merz and Commissioner Zylmans agree with the majority of the Executive Committee that the Property should not be excluded from the ALR. However, Commissioner Merz and Commissioner. Zylmans find that, in this case, the economic benefits of having a concrete plant in the area outweighs the limited agricultural value of the Property given that it has been an active gravel pit for some time.

RESOLUTION AND RELEASE

[27] This decision is recorded as Resolution #5/2018 and is released on January 5, 2018.

CERTIFICATION OF DECISION

Frank Leonard, Chair (majority)

Gerry Zimmermann, Okanagan Panel (majority)

Richard Mumford, Interior Panel (majority)

David Zehnder, Kootenay Panel (majority)

Linda Michaluk, Island Panel (majority)

Dave Merz, North Panel (in dissent)

William Zylmans, South Coast Panel (in dissent)

Schedule A

AGRICULTURAL LAND COMMISSION FILE 55901

REASONS FOR DECISION OF THE KOOTENAY PANEL

Application submitted pursuant to s. 30(1) of the *Agricultural Land Commission Act*

Applicant:	**Kettle River Concrete Inc.** **(the "Applicant")**
Agent:	**Susan Hodge ofSage Bookkeeping Inc.** **(the "Agent")**
Application before the Kootenay Regional Panel:	**Sharon Mielnichuk, Panel Chair** **Harvey Bombardier**

THE APPLICATION

[1] The legal description of the property involved in the application is:
Parcel Identifier: 004-339-711
Lot 2, District Lot 2455, Similkameen Division Yale District
(the "Property")

[2] The Property is 7.0 ha.

[3] The Property has the civic address 1575 Myers Creek West Road, Rock Creek.

[4] The Property is located within a designated agricultural land reserve ("ALR") as defined in s. 1 of the *Agricultural Land Commission Act* (the "*ALCA*").

[5] The Property is located within Zone 2 as defined in s. 4.2 of the *ALCA*.

[6] Pursuant to s. 30(1) of the *ALCA*, the Applicant is applying to exclude the Property from the ALR for the purposes of:

- continuing to operate an existing gravel pit;
- establish a ready mixed concrete plant; and
- establish a precast concrete business
(the "Proposal")

The Proposal along with supporting documentation is collectively the application (the "Application").

RELEVANT STATUTORY PROVISIONS

[7] The Application was made pursuant to s. 30(1) of the *ALCA*:

30 (1) An owner of land may apply to the commission to have their land excluded from an agricultural land reserve.

[8] The Panel considered the Application pursuant to its mandate in s. 4.3 of the *ALCA*:

4.3 When exercising a power under this Act in relation to land located in Zone 2, the commission must consider all of the following, in descending order of priority:

(a) the purposes of the commission set out in section 6;
(b) economic, cultural and social values;
(c) regional and community planning objectives;
(d) other prescribed considerations.

[9] The purposes of the Agricultural Land Commission (the "Commission") set out in s. 6 are as follows:

6 The following are the purposes of the commission:

(a) to preserve agricultural land;
(b) to encourage farming on agricultural land in collaboration with other communities of interest; and
(c) to encourage local governments, first nations, the government and its agents to enable and accommodate farm use of agricultural land and uses compatible with agriculture in their plans, bylaws and policies.

EVIDENTIARY RECORD BEFORE THE PANEL

[10] The Panel considered the following evidence:

1. The Application
2. Local government documents
3. Agricultural capability map, ALR context map, and satellite imagery

All documentation noted above was disclosed to the Agent in advance of this decision.

[11] At its meeting of February 21, 2017, the Regional District of Kootenay Boundary (the "RDKB") Board resolved to forward the Application to the Commission without a recommendation.

SITE VISIT

[12] On April 20, 2017, the Panel conducted a walk-around and meeting site visit in accordance with the *Policy Regarding Site Visits in Applications* (the "Site Visit").

[13] A site visit report was prepared in accordance with the *Policy Regarding Site Visits in Applications*. The site visit report was certified as accurately reflecting the observations and discussions of the Site Visit by the Agent on April 27, 2017 (the "Site Visit Report").

FINDINGS

Section 4.3(a) and Section 6 of the ALCA: First priority to agriculture

[14] The topsoil has previously been stripped from the gravel extraction area and is no longer available on the Property and therefore the Property does not currently have the capacity for soil bound agriculture.

[15] While the Property is not currently suitable for soil bound agriculture, the Panel finds that if reclaimed following extraction, the Property may be suitable in the future for non-soil bound agricultural use such as greenhouses.

[16] The Applicants purchased the Property in 2016, at which time the gravel pit had been in operation for numerous years. The Panel referred to Airphoto BC5487 No. 128 (1973), which depicts the Property without any gravel extraction. In addition, the Commission does not have a record of an application or notification to extract gravel. The gravel pit is therefore in contravention of the *ALCA*, something which cannot be attributed to the Applicant given their recent purchase of the Property.

[17] Based on the Panel's observations at the Site Visit and review of airphotos, the Panel finds that the topography of the Property is such that the gravel pit activities will be buffered from the surrounding agricultural uses.

[18] At the Site Visit, the Applicant suggested that after completing the gravel pit, they are considering starting a concrete plant and a precast concrete business on the Property. The Panel finds that the future concrete plant and precast concrete businesses would not negatively impact the agricultural capability of the Property nor would it negatively impact the neighbouring agricultural ventures.

[19] Despite the Panel's findings with respect to the impact of the non-farm uses on the Property, the Panel is concerned that excluding the Property would result in fragmentation of the ALR. A non-ALR parcel in the midst of a block of ALR land may lead to conflict between non-agricultural and agricultural uses.

Section 4.3(b) of the ALCA: Second priority to economic, cultural and social values

[20] The Applicant states that the concrete plant would service the local areas of Rock Creek, Midway, Bridesville, Westbridge, and Greenwood and that the other concrete company currently servicing these areas is scheduled to retire this year. The Panel finds that the operation of the concrete plant would provide a benefit to the surrounding communities.

Section 4.3(c) of the ALCA: third priority to regional and community planning objectives

[21] The Property is not subject to an official community plan or zoning bylaw.

Weighing the factors in priority

[22] The Panel finds that the operation of the gravel pit, the concrete plant and the precast concrete business would not negatively impact the Property or adjacent agricultural operations given that they are buffered to the south by the topography created by the

gravel pit and to the north by Highway 33. Further, given that the only other concrete plant operator in the area is retiring, the Panel finds that the gravel pit and associated activities will benefit the surrounding communities. However, the Panel finds that excluding the Property may lead to conflict between non-agricultural and agricultural uses. Therefore, the Panel finds that refusing the exclusion of the Property while allowing the non-farm use on the Property is appropriate.

DECISION

[23] For the reasons given above, the Panel refuses the Proposal to exclude the 2.9 ha Property from the ALR.

[24] The Panel approves the use of the Property for gravel extraction, a concrete plant and a precast concrete business.

[25] The non-farm uses are approved subject to the following conditions:

a. upon completion of the gravel pit, the ground should be left level at approximately the elevation of the present shop buildings;
b. approval for extraction is granted for the sole benefit of Kettle River Concrete Inc., and is non-transferable without the written approval of the Commission. Should the lease holder of the Property and/or operator of the aggregate extraction change, the Commission must be informed in writing; and,
c. the successful completion of a Notice of Intent to the Commission for the extraction of gravel on the Property.

[26] This decision does not relieve the owner or occupier of the responsibility to comply with applicable Acts, regulations, bylaws of the local government, and decisions and orders of any person or body having jurisdiction over the land under an enactment.

[27] These are the unanimous reasons of the Kootenay Panel of the Agricultural Land Commission.

[28] A decision of the Panel is a decision of the Commission pursuant to s. 11.1(5) of the *Agricultural Land Commission Act*.

[29] This decision is recorded as Resolution #206/2017 and is released on July 20, 2017.

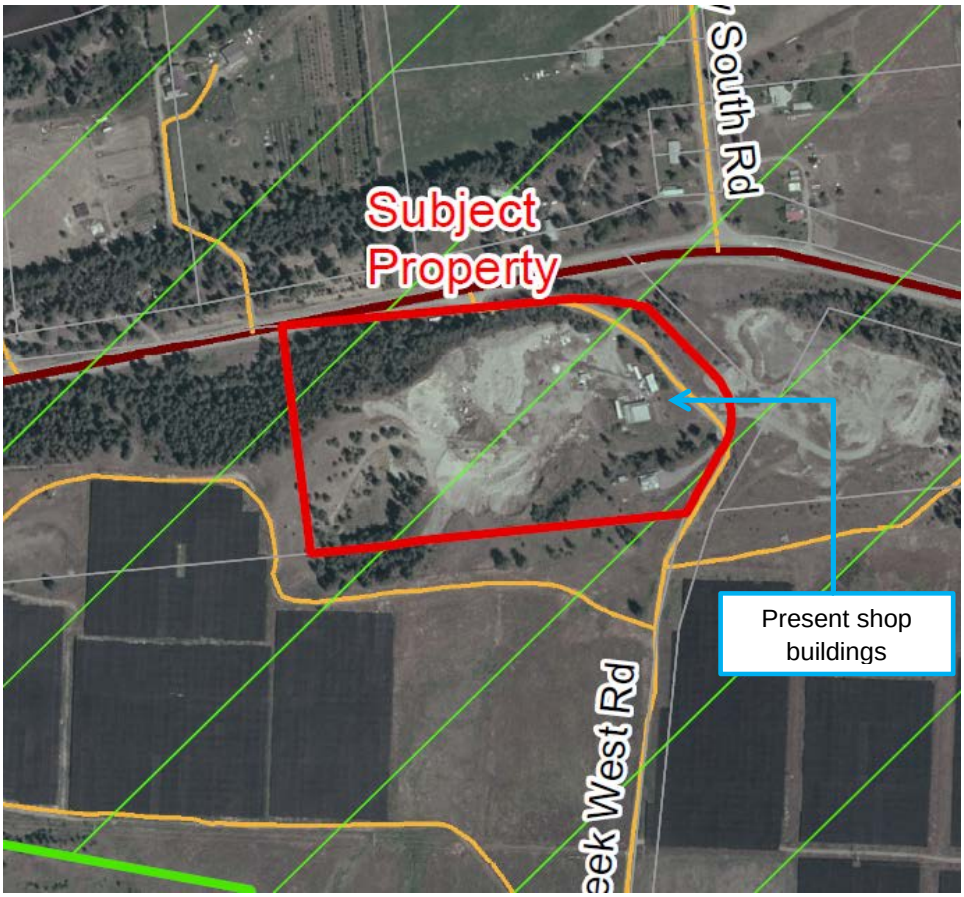
CERTIFICATION OF DECISION



Sharon Mielnichuk, Panel Chair, on behalf of the Kootenay Panel

END OF DOCUMENT

Agricultural Land Commission Decision Sketch Plan
ALC File 55909 (Kettle River Concrete)
Conditionally Approved Non-farm Use
ALC Resolution #206/2017



The Property

Schedule B

Agricultural Land Commission
133 – 4940 Canada Way
Burnaby, British Columbia V5G 4K6
Tel: 604 660-7000
Fax: 604 660-7033
www.alc.gov.bc.ca

August 2, 2017 ALC File: 55909

To: Executive Committee Members
Provincial Agricultural Land Commission

Whereas:

1. I, Frank Leonard, Chair of the Provincial Agricultural Land Commission (the "Commission") have reviewed the *Reasons for Decision of the Kootenay Panel*, recorded as Resolution #206/2017 and released on July 20, 2017 ("the Decision"). A copy of the Decision is attached.

2. Section 33.1 of the *Agricultural Land Commission Act* (the "*ALCA*") states:

Reconsideration of decisions of panel

33.1(1) The chair of the commission may, in writing, direct the executive committee to reconsider a decision made by a panel established under section 11(1) respecting an application or other matter allocated to the panel by the chair of the commission, including a panel's reconsideration of a decision under section 33 (1), if

(a) the chair considers that the decision

(i) may not fulfill the purposes of the commission as set out in section 6, or
(ii) does not adequately take into consideration the considerations set out in section 4.3, if applicable, and

(b) the chair makes the direction to the executive committee within 60 days of the decision being made.

(2) If the chair of the commission directs the executive committee to reconsider a decision under subsection (1), the chair must give notice of the reconsideration to any person that the chair considers is affected by the reconsideration.

(3) If the chair of the commission directs the executive committee to reconsider a decision under subsection (1), the executive committee must confirm, reverse or vary the decision.

(4) For the purposes of subsection (3), the executive committee has all the powers, duties and functions of the commission.

(5) A decision by the executive committee under subsection (3) is for all purposes a decision of the commission.

3. I consider that the Decision may not properly fulfill the purposes of the Commission in section 6 and does not adequately take into consideration the considerations in section 4.3, which factors apply in Zone 2; and

4. This referral to the Executive Committee under s. 33.1(1) does not represent my final conclusion on the proper outcome of the reconsideration, and determines only that this Decision is appropriate for referral to and independent consideration by the Executive Committee, with each Executive Committee member being responsible for exercising their independent judgment as part of the Executive Committee as a decision-making body after deliberation, discussion and consideration of all the information, evidence and submissions.

Therefore I direct as follows:

1. That the Decision is referred to the Executive Committee for reconsideration.

2. That I do consider Kettle River Concrete Inc. (“the Applicants”) to be persons entitled to notice under s. 33.1(2), and therefore direct staff to notify the Applicants of the reconsideration.

3. That staff arrange a meeting of the Executive Committee to consider the reconsideration at the first available meeting opportunity following the close of submissions.

PROVINCIAL AGRICULTURAL LAND COMMISSION



August 2, 2017

Frank Leonard, Chair
Provincial Agricultural Land Commission

Date

55909m1

Regional District of Kootenay Boundary

STAFF REPORT

Date:	January 25, 2018	**File #:**	BW-07907.320
To:	Chair Russell and Members of the Board		
From:	Ken Gobeil, Planner		
RE:	Application for Addition of Outdoor Patio to Liquor Licences#163497 and 163408 –Bull Wheel, Big White Ski Resort		

ISSUE INTRODUCTION

The Board made a resolution of non-support for the addition of a patio space to the liquor primary portion of the Bullwheel Gastro Family Pub on December 13, 2018. Due to the late change in the resolution, it was not in the format required by the Liquor Control and Licensing Branch (LCLB), therefore a new resolution is required. Additional information in support of this application has also been submitted by the Strata Council for the building.

BACKGROUND

The following resolution was made by the Board on December 13, 2017 based on concerns expressed after the staff report was prepared (see 2017-12-12 Email Comments):

> *"That the application to the Liquor Control Licensing Branch (LCLB) to amend Big White Ski Resort's (Bullwheel) Liquor Primary Liquor Licences 63497 & 163408 to permit the addition of the existing patio to a liquor primary are not be supported. Further that the LCLB be notified of the Board's decision as well as the Board's concerns and reasons for not supporting the application."*

After this resolution was made the Strata submitted a statement of support. However, it was received after the December Board meeting (see, 2018-01-10 Letter of Support).

RECOMMENDATION

The LCLB required format is presented in the recommendation below:

Be it resolved that:

1. **The Board recommends the primary liquor licence for the White Crystal Inn not be supported for the following reasons:**

Concerns have been expressed about the potential for noise and loss of enjoyment of those staying in the rooms above the patio and the proximity of the outdoor hot tub and the negative impacts it may have on individuals and families using that space.

2. The Board's comments on the prescribed considerations are as follows:

a. The potential for noise:

There is a potential for those staying in the bedrooms and condos above the patio and neighbours to be disturbed by noise.

b. The impact on the community:

It is anticipated that the proposal would negatively impact Big White. The Advisory Planning Commission for Big White noted no concerns regarding this application, however, members of the White Crystal Strata have expressed concerns with the application as submitted.

c. Is the amendment contrary to the primary purpose of the establishment:

The proposed business and structural alterations are in keeping with the primary purpose of the establishment. The business operates as an 'eating, drinking establishment' which is a permitted use in the 'Village Core 6' Zone.

3. The Board's comments on the views of the residents are as follows:

The applicant posted three 'notice of the proposal' signs. The signs were posted on November 22, 2017. One sign was posted at the back window of the establishment facing the gondola and conference room. Another was posted at the main entrance of the Bull Wheel, and the third at the community notice board in the Whitefoot Lodge, adjacent to the doctor's office. After the preparation of the staff report, comments were received by the Board expressing concern about the negative impact of the addition of the patio to the liquor licence:

(a) The patio is overlooked by roughly one-quarter of the 50 residential units in the building and the change of use could create a nuisance and loss of enjoyment for those residents.
(b) The patio area is adjacent to a common open hot tub area that must remain unlocked as a fire escape. By allowing alcohol consumption it could make the patio busier and affect the safety, enjoyment and privacy of this area by residents.
(c) The visibility of people using the hot tub and patrons of the Bull Wheel outside drinking was also a concern.
(d) The closing time of 1:00 am of an outdoor patio space could lead to loss of enjoyment of the residential units.

ATTACHMENTS

2018-01-10 Letter of Support
2017-12-12 Email comments

2018-01-10 Letter of Support

Associated Property Management (2001) Ltd.

#1-1441 St. Paul Street
Kelowna, B.C. V1Y 2E4
Bernard LaRose
Licensed Strata Manager
T: 250-869-8792
F: 250-712-2265
Bernard@associatedpm.ca

January 10, 2018
Mr. Ken Gobeil,
Planner
Regional District of Kootenay Boundary
843 Rossland Avenue
Trail, BC
V1R 4S8

VIA email: kgobeil@rdkb.com

Subject: Bullwheel Liquor License Amendment

I write to you at the direction of, and on behalf of Council for "The Owners, Strata Plan KAS1974" also known as White Crystal Inn, located at 5275 Big White Road, Big White.

Council met the evening of January 3, 2018 to discuss the license amendment request submitted by Paul Plocktis as agent to Big White Ski resort to RDKB.

The existing Liquor Secondary License for the patio has been in place for decades, and there have been no concerns arising from this on Inn's guests (noise or other effects on neighbours). Council is of the opinion a change to Liquor Primary will not negatively impact the Inn's guests.

Council supports Mr. Plocktis' application.

Yours truly

Bernard LaRose

2017-12-12 Email Comments

From:	Theresa Lenardon
To:	Ken Gobeil
Cc:	Donna Dean
Subject:	FW: Bull wheel liquor license amendment
Date:	December-13-17 12:16:06 PM
Attachments:	KAS1974 - Strata Plan with LCP Designation (Oct 2017).pdf IMGP6854.jpg DSCN1294.jpg 2017-11-15_Patio_APC.PDF image001.png
Importance:	High

HI Ken/Donna;

I have printed the email below to distribute to the Board this evening. Melissa is up at the Prestige meeting with Gabriel and setting up for this evening – and I am super busy right now as well as settin up for the BoD meeting later.

Please print 15 sets of each attachment and I will staple them to the email message (eg below) and then will distribute a complete package to all the Board members.

I will need the printouts by 3:00 pm this afternoon as I have to meet with the Chair and Mark shortly thereafter

Sincerely,

Theresa Lenardon | Manager of Corporate Administration | Corporate Officer
Regional District of Kootenay Boundary
Direct: 250.368.0225 | Cell: 250.231.4559 | Main: 250.368.9148 1-800-355-7352
www.rdkb.com

From: Ken Gobeil
Sent: December-13-17 8:51 AM
To: Vicki Gee <vgee@rdkb.com>
Cc: Donna Dean <ddean@rdkb.com>; Mark Andison <mandison@rdkb.com>; Theresa Lenardon <tlenardon@rdkb.com>
Subject: FW: Bull wheel liquor license amendment
Importance: High

Good Morning Vicki,

As part of the follow up from the Big White APC meeting meeting I contacted the Manager of the

2017-12-12 Email Comments

Strata for the Bull Wheel. I informed him of the changes to the liquor license and asked for his comments. We were able to speak yesterday afternoon and he also forwarded the APC package onto the Strata Council for comment.

A brief summary of the comments I received include:

- The Patio is overlooked by roughly a ¼ of the residential units in the building and the change of use could create a nuisance and loss of enjoyment for those residents.
- The patio area is adjacent to a common open hot tub area that must remain unlocked as a fire escape. By allowing alcohol consumption it could make the patio busier and affect the safety and enjoyment of this area by residents.
- The visibility of people using the hot tub and patrons of the Bull Wheel outside drinking was also a concern.
- It was also noted that the patio may be a common property and that the Bull Wheel does not have a right to use the patio at all.
    - This is up to the Strata to enforce.

I have included the comments and attachments from the email chain below for your reference. I spoke with Theresa yesterday afternoon and I understand that it is too late to include this in the Board meeting packages but maybe you could bring these points to the attention of the Board during the meeting when considering the referral?

I am available if you have any questions or would like to discuss this further.

Regards,

Ken Gobeil R.P.P., B.A
Planner
Regional District of Kootenay Boundary
843 Rossland Avenue|Trail, BC | V1R 4S8
Direct: 1.250.368.0228 | Main: 1.250.368.9148
Cell: 1.250.368.7657 | Toll Free: 1.800.355.7352
Email: kgobeil@rdkb.com

From: Bernard Larose [mailto:bernard.larose@associatedpm.ca]
Sent: December-13-17 6:20 AM
To: Kimberley Stevens <kstevens@rarebirds.ca>; Allen Jacobson <jvsvet_aj@shaw.ca>
Cc: Diane Duckett <diane.duckett@shaw.ca>; Ken Gobeil <kgobeil@rdkb.com>; Cal Anderson <cvecal@telus.net>; Graham Sullivan <gsullivan@bigwhite.com>; Helmit Holsten <h.holsten@hotmail.com>
Subject: RE: Bull wheel liquor license amendment

Kimberley et al,

The patio is located on common property, page 4 of the strata plan attached. Anything on the plan not shown as “S.L.” (strata lot), “LCP” (limited common property) or “C” (common property) is by

2017-12-12 Email Comments

definition in the Strata Property Act common property (*"that part of the land and buildings shown on a strata plan that is not part of a strata lot",*
http://www.bclaws.ca/Recon/document/ID/freeside/98043_01#section1)

The patio area, to my knowledge, ha snot been used in a decade or more as a drinking area, and perhaps not as an eating area. It's use now as a drinking area may well trigger the requirements of SPA section 71:

Change in use of common property

71 Subject to the regulations, the strata corporation must not make a significant change in the use or appearance of common property or land that is a common asset unless

(a) the change is approved by a resolution passed by a 3/4 vote at an annual or special general meeting, or
(b) there are reasonable grounds to believe that immediate change is necessary to ensure safety or prevent significant loss or damage.

Kimberley's point below raises interesting issues:

1. how it became that this common area has been perceived as forming part of the restaurant's space over the years; and
2. now faced with an application from the restaurant operator for what many would see as a significant change in the appearance or use of common property, must owners first give their support before the space can be used that way.

Bernard LaRose, P. Eng.
Associate Broker – Strata & Rental Property Management

Associated Property Management (2001) Ltd.
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1-877-612-0025 (toll free)
250-712-0025 (switchboard) Ext 329
250-712-2265 (fax)
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For faster responses on administrative questions, please email my assistant Caroline at apmstrata@associatedpm.ca (direct line 250-869-8797).

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From: Kimberley Stevens [mailto:kstevens@rarebirds.ca]
Sent: Tuesday, December 12, 2017 9:42 PM
To: Allen Jacobson <jvsvet_aj@shaw.ca>
Cc: Diane Duckett <diane.duckett@shaw.ca>; Bernard Larose <bernard.larose@associatedpm.ca>; Ken Gobeil <kgobeil@rdkb.com>; Cal Anderson <cvecal@telus.net>; Graham Sullivan <gsullivan@bigwhite.com>; Helmit Holsten <h.holsten@hotmail.com>
Subject: Re: Bull wheel liquor license amendment

Isn't the patio LCP? Wouldn't this require a vote by owners and not just council?

On Dec 12, 2017 6:57 PM, "Allen Jacobson" <jvsvet_aj@shaw.ca> wrote:

> Simple on this one.
>
> NO
>
> No procedure by the leasee has been followed. Just assumed would push through without consulting the building (council).
>
> I understand the competition across the “road” seems to have free control over what they can do with their “patio” area, which far exceeds an acceptable volume level through the day. But following a bad example isn’t the right play by us, the building owners.
>
> The comment previous about the Hottub attendees having to be exposed to a patio of drinker...not an option for most. The building already has enough problems with noise and “cheap” room rate renters that we don’t need to add this to the mix. It seems very apparent that the submission to the government agent doesn’t show the hot tub location on the plan.
>
> If a patio is needed, which I’m sure it is, put it in the front, directly across from the completion. Big White can deal with the limited space they’ve created with The Woods patio location.
>
> Not our problem, Big White’s problem.
>
> Allen
>
> Sent from my iPad
>
> > On Dec 12, 2017, at 6:11 PM, Diane Duckett <diane.duckett@shaw.ca> wrote:
> >
> > Thanks Bernard. Below are my comments:
> >
> > - Last year, I remember being in the hot tub while one dog was barking
> > incessantly on the patio and all the users in the hot tub were complaining

2017-12-12 Email Comments

> about it. If one dog can affect guests' quiet enjoyment of the common area
> / hot tub, I cannot imagine a patio full of people drinking.
>
> - The hot tub is also an area where we don't wear a lot, so being on public
> display doesn't really appeal. Hanging out on the patio drinking is
> different, in my opinion, to having people enjoy a family meal there.
>
> - On my recent stay at the Inn, in room 105, I was disturbed throughout the
> night and early morning by the loud young men and their foul mouths who were
> staying in 106 (Saturday night, Dec 2). I would hate to think that the
> Bullwheel could start to attract behaviour like that (no evidence to suggest
> that was the case, but it's a concern).
>
> - I went to the Bullwheel on Saturday night myself. There was loud music
> and it was extremely busy. I could not hear anything in my room from the
> bar, so that was not an issue. Good for John for making it so popular.
>
> - Apart from the hot tub area being affected, I do believe that people
> drinking on the patio would impact the quiet enjoyment and privacy of the
> building's residents, especially those units closer to the area.
>
> - In my opinion, 1 am is a time when noise and booze should be indoors, so
> close to where people are sleeping (or trying to) or enjoying a peaceful
> stay in their rooms and earlier in the evening guests are still entitled to
> enjoy their stay, sleep, get their children to sleep, watch TV and so on,
> without disturbance.
>
> Thank you.
>
> Diane
>
>
>
>
>
>
>
> From: Bernard Larose [mailto:bernard.larose@associatedpm.ca]
> Sent: Tuesday, December 12, 2017 5:44 PM
> To: Ken Gobeil
> Cc: Allen Jacobson; Cal Anderson; Diane Duckett; Graham Sullivan; Helmit
> Holsten; Kimberley Stevens
> Subject: RE: Bull wheel liquor license amendment
>
>

2017-12-12 Email Comments

> >
> Ken,
> >
> >
> >
> As discussed, I was not aware of the applications to change the operating
> hours and patio areas to primary liquor licence.
> >
> >
> >
> As I was not aware, neither was council for "The Owners, Strata Plan
> KAS1974: (aka White Crystal Inn) were aware of the change.
> >
> >
> >
> I will leave it to council to comment on the hours of operations.
> >
> >
> >
> My concern with respect to the patio is that it is overlooked by
> approximately ¼ of the 50 residential units, and adjacent to an open air hot
> tub area. I am concerned with noise and other activities disturbing the
> occupants of rooms above the patio, the quiet enjoyment of the hot tub by
> the Inn's guests, and safety of Bullwheel patrons consuming alcohol near the
> hot tub.
> >
> >
> >
> As the application may not have properly identified the concerns above,
> please find attached:
> >
> * Picture IMGP6854, a picture take in July 2010, showing the hot tub
> area, separated by an approximate 3-4 ft. fence from the patio area (red
> planks). The gate cannot be locked as the area is designated a fire
> evacuation route by Big White Fire Department.
> * Picture DCN1294 a picture taken in June 2016, offering a reverse
> angle view (the deck railings were repaired, and the patio planks are now
> painted a tan colour. In that picture one can see a number of large windows
> on the floors above the patio. Each large rectangular window corresponds to
> a separate unit in the Inn. The arched windows at patio level are either
> windows from the restaurant, or windows from a hallway providing access to
> the hot tub and back side of the restaurant kitchen and dining room.
> >
> >
> >

2017-12-12 Email Comments

>
>
> As I mentioned in our phone conversation, these are personal comments and do
> not reflect council's position on the application, as until now, council was
> not aware of the application.
>
>
>
> I've copied council members so that they may form their own thoughts and
> opinions on this, and respond with any additional comments.
>
>
>
> CC: Council for KAS1974
>
>
>
> Bernard LaRose, P. Eng.
>
> Associate Broker - Strata & Rental Property Management
>
>
>
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>
> For faster responses on administrative questions, please email my assistant
> Caroline at <mailto:apmstrata@associatedpm.ca> apmstrata@associatedpm.ca
> (direct line 250-869-8797).
>

2017-12-12 Email Comments

>
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> www.associatedpm.ca/disclosure.php.
>
>
>
> From: Ken Gobeil [mailto:kgobeil@rdkb.com]
> Sent: Tuesday, December 12, 2017 4:18 PM
> To: Bernard Larose <bernard.larose@associatedpm.ca>
> Subject: Bull wheel liquor license amendment
>
>
>
> Hi Bernard,
>
>
>
> As per our conversation attached is an Advisory Planning Commission (APC)
> report regarding the liquor license application by the Bull Wheel. If you
> don't mind could you please let me know any concerns that you may foresee
> regarding noise or effects on neighbours.
>
>
>
> Thanks for your help.
>
>
> Regards,
>
>
>
> Ken Gobeil R.P.P., B.A

2017-12-12 Email Comments

> >
> > Planner
> >
> > Regional District of Kootenay Boundary
> >
> > 843 Rossland Avenue|Trail, BC | V1R 4S8
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> > <http://www.avg.com/email-signature?utm_medium=email&utm_source=link&utm_cam
> > paign=sig-email&utm_content=emailclient> Image removed by sender.
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> > Virus-free.
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> > paign=sig-email&utm_content=emailclient> www.avg.com
> >
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Figure 1: IMGP685.jpg



Figure 2: DSCN1294.jpg

Regional District of Kootenay Boundary

STAFF REPORT

Date: 21 Jan 2018

File ADMN 0555 03 AKBLG Conventions/Sponsorship

To: **Chair Russell and Members of the RDKB Board of Directors**

From: Theresa Lenardon, Manager of Corporate Administration/Corporate Officer

Re: AKBLG Convention Sponsorship

Issue Introduction

A staff report from Theresa Lenardon, Manager of Corporate Administration/Corporate Officer regarding sponsorship for the 2018 Association of Kootenay and Boundary Local Governments (AKBLG) Convention and AGM hosted by the City of Fernie.

History/Background Factors

The City of Fernie is hosting the 2018 AKBLG Convention and AGM April 18-20 and is requesting sponsorship funding from the RDKB. The attached information provides the amounts of the sponsorship levels being requested.

In the past, the RDKB has provided sponsorship funding in the amount of $2,000 to a host community that is not a member municipality or an Electoral Area within the RDKB's jurisdiction. The RDKB provides a larger sum of sponsorship when the AKBLG is being hosted by a RDKB member municipality or Electoral Area.

Given Fernie is not a RDKB member municipality and based on past practice, the RDKB would consider providing Silver Level Sponsorship in the amount of $2,000.

Implications

- Financial support for this purpose is included in the 2018 Financial Plan and is allocated in the General Administration (001) Budget.
- Sponsoring the event supports the efforts of the City of Fernie and provides good public relations for the RDKB.

Advancement of Strategic Planning Goals

Sponsorship funding for the 2018 AKBLG Convention in Fernie meets Strategic Planning Goal:

- *Improve and Enhance Communication:* We will continue to focus on partnerships that advance the interests of the Region.

Background Information Provided

1. Joint Letter from City of Fernie Mayor, Mary Giuliano and AKBLG President, Rob Gay
2. List of Sponsorship Opportunities

Alternatives

1. Receipt only - no action required
2. Approve Silver Level Sponsorship in the amount of $2,000

Recommendation(s)

That the Regional District of Kootenay Boundary Board of Directors approves the allocation of $2,000 (Silver Level Sponsorship) in the 2018 General Administration (001) Budget/Financial Plan as a contribution towards the 2018 Association of Kootenay and Boundary Local Governments Convention and AGM, April 18-20, 2018 hosted by Fernie, B.C. **FURTHER** that the City of Fernie and the AKBLG be advised accordingly.

FERNIE, BC AKBLG CONVENTION & AGM April 2018

April 18 – 20, 2018, Fernie, BC

SPONSORSHIP FORM

❑ Yes! Our organization is pleased to be a sponsor of the 2018 AKBLG Convention.

❑ Thank you for your invitation but we are unable to be a sponsor this year.

ORGANIZATION INFORMATION

Organization Name						
Sponsorship Level	❑	Diamond	$8,000+	❑	Silver	$2,000+
	❑	Platinum	$6,000+	❑	Bronze	$1,000+
	❑	Gold	$4,000+			
Key Contact Name						
Contact email						
Contact phone						
Mailing Address						
Logo Recognition	**Send us your logo to ensure you receive maximum recognition**! ❑ High quality vector (.eps or .svg or .png) logo has been emailed to jay@3birds.ca					

PAYMENT

Sponsorship Amount	
Trade Show Booth (Silver, Bronze add $500 if you'd like a booth)	
5% GST payable on $500 Trade Show Booth amount only	
Total Due	**$**

Make cheques payable to The City of Fernie.

❑ Payment is enclosed. ❑ Payment to follow. ❑ Please invoice us.

Return form to mszral@telus.net or sjgzral@gmail.com or fax 250 423.3034 or
City of Fernie, PO Box 190, Fernie, BC, V0B 1M0.

More Info? TRADE SHOW: Contact Sheryl Zral, Convention Coordinator at sjgzral@gmail.com / 250 423.1997
SPONSORSHIP: Carolyn Maher, AKBLG Executive Director ed@akblg.ca / 250 688.0650

DETAILED INFORMATION ON SPONSORSHIP PACKAGES

DIAMOND LEVEL SPONSORSHIP	$8,000 +
✓ Complimentary Sponsor Delegate registration for 4 delegates. Includes all meals, opening reception, banquet, plenary presentations and workshop sessions.	
✓ Complimentary 10' X 10' trade show space in a premium location. ✓ Exhibitors bring their own table coverings, table skirts, lighting and electrical cords. ✓ Wall outlets along the sides of the building are 15amp with limited 20amp available.	
✓ Official sponsor of two Diamond Level events or specific presentations as negotiated with the Convention team. Sponsor will receive verbal and/or banner recognition. Sponsor to supply banner.	
✓ Speaking opportunity at your sponsored event (3-5 minutes) upon negotiation with the Convention team.	
✓ Opportunity to place promotional items at the Convention registration desk.	
✓ Opportunity to provide promotional items in the delegate welcome package if promotional item is received by March 29th.	
✓ Opportunity to provide branded or other items as prizes for special events.	
✓ Logo recognition as a Diamond Sponsor on the Convention webpage and program if logo is received before March 2nd.	
✓ Logo recognition on sponsor slide show if logo is received before March 2nd.	

PLATINUM LEVEL SPONSORSHIP	$6,000 +
✓ Complimentary Sponsor Delegate registration for 3 delegates. Includes all meals, opening reception, Convention banquet, plenary presentations and workshop sessions.	
✓ Complimentary 10' X 10' trade show space in a premium location. ✓ Exhibitors bring their own table coverings, table skirts, lighting and electrical cords. ✓ Wall outlets along the sides of the building are 15amp with limited 20amp available, long electrical cords required.	
✓ Official sponsor of one Platinum Level event or specific presentation as negotiated with the Convention team. Sponsor will receive verbal and/or banner recognition. Sponsor to supply banner.	
✓ Speaking opportunity at your sponsored event (3-5 minutes) upon negotiation with the Convention team.	
✓ Opportunity to place print or promotional items at the Convention registration desk.	
✓ Opportunity to provide promotional items in the delegate welcome package if promotional item is received by March 29th.	
✓ Opportunity to provide branded or other items as prizes for special events.	

✓ Logo recognition as a Platinum Sponsor on the Convention webpage and program if logo is received before March 2nd.
✓ Logo recognition on sponsor slide show if logo is received before March 2nd.

GOLD LEVEL SPONSORSHIP	**$4,000 +**
✓ Complimentary Sponsor Delegate registration for 2 delegates. Includes all meals, opening reception, Convention banquet, plenary presentations and workshop sessions.	
✓ Complimentary 10' X 10' trade show space in a central location. ✓ Exhibitors bring their own table coverings, table skirts, lighting and electrical cords. ✓ Wall outlets along the sides of the building are 15amp with limited 20amp available, long electrical cords required.	
✓ Official sponsor of one Gold Level event or specific presentation as negotiated with the Convention team. Sponsor will receive verbal and/or banner recognition. Sponsor to supply banner.	
✓ Speaking opportunity at your sponsored event (2-3 minutes) upon negotiation with the Convention team.	
✓ Opportunity to place one print or promotional item at the Convention registration desk.	
✓ Opportunity to provide branded or other items as prizes for special events.	
✓ Logo recognition as a Gold Sponsor on the Convention webpage and program if logo is received before March 2nd.	
✓ Logo recognition on sponsor slide show if logo is received before March 2nd.	

SILVER LEVEL SPONSORSHIP	**$2,000 +**
✓ Complimentary full Sponsor Delegate registration for 1 delegate. Includes all meals, opening reception, Convention banquet, plenary presentations and workshop sessions.	
✓ Opportunity to purchase a trade show space for an additional price of $500 plus gst. Must be purchased before Feb 9th to guarantee a booth. Size and location varies due to limited space. ✓ Exhibitors bring their own table coverings, table skirts, lighting and electrical cords. ✓ Wall outlets along the sides of the building are 15amp with limited 20amp available, long electrical cords required.	
✓ Official sponsor of one Silver Level event or service as negotiated with the Convention team. Sponsor will receive verbal and/or banner recognition. Sponsor to supply banner.	
✓ Opportunity to place one print or promotional item at the Convention registration desk.	
✓ Opportunity to provide branded or other items as prizes for special events.	
✓ Logo recognition as a Silver Sponsor on the Convention webpage and program if logo is received before March 2nd.	
✓ Logo recognition on sponsor slide show if logo is received before March 2nd.	

BRONZE LEVEL SPONSORSHIP	$1,000 +
✓ Complimentary partial Sponsor Delegate registration for 1 delegate. Includes breakfasts & lunches, plenary presentations. Does not include Banquet or Welcome Reception. Tickets may be available for purchase during Convention based on availability.	
✓ Opportunity to purchase a trade show space for an additional price of $500 plus gst. Must be purchased before Feb 9th to guarantee a booth. Size and location varies, due to limited space. ✓ Exhibitors bring their own table coverings, table skirts, lighting and electrical cords. ✓ Wall outlets along the sides of the building are 15amp with limited 20amp available, long electrical cord required.	
✓ Opportunity to provide branded or other items as prizes for special events.	
✓ Logo recognition as Bronze Sponsor on the Convention webpage and program if logo is received before March 2nd.	
✓ Logo recognition on sponsor slide show if logo is received before March 2nd.	

January 2018

Theresa Lenardon
Regional District of Kootenay Boundary
Email: tlenardon@rdkb.com

Dear Theresa,

The Association of Kootenay and Boundary Local Governments (AKBLG) 2018 Convention and AGM is being hosted by the City of Fernie from April 18-20, 2018. As a committed sponsor of the annual AKBLG Convention and AGM, the 2018 Convention Committee would like to give you an opportunity to join us again as a sponsor of this year's Convention.

The AKBLG is the local government association that represents the municipalities and electoral areas of the south-eastern portion of the province of British Columbia. The area includes the Regional Districts of Kootenay Boundary (RDKB), Central Kootenay (RDCK), East Kootenay (RDEK) as well as the Town of Golden and the Village of Valemount. Approximately 150 elected officials and senior staff from this geographic area will be in attendance, giving you networking opportunities with decision makers from local governments.

We continue to offer five levels of Convention sponsorships:

Sponsorship Benefits	Diamond $8000+	Platinum $6000+	Gold $4000+	Silver $2000+	Bronze $1000+	Trade Show Only $500
Complimentary delegate registration (includes meals, Banquet & Opening Reception)	Yes 4 delegates	Yes 3 delegates	Yes 2 delegates	Yes 1 delegate	partial 1 delegate	N/A
Trade show booth included in package	Yes Premium location 10X10	Yes Premium location 10x10	Yes Central location 10X10	additional purchase ($500) size varies	additional purchase ($500) size varies	Trade Show booth only. Available after Feb 26, 2018
Sponsorship of a specific Convention event (as negotiated)	Yes 2 Diamond opportunities	Yes 1 Platinum opportunity	Yes 1 Gold opportunity	Yes 1 Silver opportunity	N/A	N/A
Speaking opportunity at sponsored event (as negotiated)	Yes 3-5 Minute	Yes 3-5 Minute	Yes 2-3 Minute	N/A	N/A	N/A

Opportunity to place print or promotional item(s) at registration desk	Yes (plural)	Yes (plural)	Yes (single)	Yes (single)	N/A	N/A
Opportunity to supply branded promotional item(s) for delegate bags	Yes (plural)	Yes (plural)	N/A	N/A	N/A	N/A
Opportunity to supply branded or other items as prizes for special events	Yes	Yes	Yes	Yes	Yes	N/A
Logo recognition on sponsor page of website & program	Yes	Yes	Yes	Yes	Yes	N/A
Logo recognition on sponsor slide show at Convention Venue	Yes	Yes	Yes	Yes	Yes	N/A

Sponsorship at the Diamond, Platinum, Gold and Silver levels will continue to include meals and social events, giving you maximum networking time with Convention delegates. Bronze level sponsors will receive a partial meal package for one delegate that includes breakfasts and lunches only. Sponsorships do not include accommodation. For assistance in choosing and booking your Convention accommodation, go to the City of Fernie's website www.fernie.ca or AKBLG website www.akblg.ca

Attached is our detailed 2018 sponsorship package and sponsorship reply form. Please return the enclosed Sponsorship Form at your earliest convenience. To maximize your sponsorship benefits we encourage you to confirm your sponsorship as soon as you can and by the deadline of Friday, February 9th, 2018.

Please contact Convention Coordinator Sheryl Zral if you would like to discuss your 2018 AKBLG Convention Trade Show Booth particulars. AKBLG Executive Director Carolyn Maher would be pleased to discuss your sponsorship with you. Contact info for both is on the Sponsorship Form. Online Convention Sponsor registration will be available in February at www.akblg.ca

We look forward to the privilege of working with you to host the 2018 AKLBG Convention and AGM.

Sincerely,

Rob C. Gay, President
Association of Kootenay & Boundary Local Governments

Mary Giuliano, Mayor
City of Fernie

West Boundary Recreation

Grant Application

The purpose of this grant is to facilitate and foster recreation programs, with a focus on physical activity, for the residents of the West Boundary.

Applicant/Requesting Group	Kettle Valley Racing Association
Mailing Address:	PO Box 143 Midway, BC V0H 1M0
Phone: (250)449-1700 / Email:	darrinmetcalf@gmail.com
Contact Person (Representative)	Darrin Metcalf
Amount of grant request?	$500.00
What is the purpose of the grant?	To help cover the costs involved in hosting our event. This event is a fundraiser for our assoc., without donations the costs involved in hosting this event are quite substantial. This is our 9th annual race.

Who will the grant benefit?	the Kettle Valley Racing Association + those involved in motorsports in the boundary
What are the other funding sources for this program/event?	Donations from local sponsors (businesses + personal) Entry fees
Are the participants being charged to participate?	√ Yes ____ No If yes, how much? $25
Estimated # of benefiting participants?	25-35 racers 130+ spectators
Where will the program/event be held?	Midway, BC Airport
When will the program/event be held?	January 27, 2018
Signature of Authorized Representative	Date Jan 3/18

Completed forms should be sent to: Regional District of Kootenay Boundary
202-842 Rossland Avenue
Trail, BC V1R 4S8
Email: westboundaryrec@rdkb.com

Office Use Only	
Date Received	
Date Presented to the Boundary Community Development Committee	
Approved	Denied
Amount approved	

Regional District of Kootenay Boundary

Federal/Provincial Gas Tax Funding Application

Application Date: January 3, 2018

Project Title: Development of the Kettle River Watershed Regional Drought Response Plan and Drought Management Team

Applicant Contact Information:

Name of Organization	RDKB		
Address	843 Rossland Avenue, Trail, BC V1R 4S8		
Phone No.	250-368-0237	Fax No.	
Email Address	ddean@rdkb.com		

Director(s) in Support Of Project: Roly Russell, Vicki Gee, Grace McGregor, Marguerite Rotvold, Ed Smith, Frank Konra

Area: C,D,E

Amount Required: $39,710

Do not include GST if you have a GST account with CRA

Land Ownership – Please check one of the following:

☐ The applicant is the owner of the property
☐ The property is Crown Land. Tenure/license number

Do you have the land owner's written approval to complete the works on the land(s)?

☐ Yes (include copies of permits)
☐ No

Ownership and Legal Description details are required for all parcels of land on which the proposed works will occur.

Registered Owners of Land	Legal Description of land(s)

202-843 Rossland Ave Trail, British Columbia Canada V1R 4S8
Toll-free: 1 800 355 7352 · tel: 250 368-9148 · fax: 250 368-3990
Email: admin@rdkb.com · web: rdkb.com

Application Contents – must include all of the following:

1. Description of the project including management framework
2. Project Budget including project costs (E.g. employee, equipment, etc.)
3. Outline of project accountability including Final Report and financial statements

1. Eligible Project Description including timeline:

Project Description:

The Kettle River is located in the Boundary Area of the Regional District of the Kootenay Boundary. The river supports a wide variety of ecosystems and species including species at risk (e.g. Lewis' Woodpeckers). The local communities are dependent on the Kettle River Watershed for drinking water, recreation, agriculture, industry, and tourism. The Kettle River Watershed Management Plan was developed by the Regional District of the Kootenay Boundary (RDKB) and first published in November 2014. Numerous stakeholders and all levels of governments were involved in the plan development and the plan has been vetted by the local governments.

Under the plan implementation, a Water Suppliers Working Group was developed that consists of independent water suppliers (e.g. Irrigation Districts), municipalities, and the Regional District. The Working Group identified the development of a Drought Management/Response Plan as a main priority. The development of a Regional Drought Management Team and Response Plan will meet the needs of stakeholders (RDKB, municipal and provincial governments, independent water suppliers, local businesses, industries, environmental societies and the general public) to plan and manage drought in a responsible manner. This work will also help fulfill the implementation of actions in the Kettle River Watershed Management Plan related to drought management.

The intent of this work (development of a Regional Drought Management Team and Regional Drought Response Plan for the Kettle River Watershed) is to:

• review the existing water use in the Kettle River Watershed;
• provide details on the impact of drought on the region;
• develop a team of individuals that will be responsible to respond to drought; and
• seek agreement among local water suppliers (e.g. municipalities, waterworks, improvement districts) on the drought stages and agreed to actions that will reduce water consumption during a drought.

Public outreach will also be a major part of the work to ensure that the public has a general understanding of water issues in the Boundary area and support the drought management work being undertaken.

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1.1 Project Impact:

There will be a number of wide ranging impacts of the project including but not limited to the following:

• The project will allow for independent water suppliers to work with municipal and regional water suppliers to ensure that drought is managed responsibly in the Boundary in accordance with recommendations/guidelines from the Province of BC.

• During periods of scarcity the Regional Drought Management Plan would clearly articulate the regional drought thresholds and the agreed to response plan, thereby allowing the infrastructure and limited natural resources to be used in the most efficient manner possible.

•The environment will be protected if future droughts are managed responsibly by ensuring that water flow in the Kettle River and tributaries is maximized. This will increase the availability of water and protect the animal and plant species (some endangered) that rely on these water sources.

• The conservation of water through the drought management response plan will protect water quantity in the Kettle River Watershed which will in turn protect water quality. Good water quality is essential to public health and safety for drinking water and for recreational activities (e.g. swimming).

• The public and local businesses will benefit greatly if future droughts are managed responsibly. The resiliency of drinking water and recreation (e.g. swimming, boating, fishing, floating) will be increased for residents along with water supply for local businesses and industry who rely on the water. This will create improved community sustainability not only during drought years but in all years. Developing a Drought Management Team and associated Drought Management Plan is vital to effectively manage our most important resource, water.

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1.2 Project Outcomes:

The deliverables include the following:

1. Water Supplier Working Group Meetings - Meeting agendas and minutes
2. Interviews with individual water suppliers - Details included in an appendix within Drought Response Plan
3. Develop Drought Stages - Memo for presentation to Water Suppliers for discussion
4. Draft Regional Drought Response Plan (will include agreed to drought stages) - for review
5. Final Regional Drought Response Plan
6. Development of three or four standardized bulletins for distribution during droughts
7. Strategic meetings throughout development of the plan - Meeting agendas and minutes
8. Draft Education Strategy - For review
9. Final Education Strategy
10. Capacity Building events - Schedule will be developed and a final report indicating events attended (booth will be set up at events) and an estimation of number of people reached
11. Capacity building via public outreach - newspaper articles, radio ads, and social media updates

Invoicing will take place monthly and will detail project items in progress and/or completed.

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1.3 Project Team and Qualifications:

Since staff resources are not available to carry out the project, the intent is to hire consultants to do the work. Jessica Mace and Nicole McCallum of CommonsPlace Consulting Ltd. have been identified to do the work. Both have been involved in the contract to implement the Kettle River Watershed Management Plan, which ended December 31, 2017. Jessica Mace has a Masters of Environmental Sciences and a breadth of experience in managing environmental projects (over the past 14 years). In the Canadian arctic, she managed field teams and coordinated work with large construction companies, other consultants and government representatives. In Yellowknife, Northwest Territories she managed environmental assessment and remediation projects for the Federal Government. Through Project Management, she has gained invaluable management skills. She has also worked with many different stakeholders including local, provincial, and First Nations governments, environmental groups, and the general public.

Nicole McCallum completed a Bachelor of Environmental Sciences in the Natural Resource Management honours program at University of Guelph. She has since contributed to watershed governance policy development, cost benefit analysis research and landowner stewardship compliance. Nicole's interpersonal communication skills in multi-disciplinary collaboration will ensure efficient and high quality project delivery.

2. Project Budget:

Eligible costs for this project are outlined below. These include all direct costs that are reasonably incurred and paid by the Recipient under the contract for goods and services necessary for the implementation of the Eligible Project. **Schedule B** outlines Eligible Costs for Eligible Recipients (see attached). **Attach supporting quotes and estimates.**

Items	Details	Cost ($)
Drought Response Plan and Drought Team Development	The plan will include standardized sections as per the provincial guidelines.	$27,635
Drought Management Outreach	Outreach will be guided by an Education Strategy that will be developed and approved by the Kettle River Watershed Authority.	$18,675
Disbursements	Meeting costs, mileage, meals	$7,200
Contingency	Additional required project work	$5,800
	Total	$59,310

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Additional Budget Information

Specific details related to the budget are included in the attached budget spreadsheet and supporting memo (dated January 10, 2018). Additional information related to the work to be completed is attached in the memo (dated November 15, 2017). All documents were approved by the Kettle River Watershed Authority Steering Committee (made up of boundary elected officials).
Total Project Cost is budgeted for $59,310. Water Suppliers have committed $3800, the Infrastructure Planning Grant have committed $8300, and the Greenwood Community Forest has committed $7500.
The remaining amount ($39,710) is being requested from Gas Tax funds split between the three directors in the Boundary area.

3. Accountability Framework:

The Eligible Recipient will ensure the following:

- Net incremental capital spending is on infrastructure or capacity building
- Funding is used for Eligible Projects and Eligible Costs
- Project is implemented in diligent and timely manner
- Provide access to all records
- Comply with legislated environmental assessment requirements and implement environmental impact mitigation measures
- **Provision of a Final Report including copies of all invoices**

Schedule of Payments

The RDKB shall pay the Proponent in accordance with the following schedule of payments:

(a) 75% upon signing of the Contract Agreement;

(b) 25% upon receipt of progress report indicating 75% completion of the Project and a statement of income and expenses for the Project to that point.

By signing below, the recipient agrees to prepare and submit a summary final report outlining project outcomes that were achieved and information on the degree to which the project has contributed to the objectives of cleaner air, cleaner water or reduced greenhouse gas emissions. This must also include financial information such as revenue and expenses.
In addition, an annual report (for 5 years) is to be submitted to the RDKB prior to October 31st of each year detailing the impact of the project on economic growth, a clean environment, and/or strong cities and communities.

Signature	Name	Date
Donna Dean	Donna Dean	January 22, 2018

SCHEDULE B- Eligible Costs for Eligible Recipients

1. Eligible Costs for Eligible Recipients

1.1 Project Costs

Eligible Costs, as specified in this Agreement, will be all direct costs that are in the Parties' opinion properly and reasonably incurred, and paid by an Eligible Recipient under a contract for goods and services necessary for the implementation of an Eligible Project. Eligible Costs may include only the following:

a) the capital costs of acquiring, constructing or renovating a tangible capital asset and any debt financing charges related thereto;
b) the fees paid to professionals, technical personnel, consultants and contractors specifically engaged to undertake the surveying, design, engineering, manufacturing or construction of a project infrastructure asset, and related facilities and structures;
c) for capacity building category only, the expenditures related to strengthening the ability of Local Governments to improve local and regional planning including capital investment plans, integrated community sustainability plans, life-cycle cost assessments, and Asset Management Plans. The expenditures could include developing and implementing:
   i. studies, strategies, or systems related to asset management, which may include software acquisition and implementation;
   ii. training directly related to asset management planning; and,
   iii. long-term infrastructure plans.

1.1.1 Employee and Equipment Costs

Employee or equipment may be included under the following conditions:

a) the Ultimate Recipient is able to demonstrate that it is not economically feasible to tender a contract;
b) the employee or equipment is engaged directly in respect of the work that would have been the subject of the contract; and
c) the arrangement is approved in advance and in writing by UBCM.

2. Ineligible Costs for Eligible Recipients

Costs related to the following items are ineligible costs:

a) Eligible Project costs incurred before April 1, 2005;
b) services or works that, in the opinion of the RDKB, are normally provided by the Eligible Recipient or a related party;
c) salaries and other employment benefits of any employees of the Eligible Recipient, except as indicated in Section 1.1
d) an Eligible Recipient's overhead costs, its direct or indirect operating or administrative costs, and more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its applicant's staff

e) costs of feasibility and planning studies for individual Eligible Projects;
f) taxes for which the recipient is eligible for a tax rebate and all other costs eligible for rebates;
g) costs of land or any interest therein, and related costs;
h) cost of leasing of equipment by the recipient, except as indicated in section 1.1 above;
i) routine repair and maintenance costs;
j) legal fees;
k) audit and evaluation costs.

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Table 1: Work Plan and Budget for Drought Management Plan 2018
Submitted By: CommonsPlace Consuting Ltd.

Task	Deliverable	Components	Date	Total	Notes
Drought Management Plan and Drought Response Team Development					
Initial meeting with Water Suppliers	Meeting Agenda, Initial Outline of DMP, and Minutes	Outline Drought Response Plan work	Nov. 2017	$ 1,000	
Interview and tour the local water suppliers infrastructure and meet with respective boards	Completed interview sheets and appendices for each water supplier	Develop questions related to water supply infrastructure, water source, number of users, and volume of water used annually; meet with water suppliers to fill out questionnaires and boards (if required)	Nov. 2017 - July 2018	$ 4,970	
Develop Regional and Local Drought Management Teams	Commitment from local and provincial reps. for Regional and local Drought Management Teams	Two meetings with local water suppliers and provincial representatives to develop Regional and Local Drought Management Teams and determine roles and responsibilities for team members and any training required.	Feb. to June. 2018	$ 1,785	
Develop (or use existing) drought stages, indicators and responses	Memo with a table that includes all information.	Meet with local water suppliers and provincial representatives to develop (or agree to existing) drought stages, develop local indicators and determine local responses.	Feb to June 2018	$ 2,625	
Develop Draft Regional Drought Response Plan	The Kettle River Watershed Regional Drought Response Draft Plan	Components of plan are listed above under Section 3.7. A draft plan will be reviewed by the RDKB Manager of Planning and Development. Second draft will be sent to Kettle River Watershed Authority members for review.	April - May 2018	$ 6,375	
Review of Drought Management Plan	Review Comments, Agenda (including meeting material), and Meeting Minutes	Meeting with Kettle River Watershed Authority and Steering Committee for feedback on Drought Response Plan and Water Supplier Comments	May - July 2018	$ 3,100	
Finalize Drought Management Plan	Finalized Plan	Final plan will included comments from Kettle River Watershed Authority Board.	Jul-18	$ 2,350	

Task	Deliverable	Components	Date	Total	Notes
Development of draft bulletins for distribution during droughts	4 Bulletins for distribution for drought levels	Bulletins will include information on what to do during each stage and will be used for press releases.	Jun-18	$ 605	
Strategic Meetings throughout project	Meeting agendas and minutes	Meetings will Include details around strategic planning to ensure effective development and implementation of project. Meetings will be held internally and externally with provincial representatives, First Nations, and other organizations that have implemented Drought Management strategies (e.g. OBWB)	Jan. - Nov. 2018	$ 4,825	
Sub Total		**Drought Management Plan and Drought Team Development**		**$ 27,635**	
Drought Management Capacity Building					
Capacity Building Strategy for Drought Management	Education Strategy Document	An educational strategy will be developed to promote the local Drought Management Plan and the impacts it will have on the public. Time includes running a KRWA and Steering Committee meetings for discussion and review and incorporating comments into the plan.	Jan - Feb 2018	$ 2,650	
Capacity Building via Public Events	Attending a minimum of six events. Public outreach report including number of people reached; Comments from the public documented within the DMR.	Grand Forks BC – Canada Day Christina Lake BC – Homecoming Rock Creek BC - Fall Fair Public Consultation events in Grand Forks and Rock Creek General Public Meeting to promote new local Drought Stages and local response	April – Sept, 2018	$ 6,325	
Capacity building around Drought Management via Newspaper, radio, and Social Media updates	Newspaper articles, Facebook page and website updates	Updates will include drought management plan progress and eventually public recommendations	Jan. - Dec. 2018	$ 3,100	

Task	Deliverable	Components	Date	Total	Notes
Capacity building via educational activities	Public outreach events. Complete a report with number of people and students reached	TBD during Education Strategy review. Possibilities include: Workshops that focus on drought management and what the public can do (e.g. rain barrel workshop) Partnering with teachers to work with students.	Sept – Dec. 2018	$ 6,600	
Sub Total		Capacity Building Work		**$ 18,675**	
Sub-Total		**Drought Management Plan and Capacity Building Work**		**$ 46,310**	
Additional Disbursements Associated with Meetings and Outreach Events					
Travel and Meals Meetings		600km *.5/km =$300 + lunch $25*6 = $150		$ 450	
Travel and Meals Outreach Events		1500km *.5/km = $750 + meals $500		$ 1,250	
Meetings		Costs associated with room rental and/or food for meetings		$ 4,000	Meetings include - 2 KRWA meetings, 2 Steering Committee meetings, and 4 water supplier meetings
Materials		Costs associated with materials required for meetings and for outreach events.		$ 1,500	
Sub Total		Costs for Meetings and Outreach Events		**$ 7,200**	
Total				**$ 53,510**	
Contingency					
Contingency		Approximate 10% contingency added to project to cover any unforeseen costs.		**$ 5,800**	
Project Total				**$ 59,310**	

Amounts Received	Water Suppliers			$ 3,800	Midway, Big White, Baldy, Sion - $500 each GFID - $200 Greenwood - $100 Grand Forks - $1500

Task	Deliverable	Components	Date	Total	Notes
	Infrastructure Planning Grant			$ 8,300	Changed from expected $10,000
	Greenwood/ Midway Community Forest			$ 7,500	NEW money for the project
Total Received				**$ 19,600**	**Original Amounts reported as received was $13,300**
Outstanding Amount				**$ 39,710**	Gas tax request is the same but now a $5800 contingency is in place.
Gas Tax request from each of the three directors				**$ 13,237**	

Regional District of Kootenay Boundary

The Kettle River Starts Here

Kettle River Watershed Management Plan Steering Committee

Prepared as a follow up to Nov. 15, Steering Committee Meeting

Date: January 10, 2018

Drought Management Plan Development and Drought Management Plan Capacity Building

Prepared for: Chair McGregor and members of the Kettle River Watershed Management Plan Steering Committee

Prepared by: Jessica Mace, Coordinator, Kettle River Watershed Authority

The work breakdown structure and budget for the Drought Management Plan and Capacity building work for 2018 were presented at the Nov. 15 Steering Committee meeting. The proposal was accepted at that meeting.

Since that meeting, $7500 has been committed to the project by the Greenwood/Midway Community Forest. Also, a lower amount was committed by the province than previously reported ($10,000 vs. $8300). It has also been suggested that a contingency of $5800 be added to the budget. The contingency could cover, if necessary, additional costs incurred, such as meeting with the board of directors for the water districts (time was budgeted to meet with the technical person but not the boards) and setting up a booth at additional events. Please see Table 1 for the updated budget for consideration.

Please send an e-mail indicating your vote in support or not in support.

Thank you,
Jessica

Regional District of Kootenay Boundary

The Kettle River Starts Here

1. Budget Summary

Item	Budget Nov. 11, 2017	NEW Budget Jan. 10, 2018
Project Budget		
Drought Management Plan Development	$27,635	$27,635
Drought Management Plan Capacity Building Work	$18,675	$18,675
Additional Disbursements Associated with Meetings and travel	$7,200	$7,200
Contingency		**$5,800**
Total Project Budget	$53,510	$59,310
Amounts Received	***Received***	***Received***
Water Suppliers	$3,300	$3,300
Infrastructure Planning Grant	$10,000	**$8,300**
Greenwood/Midway Community Forest		**$7,500**
Total Amounts Received	$13,300	**$19,100**
Difference in original budget and New budget		$5,800
Amount Requested		
Outstanding Amount Requested from Gas Tax	$40,210	**40,210**

Regional District of Kootenay Boundary 1966-2016 50TH ANNIVERSARY

Grant-in–Aid Request

The personal information you provide on this RDKB document is being collected in accordance with the Freedom of Information and Protection of Privacy Act and will be used only for the purpose of processing RDKB business. This document may become public information. If you have any questions about the collection of your personal information, please contact Theresa Lenardon, Manager of Corporate Administration/Corporate Officer and Freedom of Information Protection of Privacy Officer at 250-368-9148 or foi@rdkb.com.

Please check all Electoral Area Boxes You Are Making Application To:

☑ Electoral Area 'A' Director Ali Grieve	☑ Electoral Area 'B'/ Lower Columbia-Old Glory Director Linda Worley	☐ Electoral Area 'C'/ Christina Lake Director Grace McGregor	☐ Electoral Area 'D'/ Rural Grand Forks Director Roly Russell	☐ Electoral Area 'E'/ West Boundary Director Vicki Gee

Applicant:	* DIANE LANGMAN				
Address:	* 555 SCHOFIELD HWY				
Phone:	* 250-368-6834	Fax:		E-Mail:	* diane.langman@warfield.ca
Representative:	* VILLAGE OF WARFIELD / RDKB EAST END SERVICES				
Make Cheque Payable To:	* RDKB (or journal voucher)				

*Starred items, including contact information, must be completed in full.

****GIA Requests of $5,000.00 or more may require official receipt. The Electoral Area Director may ask for additional Information.**

What is the total Cost of the Project? $ 1750 What amount are you requesting from this RDKB Director(s)? $ 250.00

What is the Grant-In-Aid for? (attach an extra sheet if necessary)

"Us and Them" movie screening at the Royal Theatre in Trail, BC as a fundraiser / raising awareness of mental health and addiction issues.

Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

Name of Organization East End Services participants
Amount Requested: $ 250.00 Amount Secured: $ 1250 (*) approved

Name of Organization _____
Amount Requested: $ _____ Amount Secured: $ _____

Name of Organization _____
Amount Requested: $ _____ Amount Secured: $ _____

Date: 1-15-2018 Applicant Signature Diane Langman Print Name DIANE LANGMAN

Office Use Only
Grant approved by Electoral Area Director: _____
Approved by Board: _____

SUBMIT

Kootenay Boundary

Grant-in–Aid Request

Application to (please check where appropriate):

X	Electoral Area A Director Ali Grieve		Electoral Area B Director Linda Worley		Electoral Area C Director Grace McGregor		Electoral Area D Director Irene Perepolkin		Electoral Area E Director Bill Baird

Applicant:	Beaver Valley Nitehawks		
Address:	Box 568		
	Fruitvale BC V0G 1L0		
Phone:	250-367-6636	Fax:	
Email:	eppm@telus.net		
Representative:	Michelle Epp		
Make cheque payable to:	Beaver Valley Nitehawks		

What is the Grant-in-Aid for:

To help cover our $300,000 operating budget. Includes: 4'x8' ad board, name on jersey,
1/2 page programme ad

Amount Requested: $1300.00 Approved.

Date: January 14, 2018

Signature: *Michelle Epp*

Print name: Michelle Epp

Office Use Only

Grant approved by Director: _____

Approved by Board: _____

Melissa Zahn

From: is@rdkb.com
Sent: January-15-18 9:15 AM
To: Theresa Lenardon; Melissa Zahn; Information Services
Subject: Grant-in-Aid Form submitted by Village of Montrose, Montrose Recreation Committee, email address - admin@montrose.ca

Online Grant-in-Aid Application

Electoral Area(s) Applied to:

Electoral Area 'A' Director Ali Grieve

Applicant Information:

Applicant:	Village of Montrose, Montrose Recreation Committee
Address:	Box 510
Phone:	250367234
Fax:	
Email:	admin@montrose.ca
Representative:	Gordon McAlpine, Montrose Recreation Commitee member
Make Cheque Payable To:	Village of Montrose

Other Expenses:

Total Cost of Project:	$$553.75
Amount Requested from RDKB Director(s):	$$300.00 Approved.

What is the Grant-in-Aid for?
BC Family Day, February 12th, 2018

Food(hamburgers) $353.75 Facepaniting 2 hours @$50.00/hour
Donation for snowshoes BV Scouts $50.00 Donation to Knighthawks for kids road hockey $50.00

List of Other Organizations Applied to for Funding

Name of Organization nil

Amount Requested

Amount Secured

Name of Organization nil

Amount Requested

Amount Secured

Name of Organization nil

Amount Requested

Amount Secured

Documents uploaded with Submission?

I:\Portals\0\Documents\GIA-Attachments\

Regional District of Kootenay Boundary
1966 - 2016 50TH ANNIVERSARY

Grant-in-Aid Request

The personal information you provide on this RDKB document is being collected in accordance with the Freedom of Information and Protection of Privacy Act and will be used only for the purpose of processing RDKB business. This document may become public information. If you have any questions about the collection of your personal information, please contact Theresa Lenardon, Manager of Corporate Administration/Corporate Officer and Freedom of Information Protection of Privacy Officer at 250-368-9148 or foi@rdkb.com.

Please check all Electoral Area Boxes You Are Making Application To:

☑ Electoral Area 'A' Director Ali Grieve	☑ Electoral Area 'B'/ Lower Columbia-Old Glory Director Linda Worley	☐ Electoral Area 'C'/ Christina Lake Director Grace McGregor	☐ Electoral Area 'D'/ Rural Grand Forks Director Roly Russell	☐ Electoral Area 'E'/ West Boundary Director Vicki Gee

Applicant:	* DIANE LANGMAN				
Address:	* 555 SCHOFIELD HWY				
Phone:	* 250-368-[illegible]	Fax:		E-Mail:	* diane.langman@warfield.ca
Representative:	* VILLAGE OF WARFIELD / RDKB EAST END SERVICES				
Make Cheque Payable To:	* RDKB (or journal voucher)				

*Starred items, including contact information, must be completed in full.

****GIA Requests of $5,000.00 or more may require official receipt. The Electoral Area Director may ask for additional Information.**

What is the total Cost of the Project? $ 1750 What amount are you requesting from this RDKB Director(s)? $ 250.00

What is the Grant-In-Aid for? (attach an extra sheet if necessary)

"Us and Them" movie screening at the Royal Theatre in Trail, BC as a fundraiser / raising awareness of mental health and addiction issues.

Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

Name of Organization East End Services participants
Amount Requested: $ 250.00 Amount Secured: $ 1250

Name of Organization _____
Amount Requested: $ _____ Amount Secured: $ _____

Name of Organization _____
Amount Requested: $ _____ Amount Secured: $ _____

Date: 1-15-2018 Applicant Signature Diane Langman Print Name DIANE LANGMAN

Office Use Only
Grant approved by Electoral Area Director: _____
Approved by Board: _____

SUBMIT

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
FILE #
JAN 18 2018
DOC #
REF, TO:
CC:

Regional District of Kootenay Boundary

Grant-in-Aid Request

Application to (please check where appropriate):

Electoral Area A Director Ali Grieve	✓ Electoral Area B/ Lower Columbia-Old Glory Director Linda Worley	Electoral Area C/ Christina Lake Director Grace McGregor	Electoral Area D/ Rural Grand Forks Director Roly Russell	Electoral Area E/West Boundary Director Vicki Gee

Applicant:	Zone 6 Kootenay Boundary 55+ GAMES		
Address:	26405th Avenue Castlegar B.C. V1N 3L2		
Phone:	2503651802	Fax:	
Email:	macgregory@telus.net		
Representative:	Kathy Gregory		
Make cheque payable to:	Zone 6 Kootenay Boundary 55+ Games		

****GIA Requests of $5,000.00 or more may require official receipt****

What is the Grant-in-Aid for:

To assist Seniors 55+ to prepare for and participate in the 2018 55+ GAMES in Kimberly / Cranbrook

Amount Requested: $ 750.00

Date: JAN. 18, 2018

Signature: Kathy Gregory

Print name: KATHY GREGORY

SUBMIT

Office Use Only

Grant approved by Director: _____

Approved by Board: _____

Zone 6, 55+ BC Games
2640 5th Avenue
Castlegar, B.C.
V1N 3L2

February, 2018

To whom it may concern

This year the 55+ Seniors Games will be held in Cranbrook / Kimberly from September 11 to September 15th. Being in the Kootenays we are expecting a much larger number of participants representing our Zone 6, West Kootenay Boundary. This event, held annually throughout the province, attracts 3,500+ participants, 55+ years and older.

The goal of our Zone is to provide opportunity for as many seniors who are 55+ to prepare for and participate in the games, promoting a healthy, active lifestyle. Our Sports coordinators from across the zone not only encourage participation in the various activities but also to attend our monthly meetings and assist with planning. This results in a number of individuals who may not be socially active to become more involved rather than being isolated. Our region covers from Greenwood to the West side of Kootenay Lake and Nakusp south to the US border and we have participants coming from across the zone.

We have already begun planning and preparing for the 2018 Games in our monthly meetings. Many have already booked their rooms in Cranbrook or Kimberly, have been in training and are committed to attend. We are again asking for your support to assist our members to prepare for and attend the games. We are promoting the 55+ Games and our Zone 6 through the media, posters, brochures and the banners we have placed in most of our municipal centres. We are looking forward to doing well in Cranbrook / Kimberly as we did in Vernon in 2017.

I thank you for your support in the past and am asking for your generous support again this year. I thank you for considering our request.

Should you wish to make a Donation: Please make a cheque payable to Zone 6 Kootenay Boundary 55+ Games and return to Kathy Gregory at the address above.

Sincerely

Kathy Gregory

Corresponding Secretary, Zone 6
Phone 250 365 1802

Melissa Zahn

From: is@rdkb.com
Sent: January-14-18 8:44 AM
To: Theresa Lenardon; Melissa Zahn; Information Services
Subject: Grant-in-Aid Form submitted by Boundary Youth Soccer Association, email address - boundarysoccer@gmail.com

Online Grant-in-Aid Application

Electoral Area(s) Applied to:

Electoral Area 'C'/ Christina Lake Director Grace McGregor

Applicant Information:

Applicant:	Boundary Youth Soccer Association
Address:	Box 121 Grand Forks BC V0H 1H0
Phone:	250 443-9199
Fax:	
Email:	boundarysoccer@gmail.com
Representative:	Jeff Olsen Ex. Dir.
Make Cheque Payable To:	BYSA

Other Expenses:

Total Cost of Project:	$50,000
Amount Requested from RDKB Director(s):	$2,000 Approved

What is the Grant-in-Aid for?
Operational costs; equipment, gym rentals, uniforms, Coach and ref training, insurance.

List of Other Organizations Applied to for Funding

Name of Organization	BC Gov. gaming grant
Amount Requested	14,000
Amount Secured	

Name of Organization	Roxul, GFCU, Heritage CU, Buy Low, Extra Foods, Royal Canadian Legion, DCT Chambers, Wsd Sheet metal, Interfor,
Amount Requested	5,000
Amount Secured	

Name of Organization	RDKB areas D and E
Amount Requested	4,000
Amount Secured	

Documents uploaded with Submission?

I:\Portals\0\Documents\GIA-Attachments\

Regional District of Kootenay Boundary

Grant-in-Aid Request

Please check all Electoral Area Boxes You Are Making Application To:

Electoral Area 'A' Director Ali Grieve	Electoral Area 'B'/ Lower Columbia- Old Glory Director Linda Worley	Electoral Area 'C'/ Christina Lake Director Grace McGregor	✓ Electoral Area 'D'/ Rural Grand Forks Director Roly Russell	Electoral Area 'E'/West Boundary Director Vicki Gee

Applicant:	Grand Fork + District Fall Fair				
Address:	Box 704 Grand Forks V0H 1H0				
Phone:	443-3276	Fax:		E-Mail: c/o	odonnellsfarm@hotmail.com
Representative:	Danna O'Donnell				
Make Cheque Payable To:					

****GIA Requests of $5,000.00 or more may require official receipt. The Electoral Area Director may ask for additional information.

What is the total Cost of the Project? $ ~~1197.00~~ $1317 per Roly Russell What amount are you requesting from this RDKB Director(s)? $ ~~1197.00~~ $1317 per Roly Russell

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

Storage Area Remedial Work in Curling Rink building.
Rewire to code all existing lighting (5) and outlets (3) add (2) smoke detectors.

Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

Name of Organization_____
Amount Requested: $_____ Amount Secured: $_____

Name of Organization_____
Amount Requested: $_____ Amount Secured: $_____

Name of Organization_____
Amount Requested: $_____ Amount Secured: $_____

Date: Jan 22nd 2018 Applicant Signature: Danna O'Donnell Print Name: Danna O'Donnell

Office Use Only
Grant approved by Electoral Area Director: _____
Approved by Board: _____

REDI

QUOTE

Fall Fair

Date
28 Aug 2017

Quote Number
QU-0025

Reference
Storage area

GST
104440417RT0001

Redi Electric Ltd.
100 Big Horn Rd
Grand Forks BC V0H 1H2

Storage Area Remedial Work

Re wire to code all existing Lighting (5) and outlets (3)
Add (2) smoke detectors

Materials, Labour and Electrical Permit		1,140.00
	Subtotal	1,140.00
	TOTAL GST ON SALES 5%	57.00
	TOTAL CAD	1,197.00

Regional District of Kootenay Boundary

Federal/Provincial Gas Tax Funding Application

Application Date: January 23, 2018

Project Title: Rail Road Building

Applicant Contact Information:

Name of Organization	Village of Fruitvale		
Address	Box 370, 1947 Beaver Street Fruitvale, BC, V0G 1L0		
Phone No.	(250) 367-7551	Fax No.	
Email Address	cao@village.fruitvale.bc.ca		

Director(s) in Support Of Project: Ali Grieve

Area: A

Amount Required: $150,000

Do not include GST if you have a GST account with CRA

Land Ownership – Please check one of the following:

☐ The applicant is the owner of the property
☐ The property is Crown Land. Tenure/license number: Undetermined

Do you have the land owner's written approval to complete the works on the land(s)?

☐ Yes (include copies of permits)
☒ No

Ownership and Legal Description details are required for all parcels of land on which the proposed works will occur.

Registered Owners of Land	Legal Description of land(s)
	To be determined by Village of Fruitvale

202-843 Rossland Ave Trail, British Columbia Canada V1R 4S8
Toll-free: 1 800 355 7352 · tel: 250 368-9148 · fax: 250 368-3990
Email: admin@rdkb.com · web: rdkb.com

Application Contents – must include all of the following:

1. Description of the project including management framework
2. Project Budget including project costs (E.g. employee, equipment, etc.)
3. Outline of project accountability including Final Report and financial statements

1. Eligible Project Description including timeline:

Project Description:

To build a replica train station to support the annual May Days and Santa train. Further, the facility will be owned and operated by the Village of Fruitvale. The Village will also rent the facility out for meetings and events through out the year.

202-843 Rossland Ave Trail, British Columbia Canada V1R 4S8
Toll-free: 1 800 355 7352 · tel: 250 368-9148 · fax: 250 368-3990
Email: admin@rdkb.com · web: rdkb.com

1.1 Project Impact:

Facility will be used by the general public for events and meetings.

202-843 Rossland Ave Trail, British Columbia Canada V1R 4S8
Toll-free: 1 800 355 7352 · tel: 250 368-9148 · fax: 250 368-3990
Email: admin@rdkb.com · web: rdkb.com

1.2 Project Outcomes:

The deliverables include the following:

To construct a replica train station.

202-843 Rossland Ave Trail, British Columbia Canada V1R 4S8
Toll-free: 1 800 355 7352 · tel: 250 368-9148 · fax: 250 368-3990
Email: admin@rdkb.com · web: rdkb.com

1.3 Project Team and Qualifications:

CAO, Village of Fruitvale

2. Project Budget:

Eligible costs for this project are outlined below. These include all direct costs that are reasonably incurred and paid by the Recipient under the contract for goods and services necessary for the implementation of the Eligible Project. **Schedule B** outlines Eligible Costs for Eligible Recipients (see attached). **Attach supporting quotes and estimates.**

Items	Details	Cost ($)
Foundation and Excavation	Civil water and sewer	$47,000
Plumbing and Electrical		$60,000
Framing	Framing Lumber	$110,000
Finishing and Labour		$145,000
	Total	$362,000

202-843 Rossland Ave Trail, British Columbia Canada V1R 4S8
Toll-free: 1 800 355 7352 · tel: 250 368-9148 · fax: 250 368-3990
Email: admin@rdkb.com · web: rdkb.com

Additional Budget Information

N/A

3. Accountability Framework:

The Eligible Recipient will ensure the following:

- Net incremental capital spending is on infrastructure or capacity building
- Funding is used for Eligible Projects and Eligible Costs
- Project is implemented in diligent and timely manner
- Provide access to all records
- Comply with legislated environmental assessment requirements and implement environmental impact mitigation measures
- **Provision of a Final Report including copies of all invoices**

Schedule of Payments

The RDKB shall pay the Proponent in accordance with the following schedule of payments:

(a) 75% upon signing of the Contract Agreement;

(b) 25% upon receipt of progress report indicating 75% completion of the Project and a statement of income and expenses for the Project to that point.

By signing below, the recipient agrees to prepare and submit a summary final report outlining project outcomes that were achieved and information on the degree to which the project has contributed to the objectives of cleaner air, cleaner water or reduced greenhouse gas emissions. This must also include financial information such as revenue and expenses.
In addition, an annual report (for 5 years) is to be submitted to the RDKB prior to October 31st of each year detailing the impact of the project on economic growth, a clean environment, and/or strong cities and communities.

Signature	Name	Date
	Mike Maturo, CAO Village of Fruitvale	January 23 2018

SCHEDULE B- Eligible Costs for Eligible Recipients

1. Eligible Costs for Eligible Recipients

1.1 Project Costs

Eligible Costs, as specified in this Agreement, will be all direct costs that are in the Parties' opinion properly and reasonably incurred, and paid by an Eligible Recipient under a contract for goods and services necessary for the implementation of an Eligible Project. Eligible Costs may include only the following:

a) the capital costs of acquiring, constructing or renovating a tangible capital asset and any debt financing charges related thereto;
b) the fees paid to professionals, technical personnel, consultants and contractors specifically engaged to undertake the surveying, design, engineering, manufacturing or construction of a project infrastructure asset, and related facilities and structures;
c) for capacity building category only, the expenditures related to strengthening the ability of Local Governments to improve local and regional planning including capital investment plans, integrated community sustainability plans, life-cycle cost assessments, and Asset Management Plans. The expenditures could include developing and implementing:
   i. studies, strategies, or systems related to asset management, which may include software acquisition and implementation;
   ii. training directly related to asset management planning; and,
   iii. long-term infrastructure plans.

1.1.1 Employee and Equipment Costs

Employee or equipment may be included under the following conditions:

a) the Ultimate Recipient is able to demonstrate that it is not economically feasible to tender a contract;
b) the employee or equipment is engaged directly in respect of the work that would have been the subject of the contract; and
c) the arrangement is approved in advance and in writing by UBCM.

2. Ineligible Costs for Eligible Recipients

Costs related to the following items are ineligible costs:

a) Eligible Project costs incurred before April 1, 2005;
b) services or works that, in the opinion of the RDKB, are normally provided by the Eligible Recipient or a related party;
c) salaries and other employment benefits of any employees of the Eligible Recipient, except as indicated in Section 1.1
d) an Eligible Recipient's overhead costs, its direct or indirect operating or administrative costs, and more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its applicant's staff

e) costs of feasibility and planning studies for individual Eligible Projects;
f) taxes for which the recipient is eligible for a tax rebate and all other costs eligible for rebates;
g) costs of land or any interest therein, and related costs;
h) cost of leasing of equipment by the recipient, except as indicated in section 1.1 above;
i) routine repair and maintenance costs;
j) legal fees;
k) audit and evaluation costs.

202-843 Rossland Ave Trail, British Columbia Canada V1R 4S8
Toll-free: 1 800 355 7352 · tel: 250 368-9148 · fax: 250 368-3990
Email: admin@rdkb.com · web: rdkb.com

Ninco Construction LTD.
Box 964
Salmo B.C. VOG 1ZO
250-368-1931

Ninco Construction Ltd

Nov 22 2017

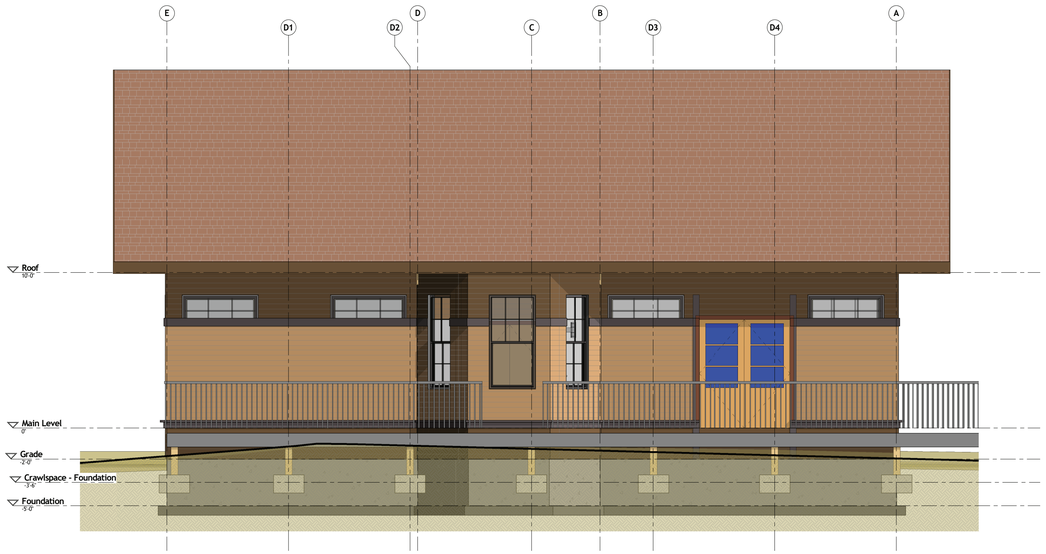
To: Scott Weatherford

Item: Budget Price to construct Railroad Building.

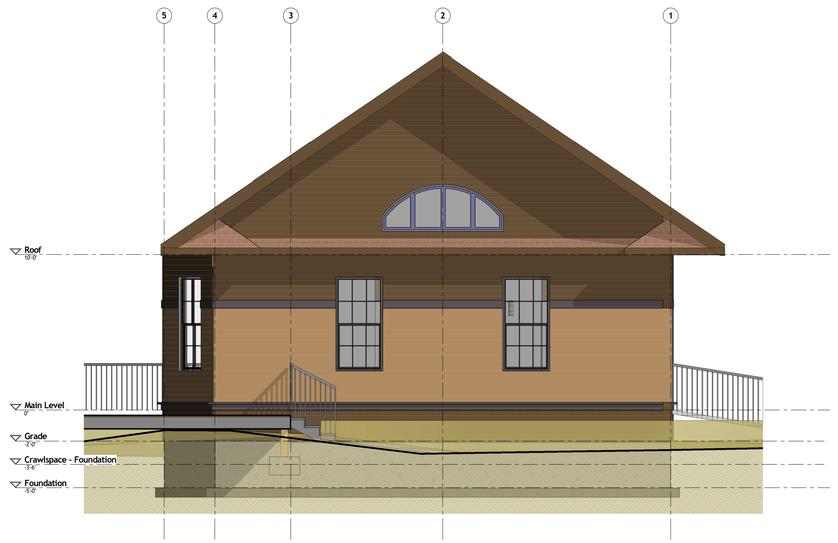
Foundation and excavation including civil, water, sewer	$ 47,000.00
Plumbing and electrical	$ 60,000.00
Framing and framing lumber	$ 110,000.00
Finishing and labor	$ 145,000.00
	$362,000

Price could be reduced or increased depending on quality of materials purchased.

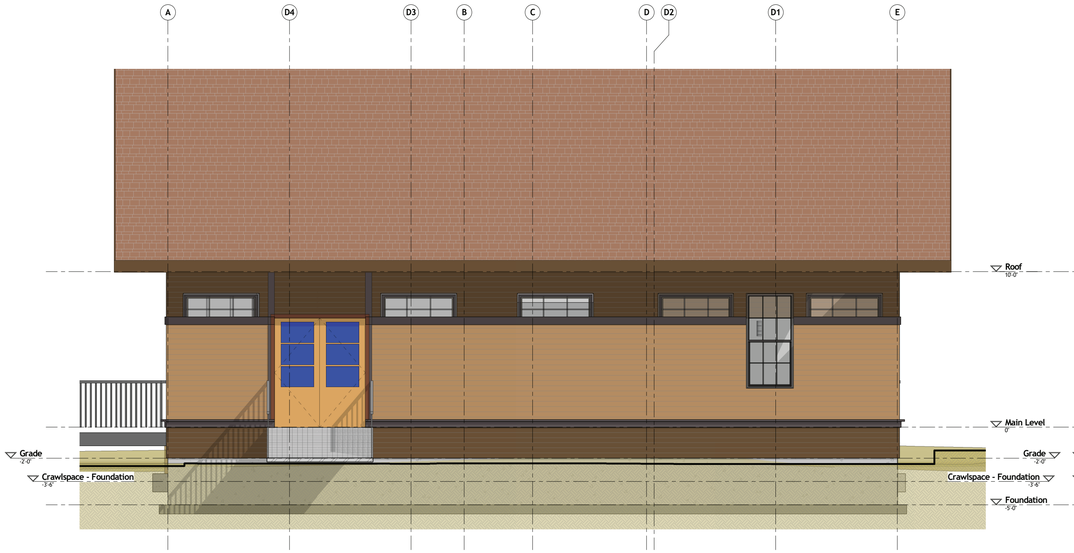
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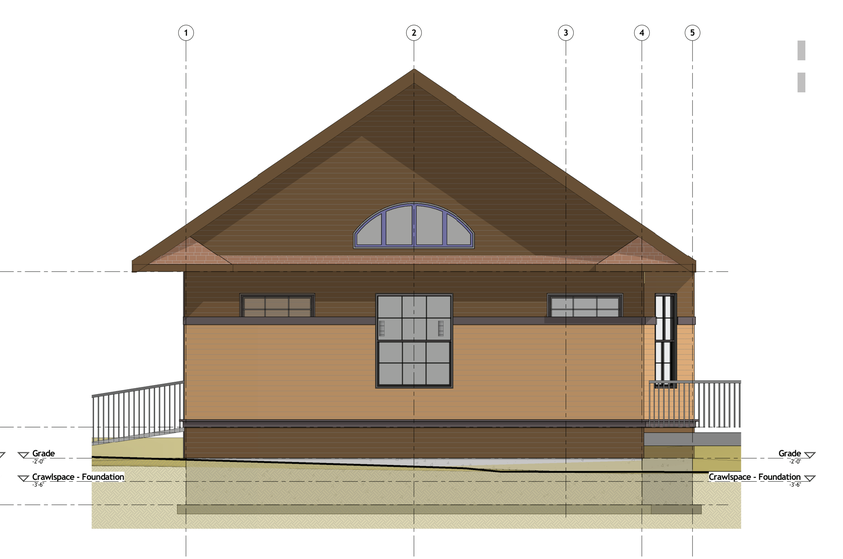
1 SE Elevation
1/4" = 1'-0"



2 NE Elevation
1/4" = 1'-0"



3 NW Elevation
1/4" = 1'-0"



4 SW Elevation
1/4" = 1'-0"

MATERIAL LEGEND	
Mark	Description

NOT FOR CONSTRUCTION

studio 9
ARCHITECTURE + PLANNING LTD.
1307 TREVOR STREET
NELSON, BRITISH COLUMBIA
V1L 0A4
250.354.3959
www.studio9architecture.com

CONSULTANTS

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OWNER:
NAME OF OWNER HERE

Fruitvale Train Station

Eastview Drive
Fruitvale, BC

ISSUE	DATE	DESCRIPTION
3	2017.03.07	STRUCTURAL COORDINATION
2	2016.04.19	CLIENT REVIEW
1	2016.02.17	CLIENT REVIEW

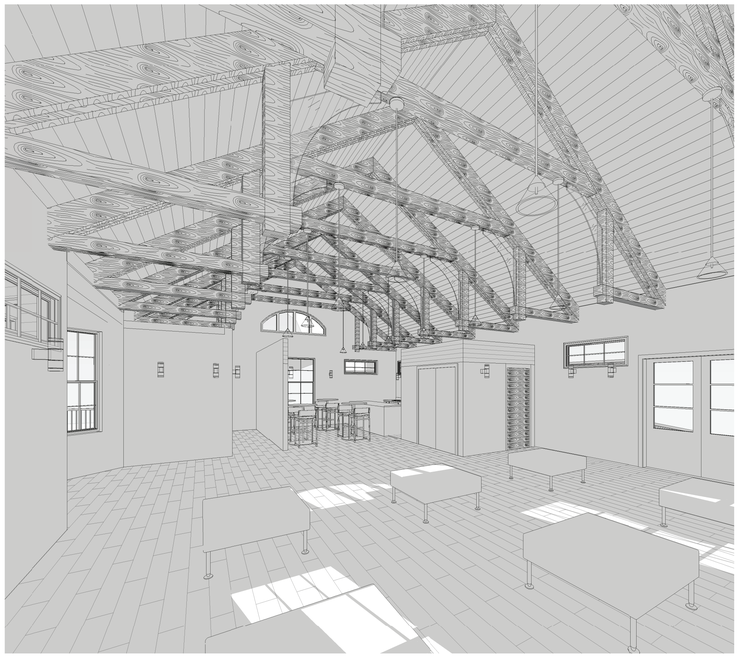
PROJECT #: 1246
DRAWN BY: JM/STK/NR
CHKD BY: STK
COPYRIGHT: 2017 STUDIO 9 ARCHITECTURE + PLANNING LTD.

Elevations

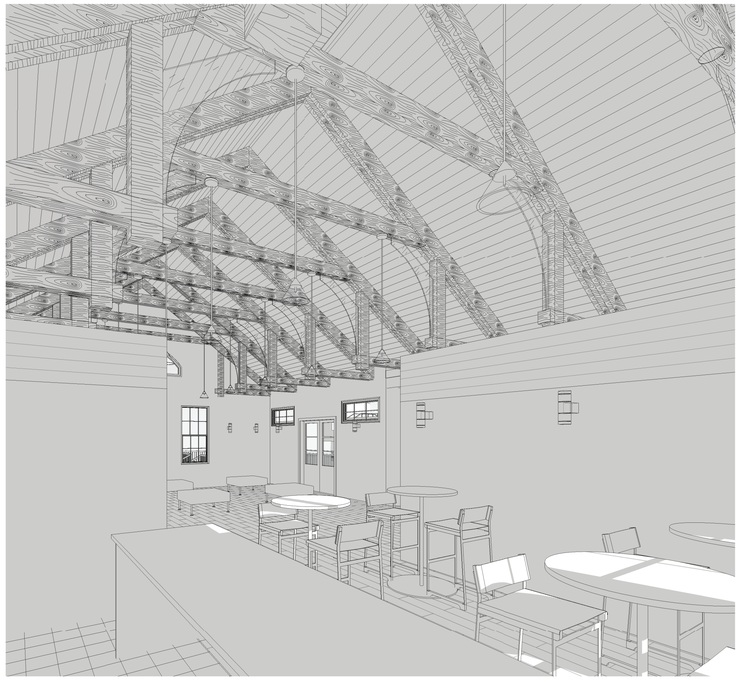
A2.1

SCALE: 1/4" = 1'-0"

ITEM ATTACHMENT # 1)



1 INTERIOR PERSPECTIVE - 01



2 INTERIOR PERSPECTIVE - 02

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1307 TREVOR STREET
NELSON, BRITISH COLUMBIA
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OWNER:
NAME OF OWNER HERE

Fruitvale Train Station

Eastview Drive
Fruitvale, BC

ISSUE	DATE	DESCRIPTION
2	2017.03.07	STRUCTURAL COORDINATION
1	2016.04.19	CLIENT REVIEW

PROJECT #: 1246
DRAWN BY: JM/STK/NR
CHK'D BY: STK
COPYRIGHT: 2017 STUDIO 9 ARCHITECTURE + PLANNING LTD.

Interior Renderings

A9.2

SCALE:

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
BYLAW NO. 1632

A Bylaw to amend Electoral Area 'B'/Lower Columbia-Old Glory Official Community Plan Bylaw No. 1470, 2013 of the Regional District of Kootenay Boundary

WHEREAS the Regional District of Kootenay Boundary may amend the provisions of its Official Community Plan Bylaws pursuant to the provisions of the *Local Government Act*;

AND WHEREAS the Regional District of Kootenay Boundary Board of Directors believes it to be in the public interest to amend the Electoral Area 'B'/Lower Columbia-Old Glory Official Community Plan;

NOW THEREFORE the Regional District of Kootenay Boundary Board of Directors, in open and public meeting assembled, enacts the following:

1. This Bylaw may be cited as Regional District of Kootenay Boundary Official Community Plan Amendment Bylaw No. 1632, 2018;

2. That Map 1 (Land Use Designations) of the Electoral Area 'B'/Lower Columbia-Old Glory Official Community Plan Bylaw No. 1470, 2013 be amended to designate the following parcel from 'Rural Resource 1' to 'Light Industrial':

   - Block 16, DL 7187 and 8073, KD, NEP2115;

   as shown outlined in red on Schedule X attached hereto and forming part of this bylaw.

3. That Map 8 (Development Permit Areas) of the Electoral Area 'B'/Lower Columbia-Old Glory Official Community Plan Bylaw No. 1470, 2013 be amended to include the following parcel in the 'Industrial Development Permit Area':

   - Block 16, DL 7187 and 8073, KD, NEP2115;

   as shown outlined in red on Schedule Y attached hereto and forming part of this bylaw.

READ A FIRST TIME AND SECOND TIME this 25th day of January, 2018.

PUBLIC HEARING NOTICE ADVERTISED in the Trail Times this XX day of ____, 20__ and also this __ day of ____, 20__.

PUBLIC HEARING held on this __ day of ____, 20__.

READ A THIRD TIME this__ day of ____, 20__.

ADOPTED this__ day of ____, 20__.

_____ _____
Manager of Corporate Administration Chair

I, Theresa Lenardon, Manager of Corporate Administration hereby certify the foregoing to be a true and correct copy of Bylaw No. 1632, cited as "Regional District of Kootenay Boundary Zoning Amendment Bylaw No. 1632, 2018" as read a third time by the Regional District of Kootenay Boundary Board of Directors this __ day of ____, 20__.

_____
Manager of Corporate Administration

Schedule X

Block 16,
Plan NEP2115
District Lots 7187 and 8073

Regional District of Kootenay Boundary

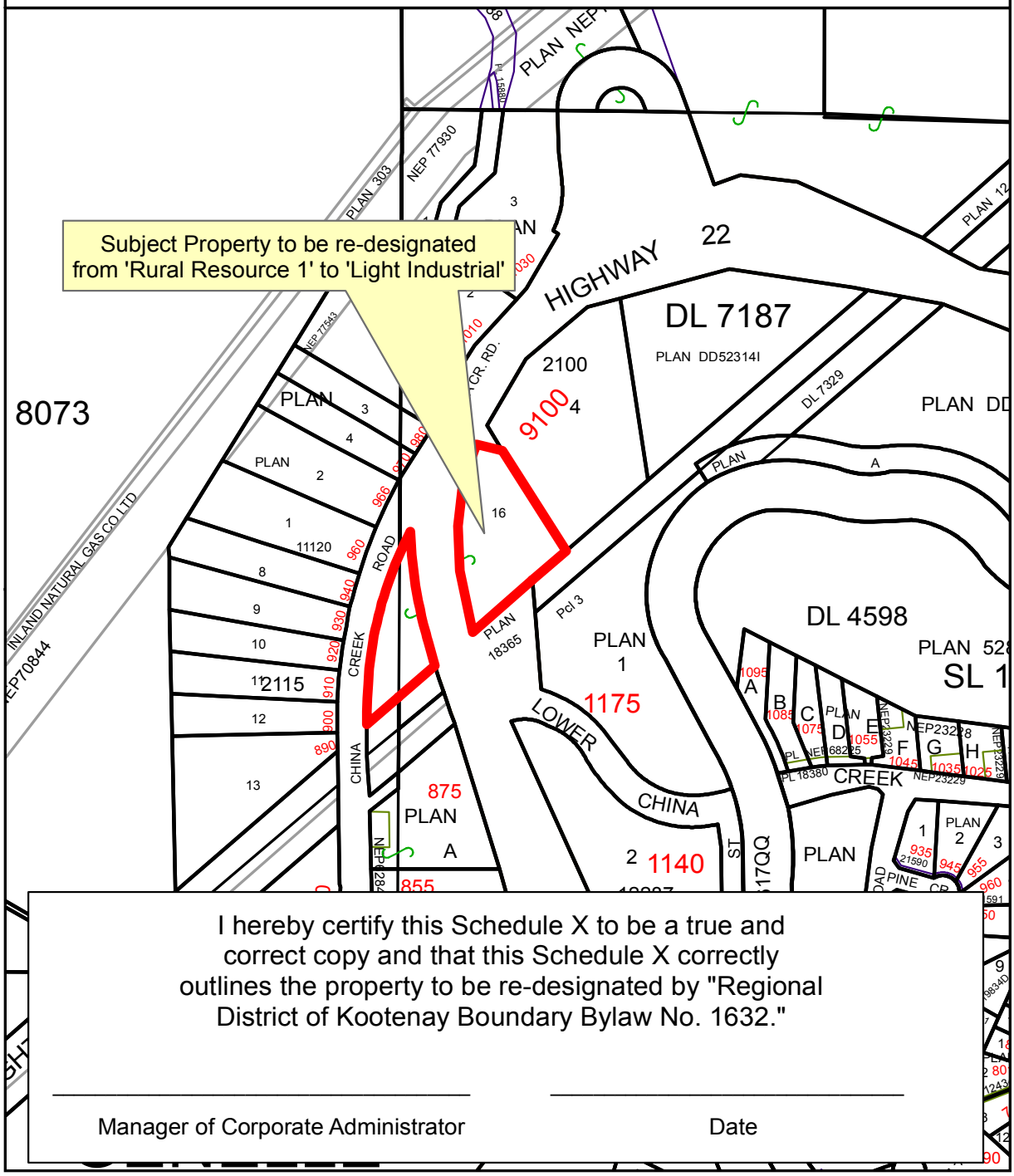
Date: 1/18/2018

N

0 50 100 150 200

Meters

Scale 1:5,000



I hereby certify this Schedule X to be a true and correct copy and that this Schedule X correctly outlines the property to be re-designated by "Regional District of Kootenay Boundary Bylaw No. 1632."

Manager of Corporate Administrator

Date

Document Path: P:\GIS\RDKB\MapDocuments\Routine_Maps\ScheduleX\Area_'B'_LowerColumbia-OldGlory\2018-01-18_SchX_OCPBylaw1632_WestKsandGravel.mxd

Schedule Y

Block 16,
Plan NEP2115
District Lots 7187 and 8073

Regional District of Kootenay Boundary

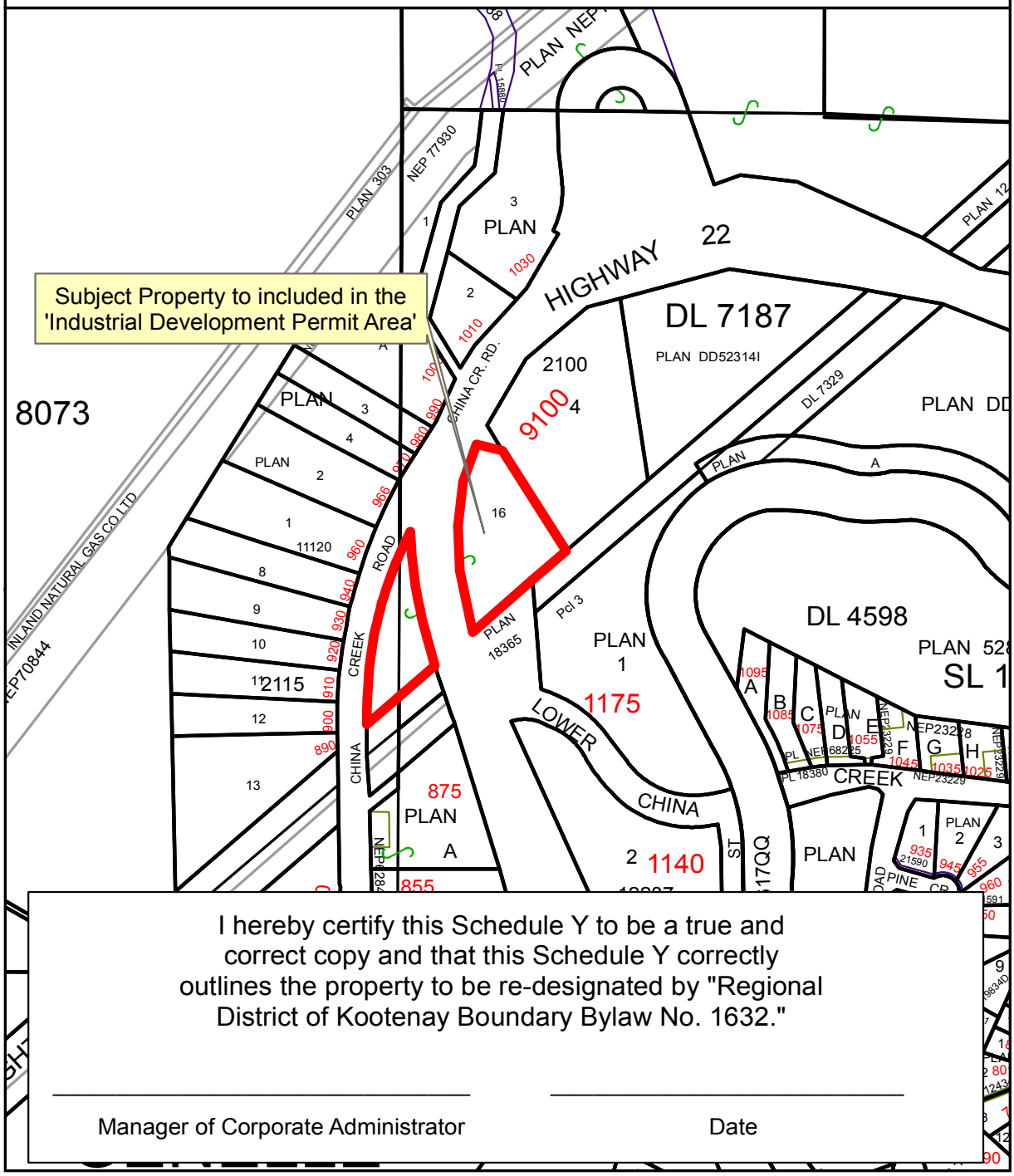
Date: 1/18/2018

N

0 50 100 150 200

Meters

Scale 1:5,000



I hereby certify this Schedule Y to be a true and correct copy and that this Schedule Y correctly outlines the property to be re-designated by "Regional District of Kootenay Boundary Bylaw No. 1632."

Manager of Corporate Administrator

Date

Document Path: P:\GIS\RDKB\MapDocuments\Routine_Maps\ScheduleY\Area_'B'_LowerColumbia-OldGlory\2018-01-18_SchY_WestKSandGravel_OCPBylaw1632.mxd

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
BYLAW NO. 1633

A Bylaw to amend Electoral Area 'B'/Lower Columbia-Old Glory Zoning Bylaw No. 1540, 2015 of the Regional District of Kootenay Boundary

WHEREAS the Regional District of Kootenay Boundary may amend the provisions of its Zoning Bylaws pursuant to the provisions of the *Local Government Act*;

AND WHEREAS the Regional District of Kootenay Boundary Board of Directors believes it to be in the public interest to amend the Electoral Area 'B'/Lower Columbia-Old Glory Zoning Bylaw;

NOW THEREFORE the Regional District of Kootenay Boundary Board of Directors, in open and public meeting assembled, enacts the following:

1. This Bylaw may be cited as Regional District of Kootenay Boundary Zoning Amendment Bylaw No. 1633, 2018;

2. That Map 1 (Zoning Map) of the Electoral Area 'B'/Lower Columbia-Old Glory Zoning Bylaw No. 1540, 2015 be amended to rezone the following parcel from 'Rural Resource 1 (RUR 1)' to 'Light Industrial 2 (IN 2)':

   - Block 16, DL 7187 and 8073, KD, NEP2115;

   as shown outlined in red on Schedule Z attached hereto and forming part of this bylaw.

READ A FIRST TIME AND SECOND TIME this 25th day of January, 2018.

PUBLIC HEARING NOTICE ADVERTISED in the Trail Times this XX day of ____, 20__ and also this __ day of ____, 20__.

PUBLIC HEARING held on this __ day of ____, 20__.

READ A THIRD TIME this__ day of ____, 20__.

I, Theresa Lenardon, Manager of Corporate Administration hereby certify the foregoing to be a true and correct copy of Bylaw No. 1633, cited as "Regional District of Kootenay Boundary Zoning Amendment Bylaw No. 1633, 2018" as read a third time by the Regional District of Kootenay Boundary Board of Directors this __ day of ____, 20__.

_____
Manager of Corporate Administration

APPROVED by the Ministry of Transportation and Infrastructure Approving Officer this

_____ day of _____, 20__.

_____
Approving Officer

ADOPTED this _____ day of _____, 20__.

_____ _____
Manager of Corporate Administration Chair

I, Theresa Lenardon, Manager of Corporate Administration of the Regional District of Kootenay Boundary, hereby certify that this is a true and correct copy of Bylaw No. 1633, cited as "Regional District of Kootenay Boundary Zoning Amendment Bylaw No. 1633, 2018".

_____
Manager of Corporate Administration

Schedule Z

Block 16,
Plan NEP2115
District Lots 7187 and 8073

Regional District of Kootenay Boundary

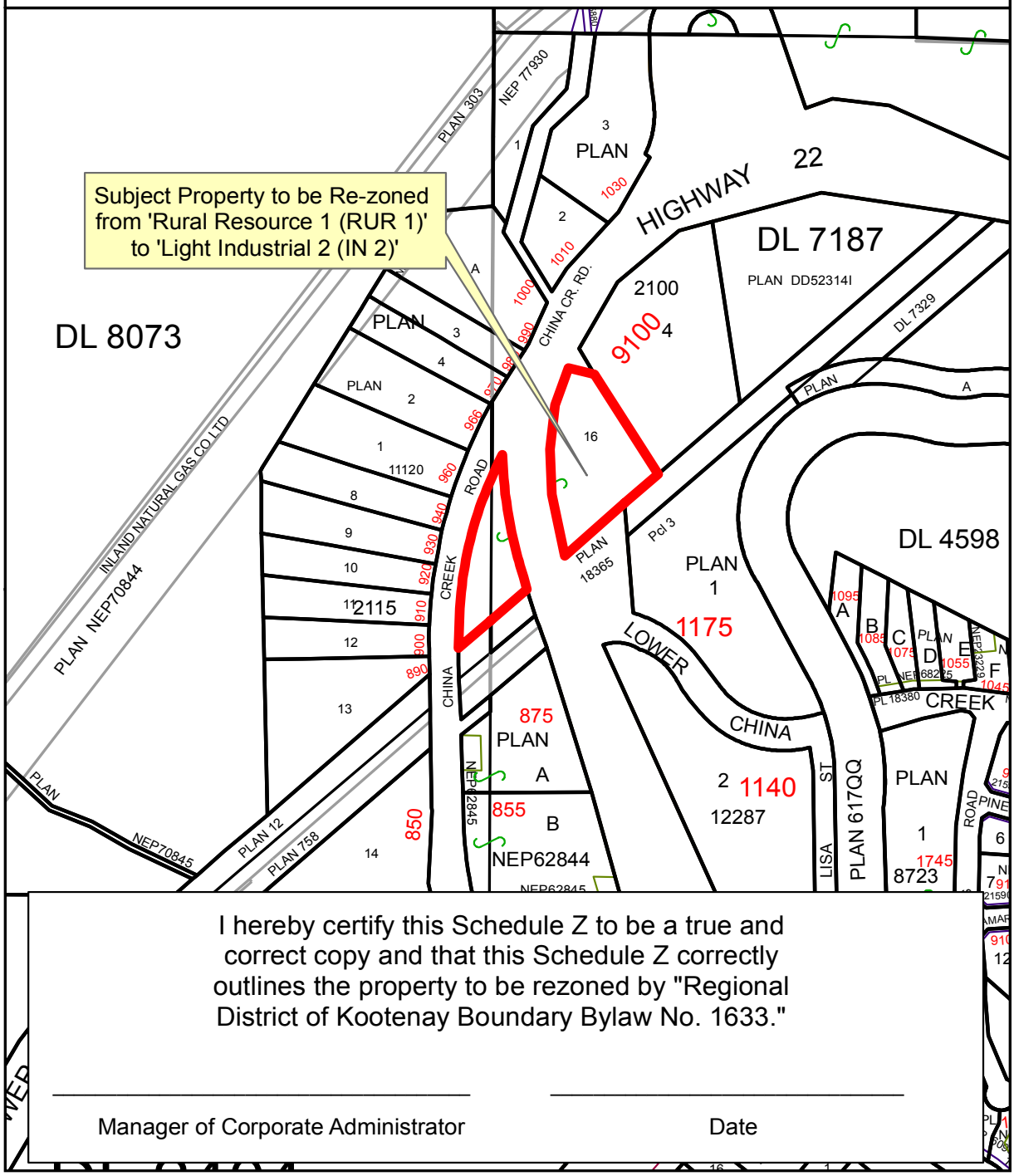
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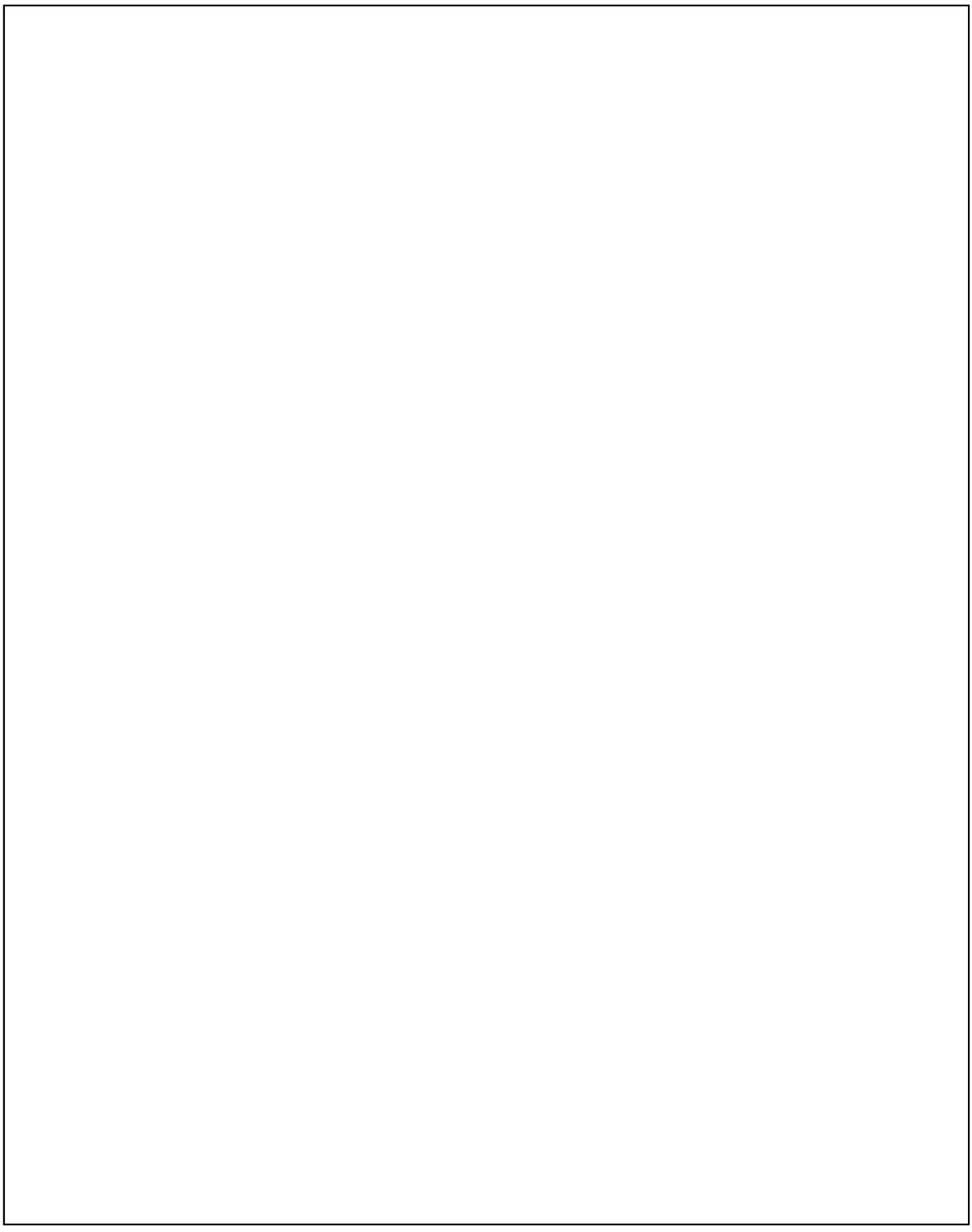


I hereby certify this Schedule Z to be a true and correct copy and that this Schedule Z correctly outlines the property to be rezoned by "Regional District of Kootenay Boundary Bylaw No. 1633."

Manager of Corporate Administrator

Date

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Regional District of Kootenay Boundary

BYLAW NO. 1660

A Bylaw of the Regional District of Kootenay Boundary, in the Province of British Columbia, to increase the requisition limit of the Grand Forks and District Transit Service Local Service

WHEREAS the Regional District of Kootenay Boundary has, by Bylaw No. 672, 1991, established the Grand Forks and District Transit Service Local Service;

AND WHEREAS the Board wishes to amend Bylaw No. 672 to increase the maximum annual requisition for the service;

AND WHEREAS the Board has obtained the required consent of the participants in the function, in accordance with Section 349(1) of the *Local Government Act*;

NOW THEREFORE BE IT RESOLVED that the Board of Directors of the Regional District of Kootenay Boundary, in open meeting assembled enacts as follows:

Citation:

This Bylaw may be cited as "Regional District of Kootenay Boundary Grand Forks and District Transit Service Local Service Establishment Amendment Bylaw No. 1660, 2017".

Amendment:

Section 2 (maximum annual requisition) of Bylaw No. 672 is hereby repealed and replaced with the following:

> "The maximum amount of monies that can be requisitioned annually shall not exceed the amount raised by applying a tax rate of $0.37/1000 to the net taxable values of lands and improvements or $50,000 (Fifty Thousand Dollars) whichever is greater."

Read a First and Second Time this 30th day of November, 2017.

Read a Third Time this 30th day of November, 2017.

I, Theresa Lenardon, Manager of Corporate Administration of the Regional District of Kootenay Boundary, do hereby certify the foregoing to be a true and correct copy of Bylaw No. 1660, 2017 cited as "Regional District of Kootenay Boundary Grand Forks and District Transit Service Local Service Establishment Amendment Bylaw No. 1660, 2017" as read a Third Time this 30th day of November, 2017.

Manager of Corporate Administration

The Corporation of the City of Grand Forks consented to the adoption of this Bylaw by way of a resolution adopted January 15, 2018.

The Corporation of the City of Greenwood consented to the adoption of this Bylaw by way of a resolution adopted .

Written consent dated December 1, 2017 to adopt this Bylaw was received from the Director of Electoral Area 'D'/Rural Grand Forks.

Written consent dated December 1, 2017 to adopt this Bylaw was received from the Director of Electoral Area 'E'/West Boundary.

Reconsidered and Adopted this day of , 2018.

Chair

Manager of Corporate Administration

I, Theresa Lenardon, Manager of Corporate Administration of the Regional District of Kootenay Boundary, do hereby certify the foregoing to be a true and correct copy of Bylaw No. 1660, 2017 cited as "Regional District of Kootenay Boundary Grand Forks and District Transit Service Local Service Establishment Amendment Bylaw No. 1660, 2018" as Reconsidered and Adopted this

Manager of Corporate Administration

From the desk of:
Roly Russell,
Director-Electoral Area 'D'/ Rural
Grand Forks
5800 Edwards Road,
Grand Forks, B.C. V0H 1H9
250-442-5840



December 1, 2017

Regional District of Kootenay Boundary
843 Rossland Avenue
Trail, BC V1R 4S8

Attn: Board of Directors,
Regional District of Kootenay Boundary

Re: Letter of Consent
RDKB Grand Forks and District Transit Service
Local Service Establishment Amendment Bylaw No. 1660, 2017

Pursuant to Section 347 (2) of the *Local Government Act*, I Roly Russell, Director, RDKB Electoral Area 'D'/Rural Grand Forks do hereby consent to the Regional District of Kootenay Boundary Board of Directors adopting Bylaw No. 1660, 2017 being the:

"Regional District of Kootenay Boundary Grand Forks and District
Transit Service Local Service Establishment Amendment Bylaw No. 1660, 2017."

Sincerely,

Roly Russell,
Director, RDKB Electoral Area 'D'/Rural Grand Forks

"The contents of this correspondence and any views presented are those of the writer and may not reflect the positions of the Regional District of Kootenay Boundary"

From the desk of:
Vicki Gee
Director-Electoral Area 'E'/West Boundary
P. O. Box 55,
Bridesville, B.C. V0H 1B0
250-446-2042



December 1, 2017

Regional District of Kootenay Boundary
843 Rossland Avenue
Trail, BC V1R 4S8

Attn: Board of Directors,
Regional District of Kootenay Boundary

Re: Letter of Consent
RDKB Grand Forks and District Transit Service
Local Service Establishment Amendment Bylaw No. 1660, 2017

Pursuant to Section 347 (2) of the *Local Government Act*, I Vicki Gee, Director, RDKB Electoral Area 'E'/West Boundary do hereby consent to the Regional District of Kootenay Boundary Board of Directors adopting Bylaw No. 1660, 2017 being the:

"Regional District of Kootenay Boundary Grand Forks and District Transit Service Local Service Establishment Amendment Bylaw No. 1660, 2017."

Sincerely,

Vicki Gee,
Director, RDKB Electoral Area 'E'/West Boundary

"The contents of this correspondence and any views presented are those of the writer and may not reflect the positions of the Regional District of Kootenay Boundary"

THE CORPORATION OF THE CITY OF GRAND FORKS

7217 – 4TH STREET, BOX 220 · GRAND FORKS, BC V0H 1H0 · FAX 250-442-8000 · TELEPHONE 250-442-8266

January 17th, 2018

Regional District of Kootenay Boundary

Sent via email only to: tlenardon@rdkb.com

Attention: Theresa Lenardon
Manager of Corporate Administration

Dear Theresa:

At their Regular Meeting on January 15th, 2018, Council received for their consideration to consent, to the RDKB Bylaw No. 1660, "to increase the requisition limit of the Grand Forks and District Transit Service Local Service", and adopted the following resolution:

> **"THAT Council consents to the Regional District of Kootenay Boundary Bylaw No. 1660 to increase the requisition limit of the Grand Forks and District Transit Service Local Service."**

Council further thanks Roly Russell, Area D Director, and Mark Andison, Chief Administrative Officer, for the Regional District, for attending the Committee of the Whole Meeting on January 15th, 2018, and to provide the necessary information with regard to the District Transit Local Service.

Please feel free to contact myself at dheinrich@grandforks.ca or 250-442-8266 should you have any questions.

Best regards,

Diane Heinrich
Chief Administrative Officer
Corporate Officer

WE4 – Response to RDKB re Transit Bylaw 2018

STAFF REPORT

Date: 22 Nov 2017 **File** ADMN BYLAW 1660

To: **Chair and Members of the RDKB Board of Directors**

From: Theresa Lenardon, Manager of Corporate Administration/Corporate Officer

Re: Bylaw 1660-Grand Forks and District Transit Service Local Service Establishment Amendment

Issue Introduction

A staff report from Theresa Lenardon, Manager of Corporate Administration regarding proposed RDKB Bylaw No. 1660, 2017 amending the Grand Forks and District Transit Service Local Service Establishment Bylaw No. 672, 1991.

History/Background Factors

After a successful referendum in 1991, the RDKB Board of Directors adopted Grand Forks and District Transit Service Local Service Establishment Bylaw No. 672 for the purpose of providing local transit services in the Cities of Grand Forks and Greenwood, RDKB Electoral Area 'D'/Rural Grand Forks and in portions of RDKB Electoral Areas 'C'/Christina Lake and 'E'/West Boundary. Bylaw 672 set out an annual requisition limit of $40,000 to deliver the service.

In January 1998, the RDKB Board of Directors adopted Bylaw No. 995, 1997 amending Service Establishment Bylaw No. 672 by removing Electoral Area 'C'/Christina Lake as a participant in the service. The $40,000 requisition limit did not change and has not changed since the service was established in 1991.

In order to maintain the current level of service, additional funding is required. Bylaw No. 1660 increases the present annual requisition of $40,000 25% from what was set out in Bylaw No. 672. With this proposed 25% increase, the new requisition limit for the Grand Forks and District Transit Service Local Service is: not to exceed the greater of $50,000 or $0.37/1,000 per year.

Regional Districts do not require bylaw Statutory Approval from the Inspector of Municipalities after Third Reading if the maximum amount originally requisitioned does not increase by more than 25% over a five-year period. This applies to Bylaw 1660. All other statutory and

procedural requirements for putting the amending bylaw into force remain. Therefore, 2/3 of the service participants must consent to the Board adopting Bylaw 1660.

Further to *Local Government Act* Section 347 (2), participating Electoral Area approval may be given by the Electoral Area Director consenting in writing to the adoption of proposed Bylaw No. 1660 on behalf of the (Electoral Areas 'D'/Rural Grand Forks and 'E'/West Boundary) electorate who reside or own property within the portion of the local transit service area. Further to *Local Government Act* Section 346 if a proposed participating area is all of a member Municipality (in this case, Grand Forks and Greenwood), Council may give participating Municipal approval by consenting to the adoption of Bylaw 672 on behalf of those Municipal Electors. These consents take the place of assent of the electorate via voting in a referendum.

Implications

1. The revenue from the tax increase will assist the RDKB to continue to deliver the current level of service.
2. There will be a tax increase to those constituents who live in, or who live elsewhere, but own property in the service area.

Advancement of Strategic Planning Goals

Exceptional Cost Effective and Efficient Services

- We will distinguish between those services that are "core" and discretionary
- We will review and measure service performance
- We will ensure we are responsible and proactive in funding our services

Background Information Provided

1. Proposed Service Establishment Amendment Bylaw 1660
2. Grand Forks and District Transit Service Local Service Establishment Bylaw No. 672
3. Financial Backup (2017-2021 Five Year Plan, 2018-2022 Five Year Plan, BC Assessment Values and Estimated Budget, BC Assessment Hospital Taxable and Converted Values)

Alternatives

1. Receive staff report and take no further action
2. Refer back to staff
3. Approve First, Second and Third Readings

Recommendation(s)

That Regional District of Kootenay Boundary Grand Forks and District Transit Service Local Service Establishment Amendment Bylaw No. 1660, 2017 be given First, Second and Third Readings.

CITY OF GREENWOOD

PO Box 129
Greenwood, BC V0H 1J0

Phone:(250)445-6644 **Fax**:(250)445-6441 **Email**: admin.greenwoodcity@shaw.ca www.greenwoodcity.com

Proud winner of "Berkeley Springs International Water Tasting"
2012 Gold Medal Winner
Best Municipal Water in the World

January 22, 2018

Regional District Kootenay Boundary
202-843 Rossland Ave
Trail, BC
V1R 4S8

Re: District Transit Service

At the Regular Council meeting held on January 22, 2018, Council passed the following resolution:

"THAT Council for the City of Greenwood consents to the Regional District of Kootenay Boundary Board of Directors adopting Bylaw No. 1660 being the "Regional District of Kootenay Boundary Grand Forks and District Service Local Service Establishment Amendment Bylaw No. 1660, 2017."

Sincerely,

Wendy Higashi, CAO

Regional District of Kootenay Boundary

STAFF REPORT

Date: 17 Jan 2018

File ADMN BYLAW 1665
West Boundary Road Rescue

To: **Director Russell and Members of the RDKB Board of Directors**

From: Theresa Lenardon, Manager of Corporate Administration/Corporate Officer

Re: Proposed Bylaw 1665- RDKB Extended Service Financial Aid Service Establishment (West Boundary Road Rescue) Repealing and Discontinuation Bylaw

Issue Introduction

A staff report from Theresa Lenardon, Manager of Corporate Administration regarding proposed Bylaw No. 1665, 2018 repealing RDKB Extended Service Financial Aid Establishment Bylaw No. 1091, 1999 and discontinuing the West Boundary Road Rescue Service.

History/Background Factors

In 1999 and by Service Establishment Bylaw No. 1091, the RDKB established an extended service for the purpose of providing financial aid assistance to the Midway and Beaverdell Emergency Response agencies and a service, known as the West Boundary Road Rescue Service was formed.

Road Rescue in BC is an organized service with members who may be requested to provide support to people involved in out-of-jurisdiction motor vehicle accidents, where specialized skills, such as vehicle extrication, rope rescue and other specialized services and equipment are required. Road Rescue Service Providers are considered an organized fire rescue service or volunteer rescue society.

The participants within the service include Greenwood, Midway and Electoral Area 'E'/West Boundary and the service area boundaries include all of the property within the aforementioned jurisdictions. The requisition amount for the service when it was created in 1999 was $12,000. This amount has not changed. The cost apportionment is: Greenwood-$25%, Midway: $25% and Electoral Area 'E'/West Boundary 50%. The method of cost recovery is a property value tax on land and improvements.

After a review of the overall service, the participants have advised staff that the Village of Midway is planning to provide road rescue service to the West Boundary areas through its Fire Department. Therefore, at the January 10, 2018 Board meeting staff was directed to draft a bylaw that will repeal Bylaw No. 1091, 1999 and discontinue the RDKB West Boundary Road Rescue Service.

In order for the Bylaw to be adopted by the RDKB Board, consent from the service participants (*Local Government Act* Section 346 and 347.2) and Statutory Approval from the Inspector of Municipalities must be obtained after Bylaw 1665 is read a First, Second and Third time.

Implications

Implications for the RDKB with repealing the Service Establishment Bylaw include:

1. the RDKB will have less influence in the overall operations of delivery of the service (eg by Midway) and
2. the Village of Midway will gain the taxation revenue through a requisition.

Advancement of Strategic Planning Goals

Exceptional Cost Effective and Efficient Service

- We will ensure we are responsible and proactive in funding our services

Background Information Provided

- Proposed Amendment Bylaw No. 1665, 2018

Alternatives

1. Receive staff report
2. Approve First, Second and Third Readings of Bylaw No. 1665, 2018

Recommendation(s)

That Regional District of Kootenay Boundary Extended Service Financial Aid (West Boundary Road Rescue) Establishment Repealing and Discontinuation Bylaw No. 1665, 2018 be read a First, Second and Third Time.

Regional District of Kootenay Boundary
Extended Service Financial Aid Establishment-(West Boundary Road Rescue Service)
Repealing and Discontinuation Bylaw No. 1665, 2018

A Bylaw of the Regional District of Kootenay Boundary
in the Province of British Columbia to repeal and discontinue the
Extended Service Financial Aid Establishment-(West Boundary Road Rescue Service)

WHEREAS:

A. Through the adoption of Regional District of Kootenay Boundary Extended Service Financial Aid Establishment Bylaw No. 1091, 1999, the Board of Directors created a road rescue service known as the "West Boundary Road Rescue Service";

B. With the transfer of road rescue to the Village of Midway Fire Department, the Regional District of Kootenay Boundary Board of Directors deem it appropriate, and in the public interest, to repeal Extended Service Financial Aid Establishment Bylaw No. 1091, 1999 and discontinue the West Boundary Road Rescue Service;

C. The Regional District of Kootenay Boundary Board of Directors has obtained the necessary consent on behalf of the electors under Sections 346 (a) (b) and 347 (2) of the *Local Government Act* to undertake these actions.

NOW THEREFORE the Regional District of Kootenay Boundary Board of Directors in open meeting assembled enacts as follows:

1. **Discontinuation and Repealing of Service**

   Regional District of Kootenay Boundary Extended Service Financial Aid Establishment Bylaw No. 1091, 1999, is hereby repealed and the service known as the "West Boundary Road Rescue Service" is hereby discontinued.

2. **Citation**

   This bylaw may be cited as "Regional District of Kootenay Boundary Extended Service Financial Aid Establishment (West Boundary Road Rescue Service) Repealing and Discontinuation Bylaw No. 1665, 2018.

Read a First and Second Time the 25th day of January, 2018.

Read a Third Time the 25th day of January, 2018.

I, Theresa Lenardon, Manager of Corporate Administration/Corporate Officer of the Regional District of Kootenay Boundary, hereby certify the foregoing to be a true and correct copy of Bylaw No. 1665 cited as "Regional District of Kootenay Boundary Extended Service Financial Aid Establishment (West Boundary Road Rescue Service) Repealing and Discontinuation Bylaw No. 1665, 2018 as read a third time the 25th day of January, 2018.

_____
Manager of Corporate Administration/Corporate Officer

The Corporation of the City of Greenwood consented to the adoption of this bylaw by way of a resolution adopted _____, 2018.

The Corporation of the Village of Midway consented to the adoption of this bylaw by way of a resolution adopted _____, 2018.

The Director for Electoral Area 'E'/West Boundary consented to the adoption of this bylaw in a letter dated _____, 2018.

APPROVED BY THE INSPECTOR OF MUNICIPALITIES the ____ day of _____, 2018.

RECONSIDERED AND ADOPTED the _____ day of _____, 2018.

_____ _____
Chair Manager of Corporate Administration/Corporate Officer

I, Theresa Lenardon, Manager of Corporate Administration/Corporate Officer of the Regional District of Kootenay Boundary, hereby certify the foregoing to be a true and correct copy of Bylaw No. 1665 cited as "Regional District of Kootenay Boundary Extended Service Financial Aid Establishment (West Boundary Road Rescue Service) Repealing and Discontinuation Bylaw No. 1665, 2018 as Reconsidered and Adopted the day of , 2018.

_____
Manager of Corporate Administration/Corporate Officer

Regional District of Kootenay Boundary
Extended Service Financial Aid Establishment-(West Boundary Road Rescue Service)
Repealing and Discontinuation Bylaw No. 1665, 2018

A Bylaw of the Regional District of Kootenay Boundary
in the Province of British Columbia to repeal and discontinue the
Extended Service Financial Aid Establishment-(West Boundary Road Rescue Service)

WHEREAS:

A. Through the adoption of Regional District of Kootenay Boundary Extended Service Financial Aid Establishment Bylaw No. 1091, 1999, the Board of Directors created a road rescue service known as the "West Boundary Road Rescue Service";

B. With the transfer of road rescue to the Village of Midway Fire Department, the Regional District of Kootenay Boundary Board of Directors deem it appropriate, and in the public interest, to repeal Extended Service Financial Aid Establishment Bylaw No. 1091, 1999 and discontinue the West Boundary Road Rescue Service;

C. The Regional District of Kootenay Boundary Board of Directors has obtained the necessary consent on behalf of the electors under Sections 346 (a) (b) and 347 (2) of the *Local Government Act* to undertake these actions.

NOW THEREFORE the Regional District of Kootenay Boundary Board of Directors in open meeting assembled enacts as follows:

1. **Discontinuation and Repealing of Service**

   Regional District of Kootenay Boundary Extended Service Financial Aid Establishment Bylaw No. 1091, 1999, is hereby repealed and the service known as the "West Boundary Road Rescue Service" is hereby discontinued.

2. **Citation**

   This bylaw may be cited as "Regional District of Kootenay Boundary Extended Service Financial Aid Establishment (West Boundary Road Rescue Service) Repealing and Discontinuation Bylaw No. 1665, 2018.

Read a First and Second Time the 25th day of January, 2018.

Read a Third Time the 25th day of January, 2018.

I, Theresa Lenardon, Manager of Corporate Administration/Corporate Officer of the Regional District of Kootenay Boundary, hereby certify the foregoing to be a true and correct copy of Bylaw No. 1665 cited as "Regional District of Kootenay Boundary Extended Service Financial Aid Establishment (West Boundary Road Rescue Service) Repealing and Discontinuation Bylaw No. 1665, 2018 as read a third time the 25th day of January, 2018.

_____
Manager of Corporate Administration/Corporate Officer

The Corporation of the City of Greenwood consented to the adoption of this bylaw by way of a resolution adopted _____, 2018.

The Corporation of the Village of Midway consented to the adoption of this bylaw by way of a resolution adopted _____, 2018.

The Director for Electoral Area 'E'/West Boundary consented to the adoption of this bylaw in a letter dated _____, 2018.

APPROVED BY THE INSPECTOR OF MUNICIPALITIES the ____ day of _____, 2018.

RECONSIDERED AND ADOPTED the _____ day of _____, 2018.

_____ _____
Chair Manager of Corporate Administration/Corporate Officer

I, Theresa Lenardon, Manager of Corporate Administration/Corporate Officer of the Regional District of Kootenay Boundary, hereby certify the foregoing to be a true and correct copy of Bylaw No. 1665 cited as "Regional District of Kootenay Boundary Extended Service Financial Aid Establishment (West Boundary Road Rescue Service) Repealing and Discontinuation Bylaw No. 1665, 2018 as Reconsidered and Adopted the day of , 2018.

_____
Manager of Corporate Administration/Corporate Officer

Regional District of Kootenay Boundary

STAFF REPORT

Date: 22 Jan 2018

File ADMN-Elections and Other Voting-Proposed Bylaw 1667, 2018

To: **Chair Russell and Members of the RDKB Board of Directors**

From: Theresa Lenardon, Manager of Corporate Administration/Corporate Officer

Re: 2018 Local Government General Election-Appointments and Proposed Amendment to RDKB Election and Other Voting Conduct Bylaw

Issue Introduction

A staff report form Theresa Lenardon, Manager of Corporate Administration/Corporate Officer regarding the position of Chief Elections Officer, the appointments of Deputy Chief Elections Officers and a proposed amendment to RDKB Elections and Other Voting Conduct Bylaw No. 1608, 2014.

History/Background Factors

The legislation for General Local Government Elections is found in Part 3 of the *Local Government Act*. Further to Section 58, the Board of Directors must appoint a Chief Elections Officer and based on a proposal from the Chief Elections Officer, the Board must also approve a recommendation for the appointments of Deputy Chief Elections Officers.

Chief Elections Officer (CEO): In most BC Local Governments, the Corporate Officer is appointed as the organization's Chief Elections Officer (CEO) for Elections and Other Voting. In 2011, the RDKB Manager of Corporate Administration/Corporate Officer was appointed as the CEO for the RDKB's local government voting opportunities (elections, bi-elections, referenda, alternate approval process). Therefore, the Board is not tasked with appointing a CEO for the October 2018 Elections. Upon appointment as the RDKB CEO in 2011, the RDKB Corporate Officer/CEO has managed the 2011 and the 2014 General Local Government Elections as well as several referendums during those Elections, the 2016 Kettle Valley Fire Referendum and the recent 2017 Alternate Approval Process (AAP) for the Grand Forks Rural Fire Protection District Service requisition increase.

The CEO must appoint election officials (e.g. poll clerks) who will be required for the administration of, and conduct at, advanced voting opportunities and at General Voting Day polls, October 20, 2018. The CEO must also recommend appointments for the positions of Deputy Chief Elections Officers who work directly under the CEO to complete the required elections tasks prior to the election and on General Voting Day.

Deputy Chief Elections Officer(s) (DCEO) Appointments and Duties: Given the Regional District covers a vast geographic area and if there are Elections in all five Electoral Areas, it is very likely that there will be 15 voting stations for advanced voting and General Voting Day. The Elections CEO, will require assistance of three Deputy Chief Elections Officers who will manage the advance and General Voting Day polling stations that she will be unable to attend in person. Assistance with completing some of the preliminary election work and clerical tasks will also be required. On General Voting Day, DCEOs are typically required to move between polling stations to support the poll clerks and assist with any inquiries from voters. Two DCEOs are required to manage the RDKB polls in the Boundary and one DCEO to manage polls for Electoral Areas 'A' and 'B'/Lower Columbia-Old Glory.

The Board should also be aware that there may be a few refernda that will be held alongside the RDKB's General Elections, which will add a substantial volume of work to the CEO's election work and where the support of the DCEO's will be very valuable.

Locations of Voting Stations:

Advanced Voting Electoral Areas 'A' and 'B'

- RDKB office (Trail)

General Voting Day Electoral Area 'A'

- RDKB office (Trail), Villages of Fruitvale and Montrose (with Montrose and Fruitvale Elections)

General Voting Day Electoral Area 'B'

- RDKB office (Trail), Genelle Community Hall, City of Rossland (with City of Rossland Election)

Advanced Voting and General Voting Day Electoral Area 'C'/Christina Lake:

- Christina Lake Community Hall

Advanced Voting Electoral Area 'D'/Rural Grand Forks:

- RDKB office (Grand Forks-TBD)

General Voting Day Electoral Area 'D'/Rural Grand Forks:

- Perley Elementary School (Grand Forks - with City of Grand Forks Election)

Advanced Voting Electoral Area 'E'/ West Boundary and General Voting Day:

- City of Greenwood (with City of Greenwood), Bridesville Seniors Hall, Rock Creek Fall Fair Pavilion, West Bridge Community Hall, Beaverdell Community Hall and Big White Ski Resort.

Advance Voting Opportunities: The *Local Government Act* requires all local governments to hold an advance voting opportunity on the 10th day before General Voting Day as required under Section 107 (1) (b). In 2018, this is Wednesday, October 10th. Local Governments with populations over 5,000 must hold a second advance voting opportunity on a day as determined by the CEO.

Additional advance voting opportunities for Electoral Areas (and municipalities) with populations 5,000 or less are optional. RDKB Electoral Areas A-E all have populations under 5,000. Prior to the RDKB adding mail ballot voting to its Elections and Other Voting Conduct Bylaw (No. 1608, 2014), an optional advance voting opportunity had been included in the bylaw and has been held on the Wednesday, the third day immediately preceding General Voting Day. Since 2014, the CEO has had time and opportunity to consider elections costs, mail ballot voting opportunities, re-scheduling of elections from November to October and difficulties in recruiting enough election officials, resulting in consideration of removing the second advance voting opportunity, which adds increased costs to an already costly budget.

Costs for Polling Stations / Advance Polls and General Voting Day: Costs for Elections and Referendums are charged to the Electoral Area Administration (002) Budget and are currently included in the 2018-2022 Five Year Financial Plan. If, after the Nomination Period (Sept. 4-Sept. 14/18) the CEO determines there will be elections in all five Electoral Areas, the total cost to run the RDKB election will be in excess of $50,000 with advertising and poll clerk remuneration costing the most.

The following is an estimated breakdown of the costs for one poll station using 2 poll clerks:

Remuneration:	2 poll clerks x $250=$500
Meals:	2 poll clerks x $80 ($20 Breakfast, $25 Lunch and $35 Dinner x 2)=$160
Mileage:	2 poll clerks x approx. $15 = $30.00
Poll Station:	$200
Advertising:	$200

Approximate total costs of 1 poll: $1,090

(The calculations are on the smaller-side and the breakdown does not take into consideration expenses for ballots, election supplies, mail ballot voting materials and other miscellaneous requirements).

By removing the optional advance voting opportunity from the RDKB Bylaw No. 1608, the Electoral Area Directors (002) Elections and Referendum Budget would save approximately the following:

15 polling stations:	$16,350
10 polling stations:	$9,810
5 polling stations:	$5,450

Voting Opportunities:

1. Should electors not be in the area to vote at the October 10th advance voting opportunity or on October 20th - General Voting Day or should electors not be able to drive to the polls, mail ballot voting is an easy and convenient way to vote.
2. The Province moved elections from the third Saturday in November to the third Saturday in October to mitigate issues with winter-driving in rural areas of BC.
3. It is difficult to recruit enough poll clerks to provide coverage at all RDKB advance polls and on General Voting Day; especially for advance voting opportunities, which are held on Wednesdays when a large number of Electors work.

The CEO recommends that Section 5 a); Advance Voting Opportunities of RDKB Elections and Other Voting Conduct Bylaw No. 1608, be amended by removing i*) holding advance voting opportunities on the Wednesday, the third day immediately preceding General Voting Day*.

Implications

- As noted above, funds for the 2018 General Local Government Election including costs for stationary supplies, elections materials (ballots, ballot boxes, privacy screens, mail ballot voting packages etc.), venues, advertising, mileage, remuneration, meals are already included in the proposed Electoral Area Administration (002) Budget and 2018-2022 Five-Year Financial Plan.
- Elections and Referenda take up a significant amount of the Corporate Officer/CEO's time.
- *Deputy Election Officers (DECOs):* Based on a recommendation from the CEO, appointing the appropriate number of DCEOs will ensure that the CEO is provided with adequate support so that the RDKB election process is managed efficiently and professionally throughout the entire RDKB

jurisdiction and so the CEO, as Corporate Officer can also meet regular, operational workday demands and timelines.

Advancement of Strategic Planning Goals

Amending the RDKB Elections and Other Voting Conduct Bylaw with removing the second and optional advance voting opportunity meets the following strategic goal:

- *Exceptional Cost Effective and Efficient Services:* We will ensure we are responsible and proactive in funding our services

Background Information Provided

Proposed Bylaw No. 1667, amending RDKB Elections and Other Voting Conduct Bylaw No. 1608, 2014.

Alternatives

- Receive staff report - no action
- Appoint: Mark Daines, Deputy Chief Elections Officer (RDKB East End)
- Appoint: Maureen Forster and Jennifer Kuhn, Deputy Chief Elections Officers (RDKB West End)
- Give proposed RDKB Bylaw 1667, 2018 First, Second and Third Readings and Adoption

Recommendation(s)

Further to Section 58, of the *Local Government Act*, that the Regional District of Kootenay Boundary Board of Directors appoint Mark Daines, Maureen Forster and Jennifer Kuhn as Deputy Chief Elections Officers to report directly to the Chief Elections Officer for organizing and managing pre-election work and attendance at the October 20, 2018 General Local Government Elections.

That Regional District of Kootenay Boundary Elections and Other Voting Conduction Bylaw No. 1667, 2018 be read a First, Second and Third Time. **FURTHER** that Regional District of Kootenay Boundary Elections and Other Voting Conduction Bylaw No. 1667, 2018 be Reconsidered and Adopted. **FURTHER** that Regional District of Kootenay Boundary Elections and Other Voting Conduct Bylaw No. 1608, 2014 be repealed.

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

BYLAW NO. 1667

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A bylaw to provide for the determination of various procedures for the conduct of local government elections and other voting.

WHEREAS under the provisions of the *Local Government Act*, the Regional District may, by bylaw determine various procedures and requirements to be applied to the conduct of local government elections and other voting;

AND WHEREAS the Regional District of Kootenay Boundary Board of Directors wishes to establish various procedures and requirements under that authority;

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Regional District of Kootenay Boundary, in open meeting assembled, enacts as follows:

1. Citation

This Bylaw may be cited for all purposes as "Regional District of Kootenay Boundary Elections and Other Voting Conduct Bylaw No. 1667, 2018."

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2. Definitions

In this bylaw:

"Chief Election Officer" means the election official appointed under Section 58 of the *Local Government Act*;

"Deputy Chief Election Officer(s)" means the deputy elections official(s) appointed under Section 58 of the *Local Government Act*;

"Elector" means a resident elector or property elector of the jurisdiction as defined in Part 3 of the *Local Government Act*;

"Election" means an election for the number of persons required to fill a local government office;

"General Local Election" means the elections held for the electoral area directors of the Regional District which must be held as set under Section 52 of the *Local Government Act*;

"General Voting Day" means:
a) for a general local election, the date set under Section 52 of the *Local Government Act;*
b) for other elections, the date set under Section 54 of the *Local Government Act*;
c) for other voting, the date set under Section 174 of the *Local Government Act;*

"Judicial Recount" means a judicial recount as set out in Part 3 Division (14) Section 148 of the *Local Government Act*;

"Jurisdiction" means in relation to an election, the Regional District electoral area or municipality for which it is held;

"Local Government" means the Regional District Board;

"Local Government Act" means Chapter 323 of the Revised Statutes of the Province of British Columbia;

"**Mail Ballot Voting**" means voting by mail ballot and elector registration by mail in conjunction with mail ballot voting pursuant to Section 110 of the *Local Government Act*;

"Municipality" means the corporation into which the residents of an area have been incorporated as a municipality under the *Local Government Act* or any other Act;

"Other Voting" means voting on a matter referred to in Section 169 of the *Local Government Act*.

3. **Application**

This bylaw applies to all elections or other voting conducted by the Regional District of Kootenay Boundary.

4. **General Voting Places**

The Chief Election Officer is hereby authorized to designate the voting places for the general voting opportunities.

5. Advance Voting Opportunities

a) The RDKB will hold an advance voting opportunity on the 10th day before General Voting Day(s) as required under Section 107(1)(b) of the *Local Government Act*,

b) The RDKB may consider a second and optional advance voting opportunity as needed.

c) The RDKB must hold a second advance voting opportunity in an Electoral Area when that Electoral Area reaches a population over 5,000;

d) The voting hours at the required advance voting opportunity and any optional voting opportunities will be from 8:00 a.m. to 8:00 p.m. prevailing time.

e) As authorized under Section 108 of the *Local Government Act* the Chief Election Officer is hereby authorized to designate the voting places for the required and any advance voting opportunities.

6. Mail Ballot Voting

a) Authorization

i) As authorized under Section 110 of the *Local Government Act*, voting and elector registration may be done by mail for those electors who meet the criteria in the next paragraph 6 a) ii) for each election or other voting.

ii) The only persons who may be permitted to vote by mail ballot and register by mail in conjunction with mail ballot voting are:

(1) persons who have a physical disability, illness or injury that affects their ability to vote at another voting opportunity,

(2) persons who expect to be absent from the Regional District of Kootenay Boundary jurisdictions on General Voting Day and at the time of all advance voting opportunities, and

(3) if areas are specified in this bylaw pursuant to Section 110 (1) of the *Local Government Act*, persons who reside in a specified area of the jurisdiction for which the election is being held that is remote from voting places at which they are entitled to vote.

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. i) Advance voting opportunities will be held on the Wednesday, the third day immediately preceding General Voting Day;¶

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b) Authority to Set Time Limits and Deadlines

i) Pursuant to Section 110 (4) (b) of the *Local Government Act* the Regional District of Kootenay Boundary Board of Directors authorizes the Chief Election Officer to establish time limits in relation to voting by mail ballot, registering by mail, applying for a mail ballot and elector registration package and for other matters to which time limits are not established under this Bylaw.

c) Application Procedure

i) Electors must request a Mail Ballot Application form and submit the completed form to the Chief Election Officer at the location and within the time limit as required by the Chief Election Officer.

ii) The Chief Election Officer will verify through advertising on the RDKB's website and in local newspapers the details, deadlines and timelines for mail in ballot (and registration if applicable) requests and forms.

iii) A person wishing to vote by mail ballot must apply for a Mail Ballot Voting package using the Mail Ballot Application form which will be made available on the RDKB website www.rdkb.com, in person at the RDKB Trail office 843 Rossland Avenue, Trail, BC, in person at the RDKB Grand Forks office 2140 Central Avenue, Grand Forks BC or by a request to have the application form mailed or faxed.

iv) A person applying shall also indicate if they wish to receive a Mail Ballot Voting package by regular letter-mail through Canada Post, via courier at their expense or if they wish to pick up the Mail Ballot Voting package in person from the Regional District of Kootenay Boundary office 843 Rossland Avenue, Trail, B.C.

v) Upon completion, electors must forward the Mail Ballot Application form to the Chief Election Officer at the RDKB Trail office 843 Rossland Avenue, Trail, BC V1R 4S8 within the timeline as established and advertised by the Chief Election Officer.

vi) Upon receipt of an application for a mail ballot, the Chief Election Officer or designate shall, between the time that the printed Mail Ballot Voting packages are available and before the date as determined by the Chief Election Officer.

(1) make available to the applicant in the method indicted above under Section 6 c) iv) of this Bylaw, a Mail Ballot Voting package as specified in Section 110 (7) of the *Local Government Act*, together with a statement on the Mail Ballot Application form advising the elector that the elector must meet one or more of

the mail ballot criteria specified above under Section 6 a) ii) (1-3) of this Bylaw, and that they must attest to such fact, and

(2) immediately record on a Mail Ballot Application List the applicant's name, date application is received, time received and the residential address, and in the case of a non-resident property elector, the address of the property in relation to which they are voting, and

(3) record the Electoral Area in which the person is registered as an elector, or as a new elector if that person is not on the register of electors and is registering by mail, and

(4) upon request, make the Mail Ballot Application List available for public inspection until 30 days after the declaration of the election results under Section 146 of the *Local Government Act*. Before inspecting the list, a person must sign a statement that the person will not inspect the list or use the information contained in it except for the purposes of Part 3 of the *Local Government Act*.

(5) The Chief Election Officer may from time to time determine locations at which Mail Ballot Voting packages may be picked up in person.

d) Elector Responsibility

(i) The Regional District of Kootenay Boundary and the Chief Election Officer are not responsible for failing to mail or forward to an elector a Mail Ballot Application form or a Mail Ballot Voting package if the request is not received at all, or if the request is not received before the time limit that may be set out by the Chief Election Officer for applying for packages. The Regional District of Kootenay Boundary and the Chief Election Officer are not responsible for any delay or failure regarding the elector's receipt of the Mail Ballot Application form and or the return of the Mail Ballot Voting package by the elector.

e) Challenge of Elector

(i) A person exercising the right to vote under the provisions of this Bylaw may be challenged in accordance with and on the grounds specified in Section 126 of the *Local Government Act*, until such time as the certification envelope is marked "accepted" by the Chief Election Officer or designate in accordance with Section 6 h) i) of this Bylaw.

(ii) The Chief Election Officer, an election official, a candidate representative or a person who is qualified as an elector in respect of the election or other voting may challenge, in person to the Chief Election Officer before 4:00 p.m. on the first business day after an application for a Mail Ballot Voting package has been received by the Chief Election Officer, the right of a person to vote by mail ballot in accordance with Section 126 (2) of the *Local Government Act*.

(iii) The provisions of Section 126 (2) to 116 (5) inclusive of the *Local Government Act* shall apply where a challenge of an elector using a mail ballot has been made.

f) Elector's Name Already Used

(i) Where, upon receiving a request for a mail ballot, the Chief Election Officer determines that another person has voted or has already been issued a mail ballot in the elector's name, the provisions of Section 127 of the *Local Government Act* shall apply, so far as applicable.

g) Voting Procedure

(i) To vote using mail ballot, the elector shall mark the ballot in accordance with the instructions contained in the Mail Ballot Voting package provided by the Chief Election Officer.

(ii) After marking the ballot, the elector shall:

(1) place the ballot in the secrecy envelop provided and seal the secrecy envelope;

(2) place the secrecy envelope in the certification envelope provided, complete and sign the certification printed on such envelope and then seal the certification envelope;

(3) place the certification envelope, together with a completed elector registration application, if required, in the outer envelope, and then seal the outer envelope; and

(4) mail, have hand-delivered or courier at their expense, the outer envelope and its contents to the Chief Election Officer at the address specified on the outer envelope so that it is received no later than the close of voting on General Voting Day.

h) Ballot Acceptance or Rejection

(i) Until 4:00 p.m. on the day as designated by the Chief Election Officer, upon receipt of the outer envelope and its contents, the Chief Election

Officer or designate shall, in the presence of at least one other person, immediately record the date of such receipt and shall then open the outer envelope and remove and examine the certification envelope and the completed elector registration application, if applicable, and if satisfied as to:

(1) The identity and entitlement to vote of the elector whose ballot is enclosed; and

(2) The completeness of the certification; and

(3) The fulfilment of the requirements of Sections 70 and 71 of the *Local Government Act* in the case of a person who is registering as a new elector;

the Chief Election Officer or designate shall, in the presence of at least one other person, mark the certification envelope as "accepted", open the certification envelope in the presence of at least one other person, and place the secrecy envelope into a ballot box specified for such purpose, where such secrecy envelopes were received from persons whose right to vote using a mail ballot has not been challenged in accordance to Section 6 e); *Challenge of Elector* of this Bylaw, or where such challenge has been resolved and the challenged person permitted to vote.

(ii) Any certification envelopes accepted in accordance with Section 6 h) i) of this Bylaw shall be subject to the provisions of Section 160 (6) of the *Local Government Act* with regard to their destruction.

(iii) As soon as possible after the close of voting on General Voting Day, the ballot box containing the secrecy envelopes shall be opened under the supervision of the Chief Election Officer or designate, and, in the presence of at least one other person and any scrutineers present, the secrecy envelopes shall be opened and the ballots contained therein counted in accordance with the provisions of the *Local Government Act*.

(iv) Where:

(1) upon receipt of an outer envelope, the Chief Election Officer is not satisfied as to the identity of the elector whose ballot is enclosed; or

(2) in the case of a person required to complete an application for registration as an elector, such application has not been completed in accordance with Sections 70 and 71 of the *Local Government Act*; or

(3) the outer envelope is received by the Chief Election Officer or designate after the close of voting on General Voting Day,

the certification envelope shall remain unopened and the Chief Election Officer shall mark such envelope as "rejected", and shall note the reasons therefore, and the ballot contained therein shall not be counted in the election.

(v) Any certification envelopes and their contents rejected in accordance with Section 6 h) iv) of this bylaw shall remain unopened and shall be subject to the provisions of Section 160(6) of the *Local Government Act* with regard to their destruction.

(vi) In order to be counted for an election, a mail ballot must be received in accordance with Section 6 g) of this Bylaw before the close of voting on General Voting Day and it is the obligation of the person wishing to vote by mail ballot to ensure that the mail ballot is received by the Chief Election Officer within this time limit.

i) Replacement of Spoiled Ballot

(i) Where an elector unintentionally spoils a mail ballot before returning it to the Chief Election Officer, the elector may request a replacement ballot by advising the Chief Election Officer or designate of the ballot spoilage and by mailing or otherwise delivering by an appropriate means, the spoiled ballot package in its entirety to the Chief Election Officer or delegate.

(ii) The Chief Election Officer shall, upon receipt of the spoiled Mail Ballot Voting package, record such fact and proceed in accordance with Section 6 c) vi) of this Bylaw.

7. Resolution of Tie Votes After Judicial Recount

In the event of a tie vote after a judicial recount, the tie vote will be resolved by conducting a lot in accordance with Section 151 of the *Local Government Act*.

8. **Repeal of Previous Election Procedures Bylaw**

Regional District of Kootenay Boundary Bylaw No. 1608 cited as "Regional District of Kootenay Boundary Elections and Other Voting Conduct Bylaw No. 1608, 2018" is hereby repealed.

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Read a SECOND time this ____ day of _____ 2018.

Read a THIRD time this _____day of July, 2018.

I, Theresa Lenardon, Manager of Corporate Administration of the Regional District of Kootenay Boundary, do hereby certify the foregoing to be a true and correct copy of Regional District of Kootenay Boundary Bylaw No. 1667 cited as "Regional District of Kootenay Boundary Elections and Other Voting Conduct Bylaw No. 1667, 2018" as read a third time by the Regional District of Kootenay Boundary Board of Directors this _____day of _____, 2018.

_____
Manager of Corporate Administration

RECONSIDERED and finally adopted this _____day of _____, 2018.

_____ _____
Chair Manager of Corporate Administration

I, Theresa Lenardon, Manager of Corporate Administration of the Regional District of Kootenay Boundary, do hereby certify the foregoing to be a true and correct copy of Regional District of Kootenay Boundary Bylaw No. 1667 cited as "Regional District of Kootenay Boundary Elections and Other Voting Conduct Bylaw No. 1667, 2018" as reconsidered and finally adopted this _____ day of _____, 2018.

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Manager of Corporate Administration

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The BC Rural Centre
Helping Rural Communities Succeed

RECOMMENDATIONS FOR PROVINCIAL GOVERNMENT ACTION TO STIMULATE RURAL DEVELOPMENT

INTRODUCTION

The BC Rural Centre believes passionately in the future of BC's rural communities and regions. When the BC Rural Centre uses the term rural communities we mean **ALL** rural communities – rural First Nation communities, rural municipalities and unincorporated rural communities.

We know that the actions of the Provincial Government have an extremely significant impact on rural development and rural communities. The purpose of this paper is to present the priority actions that the BC Rural Centre believes the Provincial Government should undertake to facilitate rural development in the province.

These recommendations are based on the results of extensive rural development research completed by the BC Rural Centre/Southern Interior Beetle Action Coalition and various other organizations over the past three decades.

UNDERSTANDING THE MAJOR CHALLENGES FACING BC's RURAL COMMUNITIES

Rural BC is incredibly diverse and there are significant differences between some of BC's rural regions and communities in terms of their current economic health. SIBAC and other organizations have published numerous reports identifying and quantifying long-term demographic and economic trends in rural BC communities. However, despite their individual differences many of BC's rural communities share the common rural development challenges of:

- Stagnant or declining populations
- Significantly older community demographic profiles than the provincial average or urban communities
- Older housing stock that is primarily single family detached homes
- Significant job losses in the natural resource sectors
- Loss of government offices, public services and private businesses
- Slower rates of new business creation and/or expansion
- Significant losses of industrial taxation revenue
- Limited financial resources and development capacity

It is extremely important to recognize the interconnectedness and self-reinforcing nature of these rural challenges – and thus the need for a strategic, comprehensive and integrated rural development response.

KEY ELEMENTS OF SUCCESS IN RURAL DEVELOPMENT

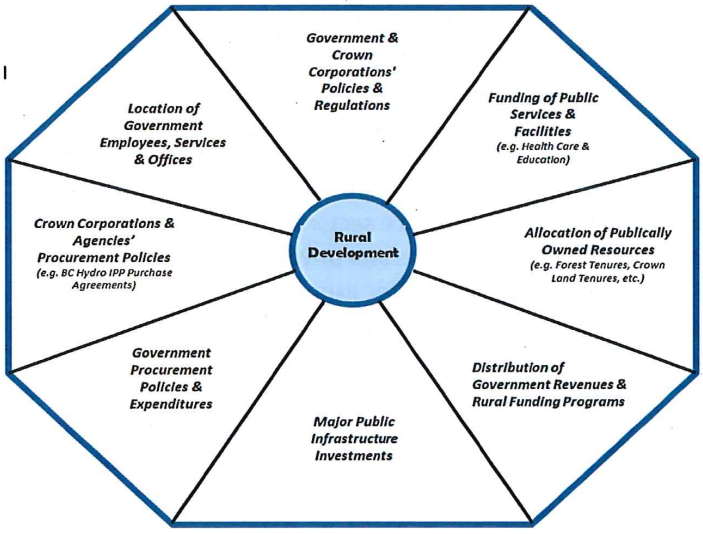
The rural challenges noted above are not unique to BC or even to Canada, and are in fact shared by most western industrialized countries. Several jurisdictions have developed innovative and successful initiatives to help facilitate rural development. Much of SIBAC's research has focussed on identifying the key elements of successful rural development and rural economic revitalization. These include:

- A recognition of the important differences between Community Economic Development, Regional Economic Development, Economic Sector Development and *Rural Development* strategies and approaches;
- A recognition of the need to actively and continuously consult and involve rural residents in the development of rural development policies;
- A recognition that rural development challenges cannot be solved by a simple "project funding" approach – but instead requires a long-term *investment* approach;
- The development and implementation of a strategic, holistic and long-term senior government approach to - and supports for - rural development;
- A recognition of the need to build rural development capacity while simultaneously providing new rural development tools and resources that will allow rural communities to respond quickly to new opportunities and emerging issues;
- Creating new forms of rural investment funds and business & entrepreneurial development supports; and
- A recognition of the critical and vital role that Non-Governmental Rural Development Organizations play in facilitating rural development.

MAJOR PROVINCIAL GOVERNMENT INFLUENCE POINTS FOR RURAL DEVELOPMENT

There are a wide variety of provincial government actions and policies that will ultimately affect rural development and rural communities. The following diagram identifies just some of the major ways the provincial government influences rural development and the quality of life in rural communities.

Figure 1: Major Ways Government Can Influence Rural Development



RECOMMENDATIONS FOR PRIORITY PROVINCIAL GOVERNMENT ACTIONS TO FACILITATE RURAL DEVELOPMENT

Based on all of the above, the BC Rural Centre would suggest that the provincial government should prioritize several actions to help facilitate rural development in the province:

1.) ***Develop & Implement a Provincial Rural Development Strategy.*** Effective rural development requires government action on a wide variety of issues that spans the mandates of many provincial ministries and agencies. A comprehensive and meaningful provincial rural development strategy can be very effective in ensuring that the policies and initiatives of all provincial ministries and agencies are effectively coordinated and aligned to support provincial rural development objectives and efforts. A comprehensive provincial rural development strategy should address all the major government influence points noted in Figure 1, but at a minimum, the BC Rural Centre believes that a provincial Rural Strategy should identify specific provincial goals, objectives and actions for rural development with regards to:

- Climate Change
- Forestry
- Transportation
- Energy Development
- Health Care
- Agriculture
- Infrastructure
- Procurement
- Education
- Tourism
- Innovation

2.) ***Actively use a provincial rural advisory committee.*** As noted above, there is a need to continually and actively engage rural leaders, rural business owners and rural residents in designing and implementing rural development policies and initiatives. The BC Rural Centre believes that a provincial rural advisory committee can play a significant and important role in providing on-going advice and assistance to the provincial government on rural issues.

3.) ***Build the Capacity of Rural Communities.*** Most smaller rural communities and First Nations have limited financial and human resources that are already spread very thin. To accelerate rural development, there is a need to enhance the capacity of smaller rural communities. Research from other jurisdictions has demonstrated the critical role rural development NGOs play in facilitating rural development. Government programs and initiatives tend to change relatively frequently with changes in governments and government priorities. Rural development NGOs therefore are critical in providing the appropriate, consistent and long-term rural development support that rural communities require. Therefore, the BC Rural Centre recommends that the provincial government:

(i) Provide endowment-type operational funding to non-governmental rural development organization(s) (i.e. like the BC Rural Centre) to ensure that rural communities will have continual access to relevant rural development information, expertise and assistance in the long-term.

(ii) Provide programs & funding that would support rural development capacity building and rural development projects.

4.) ***Develop new forms of Revenue for Rural Communities & First Nations.*** To be truly sustainable in the long-term, rural communities require access to new permanent forms of revenue over which they have direct decision-making power. Unlike their growing urban counterparts, rural communities cannot replace dwindling industrial property taxes solely from increases in residential and commercial property taxes. Rural communities often provide the basic infrastructure and services that are

required to support resource development on surrounding provincial crown lands. As recommended by the UBCM, the former BC Progress Board and other organizations; there is a need to develop new ways to create new ongoing revenue streams for rural communities. The BC Rural Centre believes these options should include:

(i) The creation of additional – and larger – Community Forest & First Nations Woodland tenures. The creation of new and larger Community Forest & First Nations Woodland tenures would also help achieve other provincial objectives such as interface wildfire hazard reduction, water quality protection and rural job creation.

(ii) The development of policies, programs and tools that will help rural communities and First Nations take increased ownership positions in new projects and businesses in their communities and surrounding regions/traditional territories (e.g. Green Energy developments).

(iii) The development of policies and programs that would transfer restricted ownership of some crown lands to rural communities and First Nations to stimulate rural economic development.

5.) ***Implement New Tools to Increase the Investment Funds available for Rural Business Development.*** Experience in other jurisdictions has demonstrated that increased access to business investment funding is critical to rural business development and rural economic revitalization. Specifically, the BC Rural Centre recommends that the provincial government:

(i) Work with community investment practitioners to create a BC equivalent of the highly successful Nova Scotia Community Economic Development Investment Fund (CEDIF) program.

(ii) Work with community investment practitioners to identify and implement regulatory and policy changes that would enhance the ability of rural communities' to establish and operate community investment cooperatives and community Venture Capital Corporations.

SUMMARY

The challenges and issues facing rural BC communities are inherently complex and thus will require equally comprehensive, holistic and long-term solutions. The residents of rural BC are resilient, creative and passionate about their communities. With the appropriate support and tools from the provincial government, the BC Rural Centre believes that BC's rural communities and regions can create a positive sustainable future for themselves.

The BC Rural Centre is committed to developing and sharing rural revitalization success stories, tools and initiatives. For more information on rural policy initiatives please visit:
https://www.bcruralcentre.org/focus/rural-policy/ and http://www.sibacs.com/rural-advocacy-activities/rural-bc-project-2/